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सरकारी राजपत्र OFFICIAL GAZETTE

संघ प्रदेश दादरा एवं नगर हवेली तथा दमण एवं दीव प्रशासन
U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND
DAMAN AND DIU

श्रेणी - १
SERIES - I

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U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU,
VIDYUT BHAVAN, DAMAN

No. LAW/U.T. Merge(4)/Adapt.State Law/2022/140

Date: 17/10/2022

Read: Notification No.LAW/U.T. Merge (4)/Adapt.State Law/2022/47, dated 30.03.2022

NOTIFICATION

In exercise of the powers conferred by Section-29 of the **Union Territory of Dadra and Nagar Haveli and Daman and Diu (Right of Citizens to Public Services) Act, 2022** the U.T Administration of, Dadra & Nagar Haveli and Daman & Diu hereby makes the following Rules:

1. Short Title and commencement:

- These rules may be called **The Union Territory of Dadra and Nagar Haveli and Daman and Diu (Right of Citizens to Public Services) Rules, 2022**.
- They shall come into force on the date of their publication in the *Official Gazette*.

2. Definitions:

I. In these rules, unless the context otherwise requires:

- 'Act' means the **Union Territory of Dadra and Nagar Haveli and Daman and Diu (Right of Citizens to Public Services) Act, 2022**;
- 'Form' means form appended to these rules;
- 'Notified services' means services notified by the U.T Administration under Section 4 of the Act;
- 'Prescribed format' means formats prescribed by the concerned department delivering a notified service under Section 4 of the Act;
- 'Section' means Section of the Act.

- II. The words and expressions used in these rules but not defined shall have the same meaning assigned to them in the Act.
3. **Publication of names of Designated Officers, Grievance Redressal Officers, Designated Authorities and UT Appellate Authority:** As per section 5, section 6, section 9 (2) and section 12 of the Act, a Head of the Department shall publish the names and addresses of its Designated Officers, Grievance Redressal Officers, Designated Authorities and UT Appellate Authority in all administrative units or offices at the UT, district and village levels, municipalities, panchayats and such other offices. The names, addresses, email Id, contact numbers, fax numbers of Designated Officers and Grievance Redressal Officers shall also be displayed on the website of each Head of the Department.
4. **Display of information on Notice Board:** The Designated Officer shall, for the convenience of common public cause to display all relevant information as per Form-A regarding the notified services available in his office on the notice board outside its office. Such notice boards shall be exhibited in front and particularly at a conspicuous place of the office. Sufficient number of copies of the prescribed applications be made available in the office.
5. **Manner of receiving application and issuing acknowledgment to Applicants:**
- 1) In order to exercise the right conferred by the section 3 of the Act, the citizen, who desires to obtain service/services, shall apply to the Designated Officer for one or more services as notified by UT Administration under section 4 of the Act as per prescribed application form or any other form along with the documents prescribed in the checklist in the office.
 - 2) The Designated officer or Authorized person shall upon receipt of the written application or in such Form wherever prescribed, give due acknowledgment to the applicant in Form B within three working days of the making of the application.
 - 3) In case necessary documents have not been enclosed with the application, then the same shall be clearly mentioned in the acknowledgment and all the deficiencies shall be communicated together in that instance only and the date of delivery shall not be mentioned in such acknowledgment.
 - 4) Where all the necessary documents have been enclosed with the application and the application is complete in all respects, then the date of delivery shall be mentioned.
 - 5) The Departments shall ensure that all applications are received online only as far as possible.
 - 6) Acknowledgment receipt shall also be issued online for all online applications.
6. **Public holidays shall not be included:** The public holidays shall not be included while calculating the stipulated time limit for delivery of service and the number of days where the applicant has not responded to any query of the department shall not be included in calculation of time limit.
7. **Relaxation of Fee:** No fee shall be levied for application to Grievances Redressal Officer, Designated Appellate Authority, and UT Appellate Authority.
8. **Manner of receiving complaint:**
- 1) In case the notified services are not rendered or not rendered within the prescribed time frame, then the aggrieved citizen shall file a written complaint in a format as prescribed in Form-C through hand delivery, fax, post or registered post or online with the concerned Grievances Redressal Officer appointed by the Head of the Department under section 6 of the Act.

- 2) The Grievances Redressal Officer shall upon receipt of the written complaint, give due acknowledgment to the applicant as per Form-B preferably online within three working days of the making of the complaint as per section 7 of the Act.

9. Manner of giving notice:

- 1) The Grievances Redressal Officer shall issue notice to the designated officer or the subordinate official responsible for the delay or default in providing the service/services within the prescribed time limit. He shall also indicate the time limit within which the delaying officer or official shall furnish a reply to the notice.
- 2) If the Grievances Redressal Officer is not satisfied with the explanation furnished by Designated Officer or Subordinate official responsible for providing service/services, the Grievance Redressal Officer shall proceed further as per Rule10.

10. Communicating the information regarding hearing:

- 1) Information of hearing of the complaint by Grievance Redressal Officer shall be communicated by the Grievance Redressal Officer in one of the following manners, namely:
 - a) By hand delivery;
 - b) By post;
 - c) By Telephone/Fax/e-mail/SMS (whatever speedy communication opted by the applicant);
 - d) Through Online.
- 2) The hearing date shall be communicated to the complainant and/or Designated Officer, as the case may be, at least seven days in advance.
- 3) The applicant or Designated Officer, as the case may be, shall make himself present during the hearing.
- 4) If any party remains absent on the date of hearing even after the information regarding hearing being duly informed to him, then, the application may be decided ex-parte.

11. Procedure for decision on Complaint:

- 1) The decision of the Grievance Redressal Officer on orders of designated Officer or on a complaint made under section 6 shall involve the following steps, namely:
 - a) Review of concerned documents, public records, or their copies.
 - b) In exceptional circumstances, any other officer may be authorized for the required investigation.
 - c) The Designated Officer or subordinate official as the case may be, may be summoned at the time of hearing.
- 2) The decision of the Grievance Redressal Officer shall mention reasons for arriving at such decision.
- 3) The Grievance Redressal Officer shall dispose the appeal to him within thirty days.
- 4) The Grievance Redressal Officer shall report every complaint which has not been redressed along with the details and nature of the complaints and reasons for non-redressal of the complaints to the Designated Authority within fifteen days from the date of the order.

12. Communication of order by Grievance Redressal Officer:

- 1) The Grievance Redressal Officer shall arrange to deliver the copies of the decision to the parties concerned within seven days from the date of the order.
- 2) In the event of recommendation for disciplinary action against the Designated Officer or his subordinate public servant under section 8 (1) (c) or (d), as the case may be, the Grievance Redressal Officer shall send orders issued against him to the concerned Head of the Department or Appropriate Authority.

13. First Appeal before Designated Authority:

- 1) Any person aggrieved by the decision of the Grievance Redressal Officer may file appeal with Designated Authority as per sub-section (2) of section 10 of the Act within thirty days from the date of receipt of the copy of the order of Grievance Redressal Officer in format as prescribed in Form-D.
- 2) Every complaint forwarded along with the details under sub-section (1) of section 9 shall be deemed to have been filed as appeal to the Designated Authority.
- 3) Receipt of such appeal shall be acknowledged as per Form-E within three working days.
- 4) Every Appeal shall be disposed of within forty-five days from the date of deemed appeal or from the date of filing appeal by the applicant.
- 5) All Appeals shall be disposed off in the following manner:
 - a) The hearing date shall be communicated to complainant, Grievance Redressal Officer concerned and Designated Officer at least seven days in advance.
 - b) The complainant, Designated Officer and Grievance Redressal Officer may make themselves present during the hearing.
 - c) If any party remains absent on the date of hearing even after the hearing being duly informed to him, then the application may be decided ex-parte.
 - d) The Designated Authority shall arrange to deliver the copies of the decision to the parties concerned within fifteen days from the date of the order.
 - e) The Designated Authority shall accord hearing to the concerned officer before imposing penalty under subsection (1) of section 23 of the Act.
 - f) The Designated Authority shall inform in writing to the Appropriate Authority/ Disciplinary Authority within fifteen days of hearing towards the individual officer of the public authority complained against, then it shall record in writing such evidence as may be found in support of such conclusion as per sub-section (7) of section-10.
 - g) The Designated Authority shall inform in writing to the concerned Head of the Department within fifteen days of hearing to take specific action as may be necessary to render the services in compliance of the notification issued under section 4 of the Act.

14. U.T Appellate Authority: There shall be one or more U.T Appellate Authority appointed by the U.T Administration as per section 12(2) and section 13 of the Act.

15. Second Appeal before U.T Appellate Authority:

- 1) Any person who does not receive the decision of Designated Authority within forty-five days from the date of appeal or aggrieved by the decision of Designated Authority may file second appeal with U.T Appellate Authority within thirty days from expiry of such period or from

the date of receipt of the copy of the order of Designated Authority, as the case may be, in a format as prescribed in form – D.

- 2) Receipt of such second appeal shall be acknowledged as per Form E within three working days.
- 3) All Appeals should be disposed off in the following manner:
 - a) The hearing date shall be communicated to the complainant, the Grievance Redressal Officer concerned, Designated Authority concerned and Designated Officer at least seven days in advance.
 - b) The complainant concerned, Designated Officer, Grievance Redressal Officer and Designated Authority may make himself present during the hearing.
 - c) If any party remains absent on the date of hearing even after the hearing being duly informed to him, then the application may be decided ex-parte.
 - d) The Appellate Authority shall arrange to deliver the copies of the decision to the parties concerned within fifteen days from the date of the order.
 - e) The Appellate Authority shall accord hearing to the concerned officer before imposing penalty under sub-section (1) of section 23 of the Act.
 - f) The Appellate Authority shall inform in writing to the Appropriate Authority/Disciplinary Authority within fifteen days of hearing towards the individual officer of the public authority complained against, then it shall record in writing such evidence as may be found in support of such conclusion as per section 22 of the Act.
 - g) The Appellate Authority shall inform in writing to the concerned Officer within fifteen days of hearing to take specific action as may be necessary to render the services in compliance of the notification issued under section 4 of the Act.
16. **Manner of Publishing Report:** Every Head of the Department shall publish annual reports in book form within three months at the end of the calendar year under sub section (2) of section 24 of the Act and send it to the respective administrative departments of the U.T and annual reports may be uploaded online.
17. **Maintenance of records of all cases under the Act:** The Designated Officer, Grievance Redressal Officer, Designated Authority and Appellate Authority shall maintain records of all the cases in Form E-1, Form E2, Form E-3 and Form E-4 respectively with regard to the action taken.
18. **Dissemination and Training:** The U.T Administration shall, to the extent of availability of financial and other resources:
 - 1) Develop and organize campaigns and programs to advance the understanding of the public, in particular of the disadvantaged communities, as to how to exercise the rights contemplated under the Act and encourage public authorities to participate in the development and organization of such programs.
 - 2) Take steps that the relevant provisions regarding the Act shall be included in the curriculum of schools and colleges so as to educate citizens about the Act;
 - 3) Provide staff and infrastructure for the effective implementation of the Act;
 - 4) Give timely and effective dissemination of accurate information by public authorities about the notified services and timelines to the citizens and the processes for applications;
 - 5) Train Designated Officers, Grievance Redressal Officers, and staff of Appellate Authority, as the case may be, of their duties under the Act;

- 6) Issue direction to the concerned departments of the U.T Administration to frame guidelines containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified under the Act.
19. **Monitoring of Implementation:** The U.T Administration shall introduce a system for centralized monitoring of the timely delivery of notified services, through use of Information and communication Technologies/E-Governance, and for monitoring various provisions of the Act.
20. **Awards:**
- 1) At the end of each year list of officers or service providers who have not defaulted that year shall be published and be issued letter of appreciation as per Form-F by Head of the Department. The same shall also be noted in the APAR of the concerned officer/employee. The names of such officers shall be recommended to U.T Administration for reward.
 - 2) The U.T Administration may give reward to officers or service providers against whom no default is reported in that year, so as to encourage and enhance the efficiency of the U.T Administration staff. For this, the competent authority shall recommend such names to the U.T Administration at the end of each year. Appropriate reward for such officers may be fixed by the U.T Administration.
21. **Services:** All departments shall ensure that all their services are made online within 2 months from the date of issue of this Notification.
22. The list of the mandatory services to be delivered online and the timeframe within which the services are to be delivered are annexed in the Schedule.
23. The Departments of U.T Administration may further add services in the schedule as and when deemed necessary.
24. Nothing mentioned hereinabove shall restrict the Departments from providing the services in lesser time than the timeframe mentioned in these Rules.
25. Notwithstanding anything contained in these rules, if the Principal Acts/Rules, under which services are provided, prescribe a lesser timeframe, then those services shall be delivered as per the timelines mentioned in those Acts/Rules.

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

Sd/-
(S Krishna Chaitanya)
Director-cum-Deputy. Secretary (Industries)

Schedule– I

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
1	1	Finance Department	Issuance of statutory forms in GST/VAT	20
	2		e-Return Filing in GST/VAT	20
2	1	Labour and Employment	Employee Registration	10
	2		Job Seeker Registration	10
	3		Job Skill Development Registration	30
	4		Employer Registration	10
	5		Registration and Licensing – Motor Transport Workers Act	20
	6		Application for License of a Contractor (s) for recruitment of migrant workmen	20
	7		Registration under the Shops & Establishment Act	3
	8		Renewal under the Shops & Establishment Act	2
	9		Issue of Registration for principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	20
	10		Renewal Certificate for principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	10
	11		New Contract License.	20
	12		New Registration Certificate under the Inter-State Migrant Worker Act.	20
	13		New contract License under Interstate Migrant Worker Act.	20
	14		Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	20
	15		Renewal under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	10
	16		Registration of Employment Identity Card	20
	17		Renewal of Employment Card	10

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	18		Recording of entries of additional qualification of the candidate in the Employment Card	5
3	1	Education	Online application for Scholarship	30
	2		Check examination results online/Online result display	-
	3		School Registration	30
	4		NOC for Schools	30
4	1	Social Welfare	Financial Aid/Assistance (for differently abled / widows /disabled / handicapped etc.)	30
	2		Scholarships for students	30
	3		Pension (any type)	45
5	1	Local Governance and Utility Services:	Birth Certificate	5
	2		Death Certificate	5
	3		Property tax online payment	7
	4		Building or development permission	21
	5		Occupancy Certificate	30
	6		Permission for Water Connection	15
	7		e-Payment of Electricity Bills (Citizen)	1
	8		e-Payment of Bills (Business)	1
	9		Load change/ Category change	45
	10		New Electricity connection (business)	45
	11		Application for Water Connection (business)	7
	12		Application for issue of Identify Cards to Senior Citizens	7
6	1	Environment & Forests	Permission for Tree Felling under Preservation Act	15
7	1	Collectorate	Issue of new Arm License for individuals and Companies.	90
	2		Renewal of Arm License for individuals and Companies	30
	3		Application of license under rule 11 of the Dadra and Nagar Haveli & Daman and Diu Cinema (Regulation of Exhibition by Video)Rules, 1985	45

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	4		Application for renewal of license under rule 11 of the Dadra and Nagar Haveli & Daman and Diu Cinema (Regulation of Exhibition by Video)Rules, 1985	15
	5		NOC for petroleum storage (Grant/amendment /transfer of license to import and store petroleum products).	30
	6		Renewal for NOC for petroleum storage	15
	7		Permission for Non-Agriculture use of land	90
	8		Permission for Sale -NA	90
	9		Permission for Sale of Land (Agriculture to Agriculture)	90
	10		Grant/Amendment of License to process and sell Explosive (Fire Crackers)	15
	11		Renewal of License to process and sell Explosive (Fire Crackers)	10
	12		Issue of permission for Loud Speaker, Rally and any other functions i.e. Social/Religious / Academic / Sports / Cultural / Entertainment etc.	5
	13		Issue of Character and Antecedent Certificates	30
	14		Application for Permission from District Collector for Movie Shooting (Integrated with Police & Traffic / State Protected Monument / Municipal Councils)	30
	15		Registration of Property	7
	16		Transfer of property by Legal Heirships	60
	17		Transfer of property by Sale-Deed	10
	18		NOC for laying Over Head & Under Ground Cable Network	60
8	1	Mamlatdar	Application of Resident Certificate.	20
	2		Application for Domicile Certificate	20
	3		Application for Caste Certificate	15
	4		Application for Income Certificate	7
	5		Application for OBC Certificate	15
	6		Record of Rights (ROR)	15
	7		Mutation of Revenue Records	15
	8		EWS Certificate	15

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
9	1	Survey & Settlement	Issue of Certified Map	30
	2		Demarcation of Land in Rural Area	90
	3		Demarcation of Land in Urban Area	60
	4		Sub-Division of Agriculture Land	30
	5		Sub-Division of NA Land	45
	6		Amalgamation of Agriculture Land	40
	7		Amalgamation of NA Land	40
	8		Distinct Number of Agriculture Land	15
	9		Distinct Number of NA Land	20
	10		Change of Boundaries	90
10	1	Police	Service Verification Outside jurisdiction	60
	2		Service Verification local jurisdiction	30
	3		Online Complaint Registration	1
	4		Missing Person Registration	1
	5		Request for FIR copy	5
11	1	DIC	Allotment of Industrial plots.	30 days from date of auction
	2		Provisional permission of plots situated in Government Ind. Estate.	15
	3		Final Transfer permission of plots situated in Government Ind. Estate.	15
	4		Subletting permission of plots situated in Government Ind. Estate.	15
	5		NOC for Mortgage of Govt. Ind. Estate lease hold plots	15
	6		Issue of Certificate under Electrical Appliance Act	10
	7		Capacity Assessment of Unit	5
	8		Issue of Lubricant License	20
	9		Recommendation of loan application under PMEGP Scheme	10
	10		Release of Subsidy under Industries Promotion Scheme	120
12	1	Municipal Council	Below Poverty Line Certificate	5
	2		Advertisement Permission	15
	3		Registration of Advertisement Agency	10
	4		No Due Certificate	3

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	5		Correction in Details of Property.	15
	6		New Water Connection	15
	7		Temporary Structure permission for Marriage/Function	10
	8		Providing Water Tank for a function	3
	9		Providing sewerage connection	30
	10		Mobile Toilets on Rent	2
	11		To provide Dustbin for function	3
	12		Street Vendors License	90
	13		Commercial Licence for Shops and Establishment / Trade License	7
13	1	DPO & CEO(DP)	Issuance of House Certificate	1
	2		Issue of Identity Certificate	2
	3		Issue of No Objection Certificate	2
	4		Registration of House	5
	5		Transfer/change of Name in property.	7
	6		Cancellation of House Number.	7
	7		Pension to Divyang (Above age 18 to 59 years)	30
	8		Pension to Widow (Above age 40 to 59 years)	30
	9		Old age Pension (Above age 60 years)	30
14	1	Electricity	Request for change of name in Domestic Connection	7
	2		Providing Domestic Electric Connection	24
	3		Request for Meter Replacement in Domestic connection	7
	4		Request for Testing of Meter in Domestic connection	15
	5		NOC for installation of DG Set	5
	6		Final permission to run DG Set	15
	7		Temporary Electric connection permission for more than 1 day	15
	8		New Industrial Low Tension connection	45
	9		New Industrial High Tension connection	90
	10		Issue of demand notice for new low tension power connection	10

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	11		Issue of demand notice for new High tension power connection	20
	12		Actual release of new Low and High tension power connection after receipt of payment	35 days for LT & 70 days for HT
	13		Temporary power connection for 24 hours or less than one Day	1
15	1	PDA	Issue of construction permission outside Municipality area (including permission for storage of construction material)	21
	2		Issue of Occupancy Certificate outside Municipality area	30
	3		Approval of Layout Plan	15
	4		Completion Certificate of Layout Plan	10
	5		Permission for use of civic properties	5
16	1	PCC	Consent to Establish : White Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	30
	2		Consent to Establish : Green Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	30
	3		Consent to Operate : Green Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	30
	4		Consent to Renewal : Green Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	30
	5		Consent to Establish : Orange Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	60

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	6		Consent to Operate : Orange Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	75
	7		Consent to Renewal : Orange Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	75
	8		Consent to Establish : Red Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	60
	9		Consent to Renewal : Red Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	75
	10		Consent to Renewal : Red Industries under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	75
	11		Consolidated Consent and Authorisation – New under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	90
	11		Consolidated Consent and Authorisation – Renewal under the Water (Prevention and Control of Pollution) Act 1974 and Air (Prevention and Control of Pollution) Act 1981 and Hazardous and other wastes management and Transboundary Rule, 2016	30
	12		Registration under the E-waste Management Rules, 2016	30
	13		Renewal under the E-waste Management Rules, 2016	30
	14		Registration under the Plastic Waste Management Rules, 2016	90

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	15		Renewal under the Plastic Waste Management Rules, 2016	30
17	1	Transport	Issue of Learning License	After passing the necessary test.
	2		Issue of Driving License	Within 7 days from the date of passing the test of competence to drive.
	3		Issue of Duplicate Driving License	Within 3 days from the date of payment of such fee.
	4		Renewal of Driving License	Within 3 days from the date of payment of such fee.
	5		Addition of another class in Driving License.	Within 7 days from the date of passing the test of competence to drive.
	6		International Driving License	Within 3 days from the date of payment of such fee.
	7		Change of Address in Driving License	Within 3 days from the date of payment of such fee.
	8		Registration of Vehicle	Within 10 days after payment of fee and taxes.
	9		Issue of Duplicate Registration Certificate	Within 7 days after payment of fees.
	10		Issue of Renewal of vehicle registration.	Within 6 days of passing of motor vehicle.
	11		Transfer Ownership of Vehicles	Within 3 days after payment of fees.
	12		No Objection Certificate	Within seven days from the receipt of police clearance.

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	13		Termination of Hypothecation from Registration Certificate	Within 3 days after payment of fees.
	14		Additional Hypothecation from Registration Certificate	Within 3 days after payment of fees.
18	1	Agriculture Department	Soil Health Cards for farmers with soil fertility status	90
	2		Grant of License under Insecticide Act, 1968.	30
	3		a. Manufacture Insecticide Licence	30
	4		b. Sale, Stock or Exhibit Insecticide License	30
	5		Renewal of License under Insecticide Act, 1968.	15
	6		a. Manufacture Insecticide Licence	15
	7		b. Sale, Stock or Exhibit Insecticide License	15
	8		Grant of Certificate of Registration under FCO (fertilize control order) 1985	15
	9		a. Manufacture Insecticide Licence.	30
	10		b. Sale, Stock or Exhibit Insecticide Licence	30
	11		Renewal of Certificate of Registration under FCO (fertilize control order) 1985	15
	12		a. Manufacture Insecticide Licence	15
	13		b. Sale, Stock or Exhibit Insecticide Licence	15
19	1	Food & Civil Supplies	New Ration Card	15
	2		Renewal of Ration Card	15
	3		Addition of Name in Ration Card	15
	4		Cancellation of Ration Card and deletion of name form Ration Card	15
	5		Correction or Change in Address	15
20	1	Legal Metrology	Grant of Manufacturing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30
	2		Grant of Dealers License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	3		Grant of Repairing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30
	4		Renewal of Manufacturing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	15
	5		Renewal of Dealers License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	15
	6		Renewal of Repairing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	15
	7		Grant of Registration under rule 27 of the Legal Metrology (Packaged Commodity) Rule, 2011	30
21	1	Tourism	Registration of New Hotel or Guest House	21
	2		Renewal of hotel or Guest house	14
	3		Registration of Travel Agency	21
	4		Tourism Events - Performance License	21
	5		Issuance of the Certificate of Recognition as Provisional / Approved State Tour Operator	21
	6		Registration of Hotels Guest houses/ tourist Accommodation units/ etc.	21
22	1	VAT	Registration of New Dealers	30
	2		Registration Amendment	30
	3		Cancellation of Registration Certificate	60
	4		Rectification of Error/Mistake in	60
	5		Issue of statutory Form	25
23	1	Excise	Label Registration/Brand Registration	10
	2		Export Permit (spirit) by Distilleries/Industries	3
	3		Export Permits (IMFL/CL/Beer/FL) by Distilleries/Brewery	3
	4		Import Permit (spirit) by Distilleries/Industries	3
	5		Import Permits (IMFL/CL/Beer/FL) by Wholesalers	3
	6		Local Sale/Transport Permits (Spirit) by Distilleries/Industries)	1

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
	7		Local Sale Permits(IMFL/CL/Beer/FL) by Distilleries/Brewery/Wholesalers	1
	8		Occasional License	7
	9		Renewal of Licenses (Distilleries / Brewery / Wholesalers / Retailers / Hotels)	30
24	1	Health	License for Fresh Pharmacy	15
	2		Renewal License for Fresh Pharmacy	10
	3		License for Manufacturing of Drugs	28
	4		Renewal of Manufacturing License of Drugs	14
	5		Addition of products in manufacturing license	28
	6		Food Registration	10
	7		Food License	30
	8		Issue of Disability Certificate	7
	9		Issue of Fitness Certificate	7
	10		Issue of Unfit Certificate	7
	11		Issue of Treatment Certificate	7
	12		Application for Mediclaim or Life Insurance	7
	13		Application regarding taking benefit of Rs. 5000 under PMMVY	7
	14		Application regarding taking benefit for girl child under Save the Girl Child Scheme	30
	15		Online Registration System for OPD Appointment	1
	16		Patient Registration	1
	17		Pregnant women assistance (including Benefit transfers)	30
	18		Child Registration	1
	19		NOC for new establishments	30
25	1	Fire Emergency	Fire incident report / certificate for various occupancies.	15
	2		Renewal of Fire NOC Certificate for Industrial /high rise/ commercial/ hotel/ building and other occupancies.	15
	3		Final NOC Objection Certificate for Industrial /high rise/ commercial/ hotel/ building and other occupancies.	30
	4		Provisional No Objection Certificate for Industrial /high rise/ commercial/ hotel/ building and other occupancies.	30

Sr. No.	Sub-section No.	Name of Department	Name of Service	Time frame in Days
26	1	PWD-II	Decision regarding Permission on Cutting Road	30
27	1	Factories and Boilers	Registration of license under The Factories Act, 1948	20
	2		Renewal of license under The Factories Act, 1948	10
	3		Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	15
	4		Registration of Boilers under The Boilers Act, 1923	30
	5		Renewal of Boilers under The Boilers Act, 1923	15
	6		Registration of Boilers Manufactures under The Boilers Act, 1923	15
28	1	Civil Registrar cum-Sub Registrar	Registration of Partnership Firms	15
	2		Online application of Marriage Certificate	15
	3		Apply online for Encumbrance Certificate	15
	4		Appointment for Registrations under Indian Registration Act	15
	5		Registration of societies under Societies Registration Act	15
29	1	Cooperative Department	Registration of Societies	30

FORM A
(See Rule 4)
DISPLAYBOARD

The Union Territory of Dadra and Nagar Haveli and Daman and Diu
(Right of Citizens to Public Services) Act, 2022.

Name of the Office:

Name of District:

Scheduled Services:

Sr. No.	List of services	List of documents (Checklist)	Name of Designated Officer	Time limit for Designated Officer	Name and Address of Grievance Redressal Officer	Time limit for disposal by the Grievance Redressal Officer	Address of Designated Authority and UT Appellate Authority	Time limit for disposal by the Designated Authority and U.T Appellate Authority
1	2	3	4	5		7	8	9

Name and designation of the authorized person to give and receive the application:-
Instructions to Citizens

- 1) To get the acknowledgement receipt compulsorily.
- 2) If services are delayed / not delivered, contact Grievance Redressal Officer along with acknowledgment receipt.

Website:

Email-id:

Contact number of call center / Help desk number:

FORM B
(See rule 5(2) or Rule 8(2))

Acknowledgement by the Designated Officer/ Grievance Redressal Officer

1.	Name of the Applicant/Complainant with address	
2.	Date of application/complaint	
3.	Unique Acknowledgement Number	
4.	Name of the Designated Officer/Grievance Redressal Officer with designation and address	
5.	Details of services sought/complaint	
6.	Accepted (Yes/No)	
7.	Proposed date of Delivery of services/Time frame of Redressal	
8.	Rejection (with reasons)	

Place:

Signature and Stamp of the
Designated Officer/ Grievance Redressal Officer

Date:

FORM C*(See Rule 8(1))*

Format for filing Complaint with Grievances Redressal Officer

To

The Grievance Redressal Officer,

Name of the concerned Public Authority Address:-

I want to complain against non-delivery/ delayed delivery of service (Details of requested notified service) by Shri/Smt./Kum(Name and Designation of Designated Officer).

I had applied for services on___(Date). However, the services were not delivered/not delivered within prescribed time limit of___days.

I hereby declare that I am a Citizen of India.

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

Name & Signature of the Complainant:

Address :

Telephone No./Mobile No.

Place :

Date :

Mode of delivery of complaint:-

Encl:-1. Copy of Acknowledgement issued by Designated Officer.

FORM-D
(See rule-13(1) or rule 15(1))

Format for filing Appeal before Designated Authority or U.T Appellate Authority.

To
The Designated Authority/ U.T Appellate Authority,
Address

I want to file an appeal against decision of Grievances Redressal Officer / Designated Authority (Name & Address) dated_____

I find the said decision/order to be unjustified and unreasonable owing to following reason(s)
:- -----

The authority may be pleased to strike down the decision/order of Grievances Redressal Officer/Designated Authority and pass any such further order and directions as it may consider just.

I hereby declare that I am a Citizen of India.

I here by declare that above details are true to the best of my knowledge and belief.

Signature of the Appellant Address :
Telephone No./Mobile No.

Place :
Date :

Mode of Delivery of Appeal:- Enclosure :

1. Copy of Acknowledgement issued by Designated Officer
2. Copy of Acknowledgement issued by Grievance Redressal Officer.
3. Copy of decision of Grievance Redressal Officer. (in case of Appeal against Grievance Redressal Officer).
4. Copy of Acknowledgement issued by Designated Authority (in case of Appeal against Designated Authority)
5. Copy of decision of Designated Authority (in case of Appeal against Designated Authority)

FORM E
(See Rule 13(3) or rule 15(2))

Acknowledgement by the Designated Authority/ U.T Appellate Authority:

1.	Name of the Appellant with address	
2.	Name and Address of concerned Public Authority	
3.	Name of the Defendant and designation/address	
4.	Date of Appeal	
5.	Unique Acknowledgement Number	
6.	Details of services sought/complaint	

Place:

Date

Signature and Stamp of the Designated
Authority/ U.T Appellate Authority

Form E-1
(See rule 17)

Register to be maintained by the Designated Officer

Name and designation:

Address:

Sr. no.	Name of the applicant with address and acknowledgement No.	Details of services sought	Reasons for rejecting the application if any	Date of Services delivered	Reasons if services denied	No. of days delayed
1	2	3	4	5	6	7

Form E-2
(see rule 17)

Register to be maintained by Grievance Redressal Officer

Name and designation:

Address:

Sr. No	Name and Address of the Complainant	Date of Complaint with Acknowledgement. No.	Details of services sought	Name and designation of the Officer Complained against	Reasons for rejecting the application if any	Basis for complaint	Relief asked	Date of disposal of Complaint	Remarks
1	2	3	4	5	6	7	8	9	10

Form E-3
(see rule 17)

Register to be maintained by Designated Appellate Authority

Name and designation:

Address:

Sr. No.	Name and Address of the Appellant	Date of Appeal with Acknowledgement No.	Details of services sought	Reasons for rejecting the complaint, if any	Basis for appeal	Name and designation of the designated officer	Name and designation of the GRO	Date of disposal of appeal	Remarks
1	2	3	4	5	6	7	8	9	10

Form E-4
(see rule 17)

Register to be maintained by U.T Appellate Authority

Name and designation:

Address:

Sr. No.	Name and Address of the Appellant	Date of final application with Acknowledgement No.	Details of services sought	Reasons for rejecting the Appeal, if any	Basis for appeal	Name and designation of the designated officer	Name and designation of the GRO	Name and designation of the Designated Authority	Date of Disposal of appeal	Remarks
1	2	3	4	5	6	7	8	9	10	11

FORM-F
(see rule 20)

(Draft Appreciation letter)

To,
Name and Designation of the officer

It is matter of pride that you have delivered the services under **The Union Territory of Dadra and Nagar Haveli and Daman and Diu (Right of Citizens to Public Services) Act, 2022** in time to the citizens throughout the year. Owing to excellent and timely services rendered by you, the Department and the Administration have earned good name and has resulted in promoting good faith in the citizens towards the Act and the administrative reforms measures taken by the Administration. It is assumed that the employees will get encouragement and enthusiasm from your model service. I would like to place on record the appreciation of the Administration for the outstanding (default free) service rendered by you in the year.....

Wishing you many more success in future.

Signature and Stamp of Public Authority.
