Andhra Pradesh Information Commission (APIC)
(Under RTI Act, 2005)

This manual will help Secretariat Departments, HODs & District Offices to do the following tasks in Andhra Pradesh Information Commission website www.sic.ap.gov.in:

1. Edit/Add Office details.
2. Edit/Add APIO/PIO/FAA details.
3. Create users for PIO/FAA.
4. Retrieve User ID & Password of PIO/FAA.
5. Upload information u/s 4(1)(b) of the RTI Act, 2005 from PIO’s Login.

Note: Presently the Upload 4(1)(b) Service is available only in PIOs Login.

The below Steps A & B in this page are common for the above tasks:

A. Go to APIC website by typing www.sic.ap.gov.in into the address bar at the top of your web browser and press enter. Once the APIC Homepage is loaded, the following screen will be displayed:

B. Click on the “Login for PIOs/AAs/HODs”. The following screen will be displayed:

Enter the User ID and Password.
1. **Edit/Add office details**

   a. Verify whether the **Office** is added by Selecting “Add APIO/PIO/AA” from the “Data Entry” menu. The following page will be displayed:

   If the **Office** is added Select “Edit” if necessary and enter the **Office details** and click on **Submit** button

   ![List of Offices](image)

   b. To add office, Select “New Office” from the “Data Entry” menu. The following page will be displayed:

   Enter the **Office details** and click on **Submit** button

   ![Office Details](image)

2. **Edit/Add PIO/FAA details.**

   a. Select “Add PIO/PIO/AA” from the “Data Entry” menu. A list of offices added by you will be displayed as shown below:

   Select one of the “Office” for which you have to “Edit/Add” the APIO/PIO/AA details.

   ![List of Offices](image)
b. The following page is displayed:
   Select “Edit” / “ADD APIO/PIO/AA” accordingly.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Type</th>
<th>Employee Name</th>
<th>Address</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AA</td>
<td>Maha Prakash</td>
<td>Samachara Bhavan, Mojum-jahi Market, Abids, 500001</td>
<td>Edit Delete</td>
</tr>
<tr>
<td>2</td>
<td>PIO</td>
<td>Shivrang Kumar V</td>
<td>Samachara Bhavan, 5-4-359, Near Mozam Jahi Market, 500001</td>
<td>Edit Delete</td>
</tr>
</tbody>
</table>

ADD APIO/PIO/AA

b. The following page is displayed showing the office you have selected:
   Enter the APIO/PIO/AA details and click Submit.

3. Create users for PIO/FAA.
   a. Select “Create user for PIO/AA” from “Create User” menu.
      A list of offices added by you will be displayed as shown below:
      Select one of the Office for which you have to create user for PIO/AA.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Office Name</th>
<th>Office Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andhra Pradesh Information Commission</td>
<td>Samachara Bhavan, Mojum-jahi Market, Abids, Hyderabad, 500001</td>
</tr>
</tbody>
</table>

b. Click on “Create User” for which you want to create user for employee, User will be created for the selected employee.
4. **Retrieve User ID & Password of PIO/FAA.**
   a. Select “Approved Officers” from “Reports” menu.
      A list of approved officers will be displayed as shown below:
      Please allot the User ID & Password to the concerned officer confidentially for
      uploading information u/s 4(1)(b), Register-I & II in the State Information Commission
      website.

![Image showing a list of approved officers]

5. **Upload information u/s 4(1)(b) of the RTI Act, 2005 from PIO’s Login.**
   NOTE: Please login with Public Information Officer login credentials to Upload
   4(1)(b).
   a. Select “Upload 4(1)(b)” from “Reports” menu.
      The following page will be displayed:
      Choose File from the Computer and Click Submit.

![Image showing a page for uploading information]

The uploaded information will be displayed in the Commission Website through the
links shown below:

![Image showing links on the website]

To seek any help regarding login credentials, update and upload the above information the
Public Authorities may contact the concerned officer in Andhra Pradesh Information
Commission from official e-mail ID to Email: jaco-it-apic@ap.gov.in and can contact on
Mobile No.: **8686934394.**