

## **Adding of Missing Citizens – Procedure to complete 100 % verification.**

### **School/Intermediate Records**

1. **Data Source:**
  - Data on current school-going and intermediate students is provided by the School Education/Intermediate Department and compared with household data.
  - Children do not present in Household data is sent to secretariats for mapping.
  - These children and Mothers can be traced 100 percent.
2. **Mapping Procedure:**
  - All these children are studying in the State, and we can trace them. Secretariat employees shall visit schools to obtain the current addresses of students from principals, headmasters, or teachers.
  - They then visit the students' homes with a teacher to map them to household data.
  - All Headmasters / Principals shall be informed through DEO to support the secretariat staff in providing the required details of child and their parents and ensure that all children with Household database.

### **Web Land Records**

1. **Data Source:**
  - Land details, including owner information, are provided by the Revenue Department, and compared with household data.
  - landowners do not present in Household is sent to secretariats for addition in HH data.
2. **Mapping Procedure:**
  - VROs shall verify if landowners reside within the same secretariat area.
  - If the landowner is not from AP, the loop shall be closed by selecting "not resident of AP."
  - If the landowner lives in the same secretariat, their details shall be enrolled in household data.
  - If the landowner resides in some other secretariat, inform the Citizen and also the respective secretariat to enrol the landowner and their family details in household data.

### **Anganwadi Records**

1. **Data Source:**
  - Data on children and mothers in Anganwadi centers is provided by the W&CD Department and verified by GSWS, then remaining children and Mothers data sent to secretariats for mapping.
  - All these children and Mothers are in Anganwadi centers, we know the exact location of these citizens as they are drawing monthly ration from these centers.
  - These children and Mothers can be traced 100 percent.
2. **Mapping Procedure:**
  - Secretariat employees shall visit the citizen homes with Anganwadi teachers to map children and mothers to household data.

## MAUD Records

1. **Data Source:**
  - Property owner data is provided by the MAUD Department and compared with household data by the GSWS Department.
  - Citizens not in Households data is being sent to secretariats for mapping.
2. **Mapping Procedure:**
  - Administrative secretaries verify if property owners reside within the same secretariat.
  - If the owner is not from AP, the loop shall be closed with a proper reason.
  - If the owner resides in the same secretariat, they and their families are added to household data.
  - If the Owner resides in some other secretariat, inform the Citizen and also the respective secretariat to enrol the owner and their family details in household data.

## Rice Cards Records

1. **Data Source:**
  - Compared rice cards data households' data and pushed citizens not in Household details to secretariat for mapping in households' data.
2. **Mapping Procedure:**
  - Last ration drawn details may be checked from the CRO login
  - Secretariat employee shall visit the local FP shop and enquire about last ration drawn status.
  - If he drawn ration in same secretariat, enquire about the present address of the citizens and get them and their family details in Household data.
  - If the citizen drawn ration in some other place, inform the Citizen and the respective secretariat to enrol their family members in Household data.

## EPDCL/CPDCL/SPDCL Records

1. **Data Source:**
  - All Discoms shared the electricity connection details. After comparison with HH data, remaining data pushed to secretariats by DISCOM circle wise.
2. **Mapping Procedure:**
  - Discoms help may be taken to find the location of the citizen based on the consumer number.
  - Secretariat employee along with electricity linemen shall visit the consumer house and get them enrolled in households.
  - If the electricity connection owner is not living in AP state, please select proper reason in dropdown and submit the records.
  - If the Electricity connection Owner lives in some other secretariat, inform the Citizen and the respective secretariat to enrol the owner and their family details in household data.

## PACS Records

1. **Data Source:**
  - PACS members data from APCOB Department verified with GSWS households data and pushed the leftover citizens who are not part of households to Secretariats for mapping them in HH data.
2. **Mapping Procedure:**
  - Secretariat employee shall visit the PACS centre and get the address of the citizens and get them enrolled in households data.

## NREGS Records

1. **Data Source:**
  - Panchayat Raj & Rural Development department shared the all the MGNREGS wage seekers details to GSWS. After comparison of data mandal wise leftover data pushed to secretariats for map them to households data.
2. **Mapping Procedure:**
  - Secretariat employees along with field assistant of EGS staff shall visit the wage seeker house and get them enrolled.
  - If the wage seeker is not residing/ migrated / dead , select appropriate reason in dropdown and submit the record.

## APSEVA Records

1. **Data Source:**
  - Citizens who availed Services in APSEVA portal but not in Households data pushed to secretariats for mapping them to households.
2. **Mapping Procedure:**
  - Secretariat employee shall verify whether the citizen resides in same secretariat or not. If the citizen resides in same secretariat get them enrolled in households data.

## Aarogyasri Records

1. **Data Source:**
  - All the Arogya Sri card holders details verified with GSWS households and leftover citizen details are pushed to Secretariats for mapping them in HH data.
2. **Mapping Procedure:**
  - Secretariat employee shall verify the living status of the citizen & fetch the card details from APSEVA portal to find the address of the card holder.
  - Employee shall visit the house and get them enrolled. If the card holder is not living/deid and then select proper reason and submit the records.