

CR-1936052313

CIRCULAR

The Director of Land Records, notices that in their inspection notes of the City Survey Offices, the SLRs and DILRs order the removal of jacket forms, if any, placed on the self-indexing files containing only one page, on the authority of para 2 (e) of the Senior SLRCD's Circular No CTS 90 dated 4/7-7-1932, There is no point in getting the jacket from removed from self indexing files, even if they contain only one paper, when once they are prepared, because it involves unnecessary waste of jacket forms and of the labour of the CSs and especially because jacket forms have to be prepared later on when one or more pages are added to these files It is, therefore directed that in future jacket forms in such cases should not be removed when once prepared

Sd/-xxx

Ag Director of Land Records

Copy with compliments to the SLRN/C Circles

Copy to all the DILRs

Copy to all the City Survey Officers

No SV. 663 of 1936

Poona, Dt. 24 4 1936

MEMO

It is observed that there is no uniformity of practice in the matter of showing encroachments in the City Survey maps during review The following instructions are, therefore, issued

All encroachments noticed during review or otherwise should be correctly plotted on the review copy in pencil and shown in the Encroachment Register. All the entries in the Encroachment Register should be serially numbered and the number given to each encroachment on the review copy in order to show that the encroachment has been taken to the encroachment register and further necessary steps are being taken If the encroachment is subsequently removed it will simply be rubbed out from the review copy after keeping necessary notes about the disposal in the encroachment register If it is given on temporary lease for a short period it should be shown in dotted lines in ink as directed in this office circular No SV 545 of 8 3 1928 If given permanently it will be plotted in continuous line in ink in the review and correction copies and will be given a new city survey number if the tenure is different from the property The PR being also suitably corrected Encroachments should not be shown in the correction copy until they are either temporarily or permanently given to the encroacher

Sd/-xxx .

Ag Director of Land Records