

U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND  
DAMAN & DIU



ZOLAWADI VILLAGE PANCHAYAT,  
O/o. THE ZOLAWADI VILLAGE PANCHAYAT  
KEVDI – DIU, 362571.



Phone no:- 02875-277477

Email :- [vpzol-diu-dd@nic.in](mailto:vpzol-diu-dd@nic.in)

❖ **Service name:** Issuance of Establishment/Commercial/trade License (Big Industry, Hotel, Petrol Pump, Bar-Restaurant, Poultry Farm, Shop, etc...)

❖ **Essential/Required Documents:**

- Application
- Ownership documents i.e. site plan/Sale deed copy/approved plan copy –4 Copies
- Blue Pint/Plan of shop/establishment– 4 copies
- Rent Agreement (In case concerned is not an owner)
- Photo ID Proof and Resident ID Proof

❖ **Time Limit:** 15 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Village Panchayat Secretary	Block Development Officer	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 15 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

Sign and Stamp



आओ जल बचाने का करे संकल्प  
बेटी बचाओ बेटी पढाओ



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❖ Service name :Issue of NOC for Light and Water

❖ Essential/Required Documents:

- Simple Application.
- Site Plan and 1/14 Nakal
- Affidavit / Undertaking
- House Tax Receipt
- Photo ID Proof and Resident ID Proof

❖ Time Limit: 05 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Village Panchayat Secretary	Block Development Officer	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 05 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ Service name :New Birth Registration

❖ Essential/Required Documents:

- Form No. 1
- Birth Report
- Copy of Aadhaar Card (Mother & Father)
- Copy of Marriage Certificate (Mother & Father)
- Copy of Election Card (Mother & Father)

❖ Time Limit: 03 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Registrar of Birth & Death and V.P. Secretary	Additional District Registrar and BDO, Diu	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 03 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ Service name :New Death Registration

❖ Essential/Required Documents:

- Form No. 2
- Death Report
- Medical Certificate of Cause of Death
- Copy of Aadhaar & Election Card

❖ Time Limit: 03 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Registrar of Birth & Death and V.P. Secretary	Additional District Registrar and BDO, Diu	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 03 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ Service name :Issue of Birth & Death Certificate.

❖ Essential/Required Documents:

➤ Application in Prescribed format.

❖ Time Limit: 02 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Registrar of Birth & Death and V.P. Secretary	Additional District Registrar and BDO, Diu	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 02 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ **Service name** :Issue of Non Availability Certificate for Birth and Death  
(Within one year)

❖ **Essential/Required Documents:**

- Application.
- Affidavit applicant.
- Medical Certificate
- Photo ID Proof and Resident ID Proof

❖ **Time Limit:** 05 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Registrar of Birth & Death and V.P. Secretary	Additional District Registrar and BDO, Diu	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 05 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ **Service name :Issue of Non Availability Certificate for Birth and Death(Within one year Above)**

❖ **Essential/Required Documents:**

- Application.
- Affidavit applicant.
- Affidavit four witness
- Medical Certificate
- School Leaving Certificate
- Police Verification Certificate
- Photo ID Proof and Resident ID Proof

❖ **Time Limit:** 07 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Registrar of Birth & Death and V.P. Secretary	Additional District Registrar and BDO, Diu	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 07 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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❖ **Service name :Issue of Residence Certificate**

❖ **Essential/Required Documents:**

- Application prescribed format
- Self-attested Xerox Copies of Birth Certificate
- Photo ID Proof and Resident ID Proof
- School Leaving Certificate and any other document as proof of Resident
- In case Applicant born in outside of Diu District an Affidavit me by Applicant.

❖ **Time Limit:** 03 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Village Panchayat Secretary	Block Development Officer	Chief Executive Officer, District Panchayat

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❖ **Service name :Issue of Temporary Permission** (Shop, Tent, Harti-Farti Lari, Photographer, Garage etc...)

❖ **Essential/Required Documents:**

- Simple Application.
- Site Plan and 1/14 Nakal
- Affidavit / Undertaking
- House Tax Receipt
- Photo ID Proof and Resident ID Proof

❖ **Time Limit:** 07 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Village Panchayat Secretary	Block Development Officer	Chief Executive Officer, District Panchayat

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❖ Service name :Issue of Any Other Certificate

❖ Essential/Required Documents:

- Simple Application
- Birth Certificate
- Ration Card / Samaj no Dakhlo
- Photo ID Proof and Resident ID Proof

❖ Time Limit: 03 days from the date of submission of application.

Contact person	First Appellate Authority	Second Appellate Authority
Village Panchayat Secretary	Block Development Officer	Chief Executive Officer, District Panchayat

In case applicant does not get any reply from Village Panchayat within 03 days, application to BDO has to be made and BDO has to dispose it off in another 07 days. In case no reply is received from BDO office, concerned person can approach Chief Executive Officer.

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