

## **The important areas of public interfaces are:-**

### **Revenue functions**

Revenue functions involve maintenance of land records, conduct of revenue cases, carrying out of demarcation and mutations, settlement operations. Deputy Commissioners and Additional District Magistrates are Collectors and Additional Collectors as per different Revenue Laws operating in Delhi. Sub Divisional Magistrates are designated as Assistant Collectors and Revenue Assistants and are primarily responsible for day to day revenue work. The subordinate revenue staff consisting of Girdavars, Kanungos and Patwaries are supervised by Tehsildars who are involved in field level revenue activities and mutations.

### **Issue of Certificates**

Sub Divisional Magistrates are empowered to issue various kinds of statutory certificates including SC/ST & OBC, Domicile, Nationality etc. Registration of Property documents, sale deeds, power of attorneys and all other documents which need to be compulsorily registered as per law is made at Sub Registrar's Offices which are fourteen in numbers. Deputy Commissioners are Registrars for their respective districts and exercise supervisory control over the Sub Registrars.

### **Election Work**

Deputy Commissioners are District Election Officers and Returning Officers for Parliamentary Constituencies. Additional District Magistrates and Sub Divisional Magistrates are Returning Officers for Assembly Constituencies and Electoral Registration Officers in respect of Voters' Lists. The District Officers are primarily responsible for conduct of Lok Sabha and Assembly Elections. The District Administration is also responsible for maintenance and revision of Voters' Lists, for issue of Voters' Photo Identity Cards (EPIC Cards) and Voters' Certificates.

### **Magisterial functions**

Deputy Commissioners, Additional District Magistrates and Sub Divisional Magistrates exercise powers of Executive Magistrates. In this role they are responsible for operating preventive Sections of Code of Criminal Procedure. They also carry out enquiries in cases of unnatural deaths of women within seven years of marriage and issue directions to the Police for registration of case, if required.

Additional District Magistrates and Sub Divisional Magistrates are empowered to conduct enquiries into custodial deaths including deaths in Police Lock Up, Jails, Women Homes etc. The Officers of this Department are also expected to act as eyes and ears of the Government and conduct enquiries into all major accidents including major fires incidents, riots and natural calamities etc.

### **Registration of Marriage**

Deputy Commissioners, Additional District Magistrates and Sub Divisional Magistrates are conferred with powers as Registrars of Marriage under the Hindu Marriage Act and Special Marriage Act. This power is ordinarily exercised by the Additional District Magistrates who are responsible for registration and solemnization of marriages.

### **Relief, Rehabilitation and Disaster Management**

This department is given the primary responsibility for relief and rehabilitation operations in any calamity whether natural or man-made. Deputy Commissioners' Offices carry out relief operations during flood, fires, crop failures, droughts and other calamities. It is also responsible for coordinating and implementing disaster management plan for natural and chemical disasters and awareness generation programme on disaster preparedness is being carried out with the assistance of United Nations Development Programme. This department is also involved in management of migrant camps and distribution of relief and pension to J&K Migrants, Punjab Migrants and 1984 Riots Victims etc.

## **CERTIFICATES**

<b>Sl.No Type of Certificate</b>	<b>Eligibility/Documents required</b>	<b>Response Time</b>
1. Scheduled Cast/ Schedule Tribe(SC/ST)	<p>1. Application form duly attested by a person, whose attestation is admissible as per the instructions specified in the application form.</p> <p>2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.</p> <p>3. SC/ST certificate of father, brother, sister or of his/her blood relative from paternal side.</p> <p>4. Self-declaration in case of SC/ST certificate from outside Delhi in prescribed Performa.</p> <p>5. Copy of Voter I-Card or Ration Card as proof of address.</p> <p>6. Proof of Date of Birth (Birth certificate, School Certificate or passport)</p> <p>7. Two Passport Size photographs, one attested and one plain</p>	14 days
2. Domicile	<p>1. Application form duly attested by a person, whose attestation is admissible as per the instructions specified in the application form.</p> <p>2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.</p> <p>3. Proof of continuous stay in Delhi for the last Three years such as Education Certificate, Electricity Bill, House Tax, Water Bill etc.</p> <p>4. Proof of date of birth (Birth Certificate, School certificate or passport)</p> <p>5. Copy of Voter I-Card, Ration Card, electricity/ Water/Telephone bill as proof of address.</p>	14 days

	6. Two Passport Size photographs, one attested and one plain	
3. OBC Certificates	<p>1. Application form completed in all respect</p> <p>2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.</p> <p>3. Self-declaration in prescribed format</p> <p>4. Two Passport Size photographs, one attested and one plain</p> <p>5. Birth Certificate or School Certificate</p> <p>6. Copy of OBC certificate of father, brother, sister of his/her blood relative from paternal side, if available</p> <p>7. Proof of residence in Delhi since 1993 such as Electricity Bill, Water Bill, Telephone Bill, House Tax etc</p>	14 days
4. Income Certificate	<p>1. Application form.</p> <p>2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.</p> <p>3. Self-declaration in prescribed format</p> <p>4. Voter I-Card/Ration Card</p> <p>5. Salary slip or other document showing income of applicant</p>	14 days
5. Surviving Member	<p>1. Application form in prescribed format</p> <p>2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card.</p>	14 days

	The name of the applicant on the AADHAR Card should match with the name of the Applicant.	
	2. Self-declaration, containing declaration	
	3. Death certificate of deceased.	
	4. Ration card or Voter I-Card.	
	5. Self-declaration from the major (if the children are below 18 years)	
6. Issue of ID Card To physically challenged Persons	1. Application form  2. Two photographs, one attested and one Plain  3. Medical Certificate of Delhi approved Hospitals(LNJP/ RML/Safdarjung/GTB/Hindu Rao/ AIIMS/Military Hospital)	14 days
7. Issue of Orders For delayed registration Of birth	1. Application form.  2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.  3. Affidavit in prescribed format  4. Ration card or Voter I-Card.  5. Doctor's report/Hospital report (if such report is produced, local enquiry is exempted).	14 days
8. Issue of Orders For delayed registration o Death	1. Application form.  2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.  3. Affidavit in prescribed format.  4. Cremation slip/Proof of burial.	14 days

5. Death report from Hospital
9. Solvency
1. Application form in the prescribed format. 14 days
  2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.
  3. Proof of residence-RationCard/EPIC.
  4. Proof of profession like Pay certificate, Income Tax Return etc.
  5. Details of immovable property along with documents.
  6. Valuation report of Govt. approved value.
  7. (a) Proof of rented value, if any  
(b) Proof of the property being free from all encumbrances.  
(c) Proof of House Tax payment if any  
(i) In case of agricultural land, its size and details of location with Khasra No.  
(ii) Name of the owner/co-owners with share of each.  
(iii) Copy of latest Revenue record like Fard.
  8. Details of Bank Account
  9. Details of Financial Assets like Bonds, Share Certificates, Fixed Deposits, Provident fund etc.
  10. In case of Company, details of financial structures.
  11. Income Tax returns for last three years.
  12. Share holding of all Directors and their financial status.
10. Registration of Marriage
1. Application form completed in all respect and signed by both Husband & Wife. 21 days
  2. Fee of Rs.100/- is to be deposited with Marriage Clerk and the receipt is to be appended with the form.
  3. Self attested documentary evidence of date of

birth of both parties. (Matriculation Certificate/Passport/Birth Certificate).

4. Self attested residential Proof of both the parties (Voter I-Card/Ration Card/Driving Licence/Passport etc.).

5. Self attested Marriage Invitation card, if available.

6. Separate affidavits in prescribed format from Husband & Wife giving:-

- a) Date and place of marriage.
- b) Date of Birth.
- c) Martial status at the time of marriage.
- d) Affirmation that the parties are not related to each other within the prohibited degree of relationship as per Hindu Marriage Act.
- e) Citizen ship.

7. For the purpose of identification, the proof may be in the form of a certificate containing the attested photographs of the Husband & Wife duly attested by any officer/official of central or state governments or Union Territory Administration of PSU/autonomous bodies whose identity can be established or by any person having PAN of Income Tax.

8. Passport size photograph of both the parties (2 Copies each) as well as their Ceremonial photographs duly attested by any officer official of central or state governments or Union Territory Administration of PSU/autonomous bodies whose identity can be established or by any person having PAN of Income Tax.

9. Attested copy of divorce decree/order in case of a divorce and death certificate of spouse in case of widow/widower.

10. Where marriage has been solemnized at a religious place, a certificate from the priest is required.

11. In case of a foreign national, a certificate from the Embassy concerned regarding his or her present martial status.

12. In case one of the parties belong to other than Hindu, Buddhist, Jain and Sikh religions, a conversion certificate from the priest who solemnized the marriage is required.

13. The applicants have to apply for registration of marriage to the office of the Deputy Commissioner in whose territorial jurisdiction either of the applicants resides.

14. If the marriage is solemnized in Delhi but the applicants were not residing in Delhi, application for registration of the marriage shall have to be made to office of the Deputy Commissioner in whose jurisdiction the marriage has been solemnized.

11. Solemnization of Marriages	Same as required in case of registration of In addition, three witnesses are needed.	35 days
12. Character Certificates	1. Application on plain paper.  2. Proof of residence.  3. Affidavit.  4. Character Certificate issued by Class-I Gazette Officer/Police officer not below the rank of area SHO /Revenue officer not below the rank of Tehsildar /Chief Medical Officer of a Govt. Hospital.	7 days
13. Lal Dora	1. Application form.  2. Affidavit in prescribed format.  3. Ration card/Voter I-card.  4. Extracts of Khatauni/Fard.  5. Map/Rough site plan of House/Plot (in the case of extended Abadi certificate.	14 Days
14. Nationality	1. Application form.  2. AADHAR No., if AADHAR No. is not Available, provide the AADHAR Enrolment No. and any one of identity proof PAN/Passport/ Driving Licence/Voter Card/Identity card. The name of the applicant on the AADHAR Card should match with the name of the Applicant.  3. Proof of residence.  4. Birth Certificate of India or naturalization.	21 Days

	5. Certificate from Class-1 Gazette Officer regarding citizenship	
15. RORS	Application on plain paper addressed to the Tehsildar is enough for procurement of a “Fard”	10 Days
16. Demarcation of land	1. Application to concerned Tehsildar  2. Fee Rs. 50/- to be paid by challan  3. Only the recorded owners of the property can apply for demarcation or it can be done on orders from a court of law.	15 Days
17. Mutation	1. Application to concerned Tehsildar  2. Proof of residence  3. Proof of ownership of land (sale Deed etc.)  4. Affidavits from all surviving members, in case property is transferred due to death of owner.	16 days

### **Where to Apply**

**1. Registration & Solemnisation of Marriages :** To the Office of the ADM in whose jurisdiction you reside on any working day during 10:00 AM to 1:00 PM.

**2. Mutation Demarcation of Land, Record of Rights:** To the Office of the Tehsildar in whose Jurisdiction you reside on any working day during 10:00AM to 1:00 PM

**3. Other Certificates:** To the Office of the concerned SDM/Office of the Concerned Deputy Commissioner Office in whose jurisdiction you reside on any working day during 10:00 AM to 1:00PM

### **ELECTION MATTERS**

#### **How to add your name in Voters list**

Any Citizen of India who has completed 18 years of age can fill up Form 6 and submit the same to concerned Electoral Registration Officer. After scrutiny and verification the name of the applicant will be entered in the voters list.