

OFFICE OF THE CIVIL REGISTRAR -CUM- SUB REGISTRAR
DIU
RIGHT TO INFORMATION ACT 2005
(SECTION 4)
PUBLICATION OF 17 MANUALS

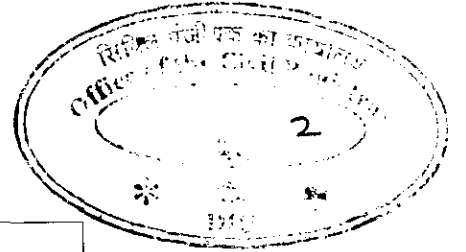
Dated : 15/05/2014.

SUO-MOTU PUBLICATION
MANUAL-1

The Particular of its Organisation, Functions and Duties :

Functions of the Department:-

1. Scrutiny of stamp duty as per market value.
2. To make Daily Receipt of SR manually
3. Scrutinizing of Documents & writing of endorsements Documents.
4. Scrutiny of Power of Attorney & writing of endorsements and maintain of register.
5. Registration of Marriage
6. Preparation of New Marriage Certificates & Issue.
7. Preparation of Marriage Notice.
8. Registration of Will/Notary works.
9. Conducting searches in Birth / Death & Marriage Register.
10. Preparation of Birth & Marriage Certificates & Issue of the same.
12. Preparation and Zerox of Birth Teor / Marriage Teor.
13. **Issuing Statement showing the Sales Statistics.**
14. **E-stamping Certificate verification &locking.**
15. **Preparing Search Receipt.**
16. **Preparation of Encumbrance / Nil Encumbrance certificates.**
17. **Signature on T.P. Book & Documents.**
18. **Issue of Xerox Certified copies.**
19. **Return of Original Documents & Power of Attorney.**



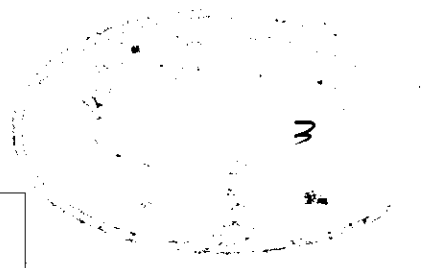
Postal Address:

**Office of the Civil Registrar,
Collectorate Building,
Fort Road, Diu**

**Office of the Sub Registrar,
Old Court Building,
Firangiwada, Diu.
Pin Code - 396 220**

WORKING HOURS

**Monday to Friday: 09:30 AM to 1:30 P.M.
1:30 P.M. to 2:00 P.M. LUNCH BREAK
2:00 P.M TO 6:00 P.M.**

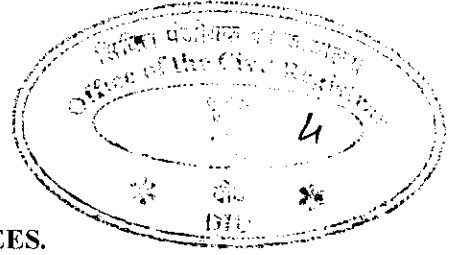


Organization Chart:

MAMLATDAR, DIU AND-
CIVIL REGISTRAR-CUM- SUB REGSITRAR

3
L. D. C.

PEON
Vacant

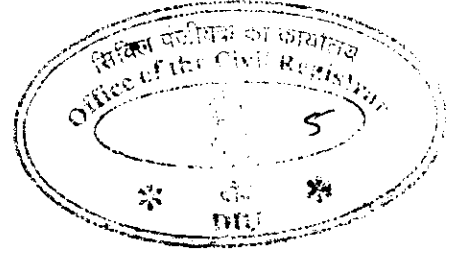


MANUAL-2

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

The distribution of work among the staff of CRSR Department are made as under:-

| Sr. No | Name of Official & Designation | Work allotted |
|--------|---|--|
| 1. | Shri Anesh D. Chamunda, Auxiliary / L.D.C. | 1. Preparation of salary Bills & FVC Bills 2. All Typing work 3. Operating Garvi Software 4. To collect Cheque from the Account Office & Credit in the respective Bank Account Holder 5. monthly statement & all typing work 6. Preparation of TDS Chalan. 7. Outward of Letters & Files. 8. Establishment correspondence 9. Hindi Correspondence 10. preparation of Marriage Notice 11. Preparation of New marriage Certificates & Issue 12. Registration of Marriage & Maintaining Marriage Register 13. Conducting searches in Birth/Death & Marriage Register. 14. Preparatum of Birth & Marriage Certificate & issue of the same 15. Preparation of zerox of Birth Teor/Marriage Teor 16. To Maintain Bill Register 17. To maintain Chalan Register 18. Preparation of Daily Chalan 19. GFR-9 Form TR-29 20. Dead Stock Register 21. Cheque Register 22. Stamp Register(Postal Stamp) 23. Correspondence of Accounts Matter. |
| 2. | Smt. Anita D' Souza, Auxiliary / L.D.C. | 1. Scrutiny of stamp duty as per market value 2. To make Daily Receipt of SR Manually 3. Preparation of Daily Chalan 4. Scrutinizing of Documents & typing of Endorsements Documents 5. Scrutiny of power of Attorney & Typing of endorsements 6. Registration of will/Notarial Works 7. Maintaing of Will Register 8. Preparing search Reccipt 9. Preparation of Encumbrance/Nil Encumbrance Certificate 10. Numbering/ of Documents 11. Issue of Certified copies. 12. Return of Original Documents & Power of Attorney |
| 3. | Smt. Zarina Brito, Assistant / L.D.C. | 1. Dead stock Register 2. FVC Bill 3. Cash Book 4. To Maintain outward/Inwards & File 5. Maintan Register of Power 6. Sales Statistics & all typing work 7. signature on T.P. Book & signature on T.P. Book & Documents 8. To Maintain Day Book 9. Stamping on various type of documents |



MANUAL 3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

- a) All the routine matters, after being presented by concerned dealing person are decided and disposed off by the Head of the Department.
- b) Matters involving the policy issues and the references received are to be referred to Ministries of Govt. of India after approval from the Hon' ble Collector, Diu.

MANUAL-4

The norms set by it for discharge of its functions:

Already shown through Department Citizen Charter

MANUAL-5

The rules, regulations, instructions, manuals and records, held by it or Under its control or used by its employees for discharging its functions .

- Rules: (a) The Goa, Daman & Diu Land Revenue Code, 1968.
- (b) The Indian Registration Act, 1908
 - (c) The Indian Stamp Act-1899
 - (d) The Civil Registration Code made effective from 1914.

Manuals: Manual of Goa Laws.



MANUAL- 6

A Statement of the categories of documents that are held by it or under its control :

Types of Documents maintained by the Office of the Civil Registrar -cum- Sub Registrar, Diu are as follows:-

- (1) Thumb impression Register.
- (2) Power of Attorney Register.
- (3) Marriage Register.
- (4) Outward Register of Marriage Certificates, Birth Certificates & Death Certificates issued.
- (5) Register of Notary Works (Will, Adoption and Succession Deed -cum- Qualification of Heirs).
- (6) I.T. Documents Register with PAN Details.
- (7) Register of Registered Society.
- (8) Day Book Register
- (9) E-stamping Certificate verification & locking list Register

| Sr.No. | Type of Documents | Description |
|--------|-------------------------------|---|
| 1. | Form "T" | This form is the Receipt of Registration of Documents |
| 2. | Form No. 5 | Birth Certificate |
| 3. | Form No. 18 | This form is for Non Availability Certificate of Birth |
| 4. | Form No.1 | This Form is the Application Form for Search or certified Copy of Documents |
| 5. | Registers and Notary Services | This Form is the Receipt of Notary work fees. |



MANUAL-7

The particulars of any arrangement that exists for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof:

N. A.

MANUAL -8

A statement of the boards, councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards , councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:

N. A.

MANUAL-9

A directory of its officers and employees

The directory of its officers and employees office of the Civil Registrar-Cum-Sub Registrar, Diu

| Sr. No. | Name of the posts | No. of post | Post filled | Post Vacant | Remarks |
|---------|---|-------------|-------------|-------------|---------|
| 1. | Civil Registrar-Cum-Sub Registrar & Notary Ex-Officio Diu | -- | -- | -- | -- |
| 2. | L.D.C. | 03 | 03 | -- | -- |
| 3. | Peon | 01 | -- | 01 | |



MANUAL-10

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

| Sr. No | Name | Designation | Pay Band with Grade Pay | Remarks |
|--------|------------------------|-------------|----------------------------------|---------|
| 01 | Shri Anesh D. Chamunda | L.D.C. | PB-2 Rs.5300-20200 GP Rs.2000 | -- |
| 02 | Smt. Anita D;Souza | L.D.C. | PB-2 Rs.5300-20200 GP Rs.2000 | -- |
| 03 | Smt. Zarina brito | L.D.C. | PB-2 Rs.5300-20200 GP Rs.2000 | -- |



MANUAL-11

The budget allotted to each of its agency ,including the particulars of all Non Plan proposed expenditure and reports on disbursement made:

Budget Allocation for the financial year 2014-15

| 2030 - Non Plan, (in thousands) | |
|---|---------|
| 2030 - Stamps & Registration | |
| 03 - Registration | |
| 001 - Direction & Administration | |
| 02 - Daman & Diu | |
| 02.00.01 -Salaries | Rs.900 |
| 02.00.02 -Wages | Rs. 20 |
| 02.00.06 -Medical Treatment | Rs. 10 |
| 02.00.11 -Domestic Travel Expenses | Rs. 10 |
| 02.00.13 -Office Expenses | Rs. 200 |

MANUAL -12

The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs.

This department has not executed any subsidy programs.

MANUAL -13

Particulars of recipients of concessions, permits or authorizations granted by it.
There are no such concessions, permits granted by this department.



MANUAL -14

Details in respect of the information, available to or held by it, reduced in an electronic form.

N. A.

MANUAL -15

The particulars of facilities available to citizens for obtaining information ,including the working hours of a library or reading room, if maintained for public use :

NIL

MANUAL-16

The names ,designation and other particulars of the Public information Officers:

Shri. D. R. Damania, Mamlatdar, Diu & Civil Registrar -cum- Sub Registrar & Notary
Ex-Officio, Diu
Address: Old Collectorate office,
Firangiwada, Diu
Office telephone No.(02875 252145)

MANUAL -17

Such other information as may be prescribed, and thereafter update these publications every year.

NIL

(D. R. DAMANIA)
MAMLATDAR, DIU & H.O.
CIVIL REGISTRAR -CUM- SUB REGISTRAR,
EX-OFFICIO NOTARY PUBLIC,DIU