



Government of Goa  
Revenue Department  
Secretariat, Alto-Porvorim,  
Bardez, Goa- 403 521.

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No. 16/2/8/2021-Rev-I 18855

Dated: 17/11/2021

Ref: Notification No.26/Secy(Rev)/Pending-mut/20-21/8741 dated 28/09/2021.

**CIRCULAR**

Vide above referred Notification the Registration Officers are delegated the powers of Mamlatdar under the Goa Land Revenue Code 1968, exclusively for the purpose of disposal of Mutation cases as per the Goa Land Revenue (Record of Rights and Register of cultivators) Rules 1969 for documents registered before them.

Such delegation will help the quick updation of the Record of Rights and reduce public hassles. In furtherance of the objective, a mechanism needs to be developed to enable the Registration Officers to discharge the delegated duties of Mamlatdars.

In view of the above Registration Officers, should adhere to the following instructions:-

1. The Sub Registrars shall check if all persons interested in the land have given their consent for the mutation as per Rule 10 of Record of Rights and Register of Cultivators Rules 1969. The persons interested as defined in this rule shall mean and include the person/s from whom the occupancy right is accrued to the applicant (transferee). They should proceed to enter the mutation details in Dharni Rural and Dharni Urban- and certify the Mutation entry as certified in Record of Rights.
2. All the mutation entries entered in online system on daily basis shall be disposed in sequential manner; any change in disposal of cases in the sequence maintained in the system shall be only on specific approval of the Collector.
3. The Sub Registrars shall certify the mutation entry where the right to any land has been acquired through a document registered before him and in Form I & XIV, all names of private persons are recorded as occupants /co-occupants and issue Form I & XIV (certified copy) to the applicant (transferee) on payment of fees. They shall not dispose the mutation cases if in Form I & XIV the name of Government, Comunidade is figuring as occupant or co-occupant or in other rights column. In

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all such cases, Form XIII has to be generated and electronically transmitted to the Mamlatdar for disposing the Mutation application.

4. The powers delegated to Sub Registrar are prospective and in no case they will exercise the powers to certify the mutation of earlier cases of Registration of documents which have been already referred to the Mamlatdar.
5. The Sub Registrars shall not initiate and certify the mutation if the name of the interested person as defined in the Rules is not appearing in the occupant column of Form I & XIV and all such cases shall also be referred to the Mamlatdars for initiating mutation process as provided in rule 15(1).

This issues with the approval of Government

  
(Paresh Fal Dessai)  
Joint Secretary Revenue

To, /

1. The State Registrar cum Head of Notary Services, Panaji, Goa.
2. The Collectors, Additional Collectors, Deputy Collectors and Mamlatdars of North and South Goa District.
3. The Director of Settlement and Land Records, Panaji, Goa.
4. The Chief Town Planner, Town & Country Planning Department, Patto, Panaji Goa.

Copy for information to:

1. The Secretary to the Hon'ble Chief Minister, Secretariat, Porvorim, Goa.
2. The OSD to the Hon'ble Revenue Minister, Secretariat, Porvorim, Goa.
3. The P.A. to Secretary (Revenue), Secretariat, Porvorim, Goa.
4. The Under Secretary (Revenue-I), Revenue Department, Secretariat, Porvorim, Goa.
5. Guard file
6. O/c.