

USER MANUAL

RTI Central Monitoring Mechanism

Initiative By:



Information & Public Relations Department
Government Of Odisha

Technology By:

 **Luminous Infoways**
Delivering values through qualitative thinking
An ISO 27001 : 2005 Certified Company

Note of Authorship

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1. INTRODUCTION

RTI Central Monitoring Mechanism known as State RTI Portal of Government of Odisha is an innovative IT intervention in front of Right to Information (RTI) Act, 2005 implementation in the entire state. RTI CMM is to ensure the implementation of Right to Information Act, 2005 at all public authorities of Govt. of Odisha. This is developed with an objective to provide single point access of all RTI related information catering to Section-4, Section-25 of RTI Act, 2005 in a uniform manner. This project is monitored by Department of Information & Public Relations, Govt. of Odisha [Nodal Department of Govt. of Odisha for RTI Implementation] in collaboration with Luminous Infoways.

2. ABOUT RTI CMM

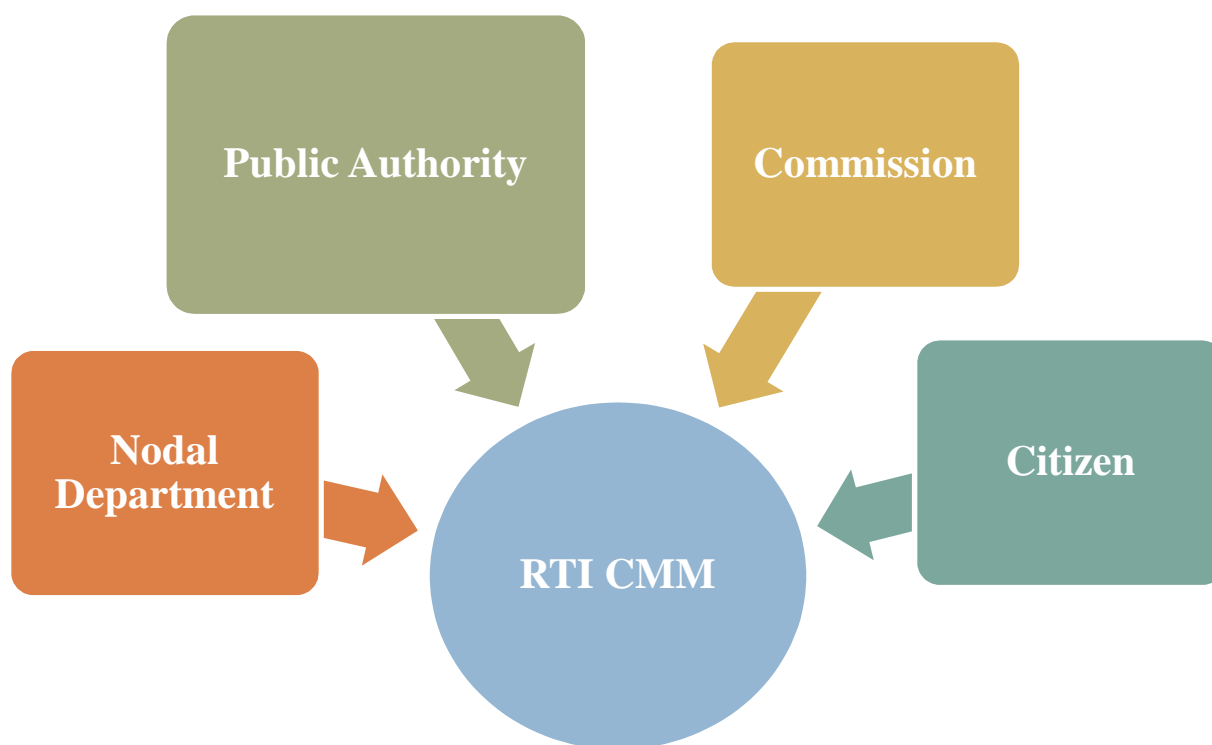
The Application has been developed with an objective to provide single point access to all information and services mandatory under the RTI Act, 2005 in respect of all Public Authorities/ Government Offices/ Autonomous Bodies under Government of Odisha. This provides comprehensive, accurate, and authentic information on implementation of RTI Act, 2005 in the system of governance in Odisha. To implement the Act effectively and efficiently, the nodal department evolved this appropriate mechanism in the form of 'RTI Central Monitoring Mechanism' (www.rtiodisha.gov.in) with all mandatory provisions of the RTI Act, 2005 and track the progress in a single network.

Every Public Authority (Office) has access to the system through a Public Authority account with a predefined Web Content Management System for uploading the suo-motu-disclosure as per section-4(1) (b) (c) (d) of RTI Act, 2005. Similarly, the Public Authority account has options for maintaining and updating various requests for information received by PIOs/ APIOs under section 6 of RTI Act, 2005. The request can be received physically, transferred from other Public authority or can received online. Through the user account, every Public Authority is adhering to prescribed time limit for disposal, failing which he/she is liable to be penalized. In the similar

way, the citizen has the satisfaction in obtaining information from the PIOs in due time, thus posing trust on the Govt. system.

3. RTI CMM USER

Following are the users will access the system:-



4. USER WISE DESCRIPTION

4.1. Public Authority Account:

Chapter 1: How to Log into RTI CMM?

4.1.1. Log into your RTI CMM Account:

The following steps will guide user to login to the RTI CMM public authority account:

Figure 1

Description:

- Type the web URL of RTI portal (www.rtiodisha.in) in the web browser address bar
- The Home page of RTI CMM will appear on your screen
- Enter “User Name” and “Password” in the Login Panel

- Choose '**Public Authority**' as the user type from drop down list of users (Nodal Dept, **Public Authority**, Commission)
- Enter the CAPTCHA values as appear in the login interface with color alphabets
- Click on the "**Login**" button to log into the RTI CMM application

4.1.2. The system will log into the account and it will redirect to the Dashboard of the Public Authority account

4.1.3. Dashboard:

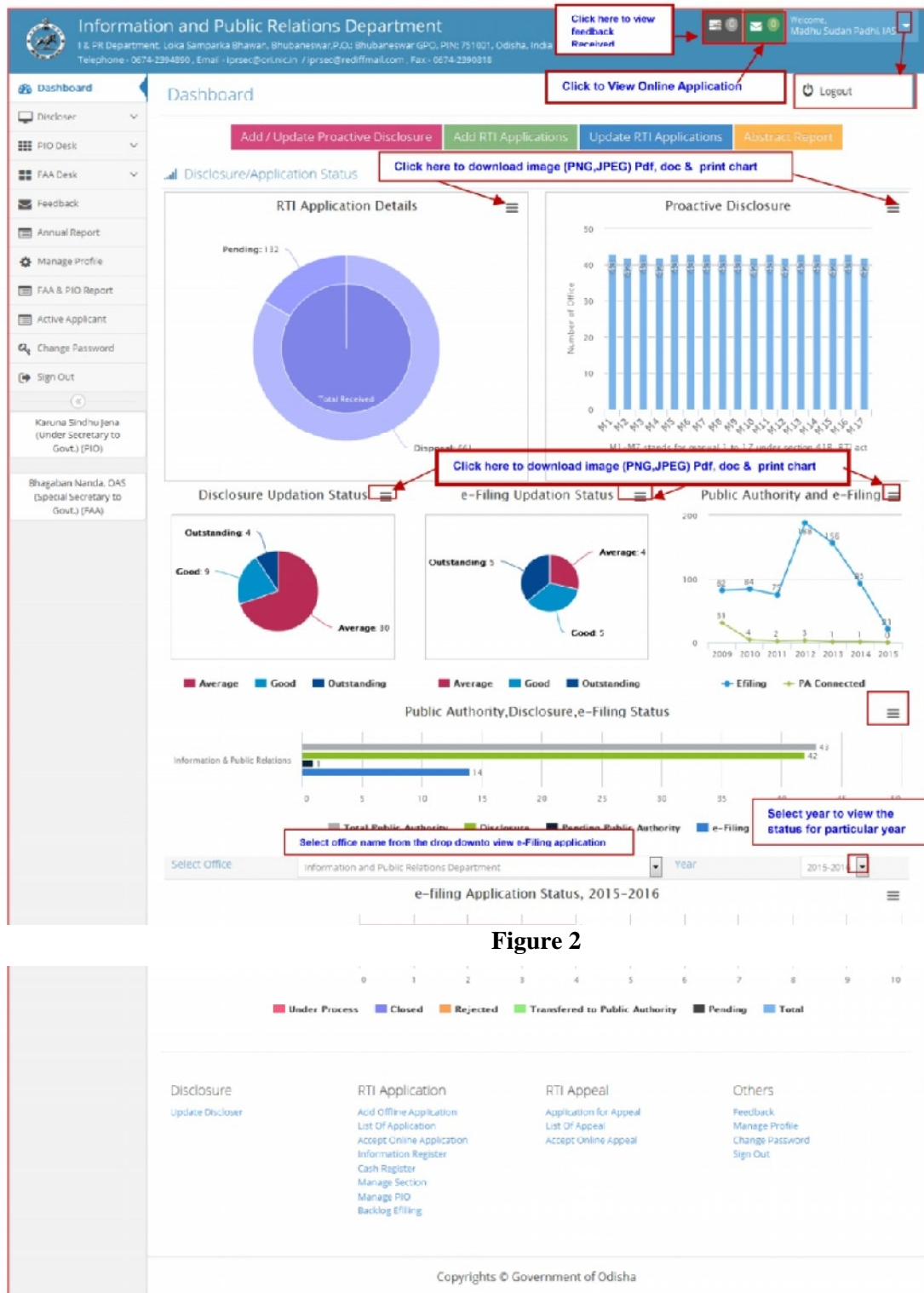











Figure 2

4.1.4 Description:

- After successful Login in to account, RTI CMM will redirect to the Dash Board of the Public Authority Account, Where you can view the graph of ‘Disclosure/Application Status’, ‘Proactive disclosure’, ‘Disclosure Updation Status’, ‘e-Filing Updation Status’, ‘Public Authority & e-Filing’ status and Public Authority connectivity status and also entire status of the State in terms of total public Authority, total disclosure, total pending at public authority and e-filing application status.
- User also can view the Office wise e-Filing Application Status for a particular year by selecting the ‘Office Name’ and ‘Year’ from drop down list. Then it will display the graph below of the entire e-Filing status in terms of Under Process , Closed , Rejected , Transferred to Public Authority  & Application received  with different color codes to segregate all.
- Also you can see the Feedback details, No. of Online Applications received and No. of running applications
- Click on  to see the number of feedback received with details
- Click on  to see the number of online application received with details
- Click on <User> and then on click of “Logout”  button , user can successfully log out from the application
- Click on “Chart Context Menu”  to Download Image or to take print of the chart
- Click on “ **Add/ Edit Proactive Disclosure**” button, will redirect to the Update Disclosure page, where you can add & update the Disclosure details on need base
- Click on “**Add RTI Application**” button of PIO desk option, which will redirect to the Public Authority two tabular format having the option of “Applicant details” fill up & click on continue and “Application details” where you can enter details about a RTI Application and click on click on submit.
- Click on “**List of Application**” button of PIO desk option, where you can view all the running applications with facility of view delete, forward and pending applications, on which action to be taken as well option also there.

- Also you can search for a particular application by providing the inputs (Application Number, Applicant Name, From Date, To Date & Application status) and then on click of “Search” button, the application details will be displayed in the grid

4.1.5 Disclosure Updation status

Information and Public Relations Department
 I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
 Telephone - 0674-2364890, Email - iprsec@orlnic.in / prsec@radiffmail.com, Fax - 0674-2390618

Welcome, Madhu Sudan Panthi, IAS

Disclosure Updation Status Report

Out Standing Good Average

SL No.	Public Authority Name	Last Date of Use
1	Information and Public Relations Department (251901)	26-06-2015
2	District Information & Public Relations Officer, Jajpur (251301)	05-05-2015
3	District Information & Public Relations Officer, Rayagada (252701)	01-05-2015
4	Sample public Authority Account (Test 2) (251907)	16-04-2015


Karuna Sindhua Jena
 (Under Secretary to Govt.) (PIO)

Bhagabati Nanda, OAS
 (Special Secretary to Govt.) (FAA)



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Description:-Above chart redirects Disclosure updation status with three tabular format having the option (1) Outstanding in a Public Authority which is updated in monthly, (2) Good in a Public Authority which is updated within 60 days and (3) Average in a Public Authority which is updated within three months.

4.1.6 e-Filing Updation Status



Information and Public Relations Department
 I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
 Telephone: 0674 2304830, Email: iprsec@ori.nic.in / prsec@rediffmail.com, Fax: 0674 230618

Welcome,
Madhu Sudan Pachi, IAS

Dashboard

- Discloser
- PIC Desk
- FAA Desk
- Feedback
- Annual Report
- Manage Profile
- FAA & PIC Report
- Change Password
- Sign Out

Karuna Sindhujena
(Under Secretary to Govt.) (PIC)

Bhagaban Nanda, OAS
(Special Secretary to Govt.) (FAA)

E-Filing Updation Status Report

Out Standing
Good
Average

Sl. No.	Public Authority Name	Last Date of Use
1	Information and Public Relations Department (251901)	19-05-2015
2	District Information & Public Relations Officer, Ganjam (251102)	27-04-2015
3	District Information & Public Relations Officer, Bhubaneswar (251902)	19-05-2015
4	District Information & Public Relations Officer, Kendrapada (251701)	02-06-2015
5	Sample public Authority, Account: Test 21 (251507)	12-05-2015

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4.1.7 e-Filing:-Above chart redirects e-Filing updation status with three tabular format having the option (1) Outstanding in a Public Authority which is updated in monthly, (2) Good in a Public Authority which is updated within 60 days and (3)Average in a Public Authority which is updated within three months.

Updation of Disclosure:-

The screenshot shows the 'Update Disclosure' page of the Information and Public Relations Department. The interface includes a sidebar menu with options like Dashboard, Disclosure, PIO Desk, and FAA Desk. The main content area has fields for Department, Office Name, Manual Name, and Page. Below these are buttons for 'Delete Page Before Update', 'Upload File', and 'Upload Photo'. A rich text editor displays the content of the selected manual page, titled 'Particulars of Organization, Functions & Duties'. At the bottom, there is a 'Submit' button and a 'Reset' button. Red callout boxes with arrows point to specific elements: 'Click here to select the Manual Name to be updated' points to the Manual Name dropdown; 'Click here to select Page' points to the Page dropdown; 'Click to Upload photo' points to the Upload Photo button; 'Click here to Delete the page information before updating' points to the Delete Page Before Update button; 'Click to upload content file here' points to the Upload File button; and 'Click here to save the details and update the information' points to the Submit button.

4.1.8 Update Proactive Disclosure:-

- Click on “Disclosure” Menu
- Then Sub menu will be visible as “Update Disclosure”
- Click on “Update Disclosure”, will redirect to the Update Disclosure page, where you can update the Disclosure details


Description:

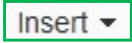
- Go to ‘**Disclosure**’ menu from the menu bar and click on ‘**Update Disclosure**’
- The “Update Disclosure” page and CMS (Content Management System) to update disclosure will appear on the screen
- Choose the “**Manual Name**”, which user will want to update or add information
- Choose the “**Page**” number of the selected manual. (By default Page 1 will appear)
- Then the detail page content will appear in the editor box

- If user wants to update the existing information, then enter/edit the information at desired Paragraph or Sentence or Row or Column in editor box
- If user will want to add new information/content in the existing page or in a new page, then choose the desired page number and then copy the information from source file (Only MS-Word file and Notepad).
- Paste (Use CTRL+V on your keyboard to paste the text into the window) the information in the window, so that edited information will appear in the editor box.
- Then make the necessary text formatting by using the formatting tools available at the top of the editor box.
- After proper alignment and text formatting of the content page, click on **“Submit”** button to save the details.
- Then the system will show a successful update message (**‘Content added Successfully’**).
- After moderation, it will be published in the frontend of the web or citizen page.
(N.B.: *Whatever is being updated that will not show in the frontend instantly until and unless it is being moderated by the “State RTI Implementation Cell”. It will be moderated within 1 / 2 hours in regular working days*).

Upload File to Hyperlink:-

If user will want to hyperlink a file or full text of the document to a title of any manual (File must be in .pdf format), then the following instructions will guide the user for this purpose.

- Click on the “Update Disclosure” and select your manual name & page number.
- Then click on ‘Upload File’  button available at the top of the editor box.
- A File Upload pop up window will appear on the screen.
- Enter the title of the document and attach the file from your destination source/drive.
- Click on ‘Submit’ button to attach the file
- After successful attachment, the title of the document will appear in the list of the table of the same pop up window.
- Then click on the ‘Click Here to Copy the Link’ of the title.
- Click on insert menu in the top of the edit bar, then copy the link and click ‘OK’ button.

- Then go to the content editor box. Select the title or sentence from the manual page where you want to put the hyperlink
- Click on the hyperlink button  available at the top of the editor box
- An Insert link pop up window will appear on your screen
- Enter or paste the copied link in the 'Link URL'.
- Then click on the 'OK' button
- Then click on 'Submit' button
- Then the system will show you a successful update message (**'Content Added Successfully'**)
- After moderation, it will be published in the frontend of the web
- (N.B.:- *Whatever is being updated that will not show in the frontend instantly until and unless it is being moderated by the "State RTI Implementation Cell, I&PR Department". It will be moderated within 1 / 2 hours in working days*).

Follow the below Images

1 Click on the 'Upload Photo' button.

2 In the 'Content File' form, enter the file title and click 'Browse...' to select a file. Then click 'SUBMIT'.

3 Press Ctrl+C to copy the link from the dialog box.

4 Click on the hyperlink button in the editor toolbar.

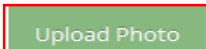
5 In the 'Insert link' dialog box, paste the copied link into the 'Url' field and click 'OK'.

Click on the 'upload file' button and enter the file name and upload the file. Click the above button to copy the link.

Click on the hyperlink button and paste the copied link at link URL field.

Upload Photo / Image:-

While user are updating proactive disclosure, if user desire to insert a photograph or any image or organizational structure in any manual, then go through the bellow procedure as mentioned. (File must be in .jpg format).

- Click on the "Update Disclosure" and select your manual name & page number
- Then click on 'Upload Photo'  button available at the top of the editor

box

- A Photo Upload pop up window will appear on the screen
- Enter the title of the photo/image and attach the photo from the destination source/drive and click on 'Submit' button.
- After successful attachment, the Photograph/Image will appear in the list of the same pop up window
- Then click on the 'Link' button available in the grid below
- A script prompt window will appear on your screen, then copy the link and click 'OK' button and minimize. (If your website is not allowing opening the scripted window, then click on the Address bar below message and then click on 'Temporarily Allow Scripted Windows'. Then click on the 'Click Here to Copy the Link' of the title)
- Then go to the content editor box and put the curser where you want to insert the image
- Click on the Insert ▼ button (Image) available at the top of the editor box.
- An Insert photo link pop up window will appear on your screen.
- Enter or paste the copied link in the 'Source'. The preview of the image will be shown in the same window.
- Then click on the 'Insert' button.
- Then the image will be inserted in the content editor box and click on OK.
- Then click on 'Submit' button to save.
- Then the system will show you a successful update message (*'Content Updated Successfully.'*).
- After moderation, it will be published in the frontend of the web.
- (N.B.:- Whatever is being updated that will not show in the frontend instantly until and unless it is being moderated by the "State RTI Implementation Cell, I&PR Department". It will be moderated within 1 / 2 hours in working days).

Follow the below screen images:-

1 Upload Photo

2 Content Upload Photo

Photo Title :

Upload Photo : No file selected.

Previous Next

Sl No.	Title	Photo	URL	Action
1	16.05.2015		Click Here To Copy the Link	Delete

Press Ctrl+C to copy the link.
http://192.168.1.110:8484/RTI_V5

Click on the 'upload photo' button and enter the file name and upload the photo. Then copy the link.

Click on the hyperlink button and paste the copied link at Image URL field.

3 OK Cancel

4

5

MANUAL-1

Particulars of Organization, Functions & Duties

[Section-4(1)(b) (i)]

1. Aims and Objectives of the Organization:

The Information and Public Relations Department serves as a link between people and Government. This department not only informs the public on the plans, programmes of the Government, but also endeavors to ensure people's participation in the successful implementation of different developmental programmes. To implement the various developmental projects, the Government has set up a computerized system to monitor RTI the entire State. In this system all subordinate offices are given password to manage their information, RTI applications will be able to make online

rtiodisha.gov.in/javascripts/tiny_mce/plugins/advimage/image

General Appearance Advanced

Image URL:

Image description:

Title:

Preview

4.1.4. PIO Desk

4.1.4.1. Add Offline Application

The section will guide you to add a new RTI application for information in the system of your public authority account

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ionin.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard
 Discloser
PIO Desk
 Add Offline Application
 List Of Application
 Accept Online Application
 Information Register
 Cash Register
 Application Incoming
 Application Outgoing
 Manage Section
 Manage PIO
 Backlog Filling
 FAA Desk
 Feedback
 Annual Report
 Manage Profile
 FAA & PIO Report
 Change Password
 Sign Out

Application for Information

Applicant Details Application Details

Full name of the applicant *

Name of the Relation Father

Permanent Address

Address *

State *

District *

Block/ULB *

Panchayat/Ward *

Pin No.

ID Proof of the Applicant *

Contact No.(Mobile No.)

Address to which information will be sent.

☐ Same as permanent address.

Address

State select

District select

Block/ULB -Select-

Panchayat/Ward -Select-

Pin No.

Category -Select- Browse... No file selected.

Email Id

Upload File Browse... No file selected.

Continue Cancel

Figure 3

Description:

- After successful log into the account, go to 'PIO Desk' menu
- Click on "PIO Desk" Menu and then click on " Add Offline Application" Sub menu
- The "Add Offline Application" page will appear on the screen that will have 2 tabular format /Tabs i.e. "Applicant Details" and " Application Details"
- Click on "Applicant Details" Tab will display the below screen and enter the applicant details accordingly that require the information.

Application for Information

Applicant Details | Application Details

Full name of the applicant *

Name of the Relation: Father [v] []

Permanent Address

Address *

State *

District: -Select- [v]

Block/ULB: -Select- [v]

Panchayat/Ward: -Select- [v]

Pin No. []

ID Proof of the Applicant *

Contact No.(Mobile No.) []

Address to which information will be sent.

☐ Same as permanent address.

Address []

State: select [v]

District: select [v]

Block/ULB: -Select- [v]

Panchayat/Ward: -Select- [v]

Pin No. []

Category: -Select- [v] [Browse... No file selec]

Email Id []

Upload File [Browse... No file selected.]

After filling all the information click here to save the details and to proceed further

[v] Continue [Cancel]

Figure 4

Description:

- Enter "Full Name of the Applicant" into the provided text box

- Select from drop down as Father Or Husband and Enter the “Name of the Relation Name” into the provided text box
- Enter the “Address”, “Pin No.” and “Contact No.(mobile no.)” into the provided textbox
- Select “State” from the dropdown list (by default Odisha), “District”, “Block/ULB” and “Panchayat/Ward” from the drop down list
- Select Id proof type from drop down list (EPIC (Voter Id), PAN Card No., DL No., Aadhaar Card No. & Passport No.) and Enter “ID proof of the Applicant” to the provided text box
- To enter the Address to which information will be sent, click on the check box “Same as permanent address”, if the applicant address is same as the address to which the information is to be sent. If not then enter the details accordingly
- Select the “Category” (General / BPL) from the drop down list
- If you will select BPL as category then Browse button will be enabled to upload the BPL card details and if category will be selected as General, then browse button will be disabled
- After filling all the required information click on “Continue” button to save the applicant details and to proceed further to enter the Application details
- On click of “Cancel” button, will refresh all the field values, So that further inputs can be given
- Click on “Application Details” Tab will display the below screen and enter the application information details accordingly

Application for Information

Applicant Details Application Details

Date of Application1 *

Application Receive Date *

The period to which the information relates From To

Do you agree to pay the required fee? Yes

Is this information not made available by the Public authority? No

Subject matter of information *

Has the information been provided earlier? No

Nature of information Notes, extracts or certified copies of documents

Whether all formalities have been complied by the person requiring the information? Yes

Optional Fields

Whether information is to be sent by -Select-

Specific details of information required

Name of the authority (Section) which the information are to be collected None selected

Incase by post -Select-

PIO Name Select

After filling all the information, click here to save the details

Submit Cancel

Figure 8

Description:

- Enter required information 'Date of Application', 'subject matter of application information' into the textbox provided
- Click on the 'From' and 'To' field to select date from the calendar bar to enter the "Period to which the information relates"

- Select the mode of information receipt like (Received by Post, Received by E-mail and Received by Person) from the drop down list of “Whether the information is to be sent by” field.
- In case of ‘Received by post’, select the option as Ordinary Post, Registered post Or Speed post from the drop down list available
- Select the field values of ‘Do you agree to pay the required fee?’, ‘Is this information not made available by the Public authority?’, ‘Has the information been provided earlier?’ and ‘Whether all formalities have been compiled by the person requiring the information?’ as Yes or No from the drop down available
- Select the ‘Nature of information’ as (Contracts, estimation Copy, guidelines, Orders, records, Maps and others etc) from the drop down available
- Enter the optional field information’s, if required
- Click on “Submit” button to submit the application detail successfully
- On click of “Submit” button, it will redirect you to the “List of application” page, where you can view the Application details, Delete the application, Forward the application and can Take action on the same
- On click of “Cancel” button, it will refresh all the field values, So that further inputs can be given

4.1.4.2. List of application

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

List of Application

Application Number: Applicant Name:

From Date: To Date:

Application Status:

1. Click here

2. Click here

Click to view the application details

Click here to take action on the same

Click to Delete the application

Click here to Forward the application


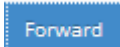
Sl. No.	Date of Application	Name of Applicant	Application ID	Status	Subject Matter	View	Action	Delete	Forward
1	23-04-2015	Ashok Kumar Parida	25190115008	Under Process	Regarding the labours working under the Officers without special payment.	<input type="button" value="View"/>	<input type="button" value="Take Action"/>	<input type="button" value="Delete"/>	<input type="button" value="Forward"/>
2	10-04-2015	Dr. Satya Ranjan Sahu	25190115012	Under Process	Improper functioning of Odisha Information Commission dtd, 07/01/2015	<input type="button" value="View"/>	<input type="button" value="Take Action"/>	<input type="button" value="Delete"/>	<input type="button" value="Forward"/>
3	01-04-2015	Sibaram Nayak	25190115005	Under Process	List of BPL card	<input type="button" value="View"/>	<input type="button" value="Take Action"/>	<input type="button" value="Delete"/>	<input type="button" value="Forward"/>
4	25-03-2015	Sachikanta Pradhan	25190115010	Under Process	Regarding the list of applicants applied for the posts of State Information Commissioner.	<input type="button" value="View"/>	<input type="button" value="Take Action"/>	<input type="button" value="Delete"/>	<input type="button" value="Forward"/>
5	23-03-2015	Rajkishore Nayak	25190115007	Under Process	A weekly newspaper, namely Sambad Parampara is published from Nayagarh. Attested copies of the information on the	<input type="button" value="View"/>	<input type="button" value="Take Action"/>	<input type="button" value="Delete"/>	<input type="button" value="Forward"/>

Figure 5

Description:

- After Successful log into the application click on **“PIO Desk”** Menu, then click on **“List of Application”** sub menu
- The **“List of Application”** page will appear on the screen
- In this page you can search for applications by providing the ‘Application Number’, ‘Applicant Name’, From Date’ to ‘To Date’ & ‘Application status’ as (Under process, Furnished, Rejected & Transferred)
- Then Click on **“Search”**, it will display the list of application in the grid according to the provided information
- On click of **“Take Action”** button, it will directly redirect to the

“Application for Information” where you can take action on selection of options available are (‘Supply of Information’, ‘Transfer of Application’ and ‘Rejection of application’)

- On click of “Delete” button,  will delete the application from the List of Application
- On click of “Forward” button,  it will redirect the user to the following page:-

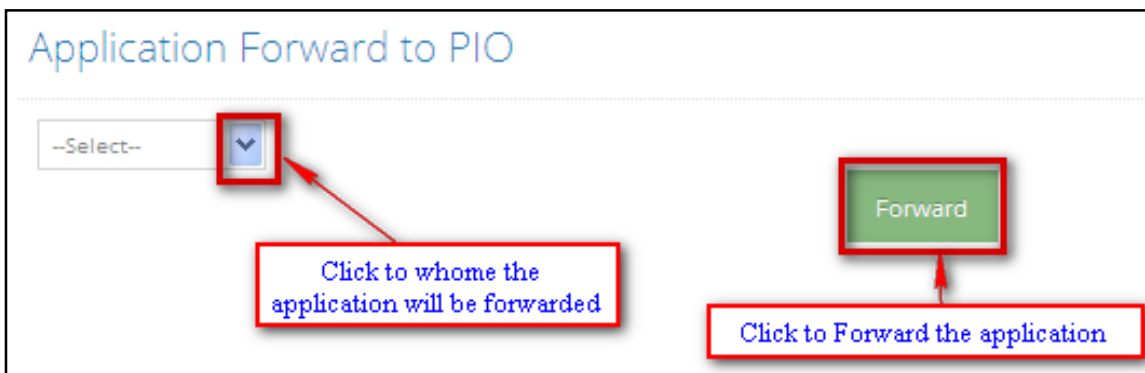



Figure 10

- Here User will select the PIO to whom the application will be forwarded and then click on Forward button to forward the application to the selected concern PIO.
- On click of “View”  button, the RTI Application details will appear on the screen like as given below to view the details, where you can take action directly on click of “Take Action” button after verifying the information



View Application

RTI Application of Ashok Kumar Parida

Full name of the applicant	Ashok Kumar Parida
Name of the father / Husband	Batakrushna Parida
Address	Mastrapeda, ,Phulbani,Kandhamal,Odisha
Particulars in respect of Identity of the applicant	1-OR/15/104/214283
Particulars of Information solicited	
Subject matter of information	Regarding the labours working under the Officers without special payment.
The period to which the information relates	01-10-2014 - 23-04-2015
Specific details of information required	Regarding the labours working under the Officers without special payment.
Whether information is to be sent by post or received in person	person ()
Incase by post (ordinary, registered or speed)	
Address to which information will be sent & in which form	Mastrapeda,
Has the information been provided earlier?	Yes
Is this information not made available by the Public authority?	No
Do you agree to pay the required fee?	Yes
Have you deposited application fee?	No
Whether belongs to BPL category, have you furnished the proof of the same?	
Date on which the authority/authorities concerned requested to supply the required information	
PIO Name	Karuna Sindhu Jena
<div>Take Action</div> <div>Cancel</div>	

Figure 11

Description:

- On click of “View”  button, the “RTI Application” page will appear on the screen like above
- After verifying the RTI Application information, Click on “Take Action” button to take action on the same
- On click of “Take Action”  button. It will redirect to the “Application for Information” page where you can view information and can take action accordingly
- Click on “Cancel” button to come back to the “List of Application” page

On click of Take Action

Application for Information

Applicant Details Application Details Supply of Information Transfer of Application Rejection of Application

Full name of the applicant: Ashok Kumar Parida

Name of the Relation: Fatl Batakrushna Parida ☐ Same as permanent address.

Address: Mastrapeda,

State: odisha

District: Kandhamal

Block/ULB: Phulbani

Panchayat/Ward:

Pin No.:

ID Proof of the Applicant: EPIC(Voter Id) OR/15/104/214283

Contact No.(Mobile No.):

Address to which information will be sent:

Address: Mastrapeda,

State: odisha

District: Kandhamal

Block/ULB: Phulbani

Panchayat/Ward:

Pin No.:

Category: -Select- Browse... No file selected

Email Id:

Figure 6

Description:

- On click of “Take Action” button, the “Application for Information” page will appear on the screen like above where you can view details and can take action by clicking on available Tab options
- Click on “Supply of Information” Tab to update the details
- The “Supply of Information” page will appear on the screen like as given below:-

Application for Information

Applicant Details | Application Details | **Supply of Information** | Transfer of Application | Rejection of Application

Supply of Information

Cost of information ₹ Date of intimation for deposit of information cost

Actual date of deposit of information cost Actual date of supply of information

Optional Fields

Date on which the information shall be supplied Date on which the authority/authorities concerned requested to supply the required information

Date on which the informations are received by the PIO from the authority/authorities concerned

After filling all information, click here →

Figure 7

Description:

- Fill up the information accordingly
- Enter the 'Cost of Information' in digits and select 'Date of intimation for deposit of information cost', 'Actual date of deposit of information cost' and 'Actual date of supply of information' from the Calendar.
- Fill up the optional information, if required
- Click on "Submit" button to save the details
- On click of "Cancel" button, it will refresh the field values, so that further inputs can be provided

How to transfer a RTI Application to other Public Authority:-

If you want to transfer a RTI application to other public authority under section-6 (3) of RTI Act, 2005, then the following steps will guide user to transfer the application in the system of public authority account. These are as follows:-

- After successful Log into the application Go to “PIO Desk” Menu, then click on “List of Application” Sub Menu
- Then click on “Take Action” button available at right side of each application
- Then click on “Transfer of Application” Tab option to transfer the RTI application
- The “Transfer of Application” page will appear on the screen like as given below:-

The screenshot shows the 'Transfer of Application' form within the 'Application for Information' system. The form has a tabbed interface with 'Transfer of Application' selected. Annotations include:

- A red box around the 'Transfer of Application' tab with an arrow pointing to it and the text 'Click here'.
- A red box around the '+ Add' button with an arrow pointing to it and the text 'Click here to add more department'.
- A red box around the 'Submit' button with an arrow pointing to it and the text 'After filling all information click here to save and transfer the application'.

 The form fields include:

- 'Date of Transfer' with a calendar icon.
- 'Name of Department' with a dropdown menu showing 'select'.
- 'Name of Office' with a dropdown menu showing '-Select-'.
- 'Reason of Transfer' with a large text area.
- 'Submit' and 'Cancel' buttons at the bottom.

Figure 8

Description:

- Fill up the transfer information according to the required field option
- Select “Name of Department” and “Name of Office” (Public Authority) from the drop down list and Select “Date of transfer” from Calendar

- Enter the Reason of Transfer (Optional) into the provided text area, if required
- Click on “Submit” button to save the details and transfer the RTI application to the selected concern Public Authority (Office)
- On click of “Cancel” button, it will refresh all the field values so that further inputs can be made

How to reject a RTI Application? :-

If you want to reject a RTI application for any reason, then the following steps will guide you to reject the application in the system of your public authority account.

- After successful Log into the application Go to “**PIO Desk**” Menu, then click on “List of Application” Sub Menu
- Then click on “Take Action” button available at right side of each application
- Then click on “Reject of Application” Tab option to reject the RTI application
- The “Reject of Application” page will appear on the screen like as given below:-

Application for Information

Applicant Details Application Details Supply of Information Transfer of Application **Rejection of Application**

Reject of Application

Causes of Rejection

- ☐ It comes under the exempted category covered under sections 8 & 9 of the Act.
- ☐ Your Application was not Complete in all respect.
- ☐ Your Identity is not Satisfactory.
- ☐ The information is contained is Published material available to Public.
- ☐ You didn't pay the Required cost for providing information within the prescribed time.
- ☐ The information sought for is Prohibited as per section 24 (4) of the Act.
- ☐ The information would cause unwanted invasion of the Privacy of any person.
- ☐ Information as sought for by you is available in our website you may download the information.
- ☐ If any other

Click here to save the details and reject the application

Figure 9

Description:

- Click on Check boxes to select the cause of Cancellation
- Then write , if any other reason and click on the “Submit” button to save the details and reject the application
- Then the draft format of Form –C (Intimation for Rejection) will appear in your screen. You can either click on the Print Button to print or Cancel Button to reject the print.

How to receive an online RTI Application?:-

According to **Section 6(1)** of the RTI Act, 2005 a citizen has the right to ask for information to any Public Authority from whomever he wants information. In this regards an online application system has been developed for citizen. To receive and manage applications also a technology has adopted for Public Authority, where Public Authorities can check & manage the online RTI Applications by going to “**Online Application**” page like as given below. Then that case will be entered into the system to generate registers & Annual reports.



4.1.4.3. Accept Online Application

The screenshot displays the 'Online Application' page of the Information and Public Relations Department. The page includes a sidebar with navigation options like 'Dashboard', 'Discloser', 'PIO Desk', and 'Add Offline Application'. The main content area shows a search form with fields for 'Application Number', 'Applicant Name', 'Date', and 'Application Status'. Below the search form is a table listing applications. The table has columns for 'Sl no', 'Applicant Number', 'Applicant Name', 'Application Submitted On', 'Subject Matter', 'Days Passed', 'Status', and three action buttons: 'View', 'Accept', and 'Delete'. Red boxes and arrows highlight the 'Accept Online Application' button in the sidebar and the 'View', 'Accept', and 'Delete' buttons in the table.

Sl no	Applicant Number	Applicant Name	Application Submitted On	Subject Matter	Days Passed	Status	View	Accept	Delete
1	RTI1543493	hgbgfd	19-05-2015	gfdhgk.k	2015-05-19 12:51:50	Pending	View	Accept	Delete
2	RTI1543388	grgreshrthrh	08-05-2015	yurrye	2015-05-08 10:57:24	Pending	View	Accept	Delete
3	RTI1543038	PRASANTA KUMAR	14-04-2015	REGARDING TRIBAL	2015-04-14	Pending	View	Accept	Delete

Figure 10

Description:

- After successful log into the application click on **“PIO Desk”** Menu then click on **“Accept Online Application”** Sub Menu to view the Online Application page
- User can search for particular application by providing the ‘Application Number’, ‘Applicant Name’, select ‘Date’ from Calendar and Select ‘Application Status’ from drop down list
- Then on click of “Search” button, the searched application will be displayed in the grid
- On click of **“Delete”**  button, a dialog box will be appeared where you need to give the reason for delete of application and it also intimated through E-mail or SMS
- On click of **“View”**  button, it will redirect you to “RTI Application” page as given below to view the application details:-

RTI Application of Sunil Kumar Sethy

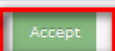

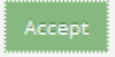
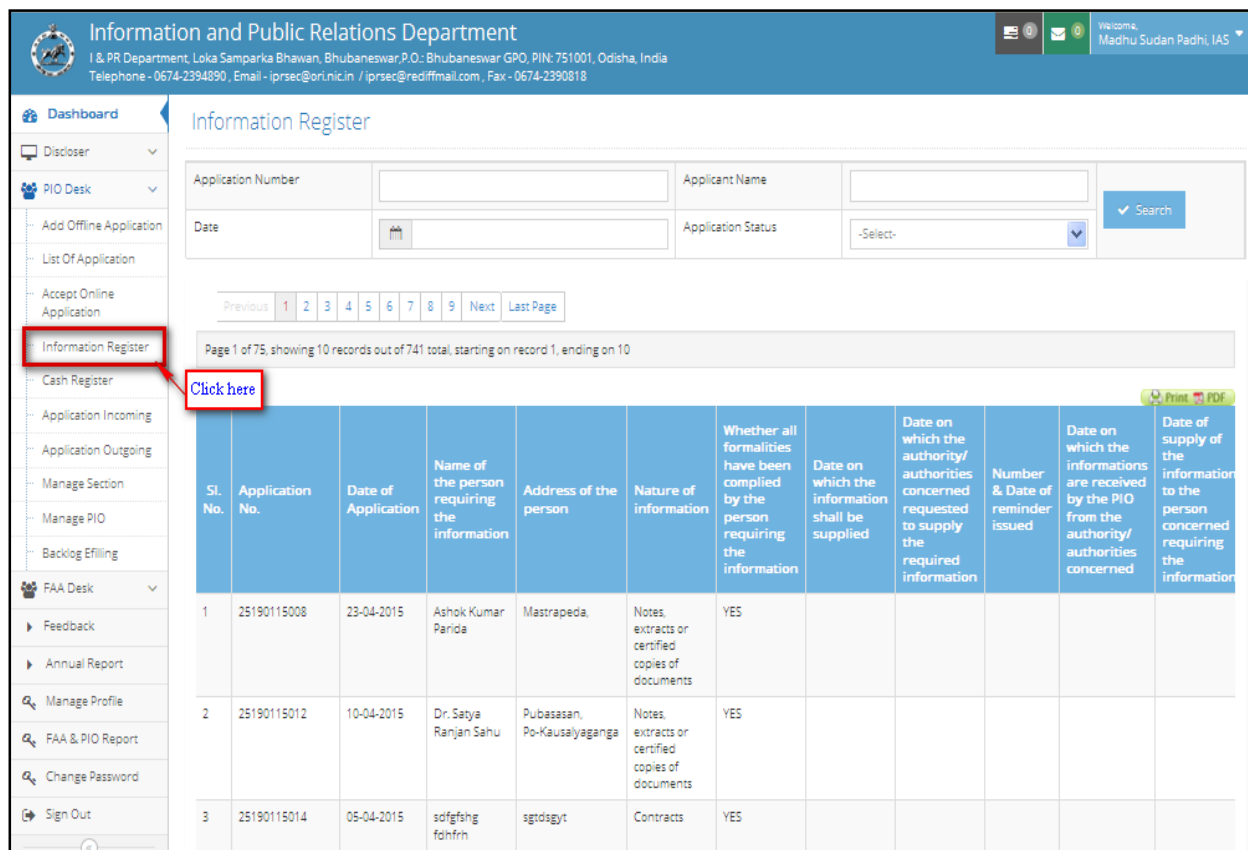
Full name of the applicant	Sunil Kumar Sethy
Name of the father / Husband	
Address	Rental Colony,Daringibadi,Gajapati,Odisha
Particulars in respect of Identity of the applicant	PAN Card No.-BMOP56229j
Particulars of Information solicited	
Subject matter of information	Advt. Note of 20th Dcember
The period to which the information relates	01-12-2014 - 09-12-2014
Specific details of information required	Advt. Note of 20th December
Whether information is to be sent by post or received in person	Post
Incase by post (ordinary, registered or speed)	Registered post
Address to which information will be sent & in which form	
Has the information been provided earlier?	Yes
Is this information not made available by the Public authority?	No
Do you agree to pay the required fee?	No
Have you deposited application fee?	Yes
Whether belongs to BPL category, have you furnished the proof of the same?	
Name of the authority which the information are to be collected	Arjun Sethi
Date on which the information shall be supplied	26/12/2014
Date on which the authority/authorities concerned requested to supply the required information	
PIO Name	Arjun Sethi
Click here to accept the application  	

Figure 11

- If user (PIO) satisfy after checking all the attached pre-requisite document and details, then user may click on the “**Accept**” button to accept the application here and Click on “**Cancel**” button to go back to the Online application page
- On click of “**Accept**”  button, an auto intimation mail will directly go to the applicant for his/her information and it will redirect to the “Application for Information” page to proceed further and to take action on the same
- After acceptance of any application the time period will be calculated under provision of RTI Act.

[**Note:** Any action taken by PIO will be intimated in auto E-mail and SMS system to the applicant time to time.]

4.1.4.4. Information Register



Information and Public Relations Department
 I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
 Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Information Register

Application Number: Applicant Name:
 Date: Application Status:

Previous 1 2 3 4 5 6 7 8 9 Next Last Page

Page 1 of 75, showing 10 records out of 741 total, starting on record 1, ending on 10

Sl. No.	Application No.	Date of Application	Name of the person requiring the information	Address of the person	Nature of information	Whether all formalities have been complied by the person requiring the information	Date on which the information shall be supplied	Date on which the authority/ authorities concerned requested to supply the required information	Number & Date of reminder issued	Date on which the informations are received by the PIO from the authority/ authorities concerned	Date of supply of the information to the person concerned requiring the information
1	25190115008	23-04-2015	Ashok Kumar Parida	Mastrapeda,	Notes, extracts or certified copies of documents	YES					
2	25190115012	10-04-2015	Dr. Satya Ranjan Sahu	Pubasasan, Po-Kausalyaganga	Notes, extracts or certified copies of documents	YES					
3	25190115014	05-04-2015	sofgfshg fohfrh	sgtdsgyt	Contracts	YES					

Figure 12

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Information Register”** Sub Menu
- The **“Information Register”** page will appear on the screen
- The Detail report with all relevant information about the application will be displayed in this register
- User can search for particular application by providing the ‘Application Number’, ‘Applicant Name’, select ‘Date’ from Calendar and Select ‘Application Status’ from drop down list

4.1.4.5.Cash Register

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Cash Register

From Date: [Calendar Icon] To Date: [Calendar Icon] [Search]

Previous 1 2 3 4 5 6 7 8 9 Next Last Page

Print PDF

Sl. No.	Name and address of the applicant	Date of application	Date of deposit of amount	Particulars of fees Mode	Amount	Refund, if any	Remarks
1	Mastrapeda,	23-04-2015			10		
2	Pubasasan, Po-Kausalyaganga	10-04-2015			10		
3	sgtdsgyt	05-04-2015			0		
4	Bhubaneswar	01-04-2015			20		
5	At-Ranipada, Po-Trilochanpur	25-03-2015			10		
6	At-Itamati	23-03-2015			10		

Figure 19

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Cash Register”** Sub Menu

- The “**Cash Register**” page will appear on the screen
- The Detail cash deposited report with all relevant information like Name & address of applicant, Date of Application, Particulars of fees mode etc about the application will be displayed in this register
- User can search cash details deposited within a particular date range by selecting ‘From Date’ and ‘To Date’ from provided Calendar and Click on “**Search**” button to view the list in the grid below.

4.1.4.6. Application Incoming

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome Madhu Sudan Padhi, IAS

Application Inward

Application Number: Applicant Name:

From Date: To Date:

Previous Next

Page 1 of 1, showing 2 records out of 2 total, starting on record 1, ending on 2


Sl. No.	Date of Transfer	Name of Applicant	Application ID	Department	To (Office)	Reason	View	Status
1	03-05-2015	sameer kumar das	25190615017	Information & Public Relations	Sample public Authority, Account (Test 2)		<input type="button" value="View"/>	Accepted
2	01-05-2015	sdfgfhg fdhfrh	25190615026	Information & Public Relations	Sample public Authority, Account (Test 2)		<input type="button" value="View"/>	Accepted

Previous Next

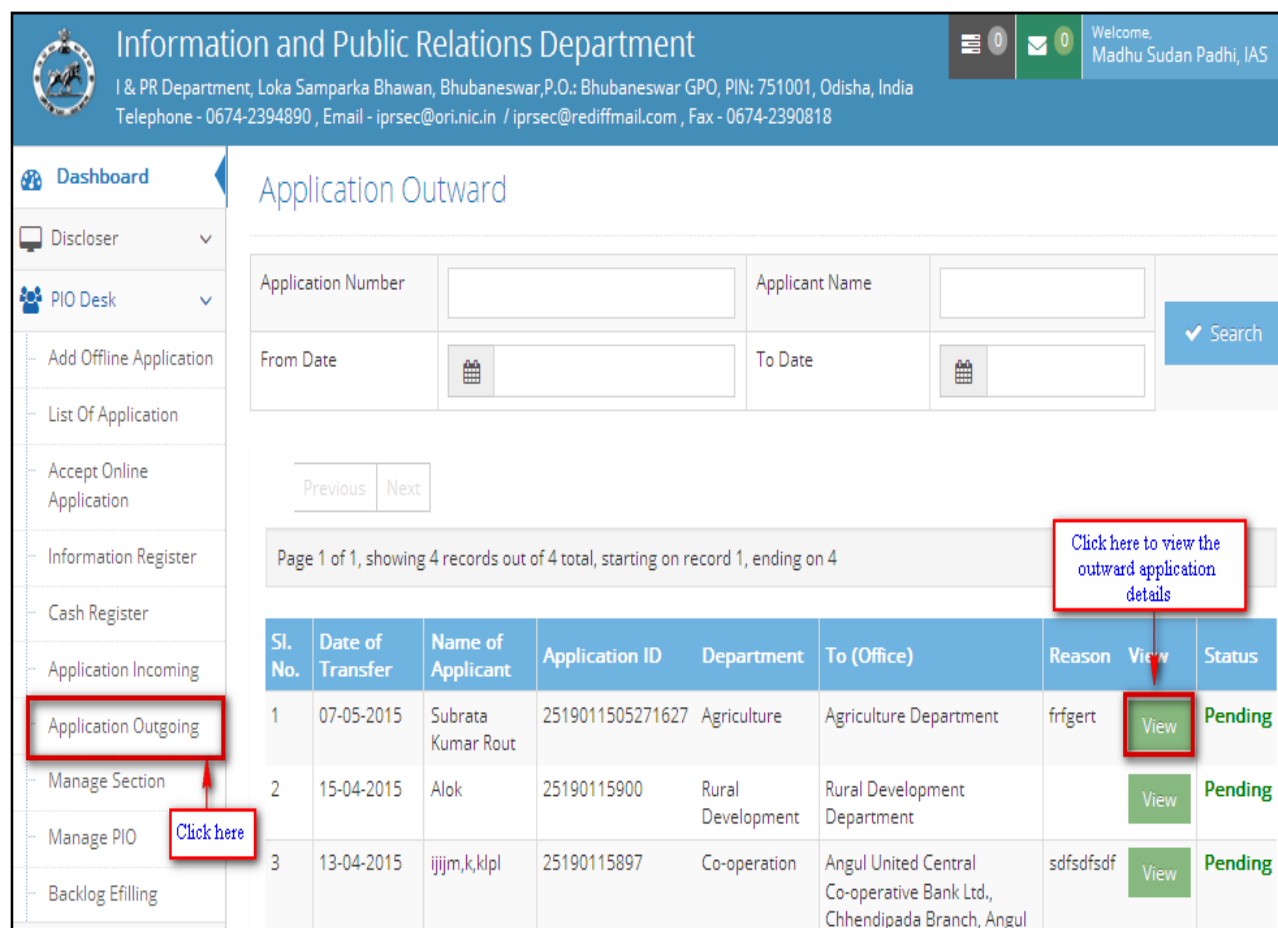
Figure 20

Description:

- After successful log into the Account, click on “**PIO Desk**” Menu, then click on “**Application Incoming**” Sub Menu
- The “**Application Inward**” page will appear on the screen
- This form will contain the list of Inward applications forwarded by other PIO.

- User can search for particular inward application by providing the ‘Application Number’, ‘Applicant Name’, select ‘From Date’ and ‘To Date’ from the provided calendar and Click on **“Search”** button
- On click of **“Search”** button, it will display the searched inward application in the grid below.
- On click of **“View”**  button, it will display the searched inward application details in the grid below.
- If the Application is accepted by the PIO then the status will be displayed as **“Accepted”**

4.1.4.7. Application Outgoing



Information and Public Relations Department

I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Application Outward

Application Number: Applicant Name:

From Date: To Date:


Previous Next

Page 1 of 1, showing 4 records out of 4 total, starting on record 1, ending on 4

Sl. No.	Date of Transfer	Name of Applicant	Application ID	Department	To (Office)	Reason	View	Status
1	07-05-2015	Subrata Kumar Rout	2519011505271627	Agriculture	Agriculture Department	frfgert	View	Pending
2	15-04-2015	Alok	25190115900	Rural Development	Rural Development Department		View	Pending
3	13-04-2015	ijjm,k,kpl	25190115897	Co-operation	Angul United Central Co-operative Bank Ltd., Chhendipada Branch, Angul	sdfsdfsdf	View	Pending

Figure 21

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Application Outgoing”** Sub Menu
- The **“Application outward”** page will appear on the screen
- This form will contain the list of applications forwarded to other PIO
- User can search for particular outward application by providing the ‘Application Number’, ‘Applicant Name’, select ‘From Date’ and ‘To Date’ from the provided calendar and Click on **“Search”** button
- On click of **“Search” button**, it will display the searched application details in the grid below which is forwarded to other PIO
- On click of **“View”**  **button**, it will display the searched outward application details in the grid below
- If the Application is accepted by the concern PIO then the status will be displayed as **“Accepted”** and if not accepted then it will be displayed as **“Pending”** till acceptance of the application by the PIO

4.1.4.8. Manage Section



Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

Discloser

PIO Desk

Add Offline Application

List Of Application

Accept Online Application

Information Register

Cash Register

Application Incoming

Application Outgoing

Manage Section

Manage PIO

Backlog Efilling

Manage Section

Section Name

Section Designation


Submit

After filling the information in the provided text box of Section Name and Section Designation, Click here to submit the details for creating new section.

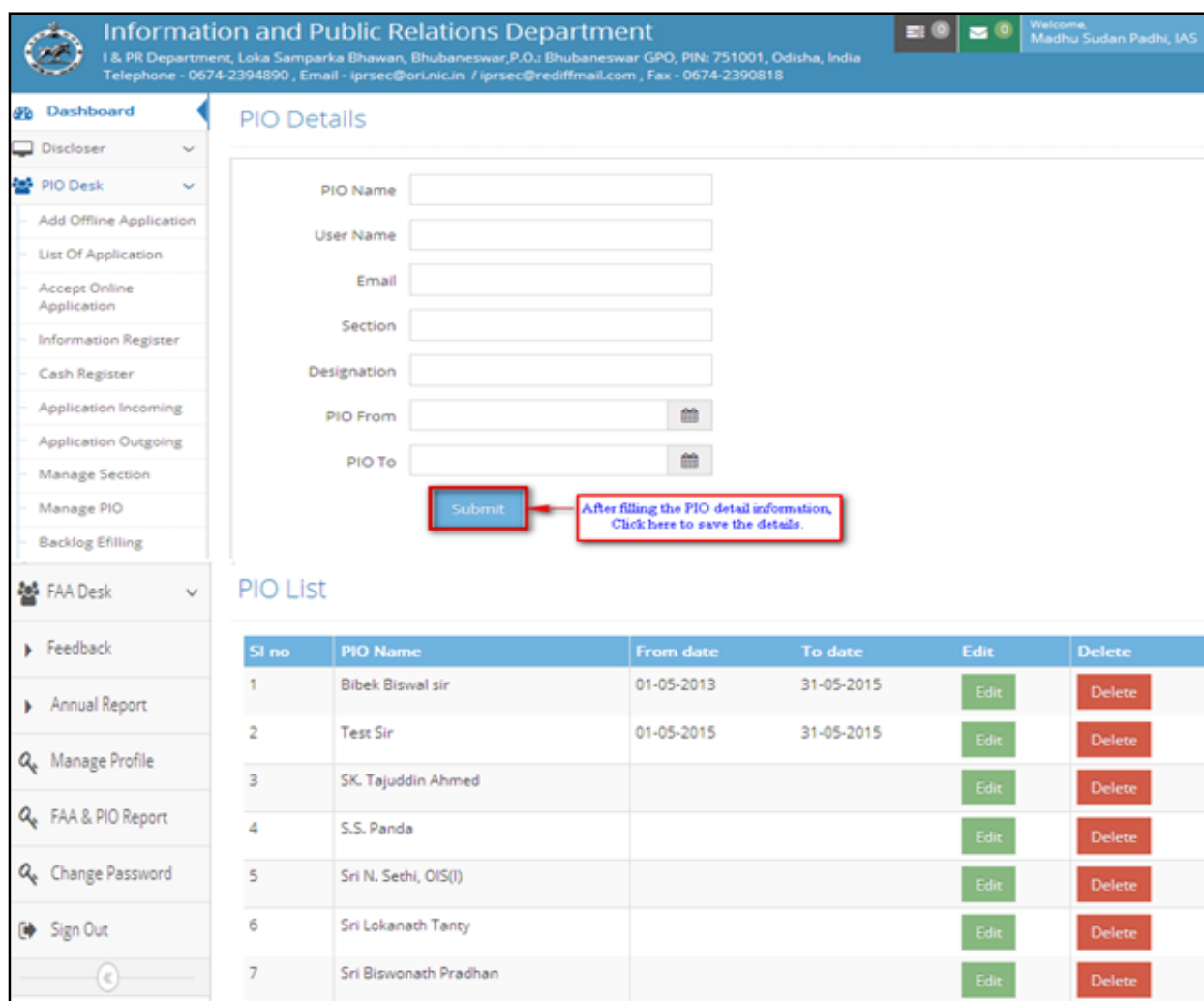
Click here

Figure 22

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Manage Section”** Sub Menu
- The **“Manage Section”** page will appear on the screen
- In this form user can create new section by providing ‘Section Name’ and ‘Section Designation’ in the provided text box.
- Then Click on **“Submit”**  button to save the details and to create the new section

4.1.4.9. Manage PIO



The screenshot shows the 'PIO Details' form and the 'PIO List' table. The form has fields for PIO Name, User Name, Email, Section, Designation, PIO From, and PIO To. A red box highlights the 'Submit' button with a callout: 'After filling the PIO detail information, Click here to save the details.' Below the form is the 'PIO List' table.

Sl no	PIO Name	From date	To date	Edit	Delete
1	Bibek Biswal sir	01-05-2013	31-05-2015	Edit	Delete
2	Test Sir	01-05-2015	31-05-2015	Edit	Delete
3	SK. Tajuddin Ahmed			Edit	Delete
4	S.S. Panda			Edit	Delete
5	Sri N. Sethi, OIS(I)			Edit	Delete
6	Sri Lokanath Tanty			Edit	Delete
7	Sri Biswonath Pradhan			Edit	Delete

Figure 23

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Manage PIO”** Sub Menu
- The **“Manage PIO”** page will appear on the screen
- Enter ‘PIO Name’, ‘User Name’, ‘Email’, ‘Section’ and ‘Designation’ in the text box
- Select ‘From Date’ and ‘To Date’ from the provided calendar
- Then click on **“Submit”** button to save the details and create PIO profile
- On successful creation, the PIO details will display in the grid below along with **“Edit”** and **“Delete”** option
- Click on **“Edit”** button to edit the PIO information
- Click on **“Delete”** button to delete the PIO details from the grid list

NB;-Before e-Filing manage PIO should be maintained.

4.1.4.10. Backlog E-filing

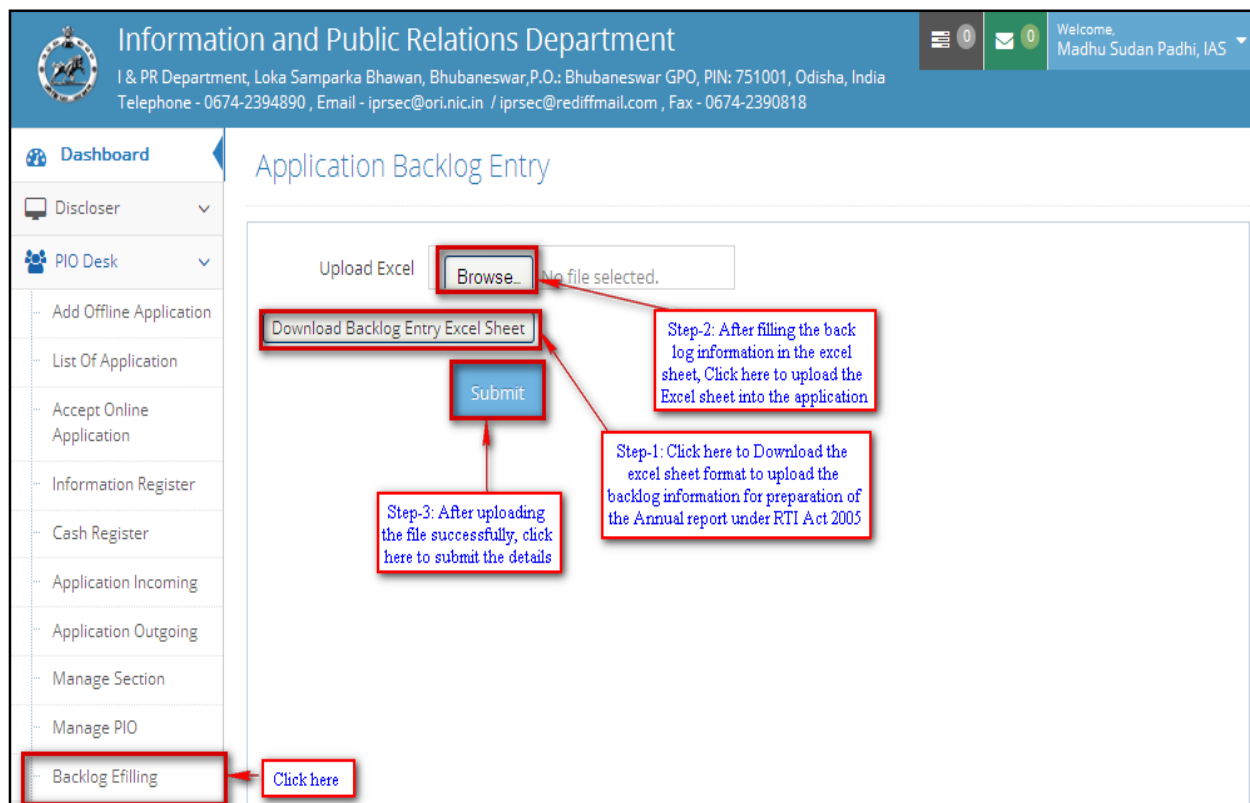
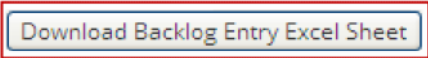



Figure 24

Description:

- After successful log into the Account, click on **“PIO Desk”** Menu, then click on **“Backlog Efilling”** Sub Menu
- The **“Backlog Efilling”** page will appear on the screen, Where user can upload the Backlog information in to the application
- Click on **“Download Backlog Entry Excel Sheet”**  button to download the Excel sheet format and enter the information into the excel sheet.
- After Filling the backlog information into the excel sheet Click on **“Browse”** button to upload the filled excel sheet into the application for Annual Report preparation as per RTI Act 2005.
- Then click on **“Submit”**  button after successful uploading of the backlog information sheet to save the details in the database.

Chapter 4: How to Manage First Appeals?

4.1.5. FAA Desk

4.1.5.1. Application for Appeal

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

Discloser

PIO Desk

FAA Desk

Application for Appeal

List Of Appeal

Accept Online Appeal

Appeal Register

Appeal Backlog Entry

Feedback

Annual Report

Manage Profile

Application Number

Go

Full name of the appellant

State

select

Address

District

-Select-

Block/ULB

-Select-

Panchayat/Ward

-Select-

Upload File

Browse...

No file selected.

Submit

Cancel

After filling all the information, click here to save the details and to proceed further

Figure 25

Description:

- After successful log into the account, Click on 'FAA Desk' menu and then click on 'Application for Appeal' submenu.
- The "Application For Appeal" Page will appear on the screen and that will have 2 sections or Tabs i.e. "Appellant Details" and "Appeal Details"

Step-1(Appellant Details):

The screenshot shows a web form titled "Application for Appeal". At the top, there are two tabs: "Appellant Details" (which is active) and "Appeal Details". Below the tabs, the form contains several input fields and buttons:

- Application Number:** A text input field with a "Go" button to its right.
- Full name of the appellant:** A text input field with a red asterisk indicating it is required.
- Address:** A text input field with a red asterisk indicating it is required.
- State:** A dropdown menu with "select" as the current value and a red asterisk indicating it is required.
- District:** A dropdown menu with "-Select-" as the current value and a red asterisk indicating it is required.
- Block/ULB:** A dropdown menu with "-Select-" as the current value.
- Panchayat/Ward:** A dropdown menu with "-Select-" as the current value.
- Upload File:** A section with a "Browse..." button and the text "No file selected."
- Buttons:** At the bottom, there are two buttons: a blue "Submit" button with a checkmark icon and a yellow "Cancel" button with a circular arrow icon. A red arrow points to the "Submit" button.

Figure 26

- Click on “**Appellant Details**” Tab, it will display the above screen and enter the required appellant details accordingly.
- Enter the “Application Number” and Click on “Go” button, to view the application details
- Enter the ‘Full Name of the appellant’ and Select ‘State’, ‘District’, ‘Block/ULB’ and ‘Panchayat/Ward’ from the drop down list and Enter the appellant address into the text box provided.
- Select file from desktop on click of “Browse” button to upload the same
- Click on “**Submit**” button to save the details and to proceed further
- On click of “Cancel” button, it will refresh the field values, so that further inputs can be made

Step-2(Appeal Details):

Application for Appeal

Appellant Details
Appeal Details

Name of the office or Department to which the information relates

Information & Public Relations

Information and Public Relations Department

Particulars of Public Information Officer*

select

Nature and subject matter of the information required *

Date of receipt of the order appealed against *

Last date for filing the appeal

Optional Fields

The grounds for appeal

After filling the information click here to save the details

Submit

Cancel

Figure 27

- Click on “**Appeal Details**” Tab, will display the above screen and enter the required Appeal details accordingly.
- Select ‘Name of the office or Department to which the information relates’ from the drop down list
- Select ‘Particulars of Public Information Officer’ from the drop down list
- Enter ‘Nature and subject matter of the information required” in the provided text area

- Select 'Date of receipt of the order appealed against' and 'Last date for filing the appeal' from the provided calendar
- Enter the 'Grounds for appeal' field (Optional), if required
- After filling all the information, click on **“Submit”** button to save the details and proceed further
- On click of **“Cancel”** button, it will refresh the field values, so that further inputs can be made

Step-3:

The screenshot shows a web form titled "Application for Appeal". It has three tabs: "Appellant Details", "Appeal Details", and "Action Against Appeal", with the third tab being active. The form contains the following fields:

- Notice for Hearing:** A date picker field.
- Date for Hearing:** A date picker field.
- Actual Date of Hearing:** A date picker field.
- Decision pronounced:** A dropdown menu with "Yes" selected.

At the bottom of the form are two buttons: a blue "Submit" button with a checkmark icon and an orange "Cancel" button with a circular arrow icon.

Figure 13

- Click on **“Action against Appeal”** Tab, will display the above screen and enter the required action details accordingly.
- Select the 'Notice for Hearing' date, 'Date of Hearing' and 'Actual Date of Hearing' from the Calendar and Select 'Decision Pronounced' from the drop down as 'Yes' or 'No'
- After filling all the information, click on **“Submit”** button to save the details
- On click of **“Cancel”** button, will refresh the page, so that further inputs can be made

4.1.5.2. List of Appeal

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome Madhu Sudan Padhi, IAS

Dashboard

Disclouser

PIO Desk

FAA Desk

Application for Appeal

List Of Appeal

Accept Online Appeal

Appeal Register

Appeal Backlog Entry

Feedback

Annual Report

Manage Profile

FAA & PIO Report

Change Password

Sign Out

List of Appeal

Application Number

Applicant Name

Search

Page 1 of 1, showing 10 records out of 10 total, starting on record 1, ending on 10

Sl no	Appeal Number	Appellant Name	Date of filing appeal	Subject Matter	Status	View	Action	Delete
1	RTIAPPEAL15051448	wqeee wqwee	27-05-2015	1212	Under Process	View	Take Action	Delete
2	RTIAPPEAL15020745	the applicant	07-02-2015	qweqwe	Under Process	View	Take Action	Delete
3	RTIAPPEAL15020442	dfgfd	04-02-2015	dfgfd	Under Process	View	Take Action	Delete
4	RTIAPPEAL15020440	appellant1	04-02-2015	ature and subject matter of the information required	Under Process	View	Take Action	Delete
5	RTIAPPEAL15020439	Full name12	04-02-2015	Nature and subject matter of the information required	Under Process	View	Take Action	Delete

Figure 28

Description:

- After Successful log into the application click on “**FAA Desk**” Menu, then click on “**List of Appeal**” sub menu
- The “**List of Appeal**” page will appear on the screen
- In this page you can search for list of Appeals by entering the ‘Application Number’ and ‘Applicant Name’
- Then On click of “**Search**” button, it will display the list of appeals in the grid according to the inputs provided by user
- The details like Application Number, Applicant Name, Date of filing appeal, Subject matter and status along with options for “View”, “Take Action” & “Delete” will be displayed in the grid

- On click of “View” button, the detail appeal information will be displayed like as given below where user can verify the information details , download the file uploaded during Appeal submission and can take directly Action by clicking on “ Take Action” button


RTI Application of wqeee wqwwe


Full name of the applicant	wqeee wqwwe
Address	qwewqe qwqe,Balipatna,Khordha,Odisha
Name of the office or Department to which the information relates	Information & Public Relations
Office	Information and Public Relations Department
Particulars of Public Information Officer	Santosh Kumar Das
Nature and subject matter of the information required?	1212
Date of receipt of the order appealed against	19-05-2015
Last date for filing the appeal	18-06-2015
The grounds for appeal	212112123231
Download File	<div>Click to download uploaded file</div> <div>Download</div>
	<div>After verifying the Appeal information Click here to Take action on the same</div> <div>Take Action</div> <div>Cancel</div>


- On click of “Delete” button, it will delete the Appeal from the List of Appeal
- On Click of “Take Action”, It will redirect you to the ‘Application for Appeal’ page, where user can verify the ‘Appellant details’ & ‘Appeal Details’ by clicking the respective Tab options like as follows:-

Application for Appeal

Appellant Details | Appeal Details | **Action Taken on Appeal**

Notice for Hearing** 

Date of Order** 

Order Pronounced** 

To update the Action Taken on Appeal

- Click on ‘**Action Taken on Appeal**’ tab to update the details against the appeal like ‘Notice for Hearing’, ‘Date of Order’ and ‘Order Pronounced’ etc.

4.1.5.3. Accept Online Appeal

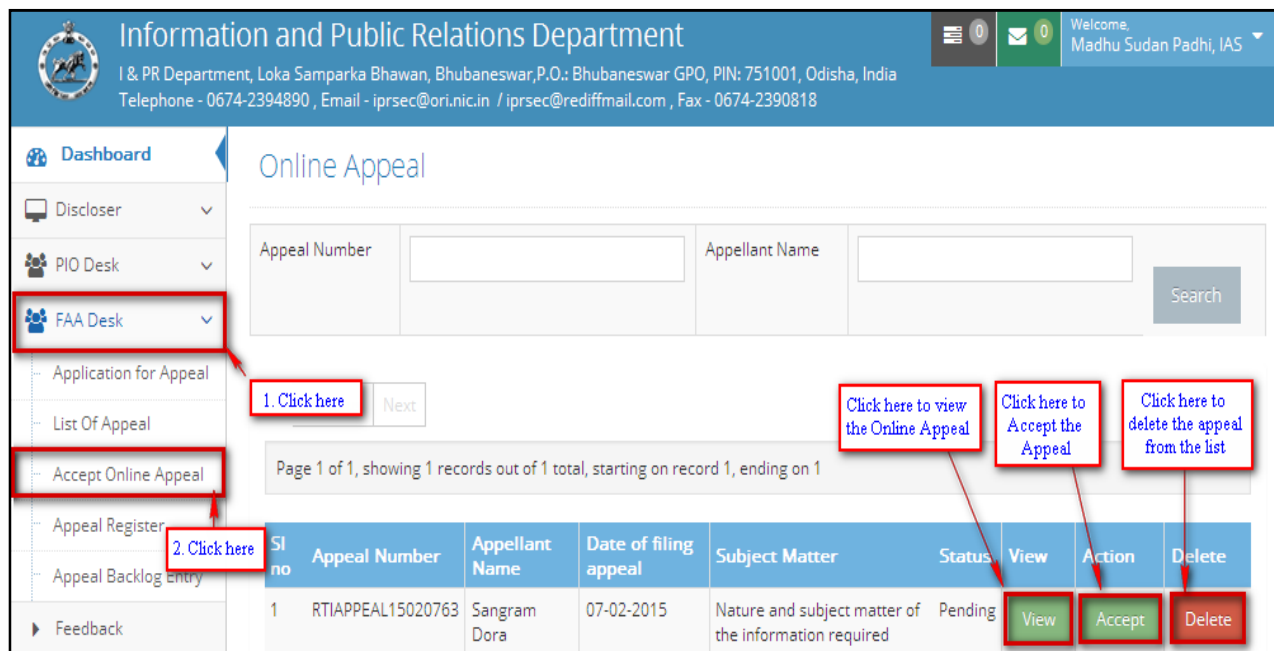





Figure 29

Description:

- After successful log into the application click on “**FAA Desk**” Menu then click on “**Accept Online Appeal**” Sub Menu to view the Online Appeal page
- User can search for particular Appeal by providing the ‘Appeal Number’ and ‘Appellant Name’ in the text box
- Then on click of “**Search**” button, the searched Appeal will be displayed in the grid with various options like “View”, “Accept” and “Delete”
- On click of “**Delete**”  button, the particular appeal will be deleted from the list
- On click of “**View**”  button, it will display the detail information with respect to the particular Appeal
- On click of “**Accept**”  button, a pop window will be displayed like this where user have to give the ‘Date of Application’ and click on “**Accept**” option

Date of Application

Accept
Cancel

provided in the popup window itself to accept the appeal Or else click on “Cancel” option to go back to the ‘Accept Online appeal page’.

- After acceptance of any appeal the time period will be calculated under provision of RTI Act.

4.1.5.4. Appeal Register

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

Disclouser

PIO Desk

FAA Desk

Application for Appeal

List Of Appeal

Accept Online Appeal

Appeal Register

Appeal Backlog Entry

Feedback

Annual Report

Manage Profile

FAA & PIO Report

Change Password

Sign Out

1. Click here

Click here to view the appeal detailed information

Sl no	Name of the Appellant	Appeal Number	Date of Receipt of the appeal	Amount of Court fee attached	Date of providing opportunity to the requester	Due date of disposal	Final date of disposal	Remarks, if any	View
1	Shri Siva Sankar Chaini	RTIAPPEAL15021268	31-10-2014	Rs. 20/-	04-02-2015	30-11-2014		to supply photocopies of the letter No-RTI/116 /2008/3527 dated 23.05.2009, RTI-11/08 /701/IPR, BBSR, dated 09.01.2009 and the copy of MoU signed between I&PR Department and M/s Luminous Infoways Pvt. Ltd.	View

2. Click here

Figure 30

Description:

- After successful log into the application click on “FAA Desk” Menu then click on “Appeal Register” Sub Menu to view the Appeal register
- User can search for particular Appeal by providing the ‘Appeal Number’ and ‘Appellant Name’ in the text box
- Then on click of “Search” button, the searched Appeal will be displayed in the grid with “View” option to view the detailed information on the particular appeal

- On click of “**View**” button, it will display the detail information with respect to the particular Appeal

4.1.5.5. Appeal Backlog Entry

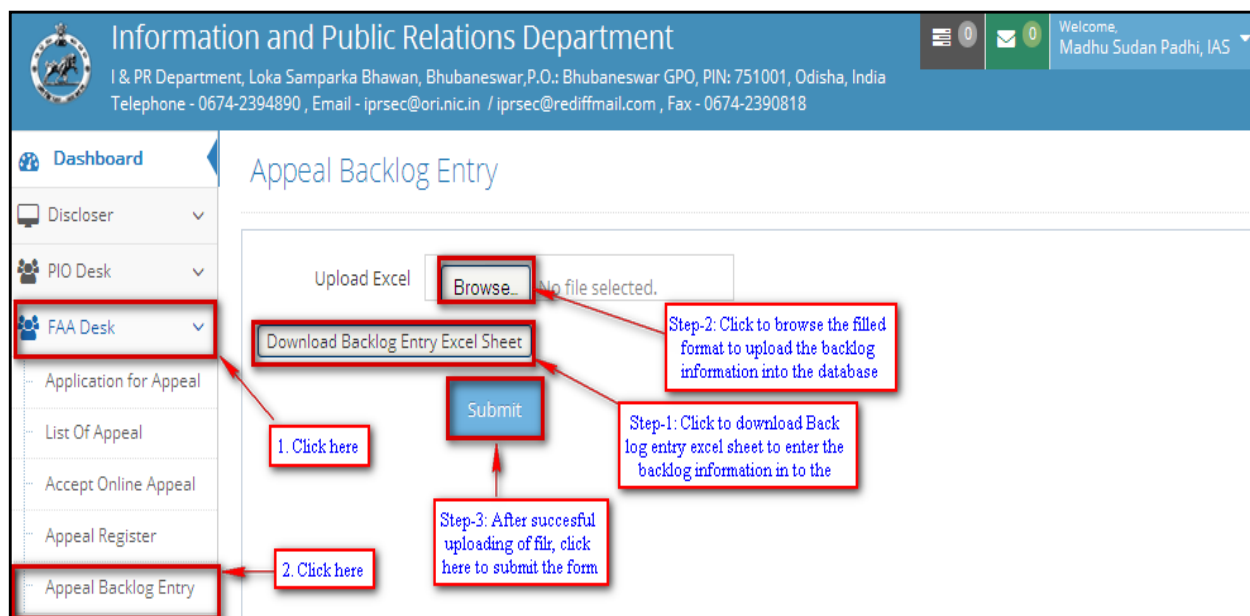


Figure 31

Description:

- After successful log into the Account, click on “**FAA Desk**” Menu, then click on “**Appeal Backlog Entry**” Sub Menu
- The “**Appeal Backlog Entry**” page will appear on the screen, Where user can upload the Backlog information in to the application
- Click on “**Download Backlog Entry Excel Sheet**” [Download Backlog Entry Excel Sheet](#) button to download the Excel sheet format and enter the information into the excel sheet.
- After Filling the backlog information into the excel sheet Click on “**Browse**” button to upload the filled excel sheet into the application for Annual Report preparation as per RTI Act 2005.
- Then click on “**Submit**” [Submit](#) button after successful uploading of the backlog information sheet to save the details in the database.

FEEDBACK

Information and Public Relations Department

I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

Feedback

Click here

Previous Next


Page 1 of 1, showing 9 records out of 9 total, starting on record 1, ending on 9

SI no	Office Name	Full name	Email	Phone	Comments	Delete
1	Information and Public Relations Department	Suhasini Readdy	dsfdsfs@gmail.com	1234567890	It shows data are updated. But the pay scales of all officials are shown as per old scale. Can it be drawn that, no employee of D.I. of Schools, Boudh opted for pay revision as per ORSP Rule	Delete
2	Information and Public Relations Department	Seikh Enayatula	llll@gmail.com	3456789012	It shows data are updated. But the pay scales of all officials are shown as per old scale. Can it be drawn that, no employee of D.I. of Schools, Boudh opted for pay revision as per ORSP Rule	Delete
3	Information and Public Relations	Santoshini Khatua	santoshini22@gmail.com	324234	It shows data are updated. But the pay scales of all officials are shown as per old scale. Can it be drawn that, no employee of D.I.	Delete

Click to Delete the particular feedback

Figure 32

Description:

- After successful log into the Account, click on **“Feedback”** Menu
- The **“Feedback”** page will appear on the screen containing the feedback details provided by citizens
- Click on **“Delete”**  button to delete the particular feedback from the list

ANNUAL REPORT

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Annual Report

Financial Year: 2015-2016

Search

Click here to select financial year to view the annual report

Click here to view Annual Report

Sl. No.	Department/Organisation	No. of PIOs appointed	Opening balance of requests received under RTI(as on 1st April)	No. of requests received during the year	Total no. of requests	No. of requests on which information provided	No. of requests transferred to other Public Authorities	Decisions where Applications for Information rejected
1	Information and Public Relations Department	8	0	4	4	0	0	0

Print PDF

Karuna Sindhu Jena
(Under Secretary to Govt.) (PIO)

Figure 33

Description:

- After successful log into the Account, click on “**Annual Report**” Menu
- The “**Annual Report**” page will appear on the screen where user can view the year wise annual report for the entire year.
- The Report contain the information like ‘Department/ Organization’, ‘No. of PIOs appointed Opening balance of requests received under RTI(as on 1st April)’, ‘No. of requests received during the year’, ‘Total no. of requests’, ‘No. of requests on which information provided’, ‘No. of requests transferred to other Public Authorities’, ‘Decisions where Applications for Information rejected’, ‘Opening balance of First Appeals received under RTI(as on 1st April)’, ‘No. of First Appeals received During the year’, ‘No. of First Appeals Disposed off’, ‘Number of cases where disciplinary action taken against any officer in respect of administration of RTI Act’, ‘Disclosure Made u/s 4(1)(b) of the Act’, Total Amount Collected(fee + addl. Charges + penalty)

4.1.6. Manage Profile

After successful log in to the account, user may update basic institutional information like; Office Postal Address, PIO/FAA Details, E-mail Address, Contact number and Fax number etc in the following page:-

Manage Profile

Full Name* Madhu Sudan Padhi, IAS

Email iprsec@ori.nic.in

Name of the Office/Public Authority* Information and Public Relations Department

Name of the Office/Public Authority(odia)

Head of the Public Authority* Madhusudan Padhi, IAS

Designation* Commissioner-cum-Secretary

District* Khurda

Block* Bhubaneswar MC

Panchayat* -Select-

Pin Code 751001

Address-1* I & PR Department, Loka Samparka Bhawan, Bh

State Odisha

City Bhubaneswar

Fax No. 1 0674-2390818

Telephone No.1* 0674-2394890

Email 1* iprsec@ori.nic.in

FAA Details

FAA Name Bhagaban Nanda, OAS

FAA Designation Special Secretary to Govt.

FAA Telephone No. 0674-2396808

FAA Mobile No.

Gender ☒ Male ☐ Female

Address I & PR Department, Loka Samparka Bhawan, Bhubaneswar

Upload FAA Photo No file selected.

PIO Details

PIO Name Karuna Sindhu Jena

PIO Designation Under Secretary to Govt.

PIO Telephone No. 0674- 2394839

PIO Mobile No. 9438213735

Gender ☒ Male ☐ Female


Address I & PR Department, Loka Samparka Bhawan, Bhubaneswar

Upload PIO Photo No file selected.

After updating the profile information click here to update the same and submit the profile information into the database

Figure 3

Description:

- After successful login, the dashboard will appear on your screen
- If the user will want to update the profile information like Office address or e-mail ID etc., then click on the “**Manage Profile**”  menu
- Then the profile page will appear on the screen and the information field will automatically appear in an editable mode
- The field information like ‘Full Name’, ‘Name of the Office/Public Authority’, ‘Head of the Public Authority’, ‘District’, ‘Panchayat’, ‘Address-1’, ‘City’, ‘Telephone No.1’, ‘Email’, ‘Name of the Office/Public Authority(odia)’, ‘Designation’, ‘Block’, ‘Pin Code’, ‘State’, ‘Fax No. 1’, and ‘Email 1’ with respect to office information.
- Similarly FAA Details & PIO Details can be updated like ‘Name’, ‘Telephone No’, ‘Designation’, ‘Mobile No’, ‘Address’ and ‘Upload Photo’ for the respective user information.
- Then click on the ‘**Update**’ button to save the updated information of the profile details
- On click of “**Update**” button the information will be updated successfully
- On click of “**Cancel**” button, the profile information will remain as it is

4.1.7. FAA & PIO Report

If the user wants to view entire List of FAA & PIO then click on “FAA & PIO Report” to view the details like this:-

Information and Public Relations Department

I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Dashboard

Discloser

PIO Desk

FAA Desk

Feedback

Annual Report

Manage Profile

FAA & PIO Report

Change Password

Sign Out

Karuna Sindhu Jena
(Under Secretary to Govt.) (PIO)

Bhagaban Nanda, OAS
(Special Secretary to Govt.) (FAA)

List of FAA And PIO

Previous 1 2 3 4 5 6 7 8 9 Next Last Page

Page 1 of 789, showing 20 records out of 15777 total, starting on record 1, ending on 20

Sl. No.	Office Name	FAA Name & Photo	Contact No./Mobile No.	PIO Name & Photo	Contact No./Mobile No.	Last Date of Disclosure Updation	Last Date of e-filing entry / Updation
1	Gram Panchayat Office, Baiganabadia, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Chudamani Dalei	9437562972	13-11-2014	
2	Gram Panchayat Office, Bhagbanpur, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Kameswar Ghosh	9438031900	14-11-2014	
3	Gram Panchayat Office, Chandua, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Dillip Kumar Mohapatra	9692148730	14-11-2014	
4	Gram Panchayat Office, Dumurdiha, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 3438350373	Dhiren Chandra Mohanta	9937995636	14-11-2014	
5	Gram Panchayat Office, Gangraj, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Rabi Narayan Mohanty	9437188998	14-11-2014	
6	Gram Panchayat Office, Gendapokhiri, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Sripati Charan Singh	9777294408	14-11-2014	
7	Gram Panchayat Office, Goudrama, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Suban Kumar Sethi	8895706086	14-11-2014	
8	Gram Panchayat Office, Keutunimari, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Girish Chandra Mahanayak	8763203102	14-11-2014	
9	Gram Panchayat Office, Kuabuda, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Kartik Chandra Patra	9938683465	14-11-2014	
10	Gram Panchayat Office, Kuchel, Kuliana (Chandua) Mayurbhanj ()	Jayaram Jena	06792-272129 9438350373	Anita Sethi	9437202882	14-11-2014	

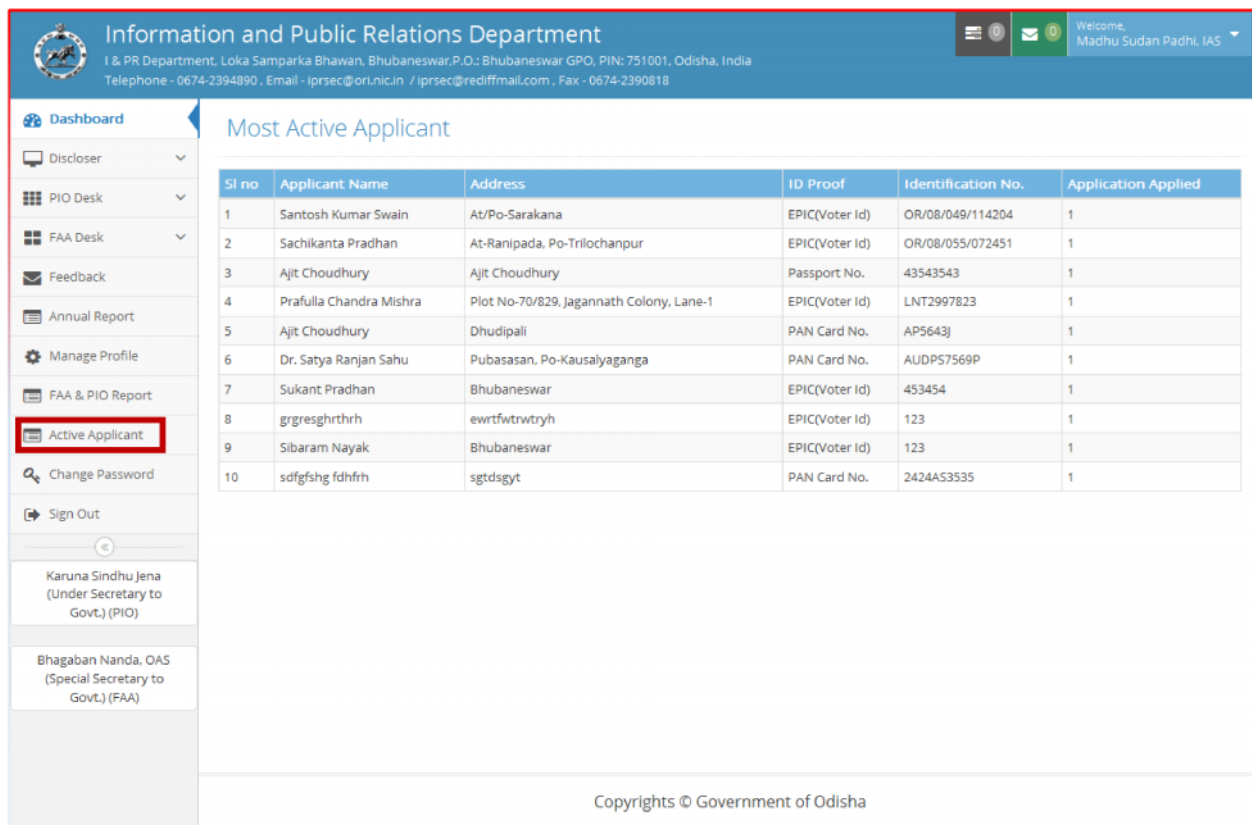
Figure 5

Description:

- After successful log into the Account, click on “FAA & PIO Report” menu
- Then it will display the above list of FAA & PIO information details like ‘Office Name’, ‘FAA Name & Photo’, ‘Contact No./ Mobile No.’, ‘PIO Name & Photo’, ‘Last Date of Disclosure Updation’ and ‘Last Date of e-Filing entry/Updation’ etc.

4.1.8 Most Active applicant;-

This Option redirect that applicant is very sensitive in relation to lodging of RTI application at different Public Authority.



Information and Public Relations Department
 I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
 Telephone - 0674-2394890, Email - lprsec@ori.nic.in / lprsec@rediffmail.com, Fax - 0674-2390818

Welcome, Madhu Sudan Padhi, IAS

Most Active Applicant

Sl no	Applicant Name	Address	ID Proof	Identification No.	Application Applied
1	Santosh Kumar Swain	At/Po-Sarakana	EPIC(Voter Id)	OR/08/049/114204	1
2	Sachikanta Pradhan	At-Ranipada, Po-Trilochanpur	EPIC(Voter Id)	OR/08/055/072451	1
3	Ajit Choudhury	Ajit Choudhury	Passport No.	43543543	1
4	Prafulla Chandra Mishra	Plot No-70/829, Jagannath Colony, Lane-1	EPIC(Voter Id)	LNT2997823	1
5	Ajit Choudhury	Dhudipali	PAN Card No.	AP5643j	1
6	Dr. Satya Ranjan Sahu	Pubasasan, Po-Kausalyaganga	PAN Card No.	AUDP57569P	1
7	Sukant Pradhan	Bhubaneswar	EPIC(Voter Id)	453454	1
8	grgresghrthr	ewrtfwtwtryh	EPIC(Voter Id)	123	1
9	Sibaram Nayak	Bhubaneswar	EPIC(Voter Id)	123	1
10	sdfgshg fdhfrh	sgtdsgyt	PAN Card No.	2424AS3535	1

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Description;-

- After successful log into the Account, click on “**Active applicant**” menu
- Then it will display the above list of applicant information details like ‘Applicant Name, Address, Id proof, Identification No. and application applied no’

4.1.9 Active PIO:-.

If the user wants to view list of all Active PIO then click on Active PIO” to view the details like this:-

Information and Public Relations Department
I & PR Department, Loka Samparka Bhawan, Bhubaneswar, P.O.: Bhubaneswar GPO, PIN: 751001, Odisha, India
Telephone - 0674-2394890, Email - iprsec@ori.nic.in / iprsec@rediffmail.com, Fax - 0674-2390818

Welcome,
Shri Manoranjan Panigrahi, IRS

Dashboard

- Discloser
- PIO Desk
- FAA Desk
- Feedback
- Annual Report
- Manage Profile
- FAA & PIO Report
- Active Applicant
- Active PIO**
- Change Password
- Sign Out

Karuna Sindhu Jena
(Under Secretary to Govt.) (PIO)

Bhagaban Nanda, OAS
(Special Secretary to Govt.) (FAA)

Most Active Applicant

Sl no	Applicant Name	Address	ID Proof	Identification No.	Application Applied
1	Manish Tiwari	At/Po-Baurigoda	EPIC(Voter Id)	IJI0090852	1
2	hgbgfd	bhubaneswar	EPIC(Voter Id)	123	1
3	Debidutta Pattnaik	Laxminagar Near, TBW Press,	PAN Card No.	BRGPP35832C	1
4	Demo	Bhubaneswar	EPIC(Voter Id)	123	1
5	Rajkishore Nayak	At-Itamati	EPIC(Voter Id)	CRF0509117	1
6	Shri Sachikanta Pradhan Delang, Dist-Puri	At-Ranipada,	Office ID Proof	12245	1
7	Ashok Kumar Parida	Mastrapada,	EPIC(Voter Id)	OR/15/104/214283	1
8	Santosh Kumar Swain	At/Po-Sarakana	EPIC(Voter Id)	OR/08/049/114204	1
9	Sachikanta Pradhan	At-Ranipada, Po-Trilochanpur	EPIC(Voter Id)	OR/08/055/072451	1
10	Ajit Choudhury	Ajit Choudhury	Passport No.	43543543	1

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Description:

- After successful log into the Account, click on “**Active PIO**” menu
- Then it will display the above list of Active PIO information details like ‘Department, Office Full Name, User name and activity.

4.1.10 Change Password

If the user wants to change the password, then here are the following steps which will guide you to do the same:-

The screenshot shows the 'Change Password' page of the Information and Public Relations Department. The page has a blue header with the department's name and contact information. A sidebar on the left contains a menu with options like Dashboard, Discloser, PIO Desk, FAA Desk, Feedback, Annual Report, Manage Profile, FAA & PIO Report, Change Password, and Sign Out. The 'Change Password' option is highlighted with a red box and a 'Click here' annotation. The main content area contains three input fields for 'Old Password', 'New Password', and 'Confirm Password'. Below these fields is a blue 'Submit' button with a checkmark icon, which is also highlighted with a red box. A red arrow points from a text box stating 'After filling the information, click here to save the details and change the Password' to the 'Submit' button. At the bottom of the sidebar, the names and titles of the Under Secretary and Special Secretary are listed.

Figure 4

Description:

- After successful log into the Account, click on “**Change Password**” menu
- Then the “**Change Password**” page will appear on the screen
- Enter the old password, new password and confirm the new password
- Then click on ‘**Change Password**’ button
- The password will be successfully changed and further user can use the new password to log into the application

SIGNOUT

On click of “**Sign Out**” menu, the user will be logged out from the application successfully.

