

Change In Land Use (N.A.)

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

**DETAILED PROCEDURE AND FEES
INFORMATION IS AVAILABLE ON NEXT PAGE**

PROCEDURE FOR LAND N. A. CONVERSION

Sr. No.	Details of process	Time period (Approx)
1)	Applicant(s) applies in prescribed Application Form : u/s. Sub-Section (1) of Section 32 of the Goa, Daman & 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 : report will be sought from the Mamlatdar, Daman & A.T.P., Daman for reports	03 days
4)	The Mamlatdar, Daman & A.T.P., Daman will submit : their Reports to the Collector, Daman.	07 days
5)	If the recommended reports received from the : Mamlatdar, Daman & A. T. P., Daman, the file is to be processed for Granting of N. A. Permission & hearing date will be fixed by the Collector, Daman for the N. A. Permission.	07 days
6)	If not recommended report received from the : Mamlatdar, Daman or A. T. P., Daman, the letter to be issued to the applicant for compliance after getting approval of the Collector, Daman.	07 days.
7)	On receipt of the reply from the applicant satisfactorily : or not, the Collector, Daman will fix Personal Hearing for grant of N. A. Permission.	15 days
8)	The Collector, Daman will grant the N. A. Permission : or reject the N. A. Application by scrutinizing records 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.	07 days
9)	The letter to be issued for Payment of requisite : conversion fees.	02 days

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

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

Department of Industries
Single Window Portal for Industrial Clearances
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu

Home About Us About DNH & DD Why Invest in DNH & DD Departments - Single Window - Help - Dashboard Login / Registration

Home • Single Window • Departments & Services

Departments & Services

[Click here to Download Circular regarding Online Submission of application for various clearances / approvals](#)

- Labour & Employment
- District Industries Center
- Pollution Control Committee
- Factories & Boilers
- Collectorates

<https://swp.dddgov.in/secretary/secretary/MANDATE-FOR-ONLINE-SUBMISSION-OF-APPL/CAT/030320>

UT ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU
DISTRICT INDUSTRIES CENTRE

Udyog Bhavan, 1st 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

C I R C U L A R

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.

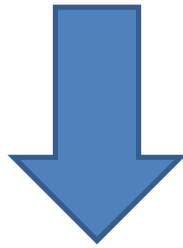
(S. Krishna Chaitanya)
Director (Industries)
DNH&DD

To,
All Head of Offices, DNH&DD

Copy to:-

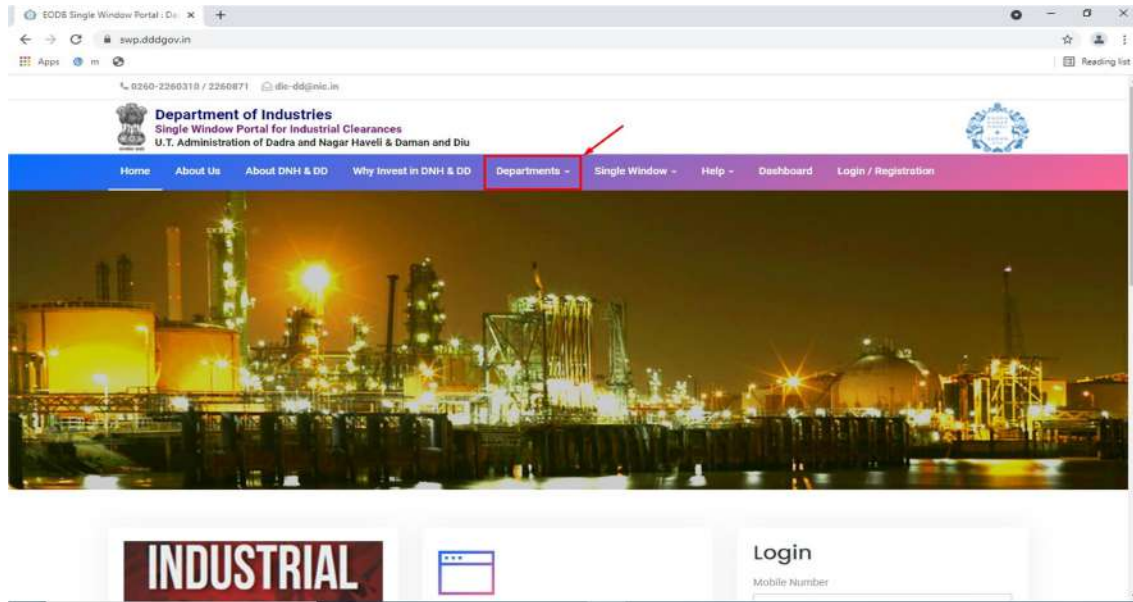
- 1) All Secretaries, DNH&DD for kind information please.
- 2) The Guard File

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

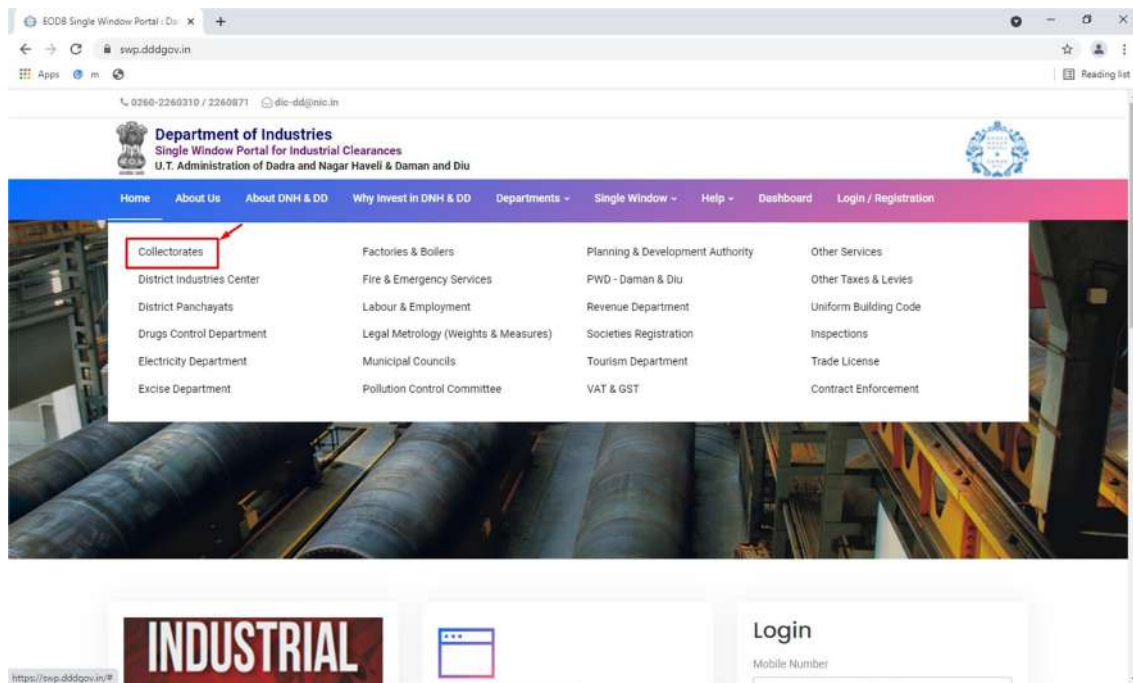


User Guide for online filing of Change In Land Use (N.A.)

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



2. Click on Collectorate Department from the menu.



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

Department of Industries
Single Window Portal for Industrial Clearances
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu

Home About Us About DNH & DD Why Invest in DNH & DD Departments Single Window Help Dashboard Login / Registration

Collectorates

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

Collectorate - Daman

Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Change In Land Use (N.A.)	Click Here	Collectorate - Daman	90	View	Superintendent (Collectorate)	Resident Deputy Collector	Collector
2	Application of Licenses under rule 11 of the Dadra and Nagar Haveli & Daman and Diu Cinema (Regulation of Exhibition by Video.) Rules, 1985 / Application for registration under Cinema Regulation for Cinema	Click Here	Collectorate - Daman	45	View	Superintendent (Collectorate)	Resident Deputy Collector	Collector

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

Single Window Portal for Industrial Clearances
U.T. Administration of Dadra Nagar Haveli & Daman and Diu

Login into your account!

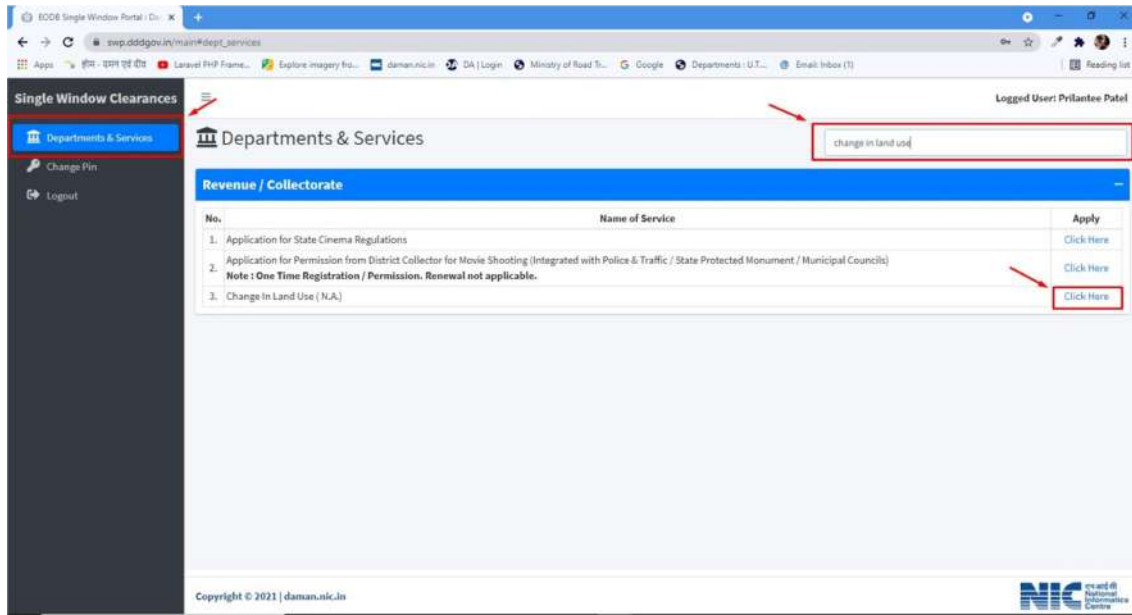
Mobile Number

Pin [Forgot Pin ? Click Here.](#)

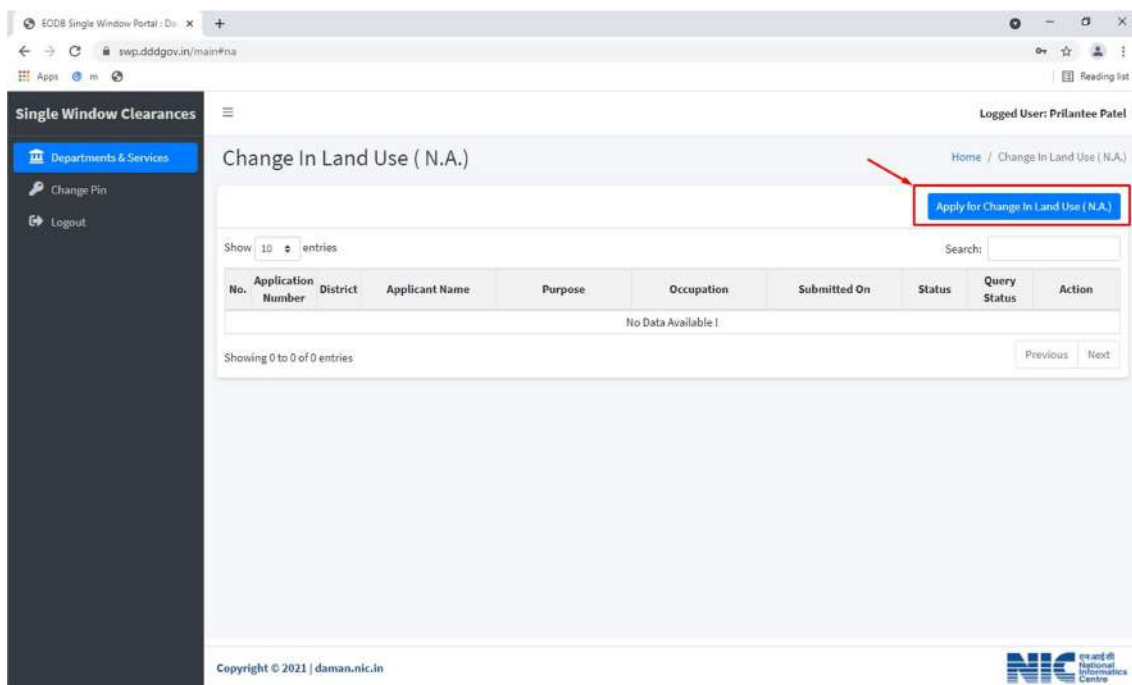
[Login](#) [Back to Home](#)

Don't have an account? [Registration](#)

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.



- Fill the entire form and then click on “Submit Application” button at the bottom of the form.

Single Window Clearances

Departments & Services

Change Pin

Logout

Change In Land Use (N.A.)

Logged User: Prilantee Patel

Home / Change In Land Use (N.A.)

SCHEDULE - 1
(See Rule 3)
FORM OF APPLICATION UNDER SUB-SECTION (1) OF SECTION 32 OF
THE GOA, DAMAN AND DIU LAND REVENUE CODE - 1968.

To,
The Collector,

District where the land is situated *

Select District

1. Details of Applicant

Sl.No.	Full Name of the Applicant	Full Postal Address of the Applicant
1		

Add Applicant

1.(a) Assessed or held for the purpose of agriculture for the non-agricultural purpose/purposes of

1.(b) Assessed or held for the non-agricultural purpose of

1.(c) Assessed or held for the non-agricultural purpose of

for the same purpose but in relation of condition

imposed at the time of grant of land or permission for such non-agricultural use etc.

2. Annex to this application

Sl.No.	Name of Document
2.(a)	A certified copy of record of rights in respect of the land as it existed at the time of application; R/R/Nakal, Form I & XIV and site plan. *

(Maximum File Size: 1MB)
(Upload PDF Only)

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- 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.

Single Window Clearances

Departments & Services

Change Pin

Logout

Change In Land Use (N.A.)

Logged User: Prilantee Patel

Home / Change In Land Use (N.A.)

Apply for Change In Land Use (N.A.)

Show 10 entries

Search:

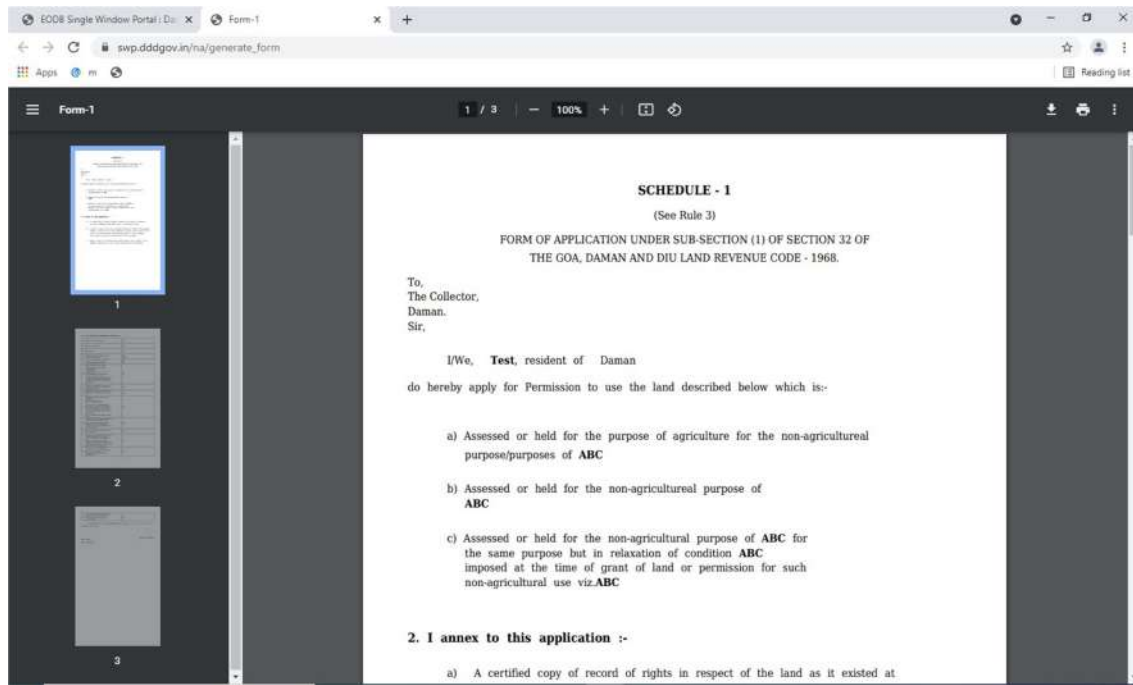
No.	Application Number	District	Applicant Name	Purpose	Occupation	Submitted On	Status	Query Status	Action
1	NA00036	Daman	ABC	ABC	ABC	04-05-2021 17:03:30	Application Submitted	-	View Form

Showing 1 to 1 of 1 entries

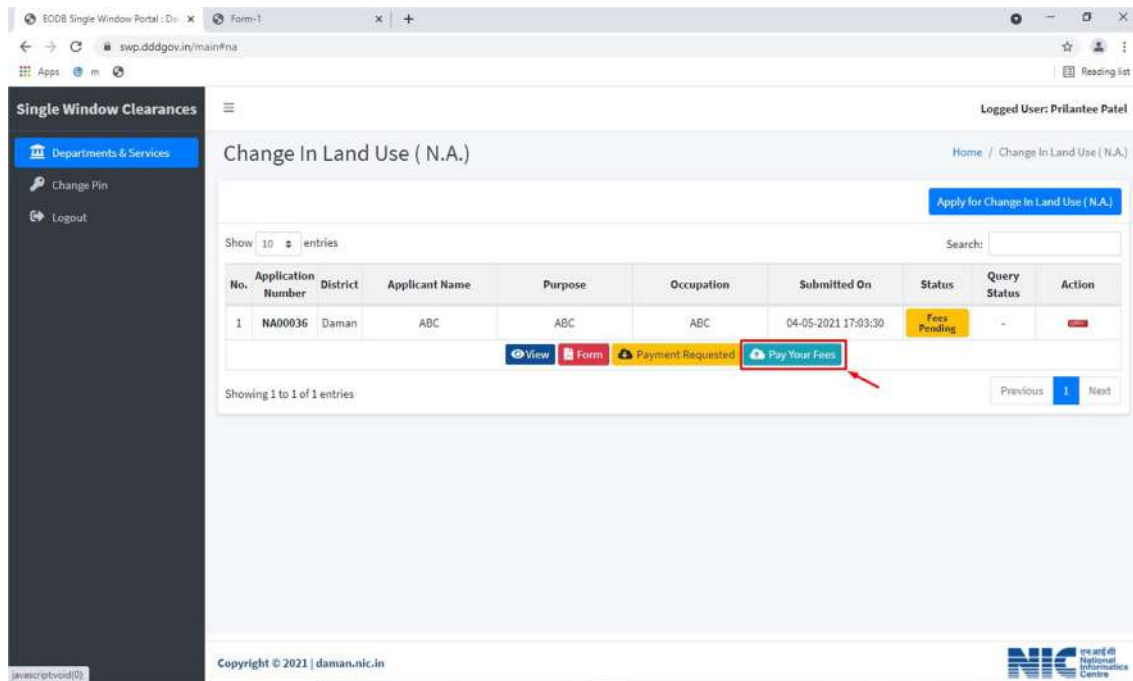
Previous 1 Next

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



10. Pay your fees online.

Pay Your Fees

Name and location of the establishment *

Test Name

Payment Type *

Demand Draft (DD)

Pay at Office

NEFT/RTGS/INB

Close

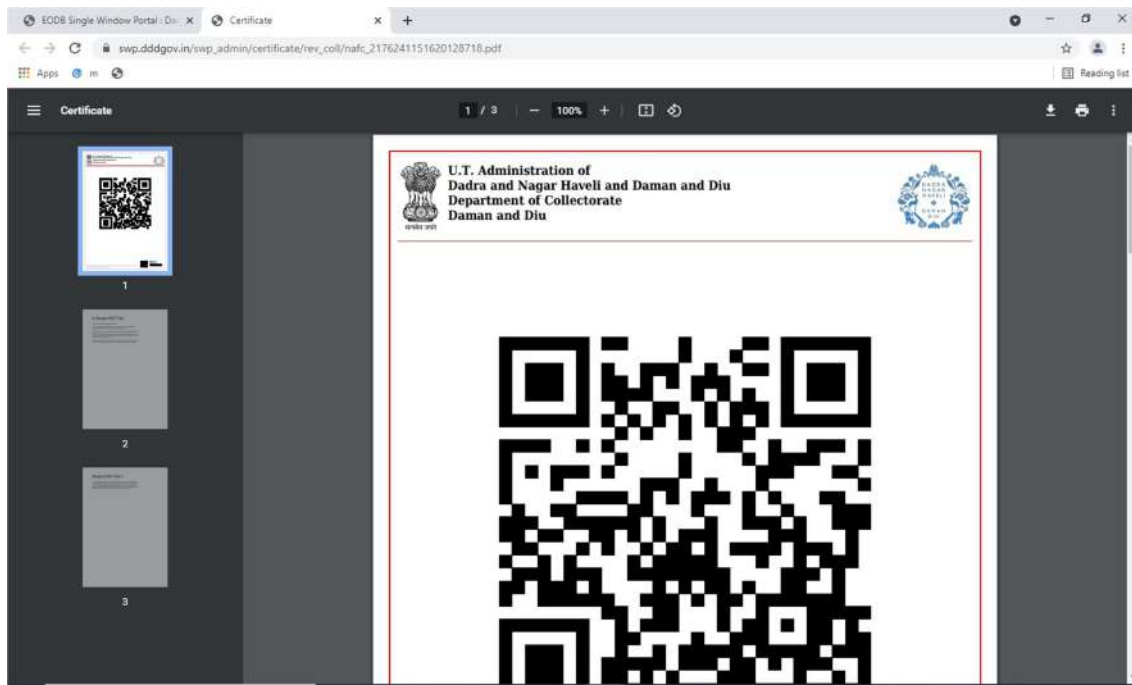
11. After the payment is approved from the department, the “Download Certificate” button shall be visible.

The screenshot shows a web browser window with the URL `swp.dgdgov.in/main#na`. The page title is "Change In Land Use (N.A.)". The user is logged in as "Prilantee Patel". The page displays a table of applications with the following data:

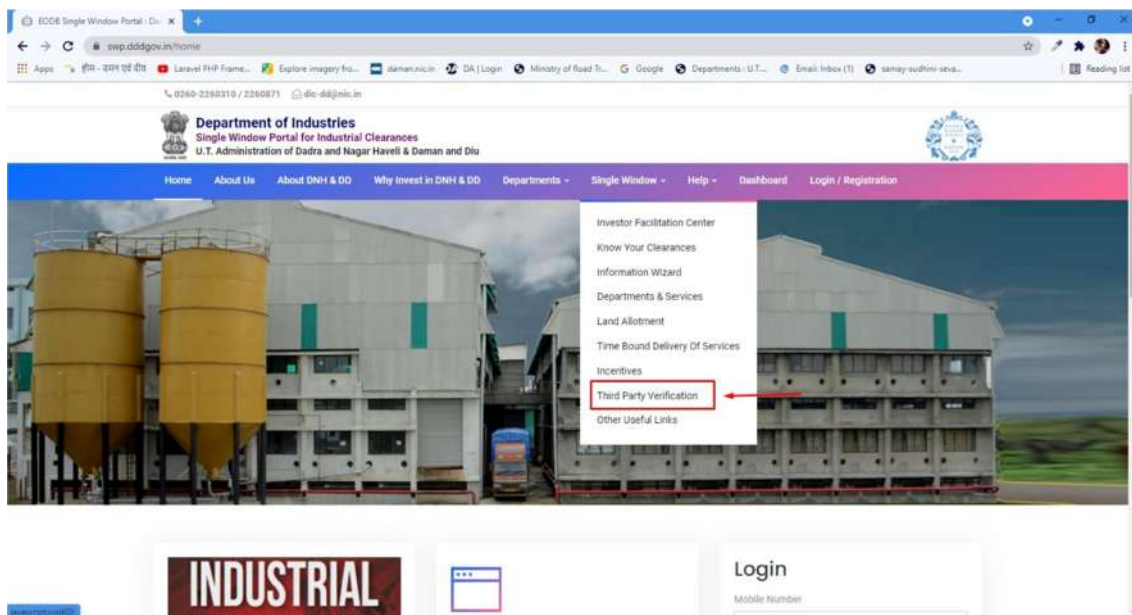
No.	Application Number	District	Applicant Name	Purpose	Occupation	Submitted On	Status	Query Status	Action
1	NA00036	Daman	ABC	ABC	ABC	04-05-2021 17:03:30	Approved	-	View Form Payment Requested Pay Your Fees Download Certificate

The "Download Certificate" button is highlighted with a red box and a red arrow. The footer of the page includes "Copyright © 2021 | daman.nic.in" and the NIC logo.

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



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



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

