

# *User Manual*

## *RTI Request & Appeal Management Information System*

*(RTI-MIS)*



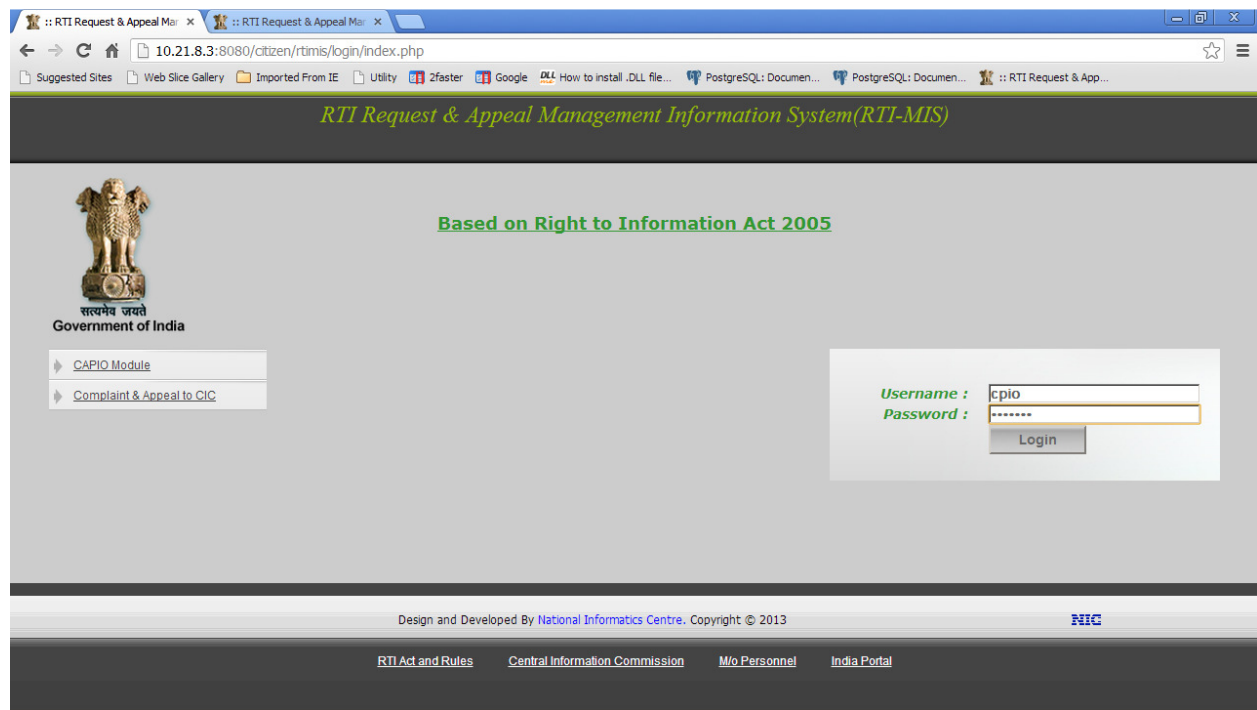
*NEW ONLINE REQUEST*

**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.



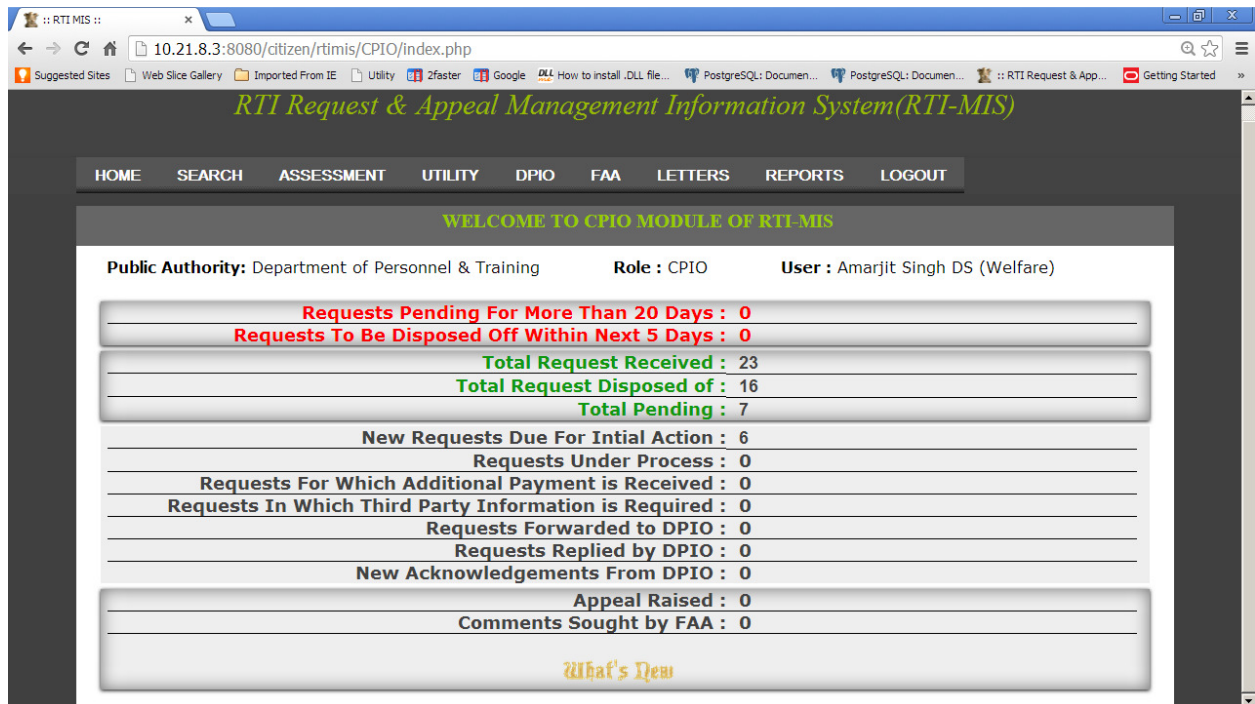
The screenshot shows a web browser window displaying the RTI-MIS login page. The browser's address bar shows the URL `10.21.8.3:8080/citizen/rtimis/login/index.php`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The page features the Government of India logo and the motto "सत्यमेव जयते" (Satyameva Jayate). The text "Based on Right to Information Act 2005" is displayed in green. On the left, there are two menu items: "CAPIO Module" and "Complaint & Appeal to CIC". On the right, there is a login form with the following fields and buttons:

- Username :
- Password :
- Login button

At the bottom of the page, it says "Design and Developed By National Informatics Centre. Copyright © 2013". There are also links for "RTI Act and Rules", "Central Information Commission", "M/o Personnel", and "India Portal".

# HOME

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



The screenshot shows the home page of the RTI Request & Appeal Management Information System (RTI-MIS). The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, FAA, LETTERS, REPORTS, and LOGOUT. The main content area is titled "WELCOME TO CPIO MODULE OF RTI-MIS" and displays the following information:

**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

## 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.

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

1 All Items per page: 10

	Registration Number	Name	Received Date
<input type="radio"/>	DOP&T/R/2013/02064	Sample Request	08/04/2013
<input type="radio"/>	DOP&T/R/2013/02069	Sample for multiple	08/04/2013
<input type="radio"/>	DOP&T/R/2013/60040	Tejbir Singh Rawat	11/03/2013
<input type="radio"/>	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013
<input type="radio"/>	DOP&T/R/2013/02784	Narayan Rao	17/05/2013
<input type="radio"/>	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013
<input type="radio"/>	DOP&T/R/2013/00001	Sushil Kumar	08/04/2013
<input type="radio"/>	DOP&T/R/2013/60079	Sushil Kumar	05/04/2013

1 All  
Page: 1 of 1  
0-9 of Total 8

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

ASSESSMENT OF PENDING REQUEST

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

Registration No. :	DOP&T/R/2013/02064	<a href="#">View Request Details</a> <a href="#">View Action History</a>
Name :	Sample Request	
Information Sought :	Sample Request	
Current Status :	REQUEST UNDER PROCESS AT OUR OFFICE	
* Interim / Final Action :	--Select Action--	
<input type="button" value="Submit"/>		

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.

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

The screenshot shows the RTI-MIS interface for a CPIO user. The page title is "ASSESSMENT OF PENDING REQUEST". The user is logged in as Amarjit Singh. The form displays the following information:

- Public Authority: Department of Personnel & Training
- Role: CPIO
- User: Amarjit Singh
- Registration No.: DOP&T/R/2013/02064
- Name: Sample Request
- Information Sought: Sample Request
- Current Status: REQUEST UNDER PROCESS AT OUR OFFICE
- Interim / Final Action: **ADDITIONAL PAYMENT REQUIRED FOR INFORMATION**
- Select Mode(s) of Information Supply: Hard Copy
- Additional Payment Demanded: ₹
- Description of Contents of Letters (Max. 1000 Characters):

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.**

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action :

\* Select Mode(s) of Information Supply :

\* Additional Payment Demanded :

\* Description of Contents of Letters (Max. 1000 Characters) :

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**.

## 2<sup>nd</sup> 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** .

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : FORWARD REQUEST TO DEEMED PIO

\* Select DPIO : -----SELECT DPIO-----

\* Forwarding Remarks (Up to 500 Characters) :

Submit

### 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.

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : PARTIALLY REJECT/ACCEPT RTI REQUEST

File No. (if any) :

\* Information Supplied (To appear as a part of covering letter) :

\* Information Rejected (To appear as a part of covering letter) :

\* Reason therefore: Section 9, Section 11, Section 24, Section 8(1)(a)      [View Details of Sections for Rejection](#)  
(For Multiple Selection Hold 'Ctrl' key and click With Mouse)

Upload Reply Document (only pdf upto 1 MB) : Choose File No file chosen

Submit



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.

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;

	(i)	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.

#### 4<sup>th</sup> option: REJECT RTI REQUEST:----

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

**Registration No. :** DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

**Name :** Sample Request

**Information Sought :** Sample Request

**Current Status :** REQUEST UNDER PROCESS AT OUR OFFICE

**\* Interim / Final Action :** REJECT RTI REQUEST

**File No. (if any) :**

**\* Reason therefore:**

- Section 9
- Section 11
- Section 24
- Section 8(1)

[View Details of Sections for Rejection](#)  
(For Multiple Selection Hold 'Ctrl' key and click With Mouse)

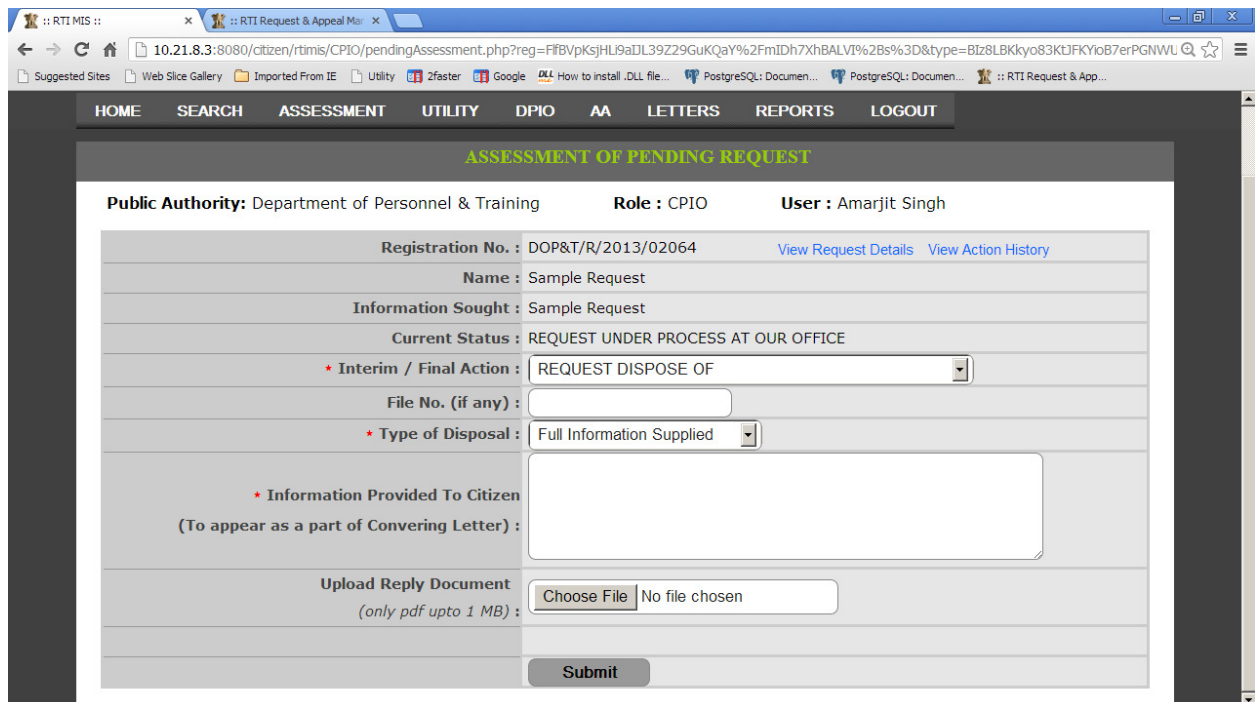
**Submit**

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**



The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/pendingAssessment.php?reg=FFBvPkSjHL9aJL39Z29GuKQaY%2FmIDh7XhBALVt%2Bs%3D&type=Blz8LBKkyo83KtFKYioB7erPGNWU`. The page title is "ASSESSMENT OF PENDING REQUEST". The user is logged in as "Amarjit Singh" with the role of "CPIO" at the "Department of Personnel & Training".

Registration No. :	DOP&T/R/2013/02064	<a href="#">View Request Details</a>	<a href="#">View Action History</a>
Name :	Sample Request		
Information Sought :	Sample Request		
Current Status :	REQUEST UNDER PROCESS AT OUR OFFICE		
* Interim / Final Action :	REQUEST DISPOSE OF		
File No. (if any) :	<input type="text"/>		
* Type of Disposal :	Full Information Supplied		
* Information Provided To Citizen (To appear as a part of Converting Letter) :	<input type="text"/>		
Upload Reply Document (only pdf upto 1 MB) :	<input type="button" value="Choose File"/> No file chosen		
<input type="button" value="Submit"/>			

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

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : REQUEST DISPOSE OF

File No. (if any) :

\* Type of Disposal : Full Information Supplied

\* Information Provided To Citizen  
(To appear as a part of Covering Letter) :

Upload Reply Document  
(only pdf upto 1 MB) : Choose File No file chosen

Submit

The information supplied is to 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.

The screenshot displays the RTI-MIS web application interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/CPIO/index.php. The page title is "RTI Request & Appeal Management Information System (RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, FAA, LETTERS, REPORTS, and LOGOUT. The main content area is titled "WELCOME TO CPIO MODULE OF RTI-MIS". Below this, the user's details are shown: Public Authority: Department of Personnel & Training, Role: CPIO, and User: Amarjit Singh DS (Welfare). The dashboard displays various statistics:

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

At the bottom of the dashboard, there is a section titled "What's New".

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

RTI MIS :: RTI Request & Appeal Management System

10.21.8.3:8080/citizen/rtimis/CPIO/recordDisposedOffWithinFiveDays.php

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**RECORDS OF REQUEST WHICH SHOULD BE DISPOSED OFF WITHIN 5 DAYS**

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

1 All Items per page: 10

	Registration Number	Name	Received Date
<input type="checkbox"/>	DOP&T/R/2013/02064	Sample Request	08/04/2013
<input type="checkbox"/>	DOP&T/R/2013/02069	Sample for multiple	08/04/2013
<input type="checkbox"/>	DOP&T/R/2013/60040	Tejbir Singh Rawat	11/03/2013
<input type="checkbox"/>	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013
<input type="checkbox"/>	DOP&T/R/2013/02784	Narayan Rao	17/05/2013
<input type="checkbox"/>	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013
<input type="checkbox"/>	DOP&T/R/2013/00001	Sushil Kumar	08/04/2013
<input type="checkbox"/>	DOP&T/R/2013/60079	Sushil Kumar	05/04/2013

1 All  
Page: 1 of 1  
0-9 of Total 8

RTI MIS :: RTI Request & Appeal Management System

10.21.8.3:8080/citizen/rtimis/CPIO/pendingAssessment.php?reg=FfBvpksjHLI9aDL39Z29GuKQaY%2FmiDh7XhBALVt%2Bs%3D&type=Blz8LBKkyo83KtJFKYio87erPGNWLU

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. :	DOP&T/R/2013/02064	<a href="#">View Request Details</a> <a href="#">View Action History</a>
Name :	Sample Request	
Information Sought :	Sample Request	
Current Status :	REQUEST UNDER PROCESS AT OUR OFFICE	
* Interim / Final Action :	--Select Action--	
<input type="button" value="Submit"/>		

Rest all functionality is same as above discussed link.

### iii-Total Request Received:---

The screenshot displays the RTI Request & Appeal Management Information System (RTI-MIS) interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/CPIO/index.php. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, FAA, LETTERS, REPORTS, and LOGOUT. The main content area is titled "WELCOME TO CPIO MODULE OF RTI-MIS" and displays the following information:

**Public Authority:** Department of Personnel & Training      **Role :** CPIO      **User :** B.Bandopadhyay(JCA)

Requests Pending For More Than 20 Days :	47
Requests To Be Disposed Off Within Next 5 Days :	45
<b>Total Request Received :</b>	<b>56</b>
<b>Total Request Disposed of :</b>	<b>1</b>
<b>Total Pending :</b>	<b>55</b>
New Requests Due For Intial Action :	55
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 :	6
Comments Sought by FAA :	1

What's New

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO FAA LETTERS REPORTS LOGOUT

Public Authority: Department of Personnel & Training      Role : CPIO      User : B.Bandopadhyay(JCA)

**LIST OF TOTAL REQUESTS RECEIVED BY CONCERNED CPIO**

Show 10 entries      Search:

Registration No.	Name	Current Status of Request	Received Date	Closing Date
DOP&T/R/2013/02107	Tanuja Bhatnagar	RTI REQUEST RECEIVED	10/04/2013	N.A
DOP&T/R/2013/02215	Kannan K Iyer	RTI REQUEST RECEIVED	15/04/2013	N.A
DOP&T/R/2013/02300	R S Panpate	RTI REQUEST RECEIVED	18/04/2013	N.A
DOP&T/R/2013/02301	K V Gopalakrishnan	RTI REQUEST RECEIVED	18/04/2013	N.A
DOP&T/R/2013/02381	B M K Ratnam	TRANSFER REQUEST TO OTHER PIO	25/04/2013	N.A
DOP&T/R/2013/02695	Mohit Gautam	RTI REQUEST RECEIVED	13/05/2013	N.A
DOP&T/R/2013/02713	Sanjay Durbar	RTI REQUEST RECEIVED	14/05/2013	N.A
DOP&T/R/2013/02766	Kannan V Iyer	RTI REQUEST RECEIVED	16/05/2013	N.A
DOP&T/R/2013/02797	Sanjeev Kumar	RTI REQUEST RECEIVED	17/05/2013	N.A
DOP&T/R/2013/02799	Prem Narayan Pandey	RTI REQUEST RECEIVED	17/05/2013	N.A

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

RTI MIS

10.21.8.3:8080/citizen/rtimis/CPIO/requestList.php#

**ACTION HISTORY OF RTI REQUEST No.DOP&T/R/2013/02347**

Applicant Name: Rakesh Gupta

Text of Application: Informantion Under RTI Act,2005

Reply of Application: Reply sent to the applicant vide letter dated 02.05.2013

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	23/04/2013		
2	REQUEST DISPOSED OF	09/05/2013	N. Sriraman_DS (Welfare)-(CPIO)	
3	REQUEST/APPEAL REPLY DISPATCHED	10/05/2013	AP circle, RTI Cell-(scpio)	

[View Request Document](#)

Showing Date: 18/06/2013, 18/06/2013, 18/06/2013, 18/06/2013, 29/04/2013, 29/04/2013, 09/05/2013, 21/06/2013, 21/06/2013, 21/06/2013

Next Last



## iv-Total Request Disposed of:---

The screenshot displays the RTI Request & Appeal Management Information System (RTI-MIS) interface. The browser address bar shows the URL 10.21.8.3:8080/citizen/rtimis/CPIO/index.php. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, FAA, LETTERS, REPORTS, and LOGOUT. The main content area is titled "WELCOME TO CPIO MODULE OF RTI-MIS" and displays the following information:

Public Authority: Department of Personnel & Training      Role : CPIO      User : B.Bandopadhyay(JCA)

Requests Pending For More Than 20 Days :	47
Requests To Be Disposed Off Within Next 5 Days :	45
Total Request Received :	56
Total Request Disposed of :	1
Total Pending :	55
New Requests Due For Intial Action :	55
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 :	6
Comments Sought by FAA :	1

What's New

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO FAA LETTERS REPORTS LOGOUT

Public Authority: Department of Personnel & Training      Role : CPIO      User : B.Bandopadhyay(JCA)

**LIST OF REQUESTS DISPOSED OF BY CONCERN CPIO**

Show 10 entries      Search:

Registration No.	Name	Current Status of Request	Received Date	Closing Date
DOP&T/R/2013/61905	Akash Kumar	REQUEST DISPOSE OF	20/06/2013	30/08/2013

Showing 1 to 1 of 1 entries      First Previous 1 Next Last

## v- Total Pending:---

**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 : B.Bandopadhyay(JCA)

Requests Pending For More Than 20 Days :	47
Requests To Be Disposed Off Within Next 5 Days :	45
Total Request Received :	56
Total Request Disposed of :	1
Total Pending :	55
New Requests Due For Intial Action :	55
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 :	6
Comments Sought by FAA :	1

What's New

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

**Public Authority:** Department of Personnel & Training      **Role :** CPIO      **User :** B.Bandopadhyay(JCA)

**LIST OF PENDING REQUESTS FOR CONCERNED CPIO**

Show  entries      Search:

Registration No.	Name	Last Action Taken on Request	Received Date
DOP&T/R/2013/02107	Tanuja Bhatnagar	RTI REQUEST RECEIVED	10/04/2013
DOP&T/R/2013/02215	Kannan K Iyer	RTI REQUEST RECEIVED	15/04/2013
DOP&T/R/2013/02300	R S Panpate	RTI REQUEST RECEIVED	18/04/2013
DOP&T/R/2013/02301	K V Gopalakrishnan	RTI REQUEST RECEIVED	18/04/2013
DOP&T/R/2013/02381	B M K Ratnam	TRANSFER REQUEST TO OTHER PIO	25/04/2013
DOP&T/R/2013/02695	Mohit Gautam	RTI REQUEST RECEIVED	13/05/2013
DOP&T/R/2013/02713	Sanjay Durbar	RTI REQUEST RECEIVED	14/05/2013
DOP&T/R/2013/02766	Kannan V Iyer	RTI REQUEST RECEIVED	16/05/2013
DOP&T/R/2013/02797	Sanjeev Kumar	RTI REQUEST RECEIVED	17/05/2013
DOP&T/R/2013/02799	Prem Narayan Pandey	RTI REQUEST RECEIVED	17/05/2013

Showing 1 to 10 of 55 entries

## 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.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/index.php`. The page title is "RTI Request & Appeal Management Information System (RTI-MIS)". The navigation menu includes: 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)

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

**What's New**

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

RTI MIS :: RTI Request & Appeal Ma

10.21.8.3:8080/citizen/rtimis/CPIO/recordsNewRequest.php

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	
<input type="checkbox"/>	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013	
<input type="checkbox"/>	DOP&T/R/2013/03291	Rakesh Gupta	10/06/2013	
<input type="checkbox"/>	DOP&T/R/2013/02784	Narayan Rao	17/05/2013	
<input type="checkbox"/>	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013	
<input type="checkbox"/>	DOP&T/R/2013/03196	Girish Sachdeva	06/06/2013	
<input type="checkbox"/>	DOP&T/R/2013/61739	Ajay Kumar	24/06/2013	
<input type="checkbox"/>	DOP&T/R/2013/61741	Vinay Shukla	24/06/2013	
<input type="checkbox"/>	DOP&T/R/2013/61743	Dinesh Singh	24/06/2013	

1 All

Page: 1 of 1

0-9 of Total 8

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF NEW REQUEST**

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

**Fields prefixed with \* are mandatory**

Registration No. :	DOP&T/R/2013/60040   <a href="#">View Request Details</a>
Type of Receipt :	Online Receipt
Date of Receipt :	11/03/2013
Language of Request :	English
Name :	Tejbir Singh Rawat
Gender :	Male
Address :	MCF-180/5, Raja Nahar Singh Colony,, Sector-3, Ballabgarh, Faridabad, Pin:121004
Phone No. :	Not Provided
Mobile No. :	+91-9650300841
Email :	ts_rajpoot@rediffmail.com
Country :	India
State :	Haryana
Status :	Urban
Educational Status :	Above Graduate
Citizenship Status :	Indian
Mode(s) of information Supply :	Hard Copy
Is Requester Below Poverty Line ? :	No
Amount Paid ( ₹ ) :	10
Does it concern the life or Liberty of a Person :	Details not provided.
Request Pertains to :	Amarjit Singh
Subject Content :	Respected Sir,Pls see the attached RTI application in PDF Format, regards, Tejbir Singh Rawat
Please Select the Category of Request :	-- PLEASE SELECT CATEGORY --
* Decision :	--- PLEASE SELECT YOUR NEW ACTION / DECISION ---
<b>Submit</b>	

CPIO can view “RTI REQUEST DETAILS” by clicking option “[View Request Details](#)”.

RTI REQUEST DETAILS	
<b>Registration No. :</b> DOP&T/R/2013/02626	<b>Date of Receipt :</b> 09/05/2013
<b>Type of Receipt :</b> Local Receipt	<b>Language of Request :</b> English
<b>Name :</b> Vijay K Kapoor	<b>Gender :</b> Male
<b>Address :</b> C-33, Second Floor, South City-I, Gurgaon , Pin:122007	
<b>State :</b> Haryana	<b>Country :</b> Not Provided
<b>Phone No. :</b> Not Provided	<b>Mobile No. :</b> 9910157378
<b>Email :</b> Not Provided	
<b>Status(Rural/Urban) :</b> Urban	<b>Education Status :</b> Graduate
<b>Letter No. :</b> Not Provided	<b>Letter Date :</b> Not Provided
<b>Is Requester Below Poverty Line ? :</b> No	<b>Amount Paid :</b> 10
<b>Mode(s) of information Supply :</b> Hard Copy	
<b>Does it concern the life or Liberty of a Person ? :</b> No(Normal)	<b>Request Pertains to :</b> Amarjit Singh
<b>Information Sought :</b> Information Under RTI Act,2005	
<input type="button" value="Print"/> <input type="button" value="Close"/>	

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

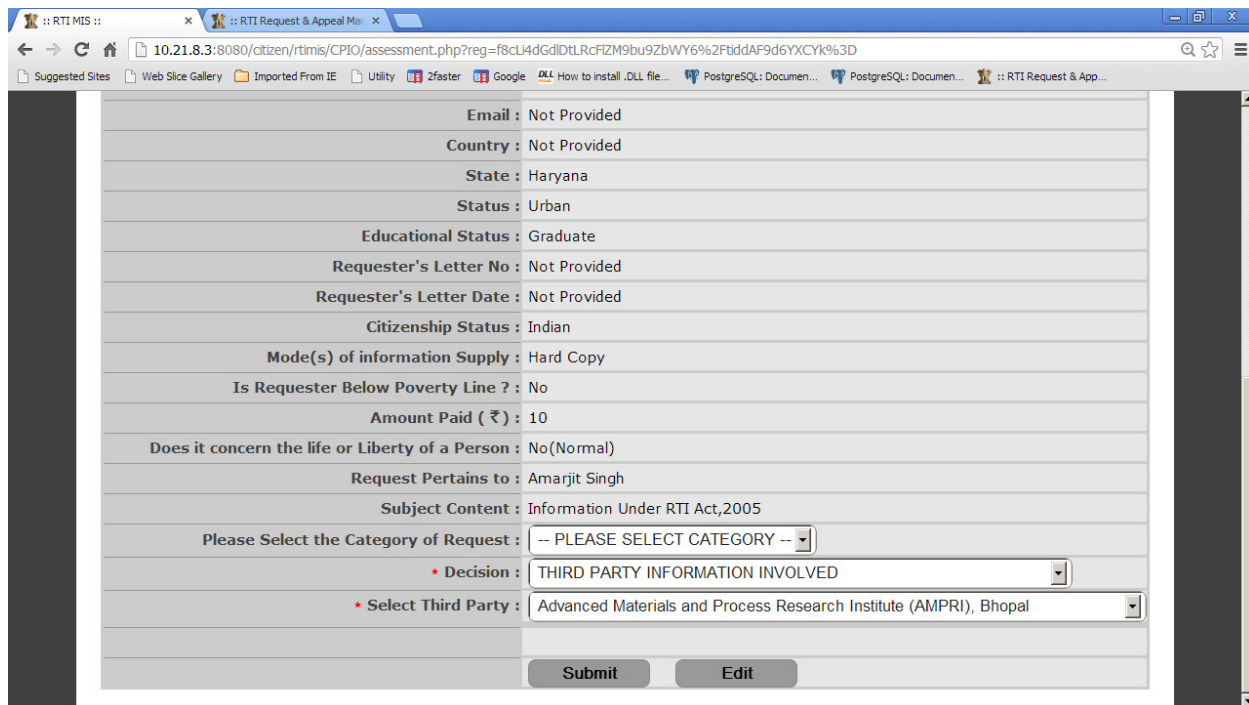
<b>Mobile No. :</b>	9910157378
<b>Email :</b>	Not Provided
<b>Country :</b>	Not Provided
<b>State :</b>	Haryana
<b>Status :</b>	Urban
<b>Educational Status :</b>	Graduate
<b>Requester's Letter No. :</b>	Not Provided
<b>Requester's Letter Date :</b>	---
<b>Citizenship Status :</b>	---
<b>Mode(s) of information Supply :</b>	---
<b>Is Requester Below Poverty Line ? :</b>	---
<b>Amount Paid ( ₹ ) :</b>	---
<b>Does it concern the life or Liberty of a Person :</b>	---
<b>Request Pertains to :</b>	---
<b>Subject Content :</b>	---
<b>Please Select the Category of Request :</b>	---
<b>* Decision :</b>	---
<input type="button" value="Submit"/> <input type="button" value="Edit"/>	

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.



The screenshot displays a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDtlRcFIZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The form contains the following fields:

Email :	Not Provided
Country :	Not Provided
State :	Haryana
Status :	Urban
Educational Status :	Graduate
Requester's Letter No :	Not Provided
Requester's Letter Date :	Not Provided
Citizenship Status :	Indian
Mode(s) of information Supply :	Hard Copy
Is Requester Below Poverty Line ? :	No
Amount Paid ( ₹ ) :	10
Does it concern the life or Liberty of a Person :	No(Normal)
Request Pertains to :	Amarjit Singh
Subject Content :	Information Under RTI Act,2005
Please Select the Category of Request :	-- PLEASE SELECT CATEGORY --
* Decision :	THIRD PARTY INFORMATION INVOLVED
* Select Third Party :	Advanced Materials and Process Research Institute (AMPRI), Bhopal

At the bottom of the form, there are two buttons: **Submit** and **Edit**.

### 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**.



Requester's Letter No : Not Provided

Requester's Letter Date : Not Provided

Citizenship Status : Indian

Mode(s) of information Supply : Hard Copy

Is Requester Below Poverty Line ? : No

Amount Paid ( ₹ ) : 10

Does it concern the life or Liberty of a Person : No(Normal)

Request Pertains to : Amarjit Singh

Subject Content : Information Under RTI Act,2005

Please Select the Category of Request : -- PLEASE SELECT CATEGORY --

\* Decision : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION

\* Select Mode(s) of Information Supply : Hard Copy

\* Additional Payment Demanded : ₹

\* Description of Contents of Letters (Max. 1000 Characters) :

Submit Edit

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

Requester's Letter No : Not Provided

Requester's Letter Date : Not Provided

Citizenship Status : Indian

Mode(s) of information Supply : Hard Copy

Is Requester Below Poverty Line ? : No

Amount Paid ( ₹ ) : 10

Does it concern the life or Liberty of a Person : No(Normal)

Request Pertains to : Amarjit Singh

Subject Content : Information Under RTI Act,2005

Please Select the Category of Request : -- PLEASE SELECT CATEGORY --

\* Decision : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION

\* Select Mode(s) of Information Supply : Hard Copy

\* Additional Payment Demanded : ₹

\* Description of Contents of Letters (Max. 1000 Characters) :

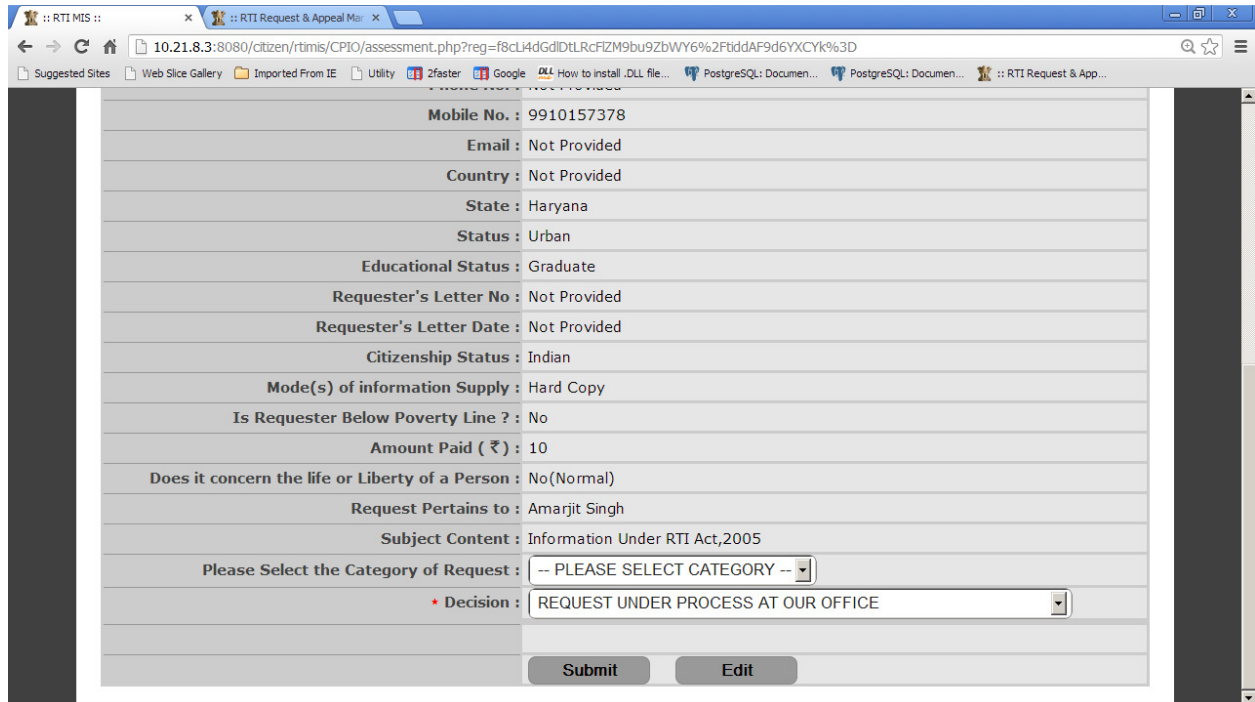
Submit Edit

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.



The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cl4dGdlDLRcFZM9bu9ZbWY6%2FtiddAF9d6YXCyk%3D`. The form contains the following fields:

Mobile No. :	9910157378
Email :	Not Provided
Country :	Not Provided
State :	Haryana
Status :	Urban
Educational Status :	Graduate
Requester's Letter No. :	Not Provided
Requester's Letter Date :	Not Provided
Citizenship Status :	Indian
Mode(s) of information Supply :	Hard Copy
Is Requester Below Poverty Line ? :	No
Amount Paid ( ₹ ) :	10
Does it concern the life or Liberty of a Person :	No(Normal)
Request Pertains to :	Amarjit Singh
Subject Content :	Information Under RTI Act,2005
Please Select the Category of Request :	-- PLEASE SELECT CATEGORY --
* Decision :	REQUEST UNDER PROCESS AT OUR OFFICE

Buttons: Submit, Edit

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.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=Grq1u87cuYmWYITOVdY4EWD%2Bnu0v44aK1zEHpmNEpo1%3D`. The form contains the following fields and values:

- Amount Paid ( ₹ ) :** 10
- Does it concern the life or Liberty of a Person :** Details not provided.
- Request Pertains to :** N. Sriraman, DS (Welfare)
- Text of RTI Application :**

(g) certified copies of contracts, MOUs etc. signed between Kendriya Bhandar and its millers for lifting of Wheat from FCI godowns, for converting wheat into flour and supply of flour (Atta) to Kendriya Bhandar branch stores during 2011-12, 2012-13 and 2013-14

(h) the quantum of amount paid by Kendriya Bhandar to its millers for lifting of Wheat from FCI Depot, for converting Wheat into Atta, for packing Atta into 10 kg bag and for transportation of 10 kg Atta bags to Kendriya Bhandar outlets in Delhi during 2011-12, 2012-13 and 2013-14
- Please Select the Category of Request :** -- PLEASE SELECT CATEGORY --
- \* Decision :** TRANSFER REQUEST TO OTHER PIO
- \* Choose an option :** Choose Full Transfer / Part Transfer
  - Full Transfer
  - Part Transfer
- \* Transferred To PIO :**
  - Please Select CPIO ---
  - A. Goswami (Estt.D)
  - A.K.Malhotra US(SR)
  - Ajay Kumar Singh (AVD-I)
  - Anil Tripathi US(TRG)

*(The list includes the name of CPIOs Who are not having any part of this application.)*
- Submit** button

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 .

Status :	Urban
Educational Status :	Graduate
Requester's Letter No :	Not Provided
Requester's Letter Date :	Not Provided
Citizenship Status :	Indian
Mode(s) of information Supply :	Hard Copy
Is Requester Below Poverty Line ? :	No
Amount Paid ( ₹ ) :	10
Does it concern the life or Liberty of a Person :	No(Normal)
Request Pertains to :	Amarjit Singh
Subject Content :	Information Under RTI Act,2005
Please Select the Category of Request :	-- PLEASE SELECT CATEGORY --
* Decision :	PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY
* Transferred To Public Authority:	<ul style="list-style-type: none"> <li>Department of Agricultural Research &amp; Education</li> <li>Department of Agriculture &amp; Cooperation</li> <li>Department of Animal Husbandry, Dairying and Fisheries</li> <li>Department of Chemicals &amp; Petrochemicals</li> <li>Department of Commerce</li> </ul>
(For Multiple Selection Hold 'Ctrl' key and click With Mouse)	
<input type="button" value="Submit"/> <input type="button" value="Edit"/>	

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 .

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDtlRcFIZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The form contains the following fields and values:

- Educational Status : Graduate
- Requester's Letter No : Not Provided
- Requester's Letter Date : Not Provided
- Citizenship Status : Indian
- Mode(s) of information Supply : Hard Copy
- Is Requester Below Poverty Line ? : No
- Amount Paid ( ₹ ) : 10
- Does it concern the life or Liberty of a Person : No(Normal)
- Request Pertains to : Amarjit Singh
- Subject Content : Information Under RTI Act,2005
- Please Select the Category of Request : -- PLEASE SELECT CATEGORY --
- \* Decision : FORWARD REQUEST TO DEEMED PIO
- \* Select DPIO : -----SELECT DPIO-----
- \* Forwarding Remarks (Up to 500 Characters) : [Empty text area]

At the bottom of the form, there are two buttons: "Submit" and "Edit".

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 .

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDLRcFIZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The form contains the following fields:

- Status : Urban
- Educational Status : Graduate
- Requester's Letter No : Not Provided
- Requester's Letter Date : Not Provided
- Citizenship Status : Indian
- Mode(s) of information Supply : Hard Copy
- Is Requester Below Poverty Line ? : No
- Amount Paid ( ₹ ) : 10
- Does it concern the life or Liberty of a Person : No(Normal)
- Request Pertains to : Amarjit Singh
- Subject Content : Information Under RTI Act,2005
- Please Select the Category of Request : -- PLEASE SELECT CATEGORY --
- \* Decision : TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY
- \* Transferred To Public Authority:
  - Department of Consumer Affairs
  - Department of Food & Public Distribution
  - Ministry of Culture
  - Ministry of Health & Family Welfare
  - Ministry of Home Affairs

Below the dropdown list, there is a note: **(For Multiple Selection Hold 'Ctrl' key and click With Mouse)**. At the bottom of the form are two buttons: **Submit** and **Edit**.

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 **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

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;

	(i)	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.

## 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.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cl4dGdIDTLRcFIZM9bu9ZbWY6%2FtdAF9d6YXCyk%3D`. The page title is "RTI MIS :: RTI Request & Appeal Management".

The form content is as follows:

- Subject Content:** Information Under RTI Act,2005
- Please Select the Category of Request:** -- PLEASE SELECT CATEGORY --
- \* Decision:** PARTIALLY REJECT/ACCEPT RTI REQUEST
- File No. (if any):** [Empty text box]
- \* Information Supplied (To appear as a part of covering letter):** [Empty text area]
- \* Information Rejected (To appear as a part of covering letter):** [Empty text area]
- \* Reason therefore:**
  - Section 9
  - Section 11
  - Section 24
  - Section 8(1)(a) [Selected][View Details of Sections for Rejection](#)  
 (For Multiple Selection Hold 'Ctrl' key and click With Mouse)
- Upload Reply Document (only pdf upto 1 MB):** Choose File No file chosen

At the bottom of the form are two buttons: **Submit** and **Edit**.



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.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDtlRcFZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The page title is "RTI MIS :: RTI Request & Appeal M...". The main content area is titled "Subject Content : Information Under RTI Act,2005". It contains several form fields:

- "Please Select the Category of Request : -- PLEASE SELECT CATEGORY --" (dropdown menu)
- "\* Decision : PARTIALLY REJECT/ACCEPT RTI REQUEST" (dropdown menu)
- "File No. (if any) : " (text input field)
- "\* Information Supplied (To appear as a part of covering letter) : " (text area)
- "\* Information Rejected (To appear as a part of covering letter) : " (text area)
- "\* Reason therefore: " (dropdown menu with options: Section 8(1)(c), Section 8(1)(d), Section 8(1)(e), Section 8(1)(f). A hyperlink "View Details of Sections for Rejection" is visible below the dropdown.
- "Upload Reply Document (only pdf upto 1 MB) : " (file upload field with "Choose File" button and "No file chosen" text)

At the bottom of the form are "Submit" and "Edit" buttons.

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.**

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDLRcFIZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The form contains the following fields and values:

- Citizenship Status : Indian
- Mode(s) of information Supply : Hard Copy
- Is Requester Below Poverty Line ? : No
- Amount Paid ( ₹ ) : 10
- Does it concern the life or Liberty of a Person : No(Normal)
- Request Pertains to : Amarjit Singh
- Subject Content : Information Under RTI Act,2005
- Please Select the Category of Request : -- PLEASE SELECT CATEGORY --
- \* Decision : REQUEST DISPOSE OF
- File No. (if any) : [Empty]
- \* Type of Disposal : Full Information Supplied
- \* Information Provided To Citizen (To appear as a part of Covering Letter) : [Empty text area]
- Upload Reply Document (only pdf upto 1 MB) : Choose File No file chosen

Buttons for "Submit" and "Edit" are located at the bottom of the form.

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 screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL4dGdlDLRcFIZM9bu9ZbWY6%2FiddAF9d6YXCyk%3D`. The form contains the following fields and values:

- Citizenship Status : Indian
- Mode(s) of information Supply : Hard Copy
- Is Requester Below Poverty Line ? : No
- Amount Paid ( ₹ ) : 10
- Does it concern the life or Liberty of a Person : No(Normal)
- Request Pertains to : Amarjit Singh
- Subject Content : Information Under RTI Act,2005
- Please Select the Category of Request : -- PLEASE SELECT CATEGORY --
- \* Decision : REQUEST DISPOSE OF
- File No. (if any) : [Empty text box]
- \* Type of Disposal : Full Information Supplied (dropdown menu is open showing options: Full Information Supplied, Part of Information Supplied)
- \* Information Provided To Citizen (To appear as a part of Covering Letter) : [Empty text box]
- Upload Reply Document (only pdf upto 1 MB) : Choose File No file chosen

At the bottom of the form, there are two buttons: **Submit** and **Edit**.

The information supplied is to 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.

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

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

*What's New*

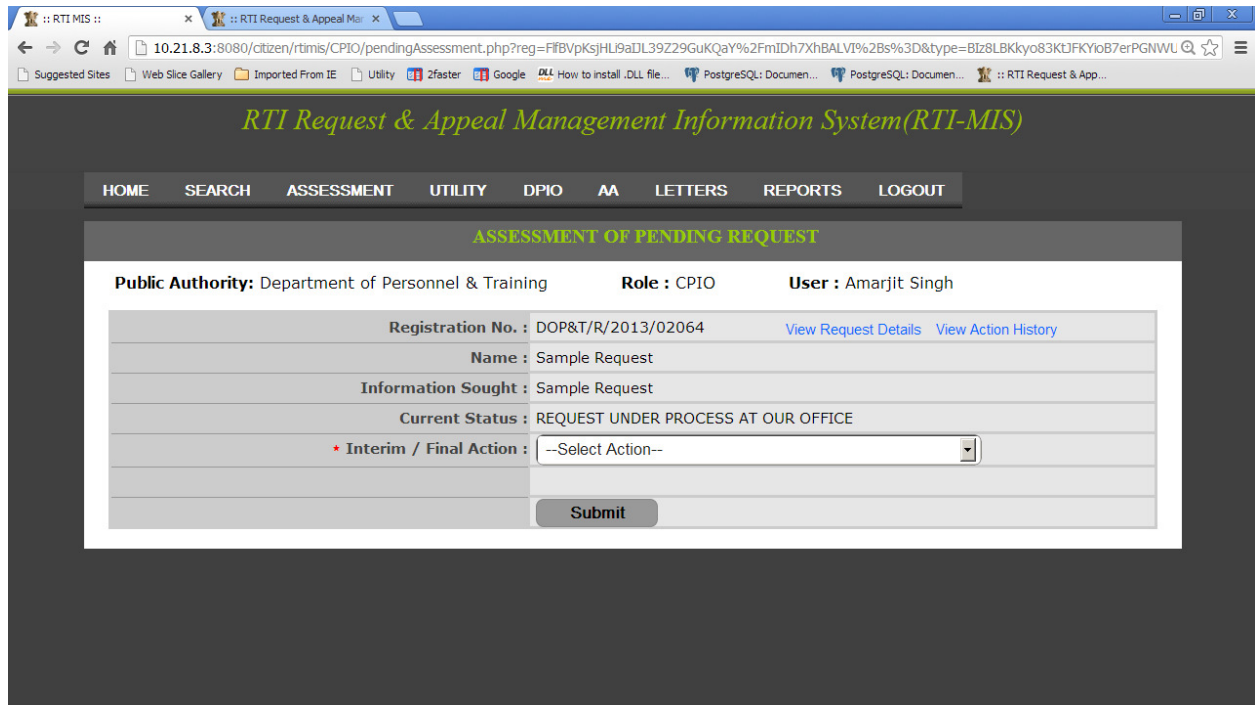
Now by clicking on the **desired registration number** or radio button, " **Assessment of Pending Request** " screen will be displayed.

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

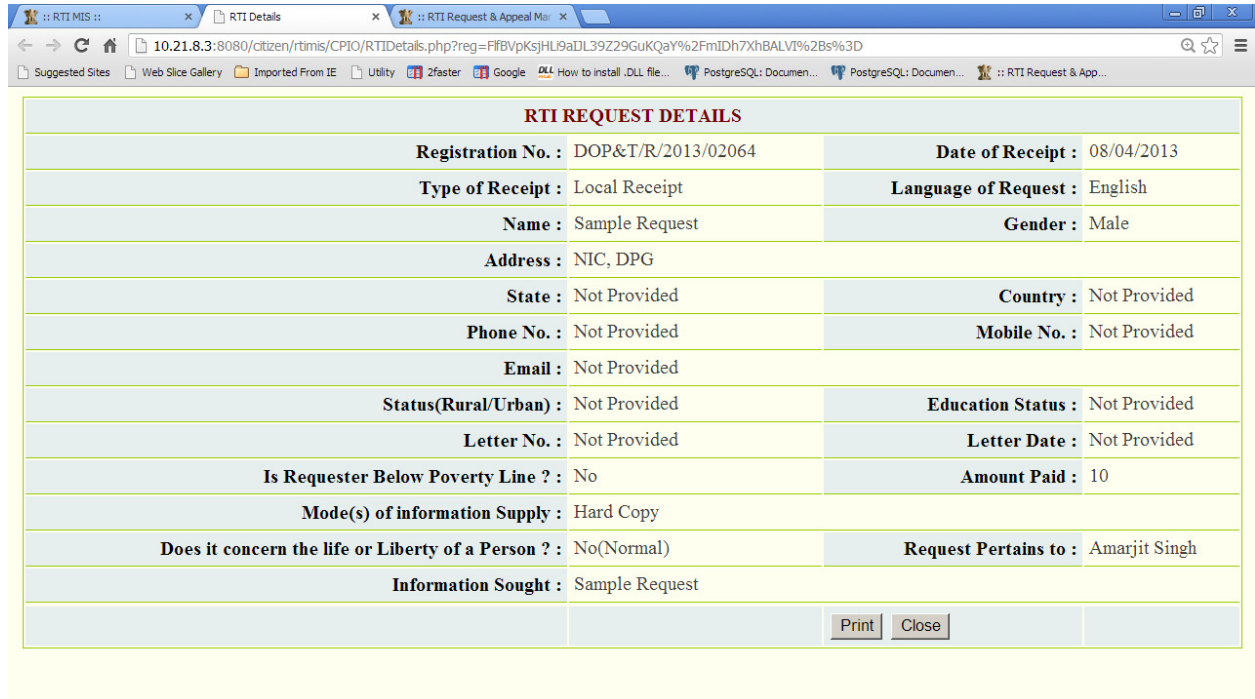
1 All Items per page: 10

	Registration Number	Name	Date of Receipt
<input type="radio"/>	DOP&T/R/2013/02064	Sample Request	08/04/2013
<input type="radio"/>	DOP&T/R/2013/02069	Sample for multiple	08/04/2013
<input type="radio"/>	DOP&T/R/2013/60040	Tejbir Singh Rawat	11/03/2013
<input type="radio"/>	DOP&T/R/2013/60065	Sandeep	04/04/2013
<input type="radio"/>	DOP&T/R/2013/60079	Sushil Kumar	05/04/2013

1 All  
Page: 1 of 1  
0-9 of Total 5



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.



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 .

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.**

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION

\* Select Mode(s) of Information Supply : Hard Copy

\* Additional Payment Demanded : ₹

\* Description of Contents of Letters (Max. 1000 Characters) :

Submit

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**ASSESSMENT OF PENDING REQUEST**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION

\* Select Mode(s) of Information Supply : **Hard Copy**  
Electronic Media  
Priced Publications  
Certified Samples of Material  
Inspection of Work, Documents, Records

\* Additional Payment Demanded :

\* Description of Contents of Letters (Max. 1000 Characters) :

Submit

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**.

## 2<sup>nd</sup> 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**.

The screenshot shows the RTI-MIS web application interface. At the top, there is a navigation menu with options: HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, AA, LETTERS, REPORTS, and LOGOUT. Below the menu, the page title is "ASSESSMENT OF PENDING REQUEST". The main content area displays the following information:

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

The request details are as follows:

- Registration No. :** DOP&T/R/2013/02064 (with links for [View Request Details](#) and [View Action History](#))
- Name :** Sample Request
- Information Sought :** Sample Request
- Current Status :** REQUEST UNDER PROCESS AT OUR OFFICE
- \* Interim / Final Action :** FORWARD REQUEST TO DEEMED PIO (selected in a dropdown menu)
- \* Select DPIO :** -----SELECT DPIO----- (dropdown menu)
- \* Forwarding Remarks (Up to 500 Characters) :** (text area)

A **Submit** button is located at the bottom of the form.

## 3<sup>rd</sup> 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.



The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/pendingAssessment.php?reg=FfBvPkSjHL9aDL39Z29GuKQaY%2FmIDh7XhBALVt%2Bs%3D&type=Blz8LbKkyo83KJFKYioB7erPGNWLU`. The form contains the following fields and options:

- Registration No.:** DOP&T/R/2013/02064 (with links for [View Request Details](#) and [View Action History](#))
- Name:** Sample Request
- Information Sought:** Sample Request
- Current Status:** REQUEST UNDER PROCESS AT OUR OFFICE
- Interim / Final Action:** PARTIALLY REJECT/ACCEPT RTI REQUEST (dropdown menu)
- File No. (if any):** [Text input field]
- Information Supplied (To appear as a part of covering letter):** [Text area]
- Information Rejected (To appear as a part of covering letter):** [Text area]
- Reason therefore:** Section 9, Section 11, Section 24, Section 8(1)(a) (dropdown menu with a link for [View Details of Sections for Rejection](#) and a note: **(For Multiple Selection Hold 'Ctrl' key and click With Mouse)**)
- Upload Reply Document (only pdf upto 1 MB):** Choose File [No file chosen]
- Submit** button

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 **Ctrl Key or Shift key** and click on the Section names.

Registration No. : DOP&T/R/2013/02064 [View Request Details](#) [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

• Interim / Final Action : PARTIALLY REJECT/ACCEPT RTI REQUEST

File No. (if any) :

• Information Supplied  
(To appear as a part of covering letter) :

• Information Rejected  
(To appear as a part of covering letter) :

• Reason therefore:
 

- Section 9
- Section 11
- Section 24
- Section 8(1)(a)

[View Details of Sections for Rejection](#)  
 (For Multiple Selection Hold 'Ctrl' key and click With Mouse)

Upload Reply Document  
(only pdf upto 1 MB) : Choose File No file chosen

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;

	(i)	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.

#### **4<sup>th</sup> option: REJECT RTI REQUEST:----**

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

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

**Registration No. :** DOP&T/R/2013/02064      [View Request Details](#)    [View Action History](#)

**Name :** Sample Request

**Information Sought :** Sample Request

**Current Status :** REQUEST UNDER PROCESS AT OUR OFFICE

**\* Interim / Final Action :** REJECT RTI REQUEST

**File No. (if any) :**

**\* Reason therefore:**

- Section 9
- Section 11
- Section 24
- Section 8(1)(a)

[View Details of Sections for Rejection](#)  
 (For Multiple Selection Hold 'Ctrl' key and click With Mouse)

CPIO can select desired single Section Name or multiple Section Names. For selecting the multiple Section Names, hold on the **Control 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.**

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : REQUEST DISPOSE OF

File No. (if any) :

\* Type of Disposal : Full Information Supplied

\* Information Provided To Citizen  
(To appear as a part of Covering Letter) :

Upload Reply Document  
(only pdf upto 1 MB) :  No file chosen

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

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

Registration No. : DOP&T/R/2013/02064      [View Request Details](#)      [View Action History](#)

Name : Sample Request

Information Sought : Sample Request

Current Status : REQUEST UNDER PROCESS AT OUR OFFICE

\* Interim / Final Action : REQUEST DISPOSE OF

File No. (if any) :

\* Type of Disposal : Full Information Supplied

\* Information Provided To Citizen  
(To appear as a part of Covering Letter) :

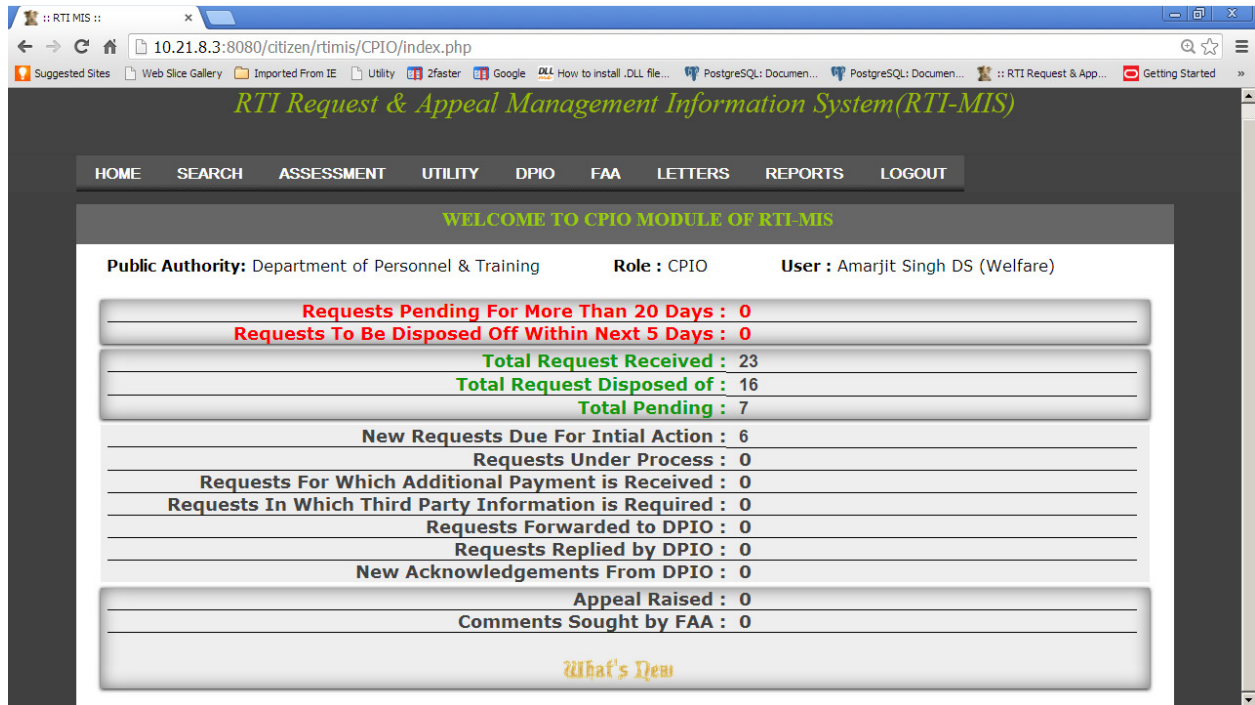
Upload Reply Document  
(only pdf upto 1 MB) :  No file chosen

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.

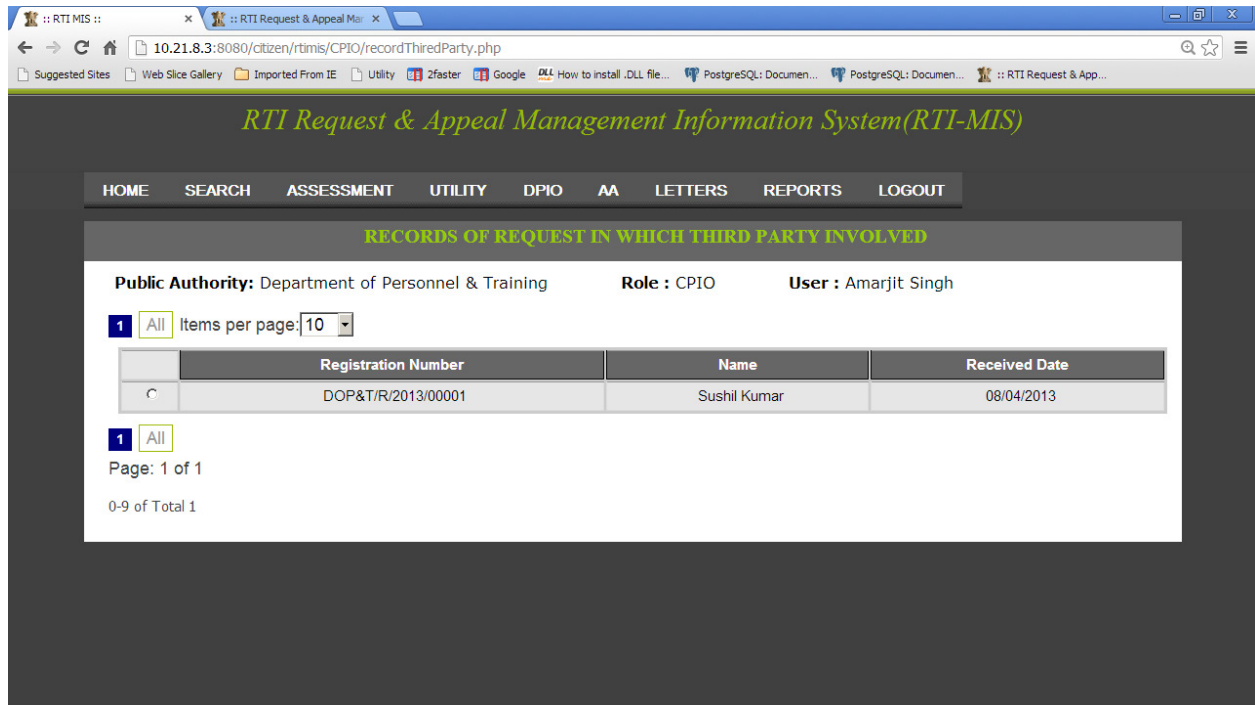
### Viii) Requests For Which Additional Payment is Received:--



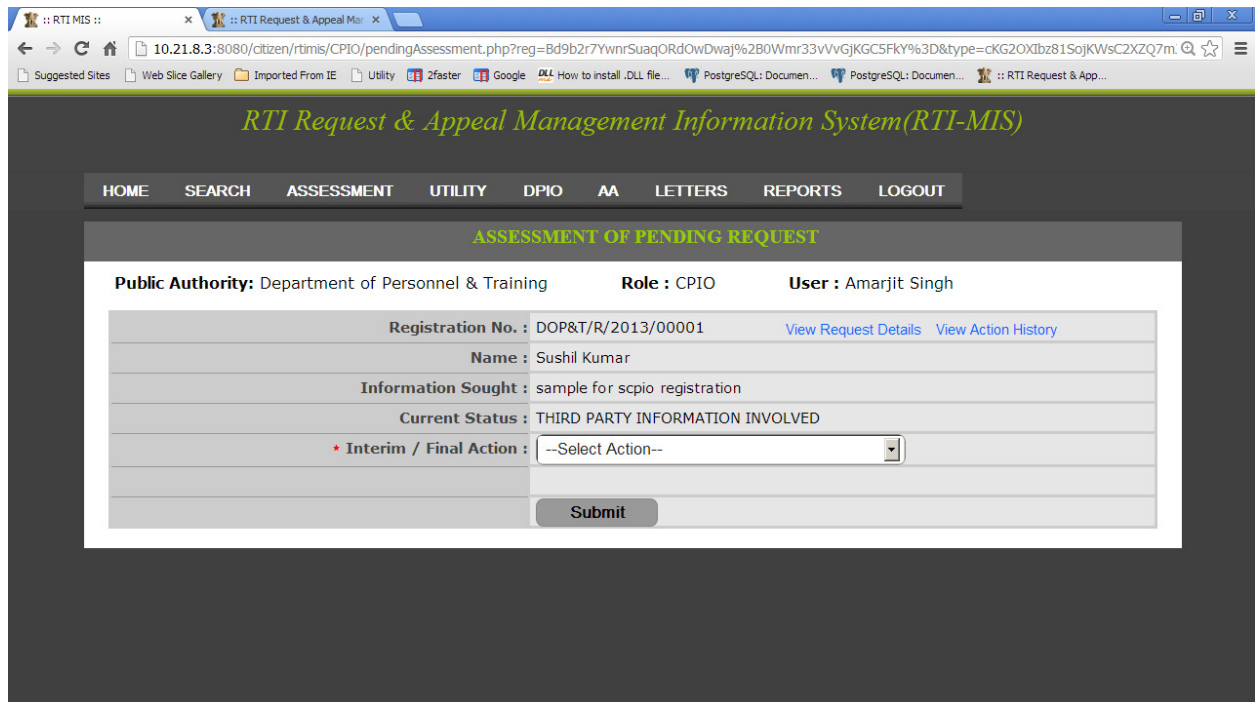
Cpio will receive an intimation in this alert when citizen makes the additional payment.

### 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](#)".

RTI REQUEST DETAILS			
Registration No. :	DOP&T/R/2013/00001	Date of Receipt :	08/04/2013
Type of Receipt :	Local Receipt	Language of Request :	English
Name :	Sushil Kumar	Gender :	Male
Address :	NIC, DPG, 218		
State :	Delhi	Country :	Not Provided
Phone No. :	Not Provided	Mobile No. :	9958638355
Email :	sushil88k@gmail.com		
Status(Rural/Urban) :	Not Provided	Education Status :	Not Provided
Letter No. :	Not Provided	Letter Date :	Not Provided
Is Requester Below Poverty Line ? :	Yes	Amount Paid :	0
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 for scpio registration		
		Print	Close

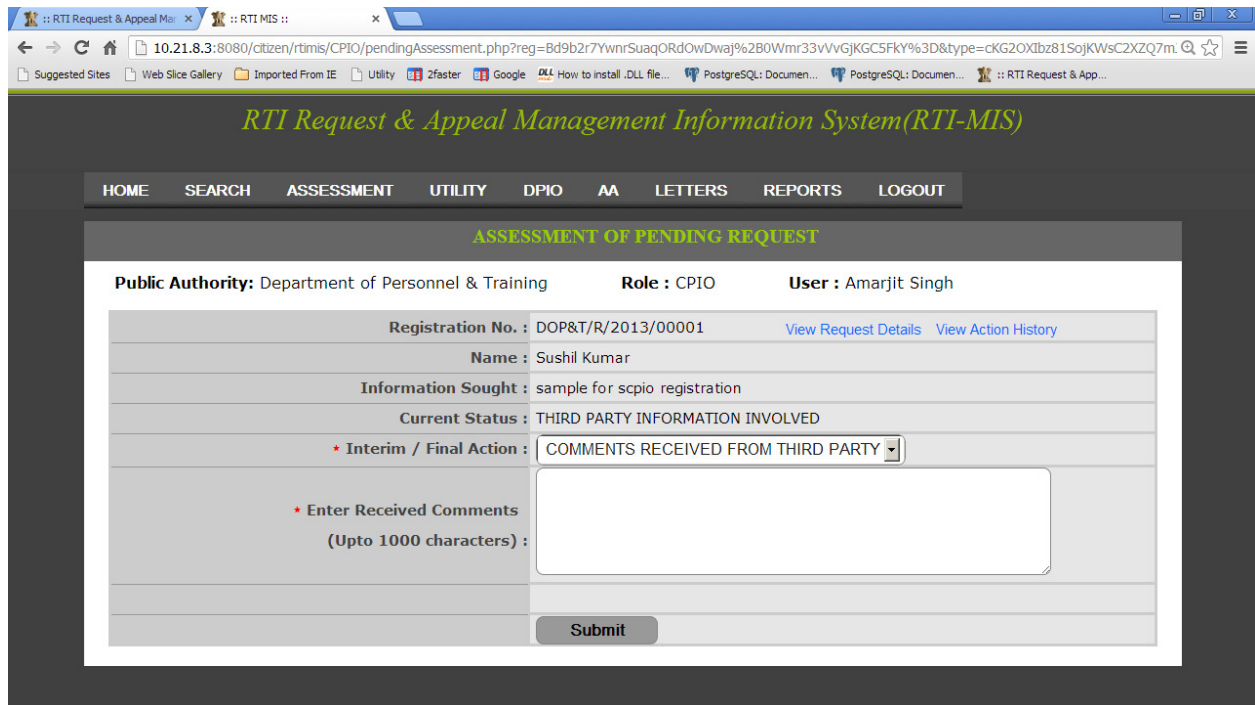
CPIO can select any action from **Final Action** dropdown .

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

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

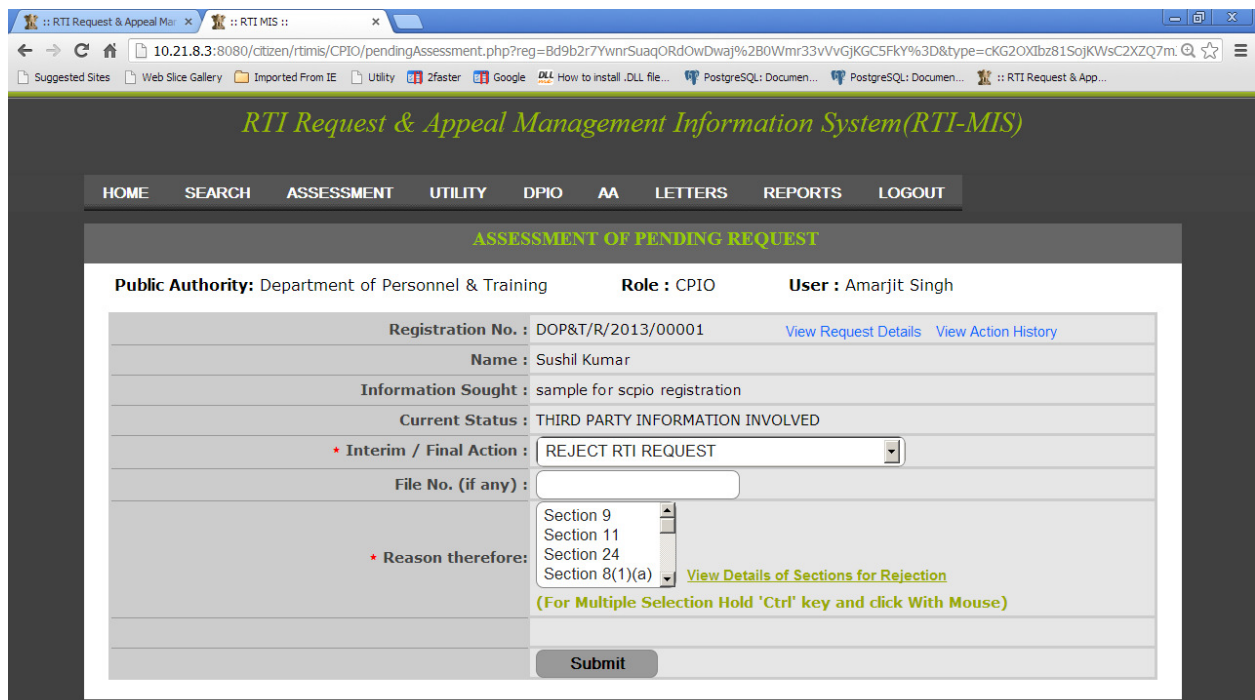
By selection this option, "**Enter Received Comments**" field will appear on the screen. CPIO can enter comments received by third party up to limit of **1000 characters**.





## 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 **Control 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**.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/CPIO/pendingAssessment.php?reg=Bd9b2r7YwnrSuaqORdOwDwaj%2B0Wmr33vVvGjKGC5FKY%3D&type=cKG20Xlbz81SojKWsC2XZQ7m`. The page title is "ASSESSMENT OF PENDING REQUEST". The user is logged in as "Amarjit Singh" with the role of "CPIO". The form displays the following information:

- Public Authority:** Department of Personnel & Training
- Registration No.:** DOP&T/R/2013/00001
- Name:** Sushil Kumar
- Information Sought:** sample for scpio registration
- Current Status:** THIRD PARTY INFORMATION INVOLVED
- Interim / Final Action:** REQUEST DISPOSE OF (dropdown menu)
- File No. (if any):** (input field)
- Type of Disposal:** Full Information Supplied (dropdown menu)
- Information Provided To Citizen:** (input field, labeled "To appear as a part of Convering Letter")
- Upload Reply Document:** (input field, labeled "only pdf upto 1 MB")

A "Submit" button is located at the bottom of the form.

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

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

Registration No. : DOP&T/R/2013/00001      [View Request Details](#)      [View Action History](#)

Name : Sushil Kumar

Information Sought : sample for scpjo registration

Current Status : THIRD PARTY INFORMATION INVOLVED

\* Interim / Final Action : REQUEST DISPOSE OF

File No. (if any) :

\* Type of Disposal : Full Information Supplied

\* Information Provided To Citizen (To appear as a part of Covering Letter) :

Upload Reply Document (only pdf upto 1 MB) : Choose File No file chosen

Submit

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.

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

**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](#)

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

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

HOME SEARCH ASSESSMENT UTILITY **DPIO** AA LETTERS REPORTS LOGOUT

**RECORDS OF REQUEST FORWARDED TO DEEMED PIO**

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

1 All Items per page: 10

Registration Number	Name	Current Status	Target Date	To DPIO
DOP&TR/2013/60040	Tejbir Singh Rawat	REQUEST UNDER PROCESS AT OUR OFFICE	10/04/2013	Test_DPIO

1 All  
Page: 1 of 1  
0-9 of Total 1

## xi) Requests Replied by DPIO:---

The screenshot shows the RTI-MIS CPIO module dashboard. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The user is logged in as B. Bandopadhyay (JCA) with the role of CPIO at the Department of Personnel & Training. The dashboard displays the following statistics:

- Requests Pending For More Than 20 Days : 47
- Requests To Be Disposed Off Within Next 5 Days : 45
- Total Request Received : 56
- Total Request Disposed of : 1
- Total Pending : 55
- New Requests Due For Intial Action : 55
- 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 : 6
- Comments Sought by FAA : 1

At the bottom of the dashboard, there is a "What's New" section.

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

The screenshot shows the "RECORDS OF REPLIES FROM DEEMED PIO" page. The user is logged in as Demo PIO 2 with the role of CPIO at the Department of Personnel & Training. The page displays a table of replies with the following columns: Registration Number, Name, Date Of Reply, and Reply.

Registration Number	Name	Date Of Reply	Reply
GEST2/R/2007/00055	Mahesh Chand	20/10/2008	Test Reply
GEST2/R/2007/00014	V.K.Dhingra	22/11/2011	TEST
GEST2/R/2011/00004	abc	12/12/2011	TEST REPLY FOR ARVIND
GEST2/R/2007/00020	amar guru	13/12/2011	asdfsad test
GEST2/R/2006/00069	Menon	27/12/2012	wer ew ew rwe
GEST2/R/2006/00064	sample name	27/12/2012	we ewrwer wer wer
GEST2/R/2007/00050	ssss	03/01/2013	teststasdf
GEST2/R/2009/00002	Anil Bansal Transfer	04/01/2013	testst
GEST2/R/2011/00005	aaaaaaaaaaaa	04/01/2013	testst
GEST2/R/2009/00002	Anil Bansal Transfer	04/01/2013	testst

The page also includes navigation controls for pagination (Previous, 1, 2, 3, 4, 5, ..., 22, Next) and a dropdown menu for "Items per page" set to 10. The page number is 1 of 22, and the total number of records is 0-9 of Total 219.

## xii) New Acknowledgements from DPIO:--

The screenshot displays the RTI-MIS CPIO module dashboard. At the top, the browser address bar shows the URL `10.21.8.3:8080/citizen/rtimis/CPIO/index.php`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, FAA, LETTERS, REPORTS, and LOGOUT. Below the menu, a banner reads "WELCOME TO CPIO MODULE OF RTI-MIS". The user information is: Public Authority: Department of Personnel & Training, Role: CPIO, User: B.Bandopadhyay(JCA). The dashboard displays the following statistics:

Requests Pending For More Than 20 Days	47
Requests To Be Disposed Off Within Next 5 Days	45
Total Request Received	56
Total Request Disposed of	1
Total Pending	55
New Requests Due For Intial Action	55
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	6
Comments Sought by FAA	1

At the bottom of the dashboard, there is a section titled "What's New".

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

### xiii) Appeal Raised:--

**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 :** B.Bandopadhyay(JCA)

<b>Requests Pending For More Than 20 Days :</b>	47
<b>Requests To Be Disposed Off Within Next 5 Days :</b>	45
<b>Total Request Received :</b>	56
<b>Total Request Disposed of :</b>	1
<b>Total Pending :</b>	55
<b>New Requests Due For Intial Action :</b>	55
<b>Requests Under Process :</b>	0
<b>Requests For Which Additional Payment is Received :</b>	0
<b>Requests In Which Third Party Information is Required :</b>	0
<b>Requests Forwarded to DPIO :</b>	0
<b>Requests Replied by DPIO :</b>	0
<b>New Acknowledgements From DPIO :</b>	0
<b>Appeal Raised :</b>	6
<b>Comments Sought by FAA :</b>	1

**What's New**

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

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

HOME SEARCH ASSESSMENT UTILITY DPIO FAA LETTERS REPORTS LOGOUT

**Public Authority:** Department of Personnel & Training      **Role :** CPIO      **User :** B.Bandopadhyay(JCA)

**LIST OF APPEALS FILED AGAINST THE REQUESTS DEALT BY CONCERNED CPIO**

Show  entries      Search:

Appeal Number	Name	Received Date	Request Number
DOP&T/A/2013/00024	Deepak Kumar	18/04/2013	
DOP&T/A/2013/00028	Rajesh Yogiraj	23/04/2013	
DOP&T/A/2013/00154	Ramlal Bhagwntsingh Chouhan	11/06/2013	
DOP&T/A/2013/00282	Rajesh B Ohol	08/08/2013	
DOP&T/A/2013/00297	Mukesh Kumar Soni	14/08/2013	
DOP&T/A/2013/00331	Akash Kumar	30/08/2013	DOP&T/R/2013/61905

Showing 1 to 6 of 6 entries      First Previous 1 Next Last

#### 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.

The screenshot shows the RTI MIS web application interface. The browser address bar indicates the URL: `10.21.8.3:8080/citizen/rtimis/CPIO/recordCommentSoughtByAA.php`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, UTILITY, DPIO, AA, LETTERS, REPORTS, LOGOUT. The main content area is titled "RECORDS OF APPEAL" and "COMMENTS SOUGHT BY AA". It displays the following information:

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

1 All Items per page: 10

Registration Number	Name	Comment Sought On Date
DOP&T/A/2013/00154	Prakash Kumar	26/06/2013

1 All  
Page: 1 of 1  
0-9 of Total 1

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



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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**REPLY TO COMMENT SOUGHT BY APPELLATE AUTHORITY**

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

Registration No. : DOP&T/A/2013/00154

Name of Appellant : Prakash Kumar

Comments Sought : Please give justification

Comments Sought on Date : 26/06/2013

\* Please Enter the Comments (Upto 3000 characters)

Submit

**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:

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

HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT

**SEARCH REQUEST**

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

Enter Any Number Of Parameter(s) To Search A RTI Request.

Registration No. :

Name :

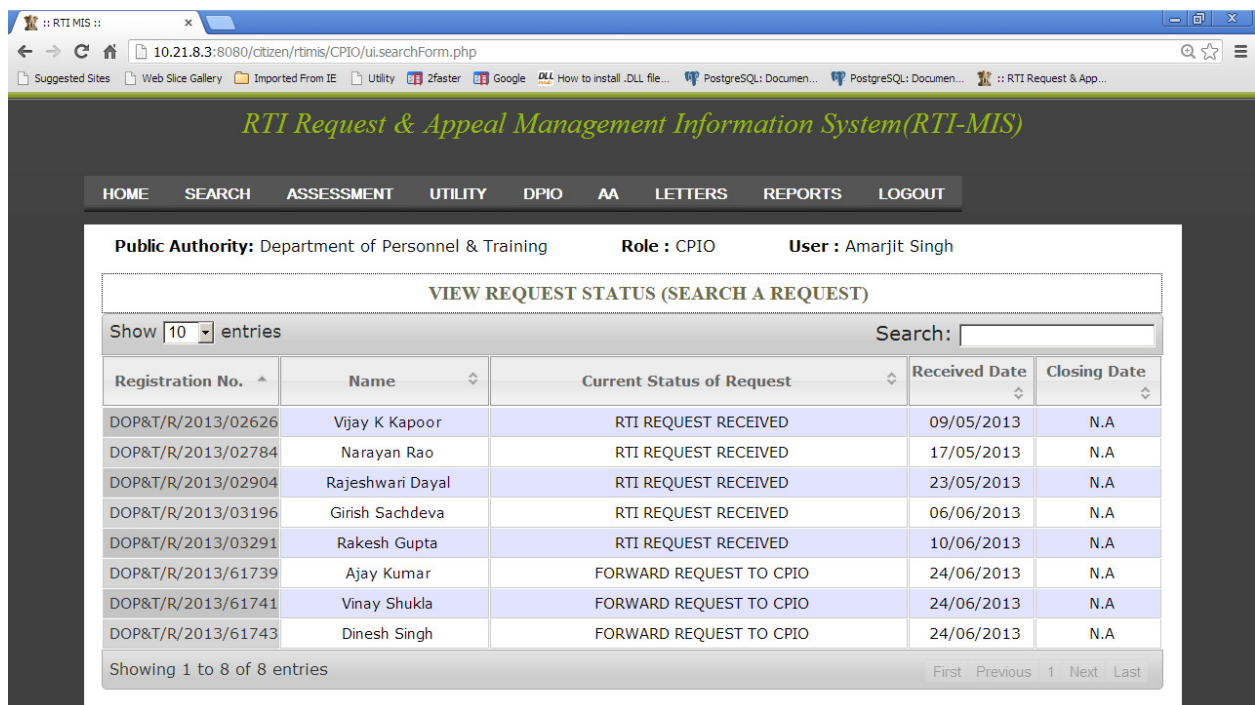
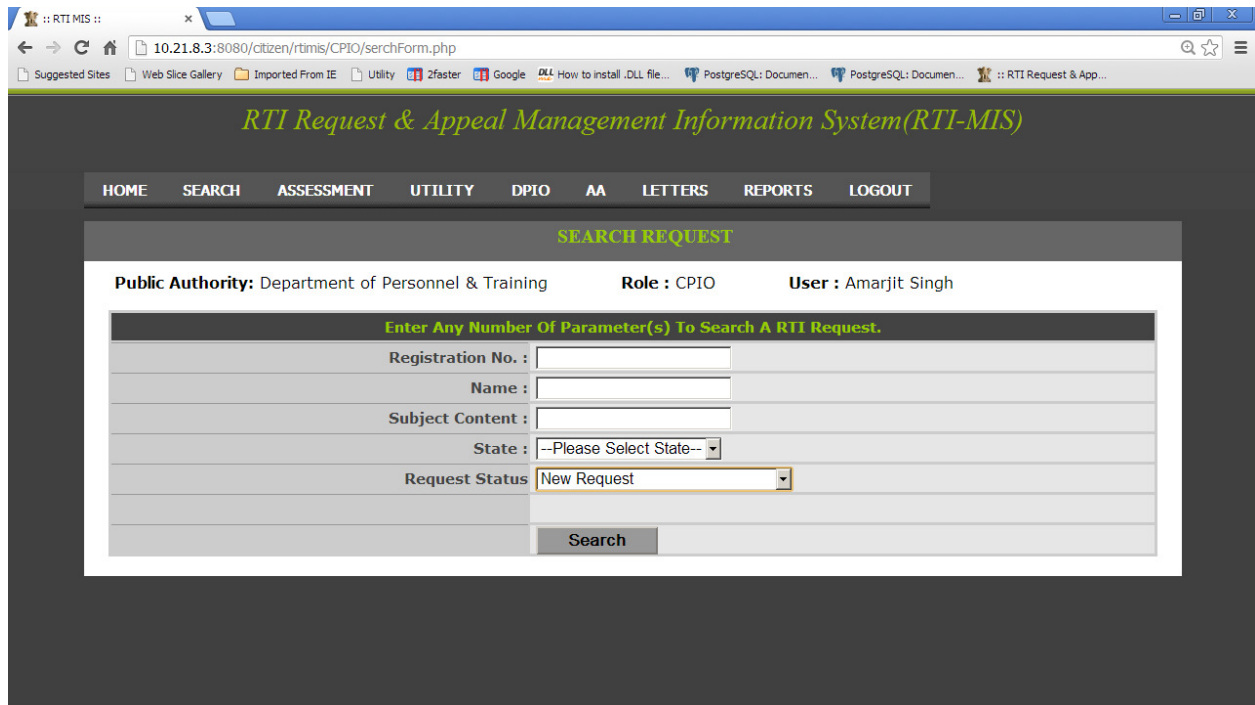
Subject Content :

State : --Please Select State--

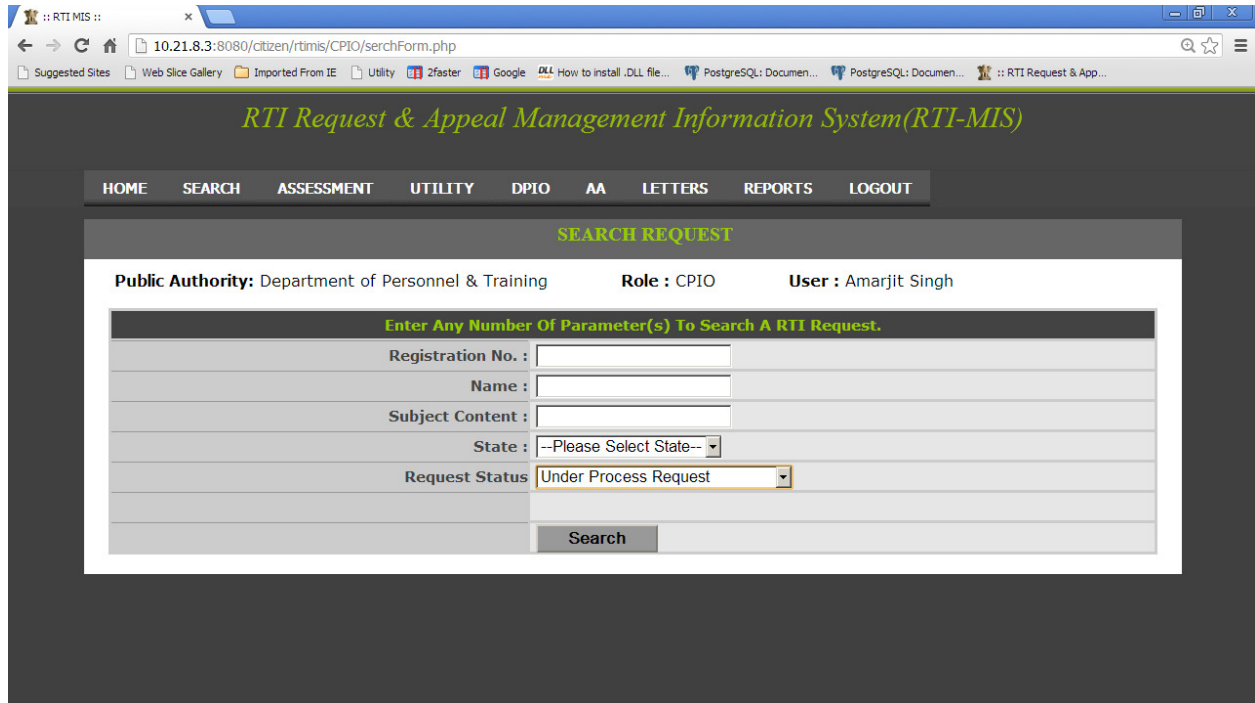
Request Status : --Please Select Request Status--

Search

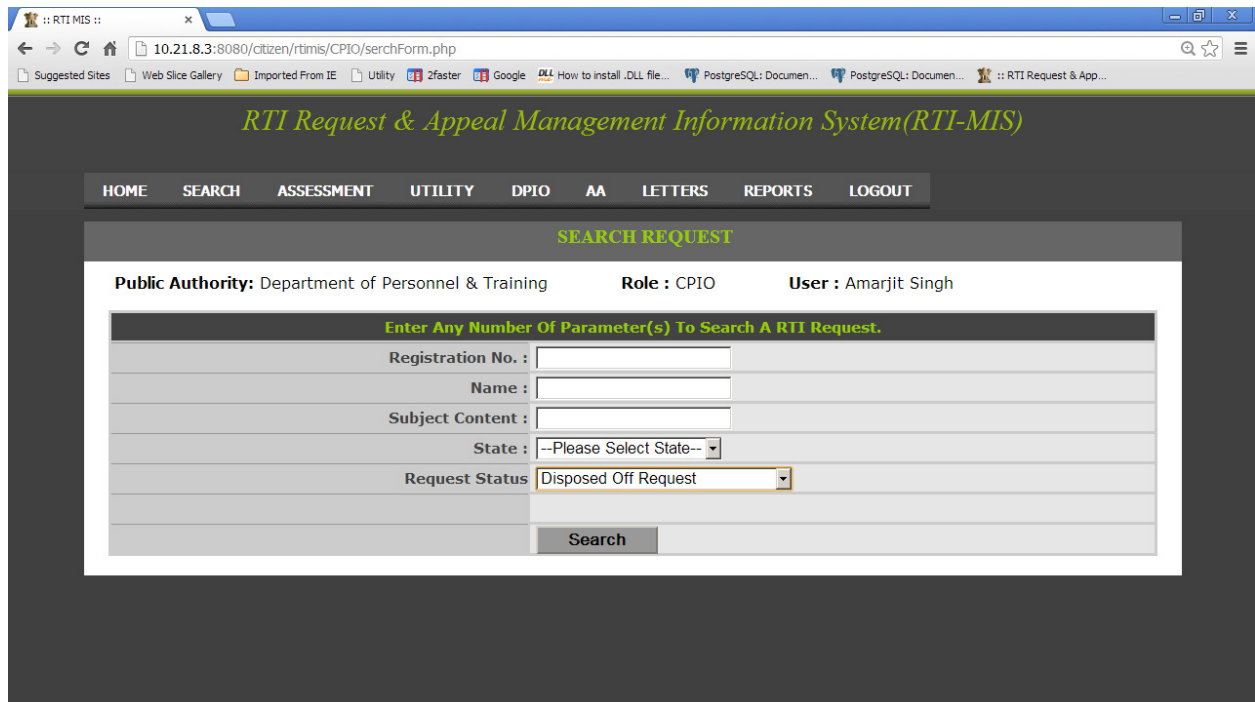
(a)- **New Request**: This option is selected when CPIO wants to view new **RTI request** .



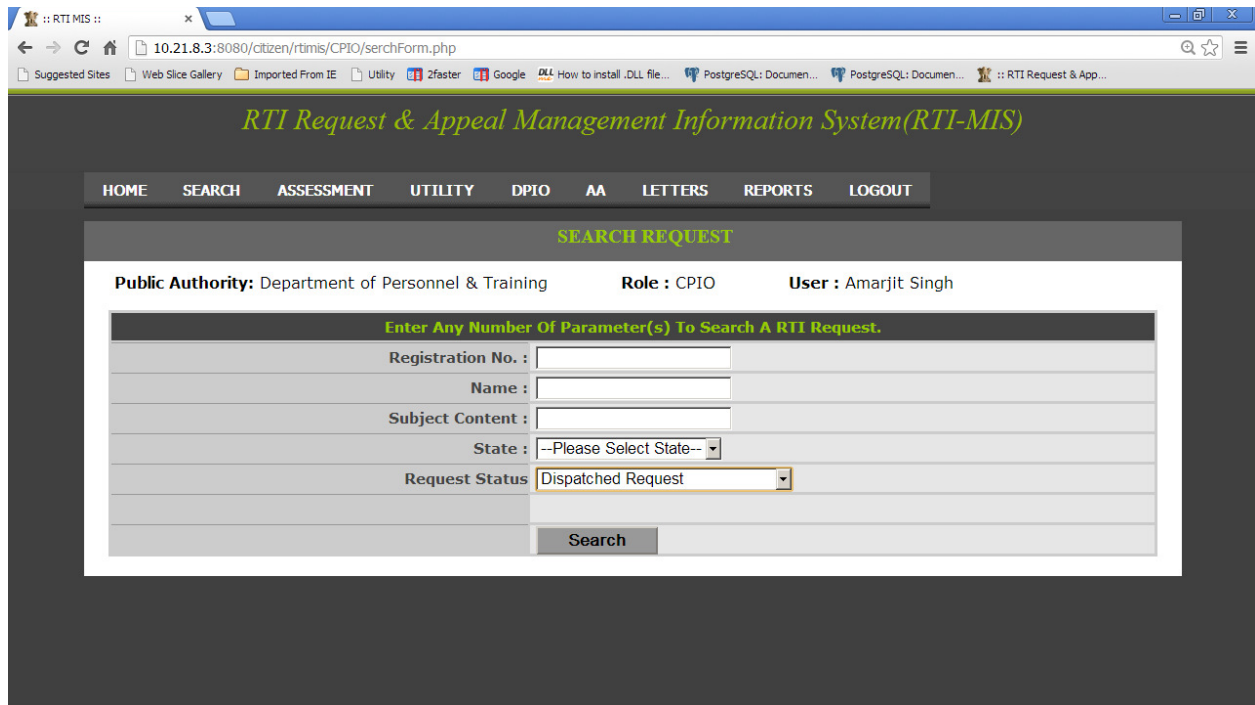
**(b)- Under Process Request :** This option is selected when CPIO wants to view RTI request which is under processing status.



**(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.

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

**VIEW REQUEST STATUS (SEARCH A REQUEST)**

Show  entries      Search:

Registration No. ^	Name ^	Current Status of Request ^	Received Date ^	Closing Date ^
DOP&T/R/2013/02626	Vijay K Kapoor	RTI REQUEST RECEIVED	09/05/2013	N.A
DOP&T/R/2013/02784	Narayan Rao	RTI REQUEST RECEIVED	17/05/2013	N.A
DOP&T/R/2013/02904	Rajeshwari Dayal	RTI REQUEST RECEIVED	23/05/2013	N.A
DOP&T/R/2013/03196	Girish Sachdeva	RTI REQUEST RECEIVED	06/06/2013	N.A
DOP&T/R/2013/03291	Rakesh Gupta	RTI REQUEST RECEIVED	10/06/2013	N.A
DOP&T/R/2013/61739	Ajay Kumar	FORWARD REQUEST TO CPIO	24/06/2013	N.A
DOP&T/R/2013/61741	Vinay Shukla	FORWARD REQUEST TO CPIO	24/06/2013	N.A
DOP&T/R/2013/61743	Dinesh Singh	FORWARD REQUEST TO CPIO	24/06/2013	N.A

Showing 1 to 8 of 8 entries      First Previous 1 Next Last

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.**

**ACTION HISTORY OF RTI REQUEST No. DOP&T/R/2013/02626**

Applicant Name: Vijay K Kapoor

Text of Application: Information Under RTI Act, 2005

Reply of Application:

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	RTI REQUEST RECEIVED	09/05/2013		

[View Request Document](#)