

No.1/1/2013-IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 22/04/2013

OFFICE MEMORANDUM

Subject: Launch of RTI web portal for online filing of RTI application.

A Web Portal namely RTI Online with url <https://rtionline.gov.in> has been launched. This portal, developed by NIC, is a facility for the Indian Citizens to online file RTI applications and first appeals and also to make online payment of RTI fees. The prescribed fees can be paid through Internet banking of State Bank of India and its associate banks as well as by Credit/Debit cards of Visa/Master, through the payment gateway of SBI linked to this site.

2. At present, this facility is available only for Department of Personnel and Training (DoPT). It is planned to extend this facility to all the Ministries/Departments of Govt. of India within a month. This facility is presently not proposed to be extended for field offices/attached/subordinate offices.

3. This system would work as RTI MIS also. The details of RTI applications received through post should also be entered into this system. The system would also provide for online reply of RTI applications, though reply could be sent by regular post also.

4. It is requested that full co-operation may be extended for the successful implementation/roll out of this facility. First of all, it is necessary that the RTI Nodal Officers, officials of RTI Cell and all the CPIOs/FAAs of the Ministries/Departments are trained to use this facility. Arrangements have been made to provide training to the RTI Nodal Officers, RTI Cell officials and the NIC/IT personnel attached with the Ministries/Departments, by DoPT with the help of NIC, within next 2-3 weeks. The schedule for such training would be intimated to the RTI Nodal Officers directly. It is requested that training for all the CPIOs and FAAs may be organized by the concerned Ministry/Department, through these officers trained by DoPT/NIC.

5. The screen shot of the home page of the portal, the terms and conditions and copy of the O.M.No.1/1/2013-IR dated 08.04.2013 issued in respect of DoPT are enclosed for information.

6. The contents of this OM may be brought to the notice of all concerned.

Sandeep Jain

(Sandeep Jain)
Deputy Secretary
Tele : 23092755

All the Ministries/Departments of the Government of India

Copy to:

1. Union Public Service Commission, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Central Vigilance Commission, President's Secretariat, Vice-President's Secretariat, Prime Minister's Office, Planning Commission, Election Commission.
2. Central Information Commission.
3. Staff Selection Commission, CGO Complex, New Delhi
4. O/o the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

RTI Online

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

Presently, the Online filing of RTI Request and Appeal is available ONLY for Department of Personnel & Training (DOPT).

Online RTI Information System

This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking of SBI & its associate banks and debit/credit cards of Master/Visa. Through this portal, RTI applications/first appeals can be filed by Indian Citizens only for the main ministries/departments of Central Govt., located at New Delhi. 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.

Login for Registered Users



RIGHT TO
INFORMATION

Username:

Password:

[Sign In](#)

[Not Registered Yet ?](#)

[Forgot Password](#)

[Sign Up here](#)

Help Desk : For any queries related to this portal, Please contact at 011-24622461, during normal office hours.

Right to Information Act 2005

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a RTI Portal Gateway to the citizens for quick search of information on the details of first Appellate Authorities, PIOs etc.

Important links

[National Informatics Centre](#)

[Right to Information](#)

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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. At present, an applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to only Department of Personnel and Training (DoPT).
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 500 words only.
6. In case an application contains more than 500 words, 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 DoPT, 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 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. At present, an applicant/the appellant can see the following status :
 - (i) Application filed on..
 - (ii) Additional fees, if required..
 - (iii) Appeal filed on..
 - (iv) Replied on..
19. The applicant/the appellant should submit his/her mobile number to receive SMS alert.
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.

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North Block, New Delhi
Dated: 08/04/2013

OFFICE MEMORANDUM

Subject: Launch of RTI web portal for online filing of RTI application.

A Web Portal namely RTI Online with url <https://rtionline.gov.in> has been launched. This is a facility for the Indian Citizens to file RTI applications and first appeals online and also to make payment of RTI fees online. To begin with, this facility is available only for Department of Personnel and Training (DoPT).

2. The applicant can pay the prescribed fee through the following modes:

- a) Internet banking through State Bank of India and its associate banks;
- b) Credit/Debit card of Visa/Master.

3. As prescribed in the RTI Rules, 2012, RTI application fee is Rupees 10/-. No RTI fee is required to be paid by any citizen who is below poverty line. However, such applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.

4. The application filed through this Web Portal would reach electronically to the "**Nodal Officer**" of DoPT. The Nodal Officer shall access this portal at least twice in a day. He shall transmit the RTI application electronically to the concerned CPIO. In case the RTI application is not meant for DoPT, the "Nodal Officer" shall transfer the application physically to the concerned public authority, under section 6(3) of the RTI Act.

5. Each CPIO has been provided username and password by the Nodal Officer, to login. All CPIOs shall regularly check the portal, atleast once in a day, to know whether any new RTI application has been received or not.

6. In case additional fee is required representing the cost for providing information, the CPIO shall intimate the applicant about the same through this portal.

7. The first appeals filed through this Web Portal would also reach electronically to the "**Nodal Officer**" of DoPT, who would transmit the appeals electronically to the concerned First Appellate Authority (FAA). Each FAA would be provided

username and password by the Nodal Officer to login. All FAAs shall regularly check the portal to know whether any new appeal has been received or not.

8. The CPIOs and the FAAs shall reply to the applicant/appellant electronically through this portal. However, if the volume of information to be supplied is large, the same could be sent through post, as being done at present.

9. The RTI applications received physically through Dak in RTI Cell should also be entered in the Portal by the Nodal Officer/RTI Cell, before forwarding to the concerned CPIO. The RTI applications received physically through Dak directly by the CPIO should also be entered in the Portal by the concerned CPIO. The CPIOs should reply to such applications **physically through post**.

10. It may be noted that management of RTI applications/first appeals received **henceforth** would be through this portal and not through the existing RTIMIS. However, CPIOs/FAAs may continue to use the RTIMIS to clear the pendency, for the RTI applications/first appeals lodged in RTIMIS till date.

11. 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 shall continue to apply.



(Sandeep Jain)
Deputy Secretary

All Officers/Desks/Sections, DOP&T