

No SV. 978

Poona, Dt. 13th Feb 1964

**CIRCULAR**

**Subject : Layout in City surveyed areas  
Corrections due to in City Survey Records.**

It has been brought to the notice of this office that the procedure followed in respect of correction of city survey records in case of layouts formed in the agricultural lands in the City Survey Limits is not uniform. Particularly in some cities separate cards are not opened for each plot which gives rise to much avoidable complications.

2. With a view to achieve uniformity the following instructions are issued

- (i) As soon as the intimation about the approval of the layout is received from the Collector or the Director, Town Planning, the party concerned should be intimated to demarcate the layout on the spot and to credit the appropriate measurement fees. The Measurement should be carried out and each plot treated as a separate hissa and a separate property Register Card should be opened for each plot when the plot is actually converted to N.A., the corrections regarding area and assessment should be made accordingly in the PR Card.
- (ii) As regards correction of the District Survey Office Records, as soon as demarcation is actually done on the spot and each plot is separately formal and demarcated on the spot, it should be treated as a separate hissa and akarpod patrak should be prepared. When a hissa in plot is actually converted to N.A. Necessary KJP's to that effect should be prepared.

**Sd/- (Mohd. Abdulla)**  
Settlement Commissioner &  
Director of Land Records, Pune