

9. COLLECTORATE

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.1	N.A Permission cases U/s. 32 of the Goa, Daman and Diu Land Revenue Code 1968	1	Prescribed application form is available with the land section of Collectorate, Daman. The same can be obtained by the Applicant free of cost.	
		2	Details should be filled up as mentioned in the N.A application form and Rs. 2/- (two) court fee stamp should be affixed to the application.	
		3	<p>Application form should be submitted in duplicate along with the following documents</p> <p>i. Form No. I& XIV of the land in question, in original plus 8 xerox copies</p> <p>ii. Site plan of the land in question in original plus 8 xerox copies</p> <p>iii. Layout plan in cases where area of the land exceeds 4000 sq. mts.</p> <p>iv. Attested copy of Power of Attorney, in cases where applications(s) are filed by the Power of Attorney Holder(s)</p> <p>v. Any other documents to show access to the plot etc. if required.</p>	
	(contd.)	4	<p>On receipt of application, the Collector's Office obtains reports from the following departments :</p> <p>i. Land Acquisition Collector, Daman.</p> <p>ii. Superintending Engineer, PWD, Daman.</p> <p>Iii) Executive Engineer, PWD, Daman.</p> <p>Iv) Architect Planner, Daman.</p> <p>v) Zonal Agriculture Officer, Daman</p> <p>vi) Mamlatdar, Daman.</p>	

9. COLLECTORATE (contd..)

Sl. No.	Particulars		Procedure/ Requirement of documents	Remarks
9.1 Cont.			vii. Enquiry Officer, City Survey, Daman.	
			viii. Executive Engineer, Electricity Department, Daman.	
		5	Thereafter on receipt of report the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to N.A conversion permission etc. After going through the reports received the Committee recommends clearance/rejection of the application	
		6	Applicants are offered personal hearing in the matter and decision in the cases is pronounced in the open Court by the Collector, Daman after going through the merits of the case reports received from the concerned departments and recommendation of the Committee.	
		7	N.A Sanad are issued to the Party after under going further formalities like payment of requisite fees etc. from the Party.	
		8	In case of rejection, applicants(s) are informed in writing and certified copy of the detailed order is issued to the Parties on application and payment of requisite fee.	
9.2	Sale Permission Cases U/s 8-B of Daman (Abolition of proprietorship of Villages) Regulation (Amendment) Act 1968 and Rules framed thereunder	1	Applicants / Vendor (s) should apply to the Collector, Daman for grant of permission to sell his /her/ their land by giving the name of the purchaser(s), amount, purpose for which the purchaser(s) desire to purchase the land reason why the vendors(s) desire to sell the land etc. court fee of Rs.2/- should be affixed on the application.	
		2	Along with the application, the following documents should be submitted:	

9. COLLECTORATE (contd)

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.2 contd.			<p>i. Form No. I & XIV of the land in question in original plus 2 Xerox copies</p> <p>ii Site Plan of the land in question in original plus 2 xerox copies.</p> <p>iii. Attested copy of N.A Sanad & Order in case where sale permission is sought for Non Agriculture use.</p> <p>iv. Attested copy of Power of Attorney in case where application is filed by the Power of Attorney Holders(s).</p>	
		3	<p>On receipt of application, the Collector's Office obtains reports from the following departments :</p> <p>i. The Mamlatdar, Daman.</p> <p>ii. The Land Acquisition Collector, Daman.</p>	
		4	<p>Thereafter on receipt of reports, the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Sale Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.</p>	
		5	<p>Thereafter applicants(s) / Vendors(s) - Original Occupant(s) of the land and Purchaser(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman. After going through the merits of the cases, reports received from the concerned department and recommendation of the Committee.</p>	

9. COLLECTORATE (contd)

SI No	Particulars		Procedure/ Requirement of documents	Remarks
9.2 contd.		6	Thereafter Order is issued to the concerned party,	
		7	In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.	
9.3	Land gift permission case U/s 8-B of Daman (Abolition of Proprietorship of Villages) Regulation (Amendment) Act, 1968 and Rules framed thereunder-Rules2(1) (a) & 2(1)(i)	1	Applicants/ Donor (s) should apply to the Collector, Daman for grant of permission to gift his /her/ their land by giving the name of the Donee(s), relation of the Donor(s) with the Donee(s) purpose for which the land will be used by the Donee(s). court fee of Rs.2/- should be affixed to the application.	
		2	Along with the application, the following documents should be submitted i. Form No.I&XIV of the land in question in original plus 2 xerox copies ii. Site Plan of the land in question in original plus 2 xerox copies iii. Attested copy of N.A Sanad and order in case where sale permission is sought for Non agriculture use. iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s) v. NOC from the other legal heirs of the Donor	
		3	On receipt of application the Collector's Office obtains reports from the following departments : i. The Mamlatdar, Daman. ii. The Land Acquisition Collector, Daman.	

9. COLLECTORATE (contd..)

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.3 contd.		4	Thereafter on receipt of reports, the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Land Gift Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.	
		5	Thereafter applicant(s) / Doner(s) - Original Occupant(S) of the land and Donee(s) are offered personal hearing in the matter in the court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman. after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.	
		6	Thereafter Order is issued to the concerned party.	
		7	In case of rejection, parties are informed in writing and certified copy of the detailed order is issued on application and payment of the requisite fee.	
9.4	Land Exchange Permission Case U/s 8-B of Daman (Abolition of Proprietorship of Villages) Regulation (Amendment) Act, 1968 & Rules framed there under -Rule 2(1)(i)	1	Applicants should apply to the Collector, Daman for grant of permission to Exchange their land with each other by giving the names of the Occupants of the land/plots proposed for which the land will be used after exchange by both the parties, etc. Court Fee stamps of Rs. 2/- should be affixed to the Application.	
		2	Along with the application, the following documents should be submitted : i Form No.I & XIV of the land in question in original plus 2 xerox copies ii Site Plan of the land in question in original plus 2 xerox copies	

9. COLLECTORATE (contd..)

Sl No	Particulars	Procedure/ Requirement of documents	Remarks
9.4 <i>contd.</i>		<p>iii Attested copy of N.A Sanad and order in case where exchange permission is sought for Non agriculture use.</p> <p>iv Attested copy of Power of Attorney in cases where application are filled by the power of Attorney Holders</p> <p>v. Layout / Site Plan showing position / situation of both the land</p>	
		<p>3 On receipt of application, the Collector's Office obtains reports from the following departments : I) The Mamlatdar Daman. ii) The Architect Planner, Daman.</p> <p>4 Thereafter, on receipt of reports, the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Land Exchange Permission etc. After going through the reports received, the committee recommends clearance/ rejection of the application.</p> <p>5 Thereafter parties are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman. After going through the merits of the cases, reports received from the concerned department and recommendation of the Committee.</p> <p>6 Thereafter order is issued to the concerned party.</p> <p>7 In case of rejection, parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.</p>	

9. COLLECTORATE (contd..)

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.5	Land Mortgage Permission Case U/s 8-B of Daman (Abolition of Proprietorship of villages) Regulation (Amendment) Act, 1968 and Rules framed thereunder - Rule 2(1)(e)	1	Applicant(s) should apply to the Collector, Daman for grant of permission to Mortgage their land in favour of Bank/Financial Institution etc.	
		2	Along with the application, the following documents should be submitted : i. Form No. I & XIV of the land in question in original plus 1 xerox copy. ii. Attested copy of Nil encumbrance certificate on property. iii. Copy of letter from the Bank / Financial Institution etc.	
		3	On receipt of application, the office of the Collector, Daman obtains report from the Mamlatdar, Daman.	
		4	Thereafter on receipt of report from the Mamlatdar, Daman, the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Mortgage permission etc. After going through the reports received, the committee recommends clearance / rejection of the application.	
		5	Thereafter, applicants(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open court by the Collector, Daman. After going through the merits of the case and report of the Mamlatdar, Daman and recommendation of the Committee.	

9. COLLECTORATE (contd)

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.5 contd.		6	The approval of the Collector, Daman is conveyed to the applicants by the Superintendent of the Land Section, Collectorate, Daman.	
9.6	Division / amalgamation under section 62 of the Goa, Daman and Diu Land Revenue Code 1968.	1 2 3	<p>1 Applicant should apply to the Collector, Daman on plain paper with court fee stamp of Rs. 2/- to be affixed on the application with two xerox copies.</p> <p>2 Along with application, the following documents should be submitted :</p> <p>i. Form No.I&XIV of the current year in original alongwith three xerox copies</p> <p>ii. Site plan for the current year in original alongwith three xerox copies</p> <p>iii Attested copy of N.A Sanad and order in triplicate.</p> <p>iv. Lay out plan 9 copies duly signed by the Applicant and Engineer / Architect.</p> <p>3 On receipt of application, the Dy. Collector's office obtains reports from the following offices requesting to submit inquiry/reports within 15 days</p> <p>1. The Architect Town Planner, Daman. 2. The Enquiry Officer, City Survey, Daman.</p> <p>After receiving reports / comments from the above offices the order will be issued within 8 days.</p>	
9.7	Partition U/s 61 of the Goa, Daman and Diu Land Revenue Code 1968.	1	Applicants should apply to Collector, Daman on plain paper with Court Fee stamps of Rs.2/- to be affixed on the application with two xerox copies.	

9. COLLECTORATE (contd..)

SI No	Particulars		Procedure/ Requirement of documents	Remarks
9.7 contd.		2	Along with application the following documents should be submitted	
		i	Form No.I & XIV of the current year in Original along with four xerox copies	
		ii	Site Plan and lay out Plan (Partition of the current year, in original along with its xerox copy in triplicate.	
		3	On receipt of application, the Deputy Collector's Office obtains reports from the following offices requesting to submit inquiry reports within 15 days.	
		i.	The Mamlatdar, Daman.	
		ii.	The Enquiry Officer, City Survey, Daman	
		4	After receiving the reports/comments from the above offices the statements of each applicants will be recorded and orders will be passed.	
9.8	Procedure for issuing new arms licenses	1	License for small Arms only will be issued by the District Magistrate. Also Licenses valid entrance territory on all India will be issued here.	
		2	Obtain prescribed application form in duplicate /triplicate from dealing Asst.	
		3	Submit the application form directly to the same dealing Asst. and obtain receipt.	
		4	Application must bear a 50 paisa court fee stamp.	
		5	Attach 2 passport size photographs with the application form.	

9. COLLECTORATE (contd..)

SI No	Particulars		Procedure/ Requirement of documents	Remarks
9.8 contd.		6	The applicant can request weapon either for self protection, crop protection, sports or display.	
		7	A verification report will be called from the police.	
		8	The Mamlatdar will be asked for a report only in case of crop protection	
		9	Orders for grant / refusal will be intimated within 45 days.	
		10	In case, if granted, required fees will have to be paid at the Arms Counter and collect order as well as license book.	
9.9	Protection for sale or transfer of fire arms	1	Application on plain paper to the dealing hand at the counter and obtain receipt.	
		2	The application should be addressed to the District Magistrate by both the purchaser and seller.	
		3	The application should bear a 50 paisa court fee stamp accompanied by the License of the seller as well as the purchaser.	
		4	In case the purchaser is an arms dealer, only the license of the seller is required.	
		5	Necessary verification will be done with the help of police and after 45 days, If there is no objections, the necessary endorsement will be made on both licenses.	
		6	Collect the license directly from the counter after the lapse of 45 days.	
		7	In case of refusal, order will be communicated within 30 days of receipt of the application.	

9. COLLECTORATE (contd..)

Sl No	Particulars		Procedure/ Requirement of documents	Remarks
9.10	Procedure for renewal of old License	1	Submit application on blank paper to the dealing hand at the Arms Counter. Address the application to District Magistrate.	
		2	Affix a 50 paisa court fee stamp.	
		3	Enclose arms license alongwith the application.	
		4	Pay necessary fee penalty etc. to the arms counter and collect the renewed license within three days.	