

User's manual for Departmental Officer

Andhra Pradesh Information Commission (APIC)

This manual explains the **Submission of Annual Data/Monthly Data online by the Secretariat Departments**. The application for Online submission of Annual reports by the **Secretariat Departments** is available through Andhra Pradesh Information Commission website at <http://www.apic.gov.in>.

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.

http://www.apic.ap.gov.in:8080/

Andhra Pradesh Information Commission

Welcome Who We Are? What We Do? Procedure for Request Work Distribution

Upload Information U/S 8(1)&(2) and 4(1)&(b)

Download proforma for annual Report

Click Here to Submit Annual / Monthly Reports

Welcome

Right to Information Act 2005 is a landmark legislation passed by the Government of India. It is one of the most powerful tools for ushering in Good Governance. The Act came into force on the 12th October, 2005 (120th day of its enactment on 15th June 2005).

Under sub-section (3) of Section 15 of the RTI Act 2005, Government of Andhra Pradesh has constituted **State Information Commission** consisting of Sri C.D.Arha, IAS, (Rtd.,) as State Chief Information Commissioner, and Sri A. Subba Rao, Sri R. Dileep Reddy and Sri K. Sudhakara Rao as State Information Commissioners vide **G.O.Ms.No.505**, GA (I&PR,II) Department, Dated: 12.11.2005.

Success Stories . . .

Sri Sarma gets promotion

Sri D.Anantha Raama Sarma, Resident of H.No.2-69, Street No.2, Vaninagar, Malkajgiri, Hyderabad made an application on 27.12.2005 to the PIO, General Administration Department, A.P.Secretariat, ...
[More](#)

Get Status by SMS . . .

SMS **Mopic Registration No.** to **9983651152** to know the status of your Application.
Ex : SMS 'Mopic 798 '

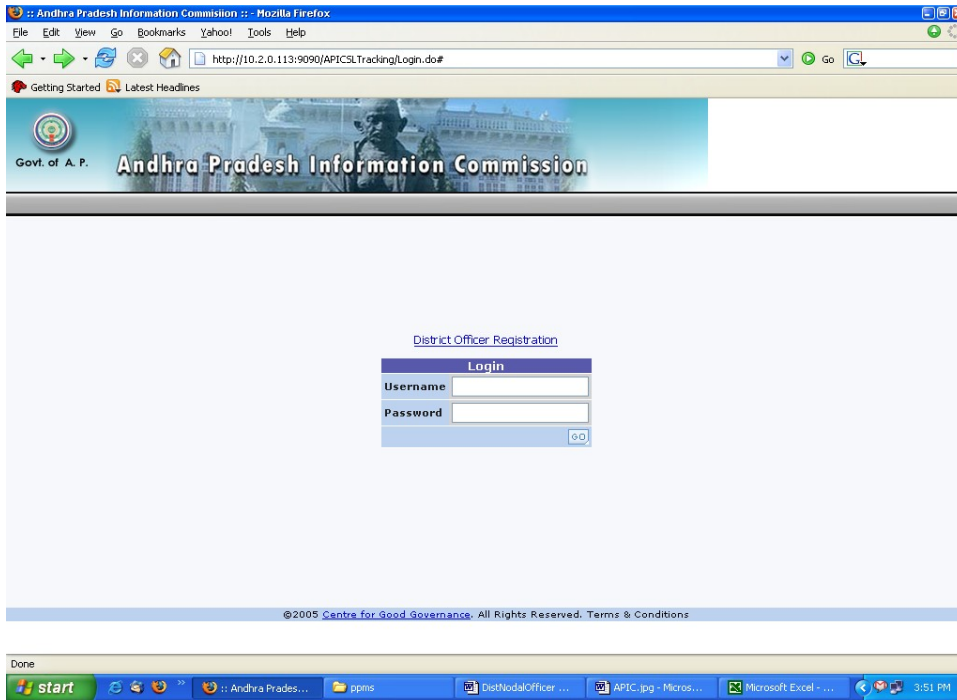
Check Status . . .

Reg. No :

Name :

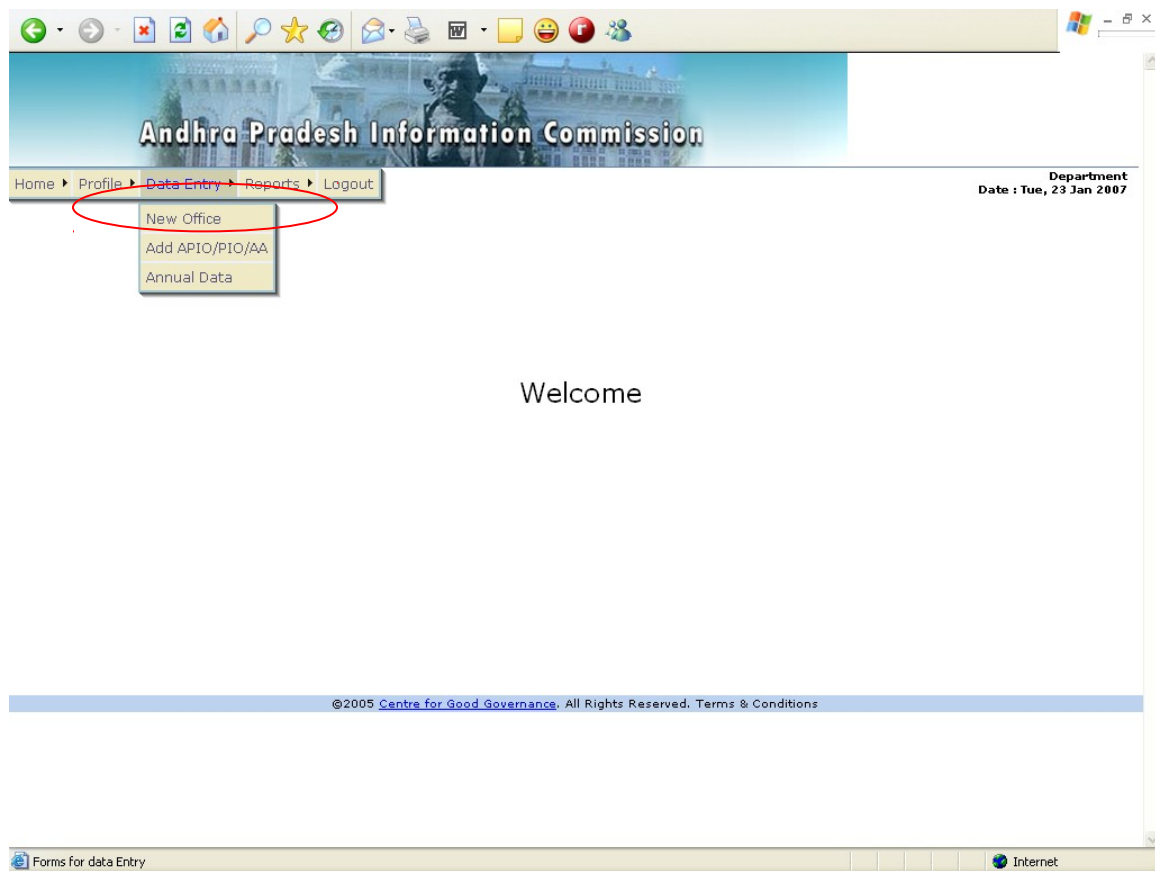
Address :

Click on the “**Annual / Monthly Reports**”. The following screen will be displayed. Enter the user id and password given to you during the training.



Data Entry>New Office

The following page is displayed. Select **New Office** from the Data Entry menu.



The screenshot shows a web browser window displaying the homepage of the Andhra Pradesh Information Commission. The browser's address bar shows the URL "Forms for data Entry" and the page title "Internet". The website header features the commission's name, "Andhra Pradesh Information Commission", and a navigation menu with items: Home, Profile, Data Entry, Reports, and Logout. The "Data Entry" menu is expanded, showing three options: "New Office", "Add APIO/PIO/AA", and "Annual Data". The "New Office" option is circled in red. The main content area displays "Welcome". The footer contains the copyright notice: "©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions". The date and department information are shown as "Date : Tue, 23 Jan 2007" and "Department".

The following page will be displayed. Enter the Office details and click Next.

Home > Profile > Data Entry > Reports > Logout

Department
Date : Tue, 23 Jan 2007

Office Details	Employee Details
DEPARTMENT :	Agriculture and Co-Operation
HDD :	--
DISTRICT :	--

OFFICE DETAILS

Level : Department

Name of the Office : O/o. Jt. Secretary

Address :

House No. * : 26-124

Street * : St.no.25

Via * :

Locality/Colony * : GTS clny

City/Town * : Hyderabad

Mandal : Not Necessary

Village : Not Necessary

Pincode : 500002

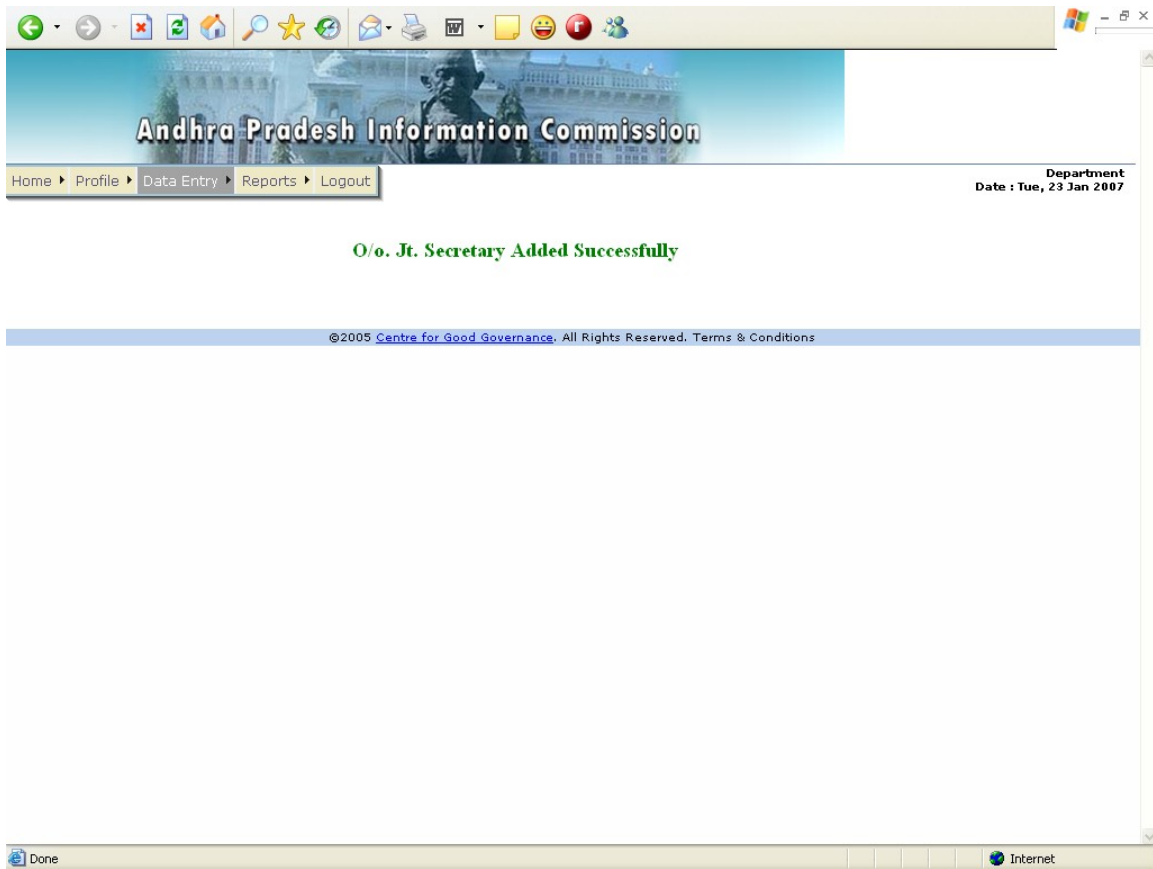
Phone : 040 23546542

Fax : 040 23546254

Note :
* - Denotes values are not mandatory

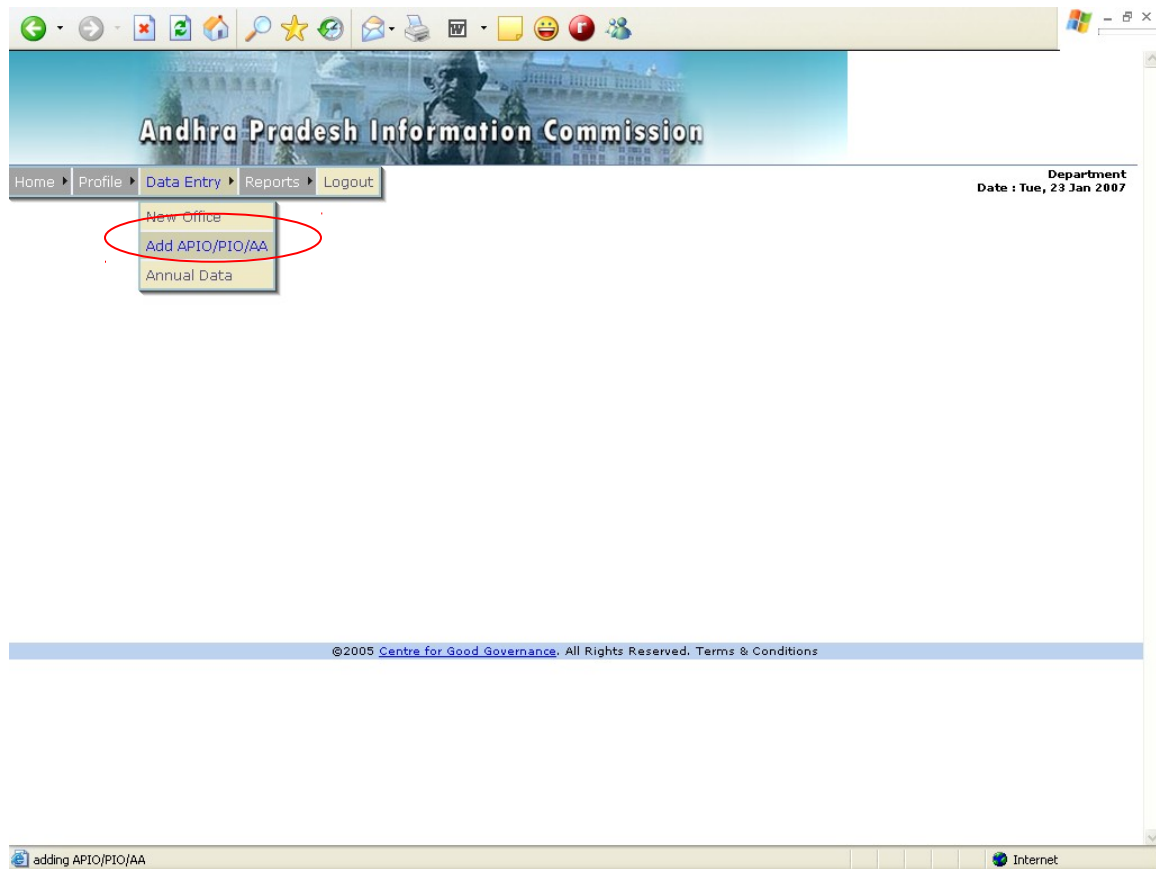
Next >

The following page will be displayed showing the office is added.



Data Entry > Add APIO/PIO/AA

Now select **Add APIO/PIO/AA** from the Data Entry menu as shown below.



A list of offices added by you will be displayed as shown below. Select one of the office for which you have to enter the APIO/PIO/AA details.



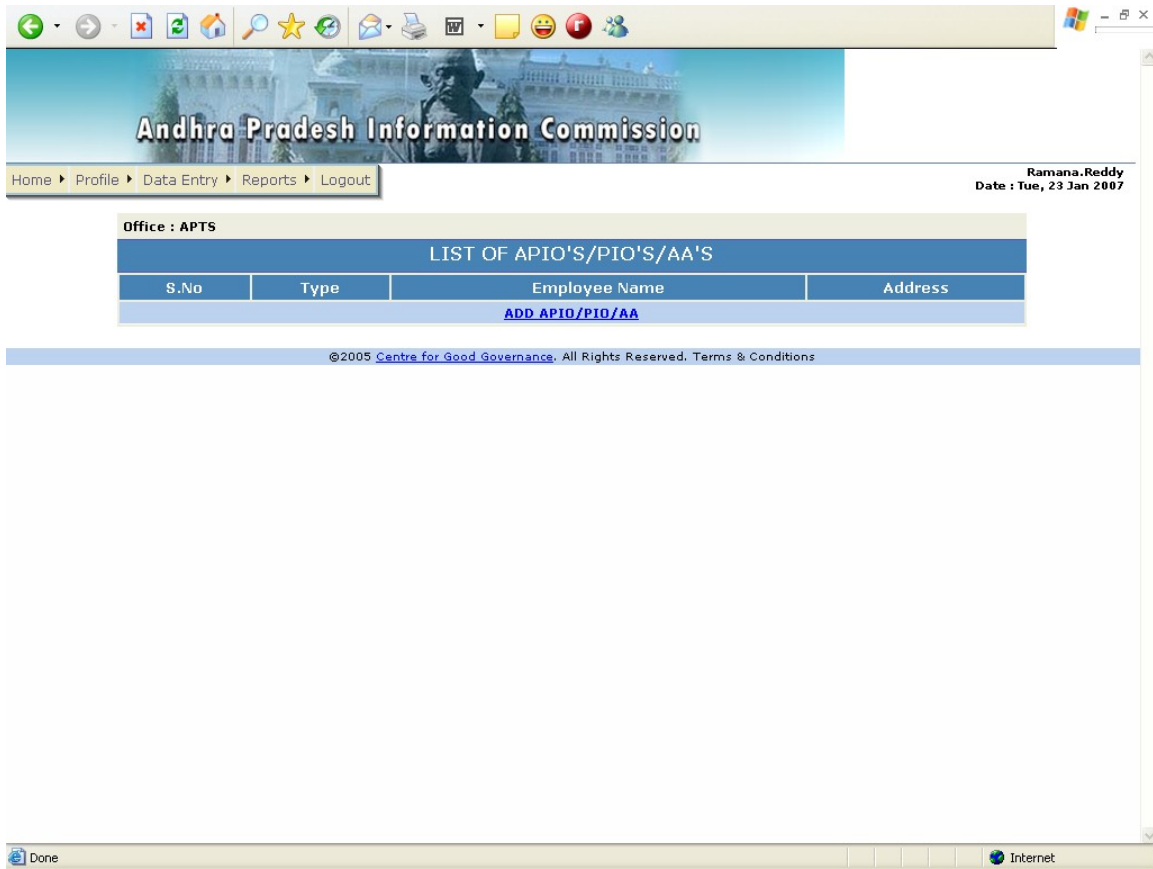
The screenshot shows a web browser window with the title "Andhra Pradesh Information Commission :: - Mozilla Firefox". The address bar displays "http://www.r2inet.org/Practice/addpio.do". The page features a header with the commission's name and a navigation menu with options: Home, Profile, Data Entry, Reports, and Logout. A date stamp indicates "Department Date : Tue, 23 Jan 2007".

The main content area is titled "LIST OF OFFICES" and contains a table with the following data:

S.No	Office Name	Office Address
1	D/o: Secretary, R&B	, Secretariat road, , Hyderabad, Secretariat, 500012
2	aaikd	sdhsh, swdkh, dfhh, kdshk, dksh, 502102
3	hdfshk	shkal, slkhdfa, fhdfhkk, , , 500012
4	D/o. Jt. Secretary	26-124, St. no.25, , Hyderabad, GTS clny, 500002

At the bottom of the page, there is a copyright notice: "©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions". The Windows taskbar at the bottom shows the Start button and several open applications, including "HOD-demo - Microsof...", "USER_GUIDEFOR_DE...", and "User-Manual". The system clock shows "2:15 PM".

The following page is displayed asking you to add APIO/PIO/AA details. Click on the **ADD APIO/PIO/AA** details



The screenshot shows a web browser window displaying the Andhra Pradesh Information Commission website. The browser's address bar is empty, and the page title is "Andhra Pradesh Information Commission". The website header includes a navigation menu with "Home", "Profile", "Data Entry", "Reports", and "Logout". The user is logged in as "Ramana.Reddy" on "Tue, 23 Jan 2007".

The main content area displays "Office : APTS" and a table titled "LIST OF APIO'S/PIO'S/AA'S". The table has four columns: "S.No", "Type", "Employee Name", and "Address". Below the table, there is a link labeled "ADD APIO/PIO/AA".

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

S.No	Type	Employee Name	Address
ADD APIO/PIO/AA			

The following page is displayed showing the office you have selected. Enter the APIO/PIO/AA details and click **Next**. While adding the APIO/PIO/AA details you can use the **Copy Office Address** if the APIO/PIO/AA office is located in the same office. Otherwise enter the actual address.

NAME OF THE OFFICE : O/o. Secretary, R&B
DEPARTMENT : Agriculture and Co-Operation
DISTRICT : --

APIO/PIO/AA DETAILS

PIO

Name : First Name : Phani
 Last Name : Kumar

Designation : Joint Director
 Add new Designation

Address :

House No. * :
 Street * : Secretariat road
 Via * :
 Locality/Colony/Village * : Secretariat
 City/Town/Mandal * : Hyderabad
 Pincode * : 500012

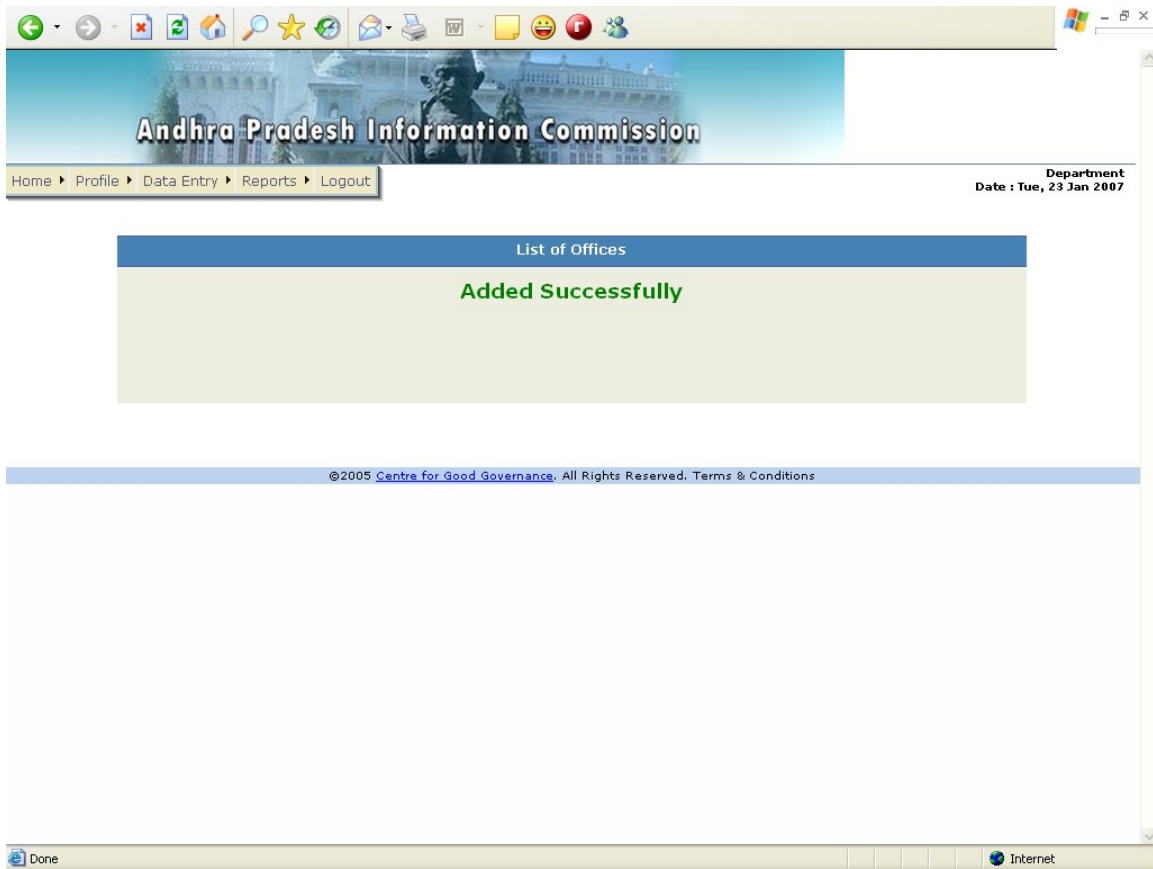
Copy Office Address

e-Mail* : jdrb@ap.gov.in
Mobile* : 9246555606
Phone* : 040 23541202
Fax* : 040 23541202

Note :
 * - Denotes values are not mandatory

Next >

The following page is displayed giving a message **Added Successfully**.



Similarly you can add all the APIO/PIO/AA details of your office by selecting the Add APIO/PIO/AA as shown below.

The screenshot shows a web browser window displaying the Andhra Pradesh Information Commission website. The browser's address bar shows the URL: <http://www.r2inet.org/Practice/addpiocontinue.do?deptid=1&distid=00&villid1=000&mandid1=00&oadd=, Secretariat road, , Hyderabad>. The website header includes the text "Andhra Pradesh Information Commission" and a navigation menu with "Home", "Profile", "Data Entry", "Reports", and "Logout". The date is shown as "Date : Tue, 23 Jan 2007" and the department as "Department". The main content area displays "Office : O/o: Secretary, R" and a table titled "LIST OF APIO'S/PIO'S/AA'S". The table has four columns: "S.No", "Type", "Employee Name", and "Address". It lists three entries: 1. S.No: 1, Type: PIO, Employee Name: Krishna J, Address: , Secretariat road, , 500012. 2. S.No: 2, Type: AA, Employee Name: Rakesh K, Address: , Secretariat road, , 500012. 3. S.No: 3, Type: PIO, Employee Name: Uma Maheswar, Address: , Secretariat road, , 500012. Below the table is a link labeled "ADD APIO/PIO/AA". The footer contains the copyright notice: "©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions".

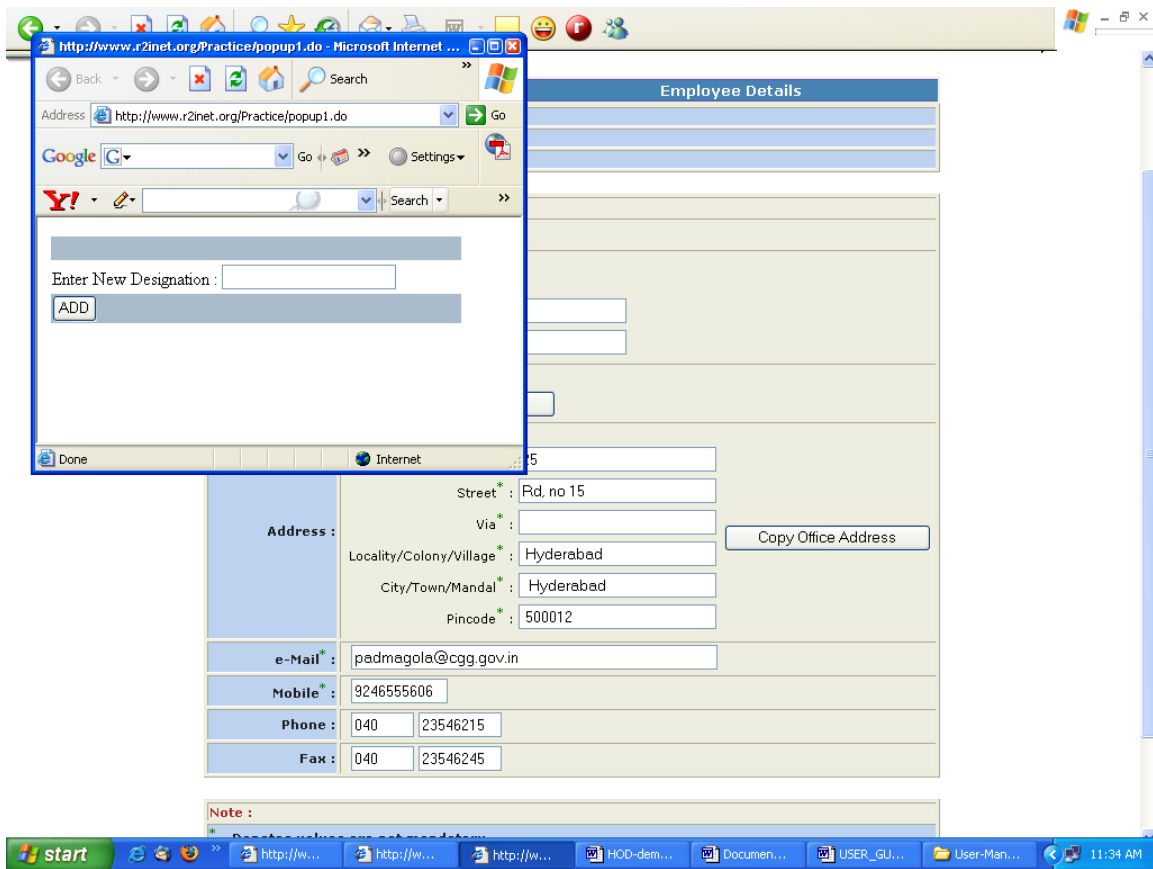
Office : O/o: Secretary, R

LIST OF APIO'S/PIO'S/AA'S			
S.No	Type	Employee Name	Address
1	PIO	Krishna J	, Secretariat road, , 500012
2	AA	Rakesh K	, Secretariat road, , 500012
3	PIO	Uma Maheswar	, Secretariat road, , 500012

[ADD APIO/PIO/AA](#)

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You can also add a new designation if the designation is not available in the list box by selecting **Add Designation** as shown below. Enter the New designation and select ADD button. The designation you have added will be displayed in the list box.



Data Entry > Annual Data

Select the **Annual Data** from Data Entry menu. A list of Offices will be displayed.

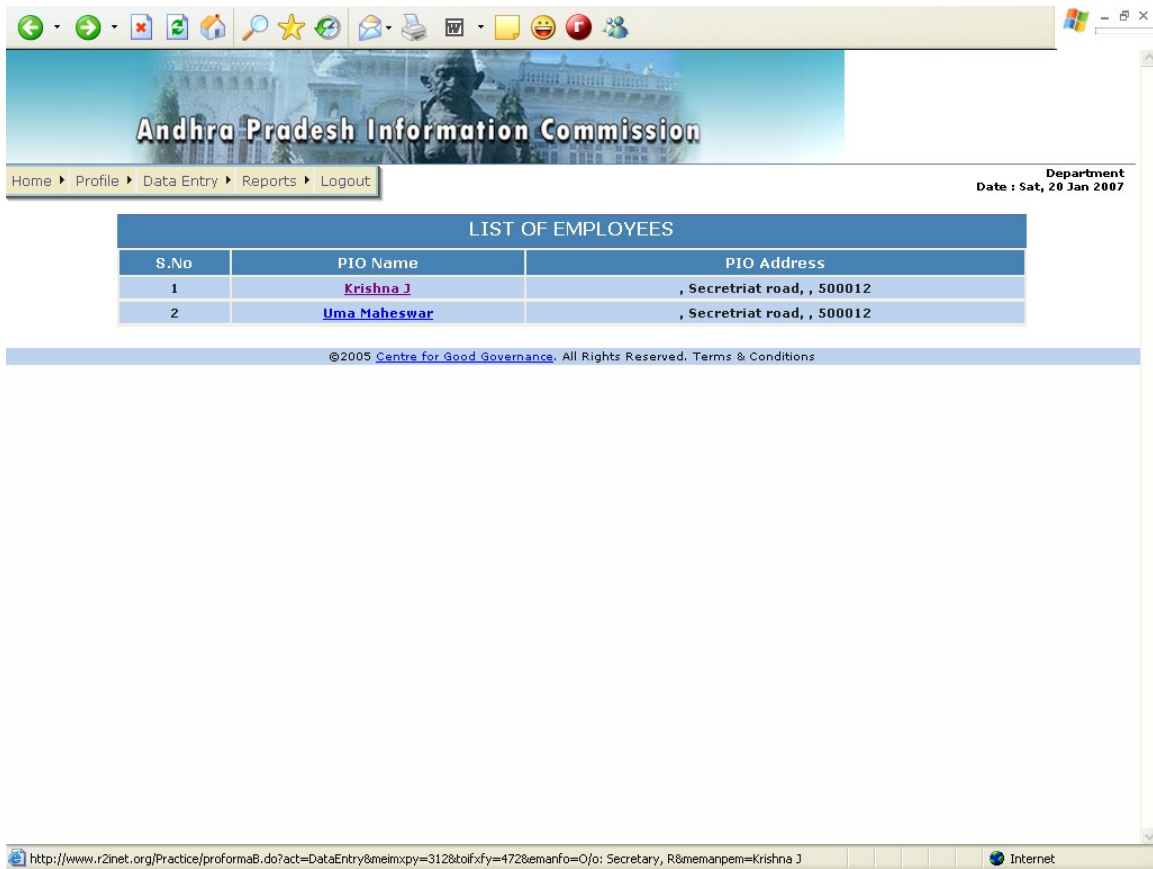


The screenshot shows a web browser window displaying the Andhra Pradesh Information Commission website. The page title is "Andhra Pradesh Information Commission". The navigation menu includes "Home", "Profile", "Data Entry", "Reports", and "Logout". The "Data Entry" menu is selected. The page displays a table titled "LIST OF OFFICES" with the following data:

S.No	Office Name	Office Address
1	O/o: Secretary, R&B	, Secretariat road, , Hyderabad, Secretariat, 500012
2	aaikd	sdhsh, swdkh, dfhh, kdshk, dksh, 502102
3	hdfshk	shka, slkhdfa, fhdfh, , , 500012
4	O/o. Jt. Secretary	26-124, St. no.25, , Hyderabad, GTS clny, 500002

At the bottom of the page, there is a copyright notice: ©2005 Centre for Good Governance. All Rights Reserved. Terms & Conditions.

Select a PIO from the office for which you have to enter annual data.



The screenshot shows a web browser window displaying the Andhra Pradesh Information Commission website. The browser's address bar shows the URL: <http://www.r2inet.org/Practice/proformaB.do?act=DataEntry&meim:pxy=312&toif:fy=472&emanfo=O/o: Secretary, R8mema:pem=Krishna J>. The website header includes the text "Andhra Pradesh Information Commission" and a navigation menu with "Home", "Profile", "Data Entry", "Reports", and "Logout". The date is shown as "Sat, 20 Jan 2007". The main content area displays a table titled "LIST OF EMPLOYEES" with the following data:

S.No	PIO Name	PIO Address
1	Krishna J	, Secretriad road, , 500012
2	Uma Maheswar	, Secretriad road, , 500012

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

The following page is displayed. By default year and month is selected as 2005-2006 since the annual data is to be entered for the period from 12th October 2005 to 31st December 2006.

Home > Profile > Data Entry > Reports > Logout Date : Sat, 20 Jan 2007

PROFORMA - B

Consolidated Statement On The Applications Received And Disposed Of Under The R.T.I.Act

Year : 2005-2006 Month : Total 2005-2006

DEPARTMENT : Agriculture and Co-Operation
HOD : --
DISTRICT : --

(1) - OFFICE : O/o: Secretary, R
(2) - PIO : Krishna J

Total No of Applications pending	Total No of Applications received during 12 th Oct 2005 to 31 st Dec 2006	Total Applications	Total No of Applications Disposed during 12 th Oct 2005 & 31 st Dec 2006	Total No of Applications Pending	Out of cases Disposed shown in Col.6, Information furnished	Out of cases Disposed shown in Col.6, Deemed Refusals u/s 7 (2)/18(1)
(3)	(4)	(5) = (3)+(4)	(6)	(7) = (5)-(6)	(8)	(9)
0	15	15	10	5	3	1

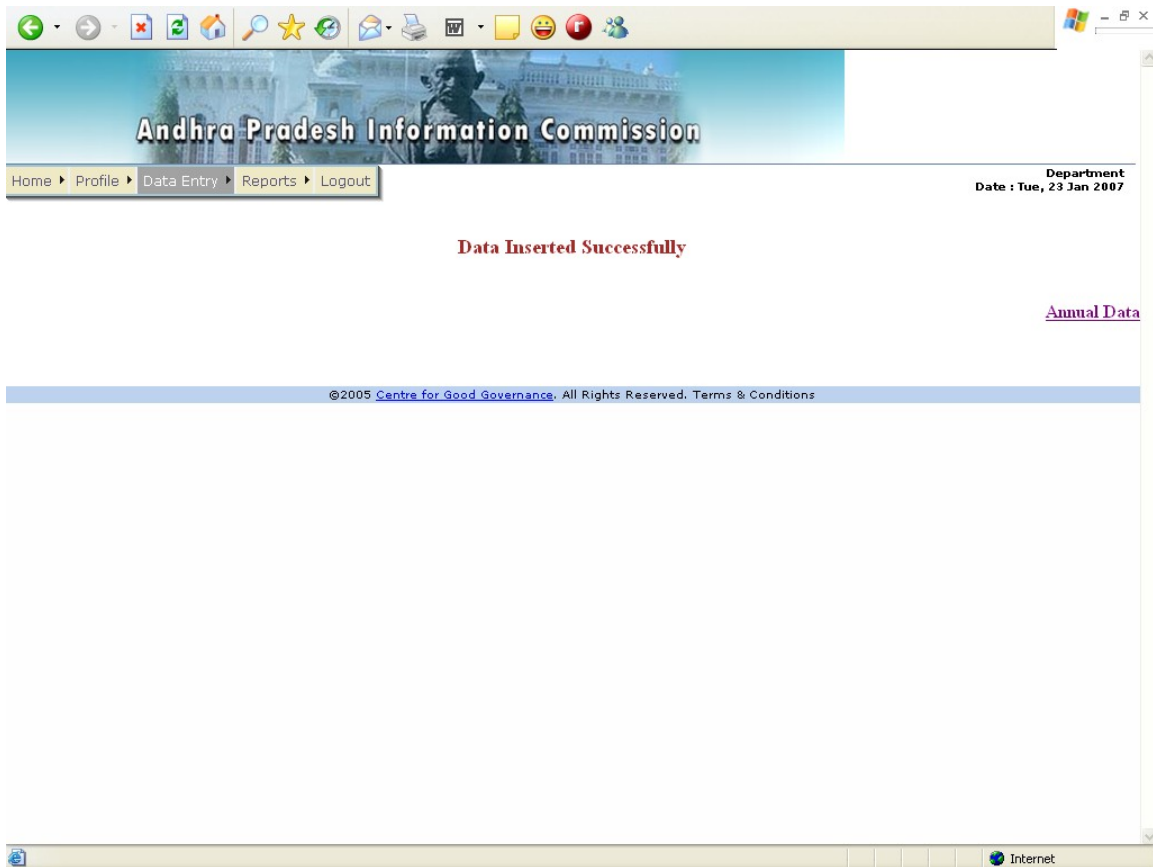
Out of cases disposed shown in Col.No(6), Cases rejected under sections														Amount of Total Applications Fee and Charges collected for furnishing information	
6	8(1) (a)	8(1) (b)	8(1) (c)	8(1) (d)	8(1) (e)	8(1) (f)	8(1) (g)	8(1) (h)	8(1) (i)	8(1) (j)	9	11	24		other
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)
6	2	3	0	1	0	0	1	0	2	0	1	0	1	0	250

Any Other Information :
(26)
Testing

Done Internet

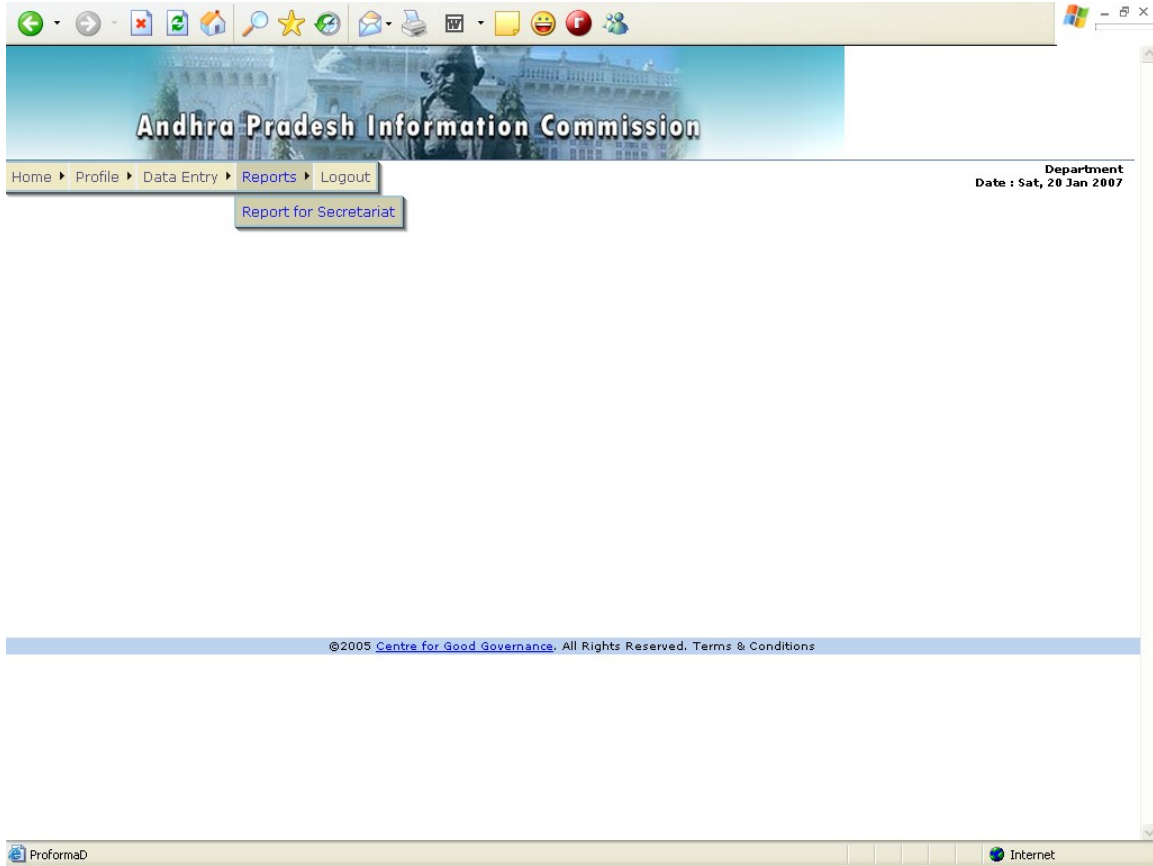
Enter the Annual data and click **Submit**.

The following page is developed. Data Inserted successfully.

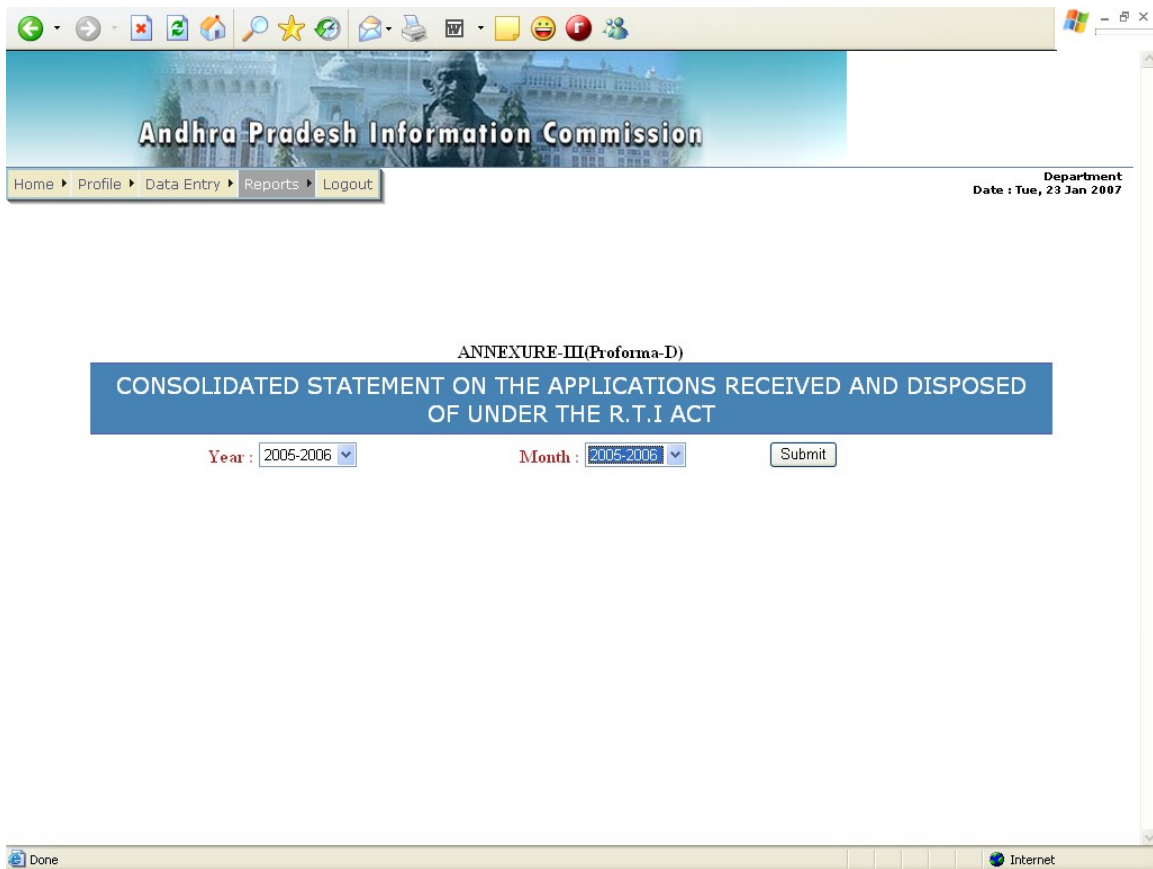


Reports
Reports>Report for Secretariat.

Select Report for Secretariat from the Reports menu.



The following page is displayed. Since you are entering annual data for the period from 12th October 2005 to 31st December 2006, select Year as 2005-2006 and month also as 2005-2006 and click **Submit**.



HOD-wise annual data is displayed.

Home ▶ Profile ▶ Data Entry ▶ Reports ▶ Logout

ANNEXURE-III(Profon

CONSOLIDATED STATEMENT ON THE APPLICATIONS RECEI

Year : 2005-2006 Month : 200

Name of the Department: Agriculture and Co-Operation

Sno	Name of the HOD and other Units	Total No of PIOs in each HOD and other units	Total No of Applications pending as on end of the last Month	Total No of Applications received during the month	Total (Cols.4+5)	Total No of Applications Disposed during the month	Total No. of Applications pending (Cols.6-7)	Out of c Disposed in Col.7, Inform furnish
1	AP State Co-Operative Joint Farming and LCSF Ltd.	2	0	40	25	13	3	9
2	Co-Operative Tribunal	4	0	80	50	26	6	18
3	Hyderabad Agricultural Co-Operative Assn. (HACA)	6	0	120	75	39	9	27
4	Commissioner and Director of Agriculture	17	0	381	269	92	36	60
5	AP State Seeds Development Corporation	19	0	421	294	105	39	69
6	AP Sahakara Vidyana Samithi Ltd.	21	0	461	319	118	42	78
7	AP State Seed Certification Agency	23	0	501	344	131	45	87
8	Commissioner of Horticulture	25	0	541	369	144	48	96
9	Commissioner of Marketing	27	0	581	394	157	51	105
10	AP State Warehousing Corporation Ltd.	29	0	621	419	170	54	114
11	AP State Cooperative Marketing Federation	31	0	661	444	183	57	123

Done Internet

EXURE-III(Profoma-D)

CTIONS RECEIVED AND DISPOSED OF UNDER THE R.T.I ACT

Month : 2005-2006

Submit

No. of Applications (7)	Out of cases Disposed shown in Col.7, Information furnished	Out of cases disposed shown in Col.No(7), Cases rejected under Sections														Amount of Total Applications Fee and Charges collected for furnishing information	Any other 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		4	6	1	3	1	0	2	0	2	0	1	0	0	3	1	2250	0
18		8	12	2	6	2	0	4	0	4	0	2	0	0	6	2	4500	0
27		12	18	3	9	3	0	6	0	6	0	3	0	0	9	3	6750	0
60		31	43	18	30	18	15	23	17	24	14	19	14	14	70	22	13252	0
69		35	49	19	33	19	15	25	17	26	14	20	14	14	73	23	15502	0
78		39	55	20	36	20	15	27	17	28	14	21	14	14	76	24	17752	0
87		43	61	21	39	21	15	29	17	30	14	22	14	14	79	25	20002	0
96		47	67	22	42	22	15	31	17	32	14	23	14	14	82	26	22252	0
105		51	73	23	45	23	15	33	17	34	14	24	14	14	85	27	24502	0
114		55	79	24	48	24	15	35	17	36	14	25	14	14	88	28	26752	0
123		59	85	25	51	25	15	37	17	38	14	26	14	14	91	29	29002	0

Select the HOD from the list, district-wise report will be displayed as shown below.

http://www.r2inet.org/JAPICSLTracking/ProformaC.do?mode=getReport1&hodid=232,282&dept=1&mon=13&y - Microsoft Internet Explorer

Name of the Department: null

Sno	Name of the Districts & Regional/Zonal Offices & HOD	Total No of PIOs in each District & Regional/Zonal & HOD	Total No of Applications pending as on end of the last Month	Total No of Applications received during the Month	Total (Cols.4+5)	Total No of Applications Disposed during the Month	Total No of Applications Pending (Cols.6-7)	Out of cases Disposed shown in Col.7, Information furnished	Out of cases Disposed shown in Col.7, Deemed Refusals u/s 7(2)/18(1)	Out of	
										6	8
1	Adilabad	0	0	0	0	0	0	0	0	0	0
2	Anantapur	0	0	0	0	0	0	0	0	0	0
3	Chittoor	0	0	0	0	0	0	0	0	0	0
4	Cuddupah	0	0	0	0	0	0	0	0	0	0
5	East Godavari	0	0	0	0	0	0	0	0	0	0
6	Guntur	0	0	0	0	0	0	0	0	0	0
7	Hyderabad	0	0	0	0	0	0	0	0	0	0
8	Karimnagar	0	0	0	0	0	0	0	0	0	0
9	Khammam	0	0	0	0	0	0	0	0	0	0
10	Krishna	0	0	0	0	0	0	0	0	0	0
11	Kurnool	0	0	0	0	0	0	0	0	0	0
12	Mahabubnagar	0	0	0	0	0	0	0	0	0	0
13	Medak	0	0	0	0	0	0	0	0	0	0
14	Nalgonda	0	0	0	0	0	0	0	0	0	0
15	Nellore	0	0	0	0	0	0	0	0	0	0
16	Nizamabad	0	0	0	0	0	0	0	0	0	0
17	Prakasam	0	0	0	0	0	0	0	0	0	0
18	Ranga Reddy	0	0	0	0	0	0	0	0	0	0
19	Srikakulam	0	0	0	0	0	0	0	0	0	0
20	Visakhapatnam	0	0	0	0	0	0	0	0	0	0
21	Vizianagaram	0	0	0	0	0	0	0	0	0	0
22	Warangal	0	0	0	0	0	0	0	0	0	0
23	West Godavari	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

Done Internet

start User_guide_Dept... USER_GUIDE_FO... 4. Ranta Jogi - A... http://www.r2ine... http://www.r2ine... 6:24 PM

Click on the District, PIO-wise report is displayed as shown below.

http://www.r2inet.org/APICSLTracking/ProformaB.do?mode=getReport1&distid=19 &mon=13&yer=2006&ro - Microsoft Internet Explorer

Name of the Department: null

S n o	Name and Address of the PIO	Total No of Applications pending as on end of the last Month	Total No of Applications received during the Month	Total (Cols.3+4)	Total No of Applications Disposed during the Month	Total No of Applications Pending (Cols.5-6)	Out of cases Disposed shown in Col.6, Information furnished	C D S C R 7
1	RAJUBHOGIREDDY,23-4-5-6,SRINAGER,INDIRA NAGAR,021,08 ,19 ,530000	0	5	5	2	3	1	0
2	AJITRAO,2-2,first strret,second street,005,42 ,19 ,512458	0	45	45	41	4	25	1
3	uma kalyanipendurthi,23-4-5-6, SRINAGER, INDIRA NAGAR,021,08 ,19 ,53000	0	7	7	4	3	1	1
4	MARYTALARI,54-3,GULLALAPALEM,COLOWY,001,48 ,19 ,545636	0	7	7	3	4	1	1
5	VVVVVVKKKKKK,23-2, First, First,019,52 ,19 ,503234	0	20	20	10	10	6	3
6	suneelatalari,23-2, First, First,019,52 ,19 ,50323	0	15	15	11	4	5	2
Total	-	0	99	99	71	28	39	2

Done Internet

start User_guide_... USER_GUID... 4. Ramita Jo... http://www... http://www... http://www... 6:25 PM

