## Change In Land Use (N.A.)

1	NameofApproval/ NoC/ License/ Registration	Change In Land Use ( N.A.)
2	Competent Authority	Collectorate
3	Applicability Criteria	<ol> <li>Settlement Zone or Industrial Zone.</li> <li>Road Access available to the concerned Land/ Plot.</li> </ol>
4	Stage	Pre-operation
5	Timelines	90 days
6	Documents Required	<ol> <li>Application</li> <li>Original R/R Nakal</li> <li>Site Plan</li> <li>If the Plot/ Land is above 4000 Sq. Mtrs., Layout Plan is required.</li> </ol>
7	Procedure for getting license	<ol> <li>Application to be submitted alongwith documents mentioned above.</li> <li>Reports to be made from the Mamlatdar and ATP.</li> <li>Call for Personal Hearing after receiving of reports.</li> <li>Fees to be paid if N.A. is granted.</li> <li>SANAD will be issued after fees payment.</li> </ol>
8	Fee & Mode of payment	<ol> <li>Cheque through payment mode.</li> <li>(Conversion fee + Damanganga Irrigation fee)</li> </ol>

# DETAILED PROCEDURE AND FEES INFORMATION IS AVAILABLE ON NEXT PAGE

## PROCEDURE FOR LAND N. A. CONVERSION

Sr.	Details of process		Time period
No.			(Approx)
1)	Applicant(s) applies in prescribed Application Form	:	
	u/s. Sub-Section (1) of Section 32 of the Goa, Daman		, in the second se
	& Diu Land Revenue Code, 1969, through on-line on		
	Official Website : daman.nic.in (SUGAM) and hard		
	copies of Application and documents to be submitted		
	the Collector, Daman.		
2)	The documents are as under:	:	
	1. Original application - 01 Original + 03 Xerox		
	2. Latest R. R. Nakal - 01 Original + 03 Xerox		
	3. Latest Site Plan – 01 Original + 03 Xerox		
	4. Proposed Plan – 01 Original + 03 Xerox.		
3)	On receipt of the Dak by the concerned Clerk, the	:	03 days
	report will be sought from the Mamlatdar, Daman &		
	A.T.P., Daman for reports		
4)	The Mamlatdar, Daman & A.T.P., Daman will submit	:	07 days
	their Reports to the Collector, Daman.		
5)	If the recommended reports received from the	:	07 days
	Mamlatdar, Daman & A. T. P., Daman, the file is to		6.
	be processed for Granting of N. A. Permission &		
	hearing date will be fixed by the Collector, Daman for		
	the N. A. Permission.		
6)	If not recommended report received from the	;	07 days.
	Mamlatdar, Daman or A. T. P., Daman, the letter to		2259
	be issued to the applicant for compliance after getting		
	approval of the Collector, Daman.		
7)	On receipt of the reply from the applicant satisfactorily	:	15 days
	or not, the Collector, Daman will fix Personal Hearing		
	for grant of N. A. Permission.		
8)	The Collector, Daman will grant the N. A. Permission	:	07 days
	or reject the N. A. Application by scrutinizing records		Netto
	with the Mamlatdar/Representative of Mamlatdar,		
	Daman and A.T.P./Representative of A.T.P., Daman		
	and found the documents to be in order, the NA		
	Permission will be granted.		
9)	The letter to be issued for Payment of requisite	:	02 days
с.	conversion fees.		

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10)	If granted N. A. Permission, the applicant has to pay :	
	the requisite fees through Challan. The N. A.	
	Conversion fees are as under:	
	Conversion Fees	
	<ul> <li>(a) Rs.2/- per Sq. Mt. for Residential use.</li> <li>(b) Rs.15/- per Sq. Mt. for Industrial/Commercial/Residential-cum- Commercial use.</li> </ul>	
	Execution of Damanganga Irrigation Project Fees	
	(a) Rs.6/- per Sq. Mt. for Residential use (Personal housing)	
	(b) Rs.10/- per Sq. Mt. for Industrial/Commercial/Residential-cum- Commercial use.	
11)	After deposition of the conversion fees the applicant	02 days
,	will be directed to approach Enquiry Officer. City	02 days
	Survey Daman for preparation of SANAD and	
	demarcation of land	
12)	On deposition of demonstrian face in the Environment	00.1
12)	Officer City Survey Office Development the CANAD	03 days
	Officer, City Surveys Office, Daman, the SANAD will	
	forward by the Enquiry Officer, City Survey, Daman to	
101	the Collector, Daman.	-
13)	The Land Section of the Collectorate will prepare :	05 days
	ORDER, the Collector, Daman will sign the SANAD	
	& ORDER and same returned to the Applicant for	
	evidence.	
14)	All procedure will be completed within 60 days, if	60 days
*	found as per Land Revenue Code, 1968.	

Circular regarding online submission of application for various clearances/approvals through Online Single Window System

Departmen	t of Industries						States to
U.T. Administra	Portal for Industrial C ion of Dadra and Nagar	Clearances r Haveli & Daman and Diu					2.3
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#### UT ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU DISTRICT INDUSTRIES CENTRE

Udyog Bhavan, 1<sup>st</sup> Floor, Bhenslore, Nani Daman – 396 210. Ph.: 0260-2260310 / 2260871 e-mail : dic-dd@nic.in

No. DIC/DMN/BRAP-2020/OSW/2020-21/486

Dated: 17/03/2020

#### CIRCULAR

Subject : Ease of Doing Business - SRAP 2020 - Recommendation of DPIIT, Ministry of Commerce & Industry, GoI regarding Online submission of applications for various clearances/approvals

Attention of all the Officers of the Department of UT of Dadra & Nagar Haveli and Daman & Diu is invited to above subject. They are instructed to use Online Single Window Portal (ie. http://swp.dddgov.in) for all the services/regulatory clearances in respect of their department. Department wise list of services may be seen at https://swp.dddgov.in/departments-and-services

It is also mandated that this portal having all facilities such as online application submission, payment, tracking, approvals and downloading final signed certificate without the need for a physical touch point.

Further, all concerned departments are directed to ensure that applications are submitted in ONLINE MODE through the Single Window Portal only and no applications are accepted offline.

(S. Krishna Chaitanya) Director (Industries) DNH&DD

To, All Head of Offices, DNH&DD

Copy to:-1) All Secretaries, DNH&DD for kind information please. 2) The Guard File

# Snapshots shows the online services beginning from submission of application to final download certificate



### User Guide for online filing of Change In Land Use (N.A.)

1. Open the website: <u>https://swp.dddgov.in/</u> and click on Department menu.



2. Click on Collectorate Department from the menu.



3. From the Department's page, click on "Click here" button besides the name of the service "Change in Land Use (N.A.)".

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4. Enter your mobile number and pin which was generated on your mobile number to login.



5. After logging in, click on Department & Services and scroll down to the services of Revenue/Collectorate. Click on the button "click here" besides the "Change in Land Use (N.A.)".



6. Click on the "Apply for Change in Land Use (N.A.)" button.



7. Fill the entire form and then click on "Submit Application" button at the bottom of the form.

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8. After clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

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9. After the department approves your application, the option to "pay your fees" will be displayed.

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### 10. Pay your fees online.

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11. After the payment is approved from the department, the "Download Certificate" button shall be visible.

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12. The applicant can download the certificate by clicking the above mentioned button.



13. For Third Party Verification of the issued certificates, go to <u>https://swp.dddgov.in/</u> and click on "Single Window" menu. Then click on "Third Party Verification".



14. Enter the barcode/certificate number and click on "Verify".

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