

User Manual

RTI REQUEST & APPEALS





Contents

Introduction	3
Purpose and Scope	
Organization	4
Primary Functions	4
Functionality	5
Sign UP	5
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.







Primary Functions

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

- License Management
 - o Modification of License
 - Surrender of License
 - Suspension & Cancellation of license
 - o 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: <u>https://stateexcise.assam.gov.in</u>



Figure 1: Assam Excise Revenue Management System Website



Click on "Don't have an account? Sign Up" to sign up. Fill the details as requested in the screen





		SIGNUP	
Applicant Name: *	E.G. ABC XYZ	City: *	City
Email Address: *	E.G. xyz@abc.net	Block / Circle: *	Block/Circle
Mobile Number: *	E.G. 0123456789	Select State: *	Assam
Business Name: *	Business Name:	Select District: *	Select District
Plot/Building Number : *	Plot/Building Number		
Road/Street: *	Road/Street		
Landmark:	Landmark		
PAN	EG AAAAA9999A		

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

Applic Applic Ema Mobil Business Address:* ADSDP6323S
Apple Ema One Time Password Enter One Time Password Save OTP Resend OTP Business Address* PAN:* ADSDP6323S
verify PAN GSTIN:* 54ADSDP6323S2SS





Figure 4: OTP Request

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

स्वच्छ भारत एक कमम स्वयन्ता की ओर	Department Of Exc	ise	
		Your Account Created Successfully	
		Login Id: LR2100006	
		Password: bhfzykZo	
		Login	

Figure 5: System Generated LR Number and Password

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



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

Username/Password Rese	t For LR2100006 Login
User Id	APPLICANT
Old Password	
New Password	
	Must have at least one capital letter, number and one special character out of set [I@#5%-&"]
Confirm New Password	[4
Verification Code	262.64 Get a new code
	Verification Code
	Please enter the digits as they are shown in the image above.

• 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!
Login





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 <u>https://stateexcise.assam.gov.in/index.php/site/login</u> 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





Appeal Track Status		
GUIDELINES FOR USE OF RTI ONLINE PORTAL		
L. 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.		
. 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 50 and its associated banks; (b) Using creatilidebit can d'or Master /Visa; (c) Using Ruley or Land.		1
9. Fee for making an application is as prescribed in the RTI Rules, 2012.		
). After making payment, an application can be submitted.		
1. 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.		
2. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.		
3. 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.		
4. 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.		
5. The registration number of original application has to be used for reference.		
6. As per RTI Act, no fee has to be paid for first appeal.		
7. The applicant/the appellant should submit his/her mobile number to receive SMS alert.		
8. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".		
9. 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.		
] There read and understood the above suidelines.	Activate Windows	12
	Go to PC settings to activate Windows.	
Submit Cancel		

- 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				
equest - Online RTI Request Fo	orm			
	Personal Information		Request Details	
Name: *		Subject: *		
Gender: *	Male ○ Female ○ Other			
Address: *				
		le		
incode:				
Country:	● India ○ Other	Pecult In		
rea Type:	○ Rural ○ Urban	Result in	Select Language	*
ducational Status:	○ Literate ○ IIIiterate			
and-line Number:				
Mobile Number:*				
For SMS Notifications)				
imait."				
s the Applicant Below Poverty Line?:*	Select	~		
				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

() AE₹MS	Department Of Excise		
🗞 🛷 Asse Lobe Reverse Margament Spines एक करण समस्यवा की ओर			
Request - Online RTI Request Form			
	Personal Information		Request Details
Name: •	Raju	Subject:	I want to know information about Excise pilicy
Gender:*	S Male ○ Female ○ Other		
Address: •	Assam		
Pincode:	784454		
Country:	● India ○ Other		
Area Type:	O Rural 🖲 Urban	Result in	English
Educational Status:	○ Literate ● Illiterate		
Land-line Number:			
Mobile Number:* (For SMS Notifications)	815455545		
Email: *	jagadish.r@ctel.in		
Is the Applicant Below Poverty Line?: *	Yes 🗸		
BPL Card No.:*	BPL3435		
Year of Issue:*	1994		
Issuing Authority:*	Blahhhhh		
		Save	Activate Windows Go to PC settings to activate Windows.

- 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

Request Appeal Track Status Make Payment Your request has been submitted successfully! RTIEX2021111500017 Please save Registration Number for futher reference Close		partment Of Excise	
Kite Payment Your request has been submitted successfully! RTIEX2021111500017 Please save Registration Number for further reference Close	Request Appeal Track Status		
RTIEX2021111500017 Please save Registration Number for futher reference Close		Make Payment Your request has been submitted successfully!	
Please save Registration Number for further reference Close		RTIEX2021111500017	
		Please save Registration Number for futher reference Close	

- 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.





	Personal Information		Request Details	
Name: *	Raju	Subject: *	I want to know information about Excise pilloy	
Gender:*	Male ○ Female ○ Other			
Address: *	Assam			
Pincode:				
	784454			
Country:	● India ○ Other	Result In	F	
Area Type:	🔿 Rural 🖲 Urban		English	*
Educational Status:	○ Literate ● Illiterate			
Land-line Number:				
Mobile Number:* (For SMS Notifications)	8154545545			
Email:*	jagadish.r@ctel.in			
Is the Applicant Below Poverty Line?: *	No	~		
	You are required to pay the RTI fee of ₹ 10			

- 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

AER MS Contraction Department	nent Of Excise	
Request Appeal Track Status	Make Payment Please save your Registration Number RTIEX2021111500016 for futher reference Amount : ₹10 Pay	

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

Request Appeal Track Status Make Payment	
Payment Done Sucessfully. 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

<u>PIO LOGIN</u>





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: <u>https://stateexcise.assam.gov.in/index.php/site/login</u> 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

Track Status Down	load User Manuals Frequently Asked Questions	Transit Pass Other Import License Only for Ind	ian Army/Indian Airforce - PARA-MII	ITARY(CAPF) · CSD Import ·	
			omoto Local	Sign In Please enter the details to sign	1 In
			C Dreducte	User Name	4
Uimanta Dicura Sarma		Skills	s & Products	Password	a
ble Chief Minister of Assam		Vocal fo	r Local	Verification Code *	56205
					Get a new code
	R Sec. Mai	From earthen l	amps to clothes, let us	Enter Verification Code	
		show support to ou gifting local te	ur artisians by using of extile and handcrafted		Forgot Password?
Parimal Suklabaidya		#VOCALEORLOCAL #GETVO		Vigillance & Enforcement	RTI
ole Minister of Excise Assam			< >	Login	

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

		Welcome: Mr. PIO (Public Information Officer	€
Record Management	RTI		

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







- which were raised by applicant
 Only if payment status is paid then only user can forward application if not user
- Only if payment status is paid then only user can forward application if not user cannot forward the application
- Now click on new button

TREQUES	ST					RTI / RTI Reque
			Start Date	18-Nov-2021 End Date	18-Nov-2021	Search
10 •					Search:	
SI.No 🕈	Registration No.	Requertor Name	Requested Date	Payment Status	Status	Action
1 - 42	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Submitted	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 'Suplliers' 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





Registration No.	RTIEX2021111800000		
Name	Balu		
RTI Request	I want info		
Requested On	18-Nov-2021 05:59:20 PM		
Hierarchy	Head Quarters	~	
Office	Additional Commissioner	~	
Role	Additional Commissioner of Excise, Assar	~	
User	SanjeevKumar Medhi	~	
Remarks	Forward	ור	

- 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 / RTI Reque
		Start D	Date 🛗 18-Nov-2021	End Date 🛗 18-Nov-2021	Search
				Search:	
Requertor Name	Requested Date	Payment Status	Status		Action
Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Additional Comm	nissioner of Excise, Assam	In Process
					Previous Next
	Requertor Name Balu	Requertor Name Requested Date Balu 18-Nov-2021 05:59:20 PM	Start D Requertor Name Requested Date Payment Status Balu 18-Nov-2021 05:59:20 PM PAID	Requertor Name Requested Date Payment Status Status Balu 18-Nov-2021 05:59:20 PM PAID Forwarded to Additional Comm	Requertor Name Requested Date Balu 18-Nov-2021 05:59:20 PM PAID Forwarded to Additional Commissioner of Excise, Assam

- 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: <u>https://stateexcise.assam.gov.in/index.php/site/login</u> 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

AE?MS Internetion				Welcome: Sanjeev Kumar I	Medhi (Additional Commissioner of Excise, Assam) 🔒
Activity Dashboard	E E Commissioner Dashboard	≧ ≣ Master Data	License Management	E Paramilitary	Ø Brand Label Registration
Distillery	CSD Import	Bottling Unit	O) Users	E Brewery	E Wholesale
Company Wholesale	CSD Wholesale	Retailer	Barcode Labels	Po Label Procurement	Lab
Record Management	Reports	Cthers	e-Payment	E., RTI	La Transit Pass
Appeals & Revisions					

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





	E,	RTI ~	
RTI Request			
RTI Appeal			I
RTI Resolved			

- 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

		Start Date	18-Nov-2021 End Date	18-Nov-2021	Search
				Search:	
Requertor Name	Requested Date	Payment Status	Status		Action
Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Additional Commissioner of Ex	cise, Assam	Process
	Requertor Name Balu	Requertor Name Requested Date Balu 18-Nov-2021 05:59:20 PM	Requested Date Payment Status Balu 18-Nov-202105:59:20 PM PAID	Requested Date Payment Status Status Balu 18-Nov-202105:59:20 PM PAID Forwarded to Additional Commissioner of Ex	Requertor Name Requested Date Payment Status Status Balu 18-Nov-2021 05:59:20 PM PAID Forwarded to Additional Commissioner of Excise, Assam

- 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





Registration No.	RTIEX2021111800000	
Name	Balu	
RTI Request	I want info	
Requested On	18-Nov-2021 05:59:20 PM	
ublic Information	Forward	
Officer Remarks		
Forwarded On	18-Nov-2021 06:02:02 PM	
Remarks	Provide Information	
Documents	Choose File dummy.pdf	
Rej	ect Provide Information	

• Now the status is updated as 'in progress'

I REQUI	EST							RTI / RTI Reque
				Start Date 🛗 18	8-Nov-2021	End Date 🛗 18	3-Nov-2021	Search
) -							Search:	
I.No 🕈	Registration No.	Requertor Name	Requested Date	Payment Status	Status			Action
- 44	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Forwarded to Publi	c Information Office	r	In Process
								Previous Next

- 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: <u>https://stateexcise.assam.gov.in/index.php/site/login</u> 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

		Welcome: Mr. PIO (Public Information Officer)
Record Management	RTI	

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







Payment Status Status

Forwarded to Public Information Office

Action

In Process Previous Next

• User will get popup as shown in below figure

SI.No * Registration No. Requertor Name Requested Date

RTIEX2021111800000

- 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

18-Nov-2021 05:59:20 PM

• If user want to approve then he/she need to click on approve button along with remarks





Pagistration No.		
Registration No.	RTIEX2021111800000	
Name	Balu	
RTI Request	I want info	
Requested On	18-Nov-2021 05:59:20 PM	
Public Information	Forward	
Officer Remarks		/
Forwarded On	18-Nov-2021 06:02:02 PM	
Additional	Provide Information	
Commissioner of		10
Excise, Assam		
Remarks		
Additional	view	
Commissioner of		
Excise, Assam		
Uploaded Document		
Remarks		

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





				Start Date 🛗 18-Nov-2021	End Date 🛗 18-Nov-2021	Search
10	•				Search	:
SI.No *	Registration No.	Requertor Name	Requested Date	Payment Status	Status	Action
1 - 45	RTIEX2021111800000	Balu	18-Nov-2021 05:59:20 PM	PAID	Responce sent to Requester	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 <u>https://stateexcise.assam.gov.in/index.php/site/login</u> portal and click on RTI button which is present just below login button as shown in below figure

Track Status	Download User Manuals Frequently Asked Questio	ns Transit Pass Other Import License Only for Indian Army/Indian Airforce • PARA-N	11LITARY(CAPF) - CSD Import -
0			Sign In Please enter the details to sign in
A A		"e-Governance is the only way	User Name
i Himanta Riswa Sarma		to move from good governance	Password
on ble Chief Minister of Assam	A	to proactive pro-people good governance"	Verification Code * 393156
		- Shri Narendra Modi Hon'ble Prime Minister of India	Get a new code Enter Verification Code
ri Parimal Suklabaidya n'ble Minister of Excise Assam			Vigillance & Enforcement RTI

- 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





Ger Assam Exche Keverue Manageme	एक करम स्वरूता की ओर
quest Appeal	Track Status
	GUIDELINES FOR USE OF RTI ONLINE PORTAL
This Web Portal ca	n 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.
An applicant who d	esires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
On clicking at "Sub The fields marked '	mit Request", the applicant has to fill the required details on the page that will appear. • are mandatory while the others are optional.
The text of the app	lication may be written at the prescribed column.
At present, the tex	t 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

Reg	sistration Number	RTIEX2021111800000	
		Track Status	
	Registration No :	RTIEX2021111800000	
	Name :	Balu	
	Request Query :	l 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





egistration Number	RTIE	X2021111800000		
		Track Status		
Registration No :	RTIE	X2021111800000		
Name:	Balu			
Request Query :	I wa	nt info		
Requested On :	18-1	Nov-2021 05:59:20 PM		
Status :	Resp	oonce 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 <u>https://stateexcise.assam.gov.in/index.php/site/login</u> portal and click on RTI button which is present just below login button as shown in below figure

Track Status Dow	nload User Manuals Frequently Asked Que	stions Transit Pass Other Import License Only for Indian Army/Indian Airforce + PARA-M	ILITARY(CAPF) + CSD Import +	
0			Sign In Please enter the details to sig	gn in
1 AL	-	"e-Governance is the only way	User Name	
limanta Pisura Sarma		to move from good governance	Password	
le Chief Minister of Assam	AA	to proactive pro-people good governance"	Verification Code *	393156
		Chal Managed as Marall		Get a new code
		- Shri Narendra Modi Hon'ble Prime Minister of India	Enter Verification Code	
				Forgot Password?
Parimal Suklabaidya			Vigillance & Enforcement	RTI
e Minister of Excise Assam			Login	

- 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

	GUDELINES FOR USE OF RTI ONLINE PORTAL White Portal can be used by indian chilaren to file T1 application colline and also to make parment for RT application colline. Fint appeal can also be filed online. applicate the backford and the provide the transmitter and also to make parment for RT application colline. The application colline and also to make parment for RT application colline. Adding at "shall he meant the availance that RT is required the transmitter and also to make parment for RT application colline. Adding at "shall he meant the availance that RT is required the page that will appear. Indian shall a meant the availance the page that the state that will appear. Indian shall a meant the availance the page that the page that will appear. Indian shall a meant the provide the others are explored. Indian shall a meant the provide the others are explored. Indian shall a meant the provide the others are explored. Indian shall a meant the provide the others are explored. Indian shall a meant the provide the others are explored. Indian shall be file to the page that will appear. Indian shall be file to the page that the page that will appear. Indian shall be file to the page that the page that the file to the page that will appear. Indian shall be file to the page that the page that the file to the file to the page that the file	
 1. Nicket state is used is notified within a number of the stage is and is not in a stage is and is not in a stage is and is a state of the stage is and is a state of the stage is and is a state of the stage is a	is Web Portal can be used by Indian chiteres to file RT1 application online and also to make payment for RT1 application online, applicant who desires to obtain any information under the RT1 Act can make a request through this Web Portal to the Ministries/Departments of Excise. clicking ar "southmet request the applicant tas for this required dealise on the page that will appear. this deal market" are mandatory while the others are optional.	
 a. A constraint of a	applicant who dealers to obtain any Information under the RTA dc can make a request through this Web Porta Ito the Ministries/Departments of Excle. clicking at "solar insparst" the asplicant is off the required dealers on the page that will appear. Feddls marked* are mandatory while the others are explored.	
 c) c) control frage student frage status in the strengt s	clicklong at "Submit Request; the applicant has to fill the required details on the page that will appear. a fields marked: * are mandatory while the others are optional. text of the application may be written at the prescribed column.	
 4. To the application may be written at the presorbid column. 4. The present, that can be applicated in and the presorbid column is nonhead to 300 characters only. 5. Brace application contains more than 3000 characters in the updated as an attachment, budge column is nonhead to 300 characters only. 6. Brace application contains more than 3000 characters in the updated as an attachment, budge column is nonhead to 300 characters only. 6. Brace application contains more than 3000 characters only. 6. Brace application contains more than 3000 characters only. 7. Brace application contains more than 3000 characters only. 8. Brace application contains more than 3000 characters only. 9. Brace application contains more than 3000 characters only. 9. Brace application contains more than 3000 characters only. 9. Brace application contains more than 3000 characters only. 9. Brace application contains more than 3000 characters only. 9. Brace application contains more than 3000 characters on the specification than 3000 characters on the specification contains more than 3000 characters on the specification than 3000 characters on the specification contains more than 3000 characters on the specific	e text of the application may be written at the prescribed column.	
A grant particular that can be updated at at the prescribed column is confident to 2000 character. In can be updated at at the updated at the		
 b. Care and point one than 3000 characters. It can be upleaded as an attachment, builting column "sporting formation core than 3000 characters. It can be upleaded as an attachment, builting column to "sporting formation core than 3000 characters. It can be upleaded as an attachment, builting column to "sporting formation core than 3000 characters. It can be upleaded as an attachment, builting column to appendix to the sport of the sport formation core than 3000 characters. It can be upleaded as an attachment, builting column to appendix to the sport formation core than 3000 characters. It can be uppendix to the sport of the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters. It can be uppendix to the sport formation core than 3000 characters in the sport formation core	present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.	
A der finge her spage, the agalitation has to ciklis on visultate systement to make systement of the prescribe feet work in the visultate system is a system of the field system is a system of the prescribe feet work in the visual system is a system of the sy	isse an application contains more than 3000 characters, it can be uploaded as an attachment, by using column ipporting document".	
In the patient the pace back the ba	er filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.	
P. Re for making an application is a prescribed in the TIT lucks 2012. A form making any application is a prescribed in the TIT lucks 2012. A form making any application is a prescribed in the TIT lucks 2012. A form making any application is a prescribed in the TIT lucks 2012. B for the TIT lucks 2012 and the prescription the application that a prescribed in the traper of the application that a prescribed in the traper of the application that a prescribed in the traper of the application that a prescribed in the traper of the application that a prescription and the traper of the application that a prescription through the prescription through the prescription and the application that a prescription through the prescr	s applicant can pay the prescribed fee through the following modes: internet baining from young 818 and fit associated banks; Using or exploit/bibbit can dor Master/Visa; Using multip can.	
 A dram making approvent, an application can be submitted. In both The is regional to be and by any dram to the submitted. In both The is regional to be and by any dram to the submitted. In both The is regional to be and by any dram to the submitted. In both The is regional to be and by any dram to the submitted in both the provide bissued, which may be referred by the application trans reterances in future. In case additional the is required arguments the submitted in the su	2 for making an application is as prescribed in the RTI Rules, 2012.	
No RT for the required to be gaid by any differen who is below powerly lines any RT linely, 2012. However, the applicant tart at the carry of the certificate based by the appropriate government in this regard, alongwith the application. Is consumination of an application, using exercise the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2012. However, the applicant trough the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, the applicant through the powerly line is any RT linely, 2014. However, 2014. How	ver making payment, an application can be submitted.	
2. On submission of an application, a values registration number would be issued, which may be retering by the applicant trans retering an appeal to the first involve for retering the constraint of the applicant through Status Report or through Hisher e-mail alers. 3. For mailing an appeal to the first involve for retering the constraint of the applicant through Status Report or through Hisher e-mail alers. 4. For mailing an appeal to the first Augustite Authority, the applicant has to be used for would he instead to a set and the applicant through Status Report or through Hisher e-mail alers. 4. For mailing an appeal to the first Augustite Authority, the applicant has to be used for would here its even and transmission of an application has to be used for the applicant through Status Report or through Hisher e-mail alers. 4. The application has to be used for the applicant through Status Report or through Hisher e-mail alers. 4. The application has to be used for the application	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.	
In case additional fee (respending the cost or providing information, the CPIO would initiates the applicant through bit ports). This information can be seen by the applicant through bits applicant through bits the cost applicant through bits applican	submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.	
- Ker making an appead to the first Appellities Automotive the application has to be used for first Appeal's and fill up the page that will appear Kar making and provide or original application has to be used for references As per ETAL concentration to the subject or references As per ETAL conce	:ase 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.	
The registration muther of original signification has to be used for reference. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has to be add for first speed. A per KTM. or field has the field for first speed has to first speed has t	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.	
A ger RT Att, on fer has to be gald for finit ageal. As ger RT Att, on fer has to be gald for finit ageal. Status of the RT agelication short moles to receive SMS aler: Status of the RT agelication and finit ageal as well as other provides regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to agept. Have read and understood the above guidelines. Suture to Carvet Control C	e registration number of original application has to be used for reference.	
The applicant/the applicant/the applicant/the applicant/the tap each wide soft area. The applicant/the applicant/the tap plication for tap plicatio	per RTI Act, no fee has to be paid for first appeal.	
Status of the RT3 application/frst appeal field online can be seen by the applicant/appeal field online can be seen by the applicant/appeal field online can be seen by the applications and first appeal as well as other provideous regarding time limit, exemptions etc. as provided in the RT1 Act 2005 will continue to apply. I have read and understood the above guidelines. Submit Careet Go to PC settings to activate Windows.	e applicant/the appellant should submit his/her mobile number to receive SMS alert.	
All the requirements for filing an RTI application and first appeal as well as other providions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.	tus of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".	
Thave read and understood the above guidelines. Activate Windows Go to PC settings to activate Windows.	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.	
1 have read and understood the above guadelines. Activate Windows. Go to PC settings to activate Windows.		
Submit Cancel Go to PC settings to activate Windows.	ive read and understood the above guidelines.	Activate Windows
	Submit Cancel	Go to PC settings to activate Windows.

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

	Personal Information		Request Details
Registration Number: *	RTIEX2021111800000	Is the Applicant Below Poverty Line?:	No
Name:	Balu	Ground for Appeal: *	Refused action to Information Requested
Gender:	Male	Text for RTI Appeal application: *	I want to know exact information
Address:	Assam		
Pincode:			
Country:	India		
Area Type:		Supporting document :	Choose File dummy.pdf
Educational Status:			
Phone Number:			
Mobile Number:	8143414396		
Email:	jaga@gmall.com		
		Save	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: <u>https://stateexcise.assam.gov.in/index.php/site/login</u> 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

(≇) AE₹ MS		Welcome: Mr. PIO (Public Information Officer)
Record Management	RTI	

- User will get redirected to RTI page
- Now go to RTI tab and clik 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 / RTI Appea
			Start Date	18-Nov-2021 End	Date 🛗 18-Nov-2021	Search
10 •					Search:	
SI.No *	Registration No.	Requertor Name	Requested Date	Payment Status	Status	Actions
			10.11 0001.05 50.00 014	DAID		

- 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

TI Appeal Requ	est ×
Registration No.	RTIEX2021111800000
Name	Balu
RTI Request	I want info
Requested On	18-Nov-2021 05:59:20 PM
Appeal Query	I want to know exact information
Remarks	Provide Information
Documents	Choose File dummy.pdf
	Provide Information

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





RITAFFEAL							
			Start Date 👔	18-Nov-2021	End Date 🛗 18	3-Nov-2021	Searc
10 -						Search:	
SI.No Registration No.	Requertor Name	Requested Date	Payment Status	Status Responce sent to Re	equester	Actions APA reply to requestor an	opeal
	biid	101107102105.57.20111	TAB	Responce serie to ha	equester		
						Pr	revious N
 Now applicant. 	again goes to	Assam nortal					
 Now applicant 	again goes to	Assam portai.					
 Now applicant To track the state 	again goes to	Assam portal.	to to				
Now applicantTo track the state	again goes to atus of applica	tion user need g	go to				
 Now applicant To track the state 	again goes to atus of applica	Assam portal. tion user need g	go to				
 Now applicant To track the standard the stan	again goes to atus of applica ccise.assam.g	Assam portal. tion user need g ov.in/index.php	go to /site/login p	ortal and c	lick on RT	I	
 Now applicant To track the standard the stan	again goes to atus of applica <	Assam portal. tion user need g ov.in/index.php	go to / <u>/site/login</u> p	ortal and c	lick on RT	I	
 Now applicant To track the standard track th	again goes to atus of applica <u>«cise.assam.g</u> s present just l	Assam portal. tion user need g ov.in/index.php below login butt	go to p <mark>/site/login</mark> p ton as shown	ortal and c in below f	click on RTI igure	I	
 Now applicant To track the standard track th	again goes to atus of applica <u>(cise.assam.g</u> s present just	Assam portal. tion user need g ov.in/index.php below login butt	go to p/site/login p con as shown	oortal and c in below f	click on RT igure	I	
 Now applicant To track the standard track th	again goes to atus of applica <u>ccise.assam.go</u> present just l	Assam portal. tion user need g ov.in/index.php below login butt	go to p <mark>/site/login</mark> p ton as shown	oortal and c in below f	click on RT igure	I	
 Now applicant To track the standard track th	again goes to atus of applica <u>ccise.assam.go</u> present just l	Assam portal. tion user need g ov.in/index.php below login butt	go to p <mark>/site/login</mark> p ton as shown	oortal and c in below f	click on RTI igure	I	
 Now applicant To track the standard the standard text of text of the standard text of the standard text of text of	again goes to atus of applica < <u><cise.assam.g< u=""> s present just ≷ms</cise.assam.g<></u>	Assam portal. tion user need g ov.in/index.php below login butt	go to p <mark>/site/login</mark> p ton as shown	oortal and c in below f	click on RTI igure	I	
 Now applicant To track the standard track th	again goes to atus of applica ccise.assam.go present just l ≷ms	Assam portal. tion user need g ov.in/index.php below login butt	go to p <mark>/site/login</mark> p ton as shown	oortal and c in below f	click on RTI igure	I	
 Now applicant To track the standard state https://stateex button which is 	again goes to atus of applica ccise.assam.go present just l constant www.manus Prequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt	go to /site/login p ton as shown	oortal and c in below f A* A (click on RTI igure		
 Now applicant To track the standard track state 	again goes to atus of applica <u>ccise.assam.go</u> s present just l Corresent Uter Manual Frequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt	go to /site/login p ton as shown ere Onlyfor Indian Army/Indian	oortal and c in below f A* A (nAirforce PARA-MUITAI	click on RTI igure		
 Now applicant To track the standard state of the standard state of the state of the	again goes to atus of applica ccise.assam.go present just l CCCS	Assam portal. tion user need g ov.in/index.php below login butt	go to /site/login p ton as shown errer Ontyfor Indian Army/Indian	oortal and c in below f A* A (click on RT igure		
 Now applicant To track the standard state of the standard state of the state of the	again goes to atus of applica ccise.assam.go present just l Communications Una Manual Prequently Added Q	Assam portal. tion user need g ov.in/index.php below login butt	go to /site/login p ton as shown erea Only for Indian Army/Indian	oortal and c in below f	Click on RT igure	I Seign in	î
 Now applicant To track the standard state of the standard state of the state of the	again goes to atus of applica <u>(cise.assam.go</u> present just l Construction UNEY Manual Propuntly Asked Q	Assam portal. tion user need g <u>ov.in/index.php</u> below login butt	go to /site/login p ton as shown erre Only for Indian Army/Indian	oortal and c in below f A* A (nAirforce PARA-MILITAL	Click on RT igure A COMPACT COMPACT Sign In Please enter the details to User Name] osign in	î
 Now applicant To track the standard state of the standard state of the state of the	again goes to atus of applica <u>(cise.assam.go</u> present just l Correction User Manual Frequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt	go to /site/login p ton as shown are Only for Indian Army/Indian mance is the only	oortal and c in below f A* A (nAirforce PARA-MILITA)	Click on RT igure	Disign in	ĺ
 Now applicant To track the standstate https://statee button which is 	again goes to atus of applica <u>(cise.assam.go</u> s present just l Cler Manual Frequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt below login butt "e-Gover to nove f	go to /site/login p ton as shown are Only for Indian Army/Indian from good gover	oortal and c in below f	Click on RTI igure	sign in	Î
 Now applicant To track the state the state of the state o	again goes to atus of applica <u>(cise.assam.go</u> s present just l Correction (Correction of the second Correction of the s	Assam portal. tion user need g ov.in/index.php below login butt westers Travit Pass Other Import Lio "e-Gover to move f to proact	go to /site/login p ton as shown on as shown	oortal and c in below f A A A A NAME Y way rnance good	Click on RT igure	osignin	ĺ
 Now applicant To track the stated states https://stateey button which is button which is 	again goes to atus of applica ccise.assam.go present just l Cons Uter Manual Prepently Aded Q	Assam portal. tion user need g <u>ov.in/index.php</u> below login butt below login butt "e-Gover to move f to proact governan	go to /site/login p ton as shown area Onlyfor Indian Army/Indian mance is the only from good gover tive pro-people of the pro-people of the pro-people of the pro-people of the pro-people of the pro-people of the people o	oortal and c in below f	Click on RT igure	esign in ▲ 393156	ĺ
 Now applicant To track the stand the standard th	again goes to atus of applica ccise.assam.go s present just l Communications (Ver Manual Trequently Aduat Q	Assam portal. tion user need g ov.in/index.php below login butt uestions Transi Pars Other Import Lio "e-Gover to move f to proact governan - Shri Nar	go to /site/login p ton as shown and the india Army/India mance is the only from good gover tive pro-people of market is the only from good gover tive pro-people of the india Modi	oortal and c in below f	Click on RT igure	osign in	•
 Now applicant To track the state the state of the state o	again goes to atus of applica ccise.assam.go s present just l Consecutive Uner Manual Trequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt uestors TravelPas Other Import Lio "e-Gover to move f to proact governan – Shri Narr Honble Prir	go to /site/login p ton as shown area Only for Indian Army/Indian mance is the only from good gover tive pro-people of ince" endra Modi me Minister of India	oortal and c in below f	Click on RTI igure	osign in	Ì
 Now applicant To track the state the state of the state o	again goes to atus of applica <u>(cise.assam.go</u> s present just l Core Manual Frequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt below login butt "e-Gover to move f to proact governan – Shri Narr Honble Prir	go to /site/login p ton as shown area Only for India Army/India mance is the only from good gover tive pro-people of area" endra Modi me Minister of India	oortal and c in below f	Click on RTI igure	osign in	
 Now applicant To track the state the state of the state o	again goes to atus of applica ccise.assam.go s present just l Corrections Uter Manual Frequently Asked Q	Assam portal. tion user need g ov.in/index.php below login butt below login butt "e-Gover to move f to proact governan - Shri Nar- Honble Prir	go to /site/login p ton as shown are Orlyfor India ArmyIndiar Promise is the only from good gover tive pro-people of tive pro-people of	oortal and c in below f	Click on RT igure	ssign in	ĺ
 Now applicant To track the stated states the state of the state of the states of the sta	again goes to atus of applica ccise.assam.go s present just l Core War Manual Trepently Adad Q	Assam portal. tion user need g <u>ov.in/index.php</u> below login butt wetter Trans Other Import Lio "e-Gover to move f to proact governan – Shri Narr Honble Prir	go to /site/login p ton as shown are Onlyfor India Army/India mance is the only from good gover tive pro-people of hee" endra Modi me Minister of India	oortal and c in below f	Click on RT igure	esign in	Î

• As shown in below figure user will get redirected to RTI request page

Policies

• Now user need to click on Track status button as shown in below figure

About the Government

Circulars & Notifications

Announcement



Information & Services



Assan Exise Revenue Mangement System एक कदम स्वरक्षता की ओर	
equest Appeal Track Status	
	GUIDELINES FOR USE OF RTI ONLINE PORTAL
1. This Web Portal can be used by Indian citizens to file RTI appl	lication 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.
 On clicking at "Submit Request", the applicant has to fill the re The fields marked * are mandatory while the others are optio 	equired details on the page that will appear. Inal.
4. The text of the application may be written at the prescribed c	olumn.
5. At present, the text of an application that can be upleaded at	the prescribed column is confined to 2000 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





istration Number	RTIEX2021111800000	
	Track Status	
Registration No :	RTIEX2021111800000	
Name :	Balu	
Request Query :	l 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	
Permarka		
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





- 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

