  
**GOVERNMENT OF ASSAM**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**DISPUR :: GUWAHATI-6**

Block-A, Second Floor, Janata Bhawan, email ID:- gad.assam@gov.in, website :- gad.assam.gov.in

**Minutes of the Meeting held on 08<sup>th</sup> January, 2020 at 11:00 AM at the Office Chamber of Additional Secretary, General Administration Department for examination of the BPRs of "Next of Kin Certificate" and "Senior Citizen Certificate"**

Members present : **Annexure-1**

At the outset, the Chair welcomed all the members. He informed the members that ARIAS Society has done the BPR of **Next of Kin Certificate** and **Senior Citizen Certificate** as part of Assam Citizen Centric Service Delivery (ACCSD) Project and has forwarded the recommendations for examination and approval of General Administration Department (GAD). In this context, he briefed the Agenda for the Meeting, which included examination of the BPRs of the two citizen centric services and related matters for migration of the services from the e-District Portal of AMTRON to the RTPS Portal of NIC.

After detailed discussions, the members of the Committee adopted the following decisions:

Sl. No.	Decision	Action
1	A Meeting shall be convened with ARIAS Society to discuss the work-flow and timeline of the "Appeal Procedure" of the two citizen centric services viz. <b>Next of Kin Certificate</b> and <b>Senior Citizen Certificate</b> under the relevant provisions of the Assam Right to Public Service Act, 2012 and the Rules thereof in the event of migration of the services to RTPS Portal.	GAD
2	The "as-is" and "to-be" process flows of Issuance of <b>Senior Citizen Certificate</b> is same in the BPR recommendations submitted by ARIAS Society. It has been observed that the existing process flow is hassle-free for the Citizens and hence approved. Further, it will be forwarded to NIC for necessary action from their end for migration into the RTPS Portal.	
3	The BPR (as-is and to-be) of <b>Next of Kin Certificate</b> shall be forwarded to the Deputy Commissioners of Karbi Anglong, West Karbi Anglong and Dima Hasao for their inputs on the process flow and a meeting shall be convened for decisions on the matter.	
4	A Meeting shall be convened with representatives from ARIAS Society, Price Waterhouse Coopers and the District Administration to finalize the process flow of Issuance of " <b>Next of Kin Certificate</b> " of all Districts except Karbi Anglong, West Karbi Anglong and Dima Hasao.	
5	Communication with AMTRON for details of total number of applications approved and in-progress with reference to the two afore-mentioned Services, size of a Digitally Approved Certificate in the server and the total size of an application submitted along with supporting documents online.	

The Meeting ended with a vote of thanks from the Chair.

Sd/- (Debaprasad Misra )  
Additional Secretary to the Government of Assam,  
General Administration Department

(continued in page-2)

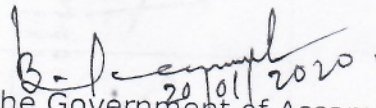
**Memo No. GAG(A).171/2019/44-A**

**Dated Dispur, the 20<sup>th</sup> January/2020**

Copy to :-

1. The Additional Secretary to the Government of Assam, Administrative Reforms and Training Department, Janata Bhawan, Dispur for kind appraisal.
2. The Deputy Commissioner, Dima Hasao /Karbi Anglong / Kamrup Metroplitan District(s) for kind appraisal.
3. The Director, Directorate of Information Technology, Electronics and Communication (DITEC) Assam, Behind CM Block, Janata Bhawan, Dispur, Guwahati-6 for favour of information and necessary action, if required. (email ID :- [ditec-asm@gov.in](mailto:ditec-asm@gov.in)).
4. The State Project Director, Assam Rural Infrastructure and Agricultural Services Society (ARIAS Society), Agriculture Complex, Khanapara, G.S. Road, Guwahati-22, Assam. (email ID :- [spd@arias.in](mailto:spd@arias.in) / [piyananda@arias.in](mailto:piyananda@arias.in) / [apurbita@arias.in](mailto:apurbita@arias.in) / [progyabaruah.ccsdp@gmail.com](mailto:progyabaruah.ccsdp@gmail.com))
5. Senior Technical Director, National Informatics Centre, Assam State Centre, First Floor, Composite Building, Last Gate, Dispur, Guwahati-6 for appraisal and necessary action. (email ID :- [tapan.gogoi@nic.in](mailto:tapan.gogoi@nic.in)).
6. Managing, Assam Electronics Development Corporation Ltd. (AMTRON), Industrial Estate, Bamunimaidan, Guwahati-21 for kind appraisal (email ID :- [iyoti.prasad@amtron.in](mailto:iyoti.prasad@amtron.in)).
7. Smti. Anindita Kashyap, P.O. and Officer attached for e-Governance matters, ACCSD Project etc., General Administration Department, Janata Bhawan, Dispur, for information and necessary action. (email ID :- [aninditakashyap1204@gmail.com](mailto:aninditakashyap1204@gmail.com)).
8. P.S. to the Commissioner and Secretary to the Government of Assam, General Administration Department, Janata Bhawan, Dispur for kind appraisal of the Commissioner and Secretary. (email ID :- [angamuthuias@nic.in](mailto:angamuthuias@nic.in)).
9. Copy for uploading in Department's Website / Copy for email.
10. Office Copy.
11. Spare Copy (for Additional Secretary., GAD and Nodal Officer, ACCSDP / Joint Secretary., GAD).

By orders etc.,

  
Joint Secretary to the Government of Assam,  
General Administration Department

*34*  
*28/1/2020*



GOVERNMENT OF ASSAM  
GENERAL ADMINISTRATION DEPARTMENT  
DISPUR :: GUWAHATI-6

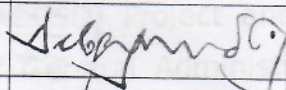
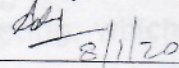
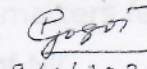
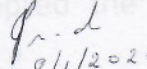
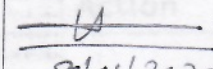
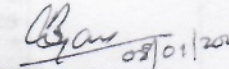
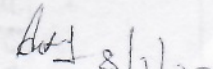
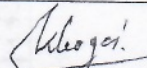
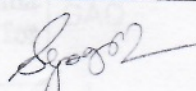

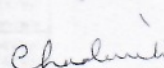
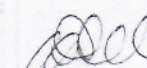
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Meeting of the Committee for examination of the BPR Recommendations received from ARIAS Society under the Assam Citizen Centric Service Delivery Project (ACCSDP) for integration / data migration of the two citizen centric services - "Issuance of Next of Kin Certificate" and "Issuance of Senior Citizen Certificate" under General Administration Department (GAD)

Date : 08-01-2020

Time : 11:00 AM

Venue : Office Room of the Additional Secretary to the Govt. of Assam  
(Shri Debaprasad Misra, ACS), General Administration Department,  
Block-A, Second Floor, Janata Bhawan, Dispur, Guwahati-6.

Sl. No.	Name	Designation	Department / Office	Signature with Date
1	Shri Debaprasad Misra, ACS	Additional Secretary to the Govt. of Assam and Nodal Officer, ACCSDP	GAD	 8/1/20
2	Smti. Anindita Kashyap, ACS	P.O. and Officer attached for eGovernance matters, ACCSDP etc.	GAD	 8/1/20
3.	Smti Punam Gogoi ACS	Assistant Commissioner Haflong, Dima Hasao	D.C. Office	 8/1/2020
4.	Jyoti Prasad	MANAGER,	AMTRON	 8/1/2020
5.	Husna Ata	Software Developer, AMTRON	AMTRON	 8/01/2020
6.	Bishal Bhuyan.	District Manager, Kamrup (M)	DITEC	 08/01/2020
	Anindita Kashyap	PO, GAD		 8/1/20
7.	TK. Lajoie	STD, NIC	NIC	
8	Siddharth Gogoi	SCTM, DITEC	IT Dept	
9	Abdur Rezaque Hossain	Consultant, DITEC	IT Dept	
10	Chandamika	Consultant, DITEC	IT Dept	
11	Debarajati Dutta	Adff. Secy	APR Dept	
12	Pritya Baruah	BPRE	GAD	