

User's manual for District Nodal Officer

Andhra Pradesh Information Commission (APIC)

This manual explains how to **Authorise the online requests received from District Officers**. The application for Online submission of Annual reports by the District officers. Registration of District Officers is available through Andhra Pradesh Information Commission website at <http://www.apic.gov.in>.

Note: The process of online registration of the District Officer can be referred from the "District Officer" User guide. After registration, the District Officers submit the signed form (Hard Copy) downloaded from the web site to the District Nodal Officer for authentication. Then the process of authentication by the District Nodal officers is as follows.

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



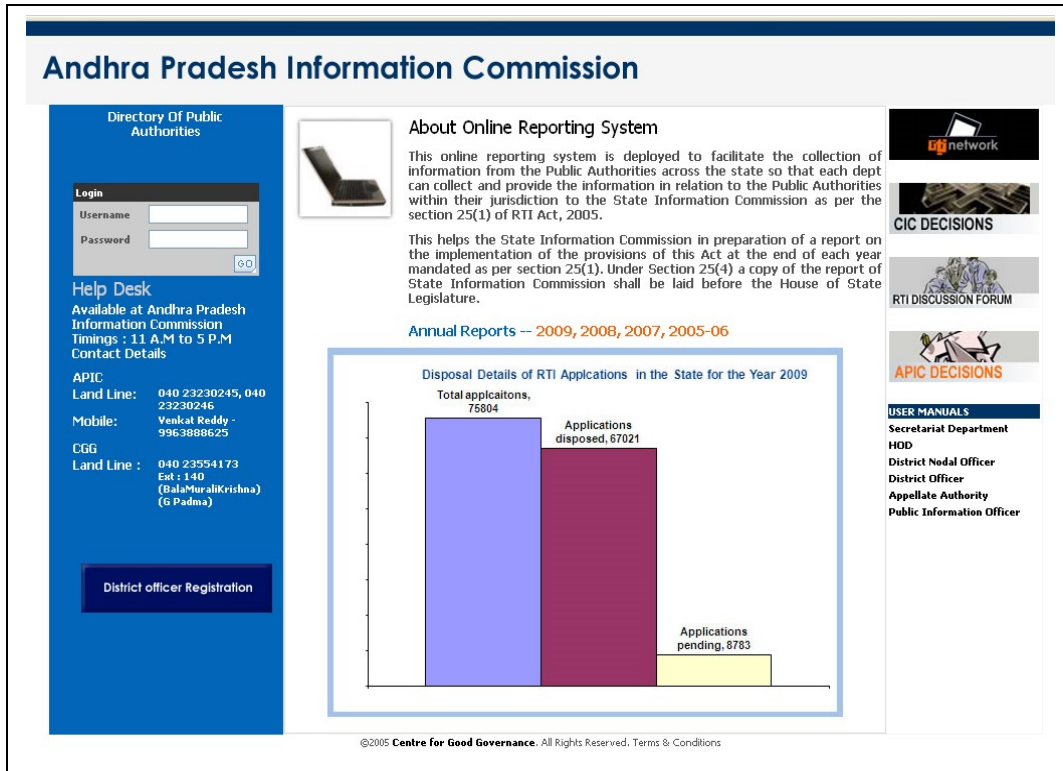
The screenshot shows the homepage of the Andhra Pradesh Information Commission (APIC). The header features the APIC logo and the text "Andhra Pradesh Information Commission". Below the header is a navigation menu with links: Home, Who We Are?, What We Do?, Procedure for Request, Work Distribution, Highlights-Act, Your Right to Know, FAQs, IC Activities, and Contact Us. A notice states: "A.P Information Commission remains closed for Sankranti Vacation from Monday the".

The main content area is divided into two columns. The left column features a quote by Mahatma Gandhi: "The real Swaraj will come not by the acquisition of authority by a few, but by the acquisition of capacity by all to resist authority when abused." - MAHATMA GANDHI. Below this is a "Welcome" section with text about the Right to Information Act 2005 and the State Information Commission. It also mentions that Sri Jannat Husain, IAS (Retd.) has taken charge as State Chief Information Commissioner on 19-07-2010. There is a "Get Status by SMS" button and a "Check Status" form with fields for "Reg. No." (set to 2011) and "Name".

The right column contains a "Click Here to Submit Annual Quarterly Reports" button, followed by "Download Proforma for Annual Report" and "Upload Information U/S 5(1)&(2) and 4(1) &(b)". There is a search box with a "Go" button and radio buttons for "Search apic.gov.in" (selected) and "Search the Web". Below this is a vertical list of buttons: "Dir. Of Public Authorities", "Profile of CIC/ICs", "PIO/APIOs U/s 5(1)(2)", "Information U/s 4(1)(b)", "Downloads", "Photo Gallery", "Decisions of APIC", "Decisions of CIC", and "Other RTI Links".

At the bottom, there is a "Success Stories" section with a headline "Ms.Anuradha gets land records" and a brief description. The browser's address bar shows "Find: medak-dno" and navigation buttons for "Next", "Previous", "Highlight all", and "Match case".

Click on the “**Annual Quarterly Reports**”. The following screen will be opened.



Andhra Pradesh Information Commission

Directory Of Public Authorities

Login

Username

Password

Help Desk

Available at Andhra Pradesh Information Commission
Timings : 11 A.M to 5 P.M
Contact Details

APIC
Land Line: 040 23230245, 040 23230246
Mobile: Venkat Reddy - 9963888625
CGG
Land Line : 040 23554173
Ext : 140
(BalaMuraliKrishna)
(G Padma)

District officer Registration

About Online Reporting System

This online reporting system is deployed to facilitate the collection of information from the Public Authorities across the state so that each dept can collect and provide the information in relation to the Public Authorities within their jurisdiction to the State Information Commission as per the section 25(1) of RTI Act, 2005.

This helps the State Information Commission in preparation of a report on the implementation of the provisions of this Act at the end of each year mandated as per section 25(1). Under Section 25(4) a copy of the report of State Information Commission shall be laid before the House of State Legislature.

Annual Reports -- 2009, 2008, 2007, 2005-06

Disposal Details of RTI Applications in the State for the Year 2009

Category	Count
Total applications	75804
Applications disposed	67021
Applications pending	8783

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LOGIN

The Nodal officer logs in by typing his **LOGIN ID** and **PASSWORD** using the user id and password received during the training programme. After login the following page is displayed.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Data Entry ▶ **Authentication** ▶ Reports ▶ Logout

Date : Mon, 21 Mar 2011

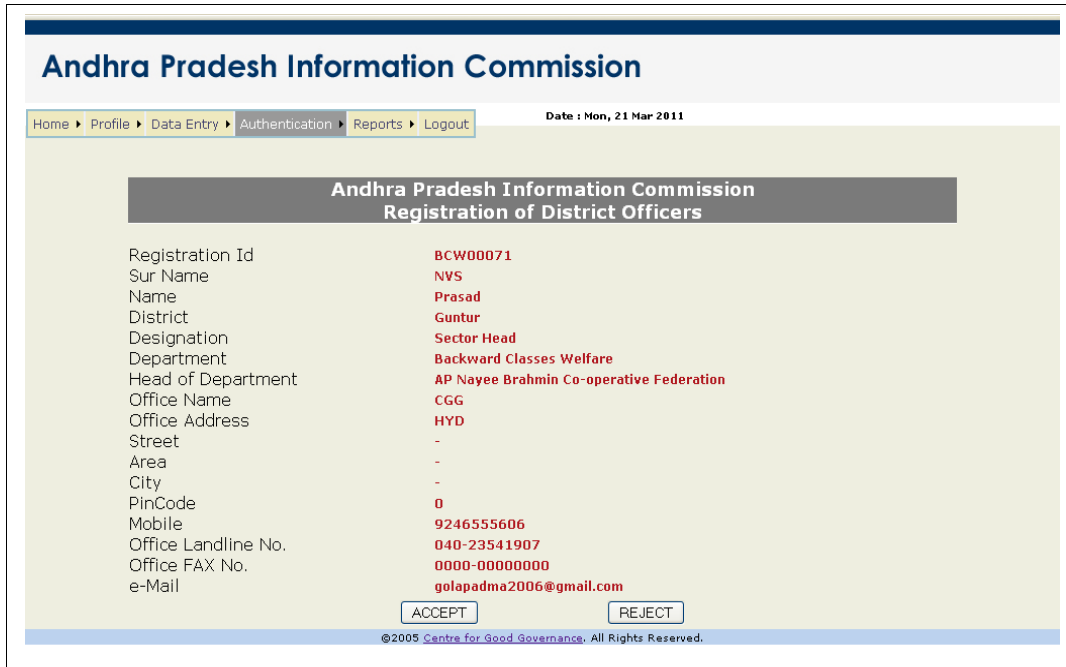
Authenticating DO

Enter Registration No

From the **Authentication** menu the Nodal officer selects **Authenticating DO (District Officer)**.

The Nodal officer enters the Registration ID of the District officer as per the hard copy received from the District Officer and clicks SUBMIT.

The following page will be displayed showing the details of the District Officer.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Data Entry ▶ Authentication ▶ Reports ▶ Logout Date : Mon, 21 Mar 2011

Andhra Pradesh Information Commission
Registration of District Officers

Registration Id	BCW00071
Sur Name	NVS
Name	Prasad
District	Guntur
Designation	Sector Head
Department	Backward Classes Welfare
Head of Department	AP Nayee Brahmin Co-operative Federation
Office Name	CGG
Office Address	HYD
Street	-
Area	-
City	-
PinCode	0
Mobile	9246555606
Office Landline No.	040-23541907
Office FAX No.	0000-00000000
e-Mail	golapadma2006@gmail.com

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Check all the details with the hard copy and if the details furnished are correct, Click the **ACCEPT** button other wise click **REJECT** button. A message is displayed **Please Confirm Acceptancy/Rejection**. Confirm the acceptance or rejection of the District Officer.

When confirmed, the following message “**XXX000X is Approved/Rejected. SMS is sent. And e-Mail is sent**” will be displayed and an SMS and email will be sent to the Requesting District officer to the mail id and mobile phone as mentioned in the application form.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Data Entry ▶ Authentication ▶ Reports ▶ Logout Date : Mon, 21 Mar 2011

**BCW00071 is Approved.
SMS is sent.
and e-Mail is sent**

REPORTS > Authorized Request

Select the Authorized Request item from the Reports menu. The following page will be displayed.



Andhra Pradesh Information Commission

Home | Profile | Data Entry | Authentication | **Reports** | Logout

Date : Mon, 21 Mar 2011

- Authorized Request
- Rejected Requests
- DO Wise Report
- Annual Report

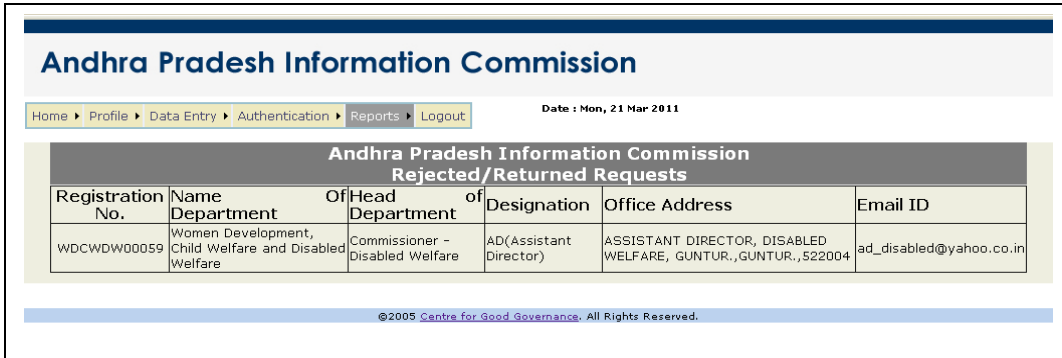
Welcome

You can view all the requests of the District Officer for whom authorization was accepted by you as shown in the page below.

Andhra Pradesh Information Commission AUTHORIZED REQUESTS				
Registration No.	Name Of Department	Head of Department	Designation	Office Address
AGR00006	Agriculture and Co-Operation	AP State Co-Operative Joint Farming and LCSF Ltd.	Secretary	CGG,null,533001
BCW00009	Backward Classes Welfare	AP Nayee Brahmin Co-operative Federation	Project Leader	cgg,null,null
AH00003	Animal Husbandry and Fisheries	AP Meat Development Corporation	Project Leader	sdgsdf,dfg,500023
FCS00002	Food and Civil Supplies	AP State Civil Supplies Corporation Ltd.	Project Leader	dbhdsf,dfg,353453
AGR00012	Agriculture and Co-Operation	Co-Operative Tribunal	Project Leader	agRICULTURE,Hyderabad,500033
AGR00005	Agriculture and Co-Operation	AP State Warehousing Corporation Ltd.	Project Leader	CGG,null,533001
GAD00001	General Administration	A.P.Information Commission	Project Leader	retgre,ewr,563425
FPMU00001	Finance (PMU)	Finance (PMU)	Project Leader	CGG,null,500505
BCW00003	Backward Classes Welfare	AP State Circle for Backward Classes	Project Leader	CGG,null,500033
AGR00007	Agriculture and Co-Operation	AP State Co-Operative Joint Farming and LCSF Ltd.	Project Leader	1,1,null
AGR00020	Agriculture and Co-Operation	Hyderabad Agricultural Co-Operative Assn. (HACA)	DFGFD	adfh,null,null
AGR00016	Agriculture and Co-Operation	Commissioner and Director of Agriculture	DFGFD	null,null,null
AGR00010	Agriculture and Co-Operation	Commissioner Sericulture	DFGFD	tyjy,tyu,657856
AGR00009	Agriculture and Co-Operation	Commissioner Sericulture	DFGFD	gh,fg,547457
EFST00001	Environment, Forests, Science and Technology	Director - National Green Crops	Project Manager	11,null,null
HE00004	Higher Education	Kakatiya University, Warangal	Team leader	fgkr,dfjdi,500231
AH00004	Animal Husbandry and Fisheries	Commissioner - Fisheries	Team leader	rftfsd,fdg,346436
EFST00003	Environment, Forests, Science and Technology	Nehru Zoological Park	Team leader	gsdfg,null,null
LLA00001	Law and Legislative Affairs	Law Department	TEAM LEADER	dfdkjf,cvmm,500031
HOME00001	Home	Director - Forensic Lab	TEAM LEADER	asdfs,dfg,234564
EFST00002	Environment, Forests, Science and Technology	Chief Conservator of Forests	TEAM LEADER	Agriculture,Hyderabad,500033
AH00005	Animal Husbandry and Fisheries	AP Meat Development Corporation	TEAM LEADER	reyre,rey,547654
AGR00008	Agriculture and Co-Operation	Co-Operative Tribunal	TEAM LEADER	CGG,hyd,500033
HOME00005	Home	Grey Hounds	Section Officer	O/o: Dy. Commissioner,Nizamabad,500301
HE00003	Higher Education	Potti Sree Ramulu Telugu university	Section Officer	PSRT,null,500048
GAD00002	General Administration	Directorate of Protocol	Dy.Director	O/o: Addl. Directorate Protocol,Nizamabad,501212
ERGY00004	Energy	Director of Boilers	Dy.Director	gdfl,lgkh,510200
BCW00008	Backward Classes Welfare	Backward Classes Co-Operative Societies Federation	Dy.Director	aaaa,null,null
FCS00004	Food and Civil Supplies	AP State Civil Supplies Corporation Ltd.	Dy.Director	O/o: Commissioner,Nalgonda,502033
FCS00006	Food and Civil Supplies	Commissioner - Civil Supplies	Dy.Director	null,Chittoor,517001
ERGY00002	Energy	Managing Director - Singareni Collieries	Executive Engineer	dddd,null,null
BCW00010	Backward Classes Welfare	Backward Classes Co-Operative Societies Federation	Executive Engineer	mjjm,null,null
AGR00013	Agriculture and Co-Operation	AP State Cooperative Rural Irrigation Corporation Ltd.	Executive Engineer	CGG,null,null

REPORTS > Rejected Request

Similarly select the Rejected Request from the Reports menu.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Data Entry ▶ Authentication ▶ Reports ▶ Logout Date : Mon, 21 Mar 2011

**Andhra Pradesh Information Commission
Rejected/Returned Requests**

Registration No.	Name Department	Of Head Department	of Designation	Office Address	Email ID
WDCWDW00059	Women Development, Child Welfare and Disabled Welfare	Commissioner - Disabled Welfare	AD(Assistant Director)	ASSISTANT DIRECTOR, DISABLED WELFARE, GUNTUR.,GUNTUR.,522004	ad_disabled@yahoo.co.in

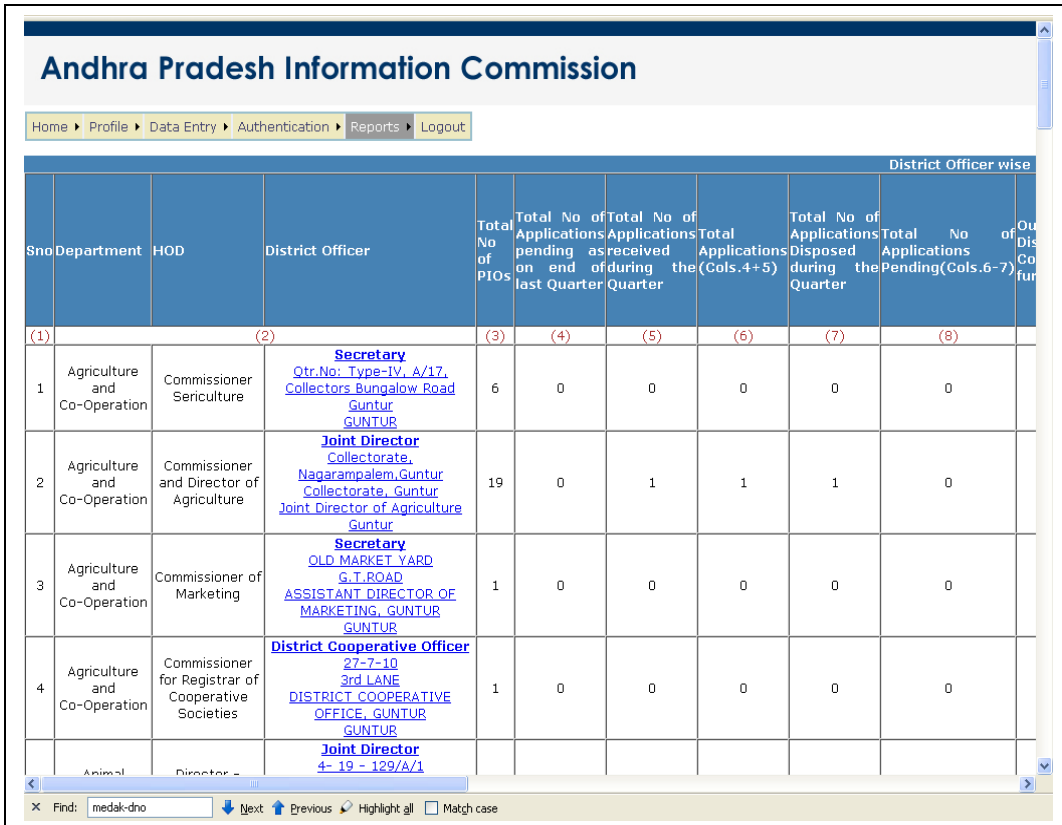
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You can view the list of requests of the District Officers for whom the authorization is rejected may be because for incorrect data, etc. as shown above.

REPORTS > Report for DNO

Select the Report for DNO from the Reports menu.

A report on the details of the annual data entered by each District Officer, District-wise will be displayed as shown below.



Andhra Pradesh Information Commission

Home ▶ Profile ▶ Data Entry ▶ Authentication ▶ Reports ▶ Logout

District Officer wise

Sno	Department	HOD	District Officer	Total No of PIOs	Total No of Applications pending as on end of last Quarter	Total No of Applications received during the Quarter	Total Applications (Cols.4+5)	Total No of Applications Disposed during the Quarter	Total No of Applications Pending (Cols.6-7)	Out of Dis Co fur
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Agriculture and Co-Operation	Commissioner Sericulture	Secretary Qtr.No- Type-IV, A/17, Collectors Bungalow Road Guntur GUNTUR	6	0	0	0	0	0	
2	Agriculture and Co-Operation	Commissioner and Director of Agriculture	Joint Director Collectorate, Nagarampalem, Guntur Collectorate, Guntur Joint Director of Agriculture Guntur	19	0	1	1	1	0	
3	Agriculture and Co-Operation	Commissioner of Marketing	Secretary OLD MARKET YARD G.T.ROAD ASSISTANT DIRECTOR OF MARKETING, GUNTUR GUNTUR	1	0	0	0	0	0	
4	Agriculture and Co-Operation	Commissioner for Registrar of Cooperative Societies	District Cooperative Officer 27-7-10 3rd LANE DISTRICT COOPERATIVE OFFICE, GUNTUR GUNTUR	1	0	0	0	0	0	
	Animal	Director	Joint Director 4- 19 - 129/A/1							

Find: medak-dno Next Previous Highlight all Match case

Date : Mon, 21 Mar 2011

Report for Guntur District

Sl. No.	Out of cases Disposed shown in Information Col(7), Deemed Refusals u/s 7(2)/18(1)	Out of cases disposed shown in Col(7), Cases Rejected/Returned under sections														Amount of Total Applications Fee and Charges collected for furnishing information	
		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)	9	11	24		other
(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Find: medak-dno Next Previous Highlight all Match case

REPORTS > Annual Report

Select the Annual Report from the Reports menu.
A consolidated report of the details of the annual data entered by each District Officer, Department-wise will be displayed as shown below.

Andhra Pradesh Information Commission

Home > Profile > Data Entry > Authentication > Reports > Logout Date : Mon, 21 Mar 2011

[Print View](#)

HOD wise Report for all Departments for District Nodal Officer (Kurnool)

Department : Agriculture and Co-Operation

Sno	HOD	Total No. of P.I.O.s	Total No of Applications pending on end of last Year	Total No of Applications received during the Year	Total Applications	Total No of Applications Disposed during the Year	Total No of Applications Pending	Out of cases Disposed, Information furnished	Out of cases Disposed, Deemed Refusals u/s 7(2)/18(1)	Out of cases disposed, Cases Rejected/Returned						
										6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)
1	Commissioner and Director of Agriculture	17	0	5	5	5	0	5	0	0	0	0	0	0	0	0

Department : Finance (Works and Projects)

Sno	HOD	Total No. of P.I.O.s	Total No of Applications pending on end of last Year	Total No of Applications received during the Year	Total Applications	Total No of Applications Disposed during the Year	Total No of Applications Pending	Out of cases Disposed, Information furnished	Out of cases Disposed, Deemed Refusals u/s 7(2)/18(1)	Out of cases disposed, Cases Rejected/Returned						
										6	8(1)(a)	8(1)(b)	8(1)(c)	8(1)(d)	8(1)(e)	8(1)(f)
1	Director - Works and Accounts	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Department : Food and Civil Supplies

Information Commission

Logout Date : Mon, 21 Mar 2011

HOD wise Report for all Departments for District Nodal Officer (Kurnool)

Applications	Total No of Applications Disposed during the Year	Total No of Applications Pending	Out of cases Disposed, Information furnished	Out of cases Disposed, Deemed Refusals u/s 7(2)/18(1)	Out of cases disposed, Cases Rejected/Returned under sections														Amount of Total Applications Fee and Charges collected for furnishing information					
					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)	9	11	24		other				
	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0