

Frequently Asked Questions (FAQs)

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Q. What is the objective behind Conversion Scheme ?

Ans:- Originally Government land in Bhubaneswar is allotted to different individuals for a lease period of 90 years. By such lease, Government only grants possessor interest to the lessee where the right and title of the lease land remain with the Government. As such the lessee is required to come to the Government time and again to take permission for concurrence of building plan, mortgage, transfer and mutation of his leasehold residential plot. In order to free the lessees from these hassles, the Government decided to transfer the absolute right, title & interest over the leasehold residential plot allotted by the erstwhile P&S Department (now GA department). Hence the Conversion Scheme is introduced to convert the residential plots from leasehold land tenure to freehold land tenure.

Q. Is the Scheme mandatory ?

Ans:- No, the Conversion Scheme is purely optional in nature. If the lessee is interested to convert his residential leasehold plot to freehold status, he can apply to the Government in the prescribed form.

Q. Are all types of plots allotted by the Government covered under the Scheme?

Ans:- No, only the premium paid leasehold residential plots allotted by the Government are covered under the Scheme. Neither the residential plots earlier allotted free of premium nor the plots allotted for purpose other than residential purpose are covered under the Scheme.

Q. Who can apply for conversion?

Ans:- Either the lessee or his/her Power of Attorney Holder can apply for conversion in the prescribed Form available in the Booklet.

Q. How to get the Conversion Form?

Ans:- Application Form for conversion is available in the website of General Administration Department.

Q. How to apply for Conversion?

Ans:- Lessee can apply in the Form. The Form is to be downloaded from the website and filed in the facilitation Centre situated within the campus of Central Record room of Secretariat situated at the backside of main Secretariat Building in front of Home(Election) Department adjoining the Estate Court.

Q. Which documents are to be submitted along with the Conversion Application Form?

Ans:- The list of documents required has been given in the application Form.

Q. What are the scales of payment of conversion fees for getting the land converted from leasehold to freehold ?

Ans:- The following scales of payment are charged towards Conversion Fee: -

A. 5% of the Prevailing Premium of the leasehold Residential Land –

Where the Residential Plot is constructed as per the Approved Building Plan and used only for residential purpose.

B. 10% of the Prevailing Premium of the Residential Land: -

Where the leasehold plot is lying vacant or the Residential Building is constructed without plan or in deviation to the approved building plan or any construction has been made beyond main residential building the above percentage of fee shall be paid.

C. 20% of the Prevailing Premium of the Residential Land: -

Where the Residential land or any part thereof is utilized for Institutional or Commercial Purpose rather than for residential purpose. For instance the plot/building is used as shop, hotel, guest house, office, school and clinic, so on. Clinic of professionals like doctors, Engineers, Architects or consultants etc are commercial uses.

Q. What is the prevailing premium for the leasehold residential land ?

Ans:- The location-wise prevailing premium is declared by the Government from time to time for the Govt. land in Bhubaneswar for three purposes residential, institutional & commercial. The latest rates notified in 1998 are given in the prevailing land premium for Government land at Bhubaneswar.

Q. Whether any clearance from the Mortgage is required before applying for Conversion?

Ans:- Yes, if the lease property is mortgaged at the time of applying for Conversion, the lessee is to submit a No objection certificate from the Mortgagee(s) along with the Application Form in the prescribed form appended to the application.

Q. Whether Conversion application can be processed where Mutation for substitution of lessee is pending?

Ans:- If the original lessee is dead, the application can be filed by legal heir(s) / successors-in-interest except the mortgagor institution. There is no provision to entertain the application filed by Power of Attorney Holder.

Q. Whether conversion application can be processed when case is pending in any Court of law over the status of land?

Ans:- No, if a case is pending in any Court of Law, the leasehold land the conversion application shall remain pending till disposal of the case.

Q. Whether lessee is eligible to apply for conversion if he/she has encroached any Government land within BMC area?

Ans:- No, if the lessee has encroached any government land within BMC area, he/she is not eligible to apply till he/she vacates the encroached government land.

Q. How is the conversion Fee is to be paid?

Ans:- The Land Branch of the G.A. Department will issue a conversion order after the application is allowed. On receipt of the conversion order, the lessee is to deposit the fee in shape of Bank Draft/ Banker' Cheque drawn from any Nationalized Bank in favour of Land Officer G.A. Department payable at Bhubaneswar.

Q. What is the time frame for deposit of the Conversion Fee?

Ans:- Conversion Fee shall be deposited within 30 days from the date of issue of the Conversion Order. If the lessee fails to deposit the amount within the stipulated time then the application stand automatically cancelled.

Q. How is the Conveyance deed to be prepared?

Ans:- The Conveyance Deed shall be prepared in triplicate as per the standard form incorporated in the Scheme. The Original and Duplicate Copy of the Deed shall be prepared in Stamp paper in consultation with the Sub-Registrar, Bhubaneswar/ Sub-Registrar, Khandagiri.

Q. Can the lessee retain the original lease deed after conversion is allowed?

Ans:- No. The lessee is required to return the original lease deed at the time of receipt executed conveyance deed for Registration.

Q. Whether Stamp Duty will be charged on the value of the leasehold land?

No, Stamp Duty of the Conveyance Deed shall be charged only on the amount of the Conversion Fee paid.

Q. How the Conveyance Deed will be presented for registration?

Ans:- Lessee shall submit the Conveyance Deed in triplicate to the Director of Estates within 30 days from the date of issue of the conversion order. On receipt of the Deed the same shall be executed by the Director of Estates and send to the Lessee for preparation of the Photo Copies of the Original and Duplicate Deed.

Lessee is to give a certificate on the bottom of the last page of the Photocopies mentioning, " Photocopies are the exact and true reproduction of the Original Deeds". The photocopies and the Original Deed shall be submitted to the Director of Estates for countersignature. After countersignature the Original Deeds and Photocopies will be sent to the Lessee for registration. Lessee shall submit the registered duplicate conveyance deed to the Director of Estates for issue of Final Stitiban Order in favour of the lessee(s).

Q. Whom to approach in case of doubts or to know about the status of the application ?

Ans:- The states of the applications will be soon available on the website. Following Officers may be contacted for any doubts: 1. Sri Sribhusan Sukla - Land Officer, Ph.2322376 2. Sri Prasant Kumar Senapati - Director of Estates, Ph.2536785, 2322368

Q. Is there any last date for purchase and filing of application ?

Ans:- No. There is no last date for purchase and submission of conversion application.