

RTI APPLICATIONS ONLINE PROCESSING SYSTEM

Support:

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FREQUENTLY ASKED QUESTIONS

1. Who can use the online status monitoring of RTI Application of KFD
Authorised officers; APCCFs, CCFs, DCFs and the Statistics wing can use the application.
The URL is 115.249.31.177/rti
2. Who should be contacted for login credentials?
Assistant Director, Statistics wing, O/o APCCF(C&I), Aranya Bhavan, Bengaluru OR Range Forest Officer, ICT, Bengaluru may be contacted for logins.
3. What can be processed through the application?
The RTI applications received at your office or the RTI application forwarded to your office may be processed through this application.
4. What is the series of event to be followed for processing the application through this application?
 - a. At the state head quarters, the details of the RTI application and the applicant details are to be entered in the application using statistics office login.*(option available in inward RTI menu in statistics login)*
 - b. The filled in application is forwarded to APCCF(C&I) by Statistics wing *(option available in the Submit to C&I menu in statistics login)*
 - c. APCCF (C&I) verifies the application and provides online approval for processing these applications. *(option available in Take Action menu in Apccf C&I login)*
 - d. On approval from APCCF (C&I), the Statistics wing shall FORWARD the application to concerned wing/office, or REJECT the application under Section 9 of RTI Act, or DISPOSE the application by providing information to the applicant whenever the information sought by the applicant pertains to the same office. *(option available in the Process RTI in APCCF C&I login)*

e. The application thus received in the unit offices can be FORWARDED/ DISPOSED or REJECTED online. (*options available under the menu- RTI Applications*)

5. What if the details of applications entered while inward-ing is wrong?

Updation of the information can be done using **Update** menu in the Statistics login and Officer's login.

6. What is the maximum size of the file that can be uploaded in the RTI application?

The files that are to be uploaded in the RTI application are to be in .pdf format only. Size should be less than 10 MB.

7. How to generate reports on the applications?

Reports on,

- a. Application Status
- b. Application Date
- c. Application received date
- d. IPO number
- e. Major Subject of application

can be generated from the **Reports** menu in the application.