

**As per Circular No.2/289/08-PER/IT/696 dated 05/09/2008 from the
Dy. Secretary (Per), Secretariat, Daman.**

Sr. No.	Information of the Department
1.	Name of the Department : LAND SURVEY DEPARTMENT CITY SURVEY OFFICE, DAMAN
2.	Head of the department / : Shri J. B. Singh. COLLECTOR, DAMAN. Contact Person : Shri J. M. Dali. Enquiry Officer City Survey, Daman.
3.	Contact Address : Office of the Enquiry Officer, City Survey, Daman. Collectorate Campus, At Dholar, Moti Daman, P.C. 396 220.
4.	Telephone Numbers : 0260 – 2230864.
5.	Fax Numbers : - NIL -
6.	Email Address : - NIL -
7.	Any Other Contact Details : - NIL -
8.	The brief description about the functionality of the department.
9.	<p style="text-align: center;">I – Services :</p> <p>List and description of the services/ Schemes to the public. :</p> <ul style="list-style-type: none"> a) Supply of Certified copies of <ul style="list-style-type: none"> i) Site – Plan. ii) Property Card/Confirmation order. iii) Extract from old records, Enquiry Register etc. vi) Judgment / Order, Statements etc. recorded passed/ in enquiry proceedings & Mutation cases. b) Measurement & demarcation of Plots/ lands on application from private parties. c) Measurement & demarcation of plots/lands in N.A., Amalgamation / Sub -division and Partition cases, on direction from the Concerned authorities. d) Measurement & demarcation of plots/ land In Encroachment cases, Grant of Land, Correction of Errors & in Miscellaneous cases. e) Joint Measurement & Survey in Land Acquisition proposals. f) Holding of enquiry for confirmation of possession of properties, situated within City Survey and Gauthan areas. g) Mutation/Reconfirmation of properties situated within City Survey and Gauthan areas.

	<p style="text-align: center;">II <u>Scheme:</u></p> <p style="text-align: center;">This office is implementing the scheme of Confirmation of City Survey records.</p>
10.	<p>Major Achievements so far. : There are total 16990 properties in city survey area of Daman for confirmation of possession, out of which enquiry in 13087 cases/properties have been completed and possession decided.</p>
11.	<p>If Functionality of the department touches to the public directly then</p> <ul style="list-style-type: none"> * The List of task/activities * The required procedures 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. <p style="text-align: right;">Please refer Citizen's Charter.</p> <ul style="list-style-type: none"> * The Visiting hours for public: It being field office the visiting hours for public is almost through out office time.
12.	<p>Any other details of public interest : Please refer Citizens Charter of the not covered in above Department</p>
13.	<p style="text-align: center;">Citizen Charter of the Department</p> <p style="text-align: center;"><u>OFFICE OF THE ENQUIRY OFFICER (CITY SURVEY) DAMAN.</u></p> <p>I. <u>FOR OBTAINING SITE PLAN:</u> -</p> <ol style="list-style-type: none"> 1. Apply on plain paper to the Enquiry Officer, City Survey, Daman giving the full name & complete address of the applicant. 2. Mention the details of property: <ol style="list-style-type: none"> a) (i) Survey No./Hissa No. (ii) Name of village, Taluka. furnish fresh copy of form I & XIV, if the property falls within cadastral survey village area.

- 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 areas of village.
- c) fees payable Rs. 20/- per holding/survey no/sub-division inclusive of paper cost.
- d) Time limit : within 7 days from payment of prescribed fees.

II. For obtaining certified copies of :

- a) Confirmation order.
 - b) Property card .
 - c) Judgment/Order Statements etc. recorded in enquiry proceedings & mutation cases.
 - d) Extracts 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 / city or gauthan with the name of village for obtaining copies of confirmation order, property card and extract from Enquiry Register and old survey records.
 - b) i) Plot No./PTS No.
 - ii) Name of area/city or gauthan with name of village,
 - iii) Case No., date of order & judgment, date of statement with name of person, etc to obtain certified copies from case file & Survey Register.
 - c) Fees payable – Rs. 10/- per copy or more depending upon Number of pages.
 - d) Time limit within 5 working days, after payment of prescribed fees.

III. For Measurement / demarcation of holding/plot on application by Private person.

1. Apply on plain paper to the Enquiry Office City Survey, Daman giving the full name & complete address of the applicant, who should be holder of the plot to be measured or power holder of the occupant of plot/ land to be measured.
2. Furnish fresh copy of site-plan and Form I & XIV (duly attested if xerox copies) of the holding, if in cadastral survey/village area.
3. Furnish fresh copy of site-plan and confirmation order/ property card (duly attested if xerox copies) if falling within city area/gauthan area.
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 of the plot /land to be measured.
6. After processing by Head surveyor, to pay minimum fee of Rs. 200/- per holding, or more depending upon the size of holding and postal charges, in addition to fees.
7. Time limit – Measurement will be carried out within 1 month after payment of fees.
8. Measurement will be done in all seasons except during monsoons.

IV For Measurement /demarcation of holding /plots in N.A. cases / Amalgamation or sub-division of holdings/ partition of holding as per the orders and directions of the competent authority/courts.

1. After processing by Head surveyor, to pay fee of Rs. 200/- per holding, and postal charges, in addition to fees.
2. Time limit – Measurement will be carried out within 1 month after payment of fees.

3. Measurement will be done in all seasons except during monsoons.

**V. Procedure followed in the decision making
Including Channels of supervision and accountability.**

- 1) **Confirmation of possession of Property** : On receipt of application alongwith relevant documents and after processing notices are issued for site inspection to all 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.

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 Judgment and order is passed, after taking into account the evidence produced regarding the possession over the property.

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.

Maximum Time for completing the process, if everything in order, about 30 days.

In case of dispute, on deciding the dispute.

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.

It is a quasi- judicial process.

**IV FOR MUTATION/RE-CONFIRMATION
UNDER CITY SURVEY RULES :**

1. Apply to the Enquiry Officer City Survey under section 96 of GDDLRC-1968 on plain paper giving complete details of the Property acquired i.e. Plot No., Area in sq. mts. names of existing rights holders in the property, its situation, etc.

2. Furnish details of persons acquiring the property with their Names & complete postal addresses, and also of adjoining holders, and other interested persons/rights 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 bills etc.
4. Furnish certified copies of Death Certificate, copy of sale/Gift/ Succession Deeds, WILL or any such document 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 acknowledgement of process / application, in form F.
6. Talathi will issue Notice, inviting objections if any, in Form G the persons whose name figure in Property card/Confirmation order/ 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, **within 15 days from the receipt of such notice.** He will serve the notice on them or by Reg. Post A. D. at the addresses available, if persons are not residing, in the area.
7. Talathi will acknowledge the objections received,
8. The Revenue Inspection 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 note in the Mutation register.
9. For certification of mutation enteries 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 **atleast 15 days before the date fixed for certification of the mutations entry.**

	<p>In case of dispute entries made in register of disputed cases , to be decided by the certifying officer by notifying the complainants / objector 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 & Director of Settlement & Land Records Daman, within 60 days.</p> <p>It is a quasi-judicial process.</p>
14.	Pictures/Photographs of the Department Office/Building. : Not available
15.	All The Information Sought Under RTI Act, Categorically.

13.

Citizen Charter of the Department

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ENQUIRY OFFICER (CITY SURVEY) DAMAN.**

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