

## GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
ANDHRA PRADESH: MANGALAGIRI

Cir. Memo. No. EHE02/17/2024-ITCTE

Date: 04-08-2025

Sub: Technical Education – GAD (GPM&AR) Dept. – Directions of Hon'ble Supreme Court – Submission of RTI PIO/FAA Details in APCFSS Portal – Instructions to all the Heads of Offices – Regarding.

Ref: Letter No. 288438/GAD/AR/2025, Dated: 03.08.2025 of General Administration (GPM&AR) Department.

\*\*\*

The attention of the Regional Directors Kakinada and Tirupathi and all the Principals of Government Polytechnics is invited to the subject cited where in, the General Administration (GPM&AR) Department has informed that a Contempt Petition (Crl.) bearing No. D.36812/2024 is scheduled to be listed before the Hon'ble Supreme Court of India on 05-08-2025. The petition pertains to e-filing of RTI Applications/Appeals by the Andhra Pradesh State Information Commission.

In this Connection, APCFSS has developed software for capturing details of Public Information Officers (PIOs) and First Appellate Authorities (FAAs) across all Government Offices in the State. A mandatory data input screen has been enabled at the time of login by Drawing and Disbursing Officers (DDOs) on the APCFSS application at <https://nidhi.apcfss.in>.

As per the directions issued in the above letter, the following information will be displayed or required:

**Display Only from CFMS Database**

- Secretariat Department
- Head of Department
- Office

**Data Entry by the Head of Office (HoO) through the DDO**

- Number of PIOs in the Office: Select 1 to 10.
- CFMS ID of the 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)
- Number of FAAs in the Office: Select 0 to 10.
- CFMS ID of the 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)

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 have to be compulsorily entered.

b) The details of FAA/s have to 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 the Field 'Number of FAAs in the Office'.

It is further informed that, the data input screen will be live from 04.08.2025, and all Heads of Offices (HoOs) through the DDOs must ensure completion of the data entry process on or before 05.08.2025.

In this Connection, Regional Joint Directors Kakinada and Tirupathi and all the Principals of Government Polytechnics are instructed to enter the requested details in the APCFSS application by 3.00 PM on 04.08.2025.

JOINT DIRECTOR

To  
The Regional Joint Directors Kakinada and Tirupathi  
The Principals of all the Govt. Polytechnics.

**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-filing of 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 Department 3.1.2 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.)



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.

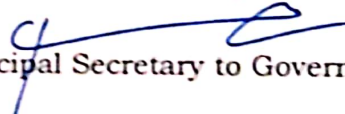
(b) The details of FAA/s, has to be entered, if there is a FAA in the same office. If there is no FAA in the same office, then 0 may be selected at 3.3.1.

5. The data input screen at <https://nidhi.apcfss.in> will be live on 4<sup>th</sup> August 2025 & all the Heads of Offices (HoO/s), through the DDOs, shall complete the data entry on/by 5<sup>th</sup> 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 5<sup>th</sup> August 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