

RTI Dashboard Manual

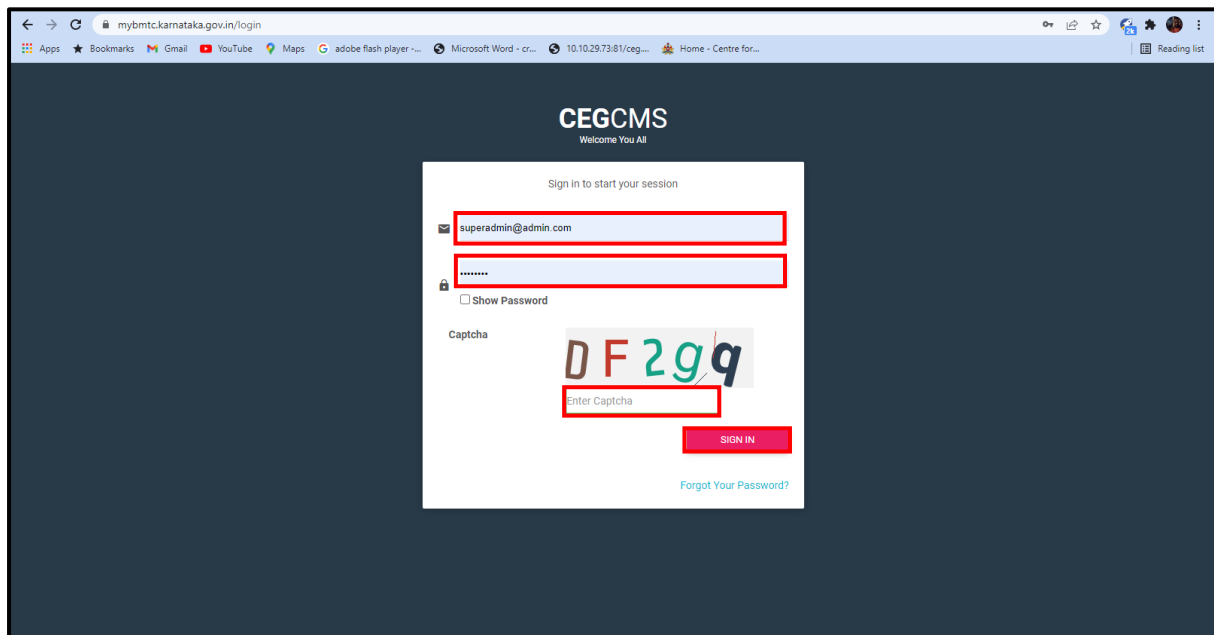
Role of RTI Nodal Officer



Karnataka Web Portal

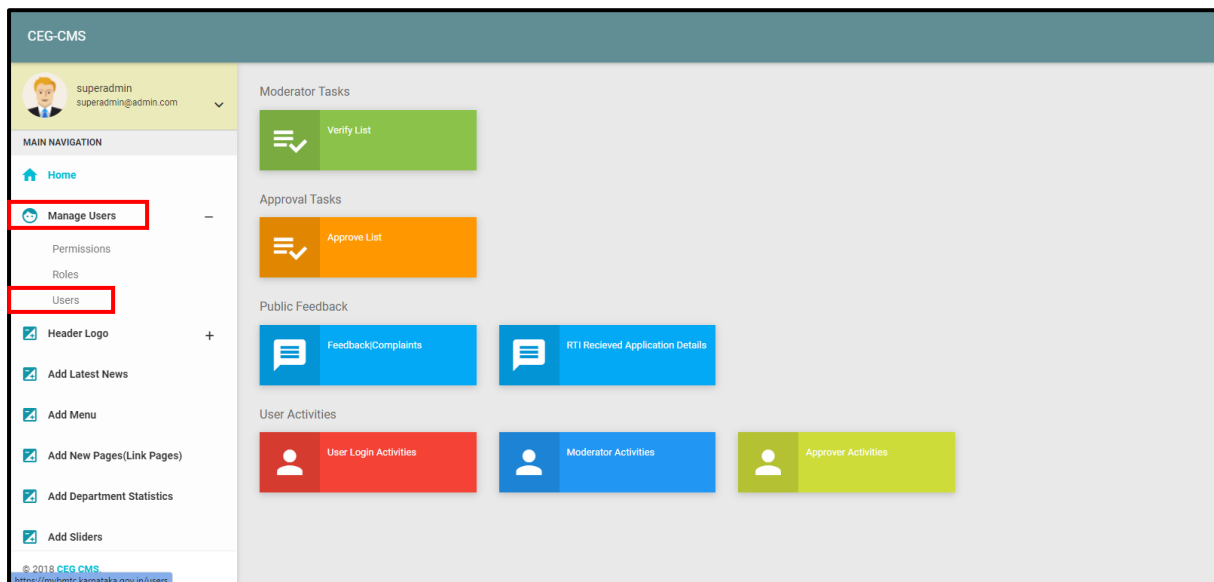
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Step 1: The RTI Nodal Officers must login to the CMS with the already existing credentials provided to them. Later, enter the CAPTCHA before clicking on the **Sign In** button.

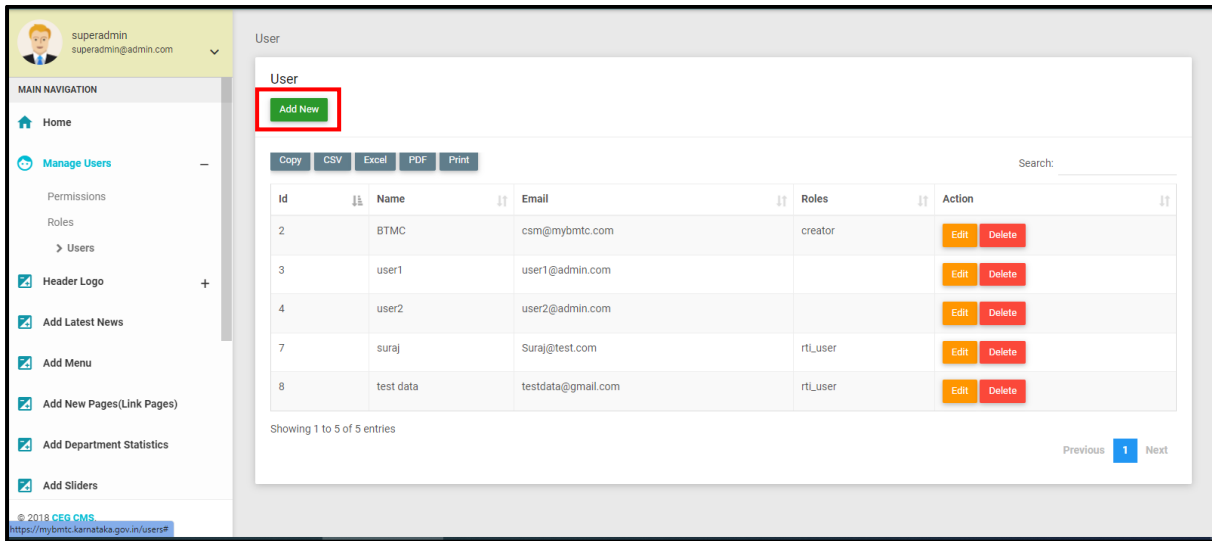


CREATING USERS FOR RTI

Step 2: Nodal Officer must create a **USER** for PIO in RTI Dashboard. In order to create a **USER**, click on **Manage User** and later on **Users**.



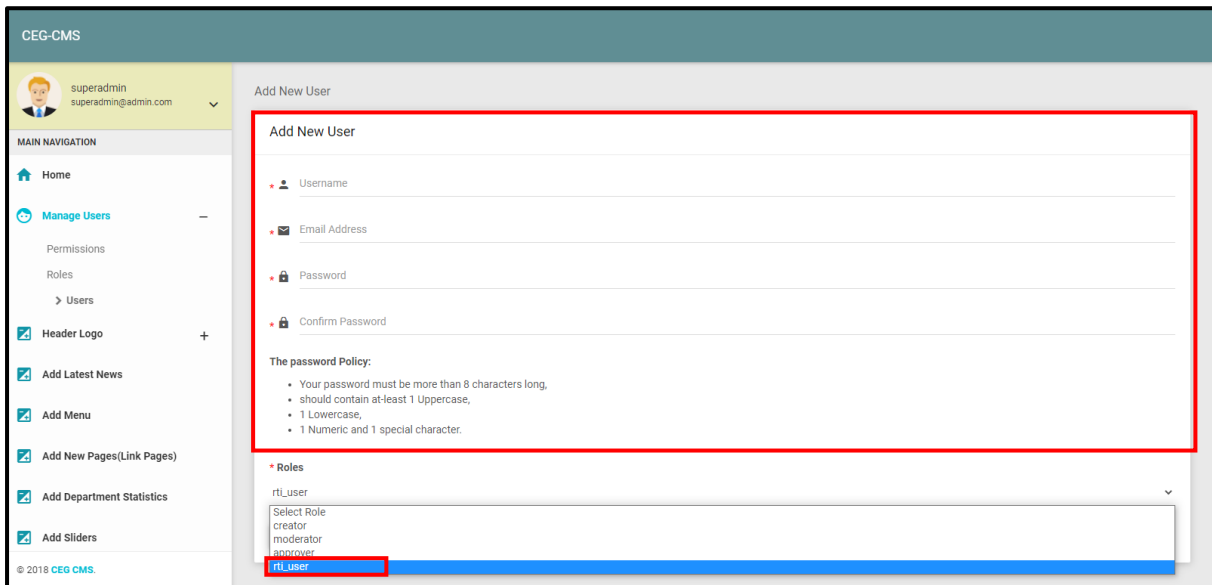
Step 3: Later click on **ADD NEW** button.



The screenshot shows a user management interface. On the left is a sidebar with navigation options like Home, Manage Users, Permissions, Roles, Users, Header Logo, Add Latest News, Add Menu, Add New Pages(Link Pages), Add Department Statistics, and Add Sliders. The main content area is titled 'User' and contains a table of existing users. A green 'Add New' button is highlighted with a red box at the top left of the table area. Below the table are pagination controls showing 'Showing 1 to 5 of 5 entries' and 'Previous 1 Next'.

Id	Name	Email	Roles	Action
2	BTMC	csm@mybmtc.com	creator	Edit Delete
3	user1	user1@admin.com		Edit Delete
4	user2	user2@admin.com		Edit Delete
7	suraj	Suraj@test.com	rtL_user	Edit Delete
8	test data	testdata@gmail.com	rtL_user	Edit Delete

Step 4: Enter the details of the **NEW USER** and then select the role of user as **RTI USER** from the roles listed in the drop down.



The screenshot shows the 'Add New User' form. The form fields are: Username, Email Address, Password, and Confirm Password. Below these fields is a 'The password Policy:' section with a list of requirements: 'Your password must be more than 8 characters long', 'should contain at-least 1 Uppercase', '1 Lowercase', and '1 Numeric and 1 special character'. Under the '* Roles' section, there is a dropdown menu with 'rtL_user' selected. The 'rtL_user' option is highlighted with a blue box. The entire form area is enclosed in a red box.

Step 5: Later, click on the **SUBMIT** button and the **NEW USER** will be created.

The screenshot shows the 'Add New User' form in a CMS interface. The form includes the following fields and sections:

- Username**: A text input field.
- Email Address**: A text input field.
- Password**: A text input field.
- Confirm Password**: A text input field.
- The password Policy:**
 - Your password must be more than 8 characters long.
 - should contain at-least 1 Uppercase,
 - 1 Lowercase,
 - 1 Numeric and 1 special character.
- * Roles**: A dropdown menu labeled 'Select Role'.
- SUBMIT**: A blue button at the bottom of the form, highlighted with a red box.

FOR NODAL OFFICER TO ENTER RTI APPLICATION DETAILS

Step 1: Click on the **RTI Form** button on the left side bar of the page.

The screenshot shows the CEG-CMS dashboard. The left sidebar contains a menu with the following items:

- Add Menu
- Add New Pages(Link Pages)
- Add Department Statistics
- Add Sliders
- Info Boxes
- Manage Blog
- Upload PDF/Image/CSV File
- RTI Form** (highlighted with a red box)
- Upload Image Gallery
- Settings

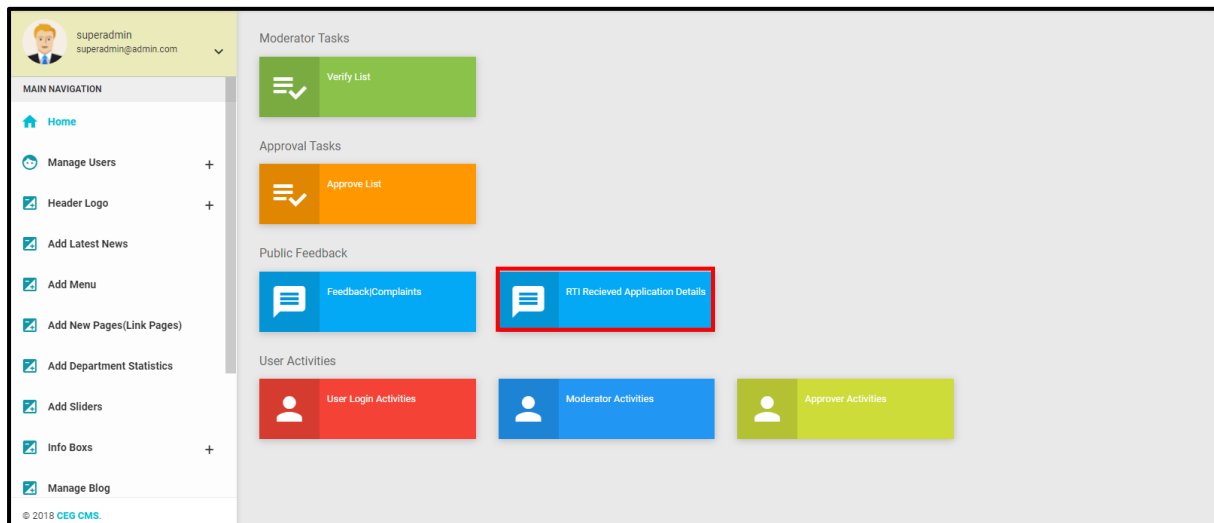
The main content area displays the following sections:

- Moderator Tasks**: A green button labeled 'Verify List'.
- Approval Tasks**: An orange button labeled 'Approve List'.
- Public Feedback**: Two blue buttons labeled 'Feedback/Complaints' and 'RTI Feedback'.
- User Activities**: Three buttons labeled 'User Login Activities' (red), 'Moderator Activities' (blue), and 'Approver Activities' (green).

Step 2: The RTI Nodal Officer must enter the details of **date of application received, name of the applicant, application number, PIO (Public Information Officer) assigned** and the initial amount paid by the applicant while submitting the application in the RTI Application Receipt Register page before clicking on the **Submit** button.

The screenshot shows the 'RTI Application receipt register' form within the CEG-CMS interface. The form is titled 'RTI Application receipt register' and is located on the right side of the page. The left sidebar contains a 'MAIN NAVIGATION' menu with options like Home, Manage Users, Header Logo, Add Latest News, Add Menu, Add New Pages(Link Pages), Add Department Statistics, Add Sliders, Info Boxes, and Manage Blog. The form fields include: 'Date of application' (dd-mm-yyyy), 'Application Number', 'Information Sought', 'Applicant Name', and 'Assigned PIO'. Below these fields is the 'Initial payment details' section with a 'Payment details' input field and a 'Submit' button. The 'Submit' button is highlighted with a red box.

Step 3: Click on **Home** button and select the **RTI Application Received Details** button.



Step 4: The Nodal Officer has also the **Search** option to find the right application. The desired application can be found by entering the name of the applicant, date of the application received or the application number.

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains navigation options like Home, Manage Users, Header Logo, Add Latest News, Add Menu, Add New Pages(Link Pages), Add Department Statistics, Add Sliders, Info Boxes, and Manage Blog. The main content area has a search bar at the top right, highlighted with a red box. Below the search bar is a table with columns: Id, Date of Application, Application Number, Application Name, Information Sought, and Assigned PIO. The table contains four entries. At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' buttons.

Id	Date of Application	Application Number	Application Name	Information Sought	Assigned PIO
1	2022-02-28	RVTUM/R/2022/60032		ಶಿರಾ ತಾಲ್ಲೂಕು ಗೌಡಗಿರಿಹೋಬಳಿಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 70/1 ಮತ್ತು 70/3 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮ್ಯಾಟರ್‌ನಲ್ಲಿ ಡಿಟಿಲ್ ನಂಬರು MR-11/1997-1998, ಹಾಗೂ MR-1/1998-1999, Dated:24.07.1998 ಗಳ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು ಮತ್ತು ಇದೇ ಗೌಡಗಿರಿ ಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 1/1 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ MR7/1967-1968 ರಂತಿರುವ ಮ್ಯಾಟರ್‌ನಲ್ಲಿ ಡಿಟಿಲ್ ರಾಜಸ್ವಾಮಿ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು. ಹಾಗೂ ಇದೇ ಗೌಡಗಿರಿಹೋಬಳಿ ಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 70/1 ಮತ್ತು 70/3 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ 1967 ರಿಂದ 2001 ರ ತನಕ ಇರುವ ಕೈ ಬರಹದ ಪರಿಶೀಲನೆ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು.	Assistant comm Tumakur
2	2022-02-28	RVTUM/R/2022/60033		ಶಿರಾ ತಾಲ್ಲೂಕು ಗೌಡಗಿರಿಹೋಬಳಿಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು RR2D-23/15, Dated: 05.11.2015 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ತಹಶೀಲ್ದಾರರ ಆದೇಶ ಮತ್ತು ಅಸಂಬಂಧಪಟ್ಟಂತೆ ಇರುವ ಪೂರಾ ಕಡತವನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು ಮತ್ತು ಮಧುಗಿರಿ ಉಪ ವಿಭಾಗಾಧಿಕಾರಿಗಳ ಆದೇಶ ಸಂಖ್ಯೆ ಆರ್. ಆರ್. ಟಿ(ಡಿ) ಸಿ.ಆರ್ 35/12-13 Dated: 23.01.2012 ರಂತಿರುವ ಆದೇಶ ಮತ್ತು ಅಸಂಬಂಧಪಟ್ಟಂತೆ ಇರುವ ಪೂರಾ ಕಡತವನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡಲು ಕೋರಲಾಗುತ್ತದೆ.	Assistant comm Tumakur
3	2022-02-25	RVTUM/R/2022/80007		ತುಮಕೂರು ಜಿಲ್ಲೆಯ ಚಿಕ್ಕನಾಯಕನಹಳ್ಳಿ ತಾಲ್ಲೂಕಿನ ಕಸಬಹೋಬಳಿಯ ಮಾರನಂದ್ರ ಗ್ರಾಮದ ಚುನಾವಣಾ ಮತದಾರರ ಪಟ್ಟಿ ಯನ್ನು 1980 ರಿಂದ 1995ನೇ ಇಸವಿಯವರೆಗಿನ ಪಟ್ಟಿ ಯನ್ನು ದಯವಿಟ್ಟು ಒದಗಿಸಬೇಕೆಂದು ಈ ಮೂಲಕ ತಮ್ಮ ಲ್ಲಿ ಕಟ್ಟಿ ಕೊಳ್ಳುವ ತ್ತೇ ನ	Tahalsidar
4	2022-02-27	RVTUM/R/2022/60031		Please provide Status of the below Application Application Number : LND RUC CR 09/2021 2022 RPR 83/2021-2022 Land 1 to 5 File, file is submitted to Chikkanayakanahalli Tehalsildar. Land Details Survey Number - 72 Village - Bevinahalli Hobli - Handanakere	Tahalsidar

Step 5: Once the application is selected, the officer needs to the on the **Edit** button for them to enter additional details with respect to that particular application.

The screenshot shows the same web application interface as in Step 4, but now the 'Edit' button for the first application in the table is highlighted with a red box. The table now includes an 'Edit' column for each row. The 'Information Sought' column for the first application is expanded to show more details: 'ಶಿರಾ ತಾಲ್ಲೂಕು ಗೌಡಗಿರಿಹೋಬಳಿಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 70/1 ಮತ್ತು 70/3 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಮ್ಯಾಟರ್‌ನಲ್ಲಿ ಡಿಟಿಲ್ ನಂಬರು MR-11/1997-1998, ಹಾಗೂ MR-1/1998-1999, Dated:24.07.1998 ಗಳ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು ಮತ್ತು ಇದೇ ಗೌಡಗಿರಿ ಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 1/1 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ MR7/1967-1968 ರಂತಿರುವ ಮ್ಯಾಟರ್‌ನಲ್ಲಿ ಡಿಟಿಲ್ ರಾಜಸ್ವಾಮಿ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು. ಹಾಗೂ ಇದೇ ಗೌಡಗಿರಿಹೋಬಳಿ ಹೊನ್ನೆ ನಹಳ್ಳಿ ಗ್ರಾಮದ ಸರ್ವೆನಂಬರು 70/1 ಮತ್ತು 70/3 ಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ 1967 ರಿಂದ 2001 ರ ತನಕ ಇರುವ ಕೈ ಬರಹದ ಪರಿಶೀಲನೆ ಯಥಾ ಪ್ರತಿ ಯನ್ನು ದೃಢೀಕರಿಸಿ ನೀಡುವುದು.'

Step 6: The Nodal officers will have to enter the required details in the new page that opens after selecting the **Edit** button (as explained in the previous image). The Nodal officer must enter the details of **Endorsement (if any)/Additional Payment Date, Reply by Applicant Date (if any), If Application is transferred to other PIO, Details of information to applicant, Information sent date, Appealed Date, Reason for Rejection and Reason for the Appeal (marked within the brackets)**. They can also **upload** corresponding documents with respect to RTI Application received before clicking on the **Submit** button. The officer has also the option of marking the Application status as **In Progress, Closed or Rejected**.