

## Action Taken Report

The following actions have been taken to provide basic facilities in NSKs for applicants to submit their NRC forms –

- 1) Additional Local Officers have been appointed to assist the LRCRs. Local Officers are trained to handle various NSK issues properly.
- 2) Various field functionaries such as LMs, SKs, Gaon Burhas, Teachers, FLOs etc. have been trained adequately to help public in filling up their Application forms.
- 3) All LRCRs/ACRCRs/Los have been instructed to ensure that separate queue is being maintained for women and Sr. Citizens.
- 4) The concerned BDO, Forest Range Officers and Town Committee Chairpersons have been asked to maintain cleanliness and hygiene at the respective NSKs.
- 5) Ceiling Fans have been provided to each NSK.
- 6) Shelter has been constructed in NSKs so that public do not have to face the Sun or rain while waiting to submit their application forms.
- 7) Token system is being used for applicants so that they do not have to wait for long hours to submit their forms.
- 8) In some NSKs, temporary toilet facilities are put in place.
- 9) Filter for drinking water is provided at NSKs.
- 10) Educated Youths from Tea Garden areas are being trained so that they can help Tea Garden people in filling up their application forms.
- 11) Mobile NSKs are planned in areas where public are having difficulty to submit their application forms at NSKs.
- 12) Special emphasis is given on On Line form submission.



Deputy Commissioner  
Golaghat

31/07/15