



ANDHRA PRADESH UNITED TEACHERS' FEDERATION

ఆంధ్రప్రదేశ్ ఐక్య ఉపాధ్యాయ ఫెడరేషన్

Pensioners login instructions

I. Step 1: Obtain Aadhar Number

- Go to your nearest Aadhar centre. You can find information about Aadhar Centres from Aadhar website or from your District Collector.
- Register yourself and obtain the enrolment number given at the time of enrolment. Please fill in the 28 digit Enrolment ID in the EHF e-form.

Instructions to provide Enrolment ID in the EHF-form.

- Please check the 14 digit "Enrolment No." on the left hand side of the Acknowledgement copy obtained upon Aadhar registration. Fill this 14 digit number in the EHF e-form under Identification details
Eg: Enrolment No. 1111/15210/02106. Please fill in this 14 digit number in the EHF e-form under "Identification Details" as 11111521002106.
- Please check the "Dated" column on the right hand side of the acknowledgment copy along with the timestamp in the format: Date (2 digits)/month (2 digits)/year (4 digits), and hours (2 digits): minutes (2 digits): seconds (2 digits), a total of 14 digits.
- Convert this into a continuous number by writing "Dated" from right to left without slashes and time without colons as in the below example:
Eg: Date: 11/08/2011 16:48:44 should be converted as 20110811164844.
- Please provide the number so obtained, in continuation to the 14 digit Enrolment No. The 28 digit Enrolment ID is made up of 14 digit Enrolment No. And Date & Time Stamp. Eg. 1111152100210620110811164844
- Skip this Skip this step if you already have either an Aadhar Card or an Aadhar Enrolment ID number

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II. Step 2: Prepare Data

- Read the instructions in given in table below for preparation of data.
 - You need passport photos of self and family members (not needed for family pensioners) and scanned copy of the pension payment order for submitting your application.
- II. Note: Computer illiterate pensioners will approach the STO/APPO concerned directly with the aforementioned data/documents.

III. Step 3: Submit Application

- Login to the web portal www.ehf.gov.in
- Your username = p + STO ID + PPO ID. Ex: If your STO ID is 230 and your PPO ID is 012, then your username = p230012. You can obtain your username and password from your STO/APPO or by calling 104 phone number.
- Sign-in with your username and password. Submit the application.
- Change your password at the time of first login. Keep the password confidential and do not forget.
- Read the instructions provided in the website.
- Open the enrolment form and fill up as per instructions there. Select your head of the department, District, STO/APPO Code from the dropdown lists in the application, submit the data, and attach the needed documents.
- Take a printout and verify the accuracy of data. If there are errors, correct and save
- Take a print out of the filled up application and sign it.
- Upload a scanned copy of the signed application form.
- Submit the application. After submission, you cannot make any changes to the form.
- Take the physical copy of the signed application form and give it to your STO/APPO
- Note that you are responsible for furnishing correct details of dependent family members in the online enrolment application. Any false declarations will entail disciplinary action against you.
- You will receive an sms and email acknowledgement as soon as the application reaches the STO/APPO.
- If your STO/APPO rejects your application, you will receive an sms and email notification. Resubmit your application with corrections

IV. Step 4: Receive Card

- You will receive a notification through sms/email when your card is printed and ready for issue
- Approach the Card Issue Centre(CIC) in your district with all your dependents. The CIC locations will be notified by your District Collector
- The card will be issued after taking your biometric fingerprint. The fingerprint will be your acknowledgement of receipt of card.

Annexure-I	
Data needed for filling Enrollment Application Form	
Personal Details	
Employee ID*	Obtain the employee code given by DTA
PPO number*	If you are a pensioner obtain the PPO number
Name*	Write down the name as it appears in your service register/Pension Payment Order
Aadhar Number*	Write the Aadhar Number as it appears in your card
Aadhar Enrollment Number*	Write the Aadhar enrollment ID as it appears in the acknowledgement Slip given at the time of Aadhar enrollment
DOB*	Write DOB as it appears in your Pension Payment Order
Sex*	Write your Gender
Marital Status*	Write your present marital status
Date of Retirement*	If you are retired, write down the date on which you retired
Community*	Write the community to which you belong to
Disability Details*	If you are disabled, write down the type of disability and percentage of disability
Nationality*	Write you Nationality
Contact Details	
Address*	Write your complete residential address, location, email address and mobile phone number. Note that your email and mobile phone number have to be carefully written as you will be communicated through these modes.
Identification Details	
Ration Card number	If you hold a ration card, write down your ration card number. Ration card number will make tracking your cases easier and quicker for us. Therefore don't forget to inform the number in case you have one.
Identification marks*	Write two visible identification marks such as moles with exact location on your body.
Posting Details	
HOD*	write the HOD where you last served.
District*	Write the district where you are currently posted. If you are retired this information is not needed.
DDO code*	Obtain the DDO code of DTA where you are currently receiving your pay. If you are retired, this information is not needed.
Pay grade*	write the pay grade of the post from which you retired.
STO/APPO*	Obtain the STO/APPO code and name of office from where you are receiving your pension.
Pay Details	
Current Pay	Write down you current pay. This is not applicable for pensioners.
Attachments needed	
Pension Payment Order	Obtain a scanned soft copy of the pension payment order if available
Photo*	Obtain an ICAO compliant passport photo of self and each dependent family member in softcopy. ICAO compliant photo is one which we submit while applying for Passports. Tell your photographer beforehand about this requirement. Size will be 35 mm wide x 45 mm height.
Aadhar card*	Scan a copy of either your Aadhar Card or the Aadhar acknowledgement slip with the details clearly visible.
DOB certificate*	If any of your dependents is less than 5 years of age and does not have an Aadhar number, then prepare a scanned soft copy of his date of birth certificate.(This is not needed for family pensioners).
Disabled certificate*	If any of the members is disabled, then prepare a scanned soft copy of the disability certificate.
Family member details (Not Needed for family pensioners)	
Name, relationship, aadhar number*	Write the name, relationship with your, Aadhar number or Aadhar enrollment ID number of each of your dependents.
Declaration	
Signed application form with declaration*	After you enter all the details in the e-form, you need to print it and sign the form. Scan the form and prepare a soft copy. The declaration says that , you declare that (1) you agree to the entire Aadhar data of your family to be transferred to

AHCT, (2) you are liable for disciplinary action for declaring ineligible family members as dependents, and (3) the information submitted is true to the best of your knowledge



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