



RTI ONLINE

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Mizoram State e-Governance Society
(MSeGS)

LESSON PLAN

I. RTI Online Introduction

- A. Roles
- B. Software Functionalities

II. Officer's Function

- A. RTI Application
- B. Report View
- C. Profile Update 

III. Applicant/Citizen Function

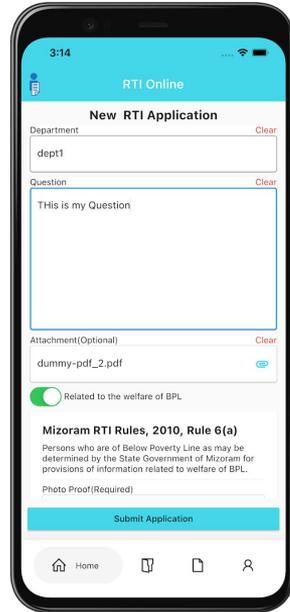
- A. Apply for RTI
- B. RTI Application
- C. Grievances/Complaint
- D. Profile Update
- E. Payment History

IV. Live Demonstration / Q&A (RTI Submit & Answer)

Access

URL: <https://rti.mizoram.gov.in>

Mobile Application
Only for citizen



Desktop PC/ Laptop for both officer
and citizen



I.RTI Online Introduction

I. RTI Online Introduction

I. a) Roles

1. User/Citizen/Applicant

2. SAPIOs
(State Assistant Public Information Officers)

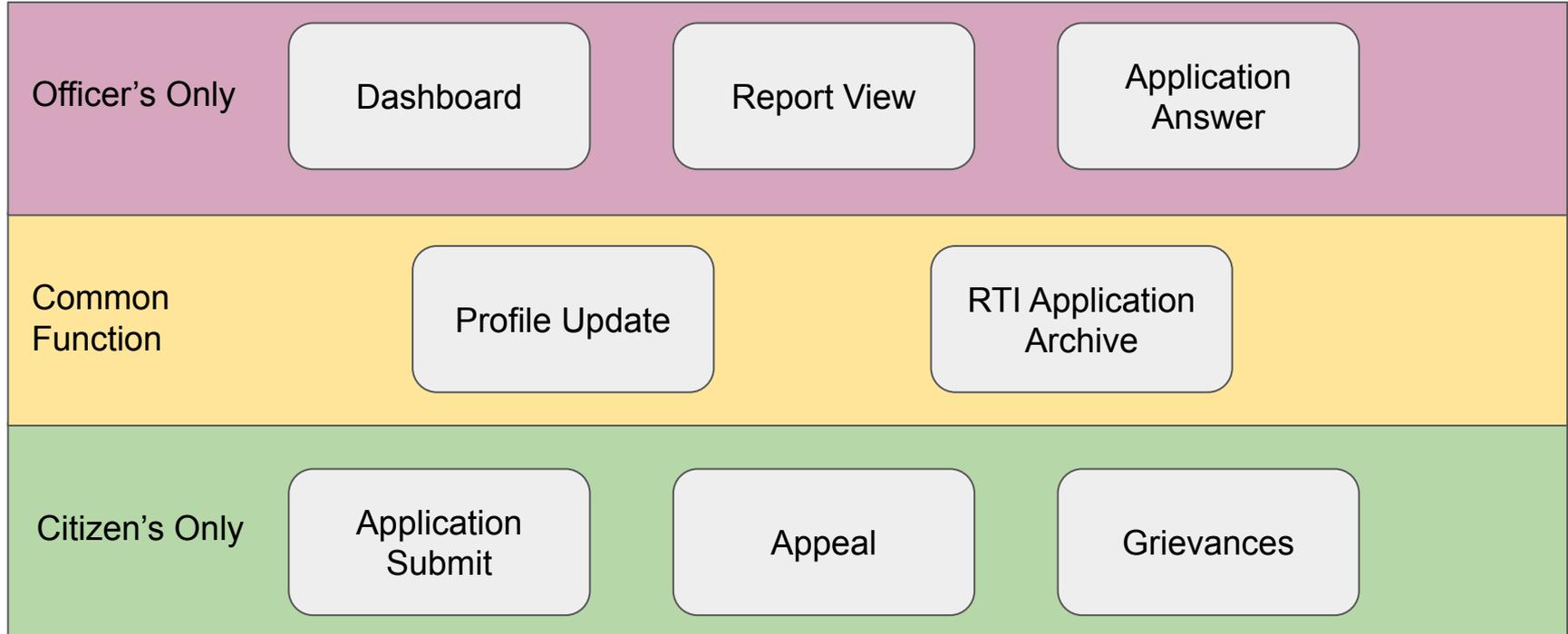
3. SPIOs
(State Public Information Officers)

4. DAAs
(Departmental Appellate Authorities)

5. CIC
(Chief Information Commissioner)

6. Administrator

I. b) Software Functionalities



II. Officer's Function

II. a) i. RTI Application list

RTI Online

 Dashboard

 My Application List

 Application Transfer History

☰  spio1

Department: dept1

RTI Application List

Pending
Answered

Show entries
Search:

Applicant Name	Question	Date of Submission	Status	Time since submission
user	Start What is Lorem Ipsum Lorem Ipsum...	22nd Aug 22, 10:11:32 am	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 1 day before
user	Start What is Lorem Ipsum? Lorem Ipsum...	18th Aug 22, 3:11:29 pm	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 5 days before
user	Ka zawhnate 1. Mizoram Land reven...	10th Aug 22, 1:54:39 pm	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 1 week before
user	Ka zawhnate 1. Mizoram Land revenue...	10th Aug 22, 1:53:55 pm	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 1 week before
user	Ka zawhnate 1. Mizoram Land revenue &...	10th Aug 22, 12:39:51 pm	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 1 week before
user	Ka zawhnate 1. Mizoram Land revenue &	10th Aug 22, 12:38:10 nm	Under Process By SPIO	<div style="width: 20px; height: 10px; background-color: #4a7ebb; margin-bottom: 2px;"></div> 1 week before

II. a) ii. Detailed View Of RTI Application (SPIO)

RTI Online

- Dashboard
- My Application List
- Application Transfer History

[Go Back](#)

RTI Application details [Download](#)

Applicant Name	user
Applicant Contact	78109111
Applicant Address	Electric Veng
Applicant Question	Start What is Lorem Ipsum Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and m
Applicant File Attached	
Concern Department	dept1
Related to welfare of BPL	No
BPL Proof	nil
Does it concern the life or liberty of a person	No

SAPIO Comment

[Transfer](#)

Note: Transfer should be made in no case later than **five days** from the date of receipt of the application. [Section 6(3)(ii) of the RTI Act, 2005]

"The subject matter of which is more closely connected with the functions of another public authority, the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer: Provided that the transfer of an application pursuant to this sub-section shall be made as soon as practicable but in no case later than five days from the date of receipt of the application."

Answer

Type your Answer here

Note: Maximum eight (8) files can be uploaded. If not, please merge the files.

Attachment (Optional) No file chosen

II. Officer's Function > a) RTI Application

II. a) iii. File Attachment (SPIO)

Concern Department	dept r
Related to welfare of BPL	No
BPL Proof	nil
Does it concern the life or liberty of a person	No
Submitted On	22nd Aug, 22 10:11:32 am

[Show Payment History](#)

Payment Summary

Note: Maximum eight (8) files can be uploaded. If not, please merge the files.

Attachment (Optional) IELTS TRF-1-1.pdf

Fee for providing information (in Rs):

II. Officer's Function > a) RTI Application

II. a) iv. Detailed view of RTI Application (SAPIO)

The screenshot displays the 'RTI Online' web application interface. On the left is a purple sidebar with navigation options: 'Dashboard' and 'My Application List'. The main content area has a light blue header with a 'Go Back' button and a user profile icon labeled 'sapio1'. Below the header, there are two main panels. The left panel, titled 'RTI Application details', includes a 'Download' icon and a table with the following information:

Applicant Name	user
Applicant Contact	78109111
Applicant Address	Electric Veng
Applicant Question	Start What is Lorem Ipsum Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an

The right panel, titled 'Comment', features a text input area with the placeholder 'Type your Comment here' and an orange 'Comment' button below it.

II. Officer's Function > a) RTI Application

II. a) v. Detailed view of RTI Application (DAA)

RTI Application details [Download](#)

Applicant Name	Lalengkina Colney
Applicant Contact	+918974881076
Applicant Address	Vengal, Vairengte, Bengkawpuil dailynewspaper Office.
Applicant Question	Test
Applicant File Attached	file16571869359432.jpeg
Concerns Department	dept1
Related to welfare of BPL	Yes
BPL Proof	bpl16571869353454.jpg
Does it concern the life or liberty of a person	No
Submitted On	7th Jul, 22 3:12:15 pm

Answers

Testing Success. Thank you

Answered on 12th Jul, 22 2:47:48 pm

SPIO : spio1
SPIO Contact: 7810911046

1st Appeal Question

Asked On 12th Jul, 22 2:49:04 pm

The e

Reply for 1st Appeal

Departmental Appellate Authority (DAA) te tan chhiar tur/Must read for DAA

Note: Departmental Appellate Authorities are to strictly comply with the provisions of Section 19 of the RTI Act, 2005 and are also instructed to follow the Office Memorandum No. 10/23/2007-IR dt. 09.07.2007 issued by DoPT, Government of India.

Disposal of first appeals under the RTI Act, 2005 - [Download](#)

I understand/ka hrethiam e

Type your Reply here

Attachment (Optional) No files selected.

Reply for 1st Appeal

Departmental Appellate Authority (DAA) te tan chhiar tur/Must read for DAA

Note: Departmental Appellate Authorities are to strictly comply with the provisions of Section 19 of the RTI Act, 2005 and are also instructed to follow the Office Memorandum No. 10/23/2007-IR dt. 09.07.2007 issued by DoPT, Government of India.

Disposal of first appeals under the RTI Act, 2005 -

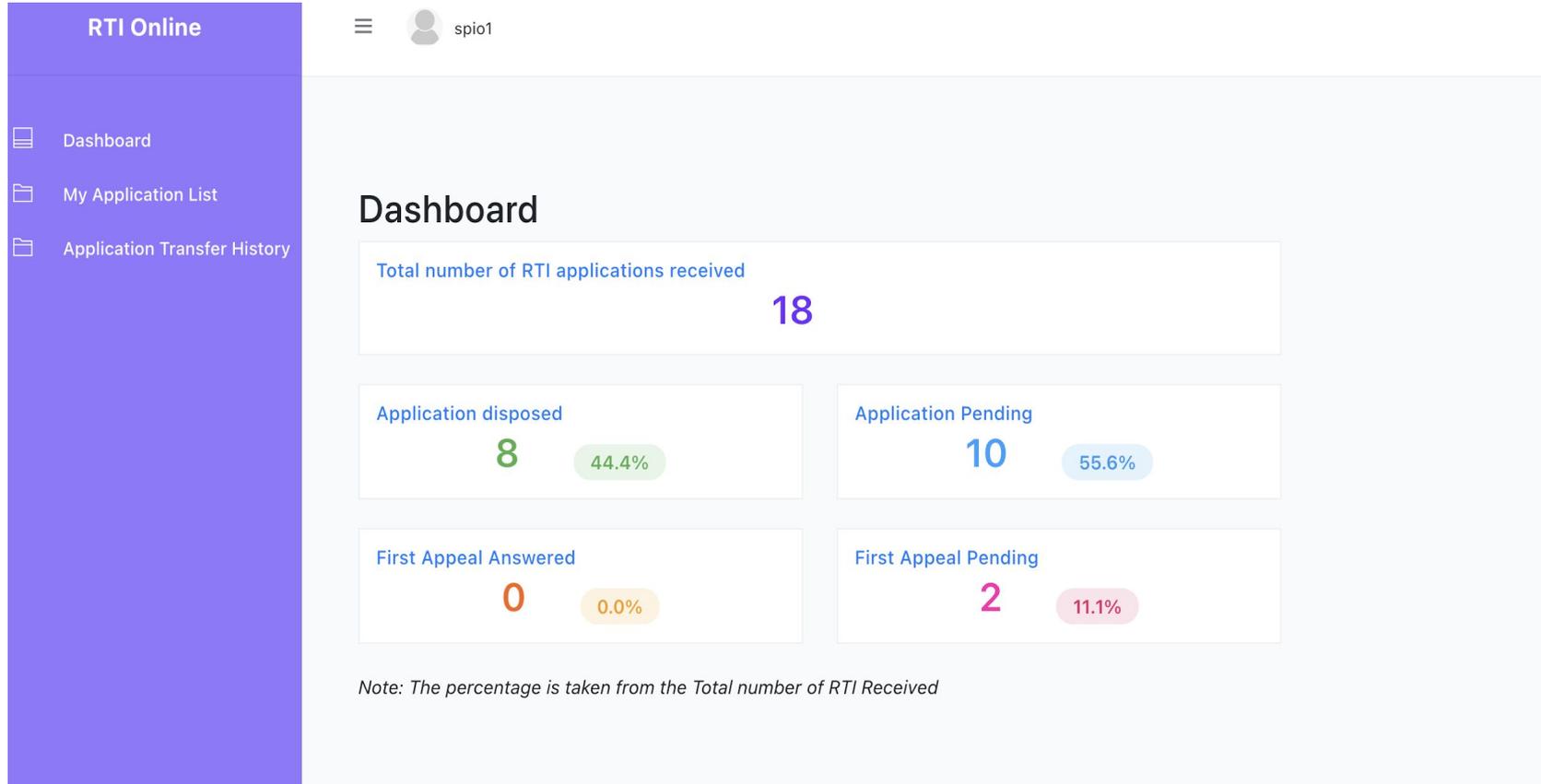
[Download](#)

I understand/ka hrethiam e

Type your Reply here

Attachment (Optional) No files selected.

II. b) i. Officer Dashboard

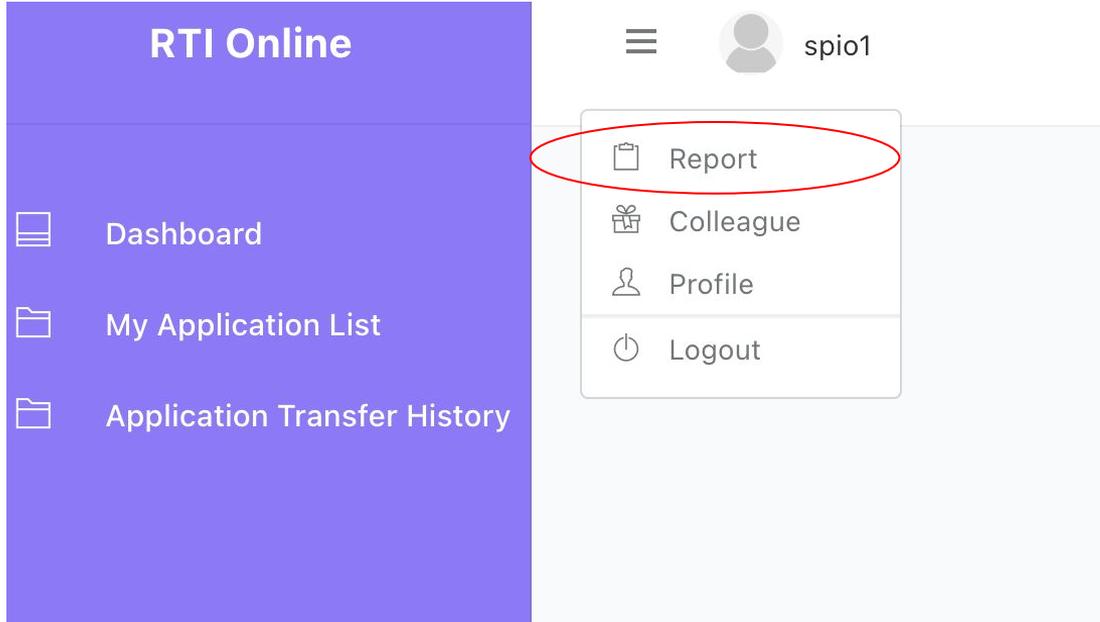


The screenshot shows the RTI Online Officer Dashboard. On the left is a purple sidebar with the text 'RTI Online' at the top and three menu items: 'Dashboard', 'My Application List', and 'Application Transfer History'. The main content area is white and features a user profile 'spio1' at the top left. The dashboard title is 'Dashboard'. It contains four data cards: 'Total number of RTI applications received' (18), 'Application disposed' (8, 44.4%), 'Application Pending' (10, 55.6%), 'First Appeal Answered' (0, 0.0%), and 'First Appeal Pending' (2, 11.1%). A note at the bottom states: 'Note: The percentage is taken from the Total number of RTI Received'.

Metric	Count	Percentage
Total number of RTI applications received	18	-
Application disposed	8	44.4%
Application Pending	10	55.6%
First Appeal Answered	0	0.0%
First Appeal Pending	2	11.1%

Note: The percentage is taken from the Total number of RTI Received

II. b) ii Report Select



II. b) iii. Generate Report (a)

RTI Online ☰  spio1

- Dashboard
- My Application List
- Application Transfer History

Generate Reports

From: 

To: 

II. b) iv. Generate Report (b)

RTI Online

- Dashboard
- My Application List
- Application Transfer History

Generate Reports

From: To:

Generate

Table

Total RTI Received between 1st Aug, 22 - 23rd Aug, 22

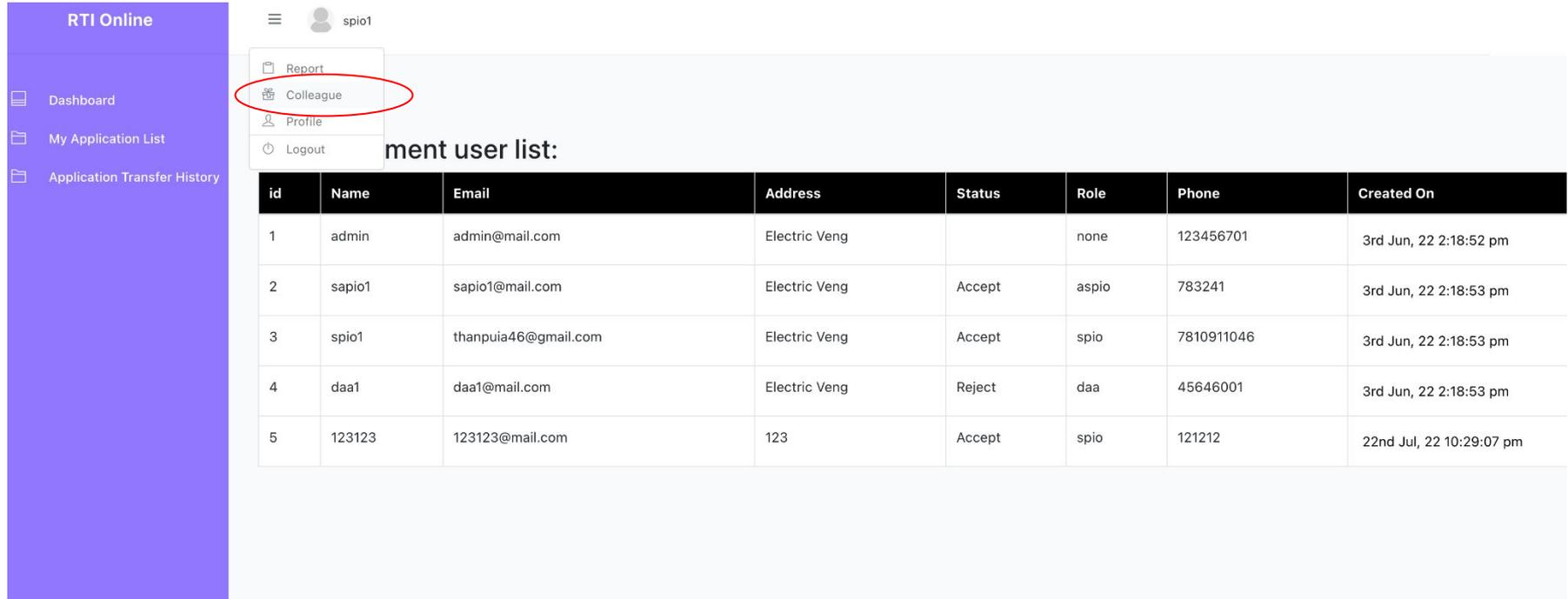
10

Total number answered by SPIO	Total number not answered by SAPIO/SPIO	Total number 1st Appeal submitted	Total number 1st Appeal answered	Total number 1st Appeal not answered
3	7	0	0	0
Total RTI Application Fee	Total Attachment Paid			
30	0			

Show entries Search:

Applicant Name	Question	Date of Submission	Status	Time elapse to answer

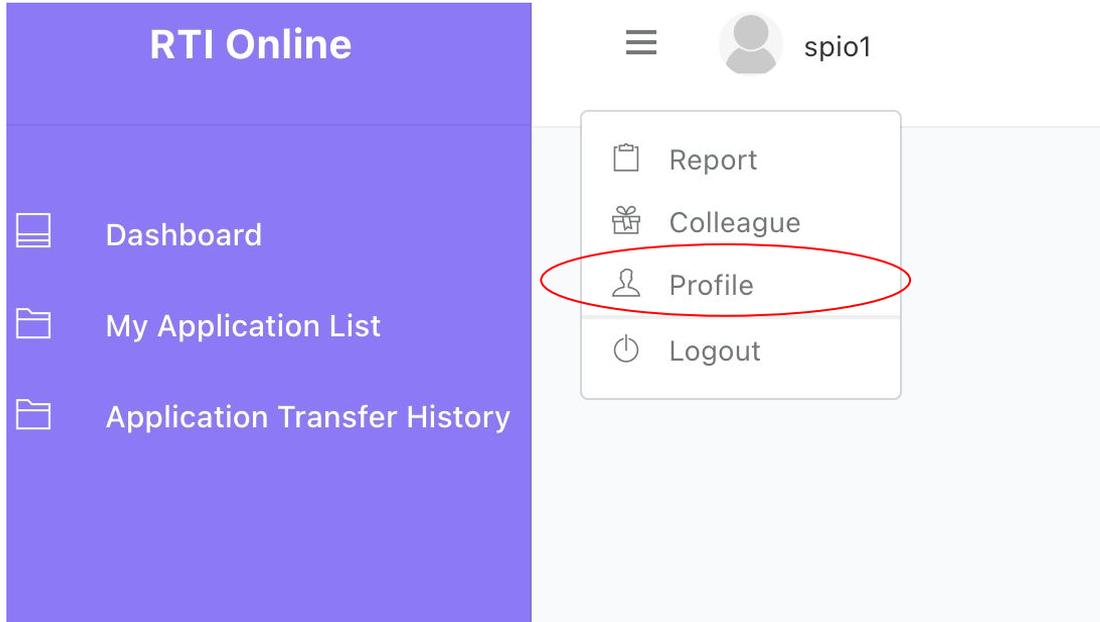
II. b) v. Users in the Same Department



The screenshot displays the RTI Online interface. On the left is a purple sidebar with the following menu items: Dashboard, My Application List, and Application Transfer History. The top header area shows a user profile for 'spio1' with a hamburger menu icon. A dropdown menu is open, listing 'Report', 'Colleague' (circled in red), 'Profile', and 'Logout'. Below the menu, the text 'Department user list:' is visible above a table.

id	Name	Email	Address	Status	Role	Phone	Created On
1	admin	admin@mail.com	Electric Veng		none	123456701	3rd Jun, 22 2:18:52 pm
2	sapio1	sapio1@mail.com	Electric Veng	Accept	aspio	783241	3rd Jun, 22 2:18:53 pm
3	spio1	thanpuia46@gmail.com	Electric Veng	Accept	spio	7810911046	3rd Jun, 22 2:18:53 pm
4	daa1	daa1@mail.com	Electric Veng	Reject	daa	45646001	3rd Jun, 22 2:18:53 pm
5	123123	123123@mail.com	123	Accept	spio	121212	22nd Jul, 22 10:29:07 pm

II. c) i. Profile select



II. c) ii. User Profile Update



User update

[Go Back](#)

Username

Email

Address

Role

Department

Note: Please, do not change your department unnecessarily

Contact

[Change Phone](#)

[Change Password](#)

[Update](#)

II. c) iii. Phone Number Update

RTI Online

- Dashboard
- My Application List
- Application Transfer History

☰  spio1

Change User Phone number

[Go Back](#)

Current Phone Number: 7810911046

New Phone Number (10 digits)

[Generate OTP](#)

III. APPLICANT/ CITIZEN FUNCTION

III. a) Apply for RTI

 Apply for RTI

 My Application List

 Submit Complaint

New RTI Application/ RTI hmanga dilna Form

Department

Select department

Question/Zawhna

Type your questions here

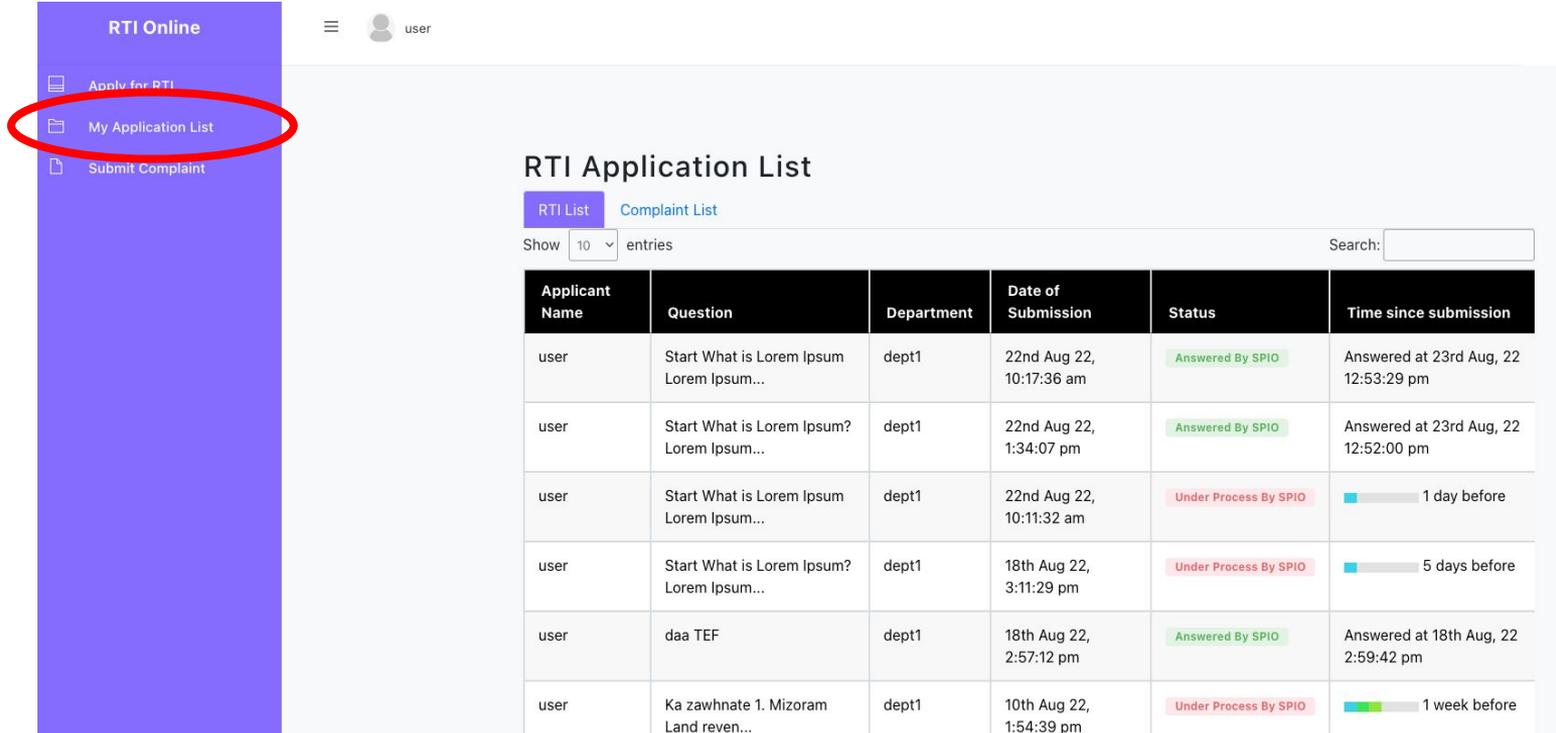
Attachment (Optional) No file chosen

Related to the welfare of BPL/ BPL lam chungchang

If it concerns the life or liberty of a person/ Mi nunna emaw, zalenna khawih chungchang

[Make Payment](#)

III. b) i. My RTI List



RTI Online

user

Apply for RTI

My Application List

Submit Complaint

RTI Application List

RTI List Complaint List

Show 10 entries Search:

Applicant Name	Question	Department	Date of Submission	Status	Time since submission
user	Start What is Lorem Ipsum Lorem Ipsum...	dept1	22nd Aug 22, 10:17:36 am	Answered By SPIO	Answered at 23rd Aug, 22 12:53:29 pm
user	Start What is Lorem Ipsum? Lorem Ipsum...	dept1	22nd Aug 22, 1:34:07 pm	Answered By SPIO	Answered at 23rd Aug, 22 12:52:00 pm
user	Start What is Lorem Ipsum Lorem Ipsum...	dept1	22nd Aug 22, 10:11:32 am	Under Process By SPIO	1 day before
user	Start What is Lorem Ipsum? Lorem Ipsum...	dept1	18th Aug 22, 3:11:29 pm	Under Process By SPIO	5 days before
user	daa TEF	dept1	18th Aug 22, 2:57:12 pm	Answered By SPIO	Answered at 18th Aug, 22 2:59:42 pm
user	Ka zawhnate 1. Mizoram Land reven...	dept1	10th Aug 22, 1:54:39 pm	Under Process By SPIO	1 week before

III. b) ii. Detailed view of RTI Application

RTI Online

- Apply for RTI
- My Application List
- Submit Complaint

user

Go Back

RTI Application details

Download

Applicant Name	user
Applicant Contact	78109111
Applicant Address	Electric Veng
Applicant Question	<p>Start</p> <p>What is Lorem Ipsum?</p> <p>Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.</p> <p>Why do we use it?</p> <p>It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use</p>

Answers

Start

What is Lorem Ipsum?

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus

Answered on:23rd Aug, 22 12:52:00 pm

SPIO : spio1
SPIO Contact: 7810911046

Department chhanna hi i lungawi lo em?

Do you want to apply for 1st Appeal?

III. Applicant/Citizen Function > b) RTI Application

III. b) iii. Attachment Download

Concern Department	dept1
Related to welfare of BPL	Yes
BPL Proof	bpl16585097787671.png
Does it concern the life or liberty of a person	No
Submitted On	22nd Jul, 22 10:39:38 pm

SPIO : spio1

SPIO Contact: 7810911046

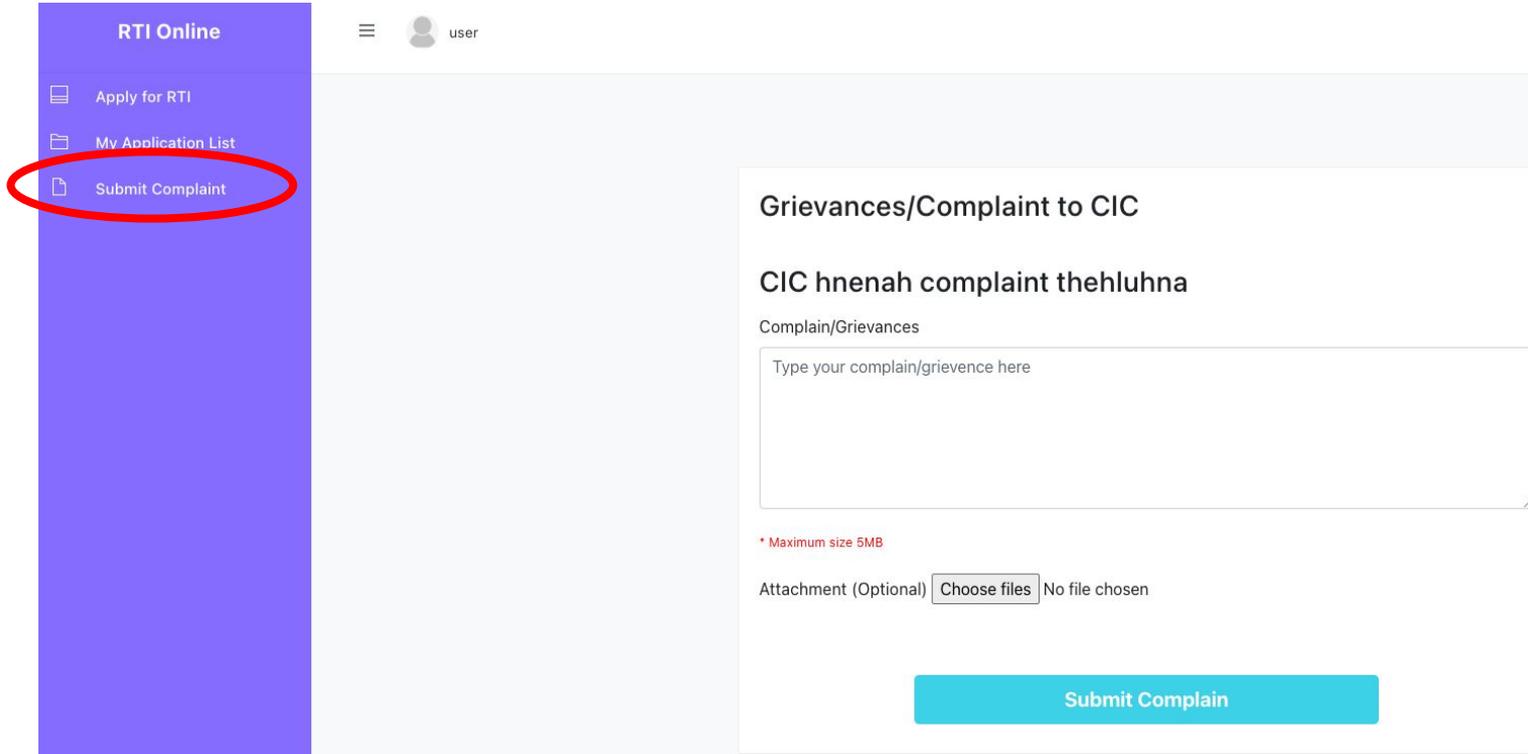
Attachment(s):

- spio16587382919902.png [DOWNLOAD](#)

Department chhanna hi i lungawi lo em?

[Do you want to apply for 1st Appeal?](#)

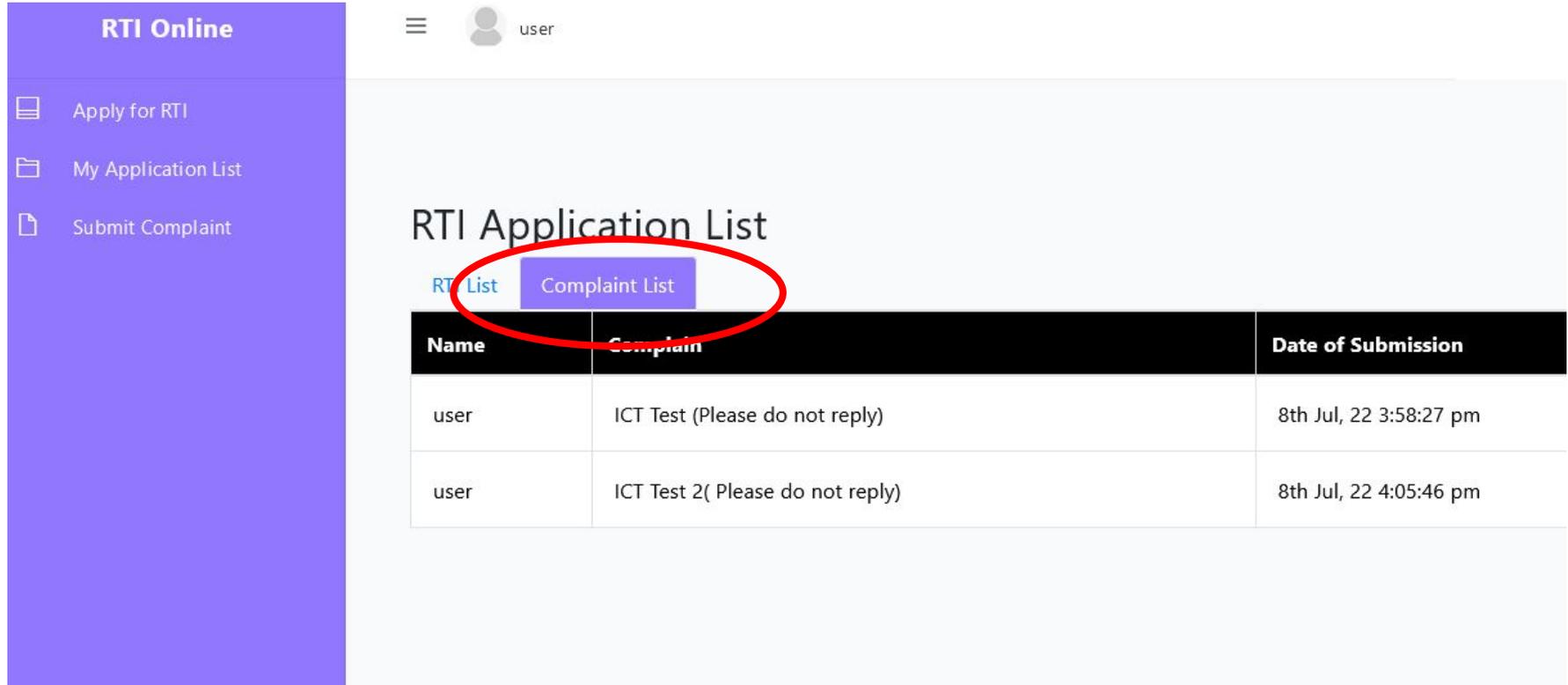
III. c) i. Grievances/Complaint Form



The screenshot shows the 'RTI Online' interface. On the left, a blue sidebar contains three menu items: 'Apply for RTI', 'My Application List', and 'Submit Complaint'. The 'Submit Complaint' item is circled in red. The main content area is titled 'Grievances/Complaint to CIC' and contains a form with the following elements:

- A header: 'Grievances/Complaint to CIC'
- A sub-header: 'CIC hnenah complaint thehluhna'
- A label: 'Complain/Grievances'
- A text input field with the placeholder text: 'Type your complain/grievance here'
- A red asterisk warning: '* Maximum size 5MB'
- An attachment section: 'Attachment (Optional) Choose files No file chosen'
- A large cyan button at the bottom: 'Submit Complain'

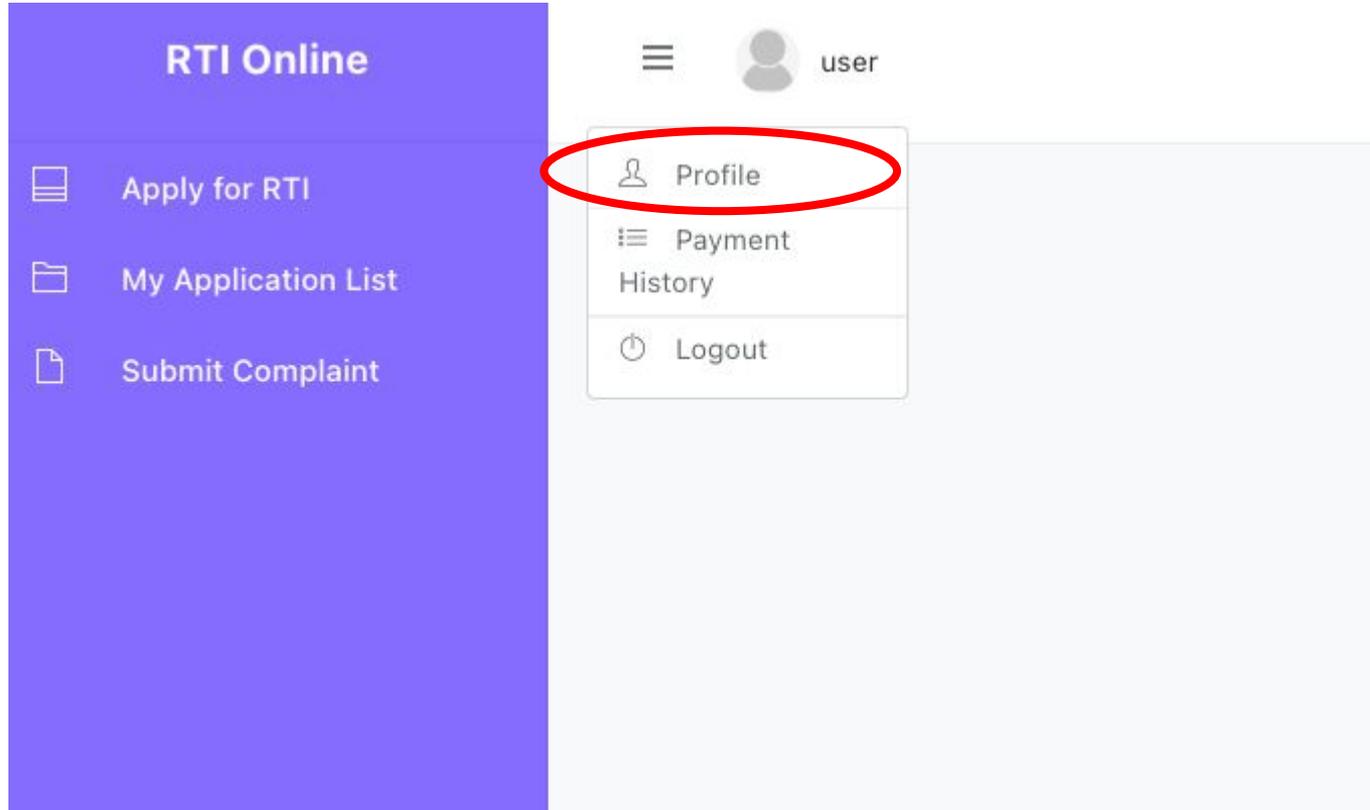
III. c) ii. Grievances/Complaint List



The screenshot shows the 'RTI Online' application list interface. On the left is a purple sidebar with navigation options: 'Apply for RTI', 'My Application List', and 'Submit Complaint'. The main content area is titled 'RTI Application List' and features two buttons: 'RTI List' and 'Complaint List'. The 'Complaint List' button is highlighted with a red circle. Below the buttons is a table with three columns: 'Name', 'Complain', and 'Date of Submission'. The table contains two rows of data.

Name	Complain	Date of Submission
user	ICT Test (Please do not reply)	8th Jul, 22 3:58:27 pm
user	ICT Test 2(Please do not reply)	8th Jul, 22 4:05:46 pm

III. d) i. Profile update select



III. d) ii. Profile Update

RTI Online

- Apply for RTI
- My Application List
- Submit Complaint

☰ user

User update

[Go Back](#)

Username

Email

Address

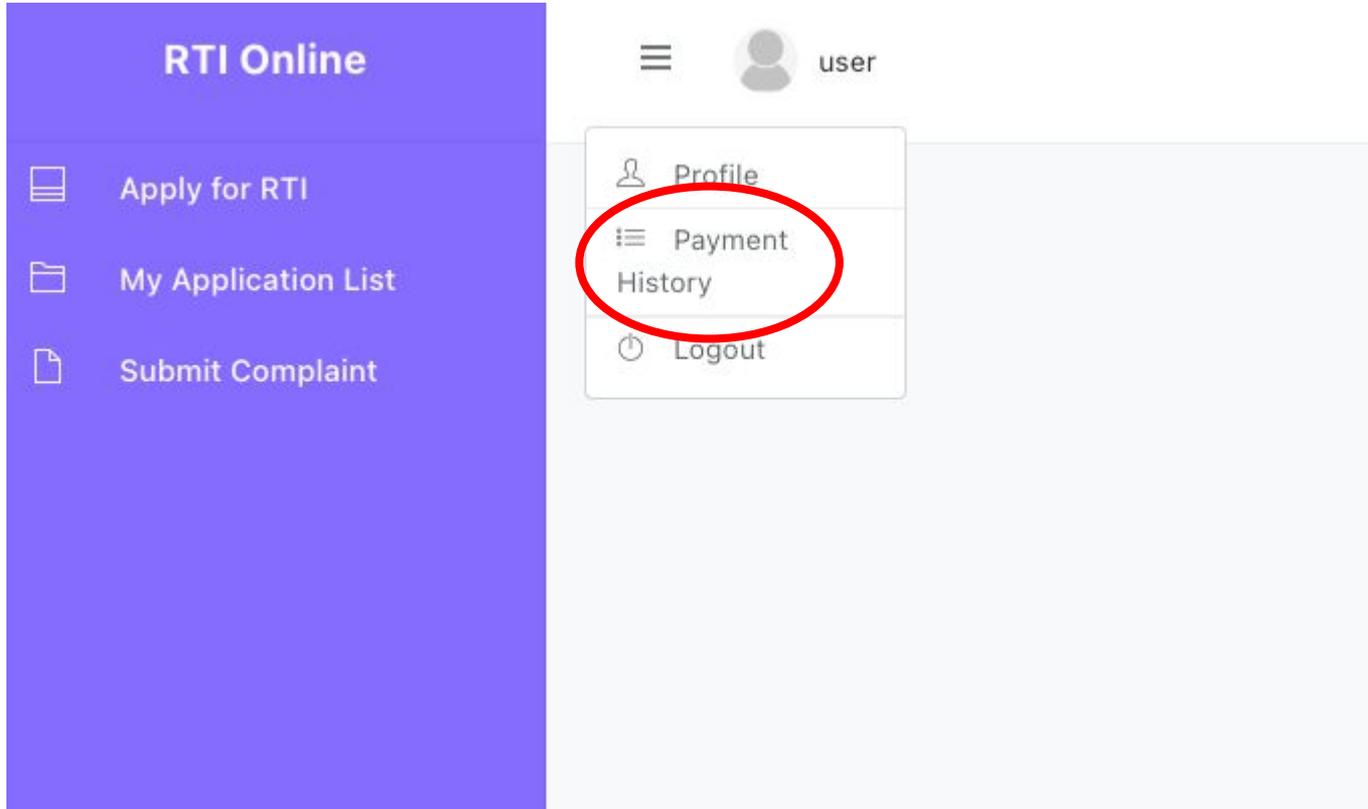
Contact

[Change Phone](#)

[Change Password](#)

[Update](#)

III. e) i. Select Payment History

A screenshot of the RTI Online web application interface. On the left is a purple sidebar with the title 'RTI Online' and three menu items: 'Apply for RTI', 'My Application List', and 'Submit Complaint'. On the right, a user profile dropdown menu is open, showing options for 'Profile', 'Payment History', and 'Logout'. The 'Payment History' option is circled in red. At the top right of the main content area, there is a hamburger menu icon, a user profile icon, and the text 'user'.

III. e) ii. Payment History

[Go Back](#)

Payment History From Website

SI No	Order ID	Tracking ID	Order Status	Payment Mode	Amount	Billing Name	Created At
1	165544392540292877	111538268356	Success	Unified Payments	1.00		17th Jun 22, 11:03:26 am
2	166114320237414181	111612466791	Success	Unified Payments	10.00	user	22nd Aug 22, 10:11:38 am
3	166114359072568506	111612474896	Success	Unified Payments	10.00	user	22nd Aug 22, 10:17:42 am
4	166115534214458531	111612784190	Success	Debit Card	10.00	user	22nd Aug 22, 1:34:14 pm

Payment History From Mobile Application

SI No	Order ID	Transaction ID	Order Status	Amount	Currency	Created At
1	RTI165606965161084221	20220624111212800110168527303835791	TXN_SUCCESS	10.00	INR	24th Jun 22, 4:51:06 pm
2	RTI165606973989976512	20220624111212800110168788003840211	TXN_SUCCESS	10.00	INR	24th Jun 22, 4:52:31 pm
3	RTI165606978691585738	20220624111212800110168454303843820	TXN_SUCCESS	10.00	INR	24th Jun 22, 4:53:17 pm
4	RTI165606994429204970	20220624111212800110168987403814882	TXN_SUCCESS	10.00	INR	24th Jun 22, 4:55:55 pm

The image features a central graphic consisting of several concentric circles. The outermost ring is a dark red, followed by a slightly lighter red ring, and then a dark blue/black center. Overlaid on this graphic is the text "That's all Folks!" written in a white, elegant cursive font. The text is positioned diagonally across the center of the circles.

That's all Folks!

Developer's Contact

Name : Lalthanpuia Chhangte

Designation : Junior Computer Engineer (JCE)

Office : Mizoram State e-Governance Society (MSeGS)

Mobile : 7810911046