

Adjudication Branch
Pro Active Disclosure (PAD)

1. The Particulars of its organization, functions and employee;

To follow the procedure to give judgment and determine the Stamp Duty in respect of the document present before the collector under Section - 18 and Section 31 of the Gujarat Stamp Act - 1958.

2. The powers and duties of its officers and employees;

When any instrument, whether executed or not and whether previously stamped or not, is brought to the collector and Additional Supdt.of Stamps Under Section - 18 and Section - 31 and the person bringing it applies to have the opinion of that officer as to the duty with which it is chargeable and pays a fee of such amount not exceeding one hundred and not less than twenty five rupees as the collector may, in each case direct, the collector shall determine the duty with which in his judgment under Section - 31 of the Gujarat Stamp Act - 1958.

3. The procedure followed in the decision making process, including channels of supervision and accountability;

The applicant has to present the Original document and a photo copy of the document before the Collector and Additional Supdt. of Stamps for the opinion of the duty with which it is chargeable and pays a fee of such amount not exceeding one hundred and not less than twenty five rupees as the collector may, in each case direct. The applicant has fixed the court fees of Rs.10/- on the photo copy of the document and court fees of Rs.3/- on the application.

Further that, for this purpose the Collector may require to be furnished with an abstract of the instrument, and also with such affidavit or other evidence as he may deem necessary to prove all the facts and circumstances affecting the chargeability of the instrument with duty, or the amount of the duty with which it is chargeable, are fully and truly set forth therein, and may refuse to proceed upon any such application until such abstract and evidence have been furnished accordingly.

Such instrument/document that the full duty with which it is chargeable as per his judgment has been paid, the Collector shall certify by endorsement the instrument/document under Section - 32.

If the applicant is not satisfied with the judgment of the collector, he shall file the appeal to the Chief Controlling Revenue Authority, Stamp and Registration Bhavan, sector-

14, Gandhinagar within the period of 90 days from the date of judgment of the Collector by deposit the 25 % of the amount of the duty as the case may be.

4. The norms set by it for the discharge of its functions;

Clerk/Inspector of Stamps Submit the primary note in the matters/files to the office supdt. and office supdt. put the matters/files to the Addl. Supdt. of stamps with his personal view as per the rules and Act through Chief Inspector of stamps. The Chief Inspector of Stamps also puts the files/matters to the Collect and Additional Supdt. of stamps to take the judgment and determine the duty with his personal view.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Gujarat Stamp Act 1958, Bombay Stamp (Determination of Market Value of Property) Rules 1984 and the Circular, Notification and order passed by the government from time to time

6. A statement of the categories of documents that are held by it or under its control;

File Register, Register of Certificate under Section-32, Register of questions of legislative Assembly, Register of High court Matters. Register of files sent under Section-33, Register of files sent under Section - 53(1) and 53(A) to the Chief Controlling Revenue Authority, etc.

7. The particulars of any arrangement that exists for consolation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of;

No proper formula settled

8 A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Nil

9. and 10. a directory of its officers and employees

Sr.No.	Designation	Name	Pay on Dt.
1	Addl. supt. of stamps(l/c)	MR.Y.A.DESAI	01/05/2020 IN CHARGE

2	Dy. Assi. supt. of stamps	MR.B.J.PATEL	RS.76,696/-
3	Office supt.	MR.A.K.PATEL	RS.42,300/-

11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Decide by Account Branch of the office

12. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;

Nil

13. Particulars of recipients of concessions, permits or authorizations granted by it;

Nil

14. Details in respect of the information, available to or held by it, reduced in an electronic form;

Nil

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

As per decided by the Government

16. The name, designation and other particulars of the Public information officers

Public Information Officer

Mr. B.J.Patel, Deputy Assistant Superintendent of stamps, Gujarat state, Gandhinagar.

Appellate Authority

Mr.Y.A.DESAI Addi.Suptd. of Stamps (Class-I), Gujarat state, Gandhinagar.

17. Such other information as may be prescribed, and thereafter update these publications every year;

Nil

Public information officer

&

Deputy Assistant Superintendent of stamps

Gujarat state, Gandhinagar