

ACKNOWLEDGEMENT
(DELHI DEVELOPMENT AUTHORITY)

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Application No _____

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Received Application from

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Sh./Smt./Km.....
R/o.....for
conversion of Lease hold rights into free hold in respect of
residential Property.....
alongwith documents as under :-

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R/o.....for
conversion of Lease hold rights into free hold in respect of
residential Property.....
alongwith documents as under :-

- (a) Undertaking duly attested by Notary Public/Magistrate 1st class.
- (b) Affidavit duly attested by Notary Public/Magistrate 1st class
- (c) Indemnity Bond duly attested by Notary Public/Magistrate 1st class.
- (d) Copy of POA(S) alongwith Sale Agreement (Where application is made by attorney), duly attested by Notary Public/Gazetted Officer.
- (e) Copy of Completion Certificate/"D"/Form (in respect of plot) duly attested by Notary Public/Gazetted officer.
- (f) Proof of Physical Possession of the person in whose name the conversion is sought viz. copy of possession letter or slip/House Tax receipt/ration card/passport/driving licence/ I card etc. duly attested by Notary Public/Gazetted Officer.
- (g) One attested passport size photograph and 4 attested specimen signature of the person in whose favour the Conversion is sought.
- (h) Details of Payment of ground rent in Annexure 'Q'
- (i) Copy of lease deed/sub-lease deed/conveyance deed/allotment letter duly attested by Notary Public/Gazetted Officer.
- (j) Copy of N.O.C. from the mortgagee duly attested by Notary Public/ Gazetted Officer.
- (k) _____

(Any other documents annexed to be mentioned here)

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(Any other documents annexed to be mentioned here)

Date _____

Signature of the
Receipt Clerk, Special on-line
Counter-16, Lands Disposal,
D.D.A. Vikas Sadan, INA

Date _____

Signature of the
Receipt Clerk, Special on-line
Counter-16, Lands Disposal,
D.D.A. Vikas Sadan, INA

6. सम्पत्ति का विवरण

Details of property

(क) दि. वि. प्रा. द्वारा आबंटित प्लॉट

(a) Plots allotted by DDA

कालोनी का नाम/Name of Colony

प्लॉट सं./Plot No. प्लॉट का क्षेत्रफल/Plot Area वर्ग मी./Sq. Metre.

भूतल एवं अन्य तल, यदि कोई हो का आवृत क्षेत्रफल वर्ग मी./Sq. Metre.

Covered area on ground and other Floors, if any

सेक्टर/Sector ब्लॉक/Block पाकेट/Pocket

(ख) सहकारी भवन निर्माण समिति द्वारा आबंटित प्लॉट

(b) Plots allotted by Co-operative House Building Society

संस्थान का नाम/Name of Society

कालोनी का नाम/Name of Colony

प्लॉट सं./Plot No. प्लॉट का क्षेत्रफल/Plot Area वर्ग मी./Sq. Metre.

भूतल एवं अन्य तल, यदि कोई हो का आवृत क्षेत्रफल वर्ग मी./Sq. Metre.

Covered area on ground and other Floors, if any

सेक्टर/Sector ब्लॉक/Block पाकेट/Pocket

(ग) सहकारी समूह आवास समिति द्वारा निर्मित फ्लैट

(b) Flats constructed by Co-operative Group Housing Societies

सोसायटी का नाम/Name of Society

कालोनी का नाम/Name of Colony

सेक्टर/Sector ब्लॉक/Block पाकेट/Pocket

फ्लैट का कुर्मी क्षेत्रफल/Plinth area of flat वर्ग मी./Sq. Metre.

फ्लैट का आवृत क्षेत्रफल (अनुमानित) वर्ग मी./Sq. Metre.

Covered area of flat (approximate)

7. वास्तविक कब्जे की तिथि (यदि उपलब्ध हो)

Date of Physical Possession (If available)

8. क्या पट्टा/उप-पट्टा विलेख/हस्तान्तरण विलेख निष्प्रादित और पंजीकृत है

Whether the lease/sub-lease deed/conveyance deed is executed and registered?

हाँ	नहीं
YES	NO

9. प्लॉट के संबंध में पट्टा विलेख/उप-पट्टे के पंजीकरण का विवरण, यदि कोई हो :
Details if Registration of lease deed/conveyance deed, if any in respect of plots

पंजीकरण सं./Reg. No. बुक संख्या/Book No.

खंड सं./Vol. No. पृष्ठ/Page From से/To

दिनांक/Date

10. क्या सम्पत्ति का प्रयोग पट्टा विलेख/उप-पट्टा विलेख/आवंटन-पत्र के अनुसार आवासीय है :

हाँ YES	नहीं NO
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Whether use of the property as per lease deed/sub-lease deed/allotment letter is residential

11. i) गैर - आवासीय उद्देश्यों के लिए प्रयोग किए जा रहे भाग का क्षेत्रफल

वर्ग मीटर

Area of the portion being used for the purpose other than residential

Sq Metre

- ii) सम्पत्ति के कुल आवृत क्षेत्रफल का उपर्युक्त i) का प्रतिशत %

Percentage of i) above to the total covered area of the property

- iii) आवासीय उपयोग से भिन्न अन्य उपयोग का प्रकार

Type of other than residential use

- (क) (A) व्यावसायिक उपयोग/Professional use

(डाक्टर-01, वास्तुविद-02, इंजीनियर-03, वकील-04,
ई. लेखाकार-05, एडवोकेट-06, परामर्शदाता-07, पत्रकार-08,
आर्टिस्ट-09, डिजाइनर-10)
(Doctor-01, Architect-02, Engineer-03, Lawyer-04,
Chartered Accountant-05, Advocate-06, Consultant-07,
Journalist-08, Artist-09, Designer-10)

- (ख) घरेलू उद्योगों का प्रकार

- (B) Nature of household Industries

(कृपया अनुबंध 'च' में उल्लिखित घरेलू उद्योगों की क्रम संख्या लिखें)

(Please put in the serial number of the household industries mentioned in Annexure "E")

- (iv)(क) व्यावसायिक उपयोग के मामले में :

- (A) In case of professional use :-

संबंधित व्यक्ति में पास सम्पत्ति का कब्जा है ?

Whether the person is in occupation of the property ?

हाँ YES	नहीं NO
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- (ख) घरेलू उद्योगों के मामले में :-

- (B) In case of household industries :-

- क) घरेलू उद्योग सम्पत्ति के कब्जेदार द्वारा चलाया जा रहा है ?

- a) Whether the household industry is run by the occupants of the property ?

हाँ YES	नहीं NO
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- ख) क्या घरेलू उद्योग कार्यकलाप केवल भूतल पर ही किया जाता है ?

- b) Whether the household industrial activity is done on the ground floor only ?

हाँ YES	नहीं NO
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- ग) घरेलू उद्योग कार्यकलाप में कार्यरत कर्मचारियों की संख्या ?

- c) Number of workers engaged in the household industrial activity?

- घ) क्या घरेलू उद्योग कार्यकलाप के लिए प्रयोग की जाने वाली पावर का स्वीकृत भार 1 कि. वाट से अधिक है ?

- d) Whether the sanctioned load for power to be utilised for household industrial activity exceeds 1 KV. ?

हाँ YES	नहीं NO
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कृपया घरेलू उद्योग कार्यकलाप के लिए म्युनिसिपल लाइसेंस तथा पावर कनेक्शन पत्र की प्रतिलिपि संलग्न करें।

(Please enclose a copy of Municipal Licence and Power Connection letter for the household industrial activity)

20. आवासीय प्रयोग के अलावा अन्य प्रयोग के लिए दुरुपयोग प्रभार
 [कृपया शब्दों में लिखें]
 शब्दों में.....
रुपये मात्र) रु.

Other misuse charges for use other than residential uses Rs.
 [See para 5(a) of the brochure]
 (In words.....)
only)

21. यदि आवेदनकर्ता कानून के अधीन अधिकार, वकील निर्धारित हो
 (शब्दों में.....)
रुपये मात्र) रु.

Surcharges wherever applicable if the applicant is attorney Rs.
 (In words.....)
only)

22. 19, 20, और 21 की राशि का योग
 Sum total of 19, 20 and 21 रु.

23. (i) क्या आवेदनकर्ता इसमें 22 में दर्शाई गई राशि का भुगतान एक मुद्रा प्रदान
 चाहता है अथवा किश्तों में ?
 Whether the applicant wants to pay the amount reflected in para No. 22 in lump sum or in instalments ?
 : एक भुगतान / किश्तों में
 Lump-sum/Instalments

(ii) यदि किश्तों में तो समान वार्षिक किश्तों की संख्या बताएं ।
 If in instalment, indicate no. of equated/early instalments
 दो B Two तीन C Three चार D Four पांच E Five

(iii) समान किश्तों का राशि रु.

Amount of equated instalment Rs.

मैं/हम प्रमाणित करता हूँ/करते हैं कि उपर्युक्त सभी गत सूचना सच और सही है । मैं समझता हूँ कि यदि कोई तथ्य छिपाया गया है अथवा गलत तरीके से प्रस्तुत किया गया है तो यह आवेदन अवैध हो जाएगा और परिणाम अकृत और भ्रष्ट होगा ।

I/We certify that the information given above is true and correct.

I/We understand that if any fact has been suppressed or misrepresented, it shall render this application invalid and the transaction null and void.

स्थान/Place.....

दिनांक/Date.....

परिवार/उप-परिवार/आयोक्तार

अर्तियों के हस्ताक्षर

Signature of Lessee/

Sub-Lessee/Allottee/Attorney

यदि आवश्यक हो, तो कृपया निम्नलिखित स्थानों में कालम भरें ।

If required, please fill in the following columns wherever necessary

SELF ASSESSMENT SHEET FOR CONVERSION ETC.

1. Application No.....
2. **DETAILS OF THE PROPERTY**
(Score off paras not applicable)
- A. For Plots
(i)
(ii)
(iii)
- B. For DDA Flats
(i) Category.....
(ii) Locality.....
(iii) Zone.....
- C. CGHS Flats
(i)
(ii)
(iii) Zone
3. **CONVERSION CHARGES :**
(i)
(as per Annexure A)
(ii)
(to be mentioned in Col. 19 of the Application Form)
4. **OTHER MISUSE CHARGES IF ANY [See Para 5(ii)]**
@ 3* Conversion fee w.r.t. apportioned area under misuse.
5. **SURCHARGE :**
In case the freehold rights are sought in favour of person other than the original lessee(s)/sub-lessee(s)/allottee(s)

Amount of surcharge @ 33-1/3% of the conversion charges mentioned in Col. 3 (ii) above=.....
(to be mentioned in Col. 21 of the Application Form)
6. **TOTAL OF CONVERSION CHARGES,
OTHER MISUSE CHARGES & SURCHARGE**
[3 (ii) + (4) + 5].....Rs
(N.B.—to be mentioned in Col. 22 of the Application Form)
7. **If the amount mentioned in Col. 6 above is
being paid in annual equated instalments, please indicate number of instalments.....**
[to be mentioned in Col. 23 (ii) of the Application Form also]
- (i) Amount of equated annual instalment Rs.

(Pl. see Annexure F for guidance)