

D.YEDUKONDALU
REGISTRAR (IT-cum-CPC)



AMARAVATI
Dt:02.07.2026

ROC.No.2812/2026-CPS



To
All the Unit Heads

Sir/Madam,

SUB:- HIGH COURT – COMPUTER SECTION – District Judiciary –
Right to Information Act, 2005 – Online RTI Portal – Creation of
one-time Login Credentials for Public Information
Officers/Assistant Public Information Officers – Creation of
complex wise User Logins in the Online RTI Portal under District
Court Complexes – Instructions issued – Regarding.

I invite your attention to the subject cited above.

I am to inform that the High Court designed and developed Online RTI Portal for the High Court, Judicial Academy, District Judiciary and the RTI applicants to furnish the information through online process. The High Court created one-time login credentials in the Online RTI Portal for all Court Complexes across the State of Andhra Pradesh. The details of the respective User IDs and Passwords are being communicated by way of attachment.

I am to further state that the concerned Public Information Officers/Assistant Public Information Officers have to create their User Credentials duly furnishing the required information in each field and later, they have to use the same credentials to log into their respective accounts in the online RTI Portal hosted in the Official Website of the High Court.

I am to further state that the Public Information Officers/Assistant Public Information Officers have to download the RTI Applications, collect the required information and send the same to the RTI applicant through the said Portal. The data relating to offline applications can also be maintained in the same Portal. The information maintained at the end of the Public Information Officers/Assistant Public Information Officers in the Online RTI Portal has

Check & Put up

D.J.

PNO-4436
31/7/26

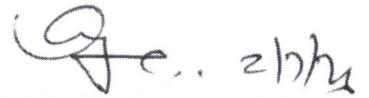
been mapped with the log-in ID of Registrar General who is Appellate Authority.

Therefore, I request all the Unit Heads to inform the concerned Public Information Officers/Assistant Public Information Officers of your Unit to whom User IDs and Passwords have been provided to update their credentials within two (2) weeks and use the Online RTI Portal for furnishing the information to the applicants under the Right to Information Act, 2005.

For any technical assistance, please contract Sri Ch.Dinesh on his mobile number: 8919567193.

The compliance report shall reach the High Court within four (4) weeks from the date of receipt of this letter.

Yours faithfully,



REGISTRAR (IT-cum-CPC)

District Court, Vizianagaram,
Date : 07.07.2026.

Copy of Letter in ROC NO. 281/2026-CPS dt.02.07.2026 of the Hon'ble High Court of Andhra Pradesh, along with list of VZM-RTI-username-passwords, received in this Court in R.No. 4436 dt.03.07.2026, is communicated to all the Judicial Officers in the unit of Vizianagaram District Judiciary.

Sd/ *M. Babitha*

**Principal District Judge,
Vizianagaram.**

True Copy / By Order

[Signature]
Chief Administrative Officer,
District Court, Vizianagaram

Copy to :-

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

.Dis.No. 2905 Date : 7 .07.2026.