OFFICE MEMORANDUM

Subject: Right to Information Act, 2005 – updation of RTI/MIS system.

In continuation of RTI Section’s Office Memorandum No.A-43020/42/2006-RTI dated the 14th November, 2006 the undersigned is directed to forward herewith a copy of d.o. letters No.F.12/5612006-IR dated 26th February, 2008 and 12th March, 2008 received from Secretary, Department of Personnel & Training on the subject mentioned above. National Informatics Centre in consultation with the Department of Personnel and Training and the Central Information Commission, has put in place the RTI-MIS, an online web-enabled system, which enables efficient and effective monitoring and reporting of requests and appeals received by a Public Authority. The dates entered in the system regarding Central Public Information Officers, Appellate Authorities and Public Authorities are published in the RTI Portal as per the directions of the Central Information Commission.

2. All Appellate Authorities/CPIOs are requested to use the RTI/MIS system for updating the information in regard to receipt and disposal of applications received under the RTI Act, 2005.

Encl: As above.

(S.K. Bhatnagar)
Dy. Secretary (A&P) & CPIO
23092035

To

All the Central Public Information Officers/Appellate Authorities in the Ministry of Home Affairs (proper), Department of official Language, Department of Justice and RGI Office (As per List Attached).

Copy to:

All Attached and Subordinate Offices of Ministry of Home Affair for similar action. (As per list attached).

(S.K. Bhatnagar)
Dy. Secretary (A&P) & CPIO
23092035
OFFICE MEMORANDUM


NIC has prepared a RTI Request/Appeal Management System (RRMS) that allows Public Information Officers and Appellate Authorities to create a computer based management of RTI requests and appeals. Under the RTI Act, 2005 all the CPIOs/Appellate Authorities are required to use this system to monitor the RTI requests and appeals which is a statutory obligation under the RTI Act, 2005. NIC has created software having two modules namely PIOs and Appellate Module. The details are as under:

- Lodging of Requests by the Secretariat staff of CPIOs.
- Assessment and Processing of Requests.
- Recording of Additional Payment Information.
- Highlighting of Target Date of the Requests.
- Alerts for CPIOs to enable them provide Information within the stipulated date.
- Lodging of Appeals by the Secretariat staff of Appellate Authorities.
- Assessment and Processing of Appeals.
- Generation of different types of Letters.
- Periodical and Exception Reports.

2. This is a web-enabled software available at the website ‘http://persmin.gov.in’ under the link ‘RTI-MIS’.

3. On browsing the site please select the option ‘Request and First Appeal Module for Public Authority’ then select the name of the Ministry in Ministry/Independent Department field (i.e. the Ministry of Home Affairs) and based upon this, sub-deptt. or public authority (Department of Home) can be selected. Then select the appropriate user by providing the following contd…..
passwords: For CPIO – rti123 & for Appellate Authority – app123 and For Secretariat of CPIO & Appellate Authority – ‘sect’. On providing these parameters, the respective Menus will appear.

4. All CPIOs/Appellate Authorities are requested to use the RTI request/appeal Management System (RRMS)

(S.K. Bhatnagar)
Deputy Secretary (A&P) & CPIO
Tel. No. 23092035

To

All Appellate Authorities/Central Public Information Officers in the Ministry of Home Affairs/Deptt. of Justice/Department of OL.
(As per standard list)

Copy for information to:

i) All Attached and Subordinate Offices of Ministry of Home Affairs.
(As per List Attached)

ii) All Sections/ Desks in the Ministry of Home Affairs including Department of Justice and Department of official Language.

(S.K. Bhatnagar)
Deputy Secretary (A&P) & CPIO
Tel. No. 23092035
Dear Secretary,

The Central Information Commission has on the appeal of Shri Hari Kumar P directed the government to update the RTI website, www.righttoinformation.gov.in. Though this website is maintained by the Department of Personnel and Training, Government of India, its validity is dependent on the content on it being updated by the various public authorities.

2. Officers from different Ministries were trained in updating of the website by the NIC in 2005-2006 when the website had been first launched. Some Ministries are diligently updating the site. However, there are some Ministries which are not following the regime and, therefore, this Ministry is unable to keep the website up to date.

3. It is requested that one officer of your Ministry is designated as the nodal officer for regularly updating the information relating to the Ministry/Department. The password for updation of website is \texttt{nic_123}. The password may be changed using the change password option by the respective nodal officers. The manual for updating of the RTI/ MIS is attached for reference.

4. I would be grateful if the website is constantly kept updated to ensure compliance with the provisions of the RTI Act and the commitment of the Government to provide for an open and transparent government.

With regards,

Yours sincerely,

(Satyananda Mishra)

Shri Madhukar Gupta,
Home Secretary,
North Block, New Delhi.

(in respect of Department of States)
User Manual for

RTI-MIS Updation System

November 2006
Open the following web address http://persmin.gov.in and Click on the link “RTI-MIS”.

1. Home Page of RTI-MIS

By clicking on the link “RTI-MIS”, the following page will appear:

Select the option ‘RTI-MIS Updation System’. Subsequently, the following screen will appear.
3. Main Page

After entering valid Password the following Main Page will appear:
<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Status</td>
<td></td>
</tr>
<tr>
<td>Name of Organisation (Upto 100 Characters)</td>
<td></td>
</tr>
<tr>
<td>Nodal/Coordinating Officer Name</td>
<td></td>
</tr>
<tr>
<td>Nodal/Coordinating Officer Designation</td>
<td></td>
</tr>
<tr>
<td>Contact Address</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>-Select-</td>
</tr>
<tr>
<td>E-mail Address</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
3. Update PIO List

This option is used for updating the PIO details of Ministry/Department/Organization. Select the Ministry/Department or other Public Authorities from the list, the list of PIOs will be populated accordingly. Select CPIO name from the list of PIOs to modify/delete details or 'New PIO' to insert a new PIO.

The * prefixed to the fields in the 'Insert new CPIO' form as shown below are mandatory fields.
5. Log Out

By clicking on this Link, the user logged in will be logged out from the system and the following screen will appear: