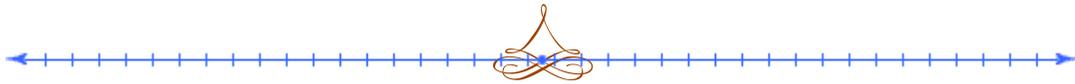


User Manual

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 text "RTI Online :: Home | Submit RTI F" and a language selector set to "English". The main header features the Indian national emblem and the text "Public Authorities Available", "RTI Online", and "Version 2.0". Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, View History, User Manual, and FAQ. A central message states: "Applicants can now pay the prescribed RTI fee or Additional fee using their R". Below this, a warning box says: "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 explaining the portal's purpose and a note: "Please read instructions carefully while submitting request/appeal." The right column features a "Click here for Submit Request" link, a login form with fields for "Username:" and "Password:" and a "Sign In" button, and a link: "Click here, ->View History to view your past Request/Appeal details." At the bottom, 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". The footer includes links for "Home", "National Portal of India", "Complaint & Second Appeal to CIC", and "FAQ", along with a copyright notice: "Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi".



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 through SBI and its associated banks;
 - (b) Using credit/debit card of Master/Visa.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. 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.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. 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.
14. 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.
15. 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.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appelland should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appelland by clicking at **View Status**.
20. 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.

The screenshot shows the 'RTI Online' web portal. At the top, there is a header with the Government of India emblem, a language selector 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 'Home', 'Submit Request', 'Submit First Appeal', 'View Status', 'View History', 'User Manual', and 'FAQ'. A red banner below the menu provides information about newly added public authorities. The main content area is titled 'Online RTI Request Form' and includes a note about mandatory fields. It is divided into three sections: 'Public Authority Details' with a search box and two dropdown menus for selecting the ministry and public authority; 'Personal Details of RTI Applicant' with various input fields for name, gender, address, pincode, country, state, status, educational status, phone numbers, and email; and 'Request Details' with a citizenship dropdown and a checkbox for the poverty line. A text area for the request application is at the bottom, accompanied by a note on allowed characters.

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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New Public Authorities available in portal since last 30 days are :- All India Institute of Ayurveda, Department of Biotechnology, National Institute of Indian Medical Heri M/o Overseas Indian Affairs and M/o External Affairs have been merged, Kindly File RTI in M/o External Affairs if it pertains to M/o Overseas Indian Affairs.

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

Personal Details of RTI Applicant:-:

*Name

*Gender
Gender
 Male Female Third Gender

* Address

Pincode Enter pincode

Country India Other

State --Select--

Status Rural Urban

Educational Status Literate Illiterate

Phone Number +91 Enter phone number

Mobile Number (For receiving SMS alerts) +91 Enter mobile number

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

* Confirm Email-ID

Request Details :-

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

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

(Enter Text for RTI Request application upto 3000 characters)

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

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.

The screenshot shows a web browser window with the URL <https://rtionline.gov.in/request/request.php>. The form contains the following elements:

- A dropdown menu for "Is the Applicant Below Poverty Line ?" with "Yes" selected.
- A text input field for "BPL Card No." with a red note: "(Proof of BPL may be provided as an attachment)".
- A text input field for "Year of Issue" with a help icon.
- A text input field for "Issuing Authority".
- A note: "(Enter Text for RTI Request application upto 3000 characters)".
- A red note: "Note:- Only alphabets A-Z a-z number 0-9 and special characters , . - _ () / @ : & \ % are allowed in Text for RTI Request application."
- A large text area for "Text for RTI Request application" with a character count of "0/3000 Characters entered".
- A "Supporting document" field with a note "(only pdf upto 1 MB)", a "Choose File" button, and "No file chosen" text.
- A security code "26bbn4" displayed above an input field for "Enter security code".
- A note: "Can't read the image? click [here](#) to refresh".
- "Submit" and "Reset" buttons at the bottom.

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
Contact Details	
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 through SBI and its associated banks;
- (b) Using credit/debit card of Master/Visa.

* 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 characters)

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

0/3000 Characters entered

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

* Enter security code 26bbn4

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

Make Payment Reset

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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



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.

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.
DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION

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

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Select the Internet Banking and select Bank



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.

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.
DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION

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

Please select your Bank...

State Bank of India

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 SBI Payment Gateway for payment. After completing the payment process, applicant will be redirected back to RTI Online Portal.

merchant.onlinesbi.sbi/merchant/merchantprelogin.htm

YONO SBI **SBI ONLINE**

LOGIN

(CARE: username and password are case sensitive)

Personal Banking
 Corporate Banking / yono BUSINESS

User Name *
User name

Password *
Password

ONLINE VIRTUAL KEYBOARD

~	!	@	#	\$	%	^	&	*	()	_	+		
`	8	2	4	6	7	5	0	9	1	3	-	=		
t	w	q	r	e	u	p	i	y	o	{	}			
f	g	d	a	s	l	h	j	k	[]	\	/		
c	v	x	z	m	n	b	<	>	;	:	'	"		
CAPS LOCK						CLEAR						?	,	.

DISCLAIMER:
The privacy of contract is between you and the service provider. Bank is only facilitating a payment mechanism and is not responsible for any deficiency by the service provider.

- ✔ [Click here](#) to abort this transaction and return to the RTI Online Payment site.
- ✔ Mandatory fields are marked with an asterisk (*)
- ✔ Do not provide your username and password anywhere other than in this page.

<https://www.sbi.co.in>

Select Credit or Debit Card / RuPay Card

The screenshot shows the RTI Online portal interface. At the top left is the Government of India emblem. To its right is a language selection dropdown set to 'English'. Further right is the text 'Public Authorities Available'. The main header features 'RTI Online' in large white font, with 'Version 2.0' and 'An Initiative of Department of Personnel & Training, Government of India' below it. A navigation bar contains 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 'Online Request Payment Form'. A red warning box contains the text: 'Do not use Refresh and back button of browser.' Below this, a smaller red box states: 'In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation. DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION'.

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

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.

At the bottom of the form area are two blue buttons: 'Pay' and 'Back'.

The footer contains navigation 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.

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

sbipg.sbi/PG/paymentpage.htm?PaymentID=202100519214188

भारतीय स्टेट बैंक
State Bank of India
हर भारतीय का बैंक
THE BANKER TO EVERY INDIAN

Merchant	RTIOnline	Website	https://rtionline.gov.in
Amount	Rs 10.00	Track Id	DOPATR20210000000110

Pay by

Card Details

Card Number

Expiry Date

Card Holders Name

CVV

Type the characters

3-digit Card Verification Number

* Please do not click Back button/ refresh the page/ close the window while the transaction is processing
This is a secure payment gateway using 128-bit SSL encryption.

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
Contact Details	
Telephone Number	23040247
Email Id	amitjoshi@localhost.com

Save

Print

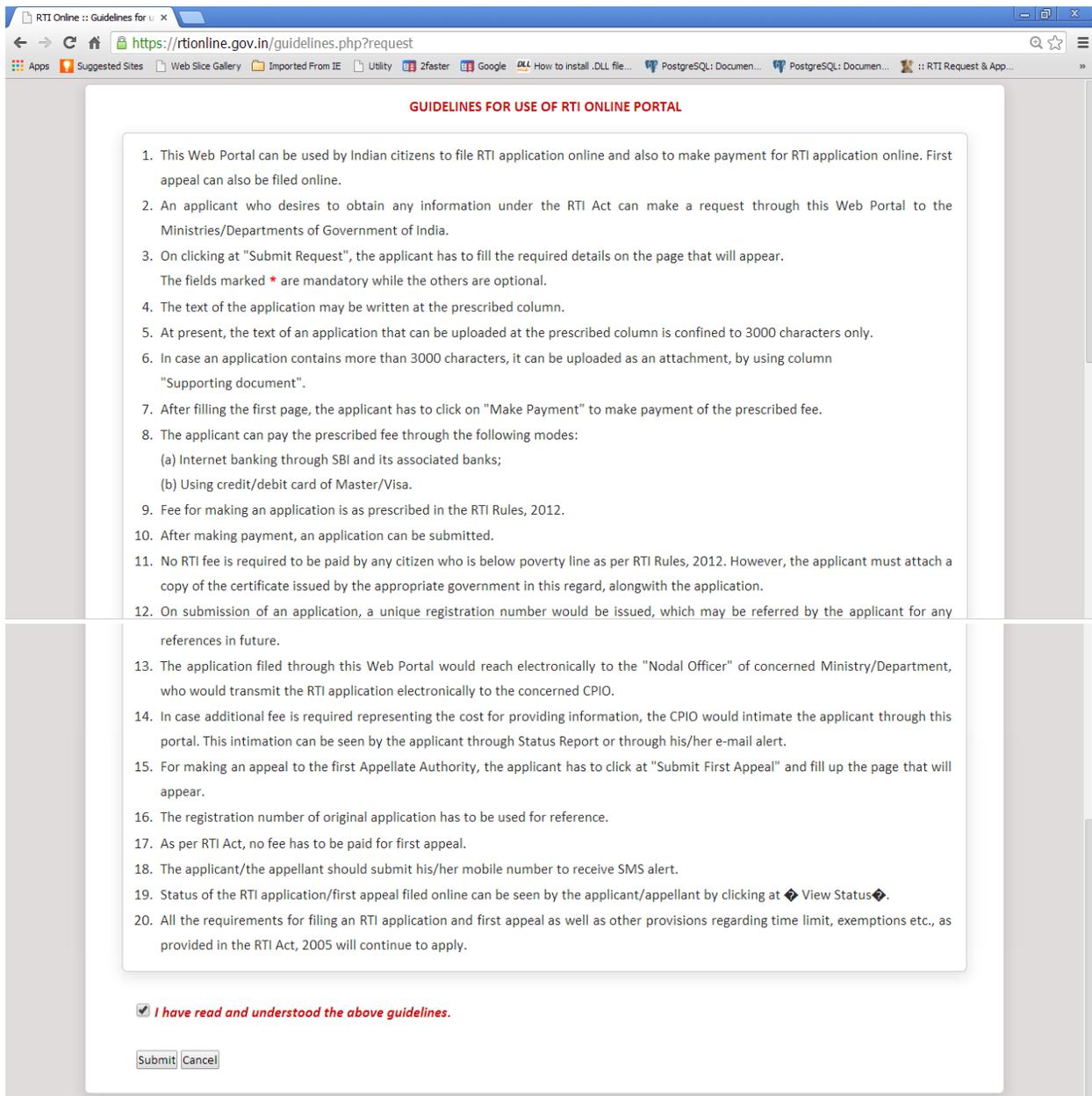
Print Application

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.



The screenshot shows a web browser window with the URL <https://rtionline.gov.in/guidelines.php?request>. The page title is "GUIDELINES FOR USE OF RTI ONLINE PORTAL". The content consists of 20 numbered guidelines for using the RTI online portal. At the bottom of the page, there is a checkbox labeled "I have read and understood the above guidelines." which is checked. Below the checkbox are two buttons: "Submit" and "Cancel".

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 through SBI and its associated banks;
 - (b) Using credit/debit card of Master/Visa.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. 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.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. 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.
14. 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.
15. 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.
16. The registration number of original application has to be used for reference.
17. As per RTI Act, no fee has to be paid for first appeal.
18. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
19. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at **View Status**.
20. 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

Version 2.0
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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](#)

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)
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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

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

Home Submit Request Submit First Appeal View Status View History new User Manual FAQ

Online RTI First Appeal Form

Note: Fields marked with * are Mandatory.

Public Authority Details :-

* Select Ministry/Department/Apex body	Department of Personnel & Training
--	---

Personal Details of Appellant:-

* Request Registration Number	DOP&T/R/E/20/07619
* Request Registration Date	26/11/2020
Name	Rahul Bansal
	SARDARSHAHAR
	DIST CHURU RAJ
Pincode	331403
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	Rajasthan
Status	<input type="radio"/> Rural <input type="radio"/> Urban
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+91 1564224652
Mobile Number <i>(For receiving SMS alerts)</i>	+91 9460605417
* Email-ID	maniramsharma@gmail.com

Appeal Details :-

Citizenship <i>(Only Indian citizens can file RTI Request application)</i>	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 characters , . - _ () / @ : & \ % are allowed in Text for RTI first appeal application.

* Text for RTI first appeal application	<div style="border: 1px solid #ccc; height: 60px;"></div> <p>0/3000 Characters entered</p>
Supporting document <i>(only pdf upto 1 MB)</i>	Choose File No file chosen
* Enter security code	<div style="border: 1px solid #ccc; padding: 2px;"></div> <p>Can't read the image? click here to refresh</p>

Submit Reset

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) --Select--

Note:- Only alphabets A-Z a-z number 0-9 and special characters are allowed in RTI first appeal application.

* 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/Δ/E/21/00001
Name	rahul
Date of Filing	05-01-2021
Request filed with	Department of Personnel & Training
Contact Details	
Telephone Number	23040247
Email Id	amitjoshi@localhost.com

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

|

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', 'User Manual', 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 value 'DOP&T/R/E/20/07619'), 'Enter Email Id' (with masked characters), and 'Enter Security code' (with value '769834'). There are 'Submit' and 'Reset' buttons, and a 'refresh' link. The footer contains the 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'.

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.

The screenshot displays the RTI Online portal interface. At the top left is the Government of India emblem with the motto 'सत्यमेव जयते'. 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 bar contains links for Home, Submit Request, Submit First Appeal, View Status, View History (with a 'New' badge), User Manual, and FAQ. The main content area is titled 'Online RTI Status Form' and includes a note: 'Note: Fields marked with * are Mandatory.' Below this is a table with the following data:

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	
Nodal Officer Details :-	
Telephone Number	23040247
Email Id	sorti-dopt[at]nic[dot]in

At the bottom of the form area are three buttons: 'Print RTI Application', 'Print Status', and 'Go Back'.

In case of additional payment following screen will be displayed.

Online RTI Status Form

Note: Fields marked with * are Mandatory.

Registration Number	DOP&T/R/E/20/01335
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 Make Payment
Remarks :-	Please provide Rs 100 for photocopy
Nodal Officer Details	
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.

Select Language: English

Public Authorities Available

RTI Online

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

[Home](#) [Submit Request](#) [Submit First Appeal](#) [View Status](#) [View History](#) [User Manual](#) [FAQ](#)

Online Request Payment Form

Do not use Refresh and back button of browser.

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.

DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION

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

[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.

Online RTI Status Form

Note: Fields marked with * are Mandatory.

Registration Number	DOP&T/R/E/20/01335
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

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.

Upload document (only pdf upto 1 MB) No file chosen

Telephone Number	23094112
Email Id	sarti-dopt@nic.in

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.

Online RTI Status Form

Note: Fields marked with * are Mandatory.

File upload successfully

* Enter RegistrationNo.

* Enter Email Id

* Enter Security code

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

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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	DOP&T/R/E/20/01335
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.	
Nodal Officer Details	
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	DOP&T/R/E/20/01335
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.	
Nodal Officer Details	
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/20/01335
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	Click here to view details
Nodal Officer Details	
Telephone Number	23094112
Email Id	serti-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 usesta1@nic.in	REQUEST FORWARDED TO CPIO	03/04/14		
3	DOP&T/R/E/20/07619/2	011-24624722 dswwelfare-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 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 (highlighted with a red circle), User Manual, and FAQ.

The main content area 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: A text input field with a masked email address (*****).
- * Mobile Number (For receiving SMS alerts): A text input field with a masked mobile number (*****) and a question mark icon.
- * Enter Security code: Two text input fields, each containing the security code '570826'.

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

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

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 bar contains links for 'Home', 'Submit Request', 'Submit First Appeal', 'View Status', 'View History' (with a 'new' badge), 'User Manual', and 'FAQ'. The main content area is titled 'Online RTI Status Form (इतिहास देखने के लिए ओटीपी फॉर्म)'. Below this is a form box containing a label '* OTP (ओटीपी):', a text input field with six dots, and two buttons: 'Submit' and 'Reset'. The footer includes links for 'Home', 'National Portal of India', 'Complaint & Second Appeal to CIC', and 'FAQ', along with a copyright notice: 'Copyright © 2013. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi'.

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

The screenshot displays the RTI Online portal interface. At the top left is the Government of India emblem with the motto 'सत्यमेव जयते'. To its right, there is a language selection dropdown set to 'English' and a link for 'Public Authorities Available'. The main header features 'RTI Online' in large text, with 'Version 2.0' and 'An Initiative of Department of Personnel & Training, Government of India' below it. A navigation bar contains links for Home, Submit Request, Submit First Appeal, View Status, View History, User Manual, and FAQ. Below the navigation bar, the user's login details are shown: 'UserName :- [redacted]' and 'Email :- [redacted]'. The central content area is titled 'Request/Appeal Status as on 05-01-2021' and contains a table with two columns: 'Requests' and 'Appeals'. The 'Requests' column lists 'Registered' (3), 'Disposed of' (3), and 'Pending' (0). The 'Appeals' column lists 'Registered' (0), 'Disposed of' (0), and 'Pending' (0). At the bottom, a footer contains links for Home, National Portal of India, Complaint & Second Appeal to CIC, and FAQ, along with a copyright notice for 2013.

Requests		Appeals	
Registered	[3]	Registered	[0]
Disposed of	[3]	Disposed of	[0]
Pending	[0]	Pending	[0]

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.

Select Language: English

Public Authorities Available

RTI Online

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

Home Submit Request Submit First Appeal View Status View History new User Manual FAQ

List of Requests Registered

Show entries Search:

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

Showing 1 to 3 of 3 entries First Previous Next Last

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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