

# **AP**Online



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### **YSR PENSION KANUKA**

### Unfreezing Rejected Applications User Manual





AP SERP Department is decided to unfreeze pensions/new applications marked as ineligible during Navasakham Survey, Applications rejected in GSWS portal and Permanent Migrated pensions so as enable the applicants to submit New Pension Applicants in GSWS Portal and reduce the Spandana grievances.

To unfreeze the Applications/Pensioners, a provision is now enabled in WEA/WDS login in SS Pensions Portal. The WEA/WDS will receive written request with Aadhaar details from such previously ineligible pensioners/Applicants, applications rejected in GSWS portal and permanent migrated pensions crossed rollback period. The WEA/WDS will enter details and transfer to MPDO/Municipal Commissioners.

The MPDOs/Municipal Commissioners will Recommend/Reject and transfer to the Project Director, DRDAs for approval.

The Project Director, DRDA will approve/reject the list based on the observations of the MPDOs/MCs. The approved applicant's data will be unfreezed in social security portal. The applicants can submit New Pension Applications in Village/Ward Secretariats. The New Pension Applications will be processed and validated as pec the YSR Pension Scheme guidelines in 21 days SLA. The Rejected application by the PD, DRDA will not be allowed to enter as new application by WEA/WDS.

#### **Home Page:**

Open the YSR Pension Kanuka home page using the

following link. URL: <u>https://sspensions.ap.gov.in</u>



> Click on the 'Login' button and the login screen is opened as shown below.

Home	About Us	Reports +	Contact Us	Key Contacts	Search	Social Audit Templates	HCM Message 🗯	
					í	Login		
				Username				
				Password				
				12213 Enter Above	Code			
						Login		

User needs to enter the valid credentials and Captcha code to login and the respective User Home page is displayed.



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#### Unfreezing Application at WEA Level:

#### WEA / WWDS Login: (Unfreeze Pensioner)

Select Transactions tab and click on sub link Unfreeze Pensioner at WEA/WDS level as shown below.

Specific Provide Pradecises         Verification       Others       LogDut         Second Pradecises / Detatas         Enter Addhear Number / Pension ID <sup>1</sup> :       Second Pradecises
Home     Transaction     Verification     Reports     Others     LogOur    Security Restance's Details  Enter Addhoor Number / Pension (D*)        Enter Addhoor Number / Pension (D*)     Security     Security
Search Pension (5 <sup>1</sup> ):  Enter Addhoor Number / Pension (5 <sup>1</sup> ):  Search
Enter Addhoor Number / Pension (D*: Search
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In above screen enter the Pensioner/Applicant Aadhaar Number and click on submit button to displays details as per showing below

Home	Transaction •	Verification •	Reports	Others-	LogOut
		Search P	ensioner's Details		
	E	nter Aadhaar Number / Pension I	D*: 418828652693	Search	
		Pension	er Basic Details		
Pension/Grievance ID:	G88987171733	Pensioner Name:	Ooyaka Paravathi	Relation Name:	Krishnarao
Relation Type:	W/O	Age:	45	Pension Type Applie	Single Women
Gender:	FEMALE	Aadhaar Number:	XXXX-XXXX-2693	Date Of Birth:	1976-01-01
Secretariat Code:	10190550	Secretariat Name:	GHANASARA	Mobile No:	9492627113
Application Raised Date:	29-04-2021	Rejected Reason:	Rejected as per Depo	rtment certificate validation	on
Application Rejected Date:	30-04-2021				
		VIEW PENSIONER	S AADHAAR DOCUMENT		
		VIEW PENSIONER'S S	CHEME PROOF DOCUMENT		
WEA/WDS Remarks For Unfreezing*:			li -		
		*** Upload Pensioner's	: Unfreezing Request Letter ***		
		File Type Allowed : I Choose File	DF, Maximum File Size : 2MB to file chosen		
		R	equest OTP		

In Above Screen Pensioner/Applicant basic details and previously uploaded documents will be Displayed.

Based on the provided i	information WEA/WDS will recommend or Reject with OTP declaration.
	It is hereby certified that the contents of the beneficiary has been verified with reference to documents attached by me personally and found correct. If the above details are noticed as false or incorrect, I will be liable for any disciplinary action as per Rules, besides recovery of loss caused to exchequer.
Enter OTP:*	Submit

> All WEA/WDS recommended Pensioners/Applicants will move to MPDO/MC Login.