



OFFICE OF THE COLLECTOR, NORTH GOA DISTRICT

Establishment Branch, Collectorate Bld., Panaji, Goa-403001

Phone Nos: 2225083, 2225383(EPBX)

No . 11/596/2020/EST/Col / 2143

Dated : 24/12/2020

To,
The Chief Executive Officer
Goa Investment Promotion Board
Patto, Panji Goa

Sub:- Details of services to be implemented online.

Madam,

I am directed to enclosed the procedure of services alongwith relevant details of the services which are to be implemented online are as under :-

1. Procedure for obtaining Form I & XIV
2. Procedure for obtaining Partition of land
3. Procedure for obtaining Solvency Certificate
4. Procedure for obtaining Matriz Certificate
5. Procedure for obtaining Sound Permission
6. Procedure for obtaining Grant of Arm License
7. Procedure for getting gratuitous relief under Natural Calamity Relief.
8. Procedure for obtaining Cinema License
9. Procedure for obtaining Petroleum NOC
10. Procedure for obtaining Explosives license
11. Procedure for obtaining Conversion sanad

Further, there is only one application received for new Cinema license in the last 3 years which is pending for insufficient documents and fees proscribed for new cinema license is Rs.2500 per screen.

Yours faithfully,

(Sagar Gaude)
Dy. Collector (Revenue)

Encl: as above

Fax No :-2427690/2225083/2225383 (Ext. No 225)

Email Id :estbr-coln.goa@nic.in

Form I & XIV

FOR OBTAINING A COPY OF FORM I AND XIV:-

1. Where to apply

- To the concerned Taluka Mamlatdar

2. Documents to be attached and fees payable

- No Documents Required
- Fees Rs 45/- Per Copy
- For Additional pages of same Form I & XIV Rs 15/- Per Copy

3. Detailed procedure after application

- Apply on plain paper to the concerned Mamlatdar of the concerned Taluka
- Mention therein the Survey Number, Sub-division Number and Village name.

4. Time line

Concerned Mamlatdar will issue the copy on payment of fees within 2 days.

Visit: <https://goaonline.gov.in/>

Collectorate of North Goa District

Collectorate of North Goa District, Collectorate Building, Panaji Goa, India – 403001

Location : Collectorate of North Goa District, Panaji Goa

City : Panaji | **PIN Code :** 403001

Phone : 0832-2225383/2223612/2225383

Partition of Land

FOR OBTAINING PARTITION OF LAND:

1. Where to apply

- To the concerned/Taluka office of Dy. Collector & SDM

2. Documents to be attached and fees payable

- No Fees required for application form

3. Detailed procedure after application

- A decree holder or a co-holder of land can apply for partition on plain paper under section 61 of Land Revenue Code along with following documents:-
- Latest Form I and XIV duly mutated in the name of the applicant (1 original + 1 attested / notarised) *
- Site plan i.e. plan showing the area to be partitioned (1 original +1 Xerox). Superimposed plan of area to be partitioned.
- Survey Plan (1 original + 1 Xerox).
- Title / Ownership documents e.g. Sale deed etc. (1 notarised/attested + 1 Xerox).
- Form I & XIV: Application on plain paper with Rs.5/- court fees stamp stating village name and survey number. (office of the Mamlatdar)
- After scrutiny, Notices to concerned opponents in the said Form I & XIV form is issued.
- If no objection are received from the opponents then First order is issued directing Inspector of Survey and Land Records (ISLR) of concerned Taluka for demarcation of plot after paying necessary fees i.e area wise.
- Once the report is issued by ISRL office final order is issued by Concerned Dy. Collector & SDM office

4. Time line

- Once the application is received within 15 days of application notices and proclamation are issued.

Solvency Certificate

FOR OBTAINING SOLVENCY CERTIFICATE:-

1. Where to apply

- Apply on plain paper to the Mamlatdar giving your complete residential address and the purpose for which, the said Certificate is required as below:-
- Solvency Certificate upto Rs. 1,00,000/- is issued by the Mamlatdar of the Taluka, Solvency Certificate above Rs. 1,00,000/- but not exceeding Rs. 5,00,000/- issued by the Dy. Collector and SDO of the Sub-Division and for above Rs. 5,00,000/- by the Collector of the District.

2. Documents to be attached and fees payable

- Application from the owner of the property
- Nil Encumbrance certificate of the property from Concerned sub Registrar's office
- Valuation report of the property
- Affidavit from the owner of the property stating that the property is not mortgaged and sell.
- Title documents of the property
- Identity proof of the applicant
- The applicant can also produce bank Guarantee in case he does not own any immovable property
- Any other documents if required

3. Detailed procedure after application

- On receipt of application, report from the Mamlatdar of concerned Taluka is to obtain the market value of the plot and verify whether the applicant is at the given address and is in possession of the property.
- On favourable report from the concerned Mamlatdar of the Taluka a solvency certificate is issued .

4. Time line

- Within 15 days of receipt of application

Matriz Certificate

FOR OBTAINING MATRIZ CERTIFICATE:-

1. Where to apply

- To the concerned Taluka Mamlatdar of North Goa District

2. Documents to be attached and fees payable

- No Fees/Documents Required

3. Detailed procedure after application

- Application on plain paper is to be addressed to the concerned Mamlatdar and Head of Taluka Revenue Office.
- Affix a Court fee stamp of Rs. 5/-on that application.

4. Time line

Within 3 days on receipt of application.

Sound Permission

For obtaining sound permission upto 10.00 pm

1. Where to apply

- Apply to concerned Taluka/Dy. Collector & SDM office .

2. Documents to be attached and fees payable

- Permission of Land owner.
- Permission of Local Authority (C.C.P. / Village / Panchayat / Municipality)
- In case of Wedding – Wedding card/Booking receipt of the place / N.O.C from hall/ Marriage Certificate issued by Civil Registrar-Cum-Sub Registrar
- In case permission needed on beach – N.O.C. from GCZMA and Tourism Department.
- In case permission needed on vehicle then applicant to specify the vehicle numbers along with attested Xerox copies of Registration Certificate (R. C.) book and driver details.
- Mention the timing, period and place where such permission is required upto 10.00 p.m.
- Rs 50 Payable on each application

3. Detailed procedure after application

- Apply on plain paper addressed to the Dy. Collector and Sub Divisional Officer concerned for permission to use loudspeaker at least 15 days before the event.

4. Time line

- Permission will be granted 2 days before the event.

GRANT OF ARM LICENCE:-

1. Where to apply

- To the Licensing Authority/Magisterial Branch of Collectorate North

2. Documents to be attached and fees payable

- The applicant should apply in prescribed form available for new arms license along with necessary document mentioned in the form
- Fees payable Rs 20/- Per Form
- Processing fees Rs 5000/- for new arm license
- Renewal processing fees Rs 3000/-
- Renewal Fees Rs 2500/- for 5 Years

3. Detailed procedure after application for New Licence /Renewal

- On receipt of application for new registration the same will be forwarded to Police verification report to the concerned Jurisdiction (renewal application form shall be submitted at least 60 days prior to expiry of the said licence).
- On receipt of Police verification report the application will be processed for personal hearing before the District Magistrate for deciding the application.
- And thereafter the decision of application for grant/rejection will be conveyed to the applicant

4. Time line

- The licensing authority, after considering the application and on being satisfied that the applicant has fulfilled the eligibility conditions, shall grant or refuse to grant a licence for permissible category of arms or ammunition to any person by recording in writing the reasons for such grant or refusal, by passing a speaking order, within a period of 60 days of the receipt of the police report or as per provision laid down in Section 44 of the Arm Act, 1959.

Natural Calamity Relief

FOR GETTING GRATUITOUS RELIEF UNDER NATURAL CALAMITY: -

1. Where to apply

- To the concerned Taluka Mamlatdar in prescribed Form available in the office within 60 days of date of loss

2. Documents to be attached and fees payable

- No Fees Required

3. Detailed procedure after application

- On the receipt of the report and Panchanama drawn by the Talathi, along with other necessary documents the Mamlatdar will send report to Collector along with the checklist with his recommendations within 7 days..
- The Collector will place the matter before District Level committee and will examine the case and if it comes under natural calamity scheme, issues orders recommending gratuitous relief under State Disaster Response Fund (SDRF)/National Disaster Response Fund (NDRF) as per MHA Letter No 32-7/2014-NDM-I dated 08/04/2015.
- Ex-Gratia Payment to families of deceased persons Rs 4.00 Lakh per deceased person
- Ex-Gratia Payment for loss of a limb or eye(s) Rs 59100/- per person when disability is between 40% and 60% and Rs 2,00,000/- per person when disability is more than 60%
- For Full Damaged/Destroyed houses/Severely damaged Houses
 - Pucca House } Rs 95,100/- per house, in plain areas.
 - Kutcha House } Rs 1,01,900/- per house in hilly areas.
- For Partially damaged Houses
 - Pucca House Rs 5,200/- per house (Damage at least 15%)
 - Kutcha House Rs 3,200/- per house (Damage at least 15%)
 - Damaged/Destroyed Huts Rs 4,100/- Per Hut

4. Time line

On received of application by Collector office, the same will be processed within 15 days

PROCEDURE FOR OBTAINING LICENCE FOR CINEMA/ THEATRE UNDER CINEMATOGRAPHY ACT:-

- Apply in prescribed Form 'B' alongwith Site plan and Certificate from Films Division.
- On receipt of above application the following reports will be called for:-
 - NOC from concerned Panchayat / Municipality.
 - NOC from Mamlatdar concerned.
 - NOC from State Electrical Inspectorate.
 - NOC from Fire Officer.
 - NOC from Police (Traffic)
 - NOC from Health Office, concerned PHC
 - NOC from PWD.
- The above reports will be perused and studied and accordingly Cinema Licence will be issued in **Form 'A'** within 15 days after obtaining all reports.
- The above licence is granted for one year and has to be renewed subsequently every year after obtaining NOC from Mamlatdar, Fire and State Electrical Inspectorate and Films Division.

1. NOC required for setting up of explosive manufacturing, storage, sale, transport.

- i) The applicant is required to apply in Form alongwith supporting documents for grant of license/ NOC by this office under various provisions of The Explosives Rules, 2008 upon payment of fees prescribed under the Act & Rules and the documents required are as follows:-

1. Application in Prescribed Form alongwith following documents-

- 1) Title Document or NOC of the owner.
- 2) Site Plan
- 3) Survey Plan
- 4) Form I & XIV
- 5) NOC of the local body
- 6) Trade License/ House Tax Receipt
- 7) Two Recent Passport size photographs of the applicant.

- ii) The application & documents are verified and found in order, then the same is forwarded to below authorities such as the Directorate of Fire & Emergency Services & the S.P. (North) for inquiry and report.

- iii) Upon receipt of the reports, same is verified:

1. If recommended, the license/ NOC in the Form specified under the Act & Rules is issued to the applicant for the period of one year.
2. If not recommended, application rejected.
3. If report incomplete: concerned department is informed to submit complete report.
4. Time Limit: Not defined in Act.

2. NOC required for setting up of Petroleum, Diesel & Naphtha manufacturing, storage, sale, transport.

- i) The applicant is required to apply in Form alongwith supporting documents for grant of license/ NOC by this office under various provisions of The Petroleum Rules, 2002 prescribed under the Act & Rules such as-

- a) Application Form IX (6 copies).
- b) Proposed Approved Layout plan (7 copies) Survey Plan (6 copies)
- c) Form I & XIV (6 copies)
- d) Letter of intent/ approval of the Oil company to the applicant.
- e) Copy of Title Document

- ii) The application & documents are verified and found in order, then the same is forwarded to below authorities for report-

- a) The Superintendent of Police (North)
- b) The Directorate of Fire & Emergency Services
- c) The Chief Town Planner (TCP)
- d) The Concerned Deputy Collector
- e) The Concerned Mamlatdar
- f) Publication of Public Notice on Govt. Official Gazette & one two local newspapers

- iii) Upon receipt of the reports, same is verified:
 - 1. If recommended, the license/ NOC in the Form specified under the Act & Rules is issued to the applicant.
 - 2. If not recommended, application rejected.
 - 3. If report incomplete: concerned department is informed to submit complete report.
- iv) Prescribed Fees: Nil
- v) Time Limit: Not define in Act.

The conversion of use of land from agriculture to non agriculture purpose.

- 1) Conversion of land below 500 square meters of area has to submit the application before the concerned Deputy Collector & SDO of Taluka.
- 2) Conversion of land above 500 square meters of area has to submit the application before the Collector of North Goa.

Requirements of documents

- (a) Application in Schedule-I affixing therein court fee stamp of Rs. 5/- (1 original + 4 sets in Xerox).
- (b) Title documents of the property (1 notarized + 4 set in Xerox).
- (c) Survey plan (1 original + 4 set in Xerox).
- (d) Site/Location plan of proposed property (5 sets of blue print)
- (e) Form I & XIV duly mutated/Partitioned in favour of applicant (1 original + 4 sets in Xerox)
- (f) Manual I & XIV issued by concerned village Talathi (1 original + 4 sets in Xerox)

Procedure followed to issue conversion sanad is as under:

- a) The application should be submitted to the concerned Deputy Collector or the Collector of North Goa as per the area of the conversion.
- b) Reports are called from concerned Town Planner (TCP), Taluka Mamlatdar and Dy. Conservator of Forest (Forest) on the application filed by the applicant.
- c) In case of favourable reports, proposal is then referred to survey Department for preparing survey plan of proposed property.
- d) The conversion fees are calculated on receipt of survey report and the applicant is asked to make the payment of the conversion fees.
- e) After the payment, conversion sanad is issued to the applicant.