



CITIZEN'S CHARTER

**TOWN AND COUNTRY PLANNING DEPARTMENT,
GOVERNMENT OF GOA**

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1. GENERAL DESCRIPTION OF TOWN AND COUNTRY PLANNING DEPARTMENT

Established in 1962, the Department had initially started functioning from Panaji Central Office, now has two District Level Offices for North at Mapusa and South Goa District at Margao beside having seven Taluka Level offices at Pernem, Bicholim, Tiswadi , Ponda, Mormugao, Quepem and Canacona.

VISION

A Planned, Sustainable and Integrated development of state, keeping in mind a healthy, comfortable and aesthetic living atmosphere to the citizens is the vision of this Department.

MISSION

To ensure Planned, Integrated and Sustainable development of the state by optimal utilization of its land resources under the frame work of law with the help of special plan for land use control at various level for State of Goa.

FUNCTIONS/ RESPONSIBILITIES

- To work as technical advisory body to the Government in matter connected with in land use related decision makings vis-à-vis development control.
- To effectively carry out the functions as envisaged in the Town and Country Planning Act.

- To prepare a Regional Plan which is sustainable for orderly development of the towns and country side with special emphasis on conservation of resources.
- Prepare and frame Laws, Act, Rules and Regulations which are practical integrated and futuristic for land development and building construction with emphasis on preservation and conservation of wild life, nature parks, forests, eco-sensitive areas, heritage sites.
- To guide Planning and Development Authorities to effectively implement their functions and objectives and provide funding as may be required.
- To work towards effective implementation of national level or international level schemes which will be implemented from time to time.
- To ensure quality of work, encourage research and training in the field of Town and Country Planning.
- To work as technical Secretariat for Goa Conservation Committee in preserving and conserving built heritage of the state and provide funding for improvement of street facade built heritage.
- To work in tandem with related Departments in Planning designing of Traffic and transportation related works.

2. SERVICES

- To issue permission under Section 17-A of the Act for cutting of slopping land and filling of low lying land and to act against violations of the provisions of the said section. (G to C)
- To issue Technical Clearance for Building and Land Development under Goa Land Development and Building Construction Regulations -2010. (G to G and G to C)
- To issue NOCs for land acquisition by Government Departments/ Government undertakings. (G to G)

- To issue recommendation for conversion of use of land under LRC.
- To issue zoning certificates. (G to G)
- To issue NOC for storage of Petroleum products and explosives. (G to G)
- To issue NOC for partition of land under LRC having area of more than 4000.00 sq mtrs. (G to G)
- To issue NOC under 49(6) of the Act for Registration of sale of land. (G to C)

3. LEGAL FRAMEWORK

Town and Country Planning Department administers the following Act.

- 1) Town and Country Planning Act-1974 for preparation of Development Control Plans
- 2) Goa (Regulations of Land Development and Building Constructions) Act-2008 for preparation and updating of unified building regulation for entire state of Goa.
- 3) Goa Tax on Infrastructure Act-2009 for Infrastructure tax is levied for building

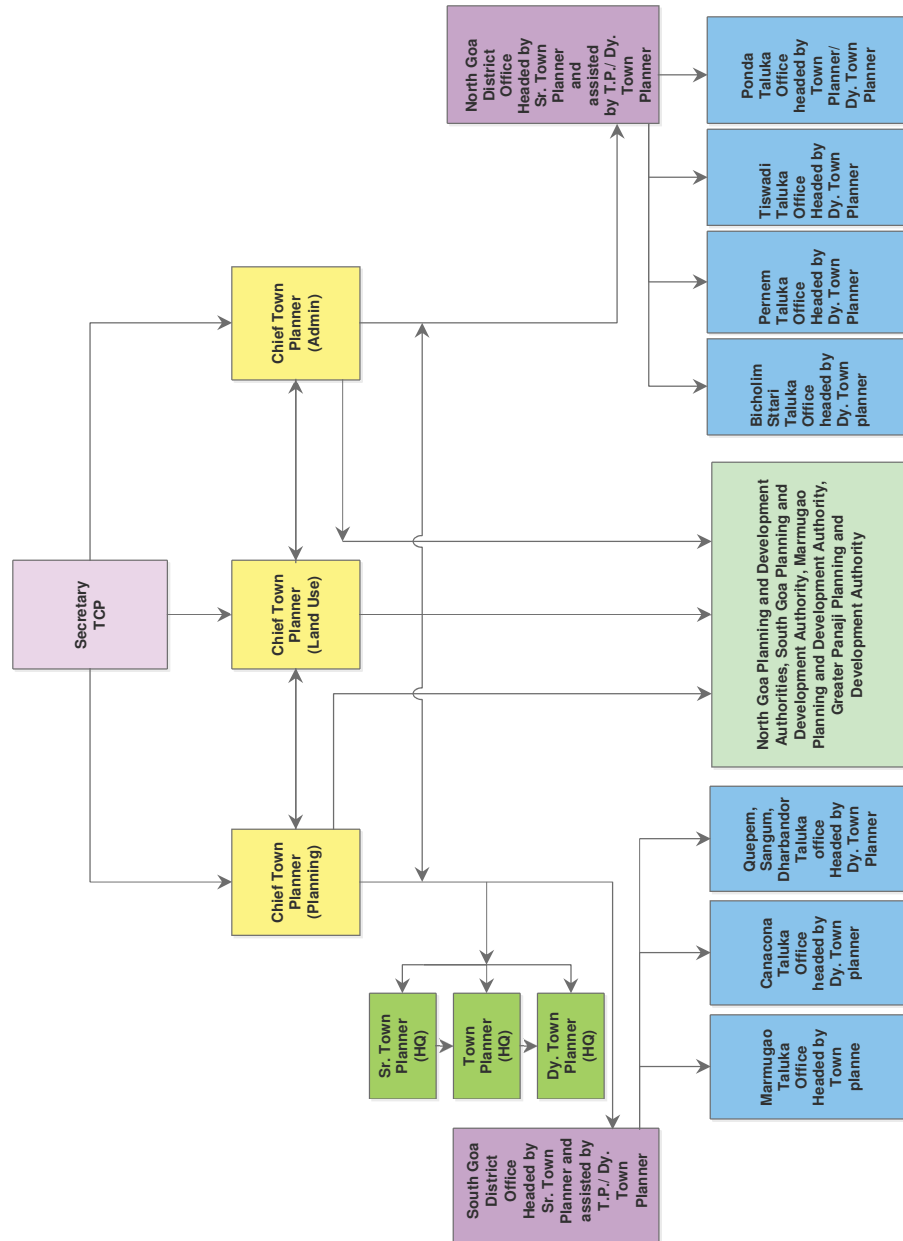
Rules and Regulation framed and published are the following:-

- 1) Goa Land Development and Building Construction Regulations-2010.
- 2) The Goa Daman and Diu, Town and Country Planning Board Rules, 1976.
- 3) The Goa Daman and Diu, Town and Country Planning (Planning and Development Authorities) Rules, 1977.
- 4) Goa Town and Country Planning (Public projects schemes, development works by Government) Rules-2008.

4. ORGANIZATIONAL SET UP

Town and Country Planning Department functions under Secretary (Town and Country Planning) with three Chief Town Planners, namely Chief Town Planner (Administration), Chief Town Planner (Planning) and Chief Town Planner (Land Use) from Panaji. District Level Offices at Mapusa and Margao functions under Senior Town Planners. Taluka offices in different talukas are headed either by Town Planner or Dy. Town Planner.

ORGANISATION CHART



5. OFFICE OF THE CHIEF TOWN PLANNERS

It is the Head Office of the Town and Country Planning Department which co-ordinates the District Level and Taluka Level Offices of the Department and also acts as a Secretariat for the functions and is a link office between sub-offices and the Government.

5.1. OFFICE ADDRESS/ PHONE/FAX. NO./EMAIL ADDRESS. (Table-1)

S. No.	Office	Address	Phone no.
1	Chief Town Planner (Land Use)	5 th floor, Kamat Tower, Patto Plaza, Panaji, Goa 403001 Email: ctp-tcp.goa@nic.in	Fax: 0832-2437251 0832-2437256
2	Chief Town Planner (Administration)	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001 Email: ctp-tcp.goa@nic.in	Fax: 0832-2437251 0832-2437352
3	Chief Town Planner (Planning)	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001 Email: ctp-tcp.goa@nic.in	Fax: 0832-2437251 0832-2437355

5.2. ALLOCATION OF SUBJECTS FOR CHIEF TOWN PLANNERS

Chief Town Planner (Administration)	Chief Town Planner (Planning)	Chief Town Planner (Land Use)
<ul style="list-style-type: none"> • Administrative of Acts, Rules and Regulations • Financial powers of Head of the Department • Matters related to Goa Tax on Infrastructure Act • Matters related to registration of professional under Goa Land Development and Building Construction Regulations, 2010 • Matters related to transfer and strengthening of Department Administration 	<ul style="list-style-type: none"> • Technical Clearance under Goa Land Development and Building Construction Regulations, 2010 • Member Secretary of Goa Town Country Planning Board • Land Acquisition matters • Works connected with all issues related to unauthorized development • Conservation and preservation of built 	<ul style="list-style-type: none"> • Permission and action under Section 17-A of the Act dealing with filing of low lying land and cutting of sloppy land. • Matter pertaining to any centrally sponsored scheme • Survey Cell • Statistical data collection/ research, training, capacity building

<ul style="list-style-type: none"> Implementation of Automated building plan approval system 	<ul style="list-style-type: none"> heritage and Secretarial work of Goa Conservation Committee Application for storage of Petroleum production and explosives 	
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5.3. ADDRESS/PHONE /FAX NO./EMAIL ADDRESS OF DISTRICT LEVEL AND TALUKA LEVEL OFFICES. (Table-2)

NORTH GOA

S. No.	Office	Address	Phone no.
1.	District Office, North Goa	Government Building, Near Municipality Market, Mapusa Goa.	0832-2262444
2.	Bicholim Taluka Office	Town Centre, Municipal Building , Bicholim Goa	0832-2361356
3.	Pernem Taluka Office	Near Old Bus Stand, Pernem Goa.	0832-2201440
4.	Tiswadi Taluka Office	Kamat Tower, 5 th Floor, Patto Panaji Goa.	0832-2437256

SOUTH GOA

S. No.	Office	Address	Phone no.
1.	District Office, South Goa	Osia Commercial Arcade, B Block, 4 th Floor, SGPDA Market, Margao-Goa.	0832-2705785
2.	Ponda Taluka Office	Government Building, Near Ponda Municipal Garden, 2 nd Floor, Ponda Goa	0832-2312795
3.	Quepem Taluka Office	Government Building, 2 nd Floor, Quepem-Goa	0832-2662212
4.	Mormugao Taluka Office	Commercial Building, 4 th Floor, Near Fish Market, Vasco-da-Gama.	0832-2516053
5.	Canacona Taluka Office	Municipality Building, Opp. Canacona Municipal Council, Canacona Goa.	0832-2643398

6. JURISDICTION, FUNCTIONS AND SERVICE RENDERED BY TOWN AND COUNTRY PLANNING DEPT.

S. No.	Name of Service	Service provider	Jurisdiction	Document Required and Processing Fee	Time frame as per Goa (TBD of PS) Act.
1	Appeal under section 45 or section 52 of TCP Act. Against Planning and Development Authority (G to C)	Chief Town Planner (Planning) for TCP Board	Within declared Planning Area as per TCP Act for various Planning and Development Authorities.	Appeal Memo, Rejection Order from concern PDA, 25 sets of Appeal memo along with related documents, Processing fee Rs. 5000/-	
2.	Secretarial works of applications under the Goa (Public/ projects/ scheme/ development works by the Government) Rules, 2008. (G to G)	Chief Town Planner (Planning) through concerned Government Department	State of Goa	Survey Plan, Administrative approval from concern Department, proposed plan of the scheme , Ownership documents , Form I & XIV , Survey Description , Transfer of land	
3.	Conservation and Preservation of built heritage, and secretarial work of Goa Conservation Committee(G to C)	Chief Town Planner (Planning) through PDA's and Taluka Level offices	State of Goa	Documents as per GLDBCR, 2010. Processing fee is as per prevailing Circular	
4	Applications for storage of petroleum products and explosives to the Collector (G to G)	Chief Town Planner (Planning) through the District Collector	State of Goa	Allotment Order from Petroleum Company, Ownership documents, site plan / detailed plan	

5.	Technical clearance for Land Development and Building Construction (G to C and G)	Dy. Town Planner/ Town Planner of respective Taluka Office	Respective Taluka other than area declared as Planning Area under TCP Act.	Documents as per GLDBCR, 2010. Processing fee as per Order dtd. 23/04/2013 vide Ref. No. 45/3/2 (processing fees)13/1629 Minimum processing fee is Rs. 200/-and maximum is Rs. 50,000/-	30 days
6	Completion Order (G to G and C)	Dy. Town Planner/ Town Planner of respective Taluka Office	Respective Taluka other than area declared as Planning Area under TCP Act.	Documents as per GLDBCR, 2010. Processing fee as per Order	15 days
7	Receive and process applications for zoning information (G to G and C)	Dy. Town Planner/ Town Planner of respective Taluka Office	Respective Taluka other than area declared as Planning Area under TCP Act.	Survey Plan in original 2 copies, Form I & XIV original, Ownership document Processing fees Area upto 2000m2 Rs. 500/- Area between 2001m2 to 5000m2 Rs. 1000/- Area above 5000m2 Rs. 2000/- Per property/ plot	10 days
8	Process the applications received from Collectorate for conversion of use of land under Land Revenue Code (G to G and C)	Dy. Town Planner/ Town Planner of respective Taluka Office	State of Goa	Ownership document, Sy. Plan, Form I and XIV, subdivision plan if any with approval details, detail site plan.	20 days
9	Permission under Section 17-A of the Act for cutting of	Dy. Town Planner/ Town Planner of	State of Goa	Ownership documents, Sy. Plan, Contour Plan, detailed plan	---

	slopping land and filling of low lying land (G to C)	respective Taluka Office		showing section of cutting and filling with proposed building, longitudinal cross section, photographs of property from two three location/ angles, drainage plan, landscape plan.	
10	NOC under 49(6) of the Act for Registration of sale of land (G to C)	Dy. Town Planner/ Town Planner of respective Taluka Office	Respective Taluka other than area declared as Planning Area under TCP Act.	Ownership document, Sy. Plan, Form I and XIV, subdivision plan if any with approval details, detail site plan. Area upto 2000m2 Rs. 1000/- Area between 2001m2 to 5000m2 Rs. 2000/- Area above 5000m2 Rs. 3000/-	15 days
11	NOC for Land Acquisition (G to G)	Dy. Town Planner/ Town Planner of respective Taluka Office	State of Goa	Survey Plan of are proposed for land acquisition Survey Description Purpose of land acquisition	
12	Change of Zone in the Regional Plan.	Chief Town Planner (Planning)	State of Goa except Planning Areas	Document as per Form 'A' (Annexure 'J') and processing fee as per Annexure 'K'	

Note: Additional document if required will be intimated.

7. TAXES AND FEE STRUCTURE OF VARIOUS SERVICES

S. No.	Type	Reference
1	Rate of Infrastructure tax payable, per square meter of built up area.	As per Annexure “B”
2	Processing Fee for application made before District/ Taluka level office for technical clearance for various development/ construction	As per Annexure “C”
3	Processing Fee for application made before District/ Taluka level office for issue of Zoning Information	As per Annexure “D”
4	Processing Fee for application made before District/ Taluka level office for issue of NOC under Section 49(6) of the Act	As per Annexure “E”

Note: Taxes and Fee are subject to change.

8. INFORMATION UNDER RIGHT TO INFORMATION ACT.

S. No.	Name of PIO	Address of PIO	Subject Handled	Appellate Authority
1	Dy. Town Planner/ Town Planner of respective Taluka Office	As per Table -2	All matter related to Taluka level office	Sr. Town Planner (North) for North Goa District Office and Sr. Planner South for South Goa District Office
HEAD QUARTER				
2	Public Information Officer-1	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	Administration, Establishment, land acquisition matters of the Department	Shri Ranjit Borkar, Town Planner/ H.O.O (HQ)

3	Public Information Officer-2	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	Statistics/ Revenue/ Budget	Shri M. K. C. Srikant, Dy. Town Planner
4	Public Information Officer-3	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	Accounts matters	Shri M. K. C. Srikant, Dy. Town Planner
5	Public Information Officer-4	Government Building, Near Municipality Market, Mapusa Goa.	TCP Board/Public Projects (16A)/TP Scheme/4-5 star Hotels/Any new Technical Committee	Shri Rajesh Naik Chief Town Planner (Planning)
6	Public Information Officer-5	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	Regional Plan/PDA matters (other than grant-in-aid), Officer's meeting/ General complaints/Public Grievance/Sanction for Prosecution u/s 124 etc. for violation of Section 16A & 17A/Notices u/s 80 of CPC/other legal; notices/ Seminars & Miscellaneous matter	Shri Ranjit Borkar, Town Planner/ H.O.O (HQ)
7	Public Information Officer-6	Government Building, Near Municipality Market, Mapusa Goa.	Conservation Committee/Court Matters/NOC for Land Acquisition/Constitution of PDAs & Notification/ withdrawal of planning areas/Proposals to be referred to Forest/Agri. Dept/ Sub-Committee/Govt. for	Shri Rajesh Naik Chief Town Planner (Planning)

			grant of Technical Clearance/ Conversion Sanad, etc./ Meeting of Sub-Committee/ Miscellaneous Technical Matters	
8	Public Information Officer-7	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	I.T./Ease of Doing Business/Auto DCR/ Smart City/Amrut Scheme/ Networking/Management of Website/ GSUDA/ REIC/ Amendment of Acts	Shri James Mathew, Chief Town Planner (Admin)
9	Public Information Officer-8	2 nd floor Dempo Tower, Patto Plaza, Panaji, Goa 403001	PDA Grant-in-Aid Matters/ Registration of Architects, Engineers/ Amendment of Regulations	Shri James Mathew, Chief Town Planner (Admin)

9. GRIEVANCES/ REDRESSAL

In case of any grievance, the public are requested to address to Grievance Officer

S. No.	Grievance Officer	Address	Remarks
1	Public Grievance Officer/ Town Planner (HQ)	Town and Country Planning Dept. 2nd Floor Dempo Tower, Patto, Plaza, Panaji, Goa	For Head Quarters matter
2	Senior Town Planner (North)	Government Building, Near Municipality Market, Mapusa Goa.	North Goa District Office matter
3	Senior Town Planner (South)	Osia Commercial Arcade, B Block, 4 th Floor, SGPDA Market, Margao-Goa.	South Goa District Office matter

Public are free to contact Chief Town Planner also.

10. GENERAL ASSISTANCE TO THE PUBLIC

The public is requested to follow the following to avoid any inconvenience

- i. Any submission of applications / correspondence to be made at the Reception / inward only. Always carry an extra copy, receive due acknowledgement and refer to the same for subsequent correspondence
- ii. Timings for any inquiries: 10.30 a.m. to 12.00 noon only.
- iii. For any guidance or information, contact:
Any Deputy Town Planner or Town Planners
Or thereafter
Senior Town Planner or Chief Town Planner, if guided so
- iv. Proposals in different talukas should be submitted to the respective Taluka offices of Town & Country Planning Department.
- v. Morning at 9.30 a.m. to 5.45 p.m. is the office timing with lunch break from 1.15 p.m. to 2.00 p.m.

11. FUTURE ENDEAVORS

- Implementation of Automated building plan approval mechanism.
- Reception counter cum enquiry counter.

ANNEXURES

Annexure 'A'

LIST OF OFFICERS

Sr. No.	Name	Designation	Office No. Area code-0832
1	Dr. S.T. Puttaraju	Chief Town Planner (Land Use)	2437256
2	Shri James Mathew	Chief Town Planner (Administration)	2437352
3	Shri Rajesh Naik	Chief Town Planner (Planning)	2437355
4	Shri Siddappa Byakod	Senior Town Planner	2705785
5	Shri Ranjit Borkar	Town Planner	2437354
6	Ms. Vertika Dagur	Town Planner	2513341
7	Shri Vinod Kumar Chandra	Town Planner	2516053
8	Shri R. K Pandita	Town Planner	2225838 2227741
9	Shri Sandip Surlakar	Deputy Town Planner	2262444
10	Shri M.K.C. Srikanth	Deputy Town Planner	2437352
11	Shri Anand Deshpande	Deputy Town Planner	2437352
12	Shri Ashok Kumar	Deputy Town Planner	2731781 2714495
13	Shri Ramdas Volvoikar	Deputy Town Planner	2437256
14	Shri Prakash Bandodkar	Deputy Town Planner	2312795
15	Shri Sanjay Halornekar	Deputy Town Planner	2201440
16	Shri Shivprasad Murari	Deputy Town Planner	2437352
17	Shri Ritesh Shirodkar	Deputy Town Planner	2662212
18	Shri Zaidev Aldonkar	Deputy Town Planner	2361356
19	Shri Manguirish Verenkar	Deputy Town Planner	2705785
20	Shri Yugandaraj Redkar	Deputy Town Planner	2437655
21	Smt. Sampurna Bhagat	Deputy Town Planner	2437352

Annexure 'B'

**1st Amendment to "SCHEDULE" under Section 3 notified under O.G.S.II,
No.7 dated 20/05/2013**

Type of area/ land		Rate of Infrastructure tax payable, per square meter of built up area.								
		1		2	3	4				
		Residential building		Commer cial building	Industria l building	Other Buildings				
		(A)	(B)			(A)	(B)	(C)	(D)	(E)
Residential building or structure having a built up area which admeasures 100 sq mtrs or below.	Residential building or structure having a built up area which admeasures 101 sq mtrs or above.			Agriculture and allied structures	Agro based industrial buildings/ Structures including agro tourism structures	Recreational and entertainment structures , structures associated with dance floors, amusement parks, go karting tracks	Communication structures such as towers and the like whose built up area cannot be quantified.	Buildings / structures not covered under (A) to (D)		
1	Category A Coastal Panchayat areas and five major towns, namely Panaji, Mapusa, Ponda, Mormugao and Margao.	NIL	Rs. 200/-	Rs.800/-	Rs.250/-	25% of the rate applicable to residential building	50% of the rate applicable to industrial building	50% of the rate applicable to commercial building.	Rs. 25,000/- per structure	Rs. 200/-
2	Category B Other Municipal towns, Census towns and Village Panchayats adjoining or contiguous to the major towns, of Panaji, Mapusa, Ponda, Mormugao and Margao.	NIL	Rs. 200/-	Rs.600/-	Rs.250/-	25% of the rate applicable to residential building	50% of the rate applicable to industrial building	50% of the rate applicable to commercial building.	Rs. 15,000/- per structure	Rs. 200/-
3	Category C Other Village Panchayat areas.	NIL	Rs. 200/-	Rs.400/-	Rs.250/-	25% of the rate applicable to residential building	50% of the rate applicable to industrial building	50% of the rate applicable to commercial building.	Rs. 10,000/- per structure	Rs. 200/-
4	Service charge for buildings constructed by any corporation or undertaking constituted under the Central or State enactment, or any State Government or Local bodies, in land / area specified above.	NIL	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate specified in respective category above.	75% of the rate applicable to residential building in respective category above.

Outward no. 45/3/2(Processing Fees)/13/1--- dated 23/4/13**ORDER**

The Government has announced levy of "Processing fee" for the applications made before the District level offices as well as Taluka level offices of the Town & Country Planning Department for issue of technical clearances for various developments/ constructions. The processing fees proposed to be levied is specified below and same is payable by applicants at the time of submitting the application for issue of technical clearances for various developments such as sub-divisions/ amalgamations/ constructions/ completions, etc.

Sr. No.	Type of construction/development	Total built up area in m ²	Rate of processing fees in Rs.
1.	Residential (single family unit including new construction, re-construction, additions and alterations)	Upto 300m ²	200/-
2.	—do—	More than 300m ²	500/-
3.	Residential (multi family units including new construction, re-construction, additions and alterations)	Upto 500m ²	500/-
4.	—do—	501m ² upto 1,000m ²	1,500/-
5.	—do—	1,001m ² upto 10,000m ²	1,500/- + 2,000 per 1,000.0m ² or part thereof.
6.	—do—	Above 10,000m ²	19,500/- + 3,000/- per 1,000m ² or part thereof.
7.	Commercial (including new construction, re-	Upto 1,000m ²	10,000/-

	construction, additions and alterations) and hotels		
8.	Commercial (including new construction, re-construction, additions and alterations) and hotels.	Above 1,000m ²	10,000/- + Rs. 5/- m ² of the area above 1,000m ² .
9.	Sub-division of land/amalgamation of plots	Any area	At the rate of Rs. 2/- per m ² of area proposed for development.

The processing fee shall be debited to the following Budget Head:

Demand No. 54:

0217	—	Urban Development
80	—	General
800	—	Other Receipts
81	—	Other Items

The criteria for levying processing fee shall be as given below:

1. Any individual before making an application, the processing fee shall be paid after obtaining required challan from the concerned District level office/Taluka level office.
2. The processing fee to the extent of 50% of the applicable amount shall be levied on each occasion whenever the same proposal is re-submitted for revision such as addition, alteration and completion.
3. The processing fee once paid is not refundable/adjustable.
4. If the plan/proposal is rejected for any reason, arising out of wrong plans, incomplete documentation or wrong land use, the subsequent re-

submissions will be treated as new application for the purpose of “Processing Fee”.

5. In case proposal involves sub-division amalgamation of land as well as construction in such case processing fee shall be levied for both.
6. The processing fee shall be levied for all applications for development received by District level offices and Taluka level offices w.e.f. date of Notification. However, applications already received are exempted from levy of processing fees unless re-submitted subsequent to Notification of processing fee.
7. The maximum amount of processing fee shall be limited to Rs. 50,000/- for each application.
8. The processing fee shall not be applicable to Government and Government aided Institutions.

The respective District level office/Taluka level office shall issue challan in respect of processing fees payable and applicant shall enclose a copy of receipt towards processing fees paid, along with application before submitting the same in respective office of the Town & Country Planning Department for inward.

By order and in the name
of the Governor of Goa.

-SD-

(S. T. Puttaraju)
Chief Town Planner &
Ex officio Jt. Secretary

Outward no. 29/8/TCP/Pt File/07/1184

ORDER

Ref: Order No. 16/11/90-RD dated 7-3-2007.

The Government of Goa, on recommendation of the TCP Board in its 127th meeting held on 15-9-2006, has decided to levy a "Processing Fee" for all applications made for Zoning Certificate /Zoning information based on the existing Regional Plan, Outline Development Plans or Zoning Plans applicable to the respective areas. The "Processing Fee" as specified in the table shall be payable by the applicants at the time of making the application for Zoning information.

Sr. No.	Area of the property	Processing Fee for zoning information as per the existing Regional Plan for Goa, Outline Development Plans or Zoning Plans as applicable
1.	Area upto 2000 sq. mts.	Rs. 500/-
2.	Area between 2001to 5000 sq. mts.	Rs. 1000/-
3.	5001 sq. mts. & above	Rs. 2000/-

The applications shall be preferred to the respective District/Taluka Level office of the TCP Department. The processing fees shall be debited to the following Budget Head at the Government Treasury by way of chalan:

0217 ---- Urban Development
 80 ---- General
 800 ---- Other Receipts
 81 ---- Other Items

The applications for land use/zone certificate shall be preferred by the owner of the land in the prescribed format along with the Survey Plans, Form I&XIV and other relevant documents and the zoning certificates shall be issued by the respective officers in charge of the Taluka/District offices.

By order and in the name
of the Governor of Goa.

-SD-

(Morad Ahmed)
Chief Town Planner & ex officio Joint
Secretary.
Panaji, 28th March, 2007.

Outward No. 21/1/TCP/2018/773 dated 10/04/2018

ORDER

Read: Notification No. 21/1/TCP/2018/622 dtd. 16/3/2018.

Government has decided to levy processing charges for all applications made for issue of NOC under Section 49 (6) of the Town and Country Planning Act, 1974. Accordingly the following fee structure as specified in the table is hereby prescribed which shall be payable at the time of making the application.

S. No.	Area of property	Processing Fee
1.	Area up to 2,000m ²	Rs. 1,000/-
2.	Area between 2,001m ² to 5,000m ²	Rs. 2,000/-
3.	Area above 5,000m ²	Rs. 3,000/-

The processing fee shall be credited to the following Receipt Head at the Government Treasury by way of challan.

0217 – Urban Development

80 – General

800 – Other Receipts

81 – Other Items

-SD-

**(James Mathew)
Chief Town Planner
(Administration)**

Outward no. 29/8/TCP/2018(pt.file)/602 dated 28/03/2018

O R D E R

**Read:-1) Order no. 29/8/TCP/2012-13/RPG-21/Status/1803 dtd. 4/6/2012.
2) Order no. 29/8/TCP/2015/Gen/3982 dtd. 28/9/2015.**

1. Whereas the Government vide Order dated 4/6/2012 read at preamble (1) above, had issued directions to withhold the Regional Plan-2021 and to use Regional Plan 2001 as reference plan for the purpose of determining the land use while using the policies of Regional Plan 2021 with respect to FAR, village status and height of building. As per the said Order, permissions can be granted in plots falling under developable zone as per both the Regional Plans i.e. Regional Plan 2001 as well as Regional Plan-2021.

2. And whereas, by Order dated 28/9/2015 read at preamble at sl. No. 2) above, the decision of Government was conveyed for relaxation of Order dated 4/6/2012 read at preamble sl. No. 1) above, for proposals cleared by Goa Investment Promotion and Facilitation Board. As per the said Order projects cleared by GIPFB can be issued permission, if the land under reference falls in settlement zone, industrial zones and Institutional zones as per Regional Plan 2021.

3. And whereas, it has been brought to the notice of the Government, that many applications for personal housing in lands classified as Settlement areas as per Regional Plan 2021 are pending for clearance as the land pertaining to the same are not classified under Settlement Zone in the Regional Plan 2001 and vice versa, due to the instructions contained in the Order dated 4/6/2012, and putting the public at large to hardship.

4. And whereas, there are cases of the nature that the properties zoned earlier under Industrial Zones in the Regional Plan for Goa 2001 have been shown under Settlement Zone as per Regional Plan for Goa 2021, in which case the owner of the land can neither get permission to develop industry nor develop the land for residential use as per the Order dated 04/06/2012. There are applications from institutions for setting up state of the art educational institutions and knowledge centres, pending for want of zoning clarity. Many tourism related projects are also awaiting nod which conforms to Regional Plan 2021.

5. And whereas, the Government has recently brought about amendment to section 49(6) of the Act, thereby making it mandatory for registration of plots which are not as per the survey plan or plots which are not having approval from competent Authority, to obtain a No objection Certificate from Chief Town Planner(Planning). This was enacted primarily to control large scale unauthorized fragmentation of Orchard and agricultural lands which was taking place at brisk pace in the state. Government has observed that many unauthorized land developments have already taken place by way of registration of sale deeds for smaller plots and construction of pucca houses/buildings have sprung up in many plots. Some of them are within settlement areas, as per RPG 2021 and where as many such developments are in non settlement areas as per both the Regional Plans. It was found necessary, that whatever developments which have come up in settlement area of Regional Plan 2021, could be considered for regularization by following rules.

6. Now therefore, in view of the aforesaid circumstances it has become necessary to issue fresh directions, in supersession to Orders dated 4/6/2012 and 28/9/2015, as under:

A. Development in land zoned under Settlement zones or Commercial Zones or Industrial zones or Institutional Zones as per Regional Plan -2021 to be

permitted as per its merit for uses permitted in respective zone, by following transparent process as under:-

i) Applications as received by the Taluka Level offices of the Department to be scrutinized with respect to the following:-

- Report on settlement character of the land and surroundings.
- Access conditions.
- Nature of land as to whether sloping/low lying or having forest trees etc.
- Permissibility as per Goa Land Development and Building Construction Regulations.

ii) The release of land shall further be subjected to the following:-

- a) In case the area of land is more than 5000.0sq.mts, opinion of Forest Department and Agricultural Department shall be obtained.
- b) Areas such as low lying paddy field, water body, khazan land, flood prone area, land having slopes more than 25%, forest land including private forest land, land falling in the buffer zone of Wild Life Sanctuaries(without the prior permission of Forest Department) and No Development Zone as per CRZ notification(without prior permission of GCZMA) even if they fall in settlement or developable zone shall not be permitted.

B. Land falling under Settlement Zones as per Regional Plan 2021, but falling under Industrial Zones as per Regional Plan 2001(both developable zones) the lower use i.e. residential and allied uses permitted in Settlement zone could be considered. Applications for educational complexes institutes recognized by the Government could be considered on priority, in case the land under reference fall under Settlement Zone or Institutional Zone in the Regional Plan 2021.

C. Cases of this nature considered by the Government as per the provisions of RPG-2021 and not in conformity with the RPG-2001 shall be notified to the public through Department's website. The Taluka level/District level offices shall maintain a register for recording such cases considered by the Government for ready reckoning for public scrutiny and for updation of Plans.

-SD-

(J. Ashok Kumar)
Secretary (TCP)

Outward No. 29/8/TCP/2018(pt.file)/645 dated 06/04/2018

ORDER

Read Order No. 29/8/TCP/2018(Pt file)/602 dated 28/03/2018.

In pursuance to the Order read at preamble, following directions are hereby issued for processing the application for building construction and land development. Applications falling in Settlement zones and other developable zones of Regional Plan for Goa-2021, but not falling under developable zones of Regional Plan for Goa-2001, within the ambit of Order dated 28/03/2018, shall be dealt and cleared at the level/hierarchy as per the table below:

Category I	Category II	Category III	Category IV
Taluka level/Town Planner/Dy. Town Planner	District level/Senior Town Planner	CTP (Planning)	Government
For issue of technical Clearance single family dwelling unit upto a total built up area of 250m ² , and recommendation of conversion of use of land under LRC for area commensurate to the consumed Coverage/FAR.	For issue of technical Clearance maximum two (2) dwelling units upto a total built up area of 500m ² , or single family dwelling unit of equivalent built up area and recommendation of conversion of use of land under LRC for area commensurate to	For issue of technical Clearance i) Maximum four (4) dwelling units upto a total built up area of 800m ² or single family dwelling unit of equivalent built up area. ii) Land development (Plotted development) upto 4,000m ² in area. iii) Recommendation of conversion of use	For issue of technical Clearance anything above the category III and all applications for Commercial, Industrial and Institutional projects irrespective of area, upto an built up area of 2,000m ² . Any projects more

	the consumed Coverage/FAR.	of land under LRC for area commensurate to the consumed Coverage/FAR.	than 2,000m ² built up area and plotted development more than 4,000m ² area will have to be recommended by a Committee to be constituted, comprising of technical members from IIA, IEI and ITPI.
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I. The following guidelines are to be taken into account and recorded in the file while processing application besides verifying the permissibility of the proposal under Goa Land Development and Building Construction Regulations, 2010.

- 1) Access conditions shall be in conformity with the said Regulations, 2010.
- 2) Plot shall be strictly within the permissible slope and shall not be low lying nature. Land falling within permissible slopes i.e. from 1:10 gradient to 1:4 gradient, permission under Section 17-A of the Act has to be obtained simultaneously while considering the application from Technical Clearance. Similarly, if low lying areas falling in the Settlement zone are considered for development, simultaneous clearance under Section 17-A of the Act shall be insisted.
- 3) In case of cutting of trees are involved, the location of the construction has to be shifted to avoid felling of trees. And, if felling of trees cannot be avoided, provisions of Goa Preservation of Trees Act shall be fulfilled and site for compensatory planting of trees @ double the trees that would be felled shall be identified and shown in the site plan.

- 4) Areas to be considered shall be in continuity to Settlement areas and having Settlement character. Any land in isolation and away from Settlement areas or illegal houses shown under Settlement zone shall not be considered at the level specified at categories I, II, II and shall be submitted to Government with due recommendation for decision.

II. Further the properties as referred hereunder shall not be considered for clearance even if they fall under Settlement zone or other developable zones as per Regulation 2021.

“Areas such as low lying paddy fields, water body, khazan land, flood prone area, tenanted agricultural areas, land having slopes more than 25%, forest land including private forest areas, land falling in the buffer zone of Wild Life Sanctuaries (without the prior permission of Forest Department) and No Development Zone as per CRZ notification (without prior permission of GCZMA).”

-SD-

(J. Ashok Kumar, IAS)
Secretary (TCP)

Outward No. 29/8/TCP/2018(pt. file)/648 dated 06/04/2018

ORDER

**Read: 1. Order No. 29/8/TCP/2018(Pt file)/602 dated 28/03/2018.
2. Order No. 29/8/TCP/2018(Pt file)/645 dated 06-04-2018.**

In pursuance to the Order dated 06-04-2018 at preamble 2, read with Order dated 28/03/2018 read at preamble 1, the Government hereby constitutes a Committee as stated hereunder for the purpose of recommending the applications mentioned at Category IV of the Order dated 06-04-2018.

COMMITTEE

1. Shri. Venancio Fernandes, HOD ... Member, ITPI
Architectural Engineering,
Govt. Polytechnic, Panaji.
2. Shri. Ernesto Moniz ... Member, IEI
3. Shri. Manguesh Prabhugaonkar ... Member, IIA
Chairman of Institute of Architects
4. Shri. Paresh Gaitonde ... Member, IEI
Member of Institute of Engineers/
Institute of Valuers
5. Shri. Rajesh J. Naik ...Chief Town Planner (Planning)(Convener)

-SD-

**(J. Ashok Kumar, IAS)
Secretary (TCP)**

Outward No. 21/1/TCP/2018/605 dated 28/03/2018

ORDER

The following instructions and guidelines are issued for processing the application for NOC under Section 49 (6) of the Town and Country Planning Act for registration of deeds:

I. No Sanction or NOC is required in the following cases.

1. Plots which are as per or tallying with the Survey Plan, issued by Survey Department.
2. Plots having approval from Planning and Development Authority or Town and Country Planning Department.
3. If the sub-division of land or making or layout of any property resulted from right of inheritance within a family.
4. Mortgaging immovable property in favour of any financial institution notified by Government by a Notification in the Official Gazette.

II. Cases wherein NOCs can be issued without insisting for formal sub-division approval.

1. In case NOC is sought for part of a property divided by way of Government intervention i.e. by way of Road, Canal, railway or any other land acquisition, applications shall be considered for NOC.
2. In case, the plot proposed for NOC for Sale Deed and remaining part of said Survey No. are more than 4000m² each in Settlement areas, the application could be considered for approval subject to availability of access to partitioned land and remaining part.

3. In case NOC is sought for plot whose area is left out area after deducting area for mundcar/ordered by competent Authority or for balance area of the property pursuant to registration of sale deed of remaining portion prior to 22/03/2018.
4. In case, plot area for consideration is the area available after leaving out area for public uses as per Statutory Plans.
5. Part areas of properties which are being purchased for deriving access to land locked properties.
6. Purchase of small strips of land from adjoining properties in order to make available setbacks, or to accommodate FAR etc., provided that such adjoining property, shall not be rendered unsuitable or make it less than the minimum plot size/area, provided further that such purchase would not amount to areas larger than 4,000m² to be reduced to less than 4,000m².
7. For re-sale of plots which have been duly registered, prior to 22/03/2018, but not partitioned.

III. Cases where sub-division approval under Goa Land Development and Building Construction Regulations, 2010 is required.

For all other cases, other than what specified in Para I & II the Department will have to insist the applicants to apply for sub-division of land as per Goa Land Development and Building Construction Regulations -2010. In case the land falls in Settlement zone, the application will have to be dealt as per the standards of internal roads and open spaces as per the said Regulation. In case of land facing public road/directly accessible by public roads having area less than 4,000m², approval could be considered as per the standards of plots specified in sub-division Regulations and after reserving road widening area, without insisting for provisional approval. In case the land under reference is falling in

the agricultural land, sub-division application will have to be considered as per the Regulations with minimum plot area of 20,000m².

For cases where sub-division approvals have been granted provisionally with plot sizes of minimum 4,000m², but final approval has not been granted, NOC for sale could be granted based on the provisional approval.

IV. General instruction on receiving application.

The application under Section 49 (6) of the Act shall be preferred in the respective District/Taluka level offices. Application under 49 (6) shall be made by the owner of the land or his Power of Attorney holder who is selling the property in the prescribed format along with copies of Survey Plan, Form I & XIV, approved sub-division plan, Site Plan showing area proposed for sale and relevant ownership documents. Processing fee as prescribed shall be levied at the time of filing the application.

Any difficulties arising out from time to time shall be brought to the notice of the undersigned for appropriate decision.

-SD-

(Rajesh J. Naik)
Chief Town Planner
(Planning)

Annexure 'J'

Form 'A'

(See rule 3)

1. Name and address of the applicant	_____
2. Sy. No., Village, Panchayat and Taluka in which land is situated	_____
3. Whether free hold or lease hold	_____
4. Existing zone as per Regional Plan 2021	_____
5. Road Accessibility/Status	_____
6. Tenancy details	_____
7. CRZ status(River/Sea)	_____
8. Past commitment(such as developments like sub-division approvals by Competent Authorities, Conversion Sanad under LRC, building approvals/ NOC's etc.	_____
9. Change of zone sought for(Specify the proposed zone)	_____
10. Area of land sought for change of zone	_____
11. Nature of land, specify whether sloping/ low lying	_____
12. Purpose of change	_____
13. Details of processing fee paid	_____

Date:-

Place:-

Signature of the Applicant

Enclosed following documents:

- (i) Survey Plan
- (ii) Form I & XIV
- (iii) Ownership documents.
- (iv) Zoning Certificate.
- (v) Contour Plan, photograph, if required.

By order and in the name of the Governor of Goa

Daulat Hawaldar, IAS, Secretary (TCP)

Panaji, 1st October, 2018.

Annexure 'K'

Ref. No. 29/8/TCP/2015-18(Pt.file)/2391
Town & Country Planning Dept.
Government of Goa,
2nd floor, Dempo Tower,
Patto Plaza, Panaji, Goa.
Date: 20-11-2018

NOTIFICATION

In exercise of the powers conferred by sections 100A and 101A of the Goa, Daman and Diu Town and Country Planning Act, 1974 (Act 21 of 1975) and in supersession of the Government Notification No. 21/1/TCP/2001/1725 dated 13/6/2001, published in the Official Gazette, Series I No. 12, dated 21/06/2001, the Government of Goa hereby specifies the rate of fee for processing of applications for change of zone of land in the Regional Plan and for change of zone of land, as follows, namely:-

Rate of processing fee and rate of fee for change of zone				
(1)	(2)	(3)	(4)	(5)
Area of the land in respect of which change of zone is proposed	Processing fee in Rs.	Fee for change of zone to settlement zone or sub-zone settlement (Commercial) per sq. mtr. of land	Fee for change of zone to Industrial zone per sq. mtr. of land	Fee for change of zone to Institutional zone and others per sq. mtr. of land
Upto 500 sq. mtrs.	₹ 5,000	Nil	₹ 100	₹ 50
501 sq. mtrs. to 1,000 sq. mtrs.	₹ 7,500	₹ 50	₹ 150	₹ 50
1,001 sq. mtrs. to 2,000 sq. mtrs.	₹ 10,000	₹ 75	₹ 150	₹ 50
2,001 sq. mtrs. to 5,000 sq. mtrs.	₹ 15,000	₹ 100	₹ 150	₹ 50
5,001 sq. mtrs. to 10,000 sq. mtrs.	₹ 20,000	₹ 125	₹ 200	₹ 100
10,001 sq. mtrs. to 20,000 sq. mtrs.	₹ 30,000	₹ 150	₹ 300	₹ 100
Above 20,001 sq. mtrs.	₹ 50,000	₹ 200	₹ 400	₹ 150

Note:-

(1) The rate of fee specified in column Nos. (2), (3), (4) and (5) above are applicable for land in V.P-2 category villages in Talukas of Pernem, Bardez, Tiswadi, Ponda, Mormugao, Salcete and Canacona as identified in Release-3 Report of Regional Plan 2021: Provided that, the rate of fee in respect of VP-2 category villages in the Talukas of Bicholim, Sattari, Quepem, Sanguem and Dharbandora, as identified in Release -3 Report of Regional Plan 2021, shall be 80% of the rate of fee specified in column Nos. (2),(3),(4) and (5) above:

Provided further that, no fee shall be levied for change of zone in the case of application made, where land use zones had been reverted from settlement zone in Regional Plan 2001 to non- developable zone in Regional Plan 2021.

(2) The rate of fee for land in VP-1 category villages and M2 class Municipal areas/coastal villages, shall be increased by 20% and 40% , respectively, over the rate specified for VP-2 category villages.

(3) The rate of fee for change of zone from Industrial zone to Settlement zone shall be as specified in column No. (3) above and the rate of fee for change of zone from Settlement zone to Industrial zone shall be as specified in column No. (4) above.

By Order and in the name of
the Governor of Goa

Sd/-

(Daulat Hawaldar, IAS)
Secretary (TCP)