



# CATS-UPSIC

## Complaint & Appeal Tracking System for Uttar Pradesh State Information Commission

# User Manual for the Citizen

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<b>Name:</b>	CATS-UPSIC Project Citizen User manual
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## 1. GLOSSARY/DEFINITION

Abbreviation	Description
NIC	National Informatics Centre
PIO	Public Information Officer
FAA	First Appellate Authority
CIC	Chief Information Commissioner
IT	Information Technology
IC	Information Commissioner
VPN	Virtual Private Network
MIS	Management Information System
FM	Facilitation Memo
RO	Research Officer

## 2. PROJECT'S BASIC ORGANIZATIONAL STRUCTURE

### 2.1 Project Title

The Project Title is **CATS UPSIC** which is an abbreviation used for the **Complaint and Appeal Tracking System for Uttar Pradesh State Information Commission**.

### 2.2 Project Cycle

The CATS UPSIC Computerization project is roll-out software after the successful completion of the Pilot Phase.

### 2.3 About UPSIC Department

#### 2.3.1 Client

The client of this software is the Department of Uttar Pradesh State Information of Uttar Pradesh State in India.

The product has been initiated by the Department of Uttar Pradesh Information, designed, and developed under technical guidance of NIC.



### 2.3.2 Background of the Department

To uphold the spirit of the RTI Act and secure every citizen's Right to Information by facilitating access to information under the control of public authorities in order to promote transparency and accountability in the working of every such authority and develop an informed citizenry.

With the enactment of the **Right to Information Act, 2005**, the fact that the right to information is a fundamental right flowing from Articles 19(1) (A) and 21 of the Constitution of India, has now been well settled. The ultimate aim of the Right to Information Act is to have a well-informed citizenry, which is aware of its rights, and well-trained officers of public authorities who are aware of their duties and functions under the Act. A government committed to effective implementation of the Act together with active participation of non-governmental organizations and other activists and with an active Information Commission would be able to achieve the desired results.

The State Information Commission of Uttar Pradesh, which came into being on 14-09-2005 is on the forefront to achieve the goals enshrined in the Right to Information Act, 2005 to mould an informed citizenry, to promote transparency of information held by or under the control of the public authorities, contain corruption, and to hold governments and its instrumentalities accountable to the governed.

#### **Online Service Portal for Department of Uttar Pradesh Information (Complain and Appeal Tracking system)**

**Alongside other tasks, Department of Uttar Pradesh Information (Complain and Appeal Tracking System) performs following major tasks:**

- Complaint under section 18 of the Right to Information ACT, 2005
- Second Appeal under section 19(3) of the Right to Information ACT, 2005
- Keep On File
- Facilitation Memo Generated Application
- Order Recall (Rule - 12)
- Physical File Inspection
- Copy Application
- Office Order and copy application/inspection application.
- Request for Online Order Correction
- Request for Online Court Transfer

### 2.3.3 Functions of the Department

The department performs the following functions:

#### 1. Citizen Registration:

The applicant requires to register them self with required details on UPSIC portal to fill the application forms.

#### 2. Application Submission:

Citizens have to fill out the Complain, Appeal, Order Recall (Rule-12) and other form with required details and upload supporting documents and submit them for review.

#### 3. Officer Verification:

Once the application is submitted by the citizen, it will be forwarded to the “**Scrutiny Officer**”. After receiving the application, scrutiny officer will scrutinize the application on the basis of check lists and after that applications will be forwarded the Research Officer.

To continue, Research Officers have the authority to approve the application. The research officer can approve the application in three ways as per its verification-

- a. **Mark as Special-** Applications generated by VVIP Citizen or Application which needs special attention are Marked as Special case and forward to court with unique file/case number.
- b. **Approved-** Research officer will Review the approve case and after DSC, it will be forwarded to Court with a unique system generated Case Number.
- c. **Revert to Scrutiny Officer-** if Application has any mistakes or required some modification then Research officer will revert it to Scrutiny officer.

**4. Facilitation Memo:** Registrar/Joint registrar will receive the rejected application from Research Officer. Registrar/Joint Registrar has the authority to generate the Facilitation Memo against the rejected application.

#### 5. Hearing Room:

In the hearing room there are four main users: -

**Commissioner:** - Commissioner will supervise the work of remaining three users and give the decisions against every case number.

**Ahlmad:** - Ahlmad receives all the approved files from research officer. Assign the first date of hearing and generate the notices.

**Peshkar:** - The peshkar is responsible for generating the cause list, updating decision types, and obtaining approval for the cause list, among other tasks.

**Stenographer:** - After the approval of the cause list, the stenographer will receive it, upload the order file, and create the order. Subsequently, the stenographer will forward the order to the commissioner for approval and digital signature.

## 6. Other Sections:

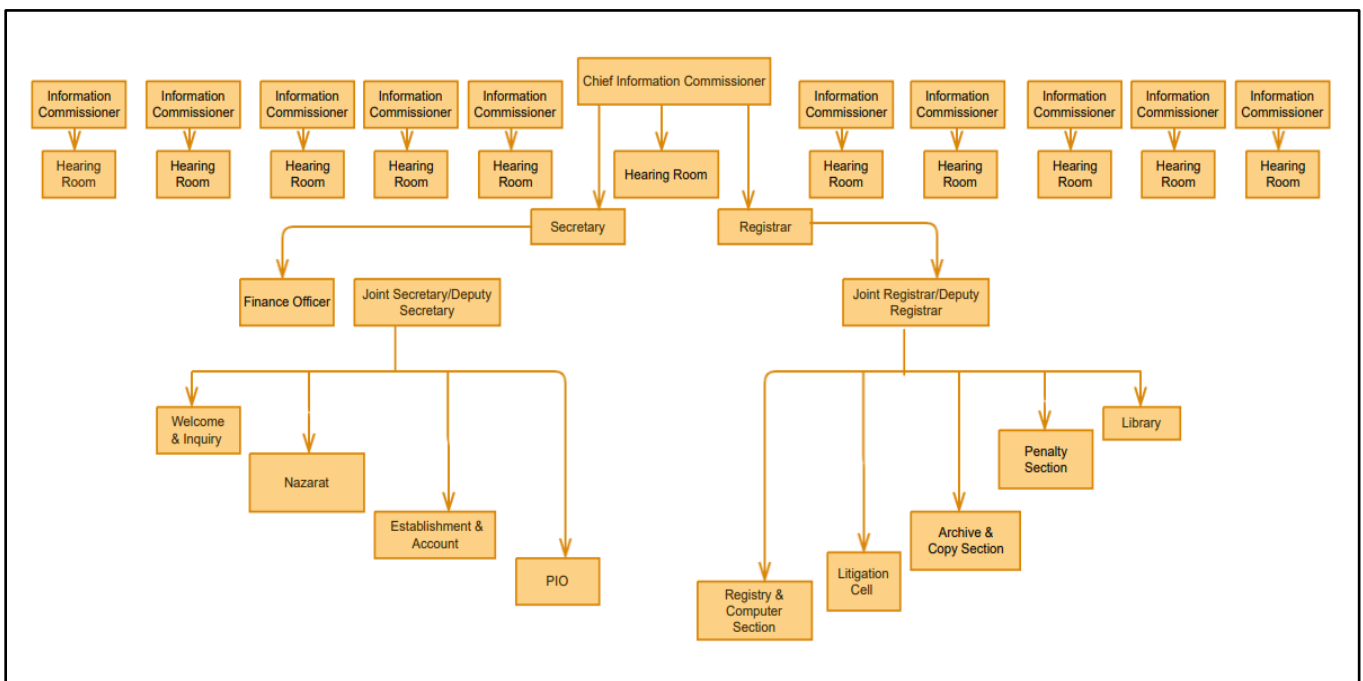
**Archive Section:** - The Archive section receives all the non-penalty disposed files on the 15th of each month and saves files in the compactor. It receives file requests from the hearing room and sends the requested files to the hearing room under the supervision of the registrar/joint registrar. Moreover, the Archive section is tasked with scheduling dates for physical file inspections.

**Penalty Section:** - The Penalty section handles disposed penalty cases, generates notices, and updates the penalty recovery records.

**Copy Section:** - Copy Section provides authorized copy of order and other documents as per the applicant's request.

**Litigation Section:** - This section works on those cases which have been challenged in Hon'ble High Court and Hon'ble Supreme Court.

### 2.3.5 Organizational Structure



## 2.4 Project Initiator Details

National Informatics Centre, State Unit, Uttar Pradesh has initiated the development of Complaint and Appeal Tracking System for the Department of Information Commission.

## 2.5 Name of the Implementing Agency

Uttar Pradesh Information Commission 7/7A, RTI Building Vibhuti Khand, Gomti Nagar Lucknow, Uttar Pradesh.

## 2.6 Name and Job Title of the key contact person

Uttar Pradesh Information Commission of the Uttar Pradesh state.

### Key contact person (person responsible for Implementation)

Chief Information Commission of Uttar Pradesh Information Commission, Government of Uttar Pradesh

**Contact details:** U.P. Information Commission

**Ph:** 0522-2724930

**Email:** webmaster-upic@up.gov.in

## 2.7 Software development/Computerization Agency

National Informatics Centre (NIC) has provided technical support for software development through hired outsourced work force, deployed by the Up State Information Commission.

## 2.8 Location of project implementation

Uttar Pradesh Information Commission 7/7A, RTI Building Vibhuti Khand, Gomti Nagar Lucknow, Uttar Pradesh.

## 3. CATS-UPSIC PERSPECTIVE

The prime objective for automation of the department of UPIC envisages the subsequent:

- a. The department's portal has been designed according to the GIGW Guidelines for Indian Government Websites, which allows users to access helpful documents, well-defined inspection procedures, and checklists with just a click, anytime and anywhere. Additionally, the portal offers online verification of approval orders related to complaints, appeals, KOF, and Order Recall Rule-12.
- b. Automated System for work allocation of Hearing of the Department.
- c. Citizen-centric and user-friendly interfaces are essential for online service portals that allow citizens to apply for complaints or appeals and download digitally signed orders. The portal should be

designed with the citizen in mind, making it easy for them to access and navigate. By providing a seamless and efficient service, citizens will be more likely to use the portal, increasing its effectiveness in addressing their needs.

d. Timely Issuance verdict for complaint application.

- Online Application.
- Upload scanned supporting documents.
- Generation of application registration number
- Track the status of application online.
- Work flow-based Disposal of application.
- Generation of the orders.

e. Timely Issuance verdict for Second Appeal.

- Online Application.
- Upload scanned supporting documents.
- Generation of application registration number
- Track the status of application online.
- Work flow-based Disposal of application.
- Generation of the orders.

f. Timely Issuance verdict for Order Recall Rule-12.

- Online Application.
- Upload scanned supporting documents.
- Generation of application registration number.
- Track the status of application online.
- Work flow-based Disposal of application.
- Generation of the orders.

g. Documents related to running case or KOF (Keep on File)

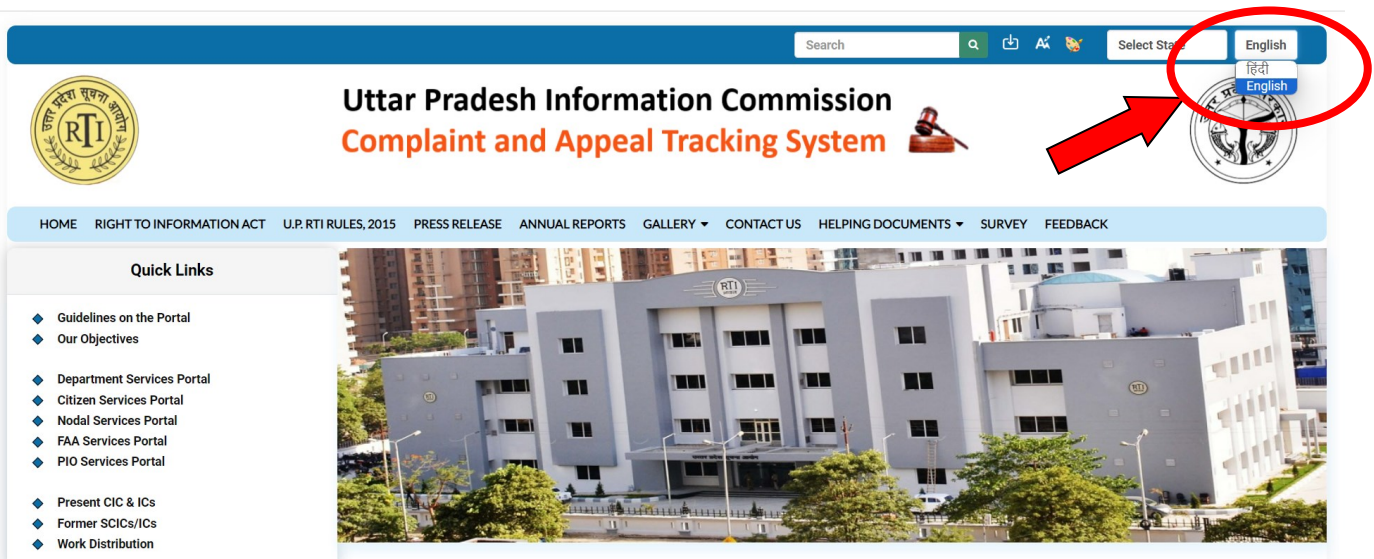
- Online Application.
- Upload scanned supporting documents.
- Generation of diary number.
- Track the status of application online.
- Work flow-based Disposal of application.

h. Timely Issuance authorized order copy for complaint/second appeal.

- Request for copy application if Eligible
  - Online application
  - Upload scanned supporting documents
  - Generation of diary number.
  - Track online the status of application
  - Online Payment of fees
  - Generation of authorized order copy
- i. Application for physical file inspection
- Online Application
  - Upload scanned supporting documents
  - Generation of diary number.
  - Track online the status of application
  - Online Payment of fees
- j. Mobile App for Citizen for submitting online Complaint/Appeal and various applications from the functional premises.

## 4. SELECT LANGUAGE

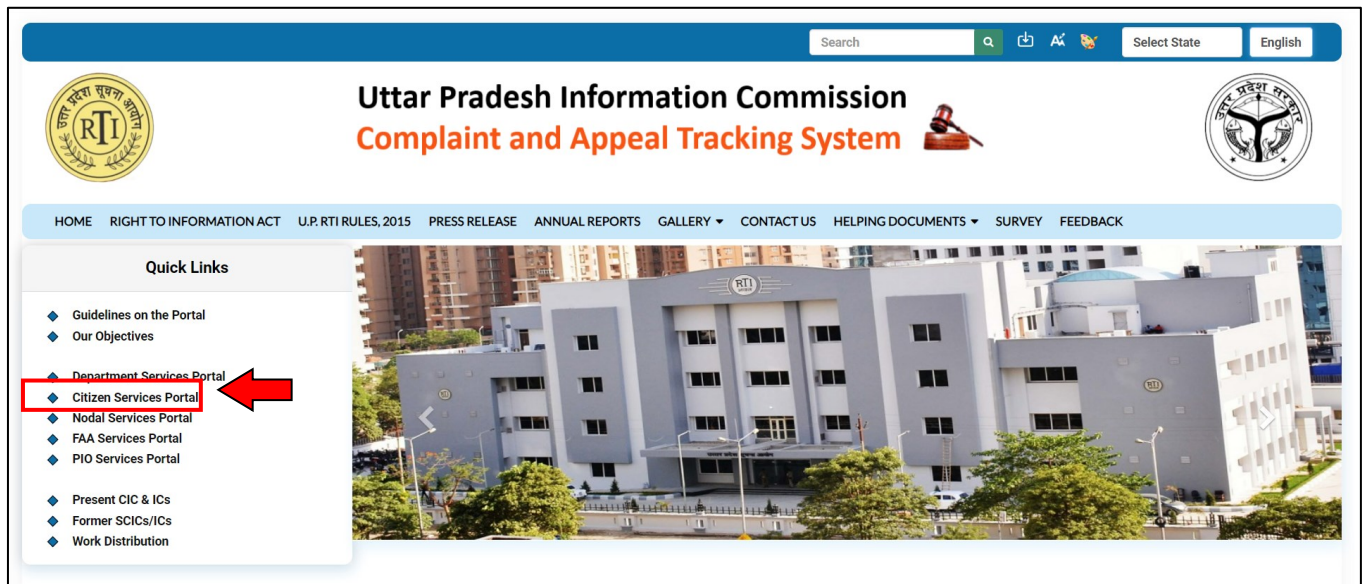
Citizens have to select the language in which they wish to proceed. To select, they are required to click on their language of choice in the Dropdown menu of the “Select Language” in the Header Section.



Suppose, a citizen selects Hindi as his/her language of choice, then all the subsequent pages would appear in the Hindi Language.

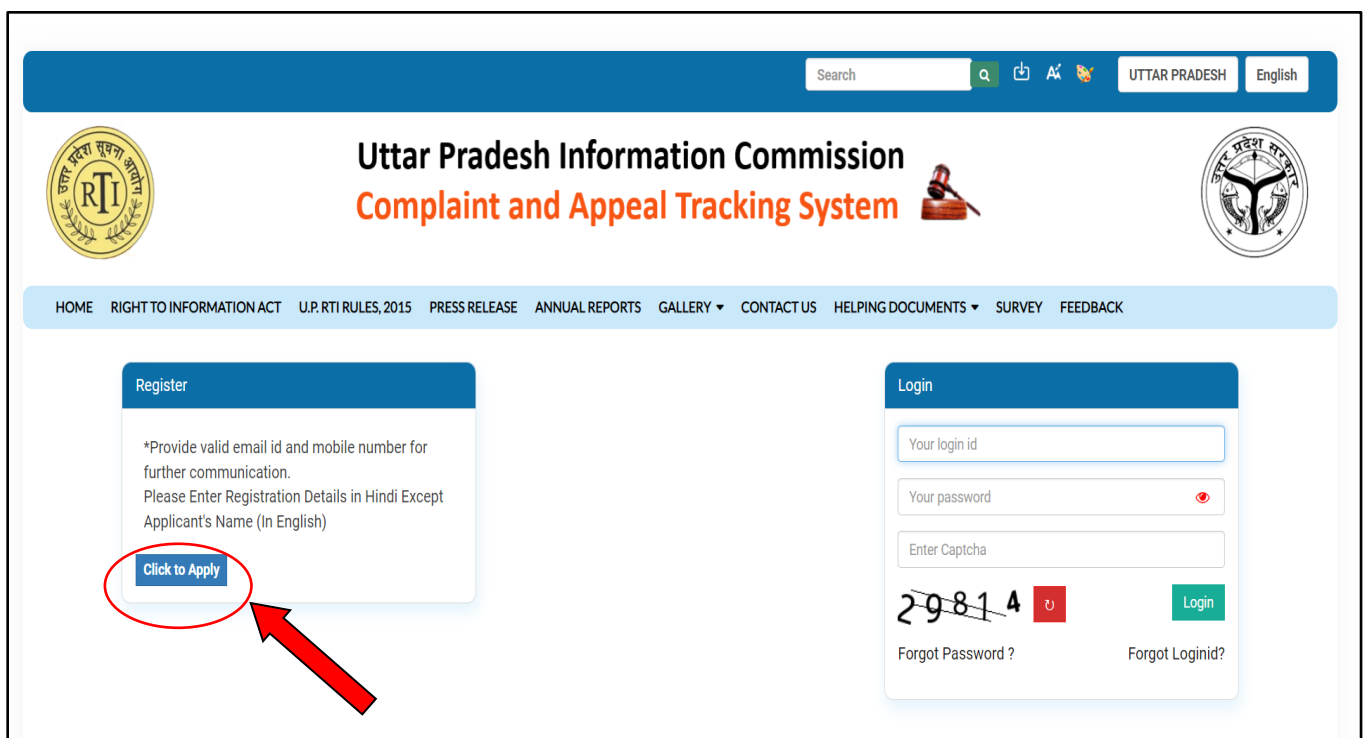
## 5. REGISTRATION

If any citizen wants to register with the portal, he/she will select the **“Citizen Services Portal”** option available in the Quick Links section on the home page.



For registration, a Citizen requires a unique mobile number and an ID proof.

To Proceed; a citizen is required to click on **“Click Here.”**





After clicking on “Click Here” the registration form will be opened. A Citizen is required to enter the Applicant name in English and Hindi, address, mobile number (not registered with the portal before) and email id, Select and upload the id-proof, enter the captcha shown then click on “Send OTP.”

**Note:** Your password must satisfy the following conditions:

- Password should be min 8 and max 30 character long.
- Password should have at least one alphabet.
- Password should have at least one numeric value.
- At least one letter should be in upercase.
- Password should have at least one special characters among (@, #, \$, \_).

The citizen is required to enter the OTP received on his/her Mobile number and then click on “Verify & sign up.”



### Applicant Registration

All (\*) marked fields are mandatory. ✕

<b>Applicant's Name (in English) :* </b> <input type="text" value="Shri"/> <input type="text" value="Raj Kumar Singh"/>	<b>Applicant's Name (in Hindi) :* </b> <input type="text" value="राज कुमार सिंह"/>	<b>Applicant's Father/Husband Name :* </b> <input type="text" value="कुमार सिंह"/>
<b>Gender: *</b> <input type="text" value="Male"/>	<b>Address: *</b> <input type="text" value="गोंडा"/>	<b>State: *</b> <input type="text" value="UTTAR PRADESH"/>
<b>District: *</b> <input type="text" value="AMROHA"/>	<b>Block/Tehsil: *</b> <input type="text" value="Block"/>	<b>Block: *</b> <input type="text" value="AMROHA"/>
<b>Town/Village: *</b> <input type="text" value="गोंडा"/>	<b>Pincode: *</b> <input type="text" value="271504"/>	<b>Email :</b> <input type="text" value="singh@123gmail.com"/>
<b>Mobile Number: *</b> <input type="text" value="9956297572"/>	<b>ID Proof: *</b> <input type="text" value="Voter ID Card"/>	<b>Upload Document* (Upload PDF only and allowed size 2MB)</b> <input type="button" value="Choose File"/> <input type="text" value="Affiliation Or...mpressed.pdf"/>
<b>Password: * Password Help</b> <input type="password" value="99628"/>	<b>confirm Password: *</b> <input type="password" value="99628"/>	<input type="button" value="Send OTP"/>

An OTP Has Been Sent To Your Mobile Please Enter Here

Enter OTP

## Complaint & Appeal Tracking System

PRESS RELEASE
ANNUAL REPORTS
PRESENT CIC & ICS
FORMER SCICS/ICS
GALLERY ▾
CONTACT

### Success!

Your application registration has been done successfully.  
whose login id UPICR20230000011 and password has been  
sent to registered mobile number.

**Login**

6843

[Forgot Password](#)

The Citizen will receive a unique login id on their mobile which they can use for Login.

## 6. LOGIN

The citizen is required to enter their unique Login id, Password and captcha then click on the **“Login”** button.

The screenshot shows the login interface of the Uttar Pradesh Information Commission's Complaint & Appeal Tracking System. The page has a blue header with the commission's name and logo. Below the header is a navigation menu with links like HOME, RIGHT TO INFORMATION ACT, U.P. RTI RULES, 2015, etc. The main content area contains a 'Register' button on the left and a 'Login' form on the right. The 'Login' form has three input fields: 'Login ID' (containing 'UPICR20230000011'), 'Password' (containing '\*\*\*\*\*'), and 'Captcha' (containing '68439'). A red arrow points to the 'Login' button. Below the input fields are links for 'Forgot Password?' and 'Forgot Loginid?'.

## 7. DASHBOARD

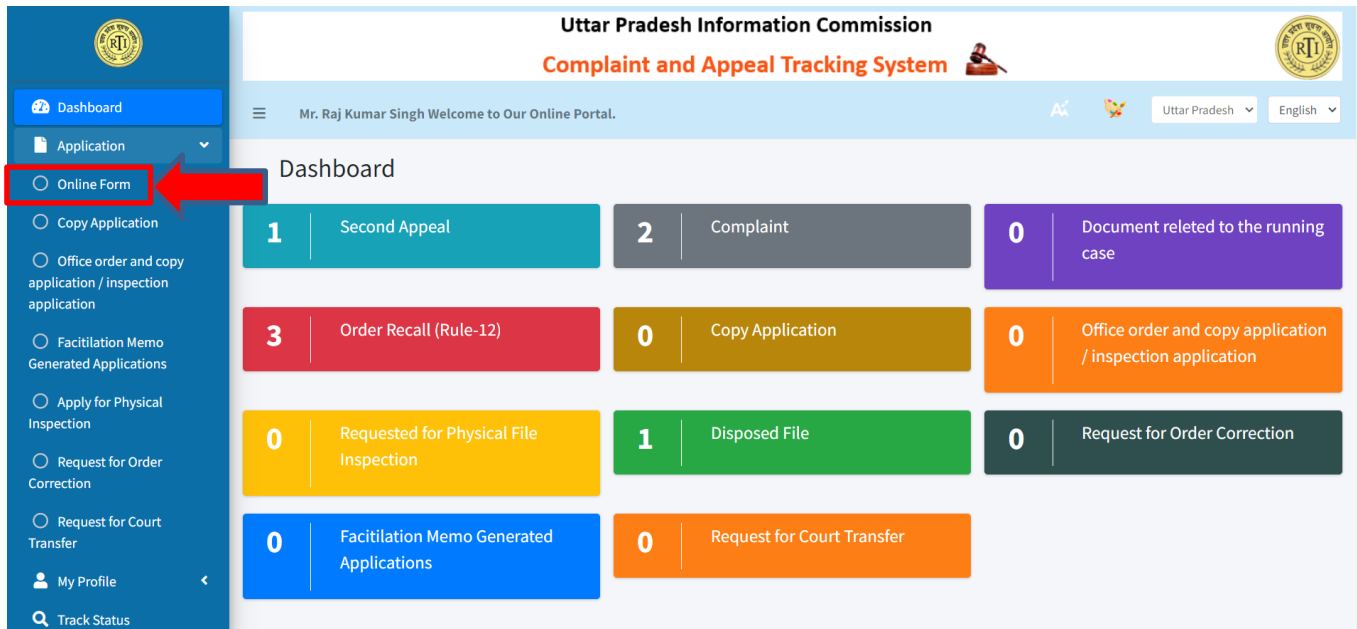
Applicant dashboard page will be opened after clicking the **"Login"** button.

The screenshot shows the dashboard of the Uttar Pradesh Information Commission's Complaint and Appeal Tracking System. The dashboard has a blue sidebar with navigation links: Dashboard, Application, My Profile, Track Status, Feedback, Help, and Log Out. The main area displays a grid of status cards for different types of applications. The cards are as follows:

Count	Application Type
1	Second Appeal
2	Complaint
0	Document related to the running case
3	Order Recall (Rule-12)
0	Copy Application
0	Office order and copy application / inspection application
0	Requested for Physical File Inspection
1	Disposed File
0	Request for Order Correction
0	Facilitation Memo Generated Applications
0	Request for Court Transfer

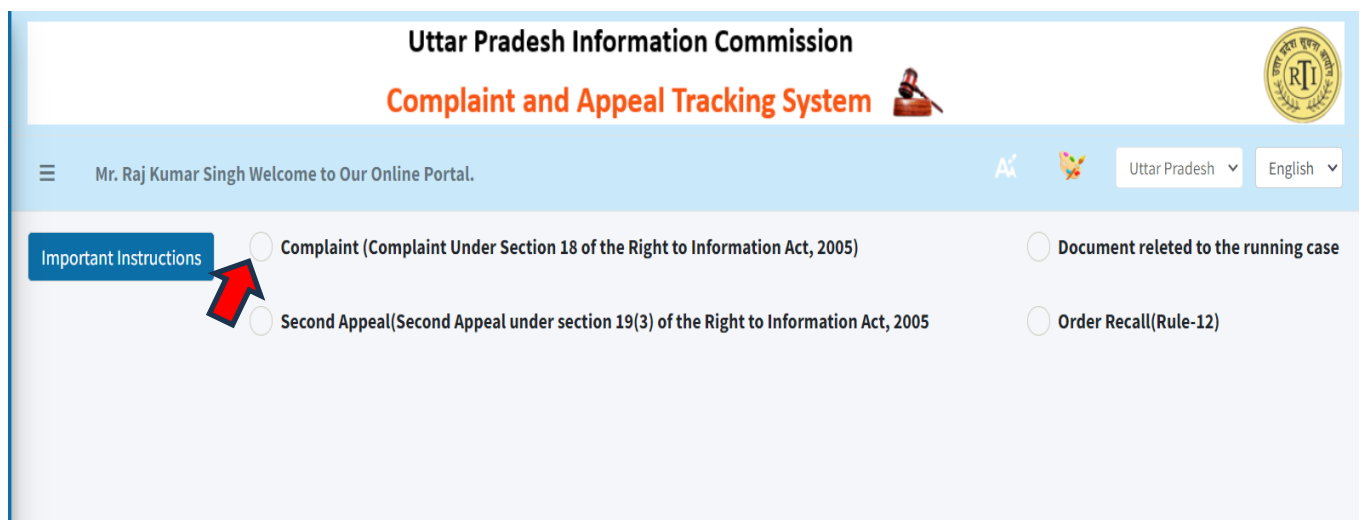
## 7.1 Online Forms

To fill out an online form, applicants should click on the "Online Form" radio button under the application, option available in the sidebar menu. This will allow them to access and complete various forms, including the complaint, second appeal, KOF, and Order Recall (Rule-12) application forms.



## 7.2 Request for Online Complaint Application

To complete the process of online complaint application form, the applicant must first select the "Complaint" application from.



Subsequently, a confirmation dialog box will appear, applicant has to click on "Yes, open it"

Uttar Pradesh Information Commission

Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

Important Instructions

☒ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)

☐ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)

☐ Document related to the running case

☐ Order Recall (Rule-12)

**Are you sure?**

Do you want open complaint Form?

Cancel Yes, Open it!

Next, the applicant must choose the preferred hearing option, either online or offline. It is imperative to note that the form cannot be submitted without selecting this hearing preference.

Hearing Option

Hearing Type: \*

☐ Online (Virtual) ☐ Offline (present in person)

Submit Close

All (\*) marked fields are mandatory.

Complainant's Particulars

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

If the applicant wishes to attend a hearing through an offline physical visit, they should select the offline radio button and then simply click the “submit” button to open the designated form.

Mr. Anand Shukla Welcome to Our Online Portal

Uttar Pradesh English

Important Instructions

### Hearing Option

Hearing Type: \* ☐ Online (Virtual) ☒ Offline (present in person)

**Submit** **Close**

All (\*) marked fields are mandatory.

### Complainant's Particulars

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

If the applicant wishes to attend hearing through an online virtual hearing with the same registered mobile number or email id, they should select the online radio button, it will open a screen with the registered mobile number and email id. Click simply the “submit” button to open the designated form.

Mr. Anand Shukla Welcome to Our Online Portal

Uttar Pradesh English

Important Instructions

### Hearing Option

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

**Submit** **Close**

All (\*) marked fields are mandatory.

### Complainant's Particulars

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

Mr. Anand Shukla Welcome to Our Online Portal

Uttar Pradesh English

Important Instructions

### Hearing Option

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

Online Hearing Mobile.\*

Online Hearing Email.\*

**Submit** **Close**

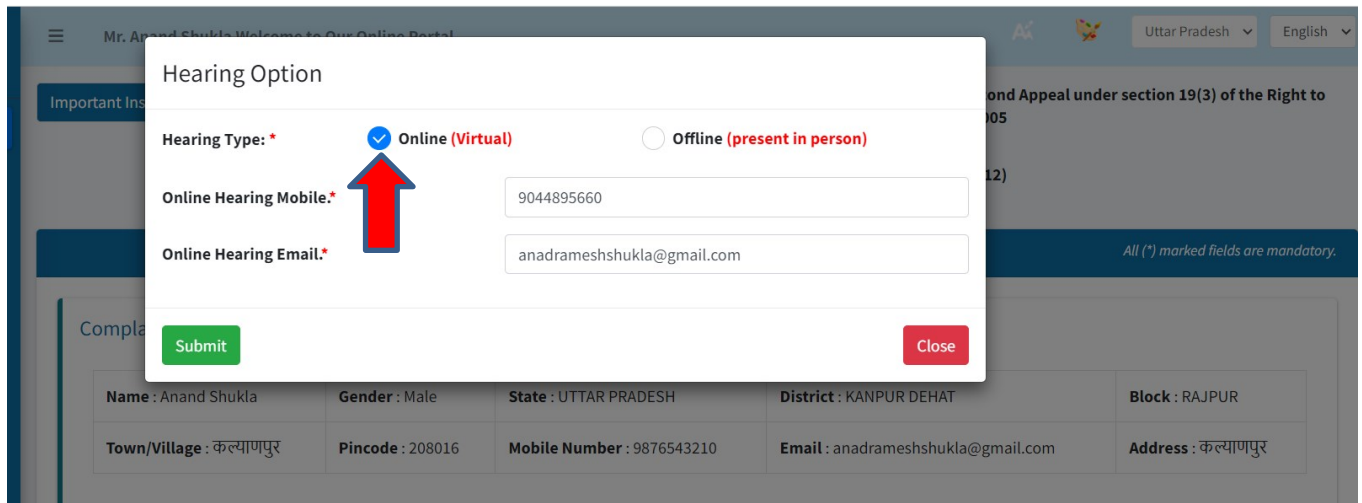
All (\*) marked fields are mandatory.

### Complainant's Particulars

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

If the applicant wishes to participate in a virtual hearing using an alternate phone number or email address that is not registered, they should choose the online option. This will open a screen with the registered mobile number and email id.

**Applicants can modify their mobile number and email ID before clicking the "Submit" button.**



**Hearing Option**

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

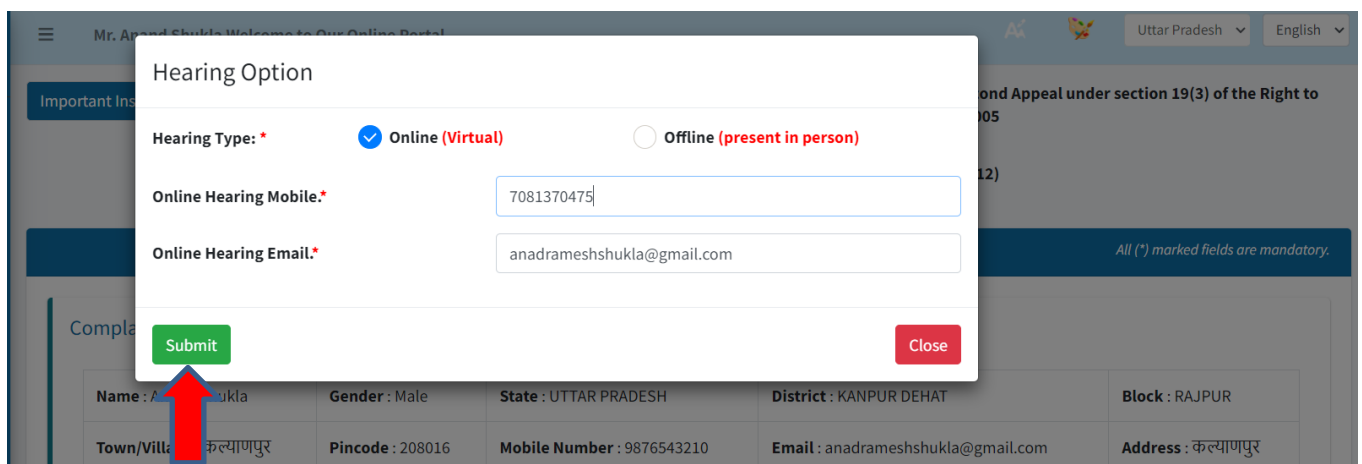
Online Hearing Mobile.\*

Online Hearing Email.\*

All (\*) marked fields are mandatory.

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

After change the mobile number or email id, the applicant can proceed to click the "Submit" button.



**Hearing Option**

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

Online Hearing Mobile.\*

Online Hearing Email.\*

All (\*) marked fields are mandatory.

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

The screenshot shows the 'Hearing Option' form. The 'Hearing Type' is set to 'Online (Virtual)'. The 'Online Hearing Mobile' field contains the number 7081370475. A success popup is displayed in the center of the screen with the text 'Success! OTP Sent successfully.' and an 'OK' button. A red arrow points to the 'OK' button.

Hearing Option

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

Online Hearing Mobile: \* 7081370475

Enter OTP: \*

Online Hearing Email: \*

Verify OTP

Success!

OTP Sent successfully.

OK

Following this, they need to enter the received OTP and click on the "Verify OTP" button.

The screenshot shows the 'Hearing Option' form. The 'Hearing Type' is set to 'Online (Virtual)'. The 'Online Hearing Mobile' field contains the number 7081370475. The 'Enter OTP' field contains six asterisks. The 'Online Hearing Email' field contains the email address anadrameshshukla@gmail.com. A 'Verify OTP' button is visible at the bottom left of the form.

Hearing Option

Hearing Type: \* ☒ Online (Virtual) ☐ Offline (present in person)

Online Hearing Mobile: \* 7081370475

Enter OTP: \* \*\*\*\*\*

Online Hearing Email: \* anadrameshshukla@gmail.com

Verify OTP

After successful verification of the OTP, a success popup will be displayed on the screen. Clicking the "Ok" button to confirm the OTP.

The screenshot shows a success popup with the text 'Success! OTP Verified Successfully.' and an 'OK' button.

Success!

OTP Verified Successfully.

OK

Now, the submit button will appear, allowing the applicant to click on it and open the designated application form.

The screenshot shows a web form titled "Hearing Option" overlaid on a blurred background of the portal. The form has a white background and a thin grey border. It contains the following elements:

- Hearing Type: \*** with two radio button options: **Online (Virtual)** (selected with a blue checkmark) and **Offline (present in person)** (unselected).
- Online Hearing Mobile.\*** with a text input field containing the number "7081370475".
- Enter OTP.\*** with a text input field containing six dots ".....". Below this field is a red timer "1:27".
- Online Hearing Email.\*** with a text input field containing the email address "anadrameshshukla@gmail.com".
- A green **Submit** button at the bottom left of the form.

The applicant is then required to enter all necessary details, upload the required documents, and finally, click on the "Submit" button to complete the process.



## Uttar Pradesh Information Commission

### Complaint and Appeal Tracking System



Mr. Anand Shukla Welcome to Our Online Portal.



Uttar Pradesh

English

**Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)**

All (\*) marked fields are mandatory.

**Complainant's Particulars**

<b>Name :</b> Ramesh	<b>Gender :</b> Male	<b>State :</b> UTTAR PRADESH	<b>District :</b> AMBEDKAR NAGAR	<b>Tehsil :</b> Alapur
<b>Town/Village :</b> कानपुर	<b>Pincode :</b> 226020	<b>Mobile Number :</b> 8888888888	<b>Email :</b> singh@123gmail.com	<b>Address :</b> कानपुर

**Action Taken by Public Information Officer(PIO)**

**Answer of P.I.O.\*** Refused to accept the application

**Date of PIO Reply** 01/09/2023 **Copy of PIO Reply** (Upload PDF only and allowed size 2MB) Choose File 1696410531.pdf

**Department**

**Department Name\*** Agriculture Department **PIO Location\*** Head Quarter

**Office\*** Agriculture Directorate **Public Information Officer Details\*** Anuj Srivastava

**Details of Request for obtaining information under section 6(1) of RTI Act, 2005**

**Date of RTI application under section 6(1)\*** 01/08/2023 **Copy of RTI application under section 6(1)\*** (Upload PDF only and allowed size 2MB) Choose File 1696410260.pdf

**Is the Applicant below piversity line?\*** No

**Mode of RTI application under section 6(1)\***

☒ Online ☐ Offline **RTI Application No.:** 789 **Transaction ID.:** 654

**Public Information Officer Details**

**Address\*** Public Information Officer Office - Agriculture Directorate **Pincode\*** 123456 **Name** Anuj Srivastava

**Mobile Number** 7836895201 **Email** anuj@gmail.com

**Details of First Appeal under Section 19(1) of the Right to Information Act,2005**

**Date of First Appeal application under Section 19(1)** 07/09/2023 **Copy of First Appeal application under Section 19(1)** (Upload PDF only and allowed size 2MB) Choose File 1696410228.pdf

**Answer of First Appellate Authority (FAA)** Answer unsatisfactory/false/misleading etc.

**Date of Order** 04/09/2023 **Copy of Order** (Upload PDF only and allowed size 2MB) Choose File 1696410260.pdf

**Address** First Appellate Authority Office - Agriculture Directorate **Pincode** 123456 **Name** राजीव कुमार

**Mobile Number** 7905500830 **Email** test@gmail.com

Scanned Copy of the signed complaint under section 18 of the Right to Information Act, 2005.

Scanned Copy of the signed complaint under section 18 of the Right to Information Act, 2005.\* (Upload PDF only and allowed size 2MB)  mpr aug 2023.pdf

#### Remarks

Relief sought under Section 18 (Complaint) of the Right to Information Act, 2005\*

Test

#### Other Supporting Documents

Document-1 Details

doc

Upload Document-1 (Upload PDF only and allowed size 2MB)

1696410497.pdf

Document-2 Details

Upload Document-2 (Upload PDF only and allowed size 2MB)

#### Declaration

☒ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

Content provided & maintained by Uttar Pradesh Information Commission.

## Success

Application submitted successfully ! C-20231000006  
Complaint Registration Number has been sent on your mobile number

OK



After clicking on the "Submit" button, the application print option will open. The applicant can then download or print it for future use.

Citizen will receive a unique "application registration number" on their registered mobile number. In the document enclosure option, the applicant can view the uploaded document and print it.

### Application Print Preview

## Uttar Pradesh Information Commission

### Complaint and Appeal Tracking System



Mr. Ramesh Welcome to Our Online Portal.

A5



Uttar Pradesh

English

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Print

Welcome UPICR20230000017



### UTTAR PRADESH INFORMATION COMMISSION

Complaint under section 18 of the Right to Information Act,  
2005



Complaint Registration Number - C-20231000006

## Complainant's Particulars

Name	Ramesh
Gender	Male
State	UTTAR PRADESH
District	AMBEDKAR NAGAR
Town/Village	कानपुर
Pincode	226020
Mobile Number	8888888888
Email	singh@123gmail.com
Address	कानपुर

## Department

Department	Test (HeadQuarter Office)
Division	---
District	---
Tehsil	---
Block	---
Gram Panchayat	---
Office	Agriculture Directorate

## Type Of Complaint

Type Of Complaint	---
-------------------	-----

## Details of Request for obtaining information under section 6(1) of RTI Act, 2005

Date of RTI application under section 6(1)	01-08-2023
Is the Applicant below poverty line?	No
RTI Application No.	789
Transaction ID	654

## Action Taken by Public Information Officer(PIO)

Answer of P.I.O.	Refused to accept the application
Date of PIO Reply	01-09-2023

## Public Information Officer Details

PIO	Anuj Srivastava
Address	Public Information Officer Office - Agriculture Directorate
Pincode	123456
Mobile Number	7836895201
Email	anuj@gmail.com

## Details of First Appeal

Date of First Appeal application under Section 19(1)	07-09-2023
FAA	राजीव कुमार
Address	NA
Pincode	123456
Mobile Number	7905500830
Email	test@gmail.com

FAA Address Details

Answer of First Appellate Authority (FAA)	Answer unsatisfactory/false/misleading etc.
Date of Order	04-09-2023

Remarks

Relief sought under Section 19(3)- Second Appeal of the Right to Information Act, 2005	Test
--	------

Other Supporting Documents

Document-1 Details	doc
Document-2 Details	---

Declaration

☒ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

Documents Enclosure [Download Document](#)

Scanned copy of the signed complaint u/s 18 of the Right to Information Act, 2005	<a href="#">View Document</a>
Document-1	<a href="#">View Document</a>
Copy of PIO Reply	<a href="#">View Document</a>
Copy of Order	<a href="#">View Document</a>
Copy of RTI Application under section 6(1)	<a href="#">View Document</a>
Copy of First Appeal under section 19(1)	<a href="#">View Document</a>

Content provided & maintained by Uttar Pradesh Information Commission.

### 7.3. Request for Second Appeal Application

To complete the process of online second appeal application form, the applicant must first select the "Second Appeal" application from.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mr. Raj Kumar Singh Welcome to Our Online Portal.

Uttar Pradesh English

**Important Instructions**

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)

☐ Document related to the running case

☒ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)

☐ Order Recall (Rule-12)

Subsequently, a confirmation dialog box will appear, prompting the applicant to proceed by clicking on "Yes, open it."

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

Important Instructions

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)
 ☒ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)
 ☐ Document related to the running case
 ☐ Order Recall (Rule-12)

**Are you sure?**

Do you want open Second Appeal Form?

Cancel Yes, Open it!

Next, the applicant must choose the preferred hearing option, either online or offline. It is imperative to note that the form cannot be submitted without selecting this hearing preference.

Hearing Option

Hearing Type:- \* ☐ Online (Virtual) ☒ Offline (present in person)

Submit Close

All (\*) marked fields are mandatory.

Applicant's Particulars

Name : Anand Shukla	Gender : Male	State : UTTAR PRADESH	District : KANPUR DEHAT	Block : RAJPUR
Town/Village : कल्याणपुर	Pincode : 208016	Mobile Number : 9876543210	Email : anadrameshshukla@gmail.com	Address : कल्याणपुर

If the applicant wishes to attend a hearing through an offline physical visit, they should select the offline radio button and then click the submit button to open the designated form.

**Hearing Option**

Hearing Type: \*

☐ Online (Virtual) ☒ Offline (present in person)

**Submit** **Close**

**Complainant's Particulars**

<b>Name :</b> Anand Shukla	<b>Gender :</b> Male	<b>State :</b> UTTAR PRADESH	<b>District :</b> KANPUR DEHAT	<b>Block :</b> RAJPUR
<b>Town/Village :</b> कल्याणपुर	<b>Pincode :</b> 208016	<b>Mobile Number :</b> 9876543210	<b>Email :</b> anadrameshshukla@gmail.com	<b>Address :</b> कल्याणपुर

All (\*) marked fields are mandatory.

For those opting for online hearing, applicants can modify their mobile number and email ID before clicking on the "Submit" button. Clicking on the "Submit" button to proceed with the already registered number will open the selected form.

**Hearing Option**

Hearing Type: \*

☒ Online (Virtual) ☐ Offline (present in person)

Online Hearing Mobile: \* 9044895660

Online Hearing Email: \* anadrameshshukla@gmail.com

**Submit** **Close**

**Applicant's Particulars**

<b>Name :</b> Anand Shukla	<b>Gender :</b> Male	<b>State :</b> UTTAR PRADESH	<b>District :</b> KANPUR DEHAT	<b>Block :</b> RAJPUR
----------------------------	----------------------	------------------------------	--------------------------------	-----------------------

All (\*) marked fields are mandatory.

After opening the form, Applicant is required to enter all the necessary details and upload all the required documents and then click on the **“Submit”** button.

## Uttar Pradesh Information Commission

## Complaint and Appeal Tracking System



Mr. Anand Shukla Welcome to Our Online Portal.



Uttar Pradesh

English

Second Appeal(Second Appeal under section 19(3) of the Right to Information Act, 2005

All (\*) marked fields are mandatory.

## Applicant's Particulars

Name : Ramesh	Gender : Male	State : UTTAR PRADESH	District : AMBEDKAR NAGAR	Tehsil : Alapur
Town/Village : कानपुर	Pincode : 226020	Mobile Number : 8888888888	Email : singh@123gmail.com	Address : कानपुर

## Department

Department Name*	Agriculture Department	PIO Location*	Head Quarter
Office*	Agriculture Directorate	Public Information Officer Details*	Anuj Srivastava

## Action Taken by Public Information Officer(PIO)

Action Taken by Public Information Officer(PIO)*	Not providing Information in Stipulated Time	Copy of PIO Reply(Upload PDF only and allowed size 2MB)	Choose File	1696410497.pdf
Date of PIO Reply	31/08/2023			

## Details of Request for obtaining information under section 6(1) of RTI Act, 2005

Date of RTI application under section 6(1)*	16/08/2023	Copy of RTI application under section 6(1)* (Upload PDF only and allowed size 2MB)	Choose File	1696410531.pdf
Is the Applicant below poverty line?*	Yes	BPL Card No. (Proof of BPL may be provided as an attachment)*		8978798
Year of issue*	2020	Issuing Authority*		Issuing Authority

## Public Information Officer Details

Address*	Public Information Officer Office - Agriculture Directorate	Pincode*	123456	Name	Anuj Srivastava
		Mobile Number	7836895201	Email	anuj@gmail.com

## First Appellate Authority Details

Nature of Response of FAA*	There is no answer		Copy of First Appeal application under Section 19(1)* (Upload PDF only and allowed size 2MB)		Choose File	No file chosen
Date of First Appeal application under Section 19(1)*	12/10/2023					
Address*	First Appellate Authority Office - Agriculture Directorate	Pincode*	123456	Name	राजीव कुमार	
		Mobile Number	7905500830	Email	test@gmail.com	

## COMPLAINT & APPEAL TRACKING SYSTEM FOR UTTAR PRADESH STATE INFORMATION COMMISSION

Scanned copy of the signed Second Appeal under section 19(3) of the Right to Information Act, 2005

Scanned copy of the signed Second Appeal under section 19(3) of the Right to Information Act, 2005\* (Upload PDF only and allowed size 2MB)

Choose File 1696410497.pdf

### Remarks

Relief sought under Section 19(3)- Second Appeal of the Right to Information Act, 2005\*

Test

### Other Supporting Documents

Document-1 Details doc

Upload Document-1 (Upload PDF only and allowed size 2MB)

Choose File 1696410228.pdf

Document-2 Details

Upload Document-2 (Upload PDF only and allowed size 2MB)

### Declaration

☒ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

Submit

Cancel

Content provided & maintained by Uttar Pradesh Information Commission.

# Success

Application submitted successfully ! A-20231000007 Second Appeal Registration Number has been sent on your mobile number

OK

After clicking on the **“Submit”** button, application print option will be opened. Applicant can download or print it for future use.

Citizen will receive a unique “application registration number” on their registered mobile number. In the document enclosure option applicant can view the uploaded document and print the document.



## Uttar Pradesh Information Commission

### Complaint and Appeal Tracking System



Mr. Ramesh Welcome to Our Online Portal.

AC



Uttar Pradesh

English

Back

Print

Welcome UPICR2023000017



### UTTAR PRADESH INFORMATION COMMISSION

Second Appeal under section 19(3) of the Right to Information Act, 2005

Appeal Registration Number - A-20231000007



#### Appellant's Particulars

Name	Ramesh
Gender	Male
State	UTTAR PRADESH
District	AMBEDKAR NAGAR
Town/Village	कानपुर
Pincode	226020
Mobile Number	8888888888
Email	singh@123gmail.com
Address	कानपुर

#### Department

Department	Test (HeadQuarter Office)
Division	---
District	---
Tehsil	---
Block	---
Gram Panchayat	---
Office	Agriculture Directorate

#### Details of Request for obtaining information under section 6(1) of RTI Act, 2005

Date of RTI application under section 6(1)	16-08-2023
Is the Applicant below poverty line?	Yes
BPL Card No. (Proof of BPL may be provided as an attachment)	8978798
Year of issue	2020
Issuing Authority	Issuing Authority

#### Action Taken by Public Information Officer(PIO)

Answer of P.I.O.	Not providing information in Stipulated Time
Date of PIO Reply	31-08-2023

#### Public Information Officer Details

PIO	Anuj Srivastava
Address	Public Information Officer Office - Agriculture Directorate
Pincode	123456
Mobile Number	7836895201
Email	anuj@gmail.com

#### Details of First Appeal

Date of First Appeal application under Section 19(1)	12-10-2023
FAA	राजीव कुमार
Address	First Appellate Authority Office - Agriculture Directorate
Pincode	123456
Mobile Number	7905500830
Email	test@gmail.com

FAA Address Details

Answer of First Appellate Authority (FAA)	There is no answer
Date of Order	---

Remarks

Relief sought under Section 19(3)- Second Appeal of the Right to Information Act, 2005	Test
--	------

Other Supporting Documents

Document-1 Details	doc
Document-2 Details	---

Declaration

☒ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

Documents Enclosure [Download Document](#)

Scanned copy of the signed second appeal u/s 19(3) of the Right to Information Act, 2005	<a href="#">View Document</a>
Document-1	<a href="#">View Document</a>
Copy of PIO Reply	<a href="#">View Document</a>
Copy of RTI Application under section 6(1)	<a href="#">View Document</a>
Copy of First Appeal under section 19(1)	<a href="#">View Document</a>

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## 7.4 Application for a Document Related to the Running Case

**Note:** Once an application is submitted, if the applicant wishes to send any additional information to the department in the form of a document, they can fill out the KOF form after receiving the file number.

To fill out this form online, applicants must click on the "Document Related to the Running Case" radio button. Upon clicking, a confirmation dialog box will appear.

Uttar Pradesh Information Commission

Complaint and Appeal Tracking System

Mr. Raj Kumar Singh Welcome to Our Online Portal.

Uttar Pradesh English

Important Instructions

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)
 ☒ Document related to the running case
 ☐ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)
 ☐ Order Recall (Rule-12)

After that, they need to click on the "Yes open it" button, which will subsequently open up the Keep on File (KOF) form.

Applicant can fill KOF by choosing one of three following options:

- File number
- Application registration number
- Diary number

While choosing an option, an input box will open. Suppose the applicant chooses the option for application registration number, then they must select their application registration number and click on the "Search" button.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

**Important Instructions**

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)
 ☐ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)

☒ Document related to the running case
 ☐ Order Recall (Rule-12)

**Document related to the running case**


☐ File Number
 ☒ Registration Number
 ☐ Diary Number

C-20230600008

**Search** **Reset**

Applicant is required to upload all the required documents and then click on the **"Submit"** button.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**



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Uttar Pradesh English

**KOF Details** All (\*) marked fields are mandatory.

<b>Registration Number :</b>	C-20230600008	<b>File Number :</b>	S06/C/0005/2023
<b>Case Status</b>		<b>Hearing Status :</b>	
<b>Disposed Date :</b>	27/06/2023	Penalty imposed and suit disposed of.	
<b>Hearing Court :</b>	S-6		
<b>Details of File</b>			
<b>Complainant :</b>	Anand Shukla	<b>Address :</b>	कल्याणपुर
<b>Mobile Number :</b>	9876543210	<b>Email :</b>	anadrameshshukla@gmail.com
<b>Public Information Officer Details</b>			
<b>PIO :</b>	दिनेश खान	<b>Address :</b>	जन सूचना अधिकारी कार्यालय - कृषि विभाग , कानपुर डिवीजन

**Upload Documents** \* (Upload PDF only and allowed size 2MB)  1696410531.pdf

Click on "Submit" Button



After submitting the form, an application print preview will be opened. Applicant can download or print it for future use.

Citizen will receive a unique “**Diary number**” on their registered mobile number.

In the document enclosure section, applicant can view the uploaded document and print the document.

### KOF Application Print Preview

## Uttar Pradesh Information Commission

## Complaint and Appeal Tracking System



Mr. Anand Shukla Welcome to Our Online Portal.



Uttar Pradesh ▾

English ▾

Welcome : UPICR20230000003

Registration Number : C-20230600008

File Number : S06/C/0005/2023



## UTTAR PRADESH INFORMATION COMMISSION

Diary Number - D-171020230001



## Citizen Details

Name	Anand Shukla
Mobile Number	9876543210
Email	anadrameshshukla@gmail.com
Address	कल्याणपुर

## Public Information Officer Details

PIO	दिनेश खान
Address	जन सूचना अधिकारी कार्यालय - कृषि विभाग , कानपुर डिवीजन

## Case Status

Disposed Date	27/06/2023
Hearing Status	Penalty imposed and suit disposed of.
Hearing Court	S-6

## Documents Enclosure

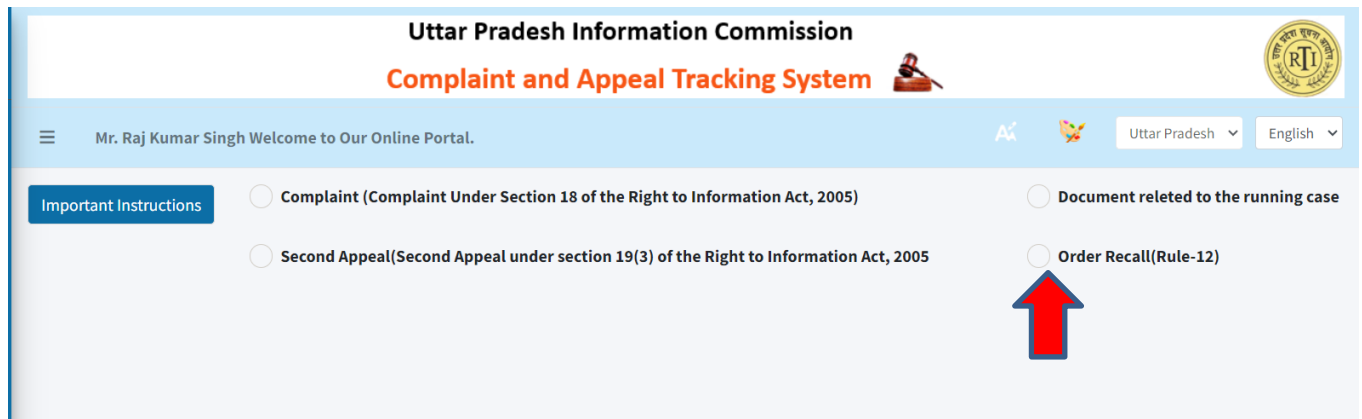
Document-1 Details

[View Document](#)

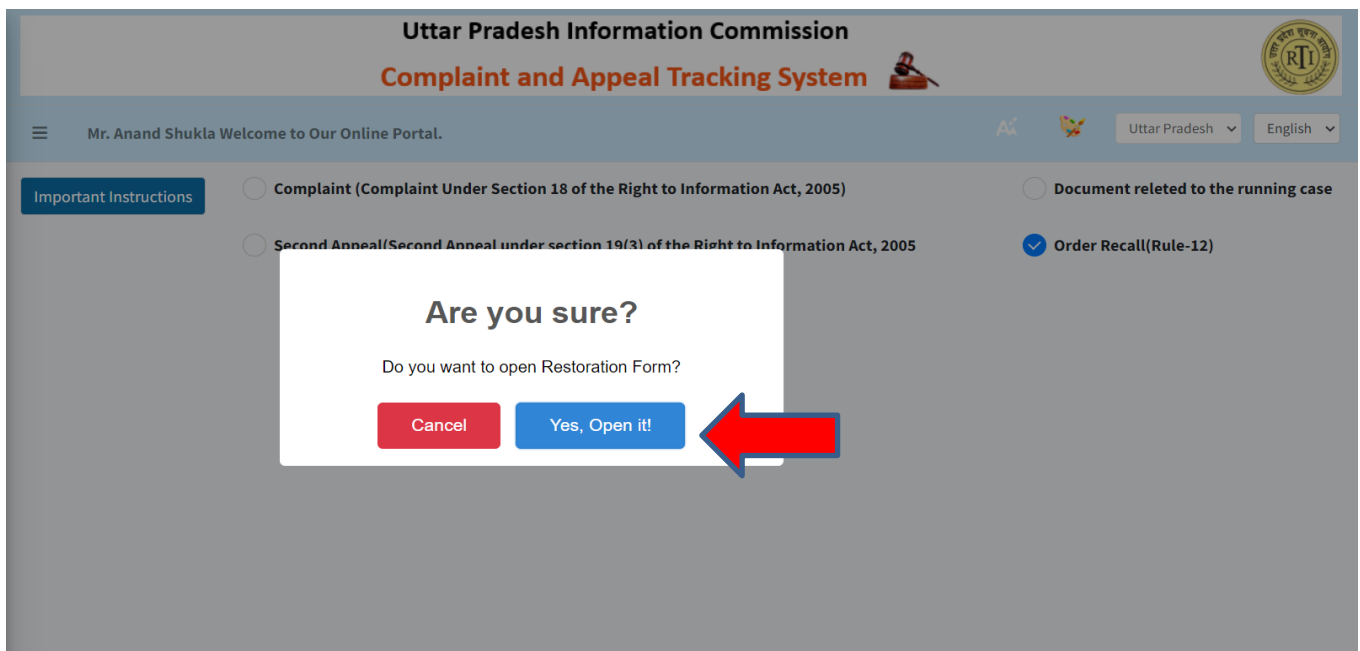
## 7.5 Request for Order Recall (Rule-12)

**Note:** The Order Recall form can be filled out within ninety days of the case's disposition date. If applicants wish to submit the form after the ninety-day period, they must provide a reason for the delayed submission.

To fill online Order Recall form, applicants is required to click on the “**Order Recall (Rule-12)**” radio button, while clicking a confirmation dialog box will be opened.



After that, they need to click on the “Yes, open it” button.



Applicant can fill Order Recall (Rule-12) by choosing one of three following options:

- File number
- Application registration number
- Diary number

Uttar Pradesh Information Commission

Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

**Important Instructions**

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)
 ☐ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)

☐ Keep On File (K.O.F)
 ☒ Order Recall (Rule-12)

**Order Recall (Rule-12)**

☐ File Number
 ☒ Registration Number
 ☐ Diary Number

Search Reset

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While choosing an option, an input box will open. Suppose the applicant chooses the option for application registration number, then they must choose their application registration number and click on the "Search" button to proceed.

Uttar Pradesh Information Commission

Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

**Important Instructions**

☐ Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)
 ☐ Second Appeal (Second Appeal under section 19(3) of the Right to Information Act, 2005)

☐ Keep On File (K.O.F)
 ☒ Order Recall (Rule-12)

**Order Recall (Rule-12)**

☐ File Number
 ☒ Registration Number
 ☐ Diary Number

A-20230700006

Search Reset

Next, the applicant must choose the preferred hearing option, either online or offline. It is imperative to note that the form cannot be submitted without selecting this hearing preference.



## Hearing Option

Hearing Type:- \*

☐

Online (Virtual)

☐

Offline (present in person)

Submit

Close

For those opting for an online hearing, applicants can modify their mobile number and email ID before clicking the "Submit" button. Upon submission, the selected form will open.

## Hearing Option

Hearing Type:- \*

☒

Online (Virtual)

☐

Offline (present in person)

Online Hearing Mobile.\*

9044895660

Online Hearing Email.\*

anadrameshshukla@gmail.com

Submit

Close

After opening the order recall application form, Applicant is required to enter all the necessary details and upload all the required documents and then click on the "Submit" button.

## Uttar Pradesh Information Commission

## Complaint and Appeal Tracking System



Order Recall application under Rule-12 of UP Right to Information Rules, 2015

All (\*) marked fields are mandatory.

Registration Number:- A-20230700006

File Number:- S06/A/0009/2023

## Details of File

Applicant's Name (in English):- Anand Shukla

Applicant's Name (in Hindi):- रमेश शुक्ला

Address:- कल्याणपुर

Mobile Number:- 9876543210

Email:- anadrameshshukla@gmail.com

## Public Information Officer Details

Public Information Officer Details:- अनुज श्रीवास्तव

Address:- जन सूचना अधिकारी कार्यालय - कृषि निदेशालय

Mobile Number:- 7836895244

Email:- pio@gmail.com

## Order Recall Details:-

Disposal date of final order:-\* 18/07/2023

Whether the said order has been passed without hearing the applicant, despite no fault of the applicant?\*

☒ Yes☐ No

## COMPLAINT & APPEAL TRACKING SYSTEM FOR UTTAR PRADESH STATE INFORMATION COMMISSION

Whether the hearing and disposal of the case has been done by the Commission on a date other than the due date?\*

☒ Yes ☐ No

If so, whether the applicant could not appear in the said hearing even though he was not at fault?\*

☐ Yes ☒ No

Date of information of the said order to the applicant:-

Reason for Late Application:-

Base of Order return:-\*

Remarks:-\*

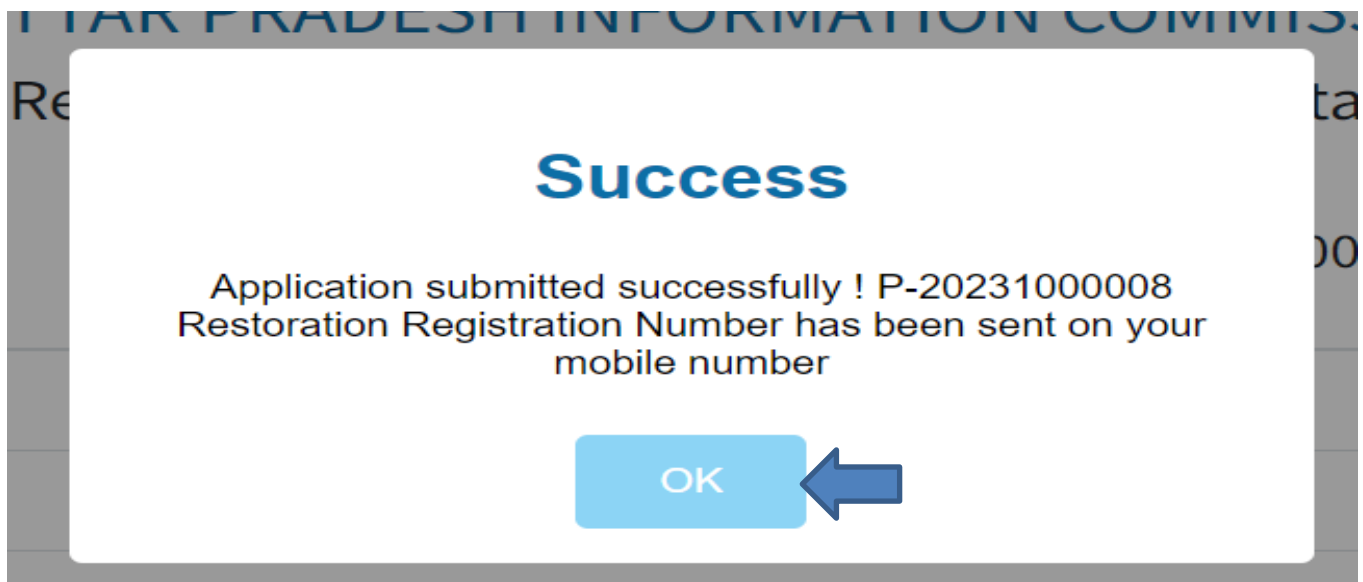
Link Paper

Final Order Copy \* (Upload PDF only and allowed size 2MB)  1696410531.pdf

Other documents on which the order recall application relies:- (Upload PDF only and allowed size 2MB)  1696410260.pdf

Declaration

☒ I, **Anand Shukla** Son/Daughter/Wife of Shri **सुशील शुक्ला** resident of **कल्याणपुर** do hereby declare that I have not filled any other Recall (Order Recall (Rule - 12)) application against the order in question and to the best of my knowledge and belief, the particulars provided in this application are true and correct and I have not suppressed any material fact.









After clicking on the “**Submit**” button, application print preview will be opened. Applicant can download or print it for future use.

Citizen will receive a unique “application registration number” on their registered mobile number.

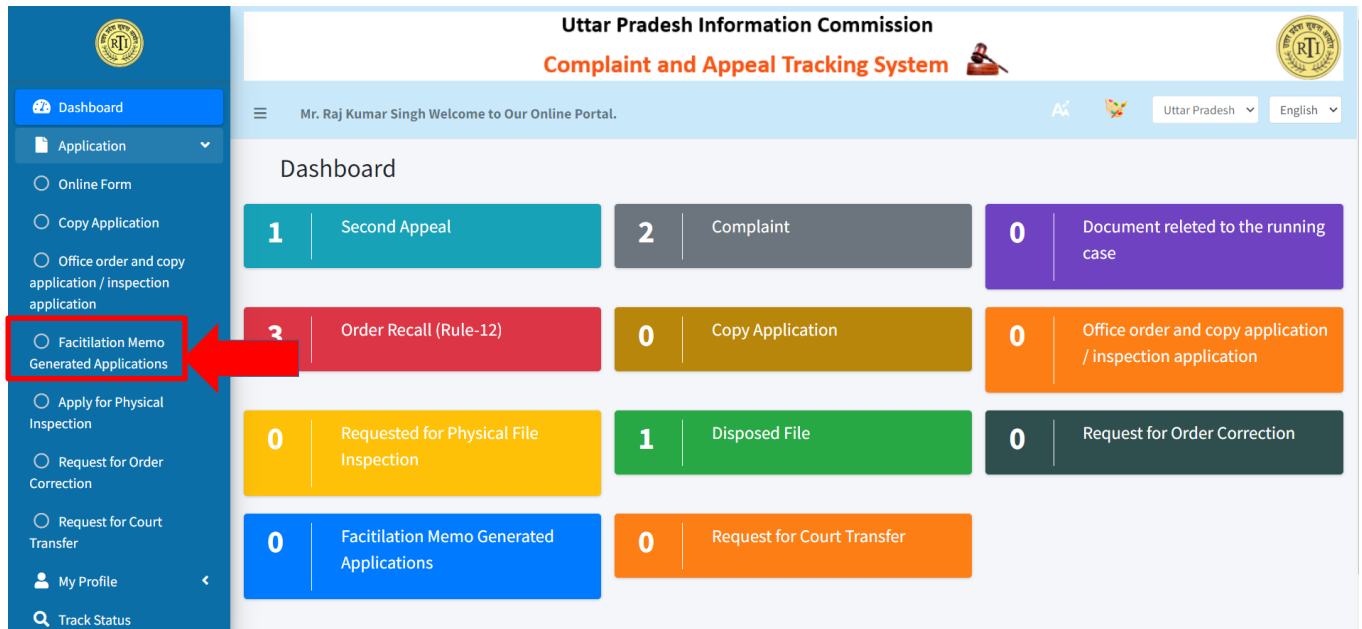
In the document enclosure option applicant can view the uploaded document and print the document.

### Application Print preview

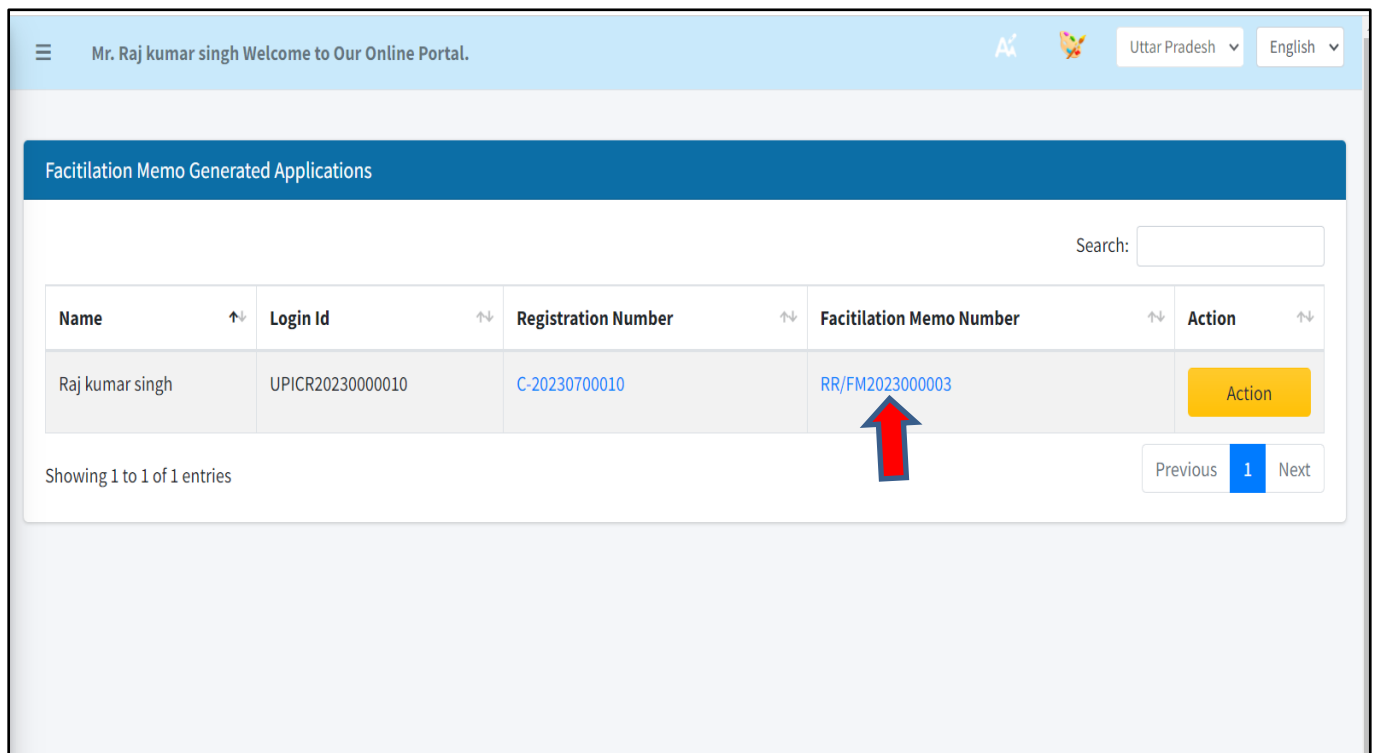
Uttar Pradesh Information Commission		Complaint and Appeal Tracking System			
Mr. Anand Shukla Welcome to Our Online Portal.				Uttar Pradesh  English 	
Welcome UPR20230000003		Old File Number :- S06/A/0009/2023		Registration Number :- A-20230700006	
		<b>UTTAR PRADESH INFORMATION COMMISSION</b> <b>Order Recall Application Under Rule - 12 of the Uttar Pradesh</b> <b>Information Officer Rules, 2015</b> <b>Restorartion Registration Number - P-20231000008</b>			
Applicant's Name (in English)		Anand Shukla			
Applicant's Name (in Hindi)		रमेश शुक्ला			
<b>Details of File</b>					
Address		कल्याणपुर			
Mobile Number		9876543210			
Email		anadrameshshukla@gmail.com			
<b>Public Information Officer Details</b>					
Public Information Officer Details		अनुज श्रीवास्तव			
Address		जन सूचना अधिकारी कार्यालय - कृषि निदेशालय			
Mobile Number		7836895244			
Email		pio@gmail.com			
<b>Order Recall Details</b>					
Disposal date of final order		18-07-2023			
Whether the said order has been passed without hearing the applicant, despite no fault of the applicant?		Yes			
Whether the hearing and disposal of the case has been done by the Commission on a date other than the due date?		Yes			
If so, whether the applicant could not appear in the said hearing even though he was not at fault?		No			
Date of information of the said order to the applicant		08-08-2023			
Base of Order return		test			
Remarks		test			
<b>Declaration</b>					
 I, <b>Anand Shukla</b> Son/Daughter/Wife of Shri <b>सुशील शुक्ला</b> resident of <b>कल्याणपुर</b> do hereby declare that I have not filled any other Recall (Order Recall (Rule - 12)) application against the order in question and to the best of my knowledge and belief, the particulars provided in this application are true and correct and I have not suppressed any material fact.					
<b>Documents Enclosure</b>					
Final Order Copy		 View Document			
Other forms on which the order withdrawal application relies		 View Document			
Content provided & maintained by Uttar Pradesh Information Commission.					

## 7.6 Facilitation Memo Generated Application

After the facilitation memo is generated against an any application registration number, the applicant receives a SMS regarding the rejection of their application. The applicant then needs to go to their dashboard and click on the "Facilitation Memo Generated Application" option.



After clicking on the "Facilitation Memo Generated Application", the applicant can click on the "Facilitation Memo number" to view the Facilitation Memo.



Name	Login Id	Registration Number	Facilitation Memo Number	Action
Raj kumar singh	UPICR20230000010	C-20230700010	RR/FM2023000003	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

Page 41 of 82

The applicant can view previously filled application details by clicking on application registration number

Mr. Raj kumar singh Welcome to Our Online Portal.

Uttar Pradesh English

Facilitation Memo Generated Applications

Search:

Name	Login Id	Registration Number	Facilitation Memo Number	Action
Raj kumar singh	UPICR20230000010	C-20230700010	RR/FM2023000003	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

The applicant is required to click on the "Action" button to open the editable application form.

Mr. Raj kumar singh Welcome to Our Online Portal.

Uttar Pradesh English

Facilitation Memo Generated Applications

Search:

Name	Login Id	Registration Number	Facilitation Memo Number	Action
Raj kumar singh	UPICR20230000010	C-20230700010	RR/FM2023000003	Action

Showing 1 to 1 of 1 entries

Previous 1 Next

The applicant needs to edit necessary details as per the instructions given in the facilitation memo, upload the required documents, and then click on the "Submit" button.

# COMPLAINT & APPEAL TRACKING SYSTEM FOR UTTAR PRADESH STATE INFORMATION COMMISSION

## Important Instructions

### Complaint (Complaint Under Section 18 of the Right to Information Act, 2005)

All (\*) marked fields are mandatory.

#### Complainant's Particulars

Name : Raj kumar singh	Gender : Male	State : UTTAR PRADESH	District : AMROHA	Block : AMROHA
Town/Village : गौडा	Pincode : 271504	Mobile Number : 9956297578	Email : singh@123gmail.com	Address : गौडा

#### Action Taken by Public Information Officer(PIO)

Answer of P.I.O.\*

Date of PIO Reply

[View Document](#)

[Edit](#)

#### Department

Department Name\*

PIO Location\*

Office\*

Public Information Officer Details\*

#### Details of Request for obtaining information under section 6(1) of RTI Act, 2005

Date of RTI application under section 6(1)\*

Is the Applicant below poverty line?\*

#### Mode of RTI application under section 6(1)\*

☒ Online

☐ Offline

RTI Application No.\*

Transaction ID.\*

#### Public Information Officer Details

Address\*

Pincode\*

Name

Mobile Number

Email

#### Details of First Appeal under Section 19(1) of the Right to Information Act, 2005

Date of First Appeal application under Section 19(1)

Answer of First Appellate Authority (FAA)

Date of Order

Copy of Order (Upload PDF only and allowed size 2MB)

No file chosen

Address

Pincode

Name

Mobile Number

Email

#### Remarks

Relief sought under Section 18 (Complaint) of the Right to Information Act, 2005\*

#### Documents Enclosure

Copy of RTI Application

[Edit](#)

[View Document](#)

Copy of First Appeal

[Edit](#)

[View Document](#)

Copy of Complaint

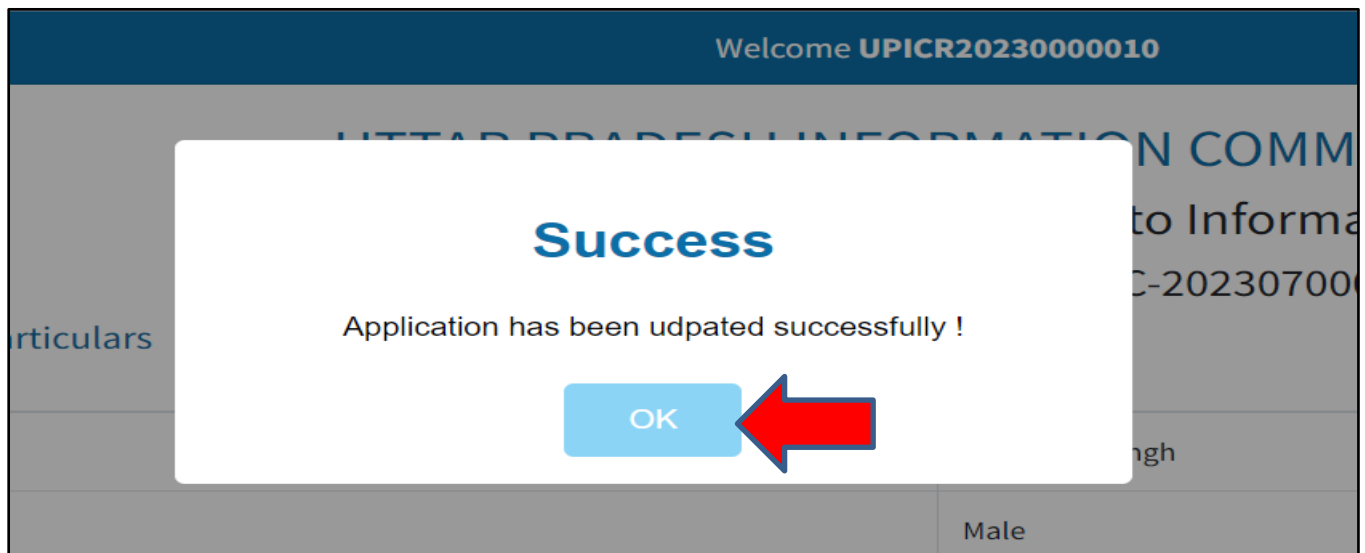
[Edit](#)

[View Document](#)

#### Declaration

☒ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

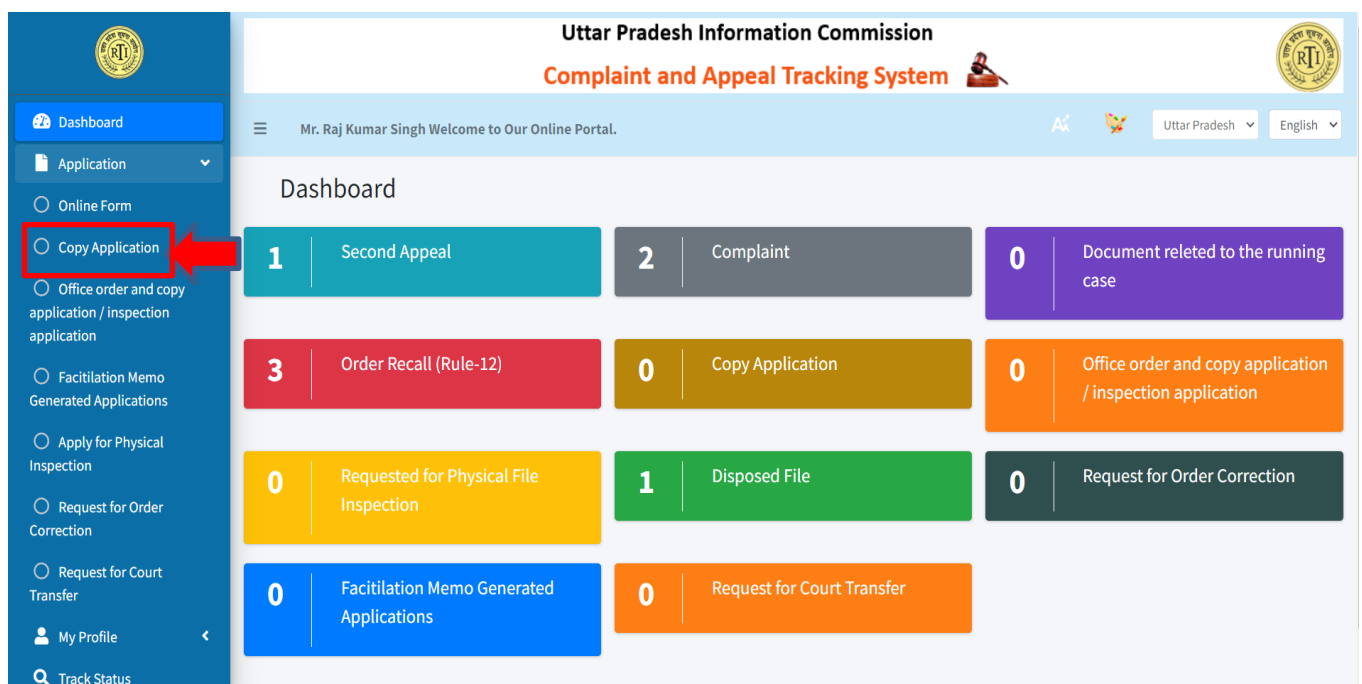
After submission of the application, a success alert gets displayed on the screen.



## 7.7 Copy Application

**Note:** The applicant can only fill out the application form copy after the first hearing has been done of any application.

To fill online copy application, citizen has to click on “**Copy Application**” in the side bar menu under the application option.



Applicant can fill Copy Application by choosing one of three following options:

- File number



- Application registration number
- Diary number

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Important Instructions

Apply For Copy Required

☐ File Number
 ☒ Registration Number
 ☐ Diary Number

Search Reset

Content provided & maintained by Uttar Pradesh Information Commission.

While choosing the option, an input box will be opened. Suppose applicant chooses application registration number option then applicant has to choose application registration number and click on the “Search” button.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Important Instructions

Apply For Copy Required

☐ File Number
 ☒ Registration Number
 ☐ Diary Number

C-20230600008

Search Reset

Content provided & maintained by Uttar Pradesh Information Commission.

After Clicking on search button, copy application form will be open. After opening the form, applicant is required to select the required order date and then click on other documents button if required any other documents.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

**Application for receipt of copy of final / interim order and other forms passed in complaint / second appeal / order recall(rule-12) application**

1. Complaint Registration Number	C-20230600008
2. File Number	S06/C/0005/2023
3. Complainant	Anand Shukla
4. Designation and Address of Public Information Officer	Agriculture Department , Kanpur Division
5. Adjudicated or undecided	
6. Name of State Information Commissioner with whom the matter is pending or by whom the final order has been passed.	Shri Ajaya Kumar Uprety
7. Date and details of the order whose copy is desired (interim / final)	<input checked="" type="checkbox"/> <b>Order Date :</b> 27-06-2023 <b>Order Type :</b> Final Order <input type="checkbox"/> <b>Other Documents</b>
8. Date and details of other forms/records desired (including number of pages)	
9. Mode of Copy Receive	<input type="radio"/> IN PERSON <input type="radio"/> BY DAK

I **Anand Shukla** declare that a copy of the above order/form, whose copy is sought, has not been received more than once in the past by me or my authorized representative. Other Forms / Records (Page No. required fee (₹) ) the court fee has been paid by me through stamp.

Content provided & maintained by Uttar Pradesh Information Commission.

After clicking on the other documents button applicant can view and click on check boxes corresponding to that documents which is required and click on close button.

After clicking on the "other documents" button, the applicant can view all the documents related to the file and select the checkboxes corresponding to the documents that are required. They can then click on the "close" button.

## COMPLAINT & APPEAL TRACKING SYSTEM FOR UTTAR PRADESH STATE INFORMATION COMMISSION

Other Documents

Sno	Form Description	Form Date	Select Document	View
1	Copy of Complaint	27-06-2023	<input type="checkbox"/>	<a href="#">View</a>
2	Copy of RTI Application	27-06-2023	<input checked="" type="checkbox"/>	<a href="#">View</a>
3	Copy of PIO Reply	27-06-2023	<input type="checkbox"/>	<a href="#">View</a>
4	Copy of First Appeal	27-06-2023	<input type="checkbox"/>	<a href="#">View</a>
5	Marked Check List	27-06-2023	<input checked="" type="checkbox"/>	<a href="#">View</a>
6	KOF Document	19-07-2023	<input type="checkbox"/>	<a href="#">View</a>
7	KOF Document	19-07-2023	<input type="checkbox"/>	<a href="#">View</a>
8	KOF Document	19-07-2023	<input type="checkbox"/>	<a href="#">View</a>
9	KOF Document	16-08-2023	<input type="checkbox"/>	<a href="#">View</a>

Close

Click on close button

To continue applicant need to choose mode of copy receive and then click on submit button.

**Uttar Pradesh Information Commission**  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Application for receipt of copy of final / interim order and other forms passed in complaint / second appeal / order recall(rule-12) application

1. Complaint Registration Number: C-20230600008

2. File Number: S06/C/0005/2023

3. Complainant: Anand Shukla

4. Designation and Address of Public Information Officer: Agriculture Department , Kanpur Division

5. Adjudicated or undecided:

6. Name of State Information Commissioner with whom the matter is pending or by whom the final order has been passed: Shri Ajaya Kumar Uprety

7. Date and details of the order whose copy is desired (interim / final):  
☒ Order Date : 27-06-2023  
☐ Order Type : Final Order

8. Date and details of other forms/records desired (including number of pages):  
[Other Documents](#)

Form Date	Form Description	Number of Pages
27-06-2023	Copy of RTI Application	3
27-06-2023	Marked Check List	3

9. Mode of Copy Receive: ☐ IN PERSON ☐ BY DAK

I Anand Shukla declare that a copy of the above order/form, whose copy is sought, has not been received more than once in the past by me or my authorized representative.  
 Other Forms / Records (Page No. 6 required fee (₹ 12) ) the court fee has been paid by me through stamp.


[Submit](#) [Cancel](#)

Click on "Sumit" button

Content provided & maintained by Uttar Pradesh Information Commission.

### Fees submission –

After clicking on the submit button, the application will be put on hold for fee payment with the fee details. To pay the fees, click the "Pay Fees" button, which will open the fees payment page.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**


Mr. Anand Shukla Welcome to Our Online Portal.
Uttar Pradesh
English

Application for receipt of copy of final / interim order and other forms passed in complaint / second appeal / order recall(rule-12) application

Application for receipt of copy of final / interim order and other forms passed in complaint / second appeal / order recall(rule-12) application

to <b>Registrar</b> UP Information Commission, Lucknow  Sir, Kindly provide the following copy to the applicant-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><b>Copy Application Registration No.:</b></td> <td>D-171020230002</td> </tr> <tr> <td><b>Date:</b></td> <td>17-10-2023</td> </tr> </table>	<b>Copy Application Registration No.:</b>	D-171020230002	<b>Date:</b>	17-10-2023
<b>Copy Application Registration No.:</b>	D-171020230002				
<b>Date:</b>	17-10-2023				

1.	Complaint Registration Number	C-20230600008
2.	File Number	2023S06C0005
3.	Complainant	Anand Shukla
4.	Designation and Address of Public Information Officer	Agriculture Department , Kanpur Division
5.	Adjudicated or undecided	
6.	Name of State Information Commissioner with whom the matter is pending or by whom the final order has been passed.	Shri Ajaya Kumar Uprety
7.	Date and details of the order whose copy is desired (interim / final)	27-06-2023 / Final Order
8.	Date and details of other forms/records desired (including number of pages)	

Form Date	Form Description	Number of Pages
27-06-2023	Copy of RTI Application	3
27-06-2023	Marked Check List	3

9.	Mode of Copy Receive	IN PERSON
----	----------------------	-----------

I **Anand Shukla** declare that a copy of the above order/form, whose copy is sought, has not been received more than once in the past by me or my authorized representative. Other Forms / Records (Page No. 6 required fee (₹ 12.00 ) the court fee has been paid by me through stamp.

**Date of application:** 17-10-2023

<b>Applicant's full name</b>	Anand Shukla	<b>Order Fee</b>	₹ 10.00
<b>Applicant's mobile number</b>	9876543210	<b>Other Form Fee</b>	₹ 12.00
<b>Full Address of the applicant</b>	कल्याणपुर	<b>Dak Fee</b>	---
<b>Total</b>			₹ 22.00

Fee Payment

Click here

Content provided &amp; maintained by Uttar Pradesh Information Commission.

After fees payment has been done successfully, the applicant can click on the "pay fees" button.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

**Fee Payment**

Pay For Copy

☒ Online

Applicant Name : Anand Shukla

Applicant's mobile number : 9876543210

Registration Number : C-20230600008

Diary Number : D-171020230002

Fee (In Rs.) : 22.00

Pay Fee Cancel

After fees payment done applicant receives unique diary number for track the application.

Success

Application for Demand Copy is submitted sucessfully

OK


After submitting the application, a print preview of the application will be displayed. The applicant can download or print it for future use.

## Copy Application Acknowledgement View


**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**


Mr. Anand Shukla Welcome to Our Online Portal.
Uttar Pradesh
English

Back
Print



**UTTAR PRADESH INFORMATION COMMISSION**  
 Application for receipt of copy of final / interim order and  
 other forms passed in complaint / second appeal / order  
 recall(rule-12) application  
 Diary Number - D-171020230002



to  
**Registrar:**  
 UP Information Commission,  
 Lucknow

**Copy Application Registration No.:** D-171020230002  
**Date:** 17-10-2023

Sir,  
Kindly provide the following copy to the applicant-

1.	<b>Complaint Registration Number</b>	C-20230600008
2.	<b>File Number</b>	2023S06C0005
3.	<b>Complainant</b>	Anand Shukla
4.	<b>Designation and Address of Public Information Officer</b>	Agriculture Department , Kanpur Division
5.	<b>Adjudicated or undecided</b>	
6.	<b>Name of State Information Commissioner with whom the matter is pending or by whom the final order has been passed.</b>	Shri Ajaya Kumar Uprety
7.	<b>Date and details of the order whose copy is desired (Interim / final)</b>	27-06-2023 / Final Order
8.	<b>Date and details of other forms/records desired (including number of pages)</b>	

Form Date	Form Description	Number of Pages
27-06-2023	Copy of RTI Application	3
27-06-2023	Marked Check List	3

**9. Mode of Copy Receive**

IN PERSON

**Fee Payment Details**

Order Fee	₹ 10.00
Other Form Fee	₹ 12.00
Dak Fee	---
<b>Total</b>	₹ 22.00
वैक संदर्भ संख्या	XYZ
शुल्क भुगतान स्थिति	Success

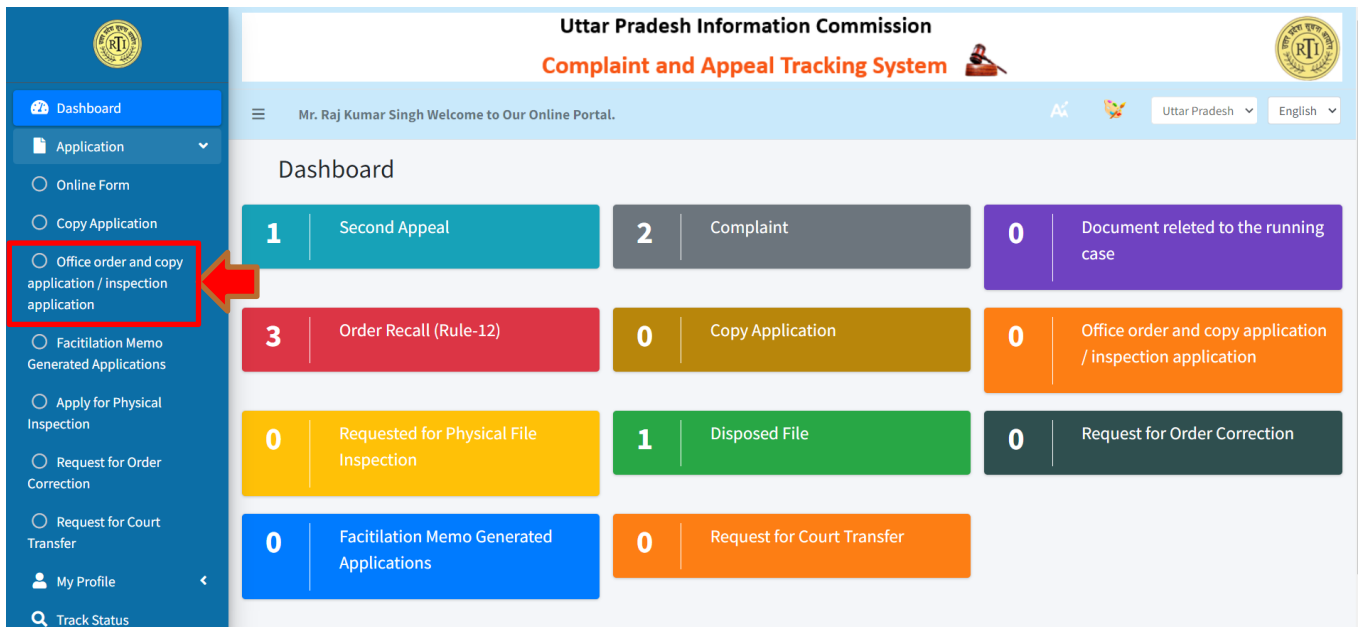
**Date of application:** 17-10-2023

<b>Applicant's full name</b>	Anand Shukla
<b>Applicant's mobile number</b>	9876543210
<b>Full Address of the applicant</b>	कल्याणपुर

Content provided &amp; maintained by Uttar Pradesh Information Commission.

## 7.8 Application for Office order and copy application/inspection application.

To fill the Application form for Office order and copy application/inspection application, citizen has to click “**Office order and copy application/inspection application**” in the side bar menu.



Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

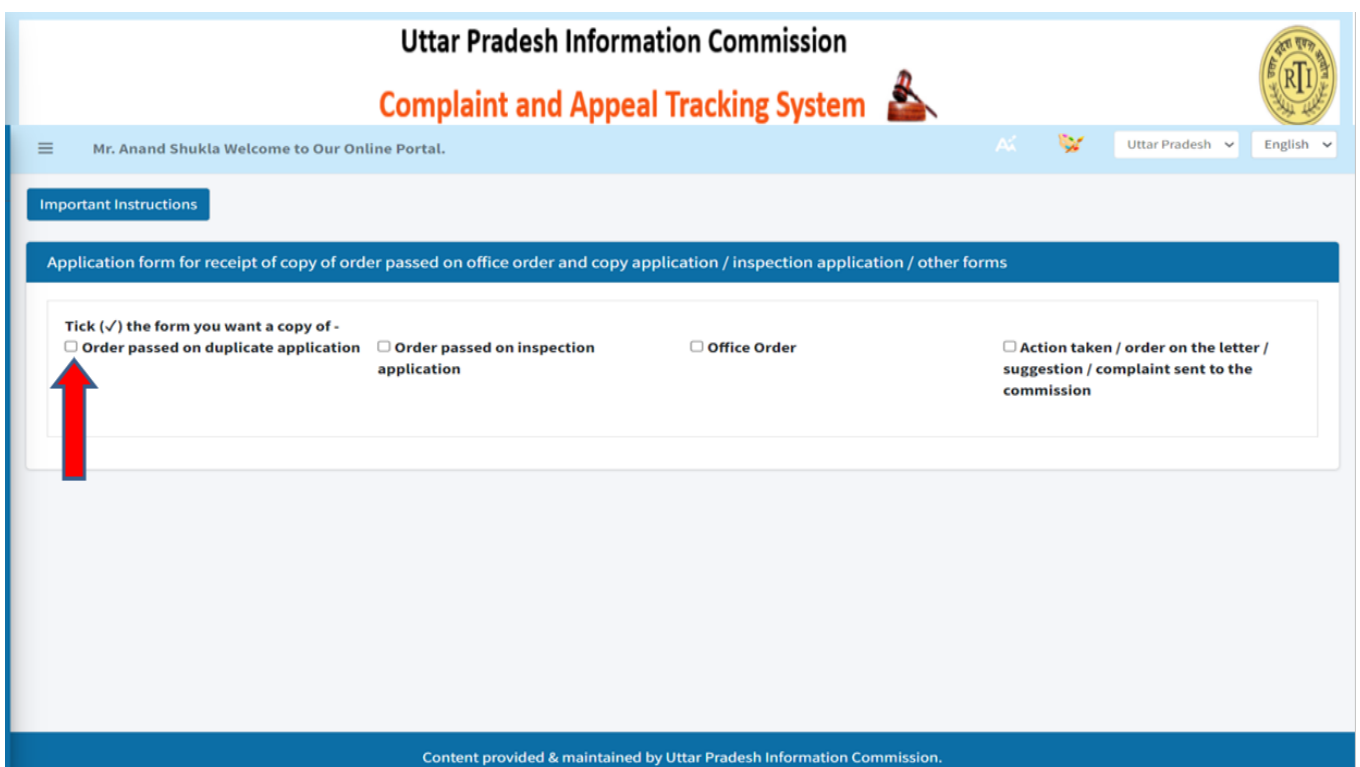
Mr. Raj Kumar Singh Welcome to Our Online Portal.

Uttar Pradesh English

Dashboard

1	Second Appeal	2	Complaint	0	Document related to the running case
3	Order Recall (Rule-12)	0	Copy Application	0	Office order and copy application / inspection application
0	Requested for Physical File Inspection	1	Disposed File	0	Request for Order Correction
0	Facilitation Memo Generated Applications	0	Request for Court Transfer		

After clicking, four types of forms will appear. The applicant needs to click on the checkbox corresponding to the desired application to proceed.



Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

Important Instructions

Application form for receipt of copy of order passed on office order and copy application / inspection application / other forms

Tick (✓) the form you want a copy of -

☐ Order passed on duplicate application ☐ Order passed on inspection application ☐ Office Order ☐ Action taken / order on the letter / suggestion / complaint sent to the commission

Content provided & maintained by Uttar Pradesh Information Commission.

While choosing the option, an input box will be opened. Applicant will enter the application diary number and click on the “**Search**” button.

The screenshot shows a web portal for the Uttar Pradesh Information Commission. A modal window titled "Diary Number" is open, displaying an input field with the text "D-120720230005". Below the input field are two buttons: "Search" (highlighted with a red arrow) and "Cancel". The background shows a partially visible form with a header "Mrs. Vidya Shrivastava Welcome to Our Online Portal" and a section for selecting the type of application.

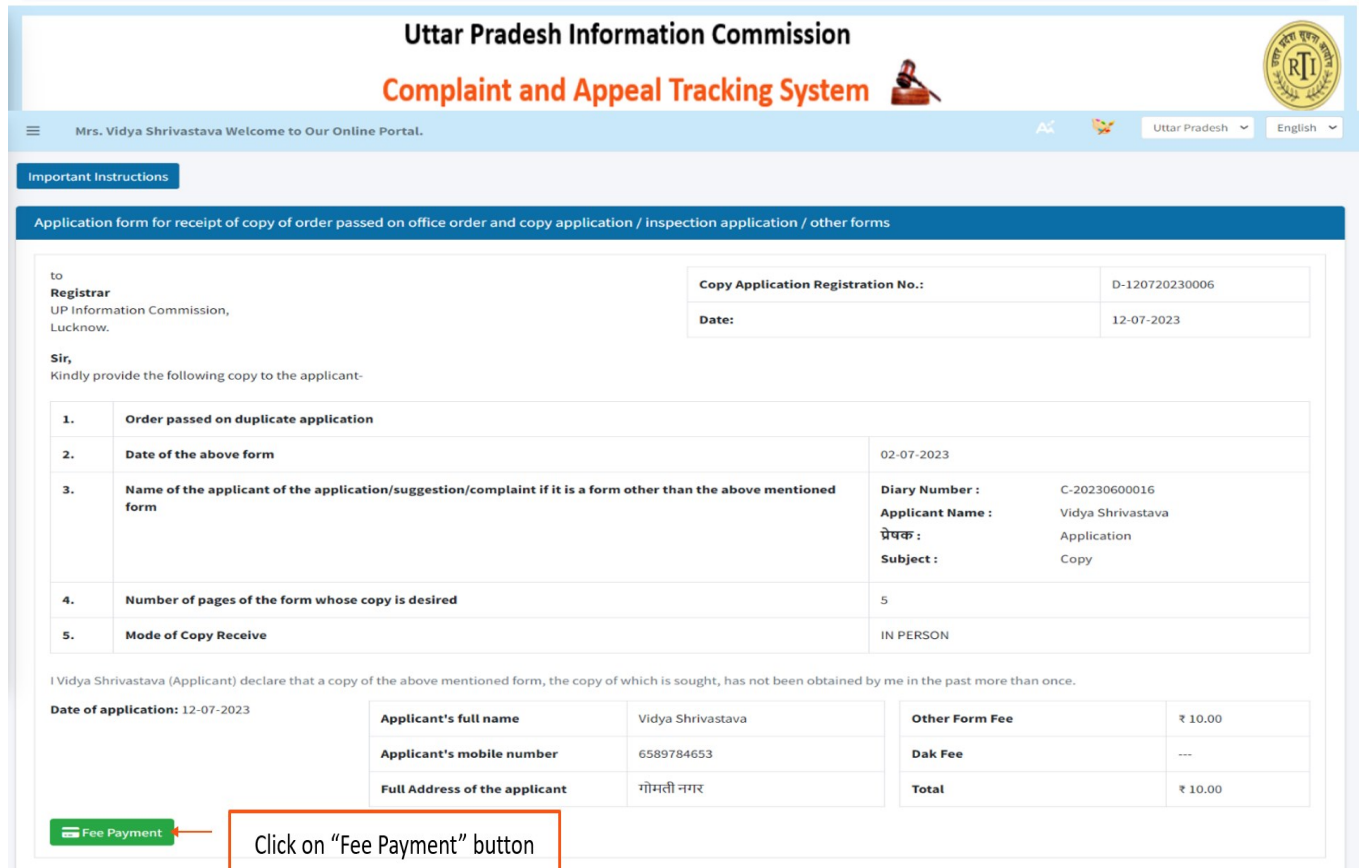
After Clicking on search button, Office order and copy application/inspection application form will be open. After opening the form, a citizen is required to enter all the necessary details and upload all the required documents and then click on the “**Submit**” button.

The screenshot shows the "Uttar Pradesh Information Commission Complaint and Appeal Tracking System" portal. The user is logged in as "Mr. Anand Shukla". The form is titled "Application form for receipt of copy of order passed on office order and copy application / inspection application / other forms". It includes a section for selecting the type of application, with "Order passed on duplicate application" selected. The form contains several fields for personal and application details, including a date field (02/07/2023), a registration number (C-20230600016), applicant name (Vidya Shrivastava), subject (Copy), and mode of copy receive (IN PERSON). A declaration statement is present at the bottom, and a red arrow points to the "Submit" button.



## Fees submission

After clicking on the submit button, the application will be put on hold for fee payment with the fee details. To pay the fees, the applicant needs to click the "Pay Fees" button, which will open the fees payment page.



**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mrs. Vidya Shrivastava Welcome to Our Online Portal.

Important Instructions

Application form for receipt of copy of order passed on office order and copy application / inspection application / other forms

to  
**Registrar**  
 UP Information Commission,  
 Lucknow.

**Copy Application Registration No.:** D-120720230006  
**Date:** 12-07-2023

**Sir,**  
 Kindly provide the following copy to the applicant-

1.	Order passed on duplicate application	
2.	Date of the above form	02-07-2023
3.	Name of the applicant of the application/suggestion/complaint if it is a form other than the above mentioned form	<b>Diary Number :</b> C-20230600016 <b>Applicant Name :</b> Vidya Shrivastava <b>प्रेषक :</b> Application <b>Subject :</b> Copy
4.	Number of pages of the form whose copy is desired	5
5.	Mode of Copy Receive	IN PERSON

I Vidya Shrivastava (Applicant) declare that a copy of the above mentioned form, the copy of which is sought, has not been obtained by me in the past more than once.

**Date of application:** 12-07-2023


<b>Applicant's full name</b>	Vidya Shrivastava	<b>Other Form Fee</b>	₹ 10.00
<b>Applicant's mobile number</b>	6589784653	<b>Dak Fee</b>	---
<b>Full Address of the applicant</b>	गोमती नगर	<b>Total</b>	₹ 10.00

**Fee Payment** Click on "Fee Payment" button

After fees payment has been done successfully, the applicant can click on the "pay fees" button.

Uttar Pradesh Information Commission

Complaint and Appeal Tracking System



Mr. Anand Shukla Welcome to Our Online Portal.

Uttar PradeshEnglish

Fee Payment

Pay For Copy

☒ Online

Applicant Name :

Vidya Shrivastava

Applicant's mobile number :

6589784653

Registration Number :

C-20230600016

Diary Number :

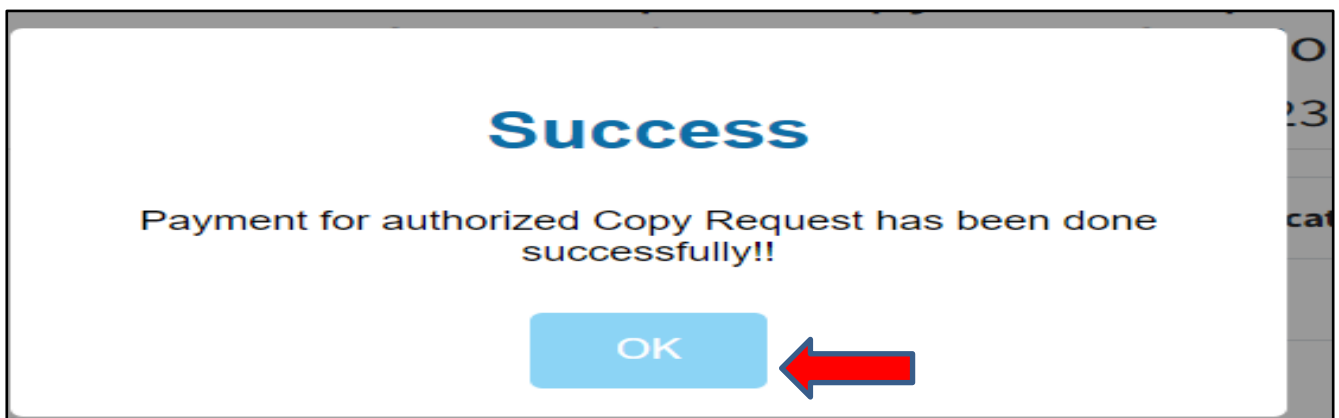
D-140920230002

Fee (In Rs.) :

4.00

Pay Fee

Cancel



After submission the fees, application print preview will be opened. Applicant can download or print it for future use.

In the document enclosure option applicant can view the uploaded document and print the document.

### Application Print Preview

## Uttar Pradesh Information Commission

### Complaint and Appeal Tracking System



Mrs. Vidya Shrivastava Welcome to Our Online Portal.



Uttar Pradesh

English

Print



### UTTAR PRADESH INFORMATION COMMISSION

Application form for receipt of copy of order passed on office order and copy application / inspection application / other forms

Diary Number - D-120720230006



to  
**Registrar**  
UP Information Commission,  
Lucknow.

Sir,  
Kindly provide the following copy to the applicant-

Copy Application Registration No.: D-120720230006

Date: 12-07-2023

1.	Order passed on duplicate application	
2.	Date of the above form	02-07-2023
3.	Name of the applicant of the application/suggestion/complaint if it is a form other than the above mentioned form	<p>Diary Number : C-20230600016</p> <p>Applicant Name : Vidya Shrivastava</p> <p>प्रेषक : Application</p> <p>Subject : Copy</p>
4.	Number of pages of the form whose copy is desired	5
5.	Mode of Copy Receive	IN PERSON

#### Fee Payment Details

Copy of Challan(Only PDF)

[View Document](#)

Date of application: 12-07-2023

Applicant's full name	Vidya Shrivastava
Applicant's mobile number	6589784653
Full Address of the applicant	गोमती नगर

## 7.9 Physical File Inspection

**Note:** The applicant can fill out the physical file inspection form only after obtaining the file number for the submitted application.

To fill the application for physical file inspection, applicant is required to click on Apply for physical file inspection in the side bar menu.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mr. Raj Kumar Singh Welcome to Our Online Portal.

Dashboard

1	Second Appeal	2	Complaint	0	Document releted to the running case
3	Order Recall (Rule-12)	0	Copy Application	0	Office order and copy application / inspection application
0	Requested for Physical File Inspection	1	Disposed File	0	Request for Order Correction
0	Facilitation Memo Generated Applications	0	Request for Court Transfer		

Left Sidebar Menu:

- Dashboard
- Application
  - Online Form
  - Copy Application
  - Office order and copy application / inspection application
  - Facilitation Memo Generated Applications
  - Apply for Physical Inspection**
  - Request for Order Correction
  - Request for Court Transfer
- My Profile
- Track Status

Applicant can fill Copy Application by choosing one of three following options:

- File number
- Application registration number
- Diary number

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**

Mr. Anand Shukla Welcome to Our Online Portal.

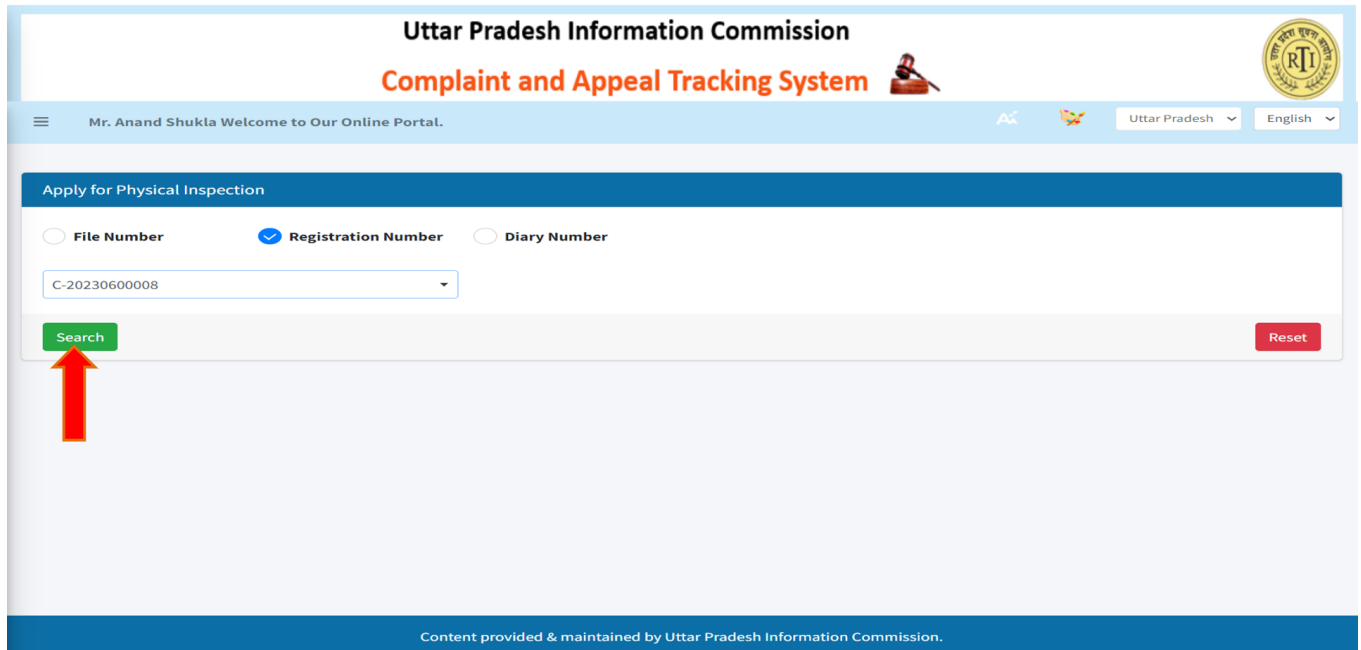
Apply for Physical Inspection

☐ File Number
 ☒ Registration Number
 ☐ Diary Number

Search Reset

Content provided & maintained by Uttar Pradesh Information Commission.

While choosing the option, an input box will be opened. Suppose applicant chooses application registration number option then applicant need to select application registration number and click on the “Search” button.



Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

Apply for Physical Inspection

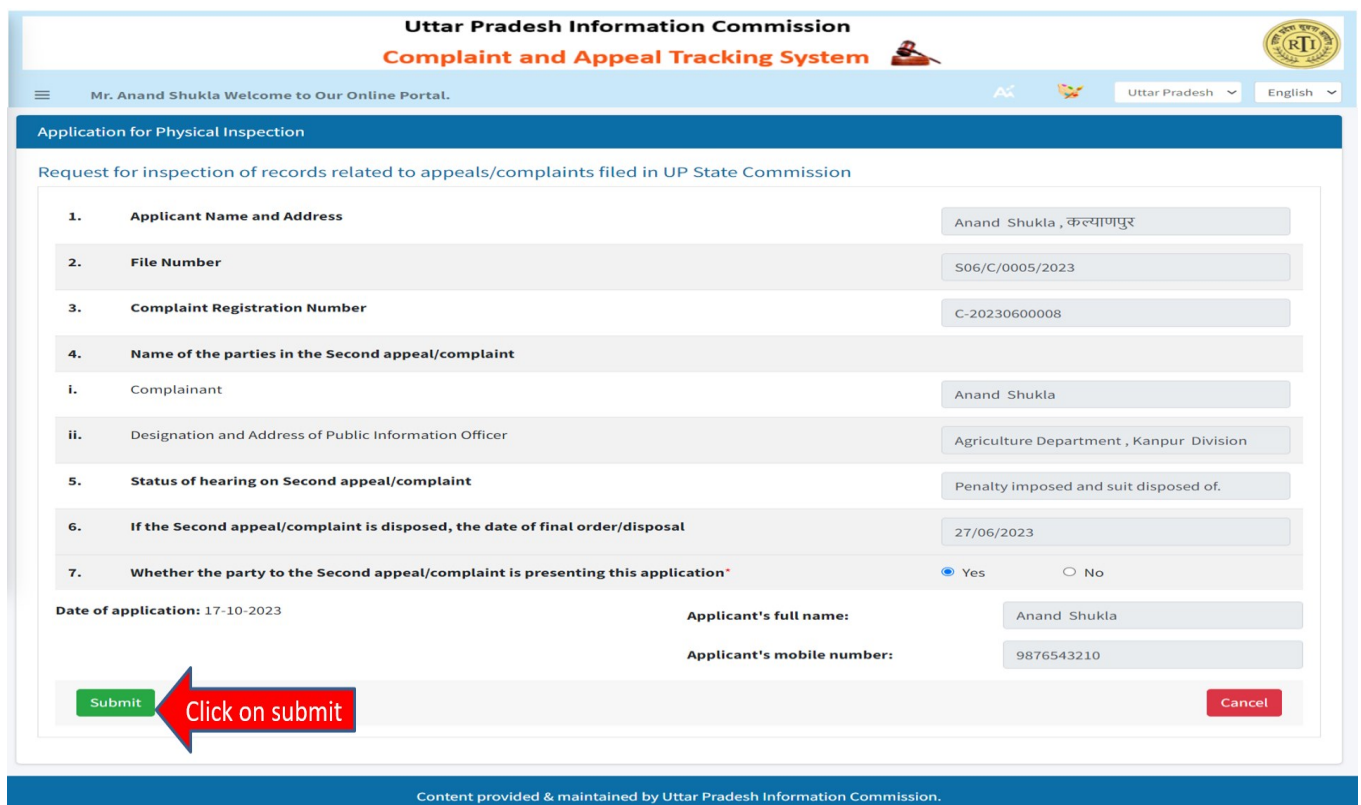
☐ File Number ☒ Registration Number ☐ Diary Number

C-20230600008

Search Reset

Content provided & maintained by Uttar Pradesh Information Commission.

Applicant is required to enter all the necessary details and upload all the required documents and then click on the “Submit” button.



Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Uttar Pradesh English

Application for Physical Inspection

Request for inspection of records related to appeals/complaints filed in UP State Commission

1. Applicant Name and Address: Anand Shukla , कल्याणपुर

2. File Number: S06/C/0005/2023

3. Complaint Registration Number: C-20230600008

4. Name of the parties in the Second appeal/complaint

i. Complainant: Anand Shukla

ii. Designation and Address of Public Information Officer: Agriculture Department , Kanpur Division

5. Status of hearing on Second appeal/complaint: Penalty imposed and suit disposed of.

6. If the Second appeal/complaint is disposed, the date of final order/disposal: 27/06/2023

7. Whether the party to the Second appeal/complaint is presenting this application\*: ☒ Yes ☐ No

Date of application: 17-10-2023

Applicant's full name: Anand Shukla

Applicant's mobile number: 9876543210

Submit Click on submit Cancel

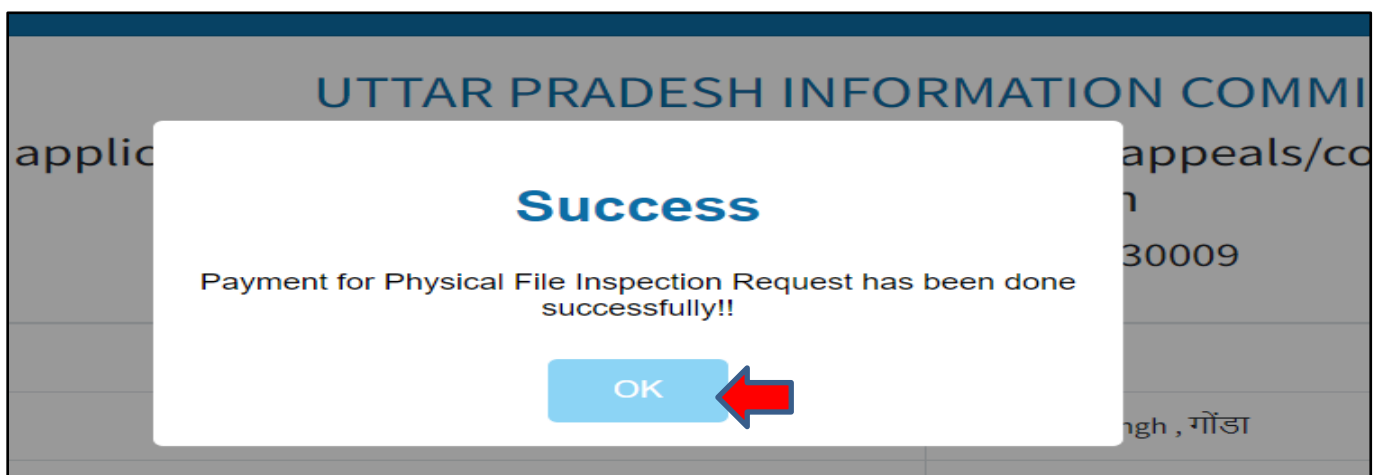
Content provided & maintained by Uttar Pradesh Information Commission.

After clicking on submit button fees payment page will open. Applicant need to choose mode of fees payment, either Online or offline, suppose applicant choose offline mode applicant is required to enter challan number and upload the challan copy then click on “pay fees” button.

The screenshot shows the 'Uttar Pradesh Information Commission Complaint and Appeal Tracking System' interface. A 'Fee Payment' modal is displayed with the following fields:

- Online** (selected mode)
- Applicant Name :** Anand Shukla
- Applicant's mobile number :** 9876543210
- Registration Number :** C-20230600008
- Diary Number :** D-171020230003
- Fee (In Rs.) :** 10

At the bottom of the modal, there is a green 'Pay Fee' button and a red 'Cancel' button. A red arrow points to the 'Pay Fee' button with the text 'Click on pay fee'.




After submission the fees, application print preview will be opened. Applicant can download or print it for future use.

In the document enclosure option applicant can view the uploaded document and print the document.

Applicant will receive a unique “Diary number” on his/her registered mobile number.

In the document enclosure option applicant can view the uploaded document and print the document.


## Application acknowledgement view

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**



Mr. Anand Shukla Welcome to Our Online Portal.
Uttar Pradesh
English

Back
Print

Welcome **UPICR20230000003**



**UTTAR PRADESH INFORMATION COMMISSION**  
 application for inspection of records related to  
 appeals/complaints filed in UP State Commission  
 Diary Number D-171020230003



1. Applicant's Particulars	
Applicant Name and Address	Anand Shukla , कल्याणपुर
2. Complaint Registration Number	C-20230600008
3. File Number	S06/C/0005/2023
4. Name of the parties in the Second appeal/complaint	
(i) Complainant	Anand Shukla
(ii) Designation and Address of Public Information Officer	
5. Status of hearing on Second appeal/complaint	Case has been disposed.
5. If the Second appeal/complaint is disposed, the date of final order/disposal	27-06-2023
6. Whether the party to the Second appeal/complaint is presenting this application	Yes

**Fee Payment Details**

वैक संदर्भ संख्या	XYZ	शुल्क भुगतान स्थिति	Success	Amount	10 Rs.

**Declaration**

✓ I hereby state that the information and particulars given above are true to the best of my knowledge and belief. I also declare that this matter is not previously filed with this commission nor is pending with any Court or tribunal or authority.

## 7.10 View Disposed Order and Notices

To view the generated orders and notices, Applicant should click on “Disposed File” tab on the dashboard. It will display the disposed orders list.

The dashboard displays the following statistics:

- 1 Second Appeal
- 2 Complaint
- 0 Document related to the running case
- 3 Order Recall (Rule-12)
- 0 Copy Application
- 0 Office order and copy application / inspection application
- 0 Requested for Physical File Inspection
- 1 Disposed File** (highlighted)
- 0 Request for Order Correction
- 0 Facilitation Memo Generated Applications
- 0 Request for Court Transfer

Click on notice button to view the generated notices.

The table displays the following data:

Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	Notice	Order	View
1	A-20230700013 S06/A/0016/2023	Raj Kumar Singh	Public Information Officer Office - Agriculture Directorate	12/07/2023	S-6	Final order passed and case disposed of.	Case has been disposed.	<b>Notice</b> Download Notices	<b>Order</b> Download Orders	<b>View</b> E-Book

Showing 1 to 1 of 1 entries


Navigation: Previous **1** Next

Here applicant see the notices and download them as required.



Uttar Pradesh Information Commission

### Notice

Sno	Notice No	Notice Type	Notice
1	202308S06N100003	First Notice	 Notice

Close

Number Name Respondent Date Room For Status

Click on “Order” button to view the generated orders.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

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Uttar Pradesh English

#### Application List for Disposed Files

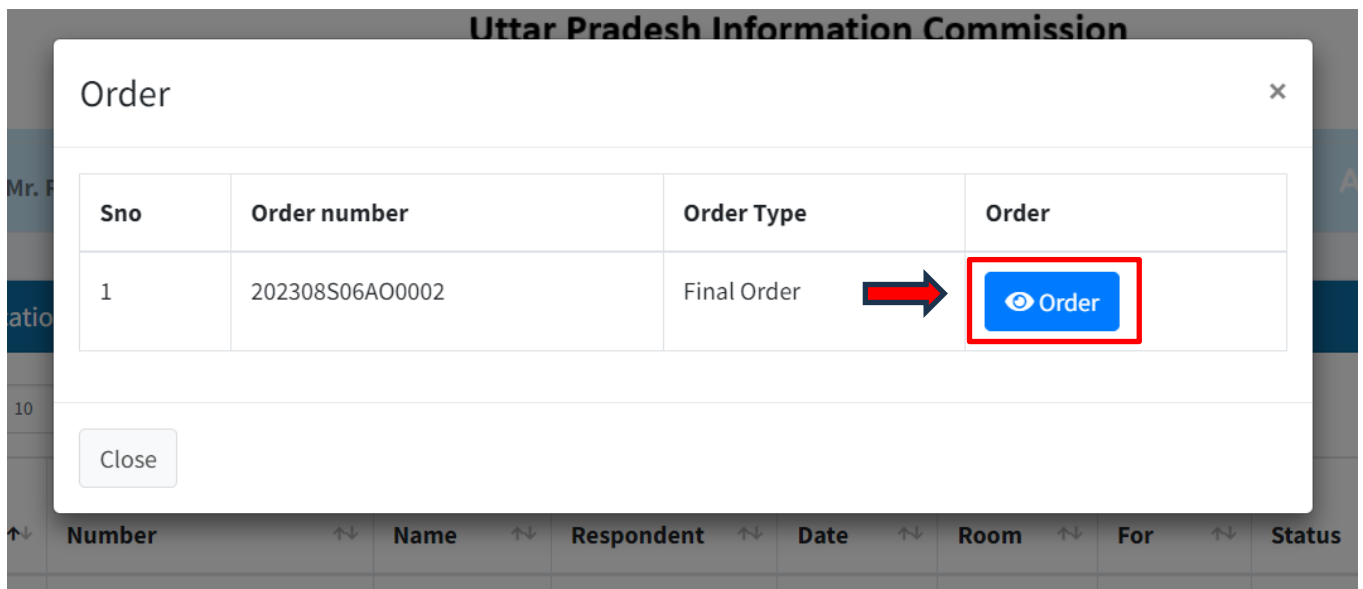
Show 10 entries Search:

Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	Notice	Order	View
1	A-20230700013 S06/A/0016/2023	Raj Kumar Singh	Public Information Officer Office - Agriculture Directorate	12/07/2023	S-6	Final order passed and case disposed of.	Case has been disposed.	<a href="#">Notice</a> <a href="#">Download Notices</a>	<a href="#">Order</a> <a href="#">Download Orders</a>	<a href="#">View</a> <a href="#">E-Book</a>

Showing 1 to 1 of 1 entries

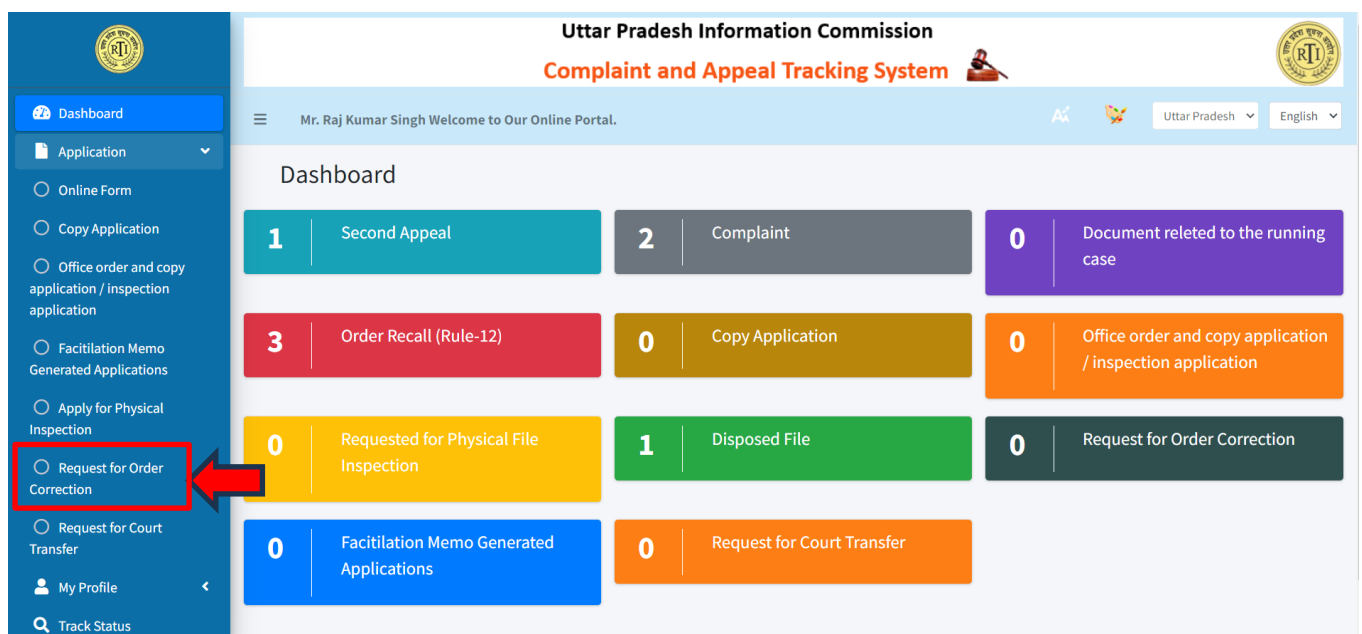
Previous 1 Next

Here the applicant can view the generated orders and download them as required.



## 7.11 Online Apply for Order correction

Applicant can request online for order correction; they need to click on “Request for order correction” in the side bar menu.



It will open an input box where the applicant needs to enter the order number for the specific order content they wish to modify. After entering the order number, they should click on the “Search” button.

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**Complaint and Appeal Tracking System**

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Uttar Pradesh English

**Important Instructions**

**Request for Order Correction**

Order number

Content provided & maintained by Uttar Pradesh Information Commission.

Upon clicking, order details will appear along with a text box. The applicant should enter their concerns into the text box and click on the "Submit" button.

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**Complaint and Appeal Tracking System**

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Uttar Pradesh English

**Important Instructions**

**Request for Order Correction**

Order number

Diary Number/ Registration Number	File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Status	Order	View
--- / A-20230700006	S06/A/0009/2023	Anand Shukla	Agriculture Directorate	07-07-2023	S-6	Case has been disposed.	<input type="button" value="Order"/>	<input type="button" value="View"/>

Remark

## Success

Order Correction Request Submitted Successfully !!

OK



### 7.12 Request for online court transfer

To request for online court transfer for the running case, applicant has to click on “**Request for court transfer**” in the side bar menu.

**Uttar Pradesh Information Commission**  
Complaint and Appeal Tracking System

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Uttar Pradesh English

**Dashboard**

1	Second Appeal	2	Complaint	0	Document related to the running case
3	Order Recall (Rule-12)	0	Copy Application	0	Office order and copy application / inspection application
0	Requested for Physical File Inspection	1	Disposed File	0	Request for Order Correction
0	Facilitation Memo Generated Applications	0	Request for Court Transfer		

**Side Bar Menu:**

- Dashboard
- Application
  - Online Form
  - Copy Application
  - Office order and copy application / inspection application
  - Facilitation Memo Generated Applications
  - Apply for Physical Inspection
  - Request for Order Correction
  - Request for Court Transfer**
- My Profile
- Track Status

Applicant can proceed by choosing one of three following options:

- File number
- Application registration number
- Diary number

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Complaint and Appeal Tracking System

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Request for Court Transfer

☐ File Number ☐ Registration Number ☐ Diary Number

Search Reset

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While choosing an option, an input box will open. Suppose the applicant chooses the option for application registration number, then they must select their application registration number and click on the "Search" button.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System

Mr. Anand Shukla Welcome to Our Online Portal.

Request for Court Transfer

☐ File Number ☒ Registration Number ☐ Diary Number


A-20230800022

Search Reset

Content provided & maintained by Uttar Pradesh Information Commission.

Upon clicking, case details will appear. The applicant should upload the document and select the court to which they want to transfer the case, then click on the "Submit" button.

**Uttar Pradesh Information Commission**  
**Complaint and Appeal Tracking System**



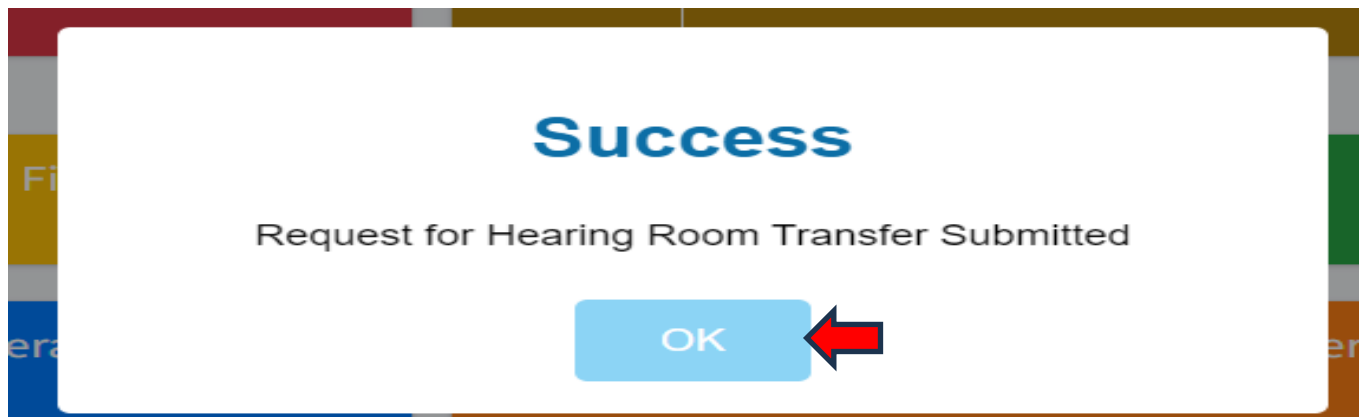
Mr. Anand Shukla Welcome to Our Online Portal. Uttar Pradesh English

**Request for Court Transfer** All (\*\*) marked fields are mandatory.

<b>Registration Number :</b>	A-20230800022	<b>File Number :</b>	S06/A/0018/2023
<b>Case Status</b>		<b>Hearing Status :</b>	
<b>Hearing Date :</b>	11/08/2023	Next hearing for transfer of Public Information Officer	
<b>Hearing Court :</b>	S-6		
<b>Details of File</b>			
<b>Appellant :</b>	Anand Shukla	<b>Address :</b>	कल्याणपुर
<b>Mobile Number :</b>	9876543210	<b>Email :</b>	anadrameshshukla@gmail.com
<b>Public Information Officer Details</b>			
<b>PIO :</b>	अनुज श्रीवास्तव	<b>Address :</b>	जन सूचना अधिकारी कार्यालय - कृषि निदेशालय

**Request for Court Transfer(Document Upload)** \* (Upload PDF only and allowed size 2MB) Choose File org\_structure\_hindi.pdf **Transfer to Court** Shri Bhawesh Kumar Singh (S-1)

Submit
Click on the "Submit" button.
Cancel



## 7.13 Online Report for Complaint Application

In this report, the Citizen can view complaint application reports, wherein, Citizen can check the status of application and click on view to open the application details.


Uttar Pradesh Information Commission									
Complaint and Appeal Tracking System									
Mr. Anand Shukla Welcome to Our Online Portal.									
All Complaint Application List									
<div>Print</div> <div>Search:</div>									
Sno	Diary Number/Registration Number	File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	View
1	--- C-20230600008	S06/C/0005/2023	Anand Shukla	Agriculture Department , Kanpur Division	27-06-2023	S-6	Penalty imposed and suit disposed of.	Case has been disposed.	<a href="#">View</a> <a href="#">E-Book</a>
2	--- C-20230800015	---	Anand Shukla	Agriculture Directorate	04-08-2023	---	---	Applicant uploaded documents and application forwarded to Scrutiny Officer.	<a href="#">View</a> <a href="#">E-Book</a>
3	--- C-20230800016	---	Anand Shukla	Agriculture Directorate	04-08-2023	---	---	Applicant uploaded documents and application forwarded to Scrutiny Officer.	<a href="#">View</a> <a href="#">E-Book</a>


## 7.14 Online Report for Appeal Application

In this report, the Citizen can view Appeal application reports, wherein, Citizen can check the status of application and click on view to open the application details.

Uttar Pradesh Information Commission



Complaint and Appeal Tracking System





☰

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Uttar Pradesh

English

All Second Appeal Application List

Show

10

entries

Search:

Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	View
1	--- A-20230600015 S06/A/0004/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग , कानपुर डिवीजन	27/06/2023	S-1	For further hearing.	Case number generated and case allotted to a court.	<div>View</div> <div>E-Book</div>
2	--- A-20230600014 S06/A/0003/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग , कानपुर डिवीजन	27/06/2023	S-6	Final order passed and case disposed of.	Case has been disposed.	<div>View</div> <div>E-Book</div>
3	--- A-20230600013	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग ,	27/06/2023	S-6	---	Application has been reverted by Alhmad	<div>View</div>

## 7.15 Report for Online KOF Application

In this report, the Citizen can view KOF application reports, wherein, Citizen can check the status of application and click on view to open the application details.

Uttar Pradesh Information Commission								
Complaint and Appeal Tracking System								
Mr. Anand Shukla Welcome to Our Online Portal.								
All KOF Application List								
Show	10	entries	Search:					
Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	View
1	D-160820230003 C-20230600008 S06/C/0005/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग, कानपुर डिवीजन	16/08/2023	S-6	Penalty imposed and suit disposed of.	KOF submitted by citizen and forwarded to scrutiny.	<a href="#">View</a>
2	D-190720230001 C-20230600008 S06/C/0005/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग, कानपुर डिवीजन	19/07/2023	S-6	Penalty imposed and suit disposed of.	KOF submitted by citizen and forwarded to the concern hearing officer.	<a href="#">View</a>
3	D-190720230002 C-20230600008 S06/C/0005/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग, कानपुर डिवीजन	19/07/2023	S-6	Penalty imposed and suit disposed of.	KOF submitted by citizen and forwarded to	<a href="#">View</a>

## 7.16 Report for Order Recall Rule-12 Application Report

In this report, the Citizen can view Order Recall Rule-12 application reports, wherein, Citizen can check the status of application and click on view to open the application details.

Uttar Pradesh Information Commission								
Complaint and Appeal Tracking System								
Mr. Anand Shukla Welcome to Our Online Portal.								
All Order Recall (Rule - 12) Application List								
Show	10	entries	Search:					
Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	View
1	--- P-20230700014 S06/P/0002/2023	Anand Shukla	NA	12/07/2023	S-6	Reinstatement application rejected.	Case has been disposed.	<a href="#">View</a>
2	--- P-20230600025 ---	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग, कानपुर डिवीजन	27/06/2023	---	---	Application approved by Scrutiny officer and application forwarded to Research Officer.	<a href="#">View</a>
3	--- P-20231000008 ---	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि निदेशालय	17/10/2023	---	---	Applicant uploaded documents and application forwarded to Scrutiny Officer.	<a href="#">View</a>



## 7.17 Report for Online Copy Application Report

In this report, the Citizen can view copy application reports, wherein, Citizen can check the status of application and click on view to open the application details.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System



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Uttar Pradesh
English

Application List for Demand Authorized Copy

Show 10 entries
Search:


Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fixed For	Status	View
1	D-171020230002 C-20230600008 S06/C/0005/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि विभाग, कानपुर डिवीजन	17/10/2023	S-6	Penalty imposed and suit disposed of.	Application for copy / office copy submitted and forwarded to the copy section.	<a href="#">View</a>
2	D-020820230001 A-20230700006 S06/A/0009/2023	Anand Shukla	जन सूचना अधिकारी कार्यालय - कृषि निदेशालय	02/08/2023	S-6	Penalty imposed and suit disposed of.	Application for copy / office copy submitted and forwarded to the copy section.	<a href="#">View</a>

Showing 1 to 2 of 2 entries
Previous 1 Next

## 7.18 Report for Online Physical File Application Report

In this report, the Citizen can view physical file application reports, wherein, Citizen can check the status of application and click on view to open the application details.

Uttar Pradesh Information Commission  
Complaint and Appeal Tracking System



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Uttar Pradesh
English

Application List for Physical Inspection Request

Show 10 entries
Search:

Sno	Diary/Registration/File Number	Applicant Name	Respondent	Applied Date	Hearing Room	Fee Payment	Fixed For	Status	View
1	D-010820230003 C-20230800002 S06/C/0014/2023	रमेश शुक्ला	जन सूचना अधिकारी कार्यालय - कृषि निदेशालय	01/08/2023	S-6	Fee Payment Done	Final order passed and case disposed of.	Application for physical file inspection submitted and forwarded to the concern hearing room.	<a href="#">View</a>
2	D-151220230001 A-20230700005 S06/A/0008/2023	रमेश शुक्ला	जन सूचना अधिकारी कार्यालय - उ०प्र० डास्प (कृषि विविधीकरण परियोजना)	15/12/2023	S-6	Fee Payment Not Done	For further hearing.	Fee payment is pending against your physical file inspection application	<a href="#">Fee Payment</a>

## 7.19 Track Status

To track the status of application, a citizen must click on "Track Status" button in the Sidebar Menu.

The screenshot displays the 'Uttar Pradesh Information Commission Complaint and Appeal Tracking System' dashboard. On the left sidebar, the 'Track Status' option is highlighted with a red box and an arrow. The main content area shows a 'Dashboard' with several colored tiles representing different application statuses:

- 1 Second Appeal
- 2 Complaint
- 0 Document related to the running case
- 3 Order Recall (Rule-12)
- 0 Copy Application
- 0 Office order and copy application / inspection application
- 0 Requested for Physical File Inspection
- 1 Disposed File
- 0 Request for Order Correction
- 0 Facilitation Memo Generated Applications
- 0 Request for Court Transfer

Select the type of application for which you would like to check the status.

The screenshot shows the 'Track Status' form. The 'Track Status Type\*' dropdown menu is open, showing the following options:

- Select--
- Second Appeal / Complaint / Order Recall
- Keep On File (K.O.F)
- Physical File Inspection
- Demand Authorized Copy
- Office Copy

The form also includes a 'Search' button and a 'Reset' button.

Applicant can track the application by choosing one of three following options:

- File number
- Application registration number
- Diary number

After choosing the option, an input box will be opened. Citizen shall enter the respective number and click on the “**Search**” button.

Application status gets displayed on your screen.

Applicant Name/ Login ID	Registration Number / Diary Number	File Number	कार्यवाही की तिथि	Status
Raj kumar singh /UPICR20230000010	A-20230700009	S06/A/0010/2023	11/07/2023	Applicant uploaded documents and application forwarded to Scrutiny Officer.
Raj kumar singh /UPICR20230000010	A-20230700009	S06/A/0010/2023	11/07/2023	Application approved by Scrutiny officer and application forwarded to Research Officer.
Raj kumar singh /UPICR20230000010	A-20230700009	S06/A/0010/2023	11/07/2023	Case number generated and case allotted to a court.
Raj kumar singh /UPICR20230000010	A-20230700009	S06/A/0010/2023	11/07/2023	Case number generated and case allotted to a court.

## 7.20 My Profile

### (a) View Profile

Applicants can view his profile details by clicking on the “**View Profile**” option available in the sidebar menu under my profile.

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**Complaint and Appeal Tracking System**

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Uttar Pradesh English

**Dashboard**

1	Second Appeal	2	Complaint	0	Document related to the running case
3	Order Recall (Rule-12)	0	Copy Application	0	Office order and copy application / inspection application
0	Requested for Physical File Inspection	1	Disposed File	0	Request for Order Correction
0	Facilitation Memo Generated Applications	0	Request for Court Transfer		

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Uttar Pradesh English

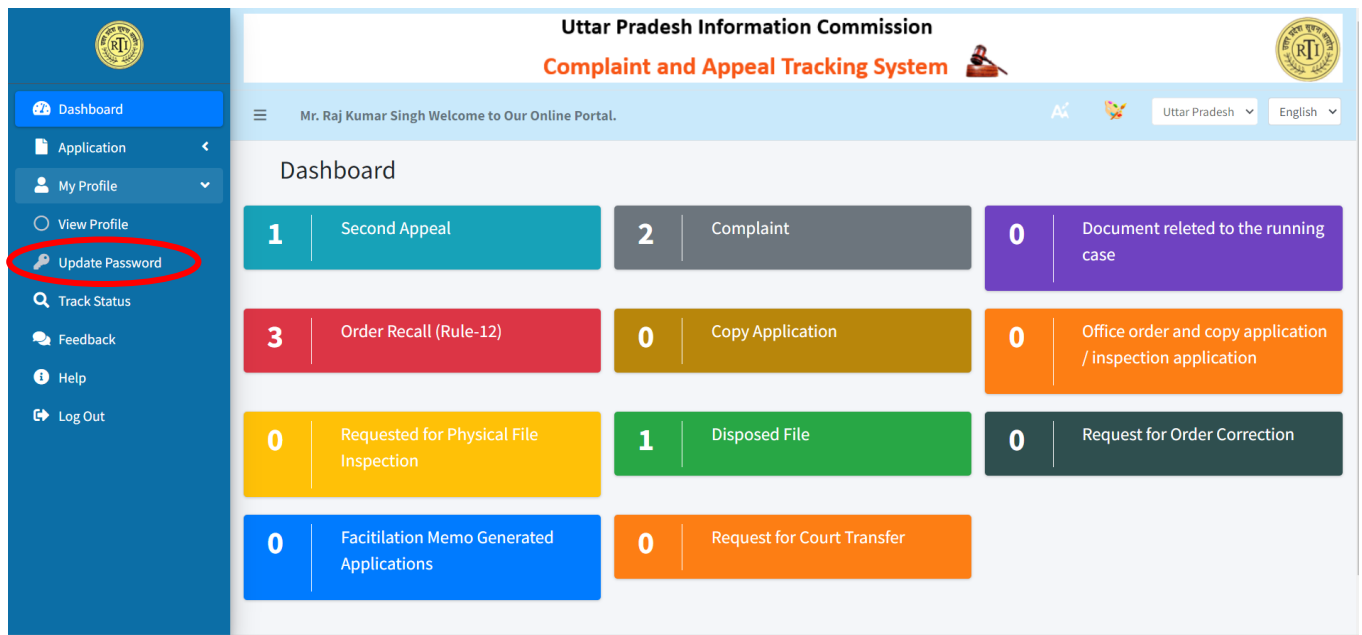
[← Go Back](#)

**View Profile**

Full Name	User Id	Email address	Mobile Number
Raj Kumar Singh	UPICR20230000011	singh@123gmail.com	9956297572

**(a) Change Password**

Applicants can change his/her password by clicking on the **“Change Password”** option available in the sidebar menu under my profile.

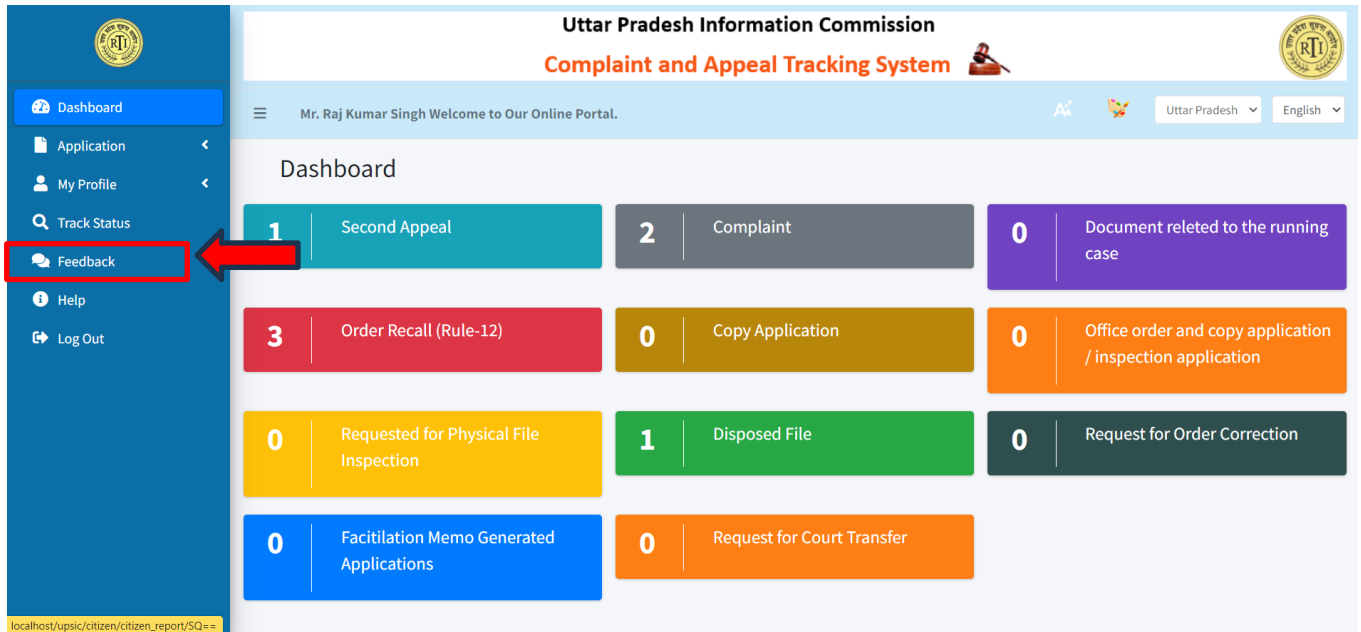


A citizen is required to enter Current password, new password, confirmed password and click on the **“Update Password”** button to successfully update his/her password.

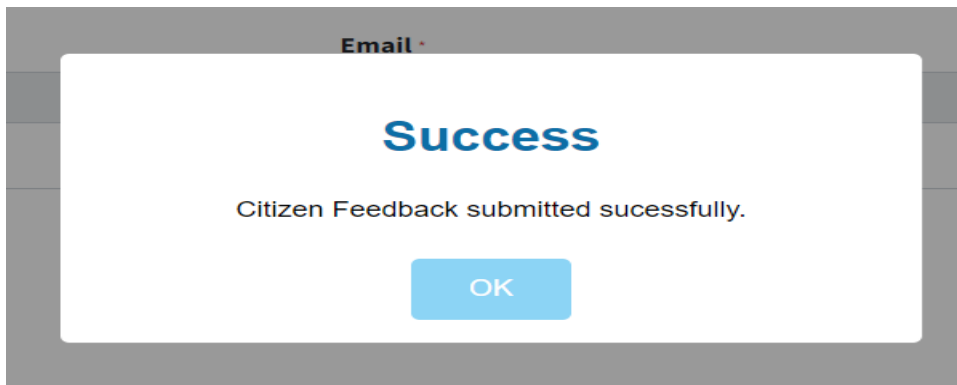
The screenshot shows the 'Update Password' form. It has a title bar 'Update Password' and three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field contains a masked password (\*\*\*\*\*). Below the fields are two buttons: 'Update Password' (highlighted with a red arrow) and 'Cancel'.

## 7.21 Feedback

If any citizen wishes to provide feedback, they can click on the "Feedback" option in the sidebar menu. This action will open an input box where the citizen can enter their feedback.

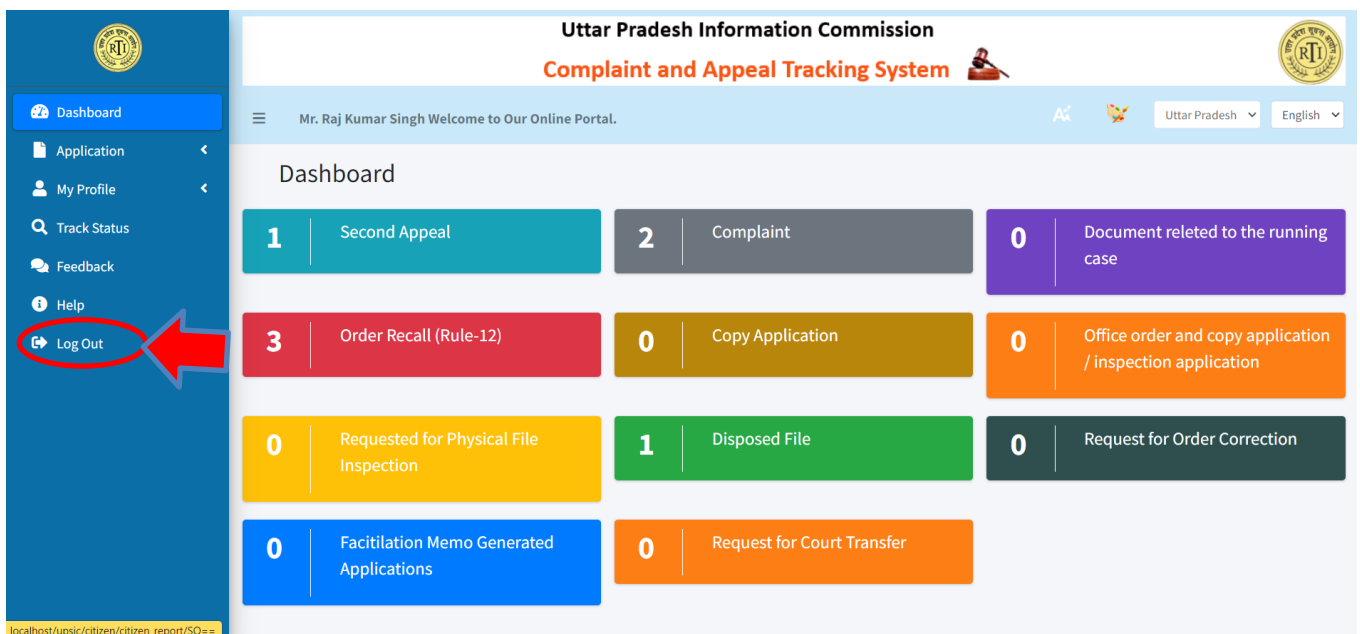


After entering the feedback, they enter the given captcha and click on the **submit** button



## 7.22 Logout

Click on **Logout** from Side bar for logout. It will redirect to login page.



## 8. FORGOT LOGIN-ID

If any applicant forgot their login id, he can get their login id by clicking on forgot login id.



Uttar Pradesh Information Commission  
Complaint & Appeal Tracking System

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**Register**

\*Provide valid email id and mobile number for further communication.  
Please Enter Registration Details in Hindi Except Applicant's Name (In English)

[Click to Apply](#)

**Login**

Your login id

Your password

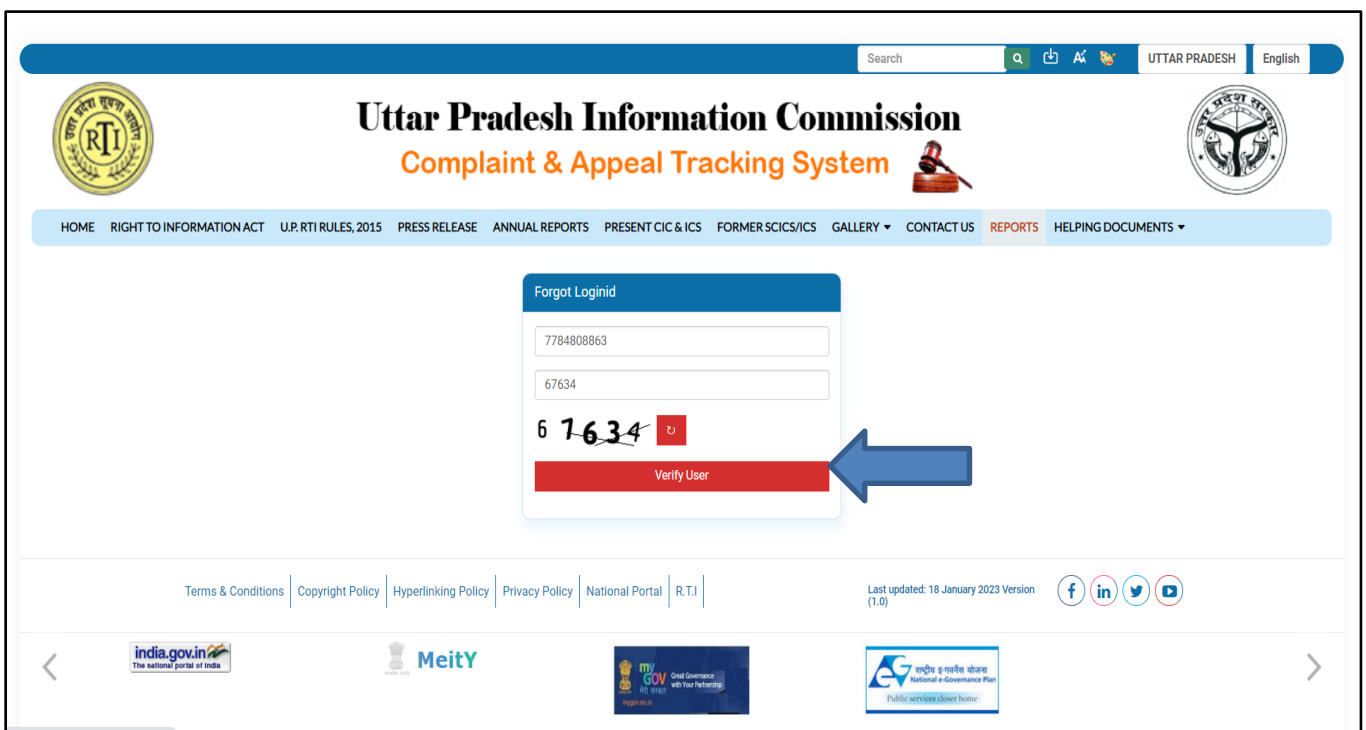
Enter Captcha

49712 u

[Login](#)

[Forgot Password ?](#) [Forgot Loginid?](#)

Applicant needs to enter the registered mobile number and enter the given captcha code then clicks on “verify user” button.



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**Forgot Loginid**

7784808863

67634

67634 u

[Verify User](#)

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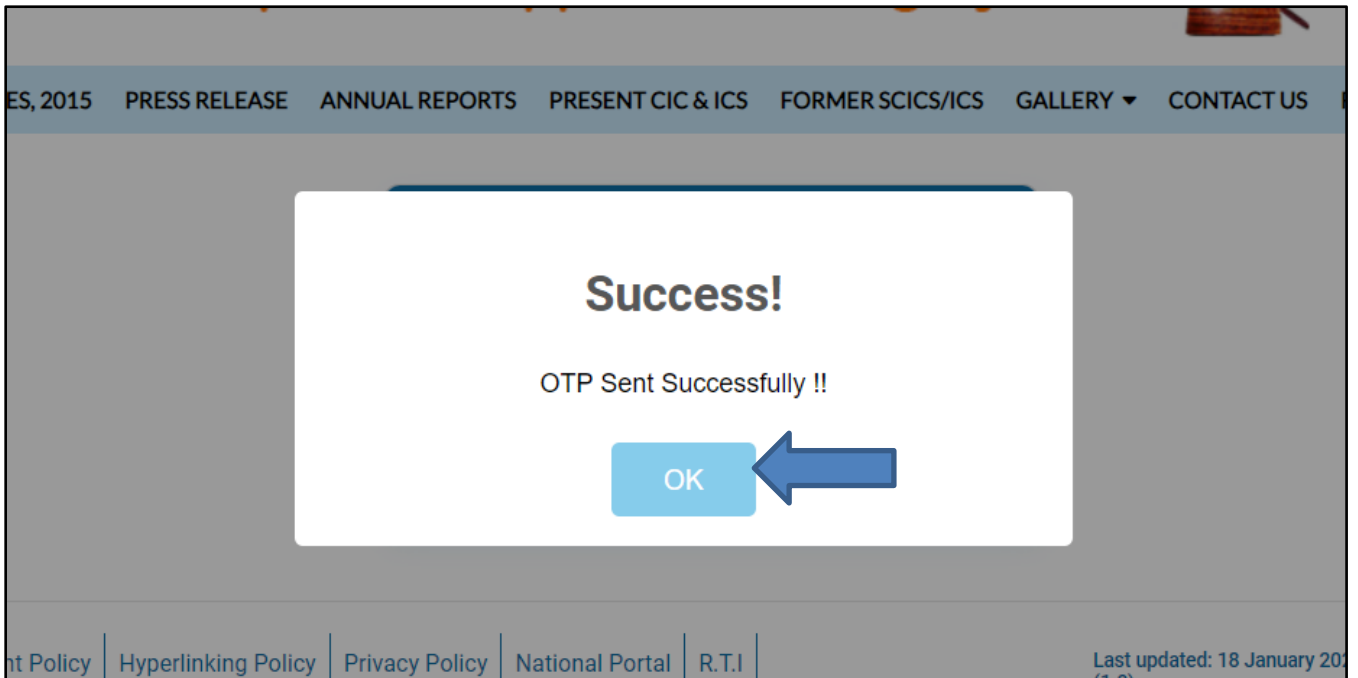
India.gov.in The national portal of India

MeitY

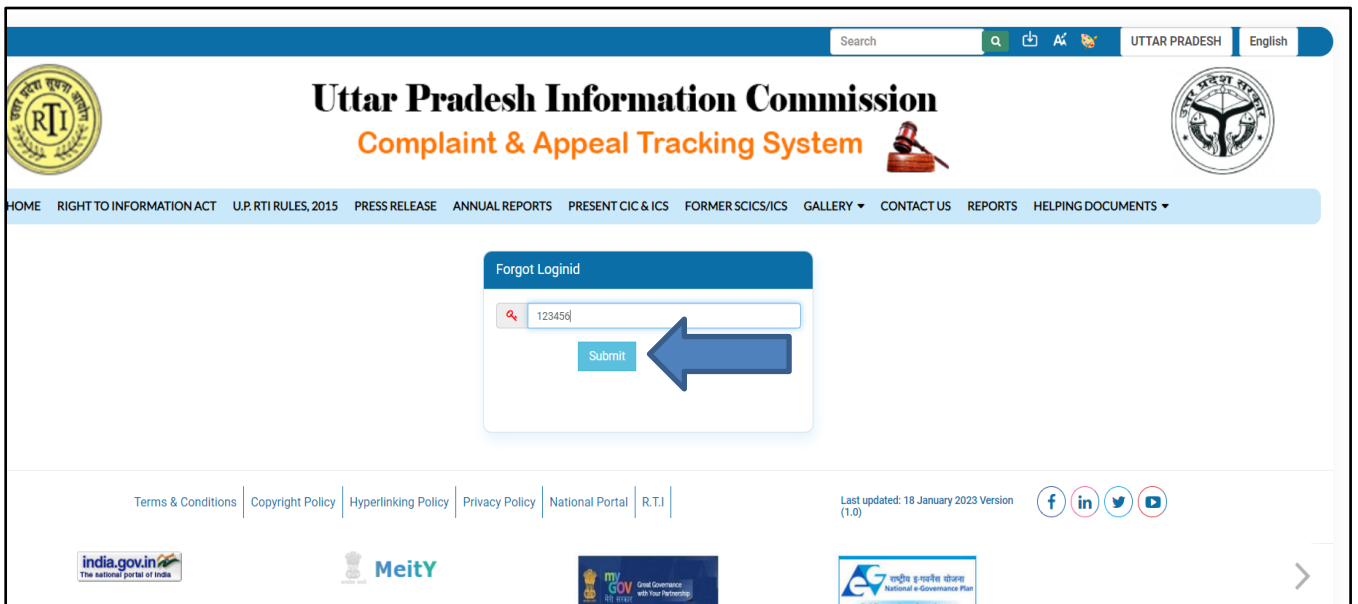
myGov e-Governance with Your Partnership

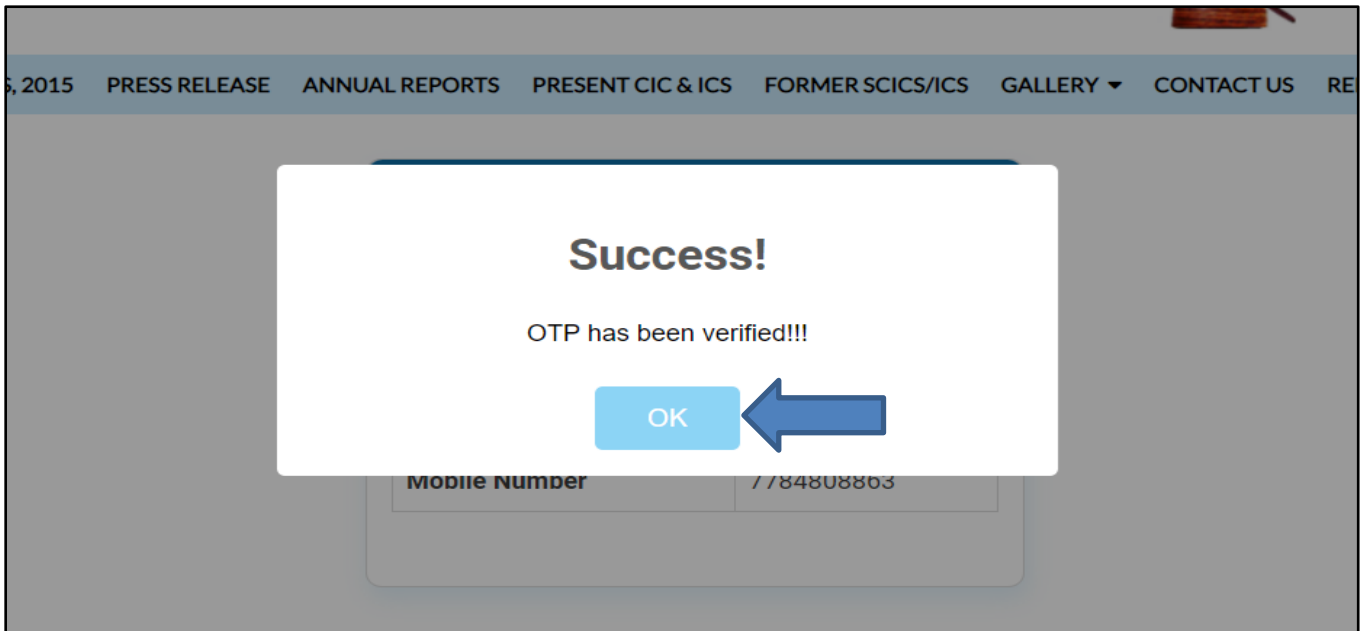
राष्ट्रीय ई-शासन योजना National e-Governance Plan Public services closer home



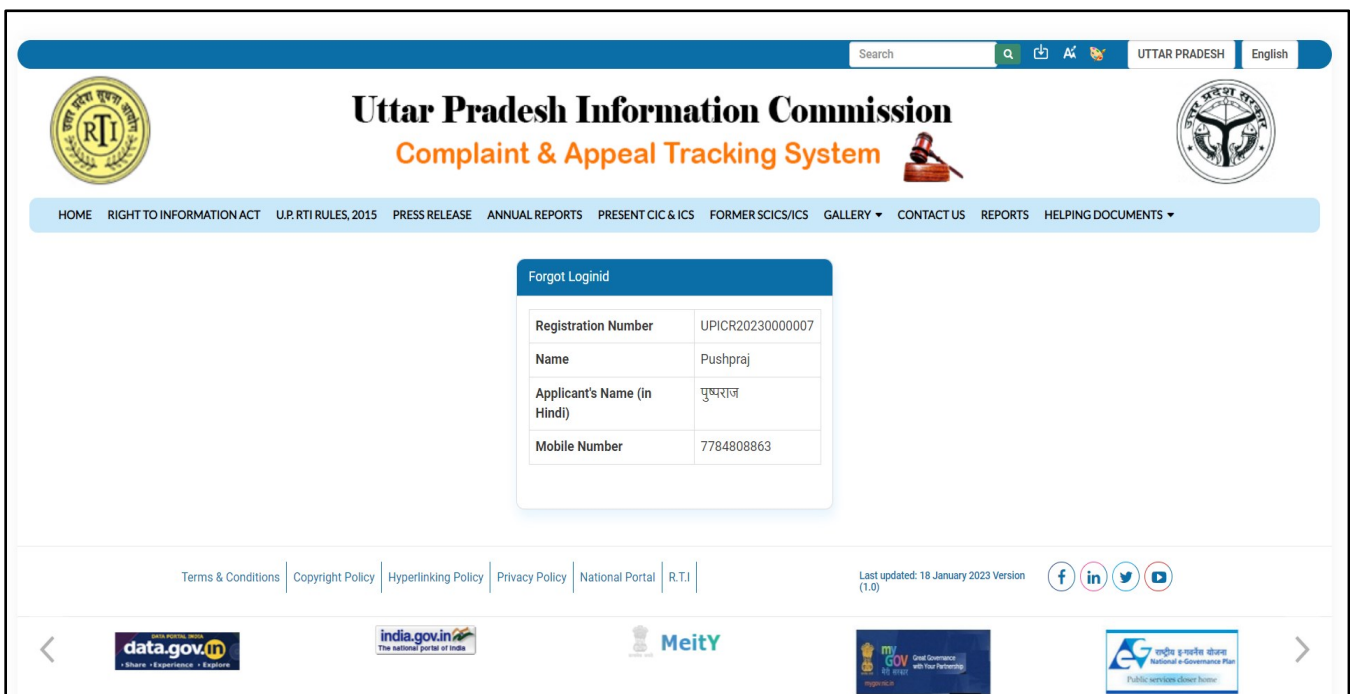


Enter the received OTP and click on submit button.





After the entire process applicant gets their login id with basic details as shown in below image. Applicant receives login id message on their registered mobile number.



## 9. FORGOT PASSWORD

If any applicant forgot their password, he can reset their password by clicking on forgot password.

Applicant needs to enter the Login Id and enter the given captcha code then clicks on “verify user” button.

Enter the received OTP and click on submit button.

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Forgot Password

123456

Submit

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digal.gov Digital India data.gov.in india.gov.in MeitY

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**Success!**

OTP has been verified. Please reset your password !!!

OK

After verify the OTP applicant can reset their password.

Uttar Pradesh Information Commission  
Complaint & Appeal Tracking System

HOME RIGHT TO INFORMATION ACT U.P. RTI RULES, 2015 PRESS RELEASE ANNUAL REPORTS PRESENT CIC & ICS FORMER SCICS/ICS GALLERY CONTACT US REPORTS HELPING DOCUMENTS

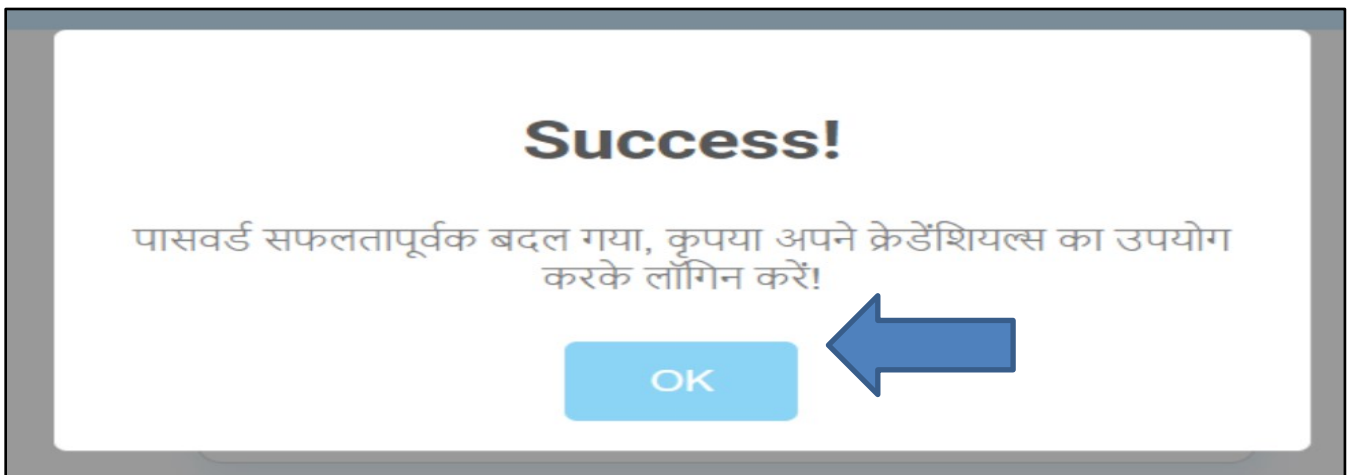
Forgot Password

Submit

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Last updated: 18 January 2023 Version (1.0)

data.gov.in india.gov.in MeitY



After the entire process applicant receives default password on their registered mobile number.

## 10. SUMMARY

The user manual provides an in-depth overview of the CATS-UPSIC system's functionalities and its usage. It offers citizens a comprehensive guide on how to effectively engage with the system and make use of the services provided by the Uttar Pradesh State Information Commission digitally. The entire process of various online services provided to the citizens through CATS-UPSIC system are given in the detailed manner along with the relevant screenshots.

It is important to note that the user manual subjects to updates and changes due to the dynamic nature of the software, ensuring that users have the most accurate and up-to-date information regarding system usage and processes.

