



GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER::KARBI ANGLONG DISTRICT::DIPHU
(An ISO 9001:2000 Certified Organization)

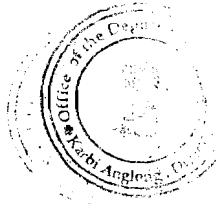
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No. KGC.208/2004/50



Dated Diphu, the 3rd Feb'2010

ORDER

In pursuance of Govt. Notification vide no. IT.89/2006/414 dated 04/08/2009 published in "The Assam Gazette" & issued by the Information and Technology Department, it is hereby ordered to provide the various Government (G2C) services to the Citizen ((as per Annexure-I enclosed)) through COMMON SERVICE CENTRE (CSC) of Karbi Anglong District which are generally being provided through Public Facilitation Centre (PFC) of D.C. 's Office, Diphu, Karbi Anglong .

MANNER & PROCEDURE OF DELIVERY OF THE G2C SERVICES :-

- ✓ A citizen can file an application for any of the G2C services as per Annexure-I in the nearest CSC(VLE) of his/her district along with all requisite documents mentioned with Annexure-I and pay the requisite fee/user charges as shown there under.
- ✓ The VLE /SCA shall be responsible for transmitting the application along with the required documents to the concerned Govt. office. (Dc Office/SDO(C) Office).
- ✓ The VLE/SCA shall be responsible for delivery of the service in form of certificate etc. to the Citizen at the concerned CSC where the citizen submitted the application.
- ✓ The process as mentioned would continue to be manual in the District until the Information Technology Department notifies receipt of application from citizens and issuance of digitally signed certificates by the district Administration.
- ✓ Govt. fee/charges as per Annexure-II will have to deposit at the Public Facilitation Counter(PFC) at DC's Office,Diphu / SDO(C) offices of Karbi Anglong District at the time of submission of application by the CSC (VLE) personnel.
- ✓ The list of G2C Services as per Annexure-I should be hanged in all the CSCs of the District .
- ✓ All CSCs will maintain proper Register for receipt of applications/fees etc and delivery of services to the citizen.
- ✓ The CSCs will issue an acknowledgement receipt to the applicant at the time of receipt of an application for G2C services (as per Annexure-I) properly mentioning the fees charges, service details,date of receipt of application & delivery of the same.


Deputy Commissioner
Karbi Anglong, Assam

Karbi Anglong, Assam

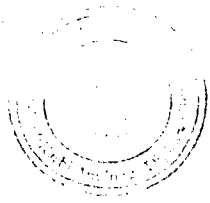
3/2/2010


No. KGC.208/2004/50(A)

Dated Diphu, the 3rd Feb'2010

Copy to :-

1. The Commissioner & Secretary to the Govt. of Assam, IT Department, Dispur, Guwahati-6
2. Managing Director, Assam Electronic Development Corporation Ltd, Bamunimaidan, Guawahati
3. All Addl. Deputy Commissioners Karbi Anglong District, Assam
4. The Sub-Divisional Officer (C), Bokajan / Hamren for Information & necessary action.
5. All Branch Officers/EACs, Karbi Anglong District
6. All AROs, Karbi Anglong District
7. District Informatics Officer, NIC, Karbi Anglong District Unit, DC Office, Diphu for information.
8. District Manager, M/S ZOOM CONNECT SERVICES ASSAM(P) LTD., Karbi Anglong.
9. Office Copy.




Deputy Commissioner
Karbi Anglong, Assam

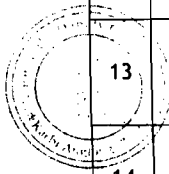
3/2/2010

District Informatics Officer
Karbi Anglong, Assam

List of G2C Services, Maximum Service Delivery Timeline & Charges for delivery of G2C Services from CSCs to Citizen of Karbi Anglong District

Sl. No.	Services	Documents to be produced	Processing fees to be deposited by applicant at CSCs	Processing Time
1	Caste Certificate	<ul style="list-style-type: none"> A.R.O. Report Passport Size Photograph (2 Copies) <u>Optional (Any one)</u> <ul style="list-style-type: none"> Voters List Certified Copy Caste Certificate Of Father 	Rs. 20/-	15 working days
2	Caste Certificate (for Countersigned)	<ul style="list-style-type: none"> Certificate from authorized association/board A.R.O's Report Certified Copy of Voter List Attested copy of Father Caste Certificate 	Rs. 20/-	7 working days
3	Permanent Resident Certificate (PRC) (For Educational Purpose only)	<ul style="list-style-type: none"> A.R.O. Report SP Report Passport Size Photograph (2 Copies) Admission Form Voter List Certified Copy <u>Optional (Any One)</u> <ul style="list-style-type: none"> Land Patta Land Revenue Paying Receipt Jabanbondi Copy. 	Rs. 20/-	15 working days
4	Non-Creamy Layer Certificate	<ul style="list-style-type: none"> Application in prescribed form Annual Income Certificate from ARO Caste Certificate 	Rs. 20/-	15 working days
5	Legal Heir Certificate (Certificate next to kin)	<ul style="list-style-type: none"> Application ARO Report Death Certificate 	Rs. 20/-	1 month
6	Bakijai Clearence Certificate	<ul style="list-style-type: none"> Petition with court fee stamp 	Rs. 20/-	4 days
7	Certified Copy of Court's order	<ul style="list-style-type: none"> Application Folio Court fee 	Rs. 20/- plus printing charges @ Rs.2 per page	7 days
8	Certified Copy of electoral Roll	<ul style="list-style-type: none"> Application Folio Court fee 	Rs. 20/-	5 days
9	Senior Citizen Certificate	<ul style="list-style-type: none"> Age proof Certificate Passport size photograph-2 	Rs. 20/-	7 days
10	Registration/ Renewal of Club / NGO	<ul style="list-style-type: none"> Application / Memorandum of Society <u>Renewal</u> <ul style="list-style-type: none"> Activity Reports with Paper Cutting / Photograph Annual A/C reports / Returns (audit fee) 	Rs. 50/-	1 month
11	Licence for Fire Crackers	<ul style="list-style-type: none"> Application in prescribed form with plan. 	Rs. 50/-	7 days

Sl. No.	Services	Documents to be produced	Processing fees to be deposited by applicant at CSCs	Processing Time
12	Delayed Birth Certificate	<ul style="list-style-type: none"> Forwarding letter from Jt.Dir.H.S. alongwith age proof certificate. 	Rs. 20/-	7 days
13	Delayed Death Certificate	<ul style="list-style-type: none"> Forwarding letter from Jt.Dir.H.S. and Medical Certificate. 	Rs. 20/-	7 days
14	Ex-gratia Grant	<ul style="list-style-type: none"> Application in prescribed form. Copy of Death Certificate. 	Rs. 10/-	2 months
15	Licence of Touring Cinema	<ul style="list-style-type: none"> NOC from PWD, Town Committee, PHE, Electricity . Sale Tax clearance certificate. 	Rs. 50/-	1 month
16	Licence for Video Hall	<ul style="list-style-type: none"> NOC from PWD, Town Committee, PHE, Electricity . Sale Tax clearance certificate. 	Rs. 50/-	7 days
17	Licence for Stamp Vendor	<ul style="list-style-type: none"> Financial Position from Bank/ARO 	Rs. 50/-	1 month
18	Licence for Pleader's clerk	<ul style="list-style-type: none"> Petition writer (application) Recommendation by the Advocate 	Rs. 50/-	1 month
19	Issue of NOC for Explosive	<ul style="list-style-type: none"> Application in prescribed form Site plan Maps - 8 copies Land documents/ Lease of Land No objection from T.C. /KAAC Financer with deed bond 	Rs. 100/-	1 month
20	Disposal of Petitions for release of Gun from Police station	<ul style="list-style-type: none"> Application with required details. 	Rs. 35/-	10 days
21	Permission of Special events	<ul style="list-style-type: none"> Application. 	Rs. 20/-	7 days
22	Right to Information Act (RTI)	<ul style="list-style-type: none"> Application with necessary documents 	Rs. 10/-	Max. 1 month



Deputy Commissioner
Karbi Anglong

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