




O R D E R

In pursuance of Govt. Notification vide no. IT.89/2006/414 dtd- 4/8/2009 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 Morigaon District which are generally being provided through Public Facilitation Centre (PFC) of D.C.'s Office Morigaon.

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 alongwith the required documents to the concerned Govt. Office (D.C.Office/SDO's Office).
- c) 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.
- d) 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.
- e) Govt. fee/charges as per Annexure -II will have to be deposited at the Public Facilitation Counter (PFC) at DC's Office Morigaon District at the time of submission of application by the CSC(VLE) personnel.
- f) The list of G2C Services as per Annexure -I should be hanged in all the CSCs of the District.
- g) All CSCs will maintain proper Register for receipt of applications/fees etc. and delivery of services to the citizen.
- h) 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,
Morigaon.

Memo No. MDP 66/2003/160

Copy to :

Dtd- 8/3/2010

1. The Commissioner and Secretary to the Govt. of Assam IT Department, Dispur Guwahati - 6.
2. Managing Director, Assam Electronic Development Corporation Ltd. Bamunimaidan, Guwahati.
3. All Addl. Deputy Commissioners / S.D.O.(S) Morigaon.
4. All Branch Officers /EACs, Morigaon District.
5. District Informatics Officer, NIC, Morigaon for information.
6. District Manager, M/S Zoom Connective Services Assam (P) Ltd. Nagaon.
7. Office copy.


Deputy Commissioner,
Morigaon.