# RTI MANAGEMENT

Roles of Various Departments in Responding to RTIs sent by RTI cell
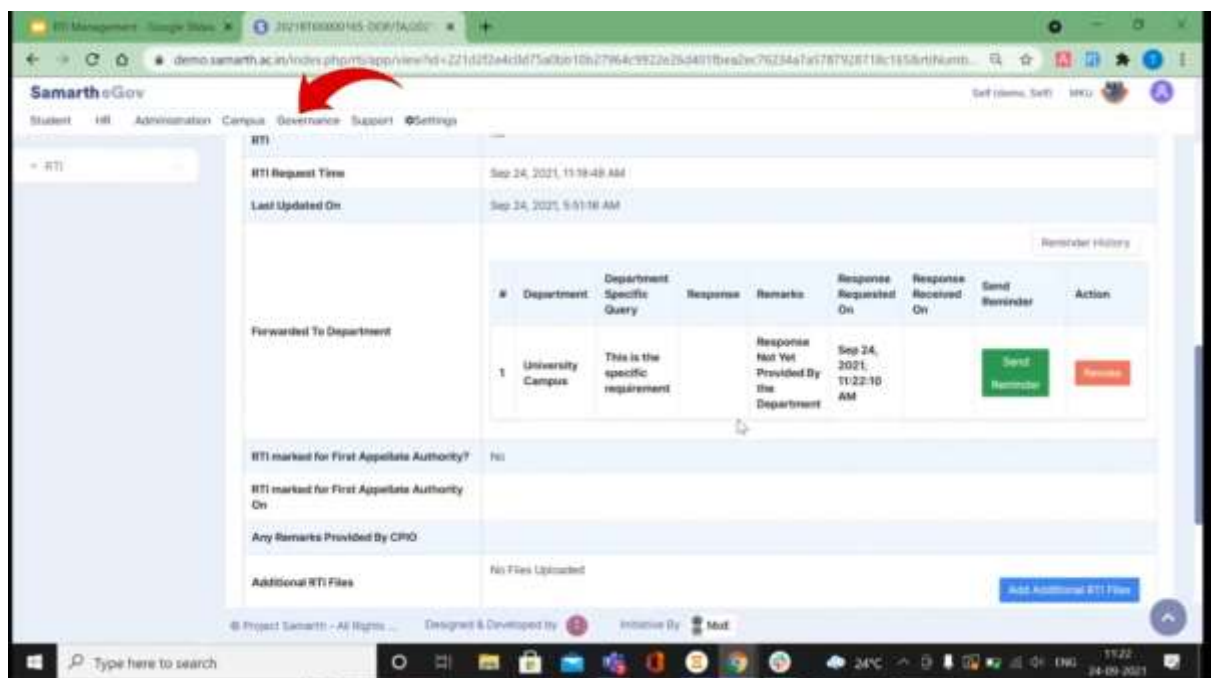
**CPIO Interface**

### Navigation Steps

1. Click on **Governance**.

2. Click on **RTI Management**.

3. Click on **View Details**.
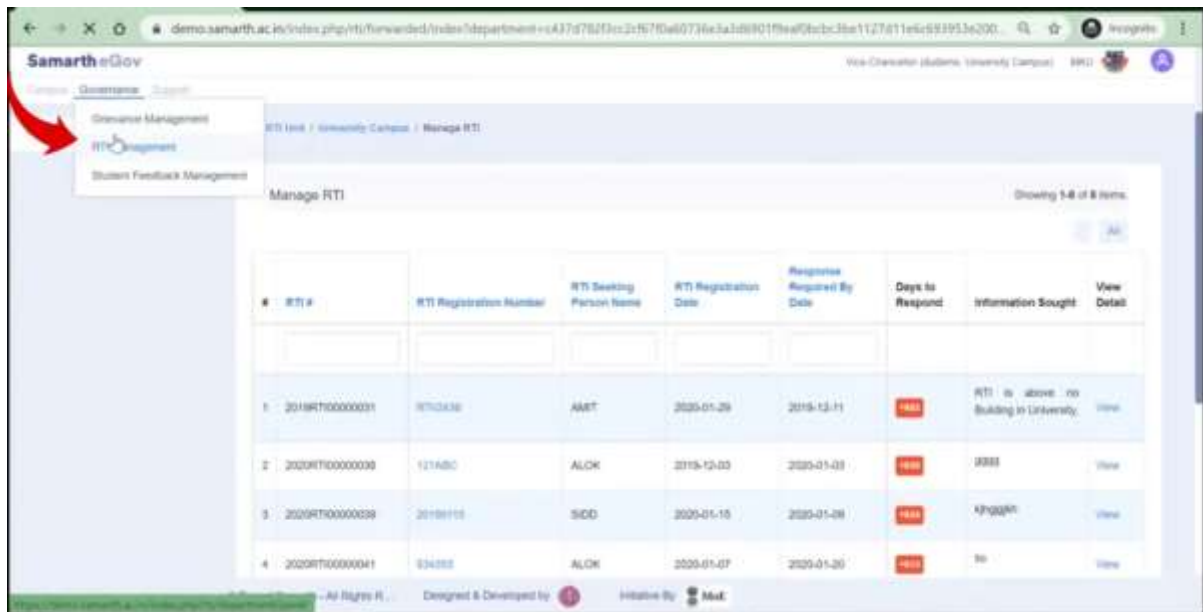
4. Click on **Respond to the RTI**.

STEP 1 – Click on the **Governance**

This will open the module containing various administrative functions.
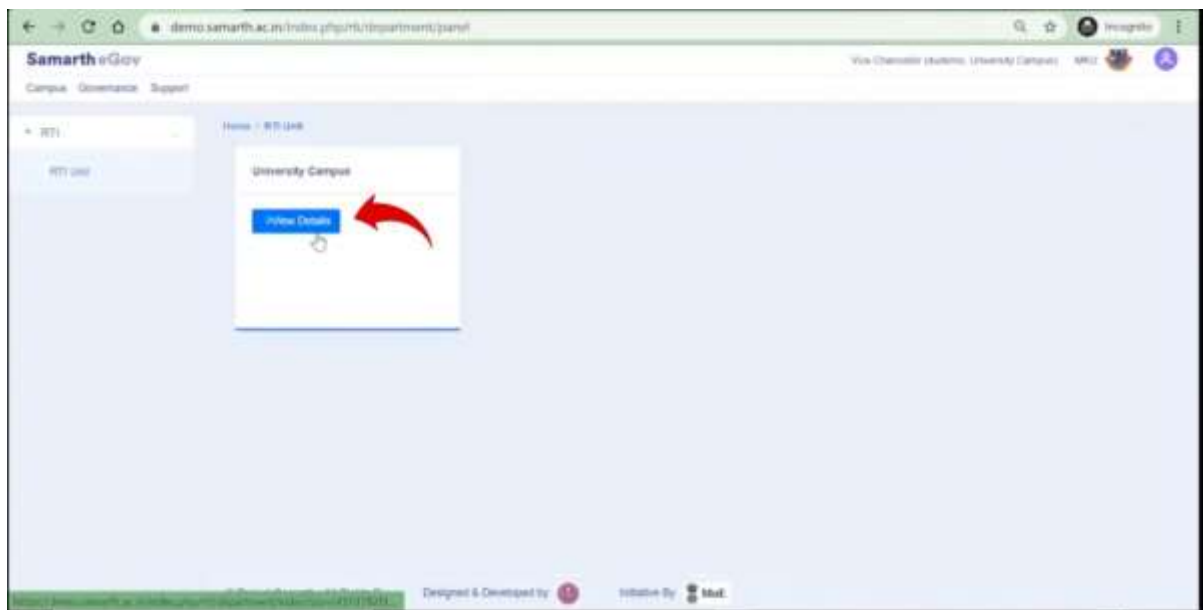
STEP 2 – Select the **RTI Management**

This section provides access to all RTI-related records



STEP 3 – Click on the **view details**

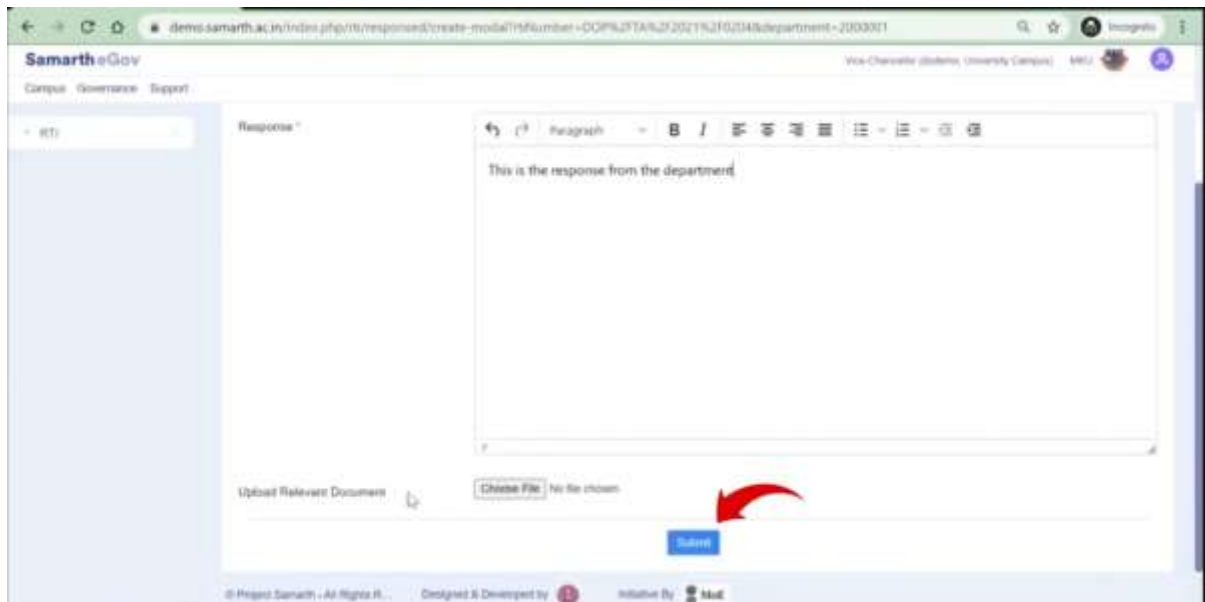- This section displays the total number of RTIs requests.



. You can also view the pending RTIs.

.Click on any RTI entry to proceed with the response.
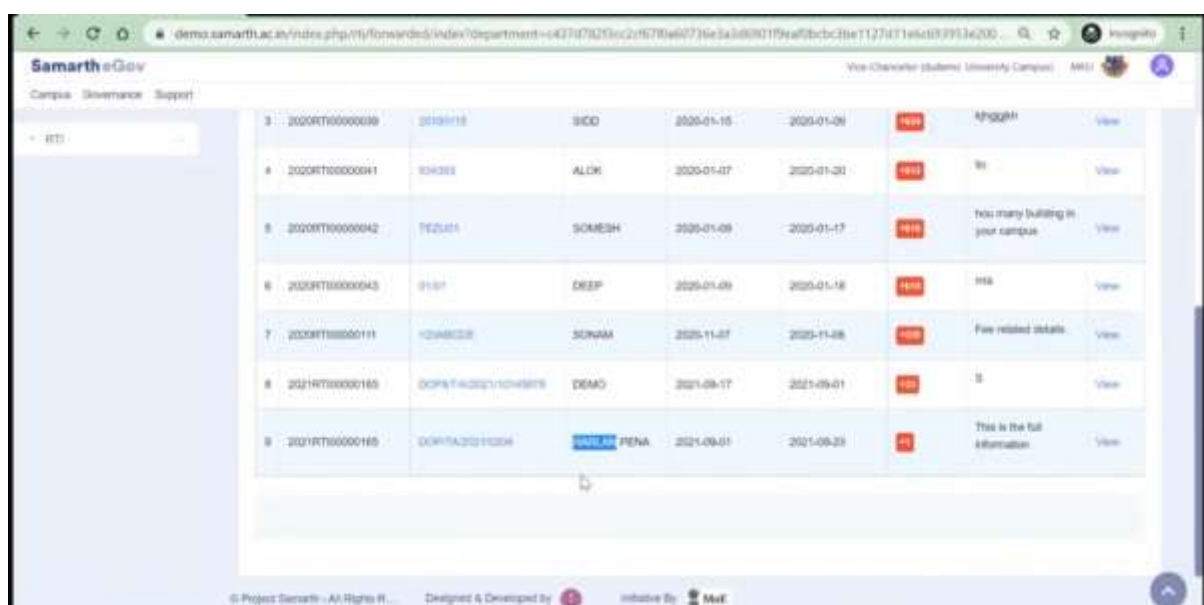
# Submitting an RTI Response

1. Select the specific RTI request.

2. Fill in all the required details carefully.

3. Click the **Submit** button to forward your response.



After submission, wait for the RTI Officer's (RTI cell/dept) review.

- **If the response is accepted:** The process for that RTI request is completed.

- **If the response is not accepted:** You will be required to revise and submit an updated response.