



DISTRICT COURT:: EAST GODAVARI:: RAJAMAHENDRAVARAM
DATED: 28-04-2023.

C I R C U L A R

Sub: BIO-METRIC ATTENDANCE SYSTEM- Using of Aadhar Enabled Biometric Attendance system (AE-BAS) in the District Judiciary in the unit of East Godavari District - Certain Instructions -issued - Regarding.

Ref: 1- Hon'ble High court order ROC.No 2306/2016-D1(4), Dt 13-08-2018.
2- Hon'ble High court order ROC.No 2306/2016-D1(4), Dt 21-02-2019.
3- Hon'ble High court Circular ROC.No570/2023-C1, dated 21-04-2023

In pursuance of the orders of the Hon'ble High Court under references 1st and 2nd cited, Aadhar Enabled Biometric Attendance System (AE-BAS) integrated with fingerprint scanner (High End-4G) devices were provided to the District Judiciary in month of March- 2019.

Anent to the subject and references 3rd cited, Hon'ble High Court has been pleased to direct the district Judiciary to use Bio-metric attendance from 01-05-2023, for making daily attendance on Biometric of all the staff members including Outsourcing staff and Contract employees.

Therefore, all the officers are requested to follow the following instructions:

1. The officers are required to monitor the implementation of the biometric attendance from 01-05-2023.
2. Wi-fi connectivity has to be maintained properly. The instrument should be kept at the place where there is good signal strength.
3. The manual system of taking attendance in the register is also to be continued, till we are accustomed to the biometric instrument.
4. The Particulars of the newly recruited employees should be filled up as per the procedure in ANNEXURE-I enclosed herewith along with the Court login procedure for joining of newly appointed employees in the attendance portal.
5. The Bio-Metric attendance system allows employees to apply leave in the website as per the procedure in ANNEXURE-II enclosed herewith along with the court login procedure of the individual courts for approval/rejection in the attendance portal.

Cont..2..

//2//

6. The court login IDs and Passwords were communicated to all the courts in the month of March- 2019, In the case of the non availability or expiry of the password, reset the passwords as per the procedure mentioned in ANNEXURE-III enclosed herewith.
7. In the event of transfer/promotions of any employee to another court, the court concerned shall enter the same in the attendance portal by mentioning TRANSFER OUT and TRANSFER IN .

Note: Transfer Out: Login from Court user-select manage employee→ select active employees-select the individual to transfer out.

Note: Transfer IN: Login from court user-select manage employee→ select transfer in - enter attendance ID → Select Transfer In.

8. One person from each court should be identified for the above said process and also to monitor the attendance system.
9. In case, any device is not working in view of any exceptional technical reasons, attendance mark shall be done on any other device which is available in the court compound.
If it is single court complex/complexes having no additional device, the officer and employees are directed to mention as OD(tour) along with the reason as "error Technical issue" in the ttendance portal from the court login.
10. The Internet connectivity is to be maintained properly and there shall not be any disconnection. In case of non-availability of Internet, the Superintendent has to take steps for using any mobile hot-spot (Wifi), for marking attendance.

Prl.District Court,East Godavari,
Rajamahendravaram, Dt.28-04-2023.

Dy 2927
28-4-2023

Srinivas
28-04-23
DISTRICT JUDGE

Encl: Annexure- I, II, III and List of Court user Logins, Error Code list

To

All the Judicial Officers working in the unit .

Copy to the Superintendents (Establishment, Account, Central Nazar, Translator, OP-Cell & Record Keeper), District Court, Rajamahendravaram with a direction for compliance.

Cont..3.

//3//

Copy to

1. Sri Ch.Yathiraju, System Assistant, II Addl.District Court, Amalapuram is hereby directed to provide assistant to all the courts for the locations at Amalapuram, Kothapeta, Razole, Mummidivaram,, Ramachandrapuram. Cell No: 9848689653 & 8919788801 in this regard to the technical issues, if any.
2. Sri N.Raju Babu, System Assistant, III Additional District Court, Kakinada is hereby directed to provide assistant to all the courts for the locations at Kakinada, Peddapuram, Pithapuram & Prathipadu, Tuni. Cell No: 8919120240 & 9908149693 in this regard to the technical issues, if any.
3. Sri K.Sunil, Computer Assistant, Computer Section (e-Courts), District Court, Rajamahendravaram is hereby directed to provide assistant to all the courts for the locations at Rajamahendravaram, Rampachodavaram, Addateegala, Anaparthi, Alamuru Cell NO 8688453149 in this regard to the technical issues, if any.

ANNEXURE -I

STEPS FOR “EMPLOYEE REGISTRATION” IN THE AADHAAR ENABLED BIO-METRIC ATTENDANCE SYSTEM (AE-BAS) FOR AP JUDICIAL DEPARTMENT,EAST GODAVARI.

Step: 1 : Open “<https://apcourtseg.attendance.gov.in/>”

Step: 2 : Select Employee Registration as shown in below Screen.

Andhra Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version: 3.0

Employee Registration

Employee Name *

Deena Venkatesh

Date of Birth *

09-03-1991

Mobile No. *

9640516770

Enter the code exactly as it appears: *

916e6a

Generate OTP

Instructions for using Employee Corner:

1. Enter the Employee Name as per Aadhaar
2. Enter Date of Birth as on Aadhaar
3. Enter the valid Mobile Number for OTP
4. Click on Generate OTP

For any other assistance please get in touch with the NIC Service Desk at (<https://servicesdesk.nic.in/>)

Step :3 Enter the required details as shown in the above screen and select the “**Generate OTP**”

Step:4 Enter the OTP which is received to the mobile number as shown in the below screen and submit.

Andhra Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version: 3.0

Employee Registration

Mobile No. *

9640516770

OTP *

Submit

Instructions:

1. Enter One Time Password (OTP) as received.
2. Press Submit button.

For any other assistance please get in touch with the NIC Service Desk at (<https://servicesdesk.nic.in/>)

Step 5: After submission, a screen will appears as shown below and fill the required detail and submit the next option.

Andhra Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version: 3.0

Employee Registration

Employee Name *

Deena Venkatesh

Date of Birth *

09-03-1991

Gender *

Gender

Enter Aadhaar Number *

6047813532565

Aadhaar Authentication Successful

E-Mail

venkateshdeena1991@gmail.com

Mobile No. *

9640516770

Org Emp Code

14020024

Next

Instructions:

1. Enter your Full Name
2. Enter date of birth (format DD-MM-YYYY)
3. Select your Gender
4. Please provide your 12 digit Aadhaar number
5. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data
6. Enter your email
7. Enter your 10 digit mobile number
8. Hit the Next button or click on Organization details tab to complete the second part of the form
9. Select Employee Type
10. Select the name of your Division/Unit within the Organization
11. Select your Designation (only when Employee Type is Government)
12. Select your office location (e.g., your office building name)
13. Upload your recent scanned/digital picture in .jpg format of max file size 100 KB
14. Please enter the captcha code
15. Please Check the consent box
16. Please review the form before submission

Note:

a. If any of the pre-require information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the NIC Service Desk at (<https://servicesdesk.nic.in/>).

Activate Windows
Go to Settings to activate Windows

Step 6: Then, it will prompt to the below screen and fill the necessary details and also it will ask for upload of image of the individual in JPG format size of below 150 KB and then submit

Andhra Attendance

Dashboard

Employee Registration

Request Nodal Update

Employee Login

FAQ

Login

Go to andhra.attendance.gov.in

Aadhaar Enabled Bio-metric Attendance System(AE-BAS)Version: 3.0

English

Personal DetailsOrganization Details

Organization Name:

AP JUDICIAL DEPARTMENT, EAST GODAVARI

Employee Type *

Government Employee

Division/Unit within Organization *

East Godavari

Designation *

Examiner

Office Location *

Pri. District Court East Godavari at Rajamahendravaram

Photograph (only .jpg format and size upto 100 KB) *

Choose File

View photo.jpg

Enter the code exactly as it appears: *

ICaBe7

Not readable? Change text

☒ Please Select the checkbox

Instructions for filling the Employee On-boarding request form:

1. Enter your Full Name

2. Enter date of birth (format DD-MM-YYYY)

3. Select your Gender

4. Please provide your 12 digit Aadhaar number

5. Employee's demographic data: Name, Date of Birth, Gender and Aadhaar Number should match with UIDAI data

6. Enter your email

7. Enter your 10 digit mobile number

8. Hit the Next button or click on Organization Details tab to complete the second part of the form

9. Select Employee Type

10. Select the name of your Division/Unit within the Organization

11. Select your Designation (only when Employee Type is Government)

12. Select your office location (e.g. your office building name)

13. Upload your recent scanned/digital picture in .jpg format of max file size 100 KB

14. Please enter the captcha code

15. Please Check the consent box

16. Please review the form before submission

Note:

a. If any of the pre-requisite information is not available in the form (select options only), please get in touch with the concerned officer in your department to get the details updated.

b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph, as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.

c. For any other assistance please get in touch with the AHC Service Desk at: (<https://servicedesk.aic.in/>)

Go to Settings to activate Windows

Step 7: After successfully registration, it will prompt the below screen.

Andhra Attendance

Dashboard

Employee Registration

Request Nodal Update

Employee Login

FAQ

Login

Go to andhra.attendance.gov.in

Aadhaar Enabled Bio-metric Attendance System(AE-BAS)Version: 3.0

English

Employee RegistrationOn-boarding Request

HomeEmployee Registration

Registration completed successfully

Dear Sir/Madam,

Employee registration for Biometric Attendance System (BAS) is completed.

You will be able to mark attendance after verification by Nodal Officer.

For your records:
Registration ID: 90352985
Name: Bheera Venkatesh
Nodal no: 9648516770

We will process your request shortly.

Further Process:

1. The submitted information will be checked for quality & correctness.

2. Please get in touch with your Nodal Officer and get your data verified.

Note:

a. You may login to the Employee corner using the Registration ID and update the information submitted

b. For any other assistance please get in touch with the AHC Service Desk at (<https://servicedesk.aic.in/>).

Note: Pls Make a Note of the Attendance/Registration ID .

******Thank You for Registration******

PROCEDURE FOR “APPROVAL BY THE COURT ”

Step-1 : Open “<https://apcourtseg.attendance.gov.in/>”

Step- 2 : Select “Login” as shown in below Screen.

The screenshot shows the 'Employee Registration' page of the Andhra Attendance system. The left sidebar contains navigation options: Dashboard, Employee Registration, Request Portal Update, Employee Login, FAQ, Login, and a link to the Andhra Attendance portal. The main content area has a header 'Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version: 3.0' and a 'Logout' button. Below the header, there's a section for 'Employee Registration' with a form. The form includes fields for 'Employee Name' (Diana Venkatesh), 'Date of Birth' (09-03-1991), and 'Mobile No.' (9640516770). A 'Generate OTP' button is at the bottom. To the right, there are instructions for using the Employee Corner and a link to the NIC Service Desk.

Andhra Attendance

Aadhaar Enabled Bio-metric Attendance System(AE-BAS) Version: 3.0

Logout

Employee Registration

Employee Name *

Diana Venkatesh

Date of Birth *

09-03-1991

Mobile No. *

9640516770

Enter the code exactly as it appears: *

916e6a

Generate OTP

Instructions for using Employee Corner:

1. Enter the Employee Name as per Aadhaar
2. Enter Date of Birth as per Aadhaar
3. Enter the valid Mobile Number for OTP
4. Click on Generate OTP

For any other assistance please get in touch with the NIC Service Desk at (<https://servicedesk.nic.in/>)

Step- 2 : Enter the login Id and password of the court user.

Step-3 : Select the option at Manage Employee → Newly Registered Employee as shown in below on after the submission by the individual's.

The screenshot shows the 'Manage Employees' page of the Andhra Attendance system. The left sidebar contains navigation options: Manage Employees, Newly Registered Employees, Old Registered Employees, Active Employees, Inactive Employees, Employee Under Transfer Process, Search Employee, Transfer TM (Employee), Shift Class, Reports, Loans, Team, and Change Password. The main content area has a header 'Aadhaar Bypass Employee' and a search bar. Below the search bar, there's a table with columns: S.No, Attendance ID, Aadhaar Number, Employee Name, Mobile No., Designation, Division, and Office Location. The table contains one row with data for Diana Venkatesh. At the bottom right, there are 'Add' and 'Process' buttons.

Andhra Attendance

Manage Employees

Aadhaar Bypass Employee

Search By Name/Number

Search

Clear

S.No	Attendance ID	Aadhaar Number	Employee Name	Mobile No.	Designation	Division	Office Location
1	90262985	XXXXXXXXX2985	Diana Venkatesh	9640516770	Lawyer	East Godavari	PT. Dattatraya East Godavari Regional Headquarter

Add

Process

Step-3 : Select the option of “PROCESS” tab which is located at the right side of the above screen.

Step-4: On selection, the below screen will appears, after the verification of the details, enter the details of the joining in the “REMARKS” column and also select the option in the **action to be taken** as Active accordingly.

Andhra Attendance

Dashboard

Manage Employee

Shift Group

Reports

Leaves

Tasks

Change Password

Logout

Settings/My Profile/Employee

Employee Number : 00000002500

Employee Name : Suresh Venkatesh

Organization Name : AP JUDICIAL DEPARTMENT/EAST GODAVARI

Designation : Executive

Division within Organization : East Godavari

Office Location : PLS District Court East Godavari/RI Rajamahendravaram

DOB : 08-03-1994

Gender : Male

Mobile No. : 9440100770

Email : venkateshbheera1991@gmail.com

Author Status : Author Verified



Remarks

Activated

Action to be taken

Active

Submit

Step-5: After the approval, the following message will appears and individual's is ready for biometric attendance.

Andhra Attendance

Dashboard

Manage Employee

Shift Group

Reports

Leaves

Tasks

Change Password

Logout

Manage Employee

Verification Completed

Home

Manage Employee

Verification Completed

Thank You!

We have received your details

Employee Verification Process completed successfully # Mail successfully sent to venkateshbheera1991@gmail.com,

****Thank You ****

A N N E X U R E -II

PROCEDURE FOR EMPLOYEE LOGIN FOR APPLYING LEAVE/OD(TOUR)

IMPORTANT INSTRUCTIONS:

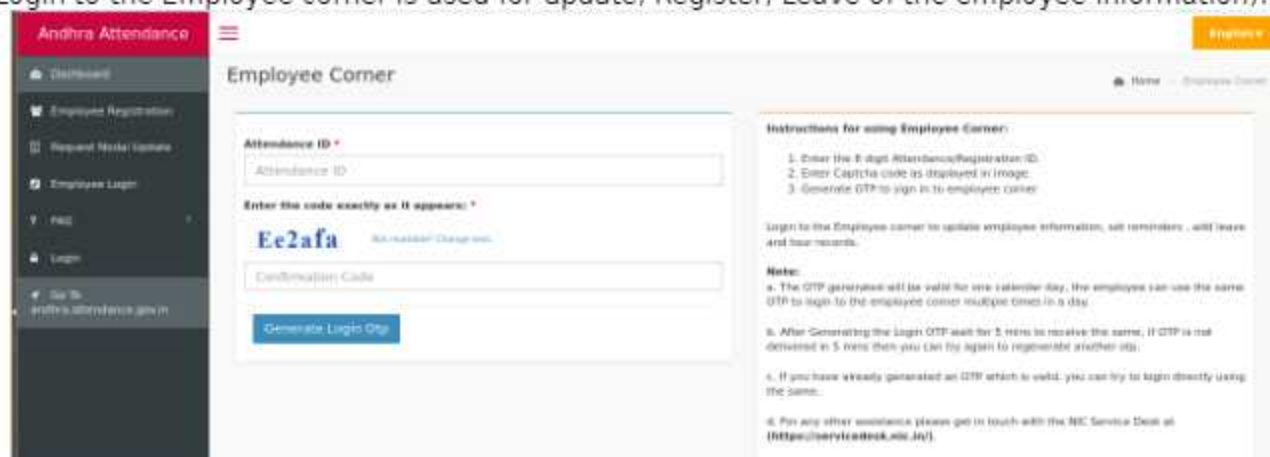
1- All the employees in the unit have to check their personal attendance report periodically from the respective attendance login through the web portal.

2- All the employees have to submit leave/permission request physically as well as digitally as per the below process. In case of any technical problems, the same has to be intimated to the respective courts in which they are working. The employees who are not acquainted with digital submission have to take assistance from the other employees and submit their leave/permission request in the web portal.

Step: 1 : Open "<https://apcourtseg.attendance.gov.in/>".

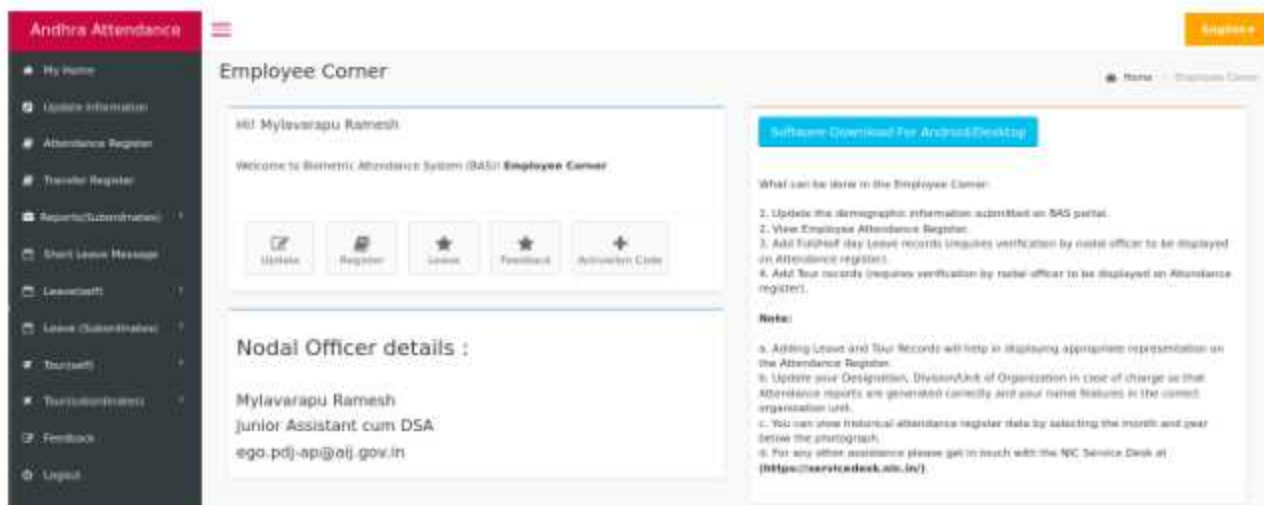
Step: 2 : Select Employee Login as shown in below Screen.

(Login to the Employee corner is used for update, Register, Leave of the employee information).

The screenshot shows the 'Andhra Attendance' web portal. On the left is a dark sidebar with a menu: Dashboard, Employee Registration, Request Node/Update, Employee Login, FAQ, Login, and a link to the Andhra Attendance app. The main area is titled 'Employee Corner'. It contains a form for login with fields for 'Attendance ID' (with a sample value 'Ee2afa'), a captcha image, and a 'Generate Login Otp' button. To the right of the form are 'Instructions for using Employee Corner' and a 'Note' section with several points regarding OTP validity and usage.

Step:- 2 Enter the 8 digit Attendance/Registration ID and Enter One Time Password (OTP) as received, Enter the captcha code as displayed in image and select the Generate Login OTP option as shown in above image.

Step:- 3 It will display the Below Screen as Employee Corner along with Employee Name.

The screenshot shows the 'Andhra Attendance' web portal after login. The sidebar menu is updated with options like My Home, Update Information, Attendance Register, Transfer Register, Reports/Download, Short Leave Message, Leave/Off, Leave/Outstanding, Tour/Off, Tour/Outstanding, Feedback, and Logout. The main area is titled 'Employee Corner' and displays the user's name 'Mylavarapu Ramesh'. Below the name is a welcome message and a row of buttons: Update, Register, Leave, Feedback, and Activation Code. Further down, it shows 'Nodal Officer details' for 'Mylavarapu Ramesh, Junior Assistant cum DSA' with an email address. On the right, there is a 'Software Download For Android/Desktop' button, a list of actions that can be done in the Employee Corner, and a 'Note' section.

Step:4 Select **Leave(Self)** and then Add Leave and also Add Tour(Self) in case of OD respectively as per the **Leave Category** select **Leave Start** and **Leave end** along with **Leave Description** and submit the opinion as shown in below image.

Andhra Attendance

Add Leave Employee Leave Record

Leave Type: CL

Leave Category: Full Day

Leave Start Date: Select Start Date

Leave End Date: Select End Date

Description: Personal

Submit

Instructions for adding a leave record

1. Select Leave type
2. Select leave category
3. Enter the leave start and end date in dd-mm-yyyy format
4. Enter the leave description

Note:

1. Employee leave record added in the leave register will be requested accordingly in the employee attendance register.
2. For any other assistance please get in touch with the MC Service Desk at <https://servicedesk.mca.in/>

Step:4 On submission the below screen will appears as “ Success! Leave record added successfully.

Andhra Attendance

Leave Employee Leave Record

Success! Leave record added successfully

Start Date: Search by Date: Search Save

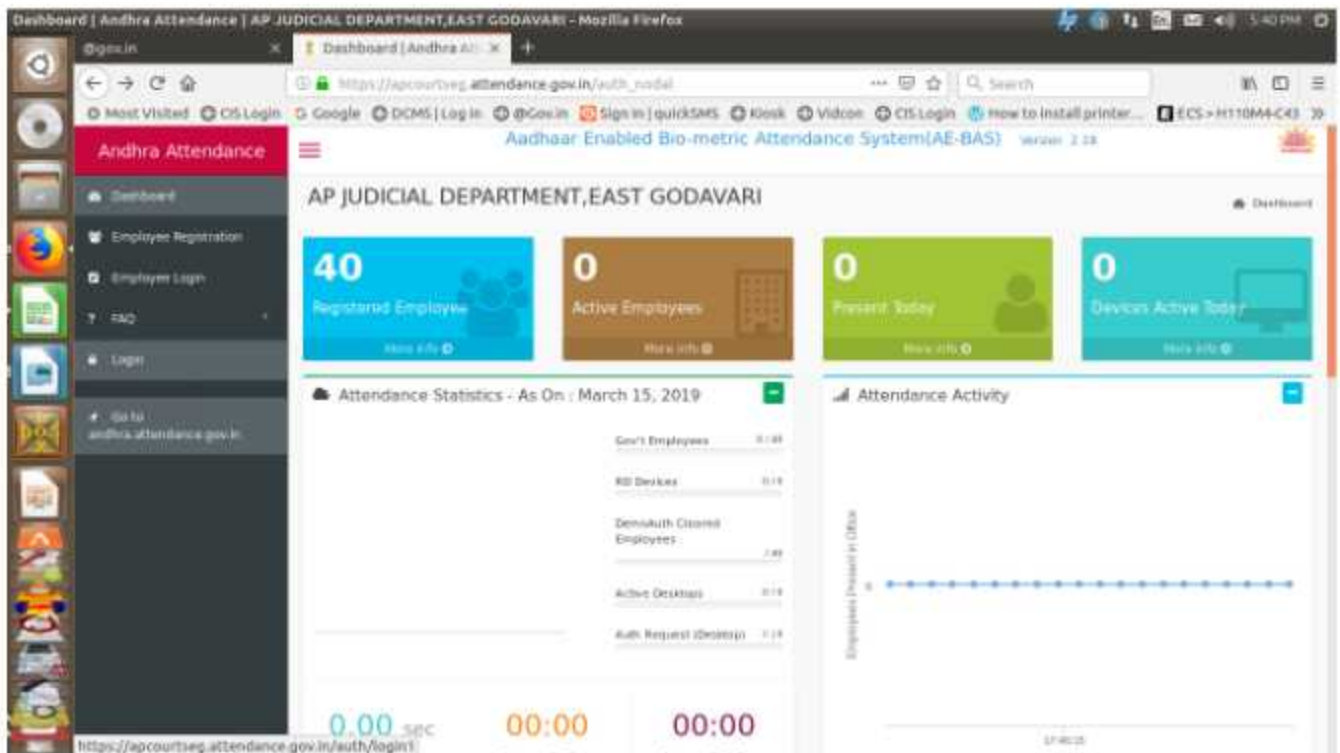
S.No	Leave Type	Leave Start Date	Leave End Date	Description	Action/Status
1	CL (Full)	24-09-2023	24-09-2023	For attending the Jantar Civil Examination	Pending
2	CL (Full)	20-05-2020	20-05-2020	Personal Work	Approved
3	CL (Full)	12-02-2020	12-02-2020	Personal Work	Approved
4	RT	24-12-2019	24-12-2019	avoided an urgent personal work	Approved
5	CL (Full)	28-12-2019	28-12-2019	personal work	Approved
6	CL (Half)	21-12-2019	21-12-2019	personal work	Approved
7	CL (Full)	20-12-2019	20-12-2019	personal work	Approved
8	CL (Full)	11-12-2019	11-12-2019	Missing Personal Work	Approved
9	CL (Full)	10-12-2019	10-12-2019	to go to Bhimavaram to attend personal work	Approved
10	RT	09-12-2019	09-12-2019	to go to Bhimavaram to attend personal work	Approved

****Thank You ****

PROCEDURE FOR “APPROVAL OF LEAVE, AND ALSO MARKING OD” FROM THE COURT END ”

Step: 1 : Open “<https://apcourtseg.attendance.gov.in/>”.

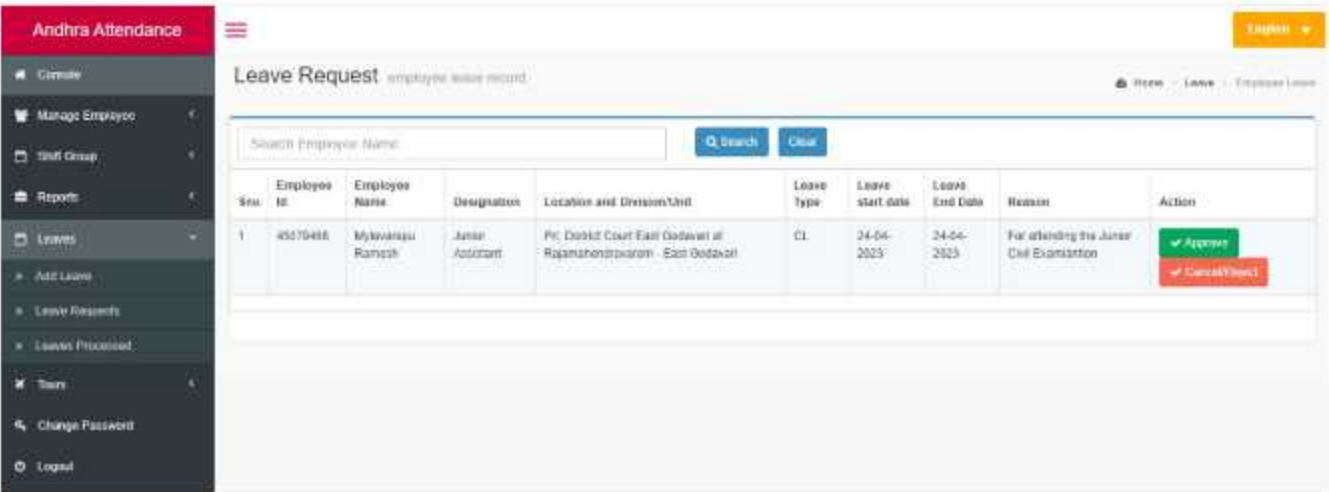
Step: 2 : Select Employee Login as shown in below screen.



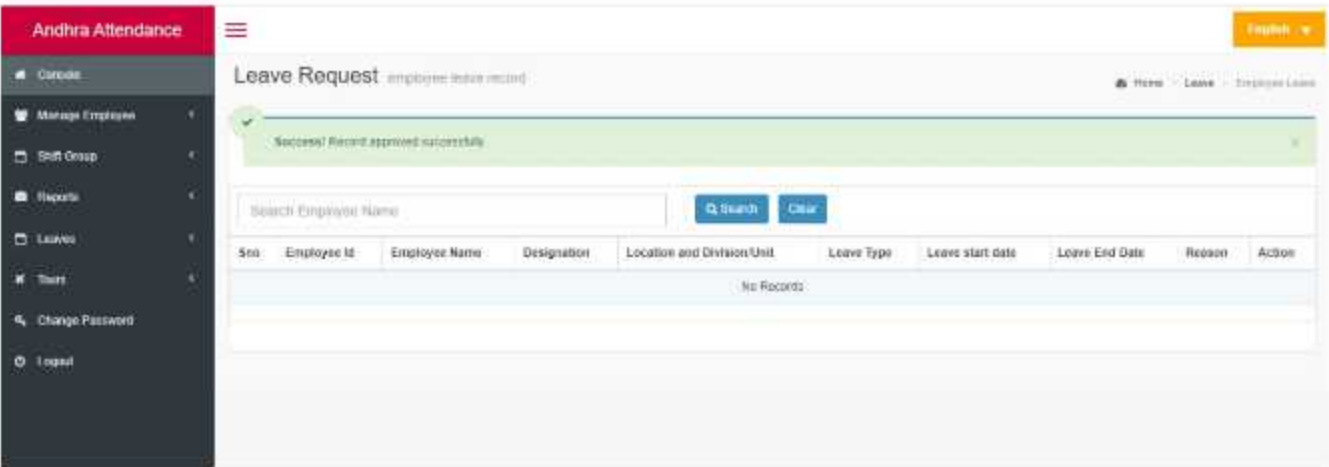
Step 3: Then, Enter the Court User ID and Password as shown in the below screen.

The screenshot shows the 'Sign In' form on the Andhra Attendance system. The form has a green header with the text 'Sign In'. Below the header, there are four input fields: a text field for the User ID (containing 'apcourtseg001'), a password field (masked with dots), a CAPTCHA field (containing the code 'e9E7c4'), and a 'Confirmation Code' field. At the bottom of the form is a green button labeled 'Sign me in'.

Step 4: Select the **leaves/Tours** options accordingly as shown in the below screen will appear



Step 5: The employee submitted Leave request will display by after selecting **LEAVE REQUEST** Option as shown in above screen and select the “Approve/Cancel/Reject accordingly.



Step 6 : Select Approve or Cancel/Reject as shown in the above screen from the Court User. It will display a message as “Success! Record approved Successfully”.

****Thank You ****

ANNEXURE-III

STEPS FOR “ Resetting password of Court Login”

Step: 1 : Open “<https://apcourtseg.attendance.gov.in/>”.

Step: 2 : Select Login as shown in below Screen.



Step-3: On selection it will open a menu as shown in the below image and their select “FORGET PASSWORD ?”

The screenshot shows a 'Sign In' form. It has a green header with the text 'Sign In'. Below the header, there are three input fields: 'Username', 'Password', and 'Confirmation Code'. A captcha code '5E6a2E' is displayed in the middle. To the right of the captcha, there is a link that says 'Not readable? Change text'. Below the input fields, there is a link that says 'Forgot Password ?'. At the bottom, there is a green button that says 'Sign me in'.

Step-4: Enter the court user name and email of the respective court as annexed in the circular and the OTP will receive to the concerned phone number .

Step -5 Enter the OTP and captcha as shown in the below image.

Forgot Password

Username *
apcourtseg004

Email *
ggo.2odjamala-ap@indianjudiciary.gov.in

Enter OTP Received on Mobile *
Enter OTP Received on Mobile
ace6a6 Not readable? Change text.

Enter the code exactly as it appears.

Confirmation Code

Get password

Step-6 : The Password for court login will be sent the email and after receipt change the password.

Sign In

Success! Password Sent on Registered E-mail Id.

Username

Password Please fill out this field.

Enter the code exactly as it appears:
7EGE0e Not readable? Change text.

Confirmation Code

Sign me in

Note-: All the Superintendent are requested to mention the **Login IDs and Password** in their charge in the event of their transfers.

Note-2 : The enclosed list of the users,email Ids, Phone number are ready reference for resetting of password .

******Thank You ******

List of the Bio-Metric user names in the District Judiciary of East Godavari District					
Sl No	Name of the Court and station	Court Login IDs	Email Id of Court	Name of the Superintendents /Incharge Person	Contact Number
1	PRINCIPAL DISTRICT COURT, RAJAMAHENDRAVARAM	apcourtseg001	ecourts.dc.eg@gmail.com	Sri K. Sunil, Computer Asst	8688453149
2	I ADDITIONAL DISTRICT COURT, RAJAMAHENDRAVARAM	apcourtseg005	janardhanjohney82@gmail.com	Sri A.B.Janardhan Rao	9849827382
3	II ADDITIONAL DISTRICT COURT, AMALAPURAM	apcourtseg004	ego.2adjamala-ap@aij.gov.in	Sri P.Satyanarayana	9949219081
4	III ADDITIONAL DISTRICT COURT, KAKINADA	apcourtseg002	ego.3adjkaki-ap@aij.gov.in	Sri Raju Babu, System Asst	8919120240
5	LAND REFORM APPELLATE TRIBUNAL-CUM-IV A.D.J. KAKINADA	apcourtseg006	ivadjcourtkkd@gmail.com	Sri Y.Sai Baba	9848351024
6	V ADDITIONAL DISTRICT COURT, RAJAMAHENDRAVARAM	apcourtseg015	peddiraju14738@gmail.com	Sri S.Peddi Raju	9182848823
7	VI ADDITIONAL DISTRICT COURT, KAKINADA	apcourtseg027	viadj3kkd@gmail.com	Sri P.Srinivasa Rao	9912285729
8	VII ADDITIONAL DISTRICT COURT (FTC), PEDDAPURAM	apcourtseg028	Tarakesh.rishi@gmail.com	Sri V.V.G.S.S.Kumar	9490195600
9	VIII ADDITIONAL DISTRICT COURT (FTC), RAJAHMUNDRY	apcourtseg013	sampathkumar165614@gmail.com	Sri Sampath Kumar	8919071012
10	FAMILY COURT CUM X ADDL.DISTRICT JUDGE	apcourtseg032	saikumarb2529@gmail.com	Sri Sai Kumar	8978271415
11	SPECIAL COURT FOR SCs & STs CUM IX ADDL.DISTRICT COURT	apcourtseg009	gottachiyappa@gmail.com	Sri G Chiyappa	9246654568
12	XII ADDITIONAL DISTRICT COURT, PITHAPURAM	apcourtseg060	xiiladjcourt.ptp@gmail.com	Smt U.Santhi Priya	9493415282
13	Spl.Trial Court of SPE and ACB Court, Rajamahendravaram	apcourtseg025	syamalarao50@gmail.com	Sri Syamalarao	9989768860
14	SENIOR CIVIL JUDGE COURT, AMALAPURAM	apcourtseg057	scjamalapuram@gmail.com	Smt B.Vijaya Lakshmi	9515585214
15	PRINCIPAL SENIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg059	pscjkkd@gmail.com	Sri David Raju	9492776170
16	I ADDITIONAL SENIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg008	Raghunadhkumar.ch@gmail.com	Sri Ch.Raghunadhkumar	7013876819
17	II ADDITIONAL SENIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg007	Jayasreea94@gmail.com	Sri Gv.Raghavulu	9912342530
18	III ADDITIONAL SENIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg010	iiiascjkakinada@gmail.com	Sri Lakshmanarao	9949472394
19	SENIOR CIVIL JUDGE COURT, KOTHAPETA	apcourtseg026	seniorciviljudgekothapeta@gmail.com	Smt T.M.Santhakumari	9866529666
20	SENIOR CIVIL JUDGE COURT, PEDDAPURAM	apcourtseg029	seniorciviljudgepeddapuram@gmail.com	Sri N.Srinivasa Rao	9440463645
21	SENIOR CIVIL JUDGE COURT, PITHAPURAM	apcourtseg030	scjptp@gmail.com	Sri S.V.V.Satyanarayana	8019212472
22	PRINCIPAL SENIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg031	bhaskarmangandi@gmail.com	Sri M.Bhaskar Rao	9032611816
23	I Addl. SENIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg020	nagabhushanam.kilaparthi@gmail.com	Sri Naga Bhusanain	9032611816

List of the Bio-Metric user names in the District Judiciary of East Godavari District

Sl No	Name of the Court and station	Court Login IDs	Email Id of Court	Name of the Superintendents /Incharge Person	Contact Number
24	II ADDITIONAL SENIOR CIVIL JUDGE COURT (FTC), RAJAMAHENDRAVARAM (Place at Server Room)	apcourtseg038	ego.2ascjftc-ap@aij.gov.in	Smt Jayasree	8519937318
25	SENIOR CIVIL JUDGE COURT, RAMACHANDRAPURAM	apcourtseg039	scjrcpm1@gmail.com	Sri Ramana Rao	99895 64804
26	SENIOR CIVIL JUDGE COURT, RAZOLE	apcourtseg040	scjcourtrazole@gmail.com	Sri P.Satyanarayana	9849079126
27	JUNIOR CIVIL JUDGE COURT, ALAMURU	apcourtseg014	skyusafali@gmail.com	Sri Yusaf Ali	9494337860
28	Addl.JUDICIAL FIRST CLASS MAGISTRATE, Pithapuram	apcourtseg041	ajcjcourt@gmail.com	Smt K.Anitha Rani	9010512401
29	PRINCIPAL JUNIOR CIVIL JUDGE COURT, AMALAPURAM	apcourtseg037	ego.pjcjamala-ap@aij.gov.in	Sri R.Umamaheswara rao	9490478988
30	ADDITIONAL JUNIOR CIVIL JUDGE COURT, AMALAPURAM	apcourtseg042	ajfcmagistrate@gmail.com	Sri. Sai Kumar	8247017732
31	PRINCIPAL JUNIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg011	prljuniorcivilcourtkkd@gmail.com	Smt Kanaka Durga	9381834411
32	I ADDITIONAL JUNIOR CIVIL JUDGES COURT, KAKINADA	apcourtseg043	courtkkdiajcj@gmail.com	Smt Lakshmi Kala	7981471411
33	II ADDITIONAL JUNIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg044	Iiajcj2kk@gmail.com	Smt Harshitha	9951215999
34	III ADDITIONAL JUNIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg045	iiiajfcmcourt@gmail.com	Smt K.Suryavathi	9848154970
35	IV ADDITIONAL JUNIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg046	ivajfcmkakinada@gmail.com	Sri M.Appala Raju	7013522136
36	V ADDL.JUNIOR CIVIL JUDGE COURT, KAKINADA	apcourtseg019	vjfcmcourtkakina@gmail.com	Smt Y.Vimalamma	9346695789
37	SPECIAL MOBILE COURT, KAKINADA	apcourtseg047	mobilecourtkakinada@gmail.com	Sri Nageswara Rao	9494214206
38	SPECIAL J. M F.C.(EXCISE COURT), KAKINADA	apcourtseg017	excisecourtkkd@gmail.com	Smt Anuradha	8639739512
39	JUNIOR CIVIL JUDGE COURT, KOTHAPET	(Place at III ADJ Court at Nazareth)	juniorciviljudgektp@gmail.com	Sri Md.Yazaz	9849172300
40	JUNIOR CIVIL JUDGE COURT, MUMMIDIVARAM	apcourtseg016	ego.jcjmumidi-ap@aij.gov.in	Sri I.S.V Sekhar	9010836740
41	PRINCIPAL JUNIOR CIVIL JUDGE COURT, PEDDAPURAM	apcourtseg049	pjcjpeddapuram@gmail.com	Smt N.Bebi Nirmala	8497454179
42	ADDITIONAL JUNIOR CIVIL JUDGE COURT, PEDDAPURAM	apcourtseg061	ajfcmcourtpdp@gmail.com	Smt P.Suneetha	8639810334
43	JUNIOR CIVIL JUDGE COURT, PITHAPURAM	apcourtseg050	jcjcourtptp@gmail.com	Sri R.V.Gopal krishna	9550002026
44	JUNIOR CIVIL JUDGE COURT, PRATHIPADU	apcourtseg051	jcjprpd@gmail.com	Sri Satya Dev	9000250740
45	PRINCIPAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg003	raj954242@gmail.com	Sri RajKumar	9849322391
46	I ADDITIONAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg035	naidulaxmi1969@gmail.com	Smt Naidu Laxmi	9493818204
47	II ADDITIONAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg034	vijjivasnadella@gmail.com	Smt Vijaya Durga	9493844354

List of the Bio-Metric user names in the District Judiciary of East Godavari District

Sl No	Name of the Court and station	Court Login IDs	Email Id of Court	Name of the Superintendents /Incharge Person	Contact Number
48	III ADDITIONAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg018	sangeethacourt1963@gmail.com	Sri Sangeetha Satyanarayana	9885069895
49	IV ADDITIONAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg036	ananthalakshmi.khandavalli@gmail.com	Smt Ananthalakshmi	7013783357
50	V ADDITIONAL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg023	venkateswaruluavidi@gmail.com	A.Venkateswarulu	9949219044
51	VI ADDL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg033	maupathirameshjudicial@gmail.com	Sri M Ramesh	9603658245
52	VII ADDL JUNIOR CIVIL JUDGE COURT, RAJAMAHENDRAVARAM	apcourtseg021	naresh.udamala@mail.com	Sri U Naresh	9390915439
53	PRINCIPAL JUNIOR CIVIL JUDGE COURT, RAMACHANDRAPURAM	apcourtseg052	pjcjrccpuram@gmail.com	Smt D.V.Ramani	9494660043
54	ADDITIONAL JUNIOR CIVIL JUDGE, RAMACHANDRAPURAM	apcourtseg053	ajfcmrcpuram@gmail.com	Smt. Nafeez	94417 54702
55	JUNIOR CIVIL JUDGE, RAZOLE	apcourtseg054	pjcjcourttrazole@gmail.com	Sri U.Satya Babu	9949484442
56	PRL JUNIOR CIVIL JUDGE COURT, TUNI	apcourtseg024	pjcjcourtuni92@gmail.com	Raghavacharyulu	9989243767
57	ADDL JUNIOR CIVIL JUDGE COURT, TUNI	apcourtseg055	babji192@gmail.com	Sri Gopinadham	8639989104
58	JUDICIAL MAGISTRATE OF FIRST CLASS, RAMPACHODAVARAM	apcourtseg056	tnkumar1968@gmail.com	Sri T. Nagesh Kumar	9391478787
59	JUDICIAL MAGISTRATE OF FIRST CLASS, ADDATEGALA	apcourtseg063	krishna.masimukkala@gmail.com	Sri M.Krishna	9494565452
60	JUNIOR CIVIL JUDGE COURT, ANAPARTI	apcourtseg022	sudhachinni77@gmail.com	Sri Chekkala Sudarsan Raj	7032927559
61	Official Receiver, Rajamahendravaram	apcourtseg012	somukamala1@gmail.com	Smt Kamala	9030959431
62	Spl.Magistrate Court, Amlapuram	apcourtseg064	highguru9@gmail.com	Sri Teki gurunadharao	9182046339
63	Spl.Magistrate Court, Alamuru	apcourtseg058	spljmcalamuru@gmail.com	Sri Bhaskar	9553453921
64	Spl.Magistrate Court, Prathipadu (Place at III ADJ Court at Nazarath)	apcourtseg062	satyadevjasyula@gmail.com	Smt Jasyula Soma Sundara Satyadev	9000250740
65	Special Court for speedy trial of Offences under the protection of Children from Sexual Offences Act (POCSO) Court, Kakinada, East Godavari District	apcourtseg065	veni81963@gmail.com	Smt Krishna Veni	8688890230

MANTRA ATTENDANCE DEVICE Error Codes

CUSTOMER SUPPORT for Device
CELL NO : 07949068010.

UIDAI HELP LINE : 1947

Description of the Error code:

300 Biometric Mismatch

330 Biometric locked. Kindly contact UIDAI Helpline.

500 Invalid encryption of Skey.

502 Invalid encryption of PID

511 Invalid PID XML format

561 Request expired

562 Device Time is wrong

800 Invalid Biometric data.

811 Missing biometric data in CIDR for the given Aadhaar number.

951 Biometric lock related technical error. Kindly contact UIDAI Helpline.

997 Biometric corrupt in UIDAI.

998 Template not in Aadhaar. Try after 15 minutes

1201 ASA Connectivity Lost to UIDAI.

1204 No Response from UIDAI.

1205 / 9904 / 9904-A Delay in response from AUA/ASA to UIDAI.

9901 Technical Error.

9902 User Not Registered.

9903 Invalid Device.

RDS SERVICE ERROR CODE

521 / 524 / 527 / 812 Failure from Device Vendor Service. Please try later else contact Vendor.

700 Scan your finger within the stipulated time period.

720 Device Initialization Error due to communication / link failure. Restart Device or Contact Vendor.

730 Finger Capture issue. Placing finger properly in scanner.

740 Device not Registered. Contact Vendor.

822 Internal Error. Reboot Device.

900 Device not authorised for AEBAS. Contact Vendor.