

OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DIU.

Date: April, 2014

SUE-MOTO PUBLICATION OF 17 MANUALS

MANUAL - 1

The Particulars of Organisation, Functions and Duties:

I. Name of the Department/Office:

OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DIU

II. Objective of the Department/Office:

As per survey carried out during the year 1975-76, the properties were identified as Provisional Properties. This office is making efforts to confirm the provisional properties of Diu District which are coming under City Survey limits under the Goa, Daman & Diu Land Revenue Code, 1968 and the Goa, Daman & Diu Land Revenue (City Survey) Rules, 1969.

Total **9741(Chalta Nos.)** of Properties are within jurisdiction of City Survey, Diu out of which **8072** Nos of Properties are confirmed upto **March- 2014**.

III. Main Functions:

1. CONFIRMATION OF THE PROVISIONAL PROPERTIES:-

Confirmation of properties private and Govt. is being carried out after observing all the formalities as laid down under Section 65 of Goa, Daman & Diu Land Revenue Code 1968 read with Rule 6 of Goa, Daman & Diu Land Revenue (City Survey) Rules 1969.

This office is making confirmation of the property in two ways (i) routine survey and (ii) special survey i.e. on request of the applicant.

The Procedure for confirmation, this office is issuing notice to the holder of the property as per provisional records giving 10-15 days time and a copy also affixed on the plot under reference for inspection of the site. In case of special survey a copy of the notice also supplied to the applicant concerned in the case. As fixed on date the survey team reaches on site with survey records viz. P.T. Sheet and verifying the boundaries of the property in reference, if any changes found are noted. In the afternoon session the concerned party are informed to remain present for statement, scrutinizing the old records, provisional records and status at present. In case of changes in the size of the plot/area of the plot by making sub-plotting/ sub-division / amalgamation of the properties were recorded in the survey record. In these cases proceeding sheets are to be maintained from day to day and in any case objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.

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2. RE-CONFIRMATION OF THE CONFIRMED PROPERTIES:

When-ever, the properties are confirmed in the name of persons or after the death Owner of the property his legal heirs or he dies or he has sold the said properties, the persons has to submit the application alongwith the documents. The same are to be verified through the concerned Talathi and thenafter completion of the formalities, the concerned Talathi will submit the all process to the undersigned for making a final order. In these cases if any objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing re-confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.

3. PROCEDURE OF THE ISSUING SURVEY RECORDS:

The requirement of information of any property of City Survey can be search by any person and required copy of the said can be supplied on request of the applicant. The prescribed fees as per rules are collected from the person concerned.

4. SEARCH OF THE PROPERTY:

A person who want to know the status of the property at present may apply to the Enquiry Officer, City Survey, Diu on plain paper and after satisfied, the Officer can allow him to search survey number after collecting search fees from him. At present Rs.2/- per holding is fixed as per Rules. As time fixed by the office official of this office are showing P.T. Sheet after asking the area or location of the concerned property for which the information asked by the applicant. The applicant with the help of the official on duty searching the survey number and verifying the Enquiry register giving the details of the holding to the applicant.

5. CERTIFIED COPY OF THE RECORDS:

After searching proper number of the property the applicant is applying on plain paper and asking certified copy of the holding. The Enquiry Officer, City Survey, Diu scrutinizing the application and if he satisfied he allowed to grant for issue of the certified copies of the records viz. Site Plan, Form-B or Form-D. The necessary fees are being taken from the applicant concerned as per Rules. At present minimum fees for certified copy of site plan is Rs.45/- per holding in three slab upto 300/- per holding on the base of size and shape of the plot. The surveyor of this office preparing site plan by making tracing from P.T. Sheets available in records. Form-B is a copy of the Enquiry register and Form-D is a copy of re-confirmation register which are showing PTS No. area of the holding, name of the holder, confirmation order No. if the property is confirmed, Mutation entry number if re-confirmed. After verification of the certified copies of the records with sign and seal of the Enquiry Officer, City Survey, Diu, the said copies are supplied to the applicant in time limit as fixed.

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6. Demarcation of properties situated at City Area of Diu District after observing all the formalities as laid down under the Goa, Daman & Diu Land Revenue Code, 1968.

7. This office is having only one L.D.C and he is looking after the work of Establishment/Administration/Accounts/Cash Handling/Inward-Outward and all typing matter Sections /Magisterial, since the Enquiry Officer is declared as Executive Magistrate and all chapter cases as well as other functions are to be handled as Executive Magistrate like dying declaration, etc. pertaining to this office.

8. **“SAMAY SUDHINI SEVA”**

This office has starting “SAMAY SUDHINI SEVA” and provide three services of this office i.e. (1) Issue of certified Map within 30 (Thirty) days (2) Demarcation of Properties within 60 (sixty) days and (3) Issue of Form-D within 03 (Three) days.

9. **FUNCTION AS EXECUTIVE MAGISTRATE:-**

The Enquiry Officer, City Survey, Diu has declared as Executive Magistrate, Diu(Urban area) and dealing the function of Executive Magistrate, under sections 107,108,109,110 & 133 of Cr.P.C. vide Order No.32-21-95/MAG/6428 dated 01.01.1996 issued by the District Magistrate, Diu.

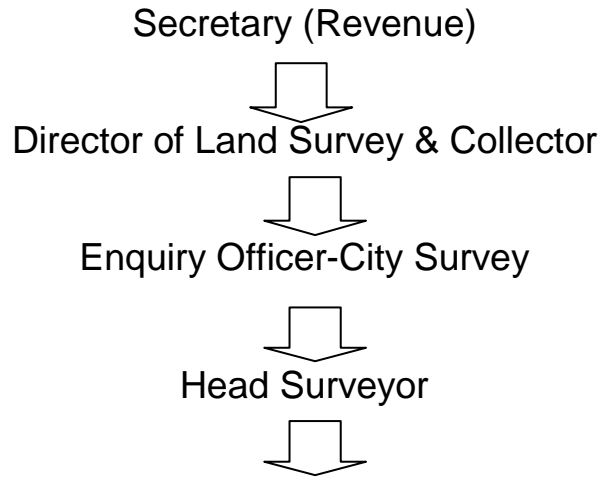
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THE POWER AND DUTIES OF OFFICERS AND SUBORDINATES:

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

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Organization Chart:



Field' Surveyor

L. D. C.

Work Allocation to Staff:-

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

- 1). 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.
- 2). L. D. C. All Establishment work, account work, Magistrate work & Land section work like typing of Judgments /Orders & preparation Form-B/Property Card etc.and other office related work..

Postal Address:

Office of the Enquiry Officer,
City Survey, Firangiwada road, Diu,
(U. T. of Damand & Diu)..

PIN CODE-362520

Phone No: (02875)-252686

Fax No:--

WORKING HOURS:

Monday to Friday: 9:30 AM 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.

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

Activities:

1. To receive application sand other correspondence, put inward number.
- 2 To mark applications /correspondence to the subordinate staff
- 3 To examine the correspondence and to put up report.
- 4 To approve the action LL taken Concerned Staff L. D. C.

Time Frame:-Some Day/same Day

Field Surveyor /L. D. C. Within a week or to depending on urgency of the matter/case

Enquiry Officer is taking decision for each & every matter related to City Survey, Diu Office.

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The norms set by it for the discharge of its factions:-

1. The Hon'ble Collector of U. T. of Diu is the Controlling Authority of the Enquiry Officer, City Survey, Diu.
2. The Enquiry Officer is Head of office of City Survey office, Diu. 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 Diu and also he/she is supervising the work of subordinate staff. All files / letters are being routed through the LDC.

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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, Diu an functions in accordance under the Goa, Daman & Diu Land Revenue Code, 1968 and the Goa, Daman & Diu Land Revenue (City Survey) Rules, 1969.

This office main function to update the records pertaining to the properties situated within City Survey Limit of Diu District by confirming / re-confirming process under said Code/Rules.

(1) Goa, Daman and Diu Land Revenue Code, 1968

(2) Goa, Daman and Diu Land Revenue(City Survey) Rules 1969

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

- 1 - Form-B Registers
- 2 - P.T. Sheets of City Survey area (1:500)
- 3 - P.T. Sheets of Cadastral Survey (1:1000)
- 4 - Confirmation Files Property wise
- 5 - Re-Confirmation Files Property wise.
- 6 - Cash Book
- 7 - Pay Bill register, Bill Register.
- 8 - Budget Control register
- 9 - Bill Token register
- 10 - G.P.F. Register for Group "D" staff
- 1 1-Dead stock register
- 12-Cheque Register
- 13-Monthly/Quarterly Expenditure Report file
- 14-Pay Bill register
- 14-Contingency Bill File
- 15-Budget File

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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 or implementation thereof:

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

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A Statement of the boards, councils, committee and other bodies
As far as this office is concerned, there is no boards, councils, committee and other bodies,

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A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:
The directory of its officer and employees of the Office of the Enquiry Officer, City Survey, Diu is as:

Sr. No.	Name of Officer/Officials & Designation	Nos. of Post
01	Smt. G. R. Vadhel, Enquiry Officer, City Survey, Diu	01
02.	Shri S. B. Makwana, Field Surveyor	02 (One Post is Vacant)
03	Shri K. P. Gohel, L.D.C	01
04	Shri Bharat P. Solanki, Peon(MTS)	01

The telephone No. and Fax No. of this office is as under:
(a) Telephone No. 2875-252686

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The budget allocated to each of its agency, including the particulars of all plans proposed expenditures and reports on disbursements made:
1. Budget Allocation for the Financial Year 2013-14

PLAN

2029- Major Head-Land Revenue
102-Survey & Settlement Operations
02-City Survey
02.00.01-Salaries : 15,10,000=00
02.00.02-Wages : 2,23,000=00
02.00.06- Medical Treatment Expense: 10,000=00
02.00.11 - Domestic Travel Expenditure: 20,000=00
02.00.13-Office Expenses. : 3,90,000=00

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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**.

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Particulars of recipients of concessions, permits or authorizations granted by it:-

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

MANUAL-14

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

Activities for which electronic data is available Nature of information available
NIL

Can it be shared with the public Is it available on website or is being used as a back end data base.

MANUAL-15

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:
Smt. G. R. Vadhel, Enquiry Officer is the Public Information Officer of the office of the Enquiry Officer, City Survey, Diu.

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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.

(Smt. G. R. Vadhel)
Enquiry Officer,
City Survey, Diu.