RTI Dashboard Manual

Role of RTI Nodal Officer

Karnataka Web Portal
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**Step 1:** The RTI Nodal Officers must login to the CMS with the already existing credentials provided to them. Later, enter the CAPTCHA before clicking on the **Sign In** button.

![Sign In Screen](image1)

**CREATING USERS FOR RTI**

**Step 2:** Nodal Officer must create a **USER** for PIO in RTI Dashboard. In order to create a USER, click on **Manage User** and later on **Users**.

![User Management Screen](image2)
**Step 3:** Later click on **ADD NEW** button.

**Step 4:** Enter the details of the **NEW USER** and then select the role of user as **RTI USER** from the roles listed in the drop down.
**Step 5:** Later, click on the **SUBMIT** button and the NEW USER will be created.

**FOR NODAL OFFICER TO ENTER RTI APPLICATION DETAILS**

**Step 1:** Click on the **RTI Form** button on the left side bar of the page.
**Step 2:** The RTI Nodal Officer must enter the details of **date of application received**, name of the applicant, application number, PIO (Public Information Officer) **assigned** and the initial amount paid by the applicant while submitting the application in the RTI Application Receipt Register page before clicking on the **Submit** button.

![RTI Application receipt register](image)

**Step 3:** Click on **Home** button and select the **RTI Application Received Details** button.

![Home button](image)
Step 4: The Nodal Officer has also the **Search** option to find the right application. The desired application can be found by entering the name of the applicant, date of the application received or the application number.

Step 5: Once the application is selected, the officer needs to the on the **Edit** button for them to enter additional details with respect to that particular application.
Step 6: The Nodal officers will have to enter the required details in the new page that opens after selecting the Edit button (as explained in the previous image). The Nodal officer must enter the details of Endorsement (if any)/Additional Payment Date, Reply by Applicant Date (if any), If Application is transferred to other PIO, Details of information to applicant, Information sent date, Appealed Date, Reason for Rejection and Reason for the Appeal (marked within the brackets). They can also upload corresponding documents with respect to RTI Application received before clicking on the Submit button. The officer has also the option of marking the Application status as In Progress, Closed or Rejected.