

## MODEL CITIZEN CHARTER

### TEHSILDAR 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>Issue of Certified Copy Record of Right and Sketch Map</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/- with Details of Survey No., Area and Village etc	Tehsildar, Diglipur, Mayabunder and Rangat	07 days	DC(N&MA)
	(Record of Rights under section 83,84 and 85 of A N LR & LRR 1966)	Copy of provision of ROR if available			
		Prescribed fees as per ROR and Sketch Map			
2	<b>Dependent Certificate</b>	Application in Plain Paper	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(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			
		Affidavit			

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3	<b>Resident Certificate</b>	Application in Plain Paper	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(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			
4	<b>Senior Citizen Certificate</b>	Application in Plain Paper	Tehsildar, Diglipur, Mayabunder and Rangat	07 days	DC(N&MA)
	(Certificate given to Senior Citizen for availing concession)	Two photographs of the applicant.			
		Proof of residence like Family Identity Card			
		Age Proof like Birth Certificate (OR) Matriculation Certificate (OR) School leaving Certificate (OR) Pension Payment Order if retired from service 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			

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5	<b>Income Certificate</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
	(Certificate showing Income/ Head of Family Annual Income)	Salary Certificate from recent/current employer			
		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 like Birth Certificate (OR) Matriculation Certificate (OR) School leaving Certificate (OR) Pension Payment Order if retired from service or any other age proof.			

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6	<b>Solvency Certificate</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	07 days	DC(N&MA)
		Proof of residence like Family Identity Card			
		Recent 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			
7	<b>No-Dues Certificate</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
	(Certificate for No-Dues on Land/Rvenue/Loan)	Recent Form-F and Map/ Land Revenue Receipt			
		Proof of residence like Family Identity Card			
		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			
		Copy of Power of Attorney, in case application is made by the Power of attorney holder			

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8	<b>Non-Encumbrance Certificate</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
	(Certificate showing Land is not encumbered)	Recent Form-F and Map/ Land Revenue Receipt			
		Proof of residence like Family Identity Card			
		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			
		Copy of Power of Attorney, in case application is made by the Power of attorney holder			
9	<b>Tamil / Malayalam / Telugu Origin Certificate</b>	Application in Plain Paper	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
		Local address proof like Ration Card in A&N Islands			
		School Certificate from schools of A&N Islands			
		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 on the subject matter			

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10	<b>Other Backward Community (OBC)</b>  (Certificate issued to person other than creamy layers of notified committee)	Duly filled in Prescribed Application Form  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 a Govt. Servant (OR) Pay Certificate, if Govt. Servant	Tehsildar, Diglipur, Mayabunder and Rangat	20 days	DC(N&MA)

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	<b>Other Backward Community (OBC)</b>	(OR) Income Tax returns of last 3 years for businessman			
	(Certificate issued to person other than creamy layers of notified committee	Family declaration entered in service book/affidavit.			
		Copy of Islanders Identity Card			
		Recent Form-F and Map			
		Affidavit on income/s, property/ies and number of family members			
		If Karen then community certificate to be enclosed			
11	<b>Family Details Certificate</b>	Death Certificate of the deceased concerned	Tehsildar, Diglipur, Mayabunder and Rangat	20 days	DC(N&MA)
		Affidavit copy giving details of surviving descendants of deceased person			

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	<b>Family Details Certificate</b>	Proof of residence like Family Identity Card			
		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 of all the children (OR) Legal heir relating to deceased			
12	<b>Un-employment Certificate</b>	Local Certificate			
		Employment Registration Card, if any	Tehsildar, Diglipur, Mayabunder and Rangat	7 days	DC(N&MA)

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13	<b>Local Certificate</b>	Duly filled in Prescribed Application Form. Fee ₹2/- for the Form	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
	(Issued to the bonafide resident as per order of the MHA)	<b><u>For Category An Old Inhabitant- 1a(i)(ii) &amp; (iii)</u></b>			
		Attested copy of School duration certificate or Family Identity Card.			
		Islanders Identity Card			
		Birth Certificate			
		If 10 <sup>th</sup> Pass, enclose certificate			
		Parents Local Certificate or Land Records			
		Photograph(4 copies)			

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	<b>Local Certificate</b>	<b><u>For Settler Category- 1b(i) &amp; (ii)</u></b>			
	(Issued to the bonafide resident as per order of the MHA)	Attested copy of School duration certificate or Family Identity Card			
		Islanders Identity Card			
		Birth Certificate			
		If 10 <sup>th</sup> Pass, enclose certificate			
		Parents Local Certificate or Land Records			
		Photograph(4 copies)			
		<b>For Category 2 (Ten years continuous education in these Islands)</b>			
		Attested copy of School duration certificate (continue 10 years) & Birth certificate			
		10 <sup>th</sup> Pass certificate			
		Photograph(4 copies)			

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14	<b>Land Valuation Certificate</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
	(Certificate showing the land value of the Land)	Recent Form-F and Map			
		Location Map			
15	<b>Occupancy Right</b>	Application in Plain Paper Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	30 days	DC(N&MA)
		Attested copy of Patta (OR) Copy of Patta and Khasra entry book for the last 3 years			

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16	<b>Surrender of land</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-  Surrender statement from the person / tenant concerned.  Attested copy of Patta.  Recent Form-F  Affidavit	Tehsildar, Diglipur, Mayabunder and Rangat	15 days	DC(N&MA)
17	<b>Mutation of Land</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-  Recent Form-F  Sale Deed/ Gift Deed/Legal Heirs etc,	Tehsildar, Diglipur, Mayabunder and Rangat	45 days	DC(N&MA)
	(Mutation u/s 85 of A N L R & LRR 1966)				

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		Death Certificate			
		Islanders Identity Card			
		Family Identity Card			
18	<b>Demarcation of Land</b>	Application in Plain Paper affixing Court Fee of ₹ 0.25/-	Tehsildar, Diglipur, Mayabunder and Rangat	30 days	DC(N&MA)
	(Demarcation of the boundary u/s 99 of A N L R & LRR 1966)	Recent Form-F			
		Fees:- For House Site ₹ 10/-; Agricultural Land upto 2 hectares ₹ 2 Agricultural land between 2 hectares and 4 hectares ₹ 50/-			

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19	<b>Islanders Identity Card</b>	Persons enrolled in the Islanders Identity Card Database and has attained the age of 15 years are eligible for photography and issuance of Card.	Tehsildar, Diglipur, Mayabunder and Rangat	15days	DC(N&MA)
		Copy of Local Certificate proof of category			
		Proof of Islanders Identity Card issued to other family members			
		Birth Certificate, School Certificate			
		Family Identity Card			
		PAN Card			