

USER MANUAL FOR ONLINE RTI PORTAL HIGH COURT OF SIKKIM

1. Applicants must visit <https://eservices.hcs.nic.in>.
2. Applicants must sign up in the Online RTI Portal. Applicants must verify themselves with their mobile number using OTP verification. On successful verification of mobile number, they must provide their Name, Email, ID proof (Acceptable: Voter ID, Passport, Ration Card, Birth Certificate), Gender and Password.
3. On successful registration, applicants can now login in the Online RTI Portal. Username will be their contact number used during registration and password will be the password they set during the registration process.
4. Once the applicant logs in successfully, he will be redirected to the dashboard of RTI.
5. Applicants can click on the 'RTI' button located in the sidebar. Applicants will be displayed with the following sub-menus:
 - a. Apply RTI
 - b. My Applications
 - c. First Appeal
 - d. Pay Additional Fees
6. If the applicants click on 'Apply RTI' option, then the applicant will be displayed with a form of RTI. Applicant needs to enter mailing address, reason for RTI, supporting documents/application (if any), is sensorily disabled (yes/no), life and liberty (yes/no) and is below poverty line (yes/no). If the applicant is below poverty line, the applicant must upload a below poverty line ID proof (mandatory). Once the application is filled, the applicant must pay an application fees of Rs. 10/-

Once the payment is successful, the applicant will receive the application number of the RTI filed and can be used to track the status. Also, an SMS will also be sent to his registered mobile number.

Note: If the applicant falls under below poverty line (BPL) category, the applicant will not be charged the application fee of Rs.10/-.

7. If the applicants click on 'My Applications' option, the applicants will be displayed with the list of RTI applications the applicant has filed. Further, he can check the status and the details of the RTI Application.
8. If the applicants click on 'First Appeal' option, the applicants will be displayed with the list of RTI applications for which first appeal can be filed. The applicants can view the application details and also can file the first appeal. On filing the first appeal, the application will be sent to the first appellate authority and an SMS will be sent to the applicant's registered mobile number.
9. If the applicant clicks on 'Pay Additional Fees', the applicant will be displayed with the applications for which any additional fees need to be paid. The applicant can view the application details and can also pay the corresponding amount. On successful payment, the applicant will receive a receipt of successful additional fee payment.