

User Manual

Right To Information

(RTI)

CITIZEN INTERFACE

***Administrative Reforms Department
Government of Tripura***

***National Informatics Centre
Ministry of Electronics & Information Technology***

CONTENTS

SNo.	Topic	Page no.
1.	URL of software	3
2	Submit Request	4-10
3	Submit First Appeal	11-16
4	View Status	17-26

The URL of RTI UP system is: <https://rtionline.tripura.gov.in/>

Citizen Module

Following screen will be displayed.

The screenshot shows the RTI Online portal for Tripura. At the top, there is a blue header with the state emblem and logo on the left, and the text 'RTI Online' and 'An initiative by Govt. of Tripura' on the right. Below the header is a navigation bar with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The main content area includes a link to a training video, the title 'Online RTI Information System', and a warning: 'Please do not file RTI application/first appeal through this portal for Departments/Public Authorities under Central Government or other State Governments. If filed, the application would be returned without refund of the fee amount.' A text box explains that the portal is for Indian citizens to file RTI applications online with a payment gateway, and that it is currently only available at the Secretariat Level. A diagram titled 'LIFE CYCLE OF RTI REQUEST' shows the process: 'Request Received by Nodal Officer' leads to 'Request forwarded to PIO', which leads to 'FULL COPY', and finally 'REQUEST DISPATCHED'. A sidebar on the right shows 'CITIZEN' and 'NEW REQUEST' with a '1. Forward Request to concerned PIO' step. At the bottom, there is a 'Help Desk' section with contact information and a footer with links to the National Portal of India, Complaint & Second Appeal to CIC, and FAQ.

For Submitting RTI Application:

- Click on **Submit Request** option on top bar to submit RTI application.
- Guidelines for use of RTI online portal screen will be displayed.
- Scroll the bar to read Guidelines.
- Read guidelines carefully as displayed in the screen below.

SUBMIT REQUEST

GUIDELINES FOR USE OF RTI ONLINE PORTAL Govt. of Tripura

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.

2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Departments/Public-Authorities/Others of Government of Tripura. List of Departments/Public-Authorities/Others of Government of Tripura can be seen as following:


List of Departments

1. Agriculture
2. Animal Resources Development
3. Chief Minister Secretariat
4. Confidential and Cabinet
5. Cooperation
6. Directorate of Family Welfare and Preventive Medicine

3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.

I have read and understood the above guidelines.

- Citizen has to click on the checkbox **"I have read and understood the above guidelines"** and then press/click the **Submit** button.
- The Online RTI Request Form will be displayed as below. This form can be used to file an online RTI.
- Fill all the necessary fields as displayed in the screen and click submit.

English ▾

RTI Online

An initiative by Govt. of Tripura

[Home](#) [Submit Request](#) [Submit First Appeal](#) [View Status](#) [FAQ](#) [Contact Us](#) [User Manual](#) [Nodal officers](#)

Online RTI Request Form

Data to be entered only in English

* Enter Email Id :	<input type="text" value="roybanik@gmail.com"/>
Mobile Number (For receiving SMS alerts)	<input type="text" value="9999999999"/> ⓘ
	<input type="text" value="9vxjir"/>
* Enter Captcha code:	<input type="text" value="9vxjir"/>

[Can not read the image? click here to refresh](#)

[Home](#) | [National Portal of India](#) | [Complaint & Second Appeal to CIC](#) | [FAQ](#)
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- Fill all the necessary fields as displayed in the screen.

Home Submit Request Submit First Appeal View Status FAQ Contact Us User Manual Nodal officers

Online RTI Request Form

Note: Fields marked with * are Mandatory.
Data to be entered only in English
Public Authority Details: -

* Select Department/Public Authority

Personal Details of RTI Applicant:-

* Name

Gender Male Female

* Address

Pincode

Country India Other

State

Districts

Educational Status Literate Illiterate

Phone Number

Mobile Number (For receiving SMS alerts)

* Email ID

Request Details :-

Citizenship (Only Indian citizens can file RTI Request application)

* Is the Applicant Below Poverty Line ?

Selected Name matched with Applicant Name, please fillup the form and click the submit button to file RTI

Member Name	Father Name	Gender	DOB	Check
SUDARSHAN DATTA	PAKESH DATTA	M	1968-01-01	<input type="radio"/>
SHIPRA DATTA	LT SUNIL CHANDRA DEB	F	1973-01-01	<input type="radio"/>
SAMIR DATTA	SUDHARSHAN DATTA	M	1988-01-01	<input type="radio"/>
RAJESH DATTA	SUDHARSHAN DATTA	M	1994-12-25	<input type="radio"/>
ROHIT	FATHER	M	1991-07-01	<input checked="" type="radio"/>

Yellow Ration Card Number ((Proof of Yellow Ration Card)) /

Year of Issue

Issuing Authority

((Enter Text for RTI Request application upto 3000 words))

Note: Only alphabets A-Z a-z number 0-9 and special characters , . _ () / @ : & \ % are allowed in Text for RTI Request application.

* Text for RTI Request application

4/3000 Characters entered

* Supporting document ((only pdf upto 1 MB))
Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA-Z0-9_-)

No file chosen

* Enter Captcha code

Can not read the image? click here to refresh

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Public Authority or Department for which the applicant wants to file an RTI has to be selected from **Select Department / Public Authority** dropdown field.

Note:-

1. The fields marked * are mandatory while the others are optional.
2. Applicant will receive **SMS alerts** in case he/she provides mobile number.
3. Text for RTI Request application: Only alphabets A-Z a-z number 0-9 and Special characters, - _ () / @: & \ % are allowed.
4. Limit for texts in text area is **3000 words**.

Case 1: For Applicant below Poverty Line (BPL)

- In entry form the field labelled as “**Is applicant below poverty line**”:- The citizen has to choose the option “**YES**”
- Citizen needs to upload Proof of **BPL** as a **Supporting document**.

Supporting document should be in **PDF** format (single file) and up to **1MB**. No RTI fee is required to be paid by any citizen who is below poverty line as per **RTI Rules, 2012**.

- Click on **Submit** Button.
- A unique registration number will be generated, which will be used for further reference as given in screen below. The same can be saved or printed by the user.

The screenshot shows the RTI Online portal interface. At the top, there is a header with the Government of Tripura logo and the text 'RTI Online An Initiative by Govt. of Tripura'. Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The main content area displays a confirmation message: 'Your RTI Request filed successfully. Please note down the details of registration.' Below this message is a table with the following details:

Registration Number	DP1RR/R/2023/60009
Name	ROHIT
Date of Filing	13-04-2023
Request filed with	NIC Tripura
	Contact Details of Nodal Officer
Telephone Number	8794072206
Email-ID	tanmoy.deb@nic.in

Below the table are two buttons: 'Save' and 'Print'. At the bottom of the page, there is a footer with the following text: 'Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ. Contents of the site provided by Administrative Reforms Department, Government of Tripura. Copyright © 2023. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, Tripura.'

- RTI request will be sent to “**Nodal Officer**” of concerned **Department** for further processing.

and sent to the E-mail id entered in the Request Form quoting the **Unique Registration no .**

Case 2 (For Applicant belonging to NON BPL Category)

If a citizen belongs to **Non BPL category** he/she has to make a payment of **Rs. 10/-and prescribed processing fee /service charge**, as prescribed in RTI Act Rules for Govt. of TRIPURA

- In entry form field labelled as **“Is the Applicant Below Poverty Line”**:- The citizen has to chooses the option **“NO”**
- Rest of fields will be filled as same.
- Following screen will be displayed.


The screenshot shows the 'RTI Online' web portal for the Government of Tripura. The page is titled 'Online RTI Request Form' and includes a navigation menu with links for Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The form fields are as follows:

* Enter Email Id :	<input type="text" value="roybanik@gmail.com"/>
Mobile Number (For receiving SMS alerts)	<input type="text" value="9999999999"/>
* Enter Captcha code:	<input type="text" value="9vxjir"/>

Below the form are 'Submit' and 'Reset' buttons. The footer contains the following text: 'Home | National Portal of India | Complaint & Second Appeal to CIGI | FAQ', 'Contents of the site provided by Administrative Reforms Department, Government of Tripura', and 'Copyright © 2023. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, Tripura'.

- Click on **Submit button**.
- **Other information** will be displayed.

English ▾



RTI Online

An initiative by Govt. of Tripura

Home
Submit Request
Submit First Appeal
View Status
FAQ
Contact Us
User Manual
Nodal officers

Online RTI Request Form

Note: Fields marked with * are Mandatory.

Data to be entered only in English

Public Authority Details:-

* Select Department/Public Authority	NIC Tripura ▾
--------------------------------------	---------------

Personal Details of RTI Applicant:-

* Name	ROHIT
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Address	Dhaleswar
	Agartala
	Enter Address Line 3
Pincode	Enter Pincode
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	Tripura ▾
Districts	West Tripura ▾
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	+91 Enter Phone Number
Mobile Number (For receiving SMS alerts)	+91 9436450230
* Email-ID	roybank@gmail.com

Request Details :-

Citizenship <small>(Only Indian citizens can file RTI Request application)</small>	Indian ▾
* Is the Applicant Below Poverty Line ?	No ▾

You are required to pay the RTI fee of ₹ 10

((Enter Text for RTI Request application upto 3000 words))

Note:- Only alphabets A-Z a-z number 0-9 and special characters . , - () / @ : & \ ! % are allowed in Text for RTI Request application.

* Text for RTI Request application	4/2000 Characters entered
------------------------------------	---------------------------

Supporting document ((only pdf upto 1 MB))
Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA- Z0-9_-.)

[Choose File] No file chosen	
------------------------------	--

* Enter Captcha code

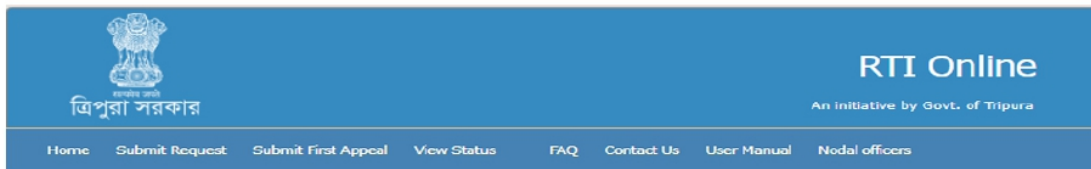
hrt9j9

hrt9j9

Can not read the image? click here to refresh

Submit
Reset

- Click on **Submit** button.
- **Online Request Payment Form** will be displayed.



RTI Online
An initiative by Govt. of Tripura

Home Submit Request Submit First Appeal View Status FAQ Contact Us User Manual Nodal officers

Online Request Payment Form

Do not use Refresh and back button of browser.
"Charges payable-RTI Fee +other applicable charges & taxes."

In case amount is debited and registration number is not received, registration number would be sent to you later after reconciliation.
DO NOT REGISTER ANOTHER REQUEST FOR THE SAME INFORMATION

NAME	ROHIT	RTI Fee : ₹10	
Payment Mode	<input type="radio"/> RTI ONLINE PAYMENT		

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- Click on radio button "RTI ONLINE PAYMENT".
- Click on **Pay Button**.
- The system would be redirected to **SBI portal** as given in screen below.

E-CHALLAN
Government of Tripura

Payee Details

GRN	23103AA026	Date : 13-04-2023						
Profile Name	udd							
Payment Mode	Online (Net Banking)	PRAN/GPF/PayeeCode/TIN/ Act.No./VehicleNo./Taxid(If Any) DP1RR2023000000009						
Office Name	PAN No.(If Applicable)							
Treasury	E-Treasury, Tripura	Full Name ROHIT						
Year (Period)	(2020-23) One Time	Address Agartala						
Town/City/District	Dhaleswar	PIN 0						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SNo.</th> <th style="width: 75%;">Budget Head/Purpose</th> <th style="width: 20%;">Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8443-00-117-01-03</td> <td style="text-align: right;">10</td> </tr> </tbody> </table>		SNo.	Budget Head/Purpose	Amount in Rs.	1	8443-00-117-01-03	10	
SNo.	Budget Head/Purpose	Amount in Rs.						
1	8443-00-117-01-03	10						
Particulars(If Any)	RTI Payment	Deduct:Commission 0						
Amount In Rs	Ten Rupees	Total/NetAmount ₹10						
<input type="button" value="SBI Aggregator"/> <input type="button" value="Net Banking"/>		<input type="button" value="Continue"/>						



STATE BANK MULTI OPTION PAYMENT SYSTEM

Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/() For Debit Card)

Net Banking

SBI
Bank Charges:
[Click Here](#)

Other Banks
Bank Charges: 59
[Click Here](#)

Card Payments

Other Payments Modes

SBI Branch
Bank Charges: 0.0
[Click Here](#)

NEFT
NEFT/RTGS
Bank Charges: 0.0
[Click Here](#)

Cancel

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Site best viewed in IE 10 +, Mozilla 30 +, Google Chrome 30 +



Login to OnlineSBI

Welcome to internet Banking

(CARE: Username and password are case sensitive.)

Please select the customer Segment: PERSONAL BANKING CORPORATE BANKING

Username*

New User? Register here

Password*

Forgot Login Password

Forgot Username

[Login](#) [Reset](#)

~		@	#	%	-	^	~		~	-	
-	3	4	2	1	5	7	8	8	0	-	
q	e	t	w	r	y	u	p	o	i		
d	s	a	f	o	k	i	j	h	k		
x	v	c	b	n	m	<	>		.	*	
CAPS LOCK					CLEAR					?	.

For better security use the Online Virtual Keyboard to login.

[FAQ](#) | [About Phishing](#)

- ✓ Mandatory fields are marked with an asterisk (*)
- ✓ Do not provide your username and password anywhere other than in this page
- ✓ Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- ✓ Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.



[Privacy Statement](#) | [Disclosure](#) | [Terms of Service/Terms & Conditions](#)

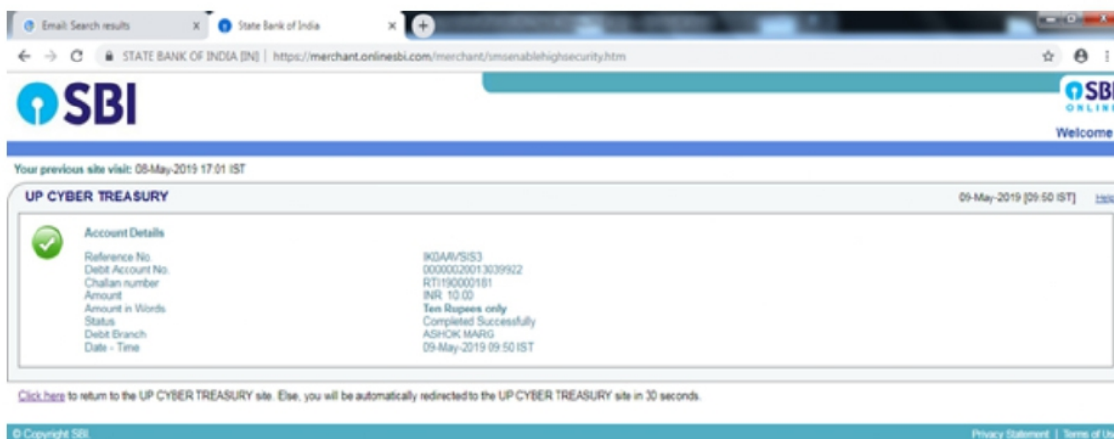


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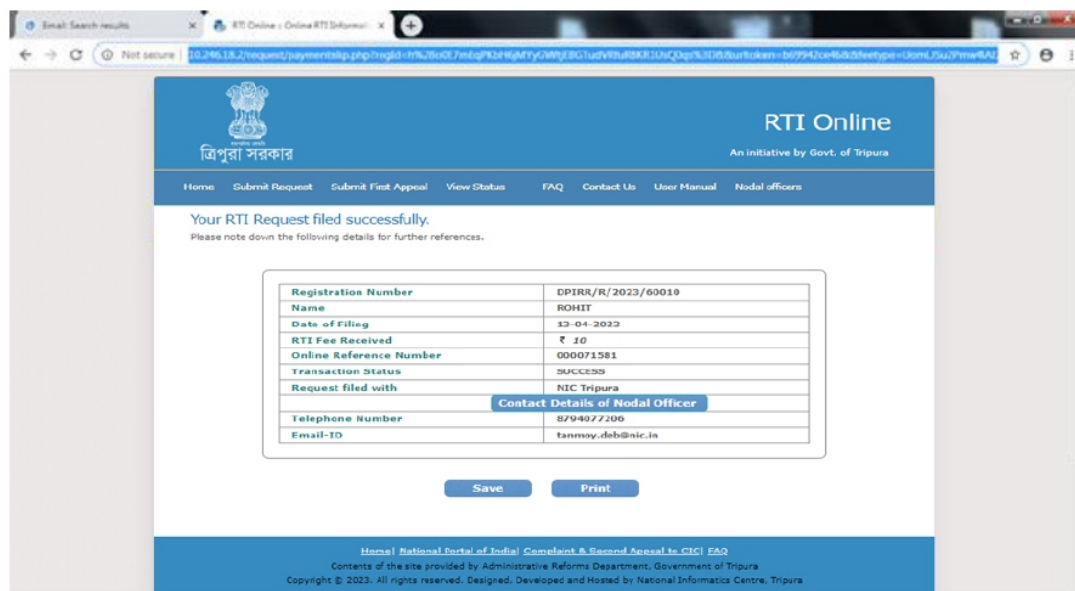
Site best viewed at 1024 x 768 resolution in IE 7 or above, Mozilla 3.5 or above, Google Chrome 5 or above, Safari 5.0+

The applicant can pay the prescribed fee through the following modes:

- Choose the Payment Mode: Net Banking.
- **Net Banking:** Choose your Bank, and then click on Proceed Button.
- New window as shown below will appear,
- **Reference no. and Challan no.** will be generated after successful payment is executed.



- On clicking the **Successful** Button, a unique registration number will be generated. It will be used for future reference. The same can be saved or printed by the user.



SUBMIT FIRST APPEAL

Note: - First appeal can be filed after 30 days from the date of filing of request or after disposal of the request by the department.

- Click on **Submit First Appeal** tab on top bar.
- “GUIDELINES FOR USE OF RTI ONLINE PORTAL” screen will be displayed.
- Read guidelines carefully.
- Click on the checkbox “I have read and understood the above guidelines” and then press **Submit** button.

GUIDELINES FOR USE OF RTI ONLINE PORTAL
Govt. of Uttar Pradesh

1. This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
2. An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Departments/Public-Authorities/Others of Government of Uttar Pradesh. List of Departments/Public-Authorities/Others of Government of Uttar Pradesh can be seen as following:
 - 4. General Administration Department
 - 5. Horticulture and food Processing Department
 - 6. Irrigation and Water Resources Department
 - 7. Khadi and Village Industries Department
 - 8. Rural Engineering Service Department
 - 9. Science and Technology Department
 - 10. Sericulture Development Department
3. On clicking at "Submit Request", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.

I have read and understood the above guidelines.

- Entry form for **Online RTI First Appeal Form** will be displayed as below.

The screenshot displays the 'RTI Online' portal for the Government of Tripura. The header includes the state emblem and the text 'RTI Online - An Initiative by Govt. of Tripura'. A navigation menu contains links for Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The main content area is titled 'Online RTI First Appeal Form' and includes a note: 'Data to be entered only in English'. The form contains three input fields: 'Request Registration Number' (with the value 'DPJRR/R/2023/60010'), 'Enter Email Id' (with masked characters), and 'Enter Captcha code' (with the value 'x186iw'). A 'Submit' button and a 'Reset' button are located below the form. A footer contains links to the National Portal of India, Complaint & Second Appeal to CICI, and FAQ, along with copyright information for 2023.

- Enter your **Request Registration No.**, which has been generated before during submission of Online RTI Request
- Enter your **Email ID**, which has been entered before during submission of Online RTI Request.
- Enter **Captcha Code**.
- Click on **Submit** Button.
- Following screen will be displayed.

Online RTI First Appeal Form

Note: Fields marked with * are Mandatory.

Data to be entered only in English

Public Authority Details :-

* Select Department/Public Authority	NIC Tripura
--------------------------------------	-------------

Personal Details of Appellant :-

* Request Registration Number	DP/RR/R/2023/60010
* Request Registration Date	13/04/2023
* Name	ROHIT
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Address	Dhaleswar
	Agartala
Pincode	
Country	<input checked="" type="radio"/> India <input type="radio"/> Other
State	Tripura
Districts	West Tripura
Educational Status	<input type="radio"/> Literate <input type="radio"/> Illiterate
Phone Number	
Mobile Number (For receiving SMS alerts)	+91 9436450230
* Email-ID	roybanik@gmail.com

Appeal Details :-

Citizenship <i>(Only Indian citizens can file RTI Request application)</i>	Indian
* Is the Applicant Below Poverty Line ?	No
* Ground For Appeal	Refused access to Information Reque

(Enter Text for RTI first appeal application upto 500 characters)

Only alphabets A-Z a-z number 0-9 and special characters . - _ () / @ ! & \ \ % are allowed in Text for RTI first appeal application.

* Text for RTI first appeal application	est
---	-----

Supporting document ((only pdf upto 1 MB))

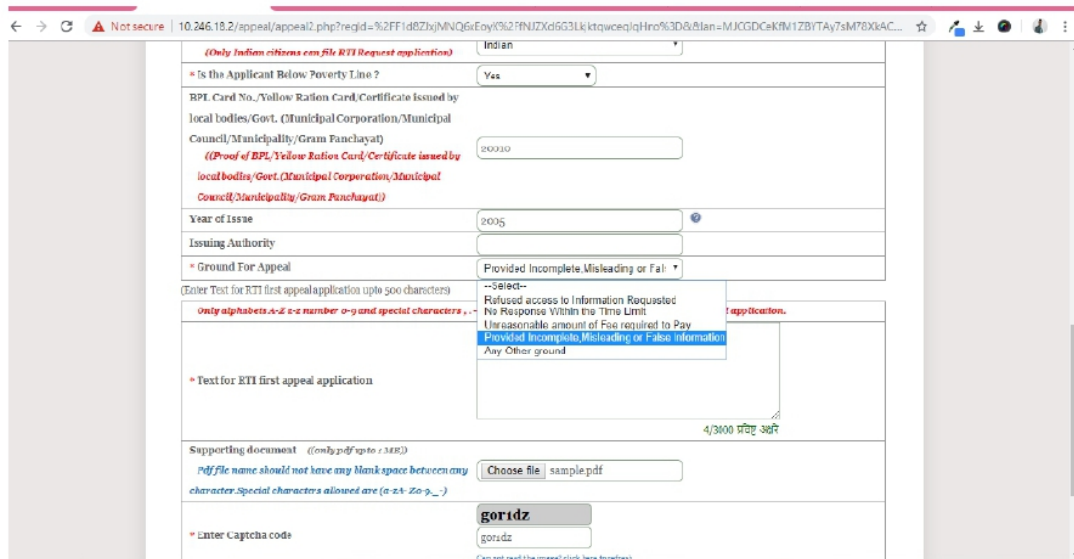
Pdf file name should not have any blank space between any character.Special characters allowed are (a-zA-Z0-9_-)

Choose File	No file chosen
* Enter Captcha code	qvehnd
	qvehnd
	Can not read the image? click here to refresh
	Submit Reset

Note:

- 1. Only alphabets **A-Z a-z** number **0-9** and special characters **, . - _ () / @ : & \ %** are allowed in Text for RTI First Appeal Application.
- 2. Supporting document should be in **PDF** format upto **1MB**.

➤ The applicant can select reason for filing appeal application from **Ground For Appeal** dropdown field.



- Click on **Submit** button, to submit Appeal.
- Following screen will be displayed.

Registration Number: DPIRR/A/2023/00001
Name: ROHIT
Date of Filing: 13-04-2023
Request filed with: NIC Tripura
Telephone Number: 8794077206
Email-ID: tanmoy.deb@nic.in

- A unique registration number will be generated, which will be used for further reference as shown above screen. The same can be saved or printed by the user.
- The **appeal request will be submitted to “Nodal Officer”** of the concerned Public Authority.
- The Nodal Officer will transfer the appeal to **“Appellate Authority”** for further processing.
- The applicant will get an email and SMS alert (if mobile no. provided) on submission of application.

VIEW STATUS

- Status of the RTI application/first appeal filed online can be viewed by the applicant by clicking on **View Status**.

The screenshot shows the RTI Online portal home page. At the top, there is a blue header with the Government of Tripura logo and the text 'RTI Online - An Initiative by Govt. of Tripura'. Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The main content area features a 'Training video of RTI Application filing Guidelines' link, an 'Online RTI Information System' section with a warning about not filing for Central Government departments, and a flowchart diagram of the RTI process. A 'Help Desk' section provides contact information for queries. The footer contains links to the National Portal of India and the Administrative Reforms Department.

- On clicking this option Online RTI View Status Form will be displayed as below.

The screenshot shows the 'Online RTI Status Form' page. It includes the same header and navigation menu as the previous page. The main content area has a 'Note' stating that fields marked with an asterisk are mandatory and data should be entered in English. The form contains three input fields: 'Enter RegistrationNo' (with the value 'DPIRR/R/2023/60010'), 'Enter Email Id' (with a masked value), and 'Enter Captcha code' (with the value 'i3k7zf'). There are 'Show' and 'Reset' buttons at the bottom of the form. The footer is identical to the previous page.

- Applicant can enter Registration no., Email Id and Captcha in **ONLINE RTI STATUS FORM**.
- On clicking on **show** button **ONLINE RTI STATUS** will be displayed.

The screenshot shows the RTI Online portal interface. At the top, there is a header with the Government of Tripura logo and the text 'RTI Online - An initiative by Govt. of Tripura'. Below the header is a navigation menu with links: Home, Submit Request, Submit First Appeal, View Status, FAQ, Contact Us, User Manual, and Nodal officers. The main content area displays a table with the following information:

Registration Number	DPIRR/R/2023/60010
Name	ROHIT
Date of Filing	13/04/2023
Status	RTI REQUEST RECEIVED as on 13/04/2023
Nodal Officer Details	
Telephone Number	8794077206
Email-ID	tanmoy.deb@nic.in

Below the table are three buttons: **Print RTI Application**, **Print Status**, and **Go-Back**. At the bottom of the page, there is a footer with the following text: Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ. Contents of the site provided by Administrative Reforms Department, Government of Tripura. Copyright © 2023. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, Tripura.

In case Request is disposed of and PDF of Reply Document is attached by PIO, then the following screen will be displayed

The screenshot shows the RTI Online portal interface, similar to the previous one, but with the status updated. The main content area displays a table with the following information:

Registration Number	DPIRR/R/2023/60010
Name	ROHIT
Date of Filing	13/04/2023
Status	REQUEST DISPOSED OF as on 13/04/2023
Reply :- Test	
View Document	
Nodal Officer Details	
Telephone Number	8794077206
Email-ID	tanmoy.deb@nic.in

Below the table are three buttons: **Print RTI Application**, **Print Status**, and **Go-Back**. At the bottom of the page, there is a footer with the following text: Home | National Portal of India | Complaint & Second Appeal to CIC | FAQ. Contents of the site provided by Administrative Reforms Department, Government of Tripura. Copyright © 2023. All rights reserved. Designed, Developed and Hosted by National Informatics Centre, Tripura.

Registration Number	Telephone Number Email-ID	Current Status	Status Date	Remarks (If any)	Document (If any)
1 DPTCA/R/2019/60012	Surendra Kumar 9454412 [REDACTED] surendra.12883@gov.in	REQUEST FORWARDED TO PIO	04/06/19		
2 DPTCA/R/2019/60012/1	test user 0123456 [REDACTED] testuser@gmail.com	REQUEST FORWARDED TO PIO	04/06/19		

For e.g.

If RTI application is forwarded to two PIOs by **Nodal officer**, two registration numbers will be generated.

i.e.

1. DPTCA/R/2019/60012
2. DPTCA/R/2019/60012/1

The application gets divided in two parts and the applicant can see status of These 2 parts by using two different registration numbers.
Two replies will be received by the applicant.

In case the applicant is not satisfied with the reply of a particular PIO, then appeal needs to be filed for that particular registration no.

For example:

If the applicant is not satisfied with reply of registration no

DPTCA/R/2019/60012/1 then he/she should file an appeal for registration no

DPTCA/R/2019/60012/1 and not for original registration no

DPTCA/R/2019/60012 .

Thank You