# GOVERNMENT OF ANDHRA PRADESH
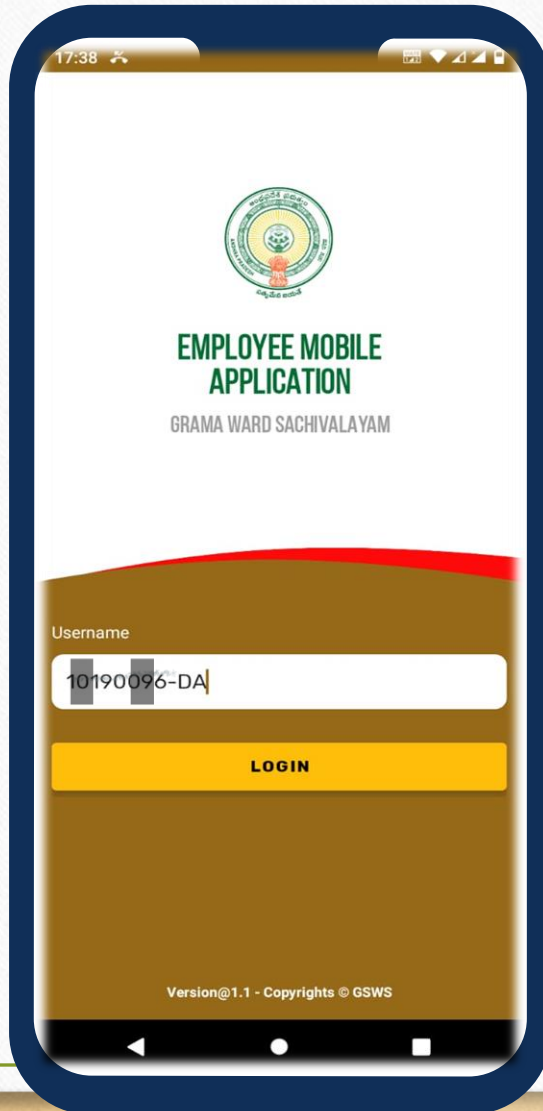
## GSWS DEPARTMENT

## VIJAYAWADA

# NON AP RESIDENT User Manual

➢ As per the Instructions of the Government for better policy making and delivery of services for Non Resident Telugu People, a module has been developed to capture the details of all Telugu People who are staying outside the State and Country
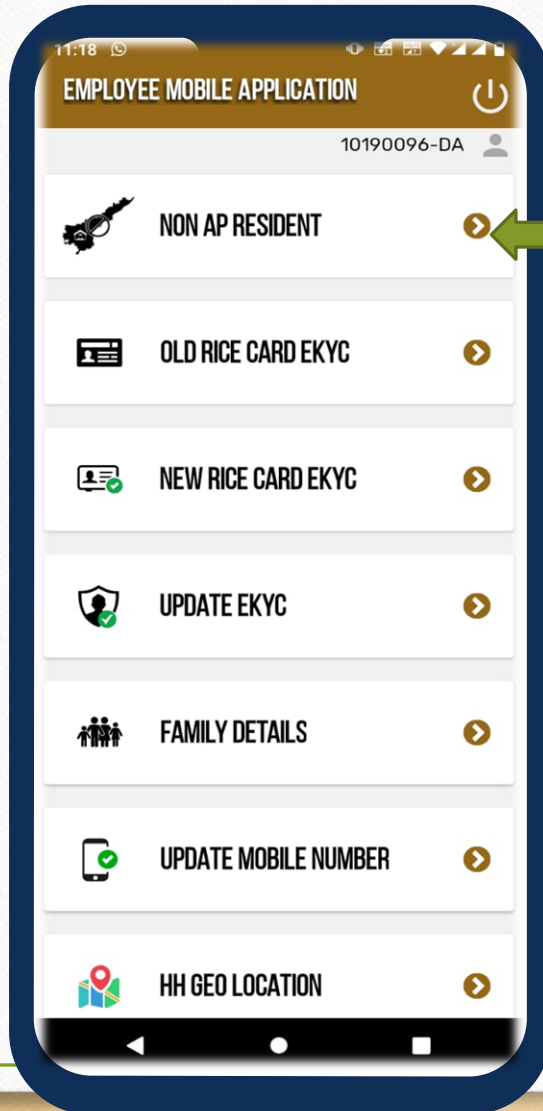
**01**

The employee needs to login with user credentials and then click login.

**02**

After clicking upon the login button authentication page appears, here the employee need to choose either Biometric, IRIS, or Facial Authentication.
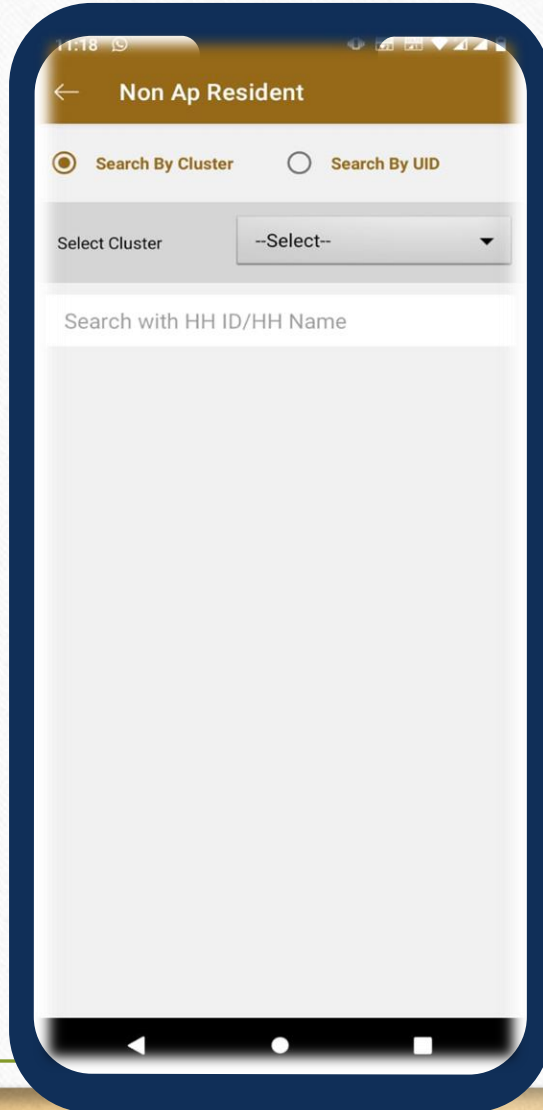
After the successful authentication, the page appears as shown in screen then the employee needs to click on the NON AP RESIDENT.

**01**
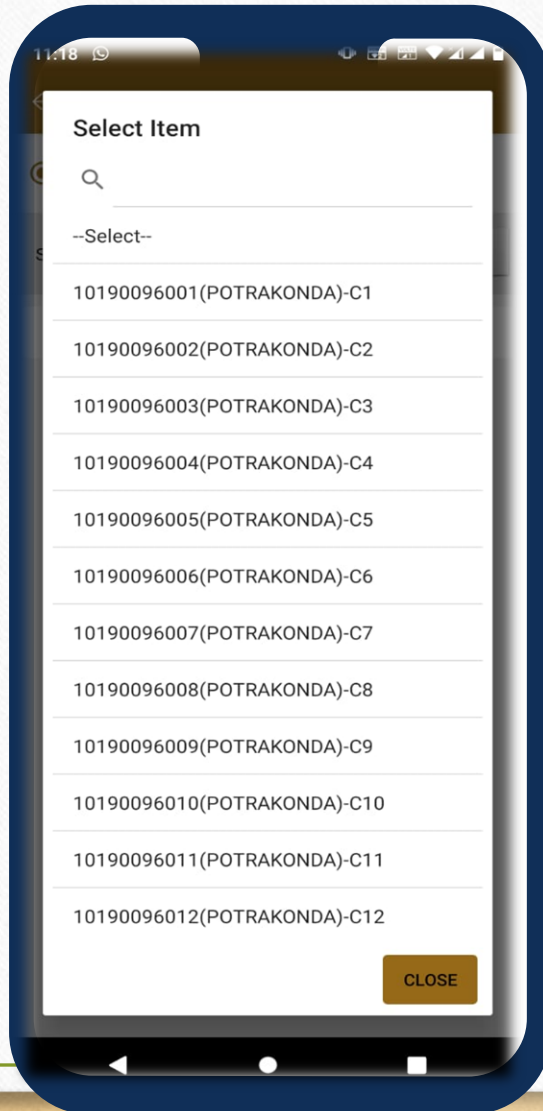
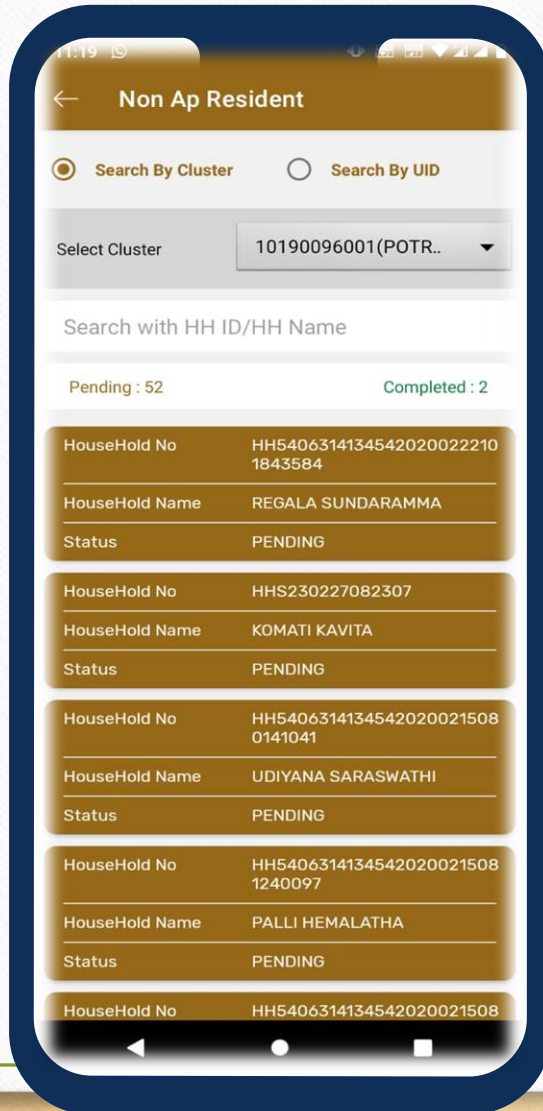Here the Employee needs to select **Cluster** from the drop down.

After Selection of dropdown the cluster details will appear as shown in the image.

**01**

After selection of the cluster the house hold details appears as shown in the image.

**Non Ap Resident**

Type of house to Family Living in *
○ Own  ○ Rent

Does Any of your Family resides outside of Andhra Pradesh ? *
○ No  ○ Yes

SUBMIT

After house hold selection two questionnaire will appear

1) Type of House to family living in a) Own b) Rent. Please select the radio button according to the response

Q2) Does any of your Family resides outside of Andhra Pradesh a) Yes b) No. Please select appropriate option and click on the submit button.

**Non Ap Resident**

Type of house to Family Living in *

◉ Own   ○ Rent

Does Any of your Family resides outside of Andhra Pradesh ? *
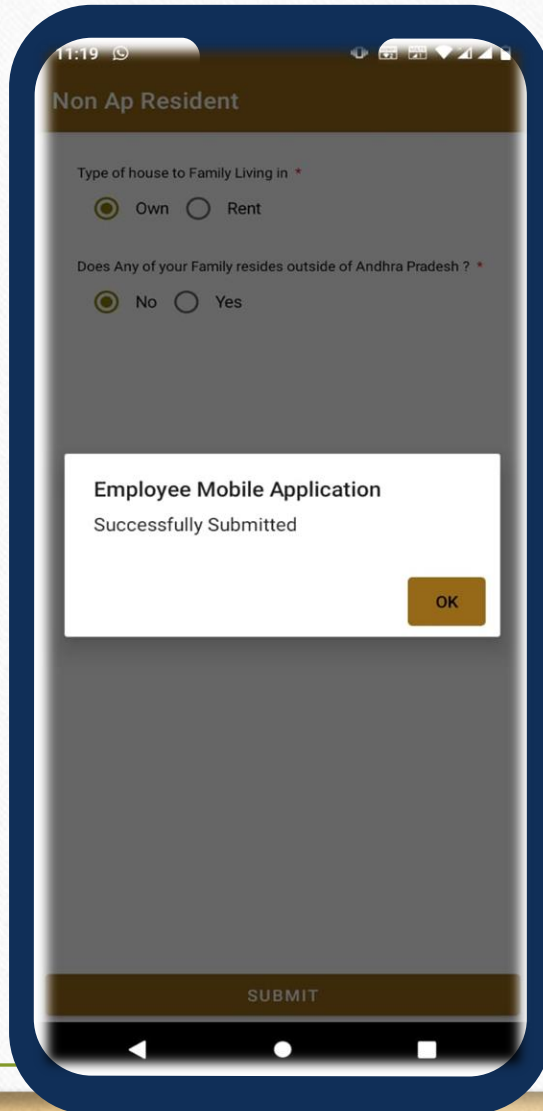
◉ No   ○ Yes

SUBMIT

01

02

04

**01**

If the citizen opted for the questionnaire 2 as **NO** then the employee can submit the details directly.

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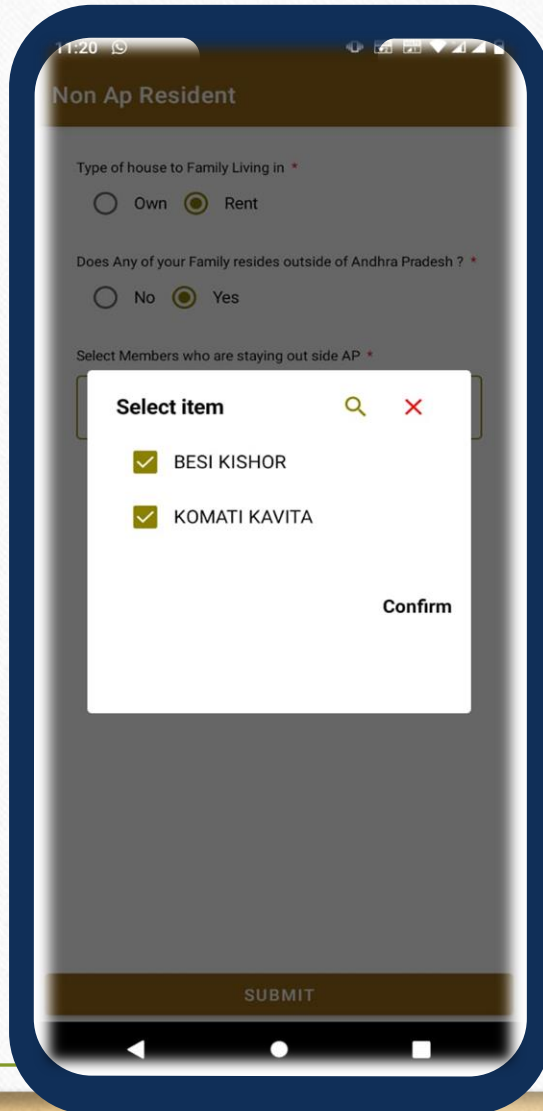**01** After submission the message will appear as shown in the image.

**01**

If the user selects the option of **YES** for the question number 2 the user need to select the member who is residing out side state of Andhra Pradesh.

**01**

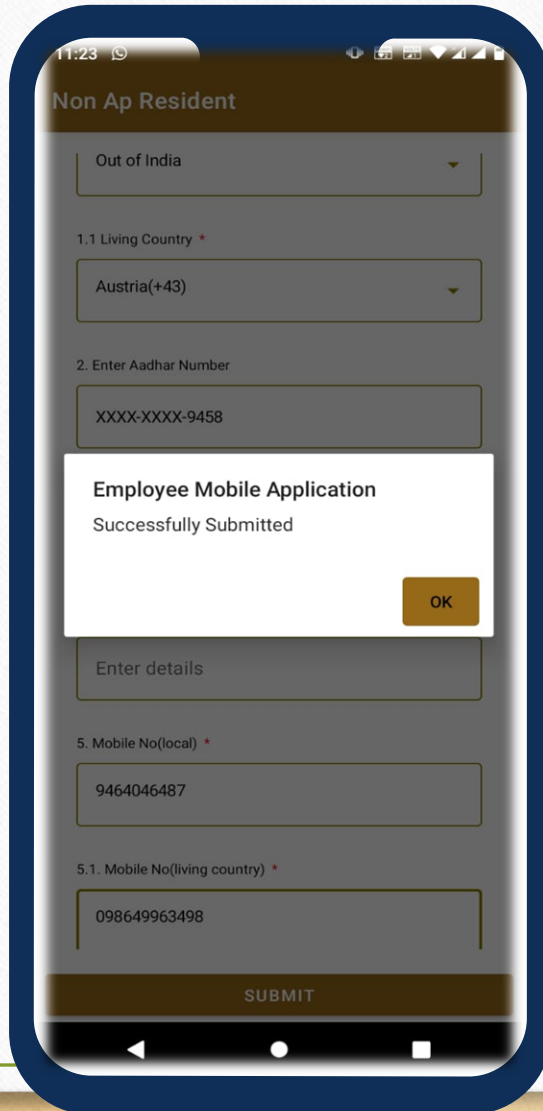After selection of citizens out side Andhra Pradesh please click on the confirm .

**01** Once selection of house hold member the additional questionnaire will appear as shown in the image. Please select the appropriate option.
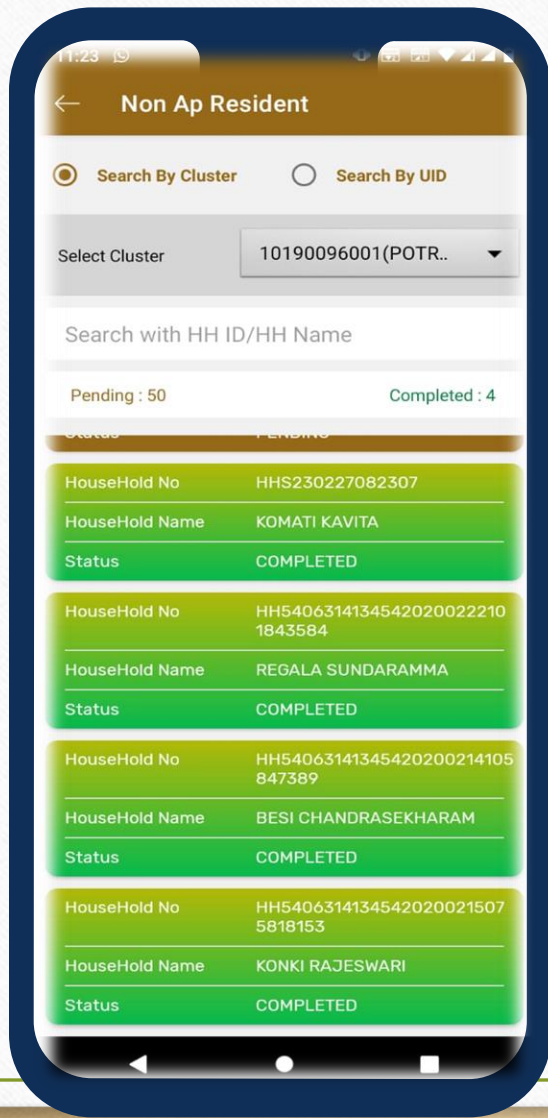
**01** Once the data is submitted by the user successfully then submission message appears as shown.

01

After submission of data the survey completed house hold will be shown in the green color.