

RTI MANAGEMENT

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

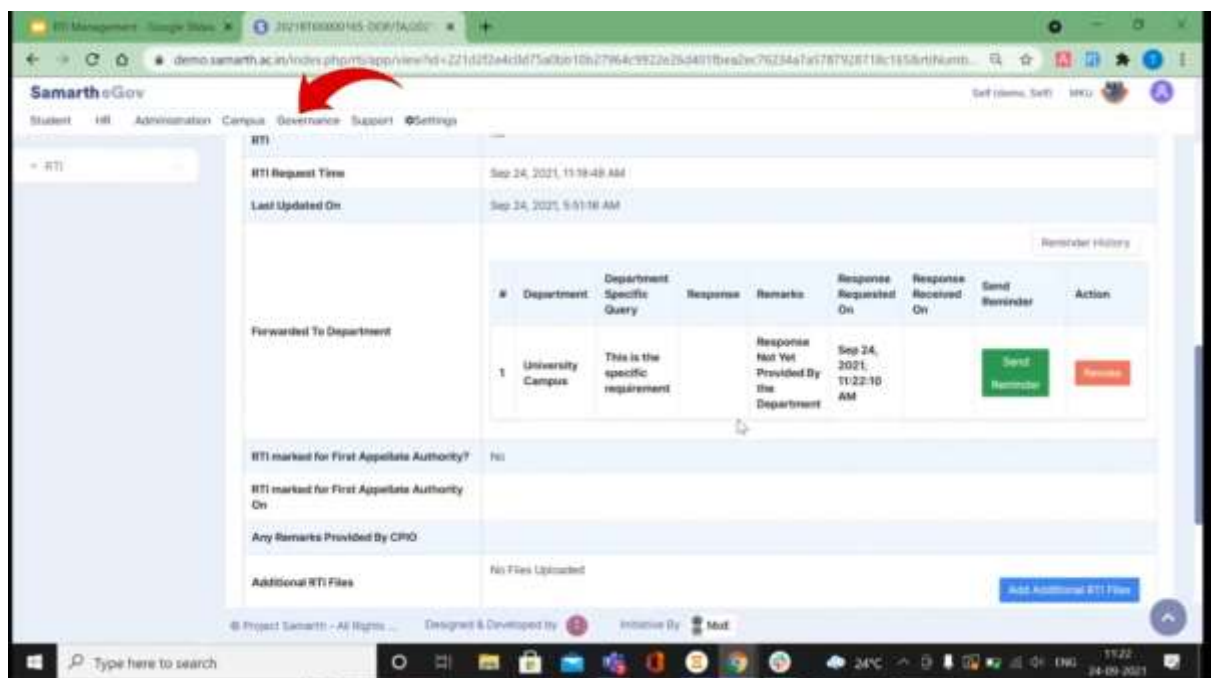
CPIO Interface

Navigation Steps

1. Click on **Governance**.
2. Click on **RTI Management**.
3. Click on **View Details**.
4. Click on **Respond to the RTI**.

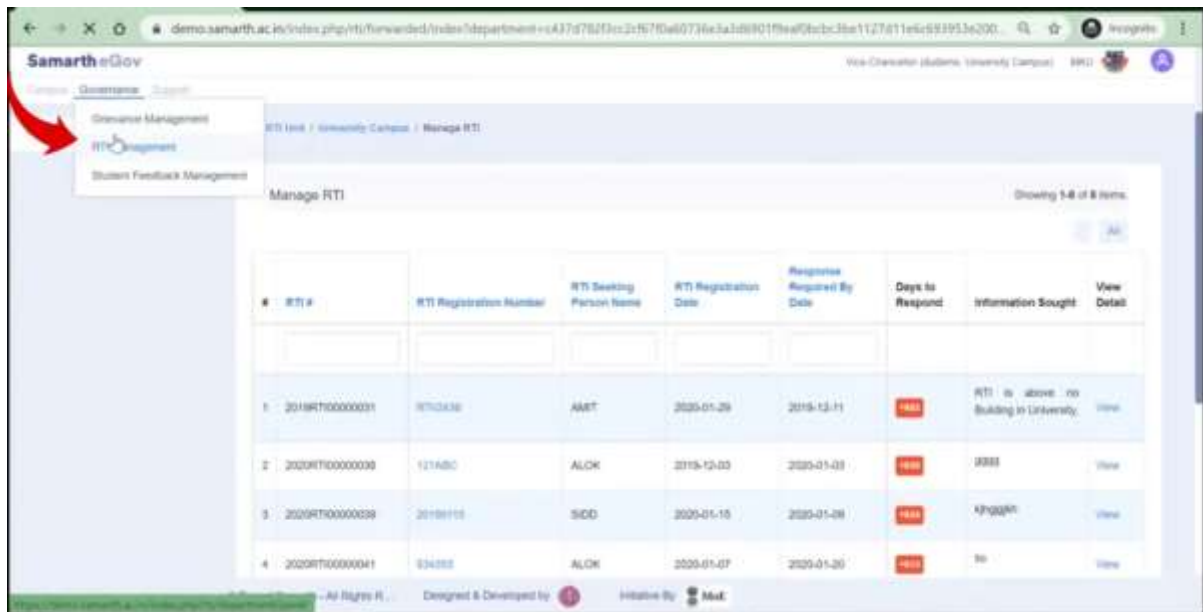
STEP 1 – Click on the **Governance**

This will open the module containing various administrative functions.



STEP 2 – Select the **RTI Management**

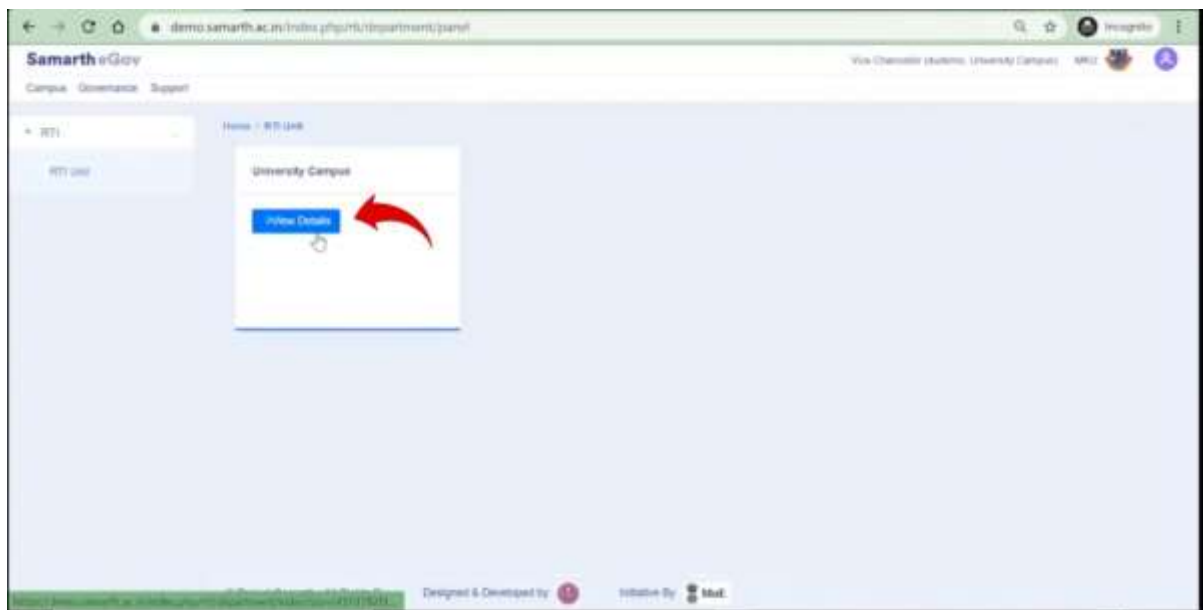
This section provides access to all RTI-related records



The screenshot shows the Samarth eGov portal interface. On the left sidebar, a red arrow points to the 'RTI Management' link. The main content area is titled 'Manage RTI' and displays a table of RTI records. The table has the following columns: #, RTI #, RTI Registration Number, RTI Seeking Person Name, RTI Registration Date, Response Required By Date, Days to Respond, Information Sought, and View Detail. The table contains four records, each with a 'View' link.

#	RTI #	RTI Registration Number	RTI Seeking Person Name	RTI Registration Date	Response Required By Date	Days to Respond	Information Sought	View Detail
1	2019RTI00000031	RTI0336	AART	2019-01-29	2019-12-11	1000	RTI is about no building in University.	View
2	2020RTI00000030	121ABC	ALOK	2019-12-03	2020-01-03	1000	ABHI	View
3	2020RTI00000039	20190110	SIDD	2020-01-10	2020-01-28	1000	Khyati	View
4	2020RTI00000041	034000	ALOK	2020-01-07	2020-01-20	1000	No	View

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

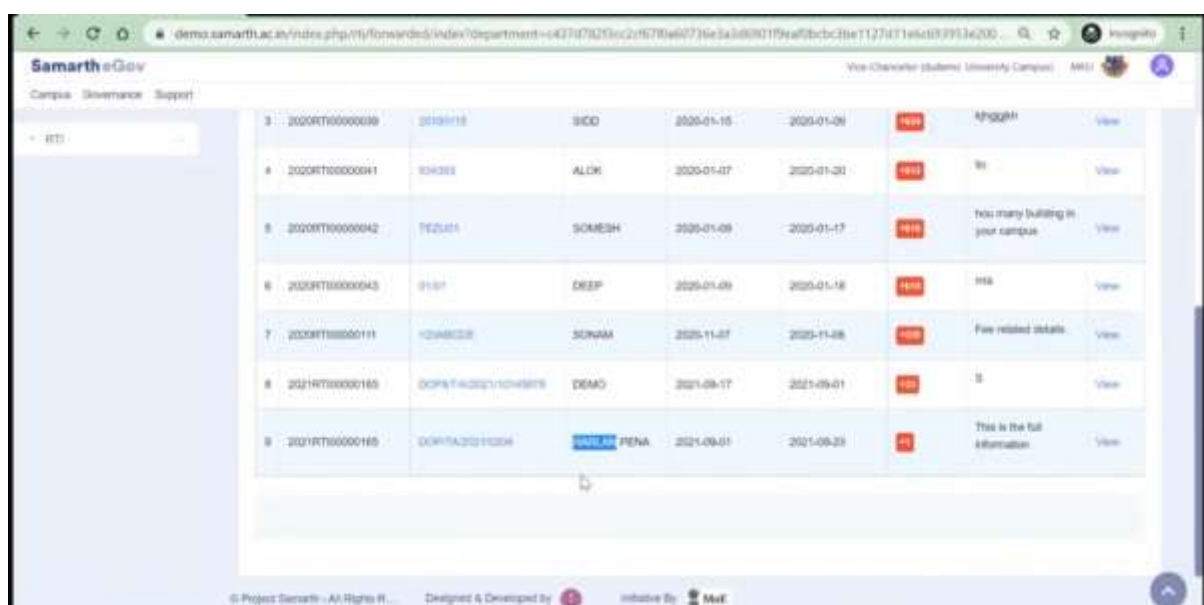


The screenshot shows the 'View Details' page for a specific RTI record. A red arrow points to the 'View Details' button. The page displays the 'University Campus' and the 'View Details' button.

- This section displays the total number of RTIs requests.

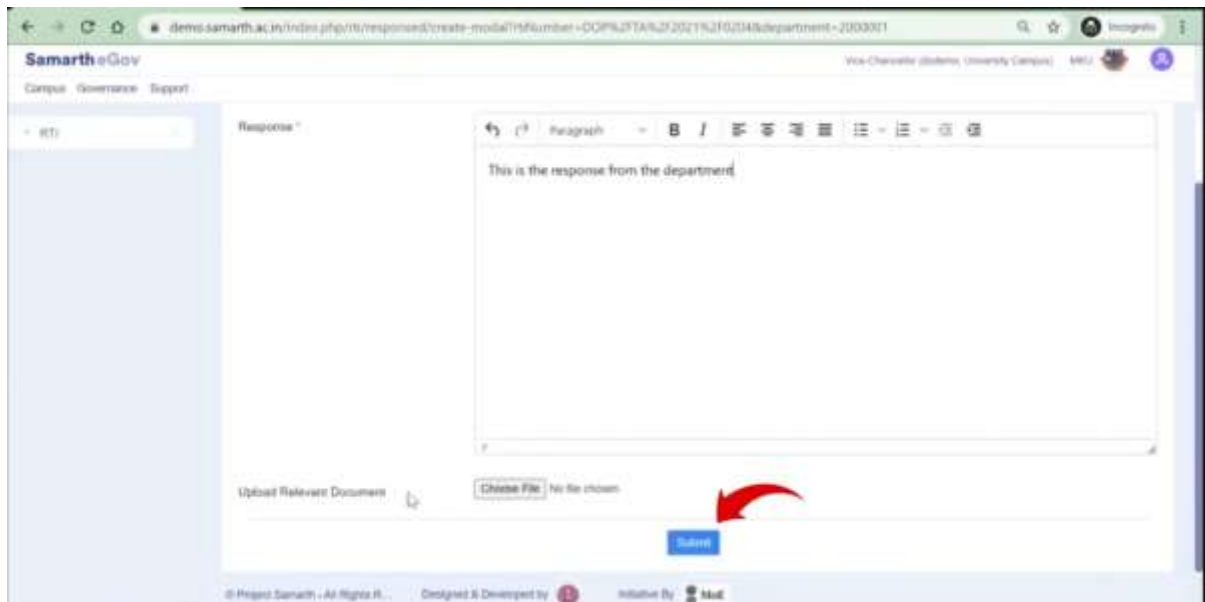


- You can also view the pending RTIs.
- Click on any RTI entry to proceed with the response.



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.

A screenshot of the SamarthGov website's RTI response submission form. The browser address bar shows the URL: .demo.samarth.ac.in/index.php/rti/responses/create-modal?rtiNumber=DOP%2F2021%2F0234&department=2003301. The page header includes the SamarthGov logo and navigation links for Campus, Governance, and Support. The main content area has a left sidebar with a search bar and a 'RTI' dropdown. The central form is titled 'Response' and contains a rich text editor with the text 'This is the response from the department'. Below the editor is a section for 'Upload Relevant Document' with a 'Choose File' button and the text 'No file chosen'. At the bottom right of the form is a blue 'Submit' button, which is highlighted by a red curved arrow. The footer contains copyright information for Project Samarth and mentions it was designed and developed by a team, with an initiative by 'Mud'.

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.