

# Citizen Charter Block Development Office

## Daman

Sr. No	Services/facilities rendered	Procedures	Time Limits	Contact/dealing Persons	Whom to contact if no solace is received from the contact persons.
01.	For obtaining Birth & Death Certificate	1. Application addressed to Registrar of Birth & Death/Village Panchayat Secretary.	Within a week	Village Panchayat Secretary	BDO
02.	For Residence Certificate	1. Application in the prescribed format addressed to Sarpanch. 2. Affidavit. 3. Self attested Xerox copies Birth Certificate, Ration Card, and School Leaving Certificate, or any other documents as proof of residence.	Within a week	Village Panchayat Secretary/Sarpanch	BDO
03.	For Income Certificate	1. Application in the prescribed format addressed to Sarpanch. 2. Affidavit. 3. Self attested Xerox copies Birth Certificate, Ration Card, and School Leaving Certificate or any other documents as proof of residence.	Within a week	Village Panchayat Secretary/Sarpanch	BDO
04.	NOC for electricity and Water connection and for shop establishment	1. Application addressed to Sarpanch. 2. Paid House Tax receipt. 3. License of establishment or Rent agreement. 4. Election Card.	Within a week	Village Panchayat Secretary/Sarpanch	BDO
05.	For permission for construction/re-construction	1. Application addressed to Sarpanch. 2. Document of Ownership. 3. Site Plan, construction plan as required under the rules; Approval of Technical Officer, Architect Planner, BDO.	Within a week	Village Panchayat Secretary/Sarpanch	BDO
06.	Non availability certificate of Births and Deaths events	1. Application 2. Affidavit, 3. Leaving Certificate. 4. Ration Card.	Within a week	Village Panchayat Secretary/Sarpanch	BDO

07.	Issue of permission for late Registration of Births and Deaths within one year.	<ol style="list-style-type: none"> <li>1. Application</li> <li>2. Affidavit.</li> <li>3. Non Availability Certificate</li> <li>4. Janmotary/Medical Certificate.</li> <li>5. Ration Card or other relevant documents.</li> </ol>	After verification reports One week	Stastical Assistant	BDO
08.	Issue of permission for late Registration of Births and Deaths above one year.	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Affidavit.</li> <li>3. Non Availability Certificate</li> <li>4. Certificate of Occurrence of event.</li> <li>5. School Leaving Certificate.</li> <li>6. Ration Card or other relevant documents.</li> </ol>	After verification reports One week	Stastical Assistant	BDO
09.	Counter signature on Income Certificate and Residence Certificate issued by Village Panchayats.	<ol style="list-style-type: none"> <li>1. Ration Card.</li> <li>2. Affidavit.</li> </ol>	Two days	Extension Officer (VP)	BDO
10.	Family Pension to old age.	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Two passport size photograph.</li> <li>3. Income Certificate.</li> <li>4. Certificate of Health Officer, PHC for age/birth certificate.</li> <li>5. Residential Certificate.</li> <li>6. Domicile Certificate.</li> </ol>	After verification reports One week	Mukhya Sevika/S.A.	BDO
11.	Family Widow pension	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Two passport size photograph.</li> <li>3. Income Certificate.</li> <li>4. Death Certificate of her Husband.</li> <li>5. Residential Certificate.</li> <li>6. Domicile Certificate.</li> </ol>	After verification reports One week	Mukhya Sevika/S.A.	BDO
12.	Welfare of Physically handicapped.	<ol style="list-style-type: none"> <li>1. Application in the prescribed format.</li> <li>2. Two passport size photograph.</li> <li>3. Income Certificate.</li> <li>4. Certificate of Health Officer, PHC for Handicap certificate.</li> <li>5. Residential Certificate.</li> <li>6. Domicile Certificate.</li> </ol>	After verification reports One week	Mukhya Sevika/S.A.	BDO