

Citizen Charter – Revenue Department

INTRODUCTION

The Revenue Department comprising of Revenue, survey Settlement, Registration and Excise Wing provides a myriad of valuable services to the public of the UNION TERRITORY of PONDICHERRY. The Department shoulders the responsibility for rendering a variety of time-bound services as briefly indicated below:

(i) **Issue of the following certificates:**

- (a) Nationality
- (b) Community
- (c) Nativity /Residence
- (d) Solvency
- (e) Income etc

(ii) **Patta Transfer/Mutation**

(iii) **Survey, Measurement and Settlement of Land**

(iv) **Fixation of Fair Rent**

(v) **Implementation of Tenancy Laws**

(vi) **Distribution of Ceiling surplus Land**

(vii) **Assignment of House -Site Patta/cultivable Land**

(viii) **Relief Under Accident/Hut Insurance Schemes**

(ix) **Registration of Documents/Marriages/Chits**

(x) **Verification of Weights and Measure**

(xi) **Issue of licence for Certain Profession:**

- (a) Licence for Cinema Theatres
- (b) Pawn Broker's Licenc
- (c) Licence under Arms Act
- (d) Licence/NOC under Explosive Act
- (e) Money Lender's Licence
- (f) NOC under petroleum Act, etc.

(xii) **conduct of Elections to parliament and Legislative Assembly:**

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

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

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

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

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

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

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

Office of the Collector-cum-District Magistrate, Pondicherry

Sl. No	Nature of licence	Eligibility Conditions	Documents to be produced	To whom to apply	Sanctioning Authority	Time Limit	Remedy in case of non-service
1. Issue of Licence under Arms Act and Rules:							
a)	For Industrial use of ammunicions grade materials	Firm/ Company which satisfies the provision of Arms Act and Rules.	Application in the prescribed format with site plan of the premises.	Additional District Magistrate	District Magistrate	2 months	District Magistrate/ Chief Secretary
b)	For personal Weapon (fire-arm)	Persons without conviction in Court of Law, with sound mind and good character, 18 years and above, having suitable premises.	Application in the prescribed format	Additional District Magistrate	District Magistrate	2 months	District Magistrate/ Chief Secretary
2. Issue of Licence under Explosive Act and Rules.							
(a)	Licences for manufacture, possession, use and sale of explosives(crackers)	Persons without conviction in Court of law, with sound mind and good character, 18 Years and above, having suitable premises.	Application in the prescribed format with site plan of the premises experience certificate and title/lease deed.	Additional District Magistrate	District Magistrate	2 months	District Magistrate/ Chief Secretary
(b)	N.O.C for wholesale trade (crackers)	Persons without conviction in Court of Law, with sound mind	Application in the prescribed format with site plan of the premises experience certificate and	Additional District Magistrate	District Magistrate	2 months	District Magistrate/ Chief Secretary

	and good character,18 Years and above having suitable premises.	title/lease deed					
3 Issue of Licence /N.O.C. under Petorleum Act and Rules:							
(a) Licence for of kerosene in wholesale not exceeding 25,000 Lts.	persons without conviction in Court of Law, with sound mind and good character,18 Years and above having, suitable premises.	Application in the prescribed format with site plan of the premises and title/lease deed	Additional District Magistrate	District Magistrate	2 months		District Magistrate/ Chief Secretary
(b) N.O.C for storage of petroleum in tanks	persons without conviction in Court of Law, with sound mind and good character,18 Years and above having suitable premises.	Application with site plan and letter from Department of Explosives,Nagpur, Chennai.of the premises experience certificate and title/lease deed	Additional District Magistrate	District Magistrate	2 months		District Magistrate/ Chief Secretary
4. Issue of Licence under Pondicherry Cinema(Regulation) Act and Rules	persons without conviction in Court of Law, with sound mind and good character,18 Years and above having suitable premises.	Application in the prescribed format with site plan and title/lease deed.	Additional District Magistrate	District Magistrate	2 months		District Magistrate/ Chief Secretary

Office of the Deputy/Sub-Collector (Revenue), Pondicherry/ Karaikal/ Mahe/ yanam

Sl.	Name of the noscheme	Eligibility conditons	Documents to be produced along with	who will sanction	To whom to apply	Lead time	Remedy in case of non-service in
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			application			service
1.	The Pondicherry Landless Agricultural Laboures Group Insurance Scheme (Rs. 2000 to the family of the deceased earning member)	(a) The deceased should have been a landless agricultural labourer in the age group of 18 to 60 Years. (b) The deceased should have been the Head of Family on whom the family was dependant.	Death Certificate and proof of age with the prescribed application To be applied within 1 year from the date of death	Tahsildar/ Dy.Tahsildar of the Taulk/ Sub-Taluk	Tahsildar/ Dy.Tahsildar	One month (1) District Collector (Revenue) (2) General Manager Life Insurance Corporation Pondicherry.
2.	Personal Accident Insurance Social Security Scheme (Rs. 3,000) to the Wife/legal heir of the deceased)	(a) The deceased should have been in the age group of 18 to 60 Years (b) The Annual income from all sources should not be more than Rs. 7,200 (c) To be applied within 6 months from the date of death. (d) The cause of death should be unnatural like the bite of poisonous insects/reptiles, food poisoning, suicide, death due to lightning/ electricity, etc.	Prescribed application form with F.I.R., Death Certificate, Age Certificate final opinion on the cause of death.	Deputy collector (Rev.)	Tahsildar/ Dy. Tahsildar	One month (1) Deputy Collector (Revenue) (2) General Manager United India Insurance Corporation Limited, Pondicherry.
3	Hut Insurance Scheme (Rs. 1,500 to the hut involved)	Affected hut owner	Prescribed application form	Dy. Collector (Rev.)/ Additional District	Dy. Tahsildar/ Tahsildar	One month Additional District Magistrate/ District Magistrate

(e) Income Certificate for claiming scholarship and also for other purposes	Applicant	Salary/ Income proof	Tahsildar/ Dy. Tahsildar	Tahsildar Dy. Tahsildar	15 days	Deputy Collector (Revenue)
(f) Certificate for destitute non-orphan in orphanages	The concerned institutions	Income Certificate	Tahsildar/Dy. Tahsildar	Tahsildar/ Dy. Tahsildar	7 days	Deputy Collector (Revenue)
(g) Inter-caste Certificate for getting Government concession and admission in educational institutions	Husband/Wife/Parents	(1) Marriage Certificate (2) Community Certificate	Tahsildar/Dy. Tahsildar	Tahsildar/ Dy. Tahsildar	15 days	Deputy Collector (Revenue)
(h) Solvency Certificate for getting bank loan standing surety and for getting Government contract	Solvant property owner	(1) Original Document (2) Property tax receipt (3) Chitta /Adangal copy (4) Encumbrance Certificate for more than 13 Years	Tahsildar/Dy. Tahsildar	Tahsildar/ Dy. Tahsildar	15 days	Deputy Collector (Revenue)

Patta Transfer

5(a) Transfer of patta in the name of private individuals/ company for their property	(1) Property owners and successor of property (2) Purchase of property in full or part	Link documents depicting devolution of the property (i) Attested sale deed copy (ii) Succession Certificate or	Tahsildar/ Dy. Tahsildar of Taluk/Sub-Taluk	Tahsildar/ Dy. Tahsildar	One month for sub-divisions and 15 days for simple transfer	Additional District Magistrate
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(b) Issue of Chitta copy/Patta copy/Adangal copy	Applicant	Legal Heir Certificate issued by the civil court (iii) Sub-division fee Application on plain paper	Tahsildar/Dy. Tahsildar/ Tahsildar of Taulk/Sub-Taluk	7 days Dy.Tahsildar	Deputy Collector (Revenue)
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Assignment/Licensing/Transfer of Land

6(a) Assignment of land for cultivation purpose	(1) Applicant should be landless person. (2) Resident of the same village (3) Annual income should not be more than Rs. 15,000. (4) Personal cultivation (or) through family	Prescribed application	Dy. Collector (Revenue)	Dy. Collector (Revenue)	6 months subject to availability of lands	District Collector
(b) Licensing of land for other purposes	(1) Concerned proprietor of public organisation/private institution, etc.	Application on plain paper	Government	District Collector	6 months	District Collector/Chief Secretary

Explosive Act

Possession and sale of fire works	(1) A person without conviction by Court of Law. (2) Person of sound mind and sound characters (3) 18 Years and above age	Prescribed application	Dy. Collector (Revenue)	Dy. Collector (Revenue)	4 months	Additional District Magistrate
		Licence fee/fee for renewal				

Pondicherry Pawn Brokers Act/Money Lenders Act

8	(a) Issue of Pawn Brokers Licence	(1) Person of good character and antecedents.	Prescribed application	Tahsildar/Dy Tahsildar/Dy 3 months	Deputy Collector (Revenue)
		(2) Stable building/premises	Licence fee Rs. 100		
	(b) Issue of Money Lender Licence	(1) Person of good character and antecedents.	Prescribed application with the	Tahsildar/Dy Tahsildar/Dy 3 months	Deputy Collector (Revenue)
		(2) Stable building/premises	licence fee Rs.25		
9	Distribution of surplus lands under the Pondicherry Reforms (Fixation on Ceiling on Land Compensation for and disposal of surplus land) Rules, 1975 (Pondicherry and Karaikal Region only)	(1) Person who is completely dispossessed of his holding, by virtue of the provisions of the Act or as a result of execution of any irrigation or hydro/electric project.			
		(2) A Person whose extent of holding is reduced below 1.2 standard hectares held by him partly as cultivating tenant and party as owner or wholly as cultivating tenant by virtue of the provisions of the			

Act.

(3) A person who is or who has been member of the Armed Forces.

(4) Co-operative Farming Society the members of which are landless agricultural labourers or landless persons or a combination of both.

(5) A landless agricultural labourer, who is likely to engage himself in direct cultivation.

(6) A landless person, who is likely to engage himself in direct cultivation.

(7) A Cultivating tenant who is holding land which is less than two Standard Hects.

(8) A landless agricultural

	labourer belonging to Scheduled Cast/Scheduled Tribes who contributes his own physical labour or that of any member of his family in the cultivation of the land						
10	Lease for Excavation of Sand under Minor Minerals (Concession) Rules, 1977	Indian Nationals	Documents prescribed in the Tender Schedule	District Collector	Sub/Dy. Collector (Revenue) concerned region.	One month from the date of auction	District Collector/Chief Secretary

Directorate of Survey and Land Records, Pondicherry.

Sl.no	Name of Scheme	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
1.	Issue of extracts of land records	Owner of the land or manai	Sale deed or other documents proving ownership right	Settlement Tahsildar-1/Deputy Tahsildar	Settlement Tahsildar-1	3 days	Director of Settlement
2.	Rectification of erroneous entry of land records	Owners of the land or manis	Documents such as sale deed, will deed donation deed related earlier linking documents legal heir certificate to prove the	Settlement Officer	Settlement Officer	3 months in case of undisputed petitions	Director of Settlement

3.	Transfer of kudiyruppu patta	Legal heirs of kudiyruppu pattadar	ownership right. Death Certificate of kudiyruppu patta holder, original kudiyruppu patta legal heir certificate	Authorised Officer (Kudiyruppu)	Director-cum Authorised Officer (Kudiyruppu)	one month	District Collector, Pondicherry
4.	Issue of separate patta by measuring and sub-dividing the field	Land owners or legal heirs, acquiring the property. Those who purchase or acquire the property.	Sale deed copy and other documents showing the ownership right, legal heir certificate and previous linking documents and sub-division fee have to be paid	Settlement Tahsildar-1, Dy. Tahsildar (Specified Officer)	Settlement Tahsildar-1, Dy. Tahildar (Specified Officer)	61 days	Director Collector, Pondicherry
5.	Demarcation of the boundaries	Land owners or those who acquire the property, the heirs acquiring the property in full or partly or the purchasers.	Sale deed copy and other documentar y evidences showing the ownership right, legal heir certificate and other linking documents.	Assistant Director	Director	one month	Director of Survey

6.	Issue of FMB copy	The owners of land/manai	Copies of documents showing ownership right.	Assistant Director	Director	7 days	Director
7.	Issue of Regional maps (Printed maps)	Any person who requires	Should apply affixing 25 paise court fee stamp and mentioning the correct village name on payment of Rs. 40 per unit.	Assistant Director	Director	7 days	Director
8.	Issue of Regional maps (Printed maps)	Any persons who requires	Should apply by mentioning the correct name of the region.	Assistant Director	Director	2 days	Director
9.	Provision of free house-sites to the poor landless agricultural labourers	(a) Poor landless labourers (b) Indian Citizen with the residence of not less than 5 Years in the Union Territory of Pondicherry (c) Monthly income not exceeding Rs. 1,250	Written application should be submitted in Form No.1	Director	Director	6 months (Subject to availability of lands)	District Collector Pondicherry
10.	Grant of	Beneficiarie	Written	Director	Director	(a)	District

	Housing subsidy to the beneficiaries of free house sites	s of fee house sites	application in Form No. 3 should be submitted with original assignment order of free house site.			Basement and surrounding four walls are to be raised to a height of 5 ft. for I instalment of subsidy after one month.	Collector Pondicherry
						(b) Subject to fulfilment of construction , ii instalment will be issued in the next six months.	
11.	Transfer of patta of free house site	Legal heirs of the original assignee should apply after the death of the original assignee.	With the application Death Certificate of original assignee, legal heirs certificate and original assignment order are to be enclosed.	Director	Director	2 months	Director

Note :

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

Registration Department, Pondicherry

Sl. No	Nature of Service	Eligibility conditions	Documents to be produced along with application	Who will sanction	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
1	Registration of Documents	Pattadars/ Owners of plot, house and land.	For sale and purchase of plot, land and house Power of attorney, will and mortgage.	Sub-Registrar	Sub-Registrar	Within 3 to 7 working days	District Registrar/ Joint Secretary (Revenue)
2	Encumbrance Certificate	Pattadars/Owners of plot, house and land and other needy persons.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days	District Registrar/ Joint Secretary (Revenue)
3	Copy of Documents	Pattadars/ Owners of plot, house and land and other needy persons.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 3 working days	District Registrar/ Joint Secretary (Revenue)
4	Copy of Will	Testator/ After death of testator the needy person should apply with death certificate.	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 5 working days	District Registrar/ Joint Secretary (Revenue)
5	Deposit of sealed cover Will	Testator	Secret at sealed cover Will	District Registrar	District Registrar	Anytime during office hours.	District Registrar/ Joint Secretary (Revenue)
6	Hindu Marriage	Bride of 18 Years and above Bridegroom of 21 Years and above	In the prescribed format.	Sub-Registrar	Sub-Registrar	Within 3 days from the date of application for certificate	District Registrar/ Joint Secretary (Revenue)
7	Intended Marriage	Bride of 18 Years and above Bridegroom of 21 Years and above	In the prescribed format.	Sub-Registrar	Sub-Registrar	After 30 days from the date of	District Registrar/ Joint Secretary

8	Special Marriage	Persons who have not registered their marriage in time and other religion	In the prescribed format.	Sub-Registrar	Sub-Registrar	display in the notice board. After 30 days from the date of display in the notice board.	(Revenue) District Registrar/ Joint Secretary (Revenue)
9	Registration of Chits	Prior Government sanctions and preliminary certificate issued by the District Registrar.	Applications as per Chit Fund Act and Rules of 1982 of the Government of India.	Joint Secretary (Revenue)	District Registrar (Chit)	Within one month	District Registrar/ Joint Secretary (Rev.)
10	Document Writer Licence	Candidates who passed Government examination or those who got relevant certificate from Community College and Lawyers.	Qualification certificate along with affidavit and recommendation of Sub-Registrar concerned.	District Registrar	District Registrar	Within one week	District Registrar/ Joint Secretary (Revenue)
11	Scribe Licence	Candidates who have passed Government examination or those who got relevant certificate from Community College and Lawyers.	Qualification certificate along with affidavit and recommendation of Sub-Registrar concerned.	District Registrar	District Registrar	Within one week	District Registrar/ Joint Secretary (Revenue)

Registration Department

I. Table of Registration Fees for all kinds of Documents:	Rs.p.
(1) When the value does not exceed Rs. 200	2.25
(2) When the value exceeds Rs. 200 but does not exceed Rs. 300	3.00
(3) When the value exceeds Rs. 300 but does not exceed Rs. 400	4.00
(4) When the value exceeds Rs. 400 but does not exceed Rs. 500	4.75
(5) When the value exceeds Rs. 500 but does not exceed Rs. 600	5.75
(6) When the value exceeds Rs. 600 but does not exceed Rs. 700	7.50
(7) When the value exceeds Rs. 700 but does not exceed Rs. 1,000	10.00
(8) When the value exceeds Rs. 1,000, but does not exceed Rs. 10,000 for the	7.50

first Rs . 1,000 as under sub-clause (7) and for every Rs. 500 or part there of in excess of Rs. 1,000	
(9) When the value exceeds Rs. 10,000, for the first Rs. 10,000 as under sub-clause (8)and for every Rs. 1,000 or part thereof in excess of Rs. 10,000	5.00
(10) For the registration of Power of Attorney, General Power/Special Power	50.00
(11) Cancellation deed	20.00
(12) Deed of Will	30.00
(13) Adoption deed	20.00

Registration Department

II. Search fees

(1) For grant of certified copies of documents	
For the first Year	2.00
For every subsequent Year	1.00
Application fee	0.25
2 For grant of Encumbrance Certificate	
For the first Year	4.00
For every subsequent Year	1.50
Application fee	0.25

Registration Department

III. Copying fees

Stamp duty for grant of Certified copies of documents
(Value of the stamp papers required)

(1) If the original was not chargeable with duty	Rs.P. 2.25
(2) In any other case	4.50
For every 100 words of fraction thereof	0.25

Registration Department

IV. Fees under Hindu Marriage (Registration) Rules

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

Registration Department

V. Fees under Special Marriage (Registration Rules)

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

Registration Department

VI. Search Fees

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

Office of the Deputy Collector (Land Acquisition), Pondicherry

Sl.No	Facility provided to the public/Industrial entrepreneurs	Documents to be enclosed along with application	Whom to apply	Time taken to issue	Whom to Complaint in case of non-service or deficiency in Service	Remedy in case of non-service
1.	Clearance/NOC from Land Acquisition angle	Attested copy of the title deed of land	Deputy Collector (LA), Pondicherry Sub/Deputy Collector (Rev.), Karaikal/Mahe/Yanam	15 days	Secretary (Revenue)/Joint Secretary (Rev.) Pondicherry.	District Magistrate/ Chief Secretary

Excise Department, Pondicherry

Sl.No	Name of the Licence/ Permit	Eligibility conditions	Documents to be produced along with application	Name of the licensing authority	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
1	Licence for whosale /retail vend of liquors/ IMFL	Native of Pondicherry	(i) Application form (ii) Residence certificate (iii) Fee remitted chalan (iv) Security deposit	Deputy Commissioner (Excise) with the approval of Government	Deputy Commissioner (Excise)	--	--

			(v) Solvency certificate				
2	Distillery Licence for manufacturing and bottling of liquor/Indian made foreign liquor for commercial sales	Native of Pondicherry	(i) Application form (ii) Industrial licence certificate (iii) Trade licence from Municipality /Commune Panchayat (iv) Sprit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)		-- --
3	Licence for manufacturing of rectified spirit from molasses and manufacturing arrack from it.	Native of Pondicherry	(i) Application form (ii) Industrial licence certificate (iii) Trade licence from Municipality /Commune Panchayat (iv) Sprit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)		-- --
4	Brewery Licence for manufacture of beer.	Native of Pondicherry	(i) Application form (ii) Industrial licence certificate (iii) Trade licence from Municipality /Commune Panchayat	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)		-- --

			(iv) Sprit Allotment Order				
5	Molasses Licence for industrial units.	Native of Pondicherry	(i) Application form (ii) Industrial licence certificate (iii) Trade licence from Municipality / Commune Panchayat	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	--	Excise Commissioner
6	Issue of export/transport permits for transporting liquor from one region to another region.	Native of Pondicherry holding the requisite licence	(i) Application form (ii) Fee remittance chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	3 days	Excise Commissioner
7	Permits for importing liquors/rectified spirit from other States.	Native of Pondicherry holding the requisite licence	(i) Application form (ii) Fee remittance chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	7 days	Excise Commissioner
8	Issue of permits to hospitals/educational institutions /private firms for use of rectified spirits-natured	Bonafide eligible units	(i) Application form (ii) fee remittance chalan	Deputy Commissioner (Excise)	Deputy Commissioner (Excise)	--	Excise Commissioner

	spirits						
9	Licence for manufacturing of rectified spirit from molasses and manufacturing arrack from it.	Native of Pondicherry	(i) Application form (ii) Industrial licence certificate (iii) Trade licence from Municipality / Commune Panchayat (iv) Sprit Allotment Order	Excise Commissioner with the approval of Government	Deputy Commissioner (Excise)	--	--
10	Disposal of the right of retail vend of toddy and arrack.	Native of Pondicherry	(i) Income Tax certificate (ii) No arrear certificate (iii) Conduct certificate (iv) Birth certificate (v) Sovency certificate (vi) EMD remittance chalan (vii) Entrance fee remittance receipt	Deputy Commissioner (Excise) with the approval of Government	Deputy Commissioner (Excise)	Within a week from the date of completion of public auction subject to confirmation by Government	Excise Commissioner

Legal Metrology Department, Pondicherry

Sl.No	Nature of Service	Eligibility conditions	Documents to be produced along with application	Name of the licensing authority	To whom to apply	Lead time	Remedy in case of non-service or deficiency in service
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1.	Registration of users	Those who are using Weights and Measures	(i) Application form (ii) Fee remittance receipt.	Inspector of Legal Metrology	Controller of Legal Metrology	3 days	Secretary (Legal Metrology)
2	Certificate of verification.	Those who are using Weights and Measures	(i) Application form (ii) Verification certificate issued previously (iii) Users Registration certificate	Inspector of Legal Metrology	Controller of Legal Metrology	3 days	Secretary (Legal Metrology)
3	Manufacturers Licence.	Manufactures of Weights and Measures	(i) Application form (ii) Fee remittance receipt (iii) Site plan (iv) Copy of Lease Deed (v) Trade licence obtained from Municipality/ Commune Panchayat (vi) Sales tax Registration certificate (vii) Registration of firms certificate (viii) Sole Proprietary certificate (ix) NOC from Pollution Control Board	Controller of Legal Metrology	Controller of Legal Metrology	15 days	Secretary (Legal Metrology)
4	Dealership Licence.	A Person who is selling	(i) Application form	Controller of Legal	Controller of Legal	15 days	Secretary (Legal

		Weights and Measures	(ii) Fee remittance receipt (iii) Site plan (iv) Lease Deed Agreement (v) Trade licence (vi) Sales tax Registration certificate (vii) Permanent Registration certificate from Industries Department (viii) Deed of partnership/ Sole proprietary Certificate (ix) Certificate of Registration of firms (x) Copy of constitution of firm (xi) Memorandum of articles in respect of private limited/ limited company	Metrology	Metrology		Metrology)
5	Repairer's Licence	A person who repairs Weights and Measures	(i) Application form (ii) Fee remittance receipt (iii) Site plan (iv) Lease Deed Agreement (v) Tools and equipments list	Controllor of Legal Metrology	Controllor of Legal Metrology	15 days	Secretary (Legal Metrology)

(vi) Test equipments
(vii) List of Loan articles with verification certificate

List of fees

- 1.Manufacture's Licence -- Rs. 500
- 2.Dealer's Licence -- Rs. 100
- 3.Repairer's Licence -- Rs. 100
- 4.Registration of Users -- Rs. 5
- 5.Certificate of verification -- Variable according to the standard ofWeights/Measures used.

Annexure

The list of Officers to whom the public can contact on all working days

		Off.	Res.
1	Secretary(Revenue)-cum-Collector Pondicherry	334143 254759	372718
2	Joint Secretary(Revenue)-cum-Additional District Magistrate Pondicherry	254691 254660	255988
3	Deputy Collector (Revenue)-cum-Sub-Divisional Magistrate Pondicherry	254686 254673	255044
4	Deputy Collector (Excise) Thattanchavady, Pondicherry-605 009	252493 253462	254908
5	Deputy Collector (Land Acquisition) Pondicherry-605 001	338919	372038
6	District Registrar Pondicherry-605 001	337158	338944
7	Director of Survey and Land Records Pondicherry-605 013	254672	255152
8	Deputy Collector (Revenue) Karaikal	22467	22508
9	Regional Executive Officer/Sub-Collector(Revenue) Mahe	332222 332720	333235
10	Regional Executive Officer/Sub-Collector(Revenue) Yanam	21243	21243

Note :

- Pondicherry : Dial with 0091-413-Phone No.
- Karaikal : Dial with 0091-4368-Phone No.
- Mahe : Dial with 0091-490-Phone No.
- Yanam : Dial with 0091-886-Phone No.

