

GOVERNMENT OF GOA  
CITIZENS CHARTER  
FOR  
COLLECTORATES  
OF  
NORTH AND SOUTH GOA DISTRICT

OFFICES

COLLECTORATE OF NORTH GOA  
*Collectorate Building,  
Municipal Garden,  
Panaji – Goa  
Goa*

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COLLECTORATE OF SOUTH GOA  
*Opp.  
Margao –*

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:- 225383 (EPABX)  
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# **SOUTH GOA**

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## **NORTH GOA**

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1. **OFFICE OF THE MAMLATDAR OF TISWADI**  
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  4. **OFFICE OF THE MAMLATDAR OF SATTARI**  
VALPOI - GOA  
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  5. **OFFICE OF THE MAMLATDAR OF PERNEM**  
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  6. **OFFICE OF THE MAMLATDAR OF PONDA**  
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# INTRODUCTION

The Collectorate is a District Administration Office. It is at this level that the policies of the Government are translated into practice and the problems of local people are studied and communicated to the State Government. Almost every citizen of a District comes into contact with District Administration i.e. Collectorate which deals with the public with the work of issue of important documents at District level. The Collector is the highest functionary in hierarchy and at Division level, Dy. Collector and Sub-Divisional Officers are functioning. At Taluka level Mamlatdars are the heads of the Talukas and then at last Talathi is the representative of the Government to help the public at grass root level.

This Citizens Charter has been framed to make general public aware and understand the procedure laid down to do any work easily and promptly. The Citizens Charter will give an idea as to how one has to approach the Collector's office, Deputy Collector's office, Mamlatdar's Office or the Talathi's office in order to get the work done promptly.

This Citizens Charter is divided into 6 parts:

PART A - DEALS WITH SERVICE AT GRASS ROOT LEVEL

PART B - DEALS WITH SERVICE AT TALUKA LEVEL

PART C - DEALS WITH SERVICE AT SUB-DIVISIONAL LEVEL

PART D - DEALS WITH SERVICE AT DISTRICT LEVEL

PART E - GIVES THE FEES/ CHARGES SCHEDULE

PART F - GIVES THE FORM SCHEDULE

It is the aim of all the employees of the Collectorates to abide by the time frame mentioned in the Citizens Charter, help the public in their difficulties and serve everyone approaching them honestly, politely, efficiently and quickly.

# PART A

## AT TALATHI LEVEL

### I. FOR OBTAINING A COPY OF FORM I AND XIV:-

1. Apply on plain paper to the Talathi of the concerned Village.
2. Mention therein the Survey Number, Sub - Division Number and Village name.
3. Pay requisite fees @ Rs.5/- per copy.
4. Talathi will issue the copy within one day.

### II. FOR GETTING MUTATION DONE IN THE RECORD OF RIGHTS:-

1. Apply to the Talathi of village on plain paper under section 96 of The Goa Land Revenue Code, 1968.
2. Furnish details of the land acquired and name/addresses of adjoining land owners and other interested persons i.e. Occupants, Tenants, and Other right holders.
3. Furnish fresh copy of Form No. I and XIV of the property acquired.
4. Furnish certified copy of sale deed/gift deed/succession deed or any such document through which right to the property has been acquired.
5. The Talathi will issue receipt of acknowledgement of application in Form VIII immediately.
6. Talathi will issue notice inviting objections if any in Form No. X giving 15 days time to all the persons whose names figure in Form I and XIV by serving it on them or by posting at the addresses available by Registered A.D. In case the persons are not residing at the addresses or in case of death

- of any persons the service of notice can be allowed by publication in the local news papers as substitute service.
7. He will then issue Form XII for informing the parties about certification.
  8. The entries are certified either by the Awal Karkun, Joint Mamlatdar or Mamlatdar of the Taluka after due verification is done by the Circle Inspectors.
  9. In case of dispute the entries are made in disputed register and decided by the Certifying Officer by notifying the complainant as well as the applicant and hearing both of them.
  10. The process will take minimum 45 days.

### III) FOR GETTING CROP REGISTRATION IN THE REGISTER OF CULTIVATORS (FORM XIV) :-

1. The Talathi has to give a notice to the cultivators/farmers for making registration in the Cultivators Register.
2. Thereafter the Talathi publishes a notice in the Village Panchayat, public places etc. regarding the crops grown by the cultivators as recorded in Form I and XIV.
3. Talathi has to visit the field to verify the cultivation carried out and on being satisfied he has to make the entries in the appropriate column of Form XIV.
4. The recording of the crops is done for *kharif* and *vaingon* seasons.

## **PART B**

### **TALUKA MAMLATDAR'S OFFICE LEVEL**

#### **I. FOR OBTAINING RESIDENCE CERTIFICATE :-**

1. Apply in the prescribed application form addressed to the Mamlatdar.  
**(Annexure A)**
2. Attach attested xerox copies of Birth Certificate, Ration Card and School Leaving Certificate or any other document as proof of residence.
3. The Mamlatdar shall send the application to the concerned Talathi asking for his report within 2 days.
4. The Residence Certificate will be issued within 2 days of receipt of the report of the Talathi concerned.

#### **II. FOR OBTAINING SOLVENCY CERTIFICATE :-**

1. Apply on plain paper to the Mamlatdar giving your complete residential address and the purpose for which the said Certificate is required.
2. Furnish details of ownership of immovable properties giving correct survey numbers and place where your landed property is situated.
3. Attach attested xerox copies of documents showing therein ownership of the immovable property and Nil Encumbrance Certificate from Sub-Registrar's office.

4. The applicant can also produce Bank Guarantee in case he does not own any immovable property.
5. Solvency certificate upto Rs. 1,00,000/- is issued by the Mamlatdar of the Taluka. Solvency Certificate above Rs. 1,00,000/- but not exceeding Rs. 5,00,000/- is issued by the Dy. Collector and S.D.O, of the Sub- Division and for above Rs. 5,00,000/- by the Collector of the District. The Mamlatdar will forward your application accordingly.
6. The Solvency Certificate is issued after conducting detailed enquiry and can take upto 15 days.

### **III. FOR OBTAINING DIVERGENCE CERTIFICATE :-**

1. Apply in prescribed form to the Mamlatdar (**Annexure B**)
2. File an affidavit in prescribed form. (**Annexure C**)
3. Produce documentary evidence wherein the divergence of names have occurred.
4. The application will be sent to the concerned Talathi asking for his report within 3 days.
5. On the receipt of the report of the Talathi concerned the Mamlatdar will issue the Divergence Certificate within 2 days.

### **IV. FOR OBTAINING CASTE CERTIFICATE :-**

1. Apply in prescribed Form alongwith following documents :- (**Anneuxre D**)
  - i) Certificate from Samaj concerned
  - ii) Parents Caste Certificate issued by the prescribed Authority.
  - iii) An affidavit in the prescribed form. (**Annexure E**)
2. The application will be sent to the Talathi concerned asking for his report within 3 days
3. Mamlatdar will issue Caste Certificate within 2 days after getting Talathis report.

V. FOR OBTAINING DEPENDENT CERTIFICATE :-

1. Apply on plain paper.
2. Enclose an affidavit giving details of the family members.
3. Thereafter Mamlatdar will ask for a report from the concerned Talathi within 3 days
4. On receipt of the above report from the Talathi the Dependent Certificate will be issued within 2 days.

VI. FOR OBTAINING INCOME CERTIFICATE :-

1. Apply in prescribed Form. (**Annexure F**)
2. Enclose attested copy of Ration Card.
3. Enclose Salary Certificate, if any.
4. File an affidavit containing full details of family members and their income from all sources.
5. The application shall be endorsed to the Talathi asking for his report within 3 days.
6. On receipt of report from the Talathi the Income Certificate will be issued within 2 days.

VII. FOR OBTAINING INCOME CERTIFICATE FOR  
MEDICLAIM:-

1. Apply in prescribed application form addressed to the Mamlatdar.  
**(Annexure G)**
2. File an affidavit containing therein full details such as name of the patient (or in case of minor name of parents) and the voters list enrollment number.
3. On the receipt of a report from the Talathi concerned, the Income Certificate for Mediclaim will be issued by the Mamlatdar of the Taluka immediately.

VIII. FOR OBTAINING MATRIZ CERTIFICATE :-

1. Application on plain paper is to be addressed to the Mamlatdar and Head of Taluka Revenue Office.
2. Affix a Court fee stamp of Rs. 2/- on that application.
3. Attach a stamp paper of Rs. 5/- for issuing certificate.
4. The Matriz Certificate will be issued by the Taluka Revenue Officer after verifying the documents within 10 days.

IX. FOR OBTAINING NEW RATION CARD :-

1. Apply on plain paper alongwith the prescribed Declaration Form.  
**(Annexure H).**
2. Enclose Cancellation Certificate obtained from the concerned Taluka Mamlatdar where earlier ration card was made.
3. If Cancellation Certificate is not available, apply alongwith a photograph and an affidavit stating that the applicant and his family members if any do not possess ration card in Goa or anywhere in India.
4. The application will be endorsed to the concerned Talathi for inquiry and report.
5. New Ration Card will be issued within 7 days.

X. FOR CANCELLATION OF NAME IN THE RATION CARD :-

1. Apply on plain paper indicating the name of the person which is to be cancelled.
2. Enclose the original Ration Card.
3. The Cancellation Certificate is issued within 2 days after due deletion of name in the Ration Card.

XI. FOR OBTAINING DUPLICATE RATION CARD :-

1. Apply on plain paper.
2. Enclose the Certificate from the concerned Fair Price Shop.

3. Enclose an affidavit giving details of family members, residential address and reasons for seeking a duplicate ration card.
4. Attach a copy of a Challan of Rs.1/- deposited in treasury.
5. The duplicate Ration Card will be issued within 7 days, after getting the report from the Fair Price Shop.

**XII. FOR OBTAINING A HOUSE SITE/PLOT UNDER 20 POINT PROGRAMME:-**

1. Apply in prescribed Form duly filled in and signed. (**Annexure I**)
2. Enclose following documents alongwith application Form.
  - i) A copy of the Ration Card.
  - ii) An affidavit giving details of residential address, income from all sources, landed property, service of and number of family members.
  - iii) Three photographs.
  - iv) Residence Certificate issued by the Mamlatdar.
3. Thereafter the application is forwarded to the Talathi concerned for conducting an enquiry.
4. Once the application is received from the Talathi after inquiry, the same is entered in a register maintained by the Mamlatdar's office.
5. On availability of plots for allotment, the proposals are forwarded serially to the Collector.
6. On approval, sanad will be issued by the Collector within 1 month of receipt of the proposal from the concerned Mamlatdar.

XIII. PROCEDURE FOR INCLUSION/TRANSPOSITION /CANCELLATION/ CORRECTION OF NAMES IN THE ELECTORAL ROLL :-

**1. FOR INCLUSION OF NAME :-**

- a) Apply to the Mamlatdar/ Assistant Electoral Registration Officer concerned in prescribed Form No. 6 available in the office of the Mamlatdar.
- b) Enclose a copy of Birth Certificate if the age is 18 years in support of the claim. In case of adult a copy of ration card is to be furnished .
- c) The Mamlatdar/Assistant Electoral Registration Officer after scrutiny of the application will include the name in the Electoral Roll if it is found to be correct in all respects. It is a quasi – judicial process.

**2. FOR OBJECTION TO INCLUSION OF NAME :-**

- a) Apply to the Mamlatdar/ Assistant Electoral Registration Officer concerned in the prescribed Form No. 7 available in the office of the Mamlatdar.
- b) The Mamlatdar/ Assistant Electoral Registration Officer will scrutinize the objection and will decide the case. It is a quasi-judicial process.

**3. FOR CORRECTION OF NAME/AGE/ ADDRESS :-**

- a) Apply to the Mamlatdar/ Assistant Electoral Registration Officer concerned in prescribed Form No. 8 available in the office of the Mamlatdar.
- b) The Mamlatdar/ Assistant Electoral Registration Officer will scrutinize the application and accordingly will do the necessary corrections in the Electoral Roll.

**4. FOR TRANSPOSITION OF ENTRY IN ELECTORAL ROLL:-**

- a) Apply to the Mamlatdar/Assistant Electoral Registration Officer concerned in prescribed Form No. 8 A available in the office of the Mamlatdar.
- b) The Mamlatdar/Assistant Electoral Registration Officer will scrutinize the application and accordingly name will be transposed to the relevant part of the roll of the same Constituency.

## PART C

### AT DEPUTY COLLECTOR/SUB – DIVISIONAL OFFICER’S LEVEL

#### I. FOR OBTAINING SANADS FOR CONVERSION OF LAND :-

1. Apply in prescribed Form “Schedule 1” in Four sets affixing therein Court fee stamps of Rs. 2/- (**Annexure J**) alongwith following documents :-
  - i) Form I and XIV (*one original and three attested*)
  - ii) Survey plan and three blue prints.
  - iii) Copy of sale deed duly certified and three copies.
  - iv) Site plan on the basis of survey plan. (*Four copies*)
  - v) Location plan (*Four copies*)
2. On receipt of the application for conversion, reports from the Mamlatdar and Town and Country Planning Department are obtained (under intimation to the applicants)
3. After obtaining the above reports the application is referred to the Inspector of Survey and Land Records to prepare 6 copies of plan and Schedule II.
4. After obtaining the copies of the plan, and Schedule II necessary sanad will be issued within 10 days.  
*(In case land is under paddy cultivation matter will be referred to the Government for its approval)*

## II. APPLICATION FOR PARTITION :-

1. A decree holder or a co-holder of land can apply for partition on plain paper under section 61 of Land Revenue Code alongwith following documents :-
  - i) Form I and XIV duly mutated in the name of the applicant. (*Original and one attested copy*)
  - ii) Ownership document.
  - iii) Cadastral Survey Plan and one blue print.
  - iv) Plan showing the area to be partitioned (Two sets)
2. On receipt of the partition application due notices will be issued in “Form A” to other co-owners fixing a date for hearing their say.
3. On the date of hearing if no objections are received, preliminary order will be issued directly to Inspector of Survey and Land Records to prepare partition plan and submit report for confirmation.
4. On receipt of the partition plan (Allotment of new sub division) the partition of holding will be confirmed and an order to that effect will be issued on the date of hearing.
5. After confirming the partition report, final order to the concerned Mamlatdar and Talathi will be issued within 15 days to correct the survey records in Form I and XIV.
6. The full process may take minimum of 60 days. It is a quasi - judicial process.

**III. FOR CORRECTION ENTRY/CLERICAL ERRORS OF RECORDS :-**

1. Apply on plain paper under section 103 of Land Revenue Code alongwith following documents
  - i) Form I and XIV & ii) Property/ownership documents
2. Due notices will be issued to both the parties fixing date of hearing.
3. After hearing, order will be issued to the concerned Mamlatdar and Talathi to effect correction in the survey records in Form I and XIV.
4. The full process will take minimum 60 days. It is a quasi - judicial process.

**IV. PROCEDURE OF OBTAINING NOC FOR TRANSPORTATION OF DEAD BODY FROM GOA TO OTHER STATES:-**

1. In case of death caused by accident.
  - a) Apply on plain paper addressed to the concerned Dy. Collector and Sub-Divisional Officer.
  - b) Attach NOC issued by the Police Station and Post Mortem report from the Hospital.
  - c) Mention the Vehicle Registration Number which will carry the body and the place where body will be transported to.
2. In case of Natural death :-
  - a) Apply on plain paper addressed to the Dy. Collector and Sub-Divisional Officer concerned.

- b) Attach Medical/Doctor's report.
- c) Mention the Vehicle Registration Number which will carry the body and the place where body will be transported to.

On application, NOC will be issued immediately.

V. PROCEDURE FOR OBTAINING SOUND PERMISSION  
UPTO 10.00 P.M. :-

- a) Apply on plain paper addressed to the Dy. Collector and Sub Divisional Officer concerned for permission to use loudspeaker at least 15 days before the event.
- b) Mention the timings, period and place where such permission is required upto 10.00 p.m.
- c) If the request is for use sound system is beyond 10.00 p.m. the application is to be made to the Collector/District Magistrate of the concerned District and reason for seeking extension beyond 10.00 p.m. will have to be clearly stated.
- d) Permission will be granted 3 days before the event.

## PART D

### AT COLLECTOR'S LEVEL/DISTRICT LEVEL

#### I. PROCEDURE FOR ACQUISITION OF LAND; FILING OBJECTIONS AND ENHANCEMENT OF CLAIMS UNDER LAND ACQUISITION ACT :-

1. After issue of notification under section 4 of the Act the interested parties can file their objections to the acquisition on plain paper within 30 days from the last date of publication.
2. Due enquiry will be held on the objections received and thereafter site inspection will be carried out. A report of the same under section 5 A of the Act will be submitted to the Government.
3. After the approval of 5A report/ Inspection Report a notification under section 6 will be issued by the Government declaring that the above land is required for public purpose which will be notified in Official Gazette and in two local newspapers and at the concerned places through the Mamlatdar.
5. Thereafter notices for inquiry under sections 9 and 10 will be issued alongwith the list of questionnaire to finalise the award under section 11 of the Act. The enquiry under section 9 and 10 will relate to the following aspects :- 1) Nature of Interest 2) Rate of Compensation 3) Area of the land acquired. 4) Apportionment.
6. Taking all the relevant documents of objections into considerations the award under section 11 (1) will be declared after approval of the Collector.
7. On receipt of the amount from the acquiring department the Land Acquisition Officer will issue notices under section 12 (2) to the interested parties to collect the payment of compensation for the land acquired.

8. In case of a dispute between the parties as to the apportionment of compensation the Land Acquisition Officer will refer the matter to the District Court under section 30 of the Act for Adjudication.
9. In case parties have expired or shares are not specified the amount will be deposited as “Revenue Deposit” and the same can be claimed on production of relevant documents from the competent authority. Any person to whom compensation is awarded has expired; the heirs of the interested person can apply alongwith Death Certificate, Deed of Succession, Form I and XIV and an Indemnity Bond.
10. Any person aggrieved by the Award of the Land Acquisition Officer may file an application for reference to the District Court under section 18 of the Act, within a period of limitation as shown on the following grounds :-
  - a. that is the person was present before the Collector at the time when he made his award, within six weeks from the date of the Collector’s award.
  - b. (I) In other cases, within six weeks of the receipt from the Collector under section 12 (2) or (2) within six months from the date of the Collector’s award which ever period shall first expire.
11. Any interested person, whose name is covered by the notification under section 4(1) and who has not fixed reference under section 18 to the Collector, may file reference under section 28-A, to the Collector within three months from the date of award of the reference Court for re-determination of the amount of compensation.

## II. FOR OBTAINING ARM LICENCE :-

Normally arm licences are given only for crop protection and for self protection.

1. If you want to have licence for crop protection
  - i) Apply in prescribed Form (**Annexure K**) in triplicate alongwith
    - 1) Three passport size photographs duly attested.
    - 2) Birth Certificate
    - 3) Crop Cultivation Document, if any, i.e. Form I and XIV.
    - 4) Copy of ration card.

- ii) The application will be referred to the Mamlatdar concerned and the Superintendent of Police for report.
  - iii) On receipt of above reports the case will be decided accordingly and if agreed upon necessary licences will be issued within 15 days after hearing the party personally.
1. If you want to have licence for self protection
- i) Apply in same prescribed Form (**Annexure K**) above in triplicate alongwith.
    - Three passport-size photographs duly attested.
    - Birth Certificate.
    - Copy of Ration card.
  - ii) Your application will be forwarded to the Superintendent of Police for his report.
  - iii) On receipt of the above report from the Superintendent of Police the case will be decided and if agreed upon the necessary licence will be issued within 15 days after a personal hearing of the applicant.

### III FOR TRANSFER OF ARM LICENCE :-

- i) Apply in prescribed Form. (**Annexure K**)
- ii) Enclose three photographs duly attested.
- iii) Enclose a copy of your Birth Certificate.
- iv) NOC in affidavit form or document to prove legal heirship.
- v) The same shall be forwarded to Superintendent of Police and Mamlatdar for report.
- vi) On receipt of above report the case will be decided after hearing the applicant personally.

#### IV. FOR RENEWAL OF ARM LICENCE :-

1. A licence holder can apply in prescribed Form (**Annexure L**) in duplicate before the expiry of his licence.
2. On receipt of this renewal application, a verification report is obtained from Police.
3. After receipt of above report the licence is renewed for further period of three years within 3 days.

#### V. PROCEDURE FOR OBTAINING ALL INDIA ARM LICENCE:-

- A.
1. The arm licence holder should apply to the District Magistrate concerned with full justification alongwith documents to extend area validity of his arm licence to whole of India
  2. On receipt of the application a Police Report will be obtained and also a report from the concerned Mamlatdar.
  3. After receipt of the above report this office will refer the matter to the Under Secretary (Home), Government of Goa for taking action in the matter.

#### B. PROCEDURE TO TRANSPORT WEAPON FROM GOA TO ANY OTHER PART OF INDIA :-

1. The arm licence holder who intends to transfer the weapon out of Goa to any part of India should apply to the District Magistrate concerned with the purpose to transport weapon, for eg. (repairs/ on transfer).
2. The District Magistrate will issued a transport licence with a certain validity as per the request of the applicant within 5 days.

VI. ACTION AGAINST DEFACEMENT OF PUBLIC PROPERTY  
UNDER DEFACEMENT OF PUBLIC PROPERTY ACT,1988:-

- a) Apply on plain paper regarding details of defacement to the Collector.
- b) Collector on receipt of the application will conduct enquiry under section 3 of the Act and if any defacement is found, the Collector will initiate suitable action under the Act, and if it is found in violation of the Act, proper penalty is imposed against concerned persons violating the Act within 7 days.

VII. FOR OBTAINING LICENCE FOR CINEMATHEATRE  
UNDER CINEMATOGRAPHY ACT :-

1. Apply in prescribed Form (**Annexure M**) alongwith Site plan.  
On receipt of application the following reports will be called for :-
  - i) NOC from concerned Panchayat/Municipality.
  - ii) NOC from Mamlatdar concerned
  - iii) NOC from Member Secretary Town and Country Planning Committee.
  - iv) NOC from Electricity Department.
  - v) NOC from Fire Officer.
  - vi) Certificate from Films Division.
  - vii) NOC from Health Department.
  - viii) NOC from PWD.
2. The above reports will be perused and studied and accordingly Cinema Licence will be issued within 15 days after obtaining all reports.
3. The above licence is granted for one year and has to be renewed subsequently every year after obtaining NOC from Fire and Electricity Department and Films Division.

VIII. FOR OBTAINING LICENCE FOR VIDEO PARLOUR :-

1. Apply in prescribed Form (**Annexure N**) alongwith following documents :-
  - a) NOC from Land owner or Sale Deed with Form I and XIV.
  - b) Site plan.
2. On receipt of application a report will be obtained from following authorities:-
  - a) Concerned Mamlatdar
  - b) Superintendent of Police
  - c) Electricity Department
  - d) Health Department
  - e) PWD.
  - f) NOC from concerned Panchayat/Municipality.
3. After receipt of all the reports from above authorities the licence will be granted within 7 days for a period of one year.
4. Thereafter the licence has to be renewed every year.
5. At the time of renewal a report is obtained from Electricity and Health Department.

#### **IX. FOR OBTAINING LICENCE UNDER PETROLEUM ACT :-**

1. If a person wishes to obtain NOC under Petroleum Act he has to apply in the prescribed Form XIII (**Annexure O**) alongwith following documents:-
  - a) Ownership document of the place.
  - b) Site plan
  - c) NOC from Local Panchayat/or Municipality.

2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days.
3. Simultaneously reports from following Departments will be obtained :-
  - a) Police Department
  - b) Fire Service.
  - c) Town and Country Planning.
  - d) Concerned Dy. Collector/S.D.O
  - e) Concerned Mamlatdar
4. On receipt of above reports, licence or NOC will be issued within 15 days.

**X. FOR OBTAINING NOC UNDER EXPLOSIVE ACT :-**

1. If a person wishes to obtain NOC under Explosive Act he has to apply in the prescribed Form XIII (**Annexure P**) alongwith following documents:-
  - a) Ownership document of the place.
  - b) Site plan
  - c) NOC from Local Panchayat/or Municipality.
2. On receipt of above application complete in all respects, public notices will be issued inviting objection from the public giving 30 days.
3. Simultaneously reports from following Departments will be obtained :-
  - a) Police Department
  - b) Fire Service.
  - c) Town and Country Planning.
  - d) Concerned Dy. Collector/S.D.O
  - e) Concerned Mamlatdar
4. On receipt of above reports, licence or NOC will be issued within 15 days.

**XI. FOR OBTAINING INDIAN CITIZENSHIP :-**

1. Apply in prescribed application form as required under Rule 28 of the Citizen Rules 1956 read with section 5(2) of the Citizenship Act, 1955 in triplicate as per details shown below as the case may be :-

<u>Sl No.</u>	<u>Particulars of Section</u>	<u>Prescribed Form</u>
1.	Section 5(1) a	<b>Annexure Q</b>
2.	Section 5(1) c	<b>Annexure R</b>
3.	Section 5(1) d	<b>Annexure S</b>
4.	Section 6	<b>Annexure T</b>

2. Application is to be supported with the following documents :-

- a) Four attested xerox copies of passport
- b) Four attested xerox copies of residence permit.

After this, concerned applicant has to take oath of allegiance before the District Collector and thereafter a report from the CID is obtained and accordingly a detailed report is sent to the Home Department, Panaji for onward submission to the Government of India for grant of Indian Citizenship.

## XII. FOR GRANT OF GOVERNMENT LAND FOR AGRICULTURE/NON-AGRICULTURE :-

1. A person has to apply to the Collector for grant of Government land for agricultural or for non-agricultural purpose alongwith the following documents :-
  - a) Form I and XIV.
  - b) Site plan
2. On receipt of the above application, the application shall be forwarded to the Mamlatdar concerned for enquiry and report as per Rule 12 (Deed of Government land).
3. NOC will be obtained from various Departments such as Town and Country Planning Department, Forest Department, Local Panchayat

/Municipality and survey plan and report from Department of Land Survey.

4. Thereafter on receipt of the Mamlatdar's report and reports from all authorities including plan and survey report from the Department of Land Survey a proposal will be forwarded to the Government for its approval.
5. On obtaining Government approval the grant order will be issued by the Collector within 7 days.

**XIII. PROCEDURE FOR OBTAINING N.O.C. FOR TRANSPORTATION OF DEAD BODY FROM GOA STATE TO OUTSIDE INDIA :-**

- 1) Apply on plain paper to the Foreigner's Registration Officer, Panaji attaching the following documents :-
  - a) Post Mortem report and passport copies.
  - b) Medical/Doctor's report in case Natural Death.
  - c) The applicants also should produce Authority letter/No objection to handover the body to the applicant from the Incharge of the Consulate of the Country to which the dead person belongs.
- 2) On receipt of No Objection from Foreigners Registration Officer, Panaji the District Magistrate/ Additional District Magistrate issues N.O.C to transport the dead body outside India immediately.

XIV. PROCEDURE FOR OBTAINING NOC TO PURCHASE GUN POWDER FOR THE USE OF FIRE WORKS DURING FESTIVAL/FUNCTIONS :-

1. In case of Church/Chapel feast :-

- a) Apply on plain paper addressed to the District Magistrate/Additional District Magistrate.
- b) Attach authority letter from Parish Priest of the concerned Church/Chapel.
- c) Mention the date of the feast.

2. In case of Clubs/Organisations :-

- a) Apply on plain paper addressed to the District Magistrate/Additional District Magistrate.
- b) Application should be made by the Chief of the Club/Organisation.
- c) Mention the date of function.

On application NOC is issued within 7 days.

XV. PROCEDURE FOR OBTAINING SOUND PERMISSION BEYOND 10.00 P.M. :-

- 1) Apply on plain paper addressed to the Collector concerned for permission to use loudspeaker at least 15 days before the event.
- 2) Mention the place, timings and period for which permission is required beyond 10.00 p.m. stating clearly the reason for such an extension.
- 3) A Police Report in the case will be obtained.
- 4) Permission will be granted 3 days before the event.

XVI. PROCEDURE FOR STARTING AND REGISTRATION OF NEWSPAPERS:-

1. Apply in prescribed form addressed to the District Magistrate. **(Annexure U)**
2. On receipt of the form it will be submitted to the Registrar of Newspapers of India (RNI) for verification of title.
3. The Registrar of Newspapers of India will verify the availability of the proposed title as per the provisions of the Press Registration and Books Act, from the list of titles maintained centrally in their office and will intimate the result to the Magistrate concerned. A copy of the verification will be sent to the applicant.
4. After title is available the applicant should file a declaration in the prescribed form available with the concerned Magistrate. **(Annexure U)**
5. The declaration should be authenticated by the Magistrate and under his signature and office seal clearly indicating the date of authentication.
6. The declaration alongwith the first issue of the publication will be sent to the Registrar of Newspapers of India for issue of Certificate of Registration to the applicant.

XVII. PROCEDURE FOR OBTAINING DOMICILE CERTIFICATE :-

1. Apply to the District Magistrate in prescribed form **(Annexure V)**
2. Attach the following documents :-
  - a) Residence Certificate from the Mamlatdar.
  - b) Copy of ration card.

- c) Birth Certificate.
- d) An affidavit to the effect that domicile has been renounced in case where the applicant is born outside Goa.

**XVIII. PROCEDURE FOR ADJUDICATION OF DOCUMENTS:-**

**I. FOR FOREIGN POWER OF ATTORNEY**

- 1. Apply on plain paper for stamping of Power of Attorney alongwith a copy of Power of Attorney.
- 2. The applicant has to pay fees of Rs. 5/- for each document and affix special adhesive stamp of Rs. 15/- per document.
- 3. The adjudication of the documents will be done within 4 days from the receipt of the application.

**II. FOR SALE DEEDS**

- 1. The documents (Sale Deeds ) are received from the concerned Sub Registrar office for impounding under section 47 (A) of Indian Stamp Act, 1899. Notice will be issued to them within 7 days fixing hearing.
- 2. After hearing the parties the Collector will pass order deciding the case .
- 3.. No sooner the above order is passed documents will be sent back to the concerned Sub Registrar Office for necessary action after complying with the directions of Collector within 3 days.

**XIX. PROCEDURE FOR OBTAINING INFORMATION UNDER RIGHT TO INFORMATION ACT**

1. Apply to the Collector on plain paper giving exact details of the information sought under the Right to Information Act.
2. Your application will be decided by the Collector immediately.
3. In case it is decided to furnish the required information you will be intimated once the information is compiled to pay the necessary fees and collect your information. In case the information sought cannot be furnished you will be intimated so.
4. Information sought will be furnished within 30 days which is the maximum time limit prescribed by the Act. In case the information is voluminous and more time is required to compile it, you will be intimated, requesting for some more time to furnish the information.

**XX. PROCEDURE FOR ALLOTMENT OF COMUNIDADE LAND (PLOT) BY AUCTION/WITHOUT AUCTION :-**

1. A list of vacant plots are published in the Government Gazette by the Administrator in the month of January every year.
2. Any person who is eligible and desirous of obtaining a plot may apply to the Administrator of Comunidades, alongwith the process fees.
3. On receipt of such application, the Secretary of the office of the Administrator will issue a notice published in two successive Government Gazettes calling for objections within a period of 30 days from the second publication.
4. The Secretary issues a Certificate, as to the vacancy of the land irrespective of any objections received or not.

5. The file is then sent to the respective Comunidades alongwith objections received, if any for obtaining the opinion of the Comunidade and the Managing Committee within a period of 30 days.
6. On obtaining the opinion of the Comunidade and the Managing Committee, on the application, the file is then returned back to the Administrator's office for completion of further formalities.
7. If the application is for allotment of plot by auction the notice fixing the date of auction is published in the Official Gazzette and two daily local newspapers (one in English and one in Marathi) by the Administrator , after ascertaining the market value of the land.
8. Any eligible person, fulfilling the conditions laid down by the Administrator, can participate in the auction on the appointed date and time. The plot is allotted to the highest bidder, after obtaining deposit of one year's lease rent.
9. The file alongwith all the required documents and completion of all the procedure as listed out in the prescribed checklist is then sent to the office of the Collector/D.C.A
10. If the application is for allotment of plot without auction after complying with all formalities upto point No. 7 above, the Administrator alongwith the appraiser valuers (in case appointed) and the Attorney and Clerk of the Comunidades, carries out the inspection of the plot, demarcates the land and fixes the market value of the said land. Thereafter the file is referred to the Collector /D.C.A. as per point No. 9 above.
11. The office of the Collector/D.C.A. scrutinizes the file and if found in order, submits it to the Government for approval and decision thereon under Article 335

of the Code of Comunidade. The process for allotment of Comunidade plot is completed only after obtaining approval from Government.

12. After obtaining approval of Government the file is then returned to the respective Comunidade for handing over the provisional possession of the plot to the highest bidder/applicant.
13. The allottee, on taking over such possession of the plot, has to complete all formalities of obtaining necessary permissions and has to complete the construction, occupying an area of 1/5 of the total area, within 4 years (extended to one year, if applied in time) from the date of allotment, failing which the plot will be reverted back to the Comunidade.

**XXI. ELIGIBILITY OF PERSONS FOR ALLOTMENT OF COMUNIDADE LAND BY AUCTION :-**

1. A landless and homeless person can participate in any auction of the plots belonging to any comunidade where he desires to construct a house.
2. At the time of auction, the applicant is required to produce a certificate (swear an affidavit) stating the applicant, the applicant's spouse, and their minor children do not own any house or land within the state of Goa.

**XXII. CATEGORIES OF PERSONS WHO ARE ELIGIBLE FOR ALLOTMENT OF COMUNIDADE LAND WITHOUT THE FORMALITIES OF AUCTION :-**

1. Public Charitable or Religious Institutions.
2. Any schemes providing housing to the economically weaker sections.
3. Small Scale Industrial Purposes.

4. Government Departments or local bodies.
5. Co-operative Housing Societies and landless persons.
6. Government Servants who are landless.
7. Employees of Comunidades who are landless.
8. Landless Joneiros
9. Landless Freedom Fighters.
10. Landless Ex- Servicemen of Goan Origin of the State of Goa and their widows.
11. Landless Sportsmen of Goan Origin of the State of Goa
12. Landless employees of the High Court of the Jurisdiction at Bombay, Goa Bench, Panaji and who were employees of the erstwhile Court of the Judicial Commissioner, Panaji
13. Such other categories or purposes as may be notified by the Government from time to time.

The Comunidade may grant on lease 1000 sq. mts. of land to Educational Societies for construction of playground and to the Institutions of Public Utility and the Association of public bodies recognised by the Government for construction of houses.

The Comunidade may also grant not more than 400 sq. mts. of land for construction of house or building without formalities of auction the above mentioned categories or purposes.

At the time of submitting application, the applicant has to produce the following :-

1. A Residence Certificate from the respective Mamlatdar to the effect that the applicant is the resident of Goa State for the last 15 years, preceding the date of application.
2. An Income Certificate from the Local Body certifying that the family income of the applicant from all sources does not exceed Rs. 1.25 lakhs per annum.
3. An affidavit in the prescribed proforma as approved by the Government.

The applicant has to deposit an amount of Rs. 2500/- as processing fees in the office of the Administrator of Comunidades and publish the required notices issued by the Administrator of Comunidades wherever necessary at his own cost.

**XXIII. PROCEDURE FOR GETTING GRATUITOUS RELIEF UNDER NATURAL CALAMITY:-**

1. The victims of natural calamity shall apply in prescribed form available in the office of the Taluka Mamlatdar within 60 days of the date of the loss.  
**(Annexure W)**
2. On the receipt of the report and Panchanama drawn by the Talathi, the Mamlatdar will send it to the Dy. Collector alongwith the checklist with his recommendations within 7 days.
3. The Dy. Collector will submit the case to the Collector with his recommendations within 2 days.

4. The Collector will re-examine the case and if it comes under natural calamity scheme, issues orders recommending gratuitous relief upto Rs. 800/- in case of partially damaged and upto Rs. 2000/- for construction of fully damaged house. This relief would be granted immediately.

## **INTRODUCTION**

The Collector of North Goa who is also District Magistrate, North Goa District is also functioning as Ex-Officio Inspector General of Prisons for the State of Goa. The following Subordinate Officers are under the control of Inspector General of Prisons, Panaji.

1. Office of the Superintendent of Central Jail, Aguada
2. Office of the Superintendent of Sub Jail, Sada, Vasco-da-Gama
3. Office of the Superintendent of Judicial Lock Up Mapusa, Margao, and Panaji.

There is one Central Jail at Aguada, one at Sub Jail cum Judicial Lock Up at Sada, Vasco-da-Gama, and three Judicial Lock Ups at Panaji, Margao, and Mapusa. The capacity of these Jails/Sub Jail and Lock Ups is given below :-

1.	Central Jail Aguada	<b>Male :</b>	142
		<b>Female :</b>	25
2.	Sub Jail cum Judicial Lock Up Sada, Vasco-da-Gama	<b>Male :</b>	75
3.	Judicial Lock Up, Panaji	<b>Male :</b>	24
4.	Judicial Lock Up, Mapusa	<b>Male :</b>	65
5.	Judicial Lock Up, Margao	<b>Male :</b>	35

The Inspector General of Prisons is the highest functionary in hierarchy of the Jail Administration. The Central Jail at Aguada is manned by the Superintendent of Central Jail while the Su Jail at Vasco and three Judicial Lock Ups at Panaji, Margao, and Mapusa are manned by the Deputy Collector and Sub Divisional Officers who are ex-officio Superintendent of Sub Jail, Judicial Lock Ups respectively.

The Prison Administrator has tuned itself towards a reformative and rehabilitative approach. The Jail Administration has formed a Goa Prisoners Welfare Society which would look after the reformative needs of all prisoners in the State of Goa, and safeguard and protect their rights.

The Government of Goa has amended Rule 19 (3) of the Goa Visitors of Prisons Rules, 1968 thereby enabling the NGO's to conduct various courses/schemes in Jails such as **Yoga, Vipassana, Inter Religious Prayer Services, Counselling and Group Work** for the benefit of the prisoners.

**OFFICES IN NORTH & SOUTH GOA OF THE  
INSPECTOR GENERAL OF PRISONS, PANAJI**

**NORTH GOA**

1. Shri Sanjeev Khirwar, IAS  
Office of the Inspector General of Prisons,  
Collectorate Building,  
Panaji – Goa  
Phone :- 223612 (I.G. Prisons)  
              225383, 225083, 224084 (EPABX)  
Fax (0834) 226492
  
2. Shri H.D. Mashelkar  
Office of the Superintendent of Central Jail Aguada,  
Sinquerim, Bardez, Goa  
Phone : 276033
  
3. Shri D.H. Kenuadekar  
Office of the Superintendent of Judicial Lock Up,  
Panaji – Goa  
Phone :- 432151
  
4. Shri S.V. Naik,  
Office of the Superintendent of Judicial Lock Up,  
Bardez – Goa  
Phone :- 252667

**SOUTH GOA**

5. Shri Y.B. Tavde  
Office of the Superintendent of Sub Jail  
cum Judicial Lock Up,  
Sada, Vasco – da – Gama.  
Phone :- 520081
  
6. Shri G.B. Naik,  
Office of the Superintendent of Judicial Lock Up,  
Margao - Salcete, Goa  
Phone :- 714096

I. AS PER THE GOA PRISONS (FACILITIES TO PRISONERS) RULES, 1968 WHO ARE ENTITLED TO VISIT A PRISONER WHILE IN JAIL :-

Every prisoner on admission shall submit a list of persons who are likely to seek interview with him. This list shall be kept on record with the Jailor detailed for conducting interviews. Interviews are granted only to near relatives, friends and legal advisor of the prisoner.

II. ON WHICH DAYS INTERVIEWS ARE GRANTED :-

Every Tuesdays and Fridays interviews are granted to the prisoners in Jails/Sub-Jail/Lock Ups in the State of Goa.

III. WHAT IS THE DURATION OF INTERVIEWS :-

The duration of an interview shall normally not exceed twenty minutes except with the permission of the Jailor who may extend the period by no more than another ten minutes.

IV. WHAT IS THE SCALE OF INTERVIEW –

An unconvicted prisoner is entitled for interview twice in a month whereas the convicted prisoner is entitled to have interview within a period of one month.

V. WHETHER THE PRISONERS ON THE INTERVIEW DATES ARE ALLOWED TO CARRY WITH THEM ANY ARTICLES

SUCH AS BOOKS, CLOTHING AND EATABLES TO PRISONERS :-

Approved books and clothing articles brought by interviewers has to be deposited in the prisons office. Any other articles like money, food, eatables, fruits, toilet articles, cigarettes or bidies shall not be allowed to be received by prisoners at the time of the interview and shall also not be received at the prison office.

VI. WHAT CAN BE DISCUSSED BY THE PRISONER AND THE INTERVIEWER AT THE TIME OF INTERVIEW :-

During an interview prisoners are allowed to discuss domestic and family welfare matters and to give instructions as to how the lawful business which they were conducting prior to their conviction should be transacted. The prisoners are not allowed to use these interviews for any other purpose. If objectionable matters start getting discussed the Jailor in charge of interview can discontinue the interview forthwith.

VII. WHO IS THE AUTHORITY COMPETENT TO GRANT INTERVIEWS:-

Normally the Superintendent of Jail is the competent authority to grant interviews in the Jails.

VIII. IN WHAT LANGUAGE THE INTERVIEWS CAN BE CONDUCTED BY THE PRISONERS :-

No conversion at an interview in a language not readily understood by the Jailor present shall be permitted unless an interpreter is available in the prison staff.

IX. AS PROVIDED UNDER THE PRISONS (GOA, DAMAN AND DIU FURLOUGH AND PAROLE) RULES, 1968 PRISONERS, ARE ENTITLED FOR RELEASE ON FURLOUGH/PAROLE

A. WHAT IS THE PROCEDURE FOR RELEASE OF A PRISONER ON FURLOUGH/PAROLE :-

Where a prisoner becomes eligible under Rule 3 *ibid.*, he shall make an application (in duplicate) to the Inspector General of Prisons through the Superintendent of Jail in Form “D” stating clearly the name, the full address of the place where he desires to spend the furlough, the full name of the relative willing to receive him on furlough and prepared to execute the surety bond etc. The Superintendent of Jail shall forward one copy of Form “D” to the Director General of Police, Panaji for enquiry and report.

The Police conduct enquiry into the genuiness of the case of the prisoner and submits report. On receipt of such report, furlough/parole is either granted or rejected within 7 days time from the receipt of Police report.

B. WHETHER THE PRISONER HAS TO ENTER INTO BOND, SURETY BEFORE RELEASE ON FURLOUGH/PAROLE :-

A prisoner whose ground are found to be genuine for release have to give a personal bond of required amount in Form “B” or cash security in

Form “C”. So also his relative has to enter into a surety bond in Form “A” for such amount as may be fixed by the sanctioning/competent authority. The prisoner is then released in Form “E”.

**C. WHO CAN APPLY FOR PAROLE :-**

A prisoner may be granted parole either on his own application or an application made by his relatives or friends or legal advisor.

**D. WHETHER THERE IS ANY BAR FOR GRANT OF FURLOUGH ON RETURN FROM PAROLE :-**

Yes. Ordinarily furlough shall not be granted to a prisoner within a period of six months from the date of his return from parole.

**E. WHEN FURLOUGH APPLICATION IS REJECTED, CAN THE PRISONER MAKE A FRESH APPLICATION FOR FURLOUGH :-**

A prisoner may make, if he so desires, a fresh application for furlough six months after the rejection of his previous application.

**X. WHAT PRIMARY ACTION THE PRISON AUTHORITIES HAVE TO TAKE ONCE A PRISONER IS ADMITTED:-**

A printed post card in Form I shall be sent at Government cost to the relatives of the prisoner admitted to the prison. - *See Rule 2 of the Goa Prisons (Facilities to Prisoners) Rules, 1968*

XI. HOW TO APPLY FOR AN INTERVIEW AND ON WHAT DAYS INTERVIEWS ARE NOT ALLOWED :-

All applications for interview with prisoners shall be addressed to the Superintendent of Prison and such applications shall be entered in order of their receipt in a Register in Form II. No interviews are to be granted on Sundays and Prison Holidays, except with the permission of the Superintendent.

XII. WHAT IS THE PROCEDURE TO INTERVIEW DANGEROUS PRISONERS:-

In case of dangerous prisoners or prisoners who present disciplinary or custody risks, interviews shall necessarily be granted in a room where appropriate precautionary barriers have been installed at the discretion of the Prison authorities.

XIII. HOW MANY PERSONS CAN BE PERMITTED TO INTERVIEW AT A TIME:-

Not more than two persons shall be permitted to be present at an interview. Provided that when a prisoner has an interview with father, mother, brother, sister, husband, wife and children or a joint interview with his friend and relatives, the number of persons permitted to interview the prisoner shall not exceed five.

XIV. CAN POLITICAL MATTERS BE DISCUSSED IN THE INTERVIEWS :-

No political matters shall be discussed during an interview between convicted criminal prisoner or a civil prisoner with his interviewers who may be his relatives,

friends or legal advisers. Such interviews may be terminated at any moment by the Jailor present and record the orders in the Interview Register.

XV. WHAT TYPE OF PRISONER CANNOT BE GRANTED INTERVIEWS AND OTHER FACILITIES :-

A prisoner on hunger strike shall not be granted interviews and other facilities.

XVI. BESIDES RELATIVES, FRIENDS, LEGAL ADVISERS, AND VISITORS, WHO ELSE CAN VISIT PRISONERS AND FOR WHAT PURPOSE :-

As provided under Rule (2) of the Goa, Daman and Diu Visitors of Prisoners Rules, 1968, a post graduate research student may, with the previous permission of the Government be permitted to visit a prison for re-search purposes only but no lady student shall be permitted to do research work in men's section of the prison.

## PART E

### \*FEES/CHARGES

FOLLOWING ARE THE RATES OF FEES/CHARGES :-

- |  |                      |
|--|----------------------|
| 1. Certified copy of Form No. I and XIV :                      | Rs. 5.00             |
| 2. Certified xerox copy of sanad :                             | Rs. 5.00             |
| 3. Certified copy of court order/judgement :                   | Rs. 5.00             |
| 4. Conversion charges :  |                      |
| (i) Personal Housing :   | Rs. 10/- per sq.mt.  |
| (ii) Commercial/Industrial Housing :                           |                      |
| a. C1-200 FAR  | Rs. 50/- per sq.mt.  |
| b. C2-150 FAR  | Rs. 40/- per sq. mt. |
| c. S1-100 FAR  | Rs. 30/- per sq. mt. |
| d. S2-80 FAR   | Rs. 20/- per sq. mt. |
| e. I2-80 FAR   | Rs. 20/- per sq. mt. |
| (iii) For any construction :-                                  |                      |
| a. in Coastal Villages falling<br>within 500 metres from HTL : | Rs. 50/- per sq. mt. |
| b. Beyond 500 metres from<br>HTL:                              | Rs. 25/- per sq.mt.  |

### FOR INFORMATION ASKED UNDER RIGHT TO INFORMATION ACT

- |                          |                   |
|--------------------------|-------------------|
| 1. Processing Charges :- | Rs. 100.00        |
| 2. Certified Copies :-   | Rs. 2.00 per page |

**SCHEDULE IV**  
( See rule 57)

**FEES PAYABLE FOR LICENCES**

Sr. No.	Form No.	Licence fee for initial year of grant	Renewal fee for each subsequent year
1.	Form III		
	a) Pistols, revolvers and repeating rifle :-	Rs. 100	Rs. 50
	b) Rifles other than those mentioned in (a) and(c)	Rs. 60	Rs. 30
	c).22 bore rifle (low velocity) firing rimmed cartridges, BL gun and air-rifle :	Rs. 40	Rs. 20
	d) ML gun, air gun, sword, bayonet, dagger, and spearlance:	Rs. 10	Rs. 05
2.	Form V		
	a) Weapons of category V other than those mentioned in (d):	-	-
	b)Other weapons of category V	Free of cost	

*\*(Subject to changes of fees from time to time)*

1. [Application For The Issue Of Residential Certificate](#)
2. [Form Of Application For The Issue Of Divergence Certificate](#)
3. [Affidavit](#)
4. [Form Of Application For Certificate Of Caste](#)
5. [Affidavit](#)
6. [Form Of Application For Income Certificate](#)
7. [Form Of Application For Claiming Refund Of Medical Expenses Incurred In Connection With Medical Attendance And/Or Treatment Of Central Government Servants And Their Families.](#)
8. [Declaration](#)
9. [Revised Form Of Application For Grant Of House Site Under 20 Point Programme](#)
10. [Form Of Application Under Sub Section \(I\) Of Section 32 Of The Goa Daman And Diu Land Revenue Code, 1968.](#)
11. [Form Of Application For An Arm License](#)
12. [Application For Renewal Of Arms License](#)
13. [Form B \(Rule 17\) Application](#)
14. [Form F \(Rule 17\) Application](#)
15. [Application For Grant/Amendment/Renewal/Transfer Of Storage License To Import And Store Petroleum Products](#)
16. [Application For Grant Or Amendment Of License To Possess Explosives For Use](#)
17. [Application For Registration As A Citizens Of India Under Section 5 \(1\) \(A\) Of The Act Made By A Person Of Indian Origin](#)
18. [Application For Registration As A Citizen Under Section 5\(1\) \(C\) Of The Act Made By A Person Who Is / Has Been Married To A Citizen Of India](#)
19. [Application For Registration Of A Minor Child](#)
20. [Application By A Person For Certificate Of Naturalization](#)
21. [Verification Of Title](#)
22. [Application Form For The Grant Of Domicile Certificate](#)
23. [Application for the Grant Of Gratuitous Relief/Housing Subsidy/Housing Loan To The Victims Of Natural Calamities Report Of Such Victims.](#)