

USER MANUAL

District Court - Right To Information (D.C.R.T.I)

NOTE:

Online RTI Appeals can only be filed on Online RTI Applications filed through the dedicated portal. Online RTI Appeals cannot be filed on physically filed RTI Applications.

THE URL FOR DCRTI Application: <https://rti.tshc.gov.in/>

This is the home screen of RTI module.



HIGH COURT
FOR THE STATE OF TELANGANA

R.T.I For High Court & District Courts of Telangana
This portal is for filing RTI applications and appeals in the High Court and District Courts For The State Of Telangana.

Definitions

(1) "information" means any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, log books, contracts, reports, papers, samples, models, data material held in any electronic form and information held by or under the control of any public authority under any other law for the time being in force, and includes any—

(a) by or under the Constitution;

(b) by any other law made by Parliament;

(c) by any other law made by State Legislature;

(d) by notification issued or order made by the public authority;

(e) body owned, controlled or substantially controlled by a public authority;

(f) non-Government organisation substantially controlled or indirectly by funds provided by the public authority;

(g) "record" includes—

(a) any document, manuscript and file;

(b) any microfiche, microfilm and facsimile copy of a document;

(c) any computer print-out;

(d) any other material.

Telangana Judicial RTI Portal

Right to Information

Subject to the provisions of this Act, all citizens shall have the right to information.

Request for obtaining information.

(1) A person, who desires to obtain any information under this Act, shall make a request in writing to the Public Information Officer or State Public Information Officer, as the case may be, in the prescribed form and pay the application fees and other details.

Scan here for QR Code



Login

Email Id

Password

Enter the Validation code*

99Y9X 

[Forgot Password?](#)

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

[Instructions/User Manual](#)

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Citizen Registration

Citizen need to enter all mandatory fields, for provided mobile number Citizen will receive OTP, Password & RTI Application statuses.

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



HIGH COURT
FOR THE STATE OF TELANGANA

R.T.I For District Courts of Telangana
This portal is for filing RTI applications and appeals in the District Courts For The State Of Telangana.

* Mandatory Fields

Use TAB key for Navigation

Are you a Citizen of India?*

Gender

PinCode*

Scanned copy of BPL Card * (only pdf & jpeg files having size up to 1MB)

Email ID * (to be used as USERNAME)*

Generate OTP

Name* Note:- Only alphabets A-Z a-z and two special characters . and 'Space' are allowed.

Address* Note:- Only alphabets A-Z a-z number 0-9 and special characters /, \, - , _ () # are allowed.

Is the Applicant Below Poverty Line ?*

Security Question*

Mobile No * (For receiving SMS alerts and Activation Key)*

Please Enter OTP sent on your mobile no for requestId

Father's Name* Note:- Only alphabets A-Z a-z and two special characters . and 'Space' are allowed.

State*

District*

BPL Card No*

Security Answer*

Validation code* **Q88FWB** Enter the Validation code

Validation code* **SWFGIB** Enter the Validation code

Register


[Go back to login page](#)

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1. 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 and has to upload a scanned copy of BPL card.
2. 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.
3. While registration the Applicant receives His/her details(OTP for Mobile Number authentication & thereafter will receive Password to Login into RTI Portal) on the provided mobile no. and he/she can log in to the portal with the right login details.
4. After 1st time login or after Password Reset login Citizen will be redirected to Change Password.

Welcome : testnic1@gmail.com 28/12/2024 11:05:27



DISTRICT COURT
FOR THE STATE OF TELANGANA

Submit RTI Request
Inbox
Change Password
Profile
Logout

Change Password

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

!

Update Password

Your Password is expired, Please Update Password

OK

Update Password

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C.R.T.I

EX

User Manual – District R.T.I

5. New Password should be according to Password Policy.

Welcome : testnic1@gmail.com

DISTRICT COURT
FOR THE STATE OF TELANGANA

28/12/2024 11:06:48

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

Change Password

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

Current Password*
666666

New Password*
[Masked]

- ✔ Atleast one Lower case letter
- ✔ Atleast one Upper case letter
- ✘ Atleast one Number
- ✔ Atleast one Special Character
- ✘ Atleast 8 characters & Maximum 30 characters

Confirm Password*
Enter Confirm Password

Update Password

6. After successful password update, user will be redirected to Login Page. After Login Inbox page will be displayed, where Citizen can access the statuses of RTI he/she filed.

Welcome : testuser@we.lk

DISTRICT COURT
FOR THE STATE OF TELANGANA

30/12/2024 12:33:47

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

User Inbox

Search here
Search...

S.No	Dairy No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	151	10060/2024	28/08/2024 10:51	28/08/2024 10:53	27/09/2024	N/A	Assigned	NA	[Download]	-	First Appeal	[Comment]
2	-	10052/2024	08/08/2024 16:26	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	[Download]	-	RTI	-
3	-	10051/2024	08/08/2024 16:22	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	[Download]	-	RTI	-
4	-	10050/2024	31/07/2024 12:19	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	[Download]	-	RTI	-
5	153	10048/2024	28/07/2024 06:54	09/12/2024 16:25	08/01/2025	Pay RTI Charges	Assigned	Pending	[Download]	[Download]	RTI	[Comment]

2 | 3 | 4 | Next | Last

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

8. Here Given Option to File The RTI For The District and high-court .

Welcome : NAGARAJU

DISTRICT COURT
FOR THE STATE OF TELANGANA

02/07/2026 15:37:16
Email ID: nagarajuperugu7730@gmail.com

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

RTI Application

[View High Court for the State of Telangana Calendar](#)
[View District Court for the State of Telangana Calendar](#)

Text for RTI Request Application
Enter The Text
0/3000

Supporting Document (only pdf upto 5MB)
+ Upload a file

Note: only alphabets A-Z a-z number 0-9 and special characters, _ 0 # are allowed. Minimum 20 characters and maximum 3000 characters allowed.

Choose RTI Court Type*
 RTI For High Court Of Telangana
 RTI For District Courts Of Telangana

District*
Select District

Complex*
Select Complex

Submit

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User Manual – District R.T.I

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.

- a. Please enter subject of RTI & upload supporting valid pdf file(optional).
- b. Please choose District & Court complex to which RTI need to be filled.

7.After successful filing of RTI,

- a. if the citizen/user is Below Poverty Line(BPL) then RTI will be submitted to respective Court Complex – APIO & navigated to User inbox page.

Sr.No	Slary Fee	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI/Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	-	10067/2024	28/12/2024 11:44	Will be Registered soon (in office hour)	Will be Registered soon (in office hour)	NA	Not Yet Registered	NA		-	RTI	-
2	-	10066/2024	28/12/2024 11:20	Will be Registered soon (in office hour)	Will be Registered soon (in office hour)	NA	Not Yet Registered	NA		-	RTI	-
3	RS	10058/2024	27/06/2024 16:44	27/06/2024 16:15	26/09/2024	First Appeal	Registered	NA		-	RTI	

- b. If the citizen/user is Above Poverty Line(Non-BPL) then citizen needs to pay **RS 10 /-** towards RTI Application fee as prescribed in the DHC (RTI) Rules, 2006. For that user will be redirected to Payment Confirmation page thereby SBI Payment page.

Reference No: 10029/2024

Date Of Filing: 28/06/2024 11:43

Please pay RTI Fee using pay RTI Fee Link Available 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 Mobile No: 9553942015

Once the RTI has Registered, a notification will be sent on your Mobile No: 9553942015

Welcome : NAGARAJU


DISTRICT COURT
 FOR THE STATE OF TELANGANA

02/07/2026 15:42:54

Email ID: nagarajuperugu7730@gmail.com

Submit RTI Request

Inbox

Change Password

Profile

Logout

Make payment For RTI Application

Make A payment Of RS.10 as Rti Charges for ref no. 101662/2026

Please Note That SBI May hevy Transaction Charges Over The RTI / Copying Charges

Pay

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SBIePay

Contact-based points of usage [i.e. ATM's and Point of Sale (POS) devices] within India. For card not present (Domestic and International) transactions Card holder has to enable the card for such tra

Payment Details

Credit Card
 Internet Banking
 SBI Branch Payment

Popular Banks
 All Banks
 SBIePay Test Bank

Use your GSTIN for claiming input tax (Optional)

Pay Now

Order Summary

Order No.: 1002920241011
 Merchant Name: multiAccountPayment2
 Amount: 10.00
 Processing fee: 8.50 INR
 GST: 1.53 INR
 Total: 20.03 INR
 APM ID: PG_TRANS_398

You can check the transaction status using the following link - [Click Here](#)

[iPay](#) [netbanking](#) [UPI](#) [QR](#) [QR](#)

9. After Successful Payment, citizen filed RTI will be submitted to respective Court Complex - APIO

Telangana State District Court
 Transaction Status

Transaction Successful

Acknowledgement

Please Note Down Following Details

Transaction No	1003020241012
Received a sum of Rs	10
Bank ATRN	0604330988212
Date	28 June 2024 11:56 am
Reference No	10030/2024

Note: Acknowledgment is subject to realization of the amount.

Print
 Thank You

NOTE: As long Payment is not completed/not successful, RTI application will not be submitted to Court Complex - APIO & will be remained in Payment Pending status.

User Manual – District R.T.I

10. In case of BPL after successful RTI submission and in case of after successful RTI Application fee, a unique Reference number will be generated.

Welcome : testnic1@gmail.com

DISTRICT COURT
FOR THE STATE OF TELANGANA

28/12/2024 11:54:58

Submit RTI Request **Inbox** Change Password Profile Logout

User Inbox

Search here

Search:

Sr.No	Diary No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	154	10067/2024	28/12/2024 11:44	28/12/2024 11:54	27/01/2025	NA	Registered	NA		-	RTI	
2	-	10066/2024	28/12/2024 11:20	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	NA	Not Yet Registered	NA		-	RTI	-
3	161	10058/2024	27/08/2024 15:44	27/08/2024 16:15	26/09/2024	First Appeal	Registered	NA		-	RTI	

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11. Once after APIO registered RTI application, Diary No, RTI last date to reply, status will be generated. If RTI application is rejected, status of that RTI application will be changed to 'Rejected'.

Welcome : testnic1@gmail.com

DISTRICT COURT
FOR THE STATE OF TELANGANA

28/12/2024 11:54:58

Submit RTI Request **Inbox** Change Password Profile Logout

User Inbox

Search here

Search:

Sr.No	Diary No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	154	10067/2024	28/12/2024 11:44	28/12/2024 11:54	27/01/2025	NA	Registered	NA		-	RTI	
2	-	10066/2024	28/12/2024 11:20	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	NA	Not Yet Registered	NA		-	RTI	-
3	161	10058/2024	27/08/2024 15:44	27/08/2024 16:15	26/09/2024	First Appeal	Registered	NA		-	RTI	

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12. RTI application can be disclosed in following 7 ways (RTI Status):

- Completed
- Payment pending for copying charges
- Partially complete
- Assigned
- Rejected/Denied
- Payment completed for copying charges
- Information being collected

User Manual – District R.T.I

13. Status of RTI application will be displayed in User Inbox page under 'status' and information shared/ comments added by APIO will displayed in comments section of User Inbox.

Welcome : testnic1@gmail.com

DISTRICT COURT FOR THE STATE OF TELANGANA

28/12/2024 11:58:37

Submit RTI Request **Inbox** Change Password Profile Logout

User Inbox

Search here

Sr.No	Dairy No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	154	10067/2024	28/12/2024 11:44	28/12/2024 11:54	27/01/2025	NA	Registered	NA	Download RTI Application	-	RTI	Messages received for Reg. No.10067/2024 28/12/2024 11:58 info From APIO, Ptl. Dist Court, Warangal Rti application will be disclosed soon 28/12/2024 11:44 test upload rti application
2	-	10066/2024	28/12/2024 11:20	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	NA	Not Registered	-	-	-	-	-
3	161	10058/2024	27/08/2024 15:44	27/08/2024 16:15	26/09/2024	First Appeal	Registered	-	-	-	-	-

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14. If application status is 'Pending for copying charges', 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 : testuser@we.tk

DISTRICT COURT FOR THE STATE OF TELANGANA

30/12/2024 11:24:11

Submit RTI Request **Inbox** Change Password Profile Logout

User Inbox

Search here

Sr.No	Dairy No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	151	10060/2024	28/08/2024 10:51	28/08/2024 10:53	27/09/2024	NA	Assigned	NA	Download RTI Application	-	First Appeal	-
2	-	10052/2024	08/08/2024 16:26	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	Download RTI Application	-	RTI	-
3	-	10051/2024	08/08/2024 16:22	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	Download RTI Application	-	RTI	-
4	-	10050/2024	31/07/2024 12:19	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending	Download RTI Application	-	RTI	-
5	153	10048/2024	29/07/2024 06:54	09/12/2024 16:25	08/01/2025	Pay RTI Charges	Assigned	Pending	Download RTI Application	Download RTI Reply	RTI	-

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First Appeal Submission

15. In the following cases First Appeal link is enabled.

- If RTI application is not completed within last date to reply.
- If RTI application is completed.

Note: First appeal link will be enabled only 30 days.

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16. First Appeal will be filed by clicking on 'First Appeal' in User Inbox.

Note: No Application fee for First Appeal.

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User Manual – District R.T.I

16. By successfully filing First Appeal .

Welcome : testnic1@gmail.com

Your First Appeal Request Filed Successfully with Reference No: 10068/2024

26/12/2024 12:15:13

Submit RTI Request | **Inbox** | Change Password | Profile

User Inbox

Search here

S.No	Dist No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type*	Comments
1	154	10068/2024	26/12/2024 12:13	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	NA	Not yet Registered	NA		-	First Appeal	-
2	154	10067/2024	26/12/2024 11:44	26/12/2024 11:54	27/01/2025	NA	Completed	Successful			RTI	
3	-	10066/2024	26/12/2024 11:20	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	NA	Not yet Registered	NA		-	RTI	-
4	161	10058/2024	27/09/2024 15:44	27/09/2024 16:15	26/09/2024	First Appeal	Registered	NA		-	RTI	

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EDIT PROFILES

17. By clicking on Profile Citizen/ User Profile will be displayed. Through this citizen details including mobile number can be changed.

Welcome : testuser@we.lk

DISTRICT COURT FOR THE STATE OF TELANGANA

30/12/2024 11:33:54

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

Edit Profile

Address
* Note: Only alphabets A-Z a-z number 0-9 and special characters /, \, - , { } # are allowed.

88987778,ij,jbhj,hyd-889

State*
Tamilnadu

District*
CHENNAI

PinCode*
569996

Mobile Number*
9653942015

Submit

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18. After successfully updating profile details.

[BACK TO INDEX](#)

Welcome : testuser@we.lk

Dear testchekon, Your profile is Updated Successfully

30/12/2024 11:42:15

Submit RTI Request | **Inbox** | Change Password | Profile

User Inbox

Search here

Search:

Scho	Daily No	Reference No	Filing Date	Registration Date	RTI Reply Last Date	Action Required	Status	RTI Pay Status	Download RTI Application	Download RTI Reply	Filing type	Comments
1	151	10060/2024	28/08/2024 10:51	28/08/2024 10:53	27/09/2024	NA	Assigned	NA		-	First Appeal	
2	-	10052/2024	08/08/2024 16:26	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending		-	RTI	-
3	-	10051/2024	08/08/2024 16:22	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending		-	RTI	-
4	-	10050/2024	31/07/2024 12:19	Will be Registered soon (in office hours)	Will be Registered soon (in office hours)	Pay RTI Charges	Not Yet Registered	Pending		-	RTI	-
5	153	10048/2024	29/07/2024 06:54	09/12/2024 16:25	08/01/2025	Pay RTI Charges	Assigned	Pending			RTI	

2 3 4 Next Last

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Change Password

19. By clicking on Profile Citizen/ User Profile will be displayed. Through this citizen details including mobile number can be changed.

Welcome : testuser@we.lk

DISTRICT COURT FOR THE STATE OF TELANGANA

30/12/2024 11:43:11

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

Change Password

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

Current Password*

New Password*

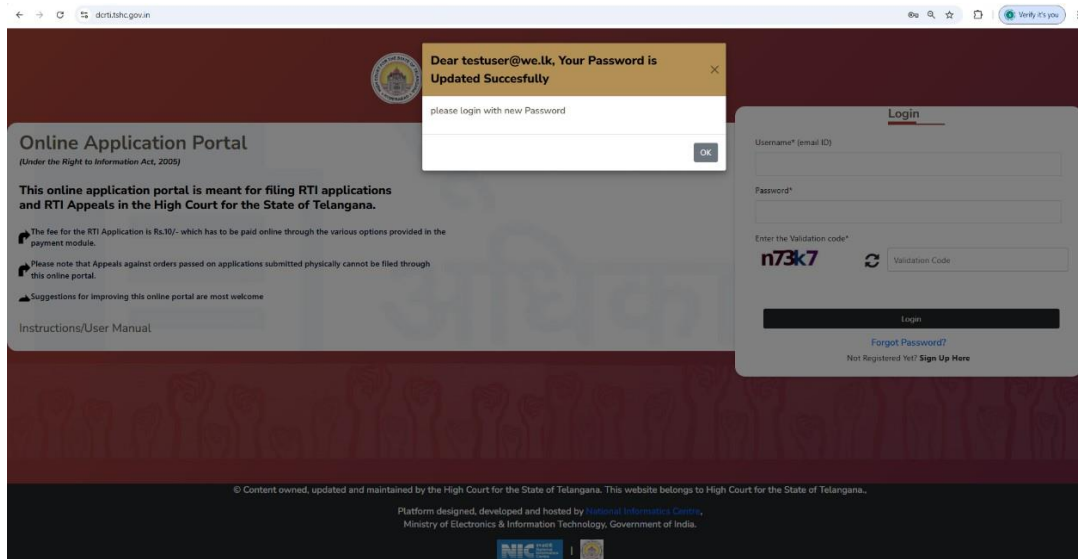
- Atleast one Lower case letter
- Atleast one Upper case letter
- Atleast one Number
- Atleast one Special Character
- Atleast 8 characters & Maximum 30 characters

Confirm Password*

Update Password

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20. After updating with a valid password, user will be logged out and can be logged in with new password.



In Case of Forgot Password, Citizen as two options to Reset Password.

- Password Reset through OTP.
 - Password Reset through Security Question
- Note: In both case new password will be sent to registered mobile number

Password Reset using Mobile Number

- Enter Email Id & Mobile Number submitted at Citizen Registration. By clicking on 'Generate OTP' OTP will be sent to registered mobile number.
- Enter the received OTP & thereafter successful submission, newly generated password will be sent to registered mobile number.
- Citizen can be login with newly generated password.

Forgot Password Please enter the User Name

User Name* (email ID)

Enter User Name

Mobile Number

Enter Mobile Number

VUDVFZ Enter CAPTCHA

Enter CAPTCHA Code

Generate OTP

Enter OTP for request ID

Enter OTP

Enter the Security Code

L32PW9 Enter CAPTCHA

Enter CAPTCHA Code

Submit

[Go back to login page](#)

Password Reset using Security Question

- Enter Email Id, Security Question will automatically displayed which is selected at Registration.
- Enter the valid answer & thereafter successful submission, newly generated password will be sent to registered mobile number.
- Citizen can be login with newly generated password.



HIGH COURT
FOR THE STATE OF TELANGANA

R.T.I For District Courts of Telangana

This portal is for filing RTI applications and appeals in the District Courts For The State Of Telangana.

Forgot Password Please enter the User Name

<p>User Name* (email Id)</p> <input type="text" value="Enter User Name"/>	<p>Security Question</p> <input type="text" value="Security Question"/>
<p>Security Answer</p> <input type="text" value="Enter Security Answer"/>	<p>CAPTCHA B4VFU4 Enter CAPTCHA</p> <input type="text" value="Enter CAPTCHA Code"/>
<input type="button" value="Submit"/>	
<p>Go back to login page</p>	

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