



Delhi Technological University

(Formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road, Delhi – 110 042

Computer Centre

F.DTU/CC/2022-23/204/ 581

Date: 04.12.2025

OFFICE ORDER

Launch of Online RTI Module in Samarth

This is to inform all Central Public Information Officers (CPIOs) that the Online RTI Management Module has been launched in the Samarth Portal for facilitating end-to-end processing of RTI applications in online mode. Henceforth, receipt of RTI applications, submission of replies, and related actions may be carried out through the online system.

The detailed User Manual for CPIOs/end users is available on the DTU website at the following link:

(DTU website ⇒ ERP ⇒ Samarth ERP)

<https://dtu.ac.in/Web/ERP/samartherp/RTIManagementforCPIO.pdf>

The User Manual for the University Nodal PIO/RTI Officer is also available at:

(DTU website ⇒ ERP ⇒ Samarth ERP)

<https://dtu.ac.in/Web/ERP/samartherp/RTIManagementforRTIofficer.pdf>

Nodal All CPIOs must ensure that they have an active Samarth login ID to operate and manage RTI applications in the system.

For any login ID related issues or assistance you may contact Computer Centre (erpsupport@dtu.ac.in)

Further following approved SOP shall be followed for procuring of RTI application.

- i. RTI Cell will receive the RTI application online/offline as the case may be and enter in the RTI register with unique RTI ID.
- ii. Thereafter, RTI cell will scan the RTI application and upload the same on Samarth portal. The application will be forwarded to the concerned CPIO through the Samarth portal for providing information.
- iii. The concerned CPIO will prepare the reply in form of letter duly signed and addressed to the applicant. Thereafter, concerned CPIO will upload the reply on Samarth portal and send the same to RTI cell online through Samarth portal.
- iv. After receipt of the reply, RTI cell will take the print out of the application as well as reply of the concerned CPIO and as per the existing procedure, put up for the approval of the Competent Authority.
- v. After approval of the competent authority, the reply will be provided to the applicant as per the current practice.

This issues with the approval of the competent authority.

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Copy to:-

1. PA to Hon'ble VC for kind information please
2. Registrar, DTU
3. All CPIOs
4. Nodal, PIO

(Vikas)
System Manager