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

This manual has been developed by National Informatics Centre (NIC), Chhattisgarh State Centre, Mantralaya, Raipur.
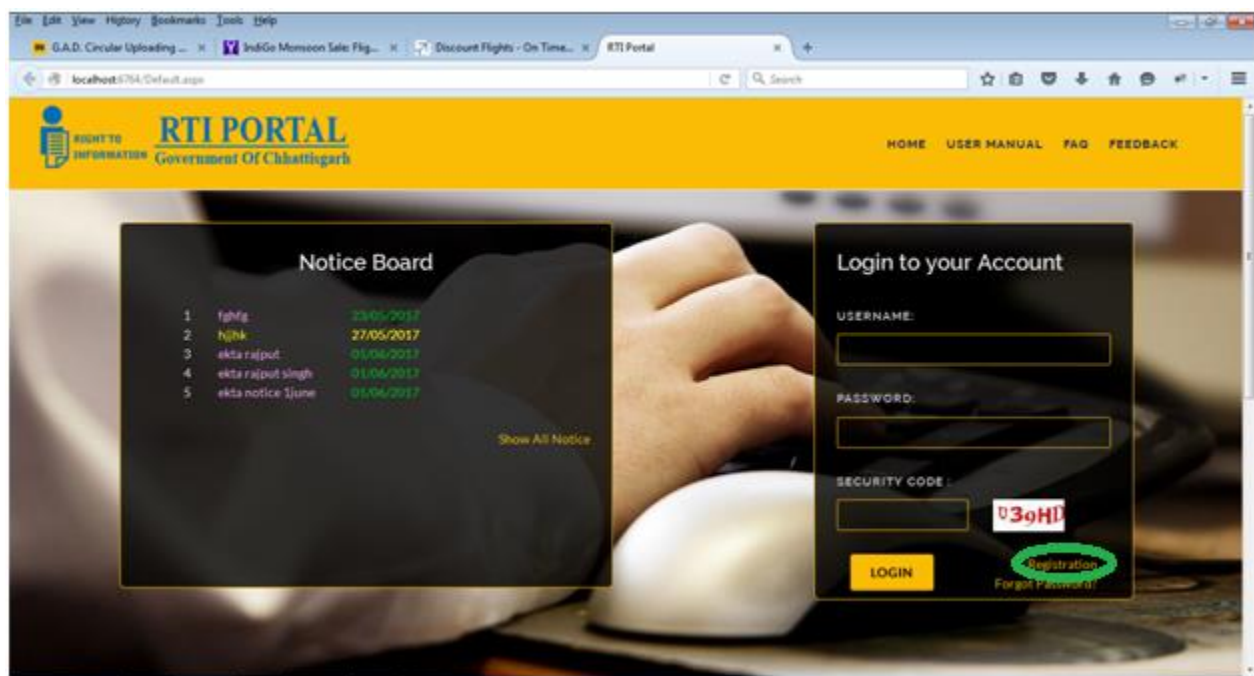
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Table of Contents

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.

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

4. This page is the new user registration page. User has to register by providing all the mandatory details that is followed by "*".
5. 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

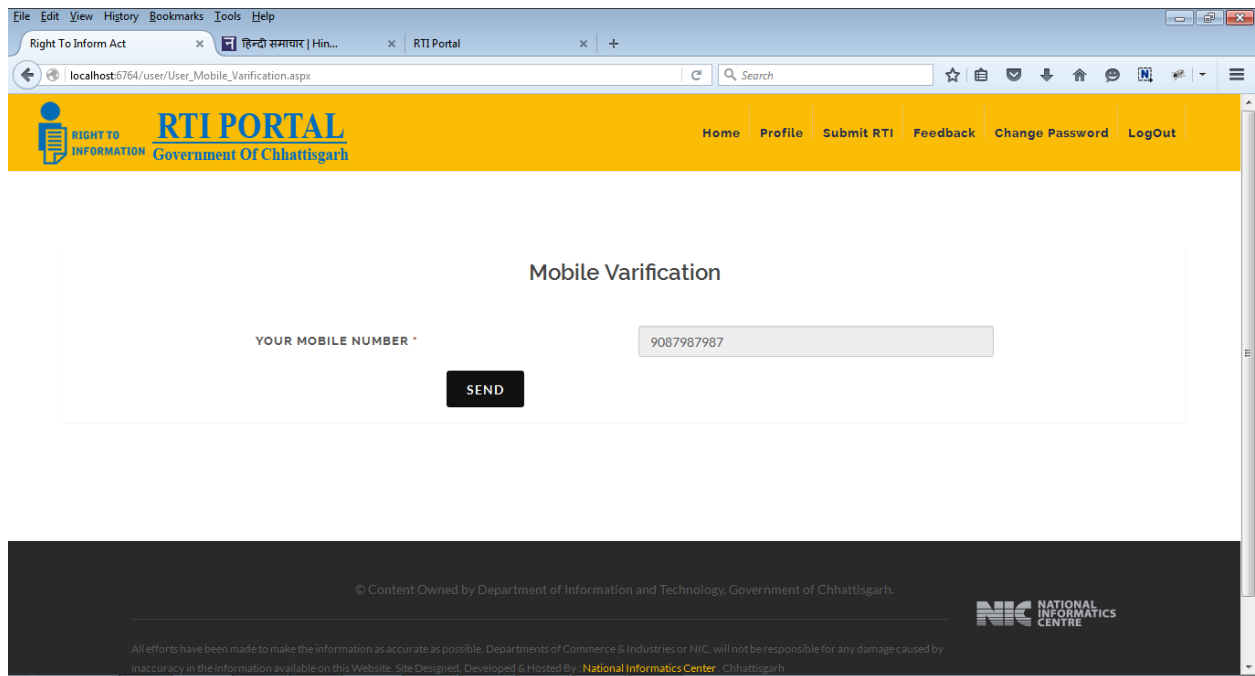proceed. After filling all the mandatory details user has to press the Submit button.
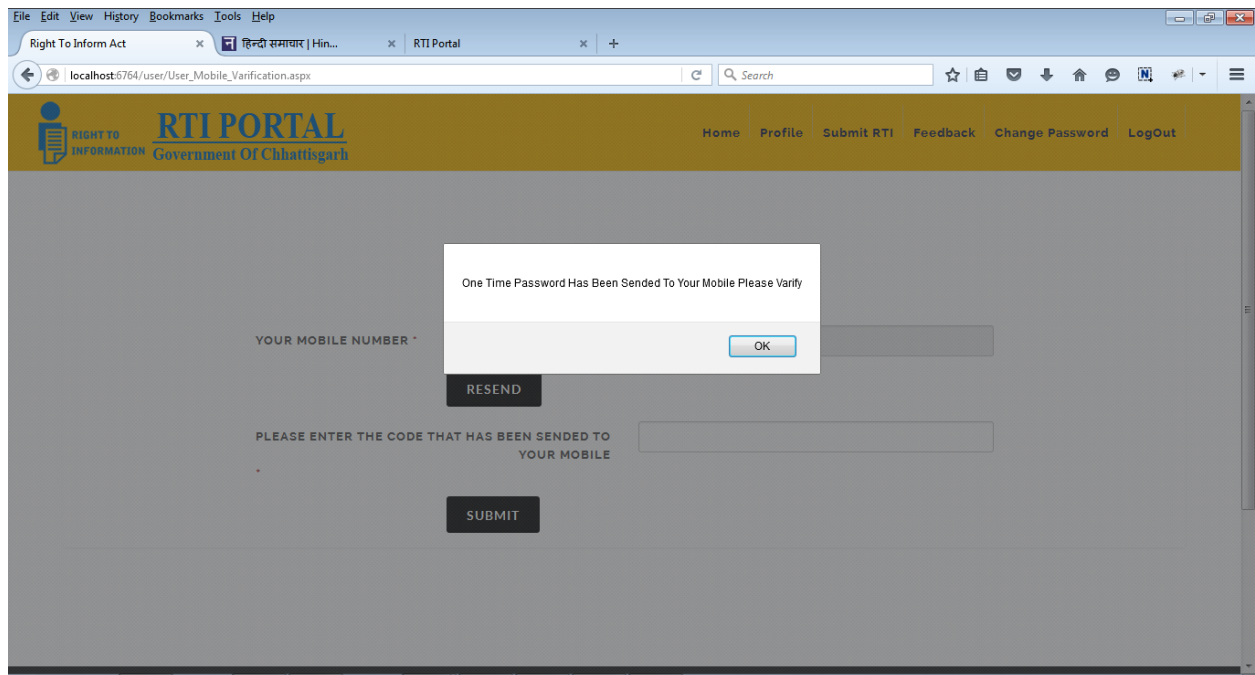
6. After filling all mandatory fields and clicking the Submit button a message as shown below appears.
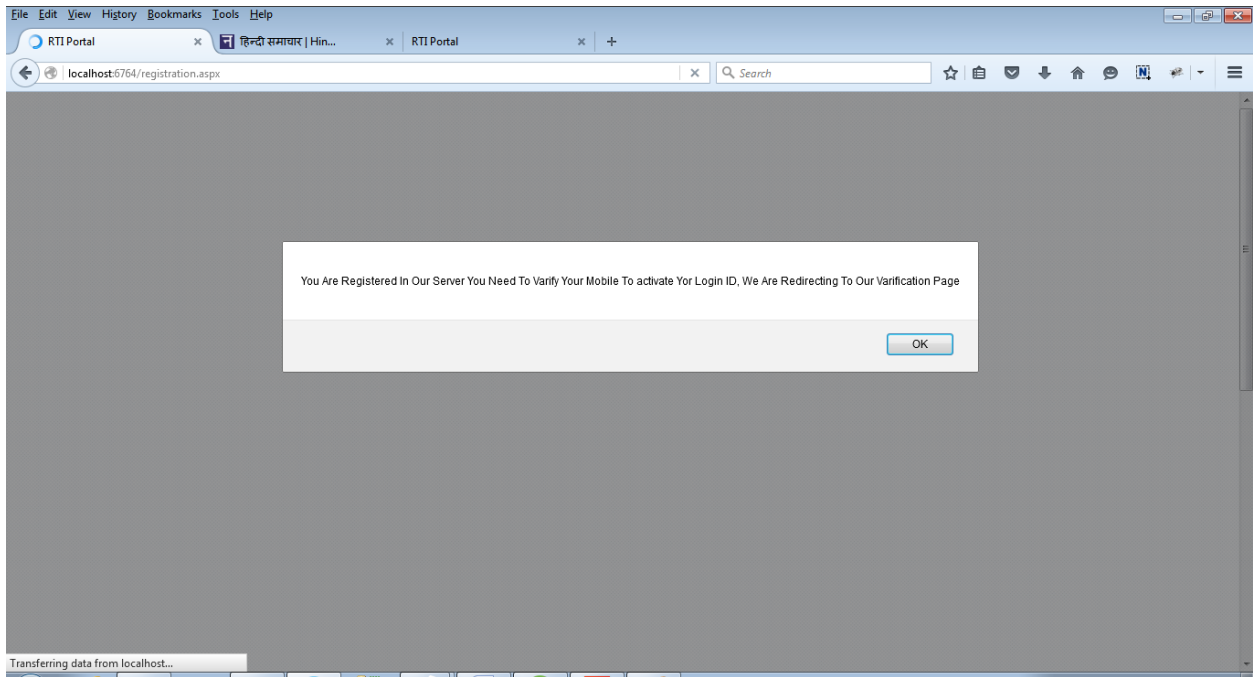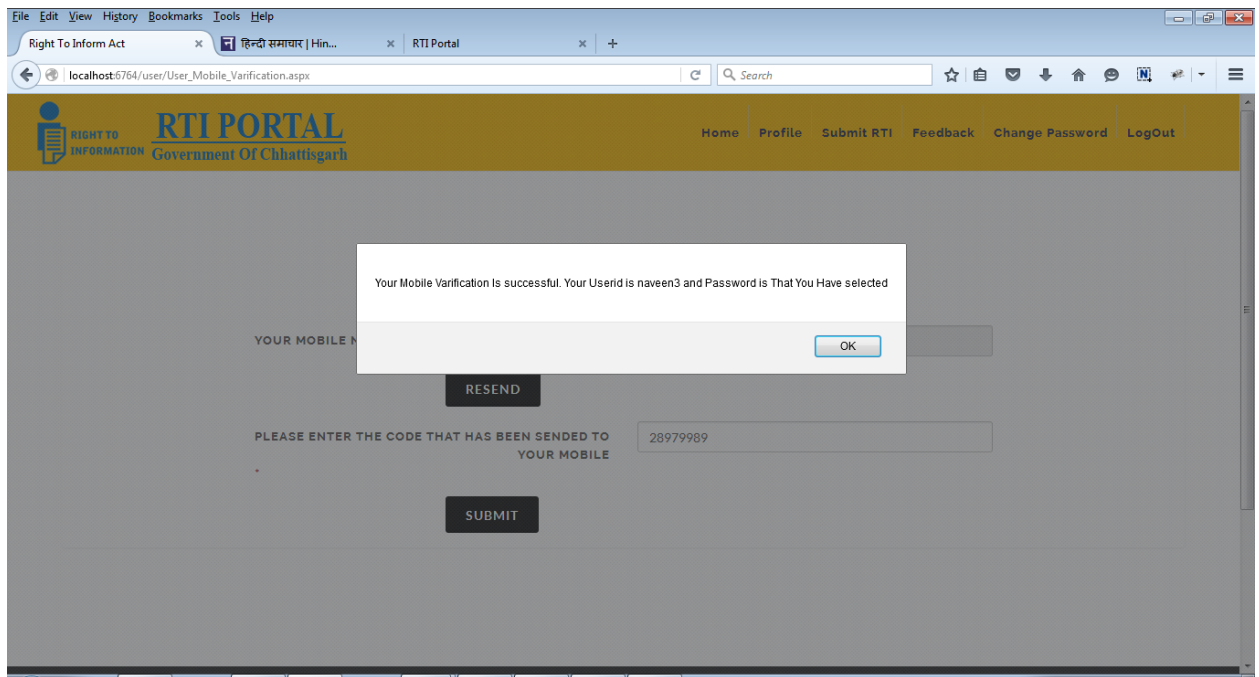

7. On clicking ok a page as shown below appears. Click Send button to get OTP.
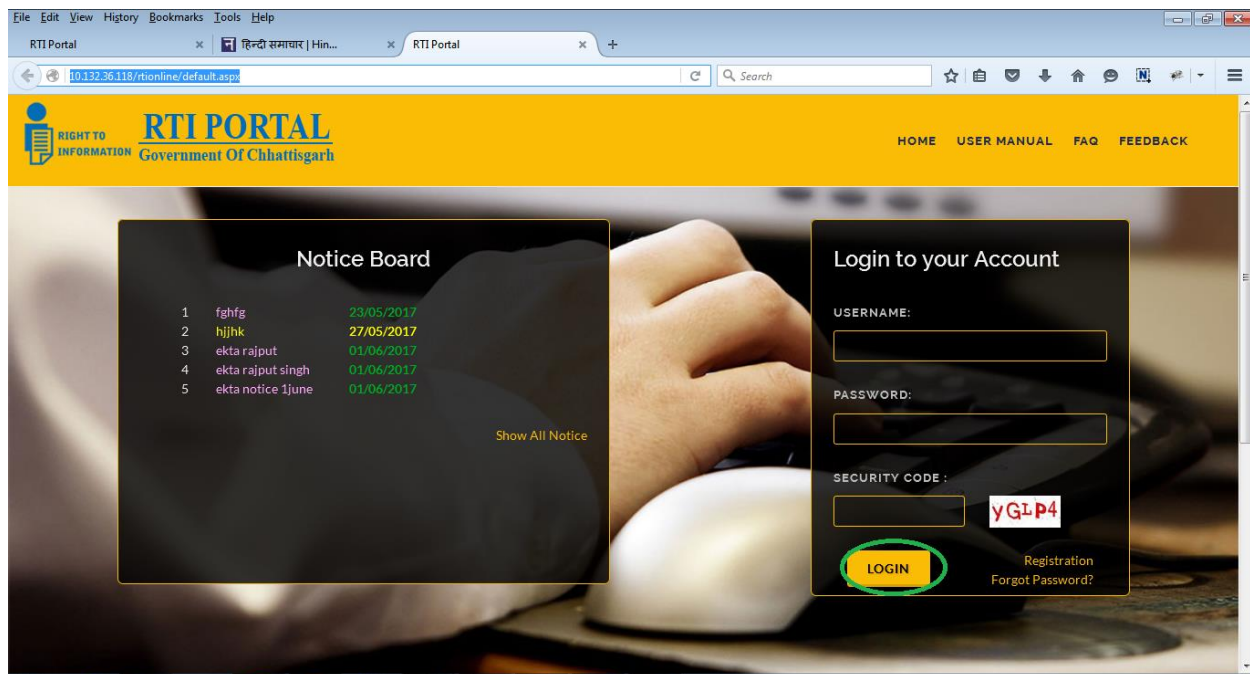
8. Click OK.

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.
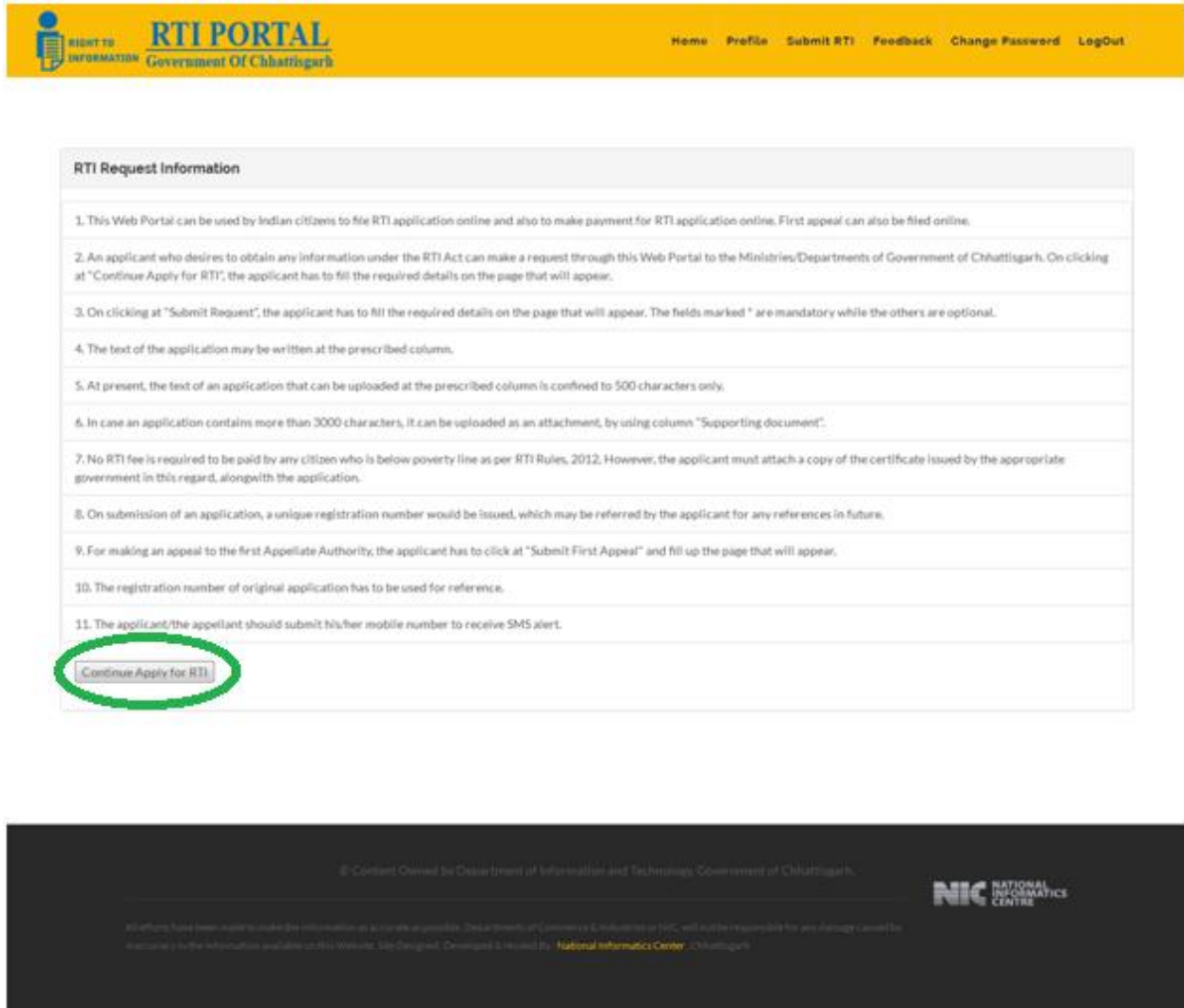
3. After successful login a page as shown below will appear.
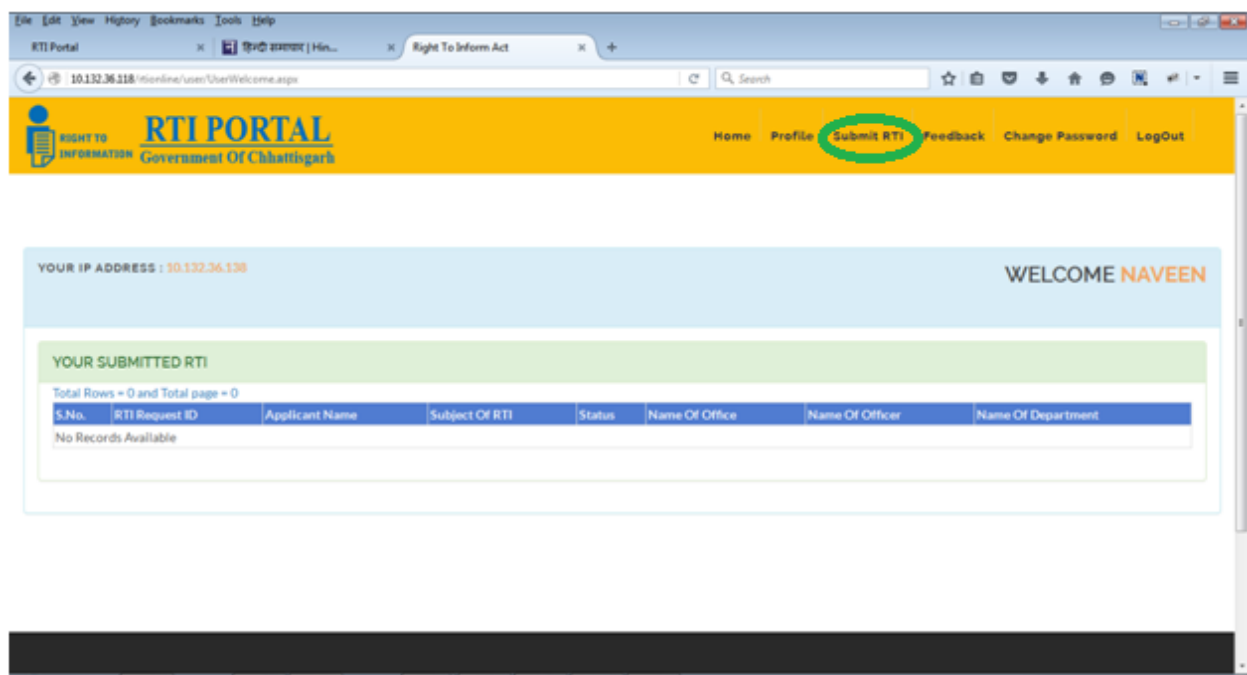
3.0 Guidelines for Filling RTI Form:

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.

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.

Online RTI Request Form

NOTE: ALL * MARKED FIELDS ARE MANDATORY

Applicant Information

Applicant Type	Individual
* Name	Naveen Naik 2nd
* Gender	Male
* Email-ID	naveennaik@gmail.com
* Address	sector 27 Naya Raipur
	Characters left. 100
* Country	India
* State	Chhattisgarh
* District	रायपुर
* Pin Code	492002
* Mobile Number	9425516819

RTI Details

* Is the Applicant Below Poverty Line   ----Select-----

* Details of RTI Request application
* Subject   Subject Here

* RTI Details   Application Details Here

Characters left. 500

RTI Additional Document   Click to add files   Browse... No file selected.   File Description here

RTI Department Detail

* District Name	--Select District--	* Base Department Name	--Select Department--
* Office Category	--Select Office Category--	* Office Level	--Select Office Level--
* Office	--Select Office--	* RTI Officer	--Select Officer--
Enter Security Code		4 Q 4 6 6	

SUBMIT   RESET

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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 mendatory) 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.

RTI Submition successfull your Registration no. is: 2017000166 And Your Security Code is: 1266 please save details for further information.

OK
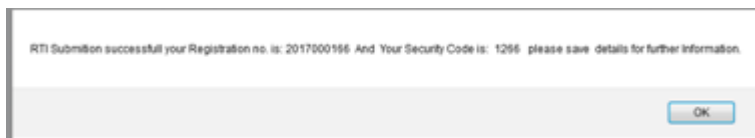
Note down the registration number and security code and then click OK , the below welcome screen will appear.
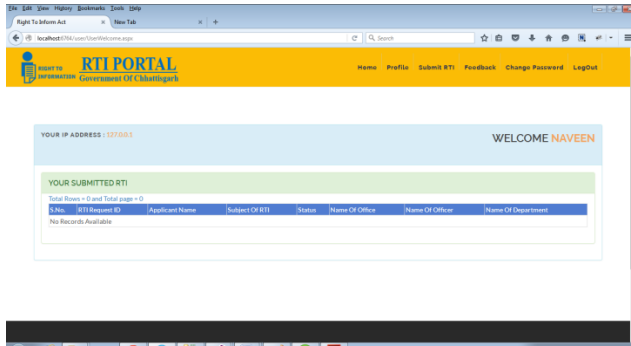
II. If the Applicant is Non-BPL and mobile number is same as login user mobile.:

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.

Please Pay Due Amount Rs. 10 By e-challan than Proceed

OK

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.

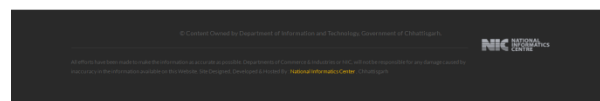d. Click on Save button on the above screen the data will be saved and the below popup message will be shown.

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

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

RTI Submition successfull 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.
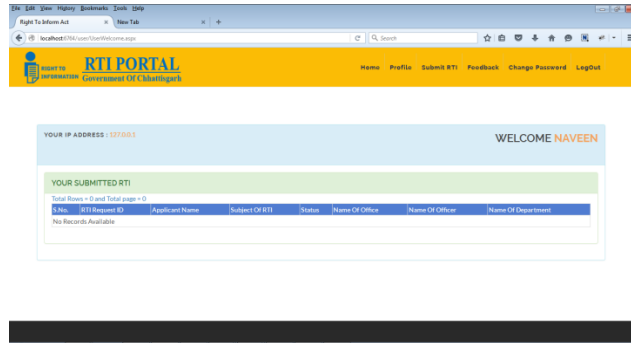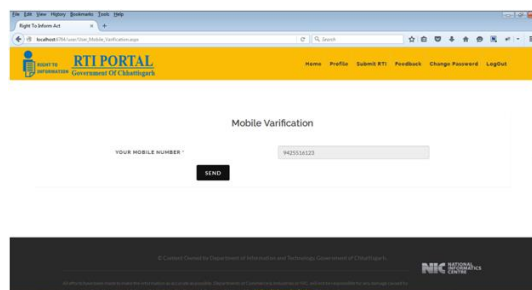

III. If the Applicant is BPL and mobile number is different as login user mobile.:

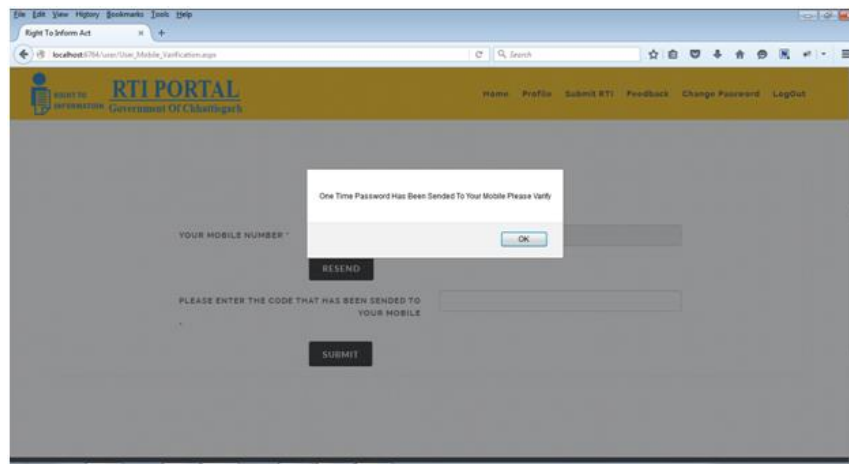a. After clicking the Submit button in RTI Form (Step 2 of 3.1). The below topup screen will appear.

Your RTI Request has been submited Need Mobile Verification for Registeration

OK

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

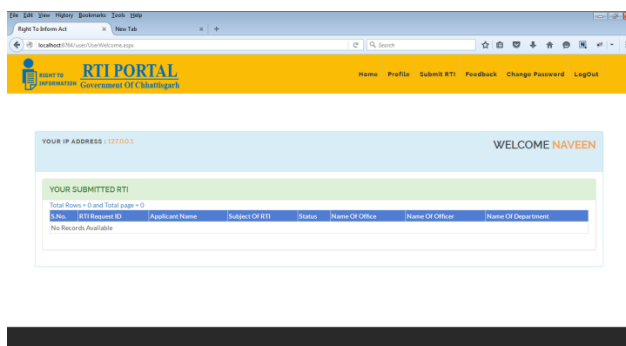c. Check the mobile number and click Send button to get the OTP. Click OK on the below Popup screen.

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.

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

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 submited Need Mobile Verification for Registeration

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.
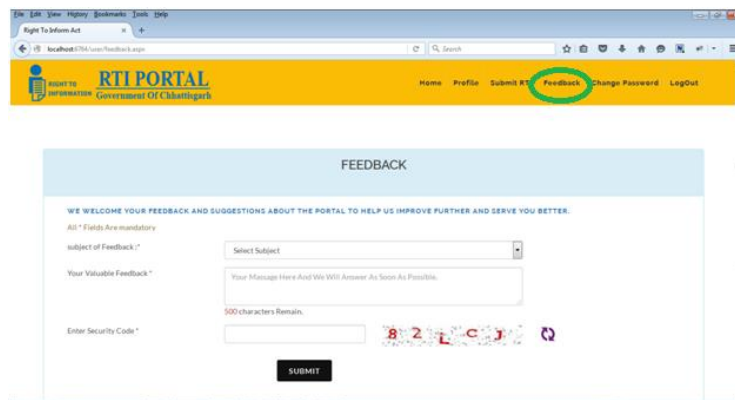

2. Click on the Profile menu in the above screen, the Profile page will be displayed as below.
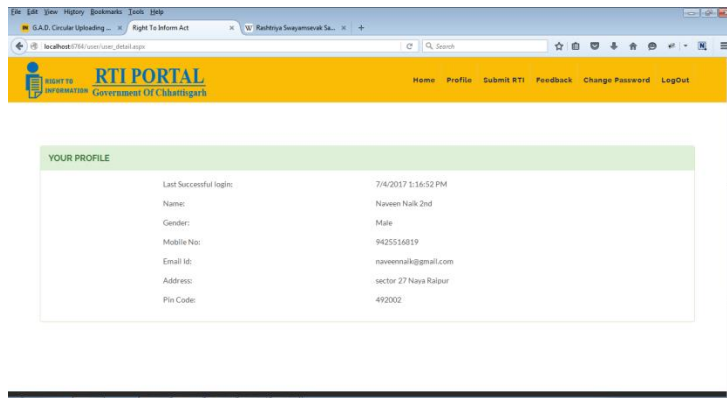
5.0 **Feedback**

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.

RTI PORTAL
Government Of Chhattisgarh

RIGHT TO INFORMATION

Home   Profile   Submit RTI   Feedback   Change Password   LogOut

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