



Government of Odisha
General Administration and Public Grievance Department

ORDER

No. 26984 /CA, Bhubaneswar, Date. 07/08/2025
GAD-CA4-MISC-0009-2024

Sub: Issue of certificates for disposal of conversion applications by GA&PG Deptt.

GA and PG Deptt. after careful examination have been pleased to approve the rationalisation of assessment of conversion fee in respect of land leased out by GA&PG Deptt. for residential purpose vide order No. 19899 dtd. 13.06.2025.

The said order provides that the applicant at the time of filing application for freehold is required to file a certificate issued by the competent authority of BMC/BDA regarding building construction without any plan deviation /deviation within the permissible limit/compounding of plan deviation.

For new conversion application as well as for pending conversion applications, it was decided to obtain certificate from BMC for disposal of the conversion cases. A clarification to that effect was issued vide Order No. 20373 dtd. 18.06.2025.

To expedite the issue of the relevant certificate and disposal of the conversion applications, the matter was reviewed by the Chief Secretary.

After careful examination, the following orders have been passed to expedite disposal of conversion cases:

- a) Considering the expertise and manpower available with BDA, it has been decided to issue the relevant certificate by BDA in place of BMC.

b) The applicants (Both Pending & New) are required to apply before the Planning Member, BDA enclosing the relevant documents in the format enclosed herewith at **Annexure-I**.

c) The Planning Member, BDA after verification of necessary documents and field is required to issue certificate in appropriate cases in the format enclosed herewith at **Annexure-II**.

d) The certificate shall be issued within 15 days from the date of filing of application by the applicant.

By order of Chief Secretary



Director of Estates & Ex-Officio
Addl. Secretary to Government

Memo No. 26985 / CA, Dated. 07/08/2025

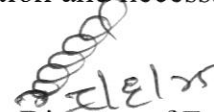
Copy forwarded to the OSD to Chief Secretary/Sr. P.P.S to the Addl. Chief Secretary, G.A & P.G Deptt. /P.S to the Director of Estates, G.A & P.G Deptt. for kind information of Chief Secretary/Addl. Chief Secretary/Director of Estates.



Addl. Director of Estates-cum-
Addl. Secretary to Government

Memo No. 26986 / CA, Dated. 07/08/2025

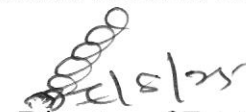
Copy forwarded to the Vice Chairman, BDA/Commissioner, BMC/Director, Town Planning, Bhubaneswar/Secretary, BDA/Planning Member, BDA/City Planner, BMC for kind information and necessary action.



Addl. Director of Estates-cum-
Addl. Secretary to Government

Memo No. 26987 / CA, Dated. 07/08/2025

Copy forwarded to all Deputy Director of Estates/All Addl. Land Officer/Under Secretary/Asst. Director(S & E)/DO/SO/all ASO/all RS/all RIs for information and necessary.



Addl. Director of Estates-cum-
Addl. Secretary to Government

To

The Planning Member, BDA/City Planner, BMC

Sub: Issue of certificate for filing of application before the GA and PG Deptt. for conversion of leasehold residential plot to freehold status.

Sir/Madam

With due respect I Sri/Smt/Ms.....S/o/D/o/H/o.....
at.....PS..... District..... bring to your kind notice that the
following drawing land schedule was allotted by the Government vide Regd. Lease
Deed No..... dtd..... for a period of 90 years for residential purpose in
favour of

Mouza	Drg. No.	Drg. Plot No.	Area

I/We the lessee/ substituted lessee/legal heirs are in possession over the leasehold
property by constructing dwelling house with due approval of the competent planning
authority.

GA and PG Deptt. vide Order No.19899/CA, dtd.13.06.2025 and Order
No.26984/CA, dtd.07.08.2025. has issued guidelines for conversion of leasehold plots
to freehold status. For filing of the conversion application certificate from the competent
planning authority is required as per the above orders .

In enclosing herewith the following documents, I am to request you to kindly
issue a certificate for filing of application before the GA and PG Deptt. for conversion
of leasehold residential plot to freehold status.

- a) Copy of the Regd. Lease Deed
- b) Building plan approval.
- c) Other document, if any

Yours faithfully,

Place:

Name.....

Date:

Address.....

E-mail Id.....

Phone No.....

Certificate

The application dtd. filed by
Sri.....S/o/D/o/H/o.....at.....PS.....
District..... has been verified .

On verification of records and field, it is found as follows:

a) The applicant / lessee /substituted lessee (Legal heirs) namely
....., and has/have constructed
residential building over the leasehold plot relating to Drg. Plot No.....
as per Drg. No..... area..... Mz.....

b) The residential building has been constructed as per the plan approved
by BDA /BMC without any plan deviation.

Or

The plan deviation is within the permissible limit

Or

The plan deviation has been regularised by way of compounding.

Planning Member, BDA

City Planner, BMC