

**CHAPTER XII  
PLAN WORK  
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## CHAPTER XII

### PLAN WORK

#### Common Instruction for Plan work

- 12.1. The software provided by the Survey Department should be used to prepare plans of all surveys. The land details are compiled from the data entered in the TLDB and the selected land information are used to prepare the TL from this software. This TLDB has been structured to analyze the information through a web service using the data in the database.
- 12.2. Blank A3 sheets should be used for preparation of plans/Cadastral maps. Marginal information, grids, and survey data should be printed using the information in TLDB.
- 12.3. Before commencing the plotting of a survey, the position of the plan relation to the space available for drawing must be carefully considered. The correct placing of the work in its initial stage will result in economy of paper and will assist the process of reproduction of the finished plans/Cadastral plans.

#### Points to be considered when using more than one section

- 12.4. When area is larger and number of A3 sheets have to be taken up, the sheet arrangement has to be done carefully, such a way to cover up the area with minimum number of sheets. When more than one A3 sheet used, sheet arrangement should not be done to the North and East side of the first sheet. This sheet arrangement should be checked by Superintendent of Surveys before commencing the plotting.
- 12.5. Printing on all plans should be in conformity with the headings printed on the sheet even when the meridian is turn through 90°, where necessary. If the plan runs into more than one section the direction of the printing in these sections should agree with the first, so that composite plan could conveniently be prepared from all sections.
- 12.6. When it is necessary to turn the sheet through 90° it is borne in mind, that it has to be turn 90° anti-clock wise, such a way to have the binding margin of sheet is in your left hand side.
- 12.7. When more than one sheet is used, all sections should be cross referenced to each other by printing reference on the margin of sections, about 1mm. away from the outer blue grid in capitals of 1mm., as “ \_\_\_\_\_ ”, the measurements being on

#### SECTION 4

the scale of 1:4000. The portion of the blue grid falling within the survey, and about 5 mm of it falling outer side the boundary should also be inked in black, and the portions of this line falling within the separate lots and outside, should be clutched in black.

### Preparation of different types of plans

- 12.8.** For the work outside F.V.P. / Topo P.P areas Preliminary Plan to be prepared. P. Plan number should be obtained by the surveyor from the District S.O. and the Sinhala prefix for the district followed by this number should be printed on plan. See DSR 4.13 for District prefix.
- 12.9.** For the work within the V.P. or F.V.P. areas, Supplementary plan to be prepared. The supplementary number, the sheet number, the last lot number, and the last page number used in tenement list should be ascertained from the District S.O.
- 12.10.** For the work within the cadastral areas, new sheet to be prepared. The sheet number, the last lot number, and the last page number used for the tenement list of that block should be ascertained from the District Survey Office.
- 12.11.** When work in F.V.P. / F.T.P. consists of number of scattered lots, it is not necessary to take up fresh A3 sheets for each group of lots. Two or more groups of lots may be shown as Insets on the same A3 field sheet.
- 12.12.** Work falling within the areas covered by Forest Survey Preliminary Plan will be done as in the case of F.V.P.
- 12.13.** The last lot number, the last F.V.P. Sheet number, the last page number of the tenement list, and a new Inset number or a Supplement number will be ascertained from the District S.O. for work within F.T.P. or Topo P.P. area.

### Scale of Plans

- 12.14.** The scale of 1:2000 will be used in all cases with following exceptions.
- (a) See DSR 6.39 for scale of Acquisition surveys plans.
  - (b) Small encroachments, that are valuable, or lots that are too small to be drawn on 1:2000 scale.
  - (c) Houses, building sites and road boundaries in town and villages.
  - (d) In special cases where all work is on chain scale or 1:4000, where land is not valuable and it would be more economical to draw the new work on the 1:5000 scale , after getting approval from District Senior Superintendent of Surveys.
  - (e) Where the purpose of any required plan demands a smaller or larger scale e.g. a reconnaissance survey in connection with engineering scheme might be required on scale of 1:10,000 or site plan on a scale of 1:100.
  - (f) See DSR chapter 21.27 for scale of cadastral maps.
  - (g) See DSR chapter 5.17 for scale of Court Commission Surveys.

### Marginal information, Drawing special features and printing

- 12.15. The land description database can be printed in the A3 size field sheet after entering the village, Grama Niladhari Division, Divisional Secretariat, District and Province.
- 12.16. In surveys falling within town limits, the number and name of the Wards (in one line) and name of local authority (in next line) should be printed in the space.  
“Ward No 36 , Kirula,  
Within the Municipal Council Limits Colombo,”
- 12.17. A North line should be drawn at an appropriate position preferably to the right of the body of the plan on A3 field sheet, to a length of about 4 cm. (about one and half inch).
- 12.18. When a wall and a fence follow one another in one straight line, the wall should be drawn conventionally (slightly thicker than the fence) to distinguish it from the fence.
- 12.19. When lot is composed of only one cultivation, or, when it has more than one cultivation, which are not separated on plan, the description need not be printed. The description should be printed only when different cultivations in a lot are separated on plan.

### Preparation of digital plans for old plans and action on common boundaries

- 12.20. The following must be done in the field:
- (a) Preparation of digital survey plan using data of field surveys and scanned survey plans, should be done simultaneously to the field work.
  - (b) Detail plotting of the boundaries of Title plans, Diagrams, Settled preliminary plans and buried landmarks. The Superintendent of Surveys and District Senior Superintendent of Surveys will ensure that the land marking is adequate and effective.
  - (c) Exterior boundaries of each of the surveyors’ plans of areas, which are contiguous, should be plotted, and they should be compared by Superintendent of Surveys. There should not be gaps or overlaps among these boundaries. Common boundary always should be surveyed by the one surveyor and these data should be adopted by the other surveyor for plan work.

### Using Colours and symbol in Plan

- 12.21. Pickets and chain lines will be in blue. A few field book numbers and page numbers should be shown in blue. These are particularly useful within State and claimed chena lots in which further survey will probably be made. Similarly level book numbers should be entered in blue on ethulon paper.

- 12.22. Arrows for direction of water flow and landmark dots, and the description of landmarks, will be in black.
- 12.23. Work outside F.V.P. area, cross reference to the old sheets should be given in Blue on A3 Field sheets.
- 12.24. Because of the fact that each plan must be scanned, the value of Grid coordinates in field sheets must be printed in black.
- 12.25. Clitches will be in black. Where half the wall or ditch etc., is claimed by each of adjoining owners, half clitches should be shown on either side but not in a way so as to cross the feature.
- 12.26. All boundaries will be drawn in black except.
- (a) Stream and water edges should be drawn in cadmium orange. (This will be apply even if the edge coincide with other details but the initial description of the other detail will be in black.)
  - (b) Transferred boundaries should be in red. Boundaries have to be transferred using scanned and geo referenced images of existing plans.
- 12.27. When Title Plan, Diagrams, Preliminary Plans or Diagram Plan are shown on any plan other than the original, the letters “T P”, “D”, “PP”, or “DP”, with the number are inserted in red on the plan. Lease Plan or Lease Diagram numbers of lots abutting on new work will be shown in black on sporadic surveys. These numbers will however not appear on plan for any lots covered by Block Surveys but will be entered in the remarks column of the tenement list of the lots in question.
- 12.28. The following dimensions and colour must be adhered to.
- |                                       |     |   |
|---------------------------------------|-----|---|
| Trigonometrical stations              | ... | red triangles of 3.0 mm sides.                |
| Local control points                  | ... | blue triangles of 3.0 mm sides.               |
| Primary traverse pickets              | ... | blue squares of 2.0 mm sides                  |
| Secondary traverse pickets            | ... | blue circles of 2.0 mm diameter.              |
| Tertiary and traverse pickets         | ... | blue circles of 1.5 mm diameter.              |
| Detail pickets                        | ... | blue circles as small as possible.            |
| Picket replotted from old field books |     | blue triangles of 1.25 mm sides.              |
| Field Book reference pickets.         | ... | blue colour text as <u>EDM 02122</u> close to |

### Abbreviations of Plans

- 12.29. Use abbreviations in **Annexure 10 in chapter XI** to describe all the abbreviations under the legend.



- 12.30.** The followings should be noted when inserting the abbreviations on plan.
- (a) The initial should be printed below the lot number.
  - (b) No full stop should be inserted.
  - (c) In close details the letters may be printed outside the lot with an arrow indicating the lot to which they refer, or in a separate reference table.
  - (d) For abutting land, the initials should be printed under name of the land.
- 12.31.** All the boundaries, including the revenue boundaries should be described on the plan, and to describe the boundaries abbreviations and symbols should be used according to the Department Survey Regulations Annexure 10 in chapter XI .
- 12.32.** The initials should be written where they will not confuse the plan, and no full stops should be inserted.
- 12.33.** All the lettering on the plan will be in accordance to the **D.S.R. 22.2.1.**
- 12.34.** The boundaries of all road and reservations must be in firm lines. Such boundaries must be described on the plan. If undefined they should be marked as “U”. The description of the Footpath, Roads, Road(PS), Road (MC) ,Road (RDA) should be printed along the road, except on Block Survey Plans. The abbreviation “U” will not be used where the boundary is land marked and is straight between successive landmarks.
- 12.35.** When a road or path runs along the edge of the watercourse, it should be shown and lotted separately from the watercourse. It is necessary for the Settlement Officer to issue separate notices for the two features.
- 12.36.** Paths and water-courses have to be shown in real dimensions as the plan is prepared digitally. Foot paths should be shown in black, with real dimensions. It should be described using the abbreviation of Foot Path or “FP”.

### Revenue Boundaries

- 12.37.** Conventional signs in Annexure 10 in chapter XI should be used to define revenue boundaries.
- 12.38.** When a revenue boundary conventional sign is shown on plan, the names of the revenue division on both sides of the boundary should be printed approximately on the body of the plan. When the whole survey falls in the village for which a sheet is taken up, with one or more village abutting on it, the name of the abutting villages only need be printed on plan.
- 12.39.** It is not necessary to show the conventional signs for revenue boundaries round the whole of a large plan. Discretion must be used in this respect, but the plan must clearly indicate the position of the revenue boundary by means of short portions of the conventional sign at appropriate places. Abutting revenue boundaries should be indicated their conventional signs.

- 12.40.** Where a revenue boundary runs down the center of a feature, and lotting is necessary, as in Block Surveys, half the area of the feature should be lotted on the plan of each village. Similarly where a trigonometrical station is situated on the boundary of a village, the portion of the revenue boundary should be shown through the reservation for the trigonometrical point and the two portions of the reservation should be lotted separately.

### Abutting Description

- 12.41.**
- (a) Outside F.V.P. areas where the abutting title plan or preliminary plan is an old unlandmarked survey, the name of the abutting lots, descriptions, claimants and reference to old plans should be shown on the plan in addition to the T.P. or P.P. numbers. In town areas, the assessment number, followed by the name of the road will be printed immediately below the name of the land. Where a modern landmarked title plan, diagram plan or a preliminary plan abuts and coincides with the claimed boundary, the re-reference to the T.P. or P.P. and lot number in red will suffice. Otherwise, full abutting description is required.
  - (b) In F.V.P. and F.T.P. areas, abutting lot numbers should be printed without descriptions, when there are more than one cultivation an abutting lot, the description should also be printed.
  - (c) In cadastral areas, abutting lot numbers / block numbers / CM numbers and the GN Division should be printed.
  - (d) Red clitches on abutting boundaries should be avoided by repeating abutting plan numbers.
  - (e) In town areas, the direction of roads need not be printed on plan, where the roads have local names.
- 12.42.** Where title plans, Outright grants diagrams or settlement ordered private boundaries falling within private lands have to be dealt with in connection with acquisition surveys, they will fixed approximately and shown in pencil lines within the land to be acquired and in red dotted lines as abutting boundaries. A reference should be printed on the plan as “ T.P. boundaries are shown in dotted Lines”.

Where the title plan boundary coincides with existing boundary between two abutting claims, 3 red dots should be shown in continuation of the black abutting.

The red dotted line should not be clitched.

When a T.P. or a P.P. lot covers more than one abutting lot, red clitches should be avoided by repeating such numbers.

### Lotting

- 12.43. Lots especially in large surveys, should be numbered consecutively from unity, beginning from North-west corner of the plan, continuing eastwards and returning westwards. For the purpose of easy reference, it is an advantage if consecutive numbers adjoin.
- 12.44. After completion of plan, if it will be found that some lots have been left unlotted, new lot number should be assigned. Fractional lot numbers should not be used under any circumstances as plan and TL will be used for digital database. Lot numbers can be assigned using given software.
- 12.45. The numbers of lots in all full and half sheets was recorded in the left-hand margin of the field sheet, together with the month or months of survey, number of the field book, the surveyor's signature, rank and date.
- 12.46. Where several insets appear on a sheet outside Block Survey area lotting should be consecutive throughout the sheet, and should not commence from unity for each inset.
- 12.47. Where boundaries of lots have been identified by inspection or by survey, a note to this effect should be made in the left-hand margin of the field sheet. In A3 Field Sheet this note should be made in a suitable position away from the corpus of the plan.
- 12.48. Preliminary Plan lot numbers appearing in red on the sheet will be ignored by the surveyor, while numbering the new lots.
- 12.49. Large irregular shaped lots, which cross natural features, should be avoided. They should be broken up, by adopting the natural features as boundaries, and the portions should be lotted separately. When adopting the natural features such as roads, Water features as boundaries, one boundary & centerline line of that geographical feature should be shown & half of the extent of the natural feature should entered as the extent in TL. In such a case, in formulating digital data, the center line must be drawn as a firm line in the VIR-CLOSELINE data layer. (See annexure 10 in chapter XI)
- 12.50. Roads, streams, and reservation lots should not, as a general rule, be clitched across. However if a land which claimed by a single deed, will be separated likewise, lotting should be done according to the request of the claimant. Reservations set out for different purpose, should not be lotted together.
- 12.51. A lot which has been decreed State in a Reference case, and in adjoining one which has been declared State by Final Order, should not be lotted together.
- 12.52. Village boundaries must not be clitched. The land on either side must be separately lotted.
- 12.53. Where separate villages do not exist, lot 1 will be assigned to the whole of the unclaimed area. The claimed lots will be numbered consecutively commencing with lot 2.

### Dealing old lots

- 12.54.** Each lot retains the number allotted to it, as long as it retains its original boundaries unimpaired. If the size of the lot altered by a processed of fragmentation or by the deviation of a stream, path, and etc., two or more new lots will be created in replacement of the old. The original lot number will be cancelled on the plan, and the sub-divisional lots will be given whole numbers, in continuation from the last lot number used. This is known as the integral system of lotting.
- 12.55.** The numbers of sub-divisional lots on the old system of numbering by indices should be amended to the integral system if, and when, the lots are again subdivided.
- 12.56.** In the past some lands had been excluded from F.V.P.'s and F.S.P.P.'s issued. Sheets should be numbered as for Block Surveys and should show in the heading the Forest Survey Preliminary Plan, & number.
- 12.57.** Final Village Plan Sheets will be numbered consecutively, and the first new work after the Settlement Officer's Final Report has been received will be shown on a sheet numbered thus: F.V.P. No.326. Sheet No.1. No. "24 km x 25 km sheet" number will not be assigned to Final Village Plan sheets.
- 12.58.** A list of Final Village Plan sheets, or Final Topographical Plan sheets, Insets and Supplements, together with lot number used giving reference to field books and pages, will be made on Final Village Plan or Final Topographical Plan to which they refer, in tabulated form as follows:

FVP/FTP Sheet No.	Inset or Sup No.	Lot Nos used	TL page No.	FB and page No.	Extent of balance area.
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### Tenement List

- 12.59.** The Tenementary Information Data Base software should be used to prepare the Tenement lists.
- 12.60.** Tenement List should be printed in black on the A3 standard TL pages using the given facility in the same software.
- 12.61.** Specimens of tenement list for different types of surveys are in [Annexure 01](#).
- 12.62.** When a Village Plan or Final Village Plan lot is sub-divided, the old lot number will be cancelled in the original tenement list by inserting large red cross on the lot number, and inserting in " See lots .....page....." in red in the "Remarks" column. A fresh tenement list page, should be attached to the original tenement list.

- 12.63.** New information about lots should be included in the new page mentioned above. The action taken in respect of a plot of land from the date of issue of a village plan or final village plan should be clearly indicated in the land description list. The reason for the re-measurement of the plot had to be mentioned under the “Legal provisions and the Reason for survey” on the supplementary land information list after entering new data to the TL database.
- 12.64.** Extents of lots should be computed digitally and the total extent of sub – lots should be as defined in D.S.R. 13.19-13.22.
- 12.65.** The balance area of sub-divided lot must always be shown in the tenement list.
- 12.66.** The important names of all lands should be carefully given., When entering the names of land, in to the database, enter the name as in the old plan together with the current names using in field by using the word “or”, if the names used in the current field are different than the names in old in plans.
- 12.67.** Land will be described according to its cultivation. If a lot contains only a few valuable trees and if their survey as a separate lot is not practicable, they should be enumerated. And also, The approximate age of the cultivation should be given.
- 12.68.** Gardens which not contain old plantation, buildings &c., or any definite evidence on the ground to show that they are “old gardens ” should be described merely as “Temporary cultivation”. Without any good evidence should not described as “Old cultivation”.
- 12.69.** The number of buildings in a lot, unless they have all been shown on the plan, must be recorded in tenement list, together with their description as permanent or temporary.
- 12.70.** As a general guide, any tiled and masonry building can be considered permanent, and any building with a cadjan roof and mud walls can be considered temporary.
- 12.71.** In some surveys, such as Acquisition Surveys, court commission surveys, it will be necessary to give detailed descriptions of the buildings, such as mud or brick, thatched or tiled. &c.,
- 12.72.** Any well, spring, or other similar feature within a lot should be mentioned. Wells should be described as “ constructed ”or “ temporary ”.
- 12.73.** Roads maintained by estates should be described as “Road ” and the fact that they are maintained by the estate should be mentioned in the “Remarks ” column. The term “ Estate Road ” should not be used. Roads maintained by the Road Development Authority and Pradeshiya Sabha should be described as Road (RDA) and Road (PS).
- 12.74.** The name of the claimant should be given as “State” for State lots in case of an undisputed encroachment. but claimants’ names will be given as well as “State”, where state title is not admitted. In the database, under the reason for the survey /legal

provision, it should be indicated only “Encroachment survey” and should not include the name of the unauthorized person.

- 12.75.** The chief claimant’ name “and others” may be given where there are several persons involved; but if there are several groups of claimants, care should be taken to include one name at least, which is representative of each group, with the term “and others” to include the remainder.
- 12.76.** Addresses of claimants who do not live in the village under survey should be given.
- 12.77.** The spellings of the names of villages in a Final Village Plans area should be in accordance with the Settlement Officer's Final Report. In all other cases, the spelling will be in accordance with the village list. Hamlets, which do not appear separately in the list, should be included in the inhabited villages to which they belong. In the case of alone villages the parent village should be added within brackets, after reference to the Divisional Secretary.
- 12.78.** Lots falling within the limits of Municipalities, Urban Councils, Pradeshiya Sabha’s, &c., must be described as being within such areas as well as in a particular village. Their assessment numbers and street names, as well as ward numbers must also be given as mentioned in 12.16.
- 12.79.** Areas should be computed digitally to the accuracy proscribed in Chapter XIII. When a lot is small and therefore has one or more zeroes after the decimal point (e.g. 0.0037 Ha), in order to help the layman, the equivalent number of square meters should be given in the Remarks Column of the TL (37 square meters) Dashes should not be used in entering the extents in the tenement list.
- 12.80.** When work falls more than one village, in database all the village names should be entered under village name by using the “;” mark. Every wise Grama Niladhari Division must be the base unit of the survey.
- 12.81.** All the sections of the plan and all the pages of tenement lists should be signed by the Superintendent of Surveys. When they have passed the plans Senior Superintendent of Surveys should sign the first section of the plan and last page of TL on behalf of the surveyor General and cross reference should be given on other section and pages.
- 12.82.** Survey Requisition No. (Divisional Secretary’s No. & date) should be entered under the Client’s Reference Number and under relevant reference No. (District Survey office reference No. and date) should be entered under S.G. No. in the TL database to print the TL properly.
- 12.83.** See D.S.R. chapter 6.46- 6.56 for Acquisition surveys tenement list.

### Survey Report

- 12.84.** A report on every survey should be send with the completed plans. The report should be written on the correct form appropriate to the type of surveys as in DSR 4.88.
- 12.85.** It is the responsibility of the Surveyor to record the report accurately and to record specific information regarding the survey. Surveyor should make notes in an unnumbered field book or in a notebook as the survey proceeds. Superintendent of Surveys will examine the notes at the inspections, and they should see that completed report contain all information, which is not clear from an examination of the plan and tenement list.
- 12.86.** Any of the following points, which require inclusion in the report, should be in the sequence shown.
- \_ Meridian
  - \_ Plotting
  - \_ Fixation of Title Plans, Diagrams &c., and replotting
  - \_ Differences in the position of or missing old landmarks
  - \_ Differences in names of revenue areas and their boundaries; or names of lands their boundaries, extents and cultivations
  - \_ Alteration or disappearance of old topographical features
  - \_ Boundaries that have not been defined
  - \_ Grama Niladhari or his substitute
  - \_ If an acquisition Survey, any differences between land surveyed and that shown in the sketch.
  - \_ Any difference in the name of the applicant or person to whom boundaries were pointed out
  - \_ Unsurvey encroachments
  - \_ Cemeteries
  - \_ Hamlets
  - \_ Reduction and insertion on old records
  - \_ Any other matters of importance or interest
- 12.87.** Information, which can be properly included in the TL database, should not be included on the report. The specific information to be addressed to the client should be prepared separately and a report should be handed over to the Senior Superintendent of Surveys together with the recommendation request from the Superintendent of Surveys.
- 12.88.** If the situation of the land, its boundaries, or its names, as described in a survey requisition appear to be wrong, investigation should be made on the ground and the result given in the report.
- 12.89.** If be found that extent of one lot or more of the old TL to be changed, it should be crossed out in red and correct value should be entered in red. Relevant note should be

given in black and Govt. Surveyor, Superintendent of Surveys and Senior Superintendent of Surveys should sign with name, designation and date for the responsibility of the re-entering, checking and certifying respectively. In this case, it is not necessary to compile supplementary TL, but TL Database should be updated accordingly.

### Preparation of Supplementary TL

- 12.90.** Outside Cadastral area, if it is change in name of land, name of claimant, purpose of the Survey and information of the remarks column it is essential to compile supplementary TL after updating the Database of TL. For this purpose it is necessary to get a survey requisition or a letter which clearly indicating the mode of changing the original information in TL by the relevant authority. This survey requisition or letter can be considered as authorization of changing the original information and reference to the requisition/letter should be given in TL Database. In this case following remarks should be given in “Claimant” column “Name of .....(old claimant) has been changed to name of .....(new claimant) without field investigation”. Marginal information should not be re-entered, but marginal information can be amended as required.
- 12.91.** For this purpose, a register which containing Date of request, Name and date of the applicant/application, Plan number, Lot number, SG’s number and Date of completion should be prepared and maintained in Divisional Secretary area wise in District Survey Office. SG’s number can be assigned as starting from one to a D. S. Division for the particular year.
- eg. For the first request from D.S. office, Madawachchiya in year 2015, can be numbered as MDW/SupTL/2015/01.
- This number should not be entered into SRIMS database for any reason.
- 12.92.** Survey fees should not be charged for the preparing of supplementary TL for issuing grants/Instrument of disputes under the Land Development Ordinance and Land Grants (Special Provisions) Act. However survey fees should be charged according to the Departmental circulars for the other purposes of this ordinance and act ie. Preparing a supplementary TL for issuing Long Term Lease, Outright Diagrams and Vesting.
- 12.93.** In case of preparing Supplementary TL, relevant information should be checked and certified by the Superintendent of Surveys (Headquarters) and Senior Superintendent of Surveys respectively. As well name of the precious surveyor should be entered into Database of TL and hardcopy should be signed.
- 12.94.** When preparing Supplementary TL after verifying in field, name of the surveyor should be entered into Database of TL and signature should be given on hardcopy. However verification in field for amending name of the claimant should be done only after receiving the requisition to DSO. In this case Superintendent of Surveys should check the written information which given for amending by the relevant Grama Niladhari.



- 12.95.** TL page number for the new TL page should be ascertained from the District Survey Office. Checking officer and Certifying officer should confirmed whether this number has been used for the correct requisition.
- 12.96.** Cross reference to the new TL page number should be given in red on old TL page.
- 12.97.** Issuing of certified copies of Supplementary TL should be done according to the D.S.R. 4.77 and 4.78.
- 12.98.** After publishing the Gazette notification of final decision by the commissioner General of the Title Settlement under the Title Registration Act, TL of the relevant Cadastral Map should be updated according to the DSR 21.73

### Plan examine

- 12.99.** Once the survey completion, surveyors must scrutinize their plans and connected documents thoroughly, to check whether any omissions.
- 12.100.** Superintendent of Surveys should check all the facts when examine and sign plans. These instructions are not a cover for finding all the mistakes that might arise. When examining the plans, the Superintendent of Surveys should work in accordance to suit particular circumstances. See [Annexure 02](#) for Instruction of plan checking.
- 12.101.** It is the responsibility of the District Senior Superintendent of Surveys to see that the above regulations have been carried out and plans are submitted with the correct digital files before plans are passed.
- 12.102.** District Senior Superintendent of Surveys are expected to prepare their own lists of points to be checked, for the various types of plans received in their offices. The object to be aimed at is an expeditious and efficient check, so that plans can be forwarded with as little delay as possible.
- 12.103.** When one Superintendent of Surveys take over uncompleted work from another officer, the District Senior Superintendent of Surveys must decide what each is responsible for, and this must be clearly indicated on the plan.

### Signing Plans

- 12.104.** All plans should be signed in Black ink by the Surveyor, Superintendent of Surveys and Senior Superintendent of Surveys. Should any officer not be responsible for all the work on a plan, the portion for which he is responsible should be clearly indicated. The District Senior Superintendent of Surveys or Acting – District Senior Superintendent of Surveys will sign “for Surveyor General” at the time of passing the plan and at each stage of passing subsequent work. He will also sign “for Surveyor

General” in all cases of lots dealt with by him afresh when plans have not been authenticated previously.

- 12.105.** When an area forming a part of an existing plan is superseded by a new plan, the outer boundary of the area should be hachured in pencil on the old plan, to show it has been superseded, and necessary reference made on the old plan. When the whole of the old plan is superseded, it should be proscribed, and referenced to the new plan in pencil. Original Block Survey sheets or Town Survey sheets will be exceptions to this rule.

DSR 12.61

Annexure 01

7/12/2019

T.L. Data System

கிராமம் Village :- Padukka  
 பிரிவு கிளம் G.N. Division :- No 460B, Ganegoda  
 பிரிவு D.S. Division :- Padukka  
 மாவட்டம் District :- Colombo  
 மாகாணம் Province :- Western



ශ්‍රී ලංකා මිනින්දෝරු දෙපාර්තමේන්තුව  
 இலங்கை நிலஅளவைத் திணைக்களம்  
 Sri Lanka Survey Department

Page No :-  
 Plan No :- PP 132  
 Block No :- --  
 Sup No :- --  
 Inset No :- --  
 Sheet No :- --

SG's Req. No :- Co/PAD/2018/600  
 Purpose :-

Client Requisition No :- Padukka Divisional Secretary's No. pad/3/2018/04/1 dated 2017-09-01

කැමරා අංකය துண்டு இல Lot No	විස්තරය Extent					ඉඩමේ නම காணியின் பெயர் Name of Land	වර්තමාන ඉඩම් භවිතය தற்போதைய காணியின் உபயோகம் Present Land Use	මිලිකම් කීරුණ உரிமை கோருபவர் Claimant	නීතිමය විධිවිධාන සහ ප්‍රවේශන சட்டப்படியான விதிகள் மற்றும் அளவைக்கான காரணம் Legal Provisions & Reason for Survey	සමස්ත විස්තර புற எல்லைகளின் விபரங்கள் Details of Boundaries				පූර්ව ලේඛන සටහන් பழைய காணித்துண்டின் குறிப்புகள் Previous Lot References
	ha	sqm	A	R	P (approx.)					උතුර வடக்கு North	නැගෙනහිර கிழக்கு East	දකුණ தெற்கு South	බටහිර மேற்கு West	
1	0.2150		0	2	5.0	-	Foot Path	State	Reservation for foot path	Lot	Lot	Lot	Lot	
2	0.1870		0	1	33.9	Aluthkumbura	Paddy	State	Under Land Development Ordinance , Cultivated by Liyanage Girigoris Fernando of Padukka under Permit No 216 For issue of grant	Lot	Lot	Lot	Lot	PP 132 : Part of lot-78
3	0.0870	870	0	0	34.4	Siyambalagahahena	Garden contains coconut and arecanut plants 2 years and a temporary hut	State	Under Land Development Ordinance , Cultivated by Mudiyansele Kiribanda of Padukka under Permit No (number not known)	Lot	Lot	Lot	Lot	PP 132 : Part of lot-78
4	0.1870		0	1	33.9	Siyambalagahahena	Chena	State	Lotted to complete Plan	Lot	Lot	Lot	Lot	PP 132 : Part of lot-78, 79
5	0.2102		0	2	3.1	Siyambalagahahena	Garden contains coconut and arecanut plants 2 years old	State	Reservation for Road Cultivated by Mudiyansele Kiribanda of Padukka allottee of adjoining lot No. 3	Lot	Lot	Lot	Lot	PP 132 : Part of lot-78
6	0.1870		0	1	33.9	Siyambalagahahena	Chena	State	Under Land Development Ordinance , Excess cultivation of allottee of adjoining Lot No. 2 For suitable action	Lot	Lot	Lot	Lot	PP 132 : Part of lot-78
Grand Total	1.0732													

මායිම් කරන ලද සීමා  
 அளக்கும் எல்லைகளை  
 குறித்துக் காட்டியது  
 Boundaries Pointed out by  
 R.P.Samarawicrama Gramaniladari of  
 Ganegoda Division No.460 B & allottees  
 කොටු පොත් අංක  
 புலக்குறிப்புப்  
 புத்தக இல  
 Field Book No.s  
 CO 461

මැපි කරන ලද සීමා  
 நில அளவை செய்து  
 வரைந்தவர்  
 Surveyed and Drawn by  
 K.G.Perera

පරීක්ෂා කළේ  
 சரி பார்த்தவர்  
 Checked by

අනුමත කළේ  
 அத்தாட்சிப்படுத்தியவர்  
 Approved By

මායිම් කරන ලද සීමා  
 அளந்த எல்லைகளை  
 குறித்துக் காட்டியது  
 Boundaries Pointed out to  
 R.P.Samarawicrama Gramaniladari of  
 Ganegoda Division No.460 B & allottees

රජයේ මිනින්දෝරු  
 அரச நிலஅளவையாளர்  
 Government Surveyor  
 From :- 2018 July සිට  
 இருந்து To :- 2019 March දක්වා  
 வரை

මිනින්දෝරු අධිකාරී  
 நில அளவை அதிகாரியுட்கර  
 Supdt. of Surveys

ජනරාල් මිනින්දෝරු අධිකාරී  
 சிரேஷ்ட நில அளவை  
 அதிகாரியுட்கர  
 Snr. Supdt. of Surveys  
 පරිබල ජනරාල් වෙනුවට  
 நில அளவை அதிகாரியுக்காக  
 On behalf of the Surveyor General

දිස්ත්‍රික්ක  
 மாவட்டம்  
 District  
 Colombo

10caanosvu\_data/u\_data\_view33.php?id=5211320013200000000000&page=eng&buguser=00009398100000113071380000000000

මෙ කිරාමம் Village :- Dehiwala  
 මාම නිලධාරී කොට්ඨාසය කි.නි.பிரிவு G.N. Division :- No 540A, Dehiwala West  
 ප්‍රා. ලේ. කොට්ඨාසය பி.செ.பிரிவு D.S. Division :- Dehiwala  
 දිස්ත්‍රික්කය மாவட்டம் District :- Colombo  
 පළාත மாகாணம் Province :- Western



ශ්‍රී ලංකා මිනින්දෝරු දෙපාර්තමේන්තුව  
 இலங்கை நிலஅளவைத் திணைக்களம்  
 Sri Lanka Survey Department

ඉ.ව.වැ පිටු අංකය නි.වි.ව. පக்க இல T.L. Page No :-  
 පිටුරු අංකය வரைபட இல Plan No :- PPA 2501  
 කලාප අංකය தொகுதி இல Block No :- --  
 අතිරේක අංකය பிற்சேர்க்கை இல Sup No :- --  
 අනුරු පිටුරු අංකය உள்வரைபட இல Inset No :- --  
 පවු අංකය தாள் இல Sheet No :- --

ස.ප.අේ අංකය නි.நா.இல SG's Req. No :- Co/Dehi/2017/654  
 අරමුණ நோக்கம் Purpose :-

අවිවාදිතයෙන් යොමු අංකය சேவை பெறுதரின் வேண்டுகோள் இல Client Requisition No :- Dehiwala Divisional Secretary's No. Dehi/3/201/04/1/46 dated 2017-09-01

කුලී අංකය துண்டு இல Lot No	විෂ් ඉමාණය விஸ்தீரணம் Extent					ඉඩමේ නම காணியின் பெயர் Name of Land	වර්තමාන ඉඩම් පරිහරණය தற்போதைய காணியின் உபயோகம் Present Land Use	ශ්‍රී ලංකා නීතිඥයාගේ உரிமை கோருபவர் Claimant	නීතිමය විධිවිධාන සහ මැනීමට අත්දැකීම් சட்டப்படியான விதிகள் மற்றும் அளவைக்கான காரணம் Legal Provisions & Reason for Survey	මායිම් විස්තර புற எல்லைகளின் விபரங்கள் Details of Boundaries				පූර්ව විෂ් කුලී වලට යොමු பழைய கரணித்துண்டின் குறிப்புகள் Previous Lot References
	ha	sqm	A	R	P (approx.)					උතුර வடக்கு North	නැගෙනහිර கிழக்கு East	දකුණ தெற்கு South	බටහිර மேற்கு West	
10	1.2155		3	0	0.6	Kaduruwela	Garden Contains mango trees 3-5 Years & temporary hut	State	See lot 10 page 7 Boundaries have been re-opened and verified cultivated under the L.D.O. by Mudiyansele Kiribanda of kekirawa on Permit No. 24 For issue of grant	Lot	Lot	Lot	Lot	
Grand Total	1.2155													

මායිම් පෙන්වා දුන් අය  
அளக்கும் எல்லைகளை குறித்துக் காட்டியது  
Boundaries Pointed out by

T.P.Rathnayake Gramaniladari of Dehiwala West Division No. 540/A & allotees

අනෙකු ලෙසින් අංක  
புலக்குறிப்புப் புத்தக இல  
Field Book No.s

CO 4523

මැනීම සහ ඇඳීම කළේ  
நில அளவை செய்து வரைந்தவர்  
Surveyed and Drawn by

K.G.Perera

පරීක්ෂා කළේ  
சரி பார்த்தவர்  
Checked by

මිනින්දෝරු අධිකාරී  
நில அளவை அதிகியட்டச்சகர்  
Supdt. of Surveys

අනුමත කළේ  
அத்தாட்சிப்படுத்தியவர்  
Approved By

සේනාධිපති මිනින්දෝරු අධිකාරී  
சிரேஷ்ட நில அளவை அதிகியட்டச்சகர்  
Sr. Supdt. of Surveys  
සර්වේයර් ජනරාල් ලේකම්වරු  
நில அளவை அறிப்பதிக்காக  
On behalf of the Surveyor General

දිස්ත්‍රික්කය  
மாவட்டம்  
District  
Colombo

රජයේ මිනින්දෝරු  
அரசு நிலஅளவையாளர்  
Government Surveyor  
From :- 2018 January පිට ඉලුණු To :- 2018 July දක්වා වரை

7172010

TL Data System

கிராமம் Village :- Rathmalana West  
 பிரிவு G.N. Division :- No 546, Rathmalana West  
 பிரிவு D.S. Division :- Rathmalana  
 மாவட்டம் District :- Colombo  
 மாகாணம் Province :- Western



**ශ්‍රී ලංකා මිනින්දෝරු දෙපාර්තමේන්තුව**  
**இலங்கை நில அளவைத் திணைக்களம்**  
**Sri Lanka Survey Department**

த.ப.உ. பிடி ஏ-கை நி.வி.ப. பக்க இல T.L. Page No :-  
 பிடி ஏ-கை வரைபட இல Plan No :- PP 4679  
 கலாச ஏ-கை தொகுதி இல Block No :-  
 சி.பி.ஏ. ஏ-கை பிற்சேர்க்கை இல Sup No :-  
 சி.பி.ஏ. ஏ-கை உள்ளவரைபட இல Inset No :-  
 படி ஏ-கை தாள் இல Sheet No :-

ச.ச.ஏ. ஏ-கை நி.நா.இல SG's Req. No :- Co/RAT/2003/150  
 ஏர்லை நோக்கம் Purpose :- Acquisition for sub railway line  
 மின்னலகை அடைய சேவை பெறுநரின் வேண்டுகோள் இல Client Requisition No :- Rathmalana Divisional Secretary's No. Rath/3/2001/Rath04/1-46 dated 2017-09-01  
 Ministry of Land & Parliamentary Reforms's No. 2001/NRP/01 dated 2017-06-01

கட்டு ஏ-கை துண்டு இல Lot No	நில பரப்பளவு Extent					நிலக்கி காணியின் பெயர் Name of Land	வரலாற்று தற்போதைய காணியின் உடையோகம் Present Land Use	நிலக்கி உரிமை கோருபவர் Claimant	சட்டப்படியான அளவைக்கான காரணம் Legal Provisions & Reason for Survey	புற எல்லைகளின் விபரங்கள் Details of Boundaries				முன்பு பழைய காணியின் குறிப்புகள் Previous Lot References
	ha	sqm	A	R	P (approx.)					வடக்கு North	கிழக்கு East	தெற்கு South	வடக்கு West	
1	0.2152		0	2	5.1	Weralaboda watta Assmt No - 56, Temple Road	Garden Contains 2 coconut trees 35-45 years old, 9 coconut plants 2 yrs old and 2 zinc sheds	W.Julias Silva of Alapalawa	Two zinc sheds constructed by Railway Department To be acquired	Lot	Lot	Lot	Lot	PP 4679 lot no- 34
2	0.1876		0	1	34.2	Weralaboda watta Assmt No - 56, Temple Road	Garden Contains 2 coconut trees 45-50 years old, 1 tiled mud building and 1 mesonary well	W.Julias Silva of Alapalawa	Severance lot To be acquired	Lot	Lot	Lot	Lot	PP 4679 : Part of lot-34, 35
3	0.0878	878	0	0	34.7	-	Road	State	Required for the Railway Department	Lot	Lot	Lot	Lot	PP 4679 2735
4	0.2155		0	2	5.2	Assmt No not known Temple Road	Garden Contains 7 coconut, 5 Rubber and 3 arecanut plants 3 years old, part of a permanent building, 2 eadjan huts & temporary well	State	Encroached by Don John Perera, owner of adjoining land Required for Railway Department	Lot	Lot	Lot	Lot	PP 4679 7855
Grand Total	0.7061													

பி.பி.நா.நா. அளவையாளர் T.P.Nallanathan Gramaniladari of  
 Rathmalana West Division no. 546 and the  
 F.Albert, Surveyor of Railway Department  
 புலககுறிப்பு புத்தக இல Field Book No.s CO 406, CO 4682

பரிசீலிப்பாளர்  
 நில அளவை செய்து  
 வரைந்தவர்  
 Surveyed and Drawn by K.G.Perera  
 சரிபார்த்தவர்  
 Checked by

அனுமதி செய்தவர்  
 அத்தாட்சிப்படுத்தியவர்  
 Approved By  
 தலைமை இல அளவையாளர்  
 சிறீரேட்டில் நில அளவை  
 அத்தியட்சகர்  
 Sr. Supdt. of Surveys  
 கல்விக்கல்வி சேவாலை  
 நில அளவை அலுவலகம்  
 On behalf of the Surveyor General  
 மாவட்டம் District Colombo

பி.பி.நா.நா. அளவையாளர் T.P.Nallanathan Gramaniladari of  
 Rathmalana West Division no. 546 and the  
 F.Albert, Surveyor of Railway Department

பி.பி.நா.நா. அளவையாளர்  
 அரசு நில அளவையாளர்  
 Government Surveyor  
 From :- 2018 July 20 இன்று To :- 2018 December 31 வரை

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ගම கிராமம் Village :- Batakettara North  
 ග්‍රාම නිලධාරී කොට්ඨාසය කි.நி.பிரிவு G.N. Division :- No 565, Batakettara North  
 ප්‍රා. දේ. කොට්ඨාසය பி.செ.பிரிவு D.S. Division :- Kesbewa  
 දිස්ත්‍රික්කය மாவட்டம் District :- Colombo  
 පළාත மாகாணம் Province :- Western



ශ්‍රී ලංකා මිනින්දෝරු දෙපාර්තමේන්තුව  
 இலங்கை நில அளவைத் திணைக்களம்  
 Sri Lanka Survey Department

ඉ.වි.ල. පිටු අංකය நி.වි.ப.பக்க இல T.L. Page No :-  
 පිටු අංකය வரைபட இல Plan No :- CM 521207  
 කලාප අංකය தொகுதி இல Block No :- 7  
 අතිරේක අංකය பிற்சேர்க்கை இல Sup No :- --  
 අතුරු පිටු අංකය உள்வரைபட இல Inset No :- --  
 පත්‍ර අංකය தாள் இல Sheet No :- 1

ස.ජ.ගේ අංකය நி.நா.இல SG's Req. No :- Co/LTR/2018/158

අරමුණ நோக்கம் Purpose :-

සේවාලාභියාගේ යොමු අංක சேவை பெறுதரின் வேண்டுகோள் இல Client Requisition No :- Land Settlement Commissioner's No. LSD/2018/325 dated 2018-12-20

කැමැති අංකය துண்டு இல Lot No	நில பரමාණය விஸ்தீரணம் Extent					ඉඩමේ නම காணியின் பெயர் Name of Land	වර්තමාන ඉඩම් පරිහරණය தற்போதைய காணியின் உபயோகம் Present Land Use	ගිණිමේ නියෝජන உரிமை கோருபவர் Claimant	නීතිමය විධිවිධාන සහ මැනීමට හේතුව சட்டப்படியான விதிகள் மற்றும் அளவைக்கான காரணம் Legal Provisions & Reason for Survey	මායිම විස්තර புற எல்லைகளின் விபரங்கள் Details of Boundaries				පැරණි බිම් කැමැති වලට යොමුව பழைய காணித்துண்டின் குறிப்புகள் Previous Lot References
	ha	sqm	A	R	P (approx.)					උතුර வடக்கு North	නැගෙනහිර கிழக்கு East	දකුණ தெற்கு South	බටහිර மேற்கு West	
1	0.0507	507	0	0	20.0	Abagahawatta	Garden Contains one permanent building	Gamage Dona Sirimawathi & Gamage Deneth Tharusha						PP 2507 : Part of lot-x 917 , PP 4286 : Part of lot-S2 (TP 233215)
2	0.0095	95	0	0	3.8	-	Means of Access	Gamage Dona Sirimawathi, gamage Don Deneth Tharusha & Gamage Don Nishantha						PP 4286 : Part of lot-S2 (TP 233215)
3	0.0490	490	0	0	19.4	Abagahawatta	Garden Contain one permanent building	Gamage Dona Sirimawathi & Gamage Don Nishantha						PP 4286 : Part of lot-S2 (TP 233215)
4	0.0274	274	0	0	10.8	Abagahawatta	Garden Contain one permanent upstairs building	Gamage Dona Sirimawathi & Gamage Don NiShantha						PP 4286 : Part of lot-S2 (TP 233215)
5	0.0251	251	0	0	9.9	Abagahawatta	Garden Contain two permanent building	Minuwampitiyage Aruna Indu Sri Pearis						PP 4286 : Part of lot-S2 (TP 233215)
6	0.0104	104	0	0	4.1	-	Means of Access	-						PP 4286 : Part of lot-S2 (TP 233215)
7	0.0147	147	0	0	5.8	Abagahawatta	Garden	State	Under Land Development Ordinance , Cultivated by Gamage Dona Jayanthi of Kesbawa under Permit No 24	Lot 5	Lot 9	Lot 3	Lot 10	PP 4286 : Part of lot-1
8	0.0146	146	0	0	5.8	Abagahawatta	Garden Contain one permanent building	Gamage Dona Baunnona & Satharasinghage Dona Hashini Nethmini						PP 4286 : Part of lot-S2 (TP 233215)
9	0.0101	101	0	0	4.0	Abagahawatta	Garden Contain one permanent building	Gamage Dona Jayanthi						PP 4286 : Part of lot-S2 (TP 233215)
10	0.0183	183	0	0	7.2	Abagahawatta	Garden	Minuwam Pitiyage Aruna Indu Sri Peeris	Under Land Development Ordinance , Cultivated by under Permit No Jayaboomi grant No කො/ප්‍ර/කැ/1067	Lot 9	Lot 7	Lot 6	Lot 5	PP 4286 : Part of lot-2
Grand Total	0.2298													

මායිම පෙන්වා දුන් අය  
அளக்கும் எல்லைகளை  
குறித்துக் காட்டியது  
Boundaries Pointed out by

Chandani Banduwardana Gramaniladari of  
Batakattara North Division No 628 &  
allotees

කොමසාරිස් අංක  
புலக்குறிப்புப் புத்தக  
இல  
Field Book No.s

Co 7215, Co 7216, Co 7217, Co  
7218, Co 7219, Co 7274 Co 7275  
& Co 7276

මැනීම සහ ඇඳීම කළේ  
நில அளவை செய்து  
வரைந்தவர்  
Surveyed and Drawn by

S.A.D.Subashini

පරීක්ෂා කළේ  
சரி பார்த்தவர்  
Checked by

අනුමත කළේ  
அத்தாட்சிப்படுத்தியவர்  
Approved By

මායිම බලාගත් අය  
அளந்த எல்லைகளை  
குறித்துக் காட்டியது  
Boundaries Pointed out to

Chandani Banduwardana Gramaniladari of  
Batakattara North Division No 628 &  
allotees

රජයේ මිනින්දෝරු  
அரசு நில அளவையாளர்  
Government Surveyor

From :- 2017 February 20 இருந்து To :- 2017 May 20 வரை

දිස්ත්‍රික්කය  
மாவட்டம்  
District  
Colombo

සර්වේයර් ජනරාල් වෙනුවට  
நில அளவை அதிகாரிகளாக  
On behalf of the Surveyor General

**EXAMINATION OF PLANS****General Notes on Examination of Plans****Check:**

1. Checking coordinated points with field book.
2. Line checking with field book .
3. Checking description of permanent boundaries and landmarks.
4. Field book references shown in blue on plan.
5. Field sheet number, and see that the field books, etc., are correctly referenced to the plan.
6. Checking the accuracy of the recorded grid coordinates.
7. Sheet edges and see that the detail (Village, G.N. Division, etc.) agrees exactly.
8. Checking entered North line, Scale, National Map reference, sheet No, 16 chRD No correctly.
9. Administration boundaries of C.M., Village, G.N. , D.S., District and other details.

**Verify that:**

10. All pickets have been correctly shown and chain lines have been inked.
11. All streams are described, and checked direction of flow is correct.
12. The directions of all roads and paths are given in every case.
13. All boundaries are described and checked with field books.
14. All boundaries have been land marked sufficiently or have been reported on.
15. The boundaries of streams and contours are rounded and that there are no sharp corners.
16. All details and printing are in dense firm lines.
17. Lots are correctly numbered.
18. The tenement lists have been drawn up in accordance with the Regulations.
19. All coordinate sheets (to be sent) have been carefully filled up, and the back of the form correctly entered and signed.
20. The field books are properly indexed and referenced and they are duly signed together with their foot notes.
21. Any differences from the 1/50000 topographical map discovered in the course of survey have been reported.
22. Check descriptions of lots with field book and tenement list.
23. Is the spelling of names of villages, lands, persons, &c., in accordance with other plans and documents? If there are differences they should be mentioned in the report.
24. Check surveyor's report.



### **Special Notes for Examination of Topographical Preliminary Plans**

**Verify that:**

25. the 1/50000 tracing of the Topographical Preliminary Plan, to be sent to Head Office for fixation on the 1/50000 sheet, is accurate and contains all the necessary data such as streams, roads, abutting boundaries, &c.
26. If part of a village falls inside the topographical area and part outside it, that the abutting boundaries of the village are shown and the abutting village described as "Part of".
27. If a Divisional Secretary's or Province forms the abutting boundary, the proper conventional sign is shown.
28. The positions of the insets are shown accurately on the 1/50000 tracing and their shapes sketched in as accurately as possible to agree with the 1/4000 inset plan and that village boundaries, where they exist, are shown.
29. If more than one inset falls in a village, the insets and the lots are numbered consecutively.
30. That abutting descriptions and lot numbers are shown on every inset.
31. The first page of the tenement list is taken up for the main lot only.

### **Special Notes for Examination of Demarcation Survey Plans**

**Verify that**

32. Check Settlement Officer's requirements with Block Survey and supplementary tenement lists.
33. The boundaries of the sub-lots agree with the sketch.
34. The extents cut out are in order and within the limits laid down.
35. The sub-lots are in order and no portion of the original lot has been left out.
36. Check amendments on Block Survey Sheet.
37. Verify that the printing on Village Plans are on the same lines as the original.
38. Check supplementary tenement list with original tenement list and see that proper references are made.
39. Check cancellation of Settlement Officer's requisitions.
40. Check report and any information relevant to the work.
41. Verify that the Block Survey Sheet is signed.

### **Special Notes for Examination of Plans of Sporadic Surveys**

**Verify that:**

42. Field book references are shown in blue on plan.
43. The field sheet is correctly numbered and all documents are referenced to the plan.
44. All pickets have been correctly shown and chain lines have been inked.
45. The field books are properly indexed and referenced and are duly signed together with their foot-notes, and the field sheet number and requisition number are entered on every page.

46. Transferred and compiled boundaries are shown in red in field books.
47. The landmark certificate and the certificate regarding pointing out by and to of boundaries are given at the end of each piece of work, or in the case of a large survey on the index page.
48. Reason is given at the foot of the page for not land-marking any boundary which is not permanent.
49. Any differences from the 1/50000 topographical map discovered in the course of survey have been reported.
50. If State land adjoining land surveyed is cultivated, it is reported whether it is an encroachment or cultivation on authority.
51. The outline of the new survey is inserted in pencil on all old field sheets, where it abuts on old work, with a reference in red to the new sheet.
52. If new plan supersedes existing plan, the latter is hachured and referenced in pencil to the former.
53. All streams are described, and the direction of flow is correct.
54. The widths of single line channels are given on tenement list.
55. The directions of roads and paths are given in every case.
56. The boundaries of streams and contours are rounded and that there are no sharp corners.
57. All -detail and printing are in dense firm lines.
58. The tenement lists have been drawn up in accordance with the Regulations.
59. Any boundaries that are not be adopted have been properly ditched.
60. All roads and paths have been described.
61. The necessary old permanent pickets have been surveyed and shown.
62. If there is an inset, it is correctly referenced with scale if necessary.
63. Lots to be cut out fall within the correct mapped-out area, and, if not, the matter has been reported and necessary action taken.
64. All boundaries are described and checked with field books.
65. All boundaries have been land marked sufficiently or have been reported on.
66. A note has been made in the margin of the original sheet and in the field book regarding the replacement of any shifted, broken or missing landmarks and the relevant pencil note made against the landmark and also reported on.
67. Lots are correctly numbered.
68. All lots dealt with are entered on margin of sheet with field book numbers, date of survey and signature.
69. All co-ordinate sheets (to be sent) have been carefully filled up. and the back of the form correctly entered and signed.
70. The description of lots in the tenement list and the plan agree with those in the field book.
71. The spelling of names of villages, lands, persons, &c., is in accordance with other plans and documents, and the name of land agrees with that given on the requisition, and, if not, these hay been reported on.
72. Fixation or comparison tracings are taken from the original surveys of the boundaries dealt wit and show north line, scale, sheet number, whether enlargement or reduction, whether used for fixation or comparison, and are signed and dated by the surveyor.
73. The fixations are correct, and that data accepted for fixation are indicated by ticks.
74. Earlier fixations have been altered unnecessarily.
75. Fixations have been, properly classified as "P", "Q" or "R".
76. All fixation tracings are sent with the plan.

77. The Departmental Survey Regulations in connection with safety lots and claimed boundaries have been properly attended to.
78. All the boundaries have been properly straightened or left unstraightened, whichever is necessary.
79. Necessary means of access have been left.
80. All necessary reservations have been left.
81. If adjoining a road, the proportion of frontage to depth is according to orders.
82. Special requirements, if any, mentioned in the Requisition have been attended to.
83. The work has been plotted to the correct scale, and if necessary, the scale has been written on the plan or inset.
84. The situation and description of the land agrees with that given on the Requisition and, if not the reason has been reported.
85. The extent cut out is correct, and, if not this has been properly reported on.
86. All small balance areas have been defined and lotted to complete the plan, where this is necessary.
87. The Requisition has been correctly cancelled with date of survey, sheet number, lot numbers' and surveyor's signature and date.
88. In an Acquisition Survey, the land cut out agrees with that described in declaration and shown on the sketch, and, if not whether action has been taken as indicated in DSR 6.6-6.11.
89. The plan shows all roads, streams, &c., which appear, according to older surveys, to pass through the new work; if not, this has been reported on.
90. The work fits properly on the 1:10000 sheet, and, if not, this is reported on.
91. If the work is to be sent direct to Head Office, two amendment tracings are prepared—one to be sent to Head Office and one to the District Senior Superintendent of Surveys with the additional information.
92. If in Final Village Plan area, the Diagram copy of the Final Village Plan has been amended properly, and, if the Plan is amended diagrammatically, this is reported on.
93. The numbers of all field books and field sheets taken up, and the last lot number used are entered on the Final Village Plans.
94. The tracing for insertion on the Final Village Plan is correct.
95. Adjoining Final Village Plans and Village Plans have been amended where necessary and amendment tracings sent in.
96. Unsurveyed encroachments, if any, are reported on.
97. The Grama Niladhari's notice form is correctly filled up with the Grama Niladhari's Division number, and the Grama Niladhari's name agrees with that in tenement lists.
98. If signed by someone other than the Grama Niladhari deputed, there is a report on this.
99. The boundaries and landmarks have been pointed out to the Grama Niladhari and the applicant, and this has been certified in the notice form and in the tenement list.
100. If no reservations have been left the reason is given in the tenement list, or if reservations are reduced reasons are explained in the report.
101. If a revenue boundary passes through or adjoins the work, it is correctly shown on the plan and defined where necessary.
102. If there is discrepancy between the position of a revenue boundary as shown on the new survey, and on the old plan, this has been reported on.
103. The age of cultivation has been given in the tenement list.
104. The number of landmarks shown in the Grama Niladhari's form and Bill of Cost, if there is one, agrees with the plan.
105. Check surveyor's report, and comment on quality of work.

### Special Notes for Examination of Engineering Survey Plans

#### Verify that:

106. The scale of the plan, and longitudinal and cross-sections are according to the specification.

#### Check:

107. Plotting of spot heights.
108. Interpolation of contours.
109. Values of the benchmarks shown
110. Printed contour line values and whether they are printed as a mountain climb.
111. Plotting of longitudinal sections, if shown on the plan.
112. Landmarking of boundaries between State and claimed land, if any.
113. Verify that all roads and paths have been described.
114. Numbering of sheets with key-diagram and verify that all references are shown on this.
115. Specification with the plans and verify that all discrepancies have been explained in the report.
116. Grid lines and their numbering.
117. 4x2.5 Km Standard Sheet line positions and square number in margin.

### Special Notes for Examination of Town Survey Plans

#### Check:

118. The boundaries of claims and their descriptions.
119. Buildings and their descriptions.
120. Lot numbers and ditches.
121. State lands and their fixations, verify that their boundaries are defined correctly.
122. Compare boundaries of lots and their numbers on the abutting sheet.
123. Check headings and marginal requirements.
124. Check benchmarks and their values.
125. Verify whether the requirements of the specification have been duly carried out.
126. Check names of roads and Divisions or Wards on the sheet and on the adjoining sheet.
127. Verify boundaries of the Town Area with the latest Proclamation, and see that they are correctly defined.
128. Verify that the size and type of printing on separate sheets are the same.
129. Verify that plans are signed in accordance with Departmental instructions.
130. Verify that tenements are correctly drawn, giving Assessment numbers and the respective Division, Ward or Road, and that all Assessment numbers have been included in the tenement list.
131. Check key Diagrams.
132. If large scale insets have been used, compare the outer boundaries.

**Correction Slip**