

GUIDELINES FOR USING ONLINE RTI PORTAL OF HIGH COURT OF ORISSA

1. This Web Portal can be used only by Indian citizens to file Application and to make payment for Fees, Copying Charges, etc., under the Right to Information Act, 2005 (RTI Act).
2. An applicant who desires to obtain information under the RTI Act from public authorities, other than High Court of Orissa, is advised to make RTI application to the concerned Public Authorities through respective Central/State Govt. Portal.
3. Once registered and logged in, for a new application, the applicant has to fill the required details on the page that will appear. Please note that all the fields marked * (red colour Asterix) are mandatory while the others are optional.
4. The text of the application may be written at the prescribed column.
5. Any supporting document/annexures can be attached as PDF document in "Supporting document" within the specified file size.
6. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed RTI fee.
7. The applicant can pay the prescribed fee through the following modes on the IFMS, Odisha (Online Challan Payment Portal):
 1. Internet banking;
 2. Using credit/debit card of Master/Visa;
 3. UPI;
8. Fee for making RTI application: a fee of ₹10/- per application is required. However, an applicant under the Below Poverty Line (BPL) is exempted to pay the requisite application fee under the RTI Rules, 2012. An applicant filing an application under the BPL category shall attach and upload a copy of the BPL certificate issued by the appropriate government in this regard, along with the application.
9. An application would only be registered once the requisite fee has been paid successfully and final submission of the RTI form online.
10. On successful submission of an application, a unique Registration number would be generated and the same should be referred by the applicant for any future references and correspondences.

11. The application filed through this Web Portal would reach electronically to the "Central Public Information Officer" of the High Court of Orissa.
12. In case additional fee/copying charges are required representing the cost for providing information, the CPIO would intimate the applicant and the applicant can pay the same.
13. To see the status of RTI Application/First Appeal filed through this Web Portal, a user check the same, by clicking at "View Status".
14. All the requirements for filing an RTI application as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act will continue to apply.
15. The permissible maximum file size allowed on this Web Portal is 1MB.
16. The permissible file format allowed to be uploaded on this Web Portal is PDF file.
17. Fee/Copying Charges once paid through this Web Portal shall not be refunded.
18. Application shall be filed only during working hours as (i.e. from 10 am to 5 pm). If it is filled after working hours, the application will be considered for next working day.