



D.12019/1/2022-REV
GOVERNMENT OF MIZORAM
LAND REVENUE & SETTLEMENT DEPARTMENT

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*Mizoram Secretariat, Building No. 2
1st Floor Room No. 127
MINECO, Aizawl-796001*

Aizawl, the 4th November, 2024.

NOTIFICATION

No. D.12019/1/2022-REV: In supersession of this Department's Notification of even No. dt. 29.08.2024, the Governor of Mizoram is pleased to notify the Standard Operating Procedure (SOP) to be observed for conducting survey works alongwith the rates/fees as per Annexure.

1. Detailment for Empanelled Survey Firms shall be processed using Computerized Detailment Software System. Detailment will be made on first in first out (FIFO) system. Applicants should provide information on the location, area and topography etc. of the land and submit their application to the Director/Settlement Officer, Land Revenue & Settlement Department.
2. The applicant shall initially pay half of the land survey fee to a designated Department account. If the applicant is satisfied with regard to the survey and upon the approval of the Government, the other half shall be paid thereof. Receipt of payment shall be included in the document.
3. The firms shall promptly survey the land and submit survey completion report to the concerned Revenue Officers without delay.
4. Empanelled firms shall show due respect to the applicants and extend help and support as much as possible.
5. Land survey shall be conducted as per current government laws and regulations. The following items should be included in the report of the House Pass/LSC.
 - a) Group photo, including the Surveyor who surveyed the land should be printed on half the size of A4 paper with their name, identity and contact number clearly written.
 - b) Photo of all boundary pillars.
 - c) Photo of fencing.
6. GPS, Total Station and Measuring tape should be used for surveying. If GPS is used, the control point co-ordinates should be generated using static method, while boundary pillars and other details should be done by the RTK (Real Time Kinematic) mode. For accurate surveying, distance between boundary pillars should be measured using measuring tape. The Survey firm shall be responsible for any discrepancies found.
7. Reference should be taken from each boundary pillar. If it is not possible to get reference for each pillar, reference shall be taken for at least on one interval pillar. Permanent objects should be used for Pillar references.

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8. Important documents such as FMB, Site Plan, Macro map, Aadhaar card attested copy, Voter's ID attested copy, attested copy of pass, Prescribed application form and copy of land Tax payment for the current financial year etc. should be included in the report.
 9. The Site Plan should be made based on the available and prescribed format.
 10. The existing Field Measurement Book (FMB) format shall be used. The FMB specimen will be made available to the Empanelled firm and printed as required. FMB shall be filled with due diligence which shall include detailed history of the land, while the site plan shall include a brief history of the land ownership.
 11. Neighbouring land holders are to be present during the survey. If neighbouring land owners are not available at the time of survey, they shall appoint their representative in writing who must attend the survey and sign the NOC. The NOC shall also be signed by the Local Council Chairman/Village Council President. Anyone who refuses to sign the NOC should state the reasons thereof.
 12. Land survey report shall be submitted in writing to the Director, LR&S or to the Settlement Officer, LR&S.
 13. The report shall be endorsed to the Technical Section where the GIS Section shall enter in the database. The report will then be sent for technical checking if the need arises, the Empanelled Firms may be summoned during entry of the database.
 14. Technical Officers/Surveyors shall inspect the survey undertaken by the firm on the spot at regular intervals.
 15. If necessary, the firm shall re-survey without receiving any additional fees.
 16. Completion Certificate shall be handed to the Empanelled Firms after checking and upon the satisfaction of the Government and the applicant. A copy of the Certificate shall be given to the applicant. As soon as the applicant receives a copy of the completion certificate, they shall pay necessary land survey fees and submit a copy of the receipt to the Directorate/S.O.
 17. Survey report shall be submitted by the firm within 30 days after issuance of detailment order.
 18. The Government may make necessary arrangements as and when required in respect of other survey works.
 19. Quarterly performance reports of Survey firms will be prepared and carefully monitored and shall be graded as excellent/good/poor/very poor. If the performance of Survey Firms remains poor for a period of six months, their future arrangements will be put on hold. The profiles of the firms shall be prominently reflected on the website for public viewing.
 20. Travel expenses for land survey shall be borne by the applicant. If the applicant is more than one, the travel expenses shall be shared by the applicants.
 21. Fooding and accommodation, if necessary, shall be borne by the applicant. If the applicant is more than one, the expenses shall be shared by each of the applicant.
 22. The applicant shall clear the land to be surveyed and the expenses shall be borne by the applicant if necessary. If the applicant is more than one, the expenses shall be shared by each of the applicant.

23. In places where there are no survey firms, travel expenses in connection with land survey shall be calculated using the existing maxi-cab rate which shall be borne by the applicant. Expenses of fooding and accommodation shall also be borne by the applicant at the rate of Rs.1000/- per night for accommodation and Rs. 200/- per meal.
24. The rates of Survey shall be as prescribed by the Government from time to time.

Sd/-VANLALMAWIA

Secretary to the Govt. of Mizoram

Memo No. D.12019/1/2022-REV

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Dated Aizawl, the 4th November, 2024.

Copy to :

1. Secretary to the Governor of Mizoram.
2. Commissioner & Secretary to Chief Minister, Mizoram.
3. P.S. to Speaker/Ministers/ Dy. Speaker/Minister of State/ Leader of Opposition/Govt. Deputy Chief Whip/Vice-Chairman, State Planning Board.
4. Sr.PPS to Chief Secretary, Mizoram
5. All Administrative Head/ Head of Departments, Mizoram.
6. Accountant General, Mizoram.
7. Controller, Printing & Stationeries, Govt. of Mizoram with 2 (two) spare copies for publication in the Mizoram Gazette.
8. All Treasury Officers, Mizoram.
9. All Empanelled Survey Firms concerned.
10. Web. Manager for necessary action
11. Guard File.

Lalhruai Tluanga 4/11/24
(LALHRUAI TLUANGA)

Under Secretary to the Govt. of Mizoram

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SCHEDULE OF SURVEY FEES/RATE

Sl. No.	Survey Works	Fees/rates in Rupees
1	RESIDENTIAL LAND SURVEY : Drawing of Site Plan is included in this rates	
	(a) Demarcation of House Site/LSC	1,000.00
	(b) Amalgamation of House Site/LSC	1,500.00
	(c) Partition of House Site/LSC	1,000.00
	(d) For every additional partition plot	200.00
	(e) Amalgamation with partition of House Site/LSC	1,500.00
2	LAND LEASE : Drawing of Site Plan is included in this rates	
	(a) Per plot within Aizawl Revenue Town area more than 2000 sq.m and upto 1 Hactare	2,000.00
	(b) Per plot more than 2000 sq.m for additional area	200.00
	(c) Per additional area more than 2000 sq.m	500.00
	(d) Per plot outside Aizawl Revenue Town area more than 2000 sq.m and upto 1 Hactare	2,000.00
	(e) Per plot more than 2000 sq.m for additional area outside Aizawl Revenue Town area	200.00
	(f) Per additional area more than 2000 sq.m outside Aizawl Revenue Town area	500.00
	(g) Land Lease less than 1000 sq.m	1,000.00
	(h) Land Lease more than 1000 sq.m but below 2000 sq.m	1,500.00
	(i) Land Lease for NGOs, Private, religious places, institutions etc.	1,000.00
3	AGRICULTURE LAND : Drawing of Site Plan is included in this rates	
	(a) Per plot within Aizawl Revenue Town area more than 2000 sq.m and upto 1 Hactare	2,000.00
	(b) Per plot more than 2000 sq.m for additional area	200.00
	(c) Per additional area more than 2000 sq.m	500.00
	(d) Per plot outside Aizawl Revenue Town area more than 2000 sq.m and upto 1 Hactare	2,000.00
	(e) Per plot more than 2000 sq.m for additional area outside Aizawl Revenue Town area	200.00
	(f) Per additional area more than 2000 sq.m outside Aizawl Revenue Town area	500.00
4	PROVISION OF CONTROL POINTS & TOTAL STATION : Drawing of Site Plan is included in this rates	
	(a) 3 points or less	5,000.00

	(b) More than 3 points	5,000.00 plus 1,000.00 for each additional point.
5	CONTOUR/DETAIL SURVEY : Drawing of Site Plan is included in this rates	
	Area up to 1337.8 sq.m	5,000.00 plus Rs. 2.50 per square meter for every additional area
6	HIGHWAY AND ROAD ALIGNMENT SURVEY : Drawing of Site Plan is included in this rates	
	(a) New construction of Highway or Road	32,000.00 per km.
	(b) Existing highway or road widening or realignment	10,000.00 per km.
7	VERIFICATION OF BOUNDARY PILLARS	
	Verification and identification of existing pillars	1,000.00 per plot
8	Map drawing in mutation	Rs. 300 per Map
9	Aerial Drone Survey	Rs. 31500/- per sq.km.
10	MISCELLENIOUS :	
	(a) Transportation cost of the Survey Team/person where the headquarters of the Firm is situated within the city/town/village shall be borne by the applicant for allotment of land. In case there are more than one applicant the transportation charges shall be shared equally by the applicants.	
	(b) Food and lodging if required shall be borne by the applicant. In case there are more than one applicant food and lodging shall be shared equally by the applicants.	
	(c) Clearance of weeds/trees, labour charge etc. if required shall be borne and shared by the applicant(s).	
	(d) For demarcation and survey of land in Sub-Town or villages where the headquarters of the firm is not situated; conveyance of the Survey Team shall be borne and shared by the applicant(s) and conveyance charge shall be as per Maxi-cab rate fixed by the State Transport Authority. Fooding and lodging shall be borne and shared by the applicant(s).	