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AM Branch
Irrigation Department
Colombo 7
05 March 2008

Regional Director of Irrigation (*Assets Ranges*)
Irrigation Engineer (Division)

Safeguarding the Properties Of ID And Procedure To Release Lands And/Or Buildings Of Irrigation Department To Other Organizations

There is a growing pressure from outside organizations to release abandoned land and unused buildings of Irrigation Department for their use. Hence it has become necessary to consolidate the procedure of safeguarding the reservations and review the existing procedure of releasing properties in order to ensure that only properties that are not in use now (and also will not be used in future) be released. Further this will make the process clear and transparent to avoid any lapses which may occur.

Land commissioner possesses the ownership of all state lands while ID is only a custodian. Land commissioner's power is delegated to District Secretary or Divisional Secretary, with whom the Irrigation Department has to coordinate with, regarding the lands. There may be occasions where Lands Reforms Commissions is vested with powers in certain lands, which has to be charneled through the L.R.C.

1.0 Reservations:

Irrigation Department is responsible to act as the custodian of two types of properties. One is irrigation reservations in the irrigation head works and system while the other category is lands reserved for usage of Irrigation Department.

1.1 Irrigation Reservations

The first category, "Irrigation Reservations" that have been set apart for protection and safety of structural components of the scheme can not be released under any circumstances for any other purposes. Irrigation Department officers under whose charge such reservations fall should ensure that these lands are not encroached upon or trespassed. They should be vigilant to preserve the reservations from any unauthorized activity thereon.

Where feasible, barbed wire fencing or live fencing, particularly demarcating reservoir bund reservations should be provided.

In order to safeguard these reservations from further encroachments it is necessary to depict such irrigation reservation in F.V.P.P and F.T.P.P. Action should be pursued with the Survey Department to get this done.

When the desired reservations are private lands, and where they are deemed absolutely necessary for the safety and protection of Irrigation work, the acquisition proceedings should be commenced to acquire them for the State.

1.2 Lands reserved for Irrigation Department Use.

The second category of reservations are those reserved for the use of the Irrigation Department to establish camps, depots, maintenance units, metal & gravel quarries etc. within the respective

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schemes. It is equally important to administer and protect these lands by the Department for purposes for which they have been so reserved.

Each Range/Division should have a map showing the reservations available in their respective Range/Division and schemes to a suitable scale, which should be displayed in each office.

2.0 Release of Irrigation Department Reservation or building to other users.


Whenever there is a request for the release of a Irrigation Department owned reservation building, such request should be entertained only when it is absolutely confirmed that Department does not need the land/building any longer or for future use from the point of view possible structural modifications, improvements, augmentation proposals & future expansion needs etc.

As regards to the properties adjacent to irrigation works & structures, such releases should be agreed only after a review of the safety of the work.

The request may be either for temporary or permanent release depending on the requirements, both these occasions almost similar procedure has to follow. The following procedure proposed only as a general guidance for releasing lands/buildings. RDI/IE has to appraise the background of each and every request separately and adopt an appropriate process suitable at the field.

1. Requests coming from the government organizations should be arranged to be forwarded through the relevant Ministry of the institution to ensure only the genuine requests are made. It is expected to get the concurrence of the Secretary of Irrigation and Water Management for the MOUU, when released on a temporary basis.
2. Requests from the clergy to develop certain lands as places of worship, should be channeled through the Ministries of Buddhist /Hindu/ Christian Affairs
3. Only the Director General of Irrigation can release those properties and his recommendation of Regional Director and Divisional Irrigation Engineer has to be made after inspecting the location/building.
- * 4. Two separate formats are attached herewith to be used when releasing a building releasing only a land. The format must be filled by the RDI and the recommendation forwarded to Director (AM). Sufficient information should be given at the first instance itself with the aid of clear sketches indicating the land/building under reference & location of irrigation schemes, components with reservations and also approximate distances. However until the final decision taken by DGI is informed no party should be allowed to move into the premises
5. According to the Cabinet Paper of 93/600/134 of 17th Nov 1993, no government quarters which are built, purchased or otherwise acquired by the ID be released or transferred in any manner.
6. As mentioned in Para 1.0, since the ownership of these properties is vested in L.C./L.R.C./D.S, these properties can be released only through them. Relevant handover documents should be sent to Director (AM) within 2 weeks of such a handing over for record purpose.

Please bring the contents of this circular to the attention of all officers.


Eng. H. P. S. Somasiri
Director General of Irrigation

Copies to : 1. Secretary / Ministry of Irrigation Water Management

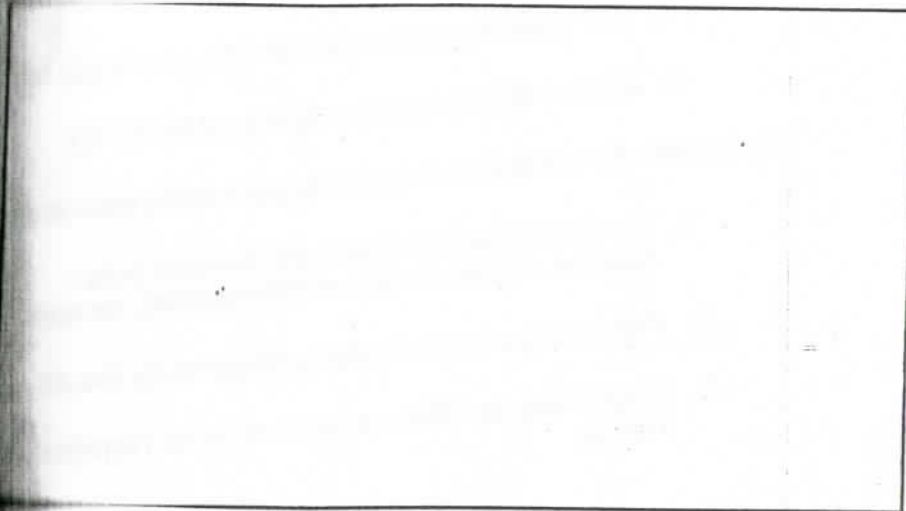
2. All Directors /Snr. Directors

Information on the Building proposed to be Released temporarily / Permanently to outside users.

A) Location :

- 1. Region
- 2. Irrigation Engineer's Division
- 3. Divisional Secretaries Division
- 4. District
- 5. Location & Access : (use a description & text)

Sketch showing the access and relative landmarks, irrigation components & reservations. (Please indicate the approximate distances)



B) Details of the building

- 1. Type of building : Office/ quarters/ other
- 2. Dept registered number:
- 3. Current usage:
- 4. If not in use now, the year last used:
- 5. Condition of the building
 - a) roof
 - b) wall
 - c) doors and windows
 - d) floor
 - e) any other:

6. Floor area:

7. Condition of following connections: (Whether disconnected/ outstanding bills to be paid)

- a) Water supply:
- b) Electricity:
- c) Telephone:

ID/AM/Buildings form
(If the application is for handing over of a building along with a land
(8) has to be filled)

8. Total extent of the land where the building is located:

9. Extent of the land proposed to be released along with the building. Indicate the area to be released in the above sketch.

1. Extent : Perches / Acs
2. Details of Permanent crops / trees
3. Details of other existing utilities (eg: well, parapet wall)

C) Historical Information:

1. For how long this land / Building belongs to the Irrigation Dept
2. Period that this property was used by ID

D) Information of the individual / organization who requests land/ Building

1. To whom the building to be handed over:
(please attach a copy of this request, as specified in the letter)
2. For what purpose building be used by the above party:
3. Would the building or part of land required by the ID in future
Yes/No

E) Reasons for handing over:

Recommendation by RDI:

File no.

I declare that the above information are correct to the best of my knowledge and recommend/ not recommended for handing over.

Date.

Name & signature of RDI

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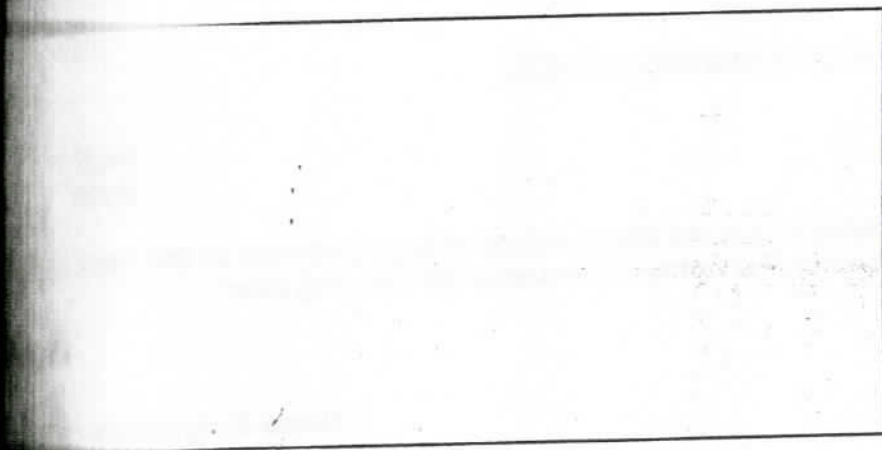
ID/AM/Buildings form 2/ 2008(p₆)

Information of the Land proposed to be released temporarily ,
Permanently to outside users.

Location :

- 1. Region
- 2. Irrigation Engineer's Division
- 3. Divisional Secretaries Division
- 4. District
- 5. Location & Access : (use a description & sketch)

Showing the access and relative landmarks, irrigation components &
features. (Please indicate the approximate distances.)



Details of the land

Current usage:
 If not in use now, the year last used:
 Total extent of the land
 Extent of the land proposed to be released

- a) Extent : Perches / Acs
- b) Details of Permanent crops / trees
- c) Details of other existing utilities (eg: well, parapet wall)

Historical Information:

For how long this land belongs to the Irrigation Dept
 Period that this property was used by ID

D) Information of the individual / organization who requests land

1. To whom the land is proposed to hand over :
(please attach a copy of the request, as specified in the cover letter of this circular)
2. For what purpose the land will be used by the above party:
3. Would the land required by the ID in future - Yes/No

E) Reasons for handing over:

Recommendation by RDI:

FILE no
Date

**I declare that the above information are correct to the best of my knowledge
recommend/ not recommended for handing over.**

Name & signature of RDI