e-courts

District Court, Vizianagaram,
Date : .08.2025.

Copy of letter of the Honourable High Court of Andhra Pradesh, dt.06.08.2025 in R.O.C. No. 666/SO/2025 along with copy of letter of the Principal Secretary to Government and User Manual, communicated **to all the Judicial Officers** in the unit of Vizianagaram District Judiciary, for necessary action.

Sd/ M. Babitha

Principal District Judge,
Vizianagaram.

True Copy / By Order

9/c B. Srinivas

Chief Administrative Officer,
District Court, Vizianagaram.

Copy to :-

The **System Officer, e-Courts** Project, District Court, Vizianagaram, with a direction to send the copy of the same **to all the Judicial Officers relating to the unit of Vizianagaram District Judiciary, through their respective official mails** and to upload the same in District Court website **vizianagaram.dcourts.gov.in**

.Dis.No. 3344 **Date :** 20 **-08-2025.**

Y.V.S.B.G. PARDHA SARADHI
REGISTRAR GENERAL

AMARAVATI
(Off):08632372613
(Telefax) : 0863 2372631

ROC No.666/SO/2025 Dated. 06.08.2025

e court

District Judge's Court, Vizianagaram
06 AUG 2025
Administrative Officer

To

All the Unit Heads in Andhra Pradesh.

Sir/Madam,

Sub: High Court of Andhra Pradesh – Request to upload the details of Public Information Officers & First Appellate Authority – Data in-put screen in APCFSS login of DDOs – Forwarding for taking necessary action - Reg.

Ref: Letter dt:03.08.2025 of the Principal Secretary to Government, General Administration Department (GPM & AR), A.P. Secretariat.

*****

Adverting to the subject and reference cited, I am herewith forwarding the letter of the Principal Secretary to Government and request to upload the requisite information as called for therein immediately, and also communicate the same to all the Judicial Officers in your respective units for uploading the same.

Yours sincerely,

REGISTRAR GENERAL

Enclosure: As stated.

Check & Put up

D.J.

RNO 5003
6/8/25

MOST URGENT
Supreme Court Case

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (GPM&AR) DEPARTMENT

Letter No. 288438/GAD/AR/2025 **Dated:03-08-2025.**

From
The Principal Secretary to Government (FAC),
General Administration (GPM&AR) Department
A.P.Secretariat, Velagapudi,
Amaravathi.

To
All the Heads of Offices(HoO) in the State.

Sir/Madam,

Sub: GA(GPM&AR)Department-Supreme Court of India-Contempt Petition(Crl.)No.D.36812/2024-e-filing of RTI Applications/Appeals-Details of PIOs & FAAs- Data in-put Screen in APCFSS login of DDOs- Filling up- reg.

****

It is to inform that Contempt Petition(Crl.)No.D.36812/2024 is coming up on 5-08-2025 before the Hon'ble Supreme Court of India, regarding e-filingof RTI Applications/Appeals by Andhra Pradesh State Information Commission.

2. The software developed for the above purpose, requires detailsof all Public Information Officer(PIO)& First Appellate Authority(FAA)in the State.

3. Therefore, the APCFSS has deployed a mandatory data-input screen at time of login-in by DDOs to APCFSS application, to capture following information.

Display Only from CFMS Database

3.1.1 Secretariat Department3.1.2 Head of Department 3.1.3 Office

Data Entry by the HEAD OF OFFICE(HoO) through DDO

3.2.1 Number of PIOs in the Office:*Select 1 to 10.*

3.2.2 CFMS id of the Public Information Officer/s [PIO/s]:*Numeric Entry*
(On entry, the name of the employee, the address of the office, mobile number & email id of employee will be displayed &to be confirmed by the HoO)

(P.T.O.)

Scanned with OKEN Scanner

3.3.1 Number of FAAs in the Office: *Select 0 to 10.*

3.3.2 CFMS id of the First Appellate Authority/s [FAA/s]: *Numeric entry*
(On entry, the name of the employee, the address of the office, mobile number & email id of employee will be displayed & to be confirmed by the HoO)

4. It may be noted that:

(a)In case of an office having multiple PIO/s &multiple FAA/s, the details of all the PIO/s & FAA/s, has to be compulsorily entered.

(b)The details of FAA/s, has be entered,if there is a FAA in the same office.If there is no FAA in the same office, then 0 may be selected at 3.3.1.

5. The data input screen at https://nidhi.apcfss.inwill belive on 4th August 2025 &allthe Heads of Offices (HoO/s), through the DDOs, shall completethe data entry on/by 5th August 2025.

6. All the Secretariat Departments & the Heads of Departments are requested to issue instructions to all the Heads of Offices, under their purview, & ensure compliance on 5thAugust 2025.

This shall be treated as MOST URGENT.

Yours faithfully

for Principal Secretary to Government

copy to :
1.All the Secretariat Departments
2.All Heads of Department in the State
3.The CEO,APCFSS
4.The SIO,NIC

Scanned with OKEN Scanner

User Manual to Submit Public Information Officers / First Appellate Authority Details

Purpose:

It is to inform that Contempt Petition (Crl.) No. D. 36812/ 2024 is coming up on 5-08-2023 before the Hon'ble Supreme Court of India, regarding e-filing of RTI Applications/Appeals by Andhra Pradesh State Information Commission.

For the above purpose, the details of all Public Information Officer/s(PIO) & First Appellate Authority/s(FAA) in the State is required.

It may be noted that:

In case of an office having multiple PIOs & multiple FAAs, the details of all the PIOs & FAAs, has to be compulsorily entered.

The details of PIOs and FAAs has be entered 0 If there is no PIO / FAA in the same office.

Steps:

Step 1: *DDO User* will Login to the **NIDHI** Portal, by clicking on https://nidhi.apcfss.in

Step 2: *DDO User* will provide valid **username** and **password** for successful login.

Step 3: *DDO User* will click on **"Master Data"** tile from the dashboard.

Step 4: Under "Master Data Update" Section, user will click on **"Submit Public Information Officers / First Appellate Authority Details"** button.

Step 5: *DDO user* will select **public information officers** radio button, will select respective **DDO Code** from the drop down and will click on **"Add Public Information Officers"** button.

Step 6: *DDO user* will enter **CFMS ID** of the employee, who is working as PIO in that specific Organization unit.

Step 7: Employee details of the **PIO** will auto populate, after entering Office Address and E-Mail IDs *DDO User* will click on **"SAVE"** button.

Step 8: In case to **ADD** multiple **PIO** Details, *DDO User* will again click on **"Add Public Information Officers"** button.

Step 9: After providing a valid **CFMS ID** of an employee (**PIO**) and on verification of his/her employee details, *DDO User* will confirm by clicking on **"SAVE"** button.

Step 10: *DDO User* will click on **"First Appellate Authorities"** radio button and will select DDO Code from the drop down.

Step 11: *DDO User* will click on **"Add Appellate Authority Details"** button.

Step 12: *DDO User* will enter **CFMS ID** of the employee **(FAA)**, and on verification of his/her employee details, *DDO User* will update Office Address and E-Mail IDs and confirm by clicking on **"SAVE"** button.

Step 13: To **ADD** multiple **FAA** Details, *DDO User* will click on **"Add Appellate Authority Details"** button.

Step 14: *DDO User* will provide **CFMS ID** of the employee, Post verification of employee details of the First Appellate Authority, *DDO User* will click on **"SAVE"** button.

Step 15: *DDO User* will select **"Report"** radio button, post successful submission of PIO / FAA Details.

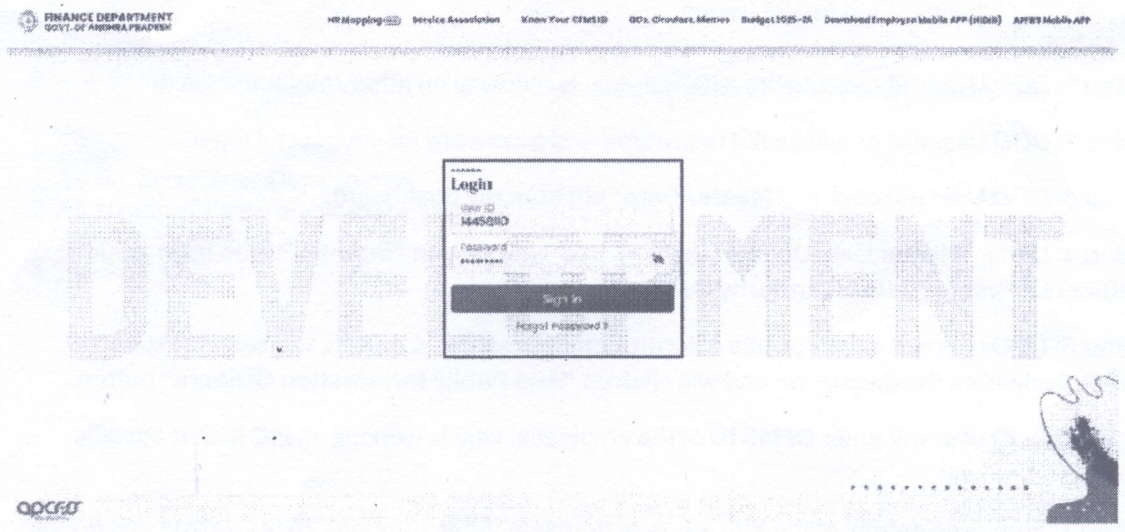
Step 16: *DDO User* will select DDO Code from the dropdown menu and will select "Get Details" button.

Step 17: After verification of PIO / FAA Details submitted, *DDO User* will confirm the data with digital signature (**E-Sign**).

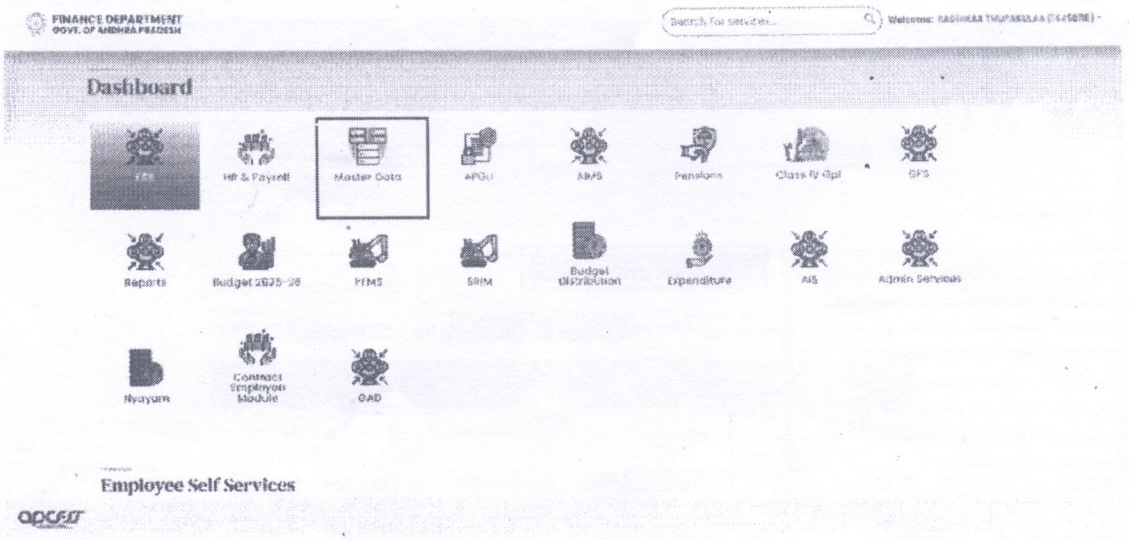
Note 1: Post **E-Sign** confirmation, in case of update in existing data, *DDO User* must perform **E-Sign** activity once again.

Screens:

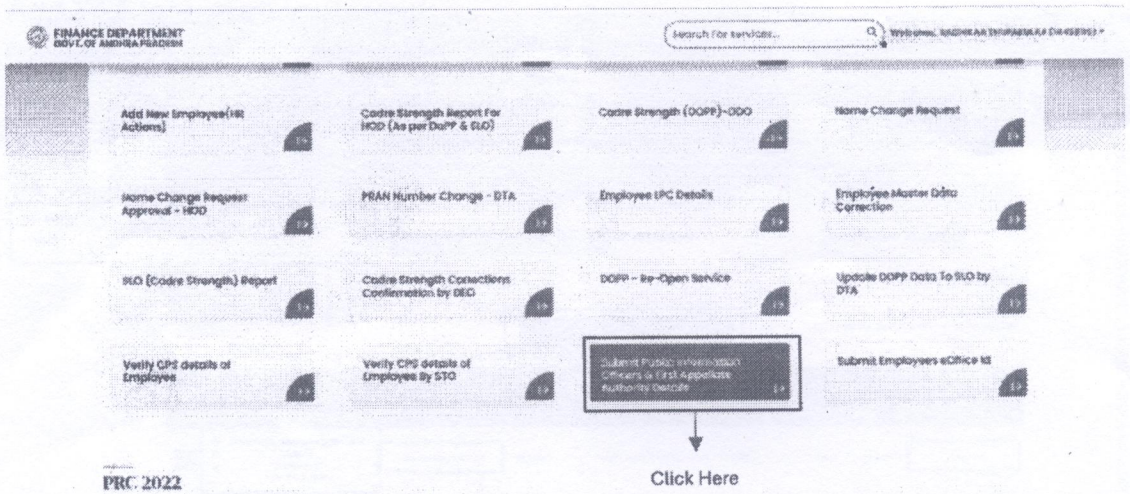
Login Screen:



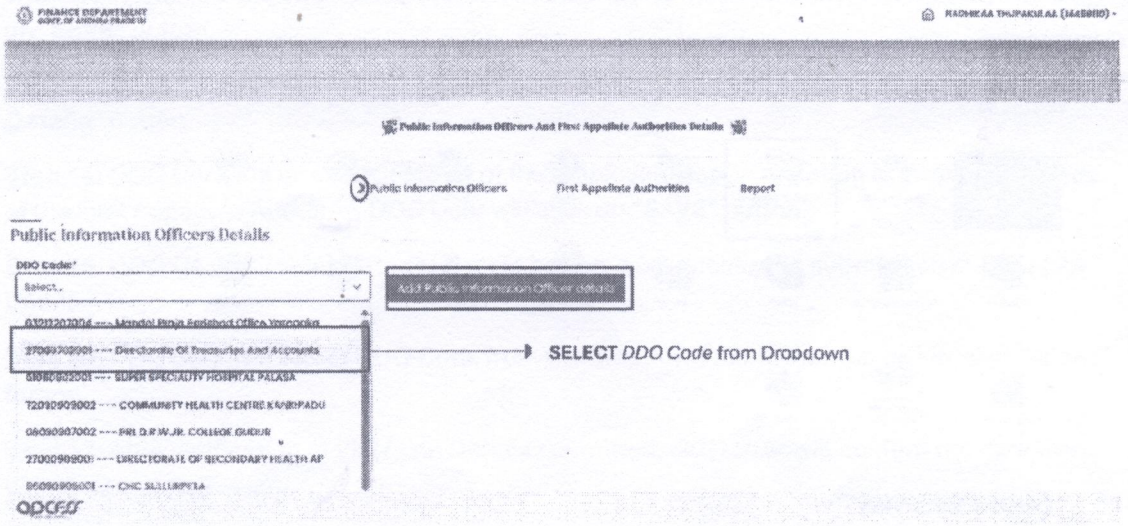
Dashboard Screen:



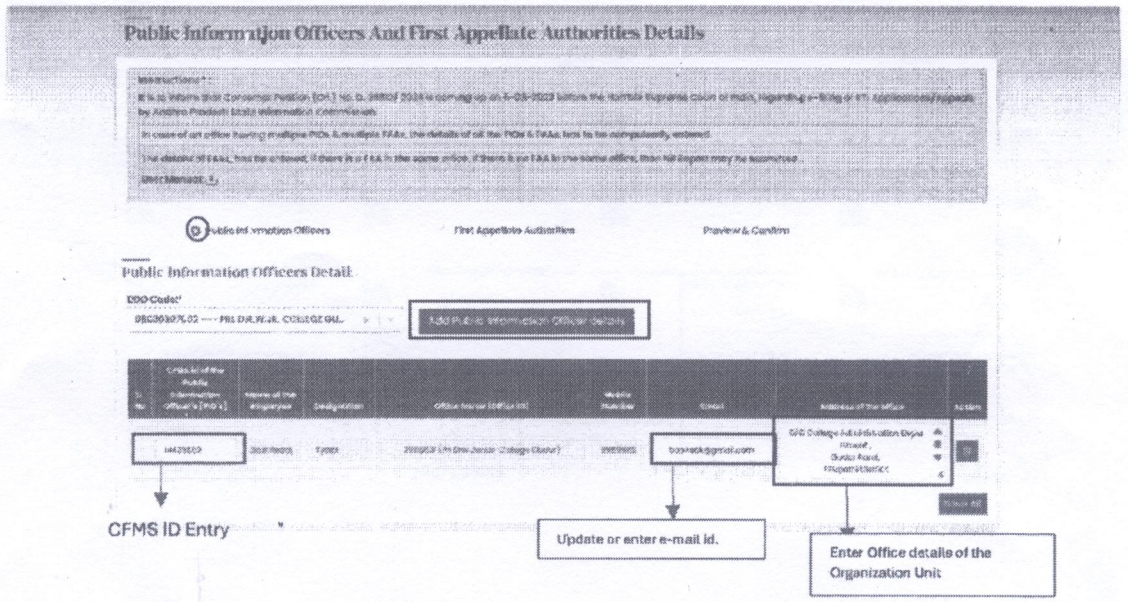
Master Data Screen:



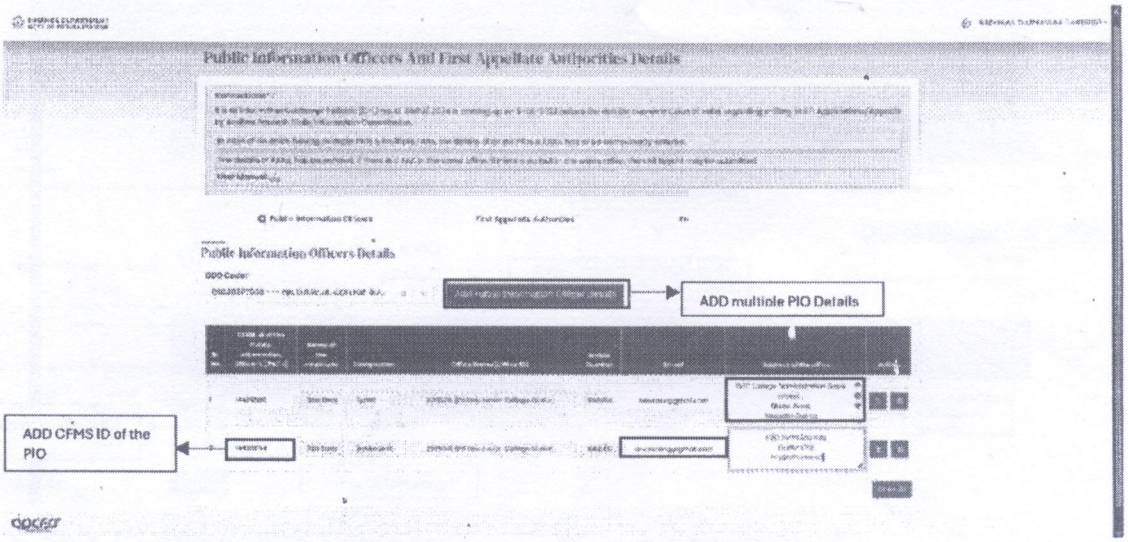
Add PIO Information Screen:



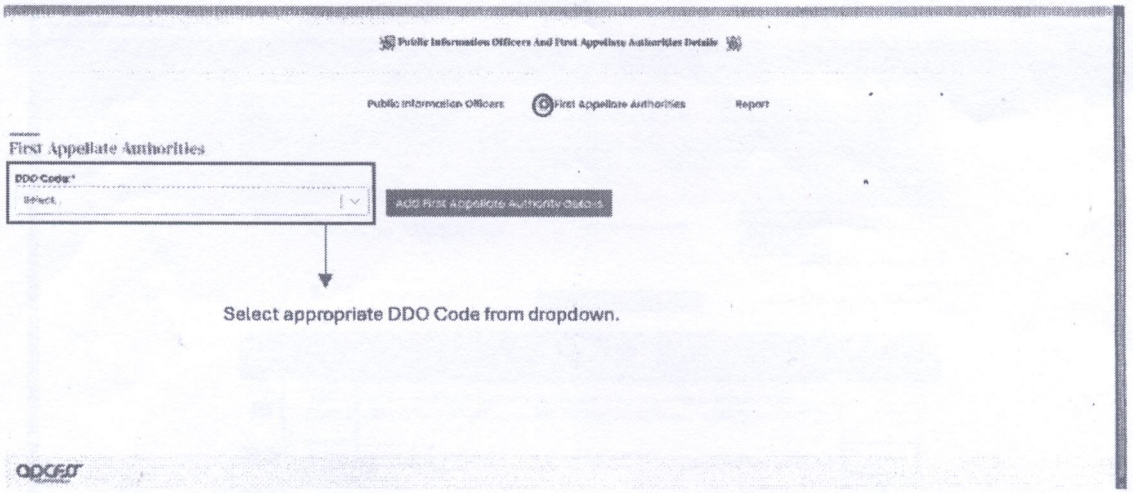
CFMS ID Entry Screen:



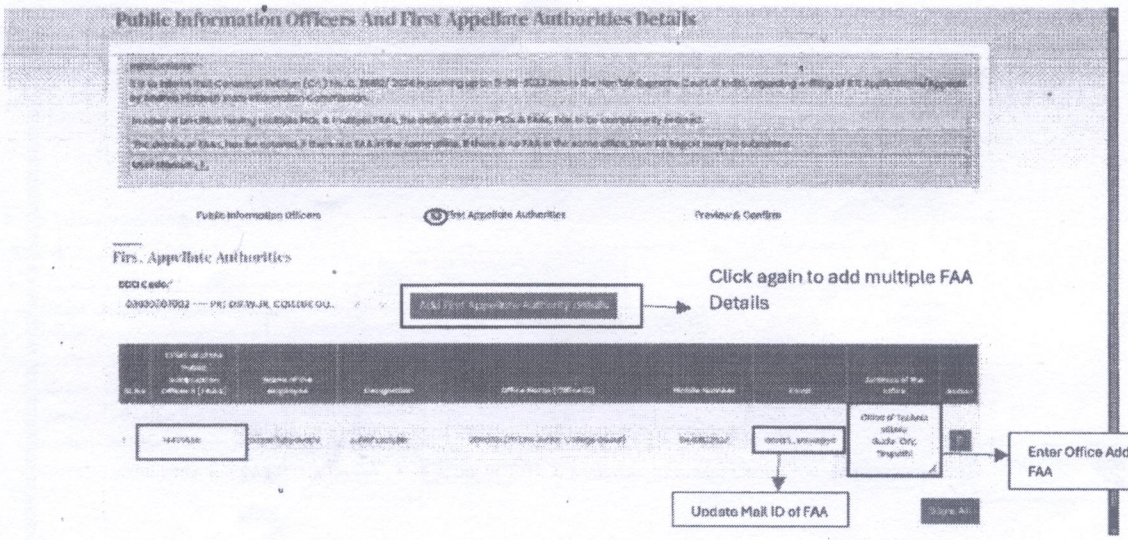
Provision for Updating multiple PIO Details:



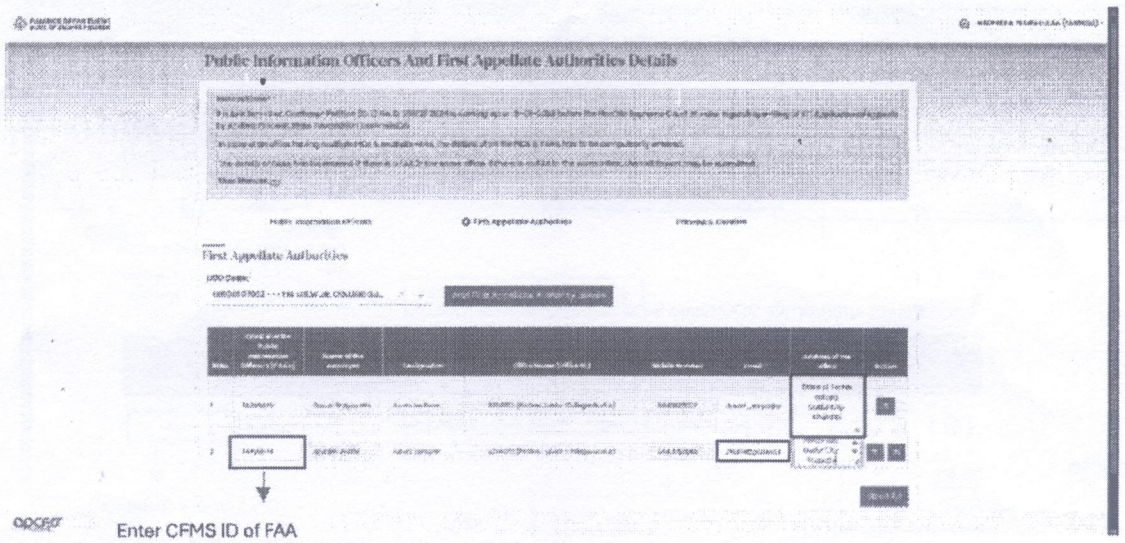
Add FAA Information Screen:



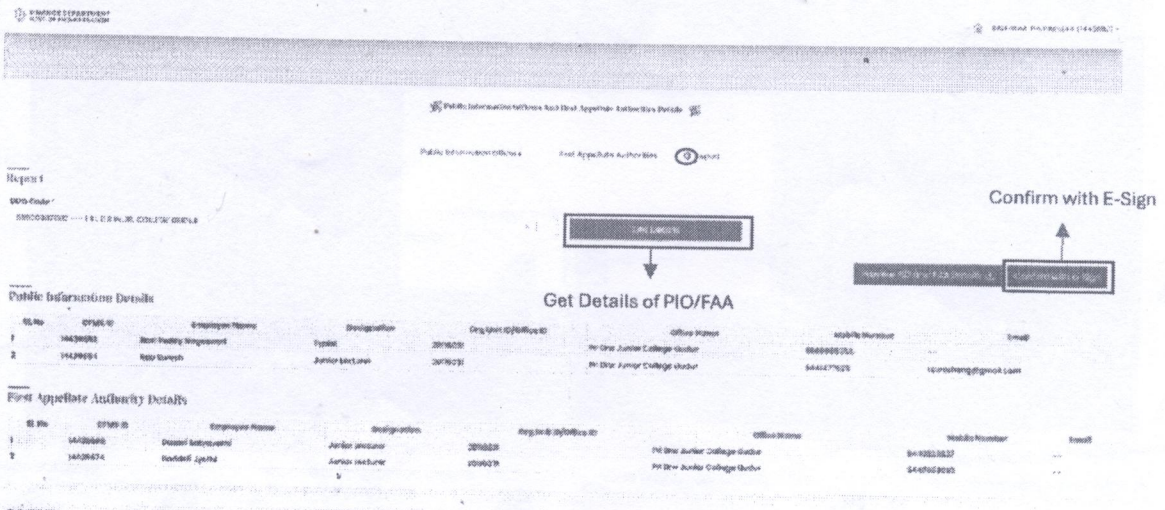
CFMS ID Entry Screen:



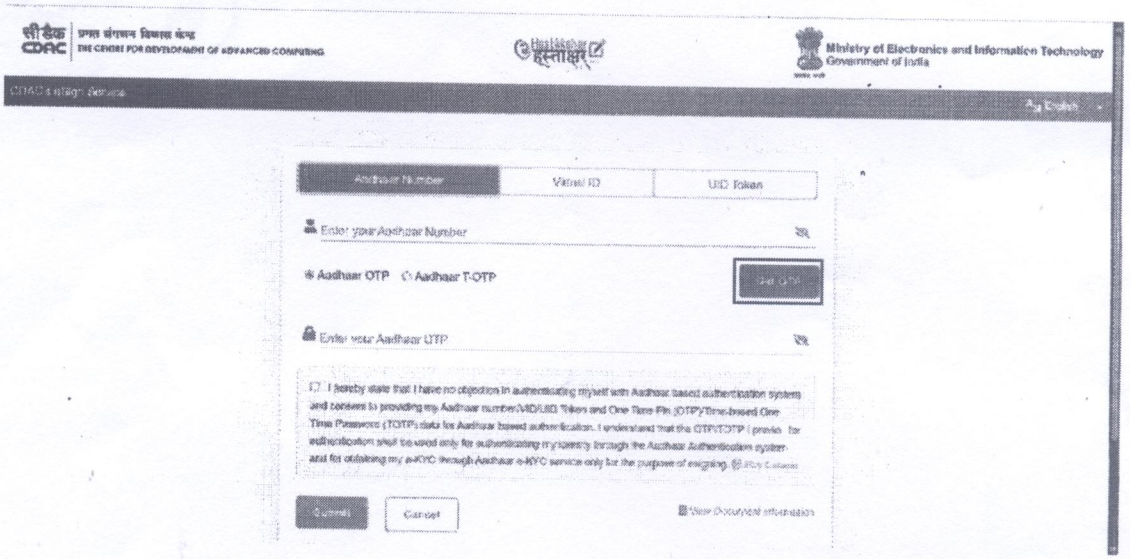
Provision to update multiple FAA Details:

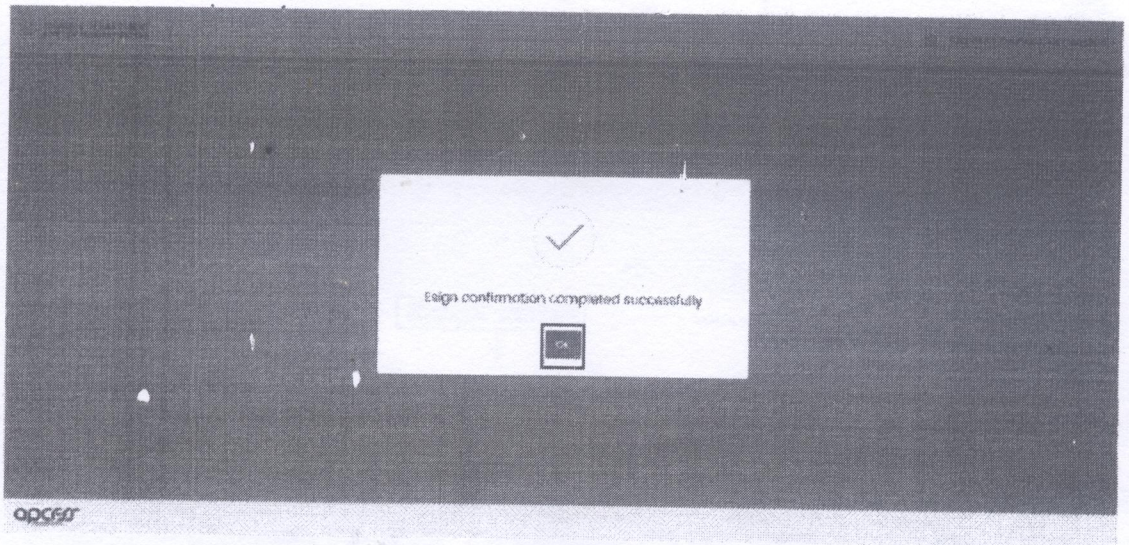


Report Screen:



E-Sign Confirmation Screen:




Esign confirmation completed successfully
OK

Master Data

- Biometric Devices Data Entry
- Employee Master Data
- Update Sub-caste details for Employees
- Apply for PRAN
- Change in Pay Events
- Approve New PRAN Requests
- Update Mobile Numbers
- Digital Fly Leaf Register
- Vendor Code Blocking
- Contract Employees Mobile Number Updation
- View Employee Details
- Submit Employees eOffice Id
- Submit Public Information Officers & First Appellate Authority Details