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**GOVERNMENT OF MEGHALAYA**  
**OFFICE OF THE DEPUTY COMMISSIONER::SOUTH WEST GARO HILLS DISTRICT.**  
**AMPATI**

No. SWGHA/GNL.68/2015/123

Dated Ampati, the 5<sup>th</sup> December 2017.

**Office Order**

Consequent upon order No. ITR 49/2010/pt-IV/7 dated 12<sup>th</sup> January, 2016 and No. ITR 49/2010/pt-IV/64 dated 27<sup>th</sup> November 2017 issued by Information Technology Department, Government of Meghalaya, the office of the Deputy Commissioner South West Garo Hills will roll out the e-Services in the electronic form to citizens with effect from the 19<sup>th</sup> December 2017.

Initially five services will be launched viz.

1. Issuance of Schedule Tribe Certificate.
2. Issuance of Schedule Caste Certificate.
3. Issuance of Certificate for Recruitment into Armed/Paramilitary/Police Force.
4. Issuance of Permanent Residential Certificate for Higher Studies.
5. Issuance of Income Certificate.
6. Issuance of Senior Citizen Certificate.
7. Registration of Marriage.
8. Registration/Renewal of Societies.

The main objective is to facilitate the citizens in availing different services provide by the office of the Deputy Commissioner, South West Garo Hills District, Ampati, in a transparent and citizen friendly manner. Applicants may apply from Common Services Centre(CSC), Kiosk, Internet Browsing Centre, Home and Public Facilitation Center(PFC). To improve interface with citizens relevant SMS will be triggered to the applicant during processing till completion of certificate. In case of ST and SC applications which is requires further scrutiny, the same will be put up to the District Level Scrutiny committee(DLSC) for scrutiny and approval.

The certificate issuing authority in South West Garo Hills District is the Deputy Commissioner (DC), Ampati.

*Note: Citizens can apply online from the following website [ww.meghalaya.gov.in/megportal/edistrict](http://ww.meghalaya.gov.in/megportal/edistrict).*

/s/ (Cyril V.D. Diengdoh)  
Chairman DeGS &  
Deputy Commissioner  
South West Garo Hills, Ampati.

No. SWGHA/GNL.68/2015/123-A

Dated Ampati, the 5<sup>th</sup> December 2017.

Copy to:-

1. Shri. M. R. Synrem, IAS, Secretary to Government of Meghalaya, Dept. of IT and Comm. Govt. of Meghalaya. Govt of Meghalaya for information.
2. State Informatics Officer, NIC, Shillong for information.
3. All Additional Deputy Commissioners, South West Garo Hills District, Ampati for information.
4. Superintendent of Police, South West Garo Hills District. Ampati for information.
5. All BDOs within South West Garo Hills District, Ampati for information.
6. All Extra Assistant Commissioner, South West Garo hills District, Ampati for information.
7. DIPR, South West Garo Hills for information and publicity.
8. Office file.
9. Notice Board.

/s/ (Cyril V.D. Diengdoh)  
Chairman DeGS &  
Deputy Commissioner  
South West Garo Hills, Ampati.