

श्रेणी : II
SERIES : II

Daman 8th July, 2016 17 Asadha 1938 (Saka)

सं. : 26
No.

सरकारी राजपत्र OFFICIAL GAZETTE



सत्यमेव जयते
भारत सरकार
Government of India

संघ प्रदेश दमण एवं दीव प्रशासन

U.T. ADMINISTRATION OF DAMAN & DIU

प्राधिकरण द्वारा प्रकाशित
PUBLISHED BY AUTHORITY

No. 30-3-2012/MAG/16-17/942
Admn. of Daman and Diu,
Office of the Collector &
District Magistrate,
DIU.

Dated : 22/06/2016.

READ: 1) No. CJSJ-CJM/DIU/436/2016 dated 15/06/2016 from the Chief
Judicial Magistrate, Diu.

NOTIFICATION

In exercise of the Powers conferred by sub-section (3) of Section 25 of Code of Criminal Procedure, 1973 (2) of 1974, the undersigned i.e. District Magistrate, Diu hereby appoints the below mentioned Advocates as Assistant Public Prosecutor for the following

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

The above Advocate will be paid fees as per the guidelines / instructions issued by the Govt. of India / U.T. Administration of Daman and Diu from time to time.

Sd/-
(**VIKRAM SINGH MALIK**)IAS
DISTRICT MAGISTRATE, DIU.

**UT Administration of
Daman & Diu (U.T.)
Department of Information Technology
Daman – 396 220**

- Read : (1) Daman & Diu Electronic Service Delivery Rules, 2014 dated 06 June, 2014
(2) Government Notification for Electronic Service Delivery under e-District Project dated 16 December, 2015

No. 01/IT/DDeGS/File No. 184/2014-2015/135 Dated : 23 June, 2016

NOTIFICATION

The Administrator DD & DNH in exercise of power under Rule 8 of the Daman & Diu Electronic Service Delivery Rules, 2014 is pleased to appoint Authorized Service Provider and Authorized Agents for Electronic Delivery of Services in DD as mentioned below :

1. The Daman & Diu e-Governance Society (DDeGS), Daman shall function as the Authorised Service Provider for services under e-District and SSDG Project.
2. Head of Office shall function as Authorized Service Agents as per **Annexure I** Appended to this Notification.
3. Saral Seva Kendra (SSK) located in Daman & Diu shall function as Authorized Service Agents as per **Annexure II** appended to this notification.
4. All departments should accept Digitally signed documents issued under e-District

Annexure – I

**List of HO's appointed as Authorized Agents for Electronics Delivery of Services
Offices / Departments under SSDG Project**

Sr. No.	Designation	Department Name
1	Survey and Settlement Officer	Enquiry office City Survey
2	Panchayat Secretary	Village Panchayats (Daman & Diu)
3	Principal (TTI)	Technical Training Institute
4	Range Forest Officer	Environment and Forest Department
5	Zonal Agriculture Officer	Agriculture Department
6	Port Officer	Port Department
7	Registrar of Co-Operative Society	Co-Operative Society
8	Executive Engineer	Public Works Department
9	CDPO	Child Development Office
10	SDPO (Sub Divisional Police Officer)	Police Department
11	Dy. Director	Tourism Department
12	Veterinary Officer	Animal Husbandry and Veterinary Services
13	Superintendent (Land and Establishment section)	Collectorate Land, Establishment Section & Account
14	Chief Officer	Daman Municipal Council
15	Dy Commissioner	Excise Department
16	Superintendent	Fisheries Department

Offices Departments under e-District Project

Sr. No.	Designation	Departments
---------	-------------	-------------

SERIES II No. : 26

DATED : 8TH JULY, 2016.

9	CIF & B	Labour & Employment
10	Dy. Collector (HQ)	Public Distribution System
11	Dy. Director (Health)	Public Health Centre
12	Mamlatdar	Revenue Court Cases
13	Sub & Civil Registrar	Sub Registrar & Civil Registrar
14	Panchayat Secretary	Village Panchayat

Annexure – II

**List of Saral Seva Kendra appointed as Authorized Agents for Electronics
Delivery of Services**

Saral Seva Kendra Locations (Daman District)

Sr. No.	Name of SSK	Address
1	Saral Seva Kendra, District Panchayat	District Panchayat, Daman
2	Saral Seva Kendra Paryatan Bhavan	Paryatan Bhavan, Nani Daman
3	Saral Seva Kendra Marwad	Group Gram Panchayat, Marwad, Nani Daman
4	Saral Seva Kendra Dabhel	Group Gram Panchayat, Dabhel, Nani Daman
5	Saral Seva Kendra Bhimpore	Group Gram Panchayat, Bhimpore, Nani Daman
6	Saral Seva Kendra Pariyari	Group Gram Panchayat, Pariyari, Moti Daman
7	Saral Seva Kendra Dunetha	Community Hall, Dunetha, Nani Daman
8	Saral Seva Kendra Kachigam	Group Gram Panchayat, Kachigam, Nani Daman

SERIES II No. : 26

DATED : 8TH JULY, 2016.

No. 30-3-2012/MAG/16-17/1051
Admn. of Daman and Diu,
Office of the Collector &
District Magistrate,
DIU.

Dated : 28/06/2016.

READ: 1) No. CJSJ-CJM/DIU/435/2016 dated 13/06/2016 from the Chief Judicial Magistrate, Diu.

NOTIFICATION

In exercise of the Powers conferred by sub-section (3) of Section 25 of Code of Criminal Procedure, 1973 (2) of 1974, the undersigned i.e. District Magistrate, Diu hereby appoints the below mentioned Advocate as Assistant Public Prosecutor for the following Regular Criminal Case pending before the Hon'ble Civil Judge (S.D.) & C.J.M., Diu.

Sr. No.	Name of Advocate	Case No.	U/s	Case Registered against	Next Date of hearing
01.	Shri P. G. Paida, Advocate	RCC No. 14/2016	279 & 304-A of IPC r/w 184, 177 of M. V. Act.	Ashish Arjanbhai Sukhadiya r/o Mangrol, Dist. Junagadh (G. S.)	23/06/2016

The above Advocate will be paid fees as per the guidelines / instructions issued by the Govt. of India / U.T. Administration of Daman and Diu from time to time.

Sd/-

(VIKRAM SINGH MALIK)IAS

SERIES II No. : 26

DATED : 8TH JULY, 2016.

No. 30-3-2012/MAG/16-17/1052
Admn. of Daman and Diu,
Office of the Collector &
District Magistrate,
DIU.

Dated : 28/06/2016.

READ: 1) No. CJSJ-CJM/DIU/444/2016 dated 18/06/2016 from the Chief Judicial Magistrate, Diu.

NOTIFICATION

In exercise of the Powers conferred by sub-section (3) of Section 25 of Code of Criminal Procedure, 1973 (2) of 1974, the undersigned i.e. District Magistrate, Diu hereby appoints the below mentioned Advocate as Assistant Public Prosecutor for the following Regular Criminal Case pending before the Hon'ble Civil Judge (S.D.) & C.J.M., Diu.

Sr. No.	Name of Advocate	Case No.	U/s	Case Registered against	Next Date of hearing
01.	Shri Raskilal Mandan Solanki, Advocate	RCC No. 16/2016	279 & 427 of IPC r/w 184, 177 of M. V. Act.	Divyesh Pradipbhai Mayatra r/o 2-Dashijivan Para, Nana Mova Main Road, Rajkot G.S.	01/07/2016

The above Advocate will be paid fees as per the guidelines / instructions issued by the Govt. of India / U.T. Administration of Daman and Diu from time to time.

SERIES II No. : 26

DATED : 8TH JULY, 2016.

**Administration of
Daman & Diu (U. T.)
Department of Information Technology
Daman - 396 220**

116/IT DMN/2016

No. 01/IT/DDeGS/File No. 41/Part-II/145/285364 Dated : 29 June, 2016

- Read : (i) The Notification No. 01/IT/DDeGS/File No. 41/Part-II/391. The Electronic Service Delivery under e-District Project" for Daman District published on 04th March, 2016 on Govt. Gazette.
- (ii) The Notification No. 01/IT/DDeGS/File No. 41/Part-II/390. The Electronic Service Delivery under e-District Project" for Diu District published on 04th March, 2016 on Govt. Gazette.

NOTIFICATION

In continuation to the Notification published in the Government Gazette on 4th March' 2016, the following Annexures are to be included in the Government Gazette.

1. Notification No. No: 01/IT/DDeGS/File No. 41/Part-II/391 for Daman district with Annexure : "A", "B", "C" & "D".
2. Notification No. No: 01/IT/DDeGS/File No. 41/Part-II/390 for Diu district with Annexure : "A", "B", "C" & "D".

Sd/-
Deputy Director (IT)
DD & DNH

on No. No: 01/IT/DDeGS/File
2016 published in the Official
4th March, 2016

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

Annexure A
and Charges for Delivery of Services through Saral Seva Kendra (SSK)/Online

Service Name	Office in which processed	Document (s) Required	Maximum Timelime for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Birth (Urban Area) & Certificate of Births / 1971 (Urban Area)	Daman Municipal Council	Refer Annexure D	7	NIL	5
Death (Urban Area) & Death Certificate of January 1971 (Urban Area)	Daman Municipal Council	Refer Annexure D	7	NIL	5
Indicapped / Disability (Urban Area)	Daman Municipal Council	Refer Annexure D	45	NIL	5
Age Pension (Urban Area)	Daman Municipal Council	Refer Annexure D	45	NIL	5
Pension (Urban Area)	Daman Municipal Council	Refer Annexure D	45	NIL	5
Registration Of Birth (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5
Registration Of Death (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5
Indicapped/Disability (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Timelime for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in RS)
Additional Old Age Pension (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5
Widow Pension (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5
Registration Of Birth (Rural Area) & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	NIL	5
Registration Of Death (Rural Area) & Issuance of Death Certificate of Births Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	NIL	5
Late Registration Of Birth (Urban Area)	Mamlatdar	Refer Annexure D	15	NIL	5
Caste - SC/ST/OBC Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Character Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Late registration Of Death (Urban Area)	Mamlatdar	Refer Annexure D	15	NIL	5
Domicile Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Income Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Non-Creamy Layer Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Residence Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Mutation in Record of Rights	Mamlatdar	Refer Annexure D	45	NIL	5
Solvency Certificate	Mamlatdar	Refer Annexure D	15	NIL	5

[Handwritten Signature]

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Dependent Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Family / Legal Heirship Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Farmer Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Advance of Copy of Form I and XIV	Mamlatdar	Refer Annexure D	5	5/-	5
New Ration Card	PDS	Refer Annexure D	30	NIL	5
Farmer Complaints related to PDS	PDS	Refer Annexure D	No Timelines Defined	NIL	5
Incorporation of Changes in Ration Card (Change in name, address, addition or deletion of name)	PDS	Refer Annexure D	14	NIL	5
Advance of Duplicate Ration Card	PDS	Refer Annexure D	30	NIL	5
Order/Cancellation of Ration Card	PDS	Refer Annexure D	5	NIL	5
Senior Citizen Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
Scrapped / Disabled Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
Advance of Birth Certificate of Births before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
Advance of Death Certificate of Deaths before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
Registration of Marriage & Issuance of Marriage Certificate	Sub Registrar & Civil Registrar	Refer Annexure D	Waiting period of 15 days after that within 2 week	5/-	5

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Timeline for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Registration of Cases, Case Adjourments, Issuance of Notice & Issuance of Final Orders	Mamlatdar	Refer Annexure D	Depends on Case to Case	NIL	5
Issuance of Stay Orders	Mamlatdar	Refer Annexure D	Depend on Case to Case	NIL	5
Appeal under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
Seeking information under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
Provide status / feedback of complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
Registration of Complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
Registration of Birth & Issuance of Birth Certificate	Health Department	Refer Annexure D	7	NIL	5
Registration of Death & Issuance of Death Certificate	Health Department	Refer Annexure D	7	NIL	5
Pre Matric Scholarship for SC/ST/OBC/Minority students	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	90	NIL	5
Post Matric Scholarship for SC/ST/OBC/Minority students	Secondary (Education) Directorate of Education Department	Refer Annexure D	90	NIL	5

[Handwritten signature]

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Timeline for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Complaints/Feedback regarding material supplied, food, etc.	Directorate of Education	Refer Annexure D	15	NIL	5
Scholarship/Stipend for SC/ST students from Std I to XII	Directorate of Education	Refer Annexure D	90	NIL	5
Providing incentives to girl students for pursuing higher studies	Secondary (Education) Directorate of Education Department	Refer Annexure D	90	NIL	5
Issuance of Attempt Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
	Primary (Education) District Panchayat, Secondary (Education Department)				
Issuance of Bonafide Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
	Primary (Education) District Panchayat, Secondary (Education Department)				

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Issuance of Character Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
Issuance of School Leaving Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
	Labour & Employment Department	Refer Annexure D	5	NIL	5
Verification of Educational Qualification and Experience if any of the candidate	Labour & Employment Department	Refer Annexure D	5	NIL	5
	Labour & Employment Department	Refer Annexure D	7	NIL	5
Enrollment under Unemployed Category	Labour & Employment Department	Refer Annexure D	7	NIL	5
	Labour & Employment Department	Refer Annexure D	3	NIL	5
Renewal of names of candidates whose names are registered with Employment Exchange	Labour & Employment Department	Refer Annexure D	3	NIL	5
	Labour & Employment Department	Refer Annexure D	10	NIL	5

[Handwritten signature]

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Timeline for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Employment under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
Employment under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
Employment under the Factories Act.	Labour & Employment Department	Refer Annexure D	20	Refer Annexure B	5
Employment under the Factories Act.	Labour & Employment Department	Refer Annexure D	60	Refer Annexure B	5
Employment of Establishments employing Contractual Labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
Employment of the Contractor employing Contract Labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
Employment of the contractor employing Contract labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
Employment Connection (Domestic & Commercial)	Electricity Department	Refer Annexure D	30	Refer Annexure B	5

7

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document (s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs)
Connection (Industrial)	Electricity Department	Refer Annexure D	30	Refer Annexure B	5
Registration of Complaints	Electricity Department	Refer Annexure D	7	Refer Annexure B	5
Temporary Electricity for Domestic, Commercial & Industrial	Electricity Department	Refer Annexure D	7	Refer Annexure B	5
Request for Change of Name	Electricity Department	Refer Annexure D	7	Refer Annexure B	5

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

Annexure B

Electricity Department fees for e-Services

1. Application for New Connection (Domestic, Commercial)

a. Service Connection Charges

Sr. No.	Connection Type	Tariff (in Rs.)
1	Single Phase L.T	250
2	Three Phase L.T	1000

b. Fees (Non-Refundable) for submission of Test Report of wiring completion

Sr. No.	Type of Connection	Fee Per Test Report (In Rs.)
1	Single Phase Lighting / Domestic	10
2	Three Phase Lighting/Domestic	25
3	Single phase Lighting/Non Domestic	50
4	Three Phase Lighting / Non Domestic	100
6	Single Phase / Three phase Agriculture/Streetlight / Public Lighting & other	50

c. Security Deposit

Sr No	Connection	Domestic	Commercial
1	500 W	Rs. 60	Rs. 75
2	Beyond 500W	Rs. 45 per 500 W or Part thereof	Rs. 120 per 500 W or part thereof

Sr No	Type of Connection	Security Deposit (In Rs.)
1	Agriculture	Rs. 75/HP

2. Application for new Connection Industrial i.e HT & LTP

a. Service Connection Charges

SERIES II No. : 26
DATED : 8TH JULY, 2016.

b. Fees (Non-Refundable) for submission of Test Report of wiring Completion,

Sr. No.	Connection type	Fee Per Unit (In Rs.)
1	Three phase LT Industries	250
1	HT Industries up to 500 KVA	1000
2	HT Industries up to 2500 KVA	5000
3	HT Industries above 2500 KVA	10000

c. Security Deposit

Sr No	Type of Connection	Security Deposit (In Rs.)
1	LT Industries	Rs. 500/HP
2	HT Industries	2000/KVA

3. Online Registration of Complaints

a. No Fees

4. Application for New Temporary Electricity connection for Domestic, Commercial & Industrial

a. Service Connection Charges

Sr. No.	Connection	Tariff (In Rs.)
1	Single Phase L.T	Rs. 250
2	Three Phase L.T	Rs. 1000
3	HT (First 500 KVA)	Rs. 10000
4	HT (Beyond 500 KVA)	Rs. 1000 per 100 KVA or part thereof

b. Fees (Non-refundable) for submission of Test Report of wiring Completion

Sr. No.	Type of Connection	Fee Per Test Report (In Rs.)
1	Single Phase Lighting / Domestic	10

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

c. Security Deposit

Sr. No.	Connection	Security Deposit (In Rs.)
1	Single Phase L.T	(CS(In KW) >< 30 Days ><30 ><3 Month
2	Three Phase L.T	(CS(In KW) >< 30 Days ><35 ><3 Month
3	Agriculture	Rs. 75 per HP
4	LT Industries	500/HP
5	HT Industries	2000/KVA

5. Request for Change of Name:-

- 1 Rs. For change of name for Domestic, Commercial & Agricultural
- 800 Rs. for change of name in HT & LT industries.

c. Security Deposit:

Sr No	Connection	Domestic	Commercial
1	500 W	Rs. 60	Rs. 75
2	Beyond 500W	Rs. 45 per 500 W or Part thereof	Rs. 120 per 500 W or part thereof

Sr. No.	Connection type	Security Deposit (In Rs.)
1	LT Industries	Rs. 500/HP
2	HT Industries	Rs. 2000/KVA
3	Agriculture	Rs. 75/HP

Testing Fee for various Metering Equipment for FY 2013-14

Sr. No.	Type of Metering Equipment	Fee Per Unit (In Rs.)
1	Single Phase	100
2	Three Phase	300
3	Three Phase Tri-vector Meter (0.5 Class) Industrial LT Consumer	500
4	Three Phase Tri-vector Meter (0.5 Class)	500

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Quantity B.I.P. Installed on any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	Upto 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2000	From 2001 to 5000	Above 5000
1	2	3	4	5	6	7	8	9	10
Fees Payable (in Rupees)									
Nil	160	320	480	960	2000	3200	6400	9600	12800
	40	80	120	240	500	800	1600	2400	3200
Upto 10 Horse Power	200	400	600	1200	2500	4000	8000	12000	16000
	320	480	640	1280	2400	4800	9600	12800	16000
Above 10 HP upto 50 HP	80	120	160	320	600	1200	2400	3200	4000
	400	600	800	1600	3000	6000	12000	16000	20000
Above 50 HP upto 100 HP	480	640	960	2000	3200	6400	12800	16000	19200
	120	160	240	500	800	1600	3200	4000	4800
Above 100 HP upto 250 HP	600	800	1200	2500	4000	8000	16000	20000	24000
	800	960	1600	2800	4800	9600	16000	19200	22400
Above 250 HP upto 500 HP	200	240	400	700	1200	2400	4000	4800	5600
	1000	1200	2000	3500	6000	12000	20000	24000	28000
Above 500 HP upto 1000 HP	1280	1600	2560	3200	6400	12800	19200	22400	25600
	320	400	640	800	1600	3200	4800	5600	6400
Above 1000 HP upto 2000 HP	1600	2000	3200	4000	8000	16000	24000	28000	32000
	1600	2400	3200	6400	9600	16000	22400	25600	28800
Above 2000 HP	400	600	800	1600	2400	4000	5600	6400	7200
	2000	3000	4000	8000	12000	20000	28000	32000	36000
Above 500 HP upto 1000 HP	2000	2800	6400	9600	12800	19200	25600	28800	32000
	500	700	1600	2400	3200	4800	6400	7200	8000
Above 1000 HP upto 2000 HP	2500	3500	8000	12000	16000	24000	32000	36000	40000
	3200	6400	9600	12800	16000	22400	28800	32000	36000
Above 2000 HP	800	1600	2400	3200	4000	5600	7200	8000	9000

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Quantity B.H.P. Installed on any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	Upto 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2000	From 2001 to 5000	Above 5000
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
Fees Payable									
Above 10 HP upto 50 HP									9600 2400
Above 1000 HP upto 2000 HP									12000 18000 5200 23200

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU,
DEPARTMENT OF LABOUR & EMPLOYMENT,
DAMAN.

No. LE/LI/DMN/S&E/AMD./95/2009/02 | Dated : 04/04/2011

NOTIFICATION

Whereas certain rules further to amend the Goa, Daman and Diu Shop & Establishment Rule, 1975 were published as required by sub-section 3 of section 59 of the Goa, Daman & Diu Shop and Establishment Act 1973 (13 of 1974) in the Official Gazette No. 19 Series II dated 14th May, 2010 under Notification No. LE/LI/DMN/S&E/AMD./95/2009/114 dated 11/05/2010 of the U. T. Administration of Daman & Diu, Department of Labour & Employment, Daman, inviting objections and suggestion from all persons likely to be affected thereby before the expiry of 45 days from the date of publication of the said Notification in the Official Gazette.

(2) And whereas the said Official Gazette was made available to the public on 11/05/2010 :

(3) And whereas objections and suggestions received from the public on the said draft have been considered by the U.T. Administration of Daman & Diu.

(4) Now, therefore, in exercise of the powers conferred by section 59 of the Goa, Daman and Diu Shops and Establishments Act, 1973 (Act 13 of 1974), and all other powers enabling it in that behalf, the U.T. Administration of Daman & Diu hereby makes the following rules so as to further amend the Goa, Daman and Diu Shops and Establishments Rules, 1975, namely :-

1. These rules may be called the Goa, Daman and Diu Shop and Establishment (Amendment) Rules, 2010.
2. They extend to the whole of the Union Territory of Daman & Diu. They shall come into force at once.
3. In the Goa, Daman and Diu Shop and Establishment Rules, 1975, the following Schedule shall be substituted namely :

SCHEDULE A

(See rule - 5)

The Statement in Form I shall be sent to the Inspector together with the fees prescribed in this schedule.

Sr. No.	Categories of Establishments	Reg. Fee
1.	Shop/Establishment employing no persons	Rs. 20/-

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU,
DEPARTMENT OF LABOUR & EMPLOYMENT,
DAMAN.

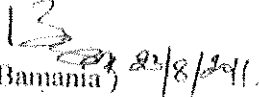
No.LE/LI/DMN/REC-30(1)/2011/477

Dated: 24/08/2011

NOTIFICATION

In exercise of the powers conferred by section 12 (3) of The Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, the Administrator of Daman & Diu, hereby specifies a Registration fees of ₹ 5/- for registration of Building workers as beneficiaries under this Act.

By Order and in the name of
Administrator of Daman and Diu.


(P. J. Bamania)
Joint Secretary (Lab. & Emp.)
Daman.

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF LABOUR & EMPLOYMENT
DAMAN

No.LE/LI/DMN/C.L/AMD/168/2015/242.

Dated: 01-09-2015

NOTIFICATION

Whereas certain draft rules further to amend the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, were published as required by sub-section (1) of Section 35 of Contract Labour (Regulation and Abolition) Act, 1972 (37 of 1970) in the Official Gazette No. 27 Series II dated 10/07/2015, vide Notification No.LE/LI/DMN/C.L/AMD/168/2015/148 dated 09/07/2015 of the U.T. Administration of Daman & Diu, Department of Labour & Employment, Daman inviting objections and suggestions from all persons likely to be affected thereby before the expiry of 30 days from the date of publication of the said Notification in the Official Gazette:

- (2) And whereas the said Official Gazette was made available to the public on 09/07/2015.
- (3) And whereas no objections and suggestions has been received from the public on the said draft.
- (4) Now therefore, in exercise of the powers conferred by sub-section (1) of Section 35 of the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970), the Administrator of Daman & Diu hereby makes the following rules further to amend the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, namely:-

- 1) These rules may be called the Goa, Daman & Diu Contract Labour (Regulation and Abolition) (Amendment) Rules, 2015.
- 2) They extend to the whole of the Union Territory of Daman & Diu.
- 3) In the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, herein after referred to as in the principal rules;

SERIES II No. : 26
DATED : 8TH JULY, 2016.

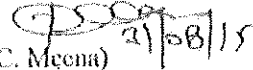
(b) (2) The fees to be paid for the grant of licence under section 12 shall be as specified below:

If the number of workmen employed by the contractor on any day---

- | | |
|-------------------------------------------|------------------------------------------------------|
| (a) is 20 or more, but does not exceed 50 | Rs. 113/- (One Hundred Thirteen) |
| (b) exceeds 50 but does not exceed 100 | Rs. 225/- (Two Hundred Twenty Five) |
| (c) exceeds 100 but does not exceed 200 | Rs. 450/- (Four Hundred Fifty) |
| (d) exceeds 200 but does not exceed 400 | Rs. 900/- (Nine Hundred) |
| (e) exceeds 400 | Rs. 1125/- (One Thousand One Hundred
Twenty Five) |

- (iii) In sub-rule (3) of rule-29, the fees chargeable for renewal of license shall be the same as for the grant thereof.
- (iv) In rule-30 for the words "fee of rupees five", the figure and words "₹ 45/-" (Rupees Forty Five) shall be substituted.

By Order and in the name of the
Administrator of Daman & Diu,


(R. C. Meena) 21/08/16
Deputy Secretary (Lab & Emp).
Daman.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Annexure C

Timelines of Appellate Authorities for disposal of appeal

Annexure B							
Name	Designated Officer	Designation of the First Appellate Officer	Maximum Time for disposal of Appeal (In Days)	Designation of the Second Appellate Officer	Maximum Time for disposal of Appeal (In Days)	Designation of the Third Appellate Officer	Maximum Time for disposal of Appeal (In Days)
Of Birth & Issuance of Certificate of Birth January 1971	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
Of Death & Issuance of Certificate of Death January 1971	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
Disability (In Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
Age Pension	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
Urban	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--

1/1

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Registration Of Birth (Rural Area)	Executive Magistrate (Rural)	Sub Divisional Magistrate	--	District Magistrate	--	--
Registration Of Birth (Rural Area)	Executive Magistrate (Rural)	Sub Divisional Magistrate	--	District Magistrate	--	--
Widow Pension/Disability (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--
Old Age Pension (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--
Widow Pension (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--
Registration Of Birth & Issue of Births Post 1971 (Rural Area)	Registrar	Additional District Registrar	--	District Registrar	--	Additional Chief Registrar
Registration Of Death & Issue of Deaths Post 1971 (Rural Area)	Registrar	Additional District Registrar	--	District Registrar	--	Additional Chief Registrar
Registration Of Birth (Urban Area)	Executive Magistrate (Urban)	Sub District Magistrate	--	District Magistrate	--	--
Registration Of Birth (Urban Area)	Mamlatdar	Deputy Collector	--	Collector	--	--
Registration Of Birth (Urban Area)	Mamlatdar	Deputy Collector	--	Collector	--	--
Registration Of Birth (Urban Area)	Mamlatdar	Deputy Collector	--	Collector	--	--

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Army Layer Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Birth Certificate	Mamlatdar	Deputy Collector(H.O.)	--	Collector	--	--
Death Certificate in Record of	Mamlatdar	Deputy Collector	--	Collector	--	--
Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Death Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Legal Heirship Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--
Certificate of Copy of Form	Mamlatdar	Deputy Collector	--	Collector	--	--
Identification Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)
Complaints Register PDS	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)
Notification of Changes in Card (Change in address, addition of name)	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)

W.S.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Issue of Duplicate Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
Alter/Cancellation in Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
Citizen Identity	Statistical Officer	Deputy Secretary (Social Welfare)	7	Director (Social Welfare)	7	Secretary (Social Welfare)	7
Widowed / Disabled Card	Statistical Officer	Deputy Director (Social Welfare)	7	Director (Social Welfare)	7	Secretary (Social Welfare)	7
Registration of Birth 1971	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
Registration of Deaths 1971	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
Registration of Marriage Certificate	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
Registration of Cases, Complaints, Objections, of Notice & of Final Orders	Mamlatdar	Deputy Collector / Collector	--	--	--	--	--
Registration of Stay Orders	Mamlatdar	Deputy Collector / Collector	--	--	--	--	--

[Handwritten signature]

SERIES II No. : 26
DATED : 8TH JULY, 2016.

	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
As per RTI	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Information	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Feedback inputs	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Information of	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Information of Birth & Birth	Registrar Birth	Director	7	Secretary, Health	As per RTI Act 2005	Development Commissioner	As per RTI Act 2005	As per RTI Act 2005
Information of Death & Death	Registrar Death	Director	7	Secretary, Health	As per RTI Act 2005	Development Commissioner	As per RTI Act 2005	As per RTI Act 2005
Scholarship SC/Minority	Assistant Director	Deputy Director Education	15	Director Education	As per RTI Act 2005	Secretary Education	As per RTI Act 2005	As per RTI Act 2005
Scholarship SC/Minority	Assistant Director	Deputy Director Education	15	Director Education	As per RTI Act 2005	Secretary Education	As per RTI Act 2005	As per RTI Act 2005
Feedback material Food, etc.	Assistant Director	Deputy Director Education	15	Director Education	As per RTI Act 2005	Secretary Education	As per RTI Act 2005	As per RTI Act 2005
Stipend for Students from Std I	Assistant Director	Deputy Director Education	15	Director Education	As per RTI Act 2005	Secretary Education	As per RTI Act 2005	As per RTI Act 2005

1

SERIES II No. : 26
DATED : 8TH JULY, 2016.

ing incentives to students for pursuing additional course	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15
ce of Attempt Certificate.	Head Master/School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
ce of Bonafide Certificate.	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
ce of Character Certificate.	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
ce of School Certificate.	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
on of Educational Institution and hence if any of the State	Assistant Employment Officer	Director of Employment	--	--	--	--	--
ent under Employment Exchange	Assistant Employment Officer	Director of Employment	--	--	--	--	--
al of names of States whose names listed with Employment Exchange	Assistant Employment Officer	Director of Employment	--	--	--	--	--
ring the names of States after giving the Notification /Publicises	Assistant Employment Officer	Director of Employment	--	--	--	--	--
ation under the & Establishment	Labour Inspector	Collector / Commissioner	--	--	--	--	--

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

	(Labour)					
Labour under the Shops Establishment Act.	Labour Inspector	Collector / Commissioner (Labour)	--	--	--	--
Regulation under the Factories Act.	Chief Inspector of Factories & Boilers	Secretary (Labour)	--	--	--	--
Regulation under the Boilers Act.	Chief Inspector of Factories & Boilers	Secretary (Labour)	--	--	--	--
Regulation of Establishments working Contractual	Deputy Labour Commissioner/ Deputy Collector	Commissioner (Labour)	--	--	--	--
Regulation by the Contractor working contract	Deputy Labour Comm /Deputy Collector	Commissioner (Labour)	--	--	--	--
Regulation by the Contractor employing Contract labor.	Deputy Labour Comm /Deputy Collector	Commissioner (Labour)	--	--	--	--
Regulation of Electricity Supply (Domestic & Commercial)	Junior Engineer (O & M)	Sub - Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer

[Handwritten signature]

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Electricity Division (Industrial)	Junior Engineer (Tech)	Assistant Engineer (T) Division Office	7	Executive Engineer	7	Secretary (Power)	7
Registration of Licenses	Junior Engineer (O & M)	Sub - Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7
Temporary Connection for Commercial & Industrial	Junior Engineer (O & M)	Sub - Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7
for Change of Ownership	Junior Engineer (O & M)	Sub - Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Annexure D

List of supporting documents required for all e-District Services

Service Name	Documents Required
Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	<ul style="list-style-type: none"> • Self-attested photocopy of proof of occurrence of birth which can be one of the following - <ul style="list-style-type: none"> • Certificate from private hospital • Testimony from ward councillor & self-declaration • Self-attested photocopy of order from Mamlatdar for late registration of birth (Required only if the birth is registered late i.e. after 30 days) • Self-attested photocopy of ID Proof & Residence Proof • Self-attested photocopy of Aadhaar (Optional) • Fees for the services • Late fees (if the birth is registered after 21 days to 30 days)
Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	<ul style="list-style-type: none"> • Self-attested photocopy of proof of occurrence of death which can be one of the following - <ul style="list-style-type: none"> • Certificate from private hospital for the deaths at hospital • Testimony from ward councillor & self-declaration • Death certificate from church • Testimony from the registered priest who did the final rituals • For the case of unnatural death, police report is mandatory • Self-attested photocopy of order from Mamlatdar for late registration of death (Required only if death is registered late i.e. after 30 days) • Self-attested photocopy of ID Proof & Residence Proof • Self-attested photocopy of Aadhaar • Fees for the services • Late fees (if the death is registered after 21 days to 30 days)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Physically Handicapped/Disability Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Handicapped/Disability certificate (Mandatory) • Voter ID card (Mandatory only if Age is 18 Years and Above) • Ration Card (Optional) • One copy of passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aadhaar Card (Optional)
National Old Age Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate or Doctor Certificate (Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aadhaar Card (Optional)
Widow Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Husband's Death Certificate (Mandatory) • Marriage Certificate (Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport Size Photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aadhaar Card (Optional)

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
Late Registration Of Birth (Rural Area)	<ul style="list-style-type: none">• Non availability of record certificate issued from Village Panchayat (Mandatory)• A testimony of Village Panchayat Secretary for the birth of applicants (Mandatory)• ID proof (Mandatory)• Residence proof (Mandatory)• Residence proof for all four witness (Mandatory)• ID proof for all four witness (Mandatory)• Aadhaar Card (Optional)• School Leaving Certificate or Affidavit of illiterate (Mandatory)• Janimotary (Optional)• Samaj Letter (Optional)• Passport Size Photograph (Mandatory)• Ration Card (Optional)
Late Registration Of Death (Rural Area)	<ul style="list-style-type: none">• A testimony of Village Panchayat Secretary for the death of parson mentioned in the application (Mandatory)• ID proof of the Deceased (Optional)• Residence proof of the deceased (Optional)• ID proof (Mandatory)• Residence proof (Mandatory)• Residence proof for all four witness (Mandatory)• ID proof for all four witness (Mandatory)• Aadhaar Card (Optional)• Samaj Letter (Optional)• Passport Size Photograph (Mandatory)• Ration Card (Optional)• Non availability of record certificate issued from Village Panchayat (Mandatory)

1

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Physically Handicapped/Disability Pension (Rural Area)	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Disability Certificate of 40% and above, issued from Medical Board (Mandatory) • Bank Passbook (Mandatory) • Identity Proof (Optional) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card (Optional) • Aadhar Card (Optional)
Additional Old Age Pension (Rural Area)	<ul style="list-style-type: none"> • Annual Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Birth Certificate or Age Certificate issued from Govt. Hospital/PHC (Any one Mandatory) • Disability Certificate of 40% and above, issued from Medical Board (Mandatory) • Bank Passbook (Mandatory) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card (Optional) • Aadhar Card (Optional)
Widow Pension (Rural Area)	<ul style="list-style-type: none"> • Annual Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Death Certificate of Husband (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Bank Passbook (Mandatory) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card (Optional) • Aadhar Card (Optional)



SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	<ul style="list-style-type: none">• Completely filled Birth Registration Form
Registration Of Death & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	<ul style="list-style-type: none">• Completely filled Death Registration Form
Late Registration Of Birth (Urban Area)	<ul style="list-style-type: none">• Affidavit of four witnesses affix with 2 Rs. Stamp court fees (Mandatory)• Non availability of record certificate issued from Municipal Council (Mandatory)• A testimony of ward counselor for the birth of applicant (Mandatory)• ID proof (Mandatory)• Residence proof (Mandatory)• Aachhaar Card (Optional)• Residence proof for all four witnesses (Mandatory)• ID proof for all four witnesses (Mandatory)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Caste - SC/ST/OBC Certificate	For SC/ST:- <ul style="list-style-type: none"> • Certificate from Samaj Concerned (Mandatory) • Parent's Cast Certificate Issued by Competent Authority (Mandatory) • Aadhaar Card (Optional) For OBC:- <ul style="list-style-type: none"> • School Leaving Certificate (Mandatory) • Birth Certificate of Self and Father or Mother (Mandatory) • Ration Card (Mandatory only if income is 100000 or below) • Election Identity Card (Mandatory) • Samaj Certificate (Mandatory) • Cast Certificate of Self & Father • Residence Certificate (Mandatory) • Land Revenue Receipt (Mandatory) • Form No I & XIV (Mandatory) • Income Certificate/Salary Certificate (Mandatory)
Character Certificate	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • School Leaving Certificate (Mandatory) • ID Proof (Mandatory) • Address Proof (Mandatory) • Aadhaar Card (Optional)
Late registration Of Death (Urban Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Affidavit of four witnesses affix with 2 Rs. Stamp court fees (Mandatory) • Non availability of record certificate issued from Municipal Council (Mandatory) • A testimony of ward counselor for the birth of applicant (Mandatory) • ID proof (Mandatory) • Residence proof (Mandatory) • Aadhaar Card (Optional) • Residence proof for all four witnesses (Mandatory) • ID proof for all four witnesses (Mandatory)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Domicile Certificate	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Election Identity Card (Mandatory) • Proof of Residence for Last 30 Years (Mandatory) • Aadhaar Card (Optional)
Income Certificate	<ul style="list-style-type: none"> • Ration Card (Optional) • Salary Certificate (Optional) • Aadhaar Card (Optional) • Any other Document(s) in support of proof of income (Optional) • OSC Certificate (Mandatory) • Birth Certificate/School Leaving Certificate (Mandatory) • Income Certificate/Salary Certificate (Mandatory) • ID Proof (Mandatory) • Land revenue Receipt (Mandatory) • Aadhaar Card (Optional) • Ration Card (Mandatory)
Non-Creamy Layer Certificate	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Any other document in support of residence proof (Optional) • Election Identity Card (Mandatory) • Aadhaar Card (Optional)
Residence Certificate	<ul style="list-style-type: none"> • ID Proof (Mandatory) • Residence Proof (Mandatory) • Aadhaar Card (Optional) • Form I & XIV of the property acquired (Mandatory) • Sale Deed/Gift Deed/Succession Deed or any such document (Mandatory) • Declaration on Rupees 2 Stamp Paper (Mandatory, if registered document (Sale Deed/Gift Deed) is not attached)
Mutation in Record of Rights	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Any other document in support of residence proof (Optional) • Election Identity Card (Mandatory) • Aadhaar Card (Optional)

4

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Solvency Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • ID Proof (Mandatory) • Form I & XIV (Mandatory) • Nil Encumbrance Certificate (issued by Sub-Registrar) (Mandatory) • Bank Guarantee (Mandatory only if the applicant does not own any immovable property) • Aadhaar Card (Optional)
Dependence Certificate	<ul style="list-style-type: none"> • Ration Card (Optional) • School Leaving Certificate (Optional) • Birth Certificate (Mandatory) • Death Certificate of Father/Mother (Optional) • Election Card (Optional) • Aadhaar Card (Optional) • Any other Document(s) in support of proof of their residences (Optional)
Family / Legal Heir Certificate	<ul style="list-style-type: none"> • Ration card (Optional) • Death Certificate (Mandatory only for dead members of family mentioned in application) • ID proof of Applicant (Mandatory) • Aadhaar Card (Optional)
Farmer Certificate	<ul style="list-style-type: none"> • ID Proof (Mandatory) • Residence Proof (Mandatory) • Form I & XIV (Mandatory) • Aadhaar Card (Optional)
Issuance of Copy of Form I and XIV	<ul style="list-style-type: none"> • ID proof (Mandatory) • Aadhaar Card (Optional)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
New Ration Card	<ul style="list-style-type: none"> • Self-Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Certificate Regarding House Number From Competent Authority (Optional) • Rent Agreement (Mandatory, if the applicant stays in rented house) • Proof of Residence for company provided house (Mandatory, if the applicant stays in company's guest house) • Identity Card of Company (Mandatory, if the applicant the applicant stays in company's guest house) • Income Certificate/Salary Certificate (Mandatory) • Bank Passbook (Optional) • Caste Certificate (Mandatory, if the applicant belongs to the category SC/ST) • Cancellation/Surrender/Deletion certificate from applicant's earlier place of residence issued by Food & Civil supplies department (Mandatory, if the applicant has old ration card) • Applicant's earlier ration card (Mandatory, if the applicant has old ration card) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
Consumer Complaints related to PDS	<p>N.A</p>
Incorporation of changes in Ration Card (Change in name, address, addition or deletion of name)	<ul style="list-style-type: none"> • Original Ration Card (Mandatory) • Certificate from competent authority (Mandatory, for Change in Address) • Birth Certificate / Marriage Certificate / School Leaving Certificate (Any One) • Certificate of Name Change (Mandatory for Change in Name) • Death Certificate (Mandatory in case of death of any member of the family and if they are applying Deletion of Name) • Proof of House Number (Mandatory in case of Change in Address) • NOC from landlord (Mandatory if the applicant stays in rented house) • Self-Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)

[Handwritten signature]

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Issuance of Duplicate Ration Card	<ul style="list-style-type: none"> • Declaration form duly filled and signed by Head of Family (Mandatory) • Self-Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Old Ration Card (Optional) • FIR regarding Loss of Ration Card (Mandatory) • Aadhaar Card (Optional)
Surrender/Cancellation of Ration Card	<ul style="list-style-type: none"> • Self-Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Original Ration card (Mandatory) • Death Certificate (Mandatory in case of death of any member of the family and if they are applying for Surrender / Cancellation) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
Senior Citizen Identity Card	<ul style="list-style-type: none"> • Date of Birth Proof (Mandatory) • Residence Proof (Mandatory) • ID Proof of Applicant & Emergency Contact (Mandatory) • Proof of Blood Group (Mandatory) • Passport Size Photograph (Mandatory) • Aadhaar Card (Optional)
Handicapped/Disabled Identity Card	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Residence Proof (Mandatory) • ID Proof of Applicant & Emergency Contact (Mandatory) • Medical Certificate (Optional) • Passport Size Photograph (Mandatory) • Aadhaar Card (Optional)
Issuance of Birth Certificate of Births before 1971	<ul style="list-style-type: none"> • True copy of ID proof of self (Mandatory) • Self-Birth certificate if applying for parent or grand parent. • Father's Birth Certificate if applying for grandparent Father Side TEOR (Mandatory) • Mother's Birth certificate if applying for grandparent Mother Side TEOR (Mandatory) • Self-attested photocopy of Aadhaar Card (Optional)

Handwritten mark

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
Issuance of Death Certificate of Deaths before 1971	<ul style="list-style-type: none"> • True copy of ID proof of self (Mandatory) • Self-Birth certificate if applying for parent or grand parent. • Father's Birth Certificate if applying for grandparent Father Side TEOR (Mandatory) • Mother's Birth certificate if applying for grandparent Mother Side TEOR (Mandatory) • Self-attested photocopy of Aadhaar Card (Optional)
Registration of Marriage & Issuance of Marriage Certificate	<ul style="list-style-type: none"> • Original Birth Certificate of both (must be issued within last 3 months) in case if the applicant is born in Daman. Original Birth Certificate of both and photocopy of Original Birth certificate (must be issued within last 6 months) for those who are born outside Daman (Mandatory) <p>Note:-</p> <ul style="list-style-type: none"> • Original Birth certificate of both are given back after registration • Resident certificate of either, must be issued within last 6 months (Mandatory) • ID proof of both (Mandatory) • ID proof & residence proof of three witnesses (Mandatory) • Church Certificate ("No Objection Certificate" is issued by the Sub and Civil registrar and on the basis of this NOC, Church issues Church Certificate)(Required only if either of the applicants belongs to Christian community) • Joint photograph of the bride & groom, duly attested by Gazette Officer (Mandatory) • Aadhaar Card (Optional) • Passport or declaration on plain paper for those who doesn't have passport (Mandatory)
Registration of Cases, Case Adjudgments, Issuance of Notice & Issuance of Final Orders	<ul style="list-style-type: none"> • Copy of Form I & XIV (Optional) • Proof of Land Possession (Optional) • Residence Proof (Optional) • Any supporting document (Optional) • ID Proof (Optional) • Aadhaar Card (Optional)
Issuance of Stay Orders	<ul style="list-style-type: none"> • ID Proof (Optional) • Residence Proof (Optional) • Final Order (Mandatory) • Aadhaar Card (Optional)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Appeal under RTI	<ul style="list-style-type: none"> • ID Proof • Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Optional)
Seeking information under RTI	<ul style="list-style-type: none"> • ID Proof • Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Optional)
Provide status / feedback of complaints	<ul style="list-style-type: none"> • ID Proof • Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Optional)
Registration Of Complaints	<ul style="list-style-type: none"> • ID Proof • Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Optional)
Registration of Birth & Issuance of Birth Certificate	<ul style="list-style-type: none"> • Original Birth Report received from the PHC / CHC (Mandatory) • ID Proof (Optional) • Aadhaar Card (Optional)



SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Registration of Death & Issuance of Death Certificate	<ul style="list-style-type: none"> • Original Birth Report received from the PHC / CHC (Mandatory) • ID Proof (Optional) • Aadhaar Card (Optional)
Pre Matric Scholarship for SC/ST/OBC/Minority students	<ul style="list-style-type: none"> • Previous Standard Mark Sheet Certificate (Mandatory) • Family Annual Income certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) <p>Additional documents for OBC Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • OBC declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the OBC(Castes) notified by central government <p>Additional documents for Minority communities Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • Minority community declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the minority communities notified by central government. Or Community Certificate issued by principal of concerned school/institute may also be accepted.
Post Matric Scholarship for SC/ST/OBC/Minority students	<ul style="list-style-type: none"> • Previous Standard Mark sheet Certificate (Mandatory) • Family Annual Income Certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) <p>Additional documents for OBC Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • OBC Declaration (OBC Declaration is an Affidavit on non-judicial stamp paper by the student mentioning that s/he belongs to any one of the OBC(Castes notified by central government))

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Department	Service Name	Documents Required
	Complaints/Feedback regarding material supplied, food, etc.	<ul style="list-style-type: none"> • Photograph of the damaged material (Optional) • Aadhaar Card (Optional)
	Scholarship/Stipend for SC/ST students from Std I to XII	<ul style="list-style-type: none"> • Proof of Permanent Residence (Mandatory) • Family Annual Income Certificate (Mandatory) • Bank Account Passbook (Mandatory) • Previous standard Mark Sheet (Mandatory) • Caste Certificate (Mandatory) • Aadhaar Card (Optional)
	Providing incentives to girl students for pursuing higher studies	<ul style="list-style-type: none"> • SSC Examination Mark Sheet (Mandatory) • SSCE Attempt Certificate (Mandatory) • HSSC Examination Mark Sheet (Mandatory) • HSSC Attempt Certificate (Mandatory) • School Leaving Certificate (Mandatory) • Schooling Certificate of last 5 years (Mandatory) • 12 years Permanent Residence Certificate of parents (in case Father/Mother is not Alive) or Guardian Residence Certificate (Mandatory) • 5 years Permanent Residence Certificate of parents (parents is employee of U.T. Administration or Central Government from Mamiatdar, Daman/Diu) (Mandatory) • Dependent Certificate, if claiming to be under guardianship (Mandatory) • Domicile Certificate (Mandatory) • Caste Certificate (SC/ST/OBC) (Mandatory) • BPL Certificate/Card (Mandatory) • Fee Receipt (Mandatory) • All Qualifying Examination Mark Sheet (Mandatory) • Certificate from Controlling Officer regarding 5 years service of parents in Daman & Diu (Mandatory) • Bank Account Passbook (State Bank of India only) (Mandatory) • Last Year Examination Mark Sheet (Two Semesters/yearly) (Mandatory) • Fee Structure as approved & notified by the Component Authority of College/Institute (Mandatory) • Aadhaar Card (Optional)

[Handwritten signature]

SERIES II No. : 26

DATED : 8TH JULY, 2016.

Service Name	Documents Required
Issuance Of Airtimp Certificate.	<ul style="list-style-type: none"> • Proof of admission in School (Mandatory) • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)
Issuance of Bonafide Certificate.	<ul style="list-style-type: none"> • Last Result obtained from the school (Mandatory) • Aaphaar Card (Optional)
Issuance of Character Certificate.	<ul style="list-style-type: none"> • Proof of provisional admission in school/college (optional) • Aadhaar Card (Optional)
Issuance of School Leaving Certificate.	<ul style="list-style-type: none"> • Proof of admission in School (Mandatory) • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)
Addition of Educational Qualification and experience if any of the candidate	<ul style="list-style-type: none"> • Original Registration Card (Mandatory) • Original Additional Qualification Document(s)/Original Experience Certificate(s) (Mandatory) • Aadhaar Card (Optional)
Note: -	<p>The addition of Educational Qualification/Experience Certificate is added maximum of 3 times for an applicant.</p>
Enrollment under Unemployed Category	<ul style="list-style-type: none"> • School Leaving Certificate / Birth Certificate (Mandatory) • Caste Certificate (Mandatory only in case of SC/ST/OBC/Minority) • Residence Certificate/Domicile Certificate (Mandatory) • All Educational qualification Certificates (Mandatory) • Experience Certificate (Mandatory only if the applicant has any work experience) • Aadhaar Card (Optional)
Renewal of names of candidates whose names are registered with Employment Exchange	<ul style="list-style-type: none"> • Original Employment ID card (Mandatory) • Aadhaar Card (Optional)

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	<ul style="list-style-type: none">• Covering Letter (Optional)• Aadhaar Card (Optional)
Registration under the Shops & Establishment Act.	<ul style="list-style-type: none">• S.S.I. Registration Certificate [True Copy] (Mandatory)• Affidavit to be given by the Director/Partner/Owner (Mandatory)• Partnership Deed/Memorandum Articles of Association (Mandatory)• Chaitan (Mandatory)• Lease Agreement and Leaser's ownership document (Mandatory)• Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
Renewal under the Shops & Establishment Act.	<ul style="list-style-type: none">• Original Registration Certificate of Establishment (Mandatory)• Chaitan (Mandatory)• Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)

SERIES II No. : 26

DATED : 8TH JULY, 2016.

Service Name	Documents Required
Registration under the Factories Act.	<ul style="list-style-type: none"> • Paid Chalan as a proof of payment of Registration fees (Mandatory) • Occupancy Certificate from PWD / Concerned Authority / District Panchayat (Mandatory) • Certificate regarding stability of the structure from a qualified structural engineer (Mandatory) • List of safety equipment / precautionary measures taken on site, on company's letter head and signed (Mandatory) • Machinery layout drawing approved by architect (Mandatory) • Approved plan (Mandatory) • Provisions of Health, Safety and Welfare under the Factory Act, 1948 (Mandatory) • Onsite/off site plan, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Approval of the plans from Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Sale Deed/Agreement for sale/Lease Agreement, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Signed Project Report including flow chart (Mandatory) • Land document Form I & XIV (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • SSI Registration / Industrial License / In principle clearance in case of MS/LSI (Optional) • Details of ETP on company's letter head and signed (Optional) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional) • Chalan (Mandatory) • Original License of the factory (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • Application on company letter head (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional) • Chalan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
Renewal under the Factories Act.	<ul style="list-style-type: none"> • Chalan (Mandatory) • Original License of the factory (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • Application on company letter head (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional) • Chalan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
Registration of Establishments employing Contractual labor.	<ul style="list-style-type: none"> • Chalan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
License by the Contractor employing contract Labor.	<ul style="list-style-type: none"> • Copy of Registration Certificate (Mandatory) • Challan (Mandatory) • Aadhaar Card of Contractor (Optional)
Renewal by the Contractor employing contract labor.	<ul style="list-style-type: none"> • Original license by the contractor employing contract Labour (Mandatory) • Challan (Mandatory) • Aadhaar Card of Contractor (Optional)
New Connection (Domestic & Commercial)	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof
New Connection (Industrial)	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof • Memorandum and article of Association (For Pvt. Ltd. And Ltd. Company) • RIG Approval (IN case of HT Connection)
Online Registration of Complaints	NA
New Temporary Electricity Connection for Domestic, Commercial & Industrial	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Copy of Approved Building Plan • Ownership Proof

Handwritten signature

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

Service Name	Documents Required
Request for Change of Name	<ul style="list-style-type: none">• Prescribed requisition form with passport size photo• ID Proof• Occupancy Proof• Ownership Proof



Notification No. No: 01/IT/DDeGS/File
dated 16/12/2016 published in the Official
Gazette No. 09 dated 4th March, 2016

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Annexure A

Timelines and Charges for Delivery of Services through Saral Seva Kendra (SSK)/Online

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 01 (Urban Area)	Diu Municipal Council	Refer Annexure D	5	Rs.5/- for issue certificate	5
Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 01 (Urban Area)	Diu Municipal Council	Refer Annexure D	5	Rs.5/- for issue certificate	5
Physically Handicapped/Disability Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
National Old Age Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
Widow Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
Registration Of Birth (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5
Registration Of Death (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Physically Handicapped/Disability Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
National Old Age Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
Widow Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	Late Registration fee Rs. 5/- and Issue Births Certificate Rs. 2/-	5
Registration Of Death & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	Late Registration fee Rs. 5/- and Issue Births Certificate Rs. 2/-	5
Late Registration Of Birth (Urban)	Mamlatdar	Refer Annexure D	15	NIL	5
Caste - SC/ST/OBC Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Character Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Late registration Of Death (Urban)	Mamlatdar	Refer Annexure D	15	NIL	5

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Birth Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Death Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Marriage Layer Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Succession Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Correction in Record of Rights	Mamlatdar	Refer Annexure D	45	NIL	5
Ownership Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
Residence Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Legal Heirship Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Marriage Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
Copy of Form I and	Mamlatdar	Refer Annexure D	3	NIL	5
Ration Card	PDS	Refer Annexure D	14	NIL	5
Consumer Complaints related to	PDS	Refer Annexure D	No Timelines Defined	NIL	5
Correction of Changes in Ration Card (Change in name, address, addition or deletion of members)	PDS	Refer Annexure D	7	NIL	5
Issue of Duplicate Ration Card	PDS	Refer Annexure D	7	NIL	5

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Under/Cancellation of Ration	PDS	Refer Annexure D	1	NIL	5
For Citizen Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
Unemployed/Disabled Identity	Social Welfare Daman	Refer Annexure D	NA	NA	NA
Issuance of Birth Certificate of persons born before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
Issuance of Death Certificate of persons born before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
Registration of Marriage & Cancellation of Marriage Certificate	Sub Registrar & Civil Registrar	Refer Annexure D	Waiting period of 15 days after that within a week	5/- and 50/- for registration and issuance	5
Registration of Cases, Case Summaries, Issuance of Notice and Final Orders	Mamlatdar	Refer Annexure D	Depends on Case to Case	NIL	5
Issuance of Stay Orders	Mamlatdar	Refer Annexure D	Depend on Case to Case	NIL	5
Information available under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
Information available under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005

(Handwritten signature)

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (in Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Provide status / feedback of complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
Registration of Complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
Registration of Birth & Issuance of Birth Certificate	Health Department	Refer Annexure D	7	1-First time registration is free for duplicate is 5/-	5
Registration of Death & Issuance of Death Certificate	Health Department	Refer Annexure D	7	1-First time registration is free for duplicate is 5/-	5
Pre Matric Scholarship for SC/ST/OBC/Minority students	Directorate of Education Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	90	NIL	5
Post Matric Scholarship for SC/ST/OBC/Minority students	Directorate of Education Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	90	NIL	5

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (In Rs.)	Service Charge (In Rs.)
Complaints/Feedback regarding material supplied, food, etc.	Secondary (Education) Directorate of Education Department	Refer Annexure D	7	NIL	5
Scholarship/Stipend for SC/ST students from Std I to XII	Directorate of Education	Refer Annexure D	90	NIL	5
Providing incentives to girl students for pursuing higher studies	Directorate of Education	Refer Annexure D	90	NIL	5
Issuance of Attempt Certificate.	Secondary (Education) Directorate of Education Department	Refer Annexure D	7	NIL	5
Issuance of Bonafide Certificate.	Primary (Education) District Panchayat, Secondary (Education) Department)	Refer Annexure D	7	NIL	5

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (in Rs.)	Service Charge (in Rs.)
Certificate of Character Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
Certificate of Educational Qualification and experience if the candidate is unemployed under Unemployment Allowance Scheme.	Labour & Employment Department	Refer Annexure D	1	NIL	5
	Labour & Employment Department	Refer Annexure D	2	NIL	5
Final list of names of candidates whose names are registered with Employment Exchange	Labour & Employment Department	Refer Annexure D	1	NIL	5

7

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (In Rs.)	Service Charge (in Rs.)
Registration of names of establishments after receiving the sanction of Govt./Public Enterprises	Labour & Employment Department	Refer Annexure D	2	NIL	5
Registration under the Shops & Establishments Act.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
Registration under the Shops & Establishments Act.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
Registration under the Factories Act.	Labour & Employment Department	Refer Annexure D	20	Annexure B	5
Registration under the Factories Act.	Labour & Employment Department	Refer Annexure D	60	Annexure B	5
Registration of Establishments employing Contractual Labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
Registration by the Contractor employing contract Labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
				Department Fees (In Rs.)	Service Charge (In Rs.)
Work done by the contractor involving contract labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
Connection (Domestic & Commercial)	Electricity Department	Refer Annexure D	30	Annexure B	5
Connection (Industrial)	Electricity Department	Refer Annexure D	30	Annexure B	5
Registration of Complaints	Electricity Department	Refer Annexure D	7	Annexure B	5
Temporary Electricity Connection for Domestic, Commercial & Industrial	Electricity Department	Refer Annexure D	7	Annexure B	5
Test for Change of Name	Electricity Department	Refer Annexure D	7	Annexure B	5

[Handwritten Signature]

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Annexure B

Electricity Department fees for e-Services

1. Application for New Connection (Domestic, Commercial)

a. Service Connection Charges

Sr. No.	Connection Type	Tariff (in Rs.)
1	Single Phase L.T	250
2	Three Phase L.T	1000

b. Fees (Non-Refundable) for submission of Test Report of wiring completion

Sr. No.	Type of Connection	Fee Per Test Report (In Rs.)
1	Single Phase Lighting / Domestic	10
2	Three Phase Lighting/Domestic	25
3	Single phase Lighting/Non Domestic	50
4	Three Phase Lighting / Non Domestic	100
6	Single Phase / Three phase Agriculture/Streetlight / Public Lighting & other	50

c. Security Deposit

Sr No	Connection	Domestic	Commercial
1	500 W	Rs. 60	Rs. 75
2	Beyond 500W	Rs. 45 per 500 W or Part thereof	Rs. 120 per 500 W or part thereof

Sr No	Type of Connection	Security Deposit (In Rs.)
1	Agriculture	Rs. 75/HP

2. Application for new Connection Industrial i.e HT & LTP

a. Service Connection Charges

Sr. No.	Connection	Tariff (In Rs.)
1	Three phase LT	RS. 1000

SERIES II No. : 26
DATED : 8TH JULY, 2016.

b. Fees (Non-Refundable) for submission of Test Report of wiring Completion.

Sr. No.	Connection type	Fee Per Unit (In Rs.)
1	Three phase LT Industries	250
1	HT Industries up to 500 KVA	1000
2	HT Industries up to 2500 KVA	5000
3	HT Industries above 2500 KVA	10000

c. Security Deposit

Sr No	Type of Connection	Security Deposit (In Rs.)
1	LT Industries	Rs. 500/HP
2	HT Industries	2000/KVA

3. Online Registration of Complaints

a. No Fees

4. Application for New Temporary Electricity connection for Domestic, Commercial & Industrial

a. Service Connection Charges

Sr. No.	Connection	Tariff (In Rs.)
1	Single Phase L.T	Rs. 250
2	Three Phase L.T	Rs. 1000
3	HT (First 500 KVA)	Rs. 10000
4	HT (Beyond 500 KVA)	Rs. 1000 per 100 KVA or part thereof

b. Fees (Non-refundable) for submission of Test Report of wiring Completion

Sr. No.	Type of Connection	Fee Per Test Report (In Rs.)
---------	--------------------	------------------------------

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

c. Security Deposit

Sr. No.	Connection	Security Deposit (In Rs.)
1	Single Phase L.T	(CS(In KW) >< 30 Days ><30 ><3 Month
2	Three Phase L.T	(CS(In KW) >< 30 Days ><35 ><3 Month
3	Agriculture	Rs. 75 per HP
4	LT Industries	500/HP
5	HT Industries	2000/KVA

5. Request for Change of Name:-

- 1 Rs. For change of name for Domestic, Commercial & Agricultural
- 800 Rs. For change of name in HT & LT industries.

c. Security Deposit:

Sr No	Connection	Domestic	Commercial
1	500 W	Rs. 60	Rs. 75
2	Beyond 500W	Rs. 45 per 500 W or Part thereof	Rs. 120 per 500 W or part thereof

Sr. No.	Connection type	Security Deposit (In Rs.)
1	LT Industries	Rs. 500/HP
2	HT Industries	Rs. 2000/KVA
3	Agriculture	Rs. 75/HP

Testing Fee for various Metering Equipment for FY 2013-14

Sr. No.	Type of Metering Equipment	Fee Per Unit (In Rs.)
1	Single Phase	100
2	Three Phase	300
3	Three Phase Tri-vector Meter (0.5 Class) Industrial LT Consumer	500
4	Three Phase Tri-vector Meter (0.5 Class) 11 KV HT Consumer	500

SERIES II No. : 26

DATED : 8TH JULY, 2016.

Quantity B.H.P. Installed on any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	Upto 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2000	From 2001 to 5000	Above 5000
1	2	3	4	5	6	7	8	9	10
Fees Payable (in Rupees)									
Nil	160	320	480	960	2000	3200	6400	9600	12800
	40	80	120	240	500	800	1600	2400	3200
Upto 10 Horse Power	200	400	600	1200	2500	4000	8000	12000	16000
	320	480	640	1280	2400	4800	9600	12800	16000
Above 10 HP upto 50 HP	80	120	160	320	600	1200	2400	3200	4000
	400	600	800	1600	3000	6000	12000	16000	20000
Above 50 HP upto 100 HP	480	640	960	2000	3200	6400	12800	16000	19200
	120	160	240	500	800	1600	3200	4000	4800
Above 100 HP upto 250 HP	600	800	1200	2500	4000	8000	16000	20000	24000
	800	960	1600	2800	4800	9600	16000	19200	22400
Above 250 HP upto 500 HP	200	240	400	700	1200	2400	4000	4800	5600
	1000	1200	2000	3500	6000	12000	20000	24000	28000
Above 500 HP upto 1000 HP	1280	1600	2560	3200	6400	12800	19200	22400	25600
	320	400	640	800	1600	3200	4800	5600	6400
Above 1000 HP upto 2000 HP	1600	2000	3200	4000	8000	16000	24000	28000	32000
	1600	2400	3200	6400	9600	16000	22400	25600	28800
Above 2000 HP upto 3000 HP	400	600	800	1600	2400	4000	5600	6400	7200
	2000	3000	4000	8000	12000	20000	28000	32000	36000
Above 3000 HP upto 4000 HP	2000	2800	6400	9600	12800	19200	25600	28800	32000
	500	700	1600	2400	3200	4800	6400	7200	8000
Above 4000 HP upto 5000 HP	2500	3500	8000	12000	16000	24000	32000	36000	40000
	3200	6400	9600	12800	16000	22400	28800	32000	36000
Above 5000 HP upto 6000 HP	800	1600	2400	3200	4000	5600	7200	8000	9000

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Quantity B.I.P. Installed on any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	Upto 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2000	From 2001 to 5000	Above 5000
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	Fees Payable								
Above 10 HP upto 50 HP									9600 2400
Above 1000 HP upto 2000 HP									12000 18000 5200 23200



SERIES II No. : 26

DATED : 8TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU,
DEPARTMENT OF LABOUR & EMPLOYMENT,
DAMAN.

No. LE/LI/DMN/S&E/AMD./95/2009/02 | Dated : 04/04/2011

NOTIFICATION

Whereas certain rules further to amend the Goa, Daman and Diu Shop & Establishment Rule, 1975 were published as required by sub-section 3 of section 59 of the Goa, Daman & Diu Shop and Establishment Act 1973 (13 of 1974) in the Official Gazette No. 19 Series II dated 14th May, 2010 under Notification No. LE/LI/DMN/S&E/AMD./95/2009/114 dated 11/05/2010 of the U. T. Administration of Daman & Diu, Department of Labour & Employment, Daman, inviting objections and suggestion from all persons likely to be affected thereby before the expiry of 45 days from the date of publication of the said Notification in the Official Gazette.

(2) And whereas the said Official Gazette was made available to the public on 11/05/2010 :

(3) And whereas objections and suggestions received from the public on the said draft have been considered by the U.T. Administration of Daman & Diu.

(4) Now, therefore, in exercise of the powers conferred by section 59 of the Goa, Daman and Diu Shops and Establishments Act, 1973 (Act 13 of 1974), and all other powers enabling it in that behalf, the U.T. Administration of Daman & Diu hereby makes the following rules so as to further amend the Goa, Daman and Diu Shops and Establishments Rules, 1975, namely :-

1. These rules may be called the Goa, Daman and Diu Shop and Establishment (Amendment) Rules, 2010.
2. They extend to the whole of the Union Territory of Daman & Diu. They shall come into force at once.
3. In the Goa, Daman and Diu Shop and Establishment Rules, 1975, the following Schedule shall be substituted namely :

SCHEDULE A

(See rule - 5)

The Statement in Form I shall be sent to the Inspector together with the fees prescribed in this schedule.

Sr. No.	Categories of Establishments	Reg. Fee
1.	Shop/Establishment employing no persons	Rs. 20/-
2.	Shop/Establishment employing 5 or less than five persons	Rs. 40/-

SERIES II No. : 26

DATED : 8TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU,
DEPARTMENT OF LABOUR & EMPLOYMENT,
DAMAN.

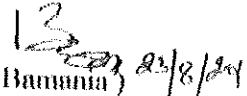
No.LE/LI/DMN/REC-30(1)/2011/477

Dated: 24 /08/2011

NOTIFICATION

In exercise of the powers conferred by section 12 (3) of The Building & Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996, the Administrator of Daman & Diu, hereby specifies a Registration fees of ₹ 5/- for registration of Building workers as beneficiaries under this Act.

By Order and in the name of
Administrator of Daman and Diu.


(P. J. Bananna) 23/8/2011.
Joint Secretary (Lab. & Emp.)
Daman.

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF LABOUR & EMPLOYMENT
DAMAN

No LE/LI/DMN/C.L/AMD/168/2015/242

Dated: 08-09-2015

NOTIFICATION

Whereas certain draft rules further to amend the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, were published as required by sub-section (1) of Section 35 of Contract Labour (Regulation and Abolition) Act, 1972 (37 of 1970) in the Official Gazette No. 27 Series II dated 10/07/2015, vide Notification No.LE/LI/DMN/C.L/AMD/168/2015/148 dated 09/07/2015 of the U.T. Administration of Daman & Diu, Department of Labour & Employment, Daman inviting objections and suggestions from all persons likely to be affected thereby before the expiry of 30 days from the date of publication of the said Notification in the Official Gazette:

(2) And whereas the said Official Gazette was made available to the public on 09/07/2015.

(3) And whereas no objections and suggestions has been received from the public on the said draft.

(4) Now therefore, in exercise of the powers conferred by sub-section (1) of Section 35 of the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970), the Administrator of Daman & Diu hereby makes the following rules further to amend the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, namely:-

- 1) These rules may be called the Goa, Daman & Diu Contract Labour (Regulation and Abolition) (Amendment) Rules, 2015.
- 2) They extend to the whole of the Union Territory of Daman & Diu.
- 3) In the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, herein after referred to as in the principal rules;

SERIES II No. : 26
DATED : 8TH JULY, 2016.


(b) (2) The fees to be paid for the grant of licence under section 12 shall be as specified below:

If the number of workmen employed by the contractor on any day:-

- | | |
|-------------------------------------------|------------------------------------------------------|
| (a) is 20 or more, but does not exceed 50 | Rs. 113/- (One Hundred Thirteen) |
| (b) exceeds 50 but does not exceed 100 | Rs. 225/- (Two Hundred Twenty Five) |
| (c) exceeds 100 but does not exceed 200 | Rs. 450/- (Four Hundred Fifty) |
| (d) exceeds 200 but does not exceed 400 | Rs. 900/- (Nine Hundred) |
| (e) exceeds 400 | Rs. 1125/- (One Thousand One Hundred
Twenty Five) |

- (iii) In sub-rule (3) of rule-29, the fees chargeable for renewal of license shall be the same as for the grant thereof.
- (iv) In rule-30 for the words "fee of rupees five", the figure and words "₹. 45/-" (Rupees Forty Five) shall be substituted.

By Order and in the name of the
Administrator of Daman & Diu,


(R. C. Meena)
Deputy Secretary (Lab & Emp).
Daman.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Annexure C

Timelines of Appellate Authorities for disposal of Appeal

Appellate Authority Name	Designated Officer Designation	Designation of the First Appellate Authority	Maximum Time for disposal of Appeal (In Days)	Designation of the Second Appellate Authority	Maximum Time for disposal of Appeal (In Days)	Designation of the Third Appellate Authority	Maximum Time for disposal of Appeal (In Days)
Registration of Birth (Rural Area) & Registration of Birth (Urban Area) & Registration of Birth (Urban Area) Post January 1971 (Rural Area)	Registrar of Births & Deaths as Chief Officer	District Registrar of Births & Deaths as Collector, Diu & Additional Director Municipal Administration	15 Days	Addl. Chief Registrar/ Dy. Director Planning	15 Days	Chief Registrar	15
Registration of Death (Urban Area) & Registration of Death (Urban Area) Post January 1971 (Urban Area)	Registrar of Births & Deaths as Chief Officer	District Registrar of Births & Deaths as Collector, Diu & Additional Director Municipal Administration	15 Days	Addl. Chief Registrar/ Dy. Director Planning	15 Days	Chief Registrar	15

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Physically Capped/Disabi Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administratio n	30 Days	Secretary, Urban Developme nt	30 Days	--
onal Old Age Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administratio n	30 Days	Secretary, Urban Developme nt	30 Days	--
Low Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administratio n	30 Days	Secretary, Urban Developme nt	30 Days	--
Registration Of (Rural Area)	Block Development Office, Diu & Addl. District Registrar (Births & Deaths), Diu	Collector, Diu & District Registrar of Birth and Deaths, Diu	15 days	Addl. Chief Registrar (Births & Deaths) / Dy. Director (Planning)	--	Chief Registrar (Births & Deaths) / Secretary (Plg.) Daman
Registration Of (Rural Area)	Block Development Office, Diu & Addl. District Registrar (Births & Deaths), Diu	Collector, Diu & District Registrar of Birth and Deaths, Diu	15 days	District Addl. Chief Registrar (Births & Deaths) / Dy. Director (Planning)	--	Chief Registrar (Births & Deaths) / Secretary (Plg.) Daman

Handwritten mark or signature.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Physically Disabled/Disability Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat, Collector, Daman	30	Secretary, PRI	30
Special Old Age Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat, Collector, Daman	30	Secretary, PRI	30
Low Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat, Collector, Daman	30	Secretary, PRI	30
Registration of Birth (Rural Area) & Certificate of Births January 1971 (Rural Area)	Registrar of Birth & Death Village Panchayat Secretary of concern Panchayat	Additional District Registrar	--	District Registrar / Collector, Diu	--	Additional Chief Registrar(Birth & Death)/ Dy. Director Planning Daman	--
Registration of Birth (Rural Area) & Certificate of Death (Post January 1971) (Rural Area)	Registrar of Birth & Death Village Panchayat Secretary of concern Panchayat	Additional District Registrar	--	District Registrar / Collector, Diu	--	Additional Chief Registrar(Birth & Death)/ Dy. Director Planning Daman	--

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Block Development Officer, Diu & Addl. District Registrar (Birth & Death)	Block Development Officer, Diu & Addl. District Registrar (Birth & Death)	15	Adl. Chief Registrar (Births & Deaths)/ Dy. Director (Planning), Daman	Chief Registrar as Development Commissioner/ Finance Secretary
CYST/OBC certificate	Mamlatdar Deputy Collector (HQ)	--	Collector	Secretary (Revenue)
Certificate	Mamlatdar Deputy Collector	--	Collector	Secretary (Revenue)
Registration Of (Urban Area)	Block Development Officer, Diu & Addl. District Registrar (Births & Deaths, Diu as Collector, Diu	15	Adl. Chief Registrar (Births & Deaths)/ Dy. Director (Planning), Daman	Chief Registrar as Development Commissioner/ Finance Secretary
Certificate	Mamlatdar Deputy Collector	--	Collector	Secretary (Revenue)
Certificate	Mamlatdar Deputy Collector	--	Collector	Secretary (Revenue)
Family Layer certificate	Mamlatdar Deputy Collector	--	Collector	Secretary (Revenue)
Police Certificate	Mamlatdar Deputy Collector H.O	--	Collector	Secretary (Revenue)
in Record Rights	Mamlatdar Collector, Diu / Sub Divisional Office, Diu	--	Collector	Administrator (Tribu- 751)

15/7

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Agency Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
Dependent Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
Family / Legal Heirship Certificate	Mamlatdar		--	Collector	--	Secretary (Revenue)	--
Marriage Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
Provisional Copy of Form I and XIV	Talathi	Mamlatdar	--	Dy. Collector	--	Collector	--
Provisional Ration Card	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
Consumer complaints related to PDS	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
Registration of changes in Ration Card (Change in name, address, location or deletion of name)	Sub Inspector, Civil Supply Officer	Superintendent, Collectorate Diu	35	Deputy Collector, Diu	35	Collector, Diu	35
Issuance of duplicate Ration Card	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
Transfer/Cancellation of Ration Card	Sub Inspector, Civil Supply Officer	Superintendent, Collectorate Diu	35	Deputy Collector, Diu	35	Collector, Diu	35
Senior Citizen Identity Card	Block Development Office, Diu	Dy Collector, Diu	7	Collector, Diu		Secretary (Social Welfare)	
Disabled/Disability Card			--		--		--

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

The Mamladar Diu and Registrar of Births & Deaths, Civil Registration Office, Diu	The Additional District Registrar of Births & Deaths, Diu	The Collector, and District Registrar of Births & Deaths, Diu	The Additional Chief Registrar of Births & Deaths
The Mamladar, Diu and Registrar of Births & Deaths, Civil Registration Office, Diu	The Additional District Registrar of Births & Deaths, Diu	The Collector, and District Registrar of Births & Deaths, Diu	The Additional Chief Registrar of Births & Deaths.
The Civil Registrar	The Additional District Registrar of Births & Deaths, Diu	The Collector, and District Registrar of Births & Deaths, Diu	Additional Chief Registrar of Births and Deaths
The Deputy Collector / Collector Revenue	Deputy Collector / Collector Revenue		
The Mamladar	Deputy Collector / Collector Revenue		
As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005 As per RTI Act

10/7/16

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Seeking information under RTI	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Provide status / feedback of complaints	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Registration of Complaints	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act 2005
Registration of Birth & Issuance of Birth Certificate	Registrar (Incharge Medical Officer at PHC VNK, Govt. Hospital, senior surgeon, Health Officer, at CHC)	District Registrar as Collector, Diu	--	Addl. Chief Registrar as Dy. Director Planning, Daman.	--	Chief Registrar as Development Commissioner/ Finance Secretary	--

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Registrar (In-charge Medical Officer) at PHC VNK, Govt. Hospital, senior surgeon, Health Officer, at CHC)	District Registrar as Collector, Diu	Adol. Chief Registrar as Dy. Director Planning, Daman.	Chief Registrar as Development Commissioner/ Finance Secretary	--
Post Matric Scholarship for /OBC/Minority students	Principal/ Head Master,	Asst. Director of Education, Diu	Secretary Education	--
Post Matric Scholarship for /OBC/Minority students	Principal/ Head Master,	Asst. Director of Education, Diu	Secretary Education	--
Complaints/Feedback regarding material supplied, food, etc.	Principal/ Head Master,	Educational Officer(DP), Diu	Secretary Education	--
Post Matric Scholarship/Stipend for /ST students in Std I to XII	Principal/ Head Master,	Assistant Director Education	Secretary Education	--
Post Matric Scholarship for students for pursuing higher studies	Principal/ Head Master,	Assistant Director Education	Secretary Education	--
Post Matric Scholarship for students for pursuing higher studies	Principal/ Head Master,	Assistant Director Education	Secretary Education	--

10/7/16

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Issuance of Bona fide Certificate.	Principal/ Head Master,	Assistant Director Education	-	Collector, Diu	--	Secretary Education	--
Issuance of Character Certificate.	Principal/ Head Master,	Assistant Director Education	--	Collector, Diu	--	Secretary Education	--
Issuance of School Leaving Certificate.	Principal/ Head Master,	Assistant Director Education	--	Collector, Diu	--	Secretary Education	--
Addition of Educational Qualification and experience if any of the candidate	Labour Inspector	Collector, Diu	--	Director (Employment)	--	Secretary (Employment)	--
Enrollment under Unemployed Category	Labour Inspector	Collector, Diu	--	Director (Employment)	--	Secretary (Employment)	--
Renewal of names of candidates whose names are registered with Employment Exchange	Labour Inspector	Collector, Diu	--	Director (Employment)	--	Secretary (Employment)	--
Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	Labour Inspector	Collector, Diu	--	Director (Employment)	--	Secretary (Employment)	--
Registration under the Shops & Establishment Act.	Labour Inspector	Collector / Commissioner (Labour)	--	Secretary Labour	--	--	--
Renewal under the	Labour	Collector /	--	Secretary -	--	--	--

[Handwritten signature]

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Contract & Act.	Inspector	Commissioner (Labour)	Labour
Contract under the Factories Act.	Chief Inspector of Factories & Boilers	Collector / Commissioner (Labour)	Secretary (Labour)
Contract under the Factories Act.	Chief Inspector of Factories & Boilers	Collector	Secretary (Labour)
Contract on of engagements involving Labor.	Registering Officer	Collector / Commissioner (Labour)	Secretary (Labour)
Contract by the contractor	Registering Officer	Collector / Commissioner (Labour)	Secretary (Labour)
Contract by the contractor	Registering Officer	Collector / Commissioner (Labour)	Secretary (Labour)
Contract (Technical)	Junior Engineer (D & M), Sub Div-2, Diu	Asst. Engineer, Sub Div-2 Diu	7 Executive Engineer
Contract (General)	Junior Engineer (Tech), Sub Div-2, Diu	Asst. Engineer (Tech) Sub Div-2 Diu	7 Secretary (Power) Damian

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Online Registration of Complaints	Junior Engineer (O & M), Sub Div-2, Diu	Asst. Engineer , Sub Div-2 Diu	Assistant Engineer (T) Division Office,Daman	Executive Engineer, Daman	7
New Temporary Electricity Connection for Domestic, Commercial & Industrial	Junior Engineer (O & M), Sub Div-2, Diu	Asst. Engineer , Sub Div-2 Diu	Assistant Engineer (T) Division Office,Daman	Executive Engineer, Daman	7
Request for Change of Name	Junior Engineer (O & M), Sub Div-2, Diu	Asst. Engineer , Sub Div-2 Diu	Assistant Engineer (T) Division Office,Daman	Executive Engineer, Daman	7



SERIES II No. : 26
DATED : 8TH JULY, 2016.

Annexure D

Service Name	Documents Required
Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births (Post January 1971 (Urban Area))	<ul style="list-style-type: none">• Self-attested photocopy of proof of occurrence of birth which can be one of the following -<ul style="list-style-type: none">○ Certificate from private hospital• Self-attested photocopy of order from Mamlatdar for late registration of birth (Required only if the birth is registered late i.e. after 30 days)• Self-attested photocopy of ID Proof & Residence Proof• Self-attested photocopy of Aadhaar (Optional)
Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths (Post January 1971 (Urban Area))	<ul style="list-style-type: none">• Self-attested photocopy of proof of occurrence of death which can be one of the following -<ul style="list-style-type: none">○ Certificate from private hospital, for the deaths at hospital○ Testimony from the registered priest who did the final rituals○ For the case of unnatural death, police report is mandatory• Self-attested photocopy of order from Mamlatdar for late registration of death (Required only if death is registered late i.e. after 30 days)• Self-attested photocopy of ID Proof & Residence Proof• Self-attested photocopy of Aadhaar

Service Name	Documents Required
Widely Disabled/Disability Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Handicapped/Disability certificate (Mandatory) • Voter ID card (Mandatory only if Age is 18 Years and Above) • Ration Card (Optional) • One copy of passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aachhar Card (Optional)
Annual Old Age Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate or Doctor Certificate(Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aachhar Card (Optional)
Low Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Husband's Death Certificate (Mandatory) • Marriage Certificate (Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport Size Photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any scheme/agency (Mandatory) • Aachhar Card (Optional)

7

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
Registration Of Rural Area	<ul style="list-style-type: none"> • Declaration of 4 Witnesses in Plain Paper with ID proof any one • Medical Certificate issued by the Medical Officer along with attended treatment documents, Immunization profile. • Certifying Certificate/ Under tracking of Home delivery from concerned ANM workers of their respective area and accordingly register the event • Marriage certificate issued by the civil registration office, Diu (Collectorate)
Registration Of (Rural Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Mandatory) • Medical Certificate cause of Death/ Police Verification Report/PIM Report issued by the Competent authority • Marriage certificate issued by the civil registration office, Diu (Collectorate) • Declaration of 4 Witness on Plain Paper with ID proof any one

Category	Documents Required
Ability	<ol style="list-style-type: none"> 1- Application form 2- Domicile Certificate 3- Annual Income Certificate Note: Annual income should be < 1,00,000 4- Disability Certificate issued from Health Department (greater than 40%) 5- Self-attested photocopy of ID Proof (any one) Ration Card/Voter ID Card /Pan Card/Driving License/Aadhar Card 6- Passport size photograph 7- Affidavit for declaration of not getting pension from any scheme/agency 8- Copy of Bank Passbook 9- Self-attested photocopy of Aadhaar Card (Optional)

Category	Documents Required
Old Age (Rural Area)	<ol style="list-style-type: none"> 1- Application form 2- Domicile Certificate 3- Annual Income Certificate (Note : Annual income should be < 1,00,000) 4- Birth Certificate 5- Self attested photocopy of ID Proof (any one) 6- Ration Card/Voter ID Card /Pan Card/Driving License/Aadhar Card 6- Passport size photograph 7- Affidavit for declaration of not getting pension from any scheme/agency 8- Copy of Bank Passbook 9- Self-attested photocopy of Aadhaar Card (Optional)

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

Service Name	Documents Required
Low Pension (Rural)	1-Application form 2-Domicile Certificate 3-Annual Income Certificate Note: Annual income should be < 1,00,000 4. Marriage Certificate 5-Death Certificate of Husband 6- Self-attested photocopy of ID Proof (any one) Ration Card/Voter ID Card /Pan Card/Driving license/Aadhar Card 7-Passport size photograph 8- Affidavit for declaration of not getting pension from any scheme/agency 9-Copy of Bank Passbook 10. Self-attested photocopy of Aadhaar Card (Optional)
Registration Of Birth & Residence of Birth Certificate of Births (Rural Area)	<ul style="list-style-type: none"> • 1. Application Form on plain paper • 2. Complete filled Birth registration form/ Birth Report no. 1 • 3. Self-attested photocopy of Proof of occurrence of death which can be one of the following. <ul style="list-style-type: none"> • a. Certificate from private hospital / Doctor. • b. Testimony from village panchayat secretary & Self Declaration. • 4. Self-attested photocopy of order from DO for late registration of Birth (Required only if Birth is registered after 21 days and before 30 days). • 5. After 30 days the registration is considered to be late and an additional certificate from the executive magistrate, Diu for late registration is required. • 6. Self-attached photocopy of ID Proof & Residence proof.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Vice Name	Documents Required
tion Of Death & of Death te of Deaths uary 1971 (ea)	<ul style="list-style-type: none"> • 1. Application Form on plain paper • 2. Complete filled death registration form/ Birth Report no. 2 • 3. Self-attested photocopy of proof of occurrence of death which can be one of the following. <ul style="list-style-type: none"> a. Certificate from private hospital / Doctor. b. Testimony from village panchayat secretary & Self Declaration. c. Testimony from the registration priest who did the final rituals d. For the case of unnatural death, police report is mandatory. • 4. Self-attested photocopy of order from BDO for late registration of death (Required only if Death is registered after 21 days and before 30 days). • 5. After 30 days the registration is considered to be late and an additional certificate from the executive magistrate, Diu for late registration is required. • 6. Self-attached photocopy of ID Proof & Residence proof.
gistration Of (Urban Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Mandatory) • Non availability of record certificate issued from Diu Municipal Council (Mandatory) • A testimony of Village Panchayat Secretary for the birth of applicant (Mandatory) • ID proof (Mandatory) • Residence proof (Mandatory) • Residence proof for all four witness (Mandatory) • ID proof for all four witness (Mandatory) • Aadhaar Card (Optional) • School Leaving Certificate or Affidavit of illiterate (Mandatory) • Samaj Letter (Optional) • Passport Size Photograph (Mandatory) • Ration Card (Optional)

NA

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Service Name	Documents Required
- SC/ST/OBC Certificate	<p>For SC/ST:-</p> <ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• Certificate from Samaj Concerned (Mandatory)• Parent's Cast Certificate Issued by Competent Authority (Mandatory)• Two witness statement of SC/ST Community Members• Self-Attested photo copy of ID Proof (Any One)• Ration Card/ Voter Card /Pan Card/ Driving License• Birth Certificate of Applicant, Father and Fore Father (Mandatory)• School Leaving Certificate of Applicant• Aadhaar Card (Optional) <p>For OBC:-</p> <ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• School Leaving Certificate (Mandatory)• Birth Certificate of Self, Father and Fore Father (Mandatory)• Self-Attested photo copy of ID Proof (Any One)• Ration Card/ Voter Card /Pan Card/ Driving License• Samaj Certificate (Mandatory)• Cast Certificate of Self & Father• Income Certificate/Salary Certificate/ Income Tax Returns from for O.B. C (Mandatory)
Character Certificate	<ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• Birth Certificate (Mandatory)• School Leaving Certificate (Mandatory)• Self-Attested photo copy of ID Proof (Any One)• Ration Card/ Voter Card /Pan Card/ Driving License• Aadhaar Card (Optional)



SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Registration Of (Urban Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Mandatory) • Affidavit of Village-Panchayat Secretary for the death of person mentioned in the application (Mandatory) • ID proof of the Deceased (Optional) • Residence proof of the deceased (Optional) • ID proof (Mandatory) • Residence proof (Mandatory) • Residence proof for all four witness (Mandatory) • ID proof for all four witness (Mandatory) • Aadhaar Card (Optional) • Samaj Letter (Optional) • Passport Size Photograph (Mandatory) • Ration Card (Optional) • Non availability of record certificate issued from Diu Municipality (Mandatory)
Rel Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Election Identity Card (Mandatory) • Proof of Residence for Last 10 Years (Mandatory) • Aadhaar Card (Optional)
Certificate	<ul style="list-style-type: none"> • Declaration on plain paper containing full details of family members & their income from all sources (Self attested) (Mandatory) • Ration Card (Optional) • Salary Certificate / Income Tax Return • Aadhaar Card (Optional) • Any other Document(s) in support of proof of income (Optional)

17

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Creamy Layer Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • OBC Certificate (Mandatory) • Birth Certificate self and Father and Mother • School Leaving Certificate (Mandatory) • Income Certificate/Salary Certificate/Income tax Return (Mandatory) • Copy of form I and IV • Ration Card (Mandatory) • Self-Attested photo copy of ID Proof. (Any One) Voter Card /Pan Card/ Driving License • Aadhaar Card (Optional)
Residence Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Any other document in support of residence proof (Optional) • Election Identity Card (Mandatory) • Aadhaar Card (Optional)
Mutation in Record of Rights	<ul style="list-style-type: none"> • Apply to the Talati of village on plain paper under section 96 of the Goa Land Revenue Code 1968 • Declaration on Plain Paper (Self Attached) • Furnish detail of acquisition of right and land acquired with name /address of Occupants. • Residence Proof (Mandatory) • Aadhaar Card (Optional) • Form I & XIV of the property acquired (Mandatory) • Sale Deed/Gift Deed/Succession Deed or any such document (Mandatory) • Declaration on Rupees 2 Stamp Paper (Mandatory, if registered document (Sale Deed/Gift Deed) is not attached)
Mortgage Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • ID Proof (Mandatory) • Form I & XIV (Mandatory) • Nil Encumbrance Certificate (issued by Sub-Registrar) (Mandatory) • Bank Guarantee (Mandatory only if the applicant does not own any immovable property) • Aadhaar Card (Optional)

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Police Name	Documents Required
Birth Certificate	<ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• Ration Card (Optional)• School Leaving Certificate (Optional)• Birth Certificate (Mandatory)• Death Certificate of Father/Mother (Optional)• Election Card (Optional)• Aachhar Card (Optional)• Any other Document(s) in support of proof of their residence (Optional)
Legal heir ship	<ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• Ration card (Optional)• Death Certificate (Mandatory only for dead members of family mentioned in application)• ID proof of Applicant (Mandatory)• Aachhar Card (Optional)
Certificate	<ul style="list-style-type: none">• Declaration on Plain Paper (Self attested) (Mandatory)• ID Proof (Mandatory)• Residence Proof (Mandatory)• Form I & XIV (Mandatory)• Aachhar Card (Optional)
Copy of Form I & XIV	<ul style="list-style-type: none">• Applying on plain paper to the list of the concerned Villages of Diu with Details of Mention their survey number, Sub Divisional no, Village Name• ID proof (Mandatory)• Aachhar Card (Optional)

SERIES II No. : 26

DATED : 8TH JULY, 2016.

Service Name	Documents Required
Ration Card	<ul style="list-style-type: none"> • Application / NOC from existing ration card holder and application from applicant along with declaration form issued by Civil Supplies Department • Self-Attested ID Proof (Mandatory) • Pan Card/Driving License/Voter Card • Residence Proof (Mandatory) • Certificate Regarding House Number From Competent Authority (Optional) • Rent Agreement (Mandatory, if the applicant stays in rented house) • Proof of Residence for company provided house (Mandatory, if the applicant stays in company's guest house) • Identity Card of Company (Mandatory, if the applicant the applicant stays in company's guest house) • Income Certificate/Salary Certificate (Mandatory) • Bank Passbook (Optional) • Caste Certificate (Mandatory, if the applicant belongs to the category SC/ST) • Cancellation/Surrender/Deletion certificate from applicant's earlier place of residence issued by Food & Civil supplies department (Mandatory, if the applicant has old ration card) • Applicant's earlier ration card (Mandatory, if the applicant has old ration card) • Form I & XIV (Mandatory, if the applicant has land) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aajhaari Card (Optional)
Consumer Complaints referred to PDS	N.A

SERIES II No. : 26
DATED : 8TH JULY, 2016.

Documents Required	Documents Required
Original Ration Card (Mandatory)	Original Ration Card (Mandatory)
Certificate from competent authority (Mandatory for Change of Address)	Certificate from competent authority (Mandatory for Change of Address)
Birth Certificate / Marriage Certificate / School Leaving Certificate (Any One)	Birth Certificate / Marriage Certificate / School Leaving Certificate (Any One)
Certificate of Name Change (Mandatory for Change in Name)	Certificate of Name Change (Mandatory for Change in Name)
Death Certificate (Mandatory in case of death of any member of the family and if they are applying Deletion of Name)	Death Certificate (Mandatory in case of death of any member of the family and if they are applying Deletion of Name)
Proof of House Number (Mandatory in case of Change in Address)	Proof of House Number (Mandatory in case of Change in Address)
NOC from landlord (Mandatory if the applicant stays in rented house)	NOC from landlord (Mandatory if the applicant stays in rented house)
Self Attested ID proof (Mandatory)	Self Attested ID proof (Mandatory)
Residence Proof (Mandatory)	Residence Proof (Mandatory)
Passport Size Photograph of Applicant / Head of Family (Mandatory)	Passport Size Photograph of Applicant / Head of Family (Mandatory)
Aadhaar Card (Optional)	Aadhaar Card (Optional)
Declaration form duly filled and signed by Head of Family (Mandatory)	Declaration form duly filled and signed by Head of Family (Mandatory)
Self Attested ID proof (Mandatory)	Self Attested ID proof (Mandatory)
Enclose the Certificate from the concerned Fair Price Shop	Enclose the Certificate from the concerned Fair Price Shop
Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card	Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card
Residence Proof Or any ID Proof (Mandatory)	Residence Proof Or any ID Proof (Mandatory)
Passport Size Photograph of Applicant / Head of Family (Mandatory)	Passport Size Photograph of Applicant / Head of Family (Mandatory)
Old Ration Card (Optional)	Old Ration Card (Optional)
FIR regarding Loss of Ration Card (Mandatory)	FIR regarding Loss of Ration Card (Mandatory)
Aadhaar Card (Optional)	Aadhaar Card (Optional)
Self Attested ID Proof (Mandatory)	Self Attested ID Proof (Mandatory)
Residence Proof (Mandatory)	Residence Proof (Mandatory)
Original Ration card (Mandatory)	Original Ration card (Mandatory)
Death Certificate (Mandatory in case of death of any member of the family and if they are applying for Surrender / Cancellation)	Death Certificate (Mandatory in case of death of any member of the family and if they are applying for Surrender / Cancellation)
Passport Size Photograph of Applicant / Head of Family (Mandatory)	Passport Size Photograph of Applicant / Head of Family (Mandatory)
Aadhaar Card (Optional)	Aadhaar Card (Optional)
Date of Birth Proof (Mandatory)	Date of Birth Proof (Mandatory)
Residence Proof (Mandatory)	Residence Proof (Mandatory)
ID Proof of Applicant & Emergency Contact (Mandatory)	ID Proof of Applicant & Emergency Contact (Mandatory)
Proof of Blood Group (Mandatory)	Proof of Blood Group (Mandatory)
Passport Size Photograph (Mandatory)	Passport Size Photograph (Mandatory)

2016
2016

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Appointed / Disabled Pensionary Card	N/A
Issue of Birth Certificate of Births 1971	<ul style="list-style-type: none"> • Application on plain paper with affixed application photograph for issuance of births certificate • Copy of ID proof of self (Mandatory)
Issue of Death Certificate of Deaths 1971	<ul style="list-style-type: none"> • Application on plain paper with affixed application photograph for issuance of Deaths certificate • Copy of ID proof of self (Mandatory)
Registration of Marriage & Issuance of Marriage Certificate	<p>For Issuance of Marriage certificate:</p> <ul style="list-style-type: none"> • An application on plain paper with affixed applicant photograph for issuance of Marriage certificate. • copy of ID proof of applicant <p>For Marriage registration:</p> <ul style="list-style-type: none"> • Birth certificate of both - bride & groom (must be issued within last 6 months) for those who are born outside Diu (Mandatory) • Resident certificate of either must be issued within last 6 months • ID proof of both • ID proof of four witnesses • No Objection Certificate from church (Required only if either of the applicants belongs to Christian community) • Self-attested photocopy of Aadhaar Card (Optional) • Ration card copy of both. (Optional)
Registration of Cases, Adjournments, Issuance of Notice & Issuance of Final Orders	<ul style="list-style-type: none"> • Copy of Form I & XIV (Optional) • Proof of Land Possession (Optional) • Residence Proof (Optional) • Any supporting document (Optional) • ID Proof (Optional) • Aadhaar Card (Optional)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Ice Name	Documents Required
Order of Stay Order	<ul style="list-style-type: none"> ID Proof (Optional) Residence Proof (Optional) Final Order (Mandatory) Aadhaar Card (Optional)
Order RTI	<ul style="list-style-type: none"> ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID Residential Proof Aadhaar Card (Optional)
Information	<ul style="list-style-type: none"> ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID Residential Proof Aadhaar Card (Optional)
Status / of complaints	<ul style="list-style-type: none"> ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID Residential Proof Aadhaar Card (Optional)
Reason of of complaints	<ul style="list-style-type: none"> ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID Residential Proof Aadhaar Card (Optional)
Reason of Birth & of Birth	<ul style="list-style-type: none"> Original Birth Report received from the PHC / CHC (Mandatory) ID Proof (Optional) Aadhaar Card (Optional)
Reason of Death & of Death	<ul style="list-style-type: none"> Original Birth Report received from the PHC / CHC (Mandatory) ID Proof (Optional) Aadhaar Card (Optional)

Handwritten signature or mark.

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
Matric Scholarship ST/OBC/ Minority students	<ul style="list-style-type: none"> • Previous Standard Mark Sheet Certificate (Mandatory) • Family Annual Income certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) • Additional documents for OBC Category:- • Passport Size Photograph with signature • OBC declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the OBC(Castes) notified by central government • Additional documents for Minority communities Category:- • Passport Size Photograph with signature • Minority community declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the minority communities notified by central government. Or • Community Certificate issued by principal of concerned school/institute may also be accepted.
Matric Scholarship ST/OBC/ Minority students	<ul style="list-style-type: none"> • Previous Standard Mark sheet Certificate (Mandatory) • Family Annual Income Certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) • Additional documents for OBC Category:- • Passport Size Photograph with signature • OBC Declaration [OBC Declaration is an Affidavit on non-judicial stamp paper by the student mentioning that s/he belongs to any one of the OBC(Castes notified by central government)]
Complaints/Feedback Regarding material supplied. food. etc.	<ul style="list-style-type: none"> • Photograph of the damaged material (Optional) • Aadhaar Card (Optional)

7

SERIES II No. : 26

DATED : 8TH JULY, 2016.

Candidate Name	Documents Required
Parents/Students from	<ul style="list-style-type: none"> • Proof of Permanent Residence (Mandatory) • Family Annual Income Certificate (Mandatory) • Bank Account Passbook (Mandatory) • Previous Standard Mark Sheet (Mandatory) • Caste Certificate (Mandatory) • Aadhaar Card (Optional)
Incentives to Parents for professional	<ul style="list-style-type: none"> • SSC Examination Mark Sheet (Mandatory) • SSC Attempt Certificate (Mandatory) • HSSC Examination Mark Sheet (Mandatory) • HSSC Attempt Certificate (Mandatory) • School Leaving Certificate (Mandatory) • Schooling Certificate of last 5 years (Mandatory) • 12 years Permanent Residence Certificate of parents (in case Father/Mother is not Alive) or Guardian Residence Certificate (Mandatory) • 5 years Permanent Residence Certificate of parents (parents is employee of U.T. Administration or Central Government from Mandla/dar, Diu/Diu) (Mandatory) • Dependent Certificate, if claiming to be under Guardianship (Mandatory) • Domicile Certificate (Mandatory) • Caste Certificate (SC/ST/OBC) (Mandatory) • SPL Certificate/Card (Mandatory) • Fee Receipt (Mandatory) • All Qualifying Examination Mark Sheet (Mandatory) • Certificate from Controlling Officer regarding 5 years service of parents in Diu & Diu (Mandatory)
of Attempt	<ul style="list-style-type: none"> • Bank Account Passbook (State Bank of India only) (Mandatory) • Last Year Examination Mark Sheet (Two Semesters/yearly) (Mandatory) • Fee Structure as approved & notified by the Competent Authority of College/Institute (Mandatory)
of Attempt	<ul style="list-style-type: none"> • Aadhaar Card (Optional) • Proof of admission in School (Mandatory) • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)

SERIES II No. : 26
DATED : 8 TH JULY, 2016.

Name	Documents Required
the name of the person	<ul style="list-style-type: none"> • Covering letter (Optional) • Aadhaar Card (Optional)
of the person	
in under the name of the person	<ul style="list-style-type: none"> • S.S.I. Registration Certificate (True Copy) (Mandatory) • Affidavit to be given by the Director/Partner/Owner (Mandatory) • Partnership Deed/Memorandum Articles of Association (Mandatory) • Challan (Mandatory) • Lease Agreement and Lessee's ownership document (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional) • Original Registration Certificate of Establishment (Mandatory) • Proof of Challan Copy (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
of the person	
in under the name of the person	

7

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Service Name	Documents Required
• Service of Bonafide Certificate.	<ul style="list-style-type: none"> • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)
• Service of Character Certificate.	<ul style="list-style-type: none"> • Proof of provisional admission in school/college (optional) • Aadhaar Card (Optional)
• Service of School Leaving Certificate.	<ul style="list-style-type: none"> • Proof of admission in School (Mandatory) • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)
• Service of Educational Qualification and Experience if any of the date	<ul style="list-style-type: none"> • Original Registration Card (Mandatory) • Original Additional Qualification Document(s)/Original Experience Certificate(s) (Mandatory) • Aadhaar Card (Optional) <p>Note:- The addition of Educational Qualification/Experience Certificate is added maximum of 3 times for an applicant.</p>
• Service of Employment under employed Category	<ul style="list-style-type: none"> • School Leaving Certificate / Birth Certificate (Mandatory) • Caste Certificate (Mandatory only in case of SC/ST/OBC/Minority) • Residence Certificate/Domicile Certificate (Mandatory) • All Educational qualification Certificates (Mandatory) • Experience Certificate (Mandatory only if the applicant has any work experience) • Aadhaar Card (Optional)
• Service of names of candidates whose names are registered for employment	<ul style="list-style-type: none"> • Original Employment ID card (Mandatory) • Aadhaar Card (Optional)

7

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Office Name	Documents Required
under the s Act.	<ul style="list-style-type: none"> • Paid Challan as a proof of payment of Registration fees (Mandatory) • Occupancy Certificate from PWD / Concerned Authority / District Panchayat (Mandatory) • Certificate regarding stability of the structure from a qualified structural engineer (Mandatory) • List of safety equipment / precautionary measures taken on site, on company's letter head and signed (Mandatory) • Machinery layout drawing approved by architect (Mandatory) • Approved plan (Mandatory) • Provisions of Health, Safety and Welfare under the Factory Act, 1948 (Mandatory) • Onsite/off site plan, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Approval of the plans from Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable or signed statement on company's letterhead that is not applicable (Mandatory) • Sale Deed/Agreement for sale/Lease Agreement, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Signed Project Report including flow chart (Mandatory) • Land document Form I & XIV (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • SSI Registration / Industrial License / In principle clearance in case if MSI/LSI (Optional) • Details of ETP on company's letter head and signed (Optional) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
under the s Act.	<ul style="list-style-type: none"> • Challan (Mandatory) • Original License of the factory (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • Application on company letter head (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
tion of ments ng Contractual	<ul style="list-style-type: none"> • Challan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)

SERIES II No. : 26
 DATED : 8TH JULY, 2016.

Sl. No.	Documents Required
1	<ul style="list-style-type: none"> • Copy of Registration Certificate (Mandatory) • Chaitan (Mandatory) • Aadhaar Card of Contractor (Optional)
2	<ul style="list-style-type: none"> • Original license by the contractor employing contract labour (Mandatory) • Chaitan (Mandatory) • Aadhaar Card of Contractor (Optional)
3	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical Installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof
4	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical Installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof • Memorandum and article of Association (For Pvt. Ltd. And Ltd. Company)
5	NA
6	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical Installation issued by Licensed Electrical Contractor. • Copy of Approved Building Plan • Ownership Proof
7	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Occupancy Proof • Ownership Proof

7

SERIES II No. : 26

DATED : 8TH JULY, 2016.

**UT ADMINISTRATION OF DAMAN & DIU
OFFICE OF THE COLLECTOR,
CIVIL SUPPLIES DEPARTMENT,
COLLECTORATE, DIU**

No. 77-20-2013/NFSA/CSD/2016-17/3087/Coll DMN/16 Dated : 04/07/2016.

NOTIFICATION

In pursuance of clause 14 of the Targeted Public Distribution System (Control) Order, 2015, the Administrator of UT of Daman and Diu is pleased to appoint the following Officer of Diu District as "Authority" for the purpose of the said Clause.

1. Shri Solanki Rohit Sudnarlal, Lab. Asstt., T.T.I., Diu & Food Safety Officer, Diu.

By Order and in the name of the
Administrator
Daman & Diu and Dadra & Nagar Haveli

Sd/-
(Karanjit Vadodaria)
Dy. Secretary (F&CS)
Daman & Diu.

**No. 11/01/96-06/GA/Holiday/III/2014-15/363/3213/Coll DMN/16
UT Administration of Daman & Diu,
Office of the Collector/Secretary (GA)
Daman – 396 220.**

Dated : 05/07/2016.

Read :- Notification No. 11/01/96-06/GA/Holiday/III/2014-15/4336
dated 22/12/2015.

CORRIGENDUM

As per list of holiday circulated vide this office 11/01/96-06/GA/Holiday/III/2014-15/4336 dated 22/12/2015. the holiday on account of Id-ul-Fitr falls on Wednesday the 6th