

**To be published on Notice Board
(See Rule 5)**

1. GUWAHATI MUNICIPAL CORPORATION

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
|---------|---------------------------|--|--|------------------------------------|---|------------------------------------|---|---|--|--|
| 1 | Birth Certificate | 15 days | Chief Health Officer, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | i) Information in the form of certificate from Nursing Home / Private Hospital, if born in Nursing Home / Private Hospital within 21 days in Form No. 1 & 3 ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 1. | 1) free up to 21 days 2) fine of Rs. 2/- per day up to 30 days. If not submitted within 21 days | |
| 2 | Delayed Birth Certificate | 15 days | Chief Health Officer, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | i) Information in the form of certificate from Nursing Home / Private Hospital, if born in Nursing Home / Private Hospital within 21 days in Form No. 1 & 3 ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 1. iii) Approval of Local Revenue Authority not below the rank of Circle | 10/- | |

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| | | | | | | | | <p>Officer, if applied after 30 days but within 6 months of birth .</p> <p>iv) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>v) Order of a Magistrate of 1st Class if any birth has not been registered within one year for delayed registration.</p> | | |
| 3 | Death Certificate | 15 days | Chief Health Officer, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | <p>i)Information in the form of certificate from Nursing Home / Private Hospital, if expired in Nursing Home / Private Hospital within 21 days in Form No.2, 4 & 4A</p> <p>ii)Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 2,4 & 4A</p> <p>iii)Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death.</p> <p>iv) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>iv) Order of a Magistrate of 1st Class if any death has</p> | <p>1) free upto 21 days</p> <p>2) fine of Rs. 2/- per day upto 30 days. If not submitted within 21 days</p> | |

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| | | | | | | | | not been registered within one year for delayed registration. | | |
| 4 | Delayed Death Certificate | 15 days | Chief Health Officer, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | <p>i) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death.</p> <p>ii) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>iii) Order of a Magistrate of 1st Class if any death has not been registered within one year for delayed registration.</p> | 10/- | |
| 5 | Building Permission up to G+2 | 30 days | Associate Planner, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | <p>i) Three copies of site plan and building plan as required by building bye laws, GMC, and drawn by Technical Personnel registered in GMC.</p> <p>ii) Photostat Copy of land document (Such as land deed, Mutation order or Patta). The photocopy is to be self attested.</p> <p>iii) Structural Certificate (as per building bye laws of 2006) issued by Technical Personnel/Group Agency Registered in GMC.</p> <p>iv) Service plan for building when it is above 12.00 m high.</p> <p>v) For boundary wall</p> | 10/- for application and fee as per built up area | |

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| | | | | | | | | <p>permission; an undertaking through affidavit will be required particularly for road side wall.</p> <p>vi)Key plan of the location.</p> <p>vii)Soil test report (Geo-Technical Report) in case of building above 12.00 m high.</p> <p>viii)Trace Map.</p> <p>ix)Receipt Copy of up-to-date property tax.</p> | | |
| 6 | Holding Certificate | 15 days | Deputy Commissioners of Zones, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner , GMC | 30 days | <p>i)Application on plain paper</p> <p>ii)Self attested copy of Sale Deed, Mutation order, Jamabandi, Patta</p> <p>iii)Zone, Ward No., Holding No.</p> <p>iv)Road/Lane where properties located</p> <p>v)Upto date Property Tax paid receipt</p> <p>vi)Death Certificate if property has devolved by succession from predecessor</p> | 1) 100/- | 2) 200/- for tatkal service |
| 7 | Holding Mutation Certificate | 30 days | Deputy Commissioners of Zones, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner , GMC | 30 days | <p>i) Application on plain paper</p> <p>ii) Self attested copy of Sale Deed, Mutation order, Jamabandi, Patta</p> <p>iii) Zone, Ward No., Holding No.</p> <p>iv) Road/Lane where properties located</p> <p>v) Upto date Property Tax paid receipt</p> <p>vi) Death Certificate if property has devolved by</p> | 100/- | |

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| | | | | | | | | succession from predecessor | | |
| 8 | Certified copy of public documents | 15 days | Concerned Branch Heads, GMC | Collector, GMC | 30 days | Additional Commissioner, GMC | 30 days | Application on plain paper with particulars of documents sought for specifying the Branch to which it is related. | 1) 10/- 2) 100/- for tatkal service | |
| 9 | Trade Licence | 21 days | Deputy Commissioners of Zones, GMC | Joint Commissioner, GMC | 30 days | Additional Commissioner, GMC | 30 days | i)Application in prescribed form ii)Registration Certificate / Deed iii)Rent agreement, if rented premises are used iv)Upto date Property Tax paid receipt v)Building Permission vi)Agreement with GWMCP vii)SP (SB)/ SP(Traffic) report for trades as notified by GMC viii)NOC from Fire Dept for trades as notified by GMC | 100/- for application and fee as notified by GMC for different trades | |

2. LABOUR & EMPLOYMENT DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 10. | Registration Of Name in Employment Exchange | 3 days (provided that the documents in original to be shown and | All the Heads of Employments Exchanges/ District Employment Exchanges of | Zonal Deputy Director concerned | 30 days | Joint.Director of Employment, | 30 days | List of original documents (To be shown) and attested copies thereof (to be submitted) at the time of applying for Registration- i.Proof of Residency | NIL | |

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| | s | attested copies thereof are presented at the concerned Employment Exchanges.) | the State designated as DESIGNATED OFFICER. viz. Asstt. Director of Employment/ Employment Officer/Asstt. Employment Officer | | | | | (Discretion of A.D.E/ E.O/A.E.O.) ii. Age proof (Birth Certificate/ HSLC Admit Card/ School Certificate etc.) iii.Education qualification certificate. iv.Additional Qualification Certificates etc. v.Experience certificate if any. vi.Caste Certificate. vii. 3 copies of Self attested Passport size photographs | | |
| 11 | Issuance of Certificate of Registration | Labour Officer & Labour Inspector | 30 days | Asst. Labour Commissioner | 30 days | Deputy Labour Commissioner, | 30 days | 1. Form No. 'O' duly filled in 2. Treasury Challan depositing the required fees as prescribed in Schedule-I 3. letter of appointment in Form G | As per Schedule-I (attached) Column 1,2 & 3 applicable as per category of establishment | |
| 12 | Issuance of Renewal Certificate of Registration | Labour Officer & Labour Inspector | 15 days | Asst. Labour Commissioner | 15 days | Deputy Labour Commissioner | 15 days | 1.The Original Certificate of Registration i.e. Form 'Q' 2. Application Form 'O' duly filled in 3. Treasury Challan depositing the required fees as prescribed in Schedule-I 4. Letter of appointment in Form 'G' | As per Schedule-I (attached) Column 1,2 & 3 applicable as per category of establishment | |
| 13 | Issuance of | Labour Officer & | 10 days | Asst. Labour Commissioner | 10 days | Deputy Labour | 10 days | 1.Notice of loss of Certificate of Registration | Schedule-I Column -5 | |

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| | Duplicate Certificate of Registration | Labour Inspector | | | | Commissioner, | | 2. Treasury Challan depositing Rs.10/- as fees for duplicate copy | applicable | |
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3. SECONDARY EDUCATION DEPARTMENT

(A) BOARD OF SECONDARY EDUCATION, ASSAM (SEBA)

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 14 | Issue of Duplicate / Additional copy of Mark-sheets | 10 Days | Controller of Exam. | Secretary, SEBA | 03Days | Chairman, SEBA | 03Days | 1.Prescribed Format 2. Copy of FIR(In case of loss or theft) 3. Original Marksheet in case of partial damage 4. Photocopy of Admit Card duly attested 5.Requisite fee 6. Self addressed stamped (Registered / General as the case may be) Envelope. | Rs.300 | |
| 15 | Issue of Duplicate / Additional Copy of Pass Certificate | 10 days | Controller of Exam. | Secretary, SEBA | 3 days | Chairman, SEBA | 3 days | 1.Prescribed Format 2. Copy of FIR(In case of loss or theft) 3. Original Certificate in case of partial damage 4. Photocopy of Marks Sheet duly attested 5. Photocopy of Admit Card dully attested. 6. Photocopy of Registration Certificate duly attested 7.Requisite fee 8. Self addressed stamped (| Rs.500 | |

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| | | | | | | | | Registered / General as the case may be envelope. | | |
| 16 | Issuance of Migration certificate | 5 days | Controller of Exam. | Secretary, SEBA | 2 Days | Chairman, SEBA | 2 Days | . 1. Prescribed Format 2. The students shall have to surrender his/her Original Registration Certificate along with the application form . 2. Requisite fee . 3. Self addressed stamped (Registered / General as the case may be envelope . | Rs.500 | |
| (B) ASSAM HIGHER SECONDARY EDUCATION COUNCIL (AHSEC) | | | | | | | | | | |
| 17 | Issuance of Duplicate / Additional Copy of Marks sheet | 10 Days | Controller of Examinations | Secretary, AHSEC | 3 Days | Chairman AHSEC | 3 Days | 1) Prescribed Format 2) Copy of FIR(In case of loss or theft) 3) Original Marksheet in case of partial damage. 4) Photocopy of Admit Card dully attested 5) Requisite fee Self addressed stamped(Registered/ General as the case may be) envelope. | Rs. 100/- | |
| 18 | Issuance of Duplicate / Additional Copy of Pass Certificate | 10 days | Deputy Secretary (Examination) AHSEC | Secretary, AHSEC | 3 days | Chairman AHSEC | 3 days | 1) Prescribed Format 2) Copy of FIR(In case of loss or theft) 3) Original Certificate in case of partial damage. 4) Photocopy of the Admit Card duly attested 5) Photocopy of Marks Sheet duly attested 6) Photocopy of Registration Certificate | Rs. 100/- | |

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| | | | | | | | | duly attested 7) Requisite fee. 8) A self addressed stamped (Registered / General as the case may be) envelope. | | |
| 19 | Issuance of Migration Certificate | 5 days | Deputy Secretary (RPR) Branch AHSEC | Secretary, AHSEC | 2 days | Chairman AHSEC | 2 days | 1 Prescribed Format 2. The students shall have to surrender his/her Original Registration Certificate along with the application form . 3. Requisite fee . 4. Self addressed stamped (Registered / General as the case may be envelope . | Rs. 300/- | |

(C) STATE MADRASSA EDUCATION BOARD, ASSAM

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| 20 | Issuance of Duplicate / Additional Copy of Marks Sheet | 10 days | Secretary, State Madrassa Education Board, Assam | Director of Madrassa Education, Assam | 3 days | Secretary Govt. of Assam Education Secondary Deptt., Assam | 3 days | i. Prescribed Format ii. Copy of FIR(In case of loss or theft) iii. Original Marksheet in case of partial damage. iv. Photocopy of Admit Card duly attested v. Photocopy of Registration Certificate duly attested vi. Requisite fee vii. Self addressed stamped envelope | As prescribed by the Board | |
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| 21 | Issuance of Duplicate / Additional Copy of Pass Certificate | 10 days | Secretary, State Madrassa Education Board, Assam | Director of Madrassa Education, Assam | 3 days | Secretary Govt. of Assam Education Secondary Deptt., Assam | 3 days | 1. Prescribed Format 2) Copy of FIR(In case of loss or theft) 3) Original Certificate in case of partial damage 4) Photocopy of Marks Sheet duly attested 4) Photocopy of the Admit Card duly attested 5) Photocopy of Registration Certificate 6) Requisite fee 7) Self addressed stamped envelope. | As prescribed by the Board | |
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4. REVENUE AND DISASTER MANAGEMENT DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 22 | Registration of documents required to be registered as per law. | 1 day | Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar | District Registrar | 30 days | Inspector General of Registration. | 30 days | 1. In case of registration of transfer of immovable property, No Objection Certificate from concerned Deputy Commissioners and Municipal Authority. 2. Registration fees / other fees as applicable. 3. Documents required as per provision of Registration Act, 1908, Special Marriage Act, 1954 | Stamp duty and registration fee as per admissible rate. | |

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| | | | | | | | | and as per provision of other relevant Acts. | | |
| 23 | Perfect partition in case of no objection from Co-pattadars. | Total 90(Ninety) days, if no objection from any person is filed during the proceeding. (20 (twenty) days for LM / 10(ten) days for SK's report and 7(seven) days for Process Servers report) | Circle Officer / Circle Officer (Attached) | Addl. Deputy Commissioner nominated by Deputy Commissioner | 30 days | Commissioner of Division | 30 days | 1. Photocopy the original patta/ Jamabandi where the applicants name is recorded as pattadar. 2. An affidavit stating that the applicant is in absolute possession of the quantum of land applying and his/her specific share over the plot of land. 3. Up to date Land Revenue paying receipt/ Clearance certificate. | Rs.2000/- (in Guwahati Municipal Corporation area) ; Rs.100/- (in rural areas) ; Rs.1000/- (In Urban areas) | |
| 24 | Non Encumbrance Certificate | 15 days | Deputy Registrar / Sr. Sub-Registrar / Sub/Registrar) | District Registrar | 30 days | Inspector General of Registration. | 30 days | Along with petition in prescribed format authenticated copy/photocopy of land record/Deed of the immovable property. | Rs. 20/- in addition of searching fees. | Any eligible person who has interest over the immovable property can apply for non-encumbrance certificate. |
| 25 | Office mutation (Registration) If no objection is filed. | 60 days, if no objection from any person is filed during the proceeding. | Circle Officer / Circle Officer (Attached) | Deputy Commissioner or Addl. Deputy Commissioner nominated by Deputy | 30 days | Commissioner of Divisions | 30 days | A. In case Mutation (Registration) is sought on the basis of transfer of land by way of purchase, gift, Mortgage or in heritage along with | Rs.200/- in urban areas and Rs. 50/- in rural areas. (nil in case of mutation sought by | prietor or land holder succeeding to any estate whether by transfer or |

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| | | | | Commissioner (wherever applicable) | | | <p>the specified form with required court fee :-</p> <p>1. Photocopy of Original Registered Deed / certified copy of the deed of transfer.</p> <p>2. Photocopy of up to date land revenue receipt / land revenue clearance receipt of the land for which the mutation (Registration) is sought.</p> <p>3. A declaration stating that the Applicant does not possess land in excess of the limit laid down under the Assam Fixation of Ceiling on Land Holding Act, 1956.</p> <p>B. If Mutation (Registration) is sought by way of inheritance.</p> <p>1. Proof of death of the deceased Pattadar in whose place Mutation (Registration) is sought.</p> | way of inheritance in rural areas.) | inheritance and obtaining possession of the same, and every joint proprietor or joint land holder assuming charge of a estate or every person assuming charge of any estate of a proprietor or land holder or of any share therein as manager and every mortgagee obtaining possession of any estate of a proprietor or land holder or of any share therein shall within six months from the date of his |
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| | | | | | | | | <p>2. An Affidavit (a) Swearing that the Applicant / Applicants is / are the son / daughter / wife / legal heirs of the deceased pattadar. (b) Swearing that the Applicant / Applicants have not transferred the property to any one earlier nor mortgaged / nor created any charge over the property to be mutated. (c) Swearing that the person to whom the Applicants applied as successor had not transferred the property during his / her life time. 3. Copy of NOC obtained from D.C. in case of transfer of land.(Not applicable in case of prayer of mutation by inheritance).</p> | | taking possession or assumption of charge apply to the Deputy Commissioner of the district on the General Registers of which the estate is borne for registration of his name as such land-holder, proprietor, manager or mortgagee and of the nature and extend of the interest in respect of which the application is made. |
| 26 | Certified copy of Mutation (Registration) / Misc. Case Order | 5(Five) days if no objection from any person is filed. | Circle Officer / Circle Officer (Attached)/ Sr. Asstt. Settlement Officer / Asstt. Settlement Officer | Additional Deputy Commissioner. or Settlement Officer (wherever applicable) | 30 days | Deputy Commissioner | 30 days | Petition in standard format / format with required court fee | Rs.20/- per page | Any one in whose name a mutation is granted or rejected or any person affected by |

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| | | | (whenever applicable) | | | | | | | such mutation order or any person affecting from any miscellaneous case order by Circle Office/ Astt. Settlement Officer can apply for issuance of copy of Mutation (Registration) Order/Miscellaneous Case Order. |
| 27 | Marriage Certificate | Within 90 days of submission of application | Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar designated as Marriage Officer | District Registrar (Deputy Commissioner of the concerned district) | 30 days | Inspector of General Registration. | 30 days | As mentioned below.** **For (a) In case of marriage already performed 1. Application in the prescribed form (Annexure-I) 2. Two (2) copies of photograph of both the parties of both husband and wife. 3. Proof of Residency of both husband and wife and witness. | Rs.200/- | An eligible person can apply for registration of a marriage and issue of marriage certificate intended to be solemnised under Special Marriage |

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| | | | | | | | | <p>4. Age Certificate of husband and wife.</p> <p>For (b) In case of intended Marriage :</p> <ol style="list-style-type: none"> 1. Notice in Standard format. (Annexure-II) 2. Declaration in standard format.(Annexure-III) 3. Oath in standard format.(Annexure-IV) 4. Two (2) copies of photograph of both Bride and Bridegroom. 5. Proof of Residency of both Bride and Bridegroom and witness. 6. Age Certificate of Bride and Bridegroom. | | Act 1954 or where marriage has already been performed as specified in this said act. |
| 28 | Certified copy of Jamabandi / Chitha | 5 days | Circle Officer / Circle Officer (Attached)/ Asstt. Settlement Officer (wherever applicable) | Settlement Officer (Wherever applicable) | 30 days | Deputy Commissioner | 30 days | Along with standard format petition with required court fee. | Rs.20/- for first page and Rs. 10/- for subsequent pages | A pattadar or his/her legal heir or attorney holder or anyone having interest over the land can apply for issuance of Certified copy of Jamabandi/ Chitha. |

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| 29 | Certified copy of any registered document as admissible under the law | 10 days | Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar) | District Registrar (Deputy Commissioner) | 30 days | Inspector General of Registration | 30 days | Along with prescribed format necessary fees as per Registration Manual. | Rs.500/- in GMC area, Rs. 250/- in Urban areas other than GMC area and Rs 100/- for rural areas in addition of searching fees. | Any eligible person who has interest over the registered document can apply for authenticated copy (Certified Copy) of registered document as per provision of Registration Act 1908 |
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5. FINANCE

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 30 | Obtaining statutory Form C and Form F under the Central Sales Tax Act, 1956 | 7 days | Assistant Commissioner of Taxes/Superintendent of Taxes | Deputy Commissioner of Taxes (Zone) | 30 Days | Commissioner of Taxes, Assam. | 30 Days | The application for registration shall have to be accompanied with the following documents- i) Two passport size photographs (to be signed before Prescribed Authority when he is called upon to do so) | 100 | |

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| | | | | | | | | ii) PAN card. iii) Bank Account No.(with proof) iv) Proof of address (telephone bill under BSNL) v) Trade license. vi) Deed of partnership (in case of partnership firm) vii) Article of Association or Memorandum of Association (in case of Company) viii) Challan for Rs.100/- (as application fees) ix) Challan for Rs.1000/- (As security money) | | |
| 31 | Registration under Assam Value Added Tax Act, 2003. | 15 days | Assistant Commissioner of Taxes/Superintendent of Taxes | Deputy Commissioner of Taxes (Zone) | 30 days | Commissioner of Taxes, Assam. | 30 days | The application for registration shall have to be accompanied with the following documents- i) Two passport size photographs (to be signed before Prescribed Authority when he is called upon to do so) ii) PAN card. iii) Bank Account No.(with proof) iv) Proof of address (telephone bill under BSNL) v) Trade license. vi) Deed of | No. | Any person who intends to get himself/her self registered shall have to file filled up application for registration in Form No.2, if he/she desires to get TIN (Taxpayers |

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| | | | | | | | | partnership (in case of partnership firm) vii) Article of Association or Memorandum of Association (in case of Company) viii) Challan for Rs.100/- (as application fees) ix) Challan for Rs.1000/- (As security money) | | Identificati on No.) and in Form No. 4, if he/she desires to get GRN (general Registratio n No. |
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6. CO-OPERATION DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 32 | Right to get a co-operative society registered | 60 days | 1. Addl. Registrar of Co-operative Societies (General), Assam in case of state level co-operatives. 2. Addl. Registrar/Zonal Jt. Registrar in case the proposed co-operative covers the area of 2 or more districts | Registrar of Co-operative Societies Assam | 10 days | Secretary to the Govt. of Assam, Co-operation Department. | 10 days | 1. Application for registration for co-operative society addressed to the Registering Authority on prescribed format signed by at least 10 promoters above the age of 18 years. 2. 4 copies of the proposed bye-laws. 3. Proceedings of the Inaugural General Meeting. 4. List of promoters as per prescribed | 1. Registration fees as per provision of Section 17 (1) of the Assam Co-operative Societies Act, 2007. 2. Processing fee- state level Rs. 500.00, Others Rs. 300.00 | |

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| | | | 3. Dy. Registrar of Co-operative Societies (DRCS) in case of district level co-operatives 4. Asstt. Registrar of Co-operative societies (ARCS) for other primary level co-operatives. | | | | | proforma. | | |
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7. TRANSPORT DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 33 | Driving Licence – Non Transport | 30 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | 1. the Learner's License already received before at least 30 days 2. Form No.5 if undergone institutional driving training 3. Recent 3 copies size passport photographs | 1) Fees of Rs. 250/- and Rs.50/- for each category of vehicles in cash at DTO's cash counter. 2) User charge of Rs. 88/- in cash at the AMTRON cash counter for Driving Licence Smart card Printout. | |

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| 34 | Driving Licence (Transport) | 75 days including time limit of 45 days for Police verification report. | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1. Learner's License already received before at least 30 days</p> <p>2. Driving certificate in form no.-5 from recognised driving training institute</p> <p>3. 3 copies recent passport size photo.</p> | <p>1) Fees of Rs. 250/- each category of vehicles in cash at DTO's cash counter.</p> <p>2) User charge of Rs. 88/- in cash at the AMTRON cash counter for Driving Licence Smart card Printout.</p> | |
| 35 | Duplicate Driving Licence for Non-Transport and Transport vehicle | 15 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1) The Police report as to loss of the driving license</p> <p style="text-align: center;">Or</p> <p>2) destroyed/mutilated license</p> <p>3). 3 copies recent passport size photo</p> | <p>Fees: Rs. 20/- at DTO's cash counter.</p> <p>User charge: Rs. 88/- in cash at the AMTRON cash counter for Driving Licence Smart card Printout.</p> | |
| 36 | Learner's Licence for Transport vehicle | 15 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>a) Copy of one year old Driving Licence for LMV-Non Transport already held.</p> <p>b). Cass VIII pass certificate</p> <p>c) Passport size 3</p> | <p>Fee: Rs. 30/- for each category of vehicles in cash at DTO's cash counter.</p> <p>User charge: Rs. 30/- in cash at the</p> | |

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| | | | | | | | | copies recent photograph | AMTRON cash counter for Learner Licence Printout. |
| 37 | Learner's Licence (Non-transport) | 15 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1.For Address proof: Any one of following:</p> <p>(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India in addition to proof of residence in case of Foreigners. If unable to produce any of the above documents for sufficient reason, the Authority may accept and Affidavit sworn before Executive Magistrate, or a First Class Judicial Magistrate or</p> | <p>1) Fees of Rs. 30/- for each category of vehicles at DTO's cash counter.</p> <p>2) User charge of Rs. 30/- at the AMTRON cash counter for Learner Licence Printout.</p> |

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| | | | | | | | | <p>a Notary Public.</p> <p>2.For Age proof: Any one of following:</p> <p>(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) If unable to produce any of the above documents for sufficient reason, the Authority may accept and Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public.</p> <p>3. Recent 3 copies passport size photo</p> | | |
| 38 | Duplicate Registration Certificate (Transport) | 7 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1) The Police report as to loss of the Registration Certificate</p> <p style="text-align: center;">Or</p> <p>2) original destroyed/mutilated</p> | <p>Fees</p> <p>(1) Rs. 150/- for Light Commercial vehicle</p> <p>2.Rs. 200/-for Medium Goods/Passeng</p> | |

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| | | | | | | | | <p>registration certificate</p> <p>3) Consent of the financier in case of hypothecated vehicle</p> <p>4) Up to date Tax paid Receipt</p> | <p>er vehicle</p> <p>3..Rs. 300/-for Heavy Goods/ Passenger vehicle at DTO's cash counter</p> <p>User charge- Rs. 126/- in cash at the AMTRON cash counter.</p> | |
| 39 | Duplicate Registration Certificate (Non-transport) | 7 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1) The Police report as to loss of the Registration Certificate</p> <p style="text-align: center;">Or</p> <p>2) original destroyed/mutilated registration certificate</p> <p>3) Consent of the financier in case of hypothecated vehicle</p> <p>4) Up to date Tax paid Receipt</p> | <p>Fees</p> <p>1) Rs. 30/-for 2 wheeler,</p> <p>2)Rs.100/- for LMV at DTO's cash counter.</p> <p>User charge- Rs. 126/- in cash at the AMTRON cash counter.</p> | |
| 40 | Registration of Non-Transport vehicle | 15 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <p>1) Sale Certificate in Form 21</p> <p>2) Road worthiness certificate in Form 22</p> | <p>Tax/fees-</p> <p>1) One Time tax as per tax schedule.</p> | |

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| | | | | | | | <p>3) Valid insurance certificate</p> <p>4) Copy of PAN card</p> <p>5) Temporary Registration, if any.</p> <p>6) Custom clearance certificate in case of imported vehicle.</p> <p>7) NOC in Form ET-8 under Entry Tax Act from Taxation Department of Assam, if vehicle is purchased from outside Assam.</p> <p>8) Chassis pencil print.</p> <p>9) Invoice of the vehicle from the Motor Vehicle dealer excepting 2 wheelers</p> <p>10) For Address proof, any one of the following</p> <p>:(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment</p> | <p>2) Rs 4000/- for fancy/choice registration mark at DTO's cash counter</p> <p>User charge-</p> <p>1) Rs. 126/- at the AMTRON cash counter for Smart Card RC.</p> <p>2) Rs 119/- for 2 wheeler, Rs 153/- for 3wheeler, Rs 318/- for 4 wheeler (LMV) to HSRP Vendors.</p> |
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| | | | | | | | | Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India in addition to proof of residence in case of Foreigners. If the applicant is unable to produce any of the above documents for sufficient reason, the licensing Authority may accept and Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address. | | |
| 41 | Registration of Transport vehicle | 15 days | District Transport Officer | Asstt. Commissioner of Transport | 30 days | Commissioner of Transport | 30 days | <ul style="list-style-type: none"> 1) Sale Certificate in Form 21 2) Road worthiness certificate in Form 22 3) Valid insurance certificate 4) Copy of PAN card 5) Temporary Registration, if any. 6) Custom clearance certificate in case of | <ul style="list-style-type: none"> 1) Tax AND Fee as per tax schedule. 2) Rs 4000/- for fancy/choice registration mark at DTO's cash counter User charge - 1) Rs. 126/- at the AMTRON cash counter for Smart Card | |

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| | | | | | | | <p>imported vehicle.</p> <p>7) Form ET-8 under Entry Tax Act from Taxation Department of Assam, if vehicle is purchased from outside Assam.</p> <p>8) Chassis pencil print.</p> <p>9) Invoice of the vehicle from the Motor Vehicle dealer excepting 2 wheelers</p> <p>10) For Address proof, any one of the following:</p> <p>(a) Electoral Roll (b) Life Insurance Policy (c) Passport (d) Pay slip issued by any office of the Central Government or a State Government or a Local body (e) School Certificate (f) Birth Certificate (g) Ration Card (h) Employment Exchange Card (i) Certificate from Gazetted Officer (j) Proof of legal presence in India in addition to proof of residence in case of Foreigners. If the applicant is unable to produce any of the above documents for</p> | <p>RC.</p> <p>2. Rs 153/- for 3wheeler, Rs 318/- for 4 wheeler (LMV), Rs 335/- for heavy passenger and goods vehicle to HSRP Vendors.</p> | |
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| | | | | | | | | <p>sufficient reason, the licensing Authority may accept and Affidavit executed before Executive Magistrate, or a First Class Judicial Magistrate or a Notary Public as evidence of Address.</p> <p>11) Necessary assurance letter for grant of permit from Regional Transport Authority/State Transport Authority.</p> | | |
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8. ANIMAL HUSBANDRY AND VETERINARY DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
|---------|-------------------------|---|--|------------------------------------|---|------------------------------------|---|---|---------------------------------|--|
| 42 | Post mortem report | 3 days [3 days after receipt of report from laboratory(when carcass of dead poultry/pigs are required to be sent outside the State for | VAS/EO (Vety) | District Veterinary Officer | 30 Days | Director, A.H & Vety. | 45 days | Species and breed, Sex, Age, Colour, Height, Identification mark (if any) Place of death. | Nil | |

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| | | investigation in cases of Avian Influenza and Swine Fever] | | | | | | | | |
| 43 | Valuation certificate of animal/ bird for insurance | 15 days | VAS/EO (Vety) | District Veterinary Officer | 30 Days | Director, A.H & Vety. | 45 days | Sex, Age, Nos. of location, Daily milk yield, Sex of calf at heel, Production recorded of sire/ Dam, Date of calving If pregnant- No. of month/days and expected date of delivery. | Nil | |

9. GENERAL ADMINISTRATION DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 44 | Next of Kin Certificate. | 30 Days | Addl. Deputy Commissioner nominated by DC/ EAC or equivalent officer appointed by SDO(Civil) | Deputy Commissioner | 30 Days | Divisional Commissioner | 45 Days | 1. Death Certificate of the deceased person. 2. Valid Documents showing relationship with the deceased person. 3. Self declaration Affidavit | NIL | |

10. POLITICAL DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 45 | Issue of PRC for Higher Education. | 14 days | ADC or SDO(S) as notified by DC in the dist. and SDO(C) in the Sub-Division. | Deputy Commissioner | 30 days | Divisional Commissioner | 30 days | <p>1) Two copies of Passport size photographs.</p> <p>2) Records of Immovable Property if any with upto date Land Revenue Paid receipt.</p> <p>3) Copy of Indian Passport or</p> <p>4) Certified copy of the NRC 1951.</p> <p>5) Certified copy of the voters list to check the linkage.</p> <p>6) Copy of the PRC of any member of the family of the applicant stating relationship, if any.</p> <p>7) Copy of the Birth Certificate issued by competent authority.</p> <p>8) Copy of HSLC Certificate/Admit Card.</p> | Rs.2/- Court Fee Stamp for application and Rs.50/- as process fee for notified service. | <p>1. A person who along with his parents and forefathers or whose parents and forefathers has/have continuously resided in Assam for a minimum period of 50 years.</p> <p>2. A person who has continuously reside din Assam for a minimum period of 20 years.</p> <p>3.A person who is a child of any person falling in any of the proceeding categories.</p> |

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| | | | | | | | | <p>9) Employment Certificate issued by the employer showing joining in present place of posting if any.</p> <p>10. Documents related to parents and forefathers having continuously resided in Assam for a minimum period of 50 years or</p> <p>11. Documents related to guardian having continuously resided in Assam for a minimum period of 20 years.</p> | | |
| 46 | Issue of Residential Status Certificate for Kisan Seva Kendra Dealership under Indian Corporation Ltd. | 14 Days | ADC or SDO(S) as notified by DC in the dist. and SDO(C) in the Sub-Division. | Deputy Commissioner | 30 days | Divisional Commissioner | 30 days | <p>1) Two copies of Passport size photographs.</p> <p>2) Records of Immovable Property if any, with upto date Land Revenue Paid receipt.</p> <p>3) Copy of Indian Passport or</p> <p>4) Certified copy of the NRC 1951.</p> <p>5) Certified copy of the voters list to check the linkage.</p> <p>6) Copy of the PRC of any member of the family of the applicant</p> | Rs.2/- Court Fee Stamp for application and Rs.50/- as process fee for notified service. | <p>1. A person who along with his parents and forefathers or whose parents and forefathers has/have continuously resided in Assam for a minimum period of 50 years.</p> <p>2. A person who has continuously reside din Assam for a minimum period of 20</p> |

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| | | | | | | | | <p>stating relationship, if any.</p> <p>7) Copy of the Birth Certificate issued by competent authority.</p> <p>8) Copy of HSLC Certificate/Admit Card.</p> <p>9) Employment Certificate issued by the employer showing joining in present place of posting if any.</p> <p>10. Documents related to parents and forefathers having continuously resided in Assam for a minimum period of 50 years or</p> <p>11. Documents related to guardian having continuously resided in Assam for a minimum period of 20 years.</p> | | <p>years.</p> <p>3. A person who is a child of any person falling in any of the proceeding categories.</p> |
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11. HOME

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
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| 47 | Issue of Fire Attendance Certificate | Fire Attendance Certificate is issued within 7 (seven) | Nominated Authority an officer not | Deputy Director. F.&E.S., | 30 Days | Director of Fire & Emergency | 30 Days | As given on Standard Formats of | No cost to obtain service of | |

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| | by the Director of Fire & Emergency Services, Assam or an Officer authorised by him. | working days under Rule 19, Form-H of Assam Fire Service Rules-1989 subject to – i) Receiving of duly filled up Application in standard Format-XIII , from the applicant through local Fire & Emergency Services Station. And ii) Receiving of Fire Report from the concerned Officer-in-Charge of Fire & Emergency Services Station. And iii) Receiving of copy of Fire report forwarded by concern District Supdt. of Police and Sub-Divisional Police Officer, | below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam. | Assam. | | Services, Assam | | Application Form-XIII | F.A.C. | i) Owner or occupier of the building or premise for which Fire Attendance Certificate is applied. ii) Duly Filled up of Standard Form –XIII of Application with all required Documents submitted by the Applicant. |
| 48 | Issue of No Objection Certificate (N.O.C.) in respect of Fire Prevention & Fire Safety Measures by the Director | On receipt of Application as per standard format (I to X) i) Fire Prevention & Fire Safety Measures Inspection:- Inspection of Premises/Buildings by Nominated Authority/Designated Public Servant under | Nominated Authority – an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam. | Deputy Director. F.&E.S., Assam. | 30 Days | Director of Fire & Emergency Services, Assam | 30 Days | As given on Standard Formats of Application (I to X) . | Free of cost service. | i) Owner or occupier of the building or premise for which NOC is applied. ii) Fulfilment of required Documents given on the Standard form |

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| | <p>of Fire & Emergency Services, Assam or an officer authorised by him.</p> | <p>Rule- 5, The Assam Fire Service Rule-1989 within 7(seven) Working Days from the date of receipt of the application.</p> <p>ii) <u>Fire Prevention & Fire Safety Measures</u> <u>Suggestion :-</u> On the basis of Inspection, recommendations on measures to be taken for Fire Prevention & Fire safety will be given within 7(seven) Working Days from the date of inspection to the Applicant for necessary implementation by him.</p> <p>iii) <u>Compliance Report & Inspection:-</u> On receipt of Compliance Report of implementation of the recommendations in Standard Form – XI, from the Applicant Inspection of Fire Prevention & Fire safety measures will be carried out again by the nominated authority within 7(seven) working days from the date of receipt of the</p> | | | | | | | | <p>of Application Form No. I to X.</p> <p>iii) Compliance report to be submitted duly filled up Standard Format-XI</p> |
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| | | <p>compliance report.</p> <p>iv) <u>No Objection Certificate (N.O.C.) under Rule-18, Form-G, Assam Fire Service Rules-1989</u> On being satisfied with the Compliance report, the Director, Fire & Emergency Services, Assam will issue the N.O.C. within 7(seven) days of receipt of the Compliance Report.</p> <p>If the Compliance Report is not satisfactory, the Director, Fire & Emergency Services, Assam may ask the applicant to rectify the defects within a stipulated period and only after receipt of the satisfactory Compliance Report will give the NOC.</p> | | | | | | | | |
| 49 | Renewal of N.O.C. before 31 st of March in every year by the Director of Fire & Emergency Services, | <p>On receipt of Application as per Standard Form - XII</p> <p>i) <u>Fire Prevention & Fire Safety Measures, Inspection within 7 days from the date of receipt of Renewal Application</u></p> <p>:-</p> | Nominated Authority: an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency | Deputy Director. F.&E.S., Assam. | 30 Days | Director of Fire & Emergency Services, Assam | 30 Days | As given on Standard Formats of Application Form-XII | No. cost to obtain service of Renewal of N.O.C. | i) Owner or occupier of the building or premise having NOC for Fire Prevention & Fire Safety issued by Director ,Fire & Emergency |

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| | <p>Assam or an Officer authorised by him.</p> | <p>a) Inspection and testing of inbuilt/existing Fire Prevention & Fire Safety Measures by Nominated Authority for which N.O.C. was issued.</p> <p>b) On satisfactory inspection and test, N.O.C. is renewed within 7(seven) working days from the date of inspection under Rule-18, Form-G of Assam Fire Service Rules-1989.</p> <p>ii)Unsatisfactory Inspection Report :- If the Inbuilt/Existing Fire Prevention & Fire Safety Measures is found not in working condition during inspection, the Nominated Authority / Designated public servant will record in writing the facts stating the existing condition of the Fire Prevention & Fire Safety Measures and will report to the Director of Fire & Emergency Services, Assam for taking necessary action. On the basis of the inspection report submitted by the</p> | <p>Services, Assam.</p> | | | | | | <p>Services, Assam for Renewal of NOC.</p> <p>ii) Duly Filled up of Standard Form –XII of Application.</p> | |
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| | | <p>Nominated Authority / Designated Public Servant the Director or an Officer authorised by him will issue notice to the Owner/occupier/Applicant for taking measures for rectification of inadequacy of Fire Preventive & Fire Safety Measures within a stipulated time under Rule-10(4)- Form-D, The Assam Fire Service Rules-1989.</p> <p>iii) On receipt of compliance report for rectification an inspection is carried out again by the Nominated Authority or Designated public Servant and finally renews the N.O.C. if Inspection Report is found satisfactory.</p> | | | | | | | | |
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12. HEALTH DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
|---------|--|--|--|--|---|------------------------------------|---|--|--|--|
| 50 | Issuances of Birth/Still Birth Certificate | 10 (ten) days | Registrar Birth & Death | Joint Director of Health Service of the District | 30 days | Director of Health Service | 30 days | As per reporting form F- 1/3– Birth reporting form | Upto 21 st Day of Birth/Still Birth : | |

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| | | | | | | | | | Free | |
| 51 | Issuances of delayed Birth/Still Birth Certificate | 10 days | Registrar Birth & Death | Joint Director of Health Service of the District | 30 days | Director of Health Service | 30 days | As per reporting form | <p>After 21st days to 30 days : Late fee of Rs. 2.00 only</p> <p>Within 31 days to 1 year: Late fee of Rs. 5.00 only</p> <p>After 1 year: Late fee of Rs. 10.00 only.</p> | |
| 52 | Issuances of Death Certificate | 10 days | Registrar Birth & Death | Joint Director of Health Service of the District | 30 days | Director of Health Service | 30 days | As per reporting form | Upto 21 st Day of Birth/Still Birth/Death : Free | |
| 53 | Issuances of delayed Death Certificate | 10 days | Registrar Birth & Death | Joint Director of Health Service of the District | 30 days | Director of Health Service | 30 days | As per reporting form | <p>After 21st days to 30 days : Late fee of Rs. 2.00 only</p> <p>Within 31 days to 1 year: Late fee of Rs. 5.00 only.</p> <p>After 1 year:</p> | |

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| | | | | | | | | | Late fee of Rs. 10.00 only. | |
| 54 | Issuance of Disability Certificate | 15(fifteen) days from the date of examination by the HOD of the Deptt. of Medical College /specialist Doctor of the Hospital/ Meeting of Medical Board of the District | Specialist Doctors of PHC/ CHC/ District/Sub-Divisional Civil Hospital or HOD of the concerned Department of Medical College | Medical Board of the District | 30 (thirty) days | Director of Health Services/ Director of Medical Education | 30 (thirty) days | Application in prescribed format duly filled correctly, together with i) 3 (three) copies of attested recent photographs ii) Proof of residence as mentioned in the application form. iii) Birth / age certificate of schools. iv) Educational documents. v) Occupation certificate. vi) Certificate as mentioned in 12(ii)(b) of the application form, if applicable. vii) Certificate as | Nil | |

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13. URBAN DEVELOPMENT DEPARTMENT

| Sl. No. | Notified public service | Stipulated time limit for providing the service (Days) | Designation of Designated Public Servant | Designation of Appellate Authority | Time limit for disposal by Appellate Authority (Days) | Designation of Reviewing Authority | Time limit for disposal by Reviewing Authority (Days) | Documents to be enclosed with the application | User charge, if any (in Rupees) | Eligibility criteria to obtain service |
|---------|---------------------------------------|--|--|--|---|--|---|--|--|--|
| 55 | Issuance of Birth Certificate | 15 days | Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee | Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 days | Principal Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 days | i) Information in the form of certificate from Nursing Home / Private Hospital, if born in Nursing Home / Private Hospital within 21 days in Form No. 1 & 3 ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 1. | 1) free up to 21 days 2) fine of Rs. 2/- per day up to 30 days. If not submitted within 21 days | |
| 56 | Issuance of Delayed Birth Certificate | 15 (fifteen) working days | Registrar of Births & Deaths cum The Chief Health Officer, of Municipal | Secretary to the Govt. of Assam, Urban Development Department, | 30 working days | Principal Secretary to the Govt. of Assam, Urban Development | 30 working days | i) Information in the form of certificate from Nursing Home / Private | 10/- | |

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| | | | Board / Town Committee | Dispur, Guwahati-6. | | Department, Dispur, Guwahati-6. | <p>Hospital, if born in Nursing Home / Private Hospital within 21 days in Form No. 1 & 3</p> <p>ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 1.</p> <p>iii) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of birth .</p> <p>iv) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>v) Order of a Magistrate of 1st Class if any</p> | | |
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| | | | | | | | | birth has not been registered within one year for delayed registration. | | |
| 57 | Issuance of Death Certificate | Same day | Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee | Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 days | Principal Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 days | <p>i)Information in the form of certificate from Nursing Home / Private Hospital, if expired in Nursing Home / Private Hospital within 21 days in Form No.2, 4 & 4A</p> <p>ii)Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no 2,4 & 4A</p> <p>iii)Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death.</p> <p>iv) Affidavit along with written</p> | <p>1) free upto 21 days</p> <p>2) fine of Rs. 2/- per day upto 30 days. If not submitted within 21 days</p> | |

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|----|---------------------------------------|----------|--|--|-----------------|--|-----------------|--|----------|--|
| | | | | | | | | <p>permission of the prescribed authority for delayed information after six months and within one year.</p> <p>iv) Order of a Magistrate of 1st Class if any death has not been registered within one year for delayed registration.</p> | | |
| 58 | Issuance of Delayed Death Certificate | Same day | Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee | Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 working days | Principal Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. | 30 working days | <p>i) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death.</p> <p>ii) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>iii) Order of a Magistrate of</p> | Rs. 10/- | |

| | | | | | | | | | | |
|---|------------------------------|---------|--|-------------------------------|---------|------------------------------------|---------|---|-----------|--|
| | | | | | | | | 1 st Class if any death has not been registered within one year for delayed registration. | | |
| 14.WELFARE OF PLAIN TRIBE & BACKWARD CLASSES | | | | | | | | | | |
| 59 | Scheduled Caste Certificate | 15 days | Addl. Deputy Commissioner, authorized by the Deputy Commissioner | Deputy Commissioner concerned | 30 days | Commissioner of Division concerned | 30 days | 1. Recommendation from Apex body of concerned SC organization 2. Caste certificate of parent if available. 3. Permanent Residential Certificate | Rs. 10.00 | Persons belonging to SC community |
| 60 | Non-creamy layer certificate | 15 days | Addl. Deputy Commissioner, authorized by the Deputy Commissioner | Deputy Commissioner concerned | 30 days | Commissioner of Division concerned | 30 days | 1. Caste Certificate 2. Income Certificate 3. Permanent Residential Certificate | Rs. 10.00 | Persons belonging to OBC /MOBC community |