



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

**User Manual for Re-Issuance of Certificates in Jagananna Suraksha Camp**

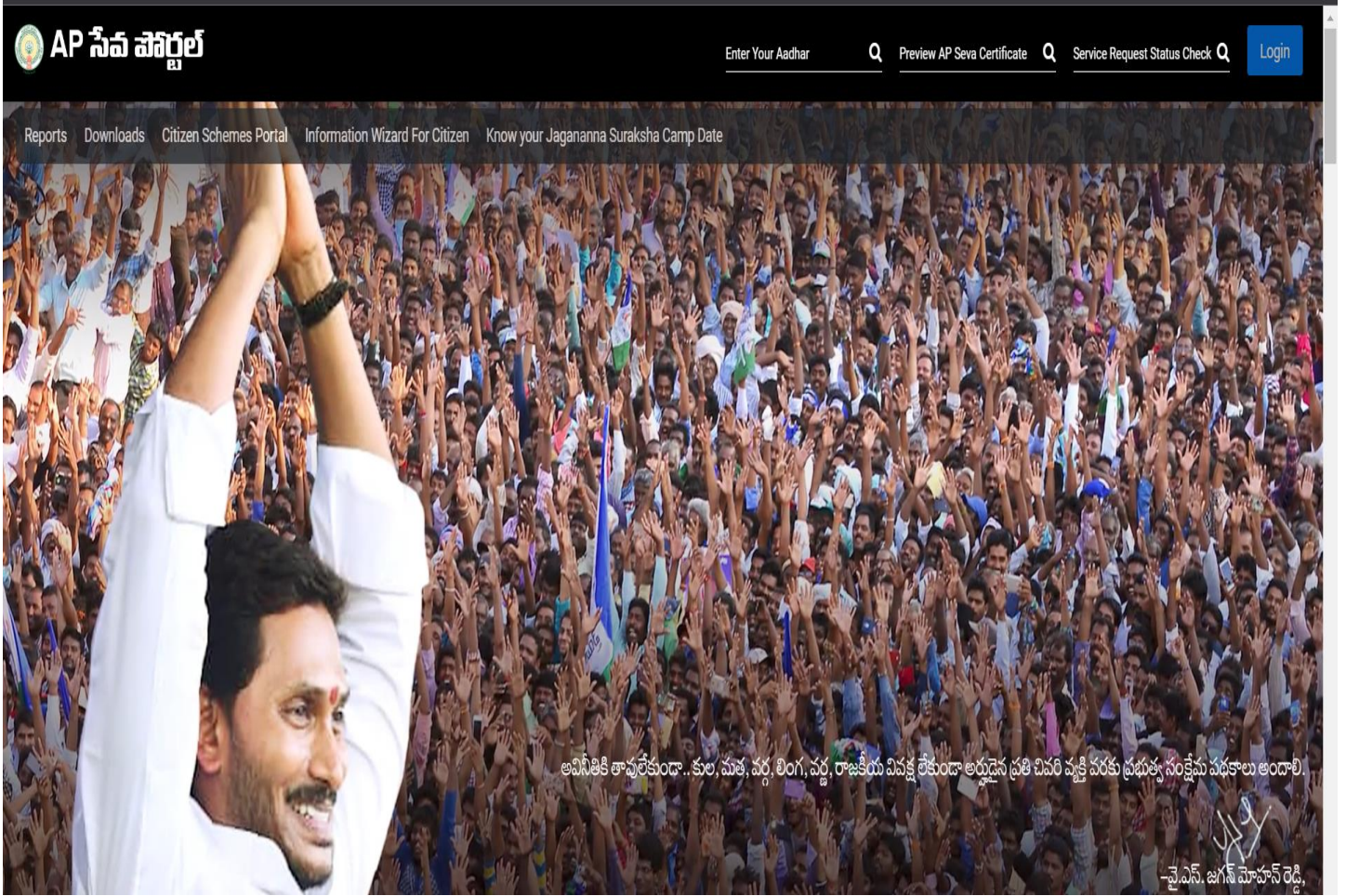
- During the Jagananna Suraksha camp duration i.e., anytime between the scheduled date and 7 days before the camp date, if a citizen approaches any functionary in the secretariat for Income or Integrated certificate then the functionary needs to check if there is an already issued income/integrated certificate.
- a) If there is an already issued certificate, then the functionary should **Register the token** for the **below-mentioned services only** and raise the service request accordingly:
  - i. Reissuance of certificate – Income
  - ii. Reissuance of certificate – Integrated

The screenshot displays the AP Seva portal interface. At the top, the user is identified as PITHANI VENKATA SUDHEER, Panchayat Secretary Grade-VI (DA). The 'List Of Services' menu is expanded, showing various services. The 'Reissuance of Certificate - Income' service is highlighted. Below the menu, the 'Basic Details' form is visible, with 'Revenue' selected in the department dropdown and a 'Select' dropdown for the service type. An 'Add Service' button is present at the bottom right of the form.

- b) If no certificate was issued to the citizen in the past, then only register the token for an Income / Integrated certificate.
- If the income/integrated certificate is issued in AP Seva previously the functionary can use the



“Enter your Aadhar” search option in the AP Seva homepage as shown below to know whether previously certificate issued or not.



### ❖ **Reissuance of certificate Service Overview**

GSWS Department has enabled the Re-issuance of Integrated certificates as a Category-A service. It means if any citizen has already availed of any Integrated certificate from APSEVA / Meeseva previously and if the citizen Aadhar number is linked to the certificate, it can be delivered through APSEVA in Village/ward Secretariats as a category - A service over the counter. This certificate will be generated with the present date and the re-issued certificate remains valid for a lifetime and it can be accepted as a regular certificate for all schemes/admissions etc.

Introducing this service will reduce the present SLA time of 1 month to 15 minutes and will be very useful to the citizens as it saves money and time. DA/WEDS should ensure that verified by signature must be of the previous Tahsildar and the certificate is to be issued by the current Tahsildar.

❖ **Steps for Applying for the service**

- a) Select the Service – Reissuance of Certificate under the Revenue department in AP Seva.
- b) Fill in the Basic details form with the mandatory fields.


Number(s) 23. No Earning Certificate 24. No Property Application Service 25. OBC Certificate 26. Patta Sub Division For Auto Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate 30. Printing of Title Deed cum passbook 31. ROR - 1B 32. Re-issuance of Certificate 33. Renewal Of Cinema License 34. Title Deed Cum Passbook	<b>Re-issuance of Income/Integrated Application Form</b>			
	<b>Basic Details</b>		<b>Application Form</b>	
	Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
	227480977247 <input type="button" value="Pre-Fill"/>	Bhavani	Bhavani test data	Female
Date of Birth: *	Caste: *	Religion: *	Qualification: *	
20/08/1994 <input type="button" value="Calendar"/>	BC-A	Animist	MCA	
Marital Status: *	Mobile No: *	Is the Mobile Number same as Whatsapp Number? *	Email:	
Married	9912571602	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<b>Permanent Address</b>				
Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *	
4-101/d	GUNTUR	PONNUR-U	KONDAMUDI	

- c) Enter all the mandatory details in the Application form and select Income/Integrated certificate according to the token registered.



- 21. Mutation by Corrections & Automatic Pattadar Passbook Ordering
- 22. Mutation by Transactions - LP Number(s)
- 23. No Earning Certificate
- 24. No Property Application Service
- 25. OBC Certificate
- 26. Patta Sub Division For Auto Mutation Process Form
- 27. Pattadar Aadhar Seeding to LP Number
- 28. Permission of Digging of Bore Well for Agricultural Purpose
- 29. Possession Certificate
- 30. Printing of Title Deed cum passbook
- 31. ROR - 1B
- 32. Re-Issuance of Certificate
- 33. Renewal Of Cinema License
- 34. Title Deed Cum Passbook

**Hello, Meena Kumari**   
Panchayat Secretary Grade-VI (DA)

 01:28:39 PM  
27 June 2023 TUE

[Log Out](#)

GSWS / Application Submission / Revenue Department / Re-Issuance of Income/Integrated Certificate

### Re-Issuance of Income/Integrated Application Form

Basic Details		Application Form	
Relation With Applicant:*	Service Type:*	Application Number:*	Reason for applying reissuance certificate:*
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Select"/>
		<a href="#">Get Details</a> <a href="#">Clear</a>	