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GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
DISPUR, GUWAHATI-6
(email ID :- gad.assam@gov.in)

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the 02nd August/2019

No. GAG(A).356/2017/336 :- In pursuance of the Administrative Reforms and Training Department's Notification No. AR 69/2011/Pt-II/96 dated 10-04-2013 and in supersession of this Department's O.M. No. GAG(A).117/2012/58 dated 29-04-2012 and O.M. No. GAG(A).117/2012/111 dated 03-04-2013, the Governor of Assam is pleased to notify the following guidelines for the "Issuance of Next of Kin Certificate" - a notified service under the Assam Right to Public Service Act (ARTPS), 2012 :-

- Designated Public Servant :- To be notified by the concerned Deputy Commissioner as per Section-3(c) of the ARTPS Act, 2012.
- Appellate Authorities :- Deputy Commissioners of the Districts.
- Reviewing Authorities :- Divisional Commissioners of the area.
- Statutory User Charge :- Nil.
- Standard Application Forms :- At Annexure-I and Annexure-II.

- Any eligible citizen applying for the "Next of Kin" Certificate will submit application, in duplicate, in prescribed forms at Annexure-I or Annexure-II of this notification, along with 2(two) copies of stamp-sized photographs to the notified Designated Public Servant of the respective District with anyone of the self-attested / authenticated photocopies of the following documents :-
 1. Death Certificate of the deceased person.
 2. Valid documents showing relationship with the deceased person.
 3. Self-declaration Affidavit.
- Any eligible citizen of the state of Assam will submit application for issue of "Next of Kin" Certificate before the Designated Public Servant of the respective Districts in the manner prescribed above along with the documents stated above.
- The following steps are to be followed after the receipt of the application :-
 - 1) After receiving the application for issue of "Next of Kin" Certificate, the Designated Public Servant will forward the application to the concerned Circle Officer within 02 (two) days from the date of receipt of the application.
 - 2) The Circle Officer will forward the application to the Supervisory Kanungo within 01 (one) day from the date of receipt of the application.
 - 3) The Supervisory Kanungo will forward the application to the concerned Lot Mandal within 01 (one) day from the date of receipt of the application.
 - 4) The Lot Mandal will verify the details of the family members of the deceased person through field verification and submit the report to the Supervisory Kanungo within 07 (seven) days from the date of receipt of the application.
 - 5) The Supervisory Kanungo will then forward the report of the Lot Mandal, after necessary verification, to the concerned Circle Officer within 02 (two) days from the date of receipt of the report of the Lot Mandal.
 - 6) The Circle Officer will then forward the report mentioned in point (5) above, after

(continued in page-2)

necessary verification, to the concerned Designated Public Servant within **01 (one) day** from the date of receipt of the report from the Supervisory Kanungo.

- 7) The Designated Public Servant will issue the "Next of Kin" Certificate to the applicant in the light of the Section-6 and Section-7 of the ARTPS Act, 2012, on the basis of the report from the concerned Circle Officer mentioned in point (6) above, after necessary verification, **within 01 (one) day** from the date of receipt of the report from the Circle Officer.
- 8) In the case of rejection of the application, the Designated Public Servant shall record the reasons of rejection in writing and communicate to the person making the application with strict adherence to the Section-7(2) of the ARTPS Act, 2012.

• Thus the whole process of issuing "Next of Kin" Certificate will be **15 (fifteen) days** from the date of receipt of the application by the Designated Public Servant.

Citizen Charter :- At Annexure-III.

This will come into force with immediate effect.


Sd/- Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department

Memo No. GAG(A).356/2017/336-A
Copy to :-

Dated Dispur, the 02nd August/2019

- 1. The Commissioner & Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind appraisal.
- 2. All Divisional Commissioners,
- 3. The Secretary to the Govt. of Assam, General Administration Department, Janata Bhawan, Dispur, for kind appraisal.
- 4. All Deputy Commissioners,
- 5. The State Project Director (ACCSDP), ARIAS Society, Agriculture Complex, Khanapara, Guwahati (email ID :- spd@arias.in) for kind appraisal.
- 6. The Director, Assam Government Press, Bamunimaidan, Guwahti-21, for publication of the Notification in the next issue of the Assam Gazette. He / She is also requested to supply 50 (fifty) copies of the Notification to this Department at the earliest.
- 7. The S.O. to the Chief Secretary, Govt. of Assam, Janata Bhawan, Dispur, for kind appraisal of the Chief Secretary.
- 8. P.S. to the Commissioner & Secretary to the Govt. of Assam, General Administration Department (GAD), Janata Bhawan, Dispur. for kind appraisal of the Commissioner & Secretary.
- 9. ✓ Concerned staff of GAD for Content Uploading in GAD's official website for uploading the Notification.

By orders etc.,


(Smt. Kimnei Chungsan, ACS)
Joint Secretary to the Govt. of Assam, GAD
and Nodal Officer from GAD for ACCSDP

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ANNEXURE-I (33)

APPLICATION FOR NEXT OF KIN(S) CERTIFICATE

To, The Deputy Commissioner/ Sub-Divisional Officer(Civil)

Dated,

Sub : Application for Next of kin Certificate.

Sir, With due respect I have the honour to state that my Husband/Wife/Father/ Mother /Son/

Daughter.

S/O-..... of

Village/Town.....District.....has expired on at his

residence/Hospital (Name of Hospital)..... due to

illness/accident/other reason (mention reason)

Therefore, I have the honour to request you kindly to issue a Next of Kin(s) Certificate.

The following are the family members of the deceased person.

Sl.No	Name of Kin	Relationship	Age

Encloser:

1. Death Certificate.
2. Affidavit.
3. Documents showing relationship with the deceased person.

Name of the applicant :

Signature of the applicant :

S/O/D/O/W/O :

Address :

Vill/Town:

P.O & P.S :-

District:

Pin:

Phone No (if any)

নিকট আত্মীয়ৰ প্ৰমাণ পত্ৰৰ বাবে আবেদন

প্ৰতি,

মাননীয়, উপায়ুক্ত / মহকুমাধিপতি
.....

তাৰিখ.....

বিষয়- নিকট আত্মীয়ৰ প্ৰমাণ পত্ৰৰ বাবে আবেদন ।

মহাশয়,

সন্মান সহকাৰে আপোনাক জনাওঁ যে মোৰ স্বামী দেউতা মা.....
পিতা..... গাওঁ চহৰ.....
জিলা..... ইং..... তাৰিখ.....
নিজ গৃহত/চিকিৎসালয়ত (চিকিৎসালয়ৰ নাম).....
দুৰ্ঘটনা /অন্যান্য কাৰণত (কাৰণ উল্লেখ কৰিব)..... মৃত্যু হয় ।

গতিকে নিম্নলিখিত মৃতকৰ উত্তৰাধিকাৰী সকলৰ নামত নিকট আত্মীয়ৰ প্ৰমাণ পত্ৰ (Next of Ki.(s) Certificate) এখন প্ৰদান কৰিবলৈ আপোনাক
বিনম্ৰ অনুৰোধ জনালো ।

ক্র. নং	নিকট আত্মীয়ৰ নাম	সম্পৰ্ক	বয়স

সংলগ্ন নথি

- ১) মৃত্যুৰ প্ৰমাণ পত্ৰ
- ২) শপত নামা (Affidavit)
- ৩) মৃতকৰ লগত সম্পৰ্কৰ পৰিচায়ক নথি

আবেদনকাৰীৰ নাম-
আবেদনকাৰীৰ চহী-
পিতা স্বামী-
ঠিকনা-
গাওঁ-
ডাকঘৰ-
থানা-
জিলা-
পিন-
দূৰভাষ-

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Citizen Charter for the notified service - "Issuance of Next of Kin Certificate" under the Assam Right to Public Service (ARTPS) Act, 2012

Sl. No.	Name of the Department / District	Name of the Notified Service	By which level the Service is delivered (viz. Department / Directorate / District / Sub-Division / Circle / Block / Panchayat)	Stipulated time line for delivery of the service (in days)	Designation of the Designated Public Servant (DPS) for each level	Designation of the Appellate Authority (AA) for each level	Time limit for disposal by AA	Documents needed to be enclosed with the application	User Charge, if any (in Rupees)	Eligibility Criteria for getting the service, if any	Remarks
1	General Administration Department	Issuance of Next of Kin Certificate	Office of the Deputy Commissioner of the concerned District.	Total :- 15 (fifteen) days	As notified by the concerned Deputy Commissioner as per Section-3(c) of the ARTPS Act, 2012.	Deputy Commissioners of the Districts.	30 (thirty) days	1. Death Certificate of the deceased person. 2. Valid documents showing relationship with the deceased person. 3. Self-declaration Affidavit.	Statutory Charge :- Nil	Any eligible citizen of the state of Assam.	