



ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ
(ਰਜਿ: ਦਫਤਰ: ਪੀ.ਐਸ.ਈ.ਬੀ., ਹੈੱਡ-ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001, ਪੰਜਾਬ)

ਕਾਰਪੋਰੇਟ ਆਇਡੈਂਟਿਟੀ ਨੰਬਰ:- U40109PB2010SGC033814

ਦਫਤਰ: ਪ੍ਰਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਐਚ.ਆਈ.ਐਸ. ਤੇ ਡੀ. (ਆਰ.ਟੀ.ਆਈ. ਸੈੱਲ), ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ, ਪਟਿਆਲਾ

ਟੈਲੀਫ਼ੋਨ ਨੰ:- 0175-2922986

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ਵੈਬਸਾਇਟ: www.pstcl.org

ਵੱਲ

ਸਮੂਹ ਪਹਿਲੀ ਅਪੀਲੀ ਅਥਾਰਟੀ/ ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ,
ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ
(ਨੱਥੀ ਲਿਸਟ ਅਨੁਸਾਰ)।

ਮੀਮੋ ਨੰ. 13420/13449

ਮਿਤੀ: 29/09/2023

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ RTI Portal ਵਿੱਚ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਅਦਾਰੇ ਨੂੰ On-board ਕਰਨ ਸਬੰਧੀ।

ਉਪਰੋਕਤ ਵਿਸ਼ਾ ਚਰਚਿਤ ਮਾਮਲੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰ ਵਲੋਂ ਰੈਫਰੇਂਸ ਨੰ. DGR-PSeGORTI/9/2023-TECHNICAL-DGR/6277 ਮਿਤੀ 29.08.2023 ਰਾਹੀਂ ਲਿਖਿਆ ਗਿਆ ਹੈ ਕਿ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ RTI Portal (<https://rti.punjab.gov.in/>) ਵਿੱਚ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਅਦਾਰੇ ਨੂੰ On-board ਕੀਤਾ ਜਾਵੇ। ਇਸ ਦੇ ਸਬੰਧ ਵਿੱਚ ਇਸ ਦਫਤਰ ਵਲੋਂ ਸੰਕਲਿਤ ਮਾਮਲਾ ਉੱਚ ਅਧਿਕਾਰੀਆਂ ਦੇ ਸਨਮੁੱਖ ਵਿਚਾਰਨ ਹਿੱਤ ਪੇਸ਼ ਕੀਤਾ ਗਿਆ ਸੀ, ਜਿਸ ਨੂੰ ਵਾਚਣ ਉਪਰੰਤ ਮਾਨਯੋਗ ਡਾਇਰੈਕਟਰ/ ਪ੍ਰਬੰਧਕੀ, ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ. ਜੀ ਵਲੋਂ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਅਦਾਰੇ ਨੂੰ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ RTI Portal ਤੇ On-board ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਗਈ ਹੈ।

ਇਸ ਉਪਰੰਤ, ਇਸ ਦਫਤਰ ਵਲੋਂ ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰ ਨੂੰ 'List of all Appellate Authorities and PIOs of PSTCL depicting respective HRMS IDs' ਦੀ ਕਾਪੀ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਗਈ ਸੀ। ਹੁਣ, ਪ੍ਰਸ਼ਾਸਨਿਕ ਸੁਧਾਰ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਦਫਤਰ ਵਲੋਂ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਅਧੀਨ ਆਉਂਦੇ ਸਮੂਹ ਪਹਿਲੀ ਅਪੀਲੀ ਅਥਾਰਟੀ/ ਲੋਕ ਸੂਚਨਾ ਅਧਿਕਾਰੀ (ਨੱਥੀ ਲਿਸਟ ਅਨੁਸਾਰ) ਦੇ User-IDs / Passwords ਜਾਰੀ ਕੀਤੇ ਗਏ ਹਨ। ਇਸ ਦੇ ਮੱਦੇਨਜ਼ਰ 'user-ids' ਸਮੇਤ ਹੋਰ ਸਬੰਧਤ ਵੇਰਵੇ ਆਪ ਜੀ ਦੇ ਦਫਤਰਾਂ ਨੂੰ ਈ-ਮੇਲ ਰਾਹੀਂ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜ ਦਿੱਤੇ ਗਏ ਹਨ। ਇਹ ਸੂਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ ਮਿਤੀ 03.10.2023 ਨੂੰ ਦੁਪਹਿਰ 03:00 ਵਜੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ RTI Portal ਤੇ on-board ਹੋ ਜਾਵੇਗਾ ਅਤੇ ਆਪ ਜੀ ਦੇ user-accounts ਦੀ ਵੀ activation ਹੋ ਜਾਵੇਗੀ।

ਵਰਨਣਯੋਗ ਹੈ ਕਿ user-manual (PIO-Public Information Officer) ਅਤੇ user-manual (First Appellate Authority) ਦੀ ਕਾਪੀ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ RTI Portal (<https://rti.punjab.gov.in/>) ਤੇ ਉਪਲੱਬਧ ਹੈ

(ਕਾਪੀਆਂ ਨੱਥੀ), ਜਿਸ ਦੇ ਸਬੰਧ ਵਿੱਚ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਨ੍ਹਾਂ user-manuals ਵਿੱਚ ਦਰਜ ਹਦਾਇਤਾਂ ਅਤੇ ਆਰ.ਟੀ.ਆਈ. ਐਕਟ ਦੇ ਪ੍ਰਚਲਿਤ ਨਿਯਮਾਂ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ 'ਆਰ.ਟੀ.ਆਈ. ਪੋਰਟਲ ਰਾਹੀਂ ਜਨਤਾ ਤੋਂ ਪ੍ਰਾਪਤ ਹੋਣ ਵਾਲੀਆਂ ਦਰਖਾਸਤਾਂ' ਦਾ ਆਪ ਜੀ ਵਲੋਂ ਸਮੇਂ-ਸਿਰ ਨਿਪਟਾਰਾ ਕੀਤਾ ਜਾਵੇ।

ਇਹ ਆਪ ਜੀ ਦੀ ਲੋੜੀਂਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿਤ ਹੈ ਜੀ।

ਨੱਥੀ/ ਉਪਰੋਕਤ ਅਨੁਸਾਰ

29/09/23
ਪ੍ਰਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਐਚ.ਆਈ.ਐਸ. ਤੇ ਡੀ.,
ਪੀ.ਐਸ.ਟੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ

ਸੀ.ਸੀ.

13450
dt. 29/09/2023

Head SeMT, Department of Governance Reforms (DGR), Govt. of Punjab,
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LIST AND ADDRESSES OF APPELLATE AUTHORITIES and PIOs OF PSTCL.

Administrative Department - Department of Power

Sub-Department - Punjab State Transmission Corporation Limited (PSTCL)

Sr. No.	iHRMS ID	Employee ID	Name of Officer	Present post held	Designated Appellate Authority / PIO	Office Address	Official Mobile No.	Office E-mail address	District
A.	Chairman-cum-Managing Director, PSTCL, Patiala.								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala..	96461-18801	ce-hr@pstcl.org	Patiala
2	497253	105404	Er. Prem Chand	SE/ Tech. Audit-cum- OSD- to CMD, PSTCL, Patiala.	PIO	Dy. Chief Engineer/ Tech. Audit , PSTCL, Patiala	96461-08969	se-ta@pstcl.org	Patiala
B.	Director/Administration, PSTCL, Patiala.								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala.	96461-18801	ce-hr@pstcl.org	Patiala
2	491750	501014	Er. Mohit Gupta	Sr. Xen to Director/Admn. PSTCL,Patiala.	PIO	O/o Director/ Admin. PSTCL, The Mall, Patiala	96461-03059	dir-admin@pstcl.org	Patiala
C.	Director/ Technical, PSTCL, Patiala.								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala.	96461-18801	ce-hr@pstcl.org	Patiala
D.	Director/ Finance & Commercial, PSTCL, Patiala.								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala..	96461-18801	ce-hr@pstcl.org	Patiala
2	491452	503005	Sh. Vipam Kansal	Dy. CAO	PIO	O/o Director/ F&C, PSTCL, The Mall, Patiala.	96461-07717	dir-fc@pstcl.org	Patiala
E.	Company Secretary, PSTCL, Patiala								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala.	96461-18801	ce-hr@pstcl.org	Patiala
2	491168	506001	Sh. Sahil Pandey	Company Secretary	PIO	Company Secretary., PSTCL, The Mall, Patiala.	96461-02001	comp-secy@pstcl.org	Patiala
F.	Legal Section, PSTCL, Patiala								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala.	96461-18801	ce-hr@pstcl.org comp-secy@pstcl.org	Patiala
2	491168	506001	Sh. Sahil Pandey	Company Secretary	PIO	Company Secy., PSTCL, The Mall, Patiala.	96461-02001		Patiala

Sr. No.	iHRMS ID	Employee ID	Name of Officer	Present post held	Designated Appellate Authority / PIO	Office Address	Official Mobile No.	Office E-mail address	District
G.	Chief Financial Officer, PSTCL, Patiala.								
1	496783	106771	Sh. Sudhir Kumar	Chief Financial Officer	Appellate Authority	CFO, PSTCL, Shakti Sadan, Patiala	96461-37358	cfo@pstcl.org	Patiala
2	492091	503002	Sh. Sumit Bansal	Dy. CAO/HQ	PIO	Dy. CAO/HQ, PSTCL, Shakti Sadan, Patiala.	96461-21778	dy-cao-hq@pstcl.org	Patiala
H.	Chief Accounts Officer (Finance & Audit)								
1	496783	106771	Sh. Sudhir Kumar	Chief Accounts Officer (Finance & Audit)	Appellate Authority	CAO (F&A)/PSTCL, 3 rd Floor, Shakti Sadan, PSTCL, Patiala.	96461-37358	fa@pstcl.org	Patiala
2	491705	503003	Sh. Vikas Singla	Dy CAO (Finance)	PIO	Dy. CAO (Finance), PSTCL, 3 rd Floor, Shakti Sadan, PSTCL, Patiala.	96461-19280	dy-fa@pstcl.org	Patiala
I.	Chief Engineer/ Transmission Systems, PSTCL, Patiala.								
1	491089	104808	Er. Sanjeev Kumar Sood	CE/TS	Appellate Authority	CE/TS, PSTCL, Shakti Sadan, Patiala.	96461-00864	ce-tl@pstcl.org	Patiala
2	497111	104992	Er. Arun Garg	Dy. CE/TS (Design)	PIO	Dy. CE/TS (Design), PSTCL, Shakti Sadan, Patiala.	96461-17803	se-trd@pstcl.org	Patiala
3	496583	105402	Er. Ajay Kumar Jindal	Dy. CE/ TLSC	PIO	SE/TLSC Circle, PSTCL, Flat No. 12 & 16, Officers Flats, Shakti Vihar, Patiala.	96461-17804	se-tlsc-pta@pstcl.org	Patiala
4	490832	105418	Er. Sukhbir Singh	SE/ Grid Const. Circle, PSTCL, Ludhiana	PIO	SE/ Grid Const. Circle, PSTCL, Ludhiana.	96461-17904	se-gridcon-ldh@pstcl.org	Ludhiana
5	502269	107686	Er. Charan Kanwal Singh	Dy. CE/ Civil Design	PIO	SE/Civil Design, Shakti Sadan, PSTCL, Patiala.	96461-05045	se-cw-pta@pstcl.org	Patiala
6	502269	107686	Er. Charan Kanwal Singh	Dy. CE/ Civil	PIO	Dy. CE/ Civil Works Circle, PSTCL, Patiala.	96461-05045	se-civil-pta@pstcl.org	Patiala
7	490994	105420	Er. Vivek Kumar Khanna	SE/ Planning	PIO	SE/Planning, PSTCL, The Mall, Patiala.	96461-18769	se-planning@pstcl.org	Patiala
J.	Chief Engineer/ P&M, PSTCL, LUDHIANA.								
1	496796	104509	Er. Simerjeet Kaur	EIC/ P&M	Appellate Authority	CE/P&M, PSTCL, Ludhiana.	96461-18202	ce-pm@pstcl.org	Ludhiana
2	497508	104994	Er. Sarabjit Singh	Dy. CE/ P&M Circle, PSTCL, Jalandhar.	PIO	Dy. CE/P&M Circle, PSTCL, Jalandhar.	96461-18205	se-pm-jal@pstcl.org	Jalandhar
3	497615	106503	Er Amritpal Singh	Dy. CE/ P&M Circle PSTCL Ludhiana	PIO	SE/ P&M Circle PSTCL Ludhiana	96461-18204	se-pm-ldh@pstcl.org	Ludhiana
4	490872	105265	Er. Aakash Mittal	Dy. CE/ P&M Circle, PSTCL, Patiala	PIO	Dy. CE/P&M Circle, PSTCL, Patiala.	96461-18203	se-pm-pat@pstcl.org	Patiala

Sr. No.	iHRMS ID	Employee ID	Name of Officer	Present post held	Designated Appellate Authority / PIO	Office Address	Official Mobile No.	Office E-mail address	District
5	491052	105387	Er. Balkar Singh	SE/P&M, Circle, PSTCL, Amritsar.	PIO	SE/P&M, Circle, PSTCL, Amritsar.	96461-18206	se-pm-asr@pstcl.org	Amritsar
6	491011	105406	Er. Udedeep Singh	Dy. CE/ P&M Circle, PSTCL, Bathinda	PIO	Dy.CE /P&M Circle, PSTCL, Bathinda	96461-18207	se-pm-pta@pstcl.org	Bathinda
7	497319	105407	Er. Jasprit Singh Sra	Dy CE/ Communication	PIO	Dy. CE/Communication, PSTCL, Ludhiana.	96461-18008	se-comm-ldh@pstcl.org	Ludhiana
K.	CHIEF ENGINEER/ SLDC, PSTCL, ABLOWAL (PATIALA).								
1	496530	105014	Er. A.P. Singh	Chief Engineer/ SLDC	Appellate Authority	CE/SLDC,PSTCL, Ablowal (Patiala).	96461-18001	ce-sldc@pstcl.org	Patiala
2	496617	105266	Er. Mohit Kumar Walia	Dy. CE/ SLDC (Op.)	PIO	Dy.CE /SLDC (Op.), PSTCL,Ablowal, (Patiala).	96461-18004	se-sldcop@pstcl.org	Patiala
3	504500	105412	Er. Ravi Luthra	SE/ Open Access	PIO	SE/Open Access, PSTCL, Ablowal (Patiala)	96461-18003	se-opac@pstcl.org	Patiala
L	Chief Engineer/ HIS&D, PSTCL, Patiala.								
1	504095	104528	Er. Rajiv Kumar Gupta	EIC/ HIS&D	Appellate Authority	EIC/ HIS&D, PSTCL, The Mall, Patiala.	96461-18801	ce-hr@pstcl.org	Patiala
2	490998	105884	Er. Kuldeep Singh	Dy. CE/ HR & Admin.	PIO	Dy. CE/ HR & Admin. & HR, Shakti Sadan, PSTCL, Patiala	96461-18006	se-admin@pstcl.org	Patiala
3	496640	105036	Er. S.P. Singh	Dy. CE / IT	PIO	Dy. CE/IT, Shakti Sadan, PSTCL, Patiala	96461-18178	se-it@pstcl.org	Patiala
4	497462	105444	Er. Yogesh Kapoor	SE/ S&D	PIO	Dy. CE/ S&D, Shed No. D-4A, Shakti Vihar, PSTCL, Patiala.	96461-17993	se-stores-pta@pstcl.org	Patiala

USER MANUAL

DISPOSAL OF RTI APPLICATIONS ON RTI PORTAL

RTI Portal URL - <https://rti.punjab.gov.in/>

**USERS – PIO (HEAD QUARTER, DISTRICT),
FIRST APPELLATE (HEAD QUARTER, DISTRICT)
LEVEL – HEAD QUARTER, DISTRICT**

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Prerequisite

- Mapping of PIO, First Appellate on the RTI portal
- For mapping, may contact Head PIO of your department or Department of Governance Reforms with HRMS id, Name, Designation, contact number and department name to be mapped with.
- Login id and password as shared by the Head PIO of your department or DoGR official

Steps to login on RTI portal

1. Open official RTI portal – rti.punjab.gov.in
2. Open web browser and enter rti.punjab.gov.in in the URL bar.
3. Press enter key from your keyboard.
4. You will see a login screen as below



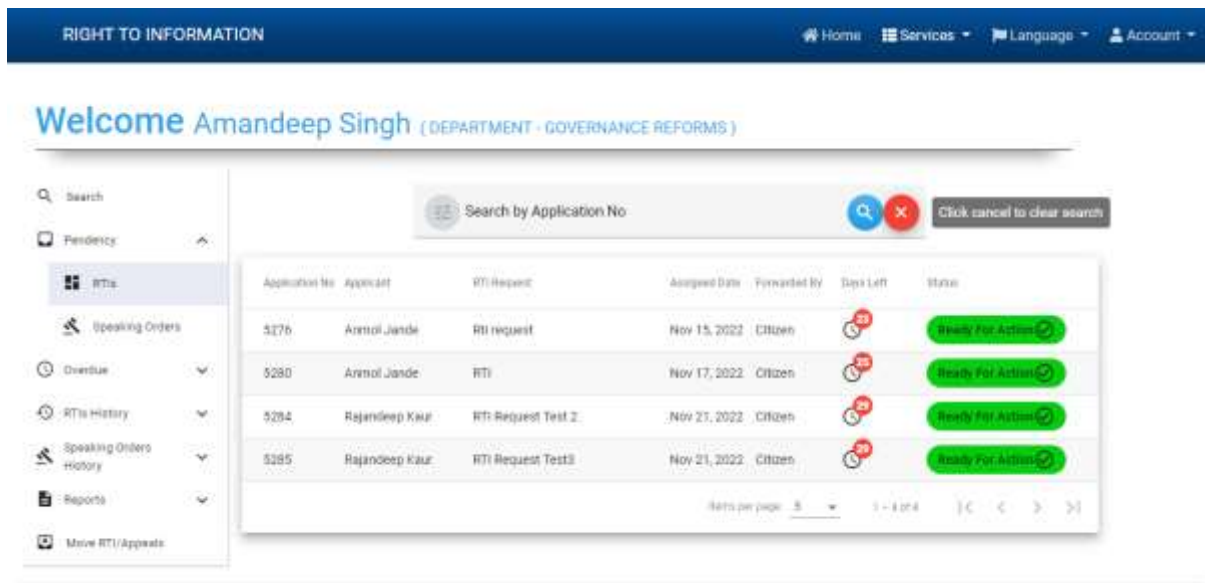
5. Login on the RTI portal
 - a. Click on official login button as shown in the picture above.
 - b. You will see a next screen as below



- c. Enter your username and password and click on **Sign in** button.

Steps to Dispose off RTI applications

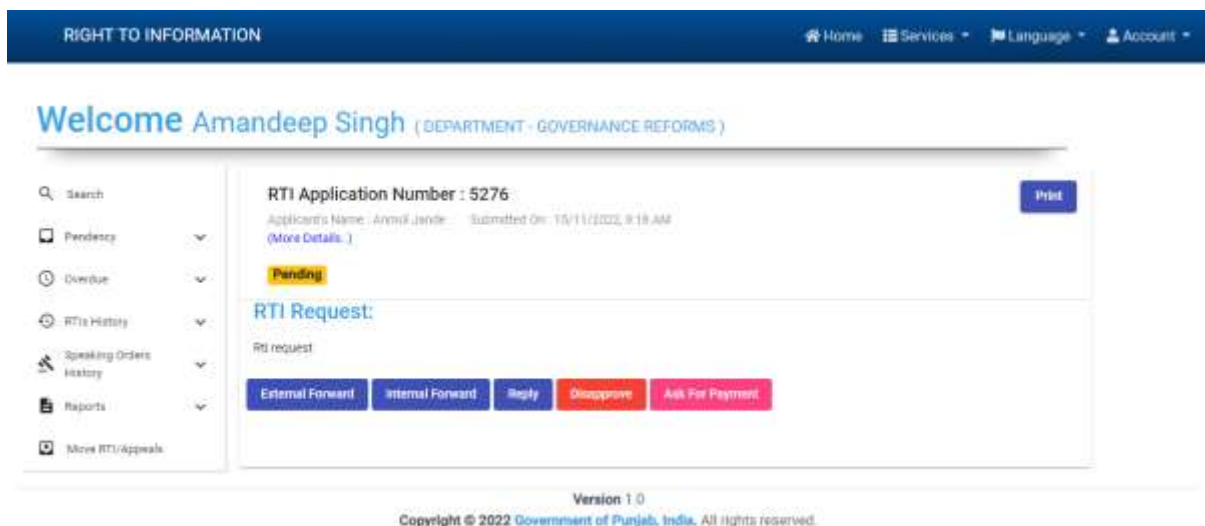
1. After clicking on the button, you will be redirected to your account as shown below.



The screenshot shows the 'RIGHT TO INFORMATION' dashboard for user Amandeep Singh. The dashboard includes a search bar, a sidebar with navigation options like 'Pending', 'RTIs', 'Speaking Orders', 'Overdue', 'RTIs History', 'Speaking Orders History', 'Reports', and 'Move RTI/Appals'. The main content area displays a table of pending RTI applications with columns for Application No., Applicant, RTI Request, Assigned Date, Forwarded By, Days Left, and Status. Each application has a 'Ready For Action' button. The table contains four entries:

Application No.	Applicant	RTI Request	Assigned Date	Forwarded By	Days Left	Status
5276	Arnol Jande	RTI request	Nov 15, 2022	Citizen	20	Ready For Action
5280	Arnol Jande	RTI	Nov 17, 2022	Citizen	20	Ready For Action
5284	Rajandeep Kaur	RTI Request Test 2	Nov 21, 2022	Citizen	20	Ready For Action
5285	Rajandeep Kaur	RTI Request Test3	Nov 21, 2022	Citizen	20	Ready For Action

2. You will see various options in your login as shown above
 - a. Search applications
 - b. List of pending RTI applications with basic details along with number of days left (visible in red colour)
 - c. Button to take action on RTI application.
 - d. Click on any RTI application id, details of the RTI will open up as shown below



The screenshot shows the details of RTI Application Number 5276. The applicant's name is Arnol Jande, and it was submitted on 15/11/2022 at 9:18 AM. The status is 'Pending'. The RTI Request is 'RTI request'. Below the request, there are five action buttons: 'External Forward', 'Internal Forward', 'Reply', 'Disapprove', and 'Ask For Payment'. A 'Print' button is also visible in the top right corner.

- e. Further you will see several options with names as **External forward, Internal Forward, Reply, Disapprove, Ask for payment**
 - i. **Reply** – Click on Reply button if the application pertains to your department, gather information, upload any document if applicable and click on **send** button and submit the information. Pls see the snapshot shown below

Welcome

(DEPARTMENT - GOVERNANCE REFORMS)

Search

Pendency

Overdue

RTIs History

Speaking Orders History

Reports

Move RTI/Appeals

RTI Application Number : 5276 Print

Applicant's Name : Ashut Jande Submitted On : 15/11/2022, 9:18 AM
(More Details.)

Pending

RTI Request:

RTI request

Please type your response here

Supporting Document (Upload document if RTI request contains more than 3000 characters)

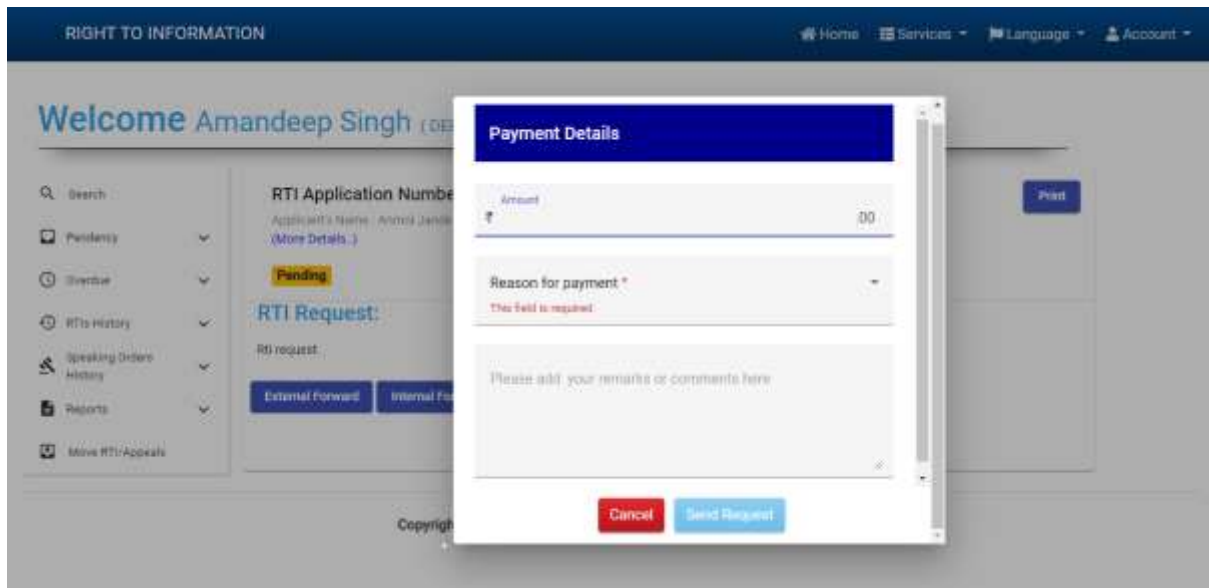
Choose File No file chosen

Send Cancel

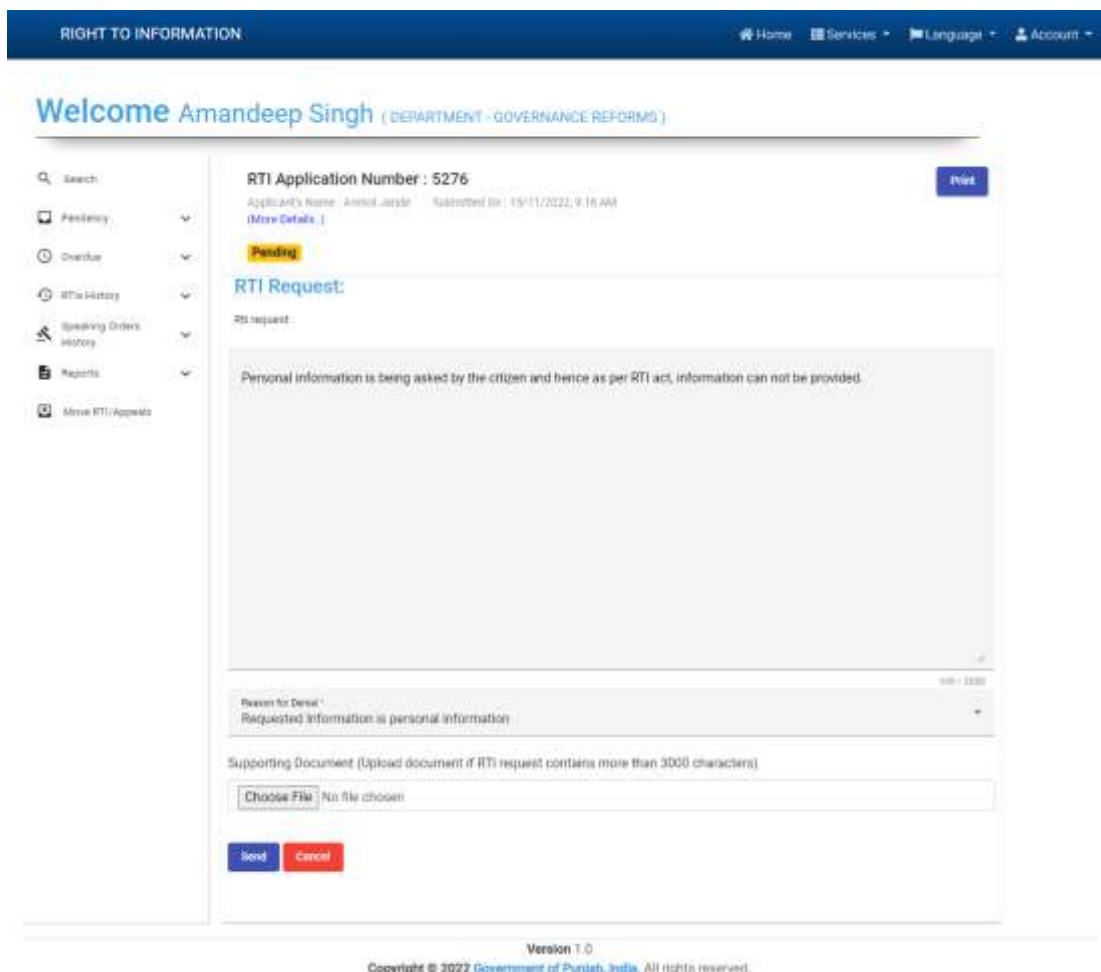
Version 1.0

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- ii. **Ask for payment** – Click on ask for payment in case, there is any expense to be made by the department related to information sought by the applicant. Enter the payment amount and select the reason for the payment being requested with remarks and send the request to citizen. Pls See the snapshot shown below
1. Citizen will login into his/her account and will pay the fee



- iii. **Disapprove** – Click on Disapprove button, if the information sought by the citizen is not appropriate as per RTI act. Enter the remarks, select the reason from the dropdown and upload any supporting document if applicable like clause of RTI act etc. The RTI application will be disapproved and citizen will be notified with the reason and remarks added by the PIO or First appellate.



- iv. Internal Forward – Click on internal forward, in case the RTI application pertains to sub department of your admin department or Head department and vice-versa, by selecting the right department and office and submit the request along with remarks and supporting document if applicable. The application will move to the selected PIO of the selected department.

The screenshot displays the 'RIGHT TO INFORMATION' portal. At the top, a navigation bar includes 'Home', 'Services', 'Language', and 'Account'. The main header reads 'Welcome Amandeep Singh (DEPARTMENT - GOVERNANCE REFORMS)'. A left sidebar contains navigation options: Search, Pendency, Dashboard, RTIs History, Speaking Orders History, Reports, and Move RTI Appeals. The main content area shows an 'RTI Application Number : 5276' with applicant details and a 'Pending' status. Below this is the 'RTI Request' section, which includes an 'Internal Forward RTI' form. The form has three dropdown menus: 'Choose Level' (set to District), 'Select District' (set to MANSA), and 'Select PIO' (set to Gurpreet Singh (DeGC MANSA)). A text box contains the message: 'The information requested in this RTI application is available with your department, kindly provide the information at the earliest.' Below the text box is a 'Supporting Document' upload field with a 'Choose File' button and 'No file chosen' text. At the bottom of the form are 'Cancel' and 'Save' buttons. The footer indicates 'Version 1.0' and 'Copyright © 2022 Government of Punjab, India. All rights reserved.'

- v. External forward – Click on External forward in case the RTI application does not pertain to your department and pertains to another department by selecting the right department and office and submit the request. The application will move to the selected PIO of the selected department.

Welcome Amandeep Singh (DEPARTMENT - GOVERNANCE REFORMS)

Search

Pendency

Queue

RTIs History

Speaking Orders History

Reports

Now RTI/Appeals

RTI Application Number : 5276 Print

Applicant's Name : Anmol Jaide Submitted On : 15/11/2022, 9:18 AM
(More Details...)

Pending

RTI Request:

RTI request

External Forward RTI

Search Public Authority

PUBLIC AUTHORITY

* Select Ministry/Department
Department of Education

* Select Public Authority
SCHOOL EDUCATION

Choose Level

* Select Level
District

* Select District
AMRITSAR

* Select PIO
BUKHDEV SINGH SEKHON (GHS ADLIMALA)

Please enter any comments here

Supporting Document (Upload document if RTI request contains more than 3000 characters)
Choose File No file chosen

Cancel Send

Version 1.0

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- vi. **Print** – Click on Print button,
1. In case the RTI application pertains to any of the internal section within your department or
 2. Pertains to another department (either your sub department or any other admin department)
 3. Take the print out of the application, prepare noting and send the case manually, through eoffice or email (as per the official mode of

communication) to the concerned section or department (sub department or other department).

[Back](#) [Print](#)

APPLICATION NO : 5276

APPLICANT DETAILS		APPLICATION DETAILS	
APPLICANT NAME	ANMOL JANDE	SUBMISSION DATE	15/11/2022, 9:18 AM
DATE OF BIRTH	1995-07-16 (24 Yr)	DEPARTMENT	Department of Governance Reforms & Public Grievances
FATHER ' S NAME	GURNAM SINGH	PUBLIC AUTHORITY	DIRECTOR GOVERNANCE REFORMS
MOBILE NO	9234567890	ADHAAR(UID)	Refer to: Adhaar(UID)
GENDER	MALE		
REGION	RURAL	BPL	Refer to: BPL CARD
MARITAL STATUS	UNMARRIED		
EMAIL	jandanmol@gmail.com		
ADDRESS	HOUSE/STREET WARD NO: 140 VILLAGE: ALLIKE (446) SUB-DISTRICT/TEHSIL: RAMPURA PHUL DISTRICT: BATHINDA PIN CODE: 603202_PUNJAB		

Assigned PIO:

NAME: Amandeep Singh (DESIGNATION: ASSISTANT MANAGER)

DEPARTMENT: DIRECTOR GOVERNANCE REFORMS

MOBILE: 7015546340

SUBMISSION DATE: 15/11/2022, 9:18 AM

CITIZEN RTI REQUEST:

Rti request

APPLICATION STATUS

Application Response Pending within time period (30 days)

DOCUMENTS LIST

ADHAAR(UID)	View
BPL CARD	View

Menu Items shown on the left hand side in login section

1. **Search** – This feature allows performing open search to find any RTI application in your login.
2. **Pendency** (within timeline as per RTI act)
 - a. RTIs - This menu item displays list of pending RTI applications in your login account.
 - b. Speaking Orders – This This menu item displays list of pending RTI with speaking orders
3. **Overdue** (over timeline as per RTI act)
 - a. RTIs - This menu item displays list of pending RTI applications (after exceeding the stipulated timeline as per RTI act) in your login account
 - b. Speaking Orders - This menu item displays list of pending RTI applications with speaking orders (after exceeding the stipulated timeline as per RTI act) in your login account.
4. **RTI history**
 - a. External Forward – Shows the list of RTI applications which are forwarded to another department.
 - b. Internal Forward - Shows the list of RTI applications which are forwarded to internal department.
 - c. Replied - Shows the list of RTI applications for which replies have ben given.
 - d. Disapproved - Shows the list of RTI applications for which have been disapproved.
5. **Speaking Orders history**
 - a. Replied - Shows the list of RTI applications for which reply has been given based on the speaking orders.
 - b. Disapproved - Shows the list of RTI applications for which are disapproved based on the Speaking orders.
6. **Reports** – This menu item allows PIOs/First appellate to generate and download the reports with the selection of dates.
7. **Move RTI Appeals** – This menu item allows PIO/ first appellate to move the list of pending RTIs to new PIO/ first appellate after being relived from the current PIO or First appellate role.

Thank You

User Manual

Disposal of RTI Applications on RTI Portal by First Appellate Authority


RTI Portal URL: rti.punjab.gov.in

Steps to login on RTI Portal

1. Enter URL: rti.punjab.gov.in in your web browser and click enter.
2. You will see a login screen as below.

RIGHT TO INFORMATION

Home Language Account



RTI

URL: rti.punjab.gov.in

We recommend you to create your Digital Punjab account here. **Sign Up**

If you already have a Digital Punjab account, you can log in here **Citizen Login**

Official login for the departments, **Official Login**

Click here to login

[PDF USER MANUAL FOR DEPARTMENT](#) [PDF CITIZEN CHARTER](#)

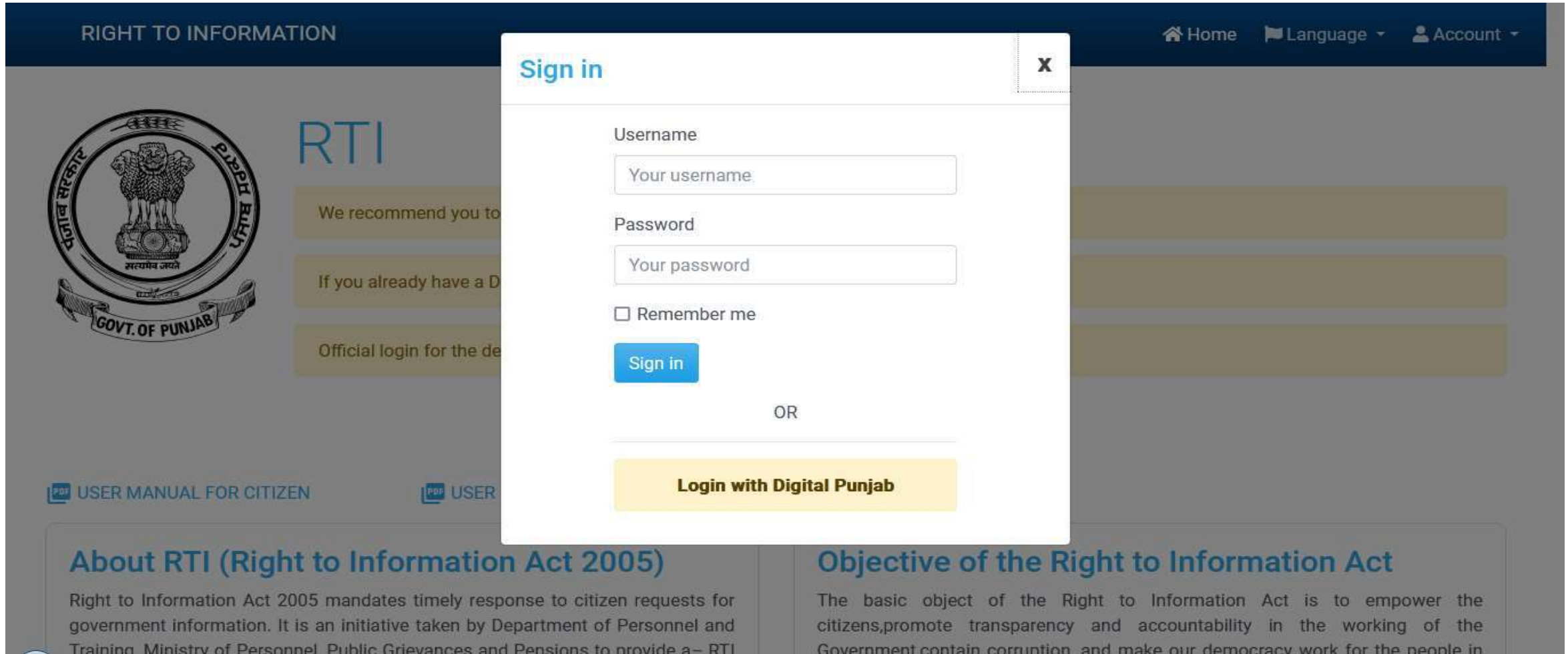
About RTI (Right to Information Act 2005)

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a- RTI

Objective of the Right to Information Act

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in

3. After clicking on the official login button, you will see a new screen as below.
4. Enter your username and password and click on Sign in button.



The image shows a screenshot of the Right to Information (RTI) website. The page header includes "RIGHT TO INFORMATION" and navigation links for "Home", "Language", and "Account". The main content area features the RTI logo, which is the Government of Punjab emblem, and the text "RTI". Below the logo, there are several sections: "We recommend you to", "If you already have a D", and "Official login for the de". At the bottom, there are links for "USER MANUAL FOR CITIZEN" and "USER". A modal window titled "Sign in" is overlaid on the page, containing a "Sign in" button, a "Remember me" checkbox, and a "Login with Digital Punjab" button. The modal also has a close button (X) in the top right corner.

RIGHT TO INFORMATION

Home Language Account

RTI

We recommend you to

If you already have a D

Official login for the de

GOVT. OF PUNJAB

PDF USER MANUAL FOR CITIZEN PDF USER

Sign in

X

Username

Your username

Password

Your password

Remember me

Sign in

OR

Login with Digital Punjab

About RTI (Right to Information Act 2005)

Right to Information Act 2005 mandates timely response to citizen requests for government information. It is an initiative taken by Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions to provide a- RTI

Objective of the Right to Information Act

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in

Steps to Dispose off RTI Applications.

1. After clicking on the button, you will be redirected to your account as shown below.
2. You will see various options in your login as shown above
 - a. Search applications
 - b. List of pending RTI applications with basic details along with number of days left (visible in red color)
 - c. Button to take action on RTI application.

The screenshot shows the user interface of the Right to Information portal. At the top, there is a dark blue navigation bar with the text "RIGHT TO INFORMATION" on the left and navigation links for "Home", "Services", "Language", and "Account" on the right. Below the navigation bar, a welcome message reads "Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)".

On the left side, there is a vertical sidebar menu with the following items: "Search", "Pendency", "Appeals" (highlighted), "Citizen Pendency", "Overdue", "Appeals History", "Reports", and "Move RTI/Appeals".

The main content area features a search bar with the text "Search by Application No" and a search icon. Below the search bar is a table of pending RTI applications. The table has columns for "Application No", "Applicant", "Appeal", "Date", and "Days Left". Two rows are visible:

<input type="checkbox"/>	Application No	Applicant	Appeal	Date	Days Left
<input type="checkbox"/>	7454	Rajandeep Kaur	Testing.....	Jul 7, 2023	42
<input type="checkbox"/>	7461	Rajandeep Kaur	Test First Appeal	Jul 10, 2023	45

Below the table, there is an "Actions" dropdown menu, a pagination control showing "Items per page: 5" and "1 - 2 of 2", and navigation arrows.

At the bottom of the page, there is a footer with the text "Version 1.0" and "Copyright © 2022 Government of Punjab, India. All rights reserved."

3. Click on any RTI application id, details of the RTI will open up as shown below. Further you will see several options with names as **Speaking orders, Reply and Disapprove**.

The screenshot displays a web interface for RTI applications. On the left is a sidebar with navigation options: Search, Pendency, Citizen Pendency, Overdue, Appeals History, Reports, and Move RTI/Appeals. The main content area shows details for RTI Application Number 7454, submitted by Rajandeep Kaur on 19/06/2023. The status is 'Pending'. Below this, there are expandable sections for 'First Appeal Details' and 'RTI Request and Replies'. The 'First Appeal Details' section shows an appeal reason of 'No reply received from PIO within 30 days' and an 'Appeal Request' submitted on 07/07/2023, pertaining to the 'Head Quarter' for 'Testing'. At the bottom of this section are three buttons: 'Speaking Orders', 'Reply', and 'Disapprove'. The 'RTI Request and Replies' section is currently collapsed.

RTI Application Number: 7454
Applicant's Name : Rajandeep Kaur Submitted On : 19/06/2023, 3:44 PM
[\(More Details ..\)](#)

Pending

Expand All Collapse All [Print](#)

First Appeal Details Appeal Reason : No reply received from PIO within 30 days

Appeal Request:
Appeal Submitted On: 07/07/2023, 11:52 AM
Pertains To : Head Quarter
Testing.....

[Speaking Orders](#) [Reply](#) [Disapprove](#)

RTI Request and Replies Click to open RTI Request submitted and previous Replies

I. Speaking Orders: Click on reply button to pass speaking orders to PIO.

1 Fill required details for PIO Amandeep Singh(Head Quarter) 2 Done

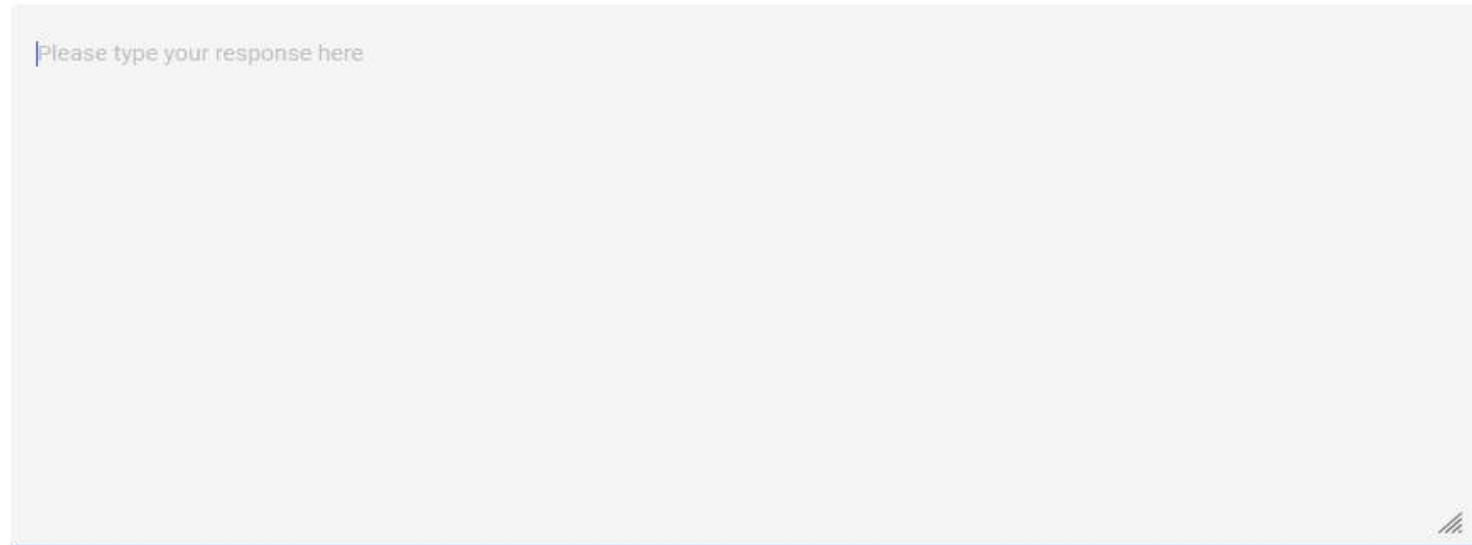
Please type your response here

Supporting Document (Upload document if RTI request contains more than 3000 characters)

No file selected.

II. Reply: In this, the Appellate authority can reply to the citizen directly and can also attach a document if required.

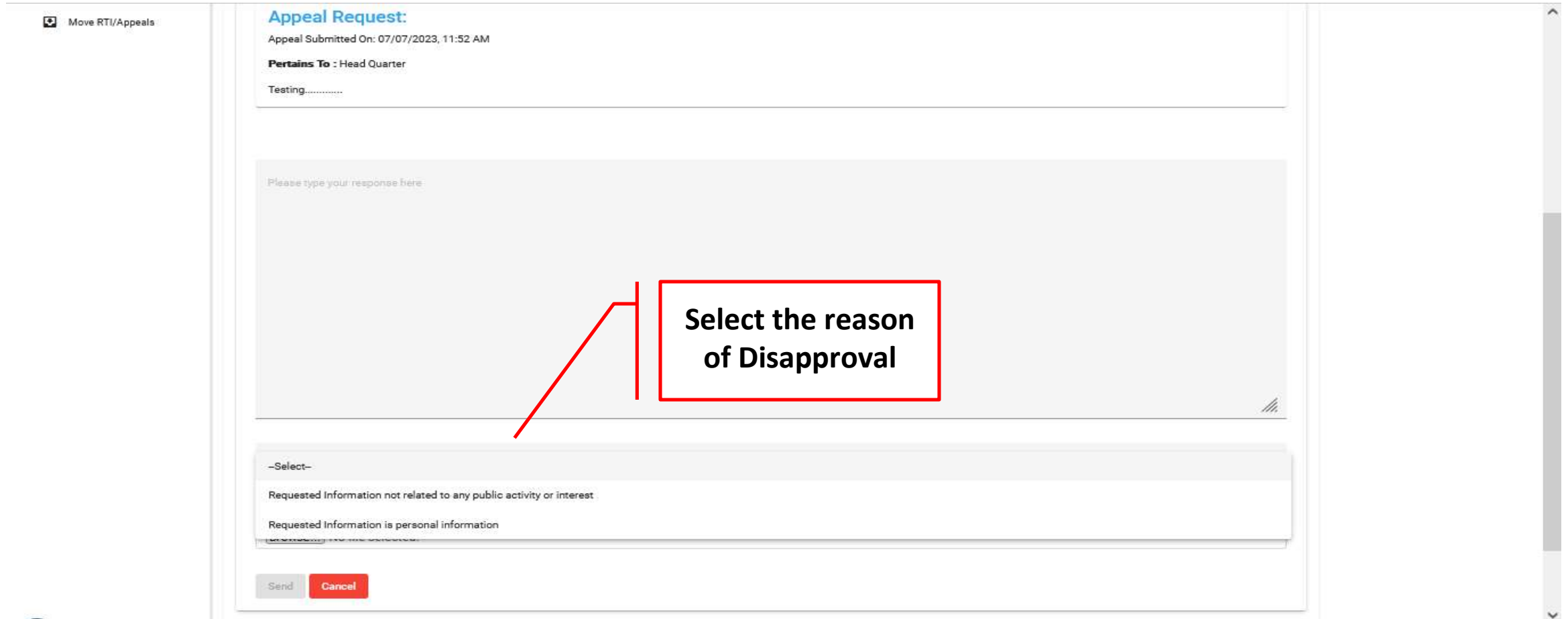
Please type your response here



Supporting Document (Upload document if RTI request contains more than 3000 characters)

No file selected.

III. Disapproval: In this option, the Appellate authority can disapprove the RTI request by providing a reason in the drop down menu.



The screenshot shows a web interface for an 'Appeal Request'. At the top left, there is a button labeled 'Move RTI/Appeals'. The main form area is titled 'Appeal Request:' and contains the following information: 'Appeal Submitted On: 07/07/2023, 11:52 AM', 'Pertains To : Head Quarter', and 'Testing.....'. Below this is a large text area with the placeholder 'Please type your response here:'. A red box with the text 'Select the reason of Disapproval' is positioned over the dropdown menu, with a red line pointing to the menu. The dropdown menu is open, showing the following options: '-Select-', 'Requested Information not related to any public activity or interest', and 'Requested Information is personal information'. At the bottom of the form, there are two buttons: 'Send' and 'Cancel'.

Citizen Pendency: This section shows the Pending Payment from citizen side.

RIGHT TO INFORMATION

Home Services Language Account

Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)

Search

Pendency

Citizen Pendency

RTI

Appeal

Overdue

Appeals History

Reports

Move RTI/Appeals

Search by Application No

Click cancel to clear search

Application No	Applicant	RTI Request	Assigned Date	Status
No Record Found!				


Items per page: 5 0 of 0

Overdue: All the overdue RTIs can be seen here.

RIGHT TO INFORMATION Home Services Language Account

Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)

Search Click cancel to clear search

Application No	Applicant	Appeal	Date
7103	Jaspreet Singh	zscvd	Mar 10, 2023
5631	Gagandeep Singh	gggg	Mar 10, 2023
7098	Jaspreet Singh	asfede  (Includes Supporting Document)	Mar 6, 2023
7090	Jaspreet Singh	sfdz	Mar 3, 2023
6499	Jaspreet Singh	ਅਕਾਲ wdasd	Feb 23, 2023

Items per page: 5 1 - 5 of 37

Appeals History: All the action taken history of the First Appellate Authority can be seen here

I. Forwarded: History of RTIs forwarded by First Appellate Authority to other departments.

II. Replied: Information provided by First Appellate Authority can be seen in this section.

III. Disapproved: All the disapproved RTIs can be seen here.

Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)

Search

Pendency

Appeals

Citizen Pendency

Overdue

Appeals History

Forwarded

Replied

Disapproved

Reports

Move RTI/Appeals

Search by Application No

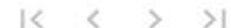


<input type="checkbox"/>	Application No	Applicant	Appeal	Date	Days Left
<input type="checkbox"/>	7454	Rajandeep Kaur	Testing.....	Jul 7, 2023	42
<input type="checkbox"/>	7461	Rajandeep Kaur	Test First Appeal	Jul 10, 2023	45

Actions

Items per page: 5

1 - 2 of 2



Reports: In this section a Report can be generated of the dealt RTIs.

I. RTI: In this section, report can be generated of the RTI dealt by the department. The reports of the stakeholder departments can also be checked.

RIGHT TO INFORMATION

Home Services Language Account

Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)

Search

- Pendency
- Citizen Pendency
- Overdue
- Appeals History
- Reports
- RTI**
- Appeal
- Move RTI/Appeals

DATE FILTER

* FROM DATE
8/16/2021

MM/DD/YYYY

* TO DATE
7/11/2023

MM/DD/YYYY

STAKEHOLDER *
Select or Search Stakeholder

LEVEL
Select or Search Level

Search Clear

Application No	Applicant	Request	Pertains To	Date	Status
No Record Found!					

Items per page: 5 0 of 0

Version 1.0

II. Appeal: In this section the report can be generated of the RTIs dealt with First Appeal and Second Appeal.

RIGHT TO INFORMATION Home Services Language Account

Welcome Mukesh Goyal (DEPARTMENT - DIRECTOR GOVERNANCE REFORMS)

Search

- Pendency
- Citizen Pendency
- Overdue
- Appeals History
- Reports
 - RTI
 - Appeal
- Move RTI/Appeals

DATE FILTER

* FROM DATE
8/16/2021
MM/DD/YYYY

* TO DATE
7/11/2023
MM/DD/YYYY

APPEAL TYPE *

- FIRST APPEAL
- FIRST APPEAL**
- SECOND APPEAL

STAKEHOLDER *

DIRECTOR GOVERNANCE REFORMS

Search Clear

Application No	Applicant	Request	Pertains To	Date	Status
No Record Found!					

Items per page: 5 0 of 0 |< < > >|

Version 1.0