

# REVENUE DEPARTMENT, GOVT. OF NCT OF DELHI

## GUIDELINES FOR ISSUANCE OF LAL DORA CERTIFICATE

### *Eligibility Criteria*

**The applicant is entitled for Lal Dora Certificate if he/she is-**

- ✓ An individual who is a citizen of India.
- ✓ An individual who is a permanent resident of Delhi
- ✓ Having land/house within the Lal Dora area under the territorial jurisdiction of NCT of Delhi.

### *Documents to be attached with the Application Form*

**1. Identity Proof of Applicant (Any One is mandatory) –**

- |                                 |            |                          |
|---------------------------------|------------|--------------------------|
| • Aadhaar Card                  | • PAN Card | • Ration Card with Photo |
| • Voter ID Card                 | • Passport | • Driving License        |
| • Any Govt. recognized document |            |                          |

**2. Present Address Proof of Applicant (Any One is mandatory) –**

- |   |                    |  |
|---|--------------------|--|
| • Aadhaar Card                                    | • Voter ID Card    | • Driving License                      |
| • Passport  | • Ration Card      | • Rent Agreement ( <b>Registered</b> ) |
| • Bank Passbook                                   | • Electricity Bill | • Water Bill                           |
| • Telephone Bill ( <b>Landline or Post-paid</b> ) | • Gas Bill         | • Any Govt. recognized document        |

**3. Permanent Address Proof of Applicant (Any One is mandatory) –** Same as List in Col No.2 above.

**4. Land Ownership Proof –** Same as List in Col 2 above.

**5. Affidavit (It has to be notarized and should be on Rs. 10/- Non-judicial e-stamp paper as per the prescribed format in Annexure I)**

**6. One Passport size Coloured Photograph of the Applicant (Size 5cm x 4.5cm Or 2"x1.75")**

- |  |   |
|--|---|
| • Should include full face, front view and open eyes | • should be of full head from top of hair to shoulder |
| • should be in a plain white or off-white background | • shouldn't be shadows on the face or background      |
| • should have a natural expression (closed mouth)    | • should not include sunglasses or hats               |

### *Important Note*

- ❖ Applicant's self-attested copy of the original documents to be produced while applying at Citizen Service Centre (CSC) and if applying online then document are to be uploaded in e-District application software. Physical verification of some documents may be necessary at the counter even in case of online applications.
- ❖ Scanned copy of original Affidavit has to be uploaded while applying online and original Affidavit to be submitted to the concerned SDM/Tehsildar/CSC by hand or speed post/registered post along with Application / Acknowledgement number.
- ❖ The applicant himself/herself /any of his family member should be present at the CSC for photograph or submit his/her photograph. In case of online application, applicant must upload his photograph (**As per specifications above**)

**AFFIDAVIT FOR LAL DORA CERTIFICATE**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ age \_\_\_\_\_ years resident of \_\_\_\_\_ hereby solemnly affirm and declare as under -

1. Owner of Property in Delhi:

- a. Owner Name: \_\_\_\_\_
- b. Purchase Date: \_\_\_\_\_
- c. Type: \_\_\_\_\_
- d. Location/Address: \_\_\_\_\_
- e. Khasra Number: \_\_\_\_\_

2. That the above said property is bounded as under:

- East: \_\_\_\_\_
- West: \_\_\_\_\_
- North: \_\_\_\_\_
- South: \_\_\_\_\_

3. That I have not received/applied for the Lal dora certificate till date.

4. All supporting documents are genuine and nothing has been concealed.

**Witnesses:**

a. Name & Residence: \_\_\_\_\_ Signature: \_\_\_\_\_

b. Name & Residence: \_\_\_\_\_ Signature: \_\_\_\_\_

**Deponent**

**VERIFICATION**

I, the above name deponent do hereby verify that the contents of aforesaid affidavit are true and correct to the best of my knowledge and belief. No Part of it is false and nothing material has been concealed therefrom.

Verified at New Delhi on this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year).

**Deponent**