



MEESEVA USER MANUAL

FOR

AMARAVATI LANDLESS POOR PENSION APPLICATION



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Amaravati Landless Poor Pension Application

Capital Region Development Authority (CRDA) introduces Pensions Service to the Citizens who are Land Less Poor Citizen in CRDA Area with fixed sum to be paid regularly to a person. For applying the Pension; the Land Less Poor Citizen can approach the nearest MeeSeva franchise for applying the Amaravati Pension Application.

Category Type	B
User Charges	INR Rs.35/-
Documents Required	1. Pension Application* 2. Copy of Aadhaar Card* 3. Copy of Ration Card* 4. Copy of Bank A/c Pass Book* 5. Self Affidavit*
SLA	10 Working days
Competent Authority	MRO

Table 1: Service Information at Glance

Note: The asterisk (*) denotes mandatory requirement of documents.

Procedure for applying the Request at Kiosk: -

This section contains instructions for the operators of the Meeseva web application to apply for Amaravati Landless Poor Pension Application Service.

- 1) In MeeSeva home screen, under **List of Services**, select **CRDA** Department services as depicted in Figure 1.

The screenshot shows the MeeSeva web application interface. On the left, there is a 'List of Services' menu with the following items: Application Submission, REVENUE DEPARTMENT, DISTRICT COLLECTORATE, DISTRICT ADMIN, POLICE DEPARTMENT, PRAJAVANI, AADHAAR, NPDCL, AGRICULTURE, COMMISSIONERATE OF INDUSTRIES, and CRDA (highlighted with a red box). On the right, there are two tabs: 'Key Contacts of GO.A.P' and 'Media Releases'. Below the tabs, there is a list of notices, with the first one stating: 'Due to urgent maintenance at Department, RationCard Transfer Service'.

Figure 1: CRDA Department



2) Select **Amaravati Landless Poor Pension Application** Service in CRDA Department as depicted in Figure 2.

List of Services

- Application Submission
 - REVENUE DEPARTMENT
 - DISTRICT COLLECTORATE
 - DISTRICT ADMIN
 - POLICE DEPARTMENT
 - PRAJAVANI
 - AADHAAR
 - NPDCL
 - CRDA

Amaravati Donations

Amaravati Landless Poor Pension Application

Key Contacts of GO.A.P | Media Releases

- Due to urgent maintenance at Department, RationCard Transfer Service
-
- From now on wards all Civil Supplies Department Services are available for all district service has been disabled on 26/05/2014.
- As per the instructions received from IC Police department, the additional sub-stations/

Figure 2: Amaravati Landless Poor Pension Application Service Selection

3) Amaravati Landless Poor Pension Application Request Screen will be displayed as depicted in Figure 3.

View Transactions | Reports | Home | Log Off

Amaravathi Pensions Entry Form

Application Details

Payment Modes: Cash

Aadhaar No :*

Get Details

Figure 3: Amaravati Landless Poor Pension Application request screen



4) Enter Aadhaar No. and click Get Details as depicted in Figure 4.

Amaravathi Pensions Entry Form	
Application Details	
Payment Modes	Cash
Aadhaar No :*	XXXXXXXXXX
	Get Details

Figure 4: Aadhaar Details in Amaravathi Landless Poor Pension Application request Screen

5) Based on Aadhaar Number Amaravathi Landless Poor Pension Application Request Screen will be displays with Citizen Details like HHS Reference No and Name from CRDA server and remaining details to be captured from citizen as depicted in Figure 5.

Amaravathi Pensions Entry Form			
Application Details			
Payment Modes	Cash		
Aadhaar No :*	XXXXXXXXXX99		
	Get Details	Reset	
Applicant's Details :			
Application Number :	PNS01150000140	Reference No :	HHS120060102
Ration Card No :*		Name as per HHS :*	KATTEPOGU VENKATES
Name as per Aadhaar :	KATTEPOGU VENKATES	Father Name :*	
Mandal / Municipality :*	--Select--	Village :*	--Select--
House No :	5-81	Pin Code :	
Mobile No :*	NA		
Bank Details :			
Bank Name :*	--Select--	Branch Name :*	--Select--
Bank A/C No :*		IFSC Code :*	
Document List <small>NOTE : Total size of all the Documents which are to be uploaded must not be exceeded 3MB and must be in PDF format only.</small>			
<input type="checkbox"/> Pension Application :*		<input type="text"/>	Browse...
<input type="checkbox"/> Copy of Aadhaar Card :*		<input type="text"/>	Browse...
<input type="checkbox"/> Copy of Ration Card :*		<input type="text"/>	Browse...
<input type="checkbox"/> Copy of Bank A/c Pass Book :*		<input type="text"/>	Browse...
<input type="checkbox"/> Self Affidavit :*		<input type="text"/>	Browse...
Show Payment			

Figure 5: Amaravathi Landless Poor Pension Application request screen

6) If Data is not found with CRDA server displays a message like **you are not included in Household Survey of Amaravathi Capital City. Hence Requested to apply for Enrollment.** As depicted in Figure 6.

Note: - Citizen has to enroll in **Household Survey of Amaravathi Capital city** before applying **Amaravathi Landless Poor Pension**



[View Transactions](#) [Reports](#) [Home](#) [Log Off](#)

Amaravathi Pensions Entry Form

Application Details

Payment Modes:

Aadhaar No :*

[Get Details](#)

you are not included in Household Survey of Amaravathi Capital City.Hence Requested to apply for Enrollment.

Figure 6: Not included in Household Survey of Amaravathi Capital City message

7) Enter applicant details which are not fetched from CRDA server and Enter bank details as depicted in Figure 7.

Applicant's Details :

Application Number :	<input type="text" value="PNS011500000143"/>	Ration Card No :*	<input type="text" value="WAPXXXXXXXXXX65"/>
Reference No :	<input type="text" value="HHS120060102"/>	Name as per Aadhaar :	<input type="text" value="KATTEPOGU VENKATES"/>
Name as per HHS :*	<input type="text" value="KATTEPOGU VENKATES"/>	Mandal / Municipality :*	<input type="text" value="Mangalaairi"/>
Father Name :*	<input type="text" value="K SWAMY"/>	House No :	<input type="text" value="5-81"/>
Village :*	<input type="text" value="Nowlur"/>	Mobile No :*	<input type="text" value="9912906164"/>
PinCode :	<input type="text" value="500000"/>		

Bank Details :

Bank Name :*	<input type="text" value="STATE BANK OF INDIA"/>	Branch Name :*	<input type="text" value="BRODIPET"/>
Bank A/C No :*	<input type="text" value="XXXXXXXXXXXX"/>	IFSC Code :*	<input type="text" value="XXXXXXXXXX"/>

Figure 7: Applicant and Bank details

8) Collect the necessary supporting documents (photo) as indicated in Amaravati Landless Poor Pension Application request page scan the documents and upload into the system, as depicted in Figure 8.

Document List NOTE : Total size of all the Documents which are to be uploaded must not be exceeded 3MB and must be in PDF format only.

<input checked="" type="checkbox"/> Pension Application :*	<input type="text" value="C:\Users\824012\Desktop"/> Browse...
<input checked="" type="checkbox"/> Copy of Aadhaar Card :*	<input type="text" value="C:\Users\824012\Desktop"/> Browse...
<input checked="" type="checkbox"/> Copy of Ration Card :*	<input type="text" value="C:\Users\824012\Desktop"/> Browse...
<input checked="" type="checkbox"/> Copy of Bank A/c Pass Book :*	<input type="text" value="C:\Users\824012\Desktop"/> Browse...
<input checked="" type="checkbox"/> Self Affidavit :*	<input type="text" value="C:\Users\824012\Desktop"/> Browse...

[Show Payment](#)

Figure 8: Documents upload list in the request Screen



Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

9) Click **Show Payment**. Another window appears requesting to **Confirm Payment** as depicted in figure 9.

Document List **NOTE : Total size of all the Documents which are to be uploaded must not be exceeded 3MB and must be in PDF format only.**

<input checked="" type="checkbox"/> Pension Application :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Aadhaar Card :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Ration Card :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Bank A/c Pass Book :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Self Affidavit :*	<input type="text"/>	Browse...

Show Payment

Uploaded Documents

Pension Application	01~Know Your Aadhaar.pdf
Aadhaar Card	02~Know Your Aadhaar.pdf
Ration Card	03~Know Your Aadhaar.pdf
Passbook	04~Know Your Aadhaar.pdf
Self Affidavit	05~Know Your Aadhaar.pdf

Receive Payment

Challan Amount :	<input type="text" value="0"/>	User Charges :	<input type="text" value="35"/>
Service Charges :	<input type="text" value="0"/>	Courier Charges :	<input type="text" value="0"/>
Total Amount :	<input type="text" value="35"/>		

Confirm Payment

Figure 9: Show payment section

10) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 10.



Document List **NOTE : Total size of all the Documents which are to be uploaded must not be exceeded 3MB and must be in PDF format only.**

<input checked="" type="checkbox"/> Pension Application :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Aadhaar Card :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Ration Card :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Copy of Bank A/c Pass Book :*	<input type="text"/>	Browse...
<input checked="" type="checkbox"/> Self Affidavit :*	<input type="text"/>	Browse...

[Show Payment](#)

Uploaded Documents

Pension Application	01~Know Your Aadhaar.pdf
Aadhaar Card	02~Know Your Aadhaar.pdf
Ration Card	03~Know Your Aadhaar.pdf
Passbook	04~Know Your Aadhaar.pdf
Self Affidavit	05~Know Your Aadhaar.pdf

Receive Payment

Challan Amount :	<input type="text" value="0"/>	User Charges :	<input type="text" value="35"/>
Service Charges :	<input type="text" value="0"/>	Courier Charges :	<input type="text" value="0"/>
Total Amount :	<input type="text" value="35"/>		

[Confirm Payment](#)

Figure 10: Payment Confirmation section

11) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.



[View Transactions](#) [Reports](#) [Home](#) [Log Off](#)



Date :30/12/2015

Time :1:09 PM

Amaravati Landless Poor Pension Application Receipt			
Date of Payment : 12/30/2015			
Authorized Agent :	OPERATOR	Transaction ID :	TAPNS011500000147
Application No :	PNS011500000147	Applicant Name :	KATTEPOGU VENKATESWARLU
Aadhaar No	XXXXXXXXXX85	District :	Guntur
Mandal :	Mangalagiri	Village :	Nowlur
Ration Card No	WAPXXXXXXXXXX87	Amount Paid (in Rs.) :	35
Delivered In :	Within 10 working days from requested date .		
TCS TEST CHANNEL			

The Transaction Id should be kept for further correspondence.

[Print](#)

[List of Services](#)

[Amaravati Landless Poor Pension Application](#)

Figure 11: Receipt

Note: - On submission of the request, Citizen Receives Message. Like your Request for Amaravati Landless Poor Pension Application has been entered Wide Application Number, Transaction No. and sent to Dept

12) On submission, the request will be sent to the work flow of the respective Department for further processing.