

**FINAL LIST OF SERVICES TO BE NOTIFIED IN INITIAL PHASE UNDER THE ASSAM RIGHT TO
PUBLIC SERVICES ACT, 2012**

Sl. No	Name of service	Concerned Deptt.
1	Office Mutation	Revenue
2	Certified copy of Jamabandi or Record of Rights/Chitha	
3	Registration of documents in Sub-Registrar office under Registration Act, 1908	
4	Issuance of Non Encumbrance Certificate	
5	Issuance of Certified copy of Registered document	
6	Issuance of Marriage Certificate	
7	Issuance of certified copy of Mutation (Registration) order / Miscellaneous case order	
8	Perfect Partition	
9	Issue of duplicate Mark sheet by SEBA/AHSEC/State Madrassa Education Board	Secondary Education
10	Issue of Duplicate Pass Certificate by SEBA/AHSEC/State Madrassa Education Board	
11	Issue of Migration Certificate by SEBA/AHSEC	
12	Issue Birth certificate	GDD
13	Delayed Registration of Birth	
14	Issue Death Certificate	
15	Delayed Registration of Death	
16	Decision on Application for Building construction in urban areas (Up to G+2)	
17	Issuance of Trade license under the Guwahati Municipal Act, 1971	

18	Issuance of Certified copies of public documents	
19	Municipal Holding Certificate	
20	Holding Mutation	
21	Learner license for Transport	Transport
22	Learner license for Non-Transport	
23	Driving License for Transport	
24	Driving License for Non-Transport	
25	Vehicle Registration for Transport	
26	Vehicle Registration for Non-Transport	
27	Duplicate Driving license	
28	Duplicate Vehicle Registration for Transport	
29	Duplicate Vehicle Registration for Non-Transport	
30	Birth Certificate in Rural areas	
31	Death Certificate in Rural areas	
32	Delayed Registration of Birth in Rural areas	
33	Delayed Registration of Death in Rural areas	
34	Issuance of Disability Certificate	
35	Issuance of SC certificate	WPT&BC
36	Issuance of Non-creamy layer certificate	
37	Next of Kin Certificate	GAD
38	Registration of name in Employment Exchange	
39	Registration of the Establishment under Assam	

	Shops & Establishment Act, 1971	Labour & Employment
40	Renewal of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971	
41	Issuance of Duplicate copy of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971	
42	Registration of co-operative societies under Co-operative Societies Act, 2007	Co-operation
43	Issuance of Permanent Resident Certificate (PRC) for higher education	Political
44	Issuance of Residential Status Certificate/ Report for Kisan Seva Kendra Dealership under Indian Oil Corporation Ltd.	
45	Issuance of NOC for fire safety of building	Home
46	Renewal of NOC for fire safety of building	
47	Issuance of Fire Attendance Certificate	
48	Application of registration under Rule 13(1) of The Assam Value Added Tax Act, 2005	Finance
49	Application for grant of declaration in forms C or F under Rule 12 of the CST (Registration & Turnover) Rules, 1957	
50	Post mortem report	AH&V
51	Valuation certificate of animal/bird for insurance	
52	Birth Certificate in Urban areas other than GMC area	UDD
53	Death Certificate in Urban areas other than GMC area	
54	Delayed Registration of Birth in Urban areas other than GMC area	
55	Delayed Registration of Death in Urban areas other than GMC area	