

**CITIZEN CHARTER**

**ENQUIRY OFFICE, CITY SURVEY, DIU**

S. No.	Services	Documents to be submitted	Fee payable		Time limit
			Area	Amount	
<b>14.1</b>	Issue of site Plan	Copies of Forms I and XVI			<b>Within week from date of Payment</b>
<b>(a)</b>	If the land is of Cadastral/ Agriculture type		<b>2000 Sq. Mts.</b>	<b>Rs. 45/- per holding</b>	
			<b>2000 to 4000 Sq. Mts.</b>	<b>Rs. 60/- per holding</b>	
			<b>4000 to 10000 Sq. Mts.</b>	<b>Rs. 75/- per holding</b>	
			<b>10000 to 30000 Sq. Mts.</b>	<b>Rs. 150/- per holding</b>	
			<b>Above 30000 Sq. Mts.</b>	<b>Rs. 300/- per holding</b>	
<b>(b)</b>	If the plot is from new city survey / Gauthan	Plot number should be mentioned in the application	<b>Rs. 45/- per holding</b>		
<b>(c)</b>	Certified copies from confirm case files, old abstract from registers and Khetwar plot	Application giving details of plot number	<b>Rs. 7/- per side</b>		<b>Within week from date of Payment</b>
<b>14.2</b>	Confirmation of plot from new city survey / Gauthan Survey	Provisional site Plan, house tax receipt, electricity bill, death certificate, registered copy of WILL/Sale Deed/Partition Deed/Gift Deed/Affidavit and declaration	Upto 100 Sq.Mts.	<b>Rs. 300/-</b>	<b>File forward to Talathi within week</b>
			Above 100 Sq. Mts. for every one sq. Mts.	<b>Rs. 3/-</b>	
<b>14.3</b>	Reconfirmation of Property from New City Survey	Copy of confirmed order and site plan, death certificate and registered sale deed, partition deed, release deed, declaration, affidavit			
<b>14.4</b>	For private measurement of plot	Site Plan, I and XIV form of the cadastral area, copy of the confirmed order	Rs. 600/- for ½ day Rs. 1500/- for Full day Excluding wages of labours required from the work and other material such as lime powder, stones, steel Bar, Postal Charges etc.		<b>During all season accept monsoon season</b>
<b>14.5</b>	For Demarcation of boundaries of survey Nos. during filling up of SANAD		Rs. 600/- for ½ day Rs. 1500/- for Full day Excluding wages of labours required from the work and other material such as lime powder, stones, steel Bar, Postal Charges etc.		<b>30 days</b>
<b>Note:</b>	<b>There is no prescribed form for application, the applicant should affix a court fee stamp of Rs.1/- on the application and spare court fee Rs.1/- for attesting each site plan.</b>				