

Service Name: Conversion of Land

Procedure:

1. Visit <https://www.goaonline.gov.in/>
2. Register in the portal and log in
3. Select service “Conversion of Land”
4. Fill up online application Form and submit
5. Online memorandum with joint inspection date is sent to Mamlatdar, TCP and DCF
6. Joint inspection is conducted and report is submitted online by Mamlatdar, DCF and TCP
7. Online letter is issued to DSLR/ ISLR to conduct the survey on the specified date
8. DSLR entrusts Field surveyor for the survey. The name and mobile no. of the field surveyor is intimated to the applicant
9. Survey is conducted and report is submitted to Collector/ Dy. Collector
10. Final decision is taken on the application by Collector/ Dy. Collector and fees is fixed
11. Applicant pays the fees for conversion
12. Conversion Sanad is issued

Documents Required:

1. Form I & XIV
2. Survey Plan
3. One notarized copy of Sale Deed or any other deed as applicable
4. Site plan on the basis of survey plan

Timeline:

- Reference Document: Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5) dated 16th June, 2016
- Reference Link: <http://goaprintingpress.gov.in/downloads/1516/1516-3-SII-OG-0.pdf>

Public Service	Activity	Designated Officer	Time Limit	Appellate Authority
Conversion of Land u/s 32 of the Land Revenue Code	Scrutiny and forwarding the application to the Town Planning/ Forest/ Mamlatdar for report	Collector/Dy. Collector & Sub-Divisional Officer	Five days	Secretary (Revenue)
	Submission of report by the	Mamlatdar of	Twenty days	Dy. Collector

Public Service	Activity	Designated Officer	Time Limit	Appellate Authority
	Mamlatdar	Taluka		
	Submission of report by Town & Country Planning Department	Town Planner	Twenty days	Senior Town Planner
	Submission of report by Forest Department	Dy. Conservator of Forests	Twenty days	Chief Conservator of Forests
	Forwarding of papers to Survey Department where part of survey number is to be converted	Collector/Dy. Collector & Sub-Divisional Officer	Within five days of receipt of the report	Secretary (Revenue)
	Submission of survey report by Land Survey Department	Inspector of Land Survey	Twenty days from the date of receipt of the order	Superintendent of Land Records
	Decision on application	Collector/Dy. Collector & Sub-Divisional Officer	Within ten days of receipt of the survey report	Secretary (Revenue)
	Issue of Sanad	Collector/Dy. Collector & Sub-Divisional Officer	Three days from date of payment	Secretary (Revenue)