



**EXTRAORDINARY  
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No. 1106 CUTTACK, FRIDAY, JULY, 18, 2003/ASADHA 27, 1925

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No. 8305-CA.

**GENERAL ADMINISTRATION DEPARTMENT**

**RESOLUTION**

The 18th July 2003

**SUBJECT -** Conversion of residential leasehold plot under General Administration Department within Bhubaneswar Municipal Corporation area into freehold status.

The Scheme of conversion of General Administration Department land within Bhubaneswar Municipal Corporation area from leasehold to freehold status was in force till 31-3-2001. In order to further simplify the previous procedure of conversion and facilitating the process for the lessees to be conferred with transferable and heritable rights, Government, after careful consideration, have been pleased to formulate the Conversion Scheme, 2003. The salient features of this Scheme are as below :-

**Salient Features of the Scheme**

1. Conversion fees 5% of the prevailing rate of premium in respect of the plots on which building have been constructed as per approved plan, 10% in case of vacant plots and 20% where the lessee has used the land for institutional or commercial purpose will be charged for such conversion.
2. The above rates would be applicable even in cases where there is deviation from the Bhubaneswar Development Authority or Bhubaneswar Municipal Corporation approved plans, since Bhubaneswar Development Authority/Bhubaneswar Municipal Corporation are empowered to take action for such violation under Orissa Development Authority Act/Municipal Act, respectively.
3. The Scheme is applicable only for full premium paid residential plots allotted in favour of individuals on leasehold basis. Premium free residential plots shall not be included under this Scheme.
4. Conversion will be allowed both in case of vacant plots and plots where the residential building has been constructed as per the approved plan of the competent authority and also in case of deviation from the approved building plan.
5. The lessee or the registered Power of Attorney Holder is eligible to apply in prescribed form alongwith required documents for conversion of the leasehold plots into freehold. The application will not be entertained if the same has not been made in prescribed form and accompanied with all required documents and fees.

6. The lessee/applicant will have to clear all arrear rent @ 12% interest or as determined by Government from time to time whichever is higher, before permission is accorded for conversion. In case of the lessee/applicant who fails to deposit the revised rent, his/her freehold application shall be rejected and the conversion charges deposited earlier shall be forfeited.
7. If the plot has been mortgaged to one or more institutions with one mortgage or more, the conversion shall be considered only after submitting no objection certificates from all the mortgagees.
8. If there is any dispute over the right, title and interest of the leasehold property in any Court of Law, the freehold application shall be considered only after the case is disposed of. Till then it shall be kept pending.
9. If the mutation case over the leasehold land is pending, the freehold application shall be kept pending till disposal of the mutation case.
10. Lessees who have encroached or unauthorisedly occupied Government land any where within Bhubaneswar Municipal Corporation limits would not be eligible to be covered under the Scheme unless they vacate the unauthorised occupation.
11. The lessee/applicant shall deposit the processing fee amounting to Rs. 300 (Rupees three hundred) only in shape of Bank Draft/Banker's Cheque at the time of submission of freehold application. The Bank Draft/Banker's Cheque shall be drawn on any Nationalised Bank in favour of Land Officer, G.A. Department, Orissa Secretariat, Bhubaneswar only.
12. On permission for conversion to freehold status, the lessee/applicant shall have to deposit the required amount towards conversion fees either in shape of Bank Draft/Banker's Cheque drawn from any Nationalised Bank in favour of Land Officer, G.A. Department, payable at Bhubaneswar only. If the lessee/applicant fails to deposit the said amount within 30 days, his/her application shall stand automatically cancelled.
13. The stamp duty shall be charged only for the amount of conversion fees.
14. The Scheme will be effective with effect from the date of publication of the resolution in the extraordinary issue of the Orissa Gazette.
15. THE PROCEDURE FOR SUBMISSION OF APPLICATION :
  - 15.1. The booklet containing detailed information on freehold Scheme alongwith application form will be available at the Secretariat Reception Counter on payment of Rs. 100 (Rupees one hundred) only in shape of Bank Draft/Banker's Cheque between 11 A.M. to 5 P.M. (Except 1-30 P.M., to 2.00 P.M.) on all working days.
  - 15.2. The booklet containing detailed information on freehold Scheme alongwith the application form can also be obtained by post on payment of Rs. 140 (Rupees one hundred forty) only through Bank Draft/Banker's Cheque drawn from any Nationalised Bank in favour of Land Officer, G.A. Department, Bhubaneswar payable at Bhubaneswar. The Bank Draft/Banker's Cheque should be sent to the Land Officer, G.A. Department, Orissa Secretariat, Bhubaneswar - 751001.

- 15.3. If the application is incomplete or the required paper(s) or fees have not been deposited, 30 (Thirty) days time after intimation about deficiency(ies) by General Administration Department shall be allowed for its compliance. If the lessee/applicant does not comply the same within the stipulated time, his/her freehold application shall stand automatically cancelled. Where the applications are submitted with all required papers with fees, and complete in all respects, permission will be accorded to execute conveyance deed. The lessee/applicant shall prepare conveyance deed in stamp papers in consultation with the District Sub-Registrar, Bhubaneswar/Sub-Registrar, Khandagiri, Bhubaneswar and submit the same in G.A. Department for approval within 30 (Thirty) days.
- 15.4. The lessee/applicant shall submit the freehold application alongwith all required documents and fees at the Secretariat Reception Counter between 11 A.M. to 5 P.M. on all working days and obtain the acknowledgment receipt.
- 15.5. The lessee/applicant shall bear the stamp duty and registration fees and register the conveyance deed in consultation with the District, Sub-Registrar, Bhubaneswar/Sub-Registrar, Khandagiri, Bhubaneswar.
16. DOCUMENTS TO BE SUBMITTED ALONG WITH FREEHOLD APPLICATION :
- 16.1. The lessee/applicant shall be required to submit following documents alongwith the original freehold application.
- 16.1.1. A photo copy of the original lease deed/tripartite deed duly attested by a Gazetted Officer/Notary Public.
- 16.1.2. Attested copy of the upto-date rent receipt.
- 16.1.3. An affidavit to be sworn in by the lessee before the Executive Megistrate to the effect that he/she has constructed the building and used the same for the purpose for which the land was allotted or deviation (if any) has been made.
- 16.1.4. Attested copy of the no objection certificate from the mortgagee in case the plot is mortgaged.
- 16.1.5. Attested copy of the registered power of attorney deed in case the applicant is an Attorney holder.
- 16.1.6. Original Bank Draft/Banker's Cheque for Rs. 300 towards processing fees.
- 16.2. In appropriate cases there may be spot verification.
17. Applications disposed of earlier shall not be reopened.

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ORDER - Ordered that the Resolution be published in the extraordinary issue of the Orissa Gazette. Ordered also that copies of the Resolution be forwarded to all Departments of the Government/all Heads of Departments/A-G (A. & E), Orissa, Bhubaneswar

By order of the Governor  
**S. SRINIVASAN**  
Special Secretary to Government