

USER MANUAL

RTI Request & Appeal Management Information System

(RTI-MIS)



CITIZEN INTERFACE



National Informatics Centre
Delhi State Unit
Department of Information Technology
Ministry of Electronics & Information Technology
Government of NCT of Delhi


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The url Address of RTI system is: <https://rtionline.delhi.gov.in/>

Citizen Module

Following screen will be displayed.



Govt. of NCT Delhi

English ▼

RTI Online

An initiative by Govt. of NCT of Delhi

[Home](#) | [Submit Request](#) | [Submit First Appeal](#) | [View Status](#) | [FAQ](#) | [Contact Us](#) | [User Manual](#)

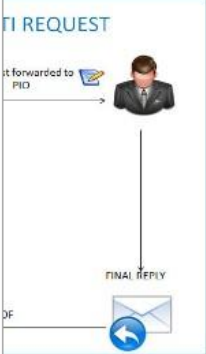
Online RTI Information System

Please do not file RTI application/first appeal through this portal for Departments/Public Authorities under Central Government or other State Governments. If filed, the application would be returned without refund of the fee amount.

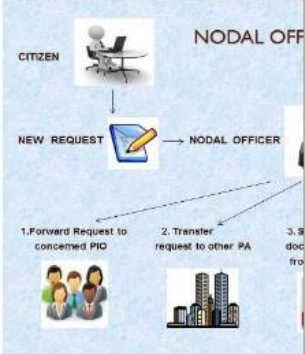
This is a portal to file RTI application/first appeal online along with payment gateway. Fee payment can be made through Internet Banking. Through this portal RTI application/first appeal can be filed by Indian Citizen only for the Departments/Public Authorities of the Government of NCT of Delhi.

Please read instructions carefully while submitting the RTI application/first appeal.

RTI REQUEST



NODAL OFFICER



Help Desk : For any queries related to this portal, please contact 011-23392726, 011-23392421 during normal office hours 09:30-18:00 on working days or send an email to rtisupport.delhi@gov.in

Please share your suggestion/feedback on rtisupport.delhi@gov.in

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC Delhi](#) | [FAQ](#)
 Contents of the site provided by Administrative Reforms Department, Government of NCT of Delhi
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For Submitting RTI Application :

- Click on **Submit Request** option on top bar to submit RTI application.
- Guidelines for use of RTI online portal screen will be displayed.
- Scroll the bar to read Guidelines.
- Read guidelines carefully as displayed in the screen below.

SUBMIT REQUEST

GUIDELINES FOR USE OF RTI ONLINE PORTAL
Government of NCT Delhi

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 Departments/Public-Authorities/Others of Government of NCT Delhi. List of Departments/Public-Authorities /Others of Government of NCT can be seen as following:

List of Departments

1. Acharya Bikshu Govt. Hospital
2. Administrative Reforms Department
3. Agriculture Unit
4. Archaeological Department
5. Archives Department
6. Art, Culture and Language Department

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.

☐ ***I have read and understood the above guidelines.***

- Citizen has to Click on the checkbox **“I have read and understood the above guidelines”** and then press/click on the **Submit** button.
- The Online RTI Request Form will be displayed as below. This form can be used to file an online RTI.

Online RTI Request Form/ऑनलाईन आरटीआई अनुरोध प्रपत्र

Note/ध्यान : Fields marked with * are Mandatory. / * से चिह्नित फ़िल्ड अनिवार्य हैं।

Data to be entered only in English

Public Authority Details/लोक प्राधिकारी का ब्यौरा :-

*Select Department/Public Authority/विभाग / लोक प्राधिकारी का चयन करें:	Information & Technology
---	--------------------------

Personal Details of RTI Applicant/ आरटीआई आवेदक का व्यक्तिगत ब्यौरा:-

*Name/ नाम	Karan
Gender/लिंग	<input checked="" type="radio"/> Male/पुरुष <input type="radio"/> Female/महिला
* Address/पता	A Block
	Delhi Secretariat
	New Delhi
Pincode/पिनकोड	110002
Country/देश	<input checked="" type="radio"/> India /भारत <input type="radio"/> Other/अन्य
State/राज्य	Delhi
Districts/ज़िला	East
Tehsil/तहसील	--Select--
Village/गाँव	--Select--
Location/स्थान	<input type="radio"/> Rural /ग्रामीण <input checked="" type="radio"/> Urban/शहरी
Educational Status/शैक्षिक स्थिति	<input checked="" type="radio"/> Literate /लिपिक <input type="radio"/> Illiterate/अनपढ़
	<input type="radio"/> Below 12 th Standard/ 12 वीं कक्षा से नीचे
	<input type="radio"/> 12 th Standard Pass/12 वीं कक्षा पास
	<input type="radio"/> Graduate/स्नातक
	<input checked="" type="radio"/> Above Graduate/स्नातक तथा अधिक
Phone Number/दूरध्वनी क्रमांक	+91
Mobile Number/मनपत्रवली क्रमांक (For receiving SMS alerts/एसएमएस अलर्ट प्राप्त करने के लिए)	+91 9910368092
* Email-ID/ईमेल-आयडी	kpkaran025@gmail.com

Request Details/अनुरोध का ब्यौरा :-

Citizenship/नागरिकता (Only Indian citizens can file RTI Request application/ केवल भारतीय नागरिक ही आरटीआई अनुरोध का आवेदन दाखल कर सकते हैं।)	Indian
* Is the Applicant Below Poverty Line ?/क्या आवेदक गरीबी रेखा से नीचे का है ?	Yes
BPL Card No./Yellow Ration Card/Certificate issued by local bodies/Govt. (Municipal Corporation/Municipal Council/Municipality/Gram Panchayat)/बीपीएल कार्ड संख्या/पीके (Proof of BPL/Yellow Ration Card/Certificate issued by local bodies/Govt.(Municipal Corporation/Municipal Council/Municipality/Gram Panchayat)/बीपीएल कार्ड संख्या/ पीके राशन कार्ड/स्थानीय निकायों/ सरकार द्वारा जारी किए गए प्रमाण पत्र) /	BPL123456
Year of Issue/जारी करने का वर्ष	2016
Issuing Authority/जारी करने वाला प्राधिकरण	Delhi Govt.

(Enter Text for RTI Request application upto 3000 words)/(3000 शब्दों तक ही आरटीआई अनुरोध का आवेदन करें)

Note/नोट:- Only alphabets A-Z a-z number 0-9 and special characters, . - _ () / & % are allowed in Text for RTI Request application./आरटीआई अनुरोध के आवेदन में वर्णमाला A से z संख्या 0-9 और विशेष चिह्न . - _ () / & % इत्यादि की ही अनुमति है।

* Text for RTI Request application/आरटीआई अनुरोध के आवेदन के लिए पाठ	<div>Testing</div> <div>2999 words left</div>
* Supporting document (only pdf upto 2 MB) Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA-Z0-9_~). * Enter Captcha code/ कैप्चा कोड दर्ज करें	<div>Browse Form-F.pdf</div> <div>odobhu</div> <div>odobhu</div> <div>Can't read the image? Click here to refresh/ चित्र को पढ़ नहीं जा रहा? तबब नुन के लिए क्लिक करें</div>
	<div>Submit</div> <div>Reset</div>

Fill all the necessary fields as displayed in the screen.

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


Note:-

1. The fields marked * are mandatory while the others are optional.
2. Applicant will receive **SMS alerts** in case he/she provides mobile number .
3. Text for RTI Request application: Only alphabets A-Z a-z number 0-9 and special characters, - _ () / @: & \ % are allowed.
4. Limit for texts in text area is **3000 words**.

Case 1: For Applicant below Poverty Line (BPL)

- In entry form the field labeled as “ **Is applicant below poverty line**”:- The citizen has to choose the option “**YES**”
- Citizen needs to upload Proof of **BPL** as a **Supporting document**.
- Applicant will receive **SMS alerts** in case he/she provides mobile number.
- **Supporting document** should be in **PDF** format (single file) and up to **1MB**. No RTI fee is required to be paid by any citizen who is below poverty line as per **RTI Rules, 2012**.

- Click on **Submit** Button.
- A unique registration number will be generated, which will be used for further reference as given in screen below. The same can be saved or Printed by the user.



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Your RTI Request filed successfully.
Please note down the details of registration.

Registration Number	DOSIT/R/2017/60024
Name	Karan
Date of Filing	12-01-2017
Request filed with	Information & Technology
Contact Details of Nodal Officer	
Telephone Number	23786789
Email Id	vmittal@nic.in

SavePrint

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- RTI request will be sent to “**Nodal Officer**” of concerned **Department** for further processing.

- SMS would be generated and sent to the Mobile no. entered in the Request Form quoting the Unique Registration no. An **e-mail** would also be generated and sent to the E-mail id entered in the Request Form quoting the **Unique Registration no.**

Case 2 (For Applicant belonging to NON BPL Category)

If a citizen belongs to **Non BPL category** he/she has to make a payment of **Rs. 10/- and prescribed processing fee /service charge**, as prescribed in RTI Act Rules for Govt. of NCT of Delhi

- In entry form field labeled as “**Is the Applicant Below Poverty Line**”:- The citizen has to chooses the option “**NO**”
- Rest of fields will be filled as same.
- Following screen will be displayed.



English

RTI Online

An initiative by Govt. of NCT of Delhi

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Online RTI Request Form/ऑनलाईन आरटीआई अनुरोध प्रपत्र

Note/टिप्पणी : Fields marked with * are Mandatory. / * से चिह्नित फ़िल्ड अनिवार्य हैं.

Data to be entered only in English
Public Authority Details/लोक प्राधिकारी का ब्यौरा :-

*Select Department/Public Authority/विभाग / लोक प्राधिकारी का चयन करें:

Information & Technology

Personal Details of RTI Applicant/ आरटीआई आवेदक का व्यक्तिगत ब्यौरा:-

*Name/ नाम

Karan

Gender/लिंग

☒ Male/पुरुष
 ☐ Female/महिला

* Address/पता

A Block

Delhi Secretariat

New Delhi

Pincode/पिनकोड

110002

Country/देश

☒ India/भारत
 ☐ Other/अन्य

State/राज्य

Delhi

Districts/ज़िला

East

Tehsil/तहसील

--Select--

Village/गाँव

--Select--

Location/स्थान

☐ Rural/ग्रामीण
 ☒ Urban/शहरी

Educational Status/शैक्षिक स्थिति

☒ Literate /लिटरेट
 ☐ Illiterate/अनपढ़

Below 12th Standard/ 12 वी कक्षा से नीचे

12th Standard Pass/12 वी कक्षा पास

Graduate/स्नातक

Above Graduate/स्नातक तथा अधिक

Phone Number/दूरध्वनी क्रमांक

+91

Mobile Number/मनपाईवली क्रमांक (For receiving SMS alerts/ एमएसएमएस अलर्ट प्राप्त करने के लिए)

+91 9910368092

* Email-ID/ईमेल-आयडी

kpkarano25@gmail.com

Request Details/अनुरोध का ब्यौरा :-

Citizenship/नागरिकता

(Only Indian citizens can file RTI Request application/ केवल भारतीय नागरिक ही आरटीआई अनुरोध का आवेदन दाखल कर सकते हैं)

Indian

* Is the Applicant Below Poverty Line ?/क्या आवेदक गरीबी रेखा से नीचे का है ?

No

You are required to pay the RTI fee of ₹ 10

(Enter Text for RTI Request application upto 3000 words)/(3000 शब्दों तक ही आरटीआई अनुरोध का आवेदन करें)

Note/नोट:- Only alphabets A-Z a-z number 0-9 and special characters , _ () / & % are allowed in Text for RTI Request application./आरटीआई अनुरोध के आवेदन में अक्षरावली A से Z संख्या 0-9 और विशेष चिह्न , _ () / & % इन्हें की जा सकती है।

* Text for RTI Request application/आरटीआई अनुरोध के आवेदन के लिए पाठ

Testing

2999 words left

Supporting document (only pdf upto 1 MB)

Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA-Z0-9_)

Browse...

Form-F.pdf

* Enter Captcha code/ कैप्चा कोड भरें

odobhu

odobhu

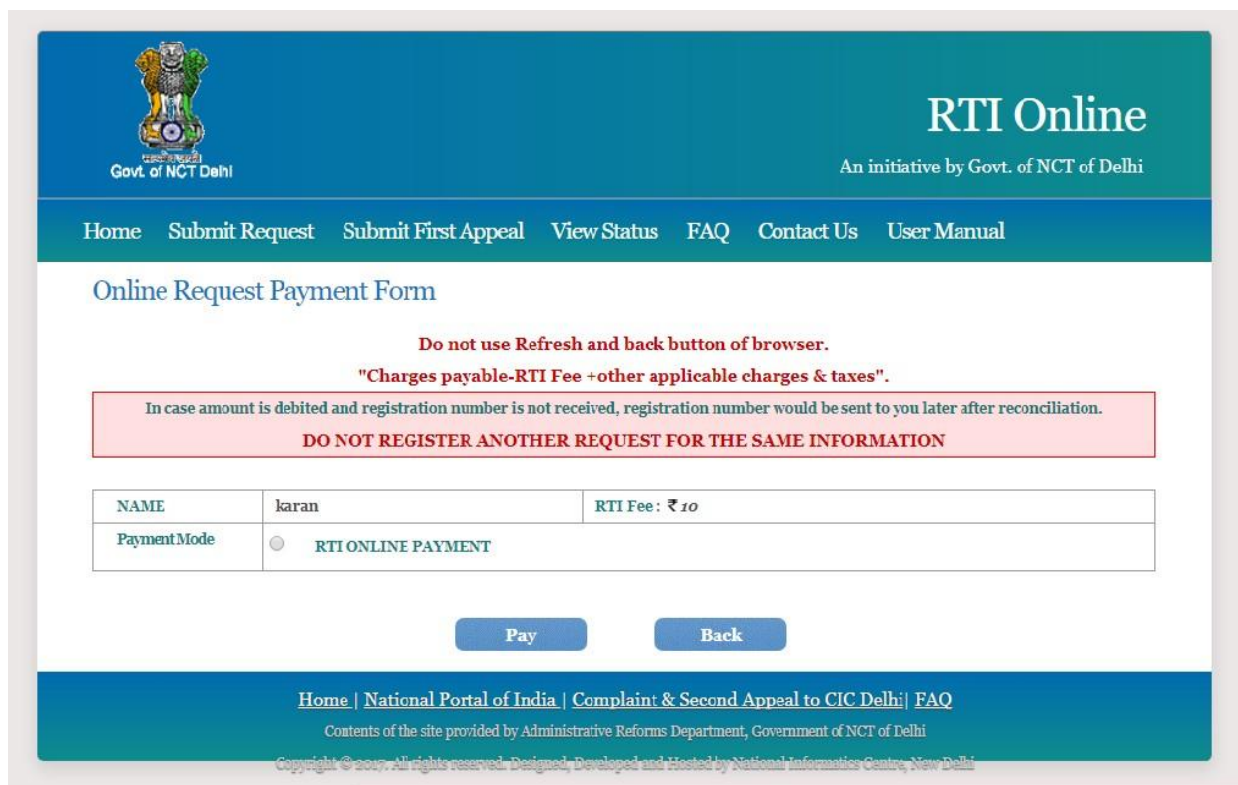
Submit

Reset


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- Click on **Submit** button.
- **Online Request Payment Form** will be displayed.



The image is a screenshot of the 'RTI Online' web portal for the Government of NCT of Delhi. The header features the Government of India emblem and the text 'RTI Online' with the subtitle 'An initiative by Govt. of NCT of Delhi'. A navigation bar includes links for Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, and User Manual. The main heading is 'Online Request Payment Form'. Below this, there are instructions: 'Do not use Refresh and back button of browser.' and '"Charges payable-RTI Fee +other applicable charges & taxes"'. A pink box contains a warning: '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'. A table shows the user's name as 'karan' and the RTI Fee as '₹ 10'. The 'PaymentMode' section has a radio button selected for 'RTI ONLINE PAYMENT'. At the bottom of the form are 'Pay' and 'Back' buttons. The footer contains links to Home, National Portal of India, Complaint & Second Appeal to CIC Delhi, and FAQ, along with copyright information for 2017.


Govt. of NCT Delhi

RTI Online
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Online Request Payment Form

Do not use Refresh and back button of browser.
"Charges payable-RTI Fee +other applicable charges & taxes".

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	karan	RTI Fee: ₹ 10
PaymentMode	<input checked="" type="radio"/> RTI ONLINE PAYMENT	

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

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- Click on radio button **“RTI ONLINE PAYMENT”**.
- Click on **Pay Button**.
- The system would be redirected to **SBIEPAY portal** as given in screen below.

The screenshot displays the SBlePay web interface. At the top, the SBlePay logo is on the left, and 'RTI Dept of Administrative Reforms Delhi' is on the right. Below the header, there are two main sections: 'Transaction Details' and 'Payment Details'. The 'Transaction Details' section shows an 'Order Number' of DOAIR20170000000005 and an 'Amount' of 10.00 INR, with a note that a convenience fee may be charged. The 'Payment Details' section has a 'Net Banking' tab selected. A message states: 'State Bank of Patiala has merged with State Bank of India. Please use State Bank of India link.' Below this, the SBI logo is shown, followed by a 'Select Bank' dropdown menu and 'Proceed' and 'Cancel' buttons. At the bottom of the page, there are logos for Visa, MasterCard, American Express, SafeKey, Symantec, and PCI DSS. The footer contains copyright information for 2013 State Bank of India and a note that it is powered by State Bank of India.

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

- **Net Banking:** Choose your Bank, and then click on Proceed Button.
- New window as shown below will appear,
- **ATRN** and **Order Number** will be generated after successful payment is executed.

SBlePAY Test Bank	
ATRN :	8572450314841
OrderNumber :	DOAIR201700000000038
Amount :	10.0
<input type="button" value="Successful"/>	<input type="button" value="Decline"/>

- On clicking the **Successful** Button, a unique registration number will be generated. It will be used for future reference. The same can be saved or Printed by the user.

Your RTI Request filed successfully.

Please note down the following details for further references.

Registration Number	DO&IT/R/2017/60023
Name	Karan
Date of Filing	12-01-2017
RTI Fee Received	₹ 10
Online Reference Number	000071581
Transaction Status	SUCCESS
Request filed with	Information & Technology
Contact Details of Nodal Officer	
Telephone Number	23786789
Email Id	vmittal@nic.in

[Save](#)

[Print](#)

- RTI request will be sent to **“Nodal Officer”** of concerned **Department** for further processing.
- SMS would be generated and sent to the Mobile no. entered in the Request Form quoting the Unique Registration no.
- An e-mail would also be generated and sent to the E-mail id entered in the Request Form quoting the Unique Registration no.

SUBMIT FIRST APPEAL

Note: - First appeal can be filed after 30 days from the date of filing of request or after disposal of the request by the department.

- Click on **Submit First Appeal** tab on top bar.
- “**GUIDELINES FOR USE OF RTI ONLINE PORTAL**” screen will be displayed.
- Read guidelines carefully.
- Click on the checkbox “I have read and understood the above **guidelines**” and then press **Submit** button.

GUIDELINES FOR USE OF RTI ONLINE PORTAL
Government of NCT Delhi

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 Departments/Public-Authorities/Others of Government of NCT Delhi. List of Departments/Public-Authorities /Others of Government of NCT can be seen as following:


List of Departments

1. Acharya Bikshu Govt. Hospital
2. Administrative Reforms Department
3. Agriculture Unit
4. Archaeological Department
5. Archives Department
6. Art, Culture and Language Department

3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.

☐ **I have read and understood the above guidelines.**

- Entry form for **Online RTI First Appeal Form** will be displayed as below.



English

RTI Online

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Online RTI First Appeal Form

Data to be entered only in English

Request Registration No / दर्ज पंजीकरण क्रमांक :

Enter Email Id / दर्ज ईमेल आईडी :

Enter Captcha code / दर्ज कैप्चा कोड :

Can't read the image? click [here](#) to refresh चित्र को पढ़ा नहीं जा रहा? नया करने के लिए यहां

[Submit/दिखाना](#)
[Reset/रीसेट](#)

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- Enter your **Request Registration No.**, which has been generated before during submission of Online RTI Request
- Enter your **Email ID**, which has been entered before during submission of Online RTI Request.
- Enter **Captcha Code**.
- Click on **Submit** Button.
- Following screen will be displayed.

Online RTI First Appeal Form/ऑनलाइन आरटीआई प्रथम अपील फार्म।

Note: सुचना : Fields marked with * are Mandatory / * से चिह्नित फ़िल्ड अनिवार्य हैं.

Data to be entered only in English

Public Authority Details/लोक प्राधिकारी का ब्यौरा :-

* Select Department/Public Authority/विभाग / लोक प्राधिकारी का चयन करें	Information & Technology
---	--------------------------

Personal Details of Appellant /आरटीआई आवेदक का व्यक्तिगत ब्यौरा:-

* Request Registration Number/अनुप्रेष पंजीकरण संख्या	DO&IT/R/2017/60026
* Request Registration Date/अनुप्रेष पंजीकरण की तारीख	12/01/2017
* Name/नाम	Karan Pandey
Gender/लिंग	<input checked="" type="radio"/> Male/पुरुष <input type="radio"/> Female/महिला
* Address/पता	G Block
	Nirman Vihar
	Delhi
Pin code/पिनकोड	110092
Country/देश	<input checked="" type="radio"/> India/भारत <input type="radio"/> Other/अन्य
State/राज्य	Delhi
Districts/ज़िला	East
Tehsil/तहसील	--Select--
Village/गाँव	--Select--
Status/स्थिति	<input type="radio"/> Rural/ग्रामीण <input checked="" type="radio"/> Urban/शहरी
Educational Status/शैक्षणिक स्थिति	<input checked="" type="radio"/> Literate/साक्षर <input type="radio"/> Illiterate/अनपढ़
Phone Number/दूरभाष क्रमांक	+91
Mobile Number/मनगत फ़ोन क्रमांक (For receiving SMS alerts/एसएमएस अलर्ट प्राप्त करने के लिए)	+91 9910368092
* Email-ID/ईमेल-आयडी	kpkarano25@gmail.com

Appeal Details/अपील विवरण :-

Citizenship/नागरिकता (Only Indian citizens can file RTI Request application./ केवल भारतीय नागरिक ही आरटीआई अनुप्रेष का आवेदन दाखल कर सकते हैं)	Indian
* Is the Applicant Below Poverty Line ?/क्या आवेदक गरीबी रेखा से नीचे आते हैं ?	NO
* Ground For Appeal	--Select--
(Enter Text for RTI first appeal application upto 500 characters/500 अक्षर)	
<p>Note/नोट:- Only alphabets A-Z a-z number 0-9 and special application./ आरटीआई प्रथम अपील आवेदन में केवल अक्षर A-Z a-z संख्या 0-9 और special application.</p>	
* Text for RTI first appeal application/आरटीआई प्रथम अपील आवेदन के लिए पाठ	Testing Dispose OF
Supporting document/समर्थनकारी दस्तावेज़ (only pdf upto 1 MB/केवल पीडीएफ़ में 1 एमबी तक)	Browse Form-F.pdf
Pdf file name should not have any blank space between any character. Special characters allowed are (a-zA-Z0-9_)	
* Enter Captcha code/ कैप्चा कोड दर्ज करें	oionbg
Can't read the image? click here to refresh/ चित्र को पढ़ नहीं आ रहा? क्लिक करें यहाँ ताज़ा चित्र प्राप्त करने के लिए	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

Note:

1. Only alphabets **A-Z a-z** number **0-9** and special characters **, . - _ () / @ : & \ %** are allowed in Text for RTI First Appeal Application.
2. Supporting document should be in **PDF** format upto **1MB**.

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

Appeal Details/अपील विवरण :-

Citizenship/नागरिकता <i>(Only Indian citizens can file RTI Request application/ केवल भारतीय नागरिक ही अपील/अपील का आवेदन दाखल कर सकते हैं)</i>		<input type="text" value="Indian"/>
* Is the Applicant Below Poverty Line ? /क्या आवेदक गरीबी रेखा से नीचे का है ?		<input type="text" value="Yes"/>
BPL Card No./Add Yellow Ration Card/Certificate issued by local bodies/Govt. (Municipal Corporation/Municipal Council/Municipality/Gram Panchayat)/बीपीएल कार्ड संचालक/पीडी राशन कार्ड/स्थानीय निकायों / सरकार द्वारा जारी किए गए प्रमाण पत्र <i>(Proof of BPL/Yellow Ration Card/Certificate issued by local bodies/Govt.(Municipal Corporation/Municipal Council/Municipality/Gram Panchayat)/ बीपीएल कार्ड संचालक/ पीडी राशन कार्ड/ स्थानीय निकायों / सरकार द्वारा जारी किए गए प्रमाण पत्र)</i>		<input type="text" value="BPL 123"/>
Year of Issue/जारी करने का वर्ष		<input type="text" value="2015"/>
Issuing Authority/जारी करने वाला प्राधिकरण		<input type="text" value="Delhi Govt."/>
* Ground For Appeal		<div style="border: 1px solid black; padding: 5px;"> <input type="text" value="--Select--"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Refused access to Information Requested No Response Within the Time Limit Unreasonable amount of Fee required to Pay Provided Incomplete/Misleading or False Information Any Other ground </div>
(Enter Text for RTI first appeal application upto 500 characters/ 500 अक्षर) <i>Note/नोट:- Only alphabets A-Z a-z number 0-9 and special application./आरटीआई प्रथम अपील आवेदन में वर्णमाला अ से ज संख्या 0-9 और विशेष आवेदन के लिए पाठ</i>		<div style="border: 1px solid black; padding: 5px;"> <input type="text" value="Testing Dispose OF"/> </div>
* Supporting document/समर्थनकारी दस्तावेज (only pdf upto 1 MB/ केवल पीडीएफ में 1 एमबी तक) <i>Pdf file name should not have any blank space between any character. Special characters allowed are (a-zA-Z0-9_-.)</i>		<div style="border: 1px solid black; padding: 5px;"> <input type="button" value="Browse"/> <input type="text" value="Form-F.pdf"/> </div>
* Enter Captcha code/ कैप्चा कोड दर्ज करें		<div style="border: 1px solid black; padding: 5px;"> <input type="text" value="o1onbg"/> </div>

- Click on **Submit** button, to submit Appeal.
- Following screen will be displayed.

Your RTI Appeal filed successfully.

Please note down the details of registration.

Registration Number	DO&IT/A/2017/60001
Name	Karan
Date of Filing	12-01-2017
Request filed with	Information & Technology
Contact Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

[Save](#)

[Print](#)

- A unique registration number will be generated, which will be used for further reference as shown above screen. The same can be saved or Printed by the user.
- The appeal request will be submitted to “**Nodal Officer**” of the concerned Public Authority.
- The Nodal Officer will transfer the appeal to “**Appellate Authority**” for further processing.
- The applicant will get an email and SMSs alert(if mobile no. provided) on submission of application.

VIEW STATUS

- Status of the RTI application/first appeal filed online can be viewed by the applicant by clicking on **View Status**.

English ▼

RTI Online

An initiative by Govt. of NCT of Delhi

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

Online RTI Information System

Please do not file RTI application/first appeal through this portal for Departments/Public Authorities under Central Government or other State Governments. If filed, the application would be returned without refund of the fee amount.

This is a portal to file RTI application/first appeal online along with payment gateway. Fee payment can be made through Internet Banking. Through this portal RTI application/first appeal can be filed by Indian Citizen only for the Departments/Public Authorities of the Government of NCT of Delhi.

Please read instructions carefully while submitting the RTI application/first appeal.



The diagram illustrates the RTI request process. On the left, a vertical flow shows 'RTI REQUEST' leading to 'It forwarded to PIO', then to a person icon, and finally to 'FINAL REPLY'. On the right, a flowchart shows a 'CITIZEN' submitting a 'NEW REQUEST' to a 'NODAL OFFICER'. The process then branches into three steps: '1. Forward Request to concerned PIO', '2. Transfer request to other PA', and '3. Request received from PIO'. Icons of people and buildings are used to represent the citizen, PIO, and PA respectively.

Help Desk : For any queries related to this portal, please contact 011-23392726, 011-23392421 during normal office hours 09:30-18:00 on working days or send an email to rtisupport.delhi@gov.in


Please share your suggestion/feedback on rtisupport.delhi@gov.in

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- On clicking this option Online RTI Status Form will be displayed as below.



English ▼

RTI Online

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[Submit Request](#)
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[Contact Us](#)

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory / * से चिन्हित फ़िल्ड अनिवार्य हैं.

Data to be entered only in English

* Enter RegistrationNo / दर्ज पंजीकरण क्रमांक :

* Enter Email Id / दर्ज ईमेल आईडी :

* Enter Captcha code / दर्ज कैप्चा कोड :


Can't read the image? click [here](#) to refresh / चित्र को पढ़ नहीं जा रहा? नया करने के लिए [यहाँ](#)

दिखा करे

Show/दिखाना
Reset/रीसेट

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- Applicant can enter Registration no., Email Id and Captcha in **Online RTI Status Form.**
- On clicking on **show** button **Online RTI Status** will be displayed.



English ▼

RTI Online

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[FAQ](#)
[Contact Us](#)

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory / * से चिन्हित फ़िल्ड अनिवार्य हैं.


Data to be entered only in English

Registration Number	DO&IT/R/2017/60027
Name	Karan Pandey
Date of Filing	12/01/2017
Status	REQUEST FORWARDED TO PIO as on 12/01/2017
Details of SPIO :- 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 PIOs	Click here to view details
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

Print RTI Application
Print Status
Go-Back

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In case Request is disposed of and PDF of Reply Document is attached by PIO, then the following screen will be displayed.



English

RTI Online


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

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory / * से चिह्नित फ़िल्ड अनिवार्य हैं.

Data to be entered only in English


Registration Number	DO&IT/R/2017/60026
Name	Karan Pandey
Date of Filing	12/01/2017
Status	REQUEST DISPOSED OF as on 12/01/2017
Reply :-	Testing
View Document	
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

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

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- The Reply document can be downloaded by clicking on PDF symbol in **View Document**.

In case additional payment is demanded by PIO, following screen will be displayed.



English

RTI Online

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Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory/ * सं चिन्हित फील्ड अनिवार्य हैं.


Data to be entered only in English

Registration Number	DO&IT/R/2017/60027
Name	Karan Pandey
Date of Filing	12/01/2017
Status	ADDITIONAL PAYMENT REQUIRED FOR INFORMATION as on 13/01/2017
Additional Payment	₹ 100 Make Payment
Remarks :- Testing for Additional Payment	
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

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

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- Additional payment can be made by clicking on **Make Payment** link.
- Then the applicant will be directed to payment gateway.



RTI Online

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

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	Karan Pandey	RTI Additional Fee : ₹ 100	
Payment Mode	<input checked="" type="radio"/> RTI ONLINE PAYMENT		

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

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC Delhi](#) | [FAQ](#)
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- Further payment process is as same as shown earlier in RTI request payment mode.

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.



English

RTI Online

An initiative by Govt. of NCT of Delhi

Home Submit Request Submit First Appeal View Status FAQ Contact Us

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory/ * से चिन्हित फ़ील्ड अनिवार्य हैं.


Data to be entered only in English

Registration Number	DO&IT/R/2017/60029
Name	Karan13
Date of Filing	13/01/2017
Status	SUPPORTING DOCUMENT REQUIRED FROM APPLICANT as on 13/01/2017
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)	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Attached"/>
<input type="button" value="Nodal Officer Details"/>	
Telephone Number	23786789
Email Id	vmittal@nic.in

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- 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.



हिन्दी

आरटीआई ऑनलाइन

सरकार द्वारा एक महल | राष्ट्रीय राजधानी क्षेत्र दिल्ली

होम आवेदन करें प्रथम अपील करें स्थिति (स्टेटस) देखें एफएक्यू संपर्क करें

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory/ * से चिन्हित फ़ील्ड अनिवार्य हैं.

Data to be entered only in English

File upload successfully

* Enter RegistrationNo /दर्ज पंजीकरण क्रमांक :

* Enter Email Id /दर्ज ईमेल आईडी :


* Enter Captcha code /दर्ज कैप्चा कोड :

Can't read the image? click [here](#) to refresh /चित्र को पढ़ा नहीं आ रहा? नया करने के लिए [यहाँ](#) क्लिक करें

होम | भारत का राष्ट्रीय पोर्टल | शिकायत एवं सीआईसी को दूसरी अपील | एफएक्यू

कॉपीराइट © 2013 सर्व अधिकार सुरक्षित | राष्ट्रीय सूचना विज्ञान केन्द्र, नई दिल्ली द्वारा डिजाइन, विकसित एवं होस्ट की गई।

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



English

RTI Online

An initiative by Govt. of NCT of Delhi

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

Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र

Note/सूचना: Fields marked with * are Mandatory/ * से चिह्नित फ़ील्ड अनिवार्य हैं.

Data to be entered only in English

Registration Number	DO&IT/R/2017/60029
Name	Karan13
Date of Filing	13/01/2017
Status	RTI REQUEST APPLICATION RETURNED TO APPLICANT as on 13/01/2017
Remarks :- As mentioned in the guidelines for use of this portal, the RTI Online facility is currently available only for departments in Mantralaya. Since your application is related to public authorities located outside Mantralaya, it is returned herewith. You may file the same with appropriate public authority. Thank you for your interest in online RTI Portal.	
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

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

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RTI application will be returned to applicant without refund of amount in case RTI applications are filed for Departments/Public Authorities under the Central government or other State Governments.

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

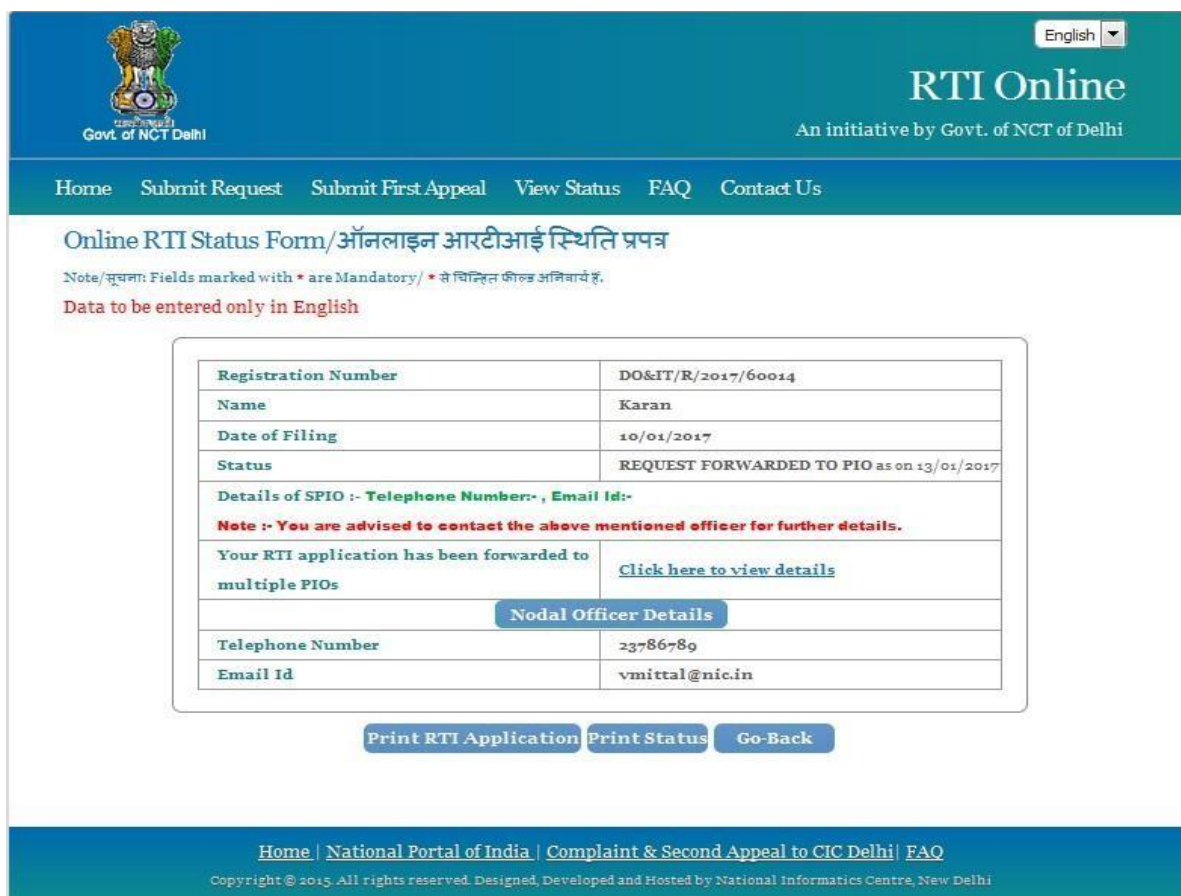
The screenshot displays the RTI Online portal interface. At the top, there is a header with the Government of NCT of Delhi logo and the text "RTI Online - An initiative by Govt. of NCT of Delhi". Below the header is a navigation bar with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, and Contact Us. The main content area is titled "Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र". A note in Hindi and English states: "Note/सूचना: Fields marked with * are Mandatory/ * से चिन्हित फ़ील्ड अनिवार्य हैं. Data to be entered only in English". The central part of the screen shows a table with the following details:

Registration Number	DO&IT/R/2017/60019
Name	Karan
Date of Filing	11/01/2017
Status	REQUEST TRANSFERRED TO OTHER PUBLIC AUTHORITY as on 13/01/2017
Details of Public Authority :- General Administration Department. vide registration number :- GADEP/R/2017/80001 respectively. Note:- Further details will be available on viewing the status of the above-mentioned new request registration number.	
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

Below the table, there are three buttons: "Print RTI Application", "Print Status", and "Go-Back". At the bottom of the page, there is a footer with links: Home | National Portal of India | Complaint & Second Appeal to CIC Delhi | FAQ, and a copyright notice: Copyright © 2015. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, New Delhi.

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

In case RTI Request Application is forwarded to multiple PIOs , the following screen will be displayed.



The screenshot shows the RTI Online portal interface. At the top, there is a header with the Government of NCT of Delhi logo and the text "RTI Online - An initiative by Govt. of NCT of Delhi". Below the header is a navigation bar with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, and Contact Us. The main content area displays the "Online RTI Status Form/ऑनलाइन आरटीआई स्थिति प्रपत्र". A note indicates that fields marked with an asterisk are mandatory. The status of the request is "REQUEST FORWARDED TO PIO as on 13/01/2017". A section titled "Details of SPIO :- Telephone Number:- , Email Id:-" provides contact information for the SPIO. A button "Click here to view details" is present. Below this, a "Nodal Officer Details" section shows the telephone number and email ID of the nodal officer. At the bottom, there are buttons for "Print RTI Application", "Print Status", and "Go-Back".

Registration Number	DO&IT/R/2017/60014
Name	Karan
Date of Filing	10/01/2017
Status	REQUEST FORWARDED TO PIO as on 13/01/2017
Details of SPIO :- 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 PIOs	Click here to view details
Nodal Officer Details	
Telephone Number	23786789
Email Id	vmittal@nic.in

Print RTI Application Print Status Go-Back

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➤ 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	DO&IT/R/2017/60014		REQUEST FORWARDED TO PIO	13/01/17		
2	DO&IT/R/2017/60014/1		REQUEST FORWARDED TO PIO	13/01/17		

For eg.

If RTI application is forwarded to two PIOs by **Nodal officer**, two registration numbers will be generated.

i.e

1. DO&IT/R/2017/60014

2. DO&IT/R/2017/60014/1

The application gets divided in two parts and the applicant can see status of these 2 parts by using two different registration numbers.

Two replies will be received by the applicant.


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

For example:

If the applicant is not satisfied with reply of registration no DO&IT/R/2017/60014/1 then he/she should file an appeal for registration no DO&IT/R/2017/60014/1 and not for original registration no DO&IT/R/2017/60014.

VIEW HISTORY


- Status History of the RTI application/First appeal filed online can be viewed by the applicant by clicking on **View History**.


English ▼

RTI Online

An initiative by Govt. of NCT of Delhi

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[FAQ](#)
[Contact Us](#)
[User Manual](#)



75
Azadi Ka
Amrit Mahotsav
Har Ghar Tiranga
13th-15th August 2022

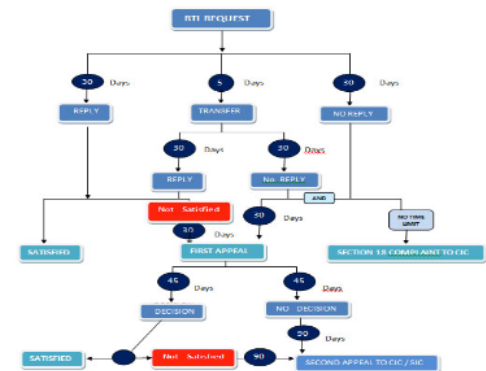
[PIO/APPELLATE AUTHORITY DETAILS](#)
[NODAL OFFICER DETAILS](#)

Online RTI Information System

Please do not file RTI application/first appeal through this portal for Departments/Public Authorities under Central Government or other State Governments. If filed, the application would be returned without refund of the fee amount.

This is a portal to file RTI application/first appeal online along with payment gateway. Fee payment can be made through Internet Banking. Through this portal RTI application/first appeal can be filed by Indian Citizen only for the Departments/Public Authorities of the Govt. of NCT of Delhi

Please read instructions carefully while submitting the RTI application/first appeal.



```

graph TD
    A[RTI REQUEST] -- 20 Days --> B[REPLY]
    A -- 5 Days --> C[RECEIVED]
    A -- 50 Days --> D[NO REPLY]
    B --> E[SATISFIED]
    B --> F[Not Satisfied]
    C -- 30 Days --> G[REPLY]
    C -- 30 Days --> H[NO REPLY]
    G --> I[SATISFIED]
    G --> J[Not Satisfied]
    H -- 30 Days --> K[NO TIME LIMIT]
    J -- 15 Days --> L[FIRST APPEAL]
    L -- 45 Days --> M[DECISION]
    L -- 45 Days --> N[NO DECISION]
    M --> O[SATISFIED]
    M --> P[Not Satisfied]
    N -- 30 Days --> Q[SECOND APPEAL TO CIC/SIC]
    P --> R[NO]
    P --> S[YES]
    S --> Q
    Q --> T[NO]
    Q --> U[YES]
    U --> V[NO]
    U --> W[YES]
    W --> X[NO]
    W --> Y[YES]
    Y --> Z[NO]
    Y --> AA[YES]
    AA --> AB[SATISFIED]
    
```


Help Desk : For any queries related to this portal, please contact 011-23392726, 011-23392421 during normal office hours 09:30-18:00 on working days or send an email to rtisupport@delhi.gov.in

Please share your suggestion/feedback on rtisupport@delhi.gov.in


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National Informatics Centre

- On clicking this option Online RTI Status History Form will be displayed as below.



English

RTI Online

An initiative by Govt. of NCT of Delhi

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[View Status](#)
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Online RTI Status History Form

Note:Fields marked with * are Mandatory.


Enter Email ID, Mobile Number that was used earlier to file RTI Request/Appeal.

* Enter Email Id :

Enter Email ID

*Mobile Number

Enter Mobile Number




Enter Captcha


Can not read the image? click here to refresh

Submit
Reset

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 राष्ट्रीय सूचना विज्ञान केंद्र
 National Informatics Centre

➤ After filling the above form OTP will come on the Email ID and below form will be displayed.



English

RTI Online

An initiative by Govt. of NCT of Delhi

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Online RTI Status History Form

*ENTER OTP
 (Recieved on SMS/Email-Id) :


Enter OTP Number

Submit
Reset

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 राष्ट्रीय सूचना विज्ञान केंद्र
 National Informatics Centre

- After filling the OTP Online RTI Status History will be displayed as below.



English ▼

RTI Online







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Online RTI Status History Form

Name : Test for PDF Check
Email-ID : mahendrarishi@hotmail.com
Mobile Number : +91-9971761023

☒ Request
☐ Appeal

Request								
Sl No.	Public Authority	Registration Number	Date of Filing	Text for RTI Request application	Request Document	Status	Status Date	Reply
2	Health & Family Welfare Department	H&FWF/R/2022/60276	08/07/2022	test		REQUEST FORWARDED TO PIO	08/07/2022	
3	Health & Family Welfare Department	H&FWF/R/2022/60272	07/07/2022	testing nic		REQUEST DISPOSED OF	21/07/2022	only testing purpose on RTI
4	Delhi Transport Corporation	DODTC/R/2020/60209	25/08/2020	Test for PDF Check Test for PDF Check		REQUEST FORWARDED TO PIO	18/09/2020	
5	Administrative Reforms Department	ADMED/R/2023/60006	23/01/2023	test		REQUEST DISPOSED OF	07/02/2023	No information has been sought
6	Administrative Reforms Department	ADMED/R/2023/60003	16/01/2023	test		REQUEST REJECTED	30/01/2023	
7	Administrative Reforms Department	ADMED/R/2023/60001	02/01/2023	test		SUPPORTING DOCUMENT REQUIRED FROM APPLICANT	02/01/2023	

Thank You