

## **PROCEDURE FOR ISSUE OF CONVEYANCE DEED (C.D) NO DUE CERTIFICATE AND COPIES OF DOCUMENTS.**

### **Documents to be attached with conveyance deed**

- i) Attach application in the prescribed Form No. III ([Annexure-III-1](#)).
- ii) Attach an affidavit on stamp paper of Rs. 15/- along with pass port size photographs dully attested by Executive Magistrate or Magistrate First Class from allottee/applicant in the prescribed format ([Annexure-III-2](#)).
- iii) Attach photo-copy of allotment/reallotment letter.
- iv) Attach photo-copy of NDC.
- v) Attach certified copy of GPA/Sub Attorney (if applicable).
- vi) Attach typed Conveyance Deed in triplicate including one on Stamp Paper.

### **Documents to be attached for NDC.**

- vii) Attach certified copy of GPA/Sub Attorney (if applicable).

### **Documents to be attached for allotment/re-allotment letter. (duplicate)**

- viii) Attach demand draft for Rs. 15/-in favour of Estate Officer of Concerned Development Authority i.e ADA/ JDA/ BDA/ PDA/ GMADA/ GLADA. (as applicable) payable at Station where amount is being deposited.
- ix) Attach copy of FIR/Report in Daily Diary Register.

### **TIMELINE**

- 15 working days for Conveyance deed (C.D)
- 7 working days for NDC
- 5 working days for copies of documents.