



GOVERNMENT OF ANDHRA PRADESH

GSWS DEPARTMENT

Vijayawada

User Manual for Missing Employees/Citizens Household Registration

Version 1

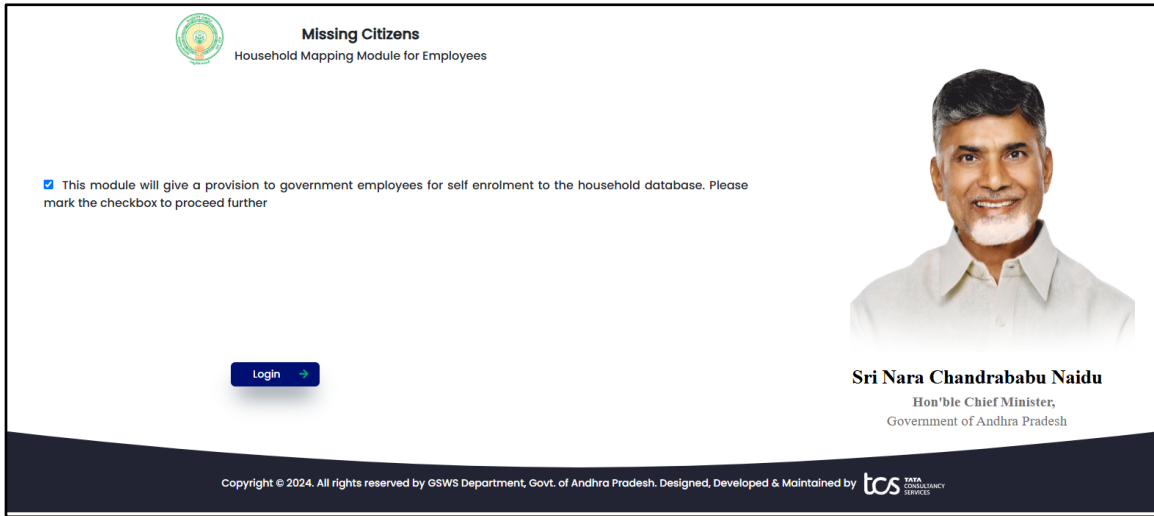
**User Manual
November 2024**

1. Missing Citizens Employee Registration Module

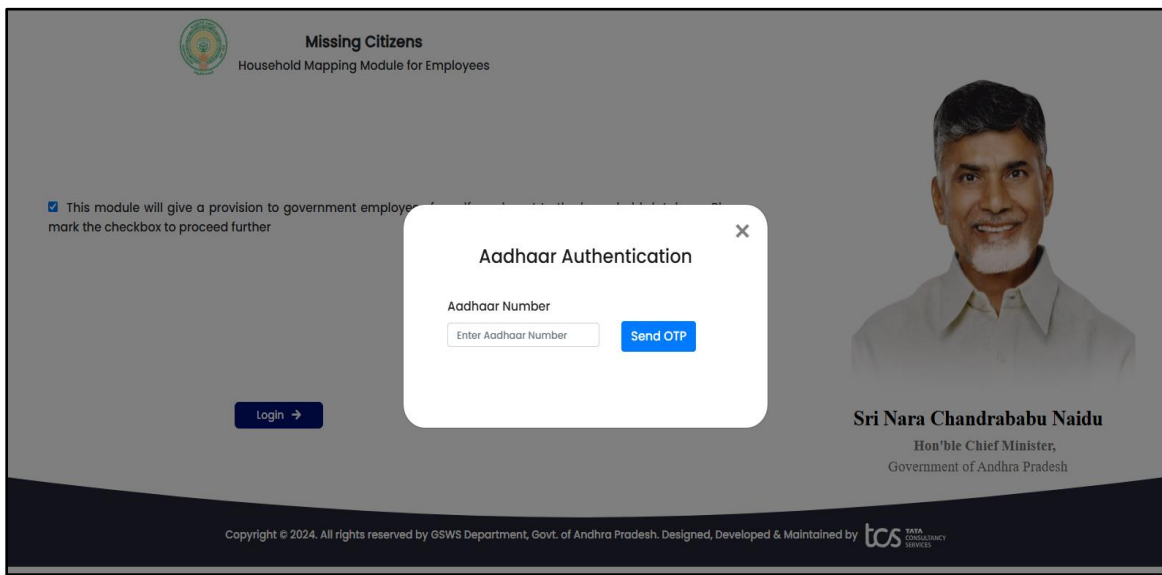
- Click on the following link

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

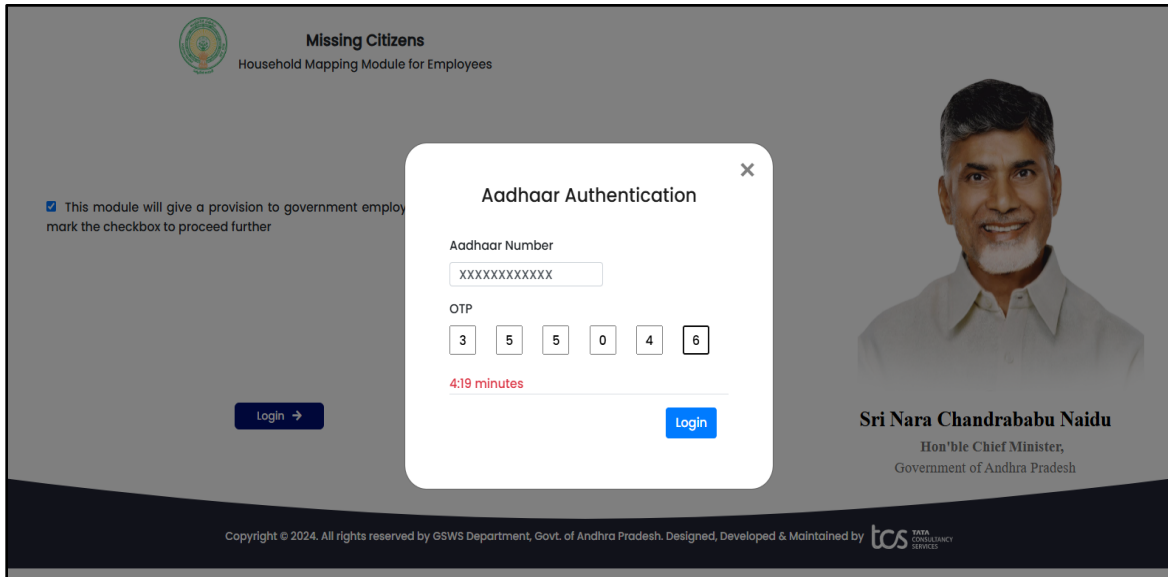
- Tick on Check Box then click on login.



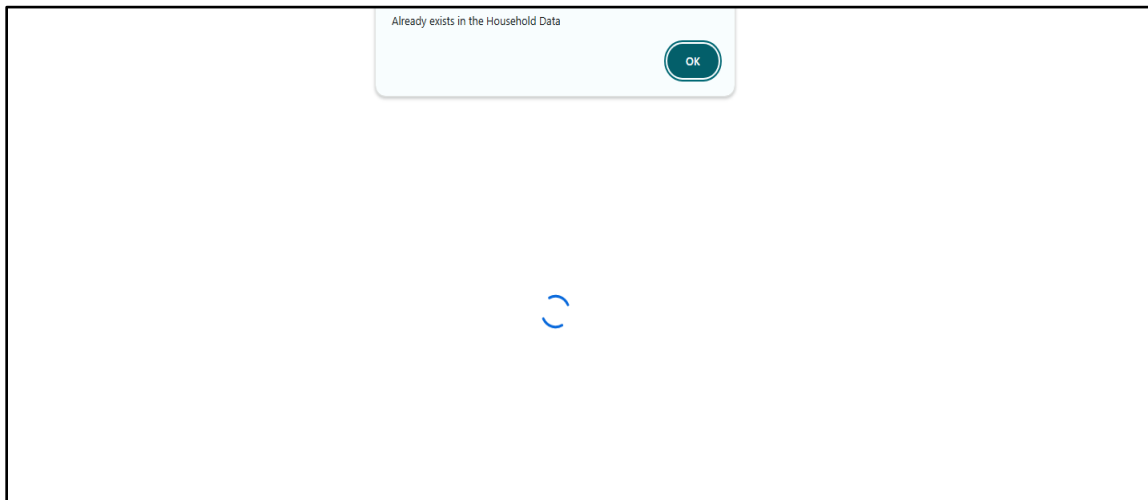
- Here the user needs to enter the Aadhar Number and click on Send OTP button.



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



- 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.



- If the entered Aadhaar number is not presented in the HH database, then the user will get the screen as shown below.

Household Mapping Module for Employees

Aadhaar Number*

Name* Gender* DOB* Age*

Address* Pincode* Present Address* Mobile No

District* Mandal* Secretariat* Cluster

Marital Status Qualification Occupation Caste

Sub Caste 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

Marital Status Qualification Occupation Caste

Sub Caste Religion

Do you want to add members? Yes No Reasons *

Family member details

- Select Reasons--
- Unmarried and living separately
- Widow/Widower
- 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*

Name* Gender* DOB* Age*

Address* Pincode* Present Address* Mobile No

District* Mandal* Secretariat* Cluster

Marital Status Qualification Occupation Caste

Sub Caste Religion

Do you want to add members? Yes No Reasons *

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

Household Mapping Module for Employees

LOGOUT

Enter Aadhaar Number*

Name* Gender* Age*


Address* Pincode* Mobile No

District* Mandal* Cluster

Marital Status Qualification Occupation Caste

Sub Caste Religion

Do you want to add members? Yes No Reasons *



SUCCESSFULLY ADDED TO NEW HOUSEHOLD :
MISSHH89380184117420241114104413474

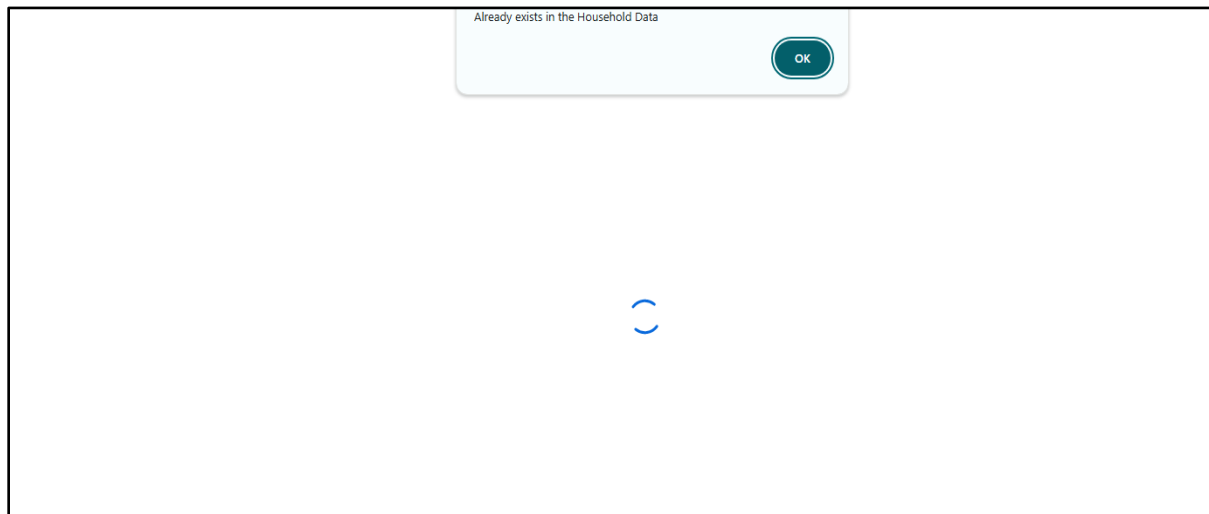
- Then the user was registered successfully as shown in above.

- 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 Mapping Module for Employees

| | | | |
|---|---------------|--|---------------------------------------|
| Aadhaar Number* | | | |
| XXXXXXXX6586 | | | |
| Name* | Gender* | DOB* | Age* |
| KULLI RAVIKUMAR | M | 05-02-1987 | 37 |
| Address* | Pincode* | Present Address* | Mobile No |
| 6-125, AMBEDHKAR NAGAR, MURIKIPUDI, 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? | | | |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | | | |
| Enter family member details | | | |
| Enter Aadhaar number to add Member* | | <input type="text" value="Please Enter Aadhaar Number"/> | <input type="button" value="SEARCH"/> |

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



- 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 |
| Sub Caste | Religion | | |
| VISWABRAHMIN [AUSULA/KAMASALI/KAMMARJ/KANCHI] | HINDU | | |
| Do you want to add members? | <input checked="" type="radio"/> Yes <input type="radio"/> No | | |

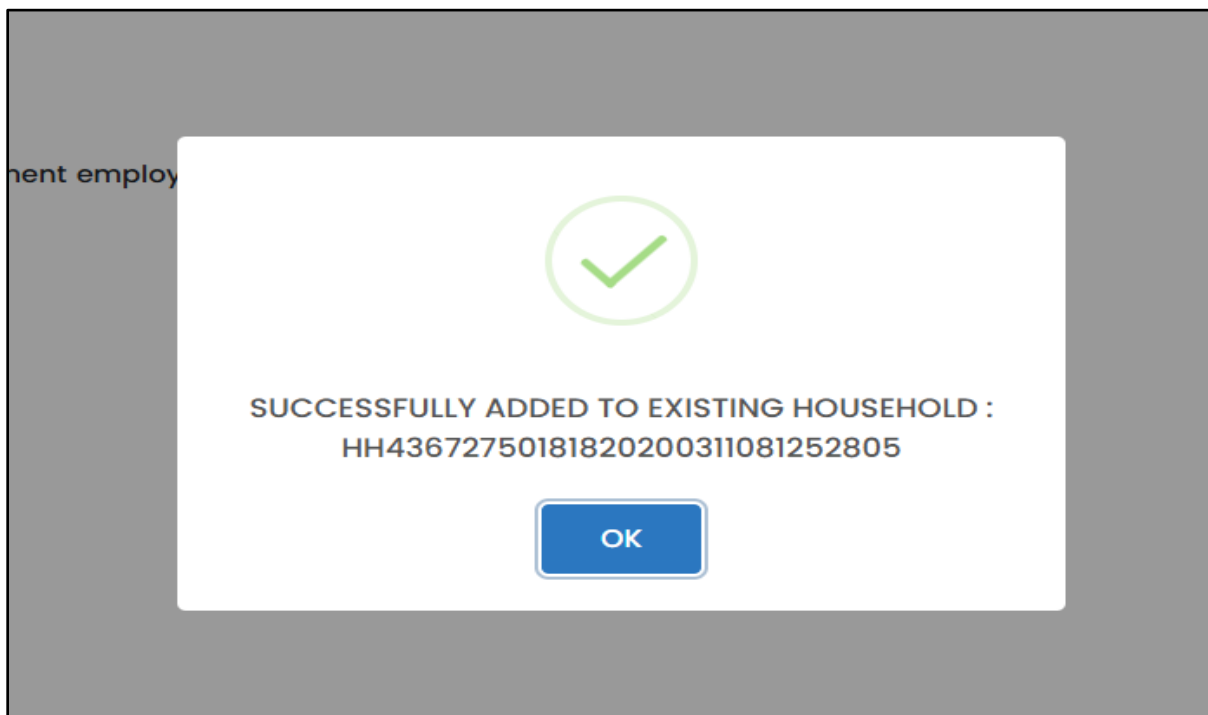
Enter family member details

Enter Aadhaar number to add Member*

Household ID* Name*

Do you want to add yourself to this member's household? Yes No

- Here user needs to click on YES then submit.



- Details added to existing Household Successfully.
- If the entered aadhaar 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: Married | Qualification: B.A. | Occupation: Public sector under takings | Caste: OC

Sub Caste: ACHARYULU | Religion: HINDU

Do you want to add members? Yes No

Enter family member details

Enter Aadhaar number to add Member*

Relation* Name* Gender* DOB*

Age (Years)* Mobile No

- 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: ACHARYULU | Religion: HINDU

Do you want to add members? Yes No


Enter family member details

Enter Aadhaar number to add Member*

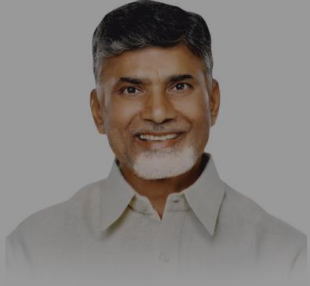
Family member details

| S No | Name | Aadhaar No | Gender | Date of Birth | Age | Action |
|------|-----------------|----------------|--------|---------------|-----|---------------------------------------|
| 1 | Kulli Ravikumar | XXXX XXXX 5201 | M | 05-02-1987 | 37 | |
| 2 | nagababu | XXXX XXXX 9227 | M | 8-7-1988 | 36 | <input type="button" value="REMOVE"/> |


This module will give a provision to government employees. mark the checkbox to proceed further



SUCCESSFULLY ADDED TO NEW HOUSEHOLD :
MISSHH90966586520120241114103455262



Sri Nara Chandrababu Naidu
Hon'ble Chief Minister,
Government of Andhra Pradesh

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