



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

No.25/01/01/2020-RD/Part-III

/7480.

Dated:- 01/10/2025

**STANDARD OPERATING PROCEDURE (SOP) FOR SIMPLIFICATION
OF PROCEDURES UNDER THE GOA REGULARISATION OF
UNAUTHORISED CONSTRUCTION ACT 2016 (GRUCA 2016).**
(UNDER GOVERNMENT OF GOA INITIATIVES OF “MHAJE GHAR”)

- Ref:- 1. Circular No. 16/55/2015-RD Dated 11/11/2016
2. SOP bearing No. 16/55/2015-RD (Part III)/6496 Dated 13/12/2024

In supersession of above referred circular and SOP, the Government of Goa hereby formulates the revised Standard Operating Procedure/Guidelines for the Authorized Officers/Deputy Collectors for processing and disposal of all applications received under Section 3(1) of the Goa Regularisation of Unauthorised Construction Act, 2016, thereby implementing the intention of legislature in bringing the above legislation and initiatives of the Government of Goa under the “MHAJE GHAR”.

Intention of Legislature and Government initiatives of “Mhaje Ghar”.

To have one's own home, one's own courtyard - this dream lives in every heart. It's a longing that never fades, to never lose the dream of a home.

It is a dream of every person, every family to have a shelter above their heads. A house is an embodiment of the collective hopes of a family or individual's stability and security. It is a home where he has the opportunity to grow physically, mentally, intellectually and spiritually. As enjoined in the Directive Principles of State Policy, the State should be deemed to be under an obligation to secure or provide or safeguard shelter for each of its citizens.

The right to shelter is one of the facets of Article 21 of the Constitution of India. It embraces the right to live with dignity, safety, and stability. Depriving such innocent people of their right to life by removing their shelter would be wholly unjustified.

In a democratic society as a member of the organized civic community one should have a permanent shelter so as to physically, mentally and intellectually equip oneself to improve his excellence as a useful citizen as enjoined in the Fundamental Duties and to be a useful citizen and equal participant in democracy.

It is to be noted that the construction of a house has an aspect of socio-economic rights. For an average citizen, the construction of a house is often the culmination of years of hard work, dreams and aspirations. A house is not just a property but embodies the collective hopes of a family or individuals for stability, security and a future. Having a house or a roof over one's head gives satisfaction to any person, it gives a sense of dignity and a sense of belonging. If this is to be taken away, then the authority must be satisfied that this is the only option available.

Most of the unauthorized constructions are found to be in breach of the local panchayat/municipal laws. There may be certain unauthorized constructions which could be compoundable. There may be certain constructions wherein only part of construction is required to be removed. In such cases, the extreme steps of rejection of application for regularization thereby leading to its demolition would be disproportionate.

It is the considered intention of the State Government that a home, however modest, built by a family struggling against poverty is not an illegality but a testament to survival, hope, and belonging. For children growing up in such homes, it is the only world they know. To deny them regularisation is to deny them security and a chance at stability. It is the moral and constitutional responsibility of the State not only to enforce laws but also to act with empathy and vision, upholding the right to shelter as an integral part of the right to live with dignity.

Signifying the above intention of the State Government and taking a holistic view, to give protection and resolve the long pending issues of shelter of poor people residing in the state and to give a legislative framework towards its policy, has enlarged the scope of regularization of houses which are constructed unauthorisedly either in their own private land and/or on Government land, or on Comunidade land and/or on 20-Point Programme house-site plots and to resolve the long pending issues, the Government has taken steps to regularize the dwelling houses of the people who have constructed the same unauthorisedly. The Government has taken a

policy decision to regularize all such dwelling houses/encroachments by putting a cut-off date of 28th February, 2014 and has accordingly amended the Goa Regularisation of Unauthorised Construction Act, 2016, by bringing the Goa Regularisation of Unauthorised Construction (Amendment) Act, 2025, The Goa Legislative Diploma No. 2070 dated 15-04-1961 (Amendment) Act, 2025, The Goa Land Revenue Code (Amendment) Act, 2025 and taken a policy decision on 20-Point Programme house-site plots.

The Goa Regularisation of Unauthorized Construction Act, 2016 (Goa Act 20 of 2016):- was enacted to provide a legal framework for regularising unauthorized constructions carried out before **28th February, 2014** in the State of Goa. A large number of applications were received but past experience shows that a majority of such applications were rejected due to technical and procedural shortcomings such as co-ownership issues, lack of access, built-up area exceeded the permissible limit and documentation gaps, etc. The Government duly examined all such reasons for rejection and in response, introduced the above referred amendments to various statutes.

The Goa Regularisation of Unauthorized Construction (Amendment) Act, 2025 provides a fresh two-year window for filing applications to those whose applications were rejected earlier as well as for new applicants who missed out on earlier deadlines. By above amendment provisions are also now made to regularize unauthorized construction of dwelling houses constructed on Government and Comunidade land and also land granted under 20-Point Programme scheme. Considering the fact that the regularization of structure as far as State Government is concerned is merely from aspect of fiscal in nature for taxation purpose which does not confer upon any title to the property/structure/portion of dwelling house, the new amendment has removed the requirement of written consent of the co-owners in case of joint ownership or joint family members and such regularization is made subject to order of the civil court, if any civil dispute on title that may have been initiated by any such aggrieved co-owner or joint family member. The amendment has also relaxed the 3-meter access rule making a provision for **an undertaking** from the applicant that such access will be made available by him within 5 years. The amendment has also enhanced the permissible built-up limits to 600 sq. mts in rural areas and 1000 sq. mts in urban areas subject to permissible F.A.R. irrespective of the purpose whether for residential dwelling, commercial or institutional. The

amendment has also introduced a review mechanism. These changes aim to simplify the process of regularization and to increase its ambit and offer relief to the genuine applicants.

In terms of above background and in order to follow a uniform procedure by all concerned Authorised Officers/Competent Authorities and departments as far as possible, the Government hereby prescribes the following SOP and instructions to be strictly followed by all authorized officers and competent authorities while disposing all new and pending applications for regularization. The Government will keenly follow the disposal of all applications by the Deputy Collectors through the respective Collectors and Revenue Department. The Competent Authorities shall dispose each application in a time bound manner preferably within a period of six months from the date of receipt of such application keeping in view the intention of legislature, Government's policy decision and considering it being a beneficial piece of legislation.

The matter was also duly discussed with all the authorized officers and after obtaining their feedback the following instructions are issued for strict compliance:-

1. The Deputy Collector shall keep a proper register for keeping record of all applications received under the GRUCA, 2016. On receipt of the application the same should be duly scrutinized by the Awal Karkun (A.K.) attached to the office of the Deputy Collector within a period of 7(seven) days from the receipt of the same. If any document/clarification is required the same should be immediately obtained from the applicant.
2. The Awal Karkun (A.K.) or any other Officer authorised by Deputy Collector attached to the Office of the Deputy Collector alongwith the Talathi shall inspect the dwelling house personally and submit his report along with his recommendation in the prescribed format(Annexure-'A'). The A.K. or any other Officer authorised by Deputy Collector shall give his report within a period of 15 days from the date of inspection to the Deputy Collector. The A.K. or any other Officer authorised by Deputy Collector should verify as to whether the said structure comes within any of the prohibited area. He should also verify the dimensions given by the applicant/registered Engineer/Architect in their application/report is correct, age of the building and in general whether the structure can be considered for regularization

based on the parameters envisaged in the Goa Regularisation of Unauthorised Construction Act, 2016 as amended from time to time.

3. It was observed in the past that the major delay in the disposal of cases was due to delay in submission of technical report, particularly from the Public Works Department (PWD), Town and Country Planning (TCP), Forest Department and Directorate of Settlement and Land Records (DSLRL). Hence, it is decided to discard obtaining report from the Joint Inspection Team.
4. The Applicant along with the **application** for regularization shall also submit a report from a **registered Engineer/Architect** in prescribed format (Annexure-‘B1’) along with structural stability certificate issued by competent registered Engineer in prescribed format(Annexure-‘B2’), along with the photographs of the dwelling house sought to be regularized. The Registered Engineer/Architect should be from the empanelled list of Engineers/Architect by the Government Departments i.e. Town and Country Planning and Public Works Department. The Collectors and all the Deputy Collectors shall display the list of empanelled engineers/architect on their website for information of general public.
5. The Deputy Collector shall dispose off the application within a period of Six months from the date of receipt. The Deputy Collector shall send monthly report of disposal of the cases to the Collector and the Collector shall compile the report received from the Deputy Collector’s and forward a consolidated report to Under Secretary (Revenue-II) for placing before the Government. The report shall be sent in the Prescribed Format (Annexure-‘C1’ & ‘C2’).
6. The Additional Collector-I, II and III of the respective district shall hold fortnightly review meetings with their respective Deputy Collector’s and monitor the case disposal progress. They will also be responsible for submitting monthly reports to the Under Secretary (Revenue-II) in prescribed format (Annexure-‘C3’) alongwith their recommendation on the performance of the Deputy Collector’s. The Additional Collector-I (South) shall monitor the cases of Deputy Collector of Salcete-I and II and Mormugao Taluka, the Additional Collector-II (South) shall monitor the cases of Deputy Collector of

Canacona, Quepem and Sanguem Taluka and the Additional Collector-III (South) shall monitor the cases of Deputy Collector of Ponda and Dharbandora Taluka. Similarly, the Additional Collector-I (North) shall monitor the cases of Deputy Collector of Tiswadi and Pernem Taluka, the Additional Collector-II (North) shall monitor the cases of Deputy Collector of Bicholim and Sattari Taluka and the Additional Collector-III (North) shall monitor the cases of Deputy Collector-I and II of Bardez Taluka.

7. The Collector (North) and Collector (South) shall review the disposal of cases under GRUCA in their monthly meetings and ensure that no cases are kept pending by the Deputy Collector's for more than Six months.

8. The Authorised Officer shall hold a summary inquiry to hear the applicant and objections, if any.

9. The Authorised Officer/ Deputy Collector shall pass the necessary speaking order either for regularization or rejecting the application for regularization of the said unauthorized structure after following due principles of natural justice.

10. In case of acceptance of the application by the Deputy Collector, the applicant shall be directed to deposit the entire amount as calculated based on Schedule II of the Act and pass an order for regularization of the structure.

11. The Deputy Collector shall obtain through Directorate of Panchayats or through the Directorate of Municipal Administration the official Bank Account of all the Village Panchayats, Municipal Councils or Municipal Corporation situated within their respective jurisdiction.

12. The Deputy Collector should also obtain through Directorate of Panchayats or through the Directorate of Municipal Administration the rates of charges levied by each Panchayat/Municipal Council/Municipal Corporation for Occupancy fee, Construction license, House tax and Regularisation fee.

13. The Deputy Collector shall calculate the total Regularisation fee and penalty as indicated in schedule II and issue **challan** to the applicant for payment. The **Challan** should include all fees and penalty for Government Departments like Collector/TCP and should be deposited in 33- Revenue, DDO 56- Under Secretary (Rev) under head No.0029-Land Revenue, 00--, 101-Land Revenue Tax, 02-00-Fees under Goa Regularization of Unauthorised Construction.

With respect to the other remaining fees i.e. Occupancy fee, Construction license fee and House tax, the same shall be paid to the respective Village Panchayat, Municipal Council or Municipal Corporation as notified by the Directorate of Panchayats or the Directorate of Municipal Administration. The Deputy Collector shall issue a letter to the concerned Panchayat/Municipality directing them to collect the said fees as recommended from the applicant, based on which the applicant shall pay the fees to the concerned Panchayat/Municipality. Upon payment of such fees the Panchayat/Municipality shall issue a receipt to the applicant and the same shall be then submitted to the office of the Deputy Collector. The Deputy Collector shall, at the end of the month, consolidate all such receipt received from the respective Panchayats/Municipalities. This will ensure that the local bodies receive their respective amounts immediately upon regularisation of the structure.

14. All the Authorised Officers should obtain from the Forest department, list of all Survey Numbers which are included in Reserve Forest, Government Forest and list of all Private Forest. The Awal Karkun (A.K) or any other Officer authorised by Deputy Collector during scrutiny and report, should verify the application and its survey number and counter check the same from the list submitted by the forest department of Government Reserve Forest land and or Private Forest land. The Deputy Collector shall also verify the records as available in the **Property Register** maintained online by the DSLR for said verification purpose.(<https://goaonline.gov.in/Appln/UII/propertyregister>).

15. The Authorized Officer may rely on the title document produced by applicant and/or the Form I & XIV of said survey number and if the name of the applicant is reflected in the said Form I & XIV. If the name of the father

and/or grandfather of the applicant appears in Form I & XIV the applicant may produce copy of succession deed or inventory order. The Deputy Collector may also consider an affidavit from the legal heir if he cannot produce succession deed or order from inventory court. In such cases the Order of Regularisation shall be made subject to any order passed by competent Civil Court on title of the said land.

16. In case of Mundkarial Houses, if a Mundkar has reconstructed their house on the same plinth area of the original structure, benefits under the Goa Mundkars (Protection from Eviction) Act, 1975 shall be duly considered. The Deputy Collector/Competent Authority must ensure that decisions related to Mundkarial houses are made in accordance with this guidelines and all rights available to a Mundkar under the Mundkar Act and ensuring that the rights of Mundkars are fully respected and protected during the case disposal process.

17. The guidelines issued under Circular No. 25/01/01/2020-RD-I dated 11.08.2021 shall be duly followed. Also guidelines issued earlier on Eco-Sensitive Zone shall be adhered to. Unauthorized construction not having proper setback on all sides except road setback can be regularized. The Authorized Officer shall not regularize if the unauthorized construction falls within the road setback or right of way. But if the applicant demolishes the portion of area falling within area under road setback or right of way, the remaining portion of the structure can be considered for regularization.

18. The Regularisation application shall be rejected only based on valid grounds outlined in GRUCA, 2016. In particular where any Title Ownership disputes are pending before any competent Civil Court and any prohibitory order or any injunction or status quo order are passed by such competent Civil Court may not be considered for regularization. However, if no such prohibitory order and or any injunction or status quo orders are passed by such Civil Court, the Deputy Collector may regularize the structure. But the regularization order shall be strictly made subject to any order that may be passed by such competent Civil Court in any pending title disputes or any civil dispute that may be initiated by any aggrieved owner/co-owner.

19. The Deputy Collectors/Competent Authorities must keep themselves updated on all amendments, circulars and relevant rulings to ensure accurate decision making. The Scrutiny Officer/A.K. should keep proper record of amendments, circulars and SOP's issued from time to time.

20. By the Goa Regularisation of Unauthorised Construction (Amendment) Act, 2025 major changes has been brought to GRUCA, 2016 in order to simplify the process of regularization and to give more powers to the authorized officers. The following changes brought to GRUCA, 2016 shall be strictly implemented while disposing of regularization application.

(i) The maximum permissible area for regularization has been increased to 600 sq.mtrs in case the unauthorized construction is carried out within limits of any Village Panchayats, subject to the permissible F.A.R. and 1,000 sq.mtrs in case the unauthorized construction is carried out within the limits of any Municipal Corporation or any Municipal Council, subject to permissible F.A.R.

(ii) The distinction between residential/commercial/institution zone has been removed and any structure either residential or commercial or institutional can be regularized to the maximum extent i.e. 600 sq.mtrs in case of rural area and upto 1,000 sq.mtrs in urban areas.

(iii) The requirement of written consent of the co-owners or the members of joint family has been removed and now the Authorized Officer is empowered to regularize the structure if there is no written consent of other co-owners or joint family members, but such regularization orders shall be invariably made subject to any orders that may be passed by competent Civil Court in any proceedings that may have been initiated by any such aggrieved co-owners or joint family members.

(iv) A fresh window of two years for filling applications has been opened from the date of coming into force the amendment to those applicants who could not make application on earlier occasion.

(v) Further, the amendment has made specific provision for filing a second and or fresh application to these applicants whose application were earlier

rejected by the Authorized Officer on any ground whatsoever. The Authorized Officer shall entertain, deal and dispose such afresh applications from earlier rejected applicants.

(vi) The amendment act also made provisions for those persons whose structure are falling within Coastal Regulation Zone area (CRZ) and if any such construction was carried out prior to 19th day of February, 1991. The Deputy Collector shall satisfy himself that proper evidence of existence of such structure existed prior to 19th day of February, 1991. However, any such order shall be made subject to any order that may be passed by C.R.Z authorities.

(vii) The amendment act further authorize the Authorized Officer to regularize any structure which does not have proper access of three meters. In such case the authorized officer may regularize the structure by obtaining an undertaking from the applicant that he undertakes to make such access available within a period of five years from the date of regularization of said structure.

(viii) The amendment act further authorizes the Authorized Officer to review his own orders after obtaining the permission from the Collector as per the conditions laid down in section 6A of the amendment Act 2025.

(ix) The amendment act also makes provisions for regularization of structure constructed on any Government land before the cut-off date, if any such unauthorized construction of a dwelling house carried out on a land belonging to the Government or land granted by the Government in respect of which the Deputy Collector under provisions of Goa Land Revenue Code, 1968 has passed order of regularization of such land.

(x) Similarly the amendment also makes a provision for regularization of any unauthorized construction of a dwelling house carried out on a land belonging to comunidade in respect of which the officer authorized under Article 372-B of the Legislative Diploma No. 2070 dated 15.4.1961 has passed an order for regularization of such land.

(xi) The amendment act also makes provisions for regularization of any unauthorized construction/structure of a dwelling house carried out on a land granted by the Government under 20 Point Programme scheme in respect of which the competent authority under the said scheme has granted Class-I Occupancy to such applicant.

(xii) The amendment act mandates that the Deputy Collector/Authorized Officer in addition to the regularization order shall also issue/grant a Conversion Sanad under section 32 of the Goa Land Revenue Code, 1968 to the applicant. Hence, the Deputy Collector shall invariably issue Conversion Sanad in addition to the regularization order in cases after coming into force of the amendment to the maximum extent of 600sq.mtrs or 1,000sq.mtrs in rural and urban areas respectively as authorized to them by the Amendment Act. Both Collector (North) and Collector (South) shall issue orders to the respective Deputy Collectors under their jurisdiction, authorizing them to issue Conversion Sanad for area upto 600 sq.mtrs in rural area and area upto 1,000 sq.mtrs in urban area only in respect of cases under GRUCA Act, 2016.

This SOP is issued with approval of the Government and concurrence of the Finance Department vide their U.O. No.1400117762 dated 30/09/2025.

The above SOP shall come into force on the date of commencement of the Goa Regularisation of Unauthorized Construction (Amendment) Act, 2025.

By Order and in the name of
the Governor of Goa



(Surendra F. Naik)
Additional Secretary (Revenue)

To,

1. The Collector (North), North Goa, Panaji.
2. The Collector (South), South Goa, Margao.
3. The Director, Directorate of Municipal Administration, Panaji, Goa.
4. The Director, Directorate of Panchayat, Panaji, Goa.
5. The Director of Rural Development, Panaji, Goa.
6. The Additional Collector – I, II & III North Goa, Panaji.
7. The Additional Collector – I, II & III South Goa, Margao.

8. All the Deputy Collectors/Authorised officers in the respective Subdivisions/Talukas Headquarters.

Copy to:

1. The OSD to Hon'ble Chief Minister, Secretariat, Porvorim, Goa.
2. The OSD to Hon'ble Revenue Minister, Secretariat, Porvorim, Goa.
3. The OSD to Hon'ble Minister for Panchayats, Secretariat, Porvorim, Goa.
4. The OSD to Hon'ble Minister for Urban Development, Secretariat, Porvorim, Goa.
5. P.A. to Secretary (Revenue), Secretariat, Porvorim, Goa.
6. P.A. to Addl. Secretary (Revenue), Secretariat, Porvorim, Goa.
7. Office Copy
8. Guard File

"ANNEXURE A"

**FORMAT FOR SCRUTINY OF APPLICATION BY AWAL KARKUN OR ANY OTHER OFFICER
AUTHORISED BY DEPUTY COLLECTOR**

1. Full Name and address of the Applicant: _____
 2. Details of the property:
 - (a) Chalta & PTS No./Survey No. _____
 - (b) Ward Name & No./Vaddo _____
 - (c) Town/Village _____
 - (d) Taluka & District _____
 3. Zone of the property as per ODP/ZP/RP _____
 4. Is the property accessible? Yes/NO
 - If 'Yes', state-
 - (a) Width of the access _____ meters.
 - (b) Area of road widening: _____ sq.meters.
 5. If the property is in the vicinity (within 100 meters) of the National Highway/State bye-pass, give the distance from the Centre line of Highway/bye-pass _____ meters.
 6. Front setback from the center line of the road _____ meters.
 7. Side setbacks:
 - (a) _____ meters.
 - (b) _____ meters.
 8. Type of Structure (pucca / semi-pucca / temporary) : _____
 Use (Residential / Commercial / Mixed) : _____
 Built-up area(as per applicant/engineer report) : _____ sq.mt. ✓
 Built-up area (as physically verified) : _____ sq.mt.
 Number of floors (If any): _____
 9. Does the structure fall in any of the following? (tick ✓ where applicable)
 - Settlement Zone
 - Institutional Zone or Industrial Zone
 - Cultivable Zone
 - Orchard
- Remarks (if any): _____
10. Does the structure to be regularized is built on.. (tick mark whichever is applicable)
 - (a) Private land:
 - (b) Government Land:
 - (c) Comunidade Land:
 - (d) Plots granted under 20 Point Programme
- If (a) above is Yes, then whether applicant name is appearing on Form I & XIV?
Yes / No
- If answer to (b), (c) or (d) is yes, then whether the competent authority under (b), (c) or (d) has passed order of regularization of the land on which the structure exist?
Yes / No

11. Compliance Check

- (a) Whether area of the structure given in the application match with the Empanelled engineer's report : Yes / No
- (b) Whether structural stability certificate of the structure is provided: Yes / No
- (c) Whether any discrepancies noted on site : Yes / No

Details if (c) is Yes: _____

12. Recommendation

- Recommended for consideration under RUCA, 2016 as amended.
- Not recommended for consideration under RUCA, due to falling in prohibited category / other reasons.

Reasons for recommendation / non-recommendation:

13. Inspected by : _____ **Date of Inspection:** _____

I, hereby declare that the information furnished above is correct to the best of my knowledge.

Place:

Date:

Signature of Awal Karkun/
Officer Authorized by Deputy Collector

"ANNEXURE B1"

FORMAT FOR REPORT BY REGISTERED ENGINEER/ARCHITECT

1. Full Name and address of the Applicant: _____

2. Details of the property:

(a) Chalta & PTS No./Survey No. _____

(b) Ward Name & No./Vaddo _____

(c) Town/Village _____

(d) Taluka & District _____

3. Zone of the property as per ODP/ZP/RP _____

4. Is the property accessible? Yes/NO

If 'Yes', state-

(a) Width of the access _____ meters.

(b) Area of road widening: _____ sq.meters.

5. If the property is in the vicinity (within 100 meters) of the National Highway/State bye-pass, give the distance from the Centre line of Highway/bye-pass _____ meters.

6. Front setback from the center line of the road _____ meters.

7. Side setbacks:

(a) _____ meters.

(b) _____ meters.

8. Type of Structure (pucca / semi-pucca / temporary) : _____

Use (Residential / Commercial / Mixed) : _____

Built-up area(as per applicant/engineer report) : _____ sq.mt.

Built-up area (as physically verified) : _____ sq.mt.

Number of floors (If any): _____

9. Structural Stability Certification:

(a) Whether structural stability certificate is issued: Yes / No

(b) BIS codes / standards referred to: _____

(c) Whether the structure is structurally stable and fit for occupation: Yes / No

10. Supporting Documents Attached:

"As existing" drawings/plans signed and sealed by Empanelled Engineer/Architect

Photographs of the structure from all 4 sides giving clear views of the structure

Copy of Empanelment Certificate (TCP/PWD)

11. Remarks (if any):

12. Whether any discrepancies noted on site : Yes / No

If Yes kindly specify:

13. Recommendation

Recommended for consideration under RUCA, 2016 as amended.

Not recommended for consideration under RUCA, due to falling in prohibited category / other reasons.

Reasons for recommendation / non-recommendation:

14. Date of Visit: _____

I, hereby declare that the information furnished above is correct to the best of my knowledge.

Place:

Date:

Signature of Engineer/Architect

ANNEXURE B2
Form For Structural Stability

STRUCTURAL STABILITY CERTIFICATE

To be obtained from the empanelled list of Engineers by the Government
(PWD/TCP)

(FOR EXISTING STRUCTURE ON PRIVATE LAND, GOVERNMENT
LAND, COMUNIDADE LAND & 20 POINT PROGRAMME PLOTS)

I, _____ having been duly
(Name, address and Registration No. of the Engineer)

appointed as Engineer by Shri/Ms. _____ for carrying out
(Name of applicant)

inspection and verification of the existing structure as shown by the applicant
in Plot No. _____/Survey No. _____/Chalta No. _____ of P.T. Sheet
No. _____, within the jurisdiction of Municipal Council/Corporation of
_____/Village Panchayat of _____, having a total built-up
area of _____ sq.mts, do hereby certify as under:

1. That I have inspected and assessed the existing structure with reference to relevant BIS Codes and engineering practices.
2. That the structure, as existing on site, has been examined and is found to be structurally stable.
3. That the building is structurally safe and fit for occupation.

I am enclosing a set of drawings/plans and photographs prepared on the basis of the site inspection, for your records.

Place:- _____

Date:- _____

Signature of the Structural Engineer and Seal
(along with Name, Address, Reg. No.)

Note:- Structural Stability Certificate shall be issued on Letter Head.

CHECKLIST FOR CERTIFIED ENGINEER

1.	Zoning	
2.	Set-back	
3.	FAR	
4.	Structural Stability	
5.	Built-up area in Sq. mts.	
6.	Type of Land	
7.	Location	
8.	Whether there is access	
9.	Plinth Area	
10.	Valuation of structure	
11.	Whether falls in CRZ area	
	i) Landward side	
	ii) Seaward side	

“ANNEXURE C1”

Prescribed Format – Monthly Case Disposal Report
(Under the Goa Regularisation of Unauthorised Construction Act, 2016 as amended)

Part A – Deputy Collector’s Monthly Report (to Collector)

Month:-

Sr. No.	Name of Taluka	Pending Cases at Start of Month	New Applications Received for the Month	Total Cases	Cases Disposed (Approved) during the Month	Cases Disposed (Rejected) during the Month	Total cases Disposed for the Month	Cases Pending at End of Month	Cases Pending for less than 6 months	Cases Pending for more than 6 months	Remarks (if any)

Certified that the above information is correct to the best of my knowledge.

Signature of Deputy Collector

Name: _____

Date: _____

"ANNEXURE C2"

Part B – Collector’s Consolidated Report (to Under Secretary, Revenue-II)

District: _____

Month: _____

Sr. No.	Name of Taluka / Sub-Division	Cases Pending at the Start of the Month	Cases Received During the Month	Total Cases	Cases Disposed (Approved)	Cases Disposed (Rejected)	Total Cases Disposed for the Month	Cases Pending at the End of the Month	Cases Pending for less than 6 months	Cases Pending for 6 months	Remarks
1											
2											
3											
4											
5											
6											
7											

Certified that the above is a true compilation of reports received from Deputy Collectors.

Signature of Collector

Name: _____

Date: _____

“ANNEXURE C3”

Part C – Additional Collector’s Monitoring Report

Additional Collector _____

Month: _____

Sr. No.	Talukas / Sub-Divisions under Charge	Total Cases Received	Total Cases Pending	Cases Disposed During Month	Cases pending for less than 6 Months	Cases pending for more than 6 Months	Performance Assessment of DCs (Satisfactory / Needs Improvement)	Recommendations / Remarks
1								
2								

Signature of Additional Collector

Name: _____

Date: _____