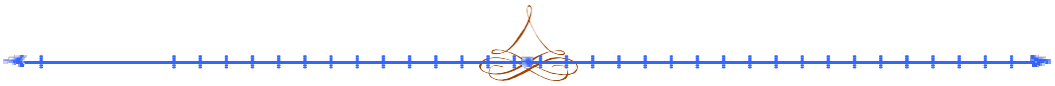
User Manual

RTI Request & Appeal Management Information System

(RTI-MIS)

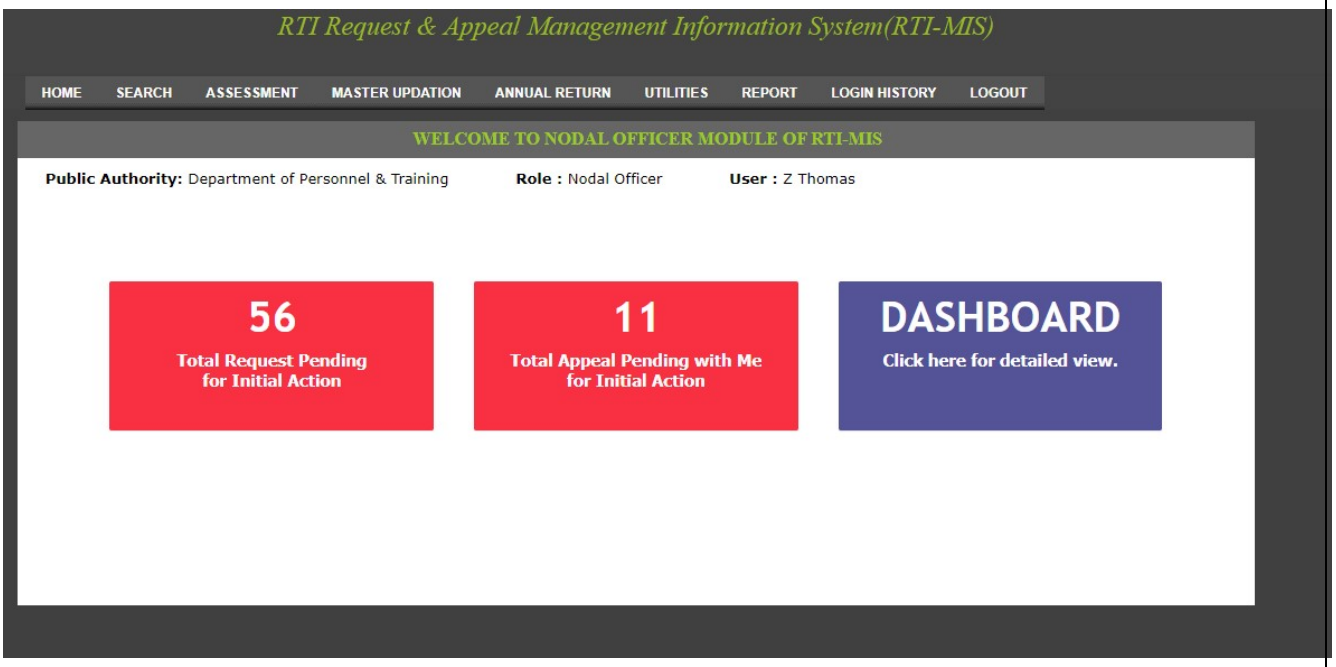


Nodal Officer

Department of Personnel & Training,
M/o Personnel, Public Grievances & Pensions,
North Block, New Delhi-110001

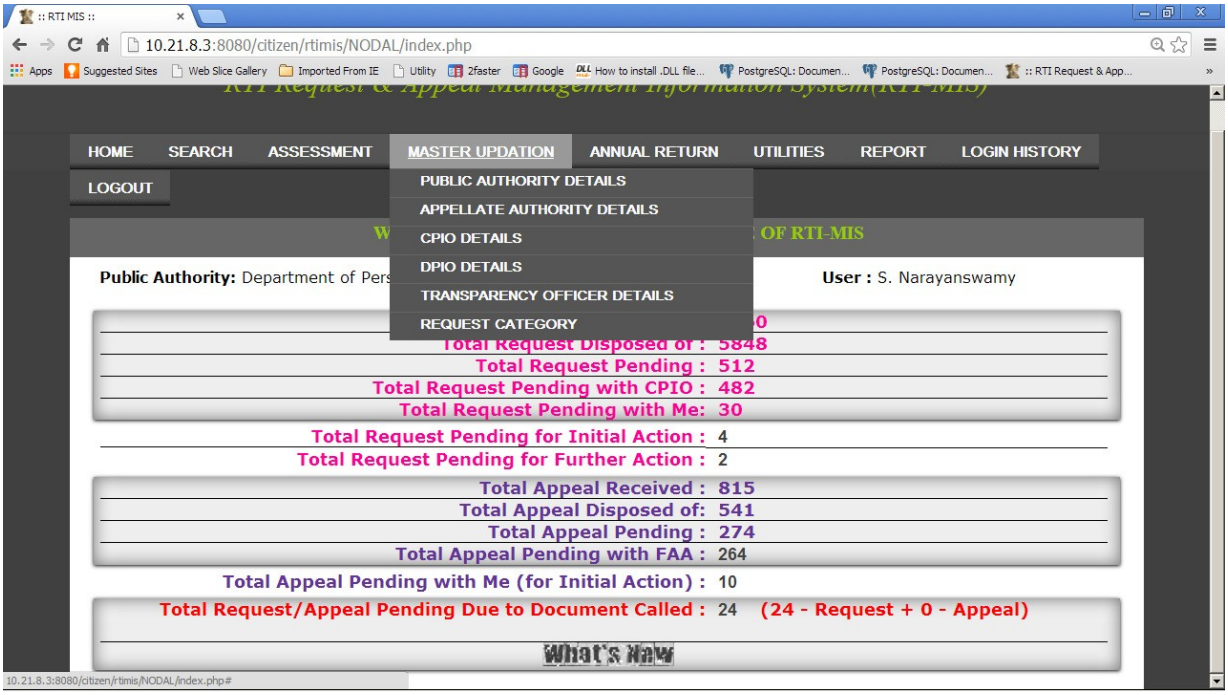
National Informatics Centre
D/o Information Technology
M/o Comm. & IT, Govt. of India

After providing the username and password in the login screen, click on the login button. You will see this home page.



MASTER UPDATION

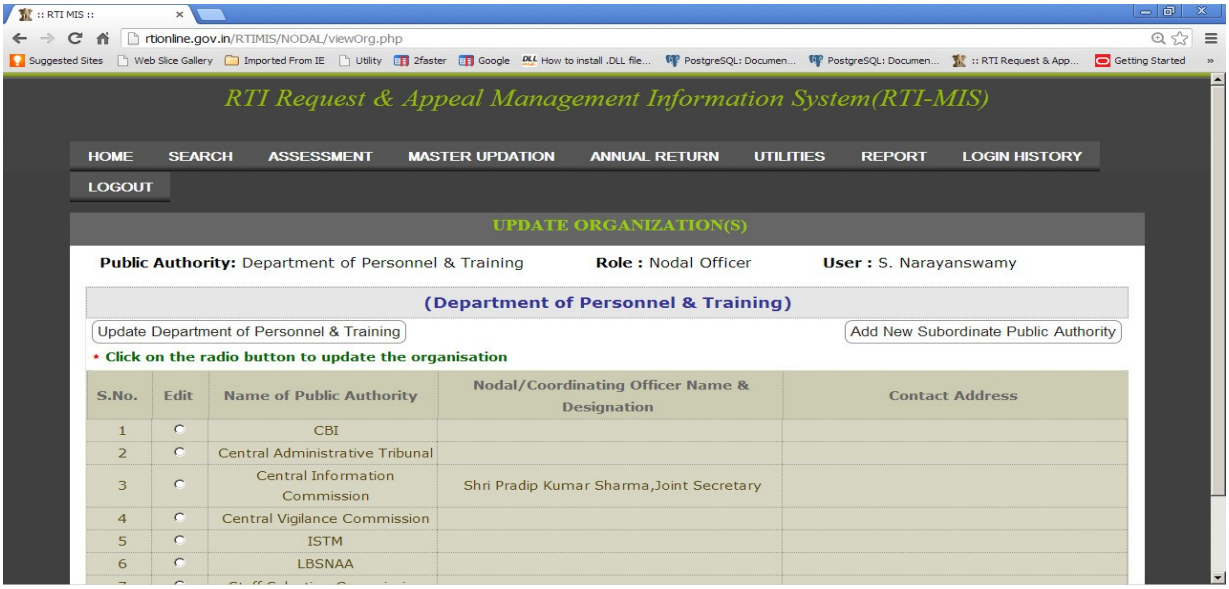
In **MASTER UPDATION** tab, the following sub menu options viz. **PUBLIC AUTHORITY DETAILS, APPELLATE AUTHORITY DETAILS, CPIO DETAILS, DPIO DETAILS** are available.



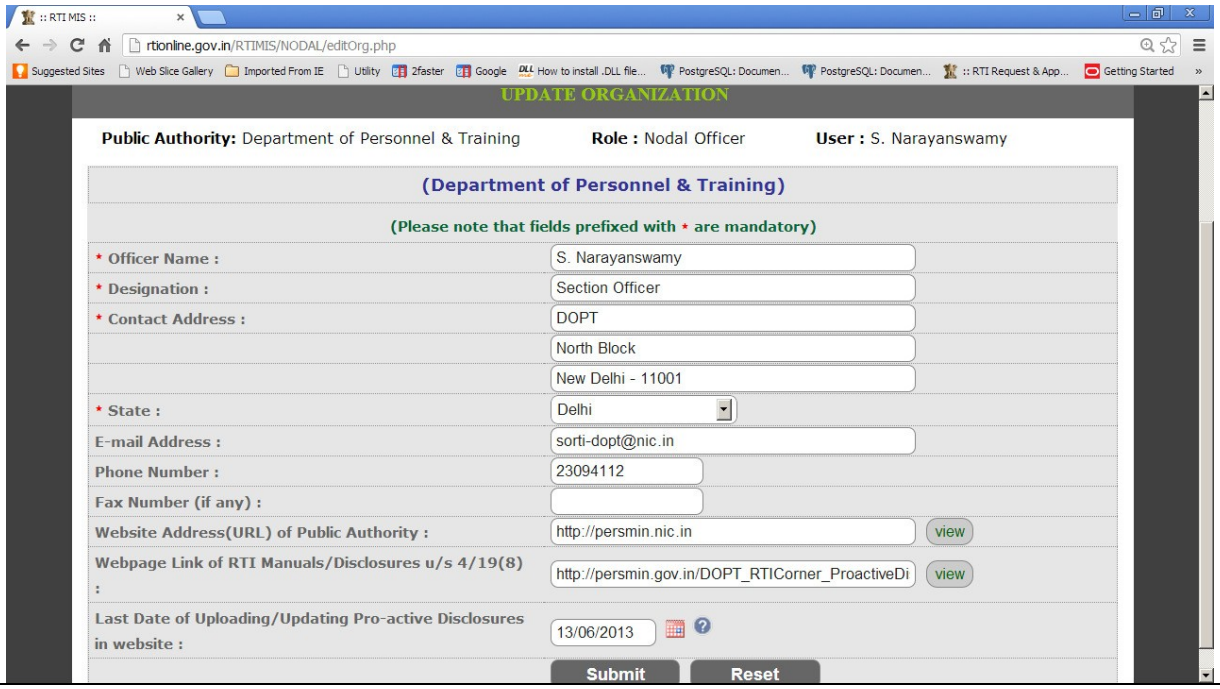
Now we will discuss all sub menu options one by one:-

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.**

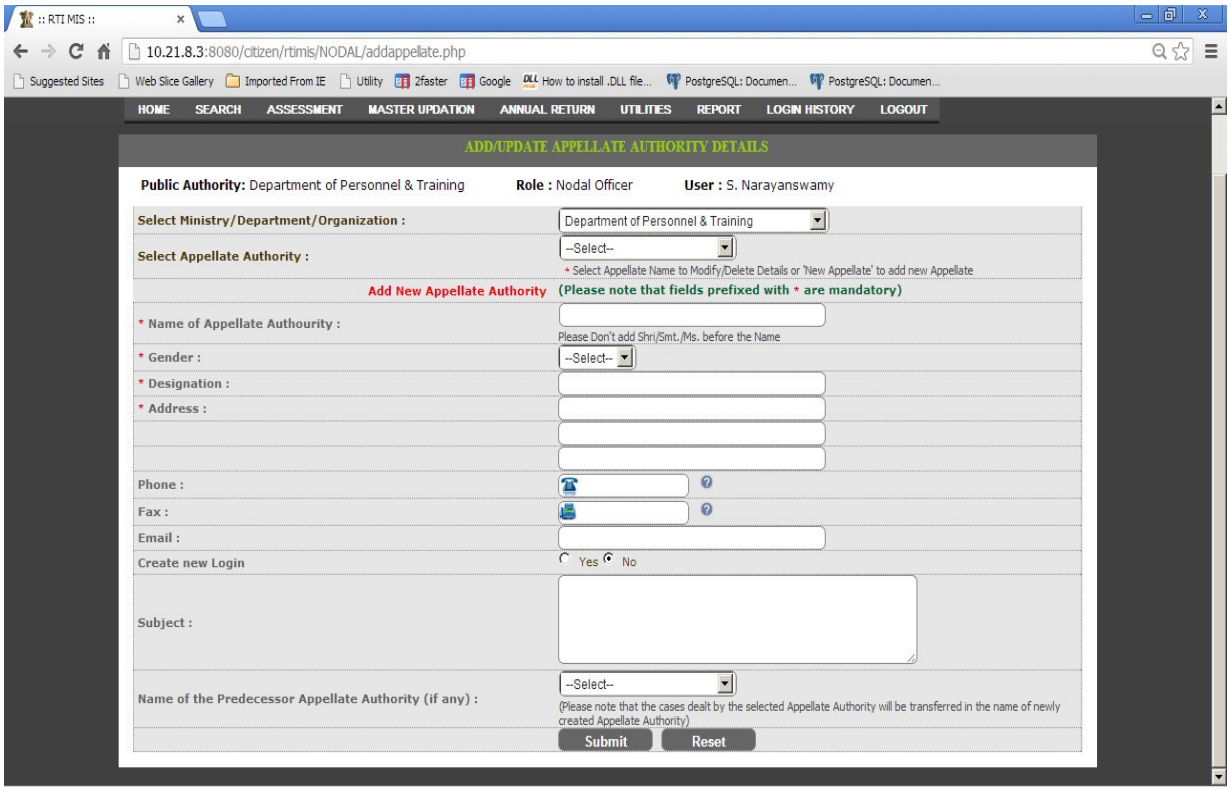


On clicking on **Update Department of Personnel & Training** button the **"Update Organization"** screen appears with the prefilled details of public authority. Nodal officer can edit these details and update it by clicking on **SUBMIT** button.



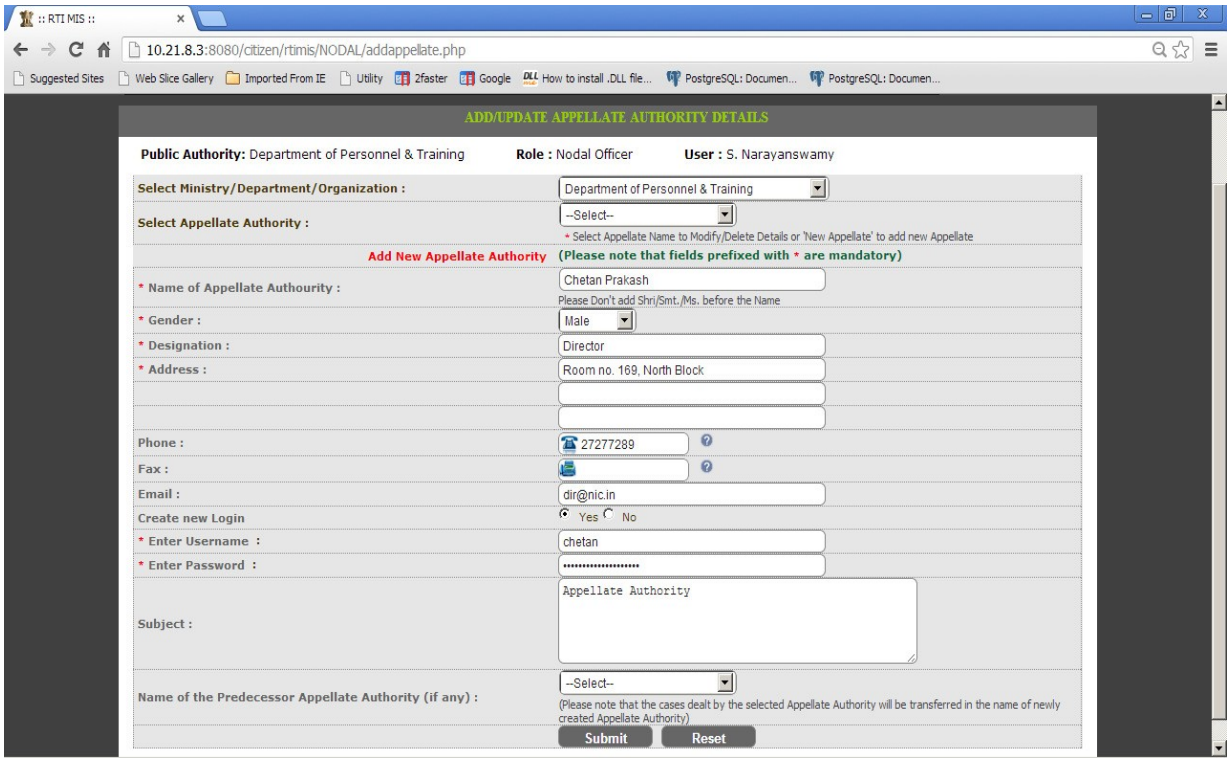
2nd option: Appellate Authority Details:--

On clicking this option **"Add/Update Appellate Authority Details"** screen will be displayed.



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

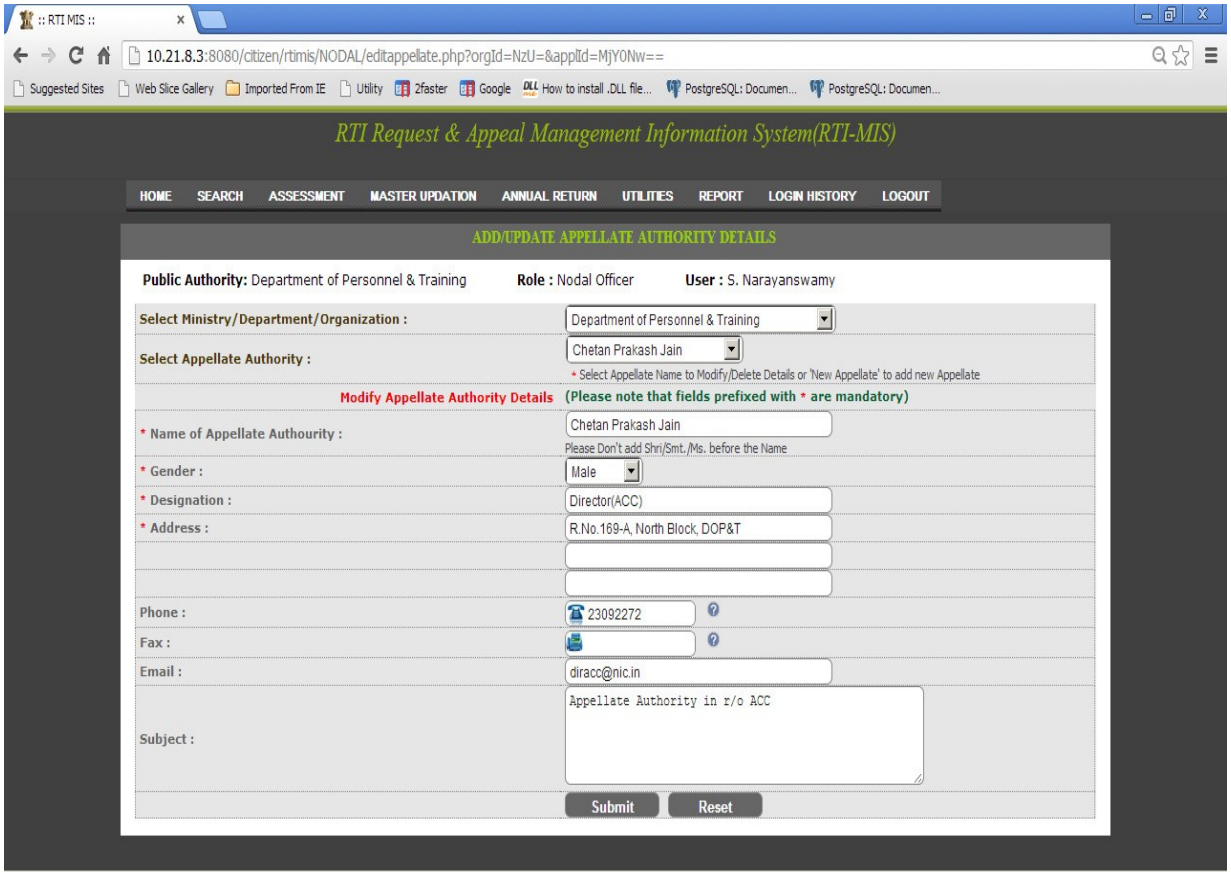
In **Create new Login field** : If nodal officer wants to create new login for Appellate authority, then **Yes** radio button option needs to be clicked.
On clicking **Yes** radio button, two fields **" Enter Username"** and **" Enter Password"** will be appeared.



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 .

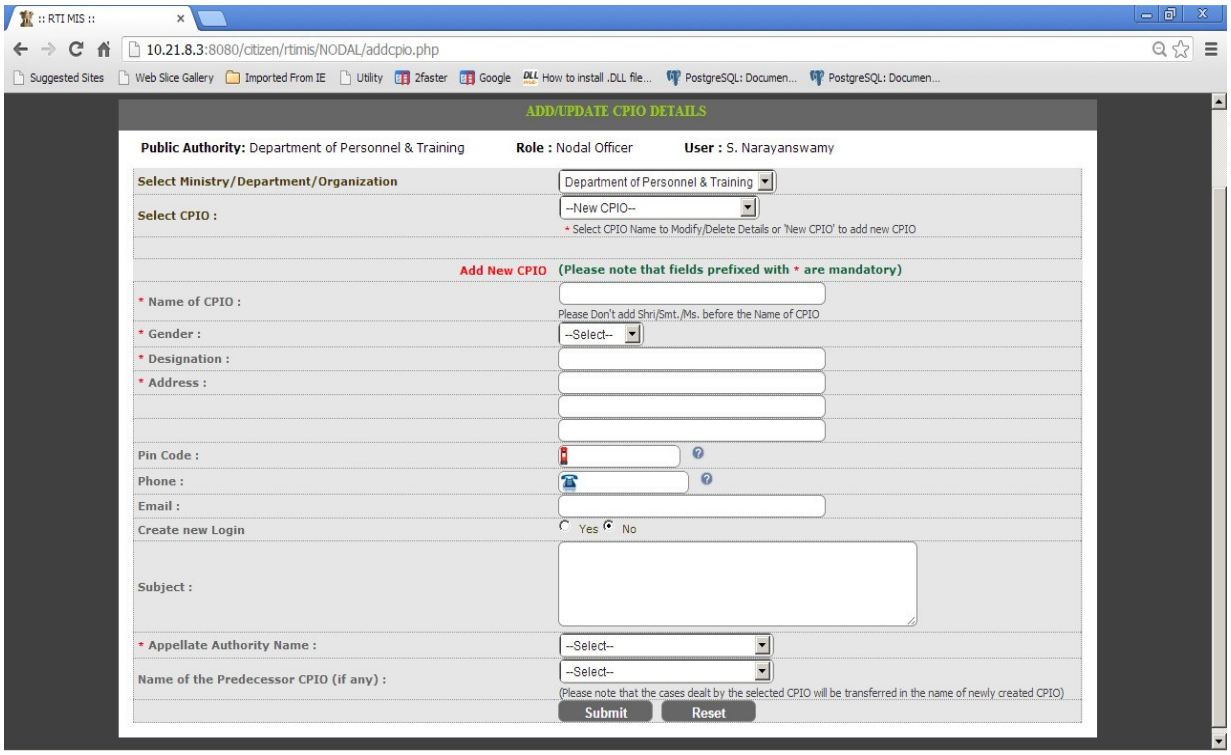


On selection of a particular Appellate Authority, " update form" will be available with prefilled details of that Appellate Authority.

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.



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

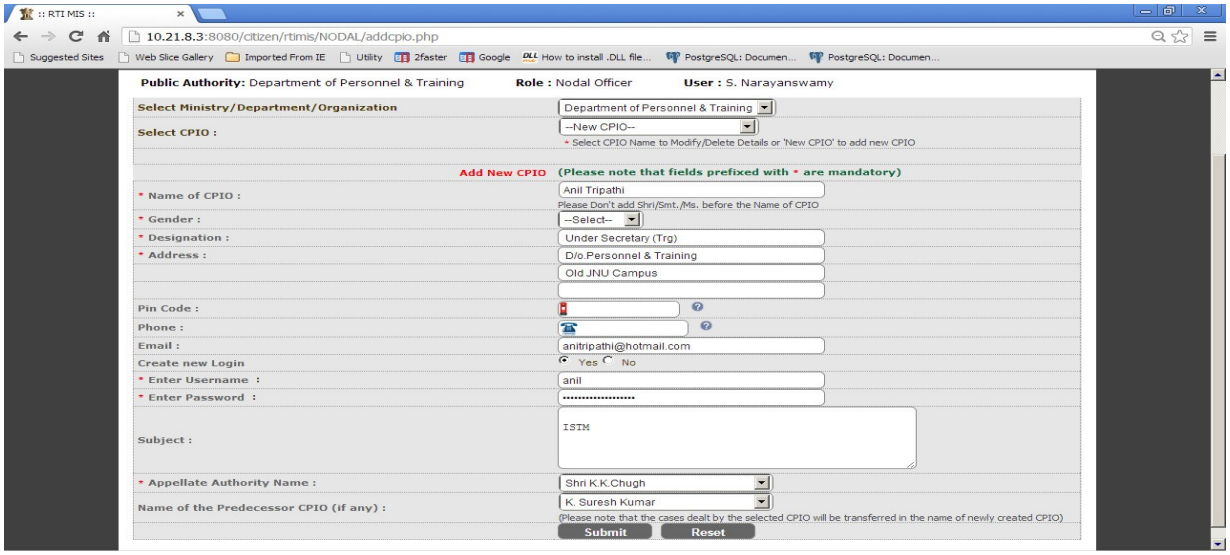
For adding new CPIO :

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

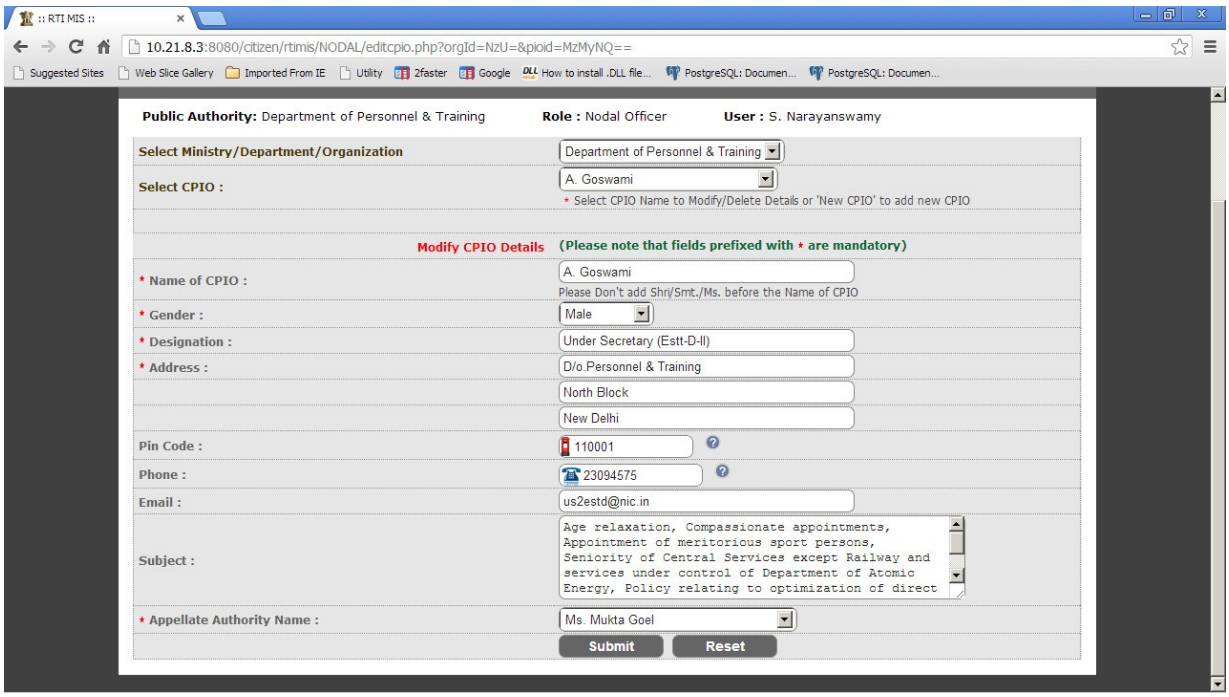
from Name of the Predecessor CPIO dropdown field :

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.

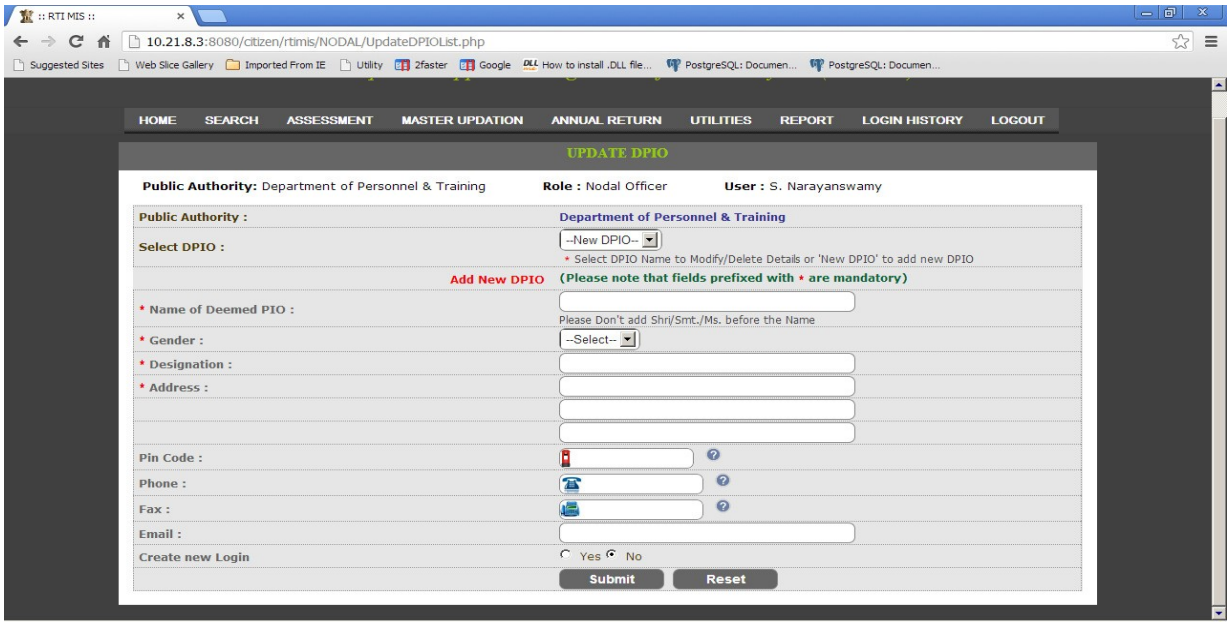
And for **updating existing CPIO's Details** ,nodal officer can select desired public authority from **Select Ministry/Department/Organization** dropdown field and CPIO Name from **Select CPIO** dropdown field .



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 .

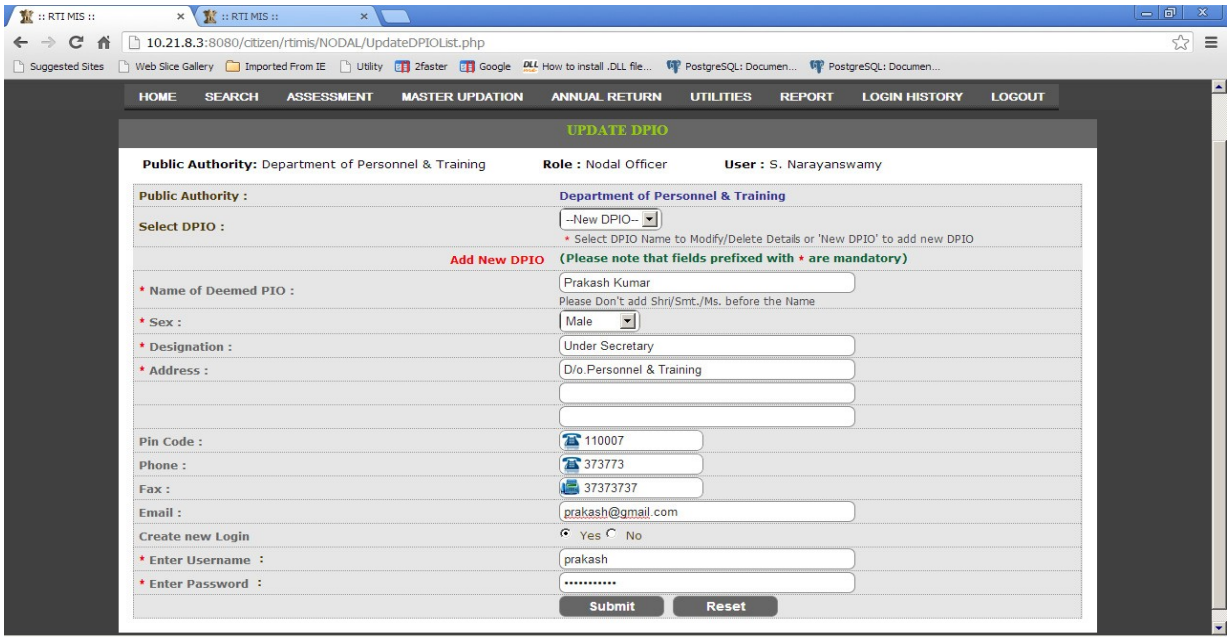
4th option: DPIO Details:-

On clicking this option "**Update DPIO**" screen appears.



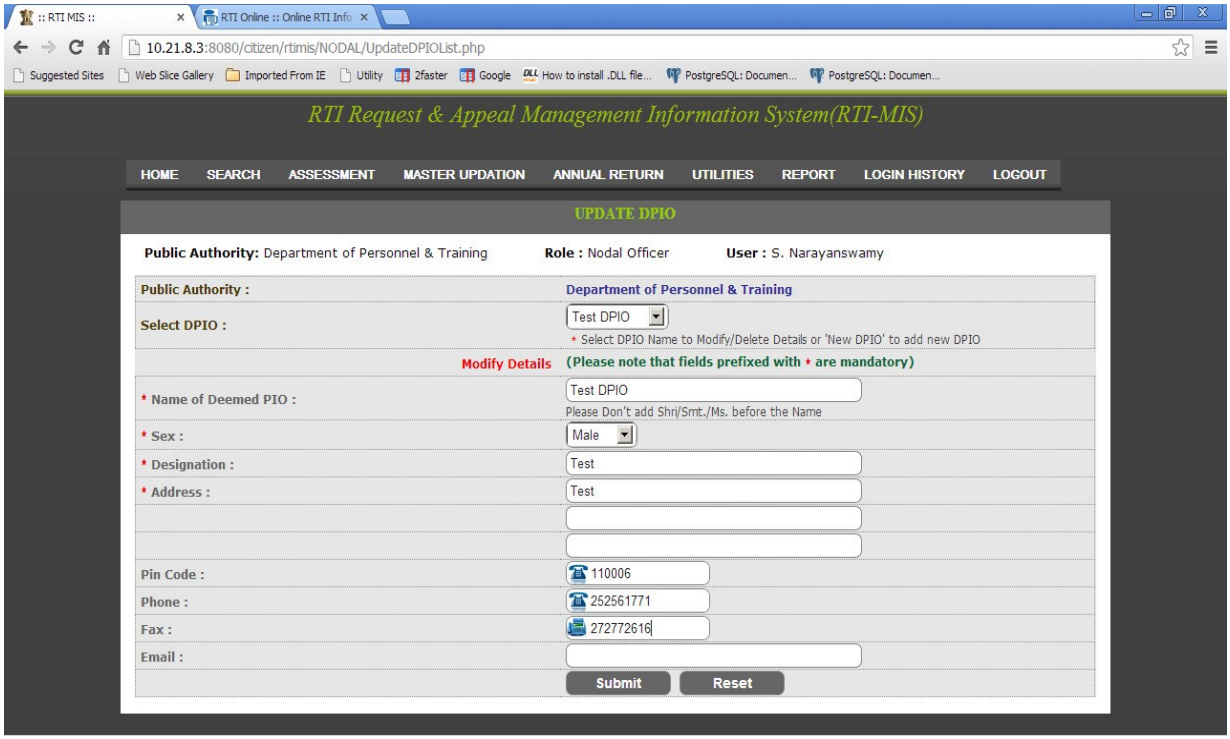
By this nodal officer can add and update DPIO Details.

For adding new DPIO :



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 .

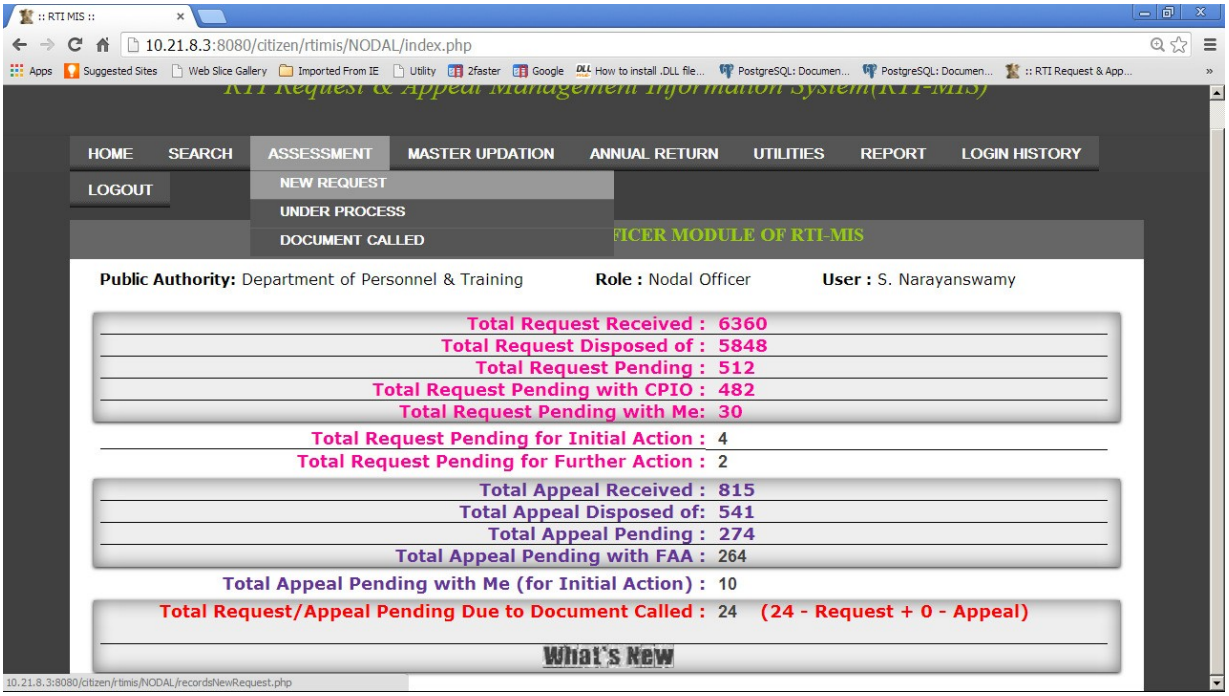
And for **updating DPIO's Details**, nodal officer can select DPIO from Select DPIO dropdown field, On selection of **DPIO Name** UPDATE DPIO screen appears with prefilled details of DPIO.



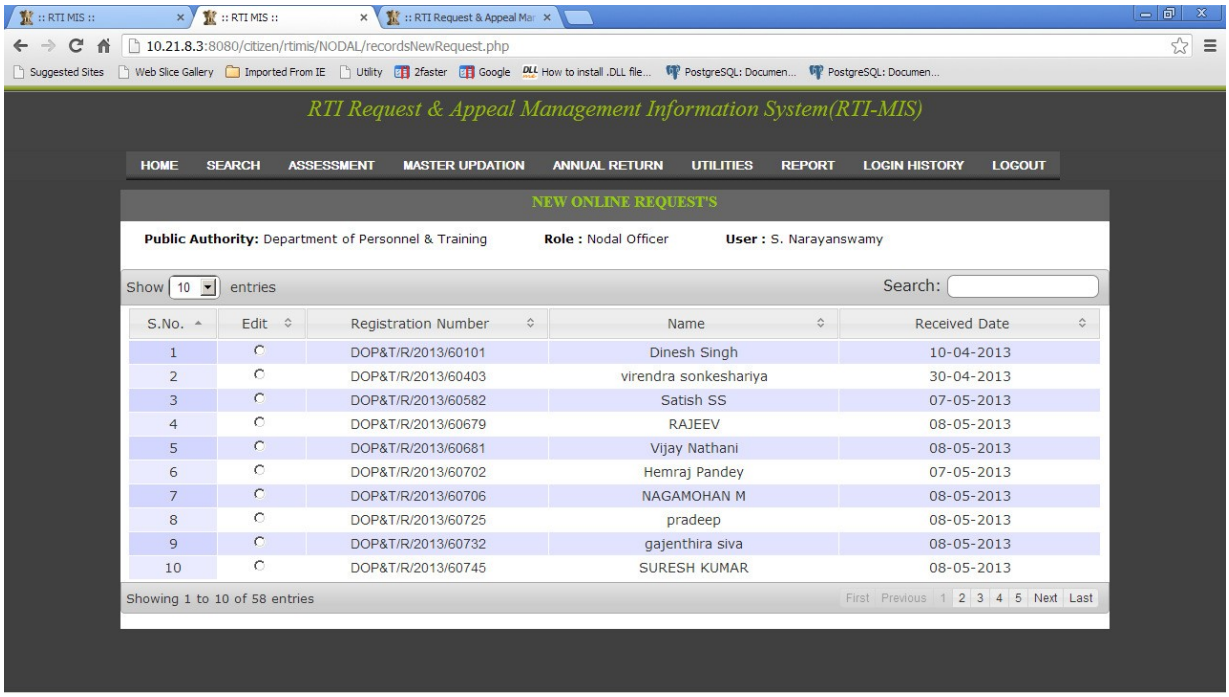
Nodal officer can edit the form and on clicking **submit** button DPIO's details will be updated.

ASSESSMENT

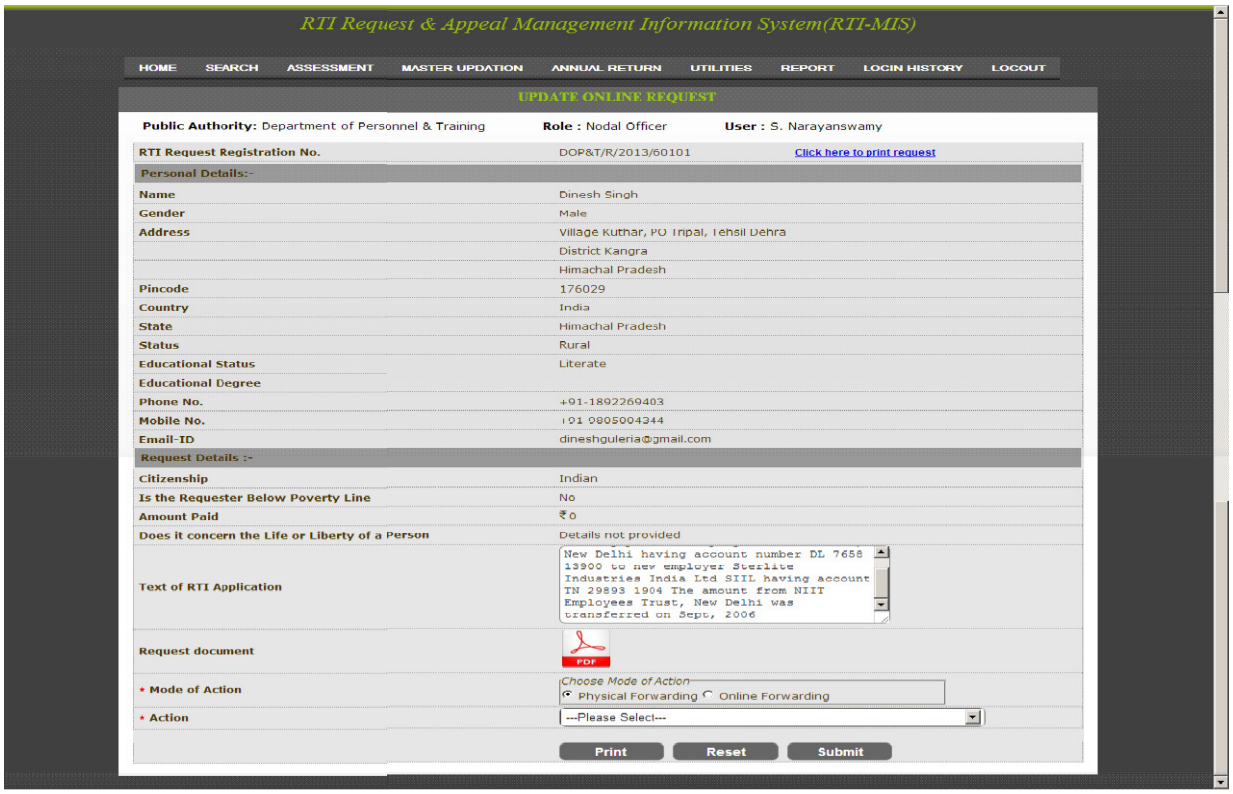
In the **ASSESSMENT** tab, following sub menu options viz. **New Request, Under Process, Document Called** are available.



On clicking **NEW REQUEST** option, the list of new online requests received will be displayed.



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

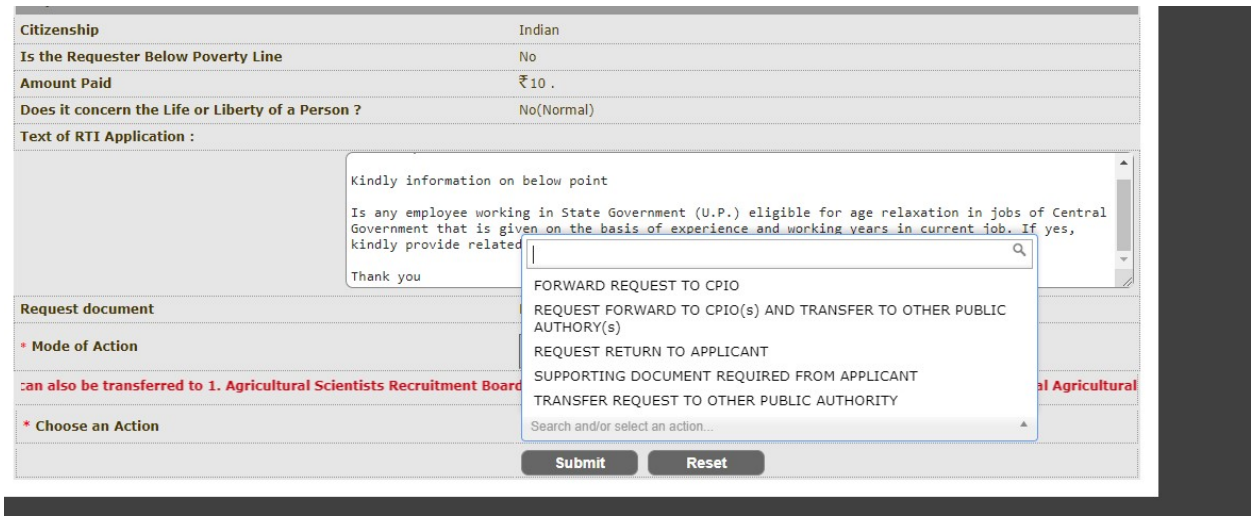


To view the pdf document of the request, uploaded by the citizen, small symbol of **"PDF"** could be clicked given in the **"Request document"** field.

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

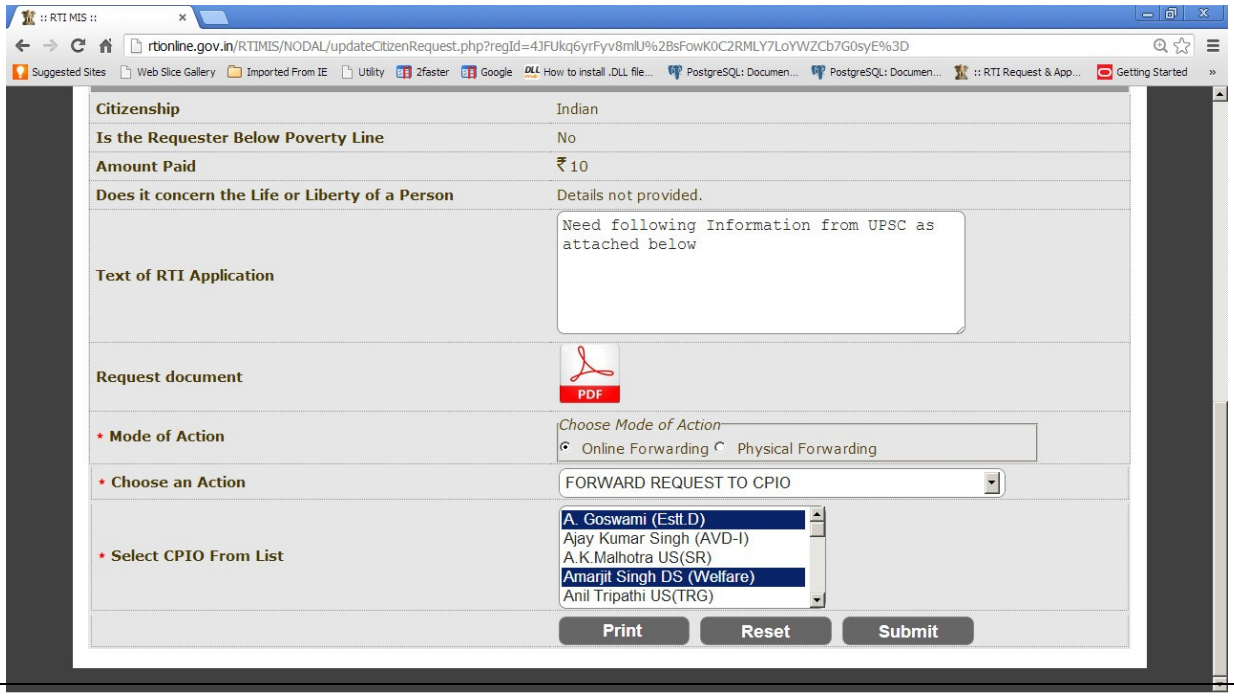
In the case of **"Physical Forwarding"**, nodal officer has to take a printout of the request by clicking on the option **"Click here to print request"** and the pdf file given in **"Request document"** field and to be forwarded to **CPIO** manually.

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



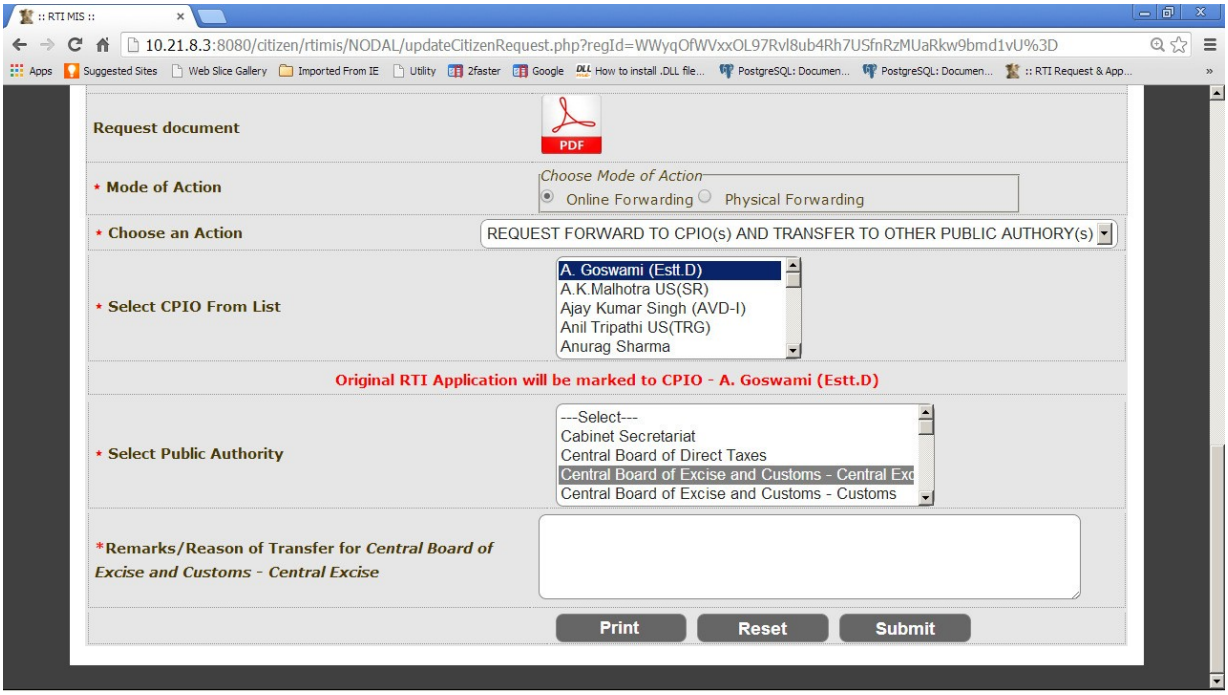
1st option: FORWARD REQUEST TO CPIO :

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.



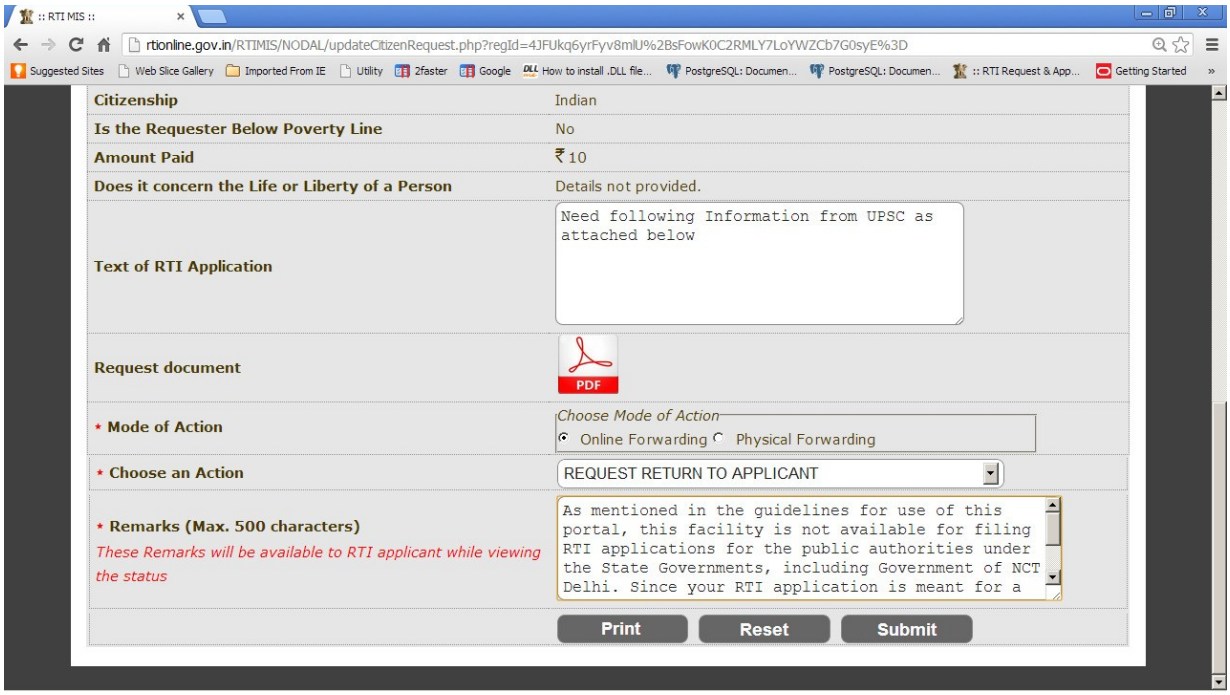
2nd option: REQUEST FORWARD TO CPIO(s) AND TRANSFER TO OTHER PUBLIC AUTHORITY(s) :

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**.



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.



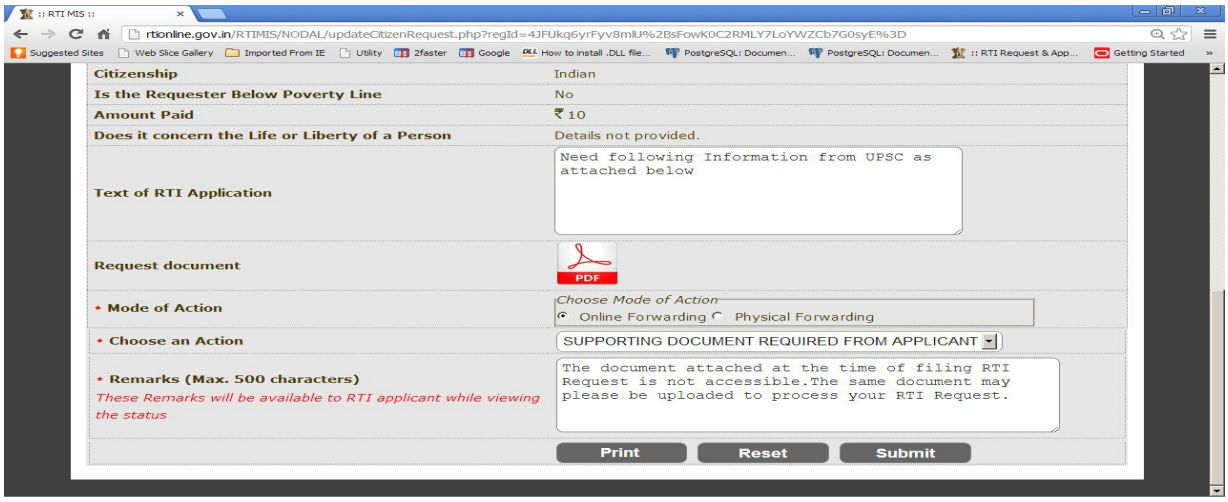
By selecting this option **Remarks** field will be appeared, where in the nodal officer can type the communication matter of **maximum 500 characters**.

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

4th option: SUPPORTING DOCUMENT REQUIRED FROM APPLICANT

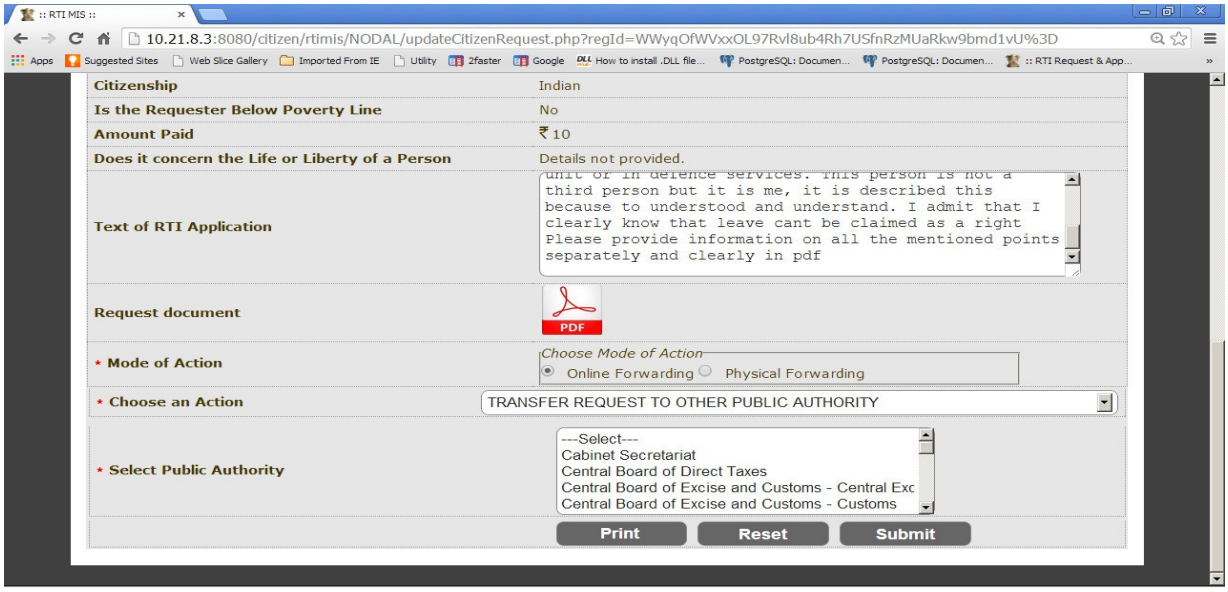
This option can be selected when the **document** attached at the time of filing RTI Request is **not accessible**. Nodal officer can ask the applicant to provide a new RTI Request document.

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



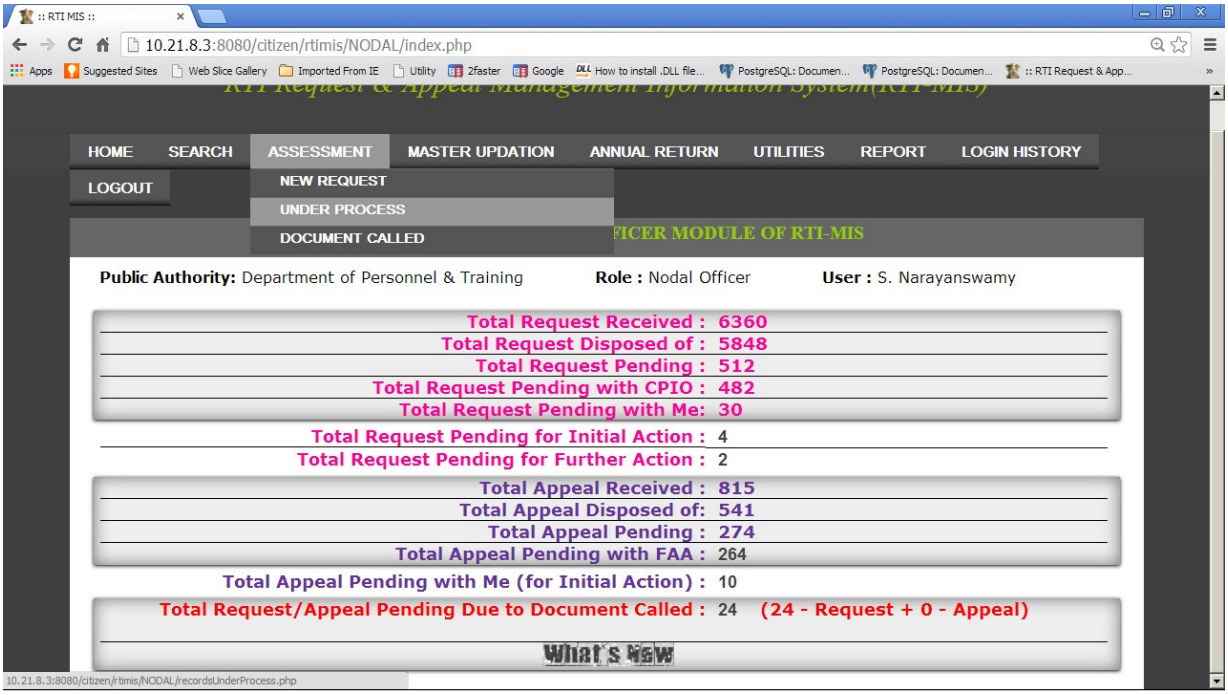
5th option: TRANSFER REQUEST TO OTHER PUBLIC AUTHORITY:

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.

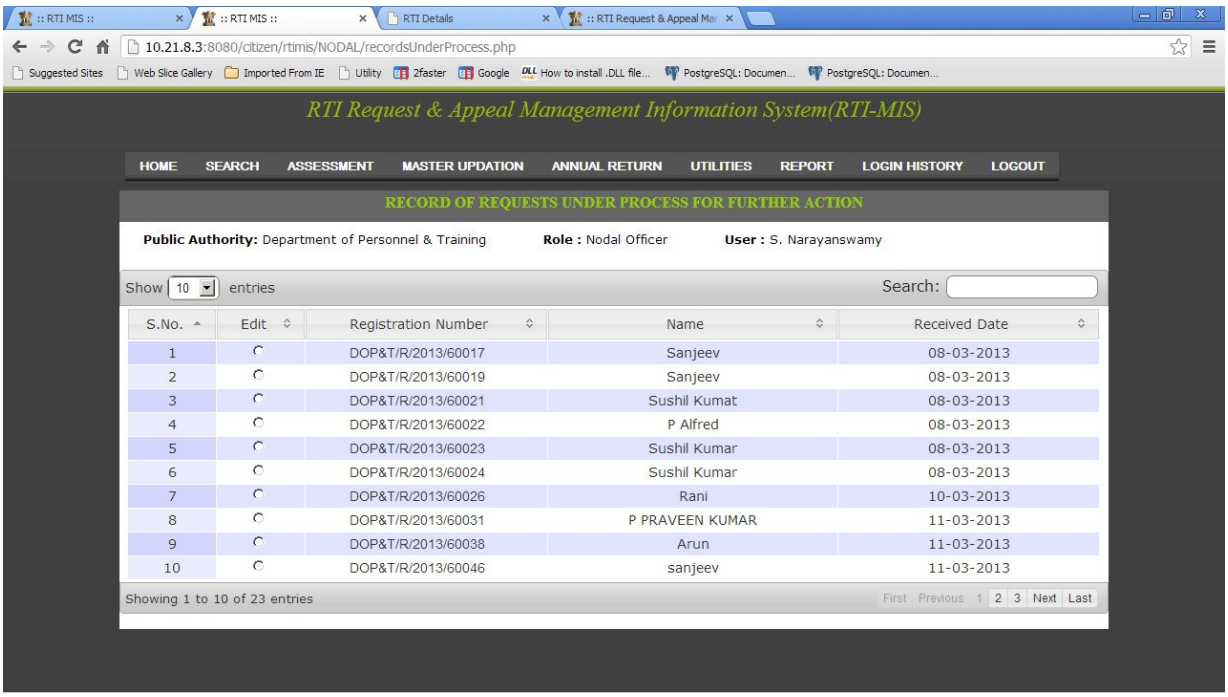


Now by clicking on second submenu option UNDER PROCESS

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

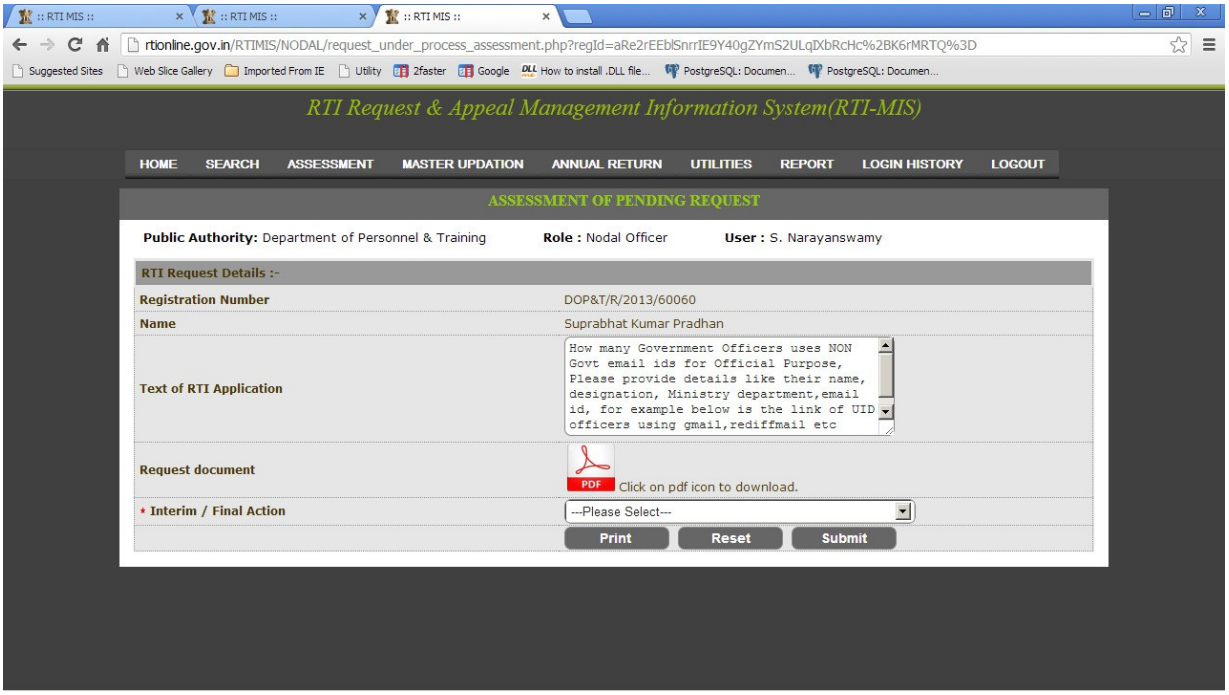


Now by clicking on the **desired registration number** or edit radio button, **"Assesment of pending Requests"** will be displayed which contains details of the pending request.



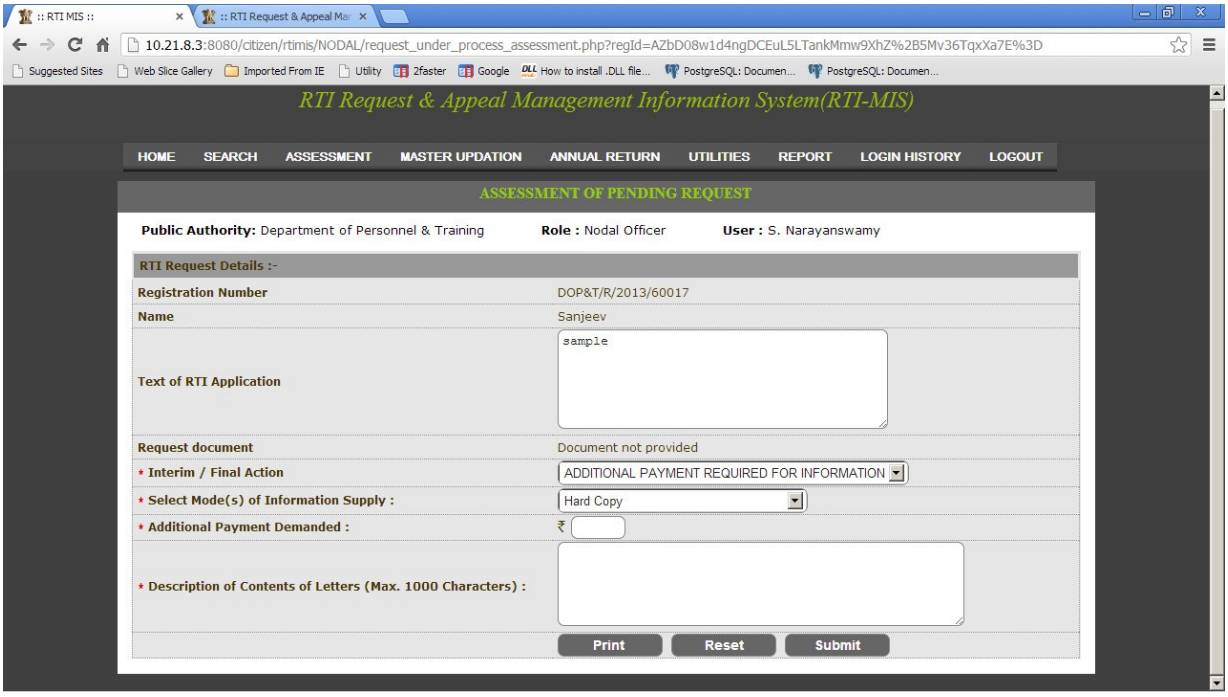
S.No.	Edit	Registration Number	Name	Received Date
1		DOP&T/R/2013/60017	Sanjeev	08-03-2013
2		DOP&T/R/2013/60019	Sanjeev	08-03-2013
3		DOP&T/R/2013/60021	Sushil Kumat	08-03-2013
4		DOP&T/R/2013/60022	P Alfred	08-03-2013
5		DOP&T/R/2013/60023	Sushil Kumar	08-03-2013
6		DOP&T/R/2013/60024	Sushil Kumar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

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:



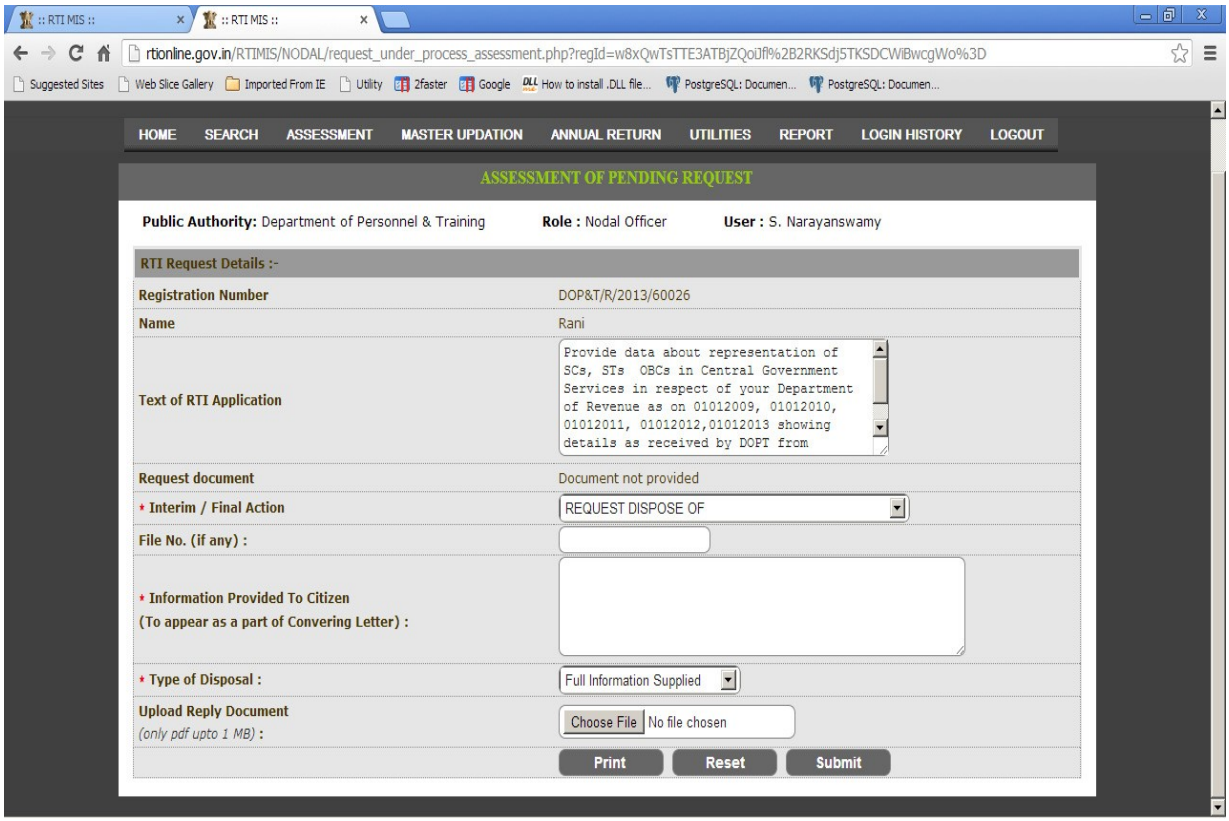
By selecting this option the following fields will be appeared as Select Mode(s) of Information Supply , Additional Payment Demanded, Description of Contents of Letters.

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.

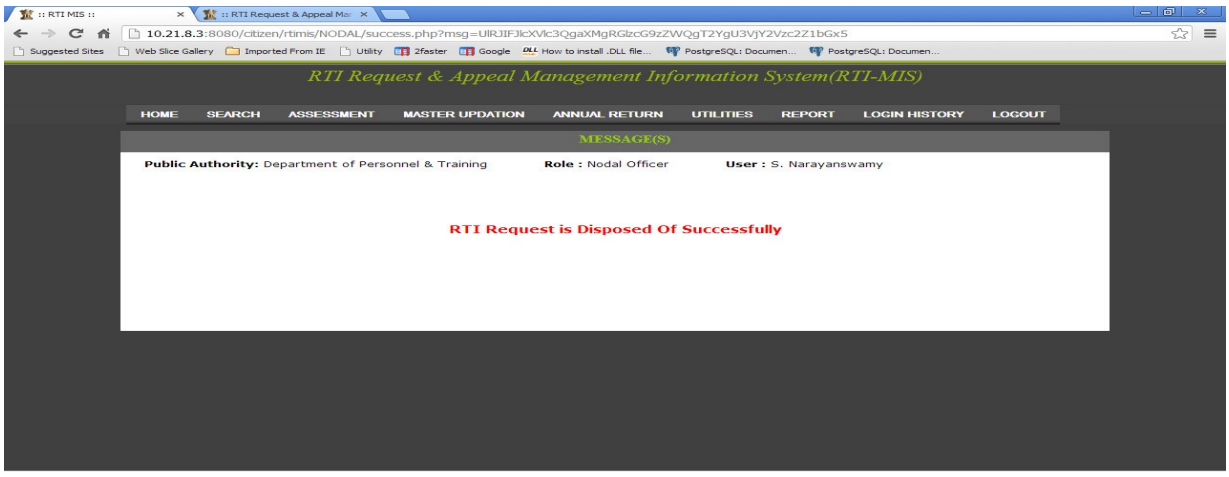
2nd option: REQUEST DISPOSE OF :



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

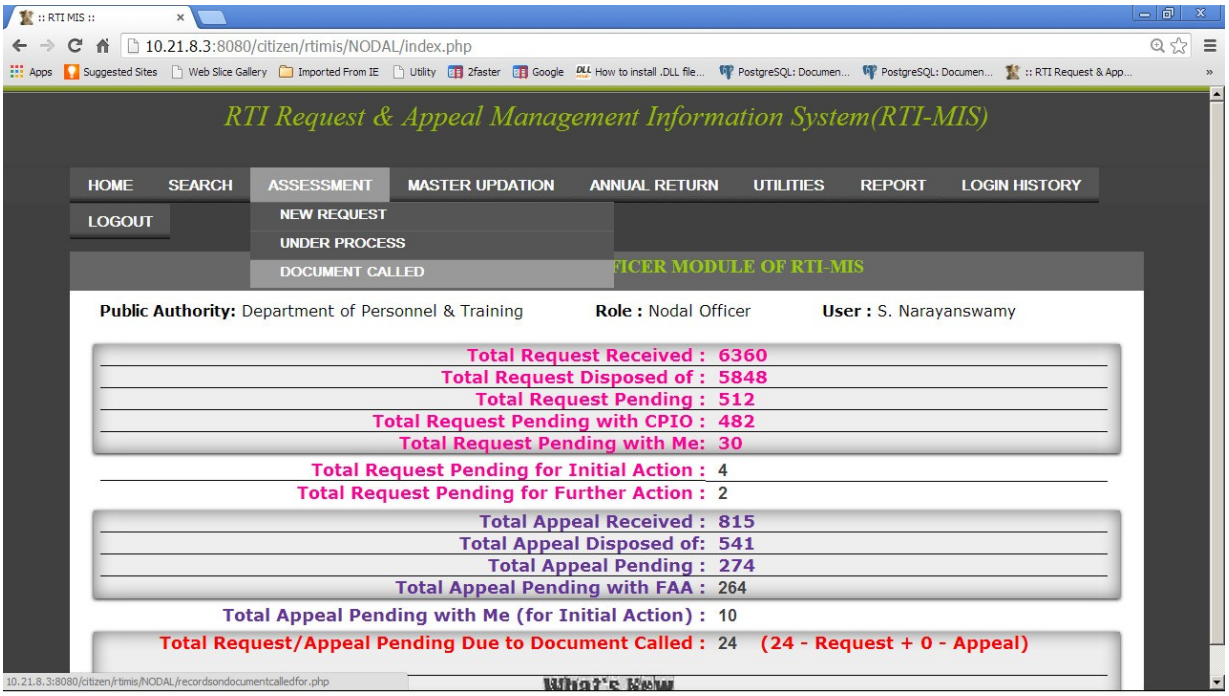
Nodal officer has to take a printout of the request by clicking on the button **"Print"** if needed .

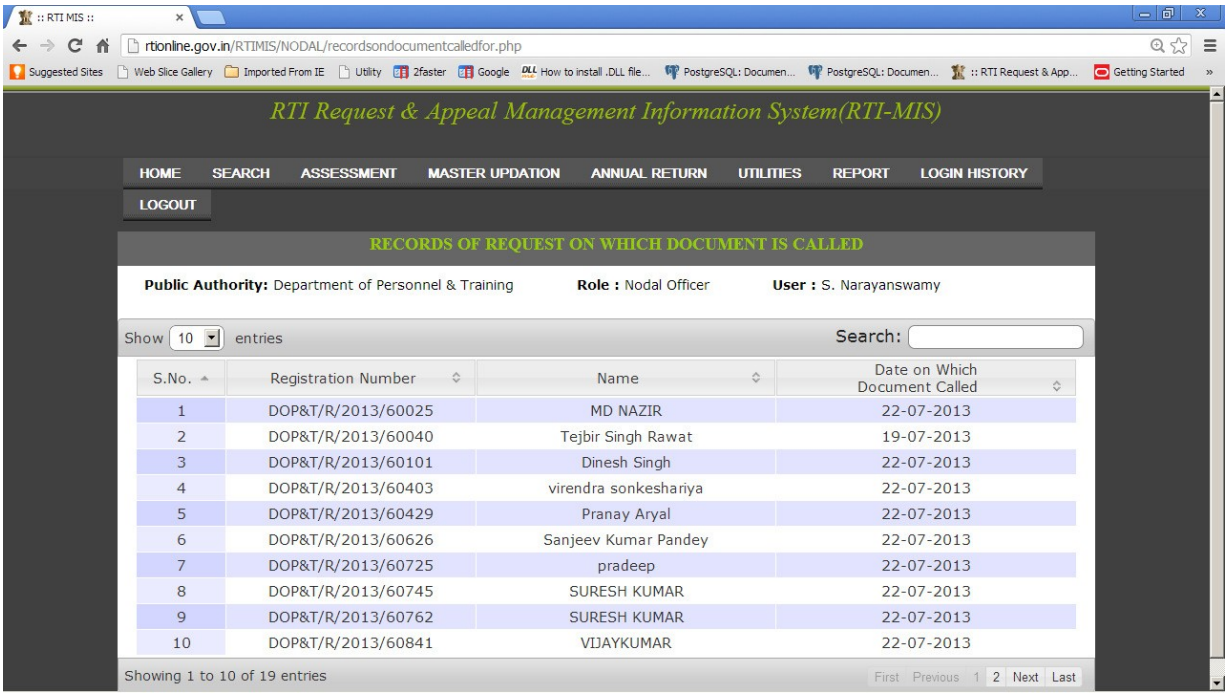
Finally after completing the desired selections **"Submit"** button has to be clicked.



Now by clicking on third submenu option DOCUMENT CALLED

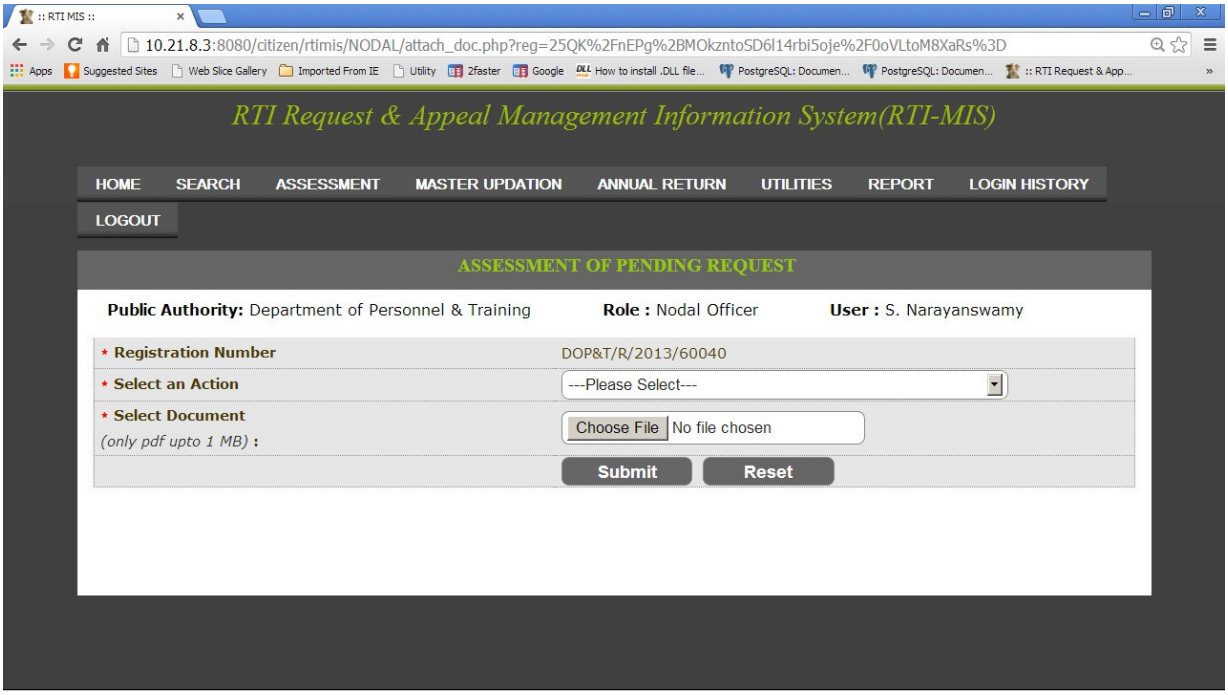
The list of Records of request on which document is called will be displayed.





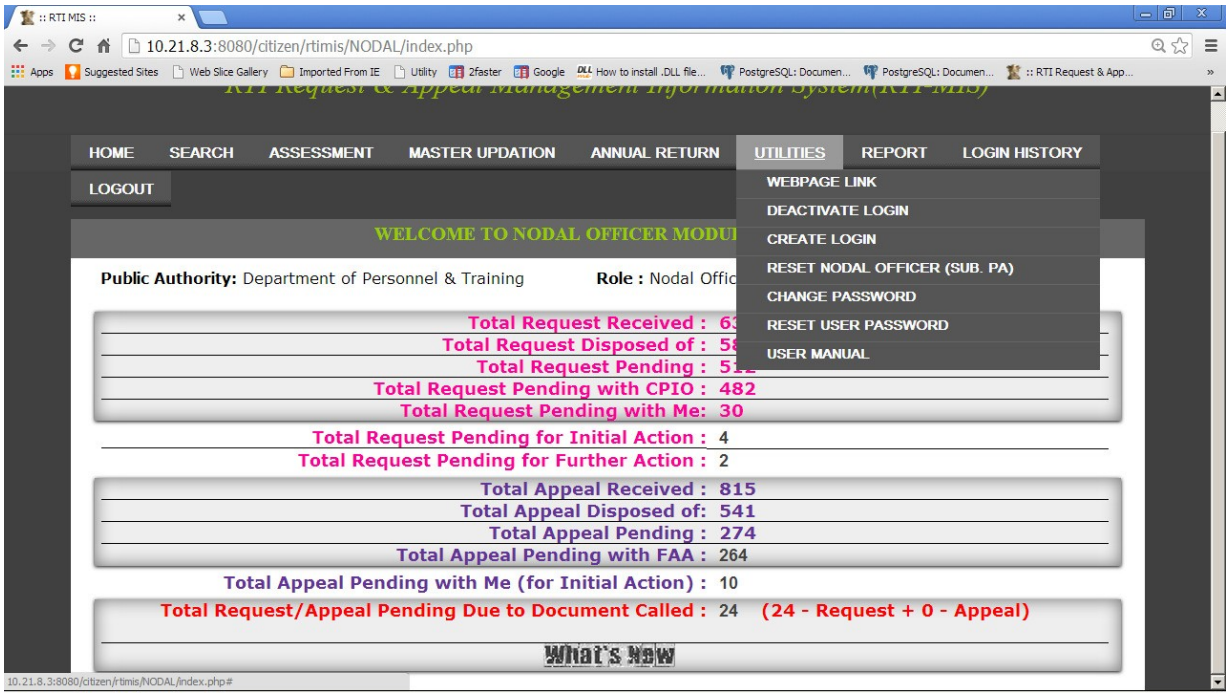
S.No.	Registration Number	Name	Date on Which Document Called
1	DOP&T/R/2013/60025	MD NAZIR	22-07-2013
2	DOP&T/R/2013/60040	Tejbir Singh Rawat	19-07-2013
3	DOP&T/R/2013/60101	Dinesh Singh	22-07-2013
4	DOP&T/R/2013/60403	virendra sonkeshariya	22-07-2013
5	DOP&T/R/2013/60429	Pranay Aryal	22-07-2013
6	DOP&T/R/2013/60626	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

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



UTILITIES

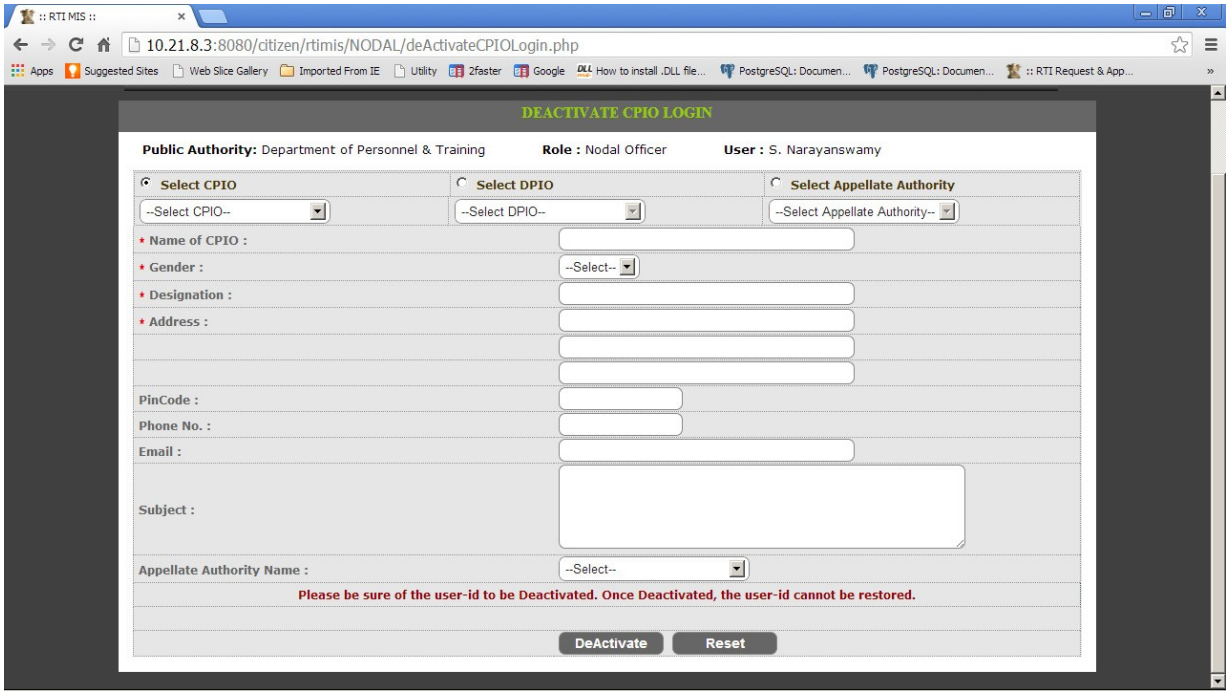
In the **UTILITIES** tab, following sub menu options viz. **DEACTIVATE LOGIN, CHANGE PASSWORD, RESET USER PASSWORD** are available.



Let us discuss them one by one:

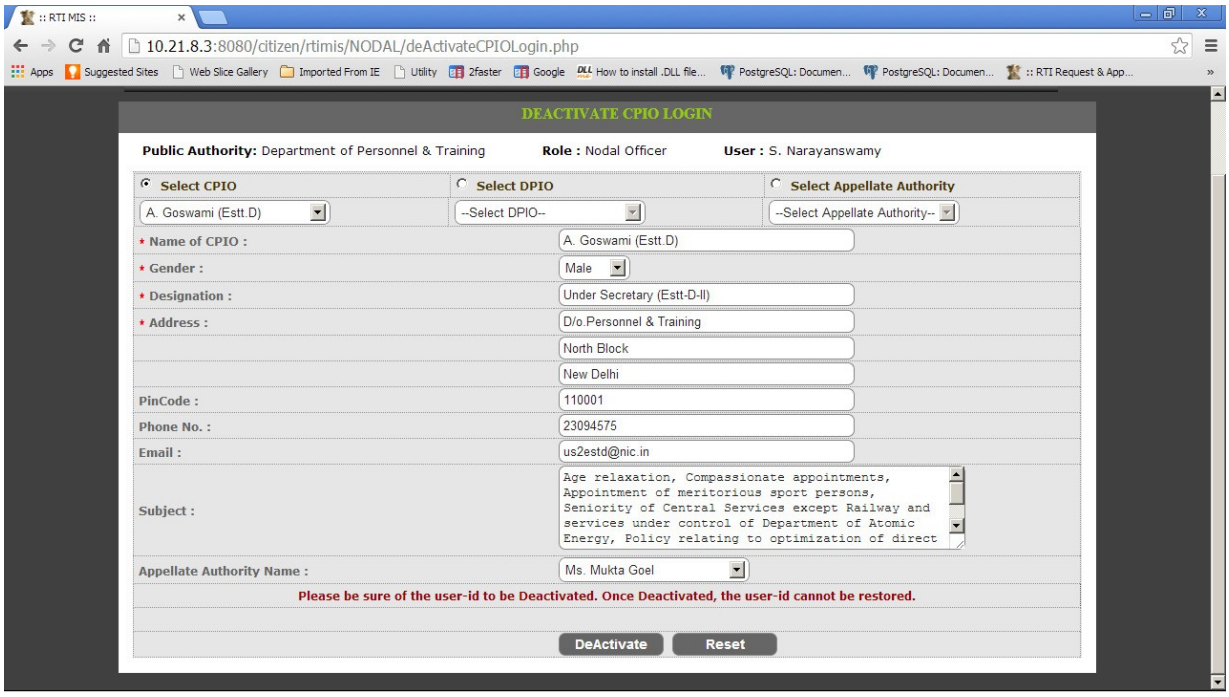
DEACTIVATE LOGIN : ---

On clicking this option **" Deactivate CPIO Login"** screen appears.



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.

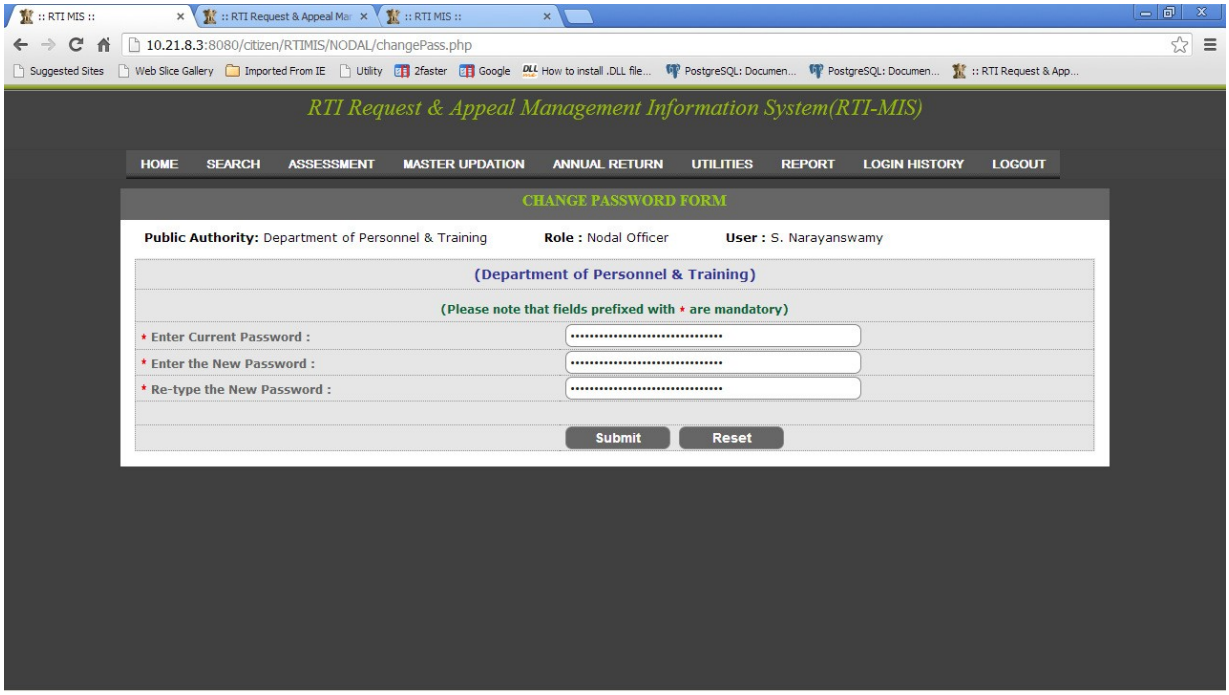
These drop down contains the names of **CPIO, DPIO** and **Appellate Authority**, on selection of names from drop down, all fields of form are filled with details of **Appellate Authority, CPIO or DPIO**.



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

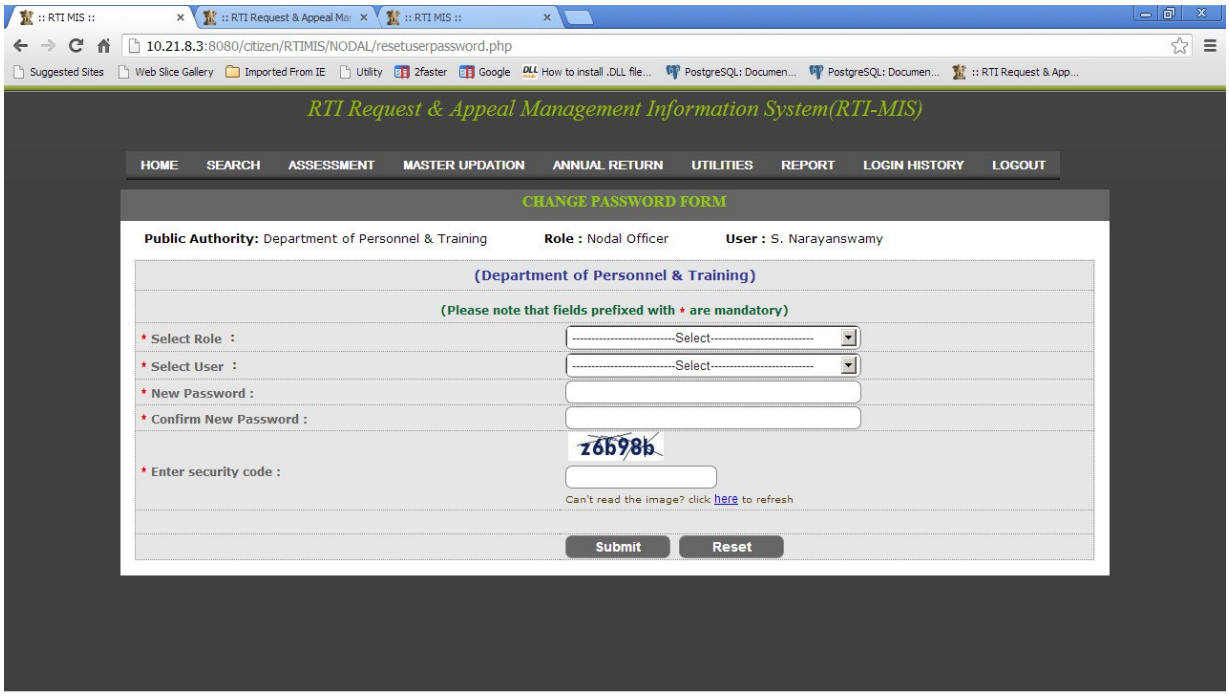
CHANGE PASSWORD :--

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 :---

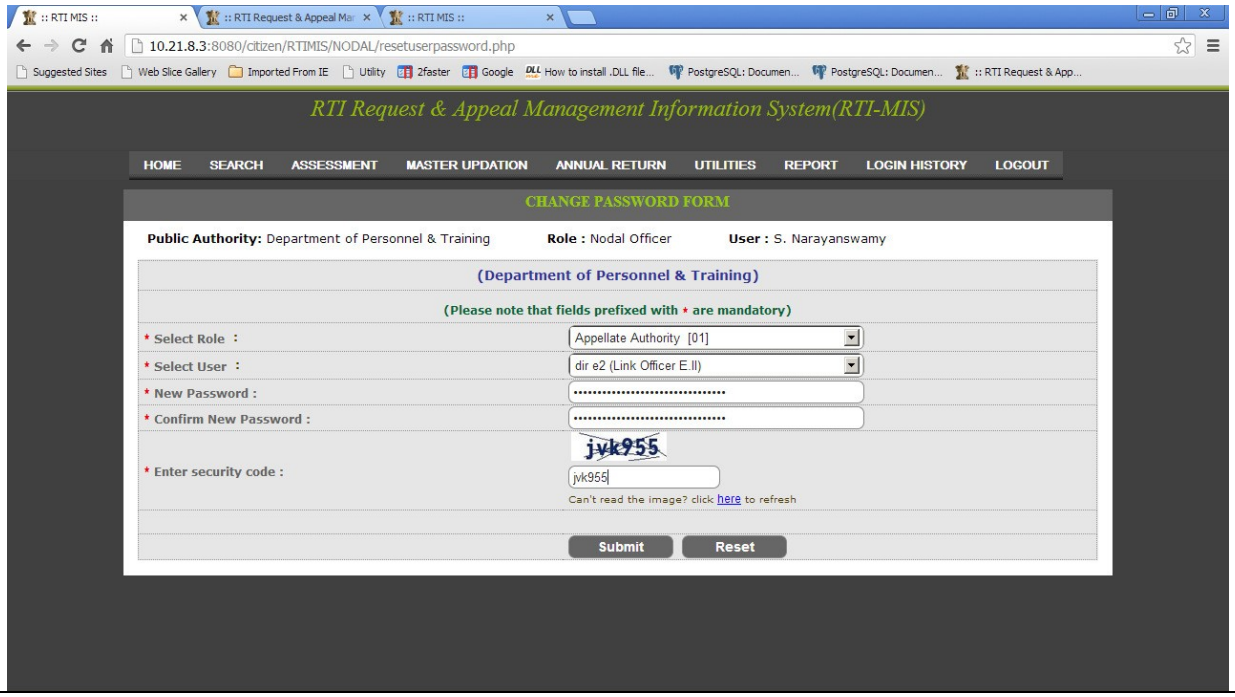
On click of this option **"Change Password Form"** screen is displayed.



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.

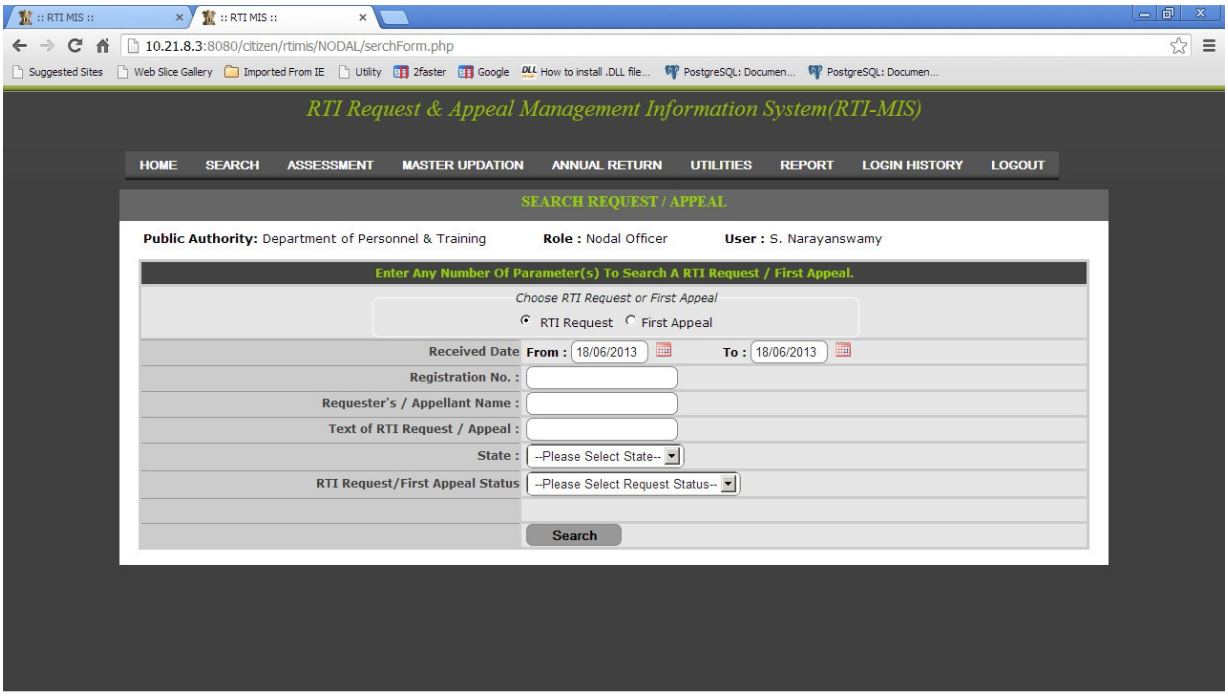
After that nodal officer will fill rest of the mandatory form fields and click on **"submit" button,** this will reset user password.



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:--

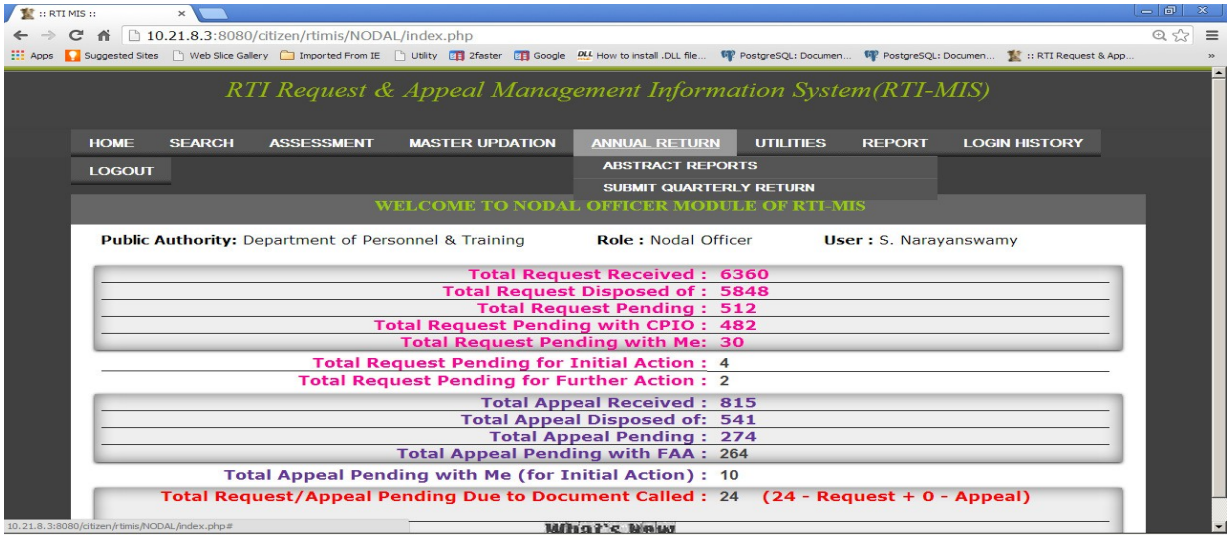
There are two radio button options viz. **RTI Request** and **First Appeal,** are available**.** Nodal officer can select any one of them .



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

ANNUAL RETURN

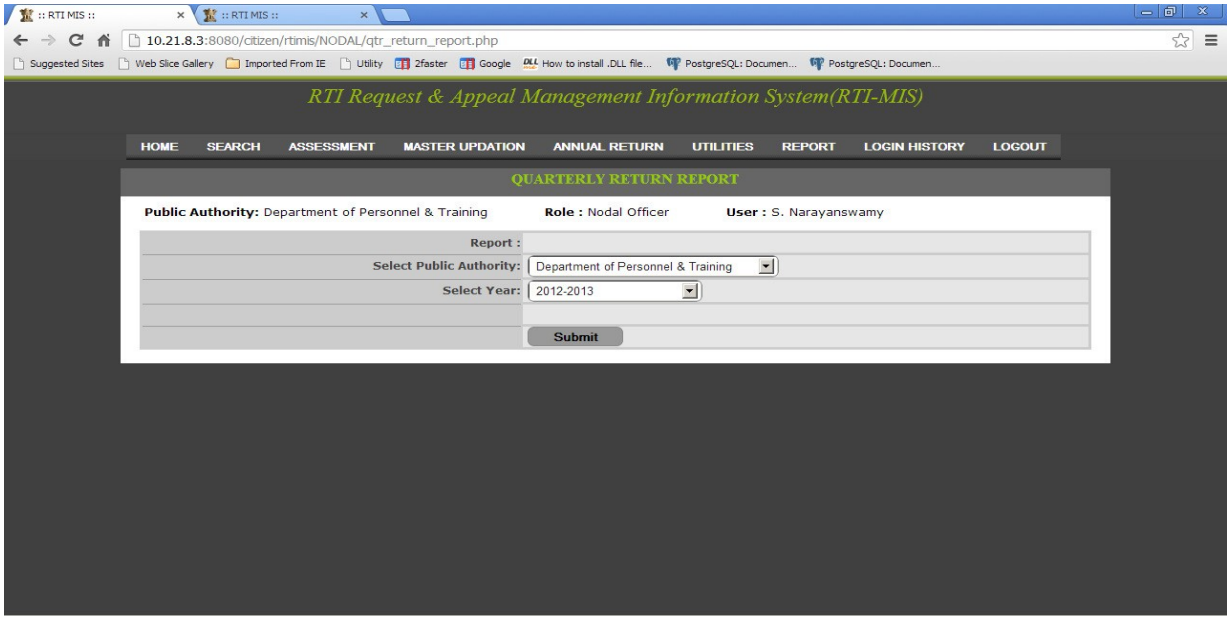
In the **ANNUAL RETURN** tab, there are two sub menu options viz. **Abstract Reports** and **Submit Quarterly Return** are available.



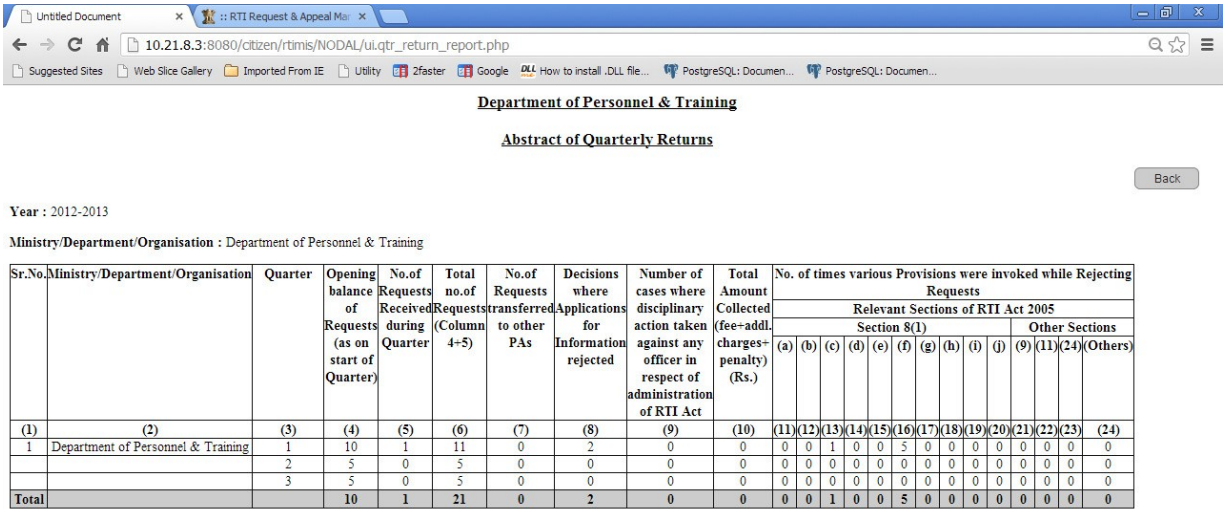
1st Option: Abstract Reports :---

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.



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

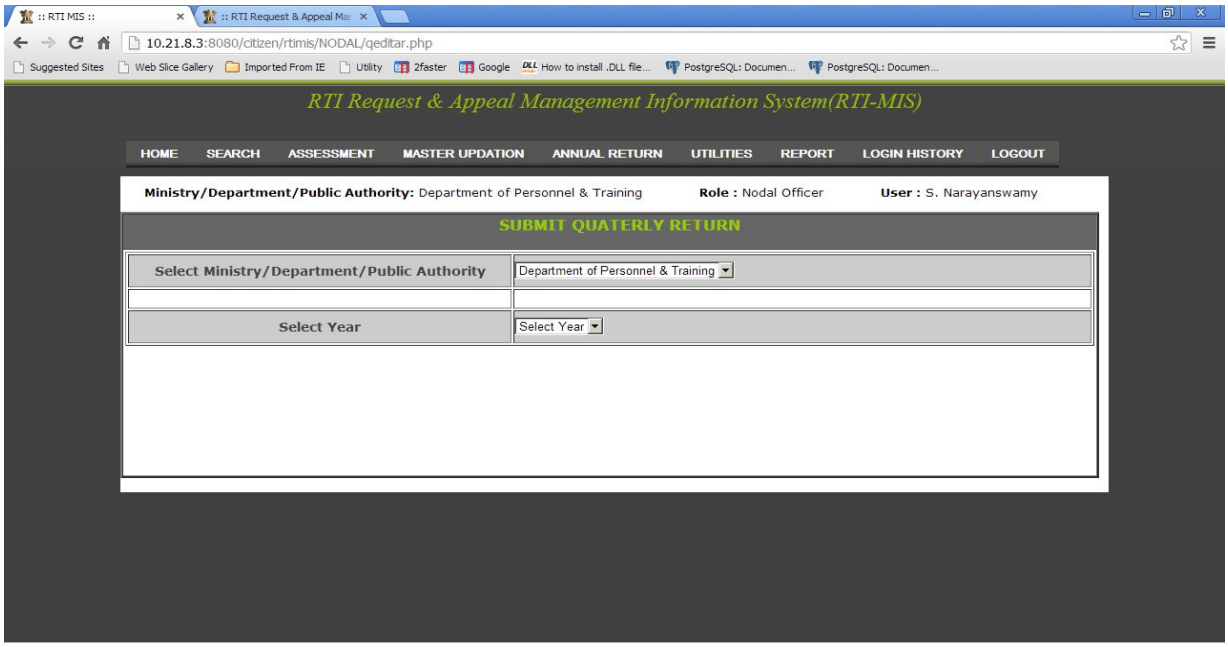
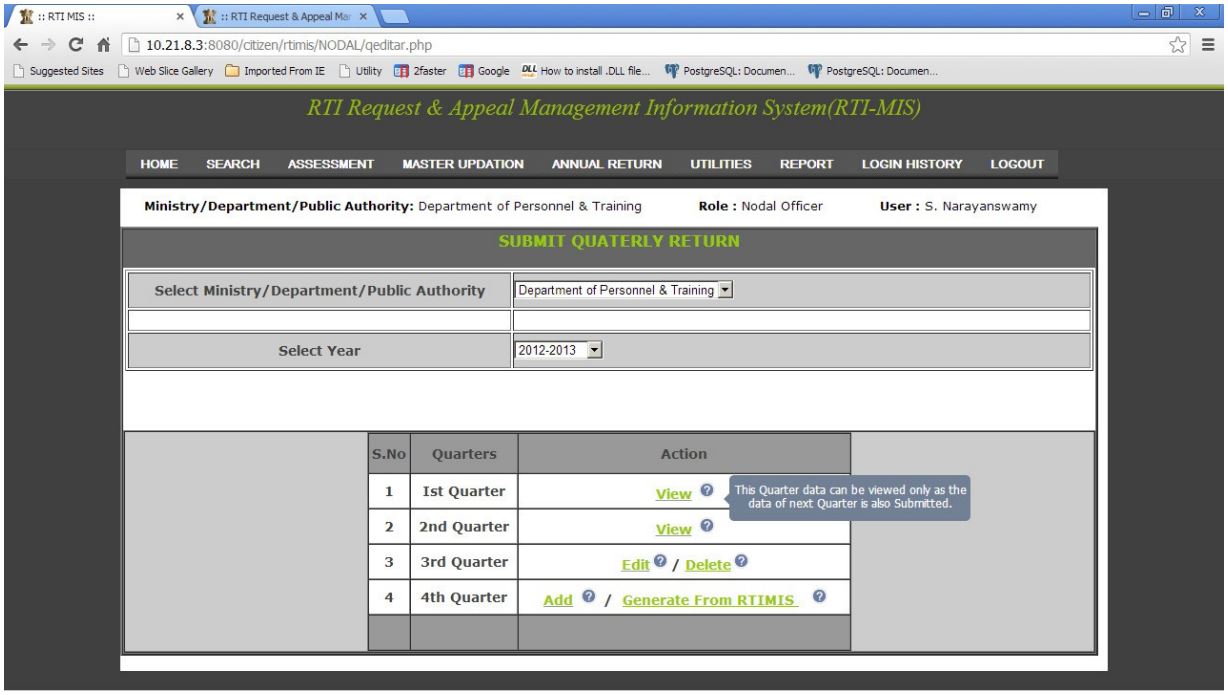
Year : 2012-2013

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
		2	5	0	5	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
Total			**10**	**1**	**21**	**0**	**2**	**0**	**0**	**0**	**0**	**1**	**0**	**0**	**5**	**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.



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.