

1. Details of branch, functions, and duties

1. Implementation of Gujarat Stamp Act -1958 and rules under it.
mainly the work of Section-33, Section-39, Section-40, Section-41 and Section-68.
2. Implementation of Indian Stamp Act-1899 and rules under it.
3. Work of license stamp vender under the rule of Gujarat Supply & Sales Rules-1987.
4. Contract notes for shares & commodity transactions and work relating to collection of stamp duty on the delivery order of the goods being delivered on the port.

2. The powers and duties of officers and employees

1. Additional Superintendent of Stamps is authorised for Investigation of evasion of stamp duty under Section-68 of Gujarat Stamp Act -1958, also can check the documents and records held by any person / organization. Under that authority the stamp inspector of inspection branch can obtain insufficient stamp duty articles by necessary order and also can seized insufficient stamp duty articles after checking of records. The articles taken under Section-33 for lesser stamp duty are seized and fine stamp duty and penalty will be levied under Section-39.

3. Procedure Followed in the Decision Making Process and Regulations and Supervision and Responsibility.

- 1 Junior clerck/ Stamp Inspector handles files and puts notes on file than they give it to Office Superintendent. Office Superintendent inquires the details of chapter and gives the opinion on it & present to Chief Stamp Inspector.

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Chief Stamp Inspector study the whole chapter and present to the Additional Superintendent of Stamp. Additional Superintendent of Stamp check the details of chapter and make the right decision.

4. Fixed Standards Of Work.

1 Articles are seized which have insufficient stamp duty and then hearing have been given to the parties under section-39(1)(b) to take insufficient stamp duty with penalty also working for giving licence to stamp vendor and regulation of it. Articles which present under section-40 are certified in this branch.

5. Rules and Regulations Laid Down Under The Branch and Records of Standing Instructions

1 License stamp vendor performance monitoring and instruction for regulations, circular.

6. Details Of Document/Record Maintained By the Branch

1. Ahmedabad's stamp vendor's register for full financial year.
2. Investigation about possible cases stamp duty stolen and files relating to stamp duty evasion cases under Article-33 and Article-39.
3. Files of procedure for errors found during the investigation of stamp vendor.
4. Files related to consolidated stamp duty and amalgamation procedure.
5. Files for full the stamp duty under Section-40

7. Not Applicable.

8. Not Applicable.

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9 & 10. Officer/Employee list.

Designation	Name	Salary as on date:31/03/2020
Addl.Superintendent of Stamp	Mr.Y.A.Desai (In Charge)	-
Chief Stamp Inspector	Mr.R.B.Rathod	78,878/-
Office Superintendent	-	-
Stamp Inspector	Mr.M.R.Prajapati	31,340/-(Fix)
Stamp Inspector	Mr.F.B.Baleva	31,340/-(Fix)
Clerk	Mr.K.D.Paramar	26,229/-
Clerk	Ms.J.K.Patel	19,950/-(Fix)
Clerk	Mr.H.G.Prajapati	19,950/-(Fix)

11. Not Applicable

12. Not Applicable

13. Not Applicable

14.Information Maintain via E-mail and available information-"0"

15.Facilities available to the citizens for obtainig branch information

- 1 .The appropriate copy of the available records are given to a person who asked for their relavent case.
- 2.Proper feedback are given to the citizen's inquiry

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16. Public Information Officer & Appellate Authority Details

Designation	Name
Public Information Officer Chief Stamp Inspector Gujarat State, Gandhinagar	Mr.R.B.Rathod
Appellate Authority Add.superintended of stamps Gujarat State, Gandhinagar	Mr.Y.A.Desai (In Charge)

17. Not Applicable

Public Information Officer (Inspection Branch)

&

Chief Stamp Inspector

Gujarat State, Gandhinagar