

HIGH COURT OF DELHI
RTI ONLINE SYSTEM

User Manual

Contents

| | | |
|-----------|--|-----------|
| 1 | Introduction | 3 |
| 1.1 | Features of the Portal | 3 |
| 1.2 | Important Information | 3 |
| 2 | User Registration | 4 |
| 2.1 | Registration Steps | 5 |
| 3 | Login to Portal | 6 |
| 3.1 | Login Steps | 6 |
| 3.2 | Forgot Password? | 6 |
| 4 | Forgot Password | 7 |
| 4.1 | Method 1: Reset Using Mobile Number | 8 |
| 4.2 | Method 2: Reset Using Security Question | 10 |
| 5 | Dashboard | 11 |
| 5.1 | Dashboard Statistics | 11 |
| 5.2 | Navigation Menu | 11 |
| 6 | Filing a New RTI Request | 12 |
| 6.1 | Step 1: Compose Your RTI Request | 12 |
| 6.2 | Step 2: Upload Supporting Documents (Optional) | 12 |
| 6.3 | Step 3: Submit Your Request | 12 |
| 7 | Submission Confirmation | 14 |
| 8 | RTI Inbox | 15 |
| 8.1 | Inbox Columns Explained | 15 |
| 9 | RTI Fee Payment | 16 |
| 9.1 | Payment Details | 16 |
| 9.2 | Payment Process | 17 |
| 9.3 | RBI Guidelines | 17 |
| 10 | First Appeal Process | 18 |
| 10.1 | Filing a First Appeal | 18 |
| 10.2 | Confirmation | 19 |

| | |
|---|-----------|
| 11 Copying Charges Payment | 21 |
| 11.1 Application Details | 21 |
| 11.2 Payment Process | 22 |
| 12 Edit Profile | 24 |
| 13 Change Password | 25 |
| 13.1 Password Requirements | 25 |
| 13.2 Steps to Change Password | 25 |

1 Introduction

The High Court of Delhi RTI Online System enables Indian citizens to file Right to Information (RTI) applications and First Appeals electronically. This portal is specifically for matters related to the High Court of Delhi only.

1.1 Features of the Portal

- File RTI applications online
- File First Appeals online
- Make online payments through SBI ePay (Debit Card, Credit Card, Internet Banking, BHIM UPI)
- Track application status in real time
- Receive SMS and email notifications

1.2 Important Information

- This portal is **only for High Court of Delhi** RTI applications. Do not file applications for other Central or State Public Authorities here.
- First Appeal cannot be filed online for RTI applications that were submitted physically (offline). Only online-filed RTI applications are eligible for online First Appeal.
- All communication will be sent to your registered email ID and mobile number.

High Court of Delhi
RTI System

RTI System

This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking of SBI & its associate banks, debit cards and BHIM UPI. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for High Court of Delhi only. RTI applications/first appeals should not be filed for other Public authorities under Central/State Govt. through this portal. Please read instructions carefully while submitting request/appeal.

LOGIN

Login ID

Password

287179 Enter Captcha Code

Not Registered Yet? [Sign Up Here](#) Forget Password [Click Here](#)



NOTE: FOR THE TIME BEING, FIRST APPEAL CANNOT BE FILED ONLINE IN CASE THE RTI APPLICATION HAS BEEN FILED PHYSICALLY.

[INSTRUCTIONS/USER MANUAL](#)

Figure 1: Figure 1: RTI Portal Login Screen

2 User Registration

Before filing an RTI application, you must register on the portal. Registration is a one-time process.


**High Court of Delhi
RTI System**


USER REGISTRATION FORM FOR RTI APPLICATION

| | |
|---|--|
| Are you a Citizen of India? * | <input type="text" value="Yes"/> |
| Name * | <input type="text" value="Please enter your name"/> |
| Father's Name * | <input type="text" value="Please enter your father name"/> |
| Gender | <input type="text" value="Male"/> |
| Address * | <input type="text" value="Please enter correct address..."/> |
| State * | <input type="text" value="Select State"/> |
| District * | <input type="text" value="Select District"/> |
| Pin code * | <input type="text"/> |
| Is the Applicant Below Poverty Line ? * | <input type="text" value="No"/> |
| BPL Card No. * | <input type="text"/> |
| Scanned copy of BPL Card (only pdf,jpg & jpeg files having size up to 2 MB) | <input type="text" value="Browse... No file selected."/> |
| Security Question * | <input type="text" value="-- Select Question --"/> |
| Security Answer * | <input type="text"/> |
| Email ID (to be used as USERNAME)* | <input type="text"/> |
| Mobile No. (For receiving SMS alerts & for receiving activation key)* | <input type="text"/> |
| Enter the Validation code : *737308 | <input type="text"/> |
| | <input type="button" value="Generate OTP"/> |
| Please Enter OTP sent on your mobile no for requestId | <input type="text"/> |
| Enter the Validation code : *392881 | <input type="text"/> |
| <input type="button" value="Register"/> If you have account Go to Login ? | |

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Figure 2: **Figure 2: User Registration Form**

2.1 Registration Steps

Follow these steps to create your account:

1. Select **Yes** for "Are you a Citizen of India?" *
2. Enter your full **Name** *
3. Enter your **Father's Name** *
4. Select your **Gender**
5. Enter your complete postal **Address** *
6. Select your **State** from the dropdown *
7. Select your **District** from the dropdown *
8. Enter your 6-digit **Pin Code** *
9. Select **Yes** or **No** for "Is the Applicant Below Poverty Line?" *
10. If BPL = Yes: Enter your **BPL Card Number** and upload a scanned copy (PDF, JPG, JPEG — max 2MB)
11. Select a **Security Question** from the dropdown *
12. Enter your **Security Answer** *— remember this for password recovery
13. Enter your **Email ID** *— this will be your username
14. Enter your 10-digit **Mobile Number** *— receives OTP and alerts
15. Enter the **Validation Code** displayed on screen
16. Click **Generate OTP**
17. Enter the OTP sent to your mobile number
18. Click **Register**

Note: Keep your BPL certificate ready before starting registration if applicable.

3 Login to Portal

High Court of Delhi
RTI System

RTI System

This is a portal to file RTI applications/first appeals online along with payment gateway. Payment can be made through internet banking of SBI & its associate banks, debit cards and BHIM UPI. Through this portal, RTI applications/first appeals can be filed by Indian Citizens for High Court of Delhi only. RTI applications/first appeals should not be filed for other Public authorities under Central/State Govt. through this portal. Please read instructions carefully while submitting request/appeal.

LOGIN

Login ID _____

Password _____

442819 Enter Captcha Code

Submit

Not Registered Yet? [Sign Up Here](#) Forget Password [Click Here](#)

NOTE: FOR THE TIME BEING, FIRST APPEAL CANNOT BE FILED ONLINE IN CASE THE RTI APPLICATION HAS BEEN FILED PHYSICALLY.

[INSTRUCTIONS/USER MANUAL](#)

Figure 3: **Figure 3: Login Screen**

3.1 Login Steps

1. Go to <https://rti.delhihighcourt.nic.in>
2. Enter your **Login ID** (registered email address)
3. Enter your **Password**
4. Enter the **Captcha Code** exactly as shown
5. Click **Submit**

3.2 Forgot Password?

- If not registered, click **Sign Up Here**
- If you forgot your password, click **Forget Password Click Here**

4 Forgot Password

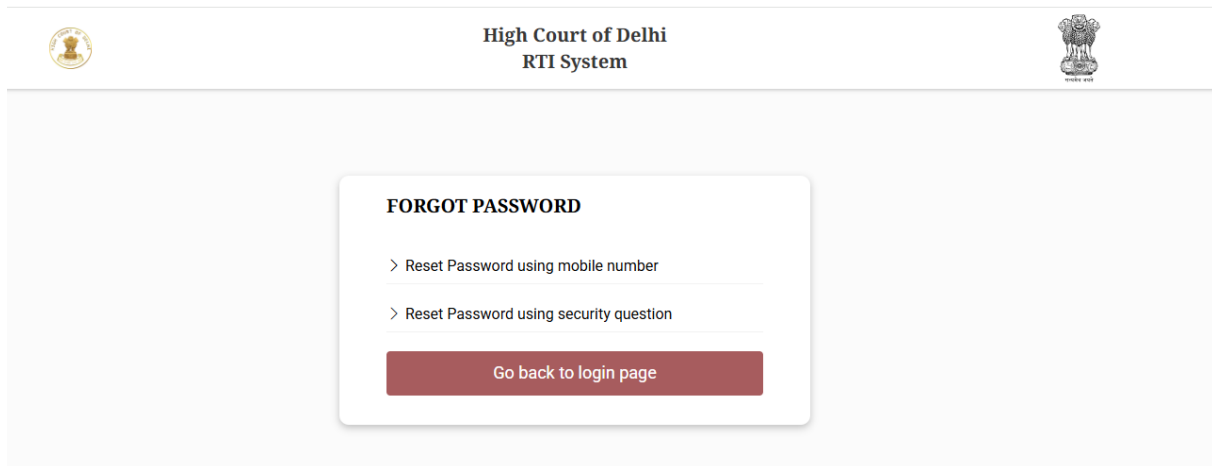


Figure 4: **Figure 4: Forgot Password Options**



The portal provides two methods to reset your password.

4.1 Method 1: Reset Using Mobile Number

RESET PASSWORD USING MOBILE NUMBER



Username (email ID)

Mobile Number:

475840   Enter the Validation code :

Generate OTP

Enter OTP for request ID:

541241   Enter the Security code :

Submit

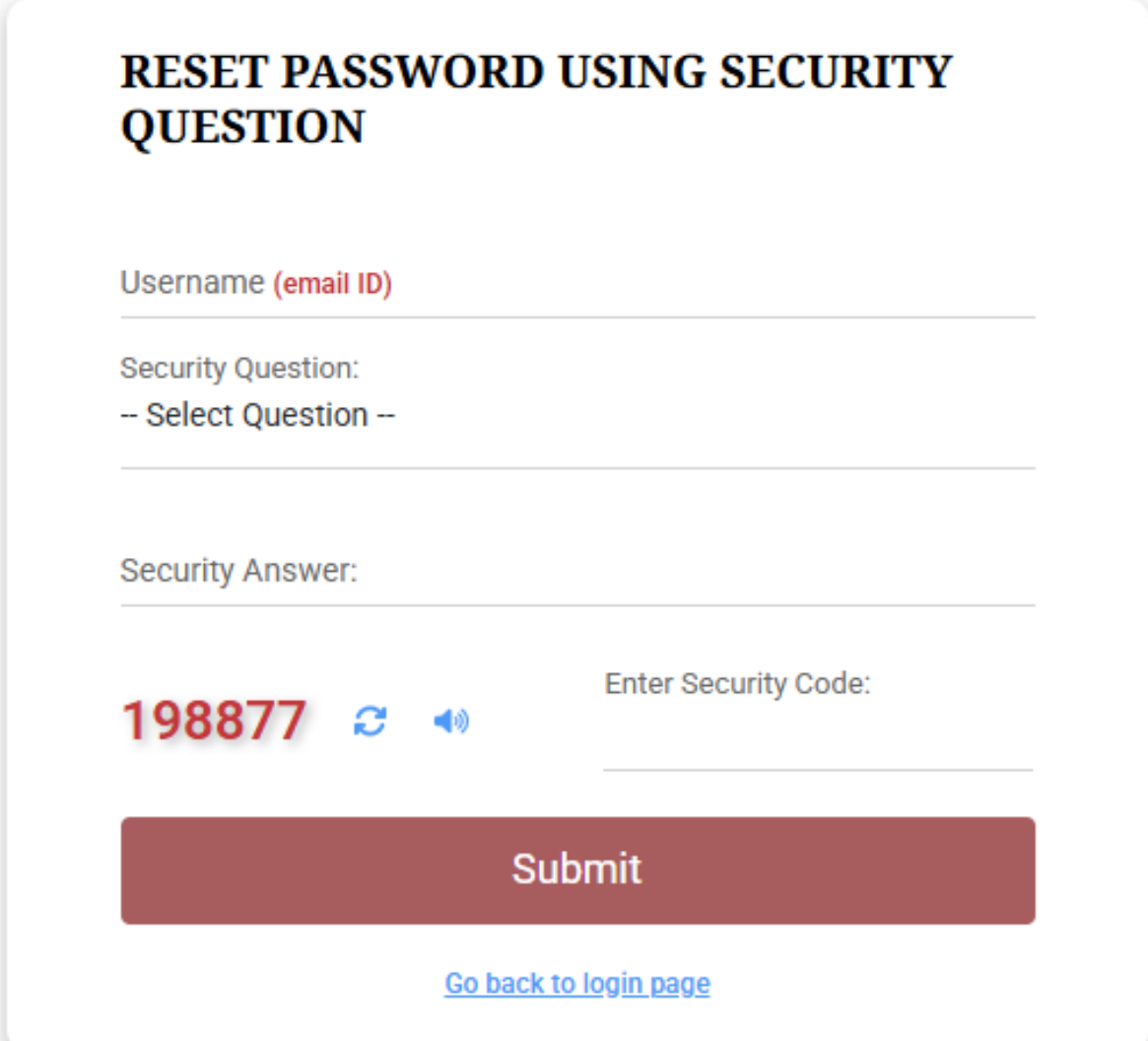
[Go back to login page](#)

Figure 5: Figure 5: Reset Password Using Mobile Number

1. Click **Reset Password using mobile number**
2. Enter your **Username** (email ID)

3. Enter your registered **Mobile Number**
4. Enter the displayed **Validation Code**
5. Click **Generate OTP**
6. Enter the OTP received on your mobile
7. Enter the **Security Code**
8. Click **Submit**
9. Click **Go back to login page** to log in with your new password

4.2 Method 2: Reset Using Security Question





RESET PASSWORD USING SECURITY QUESTION

Username (email ID)

Security Question:
-- Select Question --

Security Answer:

198877   Enter Security Code:

Submit

[Go back to login page](#)

Figure 6: **Figure 6: Reset Password Using Security Question**

1. Click **Reset Password** using security question
2. Enter your **Username** (email ID)
3. Select your **Security Question** from the dropdown
4. Enter your **Security Answer** (as set during registration)
5. Enter the displayed **Security Code**
6. Click **Submit** and **Go back to login page** to log in with your new password

5 Dashboard

After logging in, you will see your personal dashboard. This is your main control panel.

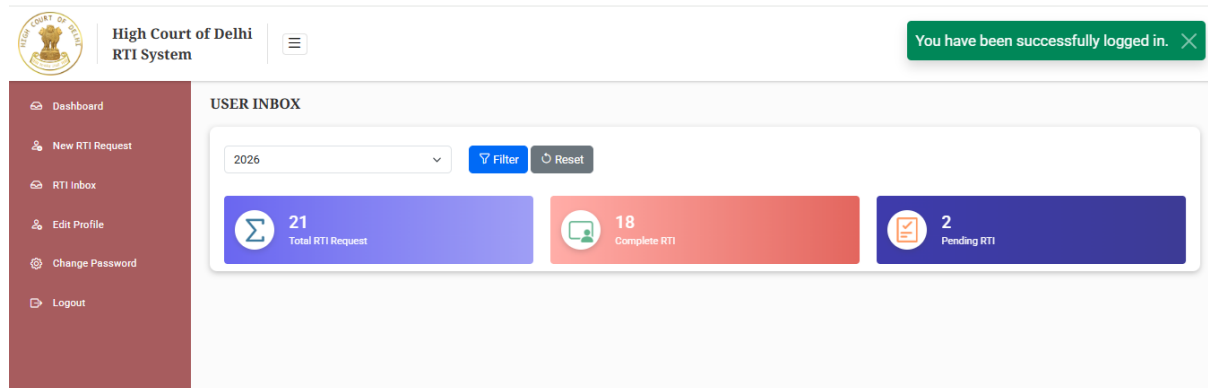


Figure 7: **Figure 7: User Dashboard**

5.1 Dashboard Statistics

The dashboard displays key statistics about your applications:

- Total RTI Requests filed
- Completed RTI applications
- Pending RTI applications

5.2 Navigation Menu

The left sidebar provides access to all portal functions:

| Menu Item | Description |
|-----------------|--|
| Dashboard | Home screen showing your application summary |
| New RTI Request | File a new RTI application |
| RTI Inbox | View and manage all your applications |
| Edit Profile | Update your personal information |
| Change Password | Change your login password |
| Logout | Exit the portal |

6 Filing a New RTI Request

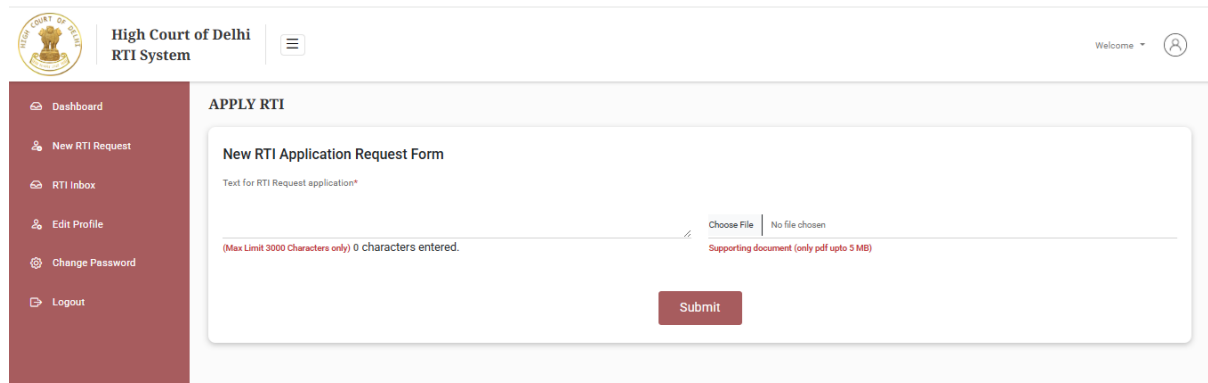
The screenshot shows the 'APPLY RTI' section of the High Court of Delhi RTI System. On the left is a dark red sidebar menu with options: Dashboard, New RTI Request, RTI Inbox, Edit Profile, Change Password, and Logout. The main content area is titled 'APPLY RTI' and contains a 'New RTI Application Request Form'. The form has a text input field labeled 'Text for RTI Request application*' with a character counter showing '(Max Limit 3000 Characters only) 0 characters entered.'. To the right of the text field is a file upload section with a 'Choose File' button and the text 'No file chosen'. Below this, it says 'Supporting document (only pdf upto 5 MB)'. At the bottom center of the form is a red 'Submit' button.

Figure 8: **Figure 8: New RTI Application Form**

6.1 Step 1: Compose Your RTI Request

1. Click **New RTI Request** from the dashboard menu
2. Enter your query in the **Text for RTI Request application** field *
3. Maximum limit: **3000 characters**
4. A character counter shows how many characters you have remaining

6.2 Step 2: Upload Supporting Documents (Optional)

1. Click **Choose File** to select a document
2. **Accepted format:** PDF only
3. **Maximum file size:** 5 MB

6.3 Step 3: Submit Your Request

1. Review your application
2. Click **Submit**

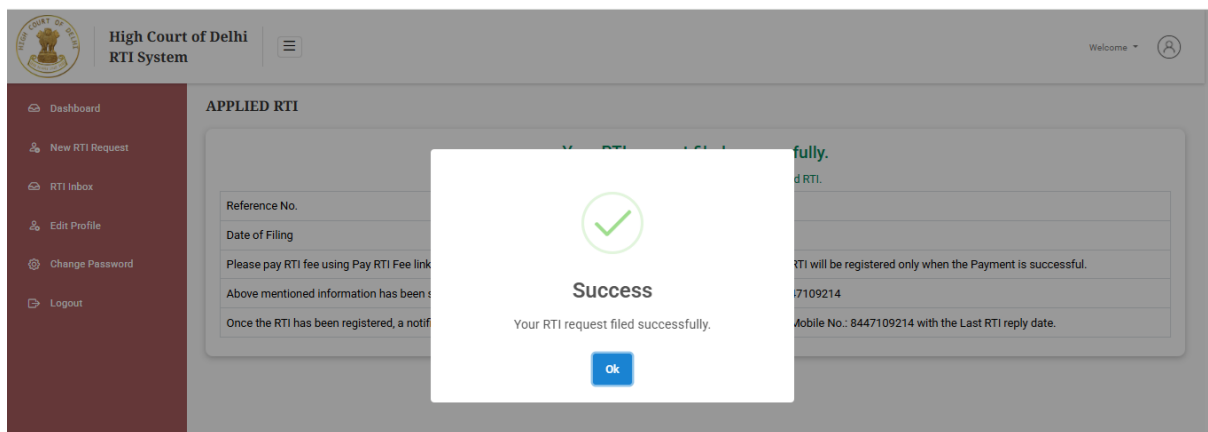


Figure 9: **Figure 9: Completed RTI Request Form**

Note: Be specific and clear in your request. Mention relevant case numbers or file references if applicable.

7 Submission Confirmation

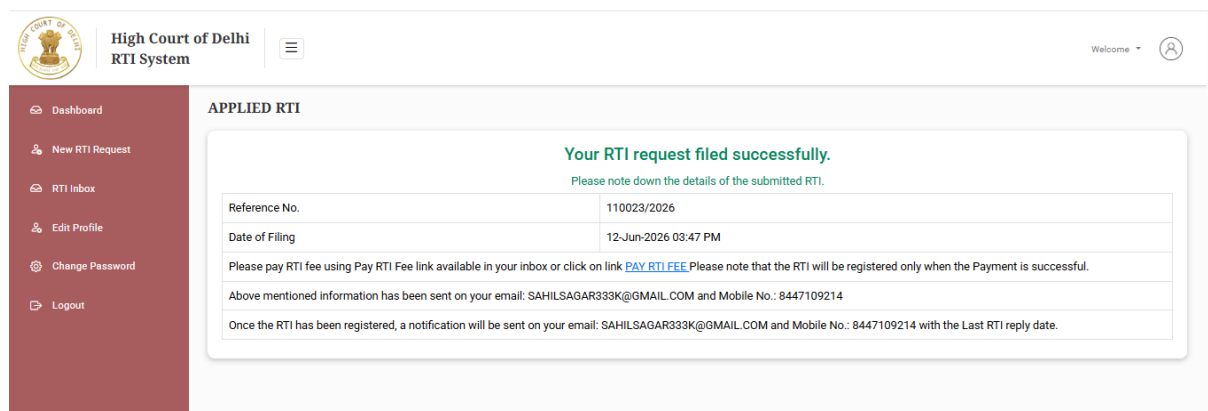


Figure 10: Figure 10: RTI Submission Confirmation

After successful submission, you will receive:

- A **Reference Number** (e.g., 110023/2026) — quote this for all future correspondence
- **Date of Filing** (e.g., 12-Jun-2026 03:47 PM)
- Confirmation sent to your registered email and mobile number

Important: Please pay the RTI fee using the **Pay RTI Fee** link available in your inbox. Your RTI application will be registered only after successful payment.

8 RTI Inbox

The RTI Inbox displays all your applications and their current status.

The screenshot shows the 'High Court of Delhi RTI System' interface. On the left is a navigation menu with options: Dashboard, New RTI Request, RTI Inbox (selected), Edit Profile, Change Password, and Logout. The main area is titled 'RTI INBOX' and features a search bar and a table of applications.

| S No | Diary No. | Reference No. | Appeal No. | Filing Date | Registration Date | RTI Reply Last Date | Action Required | Status | RTI |
|------|-----------|---------------|------------|----------------------|---|---|-----------------|------------------|-----|
| 1 | NA | 110023/2026 | NA | 12-Jun-2026 03:47 PM | Will be Registered soon (in office hours) | Will be Registered soon (in office hours) | Pay RTI Charges | Unregistered RTI | F |
| 2 | NA | 110021/2026 | NA | 12-Jun-2026 03:28 PM | Will be Registered soon (in office hours) | Will be Registered soon (in office hours) | Pay RTI Charges | Unregistered RTI | F |
| 3 | NA | 110017/2026 | NA | 12-Jun-2026 02:18 PM | Will be Registered soon (in office hours) | Will be Registered soon (in office hours) | Pay RTI Charges | Unregistered RTI | F |

Figure 11: Figure 11: RTI Inbox - Application Listing

8.1 Inbox Columns Explained

| Column | Description | Example |
|-----------------|------------------------------|----------------------|
| S No. | Serial number | 1 |
| Diary No. | Internal diary number | — |
| Reference No. | Your unique reference number | 110023/2026 |
| Filing Date | Date and time of submission | 12-Jun-2026 03:47 PM |
| Action Required | What you need to do next | Pay RTI Charges |

9 RTI Fee Payment

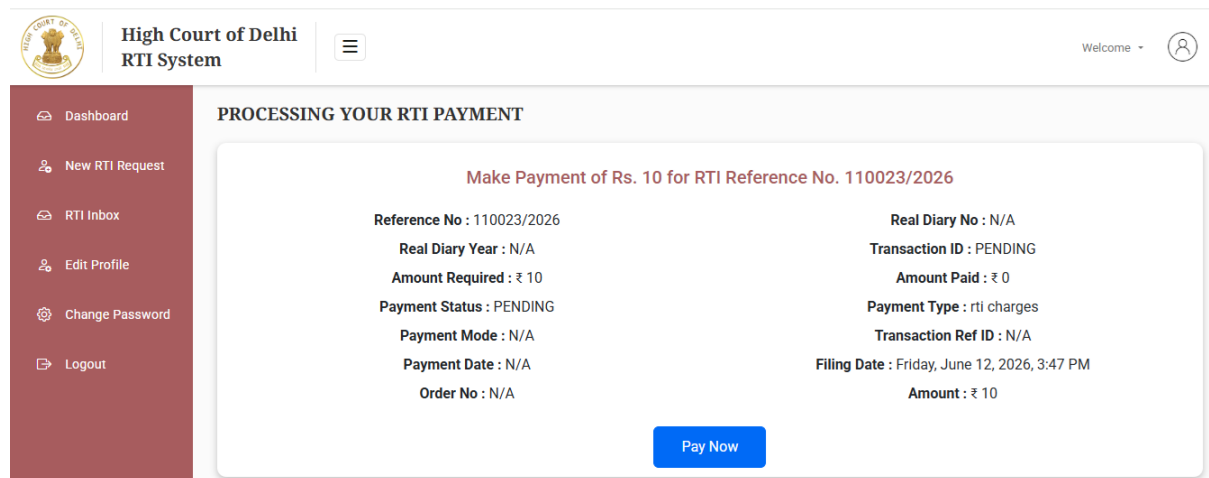


Figure 12: Figure 12: Pay Now Screen

9.1 Payment Details

When you click **PAY RTI FEE**, the following information is displayed:

- Reference Number
- Amount Required: 10
- Payment Status: PENDING
- Filing Date and Time

9.2 Payment Process

As per RBI Guidelines all cards (physical and virtual) shall be enabled for use only at contact-based points of usage [viz. ATM's and Point of Sale (POS) devices] within In

Payment Details

Debit/Credit Card

Please enter your card details

Card Number

Expiry Date/Valid Thru

Month Year

CVV/CVC 4-DBC

Name of the card holder

Name as on card

Use your GSTIN for claiming input tax (Optional)

Pay Now

Order Summary

Order No.: Q3OG21TQE3

Merchant Name: sbiepayinfotech

Amount: 10.00

Processing fee:

GST:

Figure 13: **Figure 13: SBI ePay - Payment Details Screen**

1. Click **PAY RTI FEE** from your RTI Inbox
2. You will be redirected to the **SBI ePay** payment gateway
3. Select your payment method:
 - Debit Card / Credit Card
 - Internet Banking
 - BHIM UPI
 - NEFT
 - SBI Branch Payment
 - PayPal
4. Enter your card or banking details
5. Enter the cardholder name (for card transactions)
6. Click **Pay Now**
7. Complete the authentication process (OTP / password as per your bank)

9.3 RBI Guidelines

Important: All cards (physical and virtual) must be enabled for contact-based usage (ATM and POS devices) within India for online transactions, as per RBI regulations.

10 First Appeal Process

File a First Appeal when:

- You have not received a response within 30 days
- You are dissatisfied with the information provided
- Your application has been rejected without valid reason

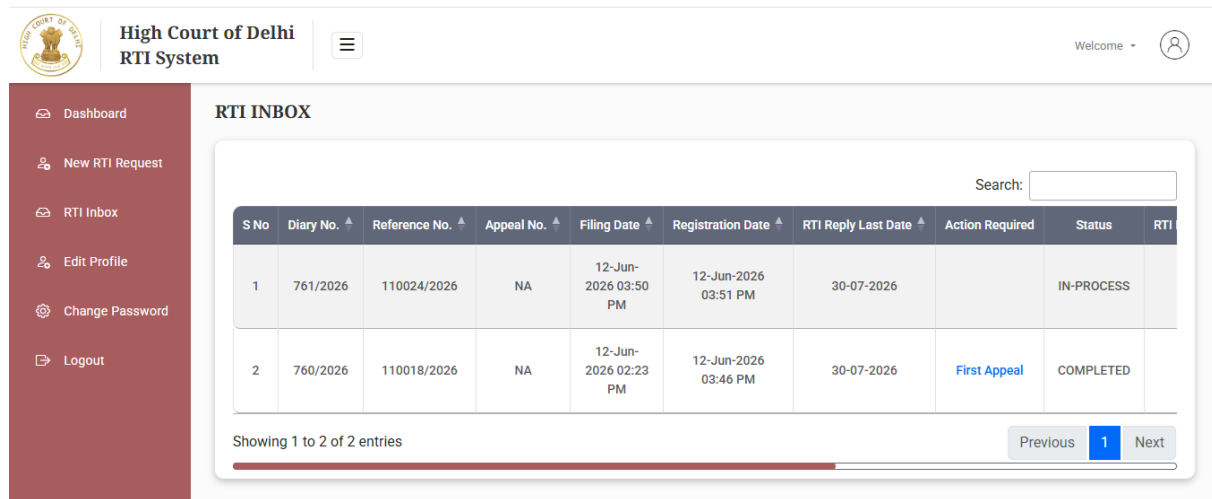


Figure 14: Figure 14: First Appeal Option in RTI Inbox

10.1 Filing a First Appeal

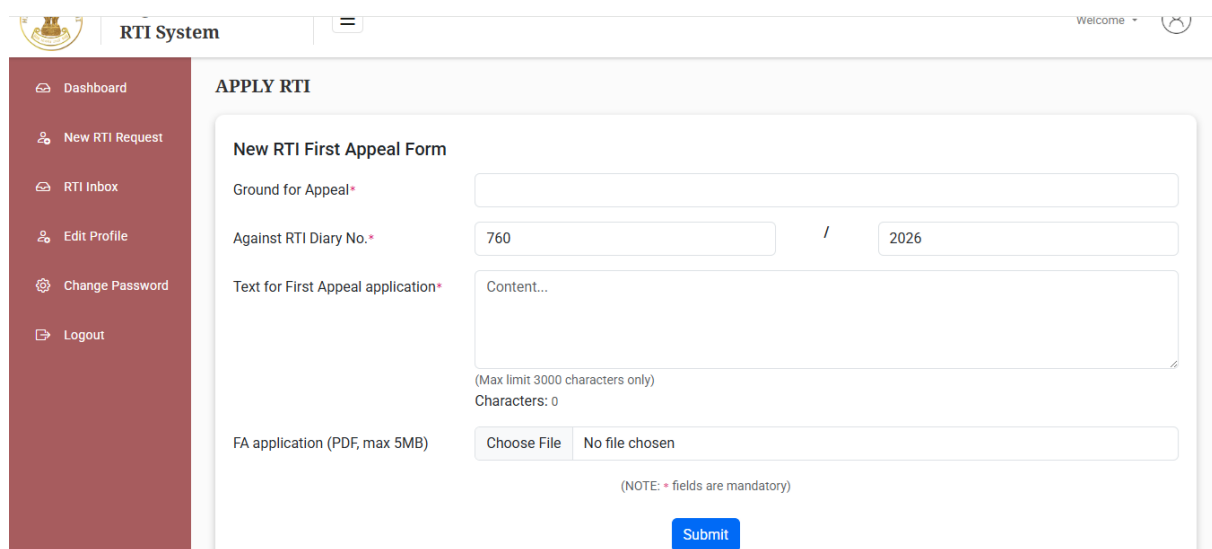


Figure 15: Figure 15: First Appeal Submission Form

1. From your RTI Inbox, locate the application with **First Appeal** in the Action Required column
2. Enter the **Ground for Appeal** *— clearly state why you are filing the appeal
3. Enter the **Against RTI Diary No.** (e.g., 760/2026)
4. Enter your appeal arguments in **Text for First Appeal application** — maximum 3000 characters
5. Upload supporting documents (PDF only, max 5MB) — optional
6. Click **Submit**

10.2 Confirmation

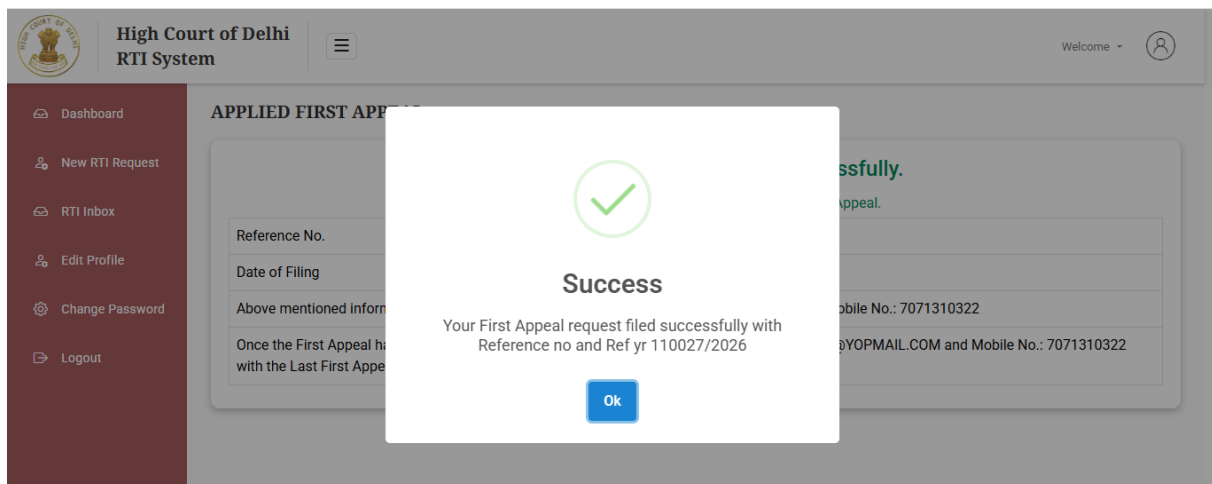
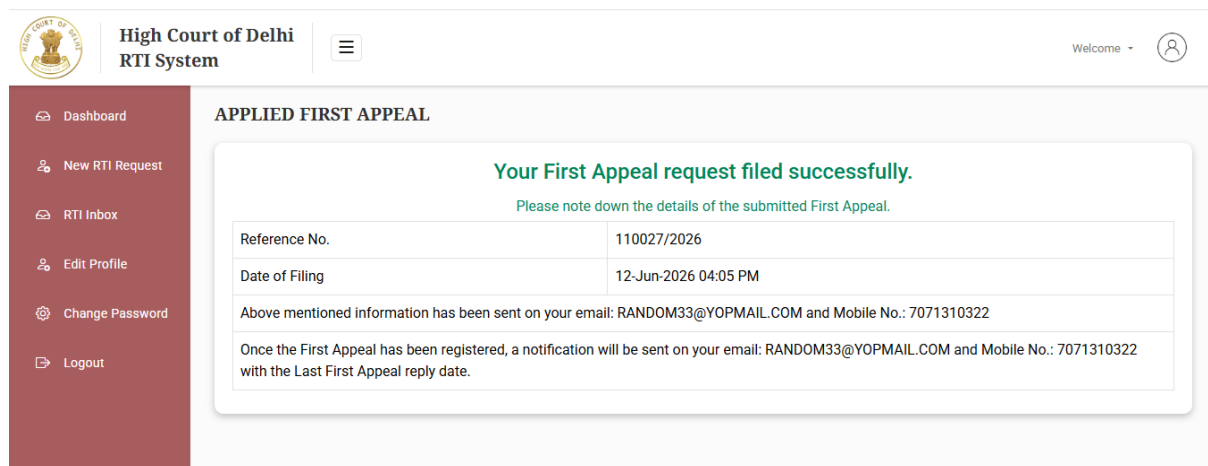


Figure 16: **Figure 16: First Appeal Success Message**



The screenshot displays the 'High Court of Delhi RTI System' dashboard. The main content area is titled 'APPLIED FIRST APPEAL' and features a green confirmation message: 'Your First Appeal request filed successfully.' Below this, a table provides the following details:

| Please note down the details of the submitted First Appeal. | |
|--|----------------------|
| Reference No. | 110027/2026 |
| Date of Filing | 12-Jun-2026 04:05 PM |
| Above mentioned information has been sent on your email: RANDOM33@YOPMAIL.COM and Mobile No.: 7071310322 | |
| Once the First Appeal has been registered, a notification will be sent on your email: RANDOM33@YOPMAIL.COM and Mobile No.: 7071310322 with the Last First Appeal reply date. | |

The dashboard also includes a sidebar with navigation options: Dashboard, New RTI Request, RTI Inbox, Edit Profile, Change Password, and Logout. The top right corner shows a 'Welcome' message and a user profile icon.

Figure 17: **Figure 17: First Appeal Submission Confirmation**

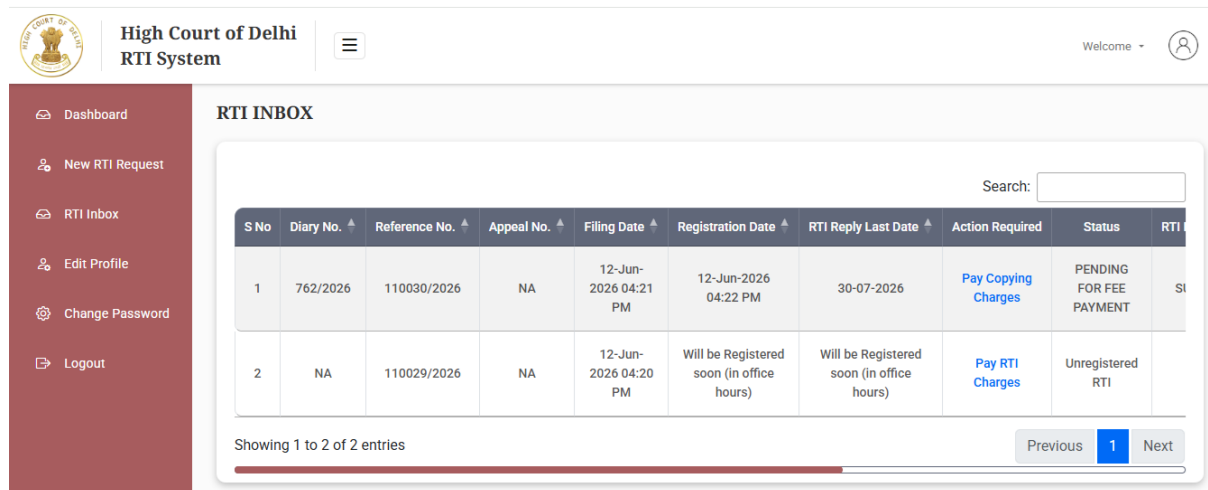
After successful submission:

- A **Reference Number** is generated (e.g., 110027/2026)
- The **Date of Filing** is recorded
- Confirmation is sent to your email and mobile number

Note: Once your First Appeal is registered, you will receive a notification with the last date for receiving the appeal response.

11 Copying Charges Payment

When information is ready but requires document copying, the status will show **Pay Copying Charges**.



The screenshot displays the 'RTI INBOX' section of the High Court of Delhi RTI System. A sidebar on the left contains navigation options: Dashboard, New RTI Request, RTI Inbox, Edit Profile, Change Password, and Logout. The main content area shows a table with the following data:

| S No | Diary No. | Reference No. | Appeal No. | Filing Date | Registration Date | RTI Reply Last Date | Action Required | Status | RTI |
|------|-----------|---------------|------------|----------------------|---|---|-------------------------------------|-------------------------|-----|
| 1 | 762/2026 | 110030/2026 | NA | 12-Jun-2026 04:21 PM | 12-Jun-2026 04:22 PM | 30-07-2026 | Pay Copying Charges | PENDING FOR FEE PAYMENT | St |
| 2 | NA | 110029/2026 | NA | 12-Jun-2026 04:20 PM | Will be Registered soon (in office hours) | Will be Registered soon (in office hours) | Pay RTI Charges | Unregistered RTI | |

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and includes 'Previous', '1', and 'Next' navigation buttons.

Figure 18: **Figure 18: Pay Copying Charges Option in RTI Inbox**

11.1 Application Details

When you click **Pay Copying Charges**, the following information is displayed:

- Diary Number
- Reference Number
- Filing Date
- Registration Date
- RTI Reply Last Date
- Amount Required (e.g., 101)
- Payment Status: PENDING
- Payment Type: copying charges

11.2 Payment Process

High Court of Delhi RTI System

Welcome - [User Profile]

PROCESSING YOUR RTI PAYMENT

Make Payment of Rs. 101 for RTI Reference No. 110030/2026

| | |
|-----------------------------------|---|
| Reference No : 110030/2026 | Real Diary No : N/A |
| Real Diary Year : N/A | Transaction ID : |
| Amount Required : ₹ 101 | Amount Paid : ₹ 0 |
| Payment Status : PENDING | Payment Type : copying charges |
| Payment Mode : N/A | Transaction Ref ID : N/A |
| Payment Date : N/A | Filing Date : Friday, June 12, 2026, 4:24 PM |
| Order No : N/A | Amount : ₹ 101 |

[Pay Now](#)

Figure 19: Figure 19: Copying Charges - Pay Now Screen

SBI ePay

As per RBI Guidelines all cards (physical)

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT
- SBI Branch Payment
- POS
- PayPal

Please enter your card details

Card Number

Expiry Date/Valid Thru

Month: Year:

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

Order Summary

Order No.: 5150PN9FMC

Merchant Name: sbiepayinfotech

Amount: 101.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

Figure 20: Figure 20: SBI ePay - Copying Charges Payment

1. Click **Pay Copying Charges** from your RTI Inbox
2. You will be redirected to **SBI ePay**
3. Select your payment method
4. Enter required payment details
5. Click **Pay Now**

6. Complete the authentication process

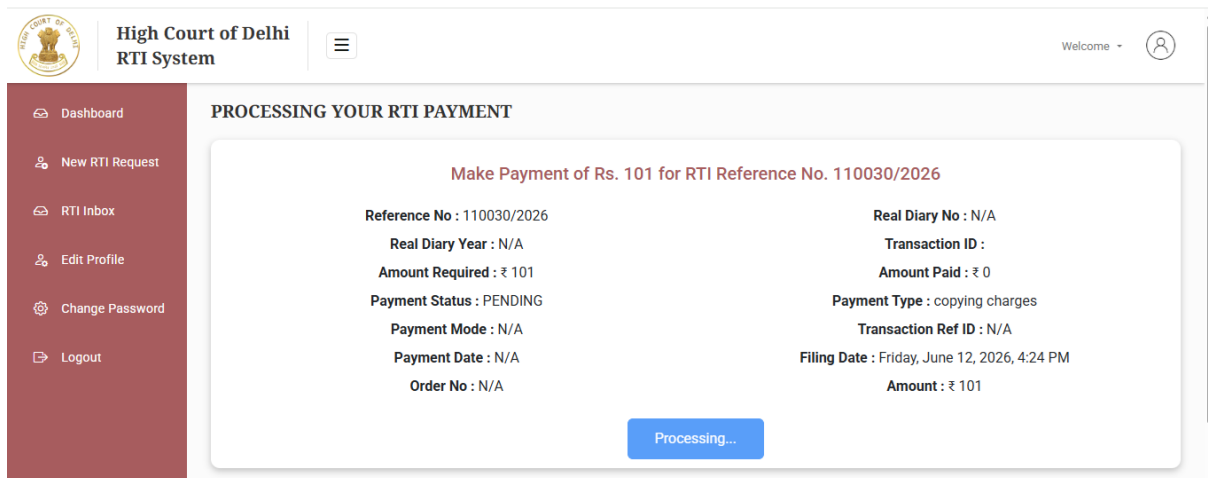


Figure 21: Figure 21: Copying Charges Payment Confirmation

12 Edit Profile

The screenshot shows the 'EDIT PROFILE' interface. On the left is a dark red sidebar with a menu containing: Dashboard, New RTI Request, RTI Inbox, Edit Profile (highlighted), Change Password, and Logout. The main area has a header with the High Court of Delhi RTI System logo and a 'Welcome' message. Below the header is the 'EDIT PROFILE' form. The form fields are: 'User address*' with the value 'SECOND FLOOR HN 40 BLOCK F STREET 6 NEAR KAPTAN SING STREET NORTH DELHI DELHI 110084' and a '(Max Limit 300 Characters only)' note; 'State*' with the value 'Delhi'; 'District*' with the value 'DELHI, NORTH DISTT.'; 'Pin code*' with the value '110084'; 'Mobile No*' with the value '8447109214'; and 'Email ID' with the value 'SAHILSAGAR333K@GMAIL.COM'. A 'Submit' button is positioned at the bottom right of the form.

Figure 22: **Figure 22: Edit Profile Screen**

You can update the following information from the Edit Profile screen:

- **User Address** — maximum 300 characters
- **District** (e.g., Delhi, North District)
- **Mobile Number** (10-digit number)
- **State**
- **Pin Code** (6-digit code)
- **Email ID**

After making changes, click **Submit** to save.

— **End of User Manual** —

High Court of Delhi - RTI Online System
