

## GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Government of India.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked \* are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
  - (a) Internet banking through SBI;
  - (b) Using credit/debit card of Master/Visa;
  - (c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
14. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
15. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appellatant should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
20. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

***I have read and understood the above guidelines.***

# *User Manual*

## *RTI Online*



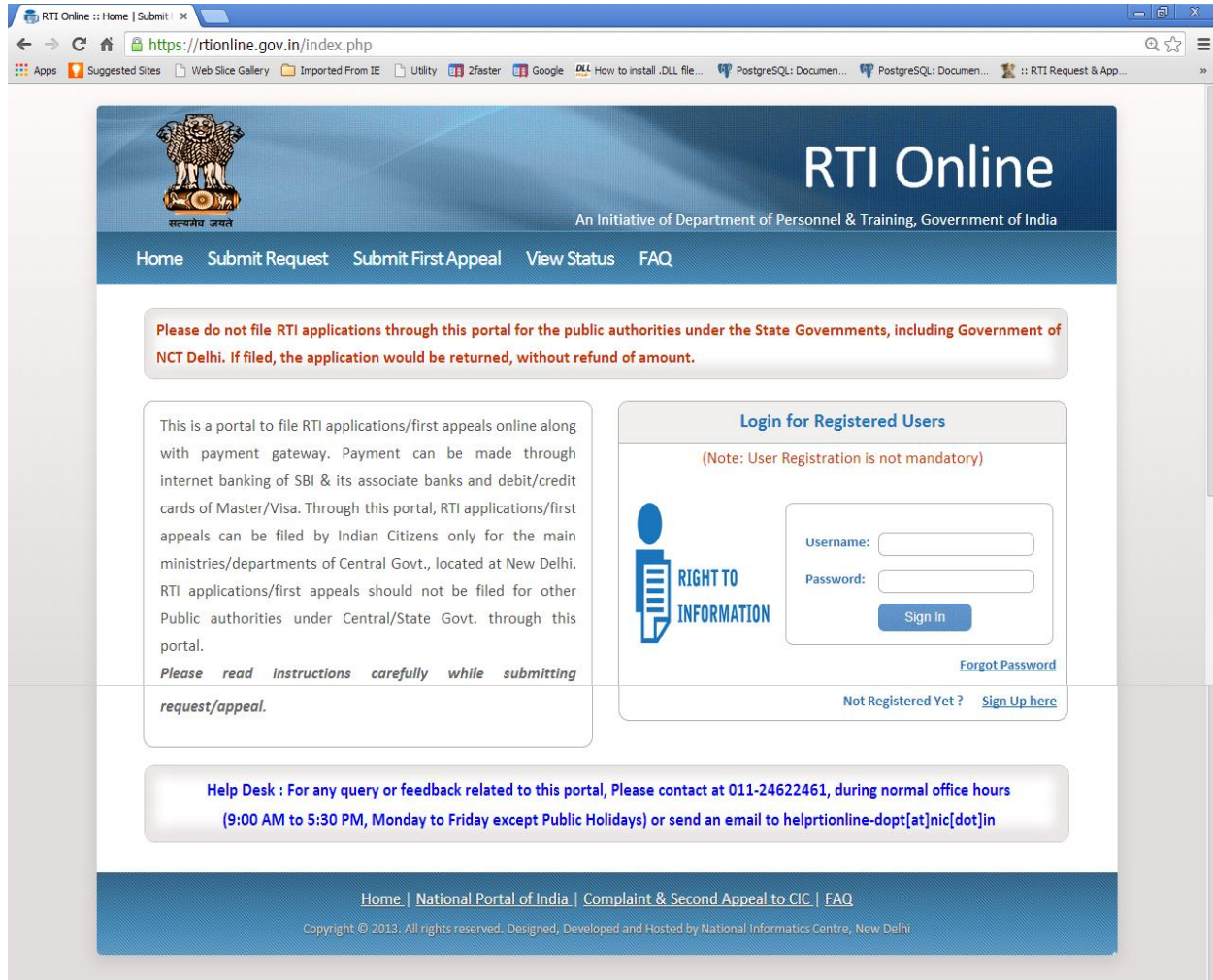
### *(CITIZEN INTERFACE)*

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

The url of the RTI software is : <https://rtionline.gov.in>

## Citizen Module

This is the home screen of citizen module.



The screenshot shows the RTI Online Citizen Module home screen. At the top, there is a header with the Government of India emblem and the text "RTI Online" and "An Initiative of Department of Personnel & Training, Government of India". Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, and FAQ.

A warning message states: "Please do not file RTI applications through this portal for the public authorities under the State Governments, including Government of NCT Delhi. If filed, the application would be returned, without refund of amount."

The main content area is divided into two columns. The left column contains a paragraph explaining the portal's purpose: "This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking of SBI & its associate banks and debit/credit cards of Master/Visa. Through this portal, RTI applications/first appeals can be filed by Indian Citizens only for the main ministries/departments of Central Govt., located at New Delhi. RTI applications/first appeals should not be filed for other Public authorities under Central/State Govt. through this portal. Please read instructions carefully while submitting request/appeal."

The right column is titled "Login for Registered Users" and includes a note: "(Note: User Registration is not mandatory)". It features a login form with fields for "Username:" and "Password:", a "Sign In" button, and a "Forgot Password" link. Below the form, there is a link for "Not Registered Yet? Sign Up here".

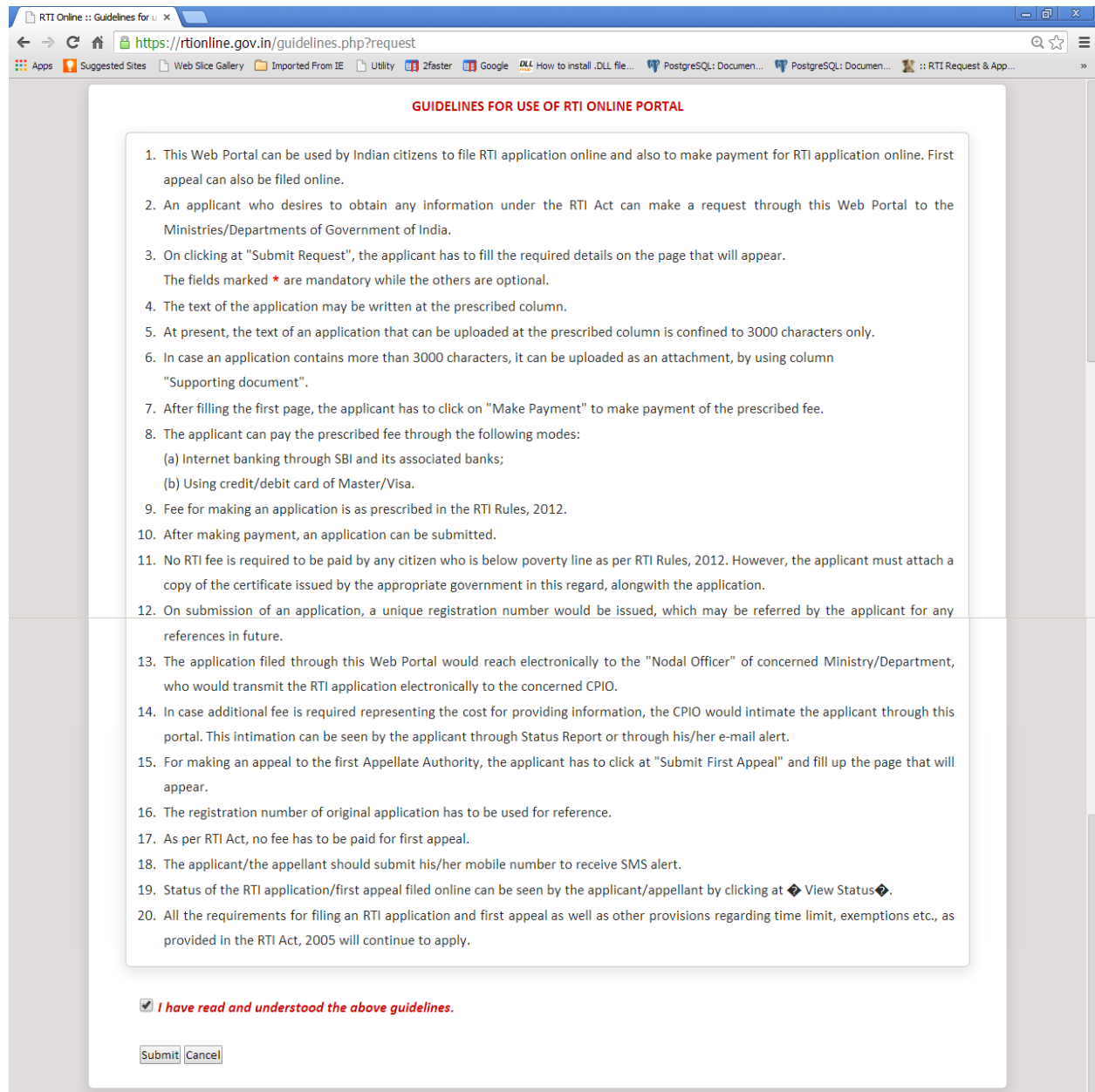
At the bottom, a "Help Desk" section provides contact information: "For any query or feedback related to this portal, Please contact at 011-24622461, during normal office hours (9:00 AM to 5:30 PM, Monday to Friday except Public Holidays) or send an email to help@rtionline-dopt[at]nic[dot]in".

The footer contains navigation links: "Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ" and copyright information: "Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi".

## SUBMIT REQUEST

For submitting RTI application click on **submit request** option. On clicking on submit request option **“GUIDELINES FOR USE OF RTI ONLINE PORTAL”** screen will be displayed. This screen contains various guidelines for using RTI online portal.

Citizen has to click on the checkbox **“I have read and understood the above guidelines.”** and then click on submit button.




**GUIDELINES FOR USE OF RTI ONLINE PORTAL**

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Government of India.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.  
The fields marked \* are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
  - (a) Internet banking through SBI and its associated banks;
  - (b) Using credit/debit card of Master/Visa.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
14. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
15. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at **View Status**.
20. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

**I have read and understood the above guidelines.**

Then **Online RTI Request Form** screen will be displayed. This form can be used to file an online RTI.



# RTI Online

An Initiative of Department of Personnel & Training, Government of India

[Home](#) [Submit Request](#) [Submit First Appeal](#) [View Status](#) [FAQ](#)

## Online RTI Request Form

Note: Fields marked with \* are Mandatory.

### Public Authority Details :-

* Select Ministry/Department/Apex body	--Select--
--	------------

### Personal Details of RTI Applicant:-

Name	Enter Name
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Address	Enter address ?
Pincode	Enter pincode ?
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	--Select--
Status	<input type="radio"/> Rural <input type="radio"/> Urban
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+91 Enter phone number ?
Mobile Number (For receiving SMS alerts)	+91 Enter mobile number ?
* Email-ID	e.g user@domain.com ?
* Confirm Email-ID	? ?

### Request Details :-

Citizenship (Only Indian citizens can file RTI Request application)	Indian
* Is the Applicant Below Poverty Line ?	--Select--

(Enter Text for RTI Request application upto 3000 characters)

**Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - ( ) / @ : & \% are allowed in Text for RTI Request application.**

* Text for RTI Request application	
	0/3000 Characters entered

Supporting document (only pdf upto 1 MB)	Choose File No file chosen
* Enter security code	vr66ct
	Can't read the image? click <a href="#">here</a> to refresh

**Ministry or Department** for which the applicant wants to file an RTI can be selected from **Select Ministry/Department/Apex body** dropdown.

Applicant will receive **sms alerts** in case he/she provides mobile number .

The fields marked \* are mandatory while the others are optional.

If a citizen belongs to BPL category he will select the option **Yes** in “ **Is the Applicant Below Poverty Line ?**” field and he has to upload BPL card certificate in **Supporting document** field.

1. **Supporting document** should be in **PDF** format and upto **1MB**.
2. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules,2012.

The screenshot shows a web browser window with the URL <https://rtionline.gov.in/request/request.php>. The form contains the following fields and elements:

- \* Is the Applicant Below Poverty Line ?**: A dropdown menu with "Yes" selected.
- BPL Card No.**: A text input field with the note "(Proof of BPL may be provided as an attachment)".
- Year of Issue**: A text input field with a help icon.
- Issuing Authority**: A text input field.
- (Enter Text for RTI Request application upto 3000 characters)**: A note above a large text area.
- \* Text for RTI Request application**: A large text area with a character count of "0/3000 Characters entered".
- \* Supporting document (only pdf upto 1 MB)**: A file upload field with a "Choose File" button and "No file chosen" text.
- \* Enter security code**: A CAPTCHA field showing the code "26bbn4". Below it is a link: "Can't read the image? click [here](#) to refresh".
- Submit** and **Reset** buttons at the bottom.

In **case of BPL category** the applicant can click on submit button to submit the RTI application.

On submission of the application, a **unique registration number** would be issued, which may be referred by the applicant for any references in future.

Your RTI Request filed successfully.  
Please note down the details of registration.

Registration Number	CABST/R/2014/60078
Name	
Date of Filing	02-04-2014
Request filed with	Cabinet Secretariat
<a href="#">Contact Details</a>	
Telephone Number	23018467
Email Id	kj.sibichan@nic.in

[Save](#) [Print](#)

If a citizen belongs to Non BPL category he will select the option **NO** in “ **Is the Applicant Below Poverty Line ?**” field and has to make a payment of **RS 10** as prescribed in the RTI Rules, 2012.

**The applicant can pay the prescribed fee through the following modes:**

- (a) Internet banking through SBI and its associated banks;
- (b) Using credit/debit card of Master/Visa.

RTI Online :: Submit Request

https://rtionline.gov.in/request/request.php

\* Is the Applicant Below Poverty Line ? NO

You are required to pay the RTI fee of ₹ 10

(Enter Text for RTI Request application upto 3000 characters)

Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - \_ ( ) / @ : & \ % are allowed in Text for RTI Request application.

\* Text for RTI Request application

0/3000 Characters entered

Supporting document (only pdf upto 1 MB) Choose File No file chosen

\* Enter security code 26bbn4

Can't read the image? click [here](#) to refresh

Make Payment Reset

Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ

“Text for RTI Request application” should be upto **3000 characters**. If the text of RTI application is more than 3000 characters then RTI application can be uploaded in **Supporting document** field.

**Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - \_ ( ) / @ : & \ % are allowed in Text for RTI Request application.**

After filling all the details in the form click on **Make Payment** button.

On clicking Make Payment button **Online Request Payment form** will be displayed.

The payment mode can be selected in this form.

**Payment mode can be :**

1. Internet Banking
2. ATM-cum-Debit Card
3. Credit Card



RTI Online :: Payment

Home Submit Request Submit First Appeal View Status FAQ

### Online Request Payment Form

**Do not use Refresh and back button of browser.**

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.  
**DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION**

NAME	<input type="text"/>	RTI Fee : ₹10	
Payment Mode	<input type="radio"/> Internet Banking	<input type="radio"/> ATM-cum-Debit Card of SBI	<input type="radio"/> Credit or Debit Card

Home | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)  
Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi

After clicking on the **"Pay"** button, applicant will be directed to SBI Payment Gateway for payment. After completing the payment process, applicant will be redirected back to RTI Online Portal.

On submission of the application, **a unique registration number** would be issued, which may be referred by the applicant for any references in future.

The applicant will get an **email and sms alert**(if mobile no. provided) on submission of application.

Your RTI Request filed successfully.

Please note down the details of registration.

Registration Number	CABST/R/2014/60078
Name	
Date of Filing	02-04-2014
Request filed with	Cabinet Secretariat
<a href="#">Contact Details</a>	
Telephone Number	23018467
Email Id	kj.sibichan@nic.in

Save

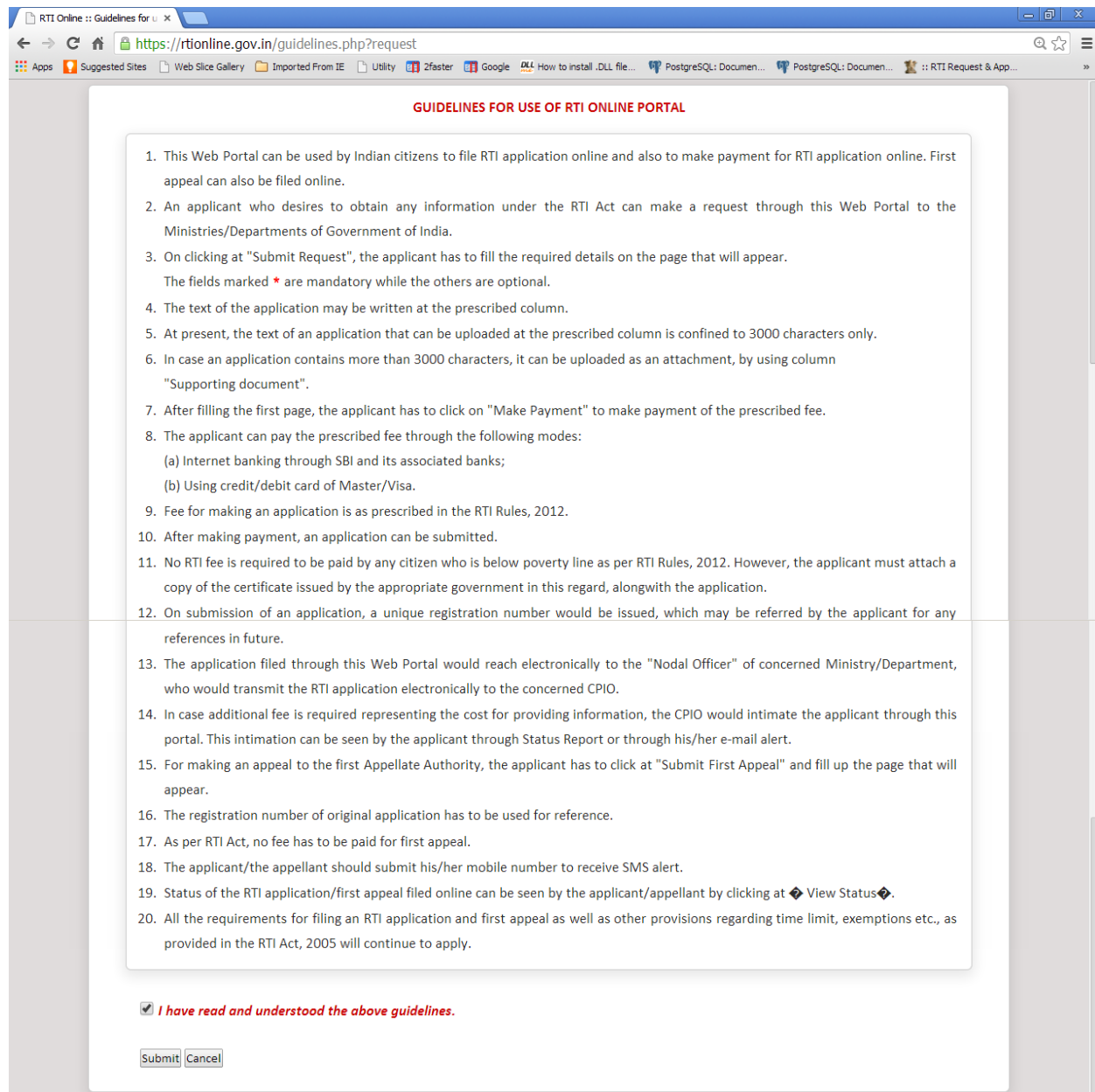
Print

The application filed through this Web Portal would reach electronically to the "**Nodal Officer**" of concerned Ministry/Department, who would transmit the RTI application electronically to the **concerned CPIO**.

## SUBMIT FIRST APPEAL

For submitting First Appeal application click on **Submit First Appeal** option. On clicking on this option **“GUIDELINES FOR USE OF RTI ONLINE PORTAL”** screen will be displayed. This screen contains various guidelines for using RTI online portal.

Citizen has to click on the checkbox **“I have read and understood the above guidelines.”** and then click on submit button.



**GUIDELINES FOR USE OF RTI ONLINE PORTAL**

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Government of India.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.  
The fields marked \* are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
  - (a) Internet banking through SBI and its associated banks;
  - (b) Using credit/debit card of Master/Visa.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
14. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
15. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appellent should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at **View Status**.
20. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

**I have read and understood the above guidelines.**

Then **Online RTI First Appeal Form** screen will be displayed.

The screenshot shows a web browser window with the URL <https://rtionline.gov.in/appeal/firstAppeal.php>. The page has a blue header with navigation links: Home, Submit Request, Submit First Appeal, View Status, and FAQ. The main content area is titled "Online RTI First Appeal Form" and includes the instruction: "If request registration no. is available please provide in the box given below." Below this is a form with three required fields: "Request Registration No." (with a text input box containing "Enter Request registration no."), "Enter Email Id" (with a masked text input box), and "Enter Security code" (with a CAPTCHA image showing "4cbrpj" and a text input box). A "Submit" button and a "Reset" button are located below the security code field. A small text link "Can't read the image? click here to refresh" is positioned above the buttons. The footer contains the text: "Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ" and "Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi".

Applicant can enter Request Registration no., Email Id and security code in **Online RTI First Appeal Form**.

On clicking on submit button **Online RTI First Appeal Form** will be displayed.



# RTI Online

An Initiative of Department of Personnel & Training, Government of India

[Home](#) [Submit Request](#) [Submit First Appeal](#) [View Status](#) [FAQ](#)

## Online RTI First Appeal Form

Note: Fields marked with \* are Mandatory.

### Public Authority Details :-

* Select Ministry/Department/Apex body	Department of Personnel & Training
--	------------------------------------

### Personal Details of Appellant:-

* Request Registration Number	DOP&T/R/2014/60235
* Request Registration Date	16/01/2014
Name	MANIRAM SHARMA
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Address	BEHIND ROADWAYS DEPOT SARDARSHAHAR DIST CHURU RAJ
Pincode	331403
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	Rajasthan
Status	<input type="radio"/> Rural <input type="radio"/> Urban
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+91 1564224652
Mobile Number (For receiving SMS alerts)	+91 9460605417
* Email-ID	maniramsharma@gmail.com

### Appeal Details :-

Citizenship <i>(Only Indian citizens can file RTI Request application)</i>	Indian
* Is the Applicant Below Poverty Line ?	NO
* Ground For Appeal	--Select--

(Enter Text for RTI first appeal application upto 500 characters)

**Note:-** Only alphabets A-Z a-z number 0-9 and special characters , . - \_ ( ) / @ : & \ % are allowed in Text for RTI first appeal application.

* Text for RTI first appeal application	<div style="border: 1px solid black; height: 60px;"></div>
---	--

0/3000 Characters entered

Supporting document (only pdf upto 1 MB)	Choose File No file chosen
--	----------------------------

* Enter security code	<div style="border: 1px solid black; padding: 2px;">nb84mz</div>
-----------------------	--

Can't read the image? click [here](#) to refresh

The applicant can select reason for filing appeal application from **Ground For Appeal** dropdown field.

\* Email-ID maniramsharma@gmail.com

**Appeal Details :-**

Citizenship (Only Indian citizens can file RTI Request application) Indian

\* Is the Applicant Below Poverty Line ? NO

\* Ground For Appeal --Select--

(Enter Text for RTI first appeal application upto 500 characters) --Select--

**Note:- Only alphabets A-Z a-z number 0-9 and special characters are allowed in RTI first appeal application.**

\* Text for RTI first appeal application

0/3000 Characters entered

Supporting document (only pdf upto 1 MB) Choose File No file chosen

\* Enter security code nb84mz

Can't read the image? click [here](#) to refresh

“Text for RTI first appeal application” should be upto **3000 characters**. If the text of RTI first appeal application is more than 3000 characters then RTI appeal application can be uploaded in **Supporting document** field.

**Note:**

1. Only alphabets **A-Z a-z** number **0-9** and special characters **, . - \_ () / @ : & \ %** are allowed in Text for RTI Request Application.
2. Supporting document should be in **PDF** format upto **1MB**.
3. As per RTI Act, no fee has to be paid for first appeal.

On submission of the application, a **unique registration number** would be issued, which may be referred by the applicant for any references in future.

Home Submit Request Submit First Appeal View Status FAQ

Your RTI Appeal filed successfully.

Please note down the details of registration.

Registration Number	DOP&T/A/2014/60103
Name	MANIRAM SHARMA
Date of Filing	02-04-2014
Request filed with	Department of Personnel & Training
<a href="#">Contact Details</a>	
Telephone Number	23094112
Email Id	sorti-dopt@nic.in

[Save](#) [Print](#)

The application filed through this Web Portal would reach electronically to the "**Nodal Officer**" of concerned Ministry/Department, who would transmit the RTI application electronically to the **concerned Appellate Authority**.



## VIEW STATUS

Status of the RTI application/first appeal filed online can be viewed by the applicant by clicking on [View Status](#).

On clicking this option [Online RTI Status Form](#) will be displayed.

The screenshot shows the 'Online RTI Status Form' page. At the top, there is a navigation bar with links: Home, Submit Request, Submit First Appeal, View Status, and FAQ. Below the navigation bar, the page title is 'Online RTI Status Form'. A note states: 'Note: Fields marked with \* are Mandatory.' The form contains three mandatory fields: 'Enter RegistrationNo.' with the value 'DOP&T/A/2014/60103', 'Enter Email Id' with a masked email address, and 'Enter Security code' with the value '6svtxb'. There is a 'Show' button and a 'Reset' button. A small text below the security code field says 'Can't read the image? click [here](#) to refresh'. At the bottom of the page, there is a footer with links: Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ, and a copyright notice: Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi.

Applicant can enter Registration no., Email Id and security code in [Online RTI Status Form](#).

On clicking on show button [Online RTI Status Form](#) will be displayed .



Home Submit Request Submit First Appeal View Status FAQ

### Online RTI Status Form

Note: Fields marked with \* are Mandatory.

Registration Number	DOP&T/A/2014/60103
Name	MANIRAM SHARMA
Date of Filing	02/04/2014
Request filed with	Department of Personnel & Training
Status	RTI APPEAL RECEIVED as on 02/04/2014
<a href="#">Nodal Officer Details</a>	
Telephone Number	23094112
Email Id	sorti-dopt@nic.in

[Print RTI Application](#)
[Print Status](#)
[Go-Back](#)

In case of additional payment is demanded by CPIO following screen will be displayed.

### Online RTI Status Form

Note: Fields marked with \* are Mandatory.

Registration Number	DOP&T/R/2013/65945
Name	Dinesh Kumar Mishra
Date of Filing	26/12/2013
Request filed with	Department of Personnel & Training
Status	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION as on 03/04/2014
Additional Payment	₹ 100 <a href="#">Make Payment</a>
Remarks :- Please provide Rs 100 for photocopy	
<a href="#">Nodal Officer Details</a>	
Telephone Number	23094112
Email Id	sorti-dopt@nic.in

[Print RTI Application](#)
[Print Status](#)
[Go-Back](#)

Additional payment can be made by clicking on **Make Payment** link.

Then the applicant will be directed to payment gateway.

Home Submit Request Submit First Appeal View Status FAQ

### Online Request Payment Form

**Do not use Refresh and back button of browser.**

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.

**DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION**

NAME		RTI Additional Fee : ₹ 100	
Payment Mode	<input type="radio"/> Internet Banking	<input type="radio"/> ATM-cum-Debit Card of SBI	<input type="radio"/> Credit or Debit Card

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)  
 Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi

In case the document attached at the time of filing RTI Request is not accessible, then the following screen will be displayed in view status.

### Online RTI Status Form

Note: Fields marked with \* are Mandatory.

Registration Number	DOP&T/R/2014/60453
Name	kamal kumar soni
Date of Filing	04/02/2014
Request filed with	Department of Personnel & Training
Status	SUPPORTING DOCUMENT REQUIRED FROM APPLICANT as on 03/04/2014
Remarks :-	The document attached at the time of filing RTI Request is not accessible. The same document may please be uploaded to process your RTI Request.
Upload document (only pdf upto 1 MB)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Attached"/>
<input type="button" value="Nodal Officer Details"/>	
Telephone Number	23094112
Email Id	sorti-dopt@nic.in

Document can be uploaded by clicking on **choose file** option and then click on **Attached button**.

The following screen will be displayed when file gets uploaded successfully.

Home Submit Request Submit First Appeal View Status FAQ

### Online RTI Status Form

Note: Fields marked with \* are Mandatory.

**File upload successfully**

\* Enter RegistrationNo.

\* Enter Email Id

\* Enter Security code

Can't read the image? click [here](#) to refresh

Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ

Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi

In case RTI Request Application is returned to applicant following screen will be displayed.

### Online RTI Status Form

Note: Fields marked with \* are Mandatory.

<b>Registration Number</b>	DOP&T/R/2014/60454
<b>Name</b>	S. Sharma
<b>Date of Filing</b>	04/02/2014
<b>Request filed with</b>	Department of Personnel & Training
<b>Status</b>	RTI REQUEST APPLICATION RETURNED TO APPLICANT as on 03/04/2014
<b>Remarks :-</b> As mentioned in the guidelines for use of this portal, this facility is not available for filing RTI applications for the public authorities under the State Governments, including Government of NCT Delhi. Since your RTI application is meant for a public authority under the State Government, the same is returned herewith. You may file the same before the concerned public authority under the State Government.	
<b>Nodal Officer Details</b>	
<b>Telephone Number</b>	23094112
<b>Email Id</b>	sorti-dopt@nic.in

**RTI application will be returned to applicant without refund of amount in case RTI applications are filed for public authorities under the state governments including Government of NCT, New Delhi.**

**In case RTI Request Application is transferred to other public authority following screen will be displayed.**

**Online RTI Status Form**

Note: Fields marked with \* are Mandatory.

<b>Registration Number</b>	DOP&T/R/2014/60265
<b>Name</b>	mahendrajoshi
<b>Date of Filing</b>	20/01/2014
<b>Request filed with</b>	Department of Personnel & Training
<b>Status</b>	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY as on 03/04/2014
<b>Details of Public Authority :-</b> Ministry of Home Affairs. vide registration number :- MHOME/R/2014/80106 respectively. <b>Note:- Further details will be available on viewing the status of the above-mentioned new request registration number.</b>	
<b>Nodal Officer Details</b>	
<b>Telephone Number</b>	23094112
<b>Email Id</b>	sorti-dopt@nic.in

[Print RTI Application](#)   [Print Status](#)   [Go-Back](#)

**New Registration no** will be generated in this case and applicant can see the status of his application by using this new registration no.

In case RTI Request Application is forwarded to multiple CPIOs following screen will be displayed.

**Online RTI Status Form**

Note: Fields marked with \* are Mandatory.

<b>Registration Number</b>	DOP&T/R/2013/65132
<b>Name</b>	Suresh Chandra Gupta
<b>Date of Filing</b>	29/10/2013
<b>Request filed with</b>	Department of Personnel & Training
<b>Status</b>	REQUEST FORWARDED TO CPIO as on 03/04/2014
<b>Details of CPIO :- Telephone Number:- , Email Id:-</b>	
Note :- You are advised to contact the above mentioned officer for further details.	
<b>Your RTI application has been forwarded to multiple CPIOs</b>	<a href="#">Click here to view details</a>
<b>Nodal Officer Details</b>	
<b>Telephone Number</b>	23094112
<b>Email Id</b>	sorti-dopt@nic.in

On clicking on link **Click here to view details** following screen will be displayed.

**Status of RTI Request**

S.No.	Registration Number	CPIO Telephone Number & Email	Current Status	Status Date	Remarks (If any)	Document (If any)
1	DOP&T/R/2013/65132		REQUEST FORWARDED TO CPIO	03/04/14		
2	DOP&T/R/2013/65132/1	23040341 usesta1@nic.in	REQUEST FORWARDED TO CPIO	03/04/14		
3	DOP&T/R/2013/65132/2	011-24624722 dswelfare-dopt@nic.in	REQUEST FORWARDED TO CPIO	03/04/14		
4	DOP&T/R/2013/65132/3		REQUEST FORWARDED TO CPIO	03/04/14		

**For eg.**

If RTI application is forwarded to four CPIOs by Nodal officer, four registration numbers will be generated.

**i.e**

1. DOP&T/R/2013/65132
2. DOP&T/R/2013/65132/1
3. DOP&T/R/2013/65132/2
4. DOP&T/R/2013/65132/3

The application gets divided in four parts and the applicant can see status of these 4 parts by using four different registration numbers .

Four replies will be received by the applicant.

**In case the applicant is not satisfied with the reply of a particular CPIO, then appeal needs to be filed for that particular registration no.**

**Eg.**

If the applicant is not satisfied with reply of registration no DOP&T/R/2013/65132/1 then he/should file an appeal for registration no DOP&T/R/2013/65132/1 and not for original registration no DOP&T/R/2013/65132.

# User Registration

On clicking sign up here link [User Registration Form](#) will be displayed.

Citizens can register for rti account by filling this User Registration Form.

**Note: User Registration is not mandatory.**


RTI Online :: User Registrati x

https://rtionline.gov.in/registration.php

Home Submit Request Submit First Appeal View Status FAQ

### User Registration Form

Note: Fields marked with \* are mandatory. Provide valid email-id

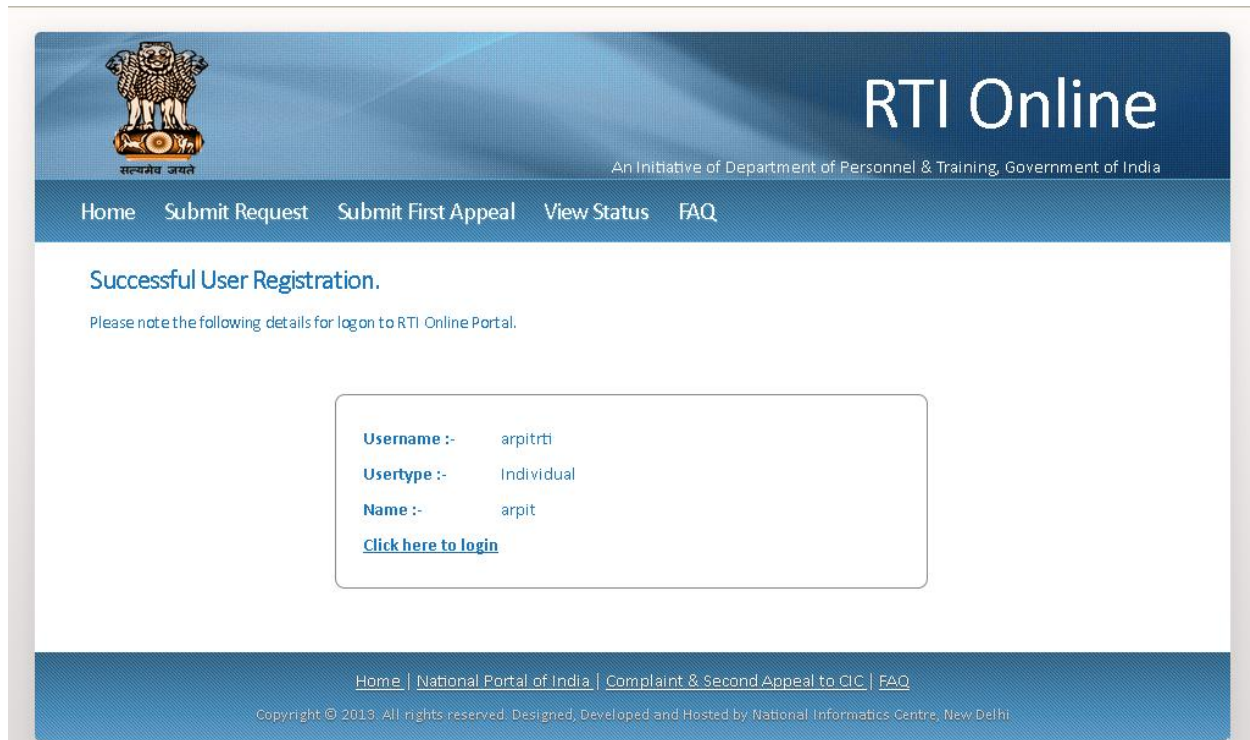
* User Name	<input type="text" value="e.g username"/>	?
* Password	<input type="password"/>	?
Password strength	Password not entered	
* Confirm Password	<input type="password"/>	?
* Email-ID (for receiving Activation Key and Alerts)	<input type="text" value="e.g user@domain.com"/>	?
* Confirm Email-ID	<input type="text"/>	?
* User Type	--Select--	?
* Name	<input type="text" value="Enter Name"/>	
* Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	
* Address	<input type="text" value="Enter address"/>	?
	<input type="text"/>	
	<input type="text"/>	
Pincode	<input type="text" value="Enter pincode"/>	?
Country	<input checked="" type="radio"/> India <input type="radio"/> Other	
State	--Select--	
Phone Number	+91 <input type="text" value="Enter phone number"/>	?
* Mobile Number (for receiving SMS Alerts)	+91 <input type="text" value="Enter mobile number"/>	?
* Enter Security code	 <input type="text"/>	
	Can't read the image? click <a href="#">here</a> to refresh	
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ

Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi



On successful registration following screen will be displayed.



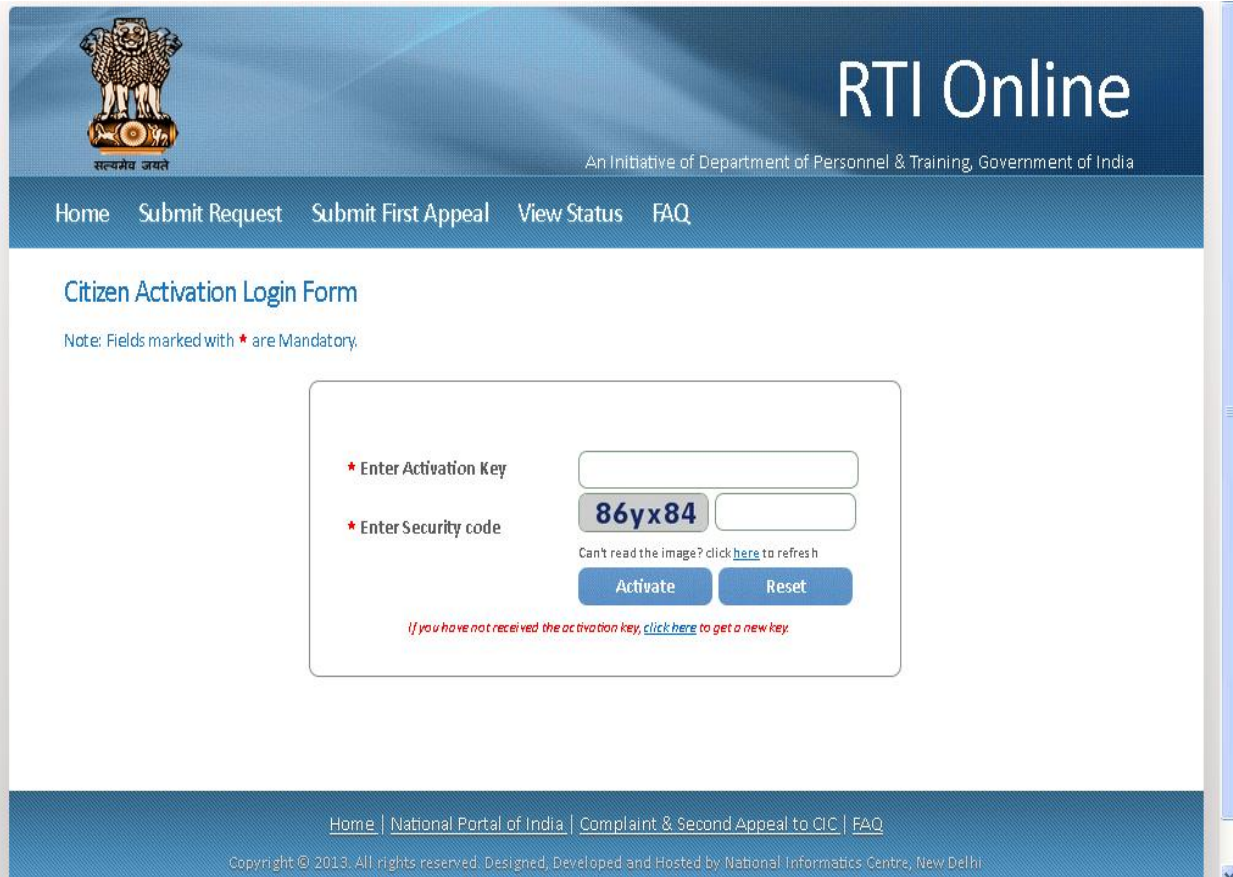
After that citizen has to click on the link **Click here to login.**

Then **citizen login form** will be displayed.



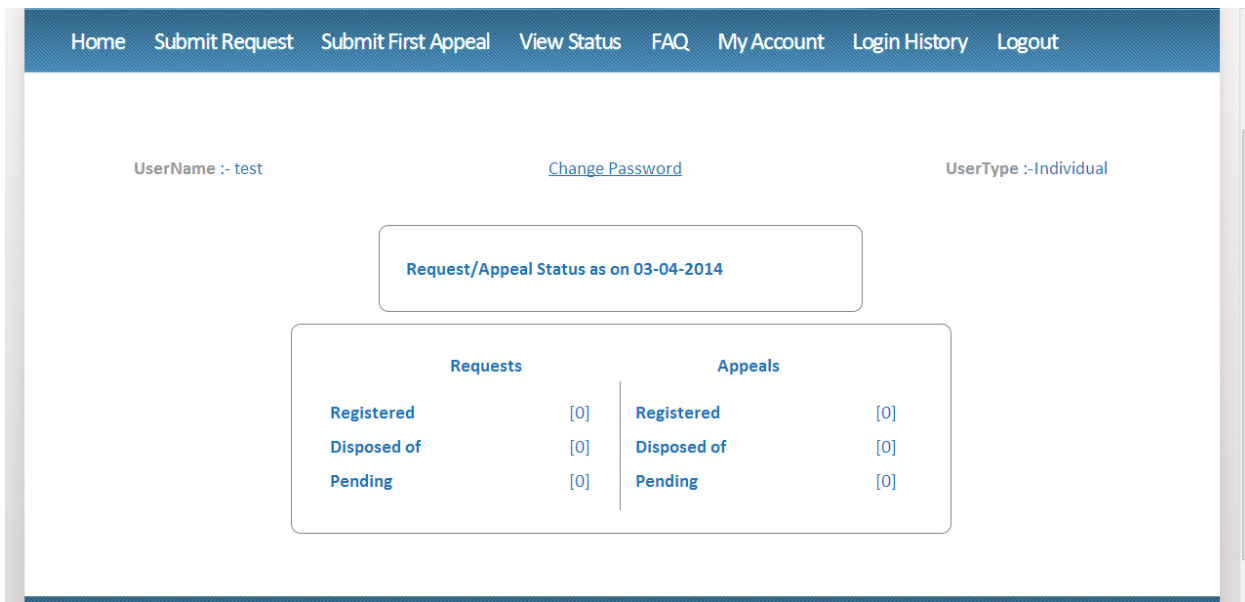
Citizen can enter **username, password and security code** in this form and then click on **login button**.

Then **Citizen Activation Login Form** will be displayed where citizen can enter **Activation Key** received in email and click on **Activate** button.



The screenshot shows the RTI Online Citizen Activation Login Form. At the top left is the Government of India emblem with the motto 'सत्यमेव जयते'. The title 'RTI Online' is prominently displayed on the right, with the subtitle 'An Initiative of Department of Personnel & Training, Government of India' below it. A navigation menu includes 'Home', 'Submit Request', 'Submit First Appeal', 'View Status', and 'FAQ'. The main heading is 'Citizen Activation Login Form', followed by a note: 'Note: Fields marked with \* are Mandatory.' The form contains two required fields: 'Enter Activation Key' and 'Enter Security code'. The security code field displays a CAPTCHA image '86yx84' and a 'Can't read the image? click here to refresh' link. Below these fields are 'Activate' and 'Reset' buttons. A red text link at the bottom of the form reads: 'If you have not received the activation key, click here to get a new key.' The footer contains navigation links for 'Home', 'National Portal of India', 'Complaint & Second Appeal to CIC', and 'FAQ', along with a copyright notice: 'Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi'.

After clicking on **Activate** button following screen will be displayed.




The screenshot shows the RTI Online user dashboard after successful activation. The navigation menu now includes 'Home', 'Submit Request', 'Submit First Appeal', 'View Status', 'FAQ', 'My Account', 'Login History', and 'Logout'. The user's profile information is displayed: 'UserName :- test', a 'Change Password' link, and 'UserType :- Individual'. A box titled 'Request/Appeal Status as on 03-04-2014' contains a table with the following data:

Requests		Appeals	
Registered	[0]	Registered	[0]
Disposed of	[0]	Disposed of	[0]
Pending	[0]	Pending	[0]

Citizen can **change password** of his/her account by clicking on link **Change Password**.

Online RTI Change Password Form

Note: Fields marked with \* are Mandatory.

* Enter Current Password.	<input type="text"/>
* Enter New Password	<input type="text"/> ?
Password strength	Password not entered
* Enter Confirm Password	<input type="text"/>
* Enter Security code	 <input type="text"/>


Can't read the image? click [here](#) to refresh

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)

Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi

# Update User Details

Account details of the citizen can be updated by clicking on link [My Account](#).



सत्यमेव जयते


## RTI Online

An Initiative of Department of Personnel & Training, Government of India

[Home](#) [Submit Request](#) [Submit First Appeal](#) [View Status](#) [FAQ](#) [My Account](#) [Login History](#) [Logout](#)

### Update User Details

Note: Fields marked with \* are mandatory. Provide valid email-id

* User Name	<input type="text" value="test05"/>
* Email-ID <i>(for receiving Activation Key and Alerts)</i>	<input type="text" value="test@gmail.com"/> ?
* User Type	Individual ▾
* Name	<input type="text" value="test"/>
* Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
* Address	<input type="text" value="New delhi"/> ?
	<input type="text"/>
	<input type="text"/>
Pincode	<input type="text" value="Enter pincode"/> ?
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	--Select-- ▾
Phone Number	+91 <input type="text" value="Enter phone number"/> ?
* Mobile Number <i>(for receiving SMS Alerts)</i>	+91 <input type="text" value="890388393"/> ?
* Enter security code	 <input type="text"/>
	Can't read the image? click <a href="#">here</a> to refresh
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)  
Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi

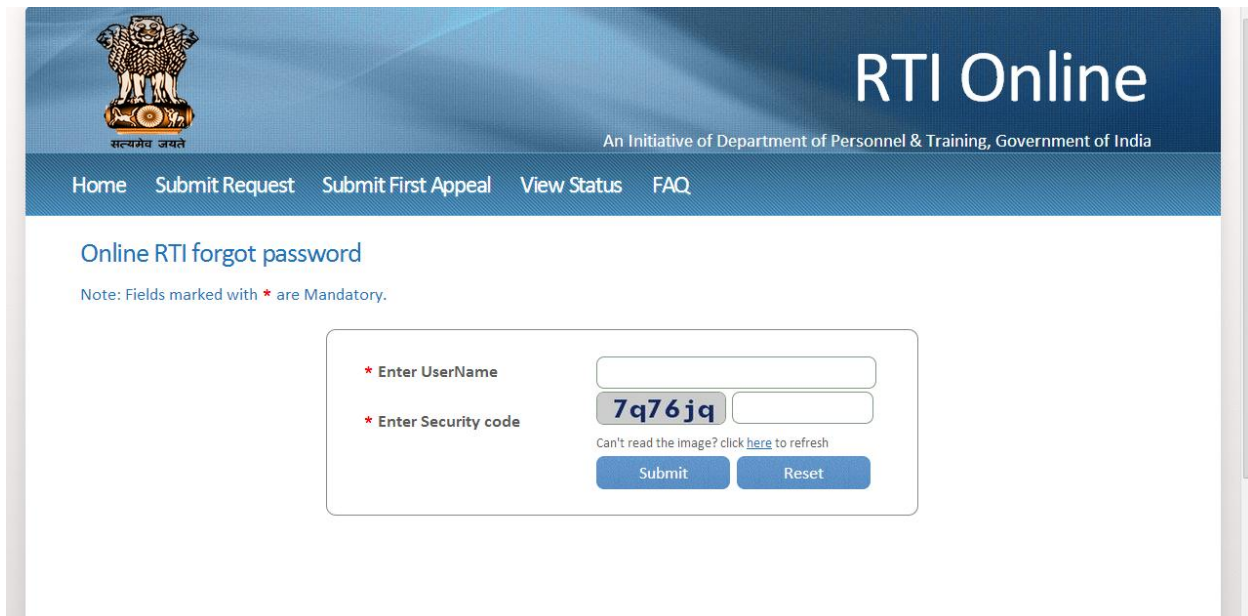


## Forgot Password

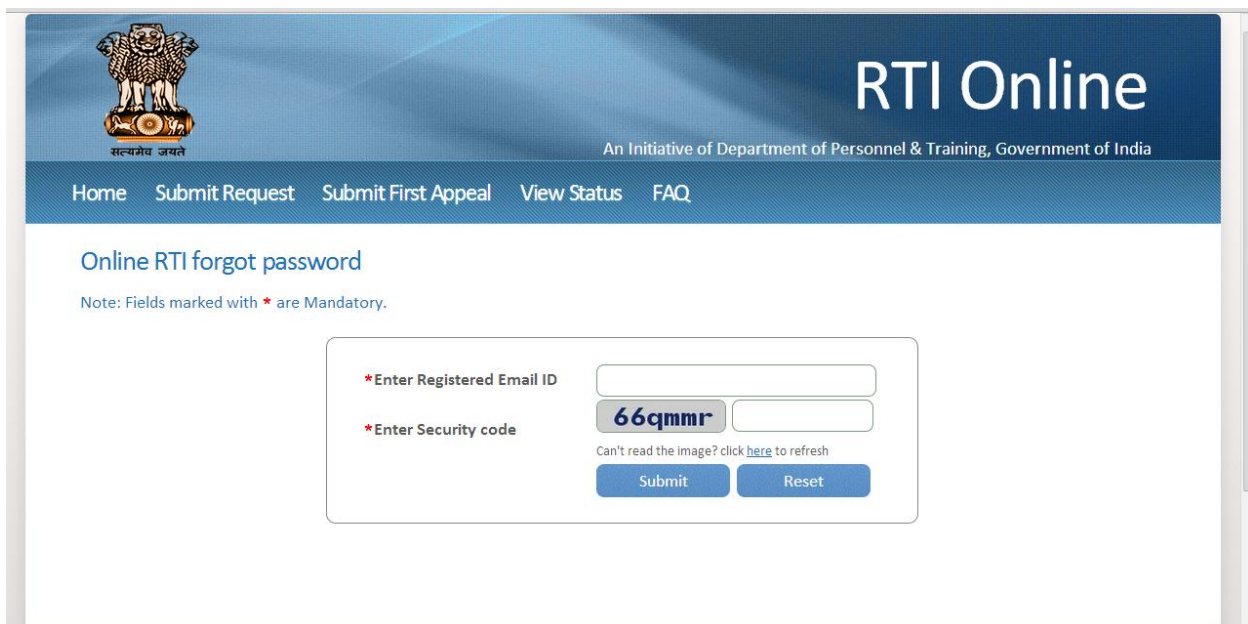
On clicking on **Forgot Password** link **Online RTI forgot password** screen will be displayed.

This form can be used to get the password of applicant's RTI account.

The password is sent on **applicant's Email ID**.



The screenshot shows the RTI Online website header with the Government of India emblem and the text "RTI Online An Initiative of Department of Personnel & Training, Government of India". The navigation menu includes "Home", "Submit Request", "Submit First Appeal", "View Status", and "FAQ". The main heading is "Online RTI forgot password" with a note: "Note: Fields marked with \* are Mandatory." The form contains two input fields: "\* Enter UserName" and "\* Enter Security code". The security code field displays "7q76jq" and has a "Can't read the image? click [here](#) to refresh" link below it. There are "Submit" and "Reset" buttons at the bottom of the form.



The screenshot shows the RTI Online website header with the Government of India emblem and the text "RTI Online An Initiative of Department of Personnel & Training, Government of India". The navigation menu includes "Home", "Submit Request", "Submit First Appeal", "View Status", and "FAQ". The main heading is "Online RTI forgot password" with a note: "Note: Fields marked with \* are Mandatory." The form contains two input fields: "\*Enter Registered Email ID" and "\*Enter Security code". The security code field displays "66qmmr" and has a "Can't read the image? click [here](#) to refresh" link below it. There are "Submit" and "Reset" buttons at the bottom of the form.