

Development of Online RTI Portal

Kerala Transport Development Finance Corporation Ltd. (KTDFC) is a Non-Banking Financial Company (NBFC) registered under the Reserve Bank of India (RBI) and fully owned by the Government of Kerala. KTDFC operates as a Public Sector Undertakings (PSU) under the administrative control of the Transport Department, with its registered office at Level 8, 6th Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram. The corporation also has branch offices in Thiruvalla, Ernakulam, Thrissur, and Kozhikode.

The Government of Kerala has directed all public authorities and offices under its administration, where the RTI Act, 2005 is applicable, to implement an online RTI portal for public access. In compliance with this directive, KTDFC seeks to develop an independent online RTI portal or integrate the RTI request facility as an additional feature within the official website of KTDFC (www.ktdfc.kerala.gov.in).

KTDFC invites eligible startups to submit their Expression of Interest (EOI) for the development and implementation of an RTI online portal. The proposed portal should include all essential functionalities provided in the Government of Kerala's online RTI portal and be developed within a short timeframe.

Link to the manual of the online portal of Government of Kerala is given for your reference.
[Click here](#)

RTI Portal

USER MANUAL FOR PUBLIC USERS

Version: 1.2

INTRODUCTION

The Right to Information is an act of the Parliament of India which sets out the rules and procedures regarding citizens' right to information. Under the provisions of RTI Act, any citizen of India may request information from a "public authority" which is required to reply expeditiously or within thirty days. In case of matters involving a petitioner's life and liberty, the information has to be provided within 48 hours. The Act also requires every public authority to computerize their records for wide dissemination and to proactively publish certain categories of information so that the citizens need minimum recourse to request for information formally.

The Right to Information Act empowers every citizen to seek any information, take notes, extracts or certified copies of documents or records, take certified samples of material etc.

RTI portal is a portal to file RTI applications online along with payment gateway.

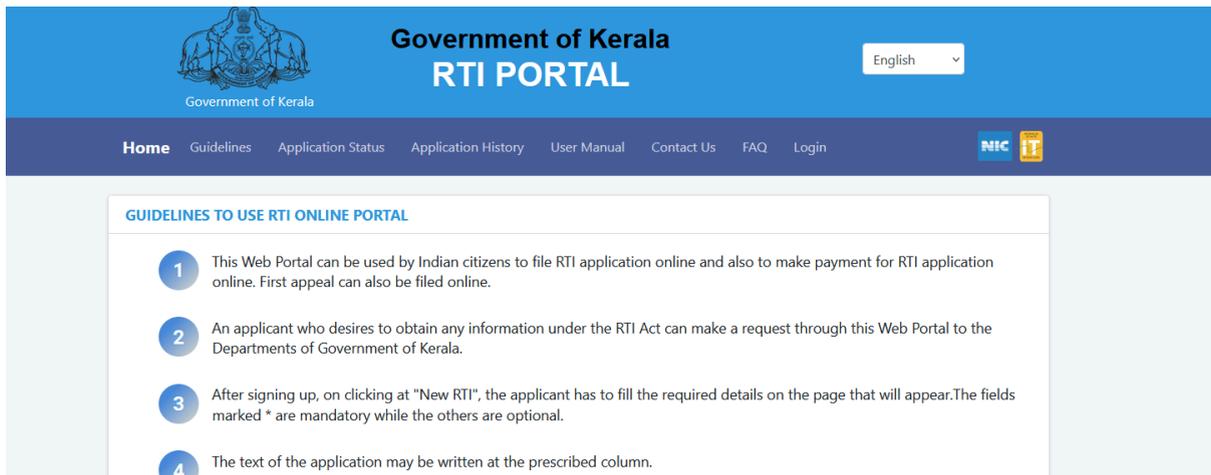


The screenshot shows the homepage of the Government of Kerala RTI Portal. The header is blue with the Government of Kerala logo on the left, the text "Government of Kerala RTI PORTAL" in the center, and a language dropdown menu set to "English" on the right. Below the header is a dark blue navigation bar with links for Home, Guidelines, Application Status, Application History, User Manual, Contact Us, FAQ, and Login. There are also icons for MTC and IT. The main content area features a large banner with the text "Online RTI Web Portal" and a sub-headline: "Enjoy hassle free RTI filing and the easiness of receiving your reply online. Online payment facilities available." The banner includes an illustration of a woman and a man at computers connected by a double-headed arrow. Below the banner, there is a "Welcome To Right To Information Portal" section with the heading "RTI". The text explains that RTI stands for Right To Information and has been given the status of a fundamental right under Article 19(1) of the Constitution. It further states that Article 19 (1) under which every citizen has freedom of speech and expression and have the right to know how the government works, what role does it play, what are its functions and so on. The text also mentions that the Right to Information Act empowers every citizen to seek any information, take notes, extracts or certified copies of documents or records, take certified samples of material. The RTI Act extends to the whole of India (except the State of Jammu and Kashmir), all bodies, which come under Government notification including NGOs, which are owned, controlled or are substantially financed by the Government. Finally, it states that this is a portal to file RTI applications online along with payment gateway. Payment can be made through internet banking, debit/credit cards of Master/Visa, RuPay cards and UPI. Through this portal, RTI applications can be filed by Indian Citizens for all Departments of Kerala State.

Payment can be made through internet banking, debit/credit cards of Master/Visa, RuPay cards and UPI. Through this portal, RTI applications can be filed by Indian Citizens for all Departments of Kerala State Government.

- **Guidelines**

Guidelines show the steps of using RTI online portal.

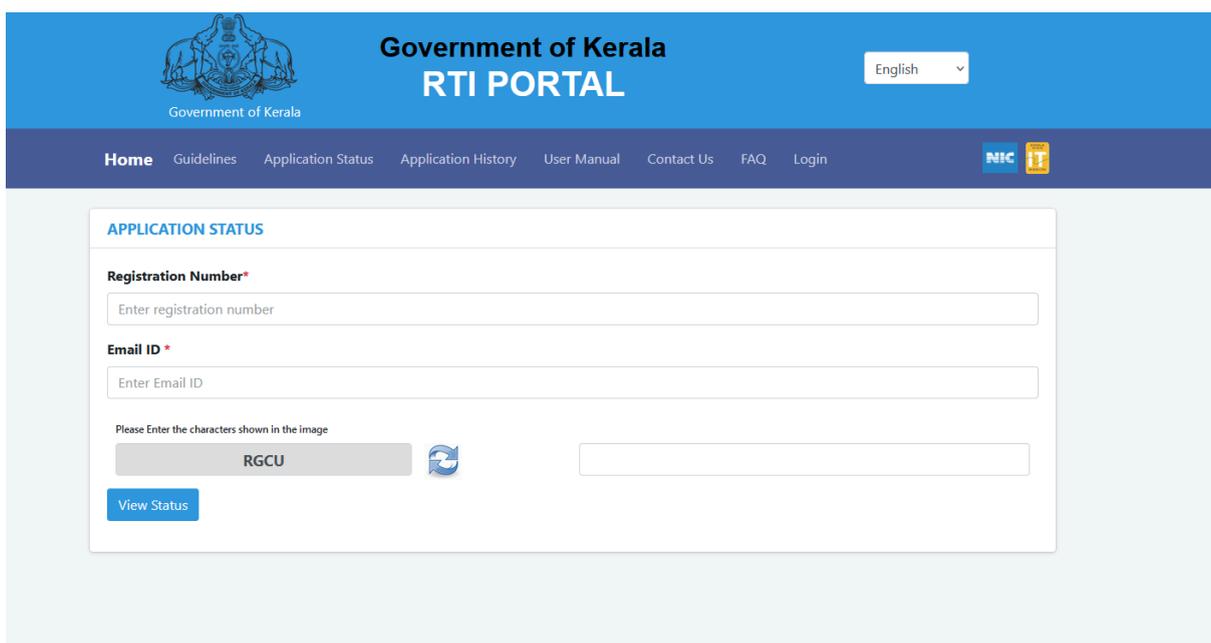


The screenshot shows the 'Government of Kerala RTI PORTAL' header with a language dropdown set to 'English'. The navigation menu includes 'Home', 'Guidelines', 'Application Status', 'Application History', 'User Manual', 'Contact Us', 'FAQ', and 'Login'. The main content area is titled 'GUIDELINES TO USE RTI ONLINE PORTAL' and contains four numbered steps:

- 1 This Web Portal can be used by Indian citizens to file RTI application online and also to make payment for RTI application online. First appeal can also be filed online.
- 2 An applicant who desires to obtain any information under the RTI Act can make a request through this Web Portal to the Departments of Government of Kerala.
- 3 After signing up, on clicking at "New RTI", the applicant has to fill the required details on the page that will appear. The fields marked * are mandatory while the others are optional.
- 4 The text of the application may be written at the prescribed column.

- **Application Status**

On submission of the RTI request, a **unique registration number** would be issued, which may be referred by the applicant for any references in future.

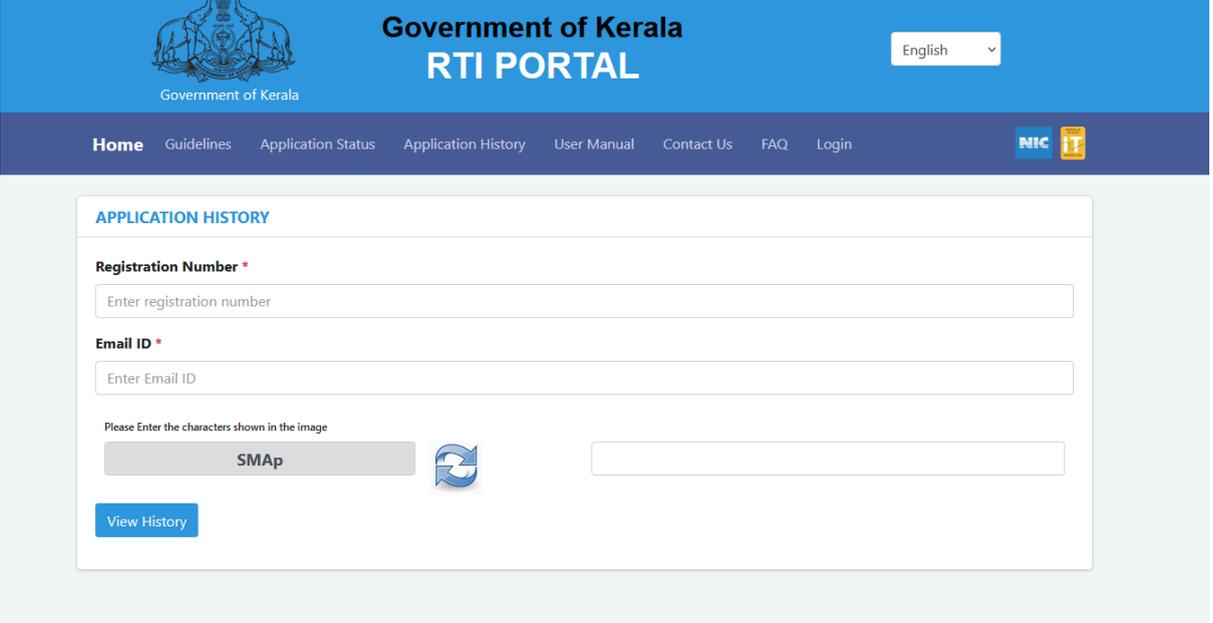


The screenshot shows the 'Government of Kerala RTI PORTAL' header with a language dropdown set to 'English'. The navigation menu includes 'Home', 'Guidelines', 'Application Status', 'Application History', 'User Manual', 'Contact Us', 'FAQ', and 'Login'. The main content area is titled 'APPLICATION STATUS' and contains a form with the following fields:

- Registration Number***: A text input field with the placeholder 'Enter registration number'.
- Email ID ***: A text input field with the placeholder 'Enter Email ID'.
- A CAPTCHA section with the text 'Please Enter the characters shown in the image', a button labeled 'RGCU', a refresh icon, and an empty text input field.
- A blue 'View Status' button.

For knowing the RTI status- enter Registration Number, email ID and captcha image and click View Status.

- **Application History**



The screenshot shows the 'APPLICATION HISTORY' section of the Government of Kerala RTI Portal. The page has a blue header with the Government of Kerala logo and the text 'Government of Kerala RTI PORTAL'. A language dropdown menu is set to 'English'. Below the header is a navigation bar with links: Home, Guidelines, Application Status, Application History, User Manual, Contact Us, FAQ, and Login. There are also logos for NIC and IT. The main content area is titled 'APPLICATION HISTORY' and contains a form with the following fields: 'Registration Number *' with a text input field containing 'Enter registration number'; 'Email ID *' with a text input field containing 'Enter Email ID'; and a captcha section with the instruction 'Please Enter the characters shown in the image', a button labeled 'SMAp', a refresh icon, and an empty text input field. A 'View History' button is located at the bottom left of the form.

Application History can be viewed by entering Registration Number, email ID and captcha image and click View History.

- **User manual**

Portal Documentation available here.

- **Contact Us**



CONTACT US

State Nodal Officer

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KERALA GOVERNMENT SECRETARIAT
THIRUVANANTHAPURAM
Phone: 0471-2518463
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Department Nodal Officers

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Appellate Authority Thrissur	Nimish C S	nimish[dot]953534[at]kerala[dot]gov[dot]in
District Collectorate ALPPUZHA	ABDUR.RAHIM.S	abdur708276[at]kerala[dot]gov[dot]in
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● **FAQ**

This section clears the doubts of RTI registration.

FAQ

To which public authority can I file a request through this portal? ⊖

An applicant who desires to obtain information under the RTI Act, 2005 can make a request through this RTI Online Portal to the Kerala State Departments.

How do I write my application for seeking the information as per RTI act 2005? ⊕

How do I make the payment for RTI fee? ⊕

Do I get any receipt for online filing of RTI application? ⊕

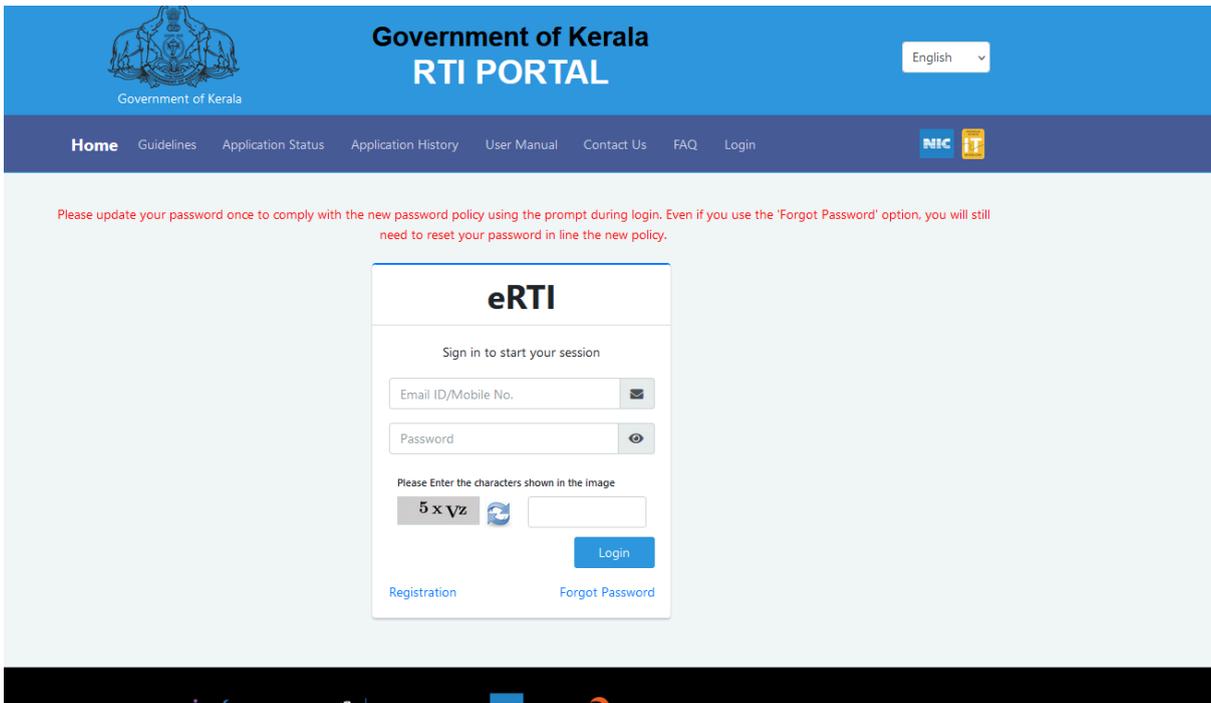
What will happen to my application if I select a wrong Public Authority in the RTI request form? ⊕

What can I do if I forgot my login credentials? ⊕

Is it mandatory to create user account on RTI online web portal? ⊕

● RTI Login

Public users can directly login to the session by entering the registered email id/mobile number, password and the characters given in the image(captcha).



**Government of Kerala
RTI PORTAL**

English ▾

[Home](#)
[Guidelines](#)
[Application Status](#)
[Application History](#)
[User Manual](#)
[Contact Us](#)
[FAQ](#)
[Login](#)


Please update your password once to comply with the new password policy using the prompt during login. Even if you use the 'Forgot Password' option, you will still need to reset your password in line the new policy.

eRTI

Sign in to start your session

Email ID/Mobile No.

Password

Please Enter the characters shown in the image

5 x vz 

[Login](#)

[Registration](#)
[Forgot Password](#)

● Registration

Public can register through this module

The screenshot shows the registration page of the Government of Kerala RTI Portal. The page has a blue header with the Government of Kerala logo and the text "Government of Kerala RTI PORTAL". A language dropdown menu is set to "English". Below the header is a navigation bar with links for Home, Guidelines, Application Status, Application History, User Manual, Contact Us, FAQ, and Login. The main content area is titled "Registration" and includes a breadcrumb trail "Home / Register".

The registration form is divided into two sections. The first section, "Personal Details", contains the following fields:

- Email ID***: A text input field with the placeholder "Enter email".
- Mobile***: A text input field with the placeholder "Enter mobile number".
- Name***: A text input field with the placeholder "Enter name".
- Select Gender***: Radio buttons for Male (selected), Female, and Third Gender.
- Address***: A large text area for entering the address.
- Pincode***: A text input field for the pincode.

The second section contains the following fields:

- Select Gender***: Radio buttons for Male (selected), Female, and Third Gender.
- Address***: A large text area for entering the address.
- Pincode***: A text input field for the pincode.
- Password***: A text input field with a red warning message: "(Passwords must be at least 8 characters long, must include at least one uppercase letter, one lowercase letter, one number, one special character and must not contain consecutive numbers (e.g., '01', '12', '123').)". The field contains ten dots.
- Confirm Password***: A text input field with the placeholder "Enter Password Again".
- Image Verification**: A prompt "Please Enter the characters shown in the image" followed by a button labeled "ZAqQ", a refresh icon, and an empty text input field.

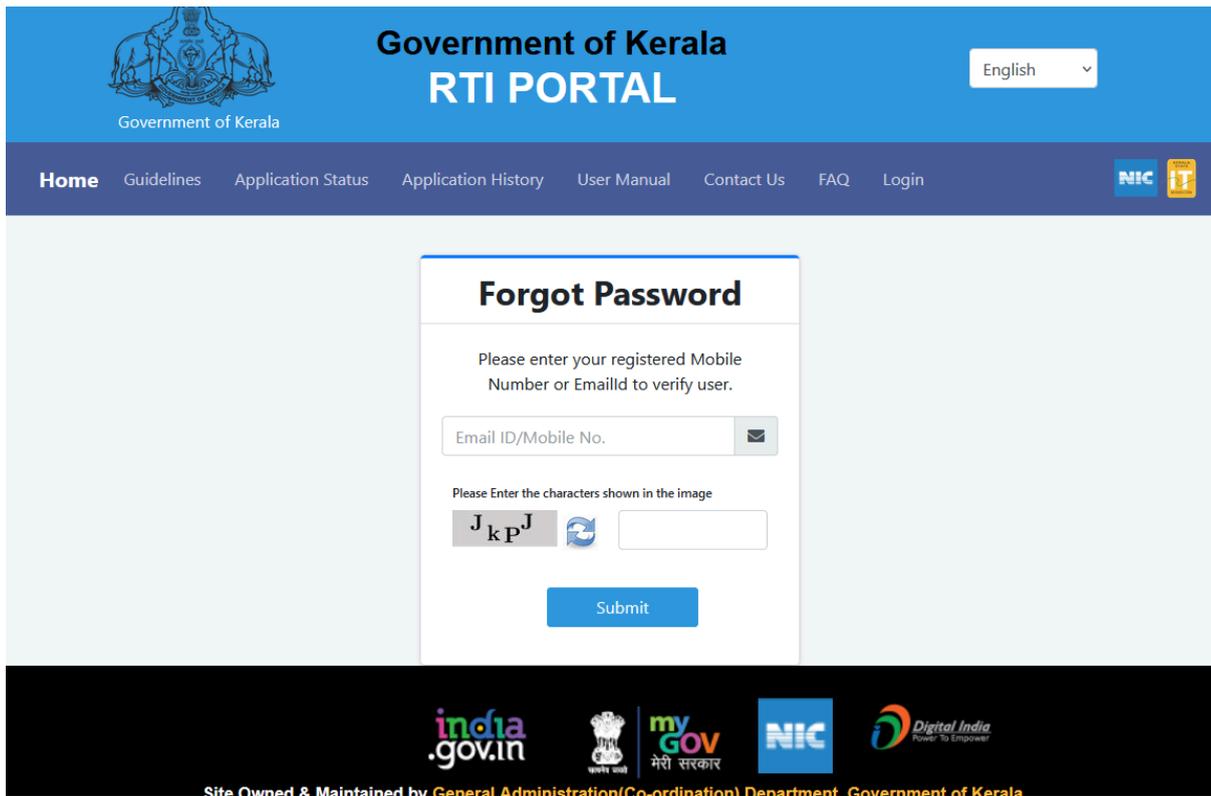
At the bottom of the form are two buttons: "Cancel" and "Register".

The footer of the page features logos for india.gov.in, myGov (मेरी सरकार), NIC, and Digital India (Power To Empower).

Enter the mandatory fields – Email ID, Mobile No, Name, Gender, Address, Pincode, Password and Captcha image, and then Register.

- **Forgot password**

Users can reset their password with the help of the Forgot Password module. Enter the registered mobile number/email to get a new password in their registered email ID.



After Successful **RTI** Portal Login, it follows:

- **Dashboard**

Dashboard shows the count of Payment Pending RTIs, Applications Returned for Additional Payment, RTI drafts, RTIs submitted, RTI reply Status.

RTI Portal

GreeshmaRaj

Government of Kerala
RTI PORTAL

English

Logout

Home / Dashboard

Dashboard

New RTI: 0

Payment Pending: 2

Applications Returned for Additional Payment: 0

Drafts: 11

RTIs Submitted: 2

Reply Status: 2

Site Owned & Maintained by General Administration(Co-ordination) Department, Government of Kerala

Designed and developed by National Informatics Center
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For technical support, e-mail us to our [rti\[dot\]tech\[hyphen\]support\[at\]kerala\[dot\]gov\[dot\]in](mailto:rti[dot]tech[hyphen]support[at]kerala[dot]gov[dot]in).

• New RTI

Applicants can file new applications through this module. Fill in all mandatory fields and submit applications. An application fee of Rs 10/- should be paid as per RTI rules. After successful submission a unique registration number will be available for the application.

RTI Portal

GreeshmaRaj

Home / RTI / New RTI

New RTI

Public Authority Details

Select Department*

Select Department

Personal Details

Email ID *

Mobile No.*

Applicant Name*

GreeshmaRaj

Select Gender* Male Female Third Gender

Applicant Address *

R.S. Villa, Kandallloor South P.O..Pin -690535

RTI Portal
GreeshmaRaj

Dashboard
RTI
+ New RTI
Drafts
Submitted
Reply Status 2
Payment Pending
Applications Returned for Additional Payment
Additional Payment Paid RTIs
Search
User Manual
Logout

Drafts [Home](#) / [eRTI](#) / [Draft](#)

Show 10 entries Search:

Sl No.	Registration Number	To department	Drafted date	
1	RTI/1635/2025	ADDITIONAL EXCISE COMMISSIONER ENFORCEMENT OFFICE	24-01-2025 15:54:51	EDIT DELETE
2	RTI/19/2025	Secretariat - Finance Department	01-01-2025 11:04:35	EDIT DELETE
3	RTI/15/2025	Secretariat - Finance Department	01-01-2025 10:44:18	EDIT DELETE
4	RTI/17593/2024	Secretariat - Finance Department	18-11-2024 18:39:08	EDIT DELETE
5	RTI/17592/2024	Secretariat - Finance Department	18-11-2024 16:16:15	EDIT DELETE
6	RTI/17590/2024	Secretariat - Finance Department	18-11-2024 15:20:23	EDIT DELETE
7	RTI/9780/2024	Secretariat - Public Works Department	24-06-2024 11:30:03	EDIT DELETE
8	RTI/1307/2023	Directorate - Animal Husbandry Department	19-08-2023 12:33:29	EDIT DELETE
9	RTI/1253/2023	Directorate - Archaeology	16-08-2023 22:09:06	EDIT DELETE

RTI Portal
GreeshmaRaj

Dashboard
RTI
+ New RTI
Drafts
Submitted
Reply Status 2
Payment Pending
Applications Returned for Additional Payment
Additional Payment Paid RTIs
Search
User Manual
Logout

Government of Kerala
RTI PORTAL
English
Logout  

Drafts [Home](#) / [eRTI](#) / [Drafts](#)

[Back to Drafts](#)

RTI/1635/2025

Public Authority Details

Select Department*

ADDITIONAL EXCISE COMMISSIONER ENFORCEMENT OFFICE

Personal Details

Email ID *

Mobile No. *

Applicant Name *

● RTI Submitted

All sent applications will be available here. Applicants can view details of the applications sent and can view the current status of the applications. Once the application is started processing, it will generate a unique application number otherwise it will show 'Pending with Nodal Officer'

RTI Portal
GreeshmaRaj

Government of Kerala
RTI PORTAL

English

Logout

Submitted

Home / RTI / Submitted

Show 10 entries

Sl No.	Registration Number	Application No	To department	Sent On	Status	
1	RTI/3735/2023	Secretariat - Co-Operation Department- 7812630/2023/ (A) Co-Op DIS/1017633/2023	Secretariat - Co-Operation Department	20-11-2023 23:15:54	Closed	Print Application
2	RTI/1327/2023	Secretariat - General Administration Department- 7640049/2023/(CDN) GAD DIS/898706/2023	Secretariat - General Administration Department	19-08-2023 20:12:44	Closed	Print Application

Showing 1 to 2 of 2 entries

Previous 1 Next

Click on the registration number to view details

RTI Portal
GreeshmaRaj

View Details

Registration Number: **RTI/3735/2023**

General Application

How many vacancies are currently available for the post of System Analyst (Category No.351/2021) in Kerala State Co-operative Marketing Federation Limited for which PSC has been conducted exam?

RTI Details

Application No. 7812630/2023/(A) Co-Op

To department : Secretariat - Co-Operation Department

Applicant Name: GreeshmaRaj

Applicant Address: [REDACTED]

Citizenship: Indian

Email: [REDACTED]

Mobile: [REDACTED]

Gender: Female

Applicant Below Poverty Line: No

Sent On: 20-11-2023 23:15:54

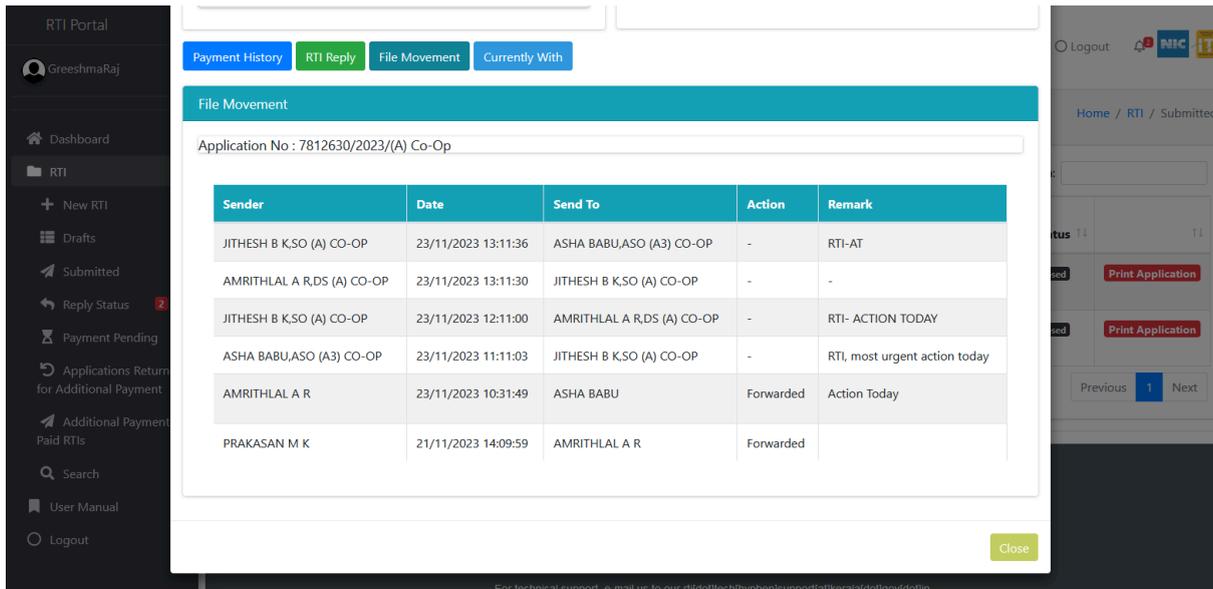
Status: Closed

[Payment History](#) [RTI Reply](#) [File Movement](#) [Currently With](#)

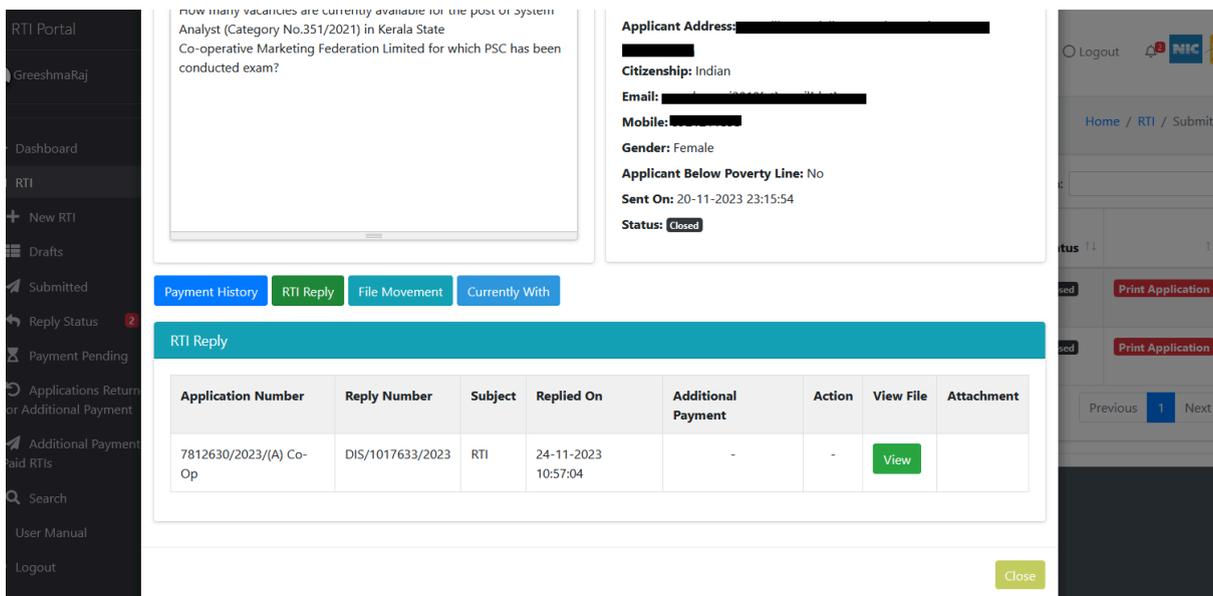
Close

Once the application is being processed, an application number will be generated and the applicants can use this application number for future reference purposes.

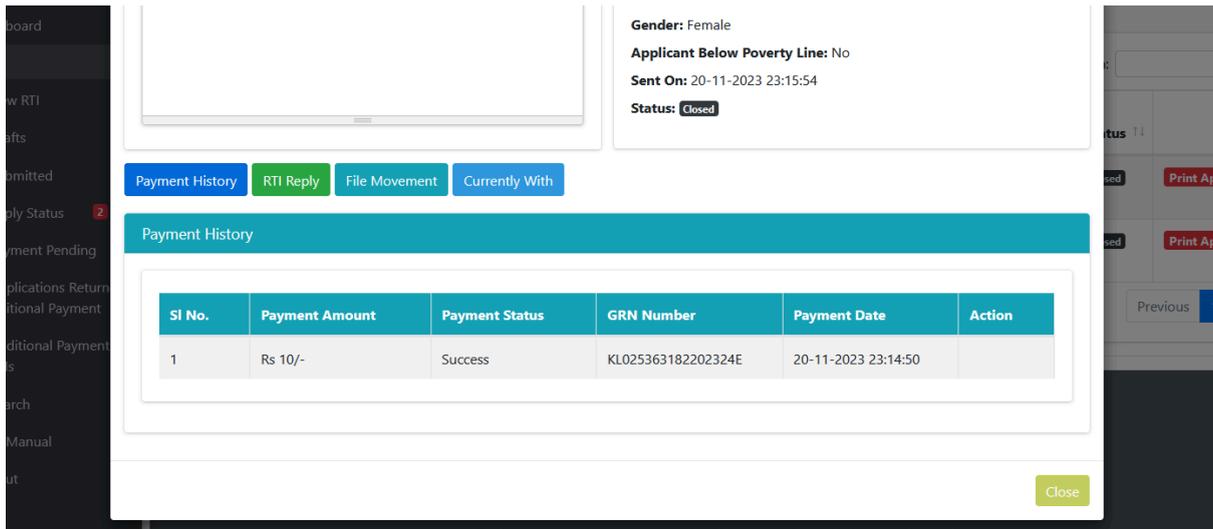
File movement, payment history, rti reply, currently with user details will be available here.



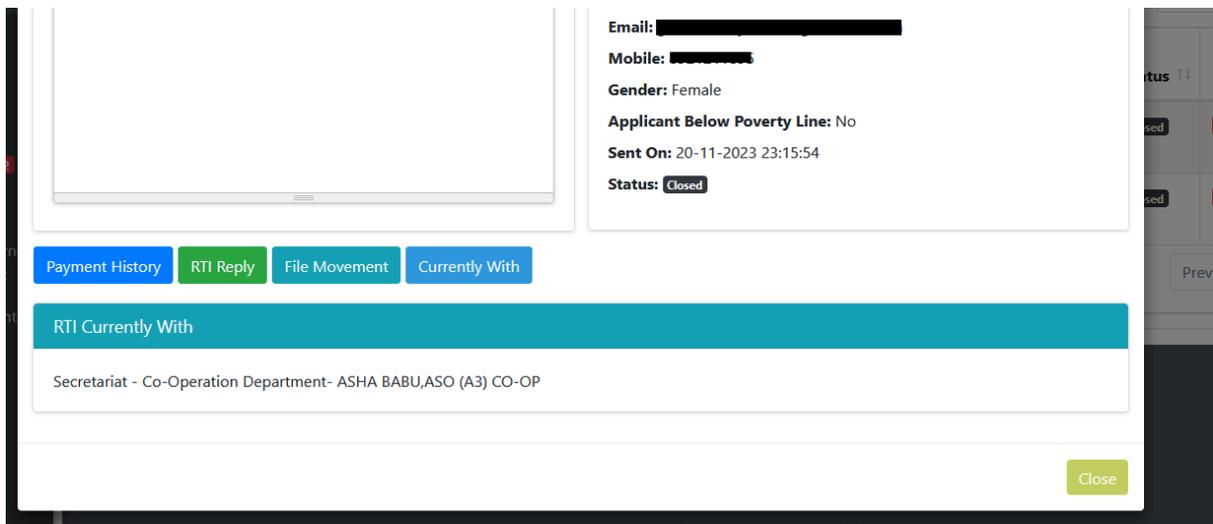
Click on the 'RTI Reply' tab to view reply



Click on "Payment History" tab to view payment history details



Click on “Currently with” to view the current status of the file.



- **RTI Reply Status**

Replies of RTI applications will be available here.

RTI Portal
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Government of Kerala
RTI PORTAL

English

Logout NIC

Payment Pending

Home / RTI / Payment Pending

Show 10 entries

SI No.	Registration Number	Created On	Sent To Department	Status	Action
1	RTI/1725/2025	25-01-2025 14:15:39	Secretariat - Finance Department	Payment Pending	Proceed Payment Verify Payments
2	RTI/17591/2024	18-11-2024 16:07:16	Secretariat - Finance Department	Payment Pending	Proceed Payment Verify Payments

Showing 1 to 2 of 2 entries

Previous 1 Next

Site Owned & Maintained by General Administration(Co-ordination) Department, Government of Kerala
Designed and developed by National Informatics Center

Click of the "Verify Payment" button to verify previous payments

RTI Portal
Greeshma Raj

Public

RTI/124/2023

Verify Previous Pending Payments

Registration Number : RTI/124/2023

SI No.	Payment Amount	Payment On	Status	Action
1	1	20-07-2023 15:32:11	Pending	Verify Payment
2	1	20-07-2023 15:32:15	Pending	Verify Payment

Close

- ## RTI Applications Returned for Additional Payment

RTI applications returned to pay an additional amount and resubmission can be viewed here. Applicants can pay an additional amount mentioned in the reply message and resubmit the application.

The screenshot shows the RTI Portal interface. The header includes the Government of Kerala logo, the text "Government of Kerala RTI PORTAL", a language dropdown set to "English", and a "Logout" button. The main heading is "Applications Returned for Additional Payment". Below this, there is a search bar and a table with the following data:

Sl No.	Registration Number	Application No	To department	Sent On	Status
1	RTI/110/2023	Secretariat - Finance Department- 5875621/2023/Fin KSITM DIS/3016/2023	Secretariat - Finance Department	03-06-2023 10:47:20	Under Process
2	RTI/97/2023	Secretariat - Finance Department- 5875613/2023/Fin KSITM DIS/3012/2023	Secretariat - Finance Department	02-06-2023 13:49:54	Under Process

Below the table, it says "Showing 1 to 2 of 2 entries" and has "Previous" and "Next" navigation buttons.

Click on the registration number to view the reply. Click the "RTI Reply" button to view reply details.

The screenshot shows the details of an RTI application. At the top, it displays "Applicant Below Poverty Line: Yes", "Sent On: 03-06-2023 10:47:20", and "Status: [Under Process](#)". Below this is a "Documents" section with a "BPL Document" and an eye icon. There are three buttons: "RTI Reply" (highlighted in green), "File Movement", and "Currently With". The main section is titled "RTI Reply" and contains a table with the following data:

Application Number	Reply Number	Subject	Replied On	Additional Payment	Action	View File	Attachment
5875621/2023/Fin KSITM	DIS/3016/2023	Pay an additional amount of Rs 5 for documents	03-06-2023 12:07:29	Make Payment	-	View	

A "Close" button is located at the bottom right of the modal.

Click "Make Payment" to proceed to pay additional payment & resubmit the application.

Make Additional Payment

Registration Number: RTI/110/2023 Application Number: 5875621/2023/Fin KSITM Dispatch Number: DIS/3016/2023

Pay an additional amount of Rs 5 for documents

Enter Additional Payment Amount as per the RTI reply *

[Proceed to Pay](#) [Close](#)

Showing 1 to 2 of 2 entries

- **RTI Search**

Search RTI applications through this module.

RTI Portal GreeshmaRaj

Government of Kerala
RTI PORTAL

English Logout NIC IT

Search [Home](#) / [RTI](#) / [Search](#)

Date Range:
01/01/2023 - 31/01/2025

Registration Number
rti/3735/2023

[Search](#)

CSV Excel PDF Print

Sl No.	Registration Number	Application No.	To department	Sent On	Status	Currently With
1	RTI/3735/2023	Secretariat - Co-Operation Department-7812630/2023/(A) Co-Op Reply Available	Secretariat - Co-Operation Department,	20-11-2023 23:15:54	Closed	Secretariat - Co-Operation Department- ASHA BABUASO (A3) CO-OP