

## **Standard Operating Procedure for the Citizens**

1. Online RTI application would be accompanied with online payment. An RTI applicant will apply seeking information online through an entry screen and submit. Then she/he will make payment through the IOTMS payment gateway of Government of Odisha. After successful payment, the system would generate application Number for that application and SMS alert to that effect would go to the applicant as well as to the concerned Public Information Officer.
2. This online submission of RTI application system can be used by Indian citizens to file RTI applications and also to make payment for RTI application online.
3. At present, an applicant who desires to obtain any information under the RTI Act can make a request through this RTI Portal to all the Govt. offices connected to RTI CMM.
4. Internet banking / debit cards / Credit Card & UPI also can be used as provisioned in the IOTMS applications of Finance Dept., Govt. of Odisha.
- 5. After making payment, an application can be submitted.**
6. No RTI fee is required to be paid by any citizen who is below poverty line (BPL). However, the applicant must attach a (scan) copy of BPL card or a certificate issued by the appropriate government or public authority.
7. The payment of application fee by the applicant can be uploaded, which is made through other modes of deposit like IPO, Treasury Challan, Bank Draft, Money Order. The offline payment or online payment proof is compulsory for successful submission of the RTI Application.
8. The application filed through this RTI Portal will reach electronically to the PIO of concerned Public Authority who would take appropriate action on the RTI application.

9. Applicants are informed with auto e-mail/SMS to their e-mail IDs/ Mobile No.
10. There will be no more requirement of submission of the Print out hard copy of the online filling RTI Application & Appeals by the Citizen.
11. In regards filing of the RTI First Appeal if the citizen is aware of his / her RTI Application ID then citizen can only place his/her RTI system generated Application ID and click on Go option.
12. After that all the existing details of the Applicant and in relates to his/ RTI Applications will be fetch automatically from the database.
13. After successful acceptance of the RTI Appeal by the First Appellate Authority of the concern Public Authority the citizen will notify with the RTI Appeal ID for his future reference such as in case of 2nd Appeal & Complain Case.
14. After lodging of First Appeal appellant will send appeal fees by post, because there is no any other mode of payment provision except non-Judicial Court Stamp.
15. In this online platform of RTI application, stamp signature of PIO is not necessary while providing information to citizen. Only PDF copy will be attached.
16. Through Bank A/c Number specified by Public Authority, applicant may deposit the total amount towards cost for providing information.
17. Citizen may be advised to deposit scan copy charges as intimated by PIO.
18. Further guidelines will be revised from time to time to overcome challenges and smooth implementation of RTI Act 2005.