



## DEPARTMENT OF URBAN DEVELOPMENT

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No: 1/2025/DMA/BLDGPERMIT/PARTFILE/ 1709 Dated:- 25/07/2025.

### CIRCULAR

Sub:- Structures existing on revenue survey plan of land holdings in Urban Local Bodies reg.

In pursuance to the Circular No.16/11/90/RD(PF)/2527 dated 24/07/2025, issued by the Revenue Department, Government of Goa, Secretariat, Porvorim-Goa, stating therein Vide Order No. 16/11/90-RD dated 07/03/2007, published in the Official Gazette dated 29/03/2007, Series I No. 52, the Government of Goa, in exercise of the powers conferred under Section 35 of the Goa Land Revenue Code, 1968, has exempted all lands (survey holdings) situated in the Settlement Zone, as per the Regional Plan/ Outline Development Plan, from the operation of provisions of Sections 30, 32, 33 and 34, provided the following conditions are fulfilled:

1. The survey records of such survey holdings (i.e., the first survey plan prepared under the provisions of the Goa Land Revenue Code, 1968, around the period between 1970-1972) show the existence of a structure on the said land.
2. The total area of the survey holding does not exceed 1000 square meters; and
3. The existing structure, as shown in the survey map, covers at least 25% of the total area of the said plot.

Further, it has been clarified that, in cases where a structure is already in existence and is reflected both in Form I and XIV/Form D and in the survey plan prepared under the said Code during the aforementioned period, such area shall be treated as settled land, as the said area of structure does not form part of agricultural land requiring conversion as per Section 30 and 32 of the Goa Land Revenue Code, 1968. Accordingly, the requirement of obtaining a fresh Conversion Sanad shall not arise in respect of the area covered by such structure.

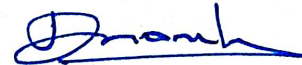
In view of the above, it is hereby clarified that the structures which comply with the aforementioned conditions, where a structure is already in existence and is reflected both in Form I and XIV/Form D and in the survey plan prepared under the said Land Revenue Code during the aforementioned period, the owner/occupants of such structure are not required to produce any construction license to prove its legality and same shall be consider as legal structure.

In case of any formal recognition is required then the owners/occupants may submit a written request to Commissioner of City of Panaji/Chief Officer of Municipal Council in the prescribed format (Form I) along with the certificate issued by the Deputy Collector in view of Circular No.16/11/90/RD(PF)/2527 dated 24/07/2025 and the processing fees of ₹ 10 by affixing a court fee stamp or special adhesive stamp.

The Commissioner/ Chief Officer on receipt of application and upon verification of documents, if the claim is found to be in order, may issue a certificate in the prescribed proforma (Form II), upon payment of fees of ₹1000.

All such applications shall be disposed off by the Commissioner/ Chief Officer within a period of 7 days.

This Circular is issued with the approval of the Government.



**(Brijesh D. Manerkar)**  
Director of Urban Development

The proforma for the application and the certificate is enclosed.

To,

1. The Director, Department of Printing and Stationery.
2. The OSD to the Hon'ble Chief Minister, Secretariat, Porvorim-Goa.
3. The OSD to the Hon'ble Minister (UD), Secretariat- Porvorim- Goa.
4. The PA to Secretary (UD), Urban Development, Porvorim-Goa.
5. The Chief Officer.....Municipal Council.
6. The Commissioner of CCP



Form I

**Proforma for Application for Certification of Existing Structures**

To,  
The Chief Officer/Commissioner,  
\_\_\_\_\_Municipal Council / Cooperation of City Panaji

Subject: Request for Certification of Existing Structure.

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 issue a certificate confirming that the said structure exists as per the Form I and XIV/ Form D and the survey plan prepared in 1970-72, qualified as a legal structure and is exempt from the requirement of obtaining a fresh construction licence.

The following documents are enclosed for your kind perusal:

1. Copy of Form I & XIV/ Form D,
2. Certificate issued by the Deputy Collector and Sub Divisional officer,
3. Copy of Survey Plan
4. Site Plan (if any)
5. House Tax Receipt
6. Electricity/ Water Bill

I shall be grateful for your kind consideration.

Yours sincerely,

-sd/-

(Name)

**Contact details:**



Form II

**CERTIFICATE OF EXISTING STRUCTURE**

**Office of the Municipal Council/ Corporation of City Panaji**

This is to certify that the structure existing in Survey No/ PT Sheet No. \_\_\_\_\_ Sub-division No/ 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 and the Certificate issued by the Deputy Collector and Sub Divisional Officer, it is hereby certified that the said structure is an existing legal structure and is also assessed for house tax.

This certificate is issued upon the request of Shri/Smt. \_\_\_\_\_, resident of \_\_\_\_\_, and in view of Circular No. \_\_\_\_\_, dated \_\_\_\_\_ issued by the Department of Urban Development, Government of Goa.

-Sd-

Chief Officer/ Commissioner

\_\_\_\_\_ Municipal Council/ CCP

