



GOVERNMENT OF ASSAM

WELFARE OF MINORITIES AND DEVELOPMENT DEPARTMENT

DISPUR :: ASSAM

Handwritten signature and initials
30/6/22
IS/PK

WMD.141/2021/114

Dated: Dispur the 29th June, 2022

OFFICE MEMORANDUM

In exercise of the power conferred under Section 4 of the Assam Right to Public Services Act, 2012(as amended in 2019), the Governor of Assam is pleased to notify 'Minority Community Certificate' under the Welfare of Minorities and Development Department, Govt. of Assam with immediate effect to deliver service to the eligible citizen within stipulated time period.

Guidelines on the standard procedures are as follows:

1. Name of the Service: Minority Community Certificate
2. Eligibility Criteria:
 - a. Applicant should be a citizen of India
 - b. S/he should be a permanent resident of Assam
 - c. S/he should belong to minority community as defined under clause (c) of Section 2 of the National Commission of Minority Act, 1992. For the purposes of the said Act, the Central Government has notified Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains vide Ministry of Welfare Notification No. S.O.816 (E), dated 23.10.1993, F.No.1/1193-MC(D) dated 23/10/1993 and Ministry of Minority Affairs Notification No. S.O.267 (E), dated 27.01.2014.
3. Procedure to obtain the Service: Eligible citizen can fill the application form online in the RTPS Portal (rtps.assam.gov.in) or visit any Public Facilitation Centre (PFC) or Common Service Centre (CSC) with the pre-requisite documents.
4. Stipulated timeline for delivering the Service: 15 days
5. Designated Public Servant(DPS): Additional Deputy Commissioner
6. Appellate Authority: Deputy Commissioner
7. Step by step procedure:
 - i. All application forms shall be received online to the Deputy Commissioner/DPS through the RTPS Portal. The application form has to be duly filled and supporting scanned documents enclosed for successful submission in the Portal.
 - ii. After successful submission, an acknowledgement slip with unique RTPS number is issued online with the name of the service delivery office and stipulated date of receiving the concerned Service.
 - iii. All applications received for Minority Community Certificate shall be issued to the applicant within fifteen (15) days of receipt of the application.
 - iv. Any objection/ reasons rejecting the application shall be furnished in writing to the applicant online within fifteen (15) days of receipt of the application
 - v. The Office of the Deputy Commissioner/DPS shall forward the application form online to the Circle Officer(CO)/Revenue Officer(RO)/Assistant Revenue Officer(ARO) for necessary verification.

Handwritten notes:
Supdt.
Pl. put up.
30/6/2022

Office of the Principal Secretary
to the Govt. of Assam
Administrative, Reforms, Training,
Pension & Public Grievances and
Transformation & Development Deptts.
Dispur, Guwahati-06
ECR/Dy. No. 725/DL 30/6/22

Handwritten notes:
Dy No - 319
11/07/22

Handwritten notes:
DD
17/7/2022

- vi. CO/RO/ARO will then forward the application to the Supervisor Kanungo (SK)/ Lot Mondol/Lot Patowary for verification with remarks.
- vii. Lot Mondol/ Lot Patowary will do the necessary field verification and enter their observations in the place holder and forward it to SK/ARO, followed by Circle Officer for further steps.
- viii. Based on the observation, DPS can either approve or reject the application. In case the application is approved, the digitally signed certificate gets generated and gets uploaded in the RTPS portal.
In case rejected, DPS should provide the reason for rejection.
- ix. For tracking status of the application or filing appeal, applicant may do so in the RTPS Portal.

8. Application form: **Annexure A**

9. List of documents required to be attached with the application form:

- a. Identity proof: Aadhar Card
- b. Address proof: Adhar card/Bank passbook with Photo/ Voter Card/Passport/Driving License
- c. Age proof: Aadhar card/ Birth certificate/ 10th Admit Card or 10th School Leaving Certificate with Date of Birth/PAN Card

10. User charges: Rs.10/- and

Rs 30/- (applicable only if applied through PFC/CSC)

Printing and scanning charges of PFC/CSC will also be applicable.

11. Output certificate: **Annexure B**

Sd/-

(Adil Khan, IAS)

Secretary to the Govt. of Assam

Welfare of Minorities and Development Department

WMD

Memo No. 141/2021/114-A

Dated Dispur the 29th June, 2022

Copy to: ^

1. Chief Secretary, Assam
2. Addl Chief Secretary, Agriculture deptt & SPD, ARIAS Society
3. Principal Secretary to Chief Minister, Assam, Dispur, Guwahati – 6
- ✓ 4. Principal Secretary, Administrative Reforms, Training, Pension & Public Grievances department
5. Principal Secretary, IT Department, Dispur, Guwahati – 6
6. Director, DITEC for information
7. Deputy Commissioner of all districts for information and needful action.
8. The Director, Assam Minorities Development Board, Ganeshguri, Guwahati for information and necessary action.
9. All the officers concerned.

By order etc.

Joint Secretary to the Govt. of Assam

Welfare of Minorities and Development Department

Haik

Annexure A

Application

[For Minority Certificate under Sec.2 (c) of the National Commission for Minorities Act, 1992 (19 of 1992)]

Name of the Applicant (as mentioned in Aadhaar Card)*:

Aadhar number*:

Father's/Spouse Name*:

Mother's Name:

Contact number *:

Email id:

Age*:

Date of Birth*:

Gender*:

Community*:

Permanent Address:

House no. /Flat no.

Street / Locality*:

Village/Town*.

Post Office*:

Pin Code*:

Circle*:

District*:

State: Assam

Current Address:

House no. /Flat no.

Street / Locality*:

Village/Town*.

Post Office*:

Pin Code*:

Circle*:

District*:

State: Assam

Date:

Place:

I, do hereby acknowledge that all information and documents provided here are true and correct to the best of my knowledge.

Signature of the applicant

Applicant Photo

Annexure B:

Output certificate (Landscape mode)

RTPS Acknowledgement
Number:



GOVERNMENT OF ASSAM

OFFICE OF THE DEPUTY COMMISSIONER,.....DISTRICT:

{Sec.2(c) of the National Commission for Minorities Act, 1992 (19 of 1992)}

Minority Community Certificate

Applicant Photo

This is to certify that Shri/Smti.....

S/O, D/O (Father's Name).....

(Mother's Name).....

In the District.....of the State of Assam belongs to the
.....Minority Community as defined under Sec.2(c) of the National Commission
for Minorities Act, (19 of 1992).

Shri/Smti.....

and his/her family resides in Village/Town.....

P.O.P.S.....at.....District of the State of Assam.

Place:

Date:

**Deputy Commissioner
District
State: Assam**

