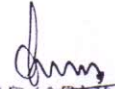
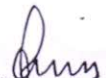


CITIZEN CHARTER- DEPUTY COMMISSIONER'S OFFICE

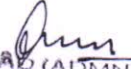
S.No	Services/ Works being Provided	Documents Required	Officer(s) Responsible for disposal of the services	Time frame for disposal	Appellate Officer
1	2	3	4	5	6
1	Grant of Bar Licence	<ul style="list-style-type: none"> • Application in Prescribed Form (Grant of Bar Licence under Andaman Excise Rules, 1934 addressed to the District Magistrate(N&MA), • 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 • Document of age proof (The applicant should be above 18 years of age.) • Recent copy of Land Record (Form F) and map duly attested. • Photographs of all rooms of the proposed Bar. • Clearance certificate from Andaman Fire Service(District Office). • Copy of Insurance made against fire and natural hazards. • 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. • Public Health Certificate from the Health Department. • Registration Certificates from the Health Department. • The applicant should have two years experience of hotel/tourism business(Copy of experience to be attached). • PAN Card • NOC from the landlord if the premises for the sale of liquor/beer is not owned by the applicant. • Copy of Income Tax returns. • Medical Fitness Certificate of Owner. • Affidavit as proofs in terms of guidelines No. 7 of order 4192 dated 18/11/2008. • Medical Fitness Certificate of employees. • Renewal:- 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. 	AC(HQ)	60 days	DC(N&MA)


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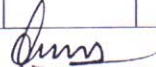
2	Society Registration	<ul style="list-style-type: none"> • Application in Plain Paper addressed to Registrar of Joint Stock Company (Deputy Commissioner(N&MA)) • Three Sets of Bye-Laws & Memorandum of Association duly signed by the first three members (with rubber seal) i.e., President, General Secretary and Treasurer on all pages • Challan payable if approved - ` 50/- <p>Eligibility:-</p> <ul style="list-style-type: none"> • Minimum seven(7) members of the governing body form a society. • Full address indicating village / ward / house no, if any, of all Executive members and Office bearers with signatures. • Full address of the society / organization indicating the place of function. • NOC of the house owner on a bond paper duly signed before Executive Magistrate, if the Society Office is functioning in private building. 	AC(HQ)	60 days	DC(N&MA)
3	Permit for Storing Diesel and Petrol	<ul style="list-style-type: none"> • Application in Prescribed (Form-IX) appended to Petroleum Rules, 2002 addressed to the Deputy Commissioner(N&MA), • Photograph of proposed outlet (post card size-2 copies) • 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 • NOC of the tenant if the business is intended to be carried out on the land / building of the tenant other than the applicant. • Recent copy of the land record (Form F) and map from where the business is intended to be carried out i.e. Sale / storage. • Challan payable if approved - ₹260/- 	AC(HQ)	30 days	DC(N&MA)
4	Permit for Sale & Stockage of Crackers/ Explosives	<ul style="list-style-type: none"> • Application in Prescribed form-4 addressed to the Deputy Commissioner(N&MA), (Form-4 as appended to Cracker / Explosive Act 1984.) • 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 • Description of place with proof of possession where the storage is intended to be carried out with sketch map. • NOC of the tenant if the business is intended to be carried out on the land / building of the tenant other than the applicant. • Recent copy of the Land Record (Form 'F') where business is intended to be carried out i.e., sale / storage. • Two recent passport size photographs. • 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 • License Fee ₹ 500/- (for 600 Kg) 	AC(HQ)	30 days	DC(N&MA)


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5	Sub-Division of Land	<ul style="list-style-type: none"> Application in Prescribed Format must be signed by all co-tenants addressed to the Deputy Commissioner(N&MA) affixing court fee ₹.0.75/- Recent Form-F Affidavit of all co-tenant / stake holder to the effect that all are interested for the subdivision. Sketch map proposing the sub-division with plotable data, duly signed by all concerned. Layout Plan indicating approach road etc 	Reader to DC(N&MA)	90 days (Subject to the submission of Sub-Division Report from the concerned S.D.O's in complete shape in a time bound manner)	DC(N&MA)
6	Sale Permission of Land	<ul style="list-style-type: none"> Application in Prescribed Format addressed to the Deputy Commissioner(N&MA) affixing court fee ₹.0.75/- Recent Form-F Map No Dues Certificates, Non-Encumbrances Certificate from the Tehsildar concerned. 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. 	Reader to DC(N&MA)	15 days	DC(N&MA)
7	Permit for earth cutting (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"> 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. Technical estimate showing the length, width and depth of the area where the earth cutting is proposed and where it is to be utilized. 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. Photographs of Extraction / Dumping Sites An affidavit stating that, during excavation/dumping, it will not pose any danger to life and property of any person in the vicinity. 	Reader to DC(N&MA)	30 days	DC(N&MA)
8	Correction of clerical error in Revenue Records	<ul style="list-style-type: none"> Application in Plain Paper affixing court fee ₹.0.75/- Recent Form-F and old Form-F. 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 An Affidavit The Affidavit must be published in any local News Paper. Copy of Newspaper so published in Newspaper Copies of Documents contains correct name 	Reader to DC(N&MA)	60 days	DC(N&MA)


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


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