

GOVERNMENT OF ANDHRA PRADESH

GSWS DEPARTMENT

Vijayawada

User Manual for Missing Citizens Identification and tagging in Household

Version 1

**User Manual
November 2024**

- Government has identified that around 30 to 40 lakh citizens are missing in the Household database.
- Based on the data available from the various sources like land, MAUD, Discoms, Transport etc.. we have populated the citizen details who are not present in Household in the below logins.
- The secretariat employees has to divide the Households and they have to identify the citizens whether they belong to same secretariat or not and after verification, they have to take necessary steps to add in Household.
- The Module is available in PS/WAS/DA/WEDS/WAS/WWDS login
- Login with user credentials to APSEVA portal and redirect to GSWS old portal by clicking on “Other Services”.

- User needs to click on missing Citizens in HH tagging.

- Here users can select the department name from the dropdown menu and select either secretariat-wise or mandal-wise.

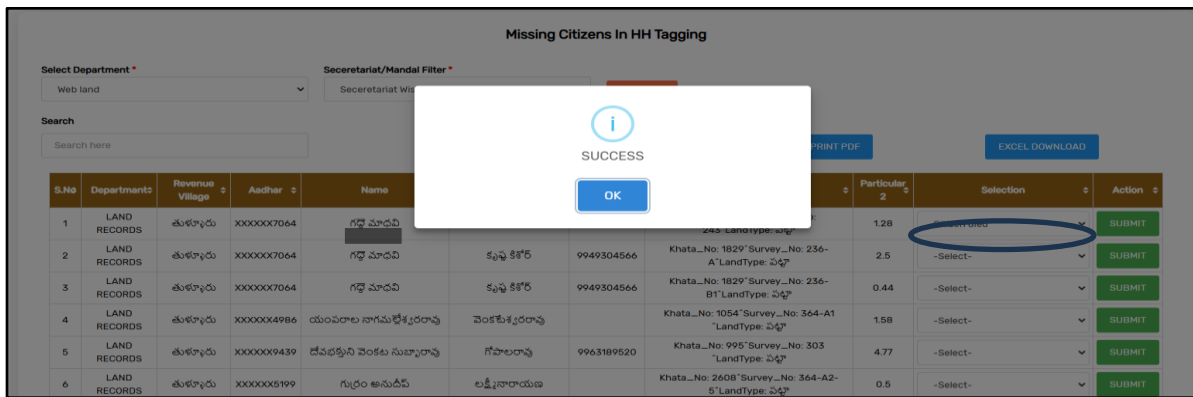
- After selection of the department and secretariat name, then the user needs to click on Get Data. Then the user can view the list of households those are not present in the HH Database.

S.No	Department	Revenue Village	Aadhar	Name	Father Name	Mobile Number	Particular 1	Particular 2	Selection	Action
1	LAND RECORDS	తుళ్ళూరు	XXXXXX7064	గద్దె మాధవి	కృష్ణ కేశర్	9949304566	Khata_No: 1829'Survey_No: 243'LandType: పట్టణ	1.28	-Select-	SUBMIT
2	LAND RECORDS	తుళ్ళూరు	XXXXXX7064	గద్దె మాధవి	కృష్ణ కేశర్	9949304566	Khata_No: 1829'Survey_No: 236-A'LandType: పట్టణ	2.5	-Select-	SUBMIT
3	LAND RECORDS	తుళ్ళూరు	XXXXXX7064	గద్దె మాధవి	కృష్ణ కేశర్	9949304566	Khata_No: 1829'Survey_No: 236-B'LandType: పట్టణ	0.44	-Select-	SUBMIT
4	LAND RECORDS	తుళ్ళూరు	XXXXXX4986	యంపాల నాగమల్లేశ్వరరావు	వెంకటేశ్వరరావు		Khata_No: 1054'Survey_No: 364-A1'LandType: పట్టణ	1.58	-Select-	SUBMIT
5	LAND RECORDS	తుళ్ళూరు	XXXXXX9439	దేవభద్రుని వెంకట సుబ్బారావు	గోపాలరావు	9963189520	Khata_No: 995'Survey_No: 303'LandType: పట్టణ	4.77	-Select-	SUBMIT
6	LAND RECORDS	తుళ్ళూరు	XXXXXX5199	గుర్రం అనుదీప్	లక్ష్మీనారాయణ		Khata_No: 2608'Survey_No: 364-A2-5'LandType: పట్టణ	0.5	-Select-	SUBMIT

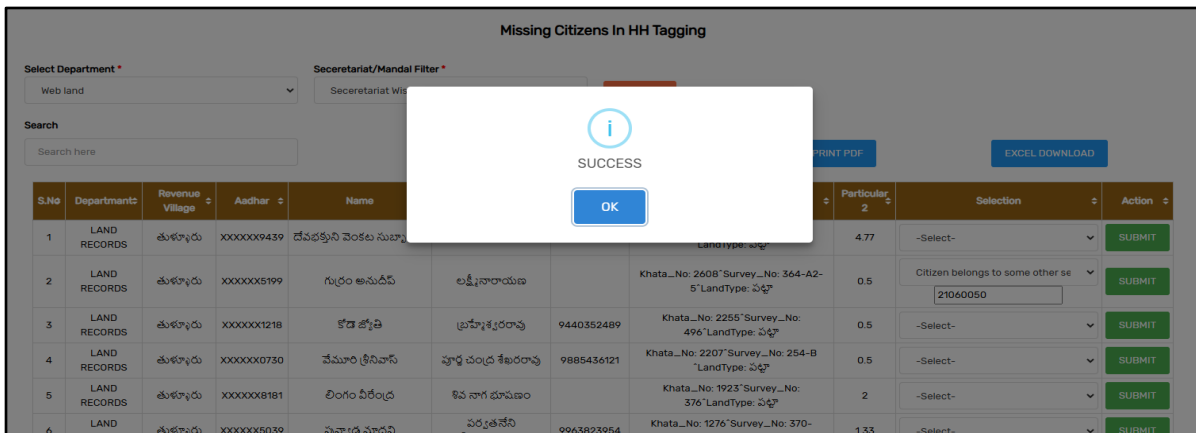
- Here the DA/WEDS/PS/WAS/WEA/WWDS need to verify the citizens and select a list of exact reason from the dropdown menu based on their verification related to a citizen.

S.No	Department	Revenue Village	Aadhar	Name	Father Name	Mobile Number	Particular 1	Particular 2	Selection	Action
1	LAND RECORDS	తుళ్ళూరు	XXXXXX9439	దేవభద్రుని వెంకట సుబ్బారావు	గోపాలరావు	9963189520	Khata_No: 995'Survey_No: 303'LandType: పట్టణ	4.77	-Select-	SUBMIT
2	LAND RECORDS	తుళ్ళూరు	XXXXXX1218	కోడ భోజి	బ్రహ్మేశ్వరరావు	9440352489	Khata_No: 2255'Survey_No: 496'LandType: పట్టణ	0.5	-Select-	SUBMIT
3	LAND RECORDS	తుళ్ళూరు	XXXXXX0730	వేమూరి శ్రీనివాస్	పూర్ణి చంద్ర శేఖరరావు	9885436121	Khata_No: 2207'Survey_No: 254-B'LandType: పట్టణ	0.5	-Select-	SUBMIT
4	LAND RECORDS	తుళ్ళూరు	XXXXXX8181	లింగం వీరేంద్ర	శివ నాగ భానుబాబు		Khata_No: 1923'Survey_No: 376'LandType: పట్టణ	2	-Select-	SUBMIT
5	LAND RECORDS	తుళ్ళూరు	XXXXXX5039	పువ్వాడ మాధవి	వర్మకనేని తిరుమలరావు	9963823954	Khata_No: 1276'Survey_No: 370-B'LandType: పట్టణ	1.33	-Select-	SUBMIT
6	LAND RECORDS	తుళ్ళూరు	XXXXXX5181	దాచలమడుగు శ్రీలక్ష్మి	కృష్ణవైకమ్	9940180959	Khata_No: 2625'Survey_No: 223-3'LandType: పట్టణ	0.25	-Select-	SUBMIT

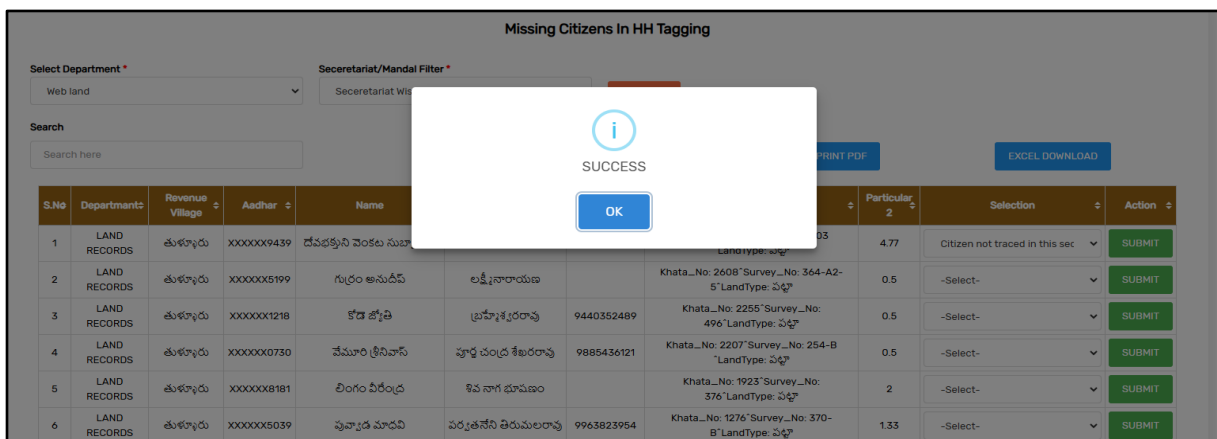
- Case 1: If a citizen was identified as dead then user needs to select the “**Citizen died**” and submit. After clicking on submit button data will be submitted and that citizen name will disappear from the screen.



- Case 2: If a citizen was identified as belongs to other secretariat then user needs to select as “**Citizen belongs to some other secretariat**” and enter the other secretariat code then click on submit as shown in below.



- Case 3: If a citizen was not identified in that secretariat, then user needs to select as “**Citizen Not traced in the secretariat**” then click on submit (once not traced option was selected it will not be shown again for selected citizen).



- Case 4: If a citizen was identified in that secretariat, then user needs to select as **“Citizen belongs to same secretariat”** then click on submit (once not traced option was selected it will not be shown again for selected citizen).

Missing Citizens In HH Tagging

Select Department * Secretariat/Mandal Filter *

Search

S.No	Department	Revenue Village	Aadhar	Name	Father Name	Mobile Number	Particular 1	Particular 2	Selection	Action
1	LAND RECORDS	తుళ్ళూరు	XXXXXX9439	డేవభక్తిన వెంకట సుబ్బారావు	గోపాలరావు	9963189520	Khata_No: 995'Survey_No: 303 'LandType: పట్టణ'	4.77	-Select-	<input type="button" value="SUBMIT"/>
2	LAND RECORDS	తుళ్ళూరు	XXXXXX5199	గుర్రం అనుదీప్	లక్ష్మీనారాయణ		Khata_No: 2608'Survey_No: 364-A2-5' 'LandType: పట్టణ'	0.5	Citizen belongs to same sec	<input type="button" value="SUBMIT"/>
3	LAND RECORDS	తుళ్ళూరు	XXXXXX1218	కోడ జ్యోతి	బ్రహ్మేశ్వరరావు	9440352489	Khata_No: 2255'Survey_No: 496' 'LandType: పట్టణ'	0.5	-Select-	<input type="button" value="SUBMIT"/>
4	LAND RECORDS	తుళ్ళూరు	XXXXXX0730	మేమూరి శ్రీనివాస్	పూర్వ చంద్ర కేశవరావు	9885436121	Khata_No: 2207'Survey_No: 254-B 'LandType: పట్టణ'	0.5	-Select-	<input type="button" value="SUBMIT"/>
5	LAND RECORDS	తుళ్ళూరు	XXXXXX8181	లింగం వీరేంద్ర	శివ నాగ భూపణం		Khata_No: 1923'Survey_No: 376' 'LandType: పట్టణ'	2	-Select-	<input type="button" value="SUBMIT"/>
6	LAND RECORDS	తుళ్ళూరు	XXXXXX5039	పువ్వాడ మారుతి	పర్వతనేని తిరుమలరావు	9963823954	Khata_No: 1276'Survey_No: 370-8' 'LandType: పట్టణ'	1.33	-Select-	<input type="button" value="SUBMIT"/>

- Here Citizen can be added in Household through employee Mobile module or clicking on the module provided for addition of citizens.
- After submission then screen will redirected to Missing Citizen Details Page.

గ్రామ-వార్డు సచివాలయం

gramawardsachivalayam.ap.gov.in says
Are You sure you want to redirect to Missing Citizens Details page ?

Sri Nara Chandrababu Naidu
Chief Minister
Government of Andhra Pradesh

Missing Citizens In HH Tagging

Select Department * Secretariat/Mandal Filter *

Search

S.No	Department	Revenue Village	Aadhar	Name	Father Name	Mobile Number	Particular 1	Particular 2	Selection	Action
1	LAND RECORDS	పెదవోలపర్తి	XXXXXX8035	కృషి నేని సురేష్	నాగభూపణం	8498998395	Khata_No: 1165'Survey_No: 186-3A' 'LandType: పట్టణ'	0.28	Citizen belongs to same secret	<input type="button" value="SUBMIT"/>
2	LAND RECORDS	పెదవోలపర్తి	XXXXXX9841	కాజు సుమి	విజయ కృష్ణ	8297725292	Khata_No: 965'Survey_No: 393-A' 'LandType: పట్టణ'	1.46	-Select-	<input type="button" value="SUBMIT"/>
3	LAND RECORDS	పెదవోలపర్తి	XXXXXX9841	కాజు సుమి	విజయ కృష్ణ	8297725292	Khata_No: 965'Survey_No: 183-5' 'LandType: పట్టణ'	0.5	-Select-	<input type="button" value="SUBMIT"/>
4	LAND RECORDS	పెదవోలపర్తి	XXXXXX9841	కాజు సుమి	విజయ కృష్ణ	8297725292	Khata_No: 965'Survey_No: 183-8B1' 'LandType: పట్టణ'	0.35	-Select-	<input type="button" value="SUBMIT"/>
5	LAND RECORDS	పెదవోలపర్తి	XXXXXX9841	కాజు సుమి	విజయ కృష్ణ	8297725292	Khata_No: 965'Survey_No: 182-6' 'LandType: పట్టణ'	0.19	-Select-	<input type="button" value="SUBMIT"/>
6	LAND RECORDS	పెదవోలపర్తి	XXXXXX9841	కాజు సుమి	విజయ కృష్ణ	8297725292	Khata_No: 965'Survey_No: 183-4' 'LandType: పట్టణ'	0.15	-Select-	<input type="button" value="SUBMIT"/>

- Here user can click on search button.

గ్రామ-వార్డు సచివాలయము

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

Household Mapping Module for Citizens

Aadhaar Number*

- Authenticate by using Aadhar OTP and follow the same procedure which was mentioned in the Employee Registration Module.

- Then 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).
- If 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.
- Upon selection of the NO, a drop-down menu can appear. Select the reason from the dropdown then click on Submit.
- Then the user was registered successfully.
- 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.
- Enter the Aadhar Number and Click on the Search button.
- After clicking on the search button, the screen will show HHID details and their name, then click on OK.
- Here user needs to click on YES then submit.
- Details added to existing Household Successfully.
- If the entered aadhar number is not exist in HH database then screen will ask new user details like relationship with that person and enter the other details then click on the ADD button.