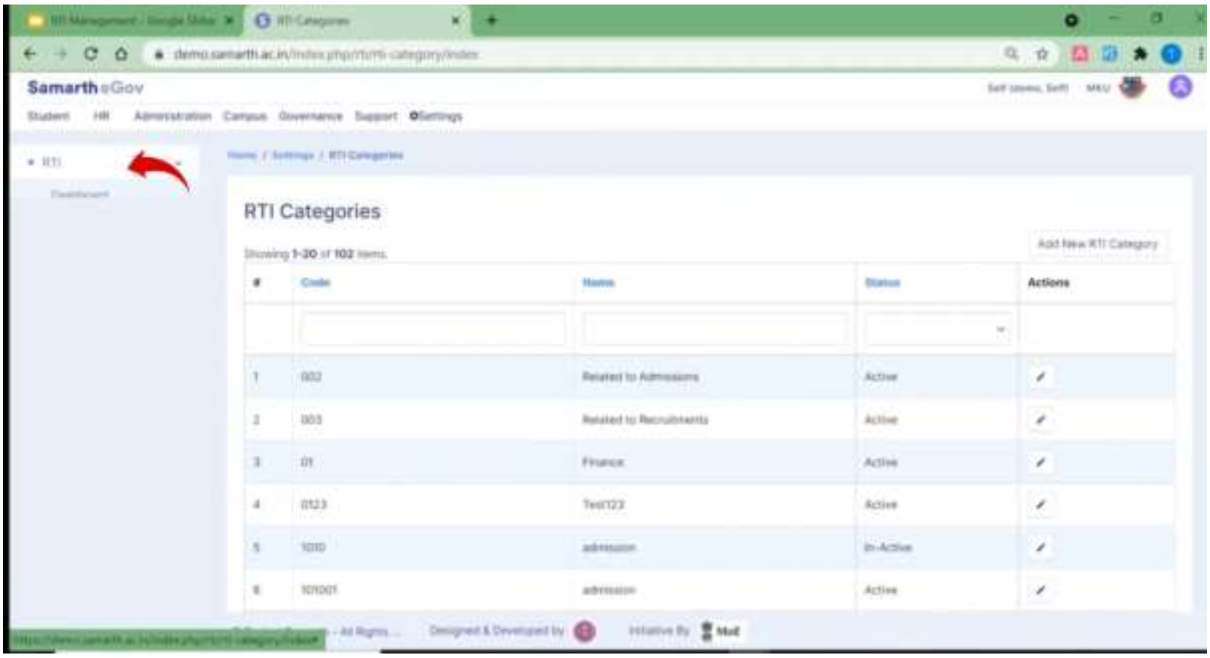
RTI MANAGEMENT – User Guide

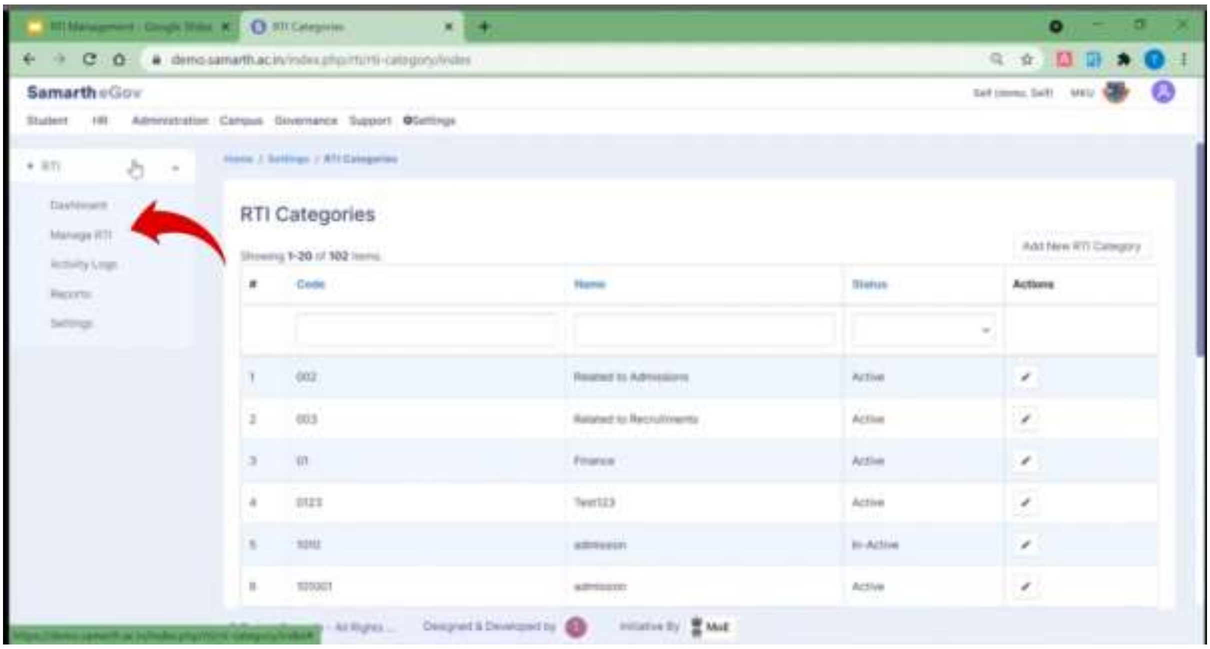
This interface allows you to efficiently manage all RTI (Right to Information) requests. Follow the steps below for smooth operation.

STEP 1:

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

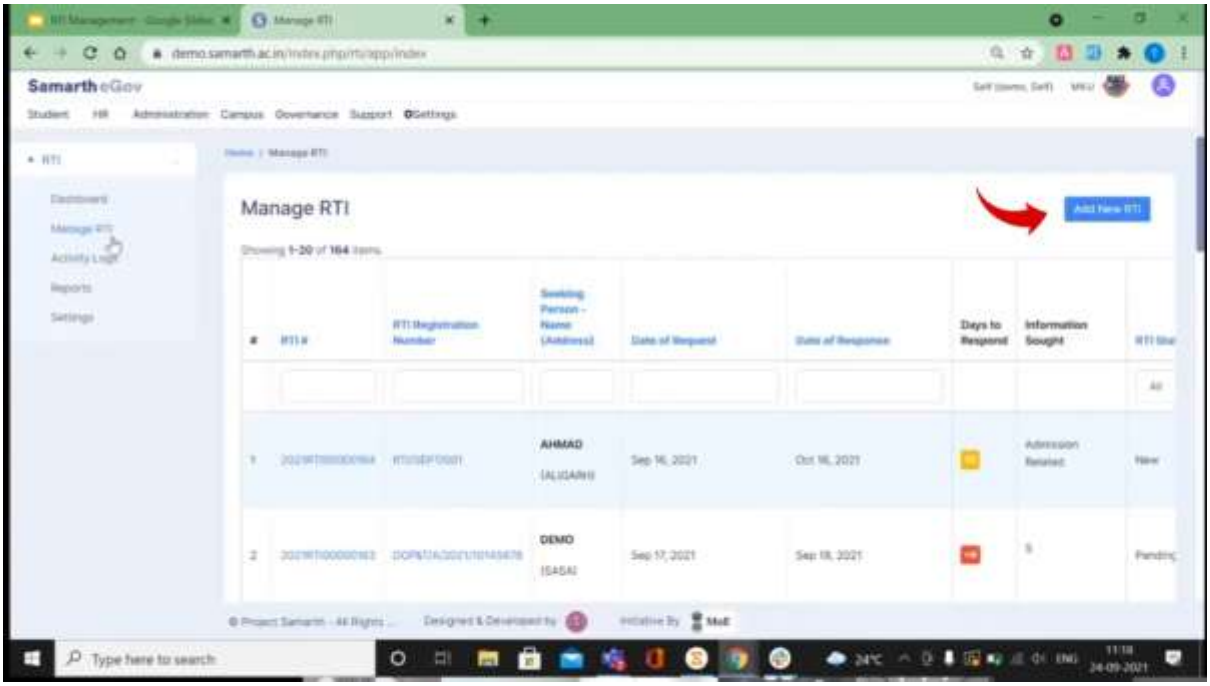


STEP 2: Click on **Manage RTI**



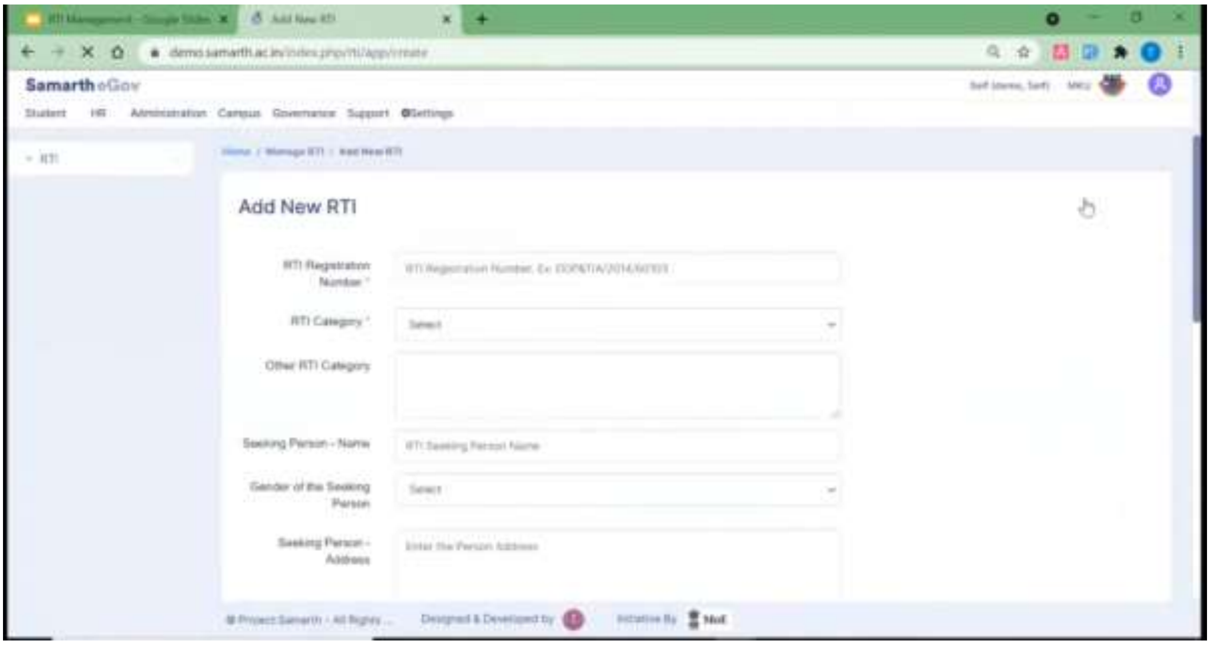
Step 3:

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



STEP 4:

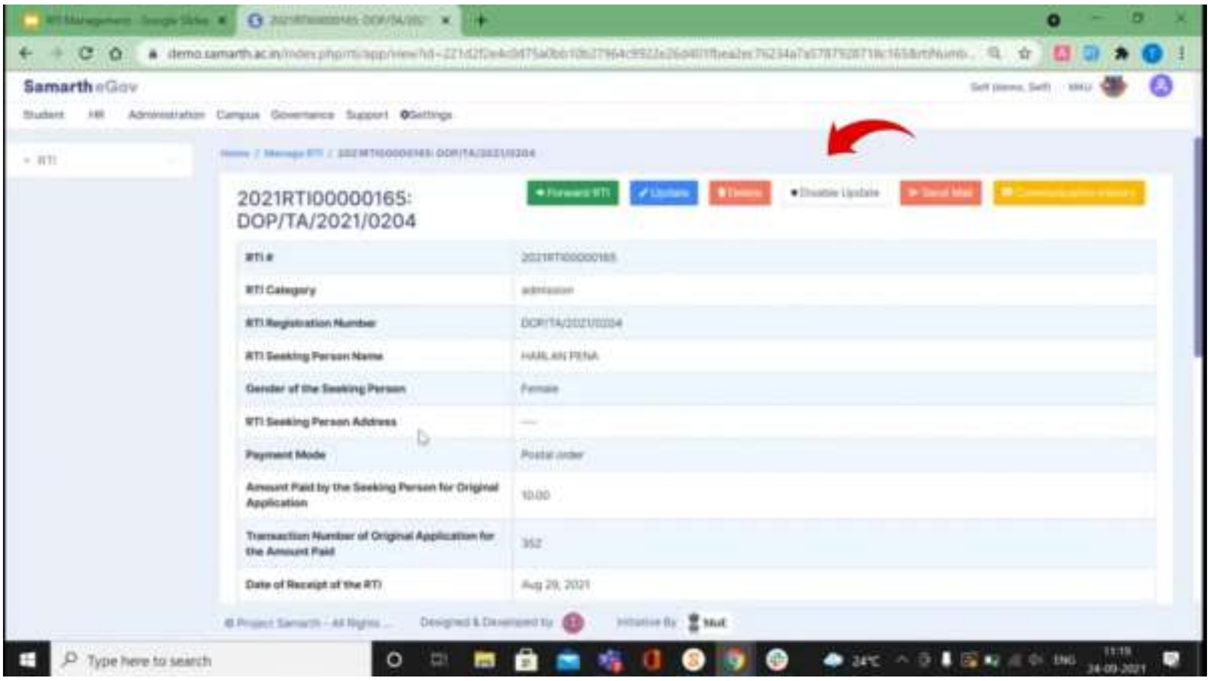
Fill in all the required fields and click **“Add RTI”** to save the request.



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

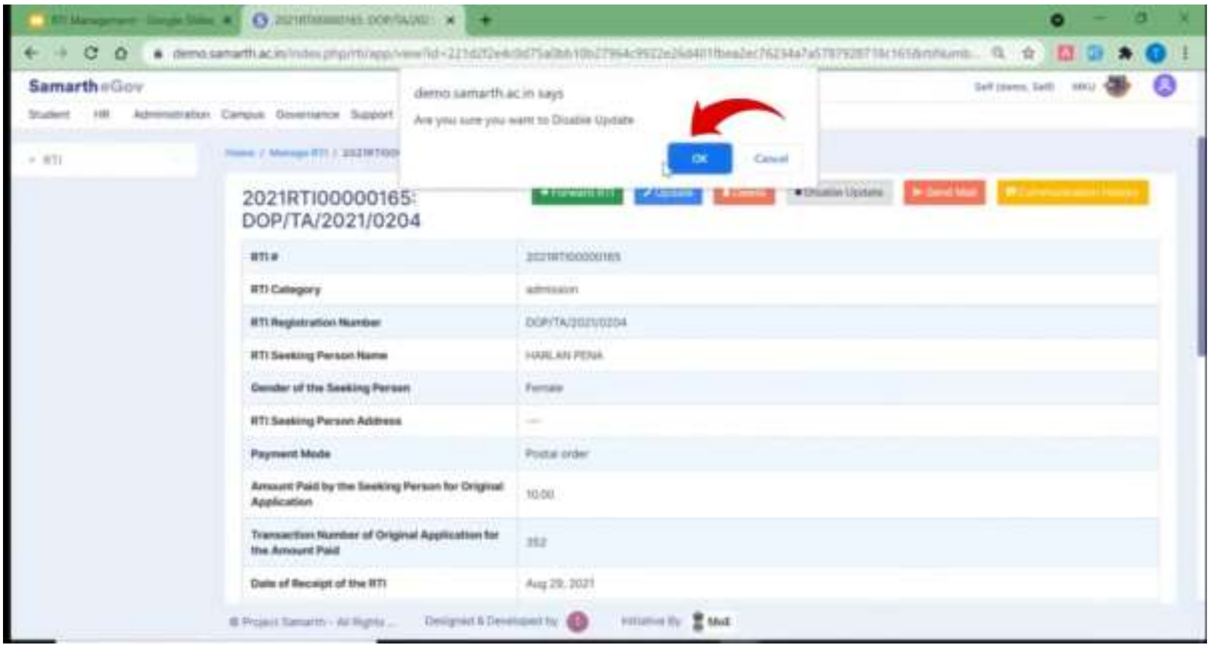
STEP 5:

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



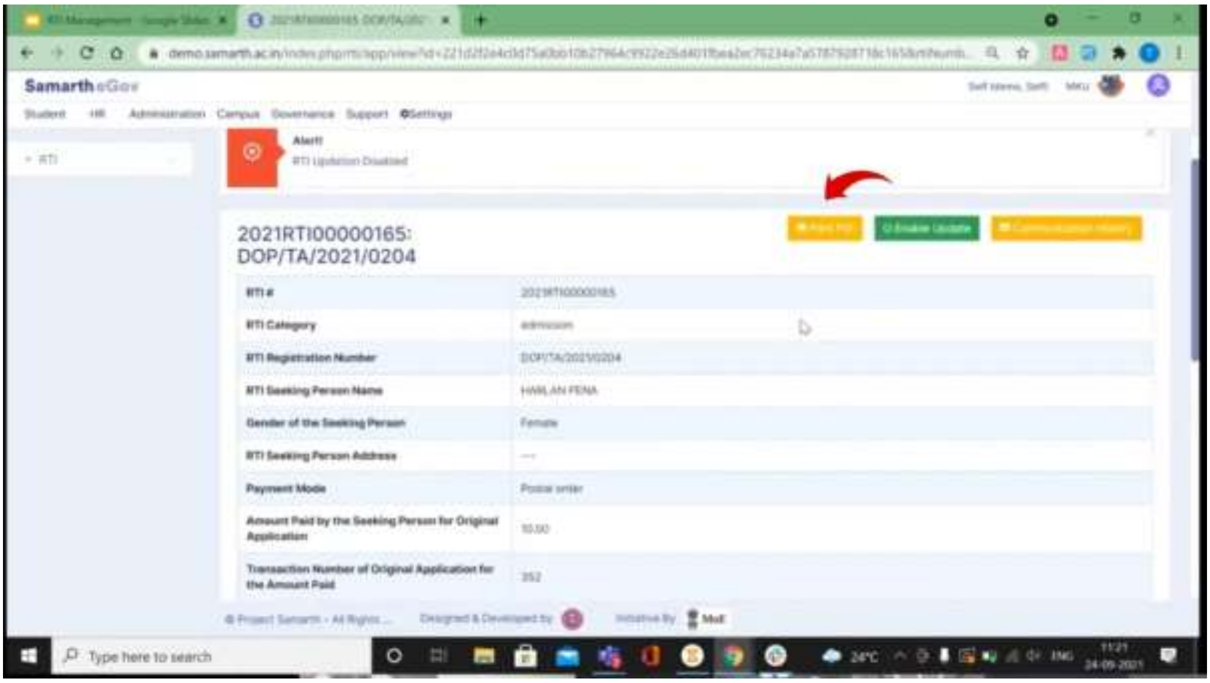
STEP 6:

Click **OK** to print the details.



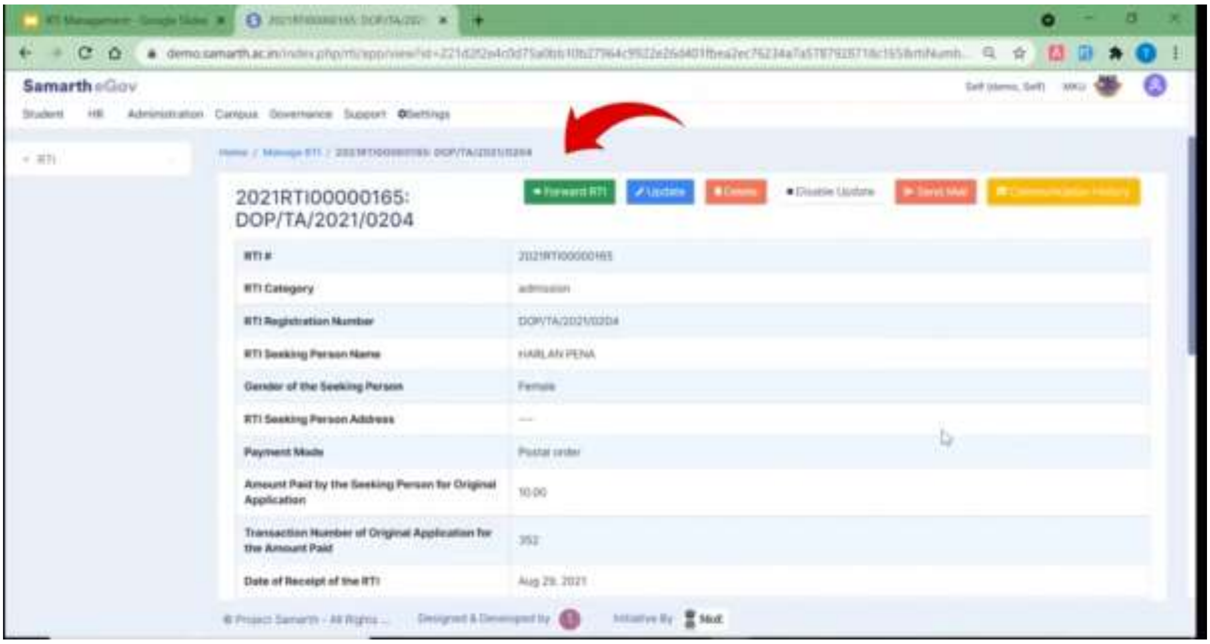
STEP 7:

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



STEP 8:

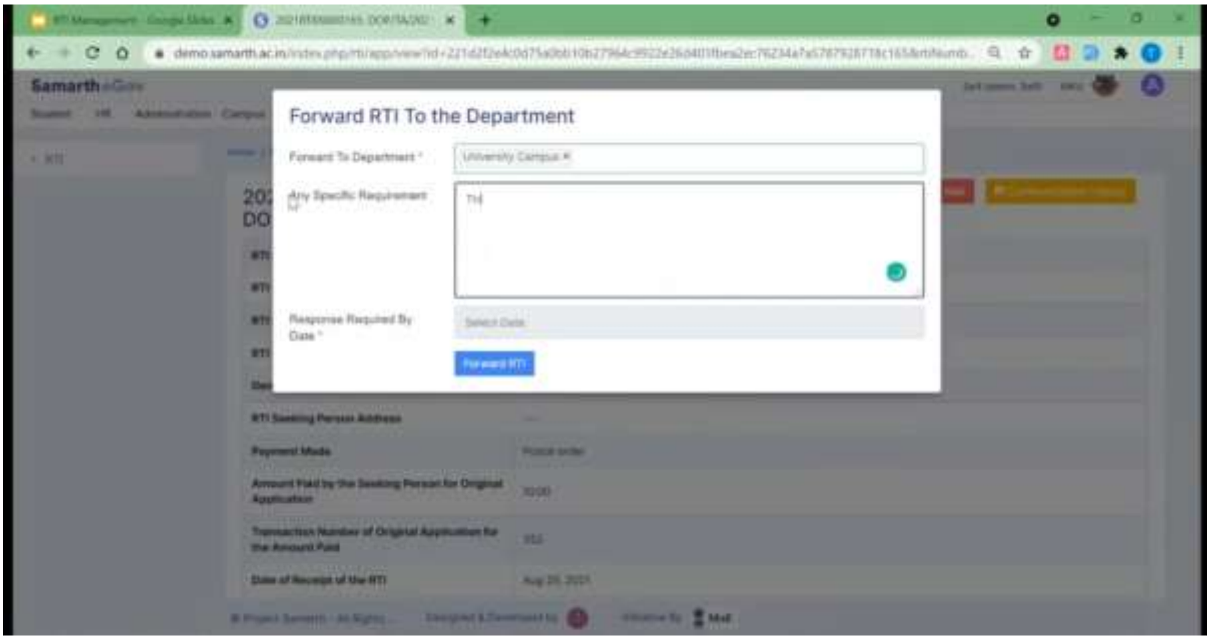
Click on **“Forward RTI”** to forward the request to the concerned department.



STEP 9:

Enter the required details, including:

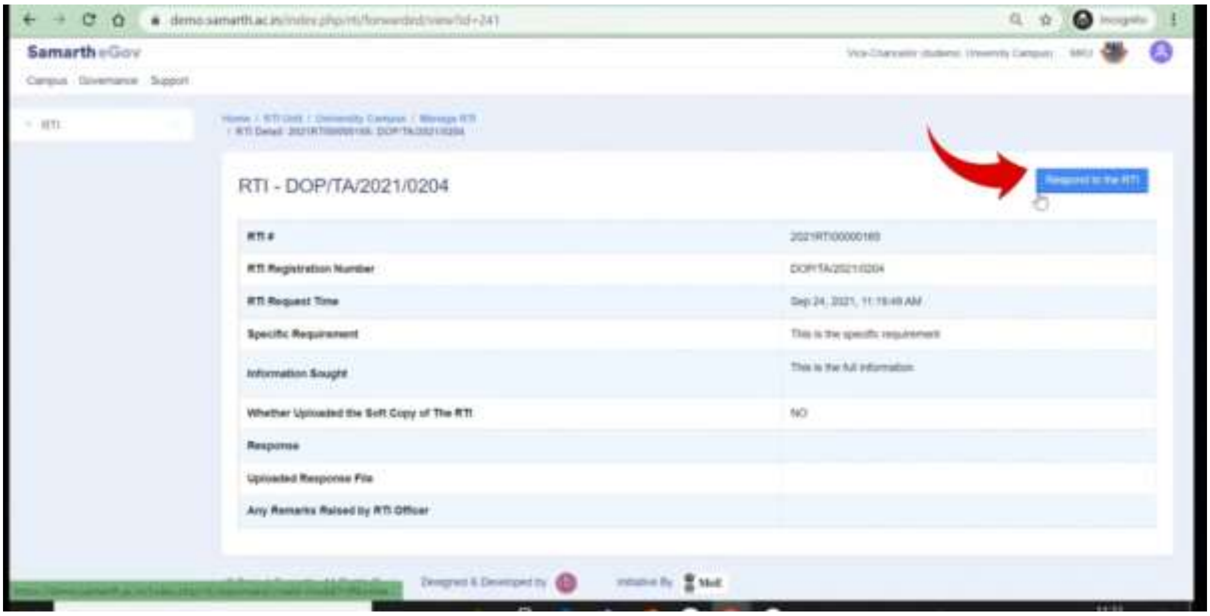
- The concerned **department**,
- Any **specific requirements**, and
- The **expected response date** from the department.



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

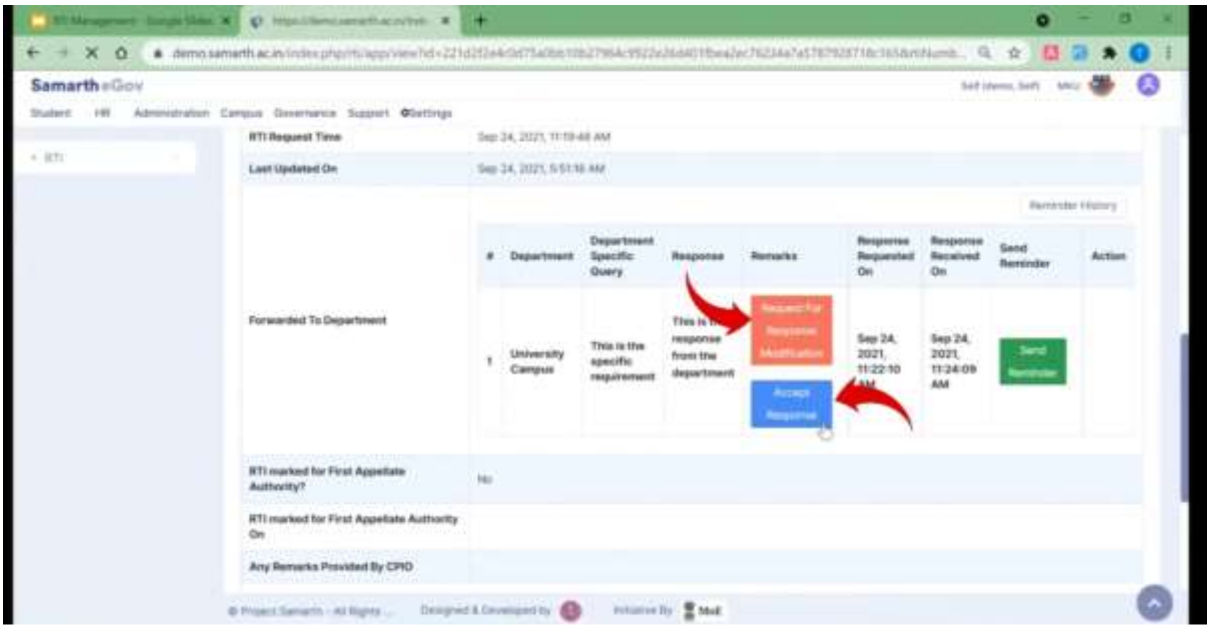
STEP 10:

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



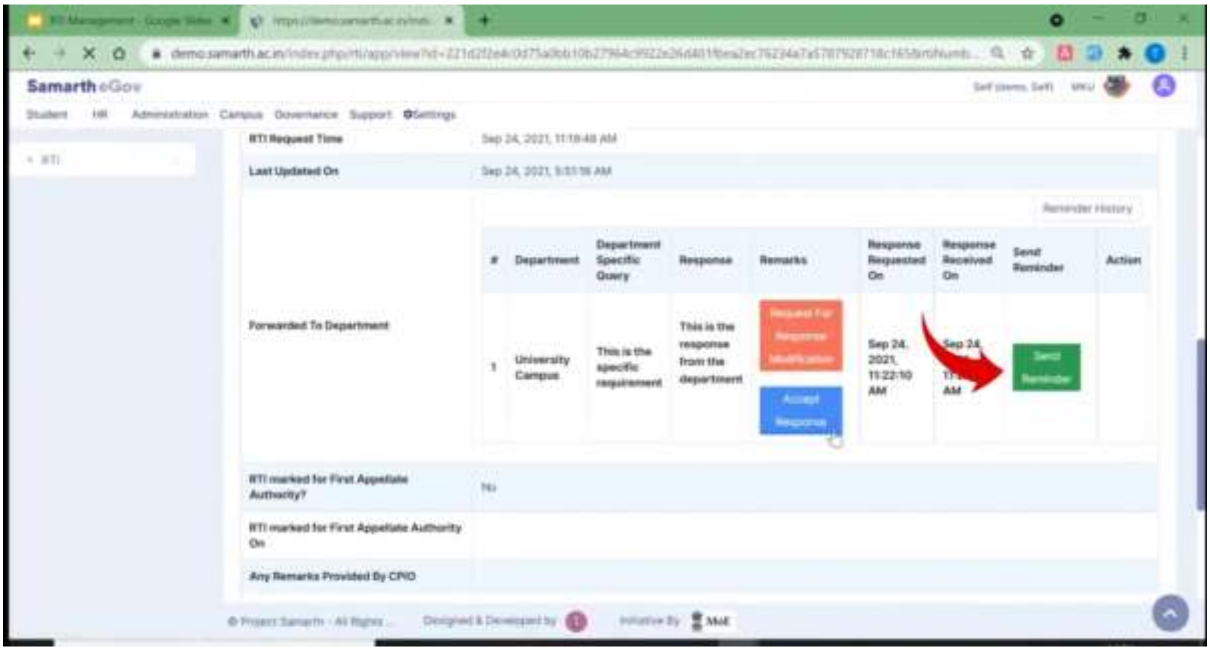
Responding to RTI

- 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.

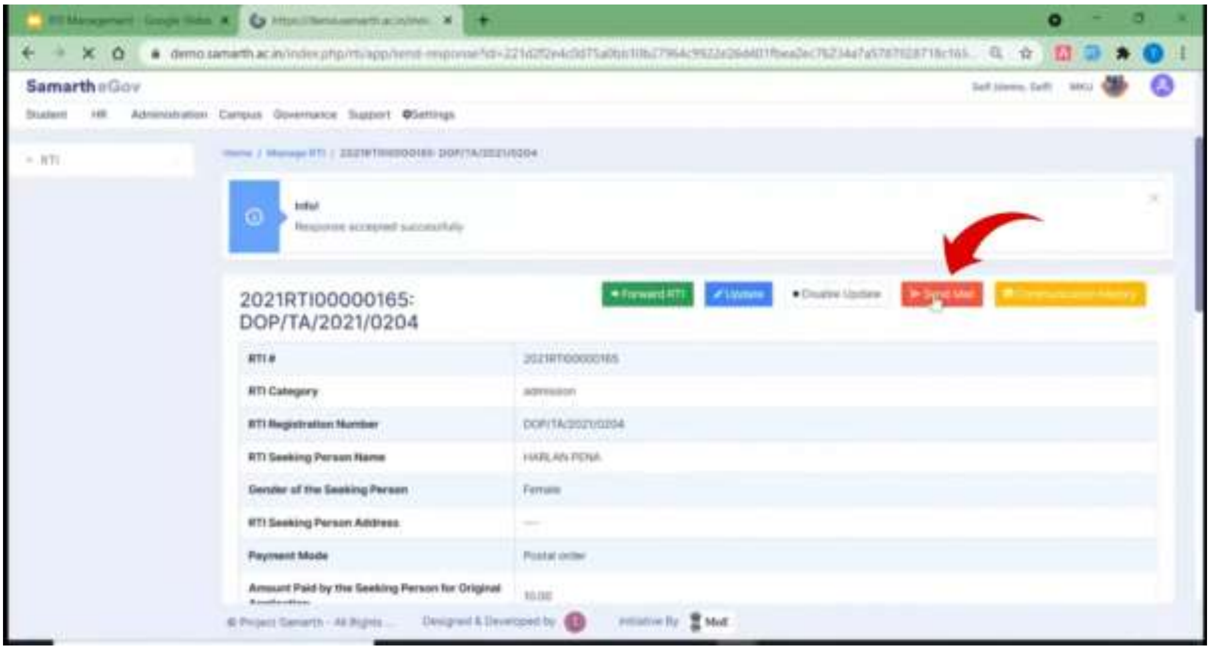


Sending Reminders and Emails

- 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**.