

PROCEDURE FOR LAND N. A. CONVERSION

Sr. No.	Details of process	Time period (Approx)
1)	Applicant(s) applies in prescribed Application Form : u/s. Sub-Section (1) of Section 32 of the Goa, Daman & Diu Land Revenue Code, 1969, through on-line on Official Website : daman.nic.in (SUGAM) and hard copies of Application and documents to be submitted the Collector, Daman.	---
2)	The documents are as under: : 1. Original application - 01 Original + 03 Xerox 2. Latest R. R. Nakal - 01 Original + 03 Xerox 3. Latest Site Plan – 01 Original + 03 Xerox 4. Proposed Plan – 01 Original + 03 Xerox.	---
3)	On receipt of the Dak by the concerned Clerk, the : report will be sought from the Mamlatdar, Daman & A.T.P., Daman for reports	03 days
4)	The Mamlatdar, Daman & A.T.P., Daman will submit : their Reports to the Collector, Daman.	07 days
5)	If the recommended reports received from the : Mamlatdar, Daman & A. T. P., Daman, the file is to be processed for Granting of N. A. Permission & hearing date will be fixed by the Collector, Daman for the N. A. Permission.	07 days
6)	If not recommended report received from the : Mamlatdar, Daman or A. T. P., Daman, the letter to be issued to the applicant for compliance after getting approval of the Collector, Daman.	07 days.
7)	On receipt of the reply from the applicant satisfactorily : or not, the Collector, Daman will fix Personal Hearing for grant of N. A. Permission.	15 days
8)	The Collector, Daman will grant the N. A. Permission : or reject the N. A. Application by scrutinizing records with the Mamlatdar/Representative of Mamlatdar, Daman and A.T.P./Representative of A.T.P., Daman and found the documents to be in order, the NA Permission will be granted.	07 days
9)	The letter to be issued for Payment of requisite : conversion fees.	02 days

10)	If granted N. A. Permission, the applicant has to pay : the requisite fees through Challan. The N. A. Conversion fees are as under: <u>Conversion Fees</u> (a) Rs.2/- per Sq. Mt. for Residential use. (b) Rs.15/- per Sq. Mt. for Industrial/Commercial/Residential-cum-Commercial use. Execution of Damanganga Irrigation Project Fees (a) Rs.6/- per Sq. Mt. for Residential use (Personal housing) (b) Rs.10/- per Sq. Mt. for Industrial/Commercial/Residential-cum-Commercial use.	---
11)	After deposition of the conversion fees, the applicant : will be directed to approach Enquiry Officer, City Survey, Daman for preparation of SANAD and demarcation of land.	02 days
12)	On deposition of demarcation fees in the Enquiry : Officer, City Surveys Office, Daman, the SANAD will forward by the Enquiry Officer, City Survey, Daman to the Collector, Daman.	03 days
13)	The Land Section of the Collectorate will prepare : ORDER , the Collector, Daman will sign the SANAD & ORDER and same returned to the Applicant for evidence.	05 days
14)	All procedure will be completed within 60 days, if found as per Land Revenue Code, 1968.	60 days