

Regarding information under section – 4 of the Right to Information Act.,2005.

Point No. 1

Details of functions and duties of Branch:

1. Disposal of cases under Section 32-C and Section 33 of the Gujarat Stamp Act 1958. Monitoring of Recovery work. Disposal of cases sent through monthly register by Deputy Collector, Stamp Duty Valuation Offices of all the districts every month and to undertake data entry work after compilation of recovery related details.
2. Upon application received under the Right to Information Act, 2005, Public Information Officer and Deputy Collector (Stamp Duty) provides required information to applicants. Upon receipt of such information, dissatisfied parties approaches Appellate Authority and Additional Collector, Superintendent of Stamps office, Gandhinagar. This branch undertakes all such appeal related work.
3. As per instructions of Hon'ble Superintendent review meeting with Deputy Collectors (Stamp Duty) of all the districts is organized every month.
4. The work of fixation of meeting agenda.
5. There are total 35 offices of Deputy Collector, Stamp Valuation Department functioning under the office of Superintendent of Stamps. Information submitted by these 35 offices are compiled and is submitted to Hon'ble Superintendent of Stamps.

Point No. 3

Procedure followed in decision making process, Regulations, Monitoring and Responsibility.

Clark undertakes the work of computerization of monthly information/registers submitted by Deputy Collectors. The he submits the information to Office Superintendent. After verification Officer Superintendent submits the information to Chief Inspector of Stamps. With opinion of Chief Inspector of Stamps file is submitted to Deputy Superintendent of Stamp.

Point No. 4

Fixed Standards of Work.

Circulars/instructions regularly issued by Government time to time are followed by Department.

Point No. 5

Rules, Regulations and Permanent Instructions' Record maintained under Branch:

1. Records are maintained as per permanent instructions, circulars issued by the department.

Point No. 6

Documents/ details of records maintained by Branch :

1. To provide instructions for further process to Deputy Collector (Stamp Duty) in connection of representation regarding documents. And to maintain the files of the same.

Point No. 7

Exchange of thoughts with members of public for policy or its construction and implementation, Or details of any existing mechanism for their representation.

Not Applicable

Point No. 8

Whether, as part of it or for the purpose of consultation, meetings of any Board, Councils, Committees and other congregation consisting of two or more persons is open for public? Or minutes of such meetings are available for public or not ?

Not Applicable

Point No. 9 and Point No. 10

List of Officers and Employees and their Monthly Remuneration.

Sr. No.	Post	Name	Basic Salary as on 31.03.2020.
1	Deputy Superintendent of Stamp	1. Disposal of cases under Section 32-C and Section 33 of the Gujarat Stamp Act 1958. Monitoring of Recovery work. Disposal of cases sent	71,100/-

		<p>through monthly register by Deputy Collector, Stamp Duty Valuation Offices of all the districts every month and to undertake data entry work after compilation of recovery related details.</p> <p>2. Upon application received under the Right to Information Act, 2005, Public Information Officer and Deputy Collector (Stamp Duty) provides required information to applicants. Upon receipt of such information, dissatisfied parties approaches Appellate Authority and Additional Collector, Superintendent of Stamps office, Gandhinagar. This branch undertakes all such appeal related work.</p> <p>3. As per instructions of Hon'ble Superintendent review meeting with Deputy Collectors (Stamp Duty) of all the districts is organized every month.</p> <p>4. The work of fixation of meeting agenda. There are total 35 offices of Deputy Collector, Stamp Valuation Department functioning</p>	
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		<p>under the office of Superintendent of Stamps. Information submitted by these 35 offices are compiled and is submitted to Hon'ble Superintendent of Stamps. Point No. 3</p> <p>Procedure followed in decision making process, Regulations, Monitoring and Responsibility. Clark undertakes the work of computerization of monthly information/registers submitted by Deputy Collectors. The he submits the information to Office Superintendent. After verification Officer Superintendent submits the information to Chief Inspector of Stamps. With opinion of Deputy Assistant Superintendent of Stamp file is submitted to Deputy Superintendent of Stamp.</p>	
2	Chief Inspector of Stamps	Mr. P.H.Patel	64,100/-
3	Office Superintendent	Mr. B.S. Trivedi	42300/-
4	Clark	Ms. R.S. Chaudhary	20500/-

Point No. 11

Details showing all schemes, suggested costs and distribution report of allocated budget of its each agency.

Not applicable

Point No. 12

Details pertaining to method of implementation of economical aid programs including details of allocated fund and beneficiaries of such programs.

Not applicable

Point No. 13

Details of recipient of relaxation, permissions or approvals.

Not Applicable

Point No. 14

Details of in formation available to it or maintained by it in electronic form.

Nill Information

Point No. 15

Facilities provided to public for availing information.

1. Information is provided to concerned person, limited to his/her case and copies of available records are provided upon demand.
2. Pursuant to Public Inquiries appropriate reply is made.

Point No. 16

Name, Post and other details of Public Information Officer.

Post	Name
Public Information Officer	Mr. P.H.PATEL

	Chief Inspector Of Stamps, Gujarat State, Gandhinagar.
Appellate Officer	Mr. A.R.PATEL Deputy Superintendent of Stamps, Office of the Superintendent of Stamps, Gujarat State, Gandhinagar.

Point No. 17

Other useful information

Nil Information

According to the Order of Deputy.s.s shri.

(P. H. PATEL)

Chief Inspector of Stamps
Gujarat State, Gandhinagar

