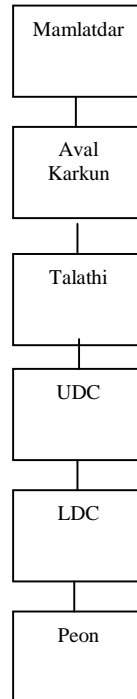


SUO MOTO INFORMATION UNDER RTI.
MAMLATDAR OFFICE, DIU

Manual – I

The Particulars of its organization functions and duties
Mamlatdar Office Structure :- Diu.



There are 5 saza (namely: Vanakbara, Saudwadi, Bucharwada, Zolawadi & Diu saza in Diu at Saza level there are total 3 Talathis in Diu,

Functions of the Department :-

1. Issue of Record of Rights (Form 1 & XIV) to the citizen

2. Land Mutation in the Record of Rights.

3. Collection of land revenue and other dues.
4. Issuing of Birth & Death Order.
5. Dealing with the Chapter cases under section 107,109,110, & 145 Cr. PC under the power of Executive Magistrate.
6. Crop Registration in the Register of cultivators (Form XIV)
7. Issuance of various certificates viz Domicile, solvency, caste etc.
8. Endorsement of documents
9. Executing Affidavit.

Manual – 2.

The Powers and duties of this officers and employees

- Mamlatdar functions under the land Revenue Code, 1968
- Mamlatdar is also declared as the Executive Magistrate for the Rural area.
- Mamlatdar issue various type of Certificate.
- Mamlatdar is also issuing authority of various certificate viz Domicile Certificate, Income certificate, Caste Certificate, Residence Certificate, O.B.C., Certificate, Non creamy Layer Certificate, Valuation Certificate, Solvency certificate, Family Certificate and Character Certificate.

Manual – 3.

The procedures followed in the decision making process, Including channels of supervision and accountability.

Function :- 1. Issue Record of Rights (Form 1 & XIV) to the citizen

Process:

1. Citizen submits application to the Talathi to obtain Record of Rights for his land Parcel.
2. Talathi Checks the following details in the application – Village name, Survey number, Sub-division number.
3. A processing fees of Rs. 5 is charged to the citizen.
4. Copy of Record of Rights is issued to the citizen within a day.

Function : 2. Land Mutation in the Record of Rights.

Process:

1. Citizen submits the Land Mutation application to Talathi on plain Paper under section 96 of The Goa Land Recovery Code, 1968.
2. Details of the land acquired and name /address of occupants tenants, and Other right holders are provided.
3. Fresh copy of R.R (Form no. I and XIV) of the property acquired is furnished.
4. Certified copy of sale deed/gift deed/succession deed or any such document through which right to the property has been acquired is furnished.
5. Talathi checks the Survey and Sub-division number of the land parcel.
6. Talathi issues the receipt of acknowledgement of mutation application in Form VIII immediately.

7. Talathi issues notice inviting objections, if any in Form No. X giving 15 Days time to all the persons whose name figure in Form 1 and XIV by serving it on them or by posting at the address available by Registered post.
8. In case of death of any person or if the Talathi is not able to get the address of the affected parties, the service of notice can be allowed by publication in the local news papers as substitute service.
9. If no objection is received then the entries are certified by the Mamlatdar of the Taluka after due verification is done by the Aval Karkun.
10. In case of dispute/or not dispute the Mamlatdar issued Form XI to Talathi for informing the parties about hearing date and Time . The Talathi informs the parties in Form XII accordingly.
11. Entry is made in dispute register and Mamlatdar does the hearing with the parties (complainant as well as the applicant) If Mamlatdar decided to reject the Mutation then a Mutation as rejected.
12. After a Mutation is certified, Mamlatdar authorizes the Mutation.

Function : 3. Crop registration in the Register of Cultivators (Form-XIV)

Process :

1. Talathi gives a notice to the cultivator/farmer for making registration in the cultivators register.
2. Thereafter, the Talathi publishes a notice in the Village, Panchayat, Public Place etc. regarding the crops grown by the cultivators as recorded as recorded in Form I & XIV.
3. Talathi then visits the field to verify the cultivation carried out and upon satisfaction he makes the entries in the appropriate column of Form XIV

Manual – 4.

The norms set by if the 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 The Goa, Daman & Diu land Revenue Code , 1968

Manuel :- Manuel Goa laws.

Manuel :- 6

A statement of the categories of documents that are held by it or under its control.

Types of documents maintained by the Mamlatdar Office – Diu as Follows :-

Sr. No.	Type of Documents	Description	Volume (a) Mamlatdar, Diu
1.	Form 1 & 14	Record of Rights –This record has details such Name of the field, Survey No., Sub Division No., Village/Taluka, Name, Name of the Occupant/Tenant, details of Cultivable & Non-Cultivable area, details of cropped area etc.	14000 (Approx)
2.	Form 9	Mutation register-This record has all the details pertaining to land mutation such as last mutation no, mutation history, occupants history etc..	Total Survey No. _____
3.	Form 5	Dispute register –The details related to any land mutation dispute will be entered in this register.	This is process Register.
4.	Form 8	Mutation acknowledgement form - This is issued by the Talathi of the applicant.	This is process documents, which is given to the applicant
5.	Form No 10	Mutation notice form – This is issued by the Talathi to the	This is process documents, which is given to the

		concerned people for inviting any objections.	concerned People for a Particular Mutation
6.	Form 11	This form is issued by the Mamlatdar to the respective Talathi if there is any objection/received form the concerned people. The form has date and time of hearing of such disputes.	This a process documents
7.	Form 12	This form is issued by concerned Talathi to the applicant and complainant for inviting them for the hearing.	This a process documents

Manual :-7

The particulars of any arrangement that the exist for constaltation with or preparation by, the member of the public in relation to the formulation of its policy or implementation thereof.

M/s. PWC (pricewaterhousecoopers)has been appointed as department consultants for NLRMP MMP.

Manual – 8.

N. A.

Manual – 9.

The Directory of its Officers and employees of the Department of Mamlatdar, Diu.

Sr. No.	Designation	Nos.
01.	Mamlatdar	1.
02.	Aval Karkun	1.
03.	Talathis	3
04.	U. D. C.	2.
05.	L. D. C.	1.
06.	Multi Tasking Staff	1.

The Telephone No. and Fax No. of the Office is as under :-

(a) Telephone No. 02875 252145.

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Sr. No.	Name	Designation	Contact No.	Salary
1.	D. R. DAMANIA	Mamlatdar, Diu	9824137111	40780/-
2.	L. D. Chamunda	Aval Karkun	9727378026	39070/-
3.	R. K. Bamanian	Talathi	9586138855	24966/-
4.	A. K. Vala	Talathi	9408558780	17680/-
5.	S. N. Solanki	Talathi	9898302130	17680/-
6.	V. B. Solanki	U. D. C.	8347392935	26880/-
7.	D. V. Jethwa	U. D. C.	9904536631	24920/-
8.	M. D. Solanki	L. D. C.	9913216183	17841/-
9.	J. H. Mansuri	Multi Tasking Staff	9913216183	22755/-

Manual – 11

Year Budget Allocation

2012-13

Budget Head Amount.

2053 - Non Plan

 Dist. Administration

 093 Dist. Establishment

 07 Daman & Diu

07.00.01 Salaries

07.00.11 Domestic Travel

07.00.13 Office Expenses

Manual -12

The Department does not deal with any subsidy programme.

Manual – 13

NIL

Manual – 14

The forms are available at Election Cell.

Manual -15

Already done

Manual – 16

The names designations and other particulars of the Public Information Officer :-

Name :- **Mr. D. R. DAMANIA**

Contact No. **9824137111**

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NIL

(D. R. DAMANIA)
MAMLATDAR, DIU