

**PROFORMA FOR WEBSITE**

<b>Sr. No.</b>	<b>Type of information required</b>	
1.	Name of the Department	Collectorate, Daman
2.	Head of the department/Contact Person	Shri Manoj Kumar Sahoo, IAS, Collectorate, Daman
3.	Contact Address	New Collectorate Building, Dholar, Moti Daman:396 220.
4.	Telephone Numbers	0260 – 2230689, 2230698
5.	Fax Numbers	0260 – 2230689
6.	Email Address	Col-daman-guj@nic.in
7.	Head Of Office	Smt. Chanchal Yadav, IAS Deputy Collector & SDM, Daman
8.	Contact Address	New Collectorate Building, Dholar, Moti Daman:396220
9.	Telephone No	0260-2230922
10.	Fax No	0260-2230689
11.	The brief description about functionality of the department	<ol style="list-style-type: none"> <li>1. Land Matter               <ol style="list-style-type: none"> <li>i. Sale/N.A./Gift/Exchange/ Lease/Mortgage Sub-Division/ Amalgamation/Partition/ Acquisition of land.</li> <li>ii. Appeal under DAPVR</li> <li>iii. Appeal under LRC</li> </ol> </li> <li>2. N.O.C. for storage of Petroleum products/Explosive</li> <li>3. N.O.C. for use of Loud Speaker/ Hold Public Meeting/Rally etc.</li> <li>4. Cases U/s. 133 of Cr. P.C.</li> <li>5. Arm License/ Entertainment Licence for Cinematheatre/ Video Parlour etc.</li> <li>6. Procedure for inclusion/ Transposition/Cancellation/ Correction of names in the Electoral Roll</li> <li>7. Registration of Newspapers</li> <li>8. Nationality Certificate/Indian Citizenship</li> <li>9. Adjudication of Documents for Foreign Power of Attorney</li> <li>10. Natural Calamity/ Flood Control</li> <li>11. Protocol matter</li> <li>12. Civil Supplies matter</li> </ol>
12.	List and description of the services/schemes to the public	----- As above -----
13.	Any other details of public interest not covered in above.	Forms from intending Haj Pilgrims from Daman & Diu are collected and forwarded to the Haj Committee of India, Mumbai
14.	Citizen Charter of the Department	<a href="#">Click Here</a>
15.	All the information sought under RTI Act, Categorically	The application received under RTI are dealt with immediately within the prescribed time-limit.