

অসম তথ্য আয়োগ  
জোনাকী কমপ্লেক্স, শিল্পগ্রাম,  
পাঞ্জাবাৰী, গুৱাহাটী -৭৮১০৩৭



**ASSAM INFORMATION COMMISSION  
JONAKEE COMPLEX,  
Shilpgram Road  
Panjabari, Guwahati -37**

**SUO MOTO DISCLOSURE OF ASSAM INFORMATION  
COMMISSION UNDER SECTION 4(I)(b) of the Right to  
Information Act, 2005**

**THE FOLLOWING DISCLOSURES RELATING TO THE ASSAM INFORMATION  
COMMISSION IS  
MADE WITH REFERENCE TO SECTION 4(l)(b) OF THE ACT**

1. The Particulars of The Commission's Organization, Function and Duties.
  2. The powers and duties of officers and employees.
  3. The Procedure followed in the decision-making process, including channels of supervision and accountability
  4. The norms set by the Commission for the discharge of its functions.
  5. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.
  6. A statement of the categories of documents that are held by it or under its control.
  7. The particular of any arrangement that exists for consultation with, or representation with or representation by the members of the public in relation to the formulation of it policy or implementation thereof.
  8. A statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes or such meetings are accessible for public
  9. Directory of the Assam Information Commission.
  10. The scale of pay received by its officers and employees are as under.
  11. Budget allocation.
  12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.
  13. Particulars of recipients of concessions, permits or authorizations granted by it:
  14. Details in respect of information, available to or held by it, reduced in an electronic form.
  15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.
  16. The names, designations and other particulars of the Public Information Officers
  17. Such other information as may be prescribed.
- (i) **The Particulars of the Commission's organizations, Functions and Duties.**
- (a) **Constitution of the Commission :**  
The Government of Assam has published the following Notification constituting the Assam *Information Commission*:

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

*Memo No. AR.78/2005/38*

*Dated Dispur, the 6<sup>th</sup> October, 2005*

*In exercise of powers conferred sub-section (1) & (2) of section 15 of the Right to Information Act, 2005 (Central Act 22 of 2005) the Governor of Assam is hereby pleased to constitute a body, namely: the Assam State Information Commission to exercise the power conferred on, and to perform the functions assigned to, it under the said Act, the Assam Information consist of --*

- (a) The State Chief Information Commissioner, and*
- (b) Two State Information Commissioners*

*The appointment, the term of office and conditions of service of the **State Chief Information Commissioner and the State Information Commissioners shall be such as laid down under the provision of the Act.***

*The head quarter of the Assam State Information Commission shall be in Guwahati.*

*This notification shall come in force with immediate effect.*

*Sd/-*

*Under Secretary*

*Assam Administrative and Training Department*

*Dated Dispur, the 6<sup>th</sup> October, 2005*

*Memo No. AR.77/2005/38-A*

*Copy forwarded to :*

- 1. Commissioner & Secretary to the Chief Minister's Secretariat, Dispur Guwahati-6 for kind information of the Hon'ble Chief Minister, Assam.*
- 2. The Secretary to His Excellency the Governor of Assam for kind information of His Excellency the Governor of Assam.*
- 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. Addl. Chief Secretaries/ All Principal Secretaries/ All Commissioner & Secretaries/All Secretaries to the Govt. Of Assam.*
- 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 Deptt.*
- 11. All Division of Commissioner, Assam.*
- 12. All Heads of Deptts,*
- 13. All Deputy Commissioners/ Sub-Divisional Officers, Assam*
- 14. The Superintend, Assam Government press, Bamunimaidam, Guwahati-21 for publication of this notification in the next issue of the Gazette*

*By order and etc.*

*Sd/-*

*Under Secretary*

*Assam Administrative and Training Department*

(A) **Appointment of the State Chief Information Commissioner :**

*The Government of Assam has appointed Shri Himangshu Sekhar Das, IAS (Retd) as Chief Information Commissioner vide notification No. AR.76/2005/Vol-I/375 Dated 20/10/2014*

(B) **Appointment of the State Information Commissioner :**

*The Government of Assam has appointed Shri Pinuel Basumatary IA&AS (Retd) as State Information Commissioner vide notification No. AR.76/2005/Vol-I/443 Dated 01/08/2015*

**Powers and functions of the Commission under the Act.**

**I**        **Under Section 15 of The Act. (4)** The general superintendence, direction and management of the affairs of the State Information Commission shall vest in the State Chief Information Commissioner who shall be assisted by the State Information Commissioners and may exercise all such powers and do all such acts and things which may be exercised or done by the State Information Commission autonomously without being subjected to directions by any other authority under this Act.

**II**        **Under Section 18.**

(1) to receive and inquire into a complaint from any person,—

- (a) who has been unable to submit a request to State Public Information Officer, as the case may be, either by reason that no such officer has been appointed under this Act, or because the State Assistant Public Information Officer has refused to accept his or her application for information or appeal under this Act for forwarding the same to the State Public Information Officer or senior officer specified in subsection (1) of section 19 or the State Information Commission, as the case may be;
- (b) who has been refused access to any information requested under this Act;
- (c) who has not been given a response to a request for information or access to information within the time limit specified under this Act;
- (d) who has been required to pay an amount of fee which he or she considers unreasonable;
- (e) who believes that he or she has been given incomplete, misleading or false information under this Act; and

- (f) in respect of any other matter relating to requesting or obtaining access to records under this Act.
- (2) Where the State Information Commission is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof.
- (3) The State Information Commission, shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1908, in respect of the following matters, namely: —
  - (a) summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;
  - (b) requiring the discovery and inspection of documents;
  - (c) receiving evidence on affidavit;
  - (d) requisitioning any public record or copies thereof from any court or office;
  - (e) issuing summons for examination of witnesses or documents; and
  - (f) any other matter which may be prescribed.
- (4) Notwithstanding anything inconsistent contained in any other Act of Parliament or State Legislature, as the case may be, the Central Information Commission or the State Information Commission, as the case may be, may, during the inquiry of any complaint under this Act, examine any record to which this Act applies which is under the control of the public authority, and no such record may be withheld from it on any grounds.

### **III Under Section 19: Appeal.**

- (1) Any person who, does not receive a decision within the time specified in subsection (1) or clause (a) of sub-section (3) of section 7, or is aggrieved by a decision of the State Public Information Officer may within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to such officer who is senior in rank to the State Public Information Officer in each public authority: Provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (2) Where an appeal is preferred against an order made by a State Public Information Officer under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order.

- (3) A second appeal against the decision under sub-section (1) shall lie within ninety days from the date on which the decision should have been made or was actually received, with the Central Information Commission or the State Information Commission: provided that the Central Information Commission or the State Information Commission, as the case may be, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- (4) If the decision of the State Public Information Officer, as the case may be, against which an appeal is preferred relates to information of a third party, State Information Commission, as the case may be, shall give a reasonable opportunity of being heard to that third party.
- (5) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the State Public Information Officer who denied the request.
- (6) An appeal under sub-section (1) or sub-section (2) shall be disposed of within thirty days of the receipt of the appeal or within such extended period not exceeding a total of forty-five days from the date of filing thereof, as the case may be, for reasons to be recorded in writing.
- (7) The decision of the State Information Commission, as the case may be, shall be binding.
- (8) In its decision State Information Commission, as the case may be, has the power to—
  - (a) I. by providing access to information, if so requested, in a particular form;  
II. by appointing a State Public Information Officer;  
III. by publishing certain information or categories of information;  
IV. by making necessary changes to its practices in relation to the maintenance, management and destruction of records;  
V. by enhancing the provision of training on the right to information for its officials;  
VI. by providing it with an annual report in compliance with clause (b) of subsection (1) of section 4;
  - (b) require the public authority to compensate the complainant for any loss or other detriment suffered;
  - (c) impose any of the penalties provided under this Act;
  - (d) reject the application.

- (9) State Information Commission, as the case may be, shall give notice of its decision, including any right of appeal, to the complainant and the public authority.
- (10) The State Information Commission shall decide the appeal in accordance with such procedure as may be prescribed.

#### **IV Penalties Under Section 20.**

- (1) Where the State Information Commission, at the time of deciding any complaint or appeal, is of the opinion that the the State Public Information Officer has, without any reasonable cause, refused to receive an application for information or has not furnished information within the time specified under subsection (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall impose a penalty of two hundred and fifty rupees each day till application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty-five thousand rupees:

Provided that the State Public Information Officer shall be given a reasonable opportunity of being heard before any penalty is imposed on him:

Provided further that the burden of proving that he acted reasonably and diligently shall be on the State Public Information Officer.

- (2) Where the State Information Commission, at the time of deciding any complaint or appeal, is of the opinion that the State Public Information Officer has, without any reasonable cause and persistently, failed to receive an application for information or has not furnished information within the time specified under subsection (1) of section 7 or malafidely denied the request for information or knowingly given incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the the State Public Information Officer under the service rules applicable to him.

#### **V Monitoring and Reporting: Under Section 25 of the Act.**

- (1) The Central Information Commission or State Information Commission, as the case may be, shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

- (2) Each Ministry or Department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the Central Information Commission or State Information Commission, as the case may be, as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.
- (3) Each report shall state in respect of the year to which the report relates,—
- (a) the number of requests made to each public authority;
  - (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;
  - (c) the number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;
  - (d) particulars of any disciplinary action taken against any officer in respect of the administration of this Act;
  - (e) the amount of charges collected by each public authority under this Act;
  - (f) any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;
  - (g) recommendations for reform, including recommendations in respect of the particular public authorities, for the development, improvement, modernisation, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.
- (4) The Central Government or the State Government, as the case may be, may, as soon as practicable after the end of each year, cause a copy of the report of the Central Information Commission or the State Information Commission, as the case may be, referred to in sub-section (1) to be laid before each House of Parliament or, as the case may be, before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House. ;
- (5) If it appears to the Central Information Commission or State Information Commission, as the case may be, that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of



this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

## 2. The powers and duties of officers and employees.

<b>Sl. No</b>	<b>Name of the officer/Employee</b>	<b>Designation</b>	<b>Powers and duties</b>
1	Shri Himangshu Sekhar Das, IAS(Rtd)	State Chief Information Commissioner	Overall management of the State Information Commission including general superintendence. Coordination with Central Information Commission, different State Information Commissions and various departments of the State Government so far as matters relating to Right to Information Act, 2005 are concerned. Hearing of Appeal and Complaint cases under sections 18 and 19 as per allotted districts.
2	Shri Pinuel Basumatary, IA & AS(Rtd)	State Information Commissioner	Hearing of Appeal and Complaint cases under sections 18 and 19 as per allotted districts.
3.	Smti. Nilufer Alam Hazarika, IAS(Rtd)	State Information Commissioner	Hearing of Appeal and Complaint cases under sections 18 and 19 as per allotted districts.
4	Shri , Bipin Ch. Hazarika, ACS	Secretary	Office administration, Monitoring and supervision, DDO of the Commission, First Appellate Authority of the Commission as Public Authority.
5	Shri Jatindra Lahkar, ACS (Retd),	Consultant/ Registrar i/c	To assist Commission in scrutiny of Appeal and Complaint Cases, service matters and preparation of Annual administrative Report. To function as Registrar i/c.
6	Shri , Pranjit Gogoi, ACS	Joint Secretary	Functions of the Registry as Joint Registrar, Public Relation matters and SPIO of the Commission as Public Authority.

7	Sri Soumitra Sankar Dhar	Stenographer	Short hand works of the Commission
8	Sri D.P. Chourudhy	Stenographer	Short hand works of the Commission
9	Miss Sangita Dhar	Stenographer	Short hand works of the Commission
10	Sri Bipul Hazarika	Stenographer	Short hand works of the Commission
11	Smti. Nirmali Nath	Accountant	Account Matters
12	Amrit Basumatary	ASI Computer	Preparation of Reports and matters relating to Computers and website.
13	Shri Niyor Deb Nath	Typist cum Computer Operator.	Matters relating to Computers and Website of the Commission
14	Shri Phatik ch. Das	Sr. Administrative Assistant	Bench works of allotted districts
15	Sri Imran Hussain	Sr. Administrative Assistant	Bench works of allotted districts
16	Sri Arun Ch. Talukdar	Jr. Administrative Assistant	Bench works of allotted districts
17	Shri Bhisma Darjee	Jr. Administrative Assistant	Bench works of allotted districts
18	Shri Pulin Barman	Jr. Administrative Assistant	Bench works of allotted districts
19	Praneeta Kalita	Jr. Administrative Assistant	Bench works of allotted districts
20	Diganta Kalita	Jr. Administrative Assistant	Bench works of allotted districts
21	Shri Sujit Sen	Gd-IV	Peon
22	Shri Briten Kachari	Gd-IV	Peon
23	Shri Nakul Rajbongshi	Chawkidar	Chawkidar
24	Shri Sarat Das	Chawkidar	Chawkidar
25	Smti Preetirekha Kalita	Gd-IV	Diaries
26	Julekha Khanam	Gd-IV	Cleaner
27	Puspa Sen	Gd-IV	Cleaner
28	Indramoni Saikia	Gd-IV	Peon
29	Shri Joyanta Deka	Driver	Driver
30	Shri Zakir Ali	Driver	Driver
31	Hemanta Pathak	Driver	Driver
32	Keshab Sarania	Driver	Driver
33	Jayanta Nath	Driver	Driver

### **3. The Procedure followed in the decision-making process, including channels of supervision and accountability.**

#### **(A) Commission's complaint jurisdiction:**

Assam State Information Commission is required to receive and enquire into complaints under section 18 in all matters relating to requesting or obtaining access to information under RTI Act.

The Act provides that while inquiring into any complaint under section 18, the Commission shall have the same powers as are vested in a Civil Court while trying a suit under Code of Civil Procedure, 1908 in respect of summoning and enforcing attendance of persons, discovery and inspection of documents, receiving evidence on affidavit, requisitioning any public records, issuing summonses for examination of witnesses or documents, etc.

#### **(C) Commission's appeal jurisdiction:**

1) **Under section 19(3) of RTI Act, 2005:** A second appeal against the decision of the first appellate authority shall lie within ninety days from the date, on which the decision should have been made or was actually received, with the State Information Commission.

2) The State Information Commission may admit the appeal after the expiry of the period of ninety days if it is satisfied that the Appellant was prevented by sufficient cause from filing the appeal in time.

3) State Information Commission shall give a reasonable opportunity of being heard to the third party.

4) In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Central Public Information Officer or State Public Information Officer, as the case may be, who denied the request.

5) Under section 19 (8), the State Information Commission has the power to a) Require the public authority to take any such steps as may be necessary to secure compliance with the provisions of this Act including –

(i) By providing access to information, if so requested in a particular form;

(ii) By appointing a Central Public Information Officer or State Public Information Officer, as the case may be;

(iii) By publishing certain information or categories of information;

(iv) By making necessary changes to its practices in relation to the maintenance, management and destruction of records;

(v) By enhancing the provisions of training on the right to information for its officials;

(vi) By providing it with an annual report in compliance with clause (b) of sub-section (1) of section 4;

b) Require the public authority to compensate the Complainant for any loss or other detriment suffered;

c) Impose any of the penalties provided under this Act;

d) Reject the application.

### **(C) Annual Reports of the Commission Under section 25 of RTI Act, 2005**

(1) The State Information Commission shall, as soon as practicable after the end of each year, prepare a report on the implementation of the provisions of this Act during that year and forward a copy thereof to the appropriate Government.

(1) Each department shall, in relation to the public authorities within their jurisdiction, collect and provide such information to the State Information Commission as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section.

(2) Each report shall state in respect of the year to which the report relates,-

(a) The number of requests made to each public authority;

(b) The number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of this Act under which these decisions were made and the number of times such provisions were invoked;

(c) The number of appeals referred to the Central Information Commission or State Information Commission, as the case may be, for review, the nature of the appeals and the outcome of the appeals;

(d) Particulars of any disciplinary action taken against any officer in respect of the administration of this Act.

(e) The amount of charges collected by each public authority under this Act;

(f) Any facts which indicate an effort by the public authorities to administer and implement the spirit and intention of this Act;

(g) Recommendations for reform, including recommendations in respect of the particulars public authorities, for the development, improvement, modernization, reform or amendment to this Act or other legislation or common law or any other matter relevant for operationalising the right to access information.

(3) The State Government may, as soon as practicable after the end of each year, cause a copy of the report of the State Information Commission referred to in sub-section (1) to be laid before each House of the State Legislature, where there are two Houses, and where there is one House of the State Legislature before that House.

If it appears to the State Information Commission that the practice of a public authority in relation to the exercise of its functions under this Act does not conform with the provisions or spirit of this Act, it may give to the authority a recommendation specifying the steps which ought in its opinion to be taken for promoting such conformity.

#### **4. The norms set by the Commission for the discharge of its functions.**

The Commission hears appeals and complaints generally on first come basis. Cases to be heard on the day are posted on the notice board.

#### **5. The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions**

a. Right to Information Act, 2005

b. Assam Right to Information (Regulation of Fee and Cost) Rules, 2005

c. Assam State Information Commission (Appeal Procedure) Rules, 2005

d. Notification No SIC.108/2006/47 dated 17<sup>th</sup> December, 2007 issued by Assam Information Commission issued under Section 15(4) of the Right to Information Act, 2005.

e. Code of Civil Procedure, 1908

f. Manual Office Procedure, Assam Secretariat, 1981

g. F R&SR

h. Assam Financial Rules

i. The Assam Delegation of Financial Rules, 1960

**6. A statement of the categories of documents that are held by it or under its Control**

All Communications received by the Commission, Complaints and appeals and judgment on them by the Commission, and information relating to monitoring are with Commission and are in the custody of the Secretary.

**7. The particular of any arrangement that exists for consultation with, or representation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

The Commission receives suggestions from time to time from various organizations/individuals. These are examined and further action taken where possible.

**8. A statement of the boards councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes or such meetings are accessible for public**

Being a quasi judicial Body, the Act and Rules do not provide for any Consultation. However, the members of the public can meet the Commission by appointment and send suggestions to the Commission

**9. Directory of the Assam Information Commission.**

<b>Sl. No.</b>	<b>Name of Officer</b>	<b>Designation</b>	<b>Phone No.</b>	<b>Email id.</b>
1.	Shri Himangshu Sekhar Das, IAS(Rtd)	State Chief Information Commissioner	0361-2332704 99540-14441	hsdas07@yahoo.co.in
2.	Shri Pinuel Basumatary, IA & AS(Rtd)	State Information Commissioner	0361-2337902 94357-0654	pinuel@hotmail.com
3.	Mrs. Nilufer Alam Hazarika, IAS(Rtd)	State Information Commissioner	9435011890	nilufer.hazarika@gmail.com
4.	Sri Bipin Ch. Hazarika, ACS	Secretary	9859944058	sicassam@gmail.com
5.	Shri Jatindra Lahkar, ACS (Retd)	Consultant/ Registrar	9435013255	jlahkar12@rediffmail.com
6.	Sri Pranjjit Gogoi, ACS	Joint Secretary	9435018051	pranjitg.g@gmail.com

**10. The scale of pay received by its officers and employees are as under.**

<b>Sl. No.</b>	<b>Name of Officers and Staff</b>	<b>Designation</b>	<b>Pay Band</b>	<b>Grade Pay</b>	<b>Remarks</b>
1	Shri Himangshu Sekhar Das IAS(Retd)	State Chief Information Commissioner		Rs.90,000 Fixed Pay	
2	Shri Pinuel Basumatary, IA & AS	State Information Commissioner		Rs.80,000 Fixed Pay	
3.	Mrs. Nilufer Alam Hazarika	State Information Commissioner		Rs.80,000 Fixed Pay	
3	Sri Bipin Ch. Hazarika, ACS	Secretary	PB-4	76000 (Pre Revise)	
4	Shri Jatin Lahkar, ACS (Retd)	Consultant & Registrar i/c		Professional fee of Rs.43000/- per month	
5	Shri Pranjit Gogoi, ACS	Joint Secretary			Salary drawn from SAD (Accounts)
6	Sri Soumitra Sankar Dhar	Stenographer		Fixed Pay of Rs.20,000/- per month	
7	Sri D.P. Choudhury	Stenographer		Fixed Pay of Rs.20,000/- per month	
8	Miss Sangita Dhar	Stenographer		Fixed Pay of Rs.15,000/- per month	
9	Sri Bipul Hazarika	Stenographer		Fixed Pay of Rs.15,000/- per month	
10	Shri Amulya Sharma	Sr. Accountant		Fixed Pay of Rs.18,000 per month	
11	Smti. Nirmali Nath	Accountant	PB-3	9100	
12	Shri Phatik ch. Das	Sr. AA		Fixed Pay of Rs.18,000 per month	
13	Amrit Basumatary	ASI Computer			Salary drawn from APRO.
14	Shri Niyor Deb Nath	Typist cum Computer Opr.	PB-2	Rs. 6200/-	
15	Shri Imran Hussain	Sr. AA			Salary drawn from SAD(Accounts)
16	Shri Arun Ch. Talukdar	Jr. AA			Salary drawn from SAD(Accounts)
17	Shri Bhisma Darjee	Jr. AA			Salary drawn from SAD(Accounts)

18	Shri Pulin Barman	Jr. AA			Salary drawn from SAD (Accounts)
19	Praneeta Kalita	Jr. AA		Fixed Pay of Rs.9000/-	
20	Diganta Kalita	Jr. AA		Fixed Pay of Rs.9000/-	
21	Shri Sujit Sen	Gd-IV			Salary drawn from SAD(Accounts)
22	Shri Briten Kachari	Gd-IV			Salary drawn from SAD(Accounts)
23	Smti Preetirekha Kalita	Gd-IV		Fixed Pay of Rs.6500/-	
24	Julekha Khanam	Gd-IV		Fixed Pay of Rs.6500/-	
25	Puspa Sen	Gd-IV		Fixed Pay of Rs.6500/-	
26	Indramoni Saikia	Gd-IV		Fixed Pay of Rs.6500/-	
27	Shri Nakul Rajbongshi	Chawkidar	PB-1	Rs. 3900/-	
28	Shri Sarat Das	Chawkidar	PB -1	Rs. 3900/-	
29	Shri Joyanta Deka	Driver	PB -2	Rs. 6200/-	
30	Shri Zakir Ali	Driver	PB -2	Rs. 6200/-	
31	Hemanta Pathak	Driver		Fixed Pay of Rs.9000/-	
32	Rupom Kalita	Driver		Fixed Pay of Rs.9000/-	

#### 11. BUDGET ALLOTMENT DURING THE YEAR 2016 – 17

HEAD OF ACCOUNT	TOTAL BUDGET PROVISION	EXPENDITURE	SAVINGS
01-Salaries	98,20,000	Rs. 79,19,646.00	19,00,354.00
01-Salaries (05-L.T.C.)	6,00,000	Rs. 1,24,769.00	4,75,231.00
01-Salaries (08-Medical Reimbursement)	5,00,000	Rs. 95,419.00	4,04,581.00
01-Salaries (12-Arrear Pay)	1,000		1,000.00
01-Salaries (16-Fixed Pay)	13,00,000	Rs. 12,95,500.00	4,500.00
02-Wages(04-Bunglow Peon)	2,00,000	Rs. 1,79,694.00	20,306.00
(23-Cleaner)	2,00,000	1,56,000.00	44,000.00
03-Travel Expenses	4,50,000	Rs. 1,53,366.00	2,96,634.00
04-O.E. (01-Postage Stamp)	3,00,000	Rs. 2,00,000.00	1,00,000.00

04-O.E. (02-Telephone Charge)	3,00,000	Rs. 94,343.00	2,05,657.00
04-O.E.(03-Electricity and Water Charges)	5,00,000	Rs. 1,57,265.00	3,42,735.00
04-O.E.(04-O.E. including Computer Accessories)	12,00,000	Rs. 11,88,056.00	11,944.00
04-O.E.(05-Stationery and Printing Forms)	2,00,000	Rs. 1,10,768.00	89,232.00
04-O.E.(06-Furniture)	5,00,000	Rs. 71,171.00	4,28,829.00
04-O.E.(07-Liveries)	2,00,000		2,00,000.00
04-O.E.(08-Purchase and Maintenance of Staff Car)	6,00,000	Rs. 16,73,815.00	4,26,185.00
Reappropriation from 16-Motor Vehicles	15,00,000		
04-O.E.(09-Petrol, Oil and Lubricants)	6,00,000	Rs. 3,29,872.00	2,70,128.00
04-O.E.(10-Books and Periodicals)	1,50,000	Rs. 87,434.00	62,566.00
04-O.E.(11-Refreshment Expenses)	2,00,000	Rs. 38,620.00	1,61,380.00
05-Payment for professional and Special Services (01-Remuneration for Professional Services)	6,00,000	Rs. 2,58,000.00	3,42,000.00
05-Payment for professional and Special Services (02-Legal Services)	2,00,000	Rs. 1,17,750.00	82,250.00
05-Payment for professional and Special Services (99-Other)	196,80,000	Rs. 9,90,000.00	9,90,000.00
06-Rent, Rates & Taxes (01-Rents for Hired Building)	15,00,000	Rs. 12,57,120.00	2,42,880.00
07-Publication (99- Others)	2,00,000	Nil	2,00,000.00
08-Advertising, Sales & Publicity (99-Others)	3,00,000	Rs. 65,000.00	2,35,000.00



11-Hospitality Expenses (01- Hospitality Expenses)	1,50,000	Rs. 45,399.00	1,04,601.00
14-Minor Works	11,00,000	Rs. 4,69,284.00	6,30,716.00
15-Machinery and Equipment (99-Others)	3,50,000	Rs. 1,45,662.00	2,04,338.00
16-Motor Vehicle ( Reappropriation to 04- O.E. (08-Purchase and Maintenance of Staff Car)			
19-Materials and Supplies (99-Others)	5,00,000	Rs. 18,234.00	4,81,766.00
26-Other charges (99-Others)	2,00,000	Rs. 1,62,558.00	37,442.00
<b>TOTAL</b>	<b>2,64,01,000</b>	<b>Rs. 1,74,04,745</b>	<b>89,96,255</b>

**12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

The Commission does not provide any subsidy on any programme.

**13. Particulars of recipients of concessions, permits or authorizations granted by it:**

No concessions/permits/authorizations are given by the SIC

**14. Details in respect of information, available to or held by it, reduced in an electronic form**

[www.sicassam.in](http://www.sicassam.in) is the website of the Assam Information Commission. The following Acts and Rules are also available on the website of the Commission:

- (1) The Right to Information Act, 2005 Assamese and English Version)
- (2) Assam State Information Commission(Appeal Procedure) Rules, 2005
- (3) Assam Right to Information( Regulation of Fee and Cost) Rules, 2005
- (4) The Assam Information Commission(Management & Regulation), Orders, 2007

Decisions and orders of the Commission are also available on the website.

**15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The Commission has established a website [www.sicassam.in](http://www.sicassam.in) wherein general information about the Commission is available. The staff of the Commission are available from 10.00 A.M. to 5.00 P.M. from April to September and from 10.00 A.M. to 4.15 P.M. from October to March in the office on all working days for any information.

16. **The names, designations and other particulars of the Public Information Officers**

<b>Sl. No</b>	<b>Name of Officer</b>	<b>Designation</b>	
1.	Shri Bipin Hazarika	Secretary	First Appellate Authority
2.	Shri Pranjit Gogoi	Joint Secretary	SPIO

17. **Status of Cases registered during 2016-2017**

**Second Appeal**

<b>Pending from previous year</b>	<b>Registered during the year</b>	<b>Total (1+2)</b>	<b>Disposed during the year</b>	<b>Pending for disposal (3-4)</b>
1	2	3	4	5
<b>2385</b>	<b>1886</b>	<b>4271</b>	<b>2613</b>	<b>1658</b>

**Complaint**

<b>Pending from previous year</b>	<b>Registered during the year</b>	<b>Total (1+2)</b>	<b>Disposed during the year</b>	<b>Pending for disposal (3-4)</b>
1	2	3	4	5
<b>443</b>	<b>376</b>	<b>819</b>	<b>439</b>	<b>380</b>

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