

21. PLANNING AND STATISTICS

Main activities : Department of Planning and Statistics, prepares Annual Plan and Five Year Plans for the U.T. of Daman and Diu. It also conducts various Surveys for different purposes. The Dy. Director, Planning and Statistics, has also designated as Addl. Chief Registrar of Births and Deaths and co-ordinates system for Registration of Births and Deaths which is detailed below :

Sl. No.	Item of Work	Procedure / Document required	Fee Payable	Contact person
29.1	Registration of Births and Deaths.			
(a)	Initial registration :	Every event of birth and death is required to be registered within 21 days of its occurrences, as per Registration of Births and Deaths Act 1969.	Nil	<u>Registration Centre</u> Rural Area- Village Panchayat Secretary. Urban Area- Chief Officer, Municipal Council.
(b)	Delayed Registration :			
(i)	After 21 days and upto 30 days.	Events will be registered after payment of late fee	Late fee of Rs. 2.00	Rural Area- Village Panchayat Secretary. Urban Area- Chief Officer, Municipal Council.
(ii)	30 days and within one year	Events shall be registered after written permission of the Additional District Registrar / Block Development Officer.	Late fee of Rs. 5.00	Rural Area- Village Panchayat Secretary. Urban Area- Chief Officer, Municipal Council.
(iii)	After one year	Events shall be registered only after order of First Class Magistrate (District Registrar / District Collector)	Late fee of Rs. 10.00	Rural Area- Village Panchayat Secretary. Urban Area- Chief Officer, Municipal Council.
29.2	Search for record :	Search for a single entry in the first year for which the search is made	Rs.2.00	
		For every additional year for which the search is continued	Rs. 2.00	
		For granting extract relating to each birth or death	Rs. 5.00	
		For granting non-availability certificate for birth or death	Rs. 2.00	

29. PLANNING AND STATISTICS (contd.)

Sl. No.	Item of Work	Procedure / Document required	Authority / Officials to be approached
29.3	Correction of name in the Birth and Death records :	<p>The applicant should apply to the concerned Registrar of Births and Deaths, alongwith an affidavit of self and two witnesses alongwith the following documents.</p> <ol style="list-style-type: none"> 1. Birth certificate of self 2. Father's birth certificate 3. Mother's birth certificate 4. Marriage certificate issued by Civil Registrar. 	<p>For Rural area – Concerned Registrar of Birth and Deaths / Village Panchayat Secretary.</p> <p>For Urban area – Chief Officer/ Registrar of Births and Deaths, Daman/ Diu Municipal Councils</p> <p>Registration for births before 1971 – Civil Registrar / Sub Registrar, Daman</p>

29. PLANNING AND STATISTICS (contd..)

Sl. No.	Service rendered	Procedure to be followed
29.4	Change of name	
	(Article 178 of Codigo do Registo Civil do Estado da India . (Portuguese Civil Registration Code)	i)Application for change of name alongwith the Birth certificate should be addressed to the Administrator of Daman and Diu and delivered to the Civil Registrar, Daman / Diu.
		ii) The applicant should also produce at least two witnesses known to applicant in the office of Civil Registrar Daman / Diu. Thereafter, the file will be forwarded to the Office of the District Registrar/ Collector, Daman / Diu.
		iii) The District Registrar Daman / Diu will thereafter submit the file to the Law Department, Daman. The request will then be submitted to the Administrator of Daman and Diu and on obtaining the approval, the applicant will be authorized to publish the notice of change of name in the Official Gazette of Daman and Diu and in two leading news papers. The public can file a written complaint, if any, towards the proposed change of name within 30 days of publication of the notice before the Administrator, Daman and Diu.
		iv) The applicant, after the expiry of the time limit of 30 days, shall submit a copy of the official gazatte and each of the newspapers in which the notices were published. In case there is no objection, notification conveying Government approval to change of name will be issued. The said notification will be arranged to be published by the applicant in the Official Gazette of Daman and Diu and thereafter the applicant will apply for endorsement in the respective register.
		v) The Civil Registrar – cum- Sub Registrar, on the basis of documents referred to in (iv), will make correction in the respective register of birth events registered upto 31/12/1970.