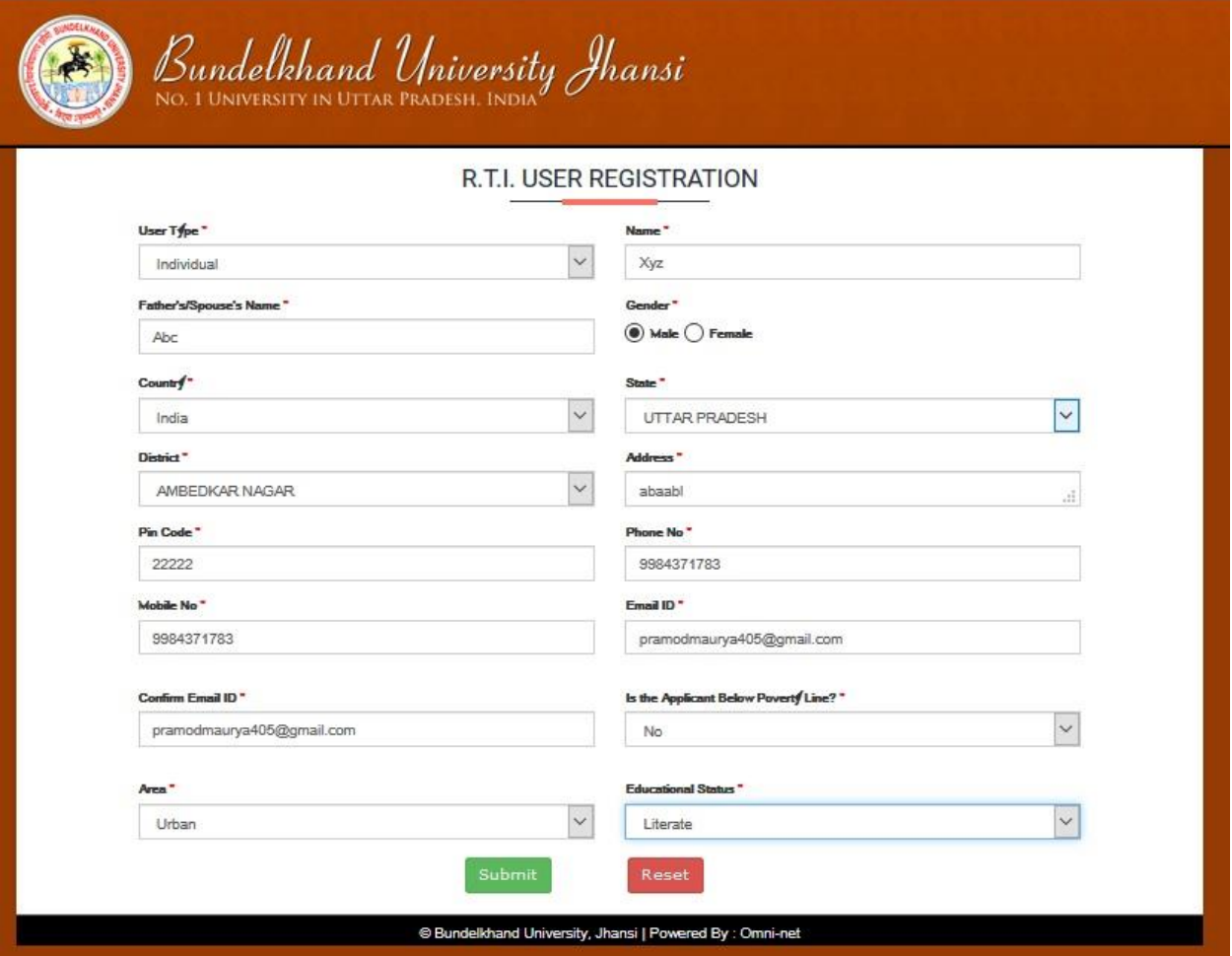


# Online RTI User Manual

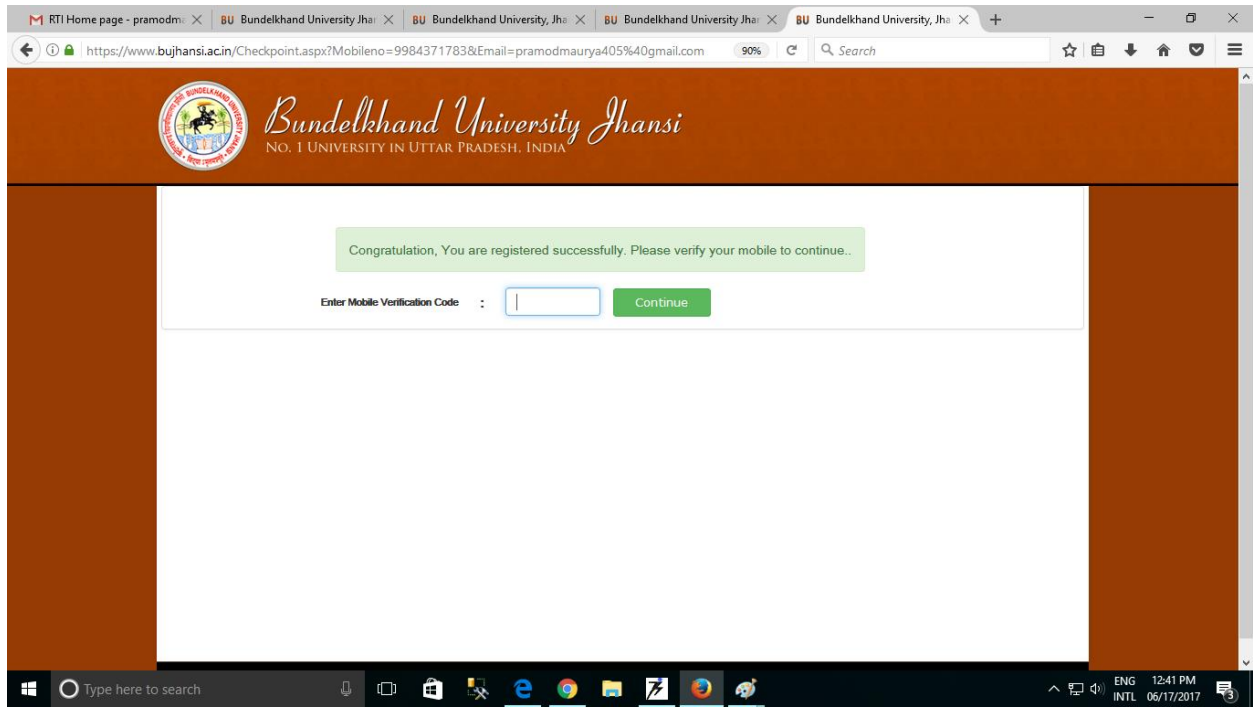
## Step 1. User Registration



The screenshot shows the 'R.T.I. USER REGISTRATION' form on the Bundelkhand University website. The form is titled 'R.T.I. USER REGISTRATION' and is set against a brown header with the university's logo and name. The form fields are arranged in two columns. The left column includes: 'User Type' (dropdown menu with 'Individual' selected), 'Father's/Spouse's Name' (text input with 'Abc'), 'Country' (dropdown menu with 'India' selected), 'District' (dropdown menu with 'AMBEDKAR NAGAR' selected), 'Pin Code' (text input with '22222'), 'Mobile No' (text input with '9984371783'), 'Confirm Email ID' (text input with 'pramodmaurya405@gmail.com'), and 'Area' (dropdown menu with 'Urban' selected). The right column includes: 'Name' (text input with 'Xyz'), 'Gender' (radio buttons for 'Male' and 'Female', with 'Male' selected), 'State' (dropdown menu with 'UTTAR PRADESH' selected), 'Address' (text input with 'abaabl'), 'Phone No' (text input with '9984371783'), 'Email ID' (text input with 'pramodmaurya405@gmail.com'), 'Is the Applicant Below Poverty Line?' (dropdown menu with 'No' selected), and 'Educational Status' (dropdown menu with 'Literate' selected). At the bottom of the form are two buttons: a green 'Submit' button and a red 'Reset' button. The footer of the page reads '© Bundelkhand University, Jhansi | Powered By : Omni-net'.

1. Enter all those field in above form and then click on submit button

Step 2. After click on submit button verification code will  
Receive on registered mobile Number.



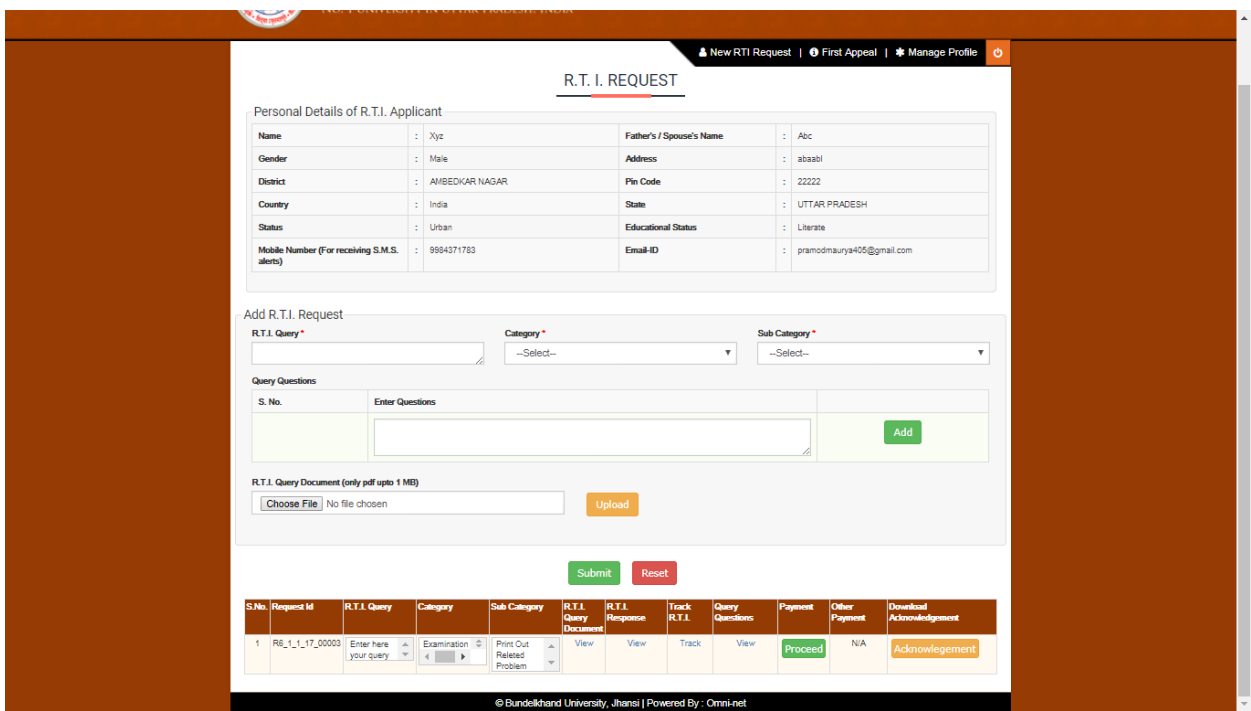
1. Enter verification code and then click on submit button.
2. After successful registration follow next step.

### Step 3. User Login .




1. After successful registration user will get id and password on registered mobile and email id.
2. Enter id and password and then click on login button.
3. After Login follow step 4.

### Step 4. RTI Request




1. Give your RTI request query and click on submit button.
2. After click on button your request will shown in bottom of page in a grid.
3. Pay your fee click on Payment column on proceed button.
4. Follow next step for payment.

## Step 5. Payment



# Bundelkhand University Jhansi

NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA




### Online Fees Submission

Reference ID: RTIREQ\_17\_7\_8  
Name of Student: Xyz  
College Name: Bundelkhand University  
Course Name: NA  
Exam Category: NA  
Amount: ₹ 10/-

**Submit Fee / फीस जमा करे**

➤ Click on submit fee button then a screen will shown

Like below.



# Bundelkhand University Jhansi

NO. 1 UNIVERSITY IN UTTAR PRADESH, INDIA

[New RTI Request](#) | [First Appeal](#) | [Manage Profile](#)

## R.T.I. PAYMENT

Registration ID	: R6_1_1_17_00003
Reference ID	: RTIREQ_17_7_8
Candidate Name	: Xyz
RTI Fee	: ₹ <input type="text" value="10"/>
Processing Fee	: ₹ 0
Total Fee	: ₹ 10
Payment Amount	: ₹ 10
Payment Mode	: <input checked="" type="radio"/> SBI Online Banking <input type="radio"/> Offline

If you are not going for online banking than you need to send Hard copy of RTI Application along with payment.

I declare that the information submitted by me will be correct to the best of my knowledge and based on facts. Neither any fact is hidden nor any false. The administration of Bundelkhand University, Jhansi has right to cancel my R.T.I. Request / take any legal action against me if any of information provided by me is found incorrect.

Please check the data submitted before making the Final submission. After successful payment you will not be able to edit / updat

**Process / आपे बढे**

Your Previous Transaction Attempts कृपया द्वारा भुगतान करने से पहले आपके द्वारा किए गए इन प्रयासों की जांच कर लें, यदि आपके खाते से भुगतान हो गया हो और आपको उसकी भुगतान रसीद और फॉर्म न प्राप्त हुआ हो तब भी द्वारा भुगतान न करें तथा विधिविज्ञान से संपर्क करें। Don't try to pay again if status is Success..

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➤ Choose your payment mode and then click on submit button

Then a screen will show like below.




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**STATE BANK MULTI OPTION PAYMENT SYSTEM**



**Net Banking**

 SBI Nil <a href="#">Click Here</a>	 Other Banks Bank Charges: 17.1 <a href="#">Click Here</a>
---	--

**Card Payments**

 State Bank Debit Cards Bank Charges: 11.24 <a href="#">Click Here</a>	 Other Bank Debit Cards Bank Charges: 0.18 <a href="#">Click Here</a>	 Credit Cards Bank Charges: 0.18 <a href="#">Click Here</a>
--	---	---

**Other Payments Modes**

 SBI Branch Bank Charges: 57.0 <a href="#">Click Here</a>	 Buddy Bank Charges: 5.75 <a href="#">Click Here</a>
---	--

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➤ Choose you payment mode and then pay your fee.

## Step 6. Download Acknowledgement

New RTI Request | First Appeal | Manage Profile

### R. T. I. REQUEST

Personal Details of R.T.I. Applicant

Name	: Hitesh kumar Srivastava	Father's / Spouse's Name	: SHIV RAM
Gender	: Male	Address	: LS.2/32 SECTOR C , JANKIPURAM
District	: LUCKNOW	Pin Code	: 226021
Country	: India	State	: UTTAR PRADESH
Status	: Urban	Educational Status	: Literate
Mobile Number (For receiving S.M.S. alerts)	: 9669961111	Email-ID	: hitesh.asp@gmail.com

Add R.T.I. Request

R.T.I. Query\*  Category\* --Select-- Sub Category\* --Select--

Query Questions

S. No.	Enter Questions	<span style="background-color: #28a745; color: white; padding: 5px 10px; border-radius: 3px;">Add</span>

R.T.I. Query Document (only pdf upto 1 MB)

Browse... No file selected. Upload

Submit
Reset

S.No.	Request Id	R.T.I. Query	Category	Sub Category	R.T.I. Query Document	R.T.I. Response	Track R.T.I.	Query Questions	Payment	Other Payment	Download Acknowledgement
1	RS_3_1_17_00001	VERIFICATI OF ENROLLMEI < >	Campus Alumni	Alumni Registration	View	View	Track	View	Done	N/A	Acknowledgement

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1. After successful payment, in payment column status will show “done”
2. User can download acknowledgement.
3. In below grid user can track RTI.
4. User can see RTI Response given by RTI Cell.
5. If RTI Cell Demand Extra fee that will show in other payment column.

**Note: without pay of RTI Fee your registration will not successful**