



सत्यमेव जयते

Personnel & Administrative Reforms Department
Government of West Bengal

ONLINE RTI PORTAL

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

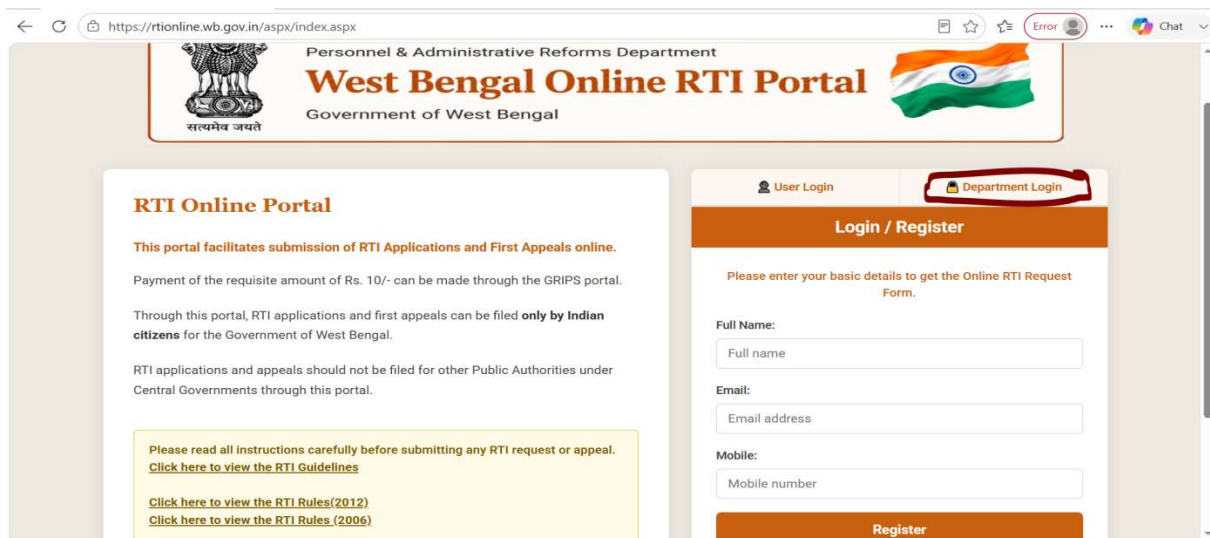


Version 1.0

User Guide : SPIO Officers

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.
4. Click **Department Login** button.



The screenshot shows the 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. On the left, the 'RTI Online Portal' section provides information about the portal's purpose and includes links to RTI Guidelines, RTI Rules (2012), and RTI Rules (2006). On the right, there is a 'Login / Register' section with a 'Department Login' button highlighted by a red box. Below this button, there are input fields for 'Full Name', 'Email', and 'Mobile', followed by a 'Register' button.

Step 2: Login Page

1. Enter Username.
2. Enter Password.
3. Enter Capcha.
4. Click **LOGIN** button.

Step 3: Open RTI SPIO Dashboard

1. Click the **RTI SPIO Dashboard** from left side menu bar.

S.No	General Information	Action Status
1	RTI No : WB/RTI/AG/2026/001914 RTI Filing Date : 2026-08-07 Applied By : Muthu P View Application Action History Taken Action	From User : Muthu P, CITIZEN To User : Smt Shilpi Sinha, SPIO Current Status : Application Submitted

2. You can view application details using **View Application** Hyperlink from **RTI SPIO Dashboard**.

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@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 **RTI SPIO Dashboard**.

RTI SPIO Dashboard

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	

4. You can take action using **Take Action** Hyperlink from **RTI SPIO Dashboard**.

WB Online RTI Application

Department User

RTI Application

Back Submit

Application Details

Form Id: WB/RTI/AG/2026/001914

Applied On: 07/08/2026

Applicant Name: Muthu P

Email Id: muthu [REDACTED]

Mobile No: [REDACTED]

Department: Agricultural Marketing

Public Authority: Agricultural Marketing Department

Address: No.5, Council House St, Kolkata - 700001

4. You can directly **Closed** this Application or you can either **Transfer to another SPIO** or **Transfer to NODAL**.

5. **Note:** Fields marked with a red asterisk (*) are mandatory.

WB Online RTI Application

Department User

RTI Application

Back Submit

Sent To

To User Type*: Citizen

To User Role: CITIZEN

Status: Closed

Send To*: Muthu P

Send To: [REDACTED]

Date: 08/08/2026

Reference No.:

Memo No./D.R No.:

Specific Comments:

WB Online RTI Application

<< Action Status

Back Submit

Sent To

To User Type* Department User To User Role NODAL Status* Transfer to Nodal

Select Department Agriculture Department Select Public Authority ADA, (SC), PURULIA Send To* Kaushik Kumar Mukherjee

Send To* noda Date :- 08/08/2026 Reference No.

Memo No./D.R No. Specific Comments

WB Online RTI Application

<< Action Status

Back Submit

Sent To

To User Type* Department User To User Role SPIO Status* Transfer to SPIO

Select Department Agriculture Department Select Public Authority Agriculture Department Send To* Shri Debabrata Roy

Send To* SPIO Date :- 08/08/2026 Reference No.

Memo No./D.R No. Specific Comments

4. If you wish to upload documents, you may upload any document.

WB Online RTI Application

<< Action Status

Back Submit

Document List

Document Name Extension Upload

Add

S.No	Document Name	Extension	Upload
1	RTI Form	pdf	demandnotice.pdf

Back Submit

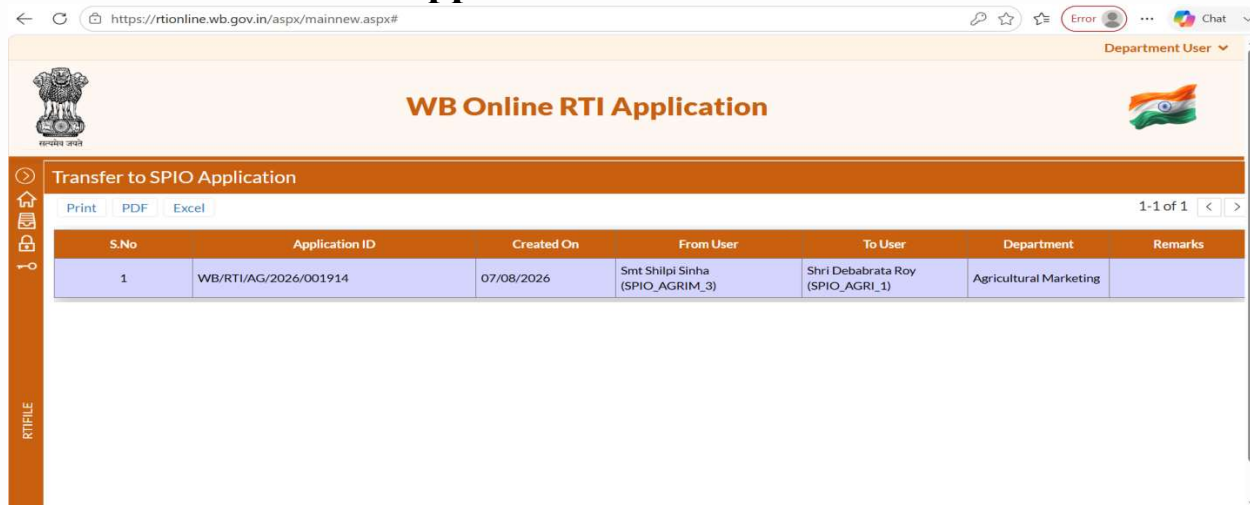
5. Click **Submit** button.

Step 4: Open Appeal SPIO Dashboard

1. Please follow the steps same as **RTI SPIO Dashboard**. (Step 3)

Step 5: List of Reports

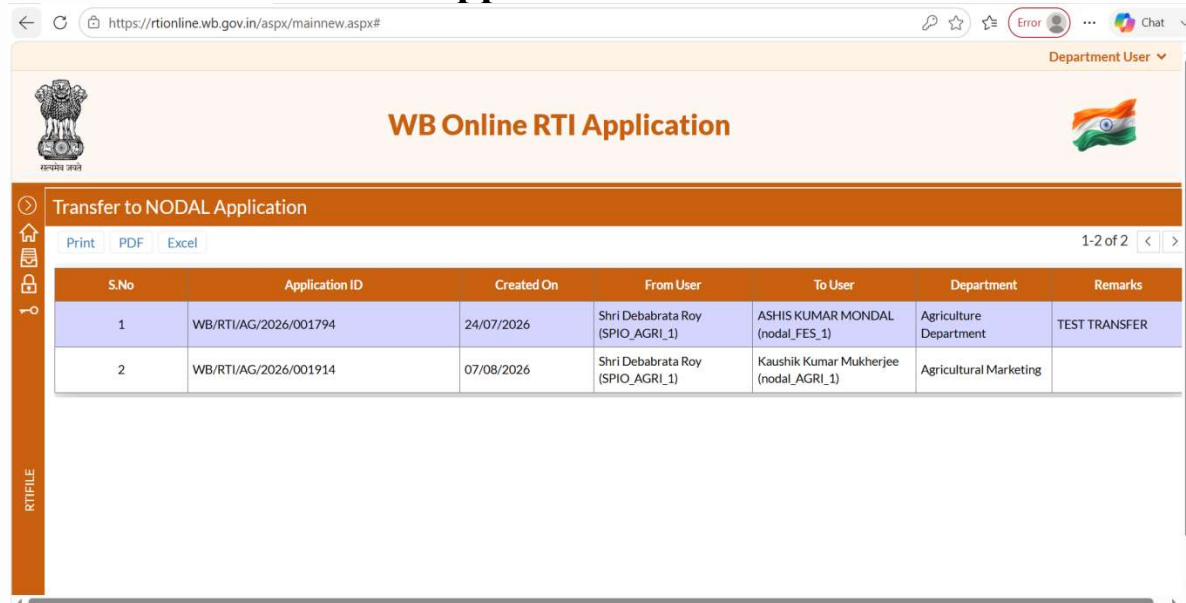
- 1. **Transfer to SPIO Application**



The screenshot displays the 'Transfer to SPIO Application' interface. At the top, there's a header with the WB Online RTI Application logo and a 'Department User' dropdown. Below the header, a table lists the transfer details. The table has columns for S.No, Application ID, Created On, From User, To User, Department, and Remarks. A single record is shown with S.No 1, Application ID WB/RTI/AG/2026/001914, Created On 07/08/2026, From User Smt Shilpi Sinha (SPIO_AGRIM_3), To User Shri Debabrata Roy (SPIO_AGR_1), and Department Agricultural Marketing.

S.No	Application ID	Created On	From User	To User	Department	Remarks
1	WB/RTI/AG/2026/001914	07/08/2026	Smt Shilpi Sinha (SPIO_AGRIM_3)	Shri Debabrata Roy (SPIO_AGR_1)	Agricultural Marketing	

- 2. **Transfer to NODAL Application**



The screenshot displays the 'Transfer to NODAL Application' interface. At the top, there's a header with the WB Online RTI Application logo and a 'Department User' dropdown. Below the header, a table lists the transfer details. The table has columns for S.No, Application ID, Created On, From User, To User, Department, and Remarks. Two records are shown: Record 1 with S.No 1, Application ID WB/RTI/AG/2026/001794, Created On 24/07/2026, From User Shri Debabrata Roy (SPIO_AGR_1), To User ASHIS KUMAR MONDAL (nodal_FES_1), Department Agriculture Department, and Remarks TEST TRANSFER; Record 2 with S.No 2, Application ID WB/RTI/AG/2026/001914, Created On 07/08/2026, From User Shri Debabrata Roy (SPIO_AGR_1), To User Kaushik Kumar Mukherjee (nodal_AGR_1), Department Agricultural Marketing, and Remarks.

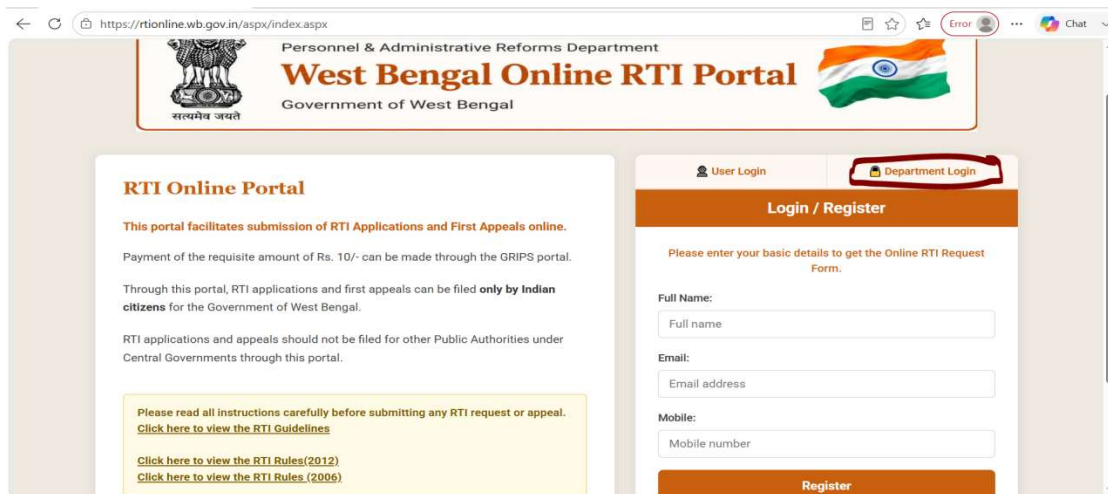
S.No	Application ID	Created On	From User	To User	Department	Remarks
1	WB/RTI/AG/2026/001794	24/07/2026	Shri Debabrata Roy (SPIO_AGR_1)	ASHIS KUMAR MONDAL (nodal_FES_1)	Agriculture Department	TEST TRANSFER
2	WB/RTI/AG/2026/001914	07/08/2026	Shri Debabrata Roy (SPIO_AGR_1)	Kaushik Kumar Mukherjee (nodal_AGR_1)	Agricultural Marketing	

- 3. **Disposed Application**

User Guide : NODAL Officers

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.
4. Click **Department Login** button.



Step 2: Login Page

1. Enter Username.
2. Enter Password.
3. Enter Capcha.
4. Click **LOGIN** button.

← → https://rtionline.wb.gov.in/asp/Signin.aspx?msg=Your%20session%20is%20expired.%20Please%20login%20again. Error Chat

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WB Online RTI Application

User ID
nodal

Password

Captcha
KZT325

LOGIN

Step 3: Open RTI Nodal Dashboard

1. Click the **RTI Nodal Dashboard** from left side menu bar.

← → https://rtionline.wb.gov.in/asp/mainnew.aspx Error Chat

Department User

WB Online RTI Application

RTI Nodal Dashboard

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 : 8148225776 Department Name : Agricultural Marketing Public Authority : Agricultural Marketing Department View Application Action History Taken Action	From User : Shri Debabrata Roy, SPIO To User : Kaushik Kumar Mukherjee, NODAL Current Status : Transfer to Nodal

RTI File

- RTI Nodal Dashboard
- Appeal Nodal Dashboard
- List of SPIO
- Transfer to SPIO Application
- Pending Count
- Disposed Application

2. You can view application details using **View Application** Hyperlink from **RTI Nodal Dashboard**.

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@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 **RTI Nodal Dashboard**.

WB Online RTI Application

RTI SPIO Dashboard

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	

4. You can take action using **Take Action** Hyperlink from **RTI Nodal Dashboard**.

4. If you wish to upload documents, you may upload any document.

The screenshot shows the 'WB Online RTI Application' interface. At the top, there's a header with the government of West Bengal logo and the text 'WB Online RTI Application'. Below the header, there's a section titled '<< Action Status' with 'Back' and 'Submit' buttons. The main area is titled 'Document List' and contains a form for adding documents. The form has fields for 'Document Name', 'Extension' (set to 'pdf'), and an 'Upload' button. Below the form is a table with columns: S.No, Document Name, Extension, and Upload. The table contains one entry: S.No 1, Document Name 'RTI Form', Extension 'pdf', and an 'Upload' button labeled 'demandnotice.pdf'. At the bottom, there are 'Back' and 'Submit' buttons.

5. Click **Submit** button.

Step 4: Open Appeal Nodal Dashboard

1. Please follow the steps same as **RTI Nodal Dashboard**. (Step 3)

The screenshot shows the 'WB Online RTI Application' interface with the 'Appeal Nodal Dashboard' selected. The dashboard has a left sidebar with a menu: 'RTI File', 'RTI Nodal Dashboard', 'List of SPIO', 'Transfer to SPIO Application', 'Pending Count', and 'Disposed Application'. The main area is titled 'Appeal Nodal Dashboard' and has 'Print', 'PDF', and 'Excel' buttons. Below these buttons is a table with columns: S.No, General Information, and Action Status. The table contains one entry: S.No 1, General Information (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), and Action Status (From User: Appellant, To User: NODAL, Current Status: Transfer to Nodal). At the bottom of the table, there are links: 'View Application', 'Action History', and 'Taken Action'.

Step 5: List of Reports

1. List of SPIO

https://rtionline.wb.gov.in/asp/mainnew.aspx#

Department User

WB Online RTI Application

List of SPIO

+ Filters 2 | New | Delete | Print | PDF | Excel | 1-30 of 2587

Department	Public Authority	Officer Name	Address	Email ID	Mobile No	Login ID
☐ Agricultural Marketing	West Bengal State Agricultural Marketing Board	Sri Abir Sinha Roy	Kamal Guha Krishi Biplanan Bhawan, 729 Anandapur, PO:- E.K.T.P. P.S:- Anandapur, West Bengal	wbstatemarketing@yahoo.co.in	9432250082	SPIO_AGRIM_1
☐ Agricultural Marketing	Agricultural Marketing Directorate	Sri Ranajit Sengupta	P-16, India Exchange Place Ext., K.I.T Building, 4th Floor	ranajitddam.office@gmail.com	7890019155	SPIO_AGRIM_2
☐ Agricultural Marketing	Agricultural Marketing Department	Smt Shilpi Sinha	11a, Mirza Ghalib Street, Block-B, 4th Floor, Khadya Bhavan	ds.amd-wb@bangla.gov.in	8250797655	SPIO_AGRIM_3
☐ Agricultural Marketing	Paschim Banga Agrimarketing Corporation Ltd	Mufti Samim Sawkat	Kamal Guha Krishi Biplanan Bhawan, 729 Anandapur, PO:- E.K.T.P. P.S:- Anandapur, Kolkata-700 107, West Bengal	agrimarketing.corp@gmail.com	9732752528	SPIO_AGRIM_4

2. Transfer to SPIO Application

https://rtionline.wb.gov.in/asp/mainnew.aspx#

Department User

WB Online RTI Application

Transfer to SPIO Application

Print | PDF | Excel | 1-1 of 1

S.No	Application ID	Created On	From User	To User	Department	Remarks
1	WB/RTI/AG/2026/001914	07/08/2026	Smt Shilpi Sinha (SPIO_AGRIM_3)	Shri Debabrata Roy (SPIO_AGRIM_1)	Agricultural Marketing	

3. Pending Count

https://rtionline.wb.gov.in/asp/mainnew.aspx#

Department User

WB Online RTI Application

Pending Count

Print | PDF | Excel | 1-2 of 2

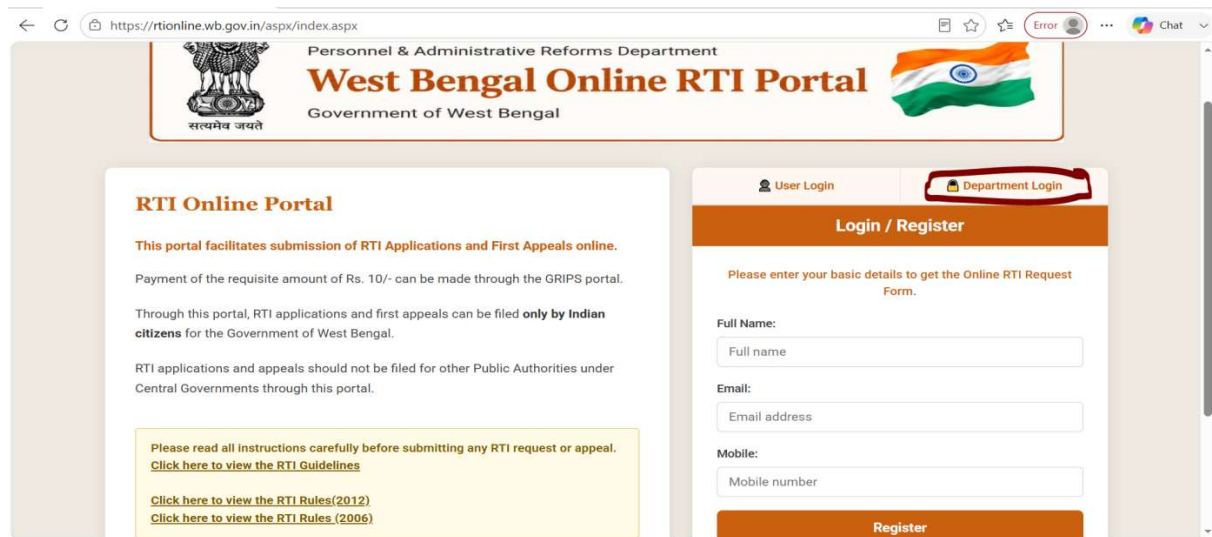
S.No	SPIO Nickname	SPIO Username	Department Name	0 to 15 days	16 to 30 days	30+ days
1	Shri Debabrata Roy	SPIO_AGRIM_1	Agriculture Department	5	0	13
2	Purnima Halder	SPIO_AGRIM_2	Agriculture Department	1	0	0
Grand Total				6	0	13

4. Disposed Application

User Guide : Appellant Officers

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.
4. Click **Department Login** button.



Step 2: Login Page

1. Enter Username.
2. Enter Password.
3. Enter Capcha.
4. Click **LOGIN** button.

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WB Online RTI Application

User ID
APR...

Password
.....

Captcha
MZ3M34

[LOGIN](#)

[Change your password? Click here](#)

Step 3: Open RTI SPIO Dashboard

1. Click the **Appellant Dashboard** from left side menu bar.

S.No	General Information	Action Status
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	From User : CITIZEN To User : Appellant Current Status : Application Submitted
2	RTI NO: WB/RTI/AG/2026/001459 RTI Filing Date: 03/07/2026 Appeal No: WB/APPL/2026/000230 Appeal Filing Date: 07/08/2026 Applied By: 9609266342 Department Name: Agricultural Marketing	From User : CITIZEN To User : Appellant Current Status : Application Submitted

2. You can view application details using **View Application** Hyperlink from **Appellant Dashboard**.

WB Online RTI Application

Department User

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* Agricultural Marketing

Select Public Authority* 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 **Appellant Dashboard**.

WB Online RTI Application

Department User

Appellant Dashboard

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	

RTI FILE

4. You can take action using **Take Action** Hyperlink from **Appellant Dashboard**.

← ↻ <https://rtionline.wb.gov.in/asp/mainnew.aspx#> 🔍 ⭐ ⚙️ (Error) ... 🗣️ Chat

Department User

 **WB Online RTI Application** 

RTI FILE

« Action Status(Appeal)

Submit

Application Details

Form Id WB/APPL/2026/000245	Applied On 08/08/2026	Applicant Name Muthu P.
Email Id muthu [REDACTED]	Mobile No [REDACTED]	Department Agricultural Marketing
Public Authority Agricultural Marketing Department		
Address No.5, Council House St, Kolkata - 700001		

4. You can directly **Closed** this Application or you can do **Transfer to NODAL**.

5. **Note:** Fields marked with a red asterisk (*) are mandatory.

← ↻ <https://rtionline.wb.gov.in/asp/mainnew.aspx#> 🔍 ⭐ ⚙️ (Error) ... 🗣️ Chat

Department User

 **WB Online RTI Application** 

RTI FILE

« Action Status(Appeal)

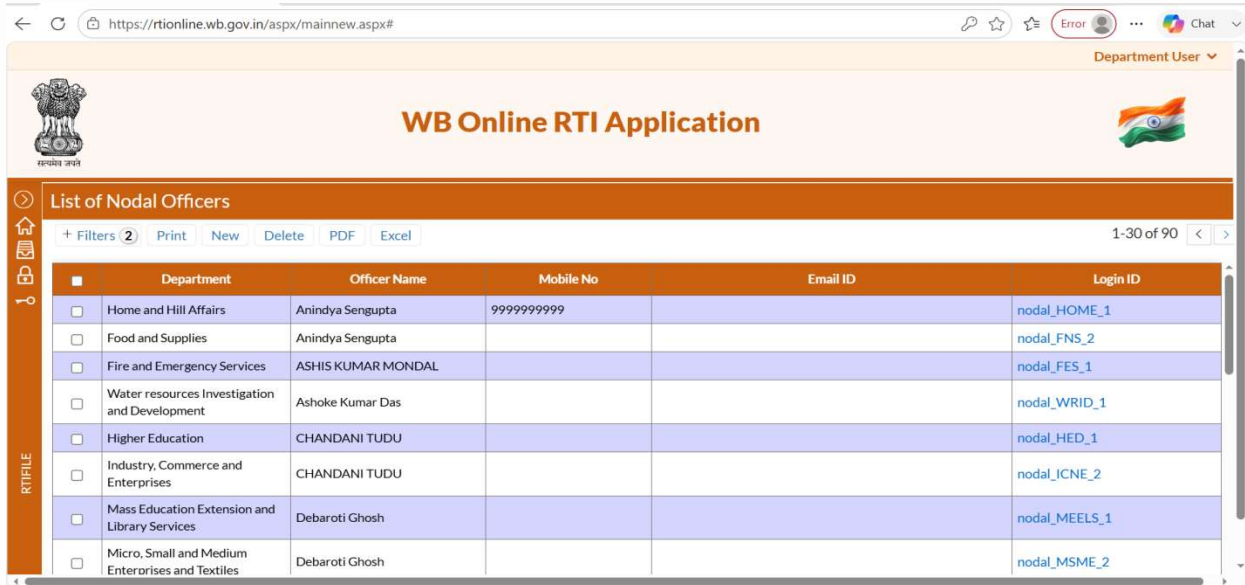
Submit

Sent To

To User Type* Citizen	To User Role CITIZEN	Status* Closed
Send To* Muthu P.		
Send To [REDACTED]	Date :- 08/08/2026	
Reference No. 		
Memo No./D.R No. 		

Step 4: List of Reports

1. List of Nodal Officers



The screenshot displays the 'WB Online RTI Application' web portal. The header includes the Government of West Bengal logo, the title 'WB Online RTI Application', and the Indian flag. The main content area is titled 'List of Nodal Officers' and features a table with columns for Department, Officer Name, Mobile No, Email ID, and Login ID. The table lists eight departments and their corresponding nodal officers. A sidebar on the left contains navigation icons, and the top right shows a 'Department User' dropdown and a chat icon.

Department	Officer Name	Mobile No	Email ID	Login ID
Home and Hill Affairs	Anindya Sengupta	9999999999		nodal_HOME_1
Food and Supplies	Anindya Sengupta			nodal_FNS_2
Fire and Emergency Services	ASHIS KUMAR MONDAL			nodal_FES_1
Water resources Investigation and Development	Ashoke Kumar Das			nodal_WRID_1
Higher Education	CHANDANI TUDU			nodal_HED_1
Industry, Commerce and Enterprises	CHANDANI TUDU			nodal_ICNE_2
Mass Education Extension and Library Services	Debaroti Ghosh			nodal_MEELS_1
Micro, Small and Medium Enterprises and Textiles	Debaroti Ghosh			nodal_MSME_2