HIGH COURT OF GUJARAT

C I R C U L A R
No. ITC/102/2023

**LAUNCH OF ONLINE RTI PORTAL
FOR HIGH COURT AND DISTRICT JUDICIARY OF GUJARAT**

Based on the guidance and directions of Hon'ble the Acting Chief Justice, Hon'ble Judges of the I. T. Committee and the Rules Committee of the High Court of Gujarat, an Online RTI Portal has been developed in-house by the IT Cell of the High Court for the benefit of all applicants seeking information under the Right to Information Act, 2005 from the Registries of the High Court and District Judiciary of Gujarat.

As directed, this is to inform to all concerned that, the Online RTI Portal is being launched today i.e. 20th June, 2023 as a pilot implementation exercise facilitating online filing of all RTI Applications and RTI First Appeals for the High Court of Gujarat, all the District & Taluka Courts, all the Family Courts, Industrial & Labour Courts of the State of Gujarat and City Civil, Small Cause and Metropolitan Courts of Ahmedabad. The applicable fees and charges can be paid through e-payment using this Online RTI Portal. The portal is accessible from the website of the High Court of Gujarat, websites of all the District Courts and also from the direct link at https://gujarathc-casestatus.nic.in/rtiportal/.

For effective and smooth functioning of the Online RTI Portal to the optimum convenience of the stakeholders, Hon'ble the Acting Chief Justice and Hon'ble Judges have been pleased to approve the following modalities:

1. A citizen of India can register himself/herself on Online RTI Portal as a User for filing RTI Application and RTI First Appeals using a mobile number and an email address.

2. RTI Applications can be filed through the Online RTI Portal by uploading the PDF of the RTI application in prescribed proforma. In case of such an application being filed by the BPL (Below Poverty Line) Card holder, a Certified Copy or True Copy of BPL Card or Certificate issued in that behalf by the concerned Authority, should also be uploaded.

3. For the RTI Application being submitted through the Online RTI Portal, the fees and/or charges as provided in Rule 8 of Gujarat High Court (Right to Information) Rules, 2005 may also be paid through online payment.

4. For RTI Applications submitted through the RTI Portal, the reply to such application shall also be uploaded on the Portal by the office of the Ld. Public Information Officer and also sent as email to the RTI Applicant automatically by the Portal along with an SMS notification.

5. First Appeal before the Appellate Authority can also be filed through the Online RTI Portal challenging the replies of RTI Applications which were filed through this Portal, by giving the RTI Application Reference No. and uploading the First Appeal Memo in PDF. For the RTI Applications not filed through this Portal, First Appeal filing facility will also be separately provided, which would require uploading of RTI Reply as well.

6. The notices for hearing of the RTI Appeal shall be sent through email / SMS to the Appellant and will also be reflected on the RTI Portal. No hard copy notice shall be sent for appeals presented through Online RTI Portal.

7. In case of the First Appeal filed online through the RTI Portal, the order/reply to the appeal shall also be uploaded on the Portal and also sent as email to the RTI Appellant automatically by the Portal along with an SMS notification.

8. The applicable fees / charges and the practice of dealing with RTI Applications/Appeals by the office of the Ld. PIOs and First Appellate Authorities will be the same as currently being adopted.

A user guide explaining the features and functionalities of the Online RTI Portal, is appended herewith for the benefit and convenience of the RTI Applicants / Appellants.

Sd/-

REGISTRAR GENERAL

Encl.: User Guide for Online RTI Portal for the High Court and District Judiciary of Gujarat

HIGH COURT OF GUJARAT
RTI PORTAL - USER GUIDE

1.INTRODUCTION

- An applicant who desires to obtain any information under the RTI Act can apply through this Web Portal.

- The word RTI stands for 'Right to Information'.

- This act empowers the citizens of India to get information from any government department, which is required to reply expeditiously or within thirty days.

2.USER REGISTER / LOGIN

- To apply for an RTI Application, an Applicant should first register by clicking *Sign Up* for New User.
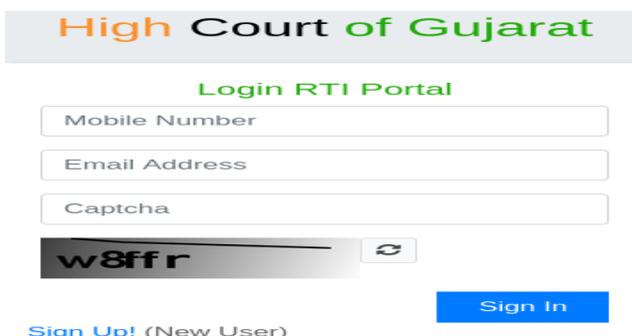
(Image: Login Screen of RTI)

- This Web Portal can only be used by Indian citizens to file an application.

- All fields marked as asterisk (*) are mandatory.

- Applicant has to fill all necessary details on the User Registration Form such as Salutation, First Name, Middle Name, Last Name etc.

- Copy of valid ID proof and Address proof must be uploaded in .pdf format having size upto 1 MB.

(Image: New User Registration)

- If the Applicant is *Below Poverty Line (BPL)* Category then select the option "**YES"** and **Upload BPL Card** in .pdf format having size upto 1 MB and fill mandatory details such as Year of Issue, BPL Card Number, Issuing Authority etc…
- Enter the displayed text in Captcha.
- Click **Get OTP** button.

(Image: BPL card information)

- After successful Registration process, the User will Login using the registered Mobile Number and Email Address.
- Click *Sign In* button.

- Applicant has to enter OTPs received through SMS & Email Address.
- Click *Validate* button.

(Image: Login and OTP Verification)

3.USER MODULE

- To File RTI Application, Click "*Submit Application*" displayed on left side of the page.
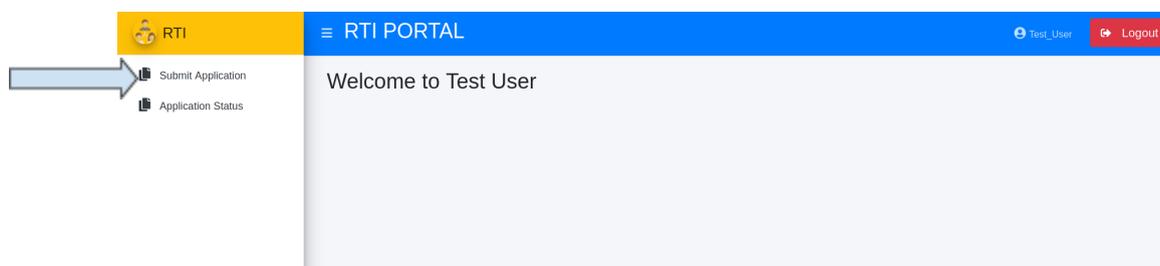
(Image: Home page of RTI portal)

- Application form screen will be displayed with the basic details of the applicant.
- Select Authority and upload RTI Application in .pdf format having size upto 1 MB.

(Image : RTI Application form)

- Click *Next* button.
- Following screen will be displayed with Application Reference number.

(Image: Status of Application)

- Application Reference number can be used for any further query.

- RTI fee is not required to be paid by the Applicant who belongs to BPL (Below Poverty Line) Category.
- Click *Pay* button.
- Fees/Copying charges once paid will not be refunded.
- The page will be redirected to SBIePAY portal as given in the screen below.

(Image: Payment window for RTI fees)

(Image: Successful Payment Screen)

- To know the status of RTI Application: Click *Application Status* link displayed on the left side page.
- Enter Application Reference Number and Click on *View Status*.
- Applicants can pay RTI Fee, Copy charge or any other charges applicable, if not paid, can be received by authority and also documents can be uploaded by received authority.

(Image: RTI Application Status)

4.FIRST APPEAL

- First Appeal can be filed by Applicants within 30 days from the expiry of such period or from the receipt of such a decision.
- Click on **File Appeal.**

- Upload First Appeal which should be in .pdf format having size upto 1 MB.
- Click **Submit** button.
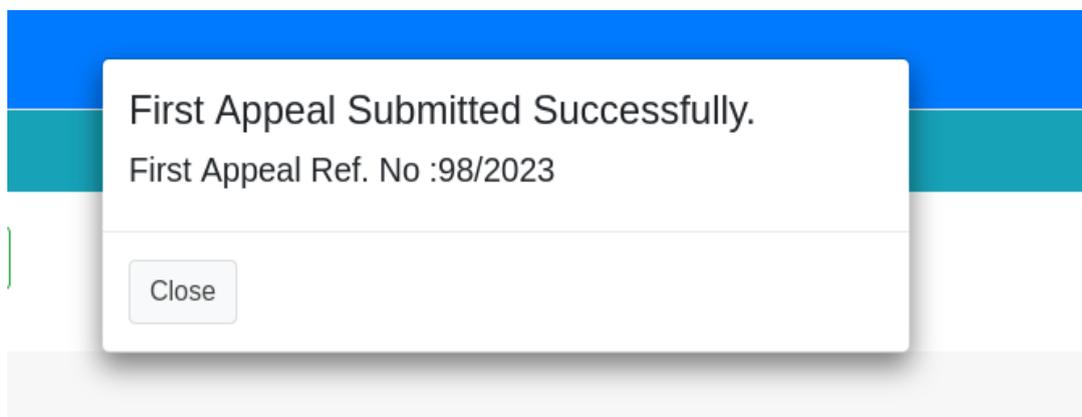- *First Appeal Reference Number* will be generated.

(Image : First Appeal for RTI)

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