CIRCULAR

Sub: RIGHT TO INFORMATION ACT, 2005 – PRINCIPAL DISTRICT JUDGE'S COURT, NELLORE, SPSR NELLORE DISTRICT – High Court of Andhra Pradesh – Computer Section – District Judiciary – Implementation of Online RTI Portal – Creation of complex–wise one–time Login Credentials for Public Information Officers(PIOs) and Assistant Public Information Officers(APIOs) under District Court Complexes – Circulation of High Court Direction – Instructions – Issued – Reg.

Ref : Official Letter from the Hon'ble High Court of Andhra Pradesh, Amaravati, in ROC.No.2812/2026-CPS, Dated 02.07.2026, communicated by the Registrar(IT-cum-CPC).

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INSTRUCTIONS AND DIRECTIVES :

An intentional focus is invited to the subject and reference cited.

The Hon'ble High Court of Andhra Pradesh has designed, developed, and deployed an integrated Online RTI Portal catering to the High Court, Judicial Academy, District Judiciary and RTI applicants to facilitate a digitized, seamless information–sharing process. To initiate this infrastructure, the Hon'ble High Court has generated and assigned complex–wise one–time Login credentials (User IDs and Passwords) for all Court complexes across the state, which are appended herewith.

LOGIN PORTAL:		**https://digi-courts.aphc.ap.gov.in/RTI-AP-Districts/login**		
S.No	**Location**	**Complex**	**Code**	**Password**
1	NELLORE	Principal District Court Complex, Nellore	NEL50	Aphc@1234
2	GUDUR	VII Additional District Court Complex, Gudur	GUD19	Aphc@1234
3	KAVALI	Civil Judge's (Senior Division) Court Complex, Kavali	KAV16	Aphc@1234
4	KOVUR	Civil Judge's (Senior Division) Court Complex, Kovur	KOV16	Aphc@1234
5	ATMAKUR	Civil Judge's (Senior Division) Court Complex, Atmakur	ATM10	Aphc@1234
6	SULLURPET	Principal Civil Judge's (Junior Division) Court Complex, Sullurpet	SUL14	Aphc@1234
7	NAIDUPET	Civil Judge's (Junior Division) Court Complex, Naidupet	NAI10	Aphc@1234
8	KOTA	Civil Judge's (Junior Division) Court Complex, Kota	KOT94	Aphc@1234
9	VENKATAGIRI	Civil Judge's (Junior Division) Court Complex, Venkatagiri	VEN95	Aphc@1234
10	UDAYAGIRI	Civil Judge's (Junior Division) Court Complex, Udayagiri	UDA10	Aphc@1234

In strict alignment with the mandated administrative directives of the Hon'ble High Court, the Principal District Judge, Nellore, SPSR Nellore District, hereby issues the following compliance orders to all Judicial Officers and Unit Heads in the District.

1. **Mandatory Account Activation :** All designated Public Information Officers(PIOs) and Assistant Public Information Officers(APIOs) shall immediately access the official online RTI portal hosted on the High Court's website utilizing the enclosed temporary credentials and comprehensively update their profile fields to establish secure, individualized login access.
2. **Digital workflow Adoption :** Upon activation, all Public Information Officers' and Assistant Public Information Officers'(APIOs) are strictly directed to process incoming statutory applications digitally. This encompasses downloading electronic RTI applications, gathering the requested information from respective branches, and transmitting certified responses directly through the Online Portal.
3. **Offline Data Synchronization :** To maintain systematic uniformity, all records pertaining to historical or newly received offline/physical RTI applications must be concurrently uploaded and tracked within the same digital portal.
4. **Strict Internal Timeline :** The Hon'ble High Court has stipulated a definitive period of two(2) weeks for credential updates and four(4) weeks for final district compliance compilation. Therefore, to facilitate the verification, processing and generation of a comprehensive District Compliance Report for submission to the Apex Court, all Unit Heads are directed to submit their absolute compliance reports to this office within one week from the date of receipt of this Circular, without fail.

ACKNOWLEDGMENT AND COMPLIANCE :

All receiving Judicial Officers must acknowledge the receipt of this Circular instantly via return communication. For any necessary technical assistance regarding account provisioning, officers are instructed to contact Sri Ch.Dinesh, Technical Assistant, at Mobile Number : 8919567193.

Any deviation, laxity, or delay in adhering to these statutory timelines will be viewed seriously as a breach of administrative discipline.

Principal District Judge,
Nellore, SPSR Nellore District

Office of the Principal District Judge, Nellore,
SPSR Nellore District, dated 08.07.2026

To

1. All the Judicial Officers/Unit Heads in the SPSR Nellore District Unit(with an explicit directive to personally supervise compliance among the PIOs/APIOs working under their administrative control.
2. The System Officer, Computer Section, District Court, Nellore, SPSR Nellore District (With instructions to immediately host this Circular on the official District Court Website.)

DIS.NO. 3757/2026, DATED 9 .07.2026

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.

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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)