



CITIZEN'S/CLIENT'S CHARTER

FOR

OFFICE OF THE DEPUTY COMMISSIONER

NICOBAR DISTRICT

2013

Address : Car Nicobar
Pin: 744301

Phone No. : (1) 03193-265220
(2) 03193- 265566

Fax No. : 03193-265177

MAIN SERVICES

The Office of Deputy Commissioner, Nicobar District is committed to provide efficient public services in all matters assigned to the District Administration. The Office pledges its commitment to the transparent implementation of all welfare schemes, centrally sponsored programs for the welfare of the people. The details of services provided by the District Administration, contact details of the responsible officer, how to apply, documents required, fees if applicable and time prescribed for disposal are given hereunder:-

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
1.	Issue of Record of Right and Sketch Map	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents. 	<ul style="list-style-type: none"> Application with Details of Survey No., Area and Village etc. 	<ul style="list-style-type: none"> Court Fee of ` 0.25/- Prescribed fees as per ROR and Sketch Map 	07 days
2.	Dependent Certificate	1. Tehsildar/BDO, Car Nicobar Ph:- 265248 2. AC, Nancowrie Ph:- 263207 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar/BDO, Car Nicobar, AC Nancowrie & Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Application 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 Affidavit 	NA	15 days

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
3.	Resident Certificate	1. Tehsildar/BDO, Car Nicobar Ph:- 265248 2. AC, Nancowrie Ph: - 263207 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar /BDO, Car Nicobar, AC Nancowrie & Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Application 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 	NA	15 days
4.	Senior Citizen Certificate	1. Tehsildar/BDO, Car Nicobar Ph:- 265248 2. AC, Nancowrie Ph: - 263207 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar /BDO, Car Nicobar, AC Nancowrie & Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Application Two photographs of the applicant. Proof of residence like Ration Card Age Proof like Birth Certificate (OR) Matriculation Certificate (OR) School leaving certificate (OR) Pension Payment Order if retired from service (OR) or any other age proof. 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 		07 days

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
5.	Income Certificate	1. Tehsildar/BDO, Car Nicobar Ph:- 265248 2. AC, Nancowrie Ph: - 263207 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar /BDO, Car Nicobar, AC Nancowrie & Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Salary Certificate from recent/current employer if employed Proof of residence like Family Identity Card Affidavit declaring his annual income from all sources. 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 Age proof certificate 	Court Fee of ` 0.25/-	15 days
6.	No-Dues and Non-Encumbrance Certificate	Tehsildar, Campbell Bay Ph:- 03193 - 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Recent copies of Form F and map. Proof of residence like Ration Card Proof of Identity of the applicant such as Electoral Photo Identity card (OR) Islanders Identity Card (OR) Passport (OR) Local certificate. Copy of Power of Attorney, in case application is made by the Power of attorney holder 	Court Fee of ` 0.25/-	15 days

7.	Schedule Tribe Certificate	<p>1. Tehsildar/ BDO, Car Nicobar Ph:- 265248</p> <p>2. AC, Nancowrie Ph:- 263222</p> <p>3. Tehsildar, Campbell Bay Ph:- 264222</p>	<ul style="list-style-type: none"> • <u>At Car Nicobar</u> Application in prescribed Form addressed to the Tehsildar / BDO concerned alongwith necessary documents. • <u>At Nancowrie</u>, Application in prescribed Form addressed to the AC, Nancowrie, alongwith necessary documents. • <u>At Campbell Bay</u>, Application in prescribed Form addressed to the Tehsildar, Campbell Bay alongwith necessary documents. 	<ul style="list-style-type: none"> • Application duly filled in forwarded and recommended by Head of Tuhet and Village Headman and Tribal Council. • Birth Certificate or School Transfer Certificate (Proof of Age) • 03 Nos. Passport Size Photo • ST Certificate of Father & Mother or Brother & Sister. (OR) Islander Identity Card of Father & Mother • Tsunami Certificate of his/ her families • The application shall be signed by the Father/ Mother if child is below 15 years age. 	NA	15 days
----	---	---	---	---	----	---------

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
8.	Local Certificate	1. Tehsildar/ BDO, Car Nicobar Ph:- 265248 2. AC, Nancow rie Ph:- 263222 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Prescribed Form (Application form for the grant of Local Certificate) to AC, Nancowrie/Tehsildar/ BDO concerned 	<ul style="list-style-type: none"> Application Duly Filled in. (a) For Category of An Old Inhabitant- 1a(i)(ii) & (iii) Attested copy of School duration certificate or Family Identity Card. Islanders Identity Card Birth Certificate If 10th Pass, enclose certificate Parents Local Certificate or Land Records Photograph(4 copies) (b) For Settler Category- 1b(i) & (ii) Attested copy of School duration certificate or Family Identity Card. Islanders Identity Card Birth Certificate If 10th Pass, enclose certificate Parents Local Certificate or Land Records Photograph(4 copies) (c) For Category 2 (Ten years continuous education in these Islands) Attested copy of School duration certificate (continue 10 years) & Birth certificate 10th Pass certificate Photograph (4 copies). 	` 2/- for the Form as per prescribed	15 days

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
9.	OBC Certificate	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Prescribed Form (Application for Issuing Other Backward Classes(OBC) certificate in Andaman & Nicobar Islands, addressed to the Tehsildar, Campbell Bay concerned. 	<ul style="list-style-type: none"> Application duly filled in. 3 Passport size photograph of the applicant. Proof of residence like Family Identity Card Proof of age like Birth certificate (OR) Matriculation certificate (OR) School leaving certificate. Local certificate of the applicant and Parents. Pension paper: if parents pensioner. Death Certificate, if parents expired. Family Income Certificate from concerned Tehsildar, if applicant not Govt. Servant. (OR) Pay Certificate, if Govt. Servant. (OR) Income Tax returns of last 3 years for businessman Family declaration entered in service book/affidavit. Copy of Islanders Identity Card Recent copy of Form F and map/ Land details. Affidavit on income/s, property/ies and number of family members. If Karen then community certificate to be enclosed 	NA	20 days

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
10.	Family Details Certificate	1. Tehsildar/ BDO, Car Nicobar Ph:- 265248 2. AC, Nancow rie Ph:- 263222 3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar/BDO, Car Nicobar, AC Nancowrie & Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Death Certificate of the deceased concerned Affidavit giving details of surviving descendants of deceased person. Proof of residence like Family Identity Card Proof of Identity such as Electoral Photo Identity card <p style="text-align: center;">(OR)</p> Islanders Identity Card (OR) Passport (OR) Local certificate. (OR) Birth certificate of all the children (OR) Legal heir relating to deceased.	NA	15 days

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
11.	Land Valuation Certificate	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Application Record of Right (Form F) Location Map 	Court Fee of `0.25/-	15 days
12.	Occupancy Right	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Attested copy of Patta (or) Copy of Patta and Khasra entry book for the last 3 years. 	Court Fee of `0.25/-	30 days
13.	Surrender of land	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Surrender statement from the person/tenant concerned. Attested copy of Patta. Record of Right (Form F) Affidavit 	Court Fee of `0.25/-	15 days
14.	Mutation of Land	Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Tehsildar, Campbell Bay concerned along with necessary documents. 	<ul style="list-style-type: none"> Record of Right (Form F) Sale Deed/Gift Deed/Legal Heirs etc, Death Certificate Islanders Identity Card Family Identity Card 	Court Fee of `0.25/-	45 days

Details of Services provided and contact details of the responsible officer

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
15.	Sub Division of Land	<p>Ravi Kumar, LGC AC (HQ), Car Nicobar Ph:-265566</p> <p>Deputy Commissioner's Office, Nicobars Ph:-265220</p>	<ul style="list-style-type: none"> Application in Prescribed Format must be signed by all co-tenants addressed to the Deputy Commissioner (Nicobar District) affixing court fee `0.75/-, along with necessary documents. 	<ul style="list-style-type: none"> Application duly filled in. Recent copy of Record of Right (Form 'F') Affidavits 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. 	Court fee of `0.75/-.	90 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
16.	Sale Permission of Land	<p>Ravi Kumar, LGC AC (HQ), Car Nicobar Ph:-265566</p> <p>Deputy Commissioner's Office, Nicobars</p>	<ul style="list-style-type: none"> Application in Prescribed Format addressed to the Deputy Commissioner (Nicobar District) affixing court fee `0.75/-, along with necessary documents. 	<ul style="list-style-type: none"> Application Duly Filled in. Record of Right (Form F) Map of land. No Dues Certificates from various Departments i.e., SBI, A&N State Co-Operative Bank, Pradhan, Co-Operative Societies, Tehsildar concerned Non-encumbrance certificate from Tehsildar and An Affidavit. 	Court fee of ` 0.75/-	15 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
17.	Correction of clerical error in Revenue Records	<p style="text-align: center;">Tehsildar, Campbell Bay Ph:- 264222</p> <p style="text-align: center;">Ravi Kumar, LGC DC Office, Car Nicobar</p>	<ul style="list-style-type: none"> • Application in Plain Paper addressed to the Tehsildar, Campbell Bay affixing court fee ` 0.75/-, along with necessary documents. 	<ul style="list-style-type: none"> • Application. • Record of Right (Form 'F') • Patta Pass Book • Family Identity Card • Islander Identity Card • Local Certificate • EPIC Card • Birth Certificate • The matter must be published in any local news paper. 	Court fee of ` 0.75/	60 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
18.	Diversion of Land	Sub-Divisional Officer (AC, Campbell Bay) Campbell Bay Ph:- 264264	Application in Prescribed Form 'A' addressed to <ul style="list-style-type: none"> • the Sub-Divisional Officer(AC, Campbell Bay) for Campbell Bay Sub-division 	<ul style="list-style-type: none"> • Application Duly Filled in. • Copy of Form 'A' • Record of Right • Affidavit declaring intending purpose of diversion. 	<ul style="list-style-type: none"> • Court fee of ` 0.75/- and • The Diversion Fee will be calculated on the basis of area per sq mtr and location i.e., Urban & Rural Area 	30 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
19.	Registration of Society under Society Registration Act, 1860	Assistant Commissioner(HQ), Car Nicobar 265566 Deputy Commissioner's Office, Nicobar District Ph: 03193- 265520	<ul style="list-style-type: none"> Application on Plain Paper addressed to Registrar of Joint Stock Companies (Deputy Commissioner (Nicobars)), along with necessary documents. 	<ul style="list-style-type: none"> Application in a plain paper. 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. <p>Eligibility:-</p> <ul style="list-style-type: none"> Minimum seven (07) 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 functioning <p>NOC of the building owner on a bond paper duly signed before Executive Magistrate, if the Society Office is functioning in private building.</p>	Challan payable ` 50/-	60 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
20.	Permit for Sale & Stockage of Crackers/ Explosives Under Explosive Act, 1984	Assistant Commissioner(HQ), Car Nicobar 265566 Deputy Commissioner's Office, Nicobar District Ph: 03193- 265520	<ul style="list-style-type: none"> Application in Prescribed Form- AE-5 addressed to the District Magistrate (Nicobars), Car Nicobar along with necessary documents. (Form-4 as appended to Cracker / Explosive Act 1984.) 	<ul style="list-style-type: none"> Application Duly Filled in. 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 A certificate of verification of character & Antecedents from Dy. Superintendent of police of the area. NOC from fire Department. Report of Tehsildar (to be obtained by the DC Office). 	Licence Fee ' 500/- (for 600 Kg)	30 days

Sl. No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
21.	Permit for Sale, Stock or exhibits for sale or distribution of insecticides, under insecticides Rules 1971	<p>Assistant Commissioner(HQ), Car Nicobar 265566</p> <p>Deputy Commissioner's Office, Nicobar District Ph: 03193- 265520</p>	<ul style="list-style-type: none"> • Application in Prescribed (Form - VI of Insecticides Rule 1971), addressed to the Deputy Commissioner (Nicobars), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> • Application Duly Filled in. • Principle Certificate issued by the authorized dealer in Form-VI D. • List of Products • Two recent passport size photographs. • 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 from where the sale depot would operate with sketch map. • NOC of the tenant if the business is intended to be carried out on the land / building of persons other than the applicant. • 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 • Photo of shop/ Built up Structure. • Specific NOC from Agriculture Department (District). 	<p>`100/- per item (Rural)</p> <p>`500/- per item (Urban)</p>	45 days

				<p><u>Tehsildar/BDO report (to be obtained by DC Office)</u></p> <ul style="list-style-type: none">• Name, address and status of the applicant.• Whether, shop in running in a cemented building.• Whether proper ventilation is available in shop.• Any food articles & water stored within the building for public.• Status of land use.		
--	--	--	--	--	--	--

Sl.No	Services	Contact Details of the Responsible Officer	Whom/ How to apply	Documents Required	Fee	Time prescribed for disposal
22.	Permit for Storing Diesel and Petrol	<p>Assistant Commissioner(HQ), Car Nicobar 265566</p> <p>Deputy Commissioner's Office, Nicobar District</p> <p>Ph: 03193- 265520</p>	<ul style="list-style-type: none"> Application in Prescribed (Form-IX) appended to Petroleum Rules, 2002 addressed to the District Magistrate (Nicobar District), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> Application Duly Filled in. Photograph of proposed outlet (post card size-2 copies) Proof of Identity of the applicant such as <ul style="list-style-type: none"> 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. NOC from fire Department. A certificate of Verification of Character & Antecedents from area Dy. Superintendent of police of the District. Report of Tehsildar (to be obtained by DC Office). 	` 260/-	30 days

Sl.No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
23.	Grant of Bar Licence, Under Andaman Excise Rules & Policy 1934	<p>Assistant Commissioner(HQ), Car Nicobar 265566</p> <p>Deputy Commissioner's Office, Nicobar District</p> <p>Ph: 03193- 265520</p>	<ul style="list-style-type: none"> Application in Prescribed Form (Grant of Bar License under Andaman Excise Rules, 1934) addressed to the District Magistrate (Nicobar District), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> Application Duly Filled in. 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. Fire Clearance certificate from Andaman Fire Service. 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 	<p>Licence fee</p> <p>Form C1- `2500/- p.a.</p> <p>Form B1- `50,000/- p.a.</p> <p>Form B2- `15,000/- p.a.</p> <p>Form B3- `5000/- p.a.</p> <p>(As per new Excise Policy effective from 01/04/2013)</p>	60 days

				<p>by respective area Pradhan.</p> <ul style="list-style-type: none"> • 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). • Copy of 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. • A Verification report of Character & Antecedents from Area Dy. Superintendent of police. • Tehsildar report to be obtained by department. <p>Renewal: - The applicant may apply on a plain paper along with its original licence, Fire Clearance Certificate, Sanitary and Hygiene Certificate, Standard Fire and special Insurance Policy before the expiry of his licence.</p>		
--	--	--	--	---	--	--

Sl.No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
24.	Grant of Arms Licence	Assistant Commissioner(HQ), Car Nicobar 03193 - 265566 Shri Ravi Kumar, LGC	<ul style="list-style-type: none"> Application in Prescribed Form 'A' addressed to the District Magistrate (Nicobar District), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> Application Duly Filled in. Proof of permanent residential address. Affidavit about Necessity of the Arms. A Verification report of Character & Antecedents from Area Superintendent of police and Dy. SP (CID). (to be obtained by DC Office) 	As prescribed under Arms Act, 1959 and Rules framed there under.	60 days (excluding the time taken to obtain report of Police department and CID)
25.	Notary licence (Recommendation to be furnished to the A&N Administration)	Assistant Commissioner(HQ), Car Nicobar 03193 - 265566 Shri Ravi Kumar, LGC	<ul style="list-style-type: none"> Application in Prescribed FORM I addressed to the District Magistrate (Nicobar District), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> Application Duly Filled in. Proof of educational qualification, certificate showing proof of enrolment as an advocate. NOC from the concerned Bar Association. A Verification report of Character & Antecedents from Area Dy. Superintendent of police. (to be invited by Department) Notice for claims & objection (to be invited by Department) <p><i>Remarks</i> All completed documents are forwarded to law departments at Pot Blair for holding Personal Interview</p>	500/- for initial five years.	60 days (Depending on approval of Competent Authority)

				<p>Renewal: The applicant may apply before 02 months of the expiry of his licence/certificate in a plain paper along with the returns filed by him based on practice for the period.</p>		
--	--	--	--	---	--	--

Sl.No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
26.	Grant of NOC to crusher unit.	<p>Assistant Commissioner(HQ), Car Nicobar</p> <p>03193 - 265566</p> <p>Shri Ravi Kumar, LGC</p>	<ul style="list-style-type: none"> Application in Prescribed Format addressed to the Deputy Commissioner (Nicobar District), Car Nicobar along with necessary documents. 	<ul style="list-style-type: none"> Application duly filled in. Sketch map of the subject land. Record of Right of the subject land (Form F) Lay out plan of the proposed crusher unit duly signed by the applicant. <p>Remarks: Land status report in terms of the guidelines for setting up of SCU in A&N Islands is obtained from the concerned Tehsildar alongwith recommendation and the cases complying with the said guidelines are forwarded to the Pollution Control Committee, Port Blair for consideration of grant of NOC to the applicant.</p> <p>Renewal: The applicant may apply on a plain paper directly to the Member Secretary, Pollution Control Committee, A&N Administration alongwith necessary land documents and a copy of the NOC issued earlier.</p>	NA	30 days

Details of Services provided at Assistant Commissioner Office and Tehsil

Sl.No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
27.	Marriage Registration	<p>Assistant Commissioner (HQ), Car Nicobar Ph:- 03193-265566</p> <p>Assistant Commissioner Nancowrie Ph:- 03193- 263222</p> <p>Assistant Commissioner Campbell Bay Ph:-03193-264264</p>	<p>Application in Prescribed Form</p> <ul style="list-style-type: none"> ➤ □Form-IV Application for Registration of Marriage Act 154 (XLIII of 1954) (See Rule 7(a)) ➤ □The Notice of Intended Marriage as per The Second Schedule(See Section 5) addressed to the ➤ □Registrar of Marriage, Assistant Commissioner (HQ), Car Nicobar for Car Nicobar Sub-division/ Assistant Commissioner, Nancowrie for Nancowrie Sub-division & Assistant Commissioner, Campbell Bay for Campbell Bay Sub-division. <p>After the expiry of thirty day from the date of notice of an intended marriage has been published the marriage may be solemnized (if any objections are not given by anyone within this period).</p> <p><u>Declaration by parties and witness:-</u> Before the marriage is solemnized the parties and three witness shall, in the presence of the marriage officer, sign a declaration in the form specified in the 'thirds Schedule' to this Act. And the declaration shall be counter signed by the marriage officer.</p>	<ul style="list-style-type: none"> • Application Duly Filled in. • 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 • Age Proof of both partner like Birth Certificate (OR) Matriculation Certificate (OR) School leaving Certificate. • Wedding Card, Nikaah Naama/Marriage Certificate • 2 passport size photographs of both (Bride & Bridegroom) with three stamp size photo to be physically present before the Marriage Officer along with witness and proof must sign before the Marriage Officer at the time of application and registration. • Individual Affidavit from both of them as prescribed. 	Challan payable- ` 50/-	30 days (after the expiry of notice period)

				<ul style="list-style-type: none">• Challan payable Rs. 3/- for every notice of intended marriage or application for the registration of marriage.• NOTE:• Male should be above 21 years and female should be above 18 years.• Both should be unmarried for fresh marriages.• Both should be unrelated.• Three Witnesses to be present at the time of solemnization of marriage.• Challan payable Rs. 50/- at the time of solemnization/ registration of marriage.• Sign the register after 30 days Notice Period in the Registrar Office along with three witness with Identity proof.• Request of marriage registration will be cancelled after expiry of 3 months, if parties do not come for Registration.		
--	--	--	--	---	--	--

Sl. No	Services	Contact Details of the Responsible Officer	How to apply	Documents Required	Fee	Time prescribed for disposal
28.	RTI Act, 2005	<ul style="list-style-type: none"> ➤ Public Information Officer for Car Nicobar (Assistant Commissioner, (HQ), Car Nicobar Ph:-03193-265566 ➤ ☐ Public Information Officer for Nancow rie (Assistant Commissioner, Nancow rie) Ph:-03193-263222 ➤ ☐ Public Information Officer for Campbell Bay (Assistant Commissioner, Campbell Bay) Ph:-03103 -264264 	<p>Application in Prescribed Form 'A' with application fee addressed to</p> <ul style="list-style-type: none"> ➤ ☐ the Public Information Officer (AC (HQ), C/N) for Car Nicobar Sub-division. ➤ the Public Information Officer (AC, Nancow rie) for Nancow rie Sub-division. ➤ The Public Information Officer (AC, Campbell Bay) for Campbell Bay Sub-division. ➤ PIO→DA→ Concerned Authority for Information/ Providing Documents → ` 2/- per page for providing additional information / document to the applicant 	<ul style="list-style-type: none"> • Application duly filled in. 	` 10/-	30 days

29.	Loud Speaker Permission	<p>AC(HQ), Car Nicobar Ph:- 03193-265566</p> <p>AC, Nancowrie Ph:-03193-263222</p> <p>AC, Campbell Bay Ph:-03193-26426</p>	<p>Application in Prescribed Form 'A' addressed to</p> <ul style="list-style-type: none"> The Sub-Divisional Magistrate (AC (HQ), C/N), for Car Nicobar Sub-division. The Sub-Divisional Magistrate (AC, Nancowrie) for Nancowrie Sub-division. The Sub-Divisional Magistrate (AC, Campbell Bay) for Campbell Bay Sub-division. 	<ul style="list-style-type: none"> Application duly filled in. Recommendation of SHO concerned. 	Per licence ` 5/-	07 days
30.	Permit for Earth Cutting (For Private Land Development)	<ol style="list-style-type: none"> DC, Nicobars Ph:-265220 AC (HQ) Car Nicobar Ph:-265566 AC, Campbell Bay Ph:-264264 Tehsildar Campbell Bay Ph:- 264222 	<ul style="list-style-type: none"> Application in Plain Paper addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents. 	<ul style="list-style-type: none"> Application. Record of Right (Form 'F') Map No Objection Certificate from the recorded tenant in the shape of affidavit with NOC from neighbouring tenants from where the earth cutting is to be done. NOC from the recorded tenant in whose land the earth will be dumped. 		45 days

31.	Setting Apart of Land	<ol style="list-style-type: none"> 1. DC, Nicobars Ph:-265220 2. AC (HQ) Car Nicobar Ph:-265566 3. AC, Campbell Bay Ph:-264264 4. Tehsildar Campbell Bay Ph:- 264222 	<ul style="list-style-type: none"> • Application in Plain Paper addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents. 	<ul style="list-style-type: none"> • Application. • Tehsildar concerned will provide the required form & certificate. • Affidavit. 	NA	45 days
32.	Demarcation of Land	<p style="text-align: center;">Tehsildar Campbell Bay Ph:- 264222</p>	<p>Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</p>	<ul style="list-style-type: none"> • Record of Right (Form 'F') • Applicant required to demarcation fees as per LR. 	<p style="text-align: center;">Court Fee of Re 0 .25/-</p>	<p>07 days (within this time date for demarcation will be fixed)</p>

33.	Tribal Pass	<p>Assistant Commissioner (HQ), Car Nicobar</p> <p>Ph:- 03193-265566</p> <p>Assistant Commissioner, Nancowrie</p> <p>Ph:- 03193- 263222</p> <p>Assistant Commissioner, Campbell Bay</p> <p>Ph:-03193-264264</p>	<p><u>Fresh Tribal Pass:-</u></p> <p>Application in Prescribed (Form-A) for Fresh Tribal Pass under Section 7 of the Andaman and Nicobar Islands (Protection of Aboriginal Tribes) Regulation, 1956 addressed to the Deputy Commissioner, Nicobars along with necessary documents.</p> <p><u>Renewal Tribal Pass:-</u></p> <p>Application in Prescribed (Form-D) for renewal of Tribal Pass for entry into the reserved area under rule 5 (2) of the Andaman and Nicobar Island (Protection of Aboriginal Tribes) Rules, 1957 addressed to the Deputy Commissioner, Nicobars along with necessary documents.</p>	<ul style="list-style-type: none"> ➤ Application duly filled in. ➤ Form- A for Fresh Tribal Pass & Form- D for Renewal of Tribal Pass. ➤ 02 Passport size photo for Fresh Tribal Pass & Renewal of Tribal Pass. ➤ Proof of Identity of the applicant such as Electoral Photo Identity Card (OR) Islanders Identity Card (OR) Local certificate. ➤ Submit the certificate from the Assistant Engineer if the applicant is working under the Contractor/ under the Construction Firm of MES/Air force/ Agency/ Contractor in Car Nicobar /Nancowrie/ Campbell Bay. 	Per Tribal Pass ` 5/-	15 Days
-----	--------------------	---	--	---	-----------------------	---------

				<p>➤ For Shopkeepers, submit the Shop License of the Land Owner/Proprietor and recommendation letter from the Land Owner /Proprietor with signature on the application.</p>		
--	--	--	--	---	--	--

NOTE: The general public is advised to submit their applications for above mentioned services with complete documents in the respective Tehsil office/BDO Office of Car Nicobar, Nancowrie and Campbell Bay and in other cases in the office of Assistant Commissioner (HQ), Car Nicobar, Assistant Commissioner, Nancowrie and Assistant Commissioner, Campbell Bay or at Deputy Commissioners Office, Car Nicobar. The public/ applicants should ensure that their applications are submitted alongwith documents given in the Citizen Charter.

Further, the time taken by this office for obtaining report from other Department/Departments (Police/Fire/Agriculture etc.) shall be excluded from the time mentioned in the citizen charter.

Grievances Redressal Mechanism/Complaint Mechanism

The office of Deputy Commissioner, Nicobars will ensure that all the above mentioned services are provided to the applicants within the stipulated time as indicated in the citizen charter. However in case of delay or denial of any service by the office functionaries the general public/applicants can meet Tehsildar/BDO Assistant Commissioner or Deputy Commissioner after the stipulated time.

The public/applicants can contact the officers on any working day during 12.00 to 1.00 O'clock in the offices as indicated below.

1. Deputy Commissioner, Nicobar District at DC's Office, Car Nicobar.
2. Assistant Commissioner (HQ), Car Nicobar at AC's Office, Car Nicobar.
3. Assistant Commissioner, Nancowrie at AC's Office, Nancowrie.
4. Assistant Commissioner, Campbell Bay at AC's Office, Campbell Bay.
5. Tehsildar/ BDO at BDO Office, Car Nicobar.
6. Tehsildar at Campbell Bay Tehsil Office.

The revenue officers have been directed to dispose off these applications within stipulated time as indicated above. For grievances redressal following process would be adopted:

1. In case the work of public is not done within stipulated time given in the Citizen Charter the grievance should be brought to the notice of respective Tehsildar/BDO of the Tehsil. The Tehsildar shall hear his/her case and shall dispose of the matter within 15 days.
2. The Assistant Commissioner shall hear his/her case and shall dispose of the matter within 15 days in case the applicant is not satisfied with the grievance redressed at Tehsil office.
3. In case the work is not disposed of within stipulated time, the public can approach the Deputy Commissioner who will dispose of the matter in 15 days.
4. In case the grievance is not disposed by the Deputy Commissioner within the stipulated time, the public/applicant can approach the Secretary (Rev.) or the Chief Secretary, A&N Administration.

All revenue officers shall maintain a grievance register and shall redress it on a particular date in every week.

SAKSHI MITTAL, IAS
Deputy Commissioner
Nicobar District