

DISTRICT: \_\_\_\_\_

**MONTHLY FACILITATION CENTRES REPORT**

(To be submitted by 5<sup>th</sup> of following month by email & fax till August 2012 and by email only from September 2012 + to be hosted in District website)

Location of the Centre		Centre Working Hours	
Officer In-charge of the Centre (Name and Designation)		No.of Terminals in the Centre	
Centre Contact Number		No.of Assistants working	

Sub-Division	Branch	Name of the Officer with Designation Responsible	Nature of Petitions	Status of Public Grievances /Petitions/ Complaints							Remarks
				Pending at the beginning of the month	Total received during the Month	Total	Disposed during the month	Pending at the end of the Month	% of Disposal	Longest pending petition date	

Memo No.....Dated.....

Copy to:

1. The Commissioner, Hills and Barak Valley Division, Assam, Housefed Complex, Dispur.
2. The District Information and Public Relations Officer, .....District/ DIO NIC \_\_\_\_\_District to host in the district website.
3. The Notice board, DC Office/ SDO © office/ All BDOs & COs offices.

(Name)  
Deputy Commissioner, .....District

Guidelines/ Timelines

Nature of Petition/ Service	No.of days prescribed for disposal under Citizen charter / Assam Public Services Guarantee Act, 2012