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12/09/2002

No.13/77/DP/CIR/2000/6983 29 01
Government of Goa.
Directorate of Panchayats,
Junta House, 3rd lift, 3rd floor,
Panaji-Goa.

Dated:- 6.9.2002.

C I R C U L A R

It has come to my knowledge that inspite of clear instructions issued by this Directorate in the matter of repairs to buildings, the permission granted by the Village Panchayat for the repairs of existing house/building within the existing plinth area, has been misused which amounts to violation of the building rules in force. In order to keep an effective control on such permission for repairs granted, it is felt necessary to introduce a format for granting repairs licence for the repairs undertaken within the jurisdiction of the Panchayats within the State of Goa, in terms of para 6 of the Memorandum No. Panchayat Appeal NO. 76/97/538 dated 5.2.1999.

It is enjoined upon all the Sarpanchas of Panchayats to compulsorily obtain and retain in the file of the concerned party details of repairs in the format, inspection and report, as per format prescribed and enclosed herewith, before granting of permission for the repairs. A format for granting permission to undertake repairs has also been enclosed herewith which should be implemented immediately.

Pris
17/9/02 Copy of this Circular should be acknowledged.

- Incl: (1) Application format;
- (2) Format on inspection report;
- (3) Format for granting permission for repairs.

P.M.
(P. M. BORKAR)
Director of Panchayats,
Panaji-Goa.

To,
The Sarpanch,
V.P. _____

APPLICATION FOR PERMISSION FOR REPAIRS OF BUILDING.

- Name of Village Panchayat _____ Case No. _____
- 1 Name of Applicant _____
 - 2 a) Name of the ward _____
b) House No _____
c) House tax Assessed _____
d) House tax paid/Reg.No. & Date _____
 - 3 Name of the Owner/Co-owner _____
 - 4 Description of existing house (Whether storied) _____
 - 5 Whether there is electric supply/ meter. if so, since. _____
 - 6 Whether there is water supply/ meter. if so, since when _____
 - 7 Specification of the material of the existing house (Whether it is of mud, laterite stone Plastered) _____
 - 8 Plinth area of the existing building/house) _____
 - 9 Dimension of the existing house/building with dimensions /sketch _____
 - 10 How old is the existing house/Building _____
 - 11 Cadastral Survey Plan _____
 - 12 Tills documents (s) _____
 - 13 Photographs of the existing house/ building _____
 - 14 full particulars with dimensions of the repair to be undertaken (whether for part of the house or entire building) _____
 - 15 Specification of the material to be used in repairs _____
 - 16 Necessity to undertake repairs _____
 - 17 Estimated cost of repairs _____
 - 18 Approximate time required for the repairs. _____

Place:-

Dated:-

Name/signature of the applicant

INSPECTION REPORT

It has been inspected by the undersigned to check:

- (1) Necessity to undertake repairs:-
- (2) The existing plinth area which is as under:
Length: _____ Breadth: _____ Height: _____
- (3) House No: _____ Tax paid Rs: _____ for _____ year.
- (4) Cadastral Survey No. _____
- (5) Photographs have been produced of existing plinth area by the applicant

Report of site inspection dated _____ has been placed under :-

Therefore, necessary permission may be granted / may be rejected.

Signature & Name of
V.P. Secretary

Signature & Name of
E.O. (V.P.)

Signature & Name of
E.O. (R.E.)

The Panchayat has resolved in the meeting held on _____ to grant / to reject the permission as requested for vide resolution No. _____

The applicant on completion of the repairs should intimate to this village Panchayat in writing within a fortnight that repairs have been carried out as per the permission granted on _____

Office seal

Date: _____

Place: _____

Sarpanch

Office of the Village Panchayat _____

F O R M
Permission No.
(See rule 3)

Shri/Smt./Kum. _____
from _____ ward _____ is hereby granted permission for the
repairs in terms of resolution No. _____ adopted in the Panchayat meeting dated
_____ as per the application for permission for repairs dated _____
inwarded under No. _____.

The applicant shall comply with the following conditions:-

1. The repairs shall be undertaken only as per the particulars/details mentioned in the application.
2. The Village Panchayat shall be informed on completion of repairs within eight days in writing.
3. Photograph(s) of the repaired structure for V.P. record shall be produced.
4. All the provisions of law applicable while undertaking the repairs should be observed.
5. The permission is liable to be revoked.
 - (a) if the repairs are not undertaken as per the contents of application which have been duly approved;
 - (b) if there is any false statement in the factual details furnished or any misrepresentation made on which permission was granted.

The permission shall be valid for a period of _____ months from _____ to _____
Shri/Smt./Kum. _____
has paid tax/fees to the tune of Rs. _____ vide receipt No. _____ to/wards
the repairs to be undertaken.

This carries the embossed seal of the Village Panchayat _____

Date:

Place:

SARPANCHI
VILLAGE PANCHAYAT _____