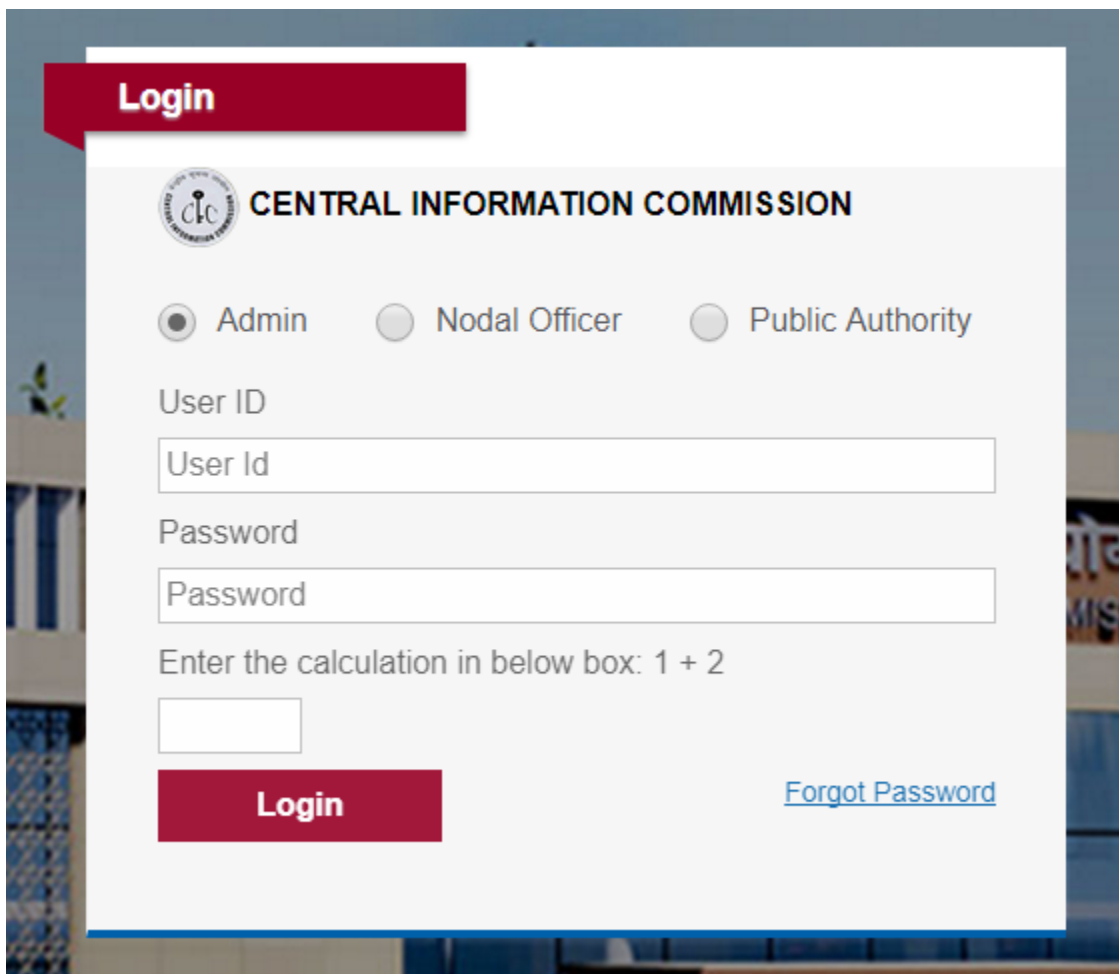


Central Information Commission

Guideline for PA MODULE

The PA Module website address is – [www.dsscic.nic.in /users/pn-login](http://www.dsscic.nic.in/users/pn-login) or visit www.cic.gov.in
-> Public Authority -> Submit Quarterly returns(2017-18) . Choose the Nodal Officer or Public Authority in which you want to login.



The screenshot shows the login interface for the Central Information Commission (CIC) PA Module. At the top left, there is a red banner with the word "Login" in white. Below this, the CIC logo is displayed next to the text "CENTRAL INFORMATION COMMISSION". There are three radio buttons for user roles: "Admin" (selected), "Nodal Officer", and "Public Authority". Below the radio buttons, there are two input fields: "User ID" and "Password". Under the "Password" field, there is a text prompt "Enter the calculation in below box: 1 + 2" followed by a small empty input box. At the bottom left, there is a red "Login" button. At the bottom right, there is a blue link labeled "Forgot Password".

Login

 **CENTRAL INFORMATION COMMISSION**

☒ Admin ☐ Nodal Officer ☐ Public Authority

User ID

Password

Enter the calculation in below box: 1 + 2

Login [Forgot Password](#)

Guidelines For the Nodal Officer

1. For Nodal Officer Registration :-

Select Nodal Officer then click on Register Nodal Officer

Login

 **CENTRAL INFORMATION COMMISSION**

☐ Admin ☒ Nodal Officer ☐ Public Authority

*Ministry/Independent Department

--Select Ministry--

Password

Password

Enter the calculation in below box: 1 + 2

Login

[Register Nodal Officer](#)

[Forgot Password](#)

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

After filling all the details click on Submit button.

It will give message “Nodal officer added successfully, Password is send to your registered email”

Registration Form Of Nodal Officer

Ministry/Independent Department*

Ministry of Commerce & Industry

Department*

Department of Industrial Policy & Promotion

Coordinating Officers Details

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

Confirm Password*

Enter Confirm Password

Submit

Cancel

Login



CENTRAL INFORMATION COMMISSION



Admin



Nodal Officer



Public Authority

CPIO Officer added successfully. Password is sent to your registered email

User ID

User Id

Password

Password

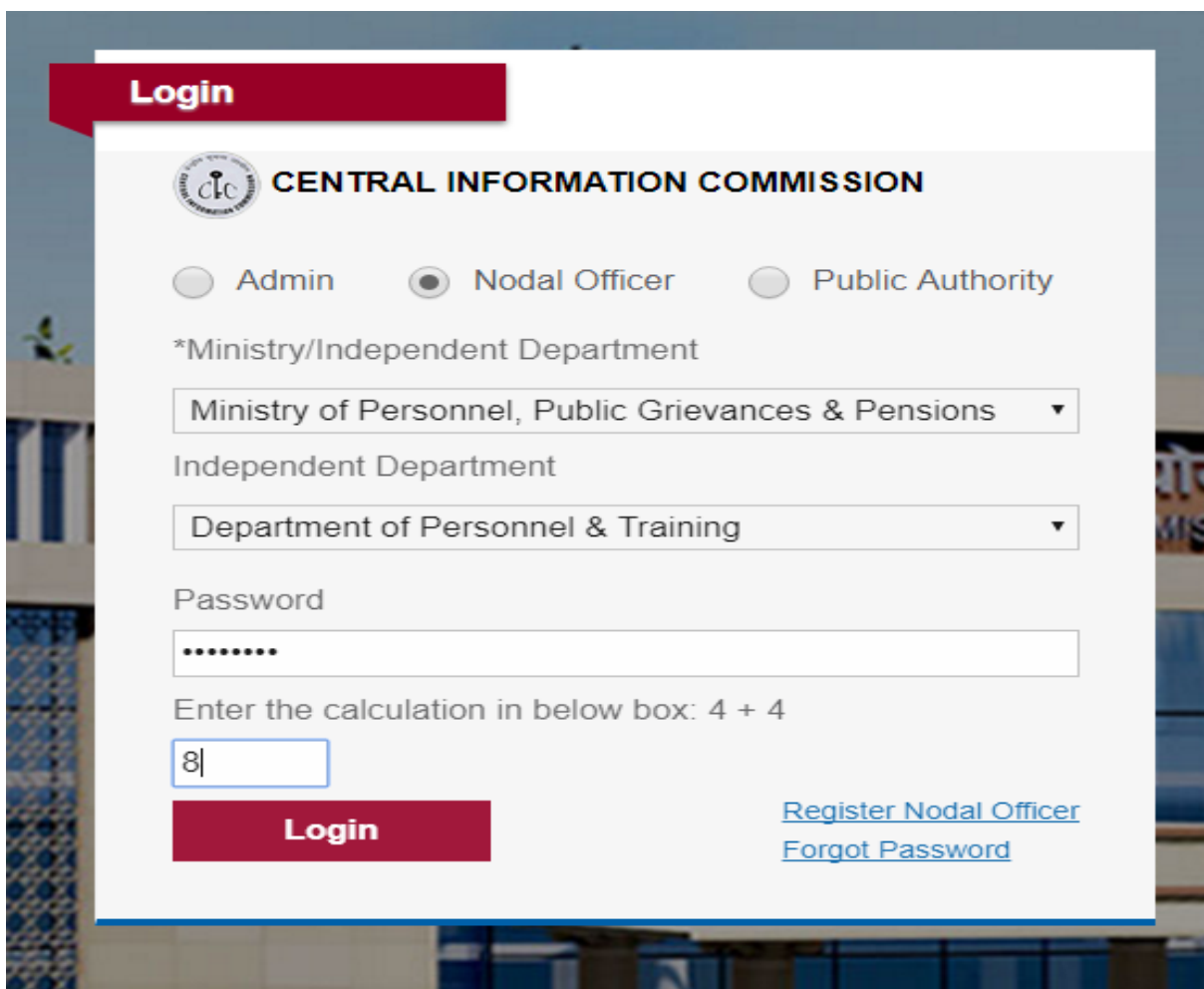
Enter the calculation in below box: 5 + 5

Login

[Forgot Password](#)

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

Login Window For Nodal Officer



The screenshot shows the login interface for the Central Information Commission (CIC). At the top, there is a red banner with the word "Login" in white. Below this, the CIC logo is displayed next to the text "CENTRAL INFORMATION COMMISSION". There are three radio buttons for user roles: "Admin", "Nodal Officer" (which is selected), and "Public Authority". Below the radio buttons, there is a label "*Ministry/Independent Department". Under this label, there are two dropdown menus. The first dropdown menu is labeled "Ministry of Personnel, Public Grievances & Pensions" and the second dropdown menu is labeled "Department of Personnel & Training". Below the dropdown menus, there is a "Password" label and a password input field. Below the password field, there is a text prompt "Enter the calculation in below box: 4 + 4" and a small input field containing the number "8". At the bottom left, there is a red "Login" button. At the bottom right, there are two links: "Register Nodal Officer" and "Forgot Password".

Login

 **CENTRAL INFORMATION COMMISSION**

☐ Admin ☒ Nodal Officer ☐ Public Authority

*Ministry/Independent Department

Ministry of Personnel, Public Grievances & Pensions ▼

Independent Department

Department of Personnel & Training ▼

Password

.....

Enter the calculation in below box: 4 + 4

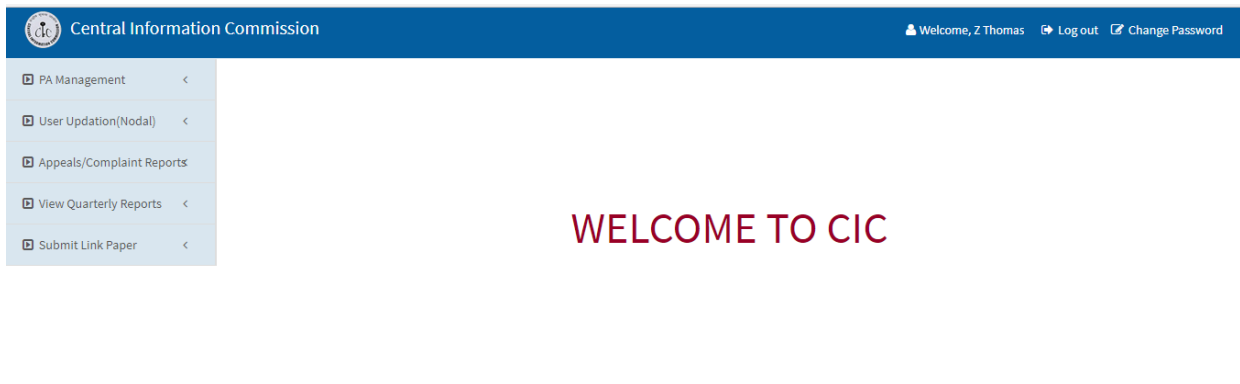
8|

Login

[Register Nodal Officer](#)
[Forgot Password](#)

Here click on Nodal officer then select Ministry/ Independent department, fill password and enter calculation then click on Login button.

After Successful Login following window will appear



Functionality of Nodal officer

PA Management:-

Nodal Officer has right to Add PA , To add click on PA Management -> Create PA
Now Fill PA Name and PA Category then Click on SAVE Button.

Add Public Authority

Ministry/Independent Department * Department Of Personnel & Training

Public Authority Name *

Public Authority Category *

Display Records

List of Public Authorities

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	CBRUI	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

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 *

Enter Public Authority Name

Search

Cancel

Display 10 Records

Export to Excel

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	Upscrtiadm@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

< Previous

Next >

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*

Z Thomas

Designation*

Section Officer

Contact Address*

DOPT, North Block, New delhi

State*

Delhi

District*

Central Delhi

City

delhi

Pincode

Enter Pincode

Email Address*

sorti-dopt@nic.in

Mobile Number*

9013961115

Phone No.

Enter Phone No

Fax No.(If Any)

Enter Fax No

Save

Cancel

View Appeal /Complaint reports :-

To View Appeal /Complaint Report -----

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

PA Management <

User Updation(Nodal) <

Appeals/Complaint Reports

» View Appeals/Complaint(Nodal)

» Cause List(Nodal)

» View Decision(Nodal)

View Quarterly Reports <

Submit Link Paper <

Appeal/ Complaint Report

Both

Appeal

Complaint

Date Range

Active/Disposed

Active

Search

Cancel

Display 10

Records

FileNo:

Applicant Name:

Filter

Reset

Print

Export to Excel

S.No	File Number	Date	Applicant Name	View PDF
1	CIC/SSCOM/A/2017/157871	23-08-2017	PARVEEN KUMAR	View
2	CIC/DOP&T/A/2017/157996	23-08-2017	RAM AVTAR SINGH	View
3	CIC/CBRUI/A/2017/157735	23-08-2017	G B GOYAL	View
4	CIC/CVCOM/A/2017/157494	21-08-2017	JAGDISH KUMAR	View
5	CIC/DOP&T/A/2017/157066	18-08-2017	NIRAJ KUMAR	View
6	CIC/CBRUI/A/2017/156884	18-08-2017	RADHA MOHAN SHARMA	View

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

View quarterly Reports -> View Quarterly Reports(Nodal)



Central Information Commission

PA Management <

User Updation(Nodal) <

Appeals/Complaint Reports

View Quarterly Reports

» View Quarterly Reports (Nodal)

Submit Link Paper <

Submit Quarterly Returns

Public Authority*

Central Information Commission

Year*

2017-2018

Quarterly Return*

1st Quarter (April-June)

Search

Cancel



PA Management <

User Updation(Nodal) <

Appeals/Complaint Reports

View Quarterly Reports ▾

» 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 CPIOs 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 :-

Click on Public Authority then click on Register Public Authority

Login

 **CENTRAL INFORMATION COMMISSION**

☐ Admin ☐ Nodal Officer ☒ Public Authority

You are logged out

*Public Authority:

--Select--

Password

Enter the calculation in below box: 5 + 9

Login

[Register Public Authority](#)

[Forgot Password](#)

Public Authority Registration Page will open, fill all the required details (red star * mark is mandatory field).

After filling all the details click on Submit button.

It will give message "Public Authority registration submitted successfully, Password is send to your registered email address"

Registration Form Of Public Auhtrity

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**

Login From Public Authority

Login


CENTRAL INFORMATION COMMISSION

☐ Admin
 ☐ Nodal Officer
 ☒ Public Authority

*Public Authority:
 Central Information Commission ▼

Ministry :
 Ministry of Personnel, Public Grievances & Pensions

Independent Department :
 Department of Personnel & Training

Password

Enter the calculation in below box: 7 + 8
 15

Login

[Register Public Authority](#)
[Forgot Password](#)

Click on Public Authority then select Public Authority , Fill password and Calculation 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*

2017-2018

Quarterly Return*

Ist Quarter (April-June)

Submit

Cancel

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 : Ist Quarter (April-June) (2016-2018)

BlockI (Details about the requests and appeals)

	Opening Balance as on beginning of Ist Quarter (April-June)	No. of application received as transfer from other PAs u/s 6(3)	Received during the Quarter(including cases transferred to other PAs)	No. of Cases transfered to other PAs u/s 6(3)	Decisions Where requests/appeals rejected	Decisions Where requests/appeals replied
Requests	0	0	0	0	0	0
First Appeals	0	N/A	0	N/A	0	0
		Total no. Of CPIOs designated	0	Total no. Of CPIOs designated	0	Total no. Of AAs designated
						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)
0	0	0	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
0	0	0	0	0	0	0	0	0	0	0	0	0	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)
Yes	www.example.com
B. Last Date of updating of Mandatory disclosure under Section 4(1)b	dd/mm/yyyy
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)
Yes	www.example.com
D. Date of audit of Mandatory disclosures under Sec. 4(1)(b)(Format dd/mm/yyyy)	dd/mm/yyyy

Submit

Reset

Thank You