

CHAPTER IV
SPORADIC SURVEYS
CLASSIFICATION AND ORGANISATION OF SPORADIC SURVEYS
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CHAPTER IV
SPORADIC SURVEYS
CLASSIFICATION AND ORGANISATION OF SPORADIC SURVEYS

- 4.1** District Secretary/Divisional Secretary will forward requisition for surveys required to the relevant District Senior Superintendents. Other Government Departments, Semi Government organizations and Courts send their survey request to the relevant District Senior Superintendents.
- 4.2** If Request for surveys from Other Government Departments, Semi Government organizations and Courts received in the S.G.O., and will be sent to the relevant District Senior Superintendents of Surveys. Special survey projects normally received by the S.G. and will be sent to the relevant District Senior Superintendents of Surveys with necessary instructions.
- 4.3** On receipt of a requisition in a District Survey Office, it has to be inspected for completeness in respect of carryout the survey without any difficulty and required information are annexed. If request for survey is incomplete necessary action has to be taken to get it complete or return back.

If, to complete particular Survey Request need extra resources like surveyors, money, vehicle etc. or it has to be completed limited time frame then it should be reported to Provincial Surveyor General with suggestions to do work with possible alternatives if any with reasons.

- 4.4** Then it will be checked weather survey fees to be charged or not (DSR 4.7). If survey fees to be charged the requisition will be referred to the Superintendents of Surveys stationed at District S.O. He will work out the survey fees. This amount will be communicated to the District Secretary/Divisional Secretary or the Department or the Institution concerned.

No further work will be done on that job until survey fees has been deposited in the District S.O. and should be keep in awaiting founder. When survey fee has been received similar action will be taken as per DSR 4.5 to send it to field.

- 4.5** Where cost need not be recovered at all, the requisition will be registered with Number (D.S.R 4.6), writing the category (type of work D.S.R. 4.8)and the Class (urgency D.S.R. 4.9) and should be send to field within a week.

It will be entered in the Requisition for Survey Register and assigned the next unused number.

At the same time it should be computerized by entering necessary information to the Requisition Database provided by the Department.

- 4.6** Requisitions will be numbered with a district prefix, a stroke, followed by divisional secretariat prefix, a stroke, followed by four digits to indicate the year of issue, a stroke, and a serial number. Thus the Eighty-Fifth requisition to be received from Tambuttegama divisional secretariat in Anuradapura District in 2006 will bear the number An/TMB/2006/085. No other figures or letters should be added to this number.

Use following Prefix to identify District

බ.ප.	W.P.	Colombo	Cl	කො	කොළඹ
		Kalutara	Kl	ක	කළුතර
		Gampaha	Gm	ගම්	ගම්පහ
වයඹ ප.	N.W.P.	Kurunegala	Ku	කු	කුරුණෑගල
		Puttalam	Pu	පු	පුත්තලම
උ.ප.	N.P.	Jaffna	Jf	යා	යාපනය
		Vavuniya	Vv	වවු	වවුනියාව
		Mannar	Mn	මන්	මන්නාරම
		Mulativu	Mu	මුල	මුලතිවු
		Kilinochchi	Ki	කිලි	කිලිනොච්චි
උ.මැ.ප.	N.C.P.	Anuradhapura	An	අනු	අනුරාධපුරය
		Polonnaruwa	Pl	පො	පොලොන්නරුව
ම.ප.	C.P.	Kandy	Kn	මහ	මහනුවර
		Matale	Ml	මා	මාතලේ
		Nuwara-Eliya	Nu	නු	නුවරඑළිය
නැ.ප.	E.P.	Trincomalee	Tr	ත්රි	ත්රිකුණාමලය
		Batticaloa	Bt	මඩ	මඩකලපුව
		Ampara	Am	අම්	අම්පාර
ද.ප.	S.P.	Galle	Gl	ගා	ගාල්ල
		Matara	Mt	මාර	මාතර
		Hambantota	Hm	හ	හම්බන්තොට
සබර. ප.	Sab.P.	Kegalle	Kg	කෑ	කෑගල්ල
		Ratnapura	Rt	රත්	රත්නපුර
ඌව ප.	Uva.P	Badulla	Bd	බ	බදුල්ල
		Moneragala	Mr	මො	මොණරාගල

For Divisional Secretaries Division prefix, first letter of the name of the Divisional Secretaries Division and next two letters except vowels. If there are equal prefix then add forth letter for one division. (Field Staff Circular No. 16/92).

In case of change of Divisional secretaries Division's name, immediately it should be entered in the requisitions which already numbered, to be amended the requisition register and digital data base.

For the special projects and DSO works requisition to be numbered as An/DSO/2014/95. For the court commission surveys the prefix to be used as CRT

Prefix in Sinhala should be used for plans. In Kurunegala district 2215th plan should be numbered as කු 2215

Charging of survey fees

- 4.7 Survey fees should be decided according to the circulars issued by Surveyor General from time to time.
- 4.8. Following small Surveys should get done by Land Commission Department Surveyors assigned to District Secretary or Divisional Secretary.
- (a) Surveying done for Land alienation of encroached in state lands.
 - (b) Surveying done for preparation of BODD.
 - (c) Surveying done for staking out.
 - (d) Surveying done for identifying state lands.

But Divisional Secretary may request do those surveys from District Senior Superintendents of Surveys when there is no surveyors assigned to District Secretary or Divisional Secretary should be attend.

- 4.9 For purpose of reporting progress on the various returns, requisitions for survey are divided into eight main categories, viz.;

The category into which the requisition falls is then determined and written on the requisition.

Main Category	Sub Category	Description of Category
2. Land Marking	2.1	L.D.O. Grants
	2.2	Land Grants (S.P.) - Vesting
	2.3	Land Grants (S.P.) - Landmarking - Allotments
	2.4	Misc. Land Alienation - Landmarking
	2.5	LRC Vesting and SD
	2.6	Landmarking Surveys in Settlement Centres
	2.7	Landmarking of Irrigable & Homesteads
	2.8	Demarcation Surveys
	2.9	landmarking Surveys - Forest
	2.10	landmarking Surveys - Estate Plantation
	2.11	Condominium Surveys
	2.12	Landmarking Surveys - Perimeter
	2.13	Redefinition of boundaries with landmarks
	2.14	miscellaneous
3. Misc. Surveys	3.1	Land Alienation - Staking out Homesteads
	3.2	Land Alienation - Staking out Paddy
	3.3	Forest Surveys, – (without land marking & contour)

	3.4	Town Surveys etc . – (without land marking & contour)
	3.5	Perimeter Surveys – (without land marking)
	3.6	Preparation of BOD
	3.7	Setting Out FSL etc.
	3.8	Staking Out Surveys in Settlement Centers(Mahaweli)
	3.9	Misc. Surveys in Settlement Centers (Mahaweli)
	3.10	Irrigable & Homesteads - Staking Out(Mahaweli)
	3.11	Irrigable & Homesteads - Misc. Surveys(Mahaweli)
	3.12	As built surveys (Site surveys)
	3.13	Writing of Supplementary Tenement List
	3.14	miscellaneous
4. Acquisition. Surveys	4.1	Acquisition. Surveys - Sec. 2 (without RDA)
	4.2	Acquisition Surveys - Sec. 6 (without RDA)
	4.3	Acquisition. Surveys - Sec. 2 (for RDA)
	4.4	Acquisition Surveys - Sec. 6 (for RDA)
5. Eng. Surveys	5.1	Detail & Contour Surveys (ES)
	5.2	Canal Trace Surveys (Strip surveys)
	5.3	Final Canal Surveys (Center line)
	5.4	Road Surveys -(Strip & Corridor surveys)
	5.5	Channel Trace Surveys
	5.6	Close Contour Surveys
	5.7	Town Surveys with Contours
	5.8	Survey of existing roads
6. Mapping & Control Surveys	6.1	Map Revision -
7. Court Commission Surveys	7.1	Court Commission Surveys
8 Cadastral Surveys	8.1	Cadastral Surveys under Title Registration
	8.2	Sub Divisions under Title Registration
9. G.P.S. Surveys	9.1	G.P.S. Control Surveys (WP, SP, NWP & ISM Geodetic)
	9.2	GCP Surveys - Point Selection, preparation diagrams leveling etc.
	9.3	Total Station Travers / Levels lines
	9.4	Precise Leveling

4.10 For the purpose of deciding on the order in which the various requisitions will be taken up for survey, it is necessary to classify every requisition into one of three classes.

Class A denotes work of some importance, urgency and survey fee has been charged, which has to be done as received, even at the expense of sending a Surveyor specially and holding up other work. As a general rule, Class A Requisitions should be completed within 03 months of receipt.

Class B denotes work which does not require special traveling but which should not be unnecessarily delayed. As a general rule, Class B requisitions should be completed within 06 months of receipt.

Class C denotes work that will be taken up in the ordinary course. As a general rule, Class C requisitions should be completed within 12 months of receipt.

4.11 The District Senior Superintendents of Surveys should review the classifications of priority of incomplete requisitions at least once in 6 months and revise them consulting the District Secretary/Divisional Secretaries if necessary.

4.12 When work is returned to field for amendments, Class A surveys should be given immediate attention while Class B and Class C should be attended to within a month. Any delay of over one month due to exceptional reasons should be explained by special letter.

4.13 Superintendents of Surveys should see that work once commenced is completed as soon as possible. Surveyors should not be allowed to accumulate incomplete plans.

4.14 Requisitions received for Survey of acquisition, preparation of B.O.D and for staking out, should be issued to the relevant Divisional Survey Office after necessary documentation and other requisitions received for Survey should be forwarded to Superintendents of Surveys attached to the District Office, for investigation.

Each job should be correctly located on the 16 chain R.D., 1:10,000 map, 4x2.5 km sheet square (Metric Key Sheet), F.V.P., or F.T.P. The Superintendents of Surveys will also list the documents needed if these are available in the District S.O and return the requisition to the Senior Superintendents of Surveys of the District. Investigations on requisitions should be completed within 3 days of receipt by the Superintendents of Surveys.

If the Superintendents of Surveys is unable locating the requisition or to list all the documents, he will inform the District Senior Superintendents of Surveys accordingly and return the requisitions to him. The Senior Superintendents of Surveys will issue such requisitions to the Superintendents of Surveys in charge of the Divisional Survey Office and instruct him to attend to this work.

4.15 Old documents and field books relevant to completed requisitions should send to the District Survey office along completed map/plans. If these documents are required for other works in hand then need not be sent in.

4.16 When registration of Survey requisition, Number of requisition, Type and Class, should be entered. In addition that position of the work should be correctly located in 1:10,000 sheets and metric Key Sheet Number (1/4 of 1:10,000 sheet) should be entered. If work cannot be located correctly it should be sent to the relevant field

office. If necessary superintendent surveys of respective area can send surveyor to investigate and locate work site.

- 4.17** At the end of each month a summary of the entries in un competed requisition from Survey Requisition Register should be sent to the Provincial Surveyor General.
- 4.18** On receipt of these requisitions from the Superintendents of Surveys attached to the District S.O. the District Senior Superintendents of Surveys will issue them to the appropriate Superintendents of Surveys, with the following information, which would have been given by the Superintendents of Surveys attached to the District S.O.
- (a) If outside finally settled area –
 - (i) Whether a preliminary plan should be prepared, or,
 - (ii) Whether an existing preliminary plan lot should be amended and a supplementary tenement list prepared.
 - (b) If within finally settled area –
 - (i) Whether a supplementary, will be issued, and the F.V.P. Sheet No.
 - (ii) Whether only a supplementary tenement list will be issued and the F.V.P. amended with the F.V.P. Sheet number assigned.
 - (c) The Superintendents of Surveys will in turn issue the requisitions to the appropriate Surveyor for attention. The Surveyor will estimate the work on each requisition and enter it in his schedule of requisitions. This estimate will be checked by his Superintendents of Surveys at his inspections. Any further information necessary may be obtained by the Surveyor attending to the requisitions from the person deputed to point out the boundaries, from the Divisional Secretary or from the Department concerned.

The Surveyor should arrange to inspect several requisitions in one trip. The Surveyor will call for all documents listed for each requisition about 2 weeks before he is ready to take up the requisition for survey. He will also call for L 96 and L 96A information on receipt of the documents.

- 4.19** If the requisitions are large and take longer period to complete or work has distrusted different locations, may be broken up into a number of small requisitions by discussing with the Superintendents of Surveys. In such cases Superintendents of Surveys should make request to the District S.O. for sub requisitions with his suggestion. District Senior Superintendents of Surveys will assign new numbers into parts, by retaining the original requisition number as the base number and request to the component parts. The new requisitions should be registered in the Requisition for Survey Register and cross-referenced to the original requisition.

The Surveyor should obtain different plan numbers for these requisitions. There surveyor should make written request to District Senior Superintendent to get information depending on the region of the survey as follows.

- (i) In FVP area new supplementary No. Sheet No. and lat Lot Number used
- (ii) The last page number of the Final Plan tenement list used.
- (iii) If within F.T.P. area, an Inset has to be issued for work within the State area, the last Inset number used.
- (iv) If New PP has to be prepared new PP Number

4.20 When field survey Assistants while clearing, picketing and landmarking are in progress to ensure that this is done correctly and without undue damage to cultivation or obstruction from the landowners by the Surveyor. He will there by reduce obstruction to survey, expedite work and avoid unnecessary trips to the site.

4.21 If the Surveyor exceeds the estimate materially, the Superintendents of Surveys should, while passing this plan, make a report on the requisition report, reason for discrepancy between the estimate and the actual time taken.

4.22 Important and basic written instructions on methods of take up work must be issued by the Superintendents of Surveys for each requisition. Surveyor should get necessary detail instructions whenever necessary. District Senior Superintendents of Surveys s must see that these are observed and that work is done in a systematic manner.

Investigation

4.23 On receipt of a requisition for survey, the Surveyor should correctly locate the work on the 16 chain R.D and should correctly identify relevant field sheets when it falls outside F.V.P. area. When working in F.V.P. or F.T.P. Areas he should obtain the F.V.P. or F.T.P. T.L., F.R., and necessary F.V.P. or F.T.P. sheets of the village concerned and only those field books that are necessary for his work. He should not apply for all the field books listed at the bottom of the blocks survey sheets. These document should apply at least two weeks before the commence work.

4.24 (a) (i) The Surveyor get for all documents listed by Form AG 11 for each requisition about 2 weeks before commence the field work.

(ii) Surveyors should obtain information of old P.P. Lots from the Divisional Secretary or Provincial Land Commissioner on Form L 96 and compare them with the information on Form L 96A obtained from Senior DSG (Document Management and Professional Standards). Any discrepancy be found in the action reported the two forms should immediately be sent to Senior DSG (Document Management and Professional Standards) for verification and return. Both forms should be sent with the completed papers of the requisition.

(iii) In F.V.P. Areas, if the information on Form L 96 does not agree with the F.V.P. or F.T.P. and T.L., the matter should be reported to Senior DSG (DM & PS).

- (b) If after location and inquiry on Form L 96A, it is found that there is any objection to the survey or that instructions received are insufficient the Surveyor should report the matter to his Superintendents of Surveys for instructions.
- 4.25** Special attention should be paid to reserves, proposed reserves or areas mapped out for other purposes. No requisition that contains any portion of this should be surveyed without special instructions.
- 4.26** Village Plans, Title Plans, Diagrams, Diagram Plans, Lease Plans and Engineering Survey Plans, which are incorporated in the new survey or adjoining to them, should be investigated and dealt with.
- 4.27** Requisitions for tracing of Title Plans and information regarding them should be sent to the Snr. DSG (Document Management and Professional Standards).
- 4.28** Old Preliminary Plans showing surveys made prior to 1910 (the year the State Landmarks Ordinance came into operation) will, if no sales or settlement have been made on them, be considered as cancelled and used for reference only. Lots, which have been settled or sold, will be treated as private. Lots, which have not been finally settled or sold, must be re-surveyed. Unsettled lots in which the cultivation is over 30 years old should be treated as private unless they fall within road reservations.
- 4.29** A reference in blue is made on the original field sheet of every lot included in the Waste Lands Ordinance, final or settlement order. FO/C or SO/C indicates lots declared State and FO/P or SO/P lots declared private.

These letters will be written inside the lot and clear of any old number or description.

Accordingly,

- (a) Boundaries and extents of lots declared 'Private' must be retained as in title plans.
- (b) Lots, which have been decreed as private in a Court of Law, should be treated in the same way as Title plans.
- (c) Boundaries of lots declared 'State' must be retained as far as possible.
- 4.30** Boundaries of land held on 'ticket of occupancy' need not be separately surveyed but Particulars of the ticket of occupancy should be noted in the tenement list.
- 4.31** The numbers with prefixes "L P" & "L" are shown on field sheets in Black and red respectively in the case of lots for which Lease Plans and Lease Diagrams have been issued. These lots are also edged in Pink in all copies of the F.V.P. When dealing with these, inquiries should be made from the Divisional Secretary on Form L 96 with the remarks 'Has lease expired'?

Boundaries of lands in unexpired lease plans or lease diagrams should be adopted as in the case of title plans.

Field Work - For Detail Surveys see Chapter (X)

- 4.32** When the land that is recommended for alienation is clearly not that which is pointed out on ground, it will not be surveyed but a report together with the requisition for survey should be forwarded to the Superintendents of Surveys for reference to the District Senior Superintendents of Surveys of Surveys.
- 4.33** Boundaries of unsettled lands which are not defined or which do not follow natural features should be made as straight as possible. Surveyors should endeavor to get claimants to agree to straighten of boundaries.
- 4.34** When extents are specified, they should be cut out within the limits laid in paras. 9.12 and 9.13.
- 4.35** Small extents of State land, of about 01 hectare or under, which are wholly or partly enclosed by new work must be defined and lotted after completing all reservations so that they may be dealt with without further survey. They will be described in the remarks column of the Tenement list as "lotted to complete plan."
- 4.36** In a F.V.P. where a part of a State Area is cut out, the balance of the area if 01 hectare or under and un landmarked must be re-surveyed, defined, and plotted in the F.V.P. Sheet. A reservation, a path, a stream or other State land which will not be alienated, it should not be added to balance area. But in special cases prior approval should be obtained from the District Senior Superintendents of Surveys - see D.S.RR.13.8 & 13.9
- 4.37** A portion of a lot, which on account of a fresh survey has become detached from the original lot, and can be conveniently included in the new survey should be lotted and described in the tenement list as "Detached Lot." This order applies only to F.V.P. lots and landmarked P.P. lots which cannot be cancelled.
- 4.38** When there are small differences between new and old surveys of a stream, only the newly surveyed boundary should be inked. When the work adjoins a stream which forms the boundary of a V.P. or F.V.P. the old course of the stream, if different, should be laid down and adopted.
- 4.39** **Accretions.** Any alluvial or other accretions to any land disposed of by the State by any instrument of disposition before or after the commencement of this Ordinance shall, together with all rights of pertaining or belonging to such accretion, be the property of the State and is hereby declared to be vested in the State (Section 108 of the State Lands Ordinance of 1947).

Supervision

- 4.40** Supervision of the surveyors has clearly detailed in chapter 10 of Departmental Standing Orders and supervising officers should be adhered those standing orders.

Specially journal of Surveyors who are engage Sporadic Surveys should be carefully scrutinize including programme for the following week and ensure that do at least two days of actual surveying per week.

Plan Work

For details see DSR Chapter XII

Tenements lists

- 4.41** (a) For details see DSR 12.74 to 12.84
- (b) Tenement lists should be prepared by software provided by the Survey department.
- (c) Every tenement lists page should be numbered.

Computations

- 4.42** Computations of extent in plan has to be done as per DSR Chapter XIII and DSR Chapter XXII

Fixations

- 4.43** (a) Fixations given on block survey sheets should be accepted for future surveys. Surveyors should not call for field sheets showing the original plans.
- (b) Fixation detail that has not been surveyed in connection with the new work should not be inked.

New surveys within Old Surveyed area

- 4.44** (a) With in previously landmarked P. Plan fresh surveys are carried out for various purposes and the work should be plotted on the new A3 field sheet and new PP should be prepared for the subsequent work and original P. Plans will be proscribed
- (b) Similarly, in F.V.P/FTP new work will be plotted on new A3 field sheets and supplementary plan and tenement lists issued .Old F.V.P/FTP will be amended
- (c) I.S.PP, M.S.PP, T.S. PP and L.D.PP will not be issued in future. New work will be plotted on A3 Sheet and New PP and new Tenement list will be prepared. The area covered by the new plan in the original plans will be proscribed.

In all above cases, the extents of the original lots should be maintained subject to DSR 22.3.2. Reference should be given in TL to the extent of old lot (Original lot) as “See lot..... page..... ”. If the page number is not available, as in the case of old P. Plans copies of which are not available in the District S.O., then District Senior Superintendents of Surveys should get down those copies from Head Office.

Identified Lots

- 4.45** A supplementary tenement list should be prepared giving up-to-date tenementary information relating to the old lot number. The extents should be referenced to the original lot as in 4.55(a).
- 4.46** In an F.V.P/F.T.P area, State lands required for acquisitions are included in the acquisition plans. The balance areas of such State lots are lotted in the F.V.P. /F.T.P. sheet and a separate supplementary tenement list issued for them. The supplementary tenement list will also show the acquired lots with their extents only, and referenced to the acquisition tenement list, thus -

Lot	Extent
8 See Acquisitions T.L.	2.389 Hectares

Lands brought under the L.S.O

- 4.47** When a survey is required by a Land Settlement Commissioner for the purpose of bringing land under the L.S.O. the name of the land, description and claimants in addition to the title plan, diagram plan or preliminary plan numbers of every piece of abutting land should be given.

Completion of Work

- 4.48** 1: 4,000 metric key Sheet (4 x 2.5 km sheet) number entered on the preliminary plan for purposes of reference will be the number of the metric key sheet square in which the survey falls. When a survey falls in more than metric key Sheet (4 x 2.5 km sheet) basic sheet square, the field sheet number should cover the numbers of all the metric key Sheet squares in which the work falls. Thus, if any work falls in metric key Sheet squares where 1:50,000 sheets No. is 85, 1:10,000 sheet No is 25 & 1: 4000 sheet Numbers are 1, 2, 3 then the sheet number of the preliminary plan will be 85/25/1, 85/25/2 & 85/25/3.
- 4.49** Maps and Plans can be prepared any official language. The relevant Field Books must necessarily be maintained in the same language. Where large surveys are concerned, when more than one surveyor is involved the Superintendents of Surveys should arrange them in one common language. Names and designations of Officers signing, passing and certifying plans should be clearly indicated on the plan.
- 4.50** When a requisition for survey is completed, it will be endorsed by the surveyor, by writing the following information in red in the space provided for it on the form Month and Year of survey, field sheet number, P.Plan number and the lot numbers. If the requisition is for identification of land, which having already been surveyed and defined, "Identified by Inspection (or, by survey) as lot number in plan number"
- 4.51** (a) After ensuring that all points for examination are in order, the surveyor will complete the footnotes and sign the all sections of the plan for surveying and

drawing, and the all pages of the tenement list with the month and year of survey. The Grade and date of signing will not be entered. The name should always be printed below the signature.

- (b) Should any officer be not responsible for all the work on a plan the portion for which he is responsible should be clearly indicated.
- 4.52** (a) The Superintendents of Surveys will pass the Plans, requisitions, surveyors' reports, computations, connected tracing and other important papers. He will also put signature, name and date all sections of the plan and tenement lists.
- (b) The responsibility of the accuracy of plan and tenement list rests primarily with the surveyor although suitable checks imposed by the Superintendents of Surveys.
- (c) The District Senior Superintendents of Surveys will sign the 1st section of the plan and the last page of the tenement list, on his satisfaction of accuracy and completion of survey as expected by the client. The designation of the certifying officer will be printed below the signature as below,. In case of more than one section of plan and more than one page of tenement list, certifying officer must write above his signature as "Section 1 to 2 and pages 1 to 25" in plan and tenement list respectively.

(Name)
 Senior Supdt. of Surveys,District
 For surveyor General
 23.02.2012

- 4.53** If it is found that the Surveyor's field surveying, preparation of Plan, computation has errors which are materially significant even in the case of one lot, disciplinary action will be taken by the District Senior Superintendents of Surveys on the Surveyor. A copy of this letter will be placed in the District S.O's Personal file for the Surveyor concerned. If the Surveyor continues to make similar errors, he will be reported to Provincial S.G. for necessary action.

Key Diagrams

- 4.54** (a) Senior Superintendents of Surveys of the district should maintained 1:4000 Metric key diagram covering entire un surveyed area of the district. Senior Superintendents of Surveys of the district should identify required Key sheet for his district and should send request to Senior Superintendents of Map Publication. Senior Superintendents of Map Publication will print required Metric key sheet by enlarging of 1:10,000 map sheets or 1:50,000 in to 1:4,000 scale coverage of 4 x 2.5 km squares.
- (b) Key Diagram will bear the number of the sheet squares with the suffix "Key" at the right hand top corner. The name of the District for which the Key Diagram is issued will be printed on the left hand top corner.

- (c) The outer boundary of the survey will be plotted by the Surveyor on the Key Diagram and inked. The P.Plan Number will also be shown in ink. This key diagram will be used for the long period. Hence it should be protected.
- (d) The preliminary plan number will be entered inside the corpus of the survey in the Key Diagram. When a P.Plan falls in more than one Key Diagram, the portions of the survey, which fall within the different diagrams, will be shown within the respective key diagrams. Number of the P. Plan will be inserted every Key Diagram

Amendment of old records

- 4.55**
- (a) The outer boundary of a new P.Plan will be inserted in pencil on the original field sheets, of any preliminary plans, title plans, Diagrams, Diagram plans or Settlement Ordered private lots which may be included in the new survey. The old sheets will be referenced to the new work by their P.Plan numbers.
 - (b) When the whole or a portion of a survey falls within a town survey area, the Senior Superintendents of Surveys's copy of the town survey prints should be amended in red, and amendment tracings from the prints forwarded to Branch Document management and Professional Standards for amendment of S.G.'s copy of the Town Survey Plan.
 - (c) Similar action should be taken for surveys falling within I.S.PP., L.D.PP., and F.S.PP and M.S.PP.

Amendments and Proscription tracing

- 4.56** It is expected to locate old records from amendments or proscription tracing and amend it giving references to the new records. Therefore, when preparation of amendments or proscription tracing, it should include, North line, scale, old record number, new record number and sufficient fixation information to fix tracing correctly on old record. The following different type of amendments and proscription should include in addition to the above information

- (a) Two copies of the 16 chain amendment tracing should accompany the completed plans of surveys outside F.V.P./F.T.P areas, and the following information must be given on the tracing: -

- Requisition for survey number,
- Date passed;
- Number of lots;
- Extent;
- Field sheet number
- Key Sheet number(1;4000);
- Preliminary plan number;

The District Senior Superintendents of Surveys will forward one copy to Document management and Professional Standards branch of SGO to amendment of the Head Office copies of the 16 chain Record Diagram.

- (b) For work within F.V.P. /F.T.P. areas, Surveyors will amend the diagram copies of F.V.PP/F.T.PP and send two tracings with the completed papers. The District Senior Superintendents of Surveys will forward one copy of the tracing to Document management and Professional Standards branch of SGO to amendment of S.G.'s copies of F.V.PP/F.T.PP.
- (i) Amendment tracing prepared for FVP area following details should be indicated.

Requisition for survey number,
 Supplement No.
 Sheet No.
 Lot Nos.;
 T.L. page Nos.;
 Field book Nos.;

- (ii) Amendment tracing prepared for FTP to create Inset, following details should be indicated

Requisition for survey number,
 F.T.P. Number
 Inset No.
 Sheet No.
 Lot nos;
 T.L. page Nos.;
 Lot No of Balance area
 Extent of Balance area
 Field book Nos;

- (iii) Amendment tracing prepared for work within inset of FTP following details should be indicated

Requisition for survey number,
 FTP No.
 Inset No.
 Supplement number
 Sheet No.
 Lot nos;
 T.L. page Nos.;
 Field book Nos;

- 4.57** For new work within PP areas, Surveyors should prepare two tracing to show new work on old PP with following information.

Requisition for survey number,
 Date passed;
 Field sheet number
 Key Sheet number;
 Original Preliminary plan number;
 New Preliminary plan number`
 Field Book Nos.

Using this tracing the perimeter covered by the area of the new survey is sketched in the old P. Plan and hatched. Old field sheet of PP should proscribe the only by pencil and referenced to the new P. Plan in pencil on the old plan. The extent of the old lot will be crossed out in pencil and an endorsement in the remarks column of the T.L. made in pencil as "Proscribed vide P.P....."

Two tracings should be sent with the completed papers to the district survey office. The District Senior Superintendents of Surveys will forward one copy of the tracing to Document management and Professional Standard branch of SGO to proscribe of S.G.'s copies of Preliminary plan.

4.58 When a new survey is done in an area covered by un-landmarked P. Plan or P. Plan Lot, a new P. Plan should always be issued and the old P.Plan proscribed. If no action has been taken on such P. Plans, they can be cancelled with permission of Snr. DSG (Document Management and Professional Standards).

4.59 When work for which a supplement has to be issued falls in two or more villages, the work must be shown in field books of the respective villages and drawn as separate supplements to each village.

The area covered by a supplement is shown on the F.V.P. /F.T.P. edged in yellow and referenced to the supplement in red.

4.60 If new work fall on un-surveyed area of FTP fresh inset will be issued. If new work fall on inset of FTP supplement will be issued.

4.61 Supplements are issued for all subsequent work fall in F.V.P.

4.62 It is a responsibility of District Senior Superintendents of Surveys to check update all relevant old field Sheets, Diagrams, key sheets, and registers update on receipt of new maps and plan received from the field before they are certified.

4.63 Amendment and proscription tracing should be forwarded to Document management and Professional Standards branch of SGO for amendment or proscription of S.G.'s copies of old records.

Certification

- 4.64** (a) Whenever statutory plans amended or cancelled a certificate is made in the Original Field Sheets with reference to relevant order received from ministry or Divisional Secretary. Certified copies send also should get back and same certificate should be endorsed. A new true copy of such amended plan and A tracing bearing such amendment should forwarded to Document Management and Professional Standards branch for certifying the S.G.'s copies of the same plan.
- (b) Similar action is taken for replacing missing landmarks.
- (c) When lots are identified by re-survey or by re-opening boundaries, a supplementary tenement list will be issued giving up-to-date tenementary information relating to the old lot number.
- (d) Certification of S.G's copies of old records will be done by a Senior Superintendent of Surveys (DM & PS) in S.G.O.
- (e) All copies prepared for each building block required for by the General Manager- NHDA, should be certified by the District Senior Superintendents of Surveys.
- (f) Certification of any amendments of any map/Plan and Divisional Secretary's copies and District S.O. copies will be done by the District Senior Superintendents of Surveys, only after document verification if there are no any field surveying involved. Note should be written in black and amendments to be done in red and inserting his full designation below the signature, viz.:

Name

Senior Supdt. of Surveys, District

for Surveyor General

.....2014

”

In the case of change of owners name in T.L, then fresh T.L to be written by Govt. Surveyors.

Distribution of printed copies

- 4.65** Once photo copies of Maps / plans and T.L. of new works are ready for issue, the District Senior Superintendents of Surveys will prepare reports on any relevant matters important to the client, and forward according to following DSR 4.67 to 4.69.

Surveyor General's copy (certified) of the completed plan should be send along with the digital map/plan to the Document Management and Professional Standards Branch at SGO through Provincial Surveyor General.

4.66 Acquisition P.Ps.

Prints should be issued as shown below.

Surveyor General

1 (certified)

Divisional Secretary	2 (one should be a certified one)
Chief Valuer	1
Ministry of Lands	1
Relevant Department or Institute	1
Ministry of relevant institution belongs	1
Provincial land Commissioner	1

When acquisition survey is for village expansion, prints will be issued as shown below.

Surveyor General	1 (certified)
Divisional Secretary	2 (one should be a certified one)
Ministry of Lands	1
Provincial land Commissioner	1

- 4.67** (i) Issue of Grants. S.G. 1 (certified)
D.S. 2 (one should be a certified one)
Provincial land Commissioner 1
- (ii) Vesting or lease of land S.G. 1 (certified)
D.S. 2 (one should be a certified one)
Relevant Institution 1
Provincial land Commissioner 1
- (iii) Blocking out for N.H.D.A. S.G. 1 (certified)
N.H.D.A. 1 (one should be a certified one)
D.S. 2 (one should be a certified one)
Provincial land Commissioner 1
- (iv) Issue of Sup. T.L. to P.PPs and F.V Ps.etc. S.G. 1 (certified)
D.S. 2 (one should be a certified one)
Provincial land Commissioner 1

- 4.68** If the Sup. T.L. is issued for a State Lot, which is to be handed over to a Government Department, then prints will be issued as shown below.

Surveyor General	1 (certified)
Divisional Secretary.	2 (one should be a certified one)
Relevant Department	1
Provincial land Commissioner	1

Forest Surveys

- 4.69** Forest Surveys falling within F.V.P. areas will be surveyed as Supplements to F.V.PP, lot numbers assigned from the last lot number used in the F.V.P. The area covered by the Forest Survey will be edged in yellow on the F.V.P. and referenced to the Forest Survey by the Supplement number and the name of the Forest Reserve, as "Survey of Forest Reserve".

- 4.70** Within F.T.P. areas, these will be surveyed as Insets to F.T.P. Lot numbers assigned from the last lot number used in the F.T.P.
- 4.71** (i) When the forest survey falls outside F.V.P. /F.T.P. the survey will be done as a Topographical Preliminary Plan.
- (ii) The settlement Officer should be consulted before the work is commenced as a Topographical Preliminary Plan.
- (iii) The above plans will be plotted on the scale of 1:4000. If the areas are large, plan can be prepared in smaller scale up to scale of 1:10,000 with permission from District Senior Superintendent of Surveys. Always all topographical detail should be surveyed and shown on plan.
- (iv) Divisional Secretariat and Village boundaries will be shown and inked. Portions within each Village will be lotted separately. When plan is on the scale of 1:10,000 these need not be surveyed can be transferred from old plan and shown in inked.
- 4.72** Forest map/plan should be plotted on A3 field sheets.
- 4.73** Forest Surveys falling within Block Surveys and Topographical Preliminary plan areas will be included in the respective Block Surveys and Topographical surveys.
- 4.74** If there are encroachments in proposed reserves within F.V.P. /F.T.P. area they will be landmarked if required by the Conservator General of Forests and surveyed and plotted on F.V.P. sheets with supplementary T.LL for action by the Divisional Secretaries. Outside F.V.P./F.T.P, they will be prepared on P.Plans.
- 4.75** When a Forest Survey falls partly within Block Survey area, partly within F.V.P. area and partly outside F.V.P., the plan will be prepared in 3 parts in terms of D.S.RR 4.70, 4.72 and 4.74 and cross-referenced to each other.
- 4.76** In addition to the above, a separate plan of the Forest Reserve or proposed Forest Reserve will be prepared on the scale of 1:10000.

After plotting the new landmarks surveyed and drawing up the outer boundary, the essential features within the area under survey also should be shown in the Plan. Divisional Secretary & Village boundaries will be shown on the 1:10000 plans. These should be inked on the A3 sheets. Village boundaries abutting on the forest should also be shown on the Forest Plan. Lotting in these sheets will be in conformity with the lotting in F.V.P. Supplements, Topo P.P., Block Survey, etc, referred to in D.S.RR.4.70, 4.71, 4.72 and 4.74.

The numbering of these A3 sheets will be by the 1/10000 sheet number. The plan will also carry the name of the Forest Reserve or the proposed Forest Reserve at the right hand top corner of the plan.

- 4.77** The numbering of lots in F.S.PPs:- already on issue will continue from the last lot number used in the respective F.S.PPs.

Reports

- 4.78** Report forms for Sporadic Surveys are of 8 categories as enumerated below. This form will comprise the Surveyor's report and the Superintendents of Survey's examination notes. The forms page will be filled in partly by the Surveyor, partly by the Superintendents of Surveys and the balance in the District S.O. The forms to be used are as follows-

S 411 - Acquisition surveys outside finally settled area.

S 412 - Acquisition surveys in finally settled area.

S 413 - Miscellaneous surveys outside finally settled area.

S 414 - Landmarking L.D.O. allotments in finally settled area.

S 415 - Landmarking L.D.O. allotments outside finally settled area.

S 416 - Miscellaneous surveys in finally settled area.

S 417 - Staking out outside finally settled area.

S 418 - Staking out in finally settled area.

- 4.79** The Surveyor will fill in items in page 3 of this form, which will be his report. Items, which do not pertain to his survey, will be struck off and for certain items the appropriate words will be used by striking off the irrelevant word. The Surveyor should go through every item and write his report very carefully, mentioning items, which are not already in the printed form, overleaf of page 3. These items will be numbered in continuation form the last item number printed on page 3. The Surveyor will sign the report at the end, giving his designation and date. In addition this report surveyor should prepare separate report including all important matters which are need to report to client of the requisition.

- 4.80** The Superintendents of Survey's examination notes are on page 2 of this Form. The Superintendents of Surveys will examine the plans in terms of each of these items and whenever any item does not pertain to a particular plan it will be struck off. On forms S 411 to S 416, against item 5B, the terms R.G.'s area stands for the "Registrar General's area ", but as the Registrar General is using the Minor Division as the Land Registration area, this term "R. G.'s area " may be interpreted to stand for the 'Minor Division'. The Superintendents of Surveys will tick off in ink, within the rectangle

cage, for every item that he has checked and sign and write his name, giving his designation and date at the bottom of the page.

- 4.81** Relevant section of front page of this form will be filled by the Subject Clerk/Draughtsman in the District S.O. The estimated time and the estimated date of completion may be filled in by the Surveyor, but these will have to be checked by the Superintendents of Surveys himself. The cage from “Plan completed on” to “Plans sent to District S.O.” will be filled in by the Surveyor and checked by the Superintendents of Surveys when he receives the documents.

The report will be checked by the Superintendents of Surveys attached to the District S.O. /T.A.O. and the form itself signed by the District Senior Superintendents of Surveys. Items not required for the survey will be struck off on this page. The word ‘for’ against the ‘Senior Superintendents of Surveys’ will be struck off.

- 4.82** Surveyor should create complete requisition file including this from and all relevant document and tracing. Superintendent of surveys should forward this file with completed plan; old filed sheets and filed books to district survey Office. At the district survey office documents which are need to send to outside will be removed and if necessary copies of them will be enclosed to the file.
- 4.83** Once the copies of plan send work completed this requisition file will be kept in document room systematically. After five years, unnecessary files and files to be kept further but unwanted papers inside the file to be destroyed. The distortion should be done by the board appointed by P.S.G. consisting District Senior Superintendents of Surveys and another two Superintendents of Surveys. Register for disposed requisition file should be maintained. Yearly this should be done.

Schedule of Requisitions

- 4.84** Surveyors should maintain schedule of requisitions (Form Litho 12/569) and enter all information on them, including the Ministry reference number. Requisitions received for further attention will be entered in red on these forms.
- 4.85** Only one form should maintain for all the requisitions.
- 4.86** When a requisition is passed by the Superintendents of Surveys, the surveyor will strike off the entries in the Schedule up to the end, and enter the date of passing of the requisition by the Superintendents of Surveys. When a requisition is transferred to another surveyor, it should be so stated while canceling the entry, and the name of the surveyor to whom it is transferred with the date of such transfer, should be entered in the Schedule.
- 4.87** No previous entries should be altered, and no new forms should be substituted in place of the once already taken up without good reasons. If, however, new forms are substituted, the old forms should also be attached to the new forms.

4.88 These forms will be forwarded to the Superintendents of Surveys at the end of every month.

4.89 Superintendents of Surveys should maintain requisitions register and it should be update continuously using information of schedule of requisitions received from surveyors, on receipt of new requisitions and completion of requisitions. With this register it should be possible to state current situation of the requisition.

The Divisional Superintendents of Surveys should maintain up-to-date requisitions database which provided by the department.

Similar to the up to date database at District Survey Office should be maintained.

4.90 Superintendents of Surveys prepare a summary indicating progress of completion of requisition from this schedule and will send to the district Survey Office to reach them on or before the 2nd working day of every month.

District Senior Superintendents of Surveys will also forward summary of progress to the Provincial Office before the 10th working day of every month.

4.91 Separate registers should be maintained by the Senior Superintendent of Surveys of the district to monitor completed requisition including all relevant information of the requisition, plan, issuing print and should keep update for each Divisional Secretaries Division.

Similar register should be maintained by the Superintendent surveys at divisional Survey Office.

Senior Superintendent of Surveys and Superintendent of Surveys should be in a position answer any query on any requisition immediately base on registers and data bases maintain in the District Survey Office.

Surveyor's Report

4.92 When Certified copies plans sent to the Divisional Secretary, it should be accompanied by a report, indicating any matters of special interest. This report should be prepared by the Surveyors need to be certified by the Superintendent of Surveys and Senior Superintendent of Surveys respectively.

Filing of plans in the District Offices

4.93 Preliminary plans together with the original tenement lists & certified copies will be filed in folios of 25 each by separately.

F.V.P. sheets and their tenement list (originals) & certified copies will also be filed accordingly.

Certified copies of F.V.P. / F.T.P. will be filed as usual in the F.V.P. /F.T.P., and their tenement Document lists files respectively.

- 4.94** Certified copies of all maps and plans for statutory purpose and their tenement lists will be filed by the Document Management and Professional Standards Branch at SGO
- 4.95** Final Colony Plan, Colony Plan, Final Urban Plan, Urban Plan, L.D.PPs, I.S.PPs, F.S.PPs and etc. will not be prepared in future. If any requirement arises then should be prepared Cadastral Maps.
Any supplementary surveys in above areas then adopt the rules in FVP and VP areas as relevant.

CORRECTION SLIPS

CORRECTION SLIPS