URL : https://rtionline.delhi.gov.in/RTIMIS

(1) Updation of Nodal Officer Details :   use the option:

MASTER UPDATION-> PUBLIC AUTHORITY DETAILS

Screen No.. 1

On clicking **PUBLIC AUTHORITY DETAILS, the below screen (Screen No.. 2) would be opened:**

Screen No.. 2

Click on

Update Public Authority Name -> eg Update General Administration Department .

Screen No. 3 below may be referred

Screen No.. 3

In the above screen no. 3, The following fields should be updated mandatorily:

Officer Name

Contact Address

E-mail Address

Phone no.

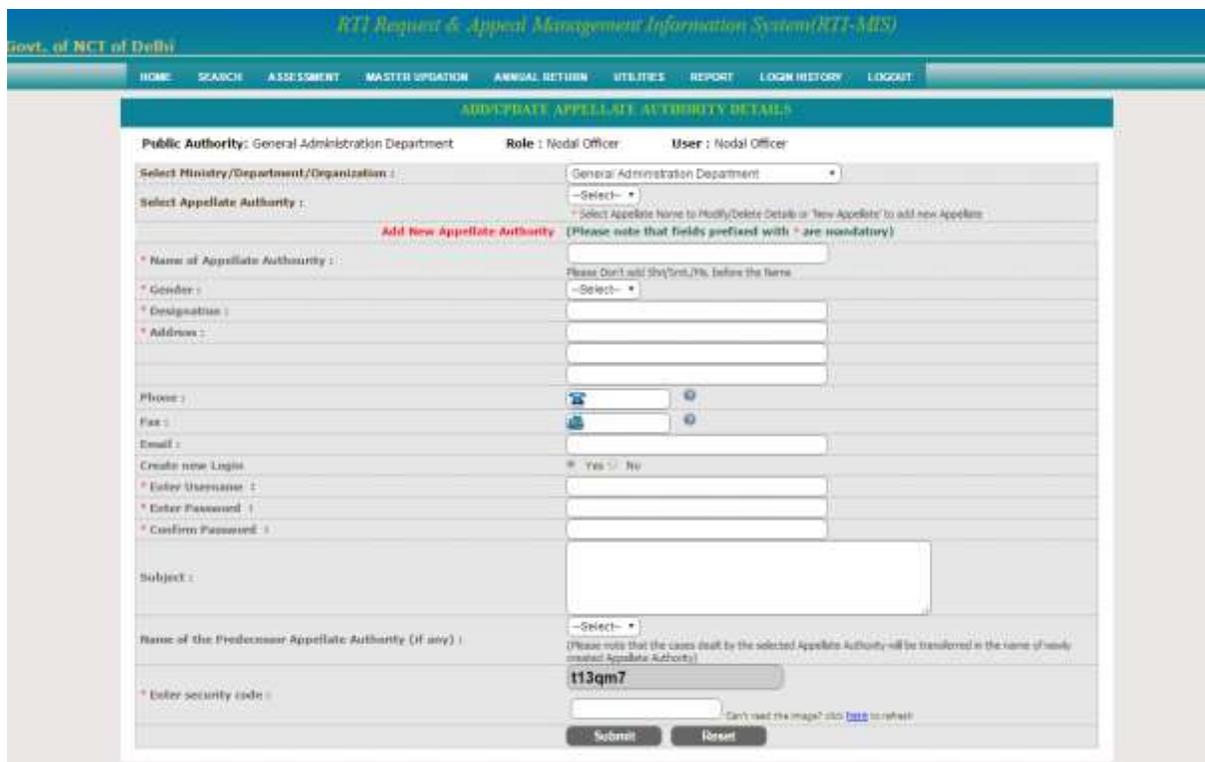**Click on Submit button to complete the process**

(2) Creation of Appellate Authority :   use the option:

MASTER UPDATION-> APPELLATE AUTHORITY DETAILS

Screen No.. 4

On clicking **APPELLATE AUTHORITY DETAILS, the below screen (Screen No.. 5) would be opened:**

Screen No.. 5

Creation of Appellate Authority: In the above screen no. 5, the following fields should be entered under **Add New Appellate Authority**

Name Of Appellate Authority

Gender

Designation

Address

Phone

Email

Create new Login : Yes

* Enter Username :

* Enter Password :

* Confirm Password :

* Enter security code :
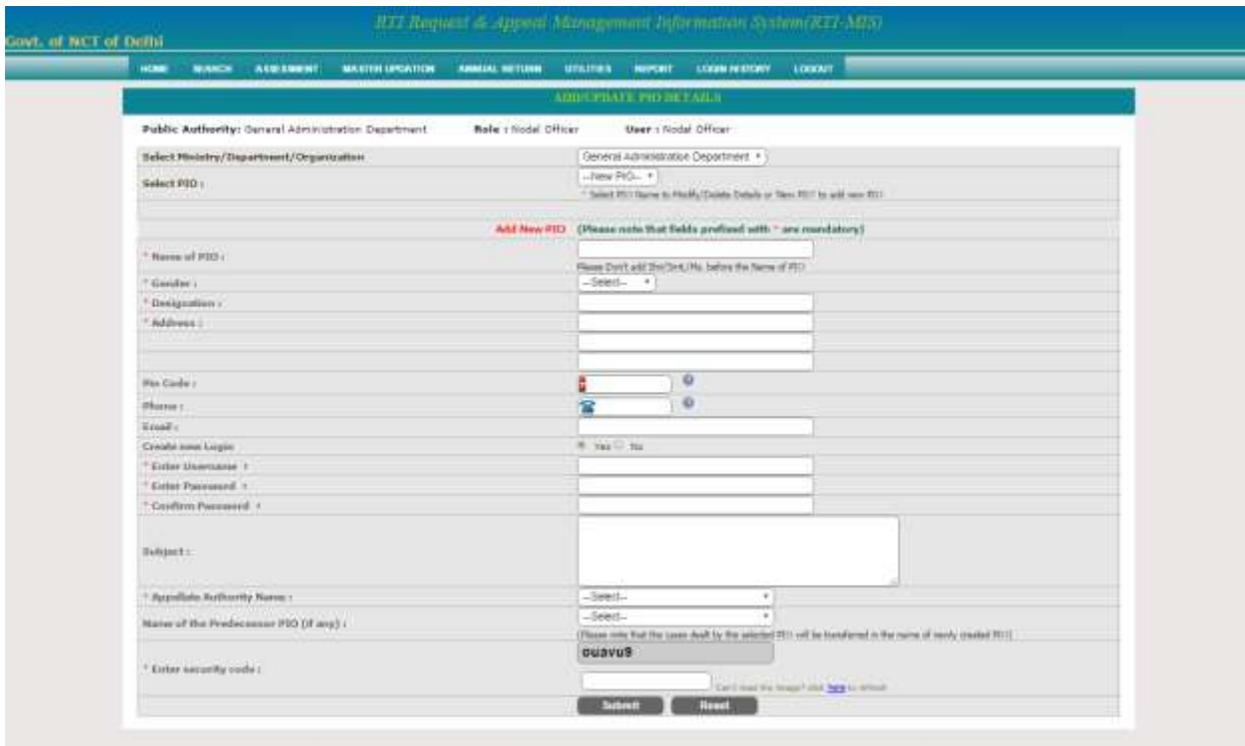
Click on Submit button to complete the process

(3) Creation of PIO :   use the option:

MASTER UPDATION-> PIO DETAILS

Screen No..6

On clicking **PIO DETAILS, the below screen (Screen No.. 7) would be opened:**

Screen No..7

Creation of PIO :In the above screen no. 7, The following fields should be entered under **Add New PIO**

Name of PIO

Gender

Designation

Address

Phone

Email

Create new Login : Yes

* Enter Username :

* Enter Password :

* Confirm Password :

* Enter security code :

* Appellate Authority Name :   Select the Appellate Authority created by Nodal officer

Click on Submit button to complete the process

(4) Creation of Secretariat/RTI cell user :   for entry of RTI Request & First Appeal received manually by Public Authority

Use the Option:

UTILITIES-> Create Login

Screen No..8

Following **screen no.9** would be displayed below:

Screen No..9

Select Role: Secretariat/RTI cell and following screen no. 10 would be opened.

Screen No..10

Creation of **Secretariat/RTI cell** User :In the above screen no. 10, the mandatory fields should be entered

Click on Submit button to complete the process