

Check & Put up

[Signature]

P.D.J..

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

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)

PRINCIPAL DISTRICT COURT: WEST GODAVARI: ELURU: DATED 07.07.2026

Communicated to all the Judicial Officers in the unit of West Godavari with a request to direct the concerned to follow the instructions of the Hon'ble High Court and submit compliance to the Principal District Court on or before 18.07.2026, for onward submission of the same to the Hon'ble High Court.


**PRL.DISTRICT JUDGE,
W.G., ELURU.**

To

The Judicial Officers in the unit of West Godavari (List enclosed)

Copy to:

The I/c System Officer, eCourts, Principal District Court, Eluru with a direction to send the same to all the Courts through email and also place the same in Official Website of Principal District Court, Eluru.

DIS NO. 4445
DATE 07/07/26

<https://digi-courts.aphc.ap.gov.in/RTI-AP-Districts/login>

Name of the Station	Name of the Court	User ID	Password
Eluru	Principal District Court Complex, Eluru	ELU13	Court@1234 Aphc@1234
Bhimavaram	BSNL Building, Bhimavaram	BHI71	Aphc@1234
Chintalapudi	Civil Judge's (Junior Division) Court Complex, Chintala	CHI97	Archc@1234
Jangareddigudem	PWD Building, Jangareddigudem	Jan-98	Aphc@1234
Kovvur	Additional District Court Complex, Kovvur	KOV03	Aphc@1234
Narasapur	X Additional District Court Complex, Narasapur	NAR19	Aphc@1234
Nidadavole	Municipal Department Building, Nidadavole	NID10	Aphc@1234
Palakol	Civil Judge's (Junior Division) Court Complex, Palakole	PAL10	Aphc@1234
Tadepalligudem	XI Additional District Court Complex, Tadepalligudem	TAD19	Aphc@1234
Tanuku	IV Additional District Court Complex, Tanuku	TAN74	Aphc@1234