User Manual

RTI Request & Appeal Management Information System

(RTI-MIS)

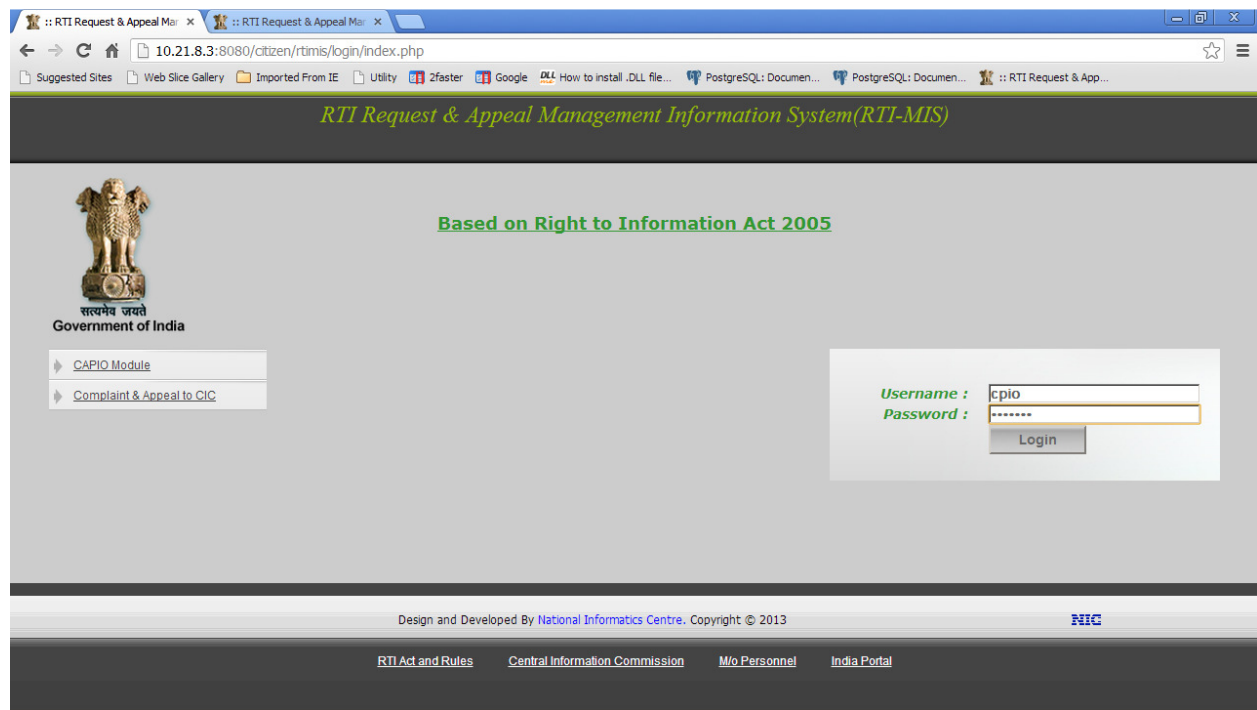## NEW ONLINE REQUEST

Department of Personnel & Training, **National Informatics Centre**
M/o Personnel, Public Grievances & Pensions, **D/o Information Technology**
North Block, New Delhi-110001 **M/o Comm. & IT, Govt. of India**

The url of the RTIMIS software is : http://rtionline.gov.in/RTIMIS
(RTIMIS should be typed in capital letters).

RTIMIS – CPIO Module

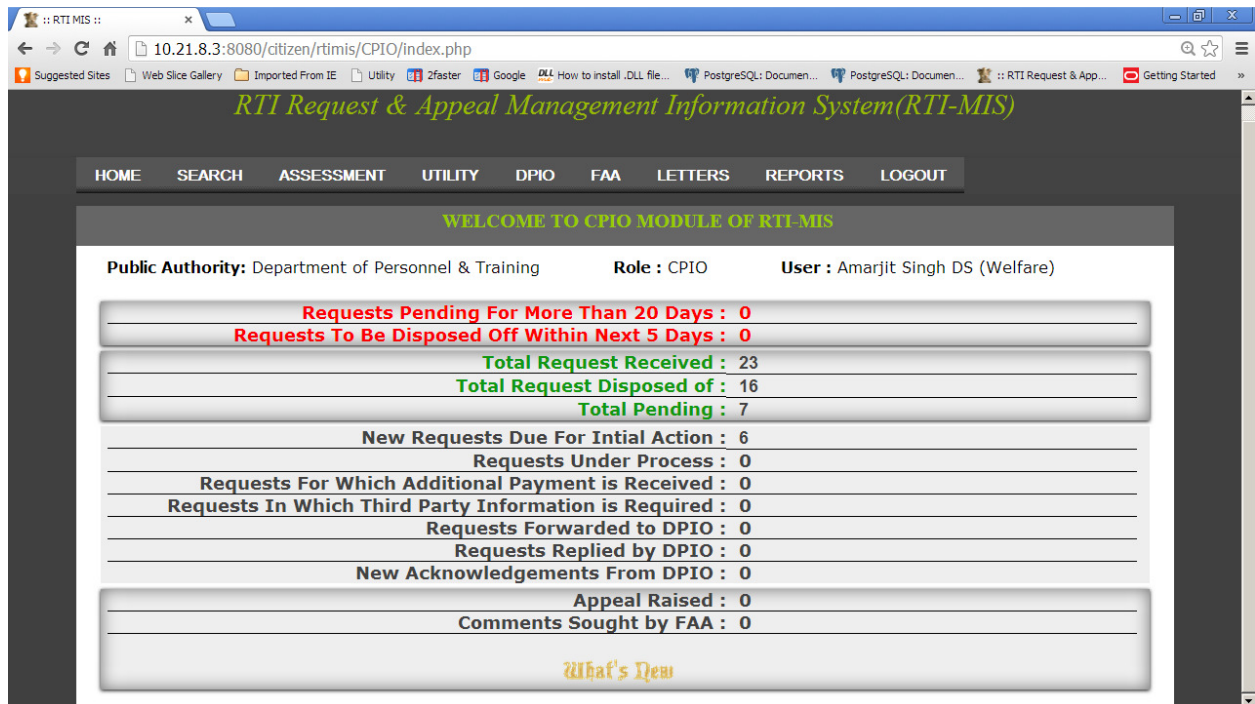After providing the **"username"** and **"password"** in the login screen click on login button.

HOME

On the home page screen several **alert options** with statistical count have been given, we will discuss them one by one respectively:-

i. Requests Pending For More Than 20 Days:

By clicking on the count of **alert option**, the list of **"Records of Request Pending For More Than 20 Days"** will be displayed**.**

Now by clicking on the **desired registration number** or radio button, **" Assessment of Pending Request "** screen will be displayed.

CPIO can click on any option   View Request Details   or   View Action History to view all **RTI REQUEST DETAILS** and **ACTION HISTORY OF RTI REQUEST** respectively.
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RTI REQUEST DETAILS

Registration No. :	DOP&T/R/2013/02064	Date of Receipt :	08/04/2013
Type of Receipt :	Local Receipt	Language of Request :	English
Name :	Sample Request	Gender :	Male
Address :	NIC, DPG		
State :	Not Provided	Country :	Not Provided
Phone No. :	Not Provided	Mobile No. :	Not Provided
Email :	Not Provided		
Status(Rural/Urban) :	Not Provided	Education Status :	Not Provided
Letter No. :	Not Provided	Letter Date :	Not Provided
Is Requester Below Poverty Line ? :	No	Amount Paid :	10
Mode(s) of information Supply :	Hard Copy		
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	Amarjit Singh
Information Sought :	Sample Request		
		Print Close	

ACTION HISTORY OF RTI REQUEST No. DOP&T/R/2013/02064

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	REQUEST UNDER PROCESS AT OUR OFFICE	13/06/2013	Amarjit Singh	
		Close		

CPIO can select any action from **"Final Action"** dropdown list.

Now we will discuss about options given in the **"Final Action"** drop down field one by one**:**

1st option: ADDITIONAL PAYMENT REQUIRED FOR INFORMATION :

By selecting this option the following fields will be appeared as **Select Mode(s) of Information Supply, Additional Payment Demanded, Description of Contents of Letters.**

In the **Select Mode(s) of Information Supply** drop down box, the desired option has to selected like **Hard Copy** or **Electronic Media** or **Priced Publications** or **Certified Samples of Material** or **Inspection of Work,Documents,Records.**

In **Additional Payment Demanded** field amount for additional payment enter by nodal officer.

The information about additional payment requirement is to be typed briefly in the text box given in **Description of Contents of Letters** field with size limit of **1000 characters.**

2nd option: FORWARD REQUEST TO DEEMED PIO :

By selecting this option, the names of the All DPIO's of the Public Authority will be displayed in the drop down box. Then the CPIO has to select the desired DPIO Name and also write remarks in **"Forwarding Remarks"** field with limit of **500 characters** .

3rd option: PARTIALLY REJECT/ACCEPT RTI REQUEST :---

By selecting this option **File No. , Information Supplied, Information Rejected, Reason therefore, Upload Reply Document** fields will appear on the screen**.**

CPIO can enter reply of RTI Request in **"Information Supplied"** field **.**This information will be displayed as a part of the covering letter report also.
 Rejected part of RTI request is entered in **"Information Rejected"** field**.** This information will be displayed as a part of the covering letter report also.

Reason for RTI Request Rejection can be selected by CPIO from **"Reason therefore"** dropdown.

For selecting the multiple Section Names, hold on the **Contrl Key or Shift key** and click on the Section names.

An option has been given to **view the details of sections for Rejection**.for reference.

Rejection of a Request under RTI Act 2005		
Section 8(1)	(a)	Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
	(b)	Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
	(c)	Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
	(d)	Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
	(e)	Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
	(f)	Information received in confidence from foreign Government;
	(g)	Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
	(h)	Information which would impede the process of investigation or apprehension or prosecution of offenders;
	(i)	Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers: Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over: Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

	(j)	Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:
Section 9	-	Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
Section 11	(1)	Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party. |
	(2)	Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
	(3)	Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
	(4)	A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

 CPIO can convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

4th option: REJECT RTI REQUEST:----

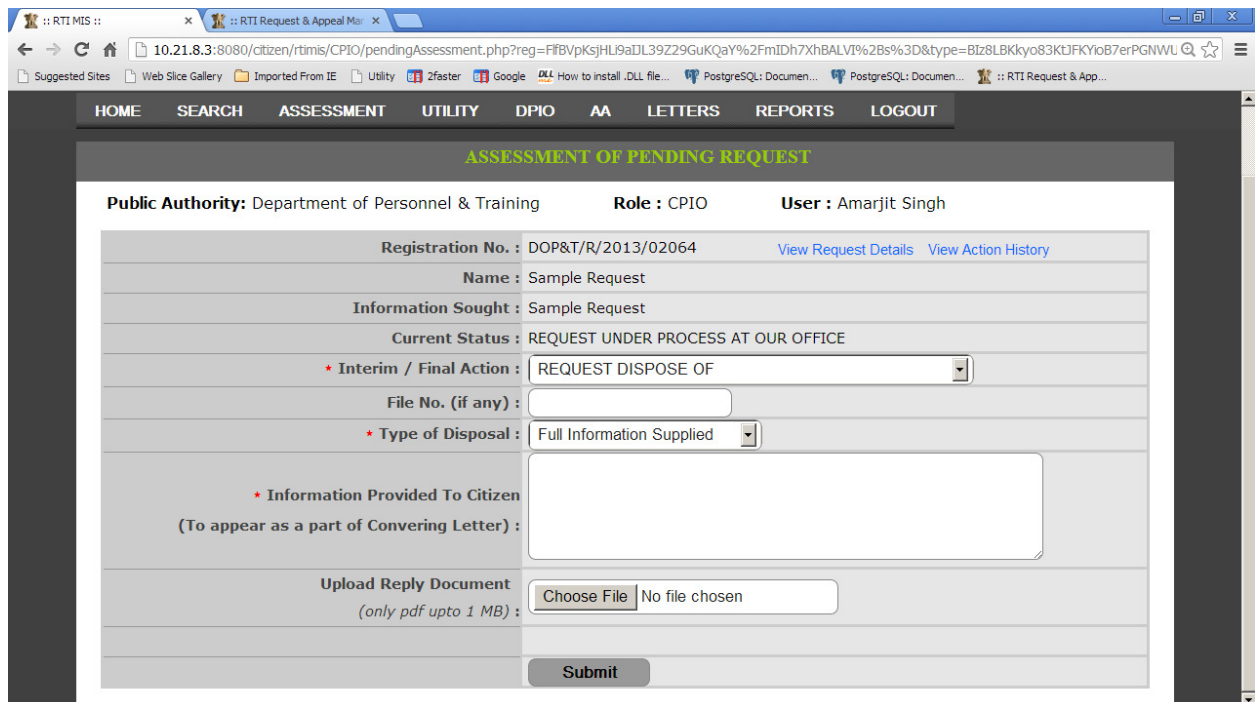By selecting this option **"File No." and "Reason therefore"** fields will appear on the screen.

CPIO can select desired single Section Name or multiple Section Names. For selecting the multiple Section Names, hold on the **Ctrl Key or Shift key** and click on the Section names.

An option has been given to view the details of **sections for Rejection**.for reference.

5th option: REQUEST DISPOSE OF:

By selecting this option the following fields will be appeared as **File No**, **Type of Disposal, Information Provided To Citizen, Upload Reply Document**

In the **Type of Disposal** drop down box, the desired option has to be selected like **Full Information Supplied or Part of Information Supplied .**

The information supplied is be typed briefly in the text box given in **Information Provided to Citizen** field. This information will be displayed as a part of the covering letter report also. Convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

Finally after completing the desired selections **Submit** button has to be clicked.

ii- Requests To Be Disposed Off Within Next 5 Days :---

By clicking on the count of **alert option**, the list of **"Records of Request Which Should be Disposed Off Within 5 Days"** will be displayed.

Now by clicking on the **desired registration number** or radio button, **" Assessment of Pending Request "** screen will be displayed.

Rest all functionality is same as above discussed link.

iii-Total Request Received:---

By clicking on the count of **alert option**, the list of **"Total Requests received by concerned CPIO"** will be displayed.

Now by clicking on the **desired registration number**, **" Action History of RTI Request "** screen will be displayed**.**

iv-Total Request Disposed of:---

By clicking on the count of **alert option**, the list of   **" Requests disposed of by concerned CPIO"** will be displayed.

v- Total Pending:---

By clicking on the count of alert option, the list of " Pending Requests for concerned CPIO" will be displayed.

vi- New Requests Due For Intial Action:---

By clicking on the count of **alert option**, the list of **"Records of New Request"** will be displayed.

RTI Request & Appeal Management Information System(RTI-MIS)

| HOME | SEARCH | ASSESSMENT | UTILITY | DPIO | FAA | LETTERS | REPORTS | LOGOUT |

WELCOME TO CPIO MODULE OF RTI-MIS

Public Authority: Department of Personnel & Training   **Role :** CPIO   **User :** Amarjit Singh DS (Welfare)

Requests Pending For More Than 20 Days :	**0**
Requests To Be Disposed Off Within Next 5 Days :	**0**
Total Request Received :	23
Total Request Disposed of :	16
Total Pending :	7
New Requests Due For Intial Action :	6
Requests Under Process :	0
Requests For Which Additional Payment is Received :	0
Requests In Which Third Party Information is Required :	0
Requests Forwarded to DPIO :	0
Requests Replied by DPIO :	0
New Acknowledgements From DPIO :	0
Appeal Raised :	0
Comments Sought by FAA :	0

What's New

Now by clicking on the **desired registration number** or radio button, **" Assessment of New Request "**   screen will be displayed**.**

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HOME   SEARCH   ASSESSMENT   UTILITY   DPIO   AA   LETTERS   REPORTS   LOGOUT

RECORDS OF NEW REQUEST

Public Authority: Department of Personnel & Training   **Role :** CPIO   **User :** Amarjit Singh

1   All   Items per page: 10

	Registration Number	Name	Received Date	
○	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013	
○	DOP&T/R/2013/03291	Rakesh Gupta	10/06/2013	
○	DOP&T/R/2013/02784	Narayan Rao	17/05/2013	
○	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013	
○	DOP&T/R/2013/03196	Girish Sachdeva	06/06/2013	
○	DOP&T/R/2013/61739	Ajay Kumar	24/06/2013	
○	DOP&T/R/2013/61741	Vinay Shukla	24/06/2013	
○	DOP&T/R/2013/61743	Dinesh Singh	24/06/2013	

1   All

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CPIO can view **"RTI REQUEST DETAILS"** by clicking option "**View Request Details**".

CPIO can select any category from "**Please Select the Category of Request**" field and can take any Decision from **Decision Dropdown** field**.**
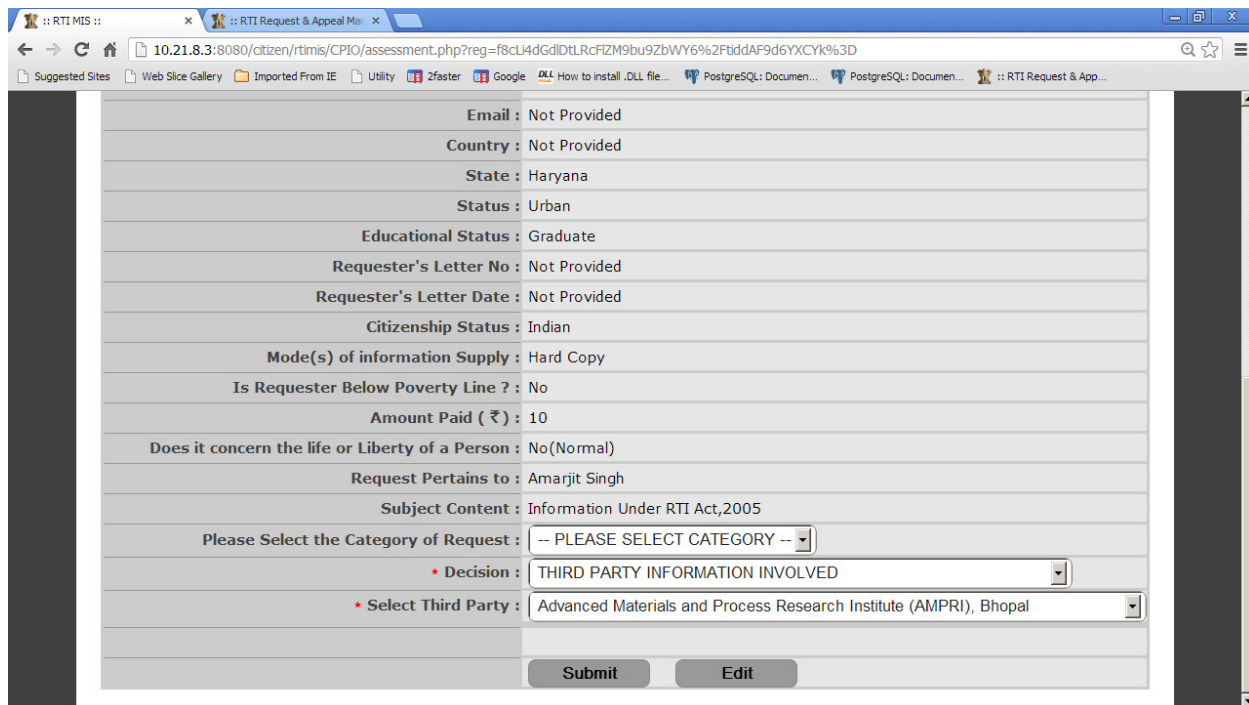

There are several kinds of decision in dropdown, here we will discuss it one by one:--

If CPIO takes any decision, following actions will appear in Under Process viz :--

i)THIRD PARTY INFORMATION INVOLVED:--

By selecting this option **Select Third Party** dropdown field appears on screen and CPIO can select any third party name.

ii)ADDITIONAL PAYMENT REQUIRED FOR INFORMATION:--

By selecting this option the following fields will be appeared as **Select Mode(s) of Information Supply , Additional Payment Demanded, Description of Contents of Letters.**

In the **Select Mode(s) of Information Supply** drop down box, the desired option has to selected like **Hard Copy** or **Electronic Media** or **Priced Publications** or **Certified Samples of Material** or **Inspection of Work,Documents,Records.**

In **Additional Payment Demanded** field, amount for additional payment can be entered by CPIO.

The information about additional payment requirement is to be typed briefly in the text box "**Description of Contents of Letters**" with size limit of **1000 characters**.

iii)REQUEST UNDER PROCESS AT OUR OFFICE:---

CPIO can select this option when the request is under process.

If CPIO takes any decision, following actions will appear in transfer viz :--

i)TRANSFER REQUEST TO OTHER PIO :---

By selecting this option **Transferred To PIO** field will appear on the screen.

CPIO can choose full transfer or part transfer option and select desired CPIO name from **Transferred To PIO** dropdown field.

Single CPIO or Multiple CPIO's can be selected from **Transferred To PIO** dropdown field**.** "For Multiple Selection Hold **'Ctrl' key** and click With Mouse".

ii)PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY:----

By selecting this option **"Transferred To Public Authority"** field will appear on the screen .

CPIO can select one of PA or Multiple PA name from **Transferred To Public Authority** dropdown field. "For Multiple Selection Hold **'Ctrl' key** and click With Mouse".

iii)FORWARD REQUEST TO DEEMED PIO:---

By selecting this option **Select DPIO, Forwarding Remarks** field will appear on the screen .

CPIO can select desired DPIO from **Select DPIO** dropdown field and enter remarks in **Forwarding Remarks** field up to **500 characters** only.

iv)TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY:---

By selecting this option "**Transferred To Public Authority"** field will appear on the screen .

CPIO can select single PA or Multiple PA's from **Transferred To Public Authority** dropdown list**.** "For Multiple Selection Hold **'Ctrl' key** and click With Mouse".

If CPIO takes any decision, following actions will appear Final Reply viz :--

i)REJECT RTI REQUEST :---

By selecting this **File No., Reason therefore** fields will appear on the screen .

The rejection sections will be displayed in **Reason therefore** dropdown box. Then the CPIO has to select the desired single Section Name or multiple Section Names. For selecting the multiple Section Names, hold on the **Cntrl Key or Shift key** and click on the Section names.

An option has been given to **view the details of sections for Rejection**.for reference

Rejection of a Request under RTI Act 2005

Section 8(1)	(a)	Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
	(b)	Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
	(c)	Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
	(d)	Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
	(e)	Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
	(f)	Information received in confidence from foreign Government;
	(g)	Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
	(h)	Information which would impede the process of investigation or apprehension or prosecution of offenders;
	(i)	Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers: Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over: Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

	(j)	Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:
Section 9	-	Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
Section 11	(1)	Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information:

Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party. |
	(2)	Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
	(3)	Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
	(4)	A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

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ii)PARTIALLY REJECT/ACCEPT RTI REQUEST:---

By selecting this option **File No. , Information Supplied, Information Rejected, Reason therefore, Upload Reply Document** fields will appear on the screen**.**

CPIO can enter reply of RTI Request in **Information Supplied** field .This information will be displayed as a part of the covering letter report also.

Rejected part of RTI request is entered in **Information Rejected** field**.** This information will be displayed as a part of the covering letter report also.

Reason for RTI Request Rejection can be selected by CPIO from **Reason therefore** dropdown list.

For selecting the multiple Section Names, hold on the **Cntrl Key or Shift key** and click on the Section names.

A hyperlink has been given to view the details of **sections for Rejection**.for reference.

CPION Convert the prepared reply document into PDF format of size not more than 1 MB and upload the same through **Upload Reply Document** field.

iii)REQUEST DISPOSE OF: ---

By selecting this option, the following fields will be appeared as **File No**, **Type of Disposal, Information Provided To Citizen, Upload Reply Document.**

In the **Type of Disposal** drop down box, the desired option has to selected like **Full Information Supplied or Part of Information Supplied .**

If a particular RTI Application has been transferred to multiple CPIO's by nodal officer, in that case you have to select "Part of Information Supplied" option.

The information supplied is be typed briefly in the text box " **Information Provided to Citizen**" field. This information will be displayed as a part of the covering letter report also.

Convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

Finally after completing the desired selections **Submit** button has to be clicked.

vii) Requests Under Process:--

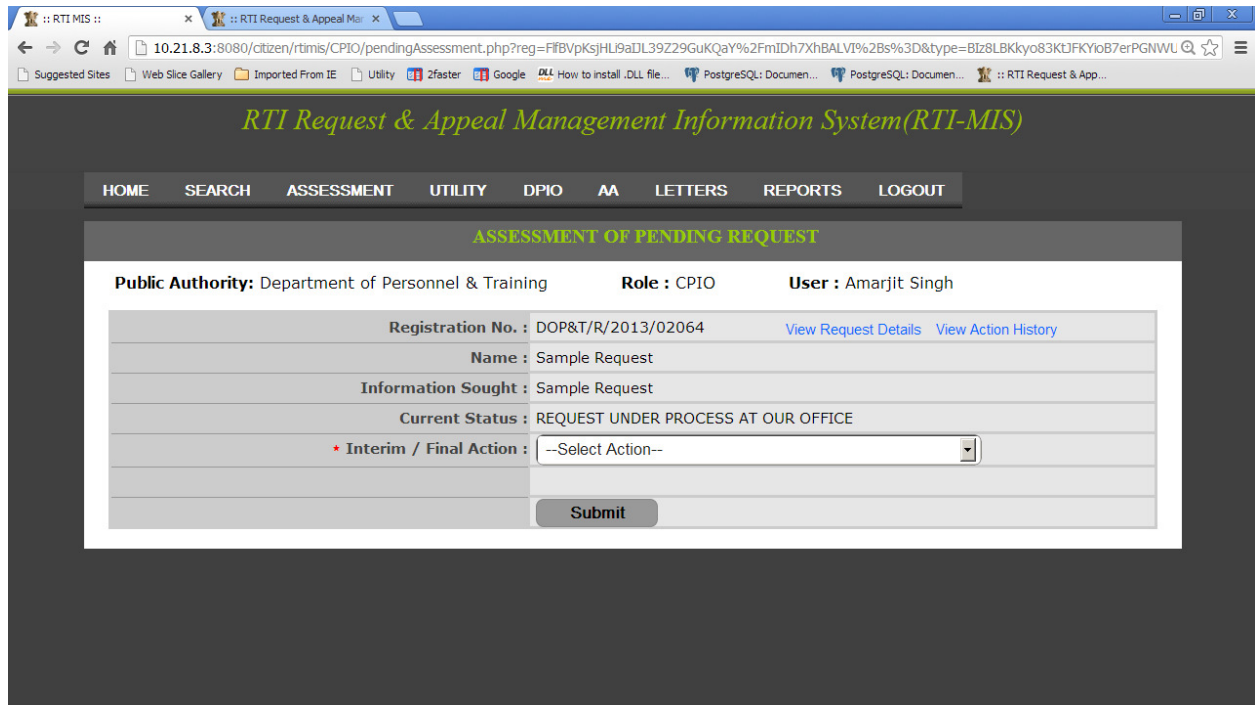By clicking on the count of **alert link** , the list of   **"Records of Request Under Process"** will be displayed.

Now by clicking on the **desired registration number** or radio button, **" Assessment of Pending Request "** screen will be displayed.

CPIO can click on the option View Request Details or View Action History to view all **RTI REQUEST DETAILS** and **ACTION HISTORY OF RTI REQUEST** respectively.

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CPIO can select any action from **Final Action** dropdown .

Now we will discuss about options given in the **Final Action** drop down field one by one**:**

1st option: ADDITIONAL PAYMENT REQUIRED FOR INFORMATION :

By selecting this option the following fields will be appeared as **Select Mode(s) of Information Supply , Additional Payment Demanded, Description of Contents of Letters.**

In the **Select Mode(s) of Information Supply** drop down box, the desired option has to selected like **Hard Copy or Electronic Media or Priced Publications or Certified Samples of Material or Inspection of Work,Documents,Records.**

 In **Additional Payment Demanded** field, amount for additional payment can be entered by CPIO.

The information about additional payment requirement is to be typed briefly in the text box **"Description of Contents of Letters"**, with size limit of **1000 characters.**

2nd option: FORWARD REQUEST TO DEEMED PIO :

By selecting this option, the names of the all DPIO's of the Public Authority will be displayed in the drop down box. Then the CPIO has to select the desired DPIO Name and also write remarks in **Forwarding Remarks** field, with limit of **500 characters**.

3rd option: PARTIALLY REJECT/ACCEPT RTI REQUEST :---

By selecting this option **File No. , Information Supplied Information Rejected, Reason therefore, Upload Reply Document** fields will appear on the screen.

CPIO can enter reply of RTI Request in **Information Supplied** field **.**This information will be displayed as a part of the covering letter report also.

Rejected part of RTI request is entered in **Information Rejected** field**.** This information will be displayed as a part of the covering letter report also.

Reason for RTI Request Rejection is selected by CPIO from **Reason therefore** dropdown list.

For selecting the multiple Section Names, hold on the **Cntrl Key or Shift key** and click on the Section names.

An option has been given to **view the details of sections for Rejection**, for reference.

Rejection of a Request under RTI Act 2005		
Section 8(1)	(a)	Information, disclosure of which would prejudicially affect the sovereignty and integrity of India, the security, strategic, scientific or economic interests of the State, relation with foreign State or lead to incitement of an offence;
	(b)	Information which has been expressly forbidden to be published by any court of law or tribunal or the disclosure of which may constitute contempt of court;
	(c)	Information, the disclosure of which would cause a breach of privilege of Parliament or the State Legislature;
	(d)	Information including commercial confidence, trade secrets or intellectual property, the disclosure of which would harm the competitive position of a third party, unless the competent authority is satisfied that larger public interest warrants the disclosure of such information;
	(e)	Information available to a person in his fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants the disclosure of such information;
	(f)	Information received in confidence from foreign Government;
	(g)	Information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes;
	(h)	Information which would impede the process of investigation or apprehension or prosecution of offenders;
	(i)	Cabinet papers including records of deliberations of the Council of Ministers, Secretaries and other officers: Provided that the decisions of Council of Ministers, the reasons thereof, and the material on the basis of which the decisions were taken shall be made public after the decision has been taken, and the matter is complete, or over: Provided further that those matters which come under the exemptions specified in this section shall not be disclosed;

	(j)	Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:
Section 9	-	Without prejudice to the provisions of section 8, a Central Public Information Officer or a State Public Information Officer, as the case may be, may reject a request for information where such a request for providing access would involve an infringement of copyright subsisting in a person other than the State.
Section 11	(1)	Where a Central Public Information Officer or a State Public Information Officer, as the case may be, intends to disclose any information or record, or part thereof on a request made under this Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within five days from the receipt of the request, give a written notice to such third party of the request and of the fact that the Central Public Information Officer or State Public Information Officer, as the case may be, intends to disclose the information or record, or part thereof, and invite the third party to make a submission in writing or orally, regarding whether the information should be disclosed, and such submission of the third party shall be kept in view while taking a decision about disclosure of information: Provided that except in the case of trade or commercial secrets protected by law, disclosure may be allowed if the public interest in disclosure outweighs in importance any possible harm or injury to the interests of such third party.
	(2)	Where a notice is served by the Central Public Information Officer or State Public Information Officer, as the case may be, under sub-section (1) to a third party in respect of any information or record or part thereof, the third party shall, within ten days from the date of receipt of such notice, be given the opportunity to make representation against the proposed disclosure.
	(3)	Notwithstanding anything contained in section 7, the Central Public Information Officer or State Public Information Officer, as the case may be, shall, within forty days after receipt of the request under section 6, if the third party has been given an opportunity to make representation under sub-section (2), make a decision as to whether or not to disclose the information or record or part thereof and give in writing the notice of his decision to the third party.
	(4)	A notice given under sub-section (3) shall include a statement that the third party to whom the notice is given is entitled to prefer an appeal under section 19 against the decision.

CPIO can convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

4th option: REJECT RTI REQUEST:----

By selecting this option **File No. and Reason therefore** fields will appear on the screen.

CPIO can select desired single Section Name or multiple Section Names.
For selecting the multiple Section Names, hold on the **Contrl Key or Shift key** and click on the
Section names.

An option has been given to **view the details of sections for Rejection**.for reference.

5th option: REQUEST DISPOSE OF:

By selecting this option the following fields will be appeared as **File No**,
Type of Disposal ,Information Provided To Citizen,Upload Reply Document.

In the **Type of Disposal** drop down box, the desired option has to selected like **Full Information Supplied or Part of Information Supplied .**

The information supplied is to be typed briefly in the text box **" Information Provided to Citizen"** . This information will be displayed as a part of the covering letter report also.

Convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

Finally after completing the desired selections **Submit** button has to be clicked.

Viii) Requests For Which Additional Payment is Received:--
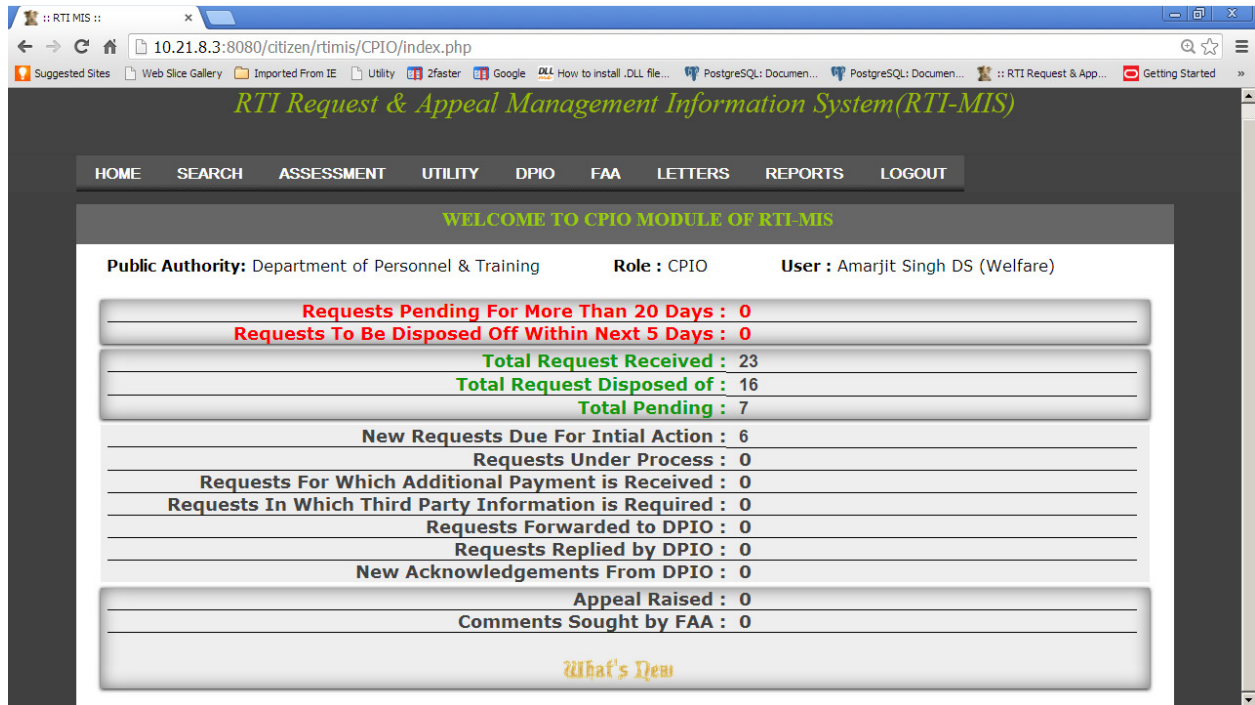
Cpio will receive an intimation in this alert when citizen makes the additional payment.

ix)- Requests In Which Third Party Information is Required:--

By clicking on the count of **alert link** , the list of **"Records of Request In Which Third Party Involved"** will be displayed.

Now by clicking on the **desired registration number** or radio button, **" Assessment of Pending Request "** screen will be displayed.

CPIO can view **RTI REQUEST DETAILS** by clicking the option "**View Request Details**".

CPIO can select any action from **Final Action** dropdown .

Now we will discuss about options given in the **Final Action** drop down field one by one:

1st option: COMMENTS RECEIVED FROM THIRD PARTY:--

By selection this option, **"Enter Received Comments"** field will appear on the screen.
CPIO can enter comments received by third party up to limit of **1000 characters**.
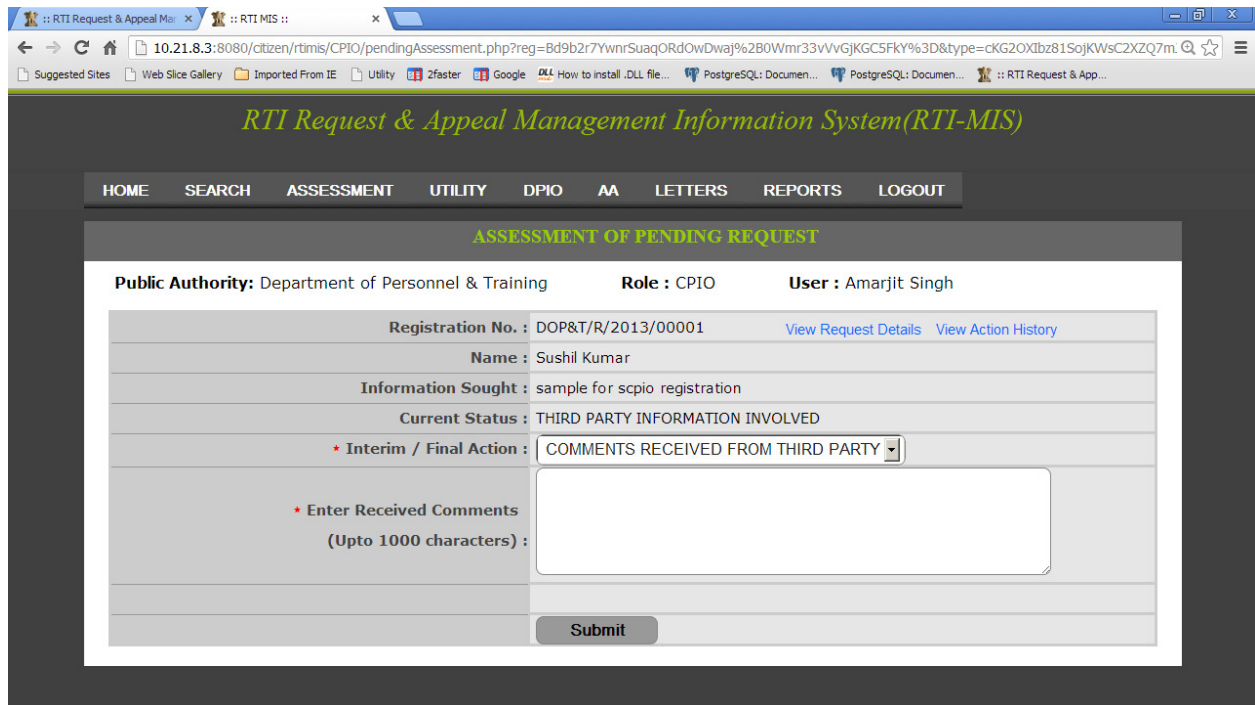
2nd option: REJECT RTI REQUEST :--

By selecting this option **File No. and Reason therefore** fields will appear on the screen.
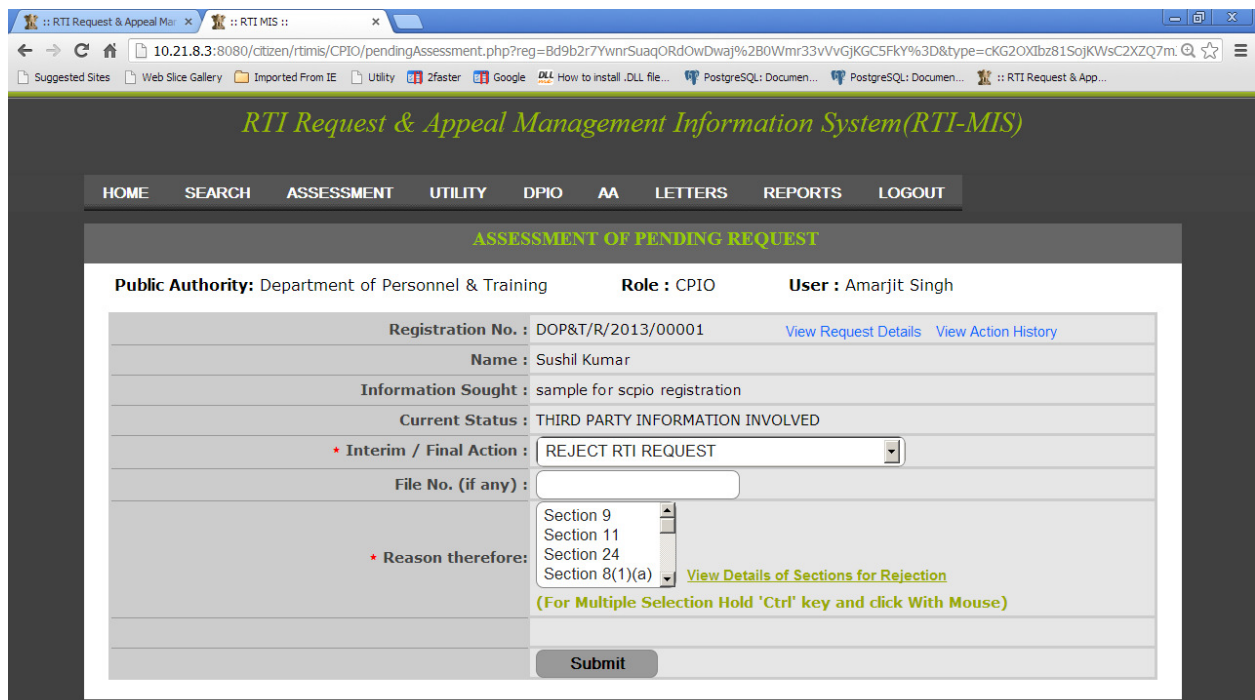
CPIO can select desired single Section Name or multiple Section Names.

For selecting the multiple Section Names, hold on the **Contrl Key or Shift key** and click on the Section names.

An option has been given to **view the details of sections for Rejection**.for reference.

3rd option: REQUEST DISPOSE OF:

By selecting this option, the following fields will be appeared as **File No**, **Type of Disposal ,Information Provided To Citizen,Upload Reply Document.**

In the **Type of Disposal** drop down box, the desired option has to selected like **Full Information Supplied or Part of Information Supplied .**

The information supplied is be typed briefly in the text box **"Information Provided to Citizen"**. This information will be displayed as a part of the covering letter report also.

Convert the prepared reply document into **PDF** format of size not more than **1 MB** and upload the same through **Upload Reply Document** field.

Finally after completing the desired selections **Submit** button has to be clicked.

x) Requests Forwarded to DPIO :-----

By clicking on the count of **alert option** , the list of **Records of Request Forwarded To Deemed PIO** will be displayed.

xi) Requests Replied by DPIO:---

By clicking on the count of **alert option** , the list of **Requests replied by DPIO** will be displayed.

xii) New Acknowledgements from DPIO:--

By clicking on the count of **alert option** , the list of **New Acknowledgements received from DPIO** will be displayed.

xiii) Appeal Raised:--

By clicking on the count of **alert option**, the list of **Appeals Filed against the requests dealt by concerned CPIO** will be displayed.

xiv) Comments Sought by FAA:--

By clicking on the count of **alert option** , the list of **"Records of Appeal in Which Comment is Sought"** will be displayed.

Now by clicking on the **desired registration number** or radio button, " **Reply To Comment Sought By Appellate Authority"** screen will be displayed.

CPIO can view RTI Request by clicking on the option "**View Request Details**".

CPIO can enter reply of comment sought by appellate authority in **"Please Enter the Comments"** field, with size limit upto **3000 characters only**.

SEARCH

On the search page **"Search Request"** form is available with various search criteria's

Now we will discuss them one by one:--

In **Registration No** field CPIO can enter **registration number** of RTI request.

In **Name** field CPIO can enter **citizen name.**

In **Subject Content** field CPIO can enter **subject line** of RTI request.

In **State** dropdown field CPIO can select any **state**.

And last one is **Request Status** dropdown field which has several options, let us discuss them one by one here:
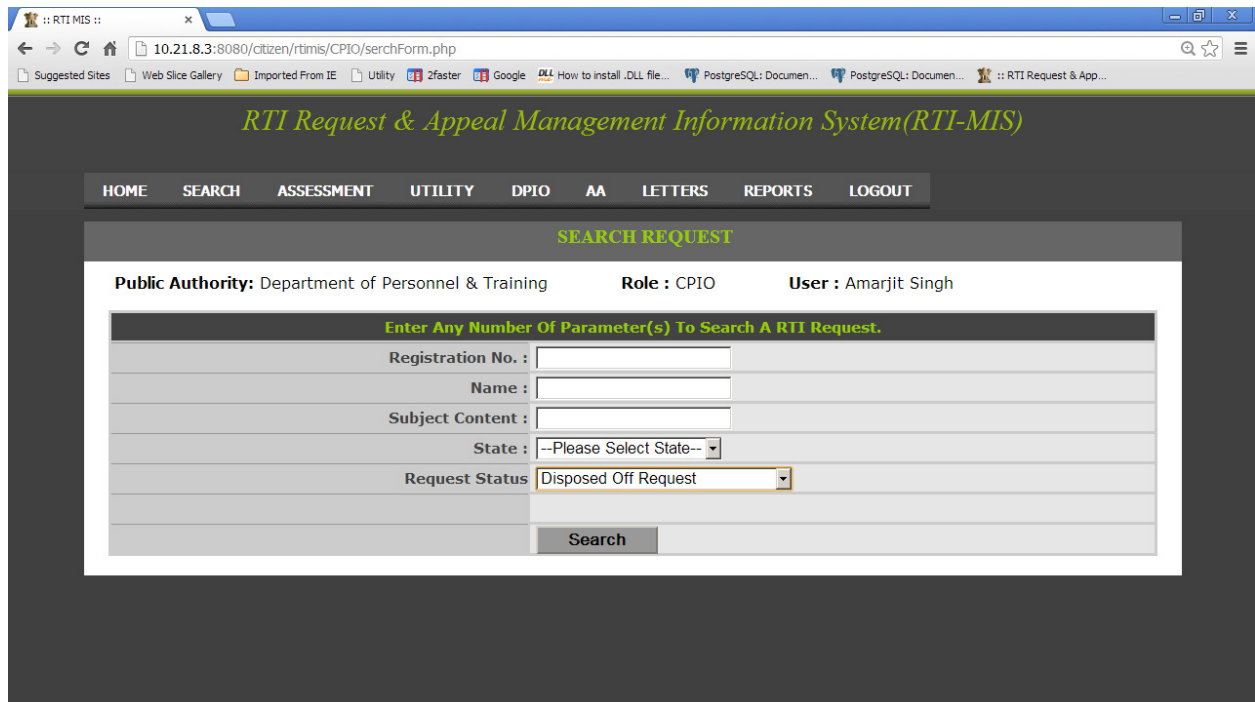

(a)- New Request: This option is selected when CPIO wants to view new **RTI request** .
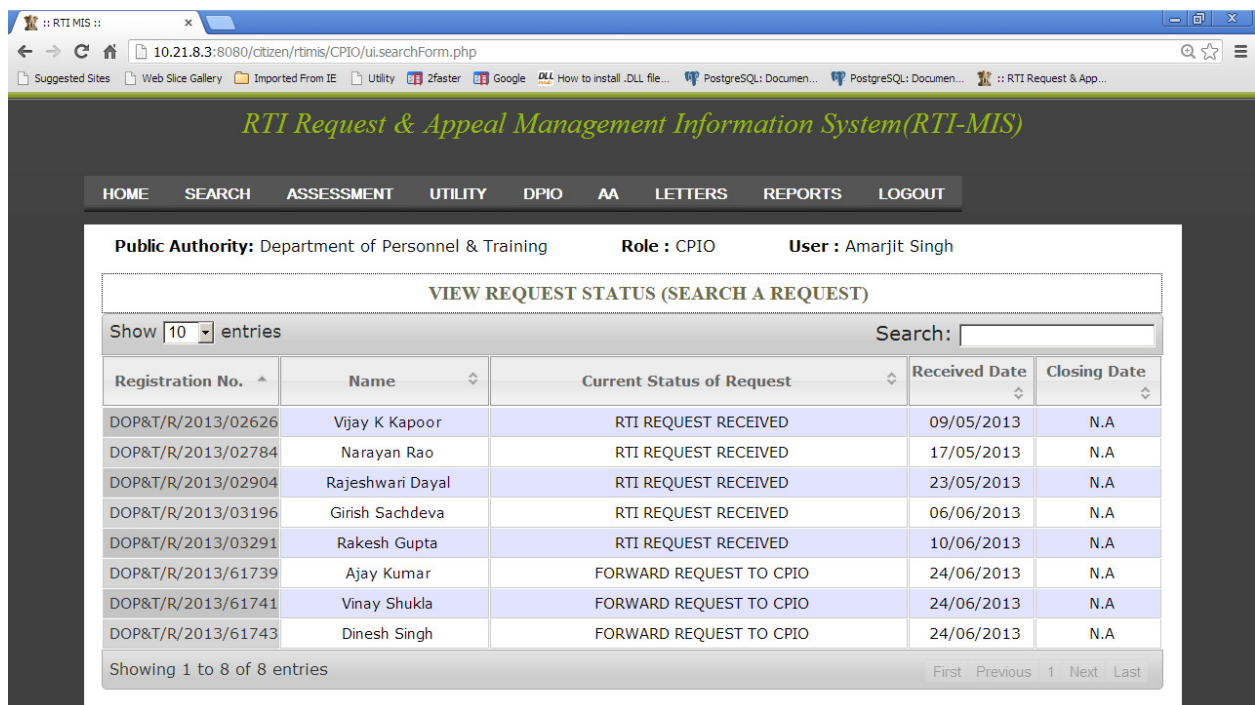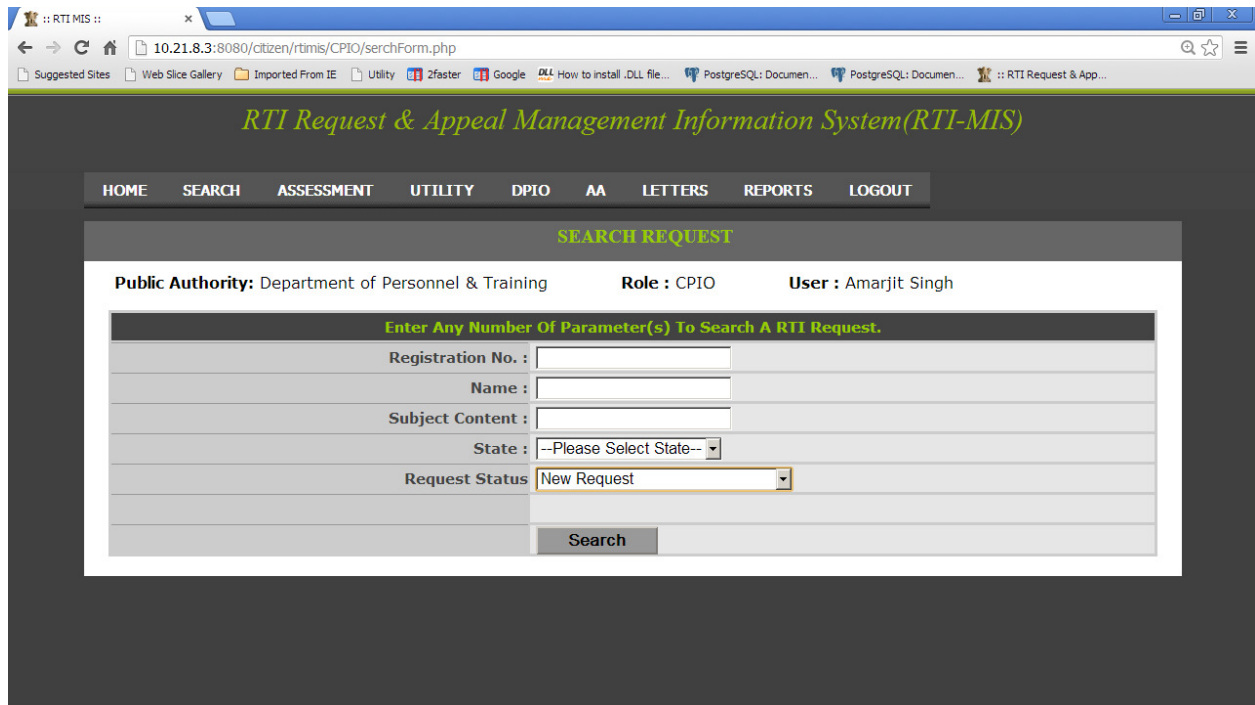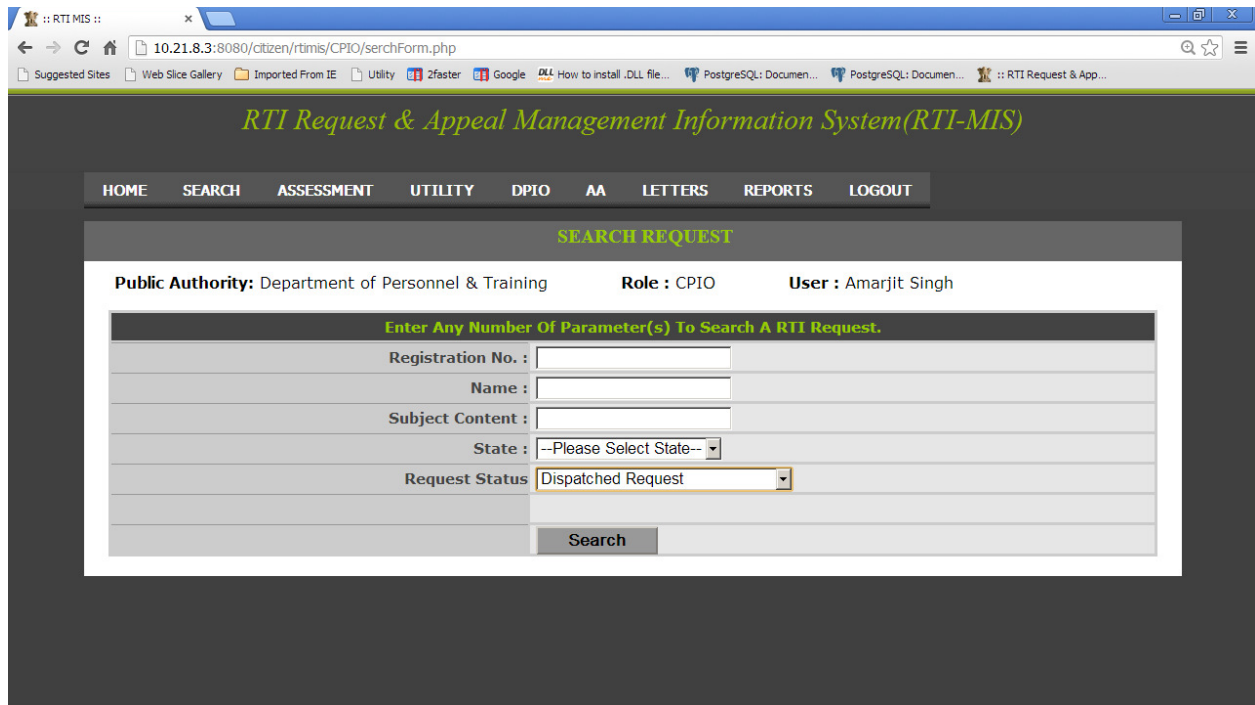
(b)- Under Process Request : This option is selected when CPIO wants to view RTI request which is under processing status.
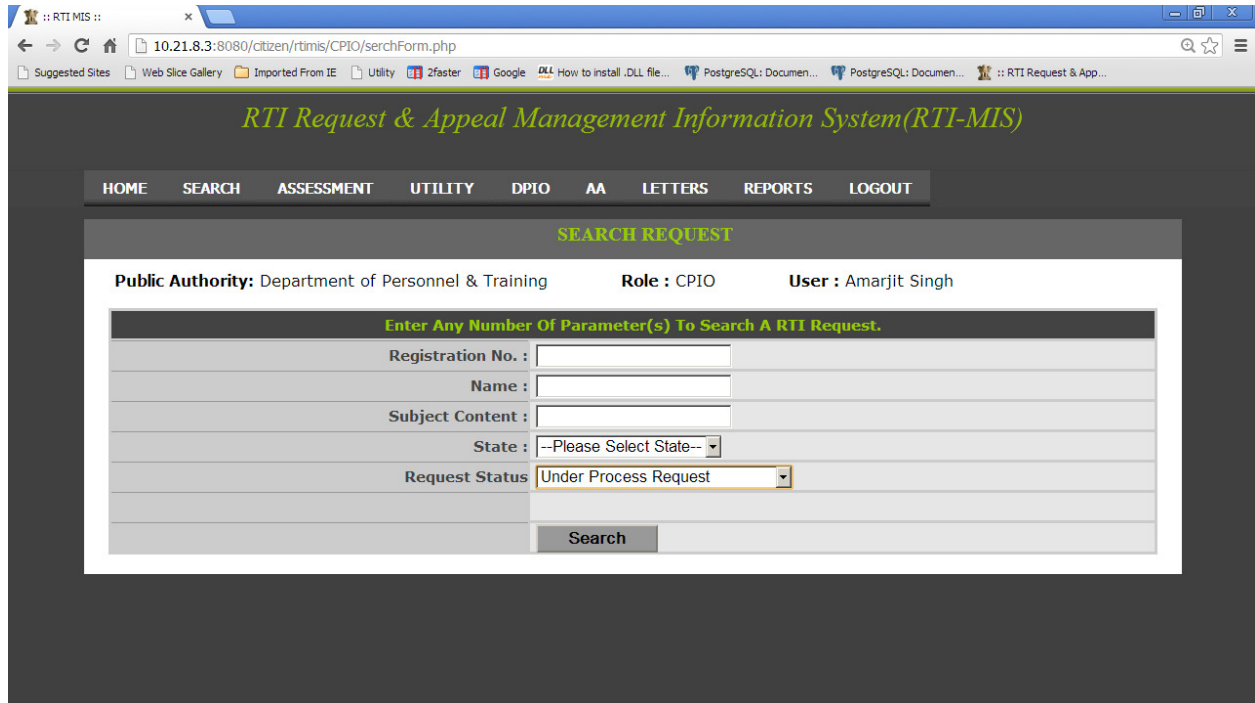
(c)- Disposed Off Request: This option is selected when CPIO wants to view disposed off RTI request.

(d)- Dispatched Request: This option is selected when CPIO wants to view dispatched **RTI request.**

After filling the search criteria CPIO can view desired report.

This report shows details of **RTI Request** this report contain fields like :

(a)- **Registration number:** This link is clickable and on click it opens popup named **ACTION HISTORY OF RTI REQUEST,** which contains all details of RTI request like **(Applicant Name,Text of Application,Reply of Application etc.)**

(b)- **Name:** This column shows name of citizen .

(c)- **Current Status:** This field shows status of **RTI request** taken by CPIO.

(d)- **Received Date:** This is the date on which **RTI request** is received by CPIO.

(e)- **Closing Date:** This is the date on which **RTI request** is disposed by CPIO.

On clicking the **registration number** popup named **ACTION HISTORY OF RTI REQUEST** will open up, It contains all details of RTI request like **(Applicant Name, Text of Application, Reply of Application etc.)**

To close the popup please click on the background.