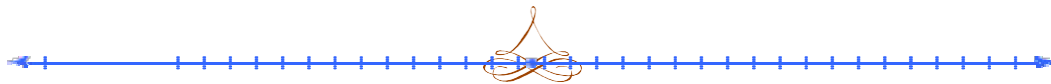


# *User Manual*

## *RTI Request & Appeal Management Information System*

*(RTI-MIS)*

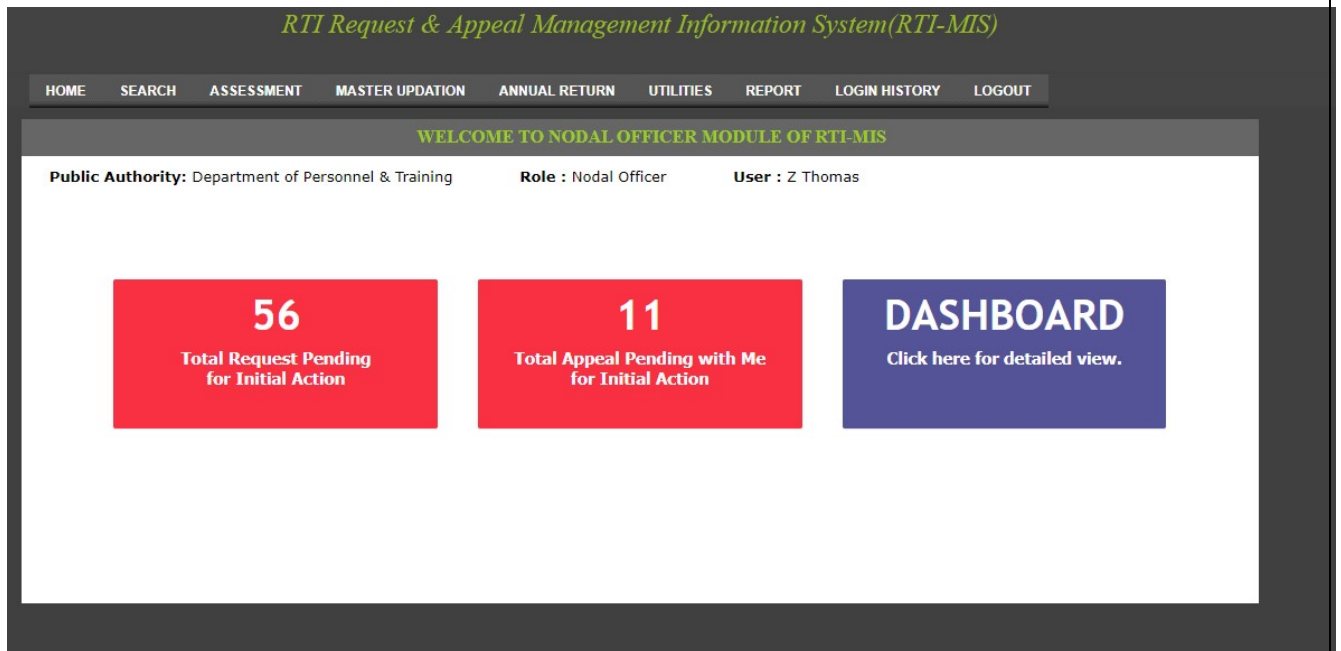


*Nodal Officer*

**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.



## 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 application title is "RTI Request & Appeal Management Information System (RTI MIS)". The main navigation menu includes: HOME, SEARCH, ASSESSMENT, **MASTER UPDATION**, ANNUAL RETURN, UTILITIES, REPORT, and LOGIN HISTORY. A sub-menu for MASTER UPDATION is open, listing: PUBLIC AUTHORITY DETAILS, APPELLATE AUTHORITY DETAILS, CPIO DETAILS, DPIO DETAILS, TRANSPARENCY OFFICER DETAILS, and REQUEST CATEGORY. The user is logged in as "User : S. Narayanswamy". The dashboard shows the following statistics:

Category	Value
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:-

### 1<sup>st</sup> 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 browser's address bar and tabs are visible. The page has a navigation menu with links: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main content area is titled "ADD/UPDATE APPELLATE AUTHORITY DETAILS" in green. Below the title, the user's session information is displayed: "Public Authority: Department of Personnel & Training", "Role : Nodal Officer", and "User : S. Narayanswamy". The form contains several fields and sections:

- Select Ministry/Department/Organization :** A dropdown menu currently showing "Department of Personnel & Training".
- Select Appellate Authority :** A dropdown menu currently showing "--Select--". Below it, a note says: "\* Select Appellate Name to Modify/Delete Details or 'New Appellate' to add new Appellate".
- Add New Appellate Authority** (Section Header): A red text label.
- (Please note that fields prefixed with \* are mandatory)** (Note): A green text label.
- \* Name of Appellate Authority :** A text input field. Below it, a note says: "Please Don't add Shri/Smt./Ms. before the Name".
- \* Gender :** A dropdown menu currently showing "--Select--".
- \* Designation :** A text input field.
- \* Address :** A text input field.
- Phone :** A text input field with a phone icon and a help icon.
- Fax :** A text input field with a fax icon and a help icon.
- Email :** A text input field.
- Create new Login** (Section Header): A red text label.
- Yes No** (Radio Buttons): Two radio buttons, "Yes" and "No", with "No" selected.
- Subject :** A text input field.
- Name of the Predecessor Appellate Authority (if any) :** A dropdown menu currently showing "--Select--". Below it, a note says: "(Please note that the cases dealt by the selected Appellate Authority will be transferred in the name of newly created Appellate Authority)".
- Submit** and **Reset** (Buttons): Two buttons at the bottom of the form.

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 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". The user is logged in as "S. Narayanswamy" with the role of "Nodal Officer" for the "Department of Personnel & Training".

The form contains the following fields and options:

- 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 ☒ No ☐)
- \* Enter Username :** chetan
- \* Enter Password :** [masked]
- Subject :** Appellate Authority
- Name of the Predecessor Appellate Authority (if any) :** --Select--

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

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 bar includes links: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main heading is "ADD/UPDATE APPELLATE AUTHORITY DETAILS".

At the top of the form, it displays: **Public Authority:** Department of Personnel & Training, **Role :** Nodal Officer, **User :** S. Narayanswamy.

The form contains the following fields and values:

- 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

At the bottom of the form are two buttons: **Submit** and **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 : --Select--

\* Designation :

\* Address :

Pin Code :

Phone :

Email :

Create new Login: ☐ Yes ☒ No

Subject :

\* Appellate Authority Name : --Select--

Name of the Predecessor CPIO (if any) : --Select--

(Please note that the cases dealt by the selected 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.

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

\* Gender : --Select--

\* Designation : Under Secretary (Trg)

\* Address : D/o Personnel & Training  
Old JNU Campus

Pin Code :

Phone :

Email : anitripathi@hotmail.com

Create new Login: Yes ☒ No ☐

\* Enter Username : anil

\* Enter Password :

Subject : ISTM

\* Appellate Authority Name : Shri K.K.Chugh

Name of the Predecessor CPIO (if any) : K. Suresh Kumar  
Please note that the cases dealt by the selected CPIO will be transferred in the name of newly created CPIO

Submit    Reset

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.

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

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

Select CPIO : A. Goswami  
\* Select CPIO Name to Modify/Delete Details or 'New CPIO' to add new CPIO

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

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

\* Gender : Male

\* Designation : Under Secretary (Estt-D-II)

\* Address : D/o Personnel & Training  
North Block  
New Delhi

Pin Code : 110001

Phone : 23094575

Email : us2estd@nic.in

Subject : Age relaxation, Compassionate appointments, Appointment of meritorious sport persons, Seniority of Central Services except Railway and services under control of Department of Atomic Energy, Policy relating to optimization of direct

\* Appellate Authority Name : Ms. Mukta Goel

Submit    Reset

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

**Submit** **Reset**

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 : .....

**Submit** **Reset**

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.

The screenshot shows a web browser window with the URL `10.21.8.3:8080/citizen/rtimis/NODAL/UpdateDPIOList.php`. The page title is "RTI Request & Appeal Management Information System(RTI-MIS)". The navigation menu includes: HOME, SEARCH, ASSESSMENT, MASTER UPDATE, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main heading is "UPDATE DPIO".

At the top of the form, it displays: **Public Authority:** Department of Personnel & Training, **Role :** Nodal Officer, and **User :** S. Narayanswamy.

The form fields are as follows:

- Public Authority :** Department of Personnel & Training
- Select DPIO :** Test DPIO (dropdown menu)
- Modify Details (Please note that fields prefixed with \* are mandatory)**
- \* Name of Deemed PIO :** Test DPIO
- \* Sex :** Male (dropdown menu)
- \* Designation :** Test
- \* Address :** Test
- Pin Code :** 110006
- Phone :** 252561771
- Fax :** 272772616
- Email :** (empty field)

At the bottom of the form are two buttons: **Submit** and **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**, 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 logged in as S. Narayanswamy, with the role of Nodal Officer, representing the Public Authority: Department of Personnel & Training.

**OFFICER MODULE OF 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 CPJO :	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/recordsNewRequest.php



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 system 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". It shows the user's role as "Nodal Officer" and the user as "S. Narayanswamy". The public authority is "Department of Personnel & Training". Below this, there is a search bar and a table of requests. The table has columns for S.No., Edit, Registration Number, Name, and Received Date. The table displays 10 entries, with a total of 58 entries shown. The first 10 entries are listed below.

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

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 9905004244
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 19900 to new employer Sterilite Industries India Ltd SIIL having account TN 29893 1904 The amount from NIIT Employees Trust, New Delhi was transferred on Sept, 2006

**Request document**

 PDF

• Mode of Action   Choose Mode of Action  
☒ Physical Forwarding   ☐ Online Forwarding

• Action   ---Please Select---

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 :	
<div>Kindly information on below point 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 Thank you</div>	
Request document	
* Mode of Action	
can also be transferred to 1. Agricultural Scientists Recruitment Board	
* Choose an Action	
<div>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...</div>	
<div>Submit Reset</div>	


## 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.

RTI MIS ::

rtionline.gov.in/RTIMIS/NODAL/updateCitizenRequest.php?regId=4JFukq6yrFyv8mlU%2BsFowK0C2RMLY7LoYVWZCb7G0syE%3D

Suggested Sites Web Slice Gallery Imported From IE Utility Zfaster Google DLL file... PostgreSQL: Documen... PostgreSQL: Documen... RTI Request & App... Getting Started

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	<div>Need following Information from UPSC as attached below</div>
Request document	
* Mode of Action	Choose Mode of Action <input checked="" type="radio"/> Online Forwarding <input type="radio"/> Physical Forwarding
* Choose an Action	FORWARD REQUEST TO CPIO
* Select CPIO From List	<div>A. Goswami (Esti D) Ajay Kumar Singh (AVD-I) A.K.Malhotra US(SR) Amarjit Singh DS (Welfare) Anil Tripathi US(TRG)</div>
<div>Print Reset Submit</div>	

## 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=VVWYqOfWVxxOL97RvI8ub4Rh7USfnRzMUaRkw9bmd1vU%3D`. The page displays a form for updating a citizen request. The 'Request document' section shows a PDF icon. The 'Mode of Action' section has radio buttons for 'Online Forwarding' (selected) and 'Physical Forwarding'. The 'Choose an Action' dropdown menu is set to 'REQUEST FORWARD TO CPIO(s) AND TRANSFER TO OTHER PUBLIC AUTHORITY(s)'. Below this, the 'Select CPIO From List' dropdown menu is open, showing a list of names: '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 menu 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'. The 'Remarks/Reason of Transfer for Central Board of Excise and Customs - Central Excise' field 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=43Fukq6yrfYv8mIU%2BsFowK0C2RMLY7LoYVWZCb7G0syE%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	
* 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 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=43Fukq6yrfYv8mIU%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 (Online Forwarding, Physical Forwarding)
- Choose an Action**: SUPPORTING DOCUMENT REQUIRED FROM APPLICANT
- 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 at the bottom: Print, Reset, Submit.

#### 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=WWyqOfWVxxOL97RvI8ub4Rh7USfnRzMUaRkw9bmd1vU%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 or 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 (Online Forwarding, Physical Forwarding)
- Choose an Action**: TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY
- Select Public Authority**: ---Select---, Cabinet Secretariat, Central Board of Direct Taxes, Central Board of Excise and Customs - Central Excise, Central Board of Excise and Customs - Customs

Buttons at the bottom: Print, Reset, Submit.

Now by clicking on second submenu option [UNDER PROCESS](#)

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

The screenshot shows the RTI MIS dashboard with the 'UNDER PROCESS' submenu selected. The dashboard displays the following statistics:

- 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)

The dashboard also includes a 'What's New' section at the bottom.

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.

The screenshot shows the RTI MIS dashboard with the 'RECORD OF REQUESTS UNDER PROCESS FOR FURTHER ACTION' table displayed. The table contains the following data:

S.No.	Edit	Registration Number	Name	Received Date
1	<input type="radio"/>	DOP&T/R/2013/60017	Sanjeev	08-03-2013
2	<input type="radio"/>	DOP&T/R/2013/60019	Sanjeev	08-03-2013
3	<input type="radio"/>	DOP&T/R/2013/60021	Sushil Kumar	08-03-2013
4	<input type="radio"/>	DOP&T/R/2013/60022	P Alfred	08-03-2013
5	<input type="radio"/>	DOP&T/R/2013/60023	Sushil Kumar	08-03-2013
6	<input type="radio"/>	DOP&T/R/2013/60024	Sushil Kumar	08-03-2013
7	<input type="radio"/>	DOP&T/R/2013/60026	Rani	10-03-2013
8	<input type="radio"/>	DOP&T/R/2013/60031	P PRAVEEN KUMAR	11-03-2013
9	<input type="radio"/>	DOP&T/R/2013/60038	Arun	11-03-2013
10	<input type="radio"/>	DOP&T/R/2013/60046	sanjeev	11-03-2013

The table is displayed with 10 entries per page. The dashboard also includes a search bar and a 'Show 10 entries' dropdown.

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.

The screenshot shows a web browser window with the URL `rtionline.gov.in/RTIMIS/NODAL/request_under_process_assessment.php?regId=aRe2rEEbSnrrIE9Y40gZymS2ULqXbRcHc%2BK6rMRTQ%3D`. The page title is *RTI Request & Appeal Management Information System(RTI-MIS)*. The navigation bar includes links: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main heading is **ASSESSMENT OF PENDING REQUEST**. Below this, the user information is displayed: **Public Authority:** Department of Personnel & Training, **Role :** Nodal Officer, and **User :** S. Narayanswamy. The form is titled **RTI Request Details :-** and contains the following fields: 

- Registration Number:** DOP&T/R/2013/60060
- Name:** Suprabhat Kumar Pradhan
- Text of RTI Application:** A text area containing the text: "How many Government Officers uses NON Govt email ids for Official Purpose, Please provide details like their name, designation, Ministry department, email id, for example below is the link of UID officers using gmail,rediffmail etc".
- Request document:** A field containing a PDF icon and the text "Click on pdf icon to download."
- Interim / Final Action:** A dropdown menu with the text "---Please Select---

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

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



## 1<sup>st</sup> option : ADDITIONAL PAYMENT REQUIRED FOR INFORMATION:

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

**RTI Request Details :-**

Registration Number	DOP&T/R/2013/60017
Name	Sanjeev
Text of RTI Application	<input type="text" value="sample"/>
Request document	Document not provided
* Interim / Final Action	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION
* Select Mode(s) of Information Supply :	Hard Copy
* Additional Payment Demanded :	₹ <input type="text"/>
* Description of Contents of Letters (Max. 1000 Characters) :	<input type="text"/>

Print      Reset      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 :

The screenshot shows a web browser window with the URL `rtionline.gov.in/RTIMIS/NODAL/request_under_process_assessment.php?regId=w8xQwTsTTE3ATBjZQoUf%2B2RKsdj5TKSDCWIBwgcWo%3D`. The page title is "RTI MIS ::". The navigation bar includes links: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, LOGIN HISTORY, and LOGOUT. The main heading is "ASSESSMENT OF PENDING REQUEST".

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) :	
* Information Provided To Citizen (To appear as a part of Converting Letter) :	
* Type of Disposal :	Full Information Supplied
Upload Reply Document (only pdf upto 1 MB) :	Choose File No file chosen

Buttons: Print, Reset, Submit

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.

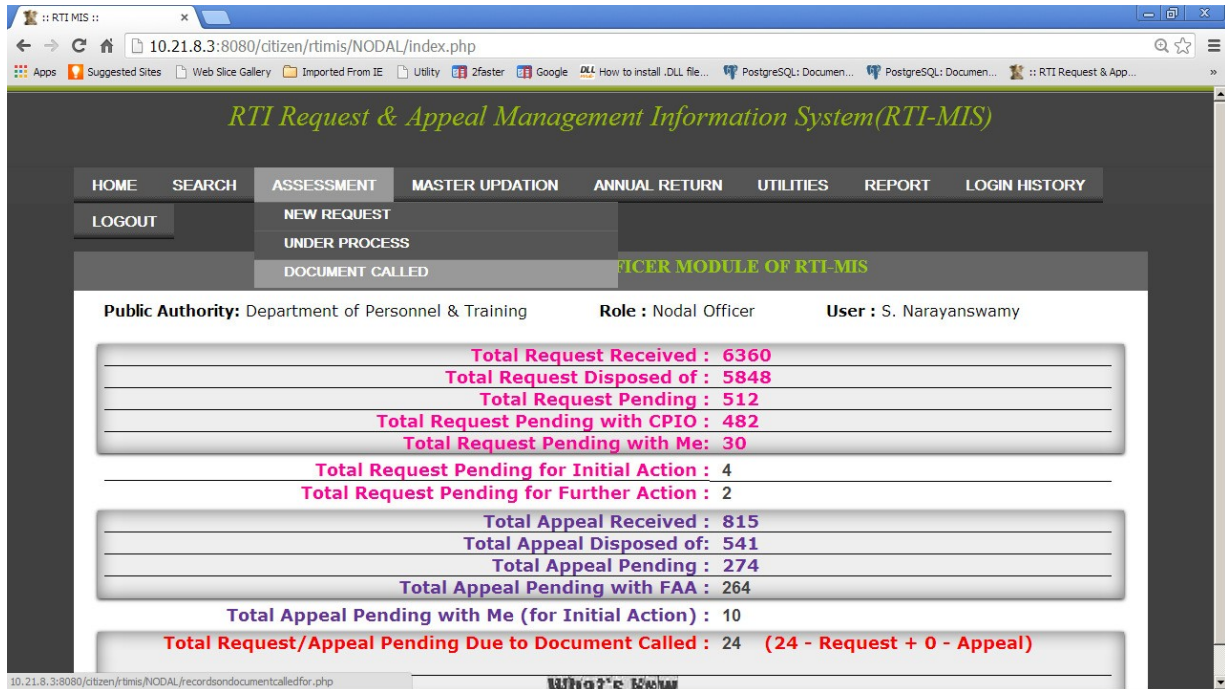
The screenshot shows the "MESSAGE(S)" page of the RTI MIS. The navigation bar is the same as the previous screenshot. The main heading is "MESSAGE(S)".

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

**RTI Request is Disposed Of Successfully**

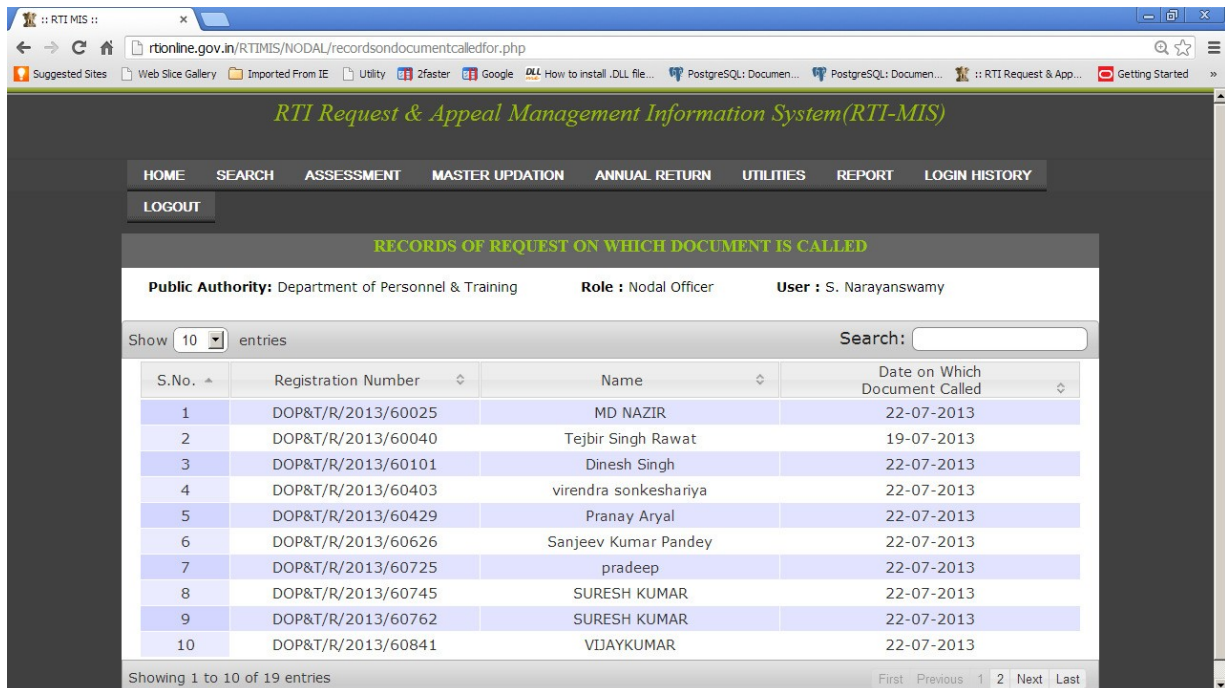
Now by clicking on third submenu option [DOCUMENT CALLED](#)

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



The screenshot shows the RTI MIS dashboard. The top navigation bar includes links for HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES, REPORT, and LOGIN HISTORY. Below this, there are sub-menus for LOGOUT, NEW REQUEST, UNDER PROCESS, and DOCUMENT CALLED. The DOCUMENT CALLED option is highlighted. The main content area displays the following statistics:

- 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)



The screenshot shows the RTI MIS dashboard with the RECORDS OF REQUEST ON WHICH DOCUMENT IS CALLED option selected. The main content area displays the following statistics:

- 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

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

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY

LOGOUT

ASSESSMENT OF PENDING REQUEST

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) :	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/> <input type="button" value="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 has a dark-themed navigation bar with the following tabs: HOME, SEARCH, ASSESSMENT, MASTER UPDATION, ANNUAL RETURN, UTILITIES (selected), REPORT, and LOGIN HISTORY. A LOGOUT button is located on the left side of the navigation bar. The main content area is titled "WELCOME TO NODAL OFFICER MODU" and displays the user's role as "Nodal Officer" for the "Department of Personnel & Training". A dropdown menu is open under the UTILITIES tab, listing the following options: WEBPAGE LINK, DEACTIVATE LOGIN, CREATE LOGIN, RESET NODAL OFFICER (SUB. PA), CHANGE PASSWORD, RESET USER PASSWORD, and USER MANUAL. The dashboard features several statistics boxes with the following data:

- Total Request Received :** 63
- Total Request Disposed of :** 58
- Total Request Pending :** 51
- 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)

The bottom of the page includes a "What's New" section and a footer with the URL `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.

**DEACTIVATE CPIO LOGIN**

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

☒ Select CPIO      ☐ Select DPIO      ☐ Select Appellate Authority

--Select CPIO--      --Select DPIO--      --Select Appellate Authority--

\* Name of CPIO :

\* Gender :

\* Designation :

\* Address :

PinCode :

Phone No. :

Email :

Subject :

Appellate Authority Name :

Please be sure of the user-id to be Deactivated. Once Deactivated, the user-id cannot be restored.

DeActivate      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**.



**DEACTIVATE CPIO LOGIN**

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

Select CPIO: A. Goswami (Estt.D)      Select DPIO: --Select DPIO--      Select Appellate Authority: --Select Appellate Authority--

\* Name of CPIO : A. Goswami (Estt.D)

\* Gender : Male

\* Designation : Under Secretary (Estt-D-II)

\* Address : D/o. Personnel & Training  
North Block  
New Delhi

PinCode : 110001

Phone No. : 23094575

Email : us2estd@nic.in

Subject : Age relaxation, Compassionate appointments, Appointment of meritorious sport persons, Seniority of Central Services except Railway and services under control of Department of Atomic Energy, Policy relating to optimization of direct

Appellate Authority Name : Ms. Mukta Goel

Please be sure of the user-id to be Deactivated. Once Deactivated, the user-id cannot be restored.

DeActivate      Reset

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 .

**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)

\* Enter Current Password : .....

\* Enter the New Password : .....

\* Re-type the New Password : .....

Submit      Reset

## 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 with 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 (selected), First Appeal
- Received Date:** From : 18/06/2013, To : 18/06/2013
- Registration No. :** [Text Input]
- Requester's / Appellant Name :** [Text Input]
- Text of RTI Request / Appeal :** [Text Input]
- 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 application. The user is logged in as S. Narayanswamy, a Nodal Officer at the Department of Personnel & Training. The page 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)

### 1<sup>st</sup> Option: Abstract Reports :---

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

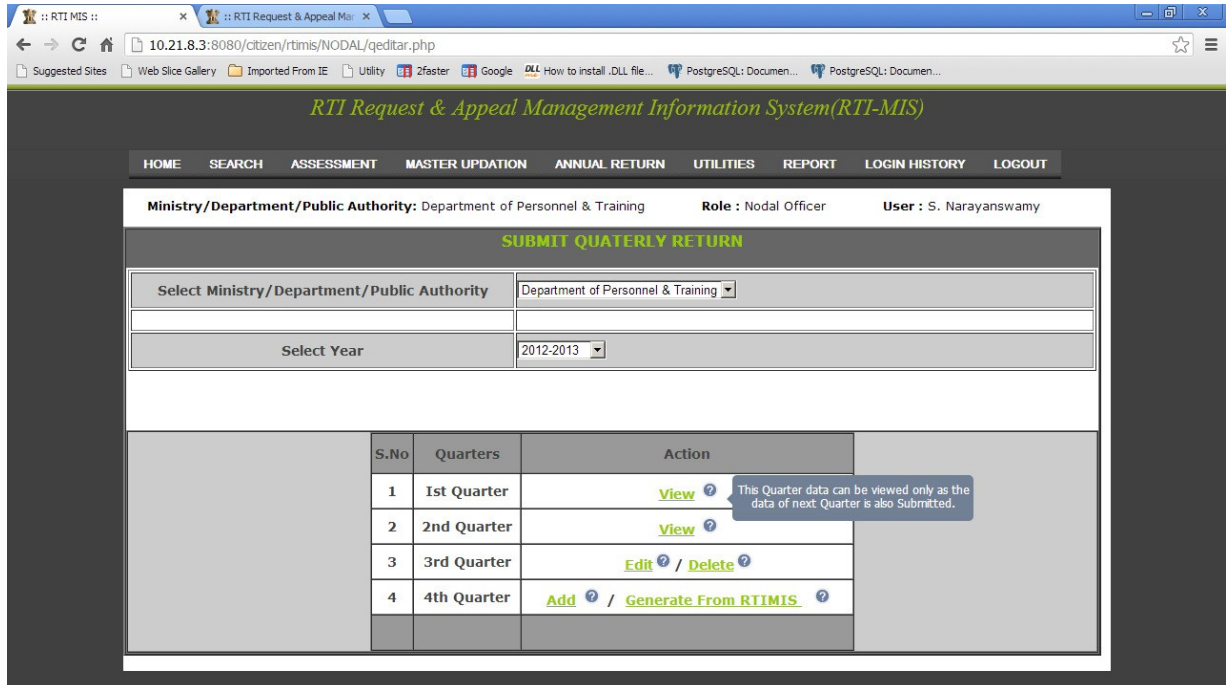
Nodal officer can select desired public authority name from “**Select Public Authority**” dropdown field and Year from “**Select Year**” dropdown.

The screenshot shows the 'QUARTERLY RETURN REPORT' page. The user is logged in as S. Narayanswamy, a Nodal Officer at the Department of Personnel & Training. The page displays a form with the following fields:

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



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	<a href="#">View</a>
2	2nd Quarter	<a href="#">View</a>
3	3rd Quarter	<a href="#">Edit</a> / <a href="#">Delete</a>
4	4th Quarter	<a href="#">Add</a> / <a href="#">Generate From RTIMIS</a>

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