CATS-UPSIC

Complaint & Appeal Tracking System for Uttar Pradesh State Information Commission

Functional Requirements Specification

FRS:

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National Informatics Centre, Uttar Pradesh State Unit,

Ministry of Electronics and Information Technology,

Government of India.

Submitted To,

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STATE INFORMATICS OFFICER
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1. Document Control

1.1 Amendment History

Version No.	Date issued	Amended By	Reason for changes
1.0	01-07-2023	-	Initiated

1.2 Referenced Documents

The following documents are recommended to be read since they aid and contextualize the information in this document.

Title/Version	Date Issued	Location/ hyperlink
Information Commission UP Portal(old)	*01 December 2021*	*https://upic.gov.in/*
Work Process Flows	*-*	*Section 4. Functional Requirements as described by the department*
Statement of Work Version 2.1		

1.3 Review List

This document has been issued to the following for review mechanism. Each individual is required to sign according to their area of competence. If a response has been recorded in the functional area, then enter the date in the 'date' column; otherwise, it must be left blank.

If the former case applies and in case there are risks and problems in the functional area that need to be raised then an exception number must be entered in the 'Exception No' column; otherwise, it must be left blank. If the risks and problems are resolved, the document would be accepted as approved.

Risks and Issues will not be detailed in this document but would be recorded in the Project Log to be managed by the project manager.

Name	Functional Area	Reason for Inclusion	Date	Exception No

Exception no.	Description	Status

1.4 Glossary of Terms

Definitions:

Definition/Terminology	Interpretation/Description
Uttar Pradesh Right to Information Rules, 2005	In exercise of the powers conferred by section 27 of the Right to Information Act, 2005 (Act no. 22 of 2005) read with section 21 of the General Clauses Act, 1897 (Act no. 10 of 1897) and in supersession of notification no. 1724/43-2-2006-15/2(2)/03(T.C.)-19, dated November 27, 2006, regarding the Uttar Pradesh State Information Commission (Appeal Procedure) Rules, 2006 and notification no. 528/43-2-2006, dated April 13, 200,6 regarding the Uttar Pradesh Right to Information (Regulation of Fee and Cost) Rules, 2006, except in respect of things done or omitted to be done before such supersession, the Governor is pleased to make the following rules
Definitions	**1) In these rules, unless the context otherwise requires** – **(a) "Act"** means the Right to Information Act, 2005 (Act no. 22 of 2005); **(b) "Appellant"** means a person who has filed an appeal under section 19 of the Act; **(c) "Authorised Representative"** means a person who is authorized in writing by a party to a proceeding before the Commission to represent him in the proceeding; 13 Public Authorities, State Public Information Officers and First Appellate Authorities **(d) "Chief Information Commissioner"** means the State Chief Information Commissioner appointed under sub-section (3) of section 15 of the Act; **(e) "Commission"** means the Uttar Pradesh Information Commission constituted under sub-section (1) of section 15 of the Act and includes the Chief Information Commissioner or an Information Commissioner conducting hearing on any complaint or appeal under the relevant provisions of the Act; **(f) "Complainant"** means a person who has filed a complaint before the Commission under section 18 of the Act; **(g) "First Appellate Authority"** means an officer in the public authority who is senior in rank to the State Public Information Officer and appointed and

	notified by the public authority under sub-section (1) of section 19 of the Act and authorized to hear the first appeal against the order passed by the State Public Information Officer;
	(h) "Form" means a Form given in the Appendix appended to these rules;
	(i) "Government" means the Government of Uttar Pradesh;
	(j) "Information Commissioner" means a State Information Commissioner appointed under sub-section (3) of section 15 of the Act;
	(k) "Registrar" means the Registrar of the Commission and includes a Joint Registrar and a Deputy Registrar;
	(l) "Secretary" means the Secretary of the Commission and includes a Joint Secretary and Deputy Secretary;
	(m) "State Public Information Officer" means an officer designated as such under sub-section (1) of section 5 of the Act and includes a State Assistant Public Information Officer so designated under sub-section (2) of section 5 of the Act.

Abbreviations:

Abbreviation	Description
NIC	National Informatics Centre
SRS	Software Requirement specification
HQ	Head Quarter
PIO	Public Information Officer
FAA	First Appellate Authority
CIC	Chief Information Commissioner
IC	Information Commissioner
IT	Information Technology
ICT	Information and Communication Technology
VPN	Virtual Private Network
MIS	Management Information System
FM	Facilitation Memo
RO	Research Officer

2. Purpose of this Document

The proposed system is to improve the whole process of Hearing and Disposal of the eligible Appeal/Complaints received by UPSIC through online web application, Postal and personally by Applicants on a computerized Digital platform.

- Web Portal refurbishment GIGW compliant.
- Automation of several of SIC functionalities.

The system will be equipped with the following features:

➢ Entry of applications by the concerned official intimate - bound manner.

➢ In case of any defects/flaw, the same will be intimated to the applicant through portal, SMS.

➢ Citizen can apply Complaint/ Appeal online through Web Portal and offline through postal receipt counter.

➢ Applicant can check Offline submitted applications through web portal.

➢ Diary number, login id and application registration number are sent to applicant.

➢ User and role management.

➢ Generation of Acknowledgment receipt.

➢ Different level of officer's digital signature option.

➢ Development of Mobile App.

➢ Secure multi-level web access via login authentication.

➢ Status of complaint/ Appeal and other applications on portal as well as through SMS.

➢ FM generation for every rejected application like Appeal/Complaint/Order Re-call (Rule-12) etc.

➢ Updating of applications against which facilitation memo had been generated by registrar.

➢ Complete tracking of applications like complaint/Appeal and Order Re-call (Rule-12) at various levels (citizen/Public Authority/PIO/FAA/CIC/IC and Other stakeholders).

➢ Inclusion of Various MIS reports.

➢ Improving transparency.

➢ Responsive web application.

➢ Single click exports of selected records to MS Excel, Pdf and CSV Format.

➢ Fully customizable look and feel via HTML templates and Cascading Style Sheets.

➢ Full compatibility with all web browsers.

➢ Bilingual language accessibility.

Development Tool: Proposed System is based on Open Source (**PHP Laravel**) and **PostgreSQL** (Backend Database).

3. Introduction

3.1 Background

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 mound 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.

Objectives of the organization: -

- Secure every citizen's Right to Information by giving full effect to the provisions of the RTI Act.
- Ensure fair and time- bound disposal of Appeals and Complaints filed before the Commission.
- Facilitate so motto disclosure of most information as per Section 4 and regularly updating the same by public authorities.
- Ensure that daily affairs and interaction with stakeholders are conducted in a fair, reasonable and courteous manner and requisite assistance is provided, where required.

3.2 Functionalities of the Organisation

At present, there are following functionalities of the Organisation –

1. **Postal Receipt Counter**

- Receive application through following mediums:
  - ✓ Through Post
  - ✓ In Person
  - ✓ Through mail
- Feed on computer.
- Generation of filing number or Diary Number.
- Print Acceptance/ Acknowledgment.

2. **Scrutiny Counter**

- Applications Received from Post Receipt Counter.
- Feed on Computer (with additional Information).
- **Second Appeal/Complaint**- Scrutiny on 16 points check list.
- **Defective Second Appeal/Complaint** - Forward to Research Officer.
- **Flawless Second Appeal/Complaint**- Forward to Research Officer mentioning concerned Hearing room and also mentioning the fact that the application is lapsed.
- **Reinstatement Letter**- Scrutiny on 8 points check list and Forward to Research Officer mentioning concerned Hearing room.

3. **Research Officer**

- Applications Received from Scrutiny Counter.
- Supervise the applications and maintain record.
- Defective Second Appeal/Complaint - Forward to Postal Return Feeding Counter.
- Flawless Second Appeal/Complaint- Forward to Full Appeal/Grievance Feeding Counter mentioning the concerned Hearing Officer stating that application is time bound or timeless.
- Reinstatement Letter- Forward to Full Appeal/Grievance Feeding Counter mentioning the concerned Hearing Officer.

4. **Postal Return Feeding Board**

- Defective Second Appeal/Complaint Received from Research Officer.

- Generation of Return Letter.

- Forward to Postal Dispatch Feeding Counter.

5. **Full Appeal/ Grievance Feeding Counter**

- Flawless Second Appeal/Complaint Received from Research Officer.

- Register case.

- Generate Case Number.

- Forward it to concerned Hearing room.

6. **Postal Dispatch Feeding Counter**

- Defective Second Appeal/Complaint Received from Postal Return Feeding Board.

- Forward to Registrar / Joint Registrar of Post Receipt Counter.

- Receive Signed forms from Registrar / Joint Registrar.

- Feed on Computer.

7. **Registrar/ Joint Registrar of Post Receipt Counter**

- Defective Second Appeal/Complaint Received from Postal Dispatch Feeding Counter.

- Sign the form.

- Forward to Postal Dispatch Feeding Counter.

8. **Presiding Officer of the Hearing Room (SIC)**

- Rights to supervise other users of Hearing room.

- Receive applications from Ahlmad, Peshkar and Stenographer of Hearing Room.

- Signs the fed hearing decision/ delay applications.

9. **Ahlmad of the Hearing Room**

- Case Number entry.

- Second Appeal/ Complaint Applications

- Print out received Second Appeal/ Complaint Applications from Full Appeal/ Grievance Feeding Counter.

- Fix First Date of hearing of Second Appeal/ Complaint Application.

- Generate Notice to Applicant, PIO, FAA.

- View reply received from PIO, FAA and takes its print.

a. **Order Re-call (Rule-12) Applications**

- If Rejected by Presiding Officer, it is disposed.

- If accepted by Presiding Officer, advance date is fixed and sent to original second appeal/complaint file.

  b. Settled Files (no penalty/ no departmental action needed)

    o Entry is done when recovery of fine/ other proceedings is adjourned/ terminated.

    o Generate list.

    o Forward to Archive Section by 15th of next month.

  a. Unsettled Files (Penalty imposed/ Action required/ Compensation ordered)

  ➢ Forward the unsettled files to Penalty section.

  ➢ Receive response from Penalty Section.

  ➢ Forward to Archive Section.

  b. Interim Applications

- View applications sent by appellant/complainant and take its print.

 10. Peshkar of the Hearing Room

- Generate Log list of files in the prescribed date.

- Record the action taken.

- Mark attendance.

- Cause list to be generated and displayed.

 11. Stenographer of the Hearing Room

- Type order/ decision passed by Presiding Officer.

- Upload PDF Copy of order.

 12. Archive Section

- Receive files from Ahlmad of Hearing room.

- Return file to Ahlmad if any deficiency found in file.

- Send file to concerned Hearing section if asked for.

- Receive return file from concerned Hearing section.

- Generate file after 12 months of order after approval from registrar.

 13. Penalty Section

- Receive Unsettled Applications from Ahlmad of Hearing Room.

- Forward application to Controlling Authority for recovery.

- Copy application to Government Department, Head of Department, Divisional Commissioner, District Magistrate, PIO and Applicant.
- Generate Dispatch Number.
- Data entry after recovery.
- Generate Notice of Recovery of Penalty to hearing room.
- View and print Compliance report sent by Controlling Authority.

14. Litigation Section

- Feed the data of pending cases in Hon'ble High Court or any other Court.
- View all the data pending or settled by the Commission.

15. Copy Section

- Receive application from Applicant.
- Generate acknowledgment of application,
- Generation of Demand Letters for duplicate copy.
- If pending, demand letter is sent to Hearing room.
- If disposed, demand letter is sent to Archive.
- Receive Certified copies of documents from Hearing room/ Archive Section.

3.3 Known Functional Rules

1. These rules may be called the Uttar Pradesh Right to Information Rules, 2015.
2. Complaints and appeals which have already been filed on or before the date of commencement of these rules and have been found in order and are already registered before the said date will be proceeded with as before and shall not abate or be rejected for infirmity therein.
3. Checklist points are available in the system for supervising the applications.
4. There is a clearly outlined role and work-flow based procedure for the disposal of applications.
5. Domain study with the department team.
6. Study of the documents made available by the department for automation of various services and/or functionalities.

3.4 Scope of this Project

In the first version, the following automation procedures would be covered:

❖ Description of Work

The proposed system is to streamline the process of receiving the RTI complaints and second Appeals by UPSIC, then process it for further Hearing and disposal of cases. It also helps in tracking and monitoring of status of various applications. All the stakeholders will be benefited with the following proposed activities:

1. Registry Section

The registry section will be in two parts –

1. Online through a web portal
2. Offline, through post, email and in person.

❖ Online Application Entry by Applicant

➢ To register, applicants need to visit the web portal and provide their basic information to generate a unique Login Id/registration number.

➢ After obtaining the Login Id and password, applicants can log in to their account.

➢ The applicant has to choose the preferred hearing option either **online** or **offline**.

➢ Fill out the online application form as required.

➢ Generate a unique application registration number for each (Complaint, Second Appeal, Order Re-Call) application, and use it to track the record in the future.

➢ Generate a unique application diary number for each application for Document Related to Running Case, copy application, other documents, File Inspection and Order correction.) application, and use it to track the record in the future.

➢ Applicants will receive an SMS/Email notification.

➢ Print the acknowledgment.

❖ **Offline Application Entry –**

● **DAK Section/ Postal Receipt Counter:**

➢ DAK entry of Application by post, email and in person.

➢ Generate a unique Diary number for each application.

➢ Generate two copies of Acceptance/ Acknowledgment receipt with QR Code.

➢ Update other applications on DAK and send them directly to the relevant officers.

➢ Forward all applications to the full entry operator for further processing.

● **Full entry Operator:**

➢ Receive Dak's from postal receipt counter.

➢ Register the applicant and generate Login ID with a Default password in case of applicant is not registered.

➢ Fill out the various application form.

➢ Choose the preferred hearing option either online or offline.

➢ Generate an Application Registration Number for Complaint, Second Appeal, Document Related to Running Case (keep on file) and order recall rule-12 applications.

➢ Generate an Application Diary Number for copy, other documents order copy, physical file inspection and other administrative applications.

➢ Full entry operator can check the details of submitted application details.

● **Scrutiny Counter**:

➢ Receive all the applications through online and the DAK section.

➢ View and supervise all applications.

➢ Verify and scrutinize required documents based on the prescribed norms (checklist points) of the received applications.

➢ Document related to running case applications is forwarded to the concerned officer.

➢ Forward both flawless and defective appeal/complaint and order recall (Rule-12) applications to the research officer.

➢ In case of incomplete applications/defects, notify the applicant via SMS & Email.

➢ There is a provision for re-scrutiny of the application in case the research officer rejects it and revert.

- **Research Officer:**

  ➢ Receive both flawless and defective applications from the Scrutinizer.

  ➢ Check applications and revert them to the Scrutinizer for re-scrutiny if any errors are found based on marked checklist points.

  ➢ Generate a Case number for flawless applications and forward them to the concern hearing room.

  ➢ Mark the application as a special consideration case, select the order type, and then forward it to the concern hearing room with the digital signature.

  ➢ Review the defective application and verify the reason for rejection. If the application was rejected for a valid reason, provide appropriate remarks and forward it to the registrar/joint registrar for the generation of the FM.

- **Registrar/Joint Registrar**

  ➢ Registrar/Joint Registrar receive defective applications from the research officer.

  ➢ Review the defective applications and check the rejection reason. If not in agree with the rejection reason, the application can revert to the research officer with a remark.

  ➢ Generate the facilitation memo for defective applications.

  ➢ Apply DSC to penalty notices, then forward them to the Dispatch Section.

  ➢ Send the notice for recovered penalty to the concerned hearing room for information.

  ➢ Give approval for physical file inspection.

  ➢ Approve the file demand letter receives from the archive section.

  ➢ Give approval for destroyable files receives from the Archive Section.

- **Dispatch Section**

  ➢ Receive digitally signed facilitation memo from registrar for defective applications.

  ➢ Download the digitally signed facilitation memo and enter details like EU number, weight and cost.

  ➢ Dispatch the facilitation memo to the applicant.

  ➢ Receive different penalty notices from registrar and download it and enter details like, weight, copy to and cost.

  ➢ Dispatch the penalty notice.

2. Hearing Room:

There are four main users in hearing room: -

a) Information Commissioner

- ➢ Supervise the work of Ahlmad, Peshkar, and Stenographer.
- ➢ View cause list.
- ➢ Commissioner will give decisions on cases.
- ➢ Receive the first order from Ahlmad for digital signing.
- ➢ Give approval for updated cause list or revert it back to peshkar.
- ➢ Commissioner will receive all typed orders from the stenographer.
- ➢ Verify the orders and apply digital signature.
- ➢ Revert the order in case any correction is required in the order content.
- ➢ Receive file demand letters from Ahlmad for digital signing.
- ➢ Give approval for physical file inspection.
- ➢ Approve Order Re-call (Rule-12) applications with digital signature.
- ➢ Receive requests for order correction from citizens, FEO, and stenographer.
- ➢ Give approval for order correction.
- ➢ Forward the request for cause list update to the registrar/joint registrar if the Peshkar is unable to update the cause list within 24 hours.
- ➢ Receive administrative applications.
- ➢ Request to CIC for case transfer.
- ➢ Give reply for received case transfer request.

b) Chief Information Commissioner

- ➢ Supervise the work of Ahlmad, Peshkar, and Stenographer.
- ➢ View cause list.
- ➢ CIC will give decisions on cases.
- ➢ Receive the first order from Ahlmad for digital signing.
- ➢ Give approval for updated cause list or revert it back to peshkar.
- ➢ Commissioner will receive all typed orders from the stenographer.

➢ Verify the orders and apply digital signature.

➢ Revert the order in case any correction is required in the order content.

➢ Receive file demand letters from Ahlmad for digital signing.

➢ Give approval for physical file inspection.

➢ Transfer cases from one court to another court.

➢ Approve Order Re-call (Rule-12) applications with digital signature.

➢ Receive requests for order correction from citizens, FEO, and stenographer.

➢ Give approval for order correction.

➢ Forward the request for cause list update to the registrar/joint registrar if the Peshkar is unable to update the cause list within 24 hours.

➢ Receive administrative applications.

➢ Receive case transfer request from citizen and commissioner.

c) Ahlmad

➢ Receive application files from the Research Officer.

➢ Revert the application file to the Research Officer before giving the first date of hearing.

➢ Schedule the first date of hearing.

➢ Download the first order after the Commissioner's digital signature.

➢ Generate all types of notices before 15 days of the hearing date.

➢ Digitally sign the notices.

➢ Generate Notice-2 or Notice-3 as per signed order content.

➢ Print a cover letter for files on which no penalty is levied and send the files to the archive section.

➢ Print a cover letter for files on which a penalty is imposed and send the orders to the penalty section.

➢ Send the request to archive section for specific files by talking the commissioner approval.

➢ Receive information regarding litigation cases.

➢ Take commissioner approval for physical file inspection application.

➢ Schedule the date for file inspection after approval from the commissioner.

➢ Receive document related to running cases.

➢ Take commissioner approval for the order recall application.

➢ After commissioner approval, fix the hearing date and generate the order re-call application notice.

➢ Dispatch different notices to the appellant/complainant and respondent.

c) Peshkar-

➢ Prepare the daily cause list in advance by the "Peshkar" and display it on a web portal.

➢ Provide the hearing done remark after the hearing is completed.

➢ Update the remark in the cause list according to the decision given by the Commissioner. Apply DSC and forward it to the Commissioner for approval.

➢ In the case of online hearings, it is essential to specify the media type used in the proceedings.

➢ Update the next hearing date for the cases that have not been heard by the Commissioner.

➢ Bulk assigns the next date of hearing based on an order received from the Information Commissioner for those cases whose hearing proceedings are postponed.

d) Stenographer-

➢ The stenographer receives the approved and updated cause list from the commissioner.

➢ The stenographer selects the order type and uploads the typed order file (the file should be in Word doc format).

➢ Update the penalty details if a penalty is imposed.

➢ Type the orders for the Order Re-call (Rule-12) cases that have been disapproved by the Commissioner.

➢ All the orders are forwarded to the commissioner for DSC (Digital Signature Certificate) signing.

➢ Forward the order correction letter to the commissioner for approval.

➢ Once received the digitally signed order, print the digitally signed order and place it in the file.

➢ Update the PIO transfer cases details and upload the order.

3. Other Section

a) Penalty Section

- ➢ Penalty disposed cases will be received in the penalty section within the 15 days of the order date.
- ➢ Penalty Section In-charge generates the penalty notice as per the entered penalty details and forward it to Registrar/Joint Reg. for DSC.
- ➢ Receive compliance report as document related to running case and update details accordingly.
- ➢ If the penalty is recovered, Penalty section in charge enter the recovery details like name of the concerned Public Information Officer, the value of the amount recovered, challan number and upload the received letter and generate recovery notice and forward it to Registrar for DSC.
- ➢ If the recovery of fine is postponed/terminated by the other court like High court/Supreme court, it will be showed to penalty section after litigation section update and notices will generate accordingly.
- ➢ Penalty section has to prepare department-wise list of penalties imposed every month and upload it in the following format on the website of the commission.

b) Archive Section:

- ➢ Received the digital and physical files from AHLMAD with cover letter.
- ➢ If any deficiency like non-receipt of any file or penalty is found to be imposed in the files, it can be reverted with remark.
- ➢ Save the files in the compactor.
- ➢ There should be a system to feed information about which row of the compactor kept which file with the remark.
- ➢ All the compactor information will be visible in software.
- ➢ All the rows and boxes of the compactor visible in the software hearing room wise.
- ➢ Archive section receives request for file with a demand letter from concerned hearing cell.
- ➢ Archive section in charge update each file details like requested file is available or not and forward to registrar/joint reg. for approval.
- ➢ After approval from registrar, requested files sent to concerned hearing cell.

➢ As file received again in archive section from the hearing rooms, archive section updates and saves the file with the receiving details.

➢ After 12 months of the order date, the destroyable files list will be generated by software and list will be forwarded to Registrar for taking the approval.

➢ After Registrar/joint registrar approval archive section received it back.

➢ Therefore, there should be a provision to record the details of the protected orders and its order number on the software and destroy the left-over files.

➢ Received request for physical file inspection. Forward it for approval.

➢ Schedule the physical file inspection date.

c) Litigation Section:

➢ All the running and disposed cases can be challenged in Hon'ble High Court or any other courts.

➢ All the cases which are challenged in the Hon'ble High Court or any other courts will be managed by litigation.

➢ Receive the document related to running cases application.

➢ Update the details of such cases.

➢ Litigation section inform to Ahlmad of Hearing room of such cases.

d) Copy Section:

➢ Copy section receives the copy and other documents related applications directly from the citizen and FEO (Full Entry Operator).

➢ Copy section in-charge will verify the orders and the other requested documents with digital signature and provide to citizens.

➢ The website of the Commission has the facility to track the copying application and the receipt of copy application.

➢ Receipt of copy application and receipt of copy Information sent to the applicant through SMS & Email.

4. Nodal officer online services:

➢ Create sub nodal (Only by main Nodal Officer) of their department offices.

➢ Add new department offices.

➢ Manage the PIO & FAA details.

➢ Manage the other PIO & FAA details.

➢ View notices received by the PIO of his/her office.

5. PIO online services:

➢ PIO can fill the Application form for Document Related to Running Case after first notice has generated.

➢ Receive the penalty notices.

➢ PIO can upload challan copy and order copy in response of penalty notice.

➢ PIO can fill order re-call application against the particular file number.

➢ Can View generated orders.

➢ Transfer the cases to another PIO, if the case is not pertaining to them.

➢ Can View Registered cases against their self.

6. FAA online services

➢ Upload the documents through Document Related to Running Case.

➢ View public information details.

➢ View notices.

3.5 Exclusions from Scope

This project does not cover:

- ➢ SMS API: It has to be included by the enforcing department.
- ➢ E-mail API: It has to be included by the enforcing department.
- ➢ Technically skilled man-power for minor customization needs as per State Department comes under the aegis of the enforcing State and needs to be fulfilled by them.
- ➢ Infrastructure, network, manpower and other implementation costs comes under the aegis of the enforcing State.

4. Functional Requirements as described by the department

❖ Workflow as per the present functioning of the Commission: -

At present, there are five types of applications in the commission –

1. **Second Appeal**
2. **Complaint**
3. **Interim application (which is related to a pending case)**
4. **Restoration**
5. **And other forms**

At present, the above five types of applications are received in the Commission through two mediums, which are as follows-

- **In person at the postal receipt counter in the Commission.**
- **Through post**.

The application received through both the above means is received by the employee working at the postal receipt counter, after which all the applications received are given to the scrutiny counter.

At present there are five employees working on the scrutiny board. The mails received daily are distributed among the staff working at the scrutiny counters. They are scrutinized by the personnel of the Scrutiny Board on a check list, which are related to the interim application in any pending case, they are sent to the other form feeding counter.

The personnel of the other form feeding board feed the said interim application on the computer and send it to the concerned hearing room giving the serial number.

The reinstatement application is sent to the Research Officer by the Scrutiny Board, by whom the complete appeal/complaint is given to the Feeding Board. The complete appeal/complaint feeding board is fed the reinstatement application on the computer and the serial number is entered and sent to the concerned hearing room.

Such second appeal/complaint by the scrutiny board, in which deficiencies and errors are found on the check list, are sent to the research officer working in the commission by recording the details of the deficiency on the said check list. Scrutiny done by the personnel of the scrutiny counter is supervised by the research officer, after that such erroneous posts are sent by the research officer to the staff working at the postal return feeding counter.

On the basis of the check list, the return letter is printed by the postal return feeding counter generating the return letter from the computer and the postal return number is also entered on the said letter. After this, the said letter is sent to the postal dispatch counter for sending back to the applicant through the signature of the Registrar/Joint Registrar. The serial number mentioned on the application is entered in the dispatch register by the postal dispatch counter personnel. The value of the postage stamp is written while weighing the postal and while posting the speed post the number of the barcode of the speed post is written.

The second appeals/complaints in which no error is found by the scrutiny board are forwarded to the full appeal/complaint feeding counter. The second appeal/complaint is fed on the computer by the personnel working at the feeding counter for the complete appeal/complaint, which is the registration number and is forwarded to the concerned hearing room.

If the second appeal is filed after the stipulated time limit, the fact that the appeal has been filed after the stipulated period is also marked on the check list by the Scrutiny Board. Therefore, the appeal should be sent to the Presiding Officer for hearing on the point of delay.

In this way, through the above process, an error-free application of the above four nature is sent to the concerned hearing room. Other forms which are related to any section or officer are not entered on the computer, but are sent to the concerned officer/section. The hearing is conducted by the concerned hearing room in the following manner-

(I) Second Appeal/Complaint

On every second appeal and complaint, the case number is entered by the AHMAD of the hearing cell and the date of hearing is fixed and notice of the said date is sent to the applicant, public information officer and the first appellate officer (in case of second appeal).

The dates are forwarded on the date of each hearing and the details of the date for which the date is forwarded are also recorded on the computer. In the event of final disposal of the second appeal/complaint, the file is displayed on the computer as disposed.

(II) Interim Application

At the time of any pending suit, their interim application such as the reply of the Public Information Officer / First Appellate Officer, adjournment application and other forms are included in the pending suit and are kept in the related file.

(III) Order Re-call (Rule-12) Application

➢ On the reinstatement application also, the case number is entered by the Ahlmad of the hearing room and placed before the concerned presiding officer for hearing. If the reinstatement application is rejected by the presiding officer, then the reinstatement application is shown as cancelled on the computer accordingly. Otherwise, the date fixed by the Presiding Officer is fixed on the computer and the date is forwarded.

➢ If the reinstatement application is accepted, the advance date is forwarded on the original second appeal/complaint and after that, in relation to the second appeal and complaint, the work is done according to the process described earlier.

➢ All the settled files of the month in which penalty or other action has not been recommended are sent to the archives by the **15th** of the next month. Those files in which penalty has been imposed or departmental action has been recommended or compensation has been ordered, those files are not sent to the archives, but the true copy of the order is sent to the Penalty Section for recovery.

➢ In such cases a letter is written by the Penalty Section to the Controlling Authority in the prescribed format, which is sent to the Controlling Authority of the Public Information Officer under the signature of the Registrar.

➢ Apart from this, if the penalty is recovered by the controlling authority in any case, then its compliance report is received in the penalty section. Compliance report is informed by the Penalty Section by writing a letter to the concerned hearing cell, after which the letter is filed in the archives by the Ahlmad of the concerned hearing cell.

➢ The files disposed by the archives in which penalty has not been imposed or compliance report has been received, are disposed of after 12 months of the order. In this regard, a list of eligible files is prepared by the archives personnel and after taking the approval of the registrar on the list, the files are specified.

➢ In addition, the Commission has Litigation Section. In respect of cases pending in the Hon'ble High Court or any other court, proceedings are done by the Litigation Section. In cases where the matter is sub-judges in any court, their files are not specified. For this, the Litigation Section is informed by letter to the concerned hearing room. Records are called from the archives and maintained by the hearing room.

➢ Apart from this, in cases where the recovery of fine has been postponed by the court, the information is given by the Litigation Section to the concerned Hearing Cell and to the Penalty

Section. The order of the Hon'ble Court is conveyed by the Penalty Section by writing a letter to the controlling authority in such a case.

➢ If the order of fine or departmental proceedings imposed in any case is set aside by the court, then the Litigation Section writes a letter in this regard to the Hearing Room and the Penalty Section. The Penalty Section gives notice of such non-rejection in writing to the Controlling Authority and such record is filed in the archives by the Hearing Cell.

➢ Apart from this, the copy section also functions in the commission. In the cases pending or disposed in the Commission, applications are made by the parties for a copy of the form/order. Application for copy is received by the applicant on the prescribed format. An acknowledgment is given to the applicant by placing it on the register by the receiving worker. After this, the received copy is distributed among the personnel of the copy section according to the hearing room to the applicants.

➢ After this, if the case is still pending or even after its disposal, the file is maintained in the concerned hearing room, then the copy of the application is sent to the concerned hearing room.

➢ The copy of the form sought by the concerned hearing cell is verified and sent to the copy section. If the file related to the case is filed in the archives, then the copy is prepared by the concerned personnel by calling for the related file from the archives.

➢ The copy so prepared is given to the applicant. This entire process is completed in 15 days. Therefore, in relation to the receipt of the copy application, the applicant is given 15 days' time for the copy.

❖ Required specifications in the internal software proposed in the Commission: -

Software has to be developed to do the above-mentioned commission's functioning which is being done physically through computer. The said software is expected to have the following arrangement- From the receipt of mail at the postal receipt counter to the concerned hearing room, the process of sending it comes under the Registry section. Therefore, it is necessary to have the following provisions in the software regarding the various panels of the registry section.

a. Registry section

The following provisions are required to be made in respect of the various panels of the Registry Section-

(I) Postal Receipt Counter - There will be compulsory feeding on the computer of all the mails coming in the Commission personally or through post. Since a large number of mails are received at the Postal Receipt Counter and only after the said posts are scrutinized at the Advance Counter, only the correct mails are sent to the hearing room by returning the defective posts.

Therefore, there should be a provision to fill the minimum fields of the mail received at the postal counter so that the mail received quickly by the post office staff can be fed on the computer. Therefore, the following fields should be given in respect of posts of different nature.

• **Appeal -** Name of the appellant*, father's name, address, mobile number*, e-mail id and details of public authority.

• **Complaint -** Appellant's name*, father's name, address, mobile number*, e-mail id and public authority details.

• **Restitution Application** - Applicant's name*, father's name, address, mobile number*, e-mail id and pending case number.

Thus, at the time of feeding at the postal receipt counter, it should be mandatory to feed only the name of the applicant and mobile number and the rest of the field should be optional, so that the feeding of the mail received by the postal worker can be done in the shortest possible time.

Thus, on filling the above fields, a filing number or diary number should be generated, through which the application can be tracked in future at the level of the Commission and also by the general public on the website. Also, there should be a provision to print an acceptance/acknowledgment as soon as the post is fed and the QR code should be printed on the acceptance/acknowledgment. The said

acceptance / acknowledgment should be in duplicate, out of which one copy should be affixed, which will be pasted on the cover of the concerned file or application.

The details of the letters/application forms can be displayed on the computer by simply scanning through the above QR code on the advance counters so that there is no need for repeated feeding.

In addition to the above applications received in physical mode, there should be facility for online filing of appeal/complaint/interim application/reinstatement application/other forms by the general public.

Thus, there should be a provision to consume the applications made online in the internal software. Separate auto generated diary number/filing number should be generated on all online applications when consumed.

(II) Scrutiny Counter –

➢ Posts received from online and offline by the Post Office should be forwarded to the Scrutiny Counter. There are many employees working in the scrutiny board.

➢ There should be a system of allotment of posts among them. For this, there should be a provision for physical and digital delivery of all the mails received at the postal receipt itself so that there is no discrepancy between the physical and digital mails being distributed to different employees and it can also be traced to which employee is given which one. The mail has been delivered.

➢ In this way the mails distributed by the staff of the Scrutiny Counter are scrutinized. Optional fields such as Father's Name, Public Authority Details, and Pending Case Number should be mandatory at the Scrutiny Counter level and the same should be fed by the Scrutiny Counter staff.

➢ Scrutiny of second appeals/complaints is done on a 16-point check list. For this, there should be a check list of the above 16 points for scrutiny of second appeal/complaint in the internal software, on which the second appeal/complaints can be scrutinized by the personnel of the scrutiny board. Defective posts should be sent physically and digitally to the Research Officer by the Scrutiny Counter personnel. In respect of such mails in which no error has been found, there should be an option to mark the name of the hearing room and the fact that the second appeal/complaint is lapsed or lapsed.

➢ Thus, after scrutiny, every flawless second appeal/complaint scrutinized by the personnel of the Scrutiny Board should also be forwarded to the research officers both physically and digitally.

➢ Similarly, the scrutiny of the reinstatement letter is done by the personnel of the Scrutiny Board on a check list of 08 points. The said check list should also be available in the internal software, after which the check list should be sent digitally and physically to the research officer by the

personnel of the scrutiny board by the personnel of the Scrutiny Board and the correct mails by mentioning the name of the concerned hearing room should be forwarded to the Research Officer.

➢ Scrutiny of interim applications and other applications are not done by Scrutiny Board. Therefore, arrangements should be made to send the said applications directly to the hearing room through the postal receipt feeding counter.

(III) Research Officer and Postal Return Feeding Board –

➢ After supervising the scrutiny of second appeal/complaint/restitution application by the Research Officer, the second appeal/complaints in which error is found, they will be sent to the postal return feeding counter physically and digitally should be dispatched. Return letter is generated by postal return feeding counter personnel.

➢ The above letter should be automatically generated on the basis of the check list, the print of which should be taken out by the postal return feeding counter personnel and physically included in the post and in this way the completed mails are forwarded physically and digitally to the post office personnel should be done.

➢ Such second appeal/complaint/restitution application, in which no error is found, supervised by the research officer, mentioning the name of the concerned hearing room and stating the fact that the application in question is time-bound or timeless, complete appeal. The complaint should be sent both physically and digitally to the feeding counter.

(IV) Full Appeal / Grievance Feeding Counter –

➢ The second appeal/complaint/Order Re-call (Rule-12) application received by the personnel of the full appeal/complaint feeding counter has to be registered as a case. For this, other information related to the case in the internal software such as the name of the concerned hearing room, the name of the department, the district, the name of the first appellate officer, the type of office (divisional/district/head of the department/administrative department of the government), public information officer etc.

➢ There should be an option to feed and as soon as the case is registered, the case number of the case should be automatically generated on the basis of the fed hearing room and the case should be digitally transferred to the concerned hearing room.

(V) Postal Dispatch Feeding Counter- Forms which are received at the Postal Counter, after getting them signed by the Registrar/Joint Registrar by the Post Office Staff, in the internal software the postage weight, postage stamp value and speed post there should be a provision to enter the number of the barcode.

In this way, the mails to be sent/distributed between different counters can be tracked in the registry section, so that the responsibility of the employee concerned can be fixed in case of loss of any post and it can be seen by the supervising officer that different counters How much work is being done by different employees and how much work is pending on their desk.

For supervision, it is necessary to give some admin rights to the supervisory officer. For this, there should be a dashboard in the ID of the supervisory officer, in which the details of the pending posts at the beginning of the month, the mails received in the current month, the total dispatched in the month and average work in the month etc. In addition, the supervisory officer should also have the right to transfer mails from one employee of a counter to another.

b. Hearing Room

The second appeal/complaint/Order Re-call (Rule-12) application form and other forms should be sent by the feeding counter to the concerned hearing room's Ahlmad on the internal software. There are four types of users in the hearing room: -

(I) Presiding Officer of the Hearing Room - The Presiding Officer of the Hearing Room is the Honorable State Information Commissioner. They should have admin rights to supervise so that they can supervise the work of the remaining three users (Ahlmad, Peshkar and Stenographer).
The remaining three users should have different IDs and should be given only as many rights as they need to complete the task.

(II) Ahlmad - There should be a system to print out all the mails received online by Ahmad. The first date of hearing is also fixed by Ahlmad. Therefore, there should be a provision for fixing the first date in every second appeal/complaint received in the hearing room.

Apart from this, notice is sent to the concerned parties like applicant, public information officer and first appellate officer in relation to second appeal/complaint/restitution application by Ahmad. For this, the internal software should have the format of the said notice, so that by selecting the format, the notice can be generated automatically on the basis of the information previously fed by the software, the name of the parties, address, case number etc.

If the Order Re-call (Rule-12) application is rejected by the presiding officer on the first hearing itself, then it should be shown as disposed accordingly and if the advance date is fixed, there should be a provision to fix the advance date of hearing and the said Order Re-call (Rule-12) application should be sent to the original file. There should be provision for tagging with. If the reinstatement application is accepted, there should be a provision to revive the original second appeal/complaint and to fix the date.

Files in which no penalty has been imposed or departmental action has not been recommended, those cases are sent to the archives by the **15th** of the next month. Hence the list of all such files should be generated automatically by the software. For this, while displaying the file in the software, there should be an option whether the second appeal/complaint has been accepted or rejected and if it is accepted, then imposition of fine, recommendation of departmental action, order of compensation or any other order passed. Has been done or not.

If penalty or compensation has been ordered, its value and number of instalments (if any). On the basis of the above information, the list of files eligible to be sent to the archives should be automatically generated and the files named in the said list should be physically and digitally sent to the archives.

In any reinstatement application or in any other case, when the recovery of fine / other proceedings is adjourned / terminated by the hearing cell, its entry should be made by the Ahlmad. There should be a provision in this regard in the internal software.

In respect of the remaining files, the list should automatically be forwarded to the penalty section and in such cases, while preparing the true copy of the order, the true copy should be sent to the penalty section.

Apart from this, the replies sent by various Public Information Officers and First Appellate Authorities, other applications should be visible on the portal of Ahmed and there should be a provision to take their printout at the level of Ahmad. Similarly, the interim applications sent online by the appellant/complainant should also be visible on the portal of Ahmad and there should be a provision to take their printout at the level of Ahmad.

(III) Peshkar- The work is done by the Peshkar in the hearing room. To generate the log list of files in the prescribed date and present the files to the presiding officer, on the date fixed by the presiding officer on the files, to forward that date and record the details of action taken, attendance etc. On leaving, the files have to be shown as dispensed etc. The provision for the same should be in the internal software. Cause list should be separate for each hearing room.

(IV) Stenographer - The order passed by the presiding officer at the time of hearing is typed by the stenographer. There should be a provision to upload the PDF copy of the said order by the Stenographer.

c. Archive section

There should be a provision to tally the physically received files with the list sent digitally by the Head of the Hearing Room by the Archives Section. If any deficiency like non-receipt of any file, penalty etc. is found to be imposed in the files, there should also be a provision to return the said deficiency by marking it in the internal software.

Apart from this, if a file is called for by any hearing cell or section, then there should be a provision for the entry of the file being sent to the concerned hearing cell and section and return entry on receipt of the return letter.

After 12 months of the order, the list of enterable files should be automatically generated by the software, which should be transferred digitally by the software for approval of the Registrar. The rest of the file is specified while preserving the necessary letters. Therefore, there should be a provision to record the details of the protected form and its serial number on the software. The last order should be displayed automatically.

Apart from this, there should be a system to feed information about which row of the compactor kept in the archives, in which field the file is kept. For this, the compactor should be digitally displayed in the software and all the rows and boxes of the compactor should be visible in the hearing room wise. This makes it easier to find the file in future.

d. Penalty section

➢ A letter is written by the Penalty Section to the Controlling Authority for recovery of penalty, based on the previously fed data, the said letter should be generated on the software and a dispatch number should also be generated automatically on the letter. The notice of recovery of penalty is given to the concerned hearing room.

➢ Therefore, if the penalty is recovered, there should be a provision by the Penalty Section to enter the name of the concerned Public Information Officer, the value of the amount recovered, challan number, date etc.

➢ If the recovery of penalty is postponed/terminated by any court, the same should be arranged by the Litigation Section and the data so fed should be reflected in the Penalty Section. According to

the above data, the dispatch number should be auto-generated in the letter to be written by the Penalty Section to the Controlling Authority.

➢ Similarly, if the recovery of fine is postponed/terminated by a hearing cell, then its entry should be made by the concerned court's Ahlmad and the data so fed should be shown in the penalty section. Based on the above fed data, a letter to be written by the Penalty Section to the Controlling Authority should be auto generated.

➢ Penalty section will write the letter to controlling authority for penalty recovery.

➢ Penalty recovery letter copy will be sent to Government Department and Head of the Department, the concerned Divisional Commissioner/District Magistrate, the concerned Public Information Officer and the applicant.

➢ Penalty section has to prepare department wise list of penalties imposed every month and upload it on the website of the commission.

The following format list should be automatically generated by the software based on the data fed.

- **Serial number**
- **Complaint/Appeal Registration Number**
- **Name of the bench which passed the penalty order**
- **Date of order**
- **Amount of penalty imposed (with details of amount of instalments, if any)**
- **Name and address of the complainant/appellant**
- **Name (if available), designation and address of the State Public Information Officer on whom penalty is imposed**
- **Designation and address of the controlling authority to whom the letter was sent by the registrar of the commission for recovery of penalty**
- **Date of original letter and reminders sent by the registrar to the controlling authority**
- **Name of the concerned department**
- **District**
- **Circle**
- **Remark**

Apart from this, compliance reports sent by the controlling authorities should be visible on the portal of penalty section and provision should be made to take their printout at the level of penalty section.

e. Litigation Section

➢ The Litigation Section deals with the cases pending in the Commission or disposed of by the Commission in respect of the cases to be filed in various courts. Therefore, there should be a system at the litigation section level to feed the data regarding the filing of such a suit in any court, the recovery of penalty imposed by the commission, adjournment / termination, adjournment / termination of the proceedings pending in the commission, etc. For this, the Litigation Section should have access to the data of all the cases pending in the Commission and settled by the Commission. For this, the name of the court concerned, the case number and year of the court, the name of the parties, whether the proceedings of the suit/penalty have been adjourned by the court or not, if yes, the date of the adjournment order, whether it has been adjourned - the proceedings of the suit.

➢ There should be a provision to feed the recovery of fine/departmental proceedings/indemnity, whether or not the proceedings of the suit have been terminated/adjourned by the court, the present status of the suit, etc. In the internal software, the Litigation Section deals with the pending cases in the Hon'ble High Court or any other Court. Therefore, there should be a provision to extract the list of cases in which the suit is pending in any courts or the proceedings of the suit have taken place.

f. Copy Section

➢ Copies of the orders of the hearing rooms are issued by the copying section on receipt of copying applications. There should also be a system for making duplicate applications through the website.

➢ There should be a provision to feed both offline/online duplicate applications on the computer. A duplicate application number should be auto generated for the duplicate applications so fed.

➢ There should also be a provision to provide an acknowledgment of the offline application to the applicant, on which the said copy application number is lying.

➢ There should be a system of sending demand letters in digital form by the copying section to call letters from the concerned cell and archives. On receipt of the letter or copy from the hearing room/archive, the copy should be entered by the copying section to give the copy to the applicant.

➢ The website of the Commission should have the facility to track the copying application and the receipt of copy application and receipt of copy should also be given to the applicant through SMS & Email.

Other Specifications in the software-

1. Arrangement should be made to automatically send the information of every application that has come to the Commission in the above manner through SMS and Email.

2. Supervising officers of each section such as Registrar, Joint Registrar, and Presiding Officer should be given some admin rights to supervise the work of their section and all the information necessary for supervision should be available on their portal.

3. There should be a system to search all the registered second appeals/complaints/Order Re-call (Rule-12) applications etc. There should be many criteria of search such as case number, name etc. so that if any parameter is known, the case can be searched.

4. The registers to be maintained in various hearing rooms and sections and the reports to be sought should be generated automatically on the basis of the data fed in digital form.

5. Additionally there should be an option of Query Builder, through which any report can be generated based on various parameters.

6. The provision of viewing the User Log should be with the Super User, so that it can be checked that any entry has been made by which user.

7. Interim applications sent in any pending matter by the public and public authorities through online medium should go directly to the concerned hearing cell's Ahlmad.

8. There should be a provision for migrating the data fed into the software currently in use to the new software.

9. Feeding in new software should be in Unicode.

10. The previous data also has to be converted to Unicode.

11. There should be facility to transfer files from one hearing room to another on the basis of department/district/division etc.

12. Since the preparation of the right software for an organization is a continuous process and the requirements of the organization change from time to time, it becomes necessary to change the software and maintain the software and hardware to run it smoothly, is also necessary. Therefore, for all the above work, it is necessary that a worker of the software developing organization should be posted full time in the commission. In the Central Information Commission also, a senior computer programmer and a software developer from the NIC, who developed their software, have been attached to the Central Information Commission.

13. Data upload from internal software to website should be done on real time basis.

14. A user should see only as many options in the internal software as is necessary for it to function.

15. There should be an option of calendar in the internal software, through which it can be found that how many files are due in advance on which date.

16. Any other specifics as may be specified by the Commission while developing the software.

❖ Website

It is necessary to prepare a new website in place of the existing website of the Commission. In addition to the information published/available in the current website of the Commission www.upic.gov.in, it is also necessary to have the following specifications-

(I) To know the status of the applications sent in the Commission and the pending cases -

a. The facility to know the status of all the cases filed in the Commission online should be available on the website of the Commission. In order to find any specific cases pending in the Commission, options should be available to the public like- filing number, name of the parties, case number, name of hearing room, name of public authority etc.

b. After finding the case, complete information regarding the case should be available on the portal such as, on which side the application is pending, filing number, date of filing, case number, date of filing of case, name of hearing room, advance due date.

c. The purpose of the date being fixed, the date fixed since the first hearing of the case and the order passed therein, the date of the decision, the decision, the name of the applicant, the details of the public authority, the details of the Public Information Officer, the details of the first appellate authority, the case Details of transfer of K.K. from one hearing room to another hearing room. For the above, there should be a provision to directly upload the data fed on the internal software on the website.

(II) List of penalties imposed by the Commission –

a. According to the current system of governance, the Commission has to publish the department wise list of penalties on its website.

b. On the basis of the above list, at the government level by the Additional Chief Secretary/Principal Secretary/Secretary, at the departmental level by the Head of the Department, at the divisional level by the Divisional Commissioner and at the district level by the District Magistrate. Therefore, the list of fines should be available on the website in such a way that at the government level and at the departmental level, the concerned officer can get the list of fines related to his department.

c. Similarly, at the divisional level, the list of his division can be obtained by the divisional commissioner and at the district level by the district magistrate. Apart from this, there should also be a provision on the website to get the year/month wise list.

(III) **Application to be made online-** The website of the Commission should also have the facility for the general public to file second appeal/complaint/interim application/reinstatement application/duplicate application online. For this, the facility to feed data by the applicant in the prescribed format should be provided on the website, which should be authenticated through OTP.

❖ Mobile application

Mobile applications are also to be developed for Android phones for Citizen. The said application should have the facility to know the status of pending cases in the commission and apply online like the website.

❖ Public Authority Module-

➢ A Public Authority module is to be developed as part of the internal software of the Commission. The said module should have two access points - one at the level of internal software and the other at the level of public authority through internet.

➢ A nodal officer should be nominated in this regard by each public authority. A user id and password will be provided by the commission to every nodal officer, through which the said nodal officer will fill the following information, public information officer, first appellate officer and public information officer of all administrative units/offices of the concerned public authority.

➢ By registering the controlling authority of the officer on the Public Authority module as above, user ID and password will be provided to him-

-Name and address of the office/administrative unit. The type of the said office / administrative unit (office of the administrative department of the government / office of the head of the department / divisional office / district office / other office),

-Name, designation, mobile number, e-mail id and address of the Public Information Officer of the office/administrative unit,

-Name, designation, mobile number, e-mail id and address of the controlling authority of the Public Information Officer,

- Name, designation, mobile number, e-mail id and address of the first appellate authority.

This Public Authority module should be related to the internal software of the Commission as follows-

- On registering the Public Information Officer, First Appellate Officer and Controlling Authority of Public Information Officer by the Nodal Officer in the administrative units/offices in this way, this data should be automatically filled in the internal software at the same place. For this, if there is already a data feed at the above location, then that data should be automatically converted on the basis of the data entered in the Public Authority module.

- All second appeals, complaints and Order Re-call (Rule-12) applications filed in the Commission should be visible to the public authority to which the Public Information Officer/First Appellate Officer relates. Along with this, the controlling authority should see the status and order of the penalty imposed on the concerned Public Information Officer and departmental proceedings.

- Similarly, the nodal officer of the public authority should show the amount of compensation imposed on the public authority.

- There should be a system of sending notices online to the Public Information Officer and the First Appellate Officer.

- The facility of sending the reply (in form of KOF viz. document related to running case) sought in any second appeal and complaint from the Public Information Officer and the First Appellate Officer should also be in the Public Authority Module.

- The Nodal Officer should have the facility to send the information for the Annual Report to the Commission in the prescribed format, which should be displayed in the internal software at the level of the Registrar.

- Nodal officers can see the details of total pending appeals and complaints related to their department.

- In case of change of Nodal Officer, new nodal officer details are to be updated by HQ Admin in respect of older User ID and Password and get the details of new Nodal Officer updated on the portal.

- Similarly, in case of change of any Public Information Officer or First Appellate Officer, it will be the responsibility of the Nodal Officer to update the data in the Public Authority module to the new officer.

5. Features of Web Portal CATS - UPSIC

It includes **six** major categorizations of inter-related web applications based on the functioning of the department:

1. Department Portal
2. Citizen Online Services Portal
3. Officials Dashboard
4. Head Quarter Admin
5. Nodal Officials Dashboard
6. PIO & FAA Dashboard

❖ **Key Highlights –**

➢ CATS-UPSIC Software will keep all the details stored in the single database and hence, the various monitoring reports can be generated.

➢ Ease of monitoring by officers through customized Dashboard.

➢ Complaints/Appeals and other applications can be monitored efficiently.

➢ Role based; Office work-flow based centralized web for Online Application from any-where anytime.

➢ Receipt Acknowledgement with a unique Application Number.

➢ Digitally Signing of Decisions/orders by Commissioner of Hearing Room.

➢ MIS Reporting System on all automated services.

➢ Citizen Services Portal is available on Internet 24 x 7 anytime from anywhere.

➢ Multilingual interface provided.

➢ Content personalization features for specific audience.

➢ Interface is Responsive (layout adapts to different screen sizes).

➢ Alert mechanism (SMS & Email) for the users.

➢ PULL SMS & Email Service for Application Status Tracking.

➢ E-Book feature at officer's end to view all the uploaded documents and generated orders and notices against the case.

➢ Physical file Tracking.

➢ Different level of officer's digital signature feature.

➢ Facilitation Memo Generation.

➢ Notice Generation.

- ➢ Cause List Generation.
- ➢ Order Generation.
- ➢ Penalty Notice Generation
- ➢ Demand of Authorized Order Copy.
- ➢ Physical File Inspection.

5.1 Departmental Portal

Department Portal is designed with **GIGW** (GUIDELINES for INDIAN GOVERNMENT WEBSITES) guidelines, enabling user to reach to helping documents, department's objective, different reports, cause list of hearing room and the final verdict of their cases in the public domain.

Home page of departmental portal consists of –

5.1.1 About the Department

- U.P. State Information Commission has been constituted in accordance with the provisions of section 15 of the Act by the State Government of Uttar Pradesh through Gazette Notification No. 856/XLIII-2-2005-15-(2)-2003-T-C- IV, dated 14/09/2005.
- The Commission consists of one State Chief Information Commissioner (SCIC) and not more than ten State Information Commissioners (SICs) who are appointed by the Governor of Uttar Pradesh on the recommendation of a selection committee headed by the Chief Minister of Uttar Pradesh.
- The Oath of Office is administered to the SCIC and the SICs by the Governor of Uttar Pradesh according to the form set out for the purpose in the First Schedule of the Act.
- The Commission has its Headquarter in Lucknow.

5.1.2 Objective 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.

5.1.3 Functions of the Department

- Inquiry into a complaint by the Commission
- Hearing of appeal by the Commission

5.1.4 Organisational Structure
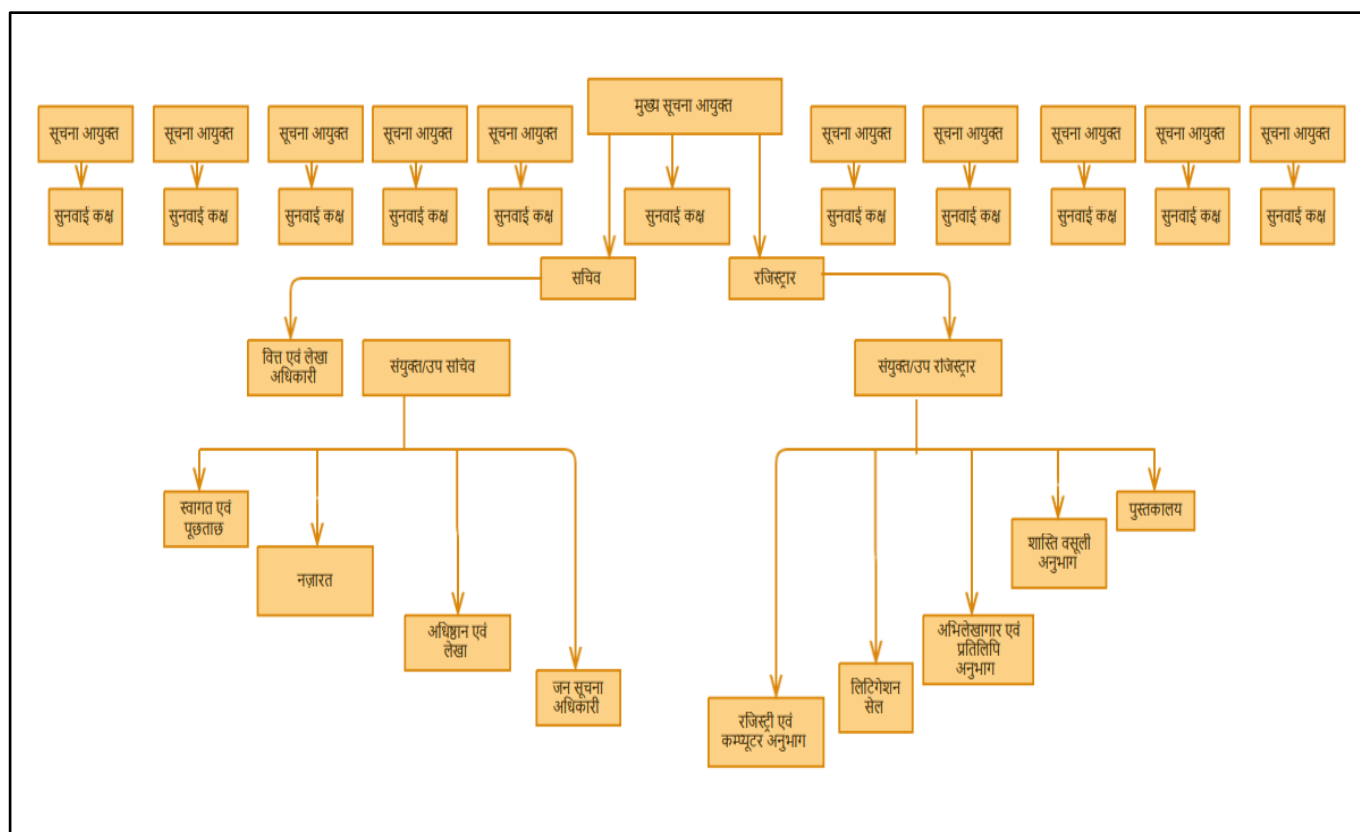
5.1.5 Act & Rules

- Right to Information Act ,2005.
- UP RTI Rules Act, 2015.

5.1.6 Important Links

- Direction of CIC under Section 15(4) of RTI Act, 2005.
- Fees and Costs
- List of Public Information officer and First Appellate Authority
- Department of Personnel and Training circulars relating to RTI
- Government of Uttar Pradesh Circulars relating to RTI
- Important Office orders
- Department of Personnel and Training
- Central Information Commission
- Various State Information Commissions
- Online RTI Uttar Pradesh
- Helpline
- Disclaimer

5.1.7 Various Links -

- Press Release
- Annual Reports
- Gallery
- Contact Us
- Helping Documents (Guidelines of the portal, FAQs, KPI)
- Survey
- Feedback
- Profile of Present CIC & ICs
- List of Former SCICs & ICs
- Work Distribution
- List of various State Information Commissions

5.2 Citizen Online Services

➢ Apply Through Web Portal.

➢ Personalized dashboard.

➢ Generation of Applicant Registration number (Login Id).

➢ Complaint form entry.

➢ Second Appeal Form entry.

➢ Order Re-call (Rule-12) Form entry.

➢ Application for Document Related to Running Case (In case of any pending documents applicant can upload the documents.)

➢ Generation of Application registration Number.

➢ Print Acceptance/ Acknowledgment containing QR Code (Duplicate).

➢ Editing of applications against which facilitation memo had been generated by the registrar.

➢ Demand of Authorized Order Copy and other documents.

➢ Application for physical file inspection.

➢ Online Fee Payment.

➢ Generation of Application diary Number.

➢ Application for order correction (Shuddhi Patra).

➢ Application for Request for Court Transfer

➢ View and download the orders, notices and other documents related to filled application.

➢ Application tracking system.

➢ Applicant can download and print the final order.

➢ Profile View.

➢ Update Password.

➢ Help Documents.

5.3 Officials Service Dashboard

- Personalized role-based dashboard.
- DAK entry through physically, by post and email.
- Generation of Registration number or Diary Number.
- Print Acceptance/ Acknowledgment containing QR Code (Duplicate).
- Complaint form entry.
- Second Appeal Form entry.
- Order Re-call Form entry.
- Document related to running case (In case of any pending documents applicant can upload the documents.)
- Updating of applications against which facilitation memo had been generated by registrar.
- Demand of Authorized Order Copy and other documents.
- Application for physical file inspection.
- Acknowledgement/Receipt through front office
- Application tracking system.
- Verification of application.
- Scrutiny of applications.
- Approval of applications.
- Generation of facilitation memo against of defective application.
- Forwarding of application at different level of officers.
- Forwarding of application as special consideration.
- Generation of file number.
- Generation of notices and order.
- Complete disposal of applications.
- SMS & Email provision as part of Application disposal process.
- Digitally signing of orders and notices.
- MIS for monitoring of work from different officers.
- Approval of destroyable files.
- Vaad chart for hearing room officers to view all the available dates on which the hearing date can be assigned and the court and date-wise statistics of cases (e.g., total disposed of, total penalty cases).

➢ E-Book feature at the officer's end to view the all-uploaded documents and generated orders and notices against the case.

➢ Physical file management in the compactor.

➢ Litigation cases updating.

➢ Change Password.

➢ Help Documents.

5.4 Head Quarter Admin

➢ Personalized Dashboard.

➢ Self-Profile - HQ Admin can view & edit profile.

➢ Change Password.

➢ Custom Notice Board.

➢ User Management

➢ Create User- Admin can create officer login Id.

➢ Modify User- Admin can modify officer login Id.

➢ Reset User Password

➢ De-activate DSC.

➢ DSC MIS Report- It contains a list of updated information about all the officials presently working on this project under the administrative control of HQ Admin.

➢ Role management.

➢ Additional user work management.

➢ Additional login id management.

➢ Court Mapping management.

➢ Court roles management.

➢ Vaad Chart management.

➢ Work Management for every user.

➢ Master management.

➢ Manage Nodal officer details.

➢ View PIO & FAA details.

➢ Manage File Compactor.

5.5 Software Admin

➢ Personalized Dashboard.

➢ Self-Profile - can view & edit profile.

➢ Change Password.

➢ Content Management System.

5.6 Nodal Officer

➢ Personalized Dashboard.

➢ Self-Profile – Nodal Officer can view & edit profile.

➢ Change Password.

➢ Create sub nodal (Only by main Nodal Officer) of their department offices.

➢ Add new department offices.

➢ Manage the PIO & FAA details.

➢ Manage the other PIO & FAA details.

➢ View notices

5.7 Public Information Officer

➢ Personalized Dashboard.

➢ Self-Profile – PIO can view & edit profile.

➢ Change Password.

➢ PIO can fill the Application form for Document Related to Running Case against particular Application Registration number/case number.

➢ Receive the penalty notices.

➢ PIO can upload challan copy and order copy in response of penalty notice.

➢ PIO can fill order re-call application against the particular file number.

➢ View orders

➢ Transfer the cases to another PIO, if the case is not pertaining to them.

5.7 First Appellate Officer

- ➢ Personalized Dashboard.

- ➢ Self-Profile – PIO & FAA can view & edit profile.

- ➢ Change Password.

- ➢ Upload the documents through Document Related to Running Case.

- ➢ View public information details.

- ➢ View notices.

5.8 Stakeholders

❖ **Primary Stakeholders**

- ➢ Chief Information officer

- ➢ Information Commissioner

- ➢ Ahlmad

- ➢ Peshkar

- ➢ Stenographer

- ➢ Registrar/ Joint Registrar.

- ➢ Research Officer

- ➢ Scrutiny counters.

- ➢ Full entry Operator.

- ➢ DAK counter.

- ➢ Postal Dispatch Feeding counter.

- ➢ Penalty section

- ➢ Litigation Section

- ➢ Archive section

- ➢ Copy section

- ➢ Dispatch Section

- ➢ Public Authority

- ➢ PIO

- ➢ Nodal Officer

- ➢ FAA

- ➢ Citizen/Applicant

❖ **Secondary Stakeholders**

➢ Department of Information Technology, under the State Government.

➢ Department of Information Commission of other State Governments in India.

➢ Accountant General, concerned State Government, Government of India,

➢ Department of Finance, under the concerned State Government.

❖ **Key Stakeholders**

➢ Implementation Agency – Uttar Pradesh State Information Commission (Complaint & Second Appeal), Government of Uttar Pradesh.

➢ End Users/ Customers – Uttar Pradesh Government Departments/ Functional Houses/ Corporations/ Citizens.

➢ Bandwidth Provider – BSNL

➢ Technical Consultants – NIC

➢ Software Developing Agency – Outsourced Manpower deployed by UPSIC

➢ Testing Agency - NIC with an authorized team of the User department.

➢ Audit Agency - CERT-IN empanelled agency.

➢ Training Agency as per Uttar Pradesh Government policy.

5.9 Derived Benefits

The project is identified by the merits of the system offered to the user. The merits of this project are as follows: -

➢ It's a web-enabled project that helps to keep track of complaints/appeals.

➢ Data Security and Integrity.

❖ **Citizen End Benefits:**

➢ No physical visit to the office is required, as the entire application process is completed online.

➢ The applicant receives an acknowledgment receipt online, which can be downloaded and printed.

➢ Applicant tracks the application by unique application registration number.

➢ This portal offers users to enter and view the data through simple and interactive forms.

➢ The software provides alerts to ensure that the application is filled within the stipulated time limit.

➢ The user is mainly more concerned about the validity of the data, whatever he is entering. There are checks on every stage of any new data creation, data entry, or updating of data so that the user cannot enter invalid data, which can create problems at later date.

➢ The applicant receives information via SMS & Email for every stage of the application process.

➢ The user is provided the option of monitoring the records he entered earlier. He can see the desired records with the variety of options provided to him.

➢ From every part of the project, the user is provided with the links through framing so that he can go from one option of the project to other as per the requirement. This is bound to be simple and very friendly as per the user is concerned. That is, we can say that the project is user friendly which is one of the primary concerns of any good project.

❖ Department End Benefits:

➢ Identify how many complaints are filed, accepted, and rejected through different MIS reports and personalized dashboard.

➢ It monitors daily complaints.

➢ The department can enter and view the desired information through simple and interactive forms.

➢ Data storage and retrieval will become faster and easier to maintain because data is stored in a systematic manner and in a single database.

➢ Decision-making process would be greatly enhanced because of the faster processing of information since data collection from information available on the computer takes much less time thana manual system.

➢ Users can check past records and compare them with current records.

➢ Allocating sample results becomes much faster because at a time the user can see the records of last year.

➢ Easier and faster data transfer through the latest technology associated with the computer and communication.

➢ Extensive MIS on disposal status and pendency is there for higher authorities to monitor and decision making in order to fast disposal of applications

➢ Document/ Application Verification can be done online

➢ Application Status tracking is available.

➢ SMS & Email were sent to the applicant regarding his application.

➢ The uploaded documents can be downloaded and printed by officers in a sequence way and on a single click

➢ The department can check the pendency of work at its lower level

➢ The department can generate notice and facilitation memo with DSC/ INK sign

➢ Distribution of application to different officers at different levels

➢ Hearing room officers can check the case status with single click through the Vaad Chart.

➢ Through the E-book, officers can check all the uploaded documents of required Application registration/case number.

5.10 Proposed versus Present System

S. No	Process	Current System	Requirement	PROPOSED SYSTEM
1	Application Entry	Applications received through two Medium. 1-Postal Receipt Counter (By hand) 2- Through Post	Applications received 1. Through web 2. Through Email 3. Postal Receipt Counter (By hand) 4. By post	**1. Online Application**- Citizen Registration and Online form filling **2. Offline Application** DAK entry Registration Full Entry
2	Action Track	No tracking of applications	Applicants can track the application at any level	After completing the form filling a unique application registration no. will be sent to the applicant for tracking the status
3	Acknowledgment Receipt	Cannot print the acknowledgment receipt, get it through counter.	Acknowledgment receipt can be downloaded at any time	Applicant can view, print, and download acknowledgment receipt from web portal at any time
4	SMS & Email Integration	No SMS & Email Integration	Applicant will get confirmation SMS & Email for every stage of application	Applicant will get confirmation through SMS & Email for every stage of application at different levels.
5	Officer work flow	There is manual management work flow	Tracking work flow for Different level of officers	Any officer can check the status of application at lower levels.
6	MIS Report	Not available	Can view different MIS reports online	Some MIS reports available online such as: • Officer-wise report • Application wise report • Rejected application wise report • Penalty Application

				• Hearing of application • District Level report • Year Wise Report • Pending Application report • Disposed Application
7.	Fees Payment	Manual process	Online Fees Payment	Applicant can submit online fees.

5.11 Objectives of the automation

1. Specify specific requirements that fall outside the existing UPSIC CATS framework:

2. CATS-UPSIC has been meticulously designed and developed for the Uttar Pradesh Information (Appeal & Complaint) department following an in-depth domain study in collaboration with headquarters officials and officers at various levels, including field-level officials.

3. The project is currently bilingual, supporting both Hindi and English.

4. The SMS & Email API utilized in the project is sourced from the Department of Uttar Pradesh Information Commission.

5. While customizing SMS may seem challenging through wizard-like features, the code pages can be provided for assistance during execution in different states.

6. CATS-UPSIC effectively maintains records of complaints and appeals filed by applicants.

7. The system ensures both online and offline accessibility of complaint/appeal status reports for administrators, officers, and officials at all levels.

8. It facilitates the tracking of records and files at all levels of the process.

9. A personalized dashboard is available to track the progress of complaints and appeals, displaying information such as the Total Number of Complaints/Appeals, Today's Entry, Accepted Cases, Rejected Cases, Penalty Charges, and Total Disposals.

10. CATS-UPSIC is committed to providing an affordable, accessible, cost-effective, and transparent Complaint/Appeal Monitoring and File Tracking System.

11. The system ensures transparency and security of information while granting access to authorized officers.

12. It aims to enhance productivity both qualitatively and quantitatively.

13. CATS-UPSIC facilitates the electronic movement of records.

14. It automates workflow management processes.

15. The system contributes to cost and time savings in software development.

16. It significantly reduces the time required for software implementation.

17. The design allows for easy replication of successful applications.

18. Online summary generation of complaints and supportive documents is a key feature of CATS-UPSIC.

5.12 Application Process

Process Flow: Complaint/Appeal/Order Re-call application registration and verification

Hearing Proceedings

Alhmad

1 → Ahmad receives flawless application files from research officer → Gives the first date of hearing → After IC's DSC Download First Order → Generates first notice & DSC on it → Notice with order will be forwarded to Dispatch Section → Ahmad receives digitally Sign order files → Is Case disposed ? — Yes → 2 / Forward to next process

No → Generate Notice – 2/3 on the basis of order

STEP - 1

STEP - 8

Peshkar

Peshkar Generates cause list → Gives hearing done remark after hearing is done → Updates remark in cause list as per decision given by Commissioner. Give next date of hearing if case is undisposed. → Apply DSC on updated cause list and forwarded it to commissioner for approval → Apply DSC and forward to Alhmad

STEP - 2
STEP - 3
STEP - 4
STEP - 7

Commissioner

Hearing proceedings start → Views Updated cause list → All Correct? — No → 1) Revert cause list to peshkar with a remark

Yes → Approve & forward it to stenographer

View the orders → All Correct ? — Yes → 1) Revert the order to stenographer with remark

No

STEP - 5
STEP - 6

Stenographer

Upload order file and updates penalty details → Forward orders and penalty details to commissioner for DSC and approval → Check and repeat the same process

Process Flow: Archive section

Alhmad

2 → Ahmad forwards non-penalty disposed files to archive section → Return to concerned hearing court Ahmad

STEP - 1

Archive

Archive section Views the files → Found any flaws — Yes

STEP - 2

No → Save in compactor with serial number court wise in the Compactor → After 12 month of order date, all the destroyable files list will be forwarded to registrar for approval → Archive section receives approved files list from Registrar/Jonit Reg. → Archive section in charge save the preserving orders and letters then destroy the files → End

STEP - 3

Registrar

Registrar/Joint Reg. views the files and approve with DSC. After DSC files will be forwarded to Archive

STEP - 4

Process Flow: Penalty Section

Penalty Section	**2** → Penalty section receives the penalty-imposed orders from Ahlmad → Generates the notice & forwards it to Registrar for DSC → View KOF → Verify the penalty recovery details and generate the notice. → Recovery notice is sent to Registrar/Joint Reg. for DSC
Respondent/Controlling Authority	Upload Challan copy/Compliance report
Dispatch	Dispatch section dispatch the notices
Registrar	Registrar signs on it & Forward it to Dispatch Section — After digital signature, recovery notice will be forwarded to concerned hearing cell → **End**

STEP - 1, STEP - 2, STEP - 3

Process Flow: File Demand

Alhmad	**Start** → Ahlmad generates file demand letter and forward it to commissioner for approval — Hearing room receives requested files → Ahlmad returns received file to archive section after the work is done. → **End**
Archive	Archive section sends request to Reg/Joint Reg for approval to send file — Archive section receives approved files list & send files to hearing room
Registrar	Registrar views the file demand letter → If Found any flaws in files → (Yes) Cancel request & revert to archive / (No) Request approved and forwarded back to archive section
Commissioner	Commissioner approves demand letter with DSC. After DSC requested, files will be forwarded to Archive Section

STEP - 1, STEP - 2, STEP - 3

Process Flow: Physical File Inspection Application

Applicants

Start → Through the web portal, applicant fills the application for physical file Inspection → After pay the fees application will be shown to officers dashboard → Is Case disposed

Yes → STEP - 1

No

STEP - 1

Ahlmad

Ahlmad receive running case application → forward it to commissioner for approval → Ahlmad scheduled the date for file inspection and inform to applicant to via SMS → End

STEP - 2

Commissioner

Commissioner Approve the file and revert to Ahlmad

STEP - 3

Archive

Archive receives disposed case application → Archive section in charge forward to Joint registrar for approval → Archive section schedule the date of file inspection and inform to applicant via SMS → End

Registrar/Joint reg.

STEP - 2

Registrar/Joint Registrar approve the file → Forward to archive section

STEP - 3

Process Flow: Copy Section

Applicants

Start → Through the web portal, Applicants request for copy application → Applicant pay the fees. After fees payment application will be forwarded to copy section → Applicant can download or print the orders and other documents → End

Copy Section

Copy section views the requested orders and documents → Verify with DSC and send it to applicants personalised dashboard

5.13 Business Rules of CATS-UPSIC

- Before submitting mentioned applications before commission, Citizen shall register in the CATS-UPSIC portal first with requisite details, valid mobile number and valid government id.

- User's password must satisfy the following.

  * Password should be min 8 & max 15 character long.
  * Password should have at least one alphabet.
  * Password should have at least one numeric value.
  * One letter should be in uppercase.
  * Password should have at least one special characters among (@, #, $, _).

- Registered citizen can submit a second appeal before the Uttar Pradesh State Information Commission within **90** days from date of RTI date against the decision given by the departmental appellate authority, provided first appeal is already submitted.

- Registered citizen can submit a complaint before the Uttar Pradesh State Information Commission after **30** days from date of RTI date if no response is received from concerned PIO.

- Applicant can provide additional information related to their case through submitting the Document Related to Running Case application but only after the application is forwarded to the hearing room for the hearing.

- Applicant can request for Order Recall under rule 12 within **90** days of the verdict. If there is any late cause, Applicant has to submit the application with an additional remark.

- For Complaint, if PIO is not available, Applicant can submit the application with only the scanned copy of the signed complaint, else RTI details and details of PIO is required.

- For Second Appeal, Details of RTI, PIO and FAA are mandatory.

- If PIO is not appointed at the particular office location for the applicant is filing complaint or second appeal then applicant has to choose the "**other**" option from the drop down and mention the known details of the PIO, so Admin or Nodal Officer can verify the details and activate that PIO for the further process.

- Applicant can apply for the copy application only after the case has been registered in CATS-UPSIC portal.

- There are check lists available at the scrutiny level which can be modified in the future by the Admin.

- There is an option at the Research Officer end to mark any case as the "**Special Case**".

- Citizen can submit Document Related to Running Case application only when hearing date is assigned to that particular case.

- Chief Information Commissioner will approve the request of case transfer to another only if citizen or concerned hearing room has requested for the same.

- Registrar/Joint Registrar will approve the list of destroyable files after 12 months of the verdict.

- If there is any penalty imposed on the case, Stenographer will add the penalty details of that case and generate the penalty order.

- Peshkar will generate the cause list for both online and offline hearings. In case of online hearing media type has to be updated by him/her. Peshkar also updates the decision type in the cause list .

- Chief Information Commissioner/Information Commissioner will approve the cause list generated by Peshkar.

- IC can request for the case transfer to another court.

- In this software, there is an option of assigning the work of a user to another user, if the user is not present. This option is available at the admin level.

- Also, there is an option at Admin of assigning the work of user role to another user role.

- During hearing, If PIO denies that the case doesn't pertain to him/her then an order shall be issued by IC/CIC to transfer this case to another PIO as per the office location. If mentioned PIO is not registered in current system yet then Admin can fill and verify the mentioned details of PIO and Registrar/Joint Registrar will approve it to activate that PIO. PIOs related to a case can be activated or deactivated in the future as per the requirements.

- Alahmad will send all penalty disposed cases in bulk to penalty section on **5th** day of every month.

- Alahmad will send all normal disposed cases in bulk to Archive section on **15th** day of every month.

- Alahmad and Peshkar will not be able give hearing date when respective court has marked holiday.

- In case of Emergency leave, Peshkar can reschedule hearing date by uploading respective order.

- Penalty details are filled by Stenographer of the respective court as per the decision of IC.

- The feedback option on the citizen's dashboard allows users to provide their input. All feedback submitted by citizens will undergo initial review on the HQ admin dashboard. Only after receiving approval from the admin the feedback will be visible on the UPSIC web portal.

- **2 MB** is the allowed size for JPG and PDF files.

- **Hybrid option**: Citizens have the choice of selecting **online** or **offline** options for hearings.

- In the case of online hearings, the citizen can change the mobile number to be used after OTP verification.

- If a user enters incorrect credentials three times in succession, the profile should be locked for **15** minutes.

- If a nodal officer of Shasan level undergoes a transfer or retires, HQ Admin will update the details of the same, for all other levels, it is managed by Nodal officer of Shasan level or HQ Admin. Only after updating the information such as joining date for the newly appointed officer, the details of users who have been transferred or retired can be appropriately updated.

- All notices and orders related to a case should be displayed on the dashboard for both the citizen and the respondent (FAA/PIO).

- In case new FAA or PIO is appointed for an office, new login id created and current and older PIO's cases are visible on his/her dashboard.

- Addition of a Nodal at the Shasan Level is required which will done by HQ Admin. HQ Admin at Shasan level or HQ Admin will create nodal at other levels such as HQ, Directorate, Division, District, etc.

- Controlling officer will ensure to get the penalty recovered from concerned PIO and the information related to this will be sent to information commission which will further be updated in the CATS-UPSIC by penalty section.

- In the case of PIO transfer/retired cases, applications/notices related to the previous PIO should be visible to the current PIO. The login ID of the older PIO should be activated, as they may need to opt documents related to that case or Order recall Application for applications pertaining to them.

- Pio can transfer cases to another PIO if the received case is not related to them. All the details of the transferred PIO cases will be presented to the dashboard of CIC, IC, and Ahlmad and the first notice and first order will be generated again for the new PIO.

- Facility for the forceful updating of FAA/PIO/Nodal and officer/official's profiles in the first login is added in CATS-UPSIC.

- Every official user of CATS-UPSIC should validate his/her name, login ID, email, and designation mentioned in the profile section of his/her dashboard.

6. Functional Requirements Formulated for Automation

- ➢ Online Applicant login Id Acknowledgement Receipt Issuance
- ➢ Online Registration Number Acknowledgement Issuance
- ➢ Online Diary Number Acknowledgement Issuance
- ➢ Offline Diary number Acknowledgement Receipt Issuance
- ➢ Offline Registration Number Acknowledgement Receipt Issuance
- ➢ Offline Diary Number Acknowledgement Issuance
- ➢ Scrutiny of Application
- ➢ Verification of Scrutinized Application
- ➢ FM Issuance
- ➢ Ahlmad role in court room
- ➢ Peshkar role in court room
- ➢ Stenographer role in court room
- ➢ Commissioner role in court room
- ➢ Chief Information Commissioner role in court room
- ➢ Court hearing processing
- ➢ Penalty Notice generation
- ➢ MIS

6.1 Online Applicant Registration

```
                    ┌─────────────┐
                    │    Start    │
                    └─────────────┘
                           │
                           ▼
        ┌──────────────────────────────────────────┐
        │ Through web portal Applicant fills all    │◄──────────┐
        │ mandatory fields                          │           │
        │ Valid Mob. No. & email id of registration │           │
        └──────────────────────────────────────────┘           │
                           │                                    │
                           ▼                                    │
                        ╱╲                      No      ┌──────────────────┐
                      ╱      ╲ ───────────────────────► │ Login id fail    │
                    ╱  Valid   ╲                         │ Alert            │
                    ╲  input    ╱                        └──────────────────┘
                      ╲ credential ╱
                        ╲      ╱
                         ╲  ╱
              Yes         ╲╱
                           │
                           ▼
        ┌──────────────────────────────────────────┐
        │ OTP send to registered mob number         │
        └──────────────────────────────────────────┘
                           │
                           ▼
        ┌──────────────────────────────────────────┐
        │ Enters OTP                                │
        └──────────────────────────────────────────┘
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                           ▼
        ┌──────────────────────────────────────────┐
        │ Successfully Registered                   │
        └──────────────────────────────────────────┘
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                           ▼
        ╱──────────────────────────────────────────╲
       ╱  One unique login id no.                    ╲
      ╱   gets generated.                             ╲
      ╲   Ex. UPICR20220000006                        ╱
       ╲  Send via SMS & Email                       ╱
        ╲──────────────────────────────────────────╱
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                    │    End      │
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```
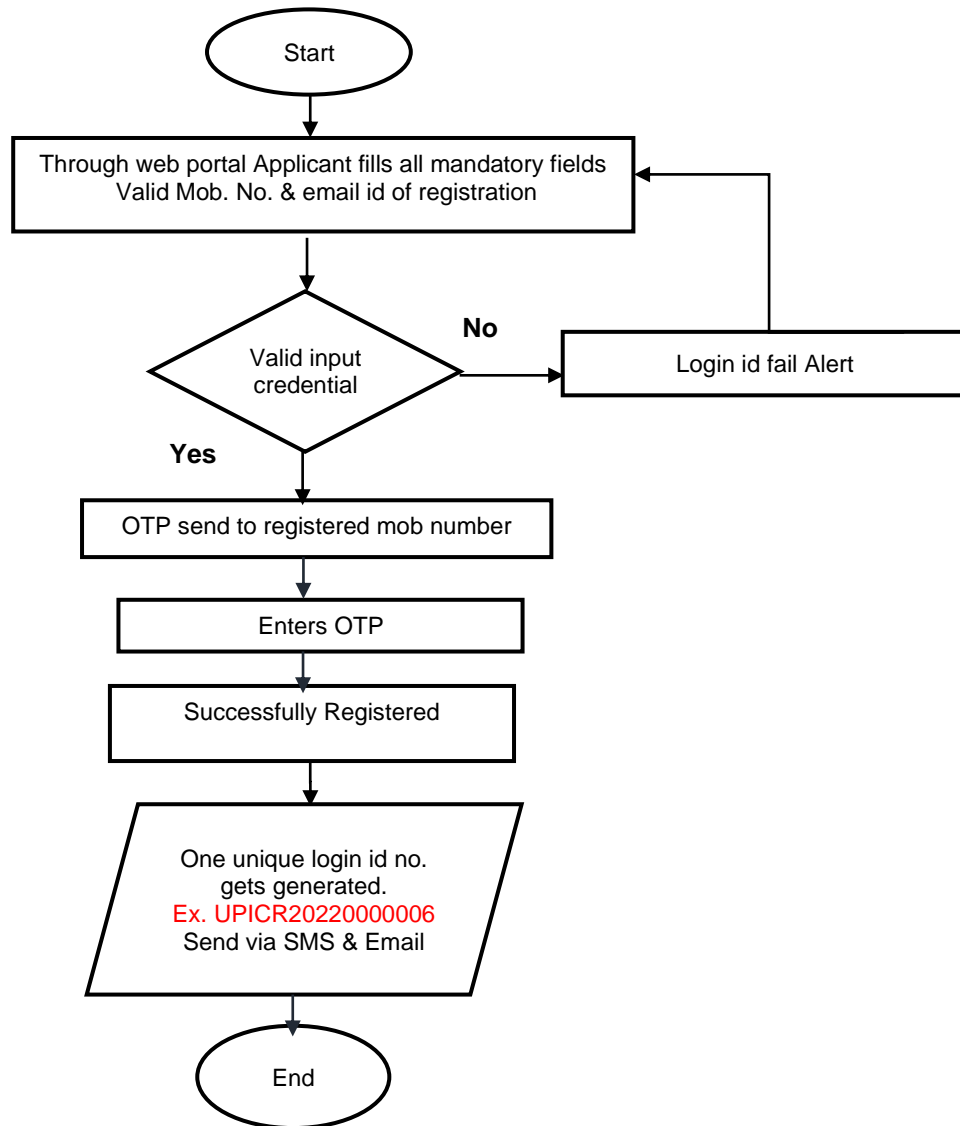
Flow chart no. 6.1

Service-01: Information for Functional Requirement Specification (FRS)

1. Description of Registration- Online Applicant Registration

2. Online registration format – 10.1.1 ANNEXURE-01,

3. Process flow/Data flow- Point 6.1.1

4. Approving Authority- Chief Information Commission (Uttar Pradesh)

5. Flow Chart – 6.1

6. Government order- As per RTI ACT, 2005 & Uttar Pradesh Information (Enforcement) Rules, 2015.

6.1.1 Process Flow

➢ Any person, who wants to apply for appeal/complaint, may come to CATS-UPSIC web portal.

➢ Click on the "Register" button to open the registration form.

➢ Fill in all the mandatory fields marked with an asterisk (*) and submit the form.

➢ An OTP (one-time password) will be sent to your registered mobile number.

➢ Fill in the OTP on the portal and click on "Submit".

➢ You will receive a Login ID number via SMS & Email.

6.2 Online Complaint/Appeal/Order Re-call application Registration Number Generation

```
                           ( Start )
                              │
                              ▼
        ┌──────────────────────────────────────────┐
        │   Applicant logs-in with User-ID& password │◄──────┐
        └──────────────────────────────────────────┘       │
                              │                             │
                              ▼                        No   │
                        ◇ Valid input ◇ ─────────► ┌──────────────┐
                        ◇  credential ◇            │ Login fail Alert │
                              │                    └──────────────┘
                         Yes  │
                              ▼
        ┌──────────────────────────────────────────┐
        │              Personalised                 │
        │           Dashboard appears               │
        │       Select the type of application      │
        └──────────────────────────────────────────┘
                              │
                              ▼
        ┌──────────────────────────────────────────┐
        │       Choose the preferred hearing         │
        │          option online or offline          │
        └──────────────────────────────────────────┘
                              │
                              ▼
        ┌──────────────────────────────────────────┐
        │   Applicant fills the Complaint/Appeal &   │
        │   Order Re-call (Rule-12) form with all    │
        │           mandatory *fields                │
        └──────────────────────────────────────────┘
                              │
                              ▼
        ╱──────────────────────────────────────────╱
       ╱     One unique Registration                ╱
      ╱       no, gets generated.                  ╱
     ╱        Ex: C–202303000006                  ╱
    ╱──────────────────────────────────────────╱
                              │
                              ▼
                           ( End )
```
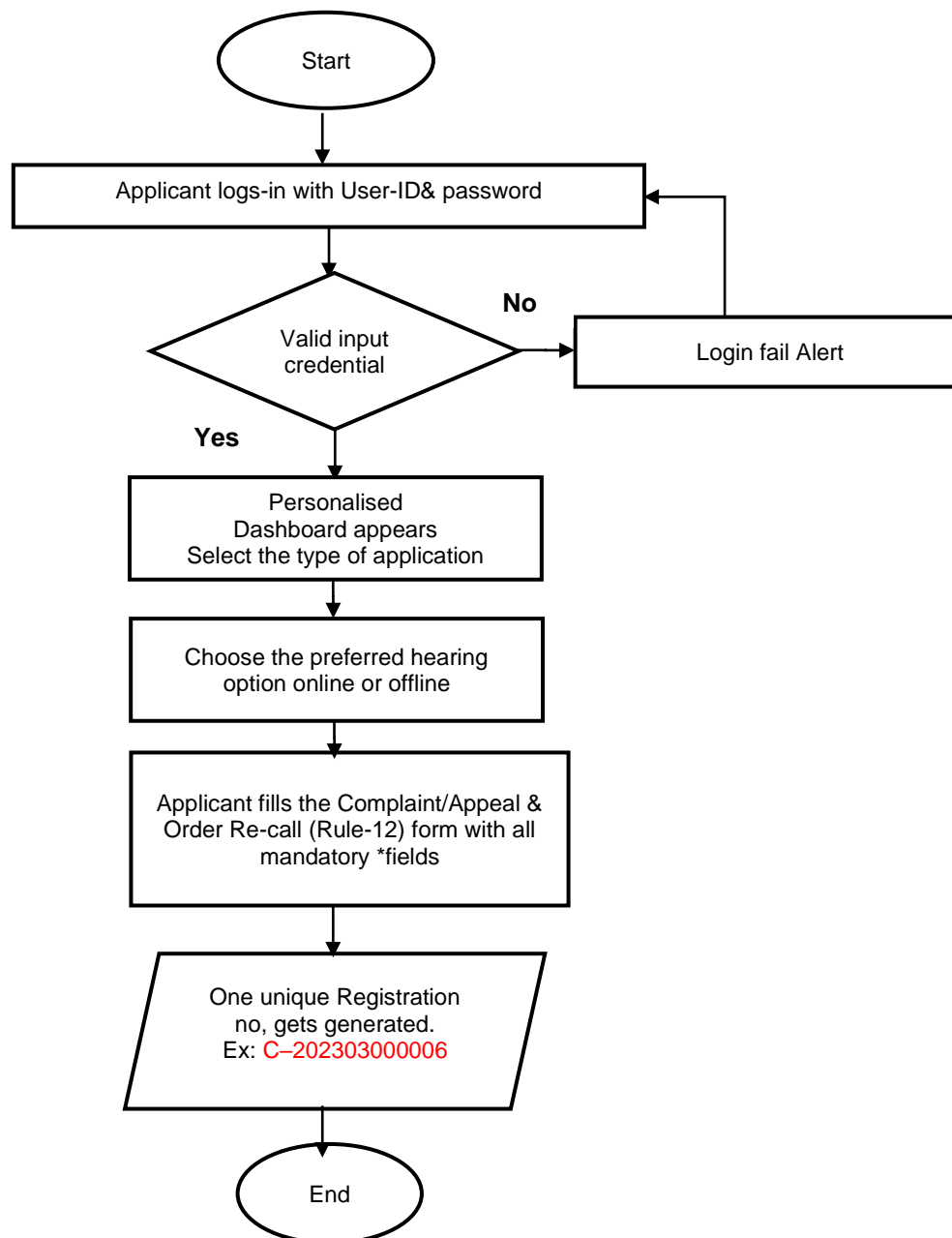
Flow chart no. 6.2

Service-02: Information for Functional Requirement Specification (FRS)

1. Description of Service- Offline Complain/Appeal/Order Re-call (Rule-12) Registration number generation

2. Application Registration No. Issue format- 10.1.2 ANNEXURE-02, 03, 04

3. Process flow/Data flow- Point 6.2.1

4. Approving Authority- Chief Information Commission (Uttar Pradesh)

5. Flow Chart - 6.2

6. List of supporting documents- Point 6.6.2

8. Government order- As per RTI ACT, 2005 & Uttar Pradesh Information (Enforcement) Rules, 2015.

6.2.1 Process Flow: -

➢ The applicant logs in using their user ID and password.

➢ A personalized dashboard appears.

➢ The applicant can fill out an online form for Complaint/Appeal/Order Re-call (Rule-12).

➢ The applicant has to choose the preferred hearing option online or offline.

➢ The applicant must fill out the complete form with all mandatory* fields and submit it.

➢ The applicant will receive a unique registration number on the registered mobile number and Email for tracking the record.

➢ The acknowledgement can be downloaded and printed.

6.3 Online Diary Number Generation

```
                        ┌──────────────┐
                        │    Start     │
                        └──────┬───────┘
                               │
                               ▼
          ┌────────────────────────────────────────┐
          │  Applicant logs-in with User-ID& password │◄────┐
          └────────────────┬───────────────────────┘      │
                           │                                │
                           ▼                    No          │
                      ╱ Valid input ╲──────────►┌────────────────┐
                      ╲  credential  ╱          │ Login fail Alert│
                           │                    └────────────────┘
                        Yes│
                           ▼
              ┌────────────────────────┐
              │      Personalised       │
              │   Dashboard appears     │
              │ Select the type of      │
              │    application          │
              └───────────┬────────────┘
                          ▼
           ┌──────────────────────────────────┐
           │ Applicant fill the document related│
           │ to running case/ copy/Physical file│
           │ inspection application form with all│
           │      mandatory *fields             │
           └──────────────┬───────────────────┘
                          ▼
            ╱──────────────────────────╲
           ╱  One unique diary no, gets  ╲
          ╱       generated.              ╲
          ╲    Ex D-120420230001          ╱
           ╲──────────────┬──────────────╱
                          ▼
                   ┌──────────────┐
                   │     End      │
                   └──────────────┘
```
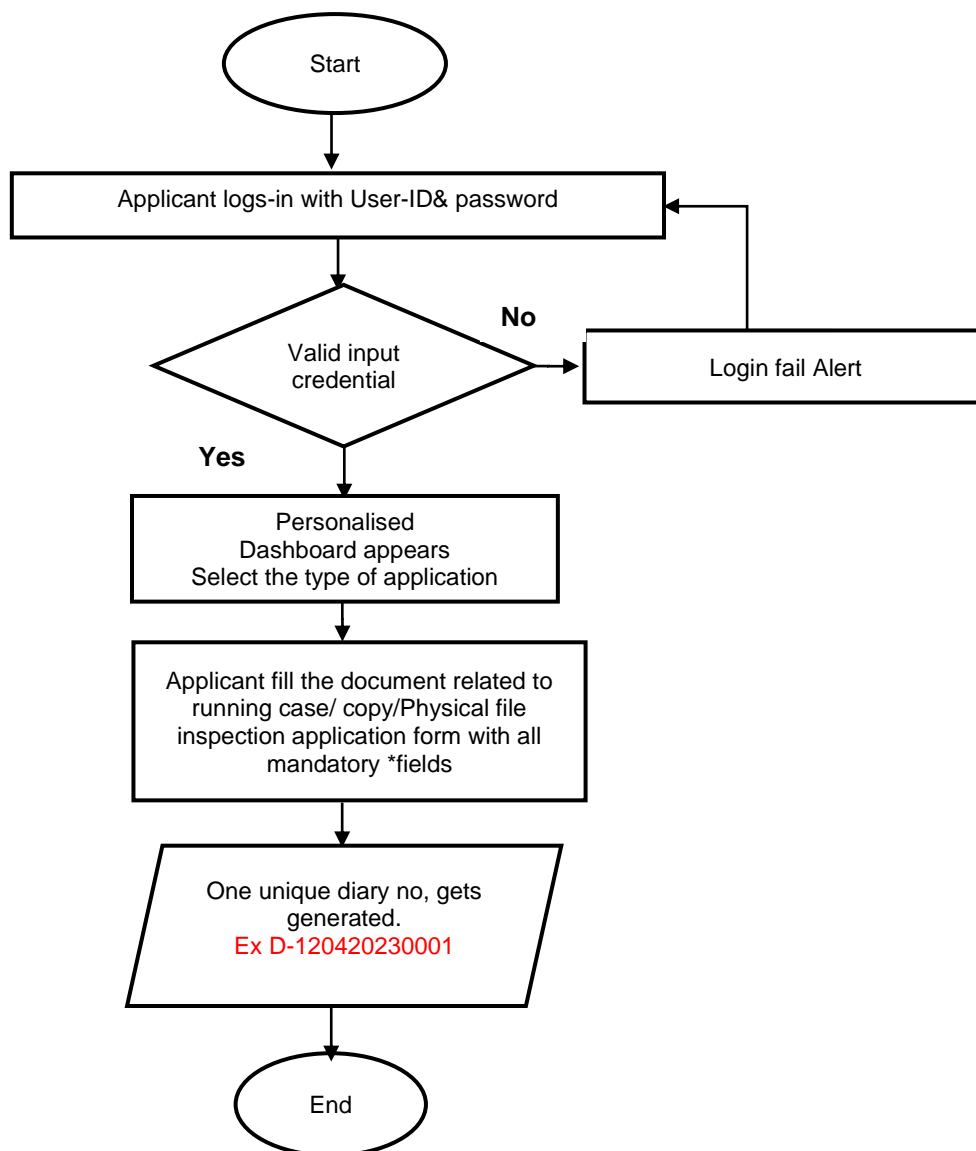
Flow chart no. 6.3

Service-02: Information for Functional Requirement Specification (FRS)

1. **Description of Service**- Online Diary Number Acknowledgement Issuance

2. **Process flow/Data flow**- Point 6.3.1

3. **Approving Authority-** Chief Information Commission (Uttar Pradesh)

4. **Flow Chart** - 6.3

5. **List of supporting documents-** Point 6.5.1

6. **Government order-** As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.3.1 Process Flow

➢ The applicant logs in with their user-ID and password.

➢ A personalized dashboard will appear.

➢ The applicant can fill out the form for document related to running case/copy application/physical file inspection.

➢ The applicant must fill out the complete form with all mandatory* fields and submit it.

➢ The applicant will receive a unique application diary number for tracking purposes.

➢ The application diary number acknowledgement can be downloaded and printed.

➢ The applicant will receive the acknowledgement (Diary) number via SMS & Email.

6.4 Offline Citizen Diary Number Generation

```
                        ┌─────────────┐
                        │    Start    │
                        └─────────────┘
                               │
                               ▼
        ┌──────────────────────────────────────────────┐
        │ DAK entry operator logs-in with user-ID& password │◄───┐
        └──────────────────────────────────────────────┘        │
                               │                                 │
                               ▼                                 │
                          Valid input                     ┌────────────────┐
                          credential  ──── No ──────────► │ Login fail Alert │
                             ?                            └────────────────┘
                               │ Yes
                               ▼
                    ┌────────────────────┐
                    │    Personalised    │
                    │ Dashboard appears  │
                    └────────────────────┘
                               │
                               ▼
            Click on DAK entry
            Select the application type and Dak mode,
            Fill the required details then click on save
                               │
                               ▼
            Unique diary no. gets
            generated
            Ex D-120420230001
                               │
                               ▼
                        ┌─────────────┐
                        │     End     │
                        └─────────────┘
```
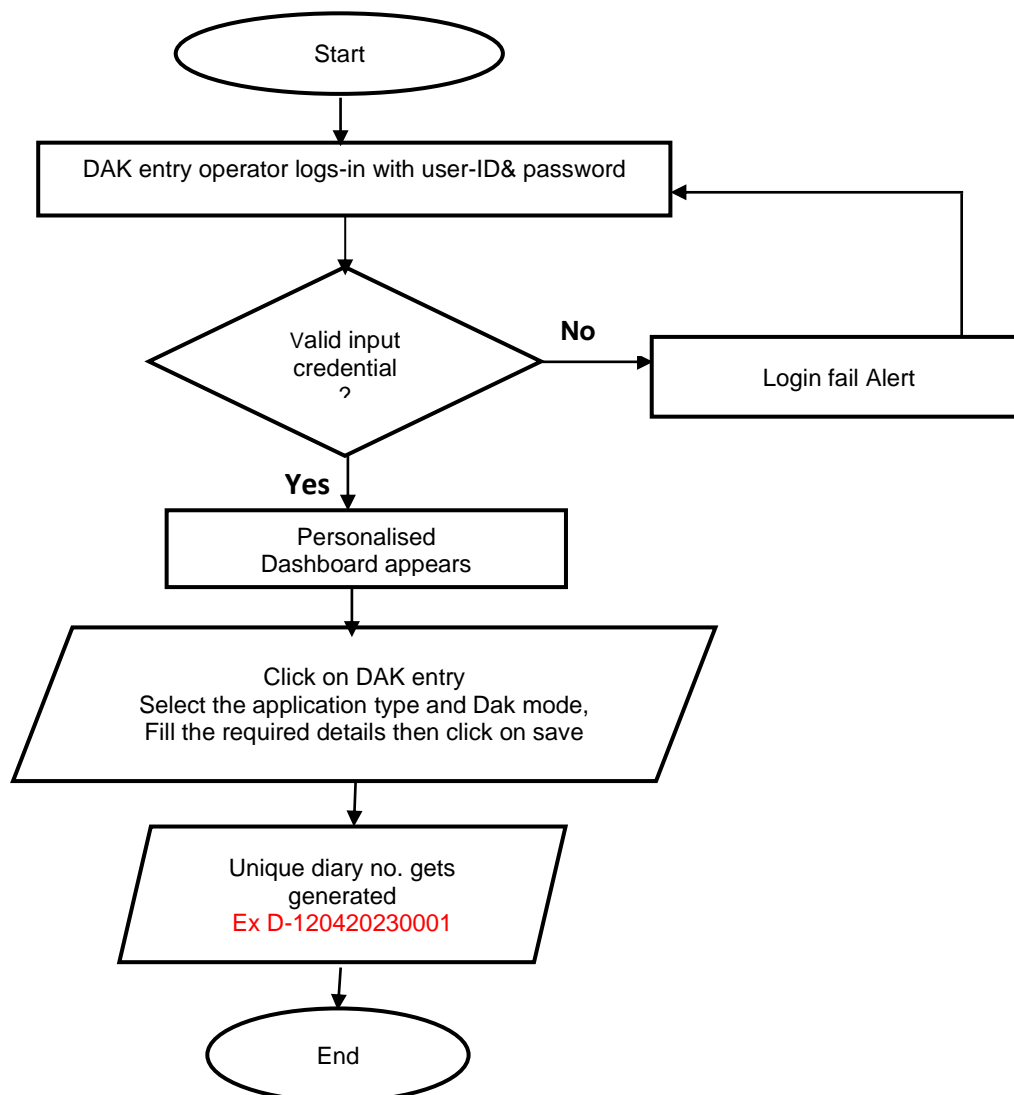
Flow chart no. 6.4

Service-04: Information for Functional Requirement Specification (FRS)

1. Description of Service- Offline Diary Number Acknowledgement Issuance

3. Process flow/Data flow- Point 6.4.1

4. Approving Authority- Chief Information Commission (Uttar Pradesh)

5. Flow Chart - 6.4

6. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.4.1 Process Flow

➢ Any person who wants to submit an appeal, complaint, Order Re-call (Rule-12) application request, or any other documents can do so by visiting the UPSIC office.

➢ Alternatively, applicants can also submit their applications by post or via e-mail.

➢ The DAK operator will log in using their username and password.

➢ The DAK operator will then fill out the DAK entry form, including the basic details of the applicant, such as their name and mobile number.

➢ An auto-generated Diary number acknowledgement with QR code will be provided to the applicant.

➢ The Diary number acknowledgement will be shared with the applicant's mobile number and email.

6.5 Offline Citizen Login Id Generation

```
                        ┌──────────┐
                        │  Start   │
                        └──────────┘
                             │
                             ▼
      ┌──────────────────────────────────────────┐
      │ Full entry operator logs-in with user-ID& │◄──────┐
      │ password                                  │       │
      └──────────────────────────────────────────┘       │
                             │                            │
                             ▼                            │
                          ╱     ╲          No    ┌─────────────────────┐
                        ╱ Valid   ╲──────────────►│  Login id fail Alert │
                        ╲ input    ╱              └─────────────────────┘
                         ╲credential?╱
                           ╲     ╱
                             │ Yes
                             ▼
                ┌──────────────────────┐
                │ Personalised         │
                │ Dashboard appears    │
                └──────────────────────┘
                             │
                             ▼
                ┌──────────────────────┐
                │ Fills all mandatory  │
                │ fields               │
                │ Valid Mob. No. &     │
                │ email id of          │
                │ registration         │
                └──────────────────────┘
                             │
                             ▼
                ╱──────────────────────╲
               ╱ One unique login id gets╲
              ╱  generated.               ╲
              ╲  Ex. UPICR20230000002     ╱
               ╲ Send via SMS            ╱
                ╲──────────────────────╱
                             │
                             ▼
                        ┌──────────┐
                        │   End    │
                        └──────────┘
```
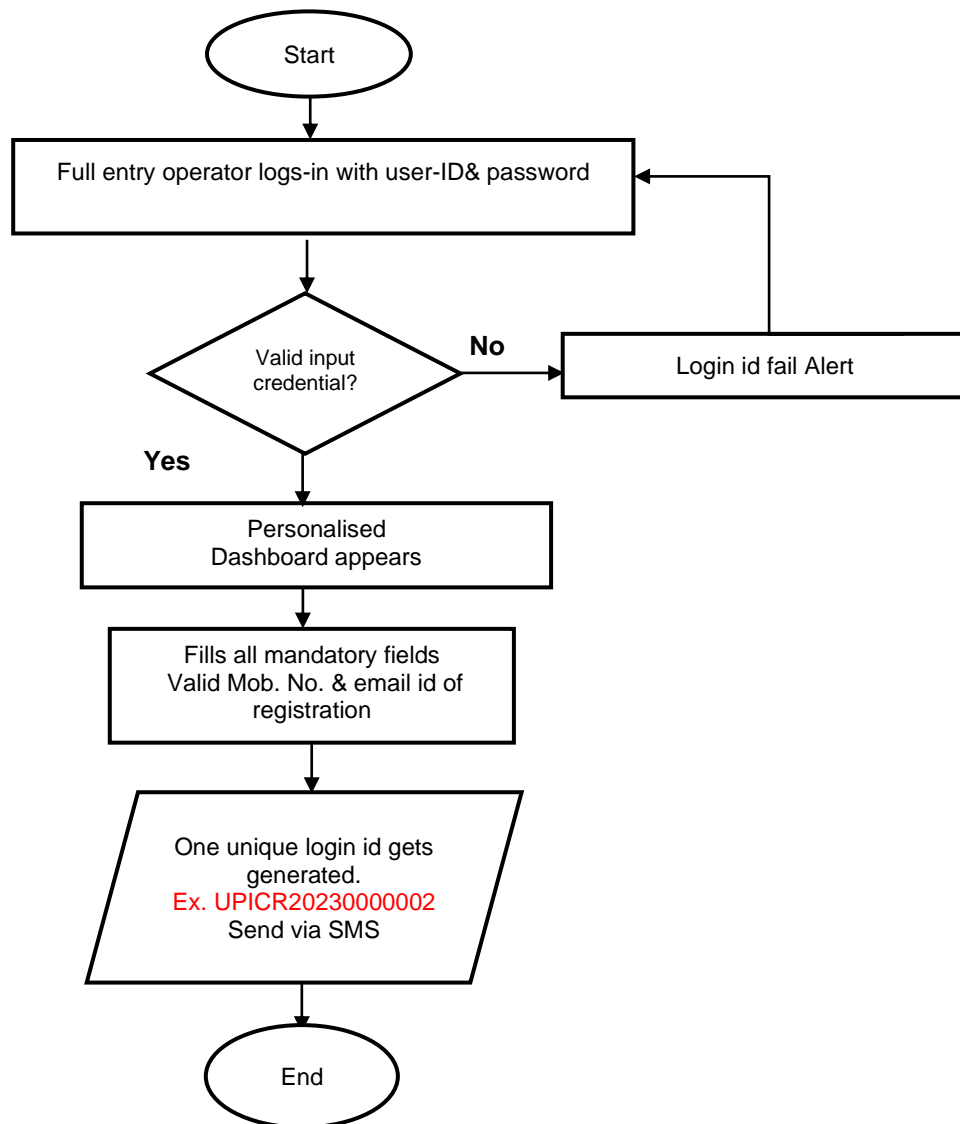
Flow chart no. 6.5

Service-05: Information for Functional Requirement Specification (FRS)

1. Description of Registration- Online Applicant Login ID Issuance

3. Process flow/Data flow- Point 6.5.1

4. Approving Authority- Chief Information Commission (Uttar Pradesh)

5. Flow Chart – 6.5

6. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.5.1 Process Flow

➢ The full entry operator logs in using their username and password.

➢ If the applicant is not registered, the full entry operator fills out the registration form first.

➢ They fill in all the mandatory fields and submit the form.

➢ An SMS & Email containing the login ID number will be sent to the applicant's registered mobile number.

6.6 Offline Application Registration Id Generation

```
                    ┌─────────┐
                    │  Start  │◄──────────────────────┐
                    └─────────┘                       │
                         │                            │
                         ▼                            │
      ┌──────────────────────────────────────┐       │
      │ Full Entry Operator logs-in with      │       │
      │ User-ID& password                     │       │
      └──────────────────────────────────────┘       │
                         │                            │
                         ▼            No              │
                    ◇─────────◇──────────►┌─────────────────────┐
                    │  Valid  │           │  Login fail Alert    │
                    │  input  │           └─────────────────────┘
                    │credential?│
                    ◇─────────◇
                   Yes │
                       ▼
          ┌─────────────────────────┐
          │  Personalised           │
          │  Dashboard appears      │
          └─────────────────────────┘
                       │
                       ▼
          ┌─────────────────────────┐
          │ Fill the registration   │
          │ form if applicant not   │
          │ registered              │
          └─────────────────────────┘
                       │
                       ▼
          ┌─────────────────────────┐
          │  Login id generated     │
          └─────────────────────────┘
                       │
                       ▼
         ╱────────────────────────╲
        ╱ Fill the Complaint/Appeal &╲
        ╲ Order Re-call (Rule-12)     ╱
         ╲ form with all mandatory   ╱
          ╲────────────────────────╱
                       │
                       ▼
         ╱────────────────────────╲
        ╱ One unique Registration   ╲
        ╲ no, gets generated.        ╱
         ╲ Ex: A-202303000006       ╱
          ╲────────────────────────╱
                       │
                       ▼
                  ┌─────────┐
                  │   End   │
                  └─────────┘
```
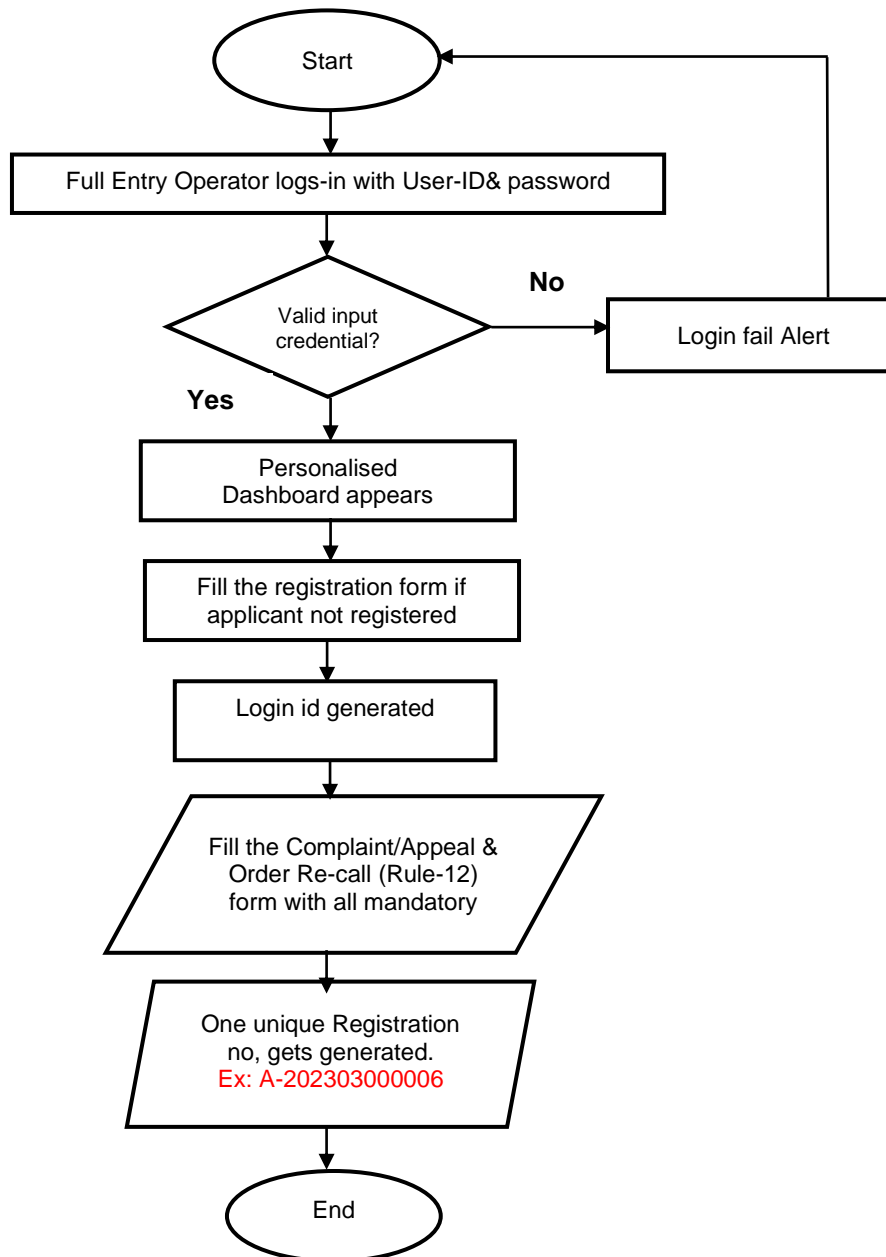
Flow chart no. 6.6

Service-05: Information for Functional Requirement Specification (FRS)

1. Description of Service- Offline Application Registration number generation

2. Application Registration number No. Issue format- 9.1.2 ANNEXURE-02

3. Process flow/Data flow- Point 6.6.1

4. Approving Authority- Chief Information Commission (Uttar Pradesh)

5. Flow Chart - 6.6

6. List of supporting documents- Point 6.6.2

8. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.6.1. Process Flow: -

➢ The full entry operator fills out the complete form of the application, including all mandatory* fields, and submits it.

➢ An acknowledgement receipt for the application registration number can be printed and downloaded.

➢ The acknowledgement details for the application registration number will also be shared with the applicant registered mobile number.

6.6.2 Documents to be annexed for second appeal

- Copy of RTI Application

- Copy of First Appeal

- Copy of order

- Copy of PIO Reply

Documents to be annexed for complaint

- Copy of RTI Application

- Copy of Complaint

- Copy of PIO Reply

- Copy of Order

Documents to be annexed for Order Re-call (Rule-12) application

- Copy of last order copy

- Other documents related to order recall

Documents to be annexed for DOCUMENT RELATED TO RUNNING CASE application

- Request Pending documents copy

- Copy application

6.7 Scrutinizer Login

```
                              ┌─────────────┐
                             (    Start     )
                              └──────┬──────┘
                                     │
         ┌───────────────────────────▼───────────────────────────┐
         │     Scrutinizer logs-in with user-ID & password        │◄──────┐
         └───────────────────────────┬───────────────────────────┘       │
                                     │                                    │
                              ◇◇◇◇◇◇◇◇◇◇◇◇            No      ┌────────────┴──────┐
                             ◇  Valid input  ◇──────────────►│  Login fail Alert │
                             ◇   credential  ◇               └───────────────────┘
                              ◇◇◇◇◇◇◇◇◇◇◇◇
                                  │ Yes
                     ┌────────────▼────────────┐
                     │     Personalised        │
                     │  Dashboard appears      │
                     └────────────┬────────────┘
                     ┌────────────▼────────────┐
                     │   Select application    │
                     │  registration Number    │
                     └────────────┬────────────┘
                     ┌────────────▼────────────┐
                     │ Mark all check list points│
                     └────────────┬────────────┘
                                  │
                          ◇◇◇◇◇◇◇◇◇◇◇◇       No      ┌───────────────────┐
                         ◇  All correct?  ◇─────────►│ Status gets rejected│
                          ◇◇◇◇◇◇◇◇◇◇◇◇              └─────────┬─────────┘
                              │ Yes                           │
                     ┌────────▼─────────┐                     │
                     │ Status gets Accepted│                  │
                     └────────┬─────────┘                     │
                     ┌────────▼──────────────────┐            │
                     │ Forward to Research Officer│◄──────────┘
                     └────────┬──────────────────┘
                              │
                       ┌──────▼──────┐
                      (     End      )
                       └─────────────┘
```
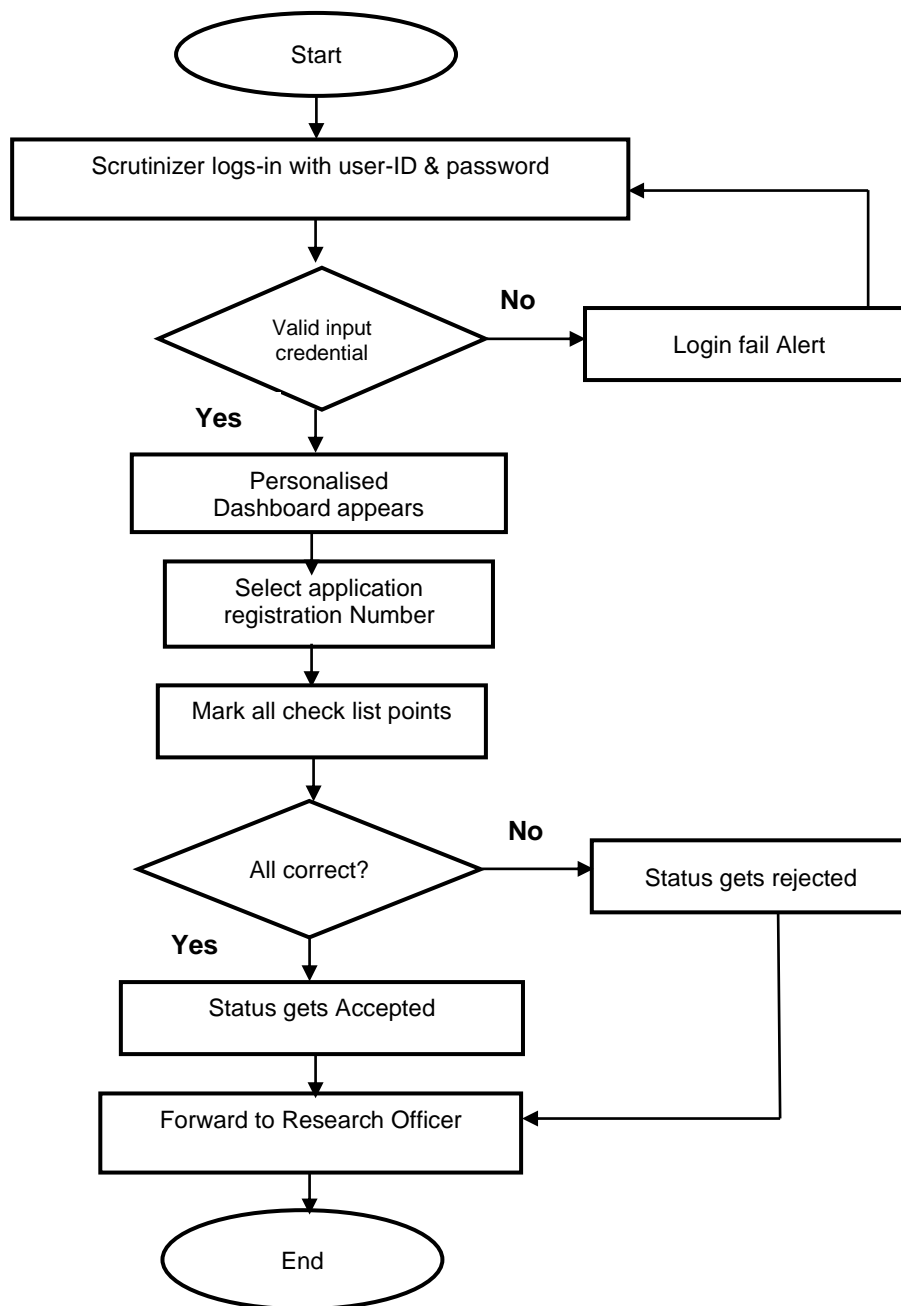
Flow chart no. 6.7

Service-06: Information for Functional Requirement Specification (FRS)

1. **Description of work**-Scrutiny of Applications

2. **Process flow/Data flow**- Point 6.7.1

3. **Approving Authority-** Chief Information Commission (Uttar Pradesh)

4. **Flow Chart** - 6.7

5. **List of Checklist Points -** 9.2

6. **Government order-** As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.7.1 Process flow

➢ The Scrutinizer logs in with their username and password.

➢ A personalized dashboard appears upon logging in.

➢ The Scrutinizer selects the Application Registration number and views the application.

➢ The officer needs to check the application form and uploaded documents.

➢ The Scrutinizer is required to mark all checklist points based on the provided answers. If any point is not marked, the application will not proceed to the next process.

➢ All flawless and defective applications marked by the Scrutinizer will be forwarded to the Research Officer for further processing.

6.8 Research officer Login

Start

Research officer logs-in with user-ID & password

Valid input credential

No → Login fail Alert

Yes

Personalised Dashboard appears

Is application approved by Scrutinizer

Yes → View Application and scrutiny checks

No → View Application and scrutiny checks

Are all check points ok?

No → Enter reason for revert & Revert to Scrutinizer

Yes

Approved

Special case

Generate file no. & Forwarded to Concerned hearing room after applying DSC

Generate file no. & Select court, And select the received order. Apply DSC and forward in selected court

Are all check points ok?

Yes → Forward to Registrar/Joint Registrar with Remark

No → Revert back to scrutiny with Remark

End

Flow chart no. 6.8

Service-08: Information for Functional Requirement Specification (FRS)

1. Description of work- Verification of Scrutinized Application

2. Process flow/Data flow- Point 6.8.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh)

4. Flow Chart - 6.8

5. List of Checklist Points- 9.2

6. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.8.1 Process flow

➢ The research officer logs in with their user ID and password.

➢ Research officer received flawless and defective applications from Scrutinizer.

➢ The research officer views the application, checks the reason for rejection, and approves the application.

➢ If any errors are found in the application based on the marked checklist points, the research officer can revert the application to the Scrutinizer.

➢ The research officer can demark the application as a special case, by selecting an order and forward the application file to the concerned hearing room.

➢ The research officer generates a case number for flawless applications and sends it to the concerned hearing room.

➢ The research officer gives remarks for defective applications and forwards them to the registrar/joint registrar.

6.9 Joint Registrar / Registrar Login FM Issuance
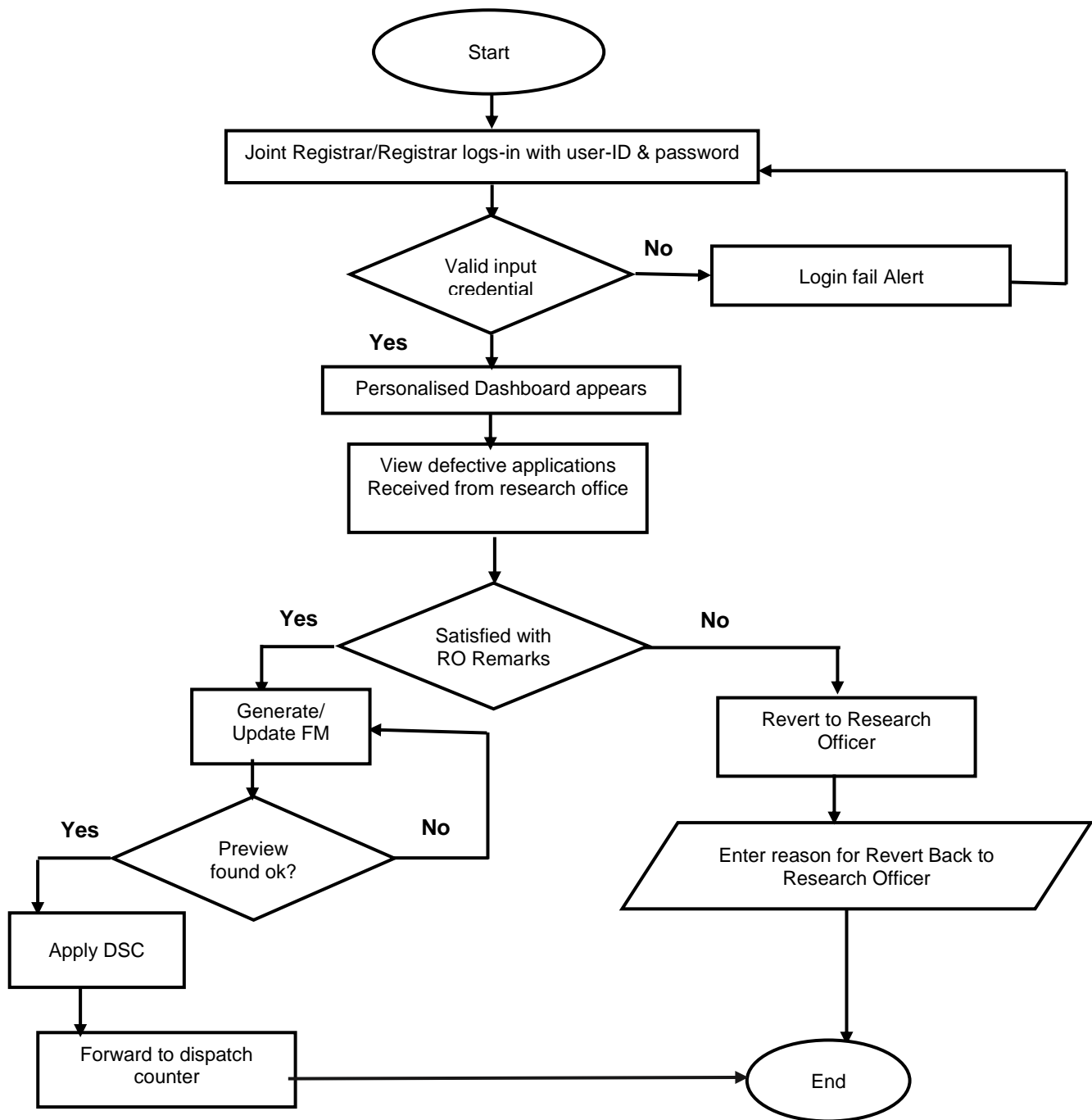
Flow chart no. 6.9

Service-09: Information for Functional Requirement Specification (FRS)

1. Description of work- Generate the FM

2. Process flow/Data flow- Point 6.9.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh)

4. Flow Chart - 6.9

5. List of Checklist Points- 9.2

6. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.9.1 Process Flow

➢ Registrar/Joint Registrar logs in with their user ID and password.

➢ Registrar/Joint Registrar receives defective application files from the research officer.

➢ Registrar/Joint Registrar reviews the defective application to identify the reason for rejection. If they do not agree with the rejection points, they will send the application back to the research officer with a remark.

➢ If the Registrar/Joint Registrar agrees with the rejection reason, they will generate a facilitation memo for the defective application.

➢ The Registrar/Joint Registrar signs the facilitation memo with their DSC and forwards it to the dispatch counter.

6.10 Ahlmad Role in Court Room

```
                              Start

                Ahlmad logs-in with login ID & password

                         Valid input        No      Login fail Alert
                         credential?

                         Yes

                     Personalised
                     Dashboard appears

                  Receive approved applications file
                  from Research officer

        Yes                                 No      Revert
                         Is all ok?                 back to          End
                                                    Research
                                                    Officer

     Give first date of      Generate First order and forward to    Generate Notice- 1 before 15
     hearing                 commissioner for DSC                   days of hearing, apply DSC on it.
                                                                    (Other Processes)

                     Received digitally signed order
                     from Commissioner

  Generate Notice – 2, 3    No                     Yes                              Yes
  before the 15 days of         Is case                   Is penalty
  hearing and DSC on it         disposed?                 imposed?

  Forward to dispatch                                      No
  section
                                                     Files will be        Orders will
                                                     forwarded            be
                                                     to Archive           forwarded
                                                     section              to penalty
                                                                          section

                                                            End
```

Flow chart no. 6.10

Functional Requirement Specification (CATS-UPSIC) Ver. 1.0

Service-10: Information for Functional Requirement Specification (FRS)

1. Description of work- Ahlmad Role in the court room

2. Process flow/Data flow- 6.10.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh

4.Flow Chart – 6.10

5. Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.10.1 Process Flow –

➢ Ahlmad's role in the hearing room is to receive applications files from the Research officer.

➢ If approved by the commissioner, Ahlmad can revert the application file back to the Research officer.

➢ Ahlmad will provide the first hearing date.

➢ The first order should be downloaded after the commissioner's DSC.

➢ Ahlmad will generate all types of notices before 15 days of the hearing date.

➢ Ahlmad will digitally sign the notices.

➢ Notice-2 or Notice-3 will be generated according to the digitally signed order.

➢ The Penalty disposed order copy will be forwarded to the penalty section.

➢ Non-penalty disposed orders with the complete file will be forwarded to the archive section.

6.11 Peshkar Role in Court Room

```
                              ┌─────────┐
                              │  Start  │
                              └─────────┘
                                   │
                                   ▼
        ┌──────────────────────────────────────────┐
        │  Peshkar logs-in with login ID & password │◄────────┐
        └──────────────────────────────────────────┘         │
                                   │                          │
                                   ▼                          │
                          ╱ Valid input ╲        No   ┌──────────────────┐
                         ⟨  credential? ⟩ ─────────►  │  Login fail Alert │
                          ╲            ╱               └──────────────────┘
                               │ Yes
                               ▼
                   ┌────────────────────────┐
                   │  Personalised          │
                   │  Dashboard appears     │
                   └────────────────────────┘
                               │
                               ▼
                   ┌────────────────────────┐
                   │  Generate the Cause list│
                   └────────────────────────┘
                               │
                               ▼
                   ┌────────────────────────────────┐
                   │ Current date cause list will be │
                   │ shown to commissioner Dashboard │
                   └────────────────────────────────┘
                               │
                               ▼
                   ┌────────────────────────────────┐
                   │ Case Hearing Proceeding starts  │
                   └────────────────────────────────┘
                               │
                               ▼
                   ┌────────────────────────────────┐
                   │ After hearing is done, give     │
                   │ hearing done remark and update  │
                   │ cause list                      │
                   └────────────────────────────────┘
                               │
                               ▼
          No           ╱ Is Case  ╲          Yes
      ┌──────────────⟨  disposed? ⟩──────────────┐
      │               ╲          ╱               │
      ▼                                          ▼
┌──────────────────────┐          ┌──────────────────────────┐
│ Fix the next Date of │          │ Update the remark in     │
│ hearing Update remark│          │ cause list of final order│
│ in cause list and    │          │ and forward it to IC for │
│ forward it to IC for │          │ approval                 │
│ approval             │          └──────────────────────────┘
└──────────────────────┘                       │
      │                                         │
      └────────────────┬────────────────────────┘
                       ▼
          ┌────────────────────────────────┐
          │ After commissioner approval     │
          │ cause list will be forwarded to │
          │ stenographer                    │
          └────────────────────────────────┘
                       │
                       ▼
                  ┌─────────┐
                  │   End   │
                  └─────────┘
```

Flow chart no. 6.11

Service-11: Information for Functional Requirement Specification (FRS)

1. Description of work- Peshkar Role in court room

2. Process flow/Data flow- 6.11.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh

4. Flow chart – 6.11

Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.11.1 Process Flow

➢ Peshkar generates date wise cause list.

➢ After hearing is done, give hearing done remark

➢ Update the remark in cause list, as per decision given by commissioner and fix the next hearing date if case is pending for next proceeding.

➢ Forward updated cause list to commissioner for approval.

➢ After commissioner approval cause list will be forwarded to stenographer for typing order.

6.12 Stenographer Role in Hearing Room

```
                    ┌─────────────┐
                    │    Start    │
                    └─────────────┘
                           │
                           ▼
    ┌──────────────────────────────────────────┐
    │ Stenographer logs-in with login ID & password │ ◄──────┐
    └──────────────────────────────────────────┘           │
                           │                                 │
                           ▼                                 │
                      ╱─────────╲          No        ┌──────────────┐
                     ╱ Valid input ╲ ─────────────►  │ Login fail Alert │
                     ╲ credential? ╱                 └──────────────┘
                      ╲─────────╱
                           │
                         Yes
                           ▼
                  ┌──────────────┐
                  │  Personalised │
                  │ Dashboard appears │
                  └──────────────┘
                           │
                           ▼
                  ┌──────────────┐
                  │ Receive updated │
                  │   cause list   │
                  └──────────────┘
                           │
                           ▼
             ┌────────────────────────┐
             │ a. Select the order type │
             │ b. upload order file and │
             │ click on submit          │
             │ c. update penalty detail │
             └────────────────────────┘
                           │
                           ▼
                  ┌──────────────┐
                  │  Forward to   │
                  │ commissioner for │
                  │ applying DSC   │
                  └──────────────┘
                           │
                           ▼
                  ┌──────────────┐
                  │ Received digitally │
                  │ signed orders  │
                  └──────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │     End     │
                    └─────────────┘
```

Flow chart no. 6.12

Service-12: Information for Functional Requirement Specification (FRS)

1. Description of work- Stenographer Role in court room

2. Process flow/Data flow- 6.12.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh

4. Flow chart -6.12

Government order- As per RTI ACT 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.12.1 Process Flow

➢ The stenographer will receive the updated cause list, which includes remarks of decisions given by the commissioner.

➢ The stenographer will select the order type and then upload the order file.

➢ The typed order will be forwarded to the commissioner for approval and DSC (Digital Signature Certificate).

➢ After obtaining the DSC, the stenographer will print the order with the digital signature for filing purposes.

6.13 Commissioner Role in the Court Room

```
                          ┌─────────┐
                          │  Start  │
                          └─────────┘
                              │
          ┌───────────────────────────────────────────┐
          │  Commissioner logs-in with login ID &      │◄──────┐
          │  password                                  │       │
          └───────────────────────────────────────────┘       │
                              │                                │
                        ╱─────────────╲        No      ┌───────────────────┐
                       ╱ Valid input   ╲─────────────► │  Login fail Alert │
                       ╲ credential?    ╱              └───────────────────┘
                        ╲─────────────╱
                              │ Yes
          ┌───────────────────────────────────────────┐
          │  Personalized                              │
          │  Dashboard appears                         │
          └───────────────────────────────────────────┘
                              │
          ┌───────────────────────────────────────────┐
          │  IC received current date cause list from  │
          │  Peshkar View the cause list and start     │
          │  case hearing                              │
          └───────────────────────────────────────────┘
                              │
          ┌───────────────────────────────────────────┐
          │  After hearing is done receives updated    │
          │  cause list by peshkar                     │
          └───────────────────────────────────────────┘
                              │
          ┌───────────────────────────────────────────┐
          │  View updated cause list                   │
          └───────────────────────────────────────────┘
                              │
                        ╱─────────────╲       No      ┌──────────────────────┐      ┌───────┐
                       ╱  All correct? ╲────────────► │  Revert cause list to│────► │  End  │
                       ╲               ╱              │  peshkar with a remark│     └───────┘
                        ╲─────────────╱               └──────────────────────┘
                              │ Yes
          ┌───────────────────────────────────────────┐
          │  Approve and forward it to                 │
          │  stenographer for typed the order          │
          └───────────────────────────────────────────┘
                              │
          ┌───────────────────────────────────────────┐
          │  View orders and penalty details           │
          │  receives from the stenographer            │
          └───────────────────────────────────────────┘
                              │
                        ╱─────────────╲       No      ┌──────────────────────┐      ┌───────┐
                       ╱  All correct? ╲────────────► │  Revert order and    │────► │  End  │
                       ╲               ╱              │  penalty details to   │     └───────┘
                        ╲─────────────╱               │  stenographer with a  │
                              │ Yes                   │  remark               │
          ┌───────────────────────────────────┐       └──────────────────────┘
          │  Sign orders and penalty          │
          │  details digitally and forward it │
          │  to stenographer                  │
          └───────────────────────────────────┘
                              │
                          ┌─────────┐
                          │   End   │
                          └─────────┘
```
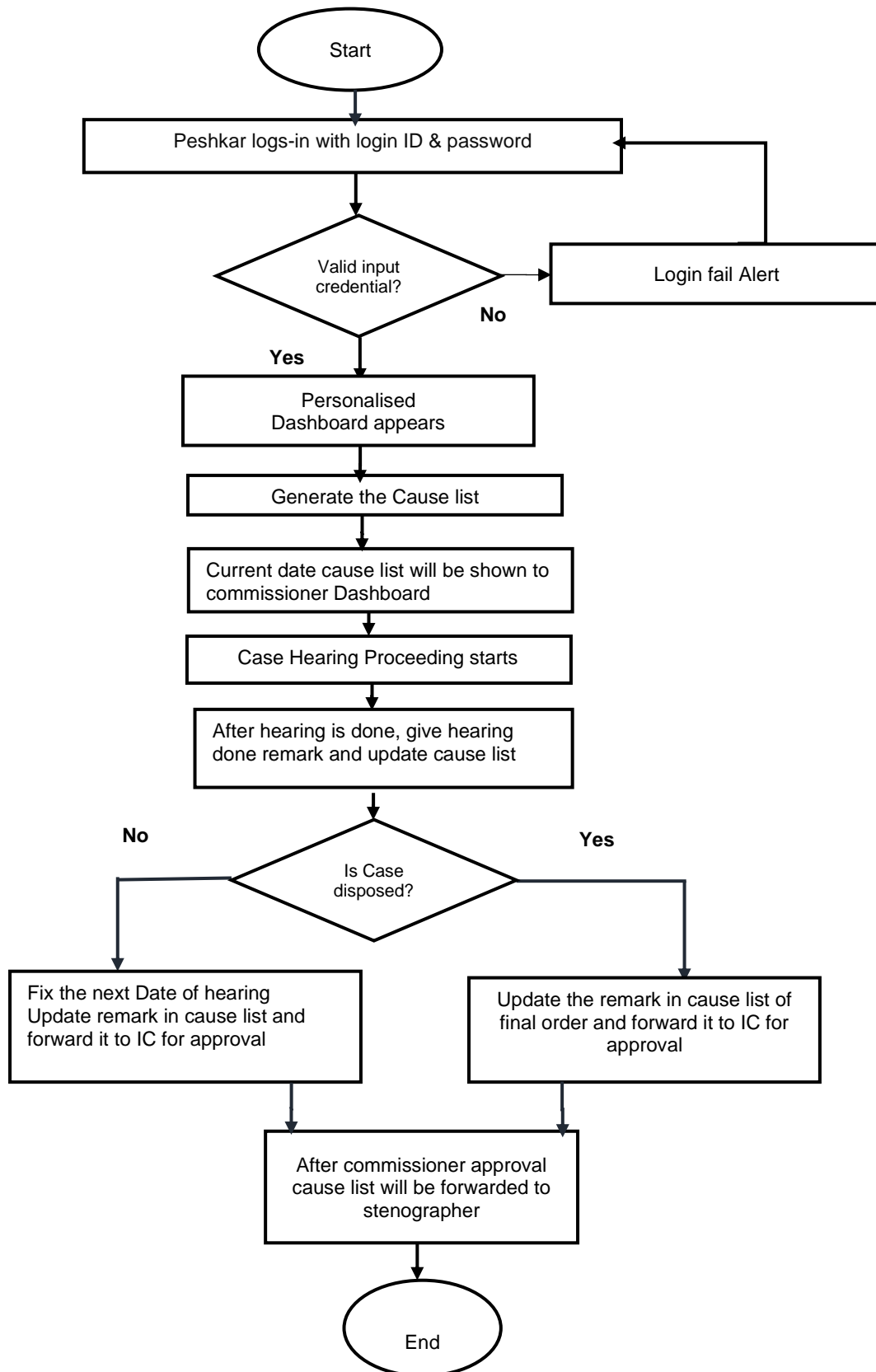
Flow chart no.6.13

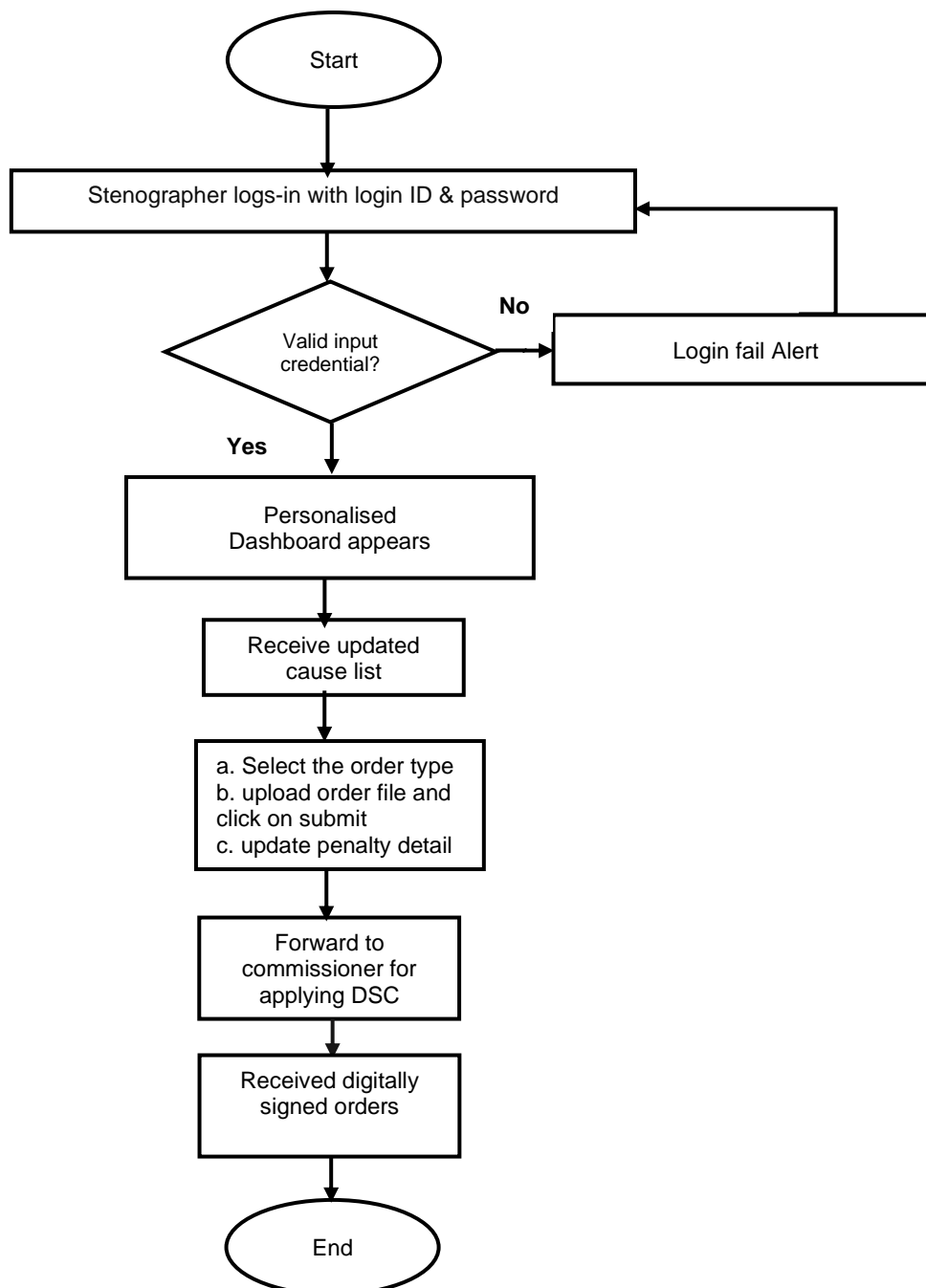**Service-13: Information for Functional Requirement Specification (FRS)**

1. Description of work- Commissioner Role in courtroom

2. Process flow/Data flow- 6.13.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh)

4. Flow chart - 6.13

Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.13.1 Process Flow

➢ Commissioner receives current date cause list from the peshkar.

➢ The commissioner views the cause list for the current date and begins the hearing.

➢ The commissioner gives decisions against the cases.

➢ After all cases have been heard, the commissioner receives an updated cause list from the peshkar.

➢ The commissioner approves the updated cause list and forwards it to the stenographer to type up the orders.

➢ If any edits are required in the updated cause list, the commissioner can revert it to the peshkar with a remark.

➢ The commissioner views the orders uploaded by the stenographer and digitally signs them.

➢ If any edits are required in the received orders, the commissioner can revert it to the stenographer with a remark.

➢ The digitally signed order file is forwarded to the Ahlmad.

6.1 6.14 Chief Information Commissioner

```
                          ┌───────────┐
                          │   Start   │
                          └─────┬─────┘
                                │
         ┌──────────────────────┴──────────────────────┐      ◄─────┐
         │     CIC logs-in with login ID & password     │           │
         └──────────────────────┬──────────────────────┘           │
                                │                                    │
                           ◇ Valid input ◇ ──No──►  ┌───────────────┴───┐
                             credential?              │  Login fail Alert │
                                │                     └───────────────────┘
                               Yes
                                │
  ┌──────────┐     ┌────────────────────────┐
  │ View all │◄────│     Personalized       │
  │ running  │     │   Dashboard appears    │
  └────┬─────┘     └────────────┬───────────┘
       │                        │
┌──────┴──────────┐  ┌──────────────────────────────┐
│ 1. Transfer     │  │ CIC received current date     │
│ running cases   │  │ cause list from Peshkar       │
│ to another court│  │ View the cause list and start │
│                 │  │ case hearing                  │
└──────┬──────────┘  └──────────────┬───────────────┘
       │             ┌──────────────────────────────┐
       │             │ After hearing is done receives│
       │             │ updated cause list by peshkar │
       │             └──────────────┬───────────────┘
       │             ┌──────────────────────────────┐
       │             │   View updated cause list     │
       │             └──────────────┬───────────────┘
       │                    ◇ All correct? ◇ ──No──► ┌───────────────┐      ┌─────┐
       │                            │                 │ Revert cause  │────► │ End │
       │                           Yes                │ list to       │      └─────┘
       │                            │                 │ peshkar with  │
       │             ┌──────────────────────────┐     │ a remark      │
       │             │ Approve and forward it to │     └───────────────┘
       │             │ stenographer for typed    │
       │             │ the order                 │
       │             └─────────────┬─────────────┘
       │             ┌──────────────────────────┐
       │             │ View orders and penalty   │
       │             │ details receives from the │
       │             │ stenographer              │
       │             └─────────────┬─────────────┘
       │                    ◇ All correct? ◇ ──No──► ┌───────────────┐      ┌─────┐
       │                            │                 │ Revert order  │────► │ End │
       │                           Yes                │ and penalty   │      └─────┘
       │                            │                 │ details to    │
       │             ┌──────────────────────────┐     │ stenographer  │
       │             │ Sign orders and penalty   │     │ with a remark │
       │             │ details digitally and     │     └───────────────┘
       │             │ forward it to stenographer│
       │             └─────────────┬─────────────┘
       │                    ┌───────────┐
       └───────────────────►│    End    │
                            └───────────┘
```

Flow chart no. 6.14

Service-14: Information for Functional Requirement Specification (FRS)

1. Description of work- Chief Information Commissioner Role in courtroom

2. Process flow/Data flow- 6.14.1

3. Approving Authority- Chief Information Commission (Uttar Pradesh
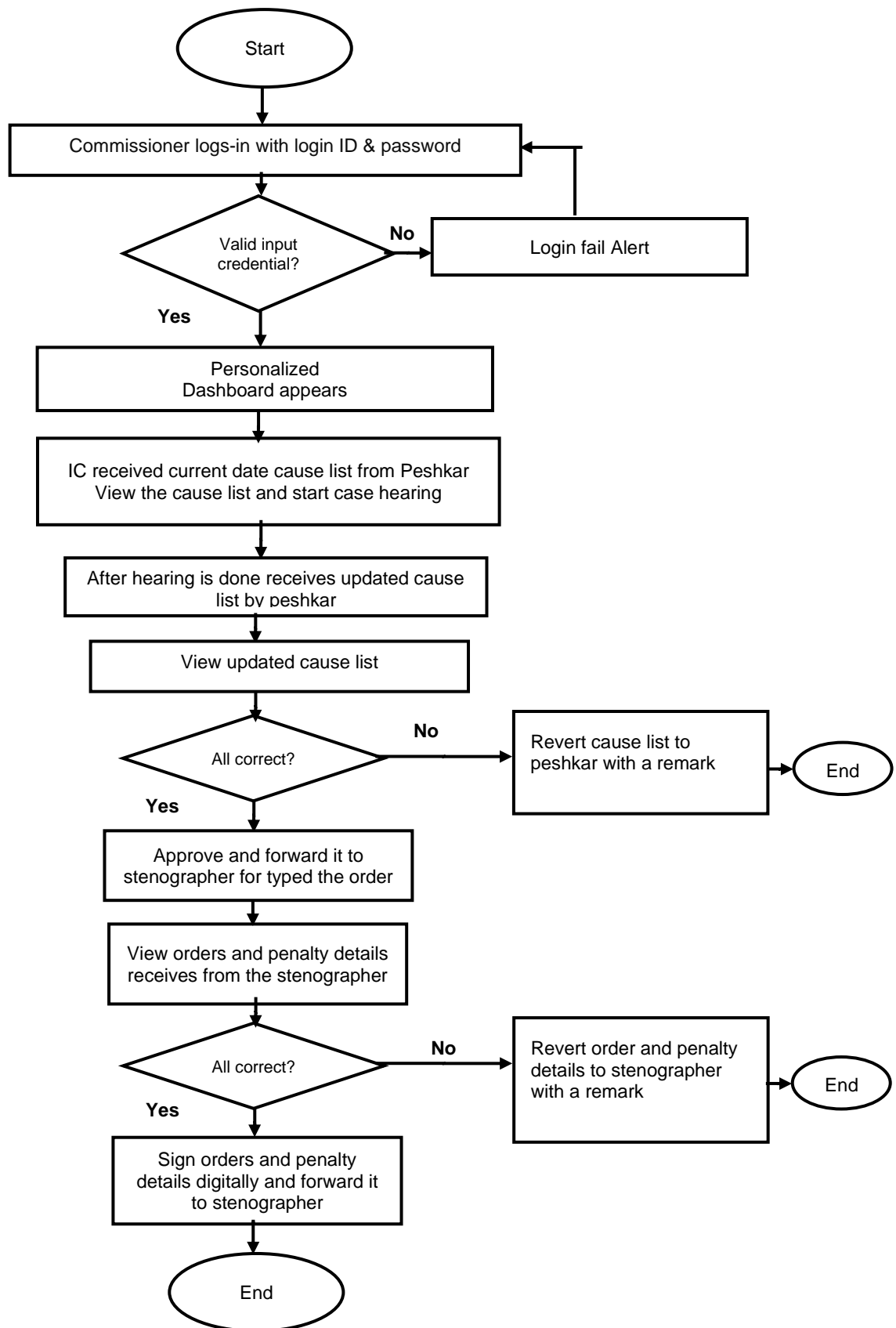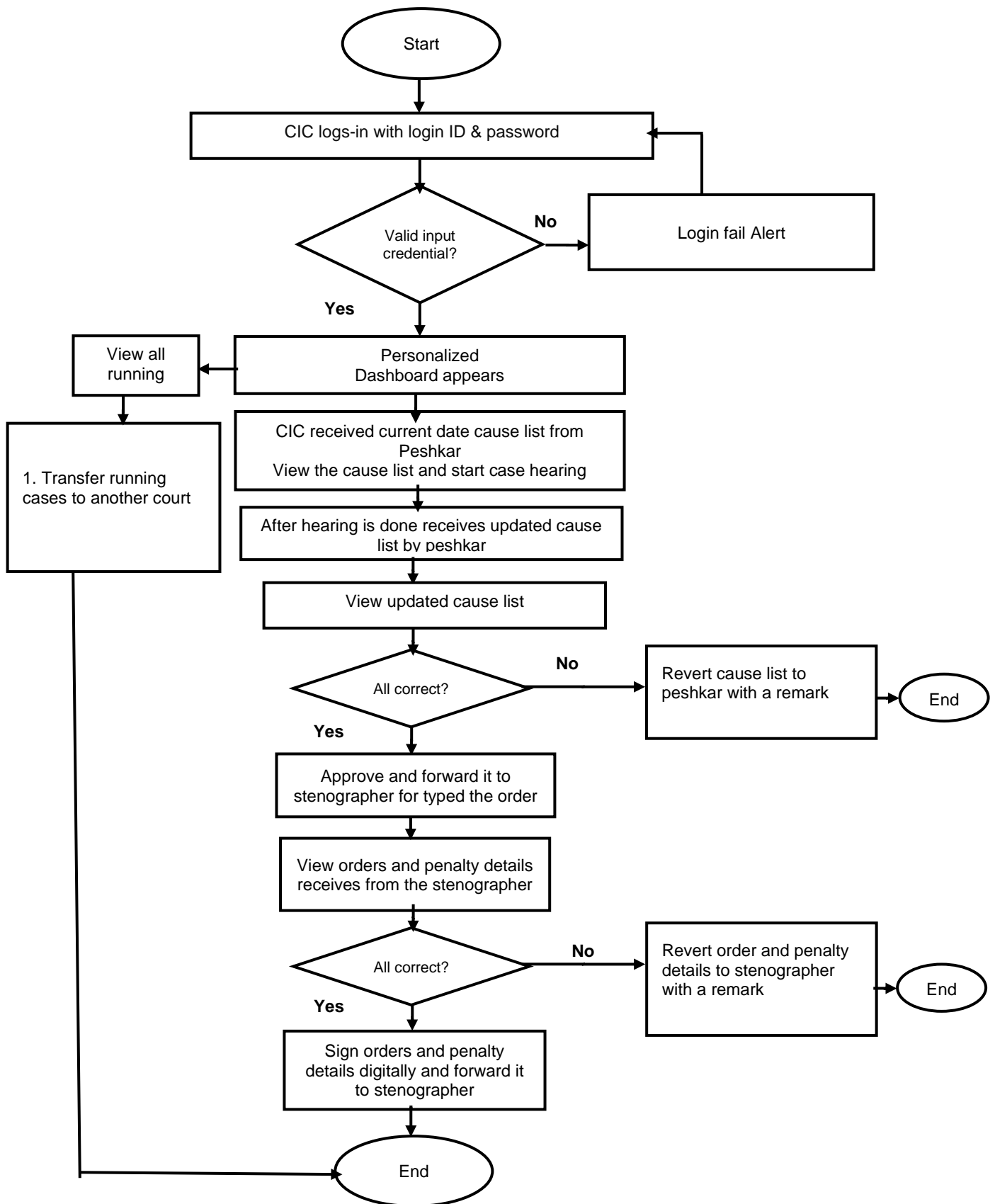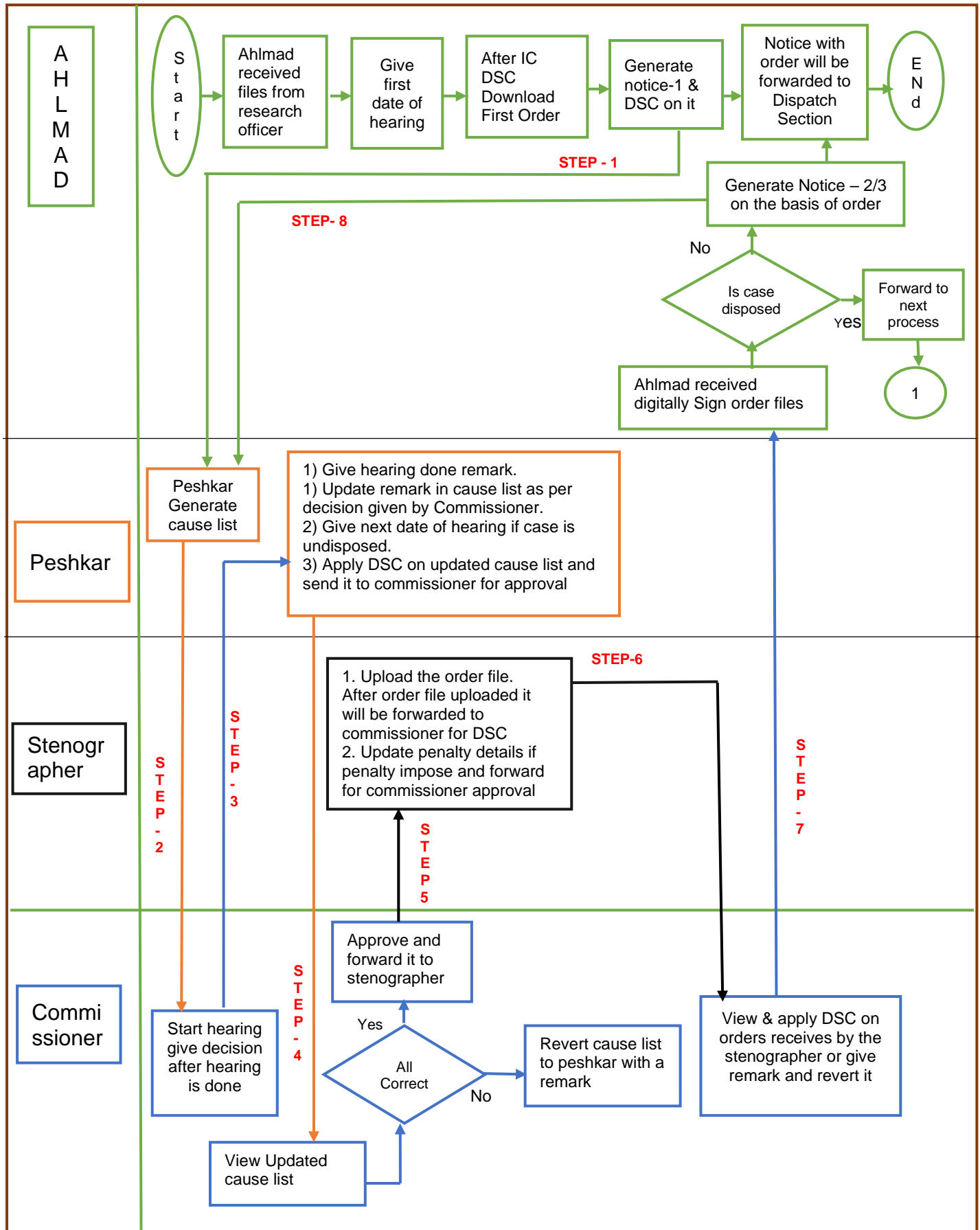
4. Flow chart - 6.14

Government order- As per RTI ACT, 2005&Uttar Pradesh Information (Enforcement) Rules, 2015.

6.14.1 Process Flow

➢ Commissioner receives current date cause list from the peshkar.

➢ The commissioner views the cause list for the current date and begins the hearing.

➢ The commissioner gives decisions against the cases.

➢ After all cases have been heard, the commissioner receives an updated cause list from the peshkar.

➢ The commissioner approves the updated cause list and forwards it to the stenographer to type up the orders.

➢ If any edits are required in the updated cause list, the commissioner can revert it to the peshkar with a remark.

➢ The commissioner views the orders uploaded by the stenographer and digitally signs them.

➢ If any edits are required in the received orders, the commissioner can revert it to the stenographer with a remark.

➢ The digitally signed order file is forwarded to the Ahlmad.

➢ CIC (Chief Information Commissioner) can view both running cases files.

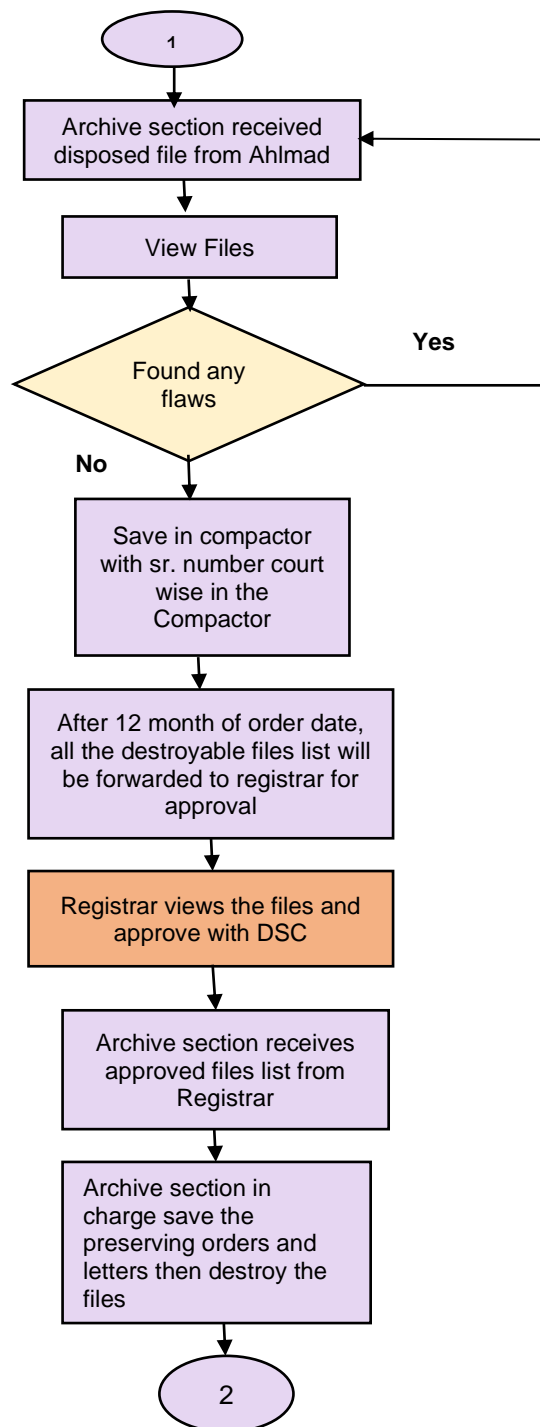➢ CIC has the authority to transfer running cases to other court.
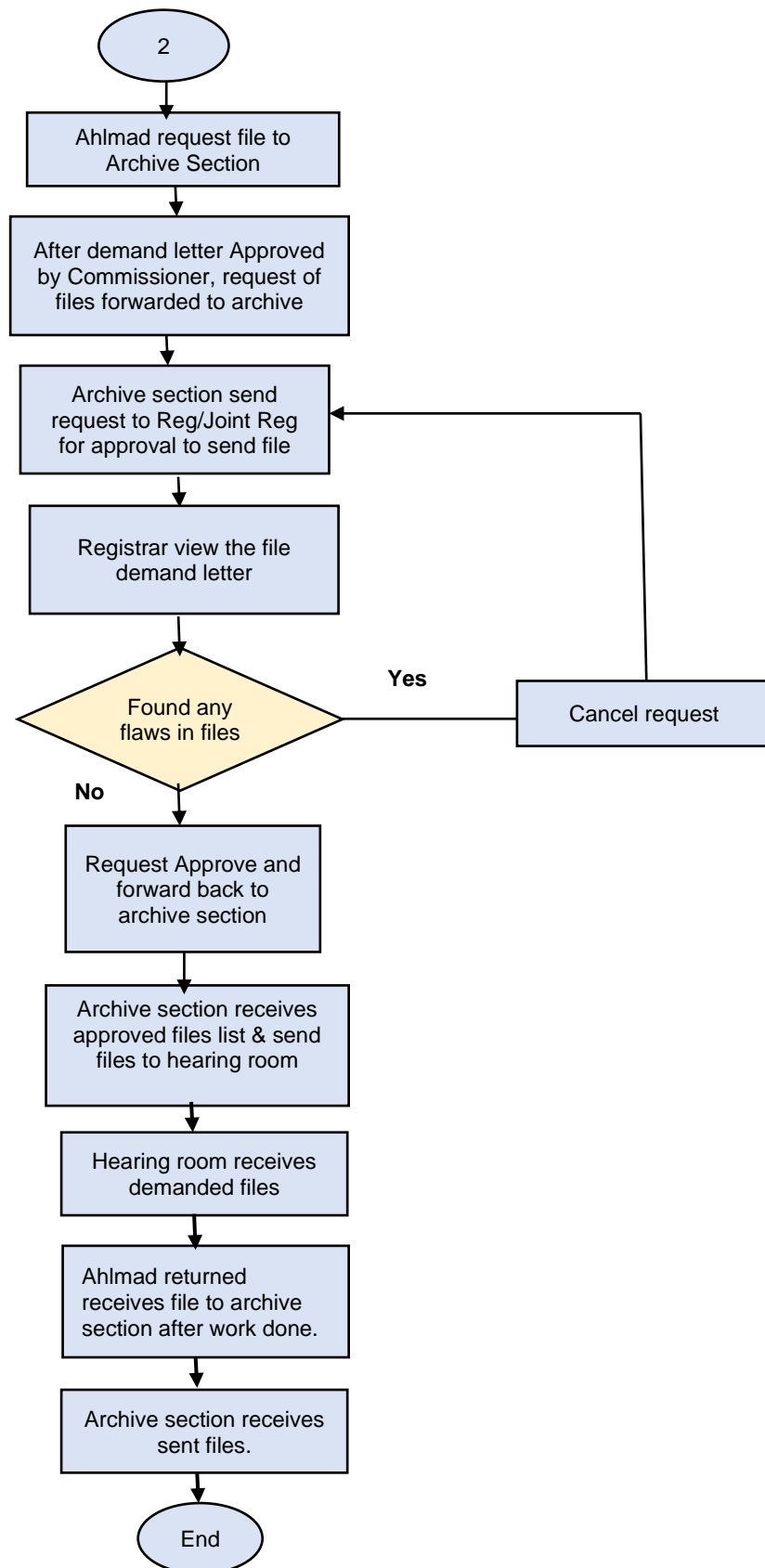
6.15 Case Hearing Processing

AHLMAD

Start → Ahlmad received files from research officer → Give first date of hearing → After IC DSC Download First Order → Generate notice-1 & DSC on it → Notice with order will be forwarded to Dispatch Section → End

STEP - 1

Generate Notice – 2/3 on the basis of order

STEP- 8

No ← Is case disposed → Yes → Forward to next process

Ahlmad received digitally Sign order files

1

Peshkar

Peshkar Generate cause list

1) Give hearing done remark.
1) Update remark in cause list as per decision given by Commissioner.
2) Give next date of hearing if case is undisposed.
3) Apply DSC on updated cause list and send it to commissioner for approval

Stenographer

STEP-6

1. Upload the order file. After order file uploaded it will be forwarded to commissioner for DSC
2. Update penalty details if penalty impose and forward for commissioner approval

STEP - 2

STEP - 3

STEP 5

STEP - 7

Commissioner

Approve and forward it to stenographer

STEP - 4

Start hearing give decision after hearing is done

Yes ← All Correct → No → Revert cause list to peshkar with a remark

View & apply DSC on orders receives by the stenographer or give remark and revert it

View Updated cause list

Process Flow

➢ The research officer sends flawless application files to Ahlmad.

➢ Ahlmad fixes the first date of hearing.

➢ After the commissioner's DSC, the alhmad can download the first order.

➢ Ahlmad generates all the notices.

➢ Once the first date of hearing is fixed, Ahlmad forwards the files to Peshkar to generate the cause list.

➢ The generated cause list is then forwarded to the commissioner's dashboard to start the hearing proceedings.

➢ The commissioner gives decisions for the cases.

➢ Peshkar updates the cause list according to the commissioner's decision and forwards it to the commissioner for approval.

➢ The commissioner approves the updated cause list and forwards it to the stenographer to type up the orders.

➢ If any edits are required in the updated cause list, the commissioner can update it or revert it to the peshkar with a remark.

➢ Based on the updated cause list, the stenographer selects the order type, types up the order, and saves it into the system.

➢ The typed order is then forwarded to the commissioner for digital signature.

➢ The digitally signed orders are then forwarded to both the stenographer and Ahlmad. The stenographer prints the order for filing purposes.

➢ In the case of an undisposed file, Peshkar provides the next date of hearing and Ahlmad generates notice 2-3 according to the order content.

➢ In the case of disposed files, whether or not a penalty was imposed, it will be forwarded to Ahlmad.
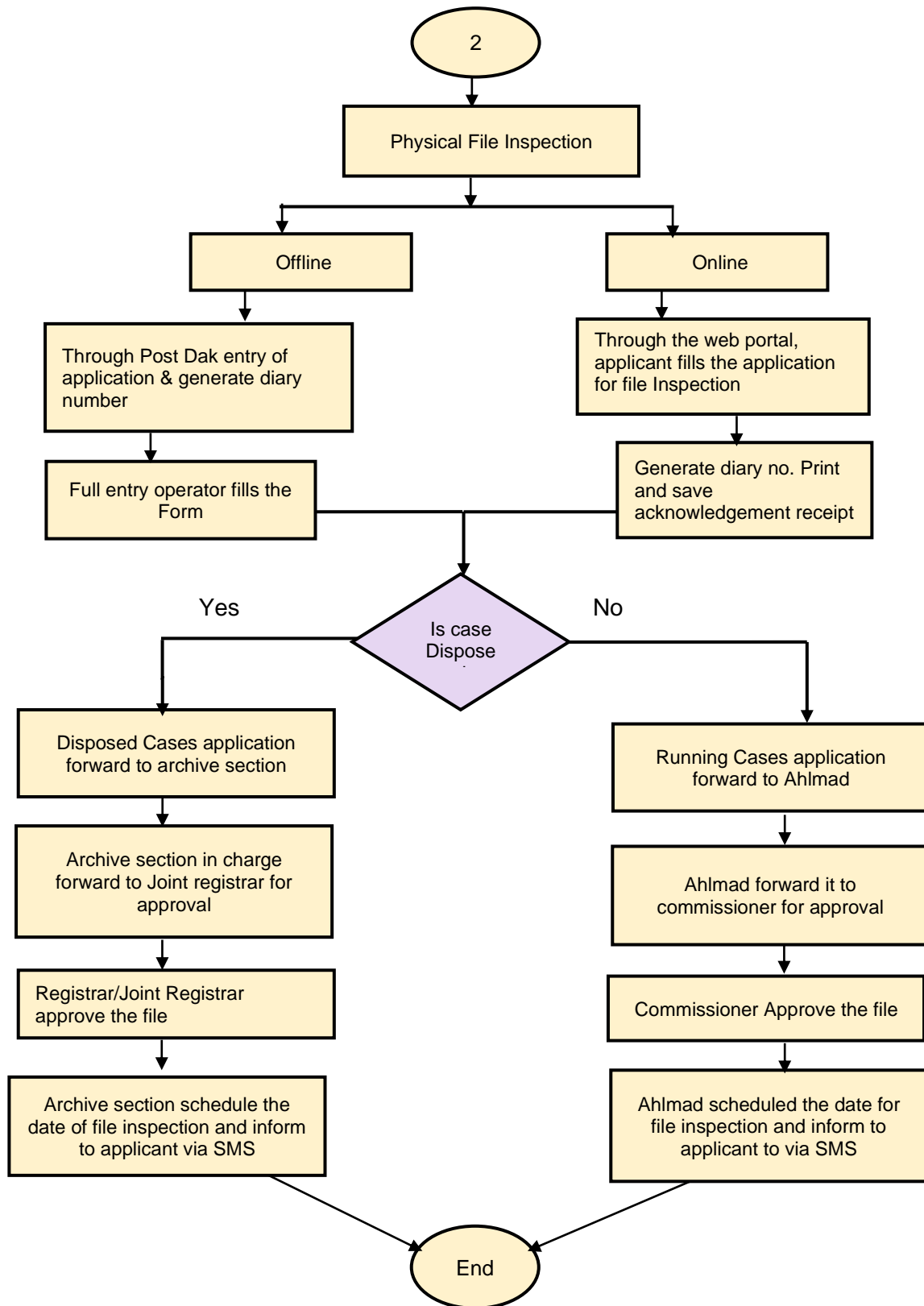
6.16 Archive section Flowchart.

```
                        ┌─────────┐
                        │    1    │
                        └────┬────┘
                             │
                             ▼
              ┌──────────────────────────────┐◄──────────┐
              │ Archive section received     │           │
              │ disposed file from Ahlmad     │           │
              └──────────────┬───────────────┘           │
                             │                            │
                             ▼                            │
              ┌──────────────────────────────┐           │
              │         View Files            │           │
              └──────────────┬───────────────┘           │
                             │                            │
                             ▼                            │
                        ╱────────╲        Yes             │
                       ╱  Found any ╲─────────────────────┘
                       ╲   flaws    ╱
                        ╲────────╱
                             │
                           No│
                             ▼
              ┌──────────────────────────────┐
              │ Save in compactor            │
              │ with sr. number court        │
              │ wise in the                  │
              │ Compactor                    │
              └──────────────┬───────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │ After 12 month of order date,│
              │ all the destroyable files    │
              │ list will be forwarded to    │
              │ registrar for approval        │
              └──────────────┬───────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │ Registrar views the files and│
              │ approve with DSC             │
              └──────────────┬───────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │ Archive section receives     │
              │ approved files list from     │
              │ Registrar                    │
              └──────────────┬───────────────┘
                             │
                             ▼
              ┌──────────────────────────────┐
              │ Archive section in           │
              │ charge save the              │
              │ preserving orders and        │
              │ letters then destroy the     │
              │ files                        │
              └──────────────┬───────────────┘
                             │
                             ▼
                        ┌─────────┐
                        │    2    │
                        └─────────┘
```

Flow chart no. 6.16

6.16.1 File demand from hearing room

```
                        ( 2 )
                          │
                          ▼
            ┌──────────────────────────┐
            │   Ahlmad request file to │
            │     Archive Section      │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │ After demand letter Approved │
            │ by Commissioner, request of  │
            │ files forwarded to archive   │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │   Archive section send   │◄────────────────┐
            │ request to Reg/Joint Reg │                 │
            │ for approval to send file│                 │
            └──────────────────────────┘                 │
                          │                              │
                          ▼                              │
            ┌──────────────────────────┐                 │
            │   Registrar view the file│                 │
            │     demand letter        │                 │
            └──────────────────────────┘                 │
                          │                              │
                          ▼              Yes             │
                      ╱─────────╲         ┌──────────────────────┐
                     ╱ Found any  ╲───────│    Cancel request    │
                     ╲ flaws in files╱     └──────────────────────┘
                      ╲─────────╱
                          │ No
                          ▼
            ┌──────────────────────────┐
            │   Request Approve and    │
            │     forward back to      │
            │     archive section      │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │ Archive section receives │
            │ approved files list & send│
            │  files to hearing room   │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │   Hearing room receives  │
            │     demanded files       │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │     Ahlmad returned      │
            │ receives file to archive │
            │ section after work done. │
            └──────────────────────────┘
                          │
                          ▼
            ┌──────────────────────────┐
            │ Archive section receives │
            │      sent files.         │
            └──────────────────────────┘
                          │
                          ▼
                       ( End )
```

Flow chart no. 6.16.1

Process Flow

➢ Archive section in charge login with user id and password.

➢ Received the digital and physical files from Ahlmad.

➢ If any deficiency like non-receipt of any file or penalty is found to be imposed in the files, can revert the file with remark.

➢ There should be a system to input which row of the compactor is storing which file with remarks.

➢ All rows and boxes of the compactor should be visible in the software, categorized by hearing room.

➢ After 12 months of the order date, the software will generate a list of destroyable files and forward to registrar/joint registrar for approval.

➢ The Registrar will view and approve the list of files with a DSC and forward it back to the Archive section.

➢ The concerned hearing court Ahlmad should generate a file demand letter and send it to the Archive section.

➢ The demand letter should be sent to the Archive section after Commissioner Approval.

➢ The Archive section should generate the letter with the required details such as remarks, file number and concerned hearing cell and send it to the Registrar for approval.

➢ After Registrar approval, files will be forwarded to the concerned hearing room.

➢ Once the file is received again in the Archive section from the hearing court, the Archive section should update and save the file with the receiving details.

6.17 **Physical file inspection**

```
                                    ( 2 )
                                      │
                                      ▼
                        ┌──────────────────────────┐
                        │ Physical File Inspection  │
                        └──────────────────────────┘
                              │                  │
                              ▼                  ▼
                     ┌──────────────┐    ┌──────────────┐
                     │   Offline    │    │   Online     │
                     └──────────────┘    └──────────────┘
                            │                   │
                            ▼                   ▼
          ┌─────────────────────────┐  ┌──────────────────────────┐
          │ Through Post Dak entry   │  │ Through the web portal,   │
          │ of application & generate│  │ applicant fills the       │
          │ diary number             │  │ application for file      │
          │                          │  │ Inspection                │
          └─────────────────────────┘  └──────────────────────────┘
                            │                   │
                            ▼                   ▼
          ┌─────────────────────────┐  ┌──────────────────────────┐
          │ Full entry operator fills│  │ Generate diary no. Print  │
          │ the Form                 │  │ and save                  │
          │                          │  │ acknowledgement receipt   │
          └─────────────────────────┘  └──────────────────────────┘
```

```
        Yes                                                   No
                            ◇ Is case Dispose ◇

┌─────────────────────────┐                    ┌──────────────────────────┐
│ Disposed Cases          │                    │ Running Cases application │
│ application forward to   │                    │ forward to Ahlmad         │
│ archive section         │                    │                           │
└─────────────────────────┘                    └──────────────────────────┘
            │                                               │
            ▼                                               ▼
┌─────────────────────────┐                    ┌──────────────────────────┐
│ Archive section in charge│                    │ Ahlmad forward it to      │
│ forward to Joint registrar│                   │ commissioner for approval │
│ for approval            │                    │                           │
└─────────────────────────┘                    └──────────────────────────┘
            │                                               │
            ▼                                               ▼
┌─────────────────────────┐                    ┌──────────────────────────┐
│ Registrar/Joint Registrar│                    │ Commissioner Approve the  │
│ approve the file        │                    │ file                      │
└─────────────────────────┘                    └──────────────────────────┘
            │                                               │
            ▼                                               ▼
┌─────────────────────────┐                    ┌──────────────────────────┐
│ Archive section schedule │                    │ Ahlmad scheduled the date │
│ the date of file         │                    │ for file inspection and   │
│ inspection and inform to │                    │ inform to applicant to via│
│ applicant via SMS        │                    │ SMS                       │
└─────────────────────────┘                    └──────────────────────────┘
                   \                                   /
                    \                                 /
                     ( End )
```

Flow chart no. 6.17

Process Flow

➢ Applicant can fill the application for physical file inspection through the online and directly come to the UPSIC office and by Post.

➢ Running cases will be forwarded to concerned hearing room Ahlmad and disposed cases will be forwarded to Archive section.

➢ After taking the approval of Commissioner, Ahlmad will fix the date of file inspection.

➢ After taking the approval of Joint Registrar, Archive section in-charge will fix the date of file inspection.

➢ Inform to applicant via SMS & Email.

6.18 Penalty Section Flowchart

Start

Penalty section received the penalty-imposed orders from Ahlmad

Generate the notice & forward it to Registrar for DSC

Registrar sign on it & Forward it to Dispatch Section

received recovery notice as document related to running case

Enter the penalty recovery details & upload the recovered penalty document and generate the notice.

Recovery Notice send to Registrar joint reg. Dashboard for DSC

After digital signature, recovery notice will be forwarded to concerned hearing cell

End

Flow chart no.6.17

Penalty Section Process Flow

➢ Penalty section in charge login with user id and password.

➢ Penalty disposed orders will be received in penalty section within the 15 days of order date.

➢ Penalty section in charge generate the notice as per order received from Ahlmad and forward to Registrar for DSC.

➢ Registrar will digitally sign penalty notice and it will be forwarded to dispatch section.

➢ If the penalty is recovered, Penalty section in charge received file as document related to running case.

➢ As per document related to running case documents fill the form details like name of the concerned Public Information Officer, the value of the amount recovered, challan number and upload the received letter then send it to registrar/joint registrar for DSC.

➢ After DSC on recovery notice it will be forwarded to concerned hearing room.

6.19 Copy Section Flowchart

```
                        ┌───────────┐
                        │   Start   │
                        └─────┬─────┘
                              │
                    ┌─────────▼──────────┐
                    │ Demand Copy        │
                    │ Application        │
                    └─────────┬──────────┘
              ┌───────────────┴───────────────┐
         ┌────▼────┐                      ┌────▼────┐
         │ Offline │                      │ Online  │
         └────┬────┘                      └────┬────┘
     ┌────────▼────────┐          ┌────────────▼────────────┐
     │  Through Post   │          │ Through the web portal   │
     └────────┬────────┘          │ applicant fill the       │
  ┌───────────▼───────────┐       │ application for demand   │
  │ DAK operator fills the│       │ copy                     │
  │ details & generates   │       └────────────┬────────────┘
  │ diary number          │          ┌──────────▼──────────┐
  └───────────┬───────────┘          │ Generate Diary      │
  ┌───────────▼───────────┐          │ number              │
  │ Full entry operator   │          └──────────┬──────────┘
  │ fills out the form    │                     │
  │ and generate diary no.│                     │
  └───────────────────────┘
```

Copy section
View application
DSC on demanded order and documents

Send to citizen dashboard

End

Flow chart no.6.18

Process Flow

- Copy section in charge login with user id and password.
- Applicant can request for authorized order copy through online, physically present at copy section counter in the UPSIC office and through post.
- Generate diary number for copy application.
- Authorized orders copy of the hearing rooms are issued by the copying section on receipt of copying applications.
- There is a provision to provide an acknowledgment of the offline application to the applicant, and diary number should be mentioned on acknowledgement receipt.
- The website of the Commission should have the facility to track the copying application and the receipt of copy application and receipt of copy.
- Receipt of copy application and receipt of copy Information sent to the applicant through SMS & Email.

6.20 Litigation Section Flowchart

```
                          ┌─────────┐
                          │  start  │
                          └─────────┘
                               │
                               ▼
                    ┌────────────────────┐
                    │ Litigation In-charge│
                    └────────────────────┘
                               │
                               ▼
                    ┌────────────────────┐
                    │ Received any notice from
                    │ other court like high court
                    └────────────────────┘
                               │
                               ▼
                    ┌────────────────────┐
                    │  View the notice    │
                    └────────────────────┘
```

Termination/Adjournment of penalty

Fill the Details: -
- Name of the court
- Case number & year
- Name of parties
- Date of Adjournment of penalty order
- What adjourned

Forward to Ahlmad & Penalty section

Termination/Adjournment of Cases

Fill the Details: -
- Name of the court
- Case number & year
- Name of parties
- Present status of case

Forward to Ahlmad

Extract the cases list which have challenged in any other courts

End

Flow chart no. 6.19

Process Flow

- ➢ Litigation Section deals with the pending cases in the Hon'ble High Court or any other Court.

- ➢ All the notices regarding the litigation section received by Scrutinizer.

- ➢ Litigation section view the notice and fill the form details, like name of the court concerned, the case number and year of the court, the name of the parties, whether the proceedings of the suit/penalty have been adjourned by the court or not, if yes, the date of the adjournment order, whether it has been adjourned - the proceedings of the suit.

- ➢ There should be a provision to feed the recovery of fine/departmental proceedings/indemnity, whether or not the proceedings of the suit have been terminated/adjourned by the court, the present status of the suit, etc. and save in to the system.

- ➢ Upload the received notice and forward to concerned hearing room or penalty section.

6.21 PIO Flowchart
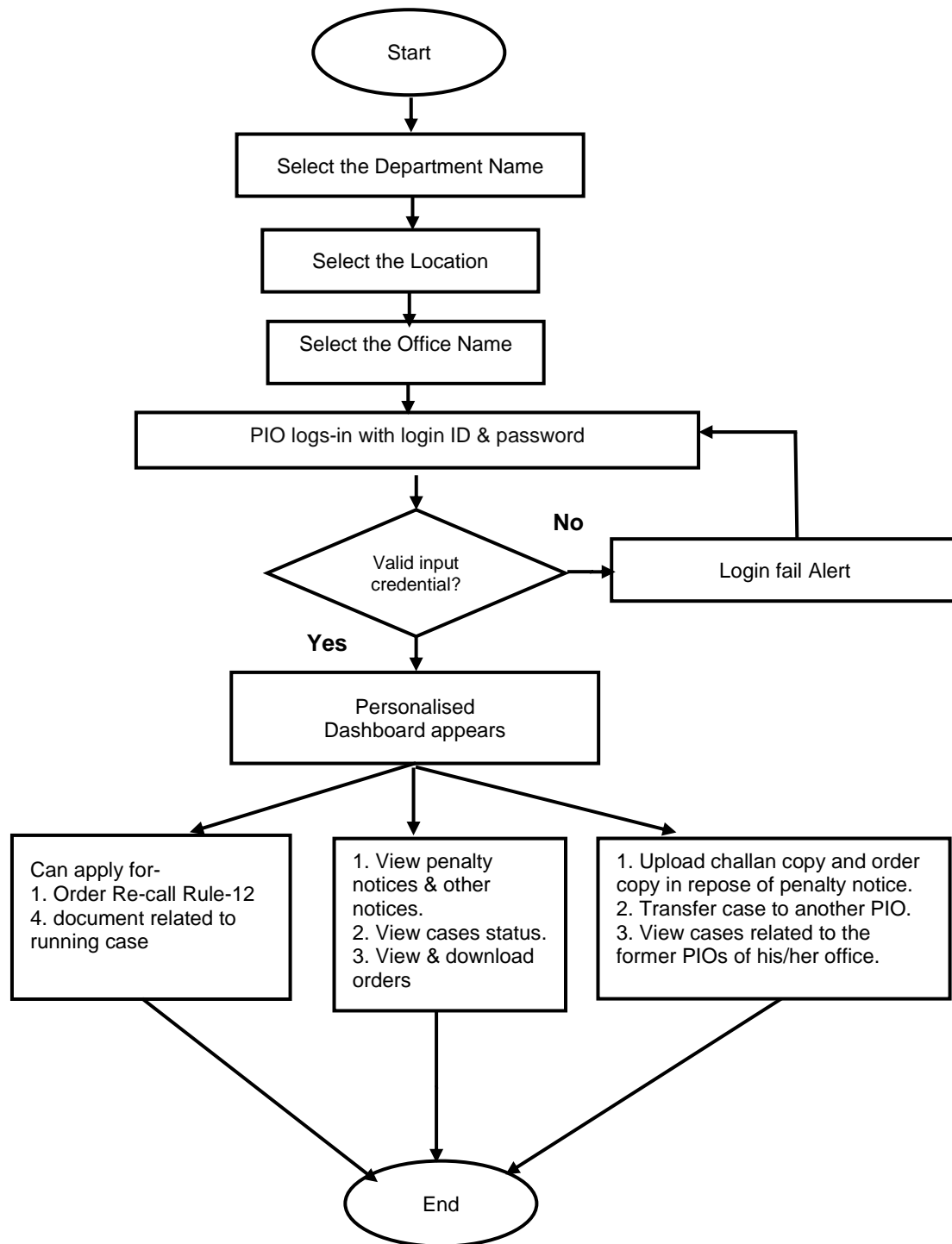
Flow chart no. 6.20

Process Flow

- ➢ PIO can fill the Application form for Document Related to Running Case against particular Application Registration number/case number.

- ➢ Receive the penalty notices.

- ➢ PIO can upload challan copy and order copy in response of penalty notice.

- ➢ PIO can fill order re-call application against the particular file number.

- ➢ View orders

- ➢ Transfer the cases to another PIO.

- ➢ View cases related to the former PIOs of his/her office.

6.22 Nodal Officer Flowchart

```
                           ┌──────────┐
                           │  Start   │
                           └──────────┘
                                │
                                ▼
              ┌──────────────────────────────────────┐
              │  Nodal logs-in with login ID & password │◄────┐
              └──────────────────────────────────────┘     │
                                │                           │
                                ▼              No           │
                           ◇ Valid input ◇──────►┌─────────────────┐
                           ◇ credential? ◇       │ Login fail Alert │
                                │                 └─────────────────┘
                          Yes   │
                                ▼
                      ┌────────────────────┐
                      │   Personalised     │
                      │ Dashboard appears  │
                      └────────────────────┘
```

┌──────────────────────────┬──────────────────────────┬──────────────────────────┐
| 1. Create sub nodal only by shasan level nodal officer.
 2. Add new department offices | 1. View notices received by the PIO of his/her office. | 1. Manage PIO & FAA details
 2. Manage other PIO & FAA details |

```
                           ┌──────────┐
                           │   End    │
                           └──────────┘
```
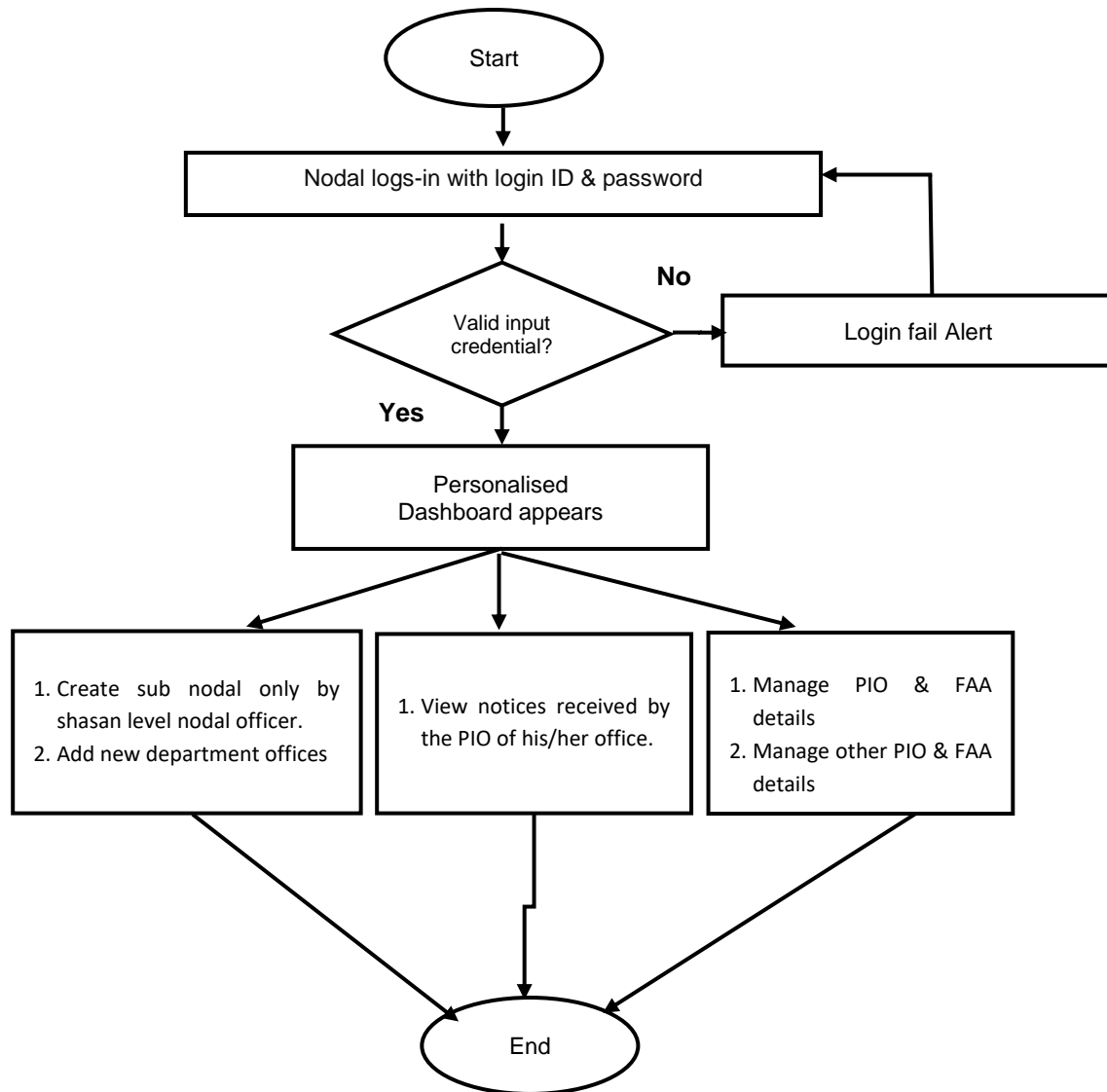
Flow chart no. 6.21

Process Flow

➢ Create sub nodal only by Shasan level nodal officer of his/her department offices.

➢ Add new department offices.

➢ Manage the PIO & FAA details.

➢ Manage the other PIO & FAA details.

6.23 FAA Flowchart

```
                          ┌─────────┐
                         (   Start   )
                          └────┬────┘
                               │
                 ┌─────────────▼─────────────┐
                 │  Select the Department Name │
                 └─────────────┬─────────────┘
                               │
                   ┌───────────▼───────────┐
                   │   Select the Location   │
                   └───────────┬───────────┘
                               │
                   ┌───────────▼───────────┐
                   │  Select the Office Name │
                   └───────────┬───────────┘
                               │
         ┌─────────────────────▼─────────────────────┐◄────────┐
         │     FAA logs-in with login ID & password    │         │
         └─────────────────────┬─────────────────────┘         │
                               │                                │
                          No   │                                │
                   ◇───────────▼───────────◇      ┌─────────────┴─────┐
                   │     Valid input        ├─────►│   Login fail Alert │
                   │     credential?        │      └───────────────────┘
                   ◇───────────┬───────────◇
                          Yes  │
                 ┌─────────────▼─────────────┐
                 │        Personalised         │
                 │     Dashboard appears       │
                 └─────────────┬─────────────┘
                               │
                 ┌─────────────▼─────────────┐
                 │ 1. Upload document          │
                 │ related to running case.    │
                 │ 2. View public information  │
                 │ details and notices         │
                 └─────────────┬─────────────┘
                               │
                          ┌────▼────┐
                         (    End    )
                          └─────────┘
```

Flow chart no. 6.22

Process Flow

➢ Upload the documents through documents related to running cases.

➢ View public information details.

➢ View notices.

6.24 Functional Decomposition Diagram of HQ Admin

Master Management
- Add and Update Dvision of UP State
- Add and Update District of UP State
- Add and Update Block of UP State
- Add and Update Tehsil of UP State
- Add and update the department of UP State
- Add and update the various offices of department in UP State
- Add, update and deactivate the UPSIC court details
- Add, update and deactivate the checklist points of complaint/appeal/Re-call
- Add and Update Fixed For(Case Status in court)
- Add and Update Revert Reason of Cases/Diary

Nodal/Sub Nodal Details
- Activate nodal details
- Update existion nodal officer details
- Update retired transfer nodal officer and add new one

Other PIO & FAA Details
- Activate PIO & FAA details

PIO & FAA Details
- Activate PIO & FAA details of various department of Uttar Pradesh
- Update existing PIO&FAA details
- Update retired transfer PIO&FAA details and add new one

Controlling Authority
- Add new controlling officers
- Update existing controlling officers details
- Deactivate the existing officer details

Manage compacter
- Add and delete the Physical compactors properties like no. of bundle in one compacter, no. of files in a bundle

Role Management
- Add, update and deactivate the user roles
- Assign individual work to their sepecific roles

Manage User
- Create the new user
- Modify the existing user
- Update the retired & transfer user details
- Update the user leave request details
- Reset the user password

Assign additional user work
- Assign the additional user work from start date to end date to the other roles of same group

Additional login id
- Aassign the additional user login id for retired transfer and absent user
- Revoke the additional user work

Court Mapping
- Map court to department
- Map Court to division

Court Roles
- Map the Roles which come under individual court
- View and Delete the user roles which come under individual court

Manage Vaad Chart
- Update yearly leaves of courts
- Update weekend court working
- Can view the vaad chart

Feedback
- Approve & Disapprove received feedback from the citizens

6.25 Technology Stack

Operating System	Linux RHEL 7 / CENT OS 7
Database	PostgreSQL 13.0
Front End	PHP 8.0
Web Server	Apache 3.4.58
PHP Framework	Laravel 8.0

6.22 Standard Functional Requirements

The proposed product is designed in such a way that it fits into the "*government business structure*" when ready. The product will have a customizable master database generation option, as well as a configurable approval procedure employing DSC. Any sort of computing equipment can be used to deliver services, and services can be accessed through multiple channels, such as:

- o Responsive Web-based application,

- o Mobile Application for Citizen &

- o SMS Services.

- o Email Services.

- o Payment through Challan and uploading the information online.

- o The proposed product will be Cloud based multi-tenancy architecture for deployment.

7. Functional Details

7.1 Application Modules

UPSIC includes four major categorization of inter-related web applications based on the functioning of the department:

1. **Department Portal**- All the department information like About Us, Act & Rules, UP RTI Rules, Help Documents, Enforcement, Present CICs & ICs, Survey, feedback, opinion, annual reports, press release, Reports etc. are covered under this section.

2. **Citizen Online Services Portal**– Each registered Applicant with unique user-ID and password on the portal gets a personalized dashboard with all services available to him/her from the department.

   ✓ Citizens can apply through the web portal.

   ✓ Personalized dashboard for each applicant.

   ✓ Various online applications available.

   ✓ Generation of application registration number and diary number.

   ✓ SMS and Email integration for communication.

   ✓ Print acceptance/acknowledgment containing QR code (duplicate).

   ✓ Hybrid option: Applicants can choose their preferred hearing option, either online (virtual) or offline (in person).

   ✓ Application tracking system to monitor the progress.

   ✓ Applicants can check penalty details.

   ✓ Access and download notices and orders through the personalized dashboard.

   ✓ Download and print orders from the UPSIC web portal.

3. Officials Services Dashboard

Each registered department official (Scrutinizer, Research Officer, Registrar /Joint Registrar, Ahlmad, Peshkar, Steno, CIC) with unique user-id and password on the portal gets a personalized dashboard with all services provided from the department.

✓ Each Scrutinizer are facilitated with personalized Dashboard, enabling them to observe the online/offline applications received along with supporting documents uploaded as per their jurisdiction area and to accept/reject the application by filling remarks accordingly in the application.

✓ Research officer has the right to check and revert back the scrutinized applications to Scrutinizer. Generate the case number of flawless application and forwarding the defective applications to Registrar/Joint Registrar.

✓ Registrar/joint registrar works on defective applications, if found any flaws in defective application then on basis of rejection it can forward back to research officer otherwise generate the facilitation memo of the defective applications and send it to dispatch counter.

✓ The presiding Officer of hearing room is the honourable state Information Commissioner have the right to supervise the work of Ahlmad, Peshkar, and Stenographer.

✓ Ahlmad of hearing room receives the flawless application first, fix the first date of hearing and send the notice to concerned parties like applicant, public information officer, and first appellate officer.

✓ Peshkar will generate the cause list of files in the current date and present the files to the presiding officer.

✓ The order passed by the presiding officer at the time of hearing is typed by the stenographer and upload the PDF copy of typed order.

✓ Application Status tracking is available. SMS & Email will be sent to the applicant regarding application.

✓ There is an extensive MIS on disposal status and pendency for the higher authorities to monitor and make decisions in order to expedite the disposal of applications.

4. Software Admin Dashboard

- ✓ Personalized Dashboard.

- ✓ Self-Profile - HQ Admin can view & edit self-details.

- ✓ Change password - HQ Admin can update self-password.

- ✓ Custom Notice Board – It contains description about all the new notices in Hindi, English and state-specific local language.

A. Content Management System

- HQ admin can update and deactivate the RTI rules.

- Can add, update and deactivate the press release

- Can add, update and deactivate the annual reports

- Can add, update and deactivate the present CIC & ICs details.

- Can add, update and deactivate the former CIC & ICs details.

- Can add, update and deactivate the gallery photos.

- Can add, update and deactivate the video gallery.

- HQ admin can add, update and deactivate the directions of CIC.

- HQ admin can view, update and deactivate the fees and costs.

- HQ admin can add, update and deactivate the Go UP circulars.

- HQ admin can add, update and deactivate the group circulars.

- HQ admin can add, update and deactivate the important office ordres.

5. HQ Administrator Dashboard

- Personalized Dashboard.
- Self-Profile - HQ Admin can view & edit self-details.
- Change password - HQ Admin can update self-password.

A. Manage Master

HQ admin can perform following actions under the manage master option :

- **Judiciary Master -**

   Division Master- HQ admin can add new division, update and delete the existing division of the state.

   District Master - HQ admin can add new district, update and delete, the existing district of the state.

   Block Master- HQ admin can add new block, update and delete, the existing Block.

   Tehsil Master -HQ admin can add new tehsil, update and delete, the existing Tehsil.

- **Department Master -**

   Department - HQ admin can add new department update existing departmnet name and de-activate the existing department of the state.

   Department Offices - HQ admin can add new department update existing department office and de-activate the existing department office of various departments of the state.

- **Scrutiny Master-**

   Appeal Check List - HQ admin can add and update the Appeal checklist.

   Complaint Check List - HQ admin can add and update the Complaint checklist.

   Order Re-call (Rule-12) Check List - HQ admin can add and update the Order Re-call   (Rule-12) checklist.

- **Court Master -**

   Court - HQ admin can add new court, update and deactivate the existing court.

   Fixed For - HQ admin can add, update and de-activate the fixed for.

   Revert Reason - HQ admin can add new revert reason, update and de-activate the existing one.

Special Reason - HQ admin can add new special reason, update and de-activate the existing one.

B. Nodal Details

- Activate and deactivate nodal officer details.
- Update existing nodal officer details.
- Update retired and transfer nodal officer details. And add new on replace of retired & transfer

C. PIO & FAA Details-

PIO Details –

- Activate PIO details of various département of Uttar Pradesh
- Update existing PIO details
- Update retired transfer PIO details and add new one.

FAA Details –

- Activate FAA details of various département of Uttar Pradesh
- Update existing FAA details
- Update retired transfer FAA details and add new one.

D. Manage File Compacter -

- HQ admin has the right to create the compactors rows and fix the bundles limit that how many bundles will be added in each compacter.
- Can also manage the files limit that how many files will be add in particular bundles.
- Can delete the compactor and bundles.

E. Controlling Officer -

- Add new controlling officers
- Update existing controlling officers details.
- Deactivate the existing officer details.

F. Manage Vaad Chart-

Hearing Leave - HQ admin has the right to add the leave date.

Weekend Court Mapping - HQ admin has the right to add hearing proceedings on the weekend leave days.

Vaad Chart - HQ admin can view the VAAD chart details.

G. Role Management -

Role - HQ admin can add the new user role and update and deactivate the existing one.

Role-Work - HQ admin can assign the work to every indviduals user roles.

H. Manage User -

Create User - HQ can add new user and assign their work.

Modify User - HQ can modify the existing user details.

Retired/Transfer User - HQ admin can update the transferred and retired user details.

User Leave Request - HQ admin can update leave request of users.

Reset User Password - HQ admin can reset the user password.

I. Additional user work -

HQ admin can allocate the additional work to user for the certain period of time.

J. Additional login id -

Assign Additional LoginId - Assign the additional user login id for retired, transfer and absent user.

Revoke Additional LoginId - Revoke the additional user work and login id.

K. Court Mapping -

Court to department mapping - HQ admin can map the court to the department and can update and delete the existing mapping.

Court to division mapping - Here, HQ admin can map the court to the department and can update and delete the existing mapping.

L. Court Roles -

Roles Within Roles - Here, HQ admin can manage the court related user roles like Commissioner, Peshkar, Ahlmad, Stenographer.

Court Roles Details - Herein, HQ admin can view the details of existing court roles user and delete the spesific court roles as required.

6. Mobile App for Citizen

Mobile Application is developed so that the Citizen can Appeal, Complaint, Document related to the running case, Order Re-call (Rule-12) and other applications. This application would include the following-

- ✓ Registration - Citizens can register with required details and one time OTP verification.
- ✓ Login - citizens can login with credentials.
- ✓ Dashboard- citizens can view total number of Complaint, Appeal, document related to running case, Order Recall (Rule-12) and other applications count.
- ✓ View Profile - citizens can view their basic details such.
- ✓ Appeal – On the Appeal page, citizens can fill an Appeal form and submit. After successful submission, a unique Appeal Registration number will be generated.
- ✓ Complaint – On the Complaint page, Citizens can fill the Complaint form and submit. After successful submission, a unique Complaint Registration number will be generated.
- ✓ Document related to the running case – citizens have to enter file number and search then can upload respective documents.
- ✓ Order Re-call (Rule-12) – Citizen has to search his/her case via file/registration/diary number then can submit the form after filling necessary details.
- ✓ Order correction – order correction form can be submitted after filling necessary details if any mistakes found in verdict with the respective case.
- ✓ Copy application- Citizens can submit a copy application request form after filling necessary details.
- ✓ Office Copy application- Citizens can submit office copy application request form after filling necessary details.
- ✓ Court Transfer- citizens can request for court transfer after filling necessary details at certain conditions.
- ✓ Log out – Logging out from the mobile App.

The mobile application encompasses a comprehensive set of features derived from the citizen service portal. Users can seamlessly engage in various activities, including submitting online applications, tracking processes, and accessing a convenient interface to view orders and notices. This integration aims to provide a streamlined and accessible experience for individuals utilizing the services offered through both platforms.

7.2 Technical Details

7.2.1 Architecture

✓ **As-Is**

- **E-Governance Objectives include the following**-

  ✓ Single and easy point of contact for each Service.

  ✓ Clear and accurate information about each Service and transaction.

  ✓ Efficient and effective resolution of Complaints.

  ✓ Citizen-oriented and transparent service Delivery processes.

  ✓ Simplified decision cycles.

  ✓ Electronic exchange of information with other governmental organizations.

  ✓ Reduce the workload of the employees.

  ✓ Better MIS system.

  ✓ Seamless integration and connectivity.

  ✓ Information security.

  ✓ Fraud detection and handling.

  ✓ Electronic payments and collections.

- **Functions Required to achieve the Objectives include the following**-

  ➢ Developing a portal with back-end accessibility to all the functional units of the Department.

  ➢ Policies, Procedures, Circulars, Notifications and different forms should be made available through website and through various channels.

  ➢ Governmen tProcess Re-engineering and easy form designings and it wil lbe easy for the CATS-UPSIC as well as for the replication in the system.

  ➢ Develop a feedback mechanisms as to get constant feedbacks and a proper monitoring mechanism should be developed to work on the feedback.

  ➢ Develop different service delivery mechanism to cater the needs of the stakeholders 24X7.

  ➢ Inter departmental data transfer to expedite flow of Information between departments.

  ➢ Create a mechanism to ensure that the content is regularly updated.

  ➢ Establish Facilitation centers to help the stakeholders.

➢ Service levels should be defined for every service, to measure the quality of service delivery.

➢ Capacity-Building for the Citizen and the Departmental Officers and Staff.

➢ Regular training and seminars to motivate employees and enhance their service delivery skills.

✓ To Be

- **Development Objectives:**

Along with above mentioned Objectives and corresponding functions, the following should also be the important objectives for developing software:

  o Easy availability.

  o Cost & Time saving during software development.

  o Time saving during Software implementation.

  o Technical help within Reach.

  o To replicate easily successful applications across States.

  o To avoid duplication of effort and cost in development of a similar application.

- **Functions required to achieve the Objective include the following**-

  o Workshop/ training sessions will have to be arranged for better understanding of the software.

  o Hands-on workshop/ training sessions will have to be arranged for software implementation of the Department officials of Uttar Pradesh State Information Commission.

7.3 Objectives of the Proposed System

- To keep up the following: -
  a. Appeals on the information shared by various government entities under the Right to Information Act.
  b. Complaints on refusal to give information or in relation to inability to file Right to Information Act.
- Ensure fair and time- bound disposal of Appeals and Complaints filed before the Commission.
- To ensure transparency and supports in greater way in stop corruption, combating oppression, preventing nepotism and misuse of the public authority

7.4 Data Requirements

7.4.1 Data Requirements

The following diagram shows the handoffs between functional areas in terms of data.

(a) Master Data:

1. District master- This data is to be prepared for all the districts in a particular state.

State Code	District Name	State code	State name	Census district code	State id	District LG code	District name Hindi	District name local

2. Division Master- This data is to be prepared for all the divisions in a particular state.

State Code	State Name	Division Code	Division name	State-ID	Division Name Hindi	Division name local

3. Tehsil Master- This data is to be prepared for all the tehsil in a particular state.

District Code	District Census Code	District name	District name Hindi	District Name Local	Tehsil Code	Tehsil Name	Tehsil Name Hindi	Tehsil Name Local	State Code

4. Block Master- This data is to be prepared for all the Block in a particular state.

District Code	District name	District name Hindi	District name Local	District Census Code	Block Code	Block Name	Block Name Hindi	Block Name Local	State Code

5. Grampanchayat Master- This data is to be prepared for all the gram panchayat in a particular state.

Dist-rict Code	Dist-rict name	Dist-rict name Hindi	Dist-rict Name Local	Dist-rict Census Code	Block Code	Block Name	Block Name Hindi	Block Name Local	Grampan-chayt Code	Grampan-chayt Name	Grampan-chayt Name hindi	Gram-panchayt Name Local	State Code

6. Departments- This data is to be prepared for all the departments in a particular state.

Department code	Department name	Department name Hindi	State code

7. Application Type Master - This table consists the categories of the online services included in the software system.

id	Description	Description in Hindi	Description In local

8. Role Master- This table consists the roles assigned to different entities in a software system or the roles assigned to the officials who are going to work in this online portal.

S.No.	Role Code	Role Name	Role ID
1	01	HQ Admin	HQA
2	02	DAK Operator	DAK
3	03	Registration Counter	REC
4	04	Full Entry Operator	FEO
5	05	Scrutinizer	SCO
6	06	Research Officer	REO

7	07	Peshkar	PES
8	08	Ahalmad	AHA
9	09	Steno	STE
10	10	Commissioner	COM
11	11	Registrar	REG
12	12	Dispatch	DIP
13	13	Joint Registrar	JRE
14	14	Chief Information Commissioner	CIC
15	15	Penalty In-Charge	PEN
16	16	Litigation In-Charge	LIT
17	17	Copy In-Charge	COP
18	18	Archive In-Charge	ARC
19	19	Software Administrator	SWA
20	20	Nodal Officer	NOD
21	21	First Appellate Authority	FAA
22	22	Public Information Officer	PIO

8. Section Master- This table consists the sections for user's dashboard in a software system.

Section code	Section Name	Section Order	Section Name Hindi	Section Name Local	Group Code	Icon Name	State Code

8a. Sub-Section Master- This table consists the sub sections for user's dashboard in a software system.

Sub Section code	Section Code	Subsection Name	Section Name Hindi	Section Name Local

9. Work Master- This table consists the works assigned to different roles in a software system or the works assigned to the officials who are going to work in this online portal.

Section code	Work Code	Work Name	Work Name Hindi	Work Name Local	Page	Subsection code	State Code

10. Status Master- During the disposal of received online application process, the application undergoes various changes in its status before reaching the final outcome of acceptance or rejection. This table shows the same.

Status	Status Description
9	Applicant uploaded documents and application forwarded to Scrutinizer.
I	Application approved by Scrutinizer and application forwarded to Research Officer.
R	Application rejected by Scrutinizer and application forwarded to Research Officer.
7	Application rejected by Research officer and application forwarded to Registrar/Joint Registrar
T	Application returned to Scrutinizer from Research officer for reverification.
3	FM generated by Registrar/Joint registrar and forwarded to postal dispatch counter
D	Application dispatch with FM and return to applicant
V	Application returned to Research officer from registrar for re-verification.
H	Forwarded to hearing room by Research officer
H+ hearing_date is not null	First hearing date assigned by Ahlmad
H+ decision_type is not null	Cause List Updated by Peshkar
2 + decision_type !='f9'	Case Disposed without Penalty
2+ decision_type ='f9'	Case Disposed with Penalty
S+ decision_type !='f9'	Case Adjourned by Other Courts (e.g., High Court, Supreme Court)
S+ decision_type ='f9'	Penalty waived off by Other Courts (e.g. High Court, Supreme Court)
hold_fee = '1' + fee_status = 'N'	Held for Fee
hold_fee = '0' + fee_status = 'Y'	Fee Paid
0	Application has been weed out.

8. Non-Functional Requirements

S. No.	Category	Requirements
1.	Archiving	*All web transactions will have an audit trail stored against the consumer record and will be kept for 3 years.*
2.	Availability	Site will be available 24 x 7.
3.	Continuity	As per the user department requirement.
4.	Performance	Depends on network and traffic load.
5.	Resiliency	Flexible enough to customize as per State specific requirements.
6.	Robustness	System should be well maintained with security patches and latest updates for browser.
7.	Volumes	Department should formulate the archival policy when data gets huge in increasing years of implementation for smooth working of the software.

8.1 Security requirements

- Software security audit needs to be cleared before publishing the product on e-Government app store.
- State department needs to get the software security audit done after the software customization for specific needs of the department.
- It would be better if the Officials' dashboard could be implemented in VPN (virtual private network) environment.

8.2 Constraints at various levels

Project Activities	Risk	Strategy	Mitigation
Requirement Gathering	Different stakeholders don't understand or communicate properly on the subject.	A brief presentation and demo should be made and objective of discussion should be made clear before starting the communication.	If one discussion/meeting does not seem to be sufficient, another meeting should be scheduled to have the exact gap-analysis in requirements and/or expectations from the product.
Documentation	Unavailability of a skilled manpower.	Proper candidate should be selected specially for documentation.	
	Documentation Template Changes / Documentation is not complete in a prescribed format	Predefined template should not be changed time to time.	Perfect standard Template should made available.
	Documentation is not complete in a prescribed time.	Documents required should mentioned clearly within time limits of the project.	Proper time should be planned / given for each of the document
Software Design	Requirements changes has a drastic impact on system design.	System requirements should be fixed before system design & development starts	Gap-analysis & requirement accordingly should be well fixed before the s/w development work starts.
Software Development	Non-availability of Human resource / Assigned manpower leaves the project in limbo.	Local outsourced manpower should be deployed for the project.	Get a few candidates' resume in hand ready for replacement.

	Non-availability of funds/salary.	Employed Human resource should not get demotivated due to non-release his/her salary in time.	Proper funds should be made available for Team salaries.
	Hardware made available is not suitable for software development.	Systems made available for s/w development should be of good configuration and should not stop working during the project time.	Latest available robust configuration machines should be made available for development
Product Testing / UAT	UAT is not done properly by the users of the product.	If UAT is not done by the user of the application properly then product may not work as desired by the user when implemented.	User should be given hands-on training/demo of the application before UAT and UAT format should be designed in a manner that each functionality user has to go through functionality publication is depicted.
Security Audit	Security Audit level 1 report has not covered all possible errors/ issues.	Security Audit should be done perfectly so that all the issues can be resolved before the final certificate of s/w security audit.	In case some issues still remain after s/w security audit, then it should be fixed well in time and the application should be re-audited.

8.3 Compliance

8.3.1 Auditing

Audit trails are maintained at each step of the disposal process of online application.

Language Handling

The CATS-UPSIC will be having the feature of adding local languages for different parts of the product.

8.4 System Operations

- System Database backup will need to be scheduled by the implementing agency assigned by UPSIC (M/s Nirhums Tech Pvt Ltd, hired for PostgreSQL EDB Support, SSL and software security audit).

- Archiving and Restoring capability will need to be scheduled by the implementing agency (M/s Nirhums Tech Pvt Ltd, hired for PostgreSQL EDB Support, SSL and software security audit).

- System Web Software versions backup will need to be scheduled by the implementing agency (Software Development Team outsourced by the State Information Commission).

- CATS-UPSIC portal implementation, technically consulted by NIC UP.

9. Key Working Assumptions

- UPSIC department will ensure flow of funds in time and cooperation at all levels during execution of the project.

- UPSIC department will have project monitoring committee to solve day to day issues.

- UPSIC department will help in documentation task during developing of project.

- Provision should be made for latest configuration laptop and contingency support along with Outsourced manpower for software development.

- Manpower will be engaged for addition/modification of product-oriented features identified in the existing solution and will be under control of Team of NIC, Uttar Pradesh State

- Timeline starts after resources hired on board for development after modifications/ improvements of the software, it will be tested and audited.

- After the product is launched on UPIC department, following needs to be taken care of by implementing State:

  o SMS and Email API inclusion in the system and its regular payment for smooth operations.

  o Payment Gateway inclusion in the system.

  o Technical Skill-set man-power for minor customization needs as per the State Department.

  o Infrastructure, network, manpower and other implementation costs.

  o Regular Six monthly Software Security Audit Cost and ensure the availability of Software security audit certificate for secure implementation of the Portal on cloud as per Cyber security standards.

10. Annexure

10.1 Application Formats (Online)

ANNEXURE-01

10.1.1 Citizen Registration Form (Online)

ANNEXURE-02

10.1.2 Application Form for Online Second Appeal

स्वागत **UPICR20230000023**

उत्तर प्रदेश सूचना आयोग
सूचना का अधिकार अधिनियम, 2005 की धारा 19(3) के तहत द्वितीय अपील

द्वितीय अपील पंजीकरण संख्या - A-20231200030

अपीलकर्ता का विवरण

नाम	आदर्श
लिंग	पुरुष
राज्य	उत्तर प्रदेश
ज़िला	अयोध्या
नगर/ग्राम	राजपुर
पिन कोड	226020
मोबाइल संख्या	7081370475
ईमेल	---
पता	गोंडा

विभाग

विभाग	उर्जा विभाग (मुख्यालय कार्यालय)
मण्डल	---
ज़िला	---
तहसील	---
ब्लॉक	---
ग्राम पंचायत	---
कार्यालय	ऊर्जा

सूचना का अधिकार अधिनियम -2005 की धारा 6(1) के आवेदन का विवरण

धारा 6(1) के आवेदन करने का दिनांक	25-10-2023
क्या आवेदक गरीबी रेखा से नीचे का है ?	हाँ
बीपीएल कार्ड संख्या (बीपीएल का सबूत अनुलग्रक के रूप में प्रदान की जा सकती है)	5464
जारी करने का वर्ष	2022
जारी करने वाला प्राधिकरण	प्राधिकरण

जन सूचना अधिकारी(ज० सू० अ०) द्वारा कृत कार्यवाही

ज० सू० अ० का उत्तर	आवेदन पत्र लेने से मना किया
ज० सू० अ० उत्तर की तिथि	27-10-2023

जन सूचना अधिकारी का विवरण

ज० सू० अ०	PIO one
पता	जन सूचना अधिकारी कार्यालय - ऊर्जा
पिन कोड	266623
मोबाइल संख्या	7081354494
ईमेल	singh1@gmail.com

प्रथम अपील का विवरण

कृपया वैध तिथि दर्ज करें	07-12-2023
प्रथम अपीलीय प्राधिकारी	aman p
पता	प्रथम अपीलीय प्राधिकारी कार्यालय - ऊर्जा
पिन कोड	566565
मोबाइल संख्या	7084987987
ईमेल	singh12@gmail.com

प्रथम अपीलीय प्राधिकारी का पता विवरण

प्रथम अपीलीय प्राधिकारी का उत्तर	अपूर्ण उत्तर
आदेश की तिथि	15-11-2023

अनुतोष

सूचना का अधिकार अधिनियम, 2005 की धारा 19 (3)- द्वितीय अपील के अधीन माँगा गया अनुतोष	अनुतोष

अन्य सहायक दस्तावेज़

दस्तावेज़-1 विवरण	दस्तावेज़
दस्तावेज़-2 विवरण	दस्तावेज़

सुनवाई का विकल्प चुने

सुनवाई का प्रकार	ऑफलाइन
ऑनलाइन सुनवाई के लिए मोबाइल नंबर	---
ऑनलाइन सुनवाई के लिए ईमेल	---

सत्यापन

✔ मैं एतद्द्वारा कहता हूं कि ऊपर दी गई जानकारी और विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं। मैं यह भी घोषणा करता हूं कि यह मामला पहले इस आयोग के पास दायर नहीं किया गया है और न ही किसी न्यायालय या न्यायाधिकरण या प्राधिकरण के पास लंबित है।

दस्तावेज़ संलग्रक	⬇ दस्तावेज़ डाउनलोड करें
सूचना का अधिकार अधिनियम, 2005 की धारा 19(3) के तहत हस्ताक्षरित द्वितीय अपील की स्कैन कॉपी	👁 दस्तावेज़ देखें
दस्तावेज़-1	👁 दस्तावेज़ देखें
दस्तावेज़-2	👁 दस्तावेज़ देखें
आदेश की प्रति	👁 दस्तावेज़ देखें
पीआईओ उत्तर की प्रति	👁 दस्तावेज़ देखें
धारा 6(1) के तहत आरटीआई आवेदन की प्रति	👁 दस्तावेज़ देखें
धारा 19(1) के तहत प्रथम अपील की प्रति	👁 दस्तावेज़ देखें

उत्तर प्रदेश सूचना आयोग द्वारा विषयवस्तु प्रदान व अनुरक्षित की गयी है|

ANNEXURE-02

10.1.3 Application Form for Online Complaint

स्वागत **UPICR20230000023**

उत्तर प्रदेश सूचना आयोग
सूचना का अधिकार अधिनियम, 2005 की धारा 18 के तहत शिकायत
शिकायत पंजीकरण संख्या - C-20231200028

शिकायतकर्ता का विवरण

नाम	आदर्श
लिंग	पुरुष
राज्य	उत्तर प्रदेश
ज़िला	अयोध्या
नगर/ग्राम	राजपुर
पिन कोड	226020
मोबाइल संख्या	7081370475
ईमेल	---
पता	गोंडा

विभाग

विभाग	उर्जा विभाग (मुख्यालय कार्यालय)
मण्डल	---
ज़िला	---
तहसील	---
ब्लॉक	---
ग्राम पंचायत	---
कार्यालय	ऊर्जा

शिकायत का प्रकार

शिकायत का प्रकार	---

सूचना का अधिकार अधिनियम -2005 की धारा 6(1) के आवेदन का विवरण

धारा 6(1) के आवेदन करने का दिनांक	28-10-2023
क्या आवेदक गरीबी रेखा से नीचे का है ?	नहीं
आरटीआई आवेदन संख्या	854
ट्रांसक्शन आईडी	546

जन सूचना अधिकारी(ज० सू० अ०) द्वारा कृत कार्यवाही

ज० सू० अ० का उत्तर	उत्तर असन्तोषजनक /असत्य / भ्रामक आदि
ज० सू० अ० उत्तर की तिथि	01-11-2023

जन सूचना अधिकारी का विवरण

ज० सू० अ०	PIO one
पता	जन सूचना अधिकारी कार्यालय - ऊर्जा
पिन कोड	226595
मोबाइल संख्या	7081354494
ईमेल	singh1@gmail.com

प्रथम अपील का विवरण

कृपया वैध तिथि दर्ज करें	16-11-2023
प्रथम अपीलीय प्राधिकारी	aman p
पता	NA
पिन कोड	326565
मोबाइल संख्या	7084987987
ईमेल	singh12@gmail.com

प्रथम अपीलीय प्राधिकारी का पता विवरण

प्रथम अपीलीय प्राधिकारी का उत्तर	आवेदन पत्र लेने से मना किया
आदेश की तिथि	15-11-2023

अनुतोष

सूचना का अधिकार अधिनियम, 2005 की धारा 19 (3)- द्वितीय अपील के अधीन माँगा गया अनुतोष	अनुतोष

अन्य सहायक दस्तावेज़

दस्तावेज़-1 विवरण	दस्तावेज़
दस्तावेज़-2 विवरण	---

सुनवाई का विकल्प चुने

सुनवाई का प्रकार	ऑफलाइन
ऑनलाइन सुनवाई के लिए मोबाइल नंबर	---
ऑनलाइन सुनवाई के लिए ईमेल	---

सत्यापन

✔ मैं एतद्द्वारा कहता हूं कि ऊपर दी गई जानकारी और विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं। मैं यह भी घोषणा करता हूं कि यह मामला पहले इस आयोग के पास दायर नहीं किया गया है और न ही किसी न्यायालय या न्यायाधिकरण या प्राधिकरण के पास लंबित है।

दस्तावेज़ संलग्रक	⬇ दस्तावेज़ डाउनलोड करें
सूचना का अधिकार अधिनियम, 2005 के तहत हस्ताक्षरित शिकायत की स्कैन कॉपी	👁 दस्तावेज़ देखें
दस्तावेज़-1	👁 दस्तावेज़ देखें
पीआईओ उत्तर की प्रति	👁 दस्तावेज़ देखें
धारा 6(1) के तहत आरटीआई आवेदन की प्रति	👁 दस्तावेज़ देखें
धारा 19(1) के तहत प्रथम अपील की प्रति	👁 दस्तावेज़ देखें

उत्तर प्रदेश सूचना आयोग द्वारा विषयवस्तु प्रदान व अनुरक्षित की गयी है|

ANNEXURE-04

10.1.4 Application Form for Online Document Related To Running Case

| स्वागत : UPICR20230000023 | पंजीकरण संख्या : C-20231200021 | फाइल संख्या : S01/C/0005/2023 |

उत्तर प्रदेश सूचना आयोग
डायरी संख्या - D-071220230011

आवेदक रिपोर्ट

नाम	आदर्श
मोबाइल संख्या	7081370475
ईमेल	---
पता	गोंडा

जन सूचना अधिकारी का विवरण

ज० सू० अ०	PIO one
पता	जन सूचना अधिकारी कार्यालय - ऊर्जा

वाद स्थिति

सुनवाई तिथि	08/12/2023
सुनवाई स्थिति	---
सुनवाई कक्ष	एस-1

दस्तावेज़ संलग्रक

ANNEXURE-05

10.1.5 Application Form for Online Order Re-call (Rule-12)

स्वागत UPR20230000003	मूल फाइल संख्या :- S06/A/0009/2023	पंजीकरण संख्या :- A-20230700006

उत्तर प्रदेश सूचना आयोग
उत्तर प्रदेश सूचना अधिकारी नियम, 2015 के नियम-12 के तहत आदेश वापस लेने (आदेश वापसी (नियम - 12)) आवेदन

आदेश वापसी (नियम - 12) पंजीकरण संख्या - P-20230900006

आवेदक का नाम (अंग्रेजी में)	Anand Shukla
आवेदक का नाम (हिंदी में)	रमेश शुक्ला

फ़ाइल का विवरण

पता	कल्याणपुर
मोबाइल संख्या	9876543210
ईमेल	anadrameshshukla@gmail.com

जन सूचना अधिकारी का विवरण

जन सूचना अधिकारी का विवरण	अनुज श्रीवास्तव
पता	जन सूचना अधिकारी कार्यालय - कृषि निदेशालय
मोबाइल संख्या	7836895244
ईमेल	pio@gmail.com

आदेश वापसी विवरण

जिस आदेश की वापसी की प्रार्थना की गयी है उसकी तिथि	18-07-2023
क्या उक्त आदेश, आवेदक का कोई दोष न होते हुए भी, आवेदक को बिना सुने पारित किया गया है ?	नहीं
क्या आयोग द्वारा प्रकरण की सुनवाई व निस्तारण नियत तिथि से भिन्न तिथि में कर दिया गया है ?	हाँ
यदि हां, तो क्या आवेदक का कोई दोष न होते हुए भी वह उक्त सुनवाई में उपस्थित नहीं हो सका ?	नहीं
आवेदक को उक्त आदेश की जानकारी होने की तिथि	19-08-2023
आदेश वापसी का आधार	आदेश वापसी
टिप्पणी	आदेश वापसी

सत्यापन

✔ मैं, **रमेश शुक्ला** पुत्र/पुत्री/पत्नी श्री **सुशील शुक्ला** निवासी **कल्याणपुर** एतद्द्वारा घोषणा करता/करती हूँ कि मैंने प्रश्नगत आदेश के विरुद्ध कोई अन्य आदेश वापसी आवेदन प्रस्तुत नहीं किया है और जहां तक मेरी जानकारी और विश्वास है, इस प्रार्थना पत्र में उपलब्ध कराये गए ब्यौरे सत्य एवं सही है और मैंने कोई सारवान तथ्य छुपाया नहीं है |

दस्तावेज़ संलग्नक	
जिस आदेश की वापसी की प्रार्थना की गयी है,उसकी प्रति	👁 दस्तावेज़ देखें
अन्य प्रपत्र, जिन पर आदेश वापसी प्रार्थना पत्र निर्भर हो	👁 दस्तावेज़ देखें

ANNEXURE-06

10.1.5 Application Form for Online Copy Application

🖶 प्रिंट

उत्तर प्रदेश सूचना आयोग
शिकायत / द्वितीय अपील / आदेश वापसी (नियम - 12) प्रार्थना पत्र में पारित अंतिम / अंतरिम आदेश एवं अन्य प्रपत्र की नकल प्राप्ति हेतु आवेदन पत्र
डायरी संख्या - D-130920230002

से रजिस्ट्रार उ. प्र. सूचना आयोग, लखनऊ।	नकल प्रार्थना पत्र पंजीकरण सं :	D-130920230002
	दिनांक :	13-09-2023

महोदय,
कृपया प्रार्थी को निम्न वर्णित प्रतिलिपि उपलब्ध करने की कृपा करें-

1.	द्वितीय अपील पंजीकरण संख्या	A-20230600015
2.	फाइल संख्या	2023S06A0004
3.	अपीलकर्ता	रमेश शुक्ला
4.	जन सूचना अधिकारी का पदनाम व पता	कृषि विभाग , कानपुर डिवीजन
5.	वाद निर्णीत अथवा अनिर्णीत	अग्रिम सुनवाई हेतु।
6.	मा. राज्य सूचना आयुक्त का नाम जिनके यहाँ मामला विचाराधीन है या जिनके द्वारा अंतिम आदेश पारित किया गया है।	श्री अजय कुमार उप्रेती
7.	आदेश जिसकी प्रतिलिपि वांछित है, का दिनांक एवं विवरण (अंतरिम /अंतिम)	06-09-2023 / अंतरिम आदेश
8.	अन्य प्रपत्र / अभिलेख जो वांछित है का दिनांक एवं विवरण (पृष्ठो की संख्या सहित)	

प्रपत्र तिथि	प्रपत्र विवरण	पृष्ठों की संख्या
27-06-2023	Copy of Appeal	3
03-07-2023	Marked Check List	3

9.	नकल प्राप्ति का प्रकार	व्यक्तिगत

शुल्क भुगतान विवरण

आवेदन की तिथि : 13-09-2023

आदेश शुल्क	₹ 10.00
अन्य प्रपत्र शुल्क	₹ 12.00
डाक शुल्क	---
कुल शुल्क	₹ 22.00
बैंक संदर्भ संख्या	XYZ
शुल्क भुगतान स्थिति	सफलता

आवेदक का पूरा नाम	रमेश शुक्ला
आवेदक का मोबाइल नंबर	9876543210
आवेदक का पूरा पता	कल्याणपुर

उत्तर प्रदेश सूचना आयोग, उत्तर प्रदेश सरकार द्वारा प्रदान की गई और अनुरक्षित सामग्री।

🖨 प्रिंट

उत्तर प्रदेश सूचना आयोग
कार्यालय आदेश एवं नकल आवेदन / निरीक्षण आवेदन / अन्य प्रपत्रों पर पारित आदेश की नकल प्राप्ति हेतु आवेदन पत्र

डायरी संख्या - D-130920230003

सेवा में
रजिस्टार
उ. प्र. सूचना आयोग,
लखनऊ।

	नकल प्रार्थना पत्र पंजीकरण सं :	D-130920230003
	दिनांक :	13-09-2023

महोदय,
कृपया प्रार्थी को निम्न वर्णित प्रतिलिपि उपलब्ध करने की कृपा करें।

1.	नकल आवेदन पर पारित आदेश	
2.	उपर्युक्त प्रपत्र की दिनांक	13-09-2023
3.	उपर्युक्त प्रपत्र यदि कार्यालय आदेश के अतिरिक्त अन्य प्रपत्र है, तो आवेदन पत्र / सुझाव / शिकायत के आवेदक का नाम	डायरी संख्या : A-20230600015 आवेदक का नाम : रमेश शुक्ला प्रेषक : Application विषयवस्तु : test
4.	जिस प्रपत्र की प्रतिलिपि वांछित है, उसके पृष्ठों की संख्या	3
5.	नकल प्राप्ति का प्रकार	व्यक्तिगत

मैं रमेश शुक्ला (आवेदक) घोषित करता हूँ कि मेरे द्वारा उपर्युक्त प्रपत्र, जिसकी नकल चाही गयी है, की नकल पूर्व में एक से अधिक बार प्राप्त नहीं की गयी है।

शुल्क भुगतान विवरण

अन्य प्रपत्र शुल्क	₹ 6.00
डाक शुल्क	---
कुल शुल्क	₹ 6.00
बैंक संदर्भ संख्या	XYZ
शुल्क भुगतान स्थिति	सफलता

आवेदन की तिथि : 13-09-2023

आवेदक का पूरा नाम	रमेश शुक्ला
आवेदक का मोबाइल नंबर	9876543210
आवेदक का पूरा पता	कल्याणपुर

उत्तर प्रदेश सूचना आयोग, उत्तर प्रदेश सरकार द्वारा प्रदान की गई और अनुरक्षित सामग्री।

ANNEXURE-07

10.1.5 Application Form for Online Physical File Inspection

🖶 प्रिंट

स्वागत **UPICR20230000003**

उत्तर प्रदेश सूचना आयोग
उ० प्र० राज्य आयोग में दायर अपीलों/शिकायतों से सम्बंधित अभिलेखों के निरीक्षण हेतु प्रार्थनापत्र

डायरी संख्या D-130920230004

1. आवेदक का विवरण	
आवेदक का नाम व पता	रमेश शुक्ला , कल्याणपुर
2. द्वितीय अपील पंजीकरण संख्या	A-20230800022
3. फाइल संख्या	S06/A/0018/2023
4. द्वितीय अपील/शिकायत में पक्षकारों का नाम	
(i) अपीलकर्ता	रमेश शुक्ला
(ii) जन सूचना अधिकारी का पदनाम व पता	
5. द्वितीय अपील/शिकायत पर सुनवाई की स्थिति	केस नंबर जनरेट किया गया और केस कोर्ट को आवंटित किया गया।
6. यदि द्वितीय अपील/शिकायत की सुनवाई चल रही है तो अगली नियत सुनवाई की तिथि	11-08-2023
6. क्या द्वितीय अपील/शिकायत का पक्षकार ही यह आवेदन प्रस्तुत कर रहा है	हाँ

शुल्क भुगतान विवरण

बैंक संदर्भ संख्या	XYZ	शुल्क भुगतान स्थिति	सफलता	राशि	10 रुपये

सत्यापन

✔ मैं एतद्द्वारा कहता हूं कि ऊपर दी गई जानकारी और विवरण मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य हैं। मैं यह भी घोषणा करता हूं कि यह मामला पहले इस आयोग के पास दायर नहीं किया गया है और न ही किसी न्यायालय या न्यायाधिकरण या प्राधिकरण के पास लंबित है।

उत्तर प्रदेश सूचना आयोग, उत्तर प्रदेश सरकार द्वारा प्रदान की गई और अनुरक्षित सामग्री।

10.1. Receiving Form for DAK (Offline)

ANNEXURE-08

उ. प्र. सूचना आयोग
7/7 ए, आर०टी०आई० भवन विभूति खंड, गोमती नगर
लखनऊ, उत्तर प्रदेश

डायरी संख्या : **D-031020230001**

(कार्यालय प्रति)

आवेदन दिनांक : 03/10/2023 02:35:59 PM

प्रिंट दिनांक : 03/10/2023

प्राप्त का प्रकार : व्यक्तिगत

आवेदन का प्रकार : शिकायत (सूचना का अधिकार अधिनियम, 2005 की धारा 18 के अधीन शिकायत)

मोबाइल न. : 9555555555

पत्रांक संख्या : NA

प्राप्ति दिनांक : 03/10/2023

आवेदक का नाम: अन्शुमान

ज़िला : अमरोहा ,उत्तर प्रदेश

पत्रांक दिनांक : NA

संवीक्षाकर्ता : man

फुल एंट्री ऑपरेटर : Amit kumar

प्राप्तकर्ता : Amit

10.2 Checklist Format

ANNEXURE-01

10.2.1 Check list format for Complaint

Checklist Inspection for Complaint

कोड	संवीक्षा बिन्दु	चयन करें
1	क्या शिकायत पर शिकायतकर्ता के हस्ताक्षर हैं , शिकायत तीन प्रतियों में पठनीय/स्वच्छ हस्तलिखित या टाइप शुदा है ?	○ हां ○ नहीं
2	क्या शिकायत उ० प्र० सूचना आयोग के क्षेत्राधिकार की है ?	○ हां ○ नहीं
3	क्या शिकायत के साथ अधिनियम की धारा 6(1) के तहत आवेदन पत्र की प्रति सलंग्न है?	○ हां ○ नहीं
4	क्या राज्य लोक सूचना अधिकारी से उत्तर प्राप्त है, यदि हाँ तो उसकी प्रति संलग्न है?	○ हां ○ नहीं
5	क्या प्रथम अपीलीय अधिकारी से कोई आदेश प्राप्त है, यदि हाँ तो उसकी प्रति संलग्न है?	○ हां ○ नहीं
6	क्या शिकायत असामयिक या समयबाधित है?	○ हां ○ नहीं
7	वर्तमान मामले में पहले कोई अन्य शिकायत दर्ज नहीं की गई है?	○ हां ○ नहीं

Annexure-02

10.2.2 Check list format for Appeal

Checklist Inspection for Appeal

कोड	संवीक्षा बिन्दु	चयन करें
1	क्या अपील पर अपीलकर्ता के हस्ताक्षर हैं , अपील तीन प्रतियों में पठनीय/स्वच्छ हस्तलिखित या टाइप शुदा है ?	○ हां ○ नहीं
2	क्या अपील उ० प्र० सूचना आयोग के क्षेत्राधिकार की है ?	○ हां ○ नहीं
3	क्या अपील के साथ अधिनियम की धारा 6(1) के तहत आवेदन पत्र की प्रति सलंग्न है?	○ हां ○ नहीं
4	क्या राज्य लोक सूचना अधिकारी से उत्तर प्राप्त है, यदि हाँ तो उसकी प्रति सलंग्न है?	○ हां ○ नहीं
5	क्या आयोग के समक्ष अधिनियम की धारा 19(3) के तहत प्रस्तुत द्वितीय अपील के साथ, प्रथम अपीलीय प्राधिकारी के समक्ष अधिनियम की धारा 19(1) के तहत दायर की गयी प्रथम अपील की प्रति संलग्न है?	○ हां ○ नहीं
6	क्या प्रथम अपीलीय अधिकारी से कोई आदेश प्राप्त है, यदि हाँ तो उसकी प्रति संलग्न है?	○ हां ○ नहीं
7	क्या द्वितीय अपील असामयिक/कालबाधित है?	○ हां ○ नहीं
8	क्या इस तथ्य का नियमानुसार सत्यापन किया गया है की प्रस्तुत प्रकरण में पूर्व में कोई अन्य द्वितीय अपील प्रस्तुत नहीं की गयी है ?	○ हां ○ नहीं

Annexure-03

10.2.3 Check list format for Order Re-Call (Rule-12)

Checklist Inspection for Order Re-Call (Rule-12)

कोड	समीक्षा बिन्दु	चयन करें
1	क्या आदेश वापसी प्रार्थना-पत्र पर प्रार्थी के हस्ताक्षर है?	○ हां ○ नहीं
2	क्या आदेश वापसी प्रार्थना-पत्र पठनीय है?	○ हां ○ नहीं
3	क्या आदेश वापसी प्रार्थना-पत्र उ0प्र0 सूचना आयोग को सम्बोधित है ?	○ हां ○ नहीं
4	क्या आदेश वापसी प्रार्थना-पत्र मय संलग्नक दो प्रतियों में है?	○ हां ○ नहीं
5	क्या इस तथ्य का नियमानुसार सत्यापन किया गया है कि आवेदक ने प्रश्नगत आदेश के विरूद्ध पूर्व में कोई अन्य आदेश वापसी प्रार्थना-पत्र दायर नहीं किया है ?	○ हां ○ नहीं
6	क्या आदेश वापसी प्रार्थना-पत्र मय संलग्नक मानक आकार के पेपर में स्वच्छ हस्तलिखित या टाइप शुदा है ?	○ हां ○ नहीं
7	क्या आदेश वापसी प्रार्थना-पत्र की मूल प्रति संलग्र है?	○ हां ○ नहीं
8	क्या द्वितीय अपील/शिकायत की संख्या, जिसमें पारित आदेश के वापसी की प्रार्थना की गई है, अंकित नहीं किया गया है?	○ हां ○ नहीं
9	क्या आदेश जिसकी वापसी हेतु प्रार्थना-पत्र प्रस्तुत किया गया है, की प्रति संलग्र है?	○ हां ○ नहीं
10	क्या आदेश वापसी प्रार्थना-पत्र आदेश से क्षुब्ध पक्षकार द्वारा प्रस्तुत न होकर किसी अन्य व्यक्ति द्वारा प्रस्तुत किया गया है?	○ हां ○ नहीं
11	क्या प्रश्नगत आदेश की जानकारी होने की तिथि का उल्लेख किया गया है ?	○ हां ○ नहीं
12	क्या आदेश वापसी आवेदन, प्रश्नगत् आदेश की जानकारी आवेदक को होने की तिथि से तीस दिन के अन्दर प्रस्तुत किया गया है?	○ हां ○ नहीं
13	क्या आदेश वापसी आवेदन में उ0प्र0 सूचना का अधिकार नियमावली, 2015 के नियम-12(1) में उल्लिखित किसी आधार का उल्लेख किया गया है?	○ हां ○ नहीं

10.3 Facilitation Memo Format

ANNEXURE-01

10.3.1 Facilitation Memo format for Second Appeal

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

पत्रांक संख्या : **R - 122386**   दिनांक : **01-06-2022**

प्रेषक,

संयुक्त रजिस्ट्रार,

उ0 प्र0 सूचना आयोग,

विभूति खण्ड, गोमती नगर, लखनऊ उ0 प्र0 ।

सेवा में,

श्री इशत्याक हुसैन,

पता— सिलीजागीर पो0 पीपलिया तह0 बहेडी, 243001,

बरेली, उत्तर प्रदेश ।

मोबाइल न0 : 9756817394

महोदय,

आपके द्वारा आयोग में दिनांक : **23/05/2022** को एक **अपील** प्रस्तुत की गयी है जिसमें रजिस्ट्री स्तर पर जांच के उपरान्त निम्नलिखित त्रुटि पायी गयी है :

1) अपील संलग्नकों सहित तीन प्रतियों में नहीं है।

2) प्रथम अपीलीय प्राधिकारी के समक्ष प्रथम अपील दायर किये जाने की तिथि से 45 दिन की अवधि समाप्त होने से पूर्व ही आयोग के समक्ष द्वितीय अपील दायर की गयी है।

3) इस तथ्य का नियमानुसार सत्यापन नहीं किया गया है कि प्रस्तुत प्रकरण में पूर्व में कोई अन्य द्वितीय अपील प्रस्तुत नहीं की गई है।

अतः आपके द्वारा प्रस्तुत अपील को संलग्न कर वापस करते हुए आपको परामर्श दिया जाता है, कि इस पत्र में इंगित की गयी त्रुटि को दूर करते हुए पुनः आयोग में अपनी अपील प्रस्तुत कर सकते हैं।

संलग्न पृष्ठों की सं0 – 9

परीक्षण करने वाले कर्मचारी का नाम – मुकेश

भवदीय

संयुक्त रजिस्ट्रार,

उ0 प्र0 सूचना आयोग

ANNEXURE-02

10.3.2 Facilitation Memo format for Complaint

उ०प्र० सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

पत्रांक संख्या : **R - 122387**   दिनांक : **01-06-2022**

प्रेषक,

संयुक्त रजिस्ट्रार,

उ० प्र० सूचना आयोग,

विभूति खण्ड, गोमती नगर, लखनऊ उ० प्र०।

सेवा में,

श्री सुरेश कुमा साहू पुत्र स्व० चुन्नी लाल साहू

पता— म०नं0 404 / 15 स्टेशन एरिया छावनी शहर, 210001,

बांदा, उत्तर प्रदेश ।

मोबाइल न0 : 9415419563

महोदय,

आपके द्वारा आयोग में दिनांक : **23/05/2022** को एक **शिकायत** प्रस्तुत की गयी है जिसमें रजिस्ट्री स्तर पर जांच के उपरान्त निम्नलिखित त्रुटि पायी गयी है :

1) शिकायत संलग्नकों सहित तीन प्रतियों में नहीं है।

2) शिकायत में क्षतिपूर्ति की माँग की गयी है।

टिप्पणी : क्षतिपूर्ति अनुतोष हेतु धारा 19(3) के तहत अपील आयोग के समक्ष नियमानुसार करे।

अतः आपके द्वारा प्रस्तुत शिकायत को संलग्न कर वापस करते हुए आपको परामर्श दिया जाता है, कि इस पत्र में इंगित की गयी त्रुटि को दूर करते हुए पुनः आयोग में अपनी शिकायत प्रस्तुत कर सकते हैं।

संलग्न पृष्ठों की सं0 — 8

परीक्षण करने वाले कर्मचारी का नाम — अजय जयन्त

भवदीय

संयुक्त रजिस्ट्रार,

उ० प्र० सूचना आयोग

ANNEXURE-03

10.3.3 Facilitation Memo format for Order Re-call (Rule-12)

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

पत्रांक संख्या : **R - 122344**   दिनांक : **01-06-2022**

प्रेषक,

संयुक्त रजिस्ट्रार,

उ0 प्र0 सूचना आयोग,

विभूति खण्ड, गोमती नगर, लखनऊ उ0 प्र0।

सेवा में,

श्री शक्ति प्रताप सिंह,

पता– 289एच / 12 सी माधपवुर खरकौनी नैनी, 211008,

इलाहाबाद, उत्तर प्रदेश ।

मोबाइल न0 : 9335460169

महोदय,

आपके द्वारा आयोग में दिनांक : **05/05/2022** को एक **आदेश वापसी प्रार्थना–पत्र** प्रस्तुत की गयी है जिसमें रजिस्ट्री स्तर पर जांच के उपरान्त निम्नलिखित त्रुटि पायी गयी है :

1) प्रश्नगत आदेश की जानकारी होने की तिथि का उल्लेख नही किया गया है।

अतः आपके द्वारा प्रस्तुत आदेश वापसी प्रार्थना–पत्र को संलग्न कर वापस करते हुए आपको परामर्श दिया जाता है, कि इस पत्र में इंगित की गयी त्रुटि को दूर करते हुए पुनः आयोग में अपनी आदेश वापसी प्रार्थना–पत्र प्रस्तुत कर संलग्न पृष्ठों की सं0 – 6

परीक्षण करने वाले कर्मचारी का नाम – मुकेश

भवदीय

संयुक्त रजिस्ट्रार,

उ0 प्र0 सूचना आयोग

10.3.4 First Aadesh

ANNEXURE-04

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

प्रथम आदेश   दिनांक : 01-06-2022

अपील संख्या   : एस—3 — 286/ए/2020   पंजीकरण संख्या : **A - 150248**

अपीलकर्ता		विपक्षी
डॉ0 कलीम उल्ला खान		**(1)** जन सूचना अधिकारी
पिता/पति का नाम :	**बनाम**	कार्यालय—वरिष्ठ पुलिस अधीक्षक, जनपद—लखनऊ।
पता—चिकित्साधिकारी (सेवा0 नि0), 14ए, खुर्रम नगर गार्डेन, पंतनगर, लखनऊ—226022।		**(2)** प्रथम अपीलीय अधिकारी
□□□□□□ □0 : 9415797126		कार्यालय—वरिष्ठ पुलिस अधीक्षक, जनपद—लखनऊ।

अपील को पंजीकृत किया जाए। उभय पक्षों को नोटिस निर्गत किया जाये। **अपील** की एक प्रति नोटिस के साथ संबंधित जनसूचना अधिकारी/प्रथम अपीलीय अधिकारी को इस निर्देश के साथ भेजी जाये कि वह नियत तिथि तक इस संबंध में अपना लिखित अभिकथन आयोग के समक्ष प्रस्तुत करें।

पत्रावली दिनांक **09-02-2021** को पुनः प्रस्तुत की जाये।

10.4 Notice Format

<div style="background:red;color:white">

10.4.1 Notice Format – 1

</div>

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 .... / 2022	नोटिस प्रारूप–1	दिनांक : 01-11-2022

अपील संख्या : एस–3 – 286 / ए / 2020	पंजीकरण संख्या : A - 150248

अपीलकर्ता	विपक्षी
डॉ0 कलीम उल्ला खान	(1) जन सूचना अधिकारी
पिता / पति का नाम :	कार्यालय–वरिष्ठ पुलिस अधीक्षक, जनपद–लखनऊ ।
पता–चिकित्साधिकारी (सेवा0 नि0), 14ए, खुर्रम नगर गार्डेन, पंतनगर, लखनऊ–226022 ।	
□□□□□ □0 : 9415797126	(2) प्रथम अपीलीय अधिकारी कार्यालय–वरिष्ठ पुलिस अधीक्षक, जनपद–लखनऊ ।

बनाम

सुनवाई के लिए निर्धारित तिथि : 09-02-2021	समय : ....

सेवा में,

जन सूचना अधिकारी / प्रथम अपीलीय अधिकारी
कार्यालय–वरिष्ठ पुलिस अधीक्षक,
जनपद–लखनऊ ।

चूँकि उपर्युक्त **डॉ0 कलीम उल्ला खान** द्वारा सूचना का अधिकार अधिनियम, 2005 के तहत शिकायत / द्वितीय अपील दिनॉक **27-01-2020** को प्रस्तुत की गई है और उसे इस आयोग में पंजीकृत कर लिया गया है तथा उस पर अग्रेतर सुनवाई दिनॉक **09-02-2021** को समयः- .... बजे की जायेगी ।

अतएव उपर्युक्त शिकायत / अपील की एक प्रति संलग्न करते हुए आपसे अपेक्षा की जाती है कि आप अपना लिखित कथन (दो प्रतियों में) मा0 राज्य सूचना आयुक्त, सुनवाई कक्ष संख्या **एस–3** के समक्ष सुनवाई के लिये निर्धारित दिनांक से पूर्व प्रेषित करें। **अग्रेतर आपसे अपेक्षा की जाती है कि आप उपर्युक्त लिखित कथन की एक प्रति शिकायतकर्ता / अपीलकर्ता को भी अपने स्तर से उपलब्ध करा दे ।**

कृते पीठासीन अधिकारी
सु0 कक्ष **एस–3**
उ0प्र0 सूचना आयोग

संलग्न :– 1) अधिनियम के तहत प्रस्तुत अपील दिनॉक **27-01-2020** की प्रति ।
2) अधिनियम की धारा 6(1) के तहत प्रस्तुत मूल आवेदन दिनॉक .... की प्रति ।

प्रतिलिपि :– शिकायतकर्ता / अपीलकर्ता को इस आशय से प्रेषित कि वह उपर्युक्त नियत तिथि पर स्वयं अथवा अपने प्राधिकृत प्रतिनिधि के माध्यम से उपस्थित होना चाहें। शिकायतकर्ता / अपीलकर्ता से यह भी अपेक्षा है की यदि विपक्षी द्वारा उन्हें लिखित कथन उपलब्ध कराया गया है तो उस लिखित कथन पर, यदि कोई आपत्ति हो, तो वह भी नियत दिनांक तक आयोग में प्रस्तुत करें ।

नोट : इस शिकायत / द्वितीय अपील की अद्यावधिक स्थिति आयोग की वेबसाईट **www.upic.gov.in** पर उपलब्ध है जिसे केस की पंजीकरण संख्या का प्रयोग कर देखा जा सकता है ।

10.4.2 Notice format – 2

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 .... / 2022	नोटिस प्रारूप—2	दिनांक : 01-11-2022
अपील संख्या : एस—3 — 286/ए/2020		पंजीकरण संख्या : A - 150248
अपीलकर्ता : डॉ0 कलीम उल्ला खान	बनाम	विपक्षी : जन सूचना अधिकारी

सुनवाई के लिए निर्धारित तिथि : **09-02-2021**   समय : ....

सेवा में,

(1) डॉ0 कलीम उल्ला खान

पिता/पति का नाम :

पता—चिकित्साधिकारी (सेवा0 नि0),
14ए, खुर्रम नगर गार्डेन, पतनगर,
लखनऊ—226022 ।
□□□□□ □0 : 9415797126

(2) जन सूचना अधिकारी

कार्यालय—वरिष्ठ पुलिस अधीक्षक,
जनपद—लखनऊ ।

चूँकि उपर्युक्त **डॉ0 कलीम उल्ला खान** द्वारा सूचना का अधिकार अधिनियम, 2005 के तहत शिकायत/द्वितीय अपील दिनॉक **27-01-2020** को प्रस्तुत की गई थी, जिस पर अग्रेतर सुनवाई दिनॉक **09-02-2021** को समय:- .... बजे की जायेगी।

अतएव उपर्युक्त अपील में दिनॉक .... को हुई सुनवाई में आयोग द्वारा पारित आदेश की प्रति संलग्न करते हुए शिकायतकर्ता/अपीलकर्ता/सम्बन्धित जन सूचना अधिकारी से अपेक्षा की जाती है कि उक्त आदेश के अनुक्रम में वांछित कार्यवाही पूर्ण करते हुए आगामी सुनवाई हेतु निर्धारित तिथि से पूर्व मा0 राज्य सूचना आयुक्त, सुनवाई कक्ष संख्या **एस—3** के समक्ष कृत कार्यवाही की आख्या प्रस्तुत करना सुनिश्चित करें।

कृते पीठासीन अधिकारी
सु0 कक्ष एस—3
उ0प्र0 सूचना आयोग

संलग्न :— आयोग द्वारा पारित उपर्युक्त आदेश दिनांक .... की प्रति।

नोट : इस शिकायत/द्वितीय अपील की अद्यावधिक स्थिति आयोग की वेबसाईट **www.upic.gov.in** पर उपलब्ध है जिसे केस की पंजीकरण संख्या का प्रयोग कर देखा जा सकता है।

10.4.3 Notice format – 3

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड, गोमती नगर, लखनऊ

नोटिस सं0 .... / 2022   नोटिस प्रारूप–3   दिनांक : 01-11-2022

अपील संख्या : एस–3 – 286/ए/2020   पंजीकरण संख्या : A - 150248

अपीलकर्ता : डॉ0 कलीम उल्ला खान   बनाम   विपक्षी : जन सूचना अधिकारी

सुनवाई के लिए निर्धारित तिथि : 09-02-2021

सेवा में,

(1) डॉ0 कलीम उल्ला खान

पिता/पति का नाम :

पता–चिकित्साधिकारी (सेवा0 नि0),
14ए, खुर्रम नगर गार्डेन, पंतनगर,
लखनऊ–226022 ।

☐☐☐☐☐ ☐0 : 9415797126

(2) जन सूचना अधिकारी

कार्यालय–वरिष्ठ पुलिस अधीक्षक,
जनपद–लखनऊ ।

चूँकि उपर्युक्त **डॉ0 कलीम उल्ला खान** द्वारा सूचना का अधिकार अधिनियम, 2005 के तहत शिकायत/द्वितीय अपील दिनांक **27-01-2020** को प्रस्तुत की गई थी, जिस पर अग्रेतर सुनवाई दिनांक **09-02-2021** को की जायेगी।

अतएव उपर्युक्त शिकायत/अपील में दिनांक .... को हुई सुनवाई में आयोग के द्वारा पारित आदेश की प्रति संलग्न करते हुए शिकायतकर्ता/अपीलकर्ता/सम्बन्धित जन सूचना अधिकारी से अपेक्षा की जाती है कि उक्त आदेश के अनुक्रम में वांछित कार्यवाही पूर्ण करते हुए आगामी सुनवाई हेतु निर्धारित तिथि तक मा0 राज्य सूचना आयुक्त, सुनवाई कक्ष संख्या **एस–3** के समक्ष कृत कार्यवाही की आख्या प्रस्तुत करना सुनिश्चित करें।

यह नोट किया जाये कि उपर्युक्त दिनांक पर शिकायतकर्ता/अपीलकर्ता/सम्बन्धित जनसूचना अधिकारी को व्यक्तिगत रूप से आयोग के समक्ष उपस्थित होने हेतु निर्देशित किया गया है।

कृते पीठासीन अधिकारी
सु0 कक्ष एस–3
उ0प्र0 सूचना आयोग

संलग्न :– आयोग द्वारा पारित उपर्युक्त आदेश दिनांक .... की प्रति।

नोट : इस शिकायत/द्वितीय अपील की अद्यावधिक स्थिति आयोग की वेबसाईट **www.upic.gov.in** पर उपलब्ध है जिसे केस की पंजीकरण संख्या का प्रयोग कर देखा जा सकता है।

10.4.4 Order Re-call (Rule-12) Notice Format

उ0प्र0 सूचना आयोग

नोटिस सं0 .... / 2022	7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ	दिनांक : 01-11-2022

मूल संख्या	: एस—4—713/ए/2018	पंजीकरण संख्या : 84316
पुनर्स्थापना प्रार्थना पत्र संख्या	: एस—10 — 28/पुन:/2021	पुनर्स्थापना पंजीकरण संख्या : P - 4177

श्री रामौतार मौर्य	**बनाम**	जन सूचना अधिकारी कार्यालय प्रधानाचार्य, मदन लाल इण्टर कालेज, बिसौली, जनपद बदायूं।

सुनवाई के लिए निर्धारित तिथि : 15-09-2022

श्री रामौतार मौर्य पिता/पति का नाम : श्री धर्मपाल मौर्य मौ0 होली चौक, ठाकुरान, बिसौली, जनपद बदायूं–243720 ▢▢▢▢▢ ▢0 : 9761341890	जन सूचना अधिकारी कार्यालय प्रधानाचार्य, मदन लाल इण्टर कालेज, बिसौली, जनपद बदायूं।

चूँकि **मूल सं0— एस—4—713/ए/2018** में पारित आदेश दिनांक **27-10-2020** की वापसी के लिए आपने सूचना का अधिकार नियमावली 2015 के नियम 12(1) के अन्तर्गत आवेदन पत्र दिया है, जिसे नियम 12(4) के अन्तर्गत सुनवाई के लिए पंजीकृत किया गया है एवं जिस पर अग्रेतर सुनवाई दिनांक **15-09-2022** को की जाएगी।

अत: आपको निर्देश दिया जाता है कि उपरोक्त सुनवाई की तिथि को राज्य सूचना आयोग, सुनवाई कक्ष सं0— **एस—9** के समक्ष व्यक्तिगत रूप से उपस्थित होकर अपने आवेदन पत्र के समर्थन में कारण बतायें कि आदेश दिनांक .... को क्यों वापस किया जाए ? यदि उपरोक्त तिथि को आप उपस्थित नहीं होते हैं तो प्रकरण में एकपक्षीय निर्णय लिया जायेगा।

कृते पीठासीन अधिकारी
सु0 कक्ष **एस—9**
उ0प्र0 सूचना आयोग

प्रतिलिपि — आवेदक को इस आशय से कि वह उपरोक्त तिथि को स्वयं अथवा अपने प्राधिकृत प्रतिनिधि के माध्यम से उपस्थित होना चाहें एवं/अथवा आवेदनकर्ता द्वारा दिये गये प्रार्थना पत्र के संबंध में अपनी लिखित आपत्ति, यदि कोई हो, नियत दिनांक तक आयोग में प्रस्तुत करना चाहें।
आवेदनकर्ता के प्रार्थना पत्र दिनांक .... की प्रतिलिपि संलग्न की जा रही है।

नोट : इस शिकायत/द्वितीय अपील की अद्यावधिक स्थिति आयोग की वेबसाईट **https://upic.gov.in/** पर उपलब्ध है जिसे केस की पंजीकरण संख्या का प्रयोग कर देखा जा सकता है।

10.4.5 File label Format

एस—3

उ0प्र0 सूचना आयोग
7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

अपील संख्या : एस—3 — 286/ए/202

पंजीकरण संख्या : **A - 150248**

अपील/शिकायतकर्ता का नाम : डॉ0 कलीम उल्ला खान
पिता/पति का नाम :
पता—चिकित्साधिकारी (सेवा0 नि0),
14ए, खुर्रम नगर गार्डेन, पंतनगर,
लखनऊ—226022 ।

बनाम

जन सूचना अधिकारी

कार्यालय—वरिष्ठ पुलिस अधीक्षक,
जनपद—लखनऊ ।

10.4.6 Special Hearing Notice Format

उ0प्र0 सूचना आयोग

7/7,ए/RTI भवन, वभूति खण्ड,गोमती नगर, लखनऊ

नोटिस संख्या-   दिनांक-

अपील/शकायत संख्या-   पंजीकरण संख्या-**12345612344567**

अपीलकर्ता/शकायतकर्ता–

बनाम

वपक्षी जनसूचना धकारी-   प्रथम अपीलीय अ धकारी-

सुनवाई के लये निर्धारित समय-

सुनवाई हेतु निर्धारित स्थान-

उपरोक्त अपील/शकायत दिनांक-.......................को सूचीबद्ध थी, जिसे अब वशेष सुनवाई हेतु दिनांक- (दिन) नियत की गई है। जिसकी सुनवाई मा0 राज्य सूचना आयुक्त, श्री अजय कुमार उप्रेती द्वारा सुनवाई कक्ष संख्या एस-6/मण्डलायुक्त सभागर वाराणसी में की जायेगी। उपरोक्त के क्रम में वपक्षी जन सूचना अ धकारी को निर्देशत किया जाता है क प्रस्तुत प्रकरण के सम्बन्ध मे उल्लिखत दिनांक, समय एवं स्थान पर अपीलकर्ता/शकायतकर्ता द्वारा आयोग में प्रस्तुत द् वतीय अपील/शकायत (प्रति संलग्न) के क्रम में दो प्रतियों में अपना लखत अ भकथन स्पष्टीकरण (एक प्रति अपीलकर्ता/शकायतकर्ता को अपने स्तर से आयोग द्वारा पारित आदेश के क्रम मे उपलब्ध कराते हुए) जिसमें भेजी गई सूचनाओं की प्रति, तथा भेजे जाने का साक्ष्य संलग्नक सहित 30प्र0 सूचना का अ धकार नियमावली के नियम 9(2) के तहत स्वयं उपस्थित होकर अपना पक्ष प्रस्तुत करें। यदि जनसूचना अ धकारी स्वयं उपस्थित होने में असमर्थ है तो व धक कारण दर्शाते हुए अपने कसी सक्षम अ धकारी, जिसे प्रकरण की पूर्ण जानकारी हो, को आयोग के समक्ष पक्ष प्रस्तुत करने हेतु ना मत कर भेजें। वपक्षी जनसूचना अ धकारी यदि सुनवाई के दौरान लखत रूप में अपना पक्ष स्पष्टीकरण प्रस्तुत नही करते हैं तो उनके वरूद्ध सूचना का अ धकार अ धनियम 2005 की धारा 20(1) के तहत दण्डात्मक कार्यवाही की जायेगी।

उपरोक्त के अतिरिक्त अपीलकर्ता/शकायतकर्ता को भी एतद्द्वारा निर्देशत किया जाता है क उक्त सुनवाई तिथ पर यदि वह चाहे तो स्वयं, या प्रतिनिध के माध्यम से उपस्थित हो कर अपना पक्ष लखत रूप में आयोग के समक्ष प्रस्तुत करे। यदि अपीलकर्ता/शकायतकर्ता इस निर्देश का अनुपालन नहीं करते है तो यह माना जायेगा क उन्हे वांक्षत सूचनाएं प्राप्त हो गयी है। अथवा वह अपने प्रकरण में स्वयं बल नहीं देना चाहते है। तद्नुसार वाद निस्तारित कर दिया जायेगा।

संलग्नक-अपीलकर्ता द्वारा प्रस्तुत धारा 6(1), धारा 19(1), धारा 19(3)/18 की प्रति।

आयोग द्वारा पारित अंतरिम आदेष दिनांक-   की प्रति।

कृते पीठासीन अ धकारी
सु0 कक्ष एस-6
उ0प्र0 सूचना आयोग

Penalty Notices Format

10.4.7 Regarding ensuring compliance of the order of the High Court

अति महात्वपूर्ण :मा0 उच्च न्यायालय के आदेश का अनुपालन सुनिश्चित करने के सम्बन्ध में

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 4139/शा0 अनु0/2023

अपील संख्या : एस—7 — 440/ए/2020, एस—10—59	पंजीकरण संख्या : 151371, पी—5316

अपीलकर्ता	बनाम	विपक्षी
श्री जगत नरायन		जन सूचना अधिकारी

प्रेषक,

रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

जन सूचना अधिकारी कार्यालय—मुख्य चिकित्साधिकारी, सामुदायिक स्वास्थ्य केन्द्र जहानाबाद, फतेहपुर।

सेवा में,

मुख्य चिकित्सा अधिकारी_फतेहपुर   **EU Number : EU930070676IN**

कृपया आयोग के पत्रांक .... दिनांकित .... का संदर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा प्रतिवादी **जन सूचना अधिकारी / जन सूचना अधिकारी कार्यालय—मुख्य चिकित्साधिकारी, सामुदायिक स्वास्थ्य केन्द्र जहानाबाद, फतेहपुर।** के विरूद्ध अधिरोपित अर्थदण्ड की वसूली हेतु आपसे अनुरोध किया गया था। उक्त के सम्बन्ध में अवगत कराना है कि माननीय उच्च न्यायालय इलाहाबाद खण्ड पीठ लखनऊ द्वारा वाद संख्या **WRIT - C -37412/2022** में पारित आदेश दिनांकित **11/01/2023** के आलोक में सूचित किया जा रहा है।

माननीय न्यायालय के आदेश की प्रति पत्र के साथ आवश्यक कार्यवाही हेतु प्रेषित की जा रही है।

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

दिनांक — **21/02/2023**

सलग्नक— यथोपरि।

प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री जगत नरायन, ग्रा0/पो0—कापिल, ब्लाक—अमौली, तह0—बिन्दकी, जिला—फतेहपुर।	EU Number : EU930070680IN
प्रमुख सचिव, चिकित्सा एवं स्वास्थ्य, उ0प्र0 शासन, लखनऊ	EU Number : EU930070693IN
महानिदेशक, चिकित्सा स्वास्थ्य एवं परिवार कल्याण कैसरबाग, लखनऊ	EU Number : EU930070702IN
जिलाधिकारी, फतेहपुर	EU Number : EU930070716IN

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.8 Review representation cancelled; the penalty passed earlier remains the same

पुनर्विलोकन प्रत्यावेदन निरस्त
पूर्व पारित अर्थदण्ड यथावत

उ0प्र0 सूचना आयोग
7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 4075/शा0 अनु0/2023

अपील संख्या	: एस—9—142/ए/2018, एस—5 — 25,	पंजीकरण संख्या	: 79647. पी—4281
पुनर्स्थापना प्रार्थना पत्र संख्या	: एस—5 — 25/पुनः/2021	पुनर्स्थापना पंजीकरण संख्या	: 4281

अपीलकर्ता	बनाम	विपक्षी
श्री मोहन सिंह पुंडीर		जन सूचना अधिकारी

प्रेषक,
रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

जन सूचना अधिकारी कार्यालय—अधिशासी अभियन्ता, विद्युत वितरण खण्ड द्वितीय, सहारनपुर।

सेवा में,
प्रबन्ध निदेशक पश्चिमान्चल विद्युत वितरण निगम लिमिटेड सहारनपुर

EU Number : EU930068037IN

उपर्युक्त शिकायत/अपील का विनिश्चय, सुनवाई कक्ष संख्या **एस—10 श्री नरेन्द्र कुमार श्रीवास्तव, मा0 राज्य सूचना आयुक्त** की पीठ द्वारा किया जा चुका है, जिनके द्वारा सूचना का अधिकार अधिनियम, 2005 की धारा 20(1) के अधीन, जन सूचना अधिकारी पर **मु0 25000 रु0/** का अर्थदण्ड अधिरोपण किया गया है।

उ0प्र0 सूचना का अधिकार नियमावली, 2015 के नियम 12 के अन्तर्गत पुनर्विलोकन प्रार्थना पत्र प्रस्तुत किया गया, जो आयोग के द्वारा दिनांक **21/06/2022** को निरस्त किया गया है एवं पूर्व में अधिरोपित अर्थदण्ड को यथावत रखा गया है। आयोग के आदेश दिनांक **21/06/2022** एवं **23/09/2019** की प्रति संलग्न है।

मा0 आयोग के आदेश का अनुपालन सुनिश्चित करने हेतु पुर्व में अर्थदण्ड वसूली पत्र—पत्रांक .... दिनांक .... प्रेषित किया गया था, किन्तु अभी तक अनुपालन आख्या प्राप्त नही है। आयोग द्वारा पारित आदेश दिनांक **21/06/2022** एवं **23/09/2019** का आदेश संलग्न है ।

उ0प्र0 सूचना का अधिकार नियमावली, 2015 के तहत सम्बन्धित जनसूचना अधिकारी का नियन्त्रण प्राधिकारी होने के नाते अधिरोपित अर्थदण्ड की वसूली का उत्तरदायित्व आपका है।

अतः आप उपर्युक्त आदेश का अनुपालन करते हुए सम्बन्धित तत्कालीन जन सूचना अधिकारी/कार्या0 — **कार्या0 अधिशासी अभियन्ता, विद्युत वितरण खण्ड द्वितीय जनपद सहारनपुर।** के वेतन से, अधिरोपित अर्थदण्ड की वसूली कराया जाना सुनिश्चित करें। उपर्युक्त अर्थदण्ड की धनराशि की कटौती आदेश में दिये गये निर्देशों के अनुसार कर के वसूल की गई धनराशि को निम्नलिखित लेखा शीर्ष में जमा करें:

"0070— अन्य प्रशासनिक सेवायें, 60—अन्य सेवायें, 800—अन्य प्राप्तियाँ,
15—सूचना का अधिकार अधिनियम, 2005 के अंतर्गत अधिरोपित अर्थदण्ड"

आप आयोग के उपर्युक्त आदेश की अनुपालन आख्या यथाशिघ्र प्रेषित करें।

नोट :— अर्थदण्ड आदेश के विरूद्ध यदि माननीय उच्च न्यायालय या किसी अन्य सक्षम न्यायालय का कोई स्थगन आदेश हो तो उक्त आदेश का अनुपालन करते हुए आयोग को सूचित करें।

दिनांक — **15/02/2023**
सलग्नक— यथोपरि।
प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री मोहन सिंह पुंडीर, पता—देवबन्द रोड नानौता जनपद सहारनपुर।	EU Number : EU930068045IN
प्रमुख सचिव उर्जा उ0प्र0 शासन लखनऊ	EU Number : EU930068054IN
जिलाधिकारी, सहारनपुर	EU Number : EU930068068IN

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.9 Review repentance sentence repealed

पुनर्विलोकन के पश्चात दंड निरस्त

उ0प्र0 सूचना आयोग
7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 5860/शा0 अन्0/2023

अपील संख्या	: एस—7 — 92/सी/2021, एस—10—19	पंजीकरण संख्या	: 172543. पी—7515
पुनर्स्थापना प्रार्थना	: एस—10—19/पुन:/2023	पुनर्स्थापना पंजीकरण संख्या	: 7515
पत्र संख्या			

अपीलकर्ता   **बनाम**   विपक्षी

श्री अनिल सिंह यादव
प्रेषक,
रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

जन सूचना अधिकारी

जन सूचना अधिकारी कार्यालय—खण्ड विकास अधिकारी, वि0ख0—हसवा, जिला—फतेहपुर।

सेवा में,

मुख्य विकास अधिकारी फतेहपुर   **EU Number : EU079910663IN**

कृपया आयोग के पत्रांक .... दिनांकित .... का संदर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा प्रतिवादी—जन सूचना अधिकारी/, कार्यालय—खण्ड विकास अधिकारी, वि0ख0—हसवा, जिला—फतेहपुर। — जन सूचना अधिकारी/श्री अतुल श्रीवास्तव, ग्राम विकास अधिकारी, ग्राम पंचायत रसूलपुर, वैसापुर, वि0ख0—हसवा, जिला—फतेहपुर। — जन सूचना अधिकारी/श्री अतुल श्रीवास्तव, ग्राम विकास अधिकारी, ग्राम पंचायत—रसूलपुर, वैसापुर वि0ख0—हसवा, जिला—फतेहपुर। के विरूद्ध अधिरोपित अर्थदण्ड की वसूली हेतु आपसे अनुरोध किया गया था। उक्त के सम्बन्ध में अवगत कराना है, कि माननीय राज्य सूचना आयुक्त, सुनवाई कक्ष संख्या **एस—10 श्री नरेन्द्र कुमार श्रीवास्तव** द्वारा अपने आदेश

अपास्तिकरण के आदेश दिनांक **02/03/2023** की प्रति पत्र के साथ आवश्यक कार्यवाही हेतु प्रेषित की जा रही है।

दिनांक — 29/05/2023   रजिस्ट्रार
सलग्नक— यथोपरि।   उ0प्र0 राज्य सूचना आयोग
प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री अनिल सिंह यादव, पता—सी0जे0एम0 कोर्ट, दीवानी न्यायालय, फतेहपुर।   EU Number : EU079910677IN

जन सूचना अधिकारी/, कार्यालय—खण्ड विकास अधिकारी, वि0ख0—हसवा, जिला—फतेहपुर।   EU Number : EU079910685IN

जन सूचना अधिकारी/श्री अतुल श्रीवास्तव, ग्राम विकास अधिकारी, ग्राम पंचायत रसूलपुर, वैसापुर, वि0ख0—हसवा, जिला—फतेहपुर।   EU Number : EU079910694IN

जन सूचना अधिकारी/श्री अतुल श्रीवास्तव, ग्राम विकास अधिकारी, ग्राम पंचायत—रसूलपुर, वैसापुर वि0ख0—हसवा, जिला—फतेहपुर।   EU Number : EU079910703IN

प्रमुख सचिव, ग्राम्य विकास, उ0प्र0 शासन, लखनऊ   EU Number : EU079910717IN

आयुक्त, ग्राम्य विकास विभाग, जवाहर भवन, लखनऊ   EU Number : EU079910725IN

जिलाधिकारी, फतेहपुर   EU Number : EU079910734IN

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.10 penalty recovered

वसूली पूर्ण

उ0प्र0 सूचना आयोग
7/7/ए, RTI भवन, विभूति खण्ड, गोमती नगर, लखनऊ

नोटिस सं0 5456 / शा0 अनु0 / 2023

अपील संख्या :		पंजीकरण संख्या : 132197, पी—0

अपीलकर्ता	बनाम	विपक्षी
श्री निलेश पाण्डेय		जन सूचना अधिकारी

प्रेषक,

रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

विपक्षी:
जन सूचना अधिकारी कार्यालय औषधि निरीक्षक, खाद्य सुरक्षा एवं औषधि प्रशासन, जनपद चन्दौली।

सेवा में,

मा0 राज्य सूचना आयुक्त
सुनवाई कक्ष संख्या — एस—6 श्री अजय कुमार उप्रेती
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

उपर्युक्त शिकायत / अपील में पारित दण्डादेश दिनांकित **18/02/2022** द्वारा जनसूचना अधिकारी पर अधिरोपित शास्ति की वसूली की अनुपालन आख्या शास्ति अनुभाग में प्राप्त हुयी है।

अनुपालन आख्या की प्रति पत्र के साथ आवश्यक कार्यवाही हेतु प्रेषित की जा रही है।

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

सलग्नक— यथोपरि।
1—कम्प्यूटर प्रोग्रामर को आयोग की वेबसाइट पर अविलम्ब अपलोड करने हेतु प्रेषित।

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.11 Penalty Notice

अति महत्वपूर्ण मा0 उच्च न्यायालय के आदेश का अनुपालन स्थगित करने के सम्बन्ध में

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड,गोमती नगर, लखनऊ

नोटिस सं0 4759/शा0 अनु0/2023

| अपील संख्या : एस—5—5444/ए/2018, एस—7 — 71 | पंजीकरण संख्या : 112041, पी—2831 |

अपीलकर्ता	बनाम	विपक्षी
श्री श्याम कुमार यादव		जन सूचना अधिकारी
प्रेषक,		जन सूचना अधिकारी कार्यालय—इलाहाबाद राज्य विश्वविद्यालय, इलाहाबाद।
रजिस्ट्रार उत्तर प्रदेश सूचना आयोग, गोमती नगर, लखनऊ		

सेवा में,

कुलसचिव इलाहाबाद विश्वविद्यालय इलाहाबाद   **EU Number : EU021733315IN**

कृपया आयोग के पत्रांक .... दिनांकित .... का संदर्भ ग्रहण करने का कष्ट करें, जिसके द्वारा प्रतिवादी **जन सूचना अधिकारी / जन सूचना अधिकारी कार्यालय—इलाहाबाद राज्य विश्वविद्यालय, इलाहाबाद।** के विरूद्ध अधिरोपित अर्थदण्ड की वसूली हेतु आपसे अनुरोध किया गया था। उक्त के सम्बन्ध में अवगत कराना है कि माननीय उच्च न्यायालय इलाहाबाद खण्ड पीठ लखनऊ द्वारा वाद संख्या **WRIT - C -40267/2022** में पारित आदेश दिनांकित **03/02/2023** द्वारा प्रतिवादी पर अधिरोपित अर्थदण्ड को स्थगित कर दिया गया है।

माननीय न्यायालय के आदेश की प्रति पत्र के साथ आवश्यक कार्यवाही हेतु प्रेषित की जा रही है।

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

दिनांक — **20/03/2023**
सलग्नक— यथोपरि।
प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री श्याम कुमार यादव, ग्रा0/पो0—सतीगंज अत्तू, जिला—प्रतापगढ।	EU Number : **EU021733324IN**
प्रमुख सचिव, उच्च शिक्षा, उ0प्र0 शासन, लखनऊ	EU Number : **EU021733338IN**
निदेशक, उच्च शिक्षा,, प्रयागराज	EU Number : **EU021733341IN**
जिलाधिकारी प्रयागराज	EU Number : **EU021733355IN**

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.12 Penalty Notice

संशोधित शास्ति नोटिस

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड, गोमती नगर, लखनऊ

नोटिस सं0 : 6604 / शा0 अनु0 / 2023

अपील संख्या :	पंजीकरण संख्या : 116583, पी—0

अपीलकर्ता	बनाम	विपक्षी
श्री चन्दन कुमार		जन सूचना अधिकारी
वार्ड नं0—2, नगर पंचायत परशदेपुर, तह0 सलोन, जनपद रायबरेली।		जन सूचना अधिकारी कार्यालय मण्डी सचिव अधिकारी, मण्डी समिति सलोन, जिला रायबरेली।

प्रेषक,
रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ
सेवा में,
जिला अधिकारी रायबरेली

EU Number : EU098245022IN

उपर्युक्त शिकायत / अपील का विनिश्चय, सुनवाई कक्ष संख्या **एस—5 श्री हर्षवर्धन शाही, मा0 राज्य सूचना आयुक्त** की पीठ द्वारा किया जा चुका है, जिनके द्वारा सूचना का अधिकार अधिनियम, 2005 की धारा 20(1) के अधीन जनसूचना अधिकारियों पर रु0 250 /—प्रतिदिन के दर से **मु0 25000 रु0/** का अर्थदण्ड अधिरोपण किया गया है। **उक्त आदेश दिनांक 21/11/2022 संलग्न है।**

आप उपर्युक्त आदेश का अनुपालन करते हुए सम्बन्धित, जन सूचना अधिकारी / — कार्यालय मण्डी सचिव अधिकारी, मण्डी समिति सलोन, जिला रायबरेली। के वेतन से अधिरोपित अर्थदण्ड की वसूली कराया जाना सुनिश्चित करें। उपर्युक्त अर्थदण्ड की धनराशि की कटौती आदेश में दिये गये निर्देशों के अनुसार कर के वसूल की गई धनराशि को निम्नलिखित लेखा शीर्ष में जमा करें।

"0070— अन्य प्रशासनिक सेवायें, 60—अन्य सेवायें, 800—अन्य प्राप्तियाँ,
15—सूचना का अधिकार अधिनियम, 2005 के अंतर्गत अधिरोपित अर्थदण्ड"

आप आयोग के उपर्युक्त आदेश की अनुपालन आख्या, इस पत्र के दिनांक के तीन माह के भीतर प्रेषित करें।

नोट :— अर्थदण्ड आदेश के विरुद्ध यदि माननीय उच्च न्यायालय या किसी अन्य सक्षम न्यायालय का कोई स्थगन आदेश हो तो उक्त आदेश का अनुपालन करते हुए आयोग को सूचित करें।

दिनांक — **26/07/2023**

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

सलग्नक— यथोपरि।

प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री चन्दन कुमार, वार्ड नं0—2, नगर पंचायत परशदेपुर, तह0 सलोन, जनपद रायबरेली।

EU Number : **EU098245036IN**

जन सूचना अधिकारी / कार्यालय मण्डी सचिव अधिकारी, मण्डी समिति सलोन, जिला रायबरेली।

EU Number : **EU098245040IN**

प्रमुख सचिव, कृषि विपणन उ0 प्र0 शासन लखनऊ।

EU Number : **EU098245053IN**

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.4.13 First Recovery Notice

पत्रांक -2023PN831717/ रा.सू.आ./रजिस्टार /शा.अनु.-अर्थदण्ड वसूली / 2023 (डी - 1), दिनांक 25/08/2023

शिकायत संख्या - S06/C/0003/2023

श्री रमेश शुक्ला   बनाम   जन सूचना अधिकारी - कृषि विभाग , कानपुर डिवीजन

खण्ड आ   कृषि विभाग

प्रेषक ,
संयुक्त रजिस्टार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर , लखनऊ

सेवा में,

जिला बेसिक शिक्षा अधिकारी मुरादाबाद ,
मण्डलीय सहायक शिक्षा निदेशक, बेसिक शिक्षा आजमगढ़ मण्डल ,

उपर्युक्त शिकायत का सूचना का अधिकार अधिनियम 2005 के तहत विनिस्चय सुनवाई कक्ष संख्या - एस-6 श्री अजय कुमार उप्रेती , मा. राज्य सूचना आयुक्त महोदय के द्वारा पारित आदेश दिनाँक 07-07-2023 (प्रति संलग्न) में जन सूचनाधिकारी के विरुद्ध सूचना का अधिकार अधिनियम 2005 की धारा 20 (1) / 20 (2) / 19 (8) के तहत आदेश पारित किए गए है | जिसका विवरण निम्नानुसार है |

क्रमांक	जन सूचना अधिकारी	पता	धारा 20(1) के तहत अधिरोपित अर्थदण्ड राशि।	धारा 20(2) के तहत अनुशासनात्मक कार्यवाही की संस्तुति ।	धारा 19(8) के तहत मुआवजा राशि।	नियंत्रक प्राधिकारी का पदनाम व पता ।
1	दिनेश खान	जन सूचना अधिकारी कार्यालय - कृषि विभाग , कानपुर डिवीजन	10000	अधिरोपित	500	जिला बेसिक शिक्षा अधिकारी मुरादाबाद
2	नाम	जन सूचना अधिकारी कार्यालय - उ0प्र0 सुन्री सेन्ट्ल वक्फ बोर्ड	20000	अधिरोपित	200	मण्डलीय सहायक शिक्षा निदेशक, बेसिक शिक्षा आजमगढ़ मण्डल

उक्त आदेश दिनाँक 07-07-2023 संलग्न है |

अतः उपरोक्त के क्रम में मा. राज्य सूचना आयुक्त महोदय के द्वारा पारित आदेश दिनाँक 07-07-2023 के अनुसार उक्त जन सूचनाधिकारियों से दिए गए विवरण के अनुसार पारित आदेश का अनुपालन सुनिश्चित करते हुए अनुपालन आख्या इस पत्र के दिनाँक के तीन माह के भीतर अधोहस्ताक्षरी को नियमानुसार प्रेषित किया जाना सुनिश्चित करें |

10.4.14 Reminder penalty recovery letter in order of penalty recovery notice sent earlier

धारा 20(1) की कार्यवाही सुनिश्चित करने हेतु अनुस्मारक पत्र

उ0प्र0 सूचना आयोग

7/7/ए, RTI भवन, विभूति खण्ड, गोमती नगर, लखनऊ

नोटिस सं0 6276 / शा0 अनु0 / 2023

| अपील संख्या : एस—8—3399 / ए / 2017, एस—7 — 25 | पंजीकरण संख्या : 70336, पी—2702 |

अपीलकर्ता	बनाम	विपक्षी

श्री इफ्तेखार हुसैन जैदी

प्रेषक,

रजिस्ट्रार
उत्तर प्रदेश सूचना आयोग,
गोमती नगर, लखनऊ

सेवा में,

अध्यक्ष उ0प्र0 शिया सेन्ट्रल वक्फ बोर्ड लखनऊ

जन सूचना अधिकारी

जन सूचना अधिकारी कार्यालय—उ0प्र0 शिया सेन्ट्रल वक्फ बोर्ड 817 इन्दिरा भवन, अशोक मार्ग, लखनऊ, उ0प्र0

EU Number : EU098223129IN

उर्पयुक्त शिकायत / अपील में अधिरोपित अर्थदण्ड वसूली के सम्बंध में जन सूचना अधिकारी के विरुद्ध कार्यवाही किए जाने हेतु पूर्व में पत्रांक सं0.........................दिनांकित.............................को प्रेषित किया गया था किन्तु उक्त के सम्बंध में अनुपालन आख्या प्राप्त नही हुई है।

कृपया अधिनियम की धारा 20(1) के तहत उपर्युक्त आदेश के अनुक्रम में सम्बन्धित जन सूचना अधिकारी के विरुद्ध अर्थदण्ड वसूली की कार्यवाही करते हुए आयोग को सूचित करने का कष्ट करें।

नोट:— मा0 राज्य सूचना आयुक्त के उपर्युक्त आदेश दिनांक **07/06/2018** के विरुद्ध यदि मा0 उच्च न्यायालय या किसी अन्य सक्षम न्यायालय का कोई स्थगन आदेश हो तो उक्त स्थगन आदेश का अनुपालन करते हुए आयोग को सूचित करें।

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

दिनांक — **13/06/2023**
सलग्नक— यथोपरि।
प्रतिलिपि :— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

श्री इफ्तेखार हुसैन जैदी, खानी बाग, नखासा बाजार सहारनपुर—247001	EU Number : **EU098223132IN**
जन सूचना अधिकारी / कार्यालय—उ0प्र0 शिया सेन्ट्रल वक्फ बोर्ड 817 इन्दिरा भवन, अशोक मार्ग, लखनऊ, उ0प्र0	EU Number : **EU098223146IN**
प्रमुख सचिव, अल्पसंख्यक कल्याण उ0प्र0 शासन, लखनऊ	EU Number : **EU098223150IN**
निदेशक, अल्पसंख्यक कल्याण निदेशालय इन्दिरा भवन, लखनऊ	EU Number : **EU098223163IN**
जिलाधिकारी, लखनऊ	EU Number : **EU098223177IN**

रजिस्ट्रार
उ0प्र0 राज्य सूचना आयोग

10.5 Reports Format

10.5.1 DAK Received and Allocated Details List

Input Screen –

डाक प्राप्त और आवंटित विवरण सूची					
प्राप्त का प्रकार	प्राप्त करने की तिथि(से)	प्राप्त करने की तिथि(तक)	डायरी संख्या	मोबाइल संख्या	
--चयन करे--			0-000000000000		सबमिट

Output Screen –

प्राप्तकर्ता का नाम :- Amit kumar p   प्रिंट दिनांक :- 18/01/2023

Search:

क्र. सं.	डायरी संख्या	आवेदन का प्रकार	प्राप्त का प्रकार	प्राप्ति दिनांक	आवेदक का नाम(हिंदी में)	मोबाइल नंबर	ईमेल	राज्य/ ज़िला	डाक संख्या	संदर्भ विवरण	फुल एंट्री ऑपरेटर/ समीक्षाकर्ता	देखे
1	D-261220220001	शिकायत	डाक द्वारा	25-12-2022	मनप्रीत	7418529639	---	उत्तर प्रदेश आगरा	1234567890	we3456/ 24/12/2022	Amit kumar/ Brijesh kumar	View
2	D-271220220001	द्वितीय अपील	व्यक्तिगत	27-12-2022	राजीव	8778929218	---	उत्तर प्रदेश आगरा	---	---/ ---	Amit kumar/ Manpreet	View
3	D-271220220002	के० ओ० एफ०	व्यक्तिगत	27-12-2022	दीपांशी	8878778797	---	उत्तर प्रदेश आगरा	---	---/ ---	Amit kumar/ Manpreet	View
4	D-271220220003	पुनर्स्थापना	व्यक्तिगत	27-12-2022	अमित	8987987987	---	उत्तर प्रदेश आगरा	---	---/ ---	Amit kumar/ Manpreet	View

10.5.2 Concerned officer of other post / dispatcher of the section

Input Screen –

अन्य डाक का सम्बंधित अधिकारी/अनुभाग का प्रेषक

दिनांक से *:	दिनांक तक *:	
dd-mm-yyyy 🗓	dd-mm-yyyy 🗓	सबमिट

Output Screen –

क्र. सं.	डायरी संख्या	अभिलेख पर अंकित तिथि	प्रेषक का नाम	प्रेषक का पता
1	D20221000004	14-10-2022	टेस्ट	cantt
2	D20221000006	30-12-2022	Hindi	lko
3	D20220000018	31-12-2022	Hindi	lko
4	D20230000002	03-01-2023	Hindi	lko
5	D20230000006	04-01-2023	बृजेश कुमार मौर्य	Tarun block
6	D20231000003	04-01-2023	बृजेश कुमार मौर्य	Tarun block

10.5.3 Records related to pending appeal/complaint number sent to the relevant hearing room

Input Screen –

लम्बित अपील/शिकायत संख्या से सम्बंधित अभिलेखों का सुसंगत सुनवाई कक्ष को प्रेषित

* Search

कोर्ट :	दिनांक से	दिनांक तक		
Select Court	dd-mm-yyyy	dd-mm-yyyy	सबमिट	फ़िल्टर रीसेट करें

Output Screen –

पीठासीन अधिकारी का नाम : एस-1 Commissioner
दिनांक से : 2023-01-01 दिनांक तक : 2023-01-31

क्र. सं.	डायरी संख्या	अभिलेख पर अंकित तिथि	फाइल सं.	प्रेषक का नाम	प्रेषक का पता
1	D20220000045	18-11-2022	S-1-028/C/2022	Hindi	lko
2	D20220000052	23-11-2022	S-1-030/C/2022	Rashmi	A-1/3 Sector- B Aliganj
3	D20220000068	30-11-2022	S-1-034/C/2022	Chikki	116 faizabad road

10.5.4 List of Appeal/Complaint/Restroration sent to the Hearing Room

Input Screen –

सुनवाई कक्ष को प्रेषित अपील/शिकायत / पुनर्विलोकन की सूची			कोर्ट : S-1 XYZ
कोर्ट	सभी	आवेदन का प्रकार	सभी
दिनांक से	dd-mm-yyyy	दिनांक तक	dd-mm-yyyy

सबमिट   रीसेट

Output Screen –

सुनवाई कक्ष को प्रेषित अपील/शिकायत / पुनर्विलोकन की सूची   कोर्ट : S-1 XYZ

Search: _____

क्रमांक ↕	पंजीकरण संख्या ↕	फाइल संख्या ↕	आवेदक का विवरण ↕	विपक्षी का नाम एवं पता ↕	कार्यालय ↕	विभाग ↕
1	D-20221000021	S-1-032/C/2022	home qqq	जन सूचना अधिकारी अलपसंख्यक कल्याण विभाग,वाराणसी ज़िला	अलपसंख्यक कल्याण विभाग,वाराणसी ज़िला	अलपसंख्यक कल्याण विभाग
2	D-20221000004	S-1-026/C/2022	टेस्ट cantt	जन सूचना अधिकारी अतिरिक्त उर्जा स्रोत विभाग , अयोध्या डिवीजन	अतिरिक्त उर्जा स्रोत विभाग , अयोध्या डिवीजन	अतिरिक्त उर्जा स्रोत विभाग
3	D-20220000011	S-1-007/C/2022	Rajeev Kumar Maurya सदादासदास्सदा	जन सूचना अधिकारी आबकारी आयुक्त	आबकारी आयुक्त	आबकारी विभाग

10.5.5 Scrutiny Receive List

Input Screen –

समीक्षा पटल प्राप्त सूची

डायरी संख्या *:	दिनांक से *:	दिनांक तक *:	
	dd-mm-yyyy	dd-mm-yyyy	सबमिट

Output Screen –

समीक्षा पटल प्राप्त सूची

डायरी संख्या *:	दिनांक से *:	दिनांक तक *:	
	01-01-2023	31-01-2023	सबमिट

क्र. सं.	डायरी संख्या	आवेदन का प्रकार	प्राप्ति तिथि	ज़िला	डाक संख्या	संदर्भ का विवरण
1	D20221000004	NA	2022-10-14 09:51:26	नीलगिरी	261220220001	...

10.5.6 Appeal Filled Register

Input Screen –

अपील दर्ज रजिस्टर					
कोर्ट	वर्ष	माह	आवेदन तिथि (से)	आवेदन तिथि (से)	फाइल संख्या
--चयन करे--	--चयन करे--	चयन करे	dd-mm-yyyy	dd-mm-yyyy	
सबमिट	रीसेट				

Output Screen –

कोर्ट : एस-1 Manpreet

Search: _____

क्र. सं.	डायरी संख्या	पंजीकरण संख्या	पत्रावली का प्रकार	फाइल संख्या	अपीलकर्ता/ शिकायतकर्ता का नाम और पता	विपक्षी का नाम व पता	विपक्षी का जनपद	विभाग	प्रथम सुनवाई तिथि	आवेदन दिनांक
1	---	D-20221000004	द्वितीय अपील	S-1-026/C/2022	टेस्ट	जन सूचना अधिकारी - अतिरिक्त उर्जा स्रोत विभाग , अयोध्या डिवीजन test	---	अतिरिक्त उर्जा स्रोत विभाग	23/11/2022	14/10/2022
2	---	D-20221000012	द्वितीय अपील	S-1-018/C/2022	बृजेश कुमार मौर्य	जन सूचना अधिकारी - कृषि विपणन, कृषि विदेश व्यापार एवं निर्यात,प्रतापगढ़ ज़िला	प्रतापगढ़	कृषि विपणन, कृषि विदेश व्यापार एवं निर्यात	11/09/2022	28/10/2022
3	---	D-20221000014	द्वितीय अपील	S-1-014/C/2022	nirmala	जन सूचना अधिकारी - आवास एवं शहरी नियोजन विभाग ,खेसारी गिदहा पंचायत HGLY	कुशी नगर	आवास एवं शहरी नियोजन विभाग	07/11/2022	07/11/2022
4	---	D-20221000015	द्वितीय अपील	S-1-019/C/2022	November tst	जन सूचना अधिकारी - अलपसंख्यक कल्याण विभाग ,बिरौली झाम पंचायत poi	अयोध्या	अलपसंख्यक कल्याण विभाग	01/01/1970	09/11/2022

10.5.7 Complaint Filled Register

Input Screen –

शिकायत दर्ज रजिस्टर					
कोर्ट	वर्ष	माह	आवेदन तिथि (से)	आवेदन तिथि (से)	फाइल संख्या
--चयन करे--	--चयन करे--	चयन करे	dd-mm-yyyy	dd-mm-yyyy	
सबमिट	रीसेट				

Output Screen –

कोर्ट : एस-1 Manpreet

Search:

क्र. सं.	डायरी संख्या	पंजीकरण संख्या	पत्रावली का प्रकार	फाइल संख्या	अपीलकर्ता/ शिकायतकर्ता का नाम और पता	विपक्षी का नाम व पता	विपक्षी का जनपद	विभाग	प्रथम सुनवाई तिथि	आवेदन दिनांक
1	---	D-20220000001	शिकायत	S-1-001/C/2022	अमित पंडित	जन सूचना अधिकारी - उद्यान एवं खाद्य प्रसंस्करण विभाग ,जीतपुर पंचायत Lucknow	बलरामपुर	उद्यान एवं खाद्य प्रसंस्करण विभाग	12/10/2022	12/10/2022
2	---	D-20220000002	शिकायत	S-1-002/C/2022	अमित पंडित	जन सूचना अधिकारी - अल्पसंख्यक आयोग Lucknow	---	अल्पसंख्यक कल्याण विभाग	12/10/2022	12/10/2022
3	---	D-20220000003	शिकायत	S-1-003/C/2022	Amit Kumar Pathak	जन सूचना अधिकारी - गृह Lucknow	---	गृह विभाग	08/12/2022	13/10/2022
4	---	D-20220000004	शिकायत	S-1-004/C/2022	Rajeev Kumar Maurya	जन सूचना अधिकारी - वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	---	अतिरिक्त उर्जा स्रोत विभाग	14/10/2022	13/10/2022

10.5.8 Order Re-call (Rule-12) Filled Register

Input Screen –

पुनर्विलोकन दर्ज रजिस्टर					कोर्ट : S-1 XYZ
कोर्ट	सभी ▾	**दिनांक से**	dd-mm-yyyy 📅	**दिनांक तक**	dd-mm-yyyy 📅
सबमिट					रीसेट

Output Screen –

पुनर्विलोकन दर्ज रजिस्टर										कोर्ट : S-1 XYZ

Search: [   ]

क्रमांक ↑↓	डायरी संख्या ↑↓	पत्रावली के प्रकार ↑↓	पुनर्विलोकन फाइल संख्या ↑↓	मूल फाइल संख्या ↑↓	मूल वाद आदेश दिनांक ↑↓	अपीलकर्ता का नाम व पता ↑↓	विपक्षी के नाम व पता ↑↓	विपक्षी का जनपद ↑↓	विभाग ↑↓	प्रथम सुनवाई तिथि ↑↓
1	D-20221000021	पुनर्स्थापना	---	S-1-032/C/2022	अल्पसंख्यक कल्याण विभाग,वाराणसी ज़िला	home qqq	जन सूचना अधिकारी अल्पसंख्यक कल्याण विभाग,वाराणसी ज़िला	वाराणसी	अल्पसंख्यक कल्याण विभाग	---
2	D-20221000004	पुनर्स्थापना	---	S-1-026/C/2022	अतिरिक्त उर्जा स्रोत विभाग , अयोध्या डिवीजन	टेस्ट cantt	जन सूचना अधिकारी अतिरिक्त उर्जा स्रोत विभाग , अयोध्या डिवीजन	---	अतिरिक्त उर्जा स्रोत विभाग	23-11-2022

10.5.9 File Transfer Register

Input Screen –

पत्रावली स्थानांतरण(गमनागमन) रजिस्टर

सुनवाई कक्ष को प्रेषित	स्थानांतरण तिथि (से)	स्थानांतरण तिथि (तक)	डायरी संख्या	फाइल संख्या	वर्ष	माह
--चयन करे-- ▼	📅	📅	0-000000000000		--चयन व ▼	चयन करे ▼

सबमिट

Output Screen –

सुनवाई कक्ष संख्या :- एस-1   प्रिंट दिनांक :- 18/01/2023

Search: [ ]

क्र. सं.	डायरी संख्या	पंजीकरण संख्या	पत्रावली का प्रकार	फाइल संख्या	अपीलकर्ता/ शिकायत का नाम	पत्रावली गमनागमन का प्रकार	किस सुनवाई कक्ष से प्राप्त या को प्रेषित	गमनागमन का कारण	स्थानांतरण की तिथि	स्थानांतरण आदेश विवरण
1	---	D-20222000004	पुनर्स्थापना	S-1-035/C/2022	अमित पंडित	आगमन	एस-6	---	12/01/2023	---
2	---	D-20221000027	द्वितीय अपील	S-1-029/C/2022	Rashmi	आगमन	एस-6	---	12/01/2023	---
3	---	D-20221000019	द्वितीय अपील	S-1-024/C/2022	rashi hindi	आगमन	एस-6	---	12/01/2023	---

10.5.10 Copy Register(Court)

Input Screen –

नक़ल रजिस्टर (कोर्ट)		कोर्ट : S-1 XYZ
कोर्ट	सभी ⌄	फाइल संख्या
डायरी संख्या		सुनवाई तिथि	dd-mm-yyyy
निस्तारण तिथि	dd-mm-yyyy	दिनांक से	dd-mm-yyyy
दिनांक तक	dd-mm-yyyy		
सबमिट		रीसेट

Output Screen –

नक़ल रजिस्टर (कोर्ट)										कोर्ट : S-1 XYZ

Search: [   ]

क्रमांक	नकल आवेदन संख्या /तिथि	आवेदक का नाम	पंजीकरण संख्या	फाइल संख्या	अपीलकर्ता का नाम व पता	नकल आदेश की तारीख	केस स्थिति	प्राप्त तारीख	प्रेषण तारीख	टिप्पणी
1	D-13120230001 13-01-2023	Hindi	D-20220000051	S-1-027/C/2022	Hindi lko	23-11-2022	अन्तिम आदेश पारित तथा वाद निस्तारित।	---	---	---

10.5.11 Penalty Register

Input Screen –

दंड रजिस्टर

कोर्ट	डायरी संख्या	फाइल संख्या	निस्तारित तिथि (से)	निस्तारित तिथि (तक)
--चयन करे-- ▼	0-000000000000		dd-mm-yyyy	dd-mm-yyyy

सबमिट   रीसेट

Output Screen –

कोर्ट : एस-1 Manpreet

Search:

क्र. सं.	डायरी संख्या	पंजीकरण संख्या	पत्रावली का प्रकार	फाइल संख्या	अपीलकर्ता/ शिकायतकर्ता का नाम और पता	विपक्षी का नाम व पता	विपक्षी का जनपद	विभाग	दंड निस्तारित आदेश की दिनांक
1	---	D-20221000017	द्वितीय अपील	S-1-020/C/2022	राज	जन सूचना अधिकारी - आवास एवं शहरी नियोजन विभाग,जालौन ज़िला	जालौन	आवास एवं शहरी नियोजन विभाग	10/11/2022
2	---	D-20221000014	द्वितीय अपील	S-1-014/C/2022	nirmala	जन सूचना अधिकारी - आवास एवं शहरी नियोजन विभाग ,खेसारी गिदहा पंचायत	कुशी नगर	आवास एवं शहरी नियोजन विभाग	07/11/2022
3	---	D-20220000084	शिकायत	S-1-039/C/2022	garima	जन सूचना अधिकारी - अतिरिक्त ऊर्जा स्रोत	---	अतिरिक्त उर्जा स्रोत विभाग	12/12/2022

10.5.12 General Disposed Register

Input Screen –

साधारण निस्तारित रजिस्टर

कोर्ट	क्षेत्राधिकार	वर्ष	माह	निस्तारित तिथि (से)
--चयन करे--	चयन करे	--चयन करे--	चयन करे	dd-mm-yyyy

निस्तारित तिथि (से)

dd-mm-yyyy

सबमिट   रीसेट

Output Screen –

कोर्ट : एस-1 Manpreet

Search:

क्र. सं.	डायरी संख्या	पंजीकरण संख्या	पत्रावली का प्रकार	फाइल संख्या	अपीलकर्ता/शिकायतकर्ता का नाम और पता	विपक्षी का नाम व पता	विपक्षी का जनपद	विभाग	साधारण निस्तारित आदेश की दिनांक
1	---	D-20220000051	शिकायत	S-1-027/C/2022	Hindi	जन सूचना अधिकारी - शोध, विकास एवं प्रशिक्षण केन्द्र	---	अतिरिक्त उर्जा स्रोत विभाग	23/11/2022
2	---	D-20220000011	शिकायत	S-1-007/C/2022	Rajeev Kumar Maurya	जन सूचना अधिकारी - आबकारी आयुक्त	---	आबकारी विभाग	18/10/2022
3	---	D-20220000003	शिकायत	S-1-003/C/2022	Amit Kumar Pathak	जन सूचना अधिकारी - गृह	---	गृह विभाग	13/10/2022

10.5.13 DOCUMENT RELATED TO RUNNING CASE Register

Input Screen –

के.ओ.एफ. रजिस्टर

* Search

कोर्ट :	दिनांक से	दिनांक तक
चयन करे ▾	dd-mm-yyyy 📅	dd-mm-yyyy 📅 सबमिट फ़िल्टर रीसेट करें

Output Screen –

के.ओ.एफ. रजिस्टर

* Search

कोर्ट :	दिनांक से	दिनांक तक
एस-1 Commissioner ▾	dd-mm-yyyy 📅	dd-mm-yyyy 📅 सबमिट फ़िल्टर रीसेट करें

पीठासीन अधिकारी का नाम : एस-1 Commissioner

क्र. सं.	डायरी संख्या	प्रेषक का नाम	स्तिथि	सुनवाई कक्ष	प्राप्तकर्ता का नाम	प्राप्ति दिनांक	टिप्पड़ी
1	D20220000051	Test LKO	Forward	S1	Amit	28-11-2022	KOF

10.5.14 High Court Register

Input Screen –

हाई कोर्ट रजिस्टर

* Search

कोर्ट :	दिनांक से	दिनांक तक		
Select Court ⌄	dd-mm-yyyy 📅	dd-mm-yyyy 📅	सबमिट	फ़िल्टर रीसेट करें

Output Screen –

क्र. सं.	डायरी संख्या	फाइल संख्या	अपीलकर्ता का नाम व पता	आदेश की तारीख	केस स्थिति	हाई कोर्ट रिट संख्या	उच्च न्यायालय बेंच	रिट आदेश की तारीख	वादी का नाम (उच्च न्यायालय)	वाप्रतिवादी का नाम (उच्च न्यायालय)	प्राप्त तारीख	वर्तमान स्थिति	टिप्पणी
1	D20220000002	S-1-002/C/2022	अमित पंडित Tulsipur Balrampur	2022-10-19	अर्थदण्ड अधिरोपित तथा वाद निस्तारित।	3141243		2022-10-19	Deepanshi	National Information Center	2022-10-19	मामले का निस्तारण कर दिया गया है।	NA

10.5.15 Register of penalties imposed under Section 20-(1) of the Right to Information Act, 2005

Input Screen –

सूचना का अधिकार अधिनयम 2005 की धारा 20-(1) के अधीन अधिरोपित शास्तियों (अर्थदंड) का रजिस्टर

* Search

कोर्ट :	दिनांक से	दिनांक तक		
एस-1 Commissioner	01-01-2023	31-01-2023	सबमिट	फ़िल्टर रीसेट करें

Output Screen –

सूचना का अधिकार अधिनयम 2005 की धारा 20-(1) के अधीन अधिरोपित शास्तियों (अर्थदंड) का रजिस्टर

* Search

कोर्ट :	दिनांक से	दिनांक तक		
एस-1 Commissioner	01-01-2023	31-01-2023	सबमिट	फ़िल्टर रीसेट करें

क्र. सं.	डायरी संख्या	फाइल संख्या	दंड आदेश की दिनांक	वादी का नाम व पता	प्रतिवादी का नाम व पता	दंड की धनराशि	मा आयोग द्वारा प्रेषित नोटिस	वसूल की गयी धनराशि का विवरण	लेखा शीर्ष में जमा किये गए चालान की संख्या एवं दिन्राक	टिप्पणी
1	D20220000084	S-1-039/C/2022	2022-12-12	garima fgh	अतिरिक्त ऊर्जा स्रोत	18000.0	2211PN00026	2000.0	123456	test

10.5.16 Dak Dispatch Register(Penalty)

Input Screen –

डाक प्रेषण रजिस्टर(शास्ति)

| कोर्ट | सभी | दिनांक से | dd-mm-yyyy | दिनांक तक | dd-mm-yyyy |

सबमिट   रीसेट

Output Screen –

डाक प्रेषण रजिस्टर(शास्ति)

Search:

क्रमांक ↑	पंजीकरण संख्या ↑↓	फाइल संख्या ↑↓	दण्ड आदेश का दिनांक ↑↓	किसे भेजा गया ↑↓	जनपद ↑↓	मा आयोग द्वारा प्रेषित नोटिस संख्या ↑↓	स्पीड पोस्ट आर्टिकल न. ↑↓	डाक खर्च विवरण ↑↓	टिप्पणी ↑↓
1	D-20220000023	S-1-013/C/2022	07-11-2022	8	अयोध्या	2211PN00028	---	--- ---	---
2	D-20220000023	S-1-013/C/2022	07-11-2022	8	अयोध्या	2211PN00027	---	--- ---	---
3	D-20220000023	S-1-013/C/2022	07-11-2022	8	अयोध्या	2212PN000001	---	--- ---	---
4	D-20221000017	S-1-020/C/2022	10-11-2022	1	आगरा	2211PN00026	---	--- ---	---

10.5.17 Register of compliance of order passed by Hon'ble High Court

Input Screen –

मा॰ उच्च न्यायालय के द्वारा पारित आदेश के अनुपालन का रजिस्टर

दिनांक से	dd-mm-yyyy	दिनांक तक	dd-mm-yyyy

सबमिट   रीसेट

Output Screen –

मा॰ उच्च न्यायालय के द्वारा पारित आदेश के अनुपालन का रजिस्टर

Search:

क्रमांक	पंजीकरण संख्या	फाइल संख्या	दण्ड आदेश का दिनांक	वादी का नाम एवं पता	प्रतिवादी का नाम एवं पता	हाई कोर्ट रिट संख्या	हाई कोर्ट बेंच	रिट आदेश दिनांक	वादी का नाम (हाई कोर्ट)	प्रतिवादी का नाम (हाई कोर्ट)	प्राप्ति दिनांक	आदेश एवं आदेश दिनांक
1	D-20220000002	S-1-002/C/2022	12-10-2022	अमित पंडित Tulsipur Balrampur 271208	अल्पसंख्यक आयोग	sdadad	NOTICE	12-10-2022	dsadsa	asdsad	12-10-2022	अर्थदण्ड अधिरोपित तथा वाद निस्तारित।

10.5.18 Writ Register(Allahabad high court, Allahabad)

Input Screen –

रिट रजिस्टर (इलाहाबाद उच्च न्यायालय, इलाहाबाद)

* Search

कोर्ट :　　　　　　　　　दिनांक से　　　　　　　दिनांक तक

| चयन करें ˅ | dd-mm-yyyy 🗓 | dd-mm-yyyy 🗓 | सबमिट | फ़िल्टर रीसेट करें |

Output Screen –

क्र. सं.	रिट पंजीकरण संख्या	पिटीशनर का विवरण	रिस्पोंडेंट का विवरण	रिट से सम्बंधित आयोग की पत्रावली का विवरण	रिट संख्या / वर्ष	अभियुक्ति
1	3141243	Deepanshi	National Information Center	----	3141243/2022	अमित पंडित
2	sdadad	3434678	asdsad	---	sdadad/2022	अमित पंडित

10.5.19 Writ Register (Allahabad high court Bench, Lucknow)

Input Screen –

रिट रजिस्टर (इलाहाबाद उच्च न्यायालय खंडपीठ , लखनऊ)

* Search

कोर्ट :	दिनांक से	दिनांक तक		
चयन करे	dd-mm-yyyy	dd-mm-yyyy	सबमिट	फ़िल्टर रीसेट करें

Output Screen –

रिट रजिस्टर (इलाहाबाद उच्च न्यायालय खंडपीठ , लखनऊ)

* Search

कोर्ट :	दिनांक से	दिनांक तक		
एस-1 Commissioner	01-01-2023	31-01-2023	सबमिट	फ़िल्टर रीसेट करें

क्र. सं.	रिट पंजीकरण संख्या	पिटीशनर का विवरण	रिस्पोंडेंट का विवरण	रिट से सम्बंधित आयोग की पत्रावली का विवरण	रिट संख्या / वर्ष	अभियुक्ति
1	0099881	Deepanshi	National Information Center	NA	3141243/2022	अमित पंडित

10.5.20 Hearing Room Copy Register

Input Screen –

सुनवाई कक्ष नकल रजिस्टर	कोर्ट : S-1 XYZ

दिनांक से [dd-mm-yyyy]   दिनांक तक [dd-mm-yyyy]

सबमिट   रीसेट

Output Screen –

सुनवाई कक्ष नकल रजिस्टर										कोर्ट : S-1 XYZ

Search: [   ]

क्रमांक	नकल आवेदन संख्या/ डायरी संख्या	आवेदन दिनांक	पंजीकरण संख्या	फाइल संख्या	आदेश दिनांक	आवेदक का नाम व पता	संबंधित सुनवाई कक्ष	सुनवाई कक्ष में प्राप्त कर्ता का नाम / प्राप्ति दिनांक	स्थिति	नकल अनुभाग मे प्राप्त दिनांक	टिप्पणी
1	D-13120230001	13-01-2023	D-20220000051	S-1-027/C/2022	23-11-2022	Hindi lko	संबंधित सुनवाई कक्ष एस-1	---	अन्तिम आदेश पारित तथा वाद निस्तारित।	13-01-2023	---

10.5.21 Copy Dispatch Register

Input Screen –

नकल प्रेषण रजिस्टर						कोर्ट : S-1 XYZ
कोर्ट	सभी	दिनांक से	dd-mm-yyyy	दिनांक तक	dd-mm-yyyy	
सबमिट						रीसेट

Output Screen –

नकल प्रेषण रजिस्टर												कोर्ट : S-1 XYZ

Search:

क्रमांक ↑↓	नकल आवेदन संख्या / डायरी संख्या ↑↓	आवेदन दिनांक ↑↓	डायरी संख्या ↑↓	फाइल संख्या ↑↓	आदेश दिनांक ↑↓	आवेदक का नाम और पता ↑↓	जनपद ↑↓	नकल प्रेषण तिथि ↑↓	स्पीडपोस्ट आर्टिकल नंबर ↑↓	डाक खर्च विवरण ↑↓	टिप्पणी ↑↓
1	D-13120230001	13-01-2023	D-20220000051	S-1-027/C/2022	23-11-2022	Hindi lko	गोंडा	---	---	---	---

Showing 1 to 1 of 1 entries

Previous 1 Next

10.5.22 Archive Copy Register

Input Screen –

अभिलेखागार नक़ल रजिस्टर			
कोर्ट	सभी	फाइल संख्या	
डायरी संख्या		सुनवाई तिथि	dd-mm-yyyy
निस्तारण तिथि	dd-mm-yyyy	दिनांक से	dd-mm-yyyy
दिनांक तक	dd-mm-yyyy		
सबमिट			रीसेट

Output Screen –

अभिलेखागार नक़ल रजिस्टर

Search:

क्रमांक ↑↓	नकल आवेदन संख्या /तिथि ↑↓	आवेदक का नाम ↑↓	पंजीकरण संख्या ↑↓	फाइल संख्या ↑↓	आदेश दिनांक ↑↓	अपीलकर्ता का नाम व पता ↑↓	संबंधित सुनवाई कक्ष ↑↓	अभिलेखागार में प्राप्तकर्ता का नाम / प्राप्ति दिनांक ↑↓	स्थिति ↑↓	नकल अनुभाग में प्राप्त दिनांक ↑↓
1	D-13120230001 13-01-2023	Hindi	D-20220000051	S-1-027/C/2022	23-11-2022	Hindi lko	एस-1	--- ---	अप्राप्त	---

10.5.23 Year Wise Case Pending List

Input Screen –

वर्ष वार मामला लंबित सूची

कोर्ट	वर्ष	वर्ष	आवेदन का प्रकार
--चयन करे--	--चयन करे--	--चयन करे--	सभी

सबमिट   रीसेट

Output Screen –

Search:

क्रमांक	वादी	प्रतिवादी	शिकायत संख्या	विभाग	सुनवाई तिथि
1	राज	जन सूचना अधिकारी - वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	D20220000082	अतिरिक्त उर्जा स्रोत विभाग	30-12-2022
2	राज	जन सूचना अधिकारी - वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	D20220000082	अतिरिक्त उर्जा स्रोत विभाग	21-12-2022

10.5.24 Court Wise Case Disposed List

Input Screen –

कोर्ट वाइज डिस्पोज्ड केस रिपोर्ट

निपटान सूची	क्षेत्राधिकार	वर्ष	माह
चयन करे ⌄	चयन करे ⌄	--चयन करे-- ⌄	चयन करे ⌄

दिनांक से dd-mm-yyyy   दिनांक तक dd-mm-yyyy   सबमिट   रीसेट

Output Screen –

कोर्ट : S-1 Manpreet

Search:

क्रमांक	पंजीकरण संख्या	केस संख्या	आवेदक का नाम	विपक्षी के नाम व पता	पंजीकरण तिथि	निस्तारण तिथि
1	D20220000051	S-1-027/C/2022	Hindi	जन सूचना अधिकारी - शोध, विकास एवं प्रशिक्षण केन्द्र	22-11-2022	23-11-2022
2	D20220000084	S-1-039/C/2022	garima	जन सूचना अधिकारी - अतिरिक्त ऊर्जा स्रोत	12-12-2022	12-12-2022
3	D20220000002	S-1-002/C/2022	अमित पंडित	जन सूचना अधिकारी - अल्पसंख्यक आयोग	12-10-2022	12-10-2022

10.5.25 Court Wise Pending Listed Cases

Input Screen –

न्यायालय वार लंबित सूचीबद्ध मामले			
कोर्ट	**आवेदन का प्रकार**	**क्षेत्राधिकार**	**वर्ष**
--चयन करे-- ▼	सभी ✓	चयन करे ✓	--चयन करे-- ✓
सबमिट	रीसेट		
			Search:

Output Screen –

न्यायालय वार लंबित सूचीबद्ध मामले			
कोर्ट	**आवेदन का प्रकार**	**क्षेत्राधिकार**	**वर्ष**
एस-1 ▼	सभी ✓	चयन करे ✓	--चयन करे-- ✓
सबमिट	रीसेट		

क्रमांक ↑	पंजीकरण संख्या ↑↓	केस संख्या ↑↓	अपीलकता का नाम ↑↓	अपीलकता पता ↑↓	प्रतिवादी पता ↑↓	जनपद ↑↓	विभाग ↑↓	पंजीकरण तिथि ↑↓	लिस्टिंग की तारीख ↑↓
1	D20220000082	S-1-038/C/2022	राज	A-1/3 Sector- B Aliganj	वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	---	अतिरिक्त उर्जा स्रोत विभाग	12-12-2022	30-12-2022
2	D20220000082	S-1-038/C/2022	राज	A-1/3 Sector- B Aliganj	वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	---	अतिरिक्त उर्जा स्रोत विभाग	12-12-2022	21-12-2022
3	D20220000004	S-1-004/C/2022	Rajeev Kumar Maurya	सदादासदासदा	वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	---	अतिरिक्त उर्जा स्रोत विभाग	13-10-2022	14-10-2022

10.5.26 Court Wise Unlisted Case Report

Input Screen –

कोर्ट वाइज अनलिस्टेड केस रिपोर्ट			
आवेदन का प्रकार	क्षेत्राधिकार	वर्ष	माह
चयन करे	चयन करे	--चयन करे--	चयन करे
दिनांक से dd-mm-yyyy	दिनांक तक dd-mm-yyyy	सबमिट	रीसेट

Output Screen –

Search:

क्रमांक	पंजीकरण संख्या	आवेदक का नाम	विपक्षी के नाम व पता	जनपद	प्रवेश तिथि
1	D20221000021	home	जन सूचना अधिकारी - अलपसंख्यक कल्याण विभाग,वाराणसी ज़िला	वाराणसी	16-11-2022
2	D20221000015	November tst	जन सूचना अधिकारी - अलपसंख्यक कल्याण विभाग ,बिरौली ग्राम पंचायत	अयोध्या	09-11-2022

Showing 1 to 2 of 2 entries

Previous 1 Next

10.5.27 Court Wise Weekly Cause List

Input Screen –

कोर्ट : | Select Court | सबमिट

Output Screen –

कोर्ट : | एस-1 Commissioner | सबमिट

CSV PDF PRINT   Search:

क्र. सं.	अपीलकर्ता/शिकायतकर्ता	प्रतिवादी	फाइल सं./डायरी संख्या	ज़िला
1	Rajeev Kumar Maurya	वैकल्पिक ऊर्जा विकास संस्थान (नेडा)	S-1-004/C/2022 D20220000004	
2	Rajeev Kumar Maurya	आबकारी आयुक्त	S-1-007/C/2022 D20220000011	
3	Amit Kumar Pathak	गृह	S-1-003/C/2022 D20220000003	

10.5.28 Search Diary No. Log

Input Screen –

डायरी नंबर लोग

डायरी संख्या	मोबाइल संख्या	ई यू संख्या	नाम	संदर्भ तिथि	संदर्भ संख्या
				dd-mm-yyyy	

प्रविष्टि तिथि	ज़िला	ई.मेल	प्राप्ति दिनांक		
dd-mm-yyyy	चयन करे		dd-mm-yyyy	सबमिट	रीसेट

Output Screen –

Search:

क्र. सं.	डायरी संख्या	प्राप्ति दिनांक	आवेदन का प्रकार	आवेदक का नाम	संदर्भ संख्या	संदर्भ तिथि	पंजीकृत द्वारा	समीक्षा द्वारा	अपील/ शिकायत के पंजीकृत द्वारा	रिटर्न रजि० द्वारा	रजिस्ट्रार द्वारा प्राप्त	डाक प्रेषण वापसी	अहलमद द्वारा प्राप्त
1	D-261220220001	25/12/2022	शिकायत	मनप्रीत	we3456	24/12/2022	मनप्रीत 07/11/2022 07:15:00AM	Brijesh kumar 07/11/2022 07:20:59AM	Rajeev 07/11/2022 07:52:45AM	---	---	---	Alahmad 07/11/2022 03:09:48PM

Showing 1 to 1 of 1 entries

Previous 1 Next

10.5.29 Monthly Summary Report

Input Screen –

मासिक विवरण रिपोर्ट

* Search

वर्ष*: [▾]   माह *: [▾] [सबमिट] [फ़िल्टर रीसेट करें]

Output Screen –

क्र. सं.		प्रारंभिक शेष	इंस्टीट्यूशन	पुनस्थापना	स्थानांतरण(में)	संपूर्ण	निबटारा	स्थानांतरण(बाहर)	संपूर्ण	सीएल.बैलेंस
1	अपील	0	2	1	0	3	1	0	1	2
2	शिकायत	0	0	0	0	0	0	0	0	0
3	अन्य	0	0	0	0	0	0	0	0	0
4	संपूर्ण	0	2	1	0	3	1	0	1	2

11. Conclusion

Through e-governance and innovative usage of information and communication Technology, CATS-UPSIC software aims at fulfilling the government's promise of delivering Services in a **SMART** (Simple, Moral, Accountable, Responsive and Transparent) manner.

Business requirements say "what" aspect of Customer requirement. **Example,** what should be visible to user after the user logs in. **Functional requirements** say "how" aspect of business requirements. **Example,** How the webpage should display user login page when the user authenticates.

Business requirements are identified by Business analysts. Functional requirements are created/derived by Developers/Software architect

Business requirements are from Customer. Functional requirements are derived from Software requirements, which is, in turn, is derived from Business requirements.

The business requirement is a high-level requirement document. A functional requirement is a detailed technical requirement document.

The above-mentioned **services** in the FRS would be automated in a manner that the online services. On the portal would be available to the citizens to fill out the application online **from 24*7 anywhere anytime** and check the actions against of application Also, the officers would be facilitated with personalized dashboard to work on received online applications and dispose them of according to merit. Dashboard to work on the received application would be role-based and work-flow based with MIS aiding the officers to work more coherently and harmoniously in a transparent manner.

This product promotes **inclusivity** as the people with partially **impaired vision** can access the services as well. Also, all the **relevant Acts, Rules, and Information** of the UPSIC is mentioned in a lucid manner. Finally, after the completion of the entire methodical process, the **final order copy** would be uploaded to the portal, citizens can download and print the order copy through case number. Thus, this portal would assist in accomplishing the **E-Governance objective** of doorstep delivery of (automated) services in a user-friendly manner to the citizenry.

The project is devised in a manner that it can be used in the Uttar Pradesh Information Commission.

The CATS-UPSIC web portal, thus, helps in expanding the reach of governance by improving public delivery of services which can access 24*7 by the citizens on their doorsteps. It increases ease of interaction between the Department and the citizens by shortening the number of cumbersome and unnecessary visits to the Department. Consequently, it aids in achieving the goal of 'E-Governance' initiative i.e., transparent, effective, efficient, economic, accessible and faster governance.

I hereby verify all the 192 pages in the FRS (Functional Requirement Specifications) document and found the mentioned functional requirements as per the requirements of the automated system for the Uttar Pradesh State Information Commission.

Remarks: In future if any changes will become necessary for smooth functioning/working of Uttar Pradesh Information Commission that will be incorporated accordingly in the software under preparation.

Date:

14/12/23

Signature
14/12/23

(Sandeep Gupta)

SANDEEP GUPTA
H.J.S.
Registrar
UP Information Commission Lucknow