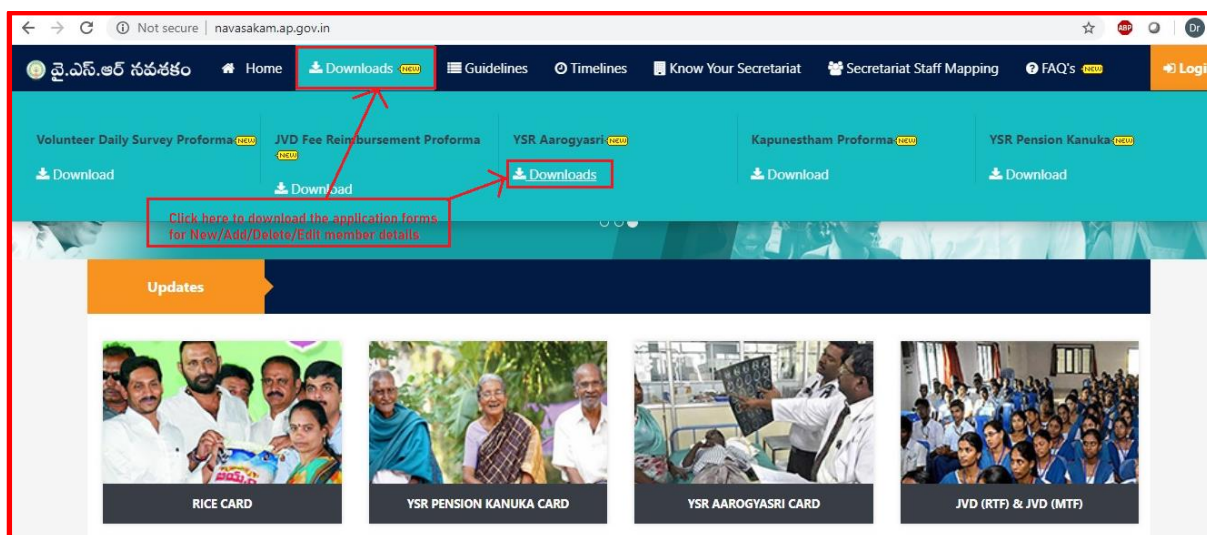


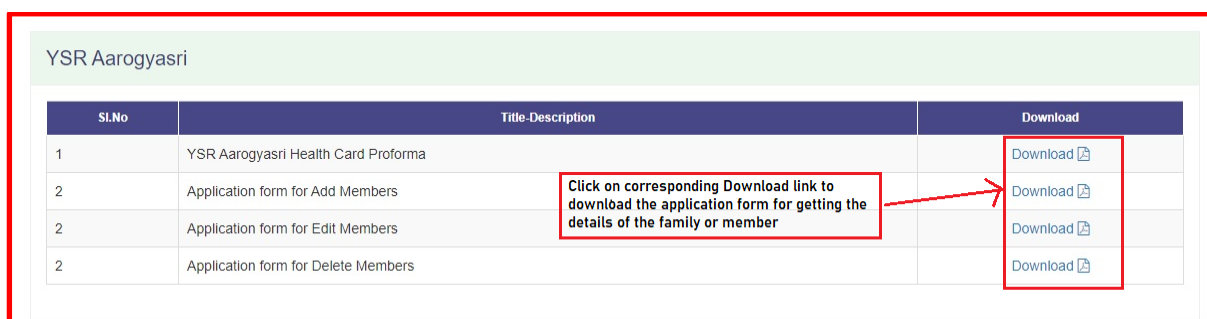
User Manual for Add/Delete/Edit member details of Eligible family for PDA/WHs

Step 1: Open the Web URL of Navasakam portal (navasakam.ap.gov.in) or Gramaward Sachivalayam portal (<https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main>)

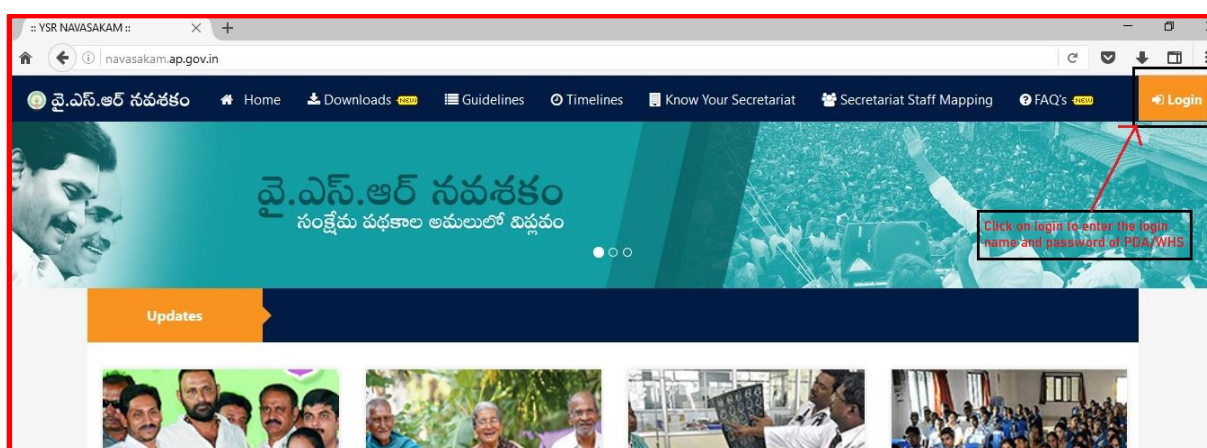
Step 2 : Download the application form for New Health card, Add member details, Delete and Edit member details as per the screenshot shown below.



Step 3: Click on the link as shown in the below screenshot to download corresponding application form.



Step 4: Login into the portal of either Navasakam or Gramawardsachivalayam as shown in the screenshot.



Step 5: Click on online application form for Add/Edit/Delete member as shown in the screenshot below.

The screenshot shows the login page of the Navasakam3.apcfss.in portal. The sidebar on the left contains various menu items. The 'Online Application Form For Add/Edit/Delete Member' link is highlighted with a red box and a red arrow pointing to it. The main content area displays contact information, a data entry procedure, and sections for 'Surveyed Data Entry' and 'Fresh Application Form'.

Call Center Numbers: 7670856500 , 7670879747 , 7670871536
For remote desktop technical support [Click here](#)

For any queries on Financial Assistance to Tailors, Rajakas & Nayi Brahmons Scheme, Call 9030506521

Data Entry Procedure

Step 1 - Before starting entry of survey data volunteer-wise Scheme-wise, fill "Surveyed Data Acknowledgement" and press submit.
This'll capture Total Surveyed data handed over to the Secretariat Staff for data entry. (Pre-populated survey form and fresh survey form)

Step 2 - Print/Save Acknowledgement and hand over to VV/WV, to ensure entry of data without any transmission loss.

Step 3 - Now complete entry of surveyed data for all schemes for this volunteer before moving on to next volunteer.
Repeat Step 1 to 3 for every volunteer.

Surveyed Data Entry
The concerned Secretariat staff will receive the pre populated survey form from the volunteer and they have to enter the data in "Surveyed Data Entry" link available in each scheme.

Fresh Application Form
Volunteer will get the fresh application where the pre populated data is not available and not yet registered for the scheme earlier. and this form will be entered in "Fresh Application Form" link available in each scheme.

[Click on here to get the online application form for Add/Edit/Delete member](#)

Step 6: Enter the valid UHID and click on "Get Data" to fetch the details of the family members as shown in the screenshot below.

The screenshot shows the 'Add/Delete Arogyasri Members Data' form. The 'Enter UHID No. :' field is highlighted with a red box and contains the value '10002285088'. A red arrow points to this field with the text 'Enter A valid UHID number here'.

Add/Delete Arogyasri Members Data

Enter UHID No. :

Enter A valid UHID number here

Step 7: Verify the details retrieved for all eligible family members along with their 5-step validation values as shown in the screenshot below.

Enter UHID No. :

You will find the details of the eligible existing family members along with their 5 step details

Sl.No	Aadhaar number	DOB (dd/mm/yyyy)	Age	Relation with the Family Head	Member Name	Mobile	Gender	Annual Income	Govt. Employee/ Pensioner	Income Details (If Paying Tax)	Four Wheeler Details	Land Details	Property Details present in Municipal Area(In Sq.ft)	Death Migration
1	5723	01/01/1931	89	SELF	Kalepu Chinnammli		Female	40000	N	N	N	N	N	--SELECT--

Address: State: Andhra Pradesh District: Select Mandal: Select Village/Ward: Select Door No.: Locality/Land Mark: Pin code:

Family Photo: Choose File No file chosen

Step 8: If the request is for Delete/Edit Member details, please click on the Edit/Delete link as shown in the screenshot below.

Click here to correct the details of the member and for Delete from the family

Edit/Delete

Sl.No	Aadhaar number	DOB (dd/mm/yyyy)	Age	Relation with the Family Head	Member Name	Mobile	Gender	Annual Income	Govt. Employee/ Pensioner	Income Details (If Paying Tax)	Four Wheeler Details	Land Details	Property Details present in Municipal Area(In Sq.ft)	Death Migration due to Marriage / Not a member of the Family / Birth / Permanent Migration
1	572346039936	01/01/1931	89	SELF	Kalepu Chinnammli		Female	40000	N	N	N	N	N	--SELECT--

Address: State: Andhra Pradesh District: Select Mandal: Select Village/Ward: Select Door No.: Locality/Land Mark: Pin code:

Family Photo: Choose File No file chosen

Step 9: If request is for correction of member details like Name, Age, mobile No, Gender then make necessary changes and click on submit as shown in the screenshot below.

Step 10: if the request is for delete of the member then select the corresponding reason for delete of the member from the dropdown as shown in the screenshot below.

Click here to correct the details of the member and for Delete from the family

Edit/Delete

Sl.No	Aadhaar number	DOB (dd/mm/yyyy)	Age	Relation with the Family Head	Member Name	Mobile	Gender	Annual Income	Govt. Employee/ Pensioner	Income Details (If Paying Tax)	Four Wheeler Details	Land Details	Property Details present in Municipal Area(In Sq.ft)	Death Migration due to Marriage / Not a member of the Family / Birth / Permanent Migration
1	5723	01/01/1931	89	SELF	Kalepu Chinnammli		Female	40000	N	N	N	N	N	--SELECT--

Address: State: Andhra Pradesh District: Select Mandal: Select Village/Ward: Select Door No.: Locality/Land Mark: Pin code:

Family Photo: Choose File No file chosen

ADD FAMILY MEMBERS + -

Click here to submit finally for update the changes in the health card

Submit Data

Step 11: If the request is for add member details, click on “+” and click on “-” for deleting the excess rows as shown in the screenshot below.

Family Details:

Sl.No	Aadhaar number	DOB (dd/mm/yyyy)	Age	Relation with the Family Head	Member Name	Mobile	Gender	Annual Income	Govt. Employee/ Pensioner	Income Details Paying
1	5723	01/01/1931	89	SELF	Kalepu Chinnammi		Female	40000	N	N

Address:

State: Andhra Pradesh

District: Mandal:

Village/Ward: Door No.:

Locality/Land Mark: Pin code:

ADD FAMILY MEMBERS

Click on "+" to add row for add member details and Click on "-" to delete excess rows

Step 12: For add Member Enter the aadhar number of the respective member and wait for 2 seconds for getting the details along with 5 step validation values as shown in the screenshot below. (for adding members, Aadhaar number is mandatory for member above 5 yrs)

ADD FAMILY MEMBERS

Sino	Aadhar No	DOB (dd/mm/yyyy)	Relation	Member Name	Mobile No	Gender	Annual Income (in Rs.)	Govt. Employee/ Pensioner	Income Details (If Paying Tax)	Four Wheeler Details	Land Details	Property Details present in Municipal Area(In Sq.ft)
1	5385	01/01/1994	-Select-	Yedlapalli Radhakrishna		Male		NO	NO	YES AP39AC5541 -Select-	NO	NO

Enter Aadhar Number and wait for 2sec for getting the member details along with 5 step values.

Step 13: Verify the details of the members which were auto populated after 5 step validation as shown in the screenshot below.

Address:

State: Andhra Pradesh

District: Mandal:

Village/Ward: Door No.:

Locality/Land Mark: Pin code:

Family Photo: No file chosen

ADD FAMILY MEMBERS

Sino	Aadhar No	DOB (dd/mm/yyyy)	Relation	Member Name	Mobile No	Gender	Annual Income (in Rs.)	Govt. Employee/ Pensioner	Income Details (If Paying Tax)	Four Wheeler Details	Land Details	Property Details present in Municipal Area(In Sq.ft)
1	5385	01/01/1994	-Select-	Yedlapalli Radhakrishna		Male		NO	NO	YES AP39AC5541 -Select-	NO	NO

Enter Aadhar Number and wait for 2sec for getting the member details along with 5 step values.

Verify all details carefully before final submission and Raise found if any deviations in 5 step values

Step 14: Select “Agree” and submit if the beneficiary agrees with value present in the application otherwise select “Disagree” as shown in the screenshot below.

The screenshot shows a form with various fields including State (Andhra Pradesh), Mandal, Door No., Pin code, and a table for family members. The table has columns for DOB, Relation, Member Name, Mobile No, Gender, Annual Income, Govt. Employee/Pensioner, Income Details, Four Wheeler Details, Land Details, and Property Details. A red box highlights the 'Four Wheeler Details' dropdown menu, which is currently set to 'Disagree'. A callout box points to this dropdown with the text: "Select Agree from the dropdown, if the beneficiary agrees with the value present otherwise select Disagree along with corresponding reason."

Step 15: Select Corresponding reason for disagree to the actual value present in the application as shown in the screenshot below.

The screenshot shows the same form as Step 14, but with the 'Four Wheeler Details' dropdown menu expanded to show a list of reasons for disagreement. A red box highlights the dropdown menu, and a callout box points to it with the text: "Select corresponding reason, if beneficiary dis_agree to the actual value present in the application". The reasons listed are: "Family never had any personal car", "I don't have more than one personal car. I have only one.", "Second personal car was sold to other person but not updated in the Database", and "Second vehicle is not a personal car but it is TAXI."

Step 16: Click on the submit for updating the changes and then for generating the Digital Health Card for eligible families as shown in the screenshot below.

The screenshot shows the bottom of the form, including the 'Family Photo' section and a 'Submit Data' button. A red box highlights the 'Submit Data' button, and a callout box points to it with the text: "Click here to submit finally for update the changes in the health card".

Important Instructions:

1. Corrections allowed only for Name, Age, Gender, Mobile Number, Relationship with head of the family” of the existing member of the family.
2. Make sure exact reason is selected for deleting the member from the family from dropdown 1. Death 2. Not a family Member 3. Permanent Migration and 4. Migration due to marriage.
3. If all 5 step validation values are displayed as “No” and submitted and that member along with family are default eligible.
4. If found “Yes” then ask the beneficiary confirmation.

- i. If application submitted with Beneficiary agrees with the value present in the application, system will calculate the eligibility of the family. Health card will generate only after family eligibility.
- ii. If application submitted with beneficiary Disagree the value present in the application, then a spandana request has been raised and Health card will be generated based on the response received from the respective department.