

**CHAPTER XVII  
MISCELLANEOUS  
INDEX**

	<b>Page</b>
17.1. Separate files for each Divisional Secretary Areas.	3
17.2. Plans and diagrams prepared in Head Office and District Survey Offices.	3
17.3. Updating details of Final Village Plan diagrams.	3
17.4. Use of letters in front of the sheet numbers.	3
17.5. Final reports after Demarcation Surveys.	3
17.6. Scale of settlement plan prepared in Head Office.	3
17.7. Preparation of Final Village Plan.	3
17.8. Filing and printing of Final Village Plan.	3
17.9. Issuing copies of Final Village Plans.	3
17.10. Informing the receipt of Final Report.	4
17.11. Inserting subsequent work on Final Village Plans.	4
17.12. Destroy of Village Plans and connected TLs.	4
17.13. Destroy of unnecessary connected papers of Village Plans.	4



**CHAPTER XVII****MISCELLANEOUS**

- 17.1** In District Survey Offices, separate files should be kept for each Divisional Secretary areas in which all correspondence relating to special work in any village in the Divisional Secretary Areas should be placed. Separate files should be maintained for each village.
- 17.2** **Title Plans, Diagrams, etc.** Title Plans, are prepared in Surveyor General's Office (Head Office) in Document Management and Professional Standards (DM & PS) branch. Diagrams, Diagram Plans and Lease Plans are prepared in District Survey office.
- 17.3** After the Diagrams in Final Village Plan area have been numbered and issued, the District Superintendent (Snr. Supdt. of Surveys) who will enter the numbers in red on his copies of the Final Village Plan Tenement List, & Field sheet and detail of the Diagrams will be sent to D.S.G (DM & PS) on S 141 to update record in Head office.
- 17.4** The letters 'TP' or 'D' or 'No' will not be inserted before the number. If the letters 'TP' or 'D' appear on a sheet before the figures of a Title Plan or Diagram Number, that shows that the sheet is not the original sheet of the Title Plan or Diagram.
- 17.5** **Final Reports and Final Village Plans.** 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 the Final Report is printed.
- 17.7** 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.
- 17.8** 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.
- 17.9** On completion of the Final Plan, two copies are issued to the Divisional Secretary concerned & to the District Superintendent and one copy should be issued to Settlement Officer. A Diagram copy is issued to the District Superintendent for the use of surveyors. Copies are issued to the Divisional Secretaries for the use of their staff.

- 17.10** As soon as the draft Final Report is received from the Settlement Officer, Snr. D.S.G (DM & PS) will inform the District Superintendents of it.
- 17.11** All subsequent work in a village is then carried out based on the Final Village Plan.
- 17.12** When a Final Village Plan is received by a District Superintendent, the Village Plan tenement list should be destroyed, and D.S.G. (DM & PS) should be informed by letter that this has been done.
- 17.13** After one year, District Superintendent will sort the papers in the Village file and destroy all unimportant papers retaining only important papers with regard to the method of survey, computation sheets, detail co-ordinates or any other matter of importance. The papers retained should be filed by villages in Divisional Secretary Areas.

### **CORRECTION SLIPS**