GOVERNMENT OF JAMMU AND KASHMIR
GENERAL ADMINISTRATION DEPARTMENT
Civil Secretariat, J&K.

Subject: Roll-out of RTI Portal in the UT of J&K.

Circular No.:28-JK(GAD) of 2024
Dated:26.11.2024

In order to enhance the efficiency of processing and responding to RTI applications, the National Informatics Centre (NIC), Jammu & Kashmir, has developed an online platform, the RTI Portal, accessible on https://rtionline.jk.gov.in. This platform will maintain a comprehensive database of all RTI applications received by the Central Public Information Officers (CPIOs) and the appeals received by the First Appellate Authorities (FAAs) across various departments. Additionally, it will facilitate the swift processing of applications by the concerned CPIOs and FAAs.

The RTI Portal aims to provide citizens with the convenience of submitting RTI requests, checking their status, and receiving responses electronically, without the need to visit government offices in person. This digital shift will make the entire RTI process more streamlined, transparent, and user-friendly. The initiative will contribute to greater transparency, accountability, and effective governance within the Union Territory of Jammu and Kashmir. The authorities have set a target for the portal to become fully operational by **10th December 2024** .

For the smooth functioning of the RTI Online portal, the Nodal Officers at Administrative Department level have been nominated by all the Departments who shall oversee the process of onboarding all the CPIOs/FAAs on the portal. Accounts of these Nodal Officers have been created by the General Administration Department and have been provided with the login credentials of the Nodal Officer of the concerned Department. The Nodal Officers nominated at Administrative Department level in respect of the RTI portal, have been imparted the requisite training for further onboarding the CPIOs/FAAs.

In the case of the Departments having huge strength of CPIOs/FAAs, the Departments are nominating Nodal Officers at Directorate level as well and their accounts are also being created by the General Administration Department on the portal on the basis of the information being shared by their respective Departments and simultaneously, being provided with the login credentials.

Further, a Nodal Officer at District level may also be nominated in all the Deputy Commissioner Offices, for overseeing the smooth operationalisation of the portal in all the Districts, and the information of the Nodal Officer for RTI portal at District level be shared with the General Administration Department on the email ID gadit6648@gmail.com in the following format by today evening positively :

Name of the District/Office	Name of the Nodal Officer	Designation	Gender	Address	Mobile No.	E-Mail ID (@gov.in)

As such, for effective implementation of the portal, the following instructions are issued to all the Nodal Officers for compliance:

i. All Nodal Officers shall on-board their respective Central Public Information Officers (CPIOs) and First Appellate Authorities (FAAs) on the RTI Online Portal, **by or before 29th November, 2024 positively,** using the login credentials being provided to them by the General Administration Department.

ii. Nodal Officers shall ensure provisioning of the user ID credentials to all the CPIOs/ FAAs, after onboarding them on the RTI portal.

iii. Nodal Officers shall also furnish the information with respect to the no. of CPIOs in their respective Departments and HoD offices and particulars thereof (Administrative Department, HoD Office, Name of the CPIO, Designation of the CPIO, Email ID (@gov.in), phone no. of the CPIO) on email ID gadit6648gmail.com, **by tomorrow positively.**

For any assistance with regard to the implementation of RTI portal, the following resource persons may be contacted :-

i. Nitaksha Sharma, Junior Stenographer, 9797548323
ii. Rohit Sharma, Junior Assistant, 7889761008
iii. Sonali Gupta, Developer, IT Department, 9797655436

Sd/-
(Sanjeev Verma), IAS
Commissioner/Secretary to the Government

No. GAD-SERV0GENL/142/2023-09-GAD-Part(1) Dated:26.11.2024

Copy to :

1. Financial Commissioner (Additional Chief Secretary), Jal Shakti Department.
2. Additional Chief Secretary to the Hon'ble Chief Minister, J&K.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.

5. Principal Secretary to the Hon'ble Lieutenant Governor.
6. Additional Secretary (JKL), Ministry of Home Affairs, Government of India, New Delhi.
7. All Commissioner/Secretaries to the Government
8. Chief Electoral Officer, J&K.
9. Divisional Commissioner, Kashmir/Jammu.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. All Heads of the Department/Managing Directors.
13. All Deputy Commissioners.
14. Secretary, J&K Public Service Commission.
15. Director, Archives, Archaeology and Museums, J&K.
16. Director Information, J&K.
17. Director Estates, Jammu/Kashmir.
18. Secretary, J&K Services Selection Board.
19. Private Secretary to the Hon'ble Chief Minister.
20. Private Secretary to the Hon'ble Deputy Chief Minister.
21. General Manger, Government Press, Jammu/Srinagar.
22. Private Secretary to all Hon'ble Ministers.
23. Private Secretary to Chief Secretary, J&K.
24. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
25. Incharge website, GAD.
26. Circular file/Stock file.

"Hindi and Urdu version order shall follow".

Roopali Arora 26/11/2024

(Roopali Arora), JKAS
Under Secretary to the Government