

# **RTI PORTAL (ORISSA HIGH COURT)**

## **RTI PORTAL**

### **Objective-**

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

### **Scope-**

Public and Hon'ble the High Court 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 of Orissa against the RTI Application.

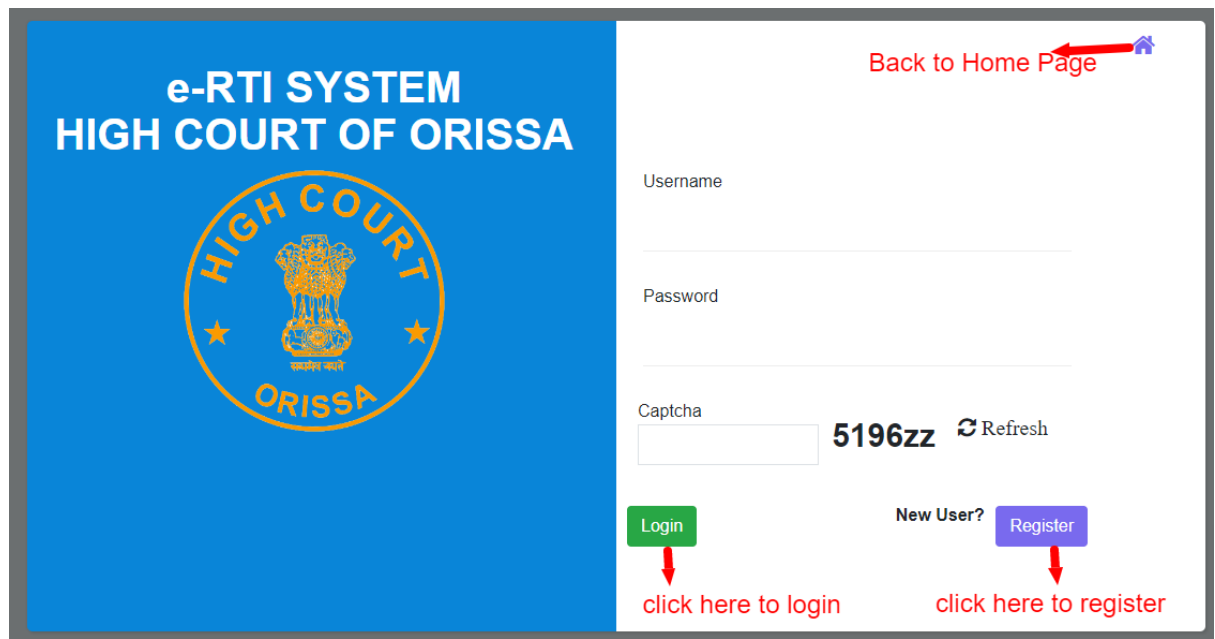
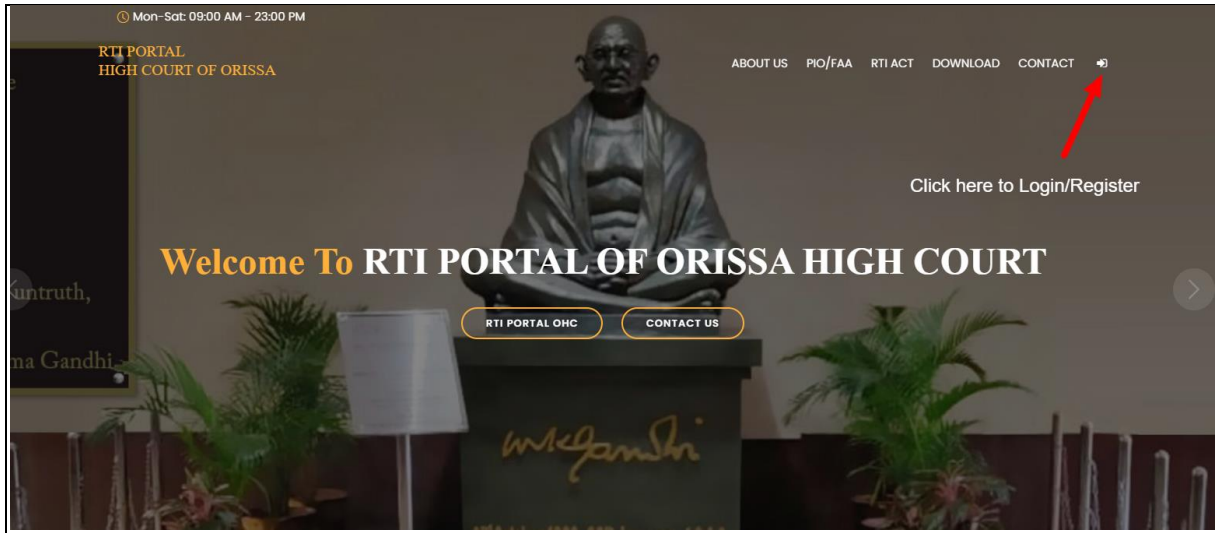
### **FOR RTI CELL (Administrator)-**

- 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.



2. Fillup the required fields for registration.

## e-RTI SYSTEM Registration



HIGH COURT  
ORISSA

[Home](#)

**fillup the required field**

Full Name  
demo user

Mobile  
9872345568

Email  
demo@gmail.com

Username  
demo

Password  
.....


Captcha  
 **00242a** [Refresh](#)

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

**click here to register**

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

## e-RTI SYSTEM Registration



HIGH COURT  
ORISSA

[Home](#)

**Note the login credential after registration success**

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](#)

4. Login through user name and password.

**e-RTI SYSTEM  
HIGH COURT OF ORISSA**

login through the username,password and captcha

Username  
demo

Password  
.....

Captcha  
09a59Z **09a59Z** 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** **Application Details**

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**.

+ 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 | Hir 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 SYSTEM Unread Message: 0 Logout

**Demo user**

- Dashboard
- Create New Application
- Upload Payment Details
- Completed Application
- Change Password

### e-RTI Application

Department: RTI CELL (OHC)

Full name of the applicant: RAHUL SINGH

Name of the Father/Husband: Father | MANOHAR SINGH

**Permanent Address**

Address: TEST ADDRESS | State: ORISSA

District: Cuttack | Pincode: 751001

**Mailing Address (Same as permanent address)**

Address: TEST ADDRESS | State: ORISSA

District: Cuttack | Pincode: 751001

Contact No. (Mobile No.): 1234567890 | Email Id: rahul@gmail.com

ID Proof of the Applicant: | Identity Number: 751001

District: Cuttack | Pincode: 751001

Contact No. (Mobile No.): 1234567890 | Email Id: rahul@gmail.com

ID Proof of the Applicant: | Identity Number: 751001

Have fee deposited?  Yes  No

Agree to pay the required fee?  Yes  No

Is this information not made available?  Yes  No

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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

Choose File No file chosen

**Upload ID proof**

Additional Doc

Note \*

File Type : jpeg,jpg,pdf

File Size : 1mb or Less

Choose File 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 - [Icons] Column visibility -

Search:

before payment edit and delete provision applicable

click here to upload challan

| 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      | <a href="#">+</a> <a href="#">Payment Not Made Yet</a> | 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                  |

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** .

click here to print application

click here to upload additional doc.

click here to view the uploaded doc.

click here to upload challan

| SI No. | Adtl. Doc. Upload  | Action   | Created Date        | Department   | Reference Number   | Applicant Name    | Father/Husband | Permanent Address   | Mailing Address  |
|--------|--|--|---------------------|--|--------------------|-------------------|----------------|---|--|
| 1      | <a href="#">+Upload Additional Document</a><br><a href="#">Uploaded Document</a> | <a href="#">+</a> <a href="#">-</a> <a href="#">Print</a> <a href="#">Delete</a> | 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 |

### 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

No file chosen

### 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   |              |

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

### e-Challan Details ✕

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/-

e Challan Reference Id

3357E93E0A

Mode of Payment e Challan ▾

Date of Payment

2023-05-03

Description

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

← → Formats ▾ **B** *I* [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

through online mode

p

Upload Payment Receipt

Choose File ECHALLAN.pdf ✓

\* 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

**click here to go IFMS site for payment**

**make payment under given head of account**

**Note the instruction**



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

**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 | Inform is 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 ×

**Challan Uploaded Details**


Application Reference No. : **OHC\_RT1179050**

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**

*↑ uploadede challan details*

Print ×

**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**

Status: Payment Verified, Awaiting for Comply

**Close**

*↑ application status*

|   |   |  |               |                   |               |  |  |                                     |       |       |   |
|---|---|--|---------------|-------------------|---------------|--|--|-------------------------------------|-------|-------|---|
| 1 | Payment Verified<br>Complied<br>Additional Annexure | State Public Information Officer (Orissa High Court) | OHC_RT1893636 | 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 | Payment Rejected<br>Application Rejected            | State Public Information Officer (Orissa High Court) | OHC_RT1753209 | 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\_RT1893636

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\_RT1893636

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