

**CHAPTER XVII
MISCELLANEOUS
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CHAPTER XVII**MISCELLANEOUS****Special survey work**

- 17.1. In District Survey Office, separate files should be kept for each Divisional Secretary areas relating to special survey work in any Divisional Secretary Areas.

Title Plans, Diagrams

- 17.2. Title Plans, Diagrams, etc.: Copies of Title Plan, are issued from Document Management and Professional Standards (DM & PS) branch in Surveyor General's Office (Head Office) or from District Survey office by using DMS database. Other Diagrams, Lease Diagrams are issued in District Survey office. A register for issuing Diagrams should be maintained as Divisional Secretariat level.
- 17.3. Information of this register should be entered in the "Issue LDO Diagrams" at Staff Access of the Department website simultaneously.
- 17.4. After the Diagrams in Final Village Plan area have been numbered and issued, the District Senior Superintendent should enter the numbers in red on all copies of the Final Village Plan Tenement List, & within the lots in Field sheet. Information on these Diagrams should enter into the "ProMS" database simultaneously.

Final Reports

- 17.5. After the Demarcation Surveys of a village have been completed, the Settlement Officer completes all his settlements and sends a Final Report showing the disposal of all the lots in the village.
- 17.6. The settlement Plan on a scale of 1:25000 to illustrate the settlements in the Final Report is prepared in Head Office and should be sent for printing.

Final Village Plans

- 17.7. Soon as the draft Final Report is received from the Settlement Officer, Snr. D.S.G (DM & PS) will inform the District Senior Superintendent of Surveys.
- 17.8. The preparation of a Final Village Plan and Tenement List is then commenced in Head office. Any work done since the issue of the Final Report is included if it reaches Head Office before the Final Village Plan is printed by DM & PS branch; otherwise it is added by the District Survey Office.

- 17.9.** The Final Village Plan is printed in one or more in A3 sections, and is filed in cardboard covers with the Tenement List, Final Report and the Mapping out Diagram, if available. If the Mapping out Diagram is not available, the Settlement Plan is substituted. The Settlement Plan serves the purpose of an Index Diagram to show how the insets and sections of the Final Village Plan are arranged and divided.
- 17.10.** On completion of the Final Plan, one copy each is issued to the Divisional Secretary and settlement Officer concerned and two copies to the District Senior Superintendent of surveys. Divisional Secretaries copy is issued to the Divisional Secretaries for the use of their staff. Copies issued to the District Senior Superintendent of Surveys for the use of surveyors as field copy and other copy can be used in District Survey office as Office copy.
- 17.11.** All subsequent work in this area is then carried out based on the Final Village Plan.
- 17.12.** When a Final Village Plan is received to District Senior Superintendent of surveys, the Village Plan tenement list should be cancelled, and D.S.G. (DM & PS) should be informed.
- 17.13.** After one year, District Senior Superintendent of surveys will sort out the papers in the Village Plan file and destroy all unimportant papers and retaining only important papers with regard to the method of survey, i.e. computation sheets, detail co-ordinates or any other matter of interest. The retained papers should be filed in Divisional Secretary Area wise with considering the Grama Niladhari Division too.

DSR

MISCELLANEOUS

CORRECTION SLIPS