

Diplomatic and Consular Officers (Oaths and Fees) Act, 1948
Act No. 41 of 1948

(PASSED BY THE DOMINION LEGISLATURE)

(Received the assent of the Governor General on the 3rd September, 1948.)

An Act to provide for the Administration of Oaths by Diplomatic and Consular Officers and to prescribe the Fees Leviable in respect of certain of their Official duties.

—

WHEREAS it is expedient to provide for the administration of oaths by diplomatic and consular officers and for the levy of fees in respect of certain official duties performed by them;

It is hereby enacted as follows:—

1. **Short Title.**— This Act may be called the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948*.

2. **Definitions.**— In this Act,—

- (a) "Consular Officer" includes consul general, consul, vice-consul, consular agent, pro-consul and any other person authorised to perform the duties of consul-general, consul, vice-consul or consular agent.
- (b) "Diplomatic Officer" means any ambassador, envoy, Minister, charge d'affaires, or secretary of embassy or legation; and
- (c) "Prescribed" means prescribed by rules made under this Act.

3. **Powers as to Oaths and Notarial Acts Abroad.**—(1) Every diplomatic or consular officer may, in any foreign country or place where he is exercising his functions. administer any oath and take any affidavit and also do any notarial act which any notary public may do within @ a State and every oath, affidavit and notarial act administered, sworn, or done by or before any such person shall be as effectual as if duly administered, sworn or done by or before any lawful authority in a State.

(2) Any document purporting to have affixed, impressed or subscribed thereon or thereto the seal and signature of any person authorised by this Act to administer an oath in testimony of any oath, affidavit or act, being administered, taken or done by or before him, shall be admitted in evidence without proof of the seal or signature being the seal or signature of that person, or of the official character of that person.

4. **Punishment for offences under this Act.**—(1) Whoever swears falsely in any oath or affidavit taken or made in accordance with the provisions of this Act shall be punished with imprisonment for a term which may extend to three years and shall also be liable to fine.

(2) Whoever forges or fraudulently alters the seal or signature of any person authorised by or under this Act to administer an oath or tenders in evidence, or otherwise uses, any affidavit having any seal or signature so forged or counterfeited or fraudulently altered knowing the same to be punished with imprisonment for a term which may extend to three years and shall also be liable to fine.

*Extended to Jammu & Kashmir by Amendment Act No. 2 of 1973.

@Substituted by the Adaptation of Law (No. 3), Order, 1956.

5. **Trial of offences.**—Any offence under this Act may be inquired into, dealt with, tried and punished in *(any @ State) in which the person charged with the offence was apprehended or is in custody, in the same manner and to the same extent as if the offence had been committed within the State where he was apprehended or is in custody.

6. **Power to prescribe fees.**—(1) The Central Government may, from time to time, prescribe the fees to be levied in respect of any matter or thing done by a diplomatic or consular officer in the execution of his office.

(2) All such fees shall be levied, accounted for and applied and may be remitted in such manner as may be prescribed.

(3) A diplomatic or consular officer shall not, save as may be provided by any rules made in this behalf, ask for or take any fee or reward for or on account of any act or thing, or service done, performed or rendered by him in the execution of his office.

7. **Publication and issue of tables of fees.**—(1) Tables of fees which may, for the time being, be levied under the rules shall be published in such manner and copies thereof shall be issued gratuitously to such persons as may be prescribed.

(2) Every consular officer, and every diplomatic officer in any foreign country or place where there is no consular officer, shall keep exhibited in a conspicuous place in his office, a copy of the table of fees to be levied under this Act and shall permit the same to be inspected by any person interested therein.

8. **Power to make rules.**—(1) The Central Government may make rules [for Diplomatic and Consular Officers (Fees) Rules, 1949 see Annexure II] to carry out the purposes of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may prescribe:—

- (a) the scale of fees leviable under this Act and the manner in which such fees shall be levied and collected;
- (b) the remuneration if any, payable to a diplomatic or consular officer in the execution of any of the duties vested in him by this Act;
- (c) the registers to be kept and the returns to be made in pursuance of this Act; and
- (d) the manner in which copies of tables of fees may be published and distributed.

†(3) Every rule made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament while it is in Session for a total period of thirty days which may be comprised in one Session or in two or more successive Sessions, and if, before the expiry of Session immediately following the Session or the successive Sessions aforesaid, both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

*Substituted by the Adaptation Order, 1950.

@Substituted by the Adaptation of Law (No. 3), Order, 1956, for "Part A or Part C State".

†Inserted *vide* Amendment Act No. 2 of 1973.

ANNEXURE II

(See para 2)

MINISTRY OF EXTERNAL AFFAIRS

NOTIFICATION

Diplomatic and Consular Officers (Fees) Rules, 1949

New Delhi, the 8th November, 1949

No. 420-Con.—In exercise of the powers conferred by section 8 of the Diplomatic and Consular Officers (Oaths and Fees) Act, 1948 (XLI of 1948) the Central Government is pleased to make the following rules, namely:—

1. **Short Title.**—These rules may be called the Diplomatic and Consular Officers (Fees) Rules, 1949.

2. **Definitions.**—In these rules, "Schedule" means a Schedule appended to these rules.

3. **Scale of Fees.**—Fees for functions performed by diplomatic and Consular Officers in respect of matters specified in column I of Schedule I will be levied according to the scale prescribed in column 2 thereof.

4. **Power to remit Fees.**—(1) A diplomatic or a Consular Officer may remit a fee leviable under rule 3 on the ground of the destitution of the person to whom the Consular service is rendered or as a matter of professional or international courtesy and on no other ground.

(2) The Central Government may, if it is satisfied that the payment of any fee leviable under rule 3 will cause or is likely to cause undue hardship to any person, direct that such fee may be remitted, either in whole or in part, in relation to that person.

5. **No remuneration to be charged for consular service.**—A diplomatic or Consular officer shall not, save as is provided in these rules, ask for or take any fee or reward for or on account of any act, thing or service done, performed or rendered by him in the execution of his office.

6. **Collection of Fees.**—All fees shall be paid in cash against the issue of receipts and the amount so collected shall be accounted for to the Government of India.

7. **Publication of Table of Fees.**—(1) A copy of the table of fees prescribed-Schedule I shall be affixed and exhibited in a conspicuous place in every Consular Office and shall be open to inspection by all interested persons.

(2) A notice in large type shall be attached to, or exhibited in close proximity to the Table of Fees, informing the public that the fees are payable in cash and receipts will be issued for such payment.

7A. **Gratuitous issue of copies of table of fees.**—A printed copy of the table of fees prescribed in Schedule I shall be given by every chief officer of customs, at a port of India, gratuitously to every master of vessel clearing out of the port, who requests the same.

8. **Maintenance of Register.**—A consular service register showing the details of consular services rendered, names of persons served and their nationality, the amount of fees levied for each service, application form number and receipt number and containing the initials of the consular officer shall be maintained at each consular office.

9. **Inclusion of consular fees collected in the monthly statement of accounts.**—The consular fees collected under these rules shall be accounted for through the monthly statement of accounts sent by the consular office to the Government of India and the statement shall be accompanied by a certificate signed by the First Secretary, or where there is no First-Secretary, by the Head of Mission, to the effect that the consular fee account pertaining to the month have been duly checked and the amounts collected have been credited to the account of the Government of India.

SCHEDULE 1

(See rule 3)

Table of consular fees

Matters in respect of which fee is leviable	Amount of fee	
	Category "A" Countries	Category "B" Countries
(1)	(2)	(3)
<i>Part I—Fees to be taken in respect of merchant shipping.</i>	Rs.	Rs.
1. For every declaration taken or recorded under the Merchant Shipping Act, 1958 (44 of 1958), with a view to the registry, transfer and transmission of ships, interests in ships, or mortgages on ships	105.00	70.00
2. For endorsing a memorandum of change of master upon the certificate or of registry, and initialling his signature on agreement with crew, if required	60.00	40.00
3. For granting a provisional certificate of registry (this fee to be exclusive of fees on declaration)	390.00	260.00
4. For recording a mortgage of ship or shares in a ship	390.00	260.00
5. For recording the transfer of a mortgage of a ship or shares in ship	390.00	260.00
6. For recording the discharge of a mortgage of a ship or shares in ship	390.00	260.00
7. For every sale of a ship or shares in a ship made before a consular officer	390.00	260.00
8. For certified copy of extract from register book of transactions in ships, if not exceeding 100 words For every subsequent 100 words	45.00 25.00	30.00 16.00
9. For every seaman engaged before a consular officer	30.00	20.00
10. For every alteration in agreement with seamen made before a consular officer	30.00	20.00
11. For every seaman discharged or left behind with the sanction of a consular officer	30.00	20.00
12. For every desertion certified by a consular officer	30.00	20.00
13. For receiving a return of the birth or death of any person on board a ship, and for endorsing the ships agreement with respect thereto	30.00	20.00
14. For attesting the execution of a seaman's will	30.00	20.00
15. For certification of form of claim for wages, etc. of a deceased seaman	15.00	10.00

(1)	(2)	(3)
16. For examination of provisions or water to be paid by the party who proves to be in default in addition to costs of survey.	180.00	120.00
17. For every salvage bond made in pursuance of the Merchant Shipping Act, 1958 (44 of 1958) to be paid by the master or owner of the property salvaged.	600.00	400.00
18. For custody of ships' papers, making endorsement thereon and giving the certificate required by the Merchant Shipping Act, 1958 (44 of 1958) including the fee for inspection of ship's papers.	45.00	30.00
19. For noting a marine protest and furnishing one certified copy if required	105.00	70.00
For every other copy	45.00	30.00
20. For filing a request for survey and issuing order of survey.	180.00	120.00
21. For receiving report of survey, filing origin one in archives (if not exceeding 200 words) and furnishing, if required, one certified copy of request, order and report of survey.	390.00	260.00
22. For ordinary periodical survey of a cargo or passenger vessel—		
(a) Cargo vessel not exceeding 5,000 net register tons, per net register ton	5.00	3.00
Ditto. Exceeding 5,000 net register tons, for every 1,000 tons or part thereof above 5,000 tons, in addition to the above Amount	945.00	630.00
(b) Passenger vessel not exceeding 5,000 gross register tons, per gross register ton	5.00	3.00
Ditto. Exceeding 5,000 gross register tons, for every 1,000 tons or part thereof above 5,000 tons, in addition to above amount	945.00	630.00
NOTE (3) The amount of the fee leviable under clause (a) or clause (b) shall not exceed Rs.18,900 in category "A" and Rs.10,600 in category "B" Countries.		
NOTE (3) For special survey of a cargo or passenger vessel, the fee chargeable shall be in accordance with the nature and extent of services rendered.		
NOTE (3) The above fees include the granting or renewal of a certificate of sea worthiness or a passenger certificate, but do not include overtime charges or travelling expenses.		
23. For extending Marine protests, if not exceeding 200 words, filing original, and furnishing one certified copy, if required exclusive of fees for oaths or declarations, or for drawing, if required, the body of protest	390.00	260.00
24. For any other protest (except bill of exchange) if not exceeding 200 words, filing original, and furnishing one certified copy, if required, This is to be exclusive of fee for drawing, if required, the body of the protest	390.00	260.00
25. If the protest or report of survey exceeds 200 words, for every additional 100 words, or fraction thereof	45.00	30.00
26. For attesting average, bottomry or arbitration, bond, each copy	105.00	70.00

	(1)	(2)	(3)
27. For preparing afresh agreement with the crew of an Indian vessel on new Articles of Agreement being opened at a foreign port, and for furnishing the copy which the Merchant Shipping Act, 1958 (44 of 1958) requires, should be made accessible to the crew- Rs. 10 for each seaman, with a minimum of Rs. 150 in category 'A' Countries and Rs. 7 for each seaman with a minimum of Rs. 105 in category 'B' Countries and a maximum of		390.00	260.00
28. Bill of health		150.00	100.00
29. Certifying to a foreign bill of health		150.00	100.00
30. Issue or attestation of certificate of origin or other documents in support of consignment of goods, for each separate document and for filing copy		45.00	30.00
31. For any additional copy, if signed and sealed by the consular officer		45.00	30.00
32. Certificate of due landing of goods exported from an Indian port		105.00	70.00
33. For application addressed to local authorities for arrest or imprisonment of a seaman, if granted pursuant to the request of the Master- For each seaman, if more than one is concerned		24.00	16.00
34. Ditto, for release of a seaman :- For each seaman, if more than one is concerned		75.00	50.00
35. For each certificate granted as to the number of the crew of a vessel, or as to any other matter required by the local authorities for the clearance inwards and outwards of a vessel		105.00	70.00
36. Drawing up, in form and language required by local authorities a muster roll or detailed list, giving the names, etc. of each member of the crew of a vessel		45.00	30.00
37. For affixing consular signature and seal, if required to ship's manifest		105.00	70.00
38. For affixing consular seal or signature to any entry in the official log-book of an Indian vessel if such entry is not required by the Merchant Shipping Act, 1958 (44 of 1958)		75.00	50.00
39. For attesting the a execution of a bill of sale of a ship or shares in ship		105.00	70.00
40. For any document required from a consular officer by foreign authorities as a preliminary to the engagement of a seaman in a foreign vessel, including affixing of official seal and signature		30.00	20.00
41. For certifying the engagement or discharge of, or the leaving behind of, or for certifying any alteration in the agreement made under the Merchant Shipping Act, 1958 (44 of 1958) with a lascar seaman by the Master of a foreign ship, or for certifying the death of, or the desertion of his ship by any such seaman		30.00	20.00
42. For certifying the transfer of one or more lascar seaman with their agreements, from one foreign ship to another foreign ship, per seaman		60.00	40.00

	(1)	(2)	(3)
NOTE.—The fee under this item is inclusive of and not additional to the fee under item 41, and should be divided equally between the two ships concerned, so however that the maximum fee charged to both ships should not exceed Rs. 1,500 in category 'A' Countries and Rs.1,000 in category 'B' Countries.			
43. For inspecting ship's papers when their production is required to enable a consular officer to perform any specific service on the ship's behalf		45.00	30.00
NOTE.—This fee is not to be charged in addition to fee under item 18 for custody of ship's papers, etc. unless the agreement has been withdrawn from the consular office in the interval			
<i>Part II—Fees to be taken in respect of other services required to be rendered by a consular officer.</i>			
44. For granting certificate not otherwise provided for, if not exceeding 100 words, exclusive of fee for drawing . .		105.00	70.00
If exceeding 100 words, for every additional 100 words or fraction thereof		45.00	30.00
45. For receiving a declaration claiming exemption from or refund of, income tax on shares		24.00	16.00
46. For each signature of a consular officer affixing to an exhibit referred to in an affidavit or declaration . . .		24.00	16.00
47. For each alteration or interlineation initialed by a consular officer in any document not prepared by him . .		5.00	3.00
48. For each signature to a transfer of shares or stock attested by a consular officer when executed in the presence of one or more witnesses besides the consular officer		45.00	30.00
49. For each signature to a transfer of shares or stock attested by a consular officer when executed in the presence of one or more witnesses besides the consular officer		75.00	50.00
50. For exhibit a copy of patent, design or trade mark on notice board and for endorsing a certificate that the patent, design or trade mark has been so exhibited . . .		240.00	160.00
51. For each execution of a power of attorney attested by a consular officer		75.00	50.00
NOTE.—When more than four persons execute a power of attorney at the same time a fee of Rs. 300 only in category 'A' Countries and Rs. 200 only in category 'B' Countries is to be charged.			
52. For attesting the execution of a will of any person not being an Indian Seaman		105.00	70.00
53. For affixing consular officer's signature and seal, if required, to Quarterly or monthly declarations for Government pay or pension		5.00	5.00
NOTE.—No fees to be charged for signing papers for the personnel in the Army, the Navy, the Air Force or in the Merchant Shipping service or their widows or heirs and the word 'Gratis' shall be written near the consular officer's signature. The waiving of the fee shall not be extended to persons drawing civil pensions or retired pay.			

	(1)	(2)	(3)
54. For affixing consular officers signature and seal to any other declaration of existence		24.00	16.00
NOTE.—No fee shall be charged from Wasikdars for signature and seal on life certificates and half-yearly finger prints; in such cases the word 'Gratis' shall be written near the consular officer's signature.			
55. For affixing consular officer's signature to any other declaration of existence, if drawn up by a consular officer		45.00	30.00
56. For certificate of a person's identity		75.00	50.00
NOTE.—If the applicant is not personally known to the consular officer, he may require satisfactory evidence of identity and refuse to give the certificate unless such evidence is produced, since the onus of proof rests with the applicant.			
57. For issuing any document required by a foreign authority for the grant of a permit for residence		24.00	16.00
58. For attestation of certificate required by a foreign authority for allowing remittance facilities to India		5.00	3.00
59. For attesting the signature of a foreign authority		75.00	50.00
60. For attesting the signature of two qualified foreign medical practitioners on a medical certificate issued by them in the form prescribed in rule 256 of the Supplementary Rules		12.00	8.00
61. For each signature attested by a consular officer in any document not otherwise provided for		75.00	50.00
NOTE.—No fee is to be charged for attesting a signature to any document required for the deposit or withdrawal of money in or from the Post Office Savings Bank or in connection with Savings Bank annuities.			
62. For certifying a copy of any document or part of a document, if not exceeding 100 words		45.00	30.00
If exceeding 100 words, for every additional 100 words or fraction thereof		15.00	10.00
NOTE.—If the document is in any foreign language, double the fee indicated above shall be charged. An additional fee as per item 83 is to be charged when the copy is made by the consular officer.			
63. Opening the will of an Indian subject not being a seaman, including consular signature to minute of proceedings		300.00	200.00
64. For each affidavit sworn or affirmed before a consular officer		45.00	30.00
65. For Succession Certificate granted under section 382 of the Indian Succession Act, 1925—			
(a) in respect of assets whose value does not exceed Rs. 10,000		90.00	60.00
(b) in respect of assets exceeding Rs. 10,000, for each Rs. 10,000 or part thereof		75.00	50.00
For the administration or distribution, or both of the property situated in the country of the consular officer's residence, of an Indian subject, not being a seaman, dying intestate, or if not intestate, when undertaken in the absence of legally competent representatives of the deceased		2½ % of the estimated value.	

2½ % levy is not chargeable in the following cases :-

- (i) Remittance of death compensation legal heirs; and
 - (ii) Mere remittance of money belonging to the deceased to the legal heirs.
- (Vide MEA Circular No.T.436/3/78 dated 23-4-83 and No.T.436/108/84 (FAT/84/I/
(24)dated28-5-84).
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(1)

(2)

(3)

NOTE (1).—This fee is to be charged whenever the property or the proceeds of the property of a deceased Indian subject are handed over to a consular officer in his official capacity, either by the local authorities or by other persons, owing to their being no person legally competent according to the *lex loci* to claim such property or proceeds which are consequently delivered to the consular officer for distribution to the absent parties, either direct or through the Government of India.

NOTE (2).—The fee should also be charged on a valuation of any portion of the property which a consular officer may, in the exercise of his discretion, remit home. Trinkets and other articles including securities, not exceeding the estimated value of Rs. 2,000 may be remitted home without charging any fee; if it exceeds that estimated value, and remitted home without realisation on the spot, the fee of 2½% must be charged on the whole of the estimated value.

NOTE (3).—The fee covers the services for correspondence, signing of receipts, payment of debts, and the ordinary duties incidental to acting as administrator, and to distribution of the property to the parties legally entitled to it, or to its transmission to the Government of India, as the case may be. If in the administration or distribution of the property of a deceased Indian subject it is necessary for the consular officer to perform any other service for which a special fee is provided herein, the fee or fees for such service should also be charged.

NOTE (4).—When, in the case of the death of Indian subject, a consular officer is sent for owing to the absence of relatives, and he only makes arrangements for the temporary custody of the property of the deceased, pending the arrival of relatives or other persons who may be competent to take charge of it, or of instructions from such persons, no charge of the fee of 2½ per cent shall be made, but the fee for affixing the consular officer's seal and the fees for his attendance at the house of the deceased shall be chargeable.

NOTE (5).—Any money or articles belonging to the estate taken charge of at a subordinate consular post should be sent to the Superintending Consulate.

67. For performing functions similar to those specified in item 66 in respect of the property situated in the Country of the consular officer's residence of a person, not being an Indian subject, nor a seaman dying intestate or, if not intestate, in the absence of legally competent representatives of the deceased, when heirs in India are partly or wholly interested in such property	2½%	on	the
			estimated value.
68. For uniting documents and affixing consular officer's seal to the Fastening	18.00		12.00
69. For directing search for, or obtaining from Public Record Office or elsewhere, extracts from local registers, or copies of wills, deeds or other matters, in addition to expenses incurred and any fees for attestation	75.00		50.00
70. For affixing consular officer's signature and seal, if required, to any document not otherwise provided for in this schedule	75.00		50.00

	(1)	(2)	(3)
NOTE.—No fee shall be charged for an order or letter sending a seaman to hospital.			
71. For effecting or endeavouring to effect service of a writ—for one visit to the address of the person to be served		190.00	125.00
for each additional visit required		105.00	70.00
72. For each consular officer's seal affixed to a document, packet, or article when no signature is required . . .		24.00	16.00
<i>Part III—Fees for certain attendance by consular officers</i>			
NOTE--As a general rule, a consular officer is to attend out of Office only on the application of the parties concerned, or of the local authority, and such attendance is to be at the discretion of the consular officer and provided his official duties admit of his absence.			
In the case of ship-wreck, or for the purpose of assisting a ship in distress the consular officer should attend without waiting for any special request, as his presence may conduce to every possible measure being taken for saving life, and on such occasion, fees indicated in items 73 and 74 are not leviable, but his attendance should not be continued for any other purpose unless it is specially requested.			
In the event of two consular officers attending out of office, which should only occur in very special cases, or at the request of the parties, the fee for the attendance of the junior is to be half of the amount fixed in this Schedule, as he is to be looked upon as accompanying his senior in the capacity of a clerk. A proconsular officer attending alone is a consular officer for the purpose of fees.			
Attendance at the consular officer's private residence, during the customary business hours of the place, is not to be considered as authorising the charge of fees.			
73. At a ship-wreck or for the purpose of assisting a ship in distress, per day		600.00	400.00
74. At a ship-wreck, at the request of parties interested, to assist or advice as to salvage, per day		825.00	550.00
75. At the request of parties interested, or of local authorities, at the affixing or removing of seals on property of deceased person, if absent for less than two hours		300.00	200.00
Ditto, ditto, for each additional hour or fraction thereof at Rs.150/-in category 'A' Countries and Rs.100/-in category 'B' Countries with a maximum per day of . .		1200.00	800.00
76. At the request of parties interested, or of local authorities at a valuation if absent for less than two hours		300.00	200.00
Ditto, ditto, for each additional hour or fraction thereof at Rs.150/-in category 'A' Countries and Rs.100/-in category 'B' Countries with a maximum per day of		1200.00	800.00

	(1)	(2)	(3)
77.			
78.	At the request of parties interested, or local authorities at a sale if absent for less than two hours . Ditto, ditto, for each additional hour or fraction thereof at Rs. 150/- in category 'A' countries and Rs. 100/- in Category 'B' countries with a maximum per day of	600.00 1200.00	400.00 800.00
79.	At the request of parties interested, or of local authorities, for the transaction, elsewhere than at the consular office, Of any duty for which a fee is leviable, in addition to such fee for each hour, or fraction thereof at Rs. 150/-in category 'A' Countries and Rs. 100/-in category 'B' Countries with a maximum per day of	1200.00	800.00
80.	At the request of parties interested for the transaction of any duty for which a fee is leviable whether at the consular office or at the consular officer's residence, in addition to such fee, for each half-hour or fraction thereof, if in the day time, that is to say, between the hours of 6 A.M. and 9 P.M. but not during the customary business hours of the place	75.00	50.00

NOTE—This fee is leviable for any attendance on Sundays.

Part IV—Fees to be taken in respect of certain other services which may be rendered by a consular officer at his discretion

81.	For the transaction of any duty, for which a fee is leviable under this Schedule whether at the consular office or at the consular officer's residence, in addition to such fee, for each half-hour, or fraction thereof in the night time, that is to say, between the hours of 9 P. M. and 6 A. M	150.00	100.00
82.	For drawing a declaration or other document or the body of a protest, or for taking down in writing verbal declarations or depositions of persons made before a consular officer, or for reducing into writing agreements made before him by contracting parties, exclusive of fees for attestation, etc. if not exceeding 50 words If exceeding 50 words, for each subsequent 50 words, or fraction Thereof	45.00 18.00	30.00 12.00
83.	For assisting in drawing up petitions, applications, or other documents not specified, for each such petition, application or document	75.00	50.00
84.	For making or verifying a copy of a document, if not exceeding 100 words, exclusive of fee for certificate If exceeding 100 words, for every subsequent 100 words or fraction thereof	24.00 18.00	16.00 12.00
85.	For making or verifying a translation of a document, for every 100 words, or fraction thereof, exclusive of fee for certificate	75.00	50.00
86.	For making or verifying a translation of a document in Chinese or Japanese, for first 100 characters Ditto, for every subsequent 100 characters, or fraction thereof	480.00 150.00	320.00 100.00
87.	Viva voce translating and interpreting for each 15 minutes, or fraction thereof at Rs. 45/- in category 'A' countries and Rs. 30 in category 'B' countries, with a maximum per hour of	150.00	100.00

	(1)	(2)	(3)
NOTE(1)—This fee is not to be levied concurrently with fees indicated in items 84 and 85.			
NOTE(2)—This fee is not to be levied when the interpreting is carried on solely to enable the consular officer to execute any official duty, e.g., the composing of disputes.			
88. For drawing a will, if not exceeding 200 words		300.00	200.00
If exceeding 200 words, for every subsequent 100 words or fraction thereof		75.00	50.00
89. For drawing a power-of-attorney, if not exceeding 200 words		150.00	100.00
If exceeding 200 words, for every subsequent 100 words or fraction thereof		75.00	50.00
90. In cases where one or more attesting witnesses, besides consular officer, are required, for each witness supplied by him at the request of the parties interested		30.00	20.00
NOTE— A consular officer is not bound to provide witnesses for persons desirous of signing document before him, but should the consular officer at the request of the parties, supply witnesses, fees is to be charged for each witness supplied, but not for each signature of such witness.			
91. Attendance elsewhere than at consular office at the request and on behalf of private persons, for the transaction of business which a consular officer is permitted, but is not bound to undertake under the consular instructions, for each hour or fraction thereof at Rs. 150/- in category 'A' Countries and Rs. 100/- in category 'B' countries, with a maximum per day of		1200.00	800.00
NOTE(1)—This fee is applicable when the attendance of the consular officer is sought for the recovery of lost luggage or for similar reasons. It is not to be levied in respect of commercial enquiries.			
NOTE(2)—The discretionary services for which fees are chargeable, are not to be undertaken except at the sole risk and responsibility of the parties requesting the same on condition of such parties signing the proper declaration.			
(Item 7-90 are covered by MEA notification No. GSR 326(E) dated 2-4-79.)			
<i>Part V- Registration of Births/deaths</i>			
92. For registration of birth or death (except the death of a seaman)		15.00	10.00
93. For registration of the death of a seaman		15.00	10.00
94. For each search in the register of births or deaths kept at the Consulate		6.00	4.00
95. For each certified copy of an entry in the register		15.00	10.00
96. For each certified copy of registration of Indian citizenship		60.00	40.00
97. For Administering the oath of allegiance in the manner prescribed in rule 28 of the Citizenship Rules, 1956		45.00	30.00
NOTE.—This also includes any other oath sworn or affirmed before a diplomatic or Consular Officer.			

(Items 91 to 95 are covered by MHA notification No. 26030/87(ii)/78-IC dated 30-5-81. Item 96 is covered by MHA Notification No. 26030/87(i)/78-C dated 4-6-81).

	(1)	(2)	(3)
<i>Part VI-Marriage Fees</i>			
98. For every notice of an intended marriage		120.00	80.00
99. For publication of notice		actual charges	actual charges
NOTE.—A suitable amount will be taken as an advance towards cost of publication of notice in newspapers.			
100. For receiving and processing or dealing with an objection		300.00	200.00
101. For solemnising a marriage		240.00	160.00
102. For solemnising a marriage at a place referred to in rule 9(c)		90.00	60.00
NOTE.—This will be in addition to the fee referred to in item (iv) above			
103. For receiving notice of a caveat		240.00	160.00
104. For certificate by Marriage Officer of notice having been given and posted up		45.00	30.00
105. For a certified copy of reasons recorded under section 11 or section 17 for refusal to solemnise or, as the case may be for refusal to register, a marriage		24.00	16.00
106. For certified copy of an entry:			
(a) in the Marriage Notice Book		24.00	16.00
(b) in the Marriage Certificate Book		24.00	16.00
107. For certification of a document referred to in sub-section (1) of section 24		9.00	6.00
108. For making a search :			
(a) if the entry is of the current year		24.00	16.00
(b) if the entry relates to any previous year of years		45.00	30.00

Item 97 to 107 are covered by MEA Notification No. T. 434/10/78 dated 4-12-78.

Part VII-Fees to be charged for Passport and other travel documents.

109. Ordinary passport with a maximum initial validity of five years.		50.00	50.00
110. Renewal of ordinary passport		50.00	50.00
		for five years or Rs 10/- per year or part thereof	for five years or Rs 10/- per year or part thereof
111. Issue of duplicate passport in lieu of the ordinary passport on the ground that it has been lost, stolen, damaged, destroyed or for any other such reason		50.00	50.00
112. Emergency Certificate with an initial validity of six months		15.00	10.00
113. Renewal of emergency Certificate (two renewals for three months at a time)		7.25	5.00
114. Duplicate Emergency Certificate in lieu of the Emergency Certificate that has been lost, stolen, damaged or destroyed		15.00	10.00
115. Certificate of Identity with a maximum initial validity of two years		30.00	20.00

	(1)	(2)	(3)
116. Renewal of Certificate of Identity (per year or part thereof for two years)		15.00	10.00
117. Duplicate Certificate of Identity in lieu of the Certificate of Identity that has been lost, stolen, damaged or destroyed		30.00	20.00
118. (i) Additional endorsement or other miscellaneous service on ordinary passport (not being a miscellaneous service referred to in item (ii) of this entry)		30.00	20.00
(ii) Adding supplementary booklet when all the pages in an existing ordinary passport are used up		15.00	10.00
(iii) Additional endorsement or miscellaneous service on an Emergency Certificate		7.25	5.00
(iv) Additional endorsement or miscellaneous service on a Certificate of Identity		15.00	10.00
119. India-Bangladesh Passport for travel between India and Bangladesh with a maximum initial validity of three years.	..		15.00 (In Bangladesh).
120. Renewal of India-Bangladesh passport		15.00 for 3 years or Rs. 5/- per year or part thereof (In Bangladesh)
121. Issue of a duplicate passport in lieu of the India-Bangladesh passport which has been lost, stolen, damaged or destroyed	..		15.00 In Bangladesh
122. Miscellaneous services on an India-Bangladesh passport		5.00 (In Bangladesh).
123. Issue of a new booklet when all the pages in an existing India-Bangladesh passport are exhausted		10.00(In Bangladesh).
124. India- Sri Lanka Passport with a maximum initial validity of four years		8.00 (In Sri Lanka)
125. Renewal of India-Sri Lanka Passport		8.00 for four years/ or Rs. 2/- per year or part thereof (In Sri Lanka)
126. Miscellaneous services on India-Sri Lanka Passport		2.00 (In Sri Lanka)
127. Issue of fresh India-Sri Lanka passport in lieu of one lost, stolen, damaged or destroyed		8.00 (In Sri Lanka)
128. Issue of new India-Sri Lanka passport when all pages in existing passport are exhausted		5.00 (In Sri Lanka)
129. Additional passport for any country under the proviso to rule-13 upto initial validity of one year		10.00	10.00

(1)	(2)	(3)
Extension of validity of Additional passport referred to in item-123.	Rs 10/- per year or part thereof upto a total period of ten years	
(Items 108 to 129 are covered by MEA Notification No. GSR. 691(E) dated 11-12-80).		

NOTE.—1. Wherever a Passport or travel document has been issued initially for a lesser period than the prescribed period, further extension upto such prescribed period shall be given gratis.

2. Category 'A' countries are :

- (a) All Countries in North and South America;
- (b) All countries in Europe including U.S.S.R.;
- (c) All countries in West Asia and North Africa (Excluding People's Democratic Republic of Yeman, Yeman Arab Republic, Sudan and Somalia)
- (d) Australia, New Zealand, Japan, Hongkong and Singapore. Category 'B' Countries are :

All countries excluding countries mentioned under category 'A'.