



CROP INSURANCE REQUEST-USER MANUAL-DEPARTMENT END

Crop Insurance request is applied by the citizen through the Meeseva centers. This request can be accessed by the MAO(Mandal Agriculture Officer) and processed. The processing steps and screens are provided below.

Category Type	A
User Charges	INR 10/-
Premium Amount	Varies Based on no. of Acers and Crop Type
Documents Required	1. Application Form(PDF Only)* 2. Proposal Form Signed by MAO/VRO*

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

Procedure for Processing the Request at MAO End: -

- ◆ Select “Crop Insurance Request” from Application Processing. It has been depicted in figure 1.

The screenshot displays the Meeseva portal interface. At the top, there is a navigation bar with links for Home, Change Password, DMRT Contacts, Contacts, Manuals, and LogOff. Below this, a banner provides contact information for the Police Dept. and a helpline number. The main content area is divided into two columns. The left column contains a menu with categories like Reports, Application Processing, and Police Services. The 'Application Processing' category is expanded, and the 'Crop Insurance Request' link is highlighted with a red box and a red arrow. The right column displays 'New Services' and several 'IMPORTANT NOTE' messages regarding the revocation and reopening of requests, and an SMS facility for Tahasildars. The footer includes a Hit Counter, site information, and the APOnline logo.

Figure 1: Crop Insurance Process link under Application Processing

- ◆ After selection of “Crop Insurance ” link, MAO Processing window will be displayed. It has been depicted in figure 2.



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MAO Processing - Crop Insurance

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 14/03/2013 To Date: 05/10/2013

Status: All

Get Details

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Figure 2: MAO Processing window in Crop Insurance request screen

- ◆ Select from date & to date by using calendar controls as depicted in figure 3.

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

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MAO Processing - Crop Insurance

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 14/03/2013 To Date: 05/10/2013

Status: All

Get Details

Figure 3: Selection of dates in MAO Processing window

- ◆ Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list as depicted in figure 4.

NOTE: - Here, At First the Request is in “Not Viewed” Status. Here I am selecting “Not viewed” request.

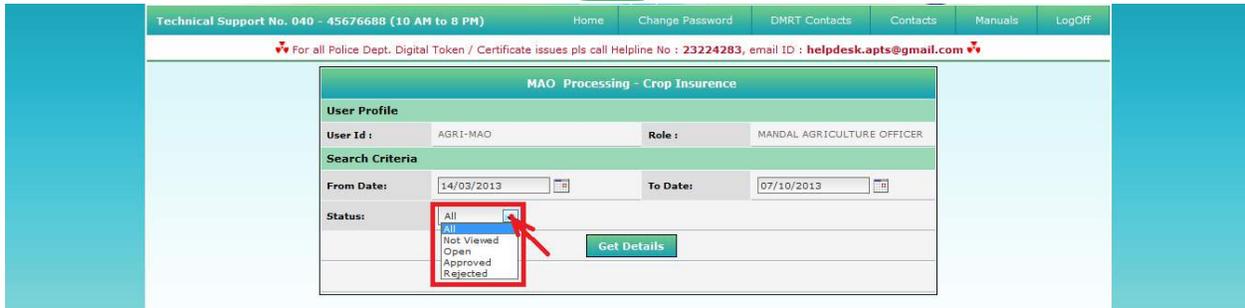


Figure 4: Selection of request status in MAO Processing window

- ◆ Click “Get Details” button to display requests as depicted in figure 5.

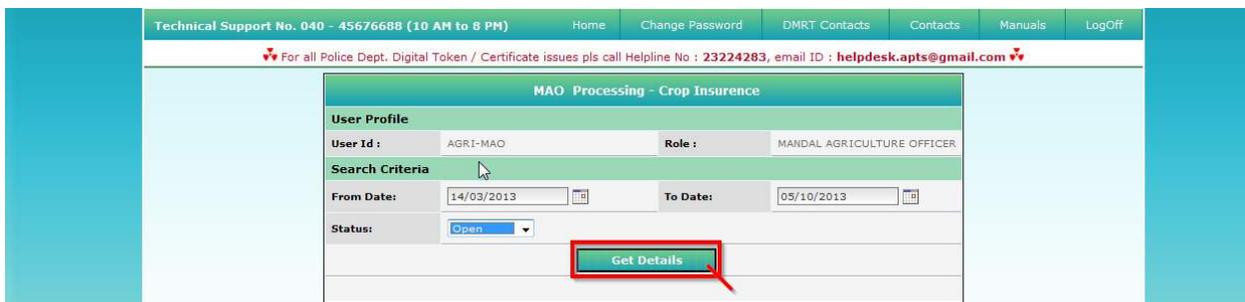


Figure 5: Get Details button in MAO Processing window

- ◆ All “Not Viewed” Requests are displayed as depicted in figure 6.

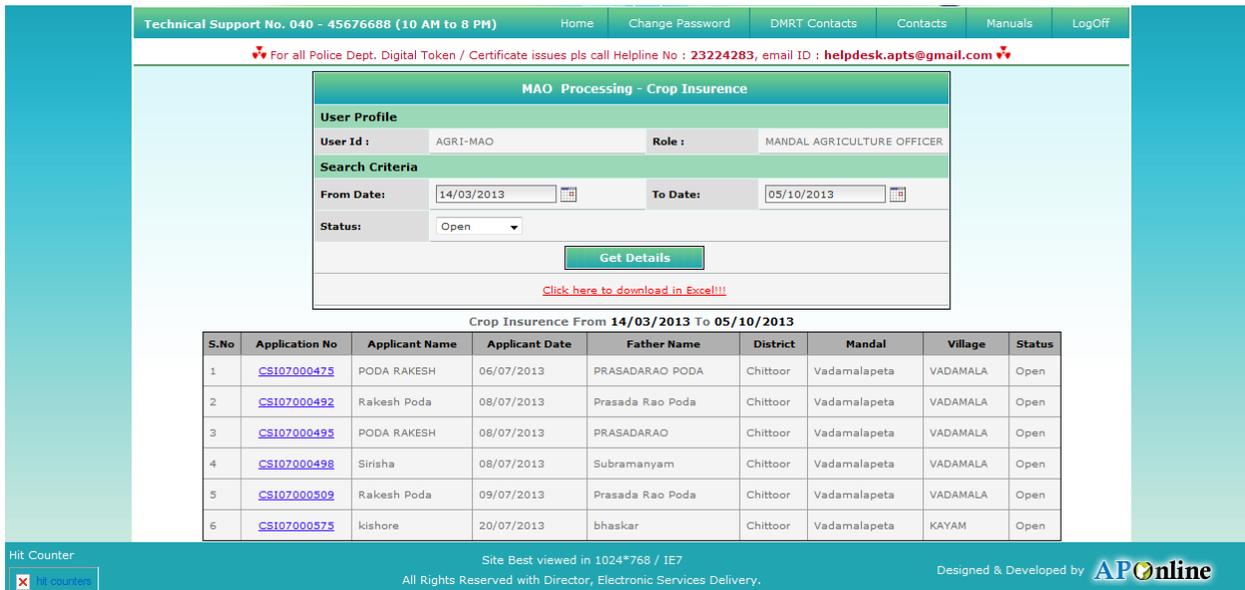


Figure 6: Requests in MAO Processing window

- ◆ Select the Request which has to be processed as depicted in figure 7.



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MAO Processing - Crop Insurance

User Profile
User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria
From Date: 14/03/2013 To Date: 05/10/2013
Status: Open

[Get Details](#)

[Click here to download in Excel!!!](#)

Crop Insurance From 14/03/2013 To 05/10/2013

S.No	Application No	Applicant Name	Applicant Date	Father Name	District	Mandal	Village	Status
1	CSI07000475	PODA RAKESH	06/07/2013	PRASADARAO PODA	Chittoor	Vadamalapeta	VADAMALA	Open
2	CSI07000492	Rakesh Poda	08/07/2013	Prasada Rao Poda	Chittoor	Vadamalapeta	VADAMALA	Open
3	CSI07000495	PODA RAKESH	08/07/2013	PRASADARAO	Chittoor	Vadamalapeta	VADAMALA	Open
4	CSI07000498	Sirisha	08/07/2013	Subramanyam	Chittoor	Vadamalapeta	VADAMALA	Open
5	CSI07000509	Rakesh Poda	09/07/2013	Prasada Rao Poda	Chittoor	Vadamalapeta	VADAMALA	Open
6	CSI07000573	kishore	20/07/2013	bhaskar	Chittoor	Vadamalapeta	KAYAM	Open

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Figure 7: Request selection in MAO Processing window

- ◆ After selection of the request, request details page will be displayed as depicted in figure 8.



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Crop Insurance Details

User Id :	AGRI-MAO	Name:	Madhu
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Farmer Details

Application Number*:	CSI07000475	Proposal Number*:	CSI07000475
Farmer Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO PODA
Door No :	3-100	Locality/Land Mark :	NEAR TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Pin Code:	525498
Community Category*:	SC	Farmer Category*:	SMALL FARMER
Bank Account No.*:	30230431799	Bank Name*:	sbi
Branch Name*:	CHIRALA	IFSC Code*:	SBI10009
Aadhaar No :	464967444896	Mobile No*:	9059618169
Email :	PODA.RAKESH@GMAI	RationCard No :	WAP084600400300

Land Holding Particulars(As per Land Pattadhar Passbook)

Pattadar Passbook/LEC Card No*:	PPBB989897	District*:	Chittoor
Mandal*:	Vadamalapeta	Village/Ward*:	VADAMALA
Survey No*:	12/a	Land Type*:	Wet
Extent*:	2.50	Acres/Cents	

Crop Sowing Details

Name Of The Crop*:	Rice	Date Of Sowing*:	12/06/2013
Area Sown(In Acres)*:	2.50	Season*:	Rabi

Documents Attached :-

- [01~New Word 2007 Document.docx](#)
- [02~New Word 2007 Document.docx](#)
- [03~New Word 2007 Document.docx](#)
- [04~New Word 2007 Document.docx](#)

Action Taken*

Approve Reject

Remarks(Max. 200 Characters)*

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Figure 8: Request details page of MAO

Note: - Here Edit Options are provided to all mandatory fields for doing any changes after verification.

- ◆ Download all the attached documents from “Documents Attached” panel by clicking on links as depicted in figure 9.



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Crop Insurance Details

User Id :	AGRI-MAO	Name:	Madhu
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Farmer Details

Application Number*:	CSI07000475	Proposal Number*:	CSI07000475
Farmer Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO PODA
Door No :	3-100	Locality/Land Mark :	HILL TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Pin Code:	525498
Community Category*:	SC	Farmer Category*:	SMALL FARMER
Bank Account No.*:	30230431799	Bank Name*:	sbi
Branch Name* :	CHIRALA	IFSC Code* :	58110009
Aadhaar No :	464967444896	Mobile No*:	9059618169
Email :	PODA_RAKESH@GMAI	RationCard No :	WAP084600400300

Land Holding Particulars(As per Land Pattadhar Passbook)

Pattadar Passbook/LEC Card No*:	PPB8989897	District*:	Chittoor
Mandal*:	Vadamalapeta	Village/Ward*:	VADAMALA
Survey No*:	12/e	Land Type*:	Wet
Extent*:	2.50	Acre/Cents	

Crop Sowing Details

Name Of The Crop*:	Rice	Date Of Sowing*:	12/06/2013
Area Sown(In Acres)*:	2.50	Season*:	Rabi

Documents Attached :-

01~New Word 2007 Document.docx
02~New Word 2007 Document.docx
03~New Word 2007 Document.docx
04~New Word 2007 Document.docx

Action Taken*

Approve Reject

Remarks(Max. 200 Characters)*

Sign Back

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Figure 9: Attached Documents in Crop Insurance Certificate request details Page

Note: - After downloading all Verification/Proceeding documents, MAO conduct field level enquiry.

◆ Now, MAO Take Action either Accept or Reject based on enquiry Report as depicted in figure 10.

Note: - Based on MAO action (either Accept/Reject), status (either Approved/Rejected) is generated.



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For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.apt@gmail.com

Crop Insurance Details

User Id :	AGRI-MAO	Name:	Madhu
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Farmer Details

Application Number*:	CSI07000475	Proposal Number*:	CSI07000475
Farmer Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO PODA
Door No :	3-100	Locality/Land Mark :	NEAR TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Pin Code:	525498
Community Category*:	SC	Farmer Category*:	SMALL FARMER
Bank Account No.*:	30230431799	Bank Name*:	sbi
Branch Name*:	CHIRALA	IFSC Code*:	SBI10009
Aadhaar No :	464967444896	Mobile No*:	9059618169
Email :	PODA.RAKESH@GMAI	RationCard No :	WAP094600400300

Land Holding Particulars(As per Land Pattadhar Passbook)

Pattadar Passbook/LEC Card No*:	PPBB989897	District*:	Chittoor
Mandal*:	Vadamalapeta	Village/Ward*:	VADAMALA
Survey No*:	12/a	Land Type*:	Wet
Extent*:	2.50	Acres/Cents	

Crop Sowing Details

Name Of The Crop*:	Rice	Date Of Sowing*:	12/06/2013
Area Sown(In Acres)*:	2.50	Season*:	Rabi

Documents Attached :-

- [01~New Word 2007 Document.docx](#)
- [02~New Word 2007 Document.docx](#)
- [03~New Word 2007 Document.docx](#)
- [04~New Word 2007 Document.docx](#)

Action Taken*

Approve Reject

Remarks(Max. 200 Characters)*

Sign Back

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Figure 11: Action Taken in Crop Insurance Certificate request details Page

- ◆ If MAO wants to approve the request by click the “Accept” Radio button as depicted in figure 12.



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Crop Insurance Details

User Id :	AGRI-MAO	Name:	Madhu
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Farmer Details

Application Number*:	CSI07000475	Proposal Number*:	CSI07000475
Farmer Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO PODA
Door No :	3-100	Locality/Land Mark :	NEW TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Pin Code:	525498
Community Category*:	SC	Farmer Category*:	SMALL FARMER
Bank Account No.*:	30230431799	Bank Name*:	sbi
Branch Name* :	CHIRALA	IFSC Code* :	58110009
Aadhaar No :	464967444896	Mobile No*:	9059618169
Email :	PODA_RAKESH@GMAI	RationCard No :	WAP084600400300

Land Holding Particulars(As per Land Pattadhar Passbook)

Pattadar Passbook/LEC Card No*:	PP88989897	District*:	Chittoor
Mandal*:	Vadamalapeta	Village/Ward*:	VADAMALA
Survey No*:	12/e	Land Type*:	Wet
Extent*:	2.50	Acre/Cents	

Crop Sowing Details

Name Of The Crop*:	Rice	Date Of Sowing*:	12/06/2013
Area Sown(In Acres)*:	2.50	Season*:	Rabi

Documents Attached :-

- 01~New Word 2007 Document.docx
- 02~New Word 2007 Document.docx
- 03~New Word 2007 Document.docx
- 04~New Word 2007 Document.docx

Action Taken*

Approve Reject

Remarks(Max. 200 Characters)*

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Figure 12: Action Taken in Crop Insurance Certificate request details Page

- ◆ Enter “Remarks” and click “Sign” button as depicted in figure 13.



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For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Crop Insurance Details

User Id :	AGRI-MAO	Name:	Madhu
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Farmer Details

Application Number*:	CS107000475	Proposal Number*:	CS107000475
Farmer Name*:	PODA RAKESH	Father/Husband Name*:	PRASADARAO PODA
Door No :	3-100	Locality/Land Mark :	NEW TEMPLE
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Pin Code:	525498
Community Category*:	SC	Farmer Category*:	SMALL FARMER
Bank Account No.*:	30230431799	Bank Name*:	sbi
Branch Name* :	CHIRALA	IFSC Code* :	SBI10009
Aadhaar No :	464967444896	Mobile No*:	9059618169
Email :	PODA.RAKESH@GMAIL	RationCard No :	WAPO84600400300

Land Holding Particulars(As per Land Pattadhar Passbook)

Pattadar Passbook/LEC Card No*:	PPB8989897	District*:	Chittoor
Mandal*:	Vadamalapeta	Village/Ward* :	VADAMALA
Survey No*:	12/e	Land Type*:	Wet
Extent*:	2.50	Acre/Cents	

Crop Sowing Details

Name Of The Crop*:	Rice	Date Of Sowing* :	12/06/2013
Area Sown(In Acres)*:	2.50	Season*:	Rabi

Documents Attached :-

[01~New_Word_2007_Document.docx](#)
[02~New_Word_2007_Document.docx](#)
[03~New_Word_2007_Document.docx](#)
[04~New_Word_2007_Document.docx](#)

Action Taken*

Approve Reject

Remarks(Max. 200 Characters)* APPROVED

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Figure 14: Signing the Crop Insurance Certificate request

- ◆ After clicking on “Sign” button, Preview window will be displayed with all necessary details as depicted in figure 15.

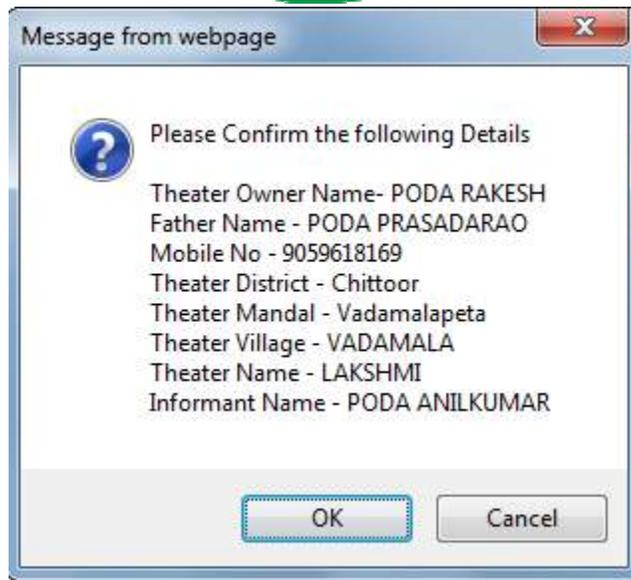


Figure 15: Preview window with all necessary details

- ◆ Click “OK” button on Preview window. It will display Certificate window as depicted in following figure 16.



Figure 16: Certificate window

- ◆ Click “OK” button on Certificate as depicted in figure 16.

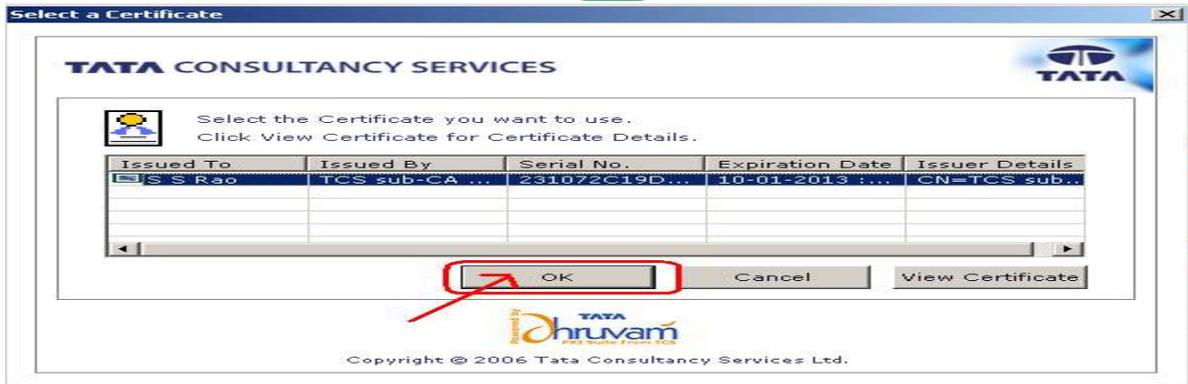


Figure 17: "OK" button selection in Certificate window

- ◆ After clicking on "OK" button, private exchange key popup will generated as depicted in following figure.



- ◆ Now clicking on "OK" button as depicted in following figure.



- ◆ After clicking on "OK" button "Crop Insurance certificate" is generated as depicted in following figure.



National Agricultural Insurance Scheme, Andhra Pradesh

Provisional Receipt

Application No



C S I 0 7 0 0 0 4 7 5

Date : 06/07/2013

District : Chittoor Mandal: Vadamalapeta Village: VADAMALA Survey No: 12/౨ Crop : Rice Extent :
2.50 Acres Pattadhar Pass Book/LEC Card No: PPB8989897 Bank A/c.No. : 30230431799.

Received an amount of Rs. 903.00 (Rupees Nine Hundred and Three) from Sri PODA RAKESH S/o. PRASADARAO PODA , R/o. VADAMALA Village Vadamalapeta Mandal Chittoor, District towards Crop Insurance Premium for Rabi 2013 season for onward remittance to AIC.

Acknowledgement will be subject to acceptance of risk after processing the proposal by AIC.

Disclaimer : ప్రీమియం మీ-సేవలో తెల్లించినంత మాత్రాన పంట రిస్కు అంగీకారం కాదు. ఈ పంటల బీమా పథకంలో ప్రీమియంను మరియు ప్రపోజర్ అంగీకారం, ఎకోంటు పరిశీలన చేసిన తరువాత తెలియజేయబడుతుంది. ప్రపోజర్ ఫారం నింపుట యందు కానీ, ప్రమాణ పత్రములలో అనకతనకలు కానీ, తప్పుడు సమాచారం లేదా తప్పుడు ధ్వనికరణ పత్రములు మరియు నిబంధనలకు అనుకూలంగా లేని యెడల పంట రిస్కు కనర్ చేయబడదు. మరియు ఏ విధమైన నష్టపరిహారం ఇవ్వబడదు. సరైన సమాచారం ఇచ్చిన యెడల రిస్కు స్వీకరింపబడుతుంది, నష్టపరిహారానికి అర్హత కలుగుతుంది

Signature

(seal/stamp)

Meeseva Centre APD-ADI-AKT-1

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Note: - Now the request is in Approved status.

Note: - After Approved/Rejected, Customer Received Message. Like you are Request is Approved/ Rejected.

- ◆ Once the request is approved by MAO , then Crop Insurance Certificate will be dispatched through courier from franchisee to the citizen's address if Delivery Type is Speed Post Local/Non Local.
- ◆ If Delivery Type Is Manual, then citizen collect the Crop Insurance Certificate from franchisee where he/she applied for the Certificate.