

No. GAG(A).117/2012/111
GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION(A) DEPARTMENT
DISPUR:: GUWAHATI-6.

Dated, Dispur the 03rd April /2013.

OFFICE MEMORANDUM

Sub: Guidelines on standard procedure to be followed for issuance of Next of Kin Certificate

Where to Apply : The application for Next of Kin(s) Certificate may be submitted in standard format by the next of Kin(s) of the deceased person at the facilitation centre of the office of Deputy Commissioner/ Sub-Divisional Officer(Civil)) along with required documents.

Eligibility Criteria: 1. Applicant should be citizen of India.

2. Applicant should be Wife/ Husband/ Mother/ Father/ Daughter/ Son/ Brother/ Sister /Uncle /Aunty /Nephew /Niece of the deceased person.

Documents to be enclosed: The application should include the following documents:

1. Death Certificate of the deceased person.
2. Valid documents showing relationship with the deceased person.
3. Self declaration Affidavit.

Step by step Procedure:

1. After receiving the application along with all the required documents the Designated Public Servant will forward the application within **5 (five)** days to the concerned Circle Officer for his report.
2. The Circle Officer will submit his report within **20 (twenty)** days from the date of receiving the application from the office of DC/SDO (Civil) after verifying the details of the family members of the deceased person through field verification.
3. The designated Public Servant will issue/reject the Certificate based on the report of concerned Circle Officer within **5 (five)** days from the date of receipt of the report .The whole process of issuing the Next of Kin(s) Certificate will take a maximum of **30 (thirty)** days.

User Charge : No user charge is required for the service.

Standard Application Form : Annexed at A, B, C.

Citizen Charter : Annexed at D.

Sd/-

(Hemanta Narzary, IAS)
Commissioner & Secretary to the Govt. of Assam,
General Administration Department.

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Copy forwarded for information and necessary action to-

1. The Commissioner & Secretary to Chief Minister, Assam.
2. Commissioner & Secretary to the Governor of Assam, Guwahati-1.
3. Principal Secretary, Assam Legislative Assembly, Dispur.
4. All P.S.s to Ministers, Assam, Dispur, Guwahati-6.
5. All P.S.s to Parliamentary Secretaries, Assam, Dispur, Guwahati-6.
6. All Principal Secretaries/Commissioner & Secretaries/Secretaries, Assam, Dispur, Guwahati-6.
7. S. O. to Chief Secretary/P.S.s to Addl Chief Secretaries, Assam.
8. Press Adviser to Chief Minister, Assam.
9. Director General of Police, Assam, Ulubari, Guwahati-7.
10. Registrar General, Gauhati High Court, Guwahati-1.
11. Secretary, A.P.S.C, Khanapara, Guwahati-22.
12. Agriculture Production Commissioner, Assam, Guwahati-6.
13. Chairman, Assam Administrative Tribunal, Guwahati.
14. Chairman, Assam Board of Revenue, Guwahati.
15. Secretary, O/o the Upa-Lokayukta, Assam, Shaktigarh Road, Bhangagarh (Opp Sohum Emporio).
16. Secretary, State Information Commission, Housefed Complex, Dispur.
17. Secretary, State Election Commission, Dispur, Guwahati-6.
18. Secretary, SEBA, Bamunimaidam, Guwahati-21.
19. Secretary, AHSEC, Bamunimaidam, Guwahati-21.
20. All Departments of Assam Secretariat, Dispur, Guwahati-6.
21. All Heads of Department, Guwahati.
22. All Principal Secretaries of Autonomous Councils.
23. Director, Information & Public Relations, Assam, Dispur.

By Order etc.

(Mridul Kumar Mahanta, ACS)
Deputy Secretary to the Govt. of Assam,
General Administration Department.