

CHAPTER XII
PLAN WORK
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CHAPTER XII

PLAN WORK

- 12.1** The software provided by the Survey Department should be used to prepare plans of all surveys.
- 12.2** The surveyor should use blank A3 sheets. Marginal information, grids, and survey data should be drawn using computer program. See Chapter XXII for further details.
- 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 plan.
- 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. This sheet assignment should be checked by Supervising Officer before commencing the plotting.
- 12.5** When it is necessary to turn the sheet through 90° it is borne in mind, that it has to be turned 90° anti-clockwise, such a way to have the binding margin of sheet is in your left hand side.
- 12.6.1** 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
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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 inked in black.
- 12.6.2** For the work outside F.V.P. / Topo P.P areas P. Plan to be prepared. P. Plan number should be obtained from the surveyor from the District S.O. and the Sinhala prefix for the district followed by this number should be printed on plan.
- 12.6.3** 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.
The correct page number should be printed in black at the center of the top margin above the requisition number.
For the work within the cadastral areas, new sheet to be prepared. The sheet number, the last lot number, and the last TL page number used for the tenement list of that block should be ascertained from the District Survey Office.

12.6.4 Final Survey Plans - Work falling within the areas covered by F.S.P.P will be done as in the case of F.V.P.P.

12.7.1 Work within F.T.P.or Topo P.P. area:- A3 field sheet should be used for Supplements and new Insets with the inappropriate words in the heading erased off and neatly printed to read,

SUPPLEMENT No.	INSET No
or	
FINAL TOPO PLAN	FINAL TOPO PLAN

12.7.2 A3 field sheets will be used in dealing with state lots for which a plan already exist and will serve only as a field sheet by printing the F.V.P./ F.T.P. or V.P / Topo P. P. plan number.

12.7.3 Tenement list in A3 size will be used for preparing tenementary information after amending the heading as in para 13.7.1 above. Tenement list should be prepared using the software provided.

12.7.4 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.

12.8 Scale of Plans.

The scale of 1:2000 will be used in all cases with following exceptions:-

(a) Acquisition surveys plans except those are over 4 Hectares and acquisition surveys for village expansion will be on 1:2000, 1:1000, or 1:500 scales, according to the size of the lots and value of the land. Plans of acquisition for village expansion may be drawn on the scale of 1:4000.

(b) Small encroachments, that are valuable, or lots that are too small to be drawn on 1:4000 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 , this may be done after reference to Provincial D.S.G. for approval.

(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 sub paragraph 9 of DSR 21.3.2.3 for scale of cadastral maps.

12.9 Pencil Plotting: Pencil plotting is no longer applicable. Plotting should be done using the software provided.

12.10 The pickets of all primary, secondary and tertiary traverses should be plotted from the coordinates. Pickets should be plotted using software provided, and checking should be done in the digital file.

12.11 (a) The name of the Minor Division should be printed in the space between the Village name and Divisional Secretary Division on A3 field sheet, whenever Minor Division are shown on village lists. These need not be shown on sheet used for T.Ls.

(b) 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, viz;

“Ward No 36 , Kirula,
Within the Municipal Council Limits Colombo,”

(c) 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).

(d) 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.

(e) 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.

(f) 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.

(g) 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.

12.12 The following must be done in the field:-

(a) Preparation of digital survey plan using data of field surveys and scanned survey plans.

(b) Detail plotting of the boundaries of Title plans, Diagrams, Settled preliminary plans &c. the landmark defining them. The Supervising Officer and District Superintendent 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 Supervising Officer.

- 12.13 Distinctive Colours on Plan:** Pickets and chain lines will be in blue. A few field book numbers 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.
- 12.14** Landmark dots, and the description of landmarks, will be in black.
- 12.15** Clitches will be in black. Where half the wall or ditch etc., is claimed by each of adjoining owners, clitches should be shown on either side but not in a way so as to cross the feature.
- 12.16** All boundaries will be drawn in black except: -
- (a) Stream and water edges in orange cadmium (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 in red. Boundaries have to be transferred using scanned and georeferenced images of existing plans.
- 12.17** 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.
- 12.18 Abbreviations:** - Use abbreviations in Annexure 10 in chapter XXII to describe the land use/contents of lots on plan.
- 12.19** The following should be noted when inserting the abbreviations on plan: -
- (a) The initial should be printed below the lot number.
 - (b) No 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.
- 12.20** (a) Use abbreviations in Annexure 10 in chapter XXII to describe the boundaries.
- 12.21** The initials should be written where they will not confuse the plan, and no stops should be inserted.
- 12.22** All the lettering on the plan will be in accordance to the DSR 22.3.1.

- 12.23** Arrows indicating the direction of flow of watercourses should be drawn neatly in black.
- 12.24** 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 “U”. The description of the road main, minor, &c.- 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.
- 12.25** 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. It will not be necessary as a rule to lot the features in sporadic surveys.
- 12.26** Paths and water-courses have to be shown in real dimensions as the plan is prepared digitally.
- 12.27** Foot paths should be shown in black, with real dimensions. They should be describe as “footpath” or using abbreviation “FP”.
- 12.28 Printing Letters**
Please refer DSR Chapter XXII for the dimensions of letters.
- 12.29** The following dimensions in milimetres must be adhered to:-
- | | | |
|---------------------------------------|-----|------------------------------------|
| Trigonometrical stations | ... | red triangles of 3.0 mm sides. |
| Provincial check 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. |
- 12.30 Revenue Boundaries.** Conventional signs in Annexure 10 in chapter XXII should be used to define revenue boundaries.
- 12.31** 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.
- 12.32** 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.

12.33 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.

12.34 Abutting Description.

- (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, except when there are more than one cultivation an abutting lot, when the description should also be printed.
- (c) In cadastral areas, abutting lot numbers / block numbers / village numbers should be printed.
- (d) Red clitches on abutting boundaries should be avoided by repeating abutting plan numbers.
- (e) On A3 Field sheets, reference to old sheets should be made in blue, in the case of work out side finally settled areas.
- (f) In town areas, the direction of roads need not be printed on plan, where the roads have local names.
- (g) Co-ordinates values will be printed in blue on all A3 Field sheets.

12.35 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.

- 12.36 Lotting.** Lots especially in large surveys, should be numbered consecutively from unity, beginning from northwest corner of the plan, continuing eastwards and returning westwards. For the purpose of easy reference, it is an advantage if consecutive numbers adjoin.
- 12.37** Should if be found after completion of plan 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.
- 12.38** The numbers of lots in all full and half sheets should be 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. See para 12.96
- 12.39** Where several insets appear on a sheet out side Block Survey area lotting should be consecutive throughout the sheet, and should not commence from unity for each inset.
- 12.40** The last lot number used in a Final Village Plan should be verified from the District Survey Office.
- 12.41** 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.
- 12.42** Red Preliminary Plan lot numbers appearing on the sheet will be ignored by the surveyor, while numbering the new lots.
- 12.43** 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.
- 12.44** Roads, streams, and other lots should not, as a general rule, be clitched across. Supervising Officers must, however, use their discretion in the matter. Reservations set out for different purpose, should not be lotted together.
- 12.45** 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.
- 12.46** Village boundaries must not be clitched. The land on either side must be separately lotted.

- 12.47** 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.
- 12.48 Sub-divisional Lots:** - 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.
- 12.49** 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.
- 12.50** 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 lotspage.....” in red in the “Remarks” column. A fresh tenement list page, should be attached to the original tenement list.
- 12.51** The new page must contain up-to-date tenementary information, and must state, in the “Remarks” column of the supplementary tenement list, the reason for dealing with the lot again. Tenement lists must show clearly all the stages through which a lot has been passed since the issue of the Village Plan or Final Village Plan.
- 12.52** Extents of lots should be computed digitally and the total extent of sub – lots should be as defined in DSR 24.3.2.
- 12.53** The balance area of sub-divided lot must always be shown in the tenement list.
- 12.54** 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, &c., number.
- 12.55** 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 be assigned to Final Village Plan sheets.
- 12.56** 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

- 12.57** A3 size sheet should be used for tenement list.
- 12.58** Database of Tenement List should be prepared using the software given. Tenement List should be printed in black using the same software.
- 12.59** Specimens of tenement list for different types of surveys are annexed to the corresponding chapters.
- 12.60** The chief names of all lands should be carefully given except for private lands, when it will be sufficient to give one or two of the more important names and add the word “&c.”
- 12.61** Land will be described according to its cultivation (see para 12.62). The approximate age of the cultivation should be given.
- 12.62** Vegetable gardens which contain no old plantation, houses &c., or any definite evidence on the ground to show that they are “old gardens ” should be described merely as “vegetable garden” and not as “old vegetable garden” on hearsay evidence.
- 12.63** If a lot contains only a few valuable trees and if their survey as a separate lot is not practicable, they should be enumerated.
- 12.64** The number of houses in a lot, unless they have all been shown on the plan, must be recorded, together with their description : permanent or temporary.
- 12.65** 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; but descreation must always be used in describing buildings.
- 12.66** In some surveys, such as Acquisition Surveys, it will be necessary to give detailed descriptions of the houses, such as mud or brick, thatched or tiled. &c.,
- 12.67** Any well, spring, or other similar feature within a lot should be mentioned. Wells should be described as “ constructed ”or “ temporary ”.
- 12.68** 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 Sabhas should be described as Road (R.D.A.) and Road (P.S.) .
- 12.69** 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.

- 12.70** 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.
- 12.71** Addresses of claimants who do not live in the village under survey should be given.
- 12.72** 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 palu villages the parent village should be added within brackets, after reference to the Divisional Secretary.
- 12.73** Lots falling within the limits of Municipalities, Urban Councils, Pradeshiya Saba'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.
- 12.74** Areas should be computed digitally to the accuracy proscribed in Chapter XXII and 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 metres should be given in the Remarks Column of the TL (37 square metres) Dashes should not be used in entering the extents in the tenement list..
- 12.75** When work falls more than one village, a column should be ruled in the remarks column and the name of the villages entered against the respective lots.
- 12.76** The extent should be totaled even when the plan has one lot. The word "Total" should be printed on the left of the total extent. When the available space is insufficient this word may be printed on the right of the total extent. The totals carried over and brought forward from one page to another should be left in pencil, and only the final total inked up.
- 12.77** The last page of tenement lists should be signed by the Supervising Officer and initialled by the District Superintendent when they have passed the plans.
- 12.78** On ordinary sporadic surveys, the Divisional Secretary's number and date and the District S.O. number only should be entered in space given for the requisition number.
- 12.79** When tenement lists run in to number of pages the foot-notes should be perfected on the last sheet.
- 12.80** In Acquisition surveys names and addresses of all the claimants to a lot must be recorded in the Tenement List. In the case of lands claimed by temples, the names of the trustees should be given In town areas the assessment number with names of the

roads should be entered after the name of the land as Assessment No. Road or premises bearing Assessment No... or part of premises bearing Assessment No. ... whichever is applicable.

12.81 All the names of the lands surveyed for acquisition should be given. The expression “etc.,” should not be used.

Nothing will appear on acquisition tenement list except land to be dealt with, i.e.,—

- (i) to be acquired ,either according to Declaration, or because a severance lot has made acquisition necessary;
- (ii) to be given in exchange;
- (iii) land shown on the acquisition sketch and found to be State.

12.82 When land has been acquired under Section 38 of the Land Acquisition Act, it should be borne in mind that the land has already been vested in State. When drawing up tenement list/ lists of such plans the name of the claimant should be “ State ” The following remarks should be made against such lots:-

“ Taken over under Section 38 of the Land Acquisition Act .Original claimants (Here , state names and addresses of claimants) For finalizing acquisition proceedings.”

12.83 In Acquisition Surveys, the purpose of the acquisition should be stated after the Divisional Secretary’s number and date in the Tenement List. The District S.O. requisition number will be entered within brackets as S.G.’s requisition number. In addition that ,Land Ministry, relevant Ministry and relevant Department/Institution number and should be quoted in the Tenement List

12.84 For special instructions regarding Acquisition survey tenement lists see Chapter VI.

12.85 Reports on Surveys. A report on every survey should be send with the completed plans. The report should be written on the form appropriate to the class of survey.

12.86 It cannot be too strongly impressed upon surveyors that these reports are of great importance. Surveyor should make notes in an unnumbered field book or in a notebook as the survey proceeds. Supervising Officer 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.

12.87 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 Niladari 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;
- . Unsurveyed encroachments;
- . Cemeteries;
- . Hamlets;
- . Reduction and insertion on old records;
- . Any other matters of importance or interest.

12.88 Information, which can be properly included in the tenement list, should not be included on the report.

12.89 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.

12.90 Examination of plans. On completion of work, surveyors must scrutinize their plans and connected documents thoroughly, to see that there are no omissions

12.91 Supervising Officer should examine plans in accordance with the note contained in Appendix 9. Examination on the lines indicated should disclose any irregularities which may exist.

12.92 The instructions cannot, however, be considered sufficiently detailed to cover every mistake that might arise. They may be varied to suit particular circumstances.

12.93 It is the responsibility of the District Superintendent to see that the above regulations have been carried out and plans are submitted with the correct digital files before plans are passed.

12.94 District Superintendents 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.

12.95 When one Supervising Officer take over unfinished work from another officer, the District Superintendent must decide what each is responsible for, and this must be clearly indicated on the plan.

12.96 Signing of Plans. All plans should be signed in Indian ink by the Surveyor and Supervising Officer. 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

Superintendent, Acting – District Superintendent or Supervising Officer in charge of the District 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.

- 12.97** 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 cancelled, and referenced to the new plan in crimson lake colour. Original Block Survey sheets or Town Survey sheets will be exceptions to this rule.

CORRECTION SLIPS