USER MANUAL

DISPOSAL OF RTI APPLICATIONS ON RTI PORTAL

RTI Portal URL - <u>https://rti.punjab.gov.in/</u>

USERS – PIO (HEAD QUARTER, DISTRICT), FIRST APPELLATE (HEAD QUARTER, DISTRICT) LEVEL – HEAD QUARTER, DISTRICT

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Prerequisite

- Mapping of PIO, First Appellate on the RTI portal
- For mapping, may contact Head PIO of your department or Department of Governance Reforms with HRMS id, Name, Designation, contact number and department name to be mapped with.
- Login id and password as shared by the Head PIO of your department or DoGR official

Steps to login on RTI portal

- 1. Open official RTI portal rti.punjab.gov.in
- 2. Open web browser and enter *<u>rti.punjab.gov.in</u>* in the URL bar.
- 3. Press enter key from your keyboard.
- 4. You will see a login screen as below

RIGHT TO INFORM	ATION	🖬 Home	M Language +	Account
alle the	RTI			
	We recommend you to create your Digital Punjab account here. Sign Dp			
	If you alleady have a Digital Punjab account, you can log in here Citizen Login			
ROVI OF PURIOU	Official login for the departments. Official Login			
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- 5. Login on the RTI portal
 - a. Click on official login button as shown in the picture above.
 - b. You will see a next screen as below

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ROVE OF MANA	RTI We recommend you to if you ansath to see a D Official larger for the co-	Unernerne Vitor operative Password Your password ;; Remember me Sign in		
About RTI (Rig)	it to Information	Login with Digital Punjab Act 2005) Objective o	f the Righ	ht to Information Act

c. Enter your username and password and click on *Sign in* button.

Steps to Dispose off RTI applications

1. After clicking on the button, you will be redirected to your account as shown below.

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2	Pendency	*						~	
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- 2. You will see various options in your login as shown above
 - a. Search applications
 - b. List of pending RTI applications with basic details along with number of days left (visible in red colour)
 - c. Button to take action on RTI application.
 - d. Click on any RTI application id, details of the RTI will open up as shown below

RIGHT TO IN	FORMAT	ION	🖷 Home	III Services +	M Language •	Account -
Welcom	e An	nandeep Singh (BEPARTMENT - GOVERNANCE REFORMS)				
Q. Saarch		RTI Application Number : 5276 Applicants Name: AnniAlande Submitted On: 15/11/2002, 9:19:444 (More Details.)			Print	
O Overdue	÷	Pandag DTI Dequest:				
RTTLE History Speaking Orders Hostory	*	Rt request				
B Reports	÷	Esternal Forward Sternal Forward Stepsy Disapport Ask For Payment				
Meres BTI/Appeals						

- e. Further you will see several options with names as **External forward, Internal Forward, Reply, Disapprove, Ask for payment**
 - Reply Click on Reply button if the application pertains to your department, gather information, upload any document if applicable and click on send button and submit the information. Pls see the snapshot shown below



- ii. Ask for payment Click on ask for payment in case, there is any expense to be made by the department related to information sought by the applicant. Enter the payment amount and select the reason for the payment being requested with remarks and send the request to citizen. Pls See the snapshot shown below
 - 1. Citizen will login into his/her account and will pay the fee

veicom	e An	nandeep singh (one	Payment Details		
Q Overch		RTI Application Numbe	Arrest	202	Plat
Perclamp	~	(More Details.)	-	00	
3 Brenne	÷	Pinding	Reason for payment *		
 RTIs History 	~	RTI Request:	The field is required		
S Speaking Debere	~	RGrequest	Please add your mmarks or commants here		
B Reports	4	Estamal forward Internal for			
Mirve HTIrAppeals					

iii. Disapprove – Click on Disapprove button, if the information sought by the citizen is not appropriate as per RTI act. Enter the remarks, select the reason from the dropdown and upload any supporting document if applicable like clause of RTI act etc. The RTI application will be disapproved and citizen will be notified with the reason and remarks added by the PIO or First appellate.

2 Pentensy	÷	RTI Application Number : 5276 Application Number : 5276 Application Number : Samuel and Example : Samuel Inc : 15/11/2022; 9:16 AM (More Cetate :)	Iver
- Overthue	-	Pending	
the Henry	14	RTI Request:	
Buesting Orders		20 heparet	
Reports		Personal information is being asked by the critizen and hence as per RTI act, information can not be provided.	
		Resum for Densi - Requested information is personal information	
		Theorem for Densit* Redguested Information is personal information Supporting Document (Upload document if ITII request contains more than 3000 characters)	

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iv. Internal Forward – Click on internal forward, in case the RTI application pertains to sub department of your admin department or Head department and vice-versa, by selecting the right department and office and submit the request along with remarks and supporting document if applicable. The application will move to the selected PIO of the selected department.

Application Number : 5276 Internal Forward Request: and Choose Level * Select Level	NICE REFORMS)		Pad	
Application Number : 5276 Forth Name Almot and Educed On 13/10/3 repetals.3 deeg Request: and Internal Forward Choose Level * Select Level	RTI		Peed	
Request: Internal Forward Choose Level * Select Level	RTI			
Supporting Document (Upload of characters) Choose File No file choosen	A] this RTI application is available with your anformation at the earliest.	× ×		
	Select District MANSA Select PIO Gurpnert Singh (DeGC MANS The information requested in department, kindly provide the Supporting Document (Upload of characters) Choose File No file choose	* Select District MANSA * Select PIO Gurpreet Singh (DeGC MANSA.) The information requested in this RTI application is available with your department, kindly provide the information at the earliest.	* Select District MANSA • * Select Pi0 Gurpnett Singh (DeGC MANSA) • The information requested in this RTI application is available with your department, kindly provide the information at the earliest. Supporting Document (Upload document if RTI request contains more than 3000 characters) Choose File No file choose: Wester 1.0	* Select District MANSA * Select PIO Gurpreet Singh (DeSC MANSA) The information requested in this RTI application is available with your department, kindly provide the information at the earliest. Supporting Document (Uplicad document if RTI request contains more than 3000 characters) Chrose File No file chosen Chrose File No file chosen

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- v. External forward Click on External forward in case the RTI application does not pertains to your department and pertains to another department by selecting the right department and office and submit the request. The application will move to the selected PIO of the selected department.

RIGHT TO INFORMATION

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Pendency	.*	Applicants Name: A (More Details)	emplande Bahrimet Dr. 15/11/2022, 918-64	
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			District	(w)
			* Select District	
			AMRITSAR	
			* Select PIO	
			SUKHDEV SINGH SEKHON (GHS ADLIWALA)	*
			Please enter any comments have	
				2
			Supporting Document (Upload document if RTI request contains	more than
			3000 characters)	
			Choose File No file chosen	

Malaar

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- vi. Print Click on Print button,
 - 1. In case the RTI application pertains to any of the internal section within your department or
 - 2. Pertains to another department (either your sub department or any other admin department)
 - 3. Take the print out of the application, prepare noting and send the case manually, through eoffice or email (as per the official mode of

communication) to the concerned section or department (sub department or other department).

RIGHT TO INFORMATION

Back Print

Home EServices - HLanguage - Account -

APPLICATION NO: 5276

	APPLICANT DETAILS		APPLICATION DETAILS
APPLICANT NAME	ANIMOL JANDE	SUBMISSION DATE	15/11/2022, 9:18 AM
DATE OF BIRTH	1995-07-16 74 W	DEPARTMENT	Department of Governance Reforms & Public Grievances
FATHER 'S NAME	GURNAM SINGH	PUBLIC AUTHORITY	DIRECTOR GOVERNANCE REFORMS
MOBILE NO	9234567890	ADHAAR(UID)	Refer to: Adhper(UID)
GENDER	MALE		
REGION	RURAL	BPL	Refer to: BPL CARD
MARITAL STATUS	LINMARRIED		
EMAIL	jandanmolgigmail.com		
ADORESS	HOUSE/STREET WARD NO: 140 VILLAGE: ALLIKE (446) SUB-DISTRICT/TEHSIL: RAMPURA FHUL DISTRICT: BATHINDA PIN CODE: 503202, PUBLIAB		

Assigned PIO:

NAME Amandeep Singh (DESIGNATION: ASSISTANT MANAGER)

DEPARTMENT: DIRECTOR GOVERNANCE REFORMS

MOBILE: 7015546340

SUBMISSION DATE: 15/11/2022, 9:18 AM

CITIZEN RTI REQUEST:

ti request		
PPLICATION STATUS		
Application Response Pending within to	ne period (30 days)	
DOCUMENTS LIST		
A(HAAR(382)	View	

Version 1.0

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Menu Items shown on the left hand side in login section

- 1. Search This feature allows performing open search to find any RTI application in your login.
- 2. Pendency (within timeline as per RTI act)
 - a. RTIs This menu item displays list of pending RTI applications in your login account.
 - b. Speaking Orders This This menu item displays list of pending RTI with speaking orders
- 3. Overdue (over timeline as per RTI act)
 - a. RTIs This menu item displays list of pending RTI applications (after exceeding the stipulated timeline as per RTI act) in your login account
 - b. Speaking Orders This menu item displays list of pending RTI applications with speaking orders (after exceeding the stipulated timeline as per RTI act) in your login account.

4. RTI history

- a. External Forward Shows the list of RTI applications which are forwarded to another department.
- b. Internal Forward Shows the list of RTI applications which are forwarded to internal department.
- c. Replied Shows the list of RTI applications for which replies have ben given.
- d. Disapproved Shows the list of RTI applications for which have been disapproved.

5. Speaking Orders history

- a. Replied Shows the list of RTI applications for which reply has been given based on the speaking orders.
- b. Disapproved Shows the list of RTI applications for which are disapproved based on the Speaking orders.
- 6. **Reports** This menu item allows PIOs/First appellate to generate and download the reports with the selection of dates.
- 7. **Move RTI Appeals** This menu item allows PIO/ first appellate to move the list of pending RTIs to new PIO/ first appellate after being relived from the current PIO or First appellate role.

Thank You