

**U.T. ADMINISTRATION OF DAMAN AND DIU
OFFICE OF THE BLOCK DEVELOPMENT OFFICER, DIU**

CITIZEN'S CHARTER

Sr.No.	Services / facilities rendered	Procedure	Time Limit	Contact Persons	Whom to contact if no solace is received from the contact person
1	Issue of Senior Citizen Card	Application form, Two Passport size photograph, Ration Card, Blood Group, Birth Certificate	3 days	BDO,DIU	COLLECTOR,DIU
2	SSI of provisional registration	As per check list.	15 days	BDO,DIU	COLLECTOR,DIU
3	SSI of permanent registration	As per check list.	30 days	BDO,DIU	COLLECTOR,DIU
4	Counter signature of Income Certificate and Residence Certificate issued by Village Panchayat	Simple application and Certificate alongwith zerox copy	1 Day	BDO,DIU	COLLECTOR,DIU
5	NOC for electricity and water connection on well	Application has been received from the concerned Village Panchayat alongwith its relevant documents. After verification of talathi report then order will be issued by BDO, Diu to the concerned Village Panchayat.	7 days	BDO,DIU	COLLECTOR,DIU
6	Permission for construction/Reconstruction in rural areas	File has been received from the concerned Village Panchayat.	1 day	BDO,DIU	COLLECTOR,DIU
7	Issue of Permission for Late Registration of Births and Deaths within One Year	Application, Affidavit, Non Availability Certificate, Medical Certificate, Ration Card copy, any other relevant documents	7 days	BDO,DIU	COLLECTOR,DIU
8	Issue of Order for late Registration of births and deaths above one year	Application, Affidavit, Affidavit of four independent witnesses, Non Availability Certificate, Medical Certificate, certificate of occurrence of event, school leaving certificate, any other document.	30 days	BDO,DIU	COLLECTOR,DIU

To,
The DIO(NIC), Collectorate, Diu...with a request to upload Citizen Charter of this block in Diu Website as per the continue this office letter No. BDO/DIU/GEN/2012-2013/658 dated 22/2/2013.


(H.B.Jethwa)

Block Development Officer, Diu