UNION TERRITORY OF DAMAN AND DIU

CITIZEN'S CHARTER
2012

OFFICE OF THE COLLECTOR, DAMAN

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AT BLOCK DEVELOPMENT OFFICER LEVEL (CIVIL SUPPLIES)

FOR OBTAINING NEW RATION CARD :-

1. Apply on plain paper along with the prescribed Declaration Form. (Annexure - I).
2. Enclose Cancellation Certificate obtained from the concerned Taluka Mamlatdar where earlier ration card was made.
3. The application will be endorsed to the concerned Talathi/Gram Sevak for inquiry and report.
4. New Ration Card will be issued within 7 days.

II FOR CANCELLATION OF NAME IN THE RATION CARD :-

1. Apply on plain paper indicating the name of the person which is to be cancelled.
2. Enclose the original Ration Card.
3. The Cancellation Certificate is issued within 5 days after due deletion of name in the Ration Card.

III FOR OBTAINING DUPLICATE RATION CARD

1. Apply on plain paper.
2. Enclose the Certificate from the concerned Fair Price Shop.
3. Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card.
4. Attach a copy of a Challan of *Rs.1/-* deposited in treasury.
5. The duplicate Ration Card will be issued within 7 days, after getting the report from the Fair Price Shop.

IV. OTHER SERVICES

51. No.	Nature of work	Documents Required	Period	Authority to effect correction/change
1	Issue of Separate Ration Card within the State	Application/NOC from existing ration card holder and application along with declaration form issued by Civil Supplies Department.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
2	Inclusion of Family members (by representation to Area Rationing Office)	1) Application along with Xerox copy to Birth certificate from their native place in original	The same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
3	Change in address within jurisdiction of the same FPS	Application along with Xerox copy of house Documents. NOC from house owner, in case it is on rental basis.	Same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
4	Change in address including changes in FPS.	Application along with xerox copy of house documents. NOC from existing FPS.	One week	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.
5	Issue of surrender certificate on transfer of family to other city or Otherwise.	Application alongwith Original Ration Card.	Same day	Sub Inspector of Civil Supplies with prior approval of Civil Supplies Officer.

DEPUTY COLLECTOR/SUB - DIVISIONAL OFFICER'S/AERO LEVEL

I. SUB-DIVISION/AMALGAMATION UNDER SECTION 62 OF THE GOA, DAMAN & DIU LAND REVENUE, CODE, 1968.

1. Application should apply to the Collector, Daman on plain paper with Court Fees of Rs. 2/- should be affixed to the application with Xerox copy of its in duplicate.
2. Along with application the below mentioned documents should be submitted.
   i. Form No. 1 & XIV of the current year in Original along with three Xerox copies.
   ii. Site Plan for the current year in Original along with three Xerox copies.
   . iii Proposed Layout plan original signature with the applicant 5(Five)copies(Blueprint)
   iv. Attested copy of N. A. Sanad and order in triplicate.
3. On receipt of application the Collector's office obtains report from the following offices requesting to submit inquiry / reports within 15 days.
   i. The Associate Town Planner, Daman.
   ii. The Enquiry Officer, City Survey, Daman.

   After receiving reports/comments from the above offices the order will be issued with 8 days. ,

II. PARTITION UNDER SECTION 61 OF THE GOA, DAMAN & DIU, LAND RVENUE CODE, 1968.

1. Application should apply to the Collector, Daman on plain paper with Court Fees of Rs. 2/- should be a fixed to the application with Xerox copy of its in duplicate.
2. Along with application the below mentioned documents should be submitted.
   i)Form No, 1& XIV of the current year, in original along with its three Xerox copies
   ii.) Site Plan of the current year in original along with its Xerox copies in triplicate.
   iii)Proposal Layout plan original signature with the applicant 3(Three)copies(Blue print)
3. On receipt of application, the Collector's Office obtains reports from the following offices requesting to submit inquiry/reports within 15 days.
   i. The Mamlatdar, Daman.
   ii. The Enquiry Officer, City Survey, Daman.

   After receiving the reports/comments from the above officers the statements of each applicant to be recorded and order will be passed on completion of less then 30 days or more then 60 days on issue of the Notice on each such co-holders for hearing them.

III. PROCEDURE FOR ACQUISITION. OF LAND, FILING OBJECTIONS AND ENHANCEMENT OF CLAIMS UNDER LAND ACQUISITION ACT:-

1. After issue of notification under section 4 of the Act the interested parties can File their objections to the acquisition on plain paper within 30 days from the last date of publication.

2. Due enquiry will be held on the objections received and thereafter site Inspection will be carried out. A report of the same under section 5 A of the Act will be submitted to the Government.

3. After the approval of 5A report! Inspection Report a notification under section 6 will be issued by the Government declaring that the above land is required for public purpose which will be notified in Official Gazette and in two local newspapers and at the concerned places through the Mamlatdar.

4. Thereafter notices for inquiry under sections 9 and 10 will be issued along with the list of questionnaire to finalize the award under section 11 of the Act. The enquiry under section 9 and 10 will relate to the following aspects: - 1) Nature of Interest 2) Rate of Compensation 3) Area of the land acquired. 4) Apportionment.

5. Taking all the relevant documents of objections into considerations the award under section 11 (1) will be declared by the Land Acquisition Collector.

6. On receipt of the amount from the acquiring department the Land Acquisition Officer will issue notices under section 12 (2) to the interested parties to collect the payment of compensation for the land acquired.

7. In case of a dispute between the parties as to the apportionment of Compensation the Land Acquisition Officer will refer the matter to the District Court under section 30 of the Act for Adjudication.

8. In case parties have expired or shares are not specified the amount will be deposited as "Revenue Deposit" and the same can be claimed on production of relevant documents from the competent authority. Any person to whom compensation is awarded has expired; the heirs of the interested person can apply along with Death Certificate, Deed of Succession, Form I and XIV and an Indemnity Bond.

9. Any person aggrieved by the Award of the Land Acquisition Officer may file an application for reference to the District Court under section 18 of the Act, within a period of limitation as shown on the following grounds :-

   a. In case the person was present before the Collector at the time when he made his award, within six weeks from the date of the Collector's award.
   b. In other cases, within six weeks of the receipt from the Collector under section 12 (2) or (2) within six months from the date of the Collector's award which ever period shall first expire.

10. Any interested person, whose name is covered by the notification under section 4(1) and who has not fixed reference under section 18 to the Collector, may file reference under section 28-A, to the Collector within three months from the date of award of the reference Court for re -determination of the amount of compensation.

IV. PROCEDURE FOR OBTAINING SOUND PERMISSION UPTO 10.00P.M.

a) Apply in the prescribed format (ANNEXURE XVII) addressed to the Dy. Collector and Sub Divisional Officer concerned for permission to use loudspeaker at least 15 days before the event.

b) Mention the timings, period and place where such permission is required up to 10.00 p.m.

c) If the request is for use sound system is beyond 10.00 p.m. the application is to be made to the Collector/District Magistrate of the concerned District and reason for seeking extension beyond 10.00 p.m. will have to be clearly stated.

d) Permission will be granted 3 days before the event.

V. PROCEDURE FOR OBTAINING INFORMATION UNDER RIGHT TO INFORMATION ACT. 2005

1. Apply to the Public Information Officer/Dy. Collector in prescribe Form (Form - I - A) affix court fee of Rs. 10/- giving exact details of the information sought under the Right to Information Act. (Annexure - II)
2. Your application will be decided by the Public Information Officer immediately.
3. In case it is decided to furnish the required information you will ,be intimated once the information is compiled to pay the necessary fees and collect your information. In case the information sought cannot be furnished you will be intimated so.

   Information sought will be furnished within 30 days which is the maximum time limit prescribed by the Act. In case the information is voluminous and more time is required to compile it, you will be intimated, requesting for some more time to furnish the information.

VI. PROCEDURE FOR INCLUSIONITRANSPOSITION/CANCELLATION ICORRECTION OF NAMES IN THE ELECTORAL ROLL:-

(i) FOR INCLUSION OF NAME:-

a) Apply to the Mamlatdar / Assistant Electoral Registration Officer concerned in prescribed Form No. 6 (Annexure - III) available in the office of the Mamlatdar

b) Enclose a copy of Birth Certificate if the age is 18 years in support of the claim. In case of adult a copy of ration card is to be furnished.

c) The Mamlatdar /Assistant Electoral Registration Officer after scrutiny of the application will include the name in the Electoral Roll if it is found to be correct in all respects. It is a quasi - judicial process.

(ii) FOR OBJECTION TO INCLUSION OF NAME:-

1. Apply to the Mamlatdar /Assistant Electoral Registration Officer concerned in the prescribed Form NO.7 (Annexure - IV) available in the office of the Mamlatdar
2. The Mamlatda / Assistant Electoral Registration Officer will scrutinize the objection and will decide the case. It is a quasi-judicial process.

(iii) FOR CORRECTION OF NAME/AGE/ ADDRESS:-

a) Apply to the –Mamlatdar /Assistant Electoral Registration Officer concerned in Prescribed Form No. 8 (Annexure - V) available in the office of the Mamlatdar

b) The Mamlatdar / Assistant Electoral Registration Officer will scrutinize the application and according will do the necessary correction in this Elect roll Roll

Registration Officer

(iv) FOR TRANSPOSITION OF ENTRY IN ELECTORAL ROLL:-

a) Apply to the Mamlatdar /Assistant Electoral Registration Officer concerned in prescribed Form No.8 A (Annexure -VI) available in the office of the Mamlatdar .

b) The Mamlatdar/Assistant Electoral Registration Officer will. scrutinize the application and accordingly name will be transposed to the relevant part of the roll of the same Constituency.

AT COLLECTOR'S LEVEL/DISTRICT MEGISTRA TE'S LEVEL

I. N.A. PERMISSION CASES *U/s.* 32 OF THE GOA. DAMAN & DIU LAND REVENUE CODE. 1968

1. Apply in the Prescribed Application Form (Annexure VII). The application form is also available with the Land Section of Collect orate, Daman. The same can be. obtained by the Applicants free of cost.

2. Details should be filled up as mentioned in the N.A. Application Form & Rs. 2/- Court Fee Stamp should be affixed to the application.

3. Application Form should be submitted in duplicate, along with the following documents:

   i. Form No. I & XIV of the 'land in question. in original/Xerox Copies
   ii. Site Plan of the land in. question. in original + 8 Xerox Copies
   iii. Layout Plan in cases where area of the land exceeds 4,000 Sq. Mts.
   iv. Attested copy of Power of Attorney, in cases where application(s) are filed by the Power of Attorney Holder(s)
   v. Any other documents to show access to the plot etc. if required.

On receipt of the application in N.A/ SALE /GIFT permission cases, the superintendent (Land section), shall submit detail to all the concerned officer in the Performa a week in advance ,from the date of site inspection and the concerned officer shall study the case and fill up the required information in the performa allotted to them , which is required to be filled up from their office records. The remaing information shall be filled up during the site inspection after verifying the actual position at the site and hand over the performa , in each case separately to the Dy. Collector ,Daman.

4.- On receipt of application, the Collector's Office obtains reports from the following departments:

i. Land Acquisition Collector, Daman
ii. Superintending Engineer, PWD, Daman
iii. Executive Engineer, (Elect.), Daman
iv. Associate Town Planner, Daman
v. Zonal Agriculture Officer, Daman
vi. Mamlatdar, Daman
vii. Inquiry Officer, City Survey, Daman

5. Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend' cases pertaining to 'N.A. conversion Permission etc. comprising of the following' officers.

1. The Collector, Daman	Chairman
2. The Add!. Collector/ADM,	Member
3.The Dy. Collector/LAC, Daman	Member Secretary
4.The Supdt. Engineer, PWD, Daman -	Member
5.The EE (Elect), Daman	Member
6.The Associate Town Planner, Daman.	Member
7.The Zonal Agriculture Officer	Member
8.The Mamlatder, Daman;	Member
9.The EO (City Survey), Daman	Member

After going through the reports received, the Committee recommends clearance/rejection of the application.

6. Applicants are offered personal hearing in the matter and decision in the cases are pronounced in the open Court by the Collector, Daman after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.

7. N. A. Sanad is issued to the Party after under going further formalities like payment of requisite fees etc. by the Party.

8. In case of rejection, applicant(s) are informed in writing and certified copy of the detailed order is issued to the Parties, on application and payment of requisite fee.

II. N.A. PERMISSION FOR RESIDENTIAL PURPOSE FOR SELF-HOUSING FOR PLOT/LAND UP TO 500 SQ. METRE U/s. 32 OF THE GOA.DAMAN & DIU LAND REVENUE CODE.1968 (As per Notification No.REV/DMN/LAND/2007-08/09 dated 01/05/2007, effecting Amendment in Rule 4(1) in the existing Goa, Daman & Diu Land Revenue (Conversion of use of land and Non--Agricultural Assessment) Rules, 1969)

(i) Permission to convert the use of agricultural plot/land up to 500 Sq. Mtrs. for Non Agricultural purpose of construction of self housing may be granted by the Collector immediately on the basis of self certification by the applicant in the form of an affidavit (Annexure-VIII) and indemnity bond (Annexure-IX), on a stamp paper worth Rs. 10/- (Rupees ten only) duly executed before the Executive Magistrate or a Notary, along with the application ..

(ii) Provided the Collector upon receiving the application and affidavit, shall issue the permission to the applicant in the form of receipt as provided under Schedule-IIA which shall come into force on 46th day from the date of filling application, if no objection /clearance received within that period OR after compliance of objection / clearance, if any, as may be, raised by the office within 45 days.

(iii) Provided further that in a later stage, if any of the information provided in the affidavit including the information regarding Settlement Zone, CRZ, land acquisition and forest, shall found incorrect or false the permission granted to the applicant deemed to be cancelled automatically and the applicant shall face all actions as per the existing provisions of law.

III. SALE PERMISSION CASES U/S.8-B· OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULA TION (AMENDMENT) ACT. 1968 & RULES FRAMED THEREUNDER.

1. Applicant(s)Nendor(s) should apply to the Collector, Daman in prescribed application form (Annexure X) for grant of permission to sell his/her/their land by giving the name of the Purchaser(s), Amount, Purpose for which Purchaser(s) desire to purchase the land, reason why the Vendor(s) desire to sell the land etc. Court Fee of Rs.2/- should be affixed on the Application.
2. Along with the application the below mentioned documents should be submitted:

i. Form No. I & XIV of the land in question, in original + 4 Xerox copy

ii. Site Plan of the land in question, in original + 4 Xerox copy

iii. Attested copy of N.A. Sanad & Order in case where sale permission is sought for Non-agriculture use.

iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).

3. On receipt of application, the Collector's Office obtains reports from the following departments:
   i. The Mamlatdar, Daman
   ii. The Land Acquisition Collector, Daman
   iii. The Associate Town Planner, Daman.
   iv. The Enquiry Officer, Daman.

4. Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Sale permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.

5. Thereafter applicant(s)Nendor(s)/Occupant(s) of the land and Purchaser(s) are given personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee

6. Thereafter Order is issued to the concerned party. As per the Policy decision taken by the Administration in case where sales permission is granted in respect of land belonging to SC/ST occupants, out of the sale proceeds, 50 % of the Sale amount has to be deposited in the bank under the fixed deposit scheme in the name of the vendor(s) for a period of 5 years and the said amount is not allowed to be withdrawn prior to its maturity date. In such cases the Sub- Registrar shall register the sale deed only when the party produces attested copy of the receipt of Fixed Deposit issued by the bank.

7. In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.

IV. LAND GIFT PERMISSION CASE *U/S.* 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT, 1968 & RULES FRAMED THEREUNDER - RULE 2(1) (a) & 2(1) (i)

1. Applicant(s)/Donor(s) should apply to the Collector, Daman in the prescribed form (ANNEXURE-X) for grant of permission to Gift his/her/their land by giving the name of the Donee(s), Relation of the Donor(s) with the Donee(s), Purpose for which the land will be used by the donee(s), etc. Court Fee of RS.2/- should be affixed to the Application.

2. Along with the application the below mentioned documents should be Submitted

   i. Form No. I & XIV of the land in question, in original + 4 Xerox copy
   ii. Site Plan of the land in question, in original + 4 Xerox copy
   iii. Attested copy of N.A. Sanad & Order in case where sale permission is sought for Non-agriculture use.

   iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).
   v. N.O.C. from the other legal heir(s) of the Donor

3. On receipt of application, the Collector's Office obtains reports from the following departments:
   i. The Mamlatdar, Daman
   ii. The Land Acquisition Collector, Daman
   iii. The Associate Town Planner, Daman.
   iv. The Enquiry Officer, Daman.

4. Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Land Gift Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.

5. Thereafter applicant(s)/Donor(s) - Original Occupant(s) of the land and Donee(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.
6. Thereafter Order is issued to the concerned party.
7. In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.

V. LAND EXCHANGE PERMISSION CASE *U/S.* 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT. 1968 & RULES FRAMED THEREUNDER - RULE 2(1) (i)

1. Applicants should apply on plain paper to the Collector, Daman for grant of permission to Exchange their land with each other by giving the names of the Occupants of the land/plots proposed for exchange, Relation of the Applicants with each other, Purpose for which the land will be used after exchange by both the Parties, etc. Court Feeof Rs.2/- should be affixed to the Application. ,

2. Along with the application the below mentioned documents should be submitted:

   i. Form No. I & XIV of the land in question, in original + 4 Xerox copy
   ii. Site Plan of the land in question, in original + 4 Xerox copy
   iii. Attested copy of N.A Sanad & Order in case where exchange permission is sought for Non-agriculture use.
   iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).
   v. Layout/Site plan showing position/situation both the land'

3. On receipt of application, the Collector's Office obtains reports from the following departments:
   i. The Mamlatdar, Daman
   ii. The Associate Town Planner, Daman.
   iii The Enquiry Officer, Daman.

4. Thereafter, on receipt of reports the case is put up before the Committee Constituted to scrutinize and recommend cases pertaining to Land Exchange

Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.

5. Thereafter Parties are offered personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.

6. Thereafter Order is issued to the concerned party.

7. In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.

VI. **LAND MORTGAGE PERMISSION CASE *U/s.* 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMENDMENT) ACT, 1968 & RULES FRAMED THEREUNDER - RULE 2(1) (e)**

1. Applicant(s) should apply to the Collector, Daman in the prescribed form (ANNEXURE-X) for grant of permission to Mortgage their land in favour of Bank/Financial Institution etc.

2. Along with the application, the below mentioned documents should be submitted:-

   i. Form No. I & XIV of the land in question, in original + 1 Xerox copy.

   ii. Attested copy of Nil Certificate of Encumbrance on Property .

   iii. Copy of letter from the Bank/Financial institution etc.

3. On receipt of application, the office of the Collector, Daman obtains report from the Mamlatdar, Daman.

4. Thereafter, on receipt of report from the Mamlatdar, Daman the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Mortgage permission etc. After going through the report received, the Committee recommends clearance/rejection of the application.

5. Thereafter, applicant(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman after going through the merits of the case, report of the Mamlatdar, Daman and recommendation of the Committee.

6. The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collectorate, Daman.

7. Hereafter, applicant(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman after going through the merits of the case and report of the Mamlatdar, Daman.

8. The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collect orate, Daman.

VII. FOR CORRECTION ENTRY/CLERICAL ERRORS OF RECORDS:-

1. Apply on plain paper under section 103 of Land Revenue Code along with following documents
   i) Form I and XIV & ii) Property/ownership documents
2. Due notices will be issued to both the parties fixing date of hearing.
3. After hearing, order will be issued to the concerned ·Mamlatdar and Talathi to effect correction in the survey records in Form I and XIV.

The full process will take minimum 60 days. It is a quasi - judicial process.

VIII. ISSUE OF ARMS LICENSE...

PROCEDURE FOR OBTAINING ARMS LICENSE

I. Normally licenses are given only for crop protection and for self protection. If you desire apply for crop protection and for self protection, apply in prescribed form (Annexure –XI) in triplicate. The applications for the grant of Arm Licenses should be submitted in the office of Collector/District Magistrate, Daman by the applicant or through his representative along with the following documents:-

a) Application on the prescribed form "A" (available with the dealing assistant in the Collector's office).

b) Four passport size photographs one attached on the form, the other three duly attested, on the reverse by a Gazetted Officer to be submitted along with the form.

c) Attested copy of the proof of residence i.e. Ration Card, Voter Identity Card, Passport, Electricity Bill (current) etc.

d) Posting certificate /recommendation from the Head of Department (in case of Government servant).

e) Crop cultivating document, if any (Form I & XIV which is issued by the Mamlatdar's office in case applying for crop protection).

II. The applicant will be referred to the Mamlatdar concerned and the Sub Divisional Police Officer, Daman, for a report.

On receipt of the reports, the case will be decided accordingly and if agreed upon, necessary licenses will be issued within 15 days after hearing the party personally.

Procedure for purchase of weapon after issue of Arm License.

I. After issue of license the weapon prescribed in Col. 5 can be purchased from any authorized dealer/authorized licensee. The arms license holder has to obtain NOC from the

District Magistrate, Daman. After purchase of weapon the license holder shall apply to the District Magistrate, Daman for endorsement of the weapon prescribed in Col. 5. The weapon has to be produced for inspection for getting the entry made in the license booklet.

IX. Procedure for renewal of arms license. (Annexure-XII)

I. The license is renewed for a period of three years and the following documents are required at the time of renewal:-

A) Application on prescribed Performa (available with the dealing assistant in the Collector's office, Daman and also on the official Website of Collector's office, Daman)

B) Original Arm License of the licensee.

C) Proof of residence i.e. electricity bill, water bill, telephone bill, driving license, passport, election voter id-card, ration card, property/house tax, tax return, etc. (self attested photocopies of at least any two documents)

D) Weapon to be produced for inspection.

Note: - The licensee can apply for renewal of his /her license from one month in advance to one month later from the date of expiry of license. This period will be treated, as valid period for renewal and within this period only the due fees will be charged but afterwards late fees will be charged.

X. Procedure for transfer of Arms License.

i) Apply in prescribed Form.

ii) Enclose three photographs duly attested.

iii) Enclose a copy of birth certificate duly attested.

iv) NOC in affidavit form or document to prove legal heirship.

v) The same will be forwarded to the Sub Divisional Police Officer and Mamlatdar for report.

vi) On receipt of above report, the case will be decided after hearing the applicant.

XI. Procedure for obtaining All India License.

1. The arms license holder should apply to the District Magistrate with full justification along with documents to extend area validity of his arms license to whole of India.
2. On receipt of the application, a Police report will be obtained and also a report from the concerned Mamlatdar.
3. After receipt of the above report, this office will refer the matter to the Deputy Secretary (Home), Secretariat, Daman for taking action in the matter.

Procedure for issuing of Duplicate Arm License Book.

I. The Duplicate Arm License Books are being issued in the following cases: -

A) In case of missing /lost of Arm License book:- The licensee has to apply on plain paper along with a copy of NCR/FIR registered with police station and two photographs of applicant attested on the reverse by a Gazetted officer along with an Affidavit on Rs.10/- Stamp paper duly attested by Notary mentioning the details duly of Arm license and that he /she has lost the Arms license.

B) In case, old license book is completed / damaged: - The licensee has to apply on plain paper along with original Arm License and two photographs duly attested on reverse side by a Gazetted Officer.

Procedure has to be adopted in case of change of address.

I. If the licensee has shifted within the jurisdiction of Daman district, he/she has to produce the proof of residence of the present address along with application and original arm license. If he/she has shifted out of Daman district , he/she will apply for registration to the D.M. concerned and genuineness letter will be issued

on the demand of such D.M., but before that one has to take the transport license to carry the weapon to his new place of residence in case his area validity for the license is U.T. of Daman only.

residence as well as to the authority which granted the license or last renewed it, as the case may be and shall on demand forthwith produce the license and the weapon to the first mentioned authority for making necessary entry in the license to indicate these in the particulars of the new residence of the licensee.

II. So if the Licensee shifts to Daman district from outside Daman, he/she will apply for registration of his/her license in Daman along with the following documents:-

A) Application on prescribed Performa.

B) Three passport size photographs duly attested by a Gazetted Officer on reverse side.

C) Proof of residence in Daman.

D) Original Arm License.

E) He/she will also bring the Weapon(s) which exists on his /her license for inspection

F) Transportation License from DM concerned if the area Validity of Arm License is only for a particular State.

Procedure to transport weapon from Daman to any other part of India.

1.The arm license holder who intends to transfer the weapon out of Daman to any part of India should apply to the District Magistrate in the prescribed form with the purpose to transport weapon, for e.g. (Repairs/On transfer).

2. The District Magistrate will issue a transport license with certain validity period as per the request of the applicant/licensee within 5 days.

Procedure for grant of prohibited Bore Arm License.

The licenses for Prohibited Bore Weapons is granted by Ministry of Home Affairs. The following types of case are being considered for grant of prohibited bore/ semi/--automatic arms licenses:-

1) To Defence personnel who were allocated such weapons prior to June,1982.
2) To legal heirs of the deceased license holders who would like to keep such weapons on family heirlooms basis.

Procedure to be followed in case the licensee expires.

I First the legal heirs of the licensee will deposit the weapon which belongs to the deceased at the Daman Police Station along with copy of death certificate.

II. Then the legal heirs will intimate about the death of the licensee and submit a copy of the death certificate of the deceased license along with original Arm license.

Procedure for disposal of weapons which belongs to the deceased licensee.

I. The first legal heir of the deceased licensee will apply to this office along with the following documents:-

a) Indemnity bond on Rs.100/- stamp paper duly attested by SDM/Notary.

b) NOCs from all legal heirs on Rs.10/- stamp paper duly attested (each).

c) Weapon Deposit Slip.

d) Death Certificate.

e) Photocopy of the license of the purchaser, if weapon being sold to any Individual.

f) Original license of the deceased licensee (if already not deposited).

Procedure to sell the weapon(s) which exists on an Arm License.

I. If the licensee wishes to sell the weapon(s), which exists on his license he/she will apply on prescribed Performa along with Original Arm License and photocopy of Arm License of purchaser. Also he/she can sell the weapon to authorized arms dealer after obtaining permission from this office, the weapon can be transferred on the license of the purchaser only after 45 days. After 45 days

he/she will inform this office about the sale of the weapon and the same will be deleted from their license.

XII. Procedure for registration of Arm License issued from outside Daman district.

I. As per Section 62(3) of Arms Rules which states "if a person who holds a license in Form-II, changes his place of residence, permanently or temporarily for more than thirty consecutive days, and carries with him the weapon concerned by the license, to a place other than indicated in column 2 of the license, he shall (within thirty days of such change), send intimation about such change to the licensing authority of the place or his new

residence as well as to the authority which granted the license or last renewed it, as the case may be and shall on demand forthwith produce the license and the weapon to the first mentioned authority for making necessary entry in the license to indicate these in the particulars of the new residence of the licensee.

II. So if the Licensee shifts to Daman district from outside Daman, he/she will apply for registration of his/her license in Daman along with the following documents:-

A) Application on prescribed Performa.

B) Three passport size photographs duly attested by a Gazetted Officer on reverse side.

C) Proof of residence in Daman.

D) Original Arm License.

E) He/she will also bring the Weapon(s) which exists on his /her license for inspection

F) Transportation License from DM concerned if the area Validity of Arm License is only for a particular State.

Procedure to transport weapon from Daman to any other part of India.

1.The arm license holder who intends to transfer the weapon out of Daman to any part of India should apply to the District Magistrate in the prescribed form with the purpose to transport weapon, for e.g. (Repairs/On transfer).

2. The District Magistrate will issue a transport license with certain validity period as per the request of the applicant/licensee within 5 days.

Procedure for grant of prohibited Bore Arm License.

The licenses for Prohibited Bore Weapons is granted by Ministry of Home Affairs. The following types of case are being considered for grant of prohibited bore/ semi/--automatic arms licenses:-

1) To Defence personnel who were allocated such weapons prior to June,1982.
2) To legal heirs of the deceased license holders who would like to keep such weapons on family heirlooms basis.

Under 2) Category, There are following two types of cases where the grant of license for possession of a PB Arm is allowed:-

A) Where the license holder has expired without having the PB weapon transferred in the name of any of his legal heir.

B) Where the license holder intends to transfer the PB weapon during his lifetime.

There are two categories where a license holder of PB weapon can transfer his weapon.

i) When the license holder has attained the age of 70 years. or

ii) When the license holder has held the weapon for more than 25 years.

To apply for such a license the following documents are to be submitted to the Collector/District Magistrate, Daman, who after scrutinizing the case will forward same to the authority concerned:-

1) Application on Form "A"

2) Three passport size photographs duly attested by a GO on reverse side.

3) Age certificate of the applicant.

4) Challan for Rs. 300/-towards license fee

5) Death Certificate of the licensee (in case of death of licensee" Category "A" above)

6) Affidavit from the licensee to the effect that he/she has no objection for the transfer of the arm in the name of the applicant and no other person will apply for any license in future if the weapon is transferred (in case Category B above)

7) Original license renewed up to the current period (in case of above B category)

8) No objection from the other legal heirs in the prescribed affidavit (Category "A" above)

9) If the application is made after the lapse of a considerable time after the death of the licence holder, the status of the possession of the weapons.

10) Classification certificate of weapon from authorized agency.

XIII. FOR OBTAINING LICENCE FOR CINEMATHEATRE UNDER CINEMATOGRAPHY ACT

1. Apply in prescribed Form (Annexure - XIII) along with Siteplan. On receipt of application the following reports will be called for:-

   i) NOC from concerned Panchayat /Municipality.

ii) NOC from Mamlatdar concerned
iii) NOC from Associate Town Planning.
iv) NOC from Electricity Department.
v) NOC from Fire Officer.
vi) Certificate from Films Division.
vii) NOC from-Health Department.
viii) NOC from Chief of Police.

2. The above reports will be perused and studied and accordingly Cinema License will be issued within 15 days after obtaining all reports,

3. The above license is granted for one year and has to be renewed subsequently every year after obtaining NOC from Fire and Electricity Department and Films Division.

XIV. FOR OBTAINING LICENCE FOR VIDEO PARLOUR:-

1. Apply in prescribed Form (Annexure - XIV) along with following documents :-
   a) NOC from Land owner or Sale Deed with Form I and XIV.
   b) Site plan.
   c) NOC from concerned Panchayat /Municipality.

2. On receipt of application a report will be obtained from following authorities:-
   a) Concerned Mamlatdar
   b) Electricity Department
   c) Chief of Police
   d) Fire Office
   e) Health Department
   f) Associate Town Planner..

3. After receipt of all the reports from above authorities the license will be granted within 7 days for a period of one year.
4. Thereafter the license has to be renewed every year.
5. At the time of renewal a report is obtained from Electricity, Health Department and Fire Department Office.

XV. FOR OBTAINING LICENCE UNDER PETROLEUM ACT:

1. If a person wishes to obtain NOC under Petroleum Act he has to apply in the Prescribed Form IX (Annexure - XV) along with following documents:-
   a) Ownership document of the place.
   b) Site plan
   c) NOC from Local Panchayat or Municipality..
2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days ..
3. Simultaneously reports from following Departments will be obtained:-
   a) Police Department
   b) Fire Service.
   c) Town and Country Planning.
   d) Concerned Mamlatdar
4. On receipt of above reports, license or NOC will be issued within 15 days.

XVI. FOR OBTAINING NOC UNDER EXPLOSIVE ACT:

1. If a person wishes to obtain NOC under Explosive Act he has to apply in the Prescribed Form V (Annexure - XVI) along with following documents:-
   a) Ownership document of the place.
   b) Site plan
   c) NOC from Local Panchayat or Municipality.
2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days.
3. Simultaneously reports from following Departments will be obtained:-
   a) Police Department
   b) Fire Service.
   c) Town and Country Planning.
   d) Concerned Mamlatdar
4. On receipt of above reports, license or NOC will be issued within 15 days.

XVII. PROCEDURE FOR OBTAINING SOUND PERMISSION BEYOND 10.00 P.M.

1) Apply in the prescribed format (ANNEXURE XVII) addressed to the. Collector concerned for permission to use loudspeaker at least 15 days before the event.
2) Mention the place, timings and period for which permission is required beyond 10.00 p.m. stating clearly the reason for such an extension.
3) A Police Report in the case will be obtained.
4) Permission will be granted 3 days before the event.

XVIII. PROCEDURE FOR STARTING AND REGISTRATION OF NEWSPAPERS:

1. Apply in prescribed form addressed to the District Magistrate.(Annexure • XVIII)
2. On receipt of the form it will be submitted to the Registrar of Newspapers of India (RNI) for verification of title.
3. The Registrar of Newspapers of India will verify the availability of the proposed title as per the provisions of the Press Registration and Books Act, from the list of titles maintained centrally in their office and will intimate the result to the Magistrate concerned. A copy of the verification will sent to the applicant.
4. After title is available the applicant should file a declaration in the prescribed form available with the concerned Magistrate. (Annexure ': XIX)
5. The declaration should be authenticated by the Magistrate and under his signature and office seal clearly indicating the date of authentication.
6. The declaration along with the first issue of the publication will be sent to the Registrar of Newspapers of India for issue of Certificate of Registration to the applicant.

5 FOR OBTAINING INDIAN CITIZENSHIP:

1. Apply in prescribed application form as required under Rule 28 of the Citizen Rules 1956 read with section 5(2) of the Citizenship Act, 1955 in triplicate as per details shown below as the case may be:

Sl No.	Particulars of Section	Prescribe Form	Annexure
1.	Section 5(1) a	Form- I	Annexure XX
2.	Section 5(1) c	Form - II	Annexure XXI
3.	Section 5(1) d	Form -III	Annexure XXII
4.	Section 6 (1)	Form - XII	Annexure XXIII

2. Application is to be supported with the following documents :.
   a) Four attested Xerox copies of passport
   b) Four attested Xerox copies of residence permit.

After this, concerned applicant has to take oath of allegiance before the District Collector and thereafter a report from the CID is obtained and accordingly. a detailed report is sent to the Home Department, Secretariat, Daman for onward submission to the Government of India for grant of Indian Citizenship.

XX. **PROCEDURE FOR ADJUDICATION OF DOCUMENTS:**

I. FOR FOREIGN POWER OF ATTORNEY

1. Apply on plain paper for stamping of Power of Attorney along with a copy of Power of Attorney.

2. The applicant has to pay fees of Rs. *5/-* for each document and affix special adhesive stamp of Rs. *15/-* per document.
3. The adjudication of the documents will be done within 4 days from the receipt of the application.

II. FOR SALE DEEDS

1. The documents (Sale Deeds) are received from the concerned Sub Registrar office for impounding under section 47 (A) of Indian Stamp Act, 1899. Notice will be issued to them within 7 days fixing hearing.
2. After hearing the parties the Collector will pass order deciding the case.
3. No sooner the above order is passed documents will be sent back to the concerned Sub Registrar Office for necessary action after complying with the directions of Collector within 3 days.

XXI. **PROCEDURE FOR GETTING GRATUITOUS RELIEF UNDER NATURAL CALAMITY**

1. The victims of natural calamity shall apply in plain paper in the office of the Mamlatdar Daman within 60 days of the date of the loss.

2. On the receipt of the report and Panchanama drawn by the Talathi, the Mamlatdar will send it to the Dy. Collector along with the checklist with his recommendations within 7 days.

3. The Dy. Collector will submit the case to the Collector with his recommendations within 2 days.

4. The Collector will examine the case and if it comes under natural calamity scheme, issues orders recommending suitable gratuitous relief as per the CRF/NCCF norms of the Govt. of India. This relief would be granted immediately.

GRIEVANCE REDRESSAL MECHANISM

1. If the services offered at the level of Talathi are not provided within the prescribed time limit, then the applicant may approach the Mamlatdar for grievance redressal.
2. If the services offered at the level of Mamlatdar are not provided within the prescribed time limit, then the applicant may approach the Dy. Collector and if the services offered at the level of Dy. Collector are not provided within the prescribed time limit, the applicant may approach the Collector for grievance redressal.
3. If the services offered at the level of Block Development officer are not provided within the prescribed time limit, then the applicant may approach the Collector for grievance redressal.
4. If the services offered at the level of Enquiry Officer, City Survey are not provided within the prescribed time limit, then the applicant may approach the Dy. Collector and if the services offered at the level of Dy. Collector are not provided within the prescribed time limit, then the applicant may approach the Collector for grievance redressal.

Notwithstanding anything mentioned above, any person who is aggrieved of not being provided proper or inferior quality f service by the concerned authority within this charter can approach the Collector directly in case the official who has been approached in case of grievance has not been able to redress the grievance.

1. I. **FEES/CHARGES FOR VARIOUS SERVICES**

(A) **FEES FOR LAND MATTERS**

1. Certified copy of Form No. I and XIV	Rs.5/-
2. Certified Xerox copy of Sanad :	Rs.2/-
3. Certified copy of court order of Judgment	Rs.5/-
4. Conversion charges (per sq. meter)	
(i) Personal Housing :	Rs.2/-
(ii) Commercial/Industrial:	Rs. 15/-
(iii) Recovery of cost of execution of Damanganga Irrigation project	
(a) Housing	Rs.6/-
(b) Commercial/Industrial	Rs. 10/-
5. For information asked under Right to Information Act, 2005	
1. Processing Charges :-	Rs. 10/-
2. Certified Copies (per page)	Rs.2/-

(B) **FEES PAYABLE FOR ARMS LICENCES (SCHEDULE IV)**

(See rule 57)

Sr. No.	Arms/Weapons	License fee for initial year of grant	Renewal fee for each subsequent year
1.	Form III		
a)	Pistols, revolvers and repeating rifles	Rs.100	Rs.50
b)	Rifles other than those mentioned in (a) and(c)	Rs.60	Rs.30
c)	22 bore rifle (low velocity) firing rimmed cartridges, BL gun and air-rifle	Rs.40	Rs.20
d)	ML gun, air gun, sword, bayonet, dagger, and spear lance	Rs.10	Rs.5
2.	Form V		
	a) Weapons of category V other than those mentioned in (d):	-	-
	b)Other weapons of category V	Free of cost	

ANNEXURES

(FORMS FOR VARIOUS SERVICES)

ANNEXURE – I

D ECLARATION FOR RATION CARD

Taluka of_____Panchayat

_____Village _____

House No. _____ WardlWardo _____Old ration card No.

Name of the Head of family_____

Name of the persons in the family	Relation to the Head of family	Date of Birth	Age
1			
2			
3			
4			
5			
6			
7			
8			

2. Total number of persons Childeren (up to age 12 Yrs)_____ Adults(members 12 Yrs.)_____

3. What is the stock held by the head of family to any member of the family
   Paddy_____quintals
   Rice_____quintals

4. Total Monthly income of all members of the family Rs._____

   Whether the house LPG Gas connection or not_____

5. Whether holding LPG Gas Connection or not_____if yes
   i) Write Consumer ~~No.~~_____
   ii) Whether is/are Income Tax assesses YES/NO
   iii) Name of Gas Agency_____
   iv) Number of gas cylinders in possession

6. I do solemnly declare that the above statement is complete and true to the best of my knowledge and I undertake to held responsible if any part or whole there of found to be false.

Place: _____ Date:_____

Signature of Head of Family

I confirm the above information

Inspector/ Asstt. Inspector/Circle Inspector/Talathi

ANNEXURE-II

Cost Rs. 10/- (affix court fee stamp).

FORM -I-A

APPLICATION FORM FOR INFORMATION UNDER RTI ACT, 2005

(To be filled in English / Hindi / Regional Language)

Dated:_____

To,

The Public Information officer,
Office of the, _____ -
Department
Daman/Diu.

(a) PARTICULARS OF THE APPLICANTS:

NAME:

AGE:

ADDRESS WITH PHONE NO:

(b) DETAILS OF THE INFORMATION SOUGHT:
(Please indicate the subject matter/file/record etc.)

(i) The period of which the Information pertains{_____years prior to date of application)

(c) FORM/FORMAT IN WHICH THE INFORMATION SOUGHT:
(i) 'Photo copy
(ii) Floppy; etc.

(d) INSPECTION OF RECORDS:
(I) Does the request pertain to inspection of record? (Yes/No)
(II) If yes, the number of days the applicant may take in inspecting the relevant Record ..... days.

Signature of the applicant

FOR OFFICE USE ONLY

Date of receiving the application
Date of giving details of cost of information
Date of depositing the fee as under S.7(3)(a)
Date of supplying the information

Within ( ) days.

Valuation: Rs._____ -

Signature with name and designation of the Public Information Officer.
) days.

RECEIPT

I received the information as per my application and I am satisfied with it.

Signature of the applicant.
Date:

{Anex-III}
FORM 6

[See rules 13(1) and 26]

Application for inclusion of name in electoral roll

To

The Electoral Registration Officer

.....Assembly/ Parliamentary £ Constituency.

Sir,

I request that my name be included in the electoral roll for the above Constituency. Particulars in support of my claim for inclusion in the electoral roll are given below:

SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX

I. Applicant's details	Name			Surname (if any)
Age as on 1st January .....#		Years:	Months:	Sex (male/female/others):
Date of birth, if known:	Day:		Month:	Year:
Place of birth:	Village/ Town:			
	District:			State:
* Father's/ Mother's/ Husband's Name	Name			Surname (if any)

II. Particulars of place of present ordinary Residence (Full address)	
House/ Door number:	
Street/ Area/Locality/ Mohalla/Road:	
Town/ Village:	
Post Office:	Pin Code:
Tehsil/ Taluka/ Mandal/ Thana:	
District:	

III. Details of member(s) of applicant's family already included in the current electoral roll of the Constituency:

Name	Relationship with applicant	Part number of the roll of the Constituency	Serial number in that Part	Elector's Photo Identity Card Number
1.				
2.				

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

Please give the year i.e. 2007, 2008, etc.

* Strike out the inappropriate alternative

IV. Declaration

I hereby declare that to the best of my knowledge and belief: -

(i) I am a citizen of India;

(ii) I am ordinarily resident at the address given in para II above since .....(date, month, year)

(iii) I have not applied for the inclusion of my name in the electoral roll for any other constituency;

(iv) *My name has not already been included in the electoral roll for this or any other assembly constituency;

Or

*My name may have been included in the electoral roll for_____ Constituency in _____State in which I was ordinarily resident earlier at the address mentioned below and if so, I request that the same may be deleted from that electoral roll.

Full Address (Earlier Place of ordinary residence)	Electors Photo Identity Card number (if already issued)_____ Date of issue _____
_____ _____ _____ _____	

Place:
Date:

Signature or thumb impression of the applicant

A) **Note –** ***Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under Section 31 of the Representation of the People Act, 1950 (43 of 1950).***

* Strike out the inappropriate alternative.

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km.....for inclusion of name in the electoral roll in Form 6 has been accepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)][£] or* rejection [under or in pursuance of rule 17/20*/26(4)[£]]:

Place: Date	Signature of Electoral Registration Officer	(Seal of the Electoral Registration Officer)

£ During continuous updating after final publication of electoral roll.

* Strike out the inappropriate alternative.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[This page should be thick enough so that it does not get mutilated /damaged in postal transist]

Intimation of action taken

(Section –II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in section –I]

First Fold

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 6 of
**Shri/ Shrimati/
Kumari.....

** (Full address)		
House/ Door number:		
Street/ Area/Locality/ Mohalla/Road:		
Town/ Village:		
Post Office:	Pin Code:	
Tehsil/ Taluka/ Mandal/ Thana:		
District:		

** To be filled in by the applicant.

Second Fold

Section-II

has been—
(a) accepted and the name of Shri/Shrimati/Kumari.....has been registered at Serial No.....in Part No..... of AC No. .....
(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
(Address).....
.....
.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 6 of ** Shri/Shrimati/Kumari.....
**Address.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral Registration Officer (Address)
.....

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-6

General
Instructions

Who can file Form-6

1. First time applicant on attaining age of 18years or more on the first day of January of the year with reference to which the electoral roll is being revised.

2. Person shifting his / her place of ordinary residence outside the constituency in which he / she is already registered.

When Form-6 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. Application for inclusion of name can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-6

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill the Form-6

1. The application should be addressed to the Electoral Registration Officer of the constituency in which you seek registration. The name of the constituency should be mentioned in the blank space.

2. Name (With Documentary Proof)
   The name as it should appear in the electoral roll and Electors Photo Identity Card (EPIC) should be furnished. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's name or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.

3. Age (With Documentary Proof)
   The age of the applicant should be eighteen or more on 1st January of the year with reference to which the electoral roll is being revised. The age should be indicated in years and months.

e.g. A person born on or upto 1/1/1991 will be eligible for inclusion in the electoral roll which is being revised with reference to 1/1/2009. Persons born on 2/1/1991 or thereafter upto 1/1/1992 shall be eligible for inclusion during the next revision with reference to 1/1/2010.

4. Sex
   Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as "other" where they do not want to be described as male or female.

5. Date of Birth (With Documentary Proof)
   Fill up the date of birth in figures in the space provided in dd/mm/yyyy. Proof of date of birth to be attached are as under:
   i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or Baptism certificate; or
   ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or
   iii) If a person is class 10 or more pass, he should give a copy of the marksheet of class 10 , if it contains date of birth as a proof of date of birth; or
   iv) Marksheet of class 8 if it contains date of birth; or
   v) Marksheet of class 5 if it contains date of birth; or

applicant will have to be present himself for verification before BLO/ERO/AERO); or

vii) A certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee, the person is not educated till class 10 and both the parents are not alive.

Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.

6. Place of Birth

In case born in India, please mention name of place like Village / Town, District, State.

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence

Fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

i) Bank / Kisan / Post Office current Pass Book, or

ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or

iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or

iv) Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: In case of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary.BLO must visit for more than one night for such verification.

9. Details of Family Members Already Included in the Electoral Roll

Please fill up name and other particulars of immediate family members i.e. Father / Mother / Brother / Sister / Spouse included in the current electoral roll of the constituency. Name of any other relation like uncle, aunt, cousin brother / sisters etc. not to be mentioned.

10. Declaration

Please indicate date from which you are residing in the given address. In case the exact date is not known, fill-up month and year.

If your name is already included in the electoral roll of any other constituency, please write legibly the full previous address with PIN code.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided. Please attach a self-attested photocopy of both sides of the card.

Miscellaneous

In many places the photograph of the elector is also printed in the electoral roll. You have the option to submit one recent coloured passport-size photograph alongwith the form. The photograph will be used to print your image in the electoral roll and issue of identity card, if required.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same ,if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

[Anex-IV]

FORM 7

[See rule 13(2) and 26)

Application for objecting inclusion or seeking deletion of name in electoral

To

The Electoral Registration Officer,

.....Assembly/£ Parliamentary Constituency.

Sir,

@ I object to the proposed inclusion of the name of the undermentioned person in the electoral roll for the above Constituency. Particulars in support of my objection are given below:

Or

@ I submit that the entry relating to *myself/ *the person named below is required to be deleted for the reasons stated hereunder:

I.	@ Details of person inclusion of whose name is objected to: @ Details of person whose entry is to be deleted:	Name		Surname (if any)
		Part number of electoral roll in which his/her name is	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):
II.	Details of objector	Name		Surname (if any)
	Sex (Male/Female)	Part number of electoral roll in which objector's name is included:		His/her serial number in that
* Father's/ Mother's/ Husband's	Name	Name		Surname (if any)
III.	Particulars of place of ordinary residence of @objector/ @person seeking deletion. (Full address)			
House/ Door number:				
Street/ Area/Locality/Mohalla/Road:				
Town/ Village:				
Post Office:		Pin Code:		
Tehsil/ Taluka/Mandal/ Thana:				
District:				
IV.	Reason(s) for *objection/*deletion:			

£ In case of Union territories having no Legislative Assembly and the State of Jammu and Kashmir.

@ First alternative will be relevant during preparation/revision of electoral roll. Second alternative will be relevant during continuous updating after final publication of electoral roll. Strike out the inappropriate alternative.

* Strike out the inappropriate alternative.

\# Part-II not to be filled where applicant seeks deletion of entry relating to himself.

V. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and belief.

Place: Date: Signature or thumb impression of the applicant

Please give your mobile number /E-mail I.D(Optional)/..... **Note-**

Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

* Strike out the inappropriate alternative.

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. .....
*objecting to inclusion/ *seeking deletion of name of
Shri/Smt./Km..... in the electoral roll in Form 7 has been acepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)[£]] or *rejection [under or in pursuance of rule 17*/20*/26(4)[£]].

Place: Signature of (Seal of the
Date: Electoral Registration Officer Registration
Officer)

* Strike out the inappropriate alternative.
£ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[This page should be thick enough so that it does not get mutilated /damaged in postal transits]

Intimation of action taken

(Section –II of the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in section –I)

First Fold

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 7 of
**Shri/ Shrimati/
Kumari.....

** (Full address)							
House/ Door number:							
Street/ Area/Locality/ Mohalla/Road:							
Town/ Village:							
Post Office:	Pin Code:						
Tehsil/ Taluka/ Mandal/ Thana:							
District:							

** To be filled in by the applicant.

Second Fold

Section-II

has been—
(a) accepted and the name of Shri/Shrimati/Kumari.....has been deleted from..... Part No..... of AC No.....
(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
(Address).....
.....
.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 7 of ** Shri/Shrimati/Kumari.....
**Address.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral Registration Officer (Address) .....

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-7
General Instructions

Who can file Form-7

1. Can be filed only by a person whose name is already included in that roll in order to object inclusion of a name proposed to be included in that part of the electoral roll or for seeking deletion of a name already included in that part of the electoral roll.

When Form-7 can be filed

1. The application can be filed after draft publication of electoral roll of the constituency to object to the proposed inclusion of an entry in the draft roll. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. The Application seeking deletion of an entry from the final electoral roll can be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-7

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-7

1. The application should be addressed to the Electoral Registration Officer of the constituency in which another elector registered in that roll objects the proposed inclusion of an entry in the draft electoral roll. The name of the constituency should be mentioned in the blank space.

2. Details of person inclusion of whose name is objected to / Details of person whose entry is to be deleted :

Out of the two alternative options, the first alternative is relevant after draft publication of electoral roll during revision of electoral roll. In other words to show the objected entry in the draft roll in the list of deletions at the time of final publication of the roll. The second alternative is relevant during continuous updation after final publication of electoral roll. In other words for deletion of an entry already included in the final electoral roll. (*Please strike out the inappropriate alternative while filling up the Form)*

Besides the name of the person whose entry is objected for inclusion or sought to be deleted, the other details of the electoral roll **Part No., Serial No. of the entry in that Part of electoral roll and Identity Card No issued to that person** are also required to be filled up. These details are available in the relevant part of electoral roll. The **Part No.** of the electoral roll is printed on the right hand top corner of the electoral roll. Every entry is given a serial number. Please check the electoral roll and write the serial number at which the name of the person whose entry is objected for inclusion/sought to be deleted is listed. In case the person has already been issued an **Identity Card that No.** is also printed against that entry. Please write that card no. in full in the space provided.

Separate Application is required to be filed for objecting inclusion/seeking deletion of each entry. Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

3. **Details of objector**

An "Objector" can file Application in Form 7 only in respect of persons included in the part of the electoral roll in
which he/she is registered. In Part II of the Application, the objector has to fill up in the space provided his/her
name including surname, relation's name (Father/Mother/Husband), sex, part no. of electoral roll and serial
number at which his/her name is registered in that part of the electoral roll.

The Objector must fill up his full address in the space provided in Part III of the Application.

4. **Reason(s) for objection / deletion.**

In Part IV of the Application, the applicant 'objector' must specify the reason(s) as to why according to him/her the person whose name is objected is not qualified for inclusion in that part of electoral roll viz. Due to death, due to shifting, not ordinarily residing at the registered address etc. The onus of proof to substantiate the reason given for removal of the name lies with the Objector.

5. **Declaration**

In Part V of the Application the applicant must give a declaration that the facts and particulars mentioned in the application are true to the best of his/her knowledge and belief. Please indicate date from which you are residing in the given address. Giving a false declaration is punishable under section 31 of the Representation of the People Act, 1950.

[Anex-V]

FORM 8

[See rule 13(1) and 26]

Application for correction to particulars entered in electoral roll

To

The Electoral Registration Officer,

.....Assembly/Parliamentary Constituency.

SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX

Sir,

I request that entry relating to myself appearing in the electoral roll the above Constituency is not correct and it should be corrected. Correct particulars in support of my request are given

I. **Applicant's details**	Name	Surname (if any)	
Part number of electoral roll:		Serial number in that part:	
Age as on 1st January .....#	Years:	Months:	Sex (male/female/others):
Date of birth, if known:	Day:	Month:	Year:
* Father's/ Mother's/ Husband's Name	Name	Surname (if any)	

II. Particulars of place of present ordinary Residence (Full address)								
House/ Door number:								
Street/ Area/Locality/Mohalla/Road:								
Town/ Village:								
Post Office:	Pin Code:							
Tehsil/ Taluka/Mandal/ Thana:								
District:								
III. **Details of Elector's Photo Identity Card (if issued, in this or some other constituency)**								
Elector's Photo Identity Card number:								
Name of the Constituency:								
IV. **Details of entries to be corrected:** *My name / *Age/ *Father's/Mother's/Husband's name/ *Sex/ *Address/ *Elector's Photo Identity								
Place: Date: Signature or thumb impression of the elector								

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

Please give the year i.e. 2007, 2008, etc.

* Strike out the inappropriate alternative.

Details of action taken
(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. ..... for correction of entry in the electoral roll in Form 8 has been acepted*/rejected*.

Detailed reasons for *acceptance [under or in pursuance of rule 18*/20*/26(4)£] or *rejection [under or in pursuance of rule 17*/20*/26(4)£].

Place:	Signature of	(Seal of the Electoral
Date:	Electoral Registration Officer	Registration Officer)

* Strike out the inappropriate alternative.
£ During continuous updating after final publication of electoral roll.

Remarks of Field Level Officers (e.g BLO, Designated Officer, Supervisory Officer)

[This page should be thick enough so that it does not get mutilated / damaged in postal transits]

Intimation of action taken

(Section-II of the page is to befilled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address is given by the applicant in section –I)

.....First Fold.....

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8 of
**Shri/ Shrimati/ Kumari.....

** (Full address)								
House/ Door number:								
Street/ Area/Locality/ Mohalla/Road:								
Town/ Village:								
Post Office:	Pin Code:							
Tehsil/ Taluka/ Mandal/ Thana:								
District:								

** To be filled in by the applicant.

.....Second Fold------

Section-II

has been—
(a) (a) accepted and the entry at Sr. No. .....of Part No.....
of AC No..... has been modified accordingly.
(b) rejected for the reason.....

Date.....

Electoral Registration Officer.
(Address).....
.....
.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8 of ** Shri/Shrimati/Kumari.....
**Address.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral Registration Officer (Address) .....

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8
General
Instructions

Who can file Form-8

1. Can be filed only by a person whose name is already included in the electoral roll seeking correction to his/her particulars already printed in the electoral roll. One person cannot file application in Form 8 for correction in the particulars of any other person.

When Form-8 can be filed

1. Form-8 can be filed for correction to particulars of a person entered in the electoral roll. The application can be filed after draft publication of electoral roll of the constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. The Application can also be filed for correction of particulars relating to oneself in the finally published electoral roll when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-8

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill up Form-8

1. The application should be addressed to the Electoral Registration Officer of the constituency in which the name of the applicant is already included. The name of the constituency should be mentioned in the blank space.

2. In Part I of the Application, please write your name, as it should appear in the electoral roll. In case the initials to your name printed in the electoral roll are in abbreviated form and you want them to be printed in expanded form you can write your full name in expanded form. The full name except the surname should be written in the first box and surname should be written in the second box. In case you do not have a surname, just write the given name. Caste should not be mentioned except where the caste name is used as part of the elector's n ame or a surname. Honorific appellations like Shri, Smt. Kumari, Khan, Begum, Pandit etc. should not be mentioned.

3. Please fill up the Part Number and serial number in that part of electoral roll where your name is listed. This is mandatory.

4. Age
   Similarly, you should indicate your Age in years and months as on 1st January of the year with reference to which the electoral roll is printed. This qualifying date is printed at the bottom of each page of electoral roll.

5. Sex
   Write your sex in full in the space provided e.g. Male / Female. Applicants may indicate their sex as "other" where they do not want to be described as male or female.

6. Date of Birth (With Documentary Proof)
   Fill up the date of birth in figures in the space provided in
   dd/mm/yyyy. Proofs of date of birth to be attached are as under:
   i) Birth certificate issued by a Municipal Authorities or district office of the Registrar of Births & Deaths or

Baptism certificate; or

ii) Birth certificate from the school (Govt. / Recognised) last attended by the applicant or any other recognised educational institution; or

iii) If a person is class 10 or more pass, he should give a copy of the marksheet of class 10 , if it contains date of birth as a proof of date of birth; or

iv) Marksheet of class 8 if it contains date of birth; or

v) Marksheet of class 5 if it contains date of birth; or

vi) A declaration in prescribed format given in Annexure-1 made by either of his parents if the person is not educated till class 10 (In those cases where parental declaration is given as proof of age, the applicant will have to be present himself for verification before BLO/ERO/AERO); or

vii) A certificate of his age given by a sarpanch of the concerned Gram Panchayat or by a member of the concerned Municipal Corporation / Municipal Committee, the person is not educated till class 10 and both the parents are not alive.

Note: Documentary proof of age will be required only in those cases, where age of the applicant is between 18 and 21 years. In all other cases declaration of his age by the applicant will be taken as proof of age.

7. Relation's Name:

In case of unmarried female applicant, name of Father / Mother is to be mentioned. In case of married female applicant, name of Husband is to be mentioned. Strike out the inapplicable options in the column.

8. Place of Ordinary Residence

In Part II of the Application Form please fill up the full and complete postal address including PIN code where you are ordinarily residing and want to get registered, in the space provided.

Proof of ordinary residence to be attached are as under:

i) Bank / Kisan / Post Office current Pass Book, or

ii) Applicant's Ration Card / Passport / Driving License / Income Tax Return filed or Assessment Order, or

iii) Latest Water / Telephone / Electricity / Gas Connection Bill for that address, either in the name of the applicant or that of his / her immediate relation like parents etc., or

iv) Postal department's posts received / delivered in the applicant's name at the given address.

NOTE: In case of homeless persons, the BLO will visit the address given in Form 6 at night to ascertain that the homeless person actually sleeps at the place which is given as his address in Form 6. If the BLO is able to verify that the homeless person actually sleeps at that place, no documentary proof of place of residence shall be necessary.BLO must visit for more than one night for such verification.

9. Details of Electors' Photo Identity Card.

If you already have been issued with a Photo Identity Card by the Election Commission, please mention the card number (printed on the front side) and date of issue (printed on the back side) of the card in the space provided in Part III of the Application Form. Please attach a self-attested photocopy of both sides of the card.

10. Details of entries to be corrected.

In Part IV of the Application you should indicate the details of entries to be corrected. Therefore, this is a very important part of the Application. You have indicated the correct details about your name, age, date of birth, relations name, sex, address and photo identity card in the space provided in Parts I to III of the Application. In this Part you have to clearly put a tick mark on the details that need to be corrected on the basis of information now furnished by you. Please score out the alternatives that are not to be corrected.

In most part of the country now the electoral roll is printed with the photograph of electors. In case the application is for correcting a wrong photograph, then the applicant may write "My Photograph" in Part IV of the application and if possible, attach a recent passport si ze coloured photograph with the application.

Please also give your full name and address on the acknowledgement and intimation portions.

Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required.

[Anex-VI]

FORM 8A

See rule 13(4) and 26)

Application for transposition of entry in electoral roll

To

The Electoral Registration Officer,

.....Assembly/£ Parliamentary Constituency.

SPACE FOR PASTING ONE RECENT PASSPORT SIZE PHOTOGRAPH (3.5 CM X 3.5 CM) SHOWING FRONTAL VIEW OF FULL FACE WITHIN THIS BOX

Sir,

I request that entry in the electoral roll for the abovementioned Constituency relating to *Myself / *person named below should be transposed to the relevant part of the roll in this constituency

I. **Details of person whose entry is to be transposed:**	Name		Surname (if any)
	Part number f electoral roll in which his/her name	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):

* Father's/ Mother's/ Husband's Name	Name	Surname (if any)

II. Particulars of present place of ordinary Residence (Full address)		
House/ Door number:		
Street/ Area/Locality/Mohalla/Road:		
Town/ Village:		
Post Office:	Pin Code:	
Tehsil/ Taluka/Mandal/ Thana:		
District:		
III. Period of continuous residence at the above address on the date of application	Years:	Months:
IV. Part number to which the entry has to be transposed (if known)		

@**V. Details of applicant:**	Name		Surname (if any)
	Part number of electoral roll in which his/her name is included:	His/her serial number in that part:	Elector's Photo Identity Card number (if issued):

Note- Any person who makes a statement or declaration which is false and which he either knows or believes to be false or does not believe to be true, is punishable under section 31 of the Representation of People Act, 1950 (43 of 1950).

£ In case of Union territories having no Legislative Assembly and the State of Jammu & Kashmir.

* Strike out the inappropriate alternative.

@ Part V not to be filled where applicant seeks transposition of entry relating to himself.

VI. Declaration

I hereby declare that the facts and particulars mentioned above are true to the best of my knowledge and
belief.

Place: Date: **Signature or thumb impression of the applicant**

Please give your mobile number / E-mail I.D(Optional)/.....

Details of action taken

(To be filled by Electoral Registration Officer of the constituency)

The application of Shri/Smt./Km. ..... for transposition of entry relating to himself/ herself/ Shri/ Smt. / Km. ..... in the electoral roll in Form 8A has been acepted*/rejected*.

Detailed reasons for *acceptance or *rejection [under or in pursuance of rule 26(4)*].

Place: Signature of (Seal of the

Date: Electoral Registration Officer Registration Officer)

* Strike out the inappropriate alternative.

Remarks of the field level officers (e.g. BLO, Designated Office, Supervisory Officers)

[This page should be thick enough so that it does not get mutilated / damaged the postal transits]

Intimation of action taken

(Section-IIof the page is to be filled by Electoral Registration Officer of the constituency and to be posted to the applicant on the address as given by the applicant in section-I)

----------First Fold----------

Section-I

Postage Stamp to be affixed by the Electoral Registration Authority at the time of dispatch

The application in Form 8A
of
**..Shri/ Shrimati/
Kumari.....

** (Full address)								
House/ Door number:								
Street/ Area/Locality/ Mohalla/Road:								
Town/ Village:								
Post Office:	Pin Code:							
Tehsil/ Taluka/ Mandal/ Thana:								
District:								

** To be filled in by the applicant.

----------Second Fold----------

Section-II

has been—

a) accepted and the name of Shri/Shrimati/Kumari..... has been deleted from Part No ..... and registered at Sl.No. ----- in Part No.------- of AC No.....

(b) rejected for the reason.....Date..... Electoral Registration Officer. (Address).....

.....

.....

.....Perforation for detachment.....

Receipt for application

Received the application in Form 8A of ** Shri/Shrimati/Kumari.....

**Address.....

Date.....

Signature of the officer receiving the application on behalf of the Electoral Registration Officer (Address)

.....

** To be filled in by the applicant.

GUIDELINES FOR FILLING UP THE APPLICATION FORM-8A

General Instructions

1. A person whose name is already included in the current electoral roll can file the Application for transposition of an entry in a different place of the same constituency.

When Form-8A can be filed

1. The application can be filed after draft publication of electoral roll of the constituency .for transposition of entry relating to one own self or someone else within the same constituency. The application is to be filed within the specific days provided for the purpose. Due publicity is given about the above period when the revision programme is announced.

2. Only one copy of the application is to be filed.

3. Application for transposition of name within the constituency can also be filed through out the year even when the revision programme is not going on. During non-revision period, application must be filed in duplicate.

Where to file Form-8A

1. During revision period, the application can be filed at the designated locations where the draft electoral roll is displayed (mostly polling station locations) as well as the Electoral Registration Officer and Assistant Electoral Registration Officer of the constituency.

2. During other period of the year when revision programme is not going on, the application can be filed only with the Electoral Registration Officer.

How to Fill the Form-8A

1. The application should be addressed to the Electoral Registration Officer of the constituency in which transpositions of the relevant entry is required. The name of the constituency should be mentioned in the blank space.

2. In Part I of the Application Form fill the name Part No. & Sr. No. of the electoral roll where already registered
and Electors Photo Identity Card No.(EPIC) in full and the relation's name (as printed in the electoral roll).

3. In Part II of the Application please mention the complete address of the new place where you/person concerned have shifted place of ordinary residence within the constituency. Please do not write incomplete address as in that case it may not be possible to link the address to the relevant part of electoral roll where the entry is required to be transposed.

4. In Part III of the Application, indicate the approximate period of continuous residence at the new address mentioned in Part II.

5. In Part IV, write the electoral roll part no. in which the residents of the new area where you have shifted are
enrolled. This part is optional in case you don't know the electoral roll part no., then leave it blank.

6. In Part V is not to be filled where the applicant seeks transposition of entry relating to one own self. This part is required to be filled in case the applicant applies for transposition of entry of some other person. Please also give your full name and address on the acknowledgement and intimation portions.
Please give your mobile number and E-mail I.D in the Form , which is optional , as the same, if given, may be used by the Electoral Registration Officer for further communication with the applicant whenever required

ANNEXURE-VII

SCHEDULE - 1

(See Rule 3)

FORM OF APPLICATION UNDER SUBNSECTION (1) OF SECTION 32 OF THE GOA, DAMAN AND DIU LAND REVENUE CODE - 1968.

To.
The Collector,
DAMAN

Sir,

I, _____
resident at , _____, Taluka
DAMAN in Daman District hereby apply for permission to use the land described below which is:-

a) Assessed or held for the purpose of agriculture for the non-agricultural purpose/purposes for _____
b) Assessed or held for the non-agricultural purpose of _____ for the non-agricultural purpose/purposes of _____
c) Assessed or held for the non-agricultural purpose of _____ for the same purpose but in relaxation of condition imposed at the time of grant of land or permission for such non-agricultural use viz.----------

2. I annex to this application :-

(In 10 set i.e. 1 Original + 9 Xerox copies)

a) A certified copy of record of rights in respect of the land as it existed at the time of application (R/R Nakal, Form I & XIV and Site Plan).
b) A Sketch or layout of the site in question showing the location of the proposed building or other works for which permission is sought and the nearest road or means of access (Irrevocable Declaration/Consent! NOC in form of affidavit of the holder of the plot from where access will be provided).
c) Written consent of the tenant! superior holder / occupant and an affidavit of the applicant stating that the access will be obtained from the land holder.

3. I also furnish the following information :-

1.	Full name of the applicant	
2.	Full Postal address	
3.	Occupation	
4.	Village Taluka and District where the land is situated	
5.	Survey No. Hissa No. area and assessment/rent of the land	

6.	Area of the site of (5) above proposed to be used for the purpose of : 1) Residential ..... 2) Industrial. ..... 3) Commercial ..... 4) Residential-cum-Commercial ..... 5) Any other N.A. Purpose ..... (Supported with write-up and sketch or lay-out showing land utilization details separately for each proposed purpose)	*Area in Sg. Mtrs.*
7.	Whether the applicant is occupant Class-lor Class - " or a tenant or a government lessee.	
8.	Present use of the land whether any building exists thereon and if so its use.	
9.	Whether the land is situated or included (a) In Municipal Area (b) In City Survey Area (c) In or near a cantonment area (d) Near a Air-port or a Rly. Station or a Jail or prison or local public office or cremation or burial ground. (e) Adjoining to nalla, creek, bank of river etc. If so, its approximate distance there from.	
10.	Whether electrical high transmission lines (or path way, road, canal, Nalla) pass over/through the land and if so what is the distance thereof from the proposed building or other works.	
11.	Is the land under acquisitions if so, state details	
12.	Is there a road from where the land is easily accessible ? State the name of the road and whether it is Highway, Major district road or village road. What is the distance of the proposed building or other work from the centre of the road?	
13.	If there is no road adjoining the land how is it proposed to provide for access to the site? (please refer point No.2(b) herebefore)	
14.	Was a similar application made in the past for non-agricultural use of this land and was it rejected? If yes, why?	

I solemnly affirm that the information given above is true to the best of my knowledge and belief.

Place: Daman.

Dated: Signature of applicant

Encl:- 1)
2)
3)
4)

ANNEXURE - VIII

A F F I D A V I T FOR NA CONVERSION

(On Rs. 2/- STAMP PAPER)
(BEFORE THE EXECUTIVE MAGISTRATE, DAMAN)

I the undersigned *Shri/Smt.* ..... An Indian inhabitant, major, resident of .....do hereby solemnly affirm and state as under:-

- That the application for proposed N.A. conversion is for the purpose of construction of self housing only and will not be used for any other purpose including commercial purpose.
- That the land proposed for N.A. conversion lies within the settlement zone meant for residential purpose.
- That the said land proposed for N.A. conversion is free from any CRZ restriction/prohibition.
- That the said land (or any part of it) which is proposed for NA conversion is presently not falling under any acquisition of the land proposed by the Government.
- Proposed plot is not falling under any forest/reserved forest/proposed forest! proposed reserved forest area.
- That the proposed residential house will be constructed as per existing building bye-laws in the area.
- That the Architect Shri ..... will prepare the layout plan and his service will be utilized during the construction of the house *1* he will supervise the construction of the house.
- That I will keep the provision for right of way and road widening as per existing norms.
- That the proposed plot is having access from ....., road *1* plot No ....., and the said access belong to me only.
- That I know to make a false affidavit is an offence and is punishable under Criminal Law. Therefore, at any later stage if the information submitted by me is found to be incorrect or false I shall be held liable and punishable under law.

The contents of this affidavit are true and correct to the best of my personal knowledge and belief.

Date: Place: (Signature of applicant)

Identified by:-

ANNEXURE - IX

(ON RS. *100/-* STAMP PAPER)

BEFORE THE EXECUTIVE MAGISTRATE

INDEMNITY BOND

I, Shri/Smt.IKum. ..... r/o.

_____district, Daman, do hereby undertake on oath that if any information furnished by me in my application, affidavit or documents is found to be incorrect at any later stage and if the permission granted to me is cancelled and as a result if this Administration has to bear any cost liability to carry out the demolition or any other cost liability arising thereon, then the same will be recovered from me as arrears of land revenue.

Date: (Signature of applicant)

Place:

Identified by :

ANNEXURE - X

FORM OF APPLICATION UNDER SECTION 8 - B OF DAPVR, 1962.
As amended by DAPVR (Amendment) Act - 1968.
FOR GRANT OF PERMISSION TO SALE/GIFT & LAND MORTGAGE
(To be submitted in 5 sets :- Original + Xerox copies)

To,
The
Collector,
DAMAN.
Sir,

I,____
_resident at _____

_____, Taluka DAMAN in Daman

District hereby apply for permission to Sale the land described below:

I also furnish the following information :-

1.	Full name of the Applicant/Occupant	
2	Full Postal address	
3	Occupation	
4.	Whether the Occupant! Applicant belongs to ST/SC community	
5	Village, Taluka and District where the land is situated	
6.	Survey No. Hissan No. and its area in sq. mts.	
7.	Present use of the land whether any building exists thereon and if so its use.	
8	Whether the land is situated by or adjoining to road, nalla, creek, bank of river, etc. If so, its approximate distance there from.	
9	Whether electrical high transmission lines, path way, road, canal pass over/through the land.	
10.	Is there a road from where the land is easily accessible ? If there is no road adjoining the land how is it proposed to provide for access to the site ?	
11.	Is the land under acquisition if so, state details.	
12	Reason for sale of the proposed land, and its genuineness.	

13.	Whether the applicant/occupant has any other land besides the land proposed for sale.	
14.	Full name of the Proposed purchaser(s)	
15.	Full Postal address of The proposed Purchaser (s)	
16.	Reason for purchase of proposed land, and its Genuineness.	
17.	Whether the proposed purchaser(s) is/are an agriculturist(s), if so, submit documentary evidences Supporting the claim.	
18	Whether the proposed purchaser is a Govt. Servant, *NOCI* Permission for acquiring the property from the Competent Authority.	
19.	Was a similar application made in the past for sale of this land and Was it rejected? if yes, why.	

I solemnly affirm that the information given above is true to the best of my knowledge and belief.

Place: Daman.

Dated: Signature of applicant.

Encl:

1)

2)

3)

4)

5)

ANNEXURE - XI

SCHEDULE III
FORM 'A'

FORM OF APPLICATION FOR ARM LICENSE
(See rule 51)

PART - A -Identity of applicant

1. Name:

2. Father's/husband's name:

3. Place of Birth (Nativity):

4. Date of Birth In Christian Era both in words and figures

5. Present Address:

.•• (a) Nearest Police Station:

6. Permanent address:

7. Occupation and designation of office held, if any (together with address)

Signature/ Thump impression

[NOTE: Nearest Police Station means the police Station I under jurisdiction the place given in the address comes]

PART -8 - Other Particulars of applicant

8. Whether the applicant has been-
   (a)Convicted - if so, the offence(s), the sentence and date of sentence;
   (b) ordered to execute a bond under Chapter VIII of Code of Criminal Procedure, 1973 (2 of 1974) of keeping the peace or for good behaviour - if so, when and for what period;
   (c) Prohibited under the Arms Act, 1959,or any other law from having the arms/ ammunition.

9. (a) Whether the applicant applied for a licence before-if so, when to whom and with what results;
   (b) Whether the applicant's licence was ever suspended or cancelled/revoked -if so, when and by whom and on what account;
   (c) Whether any other member of the applicant's family is in possession of any arms license, if so, particulars thereof.

10. Whether the applicant:-
    (a) is a licensee or exemptee, if so, description of the arms, held;
    (b) has a safe place to keep the arms;
    (c) is a Bonafide tourist - if so
    i. name of the country to which he belongs;
    b. whether he is prohibited by the laws of his country from having in his possession any arms and ammunition;
    iii. The probable date of his arrival in India.

NOTE: Bona fide *tourist ;s permitted to bring into India, subject to the conditions specified in sec.* 10 *and in rule* 32 *arms and ammunition in reasonable quantities* for *his use* for *purpose only of sport and* for no *other* purpose.

PART - C" Particulars of License

11. Need for license:

12. The Forms in which the license is required:

13. Description of arms/ammunition

14. (a) Area within which applicant wishes to carry arms:
(b) Place where *arms/* ammunition will be kept! manufactured etc.
(c) Place/route of import/export transport.

15. Other particulars required as in the relevant licensee Form.

16. Claims for special consideration.

NOTE: Against column 11 the applicant should clearly mention the purpose(s) for which the license is required- such as; use, acquisition, possession, carrying manufacture, sale, transfer, repair, conversion, proof-test import, export, re-export, transport, self-protection, sport, display, target practice/shooting temporary possession as bona fide Traveler visiting India etc.

PART"D

FOR APPLICANT REQUIRING LICENCE FOR IMPORTIEXPORTrrRANSPORT/RE-EXPORT AND RE-IMPORT

17. (a) Whether the previous sanction of the any, concerned authority required under rule 50 if any has been obtained, and, if so,
(b) The evidence in support thereof:

DECLARATION

I hereby declare that the above particulars given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, I am liable to be proceeded against any action taken under the relevant provisions of the Arms Act,1959 , the Arms' Rules,1962,and other central enactment's or the law for the time being in force.

Place: *Signature* / thumb impression of applicant.

Dated:

(Strike off the entries not relevant)

WARNING:- Suppression of any factual information or furnishing of 50 if any false or wrong information in the application
form in violation of rule 51-A will render the applicant liable for punishment under Section 30 of the Arm Act, 1959.

ANNEXURE-XII

FORM OF APPLICATION FOR RENEWAL OF ARM LICENCE

I, ...S/o .... request that arm license No.
Dated ....for the ....
..... Arm/arms may be renewed to me.
The necessary particulars are stated below

Part-A Identity of applicant

1. (a) Present Address

   (b) Permanent Residence :
2. Date of Birth: Age:
3. Occupation and designation of Office held any.

4. Signature/thump impression
5. Last renewing/ Issuing Authority:

Part-B- Other particulars of applicant

6. Whether the applicant has been
(a) Convicted if so,(the officers), the Sentence and date of sentence
(b) Ordered to execute a bound under Chapter VIII of Cr. P.C. for keeping The peace or for good behavior-if so When and for what period.
(c) Prohibited under the Arms Act, 1959 or any other law from having the arms/ammunition.

(d)Whether the applicants license was Ever Suspended or cancelled/revoked. If so, When and by whom and on what account.

Dated Signature of applicant.

Documents to be enclosed:
1. Arm License.
2. Weapon deposit certificate/weapon for inspection.
3. Proof of present residential address.

ANNEXURE - XIII

APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF CINEMA THEATRE

1. Full name of the applicant.
2. Address of the applicants.

Village	Taluka	district

3 Status and previous experience of the applicant.
4 Is the application for a permanent or touring cinema?
5 Place where the cinema is proposed to be located, survey number or numbers of the plot or plots.

Village	Taluka	District

6 Site plan drawn to scale of not less than one fortieth of an inch to a foot covering as area up to 66 ["183 metres"] from the boundaries of the proposed site showing:-
(i) the position of the proposed premises in relation to any adjacent premises and to the public premises abuts, and
(ii) thatched sheds, if any, in the neighborhood.

7 Possession by the applicant of other places, if any licensed under the Act:-
(i) Whether in the same locality or elsewhere;
(ii) Whether at the time of applying for license or at any previous time.

8 Distance by public road of the proposed site to the :-
(i) nearest permanent cinema;
(ii) nearest touring cinema;
(iii) nearest school;
(iv) nearest hospital; and
(v) nearest temple or other religious institution.

9 Interest of the public generally likely to be served by the location of the cinema.

10. Population of the place according to the latest census figures.
11. Suitability of the place where the cinema exhibitions are proposed to be given
12. Adequacy of the existing places for the exhibition of cinema films in the locality.
13. Benefit to any particular locality or localities to be afforded by the opening of a new place of cinema exhibition.

Dated: Signature of applicant

ANNEXURE - XIV

APPLICATION FOR OBTAINING LICENSE FOR RUNNING OF VIDEO PARLOUR

1. Name of Video Theatre
2. Name of Applicant
3. Name of Father
4. Age
5. Address
6. Location where the Video Theatre is to be run
7. Documents required for running of Video Theatre as per rules
8. Certificate of respective Panchayat/Municipality
9. Copy of Building Plans
10. Certificate of Police Supdt.
11. Documentary evidence of ownership of property
12. Timing of exhibition of film
13. Size of screen of video scope
14. Capacity of seating arrangement
15. Any other information

Daman:
Dated:

Signature of Applicant

ANNEXURE-XV

ANNEXURE-XVIII FORM-IX (See Rule 143, 15

Form-IX

(See Rule143,147,148 & 156 of Petroleum Rules) .

APPLICATION FOR THE GRANT / AMENDMENT/RENEWAL /TRANSFER OF LICENSE TO IMPORT AND STORE PETROLEUM

(Documents listed overleaf must be enclosed with this application, if it is for the grant of a licence in Forms XII, XIII, XIV or in special Form).

The replies to be given in this form

1. Applicant's Name
   Applicant's Calling
   Applicant's Full Postal Address

2. Situation of the premises where petroleum is to be stored.
   State
   District
   Town or village
   Police Station
   Nearest Railway Station

3. Quantity(in litres) of Petroleum proposed to be Imported and stored.
   (i) Petroleum Class A
   (a) In Bulk 2
   (b) Not in Bulk2
   (c) Total

   (ii) Petroleum Class B
   (a) In Bulk 2
   (b) Not in Bulk2
   (c) Total

   (i) Class C
   (a) In Bulk 2
   (b) Not in Bulk2
   (c) Total

4. Quantity in litres of Petroleum already stored in Premises:
   (i) Petroleum Class "A"
   (ii) Not in Bulk2
   (iii) Total

   (ii) Petroleum .Class "B"
   (a) In Bulk2
   (b) Not in Bulk2
   (c) Total
   (iii) Petroleum Class "c"
   (i) In Bulk2
   (ii) Not in Bulk2
   (iii) Total

5. Total of all classes of Petroleum Already stored.

6. Number of the licence held for the premises and the

ANNEXURE - XVIIIIForm - IX (See

Full name of the holder of the licence

I hereby declare that the statement made above have been checked up by me and are true and I under take to a bide by the terms and conditions of the license which will be granted to me.

Date: Signature and designation of the applicant.

1. Where the application is made on behalf of a company, the name and address of the company and the name of the manager or agent should be given and the application should be signed by him. Every change in the name of the Manger or Agent shall be forthwith intimated to and his specimen signature filed with the licensing Authority.

2. "In Bulk" means in tanks or receptacles exceeding 1000 Litres in capacity. Not in bulk means in approved container not exceeding 1000 litres in capacity .

FORM 5 **ANNEXURE- XVI**

[See Rule 154(4)and 154(5)]

APPLICATION FOR GRANT OR AMENDMENT OF LICENSE TO POSSESS EXPLOSIVES FOR OWN USE

I,---------- on behalf of ---------- apply for grant of licence No.---------- to possess explosives for use. The required particulars are given below and the necessary documents are enclosed.

Replies to be written in this column.

1.	Name in which license is required to be granted (See notes below]		
2.	Status: Individual Company Society		
3.	Age (See notes below)		
4.	Postal Address		
	Pin Code No.		
	Telephone No.		
	Telegraphic Address		
	Telex		
5.	Qualification and experience of applicant and the technical personnel employed by him (Give individual details and attach separate sheets if required		
6.	Situation of premises for storage-		
	State		
	District		
	Town or Village		
	Survey No.		
	Police Station		
	Railway Station or Steamer Ghat		
7.	Explosive proposed to be stored for use-		
	Name and Description Class Division Quantity at anyone time		
	(i) (ii) (iii) (iv) (v) (vi)		
8.	Where the premises previously licensed?	Yes	No
	If yes, please give-		
	(i) Previous licence No.		
	(ii) Name and address of previous licensee		
	(iii) Reasons for cancellation/non-renewal of previous licence		
9.	Explosive proposed to be used per day Name and Description	Class Division Quantity	
10.	Details of site where explosive will be used		
11.	Distance of site where the explosive will be used from the storage premises mentioned in item 6		
12.	Mode of transport of explosives		
13.	Licence No. of Road Van, if used		
14.	Has the applicant been convicted under any offence or ordered to execute any bond under the Chapter VIII of the Code of Criminal Procedure. 1973, during last 10 years? if yes, please give details		

15.	(a) Particulars of other licences if any, under Explosive Act, 1884 held by the applicant during the last 10 years (b) Was any licence cancelled/not renewed? © If yes, give details	Yes	No
16.	Details of amendment proposed/Additional information, if any		

I hereby certify that the information given above is correct

Dated: Signature of applicant---------- ----------
(Authorized person in case of Company)
Full Name----------

Address----------

Notes: (1) *In case where application is made in the name of a company the name and address of Directors and Partners and the name, address and specimen signature of person or persons authorized to sign correspondence in respect of license applied for should be given on a separate sheet and enclosed with this application form.*

Any change in the above information should be immediately communicated to the licensing authority and authority renewing the license.

(2) Age to be given in case the applicant is an individual.

(3) Please attach the following to the application:

(a) *Plans of proposed building and site should be drawn to scale. The site plan should show full approach road net work to storage premises and observe safety distances.*

(b) Site plan of the area where explosives will be used. The plan should show-complete approach road net work, nearby land marks, distances from nearest protected works, etc.

(4) Delete whichever is not applicable.

ANNEXURE-XVII

FORM (A)

FORM OF APPLICATION FOR LICENSE UNDER RULE 5 OF THE NOISE POLLUTION (REGULATION & CONTROL) RULES 2000 .

1.	Name of the applicant (In full)	
2.	Father's Name	
3.	Profession	
4.	Address	
	Full particulars & description.	
5.	Particulars of application if any, in which license was applied for it was refused	
6.	Particulars of challan No. etc Regarding fee paid.	

DECLARATION

I have carefully read the provisions of the Noise Pollution (Regulation & Control) Rules 2000 and I agreed to abide by them.

Signature of applicant

Place: Daman
Date:

Forwarded to:

1. The Chief of Police, Daman for report/comments in the matter
2. The Station Fire Officer, Daman for report/comments in the matter

Dy. Collector, Daman

ANNEXURE - XVIII

APPLICATION FOR TITLE VERIFICATION FOR NEW NEWS PAPER

To,
The District Magistrate,
Collectorate,
DAMAN

Sub.: Verification of Title(s)

Sir,

I propose to publish anew .... newspaper for which I suggest the following title. My application may please be forwarded to The Registrar of Newspaper India, RNI Wing-2, West Block- 8, R. K. Puram, New Delhi-110066, to get the title verified under para 5 of the PRB Act, 1867, as amended from time to time, before I am allowed to file the declaration to your for starting a new ..... ,, newspaper, as required by the above noted act. Details are given below:-

1.	Name	
2.	Age	
3.	Full Address	
4.	Educational Qualifications	
5.	Professionl/ Income	
6.	Name of the title(s)	
7	Whether titles are similar to titles of foreign newspapers	
8	Language	
9	Periodicity	
10	Name of Owner(s) with Address(who will own the Periodical)	
11	Place of Publication	
12	Name & Address of Printing Press	

Place: DAMAN

Date:

Encl:

1. PAN Card Copy
2. Election 10 Card copy
3. Passport copy (if any)

ANNEXURE -XIX

FORM I

FORM OF DECLARTION AS PRINTER/PUBLISHER OF NEWS PAPER

(See rule 3)

I, ... declare that I am the *printer or* publisher or*printed and publisher of the newspaper entitled .... To be *printed at. ..... or to be *printer and published at .... and that particulars in respect of the said newspaper given hereunder are true to the best of my knowledge and belief

1.	Title of the newspaper	
2.	Language(s) in which it is (to be), published.	
3.	Periodicity of its publication.	
	(a) Whether a daily, tri-weekly, bi-weekly, weekly. Fortnightly, or otherwise.	
	(b) In the case of a daily, please state whether it is a morning or evening newspaper?	
	(c) In the case of a newspaper other than a daily, please state the day(s)/date(s) on which it is(to be) published.	
4.	Retail selling Price of the newspaper per copy.	
	(a) If the newspaper is for free distribution, please state that it is "for free distribution".	
	(b) If it has only an annual subscription and no retail price, please state the annual subscription	
5.	Publisher's name.	
	Nationality.	
	(a) Whether a citizen of India	
	b)If a foreigner, please state the country of origin	
	Address	
6.	Place of Publication (please give the complete postal address).	
7.	Printer's name.	
	Nationality.	
	4[(a) Whether a citizen of India	
	(b)If a foreigner, state the country of origin	
	Address.	
8.	Name(s) of the printing press(es) where the newspaper is actually printed and the true and precise description of the premises on which the press(es) is/are installed.	
9.	Editor's name.	
	Nationality.	
	(a) Whether a citizen of India	
	(b)If a foreigner, state the country of origin.	
	Address	

10	Owner's name(s)	
	(a) Please state the particulars of individual(s) or of the firm, Joint Stock Company, trust, co-operative society or association which owns the newspaper	
	(b)Please state whether the owner owns any other news paper and, if so, its name, periodicity, language and place of publication	
11	Please state whether the declaration is in respect of:	
	(a) a new newspaper, or	
	(b) an existing newspaper	
	(c) In case the declaration falls under item (b), the reason for filling the fresh declaration.	

Date .

Signature .
Name (in block letters) .....
.....
Designation .....

*Strike out whatever is not applicable.
NOTE.-Separate declarations should be filed by the printer and the publisher, unless the printer and the publisher is the same person.]

ANNEXURE-XX

FORM I

(See rule 3)

CITIZENSHIP ACT, 1955 - SECTION 5 (1) (a)

APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA MADE BY A PERSON OF INDIAN ORIGIN

PART I

1. I, ...of ...., ...[here insert address of applicant showing village or town, police station and name of the State] am of full age and capacity and was born at (with Tahsil, District and Province or State) on .....

2. My father's full name is/was ....and he was born at

3. My mother's full name is/was ....., ...and she was born at

4. I am single/married/a widower/a widow/divorced/from my wife/husband.

5. My wife's/husband's full name is/was ....

6. My age on the date of the application is .....

7. Marks of identification:

8. (a) I am ordinary resident in India and have been so resident for the six months immediately preceding the date of application.
[Here state the address at *which the application was ordinarily resident during the past six months, with dates in each case.]*

(b) I am in the service of the Government in India.
[Here state the name and the department in which the applicant is employed, whether
the Department forms part of *the Government* of *India,* or a *State Government, the .*
capacity in which the applicant is employed and the date of *his* or *her appointment.]*

9. Profession or occupation other than Government service:
[Here state details regarding designation, name and address of employer, station
of posting, etc.]

10. Passport particulars, if any:
(a) Number.
(b) Place and date of issue.
(c) Name of issuing authority.

11. Particulars of visa, if any, held by the applicant:
(b) Number and date of visa.
(c) Place of issue.
(d) Name of issuing authority.
(e) Period of authorized residence specified in the visa.
(f) If extended, please quote authority.

12. Description of immovable property and/or business interest in India.

Place	Brief description of property/ Business interests	At present in possession of

13. Details of family members who are staying in India with the applicant.

Sl No.	Name	Present address	Relationship	Age

14. Details of members of family [and other relations] left in a country other than India

Serial No.	Name	Present address	Relationship	Age

PART II

15. (a) Profession or occupation while residing in Pakistan.

(b) Whether applicant is/was in employment under the Central or any Provincial or State Government of Pakistan, if so, the capacity in which he/she is/was employed.

16. Whether the applicant at any time applied for the grant of any long-time visa for India for permanent resettlement in India, if so, with what result.

17. Whether the applicant was, at the time of partition, residing in territory now included in Pakistan or India (Give full address).

If the latter, state:
(a) the date of migration from India;
(b) the circumstances in which applicant left India for Pakistan.

18. Place(s) of residence in India prior to migration.

From	To	Place of residence and address
(a)		
(b)		
(c)		
(d		

19. Description of immovable property and/or business interests in Pakistan owned or acquired by or allotted to applicant or to any person with whom he

has joint property or partnership or who is his employee or agent for purposes of ownership of allotment.

Place	Brief description of property! Business interest	At present in possession of

20. Whether the property shown in Item 12 or 19 has been treated as evacuee property.

21. Whether the applicant has at any time been convicted for contravention of Passport/Permit Regulations or any other offence. If so, full details to be given.

22. Civil or criminal proceedings pending against applicant in (1) India, and (2) Pakistan [Full details to be given].

PART III

23. I have!have not previously renounced or been deprived of the citizenship of India.
[If the applicant has renounced his or her Indian citizenship, here state the date on which the declaration of renunciation was made; of if he or she has been deprived of his or her citizenship, state the date on which and the authority by whom, the order of deprivation was made.]

24. I have!have not previously applied for registration as a citizen of India and the application has not been rejected.

25. Names and full addresses of two references in India to whom the applicant is well known:

(1)
(2)

26. I declare that my intention is to make India my permanent home; and hereby apply to be registered as a citizen of India ..

I, ... do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true.

Signature

Made and subscribed this .....day of .....200 .....before me.

*Signature
* Designation

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of .....I vouch for the correctness of the statements made by .... in his application for ....

Signature

Date ..... . Name (in BLOCK LETTERS)

Full postal address ..... .

I, ... do solemnly affirm (or swear) that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully observe the laws of India and fulfil my duties as a citizen of India.

Signature ..... .

Affirmed/Sworn and subscribed this ..... Day of.....200 before me.

*Signature .....
*Designation .....

** Signature and designation of the officer authorized under Rule 28 of the Citizenship Rules, 1956, before whom the registration, declaration or oath of allegiance is made or taken.*

ANNEXURE-XXI

FORM II

(See Rule 4)

CITIZENSHIP ACT, 1955 ---SECTION 5 (1) (c)

APPLICATION FOR REGISTRATION AS A CITIZEN OF INDIA MADE BY A WOMAN WHO IS/HAS BEEN MARRIED TO A CITIZEN OF INDIA.

1. I, A B of ..... [here insert address of applicant] was born at '" ..... . on ....

2. My father's full name is/was ....and he was born at ....., ...

3. I was married at ..... on ..... to CD ..... [here insert full name of husband] *ofllate* of ..... [here insert husband's address, or last address if he is deceased.]

4. My husband was born at .....on .....

5. My husband's father's full name is/was ..... '" .. , ... and he was born at ..... on ....

6. My marriage is still subsisting /has terminated by reason of .....[if The marriage is not subsisting, state whether it was terminated by the husband's death or by divorce.]

7. My husband is/was a citizen of India by reason of the fact that ..... [here state the grounds on which it is claimed that the applicant's husband is or was a citizen of India.]

8. I have resided in India or been in the service of a Government in India or partly the one and partly the other, throughout the period of twelve months immediately preceding the date of application.

Details of residence	From Date	To date	Address and lor details of service under Govt. in *India*

9. I have renounced/lost the citizenship of my country in accordance with law
therein in force in that behalf.
[here list the documents attached to prove the fact of such renunciation.]

10. I undertake that I will renounce citizenship of my country in the event of my application being sanctioned.

11. I have contracted the following other marriages;

[Here state place and date of marriage and name and nationality or citizenship of husband in each case.}

12. I have/have not previously renounced or been deprived of the citizenship of India.

[If the applicant has renounced her Indian citizenship, here state the date on which the declaration of renunciation was made; and if she has been deprived of her citizenship , state the date on which and the authority by whom, the order of deprivation was made.]

13. I hereby apply to be registered as tizen of India .

14. I, A B, do solemnly and sincerely declare that the foregoing particulars stated in this application are true, and I make this solemn declaration conscientiously believing the same to be true.

Signature .....

Made and subscribed this ..... day of .... 200 .... before me.

*Signature ....., ...

* ·ГeSIgna lon ....

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of ..... I vouch for the correctness of the statement made by .., ...'" ,, ...in her application for

Signature .....

Date .....

Name (in BLOCK LETTERS)

Full postal address .....

Oath of allegiance

I, A B, do solemnly affirm (or swear) that I will bear true faith and allegiance to the Constitution of India as by law established, and that I will faithfully observe the laws of India and fulfil my duties as a citizen of India.

Signature .....

Affirm/Sworn and subscribed this ..... day of ..... 19, before me.

*Signature .....

* Г .....

This form when completed should be forwarded in duplicate to the local registering authority (of the place where the applicant is residing

ANNEXURE-XXII

FORM III

(See rule 5)

CITIZENSHIP ACT, 1955 - SECTION 5 (1) (d)

APPLICATION FOR THE REGISTRA TION OF A MINOR CHILD AS A CITIZEN OF INDIA

1. Full name of the minor child.
   (in BLOCK LEITERS)

   If he/she has been known by
   another name, enter that name here.

   Present address.

   Place and date of birth.

2. Father's full name
   (in BLOCK LEITERS)

   Mother's full name
   (in BLOCK LEITERS)

** Grounds on which applicant's
parents claim Indian citizenship.

3. Minor's period of residence in India:

** If a citizen of India by registration or naturalization, please refer to the number and date of the certificate of registration or naturalization, as the case may be.

With whom residing	From	To	Address

Application

I, : am a citizen of India and a parent/Guardian of ....to whom the foregoing Particulars relate. I hereby apply on behalf of my/the child for hi/her registration as a citizen of India.

Signature of applicant. .....

I, the undersigned, hereby state that I am an Indian citizen otherwise than by naturalization; that I am a householder; and that I am not the solicitor or agent of

. . . . I vouch for the correctness of the statements made by .....in his application for ..... .

Signature .....: .....
Name (in BLOCK LETIERS) .....

Date .....

Full postal address .....

Declaration

I, ... do solemnly and sincerely declare that the foregoing particulars stated in the application are true and I make this solemn declaration conscientiously believing the same to be true.

Signature .....

Date .....

Made and subscribed this .....day of.. .....200, before me.

Signature .....
*Designation .....

(This form when completed should be forwarded in triplicate to the Chief Secretary to the Government of the State in which the applicant is resident.)

ANNEXURE-XXIII

FORM XII
PART I
(See rule 7 (i))
CITIZENSHIP ACT, 1955-SECTION 6 (1)
APPLICATION BY A PERSON FOR A CERTIFICATE OF NATURALIZATION

1. Full Name of applicant in country of origin (IN BLOCK LETTERS) .....
If now commonly known by another name, enter such name here

Private address .....

Occupation .....

Business address .....

Place and date of birth .....

Nationality at birth .....

Present nationality if different .....

2. Father's full name in country of origin (IN BLOCK LETTERS) .....

Present address (if living) .....

Present nationality (if dead give Nationality at time of death) .....

Mother's full name in country of origin (IN BLOCK LETTERS), Present address (if living). .....

Present nationality if (dead, give nationality at time of death) .....

3. Whether the applicant is a subject or citizen of any country where an Indian citizen is prevented by law or practice of that country from becoming a subject or citizen or citizen of that country by naturalization. .....

4. Principal languages of India known and extent of knowledge thereof with evidence. .....

5. Statement regarding residence. .....

(a) I have resided in India or been in the service of a Government in India or partly the one and partly the other, throughout the period of 12 months immediately preceding the date of this application. .....

(b) During the seven years immediately preceding the said period of twelve months, I have either resided in India or been in the service of a Government in India or partly the one and partly the other, for periods amounting in the aggregate to not less than 4 years. .....

Details of such Residence and/ or service.	From (date)	To (date)	Address and/or details of service under Govt. of India	Years	Months

If this application is granted, my intention as to future residence (and/or service under a Govt. in India) is as follows. .....

6. Reasons for which applicant wishes to acquire Indian citizenship .....
7. Approximate date of any previous application for naturalization .....
8. I have renounced /lost the citizenship of my country in accordance with the law therein in force in that behalf. .....
   [Here list the documents attached to prove the fact of such renunciation/loss.] .....

OR

(b) I undertake that I will renounce the citizenship of my country in accordance with the law in force in that behalf in the event of my application being sanctioned. .....

9. If original name had been altered give particulars .....

Date of alteration .....

Give particulars of any other name(s) used for private purposes. .....

Give particulars of any other name(s) used for trading or business purposes .....

10. If nationality has changed since birth, give circumstances of change .....
If now of no nationality give circumstances in which the previous nationality was lost
.....

Give details with dates of foreign countries visited during periods of residence shown in item 5 .....

11. Give details of all proceedings of Any kind (civil or criminal) taken Against you in Courts of law.

Nature	Date	Place
Result		

12. Date of any composition made with creditors | Date of being adjudicated bankrupt | Date of discharge from bankruptcy

13. If married, give date and place of marriage. Date Place
Husband's wife's full name before marriage (IN BLOCK LETTERS) ....
Nationality If husband or wife is dead, Date Place
Give date and place of death. .... If marriage dissolved give Date Place
Date and place ....

14. Give particulars of legitimate children

Full name of each child	Date of Birth	Place	Where now resident

15. If a woman who was an Indian citizen previous to her marriage, whether her husband has died or whether her marriage has been dissolved .....

16. Names and addresses of at least two persons [whose affidavits testifying to the character of the .....

applicant and correctness of the statements made in this application are attached herewith.]

(i).....

(ii).....

17. I, the undersigned, to whom the foregoing particulars relate, hereby apply to the Secretary to the Government of India in the Ministry of Home Affairs for the grant of a certificate of naturalization by the Central Government.

Station .....
Date

Signature.....

Affidavit to accompany the application for a certificate of naturalization under the Citizenship Act, 1955

In the matter of the application .....under the Citizenship Act, 1955, 1 .....5/0 ..... residing at ..... make oath and say I do solemnly and sincerely affirm that the statements contained in my application hereunto annexed are true to the best of my knowledge and belief.

If, at any time before a certificate is issued to me, the accuracy of any of the foregoing particulars is affected by an alteration in circumstances, I undertake to inform the Secretary to the Government of India in the Ministry of Home Affairs in writing forthwith.

Station .....
Date

Signature.....

This declaration must be made before a person who is the solicitor or agent of the applicant.

Caution - Section 17 of the Citizenship Act, 1955 provides that "any person who, for the purpose of procuring anything to be done or not to be done under this Act, knowingly makes any representation which is false in a material particular shall be punishable with imprisonment for a term which may extend to six months, or with fine, or with both".

[Affidavits testifying to the character of the applicant and the correctness of the statement made in the application.]

(Vide item 16)

In the matter of an application for a certificate of naturalization under the Citizen Act, 1955, made by .....I,..... aged Years, by occupation ....., son of ....Residing at ....., make oath and say/do solemnly and sincerely affirm that I am an Indian citizen otherwise than by naturalization; that I am a householder ; that I am not a solicitor or agent of ....., that I have personal knowledge of and intimate acquaintance with, the said .for

..... years; that the statements contained in his/her application for

Naturalization is true to the best of my knowledge and belief.

I support .....'s application for naturalization and lean vouch for his/her good character and loyalty.

Dated .....

Signature .....
Name (in BLOCK LETTERS)
Full postal address .....
.....

In the matter of an application for a certificate of naturalization under the Citizenship Act, 1955, made by .....I, ... aged ..... years, by occupation ....son of ..... residing at .....make oath and say/do solemnly and sincerely affirm that I am an Indian citizen otherwise than by naturalization; that I am a householder; that I am not a solicitor or agent of ..... ; that I have personal knowledge of and intimate acquaintance with, the said .....for .....years; that the statements contained in his/her application for naturalization are true to the best of my knowledge and belief.

I support .....'s application for naturalization and I can vouch for his/her good character and loyalty.

date .....''

Signature .....''
Name (in BLOCK LETTERS)
Full postal address .....
.....

Copies of two issues (in triplicate) of a newspaper or newspapers circulating in the district in which the application resides, each contains (clearly marked) an advertisement in the following form should accompany the application .

" Notice is hereby given that ..... of .....
is applying to the Secretary to the Government of India in the Ministry of Home Affairs for naturalization, and that any person who knows any reason why naturalization should not be granted should send a written signed statement of the facts to the said Secretary."