



User Manual

RTI REQUEST & APPEALS





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Apply for New License	Error! Bookmark not defined.





Introduction

The purpose of this document is to provide a detailed description of the e- governance application for Commissionerate of Excise in Assam. It describes in detail all the functional and non- functional requirements given by the client. This project's aim is to automate the tracking system of liquor from the time of manufacture to the time of sale with minimal or no human intervention.

Purpose and Scope

The provision of all Information Technologies, Materials, and other Goods as well as the performance of all Services required for the design, development, and implementation (including procurement, quality assurance, assembly, associated site preparation, Delivery, Pre-commissioning, Installation, Testing, and Commissioning) of the System.

The objective of this project is to:

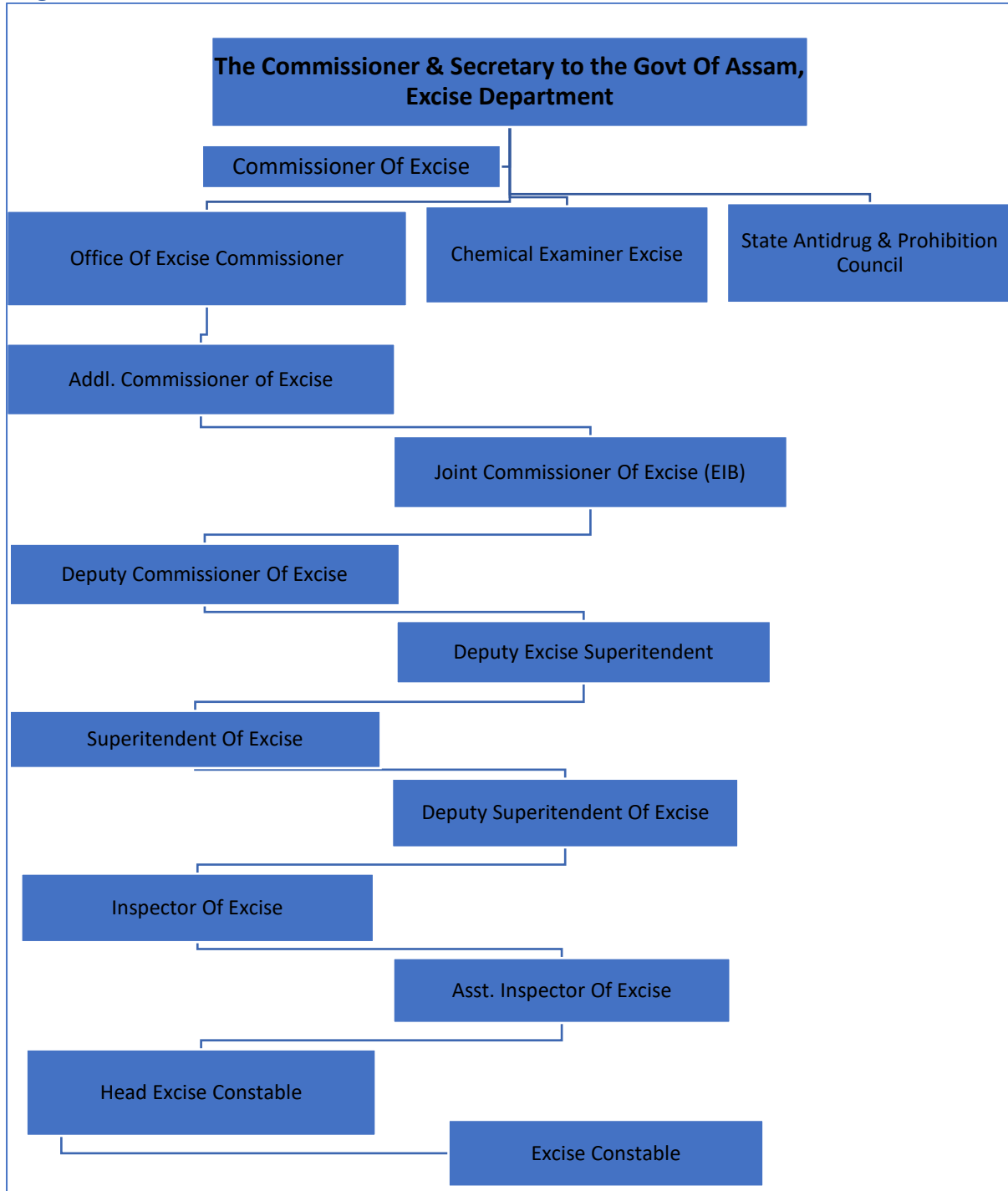
- ✦ Better Compliance Management
- ✦ Effective monitoring of Supply chain related to alcohol in State & in transit through the state
- ✦ Reduction in Revenue Leakages
- ✦ Provision of e-services for stakeholders
- ✦ Increase transparency and accountability across functions and transactions
- ✦ Improve efficiency and effectiveness in the processes
- ✦ Reduce time for transactions through process re-engineering & automation
- ✦ Availability of real-time information on, licenses, payments, permits, passes, cases & other details
- ✦ Business intelligence tools for decision support
- ✦ Providing actionable data for enforcement
- ✦ Automated Reconciliations & Accounting Management
- ✦ Common data master across Department, functions, & other stakeholders
- ✦ Data digitization at source
- ✦ Avoiding paper transactions
- ✦ Integration across other stakeholder Government Departments (Finance & Treasury)
- ✦ Track all the activities of Distilleries, Bottling Units, Wholesale warehouse, label / hologram, manufacturer, and Retailers.

The entire application acts as one platform for complete project which is offering functionalities to the Excise department - Assam, Manufacturers, Wholesale warehouses, and the retailers. The complete information related all the phases of the project can be accessed from the Central application.





Organization



Primary Functions

Implementation of an E-Governance Application for Commissionerate of Excise Function of Assam State for the functionalities in:

- License Management
 - Modification of License
 - Surrender of License
 - Suspension & Cancellation of license
 - Registration of Brands, Labels & Mono-cartons





Functionality

In order to do fresh licensee registration, user has to do the sign up on the state excise portal.

Sign UP

- To access the AERMS application, User need to registered in application.
- Open the State Excise application on any browser by typing the URL:
<https://stateexcise.assam.gov.in>

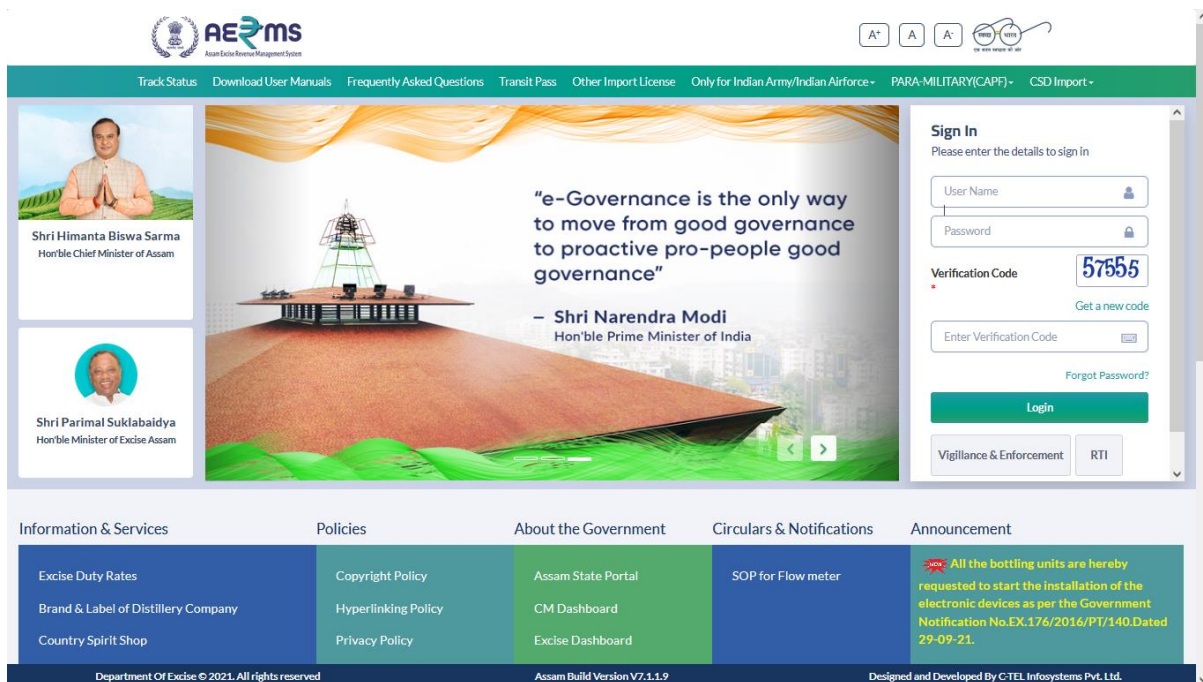


Figure 1: Assam Excise Revenue Management System Website

Please login to your account

User Name

Password

Verification Code

[Get a new code](#)

Enter Verification Code

[Forgot Password?](#)

[Vigilance & Enforcement](#) [RTI](#)

[Login](#)

[Don't have an account? Sign Up](#)

Figure 2: Sign Up

- Click on “Don’t have an account? Sign Up” to sign up.
- Fill the details as requested in the screen



Department Of Excise - Assam

SIGN UP

Applicant Name: * City: *

Email Address: * Block / Circle: *

Mobile Number: * Select State: *

Business Name: * Select District: *

Plot/Building Number: *

Road/Street: *

Landmark:

PAN:

Figure 3: Sign Up Form

- User is required to fill the detail which are required to sign up & click on 'Save' button
- After Clicking on the save button, User will receive the OTP to the registered mobile number
- Users are required to enter the OTP & Click on Save Button

Department Of Excise

SIGN UP

One Time Password

Enter One Time Password:

Business Address: *

PAN: * verify PAN

GSTIN: *



Figure 4: OTP Request

- User will receive the Unique Login Id & Password after successfully Registration
- Click on 'Login' to redirect to the Login page.

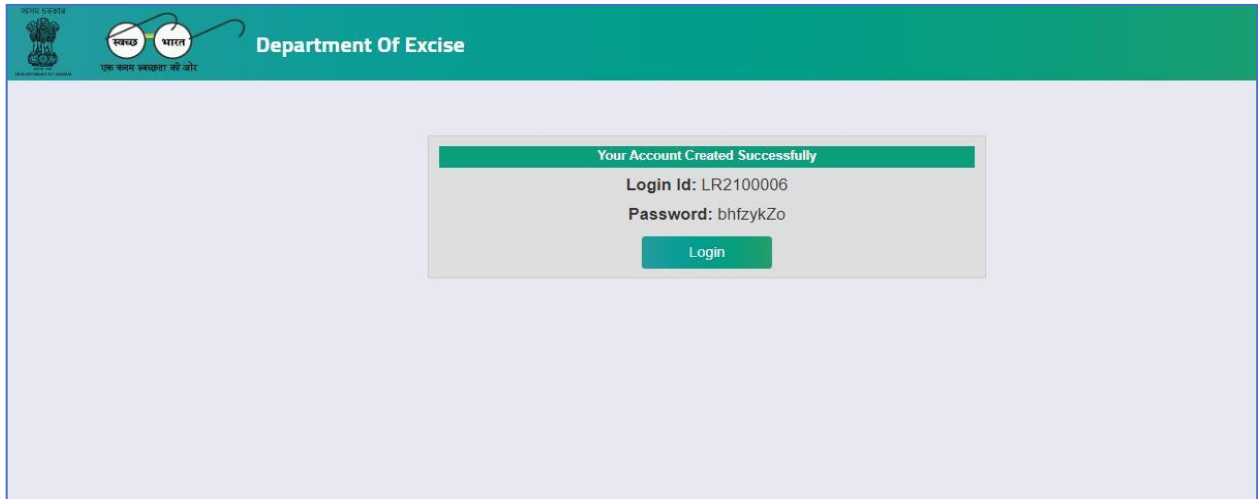


Figure 5: System Generated LR Number and Password

User is required to enter Login Id & Password & click on 'Sign In' button to login

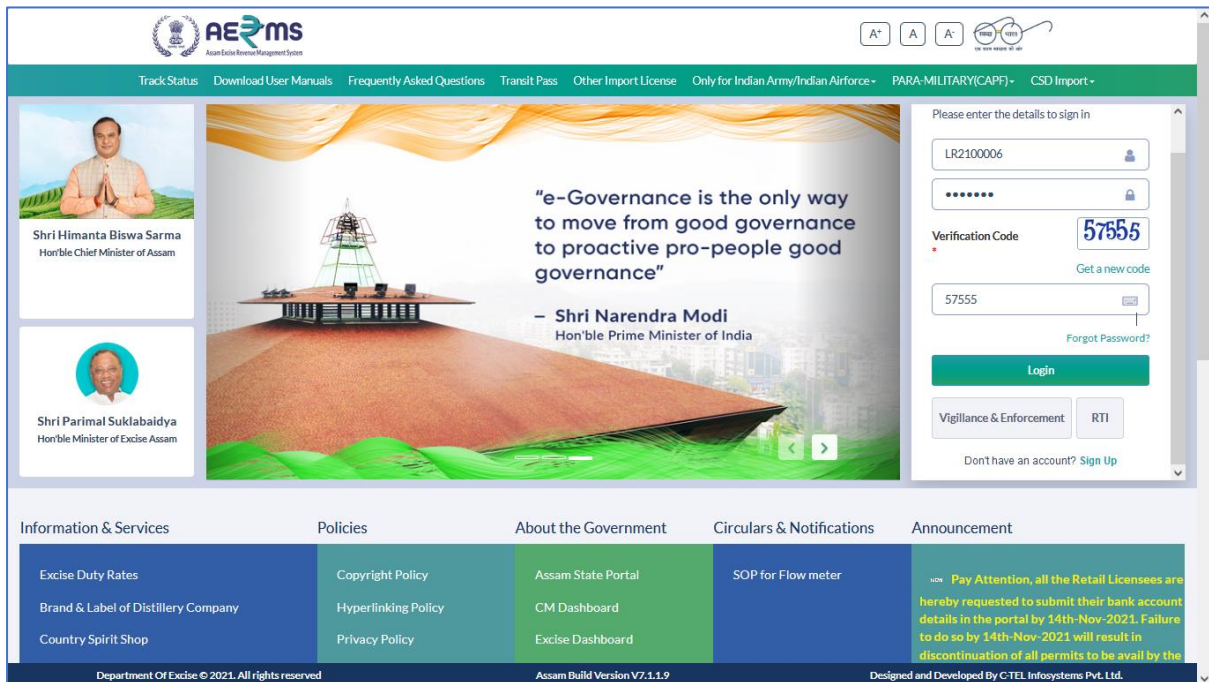


Figure 6: Login Page

Note: For the new user, who login 1st time, application will prompt to change the password:



- Users are required to enter the older password, new password, captcha & click on submit button to reset the Password

सत्यमेव जयते
स्वच्छ भारत
एक कदम स्वच्छता की ओर

Department Of Excise

Username/Password Reset For LR2100006 Login

User Id

Old Password

New Password

Confirm New Password

Verification Code **26264** [Get a new code](#)

Verification Code

Must have at least one capital letter, number and one special character out of set [!@#%*^&*!]

Please enter the digits as they are shown in the image above.
Letters are not case-sensitive.

- A Success message pops out after password reset.

Password Reset For LR2000012 Login

Info! Dear LR2000012 your password has expired. We request you to change your password for security purpose.

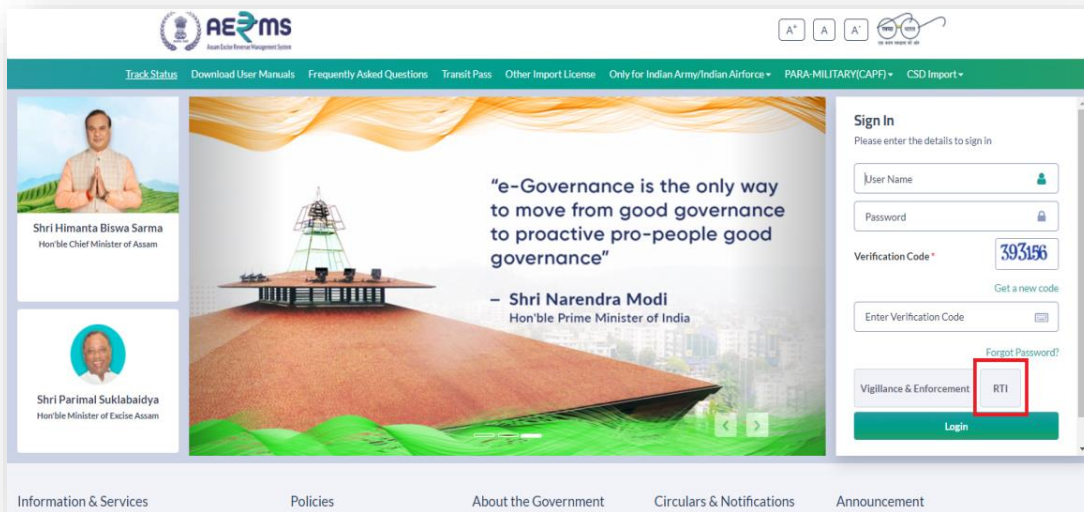
Your password has been reset successfully!





RTI REQUEST

- Any user even if he/she not registered in the portal can raise the RTI request.
- To raise the RTI request user need go to <https://stateexcise.assam.gov.in/index.php/site/login> portal and click on RTI button which is present just below login button as shown in below figure



- As shown in below figure user will get redirected to RTI request page
- Now user need to can go through all points present in RTI request page and click on check box
- Now click on submit button





Request | Appeal | Track Status

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
(a) Internet banking through SBI and its associated banks;
(b) Using credit/debit card of Master/Visa;
(c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
14. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
15. The registration number of original application has to be used for reference.
16. As per RTI Act, no fee has to be paid for first appeal.
17. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Submit **Cancel**

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- User will get redirected to RTI Request form submission page
- Here user need to fill to all mandatory fields along with document uploading

Request | Appeal | Track Status

Request - Online RTI Request Form

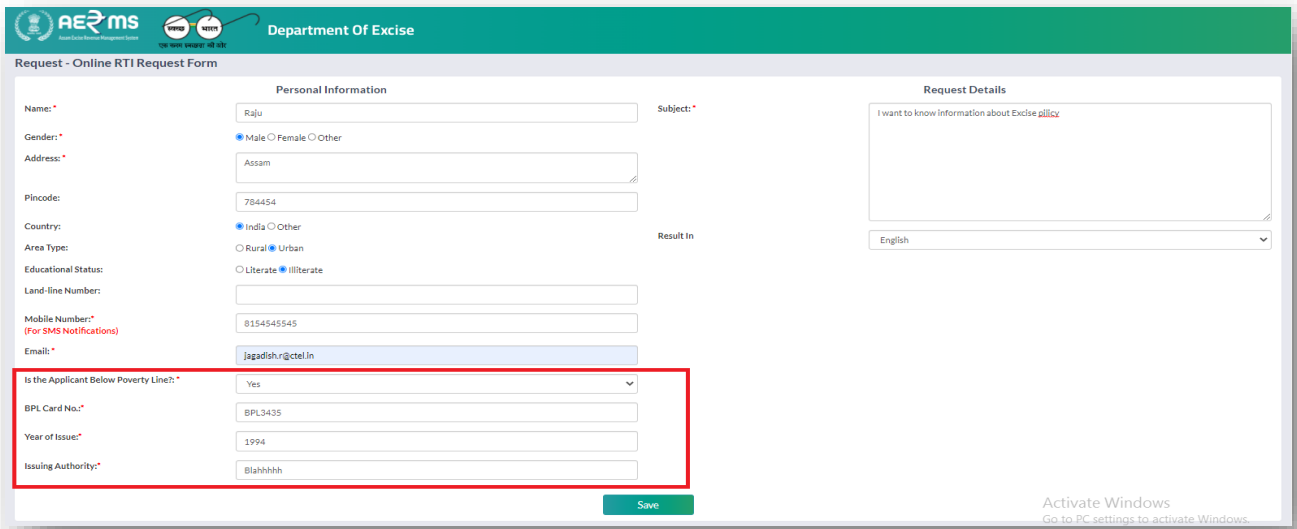
Personal Information		Request Details
Name: *	<input type="text"/>	<div style="border: 1px solid #ccc; height: 100px;"></div> <p>Result In: --Select Language--</p>
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	
Address: *	<input type="text"/>	
Pincode:	<input type="text"/>	
Country:	<input checked="" type="radio"/> India <input type="radio"/> Other	
Area Type:	<input type="radio"/> Rural <input type="radio"/> Urban	
Educational Status:	<input type="radio"/> Literate <input type="radio"/> Illiterate	
Land-line Number:	<input type="text"/>	
Mobile Number: * (For SMS Notifications)	<input type="text"/>	
Email: *	<input type="text"/>	
Is the Applicant Below Poverty Line?: *	--Select--	

Save

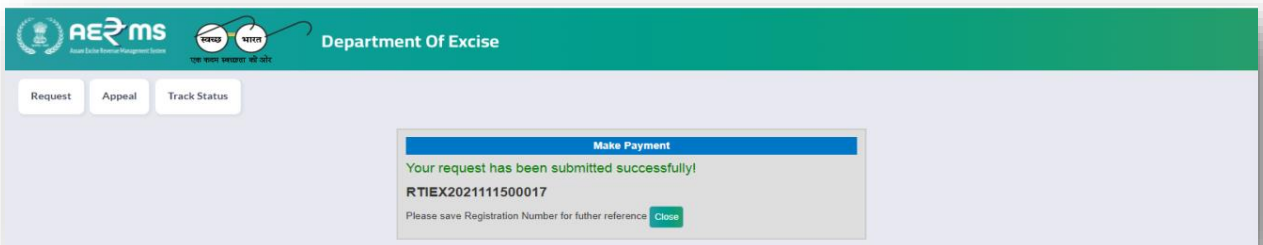
Activate Windows
Go to PC settings to activate Windows.

- There are two scenarios based on those selected option payment will get imposed

- As shown in below figure if user selects 'Below poverty line option' then there will be no amount imposed on applicant but user need to give BPL card data along with year of issuing



- Now after filling mandatory fields user need to click on save button and then he/she will redirected to submission successful page where user will get unique reference number as 'RTIEX00000XXXXX'
- Using this unique reference number user can track his/her status and there is no need to any payment



- The second scenario is 'Above poverty line' if user selects as no then user need to pay amount of rupees 10 as shown in below figure
- After filling all details click on save button.



Request - Online RTI Request Form

Name: *	<input type="text" value="Raju"/>	Subject: *	
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other		
Address: *	<input type="text" value="Assam"/>		
Pincode:	<input type="text" value="784454"/>		
Country:	<input checked="" type="radio"/> India <input type="radio"/> Other	Result In	<input type="text" value="English"/>
Area Type:	<input type="radio"/> Rural <input checked="" type="radio"/> Urban		
Educational Status:	<input type="radio"/> Literate <input checked="" type="radio"/> Illiterate		
Land-line Number:	<input type="text"/>		
Mobile Number: * (For SMS Notifications)	<input type="text" value="8154545545"/>		
Email: *	<input type="text" value="jagadishu@ctel.in"/>		
Is the Applicant Below Poverty Line?: *	<input type="text" value="No"/>		

You are required to pay the RTI fee of ₹ 10

Save

Activate Windows
Go to PC settings to activate Windows.

- Now will redirected to submission successful page where user will get unique reference number as 'RTIEX00000XXXXX'
- But here user need to pay amount of rupees 10 by clicking on pay button then only application will get submitted successfully

AERMS Department Of Excise
एन एमएस एक्स आर एम एस

Request Appeal Track Status

Make Payment

Please save your Registration Number **RTIEX2021111500016** for further reference

Amount : ₹ 10

Pay

- After submitting user will get message as shown in below figure.

AERMS Department Of Excise
एन एमएस एक्स आर एम एस

Request Appeal Track Status

Make Payment

Payment Done Successfully. Your Registration number is RTIEX2021111500016 please save for further reference

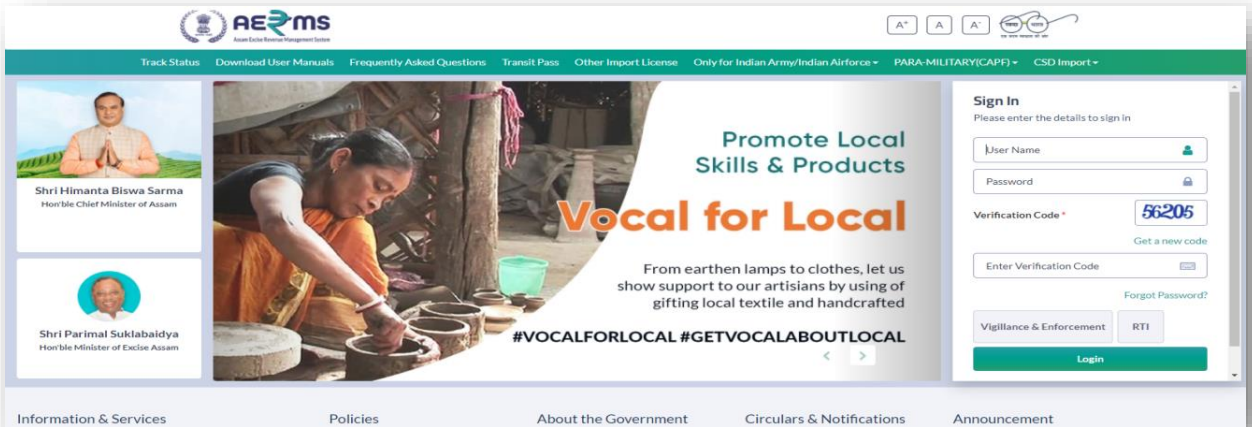
- Now application successfully submitted to PIO(Public information officer) who is present in excise head office

PIO LOGIN





- User who has registered as PIO to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
 1. Entering the URL: <https://stateexcise.assam.gov.in/index.php/site/login> in search bar
 2. Entering generated Login ID
 3. Entering generated Password
 4. Entering generated verification CaptchaClick on the Login button to advance to the next screen

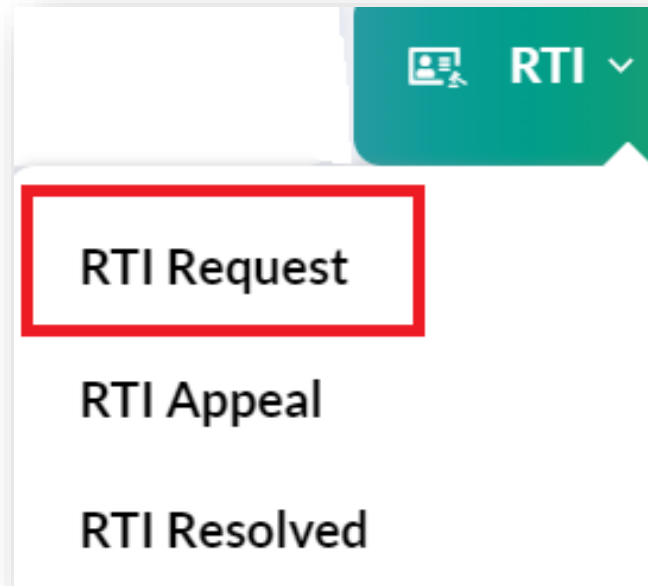


- User will get redirected to PIO login page
- Now click on RTI module button



- User will get redirected to RTI page
- Now go to RTI tab and click in RTI request sub tab as shown in below figure





- Now user will get redirected to RTI request page where user can see the applications which were raised by applicant
- Only if payment status is paid then only user can forward application if not user cannot forward the application
- Now click on new button

RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1 - 42	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Submitted	<input type="button" value="New"/>

- Now user will get popup as shown in below figure
- As user can see he/she have provision to forward the application to 'Head Quarters' or 'Commissioner Officer' or 'Suppliers' or 'Wholesalers'
- Now choose any one the department and there respective users and click on forward button
- If user clicks on reject button the application will get rejected and status will get updated to applicant





RTI Request

Registration No.

Name

RTI Request

Requested On

Hierarchy

Office

Role

User

Remarks

- After clicking on forward button it will get forwarded to selected user and status will get updated as 'In progress' as shown in below figure
- Status will also get updated to whom user has been forwarded application to.

RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1-43	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Additional Commissioner of Excise, Assam	<input type="button" value="In Process"/>

- Now logout from PIO account
- Login in to user to whom the application has been forwarded to.

ADD COMMISSIONER LOGIN

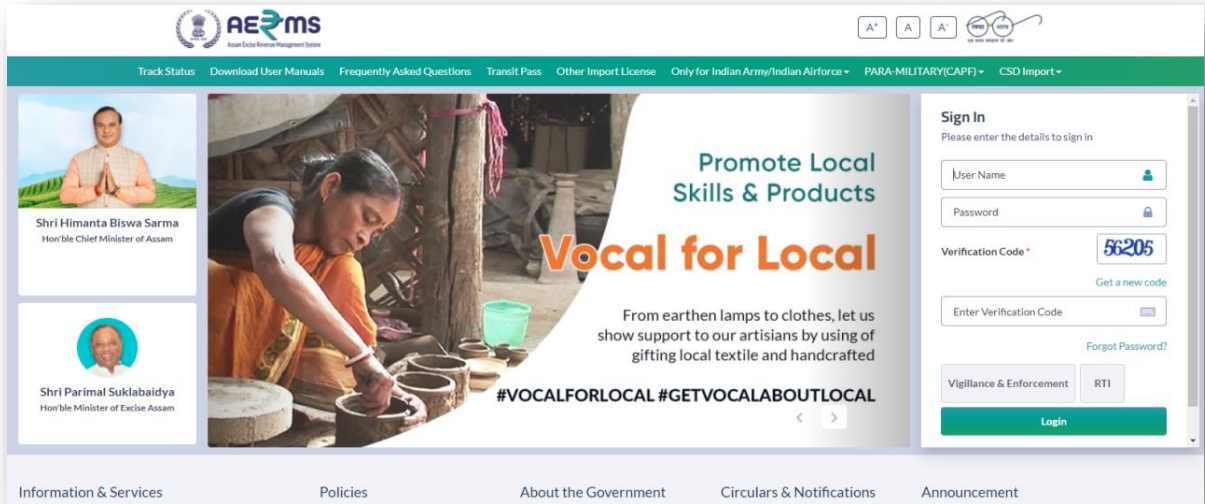
- User who has registered as Add Commissioner to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
 5. Entering the URL: <https://stateexcise.assam.gov.in/index.php/site/login> in search bar



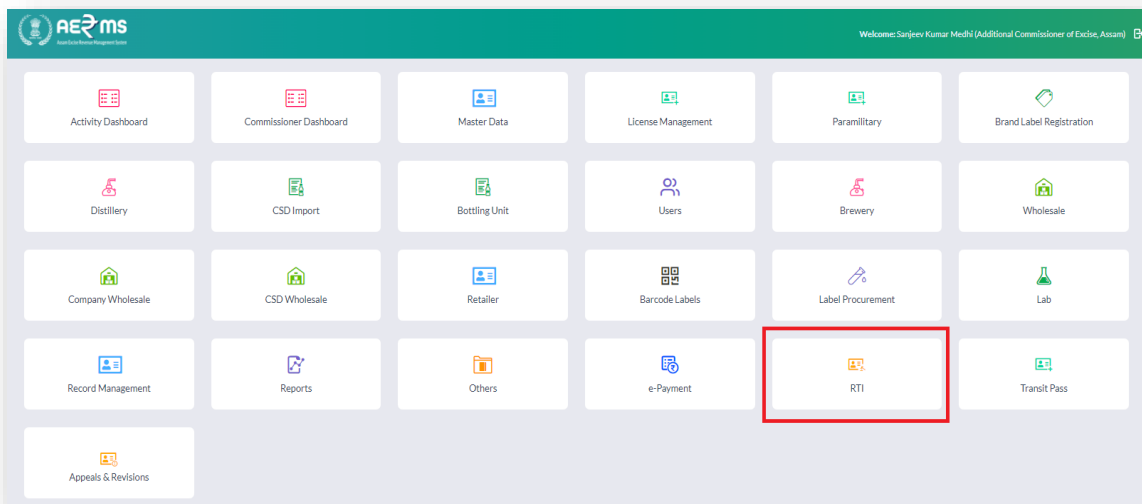


6. Entering generated Login ID
7. Entering generated Password
8. Entering generated verification Captcha

Click on the Login button to advance to the next screen

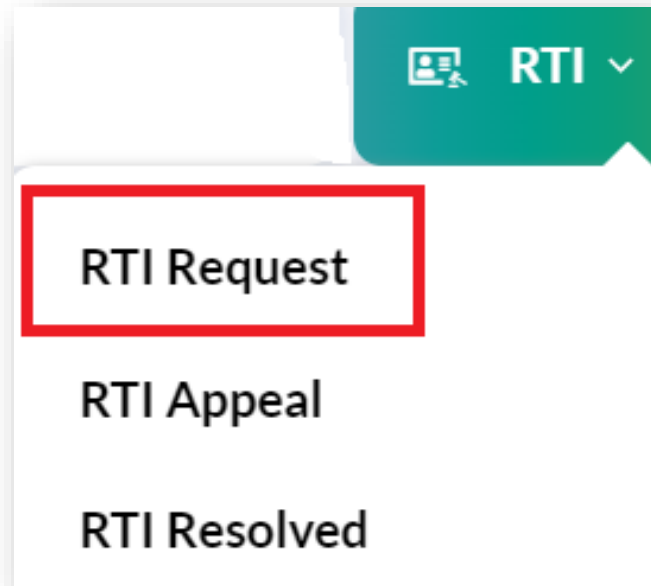


- User will get redirected to Add Comm login page
- Now click on RTI module button



- User will get redirected to RTI page
- Now go to RTI tab and click in RTI request sub tab as shown in below figure





- Now user will get redirected to RTI request page where user can see the applications which were forwarded by PIO officer
- Now click on In progress button

RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1 - 43	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Additional Commissioner of Excise, Assam	<input type="button" value="Process"/>

- User will get popup as shown in below figure
- Now user have provision to reject or provide information
- If user rejects the application then it will get rejected and same will get updated to applicant
- If user want to provide information then he/she need to upload query response document along with remarks and click on provide information button





RTI Request

Registration No.

Name

RTI Request

Requested On

Public Information Officer Remarks

Forwarded On

Remarks

Documents dummy.pdf

- After clicking on provide information button the RTI Request application will get forwarded to PIO officer as shown in below figure
- Now the status is updated as 'in progress'

RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1-44	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Public Information Officer	<input type="button" value="In Progress"/>

- Now logout from Add Comm account
- Login into PIO account

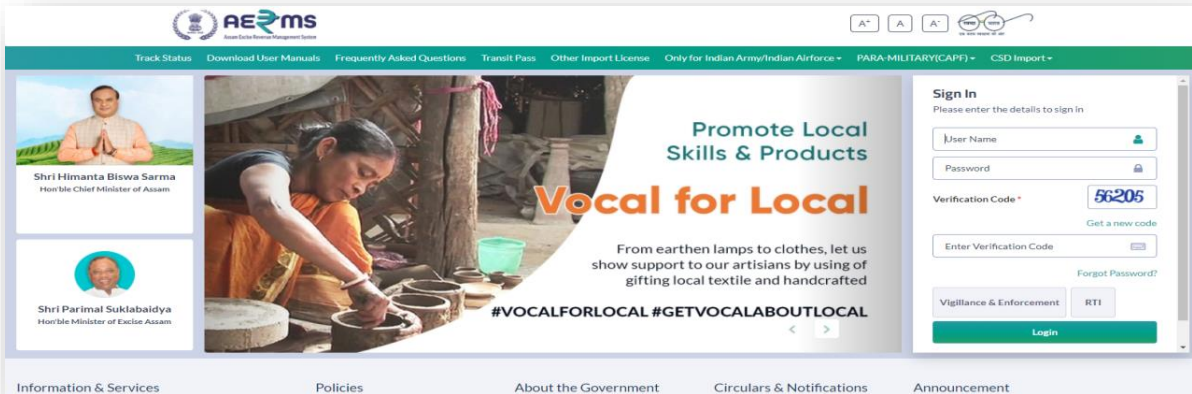
PIO LOGIN



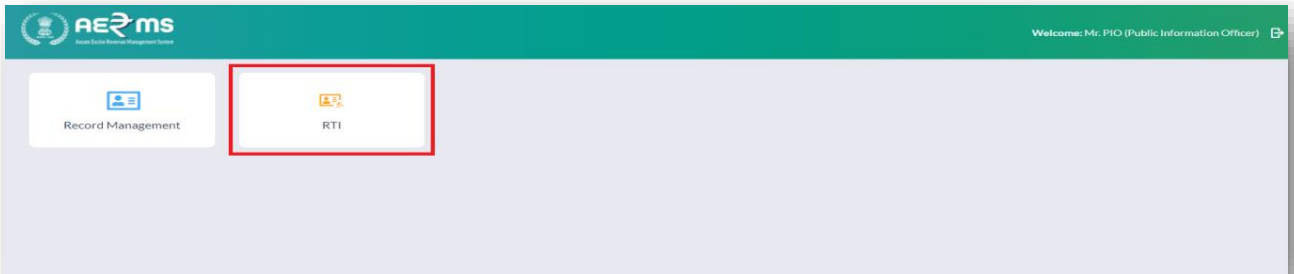


- User who has registered as PIO to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
 1. Entering the URL: <https://stateexcise.assam.gov.in/index.php/site/login> in search bar
 2. Entering generated Login ID
 3. Entering generated Password
 4. Entering generated verification Captcha

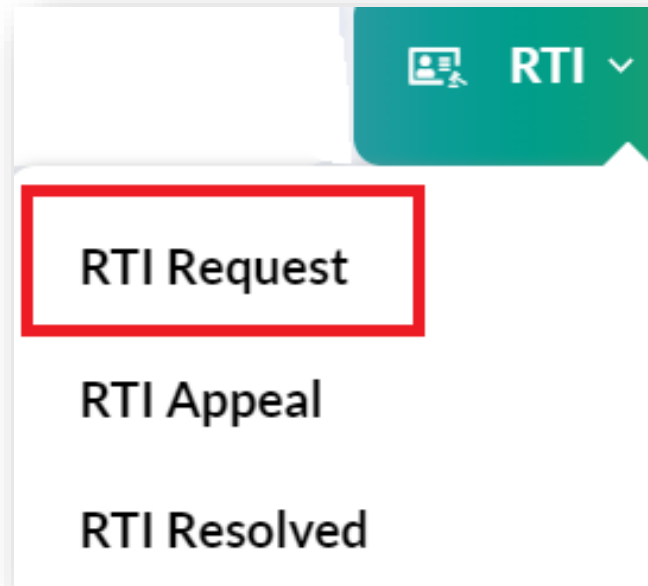
Click on the Login button to advance to the next screen



- User will get redirected to PIO login page
- Now click on RTI module button



- User will get redirected to RTI page
- Now go to RTI tab and click in RTI request sub tab as shown in below figure



- Now user will get redirected to RTI request page where user can see the applications which were forwarded by head quarters/District office/supplier/Wholesaler user
- Now click on In process button

RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1 - 44	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Public Information Officer	<input type="button" value="In Process"/>

- User will get popup as shown in below figure
- Now user has provision to reject or approve.
- If user rejects the application then it will get rejected and same will get updated to applicant
- If user want to approve then he/she need to click on approve button along with remarks





RTI Request



Registration No.	<input type="text" value="RTIEX2021111800000"/>
Name	<input type="text" value="Balu"/>
RTI Request	<input type="text" value="I want info"/>
Requested On	<input type="text" value="18-Nov-2021 05:59:20 PM"/>
Public Information Officer Remarks	<input type="text" value="Forward"/>
Forwarded On	<input type="text" value="18-Nov-2021 06:02:02 PM"/>
Additional Commissioner of Excise, Assam Remarks	<input type="text" value="Provide Information"/>
Additional Commissioner of Excise, Assam Uploaded Document	<input type="button" value="view"/>
Remarks	<input type="text"/>

Reject

Approve

- Now user will get alert as 'Approved successfully' and status will get updated as 'Complete' as shown in below figure



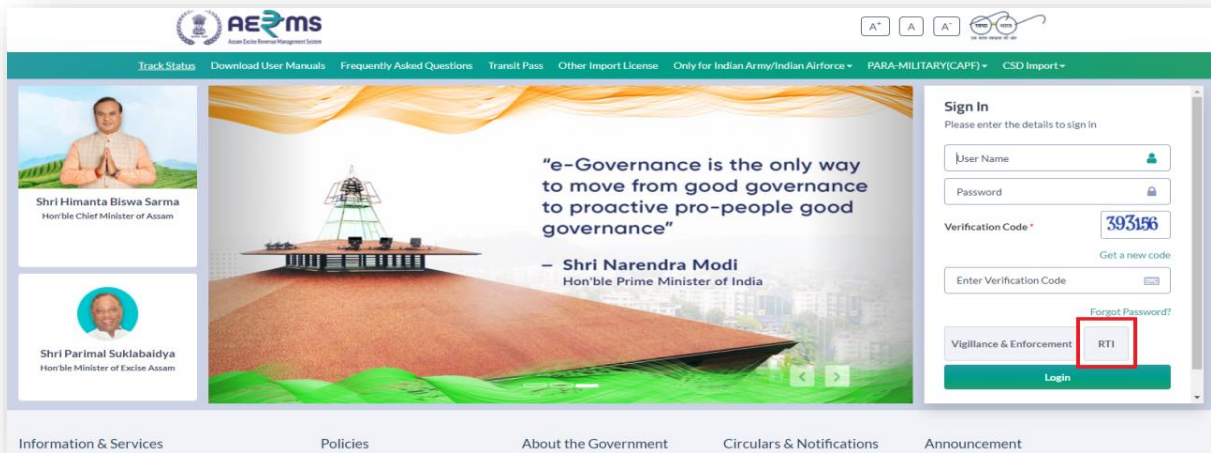
RTI REQUEST RTI / RTI Request

Start Date End Date

10

Sl.No	Registration No.	Requestor Name	Requested Date	Payment Status	Status	Action
1-45	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Response sent to Requester	<input type="button" value="Complete"/>

- Now PIO job has been as he/she provided information to applicant
- Now applicant again goes to Assam portal.
- To track the status of application user need go to <https://stateexcise.assam.gov.in/index.php/site/login> portal and click on RTI button which is present just below login button as shown in below figure



The screenshot shows the AEEMS website home page. At the top, there is a navigation bar with links like 'Track Status', 'Download User Manuals', etc. Below this is a banner with a quote from Shri Narendra Modi. On the right side, there is a 'Sign In' section with fields for 'User Name', 'Password', and 'Verification Code'. Below the 'Sign In' section, there is a 'Vigilance & Enforcement' dropdown menu, and the 'RTI' option is highlighted with a red box. At the bottom, there is a footer with links like 'Information & Services', 'Policies', etc.

- As shown in below figure user will get redirected to RTI request page
- Now user need to click on Track status button as shown in below figure



Department Of Excise

Request
Appeal
Track Status

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.
The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.

- User will get redirected to track status page
- Where user need to search the status with unique reference number.
- Now click on track status button and user will get status of his/her application as shown in below figure

Registration Number

Track Status

Registration No :	RTIEX2021111800000
Name :	Balu
Request Query :	I want info
Requested On :	18-Nov-2021 05:59:20 PM
Status :	Responce sent to Requester

Remarks

Date	Remarks By	Remarks	Documents
18-Nov-2021 06:02:02 PM	PIO	Forward	
18-Nov-2021 06:07:44 PM	ADDL_COMM	Provide Information	RTIEX2021111800000_dummy_Balu.pdf
18-Nov-2021 06:17:12 PM	PIO	Approved	

Satisfied
Not Satisfied

- Now user can view the response which was provided by head office by downloading the document
- If he/she satisfied with the response then click on satisfy button which is end of the application
- If he/she not satisfied with response then click on not satisfied button as shown in below figure





Registration Number

RTIEX2021111800000

Track Status

Registration No :	RTIEX2021111800000
Name :	Balu
Request Query :	I want info
Requested On :	18-Nov-2021 05:59:20 PM
Status :	Responce sent to Requester

Remarks

Date	Remarks By	Remarks	Documents
18-Nov-2021 06:02:02 PM	PIO	Forward	
18-Nov-2021 06:07:44 PM	ADDL_COMM	Provide Information	RTIEX2021111800000_dummy_Balu.pdf
18-Nov-2021 06:17:12 PM	PIO	Approved	

Satisfied Not Satisfied

- User have provision to reapply for response by clicking on RTI appeals option and it can be only done two times for same application
- To apply for RTI appeals user should go to <https://stateexcise.assam.gov.in/index.php/site/login> portal and click on RTI button which is present just below login button as shown in below figure



- As shown in below figure user will get redirected to RTI request page
- Now user need to click on RTI Appeals button as shown in below figure
- Now user need to can go through all points present in RTI request page and click on check box
- Now click on submit button





Request **Appeal** Track Status

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request" the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
(a) internet banking through SBI and its associated banks;
(b) Using credit/debit card of Master/Visa;
(c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any reference in future.
13. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This information can be seen by the applicant through Status Report or through his/her e-mail alert.
14. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
15. The registration number of original application has to be used for reference.
16. As per RTI Act, no fee has to be paid for first appeal.
17. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Activate Windows
Go to PC settings to activate Windows.

- Now user need to enter registration number and post that user will get all data which was entered in RTI request page.
- After giving all details click on save button
- Now user will get application submitted successfully to 'Appealing Authority' officer.

Appeal - Online RTI Appeal Form

Personal Information		Request Details	
Registration Number: *	<input type="text" value="RTIEX2021111800000"/>	Is the Applicant Below Poverty Line?:	<input type="text" value="No"/>
Name:	<input type="text" value="Balu"/>	Ground for Appeal: *	<input type="text" value="Refused action to Information Requested"/>
Gender:	<input type="text" value="Male"/>	Text for RTI Appeal application: *	<input type="text" value="I want to know exact Information"/>
Address:	<input type="text" value="Assam"/>	Supporting document :	<input type="text" value="Choose File dummy.pdf"/>
Pincode:	<input type="text"/>		
Country:	<input type="text" value="India"/>		
Area Type:	<input type="text"/>		
Educational Status:	<input type="text"/>		
Phone Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="8143414396"/>		
Email:	<input type="text" value="jasa@gmail.com"/>		

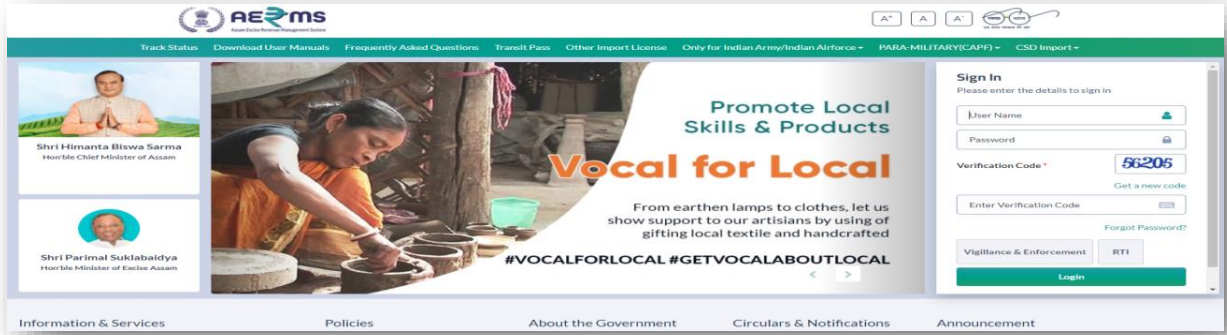
Activate Windows
Go to PC settings to activate Windows.

- Now login into 'Appealing Authority' officer login.

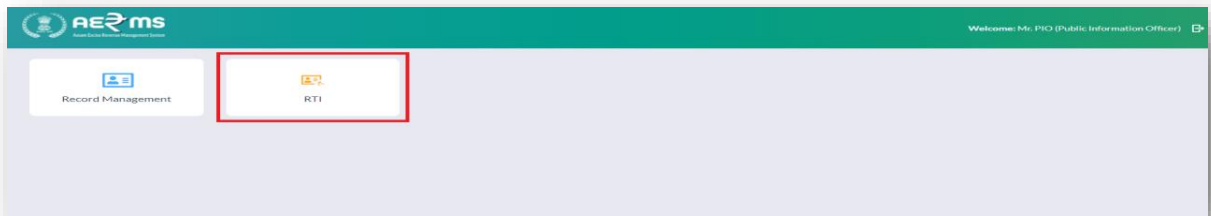
APPEALING AUTHORITY LOGIN

- User who has registered as Appealing Authority to the web application for Excise and Taxation Department Govt. Of Assam must log in by:
 1. Entering the URL: <https://stateexcise.assam.gov.in/index.php/site/login> in search bar
 2. Entering generated Login ID
 3. Entering generated Password
 4. Entering generated verification CaptchaClick on the Login button to advance to the next screen

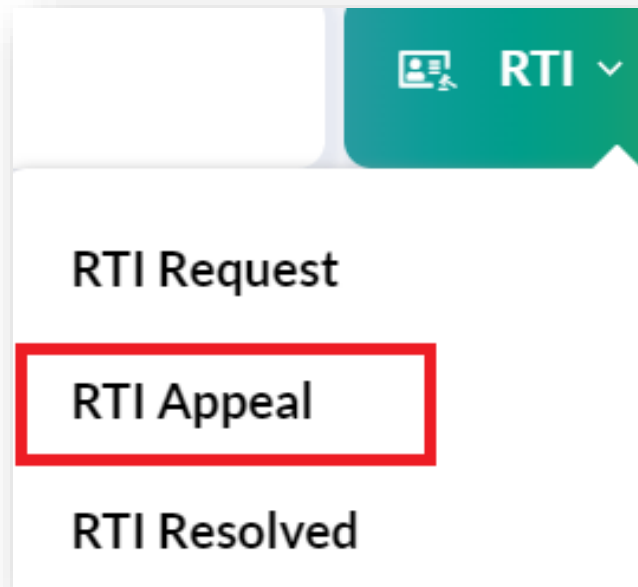




- User will get redirected to PIO login page
- Now click on RTI module button



- User will get redirected to RTI page
- Now go to RTI tab and click in RTI Appeals sub tab as shown in below figure



- As shown in below figure the application which were reapplied will be shown in this page
- Now click on First Appeal button





RTI APPEAL RTI / RTI Appeal

Start Date: 18-Nov-2021 End Date: 18-Nov-2021 Search:

10

Sl.No	Registration No.	Requertor Name	Requested Date	Payment Status	Status	Actions
1	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	First Appeal	First Appeal

Previous Next

- User will get popup as shown in below figure.
- Now user have provision to provide information
- If user want to provide information then he/she need to upload query response document along with remarks and click on provide information button
- Then user will get alert as Approved successfully

RTI Appeal Request

Registration No.

Name

RTI Request

Requested On

Appeal Query

Remarks

Documents dummy.pdf

- Once information got provided then status will get updated to 'Completed' and same will get updated to applicant



RTI APPEAL RTI / RTI Appeal

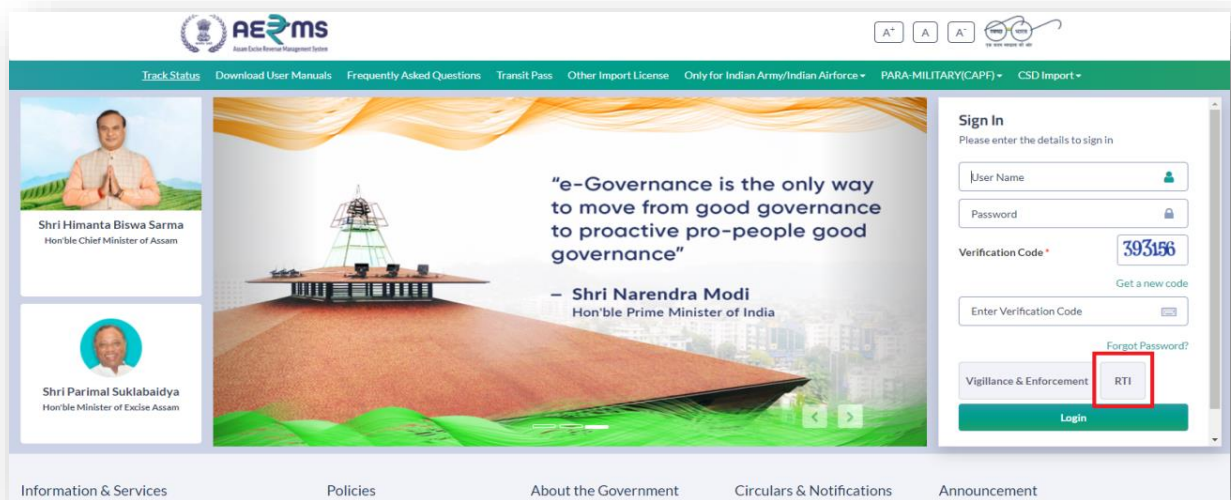
Start Date: 18-Nov-2021 End Date: 18-Nov-2021 Search:

10 Search:

Sl.No	Registration No.	Requertor Name	Requested Date	Payment Status	Status	Actions
1	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Responce sent to Requester	APA reply to requestor appeal

Previous Next

- Now applicant again goes to Assam portal.
- To track the status of application user need go to <https://stateexcise.assam.gov.in/index.php/site/login> portal and click on RTI button which is present just below login button as shown in below figure



- As shown in below figure user will get redirected to RTI request page
- Now user need to click on Track status button as shown in below figure



Request Appeal Track Status

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.
The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.

- User will get redirected to track status page
- Where user need to search the status with unique reference number.
- Now click on track status button and user will get status of his/her application as shown in below figure





Registration Number

RTIEX2021111800000

Track Status

Registration No : RTIEX2021111800000
Name : Balu
Request Query : I want info
Requested On : 18-Nov-2021 05:59:20 PM
Status : Appellate Authority replayed to first appeal

Remarks

Date	Remarks By	Remarks	Documents
18-Nov-2021 06:02:02 PM	PIO	Forward	
18-Nov-2021 06:07:44 PM	ADDL_COMM	Provide Information	RTIEX2021111800000_dummy_Balu.pdf
18-Nov-2021 06:17:12 PM	PIO	Approved	
18-Nov-2021 06:26:52 PM	APA	Provide Information	RTIEX2021111800000_dummy_Balu.pdf

Satisfied Not Satisfied

Registration Number

RTIEX2021111800000

Track Status

Registration No : RTIEX2021111800000
Name : Balu
Request Query : I want info
Requested On : 18-Nov-2021 05:59:20 PM
Status : Appellate Authority replayed to first appeal

Remarks

Date	Remarks By	Remarks	Documents
18-Nov-2021 06:02:02 PM	PIO	Forward	
18-Nov-2021 06:07:44 PM	ADDL_COMM	Provide Information	RTIEX2021111800000_dummy_Balu.pdf
18-Nov-2021 06:17:12 PM	PIO	Approved	
18-Nov-2021 06:26:52 PM	APA	Provide Information	RTIEX2021111800000_dummy_Balu.pdf

Satisfied Not Satisfied





- Now user can view the response which was provided by head office by downloading the document
- If he/she satisfied with the response then click on satisfy button which is end of the application
- If he/she not satisfied with response then click on not satisfied button as shown in below figure
- This time if again user re applied for response
- Then application will get forwarded to CIC officer and he/she will provide information
- This is last time user can apply for appeals and after that the response what he got CIC officer will be declared as the final one.

THE END

