

RTI User Manual

ABOUT THE MANUAL

Audience

This manual is meant for Public who wants to get RTI in any department of Chhattisgarh.

Purpose

The purpose of this document is to provide an interface between user and the online RTI application. It will help the user to understand major features, benefits and workflow of the system. It will also help to manage the master data by Administrator.

Authorship

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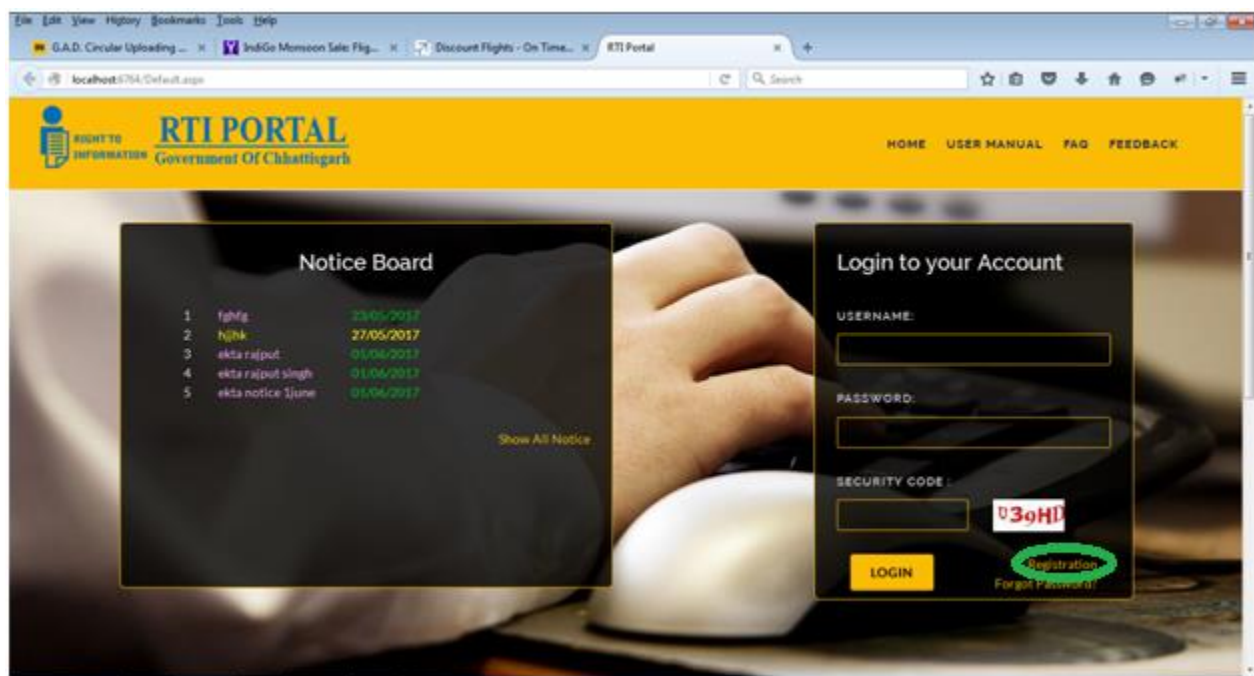
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1.0 Guidelines for registration of user

1. Open a web browser from your computer. Open <http://10.132.36.118/rtionline/default.aspx> from the browser.
2. It will open a page as shown below. Click on the Registration link as shown in the figure below.



- After clicking on Registration a page as shown below opens. For requesting RTI User Registration is compulsory.



RTI PORTAL
Government Of Chhattisgarh

HOME USER MANUAL FAQ FEEDBACK

Registration

all * fields are mandatory
Password must have atleast 8 characters maximum 15 characters. It must contain one capital alphabate, one small alphabate, one number and one special character.

User Details

Name: *

Ex-Ekta kushwah

Gender: *

Choose Gender

Mobile No: *

Only 10 Digits

Email Id: *

Ex-ekta@gmail.com

Address *

Required Full Address

100 Characters left.

Country *

Choose Country

State *

Choose State

District: *

Select District

Pincode *

Login Details

User Type *

Choose User Type

Create User ID *

Create Password *

Confirm Password *

Enter Security Code *

3 D Z 9 K

Submit

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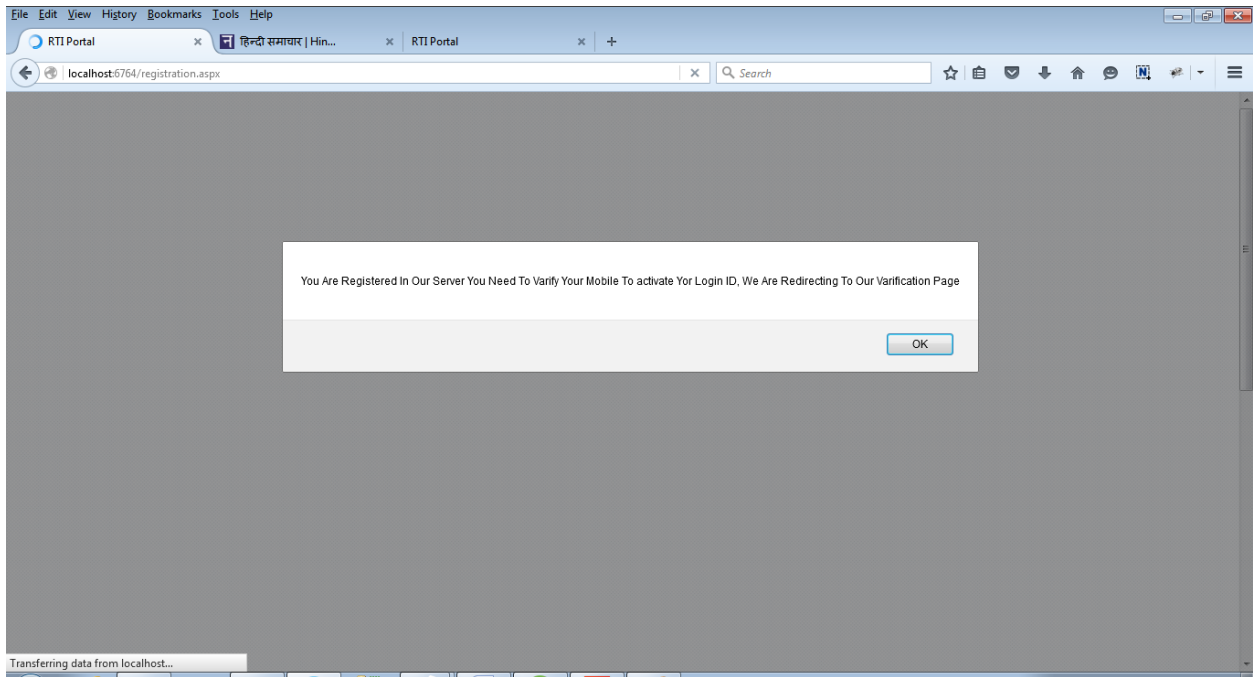


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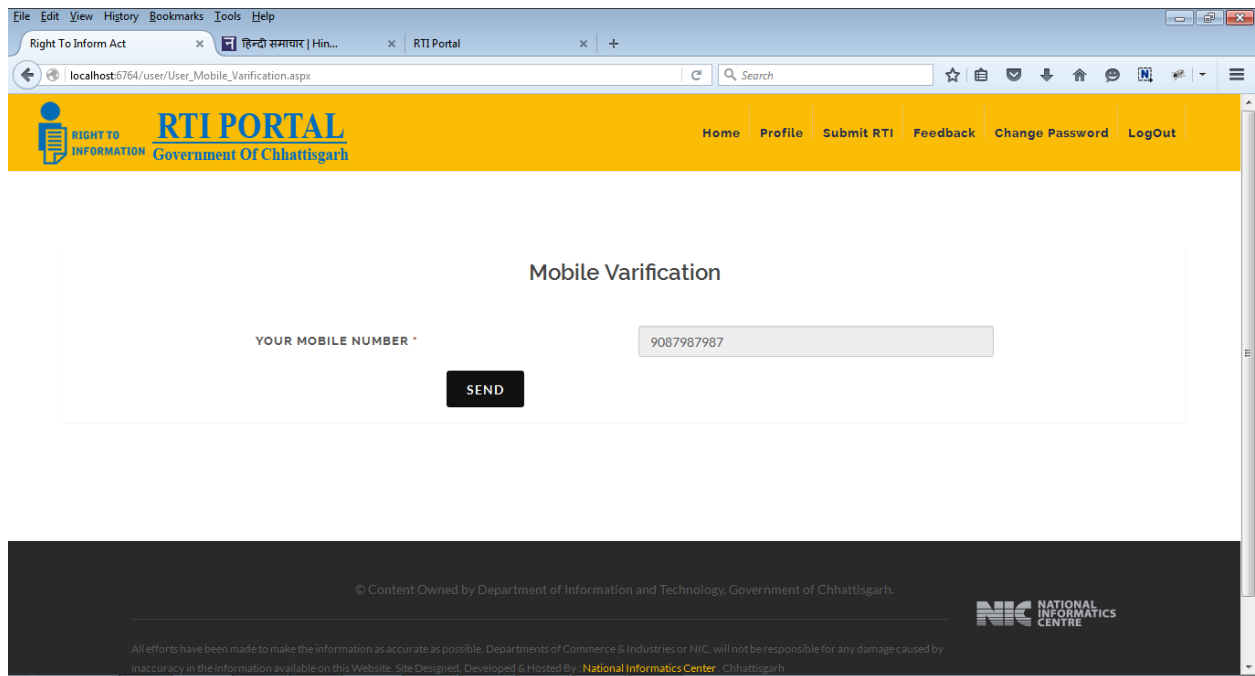
- This page is the new user registration page. User has to register by providing all the mandatory details that is followed by “*”.
- At the end of the registration form there is a captcha image as shown above. User has to enter that image in the textbox below that in order to

proceed. After filling all the mandatory details user has to press the Submit button.

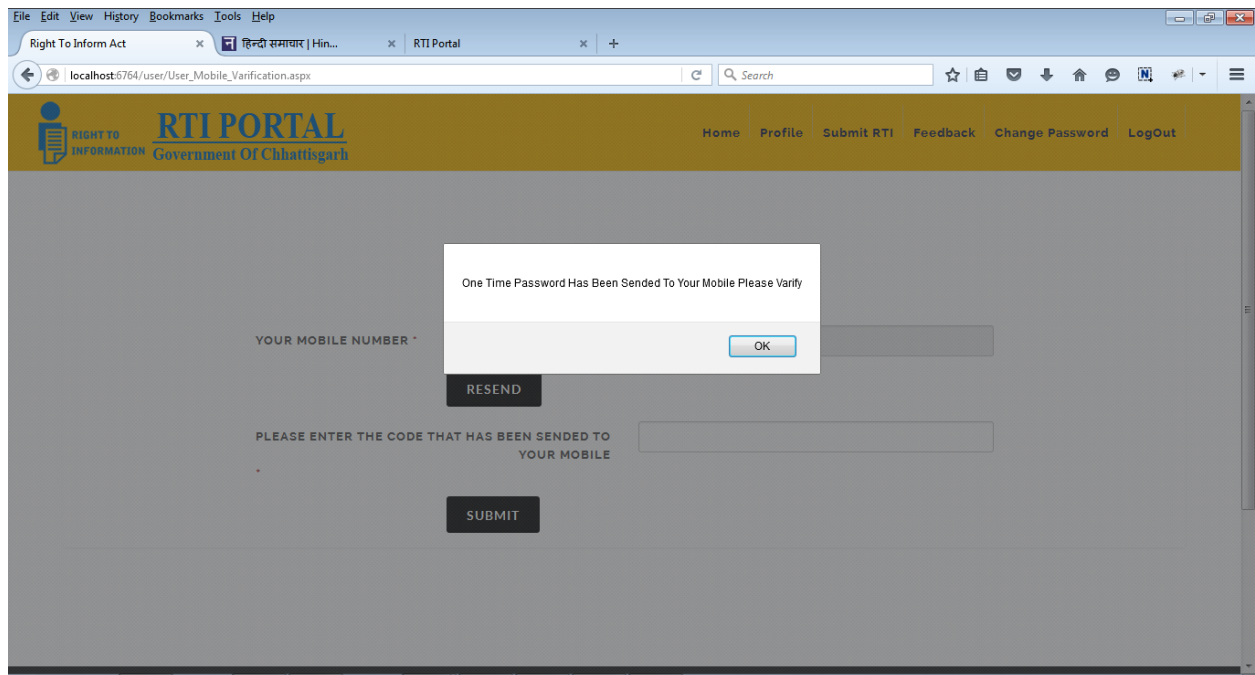
6. After filling all mandatory fields and clicking the Submit button a message as shown below appears.



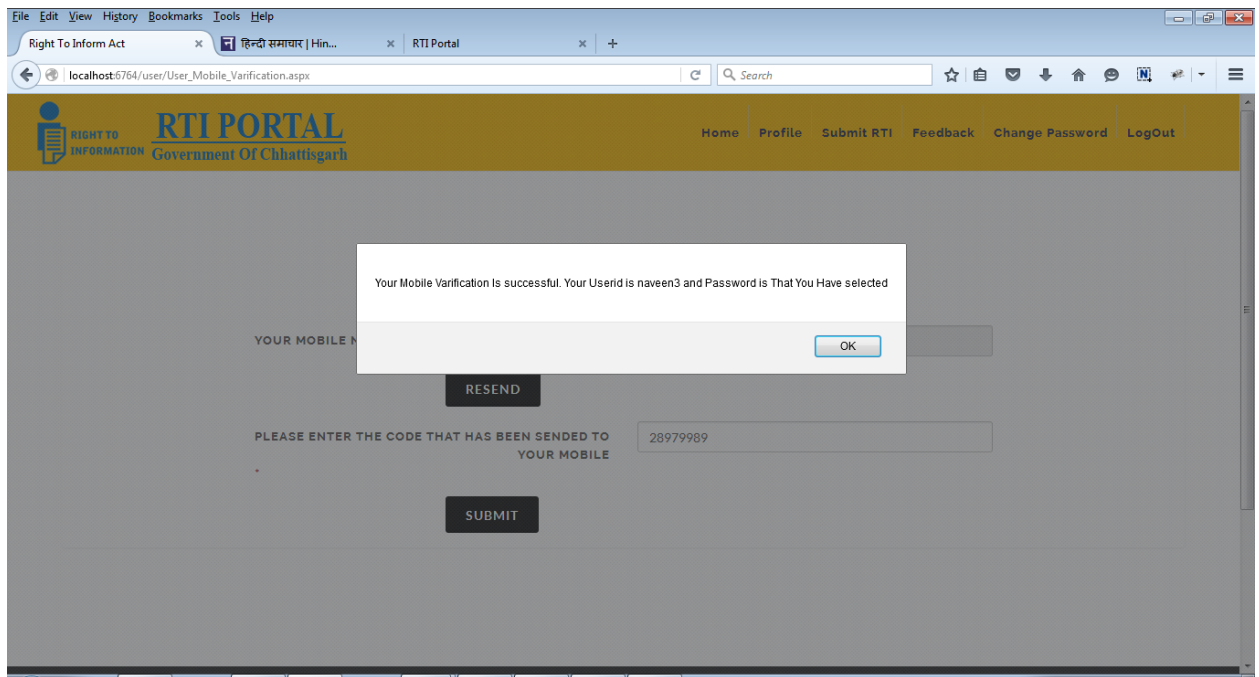
7. On clicking ok a page as shown below appears. Click Send button to get OTP.



8. Click OK.



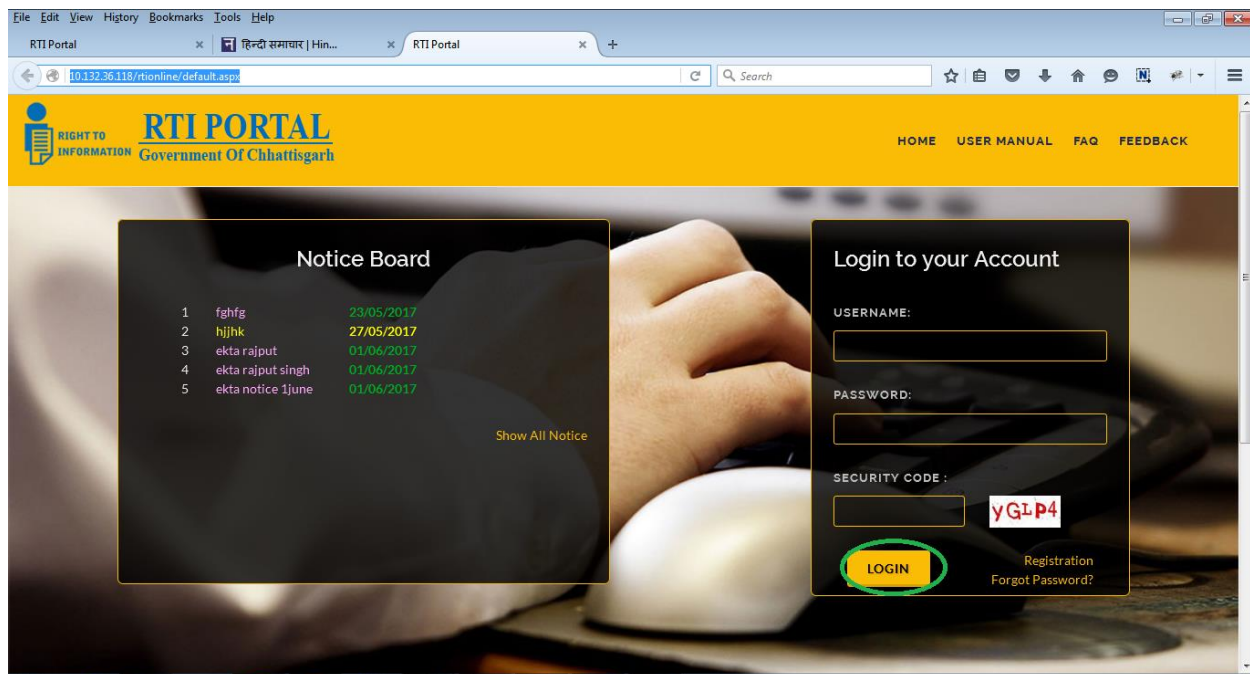
9. Here the user has to enter the one time password (OTP) that will come to his/her entered mobile number as message. After filling the OTP click the Submit button to verify the mobile number entered..
Here the user has to enter



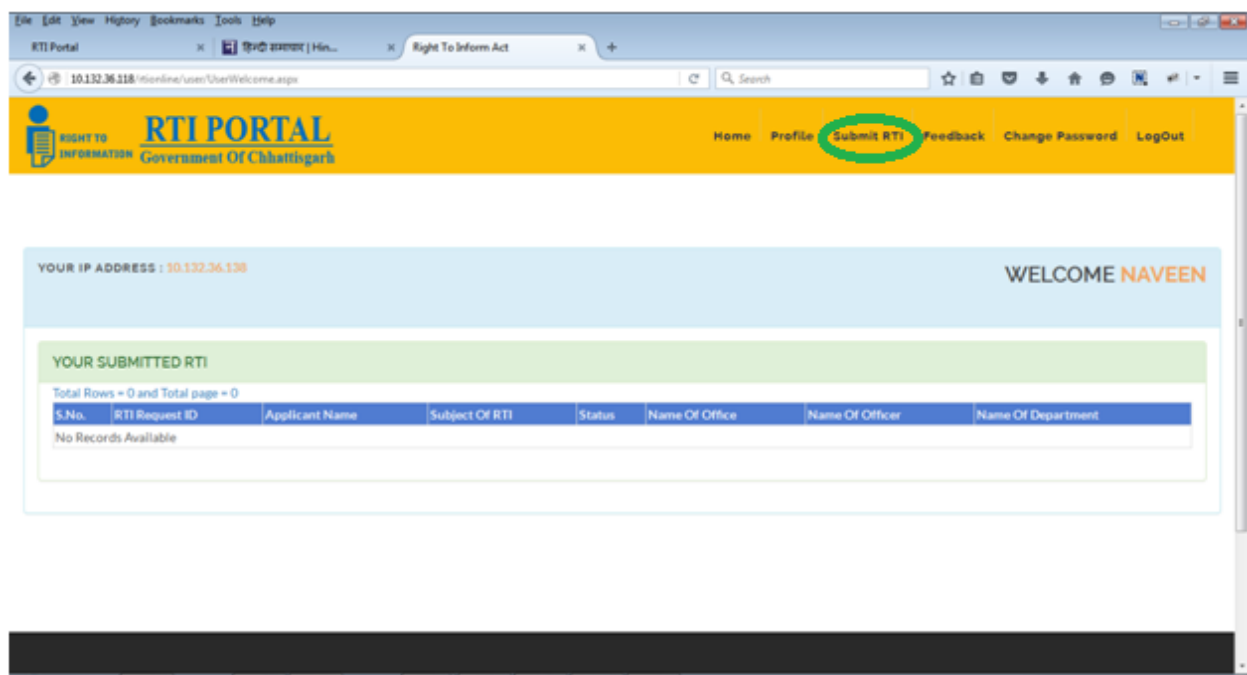
10. After successful verification of the user's mobile number, the user account will be active and the user will be able to login by providing his/her user id and password provided at the time of registration. Click OK on the above screen.

2.0 Login:

1. Open a web browser from your computer. Open <http://10.132.36.118/rtionline/default.aspx> from the browser.
2. It will open a page as shown below. Enter user name and password and Captcha code then Click on the Login Button as shown in the figure below.



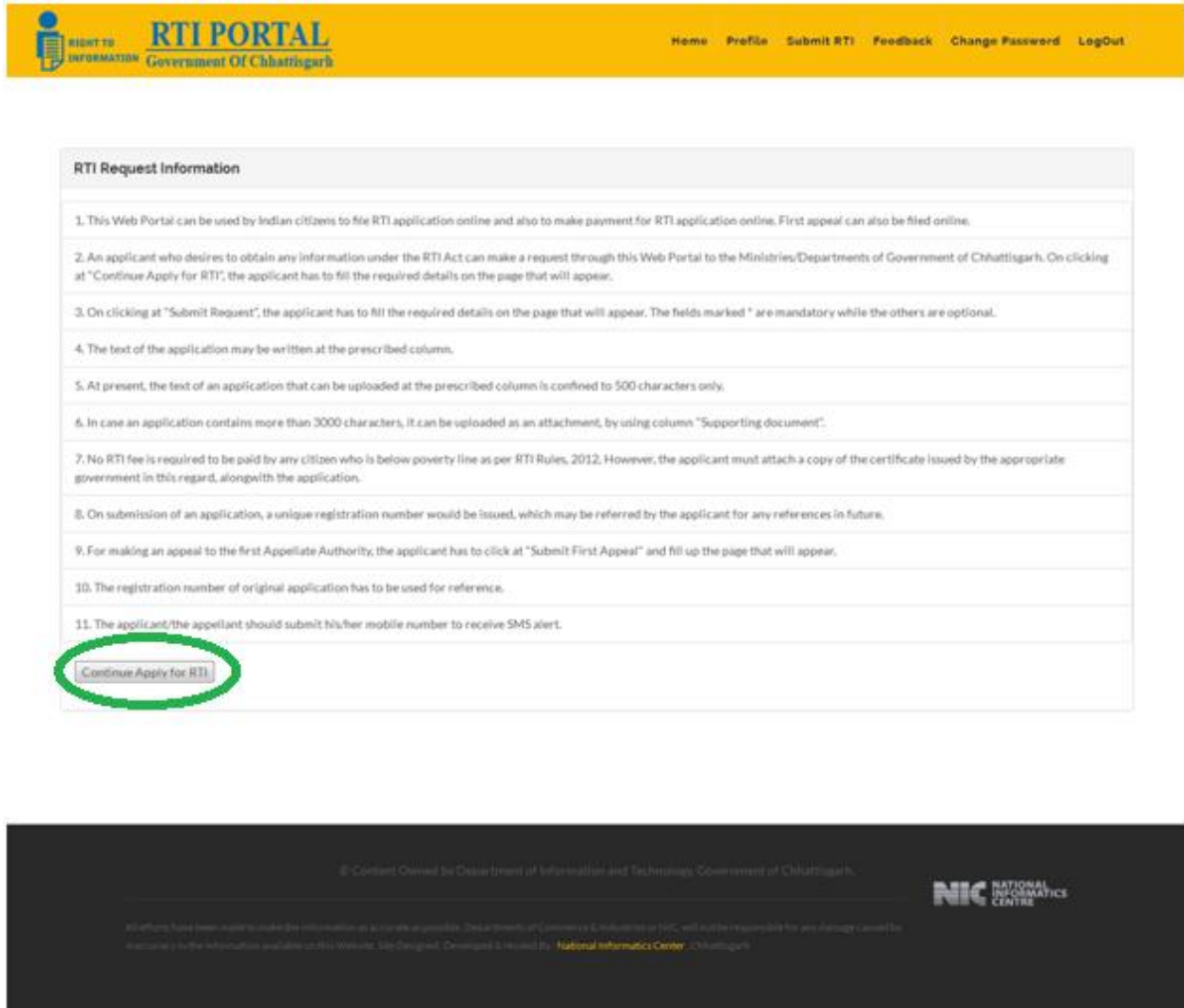
3. After successful login a page as shown below will appear.



3.0 Guidelines for Filling RTI Form:

3.1 Submit RTI

1. Click on the menu Submit RTI in the above figure. A page with information about RTI will be displayed as shown below.



RTI PORTAL
Government Of Chhattisgarh

Home Profile Submit RTI Feedback Change Password Logout

RTI Request Information

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 Ministries/Departments of Government of Chhattisgarh. On clicking at "Continue Apply for RTI", the applicant has to fill the required details on the page that will appear.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 500 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
8. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
9. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
10. The registration number of original application has to be used for reference.
11. The applicant/the appellant should submit his/her mobile number to receive SMS alert.

[Continue Apply for RTI](#)

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2. Applying for RTI click Continue Apply for RTI button as shown in the above screen. A page of filling RTI form as shown below will appear.



RIGHT TO
INFORMATION

RTI PORTAL
Government Of Chhattisgarh

[Home](#) [Profile](#) [Submit RTI](#) [Feedback](#) [Change Password](#) [Logout](#)

Online RTI Request Form

NOTE: ALL * MARKED FIELDS ARE MANDATORY

Applicant Information

Applicant Type	<input type="text" value="Individual"/>		
* Name	<input type="text" value="Naveen Naik 2nd"/>	* Gender	<input type="text" value="Male"/>
* Email-ID	<input type="text" value="naveennaik@gmail.com"/>	* Address	<input type="text" value="sector 27 Naya Raipur"/>
			Characters left: 100
* Country	<input type="text" value="India"/>	* State	<input type="text" value="Chhattisgarh"/>
* District	<input type="text" value="रायपुर"/>		
* Pin Code	<input type="text" value="492002"/>	* Mobile Number	<input type="text" value="9425516819"/>

RTI Details

* Is the Applicant Below Poverty Line	<input type="text" value="---Select---"/>
* Details of RTI Request application	
* Subject	<input type="text" value="Subject Here"/>
* RTI Details	<input type="text" value="Application Details Here"/>
	Characters left: 500
RTI Additional Document	Click to add files <input type="button" value="Browse..."/> No file selected. <input type="text" value="File Description here"/>

RTI Department Detail

* District Name	<input type="text" value="--Select District--"/>	* Base Department Name	<input type="text" value="--Select Department--"/>
* Office Category	<input type="text" value="--Select Office Category--"/>	* Office Level	<input type="text" value="--Select Office Level--"/>
* Office	<input type="text" value="--Select Office--"/>	* RTI Officer	<input type="text" value="--Select Officer--"/>
Enter Security Code	<input type="text"/>		

4 Q 4 6 6



SUBMIT

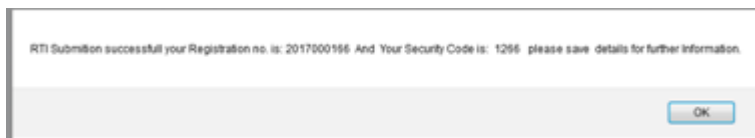
RESET

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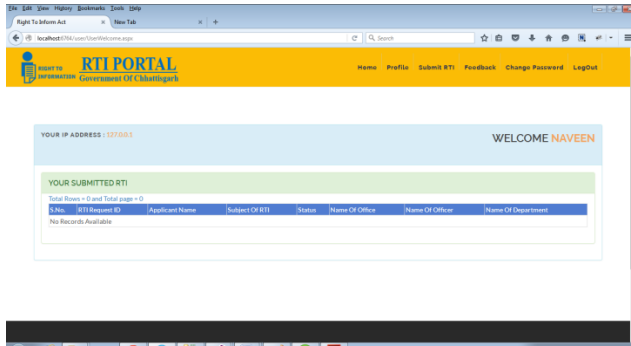
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CENTRE

3. In the above form there are three part. Part 1 is Applicant detail which is prepopulated of login user detail, user can change it. Part 2 is RTI details and Part 3 is RTI department details. User has to fill all these 3 part. After filling the form (All mark with red asterisk * are mandatory) click the Submit button at the end as shown in the above screen.
4. Depending on the User mobile number and BPL status the next page will appear as per the below scenario.
 - I. If the applicant is BPL and Mobile number is same as login user mobile.
 - II. If the Applicant is Non-BPL and mobile number is same as login user mobile.
 - III. If the Applicant is BPL and mobile number is different as login user mobile.
 - IV. If the Applicant is Non-BPL and mobile number is different as login user mobile.
- I. If the applicant is BPL and Mobile number is same as login user mobile. : After Clicking the Submit button the below screen will appear.



Note down the registration number and security code and then click OK , the below welcome screen will appear.



II. If the Applicant is Non-BPL and mobile number is same as login user mobile.:

NOTE: Make sure you have paid the fees through echallan before going to this section

a. After Clicking the Submit button the below information screen will appear.



b. Then click OK, The fees payment screen will appear.

- c. Enter the e-challan reference number and click Get Data.
The E-challan data will be displayed as bellow.

The screenshot shows the 'RTI Fees' form on the RTI Portal. The form includes fields for 'To Ref No.', 'Amount', 'Major_head', 'Minor_head', 'purpose', 'e_challan_date', 'Sub_Major', 'Sub_head', 'Tin_cis', and 'Account_date'. The 'Get Data' button is highlighted with a green circle, and the 'Save' button is highlighted with a blue circle.

- d. Click on Save button on the above screen the data will be saved and the below popup message will be shown.

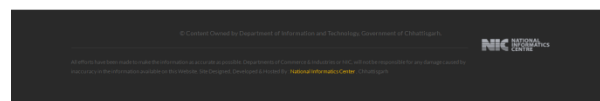


- e. click ok on the above message. your e-challan details will be displayed in the tabular form. As shown below.

The screenshot shows the 'eChallan Details' form on the RTI Portal. The form includes fields for 'To Ref No.', 'Amount', 'Major_head', 'Minor_head', 'purpose', 'e_challan_date', 'Sub_Major', 'Sub_head', 'Tin_cis', and 'Account_date'. The 'Get Data' button is highlighted with a green circle. Below the form, a table displays the saved data:

Ref Number	Amount	Tin Cis	Major Head	Sub-Major Head	Minor Head	Sub Head	Purpose
66110010000006	1000	-	1475	00	200	0000	-

The 'Proceed' button is highlighted with a green circle.

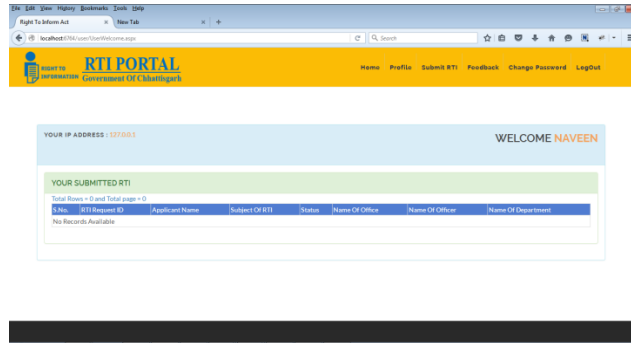


- f. Now click Proceed button in the above screen. The below success popup screen will appear.

RTI Submission successful your Registration no. is: 2017000167 And Your Security Code is: 0184 please save details for further information.

OK

- g. Note down the registration number and security code and then Click OK on the above screen. The below welcome page will be displayed.



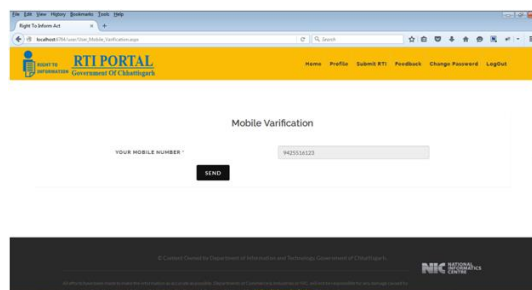
- III. If the Applicant is BPL and mobile number is different as login user mobile.:

- a. After clicking the Submit button in RTI Form (Step 2 of 3.1). The below topup screen will appear.

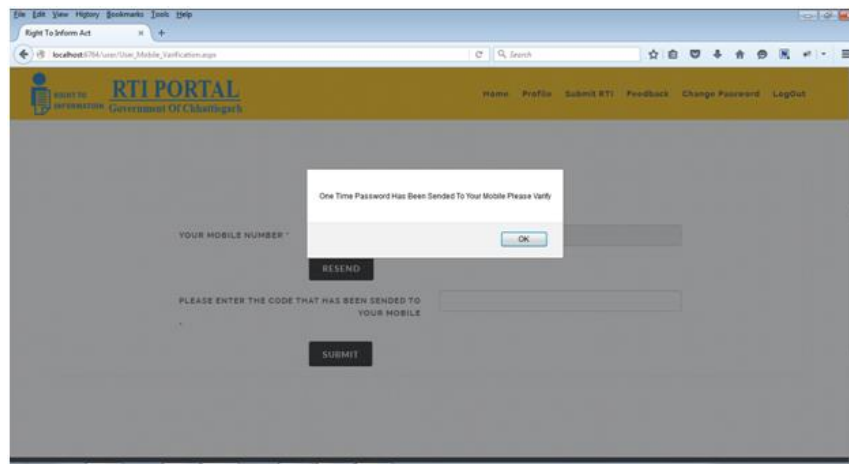
Your RTI Request has been submitted Need Mobile Verification for Registration

OK

- b. Click OK and the below mobile verification screen will appear.



- c. Check the mobile number and click Send button to get the OTP. Click OK on the below Popup screen.



Right To Inform Act

RTI PORTAL
Government Of Chhattisgarh

Home Profile Submit RTI Feedback Change Password LogOut

One Time Password Has Been Sent To Your Mobile Please Verify

YOUR MOBILE NUMBER *

SEND

PLEASE ENTER THE CODE THAT HAS BEEN SENT TO YOUR MOBILE

SUBMIT

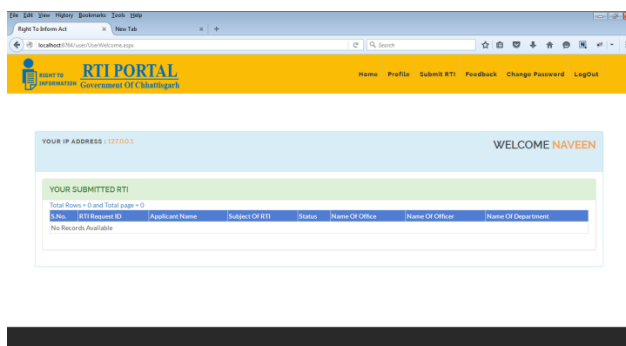
- d. If you received the OTP then enter the number in the Text box and click submit to verify the OTP or click Resent button if you have not received the OTP.
- e. After clicking the Submit button RTI Success page as shown below will be displayed.



Your Mobile Verification is successful. Your RB Has Been Registered with registration no.: 2017000168 AND Your Security Code is 8890. Please Save Both For Details

OK

- f. Note down the registration number and security code and then Click OK on the above screen. The below welcome page will be displayed.



Right To Inform Act

RTI PORTAL
Government Of Chhattisgarh

Home Profile Submit RTI Feedback Change Password LogOut

YOUR IP ADDRESS : 137.0.0.1

WELCOME NAVEEN

YOUR SUBMITTED RTI

Total Rows = 0 and Total page = 0

RTI Request ID	Applicant Name	Subject OR RTI	Status	Name Of Office	Name Of Officer	Name Of Department
No Records Available						

IV. If the Applicant is Non-BPL and mobile number is different as login user mobile.

- a. Follow the a to e steps of II of 4th of 3.1. ie. E-challan payment Part.
- b. On clicking of Proceed button in step e of II of 4th of 3.1, the following screen will appear.

Your RTI Request has been submitted Need Mobile Verification for Registration

OK

- c. Now click OK and follow the mobile verification part ie. step (b to e) of III of 4th of 3.1.

4.0 View Profile

1. After Login with user ID and Password The following welcome page will be displayed.



YOUR IP ADDRESS : 127.0.0.1 WELCOME NAVEEN NAIK 2ND

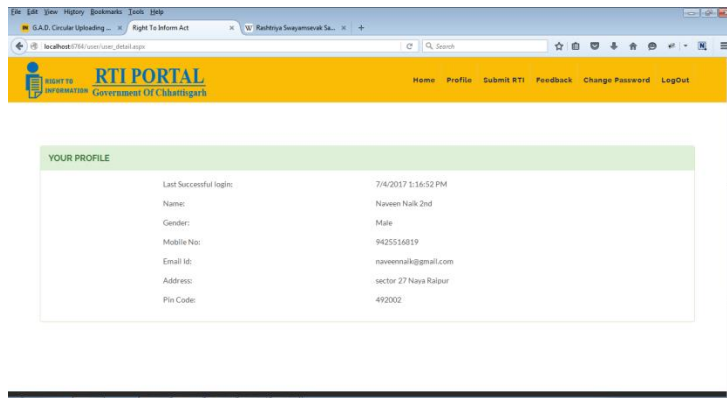
YOUR SUBMITTED RTI

Total Rows = 14 and Total page = 1

Sl. No.	RTI Request ID	Applicant Name	Fullname Of RTI	Status	Name Of Office	Name Of Officer	Name Of Department
1	2017000147	Naveen Naik 2nd	ajgud	NewRTI	atitane	Sonal	अतिरिक्त सचिव
2	2017000148	Naveen Naik 2nd	sd	NewRTI	atitane	Ekta Singh	अतिरिक्त सचिव
3	2017000147	Naveen Naik 2nd	jkl	Pending	atitane	Sonal	अतिरिक्त सचिव
4	2017000146	Naveen Naik 2nd	drg	Pending	atitane	swagat	अतिरिक्त सचिव
5	2017000145	Naveen Naik 2nd	imom	NewRTI	atitane	Lokesh Verma	अतिरिक्त सचिव
6	2017000144	Naveen Naik 2nd	try	NewRTI	atitane	Lokesh Verma	अतिरिक्त सचिव
7	2017000143	Naveen Naik 2nd	ghj	Pending	atitane	ritu rajput	अतिरिक्त सचिव
8	2017000142	Naveen Naik 2nd	hij	NewRTI	atitane	Lokesh Verma	अतिरिक्त सचिव
9	2017000141	Naveen Naik 2nd	suof	NewRTI	atitane	Lokesh Verma	अतिरिक्त सचिव
10	2017000139	Naveen Naik 2nd	naml	Completed	atitane	swagat	अतिरिक्त सचिव

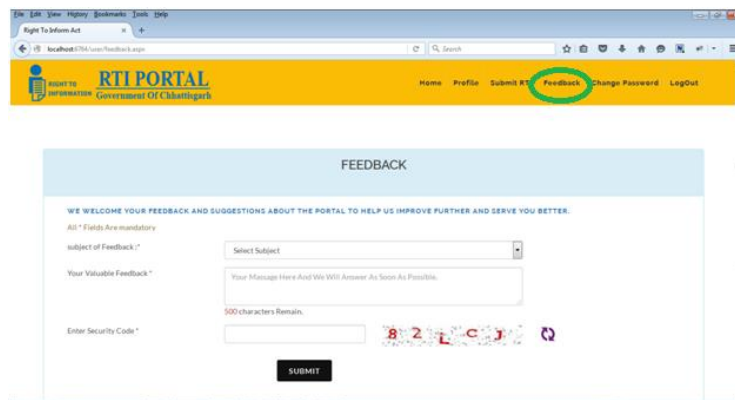
12

2. Click on the Profile menu in the above screen, the Profile page will be displayed as below.



5.0 Feedback

1. User can send their feedback about the RTI Protal. After Login click on the Feed back menu as shown below the Feedback page show shown below will be displayed.



2. Enter your feed back and click Submit. the following success popup screen will appear.




3. Click ok on the above screen and the profile page will be displayed.

FileEditViewHistoryBookmarksToolsHelp

Right To Inform Actx

localhost:61764/user/user_detail.aspxSearch

 **RTI PORTAL**
Government Of Chhattisgarh

HomeProfileSubmit RTIFeedbackChange PasswordLogOut

YOUR PROFILE

Last Successful login:	7/5/2017 11:01:00 AM
Name:	Naveen Naik 2nd
Gender:	Male
Mobile No:	9425516819
Email Id:	naveennaik@gmail.com
Address:	sector 27 Naya Raipur
Pin Code:	492002