



DEPARTMENT OF STATE TAXES AND EXCISE GOVT.OF HIMACHAL PRADESH



RTI User Reference Manual

C-TEL INFOSYSTEMS PVT. LTD
Hyderabad, Telangana

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****user required to handle all alert pop-up by clicking ok****

1.Overview:

- Implementation Of An E-Governance Systems for Excise Functions Of “Department of State Taxes and Excise Government Of Himachal Pradesh”
- The Purpose of This Document Is to Provide a Detailed Description to The User Which Helps to Know The information through RTI Module

2.Helpful Resources:

2.1 System Requirements:

Operating System

- Ubuntu Version No:20.0.4

Connectivity

- For Data Transmission There Should Be Connectivity Installed at wholesaler.

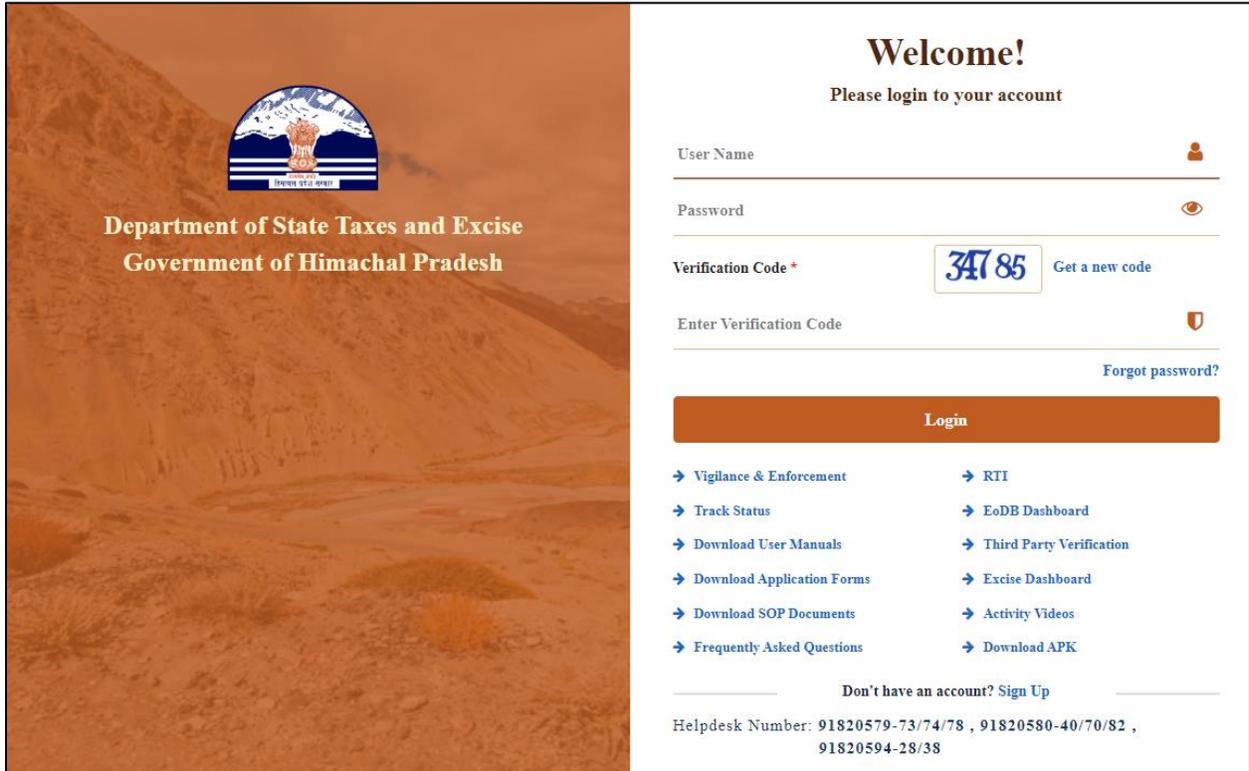
Browser:

- Application Is Compatible with Latest Mozilla and Chrome

2.2 Help and Contact Information

RTI Responses

- User will get the login screen and click on RTI link in Central URL.
- Click on “RTI Link” to raise the RTI Request



Welcome!
Please login to your account

User Name 

Password 

Verification Code * [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

Login

- [Vigilance & Enforcement](#)
- [Track Status](#)
- [Download User Manuals](#)
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- The following page will be displayed after clicking on RTI link as shown below fig and user need to accept the Guidelines for use of RTI online portal.

Request Appeal

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.
The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
 - (a) Internet banking through SBI and its associated banks;
 - (b) Using credit/debit card of Master/Visa;
 - (c) Using RuPay Card.
9. Fee for making an application is as prescribed in the RTI Rules, 2012.
10. After making payment, an application can be submitted.
11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, alongwith the application.
12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.
13. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.
14. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.
15. The registration number of original application has to be used for reference.
16. As per RTI Act, no fee has to be paid for first appeal.
17. The applicant/the appellent should submit his/her mobile number to receive SMS alert.
18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".
19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Submit Cancel

- After accepting the Guidelines for use of RTI online portal and click on save button.

Request Appeal

GUIDELINES FOR USE OF RTI ONLINE PORTAL

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Ministries/Departments of Excise.
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear.
The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
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19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

Submit Cancel

- RTI request form will displayed after clicking on submit button, and user need to enter all mandatory fields.

Request
Appeal

Request - Online RTI Request Form

<p>Personal Information</p> <p>Name: * <input type="text"/></p> <p>Gender: * <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other</p> <p>Address: * <input type="text"/></p> <p>Pincode: <input type="text"/></p> <p>Country: <input checked="" type="radio"/> India <input type="radio"/> Other</p> <p>Area Type: <input type="radio"/> Rural <input type="radio"/> Urban</p> <p>Educational Status: <input type="radio"/> Literate <input type="radio"/> Illiterate</p> <p>Land-Line Number: <input type="text"/></p> <p>Mobile Number: * (For SMS Notifications) <input type="text"/></p> <p>Email: * <input type="text"/></p> <p>Is the Applicant Below Poverty Line?: * <input type="text" value="--Select--"/></p>	<p>Request Details</p> <p>Text for RTI Request application: * <input style="width: 100%; height: 50px;" type="text"/></p> <p>Supporting document : <input type="button" value="Choose File"/> No file chosen <small>(Only pdf upto 3Mb)</small></p>
---	--

- Selection of below poverty Line

A. If user select as Yes option, user required to enter the BPL card no and Year of Issue and Issuing authority.

B. If user select as No option, User need to pay RTI fee of 10 Rupees.

- Applicant below poverty Line, user need to enter the following details as shown below.

<p>Name: * <input type="text" value="chaitanya"/></p> <p>Gender: * <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other</p> <p>Address: * <input type="text" value="H.no-55/4 , near Post Office DHALLI SHIMLA, HIMACHAL PRADESH ."/></p> <p>Pincode: <input type="text" value="171012"/></p> <p>Country: <input checked="" type="radio"/> India <input type="radio"/> Other</p> <p>Area Type: <input type="radio"/> Rural <input type="radio"/> Urban</p> <p>Educational Status: <input type="radio"/> Literate <input type="radio"/> Illiterate</p> <p>Land-Line Number: <input type="text"/></p> <p>Mobile Number: * (For SMS Notifications) <input type="text" value="8686222316"/></p> <p>Email: * <input type="text" value="chaitanya.g@ctel.in"/></p> <p>Is the Applicant Below Poverty Line?: * <input type="text" value="Yes"/></p> <p>BPL Card No.: * <input type="text" value="1534645313156"/></p> <p>Year of Issue: * <input type="text" value="1996"/></p> <p>Issuing Authority: * <input type="text" value="COLLECTOR"/></p>	<p>Text for RTI Request application: * <input style="width: 100%; height: 50px;" type="text"/></p> <p>Supporting document : <input type="button" value="Choose File"/> No file chosen <small>(Only pdf upto 3Mb)</small></p>
---	--

- If Applicant is above the poverty Line the following Fields are displaying.

Request - Online RTI Request Form

Personal Information

Name: * chaitanya
Text for RTI Request application: *
Gender: * Male Female Other
Address: * H.no-55/4 , neat Post Office DHALLI SHIMLA, HIMACHAL PRADESH .
Pincode: 171012
Country: India Other
Area Type: Rural Urban
Educational Status: Literate Illiterate
Land-Line Number:
Mobile Number: * (For SMS Notifications) 8686222316
Email: * chaitanya.g@ctel.in
Is the Applicant Below Poverty Line?: * No
You are required to pay the RTI fee of ₹ 10

Request Details

Supporting document : No file chosen
(Only pdf upto 3Mb)

- User need to enter the test for RTI request application and need to upload the supporting document in PDF format and need click on save.

Request - Online RTI Request Form

Personal Information

Name: * chaitanya
Text for RTI Request application: *
Gender: * Male Female Other
Address: * H.no-55/4 , neat Post Office DHALLI SHIMLA, HIMACHAL PRADESH .
Pincode: 171012
Country: India Other
Area Type: Rural Urban
Educational Status: Literate Illiterate
Land-Line Number:
Mobile Number: * (For SMS Notifications) 8686222316
Email: * chaitanya.g@ctel.in
Is the Applicant Below Poverty Line?: * No

Request Details

1. Need information for Liquor shops timings in dballi district.
 Tuborg Bottle image.pdf
(Only pdf upto 3Mb)

One Time Password

Enter One Time Password

- User required to validate the OTP.

One Time Password

Enter One Time Password

Save OTP

Resend OTP

- User need to pay the amount.

Make Payment

Please save your Registration Number **RTIEX2021022200041** for futher reference

Amount : ₹ 10

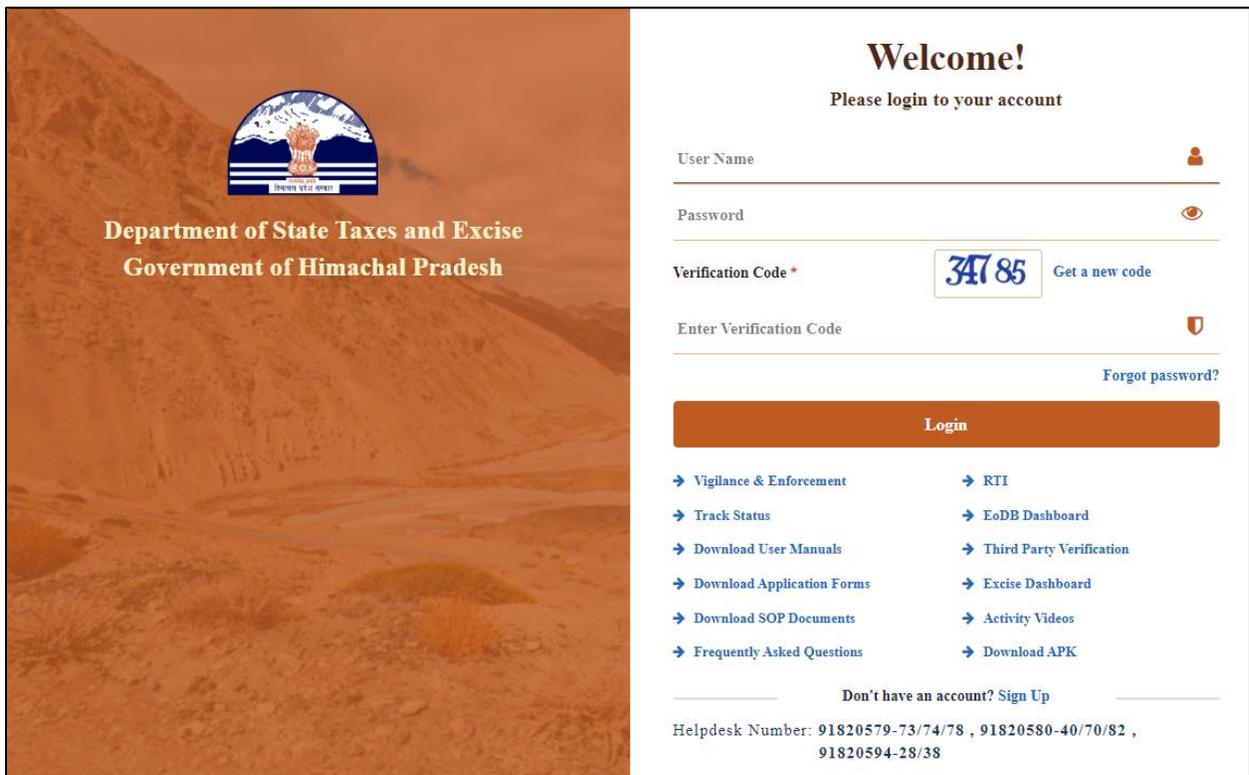
Pay Online

- User need to click on pay online amount to Submit the Request.

Payment Success

Payment Done Successfully. Your Registration number is
RTIEX2021022200041 please save for further reference

- User can able to track the RTI request using Track status Link
- To Track the RTI Request the user need to open central URL and click on Track Status Button.



Department of State Taxes and Excise
Government of Himachal Pradesh

Welcome!

Please login to your account

User Name 

Password 

Verification Code *  [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

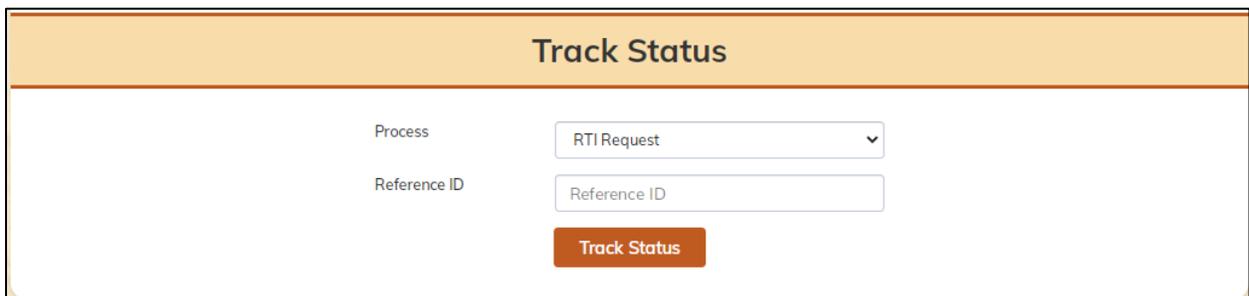
Login

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91820594-28/38

- View of Track status page, and user need to select as RTI request



Track Status

Process

Reference ID

Track Status

- Need to enter the Reference ID to track status and click on track status, following details will displayed

Track Status

Process: RTI Request

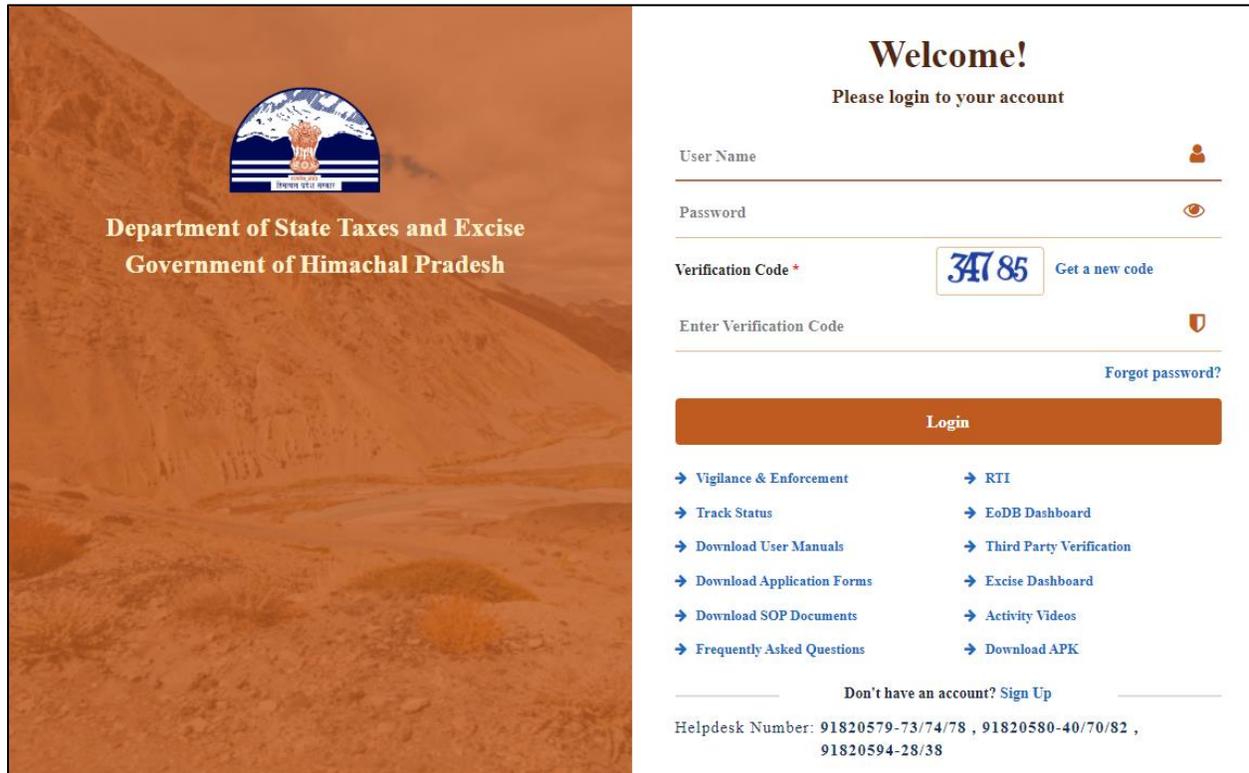
Reference ID: RTIEX2021022200041

[Track Status](#)

Registration No :	RTIEX2021022200041
Name :	chaitanya
Request Query :	1. Need information for Liquor shops timings in dhalli district .
Requested On :	22-Feb-2021 11:41:05 AM
Status :	Submitted

- All the Request will be assigned to Public Information Officer (PIO), for analyzing and getting information for other concern department

Public Information Officer:



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name

Password

Verification Code * [Get a new code](#)

Enter Verification Code

[Forgot password?](#)

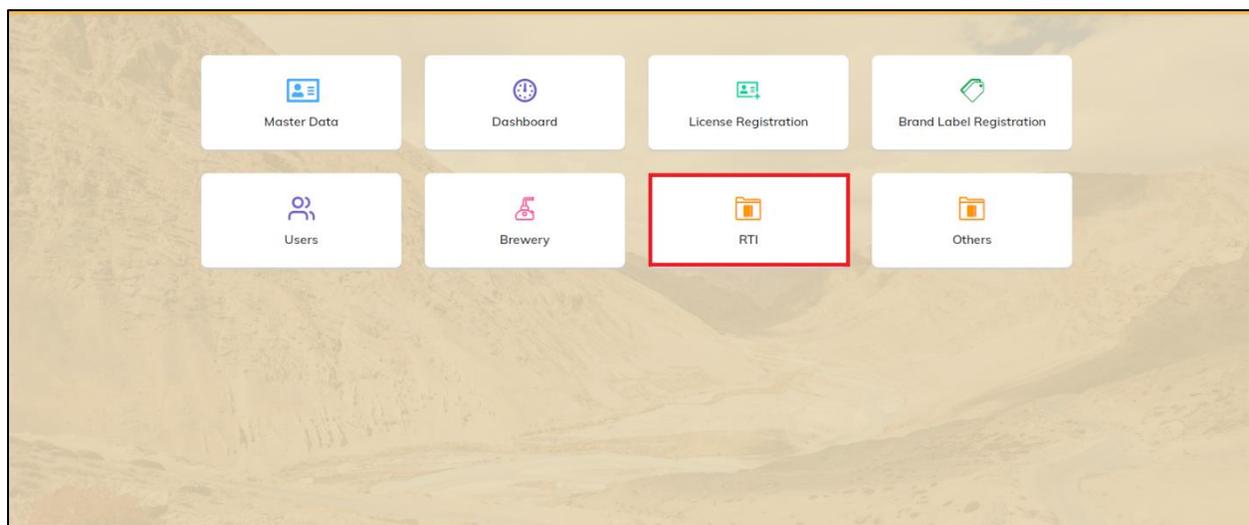
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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- To login PIO, user need to open the central URL, and enter valid username and password, need to click on save button



- Dashboard view for PIO login and user need to click on RTI tab need to select as RTI Request tab

RTI REQUEST

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search:

10

Sl.No	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	Complete
2	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	Submitted	New

Previous Next

- Click on New Action to assign the RTI request to Concern department.

RTI Request

Name:

Registration No.:

RTI Request:

Supporting Document:

Requested On:

Hierarchy:

Office:

Role:

User:

Remarks:

- Select Hierarchy as Head Quarters

RTI Request ✕

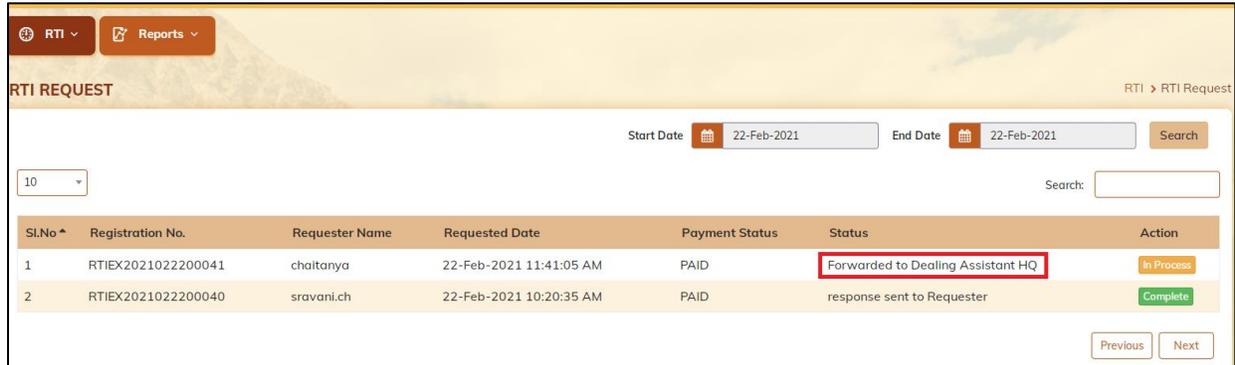
Name	<input type="text" value="chaitanya"/>
Registration No.	<input type="text" value="RTIEX2021022200041"/>
RTI Request	<div style="border: 1px solid gray; padding: 2px;">1. Need information for Liquor shops timings in dhalli district .</div>
Supporting Document	<input type="button" value="view"/>
Requested On	<input type="text" value="22-Feb-2021 11:41:05 AM"/>
Hierarchy	<input type="text" value="--Select Hierarchy--"/>
Office	<input type="text"/>
Role	<div style="border: 1px solid gray; padding: 2px;"> <div style="background-color: #4a86e8; color: white; padding: 2px;">--Select Hierarchy--</div> Head Quarters </div>
User	<div style="border: 1px solid gray; padding: 2px;">District Office</div>
Remarks	<div style="border: 1px solid gray; padding: 2px;">Zonal Office Supplier</div>

- Select Office as headquarters and Role as Dealing assistant HQ.
- user need to enter the remarks and click on save button as shown in below fig.

RTI Request ✕

Name	<input type="text" value="chaitanya"/>
Registration No.	<input type="text" value="RTIEX2021022200041"/>
RTI Request	<div style="border: 1px solid gray; padding: 2px;">1. Need information for Liquor shops timings in dhalli district .</div>
Supporting Document	<input type="button" value="view"/>
Requested On	<input type="text" value="22-Feb-2021 11:41:05 AM"/>
Hierarchy	<input type="text" value="Head Quarters"/>
Office	<input type="text" value="Head Quarters"/>
Role	<input type="text" value="Dealing Assistant HQ"/>
User	<input type="text" value="Mr. Dealing Assistant HQ"/>
Remarks	<div style="border: 1px solid gray; padding: 2px;">Please provide the requested details</div>

- Status will be changed after submitting the RTI application.



RTI REQUEST RTI > RTI Request

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search:

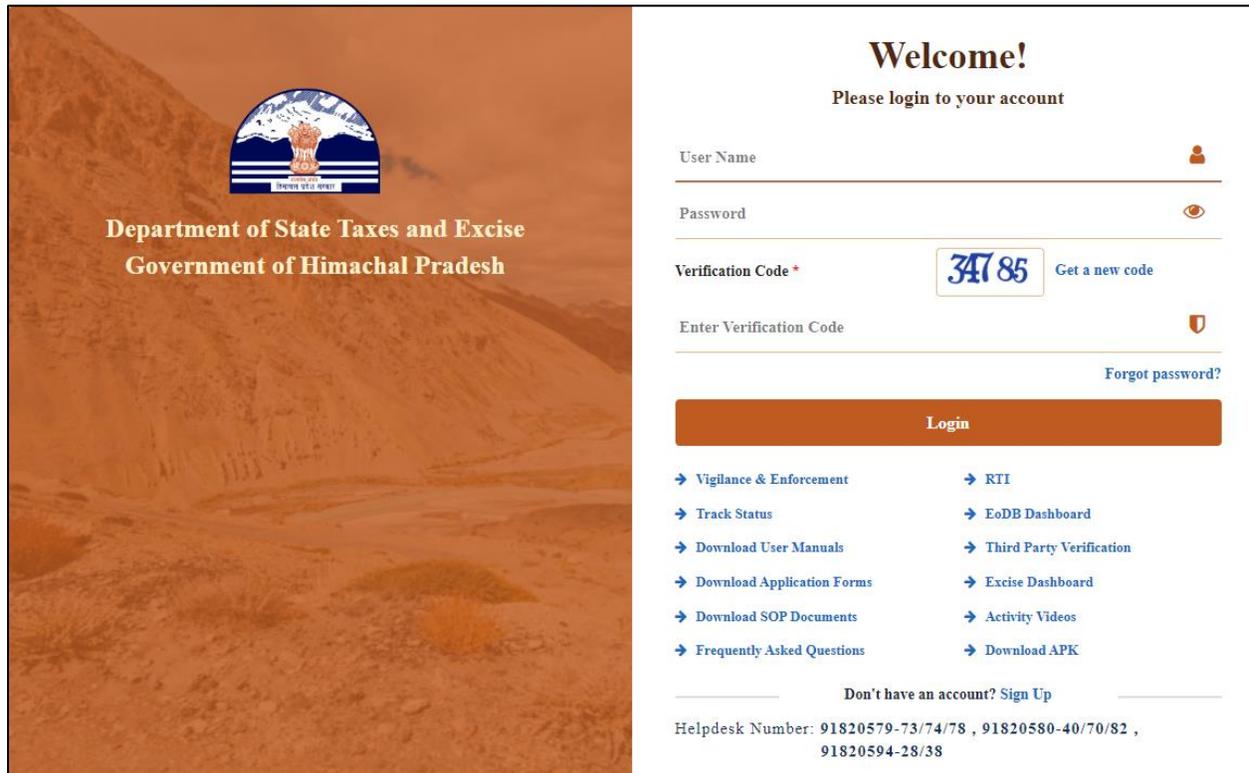
10 Search:

Sl.No	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	Forwarded to Dealing Assistant HQ	In Process
2	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	Complete

Previous Next

Dealing assistant HQ:

- Login into to the Dealing assistant HQ in central URL





Department of State Taxes and Excise
Government of Himachal Pradesh

Welcome!

Please login to your account

User Name

Password

Verification Code * 34785 [Get a new code](#)

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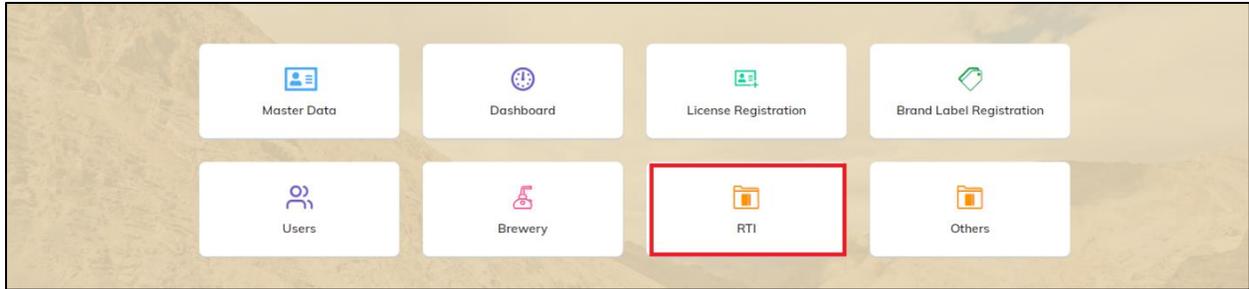
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- User required to provide valid credentials as mentioned in above figure and click on Login button.



- Click on RTI tab to view the RTI requests



- User need to click on in process Action, to provide the information regarding the RTI request

RTI Request ✕

Name

Registration No.

RTI Request

Supporting Document

Requested On

Public Information Officer Remarks

Forwarded On

Remarks

Documents No file chosen

- User Need to enter the Remarks and supporting documents to submit the RTI Request

RTI Request ✕

Name

Registration No.

RTI Request

Supporting Document

Requested On

Public Information Officer Remarks

Forwarded On

Remarks

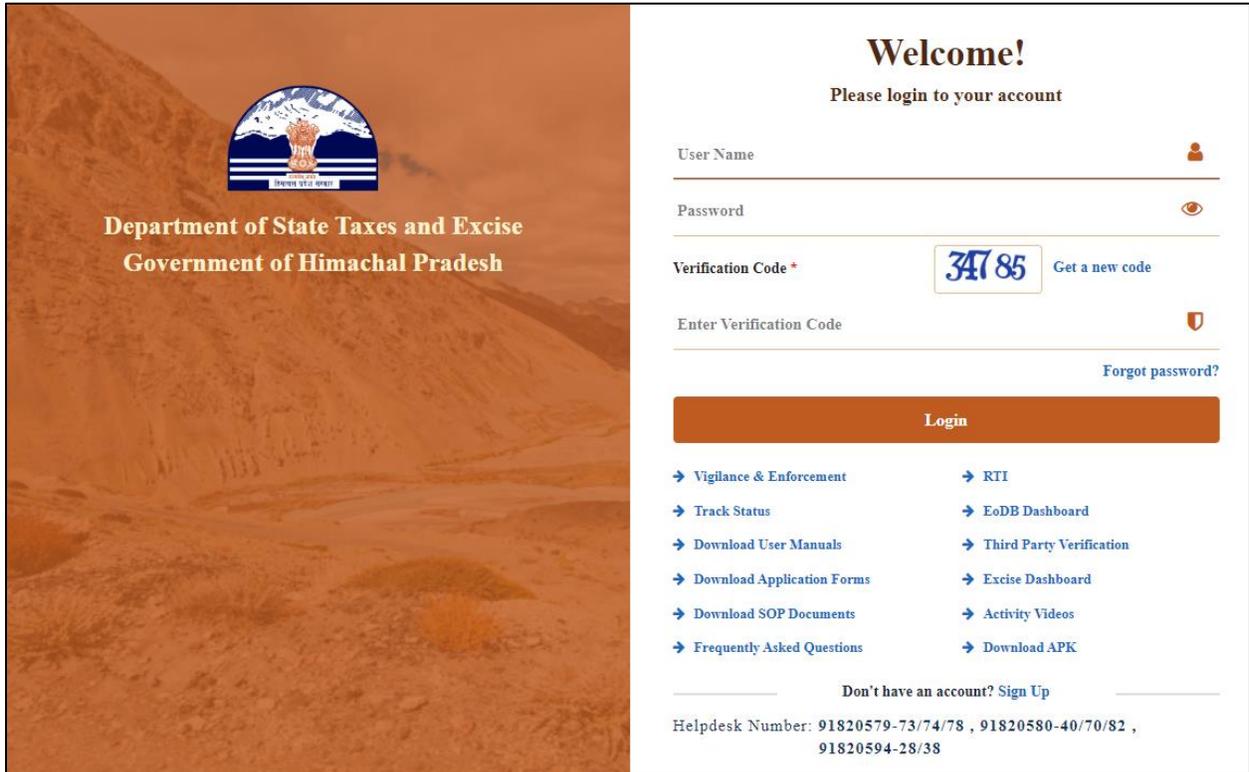
Documents Tuborg Bottl...ap image.pdf

- The Status will change after providing the information from Dealing assistant HQ as shown below fig

SI.No ^	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	Forwarded to Public Information Officer	<input type="button" value="In Process"/>
2	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	<input type="button" value="Complete"/>

- The Request is forwarded to PIO officer.

Public Information Officer:



- User required to provide valid credentials as mentioned in above figure and click on Login button.



Sl.No ^*	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	Forwarded to Public Information Officer	In Process
2	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	Complete

- Click on action to provide the information to user

RTI Request [X]

Name: chaitanya

Registration No.: RTIEX2021022200041

RTI Request: 1. Need information for Liquor shops timings in dhalli district .

Supporting Document: view

Requested On: 22-Feb-2021 11:41:05 AM

Public Information Officer Remarks: Please provide the requested details

Forwarded On: 22-Feb-2021 12:19:04 PM

Dealing Assistant HQ Remarks: Liquor shops timing are 10:30 to 9:00

Dealing Assistant HQ Uploaded Document: view

- User need to enter the remarks and fill all necessary fields.

RTI Request [X]

RTI Request: 1. Need information for Liquor shops timings in dhalli district .

Supporting Document: view

Requested On: 22-Feb-2021 11:41:05 AM

Public Information Officer Remarks: Please provide the requested details

Forwarded On: 22-Feb-2021 12:19:04 PM

Dealing Assistant HQ Remarks: Liquor shops timing are 10:30 to 9:00

Dealing Assistant HQ Uploaded Document: view

Remarks: Please find the above remarks and documents which are provided by HQ

Cancel Provide Information

- User required to click on Provide information as shown in above figure.

RTI REQUEST RTI > RTI Request

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search

10 Search:

Sl.No *	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	response sent to Requester	Complete
2	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	Complete

Previous Next

- User need to Open central URL, click on Track status

Track Status

Process:

Reference ID:

- The user needs to enter the Registration ID and select as RTI Request as process and click Track status button

Track Status

Process RTI Request ▼

Reference ID RTIEX2021022200041

Track Status

Registration No : RTIEX2021022200041

Name : chaitanya

Request Query : 1. Need information for Liquor shops timings in dhalli district .

Requested On : 22-Feb-2021 11:41:05 AM

Status : Resolved

Remarks

Date	Remarks By	Remarks	Documents
22-Feb-2021 12:19:04 PM	Mr. Chaitanya	Please provide the requested details	
22-Feb-2021 12:21:13 PM	Mr. Dealing Assistant HQ	Liquor shops timing are 10:30 to 9:00	RTIEX2021022200041_Tuborg Bottle Cap image_chaitanya.pdf
22-Feb-2021 12:23:36 PM	Mr. Chaitanya	Please find the above remarks and documents which are provided by HQ	

Satisfied
Not Satisfied

- When User Select as satisfied button, RTI Request will closed.
- When User select as not satisfied button, User can appeal using the Reference ID.
- Click on Satisfied button, to close the RTI request

Track Status

Process:

Reference ID:

Track Status

Registration No : RTIEX2021022200041
 Name : chaitanya
 Request Query : 1. Need information for Liquor shops timings in dhalli district .
 Requested On : 22-Feb-2021 11:41:05 AM
 Status : Resolved

Remarks

Date	Remarks By	Remarks	Documents
22-Feb-2021 12:19:04 PM	Mr. Chaitanya	Please provide the requested details	
22-Feb-2021 12:21:13 PM	Mr. Dealing Assistant HQ	Liquor shops timing are 10:30 to 9:00	RTIEX2021022200041_Tuborg Bottle Cap image_chaitanya.pdf
22-Feb-2021 12:23:36 PM	Mr. Chaitanya	Please find the above remarks and documents which are provided by HQ	

RTI APPEAL

- RTI Appeal will start if user is not satisfied with provided information.
- Click on Not satisfied button, to raise the RTI appeal

Track Status

Process:

Reference ID:

Track Status

Registration No : RTIEX2021022200041
 Name : chaitanya
 Request Query : 1. Need information for Liquor shops timings in dhalli district .
 Requested On : 22-Feb-2021 11:41:05 AM
 Status : Resolved

Remarks

Date	Remarks By	Remarks	Documents
22-Feb-2021 12:19:04 PM	Mr. Chaitanya	Please provide the requested details	
22-Feb-2021 12:21:13 PM	Mr. Dealing Assistant HQ	Liquor shops timing are 10:30 to 9:00	RTIEX2021022200041_Tuborg Bottle Cap image_chaitanya.pdf
22-Feb-2021 12:23:36 PM	Mr. Chaitanya	Please find the above remarks and documents which are provided by HQ	

- Open central URL, Click on RTI button than select appeal



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name 👤

Password 👁

Verification Code * 🔑

34785

[Get a new code](#)

Enter Verification Code 🛡

[Forgot password?](#)

Login

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→ Frequently Asked Questions	→ Download APK

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Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 ,
91820594-28/38

Request

Appeal

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3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. At present, the text of an application that can be uploaded at the prescribed column is confined to 3000 characters only.
6. In case an application contains more than 3000 characters, it can be uploaded as an attachment, by using column "Supporting document".
7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.
8. The applicant can pay the prescribed fee through the following modes:
 - (a) Internet banking through SBI and its associated banks;
 - (b) Using credit/debit card of Master/Visa;
 - (c) Using RuPay Card.

- User need to accept the guidelines for RTI online

7. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed fee.

8. The applicant can pay the prescribed fee through the following modes:
 (a) Internet banking through SBI and its associated banks;
 (b) Using credit/debit card of Master/Visa;
 (c) Using RuPay Card.

9. Fee for making an application is as prescribed in the RTI Rules, 2012.

10. After making payment, an application can be submitted.

11. No RTI fee is required to be paid by any citizen who is below poverty line as per RTI Rules, 2012. However, the applicant must attach a copy of the certificate issued by the appropriate government in this regard, along with the application.

12. On submission of an application, a unique registration number would be issued, which may be referred by the applicant for any references in future.

13. In case additional fee is required representing the cost for providing information, the CPIO would intimate the applicant through this portal. This intimation can be seen by the applicant through Status Report or through his/her e-mail alert.

14. For making an appeal to the first Appellate Authority, the applicant has to click at "Submit First Appeal" and fill up the page that will appear.

15. The registration number of original application has to be used for reference.

16. As per RTI Act, no fee has to be paid for first appeal.

17. The applicant/the appellant should submit his/her mobile number to receive SMS alert.

18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at "View Status".

19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.

I have read and understood the above guidelines.

- View of Appeal Form, User need to enter the Reference Number to Raise the RTI appeal application.

Appeal - Online RTI Appeal Form

<u>Personal Information</u>	<u>Request Details</u>
Registration Number: *	Ground for Appeal: *
Name:	Text for RTI Appeal application: *
Gender:	Supporting document :
Address:	Choose File No file chosen
Pincode:	
Country:	
Area Type:	
Educational Status:	
Land-Line Number:	
Mobile Number:	
Email:	

- user should enter the Reference number and the following data will be displayed as below.

Personal Information		Request Details	
Registration Number: *	<input type="text" value="RTIEX2021022200041"/>	Ground for Appeal: *	--Select--
Name:	<input type="text" value="chaitanya"/>	Text for RTI Appeal application: *	<div style="border: 1px solid #ccc; height: 60px;"></div>
Gender:	<input type="text" value="Male"/>	Supporting document :	<input type="button" value="Choose File"/> No file chosen
Address:	<input type="text" value="H.no-55/4 , neat Post Office DHALLI, SHIMLA, HIMACHAL PRADESH ."/>		
Pincode:	<input type="text" value="171012"/>		
Country:	<input type="text" value="India"/>		
Area Type:	<input type="text"/>		
Educational Status:	<input type="text"/>		
Land-Line Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="8686222316"/>		
Email:	<input type="text" value="chaitanya.g@ctel.in"/>		
Is the Applicant Below Poverty Line?:	<input type="text" value="No"/>		
<input type="button" value="Save"/>			

- User need to select Ground for appeal

Personal Information		Request Details	
Registration Number: *	<input type="text" value="RTIEX2021022200041"/>	Ground for Appeal: *	<div style="border: 2px solid red; padding: 2px;"> --Select-- --Select-- Refused action to Information Requested No Response within the time line Unreasonable amount of Fee required to pay Provide Incomplete, Misleading or False Information Any other ground </div>
Name:	<input type="text" value="chaitanya"/>	Text for RTI Appeal application: *	<div style="border: 1px solid #ccc; height: 60px;"></div>
Gender:	<input type="text" value="Male"/>	Supporting document :	<input type="button" value="Choose File"/> No file chosen
Address:	<input type="text" value="H.no-55/4 , neat Post Office DHALLI, SHIMLA, HIMACHAL PRADESH ."/>		
Pincode:	<input type="text" value="171012"/>		
Country:	<input type="text" value="India"/>		
Area Type:	<input type="text"/>		
Educational Status:	<input type="text"/>		
Land-Line Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="8686222316"/>		
Email:	<input type="text" value="chaitanya.g@ctel.in"/>		
Is the Applicant Below Poverty Line?:	<input type="text" value="No"/>		
<input type="button" value="Save"/>			

- User need to enter the text for RTI appeal application and need to upload the supporting document and click on save

Personal Information		Request Details	
Registration Number: *	<input type="text" value="RTIEX2021022200041"/>	Ground for Appeal: *	<input type="text" value="No Response within the time line"/>
Name:	<input type="text" value="chaitanya"/>	Text for RTI Appeal application: *	<input type="text" value="Requested details come after 5 months ."/>
Gender:	<input type="text" value="Male"/>	Supporting document :	<input type="button" value="Choose File"/> Carlsberg Can Cap image.pdf
Address:	<input type="text" value="H.no-55/4 , neat Post Office DHALLI SHIMLA, HIMACHAL PRADESH ."/>		
Pincode:	<input type="text" value="171012"/>		
Country:	<input type="text" value="India"/>		
Area Type:	<input type="text"/>		
Educational Status:	<input type="text"/>		
Land-Line Number:	<input type="text"/>		
Mobile Number:	<input type="text" value="8686222316"/>		
Email:	<input type="text" value="chaitanya.g@cteLin"/>		
Is the Applicant Below Poverty Line?:	<input type="text" value="No"/>		
<input type="button" value="Save"/>			

- The Request is successfully submitted
- To track the RTI appeal user need to open the Central URL and click on track status enter the Reference number

Track Status	
Process	<input type="text" value="RTI Request"/>
Reference ID	<input type="text" value="RTIEX2021022200041"/>
<input type="button" value="Track Status"/>	

- Click on track status

Track Status	
Process	<input type="text" value="RTI Request"/>
Reference ID	<input type="text" value="RTIEX2021022200041"/>
<input type="button" value="Track Status"/>	
Registration No :	RTIEX2021022200041
Name :	chaitanya
Request Query :	1. Need information for Liquor shops timings in dhalli district .
Requested On :	22-Feb-2021 11:41:05 AM
Status :	First Appeal raised to Appellate Authority

Appellate Authority:

- Login as Appellate Authority, Provide the information for First appeal



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!

Please login to your account

User Name 

Password 

Verification Code * 

34785

[Get a new code](#)

Enter Verification Code

[Forgot password?](#)

Login

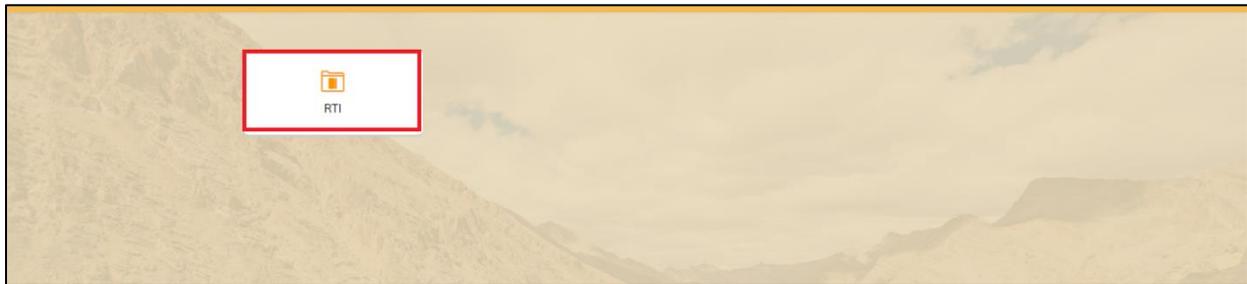
- [→ Vigilance & Enforcement](#)
- [→ Track Status](#)
- [→ Download User Manuals](#)
- [→ Download Application Forms](#)
- [→ Download SOP Documents](#)
- [→ Frequently Asked Questions](#)

- [→ RTI](#)
- [→ EoDB Dashboard](#)
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- [→ Excise Dashboard](#)
- [→ Activity Videos](#)
- [→ Download APK](#)

Don't have an account? [Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- In Main Dashboard of Appellate Authority, Click on RTI tab



- Select as RTI appeal sub tab

- RTI
- RTI Request
- RTI Appeal
- RTI Resolved

Start Date End Date

Search:

RTI > RTI Request

Sl.No *	Registration No.	Requester Name	Requested Date	Payment Status	Status	Action
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	First Appeal	Requester Raised Appeal
2	RTIEX2021022200040	sravani.ch	22-Feb-2021 10:20:35 AM	PAID	response sent to Requester	Complete

- All RTI appeal will displayed as shown in figure

RTI

RTI APPEAL

Start Date: 22-Feb-2021 End Date: 22-Feb-2021 Search

10 Search:

Sl.No *	Registration No.	Requester Name	Requested Date	Payment Status	Status	Actions
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	First Appeal	First Appeal

Previous Next

- Click on First appeal

RTI Appeal Request

Name: chaitanya

Registration No.: RTIEX2021022200041

RTI Request: 1. Need information for Liquor shops timings in dhalli district .

Supporting Document: [view](#)

Requested On: 22-Feb-2021 11:41:05 AM

Appeal Query: Requested details came after 5 months .

Remarks:

Documents: [Choose File](#) No file chosen

[Provide Information](#)

- User need to enter the all Remarks and provide documents and click on provide information

RTI Appeal Request ✕

Name

Registration No.

RTI Request

Supporting Document

Requested On

Appeal Query

Remarks

Documents Carlsberg Can image.pdf

RTI
RTI > RTI Appeal

Start Date
End Date

10
Search:

Sl.No	Registration No.	Requester Name	Requested Date	Payment Status	Status	Actions
1	RTIEX2021022200041	chaitanya	22-Feb-2021 11:41:05 AM	PAID	Response sent to Requester	<input type="button" value="APA reply to requestor appeal"/>

- To view the information provided of Appellate Authority, user need to open central URL and click on track status and enter reference id and click on satisfied

Track Status

Process RTI Request ▾

Reference ID RTIEX2021022200041

Track Status

Registration No : RTIEX2021022200041

Name : chaitanya

Request Query : 1. Need information for Liquor shops timings in dhalli district .

Requested On : 22-Feb-2021 11:41:05 AM

Status : Appellate Authority replayed to first appeal

Remarks

Date	Remarks By	Remarks	Documents
22-Feb-2021 12:19:04 PM	Mr. Chaitanya	Please provide the requested details	
22-Feb-2021 12:21:13 PM	Mr. Dealing Assistant HQ	Liquor shops timing are 10:30 to 9:00	RTIEX2021022200041_Tuborg Bottle Cap image_chaitanya.pdf
22-Feb-2021 12:23:36 PM	Mr. Chaitanya	Please find the above remarks and documents which are provided by HQ	
22-Feb-2021 02:38:29 PM	Mr. SAchin	Provided on time .recheck	RTIEX2021022200041_Carlsberg Can image_chaitanya.pdf

Satisfied
Not Satisfied

- After clicking on satisfied, RTI application will close

Track Status

Process RTI Request ▾

Reference ID RTIEX2021022200041

Track Status

Registration No : RTIEX2021022200041

Name : chaitanya

Request Query : 1. Need information for Liquor shops timings in dhalli district .

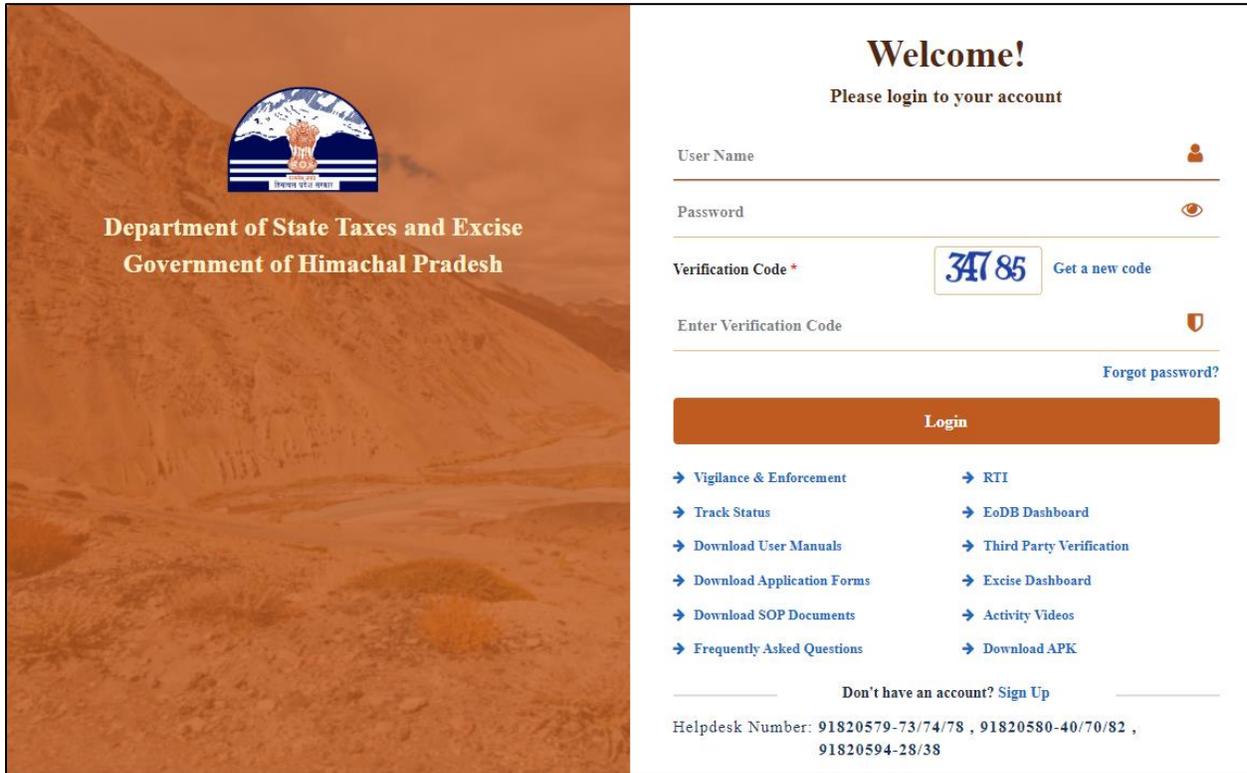
Requested On : 22-Feb-2021 11:41:05 AM

Status : Closed

RTI MIS Reports:

Public Information Officer:

- Login as public information officer Click on RTI reports



**Department of State Taxes and Excise
Government of Himachal Pradesh**

Welcome!
Please login to your account

User Name 

Password 

Verification Code *  [Get a new code](#)

Enter Verification Code 

[Forgot password?](#)

Login

- [Vigilance & Enforcement](#)
- [Track Status](#)
- [Download User Manuals](#)
- [Download Application Forms](#)
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- [RTI](#)
- [EoDB Dashboard](#)
- [Third Party Verification](#)
- [Excise Dashboard](#)
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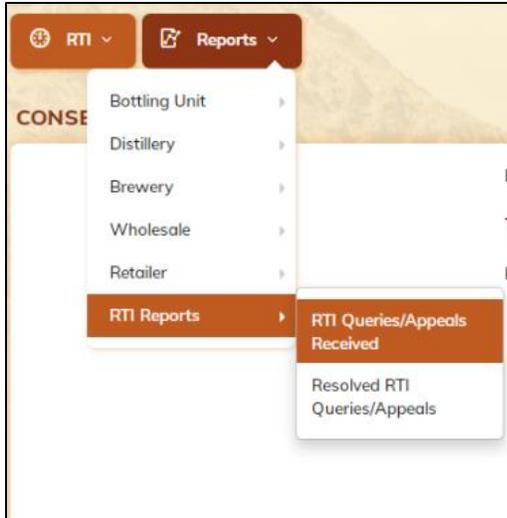
[Don't have an account? Sign Up](#)

Helpdesk Number: 91820579-73/74/78 , 91820580-40/70/82 , 91820594-28/38

- User required to Click on Reports



[Reports](#) [RTI](#)



- user required to select RTI Queries as mentioned in above figure.

The screenshot shows the 'RTI QUERIES/APPEALS RECEIVED' page. It features a breadcrumb trail: 'Reports > RTI Reports > RTI Queries/Appeals Received'. Below the header, there are two date input fields: 'From Date' and 'To Date', both set to '22-Feb-2021'. A red 'Save' button is located below the date fields.

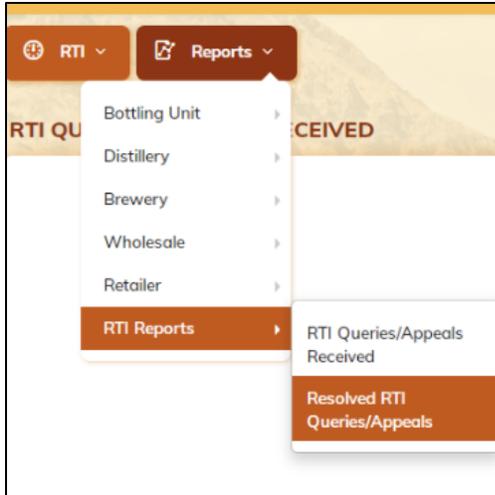
- Selection of Start date and End date and click on save button to view the MIS report
- View of RTI Queries / Appeal Received

Reporting From : 22-Feb-2021 To 22-Feb-2021

S.No.	RTI Reference No.	Applicant Name	Application Submitted on	Below Poverty Line	Amount	Subject Matter of the information	Status
1	RTIEX2021022200040	sravani.ch	22-Feb-2021	No	10	Need Information from Bottling Unit	Responce sent to Requester

Public Information Officer - 22-Feb-2021 / 03:42:32 PM

- To generate the Resolved RTI Queries / appeals click on reports



- Selection of Start date and End date and click on save button to view the MIS report



- View of the Report

Thank You.....