# Citizen Portal

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

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.



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

4) Verify OTP and Submit.

**Right to Information Online Portal**

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

## 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

**Public Authority Details: -**    Data to be entered only in English    Note: Fields marked with * are Mandatory.

| * Select Department/Public Authority | Agriculture ⌄ |
|---|---|

**Personal Details of RTI Applicant:-**

| *Name | Test ❓ |
|---|---|
| Gender | ● Male ○ Female |
| * Address | Dhaleswar ❓ |
| | Road 3 |
| | Agartala |
| Pincode | ▯ 799007 ❓ |
| Country | ● India ○ Other |
| State | Tripura ⌄ |
| Districts | West Tripura ⌄ |
| Educational Status | ○ Literate ○ Illiterate |
| Phone Number | +9 ☎ 0381230584 ❓ |
| Mobile Number | +9 ▭ 9999999999 ❓ |
| * Email-ID | test@gmail.com ❓ |

**Request Details :-**

| Citizenship | Indian ⌄ |
|---|---|
| * Is the Applicant Below Poverty Line ? | No ⌄    *You are required to pay the RTI fee of ₹ 10* |

((Enter Text for RTI Request application upto 3000 words))

*Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - _ ( ) / @ : & \\ % are allowed in Text for RTI Request application.*

| * 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. |
|---|---|
| | **8fupr9** |
| * Enter Captcha code | 8fupr9 ❓ |
| | Can not read the image? click here to refresh |
| | **Submit**    **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 |