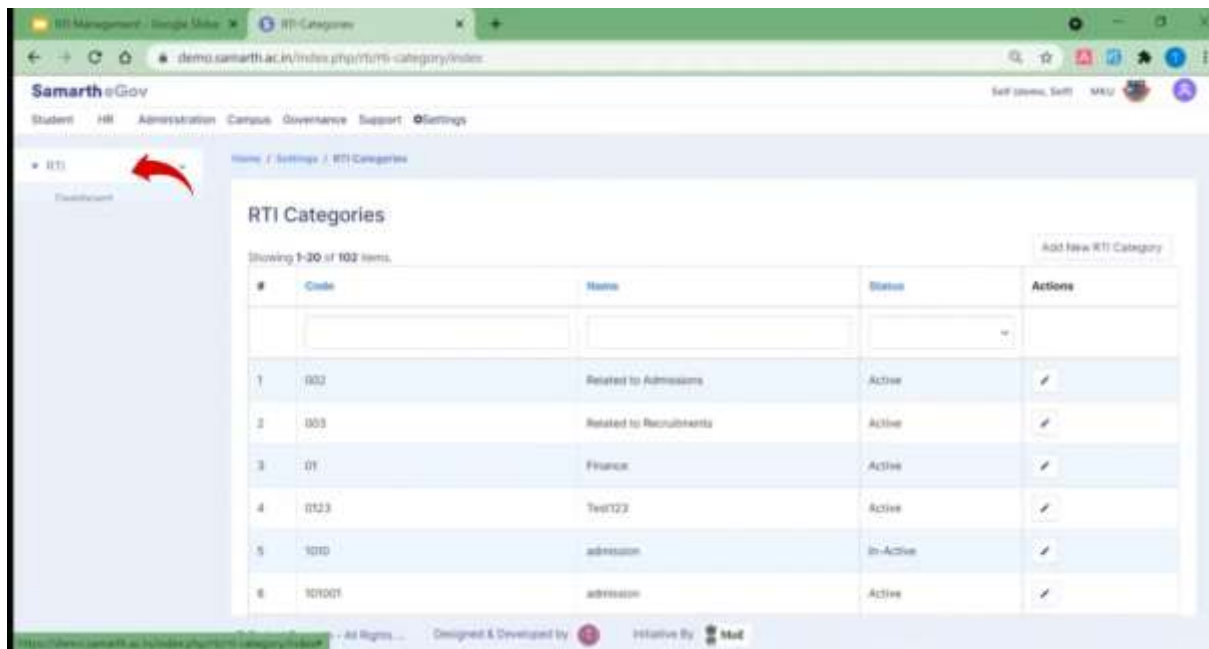


# RTI MANAGEMENT – User Guide

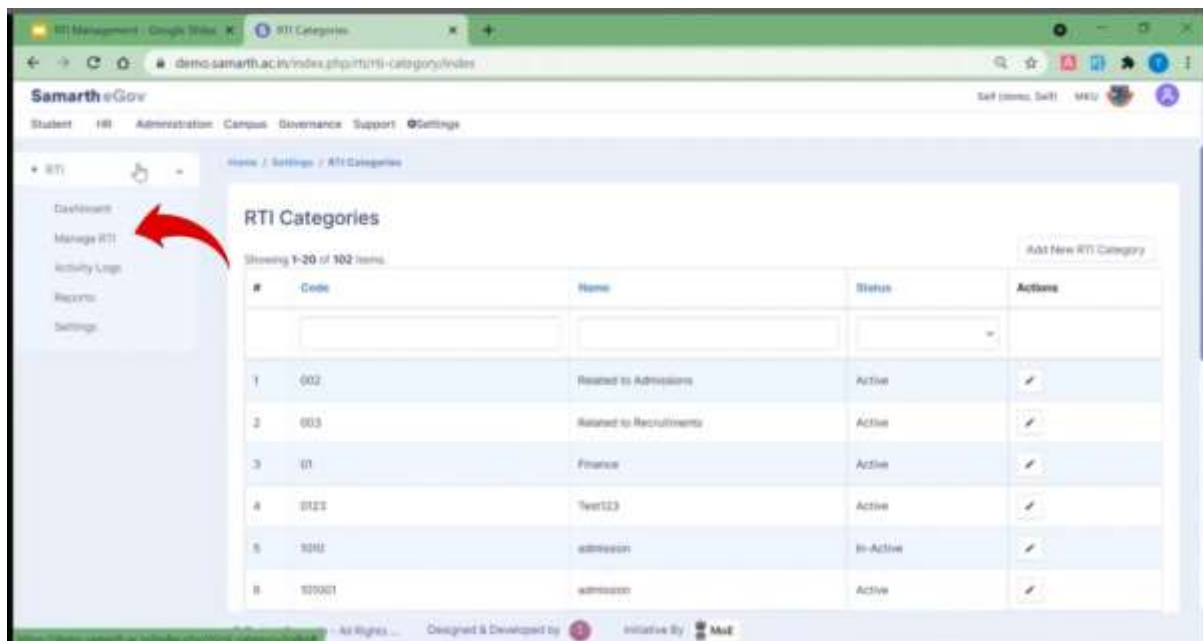
This interface allows you to efficiently manage all RTI (Right to Information) requests. Follow the steps below for smooth operation.

## STEP 1:

Click on **“RTI”** from the main menu.

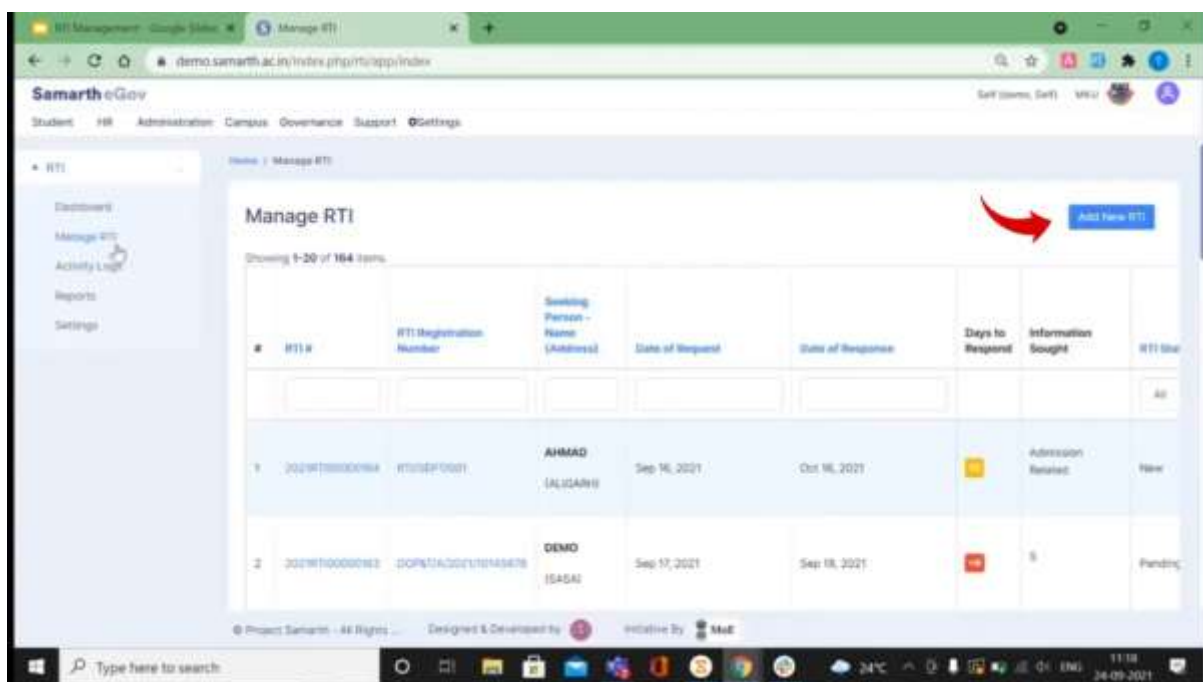


## STEP 2: Click on **Manage RTI**



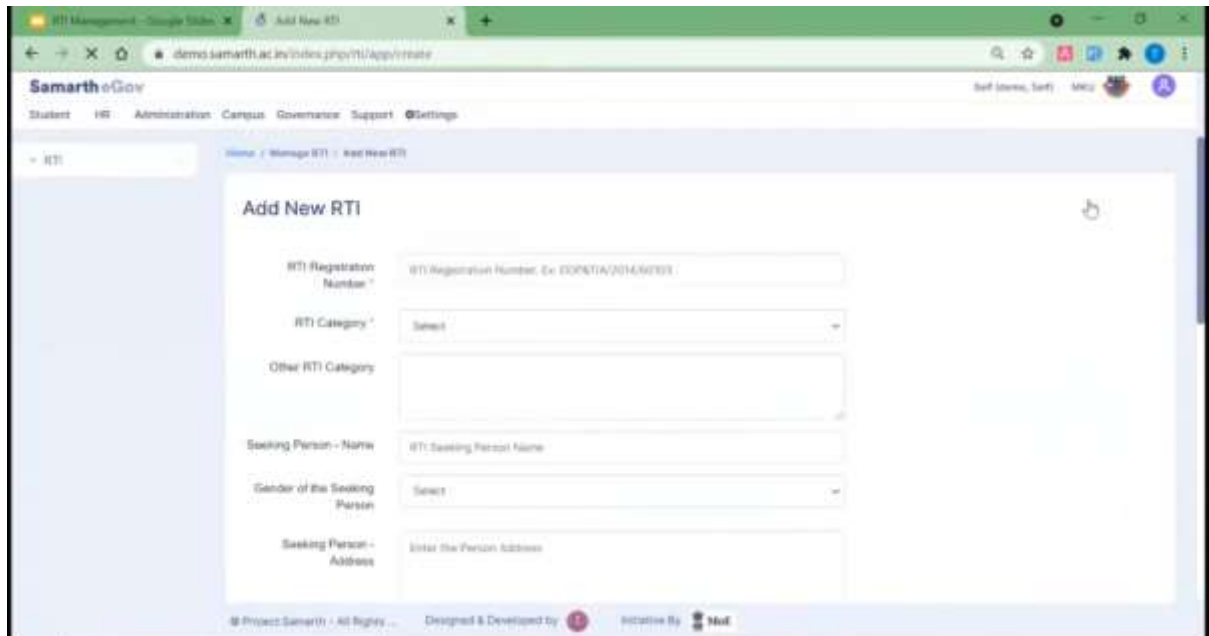
## Step 3:

CLICK On **Add New RTI** (Use this option to add a new RTI request)



#### STEP 4:

Fill in all the required fields and click **“Add RTI”** to save the request.



The screenshot shows a web browser window with the URL `demo.samarth.ac.in/index.php/rti/app/create`. The page is titled "SamarthoGov" and has a navigation bar with links: Student, HR, Administration, Campus, Governance, Support, and Settings. A sidebar on the left shows a menu with "RTI" selected. The main content area is titled "Add New RTI" and contains a form with the following fields:

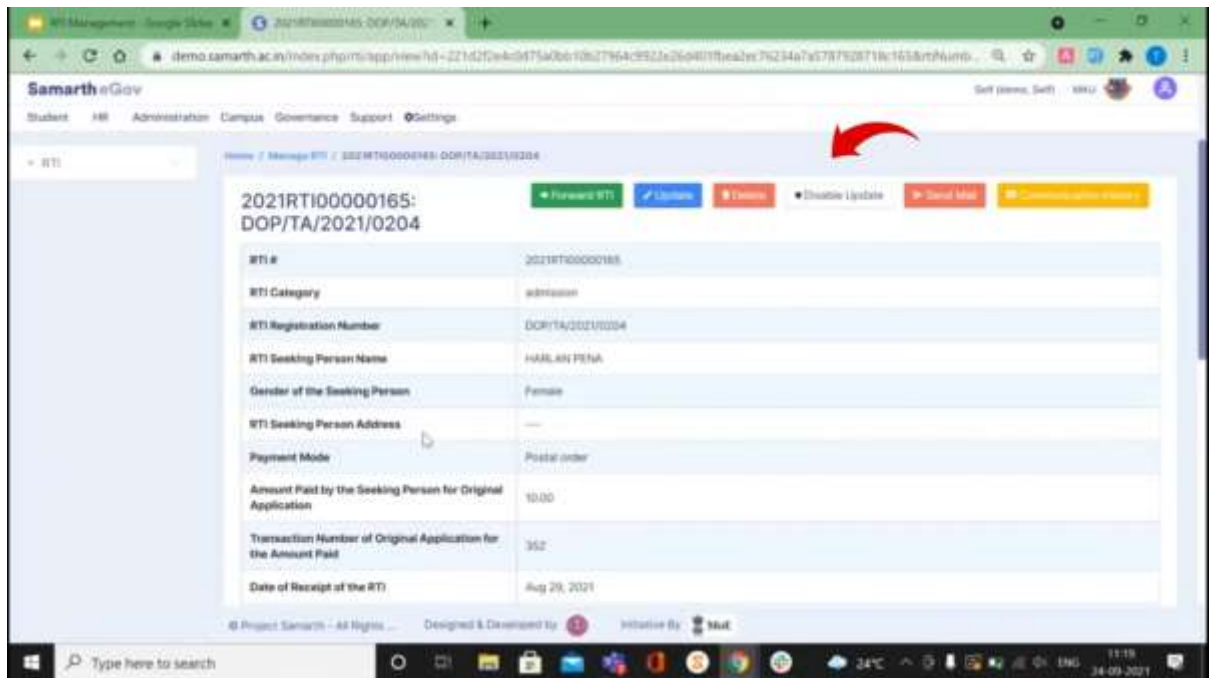
- RTI (Registration Number): A text input field with a placeholder "RTI Registration Number, Ex: DOP&IA/2014/50103".
- RTI Category: A dropdown menu with "Select" as the current selection.
- Other RTI Category: A text input field.
- Seeking Person - Name: A text input field with a placeholder "RTI Seeking Person Name".
- Gender of the Seeking Person: A dropdown menu with "Select" as the current selection.
- Seeking Person - Address: A text input field with a placeholder "Enter the Person Address".

At the bottom of the page, there is a footer with the text "Project Samarth - All Rights Reserved", "Designed & Developed by", and "Initiative By".

You will see now several action buttons such as **Forward RTI**, **Update**, **Delete**, and **Send Mail**.

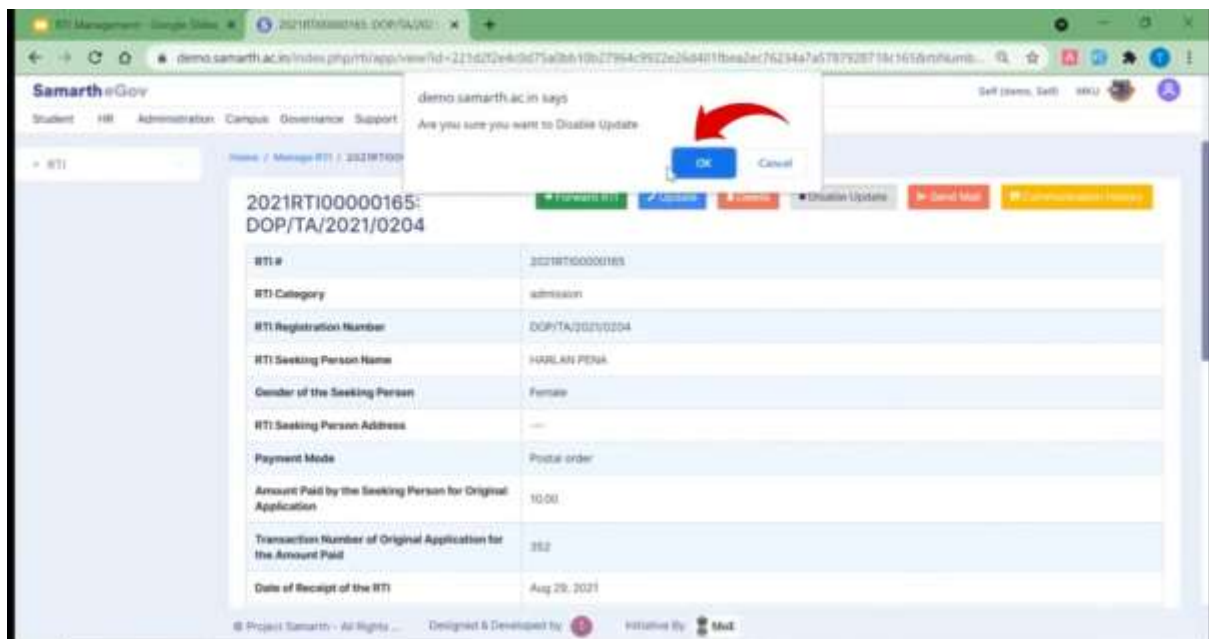
#### STEP 5:

After sending the email, click on **“Disable Update”** (use this option if you want to generate and print the PDF).



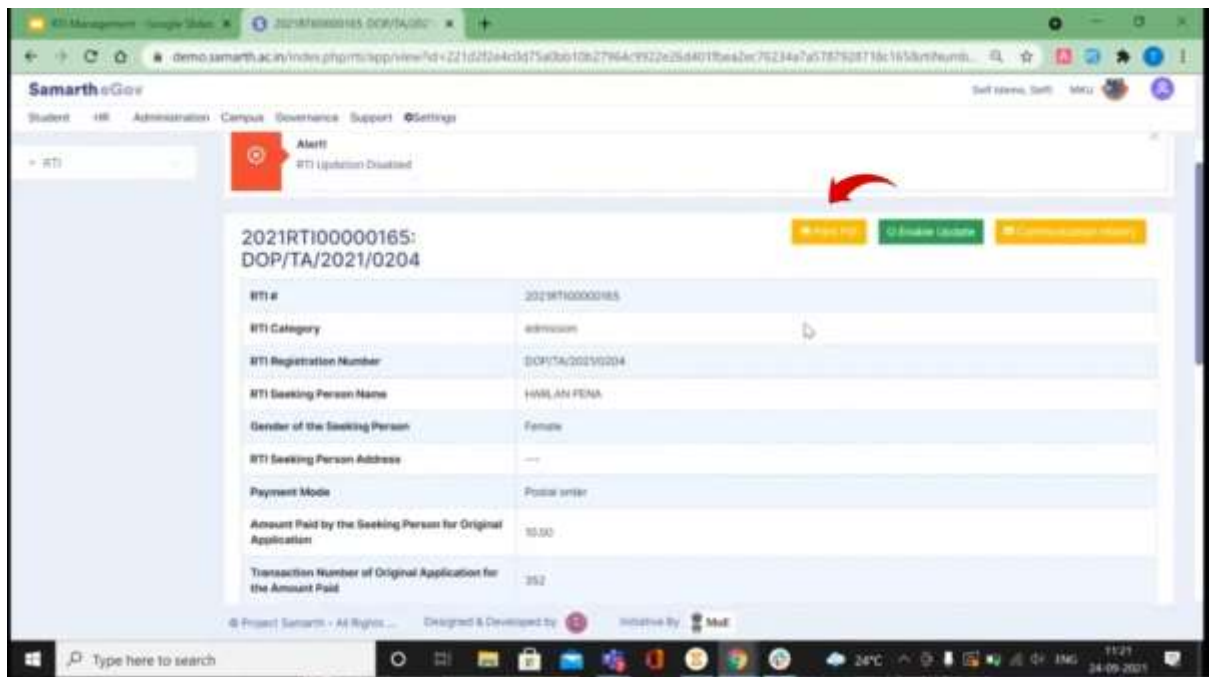
## STEP 6:

Click **OK** to print the details.



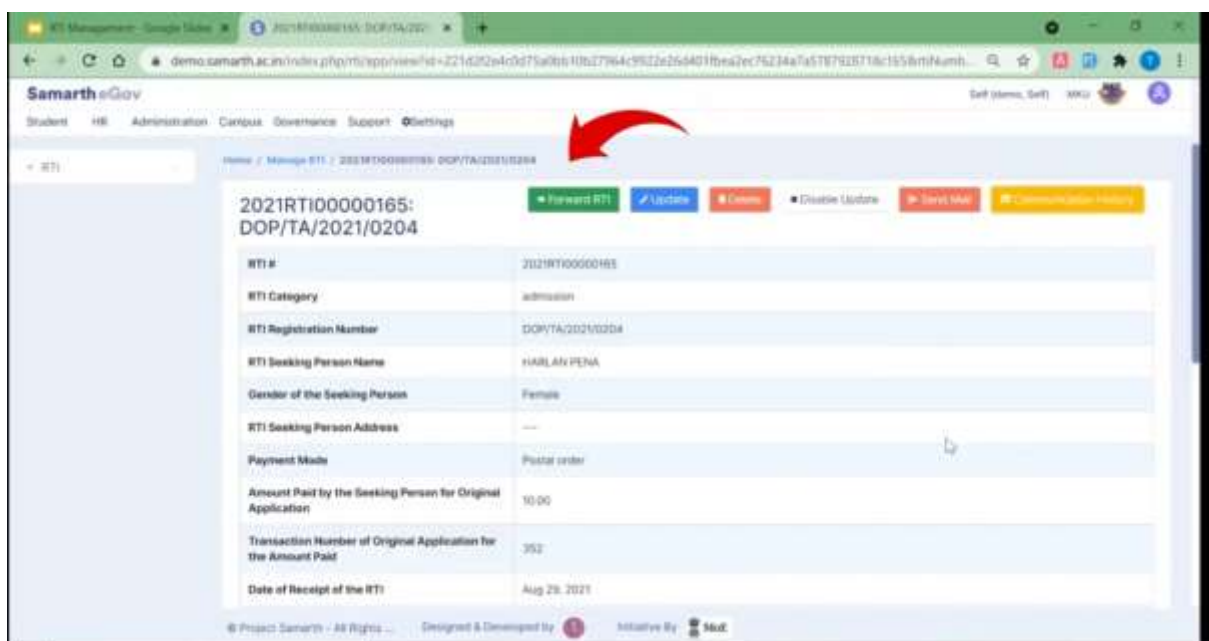
## STEP 7:

Select **“Print PDF”** to download or print the RTI information.



## STEP 8:

Click on **“Forward RTI”** to forward the request to the concerned department.



## STEP 9:

Enter the required details, including:

- The concerned **department**,
- Any **specific requirements**, and
- The **expected response date** from the department.

The screenshot displays the 'Forward RTI To the Department' form within the Samarth e-Gate application. The form is a modal window with a white background and a grey border. It contains the following elements:

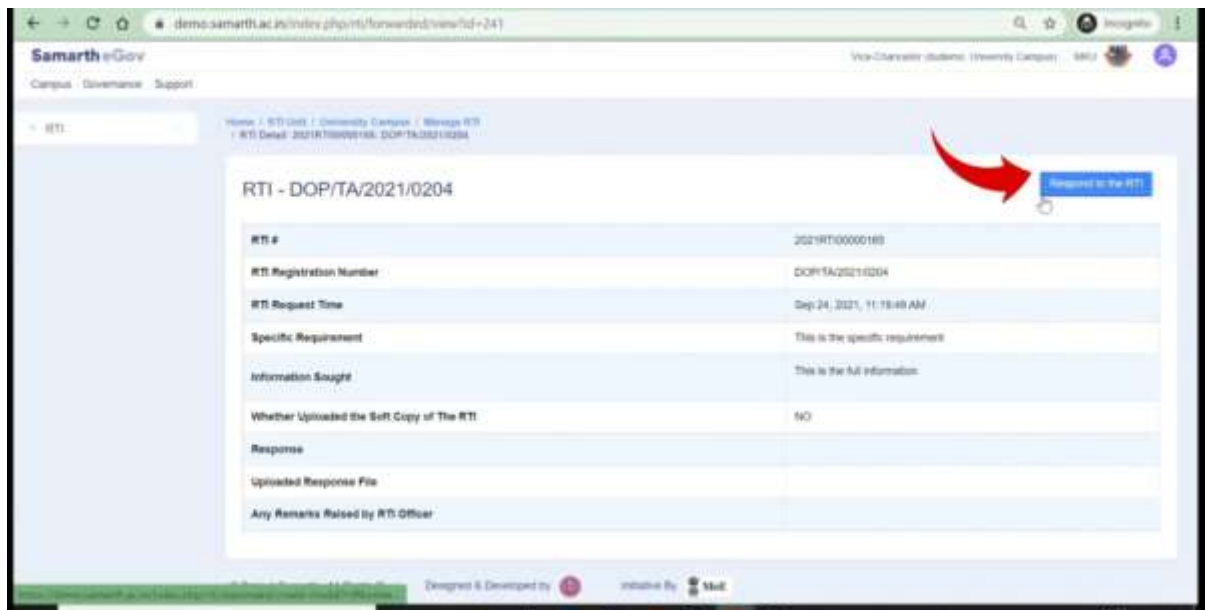
- Title:** Forward RTI To the Department
- Forward To Department \*:** A text input field containing 'University Campus K'.
- Any Specific Requirement:** A text input field containing '7th'.
- Response Required By Date \*:** A dropdown menu with the option 'Select Date'.
- Forward RTI Button:** A blue button with white text.

The background shows the application's interface, including a sidebar with a 'RTI' menu item and a header with the 'Samarth e-Gate' logo and navigation links.

- After this, wait for the department's response.
- Once a reply is received, the **“Respond to RTI”** button will become active.

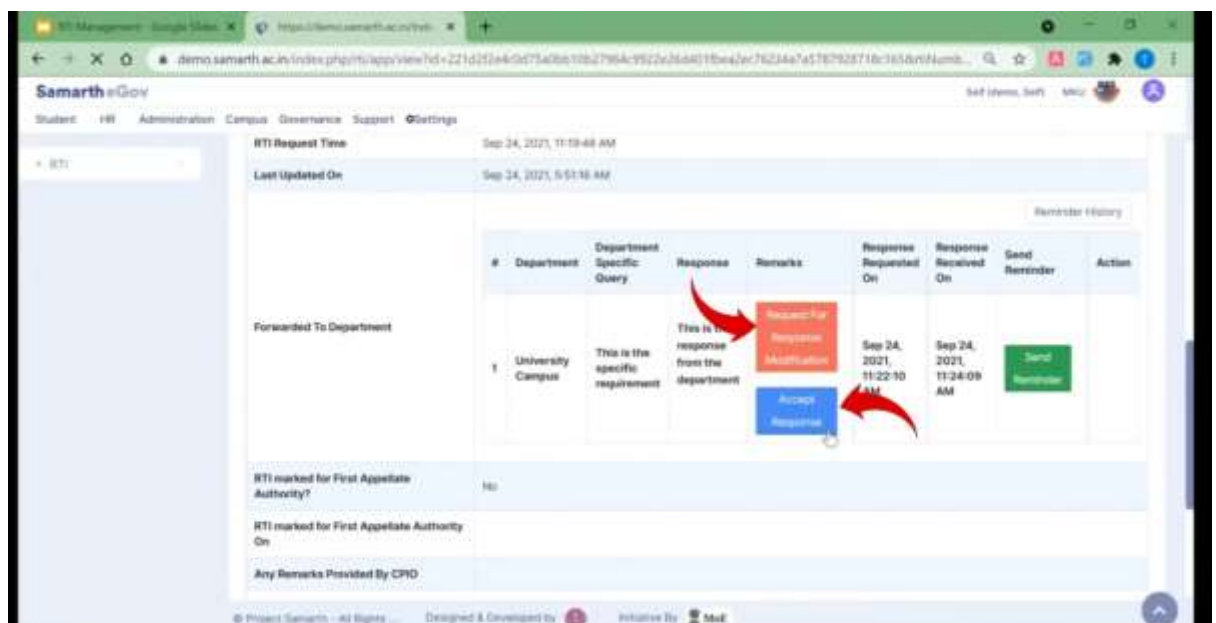
## STEP 10:

Click on “**Respond to RTI**” to take action on the received response.



## Responding to RTI

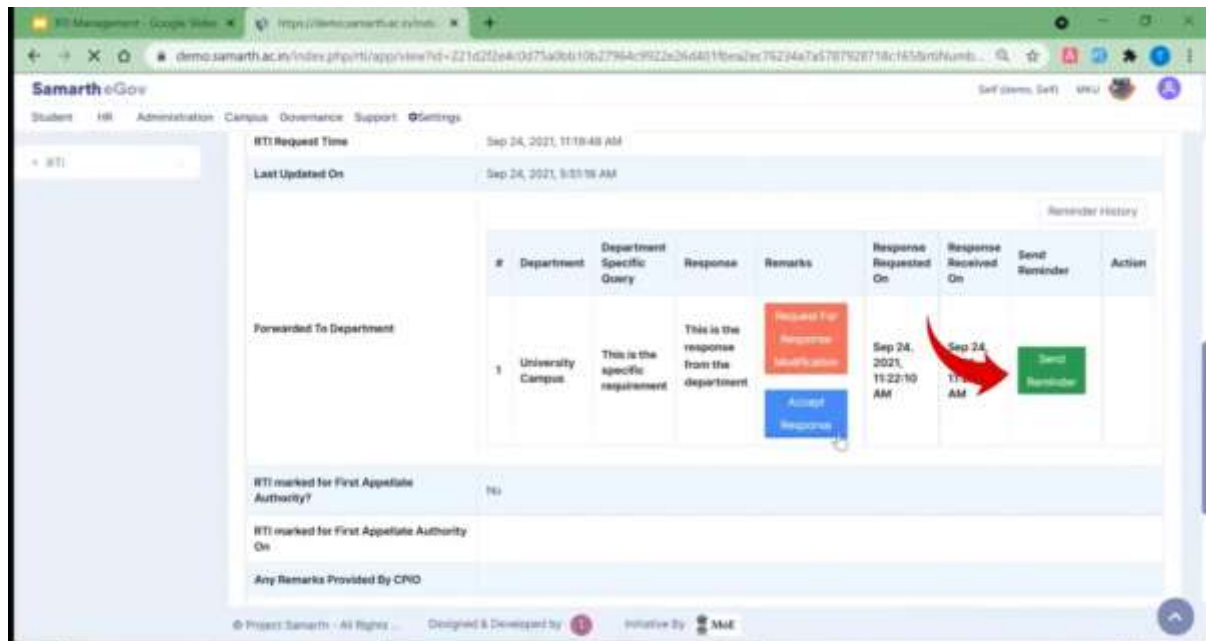
- If you are satisfied with the response, click **Accept Response**.
- If you are not satisfied, click “**Request for Response Modification**” and provide the required clarification.



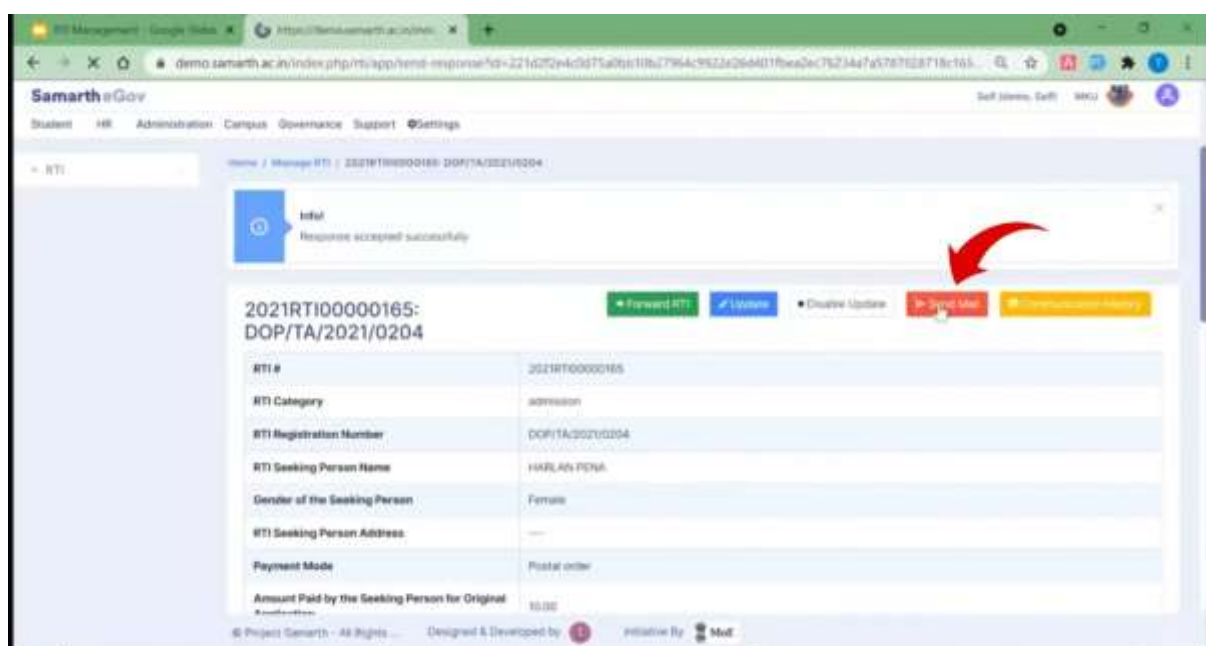


## Sending Reminders and Emails

- Click **“Send Reminder”** if no response has been received within the expected timeline

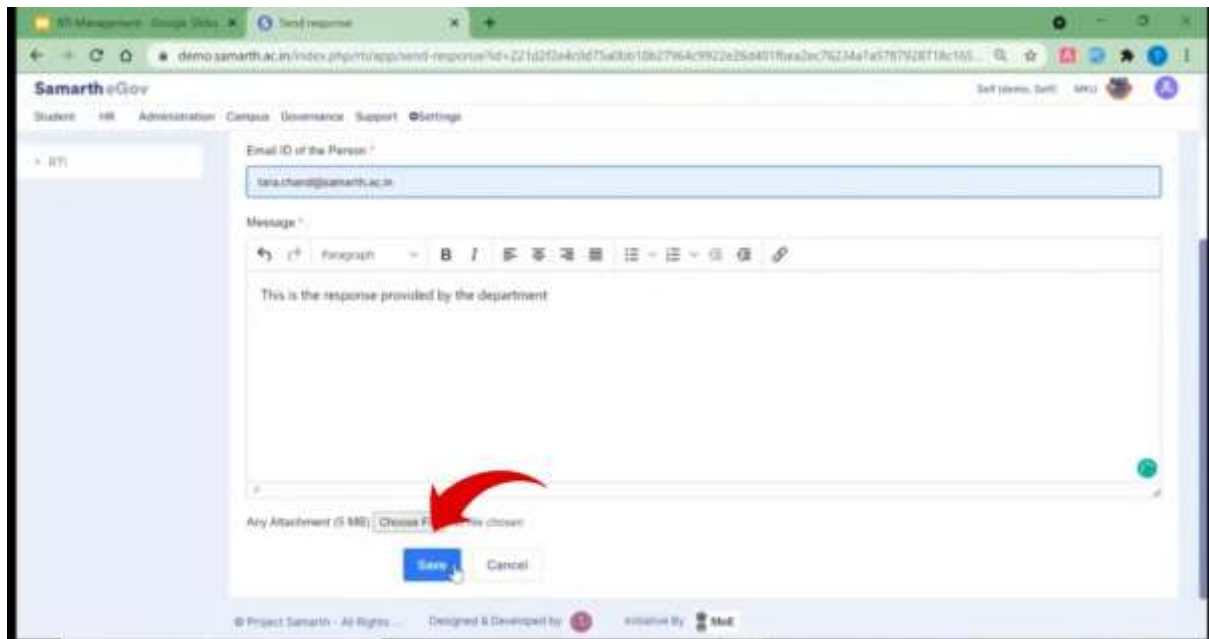


- Click on **“Send Mail”** to share information with the requester.





Fill in all the necessary details, then click **Save**.



The screenshot displays the 'Send response' interface on the Samarth eGov portal. The browser address bar shows the URL: `demo.samarth.ac.in/index.php/rti/app/send-response?id=221d2d2e4c1d75a010b27964c9922e2b5401f9a2ec762344fa5787928718c165...`. The page header includes the 'Samarth eGov' logo and navigation links for 'Students', 'HR', 'Administration', 'Campus', 'Governance', 'Support', and 'Settings'. A sidebar on the left contains a link to 'RTI'. The main form area is titled 'Send response' and contains the following elements:

- Email ID of the Person:** A text input field containing the email address `sara.chand@samarth.ac.in`.
- Message:** A rich text editor with a toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and a text area containing the message: 'This is the response provided by the department.'
- Any Attachment (5 MB):** A section with a 'Choose File' button and a note 'No files chosen'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom of the form.

A red arrow points to the 'Save' button. The footer of the page includes the text: '© Project Samarth - All Rights Reserved', 'Designed & Developed by', a logo, 'maintained by', and another logo.