



MEESEVA USER MANUAL

FOR

ISSUANCE OF VOTER-EPIC CARD



Contents

Procedure for applying the Request at Kiosk: -	3
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List of Tables

Table 1: Service Information at Glance	3
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List of Figures

Figure 1: Election Department	3
Figure 2: Issuance of Voter-EPIC card Service Selection	4
Figure 3: Issuance of Voter-EPIC card Application request screen	4
Figure 4: Issuance of Voter-EPIC card Application details.....	4
Figure 5: electoral Details in Issuance of Voter-EPIC card request Screen	5
Figure 6: Show payment section	5
Figure 7: Payment Confirmation section.....	6
Figure 8: Receipt.....	7
Figure 9: Voter card.....	7



Issuance of Voter-EPIC Card

A voter ID law is a law that requires some form of identification in order to vote or receive a ballot for an election. In most jurisdictions, voters must present an ID, usually a photo ID. The Objective of Issuance of Voter/EPIC Card is to get the approved Voter/EPIC card from the nearest MeeSeva Center. For getting the Voter/EPIC Card, the applicant need to carry the details with; District Name, Assembly Constituency Name, Applicant Name (Starting with, anywhere, exact), etc.

Category Type	A
User Charges	INR 20/-
Documents Required	NA
SLA	15 Minutes

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 Issuance of Voter-EPIC card Service.

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

The screenshot displays the Meeseva web application interface. On the left, a 'List of Services' menu is visible, with 'ELECTION' highlighted in a red box. The main content area shows a user profile section with a photo and the following details: Username: TCS TEST CHANNEL, User ID: OPERATOR, and Last Login: Dec 2 2015 10:03F. Below this, there are three tabs: 'Key Contacts of Govt.A.P', 'Media Releases', and 'Govt. Sites'. A list of announcements is displayed below the tabs, including one about the issuance of Family Member Certificate in a new format starting from 30-07-2015.

Figure 1: Election Department

- 2) Select **Issuance of Voter-EPIC card** Service in Election Department as depicted in Figure 2.



EPDCL
ENDOWMENT
ELECTION
Application For Correction Of Details (Form - 8)
APPLICATION FOR TRANSPOSITION (Form-8A)
Inclusion of Name in the Electoral Rolls (Form-6)
Issuance of Voter/EPIC Card
New Issuance Of Voter/EPIC Card(PVC)
FISHERIES
HEALTH DEPARTMENT
INTERMEDIATE EDUCATION

information please see the updated user manual.

7. The Output format of Family Member Certificate Service has been modified as and GO MS No: 237 Dated 30-06-2015. From 30-07-2015 on wards Family Member Certificate Service will be issued in old format. The requests approved before 30-07-2015 will be issued in old format.

8. As per the instructions from CCLA department, Residence Certificate service will be issued in old format.

9. As per the G.O.Ms.No. 186, the Output format for Income Certificate Service will be issued for both Fee Reimbursement and General purpose Income Certificate Service from 10-06-2015 onwards.

10. Board of Intermediate - Answer Sheet Printing Service

BIEAP intimating the extension of Re-verification (Printing of Answer Sheets) @ Rs. 25/- per student that could be collected and retained by VLEs / Franchisee centre account by Urban Centres.

Figure 2: Issuance of Voter-EPIC card Service Selection

3) Issuance of Voter-EPIC card Request Screen will be displayed as depicted in Figure 3.

Issuance of Voter/EPIC Card Application Form :

Search Details

District*:	Select	Assembly Constituency Name*:	Select
Elector Name :	<input type="text"/>	House No. :	<input type="text"/>
Elector's Photo Identity Card (EPIC) No. :	<input type="text"/>		

Get Details

Figure 3: Issuance of Voter-EPIC card Application request screen

4) Select District, Assembly constituency Name, and Enter electoral Name, House No. Elector's Photo Identity Card (EPIC) No. and click Get Details as depicted in Figure 4.

Issuance of Voter/EPIC Card Application Form :

Search Details

District*:	West Godavari	Assembly Constituency Name*:	Eluru
Elector Name :	<input type="text"/>	House No. :	<input type="text"/>
Elector's Photo Identity Card (EPIC) No. :	<input type="text" value="CQY4221354"/>		

Get Details

Figure 4: Issuance of Voter-EPIC card Application details

5) Based on District, Assembly constituency Name, electoral Name/ House No., Elector's Photo Identity Card (EPIC) No. Electoral details are Displays from EC department server ('ceotelangana.nic.in'.) Click View Button as depicted in Figure 5.



Issuance of Voter/EPIC Card Application Form :

Search Details

District*:	West Godavari ▼	Assembly Constituency Name*:	Eluru ▼
Elector Name :	<input type="text"/>	House No. :	<input type="text"/>
Elector's Photo Identity Card (EPIC) No. :	<input type="text" value="CQY4221354"/>		

[Get Details](#)

You are viewing page 1 of 0

Elector Name	Age	House No.	EPIC Card No	Guardian's Name	Serial Number in the Part	Gender	Action
DURGA RANI	47	23A-3-12	CQY4221354	VARAPRASAD	100	Female	View

Figure 5: electoral Details in Issuance of Voter-EPIC card request Screen


6) Elector Information (As per Existing Records) is displays click show payment as depicted in Figure 6.

Issuance of Voter/EPIC Card Application Form :

Please Select Payment Mode

Payment Modes

Elector Information (As per Existing Records):

Application Number :	<input type="text" value="IVC011500000012"/>			
District:	Godavari	Assembly Constituency :	Eluru	
Elector Name :	KIRANGI DURGA RANI	Guardian's Name :	KIRANGI VARAPRASAD	
Gender :	Female	Age :	47	
House-No :	23A-3-12	Street/Area/Locality/Mohalla/Road :	Eluru Corporation	
Village/Town :	2,23 23a 23bBLOCK 408to409	Tehsil/Taluka/Mandal/Thana :	Eluru,West	
Elector's Photo Identity Card (EPIC) No.:	CQY4221354			

[Show Payment](#)

Figure 6: Show payment section

7) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 7.



Issuance of Voter/EPIC Card Application Form :

Please Select Payment Mode

Payment Modes

Elector Information (As per Existing Records):

Application Number :	<input type="text" value="IVC01150000012"/>	Assembly Constituency :	Eluru
District:	Godavari	Guardian's Name :	KIRANGI VARAPRASAD
Elector Name :	KIRANGI DURGA RANI	Age :	47
Gender :	Female	Street/Area/Locality/Mohalla/Road :	Eluru Corporation
House-No :	23A-3-12	Tehsil/Taluka/Mandal/Thana :	Eluru,West
Village/Town :	2,23 23a 23bBLOCK 408to409		
Elector's Photo Identity Card (EPIC) No.:	CQY4221354		

Receive Payment

Service Charges :	<input type="text" value="0"/>	User Charges :	<input type="text" value="20"/>
Challan Amount :	<input type="text" value="0"/>	Courier Charges :	<input type="text" value="0"/>
Total Amount :	<input type="text" value="20"/>		

Figure 7: Payment Confirmation section

8) On confirmation, a receipt will be generated as depicted in the following figure. Click Download voter card as depicted in figure 8.

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

Date :02/12/2015
Time :6:00 PM

Issuance of Voter/EPIC Card Application Receipt :			
Date of Payment :	02/12/2015	Authorized Agent :	OPERATOR
Application No :	IVC011500000012	Transaction Id :	TAIVC011500000012
District :	West Godavari	Assembly Constituency :	Eluru
Elector Name :	KIRANGI DURGA RANI	EPIC ID :	CQY4221354
Guardian's Name :	KIRANGI VARAPRASAD	Amount Paid(Rs.) :	20

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

[Print](#) [List of Services](#) [Issuance of Voter ID EPIC Card](#) [Download Voter Card](#)



Figure 8: Receipt

9) After click on down load voter card card displays as depicted in figure 9.



 భారత ఎన్నికల సంఘము గుర్తింపుకార్డు ELECTION COMMISSION OF INDIA IDENTITY CARD CQY4221354	చిరునామా : CQY4221354 23A-3-12 ఏలూరు కార్పొరేషన్ , 2,23 23వ 23బ్లాక్ 408టు409స్టాల్, ఏలూరు,పశ్చిమగోదావరి Address: 23A-3-12 Eluru Corporation , 2,23 23A 23Bblock 408To409 , Eluru,West Godavari Date: 02/12/2015
 ఓటరు పేరు : దుర్గా రాణి కిరంగి Elector's Name : Durga Rani Kirangi భర్త పేరు : వరప్రసాద్ Husband's Name :Varaprasad లింగము / Sex : స్త్రీ / F పుట్టిన తేదీ / Date of Birth XX/XX/1968	ప్రతిరూప సంతకము ఓటరు రికార్డింగ్ అధికారి 65... ఏలూరు శాసనసభ నియోజక వర్గం Facsimile Signature of Electoral Registration Officer 65. - Eluru Assembly Constituency విడుదలలో మార్పు ఉన్నట్లయితే మారిన విడుదలలో మీ పేరు జాబితాలో చేర్చుటకై మరియు అనే సంఖ్యతో కార్డు పొందుటకై సంబంధిత ఫారంలో ఈ కార్డు సంఖ్య తెలుపవలెను. In case of change in address, mention this Card No. in the relevent form for including your name in the Roll at the changed address and to obtain the card with same number 92 / 100

Figure 9: Voter card

Note: after down load the voter card Print on white paper and paste the Hologram and hand over it citizen.