USER MANUAL FOR RIGHT TO INFORMATION (RTI) MODULE

OF "COMPUTERIZATION PWD (B&R) PUNJAB"

Written By **PWIMS IMPLEMENTATION TEAM**

Submitted by **SOFTTECH ENGINEERS PVT. LTD.**

SoftTech
Empowering Transformation

Revision and Signoff Sheet

Change Record

Date	Author	Version	Change reference
13/05/2017	PWIMS Implementation Team	1.0.0	

Client Review

Name	Version approved	Position	Date
PWD(B&R),Punjab	1.0.0		

Contents

1   Roles and Responsibility

Module	Role	Processes
Right-To-Information	Applicant	New Applicant can Sign Up Fill up Application Form Submit Application
	PIO	Review Input all the Required Information.
	First Appellate	Review Input all the Required Information.

2 How to Login Into RTI

Step 1: Open Internet Explorer or Chrome or any other Browser on your machine and "Turned off the Pop-Up Blocker" To turn off pop up blocker follow the below steps:
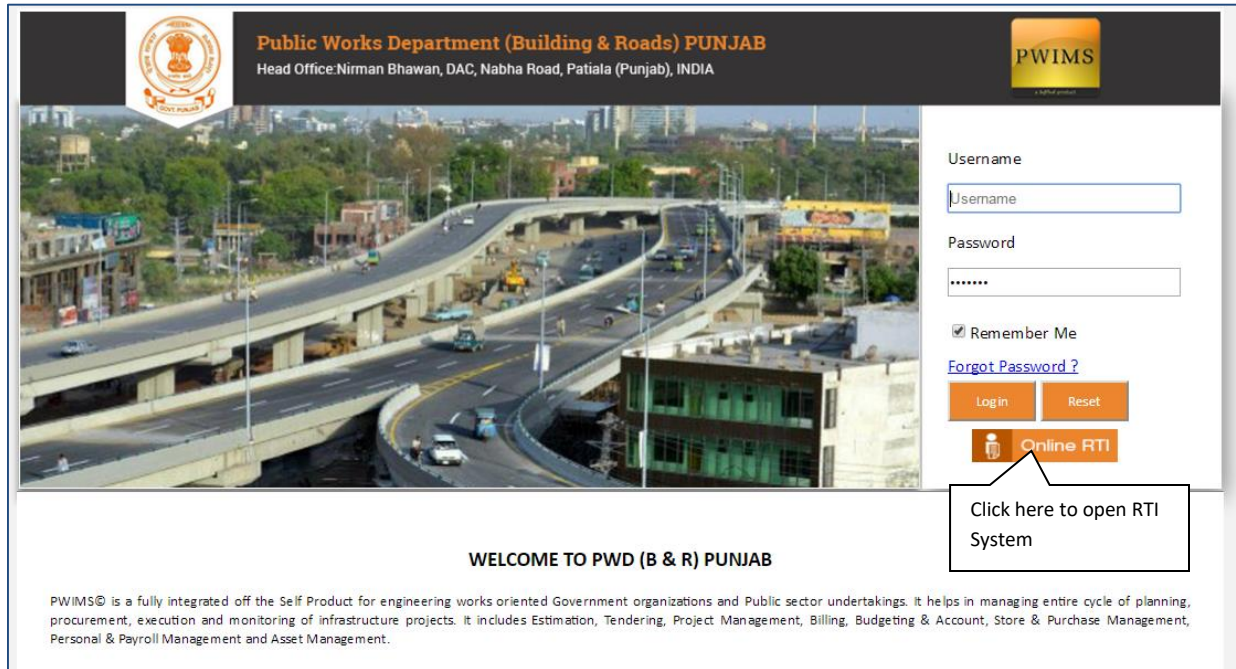
i)   From the Tools menu, select Options.

ii)   From the Content tab, uncheck Block Popup Windows and click "OK".
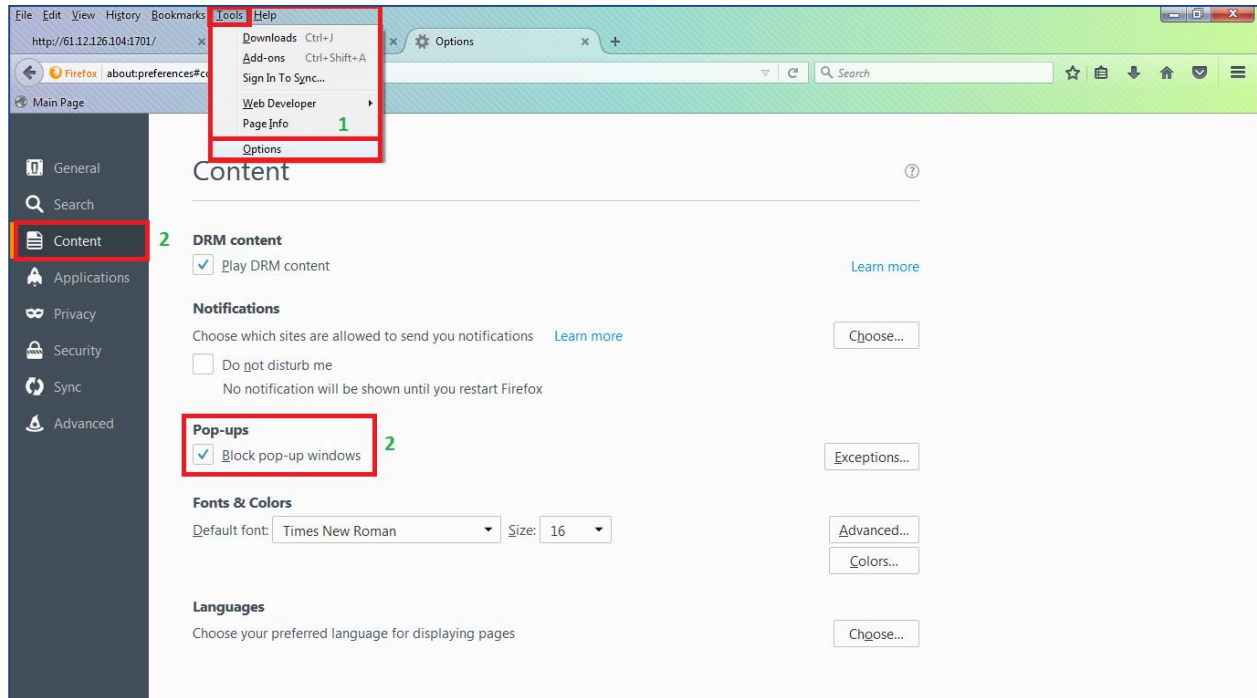
Step 2: Enter URL in address bar of browser http://61.12.126.104:1701

Step 3: Login Page will be displayed as below.

Step 4: Click on the "Online RTI" option to open the RTI system.

Step 5: New Applicant is required to select the "Sign Up" option to register them on below screen.

Step 6: Applicant will fill up the Sign up page with all the required information and click on the save button.

After saving the sign up form user will get a confirmation of successful registration.

Step 7: Now Applicant can login to the System by the User ID & Password which was inputted during the Sign up Process.

Step 8: After successful login, applicant can have his/her home page.

3   Create New Request

In the home screen Applicant can create a new request. To create a new request applicant needs to follow below steps:

Step 1: Applicant will click on the "Create New Request" option.
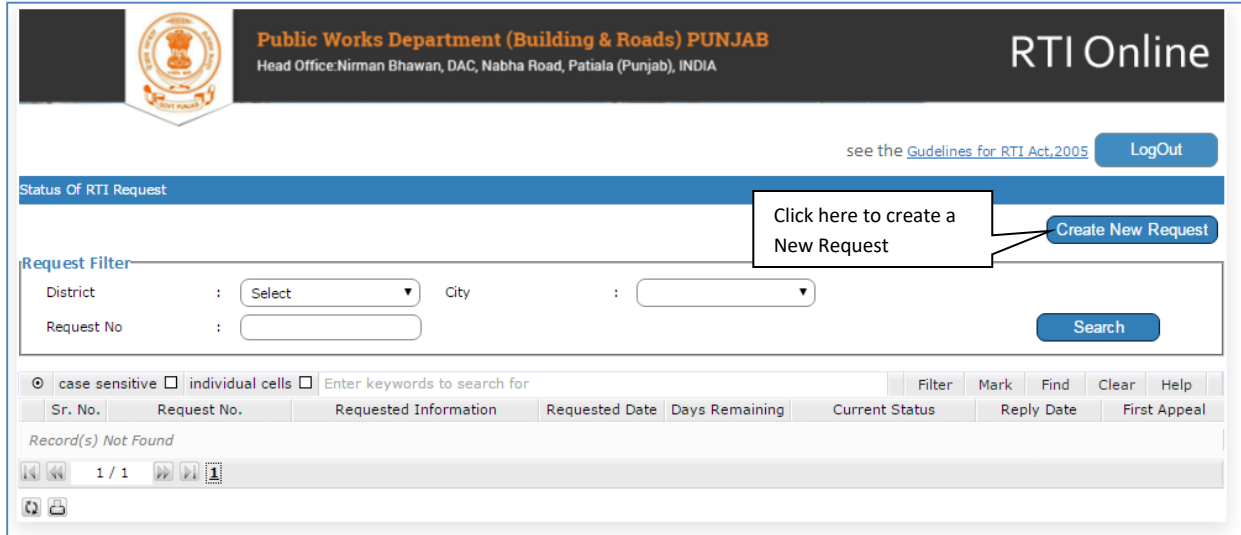
[Note: Applicant can filter his/her previous request to find out the status.]

Step 2: After clicking on the "Create New Request" a new screen will open Where Applicant will enter the information which are required to know.

Personal Details of RTI Applicant:-

*Name	Ajay Bansal
* Address	Punjab

Request Details :-

* District	AMRITSAR
* City	AMRITSAR CITY
* Is the Applicant Below Poverty Line ?	No

You are required to pay the RTI fee of ₹ 10.00

* Additional Fees (Including Paid Amount)	30	See the Gudelines for Fee of RTI Act,2005
Amount To Pay	0	
Remark		
* Amount Paid	40	

(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.

* Subject for RTI Request application	test 421
* RTI Request	test 421
* Request document (only pdf upto 1 MB)	Browse... 131383680139013365

Submit Request To:-

* Category	Public Works Department(B&R)
* PIO	--select--
* Enter security code	479631 Can't read the image? click here to refresh

Save	Submit	Pay	Back

Click here to going back

Click here to Save the Request

Click here to Submit the Request to PIO

Click here to pay the Fees through online
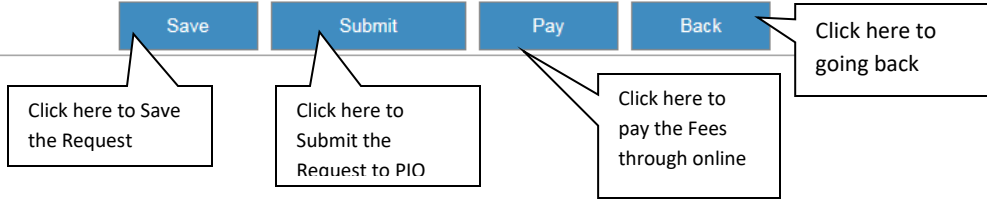
Applicants will be entered under the "Request Details" the following information:

i)   District: The district of the Applicant
ii)   City: The City of the Applicant
iii)   Is the Applicant below Poverty Line: In this option user will enter with actual information with 'Yes' or 'No'. If the Selection is 'Yes' then Applicant don't have to pay Rs.10/- as per the guidelines of RTI Act. Or if the selection is 'No' then Applicant must have to pay Rs.10/- as per the guidelines of RTI Act.
iv)   To pay the fees online payment process, click on the "Pay" button and follow the further process to complete the successful transaction.
v)   After filling the entire information click on the "Save" button to submit to the PIO office.

Once click on save Request Application, it will automatically go to the home page of RTI.

4   Open/View Submitted Requests

Applicants can Search/Filter Requests which has been submitted earlier. To search a requests follow the steps below:

Step 1: Applicant will Login in to the system by using his/her Login Id & Password.

Step 2: After successful login Applicant will enter search keyword into the filter option as below,

i)   Selection 1: Applicant will select the 'District' form the drop down option.

ii)   Selection 2: After district selection, Applicant will select the 'City'.

iii)   Selection 3: Also Applicant can directly enter the 'Request No' of the request which he/she want to view.

iv)   Selection 4: After entering the search keywords click on the "Search" Button.

System will find out the desired information as per the Request and will open in the below option.

Step 3: Now click on the "Request No." to open the details as show in the below picture,

After opening the details of Submitted "Request" Applicant can able to see the full details as shown in the below picture,

Personal Details of RTI Applicant:-

*Name	Ajay Bansal
* Address	Punjab

Request Details :-

* District	AMRITSAR
* City	AMRITSAR CITY
* Is the Applicant Below Poverty Line ?	No

You are required to pay the RTI fee of ₹   10.00

* Additional Fees (Including Paid Amount)	30	See the Gudelines for Fee of RTI Act,2005
Amount To Pay	0	
Remark		
* Amount Paid	40	

(Enter Text for RTI Request application upto 3000 characters)

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* Subject for RTI Request application	test 421
* RTI Request	test 421
* Request document (only pdf upto 1 MB)	Browse... 131383680139013365

Reply Details :-

* RTI Reply application	
Reply document (only pdf upto 1 MB)	Browse... Download
* Enter security code	685377 Can't read the image? click here to refresh

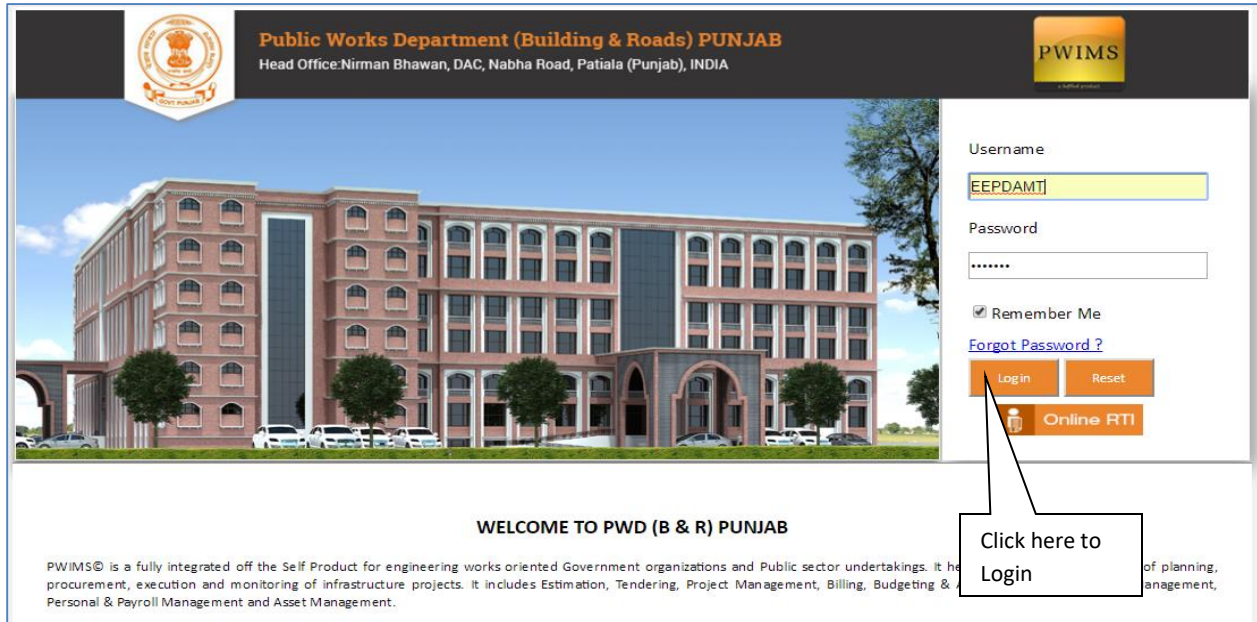| Send	Submit	Transfer RTI	Back

5   Request Reply by PIO

After Successfully Submission of Request by Applicants, Request will be reach on PIO log in Screen.

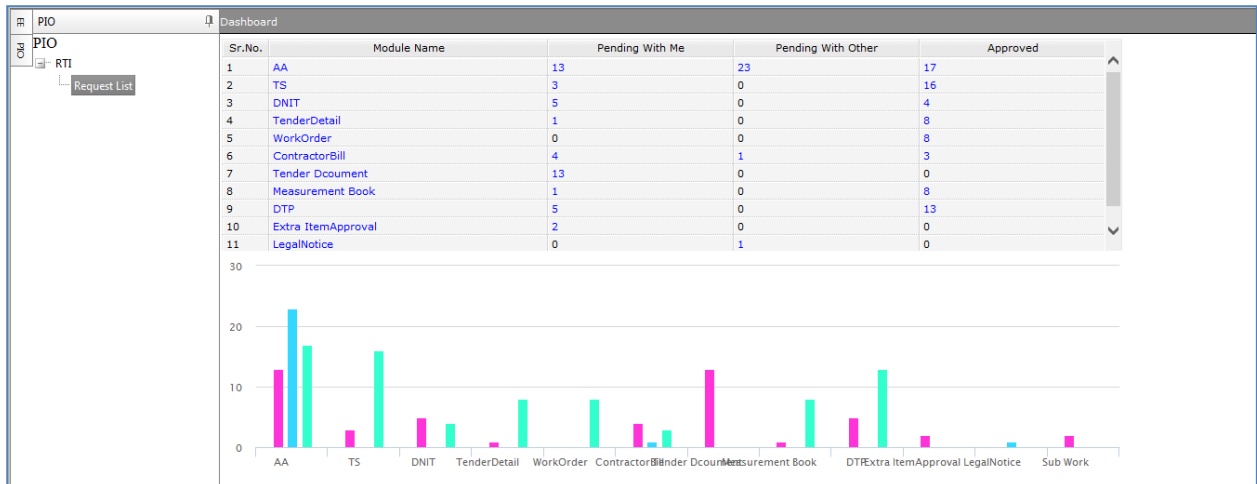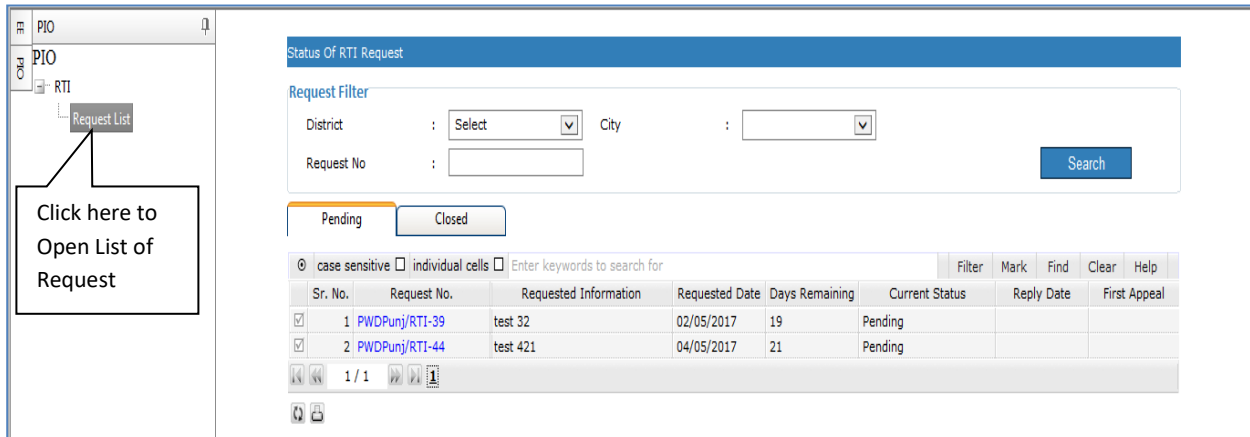Step 1: Enter URL in address bar of browser http://61.12.126.104:1701

Step 2: PIO will Login in to the system by using his/her Login Id & Password.

Step 3: After successful login, PIO can have his/her home page.

Step 4: PIO will click on "Request List" Option under the RTI Module.

PIO can also Search/Filter Requests from in all list of requests. To search a requests follow the steps below:

i)   Selection 1: PIO will select the 'District' form the drop down option.
ii)   Selection 2: After district selection, PIO will select the 'City'.
iii)   Selection 3: Also PIO can directly enter the 'Request No' of the request which he/she want to view.
iv)   Selection 4: After entering the search keywords click on the "Search" Button.

System will find out the desired information as per the Request and will open in the below option.
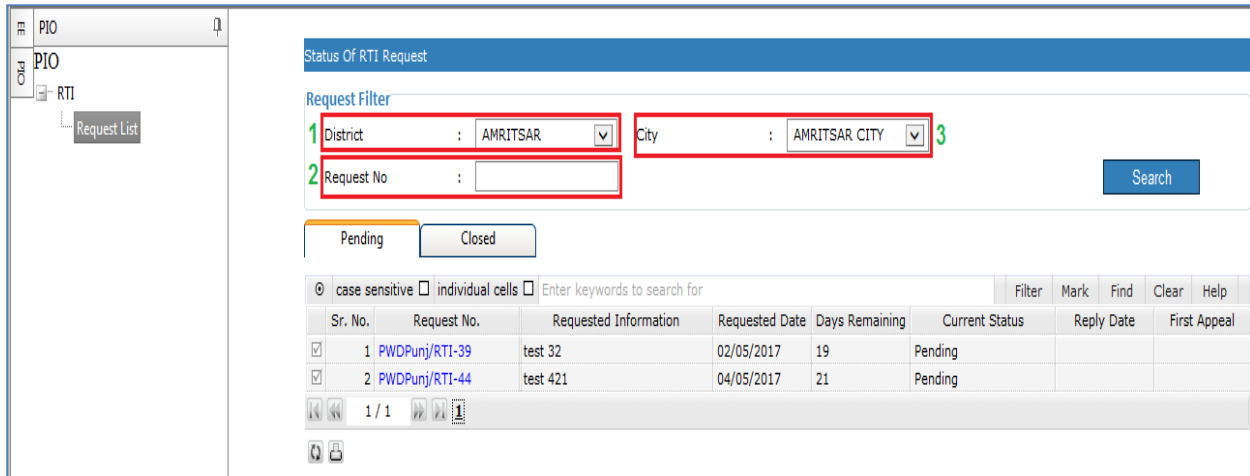
Step 5: Now PIO click on the "Request No." to open the details which has been filled by the applicant as show in the below picture.

After clicking on Request No, PIO can able to see the full details as shown in the below picture.

Personal Details of RTI Applicant:-

*Name	Ajay Bansal
* Address	Punjab

Request Details :-

* District	AMRITSAR
* City	AMRITSAR CITY
* Is the Applicant Below Poverty Line ?	No

You are required to pay the RTI fee of ₹ 10.00

* Additional Fees (Including Paid Amount)	30	See the Gudelines for Fee of RTI Act,2005
Amount To Pay	0	
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* RTI Request	test 421
* Request document *(only pdf upto 1 MB)*	Browse... 131383680139013365

Reply Details :-

* RTI Reply application	
Reply document *(only pdf upto 1 MB)*	Browse... Download
* Enter security code	685377 Can't read the image? click here to refresh

Send	Submit	Transfer RTI	Back

Click here to going back

Step6: Based on the request, PIO can reply with the relevant information and submit the Request reply to the Applicant.

Selection 1: In this text box PIO can put the text information

Selection 2: PIO may attach any soft copy of a scanned document in any format.

Selection 3: After all the relevant information put up as a reply, PIO may click on the "Submit" button to close the request.

6   Claiming Additional Fees

Based upon the request if PIO does require for providing Print out copy and other format, Then PIO can claim additional Fess from Applicant to get such information in such Medium.

The Additional Fee amount will be claimed according to the RTI ACT fee structure.

Selection 1: To enter additional fees enter the amount here including the paid amount (if any).
Selection 2: Once enter the additional fee; system will calculate the "Amount to Pay" by the applicant.

Selection 3: In the above screen, after entering the additional fee, click on the "Send" Button the send back the Applicantion to the Applicant.

7   Transfer Application

Based upon the Application request if it is not relevant to assigned PIO, the PIO can transfer the application to the concerned PIO of the Application.

Selection 1: Click on the Transfer RTI Button to transfer the Application the other PIO.

Now a pop up will open, where user may select some necessary fields.

Selection 1: To transfer the RTI Request selects the Category. Where user will finds office category.

Selection 2: based on the category selection List of LIO will populate in this drop down option.

Selection 3: User can put any remarks in this section.

Selection 4: Now user may click on the Send button to send the request to the selected PIO.

>>>>>>>>>>>>>>>>>>>>>>>>>>**This is the Last Page of the User Manual**<<<<<<<<<<<<<<<<<<<<<