



HARYANA STATE POLLUTION CONTROL BOARD
C-11, SECTOR-6, PANCHKULA
Ph. No. 0172-2577870-873
Website: www.hspcb.org.in

No. HSPCB/RTI/2024/

Dated: - 10.09.2024

To,

1. CEE-cum-First Appellate Authority
HSPCB, Panchkula
2. All ROs-cum-PIOs, HSPCB in the field
YNR, PKL, BR, FR, HR, SR, PR, KKR, KNL, KAI,
AMB, JIND, BDR, DHR, PWL, GR(S), Charkhi Dadri
GR (N), MHR, Bhiwani, Rohtak, NUH, FTH & Sirsa

Sub: Regarding Online RTI Portal.

Ref: - SIC E-mail dated 07.10.2024.

Please find enclosed herewith the user manual alongwith Id & Password created by State Information Commission Haryana for implementation of Online RTI portal which is live. On online RTI Portal domain name rtiaryana.gov.in.

You are requested to implement Online RTI Portal immediately after going through user manual please.

DA/as above

Signed by

Vinay Gautam

Date: 09-10-2024 17:12:10

(Vinay Gautam)

SPIO-cum-EE (HQ)

HSPCB, Panchkula

CC:-

A copy of the above is forwarded to the following:-

1. All Branch Incharges (HQ) HSPCB, Panchkula alongwith copy of user manual.
2. SEE (IT Cell) (HQ) with a request to upload the information regarding implementation online portal of RTI alongwith user manual on the website of the Board.
3. PS to ACS Environment & Climate Change, Haryana, for kind information please.
4. PS to Director, Environment & Climate Change Department, Haryana IInd Floor, Bays No. 55-58, Sector-2, Panchkula for kind information please..

DA/as above

UserManual

For

RighttoInformation-MIS

Of

Haryana Government

PreparedBy:

**Yashpal
Scientist‘C’**

ApprovedBy:

**DeepakBansal
TechnicalDirector**

NationalInformaticsCentre

Department of Information Technology

Ministry of Communication & Information Technology

GovernmentofIndia

(HARYANACIVILSECRETARIAT,9THFLOOR,SECTOR1,CHANDIGARH)

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1. Introduction

[1.1] Audience Description

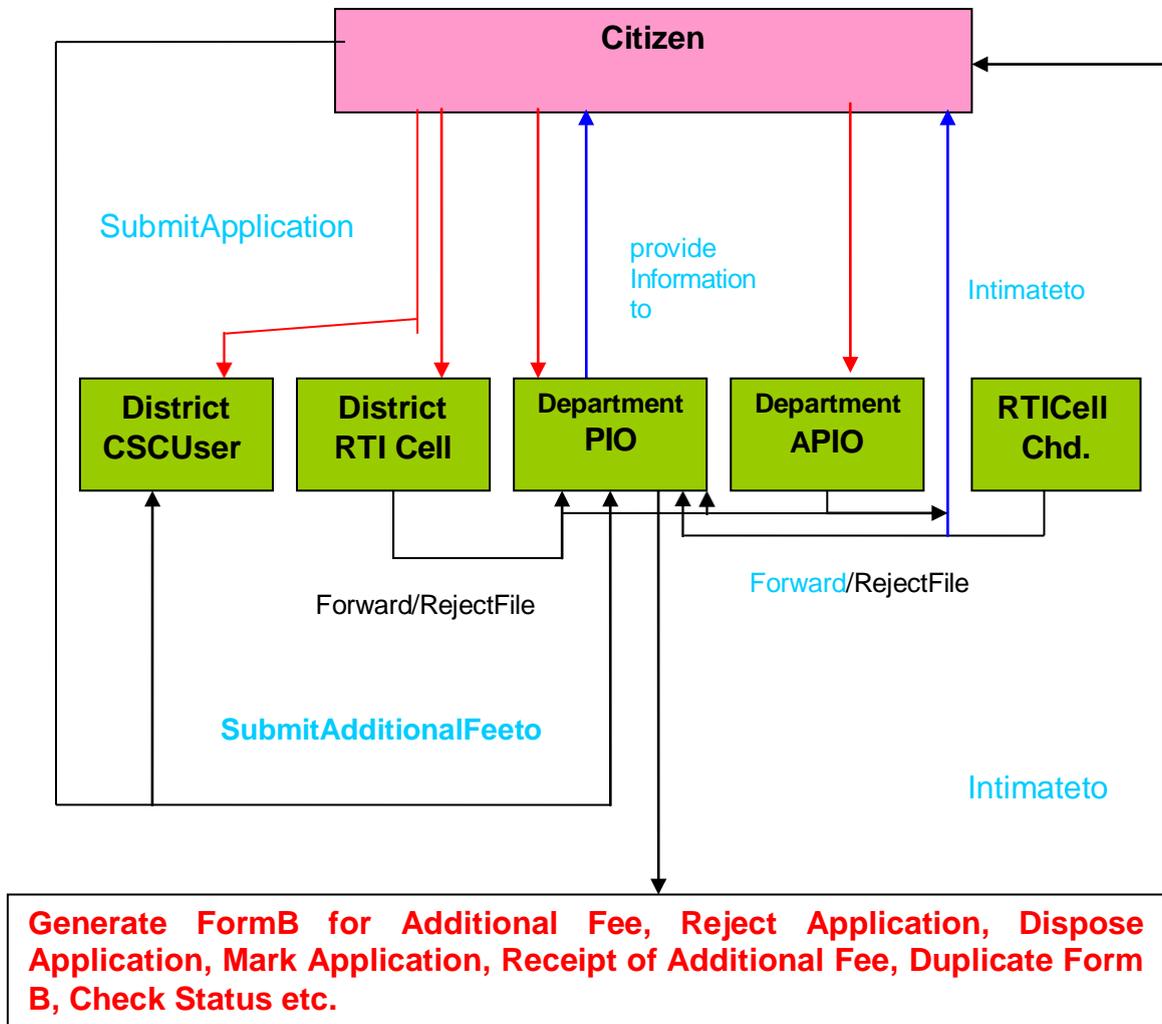
This document is intended for the administrator of the site, CSC, RTI cell, PIO/APIO of the departments and State administrations.

[1.2] Purpose

This Document is the User Manual for Right to Information-MIS. The purpose of the document is to provide users usage instructions of the software.

2. BriefofRTI-MIS

RTI-MIS is a web enabled work flow based application. Citizen can submit the application to CSC, RTI office or concerned department. Application is transferred to the PIO of the concerned department. PIOs have the facility to generate Form-B, receiving of additional fee, disposal of the application etc.



WorkFlowofApplicationunderRTI

3. Types of users and their roles

Different type of users has different facilities as per their role. There are following types of users: [3.1] Super

Administrator

- ✓ One Super administrator for creating the master and managing the site
- ✓ Create the department, offices, places, users, Information Mode, Pay Mode
- ✓ Change Password of any user
- ✓ Track User details

[3.2] Management at state Level: This type of user can be created by choosing department as 'State' and type as 'Management'.

It has facility of various state level reports

[3.3] CSC Center: CSC type users can be created under the department 'CSC' and type of user 'CSC'

- ✓ CSC centers at district level can receive application from the citizen
- ✓ Forward the application to the RTI center at district
- ✓ Receive additional fee if FORM-B generated by PIO of the department.

[3.4] RTI Cell at District Centre and HQ: Administrative Reform department is the department for proper implementation of RTI act. It receives the application from citizen for all the offices/department in Haryana and transfer the application to the PIO of the concerned department. For this, RTI department has opened cell at HQ at Chandigarh and all the district of Haryana.

- ✓ RTI Cell type user can be created under the department 'Administrative Reform' and selecting type of user 'RTI Cell'
- ✓ Receive the application from citizen, concern to any department.
- ✓ Receive the RTI application forwarded by CSC centre.
- ✓ They can either reject the application if documents are not complete or forward the application to the PIO of the concern department.

[3.5] Administrator of Department: One 'administrator' type user can be created under each department, which will have the following facilities:

- ✓ Create the offices, users for its own department

[3.6] PIO: Every department/offices will have one or more PIO who will have to provide information to the citizen under RTI act.

- ✓ Receive the application from citizen, concern to own department.
- ✓ Receive the RTI application forwarded by CSC centre or RTI cell or PIO of its department.
- ✓ Forward the application to the other offices of the department if it is not concern to it.
- ✓ They can reject the application if documents are not complete
- ✓ Generate the Form-B for additional fee if any
- ✓ Receive the additional fee
- ✓ Write to the officers/officials for collection of information required in RTI application.
- ✓ Receive the information from the officers/officials of its office
- ✓ Dispose the case and upload the final document.

[3.7] APIO: Every department/office can also have one or more APIO

- ✓ Receive the application from citizen for its office which automatically forward to departmental PIO.
- ✓ Receive the additional fee

[3.8] Management User under department: There can be one or more 'Management user' under each department.

- ✓ View the reports of its department
- ✓ Write to the PIO regarding application pending in the department

[3.9] First Appellate Authority: If the citizen is not satisfied with response of the PIO or not received the information from the PIO within the time limit provided under RTI act. He/She may appeal to the First Appellate Authority of the department by giving reference of the past RTI application.

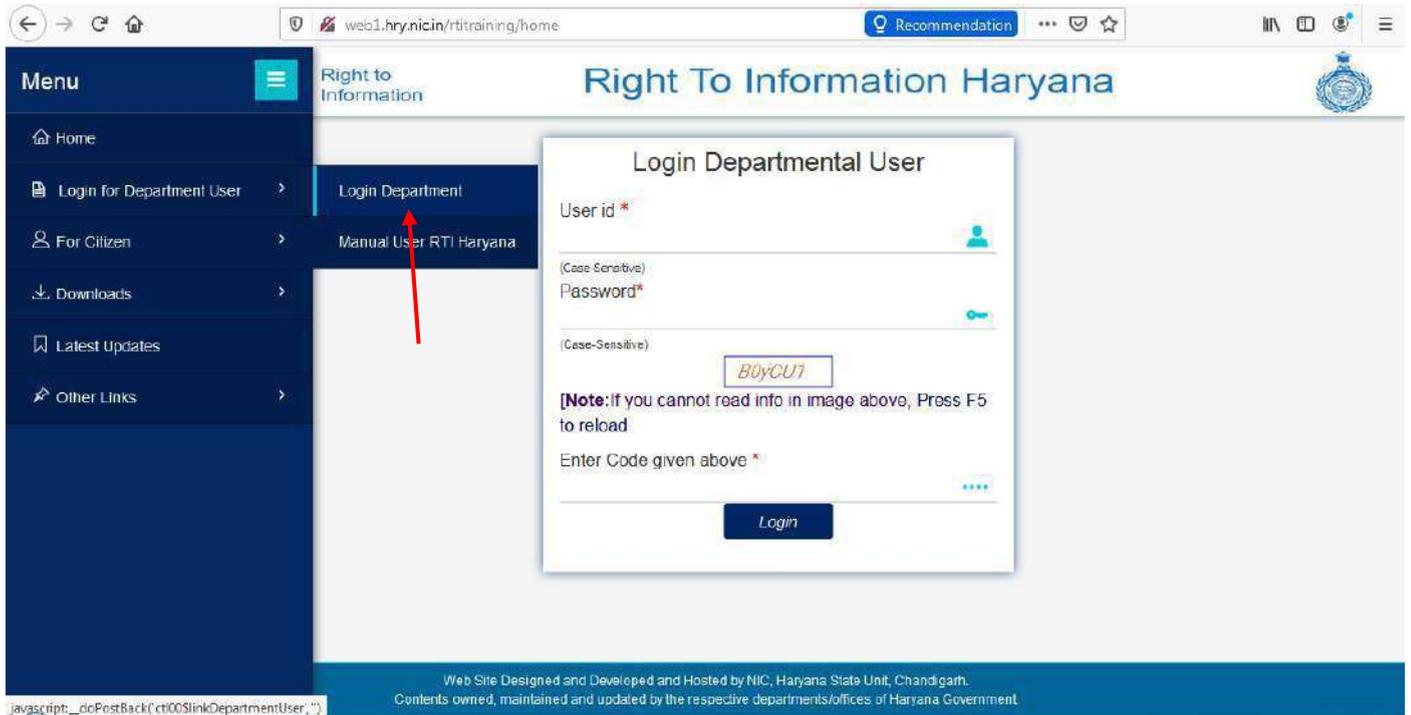
- ✓ Receive the application from the citizen
- ✓ Publish the cause list
- ✓ Update the hearing proceeding
- ✓ Dispose the case and upload the decision.

[3.10] Citizen: Citizen can be generating an online RTI. He can enter online application by submit online RTI fee of Rs. 10 and can also generate online appeal for registration on this site.

4. LoginRTI-MIS

WebsiteURLis <http://web1.hry.nic.in/rtitraining>

Login: Only Authorized user can login by clicking on Login Departmental User in the application with valid user ID and Password. User will get permission for various forms after login as per role assigned to the user type described above.



ClickonLogin Department

- ✓ UserIdandpasswordarecasesensitivewhoselengthmustbe upto5-20 character.
- ✓ Passwordmustcontainoneletterandonedigitandaspecialcharacter(i.e.!@#\$%^&*(),rtiamb123#)in anyorder.
- ✓ There is also a security code besides this which prevent auto looping, then Enter proper code in the textbox shown in right of code and click on login button. If codes are not shown then press F5 to refreshit.Followingoptionswillbeavailablefordifferenttypeaftersuccessfullogin accordingtotheirroleafterlogin.

5. For Administrator type user

Menus-Detail

UserOperation	Other Operations	UserManagement	Upload Document	Home
CreateDepartment	InformationMode	ChangeUserPassword	Uploaddocument	
CreateOffice	Pay Mode	TrackUserDetails		
CreateUser				
Edit/DeleteUser				
UnlockUserPassword				

UserOperation

[5.1.1] Create Department

- ✓ Click on the 'Create Department' Sub Menu of 'User Operation' Menu
- ✓ List of departments already fed will be displayed along with three buttons
- ✓ 'Create' to create new department
- ✓ 'Edit' to change the information of a department
- ✓ 'Search' to search the department from the list already fed
- ✓ Delete the Department

: It is to create new department

The screenshot shows the web application interface for 'Right To Information Haryana'. The user is logged in as 'Yashpal, Scientist C, Sector 20, Chandigarh'. The 'User Operation' menu is expanded, showing options: 'Create Department', 'Create Office', 'Create User', 'Edit/Delete User', and 'Unlock User Password'. Below the menu is a table of existing departments.

Department Code	Department Name	Address	Create By	Create Date	Phone No	Update	Delete
169	Art and Culture	Sco 8-9/17-B, Chd	admin	28/05/2018	0172271383	Edit	Delete
170	Horticulture	Sector 17-B, Chandigarh	admin	28/05/2018		Edit	Delete
172	Haryana Department	Chandigarh 17 Sector Haryana	admin	01/06/2018	9377303080	Edit	Delete
288	Zonal Cultural Department	Chandigarh	admin	28/05/2018	9466303090	Edit	Delete
ADG	Advocate General	Advocate General Building, High Court Premises, Chandigarh	admin	08/07/2010	dtwerr	Edit	Delete
ADR	Administrative Reforms	Haryana Civil Secretariat, Chandigarh	admin	08/07/2010		Edit	Delete
AGR	Agriculture	Krishi Bhawan, Sec-21, Panchkula	admin	08/07/2010		Edit	Delete

Information

User Operation - Other Operations - User Management - Upload Document - Home

Create Department

Create Search

Department Code	Department Name	Address	Create By	Create Date	Phone No	Update	Delete
169	Art and Culture	Sco 8-9/17-B, Chd	admin	28/05/2018	0172271383	Edit	Delete
170	Horticulture	Sector 17-B, Chandigarh	admin	28/05/2018		Edit	Delete
172	Haryana Department	Chandigarh 17 Sector Haryana	admin	01/06/2018	9377303080	Edit	Delete
288	Zonal Cultural Department	Chandigarh	admin	28/05/2018	9466303000	Edit	Delete
ADG	Advocate General	Advocate General Building, High Court Premises, Chandigarh	admin	08/07/2010	dfverr	Edit	Delete
ADR	Administrative Reforms	Haryana Civil Secretariat, Chandigarh	admin	08/07/2010		Edit	Delete
AGR	Agriculture	Krishi Bhawan, Sec-21, Panchkula	admin	08/07/2010		Edit	Delete
AHD	Animal Husbandry & Dairying	Bays 9-12, Sector-2, Pashudhan Bhawan, Panchkula	admin	08/07/2010		Edit	Delete
AIC	Agro-Industries Corp. Ltd.	SCO No. 811-12, Sector-22A, Chandigarh	admin	08/07/2010		Edit	Delete
ARC	Architecture	SCO 42-44, Sector-17A, Chandigarh	admin	08/07/2010		Edit	Delete
ARM	Archaeology & Museums	SCO-9, Sector-5, Panchkula	admin	08/07/2010		Edit	Delete

EN 12:28 PM

Create

- ✓ Departmentcodeshouldbeupto 3characters
- ✓ Eitherfield the department codeor it will begenerated automaticallyyleftblank
- ✓ DepartmentNameandAddressaremandatory.
- ✓ Filltheinformation
- ✓ Press‘Save’ ButtontoAddDepartment.
- ✓ Press‘Cancel’buttonto gobackwithoutsaving
- ✓ Press‘Clear’ Buttonto clearthedatain thetext boxes

Search

Department Code	Department Name	Address	Create By	Create Date	Phone No	Update	Delete
169	Art and Culture	Sco B-9/17-B, Chd	admin	28/05/2018	0172271383	Edit	Delete
170	Horticulture	Sector 17-B, Chandigarh	admin	28/05/2018		Edit	Delete
172	Haryana Department	Chandigarh 17 Sector Haryana	admin	01/06/2018	9377303080	Edit	Delete
288	Zonal Cultural Department	Chandigarh	admin	28/05/2018	9456303090	Edit	Delete
ADG	Advocate General	Advocate General Building, High Court Premises, Chandigarh	admin	08/07/2010	dwari	Edit	Delete
ADR	Administrative Reforms	Haryana Civil Secretariat, Chandigarh	admin	08/07/2010		Edit	Delete

In Department Name write any word or character which appear in department Name and click on Search. Edit: It is to change the information of existing department.

The screenshot displays the 'Create Department' interface. At the top, there is a navigation bar with the user name 'Yashpal Scientist C Sector 20, Chandigarh' and the department 'RTI Head Office, Right to Information, Chandigarh'. Below this is the 'Right To Information Haryana' logo and a navigation menu. The main content area features a 'Create Department' section with 'Create' and 'Search' buttons. A table lists existing departments with the following data:

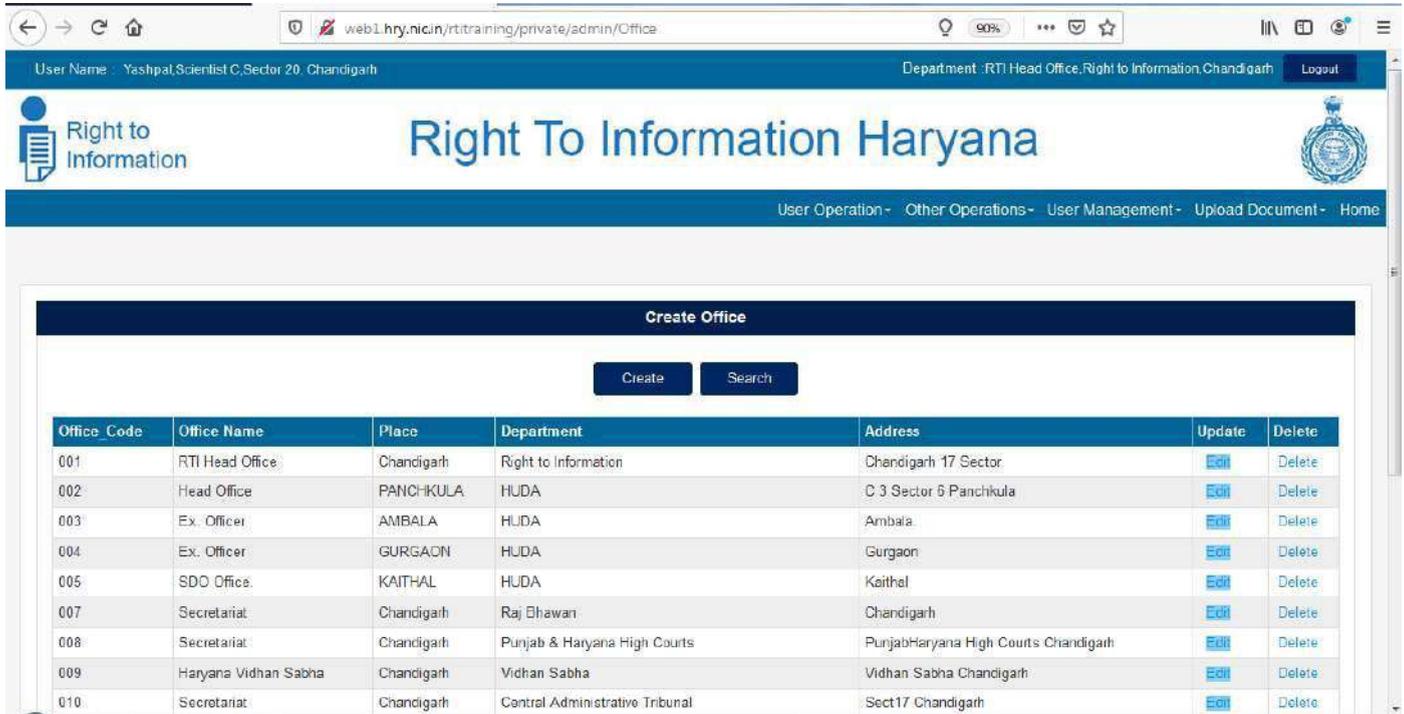
Department Code	Department Name	Address	Create By	Create Date	Phone No	Update	Delete
169	Art and Culture	Sco 8-9/17-B, Chd	admin	28/05/2018	0172271383	Update Cancel	Delete
170	Horticulture	Sector 17-B, Chandigarh	admin	28/05/2018		Edit	Delete
172	Haryana Department	Chandigarh 17 Sector Haryana	admin	01/06/2018	9377303080	Edit	Delete
288	Zonal Cultural Department	Chandigarh	admin	28/05/2018	9466303090	Edit	Delete

- ✓ After changing the information, press 'Update' to save the changes
- ✓ Press 'Cancel' to cancel the changes made.

[5.1.2] CreateOffice:

AfterCreatingDepartmentandPlace/Districtmaster,createthe Office Master.

Clickonthe‘CreateOffice’submenuof‘Operation’ Menu,Followingscreen willappear

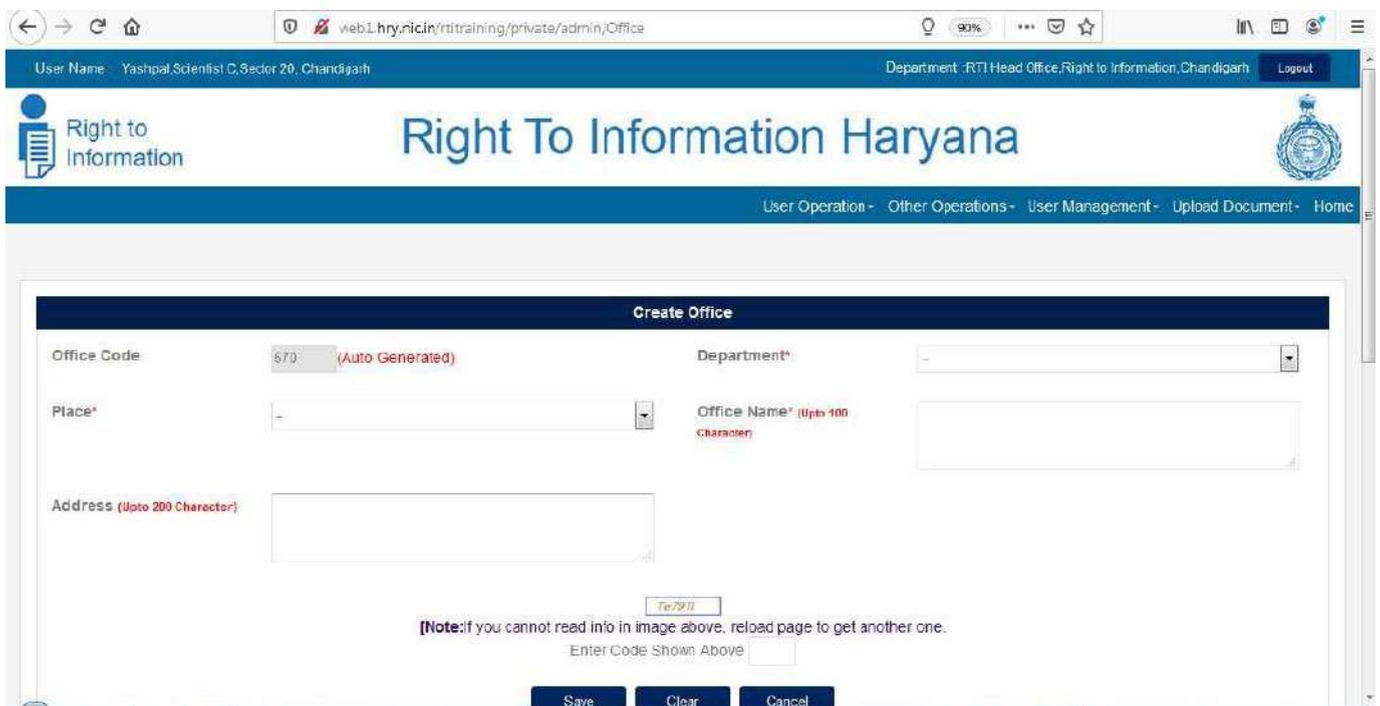


The screenshot displays the 'Create Office' page. At the top, there is a navigation bar with the user name 'Yashpal, Scientist C, Sector 20, Chandigarh' and the department 'RTI Head Office, Right to Information, Chandigarh'. The main header reads 'Right To Information Haryana'. Below the header, there is a navigation menu with options: 'User Operation - Other Operations - User Management - Upload Document - Home'. The main content area is titled 'Create Office' and contains two buttons: 'Create' and 'Search'. Below these buttons is a table listing existing offices:

Office Code	Office Name	Place	Department	Address	Update	Delete
001	RTI Head Office	Chandigarh	Right to Information	Chandigarh 17 Sector	Edit	Delete
002	Head Office	PANCHKULA	HUDA	C 3 Sector 6 Panchkula	Edit	Delete
003	Ex. Officer	AMBALA	HUDA	Ambala	Edit	Delete
004	Ex. Officer	GURGAON	HUDA	Gurgaon	Edit	Delete
005	SDD Office	KAITHAL	HUDA	Kaithal	Edit	Delete
007	Secretariat	Chandigarh	Raj Bhawan	Chandigarh	Edit	Delete
008	Secretariat	Chandigarh	Punjab & Haryana High Courts	PunjabHaryana High Courts Chandigarh	Edit	Delete
009	Haryana Vidhan Sabha	Chandigarh	Vidhan Sabha	Vidhan Sabha Chandigarh	Edit	Delete
010	Secretariat	Chandigarh	Central Administrative Tribunal	Sect17 Chandigarh	Edit	Delete

- ✓ ‘Create’button to create new office.
- ✓ ‘Edit’button to edit the information of existing office.
- ✓ ‘Search’button for searching the office from the entire list.

Press Create to create new office



The screenshot shows the 'Create Office' form. The form fields are as follows:

- Office Code: 570 (Auto Generated)
- Department: -
- Place: -
- Office Name*: (Up to 100 Character)
- Address (Up to 200 Character):

At the bottom of the form, there is a note: "[Note: if you cannot read info in image above, reload page to get another one. Enter Code Shown Above]". Below the note are three buttons: 'Save', 'Clear', and 'Cancel'.

- ✓ Officecodeis generatedautomatically
- ✓ Department, Districtare mandatoryfield
- ✓ Filltheinformationand press‘Save’button forcreatingtheoffice

The screenshot shows the 'Create Office' interface in the Right To Information Haryana system. The page header includes the user name 'Yashpal.Scientist C, Sector 20, Chandigarh' and the department 'RTI Head Office, Right to Information, Chandigarh'. The main content area features a 'Create Office' form with the following fields:

- Office Code: 001
- Office Name: RTI Head Office
- Place: Chandigarh
- Department: Right to Information
- Address: Chandigarh 17 Sector

Buttons for 'Create' and 'Search' are visible above the table. The table below lists existing offices:

Office Code	Office Name	Place	Department	Address	Update	Delete
001	RTI Head Office	Chandigarh	Right to Information	Chandigarh 17 Sector	Update / Cancel	Delete
002	Head Office	PANCHKULA	HUDA	C 3 Sector 6 Panchkula	Edit	Delete
003	Ex. Officer	AMBALA	HUDA	Ambala	Edit	Delete
004	Ex. Officer	GURGAON	HUDA	Gurgaon	Edit	Delete
005	SDO Office	KAITHAL	HUDA	Kaithal	Edit	Delete
007	Secretariat	Chandigarh	Raj Bhawan	Chandigarh	Edit	Delete
008	Secretariat	Chandigarh	Punjab & Haryana High Courts	PunjabHaryana High Courts Chandigarh	Edit	Delete

Press‘Edit’to edittheinformation ofexistingoffice.

[5.1.3] Create User:

Aftercreatingdepartment,district/place,andofficemaster,createtheuser master.

- ✓ SuperAdministratorandAdministratorofdepartmentcanaccessthisform.
- ✓ SuperAdministratorcancreateuserforanydepartment
- ✓ Departmental administratorcancreatetheuserfor itsdepartmentonly
- ✓ Clickon‘add/modifyuser’ in‘useroperation’ menutocreateuser.

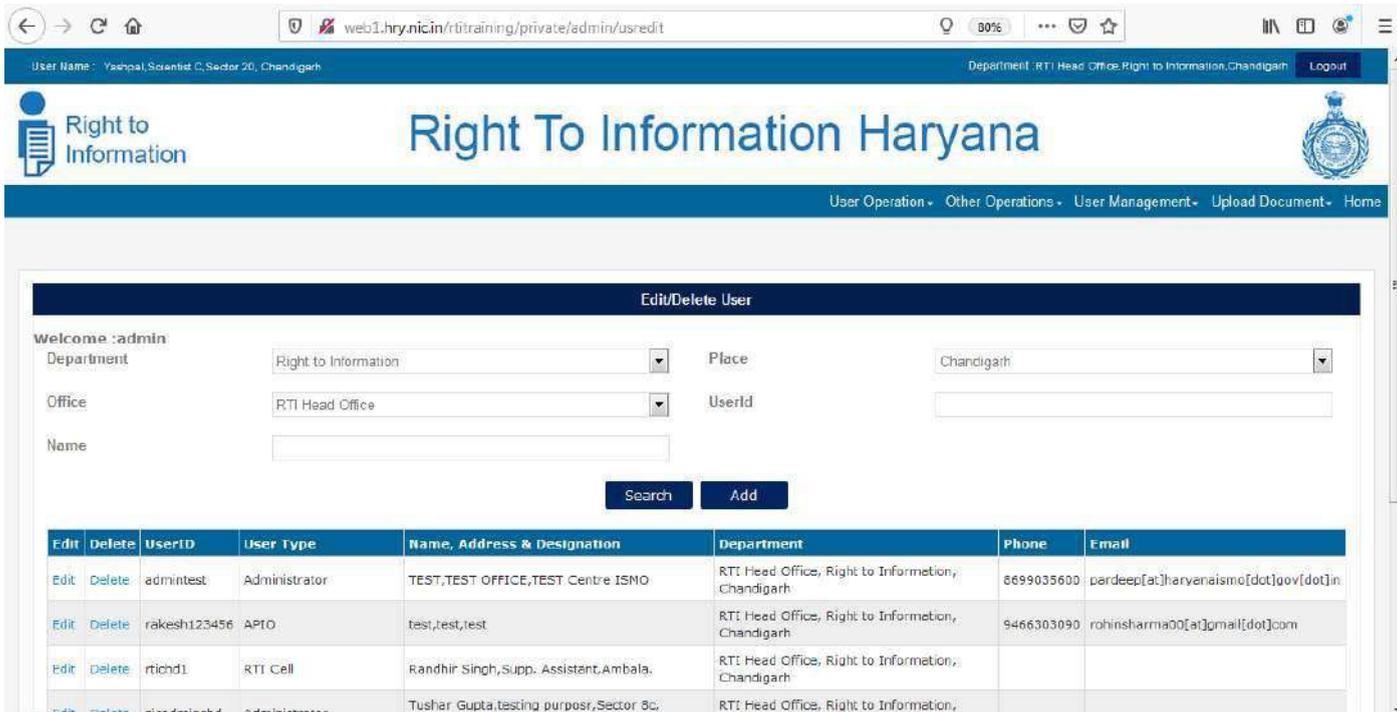
The screenshot shows the 'Right To Information Haryana' web application interface. At the top, there is a navigation bar with the user name 'Yashpal Scientist C, Sector 20, Chandigarh' and the department 'RTI Head Office, Right to Information, Chandigarh'. Below this is the application logo and title. A menu bar contains 'User Operation', 'Other Operations', 'User Management', 'Upload Document', and 'Home'. The main content area is titled 'Fill User Details' and contains a form with the following fields:

- Department*: Right to Information (dropdown)
- Office/Branch: RTI Head Office (dropdown)
- User Id*: [text input] with a 'Check Availability' link
- Password*: [password input]
- Name: [text input]
- Address*: [text input]
- Email: [text input]
- Place*: Chandigarh (dropdown)
- User Type: PIO (dropdown) with a 'User Help' link
- Confirm Password*: [password input]
- Designation*: [text input]
- Dated: 05/03/2020
- Phone: [text input]

- ✓ Select Department, District and Office for which you want to create user from the Drop Down List.
- ✓ User Id and password are case sensitive whose length must be up to 5-20 character.
- ✓ Password must contain one letter, one digit and a special character (i.e. !@#\$%^&*(),rtiamb123#) in any order.
- ✓ Fields with sign '*' are mandatory.
- ✓ Fill the information and Press Save Button to Add User.
- ✓ 'Save' button to save the user information
- ✓ 'Edit' button to edit the information of existing user
- ✓ 'Clear' button to clear the information in form

[5.1.4] Edit User Detail

- ✓ Administrator click on 'Edit User Detail' submenu in 'User Operation' menu to Change the User Details, then a screen will appear:



- ✓ EditanyUser Details bypressingon‘EditButton’
- ✓ Anyrecordscould bedeleted bypressing‘Delete Button’ fromtheList.
- ✓ Whenyoupresdeletebuttonamessagewillappearforconfirmationyouwant todeletetherecordsor not.
- ✓ When‘Edit’button ispressed then the particularrecord willbeopen:



- ✓ Change any detail and press 'Update' Button to Change the User Details
- ✓ 'Back' Button to move on Edit Page to edit another page.

[5.1.5] Unlock User Password

- ✓ Unlock Password by clicking on 'Unlock' Button.

The screenshot shows the 'Unlock Password' interface. At the top, there's a navigation bar with 'User Name: Yashpal.Scientist, C.Sector 20, Chandigarh' and 'Department: RTI Head Office, Right to Information, Chandigarh'. The main header reads 'Right To Information Haryana'. Below this is a menu: 'User Operation - Other Operations - User Management - Upload Document - Home'. The 'Unlock Password' section contains a form with the following fields:

- Department: Right to Information (dropdown)
- Place: Chandigarh (dropdown)
- Office: RTI Head Office (dropdown)
- Name: (text input)
- UserId: (text input)

There are 'Search' and 'Add' buttons below the form. Below the form is a table with the following data:

Unlock	UserID	User Type	Name, Address & Designation	Department	Phone	Email
Unlock	rakesh123456	APIO	test,test,test	RTI Head Office, Right to Information, Chandigarh	9466303090	rohishorma00@gmail.com
Unlock	testcse	CSC	testcse,test123,test123	RTI Head Office, Right to Information, Chandigarh	9417569424	yashpal@nic.in

At the bottom, there is a footer: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

[5.2] Other Operations

[5.2.1] Add/Modify Information Mode:

Information Mode is mode by which the information is to be supplied to applicant i.e By Hand, By Ordinary Post, By Registered Post, By Hard Copy, By Soft Copy etc. Any new Information can be added by clicking on 'Information Mode' of 'Other Operations' menu.

Information Mode

Information Mode Code: Information Mode*:

[Note: If you cannot read info in image above, reload page to get another one.]

Enter Code Shown Above:

Inf_Mode code	Mode Type	Edit
1	By Hand	Edit
2	By Ordinary Post	Edit
3	By Registered Post/hq	Edit
4	By Hard Copy	Edit
5	other	Edit
6	By Hand	Edit

- ✓ InformationModeCode is auto increment.
- ✓ Fill InformationMode and Click on Save Button.
- ✓ To Change the Existing Mode Type press 'Edit' Button,
- ✓ Change the information and press Update Button.

[5.2.2] Add/Modify Pay Mode:

Pay mode is the mode of payment offered by the citizen.

- ✓ Only administrator can access this form
- ✓ Press 'Pay Mode' in 'Other Operation' Menu
- ✓ Fill the information and press 'Save' Button to save it.
- ✓ If you want to edit Pay Mode then click 'Edit' button.
- ✓ Change the information and press Update.

Pay Mode

Pay Mode Code*: Pay Mode Name*:

[Note: If you cannot read info in image above, reload page to get another one.]

Enter Code Given Above:

Pay_Mode	Pay_Mod_Name	Edit
B	Bank Draft/IPO/Treasury Chellan	Edit
C	Cash	Edit
D	Demand Draft	Edit
E	IPO	Edit

UserManagement

[5.3.1] ChangeUserPassword

SupperAdministratoranddepartmentaladministratorcanchangePasswordofanyuseraccordingtotheir role.

The screenshot shows a web browser window displaying the 'Change Password' form. The browser address bar shows the URL: `web1.hry.nic.in/rtitraining/private/admin/fmchgpas`. The page header includes the user name 'Yashpal.Scientist C.Sector 20, Chandigarh' and the department 'RTI Head Office, Right to Information, Chandigarh'. The main heading is 'Right To Information Haryana'. The form is titled 'Change Password' and 'User Information'. It contains the following fields:

- Department: Right to Information (dropdown)
- Place: Chandigarh (dropdown)
- Office/Branch: RTI Head Office (dropdown)
- Officer: admin-> Scientist C (dropdown)
- New Password* (text input)
- Re-Enter New Password* (text input)

Below the password fields is a CAPTCHA section with a note: '[Note: If you cannot read info in image above, reload page to get another one.]'. It includes a CAPTCHA image, a text input for 'Enter Code Shown Above', and 'Submit' and 'Clear' buttons.

At the bottom of the page, there is a footer: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

- ✓ For Changing Password enter New Password and Confirm new Password
- ✓ New password must be same as confirm password and should not be the last Five Password.
- ✓ New password is case sensitive whose length must be up to 5-20 character.
- ✓ Password must contain one letter and one digit and a special character (i.e. !@#\$%^&*(),rtiamb123#) in any order.
- ✓ Fill proper Information and click on Submit Button.

[5.3.2] TrackUser

For Security purpose administrator can trace the user log, It give the complete details about the login user i.e IP Address, User Name, Time and Date of Login and transaction type Login Success or Failure etc. Click on Sub Menu ‘Track User Details’ of menu ‘User Management’.

The screenshot shows the 'TrackLogDetails' page. At the top, there is a navigation bar with 'User Name: Yashpal Scientist C, Sector 20, Chandigarh' and 'Department: RTI Head Office, Right to Information, Chandigarh'. The main header reads 'Right To Information Haryana'. Below the header, there are navigation links: 'User Operation', 'Other Operations', 'User Management', 'Upload Document', and 'Home'. The main content area is titled 'Create Department' and contains a form with 'Enter User Id' and a 'Submit' button. Below the form is a table with the following data:

Sr. No.	User Id	Time Stamp	IP Address	Login/Logout
29153	admin	05/03/2020 12:25:21	10.88.178.60	Login Success
29152	admin	05/03/2020 12:08:40	10.88.178.00	Login Success
29151	admin	05/03/2020 11:45:00	10.88.178.60	Login Success
29150	ocambalahuda	05/03/2020 11:21:52	10.88.178.45	Login Success
29149	admin	05/03/2020 11:16:58	10.88.178.45	Login Success
29148	plehuda	05/03/2020 11:14:24	10.88.178.45	Login Success
29146	admin	05/03/2020 11:11:40	10.88.178.45	Login Success
29145	plehuda	05/03/2020 11:05:54	10.88.178.45	Login Success
29144	admin	05/03/2020 11:00:33	10.145.2.43	Login Success
29143	admin	05/03/2020 10:51:10	10.145.2.48	Login Success
29142	plehuda	05/03/2020 10:28:11	10.145.2.48	Login Success

[5.4] UploadDocument

The screenshot shows the 'Upload Documents' page. At the top, there is a navigation bar with 'User Name: Yashpal Scientist C, Sector 20, Chandigarh' and 'Department: RTI Head Office, Right to Information, Chandigarh'. The main header reads 'Right To Information Haryana'. Below the header, there are navigation links: 'User Operation', 'Other Operations', 'User Management', 'Upload Document', and 'Home'. The main content area is titled 'Upload Documents' and contains a form with the following fields:

- Upload Document:** A 'Browse...' button with the text 'No file selected.' and a note 'Upload only PDF File upto 4MB size'.
- Description:** A text input field.
- Publish Date:** A date picker set to 05/03/2020.
- Expiry Date:** A date picker.
- Security Code:** A note 'Note: If you cannot read info in image above, reload page to get another one.' and a 'Refresh' button.
- Enter Code Shown Above:** A text input field.
- Buttons:** 'Save' and 'Clear' buttons.

Below the form is a table with the following data:

Sr. No.	Description with Attachment (if any)	Upload Date	Expiry Date	Published By	Edit	Delete
1	Right to information Act Hindi Version	05/09/2011	01/09/2011	Scientist C, RTI Head Office, Right to Information, Chandigarh dated: 05/09/2011	Edit	Delete

For Departmental User (PIO/APIO) type user**Menus-Detail****Menu-I****Application Operation**

ReceiveApplicationFromApplicant>>	
	New
	Modify
Generate/CancelAdditionalFee>>	
	GenerateFormBForAdditionalFee
	CancelFormBofAdditional Fee
	ReceiveAdditionalFeeFromCitizen
	CancelAdditionalFeeReceivedFromCitizen
Reject/Dispose (Final) &Transfer	
CancelReject/Dispose	

Menu-II**Other User Operation**

ReceiveIncommingFile

Menu-III**Print Duplicate**

ApplicationReceipt (Form-I)
AdditionalFeeReceipt
Form-B
Form-2/Rejection/Dispose

Menu-IV

Status & Reports	
ViewStatusofAnyApplication	
RejectedApplicationDetail	
DisposedApplicationDetail	
PendingApplicationDetail	
ApplicationAdditionalFeePending	
DisposedTargetReport	
CollectedFeeDetail	
ApplicationTransferStatus	
Department&PlaceWiseSummary	
PlacewiseSummaryReport	

Menu-V

Messaging Services	
SendMessage	
ReplyMessage	
MessageReports>>	ReplyReceived
	ReplyNotReceived
	ListofRepliedMessage

Menu-VI

User Management	
ChangePassword	
CreateInternalUser	

Application Operation:

This menu has options for processing of information like receiving RTI application from citizen, generation of Form-B, receiving additional fee, forwarding of application etc. Sub menu under 'Application Operation' are described below:

[6.1.1(i)]RegistrationofRTIapplicationfromthe citizen:

To register new application click on 'Application->New' submenu in 'Application Operation->ReceiveApplicationfromApplicant' menu

The screenshot displays the 'Right To Information Haryana' web application interface. The browser address bar shows 'web1.hry.nic.in/rtitraining/private/user/Application'. The user is logged in as 'Sunder Singh, Assistant, Ambala' at the 'Ex. Office, HUDA, AMBALA'. The main navigation menu includes 'Application Operation', 'Other User Operation', 'Print Duplicate', 'Status & Reports', 'Application Transfer Status', 'Messaging Services', and 'User Management'. The current page is 'User Home > Receive Application From Citizen'. The main form is titled 'Fill Details in Application Form-J (A)' and is divided into two sections: 'Personal Details of Applicant' and 'Information Required by Applicant'. The 'Personal Details of Applicant' section includes fields for Applicant Name, Applicant Address, Applicant Type (Employee, Ex-Employee, Citizen), Gender (Male, Female, Other), Mobile No (10 digits), Telephone No, and IS Applicant Senior Citizen? (Yes, No). The 'Information Required by Applicant' section includes fields for From Date, To Date, Information Subject, and Information Description. A 'Select Language' dropdown menu is located in the top right corner of the form area.

- ✓ 'Information Required From' block in the above form have field for entering the department, place/district, office, officer. These parameters are for the department/office from which the RTI information is required by the citizen.
- ✓ Date of application is the date of submitting of application by the citizen.
- ✓ 'Mark' check box, check it if the application is not concerned to receiver and want to transfer it to the concern officer.
- ✓ 'FromDate & ToDate' is the period for which applicant request for information.
- ✓ 'Information Subject: Fill brief/subject of information
- ✓ Information Description -> Fill complete application detail
- ✓ Attach File:> If the citizen submit written application, it can be scanned and attached here. (only.pdf is allowed)
- ✓ 'Contact Detail' block is for feeding the information of the applicant like name, address, email, phone no
- ✓ Below Poverty Line: If the applicant belong to BPL family click on 'Yes' check box otherwise on 'No' checkbox.
- ✓ If the applicant is from BPL, then there will be no fee. Hence Pay Mode, Draft No, Bank Name, draft Date are not allowed.
- ✓ If the applicant is Not a BPL Candidate then there will be Rs.50/- as fee which can be paid
- ✓ Select 'Pay mode' which may be By Cash/By Bank Draft/By Treasury Challan/ By Postal Order
- ✓ If the Pay Mode is Cash then, Draft No, Bank Name, draft Date will be disabled.
- ✓ If Pay Mode is other than Cash then Select Name of Bank/Treasury/Post Office etc. and draft No/Post Order No/Challan No and Draft Date.
- ✓ 'Mode of Information' -> It is the mode by which applicant want the delivery of required information from the department. It may be By Soft Copy, By Hand, By Registered Post etc.
- ✓ **Save:** After filing the form, click on the 'Save' Button to save the record.
- ✓ Unique Application registration now will be generated, which will be used by the applicant for all future correspondences.
- ✓ Receipt will be generated; one part of the receipt will be signed by the applicant and to be attached with the other documents.
- ✓ 2nd part of receipt will be signed by the receiving officers and will be given to the citizen/applicant.

RTI-Form No. 1(A)

The Public Information officer,
Estate Office, Ambala,
HUDA Department, AMBALA

To

1. Full name of the Applicant : testing
 2. Address testing
 3. Particulars of information required from : Estate Office, Ambala,HUDA Department, AMBALA
 (i) Subject matter of information : testing
 (ii) The period to which the information relates : - to -
 (iii)Description of the information required : testing
 (iv)Information Mode: By Ordinary Post

Place:AMBALA
 Date:05/03/2020

Signature of the Applicant

ACKNOWLEDGEMENT

Received your application dated **05/03/2020** vide RTI-MIS Reg. no. **000004/2020** under RTI-ACT 2005. **Amount received Rs 1/ By Cash.**Your application will be forwarded to concerned official of **Estate Office, Ambala, HUDA Department, AMBALA** for taking necessary action in the matter. The requisite information will be provided by PIO/APIO of concerned department.

(Signature)
**Surender Singh,Assistant,Ambala.,
 Ex. Officer,HUDA,
 AMBALA.**

(ii)EditApplicationReceipt

To modify the application contents, either click on the ‘Edit’ button on the form given above or press ‘Application Operation->Application ->Modify’ option in the menu. All applications which are pending with the current user or forwarded to the other but not physically received by him/her will be displayed for edit as given below:

Welcome : Surender Singh,Assistant,Ambala

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management

Current Page : [User Home](#) : [Modify Application](#)

Modify

Application No Name

Edit	Application No	Applicant Name & Address	Concerned Department	Information Subject	Detail
Edit	000004/2020, 05/03/2020	testing, testing	Estate Office, Ambala, HUDA, AMBALA	testing	ViewDetail
Edit	000171/2017, 23/08/2017	test, test	Estate Office, Ambala, HUDA, AMBALA	test	ViewDetail

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- ✓ User can search by application no and name or address of the applicant.
- ✓ 'View Detail' link is to see the details of the application.
- ✓ Press 'Edit' link to modify the contents of the application.

The screenshot displays the 'UPDATE APPLICATION (No.000004/2020)' form. The form is divided into two main sections: 'Personal Details of the Applicant' and 'Information Required by Applicant'. The 'Personal Details' section includes fields for Applicant Name (testing), Applicant Address (testing), Applicant Type (Employee, Ex-Employee, Citizen), Gender (Male, Female, Other), Mobile No (10 digits), Telephone No, Email, and Is Applicant Senior Citizen? (Yes, No). The 'Information Required by Applicant' section includes fields for From Date, To Date, Information Subject (testing), and Information Description (testing). A 'Select Language' dropdown menu is located in the top right corner of the form area. The browser address bar shows 'web1.hry.nic.in/it/training/private/user/ApplicationUpdate'.

- ✓ Change any field value and click on 'Update' button

Generate,CancelAdditionalFee

This option is for PIO. If the additional fee is required from applicant, PIO will generate Form-B for additional fee.

(i)

Press 'Application Operation->Generate,CancelAdditionalFee->GenerateFormBforAdditionalFee' from the menu, list of pending applications will be displayed as below:

The screenshot shows the 'Right To Information Haryana' web application interface. The current page is titled 'Generate Form B for additional fee'. It features a search bar with 'Application No' and 'Name of Applicant' fields, and 'Search' and 'Recall' buttons. Below the search bar is a table of pending applications.

Application No	Applicant Name & Address	Concerned Department	Information Subject	Details	Generate
000004/2020,05/03/2020	testing, testing	Estate Office, Ambala, HUDA, AMBALA	testing	View Detail	Form B
000006/2018,05/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Add Information	View Detail	Form B
000007/2018,05/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Information Subject	View Detail	Form B
000008/2018,05/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Information Subject Information Subject	View Detail	Form B
000171/2017,23/08/2017	test, test	Estate Office, Ambala, HUDA, AMBALA	test	View Detail	Form B

Click on 'Form B' to generate Form-B, Form will appear as below:

Form B For Additional Fee dated 05/03/2020

Brief of Application

Application No: 000004/2020 Applicant Name & Address: testing, testing

Additional Fee Detail

Additional Fee Sr. No: piohuda/2/2020

Additional Fee (Rs.)	Additional Fee to be Adjusted	Rs. 0/-	Registry Fee (if Any). (Rs.)	Additional Fee to be Deposited (Rs.)	Rs. /
<input type="text"/>			<input type="text"/>		

Upload FORM-B Detail (if Any)

Remarks (if any):

Upload (if Any): No file selected.
(Select only .PDF File upto 4MB) **Label**

- ✓ User will enter the required amount and press 'Submit' button.
- ✓ Form-B will be generated which will be sent to the applicant.
- ✓ Citizen can also see it on the site.

6.1.2 (ii) Cancel Form-B: If Form-B is wrongly generated; PIO can cancel it before depositing of fee by applicant. This option is in 'Application Operation->Generate, Cancel Additional Fee ->Cancel Form B of Additional Fee' menu. List of applications for which Form B is generated and fee is not deposited by the applicant/citizen will be displayed as below. Press 'Recall' link to cancel the Form B.

Application No: Name of Applicant:

Application No	Name & Address	Department & Branch	InformationSubject	Cancel Form-B
000003/2020,05/03/2020	Rohin Sharma,Village. khara, punjab	HUDA ,AMBALA	Rohin Sharma NIC Haryana	<input type="button" value="Submit"/>
000117/2017,21/07/2017	NEW ADD,NEW ADD	HUDA ,AMBALA	this is test infomation	<input type="button" value="Submit"/>
000131/2017,01/08/2017	a,a	HUDA ,AMBALA	a	<input type="button" value="Submit"/>
000158/2017,16/08/2017	Added by PIO itself ,Chandigarh new haryana contract.	HUDA ,AMBALA	Added by PIO itself by test the website	<input type="button" value="Submit"/>

Click on Submit then fill the reason for Form B Cancellation and then Click.

Application No: Name of Applicant:

Application No	Name & Address	Department & Branch	InformationSubject	Remarks	Cancel Form-B
000003/2020,05/03/2020	Rohin Sharma,Village. khara, punjab	HUDA ,AMBALA	Rohin Sharma NIC Haryana	<input type="text"/>	<input type="button" value="Cancel"/> <input type="button" value="Submit"/>
000117/2017,21/07/2017	NEW ADD,NEW ADD	HUDA ,AMBALA	this is test infomation	<input type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
000131/2017,01/08/2017	a,a	HUDA ,AMBALA	a	<input type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>
000158/2017,16/08/2017	Added by PIO itself ,Chandigarh new haryana contract.	HUDA ,AMBALA	Added by PIO itself by test the website	<input type="text"/>	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

6.1.2(iii).Receipt of additional Fee:

Applicant can deposit the fee to PIO/APIO of the department or to the CSC or RTI cell. To go to this option, select **‘Application Operation->Generate, Cancel Additional Fee ->Receive Additional Fee from Citizen’**

from the menu. List of applications for which Form-Bis generated and fee is not deposited by the applicant will be displayed.

Additional Fee Deposit Form

Application No: Applicant Name:

[Search](#) [Recall](#) [List of Recalled](#)

Application No	Applicant Name & Address	Concerned Department	Information Subject	Details	Submit
000003/2020,05/03/2020	Rohin Sharma, Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Rohin Sharma NIC Haryana	View Detail	Submit Fee
000039/2017,11/07/2017	dfd, dfdf	HUDA, Estate Office, Ambala, AMBALA	wew	View Detail	Submit Fee
000117/2017,21/07/2017	NEW ADD, NEW ADD	HUDA, Estate Office, Ambala, AMBALA	this is test infromation	View Detail	Submit Fee
000130/2017,01/08/2017	add, add	HUDA, Estate Office, Ambala, AMBALA	sdad	View Detail	Submit Fee
000131/2017,01/08/2017	a, a	HUDA, Estate Office, Ambala, AMBALA	a	View Detail	Submit Fee
000153/2017,16					

Press 'Submit Fee' link in the above grid, a form will appear as below:

Additional Fee Submit Form

Brief of Application

Application No: 000003/2020 Applicant Name: Rohin Sharma, Village. khera, punjab

Additional Fee Details

Amount (Rs.)	1	Registry Fee	0	Fee Adjusted	0
Fee Adjusted	05/03/2020	Fee Paid	1		

Additional Fee Pay Brief

Pay Mode: Draft No:

Draft Date: Remarks:

- ✓ Select the payment mode (cash/demand draft/challan)
- ✓ Press 'Submit' button, Receipt will be generated.
- ✓ After signing by the receiving officer, it will be given to the depositor.

Receipt for Additional Fee	
Application No	000003/2020 dated 05/03/2020
Name of Applicant	Rohin Sharma
Address	Village khara punjab
Additional Fee Deposited (Rs.)	1 /- by Cash
Dated :	05/03/20
Print	Surender Singh, Assistant, Ambala., Ex. Officer, HUDA, AMBALA

6.1.2(iv) Cancel Received Fee: If the additional fee received has some mistake, it can be canceled. However, its records will be there, which cannot be deleted. Select **'Application Operation->Generate, Cancel Additional Fee ->Cancel Additional Fee Received from Citizen'** from the menu. List of applications for which the additional fee is received by the user will be displayed. Press **'Recall'** link to cancel the receipt.

Current Page: **user Name : Cancel Deposited Fee by Citizen**

Cancel Received Fee

Application No: Name of Applicant:

Application No	Name & Address	Department & Branch	Information Subject	Cancel Fee
000003/2017,28/06/2017	Rohin Sharma, 17 B Model Town Hisar	HUDA, AMBALA	This is test application	Submit
000003/2020,05/03/2020	Rohin Sharma, Village. khara, punjab	HUDA, AMBALA	Rohin Sharma NIC Haryana	Submit
000006/2013,29/07/2013	Ramesh Kumar, Ambala	HUDA, AMBALA	test data	Submit
000021/2012,21/03/2012	KK Bansal, Ambala	HUDA, AMBALA	Total employees transferred during during this period	Submit
000023/2012,24/04/2012	Surender Singh, Ambala	HUDA, AMBALA	Total plots allotted to government employee	Submit
000026/2012,10/04/2013	Ramesh Kumar, Ambala	HUDA, AMBALA	Total no of plots etc	Submit
000153/2017,11/08/2017	Swati Singh, Chandigarh	HUDA, AMBALA	Information are correct which I have put in this user	Submit
001179/2011,27/07/2011	Rathi Singh, Ambala	HUDA, AMBALA	Total ACP issued by the office in 2011	Submit

- ✓ **Receive Fee From CSC/RTI/APIO:** Additional fee can be taken by PIO, APIO, RTI cell and CSC. Whenever additional fee is received by other than PIO, it has to be forwarded to the concern PIO.
- ✓ **If the additional fee is received by CSC,** it has to be deposited in the district RTI cell, RTI cell will give the receipt and deliver it to concern PIO.

- ✓ RTI cell can also receive the additional fee from the applicant.
- ✓ RTI cell will deposit the additional fee to the concerned PIO.
- ✓ A PIO of the department/office can also receive the additional fee and deposit it with the PIO.
- ✓ Select 'Application Operation->Additional Fee-> Receive Fee From CSC/RTI/APIO' from the menu. List of applications for which the other user has taken the additional fee and same forwarded to the current user will be displayed.
- ✓ Select the checkbox against the application
- ✓ Press 'Submit' button to receive the additional fee.
- ✓ Receipt will be generated and same will be handed over to the depositor after signing.

6.1.2(v) Reject, Dispose (Final) & Transfer:

User will take action for disposal of applications pending with him/her. For Rejecting/Forwarding/Disposal of the application

Generate Form 2 (Transfer/Reject/Dispose(Final) of Application)

Application No: Applicant Name:

Select	Application No	Name & Address of Applicant	Concerned Department	Information Subject	Details
<input checked="" type="checkbox"/>	000003/2018,29/05/2018	Swati Singh, Chandigarh	Ex. Officer, HUDA, AMBALA	as	View Detail
<input type="checkbox"/>	000003/2020,05/03/2020	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Rohin Sharma NIC Haryana	View Detail
<input type="checkbox"/>	000004/2018,30/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	This is testing entry	View Detail
<input type="checkbox"/>	000004/2020,05/03/2020	testing, testing	Estate Office, Ambala, HUDA, AMBALA	testing	View Detail
<input type="checkbox"/>	000005/2018,31/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	add	View Detail
<input type="checkbox"/>	000006/2013,29/07/2013	Ramesh Kumar, Ambala	Estate Office, Ambala, HUDA, AMBALA	test data	View Detail
<input type="checkbox"/>	000006/2018,05/06/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Add Information	View Detail
<input type="checkbox"/>	000007/2018,05/06/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Information Subject	View Detail

1 2

Select Application Action*

Detail of the Officer for Reject/Dispose/To whom Transfer

Department* Department Place*

Officer* Concerned Officer*

Remarks:

Upload Order/Details of Reject/Dispose/Transfer No file selected.
(Select Only .pdf file upto 4MB size)

Date of Reject/Dispose/Transfer

[Note: If you cannot read info in image above, reload page to get another one.]

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Contents owned, maintained and updated by the respective departments/offices of Haryana Government.

- ✓ Select 'ApplicationAction' from 'ApplicationOperation' menu
- ✓ All applications pending with the user will appear.
- ✓ User can take following actions:
- ✓ Rejection/Intimation of application: Only RTI Cell or PIO can reject the application and intimate to applicant.
- ✓ Forwarding of application: Application, which is not concerned to the receiver, can be forwarded to the concerned department/office/officer/PIO
- ✓ Application, received by CSC user will be automatically forwarded to the District RTI Cell.
- ✓ RTI Cell will forward the application to the concerned PIO of the department using this form.
- ✓ Application received by APIO of the department, will be forwarded to the concern PIO.
- ✓ PIO can also forward the application to other PIO of its department if it is not concern to him/her.

Dispose/Final of application:

After generating Form-B, taking additional fee if any, and collecting the required information, PIO can dispose the application.

000005/2018,31/05/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	add	View Detail
000006/2013,29/07/2013	Remesh Kumar, Ambala	Estate Office, Ambala, HUDA, AMBALA	test data	View Detail
000006/2018,05/06/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Add Information	View Detail
000007/2018,05/06/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Information Subject	View Detail
000008/2018,05/06/2018	Rohin Sharma, Village. khara, punjab	Ex. Officer, HUDA, AMBALA	Information Subject: Information Subject	View Detail
000021/2012,21/03/2012	KK Bansal, Ambala	Ex. Officer, HUDA, AMBALA	Total employees transferred during during this period	View Detail
000023/2012,24/04/2012	Surender Singh, Ambala	Ex. Officer, HUDA, AMBALA	Total plots allotted to government employees	View Detail

Select Application Action*

Detail of the Officer for Reject/Dispose/To whom Transfer
 Department* Department Place*
 Officer* Concerned Officer*
 Remarks:
 Upload Order/Details of Reject/Dispose/Transfer: No file selected
 (Select Only pdf file upto 4MB size)
 Date of Reject/Dispose/Transfer:

[Note: If you cannot read info in image above, reload page to get another one.]

- ✓ Officer can write the description of action taken in 'Remark' box
- ✓ One can also attach the pdf files.
- ✓ If selected action is 'forward', then it will ask the department/office/officer to which the application has to be forwarded.
- ✓ If the action is 'Dispose' PIO must attach information in pdf form sought by the applicant so that the applicant can download it.
- ✓ Letter will be generated for the action taken. Sign it and sent to the concern.

On forwarding/transfer the application, Form-2 will be generated:

The screenshot shows a web browser window displaying the RTI Form 2. The browser address bar shows the URL: <http://localhost/rti/private/user/reports/RPTForm2.aspx>. The page content includes the Government of Haryana logo, the title 'RTI Form 2', and the text 'Government of Haryana, Office of PIO(RTI)'. The reference number is 'Reference No :000008/2010'. The subject is 'Request for information (under RTI Act, 2005) received from Sh./Ms. Anil Kumar on dated 30/09/2010'. The main body of the form contains a paragraph stating: 'I am forwarding herewith an application/request for information (under RTI Act, 2005) received from Sh./Ms. Anil Kumar, resident of Ambala The subject matter of the information requested by the above applicant is related to Total Allotment of Plots by Huda Department Ambala which pertains to or partly pertains to your department. Therefore, I am forwarding the same to you for your information and necessary action. The required information and/or an appropriate reply may be sent to the applicant and the status may be updated in the RTI-MIS.' Below this, there is a section for 'Remarks (if any) :'. At the bottom, there are two signature lines: 'Public Information Officer, Assistant, PIO, HUDA, Ex. Officer, AMBALA (Through RTI-MIS):' and 'Supp. Assistant, RTI Cell, AMBALA'.

RTI Form 2
Government of Haryana, Office of PIO(RTI)

Reference No :000008/2010

Subject : Request for information (under RTI Act, 2005) received from Sh./Ms. Anil Kumar on dated 30/09/2010

I am forwarding herewith an application/request for information (under RTI Act, 2005) received from Sh./Ms. Anil Kumar, resident of Ambala The subject matter of the information requested by the above applicant is related to Total Allotment of Plots by Huda Department Ambala which pertains to or partly pertains to your department. Therefore, I am forwarding the same to you for your information and necessary action. The required information and/or an appropriate reply may be sent to the applicant and the status may be updated in the RTI-MIS.

Remarks (if any) :

Public Information Officer,
Assistant, PIO
HUDA, Ex. Officer, AMBALA
(Through RTI-MIS):

Supp. Assistant, RTI Cell
AMBALA

On Rejection, rejection letter will be generated:

The screenshot shows a web browser window displaying the Application Rejection Form. The browser address bar shows the URL: <http://localhost/rti/private/user/reports/RPTRejectFormbypio.aspx>. The page content includes the Government of Haryana logo, the title 'Application Rejection Form', and the text 'Government of Haryana, Office of PIO(RTI)'. The reference number is 'Reference No :000012/2010,30/09/2010'. The subject is 'Request for information (under RTI Act, 2005) received from Sh./Ms. Surender Kumar, Ambala, on dated 30/09/2010'. The main body of the form contains a paragraph stating: 'In reference to you application no. 000012/2010,30/09/2010 Dated 30/09/2010 regarding Allotment of Houses to Government Employees you are hereby informed that this Application is rejected on dated 04/10/2010 by Concerned RTI-MIS'. Below this, there is a section for 'Reason (if any) : Information is Rejected due to none submitting of dues in time.' At the bottom, there is a signature line: 'Public Information Officer, Assistant, PIO'.

Application Rejection Form
Government of Haryana, Office of PIO(RTI)

Reference No :000012/2010,30/09/2010

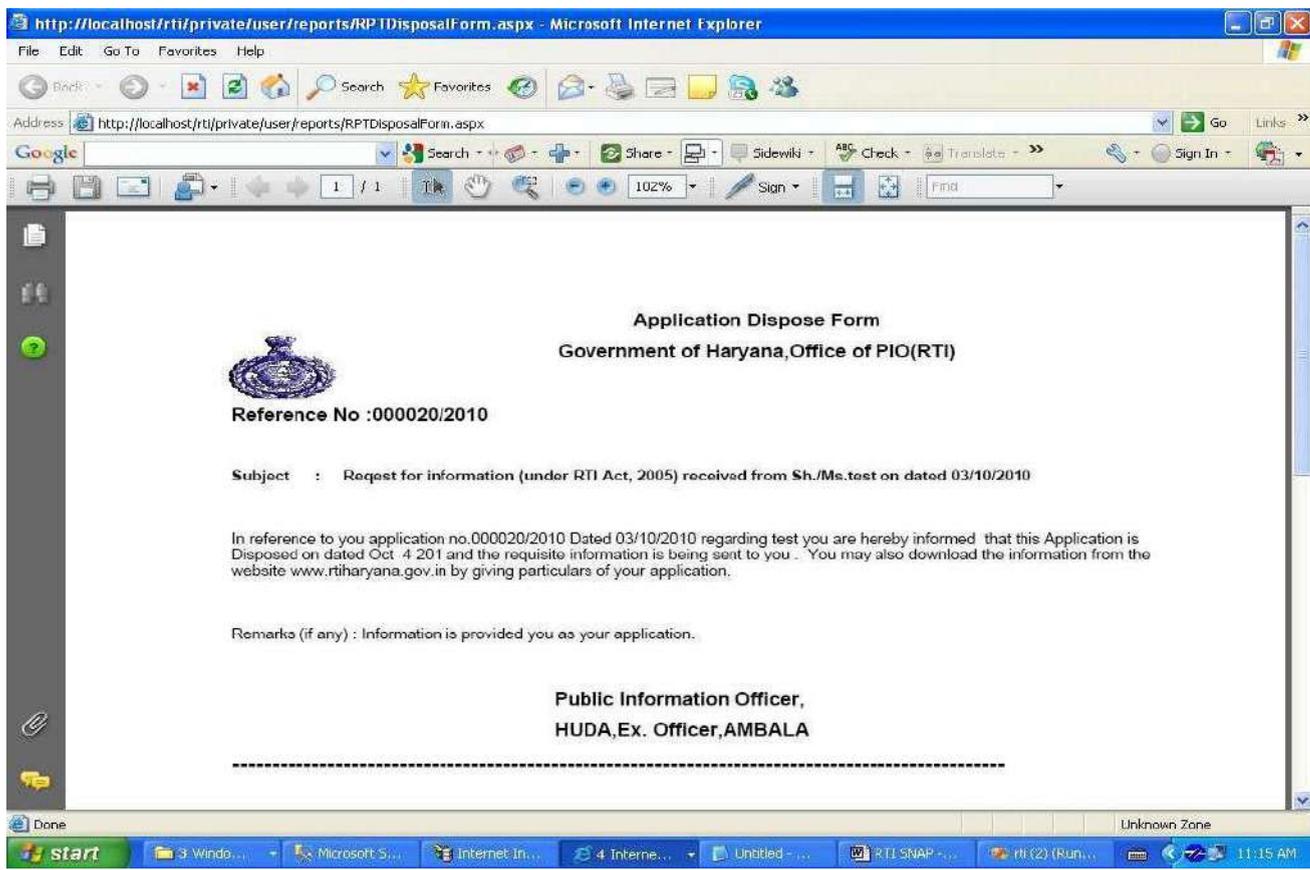
Subject : Request for information (under RTI Act, 2005) received from Sh./Ms. Surender Kumar, Ambala, on dated 30/09/2010

In reference to you application no. 000012/2010,30/09/2010 Dated 30/09/2010 regarding Allotment of Houses to Government Employees you are hereby informed that this Application is rejected on dated 04/10/2010 by Concerned RTI-MIS

Reason (if any) : Information is Rejected due to none submitting of dues in time.

Public Information Officer,
Assistant, PIO

OnFinalDisposal,letterwillbegeneratedasbelow:



http://localhost/rti/private/user/reports/RPTDisposalForm.aspx - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://localhost/rti/private/user/reports/RPTDisposalForm.aspx

Application Dispose Form
Government of Haryana,Office of PIO(RTI)


Reference No :000020/2010

Subject : Request for information (under RTI Act, 2005) received from Sh./Ms.test on dated 03/10/2010

In reference to you application no.000020/2010 Dated 03/10/2010 regarding test you are hereby informed that this Application is Disposed on dated Oct. 4 2011 and the requisite information is being sent to you . You may also download the information from the website www.rti.haryana.gov.in by giving particulars of your application.

Remarks (if any) : Information is provided you as your application.

Public Information Officer,
HUDA,Ex. Officer,AMBALA

Done Unknown Zone

start 3 Windo... Microsoft S... Internet In... 4 Interne... Untitled... RTI SNAP ~... PI (2) (Run... 11:15 AM

6.1.2(vi) Cancel Rejected, Disposed & Transferred:

User can reverse the action of forward/reject/dispose if it is taken by mistake.

Press 'Recall' option in 'Application Operation' menu. Select the action to be reversed (Forward/Reject/Disposed)

- ✓ Forwarded applications can only be recalled back if the officer to whom it has been marked has not taken any action.
- ✓ Press 'Search' to list the applications
- ✓ All searched applications will be displayed.
- ✓ Select the checkbox against the application and press 'Recall' Button to reverse the latest action.
- ✓ Application will be back in the user account for taking further action.

User Operation Other User Operation

- ✓ Application whenever received by some office/official to which it is not concerned like by CSC or RTI cell, and then the application is transferred/forwarded to the concerned department/office/PIO. Whenever the application physically received by the concerned officer/PIO, receipt of the application is given and application will come in his/her user account for further dealing.
- ✓ This form is for RTI cell user and PIO of the department.
- ✓ RTI cell user will receive the file from CSC and forward it to the concerned PIO of the department
- ✓ PIO of the department will use this option whenever the applications are forwarded by its APIO or by the RTI cell.
- ✓ Press 'Receive Files' from 'Application Operation' menu

- ✓ OnSelectingDepartment,Place,Office/Branchalistwillappearhavingthelistofusersfromwhichthe forwarded applications are pending for receiving.
- ✓ SelecttheUser fromDropDown Listforgivingreceiptofapplication.
- ✓ Listofapplicationsforwardedbytheselectedofficerwillappear.
- ✓ Selectthecheckboxagainsteachapplicationforreceiving.
- ✓ Press'save'Button.
- ✓ Areceiptletterwillbe generated,giveittodepositoroftheapplicationaftersigning.

Physical Acceptance of Files
Received Following Files On 4/10/2010 From RTI USER,CSC,Ambala

Sr. No.	EdishaXtnId	Name & Address of Applicant	Concerned Department	Information Subject	Amount
1	010061013000076,000021/2010	Ram Singh, Ambala	HUDA, Ex. Officer, AMBALA	Total Arrear of Sh. Ram Singh Assistant	Rs.50/- by Cash
2	010061013000077,000021/2010	A K Ahuja, Ambala	HUDA, Ex. Officer, AMBALA	Total Fee Received from plots.	Rs.50/- by Cash
Total Application		2		Total Amount	Rs. 100/- Only

Supp. Assistant, RTI Cell
AMBALA

PrintDuplicate

PrintDuplicateforForm-I,Form-B,Form-2,AdditionFee,Dispose(Final)letter,Rejection/intimationletter etc by using this menu.

Bypressing'PrintDuplicate->ApplicationReceipt(Form-I)

Current Page : [User Home](#) > [Duplicate Application Receipt](#)

Duplicate Receipt of Application

Application No. Applicant Name Select Language

Application No	Applicant Name & Address	Concerned Department	Information Subject	View Detail	Duplicate
000171/2017, 23/08/2017	test, test	HUDA, Estate Office, Ambala, AMBALA	test	Detail	Receipt

Click onReceipt

RTI-Form No. 1(A)

The Public Information officer,
Estate Office, Ambala,
HUDA Department, AMBALA

1. Full name of the Applicant : test
2. Address : test
3. Particulars of information required from : Estate Office, Ambala,HUDA Department,, AMBALA
(i) Subject matter of information : : test
(ii) The period to which the information relates : 01/07/2017 to 01/06/2017
(iii) Description of the information required : : test
(iv) Information Mode: By Ordinary post:

Place:AMBALA
Date 23/08/2017
Signature of the Applicant

ACKNOWLEDGEMENT

Received your application dated **23/08/2017** vide RTI-MIS Reg. no. **000171/2017** under RTI-ACT 2005. **Amount received Rs 1 / By Cash**. Your application will be forwarded to concerned official of **Estate Office, Ambala, HUDA Department, AMBALA** for taking necessary action in the matter. The requisite information will be provided by PIO/APIO of concerned department.

(Signature)
Suresnder Singh, Assistant, Ambala.,
Ex. Officer,HUDA,
AMBALA

Bypressing‘PrintDuplicate->AdditionalFeeReceipt

web1.hry.nic.in/ritraining/private/user/feercptDuplicate

Welcome : Surender Singh Assistant Ambala Ex. Officer HUDA AMBALA Logout

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status Messaging Services - User Management -

Current Page : [User Home](#) : [Duplicate Receipt of Additional Fee](#)

Additional Fee Duplicate Receipt

Application No: Applicant Name:

[Search](#) [Recall](#)

Application No	Applicant Name & Address	Concerned Department	Information Subject	Details	Submit
000003/2020,05/03/2020	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Rohin Sharma NIC Haryana	View Detail	Print
000006/2013,29/07/2013	Ramesh Kumar,Ambala	HUDA, Estate Office, Ambala, AMBALA	test data	View Detail	Print
000021/2012,21/03/2012	KK Bansal,Ambala	HUDA, Ex. Officer, AMBALA	Total employees transferred during during this period	View Detail	Print
000023/2012,24/04/2012	Surender Singh,Ambala	HUDA, Ex. Officer, AMBALA	Total plots allotted to government employee	View Detail	Print
000026/2012,10	Ramesh Kumar,Ambala	HUDA, Ex. Officer, AMBALA	Total No. of plots etc.	View Detail	Print

Cick inprintforduplicate

Receipt for Additional Fee - Mozilla Firefox

web1.hry.nic.in/ritraining/private/user/printrcpt1

Receipt for Additional Fee

Application No	000003/2020 dated 05/03/2020
Name of Applicant	Rohin Sharma
Address	Village. khera, punjab
Additional Fee Deposited (Rs.)	1 /- by Cash
Dated :	05/03/20
Print	Surender Singh,Assistant,Ambala., Ex. Officer,HUDA, AMBALA

Bypressing‘PrintDuplicate->Form-B

Current Page : [User Home](#) : [Duplicate Form B of Additional Fee](#)

Application No	Applicant Name & Address	Concerned Department	Information Subject	View Detail	Print Status
00004/2020,05/03/2020	testing,testing	HUDA, Estate Office, Ambala, ANBALA	testing	View Detail	Print
000117/2017,21/07/2017	NEW ADD,NEW ADD	HUDA, Estate Office, Ambala, ANBALA	this is test infromation	View Detail	Print
000130/2017,01/08/2017	add,add	HUDA, Estate Office, Ambala, ANBALA	sdad	View Detail	Print
000131/2017,01/08/2017	e,a	HUDA, Estate Office, Ambala, ANBALA	a	View Detail	Print
000150/2017,16/09/2017	Added by PIO itself,Chandigarh new haryana contract	HUDA, Estate Office, Ambala, ANBALA	Added by PIO itself by test the website	View Detail	Print

Bypressing‘PrintDuplicate->Form-2/Rejection/Dispose

The screenshot shows a web browser window with the URL `web1.hry.nic.in/rtitraining/private/user/DuplicateMarking`. The page header includes a welcome message for 'Surinder Singh, Assistant, Ambala' and a 'Logout' button. The main title is 'Right To Information Haryana'. A navigation menu contains: 'Application Operation-', 'Other User Operation-', 'Print Duplicate-', 'Status & Reports-', 'Application Transfer Status', 'Messaging Services-', and 'User Management-'. The current page is identified as 'User Home : duplicate Forward / Reject / Dispose letter'. The main content area features a form titled 'Generate Duplicate Form 2 (Transfer)/Reject/Dispose(Final) of Application'. This form has an input field for 'Enter Application Code' with the value '000004/2020' and a note '(i.e. 000001/2012)'. It also includes a 'Select type of letter' dropdown menu currently set to 'Form-2 of Forwarding' and a 'Print Duplicate' button. The footer contains a disclaimer: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

DuplicateForm-2,Rection/intimation,Dispose/Finalletterwillbeappearing.

Status & Reports:

This module has various reports about status of application, Disposed/Final Application, Rejected/intimated Application, Additonal Fee Pending Application, Total Fee Collected, Disposed Target and Department and Place wise Summary Report. These reports can be seen as per the role of the user.

‘Status & Report -> View status of any Application’:

This report will give the current status of any application.

The screenshot shows the 'View status of any Application' page in the Right To Information Haryana web application. The page includes a search form with the following fields:

- Department: HUDA
- Place: AMBALA
- Application No.:
- Applicant Name:

A 'Search' button is located below the search fields. The table below displays the search results:

Application No	Applicant Name	Concerned Department	Information Subject	View Status
000001/2017,15/05/2017	Test Applicant, Test Applicant 1	Estate Office, Ambala, HUDA, AMBALA	Test Applicant	View Status
000001/2020,05/03/2020	Add Application here for PIO itself, Chandigarh	Estate Office, Ambala, HUDA, AMBALA	Add Application here for PIO itself	View Status
000002/2017,15/05/2017	test, test	Estate Office, Ambala, HUDA, AMBALA	test	View Status
000002/2020,05/03/2020	Add Application here for PIO itself, Chandigarh	Estate Office, Ambala, HUDA, AMBALA	Add Application here for PIO itself	View Status
000003/2012,31/01/2012	Sumit Singh, Ambala	Ex. Officer, HUDA, AMBALA	Information about RTI Ambala	View Status

‘Status&Report->RejectedapplicationDetail’:

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management

Current Page : [User Home](#) : [List of Applications Which has been Rejected](#)

Rejected Application Detail

Select Department: HUDA | Place: AMBALA

Office/Branch: Ex. Officer | User Name: Assistant

From: [] | To Date: []

Submit | Clear

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Clickon Submit

http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_rejected_Application.aspx - Windows Internet Explorer

http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_rejected_Application.aspx

Total Applications 2

List of Requests which has been rejected

Sr. No	Rec. No	Application No	Name & Address	Concerned Department	Current Officer	Information Subject	Status of request
Department Name : HUDA						Total Applications 2	
Place : AMBALA							
Office Name : Ex. Officer							
Officer Name : Assistant							
1	1	000022/2012 17/04/2012	S K Goyal AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Information about RTI	rejected on 17/04/2012
2	2	000024/2012 30/04/2012	Suresh Kumar AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Total projects amount received	rejected on 30/04/2012

Done | Linknown Zone

'Status&Report->DisposedApplicationDetail'

web1.hry.nic.in/rtitraining/private/user/RptDisposedApplication

Welcome : Surender Singh,Assistant,Ambala. Ex. Officer:HUDA AMBALA Logout

Right to Information

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management -

Current Page : **User Home : List of Applications Which has been Disposed**

Disposed Application Detail

Select Department: HUDA Place: AMBALA

Office/Branch: Ex. Officer User Name: Assistant

From: To: Date

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http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_rejected_Application.aspx - Windows Internet Explorer

http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_rejected_Application.aspx

1 / 1 130%

Total Applications 8							
List of Requests which has been Disposed/Final							
Sr. No	Rec. No	Application No	Name & Address	Concerned Department	Current Officer	Information Subject	Status of request
Department Name : HUDA						Total Applications 8	
Place : AMBALA							
Office Name : Ex. Officer							
Officer Name : Assistant							
1	1	000005/2012 02/02/2012	Surender Singh AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Information under RTI	Disposed/ Final on 02/02/2012
2	2	000006/2012 24/02/2012	P K Verma AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Information about allotment of budget for 2012	Disposed/ Final on 16/04/2012
3	3	000012/2012 15/03/2012	Surender Singh AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Information about total Licence issued	Disposed/ Final on 15/03/2012
4	4	000014/2012 19/03/2012	Samsher Singh AS Expr1, Ambala	Ex. Officer, HUDA,	Assistant	Total recovery of loans in 2011	Disposed/ Final on

Done Unknown Zone

'Status & Report -> Pending Application Detail'

web1.hry.nic.in/rti/training/private/user/RptPendingApplication

Welcome : Surender Singh, Assistant, Ambala

Ex. Officer, HUDA, AMBALA Logout

Right To Information Haryana

Application Operation | Other User Operation | Print Duplicate | Status & Reports | Application Transfer Status | Messaging Services | User Management

Current Page : **User Home** : List of Applications Which are Pending

Pending Application Detail

Select Department: Place:

Office/Branch: User Name:

From: To Date:

Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.

http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_pending_Application.aspx - Windows Internet Explorer

Sr. No	Rec. No	Application No	Name & Address	Concerned Department	Current Officer	Information Subject
Department Name : HUDA						Total Applications 5
Place : AMBALA						
Office Name : Ex. Officer						
Officer Name : Assistant						
1	1	000023/2012 24/04/2012	Surender Singh, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 4/24/2012	Total plots allotted to government employee
2	2	000026/2012 22/05/2012	Ramesh Kumar, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 5/22/2012	Total no of plots etc.
3	3	001176/2011 27/07/2011	Surender Kumar, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 7/27/2011	Total plots allotted to BPL family.
4	4	001178/2011 27/07/2011	P K Goyal, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 7/27/2011	Total amount received.

Done

Unknown Zone

‘Status&Report->ApplicationAdditionalFeePending’

AdditionalFeeDetail:Thisreportwilldisplaythelistofapplicationsforwhichadditionalfeeisreceivedby the login user and to be delivered to the concerned PIO of the department.

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management

Current Page :

Applications Additional Fees Pending

Select Department: HUJA Place: AMBALA

Office/Branch: Ex. Officer User Name: Assistant

From: To Date:

Submit Clear

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‘Status&Report->DisposalTargetReport’

Right To Information Haryana

Application Operation - Other User Operation - Print Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management

Current Page : user name : Pending Application

Disposal Target Report

Department: HUJA Place: AMBALA

Office/Branch: Ex. Officer Officer Name: Assistant

To be Disposed in Next: 7 Days Application No:

Search Clear Print

Total Pending Application -10

Application No	Applicant Name	Concerned Department	Information Subject	Target Dispose Date	View Details
0000032012.31/01/2012	Sumit Singh Ambala	HUJA, Ex. Officer, AMBALA	Information about RTI Ambala	01/03/2012	View Details
0000032018.29/05/2018	Swati Singh Chandigarh	HUJA, Ex. Officer, AMBALA	as	28/06/2018	View Details
0000042018.30/05/2018	Robin Sharma, Village: Itara, punjab	HUJA, Ex. Officer, AMBALA	This is testing entry	29/06/2018	View Details
0000052018.31/05/2018	Dhruv Sharma, Village: Itara, punjab	HUJA, Ex. Officer, AMBALA	sdh	30/06/2018	View Details

‘Status&Report->Collected Fee Detail’

web1.hry.nic.in/rtitraining/private/user/rpt_CollectedFee_Detail

Welcome : Surender Singh, Assistant, Ambala

Ex. Officer, HUDA, AMBALA Logout

Right To Information Haryana

Application Operation • Other User Operation • Print Duplicate • Status & Reports • Application Transfer Status • Messaging Services • User Management

Current Page :

Collected Fee Detail

Select Department: Place:

Office/Branch: User Name:

From: To Date:

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http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_CollectedFee_Detail.aspx - Windows Internet Explorer

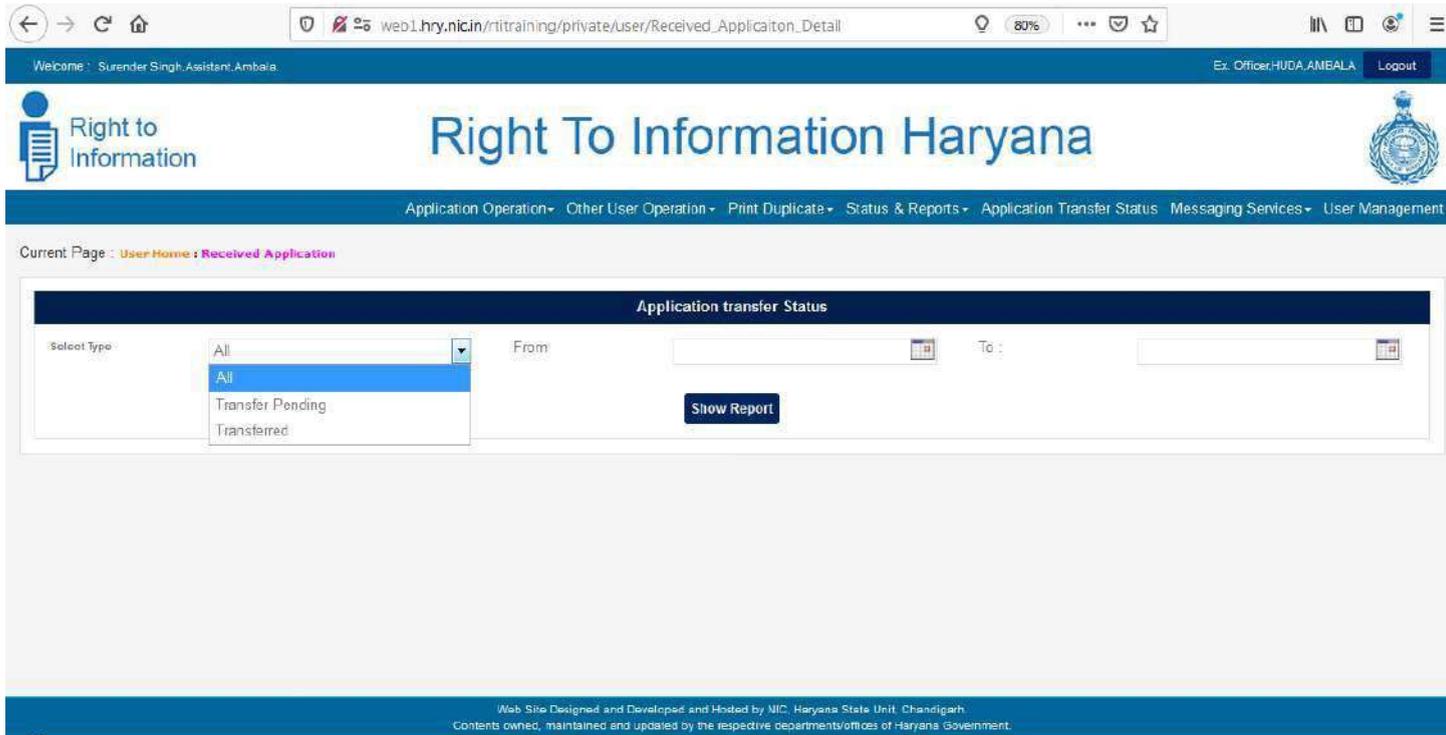
http://web1.hry.nic.in/rtiharyana/private/user/Reports/rpt_CollectedFee_Detail.aspx

Total Applications 17										
Total Fee Collected (Fee+Additional Fee)										
Sr. No	Rec. No	Application No	Name & Address	Concerned Department	Current Officer	Information Subject	Status of request	Fee (Rs.)	Additional Fee (Rs.)	Total Fee (Rs.)
Department Name : HUDA						Total Applications 17				
Place : AMBALA										
Office Name : Ex. Officer										
Officer Name : Assistant, PIO										
1	1	000012/2011 22/03/2011	Suresh Jain AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total present of employee between 02/03/2011 to 15/03/2011.	Disposed/ Final on 22/03/2011	50	123	173
2	2	000013/2011 22/03/2011	Ramesh Kumar AS Expr1, Rohtak	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total grants of plots to BPL Family.	Disposed/ Final on 30/03/2011	50	0	50
3	3	000014/2011 28/03/2011	Rajesh Kumar AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total Fee Collected from licence.	Disposed/ Final on 16/04/2012	50	100	150

Done

Unknown Zone

‘Status&Report->ApplicationTransferStatus’



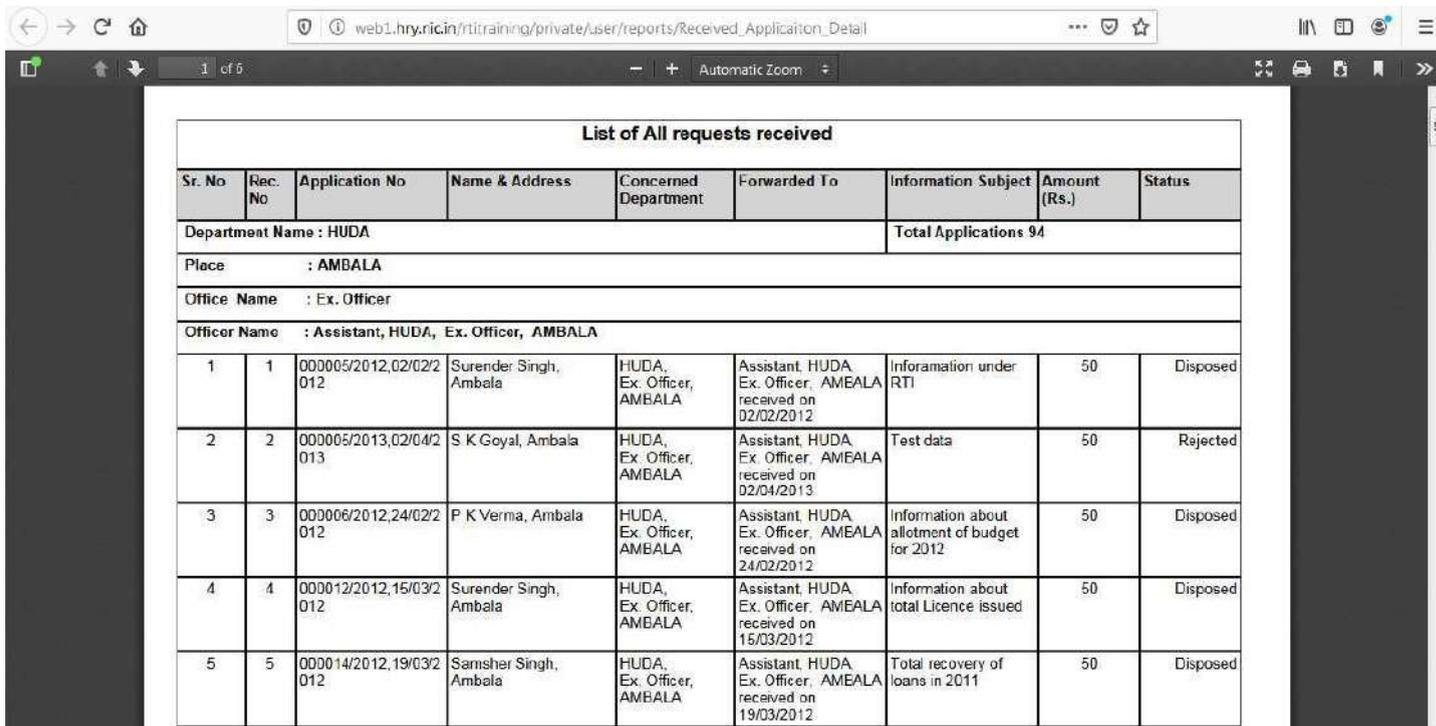
Application transfer Status

Select Type: All, All, Transfer Pending, Transferred

From: [Date Picker] To: [Date Picker]

Show Report

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List of All requests received								
Sr. No	Rec. No	Application No	Name & Address	Concerned Department	Forwarded To	Information Subject	Amount (Rs.)	Status
Department Name : HUDA						Total Applications 94		
Place : AMBALA								
Office Name : Ex. Officer								
Officer Name : Assistant, HUDA, Ex. Officer, AMBALA								
1	1	000005/2012,02/02/012	Surender Singh, Ambala	HUDA, Ex. Officer, AMBALA	Assistant, HUDA, Ex. Officer, AMBALA received on 02/02/2012	Information under RTI	50	Disposed
2	2	000005/2013,02/04/013	S. K Goyal, Ambala	HUDA, Ex. Officer, AMBALA	Assistant, HUDA, Ex. Officer, AMBALA received on 02/04/2013	Test data	50	Rejected
3	3	000006/2012,24/02/012	P. K Verma, Ambala	HUDA, Ex. Officer, AMBALA	Assistant, HUDA, Ex. Officer, AMBALA received on 24/02/2012	Information about allotment of budget for 2012	50	Disposed
4	4	000012/2012,15/03/012	Surender Singh, Ambala	HUDA, Ex. Officer, AMBALA	Assistant, HUDA, Ex. Officer, AMBALA received on 15/03/2012	Information about total Licence issued	50	Disposed
5	5	000014/2012,19/03/012	Sansher Singh, Ambala	HUDA, Ex. Officer, AMBALA	Assistant, HUDA, Ex. Officer, AMBALA received on 19/03/2012	Total recovery of loans in 2011	50	Disposed

Department&PlacewiseApplicationsSummary Report:

This will give the department and place wise detail of no of applications received, rejected, and disposed. By clicking on the no's, one can see the detail list.

rtiharyana User - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites RSS Print Mail

Address http://10.88.7.4/rtiharyana/private/user/DepPlacewisesummaryreport.aspx

Right To Information Act Haryana

Welcome : Ram, Assistant, RTI Cell Department : Right to Information, Chandigarh [Logout](#)

Current Page :

Application Operation | Print Duplicate | Status & Reports | Messaging Services | User Management | Home

Show Status

Department - District/Office - Year 2010

Summary of Application

Department	District	Received Application	Rejected Application	Disposed Application	Pending Application
Advocate General	Chandigarh	1	0	0	1
Deputy Commissioner Ambala	AMBALA	1	0	0	1
Deputy Commissioner Rohtak	ROHTAK	50	2	2	46
HUDA	AMBALA	25	2	1	22
HUDA	ROHTAK	2	0	0	2

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[RTI Act-2005 English](#) [RTI Act-2005 Hindi](#)

Done Internet

start RTI APPLICATI... rtisnap 22-10-2... untitled - Paint rtiharyana User ... 10:45 AM

PlaceWiseApplicationSummaryReport:

This will give the Place wise no of applications received, disposed, rejected in a particular period. One can see the details list of applications by clicking on no's.

rtiharyana User - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://10.88.7.4/rtiharyana/private/user/Placewisereport.aspx>

Right To Information Act Haryana

Welcome : Ram, Assistant, RTI Cell Department : Right to Information, Chandigarh [Logout](#)

Current Page : [Application Operation](#) [Print Duplicate](#) [Status & Reports](#) [Messaging Services](#) [User Management](#) [Home](#)

Show Status

Department: From: To:

[Search](#) [Clear](#)

Place wise Summary Report of Application

District/Office Name	Received Application	Rejected Application	Disposed Application	Pending Application
AMBALA	26	2	1	23
Chandigarh	1	0	0	1
ROHTAK	52	2	2	48

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Done Internet

start RTI APPLICATI... rtisnap 22-10-2... untitled - Paint rtiharyana User ... 10:48 AM

Messaging Services:

PIO is the window for the citizen to get information under RTI act. But he/she has to collect the information from different branches/officers. This module is for writing the letter to the 'Internal Users' of the department for collecting the information required by the applicant from the officers of different branches of the department. After collection the information from different offices and consolidating it, application can be disposed and information can be uploaded on the site, which can be further downloaded by the applicant. This module has following options:

SendMessage: This option is for PIO. On choosing this option all pending applications will be displayed as below:

The screenshot shows the 'Send message' interface of the Right to Information Haryana web application. The page header includes the user's name (Suresh Singh, Assistant, Ambala) and the user's role (Ex. Officer, HUDA, AMBALA). The main heading is 'Right To Information Haryana'. Below the heading, there are navigation links: Application Operation, Other User Operation, Print Duplicate, Status & Reports, Application Transfer Status, Messaging Services, and User Management. The current page is 'User Home: Send Message'. The main content area is titled 'Send message' and contains a 'Click to search' button. Below the button is a table of pending applications.

Application No	Applicant Name & Address	Concerned Department	Information Subject	Message
000003/2012,31/01/2012	Sumit Singla,Ambala	HUDA, Ex. Officer, AMBALA	Information about RTI Ambala	Send
000003/2018,29/05/2018	Swati Singh,Chandigarh	HUDA, Ex. Officer, AMBALA	as	Send
000003/2020,05/03/2020	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Rohin Sharma NIC Haryana	Send
000004/2018,30/05/2018	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	This is testing entry	Send
000005/2018,31/05/2018	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	-add	Send
000005/2020,05/03/2020	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Add here	Send
000006/2018,05/05/2018	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Add Information	Send
000007/2018,05/05/2018	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Information Subject	Send
000008/2018,05/05/2018	Rohin Sharma,Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Information Subject Information Subject	Send

Press 'Send' link against the application a popup window will appear.

The screenshot shows the 'Send Message' interface in a Mozilla Firefox browser. The URL is `web1.hry.nic.in/rtitraining/private/user/letterdisptch1`. The form includes dropdowns for Department (HUDA), Place (AMBALA), Office/Branch (Ex. Officer), and User Name (Assistant Test User). Below the form is a rich text editor with a toolbar and a large text area for writing the message. To the right, there is a search bar and a table of messages.

Information Subject	Message
Information about RTI Ambala	Send
as	Send
Rohin Sharma NIC Haryana	Send
This is testing entry	Send
add	Send
Add here	Send
Add Information	Send
Information Subject	Send

- ✓ Select the department/office/place/officer to which user wants to write letter.
- ✓ Write the content of the letter in 'Description' box
- ✓ One can also attach letter
- ✓ Press 'Submit' button to send the letter.

ReplyMessages: Letters sent by the PIO and not replied by the user will be displayed after choosing options

rtiharyana User - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://localhost/rti/private/user/letterreply.aspx

Right To Information Act Haryana

Welcome : P. K. Verma, Assistant1, Internal User Department : Deputy Commissioner Rohtak,ROHTAK Logout

Current Page : User Home : Message Pending

Messaging Services User Management Home

Click to search

Dispatch No	Application No	From Officer	Description	Attachment	Message
000001/2010	000003/2010	Assistant Suptt., PIO	Supply the Information Immedity. Date Bound.	Attachment	Reply Now

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THE IT SUPPORT PROFESSIONALS

Disclaimer
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[RTI Act-2005 English](#) [RTI Act-2005 Hindi](#)

Done Local intranet

start rbtisnap1.22-10-2010 ... 2 Microsoft Visual St... 3 Internet Explorer 1:09 PM

Press on 'ReplyNow' link to reply, following screen will come:

http://localhost - Send Message - Microsoft Internet Explorer

Reply Message

Department Deputy Commissioner Rohtak

Place ROHTAK

Office/Branch D. C. Office

Officer Assistant Suptt., PIO

Write Message to be Sent

Paragraph Font Size Color

Informtaion is Supplied.

Design HTML

Attachment if Any D:\RTI2009\User\WriteReal Browse...

Submit

Done Local intranet

start rbtisnap1.22-10-2010 ... 2 Microsoft Visual St... 4 Internet Explorer 1:12 PM

- ✓ Fill description and attach the file if any (only .pdf file.)
- ✓ Click on 'Submit' button. Reply will be sent to the senders of the letter.

Message Report

ReplyReceived:

PIO or sender of the letter can see all the reply of his/her letter. He/she may download the information and consolidate it for uploading for the citizen/applicant.

Screen

ReplynotReceived: This option will give list of letters written to any officer whose reply is awaited.

Letter Detail - Mozilla Firefox

web1.hry.nic.in/11training/private/user/letterdetail

Detail of Description/Reply

testing purpose.

Information Haryana

Ex. Officer HUDA, AMBALA Logout

Duplicate - Status & Reports - Application Transfer Status - Messaging Services - User Management -

Dispatch No

Search

Application No	Dispatch No	Name of Officer	Dispatch Date	Description	Attachment
000023/2012	000001/2017	Assistant Test User	14/06/2017	testing purpose.	Attachment

2:40 PM

List of Replied Messages: This will give the list of letters, which are replied by the user.

The screenshot shows a web browser window with the address bar displaying 'http://localhost/rti/private/user/letterrepliesent.aspx'. The page title is 'Right To Information Act Haryana'. A 'File Download' dialog box is open, showing the file name '000001_2010.pdf', type 'Adobe PDF Reader, 230 KB', and source 'localhost'. Below the dialog, there is a table with the following data:

Application No	Dispatch No	From Officer	Description	Reply	Attachment
000003/2010	000001/2010	Assistant Suptt., PIO	Supply the Information Immeditly. Date Bound.	Informtaion is Supplied.	Attachment

At the bottom of the page, there is a disclaimer: 'Web Site Designed and Developed by NIC, Haryana State Unit, Chandigarh. Hosted by National Informatics Centre (NIC). Contents owned, maintained and updated by Concerned Department. RTI Act-2005 English RTI Act-2005 Hindi'.

User Management:
Change Password

The screenshot shows the 'Change Password' form in the 'Right To Information Haryana' portal. The form includes the following fields and instructions:

- User Id:** piohuda
- User Name:** Assistant
- Department:** HUDA
- Place:** AMBALA
- Change Your Password Here:**
 - Enter Old Password:** [Redacted]
 - New Password:** [Redacted]
 - Re-Enter New Password:** [Redacted]
- Instructions:**
 - (Password must contain one letter, one digit and a special character in any order upto 5-20 character long)
 - (Confirm Password must be same as Password and contain one letter, one digit and a special character in any order upto 5-20 character long)
- Verification:**
 - Obtain CAPTCHA
 - [Note: If you cannot read info in image above, reload page to get another one.]
 - Enter Code Shown Above: fasdfal
- Buttons:** Submit, Clear

At the bottom of the page, there is a disclaimer: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

CreateUser (internal)

DepartmentalUserforInternal Communication.

The screenshot shows a web browser window with the URL `web1.hry.nic.in/rittraining/private/user/usr`. The page title is "Right To Information Haryana". The user is logged in as "Ex. Officer HUDA, AMBALA". The current page is "User Home > Create Internal User".

The "Create user" form is titled "Fill User Details" and contains the following fields:

- Department: HUDA (dropdown)
- District: AMBALA (dropdown)
- Office/Branch: Ex. Officer (dropdown)
- User Type: Internal User (dropdown)
- User Id: (text input, with a tooltip: "(LoginId Upto 5-20 character having a-z, A-Z, 0-9 used)")
- Password: (text input, with a tooltip: "(Password must contain one letter and one digit and a special character in any order upto 5-20 character long)")
- Confirm Password: (text input, with a tooltip: "(Confirm Password must be same as Password and contain one letter and one digit and a special character in any order upto 5-20 character long)")
- Name: (text input)
- Designation: (text input)
- Address: (text input)
- Dated: 3/5/2020 12:00:00 AM
- Phone: (text input)
- Email: (text input)

6.7 Logout

CloseCurrentwebpagesandmovetoLoginPage.

ForFirstAppellateAuthority**Menus-Detail**

FirstAppeal Operation	Print Duplicate	Status &Reports	UserManagement
FirstAppealEntry	DuplicateAppealReceipt	ReportofAppeals	ChangeUser Password
ModifyAppeal			
NextHearingDate			
Proceeding			

7. FirstAppellateAuthority**7.1.1FirstAppealOperation**

First Appeal Entry :Applicant can appeal to the First Appellate Authority, if he/she is not satisfied withreply of the PIO or not received the reply from PIO by providing the RTI application detail. This formforregistering the appeal received from the citizen. Registration no will be generated which will be given to the applicant.

web1.hry.nic.in/rtrtraining/private/aa/FirstAppeal

User Name : Estate Officer, HUDA, Ambala,Shopping Complex, Sector7, Ambala Department : Estate Office, Ambala,HUDA,AMBALA Logout

Right To Information Haryana

First Appeal Operation - Print Duplicate - Status & Reports - User Management - Home

First Appeal for Central Government/State Government

Details of RTI Application to PIO

Application Past Reference *	<input type="text" value="(p.e. 000001/2011)"/>	Past Reference Date	<input type="text" value="dd/mm/yyyy"/>
Date of Decision	<input type="text" value="dd/mm/yyyy"/>	Status of Application	Pending
Public Information Officer(PIO) Name	A.E.O of Estate Office, AMBALA		

Personal Details

Name of Appellant *	<input type="text"/>	Address of Appellant *	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

Click to View Past Reference [ApplicationDetail](#)

<input type="checkbox"/> Aggrieved by the decision of the PIO	<input type="checkbox"/> Unsatisfactory mode of information
<input type="checkbox"/> The Fee Charged is unreasonable	<input type="checkbox"/> Not provided in the same format sought
<input type="checkbox"/> Information is not provided within the time limits	

Any other information in support of appeal:	<input type="text"/>	First Applete Authority Name	Administrator
Grounds for prayer/relief sought for:	<input type="text"/>	Prayer/relief sought for *	<input type="text"/>
Remarks:	<input type="text"/>	Hearing Date	<input type="text" value="01 hr 01 min AM"/>
List of Document Attached:		Appeal Date	05/03/2020

Photocopies of original RTI application with its enclosures:	<input type="text" value="Browse... No file selected."/>	Acknowledgement of PIO/SPIO	<input type="text" value="Browse... No file selected."/>
Postal proof of mailing	<input type="text" value="Browse... No file selected."/>	Decision letter of PIO/SPIO	<input type="text" value="Browse... No file selected."/>

Enter Security Code

ModifyAppeal :Itis for editingthe detail ifanythingwrongentered.

NextHearingDate:Thisformistoeditthenexthearingdate ofthecase. Itwillbeautomaticallypublishedonthe site for the applicant.

The screenshot displays the 'Right To Information Haryana' web application interface. The browser address bar shows the URL: `web1.hry.nic.in/rittraining/private/faa/FirstAppealEdit`. The user is logged in as 'Estate Officer, HUDA, Ambala, Shopping Complex, Sector7, Ambala' with the department 'Estate Office, Ambala, HUDA, AMBALA'. The page title is 'Right To Information Haryana'. The main content area is titled 'Modify Appeal & Next Hearing' and contains a search form with two input fields: 'Enter Appeal No.' and 'Enter Appellant Name', along with 'Search' and 'Add Appeal' buttons. Below the form is a table listing appeal records.

Appeal No	Name & Address of Appellant	Brief Facts	Dates of Appeal	Hearing Date	FIR
000005/2016.000007/2016	Rohin Sharma,Rohin Sharma	Rohin Sharma	05/08/2016	10/09/2016 01:01 AM	Edit

At the bottom of the page, there is a footer with the text: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

web1.hry.nic.in/rtitraining/private/faa/AddNextHearingAppeal

First Appeal for Central Government/State Government

Personal Details

Appeal No: 000001/2020 dated 05/03/2020 Application Code: 000003/2020 Name of Appellant: Rohin Sharma
 Email ID: deepisahri@gmail.com Address of Appellant: Village: khera, punjab Mobile Number: 9815599307

Facts of the Case

Hearing Date: Status: Pending
 01 ↓ h 01 ↓ min AM ↓
 Place of Hearing:

[Note: If you cannot read info in image above, reload page to get another one.]
 Enter Security Code:

Save

You can Edit only Maximum Proceeding Date

No Proceeding Found

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Proceeding of Appeal: It is for uploading the proceeding of the case.

web1.hry.nic.in/rtitraining/private/faa/FirstAppealProceeding

User Name: Estate Officer, HUDA, Ambala Shopping Complex, Sector-7, Ambala Department: Estate Office, Ambala, HUDA AMBALA Logout

Right To Information Haryana

First Appeal Operation - Print Duplicate - Status & Reports - User Management - Home

Proceeding for hearing

Enter Appeal No: Enter Appellant Name:

Search **New**

Appeal No	Name & Address of Appellant	Brief Facts	Dates of Appeal	Hearing Date
000001/2020,000003/2020	Rohin Sharma, Village: khera, punjab	For First Appeal	05/03/2020	Add New Hearing
000001/2018,000004/2018	Rohin Sharma, Village: khera, punjab	appeal added here	05/06/2018	30/12/2018:01:01:AM
000004/2018,000005/2018	Rohin Sharma, Village: khera, punjab	Hello First appeal	06/09/2018	06/07/2018:01:01:AM
000005/2018,000007/2018	Rohin Sharma, Rohin Sharma	Rohin Sharma	05/06/2018	10/09/2018:01:01:AM
000006/2018,000008/2018	Rohin Sharma, Village: khera, punjab	test	06/09/2018	06/06/2018:01:01:AM

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web1.hry.nic.in/mitraining/private/taa/AddNextHearingAppeal

User Name : Estate Officer, HUDA, Ambala, Shopping Complex, Sector-7, Ambala Department : Estate Office, Ambala,HUDA,AMBALA Logout

Right to Information Right To Information Haryana

First Appeal Operation - Print Duplicate - Status & Reports - User Management - Home

First Appeal for Central Government/State Government

Personal Details

Appeal No: 000001/2018 dated 05/06/2018 Application Code: 000004/2018 Name of Appellant: Rohin Sharma
 Email ID: deepisahni@gmail.com Address of Appellant: Village, khera, punjab Mobile Number: 9815599307

Facts of the Case

Hearing Date: 30/12/2018 Status: Pending
 01 :hh 01 :min AM
 Place of Hearing:

INERFD
 [Note:if you cannot read info in image above, reload page to get another one.]
 Enter Security Code

Print Duplicates

PrintDuplicate AppealApplication.

Status&Report

ReportofAppeals:This givethe report about pending,decided,interimdecision applications.

web1.hry.nic.in/mitraining/private/taa/Duplicate_FirstAppeal

User Name : Estate Officer, HUDA, Ambala, Shopping Complex, Sector-7, Ambala Department : Estate Office, Ambala,HUDA,AMBALA Logout

Right to Information Right To Information Haryana

First Appeal Operation - Print Duplicate - Status & Reports - User Management - Home

Duplicate Appeal Receipt

Enter Appeal No: Enter Appellant Name:

Appeal No	Name & Address of Appellant	Brief Facts	Dates of Appeal	Hearing Date	Duplicate
000001/2020,000003/2020	Rohin Sharma,Village, khera, punjab	For First Appeal	05/03/2020		Receipt
000001/2018,000004/2018	Rohin Sharma,Village, khera, punjab	appeal added here	05/06/2018	30/12/2018 01:01 AM	Receipt
000004/2018,000005/2018	Rohin Sharma,Village, khera, punjab	Hello First appeal	06/06/2018	06/07/2018 01:01 AM	Receipt
000005/2018,000007/2018	Rohin Sharma,Rohin Sharma	Rohin Sharma	05/06/2018	10/09/2018 01:01 AM	Receipt
000006/2018,000008/2018	Rohin Sharma,Village, khera, punjab	test	06/06/2018	08/05/2018 01:01 AM	Receipt

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Add/AdditionalFeeDetails Operation

Add/AdditionalFeeDetailsApplication: WhenPIOsuccessfullygenerateForm‘B’requestthencitizenpay requiredadditionalfeedetail.

The screenshot shows the 'Additional Fee Deposit Form' page. The table below contains the application details:

Application No	Applicant Name & Address	Concerned Department	Information Subject	Amount	Details	Submit
000007/2020,03/03/2020	Rohin Sharma Village, khara, punjab	HUDA, Ex. Officer, AMBALA	fgdghf	10	View Detail	Submit Fee

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Afterclickingonsubmitbuttonbelowformwillappearandcitizencanpayfeebyusingbankaggregator which are mentioned in drop down list

The screenshot shows the 'Submit Fee' form. The form contains the following sections:

- Brief of Application:** Application No: 000007/2020, Applicant Name: Rohin Sharma Village, khara, punjab
- Additional Fee Details:** Amount (Rs.): 10, Registry Fee: 0, Fee Adjusted: 0, Fee Adjusted: 05/03/2020
- Additional Fee Pay Brief:** Pay Mode: --Select Bank--

The dropdown menu for 'Pay Mode' is open, showing the following options:

- Select Bank--
- Punjab National Bank Aggregator
- INDI Aggregator
- CSC Wallet
- Punjab National Bank
- SBI Aggregator
- Select Bank--

Citizen can generate First appeal for FA department if he is not satisfied with PIO.

The screenshot shows the 'Right To Information Haryana' web application interface. At the top, there is a navigation bar with 'Application Operation - Status and Reports - Change Profile'. Below this is a table titled 'View status of application'. The table has four columns: 'Application No', 'Applicant Name & Address', 'Concerned Department', and 'Information Subject'. Each row represents an application with associated details and two action buttons: 'View Status' and 'Submit First Appeal'. A dropdown menu is open over the table, listing options: 'View status of any Application', 'Application Receipt form-1(A)', 'Additional Fee Receipt', 'Report or Appeal', and 'View Status'. The footer contains the text: 'Web Site Designed and Developed and Hosted by NIC, Haryana State Unit, Chandigarh. Contents owned, maintained and updated by the respective departments/offices of Haryana Government.'

Application No	Applicant Name & Address	Concerned Department	Information Subject
C00003/2020.05/02/2020	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	Rohin Sharma NIC Haryana
C00004/2019.00/06/2019	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	This is testing entry
C00005/2018.31/05/2018	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	add
C00005/2020.05/03/2020	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	Add here
C00006/2018.05/06/2018	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	Add Information
C00007/2018.05/06/2018	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	Information Subject
C00007/2020.05/03/2020	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	fgdight
C00008/2018.05/06/2018	Rohin Sharma, Village. khara. punjab	Ex. Officer, HUDA, AMBALA	Information Subject Information Subject

web1.hry.nic.in/rtitraining/citizen/taa/FirstAppeal

Welcome - admin Logout

Right To Information Haryana

application operation - status and reports - change profile

First Appeal for Central Government/State Government

Details of RTI Application to PIO

Application Past Reference * 000052020 (i.e. 00001/2011) Past Reference Date 05/03/2020 dd/mm/yyyy
 Date of Decision: dd/mm/yyyy Status of Application Pending
 Public Information Officer(PIO) Name A.E.O of Estate Office, AMBALA

Personal Details

Name of Appellant * Robh Sharma Address of Appellant * Village: khara, punjab
 Email: rocpb.shr@gmail.com Phone: 9015599307
 Click to View Past Reference Detail: ApplicationDetail

Facts of the Case

Brief facts of the case:

Reasons/grounds for this appeal:

The PIO or APIO refuses the application The information provided is incomplete, misleading or false
 Aggrieved by the decision of the PIO Unsatisfactory mode of information
 The Fee Charged is unreasonable Not provided in the same format sought.
 Information is not provided within the time limits

Any other information in support of appeal:

Grounds for prayer/relief sought for:

Remarks:

List of Document Attached:

Photocopies of original RTI application with its enclosures: No file selected. Acknowledgement of PIO/SPIO
 Postal proof of mailing: No file selected. Decision letter of PIO/SPIO

First Appellate Authority Name: Administrator
 Prayer/relief sought for: Administrator
 Appeal Date:

Enter Security Code

Save

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