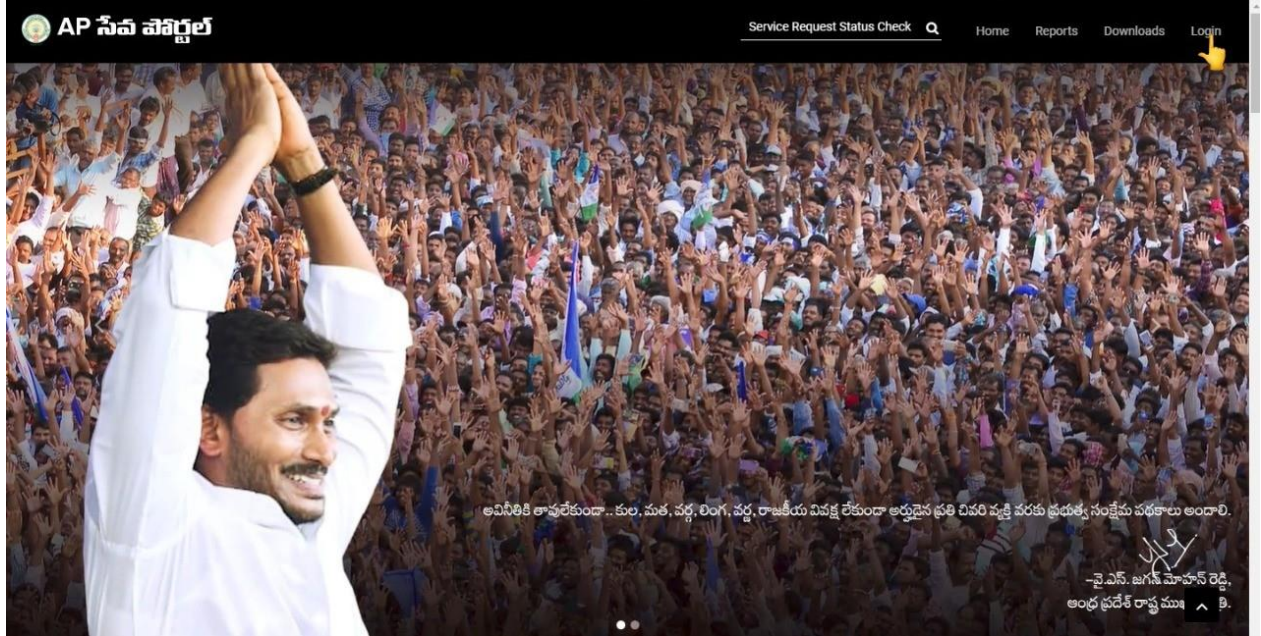




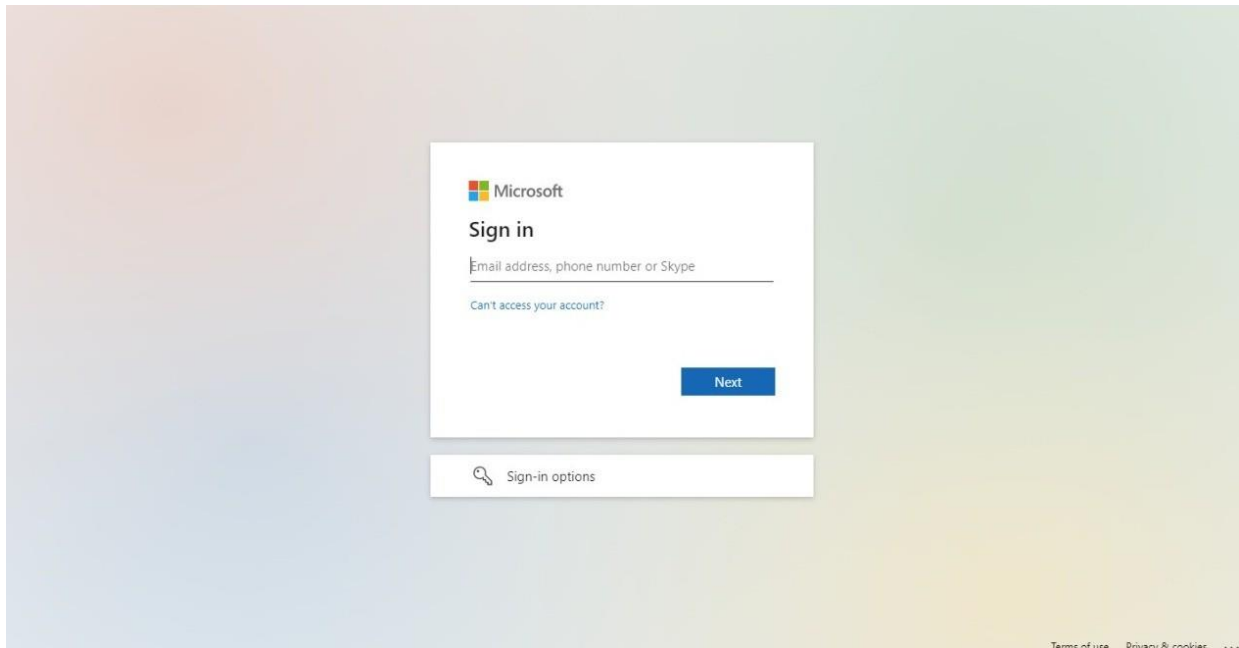
GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
Auto Nagar, Vijayawada

SOP For Water Tax from GSWS Portal

1. Open The New VSWS portal using the link Website <https://vswsonline.ap.gov.in/#/home>



2. On clicking Login button you will redirected to login screen



3 After login click on the other services and you will be redirected to Old GSWS Website

The screenshot shows the AP GSWS portal dashboard. At the top left is the logo 'AP సేవ వెబ్‌సైట్'. The top right shows the user profile of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The dashboard features several key metrics:

- Number of Service Requests Raised: 116
- Number of Service Requests Raised & Resided In The Same Secretariat: 31
- Number of Service Requests Flown To This Secretariat: 3
- Total Service Requests: 111
- Open Within SLA: 1
- Open Beyond SLA: 0
- Closed Within SLA: 108
- Closed Beyond SLA: 2

Below these metrics is the 'Secretariat Ranking' section, showing 'At District Level' with 62 / 937 and 'At Mandal Level' with 2 / 28. The 'Services' section includes a search bar and a list of service categories:

- Consumer Affairs, Food and Civil Supplies (Civil Supplies 6)
- GSWS Services (GSWS Services 1)
- Panchayat Raj and Rural Development (Rural Development 3)
- Revenue (Revenue 33)
- Municipal Administration and Urban Development (MAUD 25)
- Energy (Energy 55)
- Other Services (highlighted with a red box)

On the right side, there is a 'Search By Feature' section with a search bar and a 'Search' button.

4 After redirect to old portal need to click on Payment of water tax under Revenue->Revenue CCLA Tab

The screenshot shows the old GSWS portal interface. The top left indicates 'At Mandal Level'. The main content area is a list of services, categorized into various departments:

- Handlooms & Textiles (1)
- Industries, Commerce and Export Promotion (2)
- Mines and Geology (6)
- Law (1)
- Panchayat Raj and Rural Development (25)
- Rural Development (16)
- Rural Water Supply Engineering (8)
- Revenue (5)
- Commercial Taxes (5)
- Endowment (4)
- Prohibition and Excise (2)
- Revenue (CCLA) (3) - This category is expanded, showing:
 - Cmrf Service
 - Crop Cultivator Rights Card (Crcr)
 - Payment Of Water Tax (highlighted with a red box)
- Social & Tribal Welfare (16)
- Social Welfare (16)
- Tribal Welfare (15)
- Women, Children, Disabled and Senior Citizens
- Factories (0)
- Minorities Welfare (22)
- Real Time Governance (1)
- PRAJASADHIKARA SURVEY (1)
- Skill Development, Entrepreneurship and Innovation (5)
- Skill Development (5)
- Transport, Roads and Buildings (6)
- APSRTC (6)
- Transport (56)
- Youth Advancement, Tourism and Culture

5 Here we need to fill the citizen aadhaar number and land details for water tax payment

The screenshot shows the 'Water Tax Payment' form with the following fields:

- Enter Aadhaar Number***: A text input field containing 'Please Enter Aadhaar Number' and a 'PREFILL' button.
- Applicant Name***: A text input field containing 'Applicant Name'.
- District***: A dropdown menu with '-- Select --'.
- Mandal***: A dropdown menu with '-- Select --'.
- Revenue Village***: A dropdown menu with '-- Select --'.
- Khata***: A text input field containing 'Khata Number'.
- GET DETAILS**: A blue button.

6 After filling Citizen details and Katha Number click on Get Details Button, so that the land details and the amount need to pay will appear

The screenshot shows the 'Water Tax Payment' form with the following filled details:

- Enter Aadhaar Number***: 'XXXXXXXXXXXX' and 'PREFILL' button.
- Applicant Name***: 'Velagala Sri Rama Reddy'.
- District***: 'SPSR NELLORE'.
- Mandal***: 'SEETHARAMAPURAM'.
- Revenue Village***: 'PABBULETIPALLE'.
- Khata***: '186'.
- GET DETAILS**: A blue button.

Below the form, a table displays the tax demand details:

Select	S.No	Khata Number	Pattadar Name	Pattadar Father Name	Demand Notice	Khata Extent	Amount to be paid (Rs.)(Demanded Amount)	Collected Amount	Balanced
<input checked="" type="checkbox"/>	1	186	పల్లె అల్లూరిమ్మ	రామచంద్రయ్య	WTAP90100200000186	2.0000	400	0.00	0.0

Below the table, there are input fields for:

- * Mobile Number**: '9966896769'.
- Email**: 'gswsap@gmail.com'.
- Amount Paid***: '400'.
- SUBMIT**: A blue button.

7. After collection of amount and mobile number from the Beneficiary click on submit button

Water Tax Payment

Enter Aadhaar Number*
XXXXXXXXXXXXX [PREFILL]

Applicant Name*
Velagala Sri Rama Reddy

District*
SPSR NELLORE

Mandal*
SEETHARAMAPURAM

Revenue Village*
PABBULETIPALLE

Khata*
186

[GET DETAILS]

Select	S.No	Khata Number	Pattadar Name	Pattadar Father Name	Demand Notice	Khata Extent	Amount to be paid (Rs.)(Demanded Amount)	Collected Amount	Balance
<input checked="" type="checkbox"/>	1	186	పచ్చె ఆర్జునమ్మ	రామచంద్రయ్య	WTAP90100200000186	2.0000	400	0.00	0.00

* Mobile Number
9966896769

Email
gswsap@gmail.com

Amount Paid*
400

[SUBMIT]

8. After pressing submit button Success pop up will be appeared

Water Tax Payment

Enter Aadhaar Number*
XXXXXXXXXXXXX [PREFILL]

Applicant Name*
Velagala Sri Rama Reddy

District*
SPSR NELLORE

Mandal*
SEETHARAMAPURAM

Revenue Village*
PABBULETIPALLE

Khata*
186

[GET DETAILS]

Select	S.No	Khata Number	Pattadar Name	Pattadar Father Name	Demand Notice	Khata Extent	Amount to be paid (Rs.)(Demanded Amount)	Collected Amount	Balance
<input checked="" type="checkbox"/>	1	186	పచ్చె ఆర్జునమ్మ	రామచంద్రయ్య	WTAP90100200000186	2.0000	400	0.00	0.00

* Mobile Number
9966896769

Email
gswsap@gmail.com

Amount Paid*
400

[SUBMIT] [PRINT RECEIPT]

Success

[OK]

9 After click OK on success popup you will get print receipt button

10 By clicking on the Print receipt button receipt you will be able to generate a Receipt. Print it and handover it to Beneficiary.



Date:19/03/2022 11:32 AM

Water Tax Payment Receipt

SecteraIt Name:	Testing1	SecteraIt ID:	12345678
Application Number:	1234567822031911367304	Transaction ID:	1234567822031911367304
Service Name:	Payment Of Water Tax	Department Name:	Revenue Department
Applicant Name:	Velagala Sri Rama Reddy	Father/Husband Name:	రామచంద్రయ్య
District:	SPSR NELLORE	Mandal:	SEETHARAMAPURAM
Village:	PABBULETIPALLE	Khata:	186
Khata Extent:	2.0000	Demand Notice Number:	WTAP90100200000186
Payment Mode:	Cash	Upto Fasil Year:	1431
Paid Amount:	400	Amount in Words:	FOUR HUNDRED
Transaction Date:	19/03/2022	Transaction Status:	Success

This receipt generated on :19/03/2022 11:32 AM at Testing1, PABBULETIPALLE, SEETHARAMAPURAM, SPSR NELLORE with IP Address 10.96.46.134

11. Now the payment amount will reflect in the new portal for Challan payment or UPI Payment.

12 Report can be checked from old GSWs portal Dashboard, Report No R 4.20

- R115 Navasakam Grievance Dashboard
- R116 Energy Services Report
- R117 District Profiles Monthly Report
- R118 Collectors Weekly Report
- R119 Energy Survey Report
- R120 Six Step Spandana Call Center Report
- R121 Designation Mapping Report
- R122 State Designation Mapping Report

R3. HRMS

- R3.1 HRMS Report
- R3.2 Attendance Dashboard
- R3.3 HRMS District,Mandal and Jc level Reports
- R3.4 Attendance Dashboard - Datewise
- R3.5 Attendance Daywise Report

R5. Inspection Reports

- R5.1 Inspection Report - Designation Wise
- R5.2 Inspection Report - Cumulative
- R5.3 Inspection Report-Dashboard
- R5.4 Inspected and Non Inspected Report

R4. General Reports

- R4.1 Secretariat Employee Details Dashboard
- R4.2 Secretariat Volunteer Details Dashboard
- R4.3 Pending Data-Household Mapping
- R4.6 GSWs Urban Dashboard
- R4.7 GSWs DLDD Dashboard
- R4.8 Households Mapping Dashboard
- R4.9 Covid-19 2021 Survey Report
- R4.10 Employee Bank Tagging Registration Report
- R4.11 RTS Report
- R4.12 RTS Abstract Report
- R4.13 RTS Detailed Report
- R4.14 RTS Issuewise Report
- R4.15 RTS Daywise Report
- R4.16 Internal Audit Report
- R4.17 Bi Annual Sanctions Payment status and Acknowledgement report
- R4.18 ADC Audit Report
- R4.19 Citizen Outreach Program Report
- R4.20 Water Tax Report