

INFORMATION OF THE DEPARTMENT			
1	Name of the Department		Land Survey Department, City Survey, Daman
2	Head of the Department		Shri Ramesh Verma, IAS, Collector, Daman
3	Contact Person		Shri N, K, Halpati, Enquiry Officer, City Survey, Daman
4	Contact Address		Office of the Enquiry Officer, City Survey, Daman, Collectorate Campus, At Dholar, Moti-Daman PIN-396220
5	Telephone Number		0260-2230864
6	Fax Number		0260-2230864
7	Email Address		citysurveydaman@gmail.com
8	Any other contact Details		NIL
THE BRIEF DESCRIPTION ABOUT FUNCTIONALITY OF THE DEPARTMENT			
9	List & description of the Service /Schemes to the Public		<b><u>I- SERVICES</u></b>
		A)	<u>Supply of Certified copies of:-</u>
		i)	Site-Paln
		ii)	Confirmation Order/Property Card
		iii)	Extract from Old Records/Enquiry Register etc
		iv)	Judgement & Order, Statement etc. recorded in enquiry proceedings & Mutation/Re-Confirmation cases of the Properties situated within City Survey /Gauthan Area of Daman District.
		B	Measurement & Demarcations of Plots/lands on application from private parties
		C	Measurement & Demarcations of Plots/lands in N.A. Permission/Amalgamation/Sub-Division and private Cases on direction from the concerned authorities/Courts.
		D	Measurement & Demarcations of Plots/lands in Encroachment Cases, Grant of Govt. land, Correction of Error & miscellaneous Cases.
		E	Joint measurement & Survey in Land Acquisition Proposals
		G	Mutation/Re-confirmation of properties situated within City survey and gauthan area.

II-SCHEME			
	<b>This office is implementing the Scheme of Confirmation of City Survey Records</b>		
10	<b>Major Achievements so far:-</b> There are total <u>7200</u> properties in City Survey Area of Daman District for confirmation of possession, out of which enquiry in <u>6063</u> cases/properties have been completed and decided. And <u>2097</u> Re-Confirmation/Mutation cases have been decided. ( Up to January-2014 )		
11	IF FUNCTIONALITY OF THE DEPARTMENT TOUCHES TO THE PUBLIC DIRECTLY THEN:-	} } } } }	Please refer Citizen's Charter.
	The List of Task/activities.		
	The required procedure for different tasks		
	The List of pre-requisites for certain procedures		
	The required forms (in MS-WORD/PDF Format) with instructions like how to fill and whom to submit etc.		
	The Visiting hours for Public		It being filed office the visiting hours for public is almost through out office time.
12	Any other details of public interest not covered in above		Please Refer Citizens' Charter of the Department

CITIZEN CHARTER OF THE DEPARTMENT			
13	OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DAMAN		
	1. For Obtaining Site Plan	1.	Apply on plain paper to the Enquiry Officer, City Survey, Daman giving the full address & complete address of the applicant
		2	Mention the details of property:
		a)	(i) Survey No/Hissa No.
			(ii) Name of Village, Taluka furnish copy of Form I & IV, if the property falls within Cadastral Survey Village area & Purpose of issue of Site Plan.

		b)	(i) Plot No./PTS No.	
			(ii) Name of area/City or Gauthan with name of Village, if the property is within City Survey/Gauthan Area of Village and purpose of issue of Site Plan	
		c)	<b>Fees:-</b> Payable minimum Rs. 45/- per holding/Survey No./Sub-Division inclusive of tracing paper cost (Depend upon size of the plot/land) As per Notification No. 7/10/2010-11/SRV/123 dated 27-04-2012	
		d)	<b>Time Limit:-</b> within 30 days from the date of payment of prescribed Fees	
<b>II- FOR OBTAINING CERTIFIED COPY OF:-</b>				
		a)	Confirmation Order:-	
		b)	Property Card:-	
		c)	Judgement /Order, statements etc. recorded during enquiry proceedings & mutation/re-confirmation cases	
		d)	Extract from Old Survey Records. Enquiry register etc.	
		1	Apply on plain paper to the Enquiry Officer, City Survey, Daman giving full name & complete address of the applicant	
		2.	Mention the details of property: i.e.	
		a)	i)Plot No./PTS No.	
			ii) Name of Area i.e, City or Gauthan with name of Village for obtaining copies of Confirmation Order, Property card and extract from Enquiry Register and Old Survey Records.& Purpose.	
		b)	i)Plot No./PTS No.	
			ii) Name of Area i.e. City or Gauthan with name of Village	
			iii) Case No. Date of Order & Judgement, Date of Statement with name of person, etc to obtain certified copies from case File & Survey Register and Purpose.	
		c)	Fees payable Rs. 7/- per copy or more depending upon number of pages	
		d)	<b>Time Limit:-</b> within 3 days from the date of payment of prescribed fees.	
<b>III</b>	<b>MEASUREMENT /DEMARCATIOIN OF HOLDING/PLOT ON APPLICATION BY OCCUPANT</b>			
		1.	Apply on plain paper to the Enquiry Officer, City Survey, Daman, giving the full name & complete address of the applicant, <u>who</u>	

			<u>should be holder of the plot to be measured</u> or power holder of the occupant of the plot/land to be measured.	
		2	Furnish fresh copy of <b>Site-Plan</b> and <b>Form I &amp; XIV</b> (duly attested if Xerox copies) of the holding & its nearby holding if falling in Cadastral Survey/Village.	
		3.	Furnish fresh copy of <b>Site-Plan</b> and <b>Confirmation Order/Property Card</b> (duly attested if Xerox copies) if falling within City Survey/Gauthan Area of Daman.	
		4	Furnish Survey No./Sub-Division No. or Plot No/PTS No. and name of City area or Gauthan with name of Village depending upon the location of the property.	
		5	Furnish Full name & complete Postal address of all adjoining holders (as per R.R.) of the plot/land to be measured.	
		6	After processing by Head Surveyor, to pay minimum Fee of Rs. 600/- per holding or more depending upon the size of holding and postal charges (Registered A.D.) in addition to fees. Labour Charges extra on actual at site.	
		7	Time Limit: Measurement will be carried out within 45 days from the date of payment of prescribed Fees.	
		8	Measurement will be done in all season <u>except during Monsoon.</u>	
<b>IV</b>	<b>FOR MEASUREMENT /DEMARCATON OF HOLDING/PLOTS IN N.A. CASES/AMALGAMATION OR SUB-DIVISION OF HOLDINGS/PARTITION OF HOLDINGS AS PER THE ORDER AND DIRECTIONS OF THE COMPETENT AUTHORITY/COURTS.</b>			
		1	After processing by Head Surveyor, to pay Fees of minimum Rs.600/- per holding and postal charges, in addition to fees.	
		2	Time Limit: Measurement will be carried out within 1 month from the date of payment of prescribed Fees.	
		3	Measurement will be done in all seasons except during monsoon	
<b>V</b>	<b>PROCEDURE FOLLOWED IN THE DECISION MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</b>			
	Confirmation of possession of Property		On receipt of application alongwith relevant documents and after processing Notices are issued for Site Inspection to all	

			<p>concerned persons by giving a date and time at least seven days in advance. On the given date and time, the site is inspected in morning session and then hearing is held in the evening session preferably on the same day.</p> <p>Statement of all the concerned and interested persons are recorded and after verifying the documents and if required further evidences are called and on being satisfied Judgement and order is passed, after taking into account the evidence produced regarding the possession over the property.</p> <p>In case of disputes, further hearing and verification of claim/documents are done, and on satisfying the claim, the dispute is decided and order passed confirming the possession of the property.</p> <p>Maximum Time for completing the process, if everything is in order, about 30 days.</p> <p>In case of dispute, on deciding the dispute.</p> <p>If aggrieved by the order passed, the party may file an appeal before the Dy. Collector, and Director of Settlement of Land Records, Daman within 60 days of passing of order.</p> <p>It's a quasi-judicial process.</p>	
<b>VI</b>	<b>FOR MUTATION/RE-CONFIRMATION UNDER CITY SURVEY RULES</b>			
		1	Apply to the Enquiry officer, City Survey, Daman under Section 96 of Goa, Daman & Diu Land Revenue Code,1968 on plain paper giving complete details of the property acquired i.e. Plot No. Area in Sq. Mts. names of existing right holders in the property, its situation, etc.	
		2	Furnish details of persons acquiring the property with their Names & complete postal address and also of adjoining Holders and other interested person/right	

			holders.	
		3	Furnish fresh copy of Site-Plan and Confirmation Order/Property Card, alongwith other relevant documents such as House Tax receipt, Electricity/Water supply Bill etc.	
		4.	Furnish certified copies of Death Certificate, Copy of Sale/Gift/Partition/Succession Deed, Will or any such documents through which Right to the property is acquired.	
		5	The process will be forwarded to Talathi of the concerned area, who will issue receipt of acknowledge of process/application, in Form F:	
		6	Talathi will issue Notice inviting objection if any, in Form G the persons whose name figure in Property card/Enquiry Register, or to be interested in the Mutation and to any other person whom he has reason to believe to be interested therein, requiring them to submit to him either orally or in writing the objection, if any to the entry in Mutation register <b><u>within 15 days from the receipt of such notice.</u></b> He will serve the notice on them or by Reg. A.D. at the addresses available, if persons are not residing, in the area.	
		7	Talathi will acknowledge the objections if any received by him.	
		8	The Revenue Inspector will examine the mutation register. And if any objection is raised, the objection shall be entered by him in the register of disputed cases. And in case where the entry is admitted by the persons interested, shall be noted in the Mutation register.	
		9	For certification of mutation entries and disposal of disputes the Certifying Officer shall give intimation to the Talathi sufficiently in advance.	
			On receipt of information Talathi will issue Notice in Form G informing the parties about certification <b><u>atleast 15 days before the date fixed for certification of the mutations entry.</u></b> In case of dispute entries made in register	

			<p>of disputed cases, to be decided by the certifying office by notifying the complainants/objectors as well as the applicant and hearing both of them.</p> <p>The process will take minimum 45 days, if there is no dispute. If aggrieved by the Order/passed, the party may file an appeal before the Dy. Collector &amp; Director of Settlement &amp; Land Records, Daman within 60 days.</p> <p>It is a Quasi-Judicial Process.</p>	
14	PICTURE/Photographs of the Department Office/Building :		Collectorate Campus, Dholar, Moti Daman of Daman District.	

Daman:

Dated:-25-01-2014