



MEESEVA USER MANUAL

FOR

DEEPAM GAS CONNECTION



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DEEPAM GAS CONNECTION

Government of Andhra Pradesh launches “DEEPAM GAS CONNECTION SCHEME” to women who are in Below Poverty Line (BPL) Families in Rural areas with the main objective is to provide relief to women from drudgery of cooking with firewood and to improve the health status of the Rural women folk. The Government of Andhra Pradesh has been paying refundable Security Deposit to PSU Oil Companies on behalf of the beneficiaries for release of LPG connections by PSU Oil Companies towards cylinder & regulator deposit. Citizen needs to apply through MeeSeva franchise.

| | |
|--------------------|--|
| Category Type | B |
| User Charges | INR 10/- |
| Challan Amount | NA |
| Documents Required | <ul style="list-style-type: none">◆ Application Form◆ Bank passbook |
| SLA | 15 Working days |

Table 1: Service Information at Glance

Note: The asterisk (*) denotes mandatory requirement of documents.

Procedure for Processing the Request at Department: -



Procedure for processing at Mandal Revenue officer: -

- ◆ Select “Deepam Gas connection” from Application Processing. It has been depicted in figure 1.

Application Processing

- [Aadhaar Seeding for Existing Applications](#)
- [Adangal/Pahani Corrections](#)
- [Addition Of Survey No In Adangal Request](#)
- [Agricultural Land Value Requests](#)
- [Agriculture Income Certificate Requests](#)
- [Apathbandhu Requests](#)
- [Caste Certificate](#)
- [Certified Copies of Panchanama](#)
- [CertifiedCopies Requests](#)
- [Change Of Name](#)
- [Compliance Form for License Application Requests](#)
- [Cracker License Requests](#)
- [Current Adangal / Pahani Requests](#)
- [Deepam Gas Connection Requests](#)**
- [Demarcation Requests\(HYD\)](#)

[Click here to View Dashboard G.SAVITHRI DEVI \(Allur\)](#)

G.Savithri Devi

1. **Regarding the DNS issue for MeeSeva department login users, we have created a step by step resolution procedure document as attached below. Follow this document and kindly let us know still if you have any issues. Click here to download for solution**
2. From now on wards all the New Civil Supplies Department Services are available for all districts.
3. As per the instructions received from IG, Police department, the additional sub articles/documents like Indian, Foreign Passport, Bank Passbook, Pattadar Passbook, title deed, postal passbook, ID cards, Ration Card, Certificates, Pension Book, Gas Book/Regulator are added under "Missing/Lost Documents/Articles" service are added. All Kiosk operators can submit the citizen applications and Dept. officers can accept and process the requests. For official order, please click Here...
4. For any issues, queries, Complaints regarding SSDG services, Please dial 1100 as a new SSDG help desk has setup.

Figure 1: Deepam Gas connection Process link under Application Processing

- ◆ After selection of “Deepam Gas connection” link, processing window will be displayed. It has been depicted in figure 2.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|---------------------|---------------------|-----------|
| User Profile | | | |
| User Id : | NLR-ALR-MRO-1 | Role : | Tahsildar |
| Pending : <u>2</u> | Approved : <u>7</u> | Rejected : <u>1</u> | |

Figure 2: MRO processing window in Deepam Gas connection screen

- ◆ Clicks pending as depicted in figure 3.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|---------------------|---------------------|-----------|
| User Profile | | | |
| User Id : | NLR-ALR-MRO-1 | Role : | Tahsildar |
| Pending : <u>2</u> | Approved : <u>7</u> | Rejected : <u>1</u> | |

Figure 3: Selection of requests in MRO processing window



- ◆ All “Pending” Requests are displayed as depicted in figure 4.



| Processing - Deepam Gas Connection | | | | | | | |
|------------------------------------|---------------------------------|----------------|--------|------------------------------|------------------|---|---|
| User Profile | | | | | | | |
| User Id : | NLR-ALR-MRO-1 | | | Role : | Tahsildar | | |
| Pending : 2 | Approved : 2 | | | Rejected : 1 | | | |
| Deepam Gas Connection | | | | | |  |  |
| <i>You are viewing page 1 of 1</i> | | | | | | | |
| S.No. | Application No | Applicant Name | Mandal | Status | Application Date | RationCard Number | Village |
| 1 | DPM011500000458 | hjfjhghj | Allur | Not Viewed | 19/10/2015 | RAP092702101983 | ALLUR |
| 2 | DPM011500000457 | KAVITHA | Allur | Not Viewed | 19/10/2015 | RAP092702101982 | ALLUR |

Figure 4: Requests in MRO processing window

- ◆ Select the Request which has to be processed as depicted in figure 5.



| Processing - Deepam Gas Connection | | | | | | | |
|------------------------------------|---------------------------------|----------------|--------|------------------------------|------------------|---|---|
| User Profile | | | | | | | |
| User Id : | NLR-ALR-MRO-1 | | | Role : | Tahsildar | | |
| Pending : 2 | Approved : 2 | | | Rejected : 1 | | | |
| Deepam Gas Connection | | | | | |  |  |
| <i>You are viewing page 1 of 1</i> | | | | | | | |
| S.No. | Application No | Applicant Name | Mandal | Status | Application Date | RationCard Number | Village |
| 1 | DPM011500000458 | hjfjhghj | Allur | Not Viewed | 19/10/2015 | RAP092702101983 | ALLUR |
| 2 | DPM011500000457 | KAVITHA | Allur | Not Viewed | 19/10/2015 | RAP092702101982 | ALLUR |

Figure 5: Request selection in MRO processing window



- ◆ After selection of the request, request details page will be displayed as depicted in figure 6.

| Deepam Gas Connection Details | | | |
|--|--------------------------------------|-------------------------|-------------------------------------|
| User Id : | NLR-NLR-MRO-1 | User Name : | MADDALA SUBRAHMANYAM |
| Operator Name : | TCS TEST CHANNEL | Mobile No : | 917396574907 |
| Applicant Details | | | |
| Application Number: | DPM011600000569 | Ration Card No: | WAP091101900464 |
| Applicant Name: | <input type="text" value="KIRAN"/> | Aadhaar Card No: | 216285317388 |
| Status Of the Gas: | YES | House No: | <input type="text" value="2-10"/> |
| Street: | <input type="text" value="NELLORE"/> | District: | Sri Potti Sriramulu Nellore |
| Mandal: | Nellore | Village/Ward: | <input type="text" value="SELECT"/> |
| Pincode: | 500000 | FP Shop No:: | 0911019 |
| Caste: | OTHERS | | |
| Bank Details: | | | |
| Bank Name: | STATE BANK OF INDIA | Branch Name : | NAGALAPURAM |
| IFSC Code: | SBIN0004724 | Account No: | 30603896984 |
| Informant Details: | | | |
| Informant Name: | kiran | Relation with Applicant | Self |
| Mobile No: | 9999999999 | | |
| Documents Attached | | | |
| Application | | | |
| Bank Passbook | | | |
| Action Taken | | | |
| <input type="checkbox"/> Approve | | | |
| <input type="checkbox"/> Reject | | | |
| <input type="checkbox"/> Send SMS To Applicant (if any clarification required) | | | |
| Remarks | | | |
| Remarks *: | <input type="text"/> | | |
| <input type="button" value="Back"/> <input type="button" value="SUBMIT"/> | | | |

Figure 6: Request details page of MRO login



- ◆ Download all the attached documents from “Documents Attached” panel by clicks links (If Documents attached) as depicted in figure 7.

| Documents Attached | |
|--|--|
| Application | |
| Bank Passbook | |
| Action Taken | |
| <input type="checkbox"/> Approve | |
| <input type="checkbox"/> Reject | |
| <input type="checkbox"/> Send SMS To Applicant (if any clarification required) | |

Figure 7: Documents details page of MRO login

Note: - Here MRO Sends SMS to citizen if any additional Details required

| Action Taken | |
|---|---|
| <input type="checkbox"/> Approve | |
| <input type="checkbox"/> Reject | |
| <input checked="" type="checkbox"/> Send SMS To Applicant (if any clarification required) | |
| Message To Applicant | |
| Message to Applicant : (Please use this option to inform applicant in case of any clarification required for your office) | <input type="text" value="CONTACT IN OFFICE WITH RATION CARD"/> |
| <input type="button" value="Back"/> <input type="button" value="SUBMIT"/> | |

Figure 8: Send SMS in request details page

Note: - Here **Applicant Name, House No, Street, Village Name**. Fields are Editable .Based on field report Tahsildar wants edit these Fields if required as depicted in figure 9.

| Applicant Details | | | |
|---------------------|--------------------------------------|-------------------------|--|
| Application Number: | DPM011600000569 | Ration Card No: | WAP091101900464 |
| Applicant Name: | <input type="text" value="KIRAN"/> | Aadhaar Card No: | 216285317388 |
| Status Of the Gas: | YES | House No: | <input type="text" value="2-10"/> |
| Street: | <input type="text" value="NELLORE"/> | District: | Sri Potti Sriramulu Nellore |
| Mandal: | Nellore | Village / Ward: | <input type="text" value="SELECT"/> <ul style="list-style-type: none"> AKKACHERUVUPADU ALLIPURAM AMAMCHERLA AMBAPURAM BUJA BUJA NELLORE CHINTAREDDIPALEM DEVARAPALEM DONTHALI GOLLA KANDUKUR GUDIPALLIPADU GUNDLAPALEM KAKUPALLE-I KAKUPALLE-II KALLURPALLE KANDAMURU KANUPARTHIPADU KONDAYAPALEM MANNAVARAPRADI |
| Pincode: | 500000 | FP Shop No:: | |
| Caste: | OTHERS | | |
| Bank Details: | | | |
| Bank Name: | STATE BANK OF INDIA | Branch Name : | |
| IFSC Code: | SBIN0004724 | Account No: | |
| Informant Details: | | | |
| Informant Name: | kiran | Relation with Applicant | |
| Mobile No: | 9999999999 | | |

Figure 9: Editable Fields



- ◆ Based on field report Tahsildar wants approve the request select **Approve** as depicted in figure 10.
- ◆ **Note:** - Based on Tahasildhar action (either Accept/Reject), status (either Approved/Rejected) is generated.

Action Taken

Approve

Reject

Send SMS To Applicant (if any clarification required)

LPG Connection Details

Oil Company :

Gas Agencies :

LPG Connections :

Remarks

Remarks *:

Figure 10: Action taken in request details Page

- ◆ Select oil company, Gas Agency and enter remarks, clicks Submit as depicted in following figure 11.

Action Taken

Approve

Reject

Send SMS To Applicant (if any clarification required)

LPG Connection Details

Oil Company :

Gas Agencies :

LPG Connections : 718

Remarks

Remarks *:

Figure 11: Action taken in request details Page



- ◆ After clicks “submit” button “**updated successfully**” Message will be displayed as depicted in following figure 12.

| LPG Connection Details | | | |
|---|---------|----------------|---|
| Oil Company : | BPC | Gas Agencies : | Lakshmi Prasanna Bharat Gas Agency, Allur |
| LPG Connections : | 718 | | |
| Remarks | | | |
| Remarks *: | APPROVE | | |
| Updated Successfully. | | | |
| <input type="button" value="Back"/> <input type="button" value="SUBMIT"/> | | | |

Figure 12: Signing Message

Note: - After Approval, Customer Received Message Like your request for (Deepam Gas connection) has been accepted Vide application Number XXXXXXXXXXXX Transaction Number XXXXXXXXXXXX Request is Approved.

Note: - Now Request is at Agency end.

Procedure for processing at Agency: -

- ◆ Select “Deepam Gas connection requests” from Application Processing. It has been depicted in figure 13.

| | |
|--|---|
| Application Processing | Click here to View Dashboard Lakshmi Prasanna Bharat Gas Agency, Allur |
| DEEPAM GAS CONNECTION REQUESTS | |
| 0 | |
| Application Processing | |
| User Details | |
| SSDG Services | |

1. **Regarding the DNS issue for MeeSeva department login users, we have created a step by step resolution procedure document as attached below. Follow this document and kindly let us know still if you have any issues. Click here to download for solution**
2. From now on wards all the New Civil Supplies Department Services are available for all districts.
3. As per the instructions received from IG, Police department, the additional sub articles/documents like Indian, Foreign Passport, Bank Passbook, Pattadar Passbook, title deed, postal passbook, ID cards, Ration Card, Certificates, Pension Book, Gas Book/Regulator are added under “Missing/Lost Documents/Articles” service are added. All Kiosk operators can submit the citizen applications and Dept. officers can accept and process the requests. [For official order, please](#)

Figure 13: Deepam Gas connection Process link under Application Processing



- ◆ After selection of “Deepam Gas connection” link, processing window will be displayed. It has been depicted in figure 14.

| Deepam Consumer Number Alloted Details | | | |
|--|---|-----------|---|
| User Profile | | | |
| User Id : | AGENCY-1 | Role : | GAS AGENCY |
| Search Criteria | | | |
| From Date : | <input type="text" value="20/09/2015"/> | To Date : | <input type="text" value="20/10/2015"/> |
| Mandal *: | <input type="text" value="SELECT"/> | Status *: | <input type="text" value="SELECT"/> |
| <input type="button" value="Get Details"/> | | | |

Figure 14: Agency processing window in Request screen

- ◆ Select from date & to date by using calendar controls as depicted in figure 15.

Note: - Here, to date must be prior to Current date.

| Deepam Consumer Number Alloted Details | | | |
|--|---|-----------|---|
| User Profile | | | |
| User Id : | AGENCY-1 | Role : | GAS AGENCY |
| Search Criteria | | | |
| From Date : | <input type="text" value="20/09/2015"/> | To Date : | <input type="text" value="20/10/2015"/> |
| Mandal *: | <input type="text" value="SELECT"/> | Status *: | <input type="text" value="SELECT"/> |
| <input type="button" value="Get Details"/> | | | |

Figure 15: Selection of dates in Agency processing window

- ◆ Select “Mandal” from request Mandal drop down list as depicted in figure 16.

| Deepam Consumer Number Alloted Details | | | |
|--|---|-----------|---|
| User Profile | | | |
| User Id : | AGENCY-1 | Role : | GAS AGENCY |
| Search Criteria | | | |
| From Date : | <input type="text" value="20/09/2015"/> | To Date : | <input type="text" value="20/10/2015"/> |
| Mandal *: | <input type="text" value="SELECT"/> | Status *: | <input type="text" value="SELECT"/> |
| <input type="button" value="Get Details"/> | | | |

Figure 16: Selection of Mandal in Agency processing window



- ◆ Select Status (To be Allotted) and Click “Get Details” button to display requests as depicted in figure 17.

| Deepam Consumer Number Alloted Details | | | |
|--|------------|---|------------|
| User Profile | | | |
| User Id : | AGENCY-1 | Role : | GAS AGENCY |
| Search Criteria | | | |
| From Date : | 20/09/2015 | To Date : | 20/10/2015 |
| Mandal *: | SELECT | Status *: | SELECT |
| | | <input type="button" value="Get Details"/> | |
| | | SELECT SELECT To be Allotted Alloted | |

Figure 17: Get Details button in Agency processing window

- ◆ All “To be allotted” Requests are displayed as depicted in figure 18.

| Deepam Consumer Number Alloted Details | | | | | | | | |
|--|--------------------|--------------|---------|--|---------------|-------------------------|-----------------|--|
| User Profile | | | | | | | | |
| User Id : | AGENCY-1 | | | Role : | GAS AGENCY | | | |
| Search Criteria | | | | | | | | |
| From Date : | 20/09/2015 | | | To Date : | 20/10/2015 | | | |
| Mandal *: | Allur | | | Status *: | To be Alloted | | | |
| | | | | <input type="button" value="Get Details"/> | | | | |
| Deepam Consumer Number Details From 20/09/2015 To 20/10/2015 | | | | | | | | |
| Sl.No. | Application Number | Applied Date | Name | Mandal | Status | Connection Issued | Consumer Number | |
| 1 | DPM011500000347 | 12/10/2015 | surya | Allur | To be Alloted | 15/10/2015 (DD/MM/YYYY) | 1245689 | |
| 2 | DPM011500000445 | 16/10/2015 | surya | Allur | To be Alloted | 12/10/2015 (DD/MM/YYYY) | 123456 | |
| 3 | DPM011500000457 | 19/10/2015 | KAVITHA | Allur | To be Alloted | 10/12/2015 (DD/MM/YYYY) | 1234568 | |

Figure 18: Requests in Agency processing window



- ◆ Click on the Request which has to be verifying at Agency side, if there is any Modifications/Wrong Dealer. **Agency** can forward the application to DSO with **Reason** for corrections as depicted in figure 19.

| Sl.No. | Application No | Applied Date | Name | Mandal | Status | Connection Issued | Consumer Number |
|--------|---------------------------------|--------------|-------------|---------|---------------|-----------------------------------|----------------------|
| 1 | DPM011500000293 | 09/10/2015 | LAKSHMI G | Nellore | To be Alloted | <input type="text"/> (DD/MM/YYYY) | <input type="text"/> |
| 2 | DPM011500000412 | 12/10/2015 | TEST | Nellore | To be Alloted | <input type="text"/> (DD/MM/YYYY) | <input type="text"/> |
| 3 | DPM011600000566 | 04/02/2016 | kumar phani | Nellore | To be Alloted | <input type="text"/> (DD/MM/YYYY) | <input type="text"/> |
| 4 | DPM011600000567 | 04/02/2016 | adi | Nellore | To be Alloted | <input type="text"/> (DD/MM/YYYY) | <input type="text"/> |
| 5 | DPM011600000569 | 04/02/2016 | P KIRAN | Nellore | To be Alloted | <input type="text"/> (DD/MM/YYYY) | <input type="text"/> |

View LPG Application Details

| Applicant Details | | | |
|---------------------|-----------------|------------------|---|
| Application Number: | DPM011500000293 | Ration Card No: | WAP064200200184 |
| Applicant Name: | LAKSHMI G | Aadhaar Card No: | 748961572349 |
| Status Of the Gas: | YES | House No: | 17-1-388/c/9 |
| Street: | cdgdfg34 | District: | Sri Potti Sriramulu Nellore |
| Mandal: | Nellore | Village/Ward: | DONTHALI |
| Pincode: | 575785 | FP Shop No:: | 0642002 |
| Caste: | OTHERS | Reason: | <div style="border: 1px solid #ccc; padding: 2px;"> Select ▼ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Modifications Wrong Dealer </div> |

Forward to DSO

Updated Successfully

Figure 19: Forward to DSO for Modifications/Wrong Dealer

- ◆ If there is no modifications, Select the Request which has to be processed and enter **Connection Issued Date**, **Consumer Number** and clicks **Submit** button as depicted in figure 20.



Deepam Consumer Number Alloted Details

User Profile
 User Id : AGENCY-1 Role : GAS AGENCY

Search Criteria
 From Date : 20/09/2015 To Date : 20/10/2015
 Mandal * : Allur Status * : To be Alloted

Get Details

Deepam Consumer Number Details From 20/09/2015 To 20/10/2015

| Sl.No. | <input type="checkbox"/> | Application Number | Applied Date | Name | Mandal | Status | Connection Issued | Consumer Number |
|--------|-------------------------------------|--------------------|--------------|----------|--------|---------------|-------------------------|-----------------|
| 1 | <input type="checkbox"/> | DPM011500000347 | 12/10/2015 | surya | Allur | To be Alloted | 15/10/2015 (DD/MM/YYYY) | 1245689 |
| 2 | <input type="checkbox"/> | DPM011500000445 | 16/10/2015 | surya | Allur | To be Alloted | 12/10/2015 (DD/MM/YYYY) | 123456 |
| 3 | <input checked="" type="checkbox"/> | DPM011500000457 | 19/10/2015 | KAVITHA | Allur | To be Alloted | 20/10/2015 (DD/MM/YYYY) | 3060389 |
| 4 | <input type="checkbox"/> | DPM011500000458 | 19/10/2015 | hjfjhghj | Allur | To be Alloted | (DD/MM/YYYY) | |
| 5 | <input type="checkbox"/> | DPM011500000461 | 19/10/2015 | jghjghjk | Allur | To be Alloted | 19/10/2015 (DD/MM/YYYY) | |
| 6 | <input type="checkbox"/> | DPM011500000462 | 19/10/2015 | test | Allur | To be Alloted | 16/10/2015 (DD/MM/YYYY) | 12345656 |
| 7 | <input type="checkbox"/> | DPM011500000464 | 19/10/2015 | gruyuty | Allur | To be Alloted | 15/10/2015 (DD/MM/YYYY) | 123456 |
| 8 | <input type="checkbox"/> | DPM011500000465 | 20/10/2015 | KAVITHA | Allur | To be Alloted | (DD/MM/YYYY) | |

Update Status

Figure 20: Request select and status updating in Agency processing window

- ◆ After Clicks Update status button “**updated successfully**” Message will be displayed as depicted in figure 21.

Deepam Consumer Number Alloted Details

User Profile
 User Id : AGENCY-1 Role : GAS AGENCY

Search Criteria
 From Date : 20/09/2015 To Date : 20/10/2015
 Mandal * : Allur Status * : To be Alloted

Get Details

Updated Successfully

Deepam Consumer Number Details From 20/09/2015 To 20/10/2015

| Sl.No. | <input type="checkbox"/> | Application Number | Applied Date | Name | Mandal | Status | Connection Issued | Consumer Number |
|--------|--------------------------|--------------------|--------------|----------|--------|---------------|-------------------------|-----------------|
| 1 | <input type="checkbox"/> | DPM011500000347 | 12/10/2015 | surya | Allur | To be Alloted | 15/10/2015 (DD/MM/YYYY) | 1245689 |
| 2 | <input type="checkbox"/> | DPM011500000445 | 16/10/2015 | surya | Allur | To be Alloted | 12/10/2015 (DD/MM/YYYY) | 123456 |
| 3 | <input type="checkbox"/> | DPM011500000457 | 19/10/2015 | KAVITHA | Allur | To be Alloted | 10/12/2015 (DD/MM/YYYY) | 1234568 |
| 4 | <input type="checkbox"/> | DPM011500000458 | 19/10/2015 | hjfjhghj | Allur | To be Alloted | (DD/MM/YYYY) | |
| 5 | <input type="checkbox"/> | DPM011500000461 | 19/10/2015 | jghjghjk | Allur | To be Alloted | 19/10/2015 (DD/MM/YYYY) | |
| 6 | <input type="checkbox"/> | DPM011500000462 | 19/10/2015 | test | Allur | To be Alloted | 16/10/2015 (DD/MM/YYYY) | 12345656 |
| 7 | <input type="checkbox"/> | DPM011500000464 | 19/10/2015 | gruyuty | Allur | To be Alloted | 15/10/2015 (DD/MM/YYYY) | 123456 |

Update Status

Figure 21: Status Updated Message



Procedure for processing at District Supply officer: -

In DSO process the following facilities have to be provided.

- a. Only Forwarded by Gas Agencies requests should appear in the login
 - b. In Case of Correction - Edit option should be provided to the following fields. - Applicant Name, House No, Street, Village Name.
 - c. In Case of the Agencies change - All Gas agencies belongs to that Mandal should appear so that the DSO can select the correct one.
 - d. A provision provided to DSO to Re Forward the requests to Gas Agencies, which are forwarded by the Gas Agencies for the corrections.
- ◆ Select “Deepam Gas connection” from Application Processing. It has been depicted in figure 22.

Application Processing

Deepam Gas Connection Requests

User Details

Upload Facsimile Signature

0

Application Processing

User Details

Reports

Mandal Wise Transaction Report

Service - Category wise SLA Monitoring

SSDG Services

[Click here to View Dashboard](#) B. Narsinha Reddy

1. **Regarding the DNS issue for MeeSeva department login users, we have created a step by step resolution procedure document as attached below. Follow this document and kindly let us know still if you have any issues. Click here to download for solution**
2. From now on wards all the New Civil Supplies Department Services are available for all districts.
3. As per the instructions received from IG, Police department, the additional sub articles/documents like Indian, Foreign Passport, Bank Passbook, Pattadar Passbook, title deed, postal passbook, ID cards, Ration Card, Certificates, Pension Book, Gas Book/Regulator are added under "Missing/Lost Documents/Articles" service are added. All Kiosk operators can submit the citizen applications and Dept. officers can accept and process the requests. [For official order, please click Here..!!](#)

Figure 22: Deepam Gas connection Process link under Application Processing

- ◆ After selection of “Deepam Gas connection” link, processing window will be displayed. It has been depicted in figure 23.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|-------------------------------|--------|-------------------------|
| User Profile | | | |
| User Id : | NLR-DSO-1 | Role : | District Supply Officer |
| Pending : 3 | Forwarded : 9 | | |

You are viewing page 1 of 0

Figure 23: DSO processing window in Deepam Gas connection screen



- ◆ Clicks pending as depicted in figure 24.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|-------------------------------|--------|-------------------------|
| User Profile | | | |
| User Id : | NLR-DSO-1 | Role : | District Supply Officer |
| Pending : 3 | Forwarded : 8 | | |



You are viewing page 1 of 0

Figure 24: Selection of requests in DSO processing window

- ◆ All “Pending” Requests are displayed as depicted in figure 25.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|-------------------------------|--------|-------------------------|
| User Profile | | | |
| User Id : | NLR-DSO-1 | Role : | District Supply Officer |
| Pending : 3 | Forwarded : 8 | | |

Deepam Gas Connection

 You are viewing page 1 of 1



| S.No. | Application No | Applicant Name | Mandal | Application Date | RationCard Number | Village |
|-------|---------------------------------|----------------|---------|----------------------|-------------------|----------------|
| 1 | DPM011500000207 | MARUTHII | Nellore | 10/9/2015 3:28:42 PM | WAP064200200182 | KONDAYAPALEM |
| 2 | DPM011500000293 | LAKSHMI G | Nellore | 10/9/2015 5:50:46 PM | WAP064200200184 | DONTHALI |
| 3 | DPM011600000570 | ANIL KUMAR | Nellore | 2/4/2016 3:44:38 PM | WAP091800300595 | NELLORE-II (U) |

Figure 25: Requests in DSO processing window

- ◆ Select the Request which has to be processed as depicted in figure 26.

| Processing - Deepam Gas Connection | | | |
|------------------------------------|-------------------------------|--------|-------------------------|
| User Profile | | | |
| User Id : | NLR-DSO-1 | Role : | District Supply Officer |
| Pending : 3 | Forwarded : 8 | | |

Deepam Gas Connection

 You are viewing page 1 of 1

| S.No. | Application No | Applicant Name | Mandal | Application Date | RationCard Number | Village |
|-------|---------------------------------|----------------|---------|----------------------|-------------------|----------------|
| 1 | DPM011500000207 | MARUTHII | Nellore | 10/9/2015 3:28:42 PM | WAP064200200182 | KONDAYAPALEM |
| 2 | DPM011500000293 | LAKSHMI G | Nellore | 10/9/2015 5:50:46 PM | WAP064200200184 | DONTHALI |
| 3 | DPM011600000570 | ANIL KUMAR | Nellore | 2/4/2016 3:44:38 PM | WAP091800300595 | NELLORE-II (U) |

Figure 26: Request selection in DSO processing window



- ◆ After selection of the request, request details page will be displayed as depicted in figure 27.

| Deepam Gas Connection Details | | | |
|---|----------------------|-------------------------|----------------------------------|
| User Id : | NLR-DSO-1 | User Name : | B. Narsinha Reddy |
| Operator Name : | TCS TEST CHANNEL | Mobile No : | 917396574907 |
| Applicant Details | | | |
| Application Number: | DPM011500000293 | Ration Card No: | WAP064200200184 |
| Applicant Name: | LAKSHMI G | Aadhaar Card No: | 748961572349 |
| Status Of the Gas: | YES | House No: | 17-1-388/c/9 |
| Street: | cdgdfg34 | District: | Sri Potti Sriramulu Nellore |
| Mandal: | Nellore | Village/Ward: | DONTHALI |
| Pincode: | 575785 | FP Shop No: | 0642002 |
| Caste: | OTHERS | Reason for Forwarding: | Modifications |
| Bank Details: | | | |
| Bank Name: | ICICI BANK LTD | Branch Name : | PALASA |
| IFSC Code: | ICIC0000699 | Account No: | 00000000000000000000000000000000 |
| Informant Details: | | | |
| Informant Name: | sgfsdg | Relation with Applicant | Brother |
| Mobile No: | 9441876482 | | |
| To be Changed details | | | |
| Applicant Name : | LAKSHMI G | | |
| Remarks | | | |
| Remarks *: | <input type="text"/> | | |
| <input type="button" value="Back"/> <input type="button" value="SUBMIT"/> | | | |

Figure 27: Request details page of DSO login



- ◆ If Reason for forwarding is **Modifications** Edit the required Details (Applicant Name, House No, Street, and Village Name) and submit the application as depicted in figure 28.

| Applicant Details | | | |
|---------------------|----------------|------------------------|-----------------------------|
| Application Number: | DPM01150000293 | Ration Card No: | WAP064200200184 |
| Applicant Name: | LAKSHMI G | Aadhaar Card No: | 748961572349 |
| Status Of the Gas: | YES | House No: | 17-1-388/c/9 |
| Street: | cdgdfg34 | District: | Sri Potti Sriramulu Nellore |
| Mandal: | Nellore | Village/Ward: | DONTHALI |
| Pincode: | 575785 | FP Shop No.: | 0642002 |
| Caste: | OTHERS | Reason for Forwarding: | Modifications |

| To be Changed details | |
|-----------------------|-----------|
| Applicant Name : | LAKSHMI G |

| Remarks | |
|------------|---------|
| Remarks *: | forward |

Figure 28: Editable fields in DSO login

- ◆ If Reason for forwarding is **Wrong Dealer** select Oil Company, Mandal, Gas Agency and submit the application as depicted in figure 29.

| LPG Connection Details | | | |
|------------------------|--|-------------------|---------|
| Oil Company : | BPC | Mandal : | Nellore |
| Gas Agencies : | M/s. Hari Pushkar Bharat Gas Distributors, Nellore | LPG Connections : | 292 |

| Remarks | |
|------------|---------|
| Remarks *: | forward |

Figure 29: Updating Wrong Dealer Details in DSO login



- ◆ After clicks “submit” button “**updated successfully**” Message will be displayed as depicted in following figure 30.

The screenshot shows a web form with a green header bar labeled 'Remarks'. Below the header, there is a text input field containing the word 'forward'. To the left of the input field, the label 'Remarks *:' is visible. Below the input field, a message box displays 'Updated Successfully.' in green text, which is highlighted by a red rectangular border. At the bottom of the form, there are two buttons: 'Back' and 'SUBMIT'.

Figure 30: Signing Message

Note: - Now Request is at Agency end. After Forwarding DSO with Modification, agency login again and enter **Connection Issued Date**, **Consumer Number** and clicks **Submit** button