



**GOVERNMENT OF GOA**  
**CITIZENS CHARTER-2022**  
**FOR**  
**SOUTH GOA DISTRICT COLLECTORATE MATHANY**  
**SALDANHA ADMINISTRATIVE COMPLEX**

**DISTRICT COLLECTORATE, SOUTH GOA**  
**MATHANY SALDANHA ADMINISTRATIVE COMPLEX**  
**Near KTC Bus Stand**  
**Margao-Goa.**

PHONE :-0832-2794414

FAX :-0832-2794402

E-MAIL :- cols.goa@nic.in

## **LIST OF DISTRICT/SUB DIVISIONAL/TALUKA LEVEL OFFICES**

### **1. OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, SOUTH GOA DISTRICT MATHANY SALDANHA ADMINISTRATIVE COMPLEX**

Near KTC Bus Stand  
Margao-Goa.  
PHONE : (0832)2794414  
FAX : (0832) 2794402.  
E-MAIL :cols.goa@nic.in

### **2. OFFICE OF THE ADDITIONAL COLLECTOR-I & ADDITIONAL DISTRICT MAGISTRATE, SOUTH GOA DISTRICT MATHANY SALDANHA ADMINISTRATIVE COMPLEX**

Near KTC Bus Stand  
Margao-Goa.  
PHONE : (0832)2794423  
FAX : (0832) 2794402.  
E-MAIL: ac1-south.goa@nic.in

### **3. OFFICE OF THE ADDITIONAL COLLECTOR-II, SOUTH GOA DISTRICT MATHANY SALDANHA ADMINISTRATIVE COMPLEX**

Near KTC Bus Stand  
Margao-Goa.  
PHONE : (0832) 2794483  
FAX : (0832) 2794402.  
E-MAIL: ac2-south.goa@nic.in

### **4. OFFICE OF THE ADDITIONAL COLLECTOR-III, PONDA SUB DISTRICT**

#### **SOUTH GOA DISTRICT PONDA-GOA.**

PHONE : (0832) 2311000  
E-MAIL:ac3-south.goa.gov.in

### **5. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL MAGISTRATE/ SUB-DIVISIONAL OFFICER, SALCETE SUB-DIVISION, MATHANY SALDANHA ADMINISTRATIVE COMPLEX**

Near KTC Bus Stand  
Margao-Goa.  
PHONE :- (0832) 2794145  
E-MAIL: [sdm-salcete.goa@nic.in](mailto:sdm-salcete.goa@nic.in)

**6. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL  
MAGISTRATE/  
SUB-DIVISIONAL OFFICER, MORMUGAO SUB-DIVISION,  
VASCO – DA – GAMA, GOA  
PHONE :- (0832) 2500565  
FAX :- (0832) 25126883  
E-MAIL:[sdm-mormugao.goa@nic.in](mailto:sdm-mormugao.goa@nic.in)**

**7. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL  
MAGISTRATE/  
SUB-DIVISIONAL OFFICER, QUEPEM SUB-DIVISION,  
QUEPEM – GOA  
PHONE: (0832) 2662241  
FAX: (0832) 2664353  
E-MAIL:[sdm-quepem.goa@nic.in](mailto:sdm-quepem.goa@nic.in)**

**8. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL  
MAGISTRATE/  
SUB-DIVISIONAL OFFICER, CANACONA SUB-DIVISION,  
CANACONA – GOA  
PHONE: (0832) 2643696  
FAX: (0832) 2643329  
E-MAIL:[sdm-canacona.goa@nic.in](mailto:sdm-canacona.goa@nic.in)**

**9. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL  
MAGISTRATE/  
SUB-DIVISIONAL OFFICER, DHARBANDOR SUB-DIVISION,  
DHARBANDORA – GOA  
PHONE: (0832)2614036  
FAX: (0832) 2614037  
E-MAIL:[dycol-dharband.goa@nic.in](mailto:dycol-dharband.goa@nic.in)**

**10. OFFICE OF THE DY. COLLECTOR/ SUB-DIVISIONAL  
MAGISTRATE/  
SUB-DIVISIONAL OFFICER, PONDA SUB-DIVISION,  
PONDA – GOA  
PHONE: (0832) 2311498  
FAX: (0832) 2312469  
E-MAIL:[sdm-ponda.goa@nic.in](mailto:sdm-ponda.goa@nic.in)**

**11. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
SALCETE TALUKA,  
MATHANY SALDANHA ADMINISTRATIVE COMPLEX  
Near KTC Bus Stand  
Margao-Goa.  
MARGAO – GOA  
PHONE: (0832) 2794114  
E-MAIL:[mam-salcete.goa@nic.in](mailto:mam-salcete.goa@nic.in)**

**12. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
MORMUGAO TALUKA**  
VASCO – DA – GAMA-GOA  
PHONE :- (0832) 2513014  
FAX :- (0832) 2513014  
E-MAIL :[mam-mormugao.goa@nic.in](mailto:mam-mormugao.goa@nic.in)

**13. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
QUEPEM TALUKA**  
QUEPEM – GOA  
PHONE :- (0832) 2662228  
FAX :- (0832) 2662228  
E-MAIL:[mam-quepem.goa@nic.in](mailto:mam-quepem.goa@nic.in)

**14. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
SANGUEM TALUKA**  
SANGUEM-GOA  
PHONE :- (0832) 2604232  
FAX :- (0832) 2604232 4  
E-MAIL:[mam-sanguem.goa@nic.in](mailto:mam-sanguem.goa@nic.in)

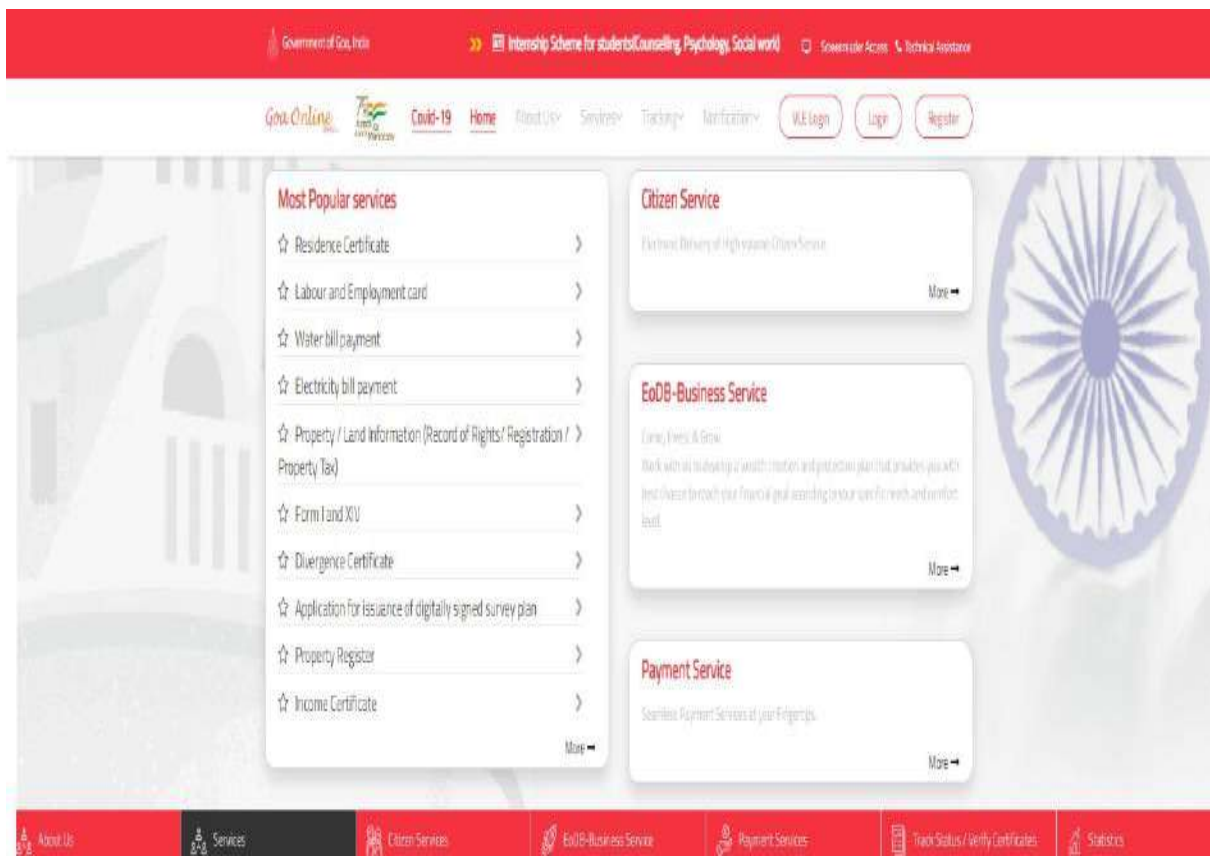
**15. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
CANACONA TALUKA**  
CANACONA – GOA  
PHONE :- (0832)2643329  
FAX :- (0832)2643329  
E-MAIL:[mam-cancona.goa@nic.in](mailto:mam-cancona.goa@nic.in)

**16. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
DHARBANDORA TALUKA**  
DHARBANDORA – GOA  
PHONE :- (0832)2614111  
E-MAIL:[mam-dharbandora.goa@nic.in](mailto:mam-dharbandora.goa@nic.in)

**17. OFFICE OF THE MAMLATDAR/EXECUTIVE MAGISTRATE,  
PONDA TALUKA**  
PONDA – GOA  
PHONE :- (0832)2312121  
FAX :- (0832) 2319519  
E-MAIL:[mam-ponda.goa@nic.in](mailto:mam-ponda.goa@nic.in)

**List Of Services Available Online on the [www.goaonline.gov.in](http://www.goaonline.gov.in) portal:**

Sr. No	Service
1	Residence Certificate
2	Caste Certificate
3	Income Certificate
4	Divergence Certificate
5	Sound Permission
6	Matriz Certificate
7	Domicile Certificate
8	Application for Gratuitous relief under natural calamity
9	Application for issuance of digitally signed survey plan
10	Form I and XIV
11	Form D
12	View Case Status( Land Disputes)
13	Property / Land Information (Record of Rights/ Registration / Property Tax)
14	Property Register
15	Application for Tenant Association Registration, Bund & Sluice gate
16	Application for Repair and maintenance of Bund
17	Application for Partition of Land
18	Application for Conversion of land (Sanad)
19	Revenue Court Cases
20	Mutation of Land



## Goa Online .gov.in: Department of Information Technology

Goa Online is an e-Governance initiative to provide the citizens an online single window platform to avail Government services anytime and anywhere. Citizen can apply online and get the certificate online without visiting any Government office.

### Current Services

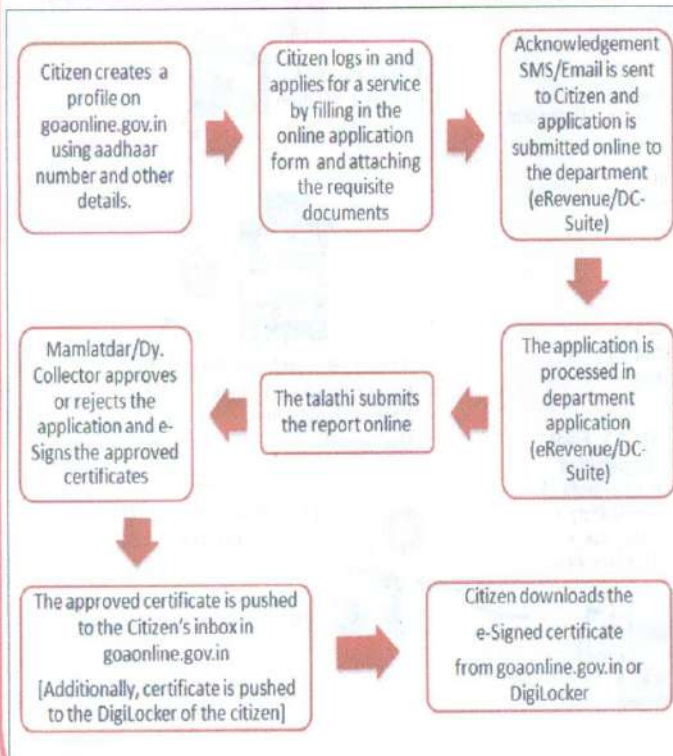
- Residence Certificate
- Divergence Certificate
- Domicile Certificate
- Partition of Land
- Caste Certificate
- Income Certificate
- Sound Permission
- Form I & XIV
- Matriz Certificate
- Conversion of Land
- Natural Calamity Application
- ....more coming soon

### Key Features

- Single window online portal for the public to avail Government services anytime and anywhere.
- Complete process flow integrated with departmental application facilitates:
  - a. Online submission of application and documents.
  - b. Tracking of application
  - c. Online processing by department officials
  - d. Online issuance of certificate/NOC/approval.
- Application status communicated with applicant using SMS/email at every process.
- Digitally signed service delivery.
- Comprehensive dashboard with pendency status, comparative chart showing use of service and other statistic information.
- Compliance with time bound service delivery act
- Integrated with
  - 1) Aadhaar
  - 2) Digilocker
  - 3) eSign
  - 4) eTaal



### Process Flow of Goa Online



### Benefits to Stakeholders

#### CITIZENS

- Ease of applying for a service from anywhere and anytime through a single window.
- Eliminates visit to Government offices
- Creation of central repository of e-signed documents will ensure that the citizens do not submit documents recurrently for different schemes.
- Delivery of services in a time bound manner.
- Detailed procedure and documents required to avail each service published clearly on the portal will ease out the process of availing the services.
- SMS status updates to citizens will improve transparency.

#### GOVERNMENT

- Simplified workflow
- Elimination of paper based approval system
- Improved efficiency.

Designed & Developed by Goa Electronics Ltd.

## **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 are situated 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 District Collector/District Magistrate is the highest functionary in hierarchy at the District Level.

At each Sub-Division level, it is the concerned Dy. Collector/ Sub-Divisional Magistrate.

At each Taluka Level, it is the concerned Mamlatdar/Executive Magistrate.

At the lowest level, it is concerned Talathi who is the representative of the Government to help public at grass root level at respective Village Panchayats and Municipalities.

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, 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 TALUKA LEVEL

PART B-DEALS WITH SERVICE AT SUB-DIVISIONAL LEVEL

PART C-DEALS WITH SERVICE AT DISTRICT LEVEL

PART D-PROVIDES INFORMATION ON THE FEES/CHARGES FOR SERVICE.

PART E-PROVIDES THE FORM/SCHEDULE FOR SERVICE

PART F- PROVIDES INFORMATION ON e-SERVICES DELIVERY SYSTEM.

It is the aim of all the employees of the Collectorate is to abide by the time frame mentioned in the Citizens charter so as to help the public in their

difficulties and serve everyone approaching them honestly, politely, efficiently responsibly and quickly

**e-REVENUE SERVICES FROM VILLAGE PANCHAYATS**

Seven e-services have been initiated from Talathi offices at village Gram Panchayats as mentioned in the below tables.

List of e-Services from Village Panchayats-South Goa District:-

Sr. No.	Service Name	Number of days for service delivery
1	Residence Certificate	5 day
2	Domicile Certificate	5 days
3	Mediclaime Certificate	1day
4	Divergence Certificate	5 day
5	Caste Certificate	10 days
6	Partition of Survey holding	60 days
7	Conversion of Land (less than 500 sq. mts.)	90 days
8	Sound Permission	5 days



## PART A : AT MAMLATDAR LEVEL

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

- a) Apply through goaonline.gov.in and pay requisite fees of Rs.45/- per copy and Rs.15/- per additional page. The computerized Form I and XIV will be available to download online.
- b) Apply for certified copy before the Citizen's Service Centres at concerned taluka.

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

1. Apply to the Mamlatdar of the Concerned Taluka 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 to the property has been acquired.
5. For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

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

1. Apply in the prescribed application form addressed to the Mamlatdar. (Annexure A)
2. Birth Certificate. [Self Attested]
3. Residence Certificate (old copy, if any). [Self Attested]
4. Educational qualification certificate.(School Leaving or Bonafide Certificate) [Self Attested]
5. Identity proof e.g. Voter's card, PAN card, Driving Licence, Passport copy, Aadhar card etc. (Any one) [Self Attested]
6. Marriage Certificate (In case of married person). [Self Attested]
7. LPG Connection (In case of rented premises). [Self Attested]
8. Self Declaration
9. Self Declaration (N. O. C.) of the house owner (In case of rented premises).
10. 2 Photos (Passport size).
11. **Note: Those applying for the purpose of Portuguese Passport shall furnish additional documents as follows:**

- a) Indian Passport copy (Self attested Xerox copy).
  - b) While collecting certificate— 1 govt. witness's signature along with name and designation and name of office.
  - c) Application in prescribed form.
12. For Further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

#### **IV. 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/- issued by the Dy. Collector and SDO 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. For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

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

1. Apply in prescribed form to the Mamlatdar (Annexure B).
2. Voting Card / Aadhar card (only as Identity proof). [Self Attested]
3. Marriage Certificate (in case of married person)(if any). [Self Attested]
4. Passport Copy (not compulsory). [Self Attested]
5. Self Declaration.
6. If Govt. employee - Service book, pension book/order. [Self Attested]

7. Birth Certificate of the applicant. [Self Attested]
8. School Leaving Certificate. [Self Attested]
9. Such other documents showing variance in names but not Form I & XIV and Divergence certificate is not proof to carry out mutations.
10. NOTE: These documents are to be supported by Talathi's report
11. For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

**VI. FOR OBTAINING DEPENDENT CERTIFICATE:-**

1. Apply on plain paper.
2. Endorse a self declaration 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.

**VII. FOR OBTAINING SURVIVAL CERTIFICATE:-**

1. Apply on plain paper to Mamlatdar.
2. Affidavit along with Death Certificate of the deceased.
3. Birth Certificate, Marriage Certificate ( in case deceased was married)
4. Thereafter Mamlatdar will ask for a report from the concerned Talathi within 3 days.
5. On receipt of the above report from the Talathi, the Survival Certificate will be issued within 2 days.

**VIII. FOR OBTAINING MEDICLAIM CERTIFICATE:-**

1. Apply in prescribed application form addressed to the Mamlatdar (Annexure G)
2. Voter's Card. [Self Attested]
3. Doctor's Certificate. [Self Attested] Referral certificate from District Hospital/GMC.
4. Marriage Certificate (in case of married person). [Self Attested]
5. Ration card copy. [Self Attested]
6. Original Income certificate from C.C.P. / Village Panchayat / Municipality.

7. Self Declaration stating the no. of family members, part number sr. number, constituency no. and name on the electoral roll published in the current year.
8. Birth Certificate. [Self Attested]
9. School Leaving Certificate. [Self Attested] such other documents to establish residence of 15 years
10. For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

#### **IX. FOR OBTAINING MATRIZ CERTIFICATE:-**

1. Application on plain paper is to be addressed to the concerned Mamlatdar and Head of Taluka Revenue Office.
2. Affix a Court fee stamp of Rs. 5/- on that application.
3. Attach a stamp paper of Rs. 100/- for issuing certificate.
4. For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

#### **X. FOR OBTAINING INCOME & ASSETS CERTIFICATE (EWS)**

1. Apply in prescribed Form addressed to the Mamlatdar.
2. Enclose Birth Certificate
3. Education Certificates
4. School Leaving/Bonafide Certificate
5. Original/Income Certificate from Panchayat/Municipality
6. Form 16, if employed.
7. Details of Assets and Land/property
8. House Tax or N.O.C. from Owner
9. Affidavit
10. If the Applicant is from other Taluka/State report of assets from native place

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

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

- a) Apply to the Electoral Registration Officer (ERO)/ Mamlatdar or Joint Mamlatdar/ Assistant Electoral Registration Officer (AERO) and Booth Level Officer (BLO) concerned in prescribed Form No. 6 available in the office of the ERO/AERO/BLO or online through [www.nvsp.in/voterhelpline/voterportal.in](http://www.nvsp.in/voterhelpline/voterportal.in).

- 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 Aadhaar Card, PAN card, Driving Licence, School Leaving Certificate/Passport, Passport Size Photo, and any other documents are prescribed by ECI, is to be furnished.
- c) Those above 21 years of age group seeking fresh registration for the first time shall furnish Annexure-III i.e. Declaration for Form 6
- d) The ERO/AERO 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/ DELETION OF NAME:-**

- a) Apply to the concerned Electoral Registration Officer (ERO)/ Mamlatdar or Joint Mamlatdar/ Assistant Electoral Registration Officer (AERO) and Booth Level Officer (BLO) concerned in the prescribed Form No. 7 available in the office of the ERO/AERO/BLO or online through [www.nvsp.in/voterhelpline/voterportal.in](http://www.nvsp.in/voterhelpline/voterportal.in).
- b) Incase of death, death certificate or declaration from family member to be furnished
- c) Original EPIC card to be surrendered incase of shifting the name in other Assembly constituency, State or change in nationality.
- d) The ERO/AERO 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 Electoral Registration Officer (ERO)/ Mamlatdar or Joint Mamlatdar/ Assistant Electoral Registration Officer (AERO) and Booth Level Officer (BLO) concerned in prescribed Form No. 8 available in the office of the Mamlatdar or online through [www.nvsp.in/voterhelpline/voterportal.in](http://www.nvsp.in/voterhelpline/voterportal.in).
- b) As prescribed by ECI i.e. Birth Certificate, School Leaving, Passport, Driving Licence, Electricity Bill, Water Bill, passport size photo, Bank Passbook, Rent agreement in case of tenant etc.
- c) The ERO/AERO 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 Electoral Registration Officer (ERO)/ Mamlatdar or Joint Mamlatdar/ Assistant Electoral Registration Officer (AERO) and Booth Level Officer (BLO) concerned in prescribed Form No. 8A available in the office of the Mamlatdar or online through [www.nvsp.in/voterhelpline/voterportal.in](http://www.nvsp.in/voterhelpline/voterportal.in).
- b) As prescribed by ECI i.e. Birth Certificate, School Leaving, Passport, Driving Licence, Electricity Bill, Water Bill, passport size photo, Bank Passbook, Rent agreement in case of tenant etc.
- c) The ERO/AERO will scrutinize the application and accordingly name will be transposed to the relevant part of the roll of the same Constituency.

#### **5. FOR OBTAINING DUPLICATE EPIC CARD**

- a) Apply to the Electoral Registration Officer (ERO)/ Mamlatdar or Joint Mamlatdar/ Assistant Electoral Registration Officer (AERO) concerned in prescribed Form No. 002 available in the office of the Mamlatdar or online through [www.nvsp.in/voterhelpline/voterportal.in](http://www.nvsp.in/voterhelpline/voterportal.in).
- b) The ERO will scrutinize the application and accordingly form will be accepted.

## **PART B:**

### **AT DEPUTY COLLECTOR'S / SUB-DIVISIONAL OFFICER'S/ SUB-DIVISIONAL MAGISTRATES LEVEL**

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

1. Apply in prescribed Form along with following documents :-
  - i. Birth Certificate of applicant. [Self Attested]
  - ii. Birth certificate of applicant's father or any relative from father's side. [Self Attested]
  - iii. Applicant's school leaving certificate and/or Bonafide Certificate issued by school authorities. [Self Attested]
  - iv. Documents showing that applicant's father or grandfather belong to SC/ST/OBC notified by Government. [Self Attested]
  - v. Documents showing that applicant / applicants family was residing in Goa prior to 19/02/1968 [For SC/ST/OBC]. [Self Attested]
  - vi. Self Declaration.
  - vii. Samaj certificate [Self Attested]
  - viii. Marriage certificate in case of married person. [Self Attested]  
Talathi's report along with report of the concerned Mamlatdar (Original) Report of Talathi from maiden place of residence in case of married woman will be called for by the Deputy Collector.
  - ix. Aadhaar card / Voter's card (if any). [Self Attested]
  - x. Income certificate issued by the competent authority for preceding 3 years. (Village Panchayat / Municipality / C.C.P.)

For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act 2013.

#### **II. FOR RENEWAL OF OBC CERTIFICATE:-**

- i. Apply online in prescribed form on the <https://goaonline.gov.in/>
- ii. A copy of Social Status Certificate (Caste Certificate issued earlier by the concerned Dy. Collector, SDO or verification certificate issued by the Scrutiny Committee)
- iii. Fresh income Certificate issued by the Competent Authority.

**III. FOR UPDATION OF PROVISIONAL SC/ST CERTIFICATE:-**

- i. Apply online in prescribed form on the <https://goaonline.gov.in/>
- ii) A copy of Caste Certificate issued earlier by the Dy. Collector/ SDO.
- iii) Self- Declaration from applicant that the previous certificate is not held invalid by the Scrutiny Committee.

**IV. FOR OBTAINING SANADS FOR CONVERSION OF LAND BELOW 500 sq. mts.:-**

1. Apply in prescribed Form “Schedule 1” affixing therein Court fee stamps of Rs. 5/- (Annexure J) along with following documents:-
  - i. Survey plan.
  - ii. One Notarized Copy of Title Deed.
  - iii. Site plan duly marked on the Survey plan.
  - iv. TCP Zoning Certificate (if available)
  - v. Power of Attorney (if applicable).
  - vi. No Objection Certificate of Co-occupants (if any).

For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act, 2013.

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

1. Apply on plain paper under section 103 of Land Revenue Code along with following documents:-
  - i) Form I & 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 Mamaltdar and Talathi to effect correction in the survey records in Form I and XIV.

**VI. PROCEDURE OF OBTAINING N.O.C. 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 Magistrate.
  - b) Attached N.O.C. 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.
  - d) ID proof of applicant and embalming report from medical institution in case of transportation by air.
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/ Police report.
- c) Mention the Vehicle Registration Number which will carry the body and the place where body will be transported to.

On application, NO C will be issued immediately.

**VII. PROCEDURE FOR OBTAINING SOUND PERMISSION UPTO 10.00 P.M.**

1. 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.
2. Permission of Land Owner.
3. In case of Wedding – Wedding card/Booking receipt of the place / N.O.C from hall.
4. In case permission is needed on the beach – N.O.C. from GCZMA and Tourism Department.
5. In case permission needed on vehicle then applicant to specify the vehicle numbers along with attested Xerox copies of Registration Certificate (R. C.) book.
6. Mention the timing, period and place where such permission is required upto 10.00 p.m.
7. Permission will be granted 5 days before the event.

## PART 'C'

### AT COLLECTOR'S LEVEL / DISTRICT LEVEL

#### **I. FOR OBTAINING SANADS FOR CONVERSION OF LAND ABOVE 500 sq. mts.:-**

1. Apply in prescribed Form "Schedule 1" affixing therein Court fee stamps of Rs. 5/- (Annexure J) along with following documents:-
  - i) Survey plan.
  - ii) One Notarized Copy of Title Deed.
  - iii) Site plan duly marked on the Survey plan.
  - iv) TCP Zoning Certificate (if available)
  - v) Power of Attorney (if applicable).
  - vi) No Objection Certificate of Co-occupants (if any).

For further details of procedure thereafter, kindly refer to The Goa (Right of Citizen to Time Bound Delivery of Public Services) Act, 2013.

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

1. 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.
2. All the interested parties who has not claim for the compensation awarded may file or claim the said compensation by making an application along with indemnity bond ( in prescribed format) and supporting documents in support of their claim.
3. **The Government of Goa framed the following policy on procurement of land under Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 for direct procurement of land to set up public purposes projects on priority basis and the said policy is published in the Extraordinary Official Gazette dated 30<sup>th</sup> May 2016 Series I No. 8 for general information of the public.**

Procedure of procurement of land under Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act,

2013 for direct procurement of land to set up public purposes projects on priority basis :-

1. Any Government Department (hereinafter referred to as Requiring Department) requiring land for public purposes may request the Collector for the same. The Requiring Department may submit the request in prescribed Form-I, as annexed, to the Collector which will include the purpose for requirement of land, number of beneficiaries of the project, whether the project will generate revenue, employment or any other benefits to the State, extent of area required, preferable locations i.e. Taluka in which the project is proposed, financial arrangement, etc.
2. The concerned Collectorate shall then depute its team for inquiry into the request. The team headed by an officer not below the rank of Dy. Collector or any other officer not below the rank of Jr. Scale Officers of Goa Civil Service shall inspect the area and submit its detailed project report for procurement of the said land to the Collector.
3. The team shall comprise of the team leader as mentioned above, Zonal Agricultural Officer, Town Planner, ISLR, responsible Middle Level Officer of the concerned Department, BDO or Chief Officers as the case may be.
4. The team leader shall procure feasibility report from all the members of the team, who in turn shall be responsible to submit the report within seven days of the inspection. The team leader shall then calculate the consideration amount for procurement of land. The calculation of consideration shall be based on the minimum land rates notified by the Government under the Stamp Act from time to time.
5. The team shall obtain consent letter from the owner of the land in the prescribed format annexed as Form-II. This consent letter should be explained to the owner of the land in the language known to him and endorsed by the team leader.
6. The Collector on receipt of report shall examine the same and submit with due comments and recommendation to the Revenue Department for obtaining administrative approval, finance expenditure sanction and Cabinet approval.
7. The Revenue Department will get the draft sale deed vetted by Law Department and on administrative approval and finance concurrence place the matter before the Council of Ministers for approval.

8. On approval of Government the sale deed shall be executed and registered by the Collector. Being a requirement for Government purpose, the said sale deed shall be exempted from payment stamp duty and registration fees.
9. Collector shall get the land records mutated and partitioned from the concerned revenue authorities within one month of execution of sale deed. After partition being finalized the Collector may if need be get the properties amalgamated. The survey plan shall be updated within one month of mutation, partitioned and amalgamation if any. The land records shall show this land as “Government of Goa: Revenue: (name/details of requiring department)”.
10. The Collector on Procuring the land shall transfer the same to the Acquiring Department on no loss, no profit basis.

**4. FOR OBTAINING ARMS LICENCE:-**

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

**to apply for arms licence for crop/ self protection/sports:-**

1. Every application for the grant of a licence under these rules –
  - a) shall be submitted in Form A-1 to A -14 as applicable to the category of the licence applied.
  - b) may be presented by the applicant in person or sent through the medium of post office or filed electronically or otherwise, to the licensing authority, as far as possible, having jurisdiction in respect of the place where he ordinarily resides or has his occupation.
2. Where the grant of licence requires a certificate of no objection from some other authority as provided in rule 98, shall state whether such certificate has been obtained and, if so, be supported by evidence thereof either in physical form or by an electronically generated confirmation on NDAL system for the particular UIN of the applicant.
3. Every application for grant of licence for special category under Chapter III of these rules shall be subject to such additional requirements specified for these categories in that chapter.
4. Every application in Form A-1 submitted by an individual for grant of a licence in Form II, Form III or Form IV shall be accompanied by the following documents, namely:–

- a) four passport size copies of the latest photograph of the applicant (in white background);
  - b) proof of date of birth;
  - c) identification proof :-
    - (i) Aadhar Card; or
    - (ii) in case the applicant does not have Aadhar Card, a written declaration in the form of an Affidavit to be submitted in this regard along with an alternative identification proof which may include Passport or Voter's Identification Card or Permanent Account Number (PAN) card or Identity Card issued to the employees;
    - (iii) in case of exemptee sports persons, shooters identification card issued by the National Rifle Association of India.
  - d) residence proof in case the applicant does not possess Aadhar Card or Passport, which may include —
    - (i) voter's identification card; or
    - (ii) electricity bill; or
    - (iii) landline telephone bill; or
    - (iv) rent deed or lease deed or property documents; or
    - (v) any other document to the satisfaction of the licensing authority.
  - e) safe use and storage of firearms undertaking referred to in sub-rule (4) of rule 10;
  - f) for professional category applicant, referred to under clause (a) of sub-rule (3) of rule 12, self-attested copies of the educational and professional qualification certificates, wherever applicable;
  - g) medical certificate about mental health and physical fitness of the applicant with specific mention that the applicant is not dependent on intoxicating or narcotic substances (in Form S-3);
  - h) in case of an application for a licence in Form IV, the particulars specified in sub-rule (2) of rule 35 along-with a permit from the authority empowered under the Wild Life (Protection) Act, 1972 (53 of 1972);
5. Every application in Form A-2 submitted by a company for the grant of a licence in Form II or Form III, shall be accompanied by the following documents, namely:—
- a) written undertaking on the letter head of the applicant duly signed by the responsible person defined under clause (44) of rule 2;

- b) original copy of the board resolution passed or an authority letter confirming the appointment of responsible person referred to in clause (a);
  - c) certified copies of the founding documents of the company including Memorandum and Articles of Association;
  - d) Safe use and storage of firearms undertaking referred to in sub-rule (4) of rule 10.
6. An application by a member of the armed forces of the Union shall be made through his Commanding Officer to the licensing authority having jurisdiction in respect of the place to which he is for the time being posted.
  7. The licensing authority may, in accordance with any instructions issued by the State Government in respect of all or any class of firearms, require the personal attendance of the applicant before granting the licence under this rule.
  8. The applicant shall not suppress any factual information or furnish any false or wrong information in the application form.

#### **5. FOR TRANSFER OF ARM LICENCE:-**

1. The licensing authority may grant a licence —
  - a) after the death of the licensee, to his legal heir; or
  - b) in any other case, on the licensee attaining the age of seventy years or on holding the firearm for twenty-five years, whichever is earlier, to any legal heir nominated by him:

Provided that notwithstanding the provisions contained in rule 12 of these rules, the licensing authority may grant a licence to such legal heir if the eligibility conditions under the Act and these rules are fulfilled by the said legal heir and there are no adverse remarks in the police report.

- i) Where a licensee leaves behind more than one legal heir and the legal heirs decide amongst themselves to retain the arm or arms of the deceased, one of the legal heirs nominated by all other legal heirs may apply for a licence under sub-rule along with the following documents, namely:-
  - i) a declaration of no-objection from the remaining legal heirs;
  - ii) an indemnity bond executed by the applicant giving full details of the licence and the arm or arms endorsed thereupon; and
  - iii) a copy of the death certificate of the deceased licensee.

2. Where the legal heirs decide to dispose of the arm or arms endorsed on the licence of the deceased licensee, they may apply to the licensing authority for grant of a limited period permission to sell the arm or arms, within the time allowed by such authority, to any licensed dealer or to any other person entitled to possess an arm under these rules.

Explanation:

For the purposes of this rule, 'legal heir' includes husband, wife, son, daughter, son-in-law, daughter-in-law, brother, sister and grandchildren of the licensee or the deceased licensee.

#### **6. FOR RENEWAL OF ARM LICENCE:-**

1. Every licence may, at its expiration and subject to the same conditions (if any) as to the grant thereof, be renewed by the authority mentioned in Schedule II as renewing authority within a period of thirty days of receipt of the police report:

Provided that the licence so renewed may be signed in the appropriate column of the licence by such officer as may be specifically empowered in this behalf by the State Government under rule 5.

2. An application for renewal of a licence for arms or ammunition shall be filed in the Form wherein specified at least sixty days prior to the expiry of the said licence with the licensing authority along with the documents wherein specified in the Form:

Provided that in the case of arms and ammunition deposited under sub-rule (1) of rule 48, the renewal application may be filed either by the depositor, or where it is not practicable to make the application direct, through the dealer or any other person authorised by him in writing in this behalf, while the arms or ammunition continue to be so deposited.

3. The authority issuing a licence shall ordinarily be responsible for watching all future renewals of the licence:

Provided that where a licensee notifies a change of his place of residence, permanently or temporarily for a period of more than six months, to the licensing authority of the district in which the renewal is sought, the licensing authority of that district shall thenceforth become responsible for watching all future renewals of his licence.

4. The new renewing authority shall, in respect of a licensee who notifies a change of his place of residence under sub-rule (3), register the licensee under its own jurisdiction in accordance with the provisions specified in

rule 17 and carry out the renewal thereof and forthwith, inform the original issuing or last renewing authority.

5. The licensing authority may consider an application for renewal of a licence, if the period between the date of its expiry and the date of application is not, in his opinion, unduly long with due regard to the circumstances of the case, and all renewal fees are paid; otherwise the application may be treated as one for grant of a fresh licence.
6. The licensing authority may, in accordance with any instructions issued by the State Government in respect of all or any class of firearms, require the personal attendance of the applicant before renewing the licence under this rule.
7. **PROCEDURE FOR EXTENSION OF AREA VALIDITY OF LICENCE:-**
  1. On receipt of an application from a licensee holding a licence in Form III, the licensing authority may extend the area of validity specified in his licence, if he is satisfied about the need of such extension subject to the condition that the licensing authority has the power to grant a licence in relation to the area to which extension is being sought.
  2. The application for extending the area validity for whole of India may be granted by the licensing authority as specified in column (5) of Schedule II, in respect of the following category of licensees, namely:-
    - a) Union Ministers or Members of Parliament;
    - b) Personnel of Defence Forces and Central Armed Police Forces;
    - c) Officers of All-India Services
    - d) Officers in the Government or Government Sector Undertakings or Public Sector Undertakings with liability to serve anywhere in India
    - e) Dedicated sports persons and the sports persons specified in serial numbers (1) to (4) of the table in sub rule (2) of rule 40.
  3. In other cases, where the licensing authority is satisfied that the nature of business or profession of the applicant requires him to carry arm or arms frequently beyond the existing jurisdiction and such a requirement may not be met by the issuance of a journey licence in Form XI of these rules, the application for extending the area validity for whole of India may be granted by the licensing authority specified in column (5) of Schedule II to the applicant.



**8. PROCEDURE TO TRANSPORT WEAPON FROM GOA TO ANY OTHER PART OF INDIA:-**

1. Save as herein otherwise provided, no person shall transport over India or any part thereof any arms or ammunition or any arms specified in category V of Schedule I, except under, and in accordance with the conditions of, a licence in Form XII granted under these rules.
2. Nothing in sub-rule (1) or in section 12 of the Act shall be deemed to apply to arms or ammunition :-
  - a) transported personally or as personal luggage, in reasonable quantities for his own use, by a person lawfully entitled to possess or carry such arms or ammunition;
  - b) transported by a person licensed to manufacture such articles, for proof-testing, in a case or package legibly addressed to a Government establishment or an establishment licensed under these rules, or re-transported by such establishment to such person;
  - c) of category V arms specified in Schedule I, transported through an area where the Central Government has, by notification in the Official Gazette, applied section 4, or from such area to an area where section 4 does not apply, provided that the arms are properly packed and labelled, showing clearly the description of these articles and the name and address of the consignee;
  - d) transported by a licensed manufacturer or dealer for export or after import, in accordance with a licence for their export or import, -
    - (i). from the place of despatch to the port or other place of export,
    - Or
    - (ii). from the port or other place of import to the place of destination, or
    - (iii). by trans-shipment in the port of import for re-export;
  - e) transported –
    - (i) by a person lawfully entitled to possess such articles, in reasonable quantities for his own use from the premises of a licensed manufacturer or dealer, or for purposes of examination or repair or test to or from any such premises, or to the address of any other person lawfully entitled to possess such articles; or
    - (ii) by a licensed manufacturer or a dealer, in a case or package legibly addressed to a person lawfully entitled to possess such articles, in compliance with an order given by such person for the supply of

such articles, in reasonable quantities, for his own use or after carrying out necessary repairs thereto;

(iii) by a dealer to another dealer under trade transfer, within the same State against a sale invoice;

f) being chlorates, transported for *bona fide* industrial, agricultural or medicinal purposes:

Provided that-

(i) transport of arms or ammunition under clause (d), sub-clauses (i) and (ii) of clause (e) or clause (f), shall be subject to obtaining a certificate of no objection from the licensing authority at the destination of the articles as provided for in rule 98;

(ii) transport of arms or ammunition personally for any of the purposes stated in sub-clause (i) of clause (e) without using them through any area outside the area of validity of his possession licence, shall be subject to his obtaining a licence in Form XII from the licensing authority at the starting place of transport; and

(iii) prior intimation of the transport of arms specified in category V of Schedule I under clause (c) or of chlorates under clause (f) shall be given to the officer-in-charge of the nearest police station or a magistrate having jurisdiction over the place of despatch.

3. The officer or magistrate receiving prior intimation under clause (iii) of the proviso to sub-rule (2) shall immediately inform the district magistrate, and if the articles are transported by rail, the Superintendent of railway police having jurisdiction,-

(i) over the place of destination, in the case of transport of chlorates, and

(ii) over the place of entry into the area where section 4 applies, in the case of transport of arms specified in category V of Schedule I.

Explanation:-For the purposes of these rules, 'transport' includes movement of arms or ammunition across any part of the country, but does not include movement of arms or ammunition by a licensed manufacturer or dealer from a warehouse, godown or any other similar place to his factory, shop or other place of business within the same village, town or city.

**4. Previous consent in certain cases.—**

(i) A licence having effect beyond the local limits of the authority of the officer granting it shall not be granted for the transport or export

or re-import of any arms or ammunition to a place, without ascertaining that there is no objection to the grant of such licence on the part of the district magistrate having jurisdiction over the area in which such place is situated.

- (ii) For the purposes of sub-rule (1), either –
- a) a certificate of “no objection” may be obtained by the applicant for the licence; or
  - b) an enquiry may be made by the authority to whom application for grant of such licence is made.

**5. Carriage of arms and ammunition by air.—**

- (i). No licensee holding a valid licence under these rules or a journey licence in Form XI or import and export licence in Form X or holding a transport licence in Form XII, may carry or cause or permit to be carried, arms and ammunition endorsed on his licence by air, except with the prior permission of the Director General of Civil Aviation (DGCA) in accordance with the Aircraft Rules, 1937 framed under the Aircraft Act, 1934 (22 of 1934).
- (ii). The arms and ammunition granted permission under sub-rule (1) shall be so packed, protected and secured as to avoid any possibility of their being a source of danger and the packages shall be clearly and conspicuously marked on the outside.

**9. ACTION AGAINST DEFAACEMENT OF PUBLIC PROPERTY UNDER DEFAACEMENT OF PUBLIC ACT, 1988:-**

1. Apply on plain paper regarding details of defacement to the Collector.
2. 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.

**10.FOR OBTAINING LICENCE FOR CINEMA/ THEATRE UNDER CINEMATOGRAPHY ACT:-**

1. Apply for NOC under Rule 20 (1) of the Goa Cinematography Rules, 1965 for construction of permanent Cinema/ Theater.
2. Apply in prescribed Form (Annexure M) along with 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 & Country Planning Committee.
  - iv) NOC from State Electrical Inspectorate.
  - v) NOC from Fire Officer.
  - vi) Certificate from Films Division.
  - vii) NOC from PWD.
3. The above reports will be perused and studied and accordingly Cinema License will be issued within 15 days after obtaining all reports.
  4. The above license is granted for one year and has to be renewed subsequently every year after obtaining NOC from Fire and State Electrical Inspectorate and Films Division

**11. FOR OBTAINING LICENSE FOR VIDEO PARLOUR:-**

1. Apply in prescribed Form (Annexure N) along with following documents:-
  - a) NOC from Land owner or Sale Deed with Form I & 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) State Electrical Inspectorate.
  - d) Health Department.
  - e) PWD.
  - f) NOC from concerned Panchayat / Municipality.
  - g) NOC from Directorate of Fire.
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 license has to be renewed every year.
5. At the time of renewal a report is obtained from Electricity and Health Department.

**12. 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 XI (Annexure O) along with following documents:-
  - a) Ownership document of the property.
  - b) Site plan/ Layout plan.
  - c) NOC from GSPCB.
  - d) Form I& XIV (e) Survey plan
  - e) Copy of letter of intent.
2. On receipt of above applicant 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 & Country Planning.
  - d) Concerned Dy. Collector & SDO.
  - e) Concerned Mamlatdar.
  - f) PWD.
  - g) Water Resources Dept
  - h) Electricity Department
4. On receipt of above reports, license or NOC will be issued within 15 days.

**13. 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) along with following documents:-
  - a) Ownership document of the place.
  - b) Site plan/ Layout Plan
  - c) Form I& XIV (d) Survey plan
2. On receipt of above applicant 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 & Country Planning.
  - d) Concerned Dy. Collector & SDO.
  - e) Concerned Mamlatdar.

4. On receipt of above reports, license or NOC will be issued within 15 days.

**14. PROCEDURE FOR OBTAINING TRANSGENDER CERTIFICATE & TRANSGENDER IDENTITY CARD UNDER RULE TRANSGENDER PERSONS (PROTECTION OF RIGHTS) RULES 2020 R/W SECTION 6/7 OF TRANSGENDER PERSONS ( PROTECTION OF RIGHTS) ACT, 2019:-**

1. Apply to the District Magistrate on National portal, <https://transgender.dosje.gov.in> under Transgender Persons (Protection of Rights) Rules 2020 r/w Section 6/7 of Transgender Persons (Protection of Rights) Act 2019, in the prescribed form (Form-I).
2. Affidavit in the prescribed format on a Non-judicial stamp paper in Form-2 as per Rule 2(b) and 4 (1) r/w Section 6 of the above Rule should be uploaded.
3. Self-attested Photocopies of any one of the following documents to be uploaded:
  - a) Birth Certificate.
  - b) Aadhar Card.
  - c) PAN Card.
  - d) Election Voter Identity Card.
  - e) Ration Card.
  - f) Passport.
  - g) Bank Passbook.
  - h) MNREFA Card.
  - i) Caste Certificate.
4. Upload Passport Size coloured Photograph
5. Upload signature of the Applicant.

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

- i) 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 In-charge of the Consulate of the Country to which the dead person belongs.
- ii) On receipt of No Objection from Foreigners Registration Officer, Panaji the District Magistrate / Additional District Magistrate issues N.O.C. transport the dead body outside India immediately.

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

1. In case 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.
2. In case Clubs/Organizations:-
  - a) Apply on plain paper addressed to the District Magistrate/Additional District magistrate
  - b) Application should be made by the Chief of the Club/Organization.
  - c) Mention the date of function.

On application NOC is issued within 7 days after receipt of report from the Superintendent of Police, South and Directorate of Fire.

**XVII. PROCEDURE FOR OBTAINING SOUND PERMISSION After 10.00 P.M. as per notified dates by the Department of Environment and Climate change every year**

- 1) Apply on plain paper addressed to the Collector concerned for permission to use loudspeaker at least 15 days before the event like Rallies/ Dindi/ Saptah/ Carnival/ Sound permission for more than one Taluka.
- 2) Permission of Land owner.
- 3) Permission of Local Authority ( C.C.P. / Village / Panchayat / Municipality)
- 4) Mention the timing, period and place where such permission is required after 10.00 p.m.
- 5) Permission will be granted within 2 days on receipt of the Police report.

**XVIII. PROCEDURE FOR STARTING AND REGISTRATION OF NEWSPAPERS (TITLE VERIFICATION):-**

1. Apply online to the RNI, Office, New Delhi, download the form and apply for authentication of signature to the District Magistrate. (www.rni.nic.in)
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 provision of the Press Registration and Books Act, from the list of title maintained centrally in their office and will intimate the result to the Magistrate concerned. A copy of the verification will sent to the applicant.
4. After title is available the applicant should file a declaration in the prescribed form available on the website.
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 along with 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.

**XIX. PROCEDURE FOR OBTAINING DOMICILE CERTIFICATE:-**

1. Apply to the District Magistrate on the Goa Online portal in the prescribed Form (Annexure X) which should be duly attested by Gazatted Class I Officer.
2. Residence Certificate (preceding 5 years and above from concerned Mamlatdar) [Self Attested]
3. Educational qualification certificate. [Self Attested]
4. Identity proof e.g. Voter's card, PAN card, Driving License, Passport copy, Aadhar card, etc.(Any one). [Self Attested]
5. 2 Photos (Passport size).
6. Affidavit on Rs.50/- stamp paper (As per format on Annexure X).
7. Prescribed processing fees. (N.A.)
8. Birth Certificate/ Leaving School Certificate. [Self Attested]

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

Foreign national (applicant) who desires to acquire Indian Citizenship has to fill online application as per his/her eligibility for Indian Citizenship in the prescribed form on the MHA web portal:



"<https://indiancitizenshiponline.nic.in>". The applicant can apply under **Prescribed Form**

**A) REGISTRATION AS A CITIZEN OF INDIA UNDER SECTION 5(1) (a) OF THE CITIZENSHIP ACT, 1955 MADE BY A PERSON OF INDIAN ORIGIN:**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport.
- 2) A copy of Residential Permit/LTV
- 3) Evidence of the date of the parents viz. copy of the Indian Passport, Birth Certificate etc.

**B) REGISTRATION AS A CITIZEN OF INDIA UNDER SECTION 5(1)(c) OF THE CITIZENSHIP ACT, 1955 MADE BY A PERSON WHO IS/HAS BEEN MARRIED TO A CITIZEN OF INDIA:**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport.
- 2) A copy of Residential Permit/LTV
- 3) Evidence of his/her husband's/wife's Indian nationality viz. copy of the Indian passport, birth certificate, etc.
- 4) A copy of marriage certificate issued by the Registrar of Marriage.

**C) REGISTRATION OF A MINOR CHILD UNDER SECTION 5(1)(d) OF THE CITIZENSHIP ACT, 1955:**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport of the child or parent or which has/ her name is entered
- 2) A copy of valid Residential Permit/LTV
- 3) Proof of Indian citizenship of both the parents' viz. copy of the Indian passport, birth certificate, etc.
- 4) In case of guardian, enclose proof of guardianship

**D) REGISTRATION AS A CITIZEN OF INDIA UNDER SECTION 5(1) (e) OF THE CITIZENSHIP ACT, 1955 MADE BY A PERSON WHOSE PARENTS ARE REGISTERED AS CITIZEN OF INDIA UNDER SECTION 5(1)(A) OR SECTION 6(1):**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport
- 2) A copy of valid Residential Permit/LTV

- 3) Copies of Indian citizenship certificates of both the parents issued under Section 5(1)(a) or 6(1) of the Citizenship Act, 1955

**F) REGISTRATION AS A CITIZEN OF INDIA UNDER SECTION 5(1) (f) OF THE CITIZENSHIP ACT, 1955 MADE BY A PERSON WHO OR EITHER OF THE PARENTS WAS A CITIZEN OF INDEPENDENT INDIA:** The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport
- 2) A copy of valid Residential Permit/LTV
- 3) Evidence that the applicant or either of his/ her parents was a citizen of Independent India viz. copy of the Indian passport, birth certificate, etc.

**E) REGISTRATION AS A CITIZEN OF INDIA UNDER SECTION 5(1) (g) OF THE CITIZENSHIP ACT, 1955 MADE BY A PERSON WHO IS REGISTERED AS AN OVERSEAS CITIZEN OF INDIA UNDER SECTION 7A:**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport
- 2) A copy of the certificate of registration as overseas citizen of India under Section 7A

**F) NATURALIZATION AS A CITIZEN OF INDIA UNDER SECTION 6 (1) OF THE CITIZENSHIP ACT, 1955:**

The following supporting Document are required to be uploaded:

- 1) A copy of valid Foreign Passport
- 2) A copy of Residential Permit/LTV
- 3) A copy of Bank Challan in original amounting to Rs.1500/- deposited in the State Bank of India under Head No."0070-Other Administrative Services-Other Services-receipts under the Citizenship Act
- 4) One affidavit from self (applicant) and two affidavits from two Indians testifying to the character of the applicant in the prescribed language available in the application form. Affidavit to be allotted by Notary/ Oath Commissioner/ DM
- 5) Two language certificates certifying the applicants' knowledge in any one of the Indian languages specified in the Eighth Schedule of the Constitution. (A language certificate from a recognized educational institution or from a recognized organization or from two Indian citizens of the district of the applicant)

- 6) Two newspaper (circulating in the district in which the applicant resides) cuttings of different dates or of different newspapers notifying his/ her intention to apply for citizenship in the prescribed language available in the application form.

After applying on online portal the complete form in all respect shall be submitted in triplicate to the Collector Office. After this concerned applicant has to take oath of allegiance before the District Collector and thereafter a report from the Superintendent of Police, Margao is obtained and accordingly a detailed inquiry report is sent to the Home Department, Panaji for onward submission to the Government of India for grant of Indian Citizenship.

## **XXI. PROCEDURE FOR ADJUDICATION OF DOCUMENTS:-**

### **1) FOR FOREIGN POWER OF ATTORNEY:-**

- i. The Power of Attorney should be duly attested by the Embassy/Consulate/High Commission of India in the concerned country or else bear an Appostille Certificate AND the Power of Attorney should be submitted within the period of 90 days after being duly attested by the concerned Embassy/Consulate/High Commission/ received in India.
- ii. Application by concerned person to whom the Power of Attorney is given along with a copy of Power of Attorney (Original +Xerox copy) and produce Xerox copy of any photo identity proof.
- iii. The applicant has to pay processing fees of Rs.500/- each per document and affix special adhesive stamp of Rs.100/- on any document /POA which does not include the clause of Sale of property. A special adhesive stamp of Rs.500/- for POA which include selling of property provided given to Mother, Father, Brother, Sister, Husband, Wife, Grand Parents, Grants Children and close Relative. If Right to sell off the property is given to the person other than that referred above Stamp Duty levied is as applicable in Conveyance Deed (Timing for payment of processing fees from 10.00 a.m. to 12.30 p.m.)
- iv. The adjudication of the document will be done within 3 to 4 days from the receipt of the application.
- v. Applicant should collect the Power of Attorney personally; incase Applicant cannot come personally he/she should give authority

letter to collect the document whose signature should be appended below along with Xerox copy of Photo ID proof of person authorized.

- vi. If the Application is made by the Advocate on behalf of the applicant the application should be accompanied by Vakalatnama.

**2) PROCEDURE FOR REFUND OF STAMP PAPERS:-**

- i) The validity of the stamp papers for refund is six months from the date of purchase.
- ii) Application made by the Purchaser of Stamp paper should be accompanied by the following documents;
  - a) Certified copy of challan from concerned Treasury Office/Stamp Vendor/Concerned bank (In case of Franking).
  - b) Form G.A.R. 31 in duplicate one signed with revenue stamp and other without revenue stamp.
  - c) Bank Details of the Purchaser.
  - d) Bank Mandate Form.
  - e) Letter from the concerned Bank (In case of Franking).
  - f) Customer Franking slip (In case of Franking)
  - g) One Xerox copy of photo ID proof of applicant.

**3) PROCEDURE FOR REFUND OF COURT FEES GRANTED BY COURTS:-**

- i) Certificate of refund of Court fee from the concerned Court.
- ii) Form G.A.R. 31 in duplicate one signed with revenue stamp and other without revenue stamp.
- iii) Bank Details of the Purchaser.
- iv) Bank Mandate Form.
- v) One Xerox copy of photo ID proof of applicant.

**XXII. FOR GRANT OF GOVERNMENT LAND FOR AGRICULTURE / NON-AGRICULTURE:-**

- 1. A person has to apply to the Collector for grant of Government land for agriculture or for non-agriculture purpose along with the following documents:-
  - a) Form I and XIV.
  - b) Site plan/ Survey plan.

2. On receipt of the above application, the application shall be forwarded to the Deputy Collector 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, P.W.D, Local Panchayat / Municipality and Survey plan and report from Department of Land Survey.
4. Thereafter on receipt of the Deputy Collector concerned report 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.

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

- i) 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.
- ii) On the receipt of the report and Panchanama drawn by the Talathi, the Mamlatdar will send it to the Collector along with the checklist with his recommendations within 7 days.
- iii) The Collector will re-examine the case and if it comes under natural calamity scheme, issues order recommending gratuitous relief under
  - I. **Goa Disaster Management Fund Scheme** as per Notification dated 13/03/2008, 09/08/202 as follows: -
    1. Ex-gratia payment for death & injury:-
      - a) Ex-Gratia payment to families of deceased person **Rs. 1,00,000/-** per deceased.
      - b) Ex-Gratia payment for loss of limb or eyes **Rs.35,000/-** per person.
      - c) Grievous injury requiring hospitalization **Rs.7,500/-** per person.
      - d) Clothing & utensils for families whose house have been washed away, **Rs. 2,000/-** per clothing &**Rs. 2,000/-** for utensils per family.

2. Ex-Gratia payment for repair of houses:-
  - a) Fully damaged (to be rebuild):
    - (i). Pucca Houses, **Rs.2,00,000/-** per house.
    - (ii). Katcha Houses, **Rs. 1,00,000/-** per house.
  - b) Major Repairs:
    - (i). Pucca Houses, **Rs.50,000/-** per house.
    - (ii). Katcha Houses, **Rs. 20,000/-** per house.
  - c) Minor Repairs, **Rs.2,000/-** per house.

## **II. Items and Norms of assistance from State Disaster Response Fund vide letter dated 8/04/2015**

- a) Ex-Gratuitous payment to families of deceased person. **Rs. 4.00 lakh**
- b) Ex-Gratia payment of loss of a limb or eye(s)
 

**Rs. 59,100/-** per person, when the disability is between 40 % and 60 %

**Rs. 2.00 lakh** per person, when the disability is more than 60%
- c) Grievous injury requiring hospitalization
 

**Rs. 12,700/-** per person requiring hospitalization for more than a week.

**Rs. 4,300/-** per person requiring hospitalization for less than a week.
- d) Clothing and utensils/house-hold goods for families whose houses have been washed away/fully damaged/severely inundated for more than two days due to a natural calamity.
 

**Rs. 1,800/-** per family for loss of clothing.

**Rs.2,000/-** per family, for loss of utensils/households goods.
- e) Housing
  - a) Fully damaged/destroyed houses
    - i) Pucca house **Rs.95,100/-** per house in plain areas.
    - ii) Kutch house **Rs.95,100/-** per house in plain areas.
  - b) Severely damaged houses
    - i) Pucca House: **Rs. 1,01,900/-** per house in hilly areas including Integrated Action Plan (IAP) districts.
    - ii) Kutch house: **Rs. 1,01,900/-** per house in hilly areas including integrated Action Plan (IAP) districts.
  - c) Partially Damaged houses
    - (i) Pucca (other than huts) where the damaged is at least 15% **Rs. 5,200/-** per house

(ii) Kutch (other than huts) where the damaged is at least 15% **Rs. 3,200/-**

d) Damaged/destroyed huts **Rs. 4,100/-** per hurt.

e) Cattle shed attached with house **Rs. 2,100/-** per shed

III. Ex-gratia payment to the next kin of the Covid-19 deceased under State Disaster Response Fund (Central Sector Scheme) to settle the claim and disburse fund in respect of Ex-Gratia assistance of **Rs. 50,000/-** as per the Hon'ble Supreme Court of India Order dated 04/10/2021 in Writ petition (Civil) No. 539 of 2021.

## PART D

### \*FEES/CHARGES

#### FOLLOWING ARE THE RATES OF FEES/CHARGES:-

##### I For Information Asked Under Right To Information Act

1. Processing Charges :- Rs. 10.00
2. Certified Copies :- Rs. 51.00 per page (information pertaining to LRC)
3. Xerox Copies :- Rs. 02.00 per page

II Certified copy of Form No. I and XIV: Rs. 45/- and Rs. 15/- for additional page.

III Certified Xerox copy of sanad: Rs. 10/- per page.

IV Certified copy of court order/judgement: Rs. 10/- per page.

V A.C-II: for attestation of any document – Rs.500/- per document

##### VI Conversion charges:

**New Chart Rate:** As Per Notification No. 16/8/3/2018-REV-I/8063 dated 19/04/2021

Sr. No.	F.A.R.	Rate	Category 'A' (Double)	Category 'B' (1.5 times)	Category 'C' (As per table)
<b>Residential Purpose</b>					
SPR (Special Residential)		Rs. 160/-	Rs. 320/-	Rs. 240/-	Rs. 160/-
S1	100	Rs. 80/-	Rs. 160/-	Rs.120/-	Rs. 80/-
S2	80	Rs. 60/-	Rs. 120/-	Rs. 90/-	Rs. 60/-
S3	60	Rs. 50/-	Rs. 100/-	Rs. 75/-	Rs. 50/-
S4	50	Rs. 40/-	Rs. 80/-	Rs. 60/-	Rs. 40/-
<b>Commercial Purpose</b>					
SPC (Special Commercial)		Rs. 500/-	Rs. 1000/-	Rs. 750/-	Rs. 500/-
C1	200	Rs. 440/-	Rs. 880/-	Rs.660/-	Rs.440/-
C2	150	Rs. 390/-	Rs. 780/-	Rs.585/-	Rs.390/-
C3	100	Rs. 330/-	Rs. 660/-	Rs.495/-	Rs.330/-
C4	80	Rs. 280/-	Rs. 560/-	Rs.420/-	Rs.280/-
<b>FAR below 80</b>		Rs. 200/-	Rs. 400/-	Rs. 300/-	Rs. 200/-
<b>Industrial Zone</b>					
<b>Industrial Zone</b>		Rs. 110/-	Rs. 220/-	Rs. 165/-	Rs. 110/-
<b>Recreational Zone</b>					
<b>Recreational Zone</b>		Rs. 25/-	Rs. 50/-	Rs. 75/-	Rs. 25/-
<b>Traffic and Transport Zone</b>					
<b>Traffic and Transport Zone</b>		Rs. 100/-	Rs. 200/-	Rs. 150/-	Rs. 100/-
<b>Public (Institutional and Government)</b>					
<b>Public (Institutional and Government)</b>		Rs. 100/-	Rs. 200/-	Rs. 150/-	Rs. 100/-
<b>For Area 500 and below</b>			<b>1 Time</b>		
<b>For Area above 500 and upto 2000 Sq mtrs</b>			<b>1.5 Times</b>		
<b>For Area above 2000 Sq mtrs</b>			<b>2 Times</b>		



<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>
<p><b>Ponda</b> : Ponda  <b>Salcete</b> : Benaulim, Betalbatim, Carmona, Cavellossim, Colva, Gonsua, Majorda, Margao, Sernabatim, Utorda, Varca.  <b>Mormugao</b> : Arossim, Chicolna, Cansaulim, Issorcim, Mormugao Port, Pale, Sambaji, Sao Jorge Island, Vadem, Velsao.  <b>Quepem</b> : Naqueri, Quitol.  <b>Canacona</b> : Agonda, Angediva, Cola, Loliem, Nagorcem- Palolem, Poinguinim.</p>	<p><b>Ponda</b> : Bandora, Betora, Borim, Candola, Curti, Marcaim, Orgao, Priol, Queula, Usgao.  <b>Salcete</b> : Adsulim, Aquem-Baixo, Calata, Cana, Chinchinim, Curtorim, Cuncolim, Davorlim, Duncolim, Gaundaulim, Navelim, Nuvem, Orlim, Raia, Sao Jose de Areal, Seraulim, Talvorda, Telaulim, Vanelim, Verna, Veroda.  <b>Mormugao</b> : Chicalim, Cortalim, Dabolim, Sao Jacinto Island, Sancoale.  <b>Quepem</b> : Amona, Cacora, Curchorem, Cusmane, Deao, Quepem, Sirvoi, Xeldem.  <b>Sanguem</b> : Sanguem, Sanvordem.  <b>Canacona</b> : Canacona, Chaudi</p>	<p><b>Ponda</b> : Adcolna, Betqui, Boma, Candepar, Codar, Conxem, Cunoliem, Cundaim, Durbhat, Niracal, Ponchavadi, Querim, Savoi-Verem, Shiroda, Telaulim, Tivrem, Vadi, Vagurbem, Velinga, Volvoi, Gangem.  <b>Salcete</b> : Ambelim, Assolna, Chandor, Camurim, Cavorim, Deussa, Dicarpale, Dramapur, Guirdolim, Loutolim, Macasana, Mulem, Nagoa, Paroda, Rachol, Sarzora, Sirlim, Velim.  <b>Mormugao</b> : Cuelim, Quellossim.  <b>Quepem</b> : Avedem, Assolda, Adnem, Ambaulim, Bali, Bendordem, Barcem, Chaifi, Cotombi, Cavorem, Cordem, Corla, Cazur, Fatorpa, Gokuldem, Hodar, Morpirla, Molcozona, Molcornem, Maina, Mangal, Nagvem, Padi, Pirla, Quedem, Quisconda, Sulcorna, Tilo, Undorna, Xelvona, Xic-Xelvona, Zanodem.  <b>Sanguem</b> : Antoriem, Bati, Boma, Calem, Colomb, Comproi, Coranguinim, Costi, Cotarli, Cumbari, Curdem, Dongor, Dongurli, Dudal, Kurpem, Maulinguem, Mugali, Naiquinim, Neturlim, Nundem, Odxel, Patiem, Portem, Potrem, Rivona, Rumbrem, Salauli, Santona, Sigonem, Todou, Uguem, Verlem, Vichundrem, Viliena, Xelpem.  <b>Dharbandora</b> : Aglote, Bandoli, Camarconda, Caranzol, Codli, Colem, Coremonem, Dharbandora, Moissal, Molem, Piliem, Sancordem, Sangod, Sigao, Sonauli, Surla.  <b>Canacona</b> : Cotigao, Gaodongrem.</p>

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## VII ARMS LICENCE FEES

**TABLE- A**

Sr. No.	Arms Licence	Fees
1.	New Licence for Self Protection	Allied Services - Rs.500/-
2.	New Licence for Sports	Allied Services - Rs.500/-
3.	New Licence for Crop Protection	Allied Services - Rs.500/-
3.	Renewal fees for Self Protection (Every 5 years)	Rs.2500/-
4.	Renewal fees for Sports (Every 5 years)	Rs.2500/-
	Renewal fees for Crop Protection (Every 5 years)	Rs.2500/-
5.	Dealership in Arms Licence in Form XI & XII	Rs.2,000/-
	Renewal Dealership in Arms Licence in Form XI & XII (Every 5 years)	Rs.1,000/-

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

**TABLE- B**

<b>PART-I</b>				
<b>LICENCES ISSUED UNDER SECTION 3 FOR AQUASATION AND POSSESSION</b>				
Sr. No.	Licence Form No.		Licence fee at the time of grant of licence (in Rs.)	Renewal fee for each subsequent year (in Rs.)
1.	2.		3.	4.
1	I		2000	1000
2	II		1000	1000
3.	<b>III,I</b>			
	<b>V,V</b>			
	(a)	Handguns – Revolvers/Pistols <i>(both restricted or permissible)</i>	1000	500
	(b)	Centre fire rifles (semi-automatic) and any other restricted firearm of category I(b) or I (c)	1000	500
	(c)	Breach loading centre fire rifles <i>(not semi-automatic)</i>	1000	500
	(d)	.22 bore rim-fire Rifles <i>(including semi-automatic)</i>	1000	500
	(e)	Smooth bore breech loading shotguns <i>(including semi- automatic)</i>	1000	500
	(f)	Air Weapons including air rifles and air guns having muzzle energy exceeding 20 joules or 15 ft-lbs. Or bore exceeding 0.177” or 4.5 mm Fire arm replicas Electronic disabling devices having firing range of less than 15 feet Paint ball markers or guns Blank firing firearms Muzzle Loading (ML) Guns	1000	500

	Accessories for any firearms designed or adapted to diminish the noise or flash caused by the firing thereof		
(g)	Sword, bayonet, dagger and spear lance	500	100
(h)	Weapons of category V of Schedule I other than those mentioned in (g)	500	100

**TABLE- C**

Sr. No.	Form No.	Licence fee at the time of grant of licence (in Rs.)	Renewal fee for each subsequent year wherever applicable (in Rs.)	
1.	2.	3.	4.	
4.	III-B	Permits to retainers of companies <i>(for each entry of addition/deletion)</i>	1000	N/A
5.	V-B	Permits to members of the rifle associations/ clubs	-	N/A
6.	VI	Temporary export/import licence to tourists/sports persons/others <i>(for each firearm)</i>	1000	N/A
7	VII	Manufacture and Proof Test  <i>(as per the licensed capacity)</i>	Rs. 500 per firearm	N/A
8	VII-A	Manufacture of Category V arms of Schedule I <i>( as per the licensed capacity)</i>	Rs. 200 per arm	N/A
9	VII-B	Manufacture of replica of firearms including of antique muzzle loading weapons and air weapons including air rifles/ air guns <i>( as per the licensed capacity)</i>	Rs. 200 per arm	N/A
10	VII – C	Manufacture of air weapons	Rs.100 per air weapon	N/A
11	VIII	Arms and ammunition dealers	2000	1000
12	VIII-A	Air weapons Dealers	1000	500
13	IX	Gunsmiths <i>(for conversion and major repairs)</i>	5000	2000
14	IX-A	Gunsmiths <i>(for conversion and minor repairs)</i>	2000	1000
15	X	Composite Import /Export license for arms and ammunition <i>( for each firearm)</i>	1000	N/A
16	XI	Journey license <i>(for each firearm)</i>	500	N/A
17	XII	Transport licence-		
		<u>Arms and ammunition (for individuals)</u> <i>(for each firearm)</i>	500	N/A
		<u>Arms and ammunition (for dealers and manufacturers)</u> <i>(for a single consignment or maximum three part consignments with in a period of 3 months under the same Transport Licence )</i>	2000	N/A

Sr. No	Licence Form No.		Licence fee at the time of grant of licence (in Rs.)	Renewal fee for each subsequent year wherever applicable (in Rs.)
1		2	3	4
18.	XIII	Transport licence for proof testing (for each consignment)	10000	N/A
19.	XIV	Transporter's licence	10000	2000
20	XV	For import and Transportation for Govt. of Nepal		
		(for each firearm)	500	N/A-

**TABLE- D**  
**Fee for allied services**

S. No.	Licence Form No.	Particulars of service	Fee Amount (Rs.)
1.	2.	3.	4.
1.	III	Registration with outside licensing authority under rule 17(1)	500
2.	III	Addition/deletion of retainer under rule 22 (for companies)	500
3.	All	Change of address within the existing licensing authority under rule 17(3)	500
4.	II,III,IV	Endorsement of firearm under rule 18 (for each firearm)	500
5.	II, III,IV	Addition/deletion of firearm (for each firearm)	500
6.	II,III,IV	Transfer of firearms(s) to legal heir under rule 25 (for each firearm)	1000
7.	II,III,V	Change of particulars of 'responsible person' under rule 22(4) by companies	1000
8.	All	Correction of information in licence under rule 33	500
9.	All	Grant of NOC under rule 98	500
10.	II,III,IV,V	Licence book	100
11.	All	Any other service not mentioned above	500

### VIII JUDICIAL SECTION:

Sr. No.	Services	Amount
1	Adjudication of POA/ other Document Fee	500
2	Refund of stamp/Franking paper	Nil
3	Stamp vendor licence	Nil
4	Mamlatdar Court Act (Appeals disposed)	
5	Mining Act (Old Cases) (One is pending in Civil Court	NIL

	and other is closed. Parties are directed to do the demarcation process and after demarcation order, compensation amount to be disbursed among the parties)	
6	Essential Commodities Act (disposed)	NIL
7	Forest Act	NIL
8	Forest Rights Claim (FRC Appeals)	NIL
9	Public Grievances	NIL
10	Flying Squad (Show cause notice)	NIL

➤ **PC-PNDT Act 1994**

1	New Registration Fees	Rs. 25000/- One Time Facility Rs. 35000/- Joint Facility
2	Renewal Fees ( Every 5 years)	Rs. 12500/- One Time Facility Rs. 17500/- Joint Facility
3	Amount towards alteration in PC-PNDT registration Certificate	Rs.500/-

**3. Clinical Est. Act 2019 (Provisional Registration fees)**

	<b>Description</b>	<b>Urban</b>	<b>Rural</b>
1	Out Patient Care	500/-	250/-
2	In Patient Care	1500/-	750/-
3	Testing and Diagnostic	2500/-	1250/-

## **PART- E**

**Links to download various application forms (the same can also be accessed via the internet link: [Forms | South Goa District | India](#) )**

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. [Registration As a Citizen of India Under Section 5\(1\)\(a\) of the Citizenship Act, 1955 Made by a person of Indian Origin](#)
18. [Registration As a Citizen of India Under Section 5\(1\)\(c\) of the Citizenship Act, 1955 Made by a person Who is/has been married to a Citizen of India](#)
19. [Registration of a minor child Under section 5\(1\)\(d\) of the Citizenship Act, 1955](#)
20. [Registration as a citizen of India under section 5\(1\)\(e\) of the citizenship act, 1955 made by a person whose parents are registered as citizen of India under section 5\(1\)\(a\) or section 6\(1\)](#)
21. [Registration as a citizen of India under section 5\(1\)\(f\) of the citizenship act, 1955 made by a person who or either of the parents was a citizen of independent India](#)
22. [Registration as a citizen of India under section 5\(1\)\(g\) of the citizenship act, 1955 made by a person who is registered as an overseas citizen of India under section 7A](#)
23. [Naturalization as a citizen of India under section 6\(1\) of the citizenship act, 1955](#)
24. [Registration of birth of a minor child at an Indian consulate under section 4\(1\) of the citizenship act, 1955](#)
25. [Verification Of Title](#)
26. [Application Form For The Grant Of Domicile Certificate](#)
27. [Application for the Grant Of Gratuitous Relief/Housing Subsidy/Housing Loan To The Victims Of Natural Calamities Report Of Such Victims.](#)

**PART- F**

**THE GOA (RIGHT OF CITIZEN TO TIME BOUND  
DELIVERY OF PUBLIC SERVICES) ACT 2013**

Sr. No.	Public Service		Designated Officer	Time limit	Appellate Authority
1.	Issue of Form I & XIV		Mamlatdar of Taluka	Two days	Dy. Collector & Sub-Divisional Officer
2.	Issue of Residence Certificate		Mamlatdar of Taluka	Five days	Dy. Collector & Sub-Divisional Officer
3.	Issue of Divergence Certificate		Mamlatdar of Taluka	Five days	Dy. Collector & Sub-Divisional Officer
4.	Issue of Income Certificate for Mediciam		Mamlatdar of Taluka	One day	Dy. Collector & Sub-Divisional Officer
5.	Issue of Caste Certificate		Dy. Collector & Sub-Divisional Officer	Ten days	Additional Collector –II
6.	Issue of Notice for Mutation in Form- X		Mamlatdar of Taluka	Fifteen days from the payment of fees	Dy. Collector & Sub-Divisional Officer
7.	Mutation u/s 96 of the Land Revenue Code in Land Records (where there is no objection)		Mamlatdar of Taluka	Thirty days from the last day fixed for filing of objections	Dy. Collector & Sub-Divisional Officer
8.	Mutation u/s 96 of Land Revenue Code in Land Records (where there are objections)		Mamlatdar of Taluka	Ninety days from the last day of filling of objections	Dy. Collector & Sub-Divisional Officer
9.	Partition u/s 62 of Land Revenue Code, in Land Records	Issue of notice and proclamation	Dy. Collector & Sub-Divisional Officer	Fifteen days	Additional Collector –II
		Issue of order for survey (where there is no objection)	Dy. Collector & Sub-Divisional Officer	Within ten days after the period of thirty days of proclamation in Form 'B' over	Additional Collector –II
		Survey of property	Inspector of Survey and Land Records	Thirty working days from the receipt of order	Superintendent of Land Records
		Passing the partition order (if there are no objections)	Dy. Collector & Sub-Divisional Officer	Fifteen days from the day the report is received	Additional Collector –II
10.	Conversion of Land u/s 32 of the Land	Scrutiny and forwarding the application to the Town	Collector/Dy. Collector & Sub-Divisional Officer	Five days	Secretary (Revenue)



	Revenue Code	Planning/ Forest/ Mamlatdar for report			
		Submission of report by the Mamlatdar	Mamlatdar of Taluka	Twenty days	Dy. Collector
		Submission of report by Town & Country Planning Department	Town Planner	Twenty days	Senior Town Planner
		Submission of report by Forest Department	Dy. Conservator of Forests	Twenty days	Chief Conservator of Forests
		Forwarding of papers to Survey Department where part of survey number is to be converted	Collector/Dy. Collector & Sub Divisional Officer	Within five days of receipt of the report	Secretary (Revenue)
		Submission of survey report by Land Survey Department	Inspector of Land Survey	Twenty days from the date of receipt of the order	Superintendent of Land Records
		Decision on application	Collector/Dy. Collector & Sub Divisional Officer	Within ten days of receipt of the survey report	Secretary (Revenue)
		Issue of Sanad	Collector/Dy. Collector & Sub Divisional Officer	Three days from date of payment	Secretary (Revenue)
11.	Refund under the Court Fees Act		Collector	Ten days	Secretary (Revenue)
12.	Refund under the Indian Stamps Act		Collector	Ten days	Secretary (Revenue)
13.	Adjudication of Documents		Additional District Magistrate	Three days	Additional Secretary (Home)
14.	Gratuitous relief under natural calamity	Proposal to be forwarded to the Collector with recommendation	Mamlatdar of Taluka	Five days	Collector
		Decision	Collector	Five days	Secretary (Revenue)
		Disbursement of relief, if approved	Dy. Director of Accounts	Five days	Director of Accounts
15.	Issue of Matrız Certificates		Mamlatdar of Taluka	Three days	Collector
16.	Issue of Dependent Certificates		Mamlatdar of Taluka	Five days	Collector
17.	Issue of Solvency Certificate	Up to Rs. 1,00,000 (Rupees one lakh)	Mamlatdar of Taluka	Ten days	Collector
		More than Rs. 1,00,000 (Rupees one	Dy. Collector & Sub-Divisional Officer	Fifteen days	Collector

		lakh) and less than Rs. 5,00,000 (Rupees five lakhs)			
		More than Rs. 5,00,000 (Rupees five lakhs)	Collector	Fifteen days	Secretary (Revenue)
18.	Issue of Domicile Certificate		Collector	Five days	Secretary (Revenue)
19.	Issue of Sound permission	Forwarding to the Police for report	Sub-Divisional Magistrate/ Additional District Magistrate	Same day	Collector
		Report to the Sub-Divisional Magistrate/ Additional District Magistrate	Police Inspector	Two days	Superintendent of Police
		Decision on the application	Sub-Divisional Magistrate/ Additional District Magistrate	Two days	Collector
20.	Issue of certified copy of survey plan		Draftsmen Grade-I	Three days	Director (Settlement & Land Records)
21.	Issue of New Arms License/ Transfer of Arms License	Forwarding the application to the Police	District Magistrate	Three days	Secretary (Home)
		Report to the District Magistrate	In-charge of the Police Station	Thirty days	Superintendent of Police
		Decision on the application	District Magistrate	Thirty days	Secretary (Home)
22.	Renewal of Arms License	Report to District Magistrate	In charge of the Police Station	Thirty days	Superintendent of Police
		Decision on the application	District Magistrate	Fifteen days	Secretary (Home)
23.	Character Verification	Forwarding of papers to the Police	District Magistrate	Three days	Secretary (Home)
		Report to District Magistrate	Superintendent of Police (Crime)	Fifteen days	Inspector General of Police
		Decision of the District Magistrate	District Magistrate	Ten days	Secretary (Home)

*Circulate to all the Mamlatdars/JE Mamlatdars/SDO's*



Revenue Department  
Government of Goa,  
Secretariat, Porvorim-Goa. 403 521

Collectorate of South Goa,  
Margao  
Date 23/05/17  
Forward No. 13137.  
Sector Rev/NIC

No:14/59/2017-RD /802

Dated:- 17/05/2017.

Ref. No.4(73)/2017-18/DOIT/e-District-Notification/126 dated 10/05/2017.

**NOTIFICATION**

In pursuance of Para (10) of the above referred Notification issued by Department of Information Technology, Government of Goa, it is hereby informed that the Services which are mentioned below shall be delivered through the project e-District at <https://www.goaonline.gov.in>.

Sr. No	Name of e-Service	Supporting Documents	Time Frame for e-Delivery (In days)
1	Issuance of Residence Certificate	Birth Certificate. [Self Attested]	5
		Residence Certificate (old copy, if any). [Self Attested]	
		Educational qualification certificate.(School Leaving or Bonafide Certificate) [Self Attested]	
		Identity proof e.g. Voter's card, PAN card, Driving Licence, Passport copy, Aadhar card etc. (Any one) [Self Attested]	
		Marriage Certificate (Incase of married person). [Self Attested]	
		LPG Connection (Incase of rented premises). [Self Attested]	
		Self Declaration	
		Self Declaration (N. O. C.) of the house owner ( In case of rented premises).	
		2 Photos (Passport size).	
		<b>Note: Those applying for the purpose of Portuguese Passport shall furnish additional documents as follows:</b>	
		Indian Passport copy (Self attested Xerox copy).	
While collecting certificate— 1 govt. witness's signature along with name and designation and name of office.			
Application in prescribed form.			
2	Issuance of Domicile	Residence Certificate (preceding 5 years). [Self Attested]	5
		Educational qualification certificate. [Self Attested]	
		Identity proof e.g. Voter's card, PAN card, Driving License, Passport copy, Aadhar card, etc.(Any one). [Self Attested]	
		2 Photos (Passport size).	
		Affidavit on Rs.50/- stamp paper	
		Prescribed processing fees.	
		Birth Certificate. [Self Attested]	
Application in prescribed form.			

*h* Contd....2-

3	Issuance of Mediclaim Certificate	Voter's Card. [Self Attested]	1
		Doctor's Certificate. [Self Attested] Referral certificate from District Hospital/GMC	
		Marriage Certificate (incase of married person). [Self Attested]	
		Ration card copy. [Self Attested]	
		Original Income certificate from C.C.P. / Village Panchayat / Municipality.	
		Self Declaration stating the no. of family members, part number sr. number, constituency no. and name on the electoral roll published in the current year.	
		Birth Certificate. [Self Attested]	
		School Leaving Certificate. [Self Attested] such other documents to establish residence of 15 years.	
		Application in prescribed form	
4	Issuance of Divergence Certificate	Voting Card / Aadhar card (only as Identity proof). [Self Attested]	5
		Marriage Certificate (incase of married person)(if any). [Self Attested]	
		Passport Copy (not compulsory). [Self Attested]	
		Self Declaration.	
		If Govt. employee - Service book, pension book/order. [Self Attested]	
		Birth Certificate of the applicant. [Self Attested]	
		Application in prescribed form.	
		School Leaving Certificate. [Self Attested]	
Such other documents showing variance in names but not Form I & XIV and Divergence certificate is not proof to carry out mutations. <b>NOTE: These documents are to be supported by Talathi's report.</b>			
5	Issuance of Caste Certificate	Birth Certificate of applicant. [Self Attested]	10
		Birth certificate of applicant's father or any relative from father's side. [Self Attested]	
		Applicant's school leaving certificate and bonafide certificate issued by school authorities. [Self Attested]	
		Documents showing that applicant's father or grandfather belong to SC/ST/OBC notified by Government. [Self Attested]	
		Documents showing that applicant / applicants family was residing in Goa prior to 19/02/1968 [For SC/ST]. [Self Attested]	
		Self Declaration.	
		Samaj certificate. [Self Attested]	
		Talathi's report along with report of the concerned Mamlatdar (Original) Report of Talathi from maiden place of residence in case of married woman	
		Marriage certificate incase of married person. [Self Attested]	
		Aadhaar card / Voter's card (if any). [Self Attested]	
		Application in prescribed form.	
		Income certificate issued by the competent authority for preceeding 3 years. (Village Panchayat / Municipality / C.C.P.)	
6	Partition of Land	Application Form in prescribed format.	
		Form I and XIV (1 original + 1 attested / notarised) *	
		Site plan i.e. plan showing the area to be partitioned(1 original +1 Xerox). Superimposed plan of area to be partitioned.	
		Survey Plan ( 1 original + 1 Xerox).	
		Title / Ownership documents e.g. Sale deed etc. (1 notarised/attested + 1 Xerox).	
		<b>* Form I &amp; XIV : Application on plain paper with Rs.5/- court fees stamp stating village name and survey number. (office of the Mamlatdar)</b>	

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7	Conversion of Land	Application in prescribed form	
		Form I & XIV (1 original + 4 Xerox copies). *	
		Survey plan ( 1 original + 4 Xerox copies).	
		One Notarized Copy of Sale Deed etc. and 4 Xerox copies of the deed.	
		Site plan on the basis of Survey plan ( 1 original + 4 Xerox copies).	
		Manual copy of Form I & XIV maintained by the Talathi's office	
		<b>* Form I &amp; XIV : Application on plain paper with Rs.5/- court fees stamp stating village name and survey number. (office of the Dy. Collector or Collector as per the area, sought for conversion).</b>	
8	Sound Permission	Application in prescribed form	5
		Permission of Land owner.	
		Permission of Local Authority ( C.C.P. / Village / Panchayat / Municipality)	
		Incase of Wedding - Wedding card/Booking receipt t o f the place / N.O.C from hall.	
		Incase permission needed on beach - N.O.C. from GLZMA and Tourism Department.	
		In case permission needed on vehicle then applicant to specify the vehicle numbers along with attested Xerox copies of Registration Certificate (R. C.) book.	

This is issued with the approval of Hon'ble Minister (Revenue Department) vide U.O.No.223/F dated 16/05/2017.

By order and in the name of  
Governor of Goa

  
**(Sudin A. Natu)**

**Under Secretary (Revenue-I)**

To,  
The Director (Printing & Stationery), Government Printing Press, Panaji-Goa.  
He is requested to publish the above notification in the **Next Official Gazette** and to supply ten copies to this department for record.

**Copy to:-**

1. The Collector, ~~North~~/South Goa District, ~~Panaji~~/Margao, Goa, with the request to forward the copy of the same to all Dy. Collectors/Mamlatdars in your respective jurisdiction.
2. The Jt. Secretary (Revenue), Secretariat, Porvorim, Goa.
3. OSD to Hon. Chief Minister, Ministers' Block, Secretariat, Porvoirm, Goa.
4. OSD to Revenue Minister, Ministers' Block, Secretariat, Porvoirm, Goa.
5. Guard File.
6. O/C.

\*\*\*\*\* ☎ Tel: (0832) 2419696 ☎ Fax: (0832) 2419670 ✉ email: usrev1-sect.goa@nic.in \*\*\*\*\*/

RS