

URL : <https://rtionline.delhi.gov.in/RTIMIS>

(1) **Updation of Nodal Officer Details** : use the option:

MASTER UPDATION-> PUBLIC AUTHORITY DETAILS



Screen No.. 1

On clicking **PUBLIC AUTHORITY DETAILS**, the below screen (Screen No.. 2) would be opened:



Screen No.. 2

Click on

Update Public Authority Name -> eg Update General Administration Department .

Screen No. 3 below may be referred

RTI Request & Appeal Management Information System (RTI-MIS)

Govt. of NCT of Delhi

HOME SEARCH ASSESSMENT MASTER UPDATION ANNUAL RETURN UTILITIES REPORT LOGIN HISTORY LOGOUT

UPDATE ORGANIZATION

Public Authority: General Administration Department **Role :** Nodal Officer **User :** Nodal Officer

[General Administration Department]

(Please note that fields prefixed with * are mandatory)

| | | |
|---|---------------|-------------------------------------|
| * Officer Name : | Nodal Officer | |
| * Designation : | Nodal officer | |
| * Contact Address : | Delhi | |
| | | |
| * State : | Delhi | ▼ |
| E-mail Address : | | |
| Phone Number : | | |
| Fax Number (If any) : | | |
| Website Address(URL) of Public Authority : | | <input type="button" value="view"/> |
| Webpage Link of RTI Manuals/Disclosures u/s 4/19(8) : | | <input type="button" value="view"/> |
| Last Date of Uploading/Updating Pro-active Disclosures in website : | 01/05/2016 | <input type="button" value="view"/> |

Screen No.. 3

In the above screen no. 3, The following fields should be updated mandatorily:

Officer Name

Contact Address

E-mail Address

Phone no.

Click on Submit button to complete the process

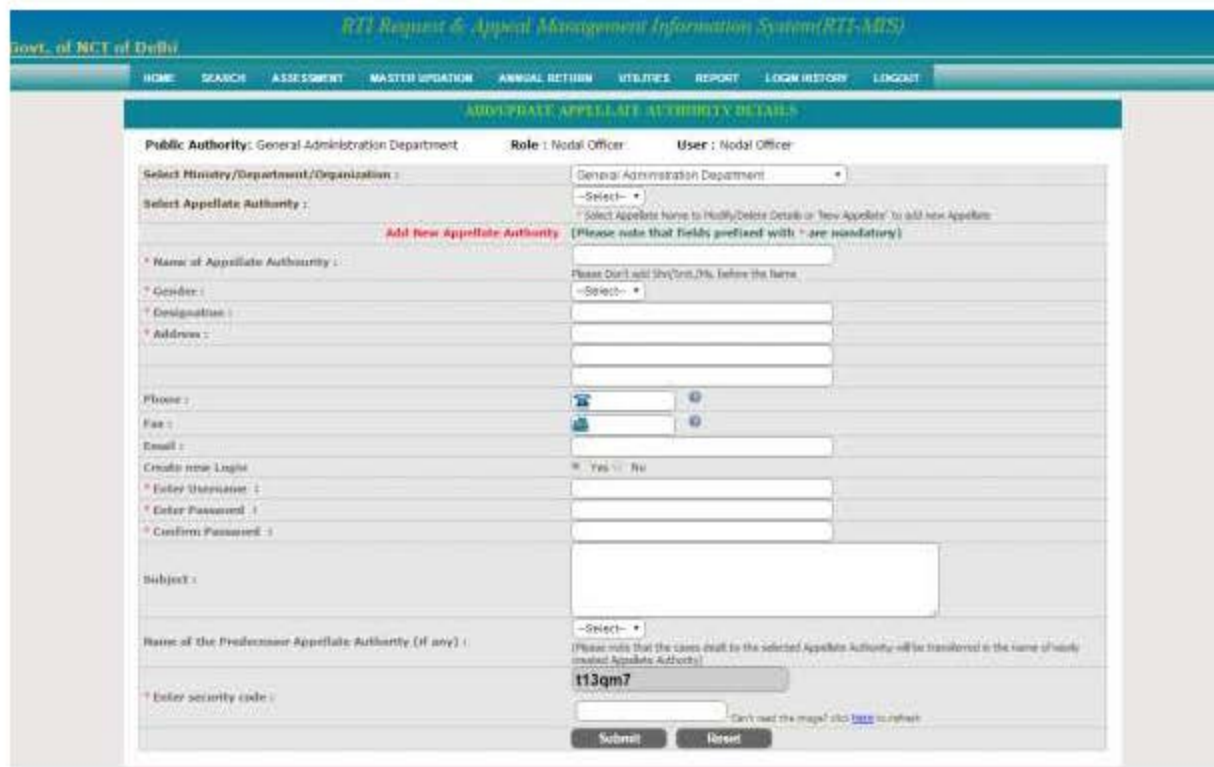
(2) **Creation of Appellate Authority**: use the option:

MASTER UPDATION-> APPELLATE AUTHORITY DETAILS



Screen No.. 4

On clicking **APPELLATE AUTHORITY DETAILS**, the below screen (Screen No.. 5) would be opened:



Screen No.. 5

Creation of Appellate Authority: In the above screen no. 5, the following fields should be entered under **Add New Appellate Authority**

Name Of Appellate Authority

Gender

Designation

Address

Phone

Email

Create new Login : Yes

*** Enter Username :**

*** Enter Password :**

*** Confirm Password :**

*** Enter security code :**

Click on Submit button to complete the process

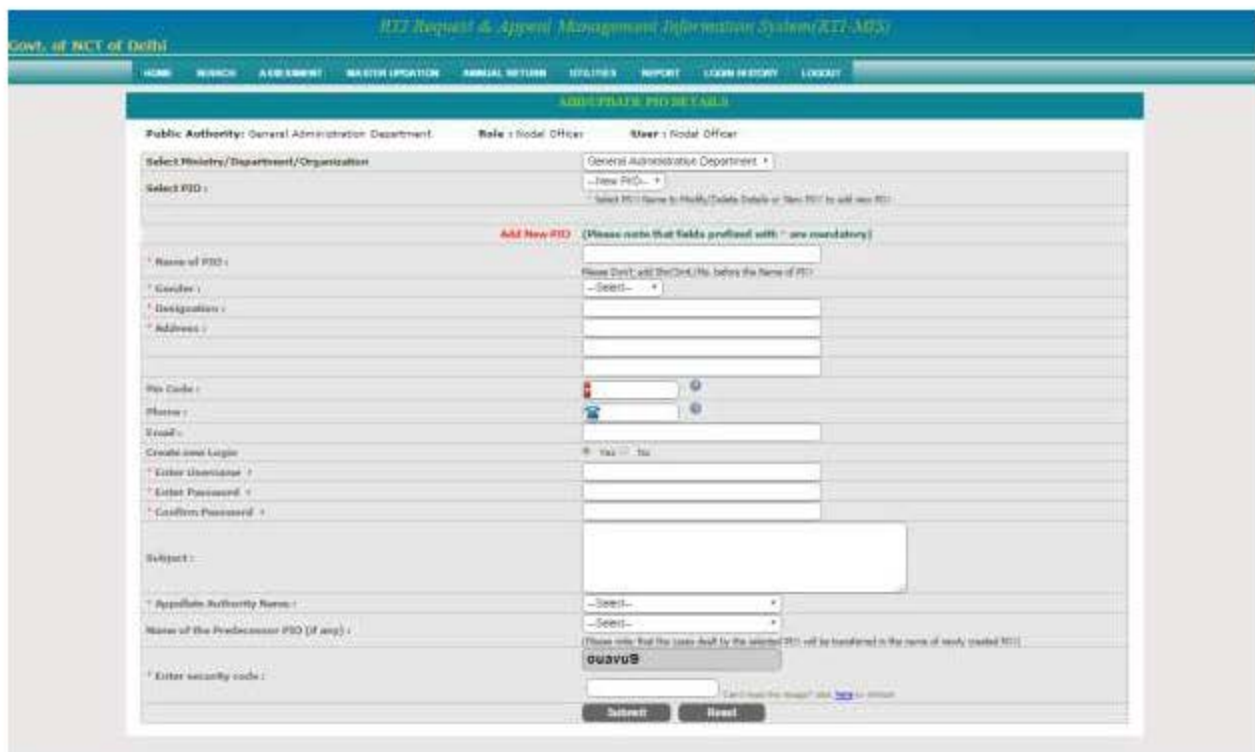
(3) **Creation of PIO** : use the option:

MASTER UPDATION-> PIO DETAILS



Screen No..6

On clicking **PIO DETAILS**, the below screen (Screen No.. 7) would be opened:



Screen No..7

Creation of PIO :In the above screen no. 7, The following fields should be entered under **Add New PIO**

Name of PIO

Gender

Designation

Address

Phone

Email

Create new Login : Yes

* Enter Username :

* Enter Password :

* Confirm Password :

* Enter security code :

* Appellate Authority Name : Select the Appellate Authority created by Nodal officer

Click on Submit button to complete the process

(4) Creation of Secretariat/RTI cell user : for entry of RTI Request & First Appeal received manually by Public Authority

Use the Option:

UTILITIES-> Create Login



Screen No..8

Following **screen no.9** would be displayed below:



Screen No..9

Select Role: Secretariat/RTI cell and following screen no. 10 would be opened.

Govt. of NCT of Delhi

RTI Request & Appeal Management Information System (RTI-MIS)

HOME SEARCH ASSESSMENT MASTER UPDATE ANNUAL RETURN UTILITES REPORT LOGIN HISTORY LOGOUT

CREATE LOGIN FORM

Public Authority: General Administration Department Role : Nodal Officer User : Nodal Officer

View Login User List Add New Login User

* Select Role : Secretariat/RTI Cell [04]

* Enter Username :

* Enter Password :

Add New (Please note that fields prefixed with * are mandatory)

* Name :
Please Don't add Shri/Smt./Ms. before the Name of PIO

* Sex : --Select--

* Designation :

* Address :

Dia Code :

Phone :

Email :

Screen No..10

Creation of Secretariat/RTI cell User: In the above screen no. 10, the mandatory fields should be entered

Click on Submit button to complete the process