

**OFFICE OF THE CIVIL REGISTRAR –CUM- SUB REGISTRAR,**  
**DAMAN**

**RIGHT TO INFORMATION ACT 2005**  
**(SECTION 4)**  
**PUBLICATION OF 17 MANUALS**

Dated: 30/03/2014.

**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. Registration Firms.
10. Conducting searches in Birth / Death & Marriage Register.
11. Preparation of Birth & Marriage Certificates & Issue of the same.
12. Preparation and Zerox of Birth Teor / Marriage Teor.

13. Registration of Society.
14. Issuing Statement showing the Sales Statistics.
15. E-stamping Certificate verification & locking.
16. Preparing Search Receipt.
17. Preparation of Encumbrance / Nil Encumbrance certificates.
18. Signature on T.P. Book & Documents.
19. Issue of Xerox Certified copies.
20. Return of Original Documents & Power of Attorney.

Postal Address:

Office of the Civil Registrar –cum- Sub Registrar,  
Below PWD Div-1 Building, Near Fatima School,  
Fort Area,  
Moti -Daman.  
Pin Code – 396 220

Phone No 0260 -2231778

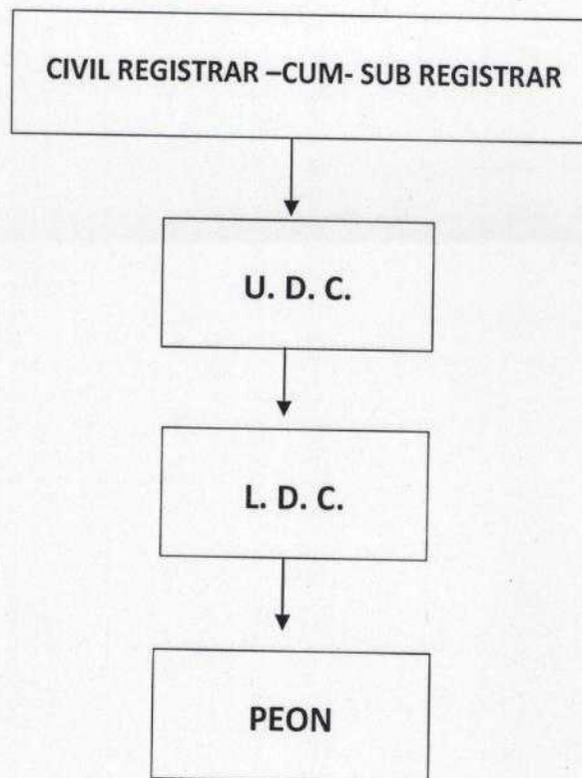
**WORKING HOURS**

Monday to Saturday (Except 2<sup>nd</sup> Saturday): 10:00 AM to 1:30 P.M.

1:30 P.M. to 2:00 P.M. LUNCH BREAK

2:00 P.M TO 5:00 P.M.

**Organization chart :**



## 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 Alloted
1.	Shri P. R. Halpati, U .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)To maintain Chalan Register (5)To maintain Bill Register (6)GFR-9 Form TR-29 (7)Dead Stock Register (8)Cheque Register (9)Stamp Register(Postal Stamp) (10)Correspondence of Accounts Matter.
2.	Miss. Monica H. Todiwala, U.D.C.	(1)Scrutinizing of Documents & writing of endorsements Documents. (2)Scrutiny of Power of Attorney & writing of endorsements and maintain of register. (3)Registration of Marriage & Maintaining Marriage Register. (4)Preparation of New Marriage Certifiates & Issue. (5)Preparation of Marriage Notice. (6)Registration of will/Notarial Works. (7)Registration Firms. (8) Maintaining of Will Register. (9) Maintaining of Firm Register.
3.	Miss. Tanvi K. Pandya, L .D. C.	(1)Conducting searches in Birth / Death & Marriage Register. (2)Preparation of Birth & Marriage Certificates & Issue of the same. (3)Preparation and Zerox of Birth Teor / Marriage Teor.
4.	Shri Anoop H. Patel, L. D. C.	(1)Preparation of Salary Bills & FVC Bills. (2)Typing work of I.T. Documents with PAN Details. (3)Operating GARVI Software. (4)To collect Cheque from the Account Office &Credit in the respective Bank Account Holder. (5)Registration of Society. (6)Sales Statistics & all typing works. (7)E-stamping Certificate verification & locking. (8)Preparation of TDS Chalan. (9)Outward of Letters & Files. (10)Preparing Search Receipt. (11)Preparation of Encumbrance / Nil Encumbrance certificates. (12)Establishment correspondence. (13)Hindi Correspondence.

5	Shri I. N. Fadra, Peon	(1)Signature on T. P. Book & Signature on T.P. Book & Documents. (2)Numbering / Stamping on various type of documents. (3)To maintain Day Book. (4)Issue of Xerox Certified copies. (5)Return of Original Documents & Power of Attorney.
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### 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, Daman.

### 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 Societies Registration Act, 1860
- (c) 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, Daman 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.
- (6) Register of Notary Works (Will, Adoption and Succession Deed-cum- Qualification of Heirs).
- (7) I.T. Documents Register with PAN Details.
- (8) Register of Registered Society.
- (9) Day Book Register
- (10) 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 Fees.
2.	Indian Partnership Act, 1932	This Form is the Receipt of Firm Registration Fees.
3.	Registers and Notary Services	This Form is the Receipt of Notary Work fees.
4.	Form No.5	Birth Certificate.
5.	Form No.18	This Form is for Non Availability Certificate of Birth.
6.	Form No. 1	This Form is the Application Form for Search or Certified copy of Documents.

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 Development Commissioner, Secretariat, Moti - Daman.

Sr. No.	Name of the Posts	No. of post	Posts filled	Posts Vacant	Remarks
1	Civil Registrar -cum- Sub Registrar & Notary Ex-Officio, Daman	--	--	--	Additional charge held by SO to Hon'ble Administrator.
2	U . D. C.	02	02	--	Shri Prabhu R. Halpati (drawing salary from Mamlatdar Office) & Miss. Monica H. Todiwala (drawing salary from TSP Office).
3	L. D. C.	02	02	--	Shri Anoop H. Patel & Miss. Tanvi K. Pandya.
4	PEON	01	01	--	Shri Ibrahim N. Fadra

**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
1	Smt. Maria L. S. Duarte	Civil Registrar –cum- Sub Registrar, Daman	PB-2 ₹.9300 - 34800 GP ₹.4600	
2	P. R. Halpati	U. D. C.	PB-2 ₹.5200-20200 GP ₹.2400	Drawing Salary from Mamlatdar Office, Daman
3	Miss. Monica H. Todiwala	U. D. C.	PB-2 ₹.5200-20200 GP ₹.2400	Drawing Salary from TSP Office, Daman
4	Miss. Tanvi Pandya	L. D. C.	PB-2 ₹.5200-20200 GP ₹.1900	
5	Shri Anoop H. Patel,	L. D. C.	PB-2 ₹.5200-20200 GP ₹.1900	
6	Shri Ibrahim N. Fadra	PEON	PB-2 ₹.5200-20200 GP ₹.1600	

**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 2013-14

2030 - Non Plan,	(in thousands)
2030 - Stamps & Registration	
03 - Registration	
001 - Direction & Administration	
02 - Daman & Diu	
02.00.01 -Salaries.....	₹. 1979
02.00.02 -Wages.....	₹.
02.00.06 -Medical Treatment.....	₹. 15
02.00.11 -Domestic Travel Expenses.....	₹.
02.00.13 -Office Expenses.....	₹. 187

**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:**

Smt. Maria Luiza Socorro Duarte, Civil Registrar –cum- Sub Registrar & Notary  
Ex-Officio, Daman,

Address: Fort Area, Moti Daman 396 220.

Office telephone No.(0260 2231778)

**MANUAL -17**

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

NIL