

Town and Country Planning Department, Daman.

Sr. No.	Services/ Facilities Rendered	Procedure	Time limit	Contact Person	Whom to contact if no solace is received from the Contact Person.
28.1	Technical Scrutiny of Construction permission proposal	Proposal to the concerned Panchayat who send it to Town and Country Planning Department which send back to the Panchayat with comments for recommended /not recommended and giving reasons thereof, as the case may be.	One Month	Associate Town Planner	Secretary(UD)
28.2	Technical Scrutiny and inspection of the site from planning point of view for proposal of N.A. Permission of land, received from Collector's Office.	Applicant has to apply in prescribed proforma available with the office of the the Collector's and submit the same to the Collector Office which sends to Town and Country Planning Department for examination of the proposal. This Deptt. then sends its recommendation (or otherwise) to Collector's Office.	15 days	Associate Town Planner	Collector
28.3	Scrutiny (including inspection of site) of proposal of Sale/Gift permission of land received from the Collector's Office.	Applicant has to apply in prescribed proforma available with the office of the Collector and submit the same to the Collector's Office which sends to Town and Country Planning Department for examination of the proposal. This Deptt. then sends its recommendation (or otherwise) to Collector's Office.	15 days	Associate Town Planner	Collector
28.4	Scrutiny (including inspection of site) of proposal for Sub-division/Amalgamation of land received from the Collector's Office.	Applicant has to apply in prescribed proforma available with the office of the Collector and submit the same to the Collector's Office which sends to Town and Country Planning Department who examine the proposal and sends its recommendation (or otherwise) to Collector's Office.	15 days	Associate Town Planner	Collector
28.5	Information regarding Zone of the land.	Applicant has to apply to the Associate Town Planner on plain paper.	7 days	Associate Town Planner	Collector
28.6	Site Elevation Data	Applicant has to apply on plain paper with details of land along with copy of site plan.	10 days	Associate Town Planner	Secretary(UD)