

USER MANUAL

Right To Information (RTI)

***Computer Section,
High Court for the State of Telangana.***

THE URL FOR RTI MODULE: <https://tshc.gov.in/RTI>

RTI MODULE:

This is the home screen of RTI module.



This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking of SBI & its associate banks, debit cards and BHIM UPI. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for High Court For The State of Telangana only. RTI applications/first appeals should not be filed for other Public authorities under Central/State Govt. through this portal. Please read instructions carefully while submitting request/appeal.

PLEASE NOTE: FOR THE TIME BEING, FIRST APPEAL CANNOT BE FILED ONLINE IN CASE THE RTI APPLICATION HAS BEEN FILED PHYSICALLY.

[INSTRUCTIONS/USER MANUAL](#)

Please login to access the RTI System

Username*
(email ID)

Password*

Enter the Validation code :

914539

Login

[Forgot Password?](#)

[Not Registered Yet? Sign Up Here](#)

Online RTI Registration form:-



High Court for the State of Telangana



User Registration Form for RTI Application

Are you a Citizen of India? *

Name*

Father's Name

Gender

Address*

State*

District*

Pin code*

Is the Applicant Below Poverty Line ?* ←

BPL Card No.*

Scanned copy of BPL Card (only pdf & jpeg files having size up to 1 MB) No file chosen

Security Question*

Security Answer*

Email ID (to be used as USERNAME)

Mobile No. (for receiving SMS alerts & for receiving activation key)

Enter the validation code

Generate OTP

Please Enter OTP sent on your mobile no for requestId :

Enter the validation code

[Go back to login page](#)

1. Applicant will receive sms alerts in case he/she provides mobile number.

The fields marked * are mandatory while the others are optional.



High Court for the State of Telangana



User Registration Form for RTI Application

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Name*

Father's Name*

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Security Question*

Security Answer*

Email ID (to be used as USERNAME)*

Mphile No. (For receiving SMS alerts & for receiving activation key)*

If a citizen belongs to BPL category he/she will select the option Yes in “Is the Applicant Below Poverty Line?” field and he/she has to enter his\her BPL card no.

If a citizen belongs to Non BPL category, he/she will select the option NO in “Is the Applicant Below Poverty Line?” field and has to make a payment of RS 10 as prescribed in the DHC (RTI) Rules, 2006.

Welcome **ROHIT YADAV** High Court for the State of Telangana RTI Application

[Submit RTI Request](#) [Inbox](#) [Profile](#) [Logout](#)

User Inbox

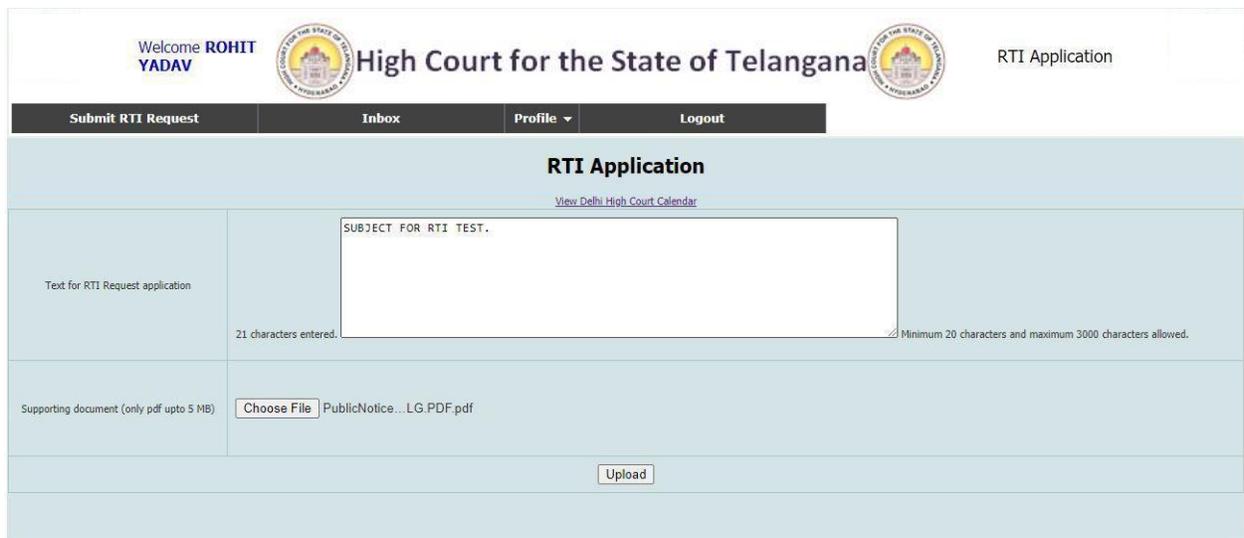
Diary No.	Reference No.	Appeal No.	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing Type	Comments

After registration the Applicant receives His/her details on the provided

mobile no. and he/she can log in to the portal with the right login details.



The RTI submission page appears on clicking the “Submit RTI Request” button.



The applicant has to enter the RTI request application in the text field within 3000 total characters.

The applicant can also upload the supporting documents (if any) in pdf format. (optional)

1. SUPPORTING DOCUMENT SHOULD BE IN PDF FORMAT AND UPTO 5 MB.
2. NO RTI FEE IS REQUIRED TO BE PAID BY ANY CITIZEN BELOW POVERTY LINE.S

In case of BPL category the applicant has to click on submit button, to submit the RTI application.

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



The screenshot displays the user interface of the High Court for the State of Telangana RTI Application portal. At the top, it says "Welcome SHOBHIT GUPTA" and "High Court for the State of Telangana RTI Application". Below this is a navigation bar with "Submit RTI Request", "Inbox", "Profile", and "Logout". A central message states: "Your RTI request filed successfully. Please note down the details of the submitted RTI." Below this message is a table with the following data:

Reference No.	100002/2021
Date of Filing	21/Sep/2021 04:03 PM

Below the table, it states: "Above mentioned information has been sent on your email:SHOBHITGUPTA1312@GMAIL.COM and Mobile No.: 9667212116" and "Once the RTI has been registered, a notification will be sent on your email:SHOBHITGUPTA1312@GMAIL.COM and Mobile No.: 9667212116". At the bottom of the page, it says "Delhi High Court, Tue Sep 21 16:03:17 IST 2021".

On submission of the application, a unique reference no. number would be issued, which may be referred by the applicant for any references in future.

If a citizen belongs to Non BPL category, i.e; he/she selected the option NO in “Is the Applicant Below Poverty Line?” field and has to make a payment of RS 10 as prescribed in the RTI Rules, 2012.

Welcome **ROHIT YADAV** High Court for the State of Telangana RTI Application

[Submit RTI Request](#) [Inbox](#) [Profile](#) [Logout](#)

Your RTI request filed successfully.
Please note down the details of the submitted RTI.

Reference No.	100001/2021
Date of Filing	21/Sep/2021 03:48 PM

Please pay RTI fee using Pay RTI Fee link available in your inbox or click on link [PAY RTI FEE](#) Please note that the RTI will be registered only when the Payment is successful.

Above mentioned information has been sent on your email:ROHIT@GG.COM and Mobile No.: 9667212116

Once the RTI has been registered, a notification will be sent on your email:ROHIT@GG.COM and Mobile No.: 9667212116 with the Last RTI reply date.

Click on PAY RTI FEE button.

Welcome **ROHIT YADAV** High Court for the State of Telangana RTI Application

[Submit RTI Request](#) [Inbox](#) [Profile](#) [Logout](#)

Make Payment for RTI Application

[View Delhi High Court Calendar](#)

Make Payment of Rs. 10 as rti charges for ref no. 100001/2021

Select Payment Mode:

Please note that SBI may levy transaction charges over the RTI/Copying charges

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.



As per RBI Guidelines all cards (physical and virtual) shall be ena

Payment Details

Debit Card

Internet Banking

BHIM UPI

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Order Summary

Order No.: 10000120211001

Merchant Name: DELHI HIGH COURT- RTI

Amount: 10.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

ONCE THE PAYMENT PROCEDURE IS COMPLETE YOUR RTI APPLICATION IS SUCCESSFULLY FILED AND THE APPLICANT SHALL RECEIVE UNIQUE REFERENCE NO. VIA SMS.

SUBMIT FIRST APPEAL.

For submitting First Appeal application, First Appeal option has to be clicked In user inbox.

Diary No.	Reference No.	Appeal No.	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing Type	Comments
200039/2021	100002/2021	NA	21/Sep/2021 4:03 PM	21/Sep/2021 4:19 PM	20-10-2021	First Appeal	COMPLETED	NA			RTI Application	

After which the first appeal submission page appears.

Ground for Appeal*

Against RTI Diary No.*

Text for First Appeal application

(max limit 3000 characters only)

FA application (only pdf file having size up to 5 MB) PublicNotic...BLG.PDF.pdf

After filling in the details and the text for the first appeal, "Upload" button needs to be pressed in order to submit the first appeal.

Welcome **SHOBHIT GUPTA** High Court for the State of Telangana RTI Application

Submit RTI Request | **Inbox** | Profile | Logout

Your RTI request filed successfully.
Please note down the details of the submitted RTI.

Reference No.	100003/2021
Date of Filing	21/09/2021 04:25 PM

Above mentioned information has been sent on your email:SHOBHITGUPTA1312@GMAIL.COM and Mobile No.: 9667212116
Once the RTI has been registered, a notification will be sent on your email:SHOBHITGUPTA1312@GMAIL.COM and Mobile No.: 9667212116

After the submission of first appeal the user shall again receive appropriate reply in respective time.

Welcome **SHOBHIT GUPTA** High Court for the State of Telangana RTI Application

Submit RTI Request | **Inbox** | Profile | Logout

User Inbox

Diary No.	Reference No.	Appeal No.	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing Type	Comments
586/2021	100004/2021	NA	21/Sep/2021 4:26 PM	21/Sep/2021 4:26 PM	20-10-2021	First Appeal Pay Copying Charges	PENDING FOR FEE PAYMENT	NA	No Attachment		RTI Application	
NA	100003/2021	NA	21/Sep/2021 4:25 PM	Will be Registered soon (in office hours)			IN-PROCESS	NA			First Appeal Appl.	
200039/2021	100002/2021	NA	21/Sep/2021 4:03 PM	21/Sep/2021 4:19 PM	20-10-2021		FIRST APPEAL FILED	NA			RTI Application	

the copying charges needs to be paid by the user against the documentation to be received.

For payment of copying charges click “pay copying charges” button and complete payment procedure.

Welcome **SHOBHIT GUPTA** High Court for the State of Telangana RTI Application

Submit RTI Request | **Inbox** | Profile | Logout

Make Payment for RTI Application

[View Delhi High Court Calendar](#)

Make Payment of Rs. 11 as copying charges for ref no. 100004/2021

Select Payment Mode: **NetBanking**

Please note that SBI may levy transaction charges over the RTI/Copying charges

PAY

LOGS

Messages received for Req. No. 100002/2021
<u>At 21-09-2021 4:20 PM from Registry</u>
completed
<u>At 21-09-2021 4:03 PM</u>
BPL USER RTI TEXT SUBMISSION 100002/2021
Back

The user can access comment logs in “COMMENT” section.

Edit details and credentials

The user can edit personal details in “EDIT PROFILE” section.

Welcome **ROHIT YADAV**  **High Court for the State of Telangana**  RTI Application

[Submit RTI Request](#) [Inbox](#) [Profile](#) [Logout](#)

Edit Profile

Address*	<input type="text" value="NAJAFGARH"/>
State*	<input type="text" value="Delhi"/>
District*	<input type="text" value="DELHI, CENTRAL DISTT."/>
Pin code*	<input type="text" value="123123"/>
Mobile No.*	<input type="text" value="9667212116"/>

The password can be changed in “Change Password” section.

Welcome **ROHIT YADAV**  **High Court for the State of Telangana**  RTI Application

[Submit RTI Request](#) [Inbox](#) [Profile](#) [Logout](#)

Change Password

Strong Password requirement: The password must be at least 8 characters and at most 20 characters long. It should have atleast one digit,one lower case alphabet,one upper case alphabet and one special character. White spaces are not allowed.

Current Password:*	<input type="text"/>
New Password:*	<input type="text"/>
Confirm New Password:*	<input type="text"/>