

## 5. BLOCK DEVELOPMENT OFFICE

Sl. No.	Type of Work	Supporting documents	Dealing person
5.1	Registration of Births and Deaths	Registration is done on the basis of Form No. 2 and 4	Statistical Assistant
5.2	Residential Certificate	Application	
5.3	Income Certificate	Affidavit, copy of ration card and verification report	
5.4	NOC for electricity and Water connection and for shop establishment	Application, Ownership record and copy of ration card  Construction permission/order, house tax receipt, ownership/I&XIV Nakal	
5.5	Permission for construction/ Reconstruction	Application Ownership document Site Plan Construction plan as required under the rules; a) Approval of technical Officer b) Approval of Architect Planner c) Approval of BDO	
5.6	Non availability certificate of Births and Deaths events	Application Affidavit Copy of ration card	
5.7	Issue of permission for late Registration of Births and Deaths within one year	Application Affidavit Non Availability certificate Janmotary/ Medical Certificate Ration card copy Any other relevant documents	Statistical Assistant
5.8	Issue of order for late Registration of births and deaths above one year	Application Affidavit Affidavit of four independent witnesses Non Availability Certificate Certificate of occurrence of event School leaving certificate Any other document	LDC (A)

### 5. BLOCK DEVELOPMENT ( contd.. )

Sl. No.	Type of Work	Supporting documents	Dealing person
5.9	Counter signature on Income certificate and residence Certificate issued by Village Panchayats	i) Ration Card ii) Affidavit	Extension Officer (VP)
5.10	Matching grant (GIA)	N.A	Extension Officer (VP)
5.11	Special grant (GIA)	N.A	Extension Officer (VP)
5.12	Family Pension to old age and infirm destitute	Application form Two passport size photographs Income certificate Residence Certificate Certificate of Health Officer, PHC, Daman Age/ Birth certificate	Mukhiya Sevika (BDO )
5.13	Economic betterment of SC/ST	Application form Two passport size photographs Income certificate Caste certificate Credit worthiness certificate Quotation	Mukhiya Sevika (BDO )
5.14	Welfare of Physically handicapped	Application form Two passport size photographs Income certificate Residence Certificate Credit worthiness certificate Medical certificate with photograph Quotation Physically handicapped certificate	Mukhiya Sevika (BDO )
5.15	Indira Awas Yojana (IAY)	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence certificate	Gram Sevika (BDO)

**5. BLOCK DEVELOPMENT ( contd..)**

Sl. No.	Type of Work	Supporting documents	Dealing person
5.16	<b>Housing</b>		
(i)	Middle income group housing scheme ( Rs. 115000 maximum) Interest @ Rs. 14% per annum	Application Two passport size photograph Income certificate Land owner ship document Nil Encumbrance certificate of plot Approved Plan and estimates Valuation Certificate Nil Encumbrance certificate of plot and surety Solvency certificate Declaration of surety	Extension Officer (RE)
(ii)	Housing for Tribals Rs. 20,000 is provided for house on 100% subsidy basis	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence certificate NOC of land owner and his power of Attorney	Gram Sevak and Supervisor (TSP)
(iii)	Repairing / Renovation of houses under TSP, Rs. 5,000 is provided per house on – 100% subsidy	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence certificate NOC of land owner and his power of Attorney	Gram Sevak and Supervisor (TSP)
5.17	Self Employment cases Rs. 20,000/- is provided per tribal on 50% loan and 50% subsidy	Application form Two passport size photographs Caste Certificate Income Certificate Ration Card copy	Gram Sevak (TSP)