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Right To Information
Government of Manipur



Department of Information Technology,
Government of Manipur

RTI ONLINE PORTAL

Right to Information Online Portal,
 Government of Manipur
<https://rtimanipur.mn.gov.in>



Standard Operating Procedure (SOP)
(for RTI Submission & Tracking)





Overview.

The RTI Manipur Web Portal is an online platform developed by the Department of Information Technology(DIT), Government of Manipur to facilitate citizens in exercising their rights under the Right to Information framework. It serves as a centralized system to promote transparency, accountability and efficient information management across Government Departments. It enables citizens to submit RTI applications online, track application status in real time, and receive timely responses from concerned Public Authorities.

The Department plays a key role in IT policy formulation, implementation of e-Governance initiatives, and promotion of IT-enabled services while providing a strong digital infrastructure to support effective governance in the State.

1. Accessing the Portal

Open the **Right to Information Government of Manipur** portal in your web browser

- Visit: <https://rtimanipur.mn.gov.in/home.aspx>

2. On the Home page, select **'New Registration'** for new users. Existing users should click on **'Citizen Login'**

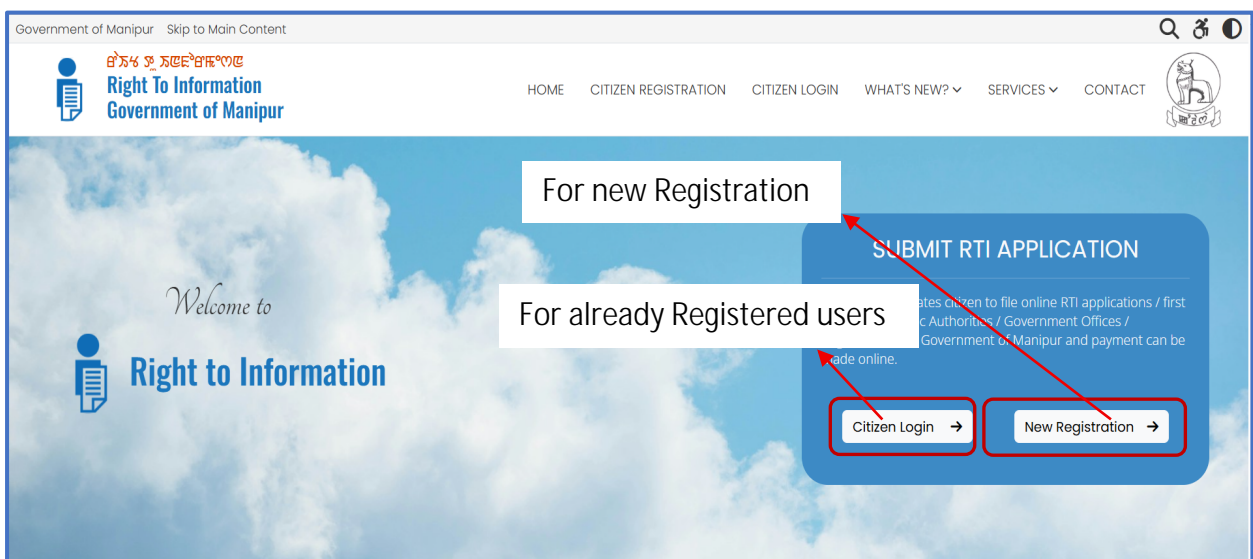


Image-1: RTI Portal Homepage



3. RTI Portal Registration Process

- Click **Agree and Proceed** to continue.

Registration Instructions & Guidelines

Read the following instructions before filling out the Citizen Registration form.

Step 1: Citizens of India can use this online platform to file applications under the Right to Information and complete fee payments via this portal.

Step 2: An applicant who wants to acquire information under the RTI Act can now make a request through this Web Portal to the specific departments of the Government of Manipur.

Step 3: Before submitting your new application, you must register your applicant information using a valid mobile number and email address.

Step 4: After clicking "**I Agree & Proceed**", the applicant will be guided to a **Citizen Registration** page to register their basic profile.

Step 5: After successful registration, the applicant should access the **Citizen Login** page. After logging in, they will see options such as **Apply for a New RTI, Registered Application List, Application Status Check, Account Profile Update, and Change Password.**

Step 4: To apply for a new RTI, fill out the applicant details correctly, specify the requested information, and submit the mandatory documents, including **PAN, Aadhaar, BPL (if applicable), and any Additional documents (if required).** After a successful payment, you'll receive a **Diary Number** to track your application.

Step 5: Once your RTI application is successfully registered, the relevant department's PIO will handle the processing until a final decision is made regarding approval, closure, or rejection.

NOTE: If an RTI application is not processed within **30 days**, the citizen can file an appeal with the first appellate authority. If unresolved, they can approach the **Manipur Information Commission**. Legal recourse may be sought as a last resort.
(Please refer to this for submitting an Appeal & Complaint to the Manipur Information Commission here.)

I Agree & Proceed

Image-2: RTI instruction and guidelines page with Agree & Proceed Button



4. RTI Portal Registration, Aadhaar Verification.

Citizen Registration through Aadhaar Authentication.

Note: The user must have an Aadhaar-linked mobile number to complete the verification process.

1. The **Aadhaar Verification screen** will be displayed.
2. Enter the **12-digit Aadhaar Number** in the specified field.
3. Solve the **CAPTCHA verification** as displayed on the screen.
4. Provide consent by selecting the checkbox for Aadhaar authentication.
5. Click on the **“Request OTP”** button.
6. Upon successful submission, an OTP will be sent to the Aadhaar-linked mobile number.

Government of Manipur Skip to Main Content

ইনফো স্ক্যান্ডেলিং
Right To Information
Government of Manipur

HOME CITIZEN REGISTRATION CITIZEN LOGIN WHAT'S NEW? SERVICES CONTACT

STEP 1 OF 2
Aadhaar Verification
Enter your 12-digit Aadhaar number to receive an OTP

Aadhaar Number
XXXX XXXX XXXX

CAPTCHA Verification
8 + 7 = ?
Enter the CAPTCHA answer

I voluntarily consent to use my Aadhaar number/VID for authentication with UIDAI as per Aadhaar Act, 2016.

Request OTP

Image-3: Aadhaar verification page



5. RTI Portal Registration, OTP Verification.

1. The **OTP Verification** screen will appear.
 2. Enter the **One-Time Password** (OTP) received on the Aadhaar-linked mobile number.
 3. Click on the **"Verify OTP"** button.
- ✓ If the OTP is valid, the system will successfully authenticate the user and proceed to the next stage of registration.

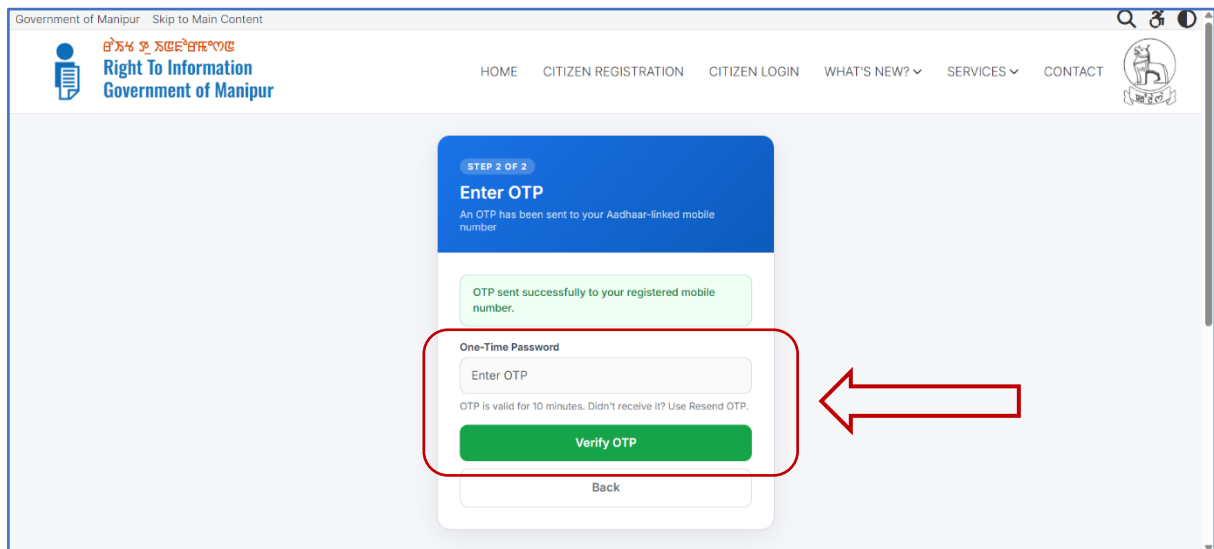


Image-4: OTP verification page



6. Filling RTI Registration form.

After successful OTP verification, the system redirects the user to the Citizen Registration Form page. This page is used to collect personal and login details required for creating a user account on the portal.

Note: The Full Name and Permanent Address fields are automatically populated from Aadhaar records after successful verification and remain locked for editing.

Enter the required details:

- **Full Name** (same as Aadhaar)
- **Parent's Full Name:** Enter parent/guardian name as per Aadhaar.
- **Permanent Address:** Provide complete residential address.
- **Mobile Number:** Aadhaar Link mobile number
- **Email ID** (valid email address)
- **Username** (choose a unique username)
- **Password** (Minimum 8 characters contains (A–Z, a–z, 0–9, and one special character (@, #, \$, %))
- **Confirm Password**

After filling all mandatory fields, click **Register Now**.

The screenshot shows the 'Citizen Registration' form on the Government of Manipur RTI portal. The form is titled 'Citizen Registration' and 'New registration to file an online RTI application'. It contains the following fields:

- * Full Name: Maibam Bipin Meitei
- * Parent's Full Name: Same as your Aadhaar
- * Permanent Address: Imphal, Imphal West, Manipur - 795001
- * Mobile No.: Valid 10 digit Mobile no.
- * Email: Valid email
- * Username: Keep your username handy
- * Password: [Empty]
- * Confirm Password: [Empty]

A blue 'Register Now' button is located at the bottom of the form, highlighted with a red box and an orange arrow pointing to it.

Image-5: Registration form filling page



7. RTI Portal Citizen Login Page

Once the registration process is completed successfully, the system will display the **Citizen Login Page**.

- I. Enter the following credentials:
 - **User ID (created by the user during the registration process.)**
 - **Password (created by the user during the registration process)**
- II. Solve the **CAPTCHA verification** displayed on the screen.
- III. Click on the **Login** button.

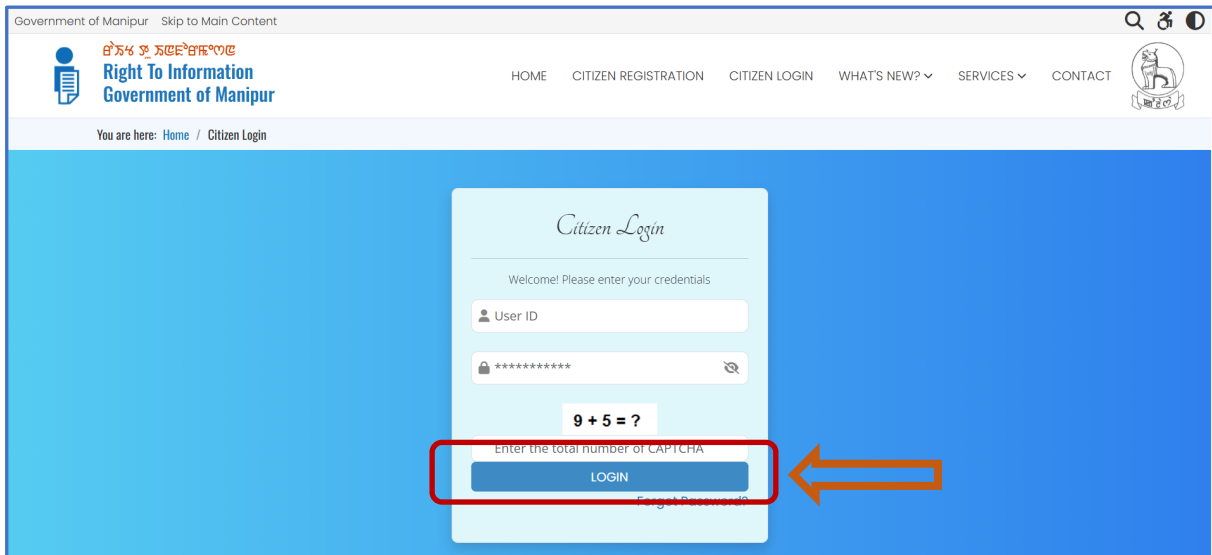


Image-6: Citizen login page



8. Citizen Dashboard

- After successful login, the system will redirect the user to the **Citizen Dashboard**.
- In the citizen dashboard provides access to all RTI-related services. The main features available on the dashboard include:
 1. **New RTI Application** – Submit a new RTI request.
 2. **Application Status** – Track the status of submitted RTI applications.
 3. **Account Profile** – Update or manage user profile details.
 4. **Registered Applications** – View and manage submitted RTI requests.
 5. **Closed Applications** – Access applications that have been completed.
 6. **Help & Support** – For any Query/Feedback

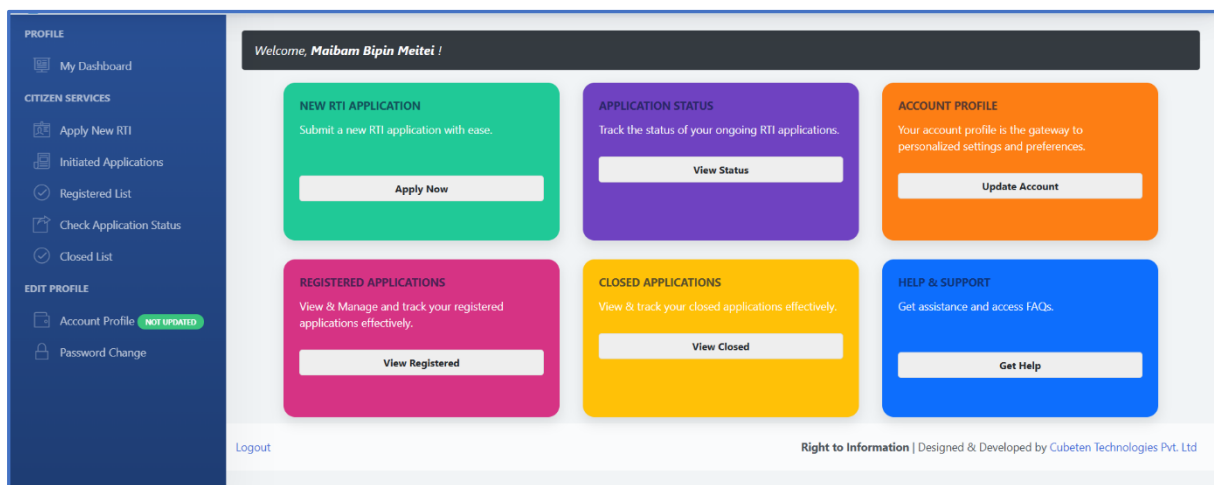
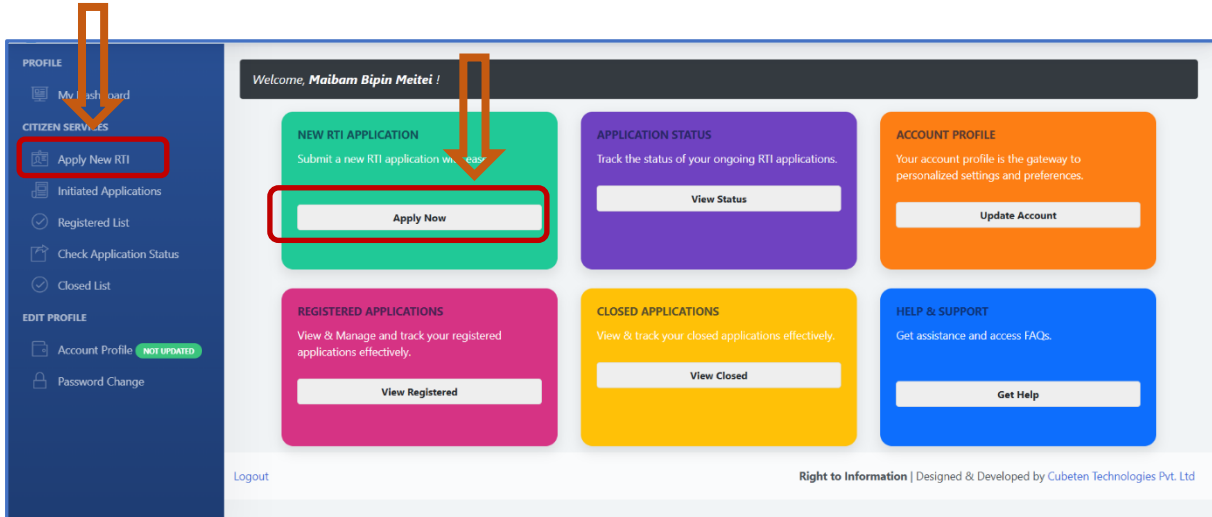


Image-7: Citizen dashboard page



9. Filing a New RTI Request

- Click on **Apply New RTI** from the left navigation menu or select **Apply Now** from the dashboard.



10. Filing a New RTI Request, Instruction and guidelines page

- The citizen will be redirected to a **Guidelines** Page
- Carefully read the **Instructions & Guidelines** displayed on the screen.
- Click **I Agree & Proceed** to continue.

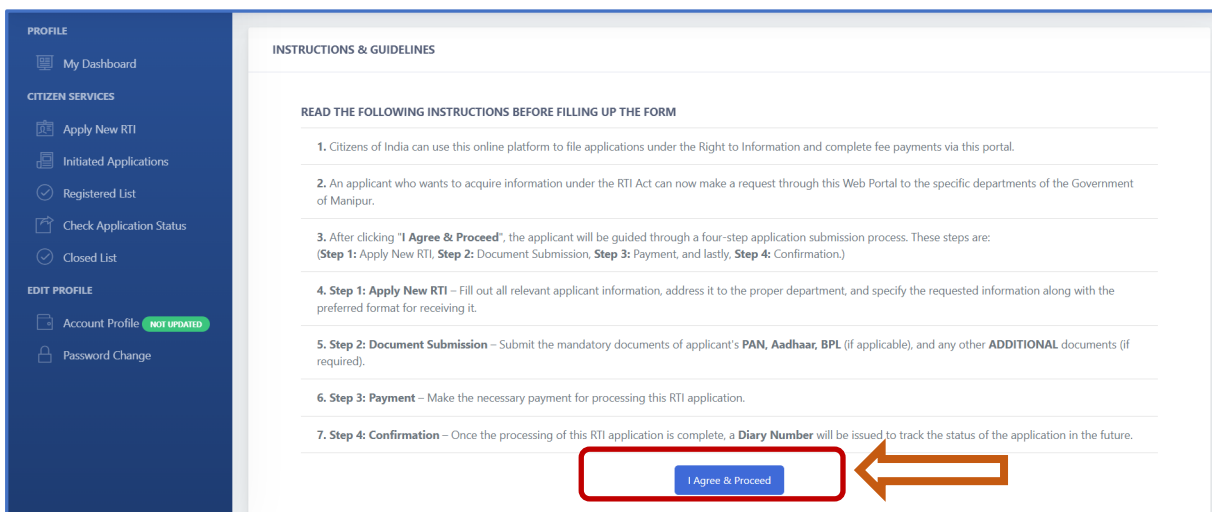


Image-8: instruction and guidelines page with Agree & Proceed Button



11. RTI Application Form Filling Page

1. Step 1: Apply New RTI

Enter the required applicant details and specify the information being requested from the concerned department.

2. Step 2: Document Submission

Upload the necessary supporting documents such as PAN, Aadhaar, BPL certificate (if applicable) or any additional documents required.

3. Step 3: Payment

Make the applicable fee payment for processing the RTI application through the portal.

4. Step 4: Confirmation

After successful submission and payment, the system will generate a Diary Number for future reference and tracking.

The screenshot displays the 'STEP 1: APPLY NEW RTI APPLICATION' page. At the top, a progress bar shows four steps: 'Step 1: Apply New RTI' (highlighted with a red box and an arrow), 'Step 2: Document Submission', 'Step 3: Payment', and 'Step 4: Confirmation'. Below the progress bar, the form is titled 'STEP 1: APPLY NEW RTI APPLICATION' and '1. Applicant's Details'. The form fields include: Applicant Full Name (MAIBAM BIPIN MEITEI), Fathers Name (selected), Mobile No. (7005009707), Email ID (maibambipin2012@gmail.com), Gender (- Select -), Permanent Address, Block/ULB (Rural), State (Manipur), District (Imphal West), Post Office, Police Station, and Postal Pin Code.

Image-9: RTI form filling page



12. Filing a New RTI Request, Entering Applicant's Details.

- Entering Applicant's Personal Information: Certain fields (Name, Mobile Number, and Email ID) are automatically populated from the registration details provided at the time of registration and **remain locked for editing**.
- Enter the remaining Fields.
- Select an Identity Proof from the drop-down list and provide the corresponding Identity Proof Number
- Citizenship BPL Status (Yes/No): If 'Yes' is selected, uploading the BPL card is mandatory. The document must be uploaded in the next step on the **Document Upload page**.

The screenshot shows the 'STEP 1: APPLY NEW RTI APPLICATION' page. The '1. Applicant's Details' section is highlighted with a red box and an orange arrow. The form includes the following fields:

- * Applicant Full Name** (Please fill in BLOCK letters): MAIBAM BIPIN MEITEI
- * D.O.B** (dd/mm/yyyy): Date of Birth
- * Mobile No.:** 7005009707
- * Email ID:** maibambipin2012@gmail.com
- * Gender:** - Select -
- * Permanent Address:** Permanent Address
- * Block/ULB:** Rural
- * State:** Andaman and Nicobar Island (UT)
- * District:**
- * Post Office:** Post Office
- * Police Station:** Police Station
- * Postal Pin Code:** Postal Pin Code

Image-10: Filing Applicant's Details



13. Filing a New RTI Request, Selecting Addressing the Right Authority.

- I. Select Department Category from the dropdown menu.
- II. Select Department Sub Category from the dropdown menu.
- III. Select Name of Department from the dropdown menu.
- IV. After Selecting the above three fields automatically Populated the Authority officer/ Name of PIO / APIO.

The screenshot displays the 'RIGHT TO INFORMATION Government of Manipur' web interface. The main content area is titled '2. Addressing the Right Authority' and contains four fields: 'I. Select Department Category', 'II. Select Department Sub-Category', 'III. Name of Department', and 'IV. Authority Officer / Name of PIO / APIO'. These four fields are enclosed in a red rounded rectangle. Below this section is '3. Information Requested', which includes 'Details of Information Requested' and 'Specific Information Required' text areas. An orange arrow points upwards from the 'Details of Information Requested' text area towards the 'Name of Department' dropdown menu.

Image-11: Selecting Addressing the Right Authority.



14. Filing a New RTI Request, Information Requested

- **Details of Information Requested**

Provide a clear description of the information you need. Include relevant details such as document names, dates, departments, or any specific records to help locate the information

- **Specific Information Required**

Specify the exact information or documents you need, including relevant details such as subject, date, department, or reference number if available

The screenshot shows the '3. Information Requested' section of the RTI application form. It includes a dropdown for 'Select Department', a text field for 'Name of Authority', and two text areas: '* Details of Information Requested' and '* Specific Information Required'. Below these are two questions with radio button options: '* Has the information been provided earlier?' (Yes/No) and '* Is this information not made available by the Public Authority?' (Yes/No). A blue button labeled 'Proceed to Submit Documents' is at the bottom. Red boxes and orange arrows highlight the section headers and the button.

Image -12: Entering Information requested

15. Filing a New RTI Request, Particulars of Information Solicited

- Has the information been provided earlier?
Yes/No
- Is this information not made available by the Public Authority?
Yes/No
- ✓ Upon completing all the above details, click on **'Proceed to Submit Documents'** to upload the required documents.



16. Filing a New RTI Request, Document Submission

Read the Instructions Carefully.

- ❖ Upload 'BPL Card' and 'PAN' documents in image format. Up to 5MB
- ❖ For other documents, select 'Additional Doc' and upload in PDF format. Upto 2MB
- ❖ A minimum of two (2) documents must be uploaded to proceed.
- ❖ The 'Proceed to Payment' button will be enabled only after all required documents are uploaded.

✓ Select Document Type

Choose the appropriate document type from the drop-down list (e.g., BPL Card, PAN, Additional Doc).

✓ Upload Document

Click on 'Choose File' and select the relevant file from your system.

✓ Upload and Save

Click on 'Upload & Save' to upload the selected document. Repeat if Required

Repeat the above steps to upload all necessary documents.

✓ Proceed to Payment

After successfully uploading the required documents, click on '**Proceed to Payment**' to continue to the Payment Process next Step

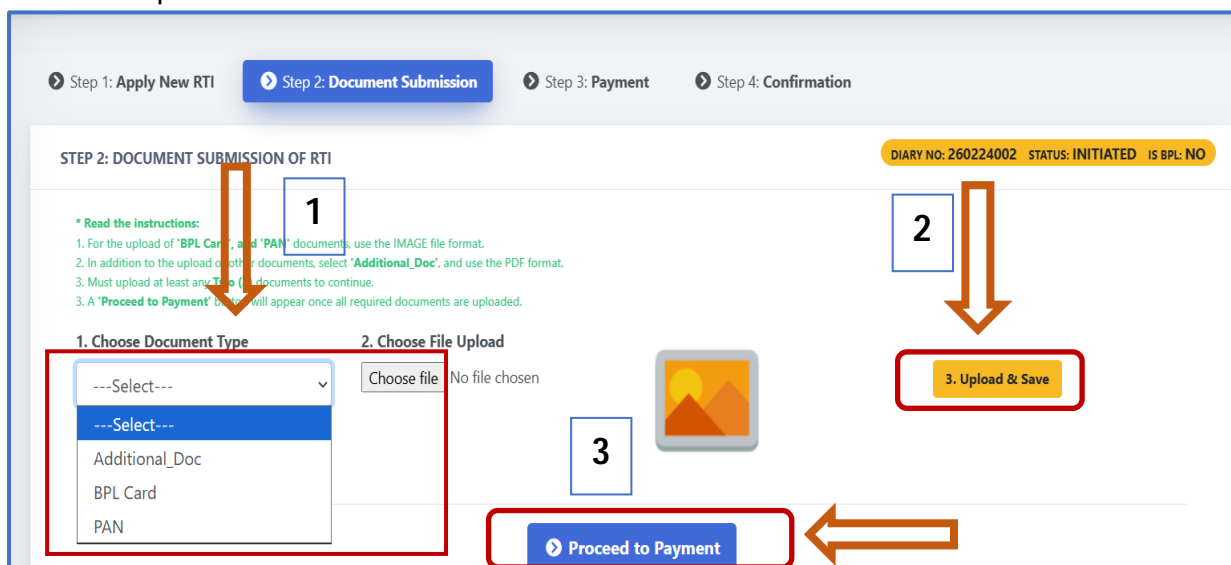


Image -13: Documents Submission Of RTI

17. Document Submission and Confirmation for BPL Citizens

- After uploading the required supporting documents as proof for BPL category.

Click on the **“Proceed to Payment”** button. To Submit the application

Note: For BPL citizens, clicking “Proceed to Payment” will directly submit the application. No payment is required for BPL category applicants.

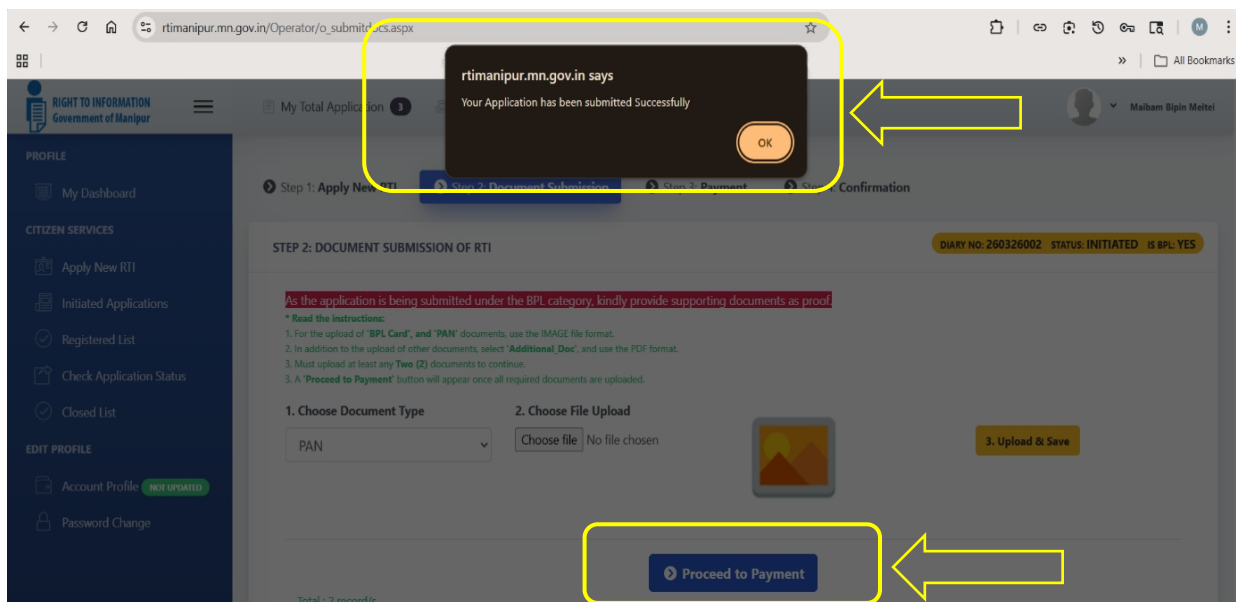


Image -14: Application Submitted (Confirmation)



18. Filing a New RTI Request, Payment Process (for Non-BPL Citizens)

1. Review Contact Details

Verify the displayed contact information, including Mobile Number, Email ID, and Diary Number.

2. Check Payment Details

Review the payment information, including Transaction ID, Transaction Date, and Transaction Status.

3. Accept Terms and Conditions

Tick the checkbox to confirm that you have read and agree to the Terms & Conditions and Privacy Policy.

4. Proceed with Payment

Click on 'Pay Now' to complete the payment process.

RIGHT TO INFORMATION
Government of Manipur

My Total Application 1 Application Response 0

Maibam Bipin Meitei

Step 1: Apply New RTI Step 2: Document Submission Step 3: Payment Step 4: Confirmation

STEP 3: PAYMENT

Contact Details
Your application Diary no. will be sent to these details.

* Mobile No.
7005009707

* Email
maibambipin2012@gmail.com

* Diary No.
260227002

Payment
Your application payment details.

* Transaction ID
20696667

* Transaction Date
2026/03/25

* Transaction Status
Initiated

Total Amount: (INR) ₹10.00

I have read and agree to the Terms & Conditions and Privacy Policy of this web portal.

Pay Now

Image-15: Payment Process



19. Payment Process for Non-BPL Citizens

- **Non-BPL Citizens:** Redirected to Payment gateway Page after clicking **Pay Now**.
- **Fee:** ₹10 (RTI Application Fee).
- **Review the Payment Page:** verify all the information displayed on the payment page.
- Select your preferred Payment modes.
- Select **"Agree"** and click on **"Proceed for Payment."**

Skip to main content | A- A A+ | A A

GRAS Government Receipt Accounting System Cyber Treasury, Directorate of Accounts & Treasuries
Finance Department, Government of Manipur

Payment For : **General Administration Department (MNRTI)**

Payment Mode	<input type="radio"/> SBI epay Payment Gateway (Customer Charges) <input checked="" type="radio"/> Bank of Baroda Payment Gateway(Powered by Paytm)
Scheme	0070601180000
Tax ID/TAN/Regd.No/Patta No	
Name	MAIBAM BIPIN MEITEI
Unique Transaction ID	J7K6L8SEIV40
Challan Amount	₹ 10.00
Receipt Financial Year	2026-2027
Payment Period	One Time

All the information entered is found correct in the above draft.
 Note*: Correction in challan data is not possible. Once you proceed, click on Cancel button if you want to modify the above information.
 Refund of challan will be processed by respective Department.

Agree Disagree

GRAS UPDATE to 20,000 Transactions per annum)

Available Banks in GRAS

Image-16: Payment Gateway Page



20. Payment Process

Choose your preferred payment method and complete the payment.

- **Debit/Credit Card:** For standard Visa, Mastercard, or RuPay card transactions.
- **SBI Corporate Credit Cards:** Specifically for business/corporate credit cards issued by State Bank of India.
- **Banking Connect (Net Banking):** For direct payments through your bank's online portal.
- **UPI**
- **NEFT**
- **SBI Branch Payment:** For making the payment offline at a physical State Bank of India branch.

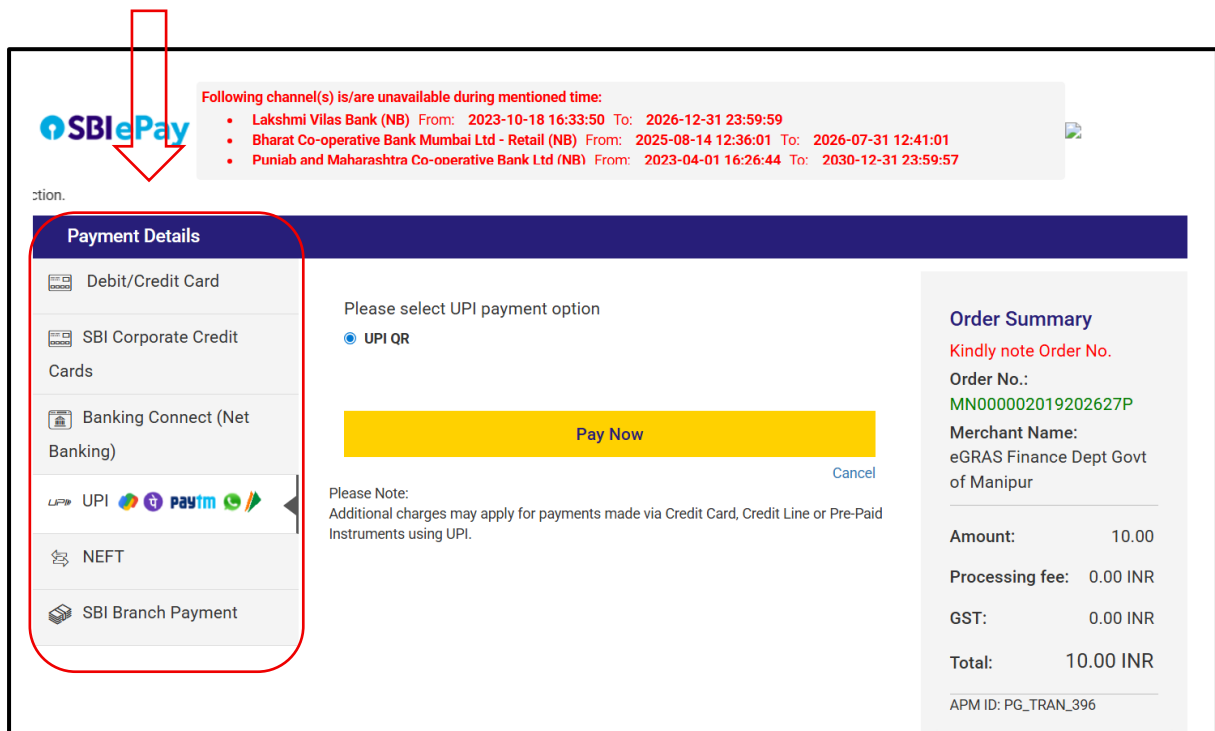


Image-17: Payment page



21. Application Confirmation

- After successful payment, the system will display the **Application Confirmation** page.
- Note down the **Diary Number** for future reference and tracking.
- **Automated WhatsApp Notifications:** In accordance with digital service standards, formal notifications are dispatched via WhatsApp to the concerned parties
- ✓ **To the Applicant:** A formal acknowledgement is sent to the registered mobile number
- ✓ **To the Competent Authorities:** Concurrent Notification is forwarded to the Public Information Officer (PIO) and the Assistant Public Information Officer (APIO) of the concerned department
- The application status can be checked using the **“Check Application Status”** option.

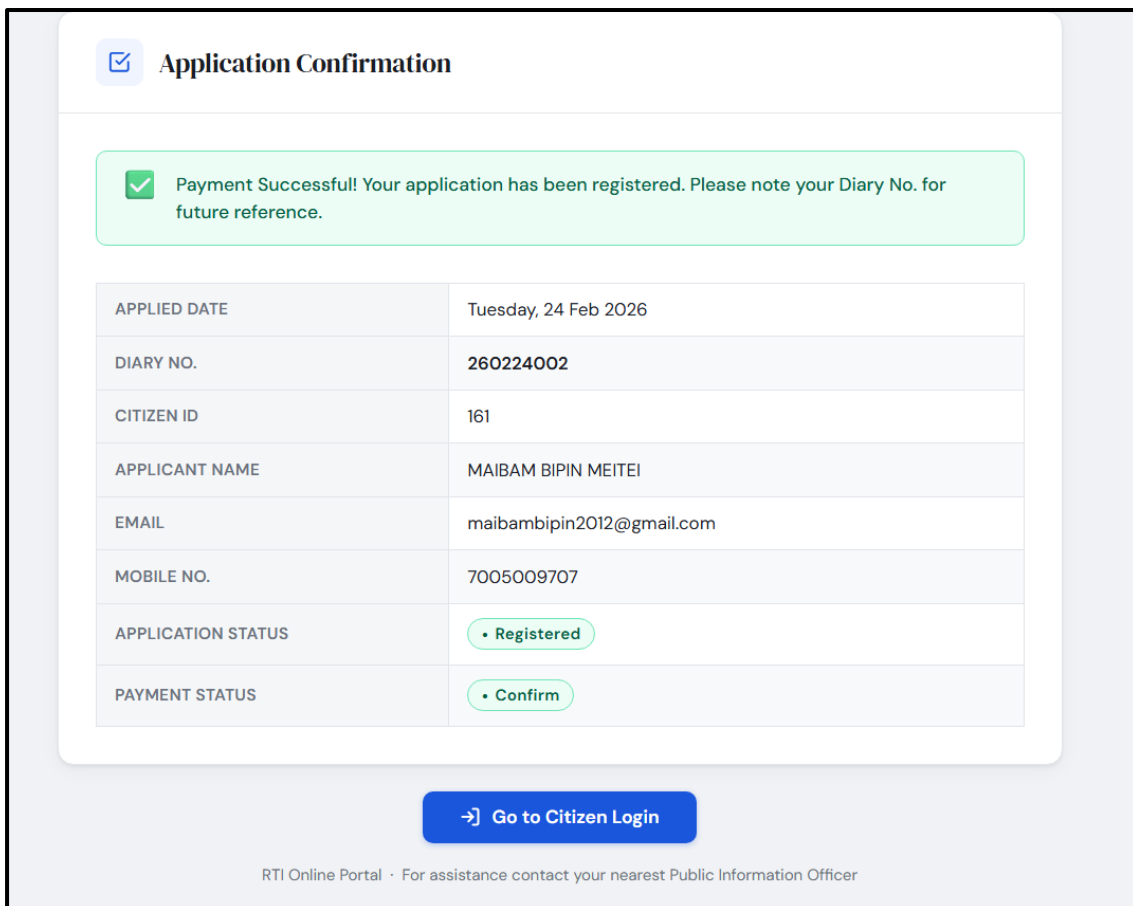


Image-18: Confirmation page



22. Checking Application Status

1. From the dashboard Select **Check application status** from the left navigation menu or select **Application status** from the dashboard.
2. The system will display the list of applications along with:
 - Diary Number
 - Applicant Information
 - Application Status (e.g., Registered, Pending, Approved etc)
 - Authority Action Taken
3. Click on the **Diary Number** to view detailed status and progress of the application.

The screenshot shows the 'MY RTI APPLICATION LIST' page. At the top, there is a search bar with the keyword 'Registered' and a 'Search Now' button. Below the search bar, there is a table with the following columns: Diary No., Applicant Information, Applicant Address, Subject Matter (Info. Requested), Public Authority Information, Application Status, and Authority Action Taken. Two application records are visible. The first record has a '29 DAYS LEFT' badge next to the diary number 260326002 and an 'APPLICATION RECEIVED' status. The second record has a '260326001' diary number and an 'APPROVED' status.

Diary No.	Applicant Information	Applicant Address	Subject Matter (Info. Requested)	Public Authority Information	Application Status	Authority Action Taken
260326002	Apply Date: 26 March, 2026 Applicant: MAIBAM BIPIN MEITEI Mobile No: [REDACTED] Email: test@gmail.com	Address: Kwakeithel Block/ULB: Rural District: 406 State: MN	Info. Requested: test Info. Required: test	Department: Directorate of Information Technology and Communication Public Authority: DIRECTOR DITC	REGISTERED Payment: Confirm Initiated Date: 26/Mar/2026, 04:25 PM Last Updated: 26/Mar/2026, 04:25 PM By Citizen Id: 161	APPLICATION RECEIVED
260326001	Apply Date: 26 March, 2026 Applicant: MAIBAM BIPIN MEITEI Mobile No: [REDACTED] Email: test@gmail.com	Address: Kwakeithel Block/ULB: Rural District: 406 State: MN	Info. Requested: test Info. Required: test	Department: Directorate of Information Technology and Communication Public Authority: DIRECTOR DITC	REGISTERED Payment: Confirm Initiated Date: 26/Mar/2026, 04:21 PM Last Updated: 26/Mar/2026, 04:22 PM By Citizen Id: 161	APPROVED DIRECTOR DITC took action on 26/Mar/2026 at 04:46 PM

Image-19: Checking Application Status