

# **RTI PORTAL**

## **(ORISSA HIGH COURT and DISTRICT COURTS)**

### **RTI PORTAL**

#### **Objective-**

Software Application to assist Public and RTI Cell of Hon'ble the High Court Of Orissa and the District Courts for the compliance against RTI queries.

#### **Scope-**

Public Citizens, Hon'ble the High Court of Orissa and the District courts of Orissa.

### **SERVICES INCORPORATED**

#### **FOR USERS-**

- Registration of Users.
- Login for Users.
- Create and Save, Modify and Delete RTI Application before Payment.
- Dashboard- Count of total Created, Pending and Closed Applications.
- Make Payment (by uploading the Challan details through IFMS payment mode ) by clicking on Upload challan button.
- Download the Compliance Report uploaded by RTI Cell of High Court and District Courts of Orissa against the RTI Application.

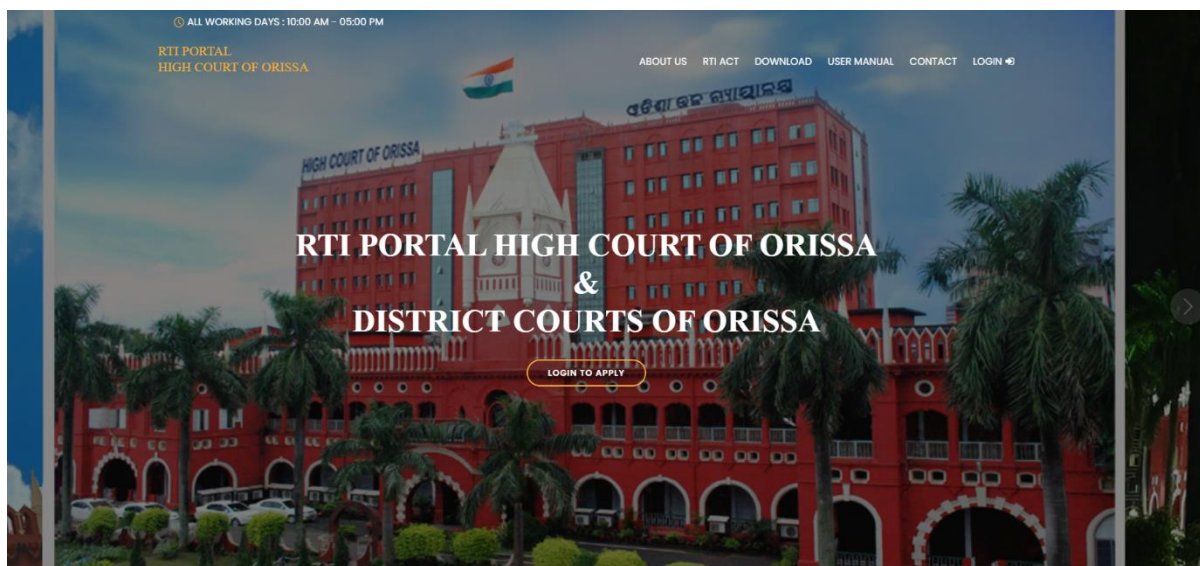
#### **FOR RTI CELL (Administrator)-**

- To view RTI Application applied by the Users.
- To verify the uploaded Challan details made by the user against the concerned RTI application by clicking on Verify payment button.
- To Comply the RTI application(in pdf format) after payment verification.

## MODULE DESCRIPTION


### USER (Dashboard)

1. Click on login /register button.

A screenshot of the e-RTI System registration form. The form is titled "e-RTI SYSTEM HIGH COURT OF ORISSA & DISTRICT COURTS OF ORISSA" and features the High Court of Orissa logo. The registration fields include "Username", "Password", and "Captcha". The captcha code is "Z3Z83z" with a "Refresh" button. There are "Login" and "Register" buttons, along with a "New User?" link. A home icon is visible in the top right corner.

2. Fill up the required fields for registration.

# e-RTI SYSTEM Registration



Full Name  
demo user

Mobile  
9872345568

Email  
demo@gmail.com

Username  
demo

Password  
\*\*\*\*\*

Captcha  
 **00242a** Refresh


[Register](#) [Already Registered?](#) [Login](#)

**fillup the required field**

**click here to register**

3. After registration note login credentials to login to user dashboard.

# e-RTI SYSTEM Registration



Registration Successful !  
Please Note the Login Credential  
User Id - demo  
Password - Demo123

Full Name

Mobile

Email

Username

Password

Captcha  
 **9Z5A90** Refresh

[Register](#) [Already Registered?](#) [Login](#)

**Note the login credential after registration success**

4. Login through user name and password.

**e-RTI SYSTEM  
HIGH COURT OF ORISSA  
&  
DISTRICT COURTS OF  
ORISSA**

login through username,password,captcha

Username  
ambika123

Password  
.....

Captcha  
Z3Z83z Z3Z83z Refresh

Login New User? Register

click here to login

5. Click on the create new application to Apply new RTI application

**demo user**

**Dashboard**

Note \* 1. Your Application is Incomplete Until the Requisite amount be Paid.  
Make Payment after Create New Application by Uploading the Challan through Upload Payment Details Menu.

Note the Instructions 2. Challan showing the payment of the application fee & other additional fee, if any submitted for obtaining information from the High Court of Orissa,Cuttack under RTI Rules, 2005 should not used for any other purpose.

click here to create new RTI application

Created New Application 0 Sent Application Pending (0) / Closed (0) Completed Application 0

**demo user**

Note \*Your Application is Incomplete Until the Requisite amount be Paid.  
Make Payment after Create New Application by Uploading the Challan through Upload Payment Details Menu.

**Application Details**

+ Create New Application click here to create new application

Show 10 rows - Column visibility -

Search:

SI No.	Action	Reference Number	Department	Applicant Name	Father/Husband	Permanent Address	Mailing Address	Subject matter	Specific details	Information is to be sent by	Have fee Deposited	Agree to pay the required fee	Is this information not made available	H ir b p e
No data available in table														

6. Fillup the RTI application form and click on save to apply a new RTI application.

**e-RTI Application**

To \* RTI CELI ✓ Anugul ✓ RTI CELLATHAMALLIK (Angul) ✓

Full name of the applicant\*

Name of the Father/Husband\* Father

**Permanent Address**

Address \*  State \* Select

District \* Select Pincode \*

Mailing Address (Same as permanent address)

Address \*  State \* Select

District \* Select Pincode \*

Contact No.(Mobile No.) \*  Email Id \*

ID Proof of the Applicant \* Select Identity Number\*

Subject matter of information\*  The period to which the information relates

Specific details of information

Subject matter of information\*  The period to which the information relates

Specific details of information

Whether information is to be sent by post or received in person

Post  Person  Email

Is this information not made available by the Public authority?

Yes  No

Have you deposited application fee?

Yes  No

Has the information been provided earlier?

Yes  No

Do you agree to pay the required fee?

Yes  No

Whether belongs to BPL category, have you furnished the proof of the same?

Yes  No

Prescribed ID Proof\*

Note \*

File Type : **jpeg,jpg,pdf**

File Size : **1mb or Less**

No file chosen

Upload ID proof

Additional Doc

Note \*

File Type : **jpeg,jpg,pdf**

File Size : **1mb or Less**

No file chosen

upload additional doc. if any

Close

Save

7. Click here to edit or delete the saved application.

Application Saved successfully!  
go to the Upload Payment Details menu to Upload the Challan or Click Here to Upload Challan i.e. [Upload Challan](#)

[+ Create New Application](#)

Show 10 rows - Column visibility -

Search:

before payment edit and delete provision applicable

SI No.	Action	Reference Number	Department	Applicant Name	Father/Husband	Permanent Address	Mailing Address	Subject matter	Specific details	Information is to be sent by	Have fee Deposited
1	 Payment Not Made Yet	OHC_RT1759696	State Public Information Officer (High Court Of Orissa )	sradhanjali nayak	sanatan nayak	kamardihi, State - ORISSA, District - Cuttack, Pincode - 751001	kamardihi, ORISSA, Cuttack, 751001, 8797897897, srd@gmail.com, EPIC Voter Id- qwd2114354	query From 2023-03-06 To 2023-05-03	query	Email	N

click here to upload challan

8. Click here to make payment by uploading the challan details made through IFMS site under the head of account: **0070-60-800-0097-02082-000 - Other Admin Dept Misc Other Receipt** .

SI No.	Addl. Doc. Upload	Action	Created Date	Department	Reference Number	Applicant Name	Father/Husband	Permanent Address	Mailing Address
1	Upload Additional Document Uploaded Document	Upload Challan	2023-05-03 06:56:16	State Public Information Officer (High Court Of Orissa )	HCRTI_ONLINE676216	sradhanjali nayak	sanatan nayak	kamardihi, State - ORISSA, District - Cuttack, Pincode - 751001	kamardihi, Cuttack, 751001, 8797897897, srd@gmail.com, EPIC Voter Id- qwd2114354

click here to print application

click here to upload additional doc.

click here to view the uploaded doc.

click here to upload challan

### Upload Additinal Document



Application Reference Number : **HCRTI\_ONLINE676216**

Description

description of doc.

File Edit Insert View Format Table Tools

← → Formats **B** *I* [List icons] [Link icon] [Image icon]

p

Upload Doc(If Any)

upload additional doc

Choose File No file chosen

Upload Close

### Uploaded Documents



view the uploaded doc.

SI No.	Application Reference No.	Date of Upload	Details	Uploaded By	Uploaded Doc
1	HCRTI_ONLINE676216	2023-06-08 06:52:45	demo doc	demo user	

Close

9. Go to the IFMS site then click on General button for payment aforementioned head of the account.

**e-Challan Details** click here to go IFMS site for payment

Please pay the requisite amount of rupees 10/- through IFMS e-Challan Payment Gateway by clicking on General icon and upload the acknowledgement receipt to complete the the final submission process.

1. Payment gateway : <https://www.odishatreasury.gov.in/echallan/challan-details>

2. Head of Account : 0070-60-800-0097-02082-000 - Other Admin Dept Misc Other Receipt

3. Amount to be paid : 10/-

**make payment under given head of account**

e Challan Reference Id

3357E93E0A

Mode of Payment **e Challan**

Date of Payment

2023-05-03

Description

through online mode

p

Upload Payment Receipt

**Note the instruction**

**\*** Challan showing the payment of the application fee & other additional fee, if any submitted for obtaining information from the High Court of Orissa,Cuttack under RTI Rules, 2005 is not used for any other purpose.

**Submit** **Close**

10. Choose the head of account from below list by clicking search manually



**Online Challan Submission**

Select a challan section to start payment

Commercial Tax

Deposit of Fees only by Stock Holding Corporation of India Ltd (NOT FOR GENERAL PUBLIC)

Deposit/Repayment of Loan stipend under Higher Education Department

Deposits to be made by STATE PENSION TREASURY Authorities only

Election Related Deposits

Excise

Forest

General

Irrigation (FA & CAO)

Operationalisation of corpus fund constituted under GARIMA Scheme

Registration & Land Revenue

Works

Challan Status & Reprint

Select a search option

CRN  BRN  DRN

**7xxx**xd Captcha

**Public Services**

- Download MIS
- Offline Bank Branch List
- Department Console

click on general to pay

Select details relevant to the challan type  
 Note: Click on the date/month/year field to open calendar.  
 \* marked fields are mandatory.

**Challan Purpose**

Search Manually

Search challan purpose manually

0070-60-800

0070-60-800-0097-02082-000 - Other Admin Dept Misc Other Receipt

0070-60-800-0097-02234-000 - Penalties/Fines/Recoveries due to Audit/ official proceedings

0070-60-800-0232-02226-000 - PAYMENT OF CONCENT FEE

0070-60-800-0232-02228-000 - For Temporary use of Govt. land at State Capital

**11.** Click on the payment verification pending button to check the verification status.

Sl No.	Action	Department	Reference Number	Applicant Name	Father/Husband	Permanent Address	Mailing Address	Subject matter	Specific details	Information to be sent by
1	Payment Verification Pending	State Public Information Officer (Orissa High Court)	OHC_RT1179050	sradhanjali nayak	sanatan nayak	PLOT-45, RASULGARH, OPPOSITE OF NEXUS ESPLANADE ONE MALL, CUTTACK-PURI ROAD, BHUBANESWAR, State - ORISSA, District - Jajapur , Pincode - 755686	PLOT-45, RASULGARH, OPPOSITE OF NEXUS ESPLANADE ONE MALL, CUTTACK-PURI ROAD, BHUBANESWAR, Jajapur , 755686, 8797897897, srd1@gmail.com, PAN Card No.- CPIPP7013K	query From 2023-04-19 To 2023-04-29	query	Email
2		State Public Information	OHC_RT1142754	sujata navak	rabindra nayak	cuttack, State - ORISSA	cuttack,	QUERY From	QUERY	Email

Print

x

↑ **uploadede challan details**

### Challan Uploaded Details

Application Reference No. : OHC\_RTI179050

e Challan Reference Id : 3357E93E0A

Payment Date : 2023-04-28

Payment Mode : e-Challan

Details: **date 29032023**

Payment Receipt :



Uploaded Date : 2023-04-29 06:58:14

Payment Status: Payment Verification Pending

Close

Print

x

### Challan Uploaded Details

Application Reference No. : OHCRTI098605

e Challan Reference Id : 3357E93E0D

Payment Date : 2023-03-31

Payment Mode : 1

Details: **payment through net banking**

Payment Receipt :








Uploaded Date : 2023-03-31 11:53:35

↑ **application status**

Status: Payment Verified, Awaiting for Comply

Close

1	  	State Public Information Officer (Orissa High Court)	OHC_RTI893636	sradhanjali nayak	sanatan nayak	cuttack, State - , District - , Pincode - 751000	cuttack, , 751000, 6865865865, srd@gmail.com, PAN Card No.- ID768686	QUERY From 0000-00-00 To 0000-00-00	QUERY	Email	N
2	 	State Public Information Officer (Orissa High Court)	OHC_RTI753209	smitanjali nayak	sanatan nayak	cuttack, State - , District - , Pincode - 865865	cuttack, , 865865, 5686586586, smt@gmail.com, EPIC Voter Id- BC123	query From 0000-00-00 To 0000-00-00	query	Email	N

Print



### Compliance Details

Application Reference No. : OHC\_RTI893636

Applied Dated : 27-4-2023 17:57:32

Subject matter of information : QUERY

Date of Complied : 27-4-2023 18:1:47

Note : compliance report agaisnt your application number

Complied By : State Public Information Officer (Orissa High Court)

Comply Report :



Close

Print



### Additional Doc. Uploaded

Application Reference No. : OHC\_RTI893636

Date of Upload : 27-4-2023 18:7:26

Note : additional annexure agaisnt compliance report

Uploaded By : State Public Information Officer (Orissa High Court)

Other Annexure :



Close

12. Accordingly the RTI Application closed successfully