

CHAPTER 1

1.1. Introduction:

The Right to Information Act, 2005 came into force on the 12th October, 2005 (120th day of its enactment on the 15th June, 2005). With a view to implement the act, the Department in Mining & Geology, Govt. of Meghalaya has prepared to compile the various information under the provisions of the Right to Information Act, 2005 to enable the citizen to access the desired information in the form of the “ information Handbook ”.

1.2. Objective/purpose:

The main objective/purpose of this Information Handbook is to provide information to citizen with minimum efforts and to minimize the lengthy process of seeking information.

1.3 Any citizen of India can be the intended user of this Handbook.

1.4 The contents of the Handbook are :-

Chapter1-Introduction ,	Chapter2-Manual 1
Chapter3-Manual 2,	Chapter4-Manual 3,
Chapter5-Manual 4,	Chapter6-Manual 5,
Chapter7-Manual 6,	Chapter8-Manual 7,
Chapter9-Manual 8,	Chapter10-Manual 9,
Chapter11-Manual 10,	Chapter12-Manual 11,
Chapter13-Manual 12,	Chapter14-Manual 13,
Chapter15-Manual 14,	Chapter16-Manual 15
Chapter17-Manual 16,	Chapter18-Manual 17.

1.6. Contact Persons:-The Public Information Officer is the contact person for the information in the Administrative Department.

1.7 Procedures& Fee structure through application:

Under Section 6.(1) of the RTI Act,2005, a person can request for any information in writing or through electronic means in English or Hindi in the Official language of the area on payment of fees as prescribed, to the Public Information Officer. of the Public Authority.

Provided that where such request cannot be made in writing, the PIO shall render all reasonable assistance to the requestor orally or in writing.

An applicant making the request shall not be required to give any reason for requesting the information or any personal details except those necessary for contacting him or her.