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**புதுச்சேரி மாநில அரசிதழ்**  
**La Gazette de L'État de Poudouchéry**  
**The Gazette of Puducherry**

**PART - II**

**சிறப்பு வெளியீடு EXTRAORDINAIRE EXTRAORDINARY**

அதிகாரம் பெற்ற  
வெளியீடு

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No.	1 Poudouchéry	Mardi	28		Janvier	2020	
No.	Puducherry	Tuesday	28th		January	2020	

(8 Magha 1941)

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

No. 5861/ST1/DOSLR/DR&DM/2018-19.

Puducherry, the 24th January 2020.

NOTIFICATION

In exercise of the powers conferred by section 28 of the Puducherry Survey and Boundaries Act, 1967 (Act No. 8 of 1967), the Lieutenant-Governor, Puducherry, in order to regulate the Licensed Land Surveyors and Licensed Land Draughtsman, is pleased to make the following rules, namely:-

## RULES

1. *Short title, extent and commencement.*— (1) These rules may be called “The Puducherry Licensed Land Surveyors and Licensed Land Draughtsman Rules, 2019”.

(2) These rules shall come into force from the date of their publication in the Official Gazette.

(3) It extends to the whole of the Union territory of Puducherry.

2. *Definitions.*— (1). In these rules, unless context otherwise requires.-

- (a) “Act” means, the Puducherry Survey and Boundaries Act, 1967;
- (b) “Collector” means, the Collector of the District concerned;
- (c) “Digitized Field Measurement Book” means, Field Measurement Book drawn in the computer and maintained using a software;
- (d) “Form” means, Forms appended to these rules;
- (e) “Licence” means, a licence granted to the Land Surveyor or Land Draughtsman under the provisions of these rules;
- (f) “Licensing Authority” means, the Licensing Authority specified under rule 13;
- (g) “Licensed Land Draughtsman” means, a person holding licence from the Director of Survey and Land Records, Puducherry and who is technically qualified for computation and adjustment of areas after plotting of the new subdivision or survey field, in tracing of the sketch without changing the previous boundaries in the Field Measurement Book concerned and such other work as may be assigned to him, from time to time;
- (h) “Licensed Land Surveyor” means, a person holding licence from the Director of Survey and Land Records, Puducherry and who is technically qualified to measure, draw sketch map or map according to the scale of plots and to carry out the work relating to survey and demarcation and such other work as may be assigned to him, from time to time;

- (i) "Modern Technology" includes Aerial Photography, High Resolution Satellite Imagery, Differential Global Positioning System (DGPS) and Electronic Total Station (ETS) system and such other technology or method as may be approved by the Union Territory Government;
- (j) "Secretary (Revenue)" means, the Secretary to the Government of Puducherry in-charge of Revenue Administration including the Directorate of Survey and Land Records;
- (k) "Settlement Act" means, the Puducherry Settlement Act, 1970 (Act No.28 of 1970);
- (l) "Settlement Officer" means, an Officer appointed by the Government under the Puducherry Settlement Act, 1970 (Act No. 28 of 1970) to perform the functions of a Settlement Officer;
- (m) "Settlement Record" means, the record prepared under the Puducherry Settlement Act, 1970, containing the entries of the surveyed land along with their category, ownership, nature, area and such other matters as may be prescribed;
- (n) "Specified Officer" means, an Officer appointed by the Government under the Puducherry Settlement Act, 1970 (Act No. 28 of 1970) to perform the functions of a Specified Officer;

(2). Words and expressions used in these rules but, not defined shall have the same meaning as assigned to them in the Puducherry Settlement Act, 1970 and the Puducherry Survey and Boundaries Act, 1967.

3. *Prohibition of Un-Licensed persons.*— No person who is not licensed under these rules shall engage himself in the profession of a Licensed Land Surveyor or Licensed Land Draughtsman for the purpose of lawfully assisting and appearing on behalf of the persons applying for mutation, patta transfer, modification of extent, creation of a new subdivision, *etc.*, in respect of their holdings before the Specified Officer/Settlement Officer.

4. *Qualification.*— (1) A Licensed Land Surveyor shall have the following qualifications, namely:-

- (a) general qualification as mentioned in sub-rule (3) and an I.T.I. Trade Certificate in Surveying (or) a Diploma in Civil Engineering/Architecture (or) a Degree in Civil Engineering/Architecture from any recognized Board/University.
- (b) desirable qualification: should have completed a minimum three months Certificate Course in Electronic Total Station and Global Positioning System.

Notwithstanding anything contained in these rules, any retired Government Servant who has served in the rank of a Surveyor or above in the Directorate of Survey and Land Records or Department of Revenue and Disaster Management, Government of Puducherry, he shall be deemed to be qualified to functions as a Licensed Land Surveyor.

(2) A Licensed Land Draughtsman shall have the following qualification, namely:-

- (a) general qualification as mentioned in sub-rule (3) and an I.T.I. Trade Certificate in Draughtsman (or) a Diploma in Civil Engineering/Architecture (or) a Degree in Civil Engineering/Architecture from any recognized Board/University.
- (b) desirable qualification should have completed a minimum three months Certificate course in Electronic Total Station and Global Positioning System.

Notwithstanding anything contained in these rules, any retired Government Servant who has served in the rank of a Draughtsman or above in the Directorate of Survey and Land Records or Department of Revenue and Disaster Management, Government of Puducherry, he shall be deemed to be qualified to functions as a Licensed Land Draughtsman.

(3) The general qualifications for a Licensed Land Surveyor and a Licensed Land Draughtsman shall be as follows:-

- (a) he shall be a resident of the Union territory of Puducherry atleast for a period of not less than Five years.
- (b) he should have passed the S.S.L.C. Course from any recognized Board/University.

(4) A person may hold simultaneously any one or both the Licences pertaining to a Licensed Land Surveyor and a Licensed Land Draughtsman.

5. *Disqualification.*— A licence under these rules shall not be granted to a person:

(a) if, he is a minor; or

(b) if, he has been declared by a Competent Court to be of an unsound mind; or

(c) if, he is an undischarged insolvent or being a discharged insolvent has not obtained from the Court which adjudged him as insolvent, a Certificate that his insolvency was caused by misfortune without any misconduct on his part; or

(d) if, he has been convicted by a Criminal Court for an offence involving moral turpitude; or

(e) if, for any other reason to be recorded in writing, the Licensing Authority considers that it is not desirable to issue a licence to the applicant.

6. *Duties and Responsibilities of the Licensed Land Surveyor and the Licensed Land Draughtsman.*— (a) prepare sketch map and map to scale as applied for by the land owners;

(b) prepare map to scale as required by the Government;

(c) prepare map to scale as required by the requisitioning Body in the land acquisition proceedings;

(d) all the holders of licences issued under these rules shall follow the procedure as prescribed in the Puducherry Survey and Boundaries Act, 1967 and the Puducherry Settlement Act, 1970 and the rules made under both the said Acts;

(e) the instructions given by the Director of Survey and Land Records and the Secretary/Special Secretary (Revenue) shall be followed scrupulously;

(f) proper acknowledgments shall be given to all the applicants immediately without delay;

(g) prescribed registers shall be maintained properly;

(h) the collection of fees from the applicants shall be made as per the instructions issued by the Government from time to time;

(i) the report given by the Licensed Land Surveyor and the Licensed Land Draughtsman are only recommendatory and to facilitate the Specified Officer or the Settlement Officer, as the case may be in the discharge of their official duties. However, if, any Officer concerned desired to conduct an independent enquiry or field work or table work, he shall be free to do so;

(p) the proved cases of fabrication of records or submission of false reports amounts to cancellation of the Licence and the persons are also liable for criminal action under the penal laws in force;

(j) the proof of having given the acknowledgments, reports, *etc.*, to the concerned persons shall be held by the Licensed Land Surveyor and the Licensed Land Draughtsman respectively;

(k) they shall maintain the duplicate copies of records/reports for record and verification by the Collector/Deputy Collector (Revenue)/ Director of Survey and Land Records and any other persons authorized under these rules;

(l) in case of doubts raised about the functions/works relating to the Licensed Land Surveyor and the Licensed Land Draughtsman, the decision of the Director of Survey and Land Records, Puducherry in writing shall be deemed to be final.

7. *Change of Registry.*— (a) The report together with the relevant records, given by the Licensed Land Surveyor and Licensed Land Draughtsman shall be contained only as a recommendation made to the Specified Officer/Settlement Officer concerned and to enable him to take an appropriate decision on the application received and it shall be approved within fifteen days from the date of receipt or it shall be returned before the said time-limit with the reasons for the return mentioning the required rectifications.

(b) Further enquiry may also be conducted by the Specified Officer/Settlement Officer or any other officer appointed for the purpose, if, considered necessary. As such, based on the report of the Licensed Land Surveyor and as per the provisions of the Puducherry Settlement Act, 1970, the change of registry may be effected. There shall not be more than 30 working days for issuing an order regarding the change of registry and issue of Patta copy/Settlement copy (or) copy of the Register of Rights from the date of receipt of the reports from the Licensed Land Surveyor and Land Draughtsman. If, the Specified Officer/Settlement Officer is not satisfied with the reports, he may return the same setting out the reasons in writing, for fulfillment of the rectification. In case of any delay resulting in hardship to any applicant, he shall bring the matter to the knowledge of the Director of Survey and Land Records (or) the Deputy Collector (Revenue), as the case may be and they shall redress the complaints on priority basis.

8. *Application for Licence.*— An application for license shall be made in the Form “A” and an application for renewal shall be made in the Form “B”, appended to these rules.

9. *Mode of application.*— (1) An application to function as a Licensed Land Surveyor, or a Licensed Land Draughtsman shall be presented in person or by agent or sent by registered post to the Director of Survey and Land Records, Puducherry.

(2) The fees prescribed under these rules for the grant of a licence or its renewal shall be remitted in the State Bank of India and the challan therefor shall be enclosed along with the application. The fee remitted shall be refunded to the applicant, if, the licence or renewal applied for is refused by the Licensing Authority.

10. *Security Deposit and Fees.*— (1) An amount of ₹ 50,000 shall be remitted to the Licensing Authority ELS a Security Deposit during an issue of license and same will be refunded only on surrender of licence;

(2) The fees to be levied for the grant of licence and for its renewal is appended to these rules;

(3) If, a licence is lost or destroyed, a duplicate licence may, on adequate proof of such loss or destruction, be issued to the licensee on payment of ₹ 5,000;

*Explanation :* (i) In this rules, a region means, any one of the four different regions namely, Puducherry, Karaikal, Mahe and Yanam in the Union territory of Puducherry. Puducherry region comprises of Puducherry, Oulgaret, Villianur and Bahour Taluks, Karaikal region comprises of Karaikal and Thirunallar Taluks, Mahe region comprises of Mahe Sub-Taluk and Yanam region comprises of Yanam Sub-Taluk.

11. *Issue of licence.*— (1) A licence granted by the Licensing Authority shall be in the Form “C” and shall be issued by the Licensing Authority as specified in rule 13 to whom the application for licence was sent or presented.

(2) Any licence issued to a Licensed Land Surveyor, or a Licensed Land Draughtsman shall be in force till the last day of the calendar year for which it has been granted. Any such licence may be renewed before the expiry date by the Licensing Authority on an application filed by the licence holder in Form “B”.

(3) Any non-observance of the conditions of the licence or commission of any misconduct on the part of the licence holder during the continuance of the licence shall be treated as a disqualification to obtain renewal of the licence and any application for renewal of the licence in such cases shall be refused by the Licensing Authority.

Provided that an appeal from an order of refusal to grant or renewal of a licence shall lie to the authority as provided under rule 22.

12. *Period of Licence.*— (1) Every licence issued under these rules shall be valid for a calendar year or part thereof;

(2) A licence which has not been renewed before the end of a calendar year for which it was granted, shall stand cancelled on the expiry of its period of validity.

(3) If, for any reason, a licence has not been renewed on or before the date of its expiry, the licensee shall not be eligible to apply for renewal in the succeeding year unless the default to renew the licence before the due date has been condoned by the Licensing Authority.

(4) The Licensing Authority may on sufficient reasons shown condone such defaults on payment of a fine over and above the usual renewal fee, as prescribed below;

- (a) When the delay does not exceed four calendar months, a fine equal to the renewal fee;
- (b) When the delay exceeds four calendar months, but, does not exceed eight months - a fine equal to double the renewal fee;
- (c) When the delay exceeds eight calendar months but, does not exceed twelve months a fine equal to five time the renewal fee.
- (d) When the delay exceed twelve months a fine equal to ten time the renewal fee.

13. *Licensing Authority.*— The Licensing Authority authorized to grant of all licences under these rules shall be the Director of Survey and Land Records for the whole of the Union territory of Puducherry.

14. *Conditions attached to the Licence.*— (1) The conditions attached to a licence issued under these rules shall be as follows, namely.-

- (a) the licensee shall abide by these rules for the time being in force and other conditions imposed by Government from time to time including the procedure to be followed for creation and mapping of new subdivision, Notation of new fields and subdivision and for computation and adjustment of areas;
- (b) the licensee shall maintain the registers, receipt books and other records in the manner prescribed by these rules;
- (c) the licensee shall not levy more than the fee as notified by the Government from time to time;
- (d) the licensee shall not demand or receive any sum from the applicants for and on behalf of any officials working in the Taluk Office/Sub-Taluk Office/Directorate of Survey and Land Records/District Collector Office;

- (e) the licensee shall not cheat or participate in any illegal transaction or dealing with any of the officials attached to the Taluk Office/Sub-Taluk Office/Directorate of Survey and Land Records/District Collector Office;
- (f) the licensee shall render true and correct account of the moneys received from the applicants and produce the records maintained by him for inspection at any time before such officer as may be authorized in this behalf by the Licensing Authority;
- (g) the licensee shall prepare and keep the records neatly and legibly in clear and unambiguous terms and in accordance with the instructions that may be issued from time to time by the Licensing Authority;
- (h) the licensee shall instruct the applicants or their duly authorized agents to present the documents and to pay the fees in person direct to the officials concerned and not through any other agency;
- (i) the licensee shall obey any direction that may be issued from time to time by the Specified Officer/Settlement Officer, Licensing Authority regarding the change of registry.
- (j) the licensee shall set forth fully and truly the details of the linkage of the documents and other facts and circumstances required for the change of registry including the creation of a new sub-division.
- (k) the licensee shall not act as a tout;

(2) Each and every report of the Licensed Land Surveyor and Licensed Land Draughtsman shall be endorsed and attested by him as follows-

Prepared and written by” (name in full with licence number of the licensee and signature).”

(3) Each and every report of the Licensed Land Surveyor and the Licensed Land Draughtsman shall be monitored and endorsed by the Settlement Officer/Specified Officer concerned.

(4) Each and every licensee shall undergo a training in their respective subject for a period specified and conducted by the Directorate of Survey and Land Records, Puducherry.

(5) Whenever, the necessity arises, the Collector or the Deputy Collector (Revenue) or the Director of Survey and Land Records or the District Registrar may order a Licensed Land Surveyor, Licensed Land Draughtsman to do a certain work for the Government, on receipt of the fees as decided by the Government and the licensee shall comply the same with all sincerity.

15. *Complaints.*— Any complaint against a Licensed Land Surveyor/Licensed Land Draughtsman may be presented directly to the Licensing Authority.

16. *Registers.*— (a) A Licensed Land Surveyor and the Licensed Land Draughtsman shall maintain.

(1) a register ; and

(2) a receipt book with counterfoil and he shall give receipts for all moneys received on account of the work connected with every report prepared by him including the amount spent for obtaining certified copies in this regard from various authorities.

(b) the copies of completed registers and receipt books maintained under the rules shall be submitted to the Licensing Authority at the end of each calendar year:

Provided that if, the licensee dies or his licence has expired or has been revoked or suspended, the registers and receipt books shall be surrendered to the Licensing Authority within 15 days from the date of such death, expiry, revocation or suspension either by the representative of the concerned licensee or the licensee himself.

17. *Powers and duties of the Licensing Authority.*— (1) The Licensing Authority shall have the power to :

(a) grant licence to the Licensed Land Surveyor and the Licensed Land Draughtsman;

(b) renew such licences;

- (c) cancel, revoke or suspend licences granted under these rules, and
  - (d) issue such directions to the licensee as may be necessary, for effectively carrying out their purposes under these rules.
- (2) The Licensing Authority shall maintain a register.

18. *Suspension of Licence granted to a Licensed Land Surveyor and the Licensed Land Draughtsman.*— A Licence granted under these rules may be suspended by the Licensing Authority, if, the Licensee.-

- (a) fails to maintain the registers and to issue receipts prescribed under these rules regularly and correctly; or
- (b) collects more than the prescribed fees; or
- (c) contravenes any of the provisions of these rules or any of the conditions of the licence or is found guilty of disobedience to any lawful order passed under these rules; or
- (d) is found guilty of abetment of or participation in any illegal transaction or dealing with the officials attached to any of the sub/subordinate/branch offices under the control of the Department of Revenue and Disaster Management; or
- (e) has acted as a tout.

19. *Cancellation of the Licence.*— A licence granted under these rules may be cancelled by the Licensing Authority if:

- (a) the licence has been suspended for three times;
- (b) the Licensee becomes disqualified on any of the grounds specified in rule 5;
- (c) the licensee has furnished false or incorrect information or particulars in the application for the grant of licence.
- (d) the licensee has knowingly furnished a false report or involved in any activity of the land matters or any attempt of the same leading to the criminal offence.

20. *Power to cancel or suspend Licence.*— The licensing authority may suspend any licence granted under these rules for any period or may cancel such licence.

21. *Penalty.*— (i) If, any Licensed Land Surveyor or Licensed Land Draughtsman is found to have committed any mistake, while discharging his functions under these rules, for the first time an amount of ₹ 5,000 will be charged and ₹ 10,000 for the subsequent offences.

(ii) The licence will be cancelled in case of commission of any offence and simultaneous action shall be initiated against him as per the penal provisions of the laws in force.

(iii) In the event of cancellation of licence for criminal offence, the Security Deposit made by the licensee will be forfeited.

22. *Appeal.*— (1) (i) An appeal, in the case of suspension or cancellation or non-grant or refusal of, renewal of a licence under these rules as passed by the Licensing Authority shall lie to the District Collector concerned and a second and final appeal shall lie to the Secretary (Revenue).

(ii) Every licensee applicant preferring an appeal shall do so separately and in his own name.

(iii) Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant and shall contain no disrespectful or improper language and it shall be complete in itself.

(2) An appeal shall be summarily rejected, if;

- (i) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances which affords grounds for a reconsideration of the case are pleaded;
- (ii) it is addressed to the authority to which no appeal lies under these rules;
- (iii) it is not preferred within two months from the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay; and
- (iv) it does not comply with the provisions of clause (iii) of sub-rule (1).

- (3) The Appellate Authority shall consider;
- (i) whether reasonable opportunities were given to the affected person before the impugned order was passed;
  - (ii) whether the facts on which the order of suspension or cancellation is based are established;
  - (iii) whether the facts established afford sufficient ground for taking action; and
  - (iv) whether the penalty imposed is excessive, adequate or inadequate and alter such consideration shall pass such order as he thinks just and equitable having regard to all the circumstances of the case.

(By order of the Lieutenant-Governor)

Dr. T. ARUN, I.A.S.,  
Secretary to Government (Revenue).

SCHEDULE OF FEES FOR THE GRANT OF LICENCE AND  
RENEWAL OF LICENCE

[See rule 10(2)]

Area	For the first term or any part of a calendar year	For renewal in the subsequent calendar year or part thereof
For a region	₹ 5,000	₹ 2,500
For the whole of the Union territory of Puducherry.	₹ 20,000	₹ 10,000

## FORM-A

*(See rule - 8)*APPLICATION FOR THE LICENSED LAND SURVEYOR/  
LICENSED LAND DRAUGHTSMAN

1. Full name with father's name :  
Address (Permanent home address & :  
Local Address. :
2. Age and date of birth :
3. Nationality :
4. Qualification  
(i) Educational qualification :  
(ii) Technical qualification :  
Experience, if any :
5. (iii) If a retired Government servant, :  
the details of the post held  
immediately before retirement.  
(iv) whether dismissed or compulsorily :  
retired for misconduct.
7. Nature of Licence applied for whether :  
it is for a single region (to be named)  
or for the whole of the Union territory  
of Puducherry.
8. State here the amount, number and :  
date of chalan receipt and the name  
of the treasury.
9. Has an application for the licence :  
ever been refused, If so, when and  
for what reason, give the details.

I, ..... do hereby solemnly declare that I am not suffering from leprosy, that I have not been declared to be of unsound mind or convicted for any offence involving moral turpitude or adjudged as an insolvent by any Court of competent jurisdiction and that the information and particulars furnished herein are true and correct to the best of my knowledge and belief and the licence for which I hereby apply shall be used only by myself.

Date :

*Signature*

Place :

*Encl* : Chalan Receipt.

*Note:* (1) The Licence issued on the strength of this application is liable for suspension or cancellation at any time, if, it is found that any information or particulars furnished in the application are false or not true or incorrect.

(2) The application shall be accompanied by a true extract of his name with other particulars published in the Puducherry Official Gazette in token of securing a pass in the test for the grant of the said Licences or a true copy of the Educational qualification, Technical qualification or copy of detailed service certificate issued by the competent authority where he was served at the time of his retirement

(3) The duplicate of the chalan issued by the Bank shall also be enclosed.

No.

Office of the Director of Survey and  
Records

Dated

#### RECOMMENDATION

To

The Director of Survey and  
Land Records.

Settlement Officer/Specified Officer

Dated

## ORDER

Director of Survey and Land Records

Licence No.

Dated

Issued on

Director of Survey and Land Records

## FORM-B

(See rule 8)

## APPLICATION FOR RENEWAL OF LICENCE

1. Full Name with Father's Name :
2. Address (Present home address) :
3. Changes in local address :
4. Details of Licence Number :
5. Period for which renewal is sought :
6. Date of last renewal :
7. Amount, number, date and name of the Bank chalan receipt. :

**Declaration**

I, ..... do hereby solemnly declare that I have not been declared to be of unsound mind or convicted for any offence involving moral turpitude or adjudged as an insolvent by any Court of competent jurisdiction during the past ..... years.

Place :

*Signature*

Date :

*Encl.* : Bank chalan receipt and license in original.

*Note:* The renewal made on the strength of this application is liable for suspension or cancellation at any time if, it is found that any information or particulars furnished in the application are false or not true or incorrect.

No.

Director of Survey and Land Records

Dated

RECOMMENDATION

To

The Director of Survey and  
Land Records.

Settlement Officer/Specified Officer

Dated

ORDER

Director of Survey and Land Records

Licence No.

Dated

Renewed for the year

Director of Survey and Land Records

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## FORM-C

(See rule 11)

LICENCE FOR LICENSED LAND SURVEYOR/LICENSED  
LAND DRAUGHTSMAN

Number of Licence                      of

Name of Licensee

Address :

The aforesaid ..... having paid the necessary fees and having made the necessary declaration is hereby authorized to practice as a Licensed Land Surveyor/Licensed Land Draughtsman attached to the Directorate of Survey and Land Records or Branch offices of Survey and Land Records.

Dated the ..... day of

Directorate of Survey and Land Records

Puducherry

Director of Survey and Land Records.

*Signature of the Licence Holder*

(to be made as soon as the licence is received)

**CONDITIONS**

- (a) The licensee shall abide by these rules for the time being in force and the other conditions imposed by the Government from time to time including procedure to be followed for creation and Mapping of new subdivision, Notation of new fields and subdivision and for computation and adjustment of areas;
- (b) The licensee shall abide by the rules relating to the Licensing of licensed Land Surveyor/Licensed Land Draughtsman;
- (c) The licensee shall maintain the register, receipt books and other records prescribed by the rules to be maintained or that may be required to be maintained by the Licensing Authority;

- (d) The licensee shall surrender to the Licensing Authority registers and receipt books at the end of each calendar year or if, his licence is expired, revoked of, suspended within 15 days from the date of the expiry, revocation or suspension;
- (e) The licensee shall not demand or accept any sum from parties in the name of any person or persons connected with the Directorate of Survey and Land Records and connected offices;
- (f) The licensee shall render true and correct accounts of the moneys he received from the parties and produce the records maintained by him for inspection at such time before such officer as may be authorized to inspect them by the Licensing Authority;
- (g) The licensee shall certify the change of registry and creation of new subdivision legibly in clear and unambiguous terms and in accordance with the instructions that may be issued from time to time by the Director of Survey and Land Records;
- (h) The licensee shall instruct the parties or their duly authorized agents or holders of powers of attorney to present documents or petitions and to pay the fees themselves direct to the officer concerned and not through any other agency;
- (i) The licensee shall obey any direction that may from time to time be issued by the Director of Survey and Land Records regarding change of registry and creation of new subdivision;
- (j) The licensee shall not levy more than the fee prescribed by the Directorate of Survey and Land Records, Puducherry, time to time;
- (k) The licensee shall not elect or participate in any illegal transaction or dealing with the staff attached to the Directorate of Survey and Land Records;
- (l) The licensee shall set forth fully and truly the consideration or the market value and all other facts and circumstances affecting the chargeability of any instrument with duty or the amount of duty with which it is chargeable under the Stamp Act;

- 
- (m) The licensee shall not act as a tout;
  - (m) The licensee shall not appear as an identifying witness of anyone connected with the registration of document;
  - (o) The licensee shall not take delivery of any registered documents from the Registering officer or present any application for single or general search or for a certified copy or extract unless he is personally interested in the matter.

*Note:* This Licence is liable for suspension or cancellation for breach of any of the above conditions.

—————