User Manual

RTI Request & Appeal Management Information System

(RTI-MIS)

CPIO

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 entering the "username" and "password" in the login screen click on login button to Login CPIO portal.

ASSESSMENT

In the Assessment tab, following sub menu options viz. New Request, Under Process, Third Party, are available.

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Suggested Sites 📄 Web Site Gallery 🖞	🗅 Inserted Ann II 🔄 Ulliny 📆 State 🗃 Google 🕮 Assa to initial Dis. Se 👎 PostgrebQL: Documen . 👎 PostgrebQL: Documen . 👔 :: 871 Resourt & Age .	Getting Started
	RTI Request & Appeal Management Information System(RTI-MIS)	
HOME SEARCH	ASSESSMENT UTILITY DPIO FAA LETTERS REPORTS LOGOUT	
	NEW REQUEST MODULE OF RTI-MIS	
Public Authority	C THIRD PARTY INVOLVED He : CPIO User : B.Bandopadhyay()CA)	
	Requests Pending For More Than 20 Days : 47	
	Requests To Be Disposed Off Within Next 5 Days : 45	
	Total Request Received : 56	
<u> </u>	Total Request Disposed of : 1	
	Total Pending : 55	
	New Requests Due For Intial Action : 55	
	Requests Under Process : 0	- 1
Req	uests For Which Additional Payment is Received : 0	
	Requests Forwarded to DPIO : 0	-
-	Requests Replied by DPIO: 0	_
	New Acknowledgements From DPIO: 0	_
	Appeal Raised : 6	
	Comments Sought by FAA : 1	
(1.8.3.000232er/101607024db.a4a4	liba's Den	

1st Option: NEW REQUEST

On clicking <u>NEW REQUEST</u> option the list of "Records of New Request" will be displayed.

OME SEA	RCH ASSESSMENT UTILITY DPIO	AA LETTERS REPOR	TS LOGOUT	
Public Autho	rity: Department of Personnel & Training	Role : CPIO Use	r t Amarjit Singh	
	Registration Number	Name	Received Date	
100	DOP&T/R/2013/02626	Vijay K Kapoor	09/05/2013	12
e	DOP&T/R/2013/03291	Ralusti Oupta	10:06/2013	1
e	DOP&T/R/2013/82784	Narayari Rao	17/05/2013	1
· c	DOP&T/R/2013/02904	Rajeshwari Dayal	23/05/2013	1
.e	DGP&T/R/2013/03196	Girish Sachdeva	06/06/2013	包
e	DOP&T/R/2013/61739	Apay Kumar	24/06/2013	12
r i	DOP&T/R/2013/61741	Virialy Shuida	24/06/2013	1
0	DOP87/8/2013/81243	Diresh Smith	24/06/2013	100

To view the pdf document of the request, uploaded by the citizen, small symbol of "**PDF**" could be clicked given in list.

Now by clicking on the **desired registration number or** edit radio button, **"Assessment of New Request" screen** will be displayed which contains all details of the **RTI request**.

RTI Request & Appeal M	Ianagement Information System(RTI-MIS)
OME SEARCH ASSESSMENT UTILITY D	DPIO AA LETTERS REPORTS LOGOUT
ASS	ESSMENT OF NEW REQUEST
Public Authority: Department of Personnel & Traini	ng Role : CPIO User : AmarJit Singh
Fields prefixed with a remandatory	
Registration No. :	DOP&T/R/2013/02626 View Request Details
Type of Receipt :	Local Receipt
Date of Receipt :	09/05/2013
Language of Request :	English
Name r	Vijay K Kapoor
Gender :	Male
Address :	C-33, Second Floor, South City-1, Gurgeon , Pin: 122007
Phone No. :	Not Provided
Mobile No. 1	9910157378
Email :	Not Provided
Country :	Not Provided
State :	Haryana
Status : Educational Status :	Graduate
Demoster'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 :	- PLEASE SELECT YOUR NEW ACTION / DECISION -

To view the pdf document of the request, uploaded by the citizen, click on <u>View Request</u> <u>Details</u>

						11 11 12 13 / 1 10 M S 12 /
Suggested Sites	Web Skoe Gellery 10 Shipor ted Provid 22	Justy II Starter	On Google HAA How to install DLL file.	PasitireSQL: Documen	RestgreSQLI Documen	E URTI Request & Adu
			RTI REQUEST D	ETAILS		
	Re	gistration No. :	DOP&T/R/2013/61743		Date of Receipt :	24/06/2013
	Ty	po of Receipt :	Online Receipt		Language of Request :	English
		Name :	Disesh Singh		Gender :	Male
		Address :	New Delhi, Pin 110009			
		State :	Delhi		Country :	India
		Phone No. 1	+91-1234567868		Mobile No. :	Not Provided
		Email :	disesh@gmail.com			
	Status	(Rural/Urban) :	Urbas		Education Status :	Illiterate
	Is Requester Below P	overty Line 7 :	Yes		Amount Paid :	0
	Mode(x) of infor	nation Supply :	Hard Copy			
	Does it concern the life or Liberty	of a Person ? :	Details not provided.		Request Pertains to ;	Amatjit Singh
	Inform	nation Sought :	I want to know about the PF tri mander DL 7658 13900 to new The annual from NIIT Employe	ndler from my previous en employer Sterlite Industri on Trust, New Delhi was	oployer NIIT GIS Ltd, N es India Ltd SIIL having : maniferred on Sept, 2006	ew Delhi having account account TN 29893-1904 5
				Print Cicae	E.	

CPIO can select any category from "Please Select the Category of Request" dropdown field, and take desired Decision from "Decision" dropdown fields.

Following are the various decisions in dropdown:

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 and CPIO can select any third party name from the list.

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Suggested State 🗋 Web Size Gallery 🛄 Propried Work II 📋 Libbly 🛄 State 🖽 Google	Mill Hou to Hotal DU, Ne. W PostgeldQL Documen. W PostgeldQL Documen. X: II RTI Request & App.	-
Email :	Not Provided	
Country :	Not Provided	
State :	Haryana	
Status :	Urban	11
Educational Status :	Graduate	
Requester's Letter No 1	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 1	Amarjit Singh	11
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), Bhopai	1

In case, the name of third party is not there in the drop-down list, then CPIO can select the option "Others" in the drop down list, after which two text boxes will appear where the name and address of the third party is to be entered.

Note: These Third parties are not aligned with the RTI Online Portal, therefore one need to take the print out of the application and send them physically to these Third parties. Once CPIO receives the reply or the information from the third party, he/she can dispose-off the particular RTI Request.

ii) ADDITIONAL PAYMENT REQUIRED FOR INFORMATION:

By selecting this option following fields will appear "Select Mode(s) of Information Supply", "Additional Payment Demanded", and "Description of Contents of Letters".

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🗅 Suggested Sites 📋 Web Sice Gallery 🛄 Imported Prox II. 🍸 Utility 🛄 Shoter 🛅 Google	🛛 👭 Hau to katel Du. Se. 🖤 Postgreigk, Doornen , 👎 Postgreigk, Doornen , 🏋 II Ritt Repuet & 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 1	No(Normal)	
Request Pertains to :	Amarjit Singh	
Subject Content :	Information Under RTI Act, 2005	
Please Select the Category of Request :	- PLEASE SELECT CATEGORY -	
• Decision :	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION	
 Select Mode(s) of Information Supply : 	Hard Copy	
Additional Payment Demanded :	()	
• Description of Contents of Letters (Max. 1000 Characters) :		
	Submit Edit	

In **"Additional Payment Demanded"** field amount for additional payment has to be entered. The description regarding additional payment required, is to be entered 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 a request is under process at their office.

	AN ADVECTOR AND ADDRESS OF A DESCRIPTION OF	8.4	-
hagarbeiten Die Vertries Leiter (Dieserteffent H. Dieter (dieter (die son	ar 🛲 new to rest due for 👎 Portpologi Decomer 👎 Portpologi Decomer 😰 in 60 Report 6 App		-
Mobile Nu.	9910157378		-
Email	Not Provided		
Country	Not Provided		
State	Haryana		
Status	Urban		
Educational Status	Graduate		
Requester's Letter No	Not Provided		
Requestor's Letter Date	Not Provided		
Citizenship Status	r bidan		
Mode(s) of information Supply	Hard Copy		
In Requester Below Poverty Line ?	z No		
Amount Paid (₹)	10		
Does it concern the life or Liberty of a Person	No(Namel)		
Request Pertains to	Amarjit Singh		
Subject Content	Information Under RTT Act, 2005		
Please Select the Category of Request	- PLEASE BELECT CATEGORY - +		
• Decision	REQUEST UNDER PROCESS AT OUR OFFICE		
	Submit Edit		

IV) SUPPORTING DOCUMENT REQUIRED FROM APPLICANT

This option can be selected when the **document** attached at the time of filing RTI Request is **Not accessible**. Nodal officer can ask the applicant to provide a new RTI Request document.

🕱 to RETER INS of 🗧 🖻 🕻 🖞 rtonine.gov.n/RTIMS/NODAL/updateClosenReguest_php?vgld=40FUlig6yrFyvdexU%28sFowROC2RMLY?LoYW2C67GUvgE443D Q ① 畫 😰 Suggested Stees 🕐 Web Size Gellery 🛄 Imparted Avan II 👘 Ullim 🧊 Zhater 🐻 Google 👭 into its netral DU. Ne. 👎 PostgetQU. Documen . 🦉 PartyreQU. Documen . 🙀 nettyreQU. Documen . Getting Started Citizenship Indian Is the Requester Below Poverty Line No. ₹10 Amount Paid Does it concern the Life or Liberty of a Person Details not provided. Need following Information from UPSC as attached below Text of RTI Application **Request** document Choose Mode of Action * Mode of Action Coline Forwarding C Physical Forwarding SUPPORTING DOCUMENT REQUIRED FROM APPLICANT Choose an Action The document attached at the time of filing RTI * Remarks (Max. 500 characters) Request is not accessible. The same document may please be uploaded to process your RTI Request. These Remarks will be available to R71 applicant while viewing the status Print Submit Reset

The same document can be uploaded to process the RTI Request.

If CPIO takes any decision, following actions will appear in Transfer viz:

i) TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY:

By selecting this option **"Transferred To Public Authority"** field will appear on the screen and CPIO can make Full Transfer of the RTI Request to other PA.

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Status 1	Urban	
Educational Status (Graduate	
Requester's Letter No :	Not Provided	
Requester's Letter Date :	Not Provided	
Citizenship Status 1	Indian	
Mode(s) of information Supply :	Hard Copy	
Is Requester Below Poverty Line 7 :	No	
Amount Paid (₹) :	10	
Does it concern the life or Liberty of a Person :	No(Normal)	
Request Pertains to r	Amarjit Singh	
Subject Content 1	Information Under RTI Act,2005	
Please Select the Category of Request (- PLEASE SELECT CATEGORY -	
+ Decision 1	TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY +	
* Transferred To Public Authority:	Department of Agricultural Research & Education Department of Agriculture & Cooperation Department of Avimal Husbendry, Dairying and Fisheries Department of Chemicals & Petrochemicals Department of Commerce	
	(For Multiple Selection Hohl 'Ctrf' key and tick With Mouse)	
	Submit Edd	

CPIO can select single PA or Multiple PAs from "**Transferred To Public Authority**" dropdown field.

ii) TRANSFER REQUEST TO OTHER PIO:

By selecting this option, "Transfer request To other PIO two options will appear on the screen.

- a) Full Transfer
- b) Part Transfer

CPIO can select any of the two accordingly.

Educational Status :	Graduate
Citizeenhip Status	Dullan
Mode(s) of information Supply	Harit Copy
In Requester Delose Powerty Line 7 :	Ne
Amount Paid (₹)	10
Does It concern the Die or Liberty of a Person :	Details not provided.
Request Pertains to :	Shift, Chandhi Rana
	Text of BTL Application
are provide we with a orpy of (a) the circul 29/9/2004 and (b) the circular dated dune 2 Circulare related to eshelesion of proof of	ar number 4 issued by the Controller General of Patents , 2004 issued by the Controller General of Patents. Both f sight.
are provide me with a mapy of (a) the distance 29/3/2006 and (b) the distance dated dure 20 Circulare related to exemitation of proof of Please Select the Category of Request	<pre>Ar number 4 Lanved by the Controller Deneral of Patents , 2004 Lanved by the Controller Deneral of Patents. Both f sight. (-PLEASE BELECT CATEGORY - *)</pre>
Are provide me with a mapy of (a) the direct 29/3/2009 and (b) the directed date 20 Circulary related to exemittion of proof of Please Select the Category of Request + Decision	AF NUMBER & LARVES BY THE CONTROLLER DEDATAL OF Patents , 2004 LARVES BY THE CONTROLLER DEDATAL OF Patents. Both f slipht. -PLEASE MELECT CATEGORY - • THANSFER REQUEST TO OTHER PIO •
Anne provide me with a supp of (a) the direct 29/3/2009 and (b) the director dated dure 20 Circulars related to exemption of proof of Please Select the Category of Respect * Oscision * Channe as option	ser number & Lesues by the Controller Beneral of Patente Jobt Lesues by the Controller Beneral of Patente. Both right. - PLEASE BRLECT CATEGORY - * THANSFER REQUEST TO OTHER PIO * Choose full Transfer / Part Transfer - Full Transfer - Part Transfer

CPIO name can be selected from "**Transferred To PIO**" dropdown field and part of request which needs to be transferred to other CPIO, has to be entered in the text box "**Part of request to be transferred**".

iii) FORWARD REQUEST TO DEEM PIO:

By selecting this option "Select DPIO", "Forwarding Remarks" fields will appear on the screen.

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Educational Status :	Graduate	
Bequester's Letter No : 1	Not Provided	
Requisitor's Latter Date :)	Not Provideul	
Citizenship Status :	Indan	
Mode(s) of information Supply :	Haid Copy	
In Requestor Below Powerty Line 7 : 1	Na	
Amount Paul (T) :	10	
Does it concern the life or Liberty of a Person)	No(Normal)	
Request Pertains to a	Ansargit, Singh	
Subject Content :	Information Under IITT Act, 2005	
Please Select the Category of Request :	- PLEASE SELECT CATEGORY - +	
Decision 2	FORWARD REQUEST TO DEEMED PIO	
• Select DP10 :	SELECT OPIO	
- Forwarding Romarks (Up to 500 Characters) :		

CPIO can select any one DPIO from "**Select DPIO**" dropdown field and enter remarks in "**Forwarding Remarks**" field up to 500 characters only.

iv) <u>PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC</u> <u>AUTHORITY:</u>

By selecting this option "**Partially Transfer Request To Other Public Authority**" drop down list of all other PA which are aligned to this portal will appear on the screen.

N INTIAcaert & Appendix * X INTIALS II *		
C A [] 10.21.8.3:0000/c0zm/rtmas/CPO/assessment.php/reg=flict/	AGGODLACHEMIGUAZIW/YENJETUSAFAGYOCY/ENJED	et (2) =
Status -	Tithan	
Educational Status :	Graduate	
Requester's Letter No 1	Not Provided	
Requester's Letter Date 1	Not Provided	
Citizenship Status :	Indian	
Mode(s) of information Supply :	Hard Copy	
Is Requester Below Poverty Line 7 :	No	
Amount Paid (ズ) :	10	
Does it concern the life or Liberty of a Person :	No(Normal)	
Request Pertains to :	Arnarjit Singh	
Subject Content :	Information Under RTI Act,2005	
Please Select the Category of Request :	- PLEASE SELECT CATEGORY -	
Decision :	PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY	
Transferred To Public Authority	Department of Agricultural Research & Education Department of Agricultura & Cooperation Department of Animal Husbandry, Dairying and Fisheries Department of Chemicals & Patrochemicals Department of Commerce	
	(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 field.

If CPIO takes any decision, following actions will appear in FINAL REPLY viz:

i) <u>REJECT RTI REQUEST:</u>

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

The granted State (1) Web State Callery Call Separate From 20 (1) Littley (20 States) (20 States)	🖉 All Francisc mated (D.). Res – 🐺 PostgrebOL: Decument – 🐺 PostgrebOL: Decument – 🐒 – RTT Respect & Asso –	
and a second sec	service in the servic	-
Educational Status :	Graduate	
Requester's Letter No :	Not Provided	
Requester's Letter Date :	Not Provided	
Citizenship Status :	Indian	
Mode(s) of information Supply a	Hard Copy	
Ls Requester Below Poverty Line ? :	No	
Amount Paid (₹) :	10	
Does it concern the life or Liberty of a Person :	No(Normal)	
Request Pertains to a	Amarjit Singh	
Subject Content :	Information Under RTI Act, 2005	
Please Select the Category of Request :	- PLEASE SELECT CATEGORY -	
• Decision r	REJECT RTI REQUEST	
File No. (if any) :		
• Reason therefore:	Section 9 Section 11 Section 24 Section 8(1)(a) View Databa of Sections for Rejection (For Multiple Selection Hold 'Cryf' key and click With Noune)	
	Sidamit Edit	

The sections for rejection will be available in "**Reason therefore**" dropdown box. Then the CPIO has to select the desired single Section Name or multiple Section Names.

An option has been given to **View Details of Sections for Rejection** for reference On clicking that, the following page will open.

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.

そ 一 C 前 () 10.21.8.3:0000/otees/rtmm/CP90/assessment.php/reg=flict/	AGGIDILRCH2MINUSZIWYGNUPINIAW966YXCYK5G3D	电台	Ξ
🔿 Suggested Sites 🗋 Web Size Galery 📮 Insported Fram II 📋 Littly 🔞 States 🚮 Google	🛋 How to install .DL, Re. 🛛 🥊 PostgreBQ; Document . 📲 PostgreBQ; Document . 🌋 :: RTT Request & App.		
Subject Content i	Information Under RTI Act,2005		-
Please Select the Category of Request :	- PLEASE SELECT CATEGORY - •		
Decision :	PARTIALLY REJECT/ACCEPT RTI REQUEST		
File No. (if any) 1			
 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) Yiew Details of Sections for Rejection (For Multiple Selection Hold 'Ctrl' key and click With Mouse)		l
Upload Reply Document (anly pell upto 2 MR) 1	Choose File No file chosen		
	Submit Edit		

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

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

Reason for RTI Request Rejection can be selected by CPIO from **Reason therefore** dropdown field, by selecting the desired single Section Name or multiple Section Name.

iii) <u>REQUEST DISPOSE OFF:</u>

Lecchard barre of the second state of the second se	Av nov to tetal 201 file of Portgretigt, bocurren of Portgretigt, bocurren,	THE HTS Request & App	
Citizenship Status 1 b	idian .		
Mode(s) of information Supply : H	ard Copy		
Is Requester Below Poverty Line ? : N	o l		
Amount Paid (₹) : 1	0		
Does it concern the life or Liberty of a Person : N	o(Normai)		
Request Pertains to : A	marjit Singh		
Subject Content : 1	formation Under RTI Act, 2005		
Please Select the Category of Request i	PLEASE SELECT CATEGORY		
Decision :	REQUEST DISPOSE OF	3	
File No. (il any) :			
Type of Disposal :	Full Information Supplied		
* Information Provided To Citizen (To appear as a part of Convering Letter) :			
Upload Reply Document	Choose File No file chosen		

2nd Option: UNDER PROCESS

On clicking <u>UNDER PROCESS</u>, the list named " Records of Request Under Process" will be displayed.

	RI	l Request &	Appea	l Mana	gemer	n Inform	nation Sys	tem(RTI-	MIS)	
HOME	SEARCH	ASSESSMENT	UTILITY	DPIO	M	LETTERS	REPORTS	LOGOUT		
			RECO	ORDS OF	REQUE	ST UNDER	PROCESS			
Public	Authority: De	epartment of Pers	sonnel & Tr	aining	Rol	e : CPIO	User : A	marjit Singh		
		Registration Num	ber			Name			Date of Receipt	e 1
5		DOP&T/R/2013/00	2064			Sample Re	equest		08/04/2013	
r		DOP&T/R/2013/00	2069			Sample for r	nutiple		08/04/2013	
c		DOP&T/R/2013/6	0040			Telbir Singh	Rawat		11/03/2013	
C		DOP&T/R/2013/8	0065			Sander	ep.		04/04/2013	
C		DOP&T/R/2013/6	9079			Sushi) Ku	mar		05/04/2013	
A	1									_
	all and a little start of the									

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

	SMENT OF PENDING RE	QUEST
Public Authority: Department of Personnel & Traini	ng Role : CPIO	User : Amarjit Singh
Registration No. 1	DOP&T/R/2013/02064	Vew Request Details View Action History
Name 1	Sample Request	
Information Sought :	Sample Request	
Current Status 1	REQUEST UNDER PROCESS A	T 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.

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	

SN.	Action Taken	Date of Action	Action Taken By	Remarks
1	REQUEST UNDER PROCESS AT OUR OFFICE	13/06/2013	Amarjit Singh	

CPIO can select any action from Final Action dropdown.

- 1. THIRD PARTY INFORMATION INVOLVED
- 2. FORWARD REQUEST TO DEEMED PIO
- 3. PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY
- 4. TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY
- 5. TRANSFER REQUEST TO OTHER PIO
- 6. PARTIALLY REJECT/ACCEPT RTI REQUEST
- 7. REQUEST DISPOSE OFF

HOME SEARCH ASSESSMENT UTILITY OPIO FA	A LETTERS REPORTS USER MANUAL LOGOUT
	SIMENT OF PUNDING REQUEST
Public Authority: BSNL HARYANA Role : CPID U	ser : Sanjeev Jain CPIO Ambala
Registration Number (पंचीकरण संख्या) :	Q.
name (चन्य Test of MTI Application (सूचमा का अधिकार आवे(ल का घाठ) :	Under Process THIRD PARTY INFORMATION INVOLVED - तीसरे पक्ष को सूचना शामित Transfer FORMARD REQUEST TO DEEMED PIO - आवेदन मानित लोक सूचना अधिकारी को अप्रैषित किया गया PARTIALLY TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY - आवेदन अधिक रूप से अन्य तोक आधिकारी को हस्तान्तरित किया गया
Current States(मर्तमान स्थिति) :	TRANSFER REQUEST TO OTHER PIO - आतेवन अन्य केन्द्रीय सीक सूचना अधिनारी को कम्प्रस्तीन किंगा गया
Amount Demanded(माग का गड़ साक) : •Interim∓inal Action(अंगरेंग / अंग्रिंग कार्रवाई) :	Clost Anthone PARTIALLY REJECT/ACCEPT ATI REQUEST - อาซิมศา อ์โกิต พาน ชิ องสัตกบรรดิชา. *
File No.(if any)(फाइस संस्थापति हो सेश)	

3rd Option: Third Party Involved

On clicking "<u>Third Party Involved</u>" option, the list named "Records of Request In Which Third Party Involved" will be displayed.

	RTI Reque	st & Appeal Mai	nagement Inform	ation Syster	n(RTI-MIS)	
HOME	SEARCH ASSESSME	INT UTILITY DPIC	D AA LETTERS	REPORTS D	OGOUT	
		LECORDS OF REQUI	SUIN WHICH THIRD	PARTY INVOL	VED	
Public	Authority: Department of	f Personnel & Training	Role : CPIO	User : Amad	ilt Singh	
	Machondy: Department of	r resonner & training	NOICE COTO	user - Million	ir ənğu	
1 (A	ttems per page 10 🕑		11			_
	Registr	ation Number	Name	•	Received Date	
c	DOP&T	F/R/2013/00001	Sushil K	umer	08/04/2013	
	1					
	1 of 1					
Page:						
Page:						

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

	RTI Request	& Appeal I	Managem	ent Infori	mation Syst	em(RTI-M	(IS)
HOME SEARCH ASSESSMENT UTILITY DPIO AA LETTERS REPORTS LOGOUT							
			SMENT OF	PENDING R	RQUENT		
Public Au	hority: Department of Pr	ersonnel & Train	ing F	tole : CPIO	User : Am	arjit Singh	
		tegistration No.	DOP&T/R/20	13/00001	View Reques	Dataits View Ac	tion History
		Name	Sushil Kumar				
	Info	sample for scpio registration					
		Current Status	THIRD PARTY	INFORMATION	INVOLVED		
	+ Interir	n / Final Action	r [Select Act	ion			
			Submit				

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:

1. 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**.

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HOME SEARCH ASSESSMENT UTILITY (DPIO AA LETTERS REPORTS LOGOUT
	SMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Traini	ng Role : CPIO User : Amarjit Singh
Registration No. :	DOPAT/R/2013/00001 View Request Details View Action History
Name :	Sushi 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) :	
	Submit

2. <u>REJECT RTI REQUEST:</u>

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

RTI Request & Appeal Management Information System(RTI-MIS)					
HOME SEARCH ASSESSMENT UTILITY	DPIO AA LETTERS REPORTS LOGOUT				
	SSMENT OF PENDING REQUEST				
Public Authority: Department of Personnel & Train	ing Role : CPIO User : Amarjit Singh				
Registration No.	z DOP&T/R/2013/00001 View Request Details View Action History				
Name	r Sushil Kumar				
Information Sought	r sample for scpio registration				
Current Status	THIRD PARTY INFORMATION INVOLVED				
Interim / Final Action	REJECT RTI REQUEST				
File No. (if any)	1				
* Reason therefore	Section 9 Section 11 Section 24 Section 8(1)(A) - Yes Details of Sections for Rejection (For Multiple Selection Hold 'Ctrf' key and click With Mouse)				

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

3. <u>REQUEST DISPOSE OFF:</u>

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

OME SEARCH ASSESSMENT UTILITY D	OPIO AA LETTERS REPORTS LOGOUT
	SMENT OF PENDING REQUEST
Public Authority: Department of Personnel & Trainin	ing Role : CPIO User : Amarjit Singh
Registration No. 1	DOP&T/R/2013/00001 View Request Details View Action History
Name t	r Sushil Kumar
Information Sought :	sample for scpio registration
Current Status :	THIRD PARTY INFORMATION INVOLVED
Interim / Final Action :	REQUEST DISPOSE OF
File No. (if any) :	
Type of Disposal 1	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

DPIO

In the DPIO tab, the following sub menu options viz. **REQUEST FORWARDED TO DPIO**, **SEND REMINDER/DIRECTION TO DPIO**, **REPLY FROM DPIO**, **ACKNOWLEDGEMENT FROM DPIO are** available.

HOME	SEARCH	ASSESSMENT	UTILITY ECORDS O	DEND AA	LIETTERS ORWARDED TO I	REPORTS DPIO	1000UT		
Public	Authority: D	Department of Per age 10 💽	rsonnel & Tra	REPLY FROM	m dpio Doment from (190	arjit Singh	65	
R	egistration Nun OPST/R/2013/6	nber N 0040 Tebr S	ame ingh Rawat	Gurrent Status REQUEST UNDER PROCESS AT OUR OFFIC			e la	Target Date 10/04/2013	To DPIO Test_DPIO
Page: 0-9 of T	l of 1 atal 1								

1St option: REQUEST FORWARDED TO DPIO:

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

RECO Public Authority: Department of Personn	RDS OF REQUEST FORWARDI	D TO DEEMED PIO		
Public Authority: Department of Personn	el & Training Role : CPIO			
1 All items per page: 10 ·		User : Amerjit Si	ngh	
Registration Number Name	Current	Current Status		
DOP&T/R/2013/00040 Tejbr Singh R	awat REQUEST UNDER PRO	10/04/2013	Test_DPI0	
1 All				
Page: 1 of 1				
0-9 of Tetal 1				

2nd option: SEND REMINDER/DIRECTION TO DPIO:

By clicking on this option "Send Reminder / Direction To Deemed PIO" screen will be displayed.

€ - C	6 0 1	21.8.3 0000-7	isevrtaniu/OPIO/veniede	"Drector/ToDPIC	late.					02) =
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		R	TI Request &	Appeal	Manage	ment Infor	mation Sy.	stem(RTI-	MIS)	
1	HOME	SEARCH	ASSESSMENT	UTILITY	DPIO A	LETTERS	REPORTS	LOGOUT		
				SEND RES	under/d	RECTION TO	DEFMED PI	0		
	Public	Authority: (Department of Pers	sonnel & Trai	ning	Role : CPIO	User : /	vmarjit Singh		12
				Select 1	tegistration	No(s), OR DPT	OR Both			
	2	Send Renúr	nder / Direction Fo	r Case No(s).	(for Mult	2013/60040- Tejt ple Selection ()	ir Singh Rawat Ad 'Cort' key ar]] of stick With M	nuse)	
		• Sen	d Reminder / Dire	ction To DPIO	+SELI	CT DPIO	ľ.			
			• Rema	rk / Direction						
					Subn	đ				

CPIO can select single case or multiple cases from **Send Reminder / Direction For Case No(s).** At last **Submit** button has to be clicked.

3rd option: REPLY FROM DPIO:

By clicking on this option "Records of Replies From Deemed PIO" list will be displayed.

Public Authority: Role : CPIO User : Demo PIO 2 Phennes 2 3 4 5 22 Next > All Items per page 10 Registration Number: Name Date Of Reply Reply GEST2/R/2007/00055 Mahesh Chand 20/10/2008 Test Reply 	
Registration Number Name Date Of Reply Reply GEST2/R/2007/00055 Mahesh Chand 20/10/2009 Test Reply	
Registration Number Name Date Of Reply Reply GEST2/R/2007/00055 Mahesh Chand 20/10/2008 Test 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 AR	ND.
GEST2/R/2007/00020 amar.gunu 13/12/2011 asdfsad.test	
GEST2/R/2006/00/69 Menon 27/12/2012 wer ew ew rwe	
GEST2/R/2006/00064 sample name 27/12/2012 we exriver wer wer	
GEST2/R/2007/00060 ssss 03/01/2013 teststaset	
GERTOR/2000/0002 And Rancol Transfer 04/01/2013 tocht	
CCSTERVENTIONE PHILIPPINE PHILIPPINE PHILIPPINE	
GEST2R/2011/00005 asaaaaaaaaa 04/01/2013 testst	

4th option: ACKNOWLEDGMENT FROM DPIO:

By clicking on this option, a CPIO can view any acknowledgments received from any DPIO.

Reports

In the **REPORTS** tab, following sub menu options viz : **Pending Requests, Age wise Pendency Reports, Designer Reports, Nil Fee Registration Fee (Non BPL), Request pending with DPIO** are available.

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No. of Concession, Name			
RTI Request & Appeal	Management Inform	nation System(RTI-MIS)	
HOME SEARCH ASSESSMENT UTILITY	DPIO AA LETTERS	REPORTS LOGOUT	
	PENDING REQUEST	PENDING REQUESTS	
		AGE WISE PENDENCY REPORTS	
Public Authority: Department of Personnel & Tra	ining Role : CPIO	DESIGNER REPORTS	
Pendanc	V I	NIL FEE REGISTRATION FEE (NON BPL)	
Fre	m 25/08/2012	REQUEST PENDING WITH DPIO	
	To 25/08/2013		
	Submit		
	Comparison of Comparison		
	12		