## 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 02<sup>nd</sup> 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 :-

<u>Designated Public Servant</u> : - 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.

- 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.
- In the case of rejection of the application, the Designated Public Servant shall 8) 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 02<sup>nd</sup> August/2019

- The Commissioner & Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind apprisal.
- All Divisional Commissioners, ..... 2.
- The Secretary to the Govt. of Assam, General Administration Department, Janata Bhawan, Dispur, for kind apprisal.
- All Deputy Commissioners, ..... 4.
- The State Project Director (ACCSDP), ARIAS Society, Agriculture Complex, Khanapara, 5. Guwahati (email ID :- spd@arias.in) for kind apprisal.
- 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 6. supply 50 (fifty) copies of the Notification to this Department at the earliest.
- The S.O. to the Chief Secretary, Govt. of Assam, Janata Bhawan, Dispur, for kind apprisal of the Chief Secretary.
- P.S. to the Commissioner & Secretary to the Govt. of Assam, General Administration Department (GAD), Janata Bhawan, Dispur, for kind apprisal of the Commissioner & Secretary.

Concerned staff of GAD for Content Uploading in GAD's official website for uploading the Notification. By orders etc.,

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

To,			OF KIN(s) CERTIFICATE  Divisional Officer(Civil)	
		Nort of kin Carti	ficate	
Sub :	Application for	Next of kin Certi-	meate.	
Sir,			ur to state that my Husband/V	Wife/Father/ Mother /Son/
Daughter				of
S/O				
Village/Town		District	has expired on	at nis
residence/Hospital	(Name of Hospital)		e respective de sellen	due to
	her reason ( mention			
	Therefore, I h	ave the honour to	request you Kindly to issue	a Next of Kin(s) Certificat
The following are	the family members			
Sl.No	Name of I		Relationship	Age
Sin ve				
Encloser:  1. Death Certific	ate.			
2. Affidavit.				
3. Documents sh with the decea	owing relationship ased person.	C.A	-ulicant :	
		Name of the again Signature of the		
		S/O/D/O/W/C		
		Address:		
			Town:	
		P.O	& P.S :-	
		Dis	trict:	

Pin:

Phone No ( if any)

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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

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Name of the Name of the By which level the beginn the Department / District	Time limit for disposal by AA	8	30 (thirty) days	
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