User Manual

RTI Request & Appeal Management Information System

(RTI-MIS)

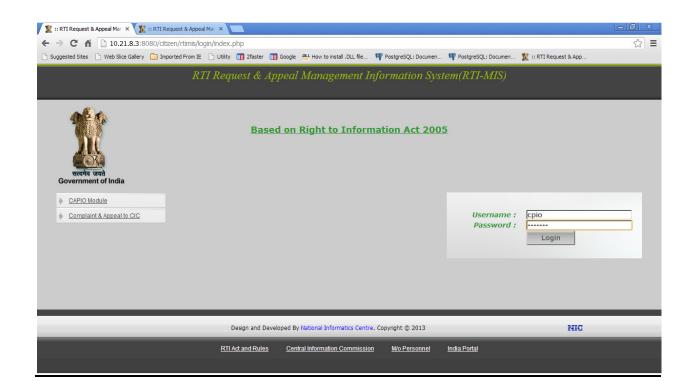
NEW ONLINE REQUEST

Department of Personnel & Training, M/o Personnel, Public Grievances & Pensions, North Block, New Delhi-110001

National Informatics Centre D/o Information Technology M/o Comm. & IT, Govt. of India The url of the RTIMIS software is : <u>http://rtionline.gov.in/RTIMIS</u> (RTIMIS should be typed in capital letters).

RTIMIS – CPIO Module

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



HOME

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

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									vstem(RTI-	MIS)		
H	IOME	SEARCH	ASSESSMENT	UTILITY	DPIO	FAA	LETTERS	REPORT	S LOGOUT			
				WELO	COME TO) CPIO N	IODULE O	F RTI-MIS				
	Public /	Authority: D	Department of F	ersonnel & Tr	aining	Role	e:CPIO	User :	Amarjit Singh [OS (Welfare)		
1				s Pending F								
. y		Re	quests To Be									
							ceived : 2				-	
	-			100			ending : 1					
	_		Ne	w Request							_	
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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.

HOME SEAL	rch assessment utility d	PIO AA LETTERS REPORTS	LOGOUT
	RECORDS OF REQ	DUEST PENDING FOR MORE THAN 20	DAYS
Public Autho	rity: Department of Personnel & Trainir	ng Role : CPIO User : Ama	riit Sinah
	per page: 10 -		i ji conign
1 All items		1	
	Registration Number	Name	Received Date
C	DOP&T/R/2013/02064	Sample Request	08/04/2013
С	DOP&T/R/2013/02069	Sample for multiple	08/04/2013
С	DOP&T/R/2013/60040	Tejbir Singh Rawat	11/03/2013
С	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013
с	DOP&T/R/2013/02784	Narayan Rao	17/05/2013
С	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013
с	DOP&T/R/2013/00001	Sushil Kumar	08/04/2013
с —	DOP&T/R/2013/60079	Sushil Kumar	05/04/2013

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

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HOME SEARCH	ASSESSMENT	UTILITY DPK		LETTERS PENDING R	REPORTS EQUEST	LOGOUT		
Public Authority: [epartment of Pers	onnel & Training	R	ole : CPIO	User : A	marjit Singh		
	Reg	istration No. : DC Name : Sa			View Reque	est Details View	Action History	-
	Inform	ation Sought : Sa						
		irrent Status : RE	-		AT OUR OFFICE			_
<u>.</u>	* Interim /	Final Action :	Select Actio	on			•	
			Submit					
_								

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

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

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$\leftarrow \Rightarrow$	C 🖍 🗋 10.21.8.3:8080/citizen/rtimis/CPIO/vi	ewActionHistory.php?reg=FlfE	3VpKsjHLi9aIJL39Z29GuKQaY%2Fm	IDh7XhBALVI%2Bs%3D	@☆ 〓
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		ACTION HISTORY OF	F RTI REQUEST No. DOP&T	/R/2013/02064	
SN.	Action Taken	Date of Action	Action Taken By	Remarks	
1	REQUEST UNDER PROCESS AT OUR OFFICE	13/06/2013	Amarjit Singh		
			Close		

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

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

1st option: ADDITIONAL PAYMENT REQUIRED FOR INFORMATION :

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		R	TI Request &	& Appeal 1	Managen	ient Inforr	nation Sys	stem(RTI-	MIS)	
	HOME	SEARCH	ASSESSMENT	UTILITY	dpio aa	LETTERS	REPORTS	LOGOUT		
				ASSE	SSMENT O	7 PENDING R	EQUEST			
	Pub	lic Authority:	Department of Per	sonnel & Train	ing	Role : CPIO	User : A	marjit Singh		
			Re	egistration No.	DOP&T/R/2	013/02064	View Requ	est Details View	Action History	
				Name	: Sample Req	uest				
			Infor	nation Sought	: Sample Req	uest				
			(Current Status	REQUEST UI	NDER PROCESS	AT OUR OFFICE			
			* Interim	/ Final Action		AL PAYMENT RE	EQUIRED FOR I	NFORMATION	•	
		* Selec	t Mode(s) of Infor	mation Supply	Hard Copy		•			
			* Additional Payme	ent Demanded	:₹					
		• Description o	of Contents of Lett	ers (Max. 100) Characters)						
					Submit					-

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.**

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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 : Hard Copy	
Electronic Media Priced Publications Certified Samples of Material Inspection of Work,Documents,Records	
Submit	-
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In Additional Payment Demanded field amount for additional payment enter by nodal officer.

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

2nd option: FORWARD REQUEST TO DEEMED PIO :

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

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	eg=FlfBVpKsjHLI9aIJL39Z29GuKQaY%2FmIDh7XhBALVI%2Bs%3D&type=BIz8LBKkyo83KtJFKYioB7erPGNWU Q 🏠 🚍
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HOME SEARCH ASSESSMENT UTILITY	dpio aa letters reports logout
A (1977)	COMPART OF REALING DECIDENT
ASSE	SSMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Train	ing 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
	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.

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		SSMENT 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
		Sample Request
	Information Sought :	
		REQUEST UNDER PROCESS AT OUR OFFICE
		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) :	
		Section 9
		Section 11
	* Reason therefore:	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	Choose File No file chosen
	(only pdf upto 1 MB) :	
		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.

		Rejection of a Request under RTI Act 2005	Î
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;	

	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.
	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.
	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.
	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.
	(3)

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

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

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

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Public	Authority: D	epartment of Pers	sonnel & Trai	ning	Role : Cl	OIO	User : /	Amarjit Sir	ngh		
		Re	gistration No.	: DOP&T/	R/2013/0206	54	View Req	iest Details	View Action Hi	story	
			Name	: Sample	Request						
		Inform	nation Sought	: Sample	Request						
		C	urrent Status	: REQUES	T UNDER PRO	CESS AT	OUR OFFICE				
		* Interim	/ Final Action	: REJEC	T RTI REQUE	ST			•		
		Fil	e No. (if any)	:							
		* Rea	son therefor	Section	11		of Sections fo 'Ctrl' key a		th Mouse)		
				Sul	omit						

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

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					A88.	LOSIVILL	NI OF	PENDING	KEQU	JESI							
	Public	Authority:	Department	of Pers	sonnel & Trai	ning	R	ole: CPIO		User :	Amarjit Si	ingh					
				Re	gistration No	.: DOP8	&T/R/20:	13/02064		View Re	quest Details	View A	ction Histor	у			
					Name	e : Sam	ole Requ	est									
				Inform	nation Sough	t : Sam	ole Requ	est									
				С	urrent Statu	s : REQU	JEST UN	DER PROCES	S AT OL	UR OFFIC	CE						
			*]	interim	/ Final Action	ı : [REC	QUEST D	ISPOSE OF				•)				
				Fi	le No. (if any):											
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							Submit										Ţ

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

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				Current Status :	-		T OUR OFFICE				
			* Interim	/ Final Action :	REQUEST DI	SPOSE OF			•		
			F	ile No. (if any) :							
			* Ту	pe of Disposal :	Full Information	on Supplied	•				
					Full Informatio						1
			Information Pro	vided To Citizen	Part of Inform	nation Supplied					
		(To appea	r as a part of Con	vering Letter) :							
			Upload Re	ply Document		In er en					
			(only	pdf upto 1 MB) :	Choose File	No file choser	1				
					Submit						1 💷

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

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

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

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

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	RI	T Request &	t Appeal	Manag	gement Inform	ation Syst	em(RTI-M.	IS)	
HOME	SEARCH	ASSESSMENT	UTILITY	DPIO	FAA LETTERS	REPORTS	LOGOUT		
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Publi	C Authority: D	epartment of Pers	sonner & Tra	aining	Role: CPIO	User : An	arjit Singh DS (wenare)	
		Requests	Pending F	or More	Than 20 Days :	D			
	Red				n Next 5 Days : 🗉				
			Т	otal Requ	lest Received :	23			
			Tota		t Disposed of :				
					Total Pending : 🗌	7			
		New			r Intial Action :				
					Inder Process :				
					nt is Received :				_
	Requests	In which Third			n is Required : arded to DPIO :				_
_					plied by DPIO :				_
		New			ts From DPIO :				_
_					Appeal Raised :				_
									-
			Com	iments S	ought by FAA :				

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

OME SEA	rch assessment utility di	Pio a a letters reports	LOGOUT
	RECORDS OF REQUEST W	HICH SHOULD BE DISPOSED OFF W	TTHIN 5 DAYS
Public Autho	rity: Department of Personnel & Trainin	g Role : CPIO User : Ama	arjit Singh
1 All Items	per page: 10 💌		
	Registration Number	Name	Received Date
С	DOP&T/R/2013/02064	Sample Request	08/04/2013
С	DOP&T/R/2013/02069	Sample for multiple	08/04/2013
С	DOP&T/R/2013/60040	Tejbir Singh Rawat	11/03/2013
с	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013
C	DOP&T/R/2013/02784	Narayan Rao	17/05/2013
С	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013
С	DOP&T/R/2013/00001	Sushil Kumar	08/04/2013
		Sushil Kumar	05/04/2013

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RTI Request	st & Appeal Management Information System(RTI-MIS)	
HOME SEARCH ASSESSMENT	ent utility dpio aa letters reports logout	
	ASSESSMENT OF PENDING REQUEST	
Public Authority: Department of P	of Personnel & Training Role : CPIO User : Amarjit Singh	
	Registration No. : DOP&T/R/2013/02064 View Request Details View Action History	
	Name : Sample Request	
Info	information Sought : Sample Request	
	Current Status : REQUEST UNDER PROCESS AT OUR OFFICE	
* Interi	terim / Final Action :Select Action	
	Submit	

Rest all functionality is same as above discussed link.

iii-Total Request Received:---

	🗈 10.21.8.3:8080/citizen/rtimis/CPIO/index.php	0,5
	web side daller y 🔄 triported From te 🗌 dougle 🚟 how to install ble me 📲 Postgresder bocumen 📲 Postgresder bocumen 📲 rik rit Kequest & App	
	RTI Request & Appeal Management Information System(RTI-MIS)	
	KII Request & Appear Management Information System(KII-MIS)	
НОМ	ie search assessment utility dpio faa letters reports logout	
	WELCOME TO CPIO MODULE OF RTI-MIS	
	WELCOME TO CITO MODULE OF RITANS	
Pu	blic Authority: Department of Personnel & Training Role : CPIO User : B.Bandopadhyay(JCA)	
1.00	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	

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

		Google 🔐 How to install .DLL file 🍿 PostgreSQL: Documen 🤎 PostgreSQ		
RTI	Request & Appea	al Management Information System	(RTI-MIS)	
IOME SEARCH /	ASSESSMENT UTILITY	dpio faa letters reports lo	GOUT	
Public Authority: Dep	artment of Personnel & T	raining Role : CPIO User : B.Band	opadhyay(JCA)	
	LIST OF TOTA	AL REQUESTS RECEIVED BY CONCERNED C	PIO	
Show 10 🖌 entries		Se	arch:	
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

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

Suggested Sites	🗋 Web Slice Gallery 📋 Imported F	From IE 📄 Utility 🛐 2	faster 🔢 Google 🔐 How to in	stall .DLL file 🤎 PostgreSQL: Documen	PostgreSQL: Documen	1 :: RTI Request & App
	ACT	ON HISTORY OF F	TI REQUEST No.DOP&1	r/R/2013/02347	8	
Applic	ant Name	Rakesh Gupta			PIINT MGE	
Text	of Application	Inforamtion Under	RTI Act,2005		PERT MOL	
Reply	of Application	Reply sent to the a	applicant vide letter dated 0	2.05.2013		
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)		os	
	View Request Docur	nent			1	
					2	

iv-Total Request Disposed of:---

C 🕴 🗋	10.21.8.3:8080	0/citizen/rtimis/CPIO/	/index.php						Q
sted Sites 📄 W	eb Slice Gallery 📋 D	Imported From IE 🛛 🗋 Utility	2faster 🔠 0	Google DLL How	to install .DLL file 🤎 Pos	tgreSQL: Documen 🤎 I	PostgreSQL: Documen 🌋 ::	RTI Request & App 🖸 G	Setting Star
	R	TI Request &	k Appeal	Manag	gement Infor	mation Sys	tem(RTI-MIS)	
HOME	SEARCH	ASSESSMENT	UTILITY	DPIO	FAA LETTERS	6 REPORTS	LOGOUT		
			WELC	COME TO	CPIO MODULE	OF RTI-MIS			
Public	: Authority: [Department of Per	sonnel & Tra	aining	Role : CPIO	User : B.	Bandopadhyay(JCA	()	
					Than 20 Days				1
	Re	equests To Be D	isposed C	off Within	n Next 5 Days :	45			
			100 M		lest Received				
			Tota		t Disposed of :				
				-	Total Pending :	55			
		New	/ Requests	s Due Foi	Intial Action	55			
					Inder Process				
		ests For Which							
	Requests	In Which Thir							
					arded to DPIO				
					plied by DPIO				
		New	Acknowle		ts From DPIO				
					Appeal Raised				
			Com	nments S	ought by FAA :	: 1			

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

	ASSESSMENT UTILITY		DGOUT	
Public Authority: Dep	Dartment of Personnel &	Training Role : CPIO User :	 opadhyay(JCA)	
Show 10 🔽 entries		LEQUESTS DISTUSED OF DI CONCERN	 arch:	
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 er	itries		First Previous	1 Next Last

v- Total Pending:----

_	is 🗋 Web Slice Galery 🧰 Imported From IE 🗋 Utility 🛐 Zfaster 🛐 Google 🕮 How to install .DLL file 🌵 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🦹 :: RTI Request & App 🧧	Getting Start
	RTI Request & Appeal Management Information System(RTI-MIS)	
ŀ	IOME 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	
		i —
	Appeal Raised : 6	

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

RTI R	equest & Appeal Ma	anagement Information System(RTI-MIS	
		anagement injormation system(itti itis)	
IOME SEARCH AS	SESSMENT UTILITY DP	10 FAA LETTERS REPORTS LOGOUT	
Public Authority: Depart	tment of Personnel & Training	Role : CPIO User : B.Bandopadhyay(JCA))
	LIST OF PENDIN	NG REQUESTS FOR CONCERNED CPIO	
Show 10 💽 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
	Mohit Gautam	RTI REQUEST RECEIVED	13/05/2013
DOP&T/R/2013/02695			14/05/2012
	Sanjay Durbar	RTI REQUEST RECEIVED	14/05/2013
DOP&T/R/2013/02713	Sanjay Durbar Kannan V Iyer	RTI REQUEST RECEIVED	16/05/2013
DOP&T/R/2013/02695 DOP&T/R/2013/02713 DOP&T/R/2013/02766 DOP&T/R/2013/02797	<u>,</u>		

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.

	,	/citizen/rtimis/CPIO/	1.1						Q 53
ggested Sites 📋 W		-			to install .DLL file W Postgre		-	•	Getting Started
	RI	T Request &	t Appeal	Manag	gement Inform	ation Syst	em(RTI-M.	IS)	
HOME	SEARCH	ASSESSMENT	UTILITY	DPIO	FAA LETTERS	REPORTS	LOGOUT		
			WELC	COME TO	CPIO MODULE O	F RTI-MIS			
Dukt					Role : CPIO		aniit Cinata DC (
Publi	C Authority: D	epartment of Pers	sonner & Tra	aining	Role: CPIO	User : An	arjit Singh DS (wenare)	
		Requests	Pending F	or More	Than 20 Days :	D			
	Red				n Next 5 Days : 🗉				
			Т	otal Requ	lest Received :	23			
			Tota		t Disposed of :				
					Total Pending : 🗌	7			
		New			r Intial Action :				
					Inder Process :				
					nt is Received :				_
	Requests	In which Third			n is Required : arded to DPIO :				_
_					plied by DPIO :				_
		New			ts From DPIO :				_
_					Appeal Raised :				_
									-
			Com	iments S	ought by FAA :				

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

ME SEA	rch assessment utility dpic) a a letters repor	TS LOGOUT	
	RECC	ORDS OF NEW REQUEST		
ublic Autho	rity: Department of Personnel & Training	Role : CPIO Use	r : Amarjit Singh	
All Items	s per page: 10 💌			
	Registration Number	Name	Received Date	
C	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013	
с	DOP&T/R/2013/03291	Rakesh Gupta	10/06/2013	1
С	DOP&T/R/2013/02784	Narayan Rao	17/05/2013	1
c	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013	1
c	DOP&T/R/2013/03196	Girish Sachdeva	06/06/2013	1
c	DOP&T/R/2013/61739	Ajay Kumar	24/06/2013	1
с	DOP&T/R/2013/61741	Vinay Shukla	24/06/2013	1
С	DOP&T/R/2013/61743	Dinesh Singh	24/06/2013	1

::: × 🖹 :: RTI Request & Appeal Mar ×		
10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?re	g=OmGCdYirsVsiKAvD14aW9FiUcbDP2fJbKH009C02Hno%3D	Q
Sites 🕒 Web Slice Gallery 🦳 Imported From IE 📄 Utility 🗐 2faster 🚦	👖 Google 🛛 👯 How to install .DLL file 🖤 PostgreSQL: Documen 🖤 PostgreSQL: Documen 🌋 :: RTI Request & App	Getting Start
RTI Request & Appe	al 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 🖽 View Request Details	
Type of 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		
Is Requester Below Poverty Line ?		
Amount Paid (₹)		
Does it concern the life or Liberty of a Person		
Request Pertains to		
Subject Content	Respected Sir, Pls see the attached RTI application in PDF Format, regards, Tejbir Sing Rawat	,h
Please Select the Category of Request	: PLEASE SELECT CATEGORY •	
* Decision	PLEASE SELECT YOUR NEW ACTION / DECISION	
	Submit	

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

C I 0.21.8.3:8080/citizen/rtimis/CPIO/RTIDetails.php?reg=f8cLi4dGdlDtl			Q 5
uggested Sites 🗋 Web Silce Gallery 🦲 Imported From IE 🗋 Utility 📳 2faster 📳 Google 🔐 Hi	ow to install .DLL file W PostgreSQL: Documen	V PostgreSQL: Documen 1 :: RTI Request & A	App
RTI	REQUEST DETAILS		
Registration No. :	DOP&T/R/2013/02626	Date of Receipt :	09/05/2013
Type of Receipt :	Local Receipt	Language of Request :	English
Name :	Vijay K Kapoor	Gender :	Male
Address :	C-33, Second Floor, South City-	I, Gurgaon , Pin:122007	
State :	Haryana	Country :	Not Provided
Phone No. :	Not Provided	Mobile No. :	9910157378
Email :	Not Provided		
Status(Rural/Urban) :	Urban	Education Status :	Graduate
Letter No. :	Not Provided	Letter Date :	Not Provided
Is Requester Below Poverty Line ? :	No	Amount Paid :	10
Mode(s) of information Supply :	Hard Copy		
Does it concern the life or Liberty of a Person ? :	No(Normal)	Request Pertains to :	Amarjit Singh
Information Sought :	Information Under RTI Act,2005		
		Print Close	

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

C 🕈 🗋 10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8c	Li4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	Q 53
	gle 🔐 How to install .DLL file 🍿 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🏌 :: RTI Request & App	
Mobile No.	9910157378	
Email	Not Provided	
Country	: Not Provided	
State	: Haryana	
Status	: Urban	
Educational Status	: Graduate	
Requester's Letter No	DI FASE SELECT VOLD NEW ACTION / DECISION	
Requester's Letter Date	Under Process	
Citizenship Status	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION	
Mode(s) of information Supply Is Requester Below Poverty Line ?		
Amount Paid (₹)	PARTIALLY TRANSFER REQUEST TO OTHER PIO	
Does it concern the life or Liberty of a Person	PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY	
Request Pertains to	TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY	
Subject Content	Final Reply	
Please Select the Category of Request	PARTIALLY REJECT/ACCEPT RTI REQUEST	
* Decision		
		-

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.

1 :: RTI MIS ::	× 🌋 :: RTI Request & Appeal Mar 🗙 📃		
← ⇒ C fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cl	i4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	@ ☆ Ξ
🗋 Suggested Sites	🗋 Web Slice Gallery 🦲 Imported From IE 📄 Utility 🛐 2faster 🛐 Googl	e 🔐 How to install .DLL file 🌵 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🏌 :: RTI Request & App	
	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	
		Submit 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**.

→ C fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cLi4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk	:%3D	@ ☆
Suggested Sites	🕒 Web Slice Gallery 🦳 Imported From IE 🗋 Utility 📆 2faster 🔠 Google 🔐 How to install .DLL file 🦞 PostgreSQL: Documen	🏘 PostgreSQL: Documen 🧏 :: RTI Request & App	
	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 FO	R INFORMATION	
	* Select Mode(s) of Information Supply : Hard Copy		
	* Additional Payment Demanded : ₹		
	* Description of Contents of Letters (Max. 1000		
	Characters) :		

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.**

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← → C' fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cLi	4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	@☆ Ξ
🗋 Suggested Sites	🗋 Web Slice Gallery 🦲 Imported From IE 🗋 Utility 🛐 2faster 🛐 Google	: 🤐 How to install .DLL file 🦞 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🏌 :: RTI Request & App	
	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 :	Hard Copy Electronic Media	
	• Description of Contents of Letters (Max. 1000 Characters) :	Priced Publications Certified Samples of Material Inspection of Work,Documents,Records	
		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.

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← → C fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cL	i4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	@☆ Ξ
C Suggested Sites	🗋 Web Slice Gallery 🦳 Imported From IE 📋 Utility 🛐 2faster 🛐 Google	e 🔐 How to install .DLL file 🦞 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🏌 :: RTI Request & App	
	Mobile No. :	9910157378	<u> </u>
	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	
		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.

C 🖬 🗋 10.21.8.3:8080/ci	itizen/rtimis/CPIO/assessment.p	hp?reg=Grq1u87cuYmWYlTOVdY4EWd%2Bnu0v44aK1zEHpmNEpoI%3D	@ ☆
Suggested Sites 📄 Web Slice Gallery	/ 🛄 Imported From IE 📄 Utility 🛐 21	aster 🔠 Google 🔐 How to install .DLL file 🤎 PostgreSQL: Documen 💜 PostgreSQL: Documen 🏌 :: RTI Request & App	
	Amount Paid (₹):	10	
Does it concern the l	life or Liberty of a Person :	Details not provided.	
	Request Pertains to :	N. Sriraman, DS (Welfare)	
		Text of RTI Application	
(h) the quantum of for converting Wh	of amount paid by Kendr neat into Atta, for pao	2011-12, 2012-13 and 2013-14 riya Bhandar to its millers for lifting of Wheat from FCI Depot, cking Atta into 10 kg bag and for transportation of 10 kg Atta	
bags to Kendriya	Bhandar outlets in De	elhi during 2011-12, 2012-13 and 2013-14	
	Bhandar outlets in De		
		PLEASE SELECT CATEGORY	
	the Category of Request :	PLEASE SELECT CATEGORY	
Please Select (The list includes the	the Category of Request :	PLEASE SELECT CATEGORY	

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 .

→ C' fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cLi	4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	Q CZ
		🔐 How to install .DLL file 💔 PostgreSQL: Documen 💔 PostgreSQL: Documen 🐮 :: RTI Request & App	
	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 :		-
	Is Requester Below Poverty Line ? :		
	Amount Paid (₹):		
	Does it concern the life or Liberty of a Person :		-
	Request Pertains to :		
	•		
		Information Under RTI Act,2005	
	Please Select the Category of Request :		
	* Decision :	PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY	
	 Transferred To Public Authority: 	Department of Agricultural Research & Education Department of Agricultura & Cooperation Department of Animal Husbandry, Dairying and Fisheries Department of Chemicals & Petrochemicals Department of Commerce (For Multiple Selection Hold 'Ctrl' key and click With Mouse)	
		Submit 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.

🏦 :: RTI MIS ::	× 1 :: RTI Request & Appeal Mar ×		_ 0 X
← ⇒ C fi	10.21.8.3:8080/citizen/rtimis/CPIO/assessment.php?reg=f8cLi	i4dGdlDtLRcFlZM9bu9ZbWY6%2FtiddAF9d6YXCYk%3D	€☆
Suggested Sites	🗋 Web Slice Gallery 🧰 Imported From IE 📄 Utility 📳 2faster 📳 Google	e 🔐 How to install .DLL file 🍿 PostgreSQL: Documen 💜 PostgreSQL: Documen 🌋 :: RTI Request & App	
	Educational Status :	Graduate	1
	Requester's Letter No :	Not Provided	1
	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) :		
		Submit Edit	1 1 1

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 .

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		🔐 How to install .DLL file 💔 PostgreSQL: Documen 💔 PostgreSQL: Documen 🏌 :: RTI Request & App	~~~
	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 (₹):		
	Does it concern the life or Liberty of a Person :		
	Request Pertains to :	•	
	•	Information Under RTI Act,2005	
	Please Select the Category of Request :		
	* Decision :		
	· Decision :		
	 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	
		(For Multiple Selection Hold 'Ctrl' key and click With Mouse)	
		Submit 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 .

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	Educational Status :		
	Requester's Letter No :		
	Requester's Letter Date :		
	Citizenship Status :		
	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 :	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)	
			1.1
		Submit Edit	

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

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

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

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

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	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) :			
	• 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 Edit		Ţ

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.

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	Subject Content : 1	Information Under RTI Act,2005	
	Please Select the Category of Request :	PLEASE SELECT CATEGORY	
	* Decision :	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) : 		
		Section 8(1)(c) Section 8(1)(c	
	Upload Reply Document (only pdf upto 1 MB) :	Choose File No file chosen	
		Submit Edit	

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.**

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	Citizenship Status : 1		
	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 : 1	Information Under RTI Act,2005	
	Please Select the Category of Request :	PLEASE SELECT CATEGORY 🖌	
	* Decision :	REQUEST DISPOSE OF	
	File No. (if any) :		
	* Type of Disposal :	Full Information Supplied	
	* Information Provided To Citizen		
	(To appear as a part of Convering Letter) :		
	Upload Reply Document (only pdf upto 1 MB) :	Choose File No file chosen	
	(only par up to 1 MB) :		
		Submit Edit	

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.

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	Citizenship Status :		
	Mode(s) of information Supply :		
	Is Requester Below Poverty Line ? :		
	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) :		
	* Type of Disposal :	Full Information Supplied	
	* Information Provided To Citizen (To appear as a part of Convering Letter) :	Full Information Supplied Part of Information Supplied	
	Upload Reply Document (only pdf upto 1 MB) :	Choose File No file chosen	

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

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

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

vii) Requests Under Process:--

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

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			WELC	OME TO	CPIO N	MODULE OI	FRII-MIS				
Pu	ublic Authority:	Department of Pers	sonnel & Tra	ining	Role	e: CPIO	User : An	narjit Singh D	S (Welfare)		
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	Reau	ests For Which								_	
		s In Which Thir								_	
	9790 -		Reques	ts Forwa	arded t	o DPIO: 0					
						y DPIO: 0					
		New	Acknowle	dgemer	nts Fron	n DPIO: 0					
- E						Raised : 0					
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Now by clicking on the **desired registration number** or radio button, "Assessment of **Pending Request** " screen will be displayed.

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			RECORDS	OF REQU	EST UNDER	R PROCESS			
Pu	blic Authority: [Department of Per	sonnel & Training	R	ole : CPIO	User : A	marjit Singh		
		and • the state and reacted for a the							
1	All Items per p	age: 10 💌							
		Registration Nun	nber		Name)		Date of Receipt	
	C	DOP&T/R/2013/0	2064		Sample Re	equest		08/04/2013	
	C	DOP&T/R/2013/0	2069		Sample for r	multiple		08/04/2013	
	C	DOP&T/R/2013/6	0040		Tejbir Singh	Rawat		11/03/2013	
	C	DOP&T/R/2013/6	0065		Sandee	ер		04/04/2013	
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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 Action	
Submit	

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

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

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	AC	TION HISTORY OF F	RTI REQUEST No. DOP	&T/R/2013/02064	
SN.	Action Taken	Date of Action	Action Taken By	Remarks	
1	REQUEST UNDER PROCESS AT	13/06/2013	Amarjit Singh		

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**.

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ASSES	SMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Traini	ng 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 selected like Hard Copy or Electronic Media or Priced Publications or Certified Samples of Material or Inspection of Work,Documents,Records.

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Public Authority: Department of Personnel & Train	ng Role : CPIO User : Amarjit Singh
Registration No.	DOP&T/R/2013/02064 View Reguest Details View Action History
	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	Hard Copy Electronic Media
Description of Contents of Letters (Max. 1000	Priced Publications Certified Samples of Material Inspection of Work,Documents,Records
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.

2nd option: FORWARD REQUEST TO DEEMED PIO :

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

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RTI Request & Appeal M	lanagement Information System(RTI-MIS)
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ASSES	SMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Trainin	ng 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.

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			ample Request				
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	* Interim / Fina		-	T/ACCEPT RTI REQUE	ST		
		. (if any) :					
	* Information						
	* Information To appear as a part of coverin					6	
	* Reason 1	therefore:	Section 9 Section 11 Section 24 Section 8(1)(a)		a na sa ang ang ang ang ang ang ang ang ang an		
	Upload Reply D (only pdf up		Choose File No file	e chosen			

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

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

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

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

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	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 1 Section 24 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	

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

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

(j)	Information which relates to personal information the disclosure of which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual unless the Central Public Information Officer or the State Public Information Officer or the appellate authority, as the case may be, is satisfied that the larger public interest justifies the disclosure of such information:
-	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.
(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, 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.
	(1) (2) (3)

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

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

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

	eg=FIFBVpKsjHLI9aDL39Z29GuKQaY%2FmIDh7XhBALVI%2Bs%3D&type=BIz8LBKky083KtJFKY10B7erPGNWU Q 🎲 e 🚇 How to install JDL file 🖤 PostgreSQL: Documen 🦞 PostgreSQL: Documen 🦹 :: RTI Request & App
RTI Request & Appeal 1	Management Information System(RTI-MIS)
HOME SEARCH ASSESSMENT UTILITY	DPIO AA LETTERS REPORTS LOGOUT
ASSE	SSMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Train	ing Role : CPIO User : Amarjit Singh
	DOP&T/R/2013/02064 View Request Details View Action History Sample Request
Information Sought	
	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)
	Submit

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

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

5th option: REQUEST DISPOSE OF:

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

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HOME	SEARCH	ASSESSMENT	UTILITY C	opio aa	LETTERS	REPORTS	LOGOUT		
			ASSES	SMENT OF	PENDING RI	EQUEST			
					L 6010				
Pub	lic Authority: L	Department of Pers	sonnel & Traini	ng Re	ole: CPIO	User : A	marjit Singh		_
		Re	gistration No. :	DOP&T/R/201	13/02064	View Requ	est Details View	Action History	
			Name :	Sample Reque	est				
		Inform	nation Sought :	Sample Reque	est				
		С	urrent Status :	REQUEST UND	DER PROCESS A	T OUR OFFICE		_	
		* Interim	/ Final Action :	REQUEST D	ISPOSE OF		-	·	
		Fil	le No. (if any) :						
		* Туј	pe of Disposal :	Full Informati	ion Supplied	•			
				ſ					
		Information Prov	ided To Citizen						
	(To appea	r as a part of Conv	vering Letter) :						
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		•	ply Document	Choose File	No file chose	ı 🗍			
		(Only)							
				Submit					

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

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	Public	Authority:	Department of	Personnel & Tra	ining	R	ole: CPIO	Use	e r : Amarjit S	ingh			
				Registration No	. : DOP	&T/R/201	3/02064	View	Request Details	View Action His	torv	1	
				Nam	e : Sam	ple Reque	st						
			In	ormation Sough	t : Sam	ple Reque	st						
	-			Current Statu	s : REQU	JEST UNI	DER PROCESS	AT OUR OF	FICE				
			* Inte	rim / Final Actio	n : [RE	QUEST D	ISPOSE OF			•			
				File No. (if any):								
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						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.

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

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H	IOME	SEARCH	ASSESS	MENT	UTILITY	DPIO	FAA	LETTERS	REPOR	TS LOGOUT				
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	Public /	Authority: D	epartment	of Pers	sonnel & Tr	aining	Ro	le : CPIO	User	: Amarjit Singh	DS (Welfare)			
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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.

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		R	TI Request &	& Appeal	Manage	ement Inforn	nation Syst	em(RTI-MIS)	
	HOME	SEARCH	ASSESSMENT	UTILITY	DPIO /	M LETTERS	REPORTS	LOGOUT	
1			REC	ORDS OF R	EQUEST I	N WHICH THIRI) PARTY INVO	DLVED	
	Public	Authority: [Department of Per	rsonnel & Tra	aining	Role : CPIO	User : Am	narjit Singh	
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			Registration	Number		Nan	10	Received D	ate
	C		DOP&T/R/20	013/00001		Sushil I	Kumar	08/04/201	3
	1 All]							
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Now by clicking on the **desired registration number** or radio button, "Assessment of **Pending Request** " screen will be displayed.

Interview Interview	2 =	
	RTI Request & Appeal Management Information System(RTI-MIS)	
_		
	ASSESSMENT OF PENDING REQUEST	
	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 scpio registration	
	Interim / Final Action :Select Action	
	Submit	

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

Suggested Sites	Neb Slice Gallery 🦳 Impor	red From IF 🕒 Utility	2faster	Google DLL	How to install .DLL file	RestoreSOL: Documer	n 🖤 PostgreSQL: Docum	en 🐮 :: RTT	Request & App	
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			Reg	istration N	DOP&T/R/	2013/00001	Date	of Receipt	08/04/2013	
			Тур	pe of Receij	ot : Local Recei	pt	Language o	f Request :	English	
				Nan	e: Sushil Kum	ar		Gender	Male	
				Addre	ss: NIC, DPG,	218				
				Sta	te: Delhi			Country	Not Provided	
				Phone No	. : Not Provide	ed	M	obile No.	9958638355	
				Ema	il : sushil88k@g	gmail.com				
			Status(F	Rural/Urbai	1) : Not Provide	ed	Educat	on Status :	Not Provided	
				Letter No	. : Not Provide	ed	L	etter Date :	Not Provided	
		Is Requester E	elow Po	overty Line	?: Yes		Am	ount Paid	0	_
		Mode(s) of	inform	ation Supp	y: Hard Copy					_
	Does it co	ncern the life or I	iberty o	of a Person	?: No(Normal))	Request P	ertains to	Amarjit Singh	
			Inform	ation Sougl	it : sample for s	sepio 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**.

1 I: RTI Request & Appeal Mar × 1 I: RTI MIS :: ×	
	g=Bd9b2r7YwnrSuaqORdOwDwaj%2B0Wmr33vVvGjKGC5FkY%3D&type=cKG2OXIbz81SojKWsC2XZQ7m. Q
🗅 Suggested Sites 🗋 Web Slice Gallery 🧰 Imported From IE 🗋 Utility 🗊 2faster 🛐 Google	💯 How to install .DLL file 🖤 PostgreSQL: Documen 🤎 PostgreSQL: Documen 🏌 :: RTI Request & App
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HOME SEARCH ASSESSMENT UTILITY I	OPIO AA LETTERS REPORTS LOGOUT
ASSE	SMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Traini	ng 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 scpio registration
Current Status :	THIRD PARTY INFORMATION INVOLVED
* Interim / Final Action :	COMMENTS RECEIVED FROM THIRD PARTY
* Enter Received Comments	
(Upto 1000 characters) :	
(opto 1000 charactery)	
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2nd option: REJECT RTI REQUEST :--

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

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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: Amariit Singh	1
Registration No.: DOP&T/R/2013/00001 View Request Details View Action History	
Name : Sushil Kumar	
Information Sought : sample for scpio registration	
Current Status : THIRD PARTY INFORMATION INVOLVED	
* 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)	
Submit	

CPIO can select desired single Section Name or multiple Section Names.

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

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

3rd option: REQUEST DISPOSE OF:

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

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Publi	c Authority: [Department of Pe	ersonnel & Trai	ning	Role	: CPIO	User	: Amarjit Si	ngh			
		F	legistration No	: DOP&T	/R/2013/0	0001	View R	equest Details	View Act	ion History		1
_			Name	: Sushil H	Kumar							1
		Info	mation Sough	: sample	e for scpio r	egistration						1 🔳
			Current Status	: THIRD	PARTY INFO	ORMATION	INVOLVED					
		* Interir	n / Final Actior	REQU	JEST DISP	OSE OF		•				
_			File No. (if any)									1
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		(onl	y pdf upto 1 MB,	:		7 110 0110301						

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

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		Re	gistration No.	DOP&T/R/2	013/00001	View Requ	est Details Viev	v Action History	
			Name	: Sushil Kuma	ar				
		Inform	nation Sought	: sample for	scpio registratior	n			
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		* Interim	/ Final Action	REQUEST	DISPOSE OF		-		
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		* Ту	pe of Disposal	: Full Inform	nation Supplied	•			
		Information Prov	vided To Citize	Part of Inf	nation Supplied ormation Supplied	d			
	(To appea	r as a part of Con	vering Letter)	:					
		-	ply Document pdf upto 1 MB)	Choose F	ile No file chose	en			
				Submi	it				_

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

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

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

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

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			WELC	OME TO	CPIO M	ODULE O	RTI-MIS			
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Publi	c Authority: D	Department of Pers	sonnel & Trai	ining	Role	: CPIO	User : A	marjit Singh D	S (Welfare)	
		Requests I	Jonding Er	or Moro	Than 20					_
	Re	quests To Be D								_
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By clicking on the count of **alert option**, the list of **Records of Request Forwarded To Deemed PIO** will be displayed.

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	RECORDS C	OF REQUEST FORWARDED TO DEEMED PIO		
Public Authority: Depart	ment of Personnel & Tr	aining Role : CPIO User : Amariit Sir	ab	
			ign	
1 All Items per page: 1	0 -			
Registration Number	Name	Current Status	Target Date	To DPIO
DOP&T/R/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:---

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

	RECORDS OF REPLI	ES FROM DEEMED PIC	
Public Authority: Role : C	PIO User : Demo PIO	2	
« Previous 1 2 3 4 5 1	22 Next » All Items per p	bage: 10 💌	
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	aaaaaaaaaaa	04/01/2013	testst
GEST2/R/2009/00002	Anil Bansal Transfer	04/01/2013	testst
« Previous 1 2 3 4 5 2	22 Next » All		

xii)	New Acknowledgements from DPIO:
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	b Silce Gallery 🗀 Imported From IE 🗋 Utility 📺 2faster 📺 Google 🕮 How to Install .DLL file 🦞 PostgreSQL: Documen 💖 PostgreSQL: Documen 🦞 :: RTI Request & App		Î
	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)		
T dbild			
	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	- 1	
		_	
	New Requests Due For Intial Action : 55 Requests Under Process : 0	<u> </u>	
_	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	- 1	
	ours. d. m		
	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:--

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ested Sites 📄 W	/eb Slice Gallery 📋 Im	nported From IE 🛛 🗋 Utility	2faster 📳 Go	ogle DLL How to insta	l .DLL file ष Postgre	SQL: Documen	PostgreSQL: Documen	🌋 :: RTI Request & App	Getting Started
	RI	l'I Request &	: Appeal .	Managen	ient Inform	iation S	ystem(RTI	MIS)	
HOME	SEARCH	ASSESSMENT	UTILITY	DPIO FA	A LETTERS	REPORT	IS LOGOUT	<u> </u>	
			WELC	оме то срі	O MODULE O	F RTI-MIS			
Public	Authority: D	epartment of Pers	sonnel & Trai	nina	Role : CPIO	User	B.Bandopadhya) (1CA)	
T GDM		epurchence of Ferr	Johner a fran	ing .		0501	Dibanaopaanya		
		Requests	Pending Fo	or More Tha	n 20 Days : 🧃	47			
	Rec	quests To Be D	isposed Of	ff Within Ne	xt 5 Days :	45			
			То	tal Request	Received :	56			
			Total	Request D	sposed of :	1			
				Tota	al Pending :	55			
		New	Requests	Due For In	tial Action :	55			
					er Process :				
		sts For Which							
	Requests	In Which Thir							_
_					d to DPIO : d by DPIO :				_
		New			rom DPIO :				_
				-	eal Raised :				_
			Com		ht by FAA :				_
									_
_									

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

	Request &	Appeal Manag	gement Info	rmation Syst	em(RTI	-MIS)	
HOME SEARCH A	SSESSMENT	UTILITY DPIO	FAA LETTER	rs reports	LOGOUT		
Public Authority: Depa	artment of Perso	onnel & Training	Role : CPIO	User : B.E	andopadhy	/ay(JCA)	
LIS	ST OF APPEAL	S FILED AGAINST	THE REQUES	TS DEALT BY CO	ONCERNE	CD CPIO	
Show 10 - entries					Search:		
Appeal Numbe	er 🔺	Name	\$	Received Date	\$	Request Number	\$
DOP&T/A/2013/	00024	Deepak Ku	umar	18/04/2013			
DOP&T/A/2013/	00028	Rajesh Yo	giraj	23/04/2013			
DOP&T/A/2013/	00154	Ramlal Bhagwntsir	ngh Chouhan	11/06/2013			
DOP&T/A/2013/	00282	Rajesh B	Ohol	08/08/2013			
DOP&T/A/2013/	00297	Mukesh Kum	nar Soni	14/08/2013			
	00331	Akash Ku	mar	30/08/2013		DOP&T/R/2013/6190)5
DOP&T/A/2013/							

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.

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🗋 Suggested	Sites 📄 Web	Slice Gallery 📋 Im	nported From IE 📄 Utility 🕻	👖 2faster 🛛 👖 Go	ogle DLL How to	o install .DLL file 🖤 PostgreS	QL: Documen 🦞 P	ostgreSQL: Documen	🌋 :: RTI Request & App	
		R.	TI Request &	: Appeal	Manag	gement Inforn	nation Sys	stem(RTI-	MIS)	
	HOME	SEARCH	ASSESSMENT	UTILITY	DPIO	AA LETTERS	REPORTS	LOGOUT		
			DF	CORDS OI		COMMENTS SOUG				
2			KL		ATTEAD			John		-
	Public	Authority: [Department of Pers	sonnel & Tra	ining	Role : CPIO	User : A	marjit Singh		
	1 All	ltems per p	age: 10 💌							
			Registration Number			Name		Comment Sou	ght On Date	
	С		DOP&T/A/2013/00154		F	Prakash Kumar		26/06/	2013	
	1 All Page: 1 0-9 of To									
8										
10.21.8.3:8080	/citizen/rtimis/CPI	O/recordCommentSo	ughtByAA.php#							

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

🐮 :: RTI MIS :: x III Request & Appeal Marr x	_ @ X
← → C ↑ ↑ 10.21.8.3:8080/citizen/rtimis/CPIO/commentSentToAA.php?reg=QmKjVxVuL16Kq8Ik8aAUqjV5HQNrdIQ5QqW5C%2BXCC%2BU%3D	© ☆ =
Suggested Sites T Web Sice Gallery Different E T Utility 11 2faster 11 Google 44 How to install .DLI file 11 PostgreSQL: Documen 11 :RTI Request & Ar	
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:

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	Public	Authority	Department of I	Personnel & Tra	ining	Role : CPIO	llse	r : Amarjit Singh		
		Authority	Deparement of 1	croonner a me	ling	Note 1 of 10	030	. Andrijte Singh		
				Enter Any Num	ber Of Para	meter(s) To Se	arch <mark>A RTI</mark> R	lequest.		
				Registration N	o. :					
				Nam	e :					
				Subject Conter	it :					
				Stat	e:Please	e Select State				
				Request Sta	usPlease	e Select Request \$	Status 💌			
					Sea	arch				
8										_

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

□ 10.21.8.3:8080/citizen/rtimis/CPIO/serchForm.php ■ 11.8.2.8.8.8.8.8.8.8.8.8.8.8.8.8.8.8.8.8
RTI Request & Appeal Management Information System(RTI-MIS) ME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT SEARCH REQUEST rublic Authority: Department of Personnel & Training Role : CPIO User : Amarjit Singh Enter Any Number Of Parameter(s) To Search A RTI Request. Registration No. :
ME 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. :
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. :
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. :
Public Authority: Department of Personnel & Training Role : CPIO User : Amarjit Singh Enter Any Number Of Parameter(s) To Search A RTI Request. Registration No. :
Enter Any Number Of Parameter(s) To Search A RTI Request. Registration No. :
Enter Any Number Of Parameter(s) To Search A RTI Request. Registration No. :
Registration No. :
Subject Content :
State :Please Select State
Request Status New Request
Search
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□ 10.21.8.3:8080/cltizen/rtimis/CPIO/ul.searchForm.php □ Web Sike Gallery □ Imported From IE □ Utility III 2faster III Google 🔐 How to install.DLL file III PostgreSQL: Documen III PostgreSQL: Documen III Request & App
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Description: Department of Personnel & Training Description: CPIO User: Amarjit Singh
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Image: Contract of the search Form.php
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(b)- Under Process Request : This option is selected when CPIO wants to view RTI request which is under processing status.

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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 Under Process Request	
Search	- 19

(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.

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C A D 10.21.8.3:8080/citizen/rtimis/CPIO/serchForm.php Suggested Sites Web Slice Gallery Imported From IE Utity Zfaster Google Mento install.DLL file PostgreSQL: Documen PostgreSQL: Documen	@☆ 呈
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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 Dispatched Request	
Search	

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.

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	VIEW	REQUEST STATUS (SEARCH A REQUES	T)		
Show 10 - entries			Sear	ch:	
Registration No. 🔺	Name 🗘	Current Status of Request	¢R	eceived 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

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.

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	-						
	Applies	Ant Name	CTION HISTORY OF F Vijay K Kapoor	RIIREQUEST NO. DO	JP& 1/R/2013/02626		
HOM		Application	Information Under RTI Act,2005				
	Reply of Application						
Pu	SN.	Action Taken	Date of Action	Action Taken By	Remarks		
	1	RTI REQUEST RECEIVED	09/05/2013				
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