

OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DAMAN.

Date: 30th June, 2022

SUE-MOTO PUBLICATION OF 17 MANUALS

MANUAL - 1

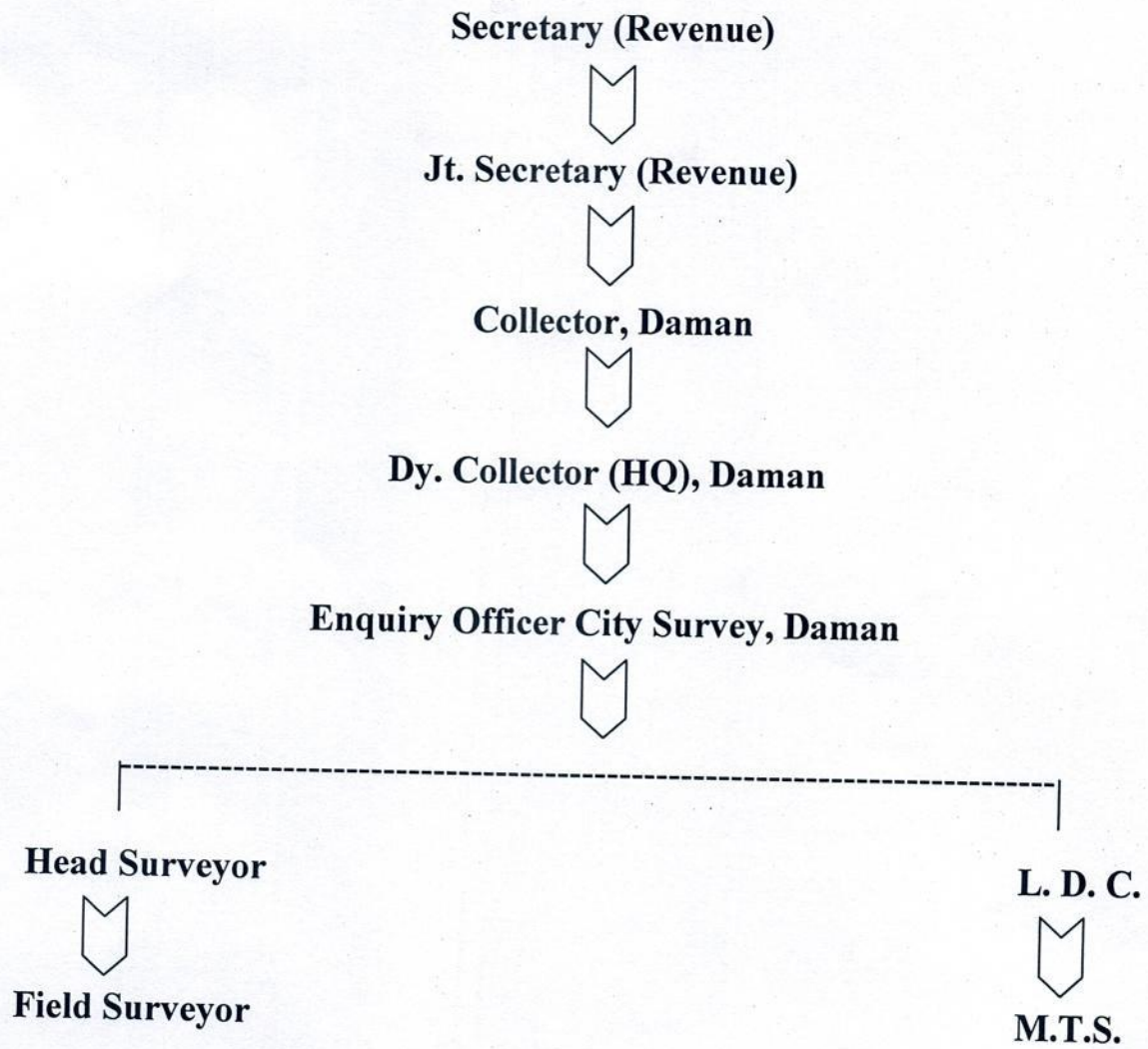
The Particulars of Organisation, Functions and Duties:

The main function of the Office of the Enquiry Officer, City Survey, Daman is to confirm the properties situated within City Survey Limit of Daman District which were provisionally surveyed from the year 1970 onwards; issuing certified copies of various documents such as site plan, Form - B, Property card etc., which deal directly with the general public of U. T. of Daman. The details of the dealing with the public is as under:-

Preparing of the site plan and property card including carrying out measurement, partition, sub-division and amalgamation of land of the land-holders, confirmation and re-confirmation of the property (land) etc., under section 65 of the Goa, Daman & Diu Land Revenue Code, 1968 read with Goa, Daman and Diu Land Revenue Rules, 1971 after receiving applications for the same from the general public / other Government offices / public sector undertakings etc.

Contd. (2)

Organization Chart:



(3)

Work Allocation to Staff:-

The distribution of work among the staff of the office of Enquiry Officer, City Survey, Daman is as under: -

- 1). Head Surveyor: - General Supervision of all work including re-confirmation process of the properties, preparation of various reports such as N. A. Permission, Sale Permission, Partition of land including Presenting Officer of the Court of the Enquiry Officer.
- 2). Field Surveyor: - Process of confirmation of the properties, preparation of Site Plan, demarcation of boundaries of the property including issuing of certified copies of property card.
- 3). L. D. C. : - All Establishment work including account work of this office.

Postal Address:

Office of the Enquiry Officer,
City Survey, At Collectorate,
Moti Daman.

(U. T. of Daman).

Pin Code – 396220

Phone No: (0260)–2230864

Fax No: (0260)–2230864

WORKING HOURS:

Monday to Friday: 9:30 A. M. TO 1:30 P. M.

1:30 P. M. TO 2:00 P. M. LUNCH BREAK

2:00 P. M. TO 6:00 P. M.

Contd. (4)

(4)

MANUAL - 2

THE POWER AND DUTIES OF OFFICERS AND SUBORDINATES:

1. The Hon'ble Collector of U. T. of Daman is the Controlling Authority of the office of the Enquiry Officer, City Survey, Daman.
2. The Enquiry Officer is the Head of office of City Survey, Daman. He is responsible for day-to-day work / activities being undertaken in the office. He is the reporting officer to the Hon'ble Collector of Daman.
3. The Head Surveyor is the immediate official in the City Survey office who is supervising the work of subordinate staff. All files / letters are being routed through the Head Surveyor.

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The procedure followed in the decision-making process including channels, supervision and accountability.

Sr. No.	Activities	Concerned Staff	Time Frame
1	To receive applications and other correspondence, put inward number.	L. D. C.	Same Day
2	To mark applications / correspondence to the subordinate staff	Head Surveyor	Same Day
3	To examine the correspondence and to put up report.	Field Surveyor / L. D. C.	Within a week or two depending on urgency of the matter/case
4	To approve the action taken	Enquiry Officer	←----- do -----→

Contd. (5)

MANUAL - 4

The norms set by it for the discharge of its factions

2. The Hon'ble Collector of U. T. of Daman is the Controlling Authority of the Enquiry Officer, City Survey, Daman.
2. The Enquiry Officer is Head of office of City Survey office, Daman. He is responsible for day-to-day work / activities being undertaken in the office. He is the reporting officer to the Hon'ble Collector of Daman.
3. The Head Surveyor is the immediate official in the City Survey office who is supervising the work of subordinate staff. All files / letters are being routed through the Head Surveyor.

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The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Office of the Enquiry Officer, City Survey, Daman functions in accordance with Goa, Daman and Diu Land Revenue Code, 1968 read with Goa, Daman and Diu Land Revenue Rules, 1971. This office's main function is to update the records pertaining to the properties situated within City Survey Limit of Daman District by undertaking confirming / re-confirming process under said Code/Rules.

- (1) Goa, Daman and Diu Land Revenue Code, 1968.
- (2) Goa, Daman and Diu Land Revenue Rules, 1971.

Contd. (6)

MANUAL – 6

A statement of the categories of documents that are held by its or under its control ----

- 01 – Form-B Register
- 02 – P.T. Sheets of City Survey area (1:500)
- 03 – P.T. Sheets of Cadastral Survey (1:1000)
- 04 – Property wise Confirmation Files
- 05 – Property wise Re-Confirmation Files.
- 06 – Cash Book
- 07 – Pay Bill register and Bill register
- 08 – Budget Control register
- 09 – Bill Token register
- 10 – G. P. F. Register for Group “D” staff
- 11 – Register of stock of Consumable Stores and Stationery
- 12 – Cheque Register
- 13 – Monthly/Quarterly Expenditure Report file
- 14 – Pay Bill register
- 15 – ‘Bank Challan’ Register
- 16 – Contingency Bill (FVC Bill) File
- 17 – Budget File

Contd. (7)

(7)

MANUAL - 7

The Particulars of any arrangement that exists for consultation with or Representation by the members of the Public in relation to the formulation of its policy or implementation thereof ---

There is **no** arrangement as far as this office is concerned. This department is providing services to the public in general as applied by them.

MANUAL - 8

A Statement of the boards, councils, committee and other bodies consisting two or more persons constituted as its part or for the purpose of its advice and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ---

As far as this office is concerned, there are **no** boards, councils, committee and other bodies constituted.

Contd. (8)

(8)

MANUAL – 9

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The directory of its officer and employees of the Office of the Enquiry Officer, City Survey, Daman is as under:

Sr. No.	Designation	No.
1	Enquiry Officer	1
2	Head Surveyor	1
3	Field Surveyor	3
4	L. D. C	1
5	Peon	1

The telephone No. and Fax No. of this office is as under:

Telephone No. (0260) – 2230864 and Fax No. (0260) – 2230864

Contd. (9)

(9)

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The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

This Office has **no** any subsidy programmes.

MANUAL – 11

Particulars of recipients of concessions, permits or authorizations granted by it.

There is **no** such concession, permit or authorization being granted by this office.

MANUAL – 12

Details in respect of the information available to or held by it, reduced in an electronic form

Sr. No.	Activities for which electronic data is available	Nature of information available	Can it be shared with the public	Is it available on website or is being used as a back end data base
1	NIL			

Contd. (10)

(10)

MANUAL – 13

The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use:

There is **no** library or reading room facilities available in this office for public use.

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The names, designations and other particulars of the Public Information Officer:

Shri N. K. Halpati, Enquiry Officer is the Public Information Officer of the office of the Enquiry Officer, City Survey, Daman.

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Such other information as may be prescribed and thereafter update these publications every year –

Such other information prescribed will be updated from time to time.