

SL NO	Service Name	Download Form	Supporting Document	Timeline (In days)
1	Senior Citizen Certificate	Download Form	<ul style="list-style-type: none"> □ Valid Passport/PAN Card/Pension book/Marriage certificate in case of change of name of women/ School certificate/Identity Card issued by competent authority/ In case of absent of above document applicant will submit a certificate to be issued by Gaon Burha or Local Mauzadar/School Certificate/Bank passbook with photo. □ For Residence proof- Ration cards/Valid Passport/Voter ID card . □ Any Other documents (Any voter list, Gaon Burrah Certificate, Land Revenue Payment Receipt,etc.). □ Passport size photograph of applicant. 	15
2	Income Certificate	Download Form	<ul style="list-style-type: none"> • Address proof. • Identity proof. • Salary slip (if employed) • Land revenue receipt (on verification by LM in case of farmer). • Any Other documents (Any voter list, Gaon Burrah Certificate, Land Revenue Payment Receipt,etc.). 	10
3	Bakijai Clearance Certificate	Download Form	<ul style="list-style-type: none"> • Original Affidavit • Scan Copy of up to date and revenue payment receipt • Scan Copy of Court fee stamp • Passport Sized Photograph <p>Any Other documents (if any)</p>	15
4	Issuance of Marriage Certificate	Download Form	<ul style="list-style-type: none"> • Two (2) copies of joint photograph of both husband and wife, • Proof of Residency of both husband and wife and witness • Age Certificate of husband and wife • Proof of marriage already performed or an affidavit in this regard. • Other documents (if any) 	90
5	Application for Court Marriage	Download Form	<ul style="list-style-type: none"> • Declaration in standard form at the time of Registration of marriage • Oath in standard form at the time of Registration of marriage. • Two (2) copies of photograph of both Bride and Bridegroom. • Proof of Residency of both Bride and Bridegroom and witness. • Age Certificate of Bride and Bridegroom. 	90

6	Application for Stamp Vendor License	Download Form	<ul style="list-style-type: none"> • Address proof • Educational Qualification proof • Any Other documents (voter list, affidavit, etc.) 	15
7	Renewal of Explosive License	Download Form	<ul style="list-style-type: none"> • Previous license copy (if any) • Address proof • ID proof • Other documents (Documents explaining fitness of building/storage/explosive godown (structural and electricity), etc.) 	For Crackers/Kerosene- On an average of 7 days and for others – On an average of 30 days
8	Permission for Fairs/ Religious/ Cultural Festivals/ Loud Speakers/ Rallies/ Strikes	Download Form	<ul style="list-style-type: none"> • Application in the organization's/ party's/ company 's etc notepad. • Other documents (permission for use of field/Auditorium etc. .from concern authority) 	15
9	Permission for Special Events u/s 144 CrPC	Download Form	<ul style="list-style-type: none"> • Municipality Tax/Amusement Tax/ Revenue receipt. • Venue Permission from concerned authority. • Any Other Documents (if any). 	15
10	Application for information under RTI	Download Form	<p>Supporting document required for internal department</p> <ul style="list-style-type: none"> • BPL related proof (if belonging to BPL Category) • Any other Document related to which RTI is requested (if any) 	As per RTI Act, 2005

			Supporting document required for external department	
11	Caste Certificate (SC)	Download Form	<ul style="list-style-type: none"> • Two copies of passport size photograph of the applicant, • Permanent resident certificate or any other proof of residency Caste certificate of parents or any supporting proof of caste status • Affidavit by the applicant or parents in lieu of (c). • Report of Gaonburah in case of rural areas/ Ward Commissioner in case of urban areas. • (Recommendation of the Gaonburah / Ward Commissioner may be skipped if the parents of the • applicant has already been issued SC Caste certificate). • Recommendation of President/Secretary of District President of Anuhushit Jati Parishad / Chairman of Scheduled Caste Development Board / President / Secretary of the Apex body of caste organizations authorized by Govt. as the case may be. 	30
12	Permanent Residence Certificate	Download Form	<ul style="list-style-type: none"> • Two copies of passport size photographs. • Records of Immovable property if any, with up-to-date Land Revenue Paid Slip. • Copy of Indian Passport or • Certified copy of NRC 1951 • Certified copy of the voters list to check the linkage. • Copy of the PRC of any member of the family of the applicant stating relationship, if any. • Copy of the Birth Certificate issued by competent authority. • Copy of HSLC Certificate/Admit Card. • Employment Certificate issued by the employer showing joining in present place of posting, if any. • Documents related to parents and forefathers having continuously resided in Assam for a minimum period of 50 years or • Documents related to guardian having continuously resided in Assam for a minimum period of 20 years 	14
13	Next of Kin Certificate	Download Form	<ul style="list-style-type: none"> • Death Certificate of the deceased person. • Valid documents showing relationship with the deceased person 	30

			<ul style="list-style-type: none"> • Self Declaration Affidavit. 	
14	Non-Creamy Layer Certificate	Download Form	<ul style="list-style-type: none"> • Permanent resident certificate or any other proof of residency. • OBC/MOBC certificate issued by competent authority. • Income certificate of parents from the Circle Officer if they are agriculturists/ Income certificate from controlling authority/ Treasury Officer if retired salaried persons. 	30
15	Permission for Delayed Birth Registration	Download Form	<ul style="list-style-type: none"> • Register Hospital Govt. / Pvt. Certificate regarding Birth or Age Proof (any) • School Certificate/Admit Card (for age 6 and above) or parent's details • Affidavit • Any other document 	7
16	Permission for Delayed Death Registration	Download Form	<ul style="list-style-type: none"> • Hospital or Doctor's Certificate regarding Death / Cremation certificate or Age Proof (any) • Proof of Resident. • Affidavit • Any other document 	7
17	Public Grievance Redressal System	Download Form	<ul style="list-style-type: none"> • All supporting document as details filled up in the form 	30
18	Application for Registration of Deeds, etc.	Download Form	<ul style="list-style-type: none"> • NOC from the DC • NOC from GMDA/Permission from Municipality. • Original deed in stamp paper (with stamp assessment) 	15
19	Certified Copies of cause list, judgments, etc.	Download Form	<ul style="list-style-type: none"> • Document having Case No. 	30
20	Permission for Transfer of Property by way of Mortgage, Lease, Gift, Sale, etc.	Download Form	<ul style="list-style-type: none"> • Land holding certificate • Voter List • Up-to-date Land Revenue Receipt (Khajana) • Jamabandi Copy 	30

			<ul style="list-style-type: none"> Trace Map 	
21	Assessment of Stamp Duty and Registration Fees	Download Form	<ul style="list-style-type: none"> Assessment patta of land Permission for Transfer of Property by way of Mortgage, Lease, Gift, Sale, etc./ NOC on transfer of land form registration – (Mandatory) 	2
22	Submission of Application for Mutation	Download Form	<p>For Purchase:</p> <ol style="list-style-type: none"> Original deed NOC on transfer of land form registration / Affidavit (Gohna Patra) <p>For Gift:</p> <ol style="list-style-type: none"> Original deed NOC on transfer of land form registration / Affidavit (Gohna Patra) <p>For Inheritance:</p> <ol style="list-style-type: none"> Certificate copy from Ward Commissioner or Gaon Burah. Death Certificate Up-to-date Land Revenue Receipt (Khajana) Affidavit (Gohna Patra) Next of Kin certificate <p>For Mortgage:</p> <ol style="list-style-type: none"> Original deed NOC on transfer of land form registration / Affidavit (Gohna Patra) <p>For Others:</p> <ol style="list-style-type: none"> original deed NOC on transfer of land form registration / Affidavit (Gohna Patra) Rectified Deed (in case of Rectified) Any other documents (if any) 	45
23	Certified Copy of Mutation Order	Download Form	<ul style="list-style-type: none"> Documents furnishing the complete details of the case no. and name of parties for which copy of Mutation (Registration) Order/Miscellaneous Case Order is sought.(Mandatory) 	5

24	Issue of Land Valuation Certificate	Download Form	<ul style="list-style-type: none"> • Jamabandi Copy • Up-to-date Land Revenue Receipt (Khajana Receipt) • Land documents/ Land deed • Zonal Value Statement • Any other documents (Tracemap, etc.) 	20
25	Issue of Record of Rights (Jamabandi)	Download Form	<ul style="list-style-type: none"> • Up to date Land Revenue Receipt (Khajana Receipt) • Copy of Land deed. 	5
26	Issue of Non-Encumbrance Certificate	Download Form	<ul style="list-style-type: none"> • Copy of Land deed/Land Record. • Any other document (Jamabandi, Land Revenue Receipt (Khajana), etc.) 	15
27	Application for New Enrolment	Download Form	<ul style="list-style-type: none"> • Proof of Residence in Assam for a period of 20-25 years (Mandatory) • Age proof certificate (Birth Certificate/ HSLC Admit Card/ School Certificate etc.) • Educational Qualification Certificate (Mandatory) • Additional Qualification Certificate etc. • Experience Certificate (if any) • Caste Certificate • 2 Copies of self-attested passport sized photograph (Mandatory) • NOC from current employer (in case if employed) (Mandatory) • Original I-Card issued by the competent authority (Mandatory) 	3
28	Application for change of Name/ Address/ Age	Download Form	<ul style="list-style-type: none"> • Paper cutting for Name Change (Mandatory in case of change of Name) • Affidavit for Name Change (Mandatory in case of change of Name) • New Residence Proof (Mandatory in case for change of Address) 	3
29	Application for transfer of enrolment to other district	Download Form	<ul style="list-style-type: none"> • Original I-Card issued by the competent authority (Mandatory) 	3
30	Surrender of Employment Exchange Card	Download Form	<ul style="list-style-type: none"> • Original I-Card issued by the competent authority (Mandatory) • Details related to surrender of the Employment Exchange Card needs to be furnished in the space provided in the back side of the card. 	1

31	Application for Learner's License	Download Form	<p>For Non-Transport (MCWG/MCWOG/LMV-NT/3WNT):</p> <ul style="list-style-type: none"> • Age Proof (X or XII Admit Card/ Minimum VIII Pass Certificate/ Passport/ PAN Card) • Address Proof – <ul style="list-style-type: none"> ◦ In case residing in the same district – LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian ◦ In case residing in different district - LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian and additional Temporary address Electricity bill with NOC from owner. • Passport size photograph • Medical Certificate in the format available (It needs to be submitted at the time of original document verification)(Mandatory) • Written consent of Guardian/ Parent (In case of minor if applied for MCWOG) • Driving certificate from Driving School/ Institute (if any) <p>For Transport (LMV-CAB/ LMV-GV/ TRANS/ 3W-CAB):</p> <ul style="list-style-type: none"> • Copy of one year old driving license of LMV-Non Transport. • Age Proof (X or XII Admit Card/ Minimum VIII Pass Certificate/ Passport/ PAN Card) • Address Proof – <ul style="list-style-type: none"> ◦ In case residing in the same district – LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian ◦ In case residing in different district - LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian and additional Temporary address Electricity bill with NOC from owner. • Passport size photograph • Medical Certificate in the format available (It needs to be submitted at the time of original document verification) • Driving certificate from Driving School/ Institute (if any) 	15
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			<p>For Transport (PSV/HMV):</p> <ul style="list-style-type: none"> • Copy of one year old driving license of LMV- Transport. • Age Proof (X or XII Admit Card/ Minimum VIII Pass Certificate/ Passport/ PAN Card) • Address Proof – <ul style="list-style-type: none"> ◦ In case residing in the same district – LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian ◦ In case residing in different district - LIC Policy/ PRC/ Passport/ Certificate from Ward member with Electricity bill of guardian/ Voter ID with Electricity bill of Guardian and additional Temporary address Electricity bill with NOC from owner. • 2 Passport size photograph • Medical Certificate in the format available (It needs to be submitted at the time of original document verification) • Driving certificate from Driving School/ Institute (if any) 	
32	Application for Driving License	Download Form	<p>For Non-Transport (MCWG/MCWOG/LMV-NT/3WNT):</p> <ul style="list-style-type: none"> • 2 Passport size photograph • Copy of Learner’s License Non-Transport (Original needs to be submitted at the time of physical appearance) <p>For Transport (LMV-CAB/ LMV-GV/ TRANS/ 3W-CAB):</p> <ul style="list-style-type: none"> • The effective Learner’s License for Transport vehicle (Original needs to be submitted at the time of physical appearance) • The Driving Certificate in Form- 5 from recognized Driving School • Applicant’s recent passport sized photo. • Medical Certificate in form 1 & 1A if not submitted within past one year • Copy of Driving License Non-Transport (Original needs to be submitted at the time of physical appearance) <p>For Transport (HMV/PSV):</p> <ul style="list-style-type: none"> • The Driving Certificate in Form- 5 from recognized Driving School 	30

			<ul style="list-style-type: none"> • Applicant's recent passport sized photo. • Medical Certificate in form 1 & 1A if not submitted within past one year • Copy of Driving License Transport (LMV-CAB/ LMV-GV/ TRANS/ 3W-CAB) (Original needs to be submitted at the time of physical appearance) 	
33	Issue of Migration Certificate SEBA	Download Form	<p>For SEBA:</p> <ul style="list-style-type: none"> • Copy of application form. • Registration card in Original under Board/University(Mandatory) • Copy of the recommendation letter of the Head of the Institute where studied last.(mandatory) • Any other document 	5
34	Application for Renewal of Driving License	Download Form	<ul style="list-style-type: none"> • Original Driving License (Mandatory) • Form No. 9 with fitness certificate 	7
35	Issue of Duplicate Marksheet AHSEC	Download Form	<p>For AHSEC</p> <ul style="list-style-type: none"> • Scan copy of application form. • Recommendation letter from the Head of the Institute along with copy of FIR in case of loss/theft • Copy of FIR in case of loss/theft(Non-Mandatory) • Copy of the damaged marksheet in case of partial damage of the original mark-sheet.(Non-Mandatory) • Photocopy of Admit Card duly attested (Mandatory) • A self-addressed stamped (Registered / General as the case may be) envelope is to be enclosed along with the application form. • Any other document(Paper cutting if published in newspaper, etc) 	10
36	Issue of Duplicate Marksheet SEBA	Download Form	<p>For SEBA</p> <ul style="list-style-type: none"> • Scan copy of application form. • Recommendation letter from the Head of the Institute along with copy of FIR in case of loss/theft • Copy of FIR in case of loss/theft(Non-Mandatory) • Copy of the damaged marksheet in case of partial damage of the original mark-sheet.(Non-Mandatory) 	10

			<ul style="list-style-type: none"> • Photocopy of Admit Card duly attested (Mandatory) • A self-addressed stamped (Registered / General as the case may be) envelope is to be enclosed along with the application form. • Any other document(Paper cutting if published in newspaper, etc) • 	
37	Issue of Duplicate Pass Certificate AHSEC	Download Form	<p>For AHSEC:</p> <ul style="list-style-type: none"> • Application in the prescribed format duly countersigned by the Head of the Institute (mandatory) • In Case of the document to be delivered on authority letter, applicant must attest the signature of the person authorized.(Non-Mandatory) • Copy of FIR in case of loss/theft(Non-Mandatory) • The certificate in original in case of partial damage of the original certificate.(Non-Mandatory) • Photocopy of Marksheet duly attested(Mandatory) • Photocopy of Admit Card duly attested(Mandatory) • Photocopy of Registration Certificate duly attested(Mandatory) • A self-addressed stamped (Registered / General as the case may be) envelope is to be enclosed along with the application form. • Any other document (Paper cutting if published in newspaper, etc) • 	10
38	Issue of Duplicate Pass Certificate SEBA	Download Form	<p>For SEBA :</p> <ul style="list-style-type: none"> • Application in the prescribed format duly countersigned by the Head of the Institute (mandatory) • In Case of the document to be delivered on authority letter, applicant must attest the signature of the person authorized.(Non-Mandatory) • Copy of FIR in case of loss/theft(Non-Mandatory) • The certificate in original in case of partial damage of the original certificate.(Non-Mandatory) • Photocopy of Marksheet duly attested(Mandatory) • Photocopy of Admit Card duly attested(Mandatory) • Photocopy of Registration Certificate duly attested(Mandatory) • A self-addressed stamped (Registered / General as the case may be) envelope is to be enclosed along with the application form. 	10

			<ul style="list-style-type: none"> Any other document(Paper cutting if published in newspaper, etc) 	
39	Issue of Migration Certificate AHSEC	Download Form	<ul style="list-style-type: none"> For AHSEC: Copy of application form. Registration card in Original under Board/University(Mandatory) Copy of the recommendation letter of the Head of the Institute where studied last.(mandatory) Any other document 	5
40	Application for Death Certificate	Download Form	<ul style="list-style-type: none"> Certificate of Death issued from Private Hospital/ Nursing home(Mandatory) Goanburah certificate (Mandatory) Post-mortem report (if applicable) Permission for Delayed Death Registration (if applicable) Any other document 	10
41	Application for Birth Certificate	Download Form	<ul style="list-style-type: none"> Certificate of birth issued from Hospital / Nursing home(Mandatory) Goanburah certificate (Mandatory) Permission for Delayed Birth Registration(if applicable) Any other document 	10
42	Certified Copy of Electoral Roll	Download Form	<ul style="list-style-type: none"> Any other documents (Voter ID Card, Voter slip/ Previous Voter List etc.) 	1
43	Application for First Appeal	Download Form	<ul style="list-style-type: none"> Output of Application for information under RTI BPL related proof (if belonging to BPL Category) Any other Document related to which RTI was requested (if any) Other Documents (if any) 	As per RTI Act, 2005