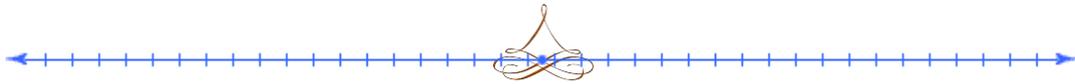


*User Manual*

*Right To Information*

*(RTI)*



***CITIZEN MODULE***

Department of Personnel & Training, National Informatics Centre  
M/o Personnel, Public Grievances & Pensions, D/o Information Technology  
North Block, New Delhi-110001 M/o Comm. & IT, Govt. of India

The url of the RTI software is : <https://rtionline.gov.in>

## Citizen Module

This is the home screen of citizen module.



The screenshot shows the RTI Online Citizen Module home screen. At the top, there is a navigation bar with the Government of India emblem, a language selector set to English, and the text "Public Authorities Available". The main heading is "RTI Online" with "Version 2.0" and "An Initiative of Department of Personnel & Training, Government of India" below it. A navigation menu includes "Home", "Submit Request", "Submit First Appeal", "View Status", "View History", "Login", "User Manual", "Contact Us", and "FAQ".

A warning box states: "Please do not file RTI applications through this portal for the public authorities under the State Governments, including Government of NCT Delhi. If filed, the application would be returned, without refund of amount."

The main content area is divided into two columns. The left column contains a paragraph: "This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking, debit/credit cards of Master/Visa, RuPay cards and UPI ~~etc.~~. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for all Ministries/Departments and other Public Authorities of Central Government. RTI applications/first appeals should not be filed for other Public authorities under Central/State Govt. through this portal. Please read instructions carefully while submitting request/appeal."

The right column features a "Click here for Submit Request" link above a graphic with the text "सबका साथ सबका विकास सबका विश्वास सबका प्रयास" and a portrait of a man in a blue vest.

A "Help Desk" section provides contact information: "For any query or feedback related to this portal, Please contact at 011-24622461, during normal office hours (9:00 AM to 5:30 PM, Monday to Friday except Public Holidays) or send an email to [help@rtionline-dopt\[at\]nic\[dot\]in](mailto:help@rtionline-dopt[at]nic[dot]in)".

The footer contains: "Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ | Policy" and "Copyright © 2021. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi and Contents Owned by DOP&T".



For submitting RTI application, submit **request** option has to be clicked. On clicking on submit request option **“GUIDELINES FOR USE OF RTI ONLINE PORTAL”** screen will be displayed. This screen contains various guidelines for using RTI online portal.

Citizen has to click on the checkbox *“I have read and understood the above guidelines.”* and then click on submit button.

#### 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 Ministries/Departments of Government of India.
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 3000 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. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
  - (a) internet banking;
  - (b) Using credit/debit card of Master/Visa;
  - (c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. After making payment, if applicant didn't receive the registration number then applicant is advised to wait for the 24-48 working hours as registration number will be generated after reconciliation. Please do not make additional attempt to make payment again. If it is not generated within 24-48 hours kindly send an e-mail at [help@rtionline.dopt\[at\]nic\[dot\]in](mailto:help@rtionline.dopt[at]nic[dot]in) with transaction details.
12. 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.
13. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
14. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
15. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
16. 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.
17. The registration number of original application has to be used for reference.
18. As per RTI Act, no fee has to be paid for first appeal.
19. The applicant/the appellants should submit his/her mobile number to receive SMS alert.
20. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
21. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Then **Online RTI Request Form** screen will be displayed. This form can be used to file an online RTI.

Select Language: English

Public Authorities Available

# RTI Online

Version 2.0  
An Initiative of Department of Personnel & Training, Government of India

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## Online RTI Request Form

Note: Fields marked with \* are Mandatory.

**Public Authority Details :-**

Search Public Authority  
Type name or part of name of public authority

\* Select Ministry/Department/Apex body --Select--

\* Select Public Authority  
(Your Request will be filed with this selected Public Authority) --Select--

**Personal Details of RTI Applicant:-:**

\* Email-ID e.g user@domain.com

Mobile Number (For receiving SMS alerts) +91

\* Confirm Email-ID

\* Name

\* Gender  
Gender:  Male  Female  Third Gender

\* Address

Pin code

Country  India  Other

State --Select--

Status  Rural  Urban

Educational Status  Literate  Illiterate

Phone Number +91

**Request Details :-**

Citizenship  
(Only Indian citizens can file RTI Request application) Indian

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

(Enter Text for RTI Request application upto 3000 characters)

**Ministry or Department** for which the applicant wants to file an RTI has to be selected from **Select Ministry/Department/Apex body** dropdown field.

Applicant will receive **sms alerts** in case he/she provides mobile number. The fields marked \* are mandatory while the others are optional.

If a citizen belongs to BPL category he/she will select the option **Yes** in “**Is the Applicant Below Poverty Line?**” field and he/she has to upload BPL card certificate in **Supporting document field**.

1. **Supporting document** should be in **PDF** format and upto **1MB**.
2. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012.

* Is the Applicant Below Poverty Line ?	Yes <input type="button" value="v"/>
BPL Card No. <i>(Proof of BPL may be provided as an attachment)</i>	<input type="text"/>
Year of Issue	<input type="text"/>
Issuing Authority	<input type="text"/>
<small>(Enter Text for RTI Request application upto 3000 characters)</small>	
<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	<input type="text"/>
* Supporting document <small>(only pdf upto 1 MB)</small> <i>(Upload the proof of BPL status)</i>	<input type="button" value="Choose File"/> No file chosen
* Enter security code	<input type="text" value="915267"/> <input type="button" value="Refresh"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

In **case of BPL category** the applicant has to click on submit button, to submit the RTI application.

On submission of the application, a **unique registration number** would be issued, which may be referred by the applicant for any references in future.

---

Your RTI Request filed successfully.

Please note down the details of registration.

Registration Number	DOP&T/R/E/21/00001
Name	rahul
Date of Filing	05-01-2021
Request filed with	Department of Personnel & Training
<b>Contact Details</b>	
Telephone Number	23040247
Email Id	amitjoshi@localhost.com

Save

Print

Print Application

If a citizen belongs to Non BPL category, he/she will select the option **NO** in “**Is the Applicant Below Poverty Line?**” field and has to make a payment of **RS 10** as prescribed in the RTI Rules, 2012.

**The applicant can pay the prescribed fee through the following modes:**

- (a) Internet banking.
- (b) Using credit/debit card of Master/Visa and RuPay Card.
- (c) UPI

* 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 characters)		
<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		
Supporting document <small>(only pdf upto 1 MB)</small>	Choose File	No file chosen
* Enter security code	915267	
	<a href="#">Refresh</a>	
	<b>Make Payment</b>	<b>Reset</b>

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“Text for RTI Request application” should be upto 3000 **characters**. If the text of RTI application is more than 3000 characters then RTI application can be uploaded in Supporting **document** field.

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

After filling all the details in the form click on **Make Payment** button.

On clicking Make Payment button Online **Request Payment form** will be displayed.

The payment mode can be selected in this form.

**Payment mode can be:**

1. Internet Banking
2. Credit or Debit Card / RuPay Card
3. UPI

Select the Internet Banking, Credit or Debit Card/RuPay Card, UPI and then click on the Payment Gateway.

rtionline.gov.in/request/payment.php?requestFromId=6638663834386263353037646635633436306130633237323165343137623232

Select Language: English

Public Authorities Available

# RTI Online

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## Online Request Payment Form

Do not use Refresh and back button of browser.

After making payment, If applicant didn't receive the registration number then applicant is advised to wait for the 24 to 48 working hours, as registration number will be generated after reconciliation.

**MEANWHILE PLEASE DO NOT MAKE ATTEMPT TO REGISTER THE SAME REQUEST AGAIN.**

NAME	Abhishek	RTI Fee : ₹ 10
Payment Mode	<input checked="" type="radio"/> Internet Banking, Credit or Debit Card / RuPay Card, UPI	

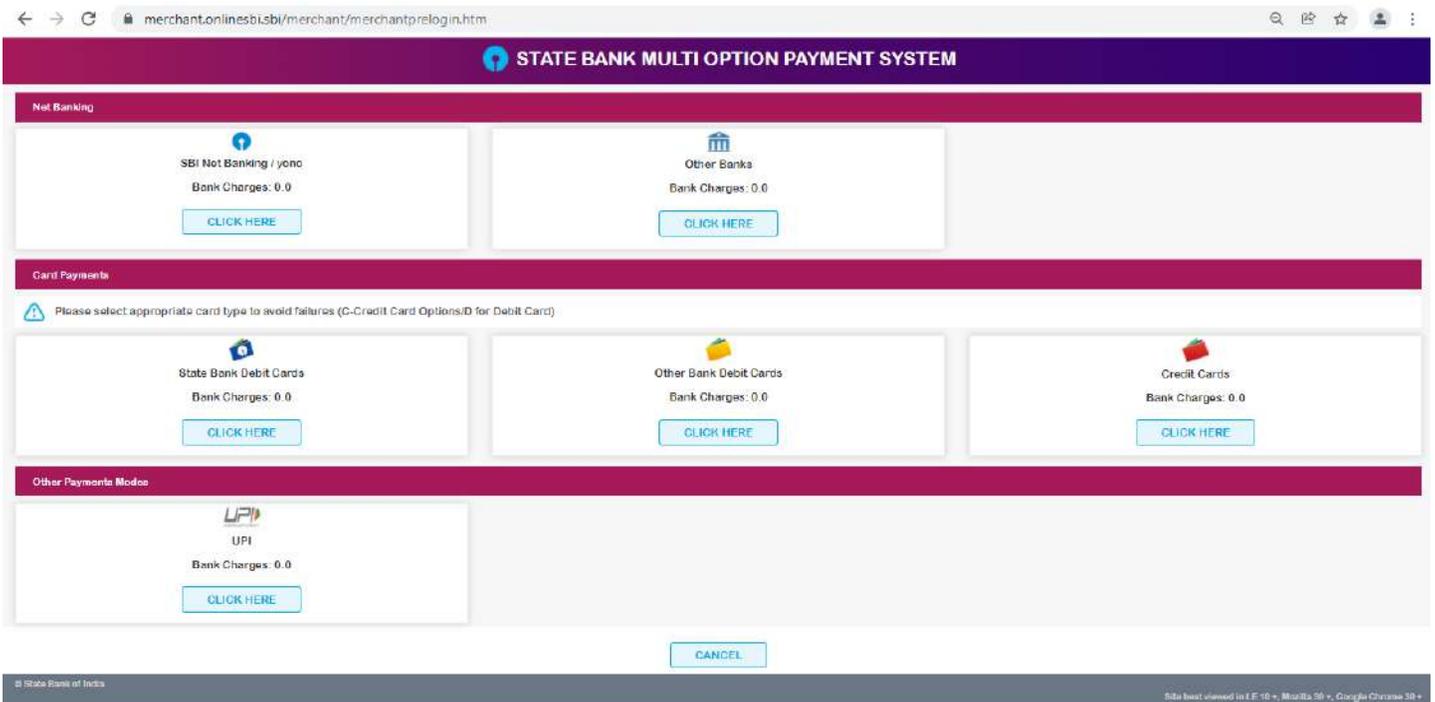
Please click on payment gateway...

Note: After clicking on the "Pay" button, you will be directed to SBI Payment Gateway for payment. After completing the payment process, you will be redirected back to RTI Online Portal to view the details of your application.

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After clicking on the "Pay" button, applicant will be directed to Payment Gateway for payment. After completing the payment process, applicant will be redirected back to RTI Online Portal.



On submission of the application, a unique registration number would be issued, which may be referred by the applicant for any references in future.

The applicant will get an **email and sms alert** (if mobile no. provided) on submission of application.

---

Your RTI Request filed successfully.

Please note down the details of registration.

Registration Number	DOP&T/R/E/21/00001
Name	rahul
Date of Filing	05-01-2021
Request filed with	Department of Personnel & Training
<a href="#">Contact Details</a>	
Telephone Number	23040247
Email Id	amitjoshi@localhost.com

[Save](#)

[Print](#)

[Print Application](#)

The application filed through this Web Portal would reach electronically to the "**Nodal Officer**" of concerned Ministry/Department, who would transmit the RTI application electronically to the **concerned CPIO**.



**SUBMIT FIRST APPEAL**

For submitting First Appeal application, **Submit First Appeal** option has to be clicked. On clicking on this option **“GUIDELINES FOR USE OF RTI ONLINE PORTAL”** screen will be displayed. This screen contains various guidelines for using RTI online portal.

Citizen has to click on the checkbox *“I have read and understood the above guidelines.”* and then click on submit button.

#### 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 Ministries/Departments of Government of India.
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 3000 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. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
  - (a) Internet banking;
  - (b) Using credit/debit card of Master/Visa;
  - (c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. After making payment, if applicant didn't receive the registration number then applicant is advised to wait for the 24 48 working hours as registration number will be generated after reconciliation. Please do not make additional attempt to make payment again. If it is not generated within 24 48 hours kindly send an e-mail at [helprtion@nic.gov.in](mailto:helprtion@nic.gov.in) with transaction details.
12. 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.
13. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
14. The application filed through this Web Portal would reach electronically to the "Nodal Officer" of concerned Ministry/Department, who would transmit the RTI application electronically to the concerned CPIO.
15. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
16. 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.
17. The registration number of original application has to be used for reference.
18. As per RTI Act, no fee has to be paid for first appeal.
19. The applicant/the appellants should submit his/her mobile number to receive SMS alert.
20. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
21. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Then **Online RTI First Appeal Form** screen will be displayed.

Select Language: English

Public Authorities Available

# RTI Online

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## Online RTI First Appeal Form

If request registration no. is available please provide in the box given below.

\* RTI Request Registration No.

\* Enter Email Id

\* Enter Security code  [refresh](#)

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Applicant can enter Request Registration no., Email Id and security code in **Online RTI First Appeal Form**.

On clicking on submit button **Online RTI First Appeal Form** will be displayed.

Select Language: English ▼Public Authorities Available

# RTI Online

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### Online RTI First Appeal Form

Note: Fields marked with \* are Mandatory.

**Public Authority Details :-**

<b>* Select Ministry/Department/Apex body</b>	<span style="border: 1px solid #ccc; padding: 2px;">The Institute of Chartered Accountants of India</span> <span style="font-size: 0.8em;">▼</span>
---	---

**Personal Details of Appellant:-**

<b>* Request Registration Number</b>	<span style="border: 1px solid #ccc; padding: 2px;">ICAD/R/E/21/100001</span> <span style="font-size: 0.8em;">?</span>
<b>* Request Registration Date</b>	<span style="border: 1px solid #ccc; padding: 2px;">18/10/2021</span> <span style="font-size: 0.8em;">?</span>
<b>Name</b>	<span style="border: 1px solid #ccc; padding: 2px;">Abhishek</span>
<b>Gender</b>	Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Third gender
<b>* Address</b>	<span style="border: 1px solid #ccc; padding: 2px;">North Block, 11A</span> <span style="font-size: 0.8em;">?</span> <span style="border: 1px solid #ccc; padding: 2px;">New Delhi</span>
<b>Pincode</b>	<span style="border: 1px solid #ccc; padding: 2px;">121002</span> <span style="font-size: 0.8em;">?</span>
<b>Country</b>	<input checked="" type="radio"/> India <input type="radio"/> Other
<b>State</b>	<span style="border: 1px solid #ccc; padding: 2px;">Delhi</span> <span style="font-size: 0.8em;">▼</span>
<b>Status</b>	<input type="radio"/> Rural <input checked="" type="radio"/> Urban
<b>Educational Status</b>	<input checked="" type="radio"/> Literate <input type="radio"/> Illiterate
<b>Phone Number</b>	+91 <span style="border: 1px solid #ccc; padding: 2px;">9599645628</span> <span style="font-size: 0.8em;">?</span>
<b>Mobile Number (For receiving SMS alerts)</b>	+91 <span style="border: 1px solid #ccc; padding: 2px;">9599645628</span> <span style="font-size: 0.8em;">?</span>
<b>* Email-Id</b>	<span style="border: 1px solid #ccc; padding: 2px;">abhis.kushawaha@gmail.com</span> <span style="font-size: 0.8em;">?</span>

**Appeal Details :-**

<b>Citizenship</b> <small>(Only Indian citizens can file RTI Request application)</small>	<span style="border: 1px solid #ccc; padding: 2px;">Indian</span> <span style="font-size: 0.8em;">▼</span>
<b>* Is the Applicant Below Poverty Line ?</b>	<span style="border: 1px solid #ccc; padding: 2px;">Yes</span> <span style="font-size: 0.8em;">▼</span>
<b>* Ground For Appeal</b>	<span style="border: 1px solid #ccc; padding: 2px;">---Select---</span> <span style="font-size: 0.8em;">▼</span>

(Enter Text for RTI first appeal application upto 500 characters)

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

<b>* Text for RTI first appeal application</b>	<div style="border: 1px solid #ccc; height: 100px;"></div>
--	--

<b>Supporting document</b> <small>(only pdf upto 1 MB)</small>	<span style="border: 1px solid #ccc; padding: 2px;">Choose File</span> No file chosen
<b>* Enter security code</b>	<span style="border: 1px solid #ccc; padding: 2px;">290563</span> <span style="border: 1px solid #ccc; padding: 2px;"></span> <small><a href="#">Refresh</a></small>

SubmitReset

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The applicant can select reason for filing appeal application from **Ground For Appeal** dropdown field.

\* Email-ID maniramsharma@gmail.com

Appeal Details :-

Citizenship (Only Indian citizens can file RTI Request application) Indian

\* Is the Applicant Below Poverty Line ? NO

\* Ground For Appeal --Select--

(Enter Text for RTI first appeal application upto 500 characters)

**Note:- Only alphabets A-Z a-z number 0-9 and special ch**

\* Text for RTI first appeal application

0/3000 Characters entered

Supporting document (only pdf upto 1 MB) Choose File No file chosen

\* Enter security code

nb84mz

Can't read the image? click [here](#) to refresh

“Text for RTI first appeal application” should be upto **3000 characters**. If the text of RTI first appeal application is more than 3000 characters then RTI appeal application can be uploaded in **Supporting document** field.

**Note:**

1. Only alphabets **A-Z a-z** number **0-9** and special characters , . - \_ ( ) / @ : & ? \ % are allowed in Text for RTI Request Application.
2. Supporting document should be in **PDF** format upto **1MB**.
3. As per RTI Act, no fee has to be paid for first appeal.

On submission of the application, a **unique registration number** would be issued, which may be referred by the applicant for any references in future.

---

Your RTI Appeal filed successfully.

Please note down the details of registration.

Registration Number	DOP&T/A/E/21/00001
Name	rahul
Date of Filing	05-01-2021
Request filed with	Department of Personnel & Training
<a href="#">Contact Details</a>	
Telephone Number	23040247
Email Id	amitjoshi@localhost.com

[Save](#) [Print](#) [Print Application](#)

1

The application filed through this Web Portal will reach electronically to the "**Nodal Officer**" of concerned Ministry/Department, who will transmit the RTI application electronically to the **concerned Appellate Authority**.

# VIEW STATUS

Status of the RTI application/first appeal filed online can be viewed by the applicant by clicking on [View Status](#).

On clicking this option *Online RTI Status Form* will be displayed.

The screenshot displays the 'RTI Online' portal interface. At the top, there is a header with the Government of India emblem, a language selection dropdown set to 'English', and the text 'Public Authorities Available'. The main title 'RTI Online' is prominently displayed, along with 'Version 2.0' and 'An Initiative of Department of Personnel & Training, Government of India'. A navigation menu includes links for Home, Submit Request, Submit First Appeal, View Status, View History, Login, User Manual, Contact Us, and FAQ. The main content area is titled 'Online RTI Status Form' and includes a note: 'Note: Fields marked with \* are Mandatory.' The form contains three input fields: '\* Enter Registration Number' with the value 'DOAEF/R/E/21/00001', '\* Enter Email Id' with a masked email address, and '\* Enter Security code' with the value '187923'. There are also two buttons for 'Submit' and 'Reset', and a 'refresh' link next to the security code input.

Applicant can enter Registration no., Email Id and security code in *Online RTI Status Form*.

On clicking on show button **Online RTI Status Form** will be displayed.

Select Language: English

Public Authorities Available

# RTI Online

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## Online RTI Status Form

Note: Fields marked with \* are Mandatory.

Enter Registration Number	DOP&T/R/E/20/07619
Name	
Date of filing	26/11/2020
Public Authority	Department of Personnel & Training
Status	RTI REQUEST APPLICATION RETURNED TO APPLICANT
Date of action	02/12/2020
Reply / Remarks :-test	
<b>Nodal Officer Details :-</b>	
Telephone Number	23040247
Email Id	sorti-dopt[at]nic[dot]in

Print RTI Application Print Status Go Back

In case of additional payment following screen will be displayed.

**Online RTI Status Form**  
Note: Fields marked with \* are Mandatory.

Registration Number	DOR&T/R/E/1206
Name	Dinesh Kumar Mishra
Date of Filing	26/12/2013
Request filed with	Department of Personnel & Training
Status	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION as on 03/04/2014
Additional Payment	₹ 100 <a href="#">Make Payment</a>
Remarks :-	Please provide Rs 100 for photocopy
<b>Nodal Officer Details</b>	
Telephone Number	-23094112
Email Id	-sorti-dopt@nic.in

[Print RTI Application](#) [Print Status](#) [Go-Back](#)

Additional payment can be made by clicking on **Make Payment** link.

Then the applicant will be directed to payment gateway.

rtionline.gov.in/request/payment.php?requestFromId=663866383438626335303764663563343630613063322732316534313762322

Select Language: English

Public Authorities Available

# RTI Online

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## Online Request Payment Form

Do not use Refresh and back button of browser.

After making payment, if applicant didn't receive the registration number then applicant is advised to wait for the 24 to 48 working hours, as registration number will be generated after reconciliation.  
**MEANWHILE PLEASE DO NOT MAKE ATTEMPT TO REGISTER THE SAME REQUEST AGAIN.**

NAME	Abhishek	RTI Fee : ₹ 10
Payment Mode	<input checked="" type="radio"/> Internet Banking, Credit or Debit Card / RuPay Card, UPI	

Please click on payment gateway-->

Payment Gateway

Note: After clicking on the "Pay" button, you will be directed to SBI Payment Gateway for payment. After completing the payment process, you will be redirected back to RTI Online Portal to view the details of your application.

[Pay](#) [Back](#)

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In case the document attached at the time of filing RTI Request is not accessible, then the following screen will be displayed in view status.

The screenshot shows the 'Online RTI Status Form' interface. At the top, it says 'Note: Fields marked with \* are Mandatory.' Below this is a table with the following data:

Registration Number	DOR&T/IR/E/201
Name	kamal kumar soni
Date of Filing	04/02/2014
Request filed with	Department of Personnel & Training
Status	SUPPORTING DOCUMENT REQUIRED FROM APPLICANT as on 03/04/2014

Below the table, there is a 'Remarks' section: 'Remarks :- The document attached at the time of filing RTI Request is not accessible. The same document may please be uploaded to process your RTI Request.'

There is an 'Upload document' section with a file type restriction '(only pdf upto 1 MB)'. It includes a 'Choose File' button, a 'No file chosen' message, and an 'Attached' button. A 'Nodal Officer Details' button is also present.

At the bottom, there are three buttons: 'Print RTI Application', 'Print Status', and 'Go-Back'.

Document can be uploaded by clicking on **choose file** option and then clicking on **Attached button**.

The following screen will be displayed when file gets uploaded successfully.

The screenshot shows the 'Online RTI Status Form' interface after a successful file upload. At the top, it says 'Note: Fields marked with \* are Mandatory.' Below this is a red message: 'File upload successfully'.

The main form area contains three mandatory fields:

- \* Enter RegistrationNo. (input field)
- \* Enter Email Id (input field)
- \* Enter Security code (input field with a security code 'rpknj7' and a 'Show' button)

Below the security code field, there is a link: 'Can't read the image? click [here](#) to refresh' and a 'Reset' button.

At the bottom, there is a blue footer bar with the following text: 'Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ' and 'Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi'.

In case RTI Request Application is returned to applicant following screen will be displayed.

Online RTI Status Form

Note: Fields marked with \* are Mandatory.

Registration Number	DOR.&T/AR/E/1201
Name	S. Sharma
Date of Filing	04/02/2014
Request filed with	Department of Personnel & Training
Status	RTI REQUEST APPLICATION RETURNED TO APPLICANT as on 03/04/2014
Remarks :- As mentioned in the guidelines for use of this portal, this facility is not available for filing RTI applications for the public authorities under the State Governments, including Government of NCT Delhi. Since your RTI application is meant for a public authority under the State Government, the same is returned herewith. You may file the same before the concerned public authority under the State Government.	
<a href="#">Nodal Officer Details</a>	
Telephone Number	23094112
Email Id	sorti-dopt@nic.in

[Print RTI Application](#)   [Print Status](#)   [Go Back](#)

**RTI application will be returned to applicant without refund of amount in case RTI applications are filed for public authorities, under the state governments including Government of NCT, New Delhi.**

In case RTI Request Application is transferred to other public authority following screen will be displayed.

**Online RTI Status Form**

Note: Fields marked with \* are Mandatory.

Registration Number	DOR&T/R/E/201
Name	mahendrajoshi
Date of Filing	20/01/2014
Request filed with	Department of Personnel & Training.
Status	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY as on 03/04/2014
Details of Public Authority :- Ministry of Home Affairs. vide registration number :- MHOME/R/2014/80106 respectively. Note:- Further details will be available on viewing the status of the above-mentioned new request registration number.	
<b>Nodal Officer Details</b>	
Telephone Number	23094112
Email id	sorti.dopt@nic.in

[Print RTI Application](#)   [Print Status](#)   [Go-Back](#)

**New Registration no** will be generated in this case and applicant can see the status of his application by using this new registration no.

In case RTI Request Application is forwarded to multiple CPIOs following screen will be displayed.

**Online RTI Status Form**

Note: Fields marked with \* are Mandatory.

Registration Number:	DOP&T/R/E/2019
Name:	Suresh Chandra Gupta
Date of Filing:	29/10/2013
Request filed with:	Department of Personnel & Training
Status:	REQUEST FORWARDED TO CPIO as on 03/04/2014
Details of CPIO :- Telephone Number:- , Email Id:-	
Note :- You are advised to contact the above mentioned officer for further details.	
Your RTI application has been forwarded to multiple CPIOs	<a href="#">Click here to view details</a>
<b>Nodal Officer Details</b>	
Telephone Number:	23054112
Email Id:	scrti-dopt@nic.in

On clicking on link **Click here to view details** following screen will be displayed.

**Status of RTI Request**

S.No.	Registration Number	CPIO Telephone Number & Email	Current Status	Status Date	Remarks (If any)	Document (If any)
1	DOP&T/R/E/20/07619		REQUEST FORWARDED TO CPIO	03/04/14		
2	DOP&T/R/E/20/07619/1	23040341 us0sta1@nic.in	REQUEST FORWARDED TO CPIO	03/04/14		
3	DOP&T/R/E/20/07619/2	011-24624722 dswelfare-dopt@nic.in	REQUEST FORWARDED TO CPIO	03/04/14		
4	DOP&T/R/E/20/07619/3		REQUEST FORWARDED TO CPIO	03/04/14		

**For eg.**

If RTI application is forwarded to four CPIOs by Nodal officer, four registration numbers will be generated.

**i.e**

- 1. DOP&T/R/E/20/07619**
- 2. DOP&T/R/E/20/07619/1**
- 3. DOP&T/R/E/20/07619/2**
- 4. DOP&T/R/E/20/07619/3**

The application gets divided in four parts and the applicant can see status of these 4 parts by using four different registration numbers.

Four replies will be received by the applicant.

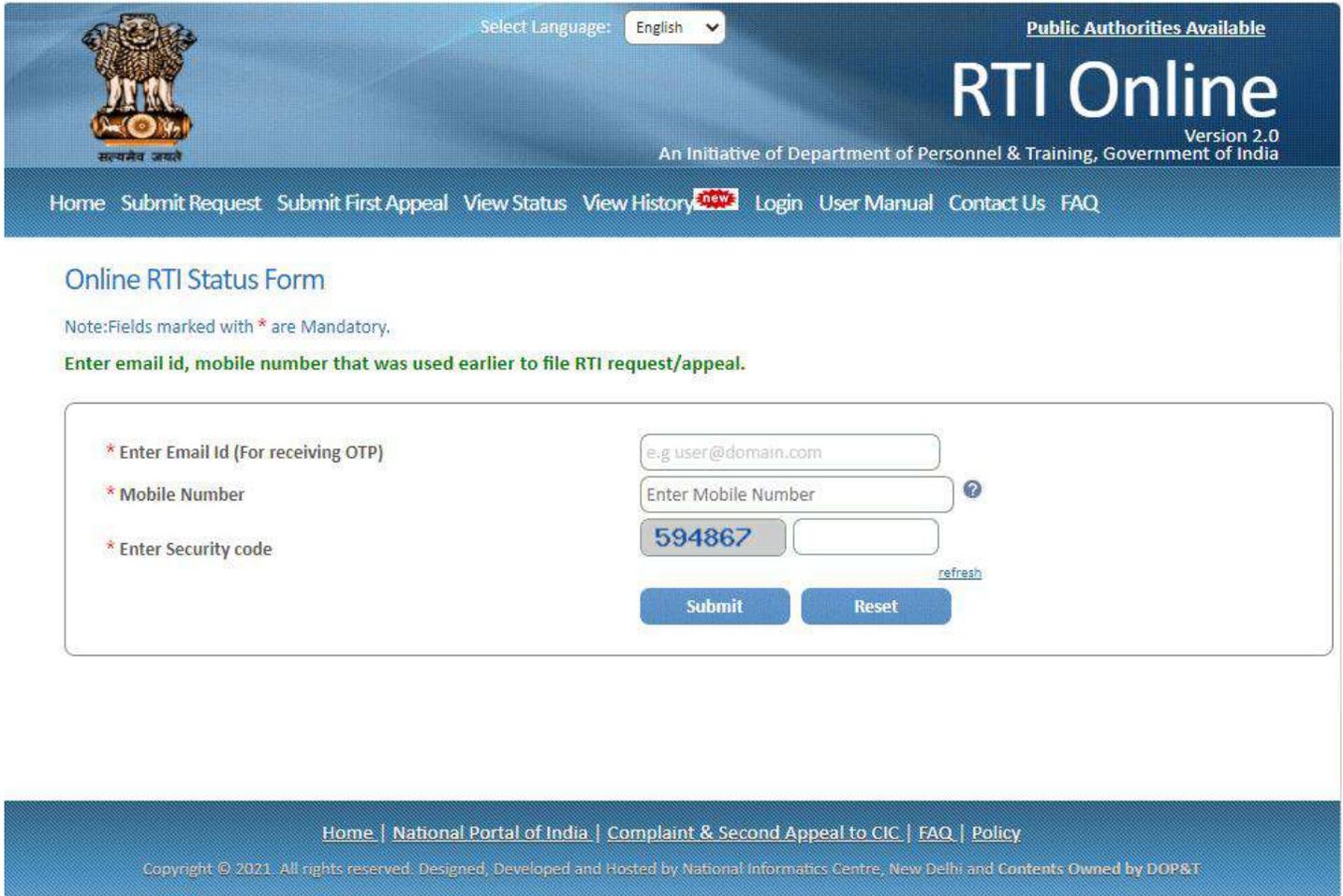
**In case the applicant is not satisfied with the reply of a particular CPIO, then appeal needs to be filed for that particular registration no.**

**Eg.**

**If the applicant is not satisfied with reply of registration no DOP&T/R/2013/65132/1 then he/should file an appeal for registration no DOP&T/R/2013/65132/1 and not for original registration no DOP&T/R/2013/65132.**

## VIEW HISTORY

On clicking View History, [Online RTI Status Form](#) will be displayed.



The screenshot displays the RTI Online portal interface. At the top, there is a navigation bar with the Government of India emblem and the motto 'सत्यमेव जयते'. The language is set to English. The main header reads 'RTI Online Version 2.0' and identifies it as an initiative of the Department of Personnel & Training, Government of India. A secondary navigation bar includes links for Home, Submit Request, Submit First Appeal, View Status, View History (highlighted with a 'new' tag), Login, User Manual, Contact Us, and FAQ.

The 'View History' section is titled 'Online RTI Status Form'. A note states: 'Note: Fields marked with \* are Mandatory.' Below this, a green instruction reads: 'Enter email id, mobile number that was used earlier to file RTI request/appeal.'

The form contains three mandatory fields:

- \* Enter Email Id (For receiving OTP): Input field with placeholder 'e.g user@domain.com'.
- \* Mobile Number: Input field with placeholder 'Enter Mobile Number' and a help icon.
- \* Enter Security code: Input field with the value '594867' and a 'refresh' link.

At the bottom of the form are 'Submit' and 'Reset' buttons.

The footer contains the following text: 'Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ | Policy' and 'Copyright © 2021. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi and Contents Owned by DOP&T'.

Citizens can enter Email id, Mobile number and Security code in this form and then click on [submit button](#).

Then **Online RTI Status Form** will be displayed where citizen can enter **OTP** received in email & Mobile Number and click on **submit** button.



The screenshot displays the RTI Online portal interface. At the top left is the State Emblem of India with the motto 'Satyameva Jayate'. To its right is a language selection dropdown set to 'English'. Further right, it says 'Public Authorities Available'. The main header features 'RTI Online' in large white text, with 'Version 2.0' and 'An Initiative of Department of Personnel & Training, Government of India' below it. A navigation menu includes 'Home', 'Submit Request', 'Submit First Appeal', 'View Status', 'View History', 'Login', 'User Manual', 'Contact Us', and 'FAQ'. Below the menu, the page title is 'Online RTI Status Form (इतिहास देखने के लिए ओटीपी फॉर्म)'. The central form is titled '\* OTP (ओटीपी) (Received in Email ONLY):' and contains a text input field labeled 'Enter OTP Number'. Below the input field are two buttons: 'Submit' and 'Reset'. At the bottom of the page, a footer contains links for 'Home', 'National Portal of India', 'Complaint & Second Appeal to CIC', 'FAQ', and 'Policy', along with a copyright notice: 'Copyright © 2021. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi and Contents Owned by DOP&T'.

After clicking on **submit** button following screen will be displayed.

The screenshot shows the RTI Online portal interface. At the top left is the State Emblem of India with the motto 'Satyameva Jayate'. To its right is a language selection dropdown set to 'English'. Further right, it says 'Public Authorities Available' and 'RTI Online Version 2.0'. Below this, it states 'An Initiative of Department of Personnel & Training, Government of India'. A navigation bar contains links: Home, Submit Request, Submit First Appeal, View Status, View History, Login, User Manual, Contact Us, and FAQ. Below the navigation bar, the user's 'UserName' and 'Email' are displayed. A central box shows the date 'Request/Appeal Status as on 15-12-2021'. Below this is a table with two columns: 'Requests' and 'Appeals'. Each column lists 'Registered', 'Disposed of', and 'Pending' with their respective counts in brackets.

Requests		Appeals	
<a href="#">Registered</a>	[8]	<a href="#">Registered</a>	[3]
<a href="#">Disposed of</a>	[5]	<a href="#">Disposed of</a>	[3]
<a href="#">Pending</a>	[3]	<a href="#">Pending</a>	[0]

At the bottom of the page, there is a footer with links: Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ | Policy. Below the footer, it says 'Copyright © 2021. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi and Contents Owned by DOP&T'.

Citizens can see the Registered Requests, Disposed of Requests, Pending Requests, Registered Appeals, Disposed of Appeals and Pending Appeals.

i.e.: On clicking on **Registered Requests** following screen will be displayed.

The screenshot shows the RTI Online portal interface. At the top, there is a header with the Government of India emblem, a language selection dropdown set to 'English', and the text 'Public Authorities Available'. The main title is 'RTI Online Version 2.0', with a subtitle 'An Initiative of Department of Personnel & Training, Government of India'. Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, View History (with a 'new' badge), User Manual, and FAQ.

The main content area is titled 'List of Requests Registered'. It features a 'Show 10 entries' dropdown and a search box. Below this is a table with the following columns: S.No., Registration Number, Name, Date of Receipt, and Status (Status date). The table contains three entries, all for 'Rahul Bansal'.

S.No.	Registration Number	Name	Date of Receipt	Status (Status date)
1	<a href="#">DOP&amp;T/R/E/20/07619</a>	Rahul Bansal	26/11/2020	<a href="#">RTI REQUEST APPLICATION RETURNED TO APPLICANT (02/12/2020)</a>
2	<a href="#">DOP&amp;T/R/E/20/02760</a>	Rahul Bansal	27/05/2020	<a href="#">RTI REQUEST APPLICATION RETURNED TO APPLICANT (01/06/2020)</a>
3	<a href="#">DOP&amp;T/R/E/20/02749</a>	Rahul Bansal	26/05/2020	<a href="#">RTI REQUEST APPLICATION RETURNED TO APPLICANT (31/05/2020)</a>

Below the table, it says 'Showing 1 to 3 of 3 entries' and provides navigation buttons: First, Previous, 1 (selected), Next, Last.

The footer contains links: Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ, and a copyright notice: Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi.

Please note that the format of registration number is as follows- **AAAAA/B/C/DD/EEEE** where

- AAAAA** - Public Authority Code
- B** - **R** for Request and **A** for Appeal
- C** - **E** - Online Receipt
- P** - Physical Receipt
- T** - Transfer From Other Public Authority
- X** - Part Transfer Cases
- L** - Legacy Receipt
- DD** - Last two digits of year
- EEEE** - 5 digits serial number