

No. 19/DP/Cir./Alter.SDU/2021/7649
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd lift, 3rd floor,
Panaji-Goa.

Dated:- 01/12/2021.

C I R C U L A R

Sub: Regarding procedure to be followed for grant of permission for alteration of single dwelling unit.

The Government has recently carried out amendment to section 66 of the Goa Panchyat Raj Act, 1994 wherein the owner of a building which consist of single dwelling unit constructed or in existence before the commencement of the Goa Panchayat Raj Act, 1994 i.e. 09/07/1994 shall be permitted to the extent of replacement of tile roofing with R.C.C. slab roofing upon production of certificate of stability of such building issued by the Registered Structural Engineer.

The amendment to section 2 of the principal Act has been also carried out defining the term "alteration", "Registered Structural Engineer" and "single dwelling unit".

In order to establish a procedure for issue of permission by the Village Panchayat for such alteration of single dwelling unit, it is felt necessary to introduce a format for application, inspection and grant of alteration permission within the jurisdiction of the Village Panchayat.


In view of above, it is enjoined upon all the Village Panchayats to follow the process as laid down below before granting permission for alteration of single dwelling unit.

- i) The applicant seeking permission of alteration of a single dwelling unit within Village Panchayat jurisdiction shall apply to the respective Village Panchayat in prescribed application enclosed to this circular as Annexure-I alongwith with necessary documents mentioned in the application.

- ii) Upon receipt of application, the Village Panchayat concerned shall verify its record pertaining to the ownership/legality of the structure by placing the matter before Village Panchayat Body within a period of 15 days and if found feasible forward the application to respective Block Development Office for obtaining inspection report.
- iii) The inspection team of Block Development Office consisting of E.O.(R.E.), E.O.(V.P.) in presence of the concern Village Panchayat Secretary shall inspect the site and verify the correctness of the proposal submitted by the applicant in respect of plinth area, existing/proposed height of the structure, cost of alteration and to ascertain that the proposed alteration shall not exceed the existing plinth area/F.A.R.
- iv) The Block Development Officer shall submit the inspection report to the concerned Village Panchayat in a prescribed format within a period of 30 days from the date of receipt of the proposal in the office of Block Development Officer. The format of the inspection report of Block Development Office is enclosed as Annexure II.
- v) Upon receipt of inspection report by the Village Panchayat the office of Block Development Officer the Village Panchayat shall take appropriate decision to grant/reject the alteration permission based on the recommendation of the Block Development Officer upon collection of such fees to be charged by Village Panchayat towards issue of construction licence.
- vi) The format of alteration permission is enclosed to this Circular as Annexure III.
- vii) Alteration permission shall be initially issued for 1 year which can be renewed for another 1 year, upon collection of fees.
- viii) The procedure prescribed in this Circular shall be strictly adhered to while disposing the application pertaining to issuance of alteration permission.

Copy of the Circular shall be duly acknowledged with a direction to circulate the same to all the Village Panchayats coming under their respective jurisdiction.

This issues with the approval of the Government.


(Siddhi T. Halarnakar)
Director of Panchayats,
Panaji-Goa.

Encl: (1) Application format in Annexure – I.
(2) Format of Inspection Report in Annexure – II.
(3) Format of alteration permission in Annexure – III.

To,
All the Block Development Officers,
_____ Block.

Copy to:- (1) Additional Director of Panchayats North, Junta House, 3rd lift, 3rd floor, Panaji-Goa for information and necessary action.

(2) Additional Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

(3) Deputy Director of Panchayats North, Junta House, 2nd lift, 3rd floor, Panaji-Goa for information and necessary action.

(4) Deputy Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

OFFICE OF BLOCK DEVELOPMENT OFFICER, _____

INSPECTION REPORT

Ref:- Application for alteration of building consisting of single dwelling unit bearing house number _____ belonging to _____ within Village Panchayat jurisdiction of _____ .

A) It has been inspected by the inspection team of Block Development Officer and particulars of inspection are as under:

(1) Observation of inspection team in respect of necessity to undertake alteration in terms of Section 66(1) of Goa Panchayat Raj Act 1994:-

(2) Whether the dimensions of existing structure are tallying with plan prepared by Registered Structural Engineer. If yes, :-

Length _____ mts. Breadth _____ mts.

Height _____ mts.

(3) House No. _____ Tax paid Rs. _____ for _____ year.

(4) Survey No./Sub-Division Number _____ of Revenue Village _____

(5) Photographs have been produced of existing plinth area by the applicant as required showing overall pictorial view of from front/sides.

(6) Estimated cost of alteration of structure :- Rs. _____

B) This report of site inspection is prepared by physical inspection of the structure proposed for alteration on _____ (date).

C) Alteration of the structure is recommended/ not recommended.

D) Any other recommendation of inspection team

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

Signature and name of
Secretary

Signature and name of
E.O. (V.P.)

Signature and name of
E.O. (R.E.)

Countersigned by :- _____
Block Development Officer

ENDORSEMENT OF VILLAGE PANCHAYAT _____

The Panchayat has resolved in the meeting held on _____ and vide resolution No. _____ to grant/reject the alteration permission to the extent of replacement of tiles roofing with the R.C.C. slab roofing as requested by the applicant.

The applicant on completion of the alteration should intimate to this Village Panchayat in writing within a fortnight that alteration has been carried out as per the permission granted on _____.

Office seal of Village Panchayat

Secretary

APPLICATION FOR ALTERATION PERMISSION OF STRUCTURE
CONSISTING OF SINGLE DWELLING UNIT CONSTRUCTED/EXISTED
PRIOR TO COMMENCEMENT OF GOA PANCHAYAT RAJ ACT, 1994.

To,
The Sarpanch/Secretary,
Village Panchayat _____,
Taluka _____

- 1) Name and address of Applicant :-
- 2 a) Name and number of the ward :-
b) House No. :-
c) Whether house tax assessed. :-
d) Latest House tax paid/Receipt No. & date. :-
- 3) Name of the owner :-
- 4) Description of existing house
(type of structure, whether laterite masonry with
Roofing type, etc. :-
- 5) Whether there is electricity connection to the structure,
if so, since when(enclose copy of latest electricity bill):-_
- 6) Whether there is water connection to the structure,
if so, since when (enclose copy of latest water bill):-
- 7) Specification of the material of the existing house
(whether it is of mud, laterite stone, plastered etc). :-
- 8) Plinth area of the existing building/house in sq.mts :-
- 9) Dimensions of the existing structure
(also enclose plan prepared by structural engineer) :-
- 10) Since when the house/building is existing :-
(mention month and year)
- 11) Survey Number/Sub-Division Number and
Revenue Village (enclose latest survey plan) :-
- 12) Title documents (s) :-
- 13) Photographs of the existing structure
(enclose front side photograph and both side photographs
showing overall picture of structure) :-
- 14) Whether alteration is to be carried out
for part of the house or entire building) :-

- 15) Material to be used in alteration of structure :-
- 16) Necessity to undertake alteration :-
- 17) Estimated cost of alteration. :-
- 18) Approximate time required for the alteration. :-

I State on oath that above particulars are correct and true to the best of my knowledge and belief and I have not concealed/misrepresented any facts.

Place:-

Signature

Dated:-

Name of applicant

Enclosed:-

- 1) Latest Form I & XIV
- 2) Latest Survey Plan
- 3) House Tax Receipt
(latest as well as prior to commencement of
Goa Panchayat Raj Act 1994)
- 4) Recent Photographs of the Structure
- 5) Plan and certificate of stability of structure
issued by Registered Structural Engineer

Office of Village Panchayat _____

F O R M
Permission No.

Shri/Smt/Kum _____
from _____ ward _____ is hereby granted permission for the alteration of structure (single dwelling unit) to the extent of replacement of tiles roofing with R.C.C. slab roofing in terms of resolution no. _____ adopted in the Panchayat meeting dated _____ as per the application dated _____ for permission for alteration alongwith plan and certificate of stability of structure issued by Registered Structural Engineer, inwards under No. _____ dated _____.

The applicant shall comply with the following conditions:-

- 1) The alteration shall be undertaken only as per the particulars/details mentioned in the application and attached plan.
- 2) The Village Panchayat shall be informed on completion of alteration within fifteen days in writing.
- 3) Photographs of the altered structure shall be submitted for records of Village Panchayat.
- 4) All the provisions of laws applicable while undertaking the alteration shall be strictly adhered to.
- 5) The alteration work shall be executed strictly under the supervision of Registered Structural Engineer.
- 6) Certificate of completion of alteration as per approvals granted shall be produced from the Registered Structural Engineer before occupying the structure.
- 7) The permission is liable to be revoked,
 - a) If the alteration is not undertaken as per the contents of application/attached plan which have been duly approved.
 - b) If there is any false statement/misrepresentation of facts in the details furnished based on which permission was granted.

This permission shall be valid for a period of twelve months from
_____ to _____ to Shri/Smt/Kum
_____.

The applicant has paid tax/fees to the tune of Rs. _____ vide
receipt No. _____ towards the proposed alteration undertaken.

This carries the embossed seal of the Village Panchayat _____

Date:-

Place:-

SECRETARY
VILLAGE PANCHAYAT _____