

THE HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION

Imphal, the 07th July, 2023

No. HCM/ Misc/2020-RG/ : It is hereby informed to all concerned that the High Court of Manipur launched the online RTI portal on 07-07-2023. The portal can be accessed through the website of the High Court of Manipur. The URL of the online portal is **www.hcmrtportal.in**. The Guidelines for the use of the online RTI portal of the High Court of Manipur are annexed in **Annexure A**.

The online RTI facility shall be available in addition to the existing system of filing RTI applications through physical mode.

By Order,

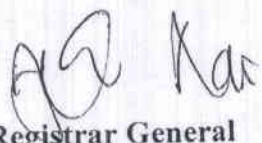
Sd/-

(Yumkham Rother)
Registrar General
HIGH COURT OF MANIPUR
Imphal, the 07th July, 2023

Endt. No. HCM/ Misc/2020-RG/ 13222-47

Copy to:

1. The Advocate General, Government of Manipur.
2. The Government Advocate, Government of Manipur.
3. The Deputy Solicitor General of India.
4. The President, High Court Bar Association of Manipur.
5. The President, All Manipur Bar Association. } *for kind information and circulation to the learned members*
6. All the District & Sessions Judges, Manipur.
7. All the Registrars, High Court of Manipur.
8. The Joint Director, Manipur Judicial Academy.
9. All the Joint Registrars, High Court of Manipur.
10. All the Deputy Registrars, Language Officer (Special Officer), High Court of Manipur.
11. The Principal Secretary to Hon'ble the Acting Chief Justice, High Court of Manipur.
12. All the Assistant Registrars, High Court of Manipur.
13. The System Analyst, High Court of Manipur } *-They are requested to inform the above notification to all the staff under them -for uploading the same to the official website.*
14. The P.S. to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
15. The P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, High Court of Manipur.
16. All Superintendents/Stamp Reporter/Court Officers/Protocol Officer/Computer Programmer, High Court of Manipur } *-They are requested to inform the above notification to all the staff under them.*
17. All Court Masters, High Court of Manipur.
18. All the System Officers, High Court of Manipur
19. Guard File/ Concerned File/ Notice Board.


Registrar General
High Court of Manipur


**HIGH COURT OF MANIPUR
AT IMPHAL**

GUIDELINES FOR USE OF ONLINE RTI PORTAL OF HIGH COURT OF MANIPUR

1. The Right to Information (RTI) web portal shall facilitate submission of RTI application online and checking the status online.
2. The online RTI facility shall be available in addition to the existing system of filing of RTI applications through physical mode.
3. This 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).
4. Any supporting document/annexures can be attached as PDF document in "Supporting document" within the specified file size.
5. After visiting the portal, the applicant shall first create login ID and password by signing up and entering the necessary details. Once login is successful, he becomes a registered user and he may submit the application by filling up the required details as appeared on the web page. All the fields marked as * (asterix) are mandatory to fill in.
6. After filling the first page, the applicant has to click on "Make Payment" to make payment of the prescribed RTI fee.
7. The applicant can pay the prescribed fee through the following modes:
 1. Internet banking;
 2. Using credit/debit card of Master/Visa;
 3. UPI;
 4. Any other as may be prescribed from time to time.
8. Fee for making RTI application: a fee of ₹10/- per application is required. However, an applicant under the Below Poverty Line (BPL) is exempted to pay the requisite application fee under the RTI Rules, 2012. An applicant filing an application under the BPL category shall attach and upload a copy of the BPL

- certificate issued by the appropriate government in this regard, along with the application.
9. An application will be duly registered once the requisite fee has been paid successfully, whenever such online payment is mandatory.
 10. In case after making payment, an applicant does not receives the registration number, the applicant is advised to wait for the 24-48 working hours as registration number will be generated after reconciliation. Please do not retry or make an additional attempt to make payment again. If an applicant does not receive the registration number within 24-48 hours, kindly send an email at the email address of the State Public Information Officer (SPIO) with transaction details.
 11. On successful submission of an application, a Unique Registration Number (URN) would be generated and the same should be referred by the applicant for any future references and correspondences.
 12. The application filed through this web portal would reach electronically to the State Public Information Officer (SPIO) or the First Appellate Authority of High Court of Manipur, as the case may be.
 13. 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 web portal.
 14. For making 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.
 15. The registration number of original application has to be used for reference at the time of filing the First Appeal.
 16. As per RTI Act, no fee is to be paid for First Appeal.
 17. The applicant/the appellant should submit his/her mobile number to receive SMS alerts from time to time.
 18. To see the status of RTI Application/First Appeal filed through this Web Portal, a user may check the same, 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 will continue to apply.
20. The permissible maximum file size allowed on this Web Portal is 1MB.
21. The permissible file format allowed to be uploaded on this Web Portal is PDF file.
22. Fee/Copying Charges once paid through this Web Portal shall not be refunded.


(Yumkham Rother)
Registrar General
HIGH COURT OF MANIPUR
