

3/Dev/1/Policy

2011.07.22

Circular No: 2011/04

To All Divisional Secretaries/ Assistant Government Agents
in the Northern and Eastern Provinces

**Regulating the Activities Regarding Management of Lands in the
Northern and Eastern Provinces**

The Ministry of Land and Land Development, has decided to resolve the land disputes, which had risen in the Northern and Eastern Provinces, consequent to the conflict and to implement a special programme of work to regulate these activities. The secretary, ministry of land and land development in his letter No. 4/2/1/II dated 24.05.2011 has informed me that the cabinet approval has been received for policy proposals No: 11/0737/533/015, relating to this matter, submitted to the cabinet by the Hon. Minister of Land and Land Development. I hereby give under mentioned instructions to be adhered to with regard to the management of State lands in the relevant regions, including the lands to which ownership is claimed by people who have been resettled in the areas where conflict took place.

01. To temporarily suspend distributing new lands

Priority should be given to provide necessary lands to people, who had been displaced or fled the area, due to fear of the prevailing conflict situation or who had been expelled from the region by terrorist organization, to return and resettle in such areas. Therefore, alienating new State lands should be suspended temporarily until lands are given again to those people **who had been displaced or who had fled from only such divisional secretary divisions**, where such displacements took place. However, this decision will not apply regarding alienating lands for the under mentioned objectives in such areas:-

- (a) Alienating required lands for purpose of National security
- (b) Alienating lands under Special Development Projects of the state (including special housing development projects)

Regarding these matters, I draw your attention to circulars numbers 2011/1 and 2011/3 from the secretary ministry of land and land Development

02. State Lands, where people had resided upon, prior to being expelled or fleeing from the conflict areas.

2.1: All efforts possible, should be taken to give back such state lands, to those people who had been displaced or expelled from the conflict areas, if they could prove with evidence, that they had been residing on such state lands. If such people had encroached State Lands prior to 15.06.1995 and resided there since then, action should be taken to provide lands to them also, under the existing regulations. In such instances, where these lands are being occupied by others, having constructed permanent houses and developed the land and therefore it is not practicable to recover such lands, action could be taken to issue them with alternate state lands in nearby areas. Further instructions are given in item 2.3 of this circular regarding selection of such people. They should be given alternate lands through land kachcheri, according to my circular 2008/4.

2.2 Action to be taken, when documents issued by the government legally, had been destroyed

It has been reported that documents such as grants, lease bonds and permits legally issued by the government had been destroyed due to the conflict, or had been damaged and could not be used. In such circumstances the Divisional Secretary or the Assistant Government Agent should take under-mentioned actions.

2.2.1 Grants which were legally issued but since got destroyed

Whilst the Grant had been legally issued and when the beneficiary of the Grant is now in possession of the land without any dispute, and when copies of the relevant Grant is not to be found either in the Divisional Secretary's office or in the District Land Registry and available with the beneficiary without being damaged and having details therein, two photocopies of this document should be taken and each of them should be sent, together with the observation and recommendation report regarding the land to me, through the Provincial Land Commissioner / Deputy Land Commissioner by the Divisional Secretary/ Assistant Government Agent. These copies would be sent to you after having been certified by me and action should be taken to send these two copies to the District Land Registrar for registration and one copy should be filed at the Divisional Secretary's office in the volume where copies of Grants are filed and the other copy filed in the District Land Registrar's office. The District Registrar will take action, to open a new folio, if the relevant old folio is destroyed.

2.2.1.1.1 When such a Grant document is damaged beyond usage, but if the beneficiary's name and details of land could be found, a new Grant should be prepared under the old number, with the relevant diagram if available or after obtaining a new copy of the said diagram if destroyed, and this should be sent to me together with the old grant that is damaged, together with the recommendation field report, through the Provincial Land Commissioner/ Deputy Land Commissioner.

2.2.1.2 When a Grant document cannot be identified under any circumstances, action should be taken as mentioned in item 2.3 below, considering it as a 'land not supported by any documentary evidence'.

2.2.1.3 When a copy of a Grant document is not available either at the District Land Registry or with the beneficiary and available carefully kept only at the Divisional Secretary's office and when the beneficiary is enjoying free possession of the land, 02 photo copies of this Grant document should be obtained and sent to me though the Provincial Land Commissioner/ Deputy Land Commissioner together with the relevant field report. After receiving these documents with my certification, these copies should be sent to the District Land Registry and having got these documents registered again, one copy should be handed over to the beneficiary.

2.2.1.4 When copies of the said Grant document are not available with both, the Divisional Secretary's office and the beneficiary and available carefully preserved at the District Land Registry, the Divisional Secretary should get a certified copy from the District Land Registry for official purposes and file it in the Grants copies volume. The relevant beneficiary, should be advised to obtain a copy from the District Land Registry.

2.2.1.5 When instruments of dispositions issued under the Lands Grants (Special Provisions) Act, long term leases, grants, vesting orders or free grants issued under the State Land Ordinance are found destroyed, action should be taken as mentioned at items from 2.2.1.1 to 2.2.1.4. When documents issued to State Corporations, Boards and Local Government Institutions are found to be destroyed, each incident should be separately reported giving all details.

2.2.2 Permits issued legally (Except Annual Permits)

2.2.2.1 When a permit holder is resettled without any dispute on a land to which permit had been issued legally under the Land Development Ordinance and if this permit, though could not be used, but still has some information in it, details of such permit could be sent to the Provincial Land Commissioner/ Land Commissioner General and a new permit could be prepared after getting approval. A new number should be given to the permit thus prepared, and a note should be made in the Land Distribution Register to this effect. If the relevant ledger is damaged, a new ledger should be made. At the left hand top corner of the newly prepared permit and the ledger, the special note as shown below should be made and this note should be personally signed by the Divisional Secretary and the official seal placed therein,

'This permit was issued on..... on the approval given by the Land Commissioner General / Provincial Land Commissioner by letter no dated in accordance with instructions at item 2.2 of circular no 2011/04 issued by the Land Commissioner General

(Signature of Divisional Secretary and Official Seal)

The permit should be signed or certified in this manner, only by the Divisional Secretary/ Assistant Government Agent and not by any other officer.

2.2.2.2 When the relevant permit could not be identified by any means, action should be taken as per instructions given in item 2.3 of this circular, considering this as 'Land not supported by any documentary evidence'.

2.2.2.3 A permit holder whose permit had been issued under the land Development Ordinance, when resettled on the relevant land without any dispute and when the original copy issued to the permit holder had been lost or destroyed, but in the event of its legal copy being available with the Divisional Secretary/ Assistant Government Agent, it is possible for the Divisional Secretary/ Assistant Government Agent to obtain the approval of the Provincial Land Commissioner / Land Commissioner General and issue a certified copy to the permit holder. The declaration mentioned in item 2.2.2.1 should also be made on the left hand top corner of this permit. On all such occasions, it is necessary for the Provincial Land Commissioner to obtain a recommendation report regarding the present position of the relevant land and action should also be taken to preserve this file, containing documents relating to approval given in this manner, for a period of 10 years.

2.2.2.4 When the legal spouse/ heir of a permit holder is resettled in the land stated in the permit without any dispute, a copy of the permit could be issued as per items 2.2.2.2 or 2.2.2.3 depending on the case after holding due inquiries and revisions made in the relevant permit, regarding inheritance.

2.2.2.5 When legally issued permit, is neither with the Divisional Secretary nor with the Permit holder, but particulars of such permit are available only in the ledger maintained in the Divisional Secretary's office, and when the person mentioned in the ledger is freely possessing the relevant land, a new permit could be issued after obtaining the approval of the Provincial Land Commissioner/ Land Commissioner General. The note as mentioned in item 2.2.2.1 should be made in the top left corner of this permit. If there is dispute about ownership of the said land, permit should not be issued to any party and this matter should be referred to the Public Inquiry as instructed in para 2.3.

2.2.2.6 If the lands which have references to paras from 2.2.2.1 to 2.2.2.5 have been, as at present destined as gazetted areas by the Department of Forest Conservation or Wild Life Department, no copies of relevant permit or ledger entries should be issued under any circumstances and such instances should be referred to the Committee of Inquiry, as instructed in para 2.3, to inquire into such ownerships. On such instances the relevant departmental officers also should be summoned for the first Committee of Inquiry.

2.2.2.7 Instances where lands legally distributed by the state, prior to the commencement of the conflict had been cancelled and issued to others, due to influence exerted by the terrorist organization, the state has taken a policy decision to treat such instances as illegal. Therefore, no further action should be taken as per instructions in 2.2.2.1 to 2.2.2.5 regarding permits or grants relating to such lands, until further instructions are issued. Also preparing grants for land permits issued on such influence exerted, should be suspended immediately. I will issue instructions regarding such lands later.

2.2.2.8 Copies of annual permits, which include the notes and signature of authorized officer stating that permits were issued to selectees, under the Land Development Ordinance, on inspection of encroachments in 1979, could be issued as stated above, on the approval of the Provincial Land Commissioner/ Land Commissioner General.

2.3 Lands where ownership could not be confirmed by any legal document

Under mentioned steps should be taken when people who are resettled are unable to submit any document regarding ownership of such lands.

2.3.1 Obtaining applications regarding ownership

Under the new programme of work, that is being implemented now within Sri Lanka, to register ownership of lands, the Land Settlement Commissioner General under the provisions of the 'Title Registration' Act, is taking steps to call for applications for registration of all lands. Accordingly, all persons including those who had fled or been displaced from the areas due to the conflict and resettled in state lands, who claim ownership for state and private lands, should complete the ownership application form, according to specimen given in annexure I of this circular and handover to the Divisional Secretary / Assistant Government Agent. The Land Settlement Commissioner General, through a notice published by him, will give instructions with regard to completing the application form and the period during which to handover these applications.

2.3.2 Owners of lands who could not confirm ownership through supporting documents should complete the relevant application form and handover to the Divisional Secretary/ Assistant Government Agent, through the Grama Niladhari of the division, with his recommendation. People who are presently residing abroad, could send such application directly to the Divisional Secretary/ Assistant Government Agent. It is the responsibility of the Divisional Secretary/ Assistant Government Agent, to provide through the Grama niladharis, necessary understanding to the people to complete the application form. A period of two months, should be given, from the date of publication of the notice calling for submission of completed applications. This notice should be adequately advertised, for the information of the people and also it should be posted to the website to enable further publicity.

2.3.3 Procedures after receiving applications

2.3.3.1 Registering the applications

Every application received by the Divisional Secretary/ Assistant Government Agent, must be separated as State Land and Private Land and applications relating to State Land should be entered in a register, in the order of receipt and numbers assigned to such applications, this number should be given to the applicant to be used as the reference number for onward action. The Divisional Secretary/ Assistant Government Agent should take action to maintain this register in a proper manner. Specimen of this register is attached as annexure II.

2.3.3.2: Classification of applications

Applications regarding private lands and for lands coming under category (V) below, should be separated and kept until instructions are received from Land Settlement Commissioner General to decide on ownership. In order to take action regarding applications claiming ownership of state lands, such applications should be again classified as shown below:-

- I. Applications claiming ownership of lands where grants or permits had been issued, but such documents not to be found.
- II. Applications claiming ownership for illegally occupying lands.
- III. Applications claiming ownership of the same land by two or more parties.
- IV. When one party is having grant or permit, applications objecting to such ownership
- V. Application for ownership made on Grants/ Long term leases / Special Grants where there are no disputes
- VI. Application claiming ownership of land which is/ was in charge of a Government Institution.

Under-mentioned actions should be taken regarding application for ownership classified as above.

2.3.3.3: First Committee of Inquiry

Investigations should be carried out, to inquire into claims of ownership of lands belonging to the above five categories excepting applications at item (V) in para 2.3.3.2. For this purpose, a first committee of inquiry should be formed in every divisional secretary division, consisting of the under mentioned officers:-

Divisional Secretary/ Assistant Government Agent – Chairman of committee	
Area Civil Co-ordinating officer	- Committee member
Land officer /Colonization officer	- Committee member
Assistant Land Use Planning officer	- Committee member
Field instructor	- Committee member
Grama niladhari	- Committee member
Management Assistant	- Committee member

When the inquiry is held in a place which belongs/ belonged to a Government Institution, one representative from this institution should also be made to participate in the proceedings of the committee.

In addition to this, an observation committee should be formed to ensure that actions of the said committee are taking place in a transparent manner.

2.3.3.4: Observation Committee

At least two or more members should be selected according to the respective Grama niladhari Division, from among the voluntary nominees presently attached to the civil committee formed by the Sri Lanka Police or by the three armed forces and appointed to the Observation Committee. In addition, a conciliator, who is respected and held in high esteem by the people as an impartial person should also be included in this Observation Committee. The Divisional Secretary/ Assistant Govt. Agent, should prepare a document, regarding these volunteer nominees, who have been thus selected and appointed and submit it to the Provincial Land Commissioner, and it will not be permitted to make changes in this document from time to time. If charges of not serving independently, being partial, or giving false information is made against any such volunteer, such a person could be removed by the Provincial Land Commissioner / Land Commissioner General. If the Divisional Secretary exercises utmost care in selecting relevant persons it would help the inquiries to be conducted in a successful and transparent manner. In this connection, it is necessary to seek and obtain advice from the officer in charge of the area police or the relevant commanding officer of the Armed forces.

2.3.3.5 Duties and responsibilities of the first Committee of Inquiry

1. Summoning applicants to inquire into their claims of ownership.
2. Conducting inquiries into ownership.
3. Making necessary and adequate publicities prior to holding inquiries.
4. Summoning the parties and witnesses concerned with the inquiries.
5. Inviting the civil committee members, as mentioned in this circular and suitable persons to serve as independent observers
6. Taking necessary steps and organizing activities of the inquiries to be open independent and transparent.
7. Testimonial and evidences given by the applicants, others concerned and state officers, documentary evidence traced and found in official documents and files should be called for, and examined including matters referred to by the Observation Committee.
8. Keeping of reports and records of relevant information.
9. Field inspections to be conducted whenever such inspections are found to be necessary.
10. Preparing preliminary selection list on the basis of the decisions arrived at the inquiries held (A specimen of the preliminary selection list is attached as annexure III) this should be submitted to the Provincial Land Commissioner, duly certified by the members of the Observation Committee.

2.3.3.6: The first Committee of Inquiry, whilst conducting the inquiries, should also give special attention to the under mentioned matters.

1. Various invoices, permits which are submitted as documentary evidences to confirm having resided, prior to the commencement of the conflict, at places to which ownership is claimed should be investigated.

2. Electoral voters lists should be subjected for investigation.
3. The manner in which the land is possessed and enjoyed at present should be examined.
4. Obtaining confirmation that relevant land was not received or not occupied due to influence exerted by some terrorist organization. (if the land was received in this manner , no decision should be made regarding such lands)
5. To certify that it is not a land under the charge of the Army and could not be released now.
6. Obtaining evidences from people residing or owning lands on the borders of the relevant land.
7. Conducting investigations into official documentary evidences like survey maps and permit ledgers.
8. All testimony / evidences to be received in the nature affidavit declaration.

2.3.3.7: Responsibility of the Divisional Secretary / Assistant Government Agent regarding custody of documents

The Divisional Secretary / Assistant Government Agent should take action to protect very carefully all documents relating to documentary evidences, information, reports and all other such materials which were used during the proceedings of the inquiries. These documents should be preserved for a period of 10 years and should not be destroyed under any circumstances. A suitable officer should be appointed to be in charge of these documents. Proper action should be taken to hand over and take over these documents in writing when transfer of officers take place.

2.3.3.8: Preliminary selection lists to be submitted to the Divisional Co-ordinating Committee and approval thereof obtained.

Actions should be taken by the Divisional Secretary / Assistant Government Agent to submit the Preliminary selection lists to the Divisional Co-ordinating Committee and obtain approval. If this Divisional Coordinating Committee makes some observations such observations should be submitted to the consideration of the Second Committee of Inquiry when it inquires into objections.

2.3.3.9: Publicizing the preliminary selection lists approved by the Divisional Co-ordinating Committee and calling for objections.

The Divisional Secretary /Assistant Govt Agent should take action to publicize the preliminary selection lists, approved by the Divisional Co-ordinating Committee, through popular Print and Electronic media including the official website, in three languages and call for objections and appeals. People should be informed that objections and appeals regarding lands within Provincial Land Commissioner areas should be sent to the relevant Provincial Land Commissioner and regarding lands within inter-provincial areas, to the Land Commissioner General and a period of one month from the date of publication of this notice should be given for this purpose. Also the

addresses of the relevant Provincial Land Commissioners and that of the Land Commissioner General's office should also be furnished in such notices. These notices should be advertised in the relevant village and at public places and after receiving objections, action will be taken to register such objections and appeal at the office of the Provincial Land Commissioner /Land Commissioner General's office.

2.3.3.10: Second Committee of Inquiry.

Appeals and objections into the selections made by the first committee of inquiry, are referred to the Second Committee of Inquiry. It is the duty and responsibility of this committee to examine the objections/ appeals and give a final decision.

The Second Committee of Inquiry should be comprised of the under mentioned officers:-

- Provincial Land Commissioner / Deputy Land Commissioner – Chairman of the Committee
- Representative of the relevant District Secretary/ Government Agent – Committee member
- Representative of the relevant Security Commander - Committee member (Area civil Co-ordinating officer)

When the Provincial Land Commissioner is unable to participate at the Committee of Inquiry, his nominee should be an officer of the Sri Lanka Administrative service. The observation committee of the First Committee of Inquiry, should be requested to assist this Committee also.

2.3.3.11: Duties and Responsibilities of the Second Committee of Inquiry

1. Receiving appeals/ objections and registering them
2. Summoning the appellants and senders of objections, for inquires
3. Organizing activities relating to the inquiries
4. Summoning the parties and witnesses relevant to the Appeals/ objections
5. conducting of open, independent and public inquiries
6. Recording of evidence
7. Giving the final decision

Reports required in relation to the Second Committee of Inquiry, could be called for from the Divisional Secretary. A report with conclusions should be prepared on the findings of the committee of inquiry and this to be certified by all members by placing their signatures. The original report together with the certificate of the observation committee, should be handed over to the Divisional Secretary and the second copy should be kept with the chairman of the committee of inquiry. He should see that this document is securely protected for a period of 10 years.

All necessary action should be taken to conclude the activities of the Second Committee of inquiry, within a period of one month.

2.3.3.12: Implementing special arbitration, to resolve claims for ownership with knotty problems

If there are claims for ownership of lands with knotty problems, for which final solution could not be found by the Second Committee of Inquiry, after conclusions of inquiries into objections and appeals, it is necessary to take steps to resolve such problems through a process of arbitration. Since actions are being taken to establish special Mediation Boards to resolve problems regarding state lands, in the future, the Divisional Secretary should keep such cases to be resolved by referring to the Mediation Board, after establishment. I will issue instructions regarding the process of such arbitrations, later.

2.3.3.13: Preparation of the Final lists and publicizing them

All final selection lists should be given serial numbers, it would be appropriate if such lists are separated on the basis of divisions or villages and numbered. After receiving the report of the Second Committee of Inquiry the Divisional Secretary/ Assistant Government Agent should revise the final selection lists, according to the observations of the said committee and prepare three copies. (The specimen of the final selection list appear as annexure IV). The Divisional Secretary/ Assistant Government Agent should certify and sign this document. The Divisional Secretary/ Assistant Government Agent, should take action to publicize these lists at popular places in the region, as was done earlier when calling for objections. One copy of this final list should be filed and carefully kept at the Divisional Secretary's office and this document should be securely preserved for 10 years. one copy should be sent to the Provincial Land Commissioner or to the Land Commissioner General as and when relevant.

2.3.4: Issuing of Survey Requisitions

Survey requisitions on form à\$. äß . à\$. 8, should be issued with a certified copy of the final selection list, to the superintendent of surveys, for surveying of the said land, erecting boundary stones and preparing plans. It would be appropriate to prepare suitable requisitions to enable the preparation of Blocking –out plans, since such plans would be required later, when issuing certificates under the Land Titles Settlement programme. If the preparation of Blocking- out plans is delayed, there is no objection if tracings are prepared until then. Since the surveyor General has made some arrangements for a special programme of work regarding this, until the receipt of final lists, rough tracings could be prepared and the Divisional Secretary/ Assistant Government Agent, having discussions with the relevant senior superintendent of surveys and taking necessary steps regarding this, will help to expedite activities.

2.3.5: Issuing of permits

Firstly, annual permits under the State Lands Ordinance, have to be issued to those people, mentioned in the final selection list. These should be issued on form L.C. 75. Form L.C. 75 is now printed in a new format, providing space for additional conditions Necessary forms could be had from my office.

A note should be included on the top left corner of every annual permit, stating the manner how the permit holder was selected and the signature of the Divisional Secretary should be placed. This note should be as shown below :-

" This annual permit was issued, on selection made under serial number in the final selection list no of the Public Inquiry held as per instructions in item 2.3 in the circular no: 2011/04 of the Land Commissioner General"

Signature of the Divisional Secretary and official seal

Lease rentals will be recovered from all lessees except from those belonging to the farmer class. However, lease rental will not be recovered in the first year. A suitable remark to this effect should be made in the relevant column of the permit. In addition to conditions in the annual permit (Form LC 75), the under mentioned condition should be added newly.

1. Issuing of permanent permit for this annual permit will take place after a period of one year. However, if objections or claim for ownership is submitted by any party, during this period, the permit will not be extended beyond the due date.

2.3.6 The Divisional Secretary/ Assistant Government Agent should consider under mentioned matters, also when issuing such permits:

1. Necessary precautions should be taken not to issue permits, contravening the final selection lists, which have been prepared according to above instructions.
2. The relevant permit should be signed only by the Divisional Secretary or by the Assistant Divisional Secretary, if authorized by the Divisional Secretary.
3. Number should be given to the permit, according to the appropriate order of numbering and permits issued.
4. Every permit should be noted in the land distribution register
5. Office copies of the permit should be kept duty filed.
6. Action should be taken to securely protect the official copies of the permits, for a period up to and including 10 years (even, if permit or Grant is issued subsequently) and to safeguard these copies from irregularities such as false revisions and changes taking place.

Please note, that instructions regarding issuing of permanent permits or Grants, to such lands for which permits are issued in this manner, will be given later.

2.3.7 If further claims of ownership or appeals or objections are received within a period of one year, regarding any land after issuing permit to such land, action should be taken to refer such cases in the future, to the Mediation Boards as mentioned at item 2.3.3.12 above

2.3.8 Other matters

2.3.8.1 Annual Permits issued at present

It has been reported to us that some annual permits had been issued falsely or without any legal base. Therefore not a single annual permit upon which lease rentals had not been continuously paid and not extended, should not be extended by any Divisional Secretary/ Assistant Government Agent. Also, issuing copies for old permits should be suspended immediately. Persons, who appear for special inquiries mentioned in this circular, when they claim their ownership based on the annual permit, they should have continuously paid the lease rental and should have been in possession of that land and there should be no disputes, when resettled. Action should be taken to obtain my instructions, if there were to be any problems regarding this.

2.3.8.2 On instances when actions are being taken through courts of law, regarding ownership of any land and if the Divisional Secretary/ Assistant Government Agent is involved as a party in such cases, it is appropriate to postpone conducting inquiries into such lands, by the first and second committees of inquiry.

2.3.8.3 Holders of powers of attorney or holders of due authority endorsed by an official of the relevant consular section of the said embassy should be allowed to appear at special inquiries representing persons who are presently abroad, due to the conflict. Persons who appear in this manner, should submit information and evidence on behalf of those whom they are representing and not about themselves.

2.3.8.4 The Divisional Secretary/ Assistant Government Agent, when arranging for inquiries mentioned in this circular, should select areas on the basis of villages or Grama niladhari Divisions, to enable inquiries to be concluded stage by stage. Such an arrangement would also facilitate matters regarding surveying of lands.

2.3.8.5 Since the ownership of lands of the people, who are resettled should be given and finalized within a period of 02 years, it is the responsibility of the Divisional Secretary/ Assistant Government Agent, to organize the activities regarding management of these lands on a definite programme of work.

2.3.8.6 Action should also be taken to utilize the staff attached to the respective Divisional Secretariats, to meet additional requirement of staff, regarding management of land, including the special inquiries and if required, necessary approval should be obtained from me or the Provincial Land Commissioner.

2.3.8.7 You are kindly informed to contact me, if further explanations are required regarding this circular.

This circular is issued with the concurrence of the Ministry of National Security, Ministry of Public Administration and Home Affairs and the Provincial Land Commissioners in the Northern and Eastern Provinces. Please acknowledge receipt of this circular.

Sgd. R.P.R. Rajapakshe,
Land Commissioner General.

Copies:

- | | | |
|---|---|--|
| 1. Hon Minister of Land, and Land Development | } | For kind information |
| 2. Hon. Deputy Minister of Land and land Development | | |
| 3. Secretary to H.E. President | | |
| 4. Secretary to the Hon. Prime minister | | |
| 5. Secretary to the Cabinet | | |
| 6. Secretary – Ministry of National Security | } | For necessary action |
| 7. Secretary – Ministry of Economic Development | | |
| 8. Secretary – Ministry of Land, and Land Development | | |
| 9. Secretary – Ministry of Public Administration and Home Affairs | | |
| 10. Secretary – Ministry of External Affairs - | | For information of Embassy officers |
| 11. Secretary – Ministry of Foreign Employment - Promotion and Welfare | | For information of welfare officers in Embassies |
| 12. Chief Secretary - Northern Province | } | For necessary action |
| 13. Chief Secretary - Eastern Province | | |
| 14. Commissioner of Elections - | | For issuing of extracts of Electoral lists which are needed for examination of land ownership |
| 15. Commander of the Army | } | For information of relevant area commanding officers |
| 16. Commander of the Navy | | |
| 17. Commander of the Air Force | | |
| 18. Inspector General of Police - | | For information of officers in charge of police stations in the Northern and Eastern Provinces |
| 19. Registrar General - | | To instruct relevant District Registrars |
| 20. Surveyor General | | |
| 21. Commissioner General of Land Title Settlement | } | For necessary action |
| 22. Government Agents/ District Secretaries
Jaffna, Kilinochchi, Mullaitivu, Mannar, Vavuniya
Trincomalee, Batticaloa, Ampara | | |
| 23. Secretary – Provincial Ministry of Lands – Northern Province | | |
| 24. Secretary – Provincial Ministry of Lands – Eastern Province | | |
| 25. Provincial Land Commissioner - Northern Province | | |
| 26. Provincial Land Commissioner - Eastern Province | | |
| 27. Deputy/ Assistant Land Commissioners
Ampara, Trincomalee and Kantale | | |

Register for registering applications claiming ownership of lands, under regulating activities regarding management of lands in the Northern & Eastern provinces.

State/ Private Land

Registration number	Date of receipt	Name of applicant	Address	Grama Niladhari division	Highland/wet land

- When giving numbers for registrations, this numbering should include first, two letters in English presently being used as the code indicating the name of the District followed by two letters in English used as the code, indicating the Divisional Secretary Division and the serial number commencing from number 01, at the end.
- Separate register should be used for state lands and another register for Grants and private lands.

**SELECTION OF PERSONS CLAIMING OWNERSHIP OF STATE LANDS
PRELIMINARY SELECTION DOCUMENT**

Selection Document No:.....

District:.....

Divisional Secretary's Division:.....

Grama Niladhari Division:.....

Serial Number	Village	Full Name	Address	Name of Land Claming Ownership	High Land / Wet Land	Extent of the Land

Persons mentioned in this document, have submitted claims of ownership of parcels of lands shown against their names. It has been decided to accept such claims for ownerships, If there are people who are objecting to awarding of such ownerships, it is hereby informed that reasons for objections should be given in writing to the Provincial Land Commissioner / Land Commissioner General before the date

The addresses of the Provincial Land Commissioner/ Land Commissioner General are shown below: -

- Land Commissioner General's Department, No 07, Hector Kobbekaduwa Mawatha, Colombo 07.
- Provincial Land Commissioner's Department, Northern Province, no295 Kandy Road, Ariyalai, Jaffna.
- Provincial Land Commissioner's Department , Eastern Province, Inner Harbour Road, Tricomalee.

Divisional Secretary \ Assistant Government Agent
.....division

Members of the Committee of Inquiry

Name	Designation	Signature
1.		
2.		
3.		
4.		

Members of the Committee of Observation

Name	Designation	Signature
1.		
2.		
3.		
4.		

**SELECTION OF PERSONS CLAIMING OWNERSHIP OF STATE LANDS
FINAL SELECTION DOCUMENT**

Selection Document No:.....

District:.....

Divisional Secretary's Division:.....

Grama Niladhari Division:.....

Serial Number	Full name	Address	Name of land Claiming Ownership	High land/ Wet land	Extent

Persons mentioned in this document, have submitted claims of ownership of parcels of lands shown against their names. After having investigated into their claims of ownership, I certify that they have claims to receive grants from the state. This final selection document is being published subject to holding investigations again, if objections against these selections are received, within a period of one year of making these selections.

Divisional Secretary \ Assistant Government Agent
.....division

Members of the Committee of Inquiry

Name	Designation	Signature
1.		
2.		
3.		
4.		

Members of the Committee of Observation

Name	Designation	Signature
1.		
2.		
3.		
4.		