



**DEPARTMENT OF URBAN DEVELOPMENT  
(MUNICIPAL ADMINISTRATION)**  
**Dempo Towers, First Floor, Patto, Panaji-Goa-403001.**  
Telephone Nos: 0832-2438708/2438640.  
Email id:dir-dma.goa@nic.in Website:-ulbservice.gov.in



No. 10/1000/2025-DMA/CM/ 1671

Date: 23/07/2025

### **CIRCULAR**

**Sub:** -Issuance of bifurcation/ Separate house number in respect of existing dwelling house in Municipal council/Corporation.

1. It has been observed that in certain cases the applicants are facing great hardships in availing a bifurcation/ Separate house number and depriving such applicant and his family members of availing basic essential amenities like separate water and electricity connections in their name.
2. There are numerous such cases wherein, due to the expansion of the original family staying in a particular existing house, certain members occupying the house prefer to reside separately within the existing dwelling house as a separate entity, which can be somewhat termed as a nuclear family that intends to pay the house tax in their own name for the portion of the area occupied by them of the existing house.
3. Such nuclear families often reside under the same common roof of an existing dwelling house; however, they utilize separate kitchen arrangements, and therefore, the requirement of basic essential amenities like separate water connections and separate electricity connections in the name of the head of the nuclear family becomes essential to make living easy and free from flimsy disputes.
4. To release separate water and electricity 'connections, obtaining a bifurcation/ separate house number becomes a prerequisite document for producing before the authorities, such as the Public Works Department and Electricity Department.

5. In order to provide ease of living for such nuclear families by obtaining a bifurcation house number for an existing dwelling house in case the applicant desires so, the government considers it appropriate to issue the following instructions to the Urban local bodies.

6. It is made clear that in case of receipt of applications from applicants for allotting bifurcation to an existing house number in respect of the registered house number of an existing dwelling house by any co-occupier who is in actual occupation of a portion of the dwelling house, such application should be allowed by municipal council/Corporation without insisting on cumbersome title documents.

7. Allotting a bifurcation/Separate house number to a co-occupier applicant who is in occupation of the portion of the dwelling house does not confer any title to the said applicant in respect of the portion of the dwelling house.

8. The purpose of the issuance of a house number to such an applicant is to give a separate identity to said portion of the dwelling house and is merely fiscal in nature for taxation purposes, which does not confer upon him/her any title to the property/portion of the dwelling house.

9. In view of the above, while dealing with such cases, the urban local bodies shall only insist for an application from the co-occupier applicant of the dwelling house for the issuance of a bifurcation/ separate house number in Form A, attaching therewith the dimensioned sketch/survey plan of the portion of the original dwelling house that is under the occupation of the said applicant, who is a co-occupant.

The applicant shall produce the following documents: -

- i. Latest paid House Tax receipt of existing house number.
- ii. Death certificate of father, mother, or original house tax assessee, as the case may be.
- iii. Birth certificate of applicant or any other document showing linkage with the original house tax assessee/house number, such as a Aadhar card, bank passbook, ration card, etc.
- iv. Sketch of portion of house under occupation of the applicant.
- v. Form 'D'. or Form I and XIV and Survey Plan
- vi. Affidavit cum undertaking stating the above particulars are true.

10. It is further enjoined upon the municipal council/Corporation that such application shall be disposed of within a period of 15 days from the date of receipt of the application, along with the issuance of an NOC for water connection/electricity connection in the name of the new assessee, if requested, on payment of fees decided as per the prescribed procedure.



11. The bifurcation/Separate house number shall contain the original house number with a suffix such as '/A', '/B', etc. The portion to which the bifurcation house number is issued shall necessarily be a contiguous portion of the existing dwelling house recorded in Assessment Register and Demand and Collection Register, having separate kitchen arrangements within the same house.

12. The Chief Officer/Commissioner shall direct officials to carry out an inspection of the house to ensure that the particulars furnished by the applicant are correct.

13. This circular shall not be applicable to illegal constructions within municipal jurisdiction

14. This circular is issued with the approval of the Government.



(Brijesh Maneker)

Director of Urban Development

To,

1. The Commissioner  
Corporation of City of Panaji

2. The Chief Officer,  
\_\_\_\_\_  
Municipal Council

**FORM 'A'**

**APPLICATION FOR ISSUANCE OF BIFURCATION/ SEPARATE HOUSE NUMBER**

**Municipal council/Corporation :**  
NO. & DATE OF RECEIPT

**APPLICATION NO:**

1. Name of the applicant : \_\_\_\_\_
2. Existing House No : \_\_\_\_\_
3. House Tax Assessed: \_\_\_\_\_
4. House tax paid along with receipt
5. Description of existing house : \_\_\_\_\_
6. (Type of structure such as load bearing/RCC/no of storey): \_\_\_\_\_
7. Whether there is Electricity Connection /if so since when. : \_\_\_\_\_
8. Whether there is water connection/if so since when. \_\_\_\_\_
9. Specification of the material of existing house (Whether it is of mud, laterite, stones, plaster/RCC) : \_\_\_\_\_
10. Area of the existing house (enclose sketch/plan).: \_\_\_\_\_
11. Since when structure is existing: \_\_\_\_\_
12. Survey Number/ Sub-Division No and Revenue Village : \_\_\_\_\_
13. Area of entire house \_\_\_\_\_
14. Area of house portion for which bifurcation house number sought  
Enclose Sketch/Plan \_\_\_\_\_
15. Documents enclosed:
  - i. Latest paid House Tax receipt of existing house number.
  - ii. Death certificate of father, mother, or original house tax assessee, as the case may be.
  - iii. Birth certificate of applicant or any other document showing linkage with the original house tax assessee/house number, such as a Aadhar card, bank passbook, ration card, etc.

- iv. Sketch of portion of house under occupation of the applicant
- v. Form 'D'. or Form I and XIV and survey plan
- vi. Affidavit cum undertaking stating the above particulars are true.

14. Photographs of existing house/structure :  
(Mandatorily showing all side views/front view/rear view)

I agree to pay necessary fees/tax as per the Goa Municipalities act 1968 / the City of Panaji Corporation act 2002 and other rules for the time being in force.

I state on oath that the above particulars are correct and true to the best of my knowledge and belief and I have not concealed/misrepresented any facts.

I undertake that in case of any misrepresentation of facts or false statement/particulars, house number issued to me shall be revoked forthwith.

Place :-

Name:

Date:-

Signature of the applicant

Document towards above information to be enclosed by the applicant along with the application

**(For Office Use Only)**

Certified that dwelling house bearing house number \_\_\_\_\_ for which bifurcation house number is sought is existing and registered for the purpose of house tax as per the records of Municipal council/Corporation. Certified that the applicant is staying separately in the same dwelling house for which there is separate kitchen arrangement.

Date of inspection:

**Signature**

**(Chief Officer/Commissioner)**

**Name:-** \_\_\_\_\_

Bifurcation House No. \_\_\_\_\_ issued in terms of Resolution Number \_\_\_\_\_ adopted at meeting dated \_\_\_\_\_