

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Block 'D', Sector 32, Chandigarh, ☎ 0172-2665253-60 Fax : 0172-2609360)
(website: gmch.nic.in) (e-mail ID: cpiogmch32@gmail.com)

RTI CELL**CIRCULAR**

It is brought to the notice of all HOD-cum-CPIOs, ACPIOs and Branch Incharges-cum-CPIOs that GMCH is going to start RTI online very shortly. The Member of RTIMIS Project Management Team is visiting in GMCH-32, Chandigarh to give training on RTI online. The training schedule has been fixed on 12.04.2017 from 02:00 P.M. to 05:00 P.M. in the Conference Hall, Level-IV, Block 'B' GMCH-32, Chandigarh.

So, all CPIO's /ACPIOs and Branch Incharges-cum-CPIOs are requested to attend the training on the scheduled date and time.

Dated, Chandigarh the,
07th April, 2017

[Signature]
Director Principal-cum-7.4.17
Appellate Authority
Under RTI *[initials]*

Endst. No. GMCH/RTI/14(15)-CIR/2017/

13938-42

Dated Chandigarh, the

A copy is forwarded to the following for information:-

1. Medical Superintendent, GMCH, Chandigarh.
2. The Professor Incharge (Academic), GMCH, Chandigarh.
3. All the Central Public Information Officer, GMCH-32, Chandigarh.
4. PA to DP for the kind information of Director Principal
5. PA to AD(A) for the kind information of Additional Director (Admn)
6. Spare copy for master file.

[Signature]
Director Principal-cum-7.4.17
Appellate Authority
Under RTI *[initials]*

[initials]



RTI Online

www.rtionline.gov.in

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

(IR Division)

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 - Nodal Officer
 - Common for CPIO and FAA
 - CPIO
 - FAA
 - Salient Features

RTI Online The Objective

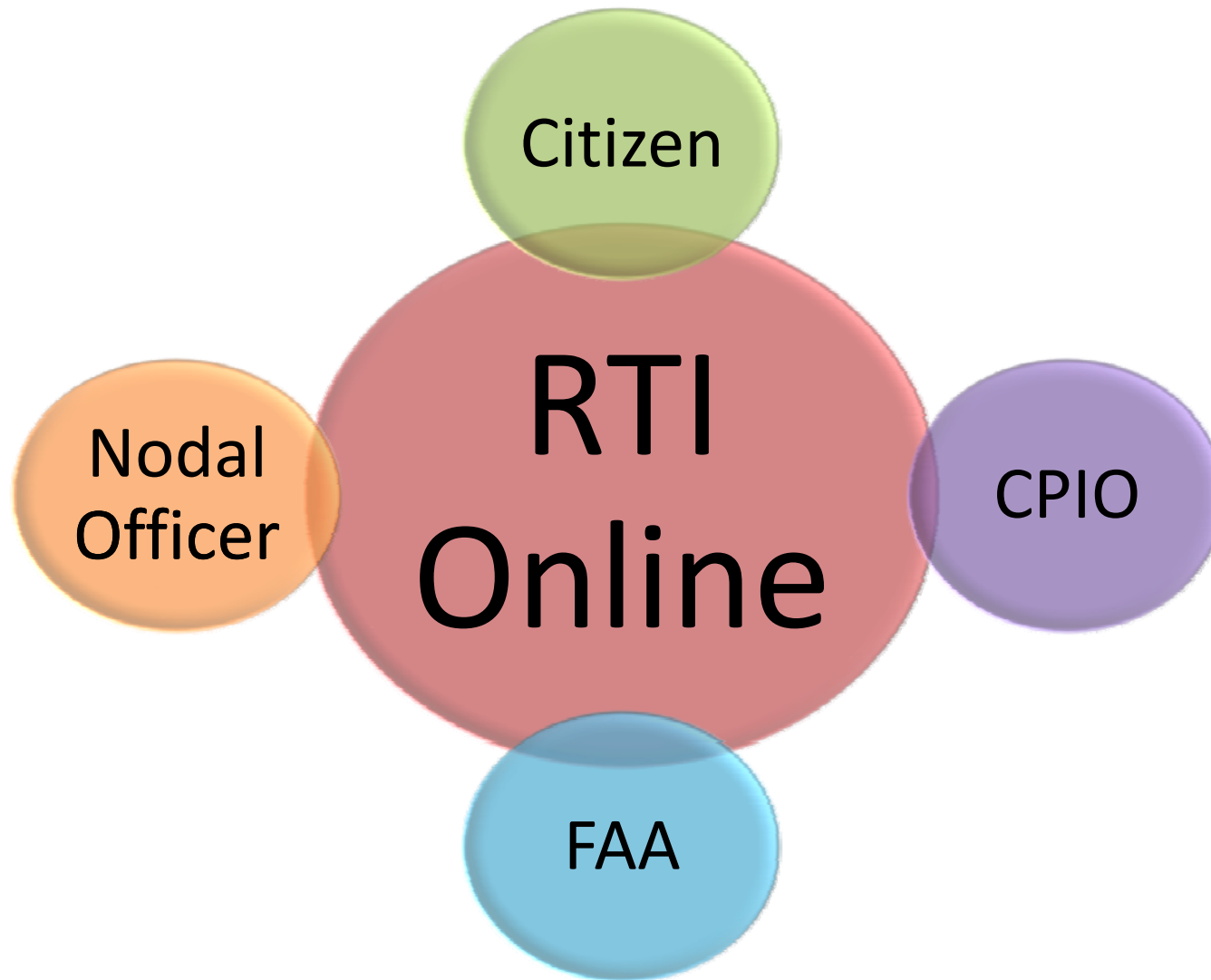
❖ **ICT based tool that facilitates/empowers the citizens to:**

- File RTI Request online .
- File first Appeal online.
- Receive Reply online.
- Track and Monitor the status.

❖ **Facilitates the Ministries/Departments/Apex Bodies of GOI to:**

- e-Manage and e-Monitor the RTI request and First Appeal.

RTI Online – Stakeholders

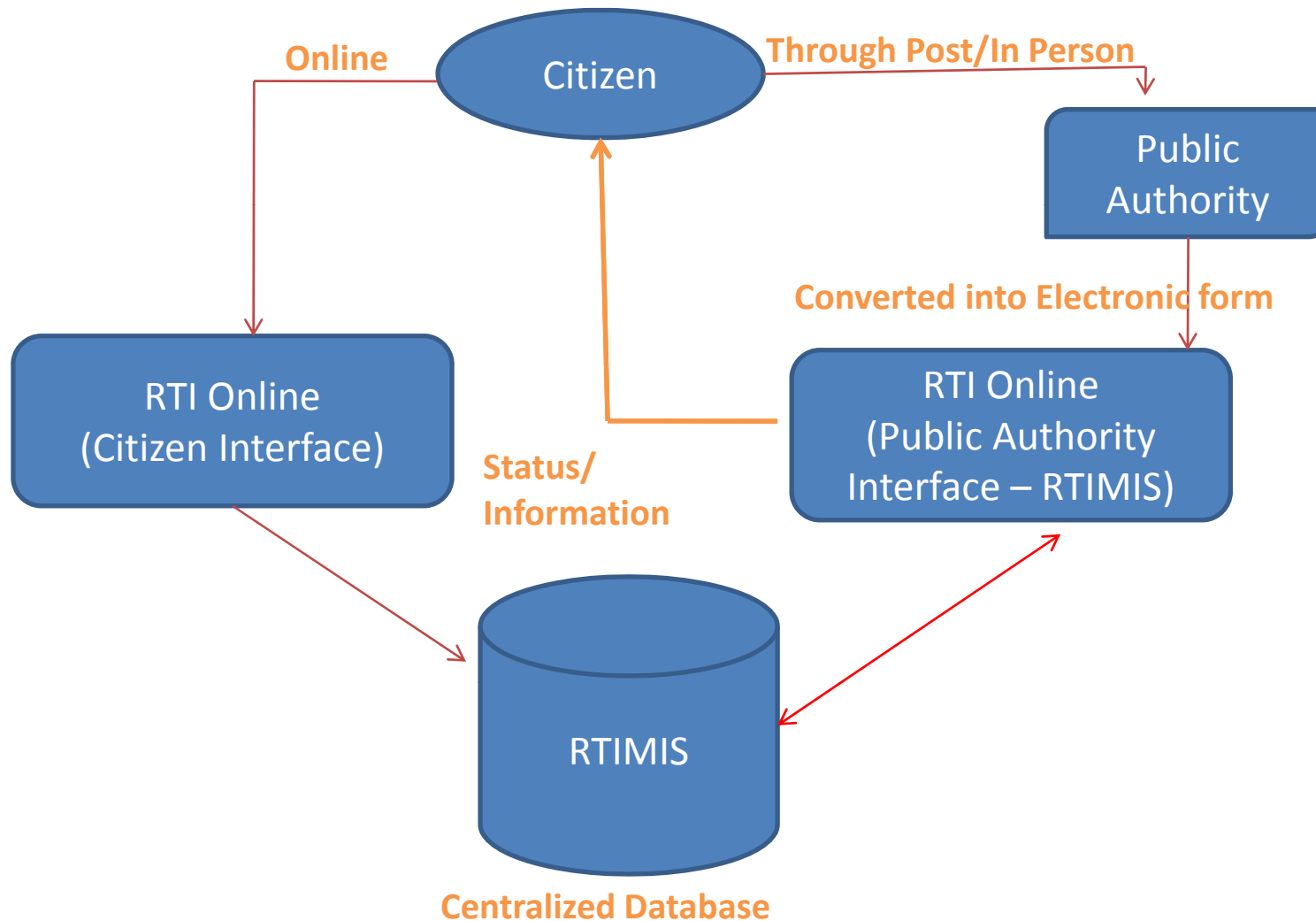


Components

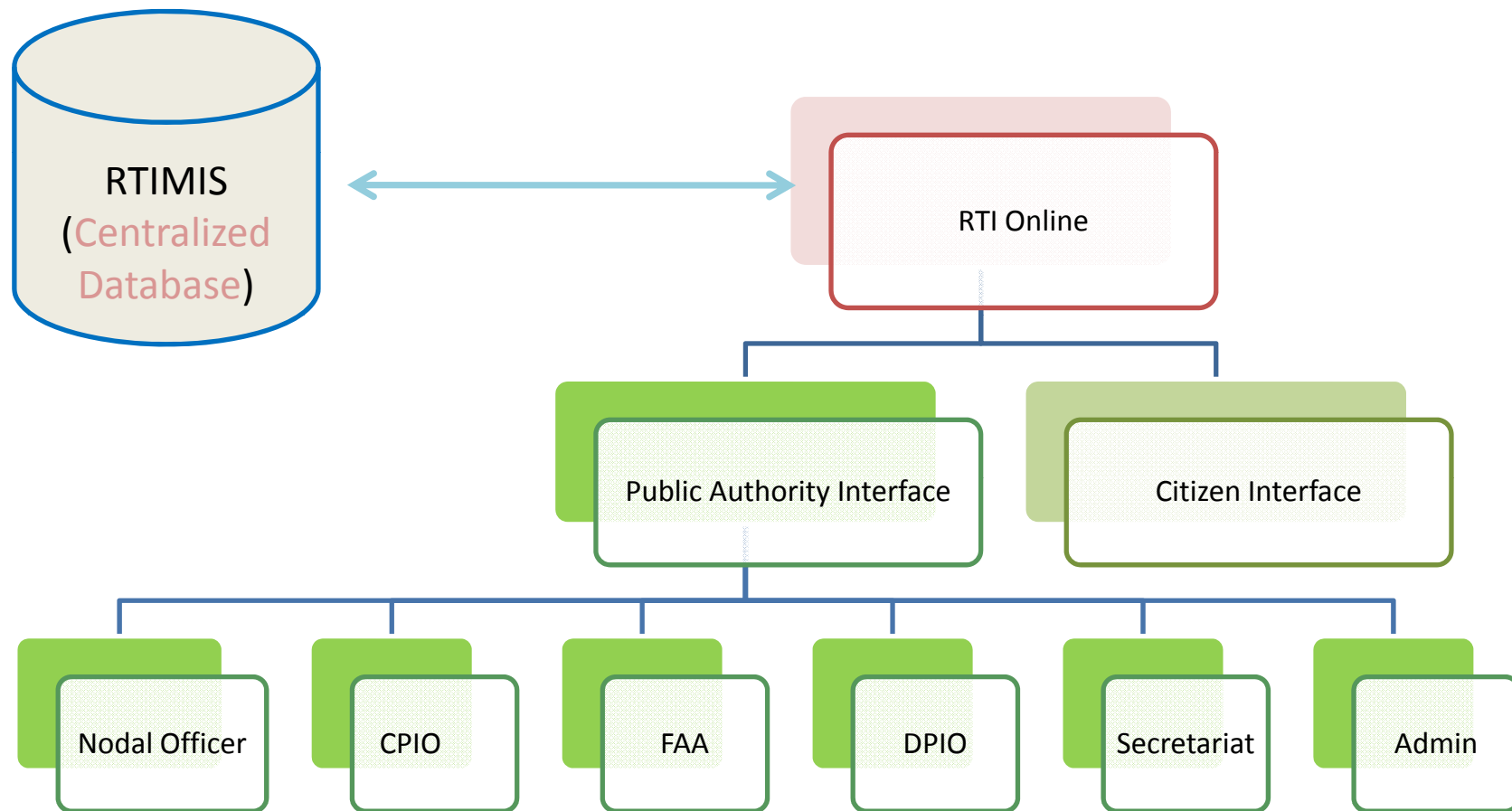
RTI Online has two components:

- ❖ The online request and appeal filing system
(Citizen Interface : <https://rtionline.gov.in>)
- ▼ The RTI request and appeal management system
(Public Authority Interface: <https://rtionline.gov.in/RTIMIS>)

RTI Online The Process flow



RTI Online Portal - Modules



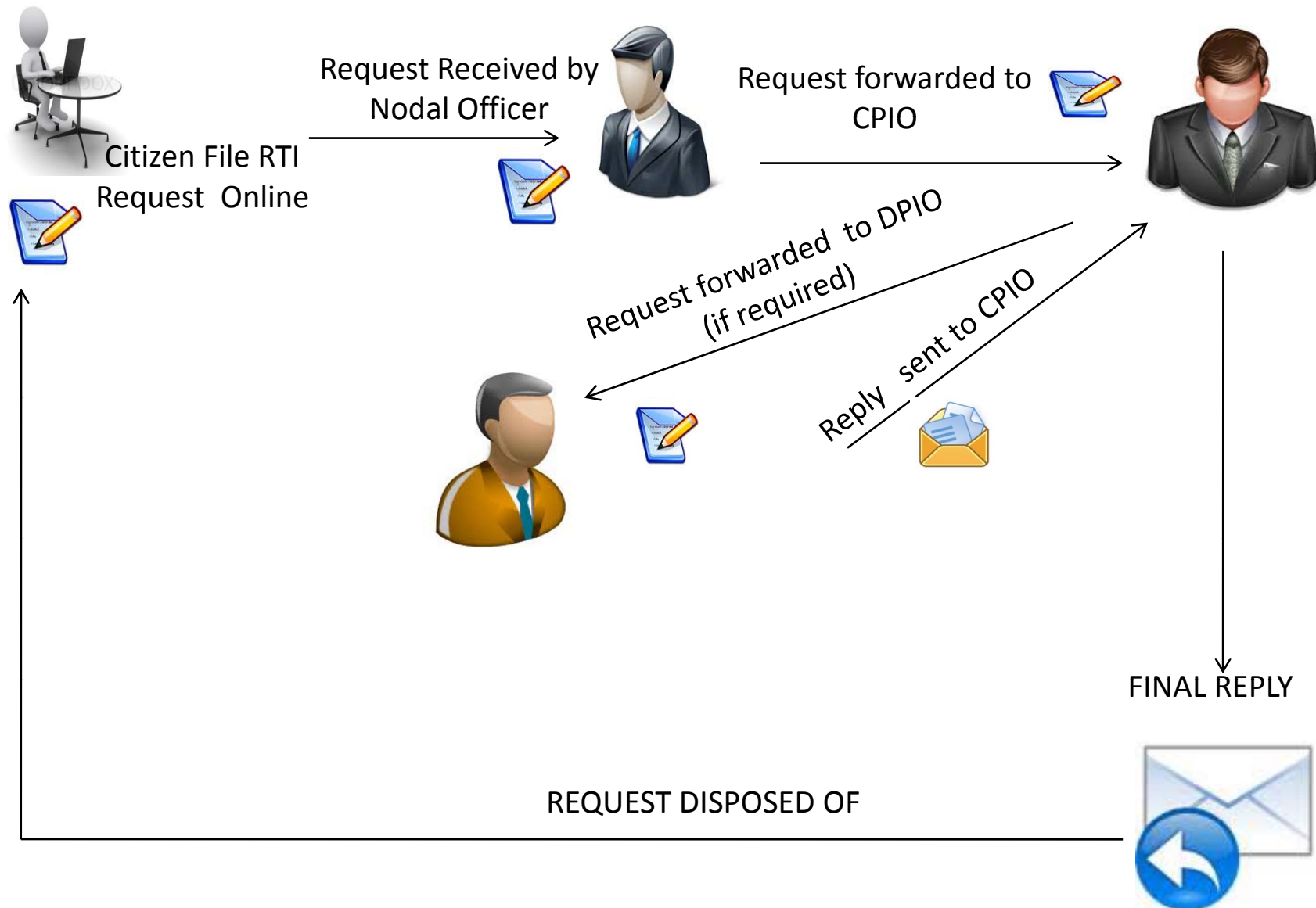
RTI Online – Key Features

RTI Online – Key Features

(Citizen Interface)

- ❖ File request online
- ❖ File first appeal online
- ❖ Track status
- ❖ Become a registered user of RTI Online (optional)
- ❖ Make payments online towards RTI fee and RTI additional fee for APL applicants
- ❖ Status through Email and SMS at various stages of the processing cycle of RTI requests/first appeals

LIFE CYCLE OF RTI REQUEST



RTI Online – Key features

Nodal Officer

- ❖ Create/maintain master directories of
 - ✓ Central Public Information Officer (CPIO),
 - ✓ First Appellate Authority (FAA),
 - ✓ Deemed Public Information Officer (DPIO) and
 - ✓ Transparency Officer (TO)
- ❖ Create user accounts for CPIOs, FAAs, DPIOs, RTI Cell users
- ❖ Receive and forward online requests and appeals, received from citizens
- ❖ Generate RTI returns

CITIZEN



NODAL OFFICER MODULE

NEW REQUEST → **NODAL OFFICER**



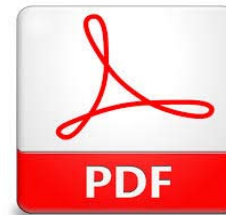
**1. Forward Request to
concerned CPIO**

**2. Transfer
to other PA**

**3. Supporting
document (if required
from Applicant)**

**4. Return
to Applicant**

request



RTI Online – Key features

(Common for CPIO and FAA)

- ❖ Process the new requests and first appeals as per the provisions of the act.
- ❖ Upload final reply/decision (if needed).
- ❖ Register the physical receipts of RTI request and first appeals.
- ❖ Generate various action based letters.
- Generate various MIS reports.
- Perform parameter based search for the requests and first appeals.
- Transfer Request/Appeal to other CPIOs/FAAs respectively.

RTI Online – Key features

CPIO

- ❖ Demand for additional fee (if any).
- ❖ Forward the request online to DPIO (if necessary).
- ❖ Send online reply for the comments sought by FAA

RTI Online – Key features

First Appellate Authority (FAA)

- ❖ Seek online comments from the concerned CPIO.
- ❖ Monitor the request pendency of CPIOs

Nodal officer



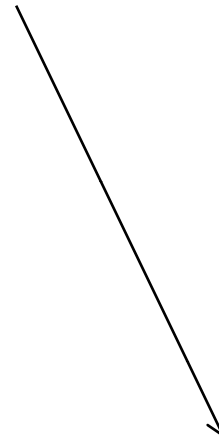
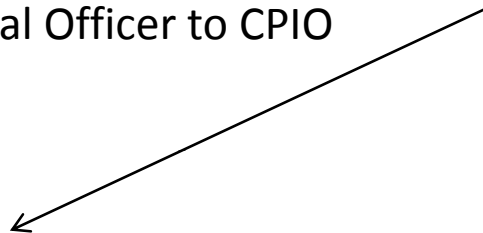
RTI Forwarded by
Nodal Officer to CPIO

CPIO MODULE



CPIO

Citizen



UNDER PROCESS

1. Third party information involved
2. Additional Payment Required
3. Request under process

TRANSFER

1. Partially transfer req. to other PIO
2. Transfer req. to other PIO
3. Partially transfer req. to other PA
4. Forward req. to DPIO
5. Transfer req. to other PA

FINAL REPLY

1. Reject RTI Request
2. Partially Reject/Accept RTI Request
3. Request Dispose of

Salient Features

- ❖ **Available 24x7** all through the year for filing/tracking of RTI request and first appeal.
- ❖ Enables the citizens to file RTI request and first Appeal online to the concerned Public Authority.
- ❖ RTI fee and additional fee online through Credit/Debit **cards or Internet Banking facility of SBI** and its associate banks.
- ❖ **System generated unique registration number** for the RTI requests and first appeals.

Salient Features

- ❖ System generated letters at various stages of processing of RTI requests/first appeals thus **reducing the time for drafting and typing the same.**
- ❖ Monitoring at the level of Nodal Officer for all CPIOs and FAAs.
- ❖ Generation of various types of Returns.
- ❖ **System maintains the history of all the actions** chronologically in the life cycle of a RTI Request and first appeal.

Salient Features

- ❖ **Citizen can track the status of RTI request or first appeal.**
- ❖ **Status through SMS and Email** to citizen at various stages of the life cycle of RTI request and first appeal.
- ❖ Facility to **register and upload the RTI request and first appeal** received physically by the public authorities.
- ❖ Alerts on pending RTI requests to CPIOs.
- ❖ **Monitoring of RTI requests/first appeals** by CPIOs/FAAs through various MIS reports.



RTI Online

www.rtionline.gov.in

Do's (Nodal officer)

- ❖ Nodal Officer should provide updated e-mail id and phone number for user account.
- ❖ Nodal officer should take appropriate action on the new RTI requests and appeals within 5 days of receiving them.
- ❖ Proper discretion should be exercised while returning and rejecting of RTI application/appeal .
- ❖ Nodal officer should check RTI application under “BPL category” for documents supporting the BPL status
- ❖ Nodal officer should check whether attached pdf file if any, is legitimate or not.

Do's (Nodal officer)

- ❖ If attached documents are not readable or corrupt, then Nodal Officer should use option “Supporting Document Required from Applicant”.
- ❖ Nodal officer should keep a track of pending RTIs & appeals in CPIOs and appellate authority's account and notify them for necessary action.
- ❖ Nodal officer should update all the necessary details of all users in the portal including himself.

Do's (CPIOs)

- ❖ All the physical RTI applications received should be entered into the system via RTI cell module or CPIO module
- ❖ CPIO should carefully read the RTI application before transferring or taking any action.
- ❖ CPIO also upload RTI application into the portal from their respective account.
- ❖ CPIO must take additional payment using ask for additional payment option in the portal

Do's (CPIOs)

- ❖ For additional payment do not use option of “dispose of RTI request” or ask for it through mail .
- ❖ For transferring the application to other public Authority which are not online to this portal, PIO must dispose off the case and mention the same in the reply box that it is being physically transferred to other PA.
- ❖ For uploading scanned documents having over 10 pages keep the resolution of scanner between 100-150 dpi.

Do's (General)

- ❖ Users should regularly check their emails for current status on RTIs and Appeals.
- ❖ Users should regularly log into the online portal for timely disposal of applications

Don'ts (General)

- ❖ Do not enter wrong password for 3 consecutive times as it will result in system lockout for 30 minutes
- ❖ Do not access any user account if you are not authorized to do so
- ❖ Keeping the system idle for more than 15 minutes will result in auto log out.
- ❖ All actions are irreversible in nature so kindly take precautions
- ❖ All users must change their respective passwords on first login.
- ❖ Precautions must be taken while executing any action as all actions are intimated to citizen via SMS and email notifications.

Don'ts (General)

- ❖ Do not reject any RTI application for non payment of the RTI fees in online filling of RTI requests there are only two options available to citizen
 - (i) Payment of Rs 10: Payment of Rs 10 through payment gateway managed by SBI. Till the time payment is not being done the registration number will not get generated and the application will not reflect in concerned Public Authority's Nodal Officer's account.
 - (ii) BPL: If the citizen comes under BPL category he/she has to furnish a scanned copy of BPL card or any other document supporting the BPL status. If Nodal officer or CPIO feels the document with respect to BPL is not valid, they may call for additional document from citizen. Till the time a BPL category citizen does not upload the required document supporting his/her status , the application will not get submitted and registration number will not be generated

Contact Details

RTI –Project Monitoring Unit

Room No: 384, 3rd Floor

Lok Nayak Bhawan

Khan Market, New Delhi-3



rtipmu-dopt@nic.in



011-24648977/ 24648978

THANK YOU

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(website : gmch.nic.in)(email ID: cplogmch32@gmail.com)

RTI CELL

ORDER

In compliance to the order No. GMCH-PS-DP/2018/5692-5712 dated 07.02.2018 of the Director Principal, Govt. Medical College & Hospital, Sector-32, Chandigarh all the RTI applications/appeal/request will be uploaded on the RTIMIS Portal only. No hard copy will be forwarded to the CPIOs by Nodal Officer of the RTI Cell.

However, the CPIO has to give the reply to the applicant manually or online as the case may be. To differentiate whether the letter is received online or manually it has been intimated that the numbers starting from GVMCH/R/2018/50001 are online number generated by the RTIMIS Portal and has to be replied online only. The number starting from GVMCH/R/2018/80001 are online number generated by the RTIMIS Portal transferred by other public authority and has to be given replied online only.

The request received physically in RTI Cell are uploaded in the RTIMIS portal by RTI Cell. The system generate number for such request starts from GVMCH/R/2018/00001. For such RTI request the CPIO has to make all correspondence (additional charges, inspection of record, transferred to other PIO or other authority) and give reply to the applicant manually (by post, by hand). Thereafter, upload the reply/action taken on the RTIMIS portal on time bound manner. The CPIOs have to forward the copy of the reply/action taken to RTI Cell quoting both reference Nos. (RTI request number such as 14(____)) and system generated request number i.e. GVMCH/R/2018/00001).(See Annexure 'A')

Most of the CPIOs are not uploading the additional charges on the portal in time bound manner and request the applicant on the last days for deposit of additional fee. Such practice needs to be avoided. Timely intimation about payment of additional fee have to brought to the notice of the applicant and also upload on the portal so that the information seeker has enough time to deposit the fee and receive the information prescribed within 30 days.

The RTI Cell will receive the additional charges and upload the payment on RTIMIS portal. The CPIOs will access the payment on portal which is reflected on under process request. (Assessment>under process).

It has come to the notice that some of the applicant do not deposit the additional fee and thus, application kept pending on the portal for more than 30 days. It has been decided that CPIO will intimate the applicant the time period to deposit the additional fee, If the applicant does not deposit the additional fee, the CPIO will upload the information on the portal and dispose off the request (Performa for requesting additional fee from applicant enclosed). If the applicant deposits the fee, thereafter the information will be provided manually after receiving intimation from RTI Cell that applicant has deposited the additional fee. (See Annexure 'B')

It has come to the notice of the Director Principal-cum-First Appellate Authority that some of the CPIOs are still not uploading the reply properly on the RTIMIS portal in time bound manner (30 days) and also not transfer the request within stipulated period (5 days) to other PIO & CPIO.

All the CPIOs are hereby directed to furnish the reply in a time bound manner. It is brought to the notice of the CPIOs that their action is accessed by the higher authority time to time.

The compliance of the order must be adhere to in letter & spirit.

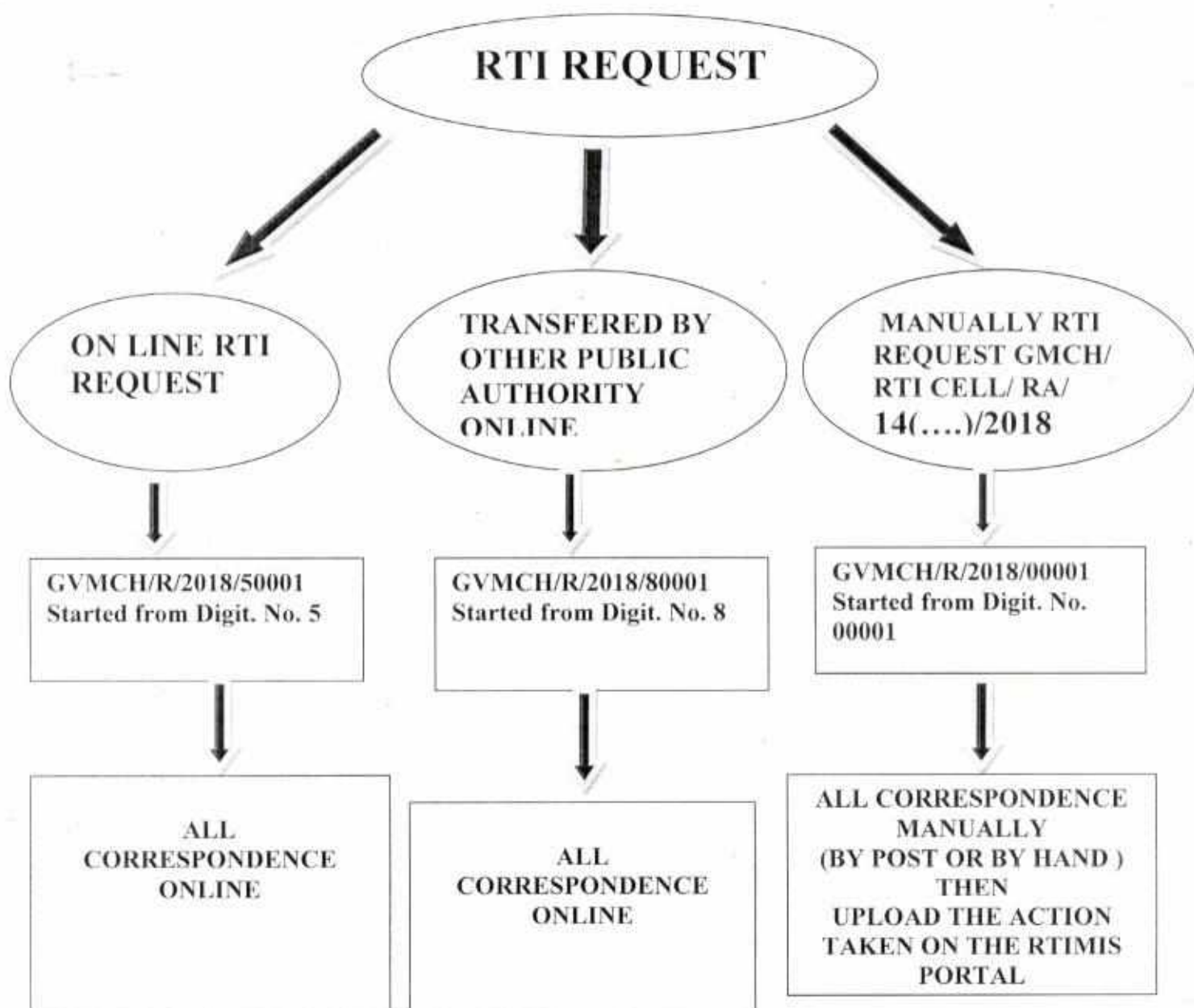

Additional Director (Admn.)-cum-
Transparency Officer
RTI 

26 APR 2018

Endst. No. GMCH/RTI/14(15)-CIR/2018/ 18538-57 Dated Chandigarh, the

1. The Prof. Hospital Admn.-cum-Medical Superintendent, GMCH, Chandigarh.
2. The Vice Principal, College of Nursing / GMCH, Chandigarh.
3. All HODs, GMCH, Chandigarh.
4. The Professor Incharge (Academic), GMCH, Chandigarh.
5. The Deputy Controller (F&A), GMCH, Chandigarh.
6. The Assistant Controller (F&A-I), Accounts/NPS, GMCH, Chandigarh.
7. The Assistant Controller (F&A)-II, Internal Audit Cell, GMCH, Chandigarh.
8. The Store Officer, GMCH, Chandigarh.
9. The Law Officer, GMCH, Chandigarh.
10. All Office Superintendent, GMCH, Chandigarh.
11. The Nursing Superintendent, GMCH, Chandigarh.
12. The Chief Warden (Hostel), GMCH, Chandigarh.
13. The Chief Dietician, GMCH, Chandigarh.
14. The System Analyst, IT Centre, GMCH, Chandigarh. He is requested to circulate through e-mail.
15. Incharge Communication, GMCH, Chandigarh.
16. The Librarian, GMCH, Chandigarh.
17. The Additional Director, MHI, Chandigarh.
18. PA to DP for the kind information of DP.
19. PA to AD(A) for the kind information of AD(A).
20. Spare Copy for master file.


Additional Director -cum-
Transparency Officer



NOTE:

ALL THE CPIOS ARE REQUESTED TO UPLOAD THE REPLY VERY CAREFULLY IN RTIMIS PORTAL AS THERE IS NO OPTION IN THE PORTAL TO MADE CORRECTION AFTER UPLOADED

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(website : gmch.nic.in) (email ID: cpiogmch32@gmail.com)

Department/Branch.....

To

No. GMCH-...../2018/
Dated Chandigarh, the

Subject: Regarding deposit of Additional charges for supply of certified copies under RTI.

Reference your RTI application no. _____ dated _____ on the subject cited above.

You are requested to deposit Rs. _____/- (Rupees _____ only) towards the requisite fee for supply of photocopies of _____ pages/inspection, under Right to information Act, 2005 in the office of RTI Cell, Room no. 234, 'D' Block, GMCH, Chandigarh by cash, or by way of demand draft or bankers cheque or by Indian Postal Order payable to the Director Principal, Govt. Medical College & Hospital, Chandigarh or by visiting the website **rtionline.gov.in** RTI Online Portal(in case file online request). **Your time will start after receipt of requisite fee as stated above.**

You are requested to deposit the above said amount within 10 days failing which it will be presumed that you are not interested to get the information and your RTI application will be disposed off.

You can now file RTI request online by visiting www.rtionline.gov.in > **Submit Request > Submit > Select Ministry/Department/Apex body (UT, Chandigarh) > Select Public Authority (UT Chandigarh – Govt. Medical College and Hospital (GMCH-32)> Submit.**

Name
Designation...-cum-CPIO
Department of

GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
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(website: gmch.nic.in)(email ID: cpiogmch32@gmail.com)

RTI CELL

CIRCULAR

All the HOD-cum-CPIO and Branch Incharges-cum-CPIO of GMCH are informed that the format of Online RTI Registration No. is changed w.e.f 01.01.2020. The new format is as follows- AAAAA/B/C/DD/EEEE where

- AAAAA** - Public Authority Code (GVMCH)
B - **R** for Request and **A** for Appeal
C - **E** - Online Receipt
P - Physical Receipt
T - Transfer From Other Public Authority
X - Part Transfer Cases
L - Legacy Receipt
DD - Last two digits of year
EEEE - 5 digits serial number of RTI



17.01/2020
Director Principal-cum-
First Appellate Authority

Endst. No. GMCH-RTI-CELL-15-CIR/2020/2469-71

17 JAN 2020
Dated, Chandigarh the,

Copy is forwarded to the following for information and necessary action please:-

1. All Head of the Departments-cum-CPIO and Branch Incharges-cum-CPIO GMCH-32, Chandigarh.
2. The System Analyst, IT Centre, GMCH, Chandigarh. He is requested to circulate through e-mail.
3. PA to JDA-cum-Transparency Officer, GMCH-32, Chandigarh.


17.01/2020
Director Principal-cum-
First Appellate Authority

