



GOVERNMENT OF PONDICHERRY

CITIZENS' CHARTER

2002

REVENUE DEPARTMENT

PONDICHERRY

CITIZENS' CHARTER

The Revenue Department comprising of Revenue, Survey Settlement, Registration and Excise Wings provides a myriad of valuable services to the public of the Union Territory of Pondicherry. The Department shoulders the responsibility for rendering a variety of time-bound services as briefly indicated below:—

- (i) **Issue of the following certificates:**
 - (a) Nationality
 - (b) Community
 - (c) Nativity / Residence
 - (d) Solvency
 - (e) Income, etc.
- (ii) **Patta Transfer / Mutation.**
- (iii) **Survey, Measurement and Settlement of Land.**
- (iv) **Fixation of Fair Rent.**
- (v) **Implementation of Tenancy Laws.**
- (vi) **Distribution of Ceiling Surplus Land.**
- (vii) **Assignment of House-site Patta / Cultivable Land.**
- (viii) **Registration of Documents / Marriages / Chits.**
- (ix) **Verification of Weights and Measures.**
- (x) **Issue of Licence for Certain Profession:**
 - (a) Licence for Cinema Theatres.
 - (b) Pawn Broker's Licence.
 - (c) Licence under Arms Act.

- (d) Licence / N.O.C. under Explosive Act.
- (e) Money Lenders' Licence.
- (f) N.O.C. under Petroleum Act, etc.

(xi) **Conduct of Elections to Parliament and Legislative Assembly:**

- (a) Registration of Names in Electoral Roll.
- (b) Inclusion or Deletion of Names from the Electoral Roll.
- (c) Supply of Copies of Electoral Roll.

2. Further, the Revenue Department rushes to provide relief/rescue in times of natural calamities like drought, flood, cyclone, fire, etc. with the following services:

- (a) Evacuation to safe places;
- (b) Feeding of affected people during the period of calamity;
- (c) Financial help in construction of damaged huts.

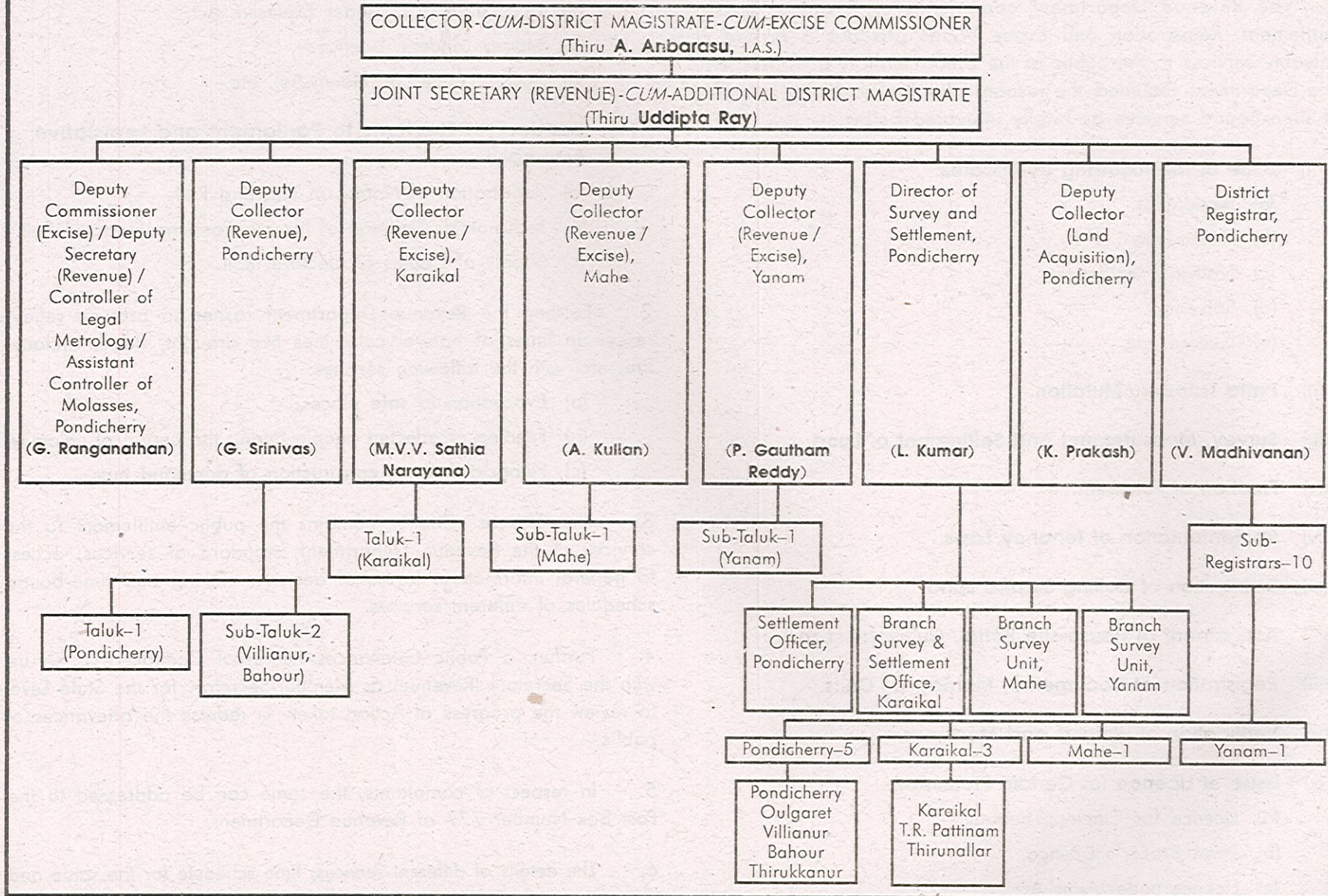
3. The Citizens' Charter contains the public entitlement to the services of the Revenue Department, standard of services, access to general information, layers of decision making and time-bound schedules of different services.

4. Further, a Public Grievances Redressal Committee is set-up with the Secretary (Revenue) as Member-Secretary for the State Level to review the progress of Action taken to redress the grievances of public.

5. In respect of complaints, the same can be addressed to the Post Box Number 777 of Revenue Department.

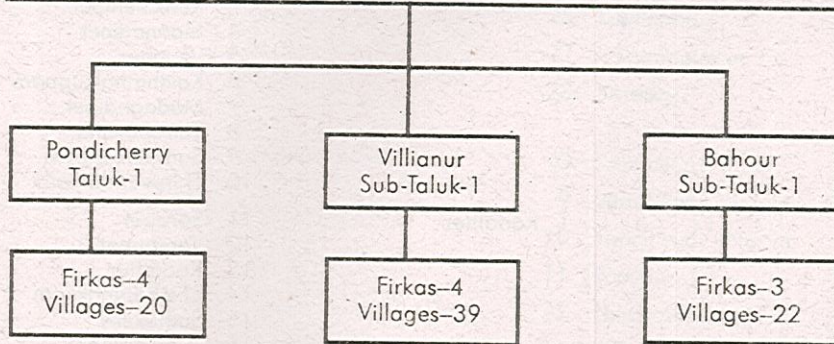
6. The details of different services, time schedule for the same and the officers to be contacted are provided in the following pages.

ORGANIZATION CHART

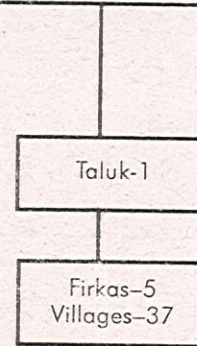


REVENUE SUB-DIVISIONS

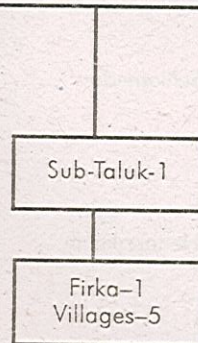
OFFICE OF THE DEPUTY COLLECTOR (REVENUE), PONDICHERRY



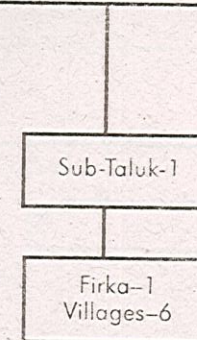
OFFICE OF THE DEPUTY COLLECTOR (REVENUE), KARAIKAL



OFFICE OF THE DEPUTY COLLECTOR (REVENUE), MAHE



OFFICE OF THE DEPUTY COLLECTOR (REVENUE), YANAM



Pondicherry Region

REVENUE VILLAGES IN PONDICHERRY UNION TERRITORY

Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)	Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)	
Pondicherry Taluk	Pondicherry	40. Pondicherry	Villianur Sub-Taluk	Mannadipet	1. Manalipet	
		37. Pudupalayam			2. Chettipet	
	41. Oullandai	3. Kunichempet				
	42. Thengaithittu	4. Mannadipet				
	44. Murungapakkam	5. Vadanur				
	45. Kompakkam	6. Kalithirthalkuppam				
	Ozhukarai	19. Allankuppam			7. Madagadipet	
		20. Kalapet			8. Thirupuvanai	
		21. Pillaichavady			9. Sanyasikuppam	
		34. Thattanchavady			10. Thiruvandarkoil	
		35. Ozhukarai		Kodathur	11. Sorapet	
	36. Reddiarpalayam	12. Vambupet				
	38. Saram	13. Kodathur				
	39. Karuvadikuppam	14. Thethampakkam				
Ariyankuppam	43. Ariyankuppam	15. Suthukeny				
	67. T.N. Palayam	16. Pudukuppam				
	68. Abishegapakkam	17. Kattery				
	69. Thavalakuppam	18. Kuppam				
Villianur Sub-Taluk	Villianur	70. Manavely	Bahour Sub-Taluk	Bahour	27. Sellipet	
		71. Pooranankuppam			59. Panayadikuppam	
		32. Villianur			60. Karaiyamputhur	
		33. Kurumbapet			61. Manamedu	
		46. Odianpet			62. Kaduvanur	
		47. Thirukanchi			76. Bahour	
		48. Ouruvaiyaru			77. Irulanchandai	
		49. Mangalam			78. Kuruvintham	
		50. Sathamangalam			79. Parukalpattu	
		51. Kizhur			Selliamedu	72. Kirumampakkam
		52. Ariyur				73. Pillaiyarkuppam
		53. Manakuppam				74. Selliamedu
		66. Perungalur				75. Aranganur
		Thondamanatham				22. Sedarapet
23. Karasur	81. Manapattu					
24. Thuthipet	Nettapakkam		54. Madukarai			
25. Thondamanatham			55. Kariyamanickam			
26. Pillaiyarkuppam			56. Eripakkam			
28. Ramanathapuram			57. Nettapakkam			
29. Ousudu			58. Pandasozhanur			
30. Koodapakkam			63. Eambalam			
31. Olavaikkal			64. Korkadu			
			65. Karikalampakkam			

Karaikal Region

Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)
Karaikal Taluk	Karaikal	23. Thalatheru
		24. Kizhavely
		25. Kovilpathu
		27. Dharmapuram
		28. Karaikal
	Kottucherry	13. Kottucherry
		9. Varichikudy (South)
		10. Varichikudy (North)
		11. Poovam
		12. Thiruvattakudy
		14. Kizhakasakudy
	Nedungadu	5. Nedungadu
		6. Kurumbagaram
		7. Ponpethy
		8. Puthukudy
		15. Melakasakudy
	Thirunallar	1. Ambagarathur
		2. Nallezhundur
		3. Sethur
		4. Devamapuram
		16. Sorakudi
		17. Thennankudy
		18. Sellur
		20. Pettai
		21. Thirunallar
		22. Subrayapuram
		26. Kizhavor

Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)
Karaikal Taluk	Neravy	19. Vizhudiur
		29. Oduthurai
		30. Kizhamanai
		31. Neravy
		32. Akkaravattam
		33. Kizhaiyur (North)
		34. T.R. Pattinam
		35. Polagalam
		36. Kizhaiyur (South)
		37. Vanjiyur

Mahe Region

Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)
Mahe Sub-Taluk	Mahe	1. Pandakkal
		2. Chalakara
		3. Palloor
		4. Kallayee
		5. Mahe

Yanam Region

Taluk or Sub-Taluk (1)	Firkas (2)	No. & Name of Revenue Villages (3)
Yanam Sub-Taluk	Yanam	1. Yanam
		2. Mettakur
		3. Kanakalpet
		4. Franci-Tippah
		5. Adivopolam
		6. Iski-Tippah

OFFICE OF THE COLLECTOR-CUM-DISTRICT MAGISTRATE, PONDICHERRY

Sl. No. (1)	Nature of Licence (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
1. Licence under Arms Act and Rules							
	(a) For Industrial use of ammunitions grade materials.	Firm / Company which satisfies the provisions of Arms Act and Rules.	Application in the prescribed format with site plan of the premises.	Additional District Magistrate.	District Magistrate.	2 Months	District Magistrate/ Chief Secretary.
	(b) For Personal Weapon (Fire Arm).	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises.	Application in the prescribed format.	Additional District Magistrate.	District Magistrate.	2 Months	District Magistrate/ Chief Secretary.
	(c) Renewal of Licence for Industrial use of ammunitions grade materials.	Firm/Company which satisfies the provisions of Arms Act and Rules.	Application in plain paper with renewal fee.	Additional District Magistrate.	Additional District Magistrate.	2 Months	District Magistrate
2. Licence under Explosive Act and Rules							
	(a) Licence for manufacture, possession, use and sale of explosive (crackers).	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises with valid title / lease deed.	Application in the prescribed format with site plan of the premises, experience certificate and title/ lease deed.	Additional District Magistrate.	District Magistrate.	6 Weeks	District Magistrate/ Chief Secretary.
	(b) N.O.C. for wholesale trade (crackers).	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises, with valid title/lease deed.	Application in the prescribed format with site plan of the premises, experience certificate and title/ lease deed.	Additional District Magistrate.	District Magistrate.	6 Weeks	District Magistrate/ Chief Secretary.

Sl. No. (1)	Nature of Licence (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
3. Licence / N.O.C. under Petroleum Act and Rules							
(a)	Licence for sale of kerosene in wholesale not exceeding 25,000 lts.	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises with valid title / lease deed.	Application in the prescribed format with site plan of the premises and title/ lease deed.	Additional District Magistrate.	District Magistrate	6 Weeks	District Magistrate/ Chief Secretary.
(b)	N.O.C. for the storage of petroleum in tanks.	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises with valid title / lease deed.	Application with site plan and letter from Department of Explosives, Nagpur, Chennai.	Additional District Magistrate.	District Magistrate	6 Weeks	District Magistrate/ Chief Secretary.
4. Licence under Pondicherry Cinema (Regulation) Act and Rules							
		Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises with valid title / lease deed.	Application in the prescribed format with site plan and title / lease deed.	Additional District Magistrate.	District Magistrate	2 Months	District Magistrate/ Chief Secretary.
5. Licensing / Leasing of Land for Non-Agricultural Purposes							
		Concerned Proprietor / Head of the Organisation.	Application on plain paper.	District Collector	District Collector	3 Months	Chief Secretary

OFFICE OF THE DEPUTY COLLECTOR (REVENUE), PONDICHERRY / KARAIKAL / MAHE / YANAM

Sl. No.	Name of Certificate	Eligibility conditions	Documents to be produced	To whom to apply	Sanctioning Authority	Time Limit	Remedy in case of non-service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1. Issue of Certificate							
	(a) Community / Other Backward Classes Certificate for admission in Educational Institutions and appointment.	Persons mentioned in the Government Order.	1. Copy of Transfer Certificate. 2. Copy of Other Documents.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	10 Days	Deputy Collector (Revenue).
	(b) Scheduled Caste Certificate for admission in Educational Institutions and appointment.	Persons mentioned in the Government Order.	1. Copy of Transfer Certificate. 2. Copy of Other Documents. 3. Certificate obtained from the Native State, if the applicant has migrated after 1-3-1964.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	10 Days	Deputy Collector (Revenue).
	(c) Scheduled Tribe Certificate for admission in Educational Institutions and appointment.	Migrant Scheduled Tribes.	1. Copy of Transfer Certificate. 2. Certificate from Native State.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	10 Days	Deputy Collector (Revenue).
	(d) Residence and Nativity Certificates for admission in Educational Institutions and appointment.	Residents and Natives of Pondicherry	1. Copy of the Electoral Roll, School Records and other documentary proof.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	20 Days	Deputy Collector (Revenue).

Sl. No. (1)	Name of Certificate (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
(e)	Income Certificate for claiming scholarship and also for other purposes.	Resident of Pondicherry	Salary / Income proof	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	10 Days	Deputy Collector (Revenue).
(f)	Certificate for destitute, non-orphan in orphanages.	The concerned Institutions	Income Certificate	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	7 Days	Deputy Collector (Revenue).
(g)	Inter-Caste Certificate for getting Government Concession and Admission in Educational Institutions.	Husband / Wife / Parents	1. Marriage Certificate. 2. Community Certificate.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	15 Days	Deputy Collector (Revenue).
(h)	Solvency Certificate for getting Bank Loan, Standing Surety and for getting Government Contract.	Solvent Property Owner	1. Original Document. 2. Property Tax Receipt. 3. Chitta / Adangal Copy. 4. Encumbrance Certificate for more than 13 years.	Tahsildar / Deputy Tahsildar.	Tahsildar / Deputy Tahsildar.	15 Days	Deputy Collector (Revenue).

Sl. No. (1)	Name of the Scheme (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
2. Patta Transfer:							
(a)	Transfer of patta in the name of private individuals / company for their property.	1. Property owners and successor of property. 2. Purchaser of property in full or part.	Link documents depicting devolution of the property. 1. Attested sale deed copy. 2. Succession Certificate or Legal Heir certificate issued by the Civil Court. 3. Sub-Division fee.	Tahsildar / Deputy Tahsildar of Taluk / Sub-Taluk.	Tahsildar / Deputy Tahsildar.	Two Months for sub-divisions and 15 Days for transfer without sub-divisions.	Additional District Magistrate.
(b)	Issue of Chitta copy / Patta copy / Adangal copy.	The owner of land / manai	Application on plain paper.	Tahsildar / Deputy Tahsildar of Taluk / Sub-Taluk.	Tahsildar / Deputy Tahsildar.	5 Days	Deputy Collector (Revenue).
3. Assignment of Land:							
	Assignment of Land for Cultivation Purpose.	1. Applicant should be a landless person. 2. Resident of the same village. 3. Annual income should not be more than Rs. 15,000. 4. Personal cultivation (or) through family.	Prescribed application.	Deputy Collector (Revenue) in case of rural area and Collector in case of Urban area.	Deputy Collector (Revenue).	6 Weeks subject to availability of lands.	District Collector / Chief Secretary.
4. Explosive Act:							
	Renewal of Licence for possession and sale of fire works.	1. A person without conviction by Court of Law. 2. Person of sound mind and sound character. 3. Valid title / Lease deed.	Prescribed application with licence fee / fee for renewal.	Deputy Collector (Revenue)	Deputy Collector (Revenue).	6 Weeks	Additional District Magistrate.

Sl. No. (1)	Name of the Scheme (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
5.	Arms Act: Renewal of Licence for personal weapons (fire-arm).	1. A person without conviction by Court of Law. 2. Person of sound mind and sound character.	Application in prescribed form with renewal fee.	Deputy Collector (Revenue) in respect of outlying regions and ADM in respect of Pondicherry.	Deputy Collector (Revenue) in respect of outlying regions and ADM in respect of Pondicherry.	2 Months	Additional District Magistrate / District Magistrate.
6.	Pondicherry Pawn Brokers Act / Money Lenders Act:						
	(a) Issue of Pawn Brokers Licence and Renewal.	1. Person of good character and antecedents. 2. Stable building / premises.	Prescribed application form. Valid title or lease deed of the building.	Tahsildar/Deputy Tahsildar.	Tahsildar/Deputy Tahsildar.	6 Weeks	Deputy Collector (Revenue).
	(b) Issue of Money Lender Licence and Renewal.	1. Person of good character and antecedents. 2. Stable building / premises.	Prescribed application with the Licence fee/ renewal fee.	Tahsildar/Deputy Tahsildar.	Tahsildar/Deputy Tahsildar.	6 Weeks	District Collector (Revenue).
7.	Land Reforms: Distribution of surplus lands under the Pondicherry Land Reforms (Fixation of Ceiling on Land, Compensation for and Disposal of Surplus Land) Rules, 1975 (Pondicherry and Karaikal Regions only).	1. Person who is completely dispossessed of his holding by virtue of the provisions of the Act or as a result of execution of any irrigation or hydro-electric project. 2. A person whose extent of holding is reduced below 1.2 standard hectares held by him partly as cultivating tenant and partly as owner or wholly as cultivating tenant by virtue of the provisions of the Act. 3. A person who is or who has been a member of the Armed Forces.	In Form-37	Authorised Officer (LR).	Authorised Officer (LR).	4 Months	District Collector

Sl. No. (1)	Name of the Scheme (2)	Eligibility conditions (3)	Documents to be produced (4)	To whom to apply (5)	Sanctioning Authority (6)	Time Limit (7)	Remedy in case of non-service (8)
		<p>4. Co-operative Farming Society, members of which are landless agricultural labourers or landless persons or a combination of both.</p> <p>5. A landless agricultural labourer, who is likely to engage himself in direct cultivation.</p> <p>6. A landless person, who is likely to engage himself in direct cultivation.</p> <p>7. A cultivating tenant who is holding land which is less than two standard Hects.</p> <p>8. A landless agricultural labourer belonging to Scheduled Caste/ Scheduled Tribe who contributes his own physical labour or that of any member of his family in the cultivation of the land.</p>					
8.	Lease for Excavation of Sand under Minor Minerals (Concession) Rules, 1977	<p>1. Indian Nationals</p> <p>2. Persons without any conviction in the Court.</p> <p>3. Above 18 years of age.</p>	Documents prescribed in the tender schedule.	District Collector	Deputy Collector (Revenue) of concerned Region.	One Month from the date of auction.	District Collector / Chief Secretary.

DIRECTORATE OF SURVEY AND LAND RECORDS, PONDICHERRY

Sl. No.	Name of the Scheme	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Time Limit	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Issue of extracts of land records.	Owner of the land or manai.	Sale deed or other documents proving ownership right.	Settlement Tahsildar-I/Deputy Tahsildar.	Settlement Tahsildar-I.	5 Days	Director of Survey
2.	Rectification of erroneous entry of land records.	Owners of the land or manai.	Documents such as sale deed, will deed, donation deed, related earlier linking documents, legal heir certificate to prove the ownership right.	Settlement Officer.	Settlement Officer	3 Months in case of undisputed petitions.	Director of Survey
3.	Transfer of kudiyruppu patta.	Legal heirs of kudiyruppu pattadar.	Death Certificate of kudiyruppu patta holder, original kudiyruppu patta, legal heir certificate.	Authorised Officer (Kudiyruppu).	Director-cum-Authorised Officer (Kudiyruppu).	One Month	District Collector, Pondicherry.
4.	Issue of separate patta by measuring and sub-dividing the field.	Land owners or legal heirs, acquiring the property. Those who purchase or acquire the property.	Sale deed copy and other documents showing the ownership right, legal heir certificate and previous linking documents and sub-division fee have to be paid.	Settlement Tahsildar-I/Deputy Tahsildar (Specified Officer).	Settlement Tahsildar-I/Deputy Tahsildar (Specified Officer).	2 Months	District Collector
5.	Demarcation of the boundaries	Land owners or those who acquire the property, the heirs acquiring the property in full or partly or the purchasers.	Sale deed copy and other documentary evidences showing the ownership right, legal heir certificate and other linking documents.	Assistant Director of Survey.	Director of Survey	One Month	Director of Survey

Sl. No.	Name of the Scheme	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Time Limit	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	Issue of FMB copy	The owners of land/manai	Copies of documents showing ownership right.	Assistant Director (Drawing).	Director of Survey.	7 Days	Director of Survey
7.	Issue of Village maps	Any person who requires	Should apply affixing 25 paise court fee stamp and mentioning the correct village name on payment of Rs. 40 per unit.	Assistant Director (Drawing).	Director of Survey.	7 Days	Director of Survey
8.	Issue of Regional maps (Printed maps)	Any person who requires.	Should apply by mentioning the correct name of the region.	Assistant Director (Drawing).	Director of Survey.	2 Days	Director of Survey
9.	Provision of free house-sites to the poor landless agricultural labourers.	(a) Poor landless labourers. (b) Indian citizen with the residence of not less than 5 years in the Union Territory of Pondicherry. (c) Monthly income not exceeding Rs. 1,250.	Written application should be submitted in Form No. 1.	Director of Survey	Director of Survey.	6 Months (Subject to availability of lands and approval of the Advisory Committee).	District Collector, Pondicherry.
10.	Grant of Housing subsidy to the beneficiaries of free house-sites.	Beneficiaries of free house-sites.	Written application in Form No. 3 should be submitted with original assignment order of free house-site.	Director of Survey	Director of Survey.	(a) Basement and surrounding four walls are to be raised to a height of 5 ft. for 1 instalment of subsidy after one month. (b) Subject to fulfilment of construction, II instalment will be issued in the next six months.	District Collector, Pondicherry.
11.	Transfer of patta of free house-site	Legal heirs of the original assignee should apply after the death of the original assignee.	With the application, Death Certificate of original assignee, Legal Heirs Certificate obtained from the Court or as established through enquiry and original assignment order are to be enclosed.	Director of Survey	Director of Survey.	2 Months	Director of Survey

Note: Necessary forms/applications may be received by the public from the section itself. Written applications affixed with the required court fee stamp should be submitted in Receipt Section. For other required information, the Assistant Director of Survey, Public Relations Officer may be contacted.

REGISTRATION DEPARTMENT, PONDICHERRY

Sl. No.	Nature of Service	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Time Limit	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of Documents	Pattadars/Owners of plot, house and land.	For sale and purchase of plot, land and house. Power of attorney, will and mortgage.	Sub-Registrar	Sub-Registrar	Within 7 working days.	District Registrar/ Joint Secretary (Revenue).
2.	Encumbrance Certificate	Pattadars/Owners of plot, house and land and other needy persons.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days.	District Registrar/ Joint Secretary (Revenue).
3.	Copy of Documents	Pattadars/Owners of plot, house and land and other needy persons.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 3 days	District Registrar/ Joint Secretary (Revenue).
4.	Copy of Will	Testator/After death of testator the needy person should apply with death certificate.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days.	District Registrar/ Joint Secretary (Revenue).
5.	Deposit of sealed cover Will	Testator	Secret at sealed cover Will.	District-Registrar	District-Registrar	Any time during Office hours.	District Registrar/ Joint Secretary (Revenue).

Sl. No.	Nature of service	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Time Limit	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	Hindu Marriage	Bride of 18 years and above, Bridegroom of 21 years and above.	In the prescribed format.	Sub-Registrar (Marriage).	Sub-Registrar (Marriage).	3 Days from the date of application for certificate.	District Registrar/ Joint Secretary (Revenue).
7.	Intended Marriage	Bride of 18 years and above, Bridegroom of 21 years and above.	In the prescribed format.	Sub-Registrar (Marriage).	Sub-Registrar (Marriage).	After 30 Days from the date of display in the notice-board.	District Registrar/ Joint Secretary (Revenue).
8.	Special Marriage	Persons who have not registered their marriage in time and other religion.	In the prescribed format.	Sub-Registrar (Marriage).	Sub-Registrar (Marriage).	After 30 Days from the date of display in the notice-board.	District Registrar/ Joint Secretary (Revenue).
9.	Registration of Chits	Prior Government sanctions and preliminary certificate issued by the District Registrar.	Applications as per Chit Fund Act and Rules of 1982 of the Government of India.	Joint Secretary (Revenue).	District Registrar (Chit).	Within One Month.	District Registrar/ Joint Secretary (Revenue).
10.	Document Writer Licence	Candidates who have passed Government examination or those who got relevant certificate from Community College and Lawyers.	Qualification Certificate along with affidavit and recommendation of Sub-Registrar concerned.	District-Registrar	District Registrar	Within One Week.	District Registrar/ Joint Secretary (Revenue).
11.	Scribe Licence	Candidates who have passed Government examination or those who got relevant certificate from Community College and Lawyers.	Qualification Certificate along with affidavit and recommendation of Sub-Registrar concerned.	District-Registrar	District Registrar	Within One Week.	District Registrar/ Joint Secretary (Revenue).

REGISTRATION DEPARTMENT

Rs. P.

I. Table of Registration Fees for all kinds of Documents:

(1)	When the value does not exceed Rs. 200	...	2.25
(2)	When the value exceeds Rs. 200 but does not exceed Rs. 300	...	3.00
(3)	When the value exceeds Rs. 300 but does not exceed Rs. 400	...	4.00
(4)	When the value exceeds Rs. 400 but does not exceed Rs. 500	...	4.75
(5)	When the value exceeds Rs. 500 but does not exceed Rs. 600	...	5.75
(6)	When the value exceeds Rs. 600 but does not exceed Rs. 700	...	7.50
(7)	When the value exceeds Rs. 700 but does not exceed Rs. 1,000	...	10.00
(8)	When the value exceeds Rs. 1,000 but does not exceed Rs. 10,000, for the first Rs. 1,000, as under sub-clause (7) and for every Rs. 500 or part thereof in excess of Rs. 1,000.	...	7.50
(9)	When the value exceeds Rs. 10,000, for the first Rs. 10,000 as under sub-clause (8) and for every Rs. 1,000 or part thereof in excess of Rs. 10,000.	...	5.00
(10)	For the registration of Power of Attorney, General Power/Special Power	...	50.00
(11)	Cancellation deed	...	20.00
(12)	Deed of Will	...	30.00
(13)	Adoption deed	...	20.00

II. Search Fees:**(1) For grant of certified copies of documents**

For the first year

2.00

For every subsequent year

1.00

Application fee

0.25

(2) For Grant of Encumbrance Certificate

For the first year

4.00

For the subsequent year

1.50

Application fee

0.25

III. Copying Fees:**Stamp duty for grant of Certified copies of documents
(Value of the stamp papers required)****(1) If the original was not chargeable with duty**

2.25

(2) In any other case

4.50

For every 100 words or fraction thereof

0.25

IV. Fees under Hindu Marriage (Registration) Rules:

(1)	For the Registration of Marriage	...	5.00
(2)	For the Certificate copy of Marriage Certificate	...	2.00
(3)	Search fee for every year	...	1.00

V. Fees under Special Marriage (Registration) Rules:

(1)	For every application for the Registration of Marriage	...	3.00
(2)	For receiving an objection	...	2.00
(3)	For every enquiry into an objection	...	50.00
(4)	For every summon to a witness	...	0.50
(5)	For solemnising or registering a marriage	...	10.00
(6)	For a certified copy of Marriage Certificate	...	2.00

VI. Search Fees:

(1)	If the entry is of the current year	...	0.50
(2)	If the entry relates to any previous year, for each year	...	1.00

OFFICE OF THE DEPUTY COLLECTOR (LAND ACQUISITION), PONDICHERRY

Sl. No.	Nature of Service	Eligibility conditions	Documents to be enclosed along with application	Who will issue clearance	To whom to apply	Time Limit	Remedy in case of non-service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Clearance/NOC from Land Acquisition angle.	Any member of Public/ industrial entrepreneurs who requires.	Attested copy of the title deed of land.	Deputy Collector (LA), Pondicherry Sub/Deputy Collector (Rev.), Karaikal/Mahe/ Yanam.	Deputy Collector (LA), Pondicherry Sub/Deputy Collector (Rev.), Karaikal/Mahe/ Yanam.	10 Days	Joint Secretary (Rev.), Pondicherry.

EXCISE DEPARTMENT, PONDICHERRY

Sl. No.	Name of the licence/permit	Eligibility conditions	Documents to be produced along with application	Name of the licensing authority	To whom to apply	Lead Time	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Licence for wholesale/retail vend of liquors/IMFL.	Native of Pondicherry	(i) Application Form (ii) Residence Certificate (iii) Fee remitted Chalan (iv) Security Deposit (v) Solvency Certificate	Deputy Comm.issioner (Excise) with the approval of Government.	Deputy Commissioner (Excise).	—	—
2.	Distillery Licence for manufacturing and bottling of liquor/Indian made foreign liquor for commercial sales.	Native of Pondicherry	(i) Application Form (ii) Industrial Licence Certificate (iii) Trade Licence from Municipality/Commune Panchayat (iv) Spirit Allotment Order	Excise Commissioner with the approval of Government.	Deputy Commissioner (Excise).	—	—
3.	Licence for manufacturing of rectified spirit from molasses and manufacturing arrack from it.	Native of Pondicherry	(i) Application Form (ii) Industrial Licence Certificate (iii) Trade Licence From Municipality/Commune Panchayat (iv) Spirit Allotment Order	Excise Commissioner with the approval of Government.	Deputy Commissioner (Excise).	—	—
4.	Brewery Licence for manufacture of beer.	Native of Pondicherry	(i) Application Form (ii) Industrial Licence Certificate (iii) Trade Licence from Municipality/Commune Panchayat (iv) Spirit Allotment Order	Excise Commissioner with the approval of Government.	Deputy Commissioner (Excise).	—	—
5.	Molasses Licence for industrial units	Native of Pondicherry	(i) Application Form (ii) Industrial Licence Certificate (iii) Trade Licence from Municipality/Commune Panchayat	Deputy Commissioner (Excise).	Deputy Commissioner (Excise).	—	Excise Commissioner

Sl. No.	Name of the licence/permit	Eligibility conditions	Documents to be produced along with application	Name of the licensing authority	To whom to apply	Lead Time	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	Issue of export/transport permits for transporting liquor from one region to another region.	Native of Pondicherry holding the requisite licence.	(i) Application Form (ii) Fee remittance Chalan	Deputy Commissioner (Excise).	Deputy Commissioner (Excise).	3 Days	Excise Commissioner
7.	Permits for importing liquors/rectified spirit from other States.	Native of Pondicherry holding the requisite licence.	(i) Application Form (ii) Fee remittance Chalan	Deputy Commissioner (Excise).	Deputy Commissioner (Excise).	7 Days	Excise Commissioner
8.	Issues of permits to hospitals/educational institutions/private firms for use of rectified spirits/denatured spirits.	<i>Bona fide</i> eligible units	(i) Application Form (ii) Fee remittance Chalan	Deputy Commissioner (Excise).	Deputy Commissioner (Excise).	7 Days	Excise Commissioner
9.	Licence for manufacturing medicinal and toilet preparations with alcoholic spirits.	Registered industrial firms.	(i) Application Form (ii) Industrial Licence Certificate (iii) Trade Licence from Municipality/Commune Panchayat (iv) Spirit Allotment Order	Excise Commissioner.	Deputy Commissioner (Excise).	—	Excise Commissioner
10.	Disposal of the right of retail vend of toddy and arrack.	Native of Pondicherry	(i) Income Tax Certificate (ii) No Arrear Certificate (iii) Conduct Certificate (iv) Birth Certificate (v) Solvency Certificate (vi) EMD remittance Chalan (vii) Entrance Fee remittance Receipt.	Deputy Commissioner (Excise) with the approval of Government.	Deputy Commissioner (Excise).	Within a Week from the date of completion of public auction subject to confirmation by Government.	Excise Commissioner

LEGAL METROLOGY DEPARTMENT, PONDICHERRY

Sl. No.	Nature of service	Eligibility conditions	Documents to be produced along with application	Name of the licensing Authority	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Registration of users	Those who are using Weights and Measures.	(i) Application Form (ii) Fee remittance Receipt	Inspector of Legal Metrology.	Controller of Legal Metrology.	3 Days	Secretary (Legal Metrology).
2.	Certificate of verification	Those who are using Weights and Measures.	(i) Application Form (ii) Verification Certificate issued previously. (iii) Users Registration Certificate.	Inspector of Legal Metrology.	Controller of Legal Metrology.	3 Days	Secretary (Legal Metrology).
3.	Manufacturers Licence	Manufacturers of Weights and Measures.	(i) Application Form (ii) Fee remittance Receipt (iii) Site Plan (iv) Copy of Lease Deed (v) Trade Licence obtained from Municipality/ Commune Panchayat. (vi) Sales Tax Registration Certificate. (vii) Registration of Firms Certificate. (viii) Sole Proprietary Certificate. (ix) NOC from Pollution Control Board.	Controller of Legal Metrology.	Controller of Legal Metrology.	15 Days	Secretary (Legal Metrology).
4.	Dealership Licence	A person who is selling Weights and Measures.	(i) Application Form (ii) Fee remittance Receipt (iii) Site Plan (iv) Lease Deed Agreement (v) Trade Licence (vi) Sales Tax Registration Certificate. (vii) Permanent Registration Certificate from Industries Department.	Controller of Legal Metrology.	Controller of Legal Metrology.	15 Days	Secretary (Legal Metrology).

Sl. No.	Name of service	Eligibility conditions	Documents to be produced along with application	Name of the licensing Authority	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			(viii) Deed of Partnership/ Sole Proprietary Certificate. (ix) Certificate of Registration of firms. (x) Copy of constitution of firm. (xi) Memorandum of articles in respect of private limited/limited company.				
5.	Repairer's Licence	A person who repairs Weights and Measures.	(i) Application Form (ii) Fee remittance Receipt (iii) Site Plan (iv) Lease Deed Agreement (v) Tools and Equipments List. (vi) Test Equipments. (vii) List of Loan Articles with Verification Certificate.	Controller of Legal Metrology.	Controller of Legal Metrology.	15 Days	Secretary (Legal Metrology).

List of Fees :

1.	Manufacturer's Licence	..	Rs.	500
2.	Dealer's Licence	..	Rs.	100
3.	Repairer's Licence	..	Rs.	100
4.	Registration of Users	..	Rs.	5
5.	Certificate of Verification	..	Variable according to the standard of Weights/Measures used.	

THE LIST OF OFFICERS TO WHOM THE PUBLIC CAN CONTACT ON ALL WORKING DAYS

		Phone	
		<i>Office</i>	<i>Residence</i>
1.	Thiru A. Anbarasu , I.A.S. Secretary (Revenue)- <i>cum</i> -Collector Pondicherry	334448 248759	272855
2.	Thiru Uddipta Ray Joint Secretary (Revenue)- <i>cum</i> -Additional District Magistrate Pondicherry	248691 249060	255988
3.	Thiru G. Srinivas Deputy Collector (Revenue)- <i>cum</i> -Sub-Divisional Magistrate	248686 248673	277426
4.	Thiru G. Ranganathan Deputy Collector (Excise) Thattanchavady, Pondicherry-605 009	252493 253462	272523
5.	Thiru K. Prakash Deputy Collector (Land Acquisition) Pondicherry-605 013	248888	349715
6.	Thiru V. Madhivanan District Registrar Pondicherry-605 001	337158	225889
7.	Thiru L. Kumar Director of Survey and Land Records Pondicherry-605 013	249672	226285
8.	Thiru M.V.V. Sathianarayana Deputy Collector (Revenue) Karaikal	22467 27461	30508
9.	Thiru A. Kullan Regional Administrator/ Deputy Collector (Revenue) Mahe	332222 332920	332720
10.	Thiru P. Gautham Reddy Regional Administrator/ Deputy Collector (Revenue) Yanam	321243	321243

Printed at
Government Central Press
Directorate of Stationery and Printing
Pondicherry - 605 009