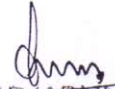
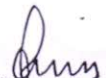


CITIZEN CHARTER- DEPUTY COMMISSIONER'S OFFICE

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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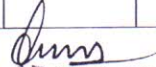
2	Society Registration	<ul style="list-style-type: none"> • Application in Plain Paper addressed to Registrar of Joint Stock Company (Deputy Commissioner(N&MA)) • Three Sets of Bye-Laws & Memorandum of Association duly signed by the first three members (with rubber seal) i.e., President, General Secretary and Treasurer on all pages • Challan payable if approved - ` 50/- • Eligibility:- • 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 (excluding the time taken to obtain report of Police Dept. CID)	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 Or ✓ Held an office under the Central Government or a state Government requiring special knowledge of law after enrolment as an advocate Or ✓ 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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