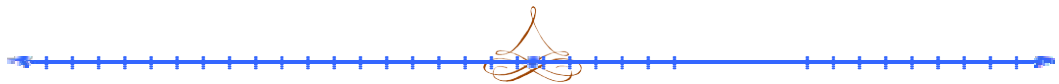


*User Manual*

*RTI Request & Appeal Management Information  
System*

*(RTI-MIS)*

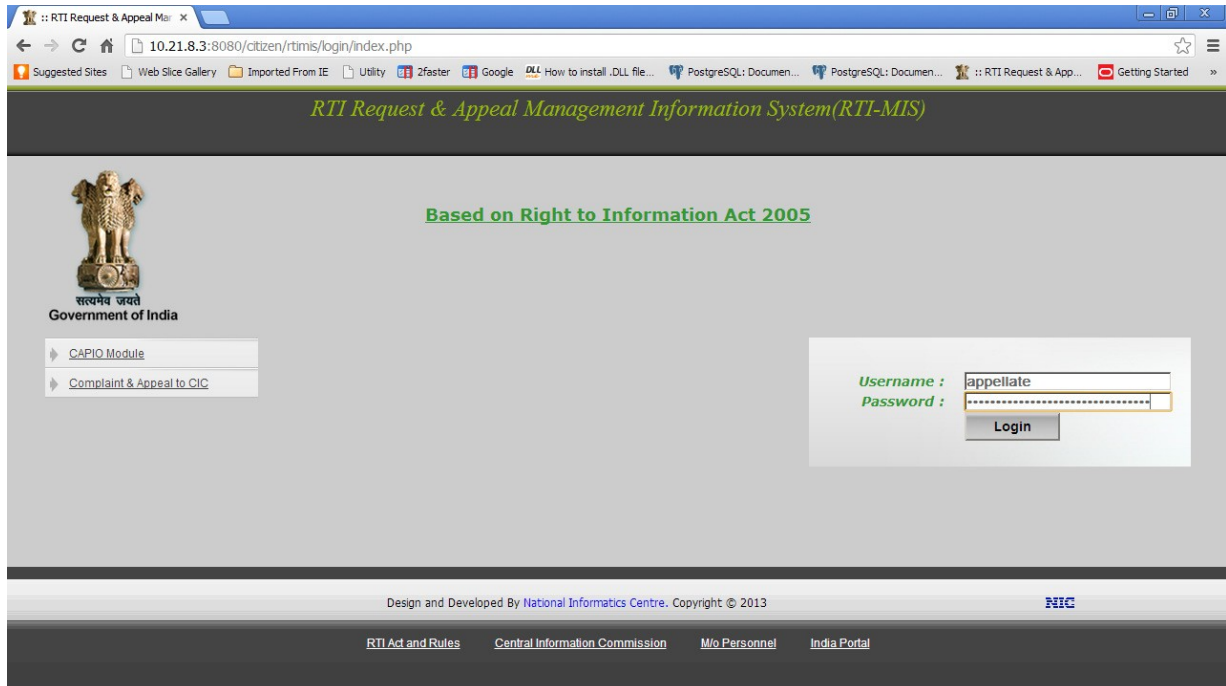


Appellate Authority

**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**

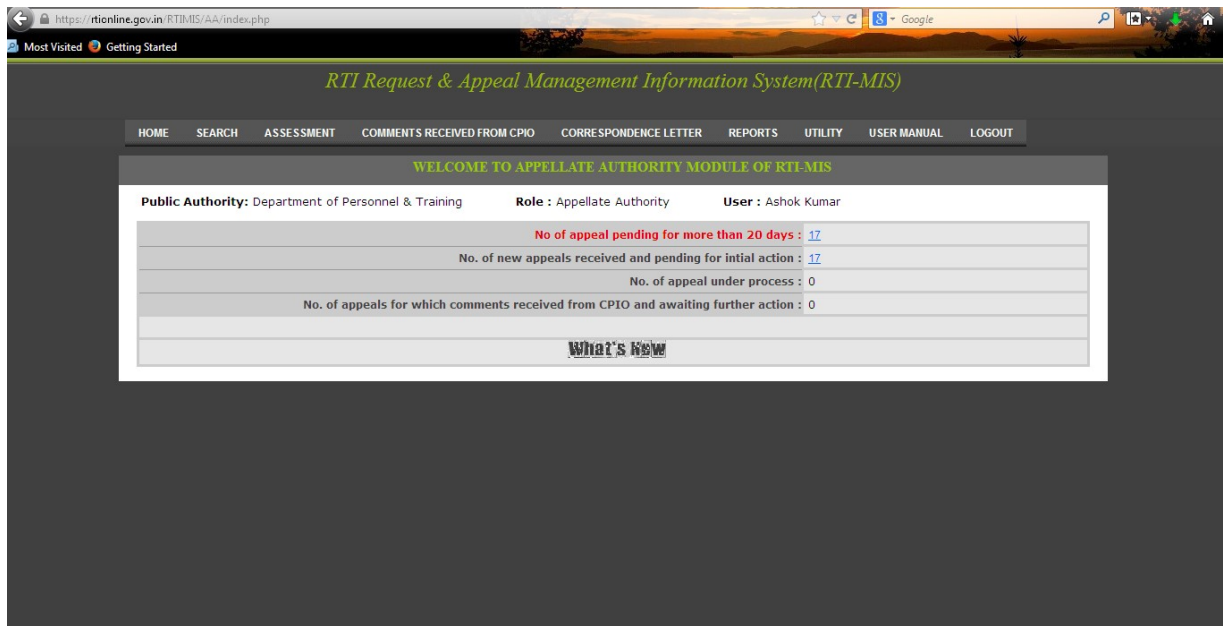
After providing the “**Username**” and “**Password**” in the login screen click on **Login** button.



The screenshot shows a web browser window with the address bar displaying "10.21.8.3:8080/citizen/rtimis/login/index.php". The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The header features the Government of India emblem and the text "Based on Right to Information Act 2005". On the left, there are links for "CAPIQ Module" and "Complaint & Appeal to CIC". On the right, there is a login form with fields for "Username" (containing "jappellate") and "Password" (containing masked characters), and a "Login" button. The footer includes the text "Design and Developed By National Informatics Centre, Copyright © 2013" and the NIC logo. At the bottom, there are links for "RTI Act and Rules", "Central Information Commission", "M/o Personnel", and "India Portal".

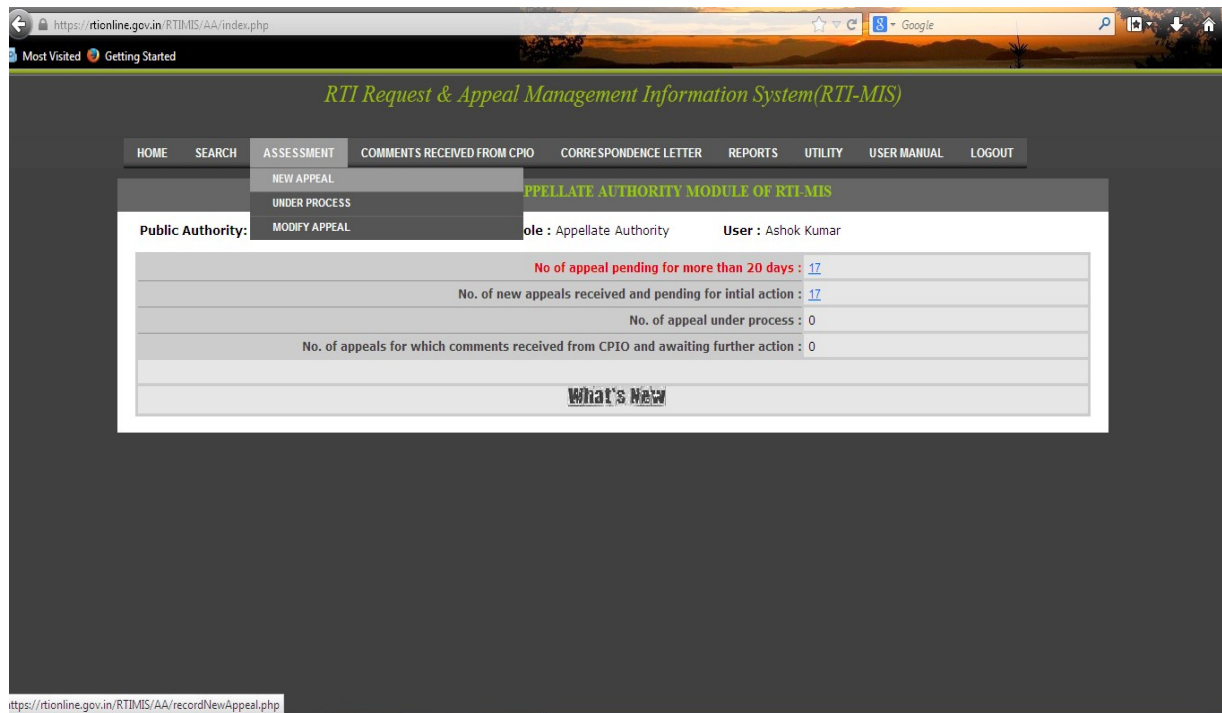
## HOME

On the home page screen several important **alert options** with statistical count are available, which are detailed below one by one respectively:



- i. No. Of Appeal Pending for more than 20 Days:
- ii. No. of new appeals received and pending for initial action:
- iii. No. of appeal under process:
- iv. No. of appeals for which comments received from CPIO and awaiting further action:

## ASSESSMENT



In the **ASSESSMENT** tab, three sub menu options viz. **NEW APPEAL**, **UNDER PROCESS** and **MODIFY APPEAL** are available.

On clicking [NEW APPEAL](#) option “**RECORDS OF NEW APPEAL**” screen will be displayed with all the New Appeals received online into your account.

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

HOME SEARCH ASSESSMENT COMMENTS RECEIVED FROM CPIO CORRESPONDENCE LETTER REPORTS UTILITY USER MANUAL LOGOUT

**RECORDS OF NEW APPEAL**

Public Authority: Department of Personnel & Training Role : Appellate Authority User : Ashok Kumar

1 2 All Items per page: 10

	Registration Number	Name	Received Date	
<input type="radio"/>	DOP&T/A/2013/00024	Deepak Kumar	18/04/2013	
<input type="radio"/>	DOP&T/A/2013/00028	Rajesh Yogiraj	23/04/2013	
<input type="radio"/>	DOP&T/A/2013/00154	Ramial Bhagwantsingh Chouhan	11/06/2013	
<input type="radio"/>	DOP&T/A/2013/00282	Rajesh B Ohol	08/08/2013	
<input type="radio"/>	DOP&T/A/2013/00297	Mukesh Kumar Soni	14/08/2013	
<input type="radio"/>	DOP&T/A/2013/60001	Ms Gayatri	28/02/2013	
<input type="radio"/>	DOP&T/A/2013/60047	AFSAR AHMAD	28/05/2013	
<input type="radio"/>	DOP&T/A/2013/60137	DEEPAK KUMAR	03/07/2013	
<input type="radio"/>	DOP&T/A/2013/60161	shinto sebastian	11/07/2013	
<input type="radio"/>	DOP&T/A/2013/60247	Anil Kumar	23/08/2013	

1 2 All  
Page: 1 of 2  
1-10 of Total 17

Now by clicking on the desired registration number or edit radio button, it will lead you to the details of the RTI Appeal.

You can also view the attached documents with that particular appeal by clicking on the PDF icon adjacent to a particular Registration Number.

## DECISIONS

Appellate authority can select any action from the “**Action**” drop down field. Now we will discuss these options one by one.

### 1st Options: APPEAL DISPOSE OFF:

By selecting this option, the Appellate Authority can dispose off a RTI appeal.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/AA/newAssessment.php?reg=4ZpfNmeX6LX17PNQrvDeWumxxFVb%2FWV1r7MYSE91WMM%3D`. The form is titled "RTI MIS" and contains the following fields:

- Appeal Letter Date : (empty)
- Citizenship Status : Indian
- Is Appellant Bellow Poverty Line? : Yes
- Does it concern the Life or Liberty of a Person? : (empty)
- Name of CPIO : Name of CPIO is not given.
- CPIO's Order/Decision No. : (empty)
- Date of Receipt of CPIO's Order/Decision : (empty)
- Ground for Appeal : Any Other ground
- Prayer or Relief Sought : I would like to know about the vacancies for dental assistant surgeons in the primary health centres of andhra pradesh, and the process for the selection of the candidates for the post of dental surgeons in andhra pradesh
- \* Please Select a Decision : APPEAL DISPOSE OF (selected)
- \* Appellate Authority's Decision (Maximum of 2000 Characters allowed) : (empty text area)
- Upload Final Reply Document : Choose File | No file chosen
- Submit button

By selecting this option Appellate Authority's Decision and Upload Final Reply Document field will be displayed, where appellate authority can type the decision of **maximum 2000 characters** in text area and also upload final reply document up to limit of **1MB**. Finally after completing the desired selections **Submit** button has to be clicked.

The screenshot shows the RTI MIS success message page. The title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation bar includes: HOME, SEARCH, ASSESSMENT, COMMENTS RECEIVED FROM CPIO, CORRESPONDENCE LETTER, REPORTS, UTILITY, and LOGOUT. The message area displays:

**MESSAGE(S)**

Public Authority: Department of Personnel & Training      Role : Appellate Authority      User : Chetan Prakash Jain

**Registration Number DOP&T/A/2013/60014 is Disposed of Successfully.**

## 2nd option: SEEK COMMENTS FROM CPIO:

The Appellate Authority can use this option for **sending information** to the CPIO.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/AA/newAssessment.php?reg=4ZpfnMeX6LX17PNQrvDeWumxxFvb%2FWW1r7MYSE91WMM%3D`. The form is titled "RTI MIS" and contains the following fields:

- Appeal Letter Date :
- Citizenship Status : Indian
- Is Appellant Bellow Poverty Line? : Yes
- Does it concern the Life or Liberty of a Person? :
- Name of CPIO : Name of CPIO is not given.
- CPIO's Order/Decision No. :
- Date of Receipt of CPIO's Order/Decision :
- Ground for Appeal : Any Other ground
- Prayer or Relief Sought : I would like to know about the vacancies for dental assistant surgeons in the primary health centres of andhra pradesh, and the process for the selection of the candidates for the post of dental surgeons in andhra pradesh
- \* Please Select a Decision : SEEK COMMENTS FROM CPIO (dropdown menu)
- \* Comments Sought(Upto 2000 characters) : (text area)
- \* Select CPIO : B.Bandopadhyay(JCA) (dropdown menu)
- Submit (button)

After submitting the form following screen will be displayed.

## **3rd option: Summon Parties for Hiring**

## **4th option: Transfer to Other FAA**

On clicking **UNDER PROCESS** option, all the appeals under process screen will be displayed with all the New Appeals received online into your account.

On clicking **MODIFY APPEAL** option, the Appellate Authority can modify any appeal.

The screenshot shows the 'RTI Request & Appeal Management Information System (RTI-MIS)' interface. The top navigation bar includes links for HOME, SEARCH, ASSESSMENT, COMMENTS RECEIVED FROM CPIO, CORRESPONDENCE LETTER, and REPORTS. Below this, there are links for UTILITY and LOGOUT. The main content area is titled 'RECORD MODIFY APPEAL' and displays the following information:

Public Authority: Department of Personnel & Training      Role : Appellate Authority      User : Ashok Kumar

1 All Items per page: 10

	Registration Number	Name	Received Date
<input type="radio"/>	DOP&T/A/2013/00024	Deepak Kumar	18/04/2013
<input type="radio"/>	DOP&T/A/2013/00028	Rajesh Yogiraj	23/04/2013

1 All  
Page: 1 of 1  
0-9 of Total 2

Now by clicking on the desired registration number or edit radio button, **"Update Appeal"** screen will be displayed



Appellate authority can select desired CPIO name from “Name of CPIO” drop down list and action from “Ground for Appeal” dropdown.

The screenshot displays the 'modifyAppeal' form in the RTI MIS application. The form is structured as follows:

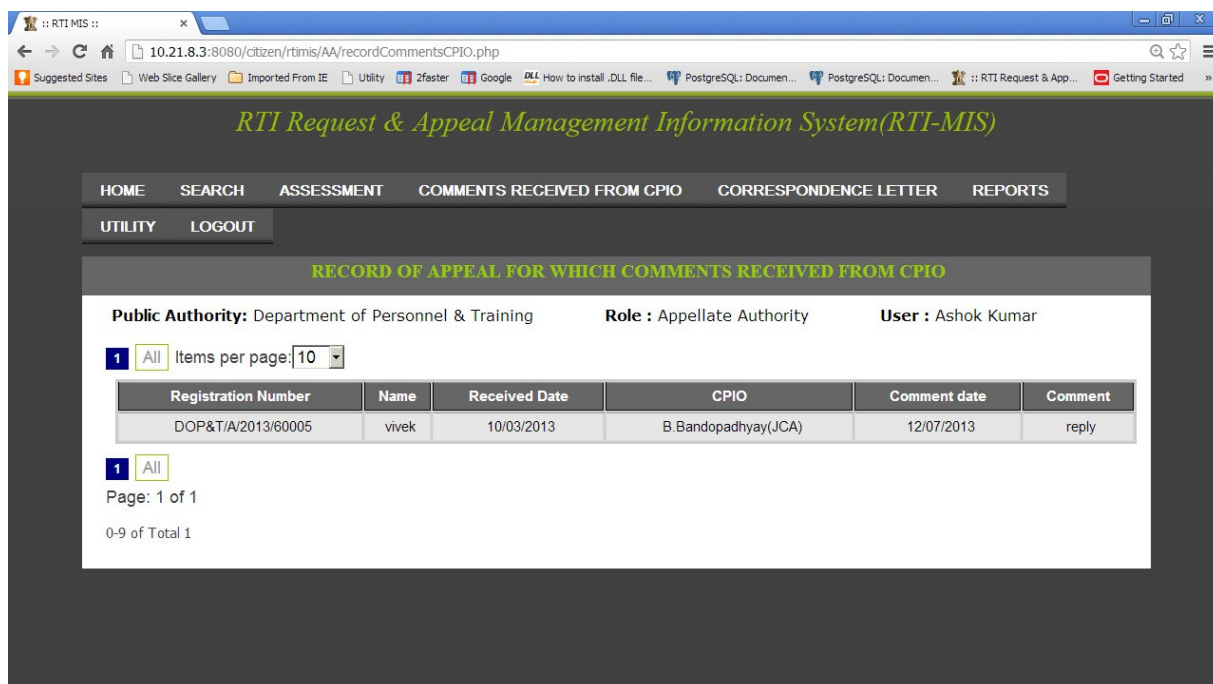
- State:** Uttar Pradesh
- Status:** Rural ☐ Urban ☒
- Educational Status:** Graduate
- Request Registration No.:** [Empty text field]
- Request Registration Date:** 23/04/2013
- Appeal Letter No.:** [Empty text field]
- Appeal Letter Date:** 23/04/2013
- Is Appellant Bellow Poverty Line?:** No
- Does it concern the Life or Liberty of a Person?:** No (Normal) ☒ Yes (Urgent) ☐
- Name of CPIO:** B. Bandopadhyay (JCA)
- CPIO's Order/Decision No.:** no any
- Date of Receipt of CPIO's Order/Decision:** 23/04/2013
- Ground for Appeal:** No Response Within the Time Limit (Selected)
  - Refused access to Information Requested
  - No Response Within the Time Limit
  - Unreasonable amount of Fee required to Pay
  - Provided Incomplete, Misleading or False Information
  - Any Other ground
- Prayer or Relief Sought:** [Empty text area]
- Modify** button

After this appellate authority can enter “Prayer or Relief Sought” comments in given text area.

All details of appeal can be modified by clicking on **Modify** button.

## COMMENTS RECEIVED FROM CPIO

On clicking “COMMENTS RECEIVED FROM CPIO” option, “RECORD OF APPEAL FOR WHICH COMMENTS RECEIVED FROM CPIO” screen will be displayed.



The screenshot displays the RTI MIS web application interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/AA/recordCommentsCPIO.php. The application title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, COMMENTS RECEIVED FROM CPIO (selected), CORRESPONDENCE LETTER, REPORTS, UTILITY, and LOGOUT. The main content area is titled "RECORD OF APPEAL FOR WHICH COMMENTS RECEIVED FROM CPIO". It shows the following details: Public Authority: Department of Personnel & Training, Role : Appellate Authority, and User : Ashok Kumar. Below this, there is a dropdown menu for "Items per page" set to 10. A table displays the record of appeal:

Registration Number	Name	Received Date	CPIO	Comment date	Comment
DOP&T/A/2013/60005	vivek	10/03/2013	B.Bandopadhyay(JCA)	12/07/2013	reply

Below the table, it shows "Page: 1 of 1" and "0-9 of Total 1".

## REPORTS

On the **REPORTS** tab, following sub menu options viz. **CPIO WISE PENDING APPEAL**, **CPIO WISE PENDING REQUEST** and **DESIGNER REPORT** are available.

