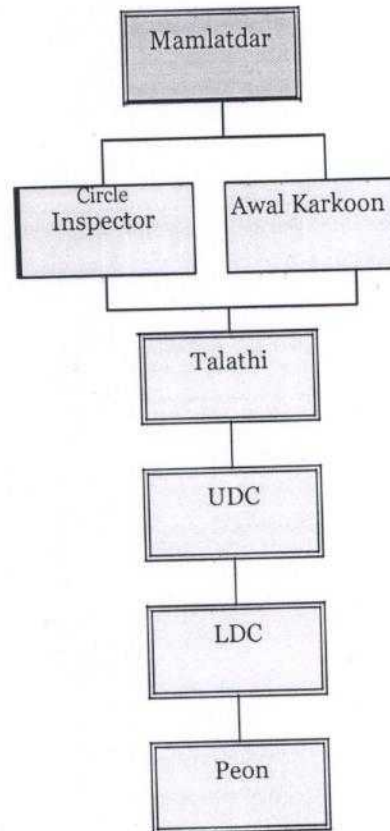


Manual -1

The particulars of its organisation, functions and duties

Mamlatdar Office Organisation Structure:



- There are 8 Saza (namely: Magarwada, Daman Saza, Dabhel, Dunetha, Marwad, Kachigam, Pariyari & Damanwada) in Daman. At Saza level there are total 7 Talathis in Daman.
- 2 of the Talathis at Daman have been given the addition charges of Circle Inspector and Awal Karkun.

Functions of the Department:-

1. Issue Record of Rights (Form 1 & XIV) to the citizen
2. Land Mutation in the Record of Rights

3. Collection of Land Revenue and other dues.
4. Issuing of Birth and Death order.
5. Dealing with the criminal cases under section 107, 109, 110 & 145 Cr.PC under the power of Executive Magistrate.
6. Crop Registration in the Register of Cultivators (Form XIV)
7. Issuance of various certificates viz. Domicile, Solvency, Caste etc
8. Endorsement of Documents.
9. Executing Affidavit.

Manual -2

The Powers and duties of its officers and employees

- Mamlatdar functions under the Land Revenue Code, 1968
- Mamlatdar is also declared as the executive magistrate for the urban area
- Mamlatdar is also appointed as AERO (Assistant Electoral Registrar Officer).
- Mamlatdar issue various type of Certificates.
- Mamlatdar is also issuing authority of various certificate viz Domicile Certificate, Income Certificate, Caste Certificate, Residence Certificate, O.B.C Certificate, Non Creamy layer Certificate, Valuation Certificate, Solvency Certificate, Heirship Certificate and Character Certificate.

Manual -3

The procedures followed in the decision making process, including channels of supervision and accountability

Function -1: Issue Record of Rights (Form 1 & XIV) to the citizen

Process:

1. Citizen submits application to the Talathi to obtain Record of Rights for his land parcel
2. Talathi checks the following details in the application - Village name, Survey number, Sub-division number.
3. A processing fee of Rs. 5 is charged to the citizen
4. Copy of Record of Rights is issued to the citizen within a day

Function -2: Land Mutation in the Record of Rights

Process:

1. Citizen submits the Land Mutation application to Talathi on plain paper under section 96 of The Goa Land Revenue Code, 1968.
2. Details of the land acquired and name/address of Occupants, Tenants, and Others right holders are provided.
3. Fresh copy of RoR (Form No. I and XIV) of the property acquired is furnished.
4. Certified copy of sale deed/gift deed/succession deed or any such document through which right to the property has been acquired is furnished.
5. Talathi checks the Survey and Sub – Division number of the land parcel.
6. Talathi issues the receipt of acknowledgment of mutation application in Form VIII immediately.

7. Talathi issues notice inviting objections, if any, in Form No. X giving 15 Days time to all the persons whose name figure in Form I and XIV by serving it on them or by posting at the addresses available by Registered post.
8. In case of death of any person or if the Talathi is not able to get the addresses of the affected parties, the service of notice can be allowed by publication in the local news papers as substitute service.
9. If no objection is received then the entries are certified by the Mamlatdar of the Taluka after due verification is done by the Circle Inspectors.
10. After a Mutation is certified, Mamlatdar authorizes the mutation.
11. In case of dispute, the Mamlatdar issues Form XI to Talathi for informing the parties about hearing Date and Time. The Talathi informs the parties in Form XII accordingly.
12. Entry is made in dispute register and Mamlatdar does the hearing with the parties (complainant as well as the applicant). If Mamlatdar decides to reject the Mutation then a Mutation is rejected.

Function -3: Crop Registration in the Register of Cultivators (Form XIV)

Process:

1. Talathi gives a notice to the cultivator/farmer for making registration in the cultivators register.
2. Thereafter, the Talathi publishes a notice in the Village, Panchayat, Public Place etc. regarding the crops grown by the cultivators as recorded in Form I.
3. Talathi then visits the field to verify the cultivation carried out and upon satisfaction he makes the entries in the appropriate column of Form XIV.

Manual -4

The norms set by it for the discharge of its functions

Already shown through Departments Citizen Charter

Manual -5

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Rules: The Goa, Daman & Diu Land Revenue Code, 1968

Manual: Manual of Goa Laws

Manual -6

A statement of the categories of documents that are held by it or under its control

Types of documents maintained by the Mamlatdar Office - Daman are as follows:-

Sr. No.	Type of Documents	Description	Volume @ Mamlatdar Office, Daman.
1.	Form 1 & 14	Record of Rights - This record has details such as Name of the field, Survey No., Sub Division No., Village / Taluka Name, Name of the Occupant/Tenant, details of Cultivable & Non-Cultivable area, details of cropped area etc.	34,000 (Approx.)
2.	Form 9	Mutation Register - This record has all the details pertaining to land mutation such as last mutation no., mutation history, occupants history etc.	Total Survey No.=7122
3.	Form 5	Dispute register - The details related to any land mutation dispute will be entered in this register.	This is process Register.

4.	Form 8	Mutation acknowledgement form- This is issued by the Talathi to the applicants.	This is a process documents, which is given to application.
5.	Form 10	Mutation notice form - This is issued by the Talathi to the concerned people for inviting any objections.	This is a process documents, which is given to the concerned people for a particular land mutation.
6.	Form 11	This form is issued by the Mamlatdar to the respective Talathi, if there is any objection received from the concerned people. The form has date and time of hearing of such disputes.	This a process documents.
7.	Form 12	This form is issued by concerned Talathi to the applicant and complainant for inviting them for the hearing.	This a process documents.

Manual -7

The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

M/s PwC (PricewaterhouseCoopers) has been appointed as department consultants for NLRMP MMP.

Manual -8

N.A.

Manual -9

The Directory of its Officers and employees of the Department of Mamlatdar, Daman.

Sr. No.	Designation	Nos.
1	Mamlatdar	1
2	Aval Karkun	1
3	Circle Inspector	1
4	Talathis	7
5	U.D.C	1
6	L.D.C	1
7	Multi Tasking Staff	1
8	Driver	1

The telephone No. and Fax No. of the office is as under:-

(a) Telephone No. 0260-2230861.

(b) Fax No. 0260-2230689.

Manual -10

Sr. No.	Name	Designation	Contact No.	Salary
1	K. K. Dubey	Mamlatdar	9904411366	34373
2	N. L. Patel	Talathi	9712909254	24763
3	P. L. Halpati	Talathi	9925550290	25946
4	M. D. Desai	Talathi	9375456560	21406
5	S. J. Patel	Talathi	9879847346	15630

6	D. S. Dhodi	Talathi	9924000079	15630
7	K. M. Makwana	Talathi	9723350780	15630
8	H. K. Patel	Talathi	9574400085	15630
9	C. D. Vaja	Talathi	9978897819	14809
10	I. F. Tandel	U.D.C.	9925567121	26783
11	S. M. Tandel	L.D.C.	9998687570	15193
12	D. B. Patel	Peon	9824792542	20079
13	M. D. Mahyavanshi	Driver	9375183534	23200

Manual -11

Year Budget Allocation

2012-13

Budget Head	Amount
2053 – Non Plan	32,00,000 / -
2029– Plan	8,00,000 /-

Manual -12

The Department does not deal with any subsidy programme.

Manual -13

Nil

Manual -14

The forms are available for Election Cell.

Manual -15

Already done.

Manual -16

The names, designations and other particulars of the Public Information Officer

Name : Mr. K. K. Dubey

Contact No. 9904411366.

Manual -17

Nil