

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

In each and every issue decision is taken based on the provisions available in the relevant legislations. In other cases, decision is being taken on conventional methods or on merits of the case keeping in mind the public interest supreme.

The decision is communicated to the public by way of Correspondences, Notice, or through Newspapers. Also through auto rickshaw-loudspeaker announcement.

The final decision is taken by the Tahsildar/Sub/ Deputy Collector (Revenue)/Collector based on the nature of the issue and appeal is to be made to appellate authorities as contemplated in the relevant Acts/Rules/Regulation.

The details of decision making authority, documented procedures, appellate authorities are given below:-

Sl. No.	Subject matter	Documented procedures/Guidelines/ Direction	Authority	Appellate Authority
1	Issue of Residence / Caste/ Income/ Nationality Certificates	Instruction issued by Govt. then and there and Field enquiry	Tahsildar / Deputy Tahsildar	Collector/ Sub/Deputy Collector
2	Grant of Arm License	Arms & Ammunition Acts	District Magistrate	Lt. Governor
3	Explosive License	Explosives Act	District Magistrate	Lt. Governor
4	Pawn Broker License	Pawn Broker Act	Dy. Collector (Revenue)	Collector
5	Money lender License	Money Lender Act	Dy. Collector (Revenue)	Collector
6	Exemption of land tax	Settlement Act	Government	Collector
7	Refund of Un-utilised / spoiled Stamp papers	Indian Stamp Act	Dy. Collector (Revenue)	Collector
8	Solvency Certificate	Guide line Register for land area and plinth area building rates issued by PWD	Tahsildar / Deputy Tahsildar	
9	Valuation Certificate	Guide line Register for land area and plinth area building rates issued by PWD	Tahsildar / Deputy Tahsildar	