

CITIZEN CHARTER OF MAMLATDAR OFFICE, DIU.

PART A

AT TALATHI LEVEL

Sr. No.	Particulars	Item No.	Papers required for obtaining the documents	Time Limit	Contact Person	Whom to contact if no solace is received from the Contact Person.
1	2	3	4	5	6	7
1.	Issue of copy of Form No. I & XIV.	1	Apply on plain paper with affixed Rs. 1/- court fee stamp to Talathi of concerned Village.	01 day (SSS)	Mamlatdar	Collector
		2	Mention therein Survey No., Sub-Division No. and Village name.			
		3	Pay requisite fee @ Rs. 5/- per copy.			
		4	Talathi will issue the copy within one day.			
2.	Mutation process under Records of Rights.	1	Apply to the Talathi of concerned Village on plain paper under section 96 of the Goa, Daman & Diu Land Revenue Code, 1968 with affixed Rs. 1/- court fee stamp	45 days	Mamlatdar	Collector
		2	Furnish details of acquisition of rights and land acquired with name/ address of Occupants.			
		3	Furnish fresh copy of Form No. I & 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 No. VIII immediately.			
		6	Talathi will issue notice inviting objections if any in Form No. 10 giving 15 days time to all concerned persons whose name figure in Form No. I & XIV by serving it on them or by posting at the addresses available by registered A. D. In case of death of any persons the service of notice can be allowed by publication in the local news papers as substitute service. And also entry made in register of Form No. IX.			

PART B

MAMLATDAR LEVEL

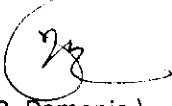
Sr. No.	CERTIFICATE NAME	Item No.	Activity/ Steps	Concern Officer/ Staff	Time Limit	Contact Person	Whom to contact if no solace is received from the Contact Person.
1	2	3	4	5	6	7	8
1.	RESIDENCE	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Birth certificate, School Leaving certificate, Ration Card and proof of Identity.	L.D.C.	7 days (SSS)	Mamlatdar	Collector
		2	Distributes applications to concerned Talathi	L.D.C.			
		3	Receives all applications from L.D.C.	Talathi			
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			
		6	Send to Aval Karkun for verification.	Mamlatdar through peon			
		7	Verification done by A.K.	A.K.			
		8	Forwards to the L.D.C.	A.K. through peon			
		9	Types certificate	L.D.C.			
		10	Send to Mamlatdar for Signature.	Peon			
		11	Sign the certificates	Mamlatdar			
		12	L.D.C. collects certificates , giving outward & certificate Number and hand over to the applicant.	L.D.C.			
2.	DOMICILE	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Birth certificate, School Leaving certificate, Ration Card and proof of Identity.	U.D.C.	7 days (SSS)	Mamlatdar	Collector
		2	Distributes applications to concerned Talathi	U.D.C.			
		3	Recives all applications from L.D.C.	Talathi			
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			
		6	Send to Aval Karkun for verification.	Mamlatdar through peon			
		7	Verification done by A.K.	A.K.			
		8	Forwards to the L.D.C.	A.K. through			

				peon			
		9	Types certificate	U.D.C.			
		10	Send to Mamlatdar for Signature.	Peon			
		11	Sign the certificates	Mamlatdar			
		12	L.D.C./ U.D.C. collects certificates , giving outward & certificate Number and hand over to the applicant.	L.D.C./ U.D.C.			
3	CASTE	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Birth certificate, Father's Birth certificate , School Leaving certificate, Ration Card Certificate of Community and proof of Identity.	U.D.C.	7days (SSS)	Mamlatdar	Collector
		2	Distributes applications to concerned Talathi	U.D.C.			
		3	Receives all applications from U.D.C.	Talathi			
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			
		6	Send to Aval Karkun for verification.	Mamlatdar through peon			
		7	Verification done by A.K.	A.K			
		8	Forwards to the L.D.C.	A.K. through peon			
		9	Types certificate	U.D.C.			
		10	Send to Mamlatdar for Signature.	Peon			
		11	Sign the certificates	Mamlatdar			
		12	L.D.C./ U.D.C. collects certificates , giving outward & certificate Number and hand over to the applicant.	L.D.C./ U.D.C.			
4.	O.B.C	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Birth certificate, Father's Birth certificate , School Leaving certificate, Ration Card Certificate of Community, Income certificate and proof of Identity.	U.D.C.	15 days (SSS)	Mamlatdar	Collector
		2	Distributes applications to concerned Talathi	U.D.C.			
		3	Receives all applications from U.D.C.	Talathi			
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			

		6	Send to Aval Karkun for verification.	Mamlatdar through peon			
		7	Verification done by A.K.	A.K.			
		8	Forwards to the L.D.C.	A.K. through peon			
		9	Types certificate	U.D.C.			
		10	Send to Mamlatdar for Signature.	Peon			
		11	Sign the certificates	Mamlatdar			
		12	L.D.C./ U.D.C. collects certificates , giving outward & certificate Number and hand over to the applicant.	L.D.C./ U.D.C.			
5.	INCOME	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Birth certificate, School Leaving certificate, Ration Card, proof of Income and proof of Identity.	L.D.C.	7 days (SSS)	Mamlatdar	Collector
		2	Distributes applications to concerned Talathi	L.D.C.			
		3	Receives all applications from L.D.C.	Talathi			
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			
		6	Send to Aval Karkun for verification.	Mamlatdar through peon			
		7	Verification done by A.K.	A.K.			
		8	Forwards to the L.D.C.	A.K. through peon			
		9	Types certificate	L.D.C.			
		10	Send to Mamlatdar for Signature.	Peon			
		11	Sign the certificates	Mamlatdar			
		12	L.D.C. collects certificates , giving outward & certificate Number and hand over to the applicant.	L.D.C.			
6.	SOLVENCY	1	Apply on plain paper to the Mamlatdar with affixed Rs. 1/- court fee stamp giving complete residential address and purpose for which the said certificate is required.	Inward of L.D.C.	15 Days.	Mamlatdar	Collector
		2	Furnish details of ownership of immovable properties giving correct Survey numbers and place where the land / property situated.				
		3	Attached attested 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				

			cash he does not own any immovable property.				
		4	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		5	Reports to the Mamlatdar	Talathi			
		6	Solvency Certificate up to Rs. 1,00,000/- 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 Deputy 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 the application accordingly.	Through the U.D.C.			
7.	DEPENDENT	1	Receive application from applicants in prescribed Forms with affixed Rs. 1/- court fee stamp along with an affidavit, attested copies of Death certificate, Birth certificate, School Leaving certificate, Ration Card, proof of dependent and proof of Identity.	Inward of L.D.C.	7 Days	Mamlatdar	Collector
		2	Enclosed an affidavit giving details of the Family members.				
		3	Distributes applications to concerned Talathi	U.D.C.			
		4	Receives all applications from U.D.C.	Talathi			
		5	Records Statements of applicants and if required asks for necessary documents.	Talathi			
		6	Reports to the Mamlatdar	Talathi			
		7	On receipt of the above report from the Talathi the Dependent Certificate will be issued.	Through U.D.C.			
8.	CHARACTER	1.	Apply on plain paper to the Mamlatdar with affixed Rs. 1/- court fee stamp	Inward of L.D.C.	As per report of Sub-Divisional Police Officer, Diu.	Mamlatdar	Collector
		2	An affidavit, attested copies of Birth certificates, Ration card, School Leaving Certificate, Govt. Memorandum and Proof of Identity.				
		3	Verification report will be obtained from concerned Police authorities.				
		4.	Thereafter Character Certificate will be issued within 2 days.	Through U.D.C.			

9.	Endorsement of Documents for obtaining Portuguese Passport.	1	<p>As per procedure laid down and the application in plain paper with affixed Rs.1/- court fee stamp along with supporting documents, as notified by the Home Department, Secretariat, Daman on receipt in this office, the documents submitted for endorsement are put in individual file processed and attested within 2 days.</p> <p>Thereafter individual files are sent to Deputy Collector, Diu for further attestation.</p> <p>After receipt of documents Duly attested from the Office of the Deputy Collector, Diu, these documents are handed over to the applicants on the same day.</p>	L.D.C.	7 days.		
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 (D. R. Damania)
 Mamlatdar, Diu.