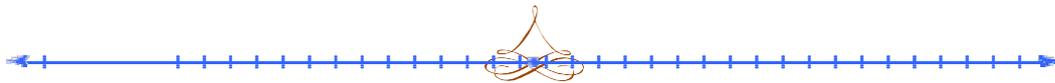


User Manual

RTI Request & Appeal Management Information System

(RTI-MIS)



Nodal Officer

**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 the login button. You will see this home page.

The screenshot shows the RTI Request & Appeal Management Information System (RTI-MIS) dashboard. At the top, the title "RTI Request & Appeal Management Information System(RTI-MIS)" is displayed in green. Below the title is a navigation menu with the following items: HOME, SEARCH, ASSESSMENT, MASTER UPDATE, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. A green banner below the menu reads "WELCOME TO NODAL OFFICER MODULE OF RTI-MIS". The user's information is displayed as: Public Authority: Department of Personnel & Training, Role : Nodal Officer, and User : Z Thomas. The main content area features three cards: a red card with the number "56" and the text "Total Request Pending for Initial Action", a red card with the number "11" and the text "Total Appeal Pending with Me for Initial Action", and a blue card with the text "DASHBOARD" and "Click here for detailed view."

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

HOME SEARCH ASSESSMENT MASTER UPDATE ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

WELCOME TO NODAL OFFICER MODULE OF RTI-MIS

Public Authority: Department of Personnel & Training **Role :** Nodal Officer **User :** Z Thomas

56
Total Request Pending
for Initial Action

11
Total Appeal Pending with Me
for Initial Action

DASHBOARD
Click here for detailed view.

MASTER UPDATION

In **MASTER UPDATION** tab, the following sub menu options viz. **PUBLIC AUTHORITY DETAILS, APPELLATE AUTHORITY DETAILS, CPIO DETAILS, DPIO DETAILS** are available.

The screenshot displays the RTI MIS web application interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/NODAL/index.php. The page title is "RTI Request & Appeal Management Information System (RTI MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, **MASTER UPDATION**, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The **MASTER UPDATION** menu is expanded, showing sub-options: PUBLIC AUTHORITY DETAILS, APPELLATE AUTHORITY DETAILS, CPIO DETAILS, DPIO DETAILS, TRANSPARENCY OFFICER DETAILS, and REQUEST CATEGORY. The user is identified as "User : S. Narayanswamy". The public authority is "Department of Pers". The statistics displayed are:

- Total Request Disposed of : 5848
- Total Request Pending : 512
- Total Request Pending with CPIO : 482
- Total Request Pending with Me: 30
- Total Request Pending for Initial Action : 4
- Total Request Pending for Further Action : 2
- Total Appeal Received : 815
- Total Appeal Disposed of: 541
- Total Appeal Pending : 274
- Total Appeal Pending with FAA : 264
- Total Appeal Pending with Me (for Initial Action) : 10
- Total Request/Appeal Pending Due to Document Called : 24 (24 - Request + 0 - Appeal)

At the bottom, there is a "What's New" section.

Now we will discuss all sub menu options one by one:-

1st option: Public Authority Details:--

On clicking this option **UPDATE ORGANIZATION(S)** screen appears. There are two buttons on this screen **Update Department of Personnel & Training**.

S.No.	Edit	Name of Public Authority	Nodal/Coordinating Officer Name & Designation	Contact Address
1	<input type="radio"/>	CBI		
2	<input type="radio"/>	Central Administrative Tribunal		
3	<input type="radio"/>	Central Information Commission	Shri Pradip Kumar Sharma, Joint Secretary	
4	<input type="radio"/>	Central Vigilance Commission		
5	<input type="radio"/>	ISTM		
6	<input type="radio"/>	LBSNAA		

On clicking on **Update Department of Personnel & Training** button the “**Update Organization**” screen appears with the prefilled details of public authority. Nodal officer can edit these details and update it by clicking on **SUBMIT** button.

UPDATE ORGANIZATION

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

(Department of Personnel & Training)

(Please note that fields prefixed with * are mandatory)

* Officer Name : S. Narayanswamy

* Designation : Section Officer

* Contact Address : DOPT
North Block
New Delhi - 11001

* State : Delhi

E-mail Address : sorti-dopt@nic.in

Phone Number : 23094112

Fax Number (if any) :

Website Address(URL) of Public Authority : http://persmin.nic.in

Webpage Link of RTI Manuals/Disclosures u/s 4/19(8) : http://persmin.gov.in/DOPT_RTICorner_ProactiveDi

Last Date of Uploading/Updating Pro-active Disclosures in website : 13/06/2013

2nd option: Appellate Authority Details:--

On clicking this option “Add/Update Appellate Authority Details” screen will be displayed.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/addappellate.php`. The page title is "ADD/UPDATE APPELLATE AUTHORITY DETAILS". At the top, there is a navigation menu with links: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITES, REPORT, LOGIN HISTORY, and LOGOUT. Below the menu, the form displays the following information:

- Public Authority: Department of Personnel & Training
- Role : Nodal Officer
- User : S. Narayanswamy

The form contains several input fields and dropdown menus:

- Select Ministry/Department/Organization : Department of Personnel & Training
- Select Appellate Authority : --Select--
- Add New Appellate Authority** (Please note that fields prefixed with * are mandatory)
- * Name of Appellate Authority : (Text input field)
- * Gender : --Select--
- * Designation : (Text input field)
- * Address : (Text input field)
- Phone : (Text input field)
- Fax : (Text input field)
- Email : (Text input field)
- Create new Login : Yes No
- Subject : (Text input field)
- Name of the Predecessor Appellate Authority (if any) : --Select--

At the bottom of the form, there are two buttons: "Submit" and "Reset".

Through this form nodal officer can add or update Appellate Authority details.

In **Create new Login field** : If nodal officer wants to create new login for Appellate authority, then **Yes** radio button option needs to be clicked. On clicking **Yes** radio button, two fields “**Enter Username**” and “**Enter Password**” will be appeared.

The screenshot displays the 'ADD/UPDATE APPELLATE AUTHORITY DETAILS' form in a web browser. The form is titled 'ADD/UPDATE APPELLATE AUTHORITY DETAILS' and is for a Nodal Officer (S. Narayanswamy) in the Department of Personnel & Training. The form includes the following fields and options:

- Public Authority:** Department of Personnel & Training
- Role:** Nodal Officer
- User:** S. Narayanswamy
- Select Ministry/Department/Organization:** Department of Personnel & Training
- Select Appellate Authority:** --Select--
- Add New Appellate Authority:** (Please note that fields prefixed with * are mandatory)
- * Name of Appellate Authority:** Chetan Prakash
- * Gender:** Male
- * Designation:** Director
- * Address:** Room no. 169, North Block
- Phone:** 27277289
- Fax:**
- Email:** dir@nic.in
- Create new Login:** Yes (selected) / No
- * Enter Username:** chetan
- * Enter Password:** [Masked]
- Subject:** Appellate Authority
- Name of the Predecessor Appellate Authority (if any):** --Select--

The form has 'Submit' and 'Reset' buttons at the bottom.

In the “**Name of the Predecessor Appellate Authority**” dropdown field nodal officer can select any Appellate Authority(AA) name who was the predecessor to this new AA . The appeals dealt by the selected Predecessor Appellate Authority will be transferred to newly created Appellate Authority.

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

And for updating any existing Appellate Authority, nodal officer has to select desired Public Authority from **Select Ministry/Department/Organization** dropdown field and Appellate Authority from **Select Appellate Authority** dropdown field .

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/editappellate.php?orgId=NzU=&applId=MjYONw==`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, LOGOUT.

The main heading is "ADD/UPDATE APPELLATE AUTHORITY DETAILS". The form displays the following information:

- Public Authority: Department of Personnel & Training
- Role : Nodal Officer
- User : S. Narayanswamy

The form fields are as follows:

- Select Ministry/Department/Organization : Department of Personnel & Training
- Select Appellate Authority : Chetan Prakash Jain

Modify Appellate Authority Details (Please note that fields prefixed with * are mandatory)

- * Name of Appellate Authority : Chetan Prakash Jain
- * Gender : Male
- * Designation : Director(ACC)
- * Address : R.No.169-A, North Block, DOP&T
- Phone : 23092272
- Fax :
- Email : diracc@nic.in
- Subject : Appellate Authority in r/o ACC

Buttons: Submit, Reset

On selection of a particular Appellate Authority, " update form" will be available with prefilled details of that Appellate Authority.

Nodal officer can edit the form fields and after clicking on **submit** button, the details of Appellate Authority will be updated.

3rd option: CPIO Details:-

On clicking this option, “Add/Update CPIO Details” screen appears.

ADD/UPDATE CPIO DETAILS

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Select Ministry/Department/Organization: Department of Personnel & Training

Select CPIO : --New CPIO--

* Select CPIO Name to Modify/Delete Details or 'New CPIO' to add new CPIO

Add New CPIO (Please note that fields prefixed with * are mandatory)

* Name of CPIO : Please Don't add Shri/Smt./Ms. before the Name of CPIO

* Gender :

* Designation :

* Address :

Pin Code :

Phone :

Email :

Create new Login Yes No

Subject :

* Appellate Authority Name :

Name of the Predecessor CPIO (if any) :

(Please note that the cases dealt by the selected predecessor CPIO will be transferred in the name of newly created CPIO)

Through this form, nodal officer can add or update CPIO Details .

For adding new CPIO :

Nodal officer needs to select desired public authority from **Select Ministry/Department/Organization** dropdown field ,

Select CPIO Name from **Select CPIO** dropdown field, Select Predecessor CPIO from **Name of the Predecessor CPIO** dropdown field :

Through this field, the requests dealt by the selected predecessor CPIO will be transferred to the newly created CPIO.

And finally after filling the mandatory form fields, Submit button has to be clicked.

And for **updating existing CPIO's Details**, nodal officer can select desired public authority from **Select Ministry/Department/Organization** dropdown field and CPIO Name from **Select CPIO** dropdown field.

On selection of desired **CPIO Name**, the update form will be available with prefilled details of CPIO. Nodal officer can edit the details and update by clicking on **submit** button.

4th option: DPIO Details:-

On clicking this option “**Update DPIO**” screen appears.

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Public Authority : Department of Personnel & Training

Select DPIO : --New DPIO--
* Select DPIO Name to Modify/Delete Details or 'New DPIO' to add new DPIO

Add New DPIO (Please note that fields prefixed with * are mandatory)

* Name of Deemed PIO :
Please Don't add Shri/Smt./Ms. before the Name

* Gender : --Select--

* Designation :

* Address :

Pin Code :

Phone :

Fax :

Email :

Create new Login Yes No

By this nodal officer can add and update DPIO Details.

For adding new DPIO :

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Public Authority : Department of Personnel & Training

Select DPIO : --New DPIO--
* Select DPIO Name to Modify/Delete Details or 'New DPIO' to add new DPIO

Add New DPIO (Please note that fields prefixed with * are mandatory)

* Name of Deemed PIO : Prakash Kumar
Please Don't add Shri/Smt./Ms. before the Name

* Sex : Male

* Designation : Under Secretary

* Address : D/o Personnel & Training

Pin Code : 110007

Phone : 373773

Fax : 37373737

Email : prakash@gmail.com

Create new Login Yes No

* Enter Username : prakash

* Enter Password :

Nodal officer can Select 'New DPIO' from **Select DPIO** dropdown field and after that has to fill the mandatory fields of form ,then at last click on **Submit** button .

And for **updating DPIO's Details**, nodal officer can select DPIO from **Select DPIO dropdown field**, On selection of **DPIO Name** UPDATE DPIO screen appears with prefilled details of DPIO.

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

UPDATE DPIO

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Public Authority : Department of Personnel & Training

Select DPIO : Test DPIO
* Select DPIO Name to Modify/Delete Details or 'New DPIO' to add new DPIO

Modify Details (Please note that fields prefixed with * are mandatory)

* Name of Deemed PIO : Test DPIO
Please Don't add Shri/Smt./Ms. before the Name

* Sex : Male

* Designation : Test

* Address : Test

Pin Code : 110006

Phone : 252561771

Fax : 272772616

Email :

Submit Reset

Nodal officer can edit the form and on clicking **submit** button DPIO's details will be updated.

ASSESSMENT

In the **ASSESSMENT** tab, following sub menu options viz. **New Request, Under Process, Document Called** are available.

The screenshot displays the RTI MIS web application interface. The browser address bar shows the URL `10.21.8.3:8080/citizen/rtimis/NODAL/index.php`. The application title is "RTI Request & Appeal Management Information System (RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT (selected), MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The ASSESSMENT sub-menu is expanded, showing: NEW REQUEST, UNDER PROCESS, and DOCUMENT CALLED. The user is identified as S. Narayanswamy, a Nodal Officer at the Department of Personnel & Training. The statistics are as follows:

Category	Value
Total Request Received	6360
Total Request Disposed of	5848
Total Request Pending	512
Total Request Pending with CP10	482
Total Request Pending with Me	30
Total Request Pending for Initial Action	4
Total Request Pending for Further Action	2
Total Appeal Received	815
Total Appeal Disposed of	541
Total Appeal Pending	274
Total Appeal Pending with FAA	264
Total Appeal Pending with Me (for Initial Action)	10
Total Request/Appeal Pending Due to Document Called	24 (24 - Request + 0 - Appeal)

At the bottom, there is a "What's New" section.

On clicking [NEW REQUEST](#) option, the list of new online requests received will be displayed.

The screenshot displays the RTI Request & Appeal Management Information System (RTI-MIS) interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/NODAL/recordsNewRequest.php. The page title is "RTI Request & Appeal Management Information System (RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main content area is titled "NEW ONLINE REQUEST'S" and shows the following information:

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Show 10 entries Search:

S.No.	Edit	Registration Number	Name	Received Date
1	<input type="radio"/>	DOP&T/R/2013/60101	Dinesh Singh	10-04-2013
2	<input type="radio"/>	DOP&T/R/2013/60403	virendra sonkeshariya	30-04-2013
3	<input type="radio"/>	DOP&T/R/2013/60582	Satish SS	07-05-2013
4	<input type="radio"/>	DOP&T/R/2013/60679	RAJEEV	08-05-2013
5	<input type="radio"/>	DOP&T/R/2013/60681	Vijay Nathani	08-05-2013
6	<input type="radio"/>	DOP&T/R/2013/60702	Hemraj Pandey	07-05-2013
7	<input type="radio"/>	DOP&T/R/2013/60706	NAGAMOHAN M	08-05-2013
8	<input type="radio"/>	DOP&T/R/2013/60725	pradeep	08-05-2013
9	<input type="radio"/>	DOP&T/R/2013/60732	gajenthira siva	08-05-2013
10	<input type="radio"/>	DOP&T/R/2013/60745	SURESH KUMAR	08-05-2013

Showing 1 to 10 of 58 entries First Previous 1 2 3 4 5 Next Last

Now by clicking on the [desired registration number](#) or edit radio button, "Update Online Request" screen will be displayed.

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

UPDATE ONLINE REQUEST

Public Authority: Department of Personnel & Training **Role :** Nodal Officer **User :** S. Narayanswamy

RTI Request Registration No. DOP&T/R/2013/60101 [Click here to print request](#)

Personal Details:-

Name	Dinesh Singh
Gender	Male
Address	Village Kuthar, PO Inpal, Tehsil Dehra District Kangra Himachal Pradesh
Pincode	176029
Country	India
State	Himachal Pradesh
Status	Rural
Educational Status	Literate
Educational Degree	
Phone No.	+91-1892269403
Mobile No.	+91 9905004344
Email-ID	dineshguleria@gmail.com

Request Details :-

Citizenship	Indian
Is the Requester Below Poverty Line	No
Amount Paid	₹ 0
Does it concern the Life or Liberty of a Person	Details not provided
Text of RTI Application	New Delhi having account number DL 7658 1990 to nev employer Sterlite Industries India Ltd SIII having account TN 29893 1904 The amount from NIIT Employees Trust, New Delhi was transferred on Sept, 2006

Request document 

Mode of Action Physical Forwarding Online Forwarding

Action

Print Reset Submit

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

Nodal officer has to select the **"Mode of Action"** radio button either **"Physical forwarding"** or **"Online Forwarding"**.

In the case of **"Physical Forwarding"**, nodal officer has to take a printout of the request by clicking on the option **"Click here to print request"** and the pdf file given in **"Request document"** field and to be forwarded to **CPIO** manually.

We will discuss the options given in the **Choose an Action** drop down field one by one:

Citizenship	Indian
Is the Requester Below Poverty Line	No
Amount Paid	₹10 .
Does it concern the Life or Liberty of a Person ?	No(Normal)
Text of RTI Application :	
<p>Kindly information on below point</p> <p>Is any employee working in State Government (U.P.) eligible for age relaxation in jobs of Central Government that is given on the basis of experience and working years in current job. If yes, kindly provide related</p> <p>Thank you</p>	
Request document	
* Mode of Action	
can also be transferred to 1. Agricultural Scientists Recruitment Board	
* Choose an Action	<ul style="list-style-type: none"> FORWARD REQUEST TO CPIO REQUEST FORWARD TO CPIO(s) AND TRANSFER TO OTHER PUBLIC AUTHORITY(s) REQUEST RETURN TO APPLICANT SUPPORTING DOCUMENT REQUIRED FROM APPLICANT TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY Search and/or select an action...
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

1st option: FORWARD REQUEST TO CPIO :

By selecting this option, the names of the All CPIOs of the Public Authority will be displayed in the drop down box. Then the nodal officer has to select the desired single CPIO or multiple CPIOs.

The screenshot shows the RTI MIS web application interface. The browser address bar displays the URL: rtionline.gov.in/RTIMIS/NODAL/updateCitizenRequest.php?regId=4JFUkq6yrFyv8mlU%2BsFowK0C2RMLY7LoYwZCb7G0syE%3D. The form fields are as follows:

- Citizenship:** Indian
- Is the Requester Below Poverty Line:** No
- Amount Paid:** ₹10
- Does it concern the Life or Liberty of a Person:** Details not provided.
- Text of RTI Application:** Need following information from UPSC as attached below
- Request document:** PDF icon
- * Mode of Action:** Choose Mode of Action (Online Forwarding, Physical Forwarding)
- * Choose an Action:** FORWARD REQUEST TO CPIO
- * Select CPIO From List:**
 - A. Goswami (Estt.D)
 - Ajay Kumar Singh (AVD-I)
 - A.K.Malhotra US(SR)
 - Amarjit Singh DS (Welfare)
 - Anil Tripathi US(TRG)

At the bottom of the form, there are three buttons: , , and .

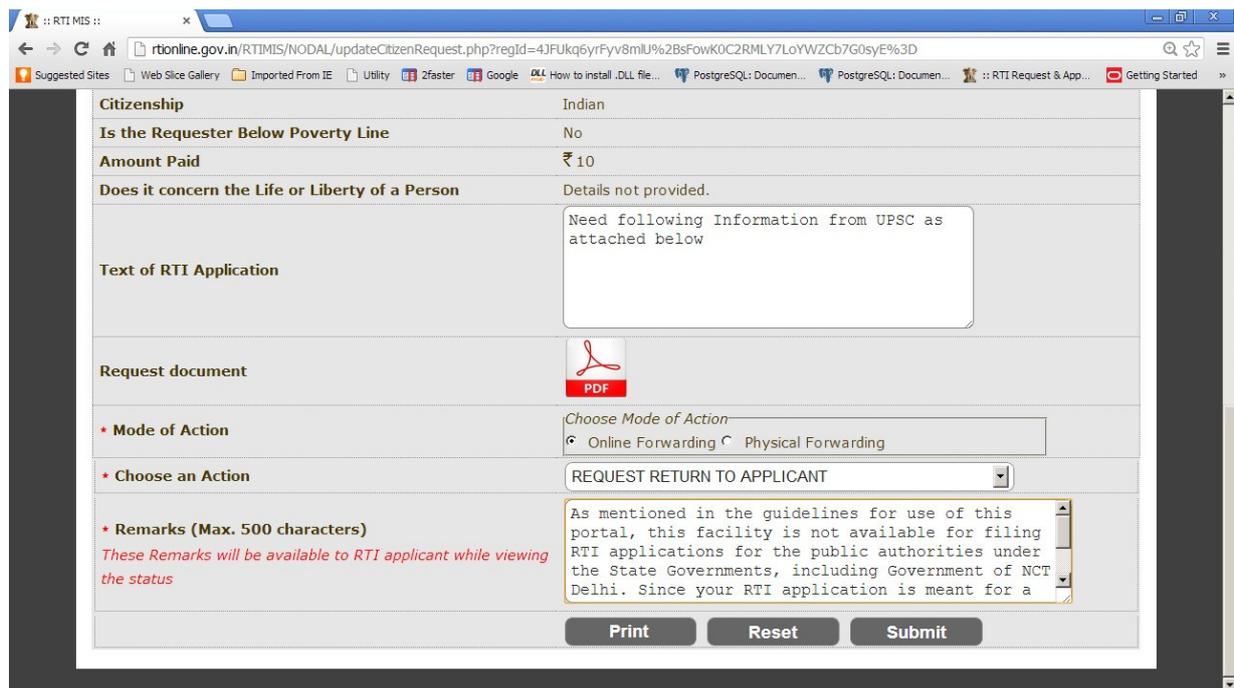
2nd option: REQUEST FORWARD TO CPIO(s) AND TRANSFER TO OTHER PUBLIC AUTHORITY(s) :

By selecting this option, the names of **All CPIOs and Public Authorities** will be displayed in the drop down box. Then the nodal officer has to **select the desired** single CPIO or **multiple CPIO's and Public Authorities**.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/updateCitizenRequest.php?regId=VWYyqOfWVxxOL97RvI8ub4Rh7USfnRzMUaRkw9bmd1vU%3D`. The page displays a form for updating a citizen request. At the top, there is a 'Request document' section with a PDF icon. Below this, the 'Mode of Action' is set to 'Online Forwarding'. The 'Choose an Action' dropdown menu is open, showing the selected option: 'REQUEST FORWARD TO CPIO(s) AND TRANSFER TO OTHER PUBLIC AUTHORITY(s)'. Underneath, the 'Select CPIO From List' dropdown is also open, displaying a list of CPIOs: 'A. Goswami (Estt.D)', 'A.K.Malhotra US(SR)', 'Ajay Kumar Singh (AVD-I)', 'Anil Tripathi US(TRG)', and 'Anurag Sharma'. A red message states: 'Original RTI Application will be marked to CPIO - A. Goswami (Estt.D)'. The 'Select Public Authority' dropdown is open, showing options: '---Select---', 'Cabinet Secretariat', 'Central Board of Direct Taxes', 'Central Board of Excise and Customs - Central Excise', and 'Central Board of Excise and Customs - Customs'. A text area for 'Remarks/Reason of Transfer for Central Board of Excise and Customs - Central Excise' is empty. At the bottom, there are 'Print', 'Reset', and 'Submit' buttons.

3rd option: REQUEST RETURN TO APPLICANT :

The Requests received online by Nodal Officers can be returned to the applicant, if the request is meant for the public authorities under the State Government, including NCT of Delhi.



The screenshot shows a web browser window with the URL rtionline.gov.in/RTIMIS/NODAL/updateCitizenRequest.php?regId=43Fukq6yrFyv8mlU%2BsfowK0C2RMLY7LoYWZCb7G0syE%3D. The form contains the following fields:

Citizenship	Indian
Is the Requester Below Poverty Line	No
Amount Paid	₹ 10
Does it concern the Life or Liberty of a Person	Details not provided.
Text of RTI Application	Need following Information from UPSC as attached below
Request document	
* Mode of Action	Choose Mode of Action <input checked="" type="radio"/> Online Forwarding <input type="radio"/> Physical Forwarding
* Choose an Action	REQUEST RETURN TO APPLICANT
* Remarks (Max. 500 characters) <i>These Remarks will be available to RTI applicant while viewing the status</i>	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

At the bottom of the form, there are three buttons: **Print**, **Reset**, and **Submit**.

By selecting this option **Remarks** field will be appeared, where in the nodal officer can type the communication matter of **maximum 500 characters**.

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

4th option: 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.

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

The screenshot shows the RTI MIS web application interface. The browser address bar displays the URL: `rtionline.gov.in/RTIMIS/NODAL/updateCitizenRequest.php?regId=4JFukq6yFyv8mU%2BsFowK0C2RMLY7LoYWZCb7G0syE%3D`. The form contains the following fields and values:

- Citizenship:** Indian
- Is the Requester Below Poverty Line:** No
- Amount Paid:** ₹ 10
- Does it concern the Life or Liberty of a Person:** Details not provided.
- Text of RTI Application:** Need following Information from UPSC as attached below
- Request document:** PDF icon
- Mode of Action:** Choose Mode of Action (Radio buttons for Online Forwarding and Physical Forwarding)
- Choose an Action:** SUPPORTING DOCUMENT REQUIRED FROM APPLICANT (Dropdown menu)
- Remarks (Max. 500 characters):** 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.

Buttons for **Print**, **Reset**, and **Submit** are visible at the bottom of the form.

5th option: TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY:

By selecting this option, the names of **All public Authorities** will be displayed in the drop down box. Then the nodal officer has to **select the desired** Public authority name.

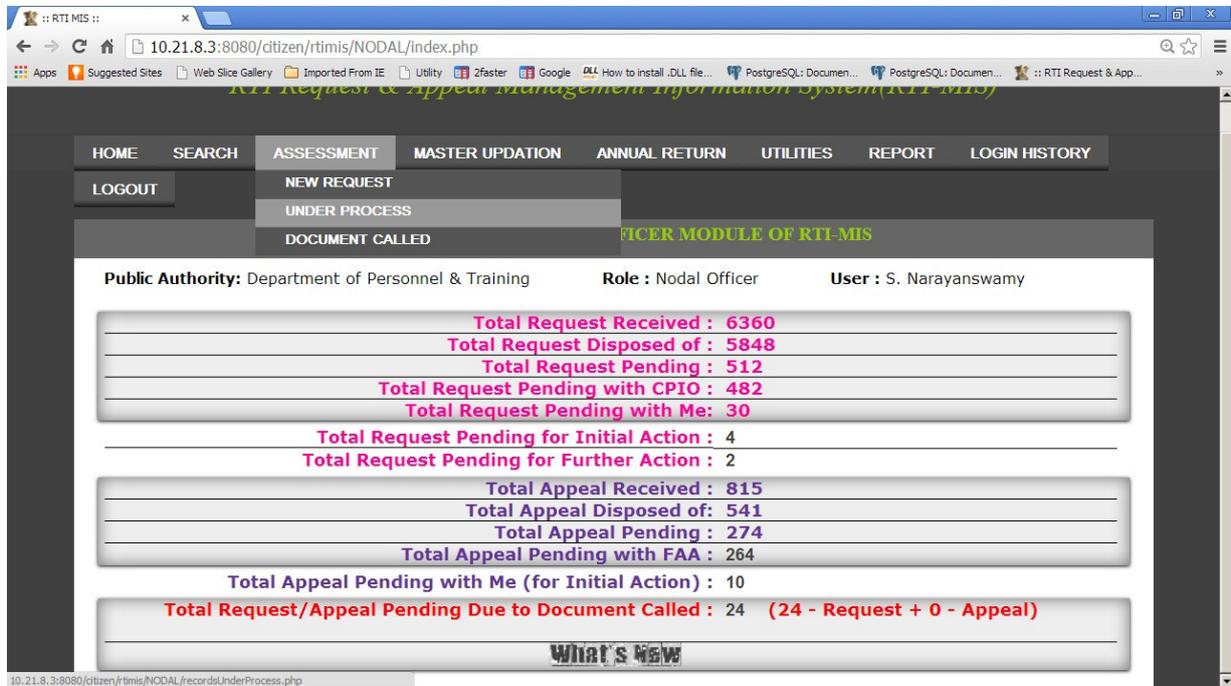
The screenshot shows the RTI MIS web application interface. The browser address bar displays the URL: `10.21.8.3:8080/citizen/rtimis/NODAL/updateCitizenRequest.php?regId=WWyq0FWVxxOL97Rvl8ub4Rh7USfnRzMUaRkw9bmd1vU%3D`. The form contains the following fields and values:

- Citizenship:** Indian
- Is the Requester Below Poverty Line:** No
- Amount Paid:** ₹ 10
- Does it concern the Life or Liberty of a Person:** Details not provided.
- Text of RTI Application:** unit of in derence services. This person is not a third person but it is me, it is described this because to understood and understand. I admit that I clearly know that leave cant be claimed as a right Please provide information on all the mentioned points separately and clearly in pdf
- Request document:** PDF icon
- Mode of Action:** Choose Mode of Action (Radio buttons for Online Forwarding and Physical Forwarding)
- Choose an Action:** TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY (Dropdown menu)
- Select Public Authority:** ---Select---, Cabinet Secretariat, Central Board of Direct Taxes, Central Board of Excise and Customs - Central Exc, Central Board of Excise and Customs - Customs (Dropdown menu)

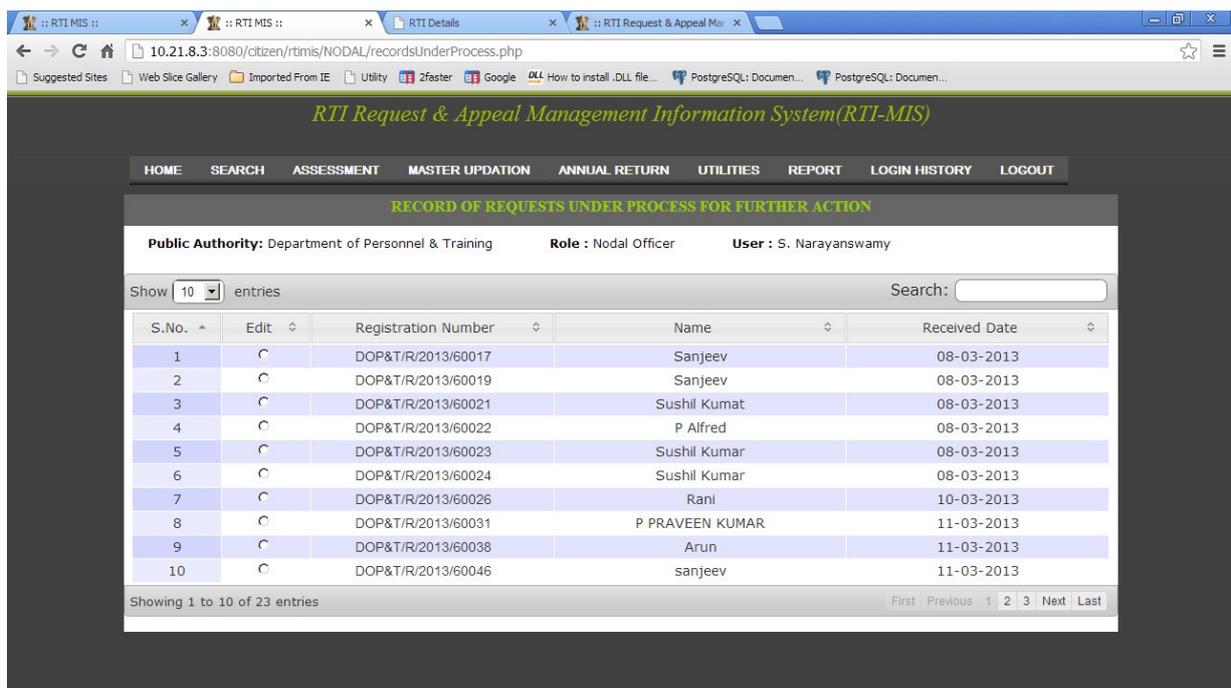
Buttons for **Print**, **Reset**, and **Submit** are visible at the bottom of the form.

Now by clicking on second submenu option **UNDER PROCESS**

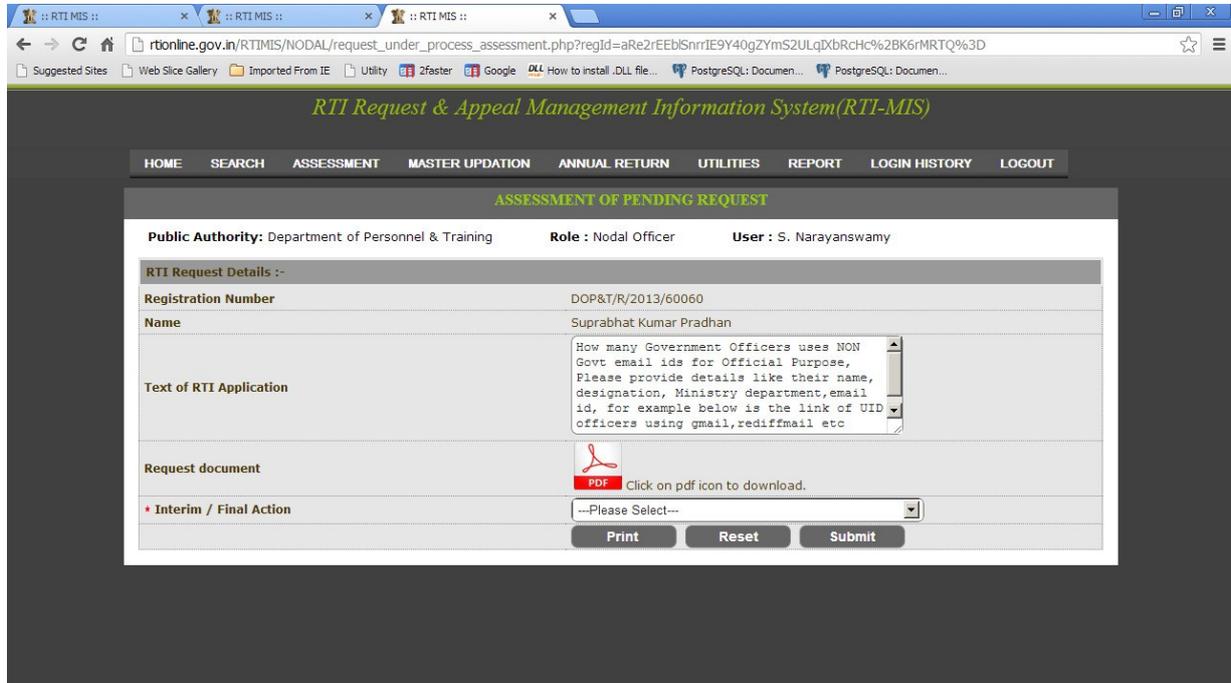
The list of Record of requests Under Process for further action will be displayed.



Now by clicking on the **desired registration number** or edit radio button, "**Assesment of pending Requests**" will be displayed which contains details of the pending request.



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



Nodal officer can select any action provided in the "Interim / Final Action" drop down. Here we will discuss these options one by one.

1st option : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION:

The screenshot shows the RTI-MIS web application interface. At the top, there is a navigation menu with options: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. Below this is the title 'ASSESSMENT OF PENDING REQUEST'. The user information is displayed as: Public Authority: Department of Personnel & Training, Role: Nodal Officer, User: S. Narayanswamy.

The main form area is titled 'RTI Request Details :-' and contains the following fields:

- Registration Number: DOP&T/R/2013/60017
- Name: Sanjeev
- Text of RTI Application: example
- Request document: Document not provided
- Interim / Final Action: ADDITIONAL PAYMENT REQUIRED FOR INFORMATION (selected)
- Select Mode(s) of Information Supply: Hard Copy
- Additional Payment Demanded: ₹
- Description of Contents of Letters (Max. 1000 Characters):

At the bottom of the form, there are three buttons: Print, Reset, and 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”**.

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.

2nd option: REQUEST DISPOSE OF :

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

RTI Request Details :-

Registration Number	DOP&T/R/2013/60026
Name	Rani
Text of RTI Application	Provide data about representation of SCs, STs OBCs in Central Government Services in respect of your Department of Revenue as on 01012009, 01012010, 01012011, 01012012, 01012013 showing details as received by DOPT from
Request document	Document not provided
* Interim / Final Action	REQUEST DISPOSE OF
File No. (if any) :	<input type="text"/>
* Information Provided To Citizen (To appear as a part of Converting Letter) :	<input type="text"/>
* Type of Disposal :	Full Information Supplied
Upload Reply Document (only pdf upto 1 MB) :	<input type="button" value="Choose File"/> No file chosen

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

Nodal officer has to take a printout of the request by clicking on the button **“Print”** if needed .

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

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

MESSAGE(S)

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

RTI Request is Disposed Of Successfully

Now by clicking on third submenu option [DOCUMENT CALLED](#)

The list of Records of request on which document is called will be displayed.

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

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Total Request Received :	6360
Total Request Disposed of :	5848
Total Request Pending :	512
Total Request Pending with CPIO :	482
Total Request Pending with Me :	30
Total Request Pending for Initial Action :	4
Total Request Pending for Further Action :	2

Total Appeal Received :	815
Total Appeal Disposed of :	541
Total Appeal Pending :	274
Total Appeal Pending with FAA :	264
Total Appeal Pending with Me (for Initial Action) :	10

Total Request/Appeal Pending Due to Document Called : 24 (24 - Request + 0 - Appeal)

RECORDS OF REQUEST ON WHICH DOCUMENT IS CALLED

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

Show 10 entries Search:

S.No.	Registration Number	Name	Date on Which Document Called
1	DOP&T/R/2013/60025	MD NAZIR	22-07-2013
2	DOP&T/R/2013/60040	Tejbir Singh Rawat	19-07-2013
3	DOP&T/R/2013/60101	Dinesh Singh	22-07-2013
4	DOP&T/R/2013/60403	virendra sonkeshariya	22-07-2013
5	DOP&T/R/2013/60429	Pranay Aryal	22-07-2013
6	DOP&T/R/2013/60626	Sanjeev Kumar Pandey	22-07-2013
7	DOP&T/R/2013/60725	pradeep	22-07-2013
8	DOP&T/R/2013/60745	SURESH KUMAR	22-07-2013
9	DOP&T/R/2013/60762	SURESH KUMAR	22-07-2013
10	DOP&T/R/2013/60841	VIJAYKUMAR	22-07-2013

Showing 1 to 10 of 19 entries First Previous 1 2 Next Last

Supporting document received from the applicant can be uploaded by using **Select Document** field.

The screenshot displays a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/attach_doc.php?reg=25QK%2FnEPg%2BMOkzntoSD6l14rbi5oje%2F0oVLtoM8XaRs%3D`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main content area is titled "ASSESSMENT OF PENDING REQUEST" and shows the following details:

- Public Authority:** Department of Personnel & Training
- Role :** Nodal Officer
- User :** S. Narayanswamy

• Registration Number	DOP&T/R/2013/60040
• Select an Action	---Please Select---
• Select Document (only pdf upto 1 MB) :	Choose File No file chosen

At the bottom of the form are two buttons: **Submit** and **Reset**.

UTILITIES

In the **UTILITIES** tab, following sub menu options viz. **DEACTIVATE LOGIN, CHANGE PASSWORD, RESET USER PASSWORD** are available.

The screenshot displays the RTI MIS web application interface. The browser address bar shows the URL `10.21.8.3:8080/citizen/rtimis/NODAL/index.php`. The application title is "RTI Request & Appeal management Information System (RTI MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The UTILITIES dropdown menu is open, showing options: WEBPAGE LINK, DEACTIVATE LOGIN, CREATE LOGIN, RESET NODAL OFFICER (SUB. PA), CHANGE PASSWORD, RESET USER PASSWORD, and USER MANUAL. The dashboard content includes a welcome message for a Nodal Officer, public authority information, and various statistics for requests and appeals.

WELCOME TO NODAL OFFICER MODU

Public Authority: Department of Personnel & Training **Role :** Nodal Office

Total Request Received :	63
Total Request Disposed of :	58
Total Request Pending :	5
Total Request Pending with CPIO :	482
Total Request Pending with Me:	30
Total Request Pending for Initial Action :	4
Total Request Pending for Further Action :	2

Total Appeal Received :	815
Total Appeal Disposed of:	541
Total Appeal Pending :	274
Total Appeal Pending with FAA :	264
Total Appeal Pending with Me (for Initial Action) :	10

Total Request/Appeal Pending Due to Document Called : 24 (24 - Request + 0 - Appeal)

What's New

10.21.8.3:8080/citizen/rtimis/NODAL/index.php#

Let us discuss them one by one:

DEACTIVATE LOGIN : ---

On clicking this option “**Deactivate CPIO Login**” screen appears.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/deActivateCPIOLogin.php`. The page title is "DEACTIVATE CPIO LOGIN". The user is logged in as "S. Narayanswamy" with the role of "Nodal Officer" at the "Department of Personnel & Training". The form has three radio buttons for selection: "Select CPIO", "Select DPIO", and "Select Appellate Authority". Each radio button is associated with a dropdown menu. Below the radio buttons are several input fields: "Name of CPIO", "Gender", "Designation", "Address", "PinCode", "Phone No.", "Email", and "Subject". At the bottom of the form, there is an "Appellate Authority Name" dropdown, a red warning message: "Please be sure of the user-id to be Deactivated. Once Deactivated, the user-id cannot be restored.", and two buttons: "DeActivate" and "Reset".

Nodal officer can select any one of radio button options, first one is for **CPIO** and second one is for **DPIO**, and third one is for **Appellate Authority**, there are three drop downs which are activated according to selection of radio button option.

These drop down contains the names of **CPIO**, **DPIO** and **Appellate Authority**, on selection of names from drop down, all fields of form are filled with details of **Appellate Authority**, **CPIO** or **DPIO**.

At last nodal officer needs to click on **Deactivate** button to deactivate user account of CPIO, DPIO or Appellate Authority

CHANGE PASSWORD :--

On click of this option **CHANGE PASSWORD FORM** appears, which have three fields namely “**Enter Current Password**”, “**Enter the New Password**”, “**Re-type the New Password**”, all fields are mandatory . **Nodal Officer** has to fill all information and click on “**submit**” button .

[RESET USER PASSWORD :---](#)

On click of this option “Change Password Form” screen is displayed.

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

CHANGE PASSWORD FORM

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

(Department of Personnel & Training)

(Please note that fields prefixed with * are mandatory)

* Select Role :

* Select User :

* New Password :

* Confirm New Password :

* Enter security code :

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

Submit Reset

When nodal officer selects a role from “Select Role” dropdown list, then “Select User” dropdown is filled with usernames and names related to selected role.

After that nodal officer will fill rest of the mandatory form fields and click on “submit” button, this will reset user password.

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

CHANGE PASSWORD FORM

Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

(Department of Personnel & Training)

(Please note that fields prefixed with * are mandatory)

* Select Role :

* Select User :

* New Password :

* Confirm New Password :

* Enter security code :

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

Submit Reset

SEARCH

On the search page **SEARCH REQUEST / APPEAL** screen will be available with various search criteria's now we will discuss them one by one:--

There are two radio button options viz. **RTI Request** and **First Appeal**, are available. Nodal officer can select any one of them .

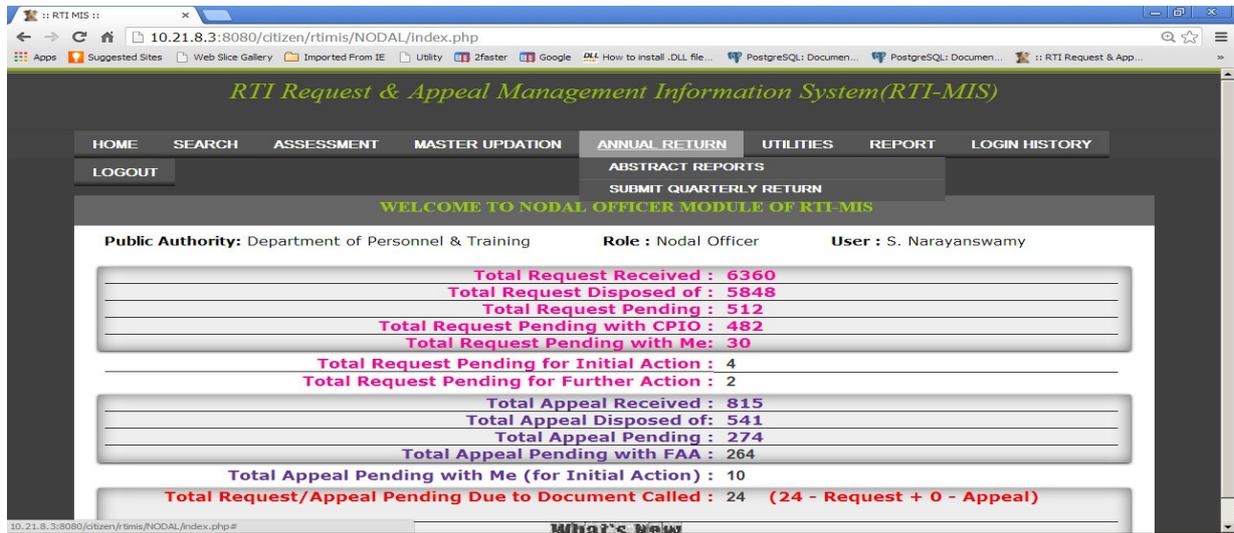
The screenshot shows a web browser window displaying the RTI-MIS search interface. The browser address bar shows the URL: 10.21.8.3:8080/citizen/rtimis/NODAL/serchForm.php. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main heading is "SEARCH REQUEST / APPEAL". Below this, the user information is displayed: Public Authority: Department of Personnel & Training, Role: Nodal Officer, and User: S. Narayanswamy. The search form contains the following fields and options:

- Enter Any Number Of Parameter(s) To Search A RTI Request / First Appeal.
- Choose RTI Request or First Appeal: RTI Request First Appeal
- Received Date: From: 18/06/2013 To: 18/06/2013
- Registration No.:
- Requester's / Appellant Name:
- Text of RTI Request / Appeal:
- State: --Please Select State--
- RTI Request/First Appeal Status: --Please Select Request Status--
- Search button

In **date** range field, nodal officer can **view report** between the two date's selected .

ANNUAL RETURN

In the **ANNUAL RETURN** tab, there are two sub menu options viz. **Abstract Reports** and **Submit Quarterly Return** are available.



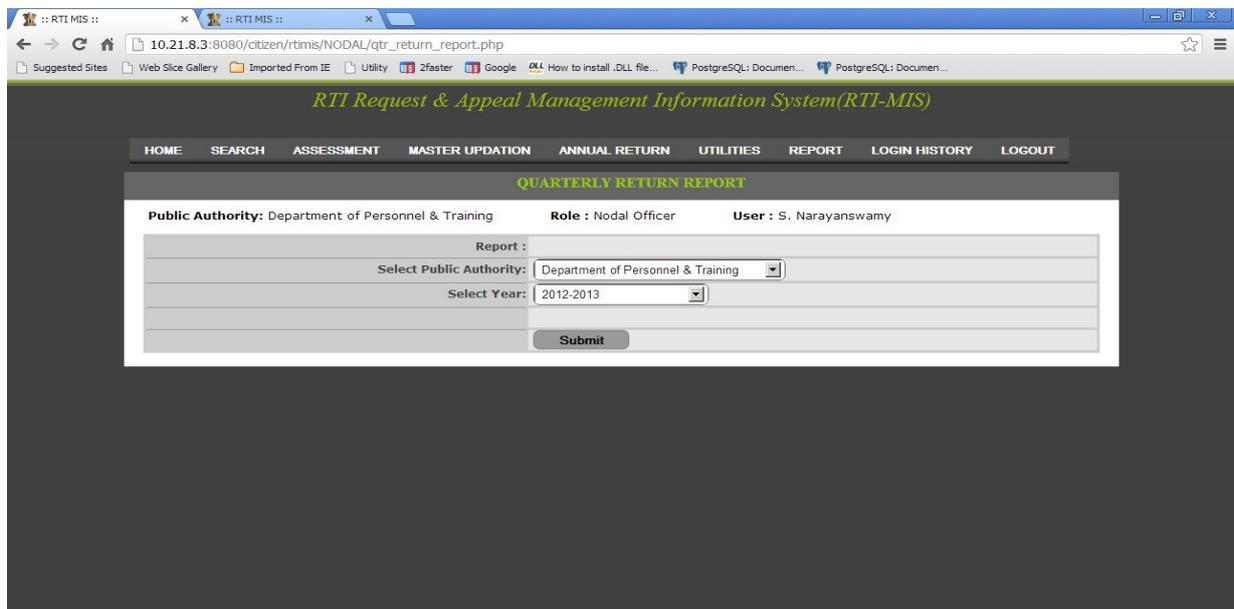
The screenshot shows the 'ANNUAL RETURN' section of the RTI-MIS system. The user is logged in as a Nodal Officer for the Department of Personnel & Training. The dashboard displays the following statistics:

Category	Value
Total Request Received	6360
Total Request Disposed of	5848
Total Request Pending	512
Total Request Pending with CPIO	482
Total Request Pending with Me	30
Total Request Pending for Initial Action	4
Total Request Pending for Further Action	2
Total Appeal Received	815
Total Appeal Disposed of	541
Total Appeal Pending	274
Total Appeal Pending with FAA	264
Total Appeal Pending with Me (for Initial Action)	10
Total Request/Appeal Pending Due to Document Called	24 (24 - Request + 0 - Appeal)

1st Option: Abstract Reports :---

On clicking [Abstract Reports](#) option, “Quarterly Return Report” screen will be displayed.

Nodal officer can select desired public authority name from “**Select Public Authority**” dropdown field and Year from “**Select Year**” dropdown.



The screenshot shows the 'QUARTERLY RETURN REPORT' form in the RTI-MIS system. The user is logged in as a Nodal Officer for the Department of Personnel & Training. The form includes the following fields:

- Report :
- Select Public Authority: Department of Personnel & Training
- Select Year: 2012-2013
- Submit button

After selecting desired search criteria, submit button has to be clicked, then **Abstract of Quarterly Returns** Report will be generated. On clicking **“Back”** button Quarterly Return Report query screen will be appeared again.

Department of Personnel & Training
Abstract of Quarterly Returns

Back

Year : 2012-2013
Ministry/Department/Organisation : Department of Personnel & Training

Sr.No.	Ministry/Department/Organisation	Quarter	Opening balance of Requests (as on start of Quarter)	No. of Requests Received during Quarter	Total no. of Requests (Column 4-5)	No. of Requests transferred to other PAs	Decisions where Applications for Information rejected	Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act	Total Amount Collected (fee+addl. charges+penalty) (Rs.)	No. of times various Provisions were invoked while Rejecting Requests														
										Relevant Sections of RTI Act 2005														
										Section 8(1)										Other Sections				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(9)	(11)	(24)	(Others)											
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	
1	Department of Personnel & Training	1	10	1	11	0	2	0	0	0	0	1	0	0	5	0	0	0	0	0	0	0	0	0
		2	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		3	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total			10	1	21	0	2	0	0	0	0	1	0	5	0	0	0	0	0	0	0	0	0	0

2nd option: SUBMIT QUATERLY RETURN :----

on clicking **SUBMIT QUATERLY RETURN** option **“SUBMIT QUATERLY RETURN “** screen will be displayed.

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

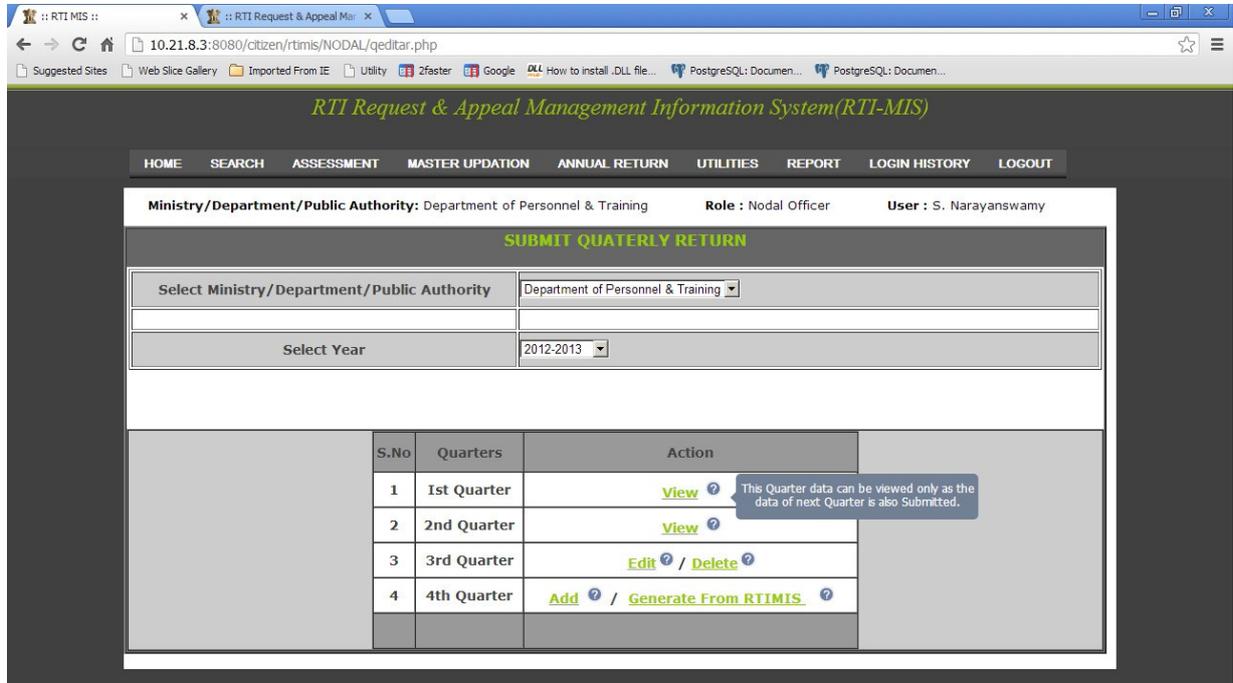
Ministry/Department/Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

SUBMIT QUATERLY RETURN

Select Ministry/Department/Public Authority: Department of Personnel & Training

Select Year: Select Year

Nodal officer has to select desired Ministry/Department/Public Authority option from “**Select Ministry/Department/Public Authority**” dropdown field and Select Year from “**Select Year**” dropdown.



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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

Ministry/Department/Public Authority: Department of Personnel & Training Role : Nodal Officer User : S. Narayanswamy

SUBMIT QUATERLY RETURN

Select Ministry/Department/Public Authority	Department of Personnel & Training
Select Year	2012-2013

S.No	Quarters	Action
1	Ist Quarter	View ?
2	2nd Quarter	View ?
3	3rd Quarter	Edit ? / Delete ?
4	4th Quarter	Add ? / Generate From RTIMIS ?

The Quarter data can be viewed only as the data of next Quarter is also Submitted.