

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

ORDERS BY THE GOVERNOR OF ASSAM

NOTIFICATION

Dated Dispur, the 01st 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.**

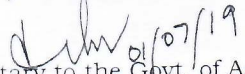
Sd/- Dr. M. Angamuthu, IAS
Commissioner & Secretary to the Govt. of Assam,
General Administration Department

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

Dated Dispur, the 01st 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.
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. 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

AB

Citizen Charter for the notified service - "Issuance of Senior Citizen Certificate" under the Assam Right to Public Service (ARTPS) Act, 2012

Sl. No.	Name of the Department / District	Name of the Notified Service	By which level the Service is delivered (viz. Department / Directorate / District / Sub-Division / Circle / Block / Panchayat)	Stipulated time for delivery of the service (in days)	Designation of the Designated Public Servant (DPS) for each level	Designation of the Appellate Authority (AA) for each level	Time limit for disposal by AA	Documents needed to be enclosed with the application	User Charge, if any (in Rupees)	Eligibility Criteria for getting the service, if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	General Administration Department.	Issuance of Senior Citizen Certificate	Office of the Deputy Commissioner of the concerned District.	20 (twenty) days	As notified by the concerned Deputy Commissioner as per Section-3(c) of the ARTPS Act, 2012.	Deputy Commissioners of the Districts.	30 (thirty) days	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	Rs.20/- (Twenty) only.	Any eligible citizen of the state of Assam who has completed 60 (sixty) years of age.	

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 the Competent Authority.
5. Bank Pass Book with photograph.
6. Marriage Certificate in case of

