Preparation of Cadastral maps and plans by registered licensed surveyors
year 2020

Data Sheet - …… District

1. Should be completed by the Senior Superintendent of Surveys in charge of district

1.	Survey requisition No.	
2.	Divisional Secretary division	
3.	Cadastral Map No.	
4.	Block No. and Sheet No.(S)	
5.	Grama Niladhari division & No.	
6.	Approximate Number of lots	
7.	Name of the Registered Licensed Surveyor	
8.	Name of the Supervising Officer	
9.	Date of agreement signed	
10.	Date on which the Survey requisition handed over to the Registered Licensed Surveyor	
11.	Due date of completion of work as per the agreement	
12.	Due Date of completion of work as revised (If applicable)	

Date :……

……
Signature of Senior Superintendent of Surveys
in charge of district

2. Should be completed by the Registered Licensed Surveyor

1.	Started date of pointing out of boundaries		
2.	Completed date of pointing out of boundaries		
3.	Number of Lots pointing out of boundaries		
4.	Started date of field survey work		
5.	Completed date of field survey work		
6.	If, extension was obtained	Date of 1st Extension	
		Date of 2nd Extension	
7.	Date of completed plan handed over to the S.S.		
8.	Dates received for amendment of plan		
9.	Date of handed over amended plan to the S.S.		
10.	Date of final amended cadastral maps, ……cad plans and digital data of were handed over the S.S.		

Date :……

……
Signature of Registered Licensed Surveyor

3. Should be completed by the S.S. in charge of Supervision

1.	Date of plan and digital data received for the first time from the Registered Licensed Surveyor	
2.	Tenement List of the Plan	
	Number of State – Grants Land lots	
	Number of State – Permits Land lots	
	Number of private land lots	
	Number of Road lots	
	Number of Stream/ Reservation lots	
	Number of other land lots	
	Number of converted cadastral map lots (If any)	
	Number of lots Formed (If any)	
	Total Lots in Plan	
	Number of Equivalent lots (if any)	
	Extent (Hectare)	
3.	Dates of handed over for amendment (including Senior S.Ss.)	
4.	Dates of received after completion of amendments (including Senior S.Ss.)	
5.	Date of final amended digital data received (cadastral map and cad plans)	
6.	Field Inspection dates and field book numbers	
7.	All files including digital 1:10,000 index map and digital field notes received	Yes/No
8.	Whether the landmarks settled	Yes/No
9.	Whether the all document received	Yes/No
10.	Date of the final bill received	
11.	Recommendation for the accuracy of the checked bill	
12.	Date of plan checked and signed	
13.	Date/dates of plan and digital data were handed over to the Senior S.S.	

Date :……

……
Signature of Superintendent of Surveys

4. Should be completed by the Snr. Superintendent of Surveys who certifies the plan

1.	First received Date of completed and checked plans from S.S.	
2.	Dates of handed over for amendments	
3.	Dates of received after completion of amendments	
4.	Date of received final amended digital data	
5.	All field books relevant to the plan received	Yes/No
6.	Old documents amended	Yes/No
7.	Date of plan passed	
8.	Date of plan copies issued	
9.	Date of cadastral maps and plans with digital data were submitted to the Snr. S.S. (district)	
10.	Date of cadastral maps copies were submitted to the commissioner of Title settlement and Title Registrar	
11.	Recommendation on payments	

Date :……

……
Signature of Snr. Superintendent of Surveys

5. Should be completed by the Snr. S.S. , in charge of the district

1.	Received date of copies of passed plan and digital data			
2.	Date of certified plan copies was sent to the P.S.G.			
3.	Date of digital data for cad plans submitted to the Title Registrar			
4.	Whether the landmarks were settled			Yes/No
5.	All documents obtained relevant to this survey requisition were received			Yes/No
6.	Relevant competed requisition file received			Yes/No
7.	Dates of the extensions were granted			
8.	Sent date of bill & clearance certificate to the provincial Surveyor General			
9.	Survey fee mentioned in the bill			
10.	Number of days delay		Amount of fine for the delay recommended	
11.	Tax (If applicable)			
12.	Total amount to be paid to the Registered Licensed Surveyor			
13.	Supervision fee			
14.	Check the data in cages 3.2, 3.12, 4.7, 4.8 with SRIMS Data Base			Agreed/Not agreed

Date :……

……
Signature and Stamp of
District Snr. Superintendent of Surveys

Snr. S.S. (…… district)

1. Since the all work relevant to this survey requisition has been completed clearance certificate was issued on …….

2. Plan copies have been sent /have not been sent to Surveyor General

3. Since the relevant work and payment are agreeable to the contractual rules and conditions, approval is granted for payment of Rs. …… as the total amount to the Registered Licensed Surveyor and Rs. …… as the supervision fee.

Date :……

……
Signature and Stamp of
Provincial Surveyor General

Copy: Additional Surveyor General (TR) - kindly requesting to release the allocation and cash impress relevant to this survey

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For use in Head Office

Data in 3.2, 3.12, 4.7, 4.8 cages are agreed /not agreed with SRIMS Data Base record.

……
Subject Officer

Approved amount for the payment is correct according to the above particulars and paying instruction of the Surveyor General.

Checked by ……
TAO/ Head of branch

Payment is recommended ……
Snr. S.S. (TRS)

Issue of allocation is recommended
……
D.S.G. (TR)

Issue of allocation and cash impress is approved.

Date : ……

……
Additional Surveyor General (TR)