

NO. 15/77/DP/C&R/2002/e

Government of Goa,
Directorate of Panchayats,
Junta House, 3rd Floor, 3rd Lift,
Panaji - Goa.

Dated: 8.3.2002.

C I R C U L A R


Sub: Instructions to be observed while submitting a report on alleged illegal construction/health hazard.

After realising practical difficulties being faced by the Directorate of Panchayats and to avoid duplication of work of obtaining report, panchanama, etc. on the second occasion, it is felt necessary to lay down certain guidelines to be followed while conducting panchanama :-

1. At the outset it is required to be mentioned that any complaint received in this Directorate may contain allegations of an illegal construction/health hazard, etc. as the case may be. Before approaching the Directorate, such a complainant usually makes attempt to redress his grievance at Panchayat level and later on tries to convince the Block Development Officer.
2. In order to deal with issues, it is desirable that the facts/contents are thoroughly examined. It is, therefore, felt necessary that such a job is performed by a team of Officials/persons consisting of E.O. (R.E.); E.O.(V.P); Village Panchayat Secretary and a member of Village Panchayat by making a site inspection after notifying to the Complainant and the Accused (Opponent). (The practice of preparing report, sketch, Panchanama by the Village Panchayat Secretary should, therefore, be discontinued hereafter).
3. The aforesaid Officials after identifying the site; address and names of the Complainant/Accused should compare the contents of complaint with the site plan of the alleged illegal construction and thereafter record the proceedings/panchanama indicating therein the specific description of illegalities noticed; dimensions of the alleged illegal construction and the illegalities explicitly.
4. Many a times site in question is not properly identified and wrong survey number is indicated in the complaint. To overcome such issues, it is necessary to obtain cadastral survey plan and Form No. I & XIV from the Complainant/Accused and indicate the illegalities in the cadastral plan before submitting the report to this Directorate. This should be in addition to the sketch drawn by the E.O. (R.E) on a separate sheet of paper.

5. It is necessary to obtain the details of the action taken by the Village Panchayat after receipt of the complaint; reference to resolution, if passed; correspondence made by the Village Panchayat with the Complainant and the Accused; reply/counter-reply filed, if any. (Xerox copies be obtained).
6. If the alleged illegal construction is in progress, it is necessary to mention at what stage it has reached with dimensions –length, width and height .
7. While drawing report, panchanama and sketch by the inspecting team, it should be ensured that there are no contradictions in filling the requisite information at the respective columns of the report and panchanama formats which are currently in use.
8. Panchanama, report, sketch should be drawn immediately on inspecting the site and the same be submitted expeditiously, to this Directorate through the Block Development Officer.
9. The original documents – panchanama, report/sketch be submitted to this Directorate after retaining the xerox copies of the said documents duly certified by the inspecting team.
10. These instructions/guidelines shall come into force immediately and shall apply to all the pending cases on which references have been made to the Block development Officers and shall supercede all instructions/guidelines issued on this subject matter hereinbefore and remain in force until replaced or modified.
11. Any deviations from the abovesaid instructions/guidelines shall be viewed seriously.

Receipt of Circular be acknowledged, immediately.


(P. M. BORKAR)
DIRECTOR OF PANCHAYATS

To
The Block Development Officer,

_____ Block,
_____, Goa.

copy to: The Dy. Director of Panchayats North/ South
Goa.