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

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

MASTER UPDATION-> PUBLIC AUTHORITY DETAILS

Public Authority: General Adminiat Public Authority: General Adminiate Public Ad	HOME	SEARCH	ASSESSMENT	MASTER UPDATION ANNUAL RETURN		ununes	RENORT	LOGIN HELTORY	LOGOUT
Public Authority: General Administration of the Control of the Con				APPELLATE AUTHORIT	APPELLATE AUTHORITY DETAILS		Al,		
New Online Request(s) = (0) New Online Append(s) = (0) Request Document(s) Called = (0)	Public A	authority:	General Administ	NO RETAILS	Rafter - Konstal Col	÷	User:No	tal Officer	
New Online Append(s) = [0] Request Document(s) Called = [0]				Regilter extrager New Onlin	e Request(s) = [0]				
Request Document(s) Called #101				New Onli	ine Append(s) = [0]				
				Request Docum	ent(s) Called : [0]				



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

				UBDATE ORGAN	MATIONS:).		
Pub	lic Authority	; General Adminis	tration Department	Role : Nodal C	fficer	User : Not	tal Officer	
			(Gene	eral Administratio	n Departm	ent)		
Upto	ite General Adr	ninistration Departme	mt				Add New	Subordinate Public Authority
* Cfic	k on the radi	o button to update	the organisation					
S.Mo. Edit	Name of Pul	Name of Public Authority		Officer Nam	ion (Contact Address		

Screen No.. 2

Click on

Update <u>Public Authority Name -> eg Update General Administration Department</u>.

Screen No. 3 below may be referred

HOME SEARCH ASSESSMENT MASTER UPDATION	ANNUAL RETURN UTILITIES	S REPORT LOGIN HISTORY LOGOUT	_
	URBAIL ORGANIZATION	N.	
Public Authority: General Administration Department	Role : Nodal Officer	User : Nodal Officer	
(Gen	eral Administration Departm	ment)	
(Please not	e that fields prefixed with * are	mandatory)	
* Officer Name :	Nodal Officer)	
* Designation :	Nodal officer	0	
* Contact Address :	Delhi		
	0)	
	C.		
* State :	Delta		
E-mail Address 1			
Phone Number :			
Fax Number (II any) :			
Website Address(URL) of Public Authority:		(view)	
Webpage Link of RTI Manuals/Disclosures u/s-4/19[8] :	8 6	(see()	
Last Date of Uploading/Updating Pro-active Disclosures a wobsite :	• (01/06/2019) 🛅 🔍		
	Submit	Reset	



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

Officer Name

Contact Address

E-mail Address

Phone no.

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

nume services		PUBLIC AUTIORITY D	TABS	Sector Sector	NEXTRA 1	LOSSIN HISTORY	Laborat
		APPELLATE AUTHORN	YDETALS				
Public Authority:	General Administ	NO DETAILS	Rolling, marchail 177		User : Not	tal Officer	
	10	New Onlin	e Request(s) + [0]				
		New Onli	ine Appeal(s) = [0]				
		Request Docum	ent(s) Called 1[0]				

MASTER UPDATION-> APPELLATE AUTHORITY DETAILS

Screen No.. 4

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

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL	L RETHIN VITUTIES REPORT LOGN HETORY LOGOUT
ADDICHDAT	IX APPELLADI. AUTOINITY DETAILS
Public Authority: General Administration Department Role	1 Nodal Officer User : Nodal Officer
Select Ministry/Department/Deparization :	General Administration Department
Select Appellate Authority :	-Select - +) Select Appellate have to Modily/Selece Cetally or New Appellate to add new Appellate
Add New Appellate Author	rity (Please note that fields prefixed with * are nondatory)
* Name of Appellate Authourity :	
* Gender 1	-Select with Shighest Disk Define the Nerre
* Designation :	
* Address :	
Phone :	8 0
Fax :	
Evail :	0
Create new Logie	P Yes 9 No
* Enter Usemane ±	<u>d</u>
* Enter Passoned +	
* Confirm Password: 1	
Subject :	
Name of the Productman Appellate Authority (if any) (-Select- • (Please rets that the cases abait to the selected Appellate Authority will be transformed in the name of a managed Appellate Authority)
* Uniter security under	t13qm7

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 :

(3) Creation of PIO : use the option:

MASTER UPDATION-> PIO DETAILS

	A State of the	Contract Street of	PUBLIC AUTHORITY D	PUBLIC AUTIORITY DETAILS		-PARTAL				
Publi	Authority:	General Administ	NO DETAILS	Y DETAILS		User : Noc	al officer			
			REQUEST CATEGORY		1.					
			New Onlin	ine Appeal(s) 1[0]						
			Request Docum	sent(s) Called 1[0]						

Screen No..6

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

NORE SPANCE ADDITION MADERIAL MADERIA	NETUNN UTLITES NEWONT LOOP LOOP
	ADD/OPHATE PRO DETAZLI
Public Authority: General Administration Department Bole	r : Nodel Officer User : Nodel Officer
Select Ministry/Department/Organization	General Administrative Deportment *
Caluat 600 -	-New PrO- +
Senior Plu 1	7 Sainet PD1 Barrie St. PlasMa Dalates Details or Taxis PD17 In add. non PD1
	Add New PID (Please note that fields profiled with " are mandatory)
Patricipality (
Hares of PIC 1.	Place Durit add Shi(Set, Ha being the Same of PD)
* Gerifter :	_Seed_ *
* Designation :	
* Address (
Plus Carde :	0
Phone t	8 0
Eroal :	
Create see Logie	# 3m 0 m
* Either Disermane 1	
* Enter Pressured 1	
* Confirm Parament 1	
Twisjant -	
· Appellato Arthority Norm :	-Seet- *
Name of the Predecessor PIO Of and a	-Seed-
	(Plasar only Rul the uses Avail by the selected 201 of he hand send in the name of newly could 2011)
and the second	cuavus

Screen No..7

Creation of PIO : In the above so	creen 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

(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

	and the second second	The second second	- and a second s	Contraction of the local street	WEBPAGE LI	NK	Alexander and the	Concern and
			2.88	EW ONDER REQU	DEACTIVATE	LOGN		
Publ	ic Authority:	Information Tech	nology Department	Role : Nodal C	CREATE LOC	SIN N. OFFICER (SUIL PA) PA SUMPRO	1
			New Onl	ine Request(s) :[]]	CHANGE PAT	INCOM		
			New Or	nline Appeal(s) ±[0]	HEAET USER	PASSWORD		
			Request Docu	ment(s) Called ± [0]	USES MANUA	Al.		

Screen No..8

Following screen no.9 would be displayed below:

HOME SEARCH ASSESSMENT	MASTER OPDATION	ANNUAL RETURN	UTILITIES REPORT	LOGIN HISTORY LC	ogout
		CHEATE LOGIN	PORM		
Public Authority: Information Tech	nology Department	Role : Nodal Of	ficer User: No	dal Officer	
	_ Siev	Login User List Adda	inw Login Usar		
* Seloct Role 1	-Select-		•		
* Select officer Name 1	-Select-		•		
* Enter Userwanne 1					
* Enter Password 1		(
		Submit	Reset		

Screen No..9

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

HOME SEARCH ASSESSMENT MASTER UPO	ATION AND	WAL RETURN	UTLINES	REPORT	LOGIN HISTOR	r LOGOUT
	68	ILATE LOGIS	FORM			
Public Authority: General Administration Departm	ment I	Role : Nodal Of	ficer	User : Not	dal Officer	
	Arew cobulo	ser List	New Legel Us	ec.	-	
* Select Role 1		Secretariat/RT	Cell [04]			
* Enter Username 1						
* Enter Password 1		(<u>)</u>				
	Add New	(Please note t	hat fields p	refixed with	* are mandator	v)
* Name :						
		Please Den't add	Stv1/Snit./Mt.	before the Nam	se of PID	
* Sex :		-Select- *				
Designation (
* Address :		1				
		L				
		£				
Pier Code :			Ð			
Phone :		8	0			
Email		0	-			
		Street.				

Screen No..10

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