

UT Administration of
Daman & Diu
Department of Information Technology
Daman – 396220

No.01/IT/DDeGS/File NO. 41/Part-II/390

Dated: 16/12/2015

NOTIFICATION

Subject: - Electronic Service Delivery under e-District Project

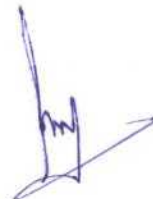
The Administrator of Daman & Diu in exercise of power conferred upon under section 6 and 6(A) under Information Technology Act, 2000, read with Rule 4 and Rule 5 of the Daman & Diu, Information Technology (Electronic Service Delivery) Rules, 2014, is pleased to notify the public services to be delivered through electronic mode including [From Saral Seva Kendra (SSKs)]. Timelines. list of documents to be annexed, Authority of different public services and Fees to be collected under e-District project for Diu district are as under:

2. List of Government to Citizen services, Timelines and Delivery charges:

(i) The list of Government to Citizen services, Maximum Timeline for Service Delivery and Fee for delivery of services through SSKs shall be as per the **Annexure 'A'** of this notification. Departmental Fee for Electricity department shall be as per **Annexure 'B'** of this notification.

(ii) The designation of the First, Second and Third Appellate Authorities and the Maximum Time that may be taken for disposal of Appeal by these Appellate Authorities shall be as per **Annexure 'C'** of this notification.

(iii) Documents required to be submitted by citizen for availing of e-District services shall be as per **Annexure 'D'** of this notification.



3. Manner and Procedure of delivery of Government to Citizen Services thorough SSK:

(i) A citizen can avail any of the e-District services from the SSK nearest to his/her residence along with all requisite documents mentioned and on payment of the requisite fee/ user charges.

(ii) The SSK Operator or any other designated officials of the UT Administration shall be responsible for transmitting the application along with the required documents to the concerned department.

(iii) The SSK Operator shall also be responsible for delivery of the Certificates/Documents etc. to the citizen at the concerned SSK where the citizen has deposited the application, as and when finally received from the concerned departments after due process.

4. Remittance of Department Fee and Service Charges (in case of SSK)

(i) The SSK Operator shall deposit the Departmental Fee as per **Annexure A** as collected through the SSK, on a fortnightly basis with the Treasury in the appropriate head of account through designated pooling account.


(ii) The Service Charge amount collected at the SSK in respect of all transactions shall be credited in the account of DDeGS through the designated pooling account.

(iii) There shall be no Charges/Fees in respect of application status enquiry services by citizens.



5. The Services mentioned in **Annexure 'A'** of this notification shall also be available to the citizen online and on online payment of necessary department fee. No service Charges shall be levied in such cases.
6. All Manual process for delivery of services mentioned in this Notification shall cease with effect from a period of three months from the date of issue of this Notification.

By order and on behalf of the
Administrator
UT Administration of Daman & Diu



(P.S. Jani)

Additional Secretary (IT)

Annexure A

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

Sr. No	Name of Departments	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
1	Diu Municipal Council	Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	Diu Municipal Council	Refer Annexure D	5	Rs.5/- for Issue certificate	5
		Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	Diu Municipal Council	Refer Annexure D	5	Rs.5/- for Issue certificate	5
		Physically Handicapped/Disability Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
		National Old Age Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
		Widow Pension (Urban Area)	Diu Municipal Council	Refer Annexure D	90	NIL	5
2	Block Development Office	Late Registration Of Birth (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5
		Late Registration Of Death (Rural Area)	Block Development Office	Refer Annexure D	15	NIL	5

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
3	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
		National Old Age Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
		Widow Pension (Rural Area)	District Panchayat	Refer Annexure D	90	NIL	5
4	Village Panchayat	Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	Late Registration fee Rs. 5/- and Issue Births Certificate Rs. 2/-	5
		Registration Of Death & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	Late Registration fee Rs. 5/- and Issue Births Certificate Rs. 2/-	5
5	Revenue	Late Registration Of Birth (Urban)	Mamlatdar	Refer Annexure D	15	NIL	5
		Caste - SC/ST/OBC Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
		Character Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
		Late registration Of Death (Urban)	Mamlatdar	Refer Annexure D	15	NIL	5



Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Domicile Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Income Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Non-Creamy Layer Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
		Residence Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Mutation in Record of Rights	Mamlatdar	Refer Annexure D	45	NIL	5
		Solvency Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
		Dependent Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Family / Legal Heirship Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Farmer Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Issuance of Copy of Form I and XIV	Mamlatdar	Refer Annexure D	3	NIL	5
6	Public Distribution System	New Ration Card	PDS	Refer Annexure D	14	NIL	5
		Consumer Complaints related to PDS	PDS	Refer Annexure D	No Timelines Defined	NIL	5
		Incorporation of Changes in Ration Card (Change in name, address, addition or deletion of name)	PDS	Refer Annexure D	7	NIL	5
		Issuance of Duplicate Ration Card	PDS	Refer Annexure D	7	NIL	5

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Surrender/Cancellation of Ration Card	PDS	Refer Annexure D	1	NIL	5
7	Social Welfare	Senior Citizen Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
		Handicapped/Disabled Identity Card	Social Welfare Daman	Refer Annexure D	NA	NA	NA
8	Sub Registrar & Civil Registrar	Issuance of Birth Certificate of Births before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
		Issuance of Death Certificate of Deaths before 1971	Sub Registrar & Civil Registrar	Refer Annexure D	7	5/-	5
		Registration of Marriage & Issuance of Marriage Certificate	Sub Registrar & Civil Registrar	Refer Annexure D	Waiting period of 15 days after that within a week	5/- and 50/- for registration and issuance	5
9	Revenue Court Cases	Registration of Cases, Case Adjournments, Issuance of Notice & Issuance of Final Orders	Mamlatdar	Refer Annexure D	Depends on Case to Case	NIL	5
		Issuance of Stay Orders	Mamlatdar	Refer Annexure D	Depend on Case to Case	NIL	5
10	RTI / Grievances Redressal	Appeal under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
		Seeking information under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Provide status / feedback of complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
		Registration of Complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005
11	Public Health Centre	Registration of Birth & Issuance of Birth Certificate	Health Department	Refer Annexure D	7	1-First time registration is free for duplicate is 5/-	5
		Registration of Death & Issuance of Death Certificate	Health Department	Refer Annexure D	7	1-First time registration is free for duplicate is 5/-	5
12	Education	Pre Matric Scholarship for SC/ST/OBC/Minority students	Directorate of Education	Refer Annexure D	90	NIL	5
		Post Matric Scholarship for SC/ST/OBC/Minority students	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	90	NIL	5

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Complaints/Feedback regarding material supplied, food, etc.	Secondary (Education) Directorate of Education Department	Refer Annexure D	7	NIL	5
		Scholarship/Stipend for SC/ST students from Std I to XII	Directorate of Education	Refer Annexure D	90	NIL	5
		Providing incentives to girl students for pursuing higher studies	Directorate of Education	Refer Annexure D	90	NIL	5
		Issuance of Attempt Certificate.	Secondary (Education) Directorate of Education Department	Refer Annexure D	7	NIL	5
		Issuance of Bonafide Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Issuance of Character Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
		Issuance of School Leaving Certificate.	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	7	NIL	5
13	Labour & Employment	Addition of Educational Qualification and experience if any of the candidate	Labour & Employment Department	Refer Annexure D	1	NIL	5
		Enrollment under Unemployed Category	Labour & Employment Department	Refer Annexure D	2	NIL	5
		Renewal of names of candidates whose names are registered with Employment Exchange	Labour & Employment Department	Refer Annexure D	1	NIL	5

Sr. No	Name of Department s	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	Labour & Employment Department	Refer Annexure D	2	NIL	5
		Registration under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
		Renewal under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
		Registration under the Factories Act.	Labour & Employment Department	Refer Annexure D	20	Annexure B	5
		Renewal under the Factories Act.	Labour & Employment Department	Refer Annexure D	60	Annexure B	5
		Registration of Establishments employing Contractual Labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
		License by the Contractor employing contract Labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5

Sr. No	Name of Department	Service Name	Office in which processed	Document(s) Required	Maximum Timeline for Service Delivery (In Days)	Fees (for SSK & Online)	
						Department Fees (in Rs.)	Service Charge (in Rs.)
		Renewal by the contractor employing contract labor.	Labour & Employment Department	Refer Annexure D	15	Annexure B	5
14	Electricity	New Connection (Domestic & Commercial)	Electricity Department	Refer Annexure D	30	Annexure B	5
		New Connection (Industrial)	Electricity Department	Refer Annexure D	30	Annexure B	5
		Online Registration of Complaints	Electricity Department	Refer Annexure D	7	Annexure B	5
		New Temporary Electricity Connection for Domestic, Commercial & Industrial	Electricity Department	Refer Annexure D	7	Annexure B	5
		Request for Change of Name	Electricity Department	Refer Annexure D	7	Annexure B	5

Annexure B

Electricity Department fees for e-Services

1. Application for New Connection (Domestic, Commercial)

a. Service Connection Charges

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

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

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

c. Security Deposit

Sr No	Connection	Domestic	Commercial
1	500 W	Rs. 60	Rs. 75
2	Beyond 500W	Rs. 45 per 500 W or Part thereof	Rs. 120 per 500 W or part thereof
Sr No	Type of Connection	Security Deposit (in Rs.)	
1	Agriculture	Rs. 75/HP	

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

a. Service Connection Charges

Sr. No.	Connection	Tarff (In Rs.)
1	Three phase LT	RS. 1000
2	HT (First 500 KVA)	Rs. 10000
3	HT (Beyond 500 KVA)	Rs 1000 per 100 KVA or part thereof



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

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

c. Security Deposit

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

3. Online Registration of Complaints

a. No Fees

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

a. Service Connection Charges

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

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

Sr. No.	Type of Connection	Fee Per Test Report (In Rs.)
1	Single Phase Lighting / Domestic	10
2	Three Phase Lighting/Domestic	25
3	Single Lighting/Non Domestic	50
4	Three Phase Lighting /Non Domestic	100
5	Three Phase LT Industries	250
6	Single Phase / Three phase Agriculture/Streetlight / Public Lighting & other	50
7	HT Industries up to 500 KVA	1000
8	HT Industries up to 2500 KVA	5000
9	HT Industries above 2500 KVA	10000



c. Security Deposit

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

5. Request for Change of Name:-

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

c. Security Deposit:

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

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

Testing Fee for various Metering Equipment for FY 2013-14

Sr. No.	Type of Metering Equipment	Fee Per Unit (In Rs.)
1	Single Phase	100
2	Three Phase	300
3	Three Phase Tri-vector Meter (0.5 Class) Industrial LT Consumer	500
4	Three Phase Tri-vector Meter (0.5 Class) 11 KV HT Consumer	500
5	Three Phase Tri-vector Meter (0.2 Class) 66KV EHT Consumers	1000
6	Combined CTPT Unit for 11 KV Consumer	500
7	66 KV CT/PTUnit	500
8	Three Phase CT Block	300
9	CT Coil	100

• Labour & Employment Department

Labour and Employment Fees Structure

Quantity B.H.P. Installed in any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	Upto 20	From 21 to 30	From 31 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2000	From 2001 to 5000	Above 5000
	1	2	3	4	5	6	7	8	9
Fees Payable									
Nil	50	100	500	480	1000	1600	3200	4800	6400
	20	40	60	120	250	400	800	1200	1600
	100	200	300	600	1250	2000	4000	6000	8000
Upto 10 Horse Power	160	240	320	640	1200	2400	4800	6400	8000
	40	60	80	160	300	600	1200	1600	2000
	200	300	400	800	1500	3000	6000	8000	10000
Above 10 HP upto 50 HP	240	320	480	1000	1600	3200	6400	8000	9600
	60	80	120	250	400	800	1600	2000	2400
	300	400	600	1250	2000	4000	8000	10000	12000
Above 50 HP upto 100 HP	400	480	800	1400	2400	4800	8000	9600	11200
	100	120	200	350	600	1200	2000	2400	2800
	500	600	1000	1750	3000	6000	10000	12000	14000
Above 100 HP upto 250 HP	640	800	1280	1600	3200	6400	9600	11200	12800
	160	200	320	400	800	1600	2400	2800	3200
	800	1000	1600	2000	4000	8000	12000	14000	16000
Above 250 HP upto 500 HP	800	1200	1600	3200	4800	8000	11200	12800	14400
	200	300	400	800	1200	2000	2800	3200	3600
	1000	1500	2000	4000	6000	10000	14000	16000	18000
Above 500 HP upto 1000 HP	1000	1400	3200	4800	6400	9600	12800	14400	16000
	250	350	800	1200	1600	2400	3200	3600	4000
	1250	1750	4000	6000	8000	12000	16000	18000	20000
Above 1000 HP upto 2000 HP	1600	3200	4800	6400	8000	11200	14400	16000	18000
	400	800	1200	1600	2000	2800	3600	4000	5200
	2000	4000	6000	8000	10000	14000	18000	20000	22500
Above 2000 HP upto 5000 HP	3200	4800	6400	8000	11200	14400	16000	18000	20000
	800	1200	1600	2000	2800	3600	4000	4500	5200
	4000	6000	8000	10000	14000	18000	20000	22500	26000
Above 5000 HP	6400	7200	8000	10000	12000	16000	18400	20000	22600
	1600	1800	2000	2500	3000	4000	4600	5000	5900
	8000	9000	10000	12500	15000	20000	23000	25000	29500

KVA 0.762 - HP



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



NOTIFICATION

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

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

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

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

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

SCHEDULE A

(See rule - 5)

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

Sr. No.	Categories of Establishments	Reg. Fee
1.	Shop/Establishment employing no persons	Rs. 20/-
2.	Shop/Establishment employing 5 or less than five persons	Rs. 40/-
3.	Shop/Establishment employing more than five but less than 10 persons	Rs. 150/-
4.	Shop/Establishment employing 10 and above but less than 20 persons	Rs. 300/-
5.	Hotels, Restaurants, Residential Hotels, Theatres or other places of Public amusement or entertainment or Shop/Establishment employing 20 or more persons	Rs. 600/-

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

Sd/-
(P. J. Bamanila)
Joint Secretary (Lab.),
Daman.

NOTIFICATION

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

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

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

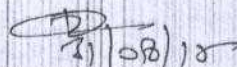
(i) In rule-24 for the figure "₹.30/-" the figure and words "₹.270/- (Rupees Two Hundred & Seventy)" shall be substituted.

(ii) In the said rules for Rule 26, the following rules shall be substituted namely:

- (a) "26". Fees.—(1) The fees to be paid for the grant of a certificate of registration under section 7 shall be as specified below:

If the number of workmen proposed to be employed on contract on any day—

- | | |
|---|---|
| (a) is 20 or more, but does not exceed 50 | Rs. 450/- (Four Hundred Fifty) |
| (b) exceeds 50 but does not exceed 100 | Rs. 900/- (Nine Hundred) |
| (c) exceeds 100 but does not exceed 200 | Rs. 2400/- (Two Thousand Four Hundred) |
| (d) exceeds 200 but does not exceed 400 | Rs. 3600/- (Three Thousand Six Hundred) |
| (e) exceeds 400 | Rs. 4500/- (Four Thousand Five Hundred) |

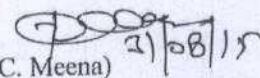

(108) 18

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

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

- | | |
|---|--|
| (a) is 20 or more, but does not exceed 50 | Rs. 113/- (One Hundred Thirteen) |
| (b) exceeds 50 but does not exceed 100 | Rs. 225/- (Two Hundred Twenty Five) |
| (c) exceeds 100 but does not exceed 200 | Rs. 450/- (Four Hundred Fifty) |
| (d) exceeds 200 but does not exceed 400 | Rs. 900/- (Nine Hundred) |
| (e) exceeds 400 | Rs. 1125/- (One Thousand One Hundred
Twenty Five) |
- (iii) In sub-rule (3) of rule-29, the fees chargeable for renewal of license shall be the same as for the grant thereof.
- (iv) In rule-30 for the words "fee of rupees five", the figure and words "₹.45/-" (Rupees Forty Five) shall be substituted.

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


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

Copy to:

1. The Secretary (Labour), Administration of Daman & Diu, Daman.
2. The Labour Commissioner, Daman/Diu.
3. The Deputy Labour Commissioner, Daman & Diu.
4. The Dy. Director (Planning), Govt. Printing Press, Daman for publication in the Official Gazette.
5. The President, Industries Association, Daman/Diu.
6. President, Hostelry Association, Daman/Diu.

Annexure C

Timelines of Appellate Authorities for disposal of appeal

Sr. No.	Department Name	Service Name	Designated Officer Designation	Designation of the First Appellate Authority	Maximum Time for disposal of Appeal (In Days)	Designation of the Second Appellate Authority	Maximum Time for disposal of Appeal (In Days)	Designation of the Third Appellate Authority	Maximum Time for disposal of Appeal (In Days)
1	Diu Municipal Council	Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	Registrar of Births & Deaths as Chief Officer	District Registrar of Births & Deaths as Collector, Diu & Additional Director Municipal Administration	15 Days	Addl. Chief Registrar/ Dy. Director Planning	15 Days	Chief Registrar	15
2	Diu Municipal Council	Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	Registrar of Births & Deaths as Chief Officer	District Registrar of Births & Deaths as Collector, Diu & Additional Director Municipal Administration	15 Days	Addl. Chief Registrar/ Dy. Director Planning	15 Days	Chief Registrar	15



3	Diu Municipal Council	Physically Handicapped/Disability Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administration	30 Days	Secretary, Urban Development	30 Days	--	--
4	Diu Municipal Council	National Old Age Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administration	30 Days	Secretary, Urban Development	30 Days	--	--
5	Diu Municipal Council	Widow Pension (Urban Area)	Chief Officer	Collector, Diu & Additional Director Municipal Administration	30 Days	Secretary, Urban Development	30 Days	--	--
6	Block Development Office	Late Registration Of Birth (Rural Area)	Block Development Office, Diu & Addl. District Registrar (Births & Deaths), Diu	Collector, Diu & District registrar of Birth and Deaths, Diu	15 days	Addl. Chief Registrar (Births & Deaths) / Dy. Director (Planning)	--	Chief Registrar (Births & Deaths) / Secretary (Plg.) Daman	--
7	Block Development Office	Late Registration Of Death (Rural Area)	Block Development Office, Diu & Addl. District Registrar (Births & Deaths), Diu	Collector, Diu & District registrar of Birth and Deaths, Diu	15 days	District Addl. Chief Registrar (Births & Deaths) / Dy. Director (Planning)	--	Chief Registrar (Births & Deaths) / Secretary (Plg.) Daman	--

8	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat , Collector, Daman	30	Secretary, PRI	30
9	District Panchayat	National Old Age Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat , Collector, Daman	30	Secretary, PRI	30
10	District Panchayat	Widow Pension (Rural Area)	Block Development Officer	Chief Executive Officer	--	Director of District Panchayat , Collector, Daman	30	Secretary, PRI	30
11	Village Panchayat	Registration Of Birth (Rural Area) & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Registrar of Birth & Death Village Panchayat Secretary of concern Panchayat	Additional District Registrar	--	District Registrar / Collector , Diu	--	Additional Chief Registrar(Birth & Death)/ Dy. Director Planning Daman	--
12	Village Panchayat	Registration Of Death (Rural Area) & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	Registrar of Birth & Death Village Panchayat Secretary of concern Panchayat	Additional District Registrar	--	District Registrar / Collector , Diu	--	Additional Chief Registrar(Birth & Death)/ Dy. Director Planning Daman	--

13	Mamlatdar	Late Registration Of Birth (Urbal)	Block Development Officer, Diu & Addl. District Registrar (Birth & Death)	District Registrar of Births & Deaths, Diu as Collector, Diu	15	Addl. Chief Registrar (Births & Deaths)/ Dy. Director (Planning), Daman	--	Chief Registrar as Development Commissioner/ Finance Secretary	--
14	Mamlatdar	Caste - SC/ST/OBC Certificate	Mamlatdar	Deputy Collector (HQ)	---	Collector	--	Secretary (Revenue)	--
15	Mamlatdar	Character Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
16	Mamlatdar	Late registration Of Death (Urban Area)	Block Development Officer, Diu & Addl. District Registrar (Births & Deaths), Diu	District Registrar of Births & Deaths, Diu as Collector, Diu	15	Addl. Chief Registrar (Births & Deaths)/ Dy. Director (Planning), Daman	--	Chief Registrar as Development Commissioner/ Finance Secretary	--
17	Mamlatdar	Domicile Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
18	Mamlatdar	Income Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
19	Mamlatdar	Non-Creamy Layer Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
20	Mamlatdar	Residence Certificate	Mamlatdar	Deputy Collector (H.Q.)	--	Collector	--	Secretary (Revenue)	--
21	Mamlatdar	Mutation in Record of Rights	Mamlatdar	Deputy Collector, Diu / Sub Divisional Office, Diu	--	Collector	--	Administrator (Tribunal)	-



22	Mamlatdar	Solvency Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
23	Mamlatdar	Dependent Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	---
24	Mamlatdar	Family / Legal Heirship Certificate	Mamlatdar		--	Collector	--	Secretary (Revenue)	--
25	Mamlatdar	Farmer Certificate	Mamlatdar	Deputy Collector	--	Collector	--	Secretary (Revenue)	--
26	Mamlatdar	Issuance of Copy of Form I and XIV	Talathi	Mamlatdar	--	Dy. Collector	--	Collector	--
27	PDS	New Ration Card	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
28	PDS	Consumer Complaints related to PDS	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
29	PDS	Incorporation of Changes in Ration Card (Change in name, address, addition or deletion of name)	Sub Inspector, Civil Supply Officer	Superintendent, Collectorate - Diu	35	Deputy Collector, Diu	35	Collector, Diu	35
30	PDS	Issuance of Duplicate Ration Card	Superintendent, Collectorate Diu	Deputy Collector, Diu	35	Collector, Diu	35	Secretary (FCS)	35
31	PDS	Surrender/Cancellation of Ration Card	Sub Inspector, Civil Supply Officer	Superintendent, Collectorate Diu	35	Deputy Collector, Diu	35	Collector, Diu	35
32	Social Welfare	Senior Citizen Identity Card	Block Development Office, Diu	Dy. Collector, Diu	7	Collector, Diu		Secretary (Social Welfare)	
33	Social Welfare	Handicapped/Disabled Identity Card			--	--	--	--	--

34	Sub Registrar and Civil Registrar	Issuance of Birth Certificate of Births before 1971	The Mamlatdar, Diu and Registrar of Births & Deaths, Civil Registration Office, Diu	The Additional District Registrar of Births & Deaths, Diu	-	The Collector, and District Registrar of Births & Deaths, Diu	-	The Additional Chief Registrar of Births & Deaths,	-
35	Sub Registrar and Civil Registrar	Issuance of Death Certificate of Deaths before 1971	The Mamlatdar, Diu and Registrar of Births & Deaths, Civil Registration Office, Diu	The Additional District Registrar of Births & Deaths, Diu	-	The Collector, and District Registrar of Births & Deaths, Diu	-	The Additional Chief Registrar of Births & Deaths,	-
36	Sub Registrar and Civil Registrar	Registration of Marriage & Issuance of Marriage Certificate	Civil Registrar	The Additional District Registrar of Births & Deaths, Diu	-	The Collector, and District Registrar of Births & Deaths, Diu	-	Additional Chief Registrar of Births and Deaths	-
37	Revenue Court cases	Registration of Cases, Case Adjournments, Issuance of Notice & Issuance of Final Orders	Mamlatdar	Deputy Collector / Collector Revenue	--	--	--	--	--
38	Revenue Court cases	Issuance of Stay Orders	Mamlatdar	Deputy Collector / Collector Revenue	--	--	--	--	--
39	RTI / Grievances Redressal	Appeal under RTI	As per RTI Act 2005	As per RTI Act 2005	As per RTI Act	As per RTI Act 2005	As per RTI Act	As per RTI Act 2005	As per RTI Act

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

44	Public Health Centre	Registration of Death & Issuance of Death Certificate	Registrar (Incharge Medical Officer at PHC VNK, Govt. Hospital, senior surgeon, Health Officer, at CHC)	District Registrar as Collector, Diu	--	Addl. Chief Registrar as Dy. Director Planning, Daman.	--	Chief Registrar as Development Commissioner/ Finance Secretary	--
45	Education	Pre Matric Scholarship for SC/ST/OBC/Minority students	Principal/ Head Master,	Asst. Director of Education, Diu	--	Collector, Diu	--	Secretary Education	--
46	Education	Post Matric Scholarship for SC/ST/OBC/Minority students	Principal/ Head Master,	Asst. Director of Education, Diu	--	Collector, Diu	--	Secretary Education	--
47	Education	Complaints/Feedback regarding material supplied, food, etc.	Principal/ Head Master,	Educational Officer(DP), Diu	--	Collector, Diu	--	Secretary Education	--
48	Education	Scholarship/Stipend for SC/ST students from Std I to XII	Principal/ Head Master,	Assistant Director Education	-----	Collector, Diu	--	Secretary Education	--
49	Education	Providing incentives to girl students for pursuing higher studies	Principal/ Head Master,	Assistant Director Education	--	Collector, Diu	--	Secretary Education	--
50	Education Education Education	Issuance of Attempt Certificate.	Principal/ Head Master,	Assistant Director Education	--	Collector, Diu	--	Secretary Education	--



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

	Employement	Shops & Establishment Act.	Inspector	Commissioner (Labour)		Labour			
60	Labour and Employment	Registration under the Factories Act.	Chief Inspector of Factories & Boilers	Collector / Commissioner (Labour)	--	Secretary (Labour)	--	--	--
61	Labour and Employment	Renewal under the Factories Act.	Chief Inspector of Factories & Boilers	Collector	--	Secretary (Labour)	--	--	--
62	Labour and Employment	Registration of Establishments employing Contractual Labor.	Registering Officer	Collector / Commissioner (Labour)	--	Secretary (Labour)	--	--	--
63	Labour and Employment	License by the Contractor employing contract Labor.	Registering Officer	Collector / Commissioner (Labour)	--	Secretary (Labour)	--	--	--
64	Labour and Employment	Renewal by the contractor employing contract labor.	Registering Officer	Collector / Commissioner (Labour)	--	Secretary (Labour)	--	--	--
65	Electricity	New Connection (Domestic & Commercial)	Junior Engineer (O & M), Sub Div-2, Diu	Asst. Engineer , Sub Div-2 Diu	7	Assistance Engineer (Tech), Division Office, Daman	7	Executive Engineer	7
66	Electricity	New Connection (Industrial)	Junior Engineer (Tech), Sub Div-2, Diu	Asst. Engineer ,(Tech) Sub Div-2 Diu	7	Executive Engineer, Daman	7	Secretary (Power)	7

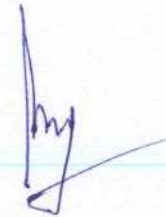


67	Electricity	Online Registration of Complaints	Junior Engineer (O & M), Sub Div-2, Diu	Asst. Engineer , Sub Div-2 Diu	7	Assistant Engineer (T) Division Office, Daman	7	Executive Engineer, Daman	7
68	Electricity	New Temporary Electricity Connection for Domestic, Commercial & Industrial	Junior Engineer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

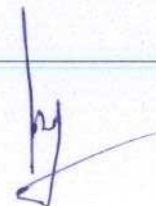
Annexure D

List of supporting documents required for all e-District Services

Sr. No.	Departments	Service Name	Documents Required
1	Diu Municipal Council	Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	<ul style="list-style-type: none">• Self-attested photocopy of proof of occurrence of birth which can be one of the following -<ul style="list-style-type: none">• Certificate from private hospital• Self-attested photocopy of order from Mamlatdar for late registration of birth (Required only if the birth is registered late i.e. after 30 days)• Self-attested photocopy of ID Proof & Residence Proof• Self-attested photocopy of Aadhaar (Optional)
		Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	<ul style="list-style-type: none">• Self-attested photocopy of proof of occurrence of death which can be one of the following -<ul style="list-style-type: none">○ Certificate from private hospital, for the deaths at hospital○ Testimony from the registered priest who did the final rituals○ For the case of unnatural death, police report is mandatory• Self-attested photocopy of order from Mamlatdar for late registration of death (Required only if death is registered late i.e. after 30 days)• Self-attested photocopy of ID Proof & Residence Proof• Self-attested photocopy of Aadhaar



Sr. No.	Departments	Service Name	Documents Required
		Physically Handicapped/Disability Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Handicapped/Disability certificate (Mandatory) • Voter ID card (Mandatory only if Age is 18 Years and Above) • Ration Card (Optional) • One copy of passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aadhaar Card (Optional)
		National Old Age Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate or Doctor Certificate(Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport size photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any other scheme/agency (Mandatory) • Aadhaar Card (Optional)
		Widow Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Husband's Death Certificate (Mandatory) • Marriage Certificate (Mandatory) • Voter ID card (Mandatory) • Ration Card (Optional) • Passport Size Photograph (Mandatory) • Affidavit for declaration of not getting any financial aid from any scheme/agency (Mandatory) • Aadhaar Card (Optional)



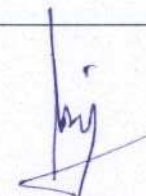
Sr. No.	Departments	Service Name	Documents Required
2	Block Development Office	Late Registration Of Birth (Rural Area)	<ul style="list-style-type: none"> • Declaration of 4 Witness on Plain Paper with ID proof any one • Medical Certificate issued by the Medical Officer, Along with attended treatment documents, Immunization profile. • Obtaining Certificate// Under tacking of Home delivery from concerned ANM workers of their respective area and accordingly register the event. • Marriage certificate issued by the civil registration office, Diu (Collectoarte)
		Late Registration Of Death (Rural Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Mandatory) • Medical Certificate cause of Death/ Police Verification Report/PM Report Issued by the Competent authority • Marriage certificate issued by the civil registration office, Diu (Collectoarte) • Declaration of 4 Witness on Plain Paper with ID proof any one
3	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	1-Application form 2-Domicile Certificate 3-Annual Income Certificate Note: Annual Income should be < 1,00,000 4-Disability Certificate Issued from Health Department (greater than 40%) 5- Self-attested photocopy of ID Proof (any one) Ration Card/Voter ID Card /Pan Card/Driving License/Aadhar Card 6-Passport size photograph 7- Affidavit for declaration of not getting pension from any scheme/agency 8-Copy of Bank Passbook 9- Self-attested photocopy of Aadhaar Card (Optional)
		National Old Age Pension (Rural Area)	1-Application form 2-Domicile Certificate 3-Annual Income Certificate Note : Annual income should be < 1,00,000 4-Birth Certificate 5-Self-attested photocopy of ID Proof (any one) Ration Card/Voter ID Card /Pan Card/Driving License/Aadhar Card 6-Passport size photograph 7- Affidavit for declaration of not getting pension from any scheme/agency 8-Copy of Bank Passbook 9- Self-attested photocopy of Aadhaar Card (Optional)

Sr. No.	Departments	Service Name	Documents Required
		Widow Pension (Rural Area)	1-Application form 2-Domicile Certificate 3-Annual Income Certificate Note: Annual Income should be < 1,00,000 4. Marriage Certificate 5-Death Certificate of Husband 6- Self-attested photocopy of ID Proof (any one) Ration Card/Voter ID Card /Pan Card/Driving License/Aadhar Card 7-Passport size photograph 8- Affidavit for declaration of not getting pension from any scheme/agency 9-Copy of Bank Passbook 10- Self-attested photocopy of Aadhaar Card (Optional)
4	Village Panchayat	Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	<ul style="list-style-type: none"> 1. Application Form on plain paper 2. Complete filled Birth registration form/ Birth Report no. 1 3. Self-attested photocopy of Proof of occurrence of death which can be one of the following. <ul style="list-style-type: none"> a. Certificate from private hospital / Doctor. b. Testimony from village panchayat secretary & Self Decration. 4. Self-attested photocopy of order from BDO for late registration of Birth (Required only if Birth is registered after 21 days and before 30 days). 5. After 30 days the registration is considered to be late and an additional certificate from the executive magistrate, Diu for late registration is required. 6. Self-attached photocopy of ID Proof & Residence proof.

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

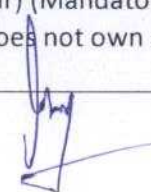


Sr. No.	Departments	Service Name	Documents Required
		Caste - SC/ST/OBC Certificate	<p>For SC/ST:-</p> <ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Certificate from Samaj Concerned (Mandatory) • Parent's Cast Certificate Issued by Competent Authority (Mandatory) • Two witness statement of SC/ST Community Members • Self-Attested photo copy of ID Proof (Any One) Ration Card/ Voter Card /Pan Card/ Driving License • Birth Certificate of Applicant, Father and Fore Father (Mandatory) • School Leaving Certificate of Applicant • Aadhaar Card (Optional) <p>For OBC:-</p> <ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • School Leaving Certificate (Mandatory) • Birth Certificate of Self , Father and Fore Father (Mandatory) • Self-Attested photo copy of ID Proof (Any One) Ration Card/ Voter Card /Pan Card/ Driving License • Samaj Certificate (Mandatory) • Cast Certificate of Self & Father • Income Certificate/Salary Certificate/ Income Tax Returns from for O.B. C (Mandatory)
		Character Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Birth Certificate (Mandatory) • School Leaving Certificate (Mandatory) • Self-Attested photo copy of ID Proof (Any One) Ration Card/ Voter Card /Pan Card/ Driving License • Aadhaar Card (Optional)



Sr. No.	Departments	Service Name	Documents Required
		Late registration Of Death (Urban Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Mandatory) • A testimony of Village Panchayat Secretary for the death of person mentioned in the application (Mandatory) • ID proof of the Deceased (Optional) • Residence proof of the deceased(Optional) • ID proof (Mandatory) • Residence proof (Mandatory) • Residence proof for all four witness (Mandatory) • ID proof for all four witness (Mandatory) • Aadhaar Card (Optional) • Samaj Letter (Optional) • Passport Size Photograph (Mandatory) • Ration Card (Optional) • Non availability of record certificate issued from Diu Municipality(Mandatory)
		Domicile Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Election Identity Card (Mandatory) • Proof of Residence for Last 10 Years (Mandatory) • Aadhaar Card (Optional)
		Income Certificate	<ul style="list-style-type: none"> • Declaration on plain paper containing full details of family members & their income from all sources (Self attested) (Mandatory) • Ration Card (Optional) • Salary Certificate/ Income Tax Return • Aadhaar Card (Optional) • Any other Document(s) in support of proof of Income (Optional)

Sr. No.	Departments	Service Name	Documents Required
		Non-Creamy Layer Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • OBC Certificate (Mandatory) • Birth Certificate self and Father and Mother • School Leaving Certificate (Mandatory) • Income Certificate/Salary Certificate/Income tax Return (Mandatory) • Copy of form I and IV • Ration Card (Mandatory) • Self-Attested photo copy of ID Proof (Any One) Voter Card /Pan Card/ Driving License • Aadhaar Card (Optional)
		Residence Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Birth Certificate (Mandatory) • Ration Card (Optional) • School Leaving Certificate (Mandatory) • Any other document in support of residence proof (Optional) • Election Identity Card (Mandatory) • Aadhaar Card (Optional)
		Mutation in Record of Rights	<ul style="list-style-type: none"> • Apply to the Talati of village on plain paper under section 96 of the Goa Land Revenue code 1968 • Declaration on Plain Paper (Self Attached) • Furnish detail of acquisition of right and land acquired with name /address of Occupants. • Residence Proof (Mandatory) • Aadhaar Card (Optional) • Form I & XIV of the property acquired (Mandatory) • Sale Deed/Gift Deed/Succession Deed or any such document (Mandatory) • Declaration on Rupees 2 Stamp Paper (Mandatory, if registered document (Sale Deed/Gift Deed) is not attached)
		Solvency Certificate	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • ID Proof (Mandatory) • Form I & XIV (Mandatory) • Nil Encumbrance Certificate (issued by Sub-Registrar) (Mandatory) • Bank Guarantee (Mandatory only if the applicant does not own any immovable property) • Aadhaar Card (Optional)



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

Sr. No.	Departments	Service Name	Documents Required
6	Public Distribution System	New Ration Card	<ul style="list-style-type: none"> • Application / NOC from existing ration card holder and application from applicant along with declaration form issued by Civil Supplies Department • Self-Attested ID Proof (Mandatory) • Pan Card/Driving License/Voter Card • Residence Proof (Mandatory) • Certificate Regarding House Number From Competent Authority (Optional) • Rent Agreement (Mandatory, if the applicant stays in rented house) • Proof of Residence for company provided house (Mandatory, if the applicant stays in company's guest house) • Identity Card of Company (Mandatory, If the applicant the applicant stays in company's guest house) • Income Certificate/Salary Certificate (Mandatory) • Bank Passbook (Optional) • Caste Certificate (Mandatory, if the applicant belongs to the category SC/ST) • Cancellation/Surrender/Deletion certificate from applicant's earlier place of residence issued by Food & Civil supplies department (Mandatory, if the applicant has old ration card) • Applicant's earlier ration card (Mandatory, if the applicant has old ration card) • Form I & XIV (Mandatory, if the applicant has land) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
		Consumer Complaints related to PDS	N.A

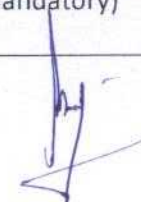
Sr. No.	Departments	Service Name	Documents Required
		Incorporation of Changes in Ration Card (Change in name, address, addition or deletion of name)	<ul style="list-style-type: none"> • Original Ration Card (Mandatory) • Certificate from competent authority (Mandatory, for Change in Address) • Birth Certificate / Marriage Certificate / School Leaving Certificate (Any One) • Certificate of Name Change (Mandatory for Change in Name) • Death Certificate (Mandatory in case of death of any member of the family and if they are applying Deletion of Name) • Proof of House Number (Mandatory in case of Change in Address) • NOC from landlord (Mandatory if the applicant stays in rented house) • Self Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
		Issuance of Duplicate Ration Card	<ul style="list-style-type: none"> • Declaration form duly filled and signed by Head of Family (Mandatory) • Self Attested ID Proof (Mandatory) • Enclose the Certificate from the concerned Fair Price Shop. • Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card • Residence Proof Or any ID Proof (Mandatory) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Old Ration Card (Optional) • FIR regarding Loss of Ration Card (Mandatory) • Aadhaar Card (Optional)
		Surrender/Cancellation of Ration Card	<ul style="list-style-type: none"> • Self Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Original Ration card (Mandatory) • Death Certificate (Mandatory in case of death of any member of the family and if they are applying for Surrender / Cancellation) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
7	Social Welfare	Senior Citizen Identity Card	<ul style="list-style-type: none"> • Date of Birth Proof (Mandatory) • Residence Proof (Mandatory) • ID Proof of Applicant & Emergency Contact (Mandatory) • Proof of Blood Group (Mandatory) • Passport Size Photograph (Mandatory)

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


Sr. No.	Departments	Service Name	Documents Required
		Issuance of Stay Orders	<ul style="list-style-type: none"> • ID Proof (Optional) • Residence Proof (Optional) • Final Order (Mandatory) • Aadhaar Card (Optional)
10	RTI / Grievances Redressal	Appeal under RTI	<ul style="list-style-type: none"> • ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Opional)
		Seeking information under RTI	<ul style="list-style-type: none"> • ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Opional)
		Provide status / feedback of complaints	<ul style="list-style-type: none"> • ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Opional)
		Registration of Complaints	<ul style="list-style-type: none"> • ID proof -Passport/Driving License/Identity Card/Election ID/Photo Debit Card/Pan Card/Pension Payment Order/Freedom Fighter Pass/Arms License/Bar Council ID • Residential Proof • Aadhaar Card (Opional)
11	Public Health Centre	Registration of Birth & Issuance of Birth Certificate	<ul style="list-style-type: none"> • Original Birth Report received from the PHC / CHC (Mandatory) • ID Proof (Optional) • Aadhaar Card (Optional)
		Registration of Death & Issuance of Death Certificate	<ul style="list-style-type: none"> • Original Birth Report received from the PHC / CHC (Mandatory) • ID Proof (Optional) • Aadhaar Card (Optional)

Sr. No.	Departments	Service Name	Documents Required
12	Education	Pre Matric Scholarship for SC/ST/OBC/Minority students	<ul style="list-style-type: none"> • Previous Standard Mark Sheet Certificate (Mandatory) • Family Annual Income certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) <p>Additional documents for OBC Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • OBC declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the OBC(Castes) notified by central government <p>Additional documents for Minority communities Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • Minority community declaration – affidavit on non-judicial stamp paper by the student that he/she belongs to any one of the minority communities notified by central government. Or Community Certificate issued by principal of concerned school/institute may also be accepted.
		Post Matric Scholarship for SC/ST/OBC/Minority students	<ul style="list-style-type: none"> • Previous Standard Mark sheet Certificate (Mandatory) • Family Annual Income Certificate (Mandatory) • Caste Certificate (Mandatory) • Proof of Permanent Residence (Mandatory) • Bank Account Passbook (Mandatory) • Aadhaar Card (Optional) <p>Additional documents for OBC Category:-</p> <ul style="list-style-type: none"> • Passport Size Photograph with signature • OBC Declaration [OBC Declaration is an Affidavit on non-judicial stamp paper by the student mentioning that s/he belongs to any one of the OBC(Castes notified by central government)]
		Complaints/Feedback regarding material supplied, food, etc.	<ul style="list-style-type: none"> • Photograph of the damaged material (Optional) • Aadhaar Card (Optional)

Sr. No.	Departments	Service Name	Documents Required
		Scholarship/Stipend for SC/ST students from Std I to XII	<ul style="list-style-type: none"> • Proof of Permanent Residence (Mandatory) • Family Annual Income Certificate(Mandatory) • Bank Account Passbook (Mandatory) • Previous standard Mark Sheet (Mandatory) • Caste Certificate (Mandatory) • Aadhaar Card (Optional)
		Providing incentives to girl students for pursuing professional course	<ul style="list-style-type: none"> • SSC Examination Mark Sheet (Mandatory) • SSCE Attempt Certificate (Mandatory) • HSSC Examination Mark Sheet(Mandatory) • HSSC Attempt Certificate(Mandatory) • School Leaving Certificate(Mandatory) • Schooling Certificate of last 5 years (Mandatory) • 12 years Permanent Residence Certificate of parents (in case Father/Mother is not Alive) or Guardian Residence Certificate (Mandatory) • 5 years Permanent Residence Certificate of parents (parents is employee of U.T. Administration or Central Government from Mamlatdar, Diu/Diu) (Mandatory) • Dependent Certificate, if claiming to be under guardianship (Mandatory) • Domicile Certificate (Mandatory) • Caste Certificate (SC/ST/OBC(Mandatory) • BPL Certificate/Card(Mandatory) • Fee Receipt (Mandatory) • All Qualifying Examination Mark Sheet (Mandatory) • Certificate from Controlling Officer regarding 5years service of parents in Diu & Diu(Mandatory) • Bank Account Passbook(State Bank of India only) (Mandatory • Last Year Examination Mark Sheet(Two Semesters/yearly) (Mandatory) • Fee Structure as approved & notified by the Component Authority of College/Institute (Mandatory) • Aadhaar Card (Optional)
		Issuance of Attempt Certificate.	<ul style="list-style-type: none"> • Proof of admission in School (Mandatory) • Last Result obtained from the school (Mandatory) • Aadhaar Card (Optional)



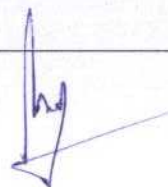
Sr. No.	Departments	Service Name	Documents Required
		Issuance of Bonafide Certificate.	<ul style="list-style-type: none"> Last Result obtained from the school (Mandatory) Aadhaar Card (Optional)
		Issuance of Character Certificate.	<ul style="list-style-type: none"> Proof of provisional admission in school/college (optional) Aadhaar Card (Optional)
		Issuance of School Leaving Certificate.	<ul style="list-style-type: none"> Proof of admission in School (Mandatory) Last Result obtained from the school (Mandatory) Aadhaar Card (Optional)
13	Labour& Employment	Addition of Educational Qualification and experience if any of the candidate	<ul style="list-style-type: none"> Original Registration Card (Mandatory) Original Additional Qualification Document(s)/Original Experience Certificate(s) (Mandatory) Aadhaar Card (Optional) <p>Note: - The addition of Educational Qualification/Experience Certificate is added maximum of 3 times for an applicant.</p>
		Enrollment under Unemployed Category	<ul style="list-style-type: none"> School Leaving Certificate / Birth Certificate (Mandatory) Caste Certificate (Mandatory only in case of SC/ST/OBC/Minority) Residence Certificate/Domicile Certificate (Mandatory) All Educational qualification Certificates (Mandatory) Experience Certificate (Mandatory only if the applicant has any work experience) Aadhaar Card (Optional)
		Renewal of names of candidates whose names are registered with Employment Exchange	<ul style="list-style-type: none"> Original Employment ID card (Mandatory) Aadhaar Card (Optional)



Sr. No.	Departments	Service Name	Documents Required
		Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	<ul style="list-style-type: none"> • Covering Letter (Optional) • Aadhaar Card (Optional)
		Registration under the Shops & Establishment Act.	<ul style="list-style-type: none"> • S.S.I. Registration Certificate [True Copy] (Mandatory) • Affidavit to be given by the Director/Partner/Owner (Mandatory) • Partnership Deed/Memorandum Articles of Association (Mandatory) • Challan (Mandatory) • Lease Agreement and Leaser's ownership document (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
		Renewal under the Shops & Establishment Act.	<ul style="list-style-type: none"> • Original Registration Certificate of Establishment (Mandatory) • Proof of Challan Copy (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)



Sr. No.	Departments	Service Name	Documents Required
		Registration under the Factories Act.	<ul style="list-style-type: none"> • Paid Challan as a proof of payment of Registration fees (Mandatory) • Occupancy Certificate from PWD / Concerned Authority / District Panchayat (Mandatory) • Certificate regarding stability of the structure from a qualified structural engineer (Mandatory) • List of safety equipment / precautionary measures taken on site, on company's letter head and signed (Mandatory) • Machinery layout drawing approved by architect (Mandatory) • Approved plan (Mandatory) • Provisions of Health, Safety and Welfare under the Factory Act, 1948 (Mandatory) • Onsite/off site plan, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Approval of the plans from Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable or signed statement on company's letterhead that is not applicable (Mandatory) • Sale Deed/Agreement for sale/Lease Agreement, if applicable or signed statement on company's letterhead that it is not applicable (Mandatory) • Signed Project Report including flow chart (Mandatory) • Land document Form I & XIV (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • SSI Registration / Industrial License / In principle clearance in case if MSI/LSI (Optional) • Details of ETP on company's letter head and signed (Optional) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
		Renewal under the Factories Act.	<ul style="list-style-type: none"> • Challan (Mandatory) • Original License of the factory (Mandatory) • Questionnaire duly filled and signed by the manager and the Occupier (Mandatory) • Application on company letter head (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)
		Registration of Establishments employing Contractual Labor.	<ul style="list-style-type: none"> • Challan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)



Sr. No.	Departments	Service Name	Documents Required
14	Electricity	License by the Contractor employing contract Labor.	<ul style="list-style-type: none"> • Copy of Registration Certificate (Mandatory) • Challan (Mandatory) • Aadhaar Card of Contractor(Optional)
		Renewal by the contractor employing contract labor.	<ul style="list-style-type: none"> • Original License by the contractor employing contract Labour (Mandatory) • Challan (Mandatory) • Aadhaar Card of Contractor (Optional)
		New Connection (Domestic & Commercial)	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof
		New Connection (Industrial)	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Occupancy Proof • Ownership Proof • Memorandum and article of Association (For Pvt. Ltd. And Ltd. Company)
		Online Registration of Complaints	NA
		New Temporary Electricity Connection for Domestic, Commercial & Industrial	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Completion Test Certificate of Electrical installation issued by Licensed Electrical Contractor. • Copy of Approved Building Plan • Ownership Proof
		Request for Change of Name	<ul style="list-style-type: none"> • Prescribed requisition form with passport size photo • ID Proof • Occupancy Proof • Ownership Proof