

HARYANA STATE POLLUTION CONTROL BOARD C-11, SECTOR-6, PANCHKULA Ph. No. 0172-2577870-873 Website: www.hspcb.org.in

No. HSPCB/RTI/2024/

Dated: - 10.09.2024

To,

- 1. CEE-cum-First Appellate Authority HSPCB, Panchkula
- All ROs-cum-PIOs, HSPCB in the field YNR, PKL, BR, FR, HR, SR, PR, KKR, KNL, KAI, AMB, JIND, BDR, DHR, PWL, GR(S), Charkhi Dadri GR (N), MHR, Bhiwani, Rohtak, NUH, FTH & Sirsa

Sub: Regarding Online RTI Portal.

Ref: - SIC E-mail dated 07.10.2024.

Please find enclosed herewith the user manual alongwith Id & Password created

by State Information Commission Haryana for implementation of Online RTI portal

which is live. On online RTI Portal domain name rtiharyana.gov.in.

You are requested to implement Online RTI Portal immediately after going

through user manual please.

DA/as above

Signed by Vinay Gautam Date: 09-10-2024 17:12:10 (Vinay Gautam) SPIO-cum-EE (HQ) HSPCB, Panchkula

CC:-

A copy of the above is forwarded to the following:-

- 1. All Branch Incharges (HQ) HSPCB, Panchkula alongwith copy of user manual.
- 2. SEE (IT Cell) (HQ) with a request to upload the information regarding implementation online portal of RTI alongwith user manual on the website of the Board.
- 3. PS to ACS Environment & Climate Change, Haryana, for kind information please.
- PS to Director, Environment & Climate Change Department, Haryana IInd Floor, Bays No. 55-58, Sector-2, Panchkula for kind information please.. DA/as above

UserManual

For

RighttoInformation-MIS

Of

Haryana Government

PreparedBy:

Yashpal Scientist'C' **ApprovedBy:**

DeepakBansal TechnicalDirector

NationalInformaticsCentre Department of Information Technology Ministry of Communication & Information Technology GovernmentofIndia (HARYANACIVILSECRETARIAT,9THFLOOR,SECTOR1,CHANDIGARH)

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1. Introduction

[1.1]AudienceDescription

Thisdocumentisintendedfortheadministratorof thesite, CSC, RTIcell, PIO/APIOofthedepartments and State administrations.

[1.2] Purpose

ThisDocumentisthe UserManualforRighttoInformation-MIS.Thepurposeofthedocumentisto provide users usage instructions of the software.

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2. BriefofRTI-MIS

RTI-MIS is a web enabled work flow based application. Citizen can submit the application to CSC, RTI office or concerned department. Application is transferred to the PIO of the concerned department. PIOs have the facility to generate Form-B, receiving of additional fee, disposal of the application etc.



WorkFlowofApplicationunderRTI

3. Typesof usersandtheirroles

Differenttypeofusershasdifferentfacilitiesaspertheirrole. Thereare following types of users: [3.1] Super

Administrator

- ✓ OneSuperadministratorforcreatingthe master and managingthesite
- ✓ Createthedepartment,offices,places,users,InformationMode,PayMode
- ✓ ChangePassword ofanyuser
- ✓ TrackUser details
- [3.2] Management at state Level: This type of user can be created by choosing department as 'State' and type as 'Management'.

Ithas facility of various statelevel reports

- [3.3] CSCCenter:CSCtypeuserscanbecreatedunder thedepartment'CSC'andtypeof user'CSC'
 - ✓ CSCcentersatdistrictlevelcanreceiveapplicationfromthecitizen
 - ✓ Forwardtheapplication to the RTI centreat district
 - ✓ Receiveadditionalfeeif FORM-B generatedbyPIO of thedepartment.
- [3.4] RTI Cell at District Centre and HQ: Administrative Reform department is the department for proper implementation of RTI act. It receives the application from citizen for all the offices/department in Haryana and transfertheapplication to thePIOoftheconcerned department. Forthis, RTIdepartment has opened cell at HQ at Chandigarh and all the district of Haryana.
 - RTI Cell type user can be created under the department 'Administrative Reform' and selecting type of user 'RTICell'
 - ✓ Receive the application from citizen, concernto any department.
 - ✓ Receive the RTI application forwarded by CSC centre.
 - Theycan eitherrejecttheapplicationifdocuments arenotcompleteorforwardtheapplicationtothePIOof the concern department.

- [3.5]AdministratorofDepartment:One'administrator'typeusercanbecreatedundereachdepartment,which willhavethefollowingfacilities:
 - ✓ Createtheoffices, usersforitsowndepartment
- [3.6] PIO: Every department/offices will have one or more PIO who will have to provide information to the citizen under RTI act.
 - ✓ Receive the application from citizen, concern to own department.
 - ✓ ReceivetheRTIapplication forwardedbyCSC centreor RTIcellor PIOsofitsdepartment.
 - ✓ Forwardtheapplication to the other offices of the departmentifitis not concernt oit.
 - ✓ Theycanrejecttheapplication ifdocumentsarenotcomplete
 - ✓ Generatethe Form-BforadditionalFeeif any
 - ✓ Receive the additional fee
 - ✓ Writetotheofficers/officialsforcollection of information required in RTI application.
 - $\checkmark \ \ Receive the information from the officers/official sofits office$
 - ✓ Disposed thecaseand upload thefinaldocument.
- [3.7] APIO: Everydepartment/officecan also haveoneor more APIO
 - ✓ Receive the application from citizen for its office which automatically forward to departmental PIO.
 - ✓ Receive the additional fee
- [3.8] ManagementUserunder department:Therecanbe oneormore'Managementuser'under each department.
 - ✓ Viewthereports of its department
 - ✓ Writeto thePIO regardingapplicationpendingin thedepartment
- [3.9]First AppellateAuthority: If the citizen is not satisfied with response of the PIO or not received the information from the PIO with in time limit provided under RTI act. He/She may appeal to the First Appellate Authority of the department by giving reference of the past RTI application.
 - ✓ Receive the application from the citizen
 - ✓ Publishthecauselist
 - ✓ Updatethehearingproceeding
 - ✓ Dispose thecaseand uploadthedecision.

[3.10]Citizen:Citizencan begenerating an online RTI.Hecan enter online application by submitonline RTI feeofRs. 10 and can also generate online appeal for registration on this site.

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4. LoginRTI-MIS

WebsiteURLis

http://web1.hry.nic.in/rtitraining

Login: Only Authorized user can login by clicking on Login Departmental User in the application with valid user ID and Password. User will get permission for various forms after login as per role assigned to the user type described above.

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javascript:_doPostBack('cti00SlinkDepartn	mentUser",")	Contents owned, mainta	ained and updated by the respective departments/offices of Haryana Government	

ClickonLogin Department

- ✓ UserIdandpasswordarecasesensitivewhoselengthmustbe upto5-20 character.
- ✓ Passwordmustcontainoneletterandonedigitandaspecialcharacter(i.e.!@#\$%^&*(),rtiamb123#)in anyorder.
- ✓ There is also a security code besides this which prevent auto looping, then Enter proper code in the textbox shown in right of code and click on login button. If codes are not shown then press F5 to refreshit.Followingoptionswillbeavailablefordifferenttypeaftersuccessfullogin accordingtotheirroleafterlogin.

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5. ForAdministratortypeuser

Menus-Detail

UserOperation	Other Operations	UserManagement	Upload Document	Home
CreateDepartment	InformationMode	ChangeUserPassword	Uploaddocument	
CreateOffice	Pay Mode	TrackUserDetails		
CreateUser				
Edit/DeleteUser				
UnlockUserPassword				

UserOperation

[5.1.1]CreateDepartment

- ✓ Clickonthe'CreateDepartment'SubMenuof'UserOperation'Menu
- ✓ Listofdepartments alreadyfed willbedisplayedalongwiththreebuttons
- ✓ 'Create'tocreatenewdepartment
- ✓ 'Edit'to change the information of adepartment
- ✓ 'Search'to searchthe departmentfromthelist alreadyfed
- ✓ Deletethe Department

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170	Horticulture	Sector 17-B, Chandigar	h	admin	28/05/2018		Edit	Delete	e
172	Haryana Department	Chandigarh 17 Sector H	laryana	admin	01/06/2018	9377303080	Edit	Delet	8
288	Zonal Cultural Department	Chandigarh		admin	28/05/2018	9466303090	Edit	Delete	
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ADR	Administrative Reforms	Haryana Civil Secretaria	it. Chandigarh	admin	08/07/2010		Edit	Delete	a.
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170	Horticulture	Sector 17-B, Chandigarh	admin	28/05/2018		Edit	Delete
172	Haryana Department	Chandigarh 17 Sector Haryana	admin	01/06/2018	9377303080	Edit	Delete
		Chandidarb	admin	28/05/2018	9466303090	Edit	Delete
288	Zonal Cultural Department	onanagam					
288 ADG	Zonal Cultural Department Advocate General	Advocate General Building, High Court Premises, Chandigarh	admin	08/07/2010	dfwerr	Edit	Delete
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288 ADG ADR AGR	Zonal Cultural Department Advocate General Administrative Reforms Agriculture	Advocate General Building, High Court Premises, Chandigarh Haryana Civil Secretariat, Chandigarh Krishi Bhawan, Sec-21, Panchkula	admin admin admin	08/07/2010 08/07/2010 08/07/2010	dfwerr	Edit Edit Edit	Delete Delete Delete
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- ✓ Departmentcodeshouldbeupto 3characters
- ✓ Eitherfield the department codeor it will begenerated automaticallyifleftblank
- ✓ DepartmentNameandAddressaremandatory.
- ✓ Filltheinformation
- ✓ Press'Save' ButtontoAddDepartment.
- ✓ Press'Cancel'buttonto gobackwithoutsaving
- ✓ Press'Clear' Buttonto clearthedatain thetext boxes

Search

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288	Zonal Cultural Department	Chandigarh	admin	28/05/2018	9466303090	Edit	Delete
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- ✓ Afterchangingtheinformation, press 'Update' to save the changes
- ✓ Press'Cancel'to cancelthechanges made.

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[5.1.2] CreateOffice:

AfterCreatingDepartmentandPlace/Districtmaster, create the Office Master.

Clickonthe'CreateOffice'submenuof'Operation' Menu,Followingscreen willappear

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- ✓ 'Create'buttontocreate newoffice.
- ✓ 'Edit'button toedit the information of existing office.
- ✓ 'Search'buttonsforsearchingtheofficefromthe entirelist.

PressCreatetocreatenew office

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Address (Upto 200 Character)				
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- ✓ Officecodeis generated automatically
- ✓ Department,Districtare mandatoryfield
- ✓ Filltheinformationand press'Save'button forcreatingtheoffice

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			Create Search				
Office_Code	Office Name	Place	Create Search Department	Α	\ddress	Update	Delete
Office_Code	Office Name RTI Head Office	Place Chandigath	Create Search Department Right to Information	A -	Address Chandigath 17 Sector	Update Update Cancel	Delete Delete
Office_Code 001 002	Office Name RTI Head Office Head Office	Place Chandigath PANCHKULA	Create Search Department Right to Information HUDA	- -	Address Chandigath 17 Sector 3 Sector 6 Panchkula	Update Update Cancel Edit	Delete Delete Delete
Office_Code 001 002 003	Office Name RTI Head Office Head Office Ex. Office	Place Chandigath PANCHKULA AMBALA	Create Search Department Right to Information HUDA HUDA	A 	Addross Chandigath 17 Sector 3 Sector 6 Panchkula Ambala	Update Update Cancel Edit	Delete Delete Delete
Office_Codo 001 002 003 004	Office Name RTI Head Office Head Office Ex: Officer Ex: Officer	Place Chandigath PANCHKULA AMBALA GURGAON	Create Search Department Right to Information HUDA HUDA HUDA HUDA HUDA	A • • •	Addross Chandigath 17 Sector 3 Sector 6 Panchkula Ambala Burgaon	Update Update Cancel Edd Edd Edd	Delote Delote Delote Delote Delote
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Press'Edit'to edittheinformation of existing office.

[5.1.3] CreateUser:

Aftercreatingdepartment,district/place,andofficemaster,createstheuser master.

- ✓ SuperAdministratorandAdministratorofdepartmentcanaccessthisform.
- ✓ SuperAdministratorcancreateuserforanydepartment
- ✓ Departmental administratorcancreatetheuserfor itsdepartmentonly
- ✓ Clickon'add/modifyuser'in'useroperation' menutocreateuser.

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ser Name : Yashpal,Scientist (C,Sector 20, Chandigarh			Department :RTI Head Office,Right to informati	on,Chandigarh Logout
Right to	Right	To Inform	ation H	aryana	Ò
			User Operation -	Other Operations- User Management-	Upload Document - Hom
		Fill User Deta	Is		
Department*	Right to Information	• Plac	e*	Chandigarh	
Office/Branch	RTI Head Office				
User Id *	🐥 Check A	vailability Use	г Туре	PIO	User Help
Password *		• Con	firm Password *		٠
		* Des	ignation •		*
Name					
Name Address *		* Date	d	05/03/2020	
Name Address *		* Date Pho	ed ne	05/03/2020	*

- ✓ SelectDepartment,DistrictandOfficeforwhichyouwanttocreateuser fromtheDropDownList.
- ✓ UserIdandpasswordarecasesensitivewhoselengthmustbe upto5-20 character.
- ✓ Passwordmustcontainoneletterandonedigit andaspecialcharacter(i.e.!@#\$%^&*(),rtiamb123#)in anyorder.
- ✓ Fieldwithsign'*'are mandatory.
- ✓ Filltheinformation and Press SaveButton toAdd User.
- ✓ 'Save' button to save the user information'
- ✓ 'Edit'button toedit the information of existing user
- \checkmark 'Clear' button to clear the information inform

[5.1.4] EditUserDetail

Administratorclickon'EditUserDetail'submenuin'UserOperation'menutoChangetheUser
 Details,then aScreen will appear:

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				User Ope	ration - Other Operations - L	iser Management- Upload Document-
			Edit/De	lete User		
elcome :admi Department	in	Right to Inform	nation	Place	Chandigath	
Office		RTI Head Offic	e 🗾	Userld		
Name						
			Search	Add		
Edit Delete U	serID	User Type	Name, Address & Designation	Department	Phone	Email
Edit Delete at	dmintest	Administrator	TEST, TEST OFFICE, TEST Centre ISMO	RTI Head Office, Right to Ir Chandigarh	formation, 8699035600	pardeep[at]haryanaismo[dot]gov[dot]ir
Edit Delete ra	akesh123456	APIO	test,test,test	RTI Head Office, Right to Ir Chandigarh	formation, 9466303090	rohinsharma00[at]gmail[dot]com
Edit Delete rt	ichd1	RTI Cell	Randhir Singh, Supp. Assistant, Ambala.	RTI Head Office, Right to Ir Chandigarh	formation,	
			Tushar Gupta, testing purposr, Sector 8c,	RTI Head Office, Right to Ir	nformation,	

- ✓ EditanyUser Details bypressingon'EditButton'
- ✓ Anyrecordscould bedeleted bypressing 'Delete Button' from the List.
- ✓ Whenyoupressdeletebuttonamessagewillappearforconfirmationyouwant todeletetherecordsor not.
- ✓ When'Edit'button ispressed then the particular record willbeopen:



- ✓ Changeanydetailand press'Update'Buttonto ChangetheUserDetails
- ✓ 'Back'ButtontomoveonEdit Pagetoeditanotherpage.

[5.1.5] UnlockUser Password

✓ UnlockPassword byclickingon 'Unlock'Button.

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er Name – Yashpal Scientist C	Sector 20, Chandigarh			D	partment :RTI Head Offi	ce,Right to Information,Chandigath Log
Right to Information		Right To	Information	n Harya	na	
				User Operation - Other	Operations - User	Management- Upload Document-
			Unlock Password			
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Department	Right to	Information	Place	Chand	garh	•
Velcome :admin Department Office	Right to RTI Head	Information I Office	Place UserId	Chand	garh	×
Velcome :admin Department Office Name	Right to	Information I Office	Place UserId	Chandi	garh	-
/elcome :admin Department Office Name	Right to	information I Office	Place UserId Search Add	Chandi	garh	
felcome : admin Department Office Name Unlock UserID	Right to RTI Hoad	Information I Office Name, Address & Designation	Place UserId Search Add Department	Chand	parn Phone	Email
Velcome : admin Department Office Name Unlock UserID Unlock: rakesh12343	Right to RTI Head User Type 5. APIO	Information 1 Office Name, Address & Designation tost,tost,tost	Place UserId Search Add Department RTJ Head Office, Right to Informat	Chandi ion, Chandigarh	garh Phone 9465303090	Email rohinisharma00@gmail.com

[5.2]Other Operations

[5.2.1] Add/ModifyInformation Mode:

Information Mode is mode by which the information is to be supplied to applicant i.e By Hand, By Ordinary Post, By Registered Post, By Hard Copy, By Soft Copy etc. Any new Information can be added by clicking on 'Information Mode' of 'Other Operations' menu.

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Right to Information	Right To Informati	on Haryana	Ó
		User Operation - Other Operations - User Manag	ement+ Upload Document+ Ho
	Information Mode		
	Information Mode		
	[Note:If you cannot read info in image above, reload p Enter Code Shown Above Save Clear	age to get another one.	
Inf_Mode code	[Note:if you cannot read info in image above, reload p Enter Code Shown Above Save Clear Mode Type	age to get another one.	Edit
Inf_Mode code	[Note:If you cannot read info in image above, reload p Enter Code Shown Above Save Clear Mode Type By Hand	age to get another one.	Edit Edit
Inf_Mode code 1 2	[Note:if you cannot read info in image above, reload p Enter Code Shown Above Save Clear By Hand By Ordinery Post D Desired Booth dos	age to get another one.	Edit Filit Edit
Inf_Mode code 1 2 3	[Notesif you cannot read info in image above, reload p Enter Code Shown Above Save Clear By Hand By Ordinery Post By Registered Posthghg By Registered Posthghg	age to get another one.	Edit Filit Edit Edit
Inf_Mode code 1 2 3 4	[Notesif you cannot read info in image above, reload p Enter Code Shown Above Save Clear By Hand By Ordinery Post By Registered Posthaho By Hand Copy	age to get another one.	Edit Filit Edit Edit Edit

- ✓ InformationModeCode isauto increment.
- ✓ Fill InformationModeandClickonSave Button.
- ✓ ToChangethe ExistingModeTypepress'Edit'Button,
- ✓ Changetheinformationand pressUpdateButton.

[5.2.2] Add/ModifyPay Mode:

Paymode is the mode ofpayment offeebythecitizen.

- ✓ Onlyadministrator canaccessthisform
- ✓ Press'PayMode' in'OtherOperation'Menu
- ✓ FilltheInformationandPress'Save'Buttontosaveit.
- ✓ IfyouwanttoeditPayModethenclick'Edit'button.
- ✓ ChangetheinformationandpressUpdate.

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ser Name – Yashpel, Scientist C. Seckor 20	, Chandigam	Department :RTI Head Office,Right to Infor	mation Chandigarh
Right to Information	Right To Informatio	n Haryana	Ó
		User Operation - Other Operations - User Management	 Upload Document- Home
	Pay Mode		
Pay Mode Code*	Pay Node Name	e*	
	Notedf you cannot read info in image above, reload page Enter Code Given Above Save Clear	to get another one.	
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Pay_Mode B	Pay_Mod_Name Bank Dreft/IPO/Treasury Challan		Edit.
Pay_Mode B C	Pay_Mod_Name Bank Drsfl/IPO/Treasury Challan Cash		Edit Edit
Pay_Node B C D	Pay_Mod_Name Bank Drsft/IPO/Treasury Challan Cash Demand Draft		Edit Edit Edit

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UserManagement

[5.3.1] ChangeUserPassword

SupperAdministratoranddepartmentaladministratorcanchangePasswordofanyuseraccordingtotheir role.

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User Name : Yashpal Scientist C Sector 20. (Chandigarh		Department :RTI Head Office, Right to Infor	mation,Chandigarh Logout
Right to	Right To Info	rmation Ha	aryana	Ó
		User Operat	ion - Other Operations - User Management	+ Upload Document+ Hom
	Change	Password		
	User h	nformation		
Change Your Password Here Department	Right to Information	Place	Chandigarh	
Office/Branch	RTi Head Office	Officer	admin > Scientist C	
New Password	*	Re Enter New Password +		٠
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	Enter Code Shi	DDWA ADOVE		
	Submit	Clear		
	Web Sile Designed and Developed and H	osted by NIC, Haryana Siale Unit, Chandiga	uft.	

- ✓ ForChangingPasswordenterNewPasswordand ConfirmnewPassword
- ✓ Newpasswordmust besame asconfirmpasswordandshouldnot bethelastFive Password.
- \checkmark Newpassword is casesensitive whoselengthmust be up to 5-20character.
- ✓ Passwordmustcontainoneletterandonedigitandaspecialcharacter(i.e.!@#\$%^&*(),rtiamb123#)in anyorder.
- ✓ Fillproper InformationandclickonSubmitButton.

[5.3.2] TrackUser

For Security purpose administrator can trace the user log, It give the complete details about the login user i.e IP Address, User Name, Time and Date of Login and transaction type Login Success or Failure etc. Click on Sub Menu 'Track User Details' of menu 'User Management'.

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			User Operation + Other	Operations + User Management+	Upload Document+ Hom
		Create Departm	nent:		
Enter User Id			Submit		
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[5.4]

UploadDocument

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ForDepartmentalUser(PIO/APIO)typeuser

Menus-Detail

Menu-I

ApplicationOperation	
ReceiveApplicationFromApplicant>>	
	New
	Modify
Generate/CancelAdditionalFee>>	
	GenerateFormBForAdditionalFee
	CancelFormBofAdditional Fee
	ReceiveAdditionalFeeFromCitizen
	CancelAdditionalFeeReceivedFromCitizen
Reject/Dispose(Final)&Transfer	
CancelReject/Dispose	

Menu-II

Other User Operation	
ReceiveIncommingFile	

Menu-III

Print Duplicate
ApplicationReceipt(Form-I)
AdditionalFeeReceipt
Form-B
Form-2/Rejection/Dispose

Menu-IV

Status &Reports
ViewStatusofAnyApplication
RejectedApplicationDetail
DisposedApplicationDetail
PendingApplicationDetail
ApplicationAdditionalFeePending
DisposedTargetReport
CollectedFeeDetail
ApplicationTransferStatus
Department&PlaceWiseSummary
PlacewiseSummaryReport

Menu-V

MessagingServices	
SendMessage	
ReplyMessage	
MessageReports>>	ReplyReceived
	ReplyNotReceived
	ListofRepliedMessage

Menu-VI

UserManagement
ChangePassword
CreateInternalUser

NIC-HRSC USER MANNUAL Righttoinformation-MIS	NIC-HRSC	USER MANNUAL	RighttoInformation-MIS
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Application Operation:

This menu has options for processing of information like receiving RTI application from citizen, generation of Form-B, receiving additional fee, forwarding of application etc. Sub menu under 'Application Operation' are described below:

[6.1.1(i)]RegistrationofRTIapplicationfrom the citizen:

Toregisternewapplicationclickon'Application->New'submenuin'Application Operation->ReceiveApplicationfromApplicant'menu

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Right to	Right To I	nformation Ha	aryana	Ó
	Application Operation + Other User O	peration - Print Duplicate - Status & Reports	+ Application Transfer Status Messaging	Services + User Management
urrent Page : User Home + Rece	ive Application From Citizen			
	Eill D	etails in Application Form J (A)		
Personal Details of Applicant			Select	Language 🗾 👻
Applicant Name *	5	Applicant Address*	1	1
Applicant Type *	©Employee©Ex-Employee®Critzen	Gender	Male@Female@Other	
Mobile No (10 digits)		Telephone No		
Email		Is Applicant Senior Citizen?	©Yes®Na	
Information Required by Applicant				
From Bate		To Date		
Information Subject *	-	Information Description.*		

- ✓ 'Information Required From' block in the above form have field for entering the department, place/district, office,officer.Theseparametersareforthedepartment/officefromwhichtheRTIinformationisrequiredby the citizen.
- ✓ Dateofapplicationis thedate of submitting of application by the citizen.
- ✓ 'Mark' check box, check it if the application is not concerned to receiver and want to transfer it to the concern officer.
- ✓ 'FromDate &ToDate'istheperiod forwhichapplicant requestforInformation.
- ✓ 'InformationSubject:Fillbrief/subjectof Information
- ✓ InformationDescription ->Fillcomplete applicationdetail
- ✓ AttachFile:> If the citizen submit written application, it can be scanned and attached here. (only.pdf is allowed)
- ✓ 'ContactDetail' blockisforfeedingtheinformation of the applicant likename, address, email, phoneno
- ✓ BelowPovertyLine:If theapplicant belongtoBPLfamilyclickon 'Yes' check boxotherwiseon 'No' checkbox.
- ✓ IftheapplicantisfromBPL,thantherewillbeno fee.HencePayMode,DraftNo,BankName,draftDate are not allowed.
- ✓ If the applicant isNot a BPLCandidatethantherewill beRs.50/-as fee which can bepaid
- ✓ Select'Paymode'whichmaybe ByCash/ByBankDraft/ByTreasuryChallan/ ByPostalOrder
- ✓ If the PayModeis Cash than, Draft No, BankName, draftDate will be disabled.
- ✓ IfPayModeisotherthan Cash thanSelectNameofBank/Treasury/PostOfficeetc.anddraftNo/PostOrder No/Challan No and Draft Date.
- ✓ 'ModeofInformation'->Itisthemodebywhich applicantwantsthedeliveryofrequiredinformationfrom the department. It may be By Soft Copy, By Hand, By Registered Postetc.
- ✓ Save: Afterfiling the form, click on the 'Save' Button to save the record.
- UniqueApplicationregistrationnowillbegenerated,whichwillbeusedbytheapplicantforallfuture correspondences.
- Receiptwillbegenerated; onepartofthereceiptwillbesignedbytheapplicantandtobeattached with the other documents.
- \checkmark 2nd partofreceipt willbesigned by the receiving officers and will be given to the citizen/applicant.



(ii)EditApplicationReceipt

To modify the application contents, either click on the 'Edit' button on the form given above or press 'Application Operation->Application ->Modify' option in the menu. All applications which are pending with the current user or forwarded to the other but not physically received by him/her will be displayed for edit as given below:

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			Modify			
Application No			Modify Name			
Application No			Modify Name			
Application No	1	Sea	Modi fy Name rch Add Duplicate			
Application No	¢	Sea Applicant Name & Address	Modify Name ch Add Duplicate Concerned Department	Infernation Subject	Detail	
Application No Edit Application N Edit 000004/2820,	o 05/03/2020	Sea Applicant Name & Address testing; testing	Modify Name Add Duplicate Concerned Department Estate Office, Ambala, HUDA, AMBALA	Information Subject testing	Detail ViewDetail	

- ✓ Usercan searchbyapplication no andname or addressof theapplicant.
- ✓ 'ViewDetail'linkistoseethedetailsoftheapplication.
- ✓ Press'Edit' linktomodifythecontentsof the application.

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	Application Operation+ Other User Op	eration + Print Duplicate + Status & Repor	ts - Application Transfer Status Messaging S	Gervices - User Management
irrent Page : User Home : Upd	late Application			
	UPDATE	APPLICATION (No.000004/2020)		
Personal Details of the Applic	an		Select L	anguago 🗾 👻
Applicant Name*	testing	Applicant Address	testing	
Applicant Type *	©Employee©Ex-Employee®Citizen	.ii Gender*	●Mate [®] Female [®] Other	10
Mobile No (10 digits)		Telephone No		
Email		Is Applicant Senior Citizen?	©Yes@No	
Information Required by Applicat	nt			
From Date		To Date		
Information Subject*	testing	Information Description.*	testing	

✓ ChangeanyFieldValue andclickon'Update'button

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Generate, Cancel Additional Fee

ThisoptionisforPIO.If the additional fee is required from applicant, PIO will generate Form-B for additional fee.

(i)

Press'ApplicationOperation->Generate,CancelAdditionalFee->GenerateFormBforAdditionalFee'fromthe menu,

list of pending applications will be displayed as below:

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nt Page : user Ho	ome : Form B for Additional F	90 -						
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Application No			Generate Forn	Name of Appl	rarit			
Application No			Generate Forn	Name of Appl	cant			
Application No			Generate Forn Search	Name of Appl	cant			-4
Application No Application No	Applicant Name & Addre	55	Generate Forn Search Concerned Department	Name of Appl	Lant Information Subje	set	Details	Generate
Application No Application No D00004/2020,05 (03/2020	Applicant Name & Addre	55	Generate Forn Search Concerned Department Estate Office, Ambala, HUD	Recall	Lant Information Subje	set	Details View Detail	Generate Form B
Application No Application No D00004/2020,05 /03/2020 D00006/2018,05 D00006/2018,05	Applicant Name & Addre testing, testing Rohin Sharma, Village, kher	55 ra, punjab	Concerned Department Estate Office, Ambala, HUD Ex. Officer, HUDA, AMBALA	Recall	Information Subjection testing Add Information	set	Datails Viaw Detail View Detail	Generate Form B Form B
Application No No D00004/2020,05 /03/2020 D00006/2018,05 /06/2018 D00007/2018,05 /06/2018	Applicant Name & Addre testing, testing Rohin Sharma, Village, kher Rohin Sharma, Village, kher	ss ra, punjab ra, punjab	Concerned Department Estate Office, Ambala, HUD Ex. Officer, HuDA, AMBALA Ex. Officer, HUDA, AMBALA	A, AMBALA	Latil Information Subject Add Information Information Subject	set	Details Viaw Detail View Detail View Detail	Generate Form B Form B Form B
Application No No D00004/2020,05 /03/2020 D00006/2018,05 /06/2018 D00002/2018,05 /06/2018 D00002/2018,05	Applicant Name & Addre testing, testing Rohin Sharma, Village. kher Rohin Sharma, Village. kher Rohin Sharma, Village. kher	ss ra, punjab ra, punjab ra, punjab	Concerned Department Estate Office, Ambala, HUD Ex. Officer, HUDA, AMBALA Ex. Officer, HUDA, AMBALA Ex. Officer, HUDA, AMBALA	A, AMBALA	Call Information Subject Add Information Information Subject	set Information Subject	Details View Detail View Detail View Detail View Detail	Generate Form B Form B Form B Form B

Clickon'FormB'to generate Form-B, Formwillappear asbelow:

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		Application Operation - Othe	er User Operation + Prir	nt Duplicate + Status & Reports	 Application Transfer Status Messaging Serv 	ices 🗸 Üser Manageme
rent Page :						
		F	orm B For Additional	Fee dated 05/03/2020		i i i i i i i i i i i i i i i i i i i
Brief of Application						
Application No	000004/2020			Applicant Name & Address	testing, testing	
Additional Fee Detail						
Additional Fee Sr. No	piohuda/2/202	0				
Additional Fee(Rs.)*		Additional Fee to be Adjusted	Rs. 0/	Registry Fee (if Any). (Rs.)	e Additional Fee to be Deposited (Rs.)	Rs./
Upload FORM-B Detail (if Any)						
Remarks (if any)	-			Upload (if Any)	Browse No fic selected	
					(Select only PDF File upto 4MB) Label	

- ✓ Form-Bwillbe generated whichwillbesenttotheapplicant.
- ✓ Citizencanalsoseeitonthe site.

6.1.2 (ii) Cancel Form-B: If Form-B is wrongly generated; PIO can cancel it before depositing of fee by applicant. This option is in 'Application Operation->Generate, Cancel Additional Fee ->Cancel Form B of Additional Fee' menu. List of applications for which Form B is generated and fee is not deposited by the applicant/citizen will be displayed as below. Press 'Recall' link to cancel the Form B.

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nt Page <mark>User Home</mark> : Cancel	Appl	cation Operation - Other User Oper Receive Incomming	ration - Print Duplicate - Sta Files	tus & Reports + Application Transfe	r Status Messaging Services + User Mana
		Cancel	Form B/Additional Fee		
Application No			Name of Applicant		i i
		Se	earch Back		
Application No	Name & Address		Department & Bran	ch InformationSubject	Cancel Form-B
000003/2020,05/03/2020	Rohin Sharma,Village. kh	era, punjab	HUDA ,AMBALA	Rohin Sharma NIC Haryan	a Submit
000117/2017,21/07/2017	NEW ADD, NEW ADD		HUDA ,AMBALA	this is test infromation	Submit
000131/2017;01/08/2017	a,a		HUDA ,AMBALA	a	Submit
000158/2017,16/08/2017	Added by P10 itself ,Char	digarh new haryana contract	HUDA ,AMBALA	Added by PIO itself by test	the website Submit

$Click on \ Submitthen fill the reason for Form BC ancellation \ and then \ Click.$

mme - Swander Sinch Assistant	Amhais				Ex Officer HUDA AI	BALA Long
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	Application Operation - Ot	ther User Operation -	Print Duplicate - Status & Reports -	Application Transfer Status	Messaging Services+	User Manager
nt Page : User Home : Canc	el Additional Fee					
		Cancel Form	B/Additional Fee			
pplication No			Name of Applicant			
pplication No.		Count	Name of Applicant			<u>54</u>
pplication No	<u></u>	Search	Name of Applicant Back			<u>1</u>
pplication No Application No	Name & Address	Search Department & Branch	Name of Applicant Back InformationSubject	Remarks	Cancel Form-B	<u>1</u>
pplication No Application No 2000003/2020,05 (03/2020	Name & Address Rohin Shorma,Village, khera, punjab	Search Department & Branch HUDA ,AMBALA	Name of Applicant Back InformationSubject Rohin Shorma NIC Haryana	Remarks	Cancel Form-B	Carve
Application No Application No 000003/2020,05 /03/2020 00017/2017,21/07/2017	Name & Address Rohin Sharma,Village, khera, punjab NEW ADD,NEW ADD	Search Department & Branch HUDA ,AMBALA HUDA ,AMBALA	Name of Applicant Back InformationSubject Rohin Shorme NIC Haryana this is test infromation	Remarks	Cancel Form-B dia 2	Li Cancel
Application No Application No 0000003/2020.05 (03/2020 000117/2017,21/07/2017 000131/2017,01/08/2017	Name & Address Rohin Sharma,Village, khera, punjab NEW ADD,NEW ADD a,a	Search Department & Branch HUDA ,AMBALA HUDA ,AMBALA HUDA ,AMBALA	Name of Applicant Back InformationSubject Rohin Shorma NIC Haryana this is test inframation a	Remarks	Cancel Form-8 Clic 21 Submit Submit	La Cancel Cancel
pplication No Application No 100003/2020,05 (03/2020 100117/2017,21/07/2017 100131/2017,01/08/2017 100158/2017,16/08/2017	Name & Address Rohin Sharma,Village, khera, punjab NEW ADD,NEW ADD a,a Added by PIO itself ,Chandigerh new haryena contract	Search Department & Branch HUDA ,AMBALA HUDA ,AMBALA HUDA ,AMBALA HUDA ,AMBALA	Name of Applicant Back InformationSubject Rohin Shorma NIC Haryana this is test infromation a Added by PIO itself by test the website	Remarks	Cancel Form-B Clica Submit Submit Submit	La Cancel Cancel Cancel Cancel

6.1.2(iii).ReceiptofadditionalFee:

ApplicantcandepositthefeetoPIO/APIOofthedepartmentortotheCSCorRTIcell.Togotothisoption, select **'Application Operation->Generate, Cancel Additional Fee ->Receive Additional Fee from Citizen'**

from the menu. List of applications for which Form-Bis generated and fee is not deposited by the applicant will be displayed.

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elcome . Surender Sing	jh,Assistant,Ambala.			Ex. Officer, HUDA, A	MBALA Logou
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	Application Operation	n+ Other User Operation+ Print Duplicate+ Status	& Reports - Application Transfer Status Mes	saging Services+	User Manage
int Page : User Hor	ne : Deposit of Additional Fee from Citizen				
		Additional Fee Deposit Form			
Application No	1	Applicant Name			
					at:
		Search Recall List of Recalled			
Application No	Applicant Name & Address	Concerned Department	Information Subject	Details	Submit
000003/2020,05 /03/2020	Rohin Sharma, Village, khera, punjab	HUDA, Ex. Officer, AMBALA	Rohin Sharma NIC Haryana	View Detail	Submit Fee
000039/2017,11 /07/2017	dfd, dfdf	HUDA, Estate Office, Ambala, AMBALA	wew	View Detail	Submit Fee
000117/2017,21 /07/2017	NEW ADD, NEW ADD	HUDA, Estate Office, Ambala, AMBALA	this is test infromation	View Detail	Submit Fee
000130/2017,01 /08/2017	add, add	HUDA, Estate Office, Ambala, AMBALA	beba	View Detail	Submit Fee
000131/2017,01 /08/2017	а, а	HUDA, Estate Office, Ambala, AMBALA	а	View Detail	Submit Fee

Press'SubmitFee'linkintheabove grid, aformwill appearas below:

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Welcome : Surender Singh,As	ssistent,Ambala				Ex Offic	orHUDA,AMBALA Logout
Right to Information	F	Right To I	Infor	mation	Haryana	Ò
	Applicat	ion Operation - Other User ()peration - P	rint Duplicate - Status & F	Reports - Application Transfer Status Messaging So	ervices - User Management -
Current Page .						
		А	dditional Fe	e Submit Form		
Brief of Application		. 119				
Application No	000003/2020			Applicant Name	Rohin Sharma, Village, khera, punjab	
Additional Fee Details						-
Amount (Rs.)	4	Registry Fee	0		Fee Adjusted 0	
Fee Adjusted	05/03/2020	Fee Paid	1			
Additional East Day Rei						
Pay Mode	Cash		•	Draft No		
Draft Date			-	Remarks	1	
	(dd/mm/yy)					

- ✓ Selectthepaymentmode(cash/demand draft/challan)
- ✓ Press'Submit'button,Receiptwillbegenerated.
- ✓ Aftersigningbythe receivingofficer, it will be given to the depositor.

Receipt for Additional Fee - Mozilla Firefox		
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	Receipt for Additonal Fee	
Application No	000003/2020 dated 05/03/2020	
Name of Applicant	Rohin Sharma	
Address	Village. khera, <mark>pun</mark> jab	
Additional Fee Deposited (Rs.)	1 /- by Cash	
Dated :	05/03/20	
[Print.]	Surender Singh,Assistant,Ambala., Ex. Officer,HUDA, IAMBALA	

6.1.2(iv) Cancel Received Fee: If the additional fee received has some mistake, it can be canceled. However, its recordswillbethere, which cannot be deleted. Select 'Application Operation->Generate, Cancel Additional Fee
->Cancel Additional Fee Received from Citizen' from the menu. List of applications for which the additional fee is received by the user will be displayed. Press 'Recall' link to cancel the receipt.

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come : Surender Singh, Assistant Ar	nbala		Er.(Office; HUDA AMEALA Logou
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	Application Operation - Ot	her User Operation - Print Duplic	ate - Status & Reports - Application Transfer Status Messagin	g Services ⊬ User Manage
nt Page User Home : Cancel	Deposited Fee by Otizen			
		Consol Booking Fr		
		Cancel Received Fe	10 20 10 10 10 -	
Application No		Cancel Received Fe	P o F Applicant	a
Application No	Name & Address	Cancel Roceived Fo Name o Search Back Department & Branch	F Applicant	Cancel Fee
Application No Application No 200003/2017/28/06/2017	Name & Address Rohin Sharma, 17 B Model Town Hisar	Cancel Roceived Fe Name o Search Back Department & Branch HUDA, AMBALA	F Applicant InformationSubject This is test application	Cancel Fee Submit
Application No Application No 200003/2017,28/06/2017 200003/2020,05/03/2020	Name & Address Rohin Sharma, 17 B Model Town Hisar Rohin Sharma, Village, khera, punjab	Cancel Roceived Fe Name o Search Bad Department & Branch HUDA, AMBALA HUDA, AMBALA	F Applicant InformationSubject: This is test application Rohin Sharma NL⊂ Haryana	Cancel Fee Submit
Application No Application No 000003/2017,28/06/2017 000003/2020,05/03/2020 000006/2013,29/07/2013	Name & Address Rohin Sharma, 17 B Model Town Hisar Rohin Sharma, Village, khera, punjab Ramesh Kumar, Ambala	Cancel Roceived Fe Name o Search Bad Department & Branch HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA	Pe FApplicant InformationSubject: This is test application Rohin Sharma NL⊂ Haryana test data	Cancel Fee Submit Submit
Application No Application No 000003/2017;28/06/2017 000003/2020;05/03/2020 000006(2013;29/07/2013 000021/2012;21/03/2012	Name & Address Rohin Sharma, 17 B Model Town Hisar Rohin Sharma, Village, khera, punjab Ramesh Kumar, Ambala KK Bansal, Ambala	Cancel Roceived Fe Name o Search Back Department & Branch HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA	F Applicant InformationSubject This is test application Rohin Sharma NIC Haryana test data Total employees transferred during during this period	Cancel Fee Submit Submit Submit Submit
Application No Application No 000003/2017,28/06/2017 000003/2020,05/03/2020 000006/2013,29/07/2013 0000021/2012,21/03/2012 000023/2012,24/04/2012	Name & Address Rohin Sharma, 17 B Model Town Hisar Rohin Sharma, Village, khera, punjab Ramesh Kumar, Ambala KK Bansal, Ambala Surender Singh, Ambala	Cancol Rocoived Fo Name o Search Bad Oepartment & Branch HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA	Pe F Applicant InformationSubject: This is test application Rohin Sharma NL⊂ Haryana test data Total employees transferred during during this period Total plots alloted to government amployae	Cancel Fee Submit Submit Submit Submit
Application No Application No 000003/2017,28/06/2017 000003/2020,05/03/2020 000006/2013,29/07/2013 000021/2012,21/03/2012 000023/2012,24/04/2012 000026/2012,10/04/2013	Name & Address Rohin Sharma, 17 B Model Town Hisor Rohin Sharma, Village, khera, punjab Romesh Kumar, Ambala KK Bensal, Ambala Surender Singh, Ambala Ramesh Kumar, Ambala	Cancol Rocoived Fo Name o Search Bad Oepartment & Branch HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA	Pe FApplicant InformationSubject This is test application Rohin Sharma NL⊂ Haryana test data Total employees transferred during during this period Total plots alloted to government amployse Total no of plots etc	Cancel Fee Submit Submit Submit Submit Submit
Application No Application No 000003/2017,28/06/2017 000003/2020,05/03/2020 000006/2013,29/07/2013 000023/2012,21/03/2012 000023/2012,21/0/04/2013 000153/2017,11/08/2017	Name & Address Rohin Sharma, 17 B Model Town Hisar Rohin Sharma, Village, khera, punjab Romesh Kumar, Ambala KK Bansal, Ambala Surender Singh, Ambala Ramesh Kumar, Ambala Swati Singh, Chandigarh	Cancol Rocoived Fo Name o Search Back Department & Branch HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA HUDA, AMBALA	Pe F Applicant InformationSubject This is test application Rohin Sharma NIC Haryana test data Total employees transferred during during this period Total plots alloted to government employee Total no of plots ett Information are correct which I have put in this user	Cancel Fee Submit Submit Submit Submit Submit Submit

- ✓ ReceiveFeeFromCSC/RTI/APIO:AdditionalfeecanbetakenbyPIO,APIO,RTIcellandCSC.Whenever additional fee is received by other than PIO, it has to be forwarded to the concern PIO.
- ✓ If theadditionalFeeisreceivedbyCSC, it has to be deposited in the district RTIcell, RTIcellwill give the receipt and deliver it to concern PIO.

- ✓ RTIcellcanalsoreceive theadditionalfee fromtheapplicant.
- ✓ RTIcell will deposit theadditionalfeeto theconcernPIO.
- $\checkmark \ \ \, \text{APIOofthedepartment/office canalso receive the additional fee and depositivi the PIO.}$
- ✓ Select 'Application Operation->Additional Fee-> Receive Fee From CSC/RTI/APIO' from the menu. List of applications for which the other user has taken the additional fee and same forwarded to the current user will be displayed.
- ✓ Selectthecheckboxagainsttheapplication
- ✓ Press'Submit'buttontoreceivetheadditionalfee.
- $\checkmark \ \ Receipt will be generated and same will be handed overtothe depositor after signing.$

6.1.2(v)Reject,Dispose(Final)&Transfer:

Userwilltakeactionfordisposalofapplicationspendingwithhim/her.ForRejecting/Forwarding/Disposal of the application



- ✓ Select'ApplicationAction'from'ApplicationOperation'menu
- ✓ Allapplications pending with the user will appear.
- ✓ Usercantakefollowingactions:
- ✓ Rejection/Intimationofapplication:OnlyRTIcellorPIOcanrejecttheapplicationandintimatetoapplicant.
- ✓ Forwardingofapplication:Application,whichisnotconcernedtothereceiver,canbeforwardedtothe concerned department/office/officer/PIO
- ✓ Application, received by CSC user will be automatically forwarded to the District RTI cell.
- ✓ RTIcellwill forwardthe applicationstothe concernedPIOofthedepartment usingthis form.
- ✓ ApplicationreceivedbyAPIOofthedepartment,willbeforwardedtothe concernPIO.
- ✓ PIO canalsoforwardtheapplicationtootherPIO of its department if it is not concernt ohim/her.

Dispose/Finalof application:

AftergeneratingForm-B, taking additional fee if any, and collecting the required information, PIO can dispose the application.

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E		000005/2018,31/05/2018	Rohin Sharma, Village, khere, punjab	Ex. Officer, HUDA	, AMBALA	edd		View Detail		
Ð		000006/2013,29/07/2013	Ramesh Kumar, Ambala	Estate Office, Am	bala, HUDA, AMBALA	test data		View Detail		
		000006/2018,05/06/2018	Rohin Sharma, Village. khera, punjab	Ex. Officer, HUDA	, AMBALA	Add Infon	mation	View Detail		
問		000007/2018,05/06/2018	Rohin Sharma, Village. khera, punjab	Ex. Officer, HUDA	Y AMBALA	Informatio	on Subject	View Detail		
\mathbb{D}^{1}		000008/2018,05/06/2018	Rohin Sharma, Village, khera, punjab	Ex. Officer, HUDA	, AMBALA	Informatio	on Subject Information Subject	View Detail		
15		000021/2012,21/03/2012	KK Bansal, Ambala	Ex. Officer, HUDA	AMBALA	Total emp	loyees transferred during during this period	View Detail		
12		000023/2012,24/04/2012	Surender Singh, Ambala	Ex. Officer, HUDA	, AMBALA	Total plot	s alloted to government employee	View Detail		
1					2					
Se	lect i	Application Action*	Transfer Application To Other PIO							
Det	tall of partr	f the Officer for Reject/Dispo ment •	serto whom Transfer HUDA	*	Department Place •		AMBALA	×		
OF	ice*		Ex Officer		Concerned Officer.*		Assistant Test User			
Re	mark	KS			Upload Order/Betails Reject/Dispose/Tran	of ster	Browse			
					Date of Reject/Dispo	se/Transfec	65/03/2020	11		
			[Note:If you can	not read info in image	a above, reload page to g	jet another o	ne.			

- ✓ Officercanwritethedescriptionofactiontakenin'Remark'box
- ✓ Onecanalso attachthe.pdf files.
- ✓ Ifselectedactionis' forward', then it will ask the department/office/officer to which the application has to be forwarded.
- ✓ Iftheactionis 'Dispose' PIOmustattachinformationin.pdfformsought by the applicant so that the applicant can download it.
- ✓ Letterwillbe generated fortheactiontaken.Signitandsenttotheconcern.

NIC-HRSC	USER MANNUAL	RighttoInformation-MIS

Onforwarding/transfertheapplication,Form-2willbe generated:



OnRejection, rejectionletterwillbegenerated:



NIC-HRSC	USER MANNUAL	RighttoInformation-MIS
NIC-HRSC	USER MANNUAL	Righttoinformation-MIS

OnFinalDisposal, letterwillbegenerated as below:

🗿 http://locali	/rti/private/user/reports/RP1DisposalForm.aspx - Microsoft Internet Explorer	PX
File Edit Go 1	Favorites Help	At
(G Rode - (- 💌 🖻 🏠 🔎 Search 👷 Favorites 🚳 🔗 - 🍓 🖂 🔜 🔜 🍇	
Address 🙆 http:	alhost/rti/private/user/eports/RPTDisposalForm.aspx 💽 😡 🚺	nks »
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66	Application Dispose Form	
(2)	Government of Harvana Office of PIO(RTI)	
	(Contraction naryana, once of holicity)	
	Peterence No :000020/2010	
	Subject : Request for information (under RTI Act, 2005) received from Sh./Ms.test on dated 03/10/2010	
	In reference to you application no.000020/2010 Dated 03/10/2010 regarding test you are hereby informed that this Application is Disposed on dated Oct. 4 201 and the requisite information is being sent to you . You may also download the information from the website www.rtiharyana.gov.in by giving particulars of your application.	
	Remarks (if any) : Information is provided you as your application.	L
-	Public Information Officer,	
0	HUDA, Ex. Officer, AMBALA	
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NIC-HRSC	USER MANNUAL	RighttoInformation-MIS

6.1.2(vi)CancelRejected,Disposed&Transferred:

Usercanreversethe action offorward/reject/disposeif itis takenbymistake.

Press'Recall'optionin'ApplicationOperation' menu.Selecttheactiontobereversed(Forward/Reject/Disposed)

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Welcome : Surender Singh Assistent An	ibala.	E	St. Officer, HUDA, AMBALA Logout
Right to Information	Right To Information	tion Haryana	Ò
	Application Operation Other User Operation Print Duplication	ate + Status & Reports + Application Transfer Status Messag	ing Services + User Management+
Current Page : User Home : Recall/	Cancel Forwarded/Rejected/Disposed Application		
	Cancel Transferred/Rejected/Dispos	ed(Final) Files	
Transferred Transferred Rejected Disposed	Name of J	Applicant	
Transferred From Dale	25/02/2320 Transferred Search Clear	Action	
	Recall		
	Web Sile Designed and Developed and Hosled by NC: He	ryana Skale Unit, Chandigarh.	

- ✓ Forwarded applicationscanonlyberecalledback if the officer to whom it has been marked has not taken any action.
- ✓ Press'Search'tolistthe applications
- ✓ Allsearchedapplicationswillbe displayed.
- ✓ Selectthecheckbox against theapplicationandpress'Recall' Buttontoreveresthelatestaction.
- ✓ Applicationwill bebackintheuseraccount fortakingfurtheraction.

UserOperation OtherUserOperation

- ✓ Application whenever received by some office/official to which it is not concerned like by CSC or RTI cell, and then the application is transferred/forwarded to the concerned department/office/PIO. Whenever the application physically received by the concerned officer/PIO, receipt of the application is given and application will come in his/her user account for further dealing.
- ✓ Thisform is forRTIcelluserand PIO ofthedepartment.
- ✓ RTIcell userwill receive the filefrom CSC and forward it to the concerned PIO of the department
- ✓ PIOofthedepartmentwillusethisoptionwhenevertheapplicationsareforwardedbyitsAPIOorbythe RTIcell.
- ✓ Press'ReceiveFiles' from'ApplicationOperation'menu

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Welcome : Surender Singh Assistant,	Ambala		Ex. Of	icer,HUDA,AMBALA Logout
Right to Information	Right To	Information	Haryana	Ò
	Application Operation - Other Us	er Operation + Print Duplicate + Status	& Reports - Application Transfer Status Messaging	Genvices + User Managemen
rrent Page <mark>: User Home</mark> : Recei	pt of Files to Other User			
		Receive Incomming Files		
Select Department	HUDA	Place	AMBALA	•
Office/Branch		Officer		•
		search		
No incomming Appliation four	nd for physical Receive.			
		Received		
		I COMON		

- ✓ OnSelectingDepartment,Place,Office/Branchalistwillappearhavingthelistofusersfromwhichthe forwarded applications are pending for receiving.
- ✓ SelecttheUser fromDropDown Listforgivingreceiptofapplication.
- ✓ Listofapplicationsforwardedbytheselectedofficerwillappear.
- \checkmark Selectthecheckboxagainsteachapplicationfor receiving.
- ✓ Press'save'Button.
- ✓ Areceiptletterwillbe generated, give itto depositor of the application after signing.

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	Sr. No.	EdishaXtnld	Name & Address of Applicant	Concerned Department	Information Subject	Amount
	1	010061013000076, 000021/2010	Ram Singh, Ambala	HUDA, Ex. Officer, AMBALA	Total Arrear of Sh. Ram Singh Assistant	Rs.50/- by Cash
		den en contra segura a traverse en	A K Abuin Ambala	HUDA Ex Officer AMBALA	Total Fee Received from plots.	Rs 50/- by Cash
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Place: AMEALA Date 23/08/2017 Signature	of the Applicant					
-		ACKNOWLEDGEMENT				
Received your application dated 23/08/2017 vide RTI-MIS Reg. no. 000171/201 Ambala, HUDA Department, AMBALA for taking necessary action in the matter.	17 under RTI The requisite	I-ACT 2005. <u>Amount received Rs 1/ By Cash</u> Your application will be forwarded to concerned information will be provided by PIO/APIO of concerned department.	official of j	Estat	e Offic	<u>e</u> ,
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Application No 000003/2020,05 /03/2020 000006/2013,29 /07/2013	Applicant Name & Address Rohin Sharma,Village, khera, punjab Ramesh Kumar,Ambala	Concerned Department HUDA, Ex. Officer, AMBALA HUDA, Estate Office, Ambala, AMBALA	Thformation Subject Rohin Sharma NIC Haryana test data	Details View Detail View Detail	if Submit Print Print
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Name of Applicant	Rohm Sharma	
Address	Village. khera, punjab	
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Status& Reports:

This module has various reports about status of application, Disposed/Final Application, Rejected/intimated Applcation, Additonal Fee Pending Application, Total Fee Collected, Disposed Target and Department and Place wise Summary Report. These reports can be seen as per the role of the user.

'Status&Report->View statusof anyApplication':

Thisreportwillgivethecurrentstatusofanyapplication.

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Current Page : User Home : List of Applications Which has been Rejected

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Clickon Submit

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	Departr	nent Na	ame : HUDA				Total Applications 2	
1	Place		: AMBALA					
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	Officer	Name	: Assistant					
	1	4	000022/2012 17/04/2012	S K Goyal AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Information about RTI	rejected on 17/04/2012
	2	2	000024/2012 30/04/2012	Suresh Kumar AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Total projects amount received	rejected on 30/04/2012

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Depart	ment Na	ame : HUDA			8-13 	Total Applications 8	
Place		: AMBALA					
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Onice	Name	: Ex. Officer					
Officer	Name Name	: Ex. Officer : Assistant					
Officer 1	Name	: Ex. Officer : Assistant 000005/2012 02/02/2012	Surender Singh AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant	Inforamation under RTI	Disposed/ Final on 02/02/2012
Officer 1 2	Name Name 1 2	: Ex. Officer : Assistant 000005/2012 02/02/2012 000006/2012 24/02/2012	Surender Singh AS Expr1, Ambala P K Verma AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA Ex. Officer, HUDA, AMBALA	Assistant Assistant	Inforamation under RTI Information about allotment of budget for 2012	Disposed/ Final on 02/02/2012 Disposed/ Final on 16/04/2012
Officer 1 2 3	Name Name 1 2 3	: Ex. Officer : Assistant 000005/2012 02/02/2012 000006/2012 24/02/2012 000012/2012 15/03/2012	Surender Singh AS Expr1, Ambala P K Verma AS Expr1, Ambala Surender Singh AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA Ex. Officer, HUDA, AMBALA Ex. Officer, HUDA, AMBALA	Assistant Assistant Assistant	Information under RTI Information about allotment of budget for 2012 Information about total Licence issued	Disposed/ Final on 02/02/2012 Disposed/ Final on 16/04/2012 Disposed/ Final on 15/03/2012

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Web Site Designed and Developed and Hosted by NIC, Haryane State Unit, Chandigarh. his owned, meintained and updated by the respective departments/offices of Haryana Government

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Departr	nent Na	ame : HUDA	1			Total Applications 5
Place		: AMBALA				
Office	Name	: Ex. Officer				
Officer	Name	: Assistant				
1	1	000023/2012 24/04/2012	Surender Singh, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 4/24/2012	Total plots alloted to government employee
2	2	000026/2012 22/05/2012	Ramesh Kumar, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 5/22/2012	Total no of plots etc
3	3	001176/2011 27/07/2011	Surender Kumar, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 7/27/2011	Total plots alloted to BPL family.
4	4	001178/2011 27/07/2011	P K Goyal, Ambala	Ex. Officer, HUDA, AMBALA	Assistant received on 7/27/2011	Total amount received.

'Status&Report->ApplicationAdditionalFeePending'

AdditionalFeeDetail:Thisreportwilldisplaythelistofapplicationsforwhichadditionalfeeisreceivedby the login user and to be deliverd to the concerned PIO of the department.

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000003/2012,31/01/2012	Sumit Singla Ambala	HUDA, EX. Officer, ANBALA	Information about RTI Ambala	01/03/2012	(View Server)
000003/2018,29/05/2018	Swati Singh Chandigam	HUDA, EX. Officer, ANBALA	88	28/06/2018	(Mess Depart)
000004/2018,30/05/2018	Rohin Sharma, Village. Ihera, punjab	HUDA, Ex. Officer, ANBALA	This is testing entry	29/05/2018	Ver Desi
	Qobio Sharma Milaoa, Ibera, nunish	HIDA Fy Officer ANRALA	sdi	30/06/2018	

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'Status&Report->Collected Fee Detail'

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P	Place		: AMBALA					6			
C	Office	Name	: Ex. Officer								
C	Officer	Name	: Assistant,	PIO				2			2
	1		000012/2011 22/03/2011	Suresh Jain AS Expr1, Ambala	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total present of employee between 02/03/2011 to 15/03/2011.	Disposed/ Final on 22/03/2011	50	123	173
	2	2	000013/2011 22/03/2011	Ramesh Kumar AS Expr1, Rohtak	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total grants of plots to BPL Family.	Disposed/ Final on 30/03/2011	50	0	50
	3	3	000014/2011 28/03/2011	Rajesh Kumar AS Expr1,	Ex. Officer, HUDA, AMBALA	Assistant, PIO	Total Fee Collected from licence.	Disposed/ Final on 16/04/2012	50	100	150

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'Status&Report->ApplicationTransferStatus'

000005/2013,02/04/2 S K Goyal, Ambala 013

000006/2012,24/02/2 P K Verma, Ambala 012

000012/2012,15/03/2 Surender Singh, 012 Ambala

000014/2012,19/03/2 Samsher Singh, 012 Ambala

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Assistant, HUDA, Ex. Officer, AMEALA received on D2/04/2013

Assistant, HUDA Ex. Officer, AMEALA received on 24/02/2012

Assistant, HUDA Ex. Officer. AMEALA received on 15/03/2012

Assistant, HUDA, Ex. Officer, AMEALA received on 19/03/2012 Test data

Information about allotment of budget for 2012

Information about total Licence issued

Total recovery of loans in 2011 50

50

50

50

Rejected

Disposed

Disposed

Disposed

HUDA, Ex Officer, AMBALA

HUDA, Ex. Officer, AMBALA

HUDA, Ex: Officer, AMBALA

HUDA, Ex. Officer, AMBALA

Department&PlacewiseApplicationsSummary Report:

This will give the department and place wise detail of noof applications received, rejected, and disposed. By clicking on the no's, one can see the detail list.

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HUDA		AMBALA	25	2	1	22	1		
HUDA		ROHTAK	2	0	0	2			
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PlaceWiseApplicationSummaryReport:

ThiswillgivethePlacewisenoofapplications received, disposed, rejected in aparticular period. One can see the details list of applications by clicking on no's.

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NIC-HRSC	USER MANNUAL	RighttoInformation-MIS
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Messaging Services:

PIO is the window for the citizen to get information under RTI act. But he/she has to collect the information from different branches/officers. This module is for writing the letter to the 'Internal Users' of the department for collecting the information required by the applicant from the officers of different branches of the department. After collection the information from different offices and consolidating it, application can be disposed and information can be uploaded on the site, which can be further downloaded by the applicant. This module has followingoptions:

SendMessage: Thisoptionis for PIO. Onchoosing this optionally ending applications will be displayed as below:

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10	Ϋ́.			
Application No	Applicant Name & Address	Concerned Department	Information Subject	Message
000003/2012,31/01/2012	Sumit Singla, Ambala	HUDA, Ex. Officer, AMBALA	Information about RTI Ambala	Send
000003/2018,29/05/2018	Swati Singh,Chandigarh	HUDA, Ex. Officer, AMBALA	đS	Send
000003/2020,05/03/2020	Rohin Sharma, village. khera, punjab	HUDA, Ex. Officer, AMBALA	Rohin Sharma NIC Haryana	Send
000004/2018,30/05/2018	Rohin Sharma, Village, khera, punjab	HUDA, Ex. Officer, AMBALA	This is testing entry	Send
000005/2018,31/05/2018	Rohin Sharma, Village, khera, punjab	HUDA, Ex. Officer, AMBALA	add	Send
000005/2020,05/03/2020	Rohin Sharma, Village. khera, punjab	HUDA, Ex. Officer, AMBALA	Add here	Send
000006/2018,05/06/2018	Rohin Sharma,Village, khera, punjab	HUDA, Ex. Officer, AMBALA	Add Information	
000007/2018.05/05/2018				Send
the second state of the second state stat	Rohin Sharma, village. khera, punjab	HUDA, Ex. Officer, AMBALA	Information Subject	Send Send

Press'Send'linkagainsttheapplicationapopup windowwillappear.

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000005/2020,05/03/2020	Rohin Sharma, Village, khera, punjab	HUDA, Ex. Officer, AMBAL	A Add here	Send
000006/2018,05/06/2018	Rohin Sharma, Village, khera, punjab	HUDA, Ex. Officer, AMBAL	A Add Information	Send
000007/2018,05/06/2018	Rohin Sharma,Village, khera, punjab	HUDA, Ex. Officer, AMBAL	A Information Subject	Send
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✓ Selectthedepartment/office/place/officertowhich userwanttowrite letter.

- ✓ Writethecontentoftheletterin 'Description'box
- ✓ Onecanalsoattachletter
- ✓ Press'Submit'buttontosendtheletter.

NIC-HRSC	USER MANNUAL	RighttoInformation-MIS
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ReplyMessages:Lettersent bythePIO and notrepliedbytheuserwillbedisplayedafter choosing options

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- ✓ Filldescription and attach the fileif any(only.pdffile.)
- ✓ Clickon 'Submit' button. Replywill besent to thesenders of the letter.

Message Report

ReplyReceived:

PIOorsenderofthelettercanseeallthereplyofhis/herletter.He/shemaydownloadtheinformationand consolidate it for uploading for the citizen/applicant.

Screen

ReplynotReceived: Thisoption will give listofletterswritten to anyofficerwhosereplyisawaited.

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NIC-HRSC	USER MANNUAL	RighttoInformation-MIS

Listof RepliedMessages: This willgive thelist ofletters, which are replied by the user.

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UserManagement:

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Change Password

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NIC-HRSC	USER MANNUAL	RighttoInformation-MIS

CreateUser (internal)

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6.7 Logout

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	NIC-HRSC	USER MANNUAL	RighttoInformation-MIS
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ForFirstAppellateAuthority

Menus-Detail

FirstAppeal Operation	Print Duplicate	Status &Reports	UserManagement
FirstAppealEntry	DuplicateAppealReceipt	ReportofAppeals	ChangeUser Password
ModifyAppeal			
NextHearingDate			
Proceeding			

7. FirstAppellateAuthority

7.1.1FirstAppealOperation

First Appeal Entry : Applicant can appeal to the First Appellate Authority, if he/she is not satisfied withreply of the PIO or not received the reply from PIO by providing the RTI application detail. This formforregistering the appeal received from the citizen. Registration no will be generated which will be given to the applicant.

NIC-HRSC	USER MANNUAL	RighttoInformation-MIS

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ModifyAppeal :Itis for editingthe detail ifanythingwrongentered. **NextHearingDate:**Thisformistoeditthenexthearingdate ofthecase. Itwillbeautomaticallypublishedonthe site for the applicant.

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ReportofAppeals: This give the report about pending, decided, interimdecision applications.

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8. OnlineCitizenInterface

SubmitApplicationOperation

SubmitApplication: Applicant can submit application to department's PIO. If applicant is under BPL

scheme, then he has to attach proof of BPL, and no feer equired for BPL. Citizen request PIO to Generate Form B

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