

**GUIDELINES FOR USE OF ONLINE RTI PORTAL  
OF HIGH COURT OF SIKKIM AND DISTRICT  
COURTS**

No.: 21.../HCS

Date : 22/06/2023

**N-O-T-I-F-I-C-A-T-I-O-N**

1. The Right to Information(RTI) portal shall facilitate submission of RTI application online and checking the status online.
2. The online RTI application facility shall be available in addition to the existing system of filing of RTI applications through physical mode.
3. The online RTI web portal can be used only by Indian citizens to file application, First Appeal and to make payment for Fees, Copying Charges, etc., under the Right to Information Act, 2005 (RTI Act) and the rules/regulations thereunder.
4. An applicant who desires to obtain information under the RTI Act from the High Court or the District Courts of the State shall make RTI application through the online RTI web portal of the High Court or the concerned District Court, as the case may be, which can be accessed through the website or by using the prescribed link.
5. After visiting the online RTI web portal, the applicant shall first create login ID and password by signing up and entering the necessary details as may be prescribed. Once login is successful he becomes a registered user. He shall then click on the "Apply" button, and then fill the required details on the web page that will appear. Please note that

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all the fields marked\* (red colour Asterix) are mandatory while the others are optional.

6. The text of the application may be written in the prescribed column of the portal.

7. Any supporting documents/annexures can be attached as PDF document(s) in "Supporting document" within the specified file size, if any.

8. After filling the first page, the applicant has to click on the tab/button "Make Payment" to make payment of the prescribed RTI fee.

9. The applicant can pay the prescribed fee through the following modes :-

1. Internet banking;
2. Using credit/debit card of MasterCard/Visa/Rupay;
3. UPI;
4. Any other as may be prescribed from time to time.

10. Fee for making RTI application: a fee of ₹10/- per application is required. However, an applicant under the Below Poverty Line (BPL) is exempted from paying the requisite application fee under the RTI Rules, 2012. An applicant filing an application under the BPL category shall however attach and upload a copy of BPL certificate issued by the appropriate government/competent authority in this regard, along with the application.

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11. An online application will be duly registered once the requisite fee has been paid successfully, wherever such online payment is mandatory.

12. In case after making payment, an applicant does not receive the registration number he should wait for the next 24-48 hours as registration number will be generated after reconciliation. The applicant shall however not retry or make an additional attempt to make payment again. If an applicant does not receive the registration number within 24-48 hours, he may send an e-mail at the email address of the State Public Information Officer(SPIO) along with transaction details.

13. If the online RTI application is successfully submitted by the applicant a unique registration/diary number would be generated and the same should be referred and used by the applicant for any future references and correspondences regarding the matter.

14. The application filed through the online RTI web portal would reach electronically to the State Public Information Officer(SPIO) of the High Court or the District Court, as the case may be.

15. In case additional fee/copying charges are required representing the cost for providing information, the SPIO would intimate the applicant and the applicant can pay the same through the concerned payment gateway online.

16. In case of First Appeal to the First Appellate Authority, the applicant has to click on the tab "Apply First Appeal" as provided on the concerned webpage and fill up the information as sought on the webpage.

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*[Signature]*

17. The registration number of original application has to be used for reference at the time of filing the First Appeal.

18. As per RTI Act, no fee is to be paid for First Appeal.

19. The applicant or the appellant, as the case may be, should submit his/her mobile number to receive SMS alerts from time to time.

20. The applicant/appellant can check the status of RTI Application/First Appeal filed through the online web portal of the High Court or the District Court, as the case may be, by clicking the tab "View Status".

21. All mandatory requirements for filing an RTI application and First Appeal as well as other provisions regarding time limit, exemptions etc., as provided in the RTI Act will continue to apply even in case of online RTI application.

22. The permissible file format allowed to be uploaded on the online RTI web portal is PDF file.

23. Fee/Copying Charges once paid through the online RTI web portal shall not be refunded.

24. These guidelines shall come into force on such date as may be notified with the approval of the Chief Justice.

**Certified**

Date : 20.06.2023

*sd/-*  
Chief Justice

  
Registrar General  
High Court of Sikkim  
Gangtok