

GOVERNMENT OF ASSAM
OFFICE OF DEPUTY COMMISSIONER:::KAMRUP:::GUWAHATI
(ADMINISTRATION ::::::::::BRANCH)

O R D E R

In pursuance of Govt. Notification vide no. IT.89/2006/414 dated 4/8/09 published in " The Assam Gazette " & issued by the Information and Technology Department, it is hereby ordered to setup the COMMON SERVICE CENTRE in the Kamrup District under the National e Governance plan (NeGP) for District Level delivery of various Government (G 2 C) Services (as per Annexure I enclosed) to the Citizens to provide them transport, time-bound and affordable charges through it. The main objective of the scheme and rate of the user charges, Maximum Service Delivery Lines, documents required and Appropriating Authorities for the district are described in the manner laid down as under :

MAIN OBJECTIVE OF THE SCHEME

- (i) There will be a common service centre to be setup by SCA (Service Centre Agency) i.e. M/s Zoom Developers (P) Limited in Kamrup District. The SCA will dully appoint VLE (Village Level Entrepreneur) as per list enclosed in Annexure II to run a particular CSC.
- (ii) The List of G2C services, Maximum Service Delivery Timelines & charges of Delivery of G2C services through CSC will be applicable as per the Annexure I enclosed herewith.

MANNER & PROCEDURE OF DELIVERY OF THE G2C SERVICES

- (A) 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.
- (B) The VLE/SCA shall be responsible for transmitting the application along with the required documents to the concerned Govt. office as per the Annexure I
- (C) The VLE/SCA shall also be responsible for delivery of the service in form of certificate etc. to the Citizen at the concerned CSC where the citizen deposited the application.
- (D) The process as mentioned would continue to be manual in the District until the Information Technology Department notifies receipt of applications from citizens and issuance of digitally signed certificates by the District Administration.
- (E) The Information Technology Department would issue a separate notification on electronic acceptance of applications from citizens and delivery of services through digitally signed certificates concerning the G2C services.

Contd...2/-

(2)

However, before implementation of the G2C services the SCA (M/s Zoom Developers (P) Limited) means the service centre agency selected by the SDA (i.e. M/s Assam Electronics Development Corporation Limited) for execution of the CSC scheme in PPP (Public Private Partnership) model for implementation of the project, **shall sign an SLA** with this District Administration Authority as published in the Gazette Notification mentioned above.

As regards services of the area falling under Rangia Civil Sub-Division, all applications received by CSC will be brought by respective SCA and handover it to District Facilitation Centre, Rangia for its final approval.

Similarly, the SCA will submit applications falling under Kamrup Sadar Sub-Division (after obtaining the same from CSC) to the District Facilitation Centre, Kamrup Sadar for its final approval.

The District Facilitation Centers both in Kamrup Sadar and Rangia Civil Sub-Division will place those applications in the concerned Branch to whom it relate immediately on receipt of the same from SCA.

The concerned Branch of both SDO's office Rangia and DC's office, Kamrup are hereby directed to settle those applications within the time stipulated for the work.

This Order will come into force with immediate effect as and when SLA is signed by SCA as mentioned above.

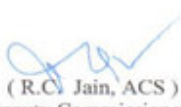
Sd/- R.C. Jain, ACS
Deputy Commissioner,
Kamrup, Guwahati

Memo No. KAV. 11/09/8-A

Dated Guwahati the 14th October, 2009

Copy forwarded for information and necessary action to :-

1. The Commissioner and Secretary to the Govt. of Assam, Information and Technology Department, Dispur, Guwahati-6.
2. The Managing Director, Assam Electronic Development Corporation Limited, Bamunimaidan, Guwahati.
3. All Addl. Deputy Commissioners, Kamrup, Guwahati
4. The Sub-Divisional Officer (Civil), Rangia
5. All Sub-Divisional Officers, Kamrup Sadar, Guwahati
6. All Branch Officers/EACs, Kamrup, Guwahati
7. All Circle Officers, Kamrup District
8. Mr. Hemanta Goswami, Regional Head (RH), Zoom Developers (P) Limited, Guwahati-6.
9. Notice Board.


(R.C. Jain, ACS)
Deputy Commissioner,
Kamrup, Guwahati

02/10/09