

**User's manual for Appellate Officer**

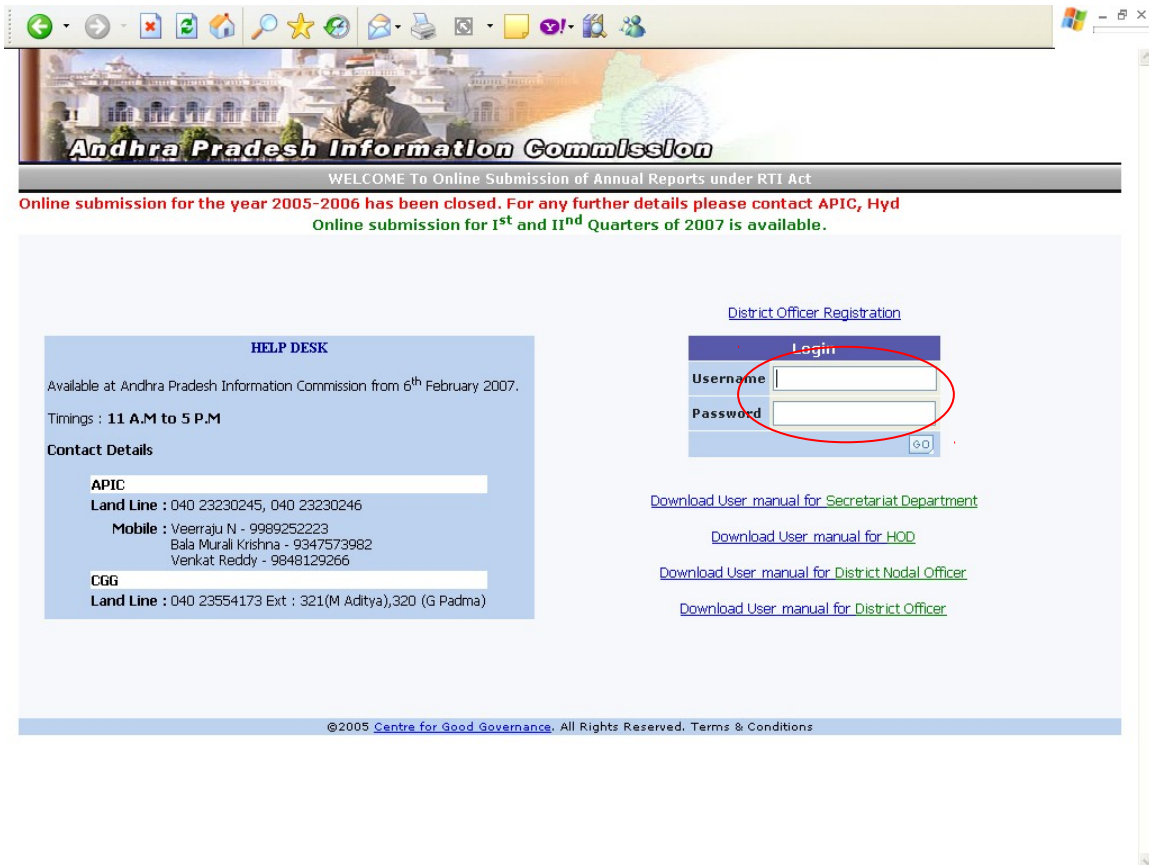
**Andhra Pradesh Information Commission (APIC)**

This manual explains the procedure for maintaining online Register II as prescribed in G.O.Rt.No:6488 of G.A.(Coordination, GPM & AR) Dept dated 20.11.2006 by the AAs(Appellate Authority). The software application for maintaining Register II by the Appellate Officers is made available through Andhra Pradesh Information Commission's Web site at <http://www.apic.gov.in> Follow the instructions below to access this software application.

Open the APIC Homepage by typing <http://www.apic.gov.in> in the address bar of your web browser (Internet Explorer) and press enter. Once the APIC Homepage is loaded, the following screen will be displayed.



Click on the “**Annual / Monthly Reports**”. The following screen will be displayed.

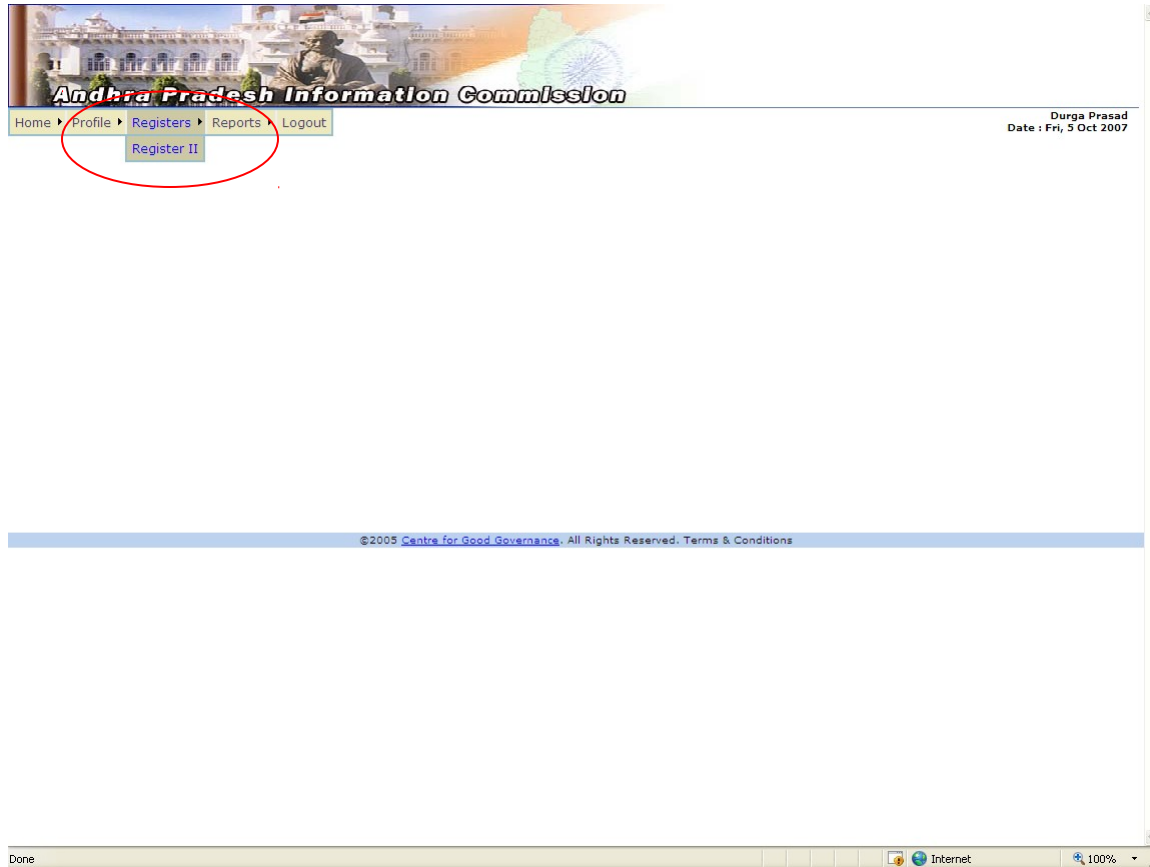


Enter user Id and password to login to enter the register.

Then the following page is displayed.

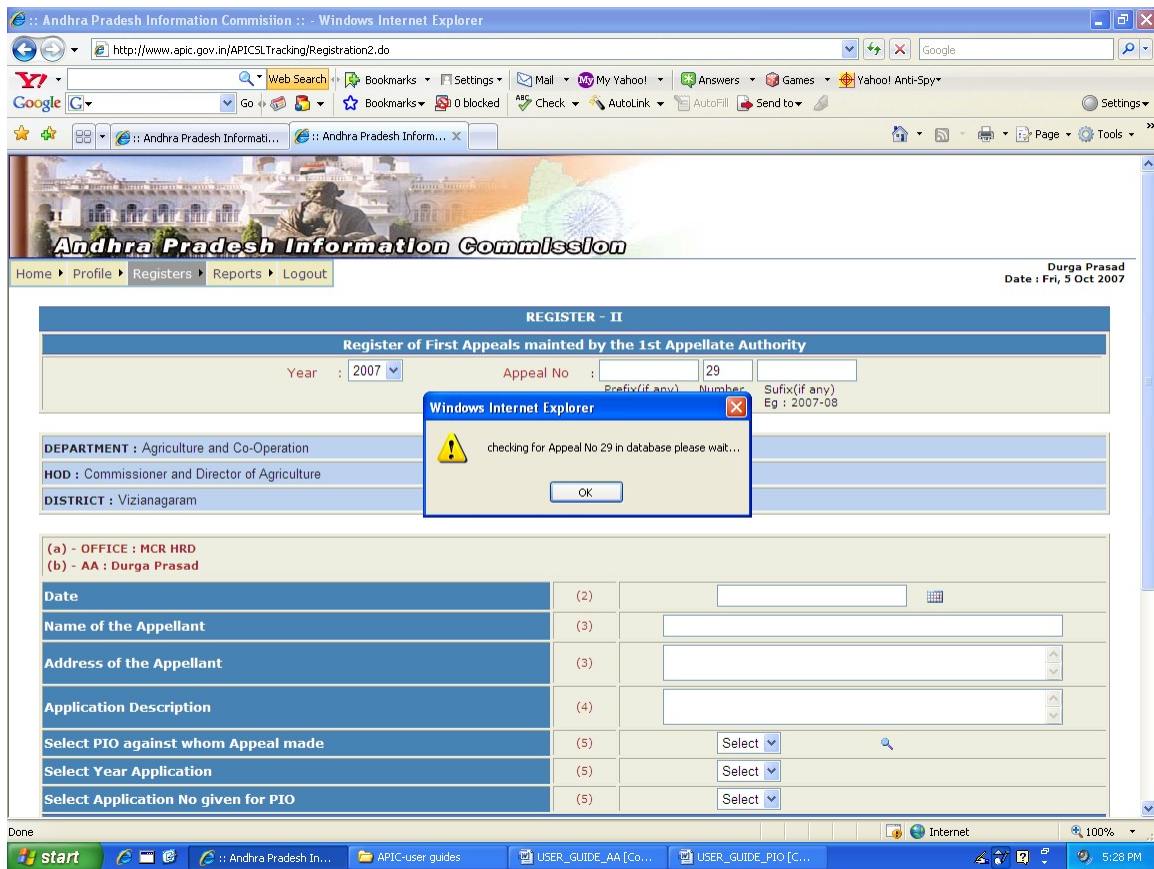
To enter/edit the details of an application, select the **Register II** from the menu **Registers**.

**1. Registers>Register II**




The following page is displayed where the AA has to enter the application details. Select the Year and enter the Application number. The system gives an alert

message “checking for application No. in the database please wait”. If the application number already exists, the details of that application are displayed and user can update the details if necessary, Otherwise the AA has to enter all the details.



**To Select PIO against whom Appeal is made:** Select the PIO name from the select box if PIO from whom the appeal is known. Select the application no. given by the PIO. If the application number as entered by the PIO is not known then click on search button available adjacent to the PIO, all the applications entered by the PIO in his register-I will be displayed. Identify the application and then select the application number. Further continue entering remaining details.



**Andhra Pradesh Information Commission**

Home ▶ Profile ▶ Registers ▶ Reports ▶ Logout
Durga Prasad  
Date : Fri, 5 Oct 2007

**REGISTER - II**

**Register of First Appeals maintained by the 1st Appellate Authority**

Year :  Appeal No : AA/

Prefix(if any) Number Suffix(if any)  
Eg : AP/CIC Eg : 2007-08

**DEPARTMENT** : Agriculture and Co-Operation

**HOD** : Commissioner and Director of Agriculture

**DISTRICT** : Vizianagaram

(a) - OFFICE : MCR HRD  
(b) - AA : Durga Prasad

Date	(2)	<input type="text" value="27/09/2007"/>
Name of the Appellant	(3)	<input type="text" value="Kranthi"/>
Address of the Appellant	(3)	<input type="text" value="25-9, Ramnagar, Hyderabad"/>
Application Description	(4)	<input type="text" value="Promotion list"/>
Select PIO against whom Appeal made	(5)	<input type="text" value="KiranKumar"/> <input type="button" value="Search"/>
Select Year Application	(5)	<input type="text" value="2007"/>
Select Application No given for PIO	(5)	<input type="text" value="18"/>



**Decision by 1st Appeal Authority**

Date of Decision by 1st Appellant Authority	(6)	<input type="text"/>
Decision Description	(4)	<input type="text"/>
Decision by 1st Appellant Authority	(6)	<input checked="" type="radio"/> Allow <input type="radio"/> Rejected u/s
Whether 2nd Appeal made u/s 19(3)	(7)	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Any Other Information :**

Done
Internet 100%

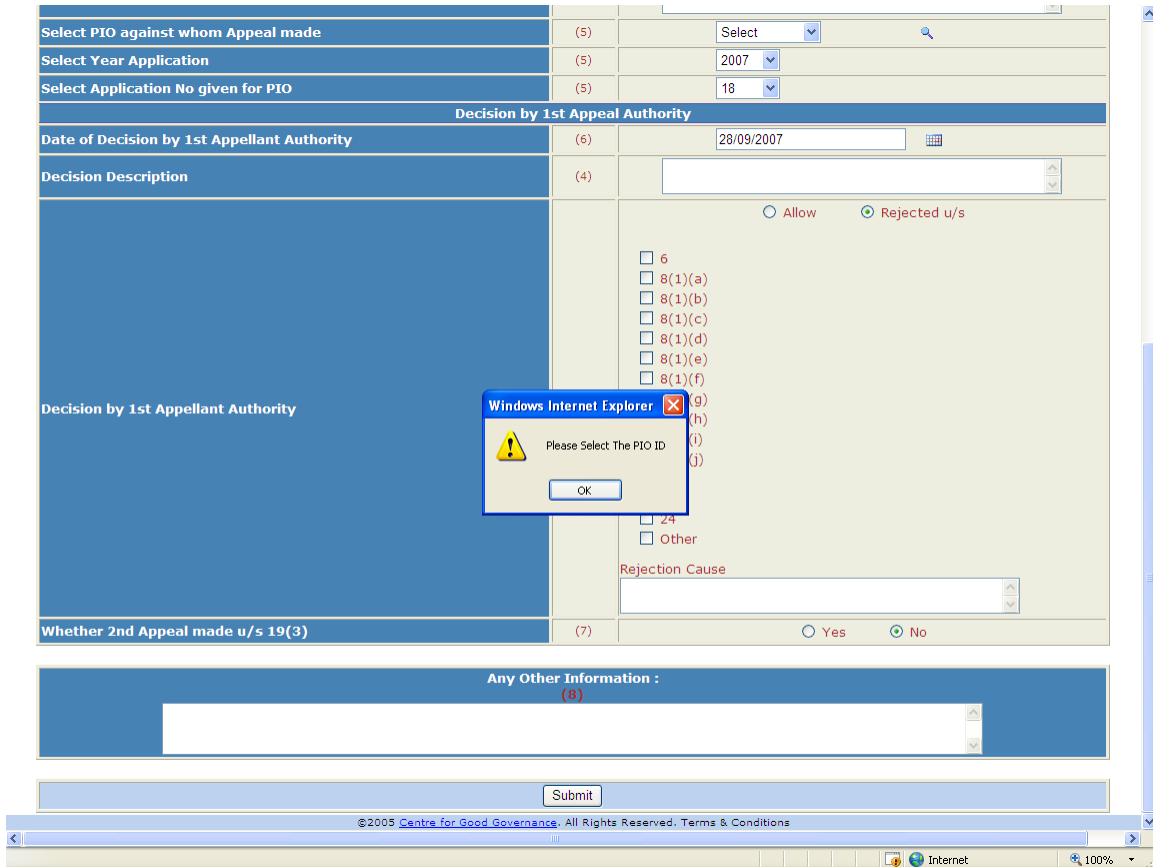
http://www.apic.gov.in/APICSLTracking/Registration2.do

Enter The Application No	<input type="text"/>
Enter The Application Date of Recived Search From	<input type="text"/> 
Enter The Application Date of Recived Search To	<input type="text"/> 
Enter The Applicant Name	<input type="text"/>
Enter The Applicant Adress	<input type="text"/>
Enter The PIO Name	<input type="text"/>

Application No	Application Date Recived	PIO Name	Applicant Name	Applicant Adress	Applicant Description
10/2007	04/09/2007	AAAAA MMM	A	AAAAAAAAAAAAAAAAAAAA	AAAAAAAAAAAAAAAAAAAA
15/2007	10/09/2007	AAAAA MMM	Himabindu	2-56-87, Ameerpet, Hyderabad-005	Service records
18/2007	13/09/2007	Kiran Kumar	Kranti	24-9, Ramnagar, Hyd-500118	Promotion details

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If the application No. as entered by the PIO in the register-I is not entered, the message "Please select the PIO ID" is displayed.



The screenshot shows a web application interface with the following fields and options:

- Select PIO against whom Appeal made:** (5) Select
- Select Year Application:** (5) 2007
- Select Application No given for PIO:** (5) 18
- Decision by 1st Appeal Authority**
  - Date of Decision by 1st Appellant Authority:** (6) 28/09/2007
  - Decision Description:** (4) [Empty text area]
  - Decision by 1st Appellant Authority:**
    - Allow
    - Rejected u/s
    - 6
    - 8(1)(a)
    - 8(1)(b)
    - 8(1)(c)
    - 8(1)(d)
    - 8(1)(e)
    - 8(1)(f)
    - 8(1)(g)
    - 8(1)(h)
    - 8(1)(i)
    - 8(1)(j)
    - 24
    - Other
    - Rejection Cause:** [Empty text area]
- Whether 2nd Appeal made u/s 19(3):** (7)  Yes  No
- Any Other Information :** (8) [Empty text area]
- Submit** button

An error message dialog box is displayed over the form:

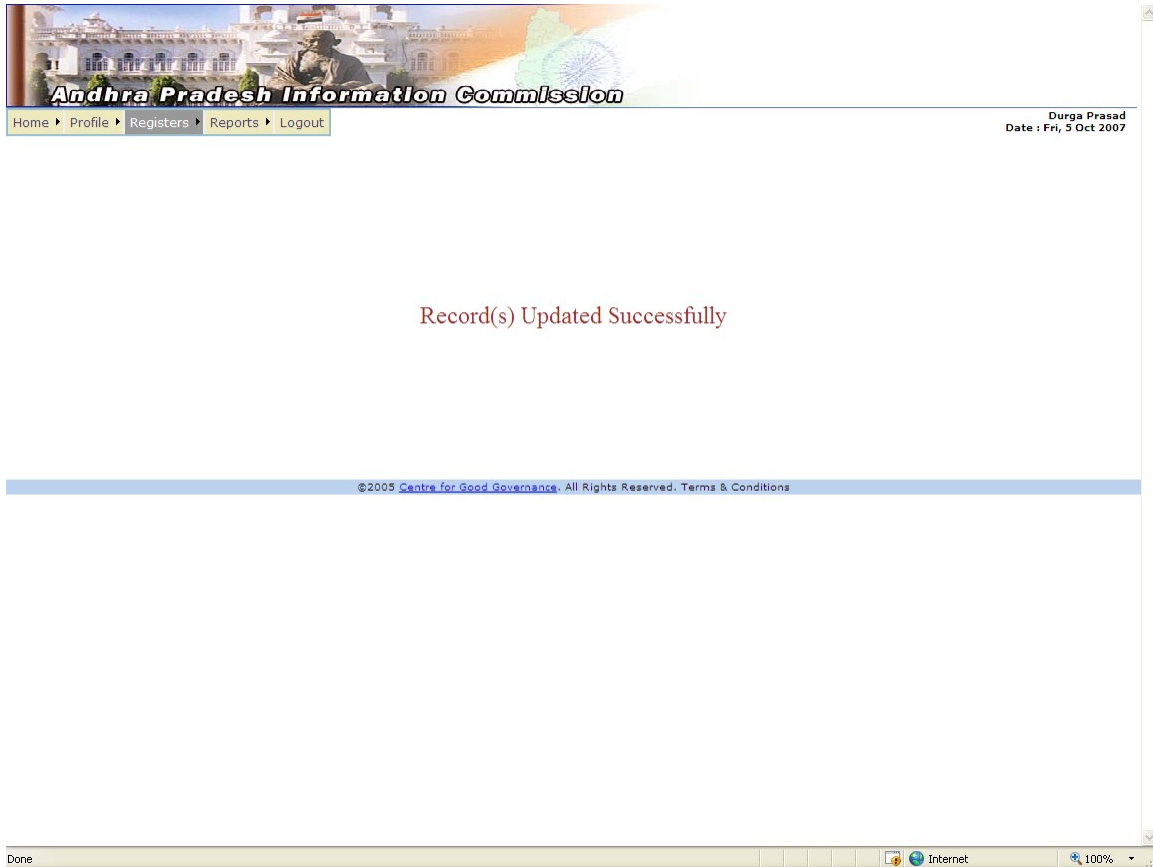
**Windows Internet Explorer**  
 Please Select The PIO ID  
 OK

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If the Appeal is rejected, check the box under which section the appeal is rejected and the cause for rejection.

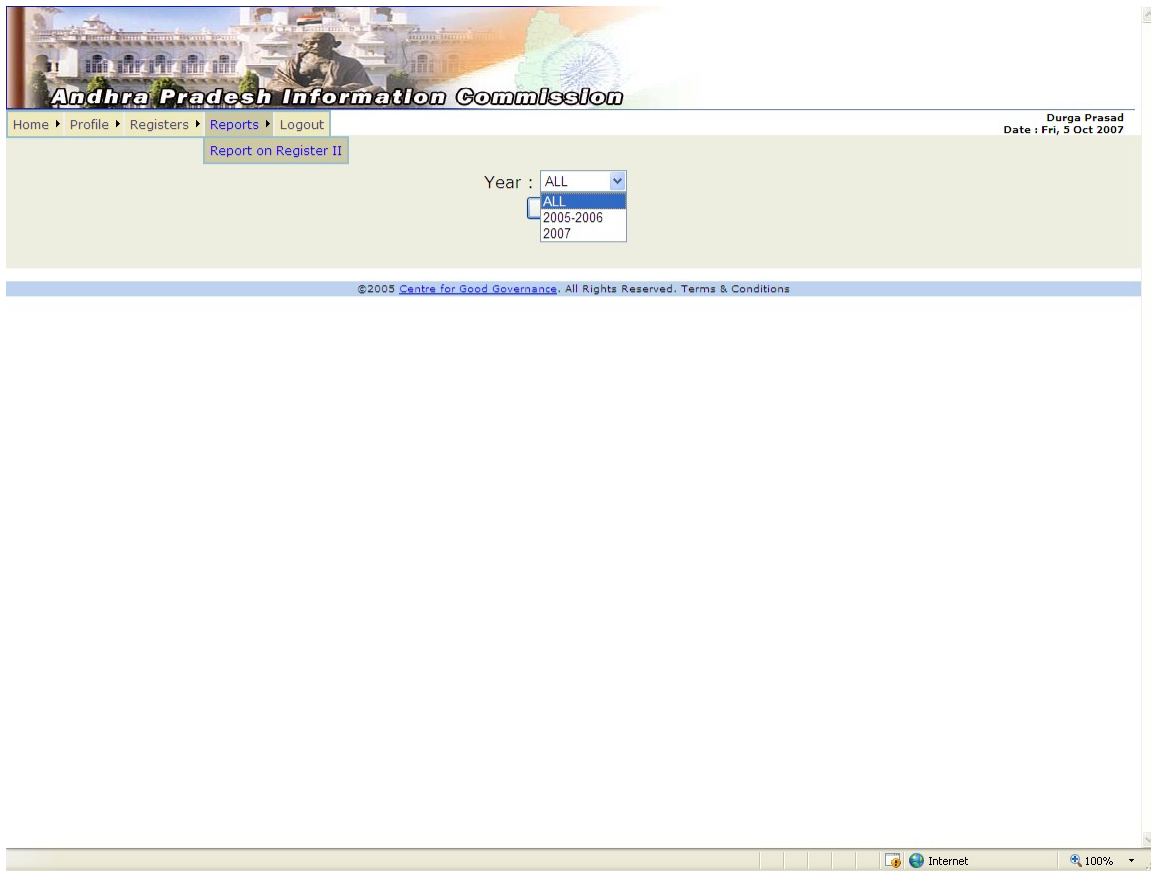
Select PIO against whom Appeal made	(5)	Select
Select Year Application	(5)	2007
Select Application No given for PIO	(5)	18
<b>Decision by 1st Appeal Authority</b>		
Date of Decision by 1st Appellant Authority	(6)	28/09/2007
Decision Description	(4)	
Decision by 1st Appellant Authority	(6)	<input type="radio"/> Allow <input checked="" type="radio"/> Rejected u/s <input type="checkbox"/> 6 <input type="checkbox"/> 8(1)(a) <input type="checkbox"/> 8(1)(b) <input type="checkbox"/> 8(1)(c) <input type="checkbox"/> 8(1)(d) <input type="checkbox"/> 8(1)(e) <input type="checkbox"/> 8(1)(f) <input type="checkbox"/> 8(1)(g) <input type="checkbox"/> 8(1)(h) <input type="checkbox"/> 8(1)(i) <input type="checkbox"/> 8(1)(j) <input type="checkbox"/> 9 <input type="checkbox"/> 11 <input type="checkbox"/> 24 <input type="checkbox"/> Other  Rejection Cause Records not available
		<input type="radio"/> Yes <input checked="" type="radio"/> No
Whether 2nd Appeal made u/s 19(3)	(7)	
<b>Any Other Information :</b>		
(8)		
<input type="button" value="Submit"/>		
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Once all the details are entered click on the **Submit** button. The following page is displayed "Records updated Successfully".

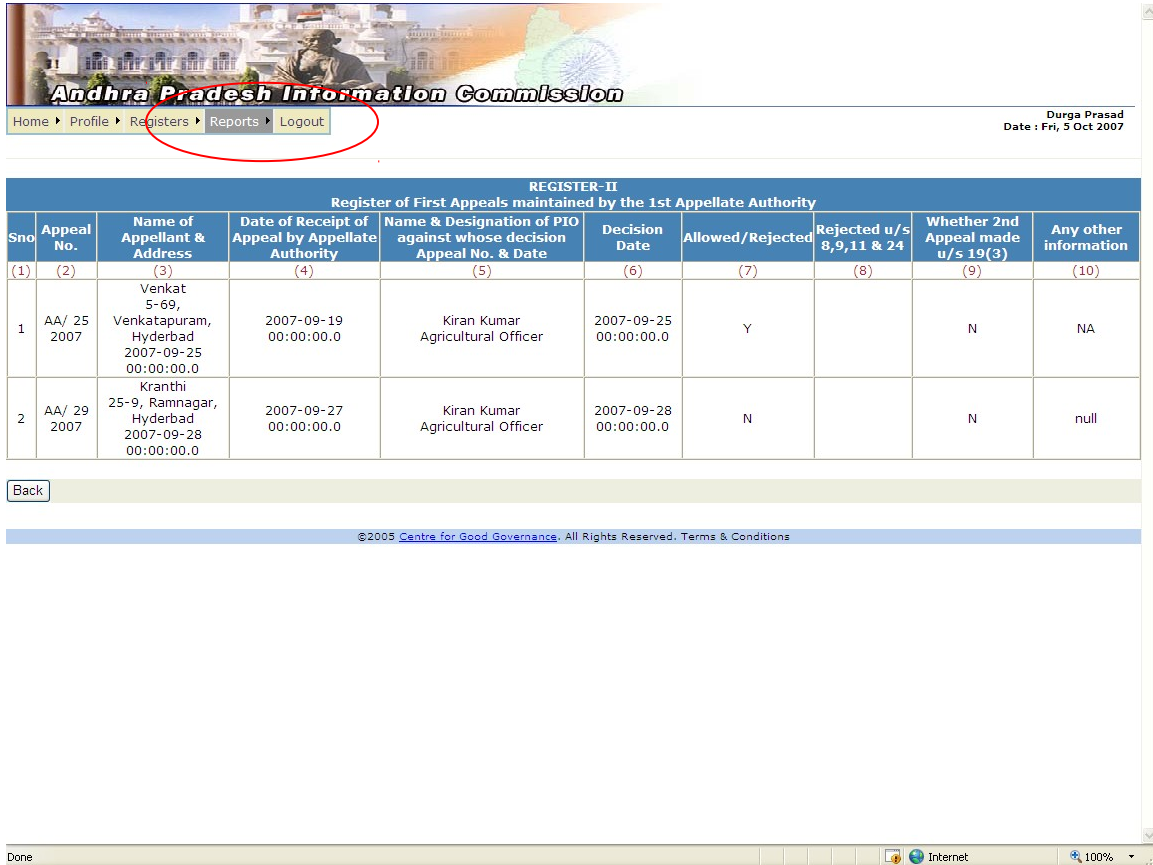


## 2. Reports>Report for Register II

Select the **Report for Register II** from the **Reports** menu. The following page is played. Select Year and click on the **Get Report** button.



The following page is displayed which shows all the details entered by the AA in Register II.



Home ▶ Profile ▶ **Registers** ▶ Reports ▶ Logout

Durga Prasad  
Date : Fri, 5 Oct 2007

REGISTER-II Register of First Appeals maintained by the 1st Appellate Authority									
Sno	Appeal No.	Name of Appellant & Address	Date of Receipt of Appeal by Appellate Authority	Name & Designation of PIO against whose decision Appeal No. & Date	Decision Date	Allowed/Rejected	Rejected u/s 8,9,11 & 24	Whether 2nd Appeal made u/s 19(3)	Any other information
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
1	AA/ 25 2007	Venkat 5-69, Venkatapuram, Hyderabad 2007-09-25 00:00:00.0	2007-09-19 00:00:00.0	Kiran Kumar Agricultural Officer	2007-09-25 00:00:00.0	Y		N	NA
2	AA/ 29 2007	Kranthi 25-9, Ramnagar, Hyderabad 2007-09-28 00:00:00.0	2007-09-27 00:00:00.0	Kiran Kumar Agricultural Officer	2007-09-28 00:00:00.0	N		N	null

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**3. Profile>Edit Profile**

**Edit Profile** in the **Profile** Menu allows making corrections to the office and personal details.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Registers ▶ Reports ▶ Logout

**Edit Profile**

Change Password

Durga Prasad  
Date : Fri, 5 Oct 2007

**DETAILS FORM**

**Name:**

First Name: First NAME  
Middle Name:   
Last Name: Last NAME

**Address:**

House No.: HOUSE\_NO  
Street: STREET  
Colony: COLONY  
Area: AREA  
City: CITY  
Pin Code: 0

Select State:   
Select District: SELECT  
Select Mandal: SELECT  
Select Village: SELECT  
Select Designation: SELECT  
Select Department: SELECT  
Select HOD: SELECT

Mobile No.:   
LandLine No.:   
Fax No.:   
Email ID: E\_MAIL

Submit

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### 3.1 Profile > Change Password

You can change the password by selecting the **Change password** from the Profile menu.

