



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,
SOUTH GOA DISTRICT**

Revenue Branch, Room No.338, 3rd Floor,

Matanhy Saldanha Administrative Complex, Margao-Goa

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No.41/CRZ/Committee/REV/

Dated:- 03/08/2018

STANDARD OPERATING PROCEDURE

The Ministry of Environment and Forest & Wildlife, Government of India vide CRZ Notification dated 06/01/2011 has directed the State Government to constitute District Level Committees under Chairmanship of the District Magistrate concerned containing atleast three representatives of local traditional coastal communities including from fisher folk. In pursuance to the above the Department of Science, Technology & Environment, Government of Goa has constituted South Goa District Level Committee vide Order No.2-18-2016/ENV/424 dated 07/09/2017 which is duly published in Official Gazette in Series II No.24 dated 14/09/2017.

Section 6(c) of the CRZ Notification dated 06/01/2011 provides that, “the State Government or the Union Territory CCZMAs shall be responsible for enforcing and monitoring of this Notification and to assist in this task, the State Government and the Union Territory shall constitute District Level committees under the Chairmanship of the District Magistrate concerned consisting atleast three representatives of Local Traditional coastal Communities including fisher folk.”

The Goa Coastal Zone Management Authority vide its letter dated 28/05/2018 has clarified that the GCZMA in its 175th meeting held on 22/05/2018 discussed the issue concerning the references of complaints/applications made to the District Level Committee and to finalise the role to be played by the District Level Committee and after discussion it was decided that the District Level Committee would be asked to only carryout inspections in the matters referred to it by the GCZMA. After conducting the inspection, the inspection report alongwith the relevant survey plan, structure plan are to be submitted by the District Level Committee in the prescribed

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format prepared by GCZMA within 30 days of the receipt of such reference from GCZMA. The GCZMA will thereafter grant personal hearing to the applicant/complainant to decide the same and pass appropriate orders.

The South Goa District Level Coastal Monitoring Committee has already forwarded the requirements of manpower, fund, stationery, vehicles, etc to the GCZMA for effectively carrying out the functions entrusted to it. The South Goa District Level Coastal Monitoring Committee (SGDLCCMC in short) in its meeting held on 12/07/2018 has discussed the role and responsibility of each member department especially those from technical team i.e. Land Survey Department, PWD Buildings, Town & Country Planning Department and the Forest Department. In the said meeting, it was further decided to constitute a Taluka Level Committee headed by the Deputy Collector/SDM which shall assist the District Level Committee to perform its functions and to expedite the process of inspection and submission of inspection reports to GCZMA within

the stipulated period of 30 days. The Taluka Level Committee is constituted consisting of the following members:

- 1. Deputy Collector & SDO of concerned Taluka ... Chairman**
(The SDO-I & SDO-II of Salcete should look after the work as chairman as per the villages ascertain to them)
- 2. Representative of ISLR Department of the Taluka. Member**
- 3. Representative of Local Fishing Community**
 - (i) Shri Suraj V. Pagi, Member Fisherman, Akhil Goa Kshatriya Pagui Samaj, Canacona Taluka. Member**
 - (ii) Shri Antonio Monteiro, Destarro, Fisherman Association, Vasco Goa for Salcete Taluka. Member**
 - (iii) Shri Amindin Mullal, r/o. H. No.156, Alto Britto, Mangor, Near Chowgule dormitory Building, Vasco Goa, for Murmgao Taluka. Member**
- 4. Town planner of the respective Taluka. Member**
- 5. RFO's of the respective Taluka Member**
- 6. Representative of (Buildings) Member**
 - i) A.E., S.D. II, W.D. VIII., P.W.D., for Quepem**
 - ii) A.E., S.D. III, W.D. VIII., P.W.D., for Canacona**
 - iii) A.E., S.D. I, W.D. VIII., P.W.D., for Salcete**
 - iv) A.E., S.D. IV, W.D. VIII., P.W.D., for Mormugao**
- 7. Mamlatdar of respective Taluka Member Secretary**

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In the said meeting, it was further decided to frame detailed standard operating procedure for functioning of the District Level Committee in assistance with the Taluka Level Committees till the State Government prescribes the detail procedure to be followed, to finalise the role and

responsibilities of each member department. Accordingly, following procedure is prescribed for processing the complaints/applications received from GCZMA.

All the applications/complaints received by District Collector through GCZMA will be received and marked to the Dy. Collector (Revenue), the Member Secretary (SGDLCCMC) who shall maintain the information in the format prescribed about the number of such applications/complaints received. On receipt of such applications/complaints the Dy. Collector (Revenue) shall forward the copy to the Taluka Level Committee i.e. the Dy. Collector and SDM of the Concerned Sub Division and copy to all the members for their information and preparation of requisite data concerning said complaint/application which are required in the inspection report from the concerned department.

The Concerned Dy. Collector and SDM/Mamlatdar of Taluka will also in turn forward copies of said application to concerned Taluka Level Members for their information and preparation of data. The Dy. Collector & SDM and Mamlatdar of Taluka shall maintain the list in prescribed format. He shall issue notices fixing for joint inspection by concerned Taluka Level Committee wherein each member will attend with detailed information required from concerned department in the prescribed format with their due recommendations. The consolidated inspection report of the Taluka Level Committee shall be forwarded by the Dy. Collector & SDM., with their due recommendation alongwith the sketch, survey plan to the District Level Committee. The Taluka Level Committee shall fix inspections twice each month with due notice to the members based on numbers of application received. The Taluka Level Committee may request the presence of an expert member from GCZMA based on circumstances of the case, if any expert opinion is required.

It shall be the responsibility of Representative of ISLR to ascertain the Survey No./Chalta No./Village of alleged violation/application for permission, accessibility, distance from HTL of River/Sea, classification of CRZ area i.e. (a) CRZ-I, (b) CRZ-II, (c) CRZ-III or (d) CRZ-IV, existence of sand dunes and its height, whether on

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lagoons, back waters or other water bodies exist in the plot. They shall prepare the sketch as per scale by identifying the survey numbers where the alleged illegal construction has cropped up/application for repair/renovation is made. The Representative of PWD (Buildings) shall assist the ISLR in giving details of plinth area of the structure/alleged violation.

The Representative of PWD (Buildings) will give details of plinth area of the structure/alleged violation; nature of structure i.e. (a) whether RCC frame structure (b) load barriers /masonry structure (c) temporary structure (d) any other, the height of the structure, details of extensions to the existing structure, nature of violations concerning their department. The PWD (Buildings) shall also ascertain the age of the structure/construction; condition of the structure and its stability aspects as per the details of the case, any discharge of sewerage or other effluents to water or the land.

The member of TCP department shall ascertain whether the alleged structure is carried out in a development zone or in a NDZ and also to verify as to whether the said structure is residential, commercial, seasonal or both residential and commercial.

The member of Forest Department shall ascertain the existence of vegetation, if any, felling of mangroves, trees or any other trees which act as barriers of soil erosion or has destroyed/affected any sensitive species of flora or fauna.

The Representative of the Local Fishing Committee have been made member so as to protect the rights of the fishing committees and being locals they shoulder great responsibility for preserving the coastal land by ensuring that no new construction which would affect the rights of fishermen is carried out in the area. They shall give their comments and recommendations as per site conditions, i.e. whether the construction would affect local communities, fisher folk, their livelihood, dwelling units, etc.

The Dy. Collector shall in cases of illegal construction simultaneously take cognizance and initiate process for illegal conversion in case, the same is carried out without taking conversion sanad in violation of Section 32 of the Goa Land Revenue Code, 1968 and Rules made there under.

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The Chairman of Taluka Level Committee/Dy. Collector and SDM shall forward consolidated inspection report with recommendations to the District Level Committee (SGDLCCMC). The Member Secretary of District Level Committee shall convene meeting of District Level Committee once in a month and place the inspection reports received from Taluka Level Committee for

consideration and recommendations of the District Level Committee. The District Level Committee may if required call for an expert member from GCZMA to attend the District Level Committee meeting for giving any expert opinion, in case the same is felt necessary by the members of the District Level Committee. The District Level Committee shall in turn submit the inspection report to the GCZMA with their recommendations for taking further needful action at their end. The District Level Committee shall randomly choose 10% cases in each taluka for re-verification and inspection by District Level Committee for authentication and verification of inspection reports submitted by the Taluka Level Committee.

The Member Secretaries of the District Level Committee and Taluka Level Committees shall be responsible to upload on regular basis the agenda, minutes, inspection reports, action taken on the violation, etc. on the website of the District Collectorate to maintain transparency and for information of General Public.

The District Level Committee shall endeavour to submit the inspection report to GCZMA within 30 days from the receipt of any reference.

(Dr. Tariq Thomas, IAS)
Collector,
South Goa District,
Margao Goa.

Copy to:

All the members.

1. Deputy Collector & SDO of concerned Taluka ... Chairman
(The SDO-I & SDO-II of Salcete should look after the work as chairman as per the villages ascertain to them)

2. Representative of ISLR Department of the Taluka. Member

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3. Representative of Local Fishing Community

- a. Shri Suraj V. Pagi, Member Fisherman,
Akhil Goa Kshatriya Pagui Samaj,
Canacona Taluka. Member
- b. Shri Antonio Monteiro, Desterro, Fisherman
Association, Vasco Goa for Salcete Taluka. Member
- c. Shri Amindin Mullal, r/o. H. No.156,
Alto Britto, Mangor, Near Chowgule
dormitory Building, Vasco Goa, for
Murmugao Taluka. Member

4. Town planner of the respective Taluka. Member

5. RFO's of the respective Taluka Member

6. Representative of (Buildings) Member

- i. A.E., S.D. II, W.D. VIII, P.W.D, for Quepem
- ii.A.E., S.D. III, W.D. VIII, P.W.D, for Canacona
- iii. A.E., S.D. I, W.D. VIII, P.W.D, for Salcete
- Iv.A.E., S.D. IV, W.D. VIII, P.W.D, for Mormugao

7. Mamlatdar of respective Taluka secretary Member

Copy for information to :

- 1) The Member Secretary, GCZMA, Porvorim Goa.