

Form I

Proforma for Application for Certification of Existing Structures

To,
The Deputy Collector and Sub-Divisional Officer
(Address)

Subject: Request for Certification of Existing Structure for the purpose of exemption from fresh conversion sanad

Sir/Madam,

I, _____(Name)_____, resident of _____(Address)_____, am the owner/occupant of land bearing Survey No./PT Sheet No. _____, Sub-Division/Chalta No. ____, situated in _____(Village/Taluka)_____, Goa admeasuring ____ (area)___ sq mts. There is an existing structure which is duly reflected in both Form I & XIV/Form D and the survey plan prepared around 1970-1972 under the Goa Daman and Diu Land Revenue Code, 1968 or thereafter.

I hereby request your kind office to verify the records and issue a certificate confirming that the said area where the structure exists as per the Form I and XIV/Form D and the survey plan prepared in 1970-72, qualifies as settled land and is exempt from the requirement of obtaining a fresh Conversion Sanad.

The following documents are enclosed for your kind perusal:

1. Copy of Form I & XIV/ Form D
2. Copy of Survey Plan
3. Site Plan (if any)
4. Any other relevant document

I shall be grateful for your kind consideration.

Yours sincerely,

-sd/-

(Name)

Contact details

Form II

CERTIFICATE

Office of the Deputy Collector and Sub-Divisional Officer

_____ Taluka

Government of Goa

This is to certify that the structure existing in Survey No./ PT Sheet No _____
Subdivision/ Chalta No _____ of Village _____, Taluka _____,
admeasuring _____ sq mts. is duly reflected in:

1. The records of rights (Form I & XIV)/ Form D, and
2. The original survey plan prepared under the provisions of the Goa, Daman and Diu Land Revenue Code, 1968, during the period around 1970–1972 or thereafter.

Based on the verification of the above records, it is hereby certified that the said structure forms part of settled land and the area covered by the said structure does not require a fresh Conversion Sanad under the provisions of the Goa Land Revenue Code, 1968, for the purpose of reconstruction.

This certificate is issued upon request of Shri/Smt. _____,
resident of _____, and is intended solely for the purpose of
clarification in terms of Circular No. _____ dated _____ issued by the
Department of Revenue, Government of Goa.

Sd/-

Deputy Collector & SDO