

# CITIZEN CHARTER- DEPUTY COMMISSIONER'S OFFICE

S.No	Services/ Works being Provided	Documents Required	Officer(s) Responsible for disposal of the services	Time frame for disposal	Appellate Officer
1	2	3	4	5	6
1	<b>Grant of Bar Licence</b>	<ul style="list-style-type: none"> <li>• Application in Prescribed Form (Grant of Bar Licence under Andaman Excise Rules, 1934 addressed to the District Magistrate(N&amp;MA),</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity Card (or ) Islanders Identity Card (or) Passport (or) Local certificate (or) Family Identity Card</li> <li>• Document of age proof (The applicant should be above 18 years of age.)</li> <li>• Recent copy of Land Record (Form F) and map duly attested.</li> <li>• Photographs of all rooms of the proposed Bar.</li> <li>• Clearance certificate from Andaman Fire Service(District Office).</li> <li>• Copy of Insurance made against fire and natural hazards.</li> <li>• Layout Plan of the premises (in duplicate) showing elevation, position of the various rooms, cupboards, racks and all important details connected with the premises duly certified by respective area Pradhan.</li> <li>• Public Health Certificate from the Health Department.</li> <li>• Registration Certificates from the Health Department.</li> <li>• The applicant should have two years experience of hotel/tourism business( Copy of experience to be attached).</li> <li>• PAN Card</li> <li>• NOC from the landlord if the premises for the sale of liquor/beer is not owned by the applicant.</li> <li>• Copy of Income Tax returns.</li> <li>• Medical Fitness Certificate of Owner.</li> <li>• Affidavit as proofs in terms of guidelines No. 7 of order 4192 dated 18/11/2008.</li> <li>• Medical Fitness Certificate of employees.</li> <li>• <b>Renewal:-</b> The applicant may apply in a plain paper along with its original license, Fire Clearance Certificate, Sanitary and Hygiene Certificate, Standard Fire and special Insurance Policy before the expiry of his license.</li> </ul>	<b>AC(HQ)</b>	<b>60 days</b>	<b>DC(N&amp;MA)</b>

2	<b>Society Registration</b>	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to Registrar of Joint Stock Company (Deputy Commissioner(N&amp;MA))</li> <li>• Three Sets of Bye-Laws &amp; Memorandum of Association duly signed by the first three members (with rubber seal) i.e., President, General Secretary and Treasurer on all pages</li> <li>• Challan payable if approved - ` 50/-</li> <li>• <b>Eligibility:-</b></li> <li>• Minimum seven(7) members of the governing body form a society.</li> <li>• Full address indicating village / ward / house no, if any, of all Executive members and Office bearers with signatures.</li> <li>• Full address of the society / organization indicating the place of function.</li> <li>• NOC of the house owner on a bond paper duly signed before Executive Magistrate, if the Society Office is functioning in private building.</li> </ul>	<b>AC(HQ)</b>	<b>60 days</b>	<b>DC(N&amp;MA)</b>
3	<b>Permit for Storing Diesel and Petrol</b>	<ul style="list-style-type: none"> <li>• Application in Prescribed (Form-IX) appended to Petroleum Rules, 2002 addressed to the Deputy Commissioner(N&amp;MA),</li> <li>• Photograph of proposed outlet (post card size-2 copies)</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity Card (or ) Islanders Identity Card (or) Passport (or)Local certificate(or) Family Identity Card</li> <li>• NOC of the tenant if the business is intended to be carried out on the land / building of the tenant other than the applicant.</li> <li>• Recent copy of the land record (Form F) and map from where the business is intended to be carried out i.e. Sale / storage.</li> <li>• Challan payable if approved -`260/-</li> </ul>	<b>AC(HQ)</b>	<b>30 days</b>	<b>DC(N&amp;MA)</b>
4	<b>Permit for Sale &amp; Stockage of Crackers/ Explosives</b>	<ul style="list-style-type: none"> <li>• Application in Prescribed form-4 addressed to the Deputy Commissioner(N&amp;MA), (Form-4 as appended to Cracker / Explosive Act 1984.)</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity Card (or ) Islanders Identity Card (or) Passport (or)Local certificate(or) Family Identity Card</li> <li>• Description of place with proof of possession where the storage is intended to be carried out with sketch map.</li> <li>• NOC of the tenant if the business is intended to be carried out on the land / building of the tenant other than the applicant.</li> <li>• Recent copy of the Land Record (Form F) where business is intended to be carried out i.e., sale / storage.</li> <li>• Two recent passport size photographs.</li> <li>• Affidavit duly executed before Executive Magistrate that he will not keep any inflammable substances and any foreign materials other than crackers in the godown/premises</li> <li>• License Fee ` 500/- (for 600 Kg)</li> </ul>	<b>AC(HQ)</b>	<b>30 days</b>	<b>DC(N&amp;MA)</b>

<b>5</b>	<b>Sub-Division of Land</b>	<ul style="list-style-type: none"> <li>• Application in Prescribed Format must be signed by all co-tenants addressed to the Deputy Commissioner(N&amp;MA) affixing court fee `0.75/-</li> <li>• Recent Form-F</li> <li>• Affidavit of all co-tenant / stake holder to the effect that all are interested for the subdivision.</li> <li>• Sketch map proposing the sub-division with plotable data, duly signed by all concerned.</li> <li>• Layout Plan indicating approach road etc</li> </ul>	<b>Reader to DC(N&amp;MA)</b>	<b>90 days</b> (Subject to the submission of Sub-Division Report from the concerned S.D.O's in complete shape in a time bound manner)	<b>DC(N&amp;MA)</b>
<b>6</b>	<b>Sale Permission of Land</b>	<ul style="list-style-type: none"> <li>• Application in Prescribed Format addressed to the Deputy Commissioner(N&amp;MA) affixing court fee `0.75/-</li> <li>• Recent Form-F</li> <li>• Map</li> <li>• No Dues Certificates, Non-Encumbrances Certificate from the Tehsildar concerned.</li> <li>• An Affidavit stating that the applicant(s) is not an encroacher of Govt. Revenue Land/ Private Land/ Forest Land in these Islands. And no Govt. dues are lying against the questioned property.</li> </ul>	<b>Reader to DC(N&amp;MA)</b>	<b>15 days</b>	<b>DC(N&amp;MA)</b>
<b>7</b>	<b>Permit for earth cutting</b> (Issued for Earth Cutting for Domestic and Agriculture purpose). As per Rule 47 of A & N Islands, Minor Mineral Rules 2012	<ul style="list-style-type: none"> <li>• Application in Plain Paper affixing Court fee of `0.75/-shall invariably include photographs of the proposed earth cutting site as well as the site where the removed earth is to be utilized.</li> <li>• Technical estimate showing the length, width and depth of the area where the earth cutting is proposed and where it is to be utilized.</li> <li>• In case of applications from the general public, the area Patwari/ RI shall specify the length, width and depth of the area from where the earth cutting is proposed and where it is to be utilized.</li> <li>• Photographs of Extraction / Dumping Sites</li> <li>• An affidavit stating that, during excavation/dumping, it will not pose any danger to life and property of any person in the vicinity.</li> </ul>	<b>Reader to DC(N&amp;MA)</b>	<b>30 days</b>	<b>DC(N&amp;MA)</b>
<b>8</b>	<b>Correction of clerical error in Revenue Records</b>	<ul style="list-style-type: none"> <li>• Application in Plain Paper affixing court fee `0.75/-</li> <li>• Recent Form-F and old Form-F.</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity Card (or ) Islanders Identity Card (or) Passport (or)Local certificate(or) Family Identity Card (OR) Birth Certificate etc</li> <li>• An Affidavit</li> <li>• The Affidavit must be published in any local News Paper.</li> <li>• Copy of Newspaper so published in Newspaper</li> <li>• Copies of Documents contains correct name</li> </ul>	<b>Reader to DC(N&amp;MA)</b>	<b>60 days</b>	<b>DC(N&amp;MA)</b>

9	<b>Grant of Arms Licence</b> (Issued under Arms Act 1959 with Arms Rules 1962)	<b>ONLINE DATA ENTRY in NDAL-ALIS Portal</b>  For <b>Individual</b> the following documents are required:- <ul style="list-style-type: none"> <li>• Islander Identity Card</li> <li>• Aadhar Card</li> <li>• PAN Card</li> <li>• Birth Certificate</li> <li>• Nativity certificate</li> <li>• 02 Nos. Passport Size Photograph</li> <li>• Specimen Signature in Blank paper</li> <li>• Mobile/Phone Number.</li> <li>• email ID</li> </ul> For <b>Institutional</b> the following documents are required:- <ul style="list-style-type: none"> <li>• Regd. Telephone number</li> <li>• Mobile Number of the responsible person</li> <li>• Responsible person e-mail ID</li> <li>• Branch office Telephone (Office/residence)</li> <li>• Branch Office Mobile No.</li> <li>• Branch Office e-mail ID</li> <li>• 02 Nos. Passport Size Photograph (Licensee &amp; Retainer)</li> <li>• Specimen Signature in Blank paper (Licensee &amp; Retainer)</li> <li>• Xerox Copy of Aadhar card of the Licensee/Retainer.</li> <li>• Xerox Copy of Pan card of the Licensee/Retainer.</li> </ul>	AC(HQ)	<b>60 days</b> <i>(excluding the time taken to obtain report of Police Dept. CID)</i>	District Magistrate
10	<b>Grant of Notary licence.</b>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Attested copies of educational qualification</li> <li>• A person had been practicing at least for ten years  <b>Or</b>            A person belong to scheduled castes/scheduled tribes and other back ward classes had been practicing at least for seven years  <b>Or</b>            A woman who had been practicing at least for seven years, as a legal practitioner  <b>Or</b>            He had been a member of the Indian legal services under central govt.  <b>Or</b>            He had been at least for ten years:-           <ul style="list-style-type: none"> <li>✓ A member of judicial service Or</li> <li>✓ Held an office under the Central Government or a state Government requiring special knowledge of law after enrolment as an advocate Or</li> <li>✓ Held an office in a department of judge advocate general or in the legal department of the armed forces.</li> </ul> </li> <li>• The memorial countersigned by the following persons:           <ul style="list-style-type: none"> <li>✓ A magistrate</li> <li>✓ A Manager of Nationalised Bank</li> <li>✓ A merchant and</li> <li>✓ Two prominent inhabitants of the local area within which the applicant intends to practice as a notary</li> </ul> </li> </ul>	AC(HQ)	60 days	DC(N&MA)

		<ul style="list-style-type: none"> <li>• Identity proof</li> <li>• Certificate of Bar Association of Mayabunder/ CJM, Mayabunder</li> </ul>			
11	<b>Licence for Fertilizer</b> (Licence for Storage, Sale, Distribution of Fertilizer)	<ul style="list-style-type: none"> <li>• Duly filled in Prescribed Application 'Form-A'</li> <li>• Form 'O' (Certificate of Source/ Manufacturer)</li> <li>• Form A1' (Memorandum of intimation to the notified Authority)</li> <li>• List of Products</li> <li>• Dealership Certificate</li> <li>• 2(Two) recent passport size photographs</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity card</li> <li>• (OR) Islanders Identity Card (OR) Passport</li> <li>• (OR) Local Certificate</li> </ul>	AC(HQ)	28 days	DC(N&MA)
		<ul style="list-style-type: none"> <li>• Family Identity Card</li> <li>• Description of the place for the storage is carried out with sketch map</li> <li>• Description of the place for the where the sale depot would operate with sketch map</li> <li>• NOC of the tenant if the business is intended to be carried out on the land/ building of the tenant other than the applicant</li> <li>• Recent copy of the Form F of the land records from where the business is intended to be carried out i.e. Sale point and /or storage</li> <li>• Challan payable if approved, `1500/-</li> </ul>			
12	<b>Permit for Sale, Stock or exhibits for sale or distribution of insecticides</b> (Issue for stock, sell and distributable of insecticides)	<ul style="list-style-type: none"> <li>• Duly filled in Prescribed Application 'Form-VI' of Insecticides Rule, 1971</li> <li>• Principle Certificate issued by the authorized dealer in Form-VI D.</li> <li>• List of Products</li> <li>• 2(Two) recent passport size photographs</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity card (OR) Islanders Identity Card (OR) Passport (OR) Local Certificate (OR) Family Identity Card</li> <li>• Description of place from where the sale depot would operate with sketch map.</li> <li>• NOC of the tenant if the business is intended to be carried out on the land / building of persons other than the applicant.</li> <li>• Recent copy of the Form F of the land records from where the business is intended to be carried out i.e. Sale point and /or storage</li> <li>• Land recorded dispute if any</li> <li>• Photo of shop/ Built up Structure.</li> <li>• <b><u>Tehsildar report(to be obtained by D.C Office)</u></b></li> <li>• Name, address and status of the applicant.</li> <li>• Whether, shop in running in a cemented building.</li> <li>• Whether proper ventilation is available in shop.</li> <li>• Any food articles &amp; water stored within the building for public.</li> <li>• Status of land record.</li> <li>• Challan payable if approved, `100/- per item (Rural), `500/- per item (Urban)</li> </ul>	AC(HQ)	45 days	DC(N&MA)

13	<b>Money Lending License</b> (Issued under section 13 of A & N Island Money Lenders Regulation 1956)	<ul style="list-style-type: none"> <li>Duly filled in Prescribed Application Form with Shop Photo and location and area and required documents like copy of PAN Card, IT Clearance Certificate of last 2 years, Solvency Certificate-Minimum up to 2 Lakhs, Recent Form-F etc</li> <li>Verification by Concerned Tehsildar and SP</li> <li>Personal examination by the Competent Authority if desired by Competent Authority</li> <li>Based on report licence is issued</li> <li>Challan payable if approved `5/-</li> </ul>	AC(HQ)	35 days	DC(N&MA)
14	<b>License for Slaughtering of Animals</b> (Issued under section 12 of A & N Island Money Lenders Regulation 1956)	<ul style="list-style-type: none"> <li>Application in Plain Paper along with Certificate from Senior Veterinary Officer(SVO)</li> <li>Based on report the licence for slaughtering in FORM-II under Rule 4 (3) A &amp; N Island Prohibition of Cow Slaughter Regulation, 1967 is issued</li> </ul>	AC(HQ)	7 days	DC(N&MA)
15	<b>Permission for holding public meeting / rally/ various function / and use of loud speaker</b>	<ul style="list-style-type: none"> <li>Application in prescribed Form</li> <li>Enquiry report from SHO concerned</li> <li>Rupees 5/- (Rupees Five Only) per day</li> <li>Time from 6 AM to 10 PM Only</li> </ul>	DC(N&MA)	7 days	DC(N&MA)

16	<b>Inland Vessel Registration</b>  (Registration of Vessel under Inland Vessel Act 1917)	<ul style="list-style-type: none"> <li>• An application for registration of an inland mechanically propelled vessel shall be made by the owner or master of the vessel in Form No. 15- <b>[Rule-44]</b></li> <li>• Declaration of ownership in the prescribed Form No.16 in the form of affidavit - <b>[Rule-47(1)(a)]</b></li> <li>• A statement by the owner that the provisions of the Act and these rules have been complied with <b>[Rule-44(a)]</b></li> <li>• Certificate of survey – Category B vessels(Form – 12)<b>(Rule-30)</b></li> <li>• Indian Register of Shipping class compliance certificate(IRSC)</li> <li>• In the case of a newly built vessel, the builder’s certificate and inspection certificate issued by the surveyor along with approved drawing of the vessel, documents relating to purchase of the vessel and document of its ownership. In case of a new vessel under construction the builder’s certificate may be submitted forthwith upon issue by the respective organization/ authority after the completion of the vessel. <b>[Rule-44(b)]</b></li> <li>• Copy of the declaration of survey in Form No. 8/ 3B <b>[Rule-(1)(c)]</b></li> <li>• An instrument of sale under which the property of the vessel was transferred to the applicant who requires is to be registered in his name [for second hand vessel]. <b>[Rule-47(1)(c)]</b></li> <li>• In the case of renovated vessels builder’s certificate and inspection certificate issued by the surveyor along with approved drawing of the vessel and document of its ownership. <b>[Rule-44(c)]</b></li> <li>• A duplicate of the certificate of survey if issued by the Chief Surveyor.<b>[Rule-44(d)]</b></li> <li>• Copy of the insurance certificate and</li> </ul>	AC(HQ)	30 days	DC(N&MA)
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		<p>insured sum of Rs. 5,00,000/- per person.  <b>[Rule-128(i)(2)]</b></p> <ul style="list-style-type: none"> <li>• Declaration of employees, in the form of affidavit with photo by OBM operator</li> <li>• <b>Minimum requirement of OBM Operator for Power Boats: [Rule-65(xi)]</b> <ul style="list-style-type: none"> <li>a. In possession of valid Power Boat Handling certificate from NIWS or its equivalent as acceptable to the Administration and valid for Maximum 2 years <b>[Rule-65(xi)(iii)]</b></li> <li>b. In possession of Life Saving Techniques[LST] Certificate from NIWS or its equivalent as</li> <li>c. acceptable to the Administration. <b>[Rule-65(xi)(iv)]</b></li> <li>d. Must successfully undergo a capsule course comprising of the topics mentioned below at DBRAIT, Port Blair or an organization/ Institute as decided by the Administration:- <ul style="list-style-type: none"> <li>i. Rules of Road</li> <li>ii. Storm signal</li> <li>iii. Navigational mark in Inland waters notified by the Administration</li> <li>iv. Basics of First Aid, Life saving appliances and Fire Fighting Appliances</li> </ul> </li> <li>e. Communication. <b>[Rule-65(xi)(vi)]</b></li> </ul> </li> <li>• <b>Minimum requirement of General Purpose Rating of an inland mechanically propelled vessel - [Rule-67]</b> <ul style="list-style-type: none"> <li>a. If new entrant – completed approved induction training for General Purpose Ratings at an establishment approved by the Administration. <b>[Rule-67(v)]</b></li> <li>b. Existing Deck/ Engine Hand – completed minimum 2 years as assistant Deck/ Engine Hand on an Inland Vessel and have obtained a Certificate of Proficiency from a Master Class 1/2/3 for Deck Hand or from Engineer/ Engine Driver Class 1/2 for Engine Hand under whom he has completed last six months of training as assistant deck/ engine hand. Such existing Deck/ Engine Hands will be required to undergo an approved conversion course to General Purpose Rating approved by Administration <b>[Rule-67(vi)]</b></li> <li>c. Have completed the four basic safety courses for inland vessels approved by IWAI or DGS or Administration, namely: <ul style="list-style-type: none"> <li>❖ Elementary First Aid(EFA)</li> <li>❖ Proficiency in Survival Techniques (PST)</li> <li>❖ Personal Safety and Social Responsibility(PSSR)</li> <li>❖ Fire Prevention and Fire Fighting(FPF)</li> </ul> <b>[Rule-67(vii)]</b> </li> </ul> </li> <li>• Identity proof of the owner &amp; OBM operator</li> <li>• First Aid Kit</li> <li>• Photograph of the boat</li> </ul>			
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