

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

**Point No. 1**

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

To refund the amount of defected and useless stamp papers.

**Point No. 2**

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

To approve refund and pay amount of refund pursuant to application made for refund under Section 48 (1), 48 (2), 46, 52 (c) of Gujarat Stamp Act, Section 50(2), 50(c) of Indian Stamp Act, 1899, and Important Government Order under Court Fees Act, 1959.

**Point No. 3**

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

Upon receipt of refund application due examination of evidences is undertaken by Clark and then file is submitted to Deputy Assistant Superintendent of Stamps.

After approval of applications by Deputy Assistant Superintendent of Stamps, refund orders are prepared. Then after bills are prepared and after entries of such bills are made in register, bills are put in inward-outward book and sent to the District Treasury Office, Gandhinagar.

After receiving cheque from District Treasury Office, Gandhinagar, Cheque is sent to concern party through Registered Post Address (RPAD). Entry of the same is made in cheque register.

**Point No. 4**

**Fixed Standards of Work.**

Same as Point No. 2

**Point No. 5**

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

Mumbai Stamp Act, 1958, Indian Stamp Act, 1899 and Court fees Act, 1959.

**Point No. 6**

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

Work Sheet

Refund Register

Bill register

Inward Outward Book

Cheque register received from District Treasury Office.

**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 ?**

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 01.07.2018.
1	Deputy Assistant Superintendent of Stamps	Mr. B. P. dodia (Incharge)	66,000/-
2	Clark	D. K. Kadia	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 in formation available to it or maintained by it in electronic form.**

Not Applicable

**Point No. 15**

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

As decided by Government.

**Point No. 16**

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

Public Information Officer – Mr. B. P. dodia (Incharge),

Deputy Assistant Superintendent of Stamps

Gujarat, Gandhinagar.

Appellate Officer - Mr. Y. A. Desai (Incharge),

Additional Superintendent of Stamps,

Gujarat, Gandhinagar.

**Point No. 17**

**Other useful information**

Not Applicable

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