

कार्यालय, रक्षा लेखा महानियंत्रक, उलान बटार मार्ग, पालम,  
दिल्ली छावनी- 110010

No. AN/III/3053/RTI/CPIO/Vol-III

दिनांक 11/04/2019

सेवा में/ To

All PrCsDA/PCsA(Fys)/CsDA/IFAs

Subject: RTI applications/appeal received physically to be entered in the System/Portal.

Reference: This office letter no. AN/III/3053/RTI/Vol-AA dated 05/01/2018.

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Please refer to DOP&T O.M. No. 1/1/2013-IR dated 14.03.2014 regarding entering of offline RTI applications in the system. RTI applications received physically by the CPIO should also be entered in the Portal by the concerned CPIO before reply. It has been observed that CPIOs are not uploading/entering RTI applications received physically in the RTI Online Portal.

2. The CPIOs are requested to upload all offline requests on RTI Online Portal, RTI-MIS. No option for uploading offline request by the Nodal officer exists in the Portal. Each CPIO will have to login the portal with their provided User-ID and password and update the details under 'Utility' tab.

3. The option of uploading offline requests are available with CPIO under 'Utility' tab with following options on Portal:

- a) LODGE Request: For uploading physically received requests.
- c) LEGACY Request: For uploading lodge requests which have already been disposed off manually i.e. Requests of previous years.

4. The uploading of offline applications on Portal will facilitate rendering of statutory report of all online/ offline RTI requests received in the department to the CIC & have accurate picture of pendency of RTI applications.



Sr. Dy. CGDA/Nodal Officer

Copy to:

1. All CPIOs in HQrs. Office. -For information & compliance.
2. The IT&S Wing (Local) -For uploading on official website.



Sr. Dy. CGDA/Nodal Officer