

CHAPTER XXI
CADASTRAL SURVEYS
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CHAPTER XXI

CADASTRAL SURVEYING AND MAPPING FOR REGISTRATION

21.1 Definitions

- Survey Act:** This is an Act to provide the powers and functions of the Surveyor General, to regulate the land surveys, to establish a Land Survey Council to regulate the professional conduct of Surveyors, to repeal the Land Survey Ordinance and the Surveyors ordinance and to provide for matters connected therewith and to provide for.
- Registration of Title Act:** This is an Act to make provision for the investigation and registration of Title to a land parcel; for the regulation of transactions relating to a land parcel so registered and for matters connected therewith.
- Registered Licensed Surveyor with Accreditation Certificate:**
- Registered Licensed Surveyor accredited by the Surveyor General to undertake Cadastral Surveys to define boundaries of land parcels as defined in section 11 of Survey Act No. 17 of 2012.
- Administrative boundaries:** This means the boundaries of administrative territorial units of Sri Lanka as gazetted by the government from time to time.
- Beneficiary rights:** This means the right of one of the parties of legal relationship to get a benefit as the result of signing of legal civil transaction or based on decision of the authorized state organization or local government.
- Beneficiary unit or person:** This means the land parcel or person enjoying benefits of material or non material character as a result of encumbering by the appropriate obligations of other person or land parcel.
- Burdened Land Parcel:** This means Land Parcel, which has a right or interest thereon, which provides a benefit to another Land Parcel.
- Cadastral Map** This is as defined in Survey Act No.17 of 2002. A Cadastral Map includes any Condominium plan prepared under the Apartment Ownership Law No. 11 of 1973.
- Cadastral Plan** This means a plan for a land parcel resulting from a Cadastral Survey as defined under Survey Act No. 17 of 2002.
- A Cadastral Plan of a land parcel will show the boundaries and extent resulting from a Cadastral Survey of that land parcel.
- Cadastral Plan includes Condominium Plan prepared under the Apartment Ownership Law No. 11 of 1973.

Base Diagram:	This means a sketch showing existing statutory plans, existing and proposed control surveys, village boundaries, and adjoining village boundaries, prominent topographical features, boundaries of land parcel etc. which are considered as necessary.
Cadastral Survey	This as defined in the Survey Act No. 17 of 2002. Cadastral Survey is a survey for the purpose of delineating, determining, or defining the boundaries of any parcel of land. It also includes determination of extent of the land parcel.
Cadastre	Inventory of Cadastre in Sri Lanka is a methodically arranged inventory of all land parcels / properties regardless of ownership details each with a unique identification number based on survey of boundaries. Thus Cadastre of Sri Lanka is essentially a systematic description of Land Parcels / Properties.
Certificate of Title	An extract from the Title Register for a single land parcel and shall show all of the existing registered information to that land parcel as registered by the Registrar General of Titles.
Claims	This means a documented application to identify existing rights to land parcel and providing the names of the potential owner or owners at present.
Claimant	This means a person / organization making a claim.
Commissioner of Title Settlement	A person duly appointed under the provisions of the Registration of Titles Act No. 21 of 1998. This also includes Additional, Deputy, or Assistant Commissioner with delegation of powers, duties and activities of the Commissioner of Title Settlements.
Assistant Commissioner of Title Settlements	A person duly appointed in writing by the Commissioner of Title Settlement to carry out the activities related to Registration of Titles.
Deeds Register	This means a Register maintained by the Registrar of Lands under any other law other than this Act to carry out activities related to Registration of Titles.
Encumbrances	Interests, rights and / or claims which can or may be made or set upon in respect of a land parcel, and such dealing that can be registered under the Registration of Title Act No. 21 of 1998.
Geographic Information System	This means a system for capturing, storing, checking, integrating, manipulating, analyzing and displaying data related to positions on the earth's surface. (Read about Land Information System). Cadastral Maps can be used as a base for

Land administration and land development and land use planning which usually required the establishment of the proposed Geographical Information System.

Instrument	This means a document having the effect of conveying title to and interest in any land parcel in the prescribed form.
Interests in Land Parcel	This means an interest less than ownership of the land parcel and includes servitude or encumbrance over such land parcel.
Land:	Includes land covered with water, and any benefits arising out of land, all things attached to the earth or permanently fastened thereto.
Land Information System:	System of capturing, storing, checking, integrating, manipulating, analyzing, and displaying data about land and its use, ownership and development. Read about Geographical Information System.
	Cadastral maps may be used to create a foundation for a land parcel based Land Information System which is to be established for the administration of land parcels in Sri Lanka.
Land Parcel:	This means an area separately delineated on a Cadastral Map.
Local Authority:	This means any Municipal Council, Urban Council and Pradeshiya Sabha.
Mortgage:	This is as defined in the Mortgage Act.
Owner:	(a) In relation to land parcel, the person or organization named in the Title Register and (b) In relation to other interests in a land parcel, the person or organization named in the Title Register as the person or organization in whose favour the interests are registered in the land parcel register.
Private land:	This means any land not belongs to the state.
Registered land:	This is the land, the title to which is registered under the Registration of Title Act No. 21 of 1998.
Registered Surveyor:	This is as defined in the Survey Act No. 17 of 2002.
Registrar General of Titles:	A person duly appointed under the provisions of the Registration of Titles Act and also includes Additional, Deputy and Assistant Registrar Generals, with delegated powers, duties, and activities of the Registrar General.

Preliminary Schedule of Title / Final Schedule of Title:

Preliminary Schedule of Title means a list of all interests, rights and information associated with the land parcel. It includes all ownerships details, addresses and data pertaining to ownerships. There is one schedule of titles for each Cadastral Map.

The Field Investigator and Field Surveyor initially create it after the field visit to each land parcel. It is updated by the Commissioner of Title Settlement after completion of investigations in the state offices and then after the receipts of claims. This is generally maintained as digital computer data.

Servitude: Means the rights of land parcel equivalent to the rights enjoyed by another person over another.

State Land: This is as defined in the State Lands Ordinance.

Senior Superintendent of Surveys:

This is a person duly appointed with delegated powers to the position of District Superintendent of Surveys by the Surveyor General.

Surveyor General: This is as defined in the Survey Act No. 17 of 2002. Any officer duly appointed to act on his behalf under the Survey Act with powers to carry out duties and delegated work.

Systematic registration of lands:

Means the government sponsored program to convert the registered land parcels to the system of Title Registration and / or to carry out the first registration of land parcels.

Title Register: Means the Title Register mentioned under the Act No. 21 of 1998.

Office of Title Registration:

This is the office maintaining the Register of Titles to Land Parcels.

Voluntary sporadic land title registration:

This means an unsolicited request from a owner of a land parcel to convert the registration of land parcel to the method of Title Registration.

Village: This is an area identified as Village by the Divisional Secretary.

21.2 Introduction:

Title Registration of Land Parcel is the registration of land after surveying all the land in Grama Niladari Division wise / Village wise giving a unique identification number to each land parcel and after finding the actual owners to the land parcel in Sri Lanka.

Main steps in Title Registration:

1. Public awareness and submission of information on land parcels.
2. Basic investigation and preparing Cadastral Maps after land surveys.
3. Legal investigations.
4. Calling ownerships / claims and recommending titles.
5. Publishing final notification of title under Section 14 of the Title Registration Act.
6. Registration of Titles and issue of Title Certificates.

Except the step 2 above others are handled by the Department of Title Settlements, Grama Niladari and the Department of Registrar General and therefore, these steps are not discussed in this chapter.

Preparation of Cadastral maps for the registration of title for a land parcel is a requirement under Section 11 of Title Registration Act No. 21 of 1998.

According to Title Registration Act referred above, the Title Registration to every land shall be in accordance with the cadastral maps prepared for that purpose by the Surveyor General. The relevant Sections of the Title Registration Act to attend these surveys are Sections 4, 10, 11, 23, 25, 36, 50, 51 and 58.

The Registration of Titles to lands is done after an area is decided in a Province, District or Divisions or other administrative units by the Minister in charge of the land subject and published in the government gazette. The Surveyor General shall make arrangement to prepare cadastral maps to cover areas under Section 11 of the Title Registration Act.

Once the preparation of Cadastral Maps for a Grama Niladari Division or part of it is completed in such declared area, the District Senior Superintendent of Surveys should handover its certified copies to Commissioner of Title Settlements. Thereafter the Commissioner of Title Settlements will decide on the title to every land parcel, other legal rights and legal rights to individual person after calling claims for every land parcel.

The Commissioner of Title Settlements should request the Surveyor General to do additional surveys and amend the Cadastral Map under Section 23 of the Act if decided after investigation under steps 4 above. When such requests are received, the Senior Superintendents of Surveys should include the amendments and submit the amended and certified copies of relevant sheets of the Cadastral Map to the Commissioner of Title Settlements.

21.3 Title Registration

21.3.1 Public awareness and collection of field information of Land Parcels

21.3.1.1 Basic awareness

The Commissioner of Title Settlements will arrange the divisional level awareness programs and the Senior Superintendent of Surveys / Superintendent of Surveys / Surveyors should participate in such awareness programs. The Ministry of Lands and Land Development will arrange the National / Provincial / District level awareness programs for the groups (a) to (c) mentioned below.

The target groups for awareness programs are

- (a) Political and community leaders.
- (b) Public media organizations.
- (c) Professional organization (Notaries, Bankers, Chambers of Commerce, Industrialists, Lawyers and Surveyor etc.)
- (d) Non-governmental organizations
- (e) Officers of the district level government institutions and local government institutions.
- (f) Field staff and the staff of the relevant institutions.
- (g) The community of the selected area.

21.3.1.2 Preliminary Information to be collected by the Commissioner of Title Settlement

The Commissioner of Title Settlement will collect the preliminary information of the land parcels in the area selected for the registration of titles. The information thus collected will be categorized and entered in sub – schedules by the Commissioner of Title Settlement and send by a survey requisition to District Senior Superintendent of Surveys alongwith the relevant lists of names.

21.3.1.3 Preparation of Base Diagrams and Office Work

The Grama Niladari Division is considered as a unit for the preparation of Cadastral Maps and once the cadastral mapping area is declared, the District Senior Superintendent of Surveys should make arrangement to assign cadastral map numbers to each Grama Niladari Division after getting a digital map of the Divisional Secretary area indicating the Grama Niladari divisions from the branch of the Land Information System. A copy of this digital map should be given to relevant Superintendent of Surveys. The Superintendent of Surveys should collect the required registers, maps, information, to prepare a work plan for the Grama Niladari Division which is selected to prepare the Cadastral Map. In order to guarantee the preparation of Cadastral Maps for all the Grama Niladari Divisions, it will be the responsibility of the Superintendent of Surveys to correctly identify the boundaries of Grama Niladari Divisions and considering the size of the area, the Grama Niladari

Division may be sub-divide in to two or more blocks to prepare the Cadastral Maps. The boundaries of the blocks should be decided by the Superintendent of Surveys not to include several villages in the blocks and not to exceed 50 hectares or 100 land parcels in each block. When taking decisions regarding the boundaries of each block, the Commissioner of Title Settlement and Grama Niladari should be contacted and it is more desirable to use natural features (Rivers, Streams etc.) or well defined man made features (Main roads, Railway lines etc.) as block boundaries. When the village boundary is not clearly defined and need to readjust slightly (When a plot of land is partitioned by a village boundary) it should be decided after discussion with the Divisional Secretary. The blocks in a Cadastral Map should be numbered from No. 1. After dividing the Grama Niladari Division in to Blocks, the Superintendent of Surveys should take action to send a copy of it to the Commissioner of Title Settlement / Grama Niladari. Also, a numbered copy must be sent to District Senior Superintendent of Surveys. The detail information of Cadastral Map numbers, Block numbers, Sheet numbers, and parcel numbers must be maintain in a register in the District Survey Office.

One Surveyor should be assigned to one block and he should prepare a clear prospect ion diagram for the block assigned to him incorporating existing Statutory Surveys, Survey plans prepared by Licensed Surveyors, Control Surveys and other details including parcel boundaries. The existing and proposed Survey Monuments, EDM traverses etc. should also include in to this prospection diagram.

21.3.1.4 Collection of Field Information

The Surveyor and Field Investigator may work as a team but, it is not required that they are always in the field together as a team. Joint investigations should be done together with the Field Investigator and Grama Niladari for the disputed land mentioned in the classified Register of Land Investigation sent by the Commissioner of Title Settlement. If there are more disputes in these lands, the Surveyor should report to the Commissioner of Title Settlement through the Superintendent of Surveys to solve these problems. When there are state lands, a nominee of the Authority of the land / Grama Niladari should participate in the process.

21.3.1.5 Investigation of documents related to Land and Demarcation of Boundaries

The Field Team should not enter any land without giving prior notice on the relevant form to the personnel claiming rights to the land. Only the documents submitted by the claimant to the land or his authorized representative should be examined and note down the title after verification.

The Surveyor should find out from the owner of the land / claimant whether there is a earlier surveyed plan or a Court Partitioned plan is available and, if there are no big differences in boundaries in the field and this plan, the Surveyor can proceed after explaining to the Land Owner / Claimant only if he agrees.

The Surveyor should demarcate the boundaries of the land pointed out by the claimant or his authorized representative with the agreement of the claimants to the adjoining lands. When there are disagreements to the common boundaries, should work as a mediator to get an agreement. Still if they are not agreeing to the common boundary, should try to mediate to reach an agreement along with Field Investigator/Grama Niladari. The collective agreement must be obtained as in the form "Procedure to follow for boundary disputes" (Annexure 2) If still there are no agreement, it should be conveyed to the Commissioner of Title Settlement

through the Superintendent of Surveys to refer to the Conciliation Board. The work on this land parcel should be postponed until the boundary disputes are resolved and survey the land parcels as one allotment.

The Surveyor should ensure that the boundaries of all land parcels are properly defined with permanent features or landmarks as in DSR Chapter 9.25-9.39.

After demarcation of boundaries, the Surveyor should enter the existing boundaries and the names of the owners of adjoining land parcels in to the demarcation sketch. The signature of the claimant of the land or the person authorized by him and other details should be obtained as per “Register of pointing out boundaries, survey of land, observation of surveyed boundaries” (Annexure 3). A responsible person (Field Investigator, Grama Niladari or a nominee of the Divisional Secretary or representative of the Conciliation Board) should sign as a witness for the land owners or his nominee's signature.

21.3.2 Survey of land and preparation of Cadastral Maps

Cadastral Surveys and the preparation of Cadastral Maps should be done as follows.

21.3.2.1 Control Surveys

All Cadastral Surveys should be connected to the National Survey Control System (GN 99). The Superintendent of Surveys should decide about the additional control points in addition to the use of existing, sufficiently accurate control points considering the size of the Grama Niladari Division / Block at the time of dividing the blocks for the preparation of cadastral maps. The Control Surveys should be done by using G.P.S. or E.D.M. Instruments. The numbering of control surveys inside cadastral area should be connected to the Cadastral Map number. Ex – Mapala 110001/01, 02, 03.... Etc... In addition to normal underground control points in a village at least 2 surface monuments should be established at suitable places in a block. This types of control points should be established as prescribed in chapter II of the DSR and with relevant accuracy. The outer boundary control traverses running with the use of these control points should be of class three types mentioned in chapter II of the DSR.

21.3.2.2 Cadastral Surveys

The land parcels in a Grama Niladari Division /Block should be shown on Cadastral Maps after the survey of boundary demarcations commonly agreed by the land owners and adjoining claimants. If any land parcel is claimed by more than one individual or if boundaries of individual ownerships are not defined on the ground, they should only be surveyed according to the claims after obtaining the letter of consent from individual owners.

When boundary disputes cannot be resolved as mentioned in 21.3.1.5 above, survey only the outer boundary of such land parcels and show them on the Cadastral Map as one allotment assigning one cadastral parcel number. The names of the disputed claimants should be entered in the tenement list and remarks should be made in order to identify tat as a disputed land parcel (Annexure 15). If there are Statutory Survey Plans prepared for the issue of grants and any plans prepared for the allocation of lands to State Institutions / Semi- state Institutions within the block of survey, such plans should be converted to Cadastral Maps under 21.3.2.4 below for the registration of titles. However, when the boundaries shown in

these plans largely differ from the boundaries used by the occupants, re-survey or conversion should be done with the advice of the relevant Land Authority.

One Field Book should be used only for one block. However, that field book could be used for any subsequent surveys in the same block. The cadastral map number, block number and the name of the Grama Niladari Division should be printed by hand clearly on the outer cover of all the field books.

All details must be surveyed as mentioned in Chapter IX of the Departmental Survey Regulations. The Superintendent of Surveys should be satisfied with the work done by the Surveyor on field surveys, field book keeping, calculation of co-ordinates of boundary points, and calculation of extents of parcels and that are accurate enough under the relevant Departmental Survey Regulations. However, the Surveyor is personally responsible for all the work connected to the field survey.

When there are state lands within the area of survey, the Surveyor should satisfy himself that the boundaries of state lands are clearly shown in the Cadastral Map. The allotments separated inside state lands should be as specified in Chapter X of the Departmental Survey Regulations. The land parcels claimed by different state agencies should be shown separately. The foot paths, roads, village tanks etc. shown on departmental plans, but not in use now should be shown in cadastral maps with new lot numbers if the State Land Authority decides to continue with them.

If the claimants of the disputed lands resolved the disputes through Conciliation Boards or Courts during the time of survey in the Grama Niladari Division / Block, such land parcels should be surveyed and include in the Cadastral Map.

The field book keeping for cadastral surveys must be as per guidelines given in chapter XI and XXII of the Departmental Survey Regulations. It is important to note that such field notes could be used in Court proceedings. Therefore, the names of Claimants / Occupants / Names of Informants, Name of land, use of land, boundary details, land marks and dates of survey etc. should be clearly entered in the field books.

When a land is covered by several Deeds, it should be surveyed as one land after a written from the claimant.

21.3.2.3 Plan Work

The Cadastral Maps must be prepared using a computer according to the specifications and guidelines given in chapter XII and XXII of the Departmental Survey Regulations.

Cadastral Map should be numbered with 6 digits as follows.

- * First two numbers to (Annexure 1) identify the District.
- * Next 4 digits to identify the Grama Niladari Division in the District.

All land parcels within a block should be assigned numbers starting from number 1 and fractional numbers or characters should never be used. The newly surveyed parcels and the parcels incorporated in to cadastral map from previous plans must be numbered in the same way.

In Final Topographical plan and Preliminary Topographical plan areas, insets should be prepared for the outer boundary vide Chapter XII of the Departmental Survey Regulations before the preparation of cadastral map.

New sheets should be taken up for subsequent surveys inside cadastral maps. Supplementary plan numbers should never be issued for cadastral maps. Field sheet number, parcel/lot number and tenement list page number should be sequentially numbered from the last used number in a block. The last sheet number, lot number and the tenement list number should be issued by the District Senior Superintendent of Surveys. A register must be maintained by the District Senior Superintendent of Surveys to record the issue of Cadastral Map number, Block number, Sheet number, Tenement List page number, Parcel / Lot number. One page of this register should be used for one Block,

Cadastral maps will be printed on A3 size paper as per specimen given in Annexure 15, Draughtmanship, Abbreviations, and Conventional Signs etc. on Cadastral Maps will have to be as mentioned in Chapters IV, XII and XXII of Departmental Survey Regulations.

The Surveyor and the Superintendent of Surveys should ensure that all relevant surveys are included in to the cadastral map at the time of its preparation. For this purpose, the Surveyor should be responsible to verify that there is a complete list of old plans covering the area within the block is available before the commencement of the cadastral survey.

The scale of a cadastral map is 1 : 2000. However, in areas where this scale is not sufficient to show all the details, a larger scale may be used. Also, if only a part of the map has to be drawn in a larger scale, a sub plan should be prepared only for that part.

Tenement list has to be prepared according to Annexure 15.

Area calculations should be made according to Chapter XIII of the Departmental Survey Regulations. However, extents should be given in hectares up to 4 decimal places irrespective of the scale of the map. Extents should be given in acres, roods and perches as additional information in the remarks column of the tenement list within brackets.

21.3.2.4 Incorporation of existing Statutory Survey Plans in to Cadastral Maps

The existing Statutory Plans prepared for land alienation surveys within cadastral survey areas should be included in the cadastral map only by demarcating the outer boundary of the statutory survey in to the new survey and for that part in the new Cadastral Map (relevant block) a sequential sheet number should be assigned. This sheet number must be written inside the relevant area of the cadastral map and the number of the original statutory plan number must be written within brackets.

eg. Sheet No. 2
(PP Ku2178)

If the old Statutory Plan falls in to several cadastral maps

Sheet No. 2
(PP Ku2180 part)

The inclusion of old statutory plans in to cadastral maps and subsequent surveys within that area should be completed as follows.

(i) Whenever possible actions should always be taken to select the area covered by old statutory plans as a block in the new cadastral map. Considering the extent / number of lots covered by the old statutory plan, the Senior Superintendent of Surveys must take timely decision whether to prepare new blocks or sheets.

(a) When including the old statutory plan in to the new cadastral map new parcel numbers should be given in the cadastral map for all the lots in the old statutory plan. For this purpose a stamp must be prepared as follows and keep a note in red in all parts of the old statutory plan (including Tenement list)

“This has been converted to Cadastral Map No. . . . , Block No. . . . , Sheet No. . . . See the list of converted cadastral parcel numbers annexed to this for cadastral map parcel numbers”

The list of converted cadastral parcel numbers should be prepared as in Annexure 4 and attach to the original file of papers of the old statutory plan. This list should be prepared by a Registered Surveyor and after examination by the Superintendent of Surveys, it should be approved by the Senior Superintendent of Surveys.

(b) The relevant cadastral plan parcel number should be printed within brackets in red below the old lot number in the tenement list of the old statutory plan and the relevant cadastral map tenement list number must be printed within brackets in red under the number of the old tenement list clearly.

(c) If there are allotments within old statutory plans without lot numbers, the cadastral map parcel number must be printed in red as mentioned below without impairing the clarity of the plan.

CM 11002401 In here, the cadastral map number is 110024, Block Number is 01
256 6 is the lot / parcel number relevant to cadastral map.

Also, in the first page of the old statutory plan containing these lots, a note should be kept in red by a stamp prepared as follows.

“Cadastral map parcel numbers have been inserted in red for unnumbered allotments in this plan”

Also, cadastral map tenement list should be prepared for unnumbered allotments after calculating the extents of the allotments.

(d) If there are fractional lot numbers used in the old statutory plan, next available full numbers should be given to them when assigning parcel numbers in the cadastral map.

(e) Stream or foot path shown by single lines in old statutory plans should be taken to cadastral map as it is but, for subsequent surveys boundaries of both sides must be surveyed and prepare new sheet for the cadastral map.

(f) When there is a new statutory plan prepared after a survey of a part of old statutory plan, it should be converted to cadastral map after giving next available cadastral map sheet number.

(g) When there are several villages covered by an old statutory plan, the boundaries of cadastral map should be decided according to the village boundaries in the old

statutory plan. The list of converted cadastral map parcel numbers should be prepared separately for each cadastral map and should include in the original file of the old statutory plan.

The certified copies of such converted old statutory plans, tenement lists, and list of converted cadastral map parcel numbers must be included in the file of the cadastral map and certified copies of them must be sent to relevant Divisional Secretary, The Commissioner of Title Settlement, Registrar of Titles and the Surveyor General at that instant itself.

(ii) The subsequent surveys in the statutory plan areas where actions have been taken as mentioned above must be completed as cadastral surveys and, the sheet numbers to be used and the parcel numbers should be obtained from the Senior Superintendent of Surveys according to the relevant cadastral map.

(iii) Cadastral plan numbers, tenement list page numbers etc. used in the sheets taken up within the statutory plans converted as cadastral maps should be indicated in the amendment tracings prepared for the original cadastral map as follows.

Cadastral plan number	Block number	Sheet number	No. of parcels	Tenement list page number
310037	1	1	01/01/13	01/15/14
		2	114 -118	16
		3	119 -201	17 – 25

(iv) Outer boundaries of lots which have already been surveyed and grants have been issued should be maintained when doing a new cadastral survey. If the outer boundaries have been altered and if there are difficulties to reinstate them, it should be reported to the State Lands Authority and actions be taken only after getting his written instructions,

21.3.2.5 Acquisition Surveys within Cadastral Map areas

If a land parcel shown in a cadastral map is completely acquired under the Section 38 of the Land Acquisition Act, it would be sufficient to prepare only a new tenement list after verification of parcel boundaries in the field.

If a part of a land parcel in the cadastral map is acquired under the Section 38 of the Land Acquisition Act, a plan for the complete land parcel has to be prepared as in the case of preparation of a plan for the registration of titles to separate lands. In such instances, the owner's name of acquired part should be mentioned as "State" and the original registered owner's name should be given in the remarks column. The registered owner's name should be given as the owner of the balance part.

If a land parcel in the cadastral map has to be acquired completely under the Section 2 of the Land Acquisition Act, an Advanced Tracing should be prepared by taking a tracing from the cadastral map after verification of boundaries in the field. When preparing a plan

for land parcel under Section 6, it is sufficient to write only a supplementary tenement list after verification of boundaries in the field.

If there is a proposal to acquire a part of a land parcel in the cadastral map under the Section 2, an Advance Tracing has to be prepared after a new survey. The preparation of plan under Section 6 should be prepared as for the preparation of a plan for the partitioning the cadastral map land parcels. In here, the name of the registered owner's name should be entered as the owner of the proposed lot to be acquired and for the balance part of the lot as well.

When entering other details in the tenement list, the instructions given in Chapter VI of the Departmental Survey Regulations should be followed.

21.3.2.6 Survey of Condominium properties within Cadastral Map areas

A condominium property should be a one parcel in a cadastral map. When there are condominium properties in cadastral survey areas, a normal cadastral map should be prepared first for the full parcel containing the condominium property and thereafter condominium plan should be prepared according to Chapter XVIII of the Departmental Survey Regulations using new sheets for cadastral map for the parcel containing condominium property.

Plans need not be prepared for proposed condominium properties which are not constructed on ground. However, if only first floor / several floors have been constructed on ground for a condominium property with several floors, a condominium plan should be prepared for all the units of it. In here, brown colour should be used for units which are not constructed on ground. The prescribed colours should be used for condominium plans and when copies of printed plans are requested by Institutions, same colours must be used on certified copies and issue them.

When numbering the condominium units, the system given below should be followed.

- The number of the building should be shown with the cadastral plan parcel number.
- The buildings should be numbered alphabetically as A, B, C, . . .
eg. The building A in parcel number 1 is 1A
- The floors in the building should be numbered as follows.

Basement	- FB
Ground floor	- FO
Mezzanine	- FM
First floor	- F1
Second floor	- F2

 respectively.
- The units in a floor should be numbered as U1, U2, U3, . . . respectively
- The Accessory units of a condominium property should be numbered as A1, A2, A3, . . .
- The Common Element should be numbered as CE1, CE2, CE3, . . .

e.g. 1. The first unit in ground floor of building A in parcel No. 1 to be numbered as 1A-F0-U1

2. The Accessory unit A1 in 1A-F0-U1 unit to be numbered as 1A-F0-U1-A1

The roads, car parks etc. which can be shown on plan as well as Foundations, Columns, Beams etc. which cannot be shown can be marked as Common Elements. The Common Elements in parcel 1 should be numbered as 1CE1, 1CE2.

The tenement list should be prepared according to Chapter XX of the Departmental Survey Regulations and the specimens shown therein, and also with the software TLdb introduced by the department. The boundary index for tenement list of condominium units should be prepared, and the boundaries of North, South, East, West, Zenith and Nadir should be given in it. In addition to the floor area of each unit, the share value should be calculated and shown. However, share value for Accessory units need not be calculated and shown. The tenement list should be prepared for Common Elements but, boundary index, Share value and extent of floor area should not be given.

The Surveyor should prepare digital maps by using conversion methods for old condominium plans in a cadastral survey area under the supervision of Superintendent of Surveys. Separate cadastral maps should be prepared for each unit and supplementary units using these digital maps.

Action should be taken to prepare the condominium cadastral maps in English language because of the complexity in the preparation of maps.

21.3.2.7 **Completion of Cadastral Maps**

- The National Map reference number will be the 1:10,000 topographic sheet number in which the majority area of the block is located.
- The co-ordinate values should be printed in at least at two corners, with the grid cuttings shown in black with two lines of one cm. length, at each section of the Cadastral Map.
- All line work on Cadastral Maps should be in accordance with the Departmental Survey Regulations. However survey lines, grid lines must be in the numbered copy but should not be printed in the final printout of the Cadastral Map.
- The name/s of adjoining Grama Niladari Divisions and their Block numbers should be clearly printed.
- All surface monuments in the block should be shown on the Cadastral Map. The co-ordinate values of these points up to 3 decimal places of a metre should be printed at a suitable place on the map.
- Extent should be converted to Acres, Roods, and Perches and shown in the tenement list for easy reference to the Owners.
- For the convenience of the agencies dealing with the lands for which the state land grants certificates have been issued, the certificate number should be given in the remarks column of the tenement list.

- 1:10,000 scale index diagram showing all the Cadastral Maps should be maintained in paper and digital form at the relevant Divisional Survey office. The Senior Superintendent of Surveys should take actions to maintain copies of this index diagram in paper and in digital form in the District Survey Office as well. For this purpose, a copy of Topographical Map prepared at the scale of 1 : 10000, should be obtained from the Superintendent of Map Publication. In areas where 1:10,000 topographical sheets are not yet published, a blank 1:10,000 sheet in the same format with the correct number printed should be obtained from Superintendent of Map Publication.
- In order to update the index page mentioned above, an amendment tracing indicating the outer boundary of the cadastral map (Block) at the scale of 1 : 10000 with grids and a numbered copy of the outer boundary of the block should be prepared by the Surveyor. The Senior Superintendent of Surveys should forward a numbered copy of the outer boundary of the block to Surveyor General immediately after the approval of the plan.
- After completing the work of all the blocks in a Grama Niladari Division, an index page at the scale of 1 : 10000 indicating the outer boundary of the blocks and its numbers should be prepared and attach to all the blocks of the cadastral map. A copy of this index page should also be sent to the Commissioner of Title Settlement. The Surveyor should prepare a report on the relevant form for all the cadastral maps as indicated in Annexure 5.
- Cadastral maps should be prepared with abutting details for all the parcels in the cadastral map for which titles can be issued by the Surveyor and forward with the completed cadastral map to the Senior Superintendent of Surveys for approval after examined by the Superintendent of Surveys. The Superintendent of Surveys who approved the plan should submit all the papers and numerical data to District Senior Superintendent of Surveys to register and maintain them in the District Survey Office.

21.3.3 Amendment of old Documents

Once the cadastral map is completed, all statutory plans prepared for the area up to the time of preparation of the cadastral map should be endorsed in pencil thus "covered by cadastral map (*number*)".

The 16 chain record diagrams should be amended showing the outer boundary of the Cadastral Map in green. In instances where only a part of an old statutory plan is included into the cadastral map, indicate the outer boundary of the cadastral map in that part and keep a note in pencil as mentioned above. In the case of Preliminary Plan areas, 1:4000 metric key sheet also has to be amended as necessary.

A list of all previous old plans so endorsed and the tracings showing the areas of the partly endorsed plans, and 16 chain amendment tracing prepared as above should be forwarded

alongwith with the completed cadastral map to amend the old records in the District Office and also in the Surveyor General Office. District Superintendent Surveys should amend his records suitably, and forward the list and tracings to Land Information Systems Branch in SGO to amend the records in SGO. 1:10000 sheets should also to be amended.

Cadastral Maps and connected Tenement Lists should be amended when doing subsequent surveys in Cadastral Map areas, similar to the case of FVP areas as given in Departmental Survey Regulation 12.48 – 12.56.

The final decision on the Title to land parcels in a cadastral map will be gazetted by the Commissioner General of Title Settlement and its copies will also be sent to District Senior Superintendent of Surveys. After examination of this gazette, if there are any changes in the tenement list and the names of the claimants relevant to parcel for which decision have been published, the Senior Superintendent of Surveys must take actions to amend the tenement list in red colour and also insert a note to this effect. Also the Senior Superintendent of Surveys must take action to send the relevant gazette of the cadastral map in which land parcels have been gazetted within two weeks to the Registrar of Titles.

After issuing Title Certificates to parcels shown in the cadastral map, Title Registrar will inform the Senior Superintendent of Surveys at the end of each month in writing, the parcels for which certificates are issued and Title Certificate numbers. The Senior Superintendent of Surveys after receiving this information should take actions to enter these Title Certificate numbers in red in the remarks column of the cadastral tenement list against each parcel. This information will be useful for subsequent surveys in the same parcel.

21.3.4 Quality control of Survey work

The Superintendent of Surveys should ensure that all the survey works including control surveys, are in accordance with the Departmental Survey Regulations. Therefore, it is the responsibility of the Superintendent of Surveys to take necessary actions to maintain the standards and accuracies before approving cadastral maps and tenement lists. The check list for checking cadastral maps by Superintendent of Surveys and Senior Superintendent of Surveys is given in Annexure 6.

21.3.5 Approval of Cadastral Maps by Senior Superintendent of Surveys

It is the responsibility of the Senior Superintendent of Surveys to check and certify the cadastral map on behalf of the Surveyor General soon after he receives them from the Superintendent of Surveys. The Superintendent of Surveys / Senior Superintendent of Surveys should satisfy that old records are amended and registers are updated as required.

The copies of cadastral maps and tenement lists should be sent as follows.

Officer	Original copy of C.M. & T.L.	Certified copies		Uncertified copies		Digital Data	Digital data for C.M.	Cancelled tracings	Amendment tracings
		Plan	T.L.	Plan	T.L.				
Asst. C. T.S.		1	1	3	3				
S.G. (Doc)		1	1					1	1
D.S.G. (LIS/GIS)						1			
Registrar of Titles		1	1			4	1		
Div. Secy		1	1	1	1				
District Snr. S.S.	1			1	1	1	1	1	1
D.S.O.				1	1	1			
R.L. Syr/ Govt. Syr				1	1				
Pro. Land Com.				1	1				
Prov. Agencies				1	1				

21.3.5.1 Filing of numbered copies

* A properly numbered digital copy of the cadastral map to be filed in the Divisional Survey Office

* A properly numbered digital copy of the cadastral map to be filed in the District Survey Office

* A properly numbered digital copy of the cadastral map to be filed in the L.I.S. Branch.

21.3.6 **Other Statutory surveys conducted in the area during the time of preparation of the cadastral map**

When an area is taken up for cadastral surveys, any requests for statutory surveys within that area should be carried out along with the cadastral surveys. In instances where urgent statutory surveys need to be undertaken before the completion of the cadastral map, separate statutory plan can be prepared for that purpose and such plans should be incorporated into the cadastral map afterward.

21.3.7 **Requisition of Survey Files and other Documents**

(I) Survey Requisition file

Once a block in a Grama Niladari division is taken up for cadastral surveys, two requisition files should be opened. One in the District Survey Office and the other in the Field Office, maintaining the details of all the survey works in that block. Once the cadastral map is completed, these two files must be combined and maintained as one file in the District Office. This file should contain the Field Prospection Diagram, Traverse Diagrams, or reference to relevant files, Co-ordinate sheets, Area Computation forms, Surveyor's Report Documents relevant to pointing out / observing surveyed boundaries, Gazette notice under Section 14 of the Land Title Registration Act, Details of all correspondence exchanged and considered to be important in respect of the block, a list of the Block numbers, Land Parcel numbers and Tenement List page numbers used etc. and other important information. Any subsequent correspondence for surveys in this village should be filed in this file.

(ii) In addition to documents mentioned in 21.3.6, following documents should also be stored in the District Survey Office.

(a) Original Cadastral Map, printed copy of Tenement list and its Photostat copy (Copy of Senior. S. S.)

(b) The Cadastral Map, Cadastral Plans, Tenement Lists and relevant data files should be stored in a computer hard disc and in one compact disc. A duplicate of compact disc should be sent for storing in the Divisional Survey Office.

(c) All digital data must be stored according to Grama Niladari Divisions for easy identification.

21.3.8 Subsequent surveys conducted in Cadastral Map areas

Only the Licensed Surveyors who are issued with accreditation certificate by the Surveyor General under Section 11 of the Survey Act No. 17 of 2002 can attend to subsequent surveys in a cadastral map area.

21.3.9 Cadastral Mapping Areas

The cadastral mapping areas are the areas in which cadastral maps have been completed and when resurveying land parcels in these areas, following instructions should be followed. It may be required to resurvey the following types of land parcels in a cadastral mapping areas.

21.3.9.1 Lands for which cadastral maps have been prepared and Title Certificates have been issued.

21.3.9.2 Lands for which cadastral maps have been prepared but still the Title Certificates are not issued. The lands of this type belong to following two categories.

21.3.9.2.1 Having single ownership but Title Certificates are still not issued.

21.3.9.2.2 Jointly owned land which have been surveyed together because of no settlement and Title certificates are still not issued.

21.3.10 Prescribed forms should be used for subsequent surveys in cadastral mapping areas. Actions should be taken to issue specimen of all the prescribe forms from the official web site of the Survey Department and from all Survey Offices.

21.3.11 The Registered Surveyors should follow the instructions given below when preparing Cadastral Maps after subsequent surveys and maintaining them afterwards under Sections 23 and 36 of Title Registration Act No. 21 of 1998. The cadastral maps prepared by taking actions in disagreement with these instructions should never be used to amend the cadastral map by the Senior Superintendent of Surveys.

21.3.11.1 All the requests under 21.3.9.1 above should be prepared by the Land owner/owners according to Form No. 1 (Annexure 9) and submit to Registered Licensed Surveyor with a certificate from the Registrar of Titles.

21.3.11.2 The Registered Licensed Surveyor should survey the land related to the request made by the owner of the land according to the Title Certificate issued considering all the encumbrances / restrictions (e.g. : Conditions pertaining to Land Development Ordinance or Provincial Council Agencies or mortgages or other encumbrances for ownerships)

21.3.11.3 If the request for subsequent survey is in disagreement with the conditions of the relevant Provincial Council Authority, the Registered Surveyor should notify the Land Owner / Applicant about it and should obtain a letter from the Owner / Applicant to this effect

21.3.11.4 The land owner should prepare all requests under 21.3.9.2.1 above according to Form No. 2 (Annexure 9.1) and handover to Registered Licensed Surveyor or the District Senior Superintendent of Surveys with a certificate from the Commissioner of Title Settlement.

21.3.11.5 The land owner should prepare all requests under 21.3.9.2.2 above according to Form No. 3 (Annexure 9.1.1) and submit to District Survey Office with a certificate from the Commissioner of Title Settlement.

21.3.11.6 When there are no digital data or digital data relevant to original survey, the required copies of old plans / field notes should be obtained from the District Survey Office. The Senior Superintendent of Surveys of the district must take actions to provide these data to Registered Surveyors. When requesting these data by a Registered Licensed Surveyor Form No. 4 must be submitted alongwith the relevant Forms 1 or 2 or 3 completed by the applicant. Fax messages or electronic media can be used for these requests.

21.3.11.7 The Registered Surveyors should carry out the subsequent surveys fulfilling the requirements of relevant Legislative Enactments, Survey Regulations, and Technological Requirements.

21.3.11.8 The lands for which cadastral maps have been completed, Title Certificates have been issued should not be amalgamated or amalgamate and subdivide with the land/s for which another types of title certificates are issued or land/s for which title certificates are still not issued.

21.3.11.9 The Registered Surveyor should correctly and clearly identify the relevant land parcel on ground and carry out the survey.

21.3.11.10 when the owner of the land relevant to survey has encroached the adjoining land/s, survey only the portion covered by the original outer boundary, leaving out the encroached part.

21.3.11.11 If the adjoining owner has encroached the land under survey, it should be explained to the adjoining owner after re-establishing the original boundaries. If the encroacher is not willing to correct the boundaries, survey the encroached parts and prepare the cadastral map by assigning separate parcel numbers to them. If the applicant is not agreeable to do so, further work on this should be stopped.

21.3.11.12 When there is a request to separate a small portion of a land parcel in a cadastral map, only that small portion should be surveyed and incorporate the balance part of the parcel in to the cadastral map by using digital data and complete the work. In such instances it should be mentioned in the Surveyor's report.

21.3.11.13 The boundary monuments established at the time of subdivision / amalgamation must be permanent boundary monuments and these permanent boundary monuments should be shown to the applicant/s, obtain a letter to the effect that they have seen them with their signature on it and include this letter with their signature in the file of papers.

21.3.11.14 All boundary points established at the time of subsequent surveys in an area of cadastral mapping should be surveyed with at least 5 cm. accuracy.

21.3.11.15 The cadastral maps for new parcels should be prepared only after confirmation of the total area of new parcels obtained after subdivision and amalgamation and the relevant total area of the old Title Certificates are equal. If there is an error in the old extent, it must be reported to Senior Superintendent of Surveys after recheck. If there is a mistake in the original survey, the Senior Superintendent of Surveys must take immediate actions to correct them.

23.3.11.16 Prepare a copy of an index plan after completing the field work and decide the actual number of parcels and the number of tenement list pages required for the new cadastral map and make a request to District Senior Superintendent of Surveys through the Superintendent of Surveys for the new sheet numbers, parcel numbers, TL page numbers etc. When a Registered Licensed Surveyor is requesting these last plan details Form No. 5 should be used.

21.3.11.17 If the plan cannot be submitted within two weeks after getting the Last Plan details due to an unavoidable reason, the Registered Licensed Surveyor should notify the District Senior Superintendent of Surveys before the expiry of the allotted time and get an extension.

21.3.11.18 The applicant should pay the examination fee decided by the Surveyor General to District Senior Superintendent of Surveys when Registered Licensed Surveyors are doing the subsequent surveys. Once the Registered Licensed Surveyor requested the Last Plan details, the Senior Superintendent of Surveys should inform the applicant with a copy to Registered Licensed Surveyor to pay the relevant fee.

21.3.11.19 When doing a subsequent survey by a Registered Licensed Surveyor under 21.3.9.1 and 21.3.9.2.1 above, considering the size of the area, use high standard A4 / A3 size paper and thickness not less than GSM 110 and GSM 80 to prepare the survey plans and tenement lists.

21.3.11.20 According to 3.6 above, same data layers containing digital data issued by the Senior Superintendent of Surveys should be used to enter the new digital data of subsequent survey plans by .dxf extension files and, the digital data files of tenement list by data extension files detailed out by the Surveyor General in a compact disc and should be submitted.

21.3.11.21 The Registered Licensed Surveyor should submit the following documents to District Senior Superintendent of Surveys and must maintain an additional file containing copies of these documents safely with him.

21.3.11.21.1 Requests from applicants (Form No. 1 or 2 or 3, respectively from Annexure 9 or Annexure 9.1 or Annexure 9.1.1).

21.3.11.21.2 Plan and tenement list with signature on all pages (Form No. 16 – 2 copies / Form No. 15 - 1 copy).

21.3.11.21.3 Field Notes (certified copy).

- 21.3.11.21.4 Complete plan for the new survey, tenements lists, and compact disc containing digital data for the plans of every parcel.
- 21.3.11.21.5 Letter in which final details received (Form No. 5 Annexure 11).
- 21.3.11.21.6 Amendment tracings - 2 copies.
- 21.3.11.21.7 Computation papers.
- 21.3.11.21.8 Letter obtained from the applicant when the subdivision is not in agreement with the conditions of the Provincial Council Agency.
- 21.3.11.21.9 Co-ordinate sheets.
- 21.3.11.21.10 Letter from applicants for seeing / acceptance of the boundaries.
- 21.3.11.21.11 Surveyor's Report (Annexure 5)

The Senior Superintendent of Surveys must take actions to approve it after examining all above papers and satisfy that it is suitable to update the cadastral map. Also the Senior Superintendent of Surveys should take actions to update the cadastral map by including this data of subsequent surveys and send a copy of the part of the cadastral map where amendments are shown to relevant Registrar of Titles. The Senior Superintendent of Surveys should also send a part of the cadastral map updated by the subsequent surveys under 21.3.9.2 category to the Commissioner of Title Settlements.

21.3.11.22 The Senior Superintendent of Surveys must decide about the requirement of Field Checks at the above examination.

21.3.11.23 The Registered Licensed Surveyors must submit the copies of plans and connected digital data to the District Senior Superintendent of Surveys or to the closest Divisional Survey Office in the district where the land is situated within two weeks after receiving the final plan details. The Superintendent of Surveys of the Divisional Survey office must number the plans so received consecutively, organize the other duties and take actions to send to Senior Superintendent of Surveys within two working days.

21.3.11.24 If there are difficulties to submit the plans within two weeks after getting the last plan details due to unavoidable reasons, the Registered Surveyor should notify the District Senior Superintendent of Surveys and get an extension.

21.3.11.25 The Superintendent of Surveys (Head Quarters) must register the subsequent survey plans received at the District Survey Office consecutively according to the receipts and, should check whether the plans are completed according to the relevant specifications. If the Senior Superintendent of Surveys decided to do a field check at the time of his examinations of plans, the Superintendent of Surveys (Head Quarters) must do a field check and submit a report.

21.3.11.26 The Senior Superintendent of Surveys should make arrangement to show the subsequent surveys under 21.3.9.1 and 21.3.9.2.1 in the original cadastral map and attend to the necessary amendments. A certificate to this effect should be made in all parts (Form No.9) of the cadastral map and the tenement list by a stamp (of the size 6 cm X 6 cm) prepared as follows and place the signature.

1. Used parcel No., Sheet No., and tenement list No's are correct.
2. Cadastral map amended.

21.3.11.27 The methods of examination and certification of plans adopted by the Surveyor General must be used for subsequent surveys under 21.3.9.2.2 above.

21.3.11.28 Issue of copies and maintenance of files.

21.3.11.28.1 One copy of the subsequent survey plan prepared according to Form No,9 to be given to the Registered Surveyor after entering "Applicants Copy" by a stamp. Only the field notes and surveyor's report submitted by the Registered Licensed Surveyor should be scanned and include in a compact disc along with the digital data relevant to the map. This compact disc to be numbered as CM Number / Block number / Sheet Number / Parcel numbers . . . to . . . and file along with compact disc of the original cadastral map.

21.3.11.28.2 The Senior Superintendent of Surveys should take actions to send the certified copies of subsequent survey plans prepared by Registered Licensed Surveyors under 21.3.9.1, 21.3.9.2.1 and 21.3.9.2.2 to the relevant District Registrar of Titles, and in addition the certified copies of subsequent survey plans prepared under 21.3.9.2.1 and 21.3.9.2.2 to the Commissioner General of Title Settlements.

21.3.11.28.3 The Senior Superintendent of Surveys should send the certified copies of subsequent survey plans to the Branch of Document Management and the digital copies to the Branch of Land Information Systems.

21.3.11.28.4 The District Senior Superintendent of Surveys should update the registers in the District office once he gets the Title Certificates numbers from the Registrar of Titles after registering these new land parcels under the orders of the Title Registration Act No.21 of 1998 published by a special gazette of the Democratic Socialist Republic of Sri Lanka on 1998-10-21.

21.3.11.29 The Registered Licensed Surveyor is fully responsible for all activities connected to subsequent surveys, accuracy of the survey and content in the plan.

Annexure 1

District numbers for Cadastral Maps

Province	District	Number
North Central	Anuradhapura	11
	Polonnaruwa	12
Eastern	Trincomalee	26
	Batticaloa	27
	Ampara	28
Central	Matale	31
	Kandy	32
	Nuwara Eliya	33
North Western	Puttlam	41
	Kurunegala	42
Western	Gampaha	51
	Colombo	52
	Kalutara	53
Sabaragamuwa	Kegalle	61
	Ratnapura	62
Uva	Badulla	71
	Monaragala	72
Southern	Galle	81
	Matara	82

	Hambantota	83
Northern	Jaffna	91
	Kilinochchi	92
	Mullaittivu	93
	Mannar	94
	Vavunia	95

Annexure 4

Register to show converted cadastral plan parcel numbers

Statutory Plan number :	Cadastral Plan Number :
Village :	Block Number :
D. S. Division :	Sheet Number :
District :	Village :
Province :	D. S. Division :
	G. N. Division :

Old parcel number	Cadastral Plan Parcel Number
1	251
2	252
3	253
4	254
1 5 - 2	255
2 5 --- 2	256
6	257
7	258
8	259
9	260

10	261
Unnumbered Foot path	262
Unnumbered Canal	263

Prepared by:-

Name

Registered Surveyor

Date

Examined by:-

Name

Superintendent of Surveys

Date

Approved by:-

Name

Senior Superintendent of Surveys (. . . . District)

Name

For Surveyor General

Date

Annexure 6

List of examinations for Superintendent of Surveys and District Senior Superintendent of Surveys

1. Whether cadastral map number is written against the name of the village.
2. Comparison of village boundary with boundaries of adjoining villages.
3. Whether required accuracy standards have been maintained.
4. All parcels are numbered correctly on cadastral map and the field book.
5. All parcels are closing on cadastral map and field book.
6. All boundaries are defined and described on map and field book.
7. Sufficient numbers of Surface Monuments are shown on the map.
8. Incorporation of old work correctly done.
9. No gaps and/or overlapping areas between the newly surveyed areas and areas where old surveys are incorporated.
10. Coordinate values of surface monuments are given.
11. Coordinates of all boundary points calculated and given in the field books.
12. Computer data files are correctly prepared, named and stored.
13. Comparison of sheet edges.
14. Old statutory plans and 16 Ch RDD are properly endorsed, and amendment tracings are prepared.
15. 1:10,000 index diagrams is properly prepared and amended. Amendment tracing prepared.
16. Information given on tenement list agrees with field book and in accordance with requirements of cadastral surveys.
17. Extents given are correctly checked.
18. Completeness and the accuracy of the Surveyor's report.
19. Correctness of the Bill of Cost.
20. Comments on time estimates and achievements (with reasons for delay if any).
21. Coordinate values of sheet edges.
22. Soft copy and the hard copy of the Cadastral map agreed

Annexure 7

Register for the issue of numbers for Cadastral Maps

District:

Cadastral Map Number	D.S. Division	Village / Grama Niladari Division	Number of Blocks	Requisition Number	Remarks

Annexure 8

Register for issue of Plan details in Cadastral Maps**(To be maintained for each block separately)**

Cadastral map Number:

Block Number:

Village/ Grama Niladari Division:

Sheet Number	Parcel numbers	Tenement List page numbers	Surveyor's Name	Remarks	Signature of Supdt. of Surveys

Annexure 9

Form No. 1

Requisition for Surveys to subdivide / amalgamate lands for which Title Certificate are issued

1. Owner / Owners name:
2. National Identity card number / numbers:
3. Addresses:
4. Whether the request is a subdivision or amalgamation:
5. The details of proposed land for Subdivision / amalgamation
 - (i) Location
 - (a) District:
 - (b) Divisional Secretary Division:
 - (c) Grama Niladari Division:
 - (d) Village or Town:
 - (e) Street and assessment number:
 - (ii) Cadastral Map number:
 - (iii) Parcel number / numbers of the land / lands:
 - (iv) Extent / extents of land:
 - (v) Details of permanent constructions, cultivations within the land:
 - (vi) How is the subdivision / amalgamation required:
6. Numbers of the Title Certificates:(copies annexed)
7. If there are land grants issued by the state for the land, the approval for subdivision from the Divisional Secretary is annexed / not annexed.
8. If amalgamation, agreements of all owners are annexed.
9. It is certified that there are no any court cases for this land / lands.
10. Other obligations and conditions for the land.
11. If the survey is to be done by a Registered Licensed Surveyor, His / Her name and Registration Number.
12. Agree to pay the Government Cost for the survey.

.....

.....

Date

Signature / s of the Claimant / s

13. Notes of the Registrar of Titles in the Land Registrar Office within the area of land
Until the plan after the survey for subdivisions / amalgamations requested by Mr. / Ms.
..... is submitted, the subsequent works on this land have been temporarily stopped

Name of the Registrar of Titles.

Signature and date.

Official stamp

Annexure 9.1

Form No. 2

Requisition for Surveys to subdivide / amalgamate lands for which Title Certificate are not issued

1. Name of the Owner.
2. National Identity Card number.
3. Address.
.....
4. Whether the request is Subdivision / Amalgamation :
5. The detail information of the proposed lands for subdivision / amalgamation:
 - (i) Location
 - (a) District:
 - (b) Divisional Secretary Division:
 - (c) Grama Niladari Division:
 - (d) Village or Town:
 - (e) Street and Assessment Number:
 - (ii) Cadastral Map number:
 - (iii) Parcel number / numbers of allotment / allotments:
 - (iv) Extent / extents of the land:
 - (v) Details of permanent constructions, cultivations within the land:
.....
 - (vi) How is the subdivision / amalgamation required:
6. If there are land grants issued by the state for the land, the approval for subdivision from the Divisional Secretary is annexed / not annexed.
7. It is certified that there are no any court cases for this land / lands.
8. Other obligations and conditions for the land.
9. If the survey is to be done by a Registered Licensed Surveyor, His / Her name and Registration Number.
10. Agree to pay the Government Cost for the survey.

.....

Date

.....

Signature of the Claimant

11. Complete only for the subdivision or amalgamation of lands for which cadastral maps have been prepared and actions are being taken for the issue of Title certificates.

Until the plan after the survey for subdivisions / amalgamations requested by Mr. / Ms. is submitted, the works relevant to registration of ownership for this land is temporarily stopped.

Name of the Registrar of Titles:

Signature and date:

Official stamp

Form No. 3

Requisition for Surveys to subdivide / amalgamate co-owned lands which have been surveyed together in view of non settlement of ownership

1. Name of applicants	2. National Identity card number	3. Address

4. Whether the request is Subdivision / Amalgamation :
5. The detail information of the proposed lands for subdivision / amalgamation:
 - (ii) Location
 - (a) District:
 - (b) Divisional Secretary Division:
 - (c) Grama Niladari Division:
 - (d) Village or Town:
 - (e) Street and Assessment Number:
 - (ii) Cadastral Map number:
 - (vi) Parcel number / numbers of allotment / allotments:
 - (vii) Extent / extents of the land:
 - (viii) Details of permanent constructions, cultivations within the land:
 - (vi) How is the subdivision / amalgamation required:
6. If it is a state land, the approval for subdivision from the Divisional Secretary must be annexed.
7. It is certified that there are no any court cases for this land / lands.
8. Other obligations and conditions for the land.
9. The survey will be done by the Surveyor General / Registered Licensed Surveyor.
10. If the survey is to be done by a Registered Licensed Surveyor, His / Her name and Registration Number.

11. Agree to pay the Government Cost for the survey.

Name of applicants	Signature	Date

12. Notes by the Commissioner of Title Settlements

The Senior Superintendent of Surveys (..... District)

We have checked about this land. Until the plan after the survey for subdivisions amalgamations requested by Mr. / Ms. is submitted according to the annexed schedule, the works relevant to registration of ownership for this land is temporarily stopped.

Name of the Commissioner of Title Settlements

Signature and date

Official stamp

Annexure 10

Form No. 4

(Two copies to be completed)

Requests for Digital Data

District Senior Superintendent of Surveys,

I agree to do this survey after examining the original copies of the documents mentioned in the application after satisfying with the identity of the applicant.

Please release the digital data to me / applicant / messenger / by E-mail.

I certify that the digital data received under this application will be used only for this survey and/or to a survey necessary for other requirements connected to these land/lands. Also, a compact disc is submitted to copy the digital data.

.....
Date signature	Name of Registered Licensed Surveyor &

Annual License number

Accreditation certificate number

For use in the District Survey Office

Reference number of the survey:

Issue of Digital Data

Issue the Digital Data

.....

Date Signature of Snr. Supdt. of Surveys / Supdt. of Surveys (Bimsaviya Unit) &

Receipt for Digital Data

The compact disc containing digital data of the relevant parcels received after examination.

Date

Name of the receiver & signature

Annexure 11

Form No. 5

Issue of last Tenement list / Parcel Number details

(Complete two copies and submit)

1. Reference number in the District Survey Office :

2.
 - i. Cadastral Plan number :
 - ii. Block number :
 - iii. Parcel number/ numbers of original land / s :
 - iv. Extent / Extents of original allotment / s :
 - v. Number of parcels in new plan :
 - vi. Number of new tenement list pages :

Please issue me last plan details of the Cadastral Map, to be used for the survey with the reference number given above.

.....

Date

.....

Registered Licensed Surveyor

Issue of map details

Sheet number to be used :

Parcel numbers to be used :

Tenement list page numbers to be used :

.....

.....

Date

Signature of Senior Superintendent of Surveys and Date stamp

Form No. 7

A Form to be used in the office of Registrar of Lands

Request for amalgamation / subdivision of a land Form No. 7

Title Registration Act No. 21 of 1992 (Section 36)

For office use only	
<p style="text-align: center;">Received</p> <p>Date : _____</p> <p>Time : _____</p> <p>Number : _____</p> <p>Cost : _____</p> <p>Title Certificate Number : _____</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Receiving Officer</p>	<p style="text-align: center;"><u>Registered</u></p> <p>Division : _____</p> <p>Volume : _____</p> <p>Folio : _____</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Registrar of Titles</p>

(To be completed in duplicate by the Registered Land Owners / owners }

1. To Registrar of Titles

District

Name / s of Owner / s	National Identity Card number / s	Address / es

2. Details of land to be amalgamated / subdivided :

- (i) Location
 - (a) District:
 - (b) Divisional Secretary Division:
 - (c) Grama Niladari Division:
 - (d) Village or Town:
 - (e) Street and Assessment Number:
- (ii) Cadastral Map number / numbers:
- (iii) Parcel number / numbers of allotment / allotments:
- (iv) Reference notes on registration details
 - (a) Registration division
 - (b) Number / s of volume / s
 - (c) Folio number / s
- (v) Number / s of Title Certificate / s
- (vi) Extent of land

3. Bindings for land / lands:

Nature of binding	Validity period

4. Claims for other lands
 Diagram for amalgamation / subdivision (Attach the diagram)

- (i) Name of the Surveyor :
- (ii) Diagram number :
- (iii) Date of diagram

5. Registration fee :
 Bank receipt number / Receipt number:

6. I / We signed below and declare that, I am/ We are under the bindings described in section 3 above and the land/lands described in section 2 above has/have been registered in the Title Register under the Title Registration Act No. 21 of 1998, the bank receipt, receipts mentioned in section 5 above and, Title Certificates, and Survey Diagram are attached herewith. * I/We request to register the amalgamated/ subdivided land according to survey diagram mentioned in section 4 above in the Title Register.

Full name Names of owner / owners	Signatures and date

Copies :

To Superintendent of Surveys

.....District

Annexure 13

Form No. 6

Surveyor's Report for Subsequent Cadastral Surveys

1. Village / Grama Niladari Division :
2. Divisional Secretary Division :
3. District :
4. Province :
5. Cadastral Map number: Block Number: Sheet number: Number of parcels:
6. Original parcel / s number /s Extent Total
7. New parcel number / sExtent Total
8. Tenement list page numbers :
9. Certified copies of used Field Notes are annexed.
 Page number / numbers to in the file
10. Date / dates of Survey:
11. Amendment tracings are annexed.
12. The names of digital computer data files received from District Survey Office for original data
 (i) Adjusted coordinate :-txt (ii) Drawing:-dwg
13. The names of new digital computer data files submitted to District Survey Office for new data

- (i) Coordinate:- txt (ii) Drawingdxf
 (iii) Tenement lists:-.....xls/xlsx (iv) Cad Plans Drawings:-dxf

14. Relevant digital data layers have been used for plan work.

15. Name / names of land owners :

16. Name / names of person / s pointed out the boundaries :

17. Number of new landmarks used Landmarks Permanent landmarks

Number of landmarks replaced Landmarks

18. The relevant notes have been entered in field notes for replaced landmarks.

19. Other remarks.

I state that the details given in No. 1 to 18 are correct.

Signature

Name of Registered Surveyor

Registration number

Accreditation Certificate number

Date

Note: When submitting details above if the space is not sufficient use an additional paper giving the relevant number, certify it and annex to this.

**Examination notes in the Survey Department for Subdivisions/Amalgamations Surveys
in Cadastral Maps**

Cadastral Plan Number:-
number:-

Block Number:-

Sheet

Serial No.	Examination	Notes
01	Documents under 3.15 received	
02	Examined sheet Nos. and parcel Nos. with the letter issued by D. S. O	
03	C.P. No. and Block No., Sheet No., TL page No. correctly entered in documents. (From Plan, Tenement list, Field notes and Surveyor's report etc.)	
04	Following details in the plan and tenement list check with the Surveyor's Report	
	i. Village and Grama Niladari Division	
	ii. Divisional Secretary Division	
	iii. District	
	iv. Province	
05	Agree with the outer boundary of old parcels in the new cadastral map	
06	Details of Abutting lands agree with the cadastral map	
07	Amendment tracings correctly prepared	
08	Following items are correct in the plan	
	i. Scale	
	ii. North line	
	iii. Sheet edge comparison	
	iv. Reference to adjoining sheets	

09	All parcels examined for the following items	
	i. Sufficient permanent control points are inserted for boundaries	
	ii. Boundaries in the plan and field notes are closed	
	iii. Joint mark have been inserted for internal boundaries	
	iv. Boundaries shown in field notes agree with the map	
	v. Boundary details given in field notes agree with the map	
	vi. Parcel numbers given in field notes agree with the map	
	vii. All the parcels are correctly numbered	
10	Notes are entered in field notes for replaced landmarks	
11	Following items in the tenement list examined with the plan	
	i. Parcel numbers	
	ii. Extent of parcels	
12	Following items in the tenement list examined with the field notes	
	i. Parcel number	
	ii. Name of land	
	iii. Details ob buildings etc.	
	iv. Name of the claimant	
13	Examination of digital data	
	i. Correct data layers have been used	
	ii. Cadastral map agreeable with digital data	
	iii. Cadastral map files correctly numbered	
	iv. The use of coordinates correctly related to National Coordinate System	
14	Cadastral plans relevant to each parcel have been correctly prepared	
15	Checked the name and signature of the Surveyor in the plan, Tenement list and in the Report	

Above items have been examined

Name of the Superintendent of Surveys and Signature

Date:

Name of the Senior Superintendent of Surveys and Signature

Date

CORRECTION SLIPS