

CIRCULAR

The Director of Land Records feels that sufficient attention is not being paid to the review to Govt. Plots in City Surveyed areas to detect unauthorised encroachments. Several instances have been reported where Maintenance Surveyors have allowed unauthorised encroachments on Govt. plots to continue unnoticed, with consequent loss of revenue to Govt. The Maintenance Surveyors, or Talatis or Circle Inspectors doing the review work in City Surveyed areas should review all Govt. Plot once a year instead of reviewing them along with other properties, Once in three years as is done at present. The inspecting officers should take an adequate test to this review work. A register of Govt. plots in a city Surveyed areas should be maintained in the following form, to facilitate the review as well as the check of this review work.

S No	Sheet No & C.T.S No	Whether assigned for any particular purpose if so what	Details of easement rights if any, on the plot, recognized by proper authority.	Date of inspection & Initials of the M S	Remarks 3/4 If an encroachment or a fresh easement is noticed quote the S No of the encroachment register where it is noted
1	2	3	4	5	6

The inspecting officers should put their initials and date in taken of their inspection in column 5

When it is noticed that an encroachment is made or a fresh easement noticed on any of these plots the matter should at once be reported as usual to the higher authorities for taking further necessary action in the following form

S No	Ward S No	&	Name of the encroacher	Rough sketch of the site with the measurement & area of the land encroached upon.	Date on which the encroachment was made	Date on which it was detected
1	2	3		4	5	6
The revenue year from which the rent is to be levied			Whether this encroachment was detected & get cleared in the past. If so, the year should be stated	Date & nature of disposal-Remarks		
7			8	9		10

Column 5 of the reports, should show the date ascertained by local enquiry as to the date when the encroachment was made. The present practice is very often to show the date of detection of encroachment as the date of encroachment and this leads to loss of revenue for past unauthorised use. The Maintenance Surveyors will be held responsible for the correctness of the date of encroachment reported by them.

The above circular supersedes S.L.R.N.C's circular No. CTS 70 of 25th April 1935

Sd/-xxx