



**GOVERNMENT OF ASSAM**  
**WELFARE OF MINORITIES AND DEVELOPMENT DEPARTMENT**  
**DISPUR :: ASSAM**

**NOTIFICATION**

No. eCF. 554890/4

Date : 27-09-2024

In partial modification of previous notification No. WMD. 141/2022/114 dated 15<sup>th</sup> June, 2024, the Governor of Assam in pleased to notify and revise the timelines of the following service of the Welfare of Minorities and Development Department under Section 4 of Assam Right to Public Services Act, 2012 (As Amended) in the interest of public service and timely disposal:-

1. **Name of Service** : Minority Community Certificate

Service	Minority Community Certificate
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>a) Applicant should be a citizen of India</li> <li>b) She/he should be a permanent resident of Assam</li> <li>c) She/he should belong to minority community as defined under clause (c) of Section 2 of the National Commission of Minority Act, 1992. For the purposes of the said Act, the Central Government has notified Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jains vide Ministry of Welfare Notification No. S.O.816 (E), dated 23.10.1993, F.No.1/1193-MC(D) dated 23/10/1993 and Ministry of Minority Affairs Notification No. S.O.267 (E), dated 27.01.2014.</li> </ul>
<b>Documents Required</b>	<ul style="list-style-type: none"> <li>a) Identity proof: Aadhar Card.</li> <li>b) Address proof: Aadhar card/Bank passbook with Photo/ Voter Card/Passport/Driving License</li> <li>c) Age proof: Aadhar card/ Birth certificate/ 10<sup>th</sup> Admit Card or 10<sup>th</sup> School Leaving Certificate with Date of Birth/PAN Card</li> </ul>
<b>Designated Public Servant (DPS)</b>	Additional Deputy Commissioner
<b>Timeline (in days)</b>	15 days
<b>Workflow\Working Timeline (in days) (in case of all districts except KAAC and NCHAC)</b>	Applicant - DPS (1 day) - Dealing Assistant (DA) (1 day) - Circle Officer (CO) (2 days) - Supervisor Kanungo (SK) (2 days) - Lot Mondol (LM) (5 days)
<b>Revert/De-escalation Timeline (in days) (in case of all districts except KAAC and NCHAC)</b>	Supervisor Kanungo (SK) (1 days) - Circle Officer (CO) (1 day) - Dealing Assistant (DA) (1 day) - DPS (1 days) - Applicant/PFC/CSC
<b>Workflow\Working Timeline (in days) (in case of KAAC and</b>	Applicant - DPS (1 day) - Dealing Assistant (DA) (1 day) - Revenue Officer (RO)/Assistant Revenue Officer (ARO) (2 days) - Lot

<b>NCHAC)</b>	Patowary (LP) (5 days)
<b>Revert/De-escalation Timeline (in days) (in case of KAAC and NCHAC)</b>	Revenue Officer (RO)/Assistant Revenue Officer (ARO) (3 days) – Dealing Assistant (DA) (1 days) – DPS – Applicant/PFC/CSC (2 days)
<b>First Appellate Authority</b>	Deputy Commissioner
<b>Stipulated time for First Appellate Authority</b>	30 days
<b>Second Appellate Authority</b>	Sr. Most Secretary, Welfare of Minorities and Development Department
<b>Stipulated time for Second Appellate Authority</b>	30 days
<b>Third Appellate Authority</b>	ASCRTPS
<b>Stipulated time for Second Appellate Authority</b>	As prescribed in the ARTPS Act
<b>Fees (in Rs.)</b>	User charges : Rs. 10/-and Rs. 30/- (applicable only if applied through PFC/CSC)

**Signed by Farida Samsul**  
**Date: 04-10-2024 14:40:01**

Secretary to the Govt. of Assam  
Welfare of Minorities and Development  
Department  
Dispur, Guwahati - 06

Memo No. eCF. 554890/4-A

Date : 27-09-2024

Copy to :

1. The Secretary, Co-ordination, O/o the Chief Secretary, Assam
2. The Staff Officer to Chief Secretary, O/o the Chief Secretary, Assam
3. Principal Secretary to Chief Minister, Assam, Dispur, Guwahati - 06
4. Principal Secretary, Administrative Reforms, Training, Pension & Public Grievances Department for kind information and necessary action.
5. Shri. K. S. P. V Pavan Kumar, IFS, Project Director, Assam Information Technology, Electronics and Communication and Citizen Service Delivery (AITEC & CSD) Society, Information Technology Department, Govt. of Assam, Dispur, Guwahati.
6. The Director, Directorate of Information Technology, Electronics and Communication (DITEC), Behind old CM Block, Janata Bhawan, Dispur, Guwahati - 06
7. The District Commissioner (All Districts) for information and necessary action.
8. The Director, Assam Minorities Development Board, Ganeshguri, Guwahati for information and necessary action.
9. All the Officers concerned.

***e-signed***

Secretary to the Govt. of Assam  
Welfare of Minorities and Development  
Department  
Dispur, Guwahati - 06

**Annexure A****Application**

[For Minority Certificate under Sec.2 (c) of the National Commission for Minorities Act, 1992 (19 of 1992)]

Name of the Applicant (as mentioned in Aadhaar Card)\*:

Aadhar number\*:

Father's/Spouse Name\*:

Mother's Name:

Contact number\*:

Email id:

Age\*:

Date of Birth\*:

Gender\*:

Community\*:

Permanent Address:

House no. /Flat no.

Street / Locality\*:

Village/Town\*.

Post Office\*:

Pin Code\*:

Circle\*:

District\*:

State: Assam

Current Address:

House no. /Flat no.

Street / Locality\*:

Village/Town\*.

Post Office\*:

Pin Code\*:

Circle\*:

District\*:

State: Assam

Date:

Place:

I, do hereby acknowledge that all information and documents provided here are true and correct to the best of my knowledge.

*Signature of the applicant*

Applicant Photo

Annexure B:

**Output certificate (Landscape mode)**

RTPS Acknowledgement  
Number:



**GOVERNMENT OF ASSAM**

**OFFICE OF THE DEPUTY COMMISSIONER,.....DISTRICT: .....**

**{Sec.2(c) of the National Commission for Minorities Act, 1992 (19 of 1992)}**

**Minority Community Certificate**



This is to certify that Shri/Smti.....

S/O, D/O (Father's Name).....

(Mother's Name).....

In the District.....of the State of Assam belongs to the  
.....Minority Community as defined under Sec.2(c) of the National Commission  
for Minorities Act, (19 of 1992).

Shri/Smti.....

and his/her family resides in Village/Town.....

P.O. ....P.S.....at.....District of the State of Assam.

Place:

Deputy Commissioner

Date:

District:

State: Assam

