

# **RTI PORTAL USER GUIDE**

**(For Admins, PIOs & APIOs)**

Ver 1.0

***A simple, step-by-step guide to help you navigate and use the RTI Portal efficiently.***

# 1. ACCESSING THE PORTAL

To begin working on RTI requests, open the official portal in your browser:

- Go directly to: <https://rtimanipur.mn.gov.in/weblogin.aspx>
- or
- Visit the homepage: <https://rtimanipur.mn.gov.in>
  - Scroll to the bottom
  - Click **“Official Login”**

This login section is specifically meant for:

- Administrators
- Public Information Officers (PIOs)
- Assistant Public Information Officers (APIOs)

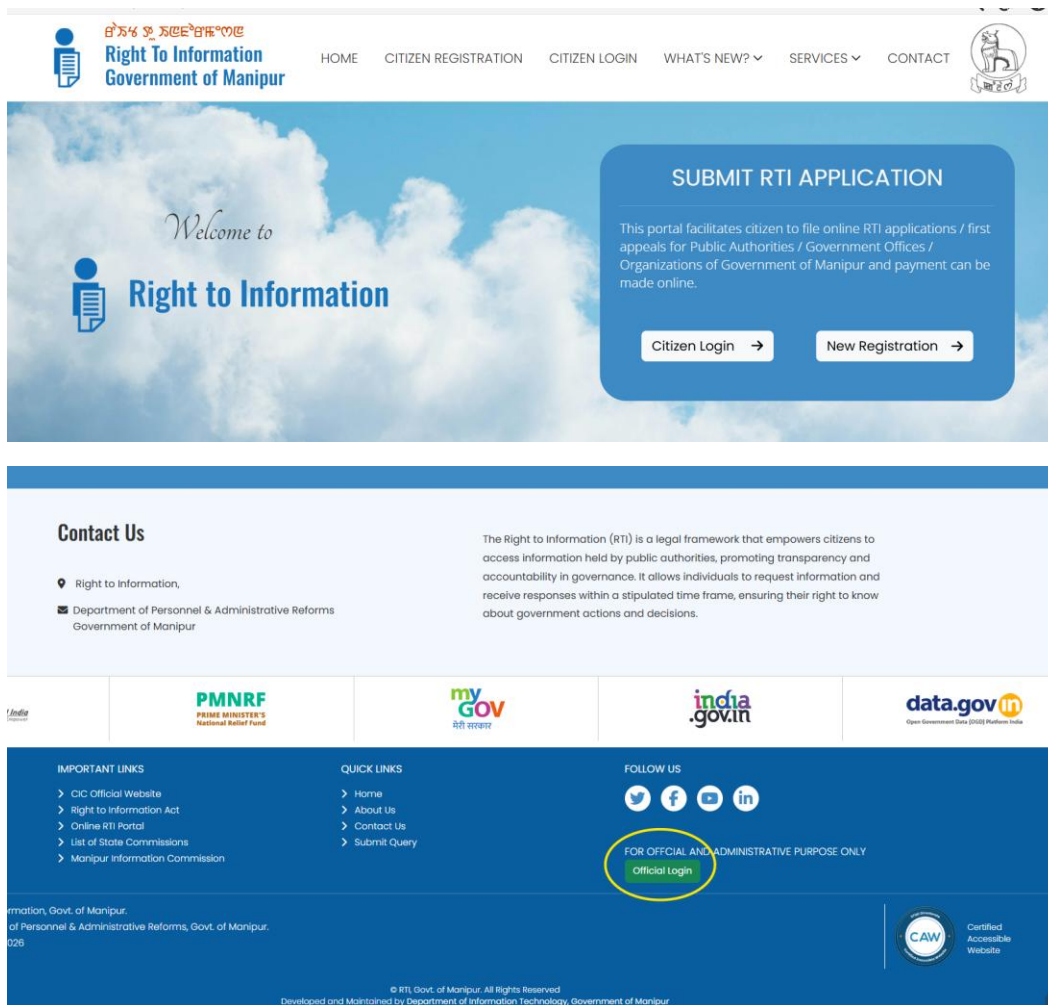


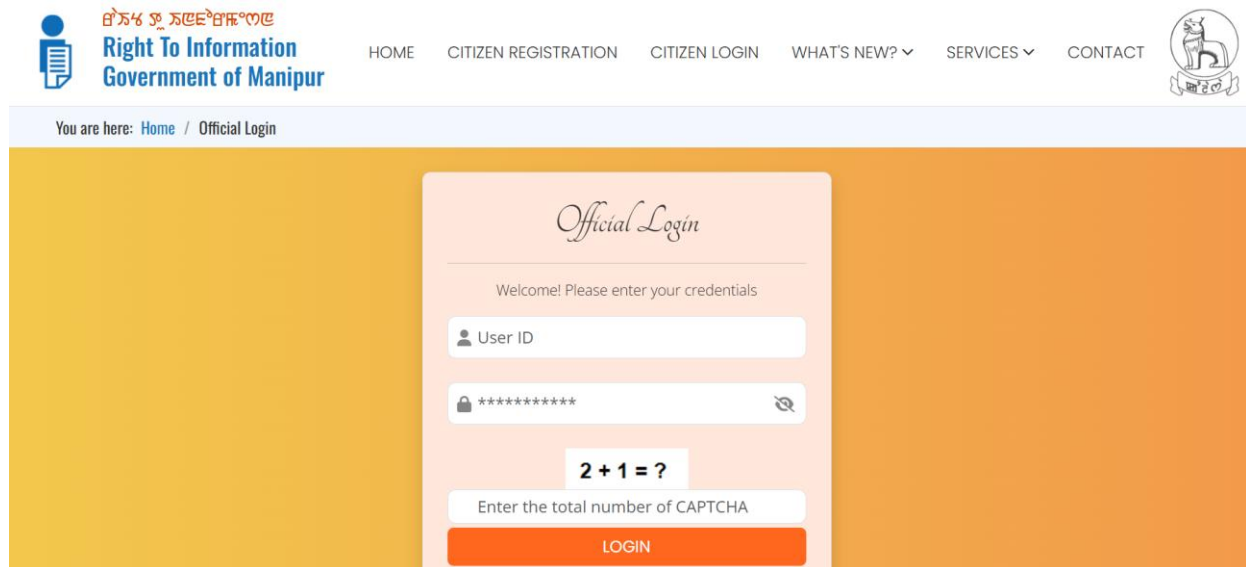
Image-1: RTI Portal Homepage

## 2. LOGGING IN SECURELY

Once you reach the login page:

- Enter your Username and Password (provided by your department)
- Complete the CAPTCHA verification to confirm secure access
- Click Login

After successful login, you'll land on your **Dashboard**, which is your main workspace.



Right To Information  
Government of Manipur

HOME CITIZEN REGISTRATION CITIZEN LOGIN WHAT'S NEW? SERVICES CONTACT

You are here: [Home](#) / [Official Login](#)

*Official Login*

Welcome! Please enter your credentials

User ID

\*\*\*\*\*

**2 + 1 = ?**

Enter the total number of CAPTCHA

LOGIN

Image-2: Officials Login Page

### 3. YOUR DASHBOARD: THE CONTROL CENTER

The dashboard is designed to give you a quick overview of everything happening.

Here's what you'll find:

- **Application List** – All RTI requests in one place
- **Pending List** – Applications waiting for your action
- **Approved / Rejected Lists** – Decisions already taken
- **Closed Applications** – Completed cases
- **User Profile** – Your personal and official details

Think of this as your **command center** where you track, act, and manage RTI workflows.

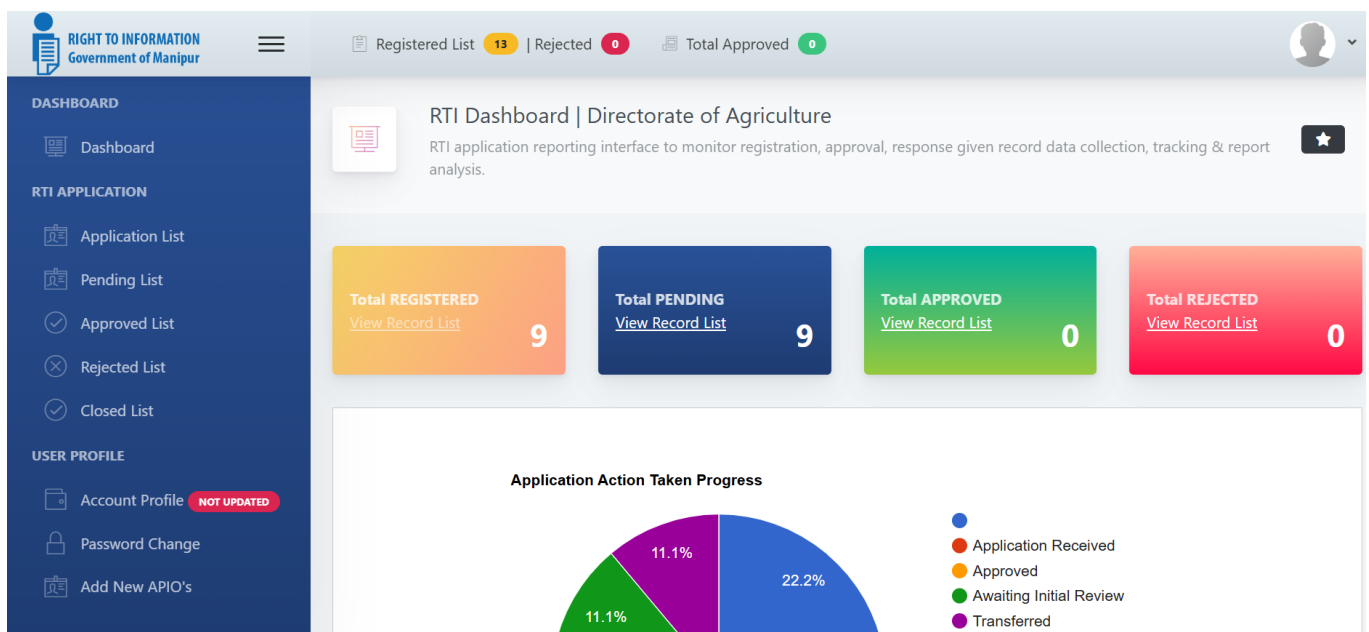


Image-3: Dashboard page

#### **4. FIRST IMPORTANT STEP: UPDATE YOUR PROFILE**

Before you start handling applications, updating your profile is essential.

Why?

Because **notifications (especially via WhatsApp)** depend on this information.

**Enter accurate details such as:**

- Full Name, Employee ID
- Mobile Number (must be WhatsApp-enabled)
- Email ID
- Address details
- Department & Designation
- Aadhaar Number

Also upload:

- Profile photo
- Supporting documents

**Tip:** Double-check your mobile number—this is how you'll receive alerts.

Registered List 13 | Rejected 0 | Total Approved 0

**DASHBOARD**

Dashboard

**RTI APPLICATION**

Application List

Pending List

Approved List

Rejected List

Closed List

**USER PROFILE**

Account Profile NOT UPDATED

Password Change

Add New APIO's

### ACCOUNT PROFILE

<b>Your Username (Read only)</b>	<b>Profile Status (Read only)</b>	<b>Account Verification</b>	<b>Verified on</b>
PIOagriculture	PROFILE NOT UPDATED		N/A

**\* Full Name**

\* Full name required

**\* Employee ID**

**\* Mobile No. (10 digit only)**

\* Mobile no. required

**\* Father's Name**

**Alt. Mobile No. (10 digit only)**

**\* Permanent Full Address**

**Mailing Full Address (Optional)**

**\* Email**

**\* D.O.B (MM/DD/YYYY)**

**\* Primary Department**

**\* Primary Designation**

**Aadhaar No. (Optional)**

**\* Gender**

**\* Religion**

**Registration Date** Monday, 11 November, 2024 | 01:24 PM

[Click/Tap here to upload your photo](#)

**Choose file** No file chosen

**Upload your supporting documents**

[Update Profile](#)

[Upload Documents](#)

Image-4: Updating Account profile

## 5. CREATING APIO ACCOUNTS (FOR PIOs ONLY)

PIOs are responsible for adding APIOs to the system.

### How to do it:

1. Go to **“Add New APIO”** from the dashboard
2. Fill in all required details:
  - Username (unique)
  - Email ID
  - Strong password (Minimum 8 characters contains (A-Z, a-z, 0-9 and special characters (@,#,\$,%))
  - Mobile number (WhatsApp enabled)
  - Name, district, department, designation
3. Click **Add**

Once created, the APIO can immediately log in using these credentials.

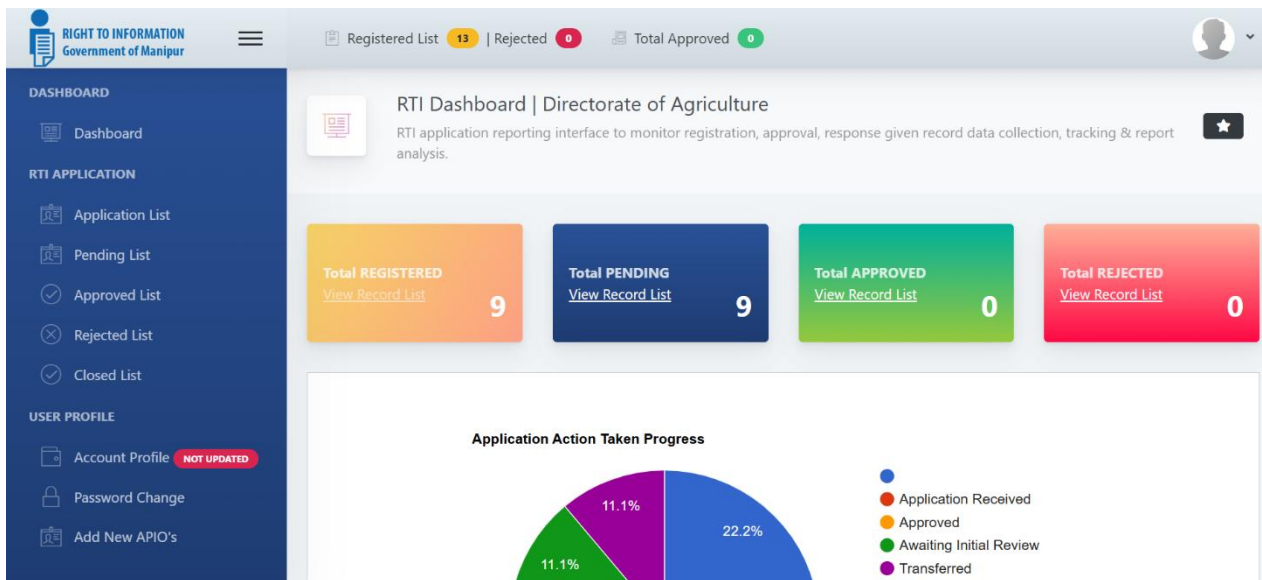


Image-5: PIO dashboard.

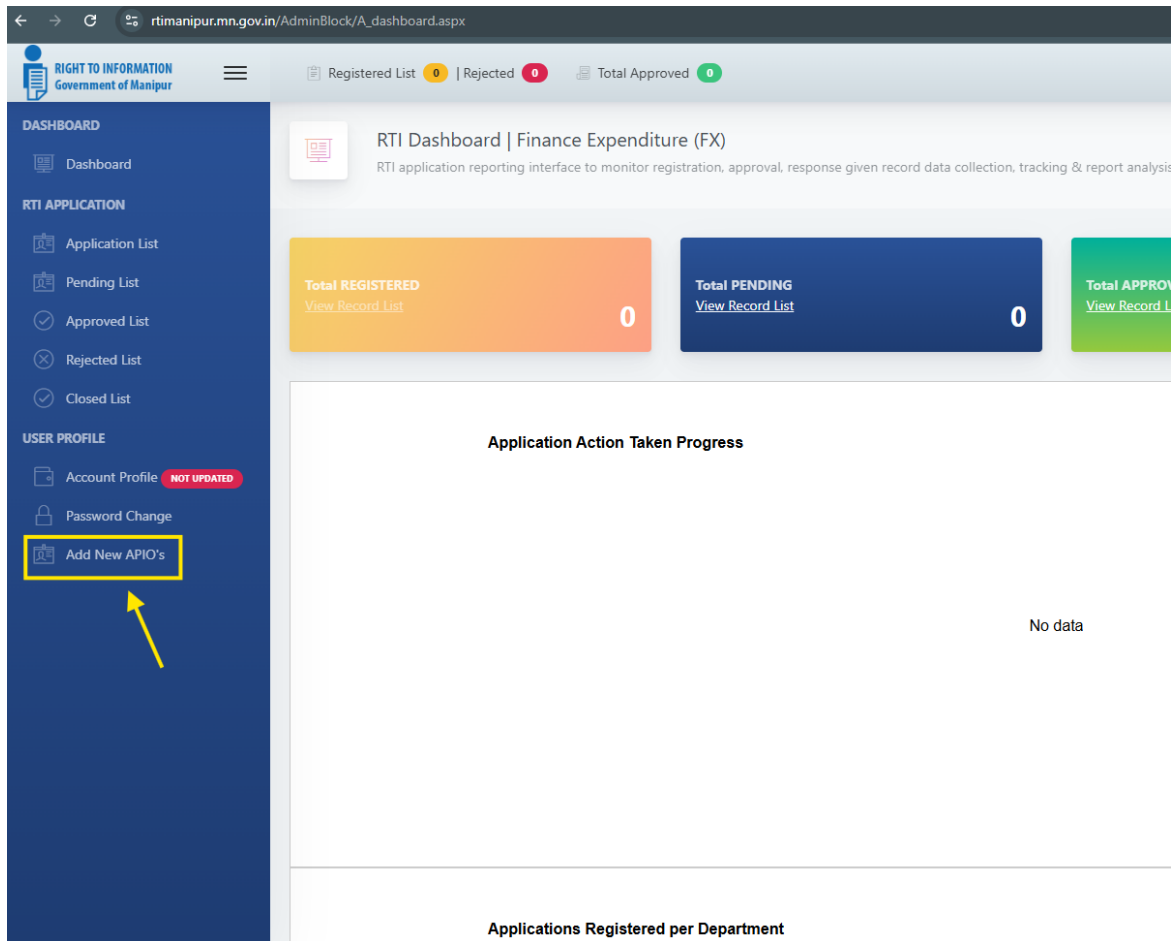


Image: Link location to add New APIOs

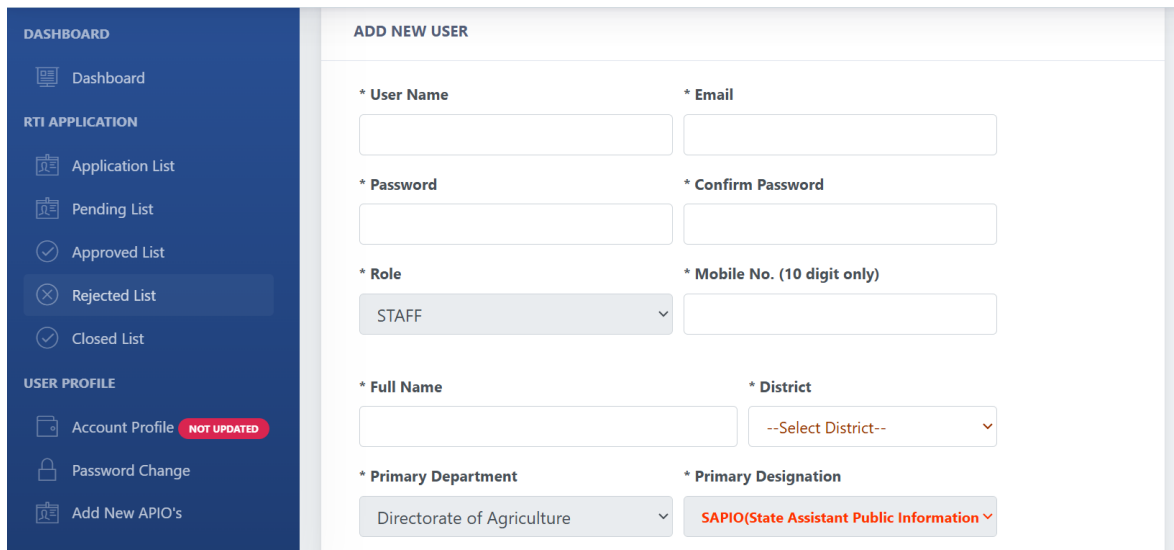


Image-6: Registration form filling page

## 6. APIO LOGIN PROCESS

After registration:

- Enter User ID and Password
- Complete CAPTCHA
- Click Login

The APIO dashboard looks similar to the PIO dashboard, with access to assigned applications.

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HOME CITIZEN REGISTRATION CITIZEN LOGIN WHAT'S NEW? SERVICES CONTACT

You are here: Home / Official Login

### Official Login

Welcome! Please enter your credentials

User ID

\*\*\*\*\*

9 + 2 = ?

Enter the total number of CAPTCHA

LOGIN

[Forgot Password?](#)

india.gov.in

data.gov.in Open Government Data (OGD) Platform India

Digital India 2020 Awards

PMINDIA

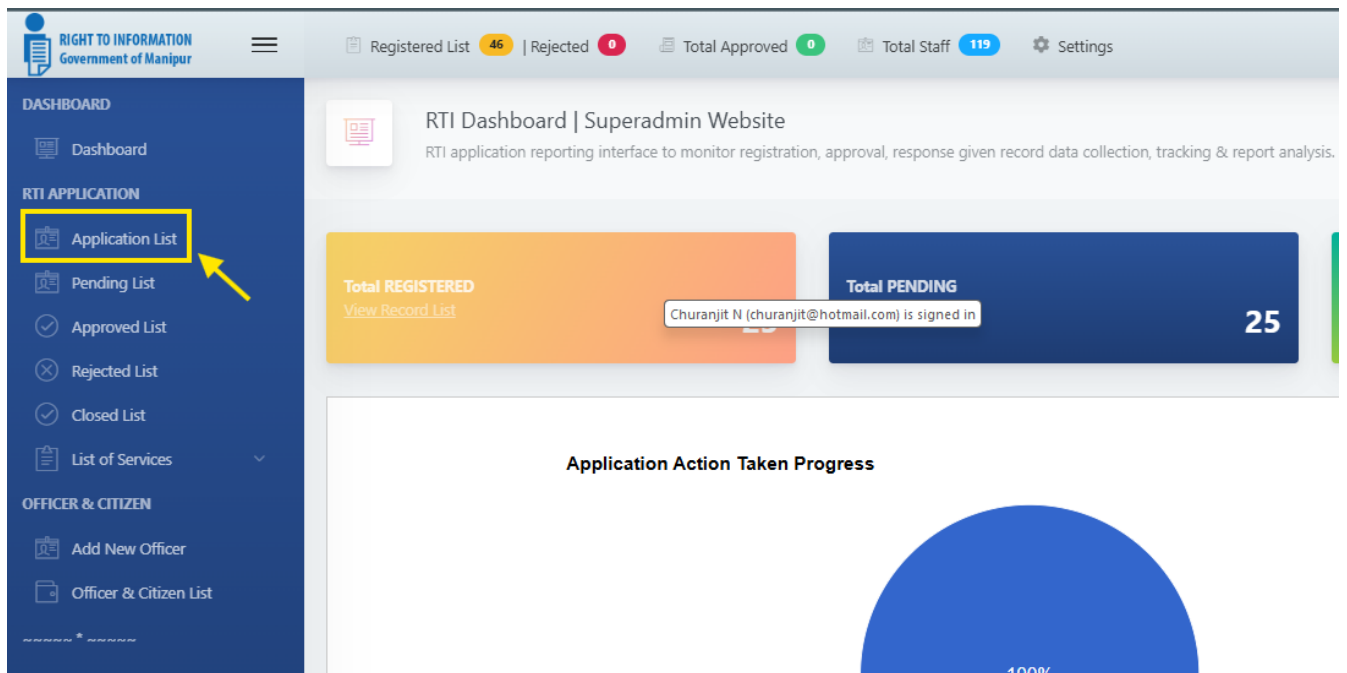
Digital India Power To Empower

## 7. EXPLORING RTI APPLICATIONS

To begin working on applications:

- Click “Application List” from the menu  
or
- Use the dashboard shortcut

This section shows all RTI requests assigned to you.



The screenshot displays the RTI Superadmin Website dashboard. The top navigation bar includes the logo for 'RIGHT TO INFORMATION Government of Manipur', a hamburger menu icon, and several status indicators: 'Registered List 46', 'Rejected 0', 'Total Approved 0', 'Total Staff 119', and a 'Settings' gear icon. The left sidebar menu is titled 'DASHBOARD' and 'RTI APPLICATION'. Under 'RTI APPLICATION', the 'Application List' item is highlighted with a yellow box and a yellow arrow pointing to it. Other items in the sidebar include 'Dashboard', 'Pending List', 'Approved List', 'Rejected List', 'Closed List', 'List of Services', 'OFFICER & CITIZEN', 'Add New Officer', and 'Officer & Citizen List'. The main content area shows the title 'RTI Dashboard | Superadmin Website' and a subtitle 'RTI application reporting interface to monitor registration, approval, response given record data collection, tracking & report analysis.'. Below this, there are two summary cards: 'Total REGISTERED' with a 'View Record List' link, and 'Total PENDING' with a value of '25'. A notification bubble indicates 'Churanjit N (churanjit@hotmail.com) is signed in'. At the bottom, there is a section titled 'Application Action Taken Progress' with a blue semi-circular progress indicator showing '100%'.

## 8. UNDERSTANDING APPLICATION DETAILS

Each application includes:

- Diary Number – Unique ID + response deadline
- Applicant Contact Info – Mobile & Email
- Request Details – What information is being asked
- Application Date
- Current Status

To proceed, click “Take Action” on any application.

The screenshot displays the RTI Application List for the Directorate of Agriculture. The interface includes a search bar, filters for Citizen Application (REGISTERED) and Process Status (ALL), and a table of 9 records. The table columns are: Task, Diary No., Applicant Name, Mobile & Email, Subject Matter (Info. Requested), Applied Date, Citizen Application, and Authority Action Taken. The first row is highlighted with a red circle around the 'Take Action' button. The table data is as follows:

Task	Diary No.	Applicant Name	Mobile & Email	Subject Matter (Info. Requested)	Applied Date	Citizen Application	Authority Action Taken
Take Action	260415002	HEIGRUJAM HEMOJIT SINGH	Mobile: 7005932838 Email: Hemojit@gmail.com	Requested: Test Required: Test	Wednesday, 15/Apr/2026	REGISTERED	APPLICATION RECEIVED DEPARTMENT OF AGRICULTURE took action on 15/Apr/2026 at 04:28 PM
Take Action	260415003	HEIGRUJAM HEMOJIT SINGH	Mobile: 7005932838 Email: Hemojit@gmail.com	Requested: Test Required: Test	Wednesday, 15/Apr/2026	REGISTERED	TRANSFERRED To: APIOAgriculture DEPARTMENT OF AGRICULTURE took action on 15/Apr/2026 at 04:28 PM
Take Action	260415004	HEIGRUJAM HEMOJIT SINGH	Mobile: 7005932838 Email: Hemojit@gmail.com	Requested: Test Required: Test	Wednesday, 15/Apr/2026	REGISTERED	APPLICATION RECEIVED

**Diary no** – it shows the application number and the number of days left to respond to the application

**Mobile & email:** this column shows the applicant mobile number and email id.

**Subject matter and information requested**

**Applied date-** it shows the date in which the application was applied

**Authority action taken** – this column shows the action taken by the authority.

Select the application you want to take action by clicking “**Take Action**”

## 9. TAKING ACTION. TAKING ACTION: WHAT YOU CAN DO

Once inside an application, you can choose how to proceed using the **status dropdown**.

Available actions:

- Transfer
- Request more information
- Approve
- Reject
- Provide information
- Close

Each action represents a stage in the RTI workflow.

The screenshot displays the RTI application management interface. The top navigation bar includes the logo for 'RIGHT TO INFORMATION Government of Manipur', a menu icon, and status indicators for 'Registered List' (13), 'Rejected' (0), and 'Total Approved' (0). The user profile is identified as 'Department Of Agriculture Imphal East'.

The main content area is divided into three sections:

- DASHBOARD:** Contains links for 'Dashboard', 'Application List', 'Pending List', 'Approved List', 'Rejected List', and 'Closed List'.
- RTI APPLICATION:** Contains links for 'Account Profile' (marked 'NOT UPDATED'), 'Password Change', and 'Add New APIO's'.
- RTI APPLICANT DETAILS:** A table with the following information:

Diary No. :	260415002
Citizen Id :	209
Applied Date :	15/Apr/2026
Applicant Name :	HEIGRUJAM HEMOJIT SINGH
Email ID:	Hemojit@gmail.com
Mobile No.:	7005932838
Gender :	Male
D.O.B :	01/Apr/2000
Marital Status :	Unmarried
Category :	General
Address :	Test
Block/U LB :	Rural
Post Office :	Test
Postal Pin :	795001
- TAKE ACTION - APPLICATION PROCESS & APPROVAL:** This section features an 'Application Status' dropdown menu (highlighted with a red circle and arrow) with options: Transfer, Information Requested, Rejected, Approved, Information Provided, and Closed. It also includes a 'Process Image Upload (If any)' section with a 'Choose File' button and a text area for 'If an issue occurs, elaborate.' A 'Submit New Application Process' button is located below the dropdown.
- APPLICATION PROCESS HISTORY:** A table with columns for 'Sl.', 'Application No.', 'Process', and 'Status'. It shows 'Total: 4 process'.

## 10. ACTION WORKFLOWS EXPLAINED

### Transfer Application

- Used when the application belongs to another officer
- Select the appropriate APIO
- Add remarks or documents if needed
- Submit

*Note: APIOs can only act after receiving transferred applications.*

The screenshot displays the 'TAKE ACTION - APPLICATION PROCESS & APPROVAL' interface. The left sidebar contains navigation options: DASHBOARD, RTI APPLICATION (Application List, Pending List, Approved List, Rejected List, Closed List), and USER PROFILE (Account Profile, Password Change, Add New APIO's). The main content area is divided into three sections:

- RTI APPLICANT DETAILS:** A table with the following information:

Diary No. :	260415002
Citizen Id :	209
Applied Date :	15/Apr/2026
Applicant Name :	HEIGRUJAM HEMOJIT SINGH
Email ID:	Hemojit@gmail.com
Mobile No.:	7005932838
Gender :	Male
D.O.B :	01/Apr/2000
Marital Status :	Unmarried
Category :	General
Address :	Test
Block/ULB :	Rural
Post Office :	Test
Postal Pin :	795001
Police Station :	Test
District :	406
State :	MN
- TAKE ACTION - APPLICATION PROCESS & APPROVAL:** This section contains the following fields:
  - \* Application Status:** A dropdown menu with 'Transfer' selected.
  - \* Transfer To:** A dropdown menu with 'APIOAgriculture' selected.
  - \* Process Remark:** A text area containing the message: 'The application has been transferred to another department or public authority that holds the relevant information, as the initial authority did not have the requested data.'
  - Process Image Upload (If any):** A 'Choose File' button with the text 'No file chosen'.
  - Submit New Application Process:** A green button at the bottom of the form.
- APPLICATION PROCESS HISTORY:** A section showing a total of 4 processes.

## 11. REQUEST MORE INFORMATION

- Choose this if details are incomplete
- Clearly mention what is required
- Submit

Be specific to avoid delays.

## 12. REJECT AN APPLICATION

Choose this option when the request cannot be processed

- Select “**Rejected**” from the select status dropdown option
- **Process image upload:** (you can upload the relevant document if any)
- **Process remark** (process remark will be automatically field as per the action you have taken under the take action drop down button).
- **If any issue occur elaborate** (you can add the reason for rejecting the application, it is optional).
- Then click on “**submit**”.

The screenshot shows the RTI Applicant Details and the Take Action - Application Process & Approval form. The applicant details are as follows:

Diary No. :	260415002
Citizen Id :	209
Applied Date :	15/Apr/2026
Applicant Name :	HEIGRUJAM HEMOJIT SINGH
Email ID:	Hemojit@gmail.com
Mobile No.:	7005932838
Gender :	Male
D.O.B :	01/Apr/2000
Marital Status :	Unmarried
Category :	General
Address :	Test
Block/ULB :	Rural
Post Office :	Test
Postal Pin :	795001
Police Station :	Test
District :	406
State :	MN

The Take Action - Application Process & Approval form shows the following fields:

- Application Status:** Rejected
- Process Remark:** The application has been rejected, possibly due to lack of jurisdiction, exemptions under the RTI Act, or for incomplete application details.
- Process Image Upload (If any):** Choose File No file chosen
- Submit New Application Process:** Button

The Application Process History table shows the following record:

Sl. No.	Authority Remarks	If any issue?	Process Status	Process by
1	On Wed, 15 Apr, 2026 The RTI application has been received by the concerned District Information Officer (DIO). The Authority is reviewing		Application	DEPARTMENT OF AGRICULTURE Patna, 15 Apr, 2026

### 13. APPROVED AN APPLICATION

Indicates the request is valid and accepted, and the requested information is being fetched and notified to the applicant. Follow the instructions below to set and approve an application to “Approved”

- Select **“Approved”** from the select status dropdown option
- **Process image upload:** (you can upload the relevant document if any)
- **Process remark** (process remark will be automatically filled as per the action you have taken under the take action dropdown button).
- **If any issue occurs elaborate.** (Optional)
- Then click on **“Submit”**.

The screenshot displays the RTI application process interface. On the left is a navigation menu with options like 'Dashboard', 'Application List', 'Pending List', 'Approved List', 'Rejected List', and 'Closed List'. The main content area is divided into two sections: 'RTI APPLICANT DETAILS' and 'TAKE ACTION - APPLICATION PROCESS & APPROVAL'. The 'RTI APPLICANT DETAILS' section shows a form with fields for Diary No., Citizen Id, Applied Date, Applicant Name, Email ID, Mobile No., Gender, D.O.B, Marital Status, Category, Address, Block/ULB, Post Office, Postal Pin, Police Station, District, and State. The 'TAKE ACTION - APPLICATION PROCESS & APPROVAL' section includes a dropdown for 'Application Status' (set to 'Approved'), a 'Process Image Upload' section with a 'Choose File' button, and a 'Process Remark' field containing the text: 'The application has been approved, and the requested information will be provided.' Below this is a 'Submit New Application Process' button. At the bottom, there is an 'APPLICATION PROCESS HISTORY' table showing a single entry with a status of 'Application'.

SL No.	Authority Remarks	If any issue?	Process Status	Process by
1	On Wed, 15 Apr, 2026 The RTI application has been received by the concerned Public Information Officer (PIO). The Authority is reviewing		Application	DEPARTMENT OF AGRICULTURE Entry: 15/Apr/2026

## 14. PROVIDE INFORMATION

- Select the “Information Provided” select status dropdown option
- **Process remark** (process remark will be automatically field as per the action you have taken under the take action drop down button).
- **Process image upload:** (you can upload the relevant document if any)
- **If an issue occur, elaborate.** (optional)
- Then click on “submit”.

The screenshot displays the RTI application process interface. The top navigation bar includes the logo for 'RIGHT TO INFORMATION Government of Manipur', a menu icon, and status indicators for 'Registered List' (13), 'Rejected' (0), and 'Total Approved' (0). The user profile shows 'Department Of Agriculture Imphal East'.

The main content area is divided into three sections:

- RTI APPLICANT DETAILS:** A table containing the following information:

Diary No. :	260415002
Citizen Id :	209
Applied Date :	15/Apr/2026
Applicant Name :	HEIGRUJAM HEMOJIT SINGH
Email ID:	Hemojit@gmail.com
Mobile No.:	7005932838
Gender :	Male
D.O.B :	01/Apr/2000
Marital Status :	Unmarried
Category :	General
Address :	Test
Block/U/LB :	Rural
Post Office :	Test
Postal Pin :	795001
Police Station :	Test
District :	406
State :	MN
- TAKE ACTION - APPLICATION PROCESS & APPROVAL:** This section contains a dropdown menu for 'Application Status' (circled in red) with 'Information Provided' selected. Below it is a 'Process Remark' field with the text: 'The requested information has been provided to the applicant, either in physical or electronic form.' There is also a 'Process Image Upload (If any)' section with a 'Choose File' button and 'No file chosen' text. A green 'Submit New Application Process' button is located at the bottom of this section, with a red arrow pointing to it.
- APPLICATION PROCESS HISTORY:** A table showing the history of the application process.

Sl. No.	Authority Remarks	If any issue?	Process Status	Process by
1	On Wed, 15 Apr, 2026 The RTI application has been received by the concerned Public Information Officer (PIO). The Authority is reviewing		Application	DEPARTMENT OF AGRICULTURE Entry: 15/Apr/2026

## 15. CLOSED APPLICATION

Final step after completion

- Select the “**Closed**” select status dropdown option
- **Process remark** (process remark will be automatically field as per the action you have taken under the take action drop down button).
- **Process image upload:** (you can upload the relevant document if any)
- **If an issue occur, elaborate.** (optional)
- Then click on “submit”.

The screenshot displays the RTI Portal interface. On the left is a navigation menu with options like Dashboard, Application List, Pending List, Approved List, Rejected List, Closed List, and User Profile. The main content area is divided into two sections: 'RTI APPLICANT DETAILS' and 'TAKE ACTION - APPLICATION PROCESS & APPROVAL'.

**RTI APPLICANT DETAILS**

Diary No. :	260415002
Citizen Id :	209
Applied Date :	15/Apr/2026
Applicant Name :	HEIGRUJAM HEMOJIT SINGH
Email ID :	Hemojit@gmail.com
Mobile No.:	7005932838
Gender :	Male
D.O.B :	01/Apr/2000
Marital Status :	Unmarried
Category :	General
Address :	Test
Block/ULB :	Rural
Post Office :	Test
Postal Pin :	795001
Police Station :	Test
District :	406
State :	MN

**TAKE ACTION - APPLICATION PROCESS & APPROVAL**

Application Process by DEPARTMENT OF AGRICULTURE

\* Application Status: **Closed**

Process Image Upload (If any): Choose File No file chosen

\* Process Remark: If an issue occurs, elaborate.

The RTI application has been closed, often after providing the information, rejection, or in case the applicant does not respond to fee requests or clarifications.

Submit New Application Process

**APPLICATION PROCESS HISTORY**

Total: 4 process

Sl. No.	Authority Remarks	If any issue?	Process Status	Process by
1	On Wed, 15 Apr, 2026 The RTI application has been received by the concerned Public Information Officer (PIO). The Authority is reviewing.		Application	DEPARTMENT OF AGRICULTURE E-mail: <a href="mailto:rti@agriculture.mizoram.gov.in">rti@agriculture.mizoram.gov.in</a>

## CONCLUSION

The RTI Portal is built to ensure **transparency, accountability, and efficiency** in handling public information requests. By following this guide, you can navigate the system smoothly and manage applications with confidence.

### Best Practices for Smooth Workflow

- Always update your profile first
- Check pending applications regularly
- Provide clear remarks when taking action
- Use document uploads to support decisions
- Monitor deadlines via the diary number.