



Assam University, Silchar

Notification

This is to inform all that the **Right to Information (RTI) Management System Module of Samarth Portal in Assam University** is fully operational and the Module Administrator may perform the activities like add RTI, send mail against an RTI, Forward RTI to the Department, accept response against a forwarded RTI, delete RTI, etc. and the concern Department, Section, Employee, etc. of Assam University may take action and respond to a forwarded RTI through SAMARTH.

The step by step procedure for doing the above is attached for quick reference of the stakeholders and the Module Administrator.

For any Technical Assistance, stakeholders/Module Administrator may contact Samarth Cell / Computer Centre.

Attachment: As above

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Dated. 02/4/2025

  
Registrar

Copy to:

1. PS to VC for kind information of Vice-Chancellor for necessary action
2. COE/FO/Librarian/DCDC/NO Samarth/DCC for kind information & necessary action
3. All Officers for necessary action
4. All Employees for necessary action
5. File

  
Registrar

## User Manual RTI Management System of Samarth Portal

The Right to Information (RTI) Act provides 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.

This manual outlines the steps that need to be followed by –

- The CPIO to add RTI, forward RTI to Departments, send mails to users, and delete RTI.
- The Head of the Departments to respond to the RTIs forwarded to their Departments.

### A. To add an RTI

1. Login and go to "RTI management".
2. Go to the "Manage RTI" menu item on the left menu section to open the RTI index page.
3. Click on the "Add new RTI" button
4. Enter all the required details of the RTI –
  - Enter the "RTI Registration Number".
  - Select the "RTI category".
  - Select the "RTI Type".
  - Select the "RTI mode".
  - Specify the "Date of Receipt of the RTI".
  - Specify the "Date of Request".
  - Specify the "Date of Response".
  - Enter the "Summary".
  - Enter the "Information Sought".
5. Enter the following optional fields, if data is available –
  - Enter the "RTI tags".
  - Enter the "Seeking Person Name (Address)".
  - Enter the "Gender of the Seeking Person".
  - Enter the "Seeking Person Address".
  - Enter the "Payment Mode".
  - Enter the "Amount Paid by the Seeking Person for Original Application".
  - Enter the "Transaction Number of Original Application for the Amount Paid".
  - Upload document against "Upload a copy of the RTI".
6. Click on the "Add RTI" button to submit the form.

*hwen*

## **B. To Send Mail against an RTI**

1. On the RTI index page, click on the RTI or RTI reference number to get to the details page.
2. To send email to the concerned person regarding the RTI, click on the "Send Mail" button from the top section.
3. Enter the following data on the form which opens –
  - Enter the "Email ID of the Person".
  - Enter the "Message".
  - Upload file against "Any Attachment", if needed.
4. Click on the "Save" button to submit the form.

## **C. To Forward an RTI to Department**

1. On the RTI index page, click on the RTI or RTI reference number to get to the details page.
2. Click on the "Forward RTI" button on the top section.
3. Enter the following data on the form which opens in the popup -
  - Select the Department/Section under "Forward to Department" to which you want to forward the RTI to.
  - Mention "Any specific requirement" if needed.
  - Specify "Response Required by Date".
4. Click on the "Forward RTI" button to submit the form.

## **D. To respond to a Forwarded RTI**

1. Go to "RTI" under Governance and click on "RTI Unit" from left menu.
2. Click on the "View Details" under Department Box to see list of received RTIs.
3. Click on "Registration Number" to see the details of the specific RTI.
4. Click on "Add Response" button from the top right section.
5. Enter the following data-
  - Response.
  - Upload relevant data (optional).
6. Click on "Submit" button to submit the form.

## **E. To Accept Response against a forwarded RTI**

1. Click on "Registration Number" on the RTI index page to see the details of the specific RTI.
2. Click on "Accept Response" button to accept the response added by requested department.

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#### **F. To Delete an RTI**

1. On the RTI index page, click on the RTI or RTI reference number to get to the details page.
2. To delete the RTI, click on the "Delete" button.
3. Click "OK" against the confirmation dialogue.

#### **G. To see history of mail communication against an RTI**

1. On the RTI index page, click on the RTI or RTI reference number to get to the details page.
2. To see the history of the mail communication regarding the respective RTI, click on the "Communication History" button.

#### **H. To see Activity Logs**

1. Go to the "Activity Logs" menu item on the left menu section.

**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.**

*Kevin*