

RIGHT TO INFORMATION ACT 2005

USER MANUAL

*System Designed and Developed by
Department of Information Technology,
Govt. of NCT of Delhi*

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RTI-Right To Information Act 2005

1. How to use the system


For using this system you have to be connected to the Internet. Connect to the Internet and then open your Internet Explorer (IE) either by clicking the Internet Explorer icon  on the desktop or by going to **Start > Programs > Internet Explorer**. There after in the address bar type the URL: **delhigovt.nic.in** then click on the link **RIGHT TO INFORMATION, 2005** available on the main page of the website. This will open a page as shown below in Fig.1



Fig 1

Clicking the “DEPARTMENTAL USERS” link in Fig 1 will lead to a screen as shown in fig 2 below.

The system login module is used to authorize entry of users in to the system. A login id and password is given to the department PIO’s by IT department.

Department PIO's

Login ID

Password

Best Viewed in IE-5.0 or above with a screen resolution of 800x600 pixels

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Fig. 2

2. How to Add Manual:

As soon as the PIO logs in, the screen as shown in fig3 appears.

DEPARTMENTAL USERS

- [Enter Application Details](#)
- [Enter Manual Details](#)

Best Viewed in IE-5.0 or above with a screen resolution of 800x600 pixels

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Fig. 3

To enter the manuals click on the link **“Enter Manual Details”**.

To enter, modify or view application details click on **“Enter Application Details”**

ENTER MANUAL DETAILS

Clicking on that link will lead to the screen as shown in fig. 4.

The tables in the fig.4 below displays the 17 manuals that are to be inserted/updated, file name and the date when last updated. If the new manual is to be uploaded it does not display the file name and the date. If the manual already exist it displays the file name of the respective manual and the date when last updated. The manuals that exist can only be updated.

Designation of the SPIO: Dy. Director(AR)			Date: 11 October, 2005	
S.No.	Manual	File	Last Updated	
<input type="radio"/> 1.	Particulars of organization	manual_1.pdf	10 October, 2005	
<input type="radio"/> 2.	Power and duties of officers/Employees	manual_2.pdf	10 October, 2005	
<input type="radio"/> 3.	Procedure for Decision Making	manual_3.pdf	10 October, 2005	
<input type="radio"/> 4.	Norms for discharge of functions	manual_4.pdf	10 October, 2005	
<input type="radio"/> 5.	Rules,Regulations for discharge of functions	manual_5.pdf	10 October, 2005	
<input type="radio"/> 6.	Statement of categories	manual_6.pdf	10 October, 2005	
<input type="radio"/> 7.	Details of consultative committees and other bodies	manual_7.pdf	10 October, 2005	
<input type="radio"/> 8.	List of boards,councils,committees and other bodies	manual_8.pdf	10 October, 2005	
<input type="radio"/> 9.	Directory of officers/employees	manual_9.pdf	10 October, 2005	
<input type="radio"/> 10.	Monthly remuneration of officers/employees	manual_10.pdf	10 October, 2005	
<input type="radio"/> 11.	Budget allocated to each agency	manual_11.pdf	10 October, 2005	
<input type="radio"/> 12.	Execution of subsidy program	manual_12.pdf	10 October, 2005	
<input type="radio"/> 13.	Particulars of recipients of concessions,permits	manual_13.pdf	10 October, 2005	
<input type="radio"/> 14.	Information available in an electronic form	manual_14.pdf	10 October, 2005	
<input type="radio"/> 15.	Facilities available for obtaining information	manual_15.pdf	10 October, 2005	
<input type="radio"/> 16.	Particulars of PIOs	manual_16.pdf	10 October, 2005	
<input type="radio"/> 17.	Other information Prescribed	manual_17.pdf	10 October, 2005	

Fig 4

To insert new manual select the radio button in front of that manual and click on the “Update button “.

Clicking on the Update Button for fig. 4 will lead to a screen as shown on Fig. 5

Administrative Reforms. Department

Designation of the SPIO: Dy. Director(AR) Date: 1

Name of the Manual: Particulars of organization

1. Enter File*

2. Comments

Best Viewed in IE-5.0 or above with a screen resolution of 800x600 pixels

Fig. 5

Here the PIO is supposed to enter the manual that is to be uploaded. By clicking on the Browse button the window will be opened. Select the file that is to be uploaded. In the comments field give the description of the file. Clicking on the Submit button will upload the file and will lead to the screen as shown in the fig 6.

YOUR UPDATED INFORMATION HAS BEEN STORED SUCCESSFULLY

Best Viewed in IE-5.0 or above with a screen resolution of 800x600 pixels

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Fig. 6

Clicking on the button “Want To Update More Data ” will lead back to the screen as shown in the fig. 4

There more data can be inserted by selecting the particular manual and then continuing with the process as explained above. Clicking on the Logout button will lead back to the main page.

3. How to Update Manual:

The manuals can be updated by selecting the radio button in front of the particular manual as in the Fig. 6 below

Designation of the SPIO: System Analyst				Date: 13 October, 2005
S.No.	Manual	File	Last Updated	
<input checked="" type="radio"/> 1.	Particulars of organization	manual_1.pdf	13 October, 2005	
<input type="radio"/> 2.	Power and duties of officers/Employees	manual_2.pdf	13 October, 2005	
<input type="radio"/> 3.	Procedure for Decision Making	manual_3.pdf	13 October, 2005	
<input type="radio"/> 4.	Norms for discharge of functions	manual_4.pdf	13 October, 2005	
<input type="radio"/> 5.	Rules,Regulations for discharge of functions	manual_5.pdf	13 October, 2005	
<input type="radio"/> 6.	Statement of categories	manual_6.pdf	13 October, 2005	
<input type="radio"/> 7.	Details of consultative committees and other bodies	manual_7.pdf	13 October, 2005	
<input type="radio"/> 8.	List of boards,councils,committees and other bodies	manual_8.pdf	13 October, 2005	
<input type="radio"/> 9.	Directory of officers/employees	manual_9.pdf	13 October, 2005	
<input type="radio"/> 10.	Monthly remuneration of officers/employees	manual_10.pdf	13 October, 2005	
<input type="radio"/> 11.	Budget allocated to each agency	manual_11.pdf	13 October, 2005	
<input type="radio"/> 12.	Execution of subsidy program	manual_12.pdf	13 October, 2005	
<input type="radio"/> 13.	Particulars of recipients of concessions,permits	manual_13.pdf	13 October, 2005	
<input type="radio"/> 14.	Information available in an electronic form	manual_14.pdf	13 October, 2005	
<input type="radio"/> 15.	Facilities available for obtaining information	manual_15.pdf	13 October, 2005	
<input type="radio"/> 16.	Particulars of PIOs	manual_16.pdf	13 October, 2005	
<input type="radio"/> 17.	Other information Prescribed	manual_17.pdf	13 October, 2005	

Fig. 7

Then clicking on the “Update” button will lead to the Fig. 4.

Clicking on the Browse button will open the window from which select the manual that is to Be inserted. Then click on the Submit button to upload the updated file.

The old file will then be replaced with the new updated file.

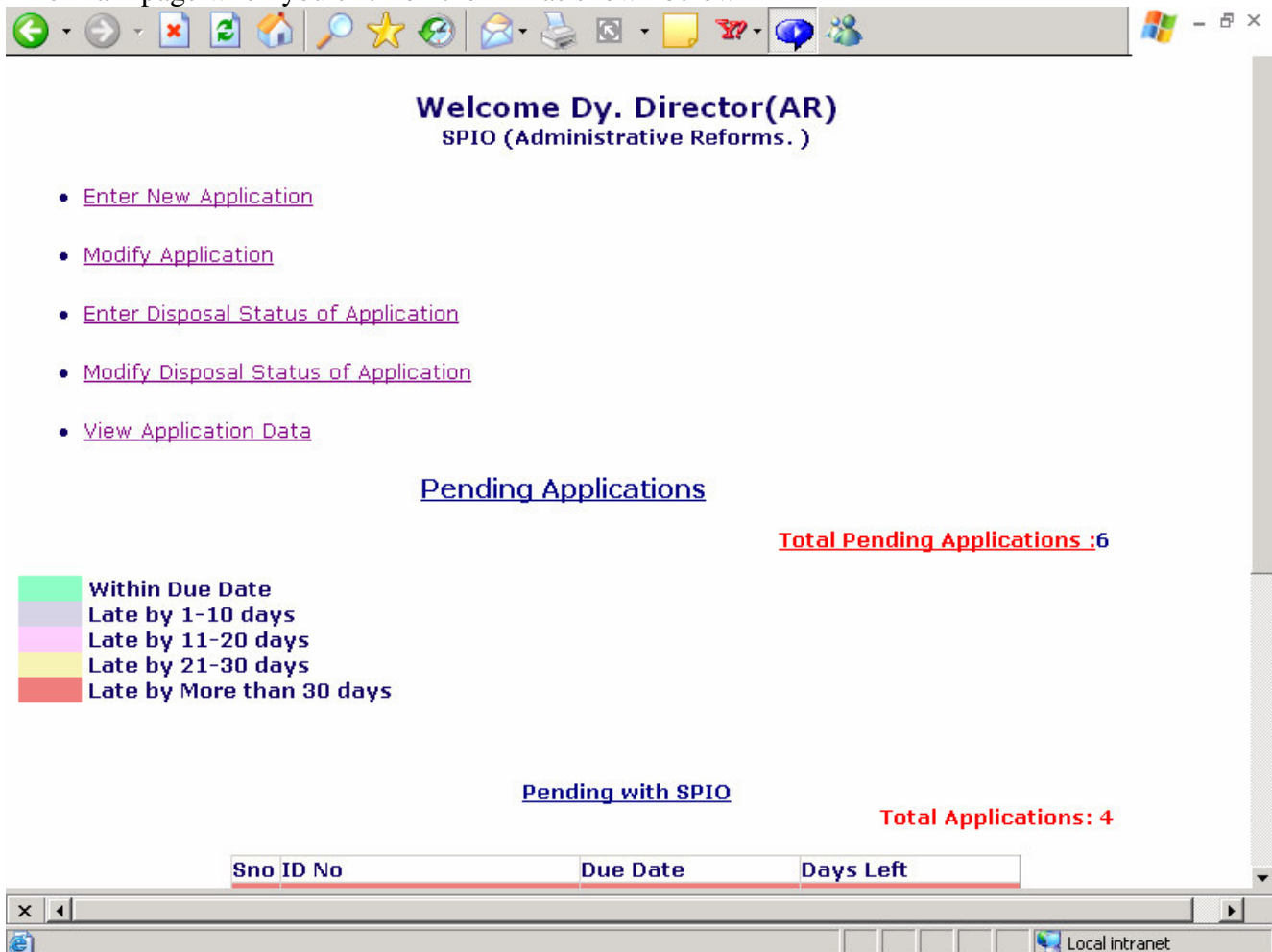
4. How to View the Manuals

To view the manuals that are being uploaded go to the main page as in Fig. 1 and select the department from the combo box. Then click on the “Go” button. The 17 manuals are displayed below the department combo box. The manuals that exist appears as a link , and only that manual can be viewed. To view that manual click on the link .The file will be opened which can either be viewed or saved.

ENTER APPLICATION DETAILS

5. View Pending Application:

The Main page when you click on the link as shown below



At the bottom of the page, is the list of all the pending applications.

The pending Applications are further categorized into Applications pending with SPIO's and pending due to non payment by the applicants.

Applications pending with SPIO's include all those Applications which are still with SPIO as shown below

Pending with SPIO

Total Applications: 3

Sno	ID No	Due Date	Days Left
1	343534454	30/6/2005	-109
2	656575	10/11/2005	24
3	565656	11/11/2005	25

The list shows the ID NO, Due Date and the days left for clearing the Application. The number of days in negative means that the due date has already means passed and these are the number of days after the Due Date.






Applications pending due to non payment by the applicants include all those applications whose information is prepared by the SPIO and letter is send to the applicant for deposit of further fee but the application is pending because the further fee is not received from the applicant.

Pending due to Non-Payment of Further Fee by the Applicants

Total Applications : 5

Sno	ID No	Due Date	Letter for Further Payment send on	Days Left
1	2	17/9/2005	22/8/2005	-25
2	1	1/10/2005	10/9/2005	-11
3	78	11/10/2005	11/10/2005	-1
4	89	11/11/2005	12/6/2005	30
5	7887	11/11/2005	12/10/2005	30

All the Applications are shown in Color scheme on the basis of no of days after the application received. The Color Scheme is

	Within Due Date
	Late by 1-10 days
	Late by 11-20 days
	Late by 21-30 days
	Late by More than 30 days

On top of the page are given some links whose functions are described in the further.

6. Enter New Application:

Click on the link” Enter New Application “on the Main page .When you click on the link ,the page as shown below is displayed:

Welcome Dy. Director(AR)
SPIO (Administrative Reforms.)

Note : Enter the Part 'A' of the Form within five days of receipt of Application
*** marked fields are Compulsory**

PART 'A'

1)* **Id No (Registration No)**

2)* **Name of the Applicant**

3) **Address of the Applicant**

House No

* Street/Locality/Road

District

City

State

Zip/Postal Code

4)* **Date of receipt of Application**

5)* **Source through which Application received**

6)* **Type of Request asked for**

Life or Liberty

Inspection of Documents

Copies of Documents

Sample of Material

The details asked in the form are as followed:

- 1) **ID No / Registration Number:** Enter the registration number as given to the applicant. Registration number can only be numeric.
- 2) **Name of the Applicant:** Enter the name of the applicant in the textbox provided.
- 3) **Address of the Applicant:** Enter the detailed address of the applicant. Street /locality/road is mandatory.
- 4) **Date of receipt of Application:** Select the date on which application is received.

5) **Source through which application is received:** Choose the Source of Application from the Combo Box.

6) **Type of request asked for:** You can choose one or more than one type of request. Check the checkbox for the corresponding type.

7) **Whether BPL Applications:** Check **yes** radio button if it is a BPL Application and **No** radio button if it is not a BPL Application.

8) **Particulars of Application Fee paid :** Enter the details of Application fee.
Application is detected automatically; BPL Applications have Rs 0 Application fees and NON BPL Applications have Rs 10 fees
If mode of payment is PO, you have to enter date of PO
If it is DD, you have to enter the date of DD
If it is Cash, enter receipt number
If it is Banker cheque , you have to enter the date of Banker cheque and Receipt no
If it is Banker draft, you have to enter the date of Banker cheque and Receipt no

9) **Give the Question in Brief:** Enter the question asked in the application
If there are more than one questions ,Click on the ADD NEW QUESTION button , a textbox will appear , you can enter another question in it.You can enter minimum one and maximum 7 questions.

10) **Time for Disposal:** By default each application is given 30 days for disposal .
Application from ASPIO are given 35 days
Life or Liberty Applications are given 2 days

Note:

1) At the top of the page you will see the link

[Menu](#)

[Logout](#)

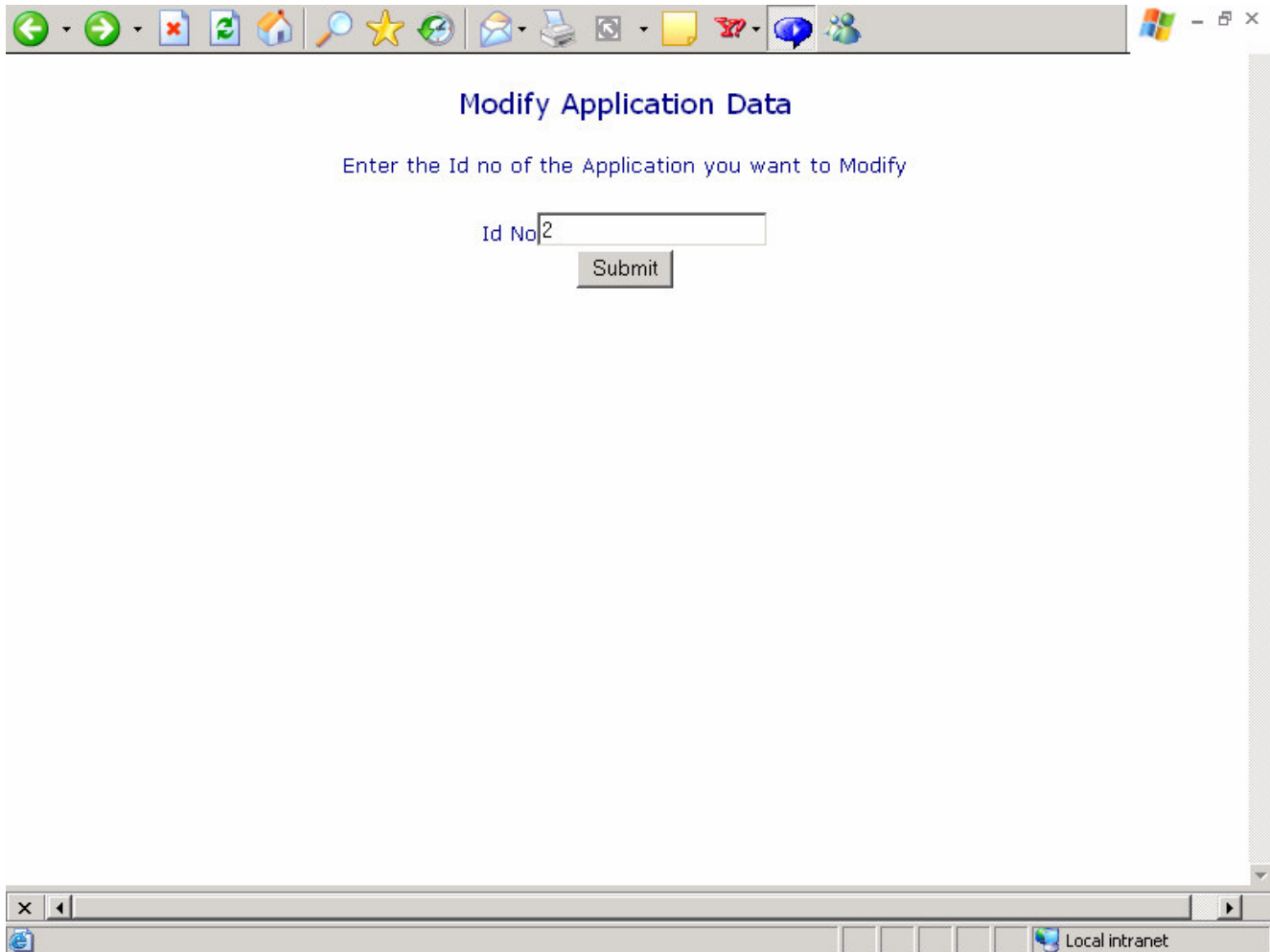
You can click on Menu to return to the main page and click on the Logout to return to the login page

2) * marked fields are mandatory

After entering the entire details click on the, Submit button and the application will be saved in our database.

7. Modify Application:

Click on the link” Modify Application “on the Main page .When you click on the link , the page as shown below is displayed



Enter the ID no of the Application you want to modify and click on submit button. When you click on the button the following page will be viewed

Welcome Dy. Director(AR)
SPIO (Administrative Reforms.)
Modify the Application Data

PART 'A'

1) **Id No (Registration No)**

2) **Name of the Applicant**

House No

Street/Locality/Road

District

City

State

Zip/Postal Code

4) **Date of receipt of Application**

5) **Source through which Application received**

6) **Type of Request asked for**

Life or Liberty

Inspection of Documents

Copies of Documents

Sample of Material

Done Local intranet

The details of the data will be shown in the textboxes. You can edit the data; following points should be kept in mind while editing the data

- 1) **Name of the Applicant:** Enter the modified name of the applicant in the textbox provided.
- 2) **Address of the Applicant:** Enter the detailed address of the applicant. Street /locality/road is mandatory.
- 3) **Date of receipt of Application:** Select the date on which application is received.
- 4) **Source through which application is received:** Choose the Source of Application from the Combo Box.
- 5) **Type of request asked for:** You can choose one or more than one type of request. Check the checkbox for the corresponding type.
- 6) **Whether BPL Applications:** Check **yes** radio button if it is a BPL Application and **No** radio button if it is not a BPL Application.

8) **Particulars of Application Fee paid** : Enter the details of Application fee.

Application is detected automatically; BPL Applications have Rs 0 Application fees and NON BPL Applications have Rs 10 fees

If mode of payment is PO, you have to enter date of PO

If it is DD, you. have to enter the date of DD

If it is Cash, enter receipt number

If it is Banker cheque , you have to enter the date of Banker cheque and Receipt no

If it is Banker draft, you have to enter the date of Banker cheque and Receipt no

9) **Give the Question in Brief:** Enter the question asked in the application

If there are more than one question, Click on the ADD NEW QUESTION button, a textbox will appear, you can enter another question in it. You can enter minimum one and maximum 7 questions.

10) **Time for Disposal:** By default each application is given 30 days for disposal.

Application from ASPIO are given 35 days

Life or Liberty Applications are given 2 days

Note:

1) At the top of the page you will see the link

[Menu](#)

[Logout](#)

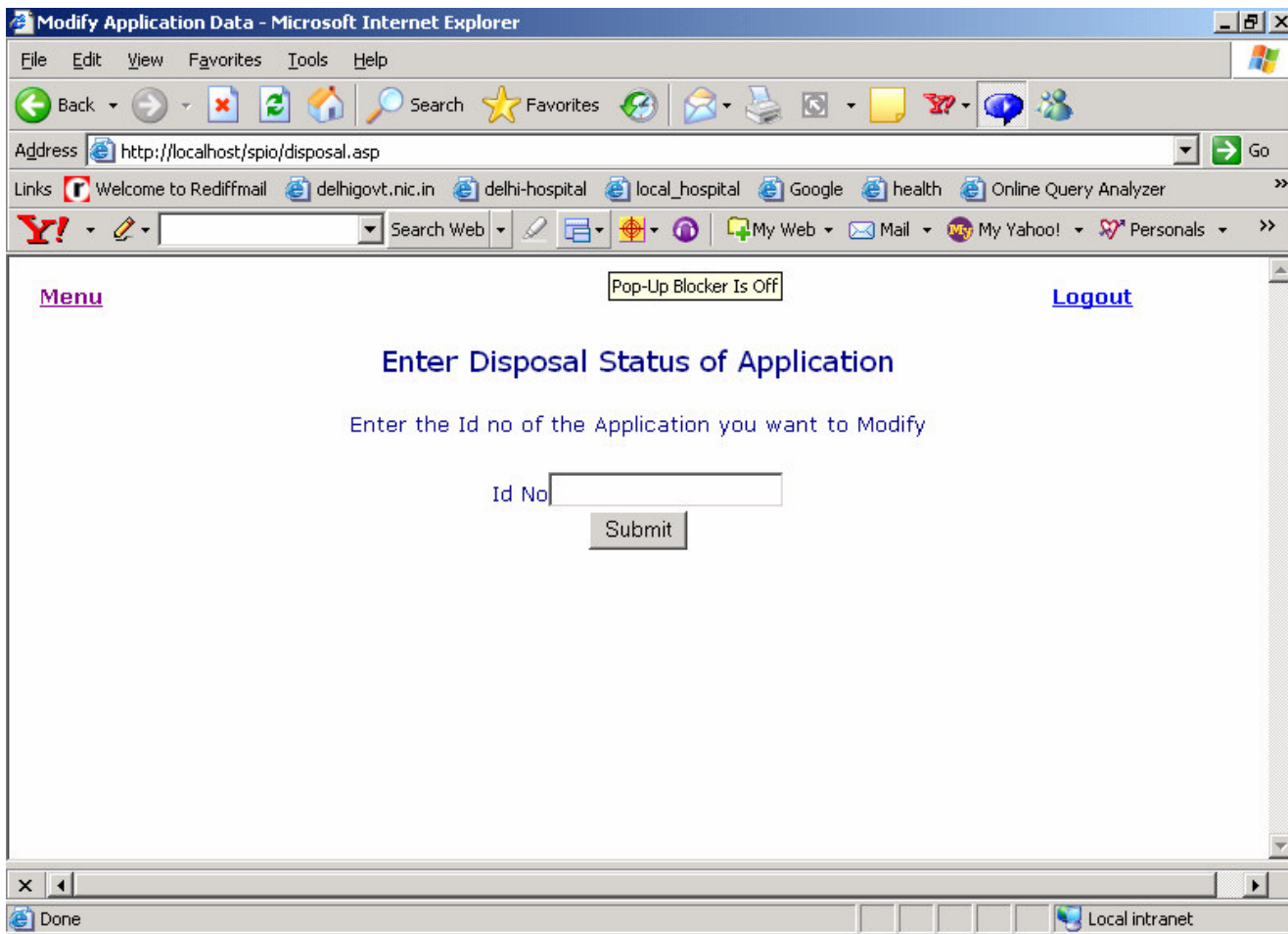
You can click on Menu to return to the main page and click on the Logout to return to the login page

2) * marked fields are mandatory

After entering all the details click on the, Update button and the application will be updated in our database.

8) Enter Disposal Status of the Application:

Click on the link "Enter Disposal Status of the Application" on the Main page
When you click on the link on the page as shown below is displayed



Enter the Id no of the Application for which you want to enter the disposal status of application and Click on Submit button. When you click the button, the following Page will be available

Welcome Dy. Director(AR)
SPIO (Administrative Reforms.)
Note : Enter the Disposal Status of the Application

1) ID NO (REGISTRATION NO)

2) **INFORMATION IDENTIFIED FOR FURTHER PAYMENT AND LETTER SENT FOR FURTHER FEE**

Photocopy Charges

Enter no of Copies

Cost of Photocopy (in Rs.)

Cost of Sample if Supplied (in Rs.)

Cost of Electronic Media (in Rs.)

Date on which letter was send

3) **ENTER STATUS OF DISPOSAL OF APPLICATION**

INFORMATION FULLY SUPPLIED

1)

Question

Done Local intranet

Note 1)

If the information is identified by the SPIO but further payment is required from the applicant. Click on the Checkbox

INFORMATION IDENTIFIED FOR FURTHER PAYMENT AND LETTER SENT FOR FURTHER FEE

and enter the details of the payment (whether it is photocopy fee , sample fee or Electronic Media fee)

Note 2)

If the Information is fully or partly Supplied or the Application is rejected or transferred to other public Authority, check the checkbox

ENTER STATUS OF DISPOSAL OF APPLICATION

Choose the radio button corresponding to the status you want to enter and enter the related information

Note 3)

At the top of the page you will see the link

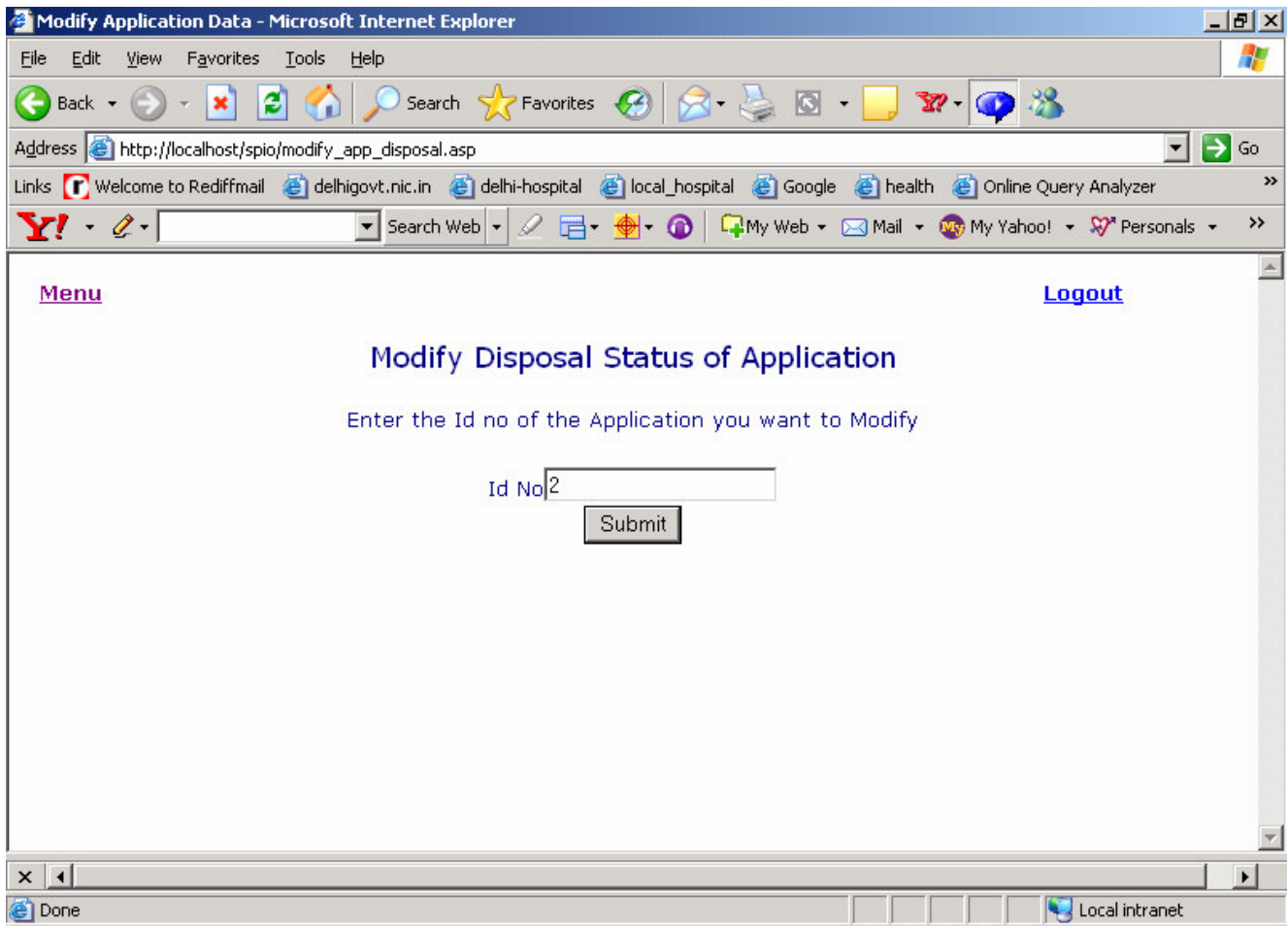
[Menu](#)

[Logout](#)

You can click on Menu to return to the main page and click on the Logout to return to the login page
After entering the entire details click on the, Submit button and the disposal status will be updated in our database.

9) Modify Disposal Status of Application

Click on the link” Modify Disposal Status of Application “on the Main page .When you click on the link, the page as shown below is displayed



Enter the Id no of the Application for which you want to modify the disposal status of application and Click on Submit button. When you click the button , the following Page will be available

The screenshot shows a web browser window with a title bar containing standard navigation icons. The main content area displays a welcome message for 'Dy. Director(AR) SPIO (Administrative Reforms.)' and a heading 'Modify Disposal Status of the Application'. Below this, a section titled 'PART 'B'' contains several form fields and checkboxes. The first field is '1) ID NO (REGISTRATION NO)' with a text input containing '2'. The second section, '2) INFORMATION IDENTIFIED FOR FURTHER PAYMENT AND LETTER SENT FOR FURTHER FEE', includes checkboxes for 'Photocopy Charges', 'Cost of Sample if Supplied', and 'Cost of Electronic Media'. Each has associated text input fields and a 'Calculate Cost' button. A date selector shows '18 October 2005'. The third section, '3) ENTER STATUS OF DISPOSAL OF APPLICATION', has a radio button selected for 'INFORMATION FULLY SUPPLIED'. Below it, a text input field contains 'what is bhagidari'. The browser's address bar shows 'Local intranet'.

The details of the data will be shown in the textboxes. You can edit the data; following points should be kept in mind while editing the data

Note 1)

If the information is identified by the SPIO but further payment is required from the applicant. Click on the Checkbox

INFORMATION IDENTIFIED FOR FURTHER PAYMENT AND LETTER SENT FOR FURTHER FEE

and enter the details of the payment (whether it is photocopy fee , sample fee or Electronic Media fee)

Note 2)

If the Information is Fully or partly Supplied or the Application is Rejected or transferred to other public Authority , check the checkbox

ENTER STATUS OF DISPOSAL OF APPLICATION

Choose the radio button corresponding to the status you want to enter and enter the related information

Note 3)

At the top of the page you will see the link

[Menu](#)

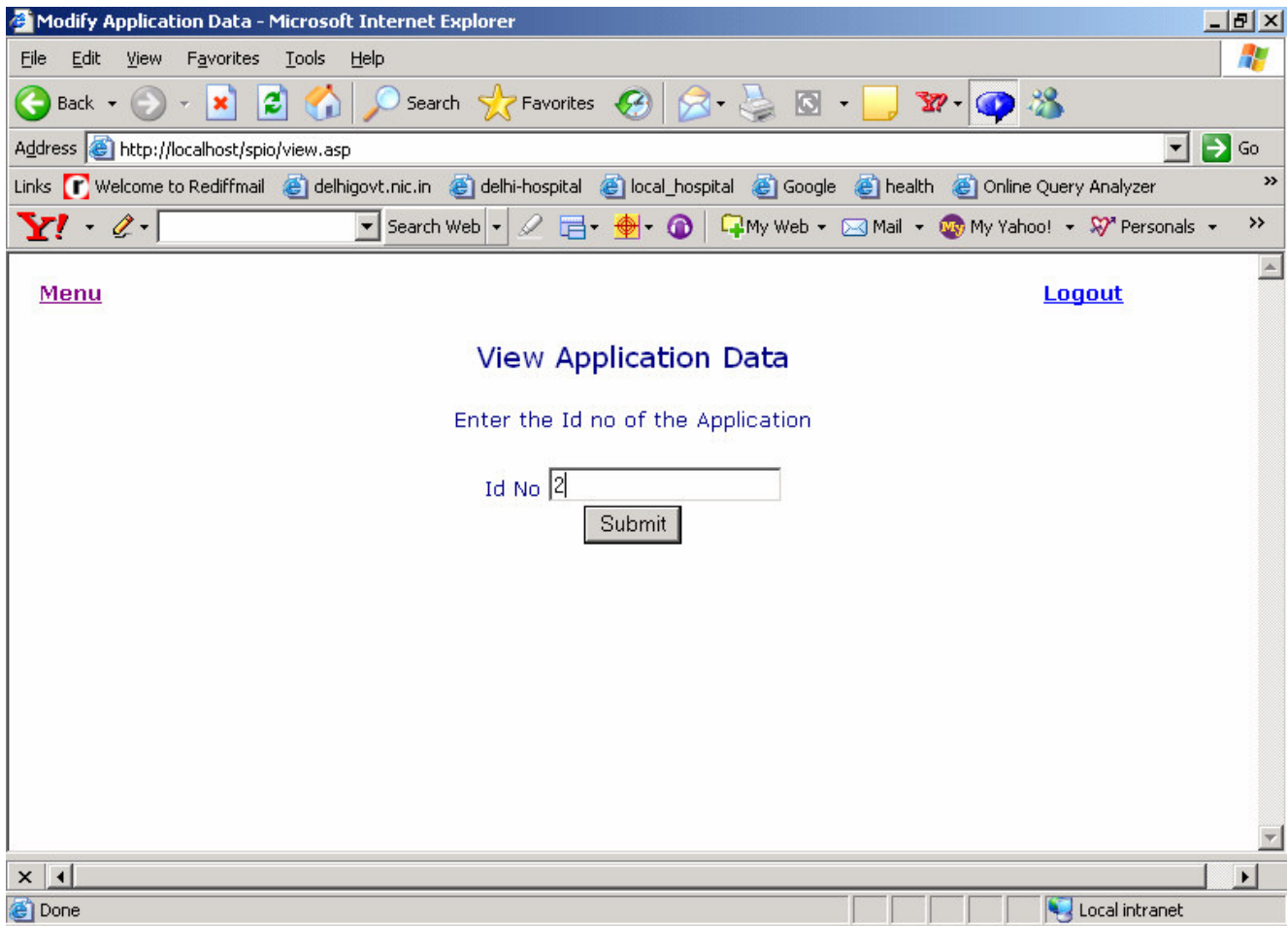
[Logout](#)

You can click on Menu to return to the main page and click on the Logout to return to the login page

After entering the entire details click on the, Submit button and the disposal status will be updated in our database.

10) View Application:

Click on the link” View Application “on the Main page .When you click on the link, the page as shown below is displayed



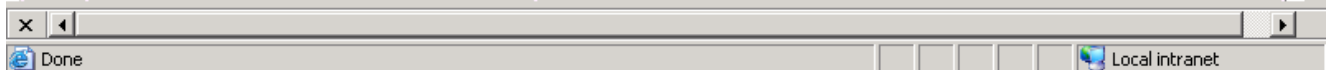
Enter the Idno of the Application for which you want to view the data and click on submit button. When you click on the button the following page will be visible describing the details of the Application

[Menu](#)

[Logout](#)

Detail of the Application with the Id No 2

1)	ID No	2
2)	Name of the Applicant	Anju Arora
3)	Address of the Applicant	geeta colony
4)	Date of Application	11/8/2005
5)	Source of Application	Directly by SPIO
6)	Type of Request asked for	Sample of Material
7)	Whether BPL or Not	No



Note:

At the top of the page you will see the link

[Menu](#)

[Logout](#)

You can click on Menu to return to the main page and click on the Logout to return to the login page