

**SUO MOTO DISCLOSURE OF INFORMATION BY PUBLIC AUTHORITIES UNDER SECTION – 4  
(1) (B) OF THE RIGHT TO INFORMATION ACT.,2005.**

**Point No. 1**

**Details of functions and duties of Branch:**

Supply and regulation of sale of Stamps in state under Gujarat Stamp Supplies and Sales Rules 1987.

To Stamp as Collector of Stamps on articles made outside the state territories Under section 18(1) (2) of the Bombay Stam Act – 1958

To undertake all the functions of Stamp Depot in Gujarat State.

**Point No. 2**

**Duties and Powers of Officers and Employees:**

To bring quantity of stamps from Indian Security Press Nasik and Hyderabad As per Gujarat Stamp Supplies and Sale Rules – 1987 and to distribute amongst all District Treasury Offices throughout the state of Gujarat as per indent

To maintain accounts of income/expenditure of Stamp Depots of Gujarat State. To verify the stock every six months and to send the register to Accountant General after receipt and compilation of 'plus – minus' memos of sales received from District Treasury Office every month.

To prepare information regarding insufficient stock, utilization and defective stamps in quantity of stamps sent from District Treasury.

When articles made out of state are received at this office, revenue is recovered and receipt is issued Under section 18(1)(2) of Mumbai Stamp Act, 1958 and after preparing a file of the same, file is submitted to Assistant Superintendent of Stamp. After orders of Assistant Superintended of Stamp, stamping work is undertaken.

**Point No. 3**

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

Clark submits the file to Stamp Inspector. Stamp Inspector submits the file to Office Superintendent and Office Superintendent submits the file to Assistant Superintendent of Stamps Class – 2.

In case of stamps received from out side the state of Gujarat, Clark submits the file to Office Superintendent. Office Superintendent will submit the file to Assistant Superintendent of Stamps.

In some cases Assistant Superintendent of Stamps submits the file to Superintendent of Stamps through Additional Superintendent of Stamps and Superintendent of Stamps takes the decision in this regard.

#### **Point No. 4**

##### **Fixed Standards of Work.**

Functioning of this branch is undertaken in accordance with Section 18 of Mumbai Stamp Act – 1958, Gujarat Stamp Supplies and Sale Rules – 1987.

#### **Point No. 5**

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

Mumbai Stamp Act, 1958

Gujarat Stamp Supplies and Sale Rules 1987

Resolutions, Instructions and Circulars received from Revenue Department.

#### **Point No. 6**

##### **Documents/ details of records maintained by Branch :**

Half yearly indent file of stamps

Purchase and Sale register of stamps (cashbook)

Stamp wise stock register (credit – debit)

Files pertaining to distribution of stamps to District Treasury Offices.

To receive revenue of stamp sale and to submit the same in bank.

#### **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.**

Nil Information

### **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 ?**

Nil Information

### **Point No. 9 and Point No. 10**

**List of Officers and Employees and their Monthly Remuneration.**

Sr. No.	Post	Name	Basic Salary as on 01.07.2018.
1	Assistant Superintendent of Stamp	Mr. B. P. Dodiya	66000/-
2	Office Superintendent	Mrs. P.A. Shah	58600/-
3	Stamp Inspector	Mr. K. A. Vaghe la	31140/- (fix)
4	Clark	Mr. H.K. Zala	19950/- (fix)

### **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 information available to it or maintained by it in electronic form.**

Not Applicable

**Point No. 15**

**Facilities provided to public for availing information.**

Information is provided to concerned person, limited to his/her case and copies of available records are provided upon demand.

Pursuant to Public Inquiries appropriate reply is made.

**Point No. 16**

**Name, Post and other details of Public Information Officer.**

Public Information Officer – Mr. B.P. Dodiya, Assistant Superintendent of Stamps (Store)

Gujarat State, Gandhinagar, Phone Number. 079-23268264

Appellate Officer - Smt. Shitalben Khavadia, Accounts Officer, Class -1,

Gujarat State, Gandhinagar, Phone Number . 079-23287019

**Point No. 17**

**Other useful information**

Nil Information

**Public Information Officer  
And  
Assistant Superintendent of Stamps  
Gujarat State, Gandhinagar.**