

12. How to Apply:

A citizen who desires to obtain any information under the Act, should make an application to the State Public Information Officer (SPIO) of the Assam Public Service Commission in writing in English, Hindi or Assamese. The applicant can send the application by post or can submit it personally in the office of the public authority.

Fee for Seeking Information:

The applicant, along with the application, should send an Indian Postal Order of Rs.10/- (Rupees ten only) as fee prescribed for seeking information. The payment of fee can also be made by way of cash against a receipt.

The applicant may also be required to pay further fee towards the cost of providing the information, details of which shall be intimated to the applicant by the SPIO as prescribed by the Right to Information (Regulation of Fee and Cost) Rules, 2005. Rates of fee as prescribed in the Rules are given below:

- Rupees two (Rs. 2/-) for each page (In A-4 or A-3 size paper) created or copied.
- Rupees two (Rs. 2/-) per page of photocopy for extracts from the publication.
- If the applicant belongs to below poverty line (BPL) category, he is not required to pay any fee. However, he should submit a proof in support of his claim to belong to the below poverty line. The application not accompanied by the prescribed fee of Rs.10/- or proof of the applicant's belonging to below poverty line, as the case may be, shall not be a valid application under the Act and therefore, does not entitle the applicant to get information.

Format of Application:

There is no prescribed form of application for seeking information. The application can be made on plain paper. The application should however have the name, signature and complete postal address of the applicant.