

**INFORMATION HAND BOOK OF THE OFFICE OF THE COMMISSIONER OF  
EXCISE, ASSAM, HOUSEFED COMPLEX, DISPUR, GUWAHATI-6  
UNDER THE  
RIGHT TO INFORMATION ACT, 2005  
PART – I  
ABOUT RIGHT TO INFORMATION**

**1. When does it come into force?**

It comes into force on the 12<sup>th</sup> October'2005 (120<sup>th</sup> day of its enactment on 15<sup>th</sup> June'2005). Some provisions have come into force with immediate effect viz obligations of public authorities (S 4 (1) designation of State information Officers (S 5 (1) and 5 (2) Constitution of Central Information Commission (S 12 & 13), Constitution of State Information Commission (S 15 and 16) non-applicability of the Act to intelligence and Security Organization (S 24) and Power to make rules to carry out the provisions of the Act (S 27 and 28).

**2. What does information mean?**

Information means any material in any form including records, documents memos, e-mails, opinions, advices, press releases, circulars, orders, log books contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force.

**3. What does Right to Information?**

It includes the right to –

- (i) Inspect works, documents, and records.
- (ii) Take notes extract or certified copies of documents or records.
- (iii) Take certified samples of materials.

**4. Application Procedure for requesting information?**

Apply in writing in English or Assamese to the State Public Information Officer, office of the Commissioner of Excise, Assam, Housefed Complex, Dispur, Guwahati-6 specifying the particulars of the Information sought for.

**5. Fees are collected from the public requesting for information at two stages –**

A request for obtaining information under Sec 6 (1) is to be accompanied by an application fee of Rs. 10/-. When information is provided under 7 (1) fee is determined fee as mentioned below is charged (vide Government Notification No. AR. 78/ 2005/ 91, dated 7<sup>th</sup> October, 2005).

- (i) Rs. 2/- for each page (in A-4 or A -3 size paper)
- (ii) Actual charge or cost price of a copy in large size paper.
- (iii) Actual cost or price for samples and models.
- (iv) For inspection of records no fees for the first hour and fee of Rs. 5/- for each subsequent hour (or fraction thereof).

When Information is provided under section 7 (5).

- (i) Rs. 50/- per desktop floppy.
- (ii) For information provided in printed form at the price fixed for such publication or Rs. 2/- per page of photocopy for extracts from the publication.

N.B. – No fee prescribed under Section 6 (1). 7 (1) and 7 (5) shall be charged from BPL persons as may be determined by the State Government as stipulated under Section 7 (6) of the Right to Information Act, 2005