

Vijayawada

## User Manual for Missing Employees/Citizens Household Registration

Version 1

User Manual November 2024

GSR INFO - www.gsrmaths.in

www.apbadi.net

## 1. Missing Citizens Employee Registration Module

• Click on the following link

https://gramawardsachivalayam.ap.gov.in/CitizenEnrolment/#!/Home

• Tick on Check Box then click on login.

Missing Citizens Household Mapping Module for Employees	
This module will give a provision to government employees for self enrolment to the household database. Please mark the checkbox to proceed further	
Login ->	<b>Sri Nara Chandrababu Naidu</b> Hon'ble Chief Minister, Government of Andhra Pradesh
Copyright © 2024. All rights reserved by GSWS Department, Govt. of Andhra Pradesh. Designed, Developed & Mainta	ined by the second seco

• Here the user needs to enter the Aadhar Number and click on Send OTP button.

This module will give a provision to government employer mark the checkbox to proceed further Aadhaar Authentication Aadhaar Number Enter Aadhaar Number Send OTP	
	Sri Nara Chandrababu Naidu Hon'ble Chief Minister, Government of Andhra Pradesh

• Upon clicking on Send OTP button the user will receive an OTP to the Aadhar linked Mobile Number.

Missing Citizen Household Mapping Module for	<b>S</b> r Employees	
This module will give a provision to government employ mark the checkbox to proceed further	Aadhaar Authentication Aadhaar Number XXXXXXXXXXX OTP 3 5 5 0 4 6	×
Login → Copyright © 2024. All rights reserved	4:19 minutes	Seveloped & Maintained by

- Enter the OTP and Click on Login.
- If the entered Aadhar number is already present in the HH database, then the user will get an alert message as shown below.

Already exists in the Household Data
ОК
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• If the entered Aadhar number is not presented in the HH database, then the user will get the screen as shown below.

🔘 ෆුඛ්-බර්	າ <b>ລົ້າເປີລາຍເ</b> ອອຊອູລິສີ	<b>ຕົ້ນລົ່ມນ</b> ລໍສໍ <sub>ອິຊັນສ່ຽ</sub> ດ	Sri. Gov	Nara Chandrababu Naidu bie Chied Muhaer Immant of Andira Pratech
				LOGOUT
		Household Mapping	9 Module for Employees	
Aadhaar Number*	XXXXXXXX6586			
Name"		Gender*	DOB*	Age*
KULLI RAVIKUMAR		М	05-02-1987	37
Address*		Pincode*	Present Address*	Mobile No
6-125, AMBEDHKAR NAGAR, MURIKIPUDI, N	IEAR AMBEDHKAR	522626	ENTER PRESENT ADDRESS	10 Digit Only
District*		Mandal*	Secretariat *	Cluster
Select District	~	Select Mandal	Select Secretariat	✓Select Cluster ✓
Marital Status		Qualification	Occupation	Caste
Select	~	Select Qualification	Select Occupation	✓Select Caste
Sub Caste		Religion		
Select Sub Caste	~	Select Religion	•	

- Here users can enter the Basic Details like Present Address and Mobile Number and need to select the District, Mandal, Secretariat, Cluster, Marital Status, Qualification, Occupation, Caste, Subcaste, and Religion (\* Mark Fields are Mandatory).
- the user desires to register their details as a single family member, they must select the option "No" for Do You Want to Add Members question.

6-125, AMBEDHKAR NAGAR, MURIKIPUDI, NEAR AMBEDHKAR	522626	5-5	9966552233
District*	Mandal*	Secretariat *	Cluster
ALLURI SITHARAMA RAJU	ADDATEEGALA - R	ADDATEEGALA1 (10490852)	<ul> <li>C2</li> </ul>
Marital Status	Qualification	Occupation	Caste
Married	B.A	Agriculture Labour	v oc v
Sub Caste	Religion		
ACHARYULU	HINDU	-	
Do you want to add members?	⊖ Yes ● No Reasons *	Select ReasonsSelect Reasons Unmarriad and linin senarately	
		Widow/Widower	
Family member details		Single with no family members Transgender	

• Upon selection of the NO, a drop-down menu can appear as shown in the above screen.

Household Mapping Module for Employees					
Aadhaar Number"	XXXXXXXX6586				
Name*		Gender*		DOB*	Age*
KULLI RAVIKUMAR		м		05-02-1987	37
Address*		Pincode*		Present Address*	Mobile No
6-125, AMBEDHKAR NAGAR, MURIKIPUDI, N	NEAR AMBEDHKAR	522626		5-5	9966775533
District*		Mandal*	:	Secretariat *	Cluster
EAST GODAVARI	~	ANAPARTHI - R	~	ANAPARTHI1 (10490216)	C1 ~
Marital Status		Qualification	(	Occupation	Caste
Married	~	B.A	~	Public sector under takings	oc ~
Sub Caste		Religion			
ACHARYULU	~	HINDU	*		
Do you want to add members?		⊖Yes ●No Reasons	5*	Unmarried and living separately	SUBMIT

• Select the reason from the dropdown then click on Submit.

				LOGOUT
		Household Mapping Module for Employees		
Enter Aadhaar Number*	893801841174			
lame*	Gender*		Age*	
BOSKA VINAY PAUL	м		32	
ddress*	Pincode*		Mobile No	
4-196/1 FLAT NO 201 SRI SATYA SRINIVASA E	NCLAVE, RAILWA 521241	SUCCESSFULLY ADDED TO NEW HOUSEHOLD :	9638527410	
istrict*	Mandal*	MISSHH89380184117420241114104413474	Cluster	
GUNTUR	V PHIRANGIPURAM - R	ок	~ С9	~
Iarital Status	Qualification		Caste	
Unmarried	► M.TECH	← Farmer	► BC	~
ub Caste	Religion			
ARE MARATHI	✓ CHRISTIAN	~		
Do you want to add members?	🔿 Yes 🔎 No	Reasons * Unmarried and living separately	♥ SUBMIT	

• Then the user was registered successfully as shown in above.

• Similarly, if the user desires to add their details to existing HH, then they need to select the option "yes" for the Do You Want to Add Members question.

Household Manning Module for Employees							
Aadhaar Number*	XXXXXXXX6586						
Name*	c	Gender*	I	DOB"	Ag	e*	
KULLI RAVIKUMAR		М		05-02-1987		37	
Address*	F	Pincode*	,	Present Address*	N	Nobile No	
6-125, AMBEDHKAR NAGAR, MURIKIPUDI, N	EAR AMBEDHKAR	522626		5-5		9966775533	
District*	,	Vandal*	5	Secretariat *	Clu	ister	
EAST GODAVARI	*	ANAPARTHI - R	~	ANAPARTHI1 (10490216)	·	C1	~
Marital Status	(	Qualification	(	Occupation	Ca	ste	
Married	•	B.A	~	Public sector under takings	·	oc	~
Sub Caste	F	Religion					
ACHARYULU	~	HINDU	~				
Do you want to add members?		● Yes O No					
Enter family member details							
Enter Aadhaar number to add Member*		Please Enter Aadhaar Number		SEARCH			

• Enter the Aadhar Number and Click on the Search button.

Already exists in the Household Data
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- After clicking on the search button, the screen will appear as above, then click on OK.
- After clicking on OK the Existing HHID details and their name can be shown as below.

District*	Mandal*	Secretariat *	Cluster
ANANTHAPURAMU	BELUGUPPA - R	▼ BELUGUPPA1 (11290348)	C2
Marital Status	Qualification	Occupation	Caste
Married	B.A	Agriculture Labour	BC V
Sub Caste	Religion		
VISWABRAHMIN [AUSULA/KAMASALI/KAMMARI/KANCHA	HINDU	~	
Do you want to add members?	● Yes ○ No		
Enter family member details			
Enter Aadhaar number to add Member*	982176711751	SEARCH	
Household ID*	HH43672750181820200311081252805	Name*	KUNDURU NAVEENKUMARREDDY
Do you want to add yourself to this member's household?	● Yes ○ No	SUBMIT	

• Here user needs to click on YES then submit.

nent employ		
	SUCCESSFULLY ADDED TO EXISTING HOUSEHOLD : HH43672750181820200311081252805	
	ОК	

- Details added to existing Household Successfully.
- If the entered aadhar number not exist in HH database then screen will show like below.
- Here the user can select the relationship with that person and enter the other details as shown in the below screen, then click on the ADD button.

Marital Status	Qualification	Occupation	Caste
Married	V B.A	Public sector under takings	• oc •
Sub Caste	Religion		
ACHARYULU	HINDU .	~	
Do you want to add members?	® Yes ○ No		
Enter family member details			
Enter Aadhaar number to add Member*	737188079227	SEARCH	
Relation*	Name*	Gender*	DOB*
Father	✓ NAGABABU	Male	08-07-1988
Age (Years)*	Mobile No		
36	9988552233	ADD	

- After Adding the Family details table can shown in the screen. Then click on Submit.
- If the user wants to remove that person name then they need to click on the Remove button.

Sub Caste	R	eligion						
ACHARYULU	~	HINDU	~					
Do you want to add memb	pers?	● Yes ○ No						
Enter family member details								
Enter Aadhaar number to	add Member*	Please Enter Aadhaar Number	SEARCH					
Family member details								
S No	Name	Aadhaar No	Gender	Date of Birth	Age	Action		
1	Kulli Ravikumar	XXXX XXXX 5201	м	05-02-1987	37			
2	nagababu	XXXX XXXX 9227	м	8-7-1988	36	REMOVE		
SUBMIT								

