

Chapter-1

INTRODUCTION

1.1. Background of this hand book:

This hand book is published as per the Right to Information Act-2005 promulgated by Govt. of India with a view to provide necessary information to the public and to bring transparency in public administration and accountability in the working of every public Authority.

1.2. Objective/purpose of this hand book:

The main objective/purpose of this hand book is to provide required information to the common people so that every one can easily avail /make use of the services/facilities rendered by this public authority.

1.3. Intended users of this hand book:

This hand book can be used by various sections of the public, suffering/ailing community, wide spectrum of students, different educational institutions, govt. and non-govt. organizations so and so forth, to get all sorts of information like admission to MBBS, post-graduate and other courses, academic activities, hospital services etc.

1.4. Organization of the information: The hand book contains 17 manuals:

- Manual-1: Particulars of Organization, Functions and Duties,
- Manual-2: Powers and Duties of Officers and Employees,
- Manual-3: Rules, Regulations, Instructions, Manual and Records, for Discharging Functions,
- Manual-4: Particulars of arrangement that exists for consultation with, or representation by, the public in formulation and implementation of its policies,
- Manual-5: Categories of documents that are held by it or under its control,
- Manual-6: Boards, council, committees and other bodies constituted as its part,
- Manual-7: Names, designations and other particulars of the Public Information Officer and Assistant Public Information Officer,
- Manual-8: Procedure followed in Decision Making Process,
- Manual-9: Directory of Officers and Employees,
- Manual-10: Monthly remuneration received by its officers and Employees,
- Manual-11: The Budget Allocated to the Gauhati Medical College and its Hospital,
- Manual-12: The Manner of Execution of Subsidy Programmes,
- Manual-13: Particulars of Recipients of Concessions, permits or authorization granted by it,
- Manual-14: Norms set by it for the discharge of its functions,
- Manual-15: Information available in an electronic form,
- Manual-16: Particulars of the facilities available to citizens for obtaining Information,
- Manual-17: Other Useful Information.

1.5. Definitions of terms used in the hand book:

JMC:	Jorhat Medical College,
JMCH:	Jorhat Medical College Hospital,
ECG:	Electrocardiography,
GNM:	General Nurse Midwifery
ANM:	Auxiliary nurse Midwifery
PIO:	Public Information Officer

1.6. Contact persons (Information Officers) for getting further information:

a) State Public Information Officer:

Dr. Rajendra Kr. Kalita, *MS (Ophth.) MD*,
 Professor of Physiology,
 Jorhat Medical College
 Jorhat-785001, Phone: 98645-10736
 E-mail: rajendrakalita@yahoo.com

b) First Appellate Authority:

Prof. D.J.Borah, *MD*,
 Principal-cum-Chief Superintendent,
 Jorhat Medical College,
 Jorhat-785001, Phone: 94350-46004
 E-mail: djbdoctor@yahoo.co.in

1.7. Procedure and Fee structure to get information that is not included in this hand-book:

Application to be made in prescribed form along with necessary fees as decided by Govt. of Assam

**GOVERNMENT OF ASSAM
 ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
 DISPUR: GUWAHATI-6**

File No.AR.78/2005/91

Dated Dispur, the 7th October, 2005

NOTIFICATION

The Governor of Assam is pleased to prescribe following fees to be charged under various Sections of the Right to Information Act, 2005 (No. 22 of 2005) enacted by the Parliament:

Section 6(1) (i) Rs.10/- per application

Section 7(1) (i) Rs.2/- for each page (In A-4 or A-3 size paper)
 (ii) Actual charge or cost price of a copy in larger size paper
 (iii) Actual cost or price for samples or models
 (iv) For inspection of records no fee for the first hour and a fee of Rs.5/- for each 15 minutes thereafter

Section 7(5) (i) Rs.50/- per diskette or floppy

- (ii) Price fixed for printed publication at Printed Price or Rs.2/- per page of photocopy for extracts from the publication

Provided that

- (a) No fee prescribed under Section 6(1), 7(1) and 7(5) shall be charged from the persons who are of below poverty line as may be determined by the State Government as stipulated under Section 7(5) of the Right to Information Act, 2005.
- (b) No fee prescribed under Section 7(1) and 7(5) shall be charged where the "State Public Information Officer" fails to provide information within the time limits prescribed under Section 7(1) as stipulated under Section 7(6) the Right to Information Act, 2005.

The above fees shall be collected in form of Demand Draft or Banker's Cheque or cash against proper receipt to be issued by an officer authorized in this behalf by the State Public Information Officer or the Assistant State Public Information Officer, as the case may be and shall be deposited through Treasury Challan under the Head of Account "0070-other Administrative Services".

This will come into force with immediate effect.

Assam

sd/-
Under Secretary to the Government of
Administrative Reforms and Training Department

-2-

Memo No.AR.78/2005/91-A

Dated Dispur, the 7th October, 2005

Copy forwarded to:

1. The P.P.S. to Chief Minister, Assam, Dispur, Guwahati-6 for kind information of the Hon'ble Chief Minister, Assam.
2. The Joint Secretary to His Excellency the Governor of Assam for kind information of the Governor.
3. The Staff Officer to the Chief Secretary, Assam for kind information of the Chief Secretary, Assam.
4. The Accountant General, Assam, Beltola, Guwahati-28.
5. All Additional Chief Secretaries/All Principal Secretaries/All Commissioner & Secretaries/All Secretaries to the Govt. of Assam for information.
6. The Chairman, Revenue Board, Assam, Guwahati.
7. The Chairman, Assam Administrative Tribunal, Assam, Guwahati.
8. All P.S. To Ministers/Ministers of State, Dispur, Guwahati.
9. The Secretary, Assam Legislative Assembly, Dispur.
10. All Secretariat Departments.
11. All Divisional Commissioners, Assam
12. All Heads of Departments, Assam.
13. All Deputy Commissioners/Sub-Divisional Officers, Assam.
14. The Superintendent, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of this notification in the next issue of the Assam Gazette.

By order etc.,

sd/-

**Under Secretary to the Govt. of Assam
Administrative Reforms and Training Department**

vide Govt. order no. NO.AR. 78/2005/142 dated 02-01-2006 which is furnished below:

**GOVERNMENT OF ASSAM
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT
DISPUR :: GUWAHATI-6**

ORDERS BY THE GOVERNOR

NOTIFICATION

Dated Dispur, the 2nd January, 2006

NO.AR. 78/2005/142 : In exercise of powers conferred by clauses (b) and (c) of sub-section (2) of section 27 of the “**Right to Information Act, 2005 (22 of 2005)**” enacted by Parliament, the State Government here by make the following rules ,namely :-

1. **Short title and commencement –**
 - (1) These rules may be called the “**Assam Right to Information (Regulation of Fee and Cost) Rules, 2005**”.
 - (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions-

In the rules, unless the context otherwise requires,-

- (a) ‘Act’ means the “**Right to Information Act, 2005**” enacted by Parliament ;
 - (b) ‘**Authorized person**’ means a person nominated by the “**State Public Information Officer & Assistant State Public Information Officer as defined under Section 2(m) of the Act**” or “**Appellate Authority under Section 19 (1) of the Act**”, as the case may be, to accept fee prescribed under these rules;
 - (c) ‘**section**’ means section of the Act;
 - (d) all other words and expressions used herein but not defined and defined in the Act shall have the meanings assigned to them in the Act.
3. A request for obtaining information under sub-section (1) of section 6 shall be accompanied by an application fee of **rupees ten** by way of cash against proper receipt or by demand draft or bankers cheque payable to the **Authorized Officer** of the public authority.
 4. For providing the Information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or bankers cheque payable to the **Authorized Officer** of the public authority at the following rates :-
 - (a) **rupees two** for each page (in A-4 or A-3 size paper) created or copied;
 - (b) **actual charge or cost price** of a copy in larger size paper;
 - (c) **actual cost or price** for samples or models; and
 - (d) for inspection of records, **no fee** for the first hour; and **a fee of rupees five** for each fifteen minutes (or fraction thereof) thereafter.
 5. For providing the Information under sub-section (5) of section 7 the fee shall be charged by way of cash against receipt or by demand draft or bankers cheque payable to the **Authorized Officer** of the public authority at the following rates :-
 - (a) for information provided in diskette or floppy **Rupees fifty** per diskette or floppy; and
 - (b) for information provided in printed form at the price fixed for such publication or **Rupees two per page** of photocopy for extracts from the publication.

sd/-

(P. K. Chowdhary)
Principal Secretary
Administrative Reforms & Training Department

Memo NO.AR. 78/2005/142-A

Dated Dispur, the 2nd January, 2006

Copy forwarded to :

1. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries to the Government of Assam, for information.
2. The Commissioner & Secretary , Chief Minister's Secretariat, Dispur for kind information of the Hon'ble Chief Minister.
3. The Secretary to the Governor of Assam, Governor's Secretariat, M. K. Gandhi Road, Kharghuli, Guwahati-4 for kind information of His Excellency, Governor of Assam.
4. All P.S. to Ministers, Ministers of Independent charges, Ministers of State, Dispur, Guwahati-6 for kind information of the Minister concerned.
5. The Chairman, Assam Board of Revenue, Guwahati.
6. The Chairman, Assam Administrative Tribunal, Guwahati.
7. The Chairman, Assam Electricity Board, Bijuli Bhawan, Guwahati-8.
8. The Chairman, Assam Public Service Commission, Guwahati.
9. All Departments of the Assam Secretariat, Dispur.
10. All Commissioners of Divisions.
11. All Heads of the Departments.
12. All Autonomous Councils .
13. All Deputy Commissioners and Sub-Divisional Officers, Assam.
14. The Superintendent, Assam Govt. Press, Bamunimaidam, Guwahati-21 for publication of this Notification in a special issue of the Assam Gazette. He is further requested to kindly submit one thousand copies of this special issue to the office of the undersigned for circulation.

By order etc.

sd/-

(T. C. Bordoloi)

Deputy Secretary to the Govt. of Assam
Administrative Reforms & Training Department
Dispur, Guwahati-6