

## What's New for Central Public Information Officer (s) [CPIOs]

### As on 07.01.2014

1. The homepage of the CPIO module has been enhanced to provide the true picture of the requests received along with their pendency/disposal status as on date.  
The page has been provided in three font colors namely 'Red' for Alert messages, 'Green' for Request details and 'Black' for the cases wherein CPIO has to take appropriate action.
  2. **TRANSFER REQUEST TO OTHER PIO:** This action has been improvised for CPIOs to transfer a RTI Request to other CPIO(s) (max of 5) within the same office. This option now facilitates the CPIOs to either choose full transfer or part transfer the request. The list of CPIOs will not contain the names of those CPIOs to whom the same request has already been forwarded.
  3. **REJECT RTI REQUEST:** While taking the final action on a request as 'REJECT RTI REQUEST', the option of uploading a PDF document (optional) up to size of 1 MB has been provided.
  4. **Printing of Request details:** The complete details of the request/appeal can now be printed by using 'Search' menu. After providing the appropriate fields in the search form, the result of the search would be displayed on the screen. On clicking the [printer image](#) at the end of the row, the details of the request/appeal would appear on the screen and the same can be printed using 'Print' button of the page.
  5. **TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY(s) (Multiple):** CPIOs can now transfer a request to multiple Public Authorities and provide necessary remarks thereby giving the reason for transfer. This action is available under the option 'New Requests Due For Initial Action'.
  6. CPIO can now register the legacy requests. This option is available under 'Utility' menu.  
The legacy requests in the context of RTI-MIS are those requests which are dealt manually by the concerned CPIO and the final action on such requests has been taken. **It may be noted that no details of such requests are available in RTI-MIS.** To maintain the details and generate the timely returns of such requests, this option of legacy request has been provided.
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### As on 19.7.2013

7. SEARCH Menu is used for tracking any request dealt by the concerned CPIO. The following parameters can be provided to filter the requests.
  - a. Registration Number (or part of registration number)
  - b. Name (or part of name of applicant)
  - c. Subject Content (or part of text of application)
  - d. State (select state of the address of the applicant)
  - e. Request Status (as per the action taken on the requests)

If the search form is submitted without providing any of the above-mentioned parameters, it will display all the requests (with current status) dealt by the concerned CPIO. The search can be further drilled down by clicking on the registration number of the request in order to get the details like text of application, its reply, complete action history and attached document(s) (if any).

8. The number sequence of the registration number – The composition of the registration number is given below:

**XXXXX/R/2013/\*1111** e.g. **DOP&T/R/2013/60001**

First 5 characters '**XXXXX**' denotes the code of a Public Authority followed by '/'.  
'**R**' or '**A**' denotes 'Request' or 'Appeal' followed by '/'.  
Next 4 characters is the current year followed by '/'.  
Last 5 characters is the running serial number of requests or appeals for a Public Authority. The following is the significance of the first character of the running serial number.

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- 0 – for physical requests or appeals registered in RTIMIS
- 6 – for online requests or appeals registered by Citizens
- 7 – for legacy requests or appeals registered in RTIMIS
- 8 – for requests transferred online by other Public Authority
- 9 – for requests partially- transferred online by other Public Authority

9. Subsequent upon the receipt of the additional amount, which was demanded from the applicant for providing necessary information, an alert has been provided on the home page of CPIO module. The option for the alert is '**No. of Requests for Which Additional Payment is received**'.

10. When a request is transferred online by other Public Authority, it is received by the Nodal Officer who in turn forwards the same to the concerned CPIO. The serial number appearing in the registration number of such requests starts with '**8**' e.g. 'MORTH/R/2013/**8**0001'. The details of the transferee Public Authority is displayed below the registration number in green colour.

11. If a request is forwarded to multiple CPIOs or part transferred to other CPIOs, the details of the action taken by other CPIOs on the application or the parts of the application can be viewed by clicking on the link 'View Other Parts'. This link will only appear for the requests which are part transferred or transferred to multiple CPIOs.

12. When an appeal is filed with FAA, FAA has an option to seek online comments from concerned CPIO. It can be viewed from the menu 'FAA' and further using the option 'Comments Sought by FAA'.

13. Email or SMS alerts or both are sent to those applicants who have provided their email-id or mobile number or both, when a CPIO takes the following actions on the request.

- a. Request Transferred to other Public Authority
- b. Additional Payment (Fee) required for Information

- c. Request Disposed of
- d. Request Rejected