

PART A
AT TALATHI LEVEL

Sr. No.	Particulars	Item No.	Papers required for obtaining the documents	Time Limit
1.	A COPY OF FORM I AND XIV	1	Apply on plain paper to Talathi of concerned Village.	Within 01 day under Samay Sudhini Seva (SSS).
		2	Mention therein the Survey Number, Sub- Division Number and Village name.	
		3	Pay Requisite fee @ Rs. 5/- per copy.	
		4	Talathi will issue the copy within one day.	
2.	MUTATION IN THE RECORD OF RIGHTS	1	Apply to the Talathi of Village on plain paper under section 96 of the Goa Land Revenue Code, 1968.	45 days
		2	Furnish details of acquisition of rights and land acquired with name / address of Occupants.	
		3	Furnish fresh copy of Form No. I and 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 acknowledgment of application in Form VIII immediately.	
		6	Talathi will issue notice inviting objections if any in Form No. X giving 15 days time to all the persons whose name figure in Form I and 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.	
		7	He will than issue Form XII informing the parties about certification.	
		8	The entries are certified by the Mamlatdar of the Taluka after due verification is done by the Circle Inspectors.	
		9	In case of dispute the entries are made in dispute register and decided by the Certifying officer by notifying the complainant as well as the applicant and hearing both of them.	
		10	The Process will take minimum 45 days	
3.	CROP REGISTRATION IN THE REGISTER OF CULTIVATORS (FORM XIV)	1	The Talathi has to give a notice to the cultivators/ farmer for making Registration in the cultivators register.	20 days
		2	Thereafter the Talathi publishes a notice in the Village, at Panchayat, Public place etc. regarding the crops grown by the cultivators as recorded in Form I and XIV.	
		3	Talathi has to visit the field to verify the cultivation carried out and on being satisfied he has to make the entries in the appropriate column of Form XIV.	
		4	The recording of the crops is done for Kharif and Raingon seasons.	

PART B

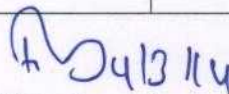
MAMLATDAR LEVEL

Certificate Name	Sr. No.	Activity / Steps	Concern Officer / Staff	No. of days required
1. RESIDENCE CERTIFICATE	1	Receives applications from applicants	L.D.C.	7 days under Samay Sudhini Seva (SSS).
	2	Distributes applications to concern Talathi	L.D.C.	
	3	Receives all applications from LDC	Talathi	
	4	Records Statements of applicants & if required asks for necessary Documents	Talathi	
	5	Reports to the Mamlatdar	Mamlatdar	
	6	Approval of the Mamlatdar	Mamlatdar	
	7	Sends it to the Circle Inspector	Peon	
	8	Verification done by Circle Inspector	Circle Inspector	
	9	Forwards it to the U.D.C.	Peon	
	10	Types Certificate	U.D.C	
	11	Sends it to Mamlatdar	Peon	
	12	Signs the certificate	Mamlatdar	
	13	LDC collects Certificates & Outwards	L.D.C.	
	14	Hands over it to the applicant		
2. DOMICILE CERTIFICATE	1	Receives applications from applicants	L.D.C.	7 days under Samay Sudhini Seva (SSS).
	2	Distributes applications to concern Talathi	L.D.C.	
	3	Receives all applications from LDC	Talathi	
	4	Records Statements of applicants & if required asks for necessary Documents	Talathi	
	5	Reports to the Mamlatdar	Mamlatdar	
	6	Approval of the Mamlatdar	Mamlatdar	
	7	Sends it to the Circle Inspector	Peon	
	8	Verification done by Circle Inspector	Circle Inspector	
	9	Forwards it to the U.D.C.	Peon	
	10	Types Certificate	U.D.C	
	11	Sends it to Mamlatdar	Peon	
	12	Signs the certificate	Mamlatdar	
	13	LDC collects Certificates & Outwards	L.D.C.	
	14	Hands over it to the applicant		

3	CASTE CERTIFICATE	1	Receives applications from applicants	L.D.C.	7 days under Samay Sudhini Seva (SSS).
		2	Distributes applications to concern Talathi	L.D.C.	
		3	Receives all applications from LDC	Talathi	
		4	Records Statements of applicants & if required asks for necessary Documents	Talathi	
		5	Reports to the Mamlatdar	Mamlatdar	
		6	Approval of the Mamlatdar	Mamlatdar	
		7	Sends it to the Circle Inspector	Peon	
		8	Verification done by Circle Inspector	Circle Inspector	
		9	Forwards it to the U.D.C.	Peon	
		10	Types Certificate	U.D.C	
		11	Sends it to Mamlatdar	Peon	
		12	Signs the certificate	Mamlatdar	
		13	LDC collects Certificates & Outwards	L.D.C.	
		14	Hands over it to the applicant		
4	INCOME CERTIFICATE	1	Receives applications from applicants	L.D.C.	7 days under Samay Sudhini Seva (SSS).
		2	Distributes applications to concern Talathi	L.D.C.	
		3	Receives all applications from LDC	Talathi	
		4	Records Statements of applicants & if required asks for necessary Documents	Talathi	
		5	Reports to the Mamlatdar	Mamlatdar	
		6	Approval of the Mamlatdar	Mamlatdar	
		7	Sends it to the Circle Inspector	Peon	
		8	Verification done by Circle Inspector	Circle Inspector	
		9	Forwards it to the U.D.C.	Peon	
		10	Types Certificate	U.D.C	
		11	Sends it to Mamlatdar	Peon	
		12	Signs the certificate	Mamlatdar	
		13	LDC collects Certificates & Outwards	L.D.C.	
		14	Hands over it to the applicant		
5	OBC CERTIFICATE	1	Receives applications from applicants	L.D.C.	15 days under Samay Sudhini Seva (SSS).
		2	Distributes applications to concern Talathi	L.D.C.	
		3	Receives all applications from LDC	Talathi	
		4	Records Statements of applicants & if required asks for necessary Documents	Talathi	
		5	Reports to the Mamlatdar	Mamlatdar	
		6	Approval of the Mamlatdar	Mamlatdar	
		7	Sends it to the Circle Inspector	Peon	
		8	Verification done by Circle Inspector	Circle Inspector	

		9	Forwards it to the U.D.C.	Peon	
		10	Types Certificate	U.D.C	
		11	Sends it to Mamlatdar	Peon	
		12	Signs the certificate	Mamlatdar	
		13	LDC collects Certificates & Outwards	L.D.C.	
		14	Hands over it to the applicant		
6	SOLVENCY CERTIFICATE	1	Apply on plain paper to the Mamlatdar giving complete residential address and purpose for which the said certificate is required.		15 days
		2	Furnish details of ownership of immovable properties giving correct survey numbers and place where the landed property is situated.		
		3	Attach attested Xerox copies of document 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 Case he does not own any immovable property.		
		5	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 Dy. 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.		
		6	The Solvency Certificate is issued after conducting detailed enquiry and can take up to 15 Days.		
7	DEPENDENT CERTIFICATE	1	Apply on plain paper, along with proof of identity.		7 days
		2	Enclose an affidavit giving details of the family members.		
		3	Thereafter Mamlatdar will ask for a report from the concerned Talathi within 3 days.		
		4	On receipt of the above report from the Talathi the Dependent Certificate will be issued within 2 days.		

8	CHARACTER CERTIFICATE	1	Application on plain paper along with following document. 1) An affidavit. 2) Attested copies of Birth Certificate, 3) Ration Card and 4) School Leaving Certificate, and 5) proof of identity.	L.D.C.	As per the report of Sub-Divisional Police Officer, Daman.
		2	Verification report will be Obtained from concerned police authorities.		
		3	Thereafter Character Certificate will be issued within 2 days.		
9	ENDORSEMENT OF DOCUMENTS FOR OBTAINING PORTUGUESE PASSPORT	1	As per procedure laid down, and the application in prescribed form along with supporting documents, as notified by the Home Department, in the Secretariat, Daman, on receipt in this office, the documents submitted for endorsement are put in individual file processed and attested, within 2 days. Thereafter individual files are sent to Dy. Collector (HQ) Daman for further attestation. After receipt of documents duly attested from the office of the Dy. Collector, Daman these documents are handed to the applicants on the same day.	L.D.C	7 days
10	SUBMISSION OF REPORT FOR VARIOUS SERVICES CONNECTED WITH RATION CARD	1	On receipt of process in the matter of various services connected with Ration Card from Civil Supply, Collcetorate, Daman after enquiry by Talathi of Urban area only rest of the areas is verified by Panchayat Secretary same will be returned to the Civil Supply within 5 days.	L.D.C.	7 days
11	SUBMISSION OF REPORTS IN N.A. AND SALE PERMISSION CASES	1	After completion of joint inspection of sites / properties as per date fixed by the Dy. Collector, Daman, the Talathi of concerned village will file his report in 3 working days. Thereafter, the Mamlatdar after processing will submit his report to the Collector, Daman in next 4 working days.		7 days


(H.B Jethwa)
Mamlatdar, Daman