

With regard to the information under the Right to Information Act, 2005 Section-4, Legal Branch, Superintendent of Stamps Office, Stamp & Registration Bhavan, Sector No. 14, KH-5, Gandhinagar.

No.1 : Details of branch, work and duties :-

1. Work related to, enactment of law, Improvement or Guidance for subordinate offices, for the implementation of legal provisions and Understanding about Interpretation of the law under the Gujarat Stamp Act-1958 and Rules.

2. To give licensing the authorised vendor for the stamping franking machine, and his renewal or cancellation of license related work, and all the relevant work related to the Franking machine.

3. Work related to give Contracts for the e-stamping centers, and Supervision or monitoring on his work.

NO.2 : The powers and duties of its officers and employees :-

Work related to, enactment of law, Improvement or Guidance for subordinate offices, for the implementation of legal provisions and Understanding about Interpretation of the law under the Gujarat Stamp Act-1958 and Rules or give licensing the authorised vendor for the stamping franking machine, and his renewal or cancellation of license related work, and all the relevant work related to the Franking machine and other work related to e-stamping contracts and renewal.

NO.3 : The procedure followed in the decision making process, including channels of supervision and accountability :-

Junior Clerk prepare file and Submit to the stamp inspector and stamp inspector submit the file with primary note to the Office Superintendent of the branch then he examines the details of the matter and with his opinion submits to the Addl. Supdt. of stamps with his personal view as per the rules and Act through Dy. Asst. Supdt. of stamps. In some cases, where the

approvals of Supdt. of stamps is to be required, the matters/ files submitted through Addi. Supdt. of stamps to Supdt. of Stamps for appropriate decision.

NO.4 : : Norms prescribed for doing work :

Work related to, enactment of law, Improvement or Guidance for subordinate offices, for the implementation of legal provisions and Understanding about Interpretation of the law under the Gujarat Stamp Act-1958 and Rules or give licensing the authorised vendor for the stamping franking machine, and his renewal or cancellation of license related work, and all the relevant work related to the Franking machines as per the rules and Act.

NO.5 : The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions :

Supervision and control on authorised vendor of franking machine and work related to, enactment of law, Improvement or Guidance for subordinate offices, for the implementation of legal provisions and Understanding about Interpretation of the law under the Gujarat Stamp Act-1958 and Rules.

NO.6 : A statement of the categories of documents that are held by it or under its control :

- Register of High court Matters.
- Register related to authorised vendor who has license for the stamping franking machine.
- Register of deposited franking machines.

No.7 : Not applicable.

NO.8 : Not applicable.

NO.9 AND 10 : A directory of its officers and employees.

Sr. No.	Designation	Name	Pay on Dated 31/03/2020
1	Adnl. Supt.of Stamps	Mr. Y. A. Desai	
2	Dy. Assi. Supt. of Stamps	Mr.R.N.Nayak	RS.69,764/-
3	Office Superintendent	Mr.M.S.Shaikh	RS.50,012/-
4	Stamp Inspector	Miss.R.A.Nagori	RS.31,340/- FIX
5	Clerk	Mr.C.J.Kapadiya	RS.25,337/-

NO.11 : Not applicable.

NO.12 : Not applicable.

NO.13 : Not applicable.

NO.14 : Details in respect of the information, available to or held by it, reduced in an electronic form : Nil

NO.15 :Facility available to the citizens for getting information about the branch:

1.The requested information are provided to concerned individual in his individual case on his demand.

2.The inquiries by the citizens are given appropriate replies by us.

NO.16 : Details of the Public Information Officer and Appellate Authority :

Post	Name
Public Information Officer	Mr.R.N.NAYAK Deputy Assistant Superintendent of Stamps Gujarat state, Gandhinagar.
Appellate Authority	Shri Y.A.Desai(I/C)Adnl. Superintendent of Stamps, Gujarat State Gandhinagar.

NO.17 : Not applicable.

(R.N.Nayak)
Public information officer
&
Deputy Assistant Superintendent of stamps
Gujarat state, Gandhinagar.

