

7. CIVIL REGISTRAR- CUM- SUB- REGISTRAR

Sr. No	Service rendered	Procedure	Time limit	Contact Person	Whom to contact if no solace is received from the Contact Person
7.1	Registration of Document under the Registration Act, 1908.	The Presenter, Vendor, Purchaser alongwith two witness and one identifier to be present before the Sub Registrar and present the document for registration. After verification and obtaining the signature of the parties, verifying the stamp duty, the document is accepted and admitted for registration after paying the registration fees.	Within two days	The Civil Registrar-cum- Sub-Registrar, Daman	The I.G. Registration/Collector, Daman
7.2	Birth and Death Certificate/ TEOR	Birth and Death Certificate/ Teor Certificate registered prior to 1970 are issued in the Office of the Civil Registrar-Cum-Sub Registrar on presentation of the application by the applicant alongwith Photograph of the applicant duly attested by the Gazetted Officer alongwith attested copies of Election card, Passport, Ration Card to prove their correct identity.	Within a week	The Civil Registrar – cum- Sub-Registrar, Daman	The I.G. Registration/Collector, Daman.

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7.3	Marriage Registration	<p>The Marriage Registration are completed in two stages, Stage – I 1) Filing the Declaration of Marriage in the Office: The Documents required to be submitted by the Bride and Groom personally as under:</p> <ul style="list-style-type: none"> a) Birth Certificate of Bride Groom b) Birth Certificate of Bride c) Residence certificate issued by the Municipal Council/ Sarpanches (Issued within Six months). d) copy of Ration Card/Election Card of both duly attested. e) Copy of passport to prove their status if Indian/Foreign National f) If any one of the party is a Foreign National, justification from the Hon'ble Court is compulsory. <p>Between Stage I and II, there is a Statutory waiting period of 15 days including two Sundays for publication of notices. Stage II: Actual Registration of a Marriage. The Presence of the Bride – groom, Bride and three witnesses are required for the purpose of Registration of Marriage.</p>		The Civil Registrar-cum- Sub Registrar, Daman	The Enquiry Officer, City Survey, Daman, H.O of the Civil Registrar, Daman.

7.4	Work done under the Notaries Act, 1952 Instruments such as Wills, Declaration of Succession, Adoption, Legitimations	<p>a) The parties have to take advance appointment with Notary ex- officio (CRSR) after getting scrutinized documents like birth/ death certificates.</p> <p>b) On the appointed day, the parties have to be present alongwith the proper number of witnesses, translator if any, and the data and documents required for this work.</p> <p>c) The parties may either convey orally their desire or bring a draft preferably prepared by their Lawyer mentioning the details and data to be included in the Will.</p> <p>d) The documents should preferably be got verified in advance for inaccuracies and the proper number of witnesses, declarants, etc., should be brought to the Office who are to wait till the whole writing work is concluded, the documents read and their signatures taken.</p>	The same day when the date is fixed	The Civil Registrar-cum- Sub Registrar, Daman.	The IG Registration/Collector, Daman
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		e) The line of Succession (in case of Deed of Declaration of Succession as per Personal Law in force) should be got verified in advance by making available all the data about the lineage from the deceased, exact dates of births, sequence of deaths and production of documents, accurate in all respect.		The Civil Registrar-cum- Sub Registrar, Daman.	The Enquiry Officer, City Survey, Daman, H.O of the Civil Registrar, Daman.
7.5	Societies Registration: Under the Societies Registration Act, 1860.	a) Documents to be filed. i) Memorandum signed by not less than 7 members. ii) Copy of Rules and Regulations certified to be correct copy of original Rules and Regulations by atleast three Office Holders. iii) Fee of Rs. 50/- to be paid vide Challan in SBI.	To be approved by the Collector/ Registrar of Societies	The Civil Registrar-cum- Sub Registrar, Daman.	The Collector, Daman

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7.5	(contd.)	b) Obtaining the Character and Antecedent Certificates of the Office bearers from the Police. c) After scrutiny in the Office and approval by Collector/Registrar, certificate of Registration is issued to the party.		The Civil Registrar-cum- Sub Registrar, Daman.	---“---
7.6	Registration of Firm under the Indian Partnership Act, 1932.	i) Application on the prescribed format. ii) Attested copy of the partnership deed. iii) Prescribed fee.	Within 15 days.	The Civil Registrar-cum- Sub Registrar, Daman.	The Collector, Daman