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12/4/2019

BODOLAND TERRITORIAL COUNCIL SECRETARIAT :: BODOFA NWGWR :: KOKRAJHAR  
PERSONNEL DEPARTMENT

No. BTC(E)107/2017/100

*[Handwritten signature]*

12 APR 2019



Dated Kokrajhar the 3<sup>rd</sup> April, 2019

*[Handwritten signature: Sr. Secy. AECSDP]*

NOTIFICATION

In partial modification of order No. BTC(E)107/2017/98, dtd. 02-04-2019, the DPS/PP/RA are hereby notified against the services notified under RTPS Act, 2012 adopted by this council along with timeline, user charge etc. with immediate effect.


Sl. No	Notified public service	Stipulated time limit for providing the service (Days)	Designation of designated Public Servant	Designation of Appellate Authority	Time limit for disposal by Appellate Authority (Days)	Designation of Reviewing Authority	Time limit for disposal by Reviewing Authority (Days)	Documents to be enclosed with the application	User charge, if any (in Rupees)	Eligibility Criteria to obtain service.
<b>A. Health &amp; Family Welfare Deptt.</b>										
1.	Birth Certificate in Rural Area	30 days	Medical & Health Officer	Joint Director of Health Service of the District.	30 days	Secretary of Health Deptt., BTC	30 days	i) Information in the form of certificate from Nursing Home/Private Hospital, if born in Nursing Home/Private Hospital within 21 days in form No. 1 & 3. ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no. 1.	1) Free up to 21 days 2) fine of Rs.2/-per day up to 30 days. If not submitted within 21 days.	
2.	Death Certificate in Rural Area	15 days	Medical & Health Officer	Joint Director of Health Service of the District.	30 days	Secretary of Health Deptt., BTC	30 days	i) Information in the form of certificate from Nursing Home/Private Hospital within 21 days in form No. 2, 4 & 4A. ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no. 2, 4 & 4A.	1) Free up to 21 days 2) fine of Rs.2/-per day up to 30 days. If not submitted within 21 days.	

								<p>iii) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death.</p> <p>iv) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>v) Order of a Magistrate of 1<sup>st</sup> Class if any death has not been registered within one year for delayed registration.</p>		
3.	Delayed Registration of birth in Rural area	15 days	Medical & Health Officer	Joint Director of Health Service of the District	30 days	Secretary of Health Deptt.,BTC	30 days	<p>Information in the form of certificate from Nursing Home/Private Hospital, if born in Nursing Home/Private Hospital within 21 days in form No. 1 &amp; 3.</p> <p>ii) Information to Registrar from sources other than Nursing Home and Private Hospital within 21 days in form no. 1</p> <p>iii) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of birth</p> <p>iv) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year.</p> <p>v) Order of a Magistrate of 1<sup>st</sup> Class if any birth has not been registered within one year for delayed registration.</p>	10/-	



4.	Delayed Registration of Death in Rural area	15 days	Medical & Health Officer	Joint Director of Health Service of the District	30 days	Secretary of Health Deptt.,BTC	30 days	i) Approval of Local Revenue Authority not below the rank of Circle Officer, if applied after 30 days but within 6 months of death ii) Affidavit along with written permission of the prescribed authority for delayed information after six months and within one year. iii) Order of a Magistrate of 1 <sup>st</sup> Class if any death has not been registered within one year for delayed registration.	10/-	
<b>B. Labour &amp; Welfare Deptt.</b>										
5.	Registration of Business Establishment and shops under Assam Shops and Establishment Act, 1971	15 days	Labour Inspector	Labour Officer	30 days	Secretary of the concerned Deptt.	30 days	i) A xerox copy of the Trade license issued by the local authorities. ii) A xerox copy of the registered partnership deed in the case of a partnership Firm/Establishment. iii) Attested copy of the appointment letter(s) in Form G issued to each of the permanent, temporary, casual, probationer, learner employees. iv) The original copy of the Treasury Challan depositing the requisite amount of fees as specified in schedule I in the specified Head of Account or through the "e-payment" when it is notified and functioning	Refer to Notification No.GLR(RC)30/2005/93, dtd the 1 <sup>st</sup> July, 2016.	Any entrepreneur/ applicant should have the trade license issued by the relevant authority and other documents ready according to the checklists in order to apply for Registration under the Assam shops and Establishment Act, 1971.
6.	Renewal of Registration Certificate of Shops and Establishment Act, 1971	15 days	Labour Inspector	Labour Officer	30 days	Secretary of the concerned Deptt	30 days	i) Attested copy of the appointment letter(s) in Form G issued to each of the permanent, temporary, casual, probationer, learner employees. ii) The original copy of the Treasury Challan depositing the	-do-	

								requisite amount of fees as specified in schedule I in the specified Head of Account or through the "e-payment" when it is notified and functioning iii)For renewal purposes the original certificate of registration issued to Form Q.		
7.	Duplicate copy of Registration Certificate of Shops under Assam Shops and Establishment Act., 1971	15 days	Labour Inspector	Labour Officer	30 days	Secretary of the Concerned Deptt	30 days	Application in form " T " accompanied by original copy of Treasury Challan depositing the required fees specified in schedule I	-do-	
<b>C.</b>	<b>Co-operation Department</b>									
8	<b>Right to get a co-operative society registered</b>	60 days	1. Addl. Registrar of Co-operative Societies, Kokrajhar in case of Council level. 2. DRCS in case of District level 3. ARCS in case of Sub-Divisional level & Primary level	Registrar of Co-operative Societies, BTC in case of ARCS & DRCS. Secretary in case of Addl. RCS.	10 days	Principal Secretary, BTC in case of Addl. RCS and Secretary, BTC in case of DRCS & ARCS	10 days	1.Application for registration for co-operative society addressed to the Registering Authority on prescribed format signed by at least 10 promoters above the age of 18 years. 2. 4 copies of the proposed by-laws. 3. Proceedings of the Inaugural General Meeting. 4. List of promoters as per prescribed	1.Registration fees as per provision of Section 17(I) of the Assam Co-operative Societies Act, 2007. 2. Processing fee-state level Rs.500.00, Others Rs.300.00	


  
Principal Secretary  
Bodoland Territorial Council  
Kokrajhar

Memo No. No. BTC(E)107/2017/100 -A,

Dated Kokrajhar the 3<sup>rd</sup> April, 2019

Copy to:

1. The Commissioner & Secretary to the Govt. of Assam, Administrative Reforms & Training Department, Dispur, Guwahati-6.
2. S.S.O. to Hon'ble Chief, BTC, Kokrajhar.
3. PS to Hon'ble Speaker, BTCLA, Kokrajhar.
4. SSO to Hon'ble Deputy Chief, BTC, Kokrajhar.
5. PS to Hon'ble Deputy Speaker, BTCLA, Kokrajhar.
6. PS to all Hon'ble EMs, BTC, Kokrajhar.
7. PS to the Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6.
8. PS to the Addl. Chief Secretary to the Govt. of Assam and APC, ARIAS Society, Dispur, Guwahati-6.
9. PS to the Secretary to the Govt. of Assam, WPT&BC Deptt., Dispur, Guwahati-6
- ✓ 10. The State Project Director, ARIAS Society, Khanapara, Agriculture Complex, Guwahati-22 for his kind information.
11. The Addl. Principal Secretary, BTC, Kokrajhar
12. All Deputy Commissioner of Kokrajhar/Chirang/Baksa/Udalguri District.
13. All Officers of BTC Secretariat, Kokrajhar.
14. The CHD, Health & Family Welfare Department, BTC, Kokrajhar.
15. The CHD, Labour Department, BTC, Kokrajhar.
16. The CHD, Co-operation Department, BTC, Kokrajhar.
17. All Superintendents, BTC, Kokrajhar.

  
Principal Secretary  
Bodoland Territorial Council  
B Kokrajhar