

**UNION TERRITORY OF DAMAN AND DIU**



सत्यमेव जयते

**CITIZEN'S CHARTER  
2007**

**OFFICE OF THE COLLECTOR, DAMAN**

**Compiled by  
Office of the Collector, Daman  
Administration of Daman and Diu  
Dholar, Moti Daman 396 220**

**Phone No. -- 0260 – 2230698  
Fax No.     – 0260 - 2230689**

## **OFFICES UNDER COLLECTOR, DAMAN**

<b>1.</b>	<b>OFFICE OF THE COLLECTOR</b> <b>DHOLAR, MOTI DAMAN</b> <b>DAMAN – 396 220</b> <b>UT OF DAMAN &amp; DIU</b> <b>PHONE: 0260 – 2230698; FAX – 0260 – 2230689</b>
<b>2.</b>	<b>OFFICE OF THE DY. COLLECTOR AND SUB-DIVISIONAL MAGISTRATE,</b> <b>COLLECTORATE BUILDING</b> <b>MOTI DAMAN, DAMAN – 396 220</b> <b>PHONE/FAX :- 0260 – 2230922</b>
<b>3.</b>	<b>OFFICE OF THE MAMLATDAR &amp; EXECUTIVE MAGISTRATE,</b> <b>COLLECTORATE BUILDING</b> <b>MOTI DAMAN, DAMAN 396 220</b> <b>PHONE: 0260 – 2230864</b>
<b>4.</b>	<b>OFFICE OF THE ENQUIRY OFFICER (CITY SURVEY)</b> <b>COLLECTORATE BUILDING</b> <b>MOTI DAMAN, DAMAN – 396 220</b> <b>PHONE: 0260 – 2230864</b>
<b>5.</b>	<b>OFFICE OF THE BLOCK DEVELOPMENT OFFICER (CIVIL SUPPLIES)</b> <b>DISTRICT PANCHAYAT</b> <b>DHOLAR, MOTI DAMAN</b> <b>DAMAN – 396 220</b> <b>PHONE – 0260 – 2230869</b>
<b>6.</b>	<b>OFFICE OF THE SUPRINTENDENT OF SUB – JAIL ,</b> <b>FORT AREA, MOTI DAMAN</b> <b>DAMAN – 396 220</b> <b>PHONE – 0260 – 2230884</b>

## **FOREWARD**

The U. T. Administration had been working hard in order to streamline the function of various public dealing departments under the control of Collector, Daman and bring about greater transparency and openness in the discharge of various functions which have a public interface. The Citizen's Charter is intended to demystify various government procedures and regulations and offers the public time – bound redressal of their grievances through a responsive administration.

I am sure the people of the Union Territory will greatly benefit from this initiative which is a major stem in the direction of efficient delivery of services. It would be our constant endeavor to improve the performance of the administration for the good of the Citizen's of the territory.

Date :

Place : Daman

**( VIKAS ANAND )**  
**Collector, Daman**

# **INDEX**

<b>SR. NO.</b>	<b>LEVEL</b>	<b>PART</b>	<b>PAGE NO.</b>
<b>1.</b>	<b>TALATHI LEVEL</b>	<b>A</b>	<b>1</b>
<b>2.</b>	<b>MAMLATDAR LEVEL</b>	<b>B</b>	<b>2</b>
<b>3.</b>	<b>BLOCK DEVELOPMENT OFFICER (CIVIL SUPPLIES), DAMAN</b>	<b>C</b>	<b>4</b>
<b>4.</b>	<b>ENQUIRY OFFICER CITY SURVEY, DAMAN</b>	<b>D</b>	<b>5</b>
<b>5.</b>	<b>DEPUTY COLLECTOR/SDM, DAMAN</b>	<b>E</b>	<b>6</b>
<b>6.</b>	<b>COLLECTOR/DISTRICT MAGISTRATE, DAMAN</b>	<b>F</b>	<b>10</b>
<b>7.</b>	<b>SUB – JAIL, DAMAN</b>	<b>G</b>	<b>20</b>
<b>8.</b>	<b>GRIEVANCE REDRESSAL MECHANISM</b>	<b>H</b>	<b>24</b>
<b>9.</b>	<b>FEES /CHARGES FOR VARIOUS SERVICES</b>	<b>I</b>	<b>25</b>
<b>10.</b>	<b>ANNEXURES</b>	<b>J</b>	

## **PERSONAL MATTERS**

<b>I</b>	<b>APPLICATION FORM FOR RESEDENCE CERTIFICATE</b>	<b>26</b>
<b>II</b>	<b>APPLICATION FORM FOR CASTE CERTIFICATE</b>	<b>28</b>
<b>III</b>	<b>APPLICATION FORM FOR INCOME CERTIFICATE</b>	<b>29</b>
<b>IV</b>	<b>DECLARATION FOR RATION CARD</b>	<b>30</b>
<b>V</b>	<b>APPLICATION FORM FOR INFORMATION</b>	<b>31</b>

## **ELECTION MATTERS**

<b>VI</b>	<b>APPLICATION FOR INCLUSION OF NAME IN ELECTORAL ROLL</b>		<b>32</b>
<b>VII</b>	<b>APPLICATION FOR OBJECTING INCLUSION OR SEEKING DELETION OF NAME IN ELECTORAL ROLL</b>		<b>34</b>
<b>VIII</b>	<b>APPLICATION FOR CORRECTION TO PARTICULARS ENTERED IN ELECTORAL ROLL</b>		<b>36</b>

<b>SR. NO.</b>	<b>SECTION</b>	<b>PART</b>	<b>PAGE NO.</b>
IX	APPLICATION FOR TRANSPOSITION OF ENTRY IN ELECTORAL ROLL		38

#### **LAND MATTERS**

X	FORM OF APPLICATION UNDER SUB-SECTION (1) OF SECTION 32 OF THE GOA, DAMAN AND DIU LAND REVENUE CODE -1968.		40
XI	AFFIDAVIT FOR NA CONVERSION		42
XII	IMDEMNITY BOND		43
XIII	APPLICATION UNDER SECTION 8 –B OF DAPVR, 1962 FOR PERMISSION TO SELL LAND		44

#### **LICENSES**

XIV	FORM OF APPLICATION FOR ARM LICENSE		46
XV	FORM OF APPLICATION FOR RENEWAL OF ARM LICENCE		48
XVI	APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF CINEMA THEATRE		49
XVII	APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF VIDEO PARLOUR		50
XVIII	APPLICATION FOR THE GRANT/ AMENDMENT/ RENEWAL/ TRANSFER OF LICENSE TO IMPORT AND STORE PETROLEUM		51
XIX	APPLICATION FOR GRANT OR AMENDMENT OF LICENSE TO POSSESS EXPLOSIVES FOR OWN USE.		53
XX	FORM OF APPLICATION FOR LICENSE UNDER NOISE POLLUTION RULES, 2000		55

#### **NEWS PAPER**

XXI	APPLICATION FOR TITLE VERIFICATION FOR NEW NEWS PAPER		56
XXII	FORM OF DECLARATION AS PRINTER/ PUBLISHER OF NEWS PAPER		57

#### **CITIZENSHIP**

XXIII	APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA MADE BY A PERSON OF INDIAN ORIGIN		59
XXIV	APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA MADE BY A WOMAN MARRIED TO A CITYZEN OF INDIA		63
XXV	APPLICATION FOR REGISTRATION OF A MINOR CHILD AS A CITYZEN OF INDIA		65
XXVI	APPLICATION BY A PERSON FOR A CERTIFICATE OF NATURALIZATION		67

**PART A**  
**AT TALATHI LEVEL**

**I. FOR OBTAINING A COPY OF FORM I AND XIV:-**

1. Apply on plain paper to the Talathi of the concerned Village.
2. Mention therein the Survey Number, Sub - Division Number and Village name.
3. Pay requisite fees @ Rs. 5/- per copy.
4. Talathi will issue the copy within one day.

**II. FOR GETTING MUTATION DONE IN THE RECORD OF RIGHTS:-**

1. Apply to the Talathi of village on plain paper under section 96 of The Goa Land Revenue Code, 1968.
2. Furnish details of the land acquired and name/addresses of adjoining land owners and other interested persons i.e. Occupants, Tenants, and Other right holders.
3. Furnish fresh copy of Form No. I and XIV of the property acquired.
4. Furnish certified copy of sale deed/gift deed/succession deed or any such document through which right to the property has been acquired.
5. The Talathi will issue receipt of acknowledgement of application in Form VIII immediately.
6. Talathi will issue notice inviting objections if any in Form No. X giving 15 days time to all the persons whose names figure in Form I and XIV by serving it on them or by posting at the addresses available by Registered A.D. In case the persons are not residing at the addresses or in case of death of any persons the service of notice can be allowed by publication in the local news papers as substitute service.
7. He will then issue Form XII for informing the parties about certification.
8. The entries are certified either by the Mamlatdar of the Taluka after due verification is done by the Circle Inspectors.
9. In case of dispute the entries are made in disputed register and decided by the Certifying Officer by notifying the complainant as well as the applicant and hearing both of them.
10. The process will take minimum 45 days.

**III) FOR GETTING CROP REGISTRATION IN THE REGISTER OF CULTIVATORS (FORM XIV) :-**

1. The Talathi has to give a notice to the cultivators/farmers for making registration in the Cultivators Register.
2. Thereafter the Talathi publishes a notice in the Village Panchayat, public places etc. regarding the crops grown by the cultivators as recorded in Form I and
3. Talathi has to visit the field to verify the cultivation carried out and on being satisfied he has to make the entries in the appropriate column of Form XIV.
4. The recording of the crops is done for *kharif* and *vaingon* seasons.

## **PART B**

### **MAMLATDAR LEVEL**

#### **I FOR OBTAINING RESIDENCE CERTIFICATE :-**

1. Apply in the prescribed application form addressed to the Mamlatdar. **(Annexure -I )**
2. Attach attested Xerox copies of Birth Certificate, Ration Card and School Leaving Certificate or any other document as proof of residence.
3. The Mamlatdar shall send the application to the concerned Talathi asking for his report within 2 days.
4. The Residence Certificate will be issued within 2 days of receipt of the report of the Talathi concerned.

#### **II FOR OBTAINING SOLVENCY CERTIFICATE :-**

1. Apply on plain paper to the Mamlatdar giving your complete residential address and the purpose for which the said Certificate is required.
2. Furnish details of ownership of immovable properties giving correct survey numbers and place where your landed property is situated.
3. Attach attested xerox copies of documents showing therein ownership of the immovable property and Nil Encumbrance Certificate from Sub-Registrar's office.
4. The applicant can also produce Bank Guarantee in case he does not own any immovable property.
5. Solvency certificate up to Rs. 1,00,000/- is issued by the Mamlatdar of the Taluka. Solvency Certificate above Rs. 1,00,000/- but not exceeding Rs. 5,00,000/- is issued by the Dy. Collector and S.D.O, of the Sub- Division and for above Rs. 5,00,000/- by the Collector of the District. The Mamlatdar will forward your application accordingly.
6. The Solvency Certificate is issued after conducting detailed enquiry and can take up to 15 days.

#### **III. FOR OBTAINING CASTE CERTIFICATE :-**

1. Apply in prescribed Form along with following documents :- **(Annexure - II)**
  - i) Certificate from Samaj concerned
  - ii) Parents Caste Certificate issued by the prescribed Authority.
2. The application will be sent to the Talathi concerned asking for his report within 3 days
3. Mamlatdar will issue Caste Certificate within 2 days after getting Talathis report.

#### **IV. FOR OBTAINING DEPENDENT CERTIFICATE :-**

1. Apply on plain paper.
2. Enclose an affidavit giving details of the family members.
3. Thereafter Mamlatdar will ask for a report from the concerned Talathi within 3 days

4. On receipt of the above report from the Talathi the Dependent Certificate will be issued within 2 days.

**V. FOR OBTAINING INCOME CERTIFICATE :-**

1. Apply in prescribed Form. (**Annexure III** )
2. Enclose attested copy of Ration Card.
3. Enclose Salary Certificate, if any.
4. File an affidavit containing full details of family members and their income from all sources.
5. The application shall be endorsed to the Talathi asking for his report within 3 days.
6. On receipt of report from the Talathi the Income Certificate will be issued within 2 days.

**VI. FOR OBTAINING MATRIZ CERTIFICATE :-**

Application on plain paper is to be addressed to the Mamlatdar and Head of Taluka Revenue Office.

1. Affix a Court fee stamp of Rs. 2/- on that application.
2. Attach a stamp paper of Rs. 5/- for issuing certificate.
3. The Matrize Certificate will be issued by the Taluka Revenue Officer after verifying the documents within 10 days.



## **PART - C**

### **AT BLOCK DEVELOPMENT OFFICER LEVEL (CIVIL SUPPLIES)**

#### **I FOR OBTAINING NEW RATION CARD :-**

1. Apply on plain paper alongwith the prescribed Declaration Form. **(Annexure - IV).**
2. Enclose Cancellation Certificate obtained from the concerned Taluka Mamlatdar where earlier ration card was made.
3. The application will be endorsed to the concerned Talathi/Gram Sevek for inquiry and report.
4. New Ration Card will be issued within 7 days.

#### **II FOR CANCELLATION OF NAME IN THE RATION CARD :-**

1. Apply on plain paper indicating the name of the person which is to be cancelled.
2. Enclose the original Ration Card.
3. The Cancellation Certificate is issued within 5 days after due deletion of name in the Ration Card.

#### **III FOR OBTAINING DUPLICATE RATION CARD**

1. Apply on plain paper.
2. Enclose the Certificate from the concerned Fair Price Shop.
3. Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card.
4. Attach a copy of a Challan of Rs.1/- deposited in treasury.
5. The duplicate Ration Card will be issued within 7 days, after getting the report from the Fair Price Shop.

#### **IV. OTHER SERVICES**

<b>Sl. No.</b>	<b>Nature of work</b>	<b>Documents Required</b>	<b>Period</b>	<b>Authority to effect correction/change</b>
1	Issue of Seprate Ration Card within the State	Application/NOC from existing ration card holder and application alongwith declaration form issued by Civil Supplies Department.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
2	Inclusion of Family members (by representation to Area Rationing Office)	1) Application alongwith xerox copy to Birth certificate from their native place in orginal	The same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
3	Change in address within jurisdiction of the same FPS	Application along with xerox copy of house Documents. NOC from house owner, in case it is on rental basis.	Same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
4	Change in address including changes in FPS.	Application along with xerox copy of house documents. NOC from existing FPS.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
5	Issue of surrender certificate on transfer of family to other city or otherwise.	Application alongwith Original Ration Card.	Same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.

## **PART - D**

### **ENQUIRY OFFICER (CITY SURVEY)**

#### **I. FOR OBTAINING SITE PLAN:-**

1. Apply on plain paper to the Enquiry Officer City Survey, Daman
2. Mention their in the Survey No., Sub-division No., Area in Sq. mts. and Village land.
3. Documents to be submitted a fresh copy of Form No. I & XIV.
4. The concerned surveyor will issue a site plan within a week.
5. Fees payable upto 20 acres Rs. 20/- per holding.

#### **II. TO OBTAIN A CERTIFIED COPIES FROM CONFERMED CASE FILED, OLD ABSTRACT FROM REGISTER AND KHETWARI PLOT:-**

1. Apply on plain paper to the Enquiry Officer City Survey, Daman in application given details
2. Fees payable upto Rs. 10/- each

#### **III. RECOMFIRMATION OF PROPERTY FROM NEW CITY SURVEY:-**

1. Apply on plain paper to the Enquiry Officer City Survey, Daman
2. Document to be submitted:
  - i) Copy of Confirmation order and site plan.
  - ii) Dead Certificate and Register copy of Sale deed, Release deed, Declaration, Affidavit.
3. Time limit within 30 days.

#### **IV. FOR PRIVATE MESURMENT OF PLOT:-**

1. Apply on plain paper to the Enquiry Officer City Survey, Daman
2. Document to be submitted:
  - i. Site plan, Form of I and XIV of the cadastral area and copy of the confirm order.
3. Within 7 days of receipt of application during all season except monsoon season.

## **PART E**

### **AT DEPUTY COLLECTOR/SUB – DIVISIONAL OFFICER'S/AERO LEVEL**

#### **I. SUB-DIVISION/AMALGAMATION UNDER SECTION 62 OF THE GOA, DAMAN & DIU LAND REVENUE, CODE, 1968.**

1. Application should apply to the Collector, Daman on plain paper with Court Fees of Rs. 2/- should be affixed to the application with xerox copy of its in duplicate.
2. Along with application the below mentioned documents should be submitted.
  - i. Form No. 1 & XIV of the current year in Original along with three xerox copies.
  - ii. Site Plan for the current year in Original along with three Xerox copies.
  - iii. Attested copy of N. A. Sanad and order in triplicate.
3. On receipt of application the Collector's office obtains report from the following offices requesting to submit inquiry / reports within 15 days.
  - i. The Architect Planner, Daman.
  - ii. The Enquiry Officer, City Survey, Daman.

After receiving reports/comments from the above offices the order will be issued with 8 days.

#### **II. PARTITION UNDER SECTION 61 OF THE GOA, Daman & DIU, LAND RVENUE CODE, 1968.**

1. Application should apply to the Collector, Daman on plain paper with Court Fees of Rs. 2/- should be a fixed to the application with xerox copy of its in duplicate.
2. Along with application the below mentioned documents should be submitted.
  - i. Form No. 1 & XIV of the current year, in original along with its three xerox copies.
  - ii. Site Plan and Lay out plan (Petition) of the current year in original along with its xerox copies in triplicate.
3. On receipt of application, the 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.

After receiving the reports/comments from the above officers the statements of each applicant to be recorded and order will be passed on completion of less then 30 days or more then 60 days on issue of the Notice on each such co-holders for hearing them.

#### **III. PROCEDURE FOR ACQUISITION OF LAND; FILING OBJECTIONS AND ENHANCEMENT OF CLAIMS UNDER LAND ACQUISITION ACT :-**

1. After issue of notification under section 4 of the Act the interested parties can file their objections to the acquisition on plain paper within 30 days from the last date of publication.
2. Due enquiry will be held on the objections received and thereafter site inspection will be carried out. A report of the same under section 5 A of the Act will be submitted to the Government.
3. After the approval of 5A report/ Inspection Report a notification under section 6 will be issued by the Government declaring that the above land is required for public purpose which will be notified in Official Gazette and in two local newspapers and at the concerned places through the Mamlatdar.
4. Thereafter notices for inquiry under sections 9 and 10 will be issued along with the list of questionnaire to finalize the award under section 11 of the Act. The enquiry under section 9 and 10 will relate to the following aspects: - 1) Nature of Interest 2) Rate of Compensation 3) Area of the land acquired. 4) Apportionment.
5. Taking all the relevant documents of objections into considerations the award under section 11 (1) will be declared by the Land Acquisition Collector.
6. On receipt of the amount from the acquiring department the Land Acquisition Officer will issue notices under section 12 (2) to the interested parties to collect the payment of compensation for the land acquired.
7. In case of a dispute between the parties as to the apportionment of compensation the Land Acquisition Officer will refer the matter to the District Court under section 30 of the Act for Adjudication.
8. In case parties have expired or shares are not specified the amount will be deposited as "Revenue Deposit" and the same can be claimed on production of relevant documents from the competent authority. Any person to whom compensation is awarded has expired; the heirs of the interested person can apply along with Death Certificate, Deed of Succession, Form I and XIV and an Indemnity Bond.
9. Any person aggrieved by the Award of the Land Acquisition Officer may file an application for reference to the District Court under section 18 of the Act, within a period of limitation as shown on the following grounds :-
  - a. In case the person was present before the Collector at the time when he made his award, within six weeks from the date of the Collector's award.
  - b. In other cases, within six weeks of the receipt from the Collector under section 12 (2) or (2) within six months from the date of the Collector's award which ever period shall first expire.
10. Any interested person, whose name is covered by the notification under section 4(1) and who has not fixed reference under section 18 to the Collector, may file reference under section 28-A, to the Collector within three months from the date of award of the reference Court for re-determination of the amount of compensation.

#### **IV. PROCEDURE FOR OBTAINING SOUND PERMISSION UPTO 10.00P.M.**

- a) Apply in the prescribed format (**ANNEXURE XXVI**) addressed to the Dy. Collector and Sub Divisional Officer concerned for permission to use loudspeaker at least 15 days before the event.
- b) Mention the timings, period and place where such permission is required up to 10.00 p.m.
- c) If the request is for use sound system is beyond 10.00 p.m. the application is to be made to the Collector/District Magistrate of the concerned District and reason for seeking extension beyond 10.00 p.m. will have to be clearly stated.
- d) Permission will be granted 3 days before the event.

#### **V. PROCEDURE FOR OBTAINING INFORMATION UNDER RIGHT TO INFORMATION ACT**

1. Apply to the Public Information Officer/Dy. Collector in prescribe Form (Form – I – A) affix court fee of Rs. 10/- giving exact details of the information sought under the Right to Information Act. (**Annexure - V**)
2. Your application will be decided by the Public Information Officer immediately.
3. In case it is decided to furnish the required information you will be intimated once the information is compiled to pay the necessary fees and collect your information. In case the information sought cannot be furnished you will be intimated so.

Information sought will be furnished within 30 days which is the maximum time limit prescribed by the Act. In case the information is voluminous and more time is required to compile it, you will be intimated, requesting for some more time to furnish the information.

#### **VI. PROCEDURE FOR INCLUSION/TRANSPOSITION/CANCELLATION /CORRECTION OF NAMES IN THE ELECTORAL ROLL:-**

##### **(i) FOR INCLUSION OF NAME:-**

- a) Apply to the Dy. Collector / Assistant Electoral Registration Officer concerned in prescribed Form No. 6 (**Annexure – VI**) available in the office of the Dy. Collector.
- b) Enclose a copy of Birth Certificate if the age is 18 years in support of the claim. In case of adult a copy of ration card is to be furnished.
- c) The Dy. Collector/Assistant Electoral Registration Officer after scrutiny of the application will include the name in the Electoral Roll if it is found to be correct in all respects. It is a quasi – judicial process.

##### **(ii) FOR OBJECTION TO INCLUSION OF NAME:-**

1. Apply to the Dy. Collector/Assistant Electoral Registration Officer concerned in the prescribed Form No. 7 (**Annexure – VII**) available in the office of the Dy. Collector.
2. The Dy. Collector/ Assistant Electoral Registration Officer will scrutinize the objection and will decide the case. It is a quasi-judicial process.

(iii) **FOR CORRECTION OF NAME/AGE/ ADDRESS:-**

- a) Apply to the Dy. Collector/ Assistant Electoral Registration Officer concerned in prescribed Form No. 8 (**Annexure – VIII**) available in the office of the Dy. Collector.
- b) The Dy. Collector / Assistant Electoral Registration Officer will scrutinize the application and accordingly will do the necessary corrections in the Electoral Roll.

(iv) **FOR TRANSPOSITION OF ENTRY IN ELECTORAL ROLL:-**

- a) Apply to the Dy. Collector /Assistant Electoral Registration Officer concerned in prescribed Form No. 8 A ( **Annexure – IX** ) available in the office of the Dy. Collector.
- b) The Dy. Collector /Assistant Electoral Registration Officer will scrutinize the application and accordingly name will be transposed to the relevant part of the roll of the same Constituency.

## **PART F**

### **AT COLLECTOR'S LEVEL/DISTRICT LEVEL**

#### **I. N.A. PERMISSION CASES U/s. 32 OF THE GOA, DAMAN & DIU LAND REVENUE CODE, 1968**

1. Apply in the Prescribed Application Form (**Annexure X**). The application form is also available with the Land Section of Collectorate, Daman. The same can be obtained by the Applicants free of cost.
2. Details should be filled up as mentioned in the N. A. Application Form & Rs. 2/- Court Fee Stamp should be affixed to the application.
3. Application Form should be submitted in duplicate, along with the following documents:
  - i. Form No. I & XIV of the land in question, in original +8 Xerox Copies
  - ii. Site Plan of the land in question, in original + 8 Xerox Copies
  - iii. Layout Plan in cases where area of the land exceeds 4,000 Sq. Mts.
  - iv. Attested copy of Power of Attorney, in cases where application(s) are filed by the Power of Attorney Holder(s)
  - v. Any other documents to show access to the plot etc. if required.

On receipt of the application in N.A./SALE/GIFT permission cases, the Superintendent (Land Section), Shall submit the details to all the concerned Officers in the Performa a week in advance, from the date of site inspection and the concerned officers shall study the case and fill up the required information in the Performa allotted to them, which is required to be filled up from their office records. The remaining information shall be filled up during the site inspection after verifying the actual position at the site and hand over the Performa, in each case separately to the Dy. Collector, Daman.

4. On receipt of application, the Collector's Office obtains reports from the following departments:
  - i. Land Acquisition Collector, Daman
  - ii. Superintending Engineer, PWD, Daman
  - iii. Executive Engineer, (Elect.), Daman
  - iv. Architect Planner, Daman
  - v. Zonal Agriculture Officer, Daman
  - vi. Mamlatdar, Daman
  - vii. Inquiry Officer, City Survey, Daman
5. Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to N.A. conversion permission etc. comprising of the following officers.

1. The Collector, Daman	-	Chairman
2. The Addl. Collector/ADM,	-	Member
3. The Dy. Collector/LAC, Daman	-	Member Secretary
4. The Supdt. Engineer, PWD, Daman	-	Member
5. The EE (Elect), Daman	-	Member
6. The Architect Planner, Daman.	-	Member
7. The Zonal Agriculture Officer	-	Member
8. The Mamlatdar, Daman.	-	Member

9. The EO (City Survey), Daman - Member

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 are 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.

7. N. A. Sanad is issued to the Party after under going further formalities like payment of requisite fees etc. by the Party.

8. In case of rejection, applicant(s) are informed in writing and certified copy of the detailed order is issued to the Parties, on application and payment of requisite fee.

**II. N.A. PERMISSION FOR RESIDENTIAL PURPOSE FOR SELF-HOUSING FOR PLOT/LAND UP TO 500 SQ. METRE U/s. 32 OF THE GOA, DAMAN & DIU LAND REVENUE CODE, 1968 (As per Notification No. REV/DMN/LAND/2007-08/09 dated 01/05/2007, effecting Amendment in Rule 4(1) in the existing Goa, Daman & Diu Land Revenue (Conversion of use of land and Non-Agricultural Assessment) Rules, 1969)**

Permission to convert the use of agricultural plot/land up to 500 Sq. Mtrs. for Non Agricultural purpose of construction of self housing may be granted by the Collector immediately on the basis of self certification by the applicant in the form of an affidavit (**Annexure-XI**) and indemnity bond (**Annexure-XII**), on a stamp paper worth Rs. 10/- (Rupees ten only) duly executed before the Executive Magistrate or a Notary, along with the application.

Provided the Collector upon receiving the application and affidavit, shall issue the permission to the applicant in the form of receipt as provided under Schedule-IIA which shall come into force on 46<sup>th</sup> day from the date of filling application, if no objection /clearance received within that period OR after compliance of objection / clearance, if any, as may be, raised by the office within 45 days.

Provided further that in a later stage, if any of the information provided in the affidavit including the information regarding Settlement Zone, CRZ, land acquisition and forest, shall found incorrect or false the permission granted to the applicant deemed to be cancelled automatically and the applicant shall face all actions as per the existing provisions of law.

**III. SALE PERMISSION CASES U/S.8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMENDMENT) ACT, 1968 & RULES FRAMED THEREUNDER.**

1. Applicant(s)/Vendor(s) should apply to the Collector, Daman in prescribed application form (**Annexure XIII**) for grant of permission to sell his/her/their land by giving the name of the Purchaser(s), Amount, Purpose for which Purchaser(s) desire to purchase the land, reason why the Vendor(s) desire to sell the land etc. Court Fee of Rs.2/- should be affixed on the Application.



2. Along with the application the below mentioned documents should be submitted:
  - i. Form No. I & XIV of the land in question, in original + 4 Xerox copy
  - ii. Site Plan of the land in question, in original + 4 Xerox copy
  - iii. Attested copy of N.A. Sanad & 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).
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
  - iii. The Architect Town Planner, Daman.
  - iv. The Enquiry Officer, Daman.
4. 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.
5. Thereafter applicant(s)/Vendor(s)/Occupant(s) of the land and Purchaser(s) are given personal hearing in the matter in the Court of the Collector, Daman and decision are 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. As per the Policy decision taken by the Administration in case where sales permission is granted in respect of land belonging to SC/ST occupants, out of the sale proceeds, 50 % of the Sale amount has to be deposited in the bank under the fixed deposit scheme in the name of the vendor(s) for a period of 5 years and the said amount is not allowed to be withdrawn prior to its maturity date. In such cases the Sub-Registrar shall register the sale deed only when the party produces attested copy of the receipt of Fixed Deposit issued by the bank.
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.

**IV. LAND GIFT PERMISSION CASE U/S. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT, 1968 & RULES FRAMED THEREUNDER – RULE 2(1) (a) & 2(1)(i)**

1. Applicant(s)/Donor(s) should apply to the Collector, Daman in the prescribed form **(ANNEXURE-XIII)** 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), etc. Court Fee of Rs.2/- should be affixed to the Application.
2. Along with the application the below mentioned documents should be submitted:
  - i. Form No. I & XIV of the land in question, in original + 4 Xerox copy
  - ii. Site Plan of the land in question, in original + 4 Xerox copy
  - iii. Attested copy of N.A. Sanad & 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. N.O.C. from the other legal heir(s) 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
    - iii. The Architect Town Planner, Daman.
    - iv. The Enquiry Officer, Daman.
  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)/Donor(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 are 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 requisite fee.

**V. LAND EXCHANGE PERMISSION CASE U/S. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT, 1968 & RULES FRAMED THEREUNDER – RULE 2(1) (i)**

1. Applicants should apply on plain paper 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 exchange, Relation of the Applicants with each other, Purpose for which the land will be used after exchange by both the Parties, etc. Court Fee of Rs.2/- should be affixed to the Application.
2. Along with the application the below mentioned documents should be submitted:
  - i. Form No. I & XIV of the land in question, in original + 4 Xerox copy
  - ii. Site Plan of the land in question, in original + 4 Xerox copy
  - iii. Attested copy of N.A. Sanad & Order in case where exchange 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. Layout/Site plan showing position/situation both the land
3. On receipt of application, the Collector's Office obtains reports from the following departments:
  - i. The Mamlatdar, Daman

- ii. The Architect Planner, Daman
  - iii. The Architect Town Planner, Daman.
  - iv. The Enquiry Officer, Daman.
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.
  5. Thereafter Parties are offered personal hearing in the matter in the Court of the Collector, Daman and decision are 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 requisite fee.

**VI. LAND MORTGAGE PERMISSION CASE U/s. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMENDMENT) ACT, 1968 & RULES FRAMED THEREUNDER – RULE 2(1)(e)**

1. Applicant(s) should apply to the Collector, Daman in the prescribed form **(ANNEXURE-XIII)** for grant of permission to Mortgage their land in favour of Bank/Financial Institution etc.
2. Along with the application, the below mentioned documents should be submitted:-
  - i. Form No. I & XIV of the land in question, in original + 1 Xerox copy.
  - ii. Attested copy of Nil Certificate of Encumbrance 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 report received, the Committee recommends clearance/rejection of the application.
5. Thereafter, applicant(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, report of the Mamlatdar, Daman and recommendation of the Committee.
6. The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collectorate, Daman.

7. Hereafter, applicant(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.
8. The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collectorate, Daman.

**VII. FOR CORRECTION ENTRY/CLERICAL ERRORS OF RECORDS:-**

1. Apply on plain paper under section 103 of Land Revenue Code along with following documents
  - i) Form I and XIV & ii) Property/ownership documents
2. Due notices will be issued to both the parties fixing date of hearing.
3. After hearing, order will be issued to the concerned Mamlatdar and Talathi to effect correction in the survey records in Form I and XIV.

The full process will take minimum 60 days. It is a quasi - judicial process.

**VIII. FOR OBTAINING ARM LICENCE:**

Normally arm licenses are given only for crop protection and for self protection.

**1. If you want to have license for crop protection**

- i) Apply in prescribed Form (**Annexure - XIV**) in triplicate along with
  - 1) Three passport size photographs duly attested.
  - 2) Birth Certificate
  - 3) Crop Cultivation Document, if any, i.e. Form I and XIV.
  - 4) Copy of ration card.
- ii) The application will be referred to the Mamlatdar concerned and the Superintendent of Police for report.
- iii) On receipt of above reports the case will be decided accordingly and if agreed upon necessary licenses will be issued within 15 days after hearing the party personally.

**2. If you want to have license for self protection**

- i) Apply in same prescribed Form (**Annexure - XIV**) above in triplicate along with.
  1. Three passport-size photographs duly attested.
  2. Birth Certificate.
  3. Copy of Ration card.
- ii) Your application will be forwarded to the Superintendent of Police for his report.
- iii) On receipt of the above report from the Superintendent of Police the case will be decided and if agreed upon the necessary license will be issued within 15 days after a personal hearing of the applicant.

#### **IX. FOR TRANSFER OF ARM LICENCE:**

- i) Apply in prescribed Form. (**Annexure - XIV**)
- ii) Enclose three photographs duly attested.
- iii) Enclose a copy of your Birth Certificate.
- iv) NOC in affidavit form or document to prove legal heir ship.
- v) The same shall be forwarded to Superintendent of Police and Mamlatdar for report.
- vi) On receipt of above report the case will be decided after hearing the applicant personally.

#### **X. FOR RENEWAL OF ARM LICENCE**

1. A license holder can apply in prescribed Form (**Annexure-XV**) in duplicate before the expiry of his license.
2. On receipt of this renewal application, a verification report is obtained from Police.
3. After receipt of above report the license is renewed for further period of three years within 3 days.

#### **XI. PROCEDURE FOR OBTAINING ALL INDIA ARM LICENCE**

1. The arm license holder should apply to the District Magistrate concerned with full justification along with documents to extend area validity of his arm license to whole of India.
2. On receipt of the application a Police Report will be obtained and also a report from the concerned Mamlatdar.
3. After receipt of the above report this office will refer the matter to the Deputy Secretary (Home), Secretariat, Daman for taking action in the matter.

#### **XII. PROCEDURE TO TRANSPORT WEAPON FROM DAMAN TO ANY OTHER PART OF INDIA**

1. The arm license holder who intends to transfer the weapon out of Daman to any part of India should apply to the District Magistrate concerned in the prescribed form (**ANNEXURE XIV**) with the purpose to transport weapon, for e.g. (Repairs/ on transfer).
2. The District Magistrate will be issued a transport license with certain validity as per the request of the applicant within 5 days.

#### **XIII. FOR OBTAINING LICENCE FOR CINEMATHEATRE UNDER CINEMATOGRAPHY ACT**

1. Apply in prescribed Form (**Annexure - XVI**) along with Site plan. On receipt of application the following reports will be called for:-
  - i) NOC from concerned Panchayat/Municipality.
  - ii) NOC from Mamlatdar concerned
  - iii) NOC from Architect Town Planning.
  - iv) NOC from Electricity Department.
  - v) NOC from Fire Officer.
  - vi) Certificate from Films Division.
  - vii) NOC from Health Department.

viii) NOC from Chief of Police.

2. The above reports will be perused and studied and accordingly Cinema License will be issued within 15 days after obtaining all reports.
3. The above license is granted for one year and has to be renewed subsequently every year after obtaining NOC from Fire and Electricity Department and Films Division.

#### **XIV. FOR OBTAINING LICENCE FOR VIDEO PARLOUR:-**

1. Apply in prescribed Form (**Annexure - XII**) along with following documents :-
  - a) NOC from Land owner or Sale Deed with Form I and XIV.
  - b) Site plan.
  - c) NOC from concerned Panchayat/Municipality.
2. On receipt of application a report will be obtained from following authorities:-
  - a) Concerned Mamlatdar
  - b) Electricity Department
  - c) Chief of Police
  - d) Fire Office
  - e) Health Department
  - f) Architect Town Planning.
3. After receipt of all the reports from above authorities the license will be granted within 7 days for a period of one year.
4. Thereafter the license has to be renewed every year.
5. At the time of renewal a report is obtained from Electricity, Health Department and Fire Department Office.

#### **XV. FOR OBTAINING LICENCE UNDER PETROLEUM ACT:**

1. If a person wishes to obtain NOC under Petroleum Act he has to apply in the prescribed Form XIII (**Annexure - XIII**) along with following documents:-
  - a) Ownership document of the place.
  - b) Site plan
  - c) NOC from Local Panchayat/or Municipality.
2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days.
3. Simultaneously reports from following Departments will be obtained :-
  - a) Police Department
  - b) Fire Service.
  - c) Town and Country Planning.
  - d) Concerned Mamlatdar
4. On receipt of above reports, license or NOC will be issued within 15 days.

#### **XVI. FOR OBTAINING NOC UNDER EXPLOSIVE ACT:**

1. If a person wishes to obtain NOC under Explosive Act he has to apply in the prescribed Form XIII (**Annexure - XIX**) along with following documents:-
  - a) Ownership document of the place.
  - b) Site plan
  - c) NOC from Local Panchayat/or Municipality.
2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days.
3. Simultaneously reports from following Departments will be obtained:-
  - a) Police Department
  - b) Fire Service.
  - c) Town and Country Planning.
  - d) Concerned Mamlatdar
4. On receipt of above reports, license or NOC will be issued within 15 days.

**XVII. PROCEDURE FOR OBTAINING SOUND PERMISSION BEYOND 10.00 P.M.**

- 1) Apply in the prescribed format (**ANNEXURE XX**) addressed to the. Collector concerned for permission to use loudspeaker at least 15 days before the event.
- 2) Mention the place, timings and period for which permission is required beyond 10.00 p.m. stating clearly the reason for such an extension.
- 3) A Police Report in the case will be obtained.
- 4) Permission will be granted 3 days before the event.

**XVIII. PROCEDURE FOR STARTING AND REGISTRATION OF NEWSPAPERS:**

1. Apply in prescribed form addressed to the District Magistrate. (**Annexure - XXI**)
2. On receipt of the form it will be submitted to the Registrar of Newspapers of India (RNI) for verification of title.
3. The Registrar of Newspapers of India will verify the availability of the proposed title as per the provisions of the Press Registration and Books Act, from the list of titles maintained centrally in their office and will intimate the result to the Magistrate concerned. A copy of the verification will sent to the applicant.
4. After title is available the applicant should file a declaration in the prescribed form available with the concerned Magistrate. (**Annexure - XXII**)
5. The declaration should be authenticated by the Magistrate and under his signature and office seal clearly indicating the date of authentication.
6. The declaration along with the first issue of the publication will be sent to the Registrar of Newspapers of India for issue of Certificate of Registration to the applicant.

**XIX. FOR OBTAINING INDIAN CITIZENSHIP:**

1. Apply in prescribed application form as required under Rule 28 of the Citizen Rules 1956 read with section 5(2) of the Citizenship Act, 1955 in triplicate as per details shown below as the case may be:

<b><u>Sl No.</u></b>	<b><u>Particulars of Section</u></b>	<b><u>Prescribed Form</u></b>
1.	Section 5(1) a	<b>Annexure XXIII</b>
2.	Section 5(1) c	<b>Annexure XXIV</b>
3.	Section 5(1) d	<b>Annexure XXV</b>
4.	Section 6	<b>Annexure XXVI</b>

2. Application is to be supported with the following documents :-
  - a) Four attested Xerox copies of passport
  - b) Four attested Xerox copies of residence permit.

After this, concerned applicant has to take oath of allegiance before the District Collector and thereafter a report from the CID is obtained and accordingly a detailed report is sent to the Home Department, Secretariat, Daman for onward submission to the Government of India for grant of Indian Citizenship.

## **XX. PROCEDURE FOR ADJUDICATION OF DOCUMENTS:**

### **I. FOR FOREIGN POWER OF ATTORNEY**

1. Apply on plain paper for stamping of Power of Attorney along with a copy of Power of Attorney.
2. The applicant has to pay fees of Rs. 5/- for each document and affix special adhesive stamp of Rs. 15/- per document.
3. The adjudication of the documents will be done within 4 days from the receipt of the application.

### **II. FOR SALE DEEDS**

1. The documents (Sale Deeds) are received from the concerned Sub Registrar office for impounding under section 47 (A) of Indian Stamp Act, 1899. Notice will be issued to them within 7 days fixing hearing.
2. After hearing the parties the Collector will pass order deciding the case.
3. No sooner the above order is passed documents will be sent back to the concerned Sub Registrar Office for necessary action after complying with the directions of Collector within 3 days.

## **XXI. PROCEDURE FOR GETTING GRATUITOUS RELIEF UNDER NATURAL CALAMITY**

1. The victims of natural calamity shall apply in plain paper in the office of the Mamlatdar Daman within 60 days of the date of the loss.
2. On the receipt of the report and Panchanama drawn by the Talathi, the Mamlatdar will send it to the Dy. Collector along with the checklist with his recommendations within 7 days.
3. The Dy. Collector will submit the case to the Collector with his recommendations within 2 days.
4. The Collector will examine the case and if it comes under natural calamity scheme, issues orders recommending suitable gratuitous relief as per the CRF/NCCF norms of the Govt. of India. This relief would be granted immediately.



## **PART – G**

### **SUB – JAIL**

#### **INTRODUCTION**

The Collector of Daman who is also District Magistrate, Daman District is also functioning as Ex-Officio Inspector General of Prisons for the U. T. of Daman & Diu. The following Subordinate Officers are under the control of Inspector General of Prisons, Daman.

1. Office of the Superintendent of Sub -Jail, daman
2. Office of the Superintendent of Sub Jail, Diu.

Except two Sub – Jails, one each in Daman & Diu, there are no other kind of Jails. The capacity of these Sub Jail is given below:-

- |    |                   |                 |                   |
|----|-------------------|-----------------|-------------------|
| 1. | Sub – Jail, Daman | <b>Male:</b> 60 | <b>Female:</b> 20 |
| 2. | Sub Jail Diu      | <b>Male:</b> 60 | <b>Female:</b> 20 |

The Inspector General of Prisons is the highest functionary in hierarchy of the Jail Administration. The Sub – Jails, Daman & Diu are manned by ex- officio Superintendent of Sub Jail, Daman & Diu respectively. The Prison Administration has tuned itself towards a reformative and rehabilitative approach.

#### **OFFICES IN DAMAN & DIU OF THE INSPECTOR GENERAL OF PRISONS, DAMAN**

##### **DAMAN**

1. Shri Vikas Anand, IAS  
Office of the Inspector General of Prisons,  
Collectorate Building, at Dholar,  
Moti Daman.  
Phone: - 0260 - 2230698  
Fax (0260) 2230689
2. Shri J. M. Dali  
Office of the Superintendent of Sub - Jail Daman,  
Collectorate, At Moti Daman, Daman  
Phone: 0260 – 2230884 (Sub – Jail)  
0260 - 2230864 (City Survey Office)

##### **DIU**

3. Shri J. J. Solanki  
Office of the Superintendent of Sub – Jail, Diu  
Diu.

**I. AS PER THE GOA, DAMAN AND DIU PRISONS (FACILITIES TO PRISONERS) RULES, 1968 WHO ARE ENTITLED TO VISIT A PRISONER WHILE IN JAIL:**

Every prisoner on admission shall submit a list of persons who are likely to seek interview with him. This list shall be kept on record with the Jailor detailed for conducting interviews. Interviews are granted only to near relatives, friends and legal advisor of the prisoner.

**A. ON WHICH DAYS INTERVIEWS ARE GRANTED:-**

Every Monday interviews are granted to the prisoners in Sub-Jails of Daman & Diu.

**B. WHAT IS THE DURATION OF INTERVIEWS:-**

The duration of an interview shall normally not exceed twenty minutes except with the permission of the Jailor who may extend the period by no more than another ten minutes.

**C. WHAT IS THE SCALE OF INTERVIEW:**

An un-convicted prisoner is entitled for interview four times in a month whereas the convicted prisoner is entitled to have interview within a period of fortnight.

**D. WHETHER THE PRISONERS ON THE INTERVIEW DATES ARE ALLOWED TO CARRY WITH THEM ANY ARTICLES SUCH AS BOOKS, CLOTHING AND Eatables TO PRISONERS :-**

Approved books and clothing articles brought by interviewers have to be deposited in the prisons office. Any other articles like money, food, eatables, fruits, toilet articles, cigarettes or bidies shall not be allowed to be received by prisoners at the time of the interview and shall also not be received at the prison office.

**E. WHAT CAN BE DISCUSSED BY THE PRISONER AND THE INTERVIEWER AT THE TIME OF INTERVIEW**

During an interview prisoners are allowed to discuss domestic and family welfare matters and to give instructions as to how the lawful business which they were conducting prior to their conviction should be transacted. The prisoners are not allowed to use these interviews for any other purpose. If objectionable matters start getting discussed the Jailor in charge of interview can discontinue the interview forthwith.

**F. WHO IS THE AUTHORITY COMPETENT TO GRANT INTERVIEWS:**

Normally the Superintendent of Sub - Jail is the competent authority to grant interviews in the Jails.

**G. IN WHAT LANGUAGE THE INTERVIEWS CAN BE CONDUCTED BY THE PRISONERS:**

No conversion at an interview in a language not readily understood by the Jailor present shall be permitted unless an interpreter is available in the prison staff.

**II. AS PROVIDED UNDER THE PRISONS (GOA, DAMAN AND DIU FURLOUGH AND PAROLE) RULES, 1968 PRISONERS ARE ENTITLED FOR RELEASE ON FURLOUGH/PAROLE**

**A. WHAT IS THE PROCEDURE FOR RELEASE OF A PRISONER ON FURLOUGH /PAROLE**

Where a prisoner becomes eligible under Rule 3 *ibid.*, he shall make an application (in duplicate) to the Inspector General of Prisons through the Superintendent of Jail in Form "D" stating clearly the name, the full address of the place where he desires to spend the furlough, the full name of the relative willing to receive him on furlough and prepared to execute the surety bond etc. The Superintendent of Jail shall forward one copy of Form "D" to the Dy. Inspector General of Police, Daman for enquiry and report.

The Police conduct enquiry into the genuineness of the case of the prisoner and submits report. On receipt of such report, furlough/parole is either granted or rejected within 7 days time from the receipt of Police report.

**B. WHETHER THE PRISONER HAS TO ENTER INTO BOND, SURETY BEFORE RELEASE ON FURLOUGH/PAROLE:**

A prisoner whose grounds are found to be genuine for release have to give a personal bond of required amount in Form "B" or cash security in Form "C". So also his relative has to enter into a surety bond in Form "A" for such amount as may be fixed by the sanctioning/competent authority. The prisoner is then released in Form "E".

**C. WHO CAN APPLY FOR PAROLE:**

A prisoner may be granted parole either on his own application or an application made by his relatives or friends or legal advisor.

**D. WHETHER THERE IS ANY BAR FOR GRANT OF FURLOUGH ON RETURN FROM PAROLE:**

Yes. Ordinarily furlough shall not be granted to a prisoner within a period of six months from the date of his return from parole.

**E. WHEN FURLOUGH APPLICATION IS REJECTED, CAN THE PRISONER MAKE A FRESH APPLICATION FOR FURLOUGH:**

A prisoner may make, if he so desires, a fresh application for furlough six months after the rejection of his previous application.

**III. WHAT PRIMARY ACTION THE PRISON AUTHORITIES HAVE TO TAKE ONCE A PRISONER IS ADMITTED:**

A printed post card in Form I shall be sent at Government cost to the relatives of the prisoner admitted to the prison. - *See Rule 2 of the Goa, Daman & Diu Prisons (Facilities to Prisoners) Rules, 1968*

**IV. HOW TO APPLY FOR AN INTERVIEW AND ON WHAT DAYS INTERVIEWS ARE NOT ALLOWED**

All applications for interview with prisoners shall be addressed to the Superintendent of Sub – Jail and such applications shall be entered in order of their receipt in a Register in Form II. No interviews are to be granted on Sundays and Prison Holidays, except with the permission of the Superintendent.

**V. WHAT IS THE PROCEDURE TO INTERVIEW DANGEROUS PRISONERS:-**

In case of dangerous prisoners or prisoners who present disciplinary or custody risks, interviews shall necessarily be granted in a room where appropriate precautionary barriers have been installed at the discretion of the Prison authorities.

**VI. HOW MANY PERSONS CAN BE PERMITTED TO INTERVIEW AT A TIME**

Not more than two persons shall be permitted to be present at an interview. Provided that when a prisoner has an interview with father, mother, brother, sister, husband, wife and children or a joint interview with his friend and relatives, the number of persons permitted to interview the prisoner shall not exceed five.

**VII. CAN POLITICAL MATTERS BE DISCUSSED IN THE INTERVIEWS:**

No political matters shall be discussed during an interview between convicted criminal prisoner and a civil prisoner with his interviewers who may be his relatives, friends or legal advisers. Such interviews may be terminated at any moment by the Jailor present and record the orders in the Interview Register.

**VIII. WHAT TYPE OF PRISONER CANNOT BE GRANTED INTERVIEWS AND OTHER FACILITIES:-**

A prisoner on hunger strike shall not be granted interviews and other facilities.

**IX. BESIDES RELATIVES, FRIENDS, LEGAL ADVISERS, AND VISITORS, WHO ELSE CAN VISIT PRISONERS AND FOR WHAT PURPOSE:-**

As provided under Rule (2) of the Goa, Daman and Diu Visitors of Prisoners Rules, 1968, a post graduate research student may, with the previous permission of the Government be permitted to visit a prison for re-search purposes only but no lady student shall be permitted to do research work in men's section of the prison.

## **PART H**

### **GRIEVANCE REDRESSAL MECHANISM**

1. If the services offered at the level of Talathi are not provided within the prescribed time limit, then the applicant may approach the Mamlatdar for grievance redressal.
2. If the services offered at the level of Mamlatdar are not provided within the prescribed time limit, then the applicant may approach the Dy. Collector and if the services offered at the level of Dy. Collector are not provided within the prescribed time limit, the applicant may approach the Collector for grievance redressal.
3. If the services offered at the level of Block Development officer are not provided within the prescribed time limit, then the applicant may approach the Collector for grievance redressal.
4. If the services offered at the level of Enquiry Officer, City Survey are not provided within the prescribed time limit, then the applicant may approach the Dy. Collector and if the services offered at the level of Dy. Collector are not provided within the prescribed time limit, then the applicant may approach the Collector for grievance redressal.

Notwithstanding anything mentioned above, any person who is aggrieved of not being provided proper or inferior quality of service by the concerned authority within this charter can approach the Collector directly in case the official who has been approached in case of grievance has not been able to redress the grievance.

## PART I

### **FEES/CHARGES FOR VARIOUS SERVICES**

#### **(A) FEES FOR LAND MATTERS**

1. Certified copy of Form No. I and XIV	Rs. 5.00
2. Certified Xerox copy of Sanad :	Rs. 2/-
3. Certified copy of court order/judgment	Rs. 5.00
4. Conversion charges (per sq. metre) (i) Personal Housing : (ii) Commercial/Industrial : (iii) Recovery of cost of execution of Damanganga Irrigation project (a) Housing (b) Commercial/Industrial	Rs. 2/- Rs. 15/-  Rs. 6/- Rs. 10/-
5. For information asked under Right to Information Act, 2005  1. Processing Charges :- 2. Certified Copies (per page)	  Rs. 10/- Rs. 2/-

#### **(B) FEES PAYABLE FOR ARMS LICENCES (SCHEDULE IV) (See rule 57)**

<b>Sr. No.</b>	<b>Arms/Weapons</b>	<b>License fee for initial year of grant</b>	<b>Renewal fee for each subsequent year</b>
<b>1.</b>	<b>Form III</b>		
	a) Pistols, revolvers and repeating rifles	<b>Rs. 100</b>	<b>Rs. 50</b>
	b) Rifles other than those mentioned in (a) and(c)	<b>Rs. 60</b>	<b>Rs. 30</b>
	c) .22 bore rifle (low velocity) firing rimmed cartridges, BL gun and air-rifle	<b>Rs. 40</b>	<b>Rs. 20</b>
	d) ML gun, air gun, sword, bayonet, dagger, and spear lance	<b>Rs. 10</b>	<b>Rs. 05</b>
<b>2.</b>	<b>Form V</b>		
	a) Weapons of category V other than those mentioned in (d):	-	-
	b)Other weapons of category V	<b>Free of cost</b>	

**PART – J**

**A N N E X U R E S**

**(FORMS FOR VARIOUS SERVICES)**

ANNEXURE – I  
**APPLICATION FORM FOR RESEDEENCE CERTIFICATE**

AFIXED Rs. 1/-  
COURT FEE STAMP

From \_\_\_\_\_  
R/o. \_\_\_\_\_  
Moti /Nani Daman.

Dated :            /        /

To,  
The Mamlatdar  
Moti Daman.

Sub     Application form for issue of RESIDENCE     **CERTIFICATE.**

Sir,

I, the undersigned request to issue me a **RESIDENCE CERTIFICATE**, as per the below given address, as I am residing at the above place since my Birth / last \_\_\_\_\_ Years and \_\_\_\_\_ months.

The details of my place of residential periodically are as under :-

1. Full Name of Applicant
2. Occupation of the Applicant
3. Name of the head of the house hold in which the applicant resides
4. Place of Residence
5. House No.
6. House is located at i.e. Village/Ward
7. Name of Village Panchayat/D.M.C
8. The period of residence & since when the applicant resides at the above reference place
9. The place of residence prior to the place of residence as indicated above in case the applicant was not staying continuously at the above given address
10. If the business the place of business during last 6 months
11. If the employed where employed during last 6 months
12. If student the place of study during the last 6 months (Name of School)
13. Relationship of the applicant with the head of household with whom He/She resides
14. Whether the applicant is included in the Ration Card of the Taluka & the Electoral Roll? In the affirmative indicate, Ration Card No. & Electoral



Roll No. and Since when it is included

15. Whether the applicant has any immovable Property or Shear unit, the place or residence and if so give details
16. Purpose for which the residence Certificate is required and before whom it is to be produced
- 17 An Affidavit dated

Place :- **DAMAN**

Dated :-

---

**APPLICANT**

**APPLICATION FORM FOR CASTE CERTIFICATE**

To  
The Mamlatdar,  
DAMAN

Sub:- Application for issue of Caste Certificate

Sir,

I, the undersigned request you to kindly issue me a Caste Certificate as per the details below given.

1. What is your name and address :
2. a) When and where were you born :  
b) Where were you educated :  
c) Are you married. If so, what  
is your Wife's/Husband's Name :
3. What is his profession or Occupation :
4. What is your father's Name :
5. What is your religion :
6. i) Are you member of a Schedule  
Caste/Tribe or Community  
classified by Govt.(answer Yes or No) :  
  
ii) If the answer to the (i) above is  
Yes, give particulars :
7. For what purpose is the Certificate  
of Caste required :
8. Did you apply for a certificate of caste  
at any time before and if so, when :
9. Does your father/husband/wife hold  
Caste Certificate, if so, state particulars :
10. An Affidavit dated :

PLACE: DAMAN

DATED:

\_\_\_\_\_  
(Signature of the Applicant)

**ANNEXURE – III**

**APPLICATION FORM FOR INCOME CERTIFICATE**

AFFIX Rs.1/-  
Court Fee Stamp

From:- \_\_\_\_\_

R/o. \_\_\_\_\_

Dated:-     /     /

To  
The Mamlatdar,  
Daman.

Sub:- Application for issue of INCOME CERTIFICATE

Sir,

I, the undersigned request you to kindly issue me an Income Certificate as per the details given below:-

1. What is your name and address :-
2. When and where were you born :-
3. What is your profession/occupation :-
4. a) Are you married, if so what is your wife's/husband name :-  
b) What is her/his profession or occupation :-  
c) How many earning members are there in your family :-  
d) Please give their monthly Income separately :-
5. Have you, your wife/husband any Immovable property. If so give description and value and income derived from the same :-
6. Have you any other member (Family) having any income from other source such as interest of Bank deposit etc. If so, indicate the same :-
7. a) For what purpose is the Certificate of Income required :-  
b) Did you apply for a Certificate of Income at any time before and if so, when. :-
8. An Affidavit dated :-

PLACE : DAMAN

DATED :-

\_\_\_\_\_  
APPLICANT

## **ANNEXURE – IV**

### **DECLARATION FOR RATION CARD**

Taluka of \_\_\_\_\_ Panchayat

\_\_\_\_\_ Village \_\_\_\_\_

House No. \_\_\_\_\_ Ward/Wardo \_\_\_\_\_ Old ration card

No. \_\_\_\_\_

Name of the Head of family \_\_\_\_\_

Name of the persons in the family	Relation to the Head of family	Date of Birth	Age
1			
2			
3			
4			
5			
6			
7			
8			

2. Total number of persons Children (up to age 12 Yrs) \_\_\_\_\_  
Adults (members 12 yrs.) \_\_\_\_\_

3. What is the stock held by the head of family to any member of the family Paddy \_\_\_\_\_ quintals  
Rice \_\_\_\_\_ quintals

4. Total Monthly income of all members of the family Rs. \_\_\_\_\_

Whether the house is electrified or not \_\_\_\_\_

5. Whether holding LPG Gas Connection or not \_\_\_\_\_ if yes

i) Write Consumer No. \_\_\_\_\_

ii) Whether is/are Income Tax assesses \_\_\_\_\_ YES/NO

iii) Name of Gas Agency \_\_\_\_\_

iv) Number of gas cylinders in possession \_\_\_\_\_

6. I do solemnly declare that the above statement is complete and true to the best of my knowledge and I undertake to held responsible if any part or whole there of found to be false.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Head of family

I confirm the above information

\_\_\_\_\_  
Inspector/Asstt. Inspector/Circle Inspector/Talathi

**FORM –I-A****APPLICATION FORM FOR INFORMATION**

(To be filled in English / Hindi / Regional Language)

Dated : \_\_\_\_\_

To,

\_\_\_\_\_  
 The Public Information officer,  
 Office of the \_\_\_\_\_  
 Department \_\_\_\_\_  
 Daman/Diu.

**(a) PARTICULARS OF THE APPLICANTS:****NAME:****AGE:****ADDRESS WITH PHONE NO:****(b) Details Of The Information Sought:**

(Please indicate the subject matter/file/record etc.)

- (i) The period of which the Information pertains(\_\_\_\_\_ years prior to date of application )

**(c ) Form/format in which the Information sought:**

- (i) Photo copy  
 (ii) Floppy; etc.

**(c) INSPECTION OF RECORDS:**

- (I) Does the request pertain to inspection of record ? (Yes/No)  
 (II) If yes, the number of days the applicant may take in inspecting the relevant Record.....days.

Signature of the applicant

**FOR OFFICE USE ONLY****Date of receiving the application****Date of giving details of cost of information****Date of depositing the fee as under S.7(3)(a)****Date of supplying the information**

Within ( ) days.

Valuation : Rs. \_\_\_\_\_

Signature with name and designation of the Public Information Officer.

**RECEIPT****I received the information as per my application and I am satisfied with it.****Signature of the applicant.****Date:**

## FORM 6

[See rules 13(1) and 26]

## APPLICATION FOR INCLUSION OF NAME IN ELECTORAL ROLL

To  
The Electoral Registration Officer,  
.....Assembly/Parliamentary £ Constituency

Sir,

I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

<b>I. Applicant's details</b>		Name		Surname (if any)	
Age as on 1st January.....#		Years:	Months:	Sex (male/female):	
Date of Birth, if known		Day:	Month:	Year:	
Place of Birth:		Village/Town:			
		District :		State:	
* Father's Name		Name		Surname (if any)	
Mother's Name					
Husband's Name					
<b>II. Particulars of place of ordinary residence (Full address):</b>					
House/Door number:					
Street/Area/Locality/Mohalla/Road:					
Town/Village: Nani Daman.					
Post Office: Nani Daman.		Pin Code			
Tehsil/Taluka/Mandal/Thana:					
District:					

£ In case of Union Territories having no Legislative Assembly and the State of Jammu and Kashmir.

# Please give the year i.e. 2007, 2008 etc.

\* Strike out the inappropriate alternative.

P.T.O

.....(Perforation).....

## Receipt for application

Received the application in Form 6 of \*\*Shri/Shrimati/kumari .....

\*\*Address.....

Date:.....	Signature of the officer receiving the application on behalf of the Electoral Registration Officer
	(Address).....
	.....P.S. No. ....

\*\* To be filled in by the applicant.

Remain present with Proofs on \_\_\_\_\_ at AERO Office for personal hearing.

## III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:

Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

## IV. Declaration:

I hereby declare that to the best of my knowledge and belief:-

(i) I am a citizen of India; (ii) I am ordinarily resident at the address given in Para II above since ..... (data, month, year); (iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency ; (iv) \* My name has not already been included in the electoral roll for this or any other assembly constituency;

**Or**

\* My name may have been included in the electoral roll for ..... Constituency in ..... State in which I was ordinarily resident earlier at the address mentioned below and, if so, I request that the same may be deleted from that electoral roll.

Full Address (Earlier place of ordinary residence):

Electors photo identity card (if issued) number:  
.....: date of issue.....

Place:

Date:

**Signature or thumb impression of the claimant**

**Note-** Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of the People Act, 1950 (43 of 1950).

\* Strike out the inappropriate alternative.

#### **Details of action taken**

**(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km..... for inclusion of name in the electoral roll in Form 6 has been accepted\*/rejected\*.

Detailed reasons for \* acceptance [under or in pursuance of rule 18\*/20\*/ 26(4)]£ or \*rejection [under or in pursuance of rule 17\*/20\*/ 26(4)£]:

Place:

Signature of (Seal of the Electoral

(Seal of the

Electoral

Date:

Electoral Registration Officer Registration Officer)

Registration Officer)

£During continuous updating after final publication of electoral roll.

\* Strike out the inappropriate alternative.

**ANNEXURE - VII****FORM 7**

[See rule 13(2) and 26]

APPLICATION FOR OBJECTING INCLUSION OR SEEKING DELETION OF NAME IN ELECTORAL ROLL				
To, The Electoral Registration Officer, ..... Assembly/Parliamentary Constituency. Sir, @ I object to the proposed inclusion of the name of the under mentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below:  or @ I submit that the entry relating to *myself / *the person named below is required to be deleted for the reasons stated hereunder:				
I	<b>Details of person inclusion of whose name is objected to:</b> <b>@Details of person whose entry is to be deleted:</b>	Name		Surname (if any)
		Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card (if issued) Number:
II	<b>Details of objector</b>	Name		Surname (if any)
	Sex(male/female):	Part number of electoral roll in which objector's name is included:		His/her serial number in that part:
	• <u>Father's</u> Name <u>Mother's</u> Name <u>Husband's</u> Name	Name		Surname
III.	Particulars of place of ordinary residence of @ objector/@person seeking deletion. (Full address):			
House / Door number:				
Street/Area/Locality/Mohalla/Road:				
Town/ Village:				
Post Office		Pin Code:		
Tehsil/Taluka/Mandal/Thana:				
District:				

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

@ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.

\* Strike out the inappropriate alternative.

# Part-II not to be filled where applicant seeks deletion of entry relating to himself.

.....(Perforation).....

Receipt for application

Received the application in Form 7 of\*\*\* Shri/ Shrimati/ Kumari .....

\*\*Address.....

Date.....

 Signature of the officer receiving the application on  
 behalf of the Electoral Registration Officer  
 (Address).....



\*\* To be filled in by the applicant.

IV	Reason(s) for *objection / * deletion:
V	<p>Declaration</p> <p>I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.</p> <p>Place: _____ Date: _____ Signature or thumb impression of the applicant _____</p>

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be falls or does not believe to be true is punishable under section 31 of the Representation of the People Act, 1950 (43 of 1950).

Strike out the inappropriate alternative.

<p>Details of action taken (To be filled by Electoral Registration Officer of the constituency)</p>
---

The application of  
Shri/Smt./Km.....

\*Objecting to inclusion/\*seeking deletion of name of  
Shri/Smt./Km.....in the  
electoral roll in Form 7 has been accepted\* /rejected\*

Detailed reasons for \*acceptance [under or in pursuance of rule 18\*/20\*/26(4) £] or \*  
rejection [under or in pursuance of rule 17\*/20\*/26(4) £]

Place: \_\_\_\_\_ Signature of \_\_\_\_\_ (Seal of the Electoral  
Date \_\_\_\_\_ Electoral Registration Officer Registration Officer)

\* Strike out the inappropriate alternative.  
£During continuous updating after final publication of electoral roll.

## FORM 8

[See rules 13(3) and 26]

Application for correction to particulars entered in electoral roll									
<b>To</b> <b>The Electoral Registration Officer,</b> <b>1- Daman &amp; Diu Parliamentary Constituency.</b> <b>Sir,</b> <b>I request that entry relating to myself appearing in the electoral roll for the above Constituency is not correct and it should be correct particulars in support of my request are given below:-</b>									
I. Applicants details	Name				Surname(if any)				
Part number of electoral roll :				Serial number in that part :					
Age as on 1 <sup>st</sup> January			Years :		Months :		Sex (male/female):		
.....#									
Date of birth, if known		Day :		Month :		Year :			
:									
*Father's/ Mother's/ Husband's Name		Name				Surname (if any)			
II. Particulars place of ordinary residence (Full address) :									
House / Door number :									
Street/Area/Locality/Mohalla/Road:									
Town / Village :									
Post Office :					Pin Code :				
Tehsil/Taluka/Mandal/Thana:									
District :									
III. Details of Elector's Photo Identity Card (if issued, in this or some other Constituency)									
Elector's Photo Identity Card number :									
Name of the Constituency :									
IV. Details of entries to be corrected									
*My name / *Age / * Father's / Mother's / Husband's name/ *Sex / *Address / *Electors Photo Identity Card Number may be corrected in terms of information provided in this Form above.									
Place :									
Date : Signature or thumb impression of the elector									

Note – *Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 o the Representation of the People Act, 1950 (43 of 1950).*

.....(Perforation).....

Receipt for application

Received the application in Form 8 of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....

Date.....

Signature of the officer receiving the application on  
 Behalf of the Electoral Registration Officer  
 (Address).....

P.S. No.....

\*\*To be filled in by the applicant.

Remain present with Proofs on \_\_\_\_\_ at AERO Office for personal hearing.

<p align="center"><b>Details of action taken</b> (To be filled by Electoral Registration Officer of the constituency)</p>
---

The application of Shri/Smt/Km. ....for  
Correction of entry in the electoral roll in Form 8 has accepted\* / rejected\*

Detailed reasons for \*acceptance [under of in pursuance of rule 18\*/20\*/26(4)] or  
rejection [under or in pursuance or in pursuance of rule 17\*/20/26(4)] :

Place :  
Electoral  
Date :  
Officer)

Signature of  
  
Electoral Registration Officer

(Seal of the  
  
Registration

\*Strike out the inappropriate alternative.  
During continuous updating after final publication of electoral roll.

**FORM 8A**

[See rules 13(4) and 26]

<b>Application for transposition of entry in electoral roll</b>			
To The Electoral Registration Officer, .....Assembly/£Parliamentary Constituency Sir, I request that the entry in the electoral roll for the above mentioned constituency relating to * Myself/*person named below should be transposed to the relevant part of the roll in this constituency. Particulars of the entry to be transposed are given below: -			
<b>I. Details of person whose entry is to be transposed</b>	Name		Surname (if any)
	His/her serial number in that part:	His/her serial number in that part:	Elector's Photo Identity Card (if issued) Number:
* Father's Mother's Husband's	Name		Surname (if any)
<b>II Particulars of present place of ordinary residence (Full address):</b>			
House/Door number:			
Street/Area/Locality/Mohalla/Road:			
Town/Village:			
Post Office: Pin Code:			
Tehsil/Taluka/Mandal/Thana:			
District:			
<b>III. Period of continuous residence at the above address on the date of application</b>		Years:	Months:
<b>IV. Part number to which the entry has to be transposed (if known):</b>			
<b>@ V. Details of Applicant</b>	Name		Surname (if any)
	Part number of electoral roll in which his/her name is included	His/her serial number in that part:	Elector's Photo Identity Card (if issued) Number:

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

\* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

.....(Perforation).....

**Receipt for application**

Received the application in Form 8A of \*\* Shri/Shrimati/Kumari.....

\*\*Address.....

Date.....

Signature of the officer receiving the application on  
behalf of the Electoral Registration Officer

(Address).....

.....

\*\*To be filled in by the applicant.

**VI. Declaration:**

I hereby declare that the facts and particulars mentioned above are true to be best of my knowledge and belief.

Place:

Date:

Signature or thumb impression of the applicant

**Note: - Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of the People Act, 1950 (43 of 1950)**

**Details of action taken  
(To be filled by Electoral Registration Officer of the constituency)**

The application of Shri/Smt./Km..... for transposition of entry relating to himself/herself/Shri/Smt./Km.....in the electoral roll in Form 8A has been accepted \*/rejected \*.

Detailed reasons for acceptance or rejection [under rule 26(4) ] \* :

Place:	Signature of Electoral Registration Officer	(Seal of the Electoral Registration Officer)
Date:		

**\* Strike out the inappropriate alternative.**

**SCHEDULE - 1**

(See Rule 3)

**FORM OF APPLICATION UNDER SUB-SECTION (1) OF SECTION 32 OF  
THE GOA, DAMAN AND DIU LAND REVENUE CODE – 1968.**

To.  
The Collector,  
DAMAN

Sir,

I, \_\_\_\_\_  
resident at \_\_\_\_\_, Taluka  
DAMAN in Daman District hereby apply for permission to use the land described below  
which is :-

- a) Assessed or held for the purpose of agriculture for the non-agricultural purpose/purposes for \_\_\_\_\_.
- b) Assessed or held for the non-agricultural purpose of \_\_\_\_\_ for the non-agricultural purpose/purposes of \_\_\_\_\_.
- c) Assessed or held for the non-agricultural purpose of \_\_\_\_\_ for the same purpose but in relaxation of condition \_\_\_\_\_ imposed at the time of grant of land or permission for such non-agricultural use viz. \_\_\_\_\_.

**2. I annex to this application :-**

*(In 10 set i.e. 1 Original + 9 Xerox copies )*

- a) A certified copy of record of rights in respect of the land as it existed at the time of application (R/R Nakal, Form I & XIV and Site Plan).
- b) A Sketch or layout of the site in question showing the location of the proposed building or other works for which permission is sought and the nearest road or means of access (Irrevocable Declaration/Consent/ NOC in form of affidavit of the holder of the plot from where access will be provided).
- c) Written consent of the tenant/ superior holder / occupant and an affidavit of the applicant stating that the access will be obtained from the land holder.

**3. I also furnish the following information :-**

1.	Full name of the applicant	
2.	Full Postal address	
3.	Occupation	
4.	Village Taluka and District where the land is situated	
5.	Survey No. Hissa No. area and assessment/rent of the land	

6.	Area of the site of (5) above proposed to be used for the purpose of : 1) Residential..... 2) Industrial..... 3) Commercial..... 4) Residential-cum-Commercial..... 5) Any other N.A. Purpose..... (Supported with write-up and sketch or lay-out showing land utilization details separately for each proposed purpose)	<b><u>Area in Sq. Mtrs.</u></b>
7.	Whether the applicant is occupant Class-I or Class – II or a tenant or a government lessee.	
8.	Present use of the land whether any building exists thereon and if so its use.	
9.	Whether the land is situated or included (a) In Municipal Area (b) In City Survey Area (c) In or near a cantonment area (d) Near a Air-port or a Rly. Station or a Jail or prison or local public office or cremation or burial ground. (e) Adjoining to nalla, creek, bank of river etc. If so, its approximate distance there from.	
10.	Whether electrical high transmission lines (or path way, road, canal, Nalla) pass over/through the land and if so what is the distance thereof from the proposed building or other works.	
11.	Is the land under acquisitions if so, state details	
12.	Is there a road from where the land is easily accessible ? State the name of the road and whether it is Highway, Major district road or village road. What is the distance of the proposed building or other work from the centre of the road?	
13.	If there is no road adjoining the land how is it proposed to provide for access to the site ? (please refer point No.2(b) herebefore)	
14.	Was a similar application made in the past for non-agricultural use of this land and was it rejected? If yes, why ?	

I solemnly affirm that the information given above is true to the best of my knowledge and belief.

Place: Daman.

Dated:

Signature of applicant.

Encl : 1)

2)

3)

4)

**ANNEXURE - XI**

**A F F I D A V I T    FOR NA CONVERSION**

(On Rs. 2/- STAMP PAPER)

**(BEFORE THE EXECUTIVE MAGISTRATE, DAMAN)**

I the undersigned Shri/Smt..... An Indian inhabitant, major, resident of ..... do hereby solemnly affirm and state as under:-

- That the application for proposed N.A. conversion is for the purpose of construction of self housing only and will not be used for any other purpose including commercial purpose.
- That the land proposed for N.A. conversion lies within the settlement zone meant for residential purpose.
- That the said land proposed for N.A. conversion is free from any CRZ restriction/prohibition.
- That the said land (or any part of it) which is proposed for NA conversion is presently not falling under any acquisition of the land proposed by the Government.
- Proposed plot is not falling under any forest/reserved forest/proposed forest/proposed reserved forest area.
- That the proposed residential house will be constructed as per existing building bye-laws in the area.
- That the Architect Shri ..... will prepare the layout plan and his service will be utilized during the construction of the house / he will supervise the construction of the house.
- That I will keep the provision for right of way and road widening as per existing norms.
- That the proposed plot is having access from ....., road / plot No....., and the said access belong to me only.
- That I know to make a false affidavit is an offence and is punishable under Criminal Law. Therefore, at any later stage if the information submitted by me is found to be incorrect or false I shall be held liable and punishable under law.

The contents of this affidavit are true and correct to the best of my personal knowledge and belief.

Date :

(Signature of applicant)

Place :

Identified by:-



**ANNEXURE - XII**

(ON RS. 100/- STAMP PAPER)

BEFORE THE EXECUTIVE MAGISTRATE

**I M D E M N I T Y   B O N D**

I,      Shri/Smt./Kum. \_\_\_\_\_ r/o.  
\_\_\_\_\_ district, Daman, do  
hereby undertake on oath that if any information furnished by me in my application,  
affidavit or documents is found to be incorrect at any later stage and if the permission  
granted to me is cancelled and as a result if this Administration has to bear any cost  
liability to carry out the demolition or any other cost liability arising thereon, then the  
same will be recovered from me as arrears of land revenue.

Date: \_\_\_\_\_ (Signature of applicant)

Place:

Identified by :

**ANNEXURE – XIII**

**FORM OF APPLICATION UNDER SECTION 8 – B OF DAPVR, 1962.  
As amended by DAPVR (Amendment) Act – 1968.  
FOR GRANT OF PERMISSION TO SELL THE LAND  
( To be submitted in 5 sets :- Original + Xerox copies )**

To,  
The Collector,  
D A M A N.

Sir,

I, \_\_\_\_\_ resident at  
\_\_\_\_\_, Taluka DAMAN in Daman

District hereby apply for permission to Sale the land described below :

I also furnish the following information :-

1.	Full name of the Applicant/Occupant	
2	Full Postal address	
3	Occupation	
4	Whether the Occupant/ Applicant belongs to ST/SC community	
5	Village, Taluka and District where the land is situated	
6	Survey No. Hissan No. and its area in sq. mts.	
7.	Present use of the land whether any building exists thereon and if so its use.	
8	Whether the land is situated by or adjoining to road, nalla, creek, bank of river, etc. If so, its approximate distance there from.	
9	Whether electrical high transmission lines, path way, road, canal pass over/through the land.	
10.	Is there a road from where the land is easily accessible ? If there is no road adjoining the land how is it proposed to provide for access to the site ?	
11.	Is the land under acquisition if so, state details.	

12.	Reason for sale of the proposed land, and its genuineness.	
13.	Whether the applicant/occupant has any other land besides the land proposed for sale.	
14.	Full name of the Proposed purchaser(s)	
15.	Full Postal address of the proposed Purchaser(s)	
16.	Reason for purchase of the proposed land, and its genuineness.	
17.	Whether the proposed purchaser(s) is/are an agriculturist(s), if so, submit documentary evidences supporting the claim.	
18.	Whether the proposed purchaser is a Govt. Servant, NOC/ Permission for acquiring the property from the Competent Authority.	
19.	Was a similar application made in the past for sale of this land and was it rejected ? if yes, why.	

I solemnly affirm that the information given above is true to the best of my knowledge and belief.

Place: Daman.

Dated:

Signature of applicant.

Encl :

- 1)
- 2)
- 3)
- 4)
- 5)

**SCHEDULE III**  
**FORM 'A'**

**FORM OF APPLICATION FOR ARM LICENSE**

(See rule 51)

**PART – A - Identity of applicant**

1. Name :
2. Father's/husband's name:
3. Place of Birth (Nativity):
4. Date of Birth In Christian Era both in words and figures
5. Present Address :  
  
    \*\* (a) Nearest Police Station:
6. Permanent address:
7. Occupation and designation of office held, if any  
(together with address)

---

Signature/ Thumb impression

[NOTE: Nearest Police Station means the police Station I under jurisdiction the place given in the address comes]

**PART –B - Other Particulars of applicant**

8. Whether the applicant has been-
  - (a) Convicted – if so, the offence(s), the sentence and date of sentence;
  - (b) ordered to execute a bond under Chapter VIII of Code of Criminal Procedure, 1973 (2 of 1974) of keeping the peace or for good behaviour – if so, when and for what period ;
  - (c) Prohibited under the Arms Act, 1959, or any other law from having the arms/ ammunition.
9.
  - (a) Whether the applicant applied for a licence before-if so, when to whom and with what results;
  - (b) Whether the applicant's licence was ever suspended or cancelled/revoked –if so, when and by whom and on what account;
  - (c) Whether any other member of the applicant's family is in possession of any arms license, if so, particulars thereof.
10. Whether the applicant:-
  - (a) is a licensee or exemptee, if so, description of the arms, held;
  - (b) has a safe place to keep the arms;
  - (c) is a Bonafide tourist - if so
    - i. name of the country to which he belongs;
    - ii. whether he is prohibited by the laws of his country from

- having in his possession any arms and ammunition;  
iii. The probable date of his arrival in India.

**NOTE: Bona fide tourist is permitted to bring into India, subject to the conditions specified in sec. 10 and in rule 32 arms and ammunition in reasonable quantities for his use for purpose only of sport and for no other purpose.**

#### **PART – C- Particulars of License**

11. Need for license:
12. The Forms in which the license is required:
13. Description of arms/ammunition
14. (a) Area within which applicant wishes to carry arms :  
(b) Place where arms/ ammunition will be kept/ manufactured etc.  
(c) Place/route of import/export transport.
15. Other particulars required as in the relevant licensee Form.
16. Claims for special consideration.

NOTE: Against column 11 the applicant should clearly mention the purpose(s) for which the license is required- such as; use, acquisition, possession, carrying manufacture, sale, transfer, repair, conversion, proof-test import, export, re-export, transport, self-protection, sport, display, target practice/shooting temporary possession as bona fide Traveler visiting India etc.

#### **PART-D**

##### **FOR APPLICANT REQUIRING LICENCE FOR IMPORT/EXPORT/TRANSPORT/RE-EXPORT AND RE-IMPORT**

17. (a) Whether the previous sanction of the any,  
concerned authority required under rule  
50 if any has been obtained, and, if so,  
(b) The evidence in support thereof :

#### **DECLARATION**

I hereby declare that the above particulars given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, I am liable to be proceeded against any action taken under the relevant provisions of the Arms Act, 1959, the Arms Rules, 1962, and other central enactment's or the law for the time being in force.

Place: .....

\_\_\_\_\_  
Signature/ thumb impression of applicant.

Dated: .....

*(Strike off the entries not relevant)*

WARNING:- Suppression of any factual information or furnishing of 50 if any false or wrong information in the application form in violation of rule 51-A will render the applicant liable for punishment under Section 30 of the Arm Act, 1959.

**FORM OF APPLICATION FOR RENEWAL OF ARM LICENCE**

I, .....S/o..... request that arm license No.  
Dated..... for the ..... Arm/arms may be renewed to me.  
The necessary particulars are stated below

**Part-A Identity of applicant**

1. (a) Present Address :
- (b) Permanent Residence :
2. Date of Birth: Age:
3. Occupation and designation of  
Office held any. :
4. Signature/thumb impression :
5. Last renewing/Issuing Authority :

**Part-B- Other particulars of applicant**

6. Whether the applicant has been
  - (a) Convicted if so,( the officers), the  
Sentence and date of sentence :
  - (b) Ordered to execute a bound under  
Chapter VIII of Cr. P.C. for keeping  
The peace or for good behavior-if so  
When and for what period.
  - ( c ) Prohibited under the Arms Act, 1959 or any  
other law from having the arms/ammunition.
  - (d)Whether the applicants license was Ever  
Suspended or cancelled/revoked. If so,  
When and by whom and on what account.

Dated.....

Signature of applicant.

Documents to be enclosed:

1. Arm License.
2. Weapon deposit certificate/weapon for inspection.
3. Proof of present residential address.

**APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF CINEMA THEATRE**

1. Full name of the applicant.
2. Address of the applicants.

Village	Taluka	District

3. Status and previous experience of the applicant.
4. Is the application for a permanent or touring cinema?
5. Place where the cinema is proposed to be located, survey number or numbers of the plot or plots.

Village	Taluka	District

6. Site plan drawn to scale of not less than one fortieth of an inch to a foot covering an area up to 66 ["183 metres"] from the boundaries of the proposed site showing:-
  - (i) the position of the proposed premises in relation to any adjacent premises and to the public premises abuts, and
  - (ii) thatched sheds, if any, in the neighborhood.
7. Possession by the applicant of other places, if any licensed under the Act:-
  - (i) Whether in the same locality or elsewhere;
  - (ii) Whether at the time of applying for license or at any previous time.
8. Distance by public road of the proposed site to the :-
  - (i) nearest permanent cinema;
  - (ii) nearest touring cinema;
  - (iii) nearest school;
  - (iv) nearest hospital; and
  - (v) nearest temple or other religious institution.
9. Interest of the public generally likely to be served by the location of the cinema.
10. Population of the place according to the latest census figures.
11. Suitability of the place where the cinema exhibitions are proposed to be given
12. Adequacy of the existing places for the exhibition of cinema films in the locality.
13. Benefit to any particular locality or localities to be afforded by the opening of a new place of cinema exhibition.

Dated:

Signature of applicant

**APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF VIDEO PARLOUR**

1. Name of Video Theatre
2. Name of Applicant
3. Name of Father
4. Age
5. Address
6. Location where the Video Theatre is to be run
7. Documents required for running of Video Theatre as per rules
8. Certificate of respective Panchayat/Municipality
9. Copy of Building Plans
10. Certificate of Police Supdt.
11. Documentary evidence of ownership of property
12. Timing of exhibition of film
13. Size of screen of video scope
14. Capacity of seating arrangement
15. Any other information

Daman:

Dated:

Signature of Applicant



# FORM – IX

**(See Rule 143, 147, 148 & 156 of Petroleum Rules)**

**APPLICATION FOR THE GRANT / AMENDMENT/RENEWAL  
/TRANSFER OF LICENSE TO IMPORT AND STORE PETROLEUM**

**(Documents listed overleaf must be enclosed with this application, if it is for the grant of a licence in Forms XII, XIII, XIV or in special Form).**

The replies to be given in this form

- |    |  |   |  |
|----|--|---|--|
| 1. | Applicant's Name   | : |  |
|    | Applicant's Calling  | : |  |
|    | Applicant's Full Postal Address  | : |  |
| 2. | <u>Situation of the premises where petroleum is to be stored.</u>            |   |  |
|    | State  | : |  |
|    | District   | : |  |
|    | Town or village  | : |  |
|    | Police Station   | : |  |
|    | Nearest Railway Station  | : |  |
| 3. | <u>Quantity( in litres) of Petroleum proposed to be Imported and stored.</u> |   |  |
|    | (i) Petroleum Class A  | : |  |
|    | (a) In Bulk 2  | : |  |
|    | (b) Not in Bulk2   | : |  |
|    | (c) Total  | : |  |
|    | (ii) Petroleum Class B   | : |  |
|    | (a) In Bulk 2  | : |  |
|    | (b) Not in Bulk2   | : |  |
|    | (c) Total  | : |  |
|    | (i) Class C  | : |  |
|    | (a) In Bulk 2  | : |  |
|    | (b) Not in Bulk2   | : |  |
|    | ( c) Total   | : |  |
| 4. | <u>Quantity in litres of Petroleum already stored in Premises:</u>           |   |  |
|    | (i) Petroleum Class "A"  | : |  |
|    | (ii) Not in Bulk2  | : |  |
|    | (iii) Total  | : |  |
|    | (ii) Petroleum Class "B"   | : |  |
|    | (a) In Bulk2   | : |  |
|    | (b) Not in Bulk2   | : |  |
|    | (c ) Total   | : |  |
|    | (iii) Petroleum Class "C"  | : |  |
|    | (i) In Bulk2   | : |  |
|    | (ii) Not in Bulk2  | : |  |
|    | (iii) Total  | : |  |

5. Total of all classes of Petroleum Already stored.
6. Number of the licence held for the premises and the Full name of the holder of the licence.

I hereby declare that the statements made above have been checked up by me and are true and I under take to abide by the terms and conditions of the license which will be granted to me.

Date:

Signature and designation of the applicant.

1. Where the application is made on behalf of a company, the name and address of the company and the name of the manager or agent should be given and the application should be signed by him. Every change in the name of the Manager or Agent shall be forthwith intimated to and his specimen signature filed with the licensing Authority.
2. "In Bulk" means in tanks or receptacles exceeding 1000 Litres in capacity. Not in bulk means in approved container not exceeding 1000 litres in capacity.

**FORM 5**

[See rule 154 (4) and 154 (5)]

**APPLICATION FOR GRANT OR AMENDMENT OF LICENSE TO POSSESS EXPLOSIVES FOR OWN USE**

I,----- on behalf of ----- apply for grant of licence No.-----  
 ---- to possess explosives for use. The required particulars are given below and the necessary documents are enclosed.

Replies to be written  
 in this column.

1.	Name in which license is required to be granted ( See notes below)				
2.	Status: Individual Company Society				
3.	Age (See notes below)				
4.	Postal Address				
		Pin Code No.			
		Telephone No.			
		Telegraphic Address			
		Telex			
5.	Qualification and experience of applicant and the technical personnel employed by him (Give individual details and attach separate sheets if required)			:	:
6.	Situation of premises for storage-			:	:
	State			:	:
	District			:	:
	Town or Village			:	:
	Survey No.			:	:
	Police Station			:	:
	Railway Station or Steamer Ghat			:	:
7.	Explosive proposed to be stored for use-				
	Name and Description	Class	Division	Quantity at any one time	
	(i)				
	(ii)				
	(iii)				
	(iv)				
	(v)				
	(vi)				
8.	Where the premises previously licensed ?			Yes	No
	If yes, please give-			:	:
	(i) Previous licence No.			:	:
	(ii) Name and address of previous licensee			:	:
	(iii) Reasons for cancellation/non-renewal of previous licence			:	:
9.	Explosive proposed to be used per day Name and Description			Class Division Quantity	
10.	Details of site where explosive will be used			:	:
11.	Distance of site where the explosive will be used from the storage premises mentioned in item 6			:	:
12.	Mode of transport of explosives			:	:
13.	Licence No. of Road Van, if used			:	:
14.	Has the applicant been convicted under any offence or ordered to execute any bond under the Chapter VIII of the Code of Criminal Procedure, 1973, during last 10 years ? if yes, please give details			:	:

15.	(a) Particulars of other licences if any, under Explosive Act, 1884 held by the applicant during the last 10 years (b) Was any licence cancelled/not renewed ? © If yes, give details	:	:
		Yes	No
16.	Details of amendment proposed/Additional information, if any	:	:

I hereby certify that the information given above is correct

Dated: \_\_\_\_\_ Signature of applicant-----  
 (Authorized person in case of Company)  
 Full Name-----  
 Address-----

- Notes:**
- (1) *In case where application is made in the name of a company the name and address of Directors and Partners and the name, address and specimen signature of person or persons authorized to sign correspondence in respect of license applied for should be given on a separate sheet and enclosed with this application form.*  
*Any change in the above information should be immediately communicated to the licensing authority and authority renewing the license.*
  - (2) *Age to be given in case the applicant is an individual.*
  - (3) *Please attach the following to the application:*
    - (a) *Plans of proposed building and site should be drawn to scale. The site plan should show full approach road net work to storage premises and observe safety distances.*
    - (b) *Site plan of the area where explosives will be used. The plan should show-complete approach road net work, nearby land marks, distances from nearest protected works, etc.*
  - (4) *Delete whichever is not applicable.*

**FORM (A)****FORM OF APPLICATION FOR LICENSE UNDER RULE 5 OF THE NOISE  
POLLUTION (REGULATION & CONTROL) RULES 2000**

1.	Name of the applicant (In full)	
2.	Father's Name	
3.	Profession	
4.	Address	
	Full particulars & description.	
5.	Particulars of application if any, in which license was applied for it was refused	
6.	Particulars of challan No. etc Regarding fee paid.	

**DECLARATION**

I have carefully read the provisions of the Noise Pollution (Regulation & Control) Rules 2000 and I agreed to abide by them.

Place: Daman

Signature of applicant

Date:     /     /200

**Forwarded to:**

1. The Chief of Police, Daman for report/comments in the matter
2. The Station Fire Officer, Daman for report/comments in the matter

Dy. Collector, Daman

**APPLICATION FOR TITLE VERIFICATION FOR NEW NEWS PAPER**

To,  
The Sub Divisional Magistrate,  
Collectorate,  
DAMAN

Sub.: Verification of Title(s)

Sir,

I propose to publish a new..... newspaper for which I suggest the following title. My application may please be forwarded to The Registrar of Newspaper India, RNI Wing-2, West Block- 8, R. K. Puram, New Delhi-110066, to get the title verified under para 5 of the PRB Act, 1867, as amended from time to time, before I am allowed to file the declaration to your for starting a new .....newspaper, as required by the above noted act. Details are given below:-

1.	Name	
2.	Age	
3.	Full Address	
4.	Educational Qualifications	
5.	Profession/Income	
6.	Name of the title(s)	
7.	Whether titles are similar to titles of foreign newspapers	
8.	Language	
9.	Periodicity	
10.	Name of Owner(s) with Address(who will own the Periodical)	
11.	Place of publication	
12.	Name & Address of Printing Press	

Place : DAMAN

Date : 23/08/2006

Signature of the Applicant

**Encl:**

1. PAN Card Copy
2. Election ID Card copy
3. Passport copy (if any)

**FORM I**  
**FORM OF DECLARATION AS PRINTER/PUBLISHER OF NEWS PAPER**  
**(See rule 3)**

I,.....declare that I am the \*printer or\* publisher or\*printed and publisher of the newspaper entitled .... To be \*printed at..... or to be \*printer and published at .... and that particulars in respect of the said newspaper given hereunder are true to the best of my knowledge and belief.

1.	Title of the newspaper	
2.	Language(s) in which it is (to be), published.	
3.	Periodicity of its publication.	
	(a) Whether a daily, tri-weekly, bi-weekly, weekly. Fortnightly, or otherwise.	
	(b) In the case of a daily, please state whether it is a morning or evening newspaper?	
	(c) In the case of a newspaper other than a daily, please state the day(s)/date(s) on which it is (to be) published.	
4.	Retail selling price of the newspaper per copy.	
	(a) If the newspaper is for free distribution, please state that it is "for free distribution".	
	(b) If it has only an annual subscription and no retail price, please state the annual subscription	
5.	Publisher's name.	
	Nationality.	
	(a) Whether a citizen of India	
	(b) If a foreigner, please state the country of origin	
	Address	
6.	Place of Publication (please give the complete postal address).	
7.	Printer's name.	
	Nationality.	
	4[ (a) Whether a citizen of India	
	(b) If a foreigner, state the country of origin	
	Address.	
8.	Name(s) of the printing press(es) where the newspaper is actually printed and the true and precise description of the premises on which the press(es) is/are installed.	
9.	Editor's name.	
	Nationality.	
	(a) Whether a citizen of India	
	(b) If a foreigner, state the country of origin.	
	Address	

10	Owner's name(s)	
	(a) Please state the particulars of individual(s) or of the firm, Joint Stock Company, trust, co-operative society or association which owns the newspaper.	
	(b) Please state whether the owner owns any other news paper and, if so, its name, periodicity, language and place of publication.	
11	Please state whether the declaration is in respect of:	
	(a) a new newspaper, or	
	(b) an existing newspaper	
	(c) In case the declaration falls under item (b), the reason for filling the fresh declaration.	

Date.....

Signature.....

Name (in block letters).....

Designation.....

\*Strike out whatever is not applicable.

**NOTE.**—Separate declarations should be filed by the printer and the publisher, unless the printer and the publisher is the same person.]



**FORM I**  
(See rule 3)

**CITIZENSHIP ACT, 1955 - SECTION 5 (1) (A)**  
**APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA UNDER**  
**SECTION 5 (1) (A) OF THE ACT MADE BY A PERSON OF INDIAN ORIGIN**

**PART I**

1. I, ..... of ..... [ here insert address of applicant showing village or town, police station and name of the State] am of full age and capacity and was born at (with Tehsil, District and Province or State ) on .....

2. My father's full name is/was ..... and he was born at .....

3. My mother's full name is/was ..... and she was born at .....

4. I am single/married/a widower/a widow/divorced/from my wife/husband.

5. My wife's/husband's full name is/was .....

6. My age on the date of the application is .....

7. Marks of identification:

8. (a) I am ordinary resident in India and have been so resident for the six months immediately preceding the date of application.  
*[Here state the address at which the application was ordinarily resident during the past six months, with dates in each case.]*

(b) I am in the service of the Government in India.  
*[Here state the name and the department in which the applicant is employed, whether the Department forms part of the Government of India, or a State Government, the capacity in which the applicant is employed and the date of his or her appointment.]*

9. Profession or occupation other than Government service:  
*[Here state details regarding designation, name and address of employer, station of posting, etc.]*

10. Passport particulars, if any:  
(a) Number.  
(b) Place and date of issue.  
(c) Name of issuing authority.

11. Particulars of visa, if any, held by the applicant:  
(b) Number and date of visa.  
(c) Place of issue.  
(d) Name of issuing authority.  
(e) Period of authorized residence specified in the visa.

(f) If extended, please quote authority.

12. Description of immovable property and/or business interest in India.

Place	Brief description of property/ Business interests	At present in possession of
-------	--	--------------------------------

13. Details of family members who are staying in India with the applicant.

Sl No.	Name	Present address	Relationship	Age
--------	------	-----------------	--------------	-----

14. Details of members of family [and other relations] left in a country other than India.

Serial No.	Name	Present address	Relationship	Age
------------	------	-----------------	--------------	-----

## **PART II**

15. (a) Profession or occupation while residing in Pakistan.

(b) Whether applicant is/was in employment under the Central or any Provincial or State Government of Pakistan, if so, the capacity in which he/she is/was employed.

16. Whether the applicant at any time applied for the grant of any long-time visa for India for permanent resettlement in India, if so, with what result.

17. Whether the applicant was, at the time of partition, residing in territory now included in Pakistan or India ( Give full address ).

If the latter, state:

(a) the date of migration from India;

(b) the circumstances in which applicant left India for Pakistan.

18. Place(s) of residence in India prior to migration.

From	To	Place of residence and address
------	----	--------------------------------

(a)

(b)

(c)

(d)

19. Description of immovable property and/or business interests in Pakistan owned or acquired by or allotted to applicant or to any person with whom he has joint property or partnership or who is his employee or agent for purposes of ownership of allotment.

Place	Brief description of property/ Business interest	At present in possession of
<hr/>		

20. Whether the property shown in Item 12 or 19 has been treated as evacuee property.
21. Whether the applicant has at any time been convicted for contravention of Passport/Permit Regulations or any other offence. If so, full details to be given.
22. Civil or criminal proceedings pending against applicant in (1) India, and (2) Pakistan [Full details to be given].

### **PART III**

23. I have/have not previously renounced or been deprived of the citizenship of India.  
[If the applicant has renounced his or her Indian citizenship, here state the date on which the declaration of renunciation was made; of if he or she has been deprived of his or her citizenship, state the date on which and the authority by whom, the order of deprivation was made.]
24. I have/have not previously applied for registration as a citizen of India and the application has not been rejected.
25. Names and full addresses of two references in India to whom the applicant is well known:  
(1)  
(2)
26. I declare that my intention is to make India my permanent home; and hereby apply to be registered as a citizen of India.

I, .....do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true.

Signature

Made and subscribed this.....day of .....200.....before me.

\*Signature  
\* Designation

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of .....I vouch for the correctness of the statements made by ..... in his application for .....

Date.....  
Signature  
Name (in BLOCK LETTERS)  
.....  
Full postal address.....  
.....

I, .....do solemnly affirm (or swear) that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully observe the laws of India and fulfil my duties as a citizen of India.

Signature .....

Affirmed/Sworn and subscribed this .....Day of.....200 before me.

\*Signature .....  
\*Designation .....

*\* Signature and designation of the officer authorized under Rule 28 of the Citizenship Rules, 1956, before whom the registration, declaration or oath of allegiance is made or taken.*

**FORM II**  
(See Rule 4)

CITIZENSHIP ACT, 1955 ---SECTION 5 (1) (c)

**APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA UNDER  
SECTION 5 (1) (C) OF THE ACT MADE BY A WOMAN WHO IS/HAS BEEN  
MARRIED TO A CITIZEN OF INDIA.**

1. I, A B of ..... [here insert address of applicant] was born at .....  
on.....
2. My father's full name is/was ..... and  
he was born at .....
3. I was married at ..... on .....  
to C D .....[here insert full name of husband] of/late of .....[here  
insert husband's address, or last address if he is deceased.]
4. My husband was born at ..... on .....
5. My husband's father's full name is/was .....and he  
was born at ..... on .....
6. My marriage is still subsisting /has terminated by reason of .....[if  
The marriage is not subsisting, state whether it was terminated by the husband's  
death or by divorce.]
7. My husband is/was a citizen of India by reason of the fact that .....  
[here state the grounds on which it is claimed that the applicant's husband is  
or was a citizen of India.]
8. I have resided in India or been in the service of a Government in India or  
partly the one and partly the other, throughout the period of twelve months  
immediately preceding the date of application.

Details of residence	From Date	To date	Address and /or details of service under Govt. in India
----------------------	--------------	------------	--

9. I have renounced/lost the citizenship of my country in accordance with law  
therein in force in that behalf.  
[here list the documents attached to prove the fact of such renunciation.]
10. I undertake that I will renounce citizenship of my country in the event of my  
application being sanctioned.
11. I have contracted the following other marriages;

.....

*[Here state place and date of marriage and name and nationality or citizenship of husband in each case.]*

12. I have/have not previously renounced or been deprived of the citizenship of India.

*[If the applicant has renounced her Indian citizenship, here state the date on which the declaration of renunciation was made; and if she has been deprived of her citizenship, state the date on which and the authority by whom, the order of deprivation was made.]*

13. I hereby apply to be registered as a citizen of India.

14. I, A B, do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true.

Made and subscribed this .....day of .....200....., before me. Signature.....

\*Signature.....  
\*Designation.....

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of ..... I vouch for the correctness of the statement made by ..... in her application for .....

Date..... Signature .....  
Name (in BLOCK LETTERS) .....  
Full postal address .....  
.....

#### Oath of allegiance

I, A B, do solemnly affirm (or swear) that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully observe the laws of India and fulfil my duties as a citizen of India.

Affirm/Sworn and subscribed this ..... day of .....19, before me. Signature.....

\*Signature.....  
\*Designation .....

*This form when completed should be forwarded in duplicate to the local registering authority (of the place where the applicant is residing).*

**FORM III**  
(See rule 5)  
CITIZENSHIP ACT, 1955 – SECTION 5 (1) (d)  
**APPLICATION FOR THE REGISTRATION OF A MINOR CHILD AS A CITIZEN**  
**OF INDIA**

1. Full name of the minor child.  
(in BLOCK LETTERS)

If he/she has been known by  
another name, enter that name here.

Present address.

Place and date of birth.

2. Father's full name  
(in BLOCK LETTERS)

Mother's full name  
(in BLOCK LETTERS)

- \*\* Grounds on which applicant's  
parents claim Indian citizenship.

3. Minor's period of residence in India:

\*\* If a citizen of India by registration or naturalization, please refer to the number and date of the certificate of registration or naturalization, as the case may be.

With whom residing	From	To	Address

Application

I,..... am a citizen of India and a parent/Guardian  
of .....to whom the foregoing  
particulars relate. I hereby apply on behalf of my/the child for hi/her registration as a  
citizen of India.

Signature of applicant.....

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of ..... I vouch for the correctness of the statements made by ..... in his application for .....

Signature .....  
Name (in BLOCK LETTERS).....  
.....  
Full postal address .....

Date .....

#### Declaration

I, .....do solemnly and sincerely declare that the foregoing particulars stated in the application are true and I make this solemn declaration conscientiously believing the same to be true.

Signature .....  
Date.....

Made and subscribed this .....day of.....200 , before me.

Signature .....  
\*Designation .....

*(This form when completed should be forwarded in triplicate to the Chief Secretary to the Government of the State in which the applicant is resident.)*



**FORM XII****PART I**

[See rule 7 (i)]

CITIZENSHIP ACT, 1955 – SECTION 6(1)**APPLICATION BY A PERSON FOR A CERTIFICATE OF NATURALIZATION**

1. Full Name of applicant in country of origin ( IN BLOCK LETTERS) .....  
If now commonly known by another name, enter such name here .....
- Private address .....
- Occupation .....
- Business address .....
- Place and date of birth .....
- Nationality at birth .....
- Present nationality if different .....
2. Father's full name in country of origin ( IN BLOCK LETTERS) .....  
Present address (if living) .....
- Present nationality (if dead give Nationality at time of death) .....
- Mother's full name in country of origin (IN BLOCK LETTERS),  
Present address (if living ). .....
- Present nationality if (dead, give nationality at time of death) .....
3. Whether the applicant is a subject or citizen of any country where an Indian citizen is prevented by law or practice of that country from becoming a subject or citizen or citizen of that country by naturalization. ....
4. Principal languages of India known and extent of knowledge

thereof with evidence. ....

5. Statement regarding residence. ....

(a) I have resided in India or been in the service of a Government in India or partly the one and partly the other, throughout the period of 12 months immediately preceding the date of this application. ....

(b) During the seven years immediately preceding the said period of twelve months, I have either resided in India or been in the service of a Government in India or partly the one and partly the other, for periods amounting in the aggregate to not less than 4 years.

Details of such Residence and/ Or service.	From date	To date	Address and/or details of service under Govt. In India	Years	Months
--	-----------	---------	--	-------	--------

If this application is granted, my intention as to future residence (and/or service under a Govt. in India) is as follows. ....

6. Reasons for which applicant wishes to acquire Indian citizenship ....

7. Approximate date of any previous application for naturalization ....

8. (a) I have renounced /lost the citizenship of my country in accordance with the law therein in force in that behalf. ....

[Here list the documents attached to prove the fact of such renunciation/loss.] ....

OR

(b) I undertake that I will renounce the citizenship of my country in accordance with the law in force in that behalf in the event of my application being sanctioned. ....

9. If original name had been altered

give particulars .....

Date of alteration .....

Give particulars of any other name(s)  
used for private purposes. ....

Give particulars of any other name(s)  
used for trading or business purposes .....

10. If nationality has changed since birth, give circumstances of change .....  
If now of no nationality give circumstances in which the previous nationality was lost .....

Give details with dates of foreign countries visited during periods of residence shown in item 5 .....

11. Give details of all proceedings of Any kind (civil or criminal) taken Against you in Courts of law.	<u>Nature</u>	<u>Date</u>	<u>Place</u>
	<u>Result</u>		

12. Date of any composition made with creditors	Date of being adjudicated bankrupt	Date of discharge from bankruptcy
---	------------------------------------	-----------------------------------

13. If married, give date and place of marriage.	Date	Place	
Husband's wife's full name before marriage ( IN BLOCK LETTERS)	.....		
Nationality If husband or wife is dead, Give date and place of death.	Date	Place	
marriage dissolved give Date and place	Date	Place	If

14. Give particulars of legitimate children

Full name of each child	Date of Birth	Place	Where now resident
-------------------------	---------------	-------	--------------------

15. If a woman who was an Indian citizen previous to her marriage, whether her husband has died or whether her marriage has been dissolved .....

16. Names and addresses of at least

two persons [whose affidavits  
testifying to the character of the  
applicant and correctness of the  
statements made in this application  
are attached herewith.]

(i).....  
(ii).....

17. I, the undersigned, to whom the foregoing particulars relate, hereby apply to the Secretary to the Government of India in the Ministry of Home Affairs for the grant of a certificate of naturalization by the Central Government.

Station  
Date

Signature.....

*Affidavit to accompany the application for a certificate of naturalization under the Citizenship Act, 1955*

In the matter of the application ..... under the  
Citizenship Act, 1955, I.....S/o  
..... residing at .....make oath  
and say I do solemnly and sincerely affirm that the statements contained in my  
application hereunto annexed are true to the best of my knowledge and belief.

If, at any time before a certificate is issued to me, the accuracy of any of  
the foregoing particulars is affected by an alteration in circumstances, I undertake  
to inform the Secretary to the Government of India in the Ministry of Home  
Affairs in writing forthwith.

Station  
Date

Signature.....

*This declaration must be made before a person who is the solicitor or  
agent of the applicant.*

*Caution - Section 17 of the Citizenship Act, 1955, provides that "Any person  
who, for the purpose of procuring anything to be done or not to be done  
under this Act, knowingly makes any representation which is false in a  
material particular shall be punishable with imprisonment for a term  
which may extend to six months, or with fine, or with both".*

[Affidavits testifying to the character of the applicant and the correctness of  
the statement made in the application.]

(Vide item 16)

In the matter of an application for a certificate of naturalization under the  
Citizen Act, 1955, made by ..... I, .....aged  
.....

Years, by occupation ....., son of  
.....Residing at ....., make  
oath and say/do solemnly and sincerely affirm that I am an Indian citizen  
otherwise than by naturalization; that I am a householder ; that I am not a

solicitor or agent of ....., that I have personal knowledge of and intimate acquaintance with, the said .....for .....years; that the statements contained in his/her application for Naturalization is true to the best of my knowledge and belief.

I support .....’s application for naturalization and I can vouch for his/her good character and loyalty.

Dated.....

Signature.....

Name (in BLOCK LETTERS)

Full postal address.....

.....

In the matter of an application for a certificate of naturalization under the Citizenship Act, 1955, made by ..... I, ..... aged.....Years, by occupation .....son of .....residing at ..... make oath and say/do solemnly and sincerely affirm that I am an Indian citizen otherwise than by naturalization; that I am a householder; that I am not a solicitor or agent of .....; that I have personal knowledge of and intimate acquaintance with, the said ..... for ..... years; that the statements contained in his/her application for naturalization are true to the best of my knowledge and belief.

I support .....’s application for naturalization and I can vouch for his/her good character and loyalty.

Date.....

Signature.....

Name ( in BLOCK LETTERS)

Full postal address.....

.....

Copies of two issues (in triplicate) of a newspaper or newspapers circulating in the district in which the application resides, each contains (clearly marked) an advertisement in the following form should accompany the application.

“ Notice is hereby given that .....of ..... is applying to the Secretary to the Government of India in the Ministry of Home Affairs for naturalization, and that any person who knows any reason why naturalization should not be granted should send a written signed statement of the facts to the said Secretary.”