


Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat, Jammu/Srinagar

Subject: Roll-out of Online RTI Portal in the Union Territory of Jammu and Kashmir-regarding.

Circular No.: 01 -PW(R&B) of 2026
Dated: 12 -01-2026

WHEREAS, to enhance the efficiency of processing and responding to RTI applications, the General Administration Department has rolled out the Online RTI Portal, accessible on <https://rtionline.jk.gov.in>, from 10th December, 2024. This platform is designed to maintain a comprehensive database of all RTI applications received by the Central Public Information Officers (CPIOs) and the appeals received by the First Appellate Authorities (FAAs);

AND WHEREAS, the RTI Portal aims to provide citizens with the convenience of submitting RTI requests, checking their status, and receiving responses electronically, without the need to visit government offices in person;

AND WHEREAS, in compliance with the directions of the General Administration Department, the Online RTI Portal is operational in the Public Works (R&B) Department and the Subordinate Head of Departments for the implementation of statutory provisions of the RTI Act, 2005, and rules made thereto;

AND WHEREAS, the Central Public Information Officers were directed to upload RTI received through offline mode [through CRU/ Speed Post/ By Hand], on the Online RTI Portal through their respective logins, for having a comprehensive database of all RTI applications received by them and enabling the applicants to track such RTI applications with IPO Number or Postal Consignment Number;

AND WHEREAS, it has been observed that several Central Public Information Officers are not uploading such offline RTI applications on the Portal. This leads to inconvenience for applicants and inaccuracies in the RTI database, which is essential for filing RTI returns.

NOW, THEREFORE, all Central Public Information Officers (CPIOs) in this Department, including those in Subordinate Heads of Departments, are hereby directed to strictly comply with the requirement to upload offline RTI applications received by the concerned CPIOs on the RTI Online Portal, enabling the applicants to track their applications using the IPO Number or Postal Consignment Number and ensuring the RTI database on the portal remains accurate.



Further, the Nodal Officers nominated at the Public Authority level are also directed to regularly monitor compliance with these directions.


Manjeet Wartha
Under Secretary to the Government
Public Works (R&B) Department.


Dated: 12.01.2026

No. PWD-PLNG/121/2021-05 (41831)

Copy to the:

1. Commissioner/ Secretary to the Government, General Administration Department, for information. This is in reference to OM No. GAD-IT/7/2025 dated 16.12.2025.
2. Engineer-in-Chief (Secretary Technical), Public Works (R&B) Department.
3. All Chief Engineers of the PW (R&B) Department for information and compliance.
4. Managing Director, J&K Projects Construction Corporation.
5. OSD with the Hon'ble Deputy Chief Minister [Minister In-Charge Public Works (R&B) Department].
6. Additional Secretary to the Government [First Appellate Authority], Public Works (R&B) Department.
7. All Nodal Officer(s), RTI Portal, Public Works (R&B) Department.
8. All Central Public Information Officers, Public Works (R&B) Department, for compliance.
9. Private Secretary to the Financial Commissioner (Additional Chief Secretary), Public Works (R&B) Department.
10. In-Charge Website, Public Works (R&B) Department.
11. Circular File.