

HMA-11011/23/2023-HOME(A)-H and P-Home
GOVERNMENT OF ASSAM
HOME (A) DEPARTMENT
3rd Floor, CM's Block, Janata Bhawan, Dispur, Guwahati-6
E-mail: assam.home@assam.gov.in

Dated, Dispur, the 15th November, 2023

No.HMA-11011/23/2023 (eCF No: 303774) : The Governor of Assam is pleased to revise the user charges, service fees for availing the services that are focused for citizen centric service delivery through the Assam Police Citizens Service Portal "Assam Police Sewa Setu" notified earlier under the provisions of section 4 of the Assam Right to Public Services (Amendment) Act, 2019 vide Notification No.HMA-11011/23/2023 (eCF No.303774) dated 29/05/2023. The revised charges are detailed at **ANNEXURE-A**.

Further the Citizen Charters are revised as below :-

- 1) Annexure-C of earlier notification for services having free charges is replaced vide Annexure -X
- 2) Annexure -E of earlier notification for services having some charges is replaced vide Annexure -Y

The will come into force with immediate effect.

Signed by

Biswajit Pegu
Secretary to the Govt. of Assam
Home & Political Department

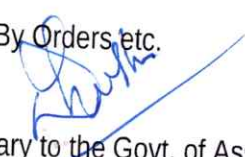
Memo No HMA-11011/23/2023 (eCF No.303774)-A

Dated Dispur, the November, 2023

Copy to :-

1. The Director General of Police, Assam, Ulubari, Guwahati-7.
2. The Special Director General of Police (HQ), Assam, Ulubari, Guwahati-7.
3. The Additional Director General of Police (Border/SB/CID/T&AP/Admn), Assam, Ulubari, Guwahati-7.
4. The Commissioner of Police, Guwahati.
5. The IGP (BTAD)/Deputy Inspector General of Police (CWR/SR/NR/ER/CR/WR/NER), Assam.
6. Superintendent of Police (All) for necessary action.....
7. The Director, Accounts & Treasuries, Dispur, Guwahati- 6 for information and necessary action.
8. The Secretary (Co-ordination), Office of the Chief Secretary, Assam for kind appraisal of Chief Secretary.
9. The Director, Assam Govt. Press, Bamunimaidam, Guwahati – 21. He is requested to publish the notification in the next issue of Assam Gazette and furnish 50 copies of the same to this Department.
10. The P.P.S. to Chief Minister, Assam, Dispur, Guwahati-6 for kind appraisal of Hon'ble Chief Minister, Assam
11. The P.S. to the Additional Chief Secretary, Home & Political Department, Dispur, Guwahati-6 for kind appraisal of the Additional Chief Secretary.
12. The P.S. to Commissioner & Secretary, Finance Department, Dispur, Guwahati-6 for kind appraisal of Commissioner & Secretary.
13. The P.A. to Secretary, Home & Political Department, Dispur, Guwahati-6 for kind appraisal of Secretary.
14. The ARTPPG Department, Dispur, Guwahati – 6.
15. Guard File
16. Website copy.

By Orders, etc.


Joint Secretary to the Govt. of Assam
Home & Political Department

Sl. No.	SERVICE NAME	SUB-SERVICE NAME	SERVICE FEES
1	e-Complaint		NA
2	e-FIR	POCSO / Crime Against Women / Vehicle Theft	NA
3	Public Grievance Redressal		NA
4	Service Grievance Redressal		NA
5	Registration of Senior Citizen		NA
6	Govt. / PSU Employment Verification	Pre Verification / Post Verification	NA
7	Missing Person's Complaint		NA
8	Child Related Complaints	Online Bullying / Harassment / Grooming / Child Pornography / Child Labour / Child Trafficking / Child Sexual Abuse / Online Sexual Abuse / Child Suicide / Child Marriage / Child Beggar / Street Child / Mental Harassment at Home / Child in Conflict with Law / Blackmail / Corporal Punishment / Mental Violence at School / Physical Violence at School / Murder / Kidnapping.	NA
9	Lost & Found Property	Lost / Found	NA
10	Passport Seva		NA
11	Citizen Tip		NA
12	Permission / NOC for Religious Events	Puja / Religious Function / Religious Procession / Meeting/Conference	NA
13	Private Employment Verification	Pre Verification / Post Verification	300
14	Tenant / PG Verification		300
15	Domestic Help Verification		300
16	Permission / NOC for Cultural Events	Cultural Procession / Cultural Programme / Bihu / Meeting /Conference	300
17	Permission / NOC for Political Events	Political Rally / Political Program / Meeting / Conference	2000
18	Permission / NOC for Sports Events	Run / Marathon / Bike Rally / Car Rally / Cycle Rally / All Types of Sports	2000
19	Permission / NOC for Social Awareness Events	Awareness Program / Awareness Rally/ Street Play	500
20	Permission / NOC for Entertainment / Commercial Events	Theatre Show (EXCEPT Mobile Theatre) / New Year Eve Event / Exhibition / Trade Fair / Mela / Food Festival/ Expo	5000
21	Permission for Drones		3000
22	Police Clearance for Commercial Constructions		50,000 for Guwahati city (GMDA area) & 25,000 for rest of the State
23	Police Clearance for Petrol Pump and Gas Agency	Petrol Pump / Gas Agency	10000

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336684/2023	24	Police Clearance for Explosive Movement & Storage	Movement of Explosives / Storage of Explosives	5000
	25	NOC for Temporary Sale of Fire Crackers		2000
	26	NOC for Temporary Bar License		5000

Signed by

Dilip Kumar Bothra

Joint Secretary to Government
Date: 15/11/2023 10:52:13 am
Home & Political Department

Annexure-X

Citizen Charter							
Notified public service	Sub-Service Name	Designated Public servant (DPS)	Stipulated time limit for providing the service	Designation of Appellate authority	Time limit by the stipulated authority	Documents to be enclosed along with the application	User Charges
e-Complaint	-	Commissioner of Police for Kamrup (M) / Superintendent of Police of the concerned Districts	Normally 2-4 weeks	The Director General of Police, Assam	4 weeks	Necessary documents related to the matter	Nil
e-FIR	POCSO/ Crime Against Women / Vehicle Theft						Nil
Public Grievance Redressal	-						Nil
Service Grievance Redressal	-						Nil
Missing Person's Complaint	-						Nil
Child Related Complaints	Online Bullying / Harassment / Grooming / Child Pornography / Child Labour / Child Trafficking / Child Sexual Abuse / Online Sexual Abuse / Child Suicide / Child Marriage / Child Beggar / Street Child / Mental Harassment at Home / Child in Conflict with Law / Blackmail / Corporal Punishment / Mental Violence at School / Physical Violence at School / Murder / Kidnapping.						Nil

7802/2023

Citizen Charter

Notified public service	Sub-Service Name	Designated Public servant (DPS)	Stipulated time limit for providing the service	Designation of Appellate authority	Time limit by the stipulated authority	Documents to be enclosed along with the application	User Charges
Lost & Found Property	Lost / Found						Nil
Passport Seva	-						Nil
Citizen Tip	-						Nil
Registration of Senior Citizen	-						Nil
Govt./ PSU Employment Verification	Pre Verification / Post Verification						Nil
Permission / NOC for Religious Events	Puja / Religious Function / Religious Procession / Meeting/Conference						Nil

Signed by

Dilip Kumar Bothra

Date: 15-11-2023 16:45:51

Joint Secretary to the Government of Assam

Home & Political Department

Annexure-Y

7801/2023

Notified public service	Sub-Service Name	Designated Public servant (DPS)	Designation of Appellate authority	Documents to be enclosed along with the application	User Charges
Private Employment Verification	Pre Verification / Post Verification	Commissioner of Police for Kamrup (M) / Superintendent of Police of the concerned Districts	The Director General of Police, Assam	Necessary documents related to the matter	300
Tenant / PG Verification	-				300
Domestic Help Verification	-				300
Permission / NOC for Cultural Events	Cultural Procession / Cultural Programme / Bihu/ Meeting/ Conference				300
Permission / NOC for Political Events	Political Rally/ Political Programme/ Meeting/ Conference				2000
Permission / NOC for Sports Events	Run/ Marathon/ Bike Rally/ Car Rally / Cycle Rally/ All Types of Sports				2000
Permission / NOC for Social Awareness Events	Awareness Programme/ Awareness Rally/ Street Play				500
Permission / NOC for Entertainment/ Commercial Events	Theatre Show (EXCEPT Mobile Theatre) / New Year Eve Event/ Exhibition/ Trade Fair/ Mela/ Food Festival/ Expo				5000
Permission for Drones					3000
Police Clearance for Commercial					50,000 for Guwahati City

7801/2023

Notified public service	Sub-Service Name	Designated Public servant (DPS)	Designation of Appellate authority	Documents to be enclosed along with the application	User Charges
Constructions					(GMDA area) & 25,000 for rest of the State
Police Clearance for Petrol Pump and Gas Agency	Petrol Pump / Gas Agency				10000
Police Clearance for Explosive Movement & Storage	Movement of Explosives/ Storage of Explosives				5000
NOC for Temporary Sale of Fire Crackers					2000
NOC for Temporary Bar License					5000

Signed by

Dilip Kumar Bothra

Date: 15-11-2023 16:42:58

Joint Secretary to the Government of Assam

Home & Political Department