

**OFFICE OF THE DEPUTY COMMISSIONER**  
**NICOBAR DISTRICT**  
**CAR NICOBAR**

**Phone: - 03193-265220**

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**DISTRICT NICOBAR**

➤ **INTRODUCTION**

The District of Nicobar is one of the three districts in Andaman and Nicobar Islands and has its jurisdiction from Car Nicobar to Great Nicobar. The total area of Nicobar district is 1841 sq km and its population is 36819 as per census 2011. It has 03 Sub-divisions namely Car Nicobar, Nancowrie and Campbell bay comprising of 03 Tehsils and 07 Revenue villages. It has 22 Nos. of Islands out of which 10 are inhabited.

➤ **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

The Deputy Commissioner is the Revenue Head of the District and is vested with powers of District Magistrate. The Deputy Commissioner supervises all activities of the District Administration and centrally sponsored programs being implemented in the District.

The Deputy Commissioner is assisted by three Assistant Commissioners, namely Assistant Commissioner (Nancowrie), Assistant Commissioner (Campbell Bay) and Assistant Commissioner (HQ), Car Nicobar. The Assistant Commissioners are vested with the powers of Sub-Divisional Magistrates under CrPC and assist the Deputy Commissioner in implementing all schemes of the District.

District Administration also coordinates all the activities of different departments of the district and supervises their functioning. The statutory functions belonging to the following Acts are performed by the Deputy Commissioner, Nicobar District.

- Arms Act.
- Society Registration Act
- Explosive Act
- Registrar of Companies, Companies Act, 1956
- District Election Officer for Andaman & Nicobar Islands Parliamentary Constituency.
- Andaman & Nicobar Islands (Protection of Aboriginal Tribes) Regulation, 1956.
- Chairman, Novadaya Vidhyalaya
- Chairman Nehru Yuva Kendra

There is one Tehsildar & three Patwaris in the District. Campbell Bay Tehsil is looked after by Tehsildar. There are Patwaris and Revenue Officers who are field functionaries and In-charge of village Maps and Land Records.

➤ **ACTIVITIES OF THE DISTRICT ADMINISTRATION**

**Revenue Functions**

- Enforcement of A & N Island Land Revenue & Land Reforms Regulation, 1966 and A & N Island Land Revenue & Land Reforms Rules, 1968.
- All works related to management and transaction of Land.
- De- reservation of forest land for various other purposes.

**Maintenance of Law and order**

- Law and Order; and Public-Safety.
- Functions as envisaged in the Criminal Procedure Code, 1973.

**Statutory Functions**

- Discharging functions as envisaged under various statutes.
- Regulatory and Monitoring functions of certain services.

**Disaster Management**

- District Administration is wholly responsible for the formulation of District Disaster Management Plan and Relief & Rehabilitation in case of any disaster in Nicobar District as envisaged under Disaster Management Act 2005 and Rules framed there under.

**Welfare Functions**

- The welfare activities of the tribal community of Nicobar District are undertaken by Integrated Tribal Development Project, Nicobar District.
- Culturally sponsored Schemes
- NRHM, MGNREGA etc.

4. Information under Section 4 (1) (b)

**A Directory of its Officers and Employees**

<b>S.No.</b>	<b>Designation</b>	<b>Contact No.</b>
1	Smti. Sakshi Mittal, IAS, Deputy Commissioner, Nicobar District	03193 - 265520
2	Shri Akhil Kumar, Danics, Assistant Commissioner (HQ), Car Nicobar	03193 - 265566
3	Shri Arun Kumar Jha, Danics, Assistant Commissioner, Nancowrie.	03193 - 263222
4	Shri Amit Kumar, Danics ,Assistant Commissioner, Campbell Bay	03193 - 264264
5	Shri Jospeh Eric, Assistant Director (Admin.), Car Nicobar	
6	Shri Anup Narayan, Office Superintendant, Car Nicobar	03193 - 265246
7	Shri M. P. Raj Mohan,BDO/Tehsildar, Car Nicobar	03193 – 265248
8.	Shri Bishwanath Bain,BDO, Nancowrie	03193 – 263207
9.	Shri Rajender Paul, BDO, Campbell Bay	03193 – 264462
10.	Shri Sunil Kumar, Tehsildar, Campbell Bay	03193 – 264222

**OFFICE OF THE DEPUTY COMMISSIONER**  
**NICOBAR DISTRICT**

**5. Information under Section 4 (1) (b)**

**Details of Services provided and contact details of the responsible officer**

Sl.No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
1.	<b>Society Registration under Society Registration Act</b>	Assistant Commissioner(HQ), Car Nicobar  Deputy Commissioner's Office, Nicobar Ph: 03193- 265566	<ul style="list-style-type: none"><li>➤ Application in Plain Paper addressed to <b>Registrar of Joint Stock Company (Deputy Commissioner (Nicobar))</b>, along With necessary documents.</li><li>➤ DC→ AC(HQ) → DA→ AC(HQ) issue Letter → Police for character and Antecedents of the members → Received reports for approval by DC → If approved → DA issue Challan &amp; certificate issued else incomplete Report/claim &amp; Notice is issued to Applicant</li></ul>	<ul style="list-style-type: none"><li>➤ Application</li><li>➤ Three Sets of Bye-Laws &amp; Memorandum of Association duly signed by the first three members (with rubber seal) i.e., President, General Secretary and Treasurer On all pages</li></ul> <b>Eligibility:-</b> <ul style="list-style-type: none"><li>➤ Minimum seven (7) members of the governing body form a Society.</li><li>➤ Full address indicating village /ward / house no, if any, of all Executive members and Office Bearers with signatures.</li><li>➤ Full address of the society / organization indicating the place of function.</li><li>➤ NOC of the house owner on a bond paper duly signed before Executive Magistrate, if the Society Office is functioning in Private building.</li></ul>	Challan payable if approved – ` 50/-

Sl. No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
2.	<b>Permit for Sale &amp; Stockage of Crackers/ Explosives</b>	<p>Assistant Commissioner(HQ), Car Nicobar</p> <p>Deputy Commissioner's Office, Nicobars</p> <p>Ph: 03193- 265566</p>	<p>➤ Application in <b>Prescribed Form-4</b> addressed to the Deputy Commissioner (Nicobar), along with Necessary documents. (Form-4 as appended to Cracker / Explosive Act 1984.)</p> <p>➤ DC→AC(HQ)→DA→ AC(HQ) issue Letter Extension officer / Tehsildar, Andaman Fire Services from fire point of view &amp; Police for Character and Antecedents →Received Reports for approval by DC→ If approved→ DA issue Challan &amp; Permit issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</p>	<p>➤ Application duly filled in.</p> <p>➤ 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</p> <p>➤ Description of place with proof of possession where the storage is intended to be carried out with Sketch map.</p> <p>➤ NOC of the tenant if the business is intended to be carried out on the land / building of the tenant.</p> <p>➤ Other than the applicant. <input type="checkbox"/>Recent copy of the Land Record (Form 'F') where business is intended to be carried out i.e., sale / storage.</p> <p>➤ Two recent passport size photographs.</p> <p>➤ 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.</p>	<p>Licence Fee ` 150/-(for 50 Kg)</p>

S.No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
3.	<b>Permit for Sale &amp; Stock or exhibits for sale or distribution of insecticides</b>	Assistant Commissioner (HQ), Car Nicobar  Deputy Commissioner's Office, Nicobar Ph: 03193- 265566	<p>➤ Application in <b>Prescribed (Form VI of Insecticides Rule 1971)</b> addressed to the Deputy Commissioner (Nicobar), along with necessary documents.</p> <p>➤ DC →AC (HQ) →DA→ AC (HQ) issue Letter Specific NOC from the Joint Director (Agriculture), Car Nicobar, AD (Agriculture of the area to furnish a list of insecticides item suitable to sell/stock or exhibit sale/distribution and to inspect the site &amp; Tehsildar for Revenue Report →Received Reports for approval by DC→ If approved→ DA issue Challan &amp; Permit issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</p>	<p>➤ Application duly filled in.</p> <p>➤ Principle Certificate issued by the authorized dealer in Form-VI D.</p> <p>➤ List of Products</p> <p>➤ Two recent passport size photographs.</p> <p>➤ 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</p> <p>➤ Description of place from where the sale depot would operate with sketch map.</p> <p>➤ NOC of the tenant if the business is intended to be carried out on the land / building of persons other than the applicant.</p> <p>➤ Recent copy of the Form F of the land records from where the business is intended to be</p> <p>➤ Carried out i.e. Sale point and /or storage.</p> <p>➤ Land recorded dispute if any</p> <p>➤ Photo of shop/ Built up Structure.</p> <p><b><u>Tehsildar report</u></b></p> <p>➤ Name, address and status of the applicant.</p> <p>➤ Whether, shop in running in a cemented building.</p> <p>➤ Whether proper ventilation is available in shop.</p> <p>➤ Any food articles &amp; water stored within the building for public.</p> <p>➤ Status of land record.</p>	Licence Fee ` 50/- (for 50 Kg)

Sl. No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
4.	<b>Permit for Storing Diesel and Petrol</b>	<p>Assistant Commissioner(HQ), Car Nicobar</p> <p>Deputy Commissioner's Office, Nicobar Ph: 03193- 265566</p>	<ul style="list-style-type: none"> <li>➤ Application in <b>Prescribed (Form-IX)</b> appended to Petroleum Rules, 2002 addressed to the Deputy Commissioner, Nicobar along With necessary documents.</li> <li>➤ DC→ AC(HQ)→ DA→ AC(HQ) issue Letter →Tehsildar for Revenue Report, Andaman Fire Services from fire point of view &amp; Police for Character and Antecedents→NOC from Tribal Council→ Received Reports for approval by DC→ If approved→ DA issue Challan &amp; Permit issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application duly filled in.</li> <li>➤ Photograph of proposed outlet (post card size-2 copies)</li> <li>➤ 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</li> <li>➤ NOC of the tenant if the business is intended to be carried out on the land/ building of the tenant other than the applicant.</li> <li>➤ Recent copy of the land record (Form F) and map from where the business is Intended to be carried out i.e. Sale /storage.</li> </ul>	Challan payable if approved- ₹.260/-

S.No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
5.	<b>Grant of Bar Licence</b>	<p>Assistant Commissioner(HQ), Car Nicobar</p> <p>Deputy Commissioner's Office, Nicobar Ph: 03193- 265566</p>	<ul style="list-style-type: none"> <li>➤ Application in Prescribed Form (<b>Grant of Bar Licence under Andaman Excise Rules, 1934</b> addressed to the District Magistrate, Nicobars, along with necessary documents.</li> <li>➤ <input type="checkbox"/> DC → AC (HQ) → DA → AC (HQ) issue Letter → Tehsildar for Revenue Report at Campbell Bay, Andaman Fire Services from fire point of view, Police for Character and Antecedents &amp; Press Note in the Newspaper inviting claims / objections from the general public → Received Reports for approval by DC → If approved → DA issue Challan &amp; Licence issued else Incomplete Report/Claim &amp; Notice is issued to applicant.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application duly filled in.</li> <li>➤ <input type="checkbox"/> 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</li> <li>➤ Document of age proof (The applicant should be above 18 years of age.)</li> <li>➤ <input type="checkbox"/> Recent copy of Land Record (Form F) and map duly attested.</li> <li>➤ Photographs of all rooms of the proposed Bar.</li> <li>➤ Clearance certificate from Andaman Fire Service (District Office).</li> <li>➤ Copy of Insurance made against fire and natural hazards.</li> <li>➤ 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.</li> <li>➤ Public Health Certificate from the Health Department.</li> <li>➤ <input type="checkbox"/> Registration Certificates from the Health Department</li> <li>➤ The applicant should have two years experience of hotel/tourism business (Copy of experience to be attached).</li> <li>➤ PAN Card</li> </ul>	<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>



				<div><div><div>➤ NOC from the landlord if the premises for the sale of liquor/beer is not owned by the applicant</div><div>➤ Copy of Income Tax returns.</div><div>➤ Medical Fitness Certificate of Owner.</div><div>➤ Affidavit as proofs in terms of guidelines No. 7 of order 4192 dated 18/11/2008.</div><div>➤ Medical Fitness Certificate of employees.</div></div><div><b>Renewal:-</b> The applicant may apply in 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.</div></div>	
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SI No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
6.	<b>Grant of Arms Licence</b>	Shri Ravi Kumar, LGC  Deputy Commissioners' Office, Nicobar Ph: 03193- 265566	<ul style="list-style-type: none"> <li>➤ <b>Application in Prescribed Form 'A'</b> addressed to the District Magistrate (N&amp;MA), along with necessary documents.</li> <li>➤ <input type="checkbox"/> DC → AC (HQ) → DA AC (HQ) issue Letter Report from the SP &amp; Dy.S.P (CID) → Received Reports for approval by DC → If approved → DA issue Challan &amp; Licence issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</li> </ul>	<ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Application duly filled in.</li> <li>➤ <input type="checkbox"/> Proof of permanent residential address.</li> </ul>	As prescribed under Arms Act, 1959 and Rules framed There under.
7.	<b>Grant of Notary licence.</b>	Shri Ravi Kumar, LGC  Deputy Commissioners' Office, Nicobar Ph: 03193- 265566	<ul style="list-style-type: none"> <li>➤ Application in Prescribed Form I (Memorial) addressed to the District Magistrate (N&amp;MA), along with necessary documents.</li> <li>➤ DC → AC(HQ) → DA → AC(HQ) issue Letter → Notice invited for claims &amp; objections → If no objections → case marked to Law Department, A&amp;N Administration → Applicant called for interview For approval by DC → If approved DA issue Challan &amp; Licence issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application duly filled in.</li> <li>➤ Proof of educational qualification, certificate showing proof of enrolment as an advocate</li> </ul> <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>	` 500/- for initial Five years.

Sl. No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
8.	<b>Grant of NOC to Crusher Unit.</b>	<p>Shri Ravi Kumar, LGC</p> <p>Deputy Commissioners' Office, Nicobar</p> <p>Ph: 03193- 265566</p>	<p>➤ Application in Prescribed Format addressed to the Deputy Commissioner, Nicobars along with necessary documents.</p> <p>DC→AC(HQ)→DA→AC(HQ) issue Letter →Tehsildar for Revenue Report →Received Reports for approval by DC →If approved Case forwarded to the Pollution Control Committee, A&amp;N Administration for consideration of grant of NOC to the SCU.</p>	<p>➤ Application duly filled in</p> <p>➤ Sketch map of the subject land.</p> <p>➤ Record of Right(Form 'F')</p> <p>➤ <input type="checkbox"/> Layout plan of the proposed crusher unit duly signed by the applicant.</p> <p>Renewal: The applicant may apply on a plain paper directly to the Member Secretary, Pollution Control Committee, A &amp; N Administration along with necessary land documents and a copy of the NOC already issued.</p>	NA

Sl. No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
9.	<b>Marriage Registration</b>	<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"> <li>➤ <input type="checkbox"/> Form-IV Application for Registration of Marriage Act 154 (XLIII of 1954) (See Rule 7(a))</li> <li>➤ <input type="checkbox"/> The Notice of Intended Marriage as per The Second Schedule(See Section 5) addressed to the <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Registrar of Marriage, Assistant Commissioner (HQ),Car Nicobar for Car Nicobar Sub-division/ Assistant Commissioner, Nancowrie for Nancowrie Sub-division &amp; Assistant Commissioner, Campbell Bay for Campbell Bay Sub-division.</li> </ul> </li> </ul> <p>Registrar issues Marriage Notice in second schedule to Parties →Marriage Officer enter a true copy of notice in the Marriage notice Book → Notice published by affixing a copy thereof to some conspicuous place in the office →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><b><u>Declaration by parties and witness:-</u></b> 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"> <li>➤ Application duly filled in.</li> <li>➤ <input type="checkbox"/> 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</li> <li>➤ <input type="checkbox"/> Age Proof of both partner like Birth Certificate (OR) Matriculation Certificate (OR) School leaving Certificate.</li> <li>➤ <input type="checkbox"/> Wedding Card, Nikha Naama/ Marriage Certificate</li> <li>➤ <input type="checkbox"/> 2 passport size photographs of both (Bride &amp; 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.</li> <li>➤ Individual Affidavit from both of them as prescribed.</li> <li>➤ Challan payable ` 3/- for every notice of intended marriage or application for the registration of marriage.</li> </ul>	Challan payable if approved – ` 50/-

			<p><b><u>Certificated of marriage: -</u></b></p> <p>When the marriage has been solemnized the marriage officer shall enter a certificate thereof in the form specified in the fourth schedule in a book to be kept by him/her for that purpose. Such certificate shall be signed by the parties to the marriage and the three witnesses.</p> <p>Whenever a marriage is not solemnized within three calendar months from the date on which thereof has been given to the marriage officer, the notice and all other proceedings arising there from shall be deemed to have lapsed</p>		
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Sl.No	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
10.	<b>RTI Act, 2005</b>	<p>➤ Public Information Officer for Car Nicobar (Assistant Commissioner, (HQ), Car Nicobar</p> <p>Ph:-03193-265566</p> <p>➤ ☐Public Information Officer for Nancowrie (Assistant Commissioner, Nancowrie)</p> <p>Ph:-03193-263222</p> <p>➤ ☐ Public Information Officer for Campbell Bay (Assistant Commissioner, Campbell Bay )</p> <p>Ph:-03103 -264264</p>	<p>Application in Prescribed Form 'A' with application fee addressed to</p> <p>➤ ☐the Public Information Officer(AC(HQ),C/N) for Car Nicobar Sub-division</p> <p>➤ the Public Information Officer (AC, Nancowrie ) for Nancowrie Sub-division</p> <p>➤ PIO→DA→ Concerned Authority for Information/ Providing Documents →` 2/- per page for providing additional information / document to the applicant</p>	<p>➤ Application duly filled in.</p>	<p>` 10/-</p>

11.	<b>Diversion of Land</b>	Assistant Commissioner, Campbell Bay  Ph:-03193-264264	Application in Prescribed Form 'A' addressed to  ➤ <input type="checkbox"/> the Sub-Divisional Officer(AC, Campbell Bay for Campbell Bay Sub-division  ➤ <input type="checkbox"/> SDO Tehsildar for Revenue Report Received Reports, if approved by SDO Party deposit required premium/ fine Order Issued.	➤ Application duly filled in. ➤ Copy of Form 'A' ➤ Record of Right ➤ Affidavit individual Purpose of Diversion.	➤ Court fee of Re 0.75/-  ➤ <input type="checkbox"/> The Diversion Fee will be calculated on the basis of area per sq.mtr and location i.e., Urban & Rural Area
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**Details of Services provided and contact details of the responsible officer**

Sl.No.	Services	Contact Details of the Responsible Officer	Process	Documents Required	Fee
12.	<b>Issue of Record of Right and Sketch Map</b> -issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie Sub-division, there is no revenue land.	1. Tehsildar , Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> <li>Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>Applicant required to pay prescribed fees as per ROR→ Patwari → issues Sketch Map.</li> </ul>	<ul style="list-style-type: none"> <li>Application with Details of Survey No., Area and Village etc.</li> <li>Copy of provision of ROR if available</li> </ul>	<ul style="list-style-type: none"> <li>Court Fee of Re 0.25/-</li> <li>Prescribed fees as per ROR and Sketch Map</li> </ul>
13.	<b>Dependent Certificate</b>	1. Tehsildar/ BDO, Car Nicobar Ph:- 265248  2. AC, Nancowrie Ph:- 263222  3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> <li><b><u>At Car Nicobar</u></b> Application in Plain Paper addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li><b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari → Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li><b><u>At Campbell Bay</u></b>, Tehsildar → Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>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</li> <li>Affidavit</li> </ul>	NA



14.	<b>Resident Certificate</b>	<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"> <li>• <b><u>At Car Nicobar</u></b> Application in Plain Paper addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/VLW for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari→ Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Campbell Bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Proof of Identity of the applicant such as Electoral Photo Identity card</li> </ul> <p>(OR)</p> <p>Islanders Identity Card</p> <p>(OR)</p> <p>Passport</p> <p>(OR)</p> <p>Local certificate.</p> <p>(OR)</p> <p>Family Identity Card</p> <ul style="list-style-type: none"> <li>• Affidavit</li> </ul>	NA
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15.	<b>Senior Citizen Certificate</b>	<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"> <li>• <b><u>At Car Nicobar</u></b> Application in Plain Paper addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Nancowrie</u></b> Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari→ Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Campbell Bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Two photographs of the applicant.</li> <li>• Proof of residence like Ration Card</li> <li>• 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.</li> <li>• 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</li> </ul>	NA
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16.	<b>Income Certificate</b>	<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"> <li>• <b><u>At Car Nicobar</u></b> Application in Plain Paper addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari→ Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li>• <b><u>At Campbell Bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Salary Certificate from recent/current employer</li> <li>• Proof of residence like Family Identity Card</li> <li>• Affidavit declaring his annual income from all sources.</li> <li>• 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</li> <li>• Age proof certificate</li> </ul>	NA
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17.	<b>No-Dues and Non-Encumbrance Certificate</b> - issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie subdivision, there is no revenue land.	Tehsildar, Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>Applicant required to pay prescribed fees as per ROR→ Patwari → issues Sketch Map.</li> </ul>	<ul style="list-style-type: none"> <li>Recent copies of Form F and map.</li> <li>Proof of residence like Ration Card</li> <li>Proof of Identity of the applicant such as Electoral Photo Identity card (OR) Islanders Identity Card (OR) Passport (OR) Local certificate.</li> <li>Copy of Power of Attorney, in case application is made by the Power of attorney holder</li> </ul>	<ul style="list-style-type: none"> <li>Court Fee of Re.25/-</li> </ul>
18.	<b>Family Details Certificate</b>	1. Tehsildar/ BDO, Car Nicobar  Ph:- 265248  2. AC, Nancowrie Ph:- 263222  3. Tehsildar, Campbell Bay Ph:- 264222	<ul style="list-style-type: none"> <li><b><u>At Car Nicobar</u></b> Application in Plain Paper addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> <li><b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari→ Patwari for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> <li><b><u>At Campbell Bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Death Certificate of the deceased concerned</li> <li>Affidavit copy giving details of surviving descendants of deceased person.</li> <li>Proof of residence like Family Identity Card</li> <li>Proof of Identity such as Electoral Photo Identity card (OR) Islanders Identity Card (OR) Passport (OR) Local certificate. (OR) Birth certificate of all the children (OR) Legal heir relating to deceased.</li> </ul>	NA

19.	<b>Local Certificate</b>	<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"> <li>• <b><u>At Car Nicobar</u></b> Application in prescribed Form addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> <li>• <b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents. AC, Nancowrie→Patwari→ Patwari for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> <li>• <b><u>At Campbell bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application duly filled in forwarded and recommended by Head of Tuhet and Village Headman and Tribal Council.</li> </ul> <p><b>For Category An Old Inhabitant- 1a(i)(ii) &amp; (iii)</b></p> <ul style="list-style-type: none"> <li>• Attested copy of School duration certificate or Family Identity Card.</li> <li>• Islanders Identity Card</li> <li>• Birth Certificate</li> <li>• If 10th Pass, enclose certificate</li> <li>• Parents Local Certificate or Land Records</li> <li>• Photograph(4 copies)</li> </ul> <p><b>For Settler Category- 1b(i) &amp; (ii)</b></p> <ul style="list-style-type: none"> <li>• Attested copy of School duration certificate or Family Identity Card.</li> <li>• Islanders Identity Card</li> <li>• Birth Certificate</li> <li>• If 10th Pass, enclose certificate</li> <li>• Parents Local Certificate or Land Records</li> <li>• Photograph(4 copies)</li> </ul> <p><b>For Category 2 (Ten years continuous education in these Islands)</b></p> <ul style="list-style-type: none"> <li>• Attested copy of School duration certificate (continue 10 years) &amp; Birth certificate</li> <li>• 10th Pass certificate</li> <li>• Photograph(4 copies)</li> </ul>	<ul style="list-style-type: none"> <li>• ` 2/-- for the Form as prescribed for Non- Tribals</li> </ul>
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20.	<b>Schedule Tribe Certificate</b>	<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"> <li>• <b><u>At Car Nicobar</u></b> Application in prescribed Form addressed to the Tehsildar / BDO concerned alongwith necessary documents. Tehsildar/BDO →Extension officer/ VLW for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> <li>• <b><u>At Nancowrie</u></b>, Application in Plain Paper addressed to the AC, Nancowrie, alongwith necessary documents.  AC, Nancowrie→Patwari→ for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> <li>• <b><u>At Campbell Bay</u></b>, Tehsildar →Patwari for Revenue Report →DA prepare Certificate for approval → If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application duly filled in forwarded and recommended by Head of Tuhet and Village Headman and Tribal Council.</li> <li>• Birth Certificate or School Transfer Certificate (Proof of Age)</li> <li>• 03 Nos. Passport Size Photo</li> <li>• ST Certificate of Father &amp; Mother or Brother &amp; Sister. (OR) Islander Identity Card of Father &amp; Mother</li> <li>• Tsunami Certificate of his/ her families</li> <li>• The application shall be signed by the Father/ Mother if child is below 15 years age.</li> </ul>	
21.	<b>OBC Certificate</b>	<p>Tehsildar, Campbell Bay Ph:- 264222</p>	<ul style="list-style-type: none"> <li>• Application in <b>Prescribed Form</b> (Application for Issuing Other Backward Classes(OBC) certificate in Andaman &amp; Nicobar Islands, addressed to the Tehsildar, Campbell Bay concerned.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Duly Filled in.</li> <li>• 3 Passport size photograph of the applicant.</li> <li>• Proof of residence like Family Identity Card</li> <li>• Proof of age like Birth certificate (OR) Matriculation certificate (OR) School leaving certificate.</li> <li>• Local certificate of the applicant and Parents.</li> <li>• Pension paper: if parents pensioner.</li> </ul>	

				<ul style="list-style-type: none"> <li>• Death Certificate, if parents expired.</li> <li>• 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</li> <li>• Family declaration entered in service book/affidavit.</li> <li>• Copy of Islanders Identity Card</li> <li>• Recent copy of Form F and map/Land details</li> <li>• Affidavit on income/s, property/ies and number of family members</li> <li>• If Karen then community certificate to be enclosed</li> </ul>	
22.	<b>Land Valuation Certificate</b> - issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie subdivision, there is no revenue land.	Tehsildar , Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>• Tehsildar →Patwari for Revenue Report →DA to prepare certificate for approval →If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Record of Right (Form 'F')</li> <li>• Location Map</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.25/-</li> </ul>
23.	<b>Occupancy Right</b> - issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie subdivision, there is no revenue land.	Tehsildar , Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>• Tehsildar →Patwari for Revenue Report →DA to prepare certificate for approval →If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Attested copy of Patta (or)  Copy of Patta and Khasra entry book for the last 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.25/-</li> </ul>

24.	<b>Surrender of land</b> - issued at Campbell Bay sub-division only. At Car Nicobar and Nancowrie subdivision, there is no revenue land.	Tehsildar , Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>• Tehsildar →Patwari for Revenue Report →DA to prepare certificate for approval →If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Surrender statement from the person / tenant concerned.</li> <li>• Attested copy of Patta.</li> <li>• Record of Right (Form 'F')</li> <li>• Affidavit</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of `0.25/-</li> </ul>
25.	<b>Mutation of Land</b> - issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie subdivision, there is no revenue land.	Tehsildar , Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>• Tehsildar →Patwari for Revenue Report →DA to prepare certificate for approval →If approved, DA issue Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Right in Form 'F'</li> <li>• Sale Deed/ Gift</li> <li>• Deed/Legal Heirs etc,</li> <li>• Death Certificate</li> <li>• Islanders Identity Card</li> <li>• Family Identity Card</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.25/-</li> </ul>
26.	<b>Demarcation of Land</b> - issued at Campbell Bay sub-division only At Car Nicobar and Nancowrie sub-division, there is no revenue land.	Tehsildar , Campbell Bay  Ph:- 264222	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Tehsildar concerned along with necessary documents.</li> <li>• Tehsildar →Patwari for Revenue Report →DA prepare RC →Surveyor prepare fees as per LR→DA for collection of fees →Tehsildar issues Notice →Surveyor perform Demarcation and submit Report →Tehsildar.</li> </ul>	<ul style="list-style-type: none"> <li>• Record of Right (Form 'F')</li> <li>• Applicant required to pay demarcation fees as per LR.</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.25/-</li> </ul>



27.	<b>Sub-Division of Land</b>	<ol style="list-style-type: none"> <li>1. DC, Nicobars Ph:-265220</li> <li>2. AC (HQ) (Reader to DC (Nicobars)) Car Nicobar Ph:-265566</li> <li>3. AC, Campbell Bay Ph:-264264</li> <li>4. Tehsildar Campbell Bay Ph:- 264222</li> </ol>	<ul style="list-style-type: none"> <li>• Application in Prescribed Format must be signed by all co-tenants addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents.</li> <li>• DC →AC(HQ)→AC, Campbell Bay →Tehsildar, Campbell Bay →Patwari→ Tehsildar, Campbell Bay→ AC, Campbell Bay→ AC(HQ)→DC.</li> </ul>	<ul style="list-style-type: none"> <li>• Application duly filled in.</li> <li>• Recent copy of Record of Right (Form 'F')</li> <li>• Affidavit of all cotenant/ stake holder to the effect that all are interested for the subdivision.</li> <li>• Sketch map proposing the sub-division with plotable data, duly signed by all concerned.</li> <li>• Layout Plan indicating approach road etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.75/-</li> </ul>
28.	<b>Sale Permission of Land</b>	<ol style="list-style-type: none"> <li>1. DC, Nicobars Ph:-265220</li> <li>2. AC (HQ) (Reader to DC (Nicobars)) Car Nicobar Ph:-265566</li> <li>3. AC, Campbell Bay Ph:-264264</li> <li>4. Tehsildar Campbell Bay Ph:- 264222</li> </ol>	<ul style="list-style-type: none"> <li>• Application in Prescribed Format addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents.</li> <li>• DC →AC(HQ)→AC, Campbell Bay →Tehsildar, Campbell Bay →Patwari→ Tehsildar, Campbell Bay→ AC, Campbell Bay→ AC(HQ)→DC.</li> </ul>	<ul style="list-style-type: none"> <li>• Application duly filled in.</li> <li>• Record of Right (Form 'F')</li> <li>• Map</li> <li>• No Dues Certificates from various Departments i.e., SBI, A&amp;N State Co-Operative Bank, Pradhan, Co-Operative Societies, Tehsildar concerned and</li> <li>• An Affidavit.</li> </ul>	<ul style="list-style-type: none"> <li>• Court Fee of ` 0.75/-</li> </ul>

29.	<b>Permit for Earth Cutting</b>	<ol style="list-style-type: none"> <li>1. DC, Nicobars Ph:-265220</li> <li>2. AC (HQ) (Reader to DC (Nicobars)) Car Nicobar Ph:-265566</li> <li>3. AC, Campbell Bay Ph:-264264</li> <li>4. Tehsildar Campbell Bay Ph:- 264222</li> </ol>	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents.</li> <li>• DC →AC(HQ)→AC, Campbell Bay→Tehsildar, Campbell Bay→Patwari→ Tehsildar, Campbell Bay→ AC, Campbell Bay→ AC(HQ)→DC.</li> </ul>	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Record of Right (Form 'F')</li> <li>• Map</li> <li>• No Objection Certificate from the recorded tenant in the shape of affidavit with NOC from neighboring tenants from where the earth cutting is to be done.</li> <li>• NOC from the recorded tenant in whose land the earth will be dumped.</li> </ul>	NA
30.	<b>Correction of clerical error in Revenue Records</b>	<ol style="list-style-type: none"> <li>1. DC, Nicobars Ph:-265220</li> <li>2. AC (HQ) (Reader to DC (Nicobars)) Car Nicobar Ph:-265566</li> <li>3. AC, Campbell Bay Ph:-264264</li> <li>4. Tehsildar Campbell Bay Ph:- 264222</li> </ol>	<ul style="list-style-type: none"> <li>• Application in Plain Paper addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents.</li> <li>• DC →AC(HQ)→AC, Campbell Bay→Tehsildar, Campbell Bay→Patwari→ Tehsildar, Campbell Bay→ AC, Campbell Bay→ AC(HQ)→DC.</li> </ul>	<ul style="list-style-type: none"> <li>• Application.</li> <li>• Record of Right (Form 'F')</li> <li>• Patta Pass Book</li> <li>• Family Identity Card</li> <li>• Islander Identity Card</li> <li>• Local Certificate</li> <li>• EPIC Card</li> <li>• Birth Certificate</li> <li>• The matter must be published in any local newspaper.</li> </ul>	NA

31.	<b>Setting Apart of Land</b>	<p>1. DC, Nicobars Ph:-265220</p> <p>2. AC (HQ) (Reader to DC (Nicobars)) Car Nicobar Ph:-265566</p> <p>3. AC, Campbell Bay Ph:-264264</p> <p>4. Tehsildar Campbell Bay Ph:- 264222</p>	<ul style="list-style-type: none"> <li>Application in Plain Paper addressed to the Deputy Commissioner (Nicobars) affixing court fee Re.0.75/-, along with necessary documents.</li> <li>DC →AC (HQ)→AC, Campbell Bay→Tehsildar, Campbell Bay→Patwari→ Tehsildar, Campbell Bay→ AC, Campbell Bay→ AC(HQ)→DC.</li> </ul>	<ul style="list-style-type: none"> <li>Application.</li> <li>Tehsildar concerned will provide the required form &amp; certificate.</li> <li>Affidavit.</li> </ul>	NA
32.	<b>Loud Speaker Permission</b>	<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"> <li>The Sub-Divisional Magistrate (AC (HQ), C/N), for Car Nicobar Sub-division.</li> <li>The Sub-Divisional Magistrate (AC, Nancowrie) for Nancowrie Sub-division.</li> <li>SDM issue Letter →Report from area SHO Reports→ if approved by SDM→ DA Issue Challan &amp; Mike Permission Issued.</li> </ul>	<ul style="list-style-type: none"> <li>Application duly filled in.</li> </ul>	Per Permission ` 5/-
33.	<b>Tribal Pass</b>	<p>Assistant Commissioner (HQ), Car Nicobar  Ph:- 03193-265566</p> <p>Assistant Commissioner Nancowrie</p>	<p><b><u>Fresh Tribal Pass:-</u></b></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>	<ul style="list-style-type: none"> <li>➤ Application duly filled in.</li> <li>➤ Form-A for Fresh Tribal Pass &amp; Form- D for Renewal of Tribal Pass.</li> <li>➤ 02 Passport size photo for Fresh Tribal Pass &amp; Renewal of Tribal Pass.</li> <li>➤ Proof of Identity of the applicant such as</li> </ul>	➤ Per Tribal Pass ` 5/-

		<p>Ph:- 03193- 263222</p> <p>Assistant Commissioner Campbell Bay</p> <p>Ph:-03193-264264</p>	<p>DC→AC (HQ) →DA→AC (HQ) issue Letter to SHO for Police Verification → Received Report from SHO→ DA→AC(HQ) for approval → DA issue Challan &amp; Tribal Pass issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</p> <p><b><u>Renewal Tribal Pass:-</u></b></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> <p>DC→AC (HQ)→DA→AC(HQ) issue Letter to SHO for Police Verification → Received Report from SHO→ DA→AC(HQ) for approval → DA issue Challan &amp; Tribal Pass issued else Incomplete Report/Claim &amp; Notice is issued to Applicant.</p>	<p>Electoral Photo Identity Card (OR) Islanders Identity Card (OR) Local certificate.</p> <p>➤ 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.</p> <p>➤ For Shopkeepers, submit the Shop License of the Land Owner/Proprietor and recommendation letter from the Land Owner /Proprietor with signature in the application.</p>	
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**FORM AE-5**  
**(See rule 113 of the Explosives Rules, 2008)**  
**Application for approval or grant or transfer of licence in**  
**Form LE-5 as per**  
**Article 5(a) to (f) of Part 1 of Schedule IV**

I,.....on behalf of .....apply for approval or grant or amendment of licence for the following purpose.

1. Purpose: (Write the purpose corresponding to particular article as per Schedule IV, Part 1)  
.....  
.....  
.....

2. Name: I require licence in the following name and postal address:  
(a) Name in which licence is required  
.....to be granted  
(see notes below)  
(b) Status  
(c) Age  
(d) Postal address:

.....  
.....  
City.....District.....State.....  
.....Pin code.....  
Police Station.....  
Railway Station/Steamer Ghat.....  
Phone.....Email.....Fax.....

3. The proposed premises are situated at the following address:  
.....  
.....Survey  
number .....City.....District.....State.....Pin  
code .....Police Station.....Railway  
Station/SteamerGhat.....  
.....Phone.....  
..... email.....  
Fax.....

4. Explosives proposed to be possessed:  
Name and Description      Class      Division if any      Quantity at any one time  
i.  
ii.  
iii.

5. If the explosives are to be used, furnish the particulars related to the purpose of use.....
6. Has the applicant been convicted under any offence.....or ordered to execute bond under Chapter VIII of.....Code of Criminal Procedure, 1973, during the last.....10 years. If yes, please give details.
7. (a) Particulars of other licence under .....Explosives Act, 1884, if any held by ..... the applicant during the last 10 years .....Yes.....No.....
- (b) was any licence cancelled or not renewed?  
.....
- (c) If yes, give details  
.....

I hereby certify that the above particulars given by me are correct.

Date.....

Signature of applicant.....

(Authorized person in case of a Company)

Full Name.....

Address.....

**FORM VI**

**APPLICATION FOR THE GRANT OF LICENCE TO SELL, STOCK, OR EXHIBIT FOR  
SALE OR DISTRIBUTE INSECTICIDES**

The Licensing Authority

State of .....

1. Full name and address of the applicant.

2. Is the applicant a new comer/ (Say "Yes" or No")

3. If yes, the names of the principles, if any, whom he represents.

4. \*\*\*\*\*

5. I enclosed a certificate from the principals whom I represent or whom I intend to represent and the source/sources from which insecticides will be obtained.

6. \*\*\*\*

7. Situation of the dealer's premises where the insecticides will be (a) stored: and (b) sold.

8. The names of insecticides in which the applicant desires to carry on business.

9. Full particulars of licenses issued in his name by other State Governments, if any, in their areas.

10. I have deposited the licence fee.

Treasury Challan No.....

Sub-Treasury.....

11. Declaration:

(a) I / We declare that the information given above is true to my/our Knowledge and belief, and no part thereof is false.

(b) I / We carefully have read the terms and conditions of the licence and agree to abide by them.

Name and address of the applicant(s) in blocks letters.

Date.....

Place.....

Signature of the applicant.

**FORM VII**  
**(See Rule 10(1))**  
**Application for renewal of license to sell, stock or exhibits for**  
**sale or distribute insecticides**

To  
  
The Licensing Authority  
District of Nicobar District

I/We hereby apply for renewal of the license to sell, stock or exhibit for sale or distribute insecticides under the name and style of .....

The licence desired to be renewed as granted by the Licensing Authority for the District of ..... and allotted Licence No..... on the ..... day of .....

The situation of the applicant’s premises where the insecticides are / will be (a) stored and (b) sold.

(i) I/We hereby declare that the situation of my / our premises, where the insecticides are (a) stored and (b) sold are stated below:-

(a)	(b)
Premises where insecticides are stored	Premises where insecticides are sold

(ii) The insecticides in which, I / We am/are carrying and the name of the principals whom I /We represent are as stated below:

.....  
Full Name and address  
Of the applicant(s) in  
Block letters

Signature of the applicant



**Application form for storing Petroleum**  
**(See Rules 143, 147, 148 and 156)**  
**Application for a grant/amendment/renewal/transfer of a licence**  
**to import and store petroleum.**

Documents listed below must be enclosed with this application. If it is for the grant of a licence in Forms XIV, XV, XVI or in Special Form

The replies to be given in this column.

1. Applicant's Name .....

Applicant's calling .....

Applicant's full .....

Postal Address .....

.....

2. Situation of the premises where petroleum is to be stored

State .....

District .....

Town and village .....

Police Station .....

Nearest railway station .....

3. Quantity (in litres) of petroleum proposed to be imported and stored:

(i) Petroleum class A .....

(a) In bulk .....

(b) Not in bulk .....

(c) Total .....

(ii) Petroleum class B .....

(a) In bulk .....

(b) Not in bulk .....

(c) Total .....

(iii) Petroleum class C .....

(a) In bulk .....

(b) Not in bulk .....

(c) Total .....

Total of all classes of petroleum .....

4. Quantity in litres of petroleum already stored in the premises:

(i) Petroleum class A .....

(a) In bulk .....

(b) Not in bulk .....

(c) Total .....

(ii) Petroleum class B .....

(a) In bulk .....

(b) Not in bulk .....

(c) Total .....

(iii) Petroleum class C .....	
(a) In bulk .....	
(b) Not in bulk .....	
(c) Total .....	
Total of all classes of petroleum .....	

5. Number of licence held for the premises and the full name of the holder of the licence

I hereby declare that the statements made above have been checked up by me and are true and I undertake to abide by the terms and conditions of the licence, which will be granted to me.

Date of application

Signature and Designation of the applicant.

Notes:-1. Where the application is made on behalf of a company, the name and address of the company and the name of the manager or agent should be given and the application should be signed by him. Every change in the name of the manager or agent shall be forthwith intimated to, and his specimen signature filed with, the licensing authority.

2. "In bulk" means in tanks or receptacles exceeding 1,000 litres in capacity "Not in bulk" means in approved containers not exceeding 1, 000 litres in capacity.

**APPLICATION FOR GRANT OF BAR LICENCE UNDER  
ANDAMAN EXCISE RULES, 1934  
(Read with guidelines in Administration's  
Order No.4192 dated 18/11/2008)  
\*\*\*\*\***

1. Name of the Bar/Hotel/Firm with complete address:
2. Particulars of the application:

Sl. No.	Name	Father 's Name	Age	Residential address	Prop./ Partner/ Manager	Signature

- ❖ Copy of Partnership deed to be attached and particulars of all the partners be filled in the above table.
- ❖ Copy of Ration Card / Passport /EPIC / Residence certificate to be enclosed.
- ❖ Document of age proof to be attached.

3. Whether the applicant is a citizen of India :
4. Whether you have been black listed or debarred from holding a license at any point of time :
5. Whether the business site / premises is commercial (Record of right of land be attached). :
6. Whether building is pucca & having clearance for Andaman Fire Service & insured against fire and natural hazards. :
  - (a) Photograph of Building
  - (b) Clearance certificate from fire service.
  - (c) Copy of insurance made.
7. Plan of the premises (in duplicate) which the applicant proposes to use for the bar as well as of the entire building be submitted showing the plan and the elevation of the premises and the position of the various rooms, cupboards, racks & all important details connected with the premises. :
8. For PBMC area only: whether the building where proposed bar is to be located, has been made as per approved building plan. :
9. Whether the building where the bar is proposed to be located is owned/ rented premises? If rented 'NOC' of the recorded tenant of the land to be enclosed. :
10. Whether the Affidavit in terms of guidelines No. 7 of order 4192 dated 18/11/2008 is enclosed. :
11. Whether the restaurant / bar is freely accessible through metal road having at least 03 meters width. :
12. Whether the restaurant is having Public Health Certificate issued by DHS/concerned CHC/PHC?

If yes, enclose a copy thereof. :

13. Proof of running Hotel /tourism business since the year (to be mentioned). :

14. Whether the premises proposed as bar is having adequate space for free movement. :

15. PAN Card (Copy to be enclosed). :

Place  
Dated:

Signature of Applicant  
Address:

**SCHEDULE –III**  
**FORM ‘A’**  
**Form of application for an Arm Licence**  
**(See Rule 51)**

**PART A**

**Identity of application**

1. Name:
2. Parent/Spouse name:
3. Place of birth (Nativity):
4. Date of birth in Christian era both in words & figures:
5. Present Address:

(a) Nearest Police Station:

6. Permanent Address:

a) Nearest Police Station:

7. Occupation and designation of office held,  
if any (together with address):

NOTE: Nearest Police Station means the police station under whose jurisdiction the place given in the address comes.

Signature/Thumb impression

**PART B**  
**Other particulars of applicant**

8. Whether the applicant has been-

(a) Convicted-if so, the offence(s), the sentence and -  
Date of sentence.

(b) Ordered to execute a bond under chapter VIII  
Of the code of the Criminal Procedure, 1973  
(2 of 1974) for keeping the peace or for good  
behaviour-if so, when and for what period

(c) Prohibited under the Arms Act, 1959, or any  
Other law from having the arms/ammunition

9. (a) Whether the applicant applied for a licence before if  
so, when to whom & with what result.

(b) Whether the applicant's licence was ever suspended  
or cancelled/revoked if so, when and by whom and  
on what account.

(c) Whether any other member of the applicant's family  
is in possession of any arms licence, if so, particulars  
thereof.

10. Whether the applicant-

(a) is a licensee or exemptee, if so,  
description of the arms, held.

(b) has a safe place to keep the arms.

(c) is a bonafide tourist, if so.

(i) name of the country to which he belongs:

(ii) Whether he is prohibited by the laws  
of his country from having in his  
possession any arms and ammunition.

(iii) The probable date of his arrival in India.

NOTE: Bonafide tourist is permitted to bring into India, subject to the condition specified  
in Sec.10 and in rule 32 arms and ammunition in reasonable quantities for nil use for  
purpose only of sport and for no other purpose.

**PART C**

**Particulars of Licence**

11. Need for licence:

12. The Form in which the licence is required:

13. Description of arms / ammunition.

14. (a) Area within which applicant wishes to carry arms.

(b) Place where arms / ammunition will be kept/manufactured etc.

(c) Place/route of import/export/transport.

15. Other particulars required as in the relevant licence Form.

16. Claims for special consideration.

NOTE: Against column 12, the applicant should clearly mention the purpose(s) for which the licence is required-such as; use acquisition, possession, carrying, manufacture, sale, transfer, repair, covenant, proof-test, import, re-import, export, re-export, transport, self-protection, sport, display, destruction of wild animals which do injury to human beings / cattle, protection of crops and cattle, target practice/shooting, temporary possession as bonafide traveler visiting India etc.

#### PART – D

For applicant requiring licence for import/export/transport/re-export and re-import

17. (a) Whether the previous sanction of the  
concerned authority required under rule  
50 if any has been obtained, and, if so.

#### DECLARATION

I hereby declare that the above particulars given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage. I am liable to be proceeded against and action taken under the relevant provision of the Arms Act,1959, the Arms Rules, 1962, and other central enactments or the law for the time being in force.

Place:.....

Date:.....

**Signature /Thumb impression of applicant**

Form of Application for Renewal of Arm Licence

I.....S/o.....  
..... request that arm licence No..... dated.....for the.....  
.....arm,/arms mat be renewed to me. The necessary particulars are stated below:-

Part A- Identity of applicant

- 1 a) Present Address :
- b) Permanent residence :
- 2 Date of Birth :
- 3 Occupation and designation of office held any :
- 4 Signature / Thumb impression :
- 5 Last renewing / issuing authority:

Part B- Other particulars of applicant

- 6 Whether the applicant has been
  - a) Convict if so ( The Officers), the sentence and date of sentence :
  - b) Other to execute a bond under chapter VIII of CrPC for keeping the peace or for Good behavior- if so when and for what period. :
  - c) Prohibited under the Arms Act, 1959 or any other law from having the arms / ammunition :
  - d) Whether the applicant's license was over suspended or cancelled / revoked. If so when and be whom and on what account :

Dated..... Signature of applicant

- Documents to be enclosed
- 1. Arms licence
  - 2. Weapon deposit certificate / weapon for inspection
  - 3. Proof of present residential address.



FORM I  
Memorial  
(See rule 4(2))

1. Name of the applicant \_\_\_\_\_  
2. Father's /Husband's Name \_\_\_\_\_  
3. Date of Birth \_\_\_\_\_  
4. Whether SC/ST/OBC/General \_\_\_\_\_  
5. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Address(Office) \_\_\_\_\_  
\_\_\_\_\_

Pin \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
E-Mail \_\_\_\_\_

6. Educational Qualifications (Please attach attested photocopies)

7. Enrolment number & date (Please attach attested photocopies)

8. Practicing in \_\_\_\_\_  
Civil side \_\_\_\_\_  
Criminal side \_\_\_\_\_  
Taxation \_\_\_\_\_  
Revenue Courts \_\_\_\_\_

9. Whether Income tax assessed \_\_\_\_\_

10. The memorial of (name of the applicant in block letters)

Showeth \_\_\_\_\_

1. that the memorialist is a person eligible for appointment  
as a notary under the Notaries Act, 1952, and clause (a) of  
rule 3 of the Notaries Rules, 1956;

2. that the memorialist resides in \_\_\_\_\_  
(here state the name of the local area or name of court  
where he intends to practice) and will reside for upwards  
of \_\_\_\_\_ (state how long);

3. that the number of notaries practicing in the local area is  
insufficient for the requirements thereof (the grounds of  
the statement should be added);

4. that no previous application of the memorialist has been rejected or withdrawn by him, within the preceding six months;

The memorialist, therefore, prays that the government be pleased to appoint and admit him as a notary under and by virtue of the Notaries Act, 1952 (53 of 1952) and clause (a) of rule 3 of the Notaries Rules, 1956, to practice in \_\_\_\_\_ (here state the name of the local area).

Dated \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature of the applicant

**ANDAMAN AND NICOBAR ADMINISTRATION**  
**Application for grant of No Objection certificate for crushing permission**

I hereby submit an application for grant of No Objection Certificate from the Pollution Control Committee, A & N Administration for quarrying/ crushing operation. The required particulars are given below:

1.Name & address of the applicant with :

father husband's Name

2. Particulars of the existing quarry

a) Sy. No. :

b) Area :

c) Village :

d) District :

e) Year first permit was issued /granted :

f) Copy of the last quarry permit :

g) Details of daily drilling :

h) No. of workers working at the quarry :

i) Facilities provided for the workers at the quarry site:

3. Distance between quarry site and nearest habitation:

4. Whether any plan for reclamation of the area from

Where stones have been quarried.(Copy of plan be attached):

5. Detailed plan for excavation of stones (angle of :

Excavation, quantity of quarry product etc,

copy of plan be attached).

6. Details of persons employed for drilling :

a) Qualification/experience of trained driller :

b) Quantity of explosive used :

7. Whether the applicant having own crusher :

8. If no crusher is operated by the applicant: whether :

any written agreement exist with any other crusher owner.

If so, attach copy of the agreement

9. The particulars of the crusher

a) Name of the crusher owner :

b) Location/village of the crusher installed. :

c) Nearest habitation from the crusher site. :

d) Land status of the crusher site. :

e) Whether the land is in the name of owner.

If so, attached copy of the record entry & map:

f) Distance between quarry site to crusher location:

g) Power capacity of the crusher. :

h) No. of workers working at the crusher :

i) Facilities provided for the workers at the crusher site:

j) Details of production for the last 03 years  
and method of dispatch.

k) Photograph of the crusher :

10. Name of the village/town to pass for transporting  
Quarry product from quarry to crusher site.

11. Whether dust containment cum suppression system installed:

12. Whether construction of wind breaking walls completed:

13. Plan of growing of green belt along the periphery :

(Attach copy of the plan)

14. Installed capacity of the crusher :

15. a) Whether water sprinkle installed :

b) Source of water for sprinkle. :

I hereby declare that the particulars furnished above are correct and further  
details required if any shall be furnished.

Date:

Place:

Yours faithfully

Signature of the applicant.

To  
The Deputy Commissioner,  
Nicobar District.  
Car Nicobar

Sub: Sub-Division of land – reg.

Sir,  
I/we are interested in sub-division of the land whose detail is mentioned below:

1. Survey No. :
2. Area :
3. Classification of land :
4. Name of village / Tehsil :
5. Name of interested persons :

6. Share of each person (Sy. No. wise) :
7. Record entry and sketch map attached :
8. Is there any suggestive sub-division  
proposal, if yes the details therefore :

9. Land devolved due to Sale/Gift Deed/ Inheritance:
10. Other information, if any :

You are requested to kindly allow the sub-division of land as desired by us at the earliest.

Thanking you,

Yours faithfully

- Date:
- 1.
  - 2.
  - 3.
  - 4.
  - 5.

Note : The application must be signed by all co-tenants and supported with the following documents:

1. Recent copy of Record of Right (Form 'F').
2. Affidavit of all co-tenant/stake holder to the effect that all are interested for the sub-division.
3. Sketch map proposing the sub-division with plotable data, duly signed by all concerned.

IN THE COURT OF DEPUTY COMMISSIONER  
DISTRICT OF NICOBARS

IN THE MATTER OF

Grant of permission for transfer/sale of interest of licence of non-agricultural land under section 159(9) of Andaman and Nicobar Land Revenue and Land Reforms Regulation, 1966 read with Rules 168(A) of Andaman and Nicobar Islands Land Revenue and Land Reforms Rules, 1968.

The petitioner seeks permission to transfer of interest of landed property mentioned hereby by way of Sale/Gift/Mortgage.

Sl. No.	Points	Comments (Affirmative/Negative)
1	Name of Applicant S/o, D/o, W/o R/o	
2	Name of Tenant S/o, D/o, W/o	
3	Whether the applicant is power of attorney holder	
4	Whether the person executing the power of attorney is alive	
5	If so, power of attorney attached or not	
6	Site/Plot No.	
7	Area	
8	Village/Tehsil in which situated	
9	Year of allotment	
10	Whether he/she is a defaulter of govt. dues	
11	Whether NOC obtained from the following depts./organization attached	
	i) A&N State Coop. Bank	
	ii) Industries Department	
	iii) CD Block/BDO	
	iv) Tehsildar concerned	
	v) Affidavit attached or not	
	vi) Record entry map attached or not	
	vii) State Bank of India	

12	Whether allottee is an encroacher	
13.	It it is mortgage, the name of the person in whose favour mortgage is made	
14	If it is gift, in whose favour	
15	The house/land under whose Occupation	
16	Reason/circumstances under which the tenant intend to dispose the house	
17	Whether he has any other house, land etc. detail thereof.	

Place :  
Date :

Signature of the Applicant  
Name .....

FORM - IV  
[See Rule 7 (a)]  
**Application for registration of a Marriage under section 15 of the  
Special Marriage Act.  
1954 ( XLIII of 1954)**  
\*\*\*\*\*

**Husband**

**Wife**

1. Name of parties :
2. Age or date of birth :
3. Permanent dwelling place, if any,
4. Present dwelling place :
5. Relationship, if any of the parties before marriage.
6. A ceremony of marriage was performed between .....  
..... and we declare  
that we have been living together as husband and wife ever since the date noted  
above.
  - (i) neither of us have more than one spouse living on the date mentioned in this application.
  - (ii) neither of us is an idiot or lunatic.
  - (iii) both of us have completed the age of twenty one year on the date of this application.
  - (iv) we are not within the degrees of prohibited relationship.

Our marriage was celebrated before the commencement of the Special Marriage Act, 1954 (XLIII of 1954) and according to the law, customs or usage having the force of law, governing each of us, marriage between us is permitted, though we are within the degrees of prohibited relationship according to the Act aforesaid.
  - (v) we have been residing within the jurisdiction of the Marriage Officer at Car Nicobar/Nancowrie/Campbell Bay for a period of not less than thirty days immediately preceding the date of this application.
7. The following are the particulars of children born to us after the ceremony of the aforesaid marriage:-

Sl. No	Name	Sex	Date of birth
1.			
2.			

(Signature)  
Husband

(Signature)  
Wife



(See Section 5)

THE SECOND SCHEDULE

SL. No

NOTICE OF INTENDED MARRIAGE

Marriage officer for the Car Nicobar / Nancowrie / Campbell Bay Sub- Division, District of Nicobars do hereby give you notice that a marriage under the Special Marriage Act, 1954 is intended to be solemnized between us within three calendar months from the date thereof.

Name and Address	Condition	Occupation	Age	Dwelling Place dwelling place If Present dwelling Place is not permanent	Permanent	Length of residence
(Bridegroom)	Un married Widower Divorce					
(Bride)	Unmarried Widow Divorce					

Witness our hands this.....Day of.....201.....

(Bridegroom)

(Bride)

Identified by me,

Countersigned,

MARRIAGE OFFICER

**Form 'A'**  
**Form of Application for seeking information**

ID No.....  
(For Official use)

To,  
  
The Competent Authority,  
.....  
.....

1	Name of Applicant:	
2	Address:	
3	Particulars of information - concerned department Particulars of information required:	
	i. Details of information required:	
4	Period for which information asked for	
	i. Other details:	

I state that the information sought does not fall with the restricts contained in Section 8 of the Act and to the best of my knowledge it pertains to your office. 5. A fee of ` 10/- for obtaining information under sub-section (1) of Section 6 and providing information under sub-section (1) of Section 7 has been deposited in the office of the Competent authority vide No ..... dated .....

Place:  
Date:

Signature of the applicant  
Tel. No. (Office) .....  
Mob. ....

**FORM "A"**

**(See Rule 4 A)**

**APPLICATION FOR PERMISSION TO DIVERT LAND IN ANY HOLDING  
FOR ALTERNATIVE USE**

To,

The Sub-Divisional Officer (Rev.)  
Campbell Bay Sub-Division.

1. I hold land measuring ..... hect. /square mtrs. In survey No. /Nos. .... of revenue village ..... as an occupancy tenant /non-occupancy tenant /grantee /licensee.
2. I have the right to use the land referred to above for purpose of agriculture/ as site for dwelling house /for industrial or commercial purpose /for purposes other than agricultural purpose, house site or industrial or commercial purpose.
3. I, however, intend to use land measuring ..... hecets. /sq. mtrs. out of the aforesaid holding for purpose of .....
4. The land is not well suited for agricultural purpose /I have the right of occupancy in the holding /If permission sought below is grant to me I shall still be left with ..... hect. of land in my holding / the lands adjacent to my holding in its vicinity are currently being used for ..... /..... There is no reason why the permission sought below should be denied to me in view of town and country planning consideration.
5. I enclose herewith
  - (1) The original documents in relation to my title to held the aforesaid lands and
  - (2) a statement indicating details of intended alternative use of the land for which permission is being sought by me and my capacity to incur necessary investment expenditure in partly the land to immediate and efficient use as intended by me.
6. I request that I may be permitted to divert the land referred to in para 3 above for the purpose stated therein.

Yours faithfully,

Date:  
Place

Name:.....  
S/o / D/o.....  
R/o .....

**FORM (A)**

**Form of application for licence under Rule 7 (b) of the Andaman & Nicobar Islands Regulation of Traffic and preservation of order in Public Places, Rules, 1966.**

1. Name of the Applicant (in Full) :
2. Father's Name :
3. Profession :
4. Address :
  
5. Full particulars & description of the place where the loud speaker, amplifier is proposed to installed. :
6. Particulars of application if any, in which licence was applied for it was refused :
7. Particulars of challan No. etc. Regarding fee paid :

I have carefully read the provisions of the Andaman & Nicobar Islands (Regulation of Traffic and preservation of order in Public) Place Regulation, 1967 & Rules framed there under and I agreed abide by them.

Place:

Date:

Signature of applicant

Issued vide Serial No. \_\_\_\_\_ Dated \_\_\_\_\_ payment of ` \_\_\_\_\_/-  
(\_\_\_\_\_ Only).

Cashier  
AC's Office  
Car Nicobar/Nancowrie/Campbell Bay

Forwarded to the Station House Officer, Car Nicobar /Nancowrie/ Campbell Bay for report.

Assistant Commissioner  
Car Nicobar /Nancowrie/ Campbell Bay

**APPLICATION FORM FOR ISSUING OF OTHER BACKWARD CLASSES (OBC)**  
**CERTIFICATE IN ANDAMAN & NICOBAR ISLANDS**

To,  
The Tehsildar  
.....

Affix your  
photo  
Here  
(Passport size)

Sir,  
I request that a Certificate in respect of reservation for Other Backward Classes in A & N Islands may kindly be granted to me.

1. Full Name of the applicant (in BLOCK letters)
2. Complete Residential Address  
(a) Present.....  
.....  
(b) Permanent.....  
.....

Enclose attested residential proof as a bonafide Permanent resident of A & N Islands i.e,(I) Islanders Identity Card and (II) Local Certificate under category 1a(i)(ii)&(iii), 1b(i)&(ii)

3. Islanders Identity Card No.....
4. Date of Birth.....  
a) Age Proof  
b) Birth Certificate / Matriculation Certificate/ School Leaving Certificate
5. Religion.....
6. Occupational Group  
a) Student  
b) Service  
c) Business  
d) Agriculture  
e) Others (to be specified)  
f) Strike out whichever is not applicable.
7. Community  
a) Local Borns (Belonging to Pre-1942)  
b) Bathus ( Belonging to Pre-1942)  
c) Moplas ( Belonging to Pre-1942)  
d) Karens ( Belonging to Pre-1942)  
e) Bengali Settlers –( Post 1942 Bengali Settlers settled in the Islands under various rehabilitation schemes of the Central Government)  
f) Strike out which ever is not applicable

Note: “Local Borns” means the descendants of Pre-1942 settlers comprising freedom fighters, convicts, Govt. Servants, Professionals and businessmen who came to these islands and settled here before 1942”.

8. Since when the Father, Mother and Husband / Wife is residing in these Islands with documentary evidence, if any.  
a) Father  
Place of Residence .....  
b) Mother  
c) Husband

**9. Status of Parent(s)/Husband**

(A) **Constitutional Posts:**                      **Father**                      **Mother**                      **Husband**

i) Designation

**(B) Government Service****I Service (Central/State):**

(i) Designation:

(ii) Scale of Pay, Including classification, if any

(iv) Date of appointment to the post

(v) Age at the time of promotion to Class I Post (if applicable)

(vi) Gross Annual Income

Enclose Pay Certificate issued by Head of Department/Office

**II. Employment in International Organization e.g. UN, UNICEF, WHO:**

(i) Name of Organization

(ii) Designation

(iii) Period of Service .....(indicate date from..... to .....)

(iv) Gross Annual Income .....

Enclose Pay Certificate by Head of Department/Office/ Organisation

**III. Death/Permanent Incapacitation(Omit if not applicable)**

(i) Date of death/Permanent incapacitation putting an officer out of service

(ii) Details of Permanent Incapacitation

**(C) Employment in Public-Sector-Undertakings etc**

(i) Name of Organisation

(ii) Designation

(iii) Date of appointment to the Post

(iv) Gross Annual Income

Enclose Pay Certificate by Head of Department/Office/Organisation

**(D) Armed Forces including Paramilitary Forces**

(This will not include persons holding civil posts)

(i) Designation

(ii) Scale of Pay

(iii) Gross Annual Income

Enclose Pay Certificate by Head of Department/Office

**(E) Professional class (other than those covered in item Nos. B &C) and those engaged in trade, Business and Industry**

(i) Occupation/Profession

(ii) Gross Annual Income

**(F) PROPERTY OWNERS****I. Agricultural Land Holding: owned by mother, father & minor children**

(i) Location

(ii) Size of holding

(iii) Unirrigated area

**II. Plantation**

(i) Crops/Fruit

(ii) Location

(iii) Area of Plantation

(iv) Gross income from Agriculture Holding (I) and Plantation (II)

Enclose certificate obtained from District Revenue Officer not below the rank of Tehsildar.

**III. Vacant land and/or building in urban areas or urban agglomeration**

(i) Location of Property

(ii) Details of Property

(iii) Use to which it is put

(iv) Gross Annual Income

**(G) Income/Wealth**

(i) Annual family income from all sources (excluding salaries & income from Agricultural land) Whether Tax Payer (if yes, a copy of the last three years Return be furnished)  
(Yes/No)

(iii) Whether covered in Wealth Tax Act (if so furnish details) (Yes/No)

10. Any other remarks

11. I certify that above said particulars are true to the best of my knowledge and belief and that I do not belong to the Creamy Layer of OBCs and eligible to be considered for posts reserved for OBCs. In the event of any information being found false or incorrect, or ineligibility being detected before or after the selection, I understand that my candidature/appointment is liable to be cancelled and I shall be liable to such further action as may be provided under the law and/or Rules.

Yours faithfully,

Place :

Date :

Signature of the candidate

-----

**ACKNOWLEDGEMENT RECEIPT**

No.

Received application form for issue of OBC Certificate from Shri/Smti./Kumari/.....  
.....S/o D/o W/o.....R/o.....  
.....today on ..... The applicant may contact Tehsildar  
(.....) on ..... for receipt of O.B.C  
Certificate.

(Full Signature of Receiving Officer)

## 6. Information under Section 4 (1) (b)

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations

Sl. No	Designation	Gross Emoluments as on 31.03.2013
1	Deputy Commissioner, Nicobar District	
2	Assistant Commissioner(HQ), Car Nicobar	
3	Assistant Commissioner, Nancowrie.	
4	Assistant Commissioner, Campbell Bay	
5	Shri Joseph Eric, Assistant Director (Admin.), Car Nicobar	
6	Shri Anup Narayan, Office Superintendant, Car Nicobar	
7	Shri M. P. Raj Mohan, BDO/Tehsildar, Car Nicobar	
8	Shri Bishwanath Bain, BDO, Nancowrie	
9	Shri Rajender Paul, BDO, Campbell Bay	
10	Shri Sunil Kumar, Tehsildar, Campbell Bay	



### **7. Information under Section 4 (1) (b)**

The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursement made

#### **BUDGET ALLOCATION FOR DISTRICT ADMINISTRATION IN PLAN & NON-PLAN**

(Rs. in thousands)		
Major Head	Head Details	Fund allotted in Budget Estimate 2013-14
Major Head 2053 (NP)	District Administration	
00.093	District Establishment	
01	Nicobar District	
01	Establishment	
01.01.01	Salaries	15789
01.01.03	Overtime Allowances	100
01.01.06	Medical Treatment	100
01.01.11	Domestic Travel Expenses	1000
01.01.13	Office Expenses	1200
01.99	Information technology	
01.99.50	Other Charges	200
<b>Total Major Head 2053 (NP)</b>		<b>18389</b>
2070 (P)	Issue of Islander Identity Cards	
10.02	Nicobar District	
10.02.01	Salaries	100
10.02.13	Office Expenses	400
10.02.21	Supply & Materials	600
<b>Total Major Head 2070 (P)</b>		<b>1100</b>

(Rs. in thousands)		
Major Head	Head Details	Fund allotted in Budget Estimate 2013-14
2245 (P)	Relief on Account of Calamities	
01.03	Nicobar District	
01.03.01	Salaries	
01.03.13	Office Expenses	1050
01.03.24	POL	200
01.03.26	Advertising & Publicity	50
<b>Total Major Head 2245 (P)</b>		<b>1400</b>
2506 (P)	Land Reforms	
03	Land Records- Nicobar District	
03.01	Establishment	
03.01.01	Salaries	200
03.01.13	Office Expenses	1700
03.99	Information Technology	
03.99.01	Salaries	100
03.99.13	Office Expenses	700
<b>Total Major Head 2506 (P)</b>		<b>2700</b>
4059 (P)	Capital outlay on Public Works	
02	Other Departments	
02.00.53	Major Works	11400
<b>Total Major Head 4059 (P)</b>		<b>11400</b>

8. Information under Section 4 (1) (b)

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

Sl.No	Name	Designation
1.	SHRI AKHIL KUMAR, DANICS	Public Information Officer for Car Nicobar Sub-Division Assistant Commissioner (HQ), Car Nicobar Ph:-03193 - 265566
2.	SHRI ARUN KUMAR JHA, DANICS	Public Information Officer for Nancowrie Sub-Division Assistant Commissioner, Nancowrie Ph:-03193-263222
3.	SHRI AMIT KUMAR, DANICS	Public Information Officer for Campbell Bay Sub-Division Assistant Commissioner, Campbell Bay Ph:-03193-264264