



Government of Andhra Pradesh

User Manual

Change of Address in Rice Card in Civil Supplies

Scenarios:

Service Name: Change of Address in Rice Card

Step-1:

Digital Assistant shall choose the Service **“Change of Address in Rice Card”**



Consumer Affairs, Food and Civil Supplies

Civil Supplies 7

1. Change of Address in Rice Card
2. Correction Of Wrong Aadhar Seeding
3. Member Addition in Rice Card
4. Member Deletion in Rice Card
5. New Rice Card
6. Splitting Of Rice Card

After click on the service **“Change of Address in Rice Card”** it will redirect to **Basic details form** as mentioned below.

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Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Hello, BEZAWAADA SIREESHA
Panchayat Secretary Grade-VI (DA)

01:03:53 PM
07 July 2022 THU Log Out

GSWS / Application Submission / Civil Supplies/ Change of Address in Rice Card

Change of Address in Rice Card

Basic Details		Application Form	
Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
<input type="text"/> Pre-Fill	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Date of Birth: *	Caste: *	Religion: *	Qualification: *
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Marital Status: *	Mobile No: *	Email:	
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	

Permanent Address

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

Present Address is same as Permanent Address

Present Address (Mailing Address)

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Pin Code: *	Postal Office:	Postal Village:	
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

Reset

Continue

Step-2:

Enter Aadhar Number-->Click on prefill

Applicant details will be prefilled based on the Aadhaar Number from Household Database.

Basic Details, Permanent Address will be prefilled based on the Aadhaar Number given at basic details form

Basic Details		Application Form					
Aadhaar Number: *	<input type="text" value="675503191031"/> <input type="button" value="Pre-Fill"/>	Citizen Name: *	<input type="text" value="KOMMU VENKAMMA"/>	Father/Husband Name: *	<input type="text"/>	Gender: *	<input type="text" value="Female"/>
Date of Birth: *	<input type="text" value="01/01/1960"/> <input type="button" value="Calendar"/>	Caste: *	<input type="text" value="SC"/>	Religion: *	<input type="text" value="Select"/>	Qualification: *	<input type="text" value="Select"/>
Marital Status: *	<input type="text" value="Select"/>	Mobile No: *	<input type="text" value="9951895719"/>	Email:	<input type="text"/>		
Permanent Address							
Door No & Street Name: *	<input type="text" value="4_101/d"/>	District: *	<input type="text" value="NTR"/>	Mandal/Municipality: *	<input type="text" value="A.KONDURU-R"/>	Village/Ward/Secretariat: *	<input type="text" value="A.KONDURU"/>
Pin Code: *	<input type="text" value="521226"/>	Postal Office:	<input type="text" value="Select"/>	Postal Village:	<input type="text" value="Select"/>		

Present Address is same as Permanent Address

Permanent Address

Door No & Street Name: * District: * Mandal/Municipality: * Village/Ward/Secretariat: *

Pin Code: * Postal Office: Postal Village:

Present Address is same as Permanent Address

Present Address (Mailing Address)

Door No & Street Name: * District: * Mandal/Municipality: * Village/Ward/Secretariat: *

Pin Code: * Postal Office: Postal Village:

Permanent Address will auto populate based on the Aadhaar from the Household Database.

Permanent Address

Door No & Street Name: * District: * Mandal/Municipality: * Village/Ward/Secretariat: *

Pin Code: * Postal Office: Postal Village:

Note: Postal Office and Postal Village details will be displayed based on Pincode and need to be selected based on the Postal Office located near to Applicant Address.

If Present Address is same as Permanent Address, then click on “Present Address is same as Permanent Address” Else Enter Address Manually and click on “Continue” Button

Step-3:

Citizen can change the address for Door No & Street Name and Pin Code fields

Click on Continue-->Citizen should proceed to Application Form

Step-4:

Aadhar Number details will auto populate based on the provided Aadhar in the basic details form

Change of Address in Rice Card

Basic Details	Application Form
Aadhar Number: <input type="text" value="675503191031"/>	
<input type="button" value="Biometric Authenticate"/>	

Step-:5

Authentication shall be done based on Biometric Aadhar Authentication

Grama-Ward Sachivalayam - Google Chrome

gramawardsachivalayam.ap.gov.in/GSWS/#!/AadhaarAuthentication?uid=JUtBC1ZSvGcSgKk1MI8ybw%3...

Aadhaar Authentication

Please Enter Uid No.*

Authentication Type*

BIOMETRIC IRIS

Step-:5

Click on Check Biometric Status

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Change of Address in Rice Card

Basic Details	Application Form
Aadhaar Number: <input type="text" value="675503191031"/>	<input type="button" value="Check Biometric Status"/>

The screenshot shows a web application interface with a dark blue header. On the left, it says "Hello, BEZAWAADA SIREESHA" and "Panchayat Secretary Grade-VI (DA)". On the right, it shows the user's name "Sri YS Jagan Mohan Reddy" and "Hon'ble Chief Minister of Andhra Pradesh", along with the date and time "03:58:23 PM 07 July 2022 THU" and a "Log Out" button. A white alert box is centered on the screen with the text "Alert" and "Biometric Authentication Success." and an "Ok" button. Below the alert, the "Change of Address in Rice Card" form is visible, showing the Aadhaar number "675503191031" and a "Check Biometric Status" button. The form also includes fields for "Family Annual Income", "Occupation" (a dropdown menu), "Rice Card Number" (with the value "2813621811"), and "Habitation".

Biometric Authentication success alert message will display -->Click on Ok

Step:-6

- **Rice Card Number should auto populate based on the Aadhar number**
- **Enter Family Annual Income**
- **Select Occupation from dropdown list**
- **Enter Habitation**

**Note: Enter Family Annual Income will be allowed max 1,44,000(Yearly)
(Rural monthly Income should not more than 10,000 and Urban monthly Income should not more than 12,000).**

Family Annual Income:*	Occupation:*	Rice Card Number:*	Habitation:*
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="2813621811"/>	<input type="text"/>

Family Annual Income:*	Occupation:*	Rice Card Number:*	Habitation:*
<input type="text" value="345768"/>	<input type="text" value="AUTO/TAXI/BUS/PRIVATE DRIVER"/>	<input type="text" value="2813621811"/>	<input type="text" value="test data purpose"/>

Step-:7

Change address for Rice card

- address details should auto populate based on the present address on basic form details

Note: address details in Change address in rice card are not editable

- select Cluster, FP Shop manually.

Changed Address for Rice Card

Door No & Street Name:	District :	Mandal/Municipality:	Village/Ward/Secretariat:
<input type="text" value="4_101/d"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
PinCode:*	Cluster:*	FP Shop:*	
<input type="text" value="521226"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

I agree that the information/documents submitted is with my consent and can be verified. *

Show Payment

Changed Address for Rice Card

Door No & Street Name:	District :	Mandal/Municipality:	Village/Ward/Secretariat:
<input type="text" value="4_101/d"/>	<input type="text" value="NTR"/>	<input type="text" value="A.KONDURU-R"/>	<input type="text" value="A.KONDURU"/>
PinCode:*	Cluster:*	FP Shop:*	
<input type="text" value="521226"/>	<input type="text" value="C10"/>	<input type="text" value="0611003"/>	

Step-:8

Click on checkbox and Click on Show Payment button

I agree that the information/documents submitted is with my consent and can be verified. *

Show Payment

Step:-9

After click on show payment, it will redirect to payment gateway page and need to do the cash/UPI payment for the request. Charges for the service will be 24 rupees.

Step:-10

After Successfully raised the request then request will forward to Tahsildar for approval.