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YSR PENSION KANUKA

User Manual

For

Pensioner Verification by WEA/WDS

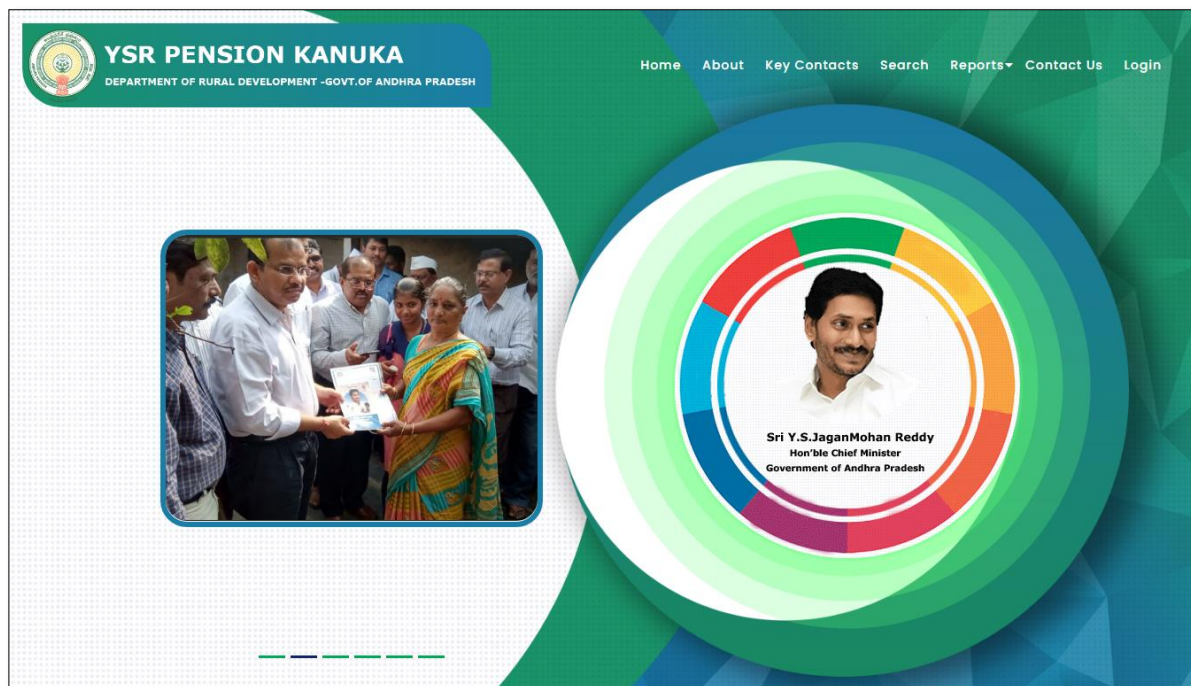
About YSR Pension Kanuka

The Government of Andhra Pradesh is committed to the Welfare and Development of all segments of the society. Government have announced "Navarathnalu" comprising of various welfare and developmental programmes to achieve this objective. As part of the Navarathnalu, enhancement of pension amount and reduction in the age criteria for old age pension is a major welfare measure to ameliorate the hardships of the poor and vulnerable sections of the society particularly the old and infirm, widows, and persons with disability to secure a dignified life. In pursuit of this overarching goal, in spite of the challenging financial conditions, orders were issued vide G.O.Ms.No.103 Dated: 30.05.2019 enhancing the Social Security Pensions amount for old Age Persons, widow, Toddy Tappers, weavers, Single women, Fishermen, ART (PLHIV) Persons , Traditional Cobblers to Rs.2250/- per month, Disabled persons, Transgender and Dappu Artists to Rs.3,000/- per month, and also for people affected with Chronic Kidney Disease who are undergoing Dialysis both Government and network hospitals to Rs.10,000/- per month. The enhanced scale of pension came into effect from June, 2019 payable from 1st July, 2019 onwards.

Home Page:

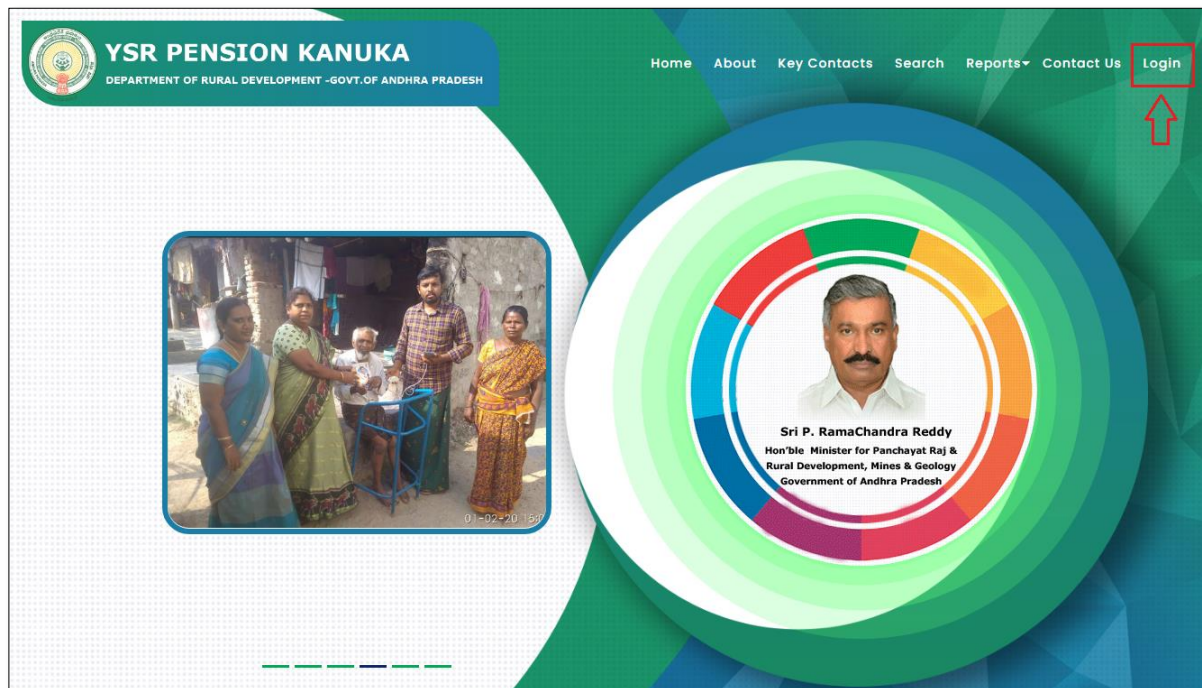
Open the YSR PENSION KANUKA home page by the below URL/link.

URL:<https://sspensions.ap.gov.in/SSP>

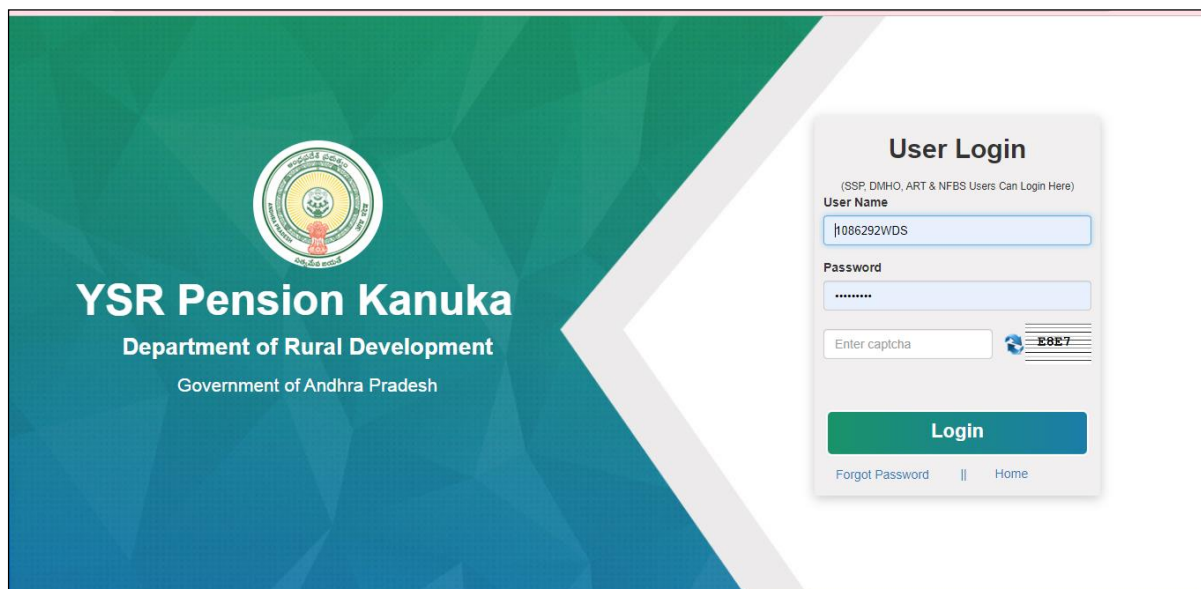


WEA/WDS Login:

- Go to Home page and Click on 'Login' link to open the login page as shown below.



- Click on the 'Login' button to open the login page as shown in above figure and then enter the valid User credentials and the Captcha code then click on login button as shown below.



- After entering the valid credentials and Captcha code, click on the login button and the below User Home page is displayed.

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Sri Y.S. Jaganmohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Sri Budi Mutyala Naidu
Hon'ble Deputy Chief Minister
Panchayat Raj and Rural Development
Government of Andhra Pradesh

NAME : N VIJAYA LAKSHMI
USERID : 1086292WDS
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9032622525

Home Transactions Reports

Last LoginTime: 06-07-2022 08:19:54 PM

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Profile Registration: (One time)

User need to update the details in profile registration during 1st login and user will be able to change the details whenever there is a change in the authorities or personal details.

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Sri Y.S. Jaganmohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Sri Budi Mutyala Naidu
Hon'ble Deputy Chief Minister
Panchayat Raj and Rural Development
Government of Andhra Pradesh

NAME : ANITHA THIRANDI
USERID : 10290148WEA
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9553410530

Home Menu

LoginTime:6/22/2022 6:49:10 PM

My Profile
Change Password
Reset Password
Faq's
Sign Out

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Activate Windows

- Select and Open My profile screen as shown in the above screenshot.
- Below details will be displayed for updation on selection of My profile

MY PROFILE

User Role :	Employee Name :	User ID :
village secretariat	Anitha Thirandi	10290148WEA
Role :	Status	Aadhaar Number
village secretariat	Active	902498981791
Mail	Mobile Number	District
sachin.ananthula@aptonline.in	9553410530	Vizianagaram
Mandal	Secretariat	User Profile
Demkada	CHOLLANGIPETA	MOBILE

[Edit](#)

- Click on Edit button, to edit the existing details displayed.

MY PROFILE

User Role :	Employee Name :	User ID :
village secretariat	Anitha Thirandi	10290148WEA
Role :	Status	Aadhaar Number
village secretariat	Active	902498981791
Mail	Mobile Number	District
sachin.ananthula@aptonline.in	9553410530	Vizianagaram
Mandal	Secretariat	User Profile
Demkada	CHOLLANGIPETA	MOBILE

Aadhaar Seeded Mobile Number
 Phone Number
 [REQUEST OTP](#)

- After entering the details, Select a radio button on which the OTP is to be received.
- If AADHAAR seeded mobile number is selected then OTP will be sent to AADHAAR seeded mobile number. If Phone Number is selected then OTP will be sent to Mobile number entered in the above screen.

YSR Pension Kanuka

Sri Y.S. Jaganmohan Reddy
Hon'ble Chief Minister

Sri Budi Mutyala Naidu
Hon'ble Deputy Chief Minister
and Rural Development
of Andhra Pradesh

MY PROFILE

NAME: THIRAI...
USER ID: 10290...
ROLE: SECRE...
MOBILE: ...

Aadhaar Seeded Mobile Number
 Phone Number

REQUEST OTP

User Role :	Employee Name :	User ID :
village secretariat	Anitha Thirandi	10290148WEA
Role :	Status	Aadhaar Number
village secretariat	Active	902498981791
Mail	Mobile Number	District
sachin.ananthula@aptonline.in	9553410530	Vizianagaram
Mandal	Secretariat	User Profile
Demkada	CHOLLANGIPETA	MOBILE

- After selection of required OTP mode, click on Request OTP to received OTP to authenticate the details entered in the screen.
- Below message will be displayed once the OTP successfully sent to AADHAAR seeded mobile number/Other Mobile number mentioned in the screen.

uat-abdg.aptonline.in says
OTP sent to the registered mobile number successfully.

OK

MY PROFILE

NAME: THIRAI...
USER ID: 10290...
ROLE: SECRE...
MOBILE: ...

Aadhaar Seeded Mobile Number
 Phone Number

REQUEST OTP

User Role :	Employee Name :	User ID :
village secretariat	Anitha Thirandi	10290148WEA
Role :	Status	Aadhaar Number
village secretariat	Active	902498981791
Mail	Mobile Number	District
sachin.ananthula@aptonline.in	9553410530	Vizianagaram
Mandal	Secretariat	User Profile
Demkada	CHOLLANGIPETA	MOBILE

YSR Pension Kanuka

MY PROFILE

User Role : village secretariat

Employee Name : Anitha Thirandi

User ID : 10290148WEA

Role : village secretariat

Status : Active

Aadhaar Number : 902498981791

Mail : sachin.ananthula@aptonline.in

Mobile Number : 9553410530

District : Vizianagaram

Mandal : Demkada

Secretariat : CHOLLANGIPETA

User Profile : MOBILE

Enter OTP

139506

Verify OTP

- Enter the OTP received in mobile in the field provided as shown in the above screen and click on Verify OTP to verify OTP entered.
- After successful verification of OTP, "OTP Authentication Successful" message will be displayed as shown in the below screen.

YSR Pension Kanuka

MY PROFILE

uat-abdg.aptonline.in says
OTP Authentication Successful

User Role : village secretariat

Employee Name : Anitha Thirandi

User ID : 10290148WEA

Role : village secretariat

Status : Active

Aadhaar Number : 902498981791

Mail : sachin.ananthula@aptonline.in

Mobile Number : 9553410530

District : Vizianagaram

Mandal : Demkada

Secretariat : CHOLLANGIPETA

User Profile : MOBILE

Enter OTP

139506

Verify OTP

OK

- After Successful verification of OTP, Click on Update button to update and save the details. Once the details are updated, below message will be displayed.

MY PROFILE

uat-abdg.aptonline.in says
User Details Updated Successfully

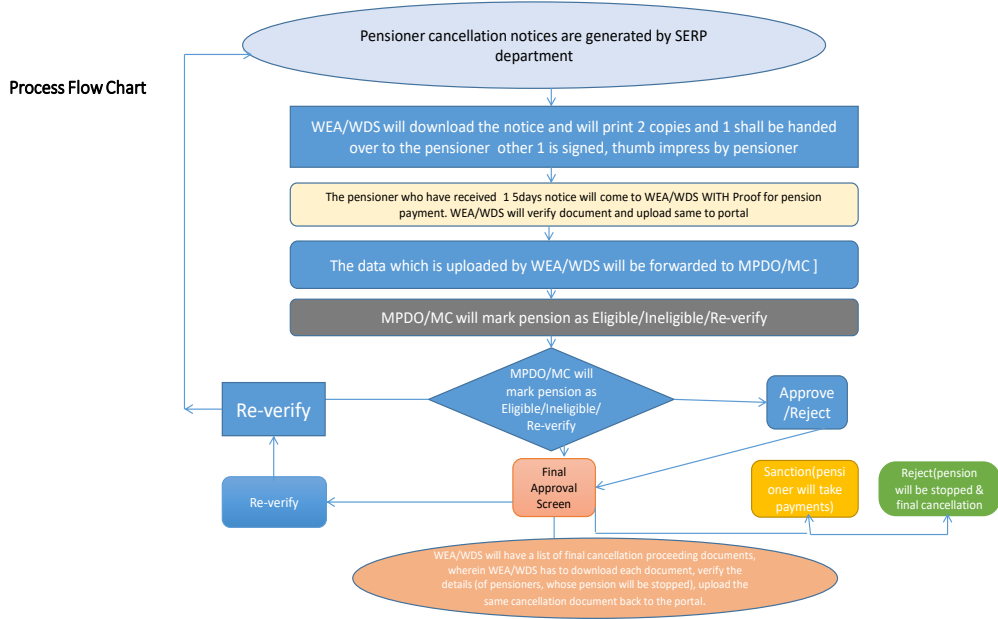
User Role :	Employee Name :	User ID :
village secretariat	Anitha Thirandi	10290148WEA
Role :	Status	Aadhaar Number
village secretariat	Active	902498981791
Mail	Mobile Number	District
sachin.ananthula@aptonline.in	9553410530	Vizianagaram
Mandal	Secretariat	User Profile
Demkada	CHOLLANGIPETA	MOBILE

Aadhaar Seeded Mobile Number Phone Number [REQUEST OTP](#)

[Update](#)

APOnline

New Application work flow

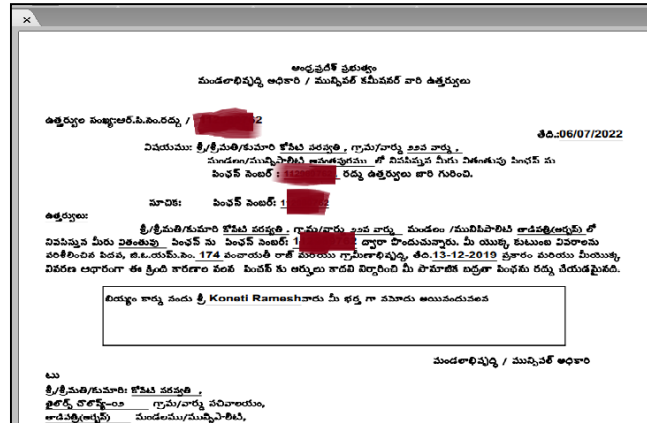


Uploading of Acknowledgment screen:

After clicking on the Uploading of Acknowledgement, WEA/WDS user will see the following screen.

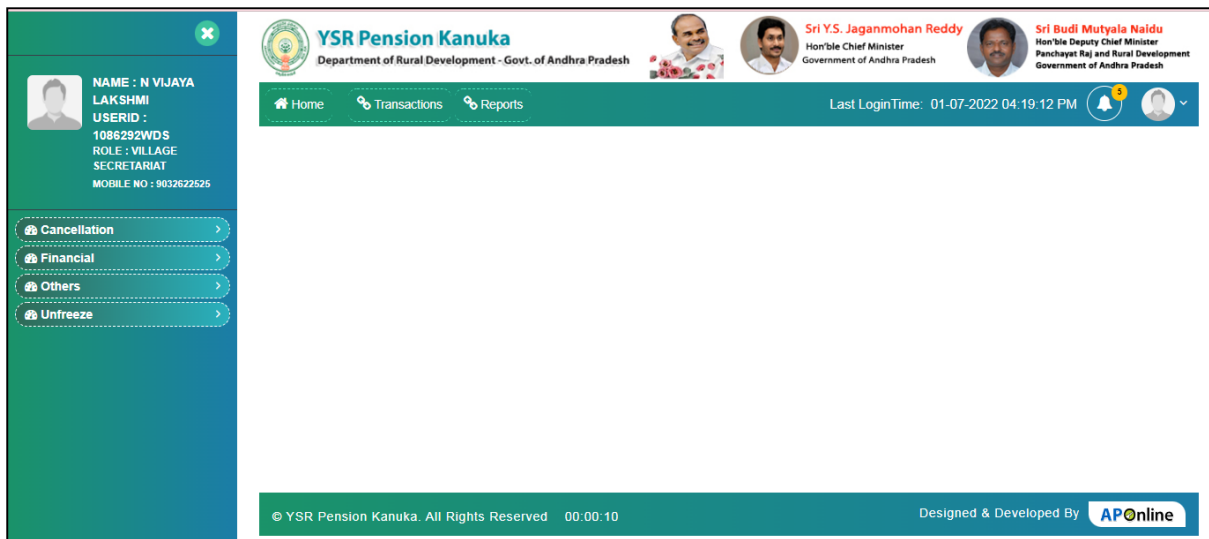
S.No	Pension ID	Pension Name	Age	Gender	Pension Type	Mobile No	Secretariat Code	Secretariat Name	In Eligible Remarks	MPD
1	103970366	Behara Kumari	49	Female	Single Women	8074503443	1086292	VUDA COLONY-01	Ineligible As per Relationship of Rice Card member Husband with Single Women Pensioner	Ineligible Family Husband R
2	103768753	Sanapala Lakshmi	44	Female	Widow	9000000000	1086292	VUDA COLONY-01	Ineligible As per Relationship of Rice Card member Husband with Widow Pensioner	Ineligible Family Husband R
3	1031126294	Vysyaraju Prabhavathi	63	Female	Bilateral Elephantiasis-Grade 4		1086292	VUDA COLONY-01	Household having Four wheeler, Four Wheeler: AP31AY2325	Fou
4	103820815	Vysyaraju Atchutharamaraju	67	Male	O.A.P		1086292	VUDA COLONY-01	Household having Four wheeler, Four Wheeler: AP31AY2325	Fou

- User need to select the Pension id and click on Download , then the notice will be generated as shown in below screen.



Uploading of Reply on Notice Screen

- Go to home screen and under verification tab, click on uploading of reply on notice as highlighted in the following screen to do the field verification for pension id(s) for which the acknowledgement has been uploaded



- After clicking on uploading of reply on Notices, the WEA/WDS user will see the following screen. s.no, pension id, pensioner name, relation name, age, gender etc. details will be populated as given in the following screen

NAME : SUNKARA NAGARJUNA
USERID : 1007018WDS
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9553410530

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Sri Y.S. Jaganmohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Sri Buddi Mutyala Naidu
Hon'ble Deputy Chief Minister
Panchayat Raj and Rural Development
Government of Andhra Pradesh

Home Transactions Reports Last LoginTime: 06-07-2022 06:53:09 PM

Transactions Pensioner Support Doc Upload PRINT BACK

S.No	Pension ID	Pensioner Name	Age	Gender	Pension Type	Mobile No	Secretariat Code	Secretariat Name	Ineligible Remarks	MP
1	112989762	Koneti Saraswati	39	Female	Widow	9100344326	1007018	TAILORS COLONY-02	Ineligible As per Relationship of Rice Card member Husband with Widow Pensioner	Irrel Fam Husband
2	11200099136	Kalluru Jareena	38	Female	Widow	9014313203	1007018	TAILORS COLONY-02	Ineligible As per Relationship of Rice Card member Husband with Widow Pensioner	Irrel Fam Husband

Showing 1 to 2 of 2 rows

© YSR Pension Kanuka. A meet.google.com is sharing your screen. Stop sharing Hide Designed & Developed By APOnline

- The WEA/WDS will verify the details shown in the list (as given in the following screen)

NAME : SUNKARA NAGARJUNA
USERID : 1007018WDS
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9553410530

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

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Hon'ble Deputy Chief Minister
Panchayat Raj and Rural Development
Government of Andhra Pradesh

Home Transactions Reports Last LoginTime: 06-07-2022 06:53:09 PM

Transactions Pensioner Support Doc Upload PRINT BACK

S.No	Pension ID	Pensioner Name	Age	Gender	Pension Type	Mobile No	Secretariat Code	Secretariat Name	Ineligible Remarks	MP
1	112989762	Koneti Saraswati	39	Female	Widow	9100344326	1007018	TAILORS COLONY-02	Ineligible As per Relationship of Rice Card member Husband with Widow Pensioner	Irrel Fam Husband
2	11200099136	Kalluru Jareena	38	Female	Widow	9014313203	1007018	TAILORS COLONY-02	Ineligible As per Relationship of Rice Card member Husband with Widow Pensioner	Irrel Fam Husband

Showing 1 to 2 of 2 rows

- The WEA/WDS will click on the pension id (as highlighted in the screen) to view the individual full details of the pensioner for field verification

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Sri Y.S. Jaganmohan Reddy
Hon'ble Chief Minister
Government of Andhra Pradesh

Sri Budi Mutyalu Naidu
Hon'ble Deputy Chief Minister
Panchayat Raj and Rural Development
Government of Andhra Pradesh

Last Login Time: 06-07-2022 06:53:09 PM

Home Transactions Reports

Transactions **Pensioner Support Doc Upload**

PRINT BACK

Upload Support Documents

Pension ID : 112989762	Pensioner Name : Koneti Saraswati	Relation Name : Koneti Ramesh
Age : 39	Pension Type: Widow	Gender : Female
Aadhaar No : XXXX XXXX 6538	Secretariat Code : 1007018	Secretariat Name : TAILORS COLONY-02
Mobile No: 9100344326	Ineligible Remarks : Ineligible As per RelationShip of Rice Card member	MPDO Remarks : Ineligible as relation ship of Family member as Hust
Date of Notice Issued : 06/07/2022	Acknowledgement Uploaded Date : 06/07/2022	

After clicking on the pension id, the WEA/WDS user will see the following screen

NAME : SUNKARA NAGARJUNA
USERID :
1007018WDS
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9553410530

Cancellation
Financial
Others
Unfreeze

Details Based On Civil Supplies

Gender Condition: Eligible **Relation Condition:** Eligible

Is Gender as Female in Rice Card:* Yes No

Is Family Member Relationship as Husband in same Rice Card:* Yes No

Is Pensioner Separated from Husband for more than one year:* Yes No

Is Pensioner Re-Married:* Yes No

Reasons For Recommendation:* Recommended Not Recommended

Remarks:*

Upload Pensioners Supporting Document
 No file chosen

*Allow only PDF/JPEG/PNG and size should be below 2MB

➤ Now the WEA/WDS user has to fill all the required details as highlighted in the following screen

NAME : SUNKARA
NAGARJUNA
USERID :
1007018WDS
ROLE : VILLAGE
SECRETARIAT
MOBILE NO : 9553410530

- [Cancellation](#)
- [Financial](#)
- [Others](#)
- [Unfreeze](#)

Details Based On Civil Supplies

Gender Condition: Eligible **Relation Condition:** Eligible

Is Gender as Female in Rice Card:* Yes No

Is Pensioner Separated from Husband for more than one year:* Yes No

Reasons For Recommendation:*
 Recommended Not Recommended

Is Family Member Relationship as Husband in same Rice Card:* Yes No

Is Pensioner Re-Married:* Yes No

Remarks:*

Upload Pensioners Supporting Document
 No file chosen

*Allow only PDF/JPEG/PNG and size should be below 2MB

- The WEA/WDS user will receive the otp sent to their registered mobile no (or) aadhaar no (linked mobile number), which has to be entered in the given otp field .

NAME : SUNKARA
NAGARJUNA
USERID :
1007018WDS
ROLE : VILLAGE
SECRETARIAT
MOBILE NO : 9553410530

- [Cancellation](#)
- [Financial](#)
- [Others](#)
- [Unfreeze](#)

Alert

Field Valid

OTP sent to the registered mobile number.

Gender Condition: Eligible **Relation Condition:** Eligible

Is Gender as Female in Rice Card:* Yes No

Is Pensioner Separated from Husband for more than one year:* Yes No

Reasons For Recommendation:*
 Recommended Not Recommended

Is Family Member Relationship as Husband in same Rice Card:* Yes No

Is Pensioner Re-Married:* Yes No

Remarks:*

Upload Pensioners Supporting Document
 Notice_112969762 (1).pdf

*Allow only PDF/JPEG/PNG and size should be below 2MB

Enter OTP:*

- After Successful Authentication Message is displayed as shown below.

The screenshot shows a user profile for SUNKARA NAGARJUNA with user ID 1007018WDS. The form contains several sections:

- Gender Condition:** Includes radio buttons for 'Yes' and 'No' for 'Is Gender as Female in Rice Card?'. The 'Yes' option is selected.
- Relation Condition:** A dropdown menu showing 'Eligible'.
- Family Member Relationship:** Includes radio buttons for 'Yes' and 'No' for 'Is Family Member Relationship as Husband in same Rice Card?'. The 'Yes' option is selected.
- Pensioner Status:** Includes radio buttons for 'Yes' and 'No' for 'Is Pensioner Separated from Husband for more than one year?' and 'Is Pensioner Re-Married?'. The 'Yes' option is selected for both.
- Reasons For Recommendation:** Radio buttons for 'Recommended' (selected) and 'Not Recommended'.
- Remarks:** A text box containing the word 'test'.
- Upload Pensioners Supporting Document:** A file upload field showing 'Notice_112989762 (1).pdf'.

 A green alert box at the top center displays the message: 'Alert: OTP Authentication Successful'.

- Click on submit as displayed in the following screen
- After successful validation of entered otp, the supporting documents will be uploaded to the portal and the following success message is shown to the WEA/WDS user.

The screenshot shows a user profile for VANI DIVYATHA MUNGANURI with user ID 11380366WEA. The form contains several sections:

- Actual Date of Birth:** A date field showing '02/22/1959'.
- Age:** A text field showing '63'.
- Verified As Per:** Radio buttons for 'Aadhaar', 'Study Certificates', and 'Voter Card'.
- Select Caste:** A dropdown menu with 'SELECT'.
- Reasons For Recommendation:** Radio buttons for 'Recommended' (selected) and 'Not Recommended'.
- Remarks:** A text box containing the word 'test'.
- Upload Pensioners Supporting Document:** A file upload field showing '1.pdf'.

 A green alert box at the top center displays the message: 'Alert: Pensioner Supporting Document Details Successfully Updated by WEA'.

- Note: now this pension id (application) will be moved to the respective MPDO/MC login for scrutiny of uploaded documents and details.

Final Cancellation Proceedings Screen:

Go to home screen and under verification tab, click on final cancellation proceedings as highlighted in the following screen

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Home Transactions Reports Last Login Time: 06-07-2022 08:04:31 PM

Transactions **Final Cancellation Proceedings** SUBMIT

S.No	Pension ID	Pensioner Name	Relation Name	Age	Gender	Pension Type	Mobile Number	Secretariat Code	Secretariat Name	Ineligible Remarks	Date of Notice Issued	Date of Acknowledgn Signed
1	112989762	Koneti Saraswati	Koneti Ramesh	39	Female	Widow	9100344326	1007018	TAILORS COLONY-02	Ineligible As per RelationShip of Rice Card member Husband with Widow Pensioner	06/07/2022	06/07/2022

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- After clicking on final cancellation proceedings, the WEA/WDS user will see the following screen. Sl.no, pension id, pensioner name, relation name, age, gender etc details will be populated as given in the following screen.

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

Home Transactions Reports Last Login Time: 06-07-2022 08:35:02 PM

Transactions **Final Cancellation Proceedings** SUBMIT

S.No	Pension ID	Pensioner Name	Relation Name	Age	Gender	Pension Type	Mobile Number	Secretariat Code	Secretariat Name	Ineligible Remarks	Date of Notice Issued	Date of Acknowledgn Signed
1	112989762	Koneti Saraswati	Koneti Ramesh	39	Female	Widow	9100344326	1007018	TAILORS COLONY-02	Ineligible As per RelationShip of Rice Card member Husband with Widow Pensioner	06/07/2022	06/07/2022

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- The WEA/WDS will verify the details shown in the list (as given in the following screen)
- The WEA/WDS will download the cancellation document (by clicking on the pdf icon) – as given in the following screen

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

NAME : SUNKARA NAGARJUNA
USERID : 1007018WDS
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9440293761

Home Transactions Reports Last LoginTime: 06-07-2022 08:35:02 PM

Transactions Final Cancellation Proceedings SUBMIT

Pension Type	Mobile Number	Secretariat Code	Secretariat Name	Ineligible Remarks	Date of Notice Issued	Date of Acknowledgment Signed	Date of Supporting Documents Uploaded	WEA/WDS Verified Date	MPDO/MC Verified Date	Final Proceedings Document
Widow	9100344326	1007018	TAILORS COLONY-02	Ineligible As per RelationShip of Rice Card member Husband with Widow Pensioner	06/07/2022	06/07/2022	06/07/2022	06/07/2022	06/07/2022	

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- The WEA/WDS will then verify the downloaded pdf for details of pensioner
- The WEA/WDS will click on the pension id (as highlighted in the screen) to view the individual full details of the pensioner.

YSR Pension Kanuka
Department of Rural Development - Govt. of Andhra Pradesh

NAME : VANI DIVYATHA MUNGANURI
USERID : 11390366WEA
ROLE : VILLAGE SECRETARIAT
MOBILE NO : 9573378933

Home Menu

Transactions Final Cancellation Proceedings SUBMIT

S.No	Pension ID	Pensioner Name	Relation Name	Age	Gender	Pension Type	Mobile Number	Secretariat Code	Secretariat Name	Ineligible Remarks	Date of Notice Issued	Date of Acknowledgm Signed
1	113960045	NARLA NAGI REDDY	NARLA NARAYANA REDDY	60	Male	O.A.P	8790889594	11390366	PANYAM 4	Under age as per Aadhar	05/05/2022	05/05/2022

- After clicking on the pension id, the WEA/WDS user will see the following screen.

YSR Pension Kanuka

Sri Y.S. Jagannathan Reddy
Hon'ble Chief Minister

Sri Rudi Mutyalu Naidu
Hon'ble Deputy Chief Minister

Pensioner's Details

Pension ID :	Pensioner Name	Relation Name :
112989762	Koneti Saraswati	Koneti Ramesh
Age :	Pension Type :	Gender :
39	Widow	Female
Mobile No :	Secretariat Code :	Secretariat Name :
9100344326	1007018	TAILORS COLONY-02
Date of Notice issued :	Ineligible Remarks :	MPDO/MC Remarks :
06/07/2022	Ineligible As per RelationShip of Rice Card m	Ineligible as relation ship of Family member a
Acknowledgment signed Date :	Supporting Document Uploaded Date :	WEA/WDS Recommendation :
06/07/2022	06/07/2022	Recommended
WEA/WDS Verified Date :	WEA/WDS Remarks :	MPDO/MC Final Remarks :
06/07/2022	test	test
MPDO/MC Final Status :	MPDO/MC Verified Date :	
N	06/07/2022	

APOnline

- The WEA/WDS user will see the following screen, wherein they have to fill the following fields as highlighted in the following screen, and then click on upload.

Age :	Pension Type :	Gender :
39	Widow	Female
Mobile No :	Secretariat Code :	Secretariat Name :
9100344326	1007018	TAILORS COLONY-02
Date of Notice issued :	Ineligible Remarks :	MPDO/MC Remarks :
06/07/2022	Ineligible As per RelationShip of Rice Card m	Ineligible as relation ship of Family member a
Acknowledgment signed Date :	Supporting Document Uploaded Date :	WEA/WDS Recommendation :
06/07/2022	06/07/2022	Recommended
WEA/WDS Verified Date :	WEA/WDS Remarks :	MPDO/MC Final Remarks :
06/07/2022	test	test
MPDO/MC Final Status :	MPDO/MC Verified Date :	
N	06/07/2022	

"Upload Pensioner's Final Proceedings Document"
File Type Allowed:PDF,maximum file size:2MB

Choose file No file chosen

Upload

- After successful uploading of final proceedings document, The WEA/WDS user will see the following screen with success message

Age :	Pension Type :	Gender :
39		
Mobile No :		Flat Name :
9100344326		S COLONY-02
Date of Notice issued :	Ineligible Remarks :	MPDO/MC Remarks :
06/07/2022	Ineligible As per RelationShip of Rice Card m	Ineligible as relation ship of Family member a
Acknowledgment signed Date :	Supporting Document Uploaded Date :	WEA/WDS Recommendation :
06/07/2022	06/07/2022	Recommended
WEA/WDS Verified Date :	WEA/WDS Remarks :	MPDO/MC Final Remarks :
06/07/2022	test	test
MPDO/MC Final Status :	MPDO/MC Verified Date :	
N	06/07/2022	

"Upload Pensioner's Final Proceedings Document"
File Type Allowed:PDF,maximum file size:2MB

Choose file Notice_1031126294.pdf

Upload

Alert

Pensioners final proceedings document uploaded successfully