

U.T. ADMINISTRATION OF DAMAN AND DIU
CITIZEN CHARTER OF
OFFICE OF THE CIVIL REGISTRAR CUM SUB-REGISTRAR, EX-
OFFICIO NOTARY PUBLIC, DIU.
THE CIVIL REGISTRAR OFFICE, DIU,

Sr. No.	Service rendered	Procedure	Time limit	Contact person	Whom to contact if no solace is received from the contact person
1	Birth and Death certificate / Teor	Birth and Death certificate / Teor certificate registered prior to 1970 are issued in the office of the Civil Registration on presentation of the application by the applicant alongwith photograph of the applicant duly attested by the Gazetted officer alongwith attested copies of Election card, Passport, Ration card, Driving license, Income Tax Bank Passport etc.	Within A week	The Civil Registrar, Diu.	The Mamlatdar, Diu.
2	Marriage Registration.	The Marriage Registration are completed in two stages. Stage -I) Filing the document of marriage in the office: The documents required are a) Birth certificate of Bride groom. b) Birth certificate of Bride c) Residence certificate issued by the Mamlatdar, Diu/ Sarpanches (issued within Six months.) Between stage I and II, there is a statutory waiting period of 10 days including two Sundays for publication of notice. Stage – II) Actual Registration of a Marriage. The Presence of the Bride-groom, Bride and three witnesses are required for the purpose of Registration of Marriage.		The Civil Registrar, Diu.	The Mamlatdar, Diu.
3	Correction of name in the Birth and Deaths records	Applicants should applied to the concerned Registrar of Birth and Deaths alongwith filled an affidavit of self and two witnesses, alongwith Birth certificate of self and parents alongwith marriage certificate.	20 days	The Civil Registrar, Diu.	The Mamlatdar, Diu.
4	Search of Record:- I) Search of single entry in the first year of which the search is made Rs.2/- II) For every additional year for which the search is continued Rs.2/- III) For granting extract relating to each birth and death Rs.5/- IV) For granting Non Availability certificate for births and deaths Rs.2/-				
Note	Normally duration of issuing of certificate i.e. Birth, Death, Marriage are fixed 8 days.				

THE SUB REGISTRAR, EX-OFFICIO NOTARY PUBLIC, DIU.

Sr. No.	Service rendered	Procedure	Time limit	Contact person	Whom to contact if no solace is received from the contact person
1	Registration of document under the Indian Registration Act, 1908	The presenter, Vendor, Purchaser, alongwith two witnesses and one Identifier: to be present before the Sub-Registrar and present the document for registration. After verification and obtaining the signature of the parties, verifying the stamp duty, the document is accepted and admitted for registration after paying the registration fees.	Within 24 hrs.	The Sub-Registrar Diu.	The Mamlatdar, Diu..
2	Work done under the Notaries Act, 1952. Instruments such as Wills, Declaration of Succession , Adoption, Legitimations.	<p>a) The parties have to take advance appointment with the Notary Public, Ex-officio after retting scrutinized documents like birth / death certificates.</p> <p>b) On the appointed day, the parties have to be present alongwith the proper number of witnesses translator if any and the data and documents required for this work.</p> <p>c) The parties may either convey orally their desire or bring a draft preferably prepared by their lawyer mentioning the details and data to be included in the will.</p> <p>d) The documents should preferably be got verified in advance for inaccuracies and the proper number of witnesses declarants etc. should be brought to the office who are to wait till the whole writing work is concluded, the documents read and their signature taken.</p> <p>e) The line of succession (in case of Deed of Declaration of Succession as per personal law in force) should be got verified in advance by making available all the data about the lineage from the deceased, exact dates of Births, sequence of deaths and production of documents, accurate in all respect.</p>	The same day when the date is fixed.	The Sub-Registrar –Ex-Officio-Notary Public, Diu.	The Mamlatdar, Diu.
Note	Normally duration of issuing of certified copies of deeds, will etc. are fixed 8 days.				

(H.B. JETHWA)
MAMLATDAR AND H.O.
CIVIL/SUB-REGISTRAR OFFICE,
DIU.

OFFICE OF THE CIVIL REGISTRAR CUM SUB-REGISTRAR, EX-OFFICIO NOTARY PUBLIC, DIU.

(i)	The particular of its organization, function and duties: The Civil Registrar-Cum-Sub-Registrar, Ex-officio Notary Public, Diu, The Mamlatdar, Diu as function as Head of Office. Having the capacity strengthen of 3 staff including 2 clerical and 1 Peon. At present the post of peon is likely vacant since 01/03/2011
(II)	The power and duties of its officer and employees: The duties of officer and employees, Finance and Accounts matter, Establishment and Administrative works, handling public grievances etc.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability: <u>(A) CIVIL REGISTRATION:-</u> (i) To register the marriage and issue of marriage certificate. (ii) To issue Birth / Death certificate prior to 1970. (iii) To issue verification authenticity certificate of Birth / death and marriage to Portugal Embassy at Goa. (iv) To prepare Index for marriage registration for every year. <u>(B) SUB-REGISTRAR:-</u> The Sub-Registrar-cum-Notary Public, Diu. The office of Sub-Registrar has to discharge the functions under the Indian Registration Act, 1908 for registering deeds/documents such as Sale Deeds, Gift Deeds, Partition Deeds, Mortgage Deeds, Lease and other Miscellaneous Deeds etc. authenticate power of attorneys, Issue Nil Certificate of Encumbrance and certificate of Encumbrance etc. And the Notary Public has to draw the Wills, Deed of qualification of Heirs, adoption Deeds etc. in Notarial Books, Attest signatures/documents and issue certified copies of wills, deeds etc. from records of office of Notary Public, Diu. In registering the documents, stamp-duty has to be assessed and verified, ledger copies accompanying the original deeds have to be tallied with the original, registration fees has to be assessed and collected and receipt to be issued, entry of deeds has to be made in the day Book, admission of execution of deeds/documents by each and every executants to be verified and to be endorsed/recorded on the deed and signature and full print impression of the executants to be obtained on the deeds and in the Register. Thereafter each any every endorsement on the original deed are to be copied on the ledger copy of the deed, page numbers [paging] are to be machine numbered and registration number to be given in the ledger copy and endorse the same on the Original deeds. Then complete ledger copy is to be compared with the Original mistakes like interlineations, erasures, blanks etc. on the original/ledger copy are to be noted down and signature to be made on each page of the ledger copy. As Notary public, the wills and deeds of qualification of heirs, adoption deeds etc. are required to be drawn/hand-written in original in the Notarial Books and on application, certified copies are to be issued. Separate cash books are to be maintained for Sub-Registrar and Notary Public and receipts are to be credited into Government Treasury (Bank) day-to-day by hallan after like maintenance of registers, correspondence, typing, attending to applicants/public etc.
(iv)	Shri A.D. Chamunda, L.D.C. is issuing TR-5 receipt .
(v)	Shri H.B. Jathwa, Mamlatdar and Public Information office of Civil/Sub-Registrar Office, Diu.