RTI Management System

Introduction

The Right to Information (RTI) Act provide right to information for citizens to secure access to information under the control of Public Authorities, to promote transparency and accountability in the working of every Public Authority. The RTI module is used to manage the RTI files within the University.

Just like the other samarth modules, this will also have Role-based access control (RBAC).This is a method of access security that is based on a person's role within the University. Role-based access control is a way to provide security because it only allows the user to access the information they need to do their jobs while preventing them from accessing additional information that is not relevant to them. Following are the roles in RTI Moule:-

- **RTI Admin Account**
- **CPIO Officer**

RTI Admin Account

Login Screen

Login into the portal With the Admin Account ID and the password provided. The admin account will have access to all the modules implemented in the university. Following is the dashboard screen of the Admin Account.

This account is assigned to the Central Public Information Officer (CPIO) of the university. Following are his roles:

- Add/Register the new RTI in the RTI portal.
- He has the authority to assign RTI to different organizational units

- He can Assign the RTI to the First Appellate Authority if the applicant's appeal is made (However, the marking of the RTI to the First Appellate Authority is highlighted once the RTI exceeds 37 to 60 days).

- Department Login Account: This account is Department-specific. Following are the roles of this account

- They can view the RTI which has been assigned to their department.

- They can update their response for the RTI assigned to them by button using the 'Modify' option.

- First Appellate Authority (FAA) Account: This account is assigned to the First Appellate Authority of the University. The FAA will receive the RTI when the admin assigns him the RTI, which will exceed 37-60 days. Following are the roles of this account.

- They can view the RTI on which appeal has been made

- They can update their response for the RTI assigned to them by button using the 'Modify' option.

CPIO Officer

The CPIO Officer login has the following options:

- **Dashboard**

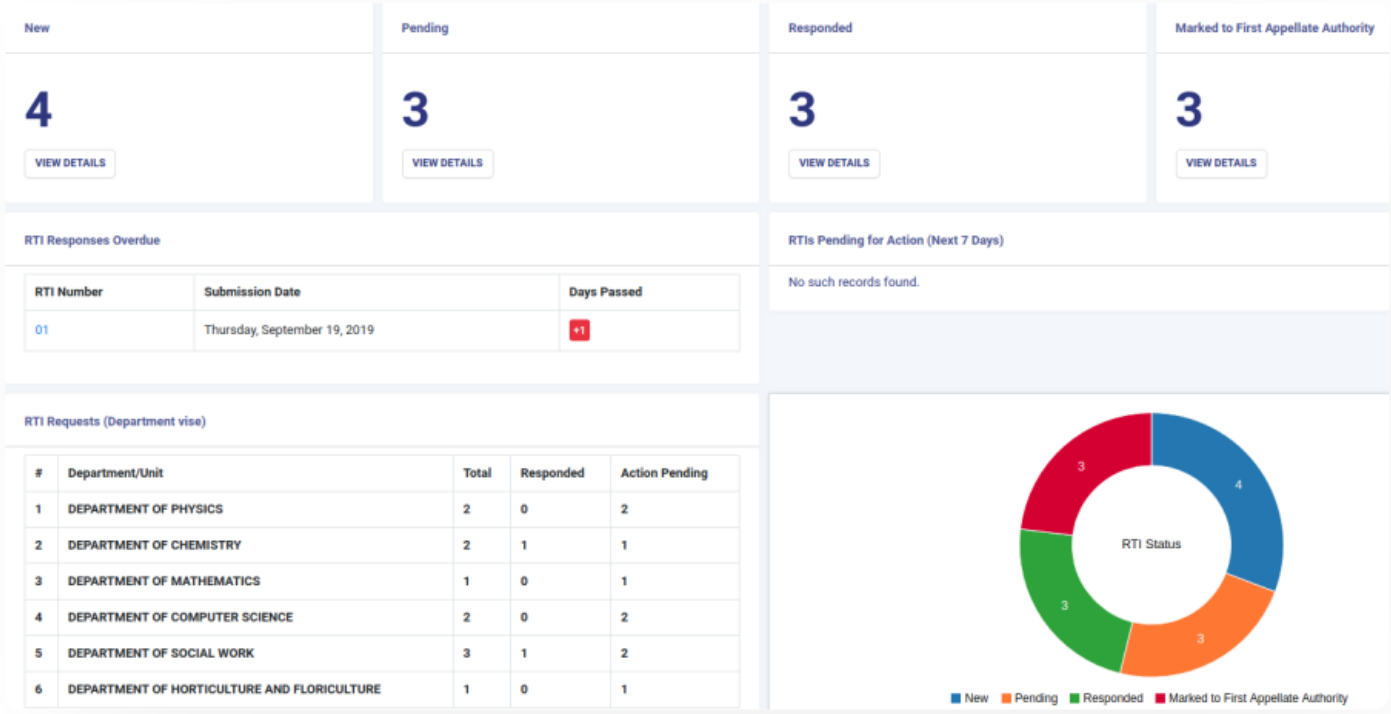
- **Manage RTI**

- **Activity Logs**

- **Settings**

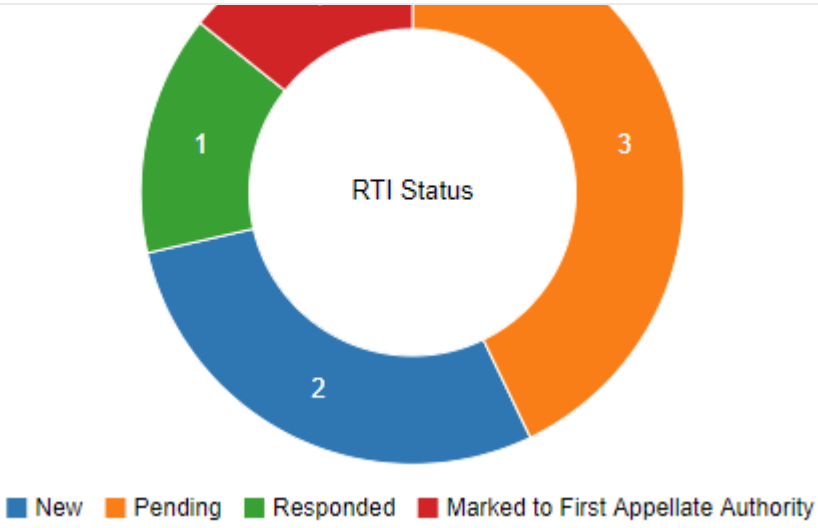
Click on the RTI section on the left to **view** these sections.

We can view the RTI of various sections in the Dashboard. Following is the dashboard for RTI Admin Account:



Following are the four status of RTI:

- **New** - This section shows the list of new RTI filed.
- **Pending** - This section shows the list of Pending RTI in various departments of the Universities.
- **Responded** - This section shows the list of RTI in various university departments from which the CPIO got the response.
- **Marked to First Appellate Authority (FAA)**- This section shows the list of RTI which are assigned to the FAA.



In the Dashboard section, we can see a graphical representation of the RTI status, i.e., New, Pending, Responded, and Marked to First Appellate Authority. We can view the list of RTI that crossed the submission date and RTI that have less than seven days of response at the bottom of the dashboard page.

RTI Responses Overdue

RTI Number	Submission Date	Days Passed
DOPT/A/IIC/72475	2019-05-21	+57
DOPT/A/IIAC/2019-7-16	2019-04-03	+105

RTIs Pending for Action (Next 7 Days)

RTI Number	Submission Date	Days Remaining
DOP/A/283/32546	2019-07-22	5

We can view the RTI of the different departments on the Dashboard.

RTI Requests (Department vise)

#	Department/Unit	Total	Responded	Action Pending
1	DEPARTMENT OF PHYSICS	5	1	4

This section helps us to manage the RTI of different departments in the University. It will give us a list of all the RTI. We can search the RTI with the help of search boxes provided under all the fields. When we view the RTI, we see the summary page of the RTI.

When we view the RTI, we see the summary page of the RTI. We can manage the RTI in the following ways

- **Forward RTI** - We can select the university department in which we need to forward the RTI. Select the Department name from the drop-down and select the date by which the response is required. Then Click the 'Forward RTI' button.
- **Update** - We can update the RTI by clicking on the 'Update' button.
- **Disable Update** - We can disable the RTI update by clicking the 'Disable Updates' button.
- **Add an RTI**- We can add a new RTI by following the steps
- Click on the **Add New RTI** button.
- Enter the details of the RTI like RTI Number, Seeking Person - Name, (Address), Seeking Person - Address, Date of Request, Date of Response, Days to Respond, and Information Sought.
- Upload a copy of RTI
- Click on the **Add RTI** button.

Then your RTI will be added. The RTI will be listed on the RTI management list. You can forward the RTI to the department concerned.

Activity Logs

Activity logs record the activities done by the user in the module. For example, if the RTI is forwarded to any department, it will be reflected in the activity log with a timestamp and by which user the update has been done.

Admin can fetch the reports of any service for a given period.

Settings

Admin can set RTI settings by clicking on the Action icon present at the end of the row.

Organization Login

Dashboard

Admin can view department specific RTI in this login. The RTI assigned to our department will be listed below. Click on the RTI Registration number to view the details of the RTI.

Enter the response, upload the file, if any, and click on Update. The response will automatically be given to the CPIO, You can click on the PDF button to see the response in PDF format and take a print for offline use.

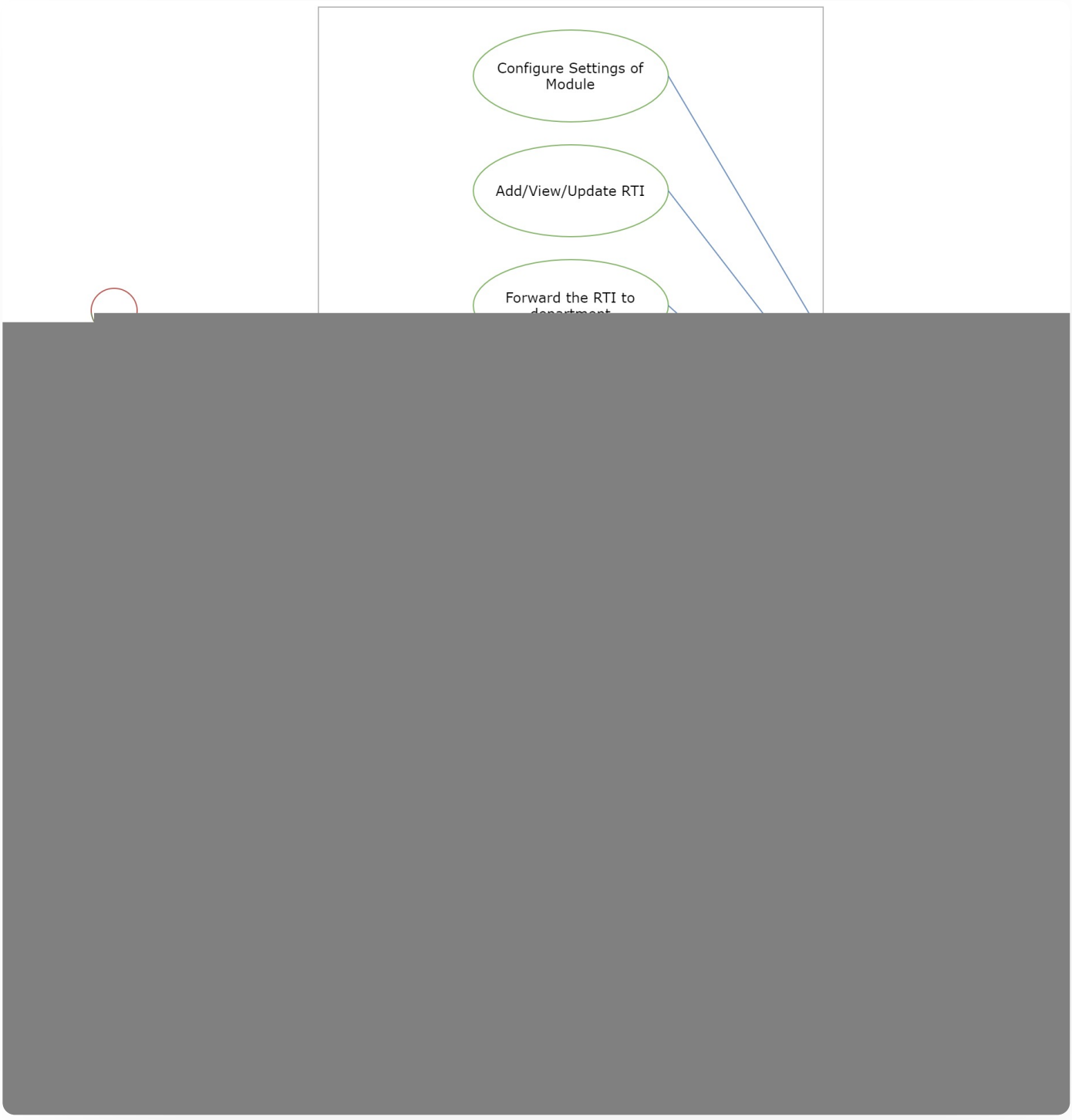
Annexure

Roles in RTI Management

Role Name	Description
rti_officer	This role is to be provided to the CPIO officer of the University, who initially registers the RTI received at the University.
rti_department	This role is provided to the administrative post from the particular organization unit that handles the RTI. Once the role is applied, the RTI forwarded by the CPIO officer's visible to the particular person.
rti_first_appellate_authority	This role is for the First Appellate Authority of the University who handles all the cases received under the FAA.
rti_admin_view	This role can only view the RTI cases registered in the University.

Activity Diagram

Use Case Diagram



Module Training Video 2

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← Residence Alloaction (E-housing)

Screening Process of Non-Teaching Recruitment →

INTRO

Getting Started

Module Breakup and Prerequisites

ACADEMICS

Academics

Alumni Portal

Evaluation & Grading

Evaluation & Grading (for evaluator)

Hostel Management

Programme Management System

Student Feedback Management

Training and Placement

ACCOUNTS & FINANCE

Bill Tracking System

Budget & Accounts

Endowment

Payroll Management System

Research Project & Management System

CUCET Administrative Portal - CUSB

CUCET User Guide for Registration 2021

DU Admission - PG

DU Admission - UG

DU Admission Backend

BASE MODULES

University Profile - Organizational Unit & Organigram

User Administration

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Screening Process of Teaching Recruitment

Screening Process of Teaching Recruitment- University of Delhi

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System