GOVERNMENT OF PUDUCHERRY
DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT
DIRECTORATE OF SURVEY AND LAND RECORDS
*****

No. M/7943/2026-DSLR Puducherry, date:05.11.2026

STANDARD OPERATING PROCEDURE

Sub: DOSLR – Maintenance of Statutory Registers and Records and Standard Operational Workflow for Licensed Land Surveyors and Licensed Land Draughtsman – Instructions – Reg.

*****

The Puducherry Licensed Land Surveyors and Licensed Land Draughtsman Rules, 2019, as amended from time to time, prescribe the duties, responsibilities, record maintenance and procedures relating to the functioning of Licensed Land Surveyors / Licensed Land Draughtsman. With a view to ensuring uniformity and proper maintenance of records in the receipt, processing, execution, verification and disposal of survey and demarcation works, the following procedure and record-keeping requirements shall be followed in accordance with the provisions of the said Rules and the instructions issued by the Directorate of Survey and Land Records from time to time.

The List of Licensed Surveyor/Draughtsman along with contact details shall be hosted in the website of Department of Revenue and Disaster Management, Puducherry viz. https://puducherry-dt.gov.in and https://revenue.py.gov.in , for the information of the public/Government Offices.

The Licensed Surveyors shall be directly engaged by the Government Offices on payment basis as prescribed in the G.O.Ms.No.03/DOSLR/2025 Dated .21.03.2025 issued by the Department of Revenue and Disaster Management (Survey and Land Records), Puducherry

I. STATUTORY REGISTERS AND RECORDS TO BE MAINTAINED

The following Registers, Receipt Books and records shall be maintained by the Licensed Land Surveyors / Licensed Land Draughtsman in the manner prescribed:

(i).Application Receipt Register

A Register (as prescribed in Annexure-I) shall be maintained for entering the receipt of applications from applicants. The applications shall be entered serially based on the date of receipt at the respective office. Necessary entries regarding processing and disposal shall also be made in the prescribed form/registers as prescribed by the Directorate from time to time.

(ii). Receipt Book with Counterfoils

A Receipt Book with counterfoils shall be maintained for acknowledging all amounts received in connection with the work undertaken, wherever applicable. Receipts shall be issued for all amounts received from applicants and the prescribed fee shall not be exceeded. The receipt book pages shall be sealed by the Directorate of Survey and Land Records, Puducherry on the backside of the each individual Receipt in the book..

(iii). Triplicate Survey Reports and Records

After completion of the assigned work, the Licensed Land Surveyor / Licensed Land Draughtsman shall prepare the reports and records in triplicate, as prescribed under the amended Rules, namely :—

(i) one copy for maintenance, record and verification by the Sub/Deputy Collector (Revenue) / Director of Survey and Land Records / Tahsildar, as applicable;

(ii) one copy for maintenance by the concerned Licensed Land Surveyor / Licensed Land Draughtsman for file reference; and

(iii) one copy for furnishing to the petitioner.

(iv).Technical Records relating to Draughting Work

In cases where draughting work is assigned, the Licensed Land Draughtsman shall compile and submit the relevant draft technical records, including draft copies of the Area Alteration Memorandum, Sub-Division Sketch, Correction Settlement Register and Correction Report of the Cadastre Correlation Statement, as applicable to the work assigned.

All records shall be maintained in a neat, legible, clear and unambiguous manner and shall be produced for inspection and verification whenever required by the competent authority. Copies of completed Registers and Receipt Books shall be submitted to the Licensing Authority at the end of each calendar year. Where the licence has expired, been revoked or suspended, the Registers and Receipt Books shall be surrendered to the Licensing Authority within the period prescribed under the Rules.

II. STANDARD OPERATIONAL WORKFLOW

The survey and demarcation work shall generally be processed through the following stages:

Receipt of Application

↓

Payment of prescribed Government demarcation charges at the concerned Office(DOSLR/Taluk/Sub-Taluk)

↓

Allocation/assignment of the application to the Licensed Land Surveyor by the Office. The Public may also approach the Licensed Surveyor for Demarcation

↓

Entry of the application in the Application Receipt Register with serial number based on date of receipt

↓

Collection of prescribed Licensed Land Surveyor fee and issue of receipt

↓

Perusal of relevant survey records and maps

↓

Field inspection, measurement and demarcation

↓

Preparation of sketch/map and connected report/records in triplicate

↓

Submission of completed report and records in triplicate

↓

Scrutiny and verification as prescribed

↓

Submission to the competent authority wherever statutory action is involved

↓

Further action by the competent Specified Officer / Settlement Officer, wherever applicable

↓

For field sub-divisions, following the Specified Officer's approval, the prepared sketch/map is forwarded to the Licensed Draughtsman (if engaged) for technical scrutiny prior to final approval by the concerned office.

↓

Disposal of the application and maintenance/furnishing of records

III. MANUAL OPERATIONAL WORKFLOW

Application Receipt and Allocation

Petitions relating to demarcation or sub-division shall be received at the respective office where the work is assigned. The standard demarcation charges payable to the Government shall be collected at the concerned Taluk Office prior to processing of the demarcation application. The application shall thereafter be assigned by the competent authority at the respective office to the concerned Licensed Land Surveyor. The Licensed Land Surveyor shall immediately enter the details of the assigned application in the Application Receipt Register and assign a serial number based on the date of receipt.

Further, the Licensed Land Surveyor shall directly receive demarcation applications from applicants within their assigned Taluk jurisdiction. All such applications must be submitted in the Directorate's prescribed format (Annexure-IV) and be accompanied by attested photocopies of the registered title deed for the subject property, along with a valid identity proof of the applicant.

Perusal of Records

Before undertaking field work, the Licensed Land Surveyor shall peruse the relevant survey records and maps available with the Directorate/concerned office, including the Field Measurement Book (FMB) and other relevant records, as applicable. Necessary permission shall be obtained from the concerned Tahsildar, Assistant Director of Survey or Assistant Director (Drawing), as applicable, for tracing/copying/printing of necessary sketches or records. Whenever such copies are issued it shall be endorsed “for use of Licensed Surveyor”.

Field Execution and Fee Collection

The Licensed Land Surveyor shall execute the required field measurement and demarcation in coordination with the applicant, subject to the prior issuance of an intimation letter (as per Annexure-IV) to all adjacent landholders and other parties

possessing an interest in the field wherever applicable. The prescribed fee payable to the Licensed Land Surveyor for demarcation shall be collected directly from the applicant and the requisite receipt shall be issued in the prescribed format. The rates of fee shall be as prescribed by Government from time to time.

Preparation and Submission of Report

The sketch/map and report shall be prepared with reference to the relevant survey records and Field Maps maintained by the Directorate. The application shall be disposed of by the Licensed Land Surveyor within 15 days from the date of receipt, as prescribed under the amended Rules. The completed report and connected records shall be submitted in triplicate to the concerned office for verification and further statutory action, wherever applicable.

IV. DEMARCATION FEE AND GOVERNMENT CHARGES

The fees payable to Licensed Land Surveyors for demarcation of fields shall be collected directly from the applicants at the rates prescribed by Government. The requisite fee receipt format (as per Annexure-II) circulated by the Directorate shall be used for acknowledging such payment. The standard demarcation charges payable to the Government of Puducherry shall be collected at the concerned Taluk Office prior to processing of the demarcation application. No Licensed Land Surveyor / Licensed Land Draughtsman shall collect any amount in excess of the prescribed fee or demand or receive any amount on behalf of any Government official.

V. ACCURACY, SCRUTINY AND VERIFICATION

The permissible deviation of error in the map/sketch prepared by the Licensed Land Surveyor / Licensed Land Draughtsman shall not be greater than 2% when compared with the Field Maps maintained by the Directorate. Any error noticed in the field during the process of demarcation shall immediately be brought to the knowledge of the concerned Tahsildar.

To ascertain the accuracy of the work, 10% of the applications disposed of/completed by the Licensed Surveyor shall be scrutinized by officials not below the rank of Deputy Surveyor officiating in the respective offices. The applications disposed of by the Licensed Surveyors shall also be subjected to random checking by the Sub-Inspector of Survey at intervals of every six months.

Where the deviation of error in the map/sketch is observed to be more than 3%, penal action shall be initiated, allocation of works shall cease immediately and the licence shall be cancelled forthwith without further notice, in accordance with the amended Rules.

VI. REPORTS RELATING TO CHANGE OF REGISTRY

Where the work undertaken relates to mutation of land records, the report and relevant records prepared by the Licensed Land Surveyor / Licensed Land Draughtsman shall be submitted to the competent Specified Officer / Settlement Officer.

The report and records prepared by the licensee shall be recommendatory in nature and shall facilitate consideration by the competent statutory authority. The competent Specified Officer / Settlement Officer may independently examine the records, conduct further enquiry or field verification and take a decision in accordance with the provisions of the Puducherry Settlement Act, 1970 and the Rules made thereunder.

VII. COURT CASES AND ADVOCATE COMMISSIONER WORK

The Licensed Land Surveyor / Licensed Land Draughtsman shall assist and produce the necessary records and evidence before the Civil Court in cases arising out of demarcation or other activities undertaken by the licensee. Where civil cases or disputes require attendance along with an Advocate Commissioner, the concerned Licensed Land Surveyor / Licensed Land Draughtsman shall attend and extend the required assistance in accordance with the Rules.

VIII. RECORD CUSTODY AND RESPONSIBILITY

The concerned Licensed Land Surveyor / Licensed Land Draughtsman shall be responsible for proper maintenance and safe custody of the Registers, Receipt Books, reports and other records relating to the works undertaken. All reports and records shall be prepared accurately and shall contain the relevant particulars required for the work. The Licensed Surveyor shall enter their name, License number and signature in each and every report generated by them.

The licensee shall comply with the provisions of the Rules, the conditions of licence and the instructions issued by the Director of Survey and Land Records and the competent officers from time to time.

Failure to maintain the prescribed Registers or Receipt Books, failure to issue receipts, collection of excess fees, violation of the Rules or licence conditions, submission of false reports or other irregularities shall attract action under the relevant provisions of the Rules, without prejudice to action under any other law applicable.

IX. OPERATIONAL WORKFLOW FOR LICENSED LAND DRAUGHTSMAN

The operational workflow for a Licensed Land Draughtsman commences upon the receipt of the field report submitted by the Licensed Land Surveyor through the Director of Survey and Land Records, Puducherry or the concerned Specified Officer or Settlement Officer. Upon receiving the assignment, the draughtsman is tasked with plotting the new sub-divisions or survey fields in the tracing of the sketch and precisely computing the actual area using a FMB .

Following the accurate computation and adjustment of areas, the draughtsman must compile and furnish a complete suite of draft technical records. This submission must include the initial surveyor's report, a draft copy of the area alteration memorandum, the final sub-division sketch and the Correction Settlement Register. The assigned workflow is officially deemed complete only when these compiled reports and records are thoroughly scrutinized and approved by the concerned Specified Officer in consultation with the Surveyor/Draughtsman.

X. APPEAL PROVISION

Any applicant or office, adjacent landholder, or member of the public who is aggrieved by or dissatisfied with the field demarcation, survey sketch, or technical report executed by a Licensed Land Surveyor or Licensed Land Draughtsman may prefer a formal

appeal against the said report or record. Such appeals shall be filed before the designated Appellate Authorities based on the nature of the work and territorial jurisdiction:

(i). For appeals against a Licensed Land Surveyor in Puducherry, Mahe, and Yanam Regions: The Assistant Director (Survey), Directorate of Survey and Land Records, Puducherry.

(ii). For appeals against a Licensed Land Surveyor in Karaikal Region: The Assistant Director (Survey), Directorate of Survey and Land Records, Karaikal.

(iii). For appeals against a Licensed Land Draughtsman across all four regions (Puducherry, Karaikal, Mahe, and Yanam): The Assistant Director (Drawing), Directorate of Survey and Land Records, Puducherry.

The appeal petition must clearly state the grounds of the grievance and be accompanied by a copy of the disputed survey report, sketch, draughting records, and related property documents. Upon receipt of the appeal, the respective Appellate Authority shall examine the technical records, order a departmental field verification, re-survey, or re-verification by government staff if deemed necessary, and issue appropriate written orders to resolve the dispute in accordance with the departmental rules.

XI-CLARIFICATION ON STATUTORY ACT, RULES AND SOP

In the event of any doubt or requirement for clarification regarding the statutory Acts, Rules, or this Standard Operating Procedure, the Licensed Land Surveyor or Licensed Land Draughtsman shall submit a formal written representation. Such written submissions seeking clarification must be addressed directly to the Director of Survey and Land Records, Puducherry, whose orders in this regard shall be final and binding.

The above procedure shall be followed in respect of survey and demarcation works entrusted to Licensed Land Surveyors / Licensed Land Draughtsman with immediate effect.

// BY ORDER//

Digitally signed by
C Sendhil Kumar
Date: 05-11-2026
20:57:41

(C.SENDHIL KUMAR)
DIRECTOR OF SURVEY
AND LAND RECORDS

To

1. All Licensed Land Surveyors / Licensed Land Draughtsman, Puducherry.
2. The Sub/Deputy Collector (Revenue), South/North/Karaikal/Mahe /Yanam.
3. The Director, Local Administration Department, Puducherry.
4. The Chief Engineer, Public Works Department, Puducherry.
5. The Commissioner, Puducherry/Oulgaret/Karaikal/Yanam/Mahe Municipality, Puducherry.
6. The Superintending Engineer, Circle -I/II/III, PWD, Puducherry.

7. The Member Secretary, Puducherry Planning Authority, Puducherry.
8. The Chief Town Planner, Town and Country Planning Department, Puducherry.
9. The Head of Department of Government Offices, Puducherry.
10. All Settlement Officer-cum-Tahsildars, DOSLR, Puducherry/Karaikal.
11. The Tahsildar/Deputy Tahsildar, Puducherry/Oulgaret/Villianur/ Bahour/Karaikal/Thirunallar Taluk Office/Mahe/Yanam Sub-Taluk Office.
12. The Assistant Director (Survey) / The Assistant Director (Drawing), Directorate of Survey and Land Records, Puducherry/Karaikal.
13. The Commissioner,Villianur/Ariyankuppam/Bahour/Netapakkam/ Mannadipet/Kottucherry/ Nedungadu/Neravy/T.R.Pattinam/Thirunallar,Commune Panchayat, Puducherry/Karaikal.

Copy Submitted To:

1. The Commissioner-cum-Secretary (Revenue), Puducherry.
2. The District Collector-cum-Special Secretary (Revenue), Puducherry.

ANNEXURE-I

GOVERNMENT OF PUDUCHERRY

DEPARTMENT OF REVENUE AND DISASTER MANAGEMENT

DIRECTORATE OF SURVEY AND LAND RECORDS

APPLICATION RECEIPT AND WORK DISPOSAL REGISTER FOR LICENSED LAND SURVEYORS

*****

Name of the Licensed Surveyor: ..... **License No.: .....**

Jurisdiction / Deputed Office : ..... **Calendar Year: 202.....**

Sl. No.	Date of Receipt & Petition / Ref No.	Name & Contact of Applicant	Village, Talukk	R.S. No. / Ward/Block/T.S.No & Sub-Div.	Extent / Area (Sq. ft / Ares)	Nature of Work Assigned	Date of Field Demarcation	Date of Report Submission	Scrutiny Remarks (Dept. Officer)	Licensed Surveyor Sign
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

ANNEXURE-II

OFFICE COPY (Counterfoil)	**GOVERNMENT LICENSED SURVEYOR – DEMARCATION/SURVEYING FEE RECEIPT**
Receipt No: ..... Date: .../..../202.... Name: ..... R.S. No./ Ward: Block:T.S.No.: ..... Extent : …… Village: ..... Taluk : …… Amount: Rs. ..... Licensed Surveyor Signature : Name: Licence No:	Receipt No: ..... Date: ...../...../202..... Received from ..... a sum of Rs. ..... (Rupees .....) towards Surveying fees for the field located at R.S. No: .....with an extent of ..... in ..... Revenue Village,……Taluk. Applicant Signature Licensed Surveyor Signature Name: Licence No:

ANNEXURE – III

INTIMATION LETTER FOR FIELD MEASUREMENT AND DEMARCATION

To,

Thiru / Tmt / Selvi .....

Address: .....

.....

Sir / Madam,

Sub: Intimation of Field Demarcation / Boundary Measurement – Reg.

Ref: Demarcation Application No: ..... Dated: ...../...../202.....
submitted by Thiru / Tmt / Selvi .....

*****

This is to inform you that, based on the application cited in the reference above, the field measurement and boundary demarcation of the following property is scheduled to be conducted:

Taluk / Sub-Taluk : .....
Revenue Village : .....
R.S. No. / Ward:Block:T.S.No. : .....
Sub-Division No. : .....

As you are the applicant/adjacent landholder / interested party of the surrounding survey field, your attendance is requested at the site on ..... (Day), the ...../...../202..... at about ..... A.M. / P.M.

You are requested to be present in person or through an authorized agent for the purpose of pointing out the physical boundaries of your property, and to afford such information and render such assistance as may be necessary during the demarcation and survey of the said property.

Place : ..... **.....**

Signature of Licensed Land Surveyor

Date : ...../...../202.....

Name: .....
Licence No: .....
Mobile No: .....

ACKNOWLEDGEMENT OF RECEIPT

I have received the Intimation Letter from Licensed Land Surveyor Thiru/Tmt ..... regarding the field demarcation scheduled on ...../...../202..... for R.S.No./Ward:Block:T.S.No. ..... of ..... Village.

Date of Receipt: ...../...../202..... .....

Signature of the Applicant/Adjacent Landholder

(Name: .....)

ANNEXURE-IV

APPLICATION FOR DEMARCATION OF LAND / BOUNDARY IDENTIFICATION

From:
Name of Applicant : .....
Residential Address : .....
.....
Mobile Number : .....

To:
The Licensed Surveyor
Name :

Sir / Madam,

Sub: Request for Demarcation / Boundary Fixing of Registered Holding-Reg.

*****

I / We, ..., (I.D Proof No.: ……) residing at the address mentioned above, hereby apply for field demarcation and boundary identification in respect of the property detailed below. The said property has been acquired legally through a registered Sale Deed/Settlement Deed/Gift Deed/Partition Deed /Inheritance, registered as Document No. ..... of Year ..... at the Sub-Registrar Office, ... Therefore, I / We request that field demarcation may kindly be carried out for the said property as per the prescribed rules.

I - PROPERTY DETAILS

Taluk / Sub-Taluk	:
Revenue Village	
Survey Number (R.S. No. / Ward: Block: T.S. No.)	
Patta No.	
Total Extent of Land [Sq.ft. / Ares / H.A.Ca]	

II - FOUR BOUNDARIES OF THE PROPERTY (As per Document / Title Deed)

Direction	**Boundary Description / Adjacent Owners**
North	
South	

East	
West	

DECLARATION BY THE APPLICANT

1. I / We am/are the rightful absolute owner(s) / legal heir(s) / lawful possessor(s) of the aforementioned property.
2. I / We am/are in peaceful possession and physical enjoyment of the land applied for demarcation.
3. There are no pending title disputes, injunction orders, or boundary litigations before any Competent Civil Court in respect of the said land.
4. The property does not fall within any Government Poramboke, water body, pathway, temple property, or public easement, and no government land is encroached.
5. I / We undertake to be present on the land during field demarcation and to show the physical boundaries and adjacent owners to the Licensed Land Surveyor.
6. I / We agree to directly pay the prescribed demarcation charges to the engaged Licensed Land Surveyor as per the rates fixed by the Government vide G.O. Ms. No. 03/DOSLR/2025, against the issuance of an official fee receipt.
7. All particulars furnished in this application and accompanying documents are true and correct to the best of my knowledge. If any detail is found false or misleading, the application is liable to be rejected and I shall be liable for legal action.
8. I/We understand that the Government is not liable for any omissions/ commission of mistakes or errors done by the Licensed Surveyor.

Place : .....
Date : .....

Signature of the Applicant

Enclosures:

1. Self-attested copy of Title Deed / Registered Sale / Settlement / Partition Deed and Valid ID Card.