

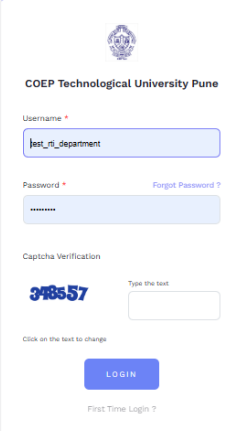
# RTI Management – Department Role User Guide

## Purpose

This document provides step-by-step instructions for users with the **RTI Department** role to manage and respond to RTI (Right to Information) requests through the **Samarth Portal**.

## 1. Login

- Log in to the **Samarth Portal** using your credentials with the **RTI Department Role**.



COEP Technological University Pune

Username \*

test\_rti\_department

Password \* [Forgot Password ?](#)

\*\*\*\*\*

Captcha Verification

378557 Type the text

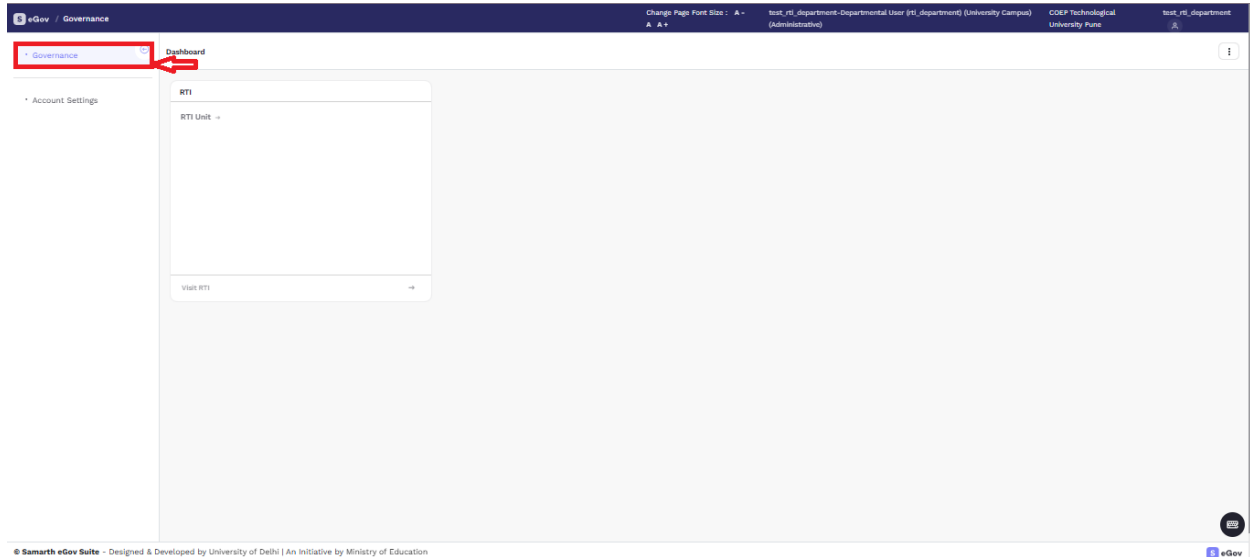
Click on the text to change

LOGIN

First Time Login ?

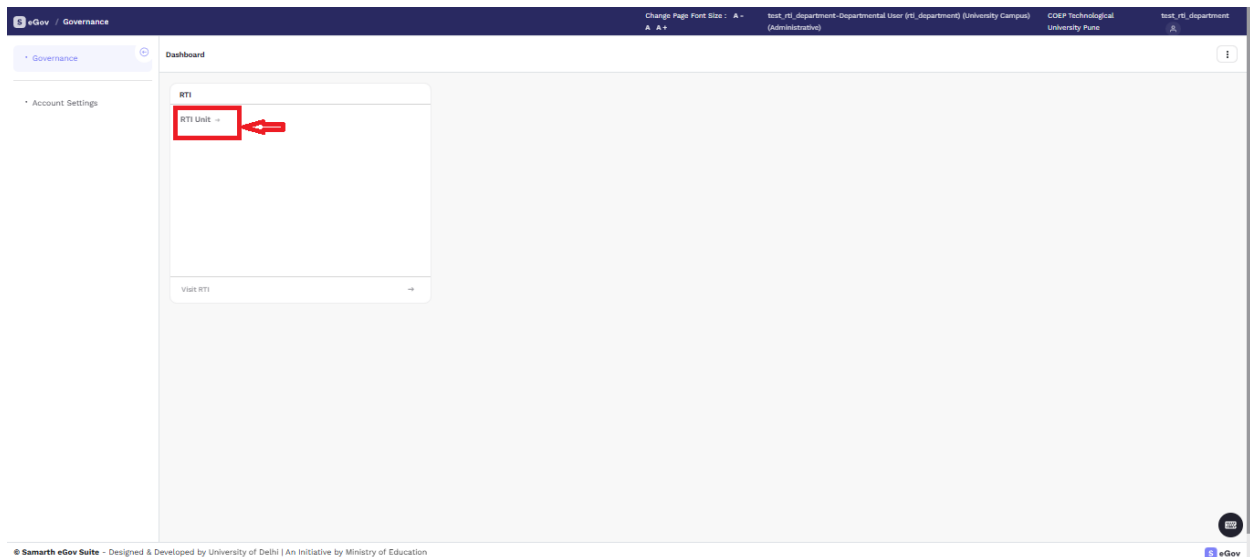
## 2. Access the Governance Module

- From the **left navigation panel**, click on the **Governance** tab.



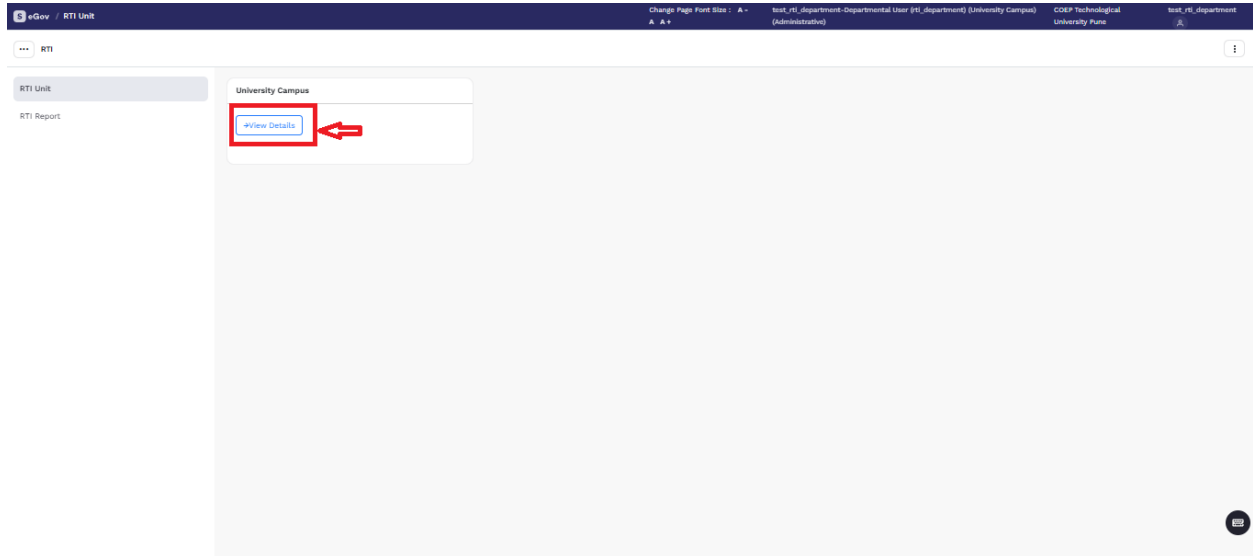
## 3. Open the RTI Unit

- After clicking on the Governance tab, the **RTI card** will appear on the dashboard.
- Within the RTI card, click on the **RTI Unit** option.



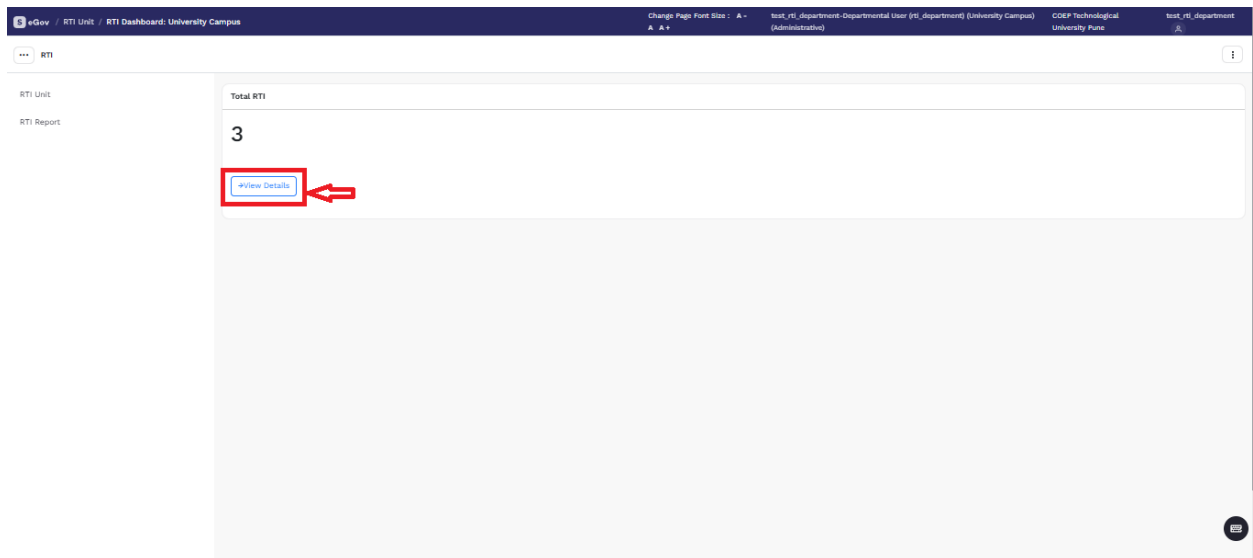
## 4. View Department Details

- You will now see a **Department Name card** displayed.
- Click on the **View Details** button inside that card to proceed.



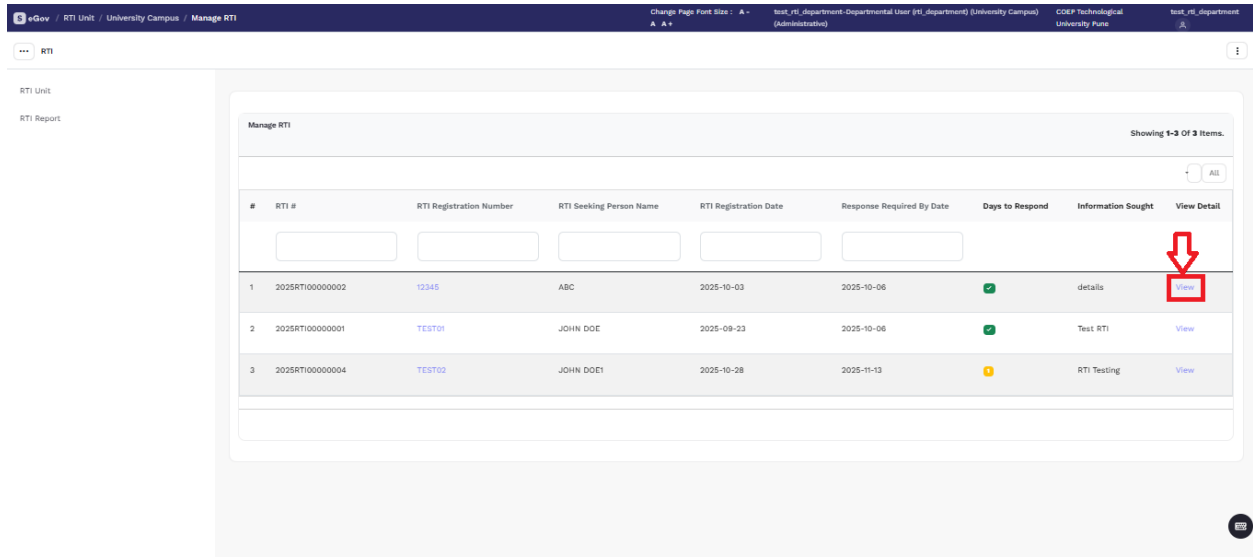
## 5. Access RTI Overview

- On the next screen, you'll see a **Total RTI card**, showing the total count of RTIs received by your department.
- Click on the **View Details** button on this card to view the detailed list.



## 6. Manage RTIs

- You will be taken to the **Manage RTI** section.
- This page lists all RTI applications assigned to your department.
- To view details of a specific RTI, click on the **View** button corresponding to that RTI.

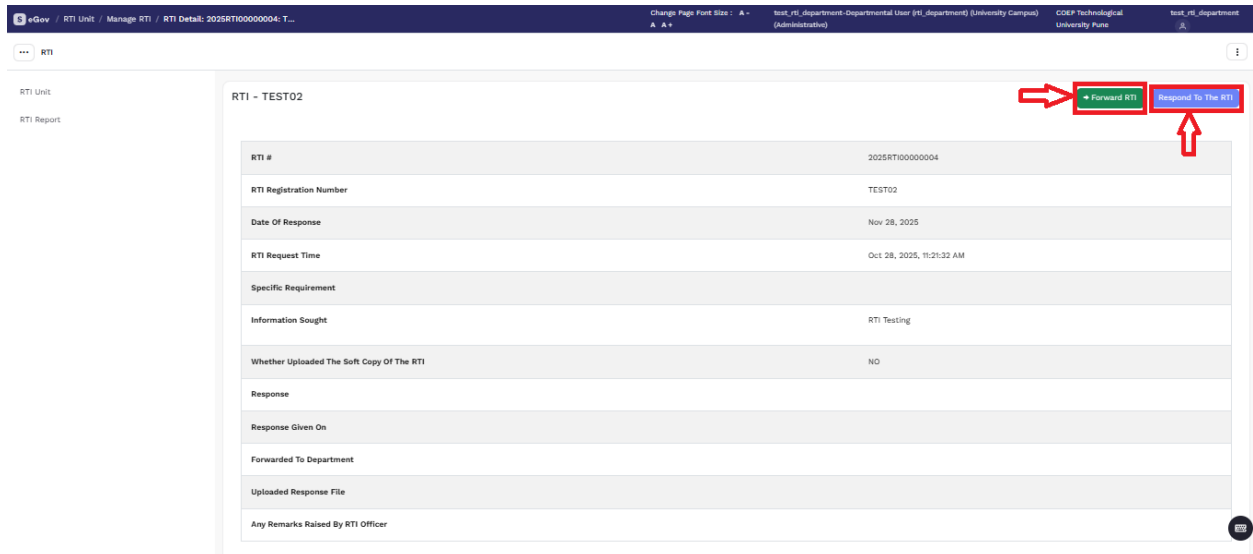


The screenshot shows the 'Manage RTI' interface. At the top, there is a navigation bar with 'eGov / RTI Unit / University Campus / Manage RTI' and user information. Below the navigation bar, there is a sidebar with 'RTI Unit' and 'RTI Report'. The main content area is titled 'Manage RTI' and shows 'Showing 1-3 Of 3 Items.' Below this is a table with the following columns: #, RTI #, RTI Registration Number, RTI Seeking Person Name, RTI Registration Date, Response Required By Date, Days to Respond, Information Sought, and View Detail. The table contains three rows of data. A red arrow points to the 'View' button in the 'View Detail' column of the first row.

#	RTI #	RTI Registration Number	RTI Seeking Person Name	RTI Registration Date	Response Required By Date	Days to Respond	Information Sought	View Detail
1	2025RTI00000002	12345	ABC	2025-10-03	2025-10-06	✓	details	<a href="#">View</a>
2	2025RTI00000001	TEST01	JOHN DOE	2025-09-23	2025-10-06	✓	Test RTI	<a href="#">View</a>
3	2025RTI00000004	TEST02	JOHN DOE1	2025-10-28	2025-11-13	⚠	RTI Testing	<a href="#">View</a>

## 7. Take Action on an RTI

Once an RTI is opened, you will see two action options:

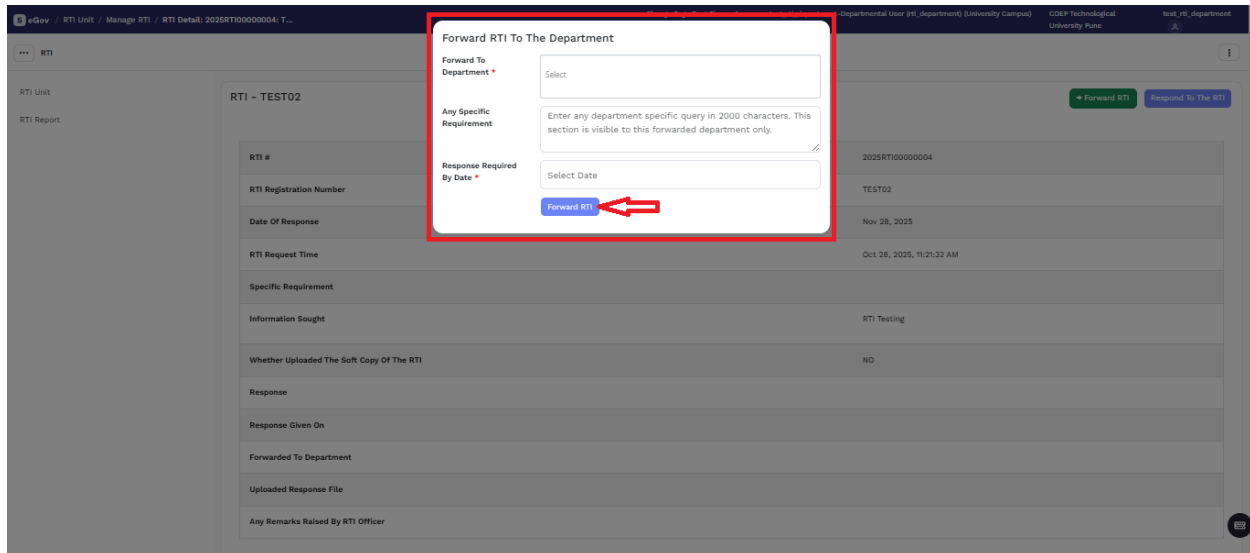


The screenshot shows the 'RTI - TEST02' detail page. At the top, there is a navigation bar with 'eGov / RTI Unit / Manage RTI / RTI Detail: 2025RTI00000004: T...'. Below the navigation bar, there is a sidebar with 'RTI Unit' and 'RTI Report'. The main content area is titled 'RTI - TEST02' and shows a list of fields and their values. At the top right of the main content area, there are two buttons: 'Forward RTI' and 'Respond To The RTI'. A red arrow points to the 'Forward RTI' button, and another red arrow points to the 'Respond To The RTI' button.

Field	Value
RTI #	2025RTI00000004
RTI Registration Number	TEST02
Date Of Response	Nov 28, 2025
RTI Request Time	Oct 28, 2025, 11:21:32 AM
Specific Requirement	
Information Sought	RTI Testing
Whether Uploaded The Soft Copy Of The RTI	NO
Response	
Response Given On	
Forwarded To Department	
Uploaded Response File	
Any Remarks Raised By RTI Officer	

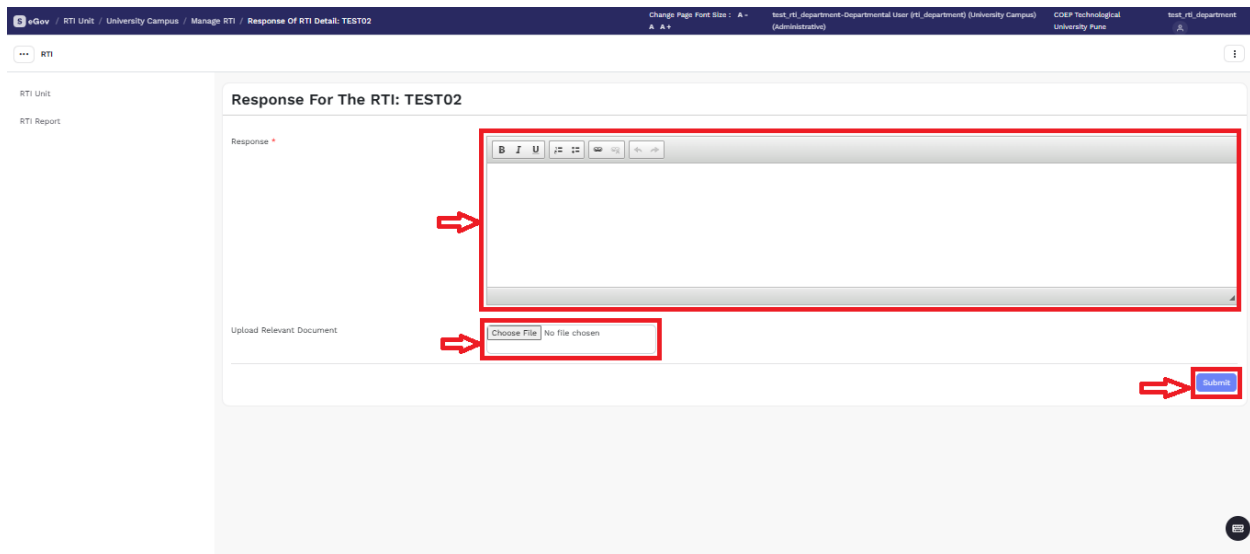
### A. Forward RTI

- Use this option if the RTI does not belong to your department.
- Click on **Forward RTI**.
- In the dialog box:
  - Select **one or multiple departments** from the dropdown list.
  - Add any **specific requirements or comments**.
  - Choose the **Response Required By Date**.
- Click **Submit** to forward the RTI.



## B. Respond to RTI

- Use this option to **reply to the RTI** if it concerns your department.
- Enter your **response** in the provided text box.
- **Upload** any supporting documents (if required).
- Click on **Submit Response**.



---

## 8. Automatic Notification

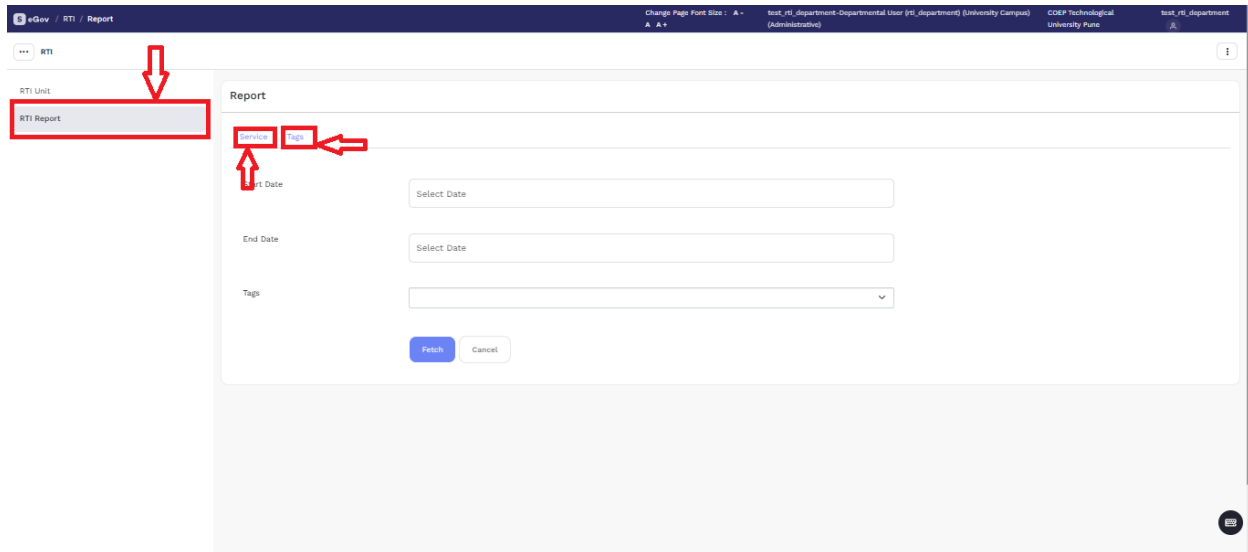
- Once the response is submitted, the system will automatically **generate and send an email notification** to the **RTI Officer**.

---

## 9. Generate Reports

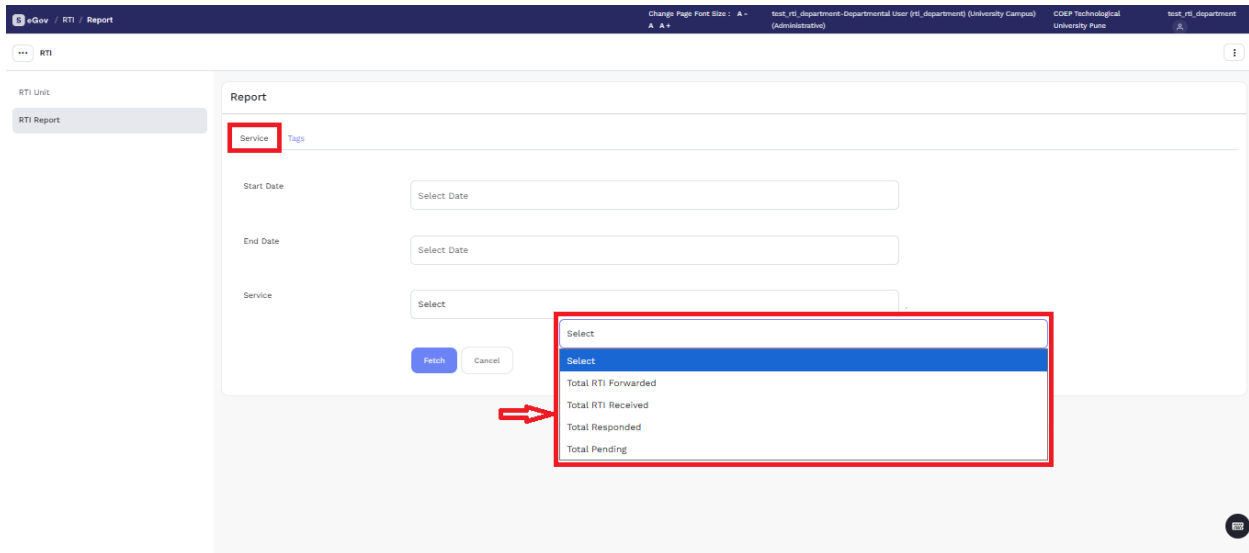
To view and analyze RTI performance data:

- Click on **RTI Report** from the **left navigation bar**.
- You will find two report types: **Service** and **Tags**.



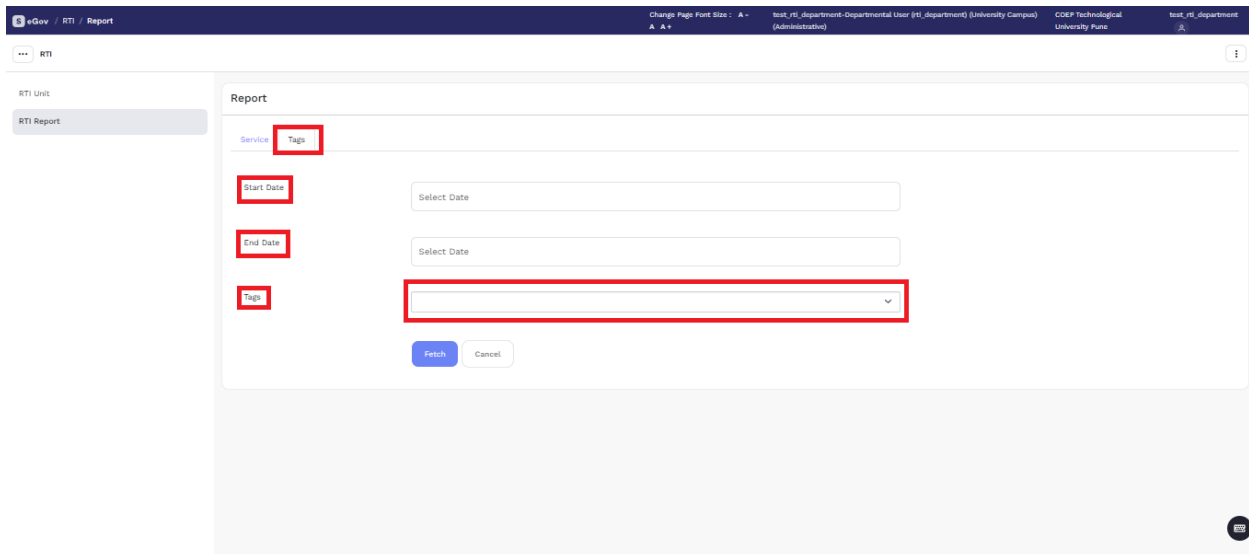
### A. Service Reports

1. Select **Start Date** and **End Date**.
2. Choose from the following categories:
  - **Total RTI Forwarded**
  - **Total RTI Received**
  - **Total Responded**
  - **Total Pending**
3. Click on the **Fetch** button to generate the report.



## B. Tag-Based Reports

1. Select **Start Date** and **End Date**.
2. Enter a **Tag Name**.
3. Click **Fetch** to generate the report based on that tag.



## Note

- Ensure that all responses or forwarding actions are completed within the prescribed time limit.
- Verify all information before final submission, as the submitted response becomes part of the official RTI record.

- For any technical issues regarding **Samarth e-governance**, contact the **Samarth Portal Technical Support Team**.
-