



# **MEESEVA USER MANUAL**

**FOR**

**NEW EPIC CARD (PVC)-ISSUANCE OF VOTER ID**



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## New EPIC Card (PVC)-Issuance of Voter ID

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. Permanent Voter Card (PVC), this card is made in such a way that it can be read by the Card Reader Machine to verify the identity of its holder. As explained and demonstrated by INEC, during the accreditation of voters, the card reader will be used to authenticate the PVC as that of the intending voter and that the polling unit details in the PVC correspond with those of that polling unit. The Objective of Issuance of Voter/EPIC Card is to get the approved Voter/EPIC card in the PVC format by applying 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.

<b>Category Type</b>	A
<b>User Charges</b>	INR 50/-
<b>Documents Required</b>	NA
<b>SLA</b>	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 New EPIC Card (PVC) Issuance of Voter ID 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. On the right, a user profile section shows 'Username :TCS TEST CHANNEL', 'User ID : OPERATOR', and 'Last Login :Dec 2 2015 10:03F'. Below this, there are navigation tabs for 'Key Contacts of Govt.A.P', 'Media Releases', and 'Govt. Sites'. A news section contains three items, with the first one highlighted in red: '1. As per the instructions from department.SRI KALAHASTEESWARA SWAMY VARI DEVASTHANAM. Seva Ticket and Room GO MS No: 237 Dated 30-06-2015. From 30-07-2015 on wards Family Member Certificate will be issued in new format. requests approved before 30-07-2015 will be issued in old format.'

*Figure 1: Election Department*

- 2) Select **New EPIC Card (PVC) Issuance of Voter ID** 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.
- 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.
  - As per the instructions from CCLA department, Residence Certificate service will be issued in old format.
  - As per the G.O.Ms.No. 186, the Output format for Income Certificate Service has been modified. The output will be issued for both Fee Reimbursement and General purpose Income Certificate from 10-06-2015 onwards.
  - Board of Intermediate - Answer Sheet Printing Service

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

Figure 2: New EPIC Card (PVC) Issuance of Voter ID Service Selection

3) New EPIC Card (PVC) Issuance of Voter ID Request Screen will be displayed as depicted in Figure 3.

New Issuance Of Voter/EPIC Card(PVC) Application Form :			
Search Details			
District*:	<input type="text" value="Select"/>	Assembly Constituency Name*:	<input type="text" value="Select"/>
Elector Name :	<input type="text"/>	House No. :	<input type="text"/>
Elector's Photo Identity Card (EPIC) No. :	<input type="text"/>		
<input type="button" value="Get Details"/>			

Figure 3: New EPIC Card (PVC) Issuance of Voter ID Application request screen

4) Select District, Assembly constituency Name, and Enter electoral Name, House No. and click Get Details as depicted in Figure 4.

New Issuance Of Voter/EPIC Card(PVC) Application Form :			
Search Details			
District*:	<input type="text" value="West Godavari"/>	Assembly Constituency Name*:	<input type="text" value="Eluru"/>
Elector Name :	<input type="text"/>	House No. :	<input type="text"/>
Elector's Photo Identity Card (EPIC) No. :	<input type="text" value="CQY4221354"/>		
<input type="button" value="Get Details"/>			

Figure 4: New EPIC Card (PVC) Issuance of Voter ID Application details

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



**New Issuance Of Voter/EPIC Card(PVC) Application Form :**

**Search Details**

District\*:  Assembly Constituency Name\*:

Elector Name :  House No. :

Elector's Photo Identity Card (EPIC) No. :

[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	<a href="#">View</a>

*Figure 5: electoral Details in New EPIC Card (PVC) Issuance of Voter ID request Screen*

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


**New Issuance Of Voter/EPIC Card(PVC) Application Form :**

**Please Select Payment Mode**

Payment Modes

**Elector Information (As per Existing Records):**

Application Number :

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.




**New Issuance Of Voter/EPIC Card(PVC) Application Form :**

Please Select Payment Mode

Payment Modes

**Elector Information (As per Existing Records):**

Application Number :	<input type="text" value="IPVC011500000013"/>		
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](#)

**Receive Payment**


Service Charges :	<input type="text" value="0"/>	User Charges :	<input type="text" value="50"/>
Challan Amount :	<input type="text" value="0"/>	Courier Charges :	<input type="text" value="0"/>
Total Amount :	<input type="text" value="50"/>		

[Confirm Payment](#)

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 :6:12 PM

New Issuance Of Voter/EPIC Card(PVC) Application Receipt :			
Date of Payment :	02/12/2015	Authorized Agent :	OPERATOR
Application No :	IPVC011500000013	Transaction Id :	TAIPVC011500000013
District :	West Godavari	Assembly Constituency :	Eluru
Elector Name :	KIRANGI DURGA RANI	EPIC ID :	CQY4221354
Guardian's Name :	KIRANGI VARAPRASAD	Amount Paid(Rs.) :	50

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

Print
List of Services
New EPIC Card (PVC) Issuance of Voter ID
Download Voter Card

Figure 8: Receipt



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

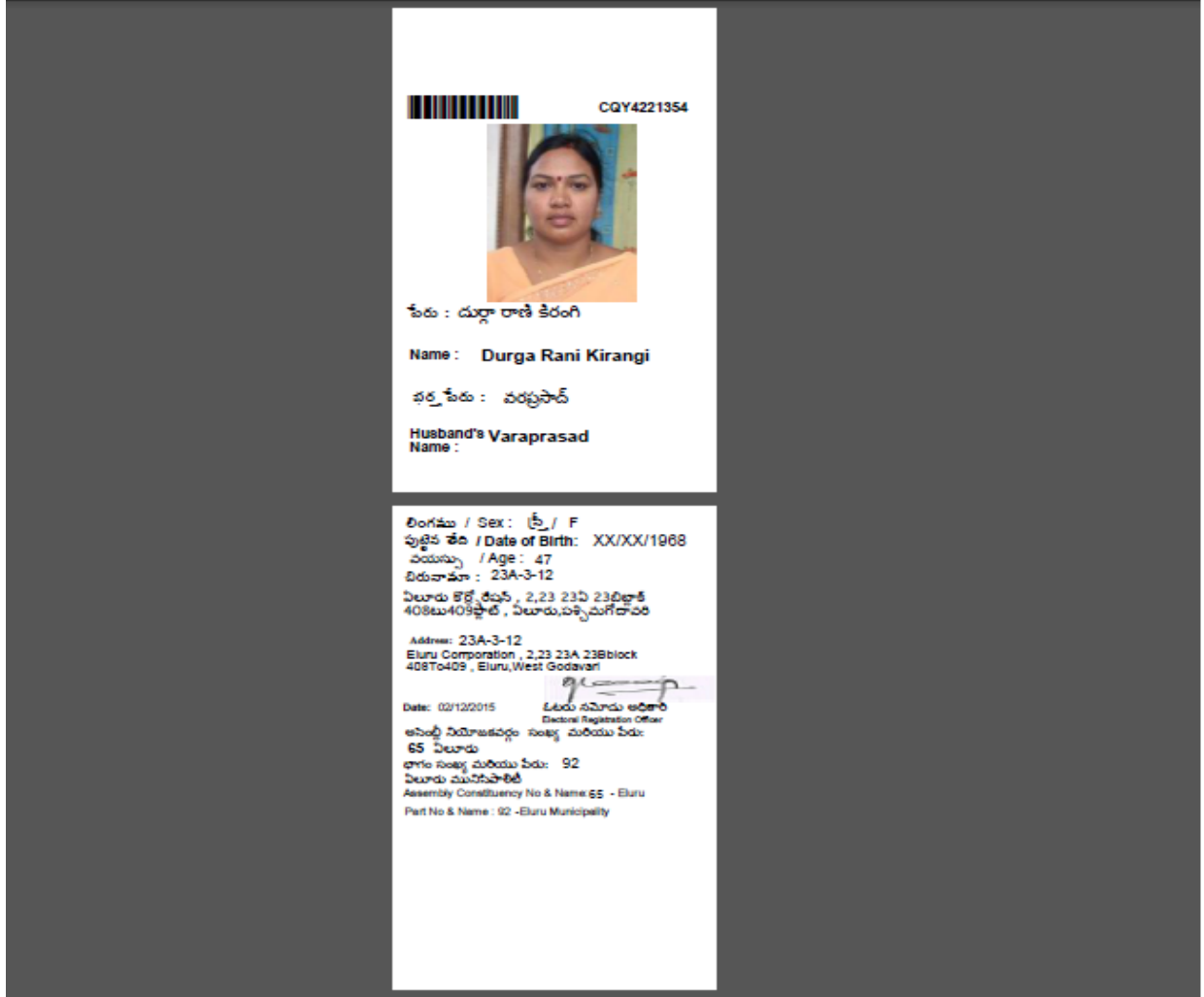


Figure 9: Voter card

**Note:** after down loading voter card Print on Prescribed stationery (PVC) and hand over it citizen