

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

No.01/IT/DDeGS/File NO. 41/Part-II(39)

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 Daman 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 through 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.

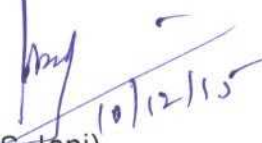
(ii) The Service Charge amount collected at the SSK in respect of all transactions shall be credited in the account of DDeGS through the designated pooling account.

(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	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)
1	Daman Municipal Council	Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	Daman Municipal Council	Refer Annexure D	7	NIL	5
		Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	Daman Municipal Council	Refer Annexure D	7	NIL	5
		Physically Handicapped / Disability Pension (Urban Area)	Daman Municipal Council	Refer Annexure D	45	NIL	5
		National Old Age Pension (Urban Area)	Daman Municipal Council	Refer Annexure D	45	NIL	5
		Widow Pension (Urban Area)	Daman Municipal Council	Refer Annexure D	45	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
3	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5



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Sr. No	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)
		National Old Age Pension (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5
		Widow Pension (Rural Area)	District Panchayat	Refer Annexure D	45	NIL	5
4	Village Panchayat	Registration Of Birth (Rural Area) & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	NIL	5
		Registration Of Death (Rural Area) & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	Village Panchayat	Refer Annexure D	8	NIL	5
5	Revenue	Late Registration Of Birth (Urban Area)	Mamlatdar	Refer Annexure D	15	NIL	5
		Caste - SC/ST/OBC Certificate	Mamlatdar	Refer Annexure D	7	NIL	5
		Character Certificate	Mamlatdar	Refer Annexure D	15	NIL	5
		Late registration Of Death (Urban Area)	Mamlatdar	Refer Annexure D	15	NIL	5
		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

Sr. No	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)
		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	5/-	5
6	Public Distribution System	New Ration Card	PDS	Refer Annexure D	30	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	14	NIL	5
		Issuance of Duplicate Ration Card	PDS	Refer Annexure D	30	NIL	5
		Surrender/Cancellation of Ration Card	PDS	Refer Annexure D	5	NIL	5
7	Social Welfare	Senior Citizen Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
		Handicapped / Disabled Identity Card	Social Welfare	Refer Annexure D	7	NIL	5
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/-	5

Sr. No	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)
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	5
		Seeking information under RTI	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
		Provide status / feedback of complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
		Registration of Complaints	For All Departments	As per RTI act 2005	As per RTI act 2005	As per RTI act 2005	5
11	Public Health Centre	Registration of Birth & Issuance of Birth Certificate	Health Department	Refer Annexure D	7	NIL	5
		Registration of Death & Issuance of Death Certificate	Health Department	Refer Annexure D	7	NIL	5
12	Education	Pre Matric Scholarship for SC/ST/OBC/Minority students	Primary (Education) District Panchayat, Secondary (Education Department)	Refer Annexure D	90	NIL	5
		Post Matric Scholarship for SC/ST/OBC/Minority students	Secondary (Education) Directorate of Education Department	Refer Annexure D	90	NIL	5



Sr. No	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.	Directorate of Education	Refer Annexure D	15	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	Secondary (Education) Directorate of Education Department	Refer Annexure D	90	NIL	5
		Issuance of Attempt Certificate.	Primary (Education) District Panchayat, Secondary (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	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	5	NIL	5
		Enrollment under Unemployed Category	Labour & Employment Department	Refer Annexure D	7	NIL	5
		Renewal of names of candidates whose names are registered with Employment Exchange	Labour & Employment Department	Refer Annexure D	3	NIL	5
		Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	Labour & Employment Department	Refer Annexure D	10	NIL	5

Sr. No	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)
		Registration under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
		Renewal under the Shops & Establishment Act.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
		Registration under the Factories Act.	Labour & Employment Department	Refer Annexure D	20	Refer Annexure B	5
		Renewal under the Factories Act.	Labour & Employment Department	Refer Annexure D	60	Refer Annexure B	5
		Registration of Establishments employing Contractual Labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
		License by the Contractor employing contract Labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
		Renewal by the contractor employing contract labor.	Labour & Employment Department	Refer Annexure D	15	Refer Annexure B	5
14	Electricity	New Connection (Domestic & Commercial)	Electricity Department	Refer Annexure D	30	Refer Annexure B	5

Sr. No	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)
		New Connection (Industrial)	Electricity Department	Refer Annexure D	30	Refer Annexure B	5
		Online Registration of Complaints	Electricity Department	Refer Annexure D	7	Refer Annexure B	5
		New Temporary Electricity Connection for Domestic, Commercial & Industrial	Electricity Department	Refer Annexure D	7	Refer Annexure B	5
		Request for Change of Name	Electricity Department	Refer Annexure D	7	Refer 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 BHP Installed any one day of the Year	Maximum Number of Workers to be employed on any during the year.								
	From 1 to	From 2 to	From 3 to	From 4 to	From 5 to	From 6 to	From 7 to	From 8 to	Above 10
1	2	3	4	5	6	7	8	9	10
	Fees Payable								
Nil	50	100	150	200	250	300	350	400	450
	20	40	60	80	120	250	400	800	1600
	100	200	300	600	1250	2000	4000	6000	8000
Upto 10 Horse Power	160	240	320	400	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	1300	2600	4200	6300	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	1300	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	600	800	1300	2600	4200	8400	14000	17000	21000
	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	2700	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	2000	4500	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	2200	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	2400	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	18000	20000	24000
	1600	1800	2000	2500	3000	4000	4600	5000	5900
	8000	9000	10000	12500	15000	20000	23000	25000	29500

L.A.A. 0/262 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 <hr/> 12000
Above 1000 HP upto 2000 HP									18000 5200 <hr/> 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. Bamanla)
Joint Secretary (Lab.),
Daman.

NOTIFICATION

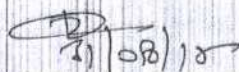
Whereas certain draft rules further to amend the Goa, Daman & Diu Contract Labour (Regulation and Abolition) Rules, 1972, were published as required by sub-section (1) of Section 35 of Contract Labour (Regulation and Abolition) Act, 1972 (37 of 1970) in the Official Gazette No. 27 Series II dated 10/07/2015, 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) |

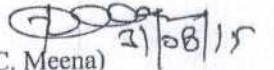


- (b) (2) The fees to be paid for the grant of licence under section 12 shall be as specified below:

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.

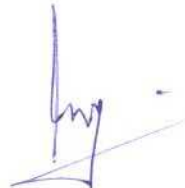
Copy to:

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.	Name of Department	Service Name	Annexure B						
			Designated Officer	Designation of the First Appellate Officer	Maximum Time for disposal of Appeal (In Days)	Designation of the Second Appellate Officer	Maximum Time for disposal of Appeal (In Days)	Designation of the Third Appellate Officer	Maximum Time for disposal of Appeal (In Days)
1	Daman Municipal Council	Registration Of Birth (Urban Area) & Issuance of Birth Certificate of Births Post January 1971 (Urban Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
2	Daman Municipal Council	Registration Of Death (Urban Area) & Issuance of Death Certificate of Deaths Post January 1971 (Urban Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
3	Daman Municipal Council	Physically Handicapped/Disability Pension (Urban Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
4	Daman Municipal Council	National Old Age Pension (Urban Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--
5	Daman Municipal Council	Widow Pension (Urban Area)	Administrative Officer	Chief Officer	15 Days	Director Municipal Administration	15 Days	--	--



6	Block Development Office	Late Registration Of Birth (Rural Area)	Executive Magistrate (Rural)	Sub Divisional Magistrate	--	District Magistrate	--	--	--
7	Block Development Office	Late Registration Of Death (Rural Area)	Executive Magistrate (Rural)	Sub Divisional Magistrate	--	District Magistrate	--	--	--
8	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--	--
9	District Panchayat	National Old Age Pension (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--	--
10	District Panchayat	Widow Pension (Rural Area)	Administrative Officer	Chief Executive Officer	--	Director Panchayat	--	--	--
11	Village Panchayat	Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	Registrar	Additional District Registrar	--	District Registrar	--	Additional Chief Registrar	--
12	Village Panchayat	Registration Of Death & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	Registrar	Additional District Registrar	--	District Registrar	--	Additional Chief Registrar	--
13	Revenue	Late Registration Of Birth (Urban Area)	Executive Magistrate (Urban)	Sub District Magistrate	--	District Magistrate	--	--	--
14	Revenue	Caste - SC/ST/OBC Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
15	Revenue	Character Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
16	Revenue	Late registration Of Death (Urban Area)	Mamlatdar	Deputy Collector	--	Collector	--	--	--

17	Revenue	Domicile Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
18	Revenue	Income Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
19	Revenue	Non-Creamy Layer Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
20	Revenue	Residence Certificate	Mamlatdar	Deputy Collector(H.Q)	--	Collector	--	--	--
21	Revenue	Mutation in Record of Rights	Mamlatdar	Deputy Collector	--	Collector	--	--	--
22	Revenue	Solvency Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
23	Revenue	Dependent Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
24	Revenue	Family / Legal Heirship Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
25	Revenue	Farmer Certificate	Mamlatdar	Deputy Collector	--	Collector	--	--	--
26	Revenue	Issuance of Copy of Form I and XIV	Mamlatdar	Deputy Collector	--	Collector	--	--	--
27	Public Distribution System	New Ration Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
28	Public Distribution System	Consumer Complaints related to PDS	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
29	Public Distribution System	Incorporation of Changes in Ration Card (Change in name, address, addition or deletion of name)	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35

30	Public Distribution System	Issuance of Duplicate Ration Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
31	Public Distribution System	Surrender/Cancellation of Ration Card	Sub Inspector, Civil Supply Officer	Deputy Commissioner / Secretary	35	Commissioner (FCS)	35	Secretary (FCS)	35
32	Social Welfare	Senior Citizen Identity Card	Statistical Officer	Deputy Secretary (Social Welfare)	7	Director (Social Welfare)	7	Secretary (Social Welfare)	7
33	Social Welfare	Handicapped / Disabled Identity Card	Statistical Officer	Deputy Director (Social Welfare)	7	Director (Social Welfare)	7	Secretary (Social Welfare)	7
34	Sub Registrar & Civil Registrar	Issuance of Birth Certificate of Births before 1971	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
35	Sub Registrar & Civil Registrar	Issuance of Death Certificate of Deaths before 1971	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
36	Sub Registrar & Civil Registrar	Registration of Marriage & Issuance of Marriage Certificate	Civil Registrar	Collector	--	Development Commissioner	--	Administrator	--
37	Revenue Court Cases	Registration of Cases, Case Adjournments, Issuance of Notice & Issuance of Final Orders	Mamlatdar	Deputy Collector / Collector	--	--	--	--	--
38	Revenue Court Cases	Issuance of Stay Orders	Mamlatdar	Deputy Collector / Collector	--	--	--	--	--

39	RTI / Grievances Redressal	Appeal 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
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 Birth	Director	7	Secretary, Health	--	Development Commissioner	--
44	Public Health Centre	Registration of Death & Issuance of Death Certificate	Registrar Death	Director	7	Secretary, Health	--	Development Commissioner	--
45	Education	Pre Matric Scholarship for SC/ST/OBC/Minority students	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15
46	Education	Post Matric Scholarship for SC/ST/OBC/Minority students	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15
47	Education	Complaints/Feedback regarding material supplied, food, etc.	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15
48	Education	Scholarship/Stipend for SC/ST students from Std I to XII	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15

49	Education	Providing incentives to girl students for pursuing professional course	Assistant Director	Deputy Director Education	15	Director Education	15	Secretary Education	15
50	Education	Issuance of Attempt Certificate.	Head Master/School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
51	Education	Issuance of Bonafide Certificate.	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
52	Education	Issuance of Character Certificate.	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
53	Education	Issuance of School Leaving Certificate .	Head Master / School Principal	Assistant Director	7	Director Education	7	Secretary Education	7
54	Labour & Employment	Addition of Educational Qualification and experience if any of the candidate	Assistant Employment Officer	Director of Employment	--	--	--	--	--
55	Labour & Employment	Enrollment under Employment Exchange	Assistant Employment Officer	Director of Employment	--	--	--	--	--
56	Labour & Employment	Renewal of names of candidates whose names are registered with Employment Exchange	Assistant Employment Officer	Director of Employment	--	--	--	--	--
57	Labour & Employment	Sponsoring the names of candidates after receiving the Notification of Govt./Public Enterprises	Assistant Employment Officer	Director of Employment	--	--	--	--	--
58	Labour & Employment	Registration under the Shops & Establishment Act.	Labour Inspector	Collector / Commissioner	--	--	--	--	--

				(Labour)					
59	Labour & Employment	Renewal under the Shops & Establishment Act.	Labour Inspector	Collector / Commissioner (Labour)	--	--	--	--	--
60	Labour & Employment	Registration under the Factories Act.	Chief Inspector of Factories & Boilers	Secretary (Labour)	--	--	--	--	--
61	Labour & Employment	Renewal under the Factories Act.	Chief Inspector of Factories & Boilers	Secretary (Labour)	--	--	--	--	--
62	Labour & Employment	Registration of Establishments employing Contractual Labor.	Deputy Labour Comm/ Deputy Collector	Commissioner (Labour)	--	--	--	--	--
63	Labour & Employment	License by the Contractor employing contract Labor.	Deputy Labour Comm /Deputy Collector	Commissioner (Labour)	--	--	--	--	--
64	Labour & Employment	Renewal by the contractor employing contract labor.	Deputy Labour Comm /Deputy Collector	Commissioner (Labour)	--	--	--	--	--
65	Electricity	New Electricity Connection (Domestic & Commercial)	Junior Engineer (O & M)	Sub – Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7

66	Electricity	New Electricity Connection (Industrial)	Junior Engineer (Tech)	Assistant Engineer (T) Division Office	7	Executive Engineer	7	Secretary (Power)	7
67	Electricity	Online Registration of Complaints	Junior Engineer (O & M)	Sub – Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7
68	Electricity	New Temporary Electricity Connection for Domestic, Commercial & Industrial	Junior Engineer (O & M)	Sub – Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7
69	Electricity	Request for Change of Name	Junior Engineer (O & M)	Sub – Division Officer	7	Assistant Engineer (T) Division Office	7	Executive Engineer	7


Annexure D

List of supporting documents required for all e-District Services

Sr. No.	Department	Service Name	Documents Required
1	Daman 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• Testimony from ward councilor & self-declaration• 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)• Fees for the services• Late fees (if the birth is registered after 21 days to 30 days)
		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 ward councilor & self-declaration○ Death certificate from church○ 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• Fees for the services• Late fees (if the death is registered after 21 days to 30 days)

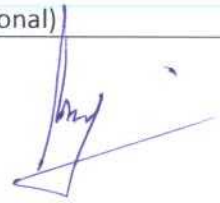


Sr. No.	Department	Service Name	Documents Required
		Physically Handicapped/Disability Pension (Urban Area)	<ul style="list-style-type: none"> • Domicile Certificate (Mandatory) • Annual Income Certificate (Mandatory) • Birth Certificate (Mandatory) • Handicapped/Disability certificate (Mandatory) • 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.	Department	Service Name	Documents Required
2	Block Development Office	Late Registration Of Birth (Rural Area)	<ul style="list-style-type: none"> • Non availability of record certificate issued from Village Panchayat(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) • Janmotary (Optional) • Samaj Letter (Optional) • Passport Size Photograph (Mandatory) • Ration Card (Optional)
		Late Registration Of Death (Rural Area)	<ul style="list-style-type: none"> • 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 Village Panchayat (Mandatory)

Sr. No.	Department	Service Name	Documents Required
3	District Panchayat	Physically Handicapped/Disability Pension (Rural Area)	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Disability Certificate of 40% and above, Issued from Medical Board (Mandatory) • Bank Passbook (Mandatory) • Identity Proof (Optional) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card(Optional) • Aadhar Card (Optional)
		National Old Age Pension (Rural Area)	<ul style="list-style-type: none"> • Annual Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Birth Certificate or Age Certificate issued from Govt. Hospital/PHC (Any one Mandatory) • Disability Certificate of 40% and above, Issued from Medical Board (Mandatory) • Bank Passbook (Mandatory) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card(Optional) • Aadhar Card (Optional)
		Widow Pension (Rural Area)	<ul style="list-style-type: none"> • Annual Income Certificate (Mandatory) • Domicile Certificate (Mandatory) • Death Certificate of Husband (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Bank Passbook (Mandatory) • Two Passport size Photograph (Mandatory) • Undertaking for declaration of not getting pension from any scheme/Agency (Mandatory) • Ration Card (Optional) • Voter Card(Optional) • Aadhar Card (Optional)



Sr. No.	Department	Service Name	Documents Required
4	Village Panchayat	Registration Of Birth & Issuance of Birth Certificate of Births Post January 1971 (Rural Area)	<ul style="list-style-type: none"> • Completely filled Birth Registration Form
		Registration Of Death & Issuance of Death Certificate of Deaths Post January 1971 (Rural Area)	<ul style="list-style-type: none"> • Completely filled Death Registration Form
5	Revenue	Late Registration Of Birth (Urban Area)	<ul style="list-style-type: none"> • Affidavit of four witnesses affix with 2 Rs. Stamp court fees (Mandatory) • Non availability of record certificate issued from Municipal Council (Mandatory) • A testimony of ward counselor for the birth of applicant (Mandatory) • ID proof (Mandatory) • Residence proof (Mandatory) • Aadhaar Card (Optional) • Residence proof for all four witnesses (Mandatory) • ID proof for all four witnesses (Mandatory)

Sr. No.	Department	Service Name	Documents Required
		Caste - SC/ST/OBC Certificate	For SC/ST:- <ul style="list-style-type: none"> • Certificate from Samaj Concerned (Mandatory) • Parent's Cast Certificate Issued by Competent Authority (Mandatory) • Aadhaar Card (Optional) For OBC:- <ul style="list-style-type: none"> • School Leaving Certificate (Mandatory) • Birth Certificate of Self and Father or Mother (Mandatory) • Ration Card (Mandatory only if income is 100000 or below) • Election Identity Card (Mandatory) • Samaj Certificate (Mandatory) • Cast Certificate of Self & Father • Residence Certificate (Mandatory) • Land revenue Receipt (Mandatory) • Form No I & XIV (Mandatory) • Income Certificate/Salary Certificate (Mandatory)
		Character Certificate	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • School Leaving Certificate (Mandatory) • ID Proof (Mandatory) • Address Proof (Mandatory) • Aadhaar Card (Optional)
		Late registration Of Death (Urban Area)	<ul style="list-style-type: none"> • Declaration on Plain Paper (Self attested) (Mandatory) • Affidavit of four witnesses affix with 2 Rs. Stamp court fees (Mandatory) • Non availability of record certificate issued from Municipal Council (Mandatory) • A testimony of ward counselor for the birth of applicant (Mandatory) • ID proof (Mandatory) • Residence proof (Mandatory) • Aadhaar Card (Optional) • Residence proof for all four witnesses (Mandatory) • ID proof for all four witnesses (Mandatory)

Sr. No.	Department	Service Name	Documents Required
		Domicile Certificate	<ul style="list-style-type: none"> • 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"> • Ration Card (Optional) • Salary Certificate (Optional) • Aadhaar Card (Optional) • Any other Document(s) in support of proof of Income (Optional)
		Non-Creamy Layer Certificate	<ul style="list-style-type: none"> • OBC Certificate (Mandatory) • Birth Certificate /School Leaving Certificate (Mandatory) • Income Certificate/Salary Certificate (Mandatory) • ID Proof (Mandatory) • Land revenue Receipt (Mandatory) • Aadhaar Card (Optional) • Ration Card (Mandatory)
		Residence Certificate	<ul style="list-style-type: none"> • 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"> • ID Proof (Mandatory) • 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)

Sr. No.	Department	Service Name	Documents Required
		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)
		Dependence Certificate	<ul style="list-style-type: none"> • 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 Heirship Certificate	<ul style="list-style-type: none"> • 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"> • 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"> • ID proof (Mandatory) • Aadhaar Card (Optional)

Sr. No.	Department	Service Name	Documents Required
6	Public Distribution System	New Ration Card	<ul style="list-style-type: none"> • Self-Attested ID Proof (Mandatory) • 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) • Passport Size Photograph of Applicant / Head of Family (Mandatory) • Aadhaar Card (Optional)
		Consumer Complaints related to PDS	N.A
		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 is 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)

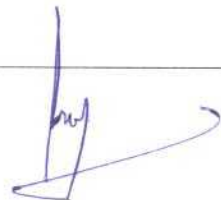
Sr. No.	Department	Service Name	Documents Required
		Issuance of Duplicate Ration Card	<ul style="list-style-type: none"> • Declaration form duly filled and signed by Head of Family (Mandatory) • Self-Attested ID Proof (Mandatory) • Residence Proof (Mandatory) • Passport Size Photograph of Applicant / 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) • Aadhaar Card (Optional)
		Handicapped/Disabled Identity Card	<ul style="list-style-type: none"> • Birth Certificate (Mandatory) • Residence Proof (Mandatory) • ID Proof of Applicant & Emergency Contact (Mandatory) • Medical Certificate (Optional) • Passport Size Photograph (Mandatory) • Aadhaar Card (Optional)
8	Sub Registrar & Civil Registrar	Issuance of Birth Certificate of Births before 1971	<ul style="list-style-type: none"> • True copy of ID proof of self (Mandatory) • Self-Birth certificate if applying for parent or grand parent. • Father's Birth Certificate if applying for grandparent Father Side TEOR (Mandatory) • Mother's Birth certificate if applying for grandparent Mother Side TEOR (Mandatory) • Self-attested photocopy of Aadhaar Card (Optional)

Sr. No.	Department	Service Name	Documents Required
		Issuance of Death Certificate of Deaths before 1971	<ul style="list-style-type: none"> • True copy of ID proof of self (Mandatory) • Self-Birth certificate if applying for parent or grand parent. • Father's Birth Certificate if applying for grandparent Father Side TEOR (Mandatory) • Mother's Birth certificate if applying for grandparent Mother Side TEOR(Mandatory) • Self-attested photocopy of Aadhaar Card (Optional)
		Registration of Marriage & Issuance of Marriage Certificate	<ul style="list-style-type: none"> • Original Birth Certificate of both (must be issued within last 3 months) in case if the applicant is born in Daman. Original Birth Certificate of both and photocopy of Original Birth certificate (must be issued within last 6 months) for those who are born outside Daman (Mandatory) <p>Note:- Original Birth certificate of both are given back after registration</p> <ul style="list-style-type: none"> • Resident certificate of either, must be issued within last 6 months (Mandatory) • ID proof of both (Mandatory) • ID proof & residence proof of three witnesses (Mandatory) • Church Certificate ("No Objection Certificate" is issued by the Sub and Civil registrar and on the basis of this NOC, Church issues Church Certificate)(Required only if either of the applicants belongs to Christian community) • Joint photograph of the bride & groom, duly attested by Gazette Officer (Mandatory) • Aadhaar Card (Optional) • Passport or declaration on plain paper for those who doesn't have passport (Mandatory)
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)
		Issuance of Stay Orders	<ul style="list-style-type: none"> • ID Proof (Optional) • Residence Proof (Optional) • Final Order (Mandatory) • Aadhaar Card (Optional)

Sr. No.	Department	Service Name	Documents Required
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 Adhaar Card (Optional)
		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 Adhaar Card (Optional)
		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 Adhaar Card (Optional)
		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 Adhaar Card (Optional)
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)

Sr. No.	Department	Service Name	Documents Required
12	Education Department	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)
		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)]

Sr. No.	Department	Service Name	Documents Required
		Complaints/Feedback regarding material supplied, food, etc.	<ul style="list-style-type: none"> • Photograph of the damaged material (Optional) • Aadhaar Card (Optional)
		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 higher studies	<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, Daman/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 Daman & 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)



Sr. No.	Department	Service Name	Documents Required
		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)
		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.	Department	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) • Challan (Mandatory) • Aadhaar Card of Director / Proprietor / Partner / Owner (Optional)

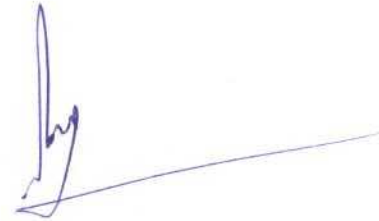


Sr. No.	Department	Service Name	Documents Required
		Registration under the Factories Act.	<ul style="list-style-type: none"> • Paid Challan as a proof of payment of Registration fees (Mandatory) • Occupancy Certificate from PWD / Concerned Authority / District Panchayat (Mandatory) • Certificate regarding 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.	Department	Service Name	Documents Required
		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)
14	Electricity	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) • RIO Approval (IN case of HT Connection)
		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

Sr. No.	Department	Service Name	Documents Required
		Request for Change of Name	<ul style="list-style-type: none">• Prescribed requisition form with passport size photo• ID Proof• Occupancy Proof• Ownership Proof

A handwritten signature in blue ink, consisting of a vertical stroke with a loop at the top and a long horizontal stroke extending to the right.