



**GOVERNMENT OF ANDHRA PRADESH**

**GVWV & VSWS DEPARTMENT**

**Auto Nagar, Vijayawada**

# **Jagananna Suraksha Team Composition & Scheduling module**

**User Manual**

**June 2023**

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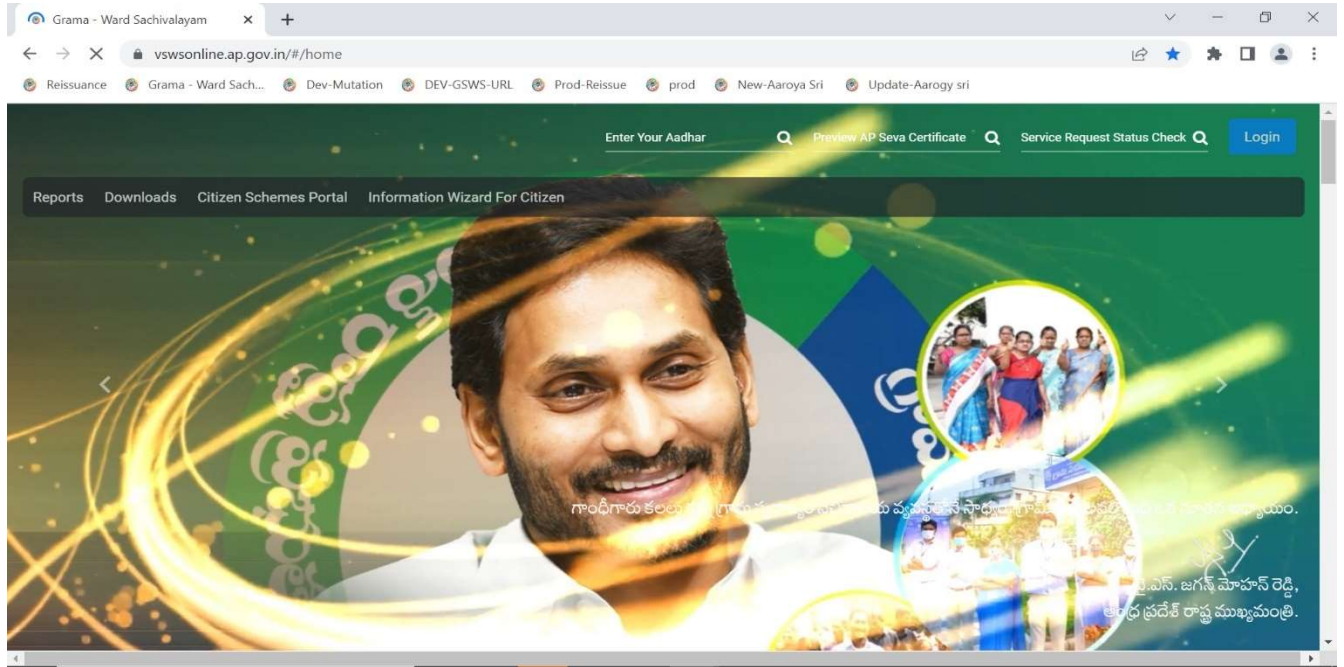
## 1. Service Overview

The Government of Andhra Pradesh is conducting a program all over the State called Jagananna Suraksha. The program is a comprehensive initiative designed to tackle 9 services and their related document challenges within the Gram Secretariat and Ward Secretariat (GSWS) across the entire state within a 4-week period. With the goal of enhancing administrative efficiency and facilitating the swift resolution of crucial document-related issues, this campaign aims to streamline processes and improve citizen satisfaction.

- Cover each citizen and each house – No house to be left behind
- Interact with the citizens and identify household-wise issues related to certificates/documents/schemes eligibility.
- Focus primarily on the following documents:
  - a. Integrated Certificate
  - b. Income Certificate
  - c. Birth Certificate
  - d. Death Certificate
  - e. Marriage Certificate
  - f. Mutations for Transactions and Corrections
  - g. Family Member Certificate
  - h. Mobile number updation in Aadhaar Card
  - i. Crop Cultivator Rights Card (CCRC)

## 2. Team Composition and Team scheduling module

- a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using the Mandal Parishad Development Officer (MPDO)/Municipal Commissioner (MC) credentials.



- b) Click on the team composition under the Jagananna Suraksha link in the homepage as shown below.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	PNS221219150304	Pensions Single Women	RD	RD	KOMMU VENKAMMA	19/12/2022	Pending
2	PNS221219150309	Pensions O.A.P	RD	RD	KOMMU VENKAMMA	19/12/2022	Pending
3	PNS221221150357	Pensions O.A.P	RD	RD	YEDIDI DURGA VEERA VENKATA SUBRAHMANYA SATYA NAGA VINAYAKA PRAASAD	21/12/2022	Pending

c) The page will redirect to the Team composition screen as shown below.


The screenshot shows the top navigation bar with the AP Seshacharya logo and the name of the user, Kumari. The user's role is listed as Mandal Parishad Development Officers. The current time and date are 12:11:33 PM on 15 June 2023. There are buttons for 'Go To Team Schedule' and 'Home'. The main content area is titled 'Team Composition' and includes a note: 'Note: Please click on submit for saving the changes (edit/delete/add)'. A '+ Add Team' button is visible, along with a 'Submit' button at the bottom right.


d) Click on the **Add Team** button to get the team structure as shown below.

The screenshot shows the 'Team Composition' screen with a table for 'Team 1'. The table has columns for 'Select', 'SNo', 'Aadhaar No\*', 'Name\*', 'Designation\*', and 'Mobile No\*'. The first row has a radio button in the 'Select' column, '1' in the 'SNo' column, and empty input fields for the other columns. Below the table are buttons for '+ Add Team Member', 'Delete Team Member', and 'Delete Team'. A '+ Add Team' button is also present at the bottom. A 'Submit' button is located at the bottom right.

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1				

- e) Click on **Add Team Member** to add more members to the list and fill in the required details i.e., Aadhar number, Name, Designation & Mobile number.





Sri YS Jagan Mohan Reddy  
Hon'ble Chief Minister of Andhra Pradesh

**Hello, Kumari** ▼

Mandal Parishad Development Officers

🕒 12:20:44 PM  
15 June 2023 THU

[Log Out](#)

[Go To Team Schedule](#)
[Home](#)

**Team Composition**


Note: Please click on submit for saving the changes (edit/delete/add).


**Team 1**

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[+ Add Team Member](#)
[Delete Team Member](#)
[Delete Team](#)

[+ Add Team](#)





Sri YS Jagan Mohan Reddy  
Hon'ble Chief Minister of Andhra Pradesh

**Hello, Kumari** ▼

Mandal Parishad Development Officers

🕒 12:22:13 PM  
15 June 2023 THU

[Log Out](#)

[Go To Team Schedule](#)
[Home](#)

**Team Composition**

Note: Please click on submit for saving the changes (edit/delete/add).

**Team 1**

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1	265215436604	MAHESH	Test	9490397636
<input type="radio"/>	2	314987395689	Meenakshi Kumari	Test	9885700854
<input type="radio"/>	3	588557713358	Leela Yadav	Test	9912352506

[+ Add Team Member](#)
[Delete Team Member](#)
[Delete Team](#)

[+ Add Team](#)

- f) In order to delete any team member, click on the select radio button on the left and click on **Delete Team Member**.
- g) Click on **Add Team** to fill in the details of another team.

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Hon'ble Chief Minister of Andhra Pradesh

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1	265215436604	MAHESH	Test	9490397636
<input type="radio"/>	2	314987395689	Meenakshi Kumari	Test	9885700854
<input type="radio"/>	3	588557713358	Leela Yadav	Test	9912352506

+ Add Team Member
Delete Team Member
Delete Team

**Team 2**

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1	810396357004	Leela Yadav	123	9912352506
<input type="radio"/>	2	737188079227	MAHESH	143	9502988325

+ Add Team Member
Delete Team Member
Delete Team

+ Add Team

- h) Click on submit button to save the team details as shown below.

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Hon'ble Chief Minister of Andhra Pradesh

<input type="radio"/>	2	314987395689	Meenakshi Kumari	Test	9885700854
<input type="radio"/>	3	588557713358	Leela Yadav	Test	9912352506

+ Add Team Member
Delete Team Member
Delete Team

**Team 2**

Select	SNo	Aadhaar No*	Name*	Designation*	Mobile No*
<input type="radio"/>	1	810396357004	Leela Yadav	123	9912352506
<input type="radio"/>	2	737188079227	MAHESH	143	9502988325

+ Add Team Member
Delete Team Member
Delete Team

+ Add Team

Submit

**Note: Kindly follow the below guidelines while forming the teams.**

**Rural:**

- a. At the Mandal level, **two** teams shall be constituted to conduct the program at the **secretariat level**.
- b. In case of Mandals having more than **24 secretariats**, an additional team can be constituted headed by **Mandal Level Officer**.

<b>Team 1</b>	<b>Team 2</b>
Tahsildar	MPDO
Executive Officer (PR & RD)	Deputy Tahsildar
Concerned Officer from MRO/MPDOs Office	Concerned Officer from MRO/MPDOs Office

**Urban:**

- a. In urban areas which have a large number of secretariats, clusters may be formed with up to **5 secretariats**
- b. The following teams may be constituted and headed by the following officials and their staff:
  1. Municipal commissioners and Deputy Tahsildar with relevant staff (or)
  2. Additional/Zonal commissioner and Tahsildar/Deputy Tahsildar with relevant staff (or)
  3. Senior Official from Municipal Commissioner's office and Revenue Inspector with the relevant staff
- c. A minimum of two teams shall be constituted. An additional team may also be constituted based on cluster size.
- d. The program can be conducted at the urban cluster level by the concerned teams, duly completing the program within the specified timeframe of **4 weeks**.



- i) Click on the **Go to Team Schedule** button and the screen will be redirected to the scheduling module as shown below.

**Team Schedule** Go To Team Composition Home

Note: Please click on submit for saving the changes (edit/delete/add).

Team: \*  Secretariat: \*  Schedule Date: \*  Calendar icon Add To Schedule

**Team Schedule List**

Select	Serial No	Team Name	Secretariat/Cluster	Scheduled Date
No records found.				

Submit

- j) Select the **Team**, **Secretariat** and **Schedule date** using the dropdowns and click on **Add to schedule** as shown below.

**Team Schedule** Go To Team Composition Home

Note: Please click on submit for saving the changes (edit/delete/add).

Team: \*  Secretariat: \*  Schedule Date: \*  Calendar icon Add To Schedule

**Team Schedule List**

Select	Serial No	Team Name	Secretariat/Cluster	Scheduled Date
No records found.				

Submit

k) The schedule details will be shown for the particular team.

**Team Schedule** [Go To Team Composition](#) [Home](#)

Note: Please click on submit for saving the changes (edit/delete/add).

Team: \*  Secretariat: \*  Schedule Date: \*

**Team Schedule List**

Select	Serial No	Team Name	Secretariat/Cluster	Scheduled Date
<input type="radio"/>	1	Team 1	AREMANDA	16-06-2023

l) Repeat **step (j)** to add the schedules of teams for the remaining dates during the camp.

**Team Schedule** [Go To Team Composition](#) [Home](#)


Note: Please click on submit for saving the changes (edit/delete/add).

Team: \*  Secretariat: \*  Schedule Date: \*

**Team Schedule List**

Select	Serial No	Team Name	Secretariat/Cluster	Scheduled Date
<input type="radio"/>	1	Team 1	KONDAMUDI	12-06-2023
<input type="radio"/>	2	Team 1	AREMANDA	15-06-2023
<input type="radio"/>	3	Team 1	AREMANDA	29-06-2023
<input type="radio"/>	4	Team 1	BRAHMANAKODURU	13-06-2023
<input type="radio"/>	5	Team 1	DOPPALAPUDI	17-06-2023
<input type="radio"/>	6	Team 1	NANDURU	16-06-2023


m) Click on the submit button to save the schedule successfully. Click on the print schedule to take a printout.

**AP సేవ పోర్టల్**  
Sri YS Jagan Mohan Reddy  
Honble Chief Minister of Andhra Pradesh

Team Schedule

Note: Please click on submit for saving the changes (edit/delete/add).

Team: \* Secretariat: \* Schedule Date: \*

Select Select dd/mm/yyyy  [Add To Schedule](#)

**Team Schedule List**

Select	Serial No	Team Name	Secretariat/Cluster	Scheduled Date
<input type="radio"/>	1	Team 1	KONDAMUDI	12-06-2023
<input type="radio"/>	2	Team 1	AREMANDA	15-06-2023
<input type="radio"/>	3	Team 1	AREMANDA	29-06-2023
<input type="radio"/>	4	Team 1	BRAHMANAKODURU	13-06-2023
<input type="radio"/>	5	Team 1	DOPPALAPUDI	17-06-2023
<input type="radio"/>	6	Team 1	NANDURU	16-06-2023
<input type="radio"/>	7	Team 2	VADDEMUJJKALA	23-06-2023
<input type="radio"/>	8	Team 2	VELLALURU	28-06-2023
<input type="radio"/>	9	Team 1	DANDAMUDI	14-06-2023

[Delete Schedule](#) [Print Schedule](#) [Submit](#)

**Note:** No team can select more than **3 dates in a week**.  
Each team can select a maximum of **15 dates** in the **4-week period**.