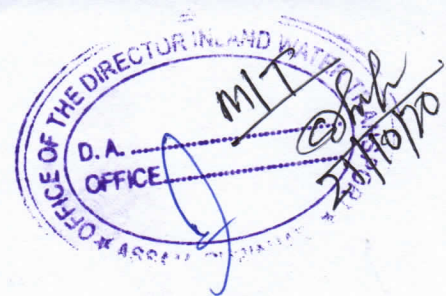


GOVERNMENT OF ASSAM
TRANSPORT DEPARTMENT:::DISPUR

OFFICE MEMORANDUM



No.TMV.54/2012/Pt/Vol-II/849

Dated Dispur the 15th October, 2020

Sub: Assam Right to Public Service Act,2012 for Issuance of Renewal of Certificate of Survey.

In pursuance of the Government's decision for formulation as well framing of the **Assam Right to Public Service Act,2012**, the following order comes into the force with immediate effect in exercise of power conferred under section 4 of the **Assam Right to Public Service Act,2012(Assam Act No IX of 2012)** and shall remain in force until further order. This order shall valid for **Issuance of Renewal of Certificate of Survey.**

- a. This order shall guide the citizen's charter to know their rights about the procedural system for obtaining permission for **Issuance of Renewal Certificate of Survey.**
- b. This order shall apply for knowing details procedure /information regarding the **Issuance of Renewal of the Certificate of Survey** for those who become eligible to obtain the above certificate.
- c. In this order the following term is used in the sense explained herein below:-
"Notified Public Service":- The term notified public service means the prescribed services to be provided by the department concerned such as (1) **Issuance of Renewal of the Certificate of Survey.**

(1) **About Service in brief:** - The Inland Water Transport Directorate issues the "Renewal of Certificate of Survey" to any inland mechanically propelled vessel which Registration Certification is expired as per the Inland Vessel Act, 1917.

(2) **Eligibility criteria to obtain the service for citizens:** -Any applicant who is the owner or master of any inland mechanically propelled vessel which Registration Certificate is expired can apply for "Renewal of Certificate of Survey: as per the Inland Vessel Act, 1917.

Office of the Director Inland Water Transport ASSAM
Receipt No.....12143.....
Date of Receipt.....22/10/2020.....

(3) Procedure to obtain service -step by step procedure:

Step	Work	Estimated Timeline
1	The applicant has to apply to the O/o Director IWT an application letter written in a plain paper along with the other required supporting documents.	30 days (Without any Objection)
2	Applicant has to submit the application addressed to The Director, IWT in standard format to the Superintendent along with the all supporting document and Treasury Challan of Rs. 100/-	
3	Work Verification of documents to be carried out by the Dealing Asstt, reviewed by River Surveyor and approved/signed by Director in the office of IWT Directorate if pleased. On specified date by office of IWT, Directorate, the applicant can collect the renewed Certificate of Survey from office of the Directorate, IWT, Assam, Ulubari, Guwahati-7	

(4) **Prescribed application forms:** Application letter written in plain paper addressed to The Director, IWT along with supporting documents.

(5) **List of documents to be enclosed with the application forms:-**

- Application in plain paper [**Mandatory**]
- Photocopy of Certificate of Registration [**Mandatory**]
- Original copy of the Treasury Challan of Rs. 100/- [**Mandatory**].
- Hull and Passenger Insurance Copy [**Mandatory**]
- Address Proof of applicant – Passport, Bank Passbook, Voter ID, Electricity Bill, Aadhaar, Driving License, etc. [**Mandatory**]
- ID Proof of applicant – Passport, PAN Card, Voter ID, Bank Passbook, Driving License, etc. [**Mandatory**]

- (6) **Name of Service& Issuing authority: Renewed Certificate of survey** signed by Ship Surveyor and countersigned by the Director, IWT.
- (7) **Designated Public Servant:** River Surveyor, IWT, Directorate
- (8) **Appellate Authority :** Director, IWT, Assam
- Stipulated time limit for disposal by Appellate authority:**30 days

This supersedes earlier O.M No. TMV.54/2012/Pt/Vol-II /836 dated 13-08-2020.

Sd/- Shri P.R. Khaund, ACS
Secretary to the Govt. of Assam
Transport Department

Memo No. ~~TMV.54~~/2012/Pt/Vol-II/849-A

Dated Dispur the 15th October , 2020.

Copy Forwarded to:-

- ✓ 1. The Director, Inland Water Transport, Ulubari, Guwahati-7 for information
2. The Director, Directorate of Information Technology ,Electronics and Communication, Assam Secretariate Complex, Dispur , Guwahati-6 for information
3. The Additional Secretary to the Govt. of Assam,Administrative Reforms & Training Department, Dispur Guwahati-6 for information.
4. The State Project Director, ARIAS Society, G.S. Road, Khanapara, Guwahati-22, Assam for information.
5. The Deputy Commissioner Kamrup(M)/Kamrup/Dibrugarh /Jorhat/Majuli/Cachar/ Goalpara/Bongaigaon for information.
6. The Executive Engineer, Inland Water Transport , Guwahati Divjion for information.
7. The Executive Engineer, Inland Water Transport , Dibrugarh Division for information.
8. The Executive Engineer, Inland Water Transport , Silchar Division for information.

By Order etc.



Joint Secretary to the Govt. of Assam
Transport Department