



Public Works Department (Buildings & Roads) PUNJAB

Head Office: Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA



USER MANUAL FOR RIGHT TO INFORMATION (RTI) MODULE OF “COMPUTERIZATION PWD (B&R) PUNJAB”

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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		

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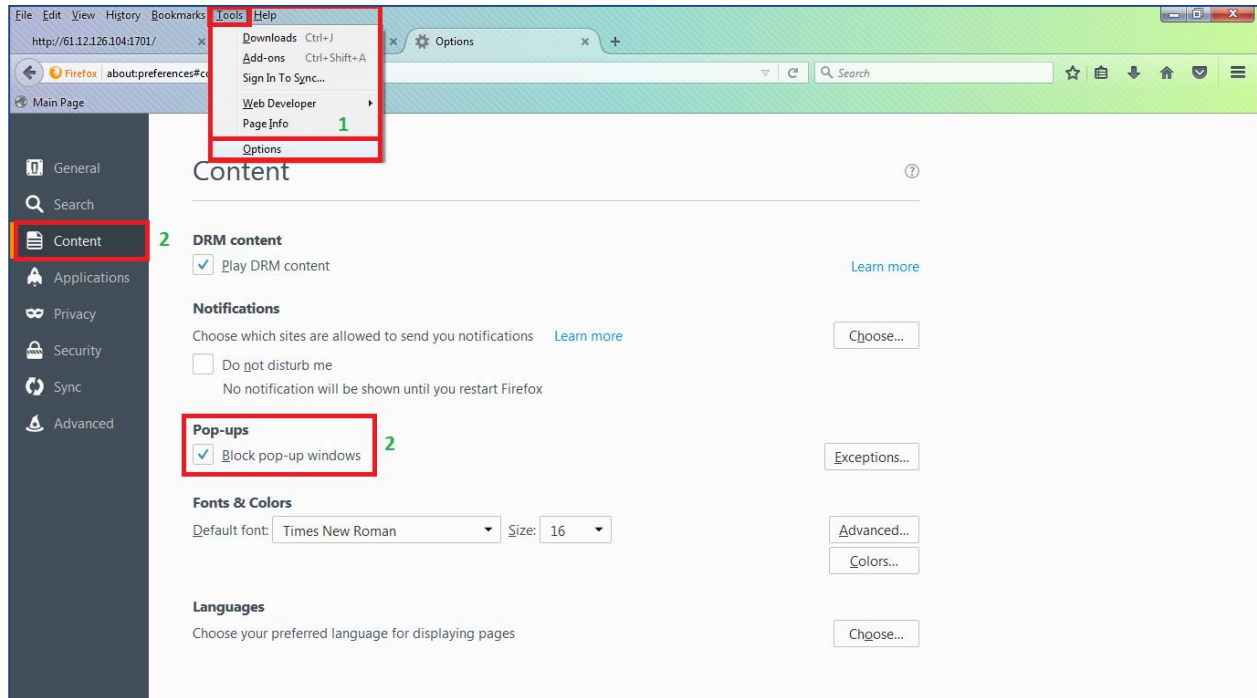
1 Roles and Responsibility

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:

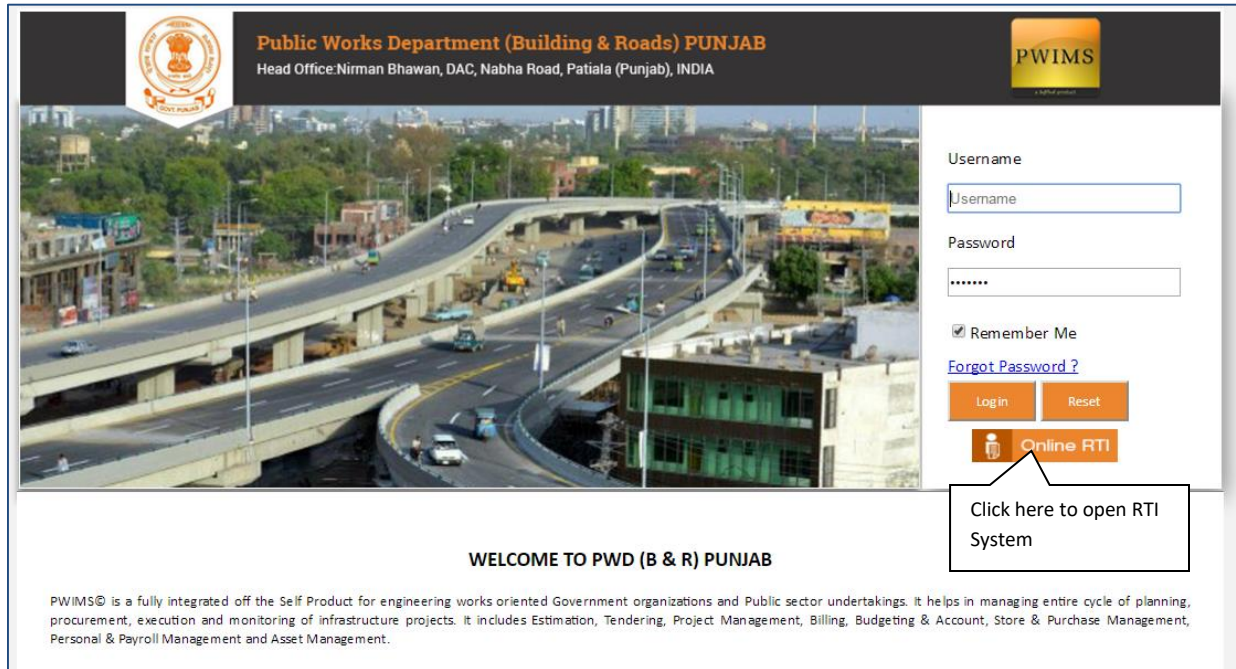
- i) From the Tools menu, select Options.
- ii) From the Content tab, uncheck Block Popup Windows and click "OK".



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.

Public Works Department (Building & Roads) PUNJAB
Head Office: Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA

RTI Online

Username

Password

729307
click [here](#) to refresh
Enter Captcha

[Forgot Password ?](#)
[Not Registered Yet? Sign Up](#)


Login Reset

Click here to open Sign up Form

WELCOME TO RTI Portal of PWD (B & R), PUNJAB

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by public works department(B&R),Punjab to provide RTI Portal Gateway to the citizens for quick search of information and access to RTI related information online.

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



Public Works Department (Building & Roads) PUNJAB
Head Office Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA

RTI Online

Personal Details:-

*Name	<input type="text" value="Ajay Bansal"/>
*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Email-ID <small>(for receiving Activation Key and Alerts)</small>	<input type="text" value="nbh.bansal@gmail.com"/> ✔ Available
*Confirm Email-ID	<input type="text" value="nbh.bansal@gmail.com"/>
*Identity Proof	<input type="text" value="PAN Card"/>
*Identity Number	<input type="text" value="BHGP12000H"/>
*Upload Proof <small>(only pdf upto 1 MB)</small>	<input type="button" value="Choose File"/> 1.JPG
*Address	<input type="text" value="New Baradari"/> <input type="text" value="Patiala"/>
Pin code	<input type="text" value="147001"/>
Country	<input type="text" value="India"/>
State	<input type="text" value="PUNJAB"/>
Status	<input type="radio"/> Rural <input checked="" type="radio"/> Urban
Educational Status	<input checked="" type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+91 <input type="text" value="175220789"/>
* Mobile Number <small>(For receiving SMS alerts)</small>	+91 <input type="text" value="9988460582"/>
*User Type	<input type="text" value="Individual"/>

Login Details:-

*User Name	<input type="text" value="nbh.bansal@gmail.com"/>
*Password	<input type="password" value="*****"/>
Password Strength	Strongest <div style="width: 100px; height: 10px; background: linear-gradient(to right, green 100%, red 0%);"></div>
*Confirm Password	<input type="password" value="*****"/>
*Enter security code	<input type="text" value="069286"/> <input type="text" value="069286"/> <small>Can't read the image? click here to refresh</small>
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

Click here to Save the Sign up Form

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

61.12.126.104:1701 says:
You have Registered Successfully .Please Login through RTIOnline Portal

Click here to go to the login page

OK Cancel

RTI Online

Personal Details:-

*Name	Ajay Bansal
*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Email-ID (for receiving Activation Key and Alerts)	nbh.bansal@gmail.com
* Confirm Email-ID	
* Identity Proof	PAN Card
* Address	New Baradari
	Patiala
Pin code	147001
Country	India
State	PUNJAB

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

Public Works Department (Building & Roads) PUNJAB
Head Office Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA

RTI Online

Username
nbh.bansal@gmail.com

Password

004165
click [here](#) to refresh
004165

[Forgot Password ?](#)
[Not Registered Yet? Sign Up](#)

Login Reset

Click here to Login to the System

WELCOME TO RTI Portal of PWD (B & R), PUNJAB

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by public works department(B&R),Punjab to provide RTI Portal Gateway to the citizens for quick search of information and access to RTI related information online.

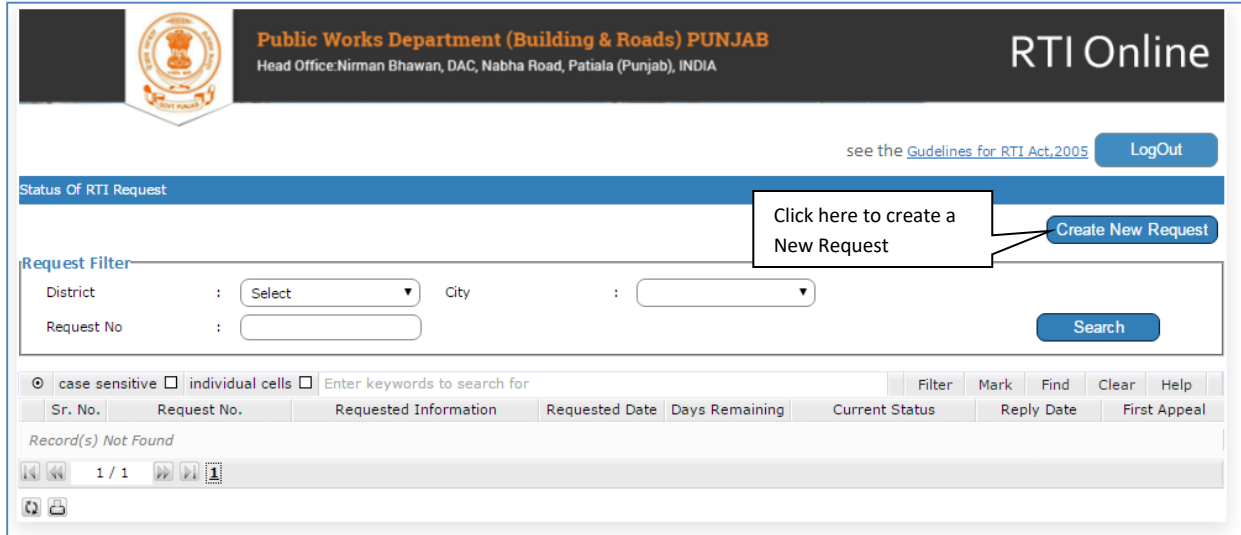
Step 8: After successful login, applicant can have his/her home page.

The screenshot shows the RTI Online portal interface. At the top left is the logo of the Government of Punjab. To its right, the text reads "Public Works Department (Building & Roads) PUNJAB" and "Head Office: Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA". On the top right, it says "RTI Online". Below the header, there is a "LogOut" button and a link to "see the Guidelines for RTI Act, 2005". A blue bar indicates the "Status Of RTI Request". Below this, there is a "Create New Request" button. A "Request Filter" section contains dropdown menus for "District" (set to "Select") and "City", and a text input for "Request No.", with a "Search" button. Below the filter is a search bar with "case sensitive" and "individual cells" checkboxes, and a search input field. To the right of the search bar are buttons for "Filter", "Mark", "Find", "Clear", and "Help". Below the search bar is a table header with columns: "Sr. No.", "Request No.", "Requested Information", "Requested Date", "Days Remaining", "Current Status", "Reply Date", and "First Appeal". Below the table header, it says "Record(s) Not Found". At the bottom of the table area, there are navigation icons and "1 / 1" indicating one record is present.

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	<input type="text" value="Ajay Bansal"/>
* Address	<input type="text" value="Punjab"/>

Request Details :-

* District	<input type="text" value="AMRITSAR"/>	
* City	<input type="text" value="AMRITSAR CITY"/>	
* Is the Applicant Below Poverty Line ?	<input type="text" value="No"/>	
<i>You are required to pay the RTI fee of ₹ 10.00</i>		
* Additional Fees (Including Paid Amount)	<input type="text" value="30"/>	See the Guidelines for Fee of RTI Act,2005
Amount To Pay	<input type="text" value="0"/>	
Remark	<input type="text"/>	
* Amount Paid	<input type="text" value="40"/>	

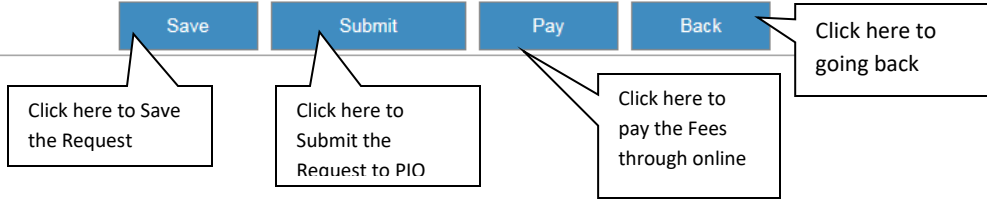
(Enter Text for RTI Request application upto 3000 characters)

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	<input type="text" value="test 421"/>
* RTI Request	<input type="text" value="test 421"/>
* Request document (only pdf upto 1 MB)	<input type="text" value="131383680139013365"/> <input type="button" value="Browse..."/>

Submit Request To:-

* Category	<input type="text" value="Public Works Department(B&R)"/>
* PIO	<input type="text" value="--select--"/>
* Enter security code	<input type="text" value="479631"/> <input type="text"/>
Can't read the image? click here to refresh	
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Pay"/> <input type="button" value="Back"/>	



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.

61.12.126.104:1701 says:
Request submitted successfully

Public Works
Head Office

RTI Online

LogOut

Personal Details of RTI Applicant:-

* Name	Ajay Bansal
* Address	New Baradari Patiala

Request Details :-

* District	AMRITSAR
* City	AMRITSAR CITY
* Is the Applicant Below Poverty Line ?	No
* Additional Fees	100 See the Guidelines for Fee of RTI Act,2005
* Total Amount To Pay	110

(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	Please provide the details of all National Highways in Punjab.
---------------------------------------	--

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

Public Works Department (Building & Roads) PUNJAB
Head Office: Nirman Bhawan, DAC, Nabha Road, Patiala (Punjab), INDIA

RTI Online

see the [Guidelines for RTI Act, 2005](#) [LogOut](#)

Status Of RTI Request [Create New Request](#)

Request Filter

District : City :

Request No : [Search](#)

case sensitive individual cells [Filter](#) [Mark](#) [Find](#) [Clear](#) [Help](#)

Sr. No.	Request No.	Requested Information	Requested Date	Days Remaining	Current Status	Reply Date	First Appeal
<input checked="" type="checkbox"/>	1	PWDpunj/RTI-57	Please provide the details of all National Highways in Punjab.	11/05/2017	30	Submitted	

1 / 1

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	<input type="text" value="Ajay Bansal"/>
* Address	<input type="text" value="Punjab"/>

Request Details :-

* District	<input type="text" value="AMRITSAR"/>	<input type="button" value="v"/>
* City	<input type="text" value="AMRITSAR CITY"/>	<input type="button" value="v"/>
* Is the Applicant Below Poverty Line ?	<input type="text" value="No"/>	<input type="button" value="v"/>
<i>You are required to pay the RTI fee of ₹ 10.00</i>		
* Additional Fees (Including Paid Amount)	<input type="text" value="30"/>	See the Gudelines for Fee of RTI Act,2005
Amount To Pay	<input type="text" value="0"/>	
Remark	<input type="text"/>	
* Amount Paid	<input type="text" value="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	<input type="text" value="test 421"/>
* RTI Request	<input type="text" value="test 421"/>
* Request document <small>(only pdf upto 1 MB)</small>	<input type="text" value="131383680139013365"/> <input type="button" value="Browse..."/>

Reply Details :-

* RTI Reply application	<input type="text"/>
Reply document <small>(only pdf upto 1 MB)</small>	<input type="text"/> <input type="button" value="Browse..."/> Download
* Enter security code	<input type="text" value="685377"/> <input type="text"/>
<small>Can't read the image? click here to refresh</small>	
<input type="button" value="Send"/>	<input type="button" value="Submit"/>
<input type="button" value="Transfer RTI"/>	<input type="button" value="Back"/>

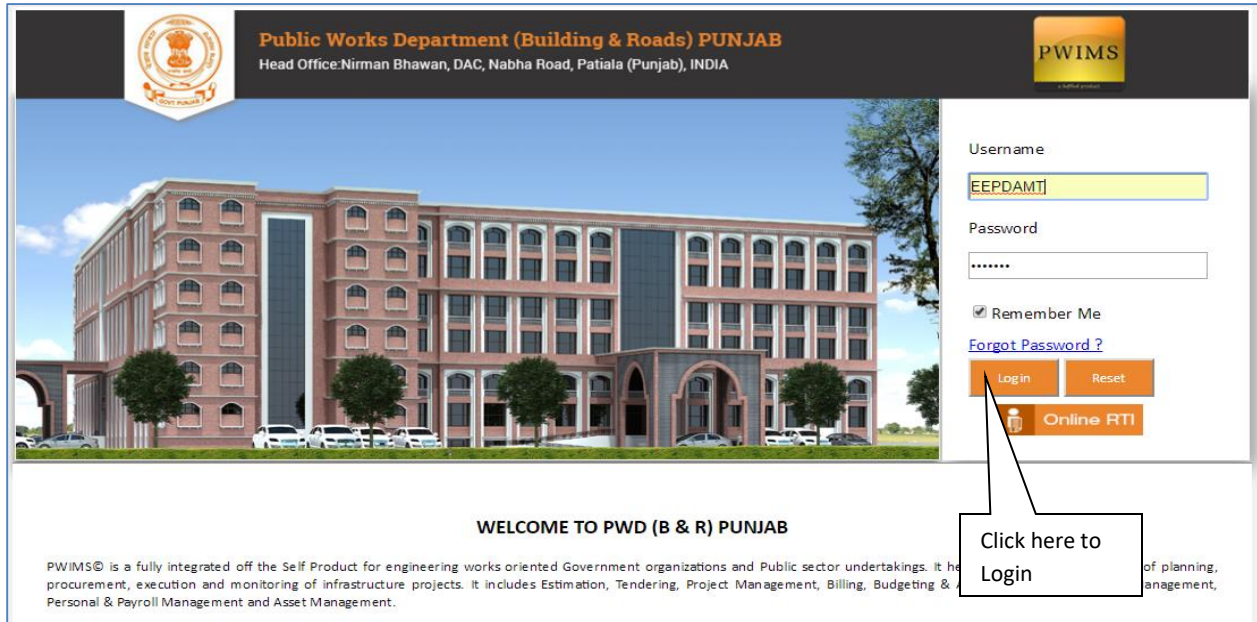
5 Request Reply by PIO

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

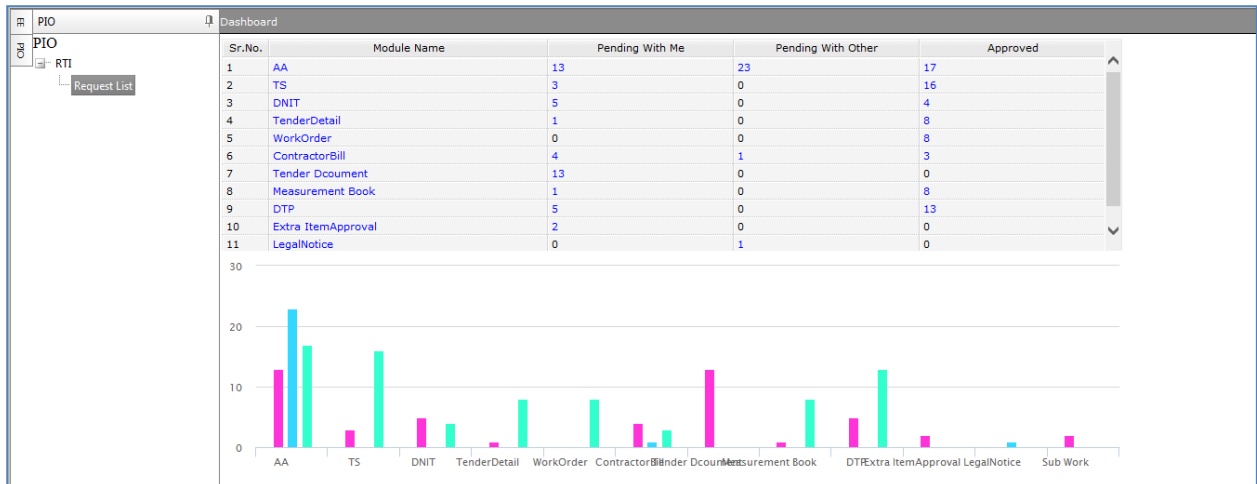
Step 1: Enter URL in address bar of browser <http://61.12.126.104:1701>



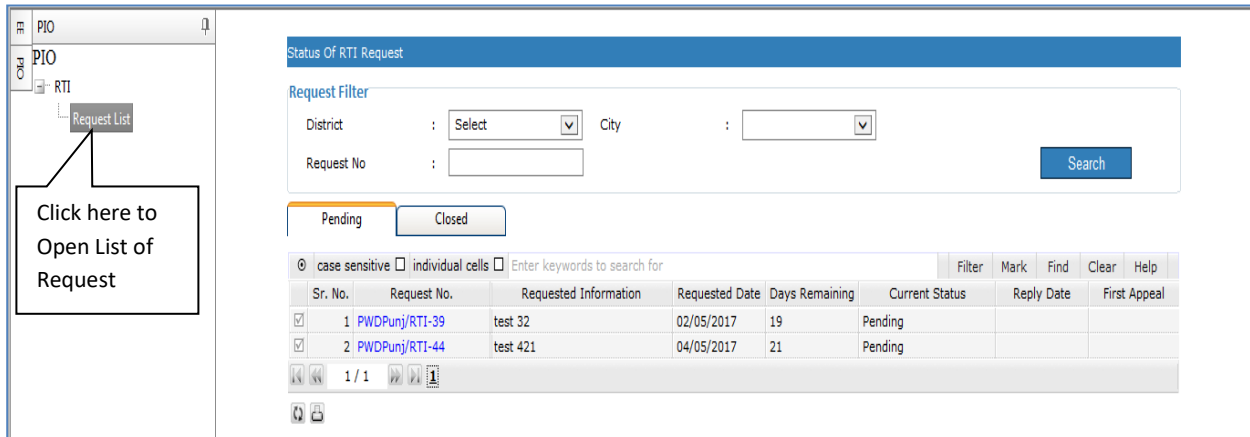
Step 2: PIO will Login in to the system by using his/her Login Id & Password.



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



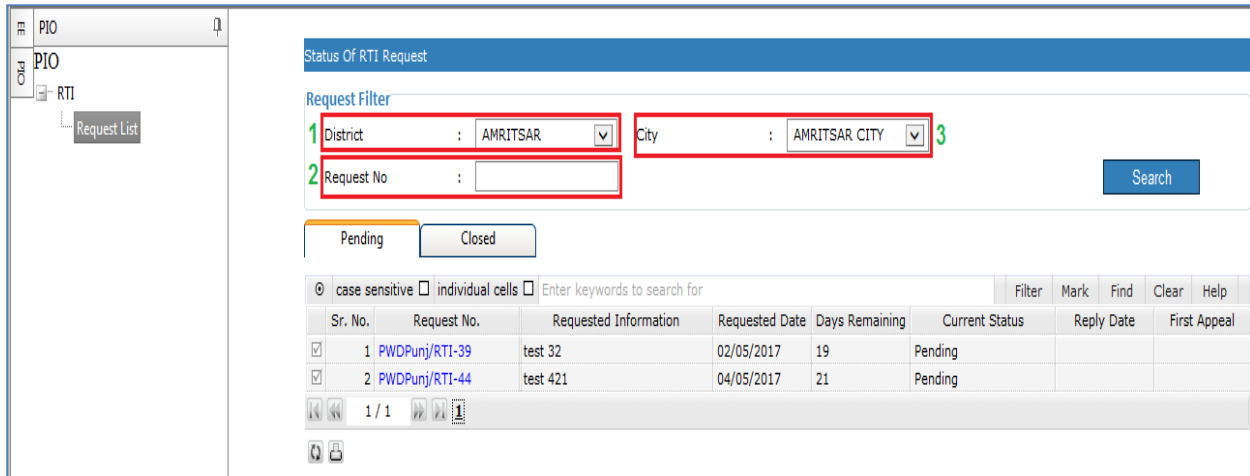
Step 4: PIO will click on “Request List” Option under the RTI Module.



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.

The screenshot displays the 'Status Of RTI Request' interface. On the left, a navigation pane shows 'PIO' and 'Request List'. The main area features a 'Request Filter' section with dropdown menus for 'District' (AMRITSAR) and 'City' (AMRITSAR CITY), and a 'Request No' input field with a 'Search' button. Below the filter are 'Pending' and 'Closed' tabs. A table lists requests with columns: Sr. No., Request No., Requested Information, Requested Date, Days Remaining, Current Status, Reply Date, and First Appeal. Two requests are visible: '1' with Request No. 'PWDpunj/RTI-39' and '2' with Request No. 'PWDpunj/RTI-44'. A callout box with the text 'Click here to Details information' points to the first request number.

Sr. No.	Request No.	Requested Information	Requested Date	Days Remaining	Current Status	Reply Date	First Appeal
1	PWDpunj/RTI-39	test 32	02/05/2017	19	Pending		
2	PWDpunj/RTI-44	test 421	04/05/2017	21	Pending		

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	<input type="text" value="Ajay Bansal"/>
* Address	<input type="text" value="Punjab"/>

Request Details :-

* District	<input type="text" value="AMRITSAR"/>	<input type="button" value="v"/>
* City	<input type="text" value="AMRITSAR CITY"/>	<input type="button" value="v"/>
* Is the Applicant Below Poverty Line ?	<input type="text" value="No"/>	<input type="button" value="v"/>
<i>You are required to pay the RTI fee of ₹ 10.00</i>		
* Additional Fees (Including Paid Amount)	<input type="text" value="30"/>	See the Guidelines for Fee of RTI Act,2005
Amount To Pay	<input type="text" value="0"/>	
Remark	<input type="text"/>	
* Amount Paid	<input type="text" value="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	<input type="text" value="test 421"/>
* RTI Request	<input type="text" value="test 421"/>
* Request document <small>(only pdf upto 1 MB)</small>	<input type="text" value="Browse..."/> 131383680139013365

Reply Details :-

* RTI Reply application	<input type="text"/>
Reply document <small>(only pdf upto 1 MB)</small>	<input type="text" value="Browse..."/> Download
* Enter security code	<input type="text" value="685377"/> <input type="text"/>
<p>Can't read the image? click here to refresh</p>	
<p> <input type="button" value="Send"/> <input type="button" value="Submit"/> <input type="button" value="Transfer RTI"/> <input type="button" value="Back"/> </p>	

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.

Reply Details :-

* RTI Reply application 1

Reply document (only pdf upto 1 MB) 2

* Enter security code 3

Can't read the image? click [here](#) to refresh

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.

Request Details :-

* District	AMRITSAR	▼
* City	AMRITSAR CITY	▼
* Is the Applicant Below Poverty Line ?	No	▼
<i>You are required to pay the RTI fee of ₹ 10.00</i>		
* Additional Fees (Including Paid Amount)	1 30	See the Gudelines for Fee of RTI Act,2005
Amount To Pay	2 0	
Remark	<input type="text"/>	
* Amount Paid	40	

(Enter Text for RTI Request application upto 3000 characters)

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.

Reply Details :-

* RTI Reply application

Reply document (only pdf upto 1 MB) [Browse...](#) [Download](#)

* Enter security code

Can't read the image? click [here](#) to refresh

Click here to send back

Selection 3: In the above screen, after entering the additional fee, click on the “Send” Button the send back the Application 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.

Personal Details of RTI Applicant:-

* Name	<input type="text" value="Ajay Bansal"/>
* Address	<input type="text" value="Punjab"/>

Request Details :-

* District	<input type="text" value="AMRITSAR"/>	<input type="button" value="v"/>
* City	<input type="text" value="AMRITSAR CITY"/>	<input type="button" value="v"/>
* Is the Applicant Below Poverty Line ?	<input type="text" value="No"/>	<input type="button" value="v"/>
You are required to pay the RTI fee of ₹ 10.00		
* Additional Fees (Including Paid Amount)	<input type="text" value="30"/>	See the Guidelines for Fee of RTI Act, 2005
Amount To Pay	<input type="text" value="0"/>	
Remark	<input type="text"/>	
* Amount Paid	<input type="text" value="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	<input type="text" value="test 421"/>
* RTI Request	<input type="text" value="test 421"/>
* Request document <small>(only pdf upto 1 MB)</small>	<input type="text" value="131383680139013365"/> <input type="button" value="Browse..."/>

Reply Details :-

* RTI Reply application	<input type="text"/>	
Reply document <small>(only pdf upto 1 MB)</small>	<input type="text"/>	<input type="button" value="Browse..."/> <input type="button" value="Download"/>
* Enter security code	<input type="text" value="685377"/>	<input #"="" type="button" value="Can't read the image? click here to refresh"/>
<input type="button" value="Send"/> <input type="button" value="Submit"/> <input style="border: 2px solid red;" type="button" value="Transfer RTI"/> <input type="button" value="Back"/>		

Click here to Transfer RTI

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

