

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
BLOCK-A, 2ND FLOOR, ASSAM SECRETARIAT
DISPUR, GUWAHATI-781006, email: gad.assam@gov.in

Order by the Governor
Notification

No.GAD.:552363/17

Dated: September, 2024

In pursuance of the approval of the Hon'ble Cabinet in its meeting held on 4.9.2024 vide File No. ECAB/GAD/2024/42 and in partial modification of General Administration Department's Notification No.GAG(A).356/2017/336, Dated: 2.8.2019, the Governor of Assam is pleased to notify the following guidelines for the "Issuance of Next of Kin (NoK) Certificate" :

- 1) Circle Officer is the designated Public Servant for issuance of Next of Kin (NoK) certificate.
- 2) The petitioner can apply for the Next of Kin (NoK) Certificate online via <https://sewasetu.assam.gov.in/> or any successor portal which may be notified by Government from time to time, to the Circle Officer in whose jurisdiction, the deceased person "ordinarily resided" before his/her death.
- 3) The Next of Kin (NoK) Certificate shall be issued to:
 - A. Next of Kin (NoK) Certificate of the deceased (in case of married person) will include only the following members:
 - i. Father/ Mother of Deceased
 - ii. Spouse of deceased
 - iii. Son(s)/ daughter(s) of deceased
 - iv. Adopted Son(s)/ Daughter(s) of deceased
 - B. Next of Kin (NoK) Certificate of the deceased (in case of unmarried person) will include only the following members
 - i. Father/ Mother of deceased
 - ii. Brother(s)/ Sister(s) of deceased
- 4) Any one of the Next of Kins mentioned in clause 3 (A) &(B) above may apply for this certificate on behalf of others in respective cases.
- 5) Adopted children shall be considered as eligible applicants for issuing NOK if such adoption was carried out as per the extant rules and procedure.
- 6) The applicant should submit Two types of documents while submitting the application:
 - A. Documents to establish death of the deceased:
 - a) Death certificate of the deceased
 - b) The order of the competent court declaring the person as dead (in the case of person presumed to be dead due to missing for a period of 7 years or staying away from the family).

- c) Adoption Certificate issued by competent authority (in case of adopted children)
 - B. For proving relationship of the next of kins with the deceased, the following documents can be submitted.
 - a) Marriage Registration Certificate; or
 - b) Passport; or
 - c) Voter ID; or
 - d) Aadhaar cards; or
 - e) Community certificate; or
 - f) Driving license; or
 - g) Birth Certificate of all children; or T.C. of all children.
 - h) Ration Card; or
 - i) Voter List; or
 - j) Any other similar document.
- 7) In case of a minor Kin, he/she can apply for the Next of Kin Certificate through his/her guardian.
- 8) NoK shall not be issued in cases with more than one spouse of the deceased. In such cases, the applicant may approach the competent Court for obtaining the Succession Certificate.
- 9) The following steps shall be followed after receipt of the application:
 - a) The petitioner can apply for the Next of Kin (NoK) Certificate online via <https://sewasetu.assam.gov.in/>. or any successor portal which may be notified by Government from time to time, to the Circle Officer in whose jurisdiction, the deceased person "ordinarily resided" before his/her death.
 - b) After receiving the application for issue of "Next of Kin" Certificate, the Circle Officer will send the application to the Land Record Supervisor within 2(two) working days from the date of receipt of the application, for causing field verification.
 - c) The Land Record Supervisor will send the application to the designated Land Record Assistant within 02 (two) working days from the date of receipt of the application.
 - d) The Land Record Assistant will verify the details of the family members of the deceased person through field verification and submit the report to the Land Record Supervisor within 07 (seven) days from the date of receipt of the application.
 - e) The Land Record Supervisor will then forward the report of the Land Record Assistant with his comments to the concerned Circle Officer within 02 (two) working days from the date of receipt of the report of the Land Record Assistant, for decision on the application.
 - f) The Circle Officer will issue the "Next of Kin" Certificate to the applicant after being satisfied, within 02 (two) working days from the date of receipt of the report.
 - g) The Circle Officer or Land Record Supervisor may ask for any additional documents relevant to establish the relationship, if required.

- h) In the case of rejection of the application, the Circle Officer shall record the reasons for rejection.
- i) Thus, the whole process of issuing the "Next of Kin" Certificate will be 15 (fifteen) working days from the date of receipt of the application by the Circle Officer.
- j) Applicants need to download the **Next of Kin Certificate** from the Portal.
- 10) Where it comes to the notice of the Issuing Authority that the Next of kin certificate has been obtained by furnishing false information/suppression of material facts, the same shall be liable to be cancelled by the issuing Authority.
- 11) As per Section 4 of the Assam Right to Public Services Act, the following officials are notified as Designated Public Servant and as Appellate authorities:

Designated Public Servant	First Appellate Authority	Second Appellate Authority	Third Appellate Authority
Circle Officer within a Sub-District	Additional District Commissioner i/c of the Sub-district	Secretary to Govt. of Assam, General Administration department or any other Officer not below the rank of Secretary as notified by the Govt.	ASCRTPS
Circle Officer within a Sadar Sub-District	District Commissioner		
Circle Officer within a District under BTAD, KAAC and NHCAC areas	District Commissioner		

This notification is issued in supersession of all earlier orders in this regard.

Commissioner & Secretary to the Govt. of Assam
General Administration Department

Memo.No.552363/17-A

Dated: September, 2024

Copy to:

1. The Chief Commissioner, ASCRTPS for kind information.
2. The Commissioner & Secretary to the Govt. of Assam, ARTPPG Department for kind information.
3. The Secretary, Coordination to the Chief Secretary, Assam for kind appraisal of the Chief Secretary.

4. The Secretary to the Govt. of Assam, General Administration Department for kind information.
5. All District Commissioners, Assam for kind information and necessary action.
6. The Director, Assam Govt. Press, Bamunimaidan, Ghy-21, for publication of the Notification in the next issue of the Assam Gazette.
7. The PPS to the Hon'be Chief Minister, Assam for kind appraisal of the Chief Minister, Assam.
8. Concerned staff of GAD for content uploading of the Notification in the GAD's official website.

(By order etc.)

Joint Secretary to the Govt. of Assam
General Administration Department