

## Tehsildar, Diglipur

<b>Tehsildar, Diglipur</b>					
Sl. No.	Services/ Works being provided	Documents required	Officer (s) responsible for disposal of the services	Time frame for disposal	Appellate Officer
1.	Demarcation of land	a) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Application in a Plain Paper addressed to Tehsildar affixing a Court Fee stamp of 25 paise.</li> </ul> b) <u>Documents Required:-</u> <ul style="list-style-type: none"> <li>• Recent copies of Form F (Record Entry) land map.</li> <li>• Pay to fee Rs-10/- for house site.</li> <li>• Fee to pay Rs. 25/- fro agriculture land between 0 to 20 hect.</li> <li>• Fee to pay Rs. 50/- for Agriculture land between 2 hect to 4 hect.</li> </ul>	Tehsildar	30 days (Subject to whether Condition)	SDO (North Andaman)
2	Issue of Record of Rights	a) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- ID Proof.</li> <li>- Rs 50/- charged for per Sy. No.</li> <li>- Print out Rs.05/- (Per Page).</li> </ul>	Tehsildar	Instance	Tehsildar
3	Dependent Certificate	a) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Application.</li> <li>• Proof of Identity of the applicant such as Electoral photo identity card.</li> <li>Or</li> <li>• Islanders' identity card.</li> <li>Or</li> <li>• Passport.</li> <li>Or</li> <li>• Local certificate.</li> <li>Or</li> <li>• Family Identity card.</li> <li>• Affidavit.</li> </ul>	Tehsildar	15 days	AC (North Andaman)
4.	Residence Certificate	b) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- Phone No./ Contact No.</li> <li>- Purpose for applying.</li> <li>- Resident Proof.</li> <li>- ID Proof.</li> <li>- Local certificate.</li> </ul>	Tehsildar	15 days	AC (North Andaman)
5.	Senior Citizen Certificate	a) <u>How to Apply:</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- Phone No./ Contact No.</li> <li>- ID prove.</li> <li>- One copy recent colour passport size photo.</li> <li>- Age Proof- not less than 60 yrs.</li> <li>- Aadhar card not acceptable for Senior Citizen Certificate for the purpose of Age Prove only.</li> </ul>	Tehsildar	07 days	AC (North Andaman)

6	Income Certificate	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Govt. Servant or Not.</li> <li>- Proof of Residence.</li> <li>- ID Proof.</li> <li>- Age Proof.</li> <li>- A self declaration on plain paper stating the amount of Annual income &amp; purpose for certificate to be indicated.</li> <li>- Govt. Servant only produce Salary certificate/ Pay certificate.</li> </ul> </li> </ul>	Tehsildar	15 days	AC (North Andaman)
7	Solvency Certificate	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Purpose of applying solvency certificate.</li> <li>- ID proof.</li> <li>- Recent copies of RoR (Minimum six months before).</li> </ul> </li> </ul>	Tehsildar	10 days	SDO (North Andaman)
8	No Dues and Non-Encumbrance Certificate	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Purpose of applying No-Dues &amp; Non-Encumbrance certificate.</li> <li>- Power of attorney holder (Yes or No).</li> <li>- Power of attorney (In case the applicant power of attorney holder).</li> <li>- Land Revenue Receipt.</li> <li>- Recent copies of RoR (Minimum 03 months old).</li> <li>- Land Map (Old/ New not compulsory).</li> <li>- ID proof.</li> <li>- NOC from other recorded tenant are required except applicant (application to be submitted to Tehsildar).</li> </ul> </li> </ul>	Tehsildar	15 days	SDO (North Andaman)
9	Origin Certificate (Tamil/Malayalam/Telugu/Bengali)	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No. Contact No.</li> <li>- Birth place of the applicant.</li> <li>- Specify language apply for (Tamil, Telugu &amp; Malayalam).</li> <li>- Purpose of applying to Language Origin Certificate.</li> <li>- Address Proof.</li> <li>- School Certificates Proof.</li> <li>- ID Proof.</li> <li>- Self declaration of white paper.</li> </ul> </li> </ul>	Tehsildar	15 days	AC (North Andaman)
10	Other Backward Classes certificate	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Filed in prescribed application Form.</li> </ul> <p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>• 3 Passport size photographs of the applicant.</li> <li>• Proof of residence.</li> <li>• Proof of age like Birth certificate, Matriculation certificate or school leaving certificate.</li> <li>• Local certificate of the applicant and Parents.</li> <li>• Pension paper: if parents pensioner.</li> <li>• Family income Certificate from concerned Tehsildar, if applicant is not Govt. servant Pay Certificate, if Govt. Servant. Income Tax returns of last 3 years for businessman.</li> <li>• Family declaration entered in service book/affidavit.</li> <li>• Copy of Islander card.</li> </ul>	Tehsildar	30days	AC (North Andaman)

		<ul style="list-style-type: none"> <li>Recent copy of Form F and map/Land details.</li> <li>Affidavit on income/s, property /ies and number of family members</li> <li>Affidavit in token of which community belongs.</li> </ul>			
11	Family details certificate	<p>a) <u>How to apply:-</u></p> <ul style="list-style-type: none"> <li>Application in a Plain Paper address to Tehsildar stating the reason.</li> </ul> <p>b) <u>In case of new. Docs Req:-</u></p> <ul style="list-style-type: none"> <li>Death Certificate of the deceased concerned.</li> <li>Affidavit copy giving details of surviving descendants of deceased person.</li> <li>Proof of residence like ration Card.</li> <li>Proof of Identity such as Electoral Photo Identity card / Islander Identity card/Passport / Local certificate/ Birth certificate of all the children/legal heir relating to deceased.</li> </ul>	Tehsildar	30days	AC (North Andaman)
12	Un-Employment Certificate	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>Phone No./ Contact Number.</li> <li>Affidavit.</li> <li>Applicant Education qualification (Highest)/ Islander ID card/ Employment Registration Card.</li> <li>Purpose of issuing the Un-Employment Certificate.</li> <li>Local Certificate/ ID Card/ Certifies Certificate by Applicant concern area Pradhan.</li> </ul> </li> </ul>	Tehsildar	10 days	AC (North Andaman)
13	Local certificate	<p>a) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li><b><u>For Settler category-</u></b> <ul style="list-style-type: none"> <li>Phone No./ Contact No.</li> <li>Applicant Islander Identity Card.</li> <li>One copy recent colour passport size photo.</li> <li>Date of Birth prove.</li> <li>10<sup>th</sup> pass certificate/ any school certificate.</li> <li>Patta (RoR) which indicates the relationship to original settler.</li> <li>Family ration card.</li> <li>Any family member local.</li> </ul> </li> <li><b><u>For 10 years category-</u></b> <ul style="list-style-type: none"> <li>Phone No./ Contact No.</li> <li>10 years continue duration certificate..</li> <li>One copy recent colour passport size photo.</li> <li>Date of Birth prove.</li> <li>10<sup>th</sup> pass certificate/ any school certificate.</li> </ul> </li> </ul>	Tehsildar	30 days	AC (North Andaman)
14	Issue of Islander Identity card	<p>a) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>Copy of Parents islander Card</li> <li>Copy of a school certificate or</li> <li>Residence proof like Ration Card</li> <li>Proof of Identity (whose name are existing in the Data base only eligible)</li> </ul>	Tehsildar	10 days	AC (North Andaman)
15	Issue of Election identity card	<p>a) <u>Documents Required</u></p> <ul style="list-style-type: none"> <li>Filled in prescribed application Form 6. Affixed with One recent Passport size photo.</li> <li>Residence proof like ration Card.</li> <li>Age proof like Birth Certificate, Matriculation Certificate, Shool leaving certificate, Pension payment order if retired from service or any other age proof.</li> </ul>	Tehsildar	As per schedule issue by Election commissioner of India	AC (North Andaman)

16	Surrender of land	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Surrender statement from the person/tenant concerned.</li> <li>• Attested copy of Patta.</li> <li>• Record of Right (Form 'F')</li> <li>• Affidavit.</li> </ul>	Tehsildar	30 days	AC (North Andaman)
17	Occupancy right	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain Paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>• Copy of Record Entry and map.</li> </ul>	Tehsildar	45days	SDO (North Andaman)
18	Mutation of Land	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents require:-</u></p> <p><u>In case of inheritance</u></p> <ul style="list-style-type: none"> <li>• Copy of Land record.</li> <li>• Copy of death certificate.</li> <li>• Affidavit for family declaration on family known certificate.</li> </ul> <p><u>In case of Sale/Gift deed</u></p> <ul style="list-style-type: none"> <li>• Copy of land record.</li> <li>• Copy of sale / Gift deed.</li> </ul> <p><u>In case of will deed</u></p> <ul style="list-style-type: none"> <li>• Copy of will deed.</li> <li>• Copy of death certificate.</li> </ul>	Tehsildar	90days	SDO (North Andaman)
19	Land Valuation Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Recent copies of Form F and map.</li> <li>• Proof of residence like Ration card</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport.</li> <li>Or</li> <li>• Local certificate.</li> <li>Or</li> <li>• Family Identity card.</li> <li>• Copy of Power of Attorney in case application is made by the Power of attorney holder.</li> </ul>	Tehsildar	15 days	AC (North Andaman)

## Tehsildar, Rangat

<b>Tehsildar, Rangat</b>					
Sl. No.	Services/ Works being provided	Documents required	Officer (s) responsible for disposal of the services	Time frame for disposal	Appellate Officer
1.	Demarcation of land	a) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Application in a Plain Paper addressed to Tehsildar affixing a Court Fee stamp of 25 paise.</li> </ul> b) <u>Documents Required:-</u> <ul style="list-style-type: none"> <li>• Recent copies of Form F (Record Entry) land map.</li> <li>• Pay to fee Rs-10/- for house site.</li> <li>• Fee to pay Rs. 25/- fro agriculture land between 0 to 20 hect.</li> <li>• Fee to pay Rs. 50/- for Agriculture land between 2 hect to 4 hect.</li> </ul>	Tehsildar	30 days (Subject to whether Condition)	SDO (Middle Andaman)
2	Issue of Record of Rights	c) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- ID Proof.</li> <li>- Rs 50/- charged for per Sy. No.</li> <li>- Print out Rs.05/- (Per Page).</li> </ul>	Tehsildar	03days	Tehsildar
3	Dependent Certificate	b) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Application.</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders' identity card.</li> <li>Or</li> <li>• Passport.</li> <li>Or</li> <li>• Local certificate.</li> <li>Or</li> <li>• Family Identity card.</li> <li>• Affidavit.</li> </ul>	Tehsildar	15 days	AC (Middle Andaman)
4.	Residence Certificate	d) <u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- Phone No./ Contact No.</li> <li>- Purpose for applying.</li> <li>- Resident Proof.</li> <li>- ID Proof.</li> <li>- Local certificate.</li> </ul>	Tehsildar	15 days	AC (Middle Andaman)
5.	Senior Citizen Certificate	b) <u>How to Apply:</u> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>- Phone No./ Contact No.</li> <li>- ID prove.</li> <li>- One copy recent colour passport size photo.</li> <li>- Age Proof- not less than 60 yrs.</li> <li>- Aadhar card not acceptable for Senior Citizen Certificate for the purpose of Age Prove only.</li> </ul>	Tehsildar	07 days	AC(Middle Andaman)

6	Income Certificate	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Govt. Servant or Not.</li> <li>- Proof of Residence.</li> <li>- ID Proof.</li> <li>- Age Proof.</li> <li>- A self declaration on plain paper stating the amount of Annual income &amp; purpose for certificate to be indicated.</li> <li>- Govt. Servant only produce Salary certificate/ Pay certificate.</li> </ul> </li> </ul>	Tehsildar	15 days	AC (Middle Andaman)
7	Solvency Certificate	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Purpose of applying solvency certificate.</li> <li>- ID proof.</li> <li>- Recent copies of RoR (Minimum six months before).</li> </ul> </li> </ul>	Tehsildar	10 days	SDO (Middle Andaman)
8	No Dues and Non-Encumbrance Certificate	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Purpose of applying No-Dues &amp; Non-Encumbrance certificate.</li> <li>- Power of attorney holder (Yes or No.).</li> <li>- Power of attorney (In case the applicant power of attorney holder).</li> <li>- Land Revenue Receipt.</li> <li>- Recent copies of RoR (Minimum 03 months old).</li> <li>- Land Map (Old/ New not compulsory).</li> <li>- ID proof.</li> <li>- NOC from other recorded tenant are required except applicant (application to be submitted to Tehsildar).</li> </ul> </li> </ul>	Tehsildar	15 days	SDO (Middle Andaman)
9	Origin Certificate (Tamil/Malayalam/Telgu/Bengali)	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No. Contact No.</li> <li>- Birth place of the applicant.</li> <li>- Specify language apply for (Tamil, Telugu &amp; Malayalam).</li> <li>- Purpose of applying to Language Origin Certificate.</li> <li>- Address Proof.</li> <li>- School Certificates Proof.</li> <li>- ID Proof.</li> <li>- Self declaration of white paper.</li> </ul> </li> </ul>	Tehsildar	15 days	AC(Middle Andaman)

10	Other Backward Classes certificate	<p>c) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Filed in prescribed application Form.</li> </ul> <p>d) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>• 3 Passport size photographs of the applicant.</li> <li>• Proof of residence.</li> <li>• Proof of age like Birth certificate, Matriculation certificate or school leaving certificate.</li> <li>• Local certificate of the applicant and Parents.</li> <li>• Pension paper: if parents pensioner.</li> <li>• Family income Certificate from concerned Tehsildar, if applicant is not Govt. servant Pay Certificate, if Govt. Servant. Income Tax returns of last 3 years for businessman.</li> <li>• Family declaration entered in service book/affidavit.</li> <li>• Copy of Islander card.</li> <li>• Recent copy of Form F and map/Land details.</li> <li>• Affidavit on income/s, property /ies and number of family members</li> <li>• Affidavit in token of which community belongs.</li> </ul>	Tehsildar	30days	AC (Middle Andaman)
11	Family details certificate	<p>c) <u>How to apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain Paper address to Tehsildar stating the reason.</li> </ul> <p>d) <u>In case of new. Docs Req:-</u></p> <ul style="list-style-type: none"> <li>• Death Certificate of the deceased concerned.</li> <li>• Affidavit copy giving details of surviving descendants of deceased person.</li> <li>• Proof of residence like ration Card.</li> <li>• Proof of Identity such as Electoral Photo Identity card / Islander Identity card/Passport / Local certificate/ Birth certificate of all the children/legal heir relating to deceased.</li> </ul>	Tehsildar	30days	AC(Middle Andaman)
12	Un-Employment Certificate	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents. <ul style="list-style-type: none"> <li>- Phone No./ Contact Number.</li> <li>- Affidavit.</li> <li>- Applicant Education qualification (Highest)/ Islander ID card/ Employment Registration Card.</li> <li>- Purpose of issuing the Un-Employment Certificate.</li> <li>- Local Certificate/ ID Card/ Certifies Certificate by Applicant concern area Pradhan.</li> </ul> </li> </ul>	Tehsildar	10 days	AC(Middle Andaman)
13	Local certificate	<p>b) <u>How to Apply:</u></p> <ul style="list-style-type: none"> <li>• Citizen may visit any of the CSCs or ecorner near to his/her residence along with original record documents.</li> <li>• <b><u>For Settler category-</u></b> <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- Applicant Islander Identity Card.</li> <li>- One copy recent colour passport size photo.</li> <li>- Date of Birth prove.</li> <li>- 10<sup>th</sup> pass certificate/ any school certificate.</li> <li>- Patta (RoR) which indicates the relationship to original settler.</li> <li>- Family ration card.</li> <li>- Any family member local.</li> </ul> </li> <li>• <b><u>For 10 years category-</u></b> <ul style="list-style-type: none"> <li>- Phone No./ Contact No.</li> <li>- 10 years continue duration certificate..</li> <li>- One copy recent colour passport size photo.</li> <li>- Date of Birth prove.</li> <li>- 10<sup>th</sup> pass certificate/ any school certificate.</li> </ul> </li> </ul>	Tehsildar	30 days	AC (Middle Andaman)

14	Issue of Islander Identity card	<p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>• Copy of Parents islander Card</li> <li>• Copy of a school certificate or</li> <li>• Residence proof like Ration Card</li> <li>• Proof of Identity (whose name are existing in the Data base only eligible)</li> </ul>	Tehsildar	10 days	AC (Middle Andaman)
15	Issue of Election identity card	<p>b) <u>Documents Required</u></p> <ul style="list-style-type: none"> <li>• Filled in prescribed application Form 6. Affixed with One recent Passport size photo.</li> <li>• Residence proof like ration Card.</li> <li>• Age proof like Birth Certificate, Matriculation Certificate, School leaving certificate, Pension payment order if retired from service or any other age proof.</li> </ul>	Tehsildar	As per schedule issue by Election commissioner of India	AC (Middle Andaman)
16	Surrender of land	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Surrender statement from the person/tenant concerned.</li> <li>• Attested copy of Patta.</li> <li>• Record of Right (Form 'F')</li> <li>• Affidavit.</li> </ul>	Tehsildar	30 days	AC(MA) Rangat
17	Occupancy right	<p>c) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain Paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>d) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>• Copy of Record Entry and map.</li> </ul>	Tehsildar	45days	SDO (Middle Andaman)
18	Mutation of Land	<p>c) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>d) <u>Documents require:-</u></p> <p><u>In case of inheritance</u></p> <ul style="list-style-type: none"> <li>• Copy of Land record.</li> <li>• Copy of death certificate.</li> <li>• Affidavit for family declaration on family known certificate.</li> </ul> <p><u>In case of Sale/Gift deed</u></p> <ul style="list-style-type: none"> <li>• Copy of land record.</li> <li>• Copy of sale / Gift deed.</li> </ul> <p><u>In case of will deed</u></p> <ul style="list-style-type: none"> <li>• Copy of will deed.</li> <li>• Copy of death certificate.</li> </ul>	Tehsildar	90days	SDO (Middle Andaman)
19	Land Valuation Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Recent copies of Form F and map.</li> <li>• Proof of residence like Ration card</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport.</li> <li>Or</li> <li>• Local certificate.</li> <li>Or</li> <li>• Family Identity card.</li> <li>• Copy of Power of Attorney in case application is made by the Power of attorney holder.</li> </ul>	Tehsildar	15 days	AC(MA), Rangat



## Tehsildar, Mayabunder

1.	Issue of Record of Right and sketch map	<u>How to Apply:-</u> <ul style="list-style-type: none"> <li>• Application in a Plain Paper addressed to Tehsildar / Patwari affixing a Court Fee stamp of 25 paise with indicating name of tenant and survey number of land situated in respective village.</li> <li>• Each survey number/record will be charge 25/-</li> </ul>	Patwari	03days	Tehsildar
2.	Dependent Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders' identity card</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> <li>• Affidavit</li> </ul>	Tehsildar	15 days	AC(MA), Rangat
3.	Resident Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> </ul>	Tehsildar	15 days	AC(MA), Rangat
4.	Senior Citizen Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Two photographs of the applicant.</li> <li>• Proof of residence like Ration Card.</li> <li>• Age proof like birth certificate.</li> <li>Or</li> <li>• Matriculation certificate</li> <li>Or</li> <li>• School leaving certificate.</li> <li>Or</li> <li>• Pension payment order if retired from service.</li> <li>Or</li> <li>• Any other age proof.</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> </ul>	Tehsildar	07 days	AC(MA), Rangat

5.	Income certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Salary certificate from recent/current employer of employed.</li> <li>• Proof of residence like Family Identity card.</li> <li>• Affidavit declaring his annual income from all sources.</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> </ul>	Tehsildar	15 days	AC(MA), Rangat
6.	No-Dues and Non Encumbrance Certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Recent copies of Form F and map.</li> <li>• Proof of residence like Ration card</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> <li>• Copy of Power of Attorney in case application is made by the Power of attorney holder.</li> </ul>	Tehsildar	15 days	AC(MA), Rangat
7.	Land Valuation Certificate.	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Recent copies of Form F and map.</li> <li>• Proof of residence like Ration card</li> <li>• Proof of Identity of the applicant such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> <li>• Copy of Power of Attorney in case application is made by the Power of attorney holder.</li> </ul>	Tehsildar	15 days	AC(MA), Rangat
8.	Tamil/Malayalam/Telugu origin certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Local address proof like Ration card in A&amp;N Islands.</li> <li>• School Certificate from schools of A&amp;N Islands.</li> <li>• Proof of Identity issued by A&amp;N Administration such as</li> <li>• Electoral photo identity card.</li> <li>Or</li> <li>• Islanders identity card.</li> <li>Or</li> <li>• Passport</li> <li>Or</li> <li>• Local certificate</li> <li>Or</li> <li>• Family Identity card</li> <li>• Affidavit on the subject matter.</li> </ul>	Tehsildar	15 days	AC(MA), Rangat

9.	OBC	<ul style="list-style-type: none"> <li>• Prescribed format of Application dully filled in.</li> <li>• 4 Passport size photograph of the applicant.</li> <li>• Proof of residence like Family Identity card.</li> <li>• Proof of age like Birth certificate Or</li> <li>• Matriculation certificate Or</li> <li>• School leaving certificate</li> <li>• Local certificate of applicant and Parents.</li> <li>• Pension paper, if parents pensioner.</li> <li>• Death certificate, if parents expired.</li> <li>• Family income certificate from concerned Tehsildar, if applicant not Govt. Servant. Or</li> <li>• Pay certificate, if Govt. Servant. Or</li> <li>• Income Tax return of last 3 years for businessman.</li> <li>• Family declaration entered in service book/affidavit.</li> <li>• Copy of Islanders Identity card.</li> <li>• Recent copy of Form 'F' and map/Land details.</li> <li>• Parents income certificate.</li> <li>• Affidavit on income, properties and number of family members.</li> <li>• If Karen then community certificate to be enclosed.</li> </ul>	Tehsildar	30 days	AC(MA), Rangat
10.	Family details certificate	<p>a) <u>How to apply:-</u></p> <ul style="list-style-type: none"> <li>• Application in a Plain Paper address to Tehsildar stating the reason.</li> </ul> <p>b) <u>In case of new. Docs Req:-</u></p> <ul style="list-style-type: none"> <li>• Death Certificate of the deceased concerned.</li> <li>• Affidavit copy giving details of surviving descendants of deceased person.</li> <li>• Proof of residence like ration Card.</li> <li>• Proof of Identity such as Electoral Photo Identity card / Islander Identity card/Passport / Local certificate/ Birth certificate of all the children/legal heir relating to deceased.</li> </ul>	Tehsildar	30days	AC(Middle Andaman)
11.	Un-employment certificate	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Local Certificate.</li> <li>• Employment Registration card, if any.</li> </ul>	Tehsildar	07 days	AC(MA) Rangat
12.	Local certificate	<ul style="list-style-type: none"> <li>• Application in prescribed form.</li> <li>• a) For category of an old inhabitant 1a(i)(ii) &amp; (iii) <ul style="list-style-type: none"> <li>• Attested copy of school duration certificate.</li> <li>• Family Identity card.</li> <li>• Islanders Identity card.</li> <li>• Birth certificate</li> <li>• Matriculation pass certificate, if 10<sup>th</sup> pass.</li> <li>• Parents Local certificate or Land Records.</li> <li>• Photograph (4 copies).</li> </ul> </li> <li>• b) For settler category 1b(i) &amp; (ii) <ul style="list-style-type: none"> <li>• Attested copy of school duration certificate.</li> <li>• Family Identity card.</li> <li>• Islanders Identity card.</li> <li>• Birth certificate</li> <li>• Matriculation pass certificate, if 10<sup>th</sup> pass.</li> <li>• Parents Local certificate or Land Records.</li> <li>• Photograph (4 copies).</li> </ul> </li> <li>• c) For category-2 (Ten years continuous education in these Islands) <ul style="list-style-type: none"> <li>• Attested copy of School duration certificate (continue 10 years) &amp; Birth certificate.</li> <li>• 10<sup>th</sup> pass certificate.</li> <li>• Photograph (4 copies).</li> </ul> </li> </ul>	Tehsildar	15 days	AC(MA) Rangat

13.	Occupancy Right	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>Application in a Plain Paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>Copy of Record Entry and map.</li> </ul>	Tehsildar	45days	SDO (Middle Andaman)
14.	Surrender of land	<ul style="list-style-type: none"> <li>Application.</li> <li>Surrender statement from the person/tenant concerned.</li> <li>Attested copy of Patta.</li> <li>Record of Right (Form 'F')</li> <li>Affidavit.</li> </ul>	Tehsildar	30 days	AC(MA) Rangat
15.	Mutation of Land	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>Application in a Plain paper addressed to Tehsildar and affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents require:-</u></p> <p><u>In case of inheritance</u></p> <ul style="list-style-type: none"> <li>Copy of Land record.</li> <li>Copy of death certificate.</li> <li>Affidavit for family declaration on family known certificate.</li> </ul> <p><u>In case of Sale/Gift deed</u></p> <ul style="list-style-type: none"> <li>Copy of land record.</li> <li>Copy of sale / Gift deed.</li> </ul> <p><u>In case of will deed</u></p> <ul style="list-style-type: none"> <li>Copy of will deed.</li> <li>Copy of death certificate.</li> </ul>	Tehsildar	90days	SDO (Middle Andaman)
16.	Issue of Identity card.	<p>a) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>Copy of Parents islander Card</li> <li>Copy of a school certificate or</li> <li>Residence proof like Ration Card</li> <li>Proof of Identity (whose name are existing in the Data base only eligible)</li> </ul>	Tehsildar	10 days	AC (Middle Andaman)
17.	Issue of Election card	<p>a) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>Filled in prescribed application Form 6.</li> <li>Affixed with One recent Passport size photo.</li> <li>Residence proof like ration Card.</li> <li>Age proof like Birth Certificate, Matriculation Certificate, School leaving certificate, Pension payment order if retired from service or any other age proof.</li> </ul>	Tehsildar	As per schedule issue by Election commissioner of India	AC (Middle Andaman)
18.	Solvency certificate	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>Application in a Plain Paper addressed to Tehsildar affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>-Phone No./ Contact No.</li> <li>-Purpose of applying solvency certificate.</li> <li>-ID proof.</li> <li>-Recent copies of RoR (Minimum six months before).</li> </ul>	Tehsildar	10 days	SDO (Middle Andaman)
19.	Demarcation of land	<p>a) <u>How to Apply:-</u></p> <ul style="list-style-type: none"> <li>Application in a Plain Paper addressed to Tehsildar affixing a Court Fee stamp of 25 paise.</li> </ul> <p>b) <u>Documents Required:-</u></p> <ul style="list-style-type: none"> <li>Recent copies of Form F (Record Entry) land map.</li> <li>Pay to fee Rs-10/- for house site.</li> <li>Fee to pay Rs. 25/- fro agriculture land between 0 to 20 hect.</li> <li>Fee to pay Rs. 50/- for Agriculture land between 2 hect to 4 hect.</li> </ul>	Tehsildar	30 days (Subject to whether Condition)	SDO (Middle Andaman)