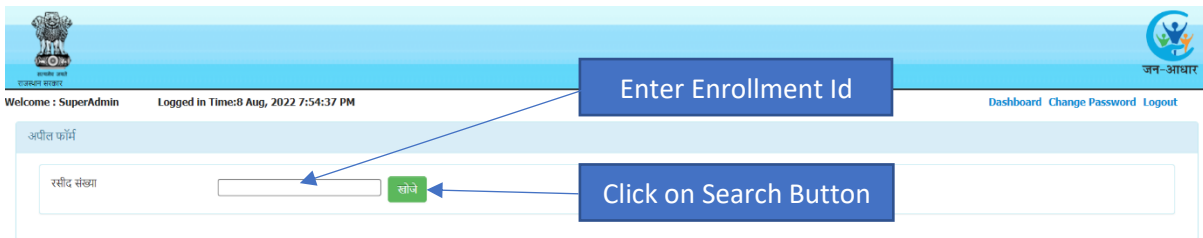


# User Manual for Circular-8

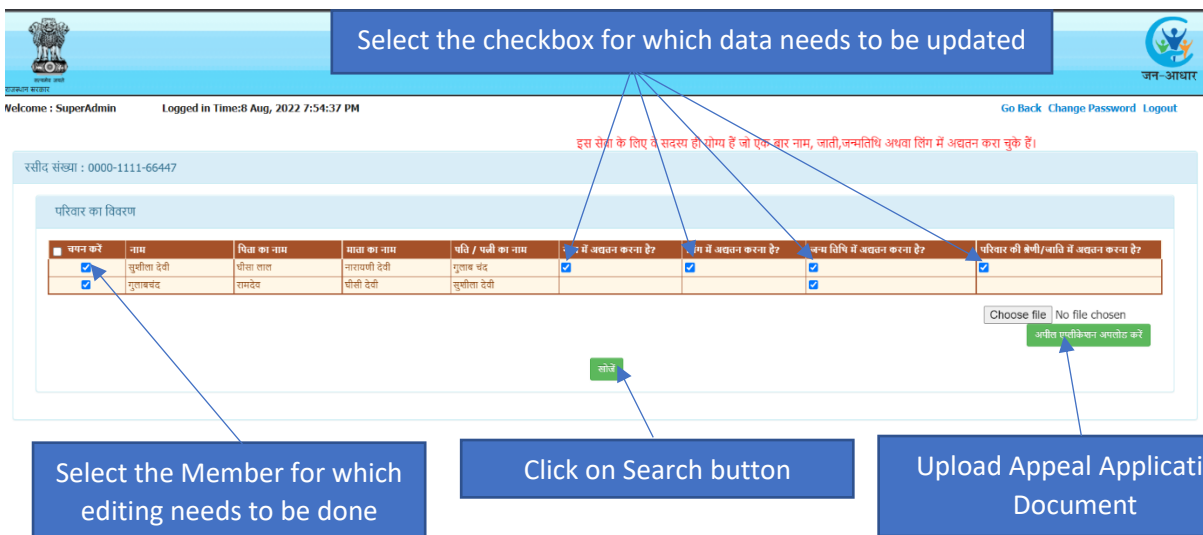
## 1. Apply for Appeal

Citizen can apply for appeal through SSO Id or by visiting nearest e-Mitra.

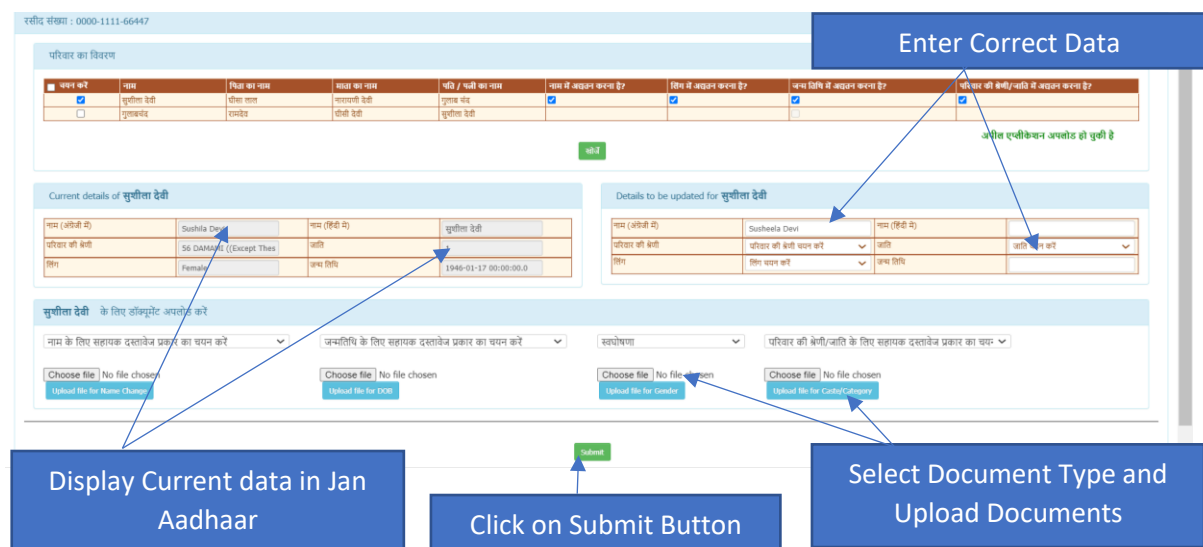
Click on **“Apply for Appeal”** menu under Jan Aadhaar application. Below screen will be displayed when apply through e-Mitra User. In case if citizen apply through his/her own SSO Id then the Enrollment Id will be auto filled. In case of e-Mitra, citizen need to complete its e-KYC to apply for appeal.



After clicking on search button below page will be displayed. This page will display only those members for which Name/Gender/Date of Birth/Caste/Caste Category has been changed once.



Below screen will be displayed, on which current details available in Jan Aadhaar will be shown in a section and a section to enter correct data will be provided.



A message will be displayed when appeal application is submitted. Also, an appeal id will be provided to the user for future reference.

## 2. Schedule Hearing for the Appeal Applications

Below screen will be displayed in the login of Appellate Authority. List of all appeal applications will be displayed, out of which user can select the appeal application and assign the hearing date and time.

Your Slot Record Save Successful !!

Welcome : SuperAdmin Logged in Time:Aug 8, 2022 9:00:23 PM

Go Back Change Password Logout

जन-आधार

Time Slot Screen

दिनांक/समय: 17-Aug-2022 03:00 PM

Submit

Select	Appeal Id	Jan Aadhar Id	Name
<input checked="" type="checkbox"/>	100215	0000-1111-66447	Susheela

Slot will be allocated to the selected applications

### 3. Disposal of Appeal Applications

List of all appeals applications assigned with the hearing date and time will be displayed in the login of Appellate Authority for disposal. Appellate Authority will search the application through Appeal Application Id or through Jan Aadhaar Enrollment Id. Appellate Authority will verify the details and take decision for the approval/rejection for the disposal of appeal application.

Welcome : SuperAdmin Logged in Time:Aug 8, 2022 9:00:23 PM

Go Back Change Password Logout

जन-आधार

Time Slot Approve/Reject Details

सोज मापदंड रसीद संख्या 0000-1112-24972

सोजे

Appeal Id	Jan Aadhar Id	Details
100209	0000-1112-24972	देखें

कार्यवाही कार्यवाही का चयन करें

दिप्पणी

Generate OTP

Search Application by Appeal Id or Enrollment Id

Click on View Button to see the appeal application details

localhost:8084/bhamashah/timeSlotApprovedRejectView?ackId=[object HTMLInputElement]&modeValue=viewLink&appealId=100209 - Google Chrome

localhost:8084/bhamashah/timeSlotApprovedRejectView?ackId=[object%20HTMLInputElement]&modeValue=viewLink&appealId=100209

जन-आधार

word Logout

Time Slot Approve/Reject Details

Name	Field	Old Value	New Value	Document
Gulabchand	DoB Change	14-Aug-1974	14-Aug-1974	View
Sushila	Name Change	Sushila / सुशीला	Sushila / सुशीला	View
Sushila	Name Change	Sushila / सुशीला	Sushila / सुशीला	View

Verify Submitted Details and View Uploaded Documents

Welcome : SuperAdmin    Logged in Time: Aug 8, 2022 9:00:23 PM    जन-आधार    Go Back    Change Password    Logout

Time Slot Approve/Reject Details

खोज मापदंड    रसीद संख्या    0000-1112-24972   

Appeal Id	Jan Aadhar Id	Details
100209	0000-1112-24972	<input type="button" value="देखें"/>

कार्यवाही    Approved / रर    टिप्पणी    OK

   OTP was sent please enter       

Click on Generate OTP.  
OTP will be sent to the Mobile no.  
Registered in SSO of the Appellate Authority

Enter OTP

Click on Verify OTP and  
Submit for disposal of  
appeal application