

F.No.1/1/2013-IR(Vol.V)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel & Training)

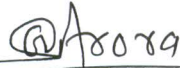
North Block, New Delhi
Dated the 14th December, 2015.

CIRCULAR

Subject:- Extension / Improvement of RTI Online Portal – Action Plan 2016.

RTI Online Portal was launched by Department of Personnel & Training in August, 2013 for all the Central Government Ministries / Departments with a view to provide a facility to citizens to file RTI applications and first appeals online. Till now 463 public authorities have been aligned to the portal. It is proposed to extend the RTI online portal to more public authorities and also to make technical improvements in RTI online portal during the year 2016 as per the Action Plan 2016 attached herewith.

2. All interested persons and Institutions may offer their comments / suggestions on the proposed improvements in the portal, listed in the enclosed Action Plan. The comments / suggestions may be mailed within 15 days from the date of this circular to e-mail ids: (i) rtipmu-dopt@nic.in and (ii) usir-dopt@nic.in


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**ACTION PLAN FOR IMPROVEMENT /
EXPANSION OF RTI ONLINE PORTAL**

RTI Online Portal

**(I) TECHNICAL IMPROVEMENTS IN THE
PORTAL**

For Officials

General

1. **Save as draft** option for CPIOs while replying to RTIs to be introduced.
2. **Auto Alerts:** Auto alert SMS and Email to PIOs and FAAs about their account details at the time of account creation.
3. **Highlights the characters not allowed:** Highlight the characters in text box provided for reply, so that it is easier for CPIO and FAA to make necessary changes. Also keeping the allowed special characters same in all accounts.
4. **Management of Physical Receipts:** While lodging a physically received RTI request an option of Diary No. and Dispatch No. should be provided and also to be included in the search option. The rationale behind this addition is that when a second appeal is made in CIC the appellant uses either of the aforementioned numbers in prayer form. Therefore, it becomes difficult to search a RTI request in RTI-MIS using any other number.
5. Option of uploading forwarding letter in case of physical forwarding so that appellant can follow up using it.

