

# Revenue Department (O/o. the Mamlatdar)

## Organization structure

Mamlatdar is head of office of Revenue Department and below him following are the structure.

- |                               |  |
|-------------------------------|--|
| 1. Revenue Aval Karkun        | one  |
| 2. Circle officer             | one  |
| 3. Circle Inspector           | one  |
| 4. Patel Talati               | Eleven one for each Patelads.                    |
| 5. Kathia                     | Eleven one for each Patelads for Patel Talaties. |
| 6. UDC                        | one  |
| 7. LDC                        | four   |
| 8. Peon                       | three  |
| 9. Sub Registrar              | one  |
| 10. Sub Treasury Offcier      | one  |
| 11 Accountant of Sub-Treasury | one  |
| 12 LDC to Sub-treasury        | two  |
| 13 Peon of Sub-treasury       | one  |

## Activities

There are following rules in force:

1. Dadra and Nagar Haveli, Land Regulation 1971.
2. Dadra and Nagar Haveli, Land Revenue Rules 1972.
3. Dadra and Nagar Haveli Minor Minral Extraction Rules-1992.

Mamlatdar is assisted by clerical staff shown above. The main work such as permission of sale of land for agricultural purpose and grant of Sale-NA

permission for industrial use, residential use and other commercial use for which competent authority is Collector, hence files in this regards are processed.

Matter regarding construction permission is also processed and sends to ATP for giving the permission.

Mamlatdar is authority to issue Residential, Domicile, Cast Certificate. Applications in this regards are taken through single window system and within 15 days certificates are given through single window system. Speciman forms of applications are enclosed herewith. Income certificate are also issued for which certificate of Surpanch about annual income and an Affidavit are being taken.

Land partition cases are also conducted according to which applications alongwith land revenue records and a map showing partition of each co-holder is taken. Thereafter parties are called in personal hearing. Their statement being recorded and order of partition done, under Dadra and Nagar Haveli Land Revenue Administration Regulation 1971.

Arrears of land revenue is also recovered.

Royalty of Minor Mineral is recovered as per Dadra and Nagar Haveli Minor Mineral Extraction Rules 1992 and temporary permits are issued for extraction of Minor Minerals.

Mamlatdar is also Executive Magistrate and hence all chapter cases under section 107, 116, 145, 151, 175 & 176 are also conducted Dyeing Declaration, Identity parade also being done. Affidavits and Power of Attorney are also notarized.

Mamlatdar is also ex-officio Jail Superintendent and Revenue Aval Karkun is ex-officio Jailor. Hence whole Jail Administration is being handled by this department. There is Sub-Jail at Silvassa of capacity of 40 prisoner (30 male +10 female). They are provided two time diet and two time tea. Their medical care is

being taken. They are provided with T.V, Newspaper indoor games (Caram, playing cards etc).

There is Sub-Treasury Silvassa. This office is working under the control of District Treasury officer, Valsad so far as the accounts is concerned. The Collector is Controlling Officer as per Central Treasury Rules and Mamlatdar is DDO for pay and allowances for Treasury Staff.

There is also office of Sub-Registrar under control of Mamlatdar which is concerned with regarding of documents of sale-deed of im-moveable properties like land, building etc. and also work about registration of marriage.

Mamlatdar is also Assistant Electoral Registration officer and hence voters list are time to time revised under the instruction of Election Commissioner of India.

Mamlatdar is also District Registrar under Birth and Death registration Act. 1969.

Patel Talaties are collecting land revenue, maintaining land records, inquire the matter about land cases, and application of issue of Domicile, Residential Certificate and Cast certificate. They are also Registrar of birth and death and hence maintaining records of birth and death. Circle officer and Circle Inspector are supervising the work of Patel Talaties.

Recovery of Land and other misc revenue is to the tune of Rs. 20 lakh and registration fee recovered by Sub-Registrar is to the tune of Rs. 37 lakhs annually.



**M-3 APPLICATION FOR THE ISSUE OF DOMICILE CERTIFICATE.**

0.50.p. Court fee stamp  
If the applicant does  
Not belongs to ST/SC.  
Dated. / /2003.

To,  
The Mamlatdar,  
Dadra and Nagar Haveli,  
Silvassa/Khanvel.

1. Name of the applicant:- \_\_\_\_\_
2. Address:- \_\_\_\_\_ :- \_\_\_\_\_
3. Applicant 's Caste Hindu:- \_\_\_\_\_ (ST/SC/OBC)
4. In the applicant a migrant :- \_\_\_\_\_
5. Age: \_\_\_\_\_ :- \_\_\_\_\_

(Signature/Thumb impression of the applicant)

**Check list of document to be attached:-**

1. Attested copy of School leaving certificate:-
2. Attested copy of Birth Certificate:-
3. Attested copy of Ration Cards:-
4. Service Certificate from Employer on the Government/Company letter pad.
5. Attested copy of Photo Identity Cards.
6. If none of these is available, ORIGINAL Report from Talati regarding residence.

QUESTIONNAIRE OF ISSUE OF DOMICILE/ PERRMENAT /RESIDENT  
CERTIFICATE IN UNION TERRITORY OF DADRA & NAGAR HAVELI

1. what is your full name and address ?
2. (a) When and where you have born ?
3. When and where you educated ?
4. Where and where you have parents were born ?
5. Where is your present residing ?
6. Where is the permanent residence of your parents?
7. Have you ever to your former native place ?
8. If so far how time ? for how long on each occasion ?
9. Are you married ? If so, has your wife ever been to your former native place & if yes, how often and how long on each occasion?
10. For how may year have you?
11. How may children have you ? How may years have they studying there and where they were residing during study, how may years studied out side the D.N.H.
12. If your children has taken education outside the D.N.H., yet they been paid scholarship by the Administration.
13. What is the reason for sending you children outside for education?
14. Have you or your wife has any property in your former native property in the D.N.H., If so of what decryption and value?
15. Have you your wife or either of you ever had may immovable property in the DNH., If so of what decryption and value?
16. What was the profession of your father?
17. Where was his home or place of permanent resident at the time of your birth ?
18. Where was he when you attend majority.
19. if he alive? If not when and where did he died ?
20. Was your father ever in the DNH?
21. Where was he educated?

22. If what capacity did he come to the DNH.
23. How often, if at all did he leave of, has he left the DNH., and for how long on such occasion?
24. If your father is alive, where is he at present and what he is doing? If so, how long did he remain in the DNH., after retirement.
25. Have or had your father or mother any immovable property in the DNH.? Or elsewhere? If so where and of what description and value?
26. Have you ever claimed to be a native of any place other than DNH., for the purpose of your appointment to any office or your for conformant upon any scholarship emplum has of other privileges in the place?
27. Have or had you any brother or sisters? If any of them are dead where did they die and what was the occupation?
28. For what purpose the certificate of domicile is required?
29. (I) What is your religion ?
30. (II) Are you a member of a schedule Tribal of community classified a backward by the U.T., D.N.H.(Answer yes or No).
31. Did you applied for certificate of Domicile at anytime before and if so, when , did and with what result?

Silvassa. / /200

(Signature of applicant)

From:- \_\_\_\_\_

AT. \_\_\_\_\_

Silvassa.

To,

The Mamlatdar,  
Dadra and Nagar Haveli  
Silvassa,

Sir,

I request that a certificate in respect of reservation for backwards classes in civil posts and services under Govt. of India be granted to me.

I given below the necessary particulars.

1. Full name of the applicant.:

(In block letter)

2. Date of Birth :

3. Complete Residential address:

(a) Present.

(b) Permanent

4. Religion :

5. Caste :

6. Sub-Caste :

7. Occupational Group :

8. Serial Number of the cast:

in the central list of OBC

9. Name of father :

10. Name of husband :

11. Status of parents/husband:                      Father                      Mother

- (A) Constitution-I
  - (i) Designation :
- (B) (I) Government Services.
  - (i) Service/Central/State/
  - (ii) Designation.
  - (iii) Seal of pay including classification if any:
  - (iv) Date of appointment
  - (v) Age at the time of promotion to class-I post(if applicable)

(II) Employment in international organization i.e. Unicef, WEO,

- (i) Name of organization.
- (ii) Designation.
- (iii) Period of service.  
(Indicate date from..... To .....

(III) Death/Permanent Incapacitation (Omit if not application)

- (i)      Date of death/permanent in incapacitation putting an officer out of service.
- (ii)      Details of permanent.

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- (C) Employment in public section undertaking etc.
  - (i) Name of organization.
  - (ii) Designation.
  - (iii) Date of appointment to the post.
- (D) Armed forces including para-Military forces.  
(This will not included persons holding civil posts)
  - (i) Designation.
  - (ii) Scale of pay.
- (E) Professional Class (Other than these covered in Item Nos. S&C) and those engaged in trade business and Industry.
  - (i) Occupation/Profession.
- (F) Property-owners.

- (G) I, Agricultural land holding owned by mother, father and minor children.
- (ii) Location.
  - (iii) (ii) Size of holding
  - (iv) (a) Irrigation.  
(Type of irrigated land)
    - (i)
    - (ii)
    - (iii)
  - (b) Un irrigated.
  - (v) Percentage of irrigation land holding to statutory ceiling limit under state land ceiling laws.
  - (vi) If land holding is both irrigated/un irrigated total irrigated land holding on the basis of conversion from state land ceiling law.
  - (vii) Percentage of total irrigation land holding to statutory ceiling as per (iv)
- (H) II Plantation.
- (viii) Crops/fruit.
  - (ix) Location.
  - (x) Area of Plantation.
- (I) III Vacant land and/or building in urban area or urban agglomeration.
- (xi) Location of property.
  - (xii) Use to which it is put.
- (J) Income/wealth.
- (xiii) Annual family income from all sources.  
(including salaries & income from agricultural land)
  - (xiv) Whether Tax payer (Yes/No).
  - (xv) Whether covered in wealth Tax. Act. (Yes/No)  
(if so furnish details)

12. Any other remarks.

13. I certify above said particulars are true to the best of my knowledge and belief and that do not belong to the Creamy layer of OBC and eligible to be considered for post reserved for O.B.Cs. In the event of any information being found false or encored to in eligibility being detected before of after the seector. I understand that my candidature/appointment is liable to such further as may be provided under the law and or rules.

Yours faithfully,

(Signature of candidate)

Place:

Date:

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**1. ISSUE OF CERTIFICATES**

- a. Issue of Residence Certificate
- b. Issue of caste Certificate
- c. Issue of Domicile Certificate
- d. Issue of Income Certificate
- e. Issue of Solvency Certificate

**2. LAND MATTERS**

- a. Heir ship Proceedings
- b. Partition of lands
- c. Grant of permission of Sale/NA use.
- d. Grant of Sanad.

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**3. REGARDING MINOR MINORALS**

- 1. Recovery of royalty for extraction of soil, sand, Murram, Stone etc.

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**4. RECOVERY**

- 1. Recovery of land revenue through Patel Talati.
- 2. Maintenance of land records through Patel Talati.
- 3. Recovery of loan granted under LIG/MIG scheme.

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**5. DUTIES OF EXECITUVE MAGISTRATE**

- 1. Notoring Affidavits, Power of Attorney.
- 2. Trial of Chepter Cases under section 107,116,151 of CRPC.
- 3. Inquiry of Cases of Accidental Deaths under section 174,175 of CRPC.

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**6. JAIL**

- 1. Up keep of sub jail Silvassa.
- 2. Look after Prisoners, their food, Medical care and attending Courts etc.

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**7. ELECTION**

- 1. Preparation of Voters list.
- 2. Arrangement of conduct of poll of Dadra and Nagar Haveli Parliamentary Constituency.

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**CONTACT PERSON**

**MAMLATDAR**

Phone No. [2643001](tel:2643001)

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