

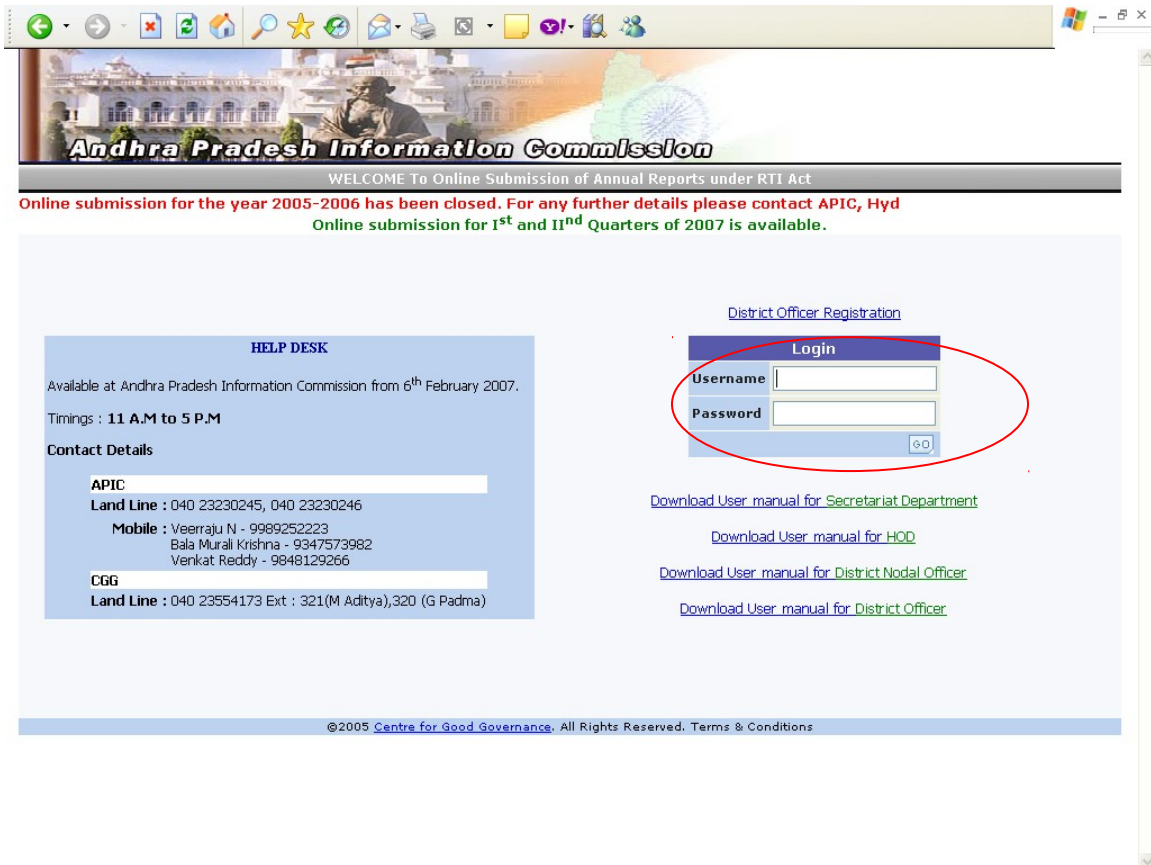
## **User's manual for Public Information Officer** **Andhra Pradesh Information Commission (APIC)**

This manual explains the procedure for maintaining online Register I as prescribed in G.O.Rt.No:6488 of G.A.(Coordination, GPM & AR) Dept dated 20.11.2006 by the PIOs(Public Information Officers). The software application for maintaining Register I by the PIOs 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.



The screenshot shows a web browser window displaying the homepage of the Andhra Pradesh Information Commission. The browser's address bar is empty, and the taskbar shows various icons. The website header features a banner with the text "Andhra Pradesh Information Commission" and "WELCOME To Online Submission of Annual Reports under RTI Act". Below the banner, a red message states: "Online submission for the year 2005-2006 has been closed. For any further details please contact APIC, Hyd" and a green message states: "Online submission for 1<sup>st</sup> and II<sup>nd</sup> Quarters of 2007 is available."

The main content area is divided into two columns. The left column is titled "HELP DESK" and contains the following information:

- Available at Andhra Pradesh Information Commission from 6<sup>th</sup> February 2007.
- Timings : 11 A.M to 5 P.M
- Contact Details:
  - APIC**  
Land Line : 040 23230245, 040 23230246  
Mobile : Veerajulu N - 9989252223  
Bala Murali Krishna - 9347573982  
Venkat Reddy - 9848129266
  - CGG**  
Land Line : 040 23554173 Ext : 321(M Aditya),320 (G Padma)

The right column is titled "District Officer Registration" and contains a "Login" form. The form has two input fields: "Username" and "Password", both of which are circled in red. Below the form are four links for downloading user manuals:

- [Download User manual for Secretariat Department](#)
- [Download User manual for HOD](#)
- [Download User manual for District Nodal Officer](#)
- [Download User manual for District Officer](#)

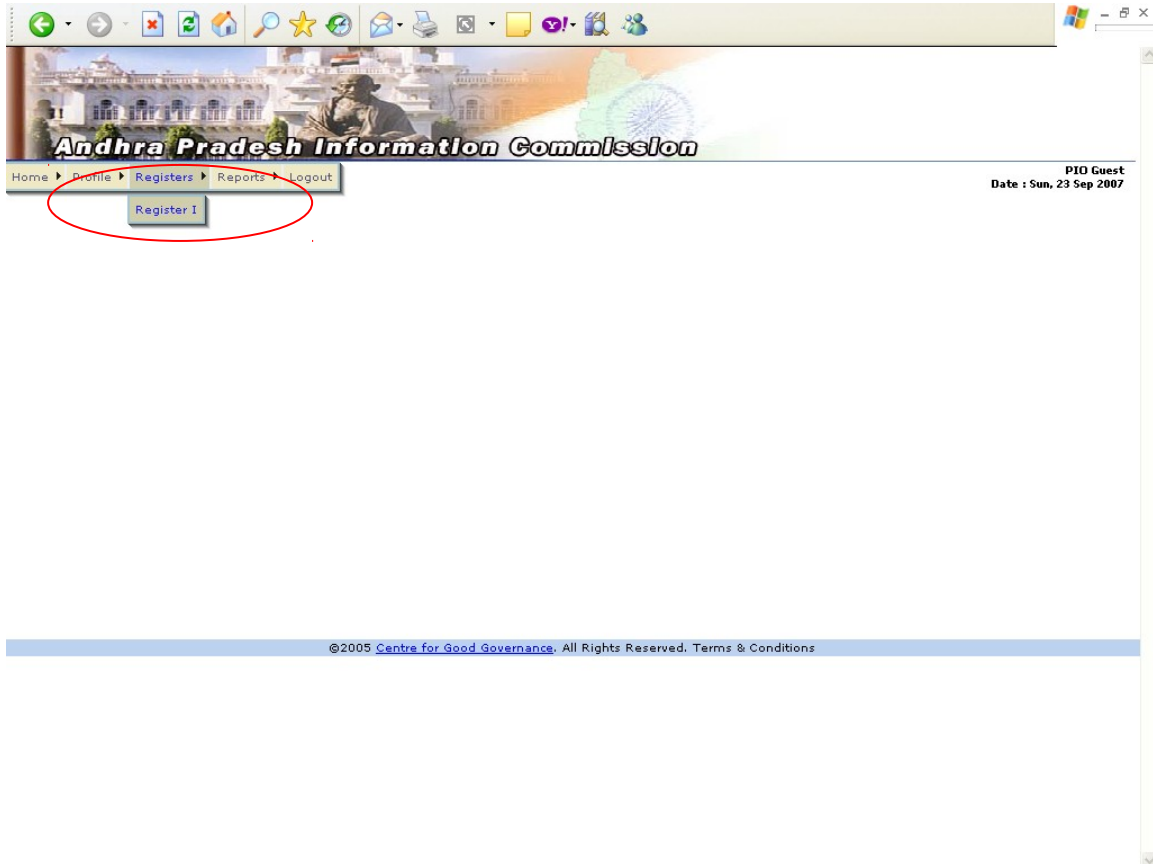
At the bottom of the page, there is a footer with the text: "©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions".

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

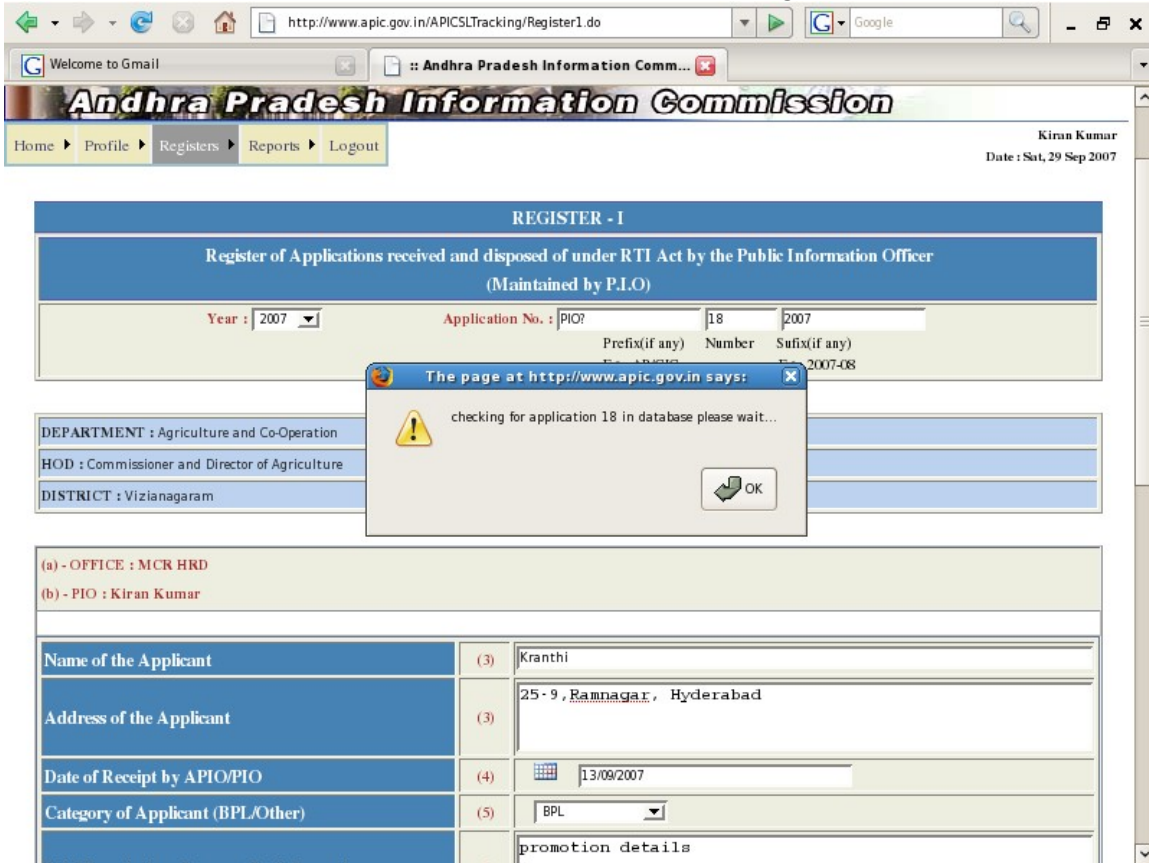
Then the following page is displayed.

To enter/edit the details, select the **Register I** from the menu **Registers**.

### 1. Registers>Register I

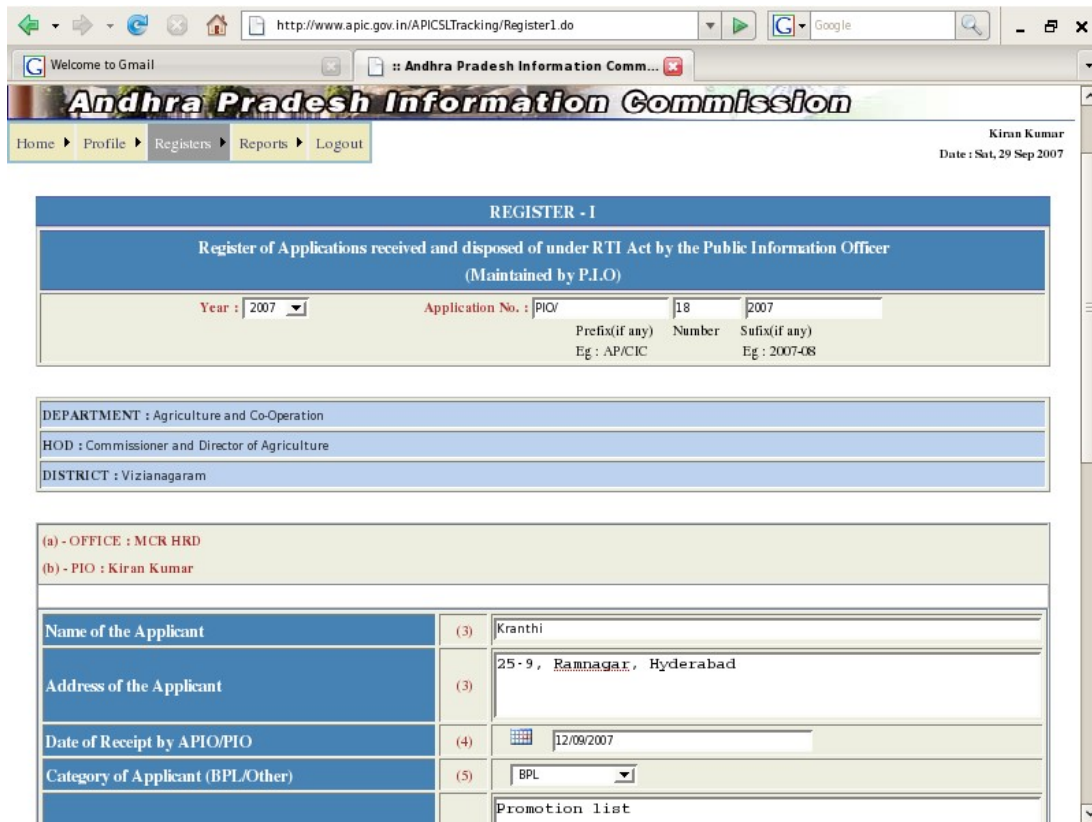


The following page is displayed where the PIO has to enter the application details. Select the Year and enter the Application number. The system gives an alert message “checking for application No. in the database please wait”. If the application number already exists, the details of that application are displayed and user can update the details if necessary, Otherwise the PIO has to enter all the details. The Office name and PIO name can be viewed after PIO login.



The screenshot shows the 'REGISTER - I' page of the Andhra Pradesh Information Commission. The page title is 'Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by P.I.O)'. The form includes fields for 'Year' (set to 2007), 'Application No.' (with sub-fields for Prefix, Number, and Suffix), and 'Department' (Agriculture and Co-Operation). A modal dialog box is displayed over the form, stating 'checking for application 18 in database please wait...'. Below the dialog, the user's details are shown: (a) - OFFICE : MCR HRD and (b) - PIO : Kiran Kumar. The main form contains a table with the following data:

|                                   |     |                                   |
|-----------------------------------|-----|-----------------------------------|
| Name of the Applicant             | (3) | Kranthi                           |
| Address of the Applicant          | (3) | 25-9, <u>Rannagar</u> , Hyderabad |
| Date of Receipt by APIO/PIO       | (4) | 13/09/2007                        |
| Category of Applicant (BPL/Other) | (5) | BPL                               |
|                                   |     | promotion details                 |



The screenshot shows a web browser window with the URL <http://www.apic.gov.in/APICSLTracking/Register1.do>. The page header includes the Andhra Pradesh Information Commission logo and navigation links: Home, Profile, Registers, Reports, Logout. The user is logged in as Kiran Kumar on Sat, 29 Sep 2007.

**REGISTER - I**  
 Register of Applications received and disposed of under RTI Act by the Public Information Officer  
 (Maintained by P.I.O)

Year : 2007 Application No. : PIO/18/2007  
 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) - PIO : Kiran Kumar

|                                   |     |                           |
|-----------------------------------|-----|---------------------------|
| Name of the Applicant             | (3) | Kranthi                   |
| Address of the Applicant          | (3) | 25-9, Ramnagar, Hyderabad |
| Date of Receipt by APIO/PIO       | (4) | 12/09/2007                |
| Category of Applicant (BPL/Other) | (5) | BPL                       |
|                                   |     | Promotion list            |

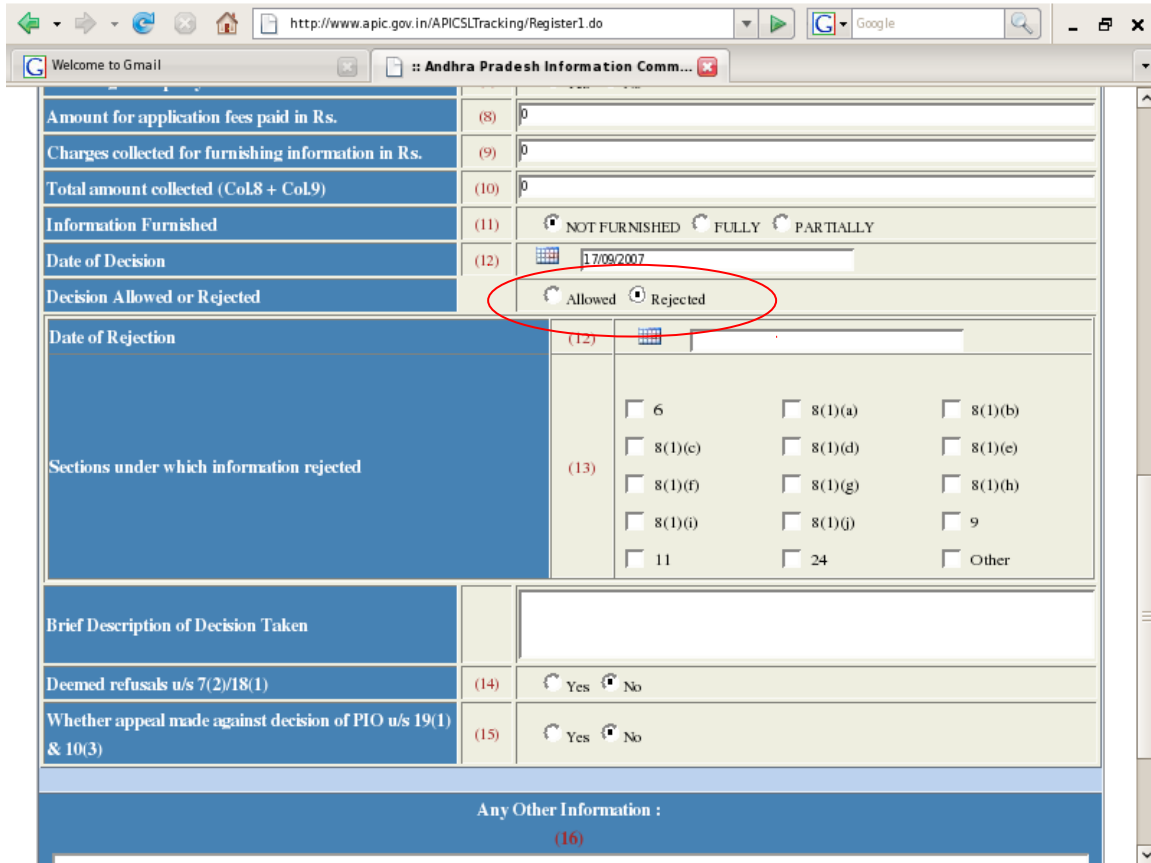
If the RTI application is ALLOWED then the following screen is displayed.

Browser: http://www.apic.gov.in/APICSLTracking/Register1.do

Tab: Welcome to Gmail | :: Andhra Pradesh Information Comm...

|   |      |  |
|---|------|--|
| Name of the Applicant   | (3)  | Kranthi  |
| Address of the Applicant                                      | (3)  | 25-9, Ramnagar, Hyderabad  |
| Date of Receipt by APIO/PIO                                   | (4)  | 12/09/2007   |
| Category of Applicant (BPL/Other)                             | (5)  | BPL  |
| Brief Description of request for information                  | (6)  | Promotion list   |
| Involving third party information or Not                      | (7)  | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Amount for application fees paid in Rs.                       | (8)  | 0  |
| Charges collected for furnishing information in Rs.           | (9)  | 0  |
| Total amount collected (CoL8 + CoL9)                          | (10) | 0  |
| Information Furnished   | (11) | <input checked="" type="radio"/> NOT FURNISHED <input type="radio"/> FULLY <input type="radio"/> PARTIALLY |
| Date of Decision  | (12) | 17/09/2007   |
| Decision Allowed or Rejected                                  |      | <input checked="" type="radio"/> Allowed <input type="radio"/> Rejected                                    |
| Brief Description of Decision Taken                           |      |  |
| Deemed refusals u/s 7(2)/18(1)                                | (14) | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Whether appeal made against decision of PIO u/s 19(1) & 10(3) | (15) | <input type="radio"/> Yes <input checked="" type="radio"/> No  |

In case the RTI application is 'REJECTED' the following screen is displayed



|   |      |  |
|---|------|--|
| Amount for application fees paid in Rs.                       | (8)  | 0  |
| Charges collected for furnishing information in Rs.           | (9)  | 0  |
| Total amount collected (CoL8 + CoL9)                          | (10) | 0  |
| Information Furnished   | (11) | <input type="radio"/> NOT FURNISHED <input checked="" type="radio"/> FULLY <input type="radio"/> PARTIALLY   |
| Date of Decision  | (12) | 17/09/2007   |
| Decision Allowed or Rejected                                  |      | <input type="radio"/> Allowed <input checked="" type="radio"/> Rejected  |
| Date of Rejection   | (12) |  |
| Sections under which information rejected                     | (13) | <input type="checkbox"/> 6 <input type="checkbox"/> 8(1)(a) <input type="checkbox"/> 8(1)(b)<br><input type="checkbox"/> 8(1)(c) <input type="checkbox"/> 8(1)(d) <input type="checkbox"/> 8(1)(e)<br><input type="checkbox"/> 8(1)(f) <input type="checkbox"/> 8(1)(g) <input type="checkbox"/> 8(1)(h)<br><input type="checkbox"/> 8(1)(i) <input type="checkbox"/> 8(1)(j) <input type="checkbox"/> 9<br><input type="checkbox"/> 11 <input type="checkbox"/> 24 <input type="checkbox"/> Other |
| Brief Description of Decision Taken                           |      |  |
| Deemed refusals u/s 7(2)/18(1)                                | (14) | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Whether appeal made against decision of PIO u/s 19(1) & 10(3) | (15) | <input type="radio"/> Yes <input checked="" type="radio"/> No  |
| Any Other Information :                                       |      |  |
| (16)  |      |  |

Click on the **Submit** Button.

A message is displayed “Data saved Successfully”.



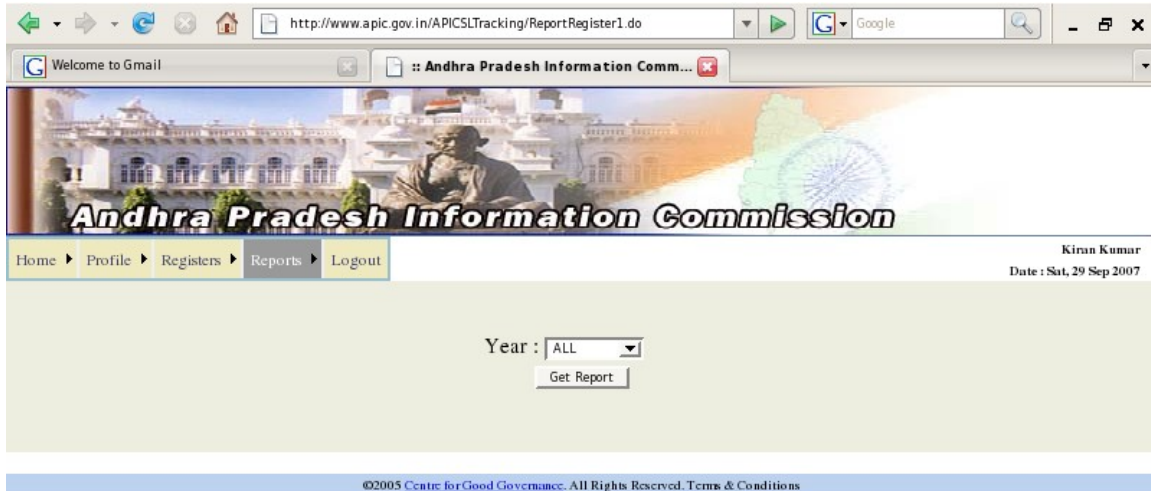
**Data Saved Successfully...**

[Register I](#)

**To View the Register:**

## 2. Reports>Report on Register I

Select the Report on Register I from the Menu Registers. Select the year and click on the **Get Report** button.



The details captured in the Register I are displayed.



The screenshot shows a web browser window displaying the APIC website. The browser address bar shows the URL: <http://www.apic.gov.in/APICSLTracking/ReportRegister1.do>. The website header includes the text "Andhra Pradesh Information Commission" and a navigation menu with links: Home, Profile, Registers, Reports, Logout.

The main content area displays a table titled "REGISTER-I" with the subtitle "Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by P.I.O.)". The table has 13 columns and 1 row of data.

| Sno | Application No. | Name & Address of Applicant       | Date of Receipt by APIO/PIO | Category of Applicant | Brief Description of request for information | Involving third party information or Not | Amount of application fees paid | Charges collected for furnishing information in Rs. | Total Amount Collected (CoL8+CoL9) | Information Furnished | Date of Rejection | Section under which information is Rejected |
|-----|-----------------|-----------------------------------|-----------------------------|-----------------------|--|--|---------------------------------|---|------------------------------------|-----------------------|-------------------|---|
| (1) | (2)             | (3)                               | (4)                         | (5)                   | (6)  | (7)                                      | (8)                             | (9)   | (10)                               | (11)                  | (12)              | (13)  |
| 1   | 2007 18 PIO/    | Kranti 24-9, Rammagar, Hyd-500118 | 13/09/2007                  | BPL                   | Promotion details                            | N  | 0                               | 0   | Total                              | PARTIALLY             | null              |   |

Below the table, there is a "Back" button. At the bottom of the page, there is a footer with the text: "©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions".

http://www.apic.gov.in/APICSLTracking/ReportRegister1.do

Welcome to Gmail

ANDHRA PRADESH INFORMATION COMMISSION

Logout Kiran Kumar  
Date : Sat, 29 Sep 2007

**REGISTER-I**  
Register of Applications received and disposed of under RTI Act by the Public Information Officer (Maintained by P.I.O)

| (5)                      | (6)  | (7)                                      | (8)                             | (9)   | (10)                               | (11)                  | (12)              | (13)  | (14)  | (15)  | (16)                  |    |
|--------------------------|--|--|---------------------------------|---|------------------------------------|-----------------------|-------------------|---|---|---|-----------------------|----|
| Category of IO Applicant | Brief Description of request for information | Involving third party information or Not | Amount of application fees paid | Charges collected for furnishing information in Rs. | Total Amount Collected (CoL8+CoL9) | Information Furnished | Date of Rejection | Sections under 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 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968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000 | Refusal u/s 7(2)/18(1) of PIO u/s 19(1) & 19(3) | Whether Appeal made against decision of PIO u/s 19(1) & 19(3) | Any other Information |    |
| X07                      | BPL  | Promotion details                        | N                               | 0   | 0                                  | Total                 | PARTIALLY         | null  |   | N   | N                     | NA |

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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

Kiran Kumar  
Date : Fri, 5 Oct 2007

[Edit Profile](#)  
[Change Password](#)

#### DETAILS FORM

|                            |  |                         |                |
|----------------------------|--|-------------------------|----------------|
| <b>Name:</b>               |  |                         |                |
| First Name<br>FirstNAME    | Middle Name                              | Last Name<br>LastNAME   |                |
| <b>Address:</b>            |  |                         |                |
| House No.<br>HOUSE_NO      | Street<br>STREET                         |                         |                |
| Colony<br>COLONY           | Area<br>AREA                             |                         |                |
| City<br>CITY               | Pin Code<br>0                            |                         |                |
| <b>Select State:</b>       | AP                                       | <b>Select District:</b> | Vizianagaram   |
| <b>Select Mandal:</b>      | Gurla                                    | <b>Select Village:</b>  | Gujjangivalasa |
| <b>Select Designation:</b> | Select Designation                       |                         |                |
| <b>Select Department:</b>  | Agriculture and Co-Operation             |                         |                |
| <b>Select HOD:</b>         | Commissioner and Director of Agriculture |                         |                |
| <b>Mobile No.:</b>         |  |                         |                |
| <b>LandLine No.:</b>       |  |                         |                |
| <b>Fax No.:</b>            |  |                         |                |
| <b>Email ID:</b>           | E_MAIL                                   |                         |                |

Submit

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Done Internet 100%

### 3.1 Profile>Change Password

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

