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**GOVERNMENT OF ASSAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**DISPUR, GUWAHATI-6**  
**(email ID :- [gad.assam@gov.in](mailto:gad.assam@gov.in))**

**ORDERS BY THE GOVERNOR OF ASSAM**

**NOTIFICATION**

Dated Dispur, the 01<sup>st</sup> July/2019

**No. GAG(A).356/2017/284** :- In pursuance of the Administrative Reforms and Training Department's Notification No. AR.123/2017/Pt/28 dated 18-06-2019 and in partial modification of this Department's Notification No. GAG(A).117/2012/158 dated 25-04-2014, the Governor of Assam is pleased to notify the following guidelines for the "**Issuance of Senior Citizen Certificate**" - a notified service under the Assam Right to Public Service Act (ARTPS), 2012 :-

- Designated Public Servant** :- 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.
- User Charge** :- Rs.20/- (Rupees Twenty) only per Certificate.

- Any eligible citizen applying for Senior Citizen Certificate will submit application, in duplicate, in prescribed form, finalized by the concerned Deputy Commissioner 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 :-

**For Proof of Age :-**

1. Valid Passport.
2. PAN Card.
3. Pension Payment Order from the competent authority.
4. Marriage Certificate in case of change of name of women.
5. In absence of above documents, the applicant will submit a certificate to be issued by Gaon Burha or Local Mauzadar.
6. School Certificate.
7. Bank Pass Book with photograph.

**For Proof of Name :-**

1. Valid Passport.
2. PAN Card.
3. School Certificate.
4. Identity Card issued by Competent Authority.
5. Bank Pass Book with photograph.
6. Marriage Certificate in case of change of name of women.

**For Proof of Residence :-**

1. Ration Card.
2. Valid Passport.
3. Voter ID Card.
4. Electricity Bill / Telephone Bill.

(contd. in page-2)

- Any eligible citizen of the state of Assam who has completed 60 (sixty) years of age will submit application for issue of Senior Citizen Certificate before the Designated Public Servant of the respective Districts with the documents stated at page-1 and above.
- After receiving the application for issue of Senior Citizen Certificate, the Designated Public Servant will immediately verify the document and deliver the service to the applicant in the light of the Section-6 and Section-7 of the ARTPS Act, 2012, **within 20(twenty) days** from the date of submission of the application.
- In the case of rejection of the application, the Designated Public Servant shall 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.

This will come into force with immediate effect.

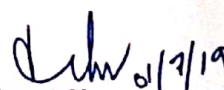
Sd/- Dr. M. Angamuthu, IAS  
Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Memo No. GAG(A).356/2017/284-A  
Copy to :-

Dated Dispur, the 01<sup>st</sup> July/2019

1. All Divisional Commissioners, .....
2. The Additional Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind appraisal and kind necessary action, as deemed fit, with reference to the Memo No. AR.123/2017/Pt/28-A dated 18-06-2019.
3. All Deputy Commissioners, .....
4. The State Project Director (ACCSDP), ARIAS Society, Agriculture Complex, Khanapara, Guwahati (email ID :- spd@arias.in) for kind appraisal.
5. The Director, Assam Government Press, Bamunimaidan, Guwahati-21, for publication of the Notification in the next issue of the Assam Gazette. He / She is also requested to supply 50 (fifty) copies of the Notification to this Department at the earliest.
6. The S.O. to the Chief Secretary, Govt. of Assam, Janata Bhawan, Dispur, for kind appraisal of the Chief Secretary.
7. P.S. to the Hon'ble Chief Minister, Assam, for favour of kind information of the Hon'ble Chief Minister.
8. P.S. to the Advisor to the Hon'ble Chief Minister (I & PR), Assam, Dispur, for kind appraisal of the Advisor.
9. P.S. to the Commissioner & Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind appraisal of the Commissioner & Secretary.
10. P.S. to the Commissioner & Secretary to the Govt. of Assam, General Administration Department (GAD), Janata Bhawan, Dispur, for kind appraisal of the Commissioner & Secretary.
11. Concerned staff of GAD for Content Uploading in GAD's official website for uploading the Notification.

By orders etc.,

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

**GOVERNMENT OF ASSAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**DISPUR :: GUWAHATI-6**  
**(email ID :- [gad.assam@gov.in](mailto:gad.assam@gov.in))**

**ORDERS BY THE GOVERNOR OF ASSAM**

**NOTIFICATION**

Dated Dispur, the 01<sup>st</sup> July/2019

**No. GAG(A).356/2017/285** :- In pursuance of the Administrative Reforms and Training Department's Notification No. AR.123/2017/Pt/28 dated 18-06-2019, the Governor of Assam is pleased to notify the **Citizen Charter as per Annexure-I for the notified service - "Issuance of Senior Citizen Certificate" under the Assam Right to Public Service Act, 2012.**

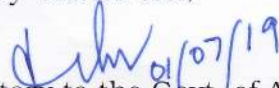
Sd/- Dr. M. Angamuthu, IAS  
Commissioner & Secretary to the Govt. of Assam,  
General Administration Department

Memo No. GAG(A).356/2017/285-A  
Copy to :-

Dated Dispur, the 01<sup>st</sup> July/2019

1. All Divisional Commissioners .....
2. The Additional Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind appraisal and kind necessary action, if required, with reference to the Notification No. AR.123/2017/Pt/28 dated 18-06-2019.
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5. The Director, Assam Government Press, Bamunimaidan, Guwahati-21, for publication of the Notification in the next issue of the Assam Gazette. He / She is also requested to supply 50 (fifty) copies of the Notification to this Department at the earliest.
6. S.O. to the Chief Secretary, Govt. of Assam, Janata Bhawan, Dispur, for kind appraisal of the Chief Secretary.
7. P.S. to the Hon'ble Chief Minister, Govt. of Assam, Janata Bhawan, Dispur, for favour of kind kind information of the Hon'ble Chief Minister.
8. P.S. to the Commissioner & Secretary to the Govt. of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur, for kind appraisal of the Commissioner & Secretary.
9. P.S. to the Commissioner & Secretary to the Govt. of Assam, General Administration Department (GAD), Janata Bhawan, Dispur for kind appraisal of the Commissioner & Secretary.

By Orders etc.,

  
Joint Secretary to the Govt. of Assam,  
General Administration Department  
and

Nodal Officer from GAD for ACCSDP



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