

# Citizen Portal

## 1. Create a Home Page for the Tripura RTI Portal.

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### Right to Information Online Portal

An initiative of Administrative Reforms, Training, Pension and Public Grievances Department, Government of Tripura

LOGIN

Submit RTI Request

View Request Status

First Appeal Request

Second Appeal Request

सूचना का अधिकार  
RIGHT TO INFORMATION

Request for RTI

Payment through eGRAS

Auto Assigning of SPIO

Reply to RTI Request



RIGHT TO INFORMATION

Right to Information Online Portal, Government of Tripura

This is a portal to file RTI application/first appeal online along with payment gateway. Fee payment can be made through Net Banking. Through this portal RTI application/first appeal can be filed by Indian Citizen only for the Departments/ Public Authorities of the Govt. of Tripura. Please read instructions carefully while submitting the RTI application/first appeal.

Public Authority  
1182

SPIO Registered  
1176

FAA Registered  
666

Citizen Registered  
826

RTI Status

Pending Requests

Disposed Requests

First Appeal

Citizen's Feedback

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2. If anyone clicks the Submit RTI Request option, then guidelines page will show on the screen. In this page all the department list will appear in the list box. You need to click the check box & then Submit Button.

The screenshot shows the 'Right to Information Online Portal' with the title 'Guidelines for use of RTI Online Portal'. It contains two numbered steps: 1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online. 2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Departments/Public-Authorities/Others of Government of Assam. List of Departments/Public-Authorities/Others of Government of Tripura can be seen as following: Below this is a 'List of Departments' table with 6 rows: 16. Fisheries Department, 17. Food, Public Distribution and Consumer Affairs Department, 18. General Administration Department, 19. Handloom, Textile & Sericulture Department, 20. Health and Family Welfare Department, 21. Hill Areas Department. Below the table is a section titled 'TERMS & CONDITIONS FOR PAYMENT AND REFUND POLICY' with four points A, B, C, and D. At the bottom, there is a checkbox labeled 'I have read and understood the above guidelines for use of RTI Online Portal (Assam)' and two buttons: 'SUBMIT' and 'CANCEL'.

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**Right to Information Online Portal**  
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### Guidelines for use of RTI Online Portal

- 1 This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
- 2 An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Departments/Public-Authorities/Others of Government of Assam. List of Departments/Public-Authorities/Others of Government of Tripura can be seen as following:

**List of Departments**

16. Fisheries Department
17. Food, Public Distribution and Consumer Affairs Department
18. General Administration Department
19. Handloom, Textile & Sericulture Department
20. Health and Family Welfare Department
21. Hill Areas Department

**TERMS & CONDITIONS FOR PAYMENT AND REFUND POLICY**

- A The date of application will be the, date on which fees payment is made and fees will be calculated at the time of submission of fees.
- B The application fee once paid i.e acknowledgement issued from the RTI Online Tripura website, will not be refunded in any case, even if, the RTI application is rejected by the concerned authority. Therefore the citizens are advised to go through the detailed Guidelines/FAQs and ensure their eligibility before making payment.
- C The fee being paid is only towards the RTI application. The application fees once paid is non-refundable even if the application is rejected for any reason.
- D The application fee which is not acknowledged at RTI Online Tripura website (in case of Broken response) and the deduction has been made from the account of the citizen, will be refunded by the Bank Concern. The citizen will be required to contact to them. Government of Tripura will not be liable in any such cases.

☐ I have read and understood the above guidelines for use of RTI Online Portal (Assam)

**SUBMIT** **CANCEL**

3. In this page, enter Email Id, mobile Number & Captcha in the text box. Then Click on Submit Button.

The screenshot shows the 'Right to Information Online Portal' with the title 'Online RTI Request Form'. It contains a form with the following fields: a phone number field with '9999999999', an email field with 'test@gmail.com', a captcha field with 'SxigfS' and a 'Refresh' button, and a checkbox labeled 'As per the DPDP Act, I agree to the Terms and Conditions of RTI Online Portal (Assam)'. Below the form is a 'SUBMIT' button. At the bottom, there is a footer with the text 'Contents of the portal is provided by Administrative Reforms, Training, Pension and Public Grievances Department, Govt. of Tripura' and 'Copyright © 2025. All Rights Reserved. This portal is Maintained by Tripura Information Commission and Designed & Developed by National Informatics Centre, Tripura'.

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### Online RTI Request Form

9999999999

test@gmail.com

SxigfS Refresh

SxigfS

☒ As per the DPDP Act, I agree to the Terms and Conditions of RTI Online Portal (Assam)

**SUBMIT**

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4) Verify OTP and Submit.



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## OTP Verification

Enter the One Time Password (OTP) has been sent to the Email ID and Phone Number

r\*\*\*\*\*a@gmail.com and +91-XXXXXX0230

Resend OTP in 00:26

SUBMIT

5 Attempts Remaining

The OTP is valid for 5 minutes from the time of generation.

4. Citizen needs to be fill up this page for RTI Request. Here Department/ Public Authority, State, District, Citizenship are dropdown list and will be fill up from master tables.


Online RTI Request Form	
<b>Public Authority Details: -</b> <b>Data to be entered only in English</b> Note: Fields marked with * are Mandatory.	
* Select Department/Public Authority	Agriculture
<b>Personal Details of RTI Applicant:-</b>	
* Name	Test
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Address	Dhaleswar
	Road 3
	Agartala
Pincode	799007
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	Tripura
Districts	West Tripura
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+9 0381230584
Mobile Number	+9 9999999999
* Email-ID	test@gmail.com
<b>Request Details :-</b>	
Citizenship	Indian
* Is the Applicant Below Poverty Line ?	No <i>You are required to pay the RTI fee of ₹ 10</i>
((Enter Text for RTI Request application upto 3000 words))	
<i>Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - _ ( ) / @ : &amp; \ \ % are allowed in Text for RTI Request application.</i>	
* Text for RTI Request application	Text For RTI Request Application
	33/3000 Characters entered
Supporting document ((only pdf upto 1 MB)) Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA-Z0-9_ -)	Browse... No file selected.
* Enter Captcha code	8fupr9
	Can not read the image? click here to refresh
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	


At last Citizen will enter the Captcha Code and click the Submit button for save all the details.



5. After Successfully Registration, One Receipt Copy will generate in the portal. Then Citizen can print the Receipt copy of the RTI Request.

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LOGIN

Online RTI Request Form

Registration Number	GOXXX / R / 2024 / 12345
Name	Applicant Name
Date of Filing	22/02/2024
Status	RTI REQUEST RECEIVED as on 22/02/2024
Nodal Officer Details	
Telephone Number	0381
Email ID	Nodal Officer Email ID

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