

User Manual For Citizen

URL for citizen login:

<https://rtiharyana.gov.in/registrationEntryNEW.aspx>

New User Registration

This is the main dashboard inside for citizen menu > Citizens Login

If you're a new user then kindly register yourself through [New User Registration](#) option.

Menu

- Home
- Login for Department User
- For Citizen
- Downloads
- Latest Updates
- Contact Us
- Other Links

Right To Information State Information Commission Haryana, India

Citizens Login

Login Registered Applicant (For Applicant Use)

User Id *

Password *

Code * **BBC05T**

[Note: If you cannot read info in image above, Press F5 to reload]

Login

[NEW USER Registration](#)

[Forget Password](#)

Note: At present there is not provision to file second appeal online rule 6 of Haryana Right to Information rules 2009 provides that second appeal should be filed manually in triplicate applicant are requested to accordingly Filing second appeal

Contents owned, maintained and updated by the respective departments/offices of Haryana Government.

Enter your mobile number and captcha and click on “[Submit](#)” button.

Right to Information

Right To Information Haryana

home

CITIZEN REGISTRATION

Enter Mobile Number

EQ2CGY

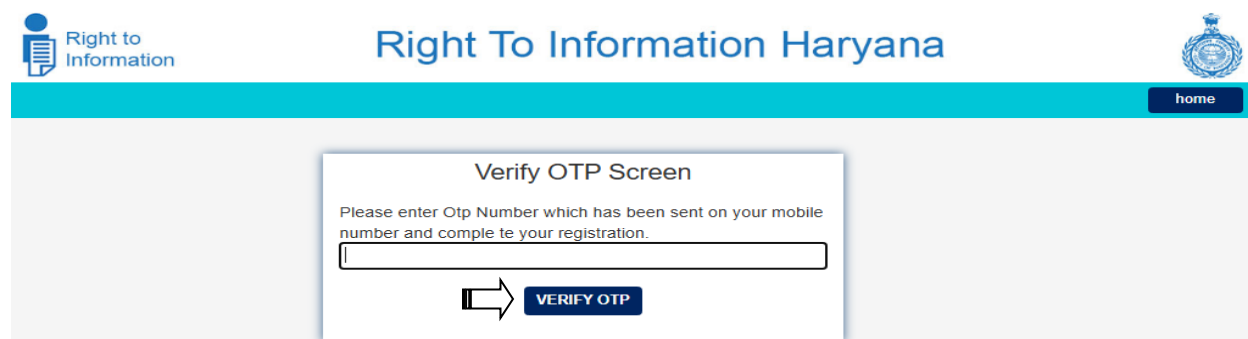
[Note: If you cannot read info in image above, Press F5 to reload]

Enter Code given above *

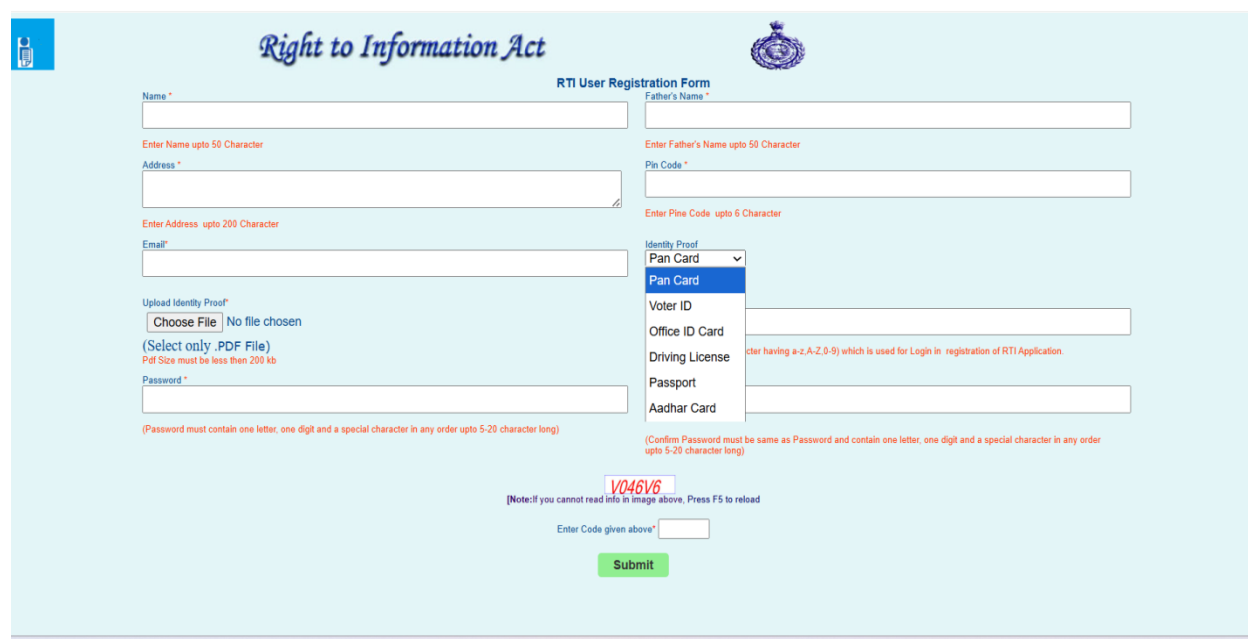
Submit

If you are unable to get OTP please reset DND setti

Then verify through OTP that you received on your registered mobile number on next page.



Citizens can register for RTI account by filling this User Registration Form. Enter all the necessary details carefully as this is the one time process.



Note: Add your identity proof with your address details as without your address details you are not verified and your RTI information will not be furnished.

Once you register yourself. Kindly login through your user credentials from For citizen > “Citizens Login option” page.

Forgot Password

If You already have any userID but forget its password then click on “[Forgot Password](#)” option to change the password.

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Right To Information State Information Commission Haryana, India

Forgot Password

USER ID

MOBILE NO

J5PSHJ

[Note:If you cannot read info in image above, Press F5 to reload]

Enter Code given above *

GO

Enter your UserID and registered Mobile no. and fill the captha to change the password and Click on “GO” button.

Contents owned, maintained and updated by the respective departments/offices of Haryana Government.

Menu

Home

Login for Department User

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Right To Information

State Information Commission
Haryana, India

Forget Password

USER ID

NEW Password

Confirm Password

CHANGE PASSWORD

GO To Login

Enter your UserID then change your password by entering New Password and after confirming click “Change Password” to change your Password.

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After Login:-

This is the main dashboard for citizens to [Submit Application](#). This form can be used to file an Online RTI.



Right To Information Haryana



Application Operation ▾ Status and Reports ▾ Change Profile

Submit Application			
Information Required From		Select Language: English ▾	
Department*	- ▾	Place*	- ▾
Office/Branch*	▾	Officer *	▾
Application Date	21/09/2025		
Information Required			
From Date		To Date	
Information Subject*			
Enter Information Subject Upto 1000 character without script,select,--,insert, delete,sp_, xp_, (,),drop,;<,>,(' " \ \ / , ~ , ' , + , - , ? , % ^ , & , []		Enter Information Description Upto 5000 character without script,select,--,insert, delete,sp_, xp_, (,),drop,;<,>,(' " \ \ / , ~ , ' , + , - , ? , % ^ , & , []	
Upload Application	Choose File No file chosen (Select only .PDF File)		
Contact Details			
Applicant Name *	asdfg	Applicant Address*	Hisar
Email	elvishjjoh@gmail.com	Mobile No	1234567890
Payment Details			
Is Below Poverty?	Information Mode		
☐ Yes ☒ No	By Ordinary Post ▾		
RTI Fee	10 (Note:RTI Fee is Rs. 10/-)	Pay Mode	e-payment ▾ --Select Bank-- ▾
8Y1XKO Enter Security Code Note:If you are unable to read info in image above, reload page to get another one Save Back			

Submitting Application

1. This web portal can be used to file RTI Application online and also to make payment for RTI application Online. First Appeal is also filled online.
2. An applicant who desires to obtain any information under RTI Act can make a request through this web portal to the Departments of government of Haryana.
3. The fields marked * are mandatory while others are optional.
4. The on clicking at “Submit Application”, the applicant has to fill the required details on the page that will appear.
5. Enter the details as per the prescribed columns.
6. Select Department Name from the dropdown list for which the Applicant wants to file an RTI.
7. Officer list will be shown only after choosing same Place(District) and Office/Branch field.
8. At present, the text in the Information Subject field will be upto 1000 characters.
9. If your desired information description having more than 5000 characters then upload the attachment in Upload Application field.
10. In Payment Details column, you have two options:
 - i. If an applicant belongs to BPL category he will select the option **Yes** in “Is Below Poverty?” field and he has to upload BPL card certificate in supporting Document field.

Payment Details

Is Below Poverty?
☒ Yes ☐ No

Attach Proof of BPL CARD
 No file chosen

Information Mode
By Ordinary Post

No file chosen

VOU6N8

Enter Security Code

Note: If you are unable to read info in image above, reload page to get another one

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No fees is required to be paid by any citizen who is below poverty line as per the RTI Act 2012.

In case of BPL category the applicant can click on [Save 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.

- ii. If an applicant is non BPL then he/she has to make a payment of 10rs fees as per the RTI Act.

11. The applicant can pay the prescribed fees through the following modes after selecting any of the Aggregator:

- i) Internet banking
- ii) Using credit/debit card of Master/Visa
- iii) UPI

The screenshot shows a web form titled "Payment Details". It contains the following fields and options:

- Is Below Poverty?** with radio buttons for "Yes" and "No" (the "No" button is selected).
- Information Mode** with a dropdown menu currently showing "By Ordinary Post".
- RTI Fee** with a text input field containing "10" and a red note: "(Note:RTI Fee is Rs. 10/-)".
- Pay Mode** with a dropdown menu showing "e-payment".
- A bank selection dropdown menu with the following options: "--Select Bank--", "--Select Bank--", "Punjab National Bank Aggregator", "IDBI Aggregator", "CSC Wallet", "Punjab National Bank", and "SBI Aggregator".
- A security code field with a red watermark "VOU6N8" overlaid on it. Below the field is a red note: "Note:If you are unable to read info in image above, reload page".
- At the bottom are "Save" and "Back" buttons.

At the very bottom of the page, a footer states: "Contents owned, maintained and updated by the respective departments/offices of Haryana Government."

12. Once applicant enters on [Save button](#), Applicant will receive an sms alerts of the Application Number in case if he/she provides the mobile number at registration.

13. Applicant will reached to E-Challan Payment option, click on [Continue](#) option.

E-CHALLAN
Government of Haryana

Payee Details								
GRN	139934213	Date :	22-09-2025					
Department	State Information Commission, Haryana	Type Of Payment	Online					
Type Of Payment Mode		PRAN/GPF/PayeeCode/TIN/ Actt.No./VehicleNo./Taxid(If Any)	017149/2025					
Office Name	0049-State Information Commission Haryana	PAN No.(If Applicable)						
Treasury	ChandigarhT	Full Name	asdfg					
Year (Period)	(2023-24) One Time	Address	Sector 8C Chandigarh					
Town/City/District	Chandigarh	PIN	160009					
	<table border="1"> <thead> <tr> <th>SNo.</th> <th>Budget Head/Purpose</th> <th>Amount in Rs.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0070-60-800-86-51 Other Receipts</td> <td>10</td> </tr> </tbody> </table>	SNo.	Budget Head/Purpose	Amount in Rs.	1	0070-60-800-86-51 Other Receipts	10	
SNo.	Budget Head/Purpose	Amount in Rs.						
1	0070-60-800-86-51 Other Receipts	10						
Particulars(If Any)	Submit Application	Deduct:Commission	0					
Amount In Rs	Ten Rupees	Total/NetAmount	₹ 10					
		Bank Name : Punjab National Bank Aggregator	Continue					

14. You'll see all the payment modes:

Payable Now **₹10**

Subtotal **₹ 10**

OFFERS

Get upto Rs 100 cashback on Navi UPI [APPLY](#)
Upto ₹100 Cashback | T&C

Secure Checkout

Transaction Id: 0139934213

< Back

PREFERRED PAYMENT OPTIONS

HDFC Bank

ICICI Bank

Unlock your saved payment options

OTHER PAYMENT OPTIONS

UPI Upto ₹100 Cashback

Net Banking

Show all

I consent to [PayU Group](#), their Business Partners and their service providers processing my data to offer relevant product and services. [Manage your preference here](#)

After completing the payment process, applicant will be redirected back to RTI Online Portal.

The application filed through this Web Portal would reach electronically to the concerned Department's SPIO as selected by the applicant at the time filing Application.

Note:

1. Only alphabets A-Z a-z, number 0-9 and special characters , . - _ () / @ : & \ % are allowed in Text for RTI Application Form.
2. Supporting document should be in PDF format upto 10MB.
3. Text for “Information Subject” should be upto 1000 characters.
4. Text for “Information Description” should be upto 5000 characters.

Add/Additional fees detail:-

Additional fees is demanded by the concerned SPIO, if required to furnish the information you sought for.

Click on [Submit fee](#) option and fill up the bank details for the payment and proceed further.

Application Operation+ Status and Reports+ Change Profile						
Additional Fee Deposit Form			Submit Application			
			Add/Additional fee detail			
Application No	Applicant Name & Address	Concerned Department	Information Subject	Amount	Details	Submit
014589/2025,25/08/2025	asdfg Hisar	State Information Commission,Chandigarh, State Information Commission, Chandigarh	TSTING	16	View Detail	Submit Fee

Status and Reports

In this option you will find the following operations like:-

Application Operation - Status and Reports - Change Profile				
View status of application				View status of any Application Application Receipt form-1(A) Additional Fee Receipt Report of Appeal
Application No	Applicant Name & Address	Concerned Department	Information	First Appeal
015526/2025,04/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo	View Status Submit First Appeal
016054/2025,11/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	DEMO	View Status Submit First Appeal
016620/2025,17/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo	View Status Submit First Appeal
017149/2025,22/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo	View Status Submit First Appeal

a) **View Status of any Application-**

- a) i) Where applicant are able to view the Status of their Application (whether it is Disposed Off, Transferred, Rejected or Pending) by clicking on “**View Status**”.
- a) ii) Citizen can also able to file First Appeal from here by clicking “**Submit First Appeal**”.

Note:- (First Appeal can be filled only after 30days of RTI Application.)

- b) **Application Receipt form-1(A)**- where applicant can download receipt of their RTI application.
- c) **Additional fee receipt**- where applicant can download receipt of the additional fees payment.
- d) **Report of Appeal**- where applicant can download receipt of First Appeal.

Submitting First Appeal

1. For making an appeal to the first Appellate Authority, the applicant has to click at 'Submit First Appeal' in [Status & Reports > View Status of any Application](#) and fill up the form that will appear.

Application Operation ▾ Status and Reports ▾ Change Profile			
View status of application			
Application No	Applicant Name & Address	Concerned Department	Information
015526/2025,04/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo
016054/2025,11/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	DEMO
016620/2025,17/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo
017149/2025,22/09/2025	asdfg, Hisar	State Information Commission, State Information Commission,Chandigarh, Chandigarh	demo

2. The registration number of original application has to be used for reference.
3. As per the RTI act, No fees has to be paid for first appeal.
4. First Appellate Authority Name will be selected through the given dropdown list.
5. The applicant can select reason for filing appeal application from **Reason/Grounds for Appeal** field.
6. Following documents can be attached at the time of filing First Appeal:-
 - a) Photocopies of original RTI application with its enclosures
 - b) Acknowledgement of PIO/SPIO
 - c) Postal proof of mailing
 - d) Decision letter of PIO/SPIO

Note:-

1. Only alphabets A-Z a-z, number 0-9 and special characters , . - _ () / @ : & \ % are allowed in Text for RTI First Appeal Form.
2. Supporting document should be in PDF format upto 4MB.

First Appeal for Central Government/ State Government

Details of RTI Application to PIO

Application Past Reference *	013151/2025	(i.e. 000001/2011)	Past Reference Date	08/08/2025	dd/mm/yyyy
Date of Decision	22/08/2025	dd/mm/yyyy	Status of Application	Pending v	
Public Information Officer(PIO) Name	Account officer v				

Personal Details

Name of Appellant *	asadq	Address of Appellant *	Hisar ✎
Email	elvis@jsh@gmail.com	Phone	1234567890
Click to View Past Reference Detail ApplicationDetail			

Facts of the Case

Brief facts of the case *	
Reasons/grounds for this appeal*:	☐ The PIO or APIO refuses the application ☐ The information provided is incomplete, misleading or false ☐ Aggrieved by the decision of the PIO ☐ Unsatisfactory mode of information ☐ The Fee Charged is unreasonable ☐ Not provided in the same format sought ☐ Information is not provided within the time limits
Any other information in support of appeal*:	
Grounds for prayer/relief sought for*:	
Remarks	
List of Document Attached.	
Photocopies of original RTI application with its enclosures:	Choose File No file chosen
Postal proof of mailing	Choose File No file chosen
Acknowledgement of PIO/SPIO	Choose File No file chosen
Decision letter of PIO/SPIO	Choose File No file chosen
First Appeal Authority Name*:	Secretary v
Prayer/relief sought for*:	
Appeal Date	22/09/2025

NDLBS9
 Enter Security Code

Save

Note:-

Please ensure that the correct FAA is selected by you from the given list of First Appellate Authorities, if any.

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 application filed through this Web Portal would reach electronically to the concerned Department's Appellate Authority as selected by the applicant at the time of filing First Appeal.



Profile details of the citizen can be updated by clicking on [Change Profile](#) to update Mobile number, Email-id and also your address but not the identity proof of you.

The screenshot displays the 'Right To Information Haryana' website interface. At the top, there is a header with the 'Right to Information' logo on the left, the title 'Right To Information Haryana' in the center, and a police emblem on the right. A navigation bar below the header contains links for 'Application Operation', 'Status and Reports', and 'Change Profile'. The main content area features a form titled 'If You Want to get SMS alert on your Mobile Please Update.' with the following fields: 'User ID' (containing 'evilsv'), 'Mobile No' (empty), 'Email ID' (empty), and 'Address' (empty). A red asterisk is positioned to the left of the 'Address' field. At the bottom of the form are two buttons: a green 'Submit' button and a red 'cancel' button.

All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act, 2005 will continue to apply.