



सत्यमेव जयते

Personnel & Administrative Reforms Department
Government of West Bengal

ONLINE RTI PORTAL

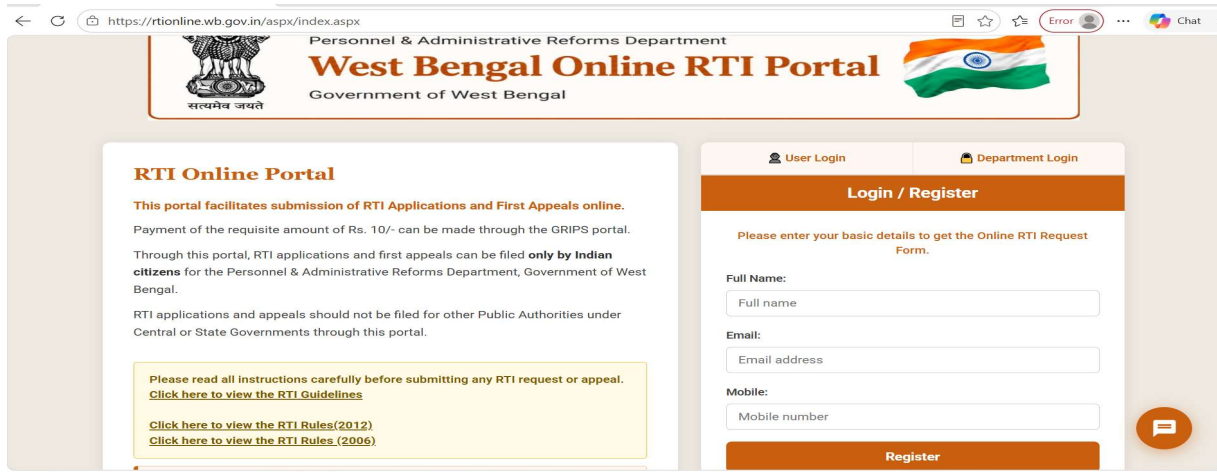
<https://rtionline.wb.gov.in/>



Version 1.0

Step 1: Access the Website

1. Open your web browser (such as Google Chrome, Microsoft Edge).
2. In the web address bar at the top, type (<https://rtionline.wb.gov.in>) and press **Enter**.
3. You will arrive at the official home page.



The screenshot shows the official homepage of the West Bengal Online RTI Portal. The header includes the Government of West Bengal logo, the text 'Personnel & Administrative Reforms Department', and the title 'West Bengal Online RTI Portal'. Below the header, there are two main sections. The left section, titled 'RTI Online Portal', provides information about the portal's purpose and includes links to 'RTI Guidelines', 'RTI Rules (2012)', and 'RTI Rules (2006)'. The right section, titled 'Login / Register', contains a form for users to enter their details. The form has fields for 'Full Name', 'Email', and 'Mobile', each with a corresponding input box. A 'Register' button is located at the bottom of the form. The page also features a chat icon in the bottom right corner.

Step 2: Fill Out Your Personal Information

Complete the following fields carefully:

- **Full Name** : Enter your complete name exactly as it appears on your government-issued ID card.
- **Email** : Enter your personal email address .
- **Mobile** : Enter an active 10-digit mobile phone number.
- Click the **Register** button.

The screenshot shows the 'West Bengal Online RTI Portal' for the Personnel & Administrative Reforms Department, Government of West Bengal. The page has a header with the department name and a logo. The main content area is divided into two sections. The left section, titled 'RTI Online Portal', provides information about the portal's purpose: facilitating the submission of RTI Applications and First Appeals online. It mentions that payment of the requisite amount of Rs. 10/- can be made through the GRIPS portal. It also states that RTI applications and first appeals can be filed only by Indian citizens for the Personnel & Administrative Reforms Department, Government of West Bengal. A note specifies that RTI applications and appeals should not be filed for other Public Authorities under Central or State Governments through this portal. There are links to view the RTI Guidelines, RTI Rules (2012), and RTI Rules (2006). The right section, titled 'Login / Register', contains a form for user registration. It asks for 'Full Name' (filled with 'Muthu P'), 'Email' (filled with 'muthu@agile-labs.com'), and 'Mobile' (filled with '8148225776'). There is a 'Register' button at the bottom of the form.

Step 3: Verify Your Mobile (OTP Verification)

1. Check your mobile phone messages for a 6-digit verification code (OTP).
2. Enter the 6-digit OTP in the box provided on the OTP verification screen.
3. Click **Verify OTP** button.

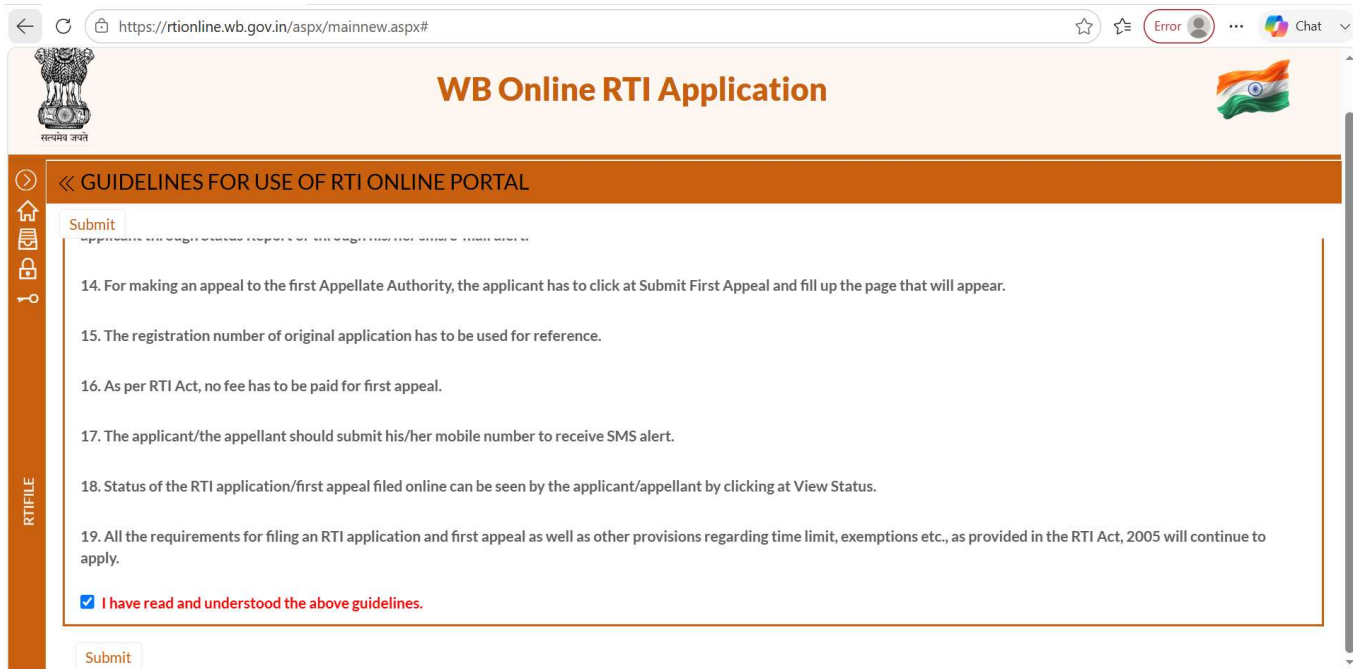
The screenshot shows the 'West Bengal Online RTI Portal' with an 'OTP Verification' modal window open. The modal window has a title bar with a close button. It contains the text: 'An OTP has been sent to xxxxxx5776. Please enter the 6-digit OTP to verify your mobile number.' Below this text is a text input field containing the number '335683'. There is a 'Resend OTP in 25s' link below the input field. At the bottom of the modal is a 'Verify OTP' button. Below the button is a link that says 'Didn't receive? Resend OTP'. The background of the page is dimmed, showing the same registration form as in the previous screenshot.

4. After Clicking **Verify OTP** button it will automatically login to RTI Portal.

5. Your **login username** for RTI Portal is by default your **mobile number** and one time password is **12345**. You are requested to change your password at first login.

Step 4: Read the Guidelines

1. Please Read carefully **GUIDELINES FOR USE OF RTI ONLINE PORTAL**.
2. Please Click the **Checkbox button of I have read and understood the above guidelines**.
3. Click **Submit** button.



The screenshot displays the 'WB Online RTI Application' web portal. The browser's address bar shows the URL 'https://rtionline.wb.gov.in/asp/mainnew.aspx#'. The page header includes the Government of West Bengal emblem, the title 'WB Online RTI Application', and the Indian national flag. A sidebar on the left contains icons for 'RTI FILE', 'RTI STATUS', 'RTI APPEAL', and 'RTI REVIEW'. The main content area is titled '<< GUIDELINES FOR USE OF RTI ONLINE PORTAL'. It features a 'Submit' button at the top left. Below this, a list of guidelines is provided, numbered 14 through 19. At the bottom of the guidelines, there is a checkbox labeled 'I have read and understood the above guidelines.' which is currently checked. A 'Submit' button is located at the bottom right of the guidelines section.

WB Online RTI Application

<< GUIDELINES FOR USE OF RTI ONLINE PORTAL

Submit

14. For making an appeal to the first Appellate Authority, the applicant has to click at Submit First Appeal and fill up the page that will appear.

15. The registration number of original application has to be used for reference.

16. As per RTI Act, no fee has to be paid for first appeal.

17. The applicant/the appellant should submit his/her mobile number to receive SMS alert.

18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at View Status.

19. All the 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, 2005 will continue to apply.

☒ I have read and understood the above guidelines.

Submit

Step 5: Update Profile

1. Click the Hyperlink **Kindly Create Your Profile**

The screenshot shows the 'Update Profile' section of the WB Online RTI Application. It features a table with the following data:

S.No	Personal Details
1	Kindly Create Your Profile

2. Fill Out Your Personal Information

3. Click **Submit** button.

The screenshot shows the 'Update Profile' form with the following fields:

- Email-ID*: muthu [redacted]
- Mobile Number: [redacted]
- Confirm Email-ID*: muthu [redacted]
- Name*: Muthu P
- Gender: Male
- Address*: No.5, Counsil House St, Kolkata - 700001
- Pin Code: 700001
- Country: India
- State: West Bengal
- District*: Kolkata
- Block / Municipality*: Kolkata
- Location*: Rural
- Educational Status*: Literate
- Educational Type: Graduate

4. You can Edit your Personal Information using link **Edit Profile**.

WB Online RTI Application

Update Profile.

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S.No	Personal Details
1	Name : Muthu P Mobile No : 8[REDACTED] Email-ID : muthu[REDACTED] Address : No.5, Counsil House St, Kolkata - 700001 Edit Profile

Step 6: Submit RTI Request Application

1. Click the **RTI Request Application** from left side menu bar.
2. Please Click the **Checkbox** button of **I have read and understood the above guidelines.**
3. Click **Submit** button.

WB Online RTI Application

RTI File

- RTI Request Report
- Appeal Report
- RTI Request Application**
- Update Profile.
- Payment Redirect

Submit

14. For making an appeal to the first Appellate Authority, the applicant has to click at Submit First Appeal and fill up the page that will appear.

15. The registration number of original application has to be used for reference.

16. As per RTI Act, no fee has to be paid for first appeal.

17. The applicant/the appellant should submit his/her mobile number to receive SMS alert.

18. Status of the RTI application/first appeal filed online can be seen by the applicant/appellant by clicking at View Status.

19. All the requirements for filing an RTI application and first appeal as well as other provisions regarding time limit, exemptions etc., as provided in the R apply.

☒ I have read and understood the above guidelines.

Submit

4. Please Fill all Fields the form of **RTI Request Application**.

5. **Note:** Fields marked with a red asterisk (*) are mandatory. You must fill them in to complete your form.

The screenshot shows the 'WB Online RTI Application' web form. The browser address bar displays 'https://rtionline.wb.gov.in/asp/mainnew.aspx#'. The page header includes the Government of West Bengal logo and the text 'WB Online RTI Application' with the Indian flag. The main heading is '<< RTI Request Application'. Below this are 'Back' and 'Submit' buttons. The form is divided into two main sections: 'Public Authority Details :-' and 'Personal Details of RTI Applicant :-'. The 'Public Authority Details' section contains fields for 'RTI No.' (set to 'Auto'), 'RTI Filing Date' (07/08/2026), 'Select Department*' (Agricultural Marketing), and 'Select Public Authority (Your Request will be filed with this selected Public Authority)*' (Agricultural Marketing Department). The 'Personal Details of RTI Applicant' section contains fields for 'Email-ID*' (muthu...), 'Mobile Number' (8...), 'Confirm Email-ID*' (muthu...), 'Name*' (Muthu P), 'Gender' (Male), 'Address*' (No.5, Council House St, Kolkata - 700001), and 'Pin Code' (700001). A vertical sidebar on the left contains the text 'RTI FILE'.

5. Upload Mandatory Documents.

6. Click **Submit** button.

WB Online RTI Application

RTI Request Application

Back Submit

Note : You are required to pay the RTI fee of Rs. 10/-. (Use REF No. RTI00004635).Click here to pay and download the challan in pdf format.

Supporting Documents

Document Name Supporting Document Mandatory

Add

S.No	Document Name	Supporting Document	Mandatory
1	Identity Proof(except Aadhar or PAN)	demandnotice.pdf	Yes
2	If any Other Supporting Documents		No

Back Submit

Step 7: View RTI Request Application Details

1. Click the **RTI Request Report** from left side menu bar.

WB Online RTI Application

RTI Request Report

Print PDF Excel

S.No	General information	Action Status
1	RTI NO: WB/RTI/AG/2026/001914 RTI Filing Date : 2026-08-07 Applied By : 8 Department Name : Agricultural Marketing Public Authority : Agricultural Marketing Department View Application Action History	Sent To : Department User Current Status : Application Submitted Specific Comments : Application Submitted Successfully

2. You can view application details using **View Application** Hyperlink from **RTI Request Report**.

WB Online RTI Application

<< RTI Request Application

Back

Public Authority Details :-

RTI No. WB/RTI/AG/2026/001914 RTI Filing Date 07/08/2026 Select Department* Agricultural Marketing

Select Public Authority (Your Request will be filed with this selected Public Authority)* Agricultural Marketing Department

Personal Details of RTI Applicant :-

Email-ID* muthu.p@agle-labs.com Mobile Number 8148225776 Confirm Email-ID* muthu.p@agle-labs.com Name* Muthu P

Gender Address* Pin Code

3. You can track your application using **Action History** Hyperlink from **RTI Request Report**.

WB Online RTI Application

History

Print 1-1 of 1

> Application No - WB/RTI/AG/2026/001914

Sr. No.	Sent By	Forwarded To	Department Name	Memo Date & Time	Action Status	Action Remarks	Attachments
1	Muthu P, CITIZEN	Smt Shilpi Sinha, SPIO	Agricultural Marketing	07-Aug-2026 14:06:59	Application Submitted	Application Submitted Successfully	

Step 8: Submit Appeal Form

1. Click **Submit Appeal** hyperlink to submit Appeal Form but You can only submit an appeal after 30 days of application.

rtionline.wb.gov.in says
You can only submit an appeal after 30 days of application.

CITIZEN

RTI Request Report

Print PDF Excel 1-1 of 1

S.No	General information	Action Status	Submit Appeal
1	RTI NO: WB/RTI/AG/2026/001914 RTI Filing Date: 2026-08-07 Applied By: 8148225776 Department Name: Agricultural Marketing Public Authority: Agricultural Marketing Department View Application Action History	SentTo: Department User Current Status: Application Submitted Specific Comments: Application Submitted Successfully	Submit Appeal

2. Click **Submit Appeal**

WB Online RTI Application

<< Appeal Form

Submit

Public Authority Details :-

RTI NO. WB/RTI/AG/2026/001914 RTI Filing Date 07/08/2026 Appeal No. Auto Appeal Filing Date 08/08/2026

Select Ministry/Department/Apex body* Select Public Authority*

Agricultural Marketing Agricultural Marketing Department

Personal Details of RTI Applicant :-

Email-ID* muthu.p@agile-labs.com Mobile Number 8148225776 Confirm Email-ID* muthu.p@agile-labs.com Name* Muthu P

Gender Address* Pin Code

3. Upload Mandatory Documents.

4. Click **Submit** button.

WB Online RTI Application

Appeal Form

Submit

Supporting Documents

S.No	Document Name	Supporting Document	Mandatory
1	RTI Payment Receipt	demandnotice.pdf	Yes
2	Signed copy of Appeal Application as a letter to Appellate Authority	demandnotice.pdf	Yes
3	If any Other Supporting Documents		No

Submit

Step 9: View Appeal Form Details

1. Click the **Appeal Report** from left side menu bar.

WB Online RTI Application

Appeal Report

Print PDF Excel

S.No	General Information
1	RTI NO: WB/RTI/AG/2026/001914 RTI Filing Date : 07/08/2026 Appeal No : WB/APPL/2026/000245 Appeal Filing Date : 08/08/2026 Applied By : 8148225776 Department Name : Agricultural Marketing Public Authority : Agricultural Marketing Department View Application Action History SentTo : Department Current Status : A Specific Comment

2. You can view application details using **View Application** Hyperlink from **Appeal Report**.

← ↻ https://rtionline.wb.gov.in/asp/mainnew.aspx# 🔍 ⭐ ⚙ Error Chat

WB Online RTI Application

RTI FILE

⏪ Appeal Form

Submit

Public Authority Details :-

RTI NO. WB/RTI/AG/2026/001914 RTI Filing Date 07/08/2026 Appeal No. WB/APPL/2026/000245 Appeal Filing Date 08/08/2026

Select Ministry/Department/Apex body* Select Public Authority*

Agricultural Marketing Agricultural Marketing Department

Personal Details of RTI Applicant :-

Email-ID* muthu.p@agile-labs.com Mobile Number 8148225776 Confirm Email-ID* muthu.p@agile-labs.com Name* Muthu P

Gender Address* Pin Code

3. You can track your application using **Action History** Hyperlink from **Appeal Report**.

← ↻ https://rtionline.wb.gov.in/asp/mainnew.aspx# 🔍 ⭐ ⚙ Error Chat

WB Online RTI Application

RTI FILE

History

Print 1-1 of 1

> Application No - WB/APPL/2026/000245

Sr. No.	Sent By	Forwarded To	Department Name	Memo Date & Time	Action Status	Action Remarks	Attachments
1	Muthu P. CITIZEN		Agricultural Marketing	08-Aug-2026 13:10:21	Application Submitted	Application Submitted Successfully	