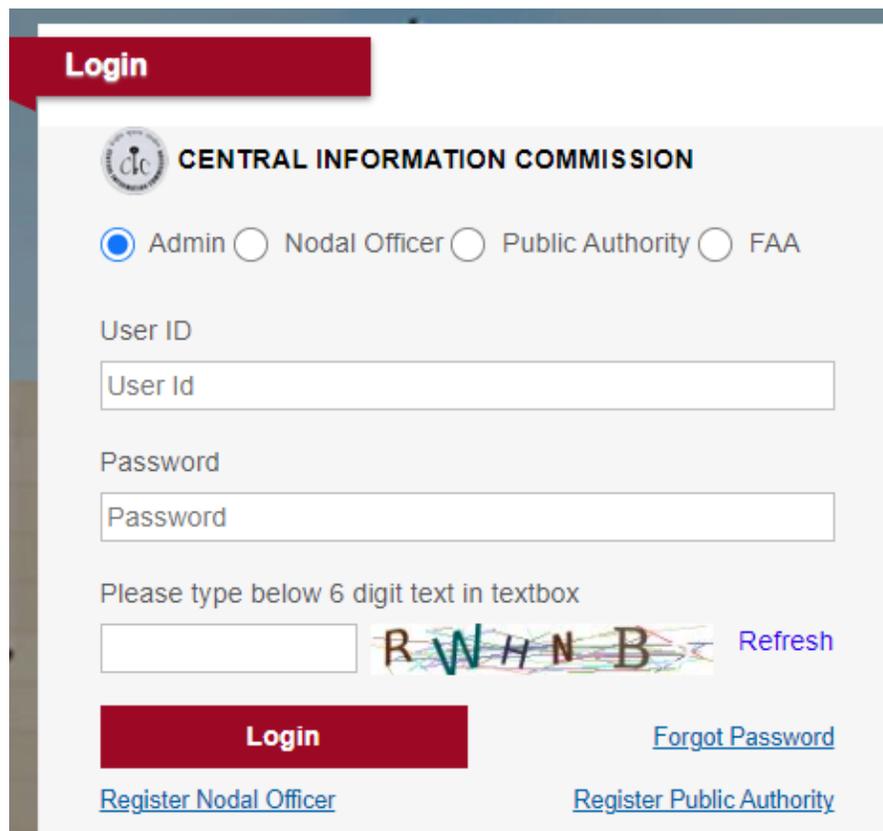


Central Information Commission

Guideline for PA MODULE

The PA Module website address is – www.dsscic.nic.in/users/pn-login or visit www.cic.gov.in
-> Public Authority -> Submit Quarterly Return/ Transparency Audit. The following window will appear:



The screenshot shows a login interface for the Central Information Commission. At the top, there is a red header with the word "Login". Below this, the Central Information Commission logo and name are displayed. There are four radio buttons for user roles: "Admin" (selected), "Nodal Officer", "Public Authority", and "FAA". Below the radio buttons are two text input fields: "User ID" and "Password". A CAPTCHA section follows, with the instruction "Please type below 6 digit text in textbox" and a small image of the text "RWHNB" overlaid on a background. A "Refresh" link is provided next to the CAPTCHA. At the bottom, there is a red "Login" button, a "Forgot Password" link, and two links: "Register Nodal Officer" and "Register Public Authority".

Guidelines For the Nodal Officer

1. For Nodal Officer Registration:-

Click on the Nodal Officer radio button then click on Register Nodal Officer link

Login

 **CENTRAL INFORMATION COMMISSION**

Admin Nodal Officer Public Authority FAA

*Ministry/Independent Department

--Select Ministry--

Password

Password

Please type below 6 digit text in textbox

R W H N B Refresh

Login [Forgot Password](#)

[Register Nodal Officer](#) [Register Public Authority](#)

After click on the hyper link **Nodal Officer Registration Page** will open, fill all the required details (red star * mark is mandatory field).

Registration Form Of Nodal Officer

Ministry/Independent Department*

Department*

Coordinating Officers Details

Officer Name*

Designation*

Contact Address*

State*

City

Pincode*

Email Address*

Mobile Number*

Phone No.

Fax No.(If Any)

Password*

Confirm Password*

Submit

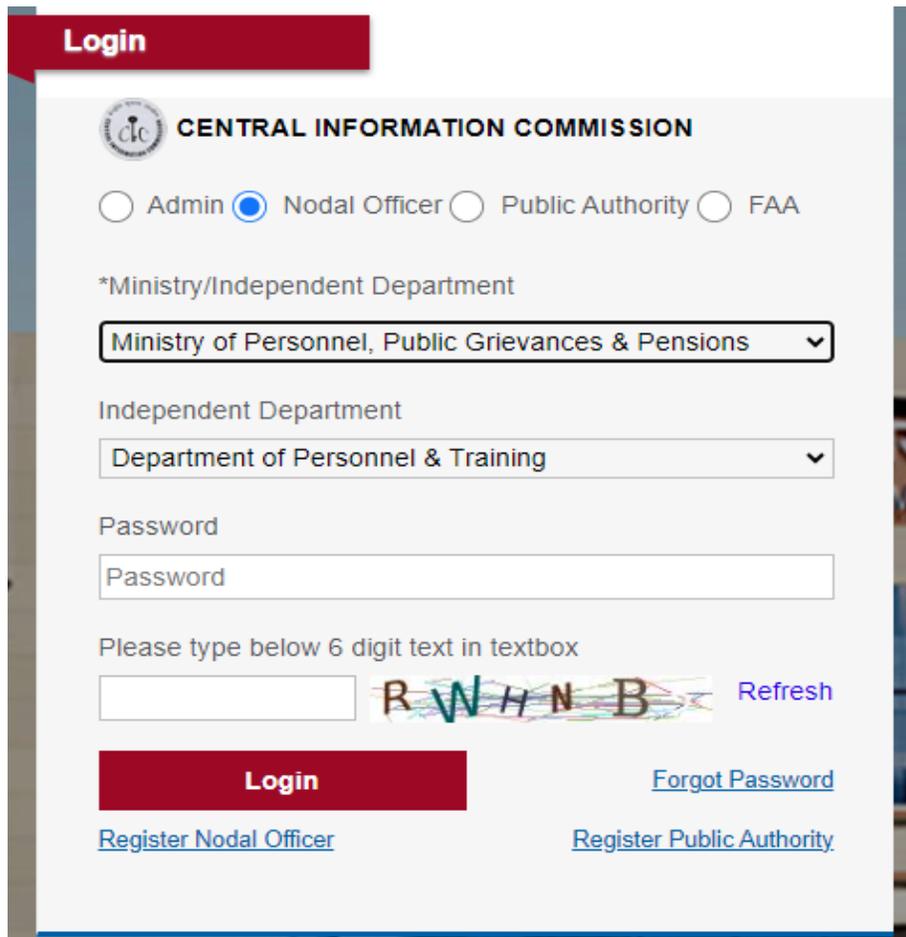
Cancel

After filling all the details click on Submit button.

It will give message "Nodal officer added successfully".

(After Registration of Nodal Officer , contact CIC Admin. Admin will approve Nodal Officer, then Nodal Officer can login.

Login Window For Nodal Officer



Login

 **CENTRAL INFORMATION COMMISSION**

Admin Nodal Officer Public Authority FAA

*Ministry/Independent Department

Ministry of Personnel, Public Grievances & Pensions

Independent Department

Department of Personnel & Training

Password

Password

Please type below 6 digit text in textbox

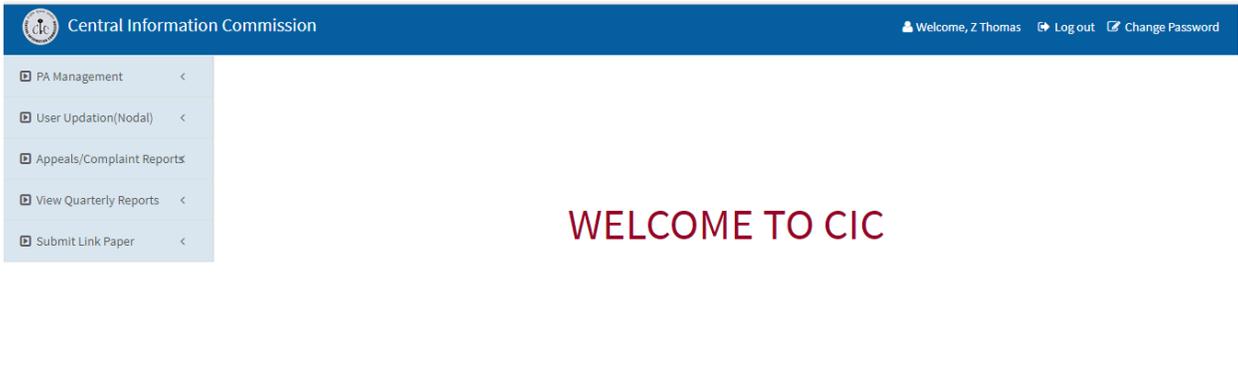
R W H N B Refresh

Login [Forgot Password](#)

[Register Nodal Officer](#) [Register Public Authority](#)

After opening the above window click on Nodal officer radio button then select Ministry/ Independent department, Department and fill the password thereafter enter captcha then click on Login button.

After Successful Login following window will appear



Functionality of Nodal officer

PA Management:-

Nodal Officer has right to Add Public Authority (PA) , To add click on PA Management -> Create PA. The following window will appear, Now type the PA Name and select PA Category then Click on SAVE Button.

Sr. No	Ministry Name	Public Authority Name	Public Authority Code	Public Authority Category	Edit	Remove
1	Department Of Personnel & Training	ISTM	INSTM	Govt. Autonomous Body	Update	Remove
2	Department Of Personnel & Training	Staff Selection Commission	SSCOM	Govt. Autonomous Body	Update	Remove
3	Department Of Personnel & Training	Central Administrative Tribunal	CADMT	Govt. Autonomous Body	Update	Remove
4	Department Of Personnel & Training	LBSNAA	LBSNA	Govt. Autonomous Body	Update	Remove
5	Department Of Personnel & Training	Union Public Service Commission	UPSCM	Govt. Autonomous Body	Update	Remove
6	Department Of Personnel & Training	CBI	CBUI	Govt. Autonomous Body	Update	Remove
7	Department Of Personnel & Training	Department Of Personnel & Training	DOP&T	Department Under Ministry	Update	Remove
8	Department Of Personnel & Training	Central Information Commission	CICOM	Govt. Autonomous Body	Update	Remove

After addition of the PA, CIC Admin will map the PA with 5 digit unique code.

List PA :- All registered PA list will come.

PA Management

- > Create PA
- > List PA
- User Updation(Nodal) <
- Appeals/Complaint Reports
- View Quarterly Reports <
- Submit Link Paper <

List Of Public Authorities

Ministry/Independent Department: Department Of Personnel & Training

Public Authority Name *

Display Records

List of Public Authorities

S.NO	Ministry/Independent Department	Public Authority	Officer Name	Address	Email ID	Mobile No	Last 6 Digits Of Aadhar ID	View Registration Form	Status
1	Department Of Personnel & Training	Union Public Service Commission	GOPAL	ROOM NO -2, UPSC, DHAULPUR HOUSE, NEW DELHI	Upscrtadm@gmail.Com	9818099675	170823102842	Change	Deactivate
2	Department Of Personnel & Training	Central Information Commission	S P BECK	CIC, ROOM NO-301, AGUST KRANTI BHAWAN, BIKAJI CAMA PLACE, NEW DELHI	Sp.Beck@Nic.In	9971159904	170817151258	Change	Deactivate

Showing 1 of 1 Pages of 2 Records

User Updation :-

For updation of personal details.

User Updation(Nodal) -> Update Personal details -> Save

 **Central Information Commission**

PA Management <

User Updation(Nodal) >

- > Update Personal Details
- Appeals/Complaint Reports
- View Quarterly Reports <
- Submit Link Paper <

Update Nodal Officer Profile

Ministry/Independent Department* Department Of Personnel & Training

Coordinating Officers Details

Officer Name*

Designation*

Contact Address*

State*

District*

City

Pincode

Email Address*

Mobile Number*

Phone No.

Fax No.(If Any)

View Appeal /Complaint reports :-

To View Appeal /Complaint Report -----

Appeal Complaint reports -> View Appeals/Complaints (Nodal)

Appeal/ Complaint Report

Both
 Appeal
 Complaint

Date Range:

Active/Disposed:

Display: Records
 FileNo:
 Applicant Name:

S.No	File Number	Date	Applicant Name	View PDF
1	CIC/SSCOM/A/2017/157872	23-08-2017	FARVEEN KUMAR	<input type="button" value="View"/>
2	CIC/DOP&T/A/2017/157996	23-08-2017	RAM AWATAR SINGH	<input type="button" value="View"/>
3	CIC/C3RUI/A/2017/157735	23-08-2017	G B GOYAL	<input type="button" value="View"/>
4	CIC/CYCOM/A/2017/157494	21-08-2017	JAGDISH KUMAR	<input type="button" value="View"/>
5	CIC/DOP&T/A/2017/157000	13-08-2017	NIRAJ KUMAR	<input type="button" value="View"/>
6	CIC/C3RUI/A/2017/156884	13-08-2017	RADHA MOHAN SHARMA	<input type="button" value="View"/>

View Quarterly Reports (to view the quarterly report submitted by PA's)

View quarterly Reports -> View Quarterly Reports(Nodal)

Central Information Commission

Submit Quarterly Returns

Public Authority*

Year*

Quarterly Return*

- PA Management <
- User Updation(Nodal) <
- Appeals/Complaint Reports
- View Quarterly Reports** v
- »View Quarterly Reports (Nodal)
- Submit Link Paper <

Submit Quarterly Returns

Public Authority*

Year*

Quarterly Return*

RTI Annual Return Information System

Quarterly Return Form

Public Authority : Central Information Commission
 Ministry Name : Department of Personnel & Training
 Quarter : 1st Quarter (April-June)

Block I (Details about the requests and appeals)

	Opening Balance as on beginning of	No. of application received as transfer from other PAs u/s 6(3)	Progress during Quarter			
			Received during the Quarter(including cases transferred to other PAs)	No. of Cases transferred to other PAs u/s 6(3)	Decisions Where requests/appeals rejected	Decisions Where requests/appeals replied
Requests	10	15	10	1	1	13
First Appeals	5	N/A	5	N/A	2	3
Total no. Of CAPIOs designated			1	Total no. Of CPIOs designated		100
				Total no. Of AAs designated		10

Block II (Details about fees Collected,penalty imposed and disciplinary action taken)

Registration Fee Collected(in Rs.) u/s 7(1)	Addl. Fee Collected(in Rs.) u/s 7(3)	Penalty Amount Recovered(in Rs.) as directed by CIC u/s 20(1)	No. Of Cases where disciplinary action taken against any Officer u/s 20(2)
500	500	5000	2

Block III (Details Of various provisions of section 8 while rejecting the requested information)

No. Of times various provisions were invoked while rejecting requests
 Relevant Sections Of RTI Act 2005

Section 8(i)											Section			
a	b	c	d	e	f	g	h	i	j	9	11	24	other	
1	0	2	0	0	1	0	5	0	0	0	0	0	1	

Block IV (Details Regarding Mandatory Disclosures)

A. Is the Mandatory Disclosures under Sec. 4(1)(b) posted on the Website of Public Authority ?	Provide the detail/URL of webpage,where the disclosure is posted (max 150 chars)
Yes	cic.gov.in
B. Last Date of updating of Mandatory disclosure under Section 4(1)b	2017-08-22

Guidelines For Public Authorities

2. For Public Authority Registration :-

Step 1- To register the PA, first of all, the PA may contact with the Nodal officer of their Ministry/ department to add as PA in CIC PA module (The procedure for adding the PA is mentioned on page no. 6 of this document).

Step 2- After successfully adding of the PA by nodal officer the PA may register itself by clicking on Public Authority radio button then click on Register Public Authority link

Login

 **CENTRAL INFORMATION COMMISSION**

Admin Nodal Officer Public Authority FAA

*Public Authority:

--Select--

Password

Password

Please type below 6 digit text in textbox

 Refresh

Login

[Register Nodal Officer](#) [Register Public Authority](#)

After clicking on the link the following Public Authority Registration Page will open, fill all the required details (red star * markis mandatory field).

Registration Form Of Public Auhtority

Ministry/Independent Department*	Ministry of Commerce & Industry ▼
Department*	Department of Industrial Policy & Promotion ▼
Public Authority*	Department of Industrial Policy & Promotion ▼

Officers Details

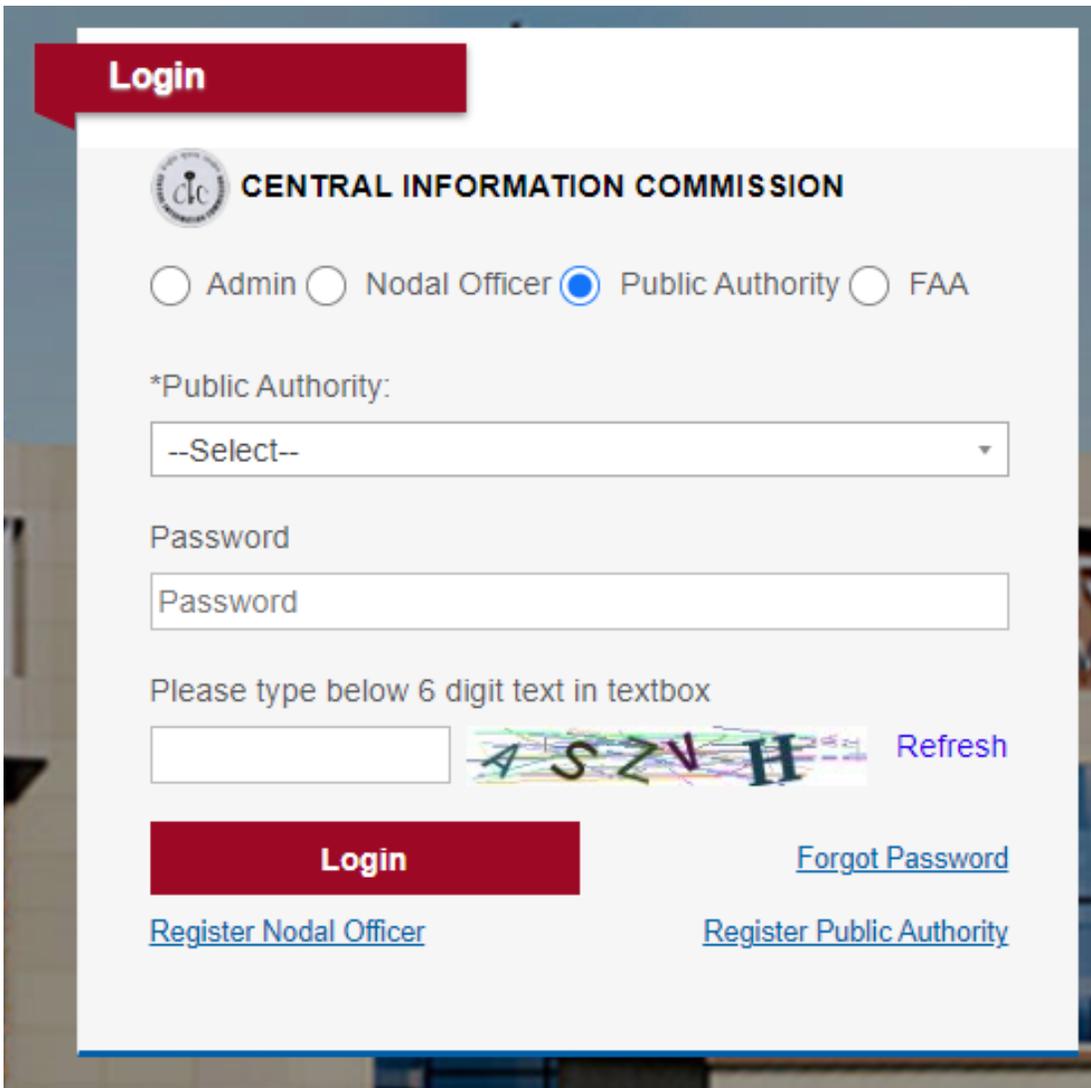
CPIO Officer Name*	Enter Officer Name
Designation*	Enter Designation
Contact Address*	Enter Contact Address
State*	--Select state-- ▼
City	Enter City
Pincode*	Enter Pincode
Email Address*	Enter Email Address
Mobile Number*	Enter Mobile Number
Phone No.	Enter Phone No
Fax No.(If Any)	Enter Fax No
Password*	Enter Password Hint: Please Enter Alpha-Numeric Between 6-12
Confirm Password*	Enter Confirm Password

Submit **Cancel**

After filling all the details click on Submit button.

It will give message “Public Authority registration submitted successfully”

Login by Public Authority



The screenshot shows a web form titled "Login" for the Central Information Commission. It features a header with the CIC logo and name. Below the header, there are four radio buttons for user roles: "Admin", "Nodal Officer", "Public Authority" (which is selected), and "FAA". A dropdown menu labeled "*Public Authority:" is currently set to "--Select--". Below this is a "Password" field with the placeholder text "Password". A captcha section follows, with the instruction "Please type below 6 digit text in textbox" and a box containing the characters "4 5 2 V H". A "Refresh" button is located to the right of the captcha. At the bottom, there is a prominent red "Login" button, a blue link for "Forgot Password", and two other blue links: "Register Nodal Officer" and "Register Public Authority".

After opening the above window click on public authority radio button then select public authority and fill the password thereafter enter captcha then click on Login button.

Submit Quarterly Returns :-

Annual Quarterly returns -> Submit Quarterly Returns

Fill all details then click on Submit Button.

- Annual Quarterly Returns ▾
- » Submit Quarterly Returns
- User Updation(PA) <
- Appeals/Complaint Report (PA)
- Submit Link Paper <

Submit Quarterly Returns Report

Year*

Quarterly Return*

RTI Annual Return Information System

Quarterly Return Form

Public Authority : Ministry of Water Resources and Ganga Rejuvenation
 Ministry Name : Ministry of Water Resources and Ganga Rejuvenation
 Quarter : 1st Quarter (April-June) (2016-2018)

Block I (Details about the requests and appeals)

	Opening Balance as on beginning of 1st Quarter (April-June)	No. of application received as transfer from other PAs u/s 6(3)	Progress during Quarter			
			Received during the Quarter(including cases transferred to other PAs)	No. of Cases transferred to other PAs u/s 6(3)	Decisions Where requests/appeals rejected	Decisions Where requests/appeals replied
Requests	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
First Appeals	<input type="text" value="0"/>	N/A	<input type="text" value="0"/>	N/A	<input type="text" value="0"/>	<input type="text" value="0"/>
		Total no. Of CPIOs designated		Total no. Of CPIOs designated		Total no. Of AAs designated
		<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>

Block II (Details about fees Collected,penalty imposed and disciplinary action taken)

Registration Fee Collected(in Rs.) u/s 7(1)	Addl. Fee Collected(in Rs.) u/s 7(3)	Penalty Amount Recovered(in Rs.) as directed by CIC u/s 20(1)	No. Of Cases where disciplinary action taken against any Officer u/s 20(2)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Block III (Details Of various provisions of section 8 while rejecting the requested information)

No. of times various provisions were invoked while rejecting requests
Relevant Sections Of RTI Act 2005

Section 8(i)										Section			
a	b	c	d	e	f	g	h	i	j	9	11	24	other
<input type="text" value="0"/>													

Block IV (Details Regarding Mandatory Disclosures)

A. Is the Mandatory Disclosures under Sec. 4(1)(b) posted on the Website of Public Authority ?	Provide the detail/URL of webpage,where the disclosure is posted (max 150 chars)
<input type="text" value="Yes"/>	<input type="text" value="www.example.com"/>
B. Last Date of updating of Mandatory disclosure under Section 4(1)b	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>
C. Has the Mandatory Disclosure been audited by third party as per DOPT vide OM No. 1/6/2011-IR dated 15-04-2013?	Provide the detail/URL of webpage,where the Audit report is posted (max 150 chars)
<input type="text" value="Yes"/>	<input type="text" value="www.example.com"/>
D. Date of audit of Mandatory disclosures under Sec. 4(1)(b)(Format dd/mm/yyyy)	<input type="text" value="dd/mm/yyyy"/> <input type="button" value="Calendar"/>

Thank You