

# **User Manual**

## **GSWS New Citizen Service Portal (CSP)**

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# 1. INTRODUCTION

## **Business Overview**

The Government of Andhra Pradesh has introduced the concept of Navaratnalu as core theme of governance to revamp the delivery systems of Government services with an aim to improve living standards of the people. To achieve this objective, Government of Andhra Pradesh has established a system of Village/Ward Secretariats consisting of required functional assistants to strengthen Gram Panchayats and Wards.

To operationalize Navarathnalu, GoAP has also deployed volunteers at village and ward levels across the State of Andhra Pradesh for delivering government services at doorstep of all eligible households. The objective of positioning Grama/Ward Volunteers is to ensure timely and transparent services, implementation of Government Programmes/Schemes to all citizens in the State.

## **Scope of the Document**

The document captures the application process and the approval flows in the new GSWS portal. The document also captures the outline of the portal and the services that have been integrated in the new GSWS portal

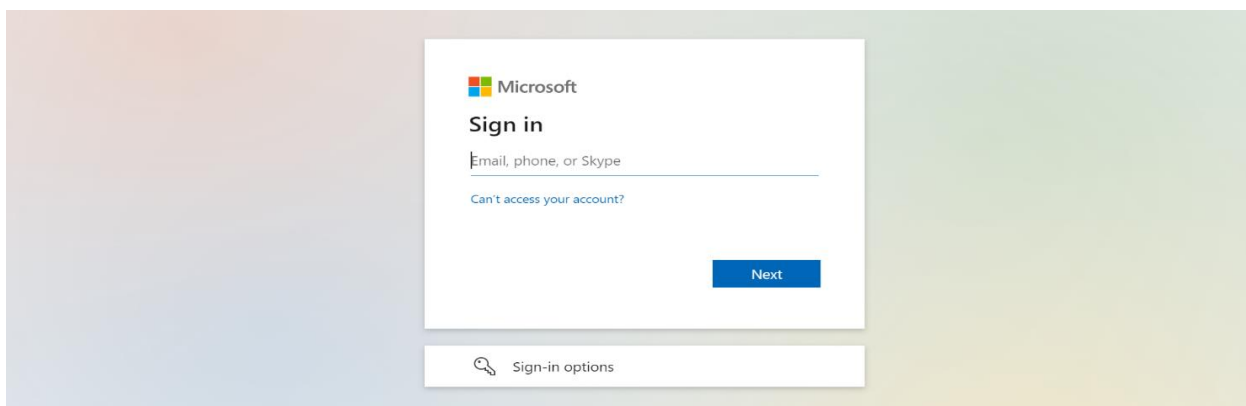
## 2. PORTAL WALK-THROUGH

### Common Login Screen

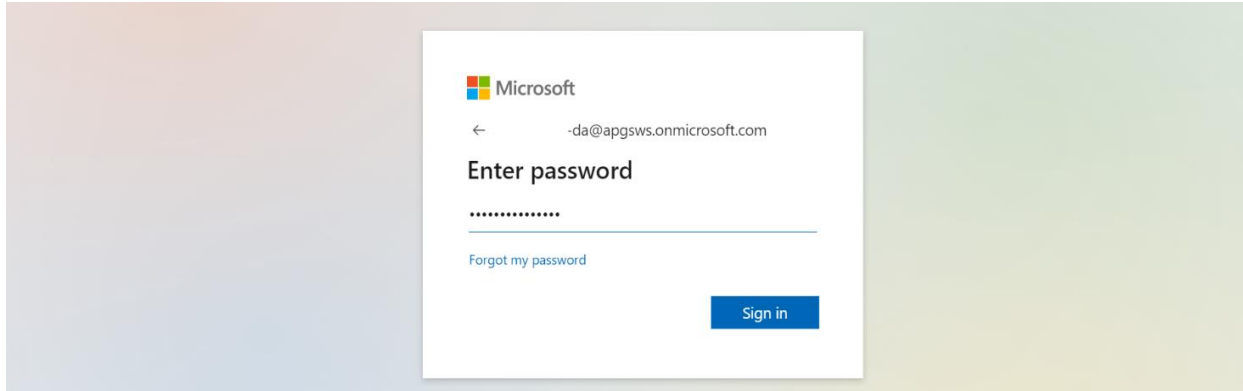
**Step 1:** Enter the following link in web Browser: <https://uat.vswsonline.ap.gov.in/> and Click on Login



**Step 2:** Enter User ID and Password in the Next Screens





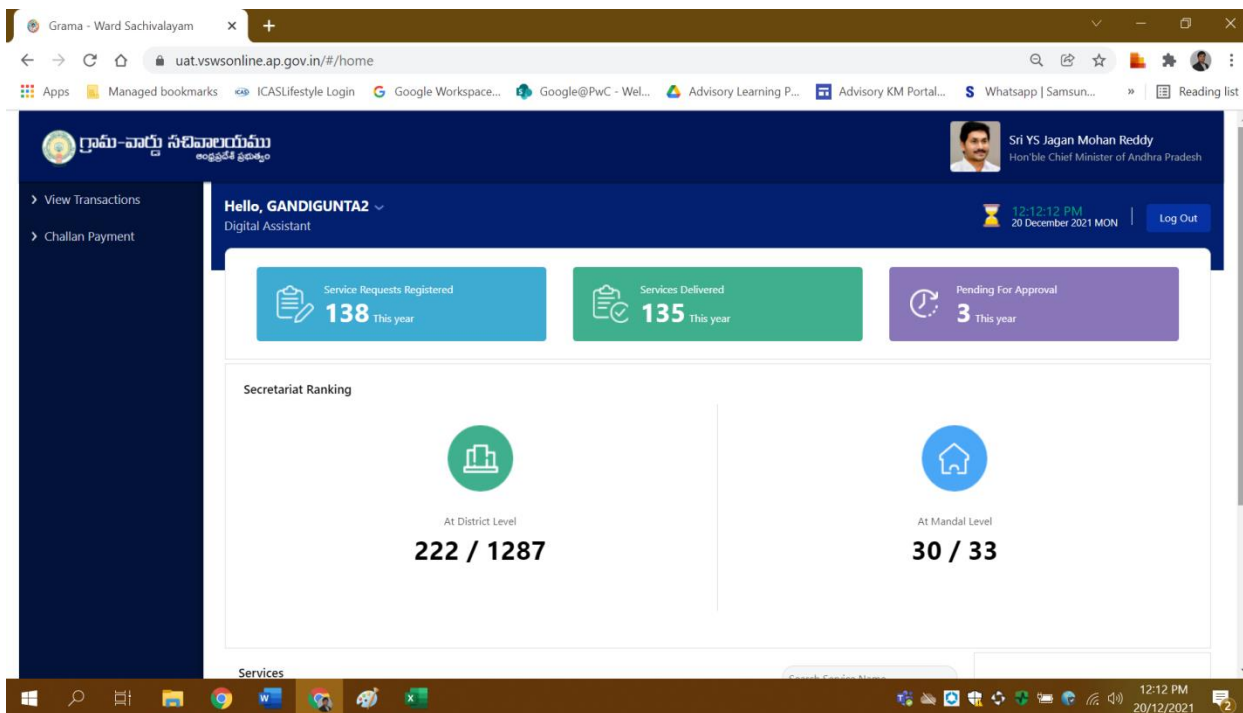


While Logging-in for the first time, the below details need to be added:

1. Change the default password
2. Add Phone number
3. Add Email ID

OTP for password reset would be sent to the email ID registered during the first login.

**Step3: Home screen after Login for the DA/WEDPS**



**Step 4: List of services can be accessed by Scrolling down or by Clicking on View Transactions Page**

The screenshot shows the GSWS CSP Portal interface. At the top, the user is identified as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The main dashboard features two large cards: one for 'At District Level' showing 222 / 1287 transactions, and another for 'At Mandal Level' showing 30 / 33 transactions. Below these is a 'Services' section with a search bar and a grid of service categories: Consumer Affairs, Food and Civil Supplies (6); Municipal Administration and Urban Development (CDMA) (6); Panchayat Raj and Rural Development (3); Revenue (35); Municipal Administration and Urban Development (25); and Energy (56). A 'Redirect to Old GSWS' link is also present. On the right, there is a 'Search By Feature' sidebar with a search bar for Transaction ID and a 'Search' button.

**Step 5: DA/WEDPS can view historical transactions based on the below mentioned criteria**

The screenshot shows the 'VIEW TRANSACTIONS' page. The breadcrumb trail is 'GSWS / Application Submission / Revenue Department / View Transactions'. The page title is 'VIEW TRANSACTIONS'. Under 'Search Criteria 1', there are four fields: 'From Date' (20/12/2021), 'To Date' (20/12/2021), 'Service Name' (All), and 'Department Name' (All). Under 'OR Search Criteria 2', there are two fields: 'User Name' (GANDIGUNTA2) and 'Transaction ID/ Application Number' (empty). A 'View Transactions' button is located at the bottom right of the search area.

## Common Application Process

There are 3 types of services that are integrated in the new GSWS CSP portal

- Fully integrated – Services where the entire workflow/approval flow is in the GSWS portal. Each approval authority is given a GSWS login to approve the workflow
- Partially integrated – Services where the application process and some part of the workflow/approval flow is in the GSWS portal and the rest of application process is with the concerned Nodal Department
- Redirection – Services where GSWS just captures the basic details of the citizens and then redirects to the department or Meeseva portal for the application process

The Common Application process is the fully and partially integrated services where the DA/WEDPS completed the application process in the GSWS New CSP Portal.

### Steps to be followed are as follows

Step 1: Common Application form – A common application form is displayed after selecting a service. Basic details are fetched and filled against the Aadhaar number entered by the DA/WEDPS

The screenshot displays the GSWS CSP Portal interface. At the top, there is a header with the state logo and name in Telugu, the user's name 'Sri YS Jagan Mohan Reddy', and the title 'Hon'ble Chief Minister of Andhra Pradesh'. Below the header, a navigation menu on the left lists various services under 'Application Submission', with 'Revenue Department' selected. The main content area shows the 'Addition Of Survey No In Adangal and 1B' form. The form is divided into two sections: 'Basic Details' and 'Application Form'. The 'Basic Details' section is pre-filled with the following information:

Basic Details		Application Form	
Aadhaar Number: *	314987395689	First Name: *	Anantha Rao
Father/Husband Name: *	Batna Anantha Rao	Middle Name:	
Religion: *	Hindu	Last Name: *	Bantha
Qualification: *	MBBS	Date of Birth: *	01/01/1976
Marital Status: *	Married	Caste: *	BC
Delivery Type: *	By Hand	Mobile No: *	9247139153

**Permanent Address**

Door No: \*  Street Name: \*  District: \*  Mandal/Municipality: \*

Village/Ward/Secretariat: \*  Pin Code: \*

---

Present Address is same as Permanent Address

**Present Address**

Door No: \*  Street Name: \*  District: \*  Mandal/Municipality: \*

Village/Ward/Secretariat: \*  Pin Code: \*

Step 2: Service Application – A Service application form must be filled by the DA/WEDPS which is specific to each service. (Service application Screens for each service is detailed next section)

గణతంత్ర ప్రభుత్వం  
సీఎంఎం

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

**List Of Services**

- Application Submission
- Consumer Affairs, Food and Civil Supplies
- Municipal Administration and Urban Development (CDMA)
- Panchayat Raj and Rural Development
- Revenue
  - 1. AP Dotted Lands Application
  - 2. Addition Of Survey No In Adangal And 1 B
  - 3. Agriculture Income Certificate
  - 4. Change of Name Application
  - 5. Computerized Adangal
  - 6. Cracker license Application
  - 7. E-Passbook Application

**Change of Name Application Form**

Basic Details		Application Form	
Type Of Application: * <input type="text" value="Select"/>			
<b>Applicant Details</b>			
Applicant Present Sur Name: *	Applicant Proposed Sur Name: *	Applicant Present Name: *	Applicant Proposed Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father Name: *	Mother Name: *	Police Station Name having jurisdiction: *	Place Of Birth: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Document List</b>			
Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.			

Step 3: Payment Gateway: Once the DA/WEDPS submits the Service application form, they are redirected to the payment gateway

The screenshot displays the payment gateway interface. On the left is a navigation menu with categories like 'Consumer Affairs, Food and Civil Supplies', 'Municipal Administration and Urban Development (CDMA)', and 'Revenue'. The main content area is titled 'Conventional Fee Details' and lists various payment methods: Debit Card (Upto Rs.2000/- NIL & Above RS.2000/- Rs.1.0%), Credit Card (Rs.1.1% (Irrespective of Amount)), Net Banking (for HDFC Bank, ICICI Bank, SBI, and Other Bank), NEFT (Rs.7/- For All Transactions), and UPI (Upto Rs.2000/- Rs.3 & Above RS.2000/- Rs.7). To the right, the 'Payment Details' section shows a Reference No: CN211221000002, Amount To Pay: ₹45.00, Surcharge Amount: ₹0.00, and Convenience Fee NEFT: ₹0.00. The total amount is ₹45.00. Below this, it indicates 'Secure Checkout by BillDesk' and offers payment methods: UPI (selected) and Cash. There are 'Continue Payment' and 'Cancel Payment' buttons.

Step 4: Payment Receipt: Once the DA/WEDPS submits payment, Payment receipt is generated with a unique transaction ID

The screenshot shows the 'Payment Receipt' page. It includes a header with the user's name 'Sri YS Jagan Mohan Reddy' and title 'Hon'ble Chief Minister of Andhra Pradesh'. The receipt details are as follows:

- Secretariat Name:** ANGALAKUDURU
- User ID:** U10790397-DA@apgsws.onmicrosoft.com
- Service Name:** Change of Name Application
- Transaction ID:** TCN211221000002
- Applicant Name:** Pothina Saikumar Sai
- Applicant Father Name:** Pothina Srinivasa Rao
- District:** Krishna
- Mandal:** Vijayawada Rural-r
- Amount Paid:** 45 /-
- Amount In Words:** Forty Five Rupees Only
- Payment Mode:** cash
- SLA:** 15 Days
- Department Name:** Revenue Department
- Transaction Date:** 21/12/2021 1:59:42 PM

A note at the bottom states: '1. As per the GO. MS, NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents. 2. To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>

Step 5: View Transactions: The DA/WEDPS can Print Payment Receipt or Print Certificate for citizen in the View Transaction Module.

The screenshot displays the 'VIEW TRANSACTIONS' page. At the top, there is a navigation menu on the left and a user profile on the right. The main content area is titled 'VIEW TRANSACTIONS' and contains two search sections. 'Search Criteria 1' includes fields for 'From Date' (20/12/2021), 'To Date' (20/12/2021), 'Service Name' (All), and 'Department Name' (All). 'OR Search Criteria 2' includes 'User Name' (GANDIGUNTA2) and a text input for 'Transaction ID/ Application Number'. A 'View Transactions' button is located at the bottom center of the search area.

The DA/WEDPS can search of historical transactions based on the criteria's mentioned in the screen above

The screenshot shows the 'TRANSACTION LIST' section of the application. It features a search bar and a 'Print' button. Below is a table with the following data:

Serial No	Transaction ID	Service Name	Customer Name	Transaction Date	Amount	Status	Uploaded Documents	Application Preview
1	<a href="#">ICN211221000002</a>	Change of Name Application	Pothina Saikumar Sai	21/12/2021	45	<a href="#">View Status</a>	<a href="#">Download Documents</a>	<a href="#">Preview</a>

Below the table, there is a 'Requests per page' dropdown set to 10 and a pagination control showing page 1 of 1.

The DA/WEDPS can view the current status of the application, download documents (both certificates and payment receipt) and also preview the application which was submitted by them

The screenshot displays the 'Payment Receipt' page on the GSWS CSP Portal. The header includes the portal logo and the name of the Hon'ble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. A navigation menu on the left lists various services, with 'Application Submission' selected. The main content area features the state emblem and the title 'Payment Receipt' with a timestamp of 17/12/2021 2:59:47 PM. The receipt details are as follows:

<b>Secretariat Name :</b>		<b>User ID :</b>	Test-DA@apgsws.onmicrosoft.com
<b>Service Name :</b>	SurrenderRiceCard	<b>Application Number :</b>	TSRRC211217000003
<b>Applicant Name :</b>	Batna Anantha Rao Batna Anantha Rao	<b>Applicant Father Name :</b>	Batna Anantha Rao
<b>District :</b>	Krishna	<b>Mandal:</b>	Avanigadda-r
<b>Amount Paid :</b>	24 /-	<b>Amount In Words :</b>	Twenty Four Rupees Only
<b>Payment Mode :</b>	Cash	<b>SLA :</b>	21 Days
<b>Department Name:</b>	Civil Supplies Department	<b>Transaction Date :</b>	17/12/2021 2:59:47 PM

**Note :**

1. As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
2. To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>
3. For any query call us on : 1902

A 'Print Receipt' button is located at the bottom of the receipt details.

The screenshot displays the 'Print Certificate' page on the GSWS CSP Portal. The header and navigation menu are consistent with the previous screenshot. The main content area features the state emblem and the title 'Print Certificate' with a timestamp of 21/12/2021 2:40:20 PM. The certificate details are as follows:

<b>Secretariat Name :</b>	MORRISPETA	<b>User ID :</b>	U21028026- WEDS@apgsws.onmicrosoft.com
<b>Service Name :</b>	ROR1BCertificate	<b>Transaction ID :</b>	TROR211221000001
<b>Applicant Name :</b>	Pothina Saikumar Ok	<b>Applicant Father Name :</b>	Pothina Srinivasa Rao
<b>District :</b>	Krishna	<b>Mandal:</b>	Vijayawada Rural-r
<b>Amount Paid :</b>	35 /-	<b>Amount In Words :</b>	Thirty Five Rupees Only
<b>Payment Mode :</b>	cash	<b>SLA :</b>	15 Minutes
<b>Department Name:</b>	Revenue Department	<b>Transaction Date :</b>	21/12/2021 2:40:20 PM

**Note :**

1. As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
2. To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>
3. For any query call us on : 1902

Buttons for 'Print Receipt' and 'Print Certificate' are located at the bottom of the certificate details.

### Payment Receipt

**Payment Receipt** Date : 21/12/2021 2:40:20 PM

Secretariat Name : MORRSPETA User ID : U21028026  
WEDS@agsws.onmicrosoft.com

Service Name : ROR1BCertificate Transaction ID : TROR211221000001

Applicant Name : Pothina Sakumar Ch Applicant Father Name : Pothina Srinivasa Rao

District : Krishna Mandal : Vijayanada Rural-r

Amount Paid : 35/- Amount In Words : Thirty Five Rupees Only

Payment Mode : cash SLA : 15 Minutes

Department Name : Revenue Department Transaction Date : 21/12/2021 2:40:20 PM

Note :  
1. As per the GO, MS, NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.  
2. To know the Application status, Please visit <https://aast.sesoonlineap.gov.in>  
3. For any query call us on : 7956

Print 1 page  
Destination Save as PDF  
Pages All  
Layout Portrait  
More settings  
Save Cancel

### Certificate / Card

**సారం - 1 బి**  
ఆంధ్ర ప్రదేశ్ ప్రభుత్వము, రెవెన్యూ శాఖ, భూమి రికార్డుల కంప్యూటరీకరణ  
భూమి యజమాన్య హక్కుల రికార్డు ప్రకాశనం (1-బి) నమూనా (ROR)

Application No  
Date : 21/12/2021

జిల్లా : శ్రీశైలం గ్రామం : ముందుకొండ  
మండలం : రాజన్నపేట వేల్పూరు జిల్లా : విగ్రహపురి

సంఖ్య	వర్ణన	సంఖ్య	విస్తీర్ణం	విస్తీర్ణం	విస్తీర్ణం	విస్తీర్ణం	విస్తీర్ణం
1	ముందుకొండ సానుబంధం	చెక్కుసూర్యారావు	2222	90-6	2	1.95	20.23
2	ముందుకొండ సానుబంధం	చెక్కుసూర్యారావు	2222	94-3	2	0.2	18.96
3	ముందుకొండ సానుబంధం	చెక్కుసూర్యారావు	2222	96-3	2	0.19	18
4	ముందుకొండ సానుబంధం	చెక్కుసూర్యారావు	2222	96-5	2	1.48	140.48



### 3. DEPARTMENTAL WISE WALK-THROUGH

#### Revenue Department

##### Overview

35 Revenue CCLA services have made available in the new GSWS portal. Details are mentioned in the table below

S.No	Service Name	Category	SLA	Approval Authority	Workflow
1	Integrated Certificate (Sub Collector/RDO)	B	30	Tahsildar	GSWS
		B	30	Sub Collector /RDO	GSWS
2	Income Certificate	B	7	Deputy Tahsildar / Tahsildar	GSWS
3	Family member certificate	B	15	Tahsildar	GSWS
4	Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS)	B	30	Tahsildar	GSWS
5	OBC Certificate	B	30	Tahsildar	GSWS
6	Late Registration of Birth	B	60	Sub Collector /RDO	GSWS
7	Late Registration of Death	B	60	Sub Collector /RDO	GSWS
8	Possession Certificate	B	30	Tahsildar	GSWS
9	No Earning Certificate	B	15	Tahsildar	GSWS

S.No	Service Name	Category	SLA	Approval Authority	Workflow
10	Mutation and Title Deed Cum ppb	B	30	Tahsildar	Webland
11	e Passbook service - replacement of pattadhar passbook	B	7	Tahsildar	Webland
12	e Passbook service- duplicate pattadhar passbook	B	7	Tahsildar	Webland
13	Rectifications in Record of Rights (ROR 1B)	B	30	Tahsildar	Webland
14	Printing of Title Deed cum PPB	A	15 Min	Printer for printing	NA
15	Title Deed Cum PPB only	B	7	Tahsildar	GSWS
16	Issuance of Small and Marginal Farmer Certificate	B	7	Tahsildar	GSWS
17	Agriculture Income Certificate	B	7	Tahsildar	GSWS
18	Manual Adangal (Old Adangal Application Form)	B	7		GSWS
19	ROR 1B	A	15 Min	NA	NA
20	Computerized Adangal	A	15 Min	NA	NA
21	Land Conversion G.O.MS.No. 98	B	21	RDO	Webland
22	Pattadar mobile number seeding in Land Records	A	15 Min	NA	NA

S.No	Service Name	Category	SLA	Approval Authority	Workflow
23	Change of Name Application	B	15	Tahsildar	GSWS
24	Extract of House Site / Extract of D-Form Patta	B	7	Tahsildar	GSWS
25	Extract of NOC Under Explosive / Extract of NOC under Petroleum Product	B	15	DRO	GSWS
26	Issuance of Occupancy rights certificate for Inam Lands	B	90	Sub Collector /RDO	GSWS
27	Issuance of No Property Certificate	B	60	Tahsildar	GSWS
28	Permission of Digging of Bore Well for Agriculture Purpose	B	15	Tahsildar	GSWS
29	Renewal of Cinema License	B	15	Sub Collector /RDO	GSWS
30	Reissuance of integrated Certificate	A	15 Min	NA	NA
31	Reissuance of OBC certificate	A	15 Min	NA	NA
32	Reissuance of EBC Certificate	A	15 Min	NA	NA
33	House site Application	B	90	JC	GSWS
34	Modification in 22A List 22 A 1(A) 22 A 1(B) 22 A 1(D) 22 A 1 (E)	B		Collector	GSWS
35	Claims under Andhra Pradesh dotted lands (Updatations in re-settlement register rules, 2017)	B		Collector	GSWS

**Standard Approval Process (for demonstration purpose)**

**Step 1:** Once the DA/WEDPS submits the application on behalf of the citizen and completes the payment procedure, the application is forwarded to the next level approving authority. Refer to the above section for a detailed walkthrough.

The DA/WEDPS must select the relevant **Revenue Village** for each applicant while filling the service application form. The application will be forwarded to the approving authority mapped to the village.

GSWS / Application Submission / Revenue Department / Agriculture Income Certificate

**Agriculture Income Certificate Request**

Basic Details	Application Form												
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%; height: 20px;" type="text"/> <small>Characters Used : 0 / 200</small>												
<b>Income Certificate Details</b>													
Purpose of Income Certificate: * <input style="width: 100%;" type="text" value="Army Recruitment"/>	District: * <input style="width: 100%;" type="text" value="KRISHNA"/>												
Mandal: * <input style="width: 100%;" type="text" value="AVANIGADDA"/>	Village: * <input style="width: 100%; background-color: yellow;" type="text"/>												
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Pattadar Name *</th> <th style="width: 15%;">Survey No *</th> <th style="width: 10%;">Extent *</th> <th style="width: 20%;">PPB TD/Doc. No. *</th> <th style="width: 25%;">Income *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td>Jagannath</td> <td>999</td> <td>12</td> <td>1212121212121212</td> <td>2200000</td> </tr> </tbody> </table> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </div>			Pattadar Name *	Survey No *	Extent *	PPB TD/Doc. No. *	Income *	<input type="checkbox"/>	Jagannath	999	12	1212121212121212	2200000
	Pattadar Name *	Survey No *	Extent *	PPB TD/Doc. No. *	Income *								
<input type="checkbox"/>	Jagannath	999	12	1212121212121212	2200000								
<b>Document List</b> <small>Note: All Upload Documents are in Pdf Format Only.</small>													
Application Form * <input style="width: 100%;" type="text" value="a.pdf"/> <input type="button" value="Browse"/>	Ration card / EPIC Card/ AADHAR Card * <input style="width: 100%;" type="text" value="a.pdf"/> <input type="button" value="Browse"/>												
<input type="button" value="Show Payment"/>													

**Step 2: Verification Authority (VRO, RI etc.):** The verification authority can view all the applications or requests assigned to him along with their SLA and status

The screenshot shows the user interface of the GSWS CSP Portal. At the top, there is a header with the logo of the Government of Andhra Pradesh, the name of the user 'Sri YS Jagan Mohan Reddy', and his title 'Hon'ble Chief Minister of Andhra Pradesh'. Below the header, a greeting 'Hello, ANGALAKUDURU-2' is displayed, along with the user's role 'Village Revenue Officer'. The dashboard features three summary cards: '8 Total Requests' (blue), '5 Open Beyond SLA' (red), and '3 Open Within SLA' (orange). Below these cards is a 'Request List - Total Requests' section with a search bar and a table of requests.

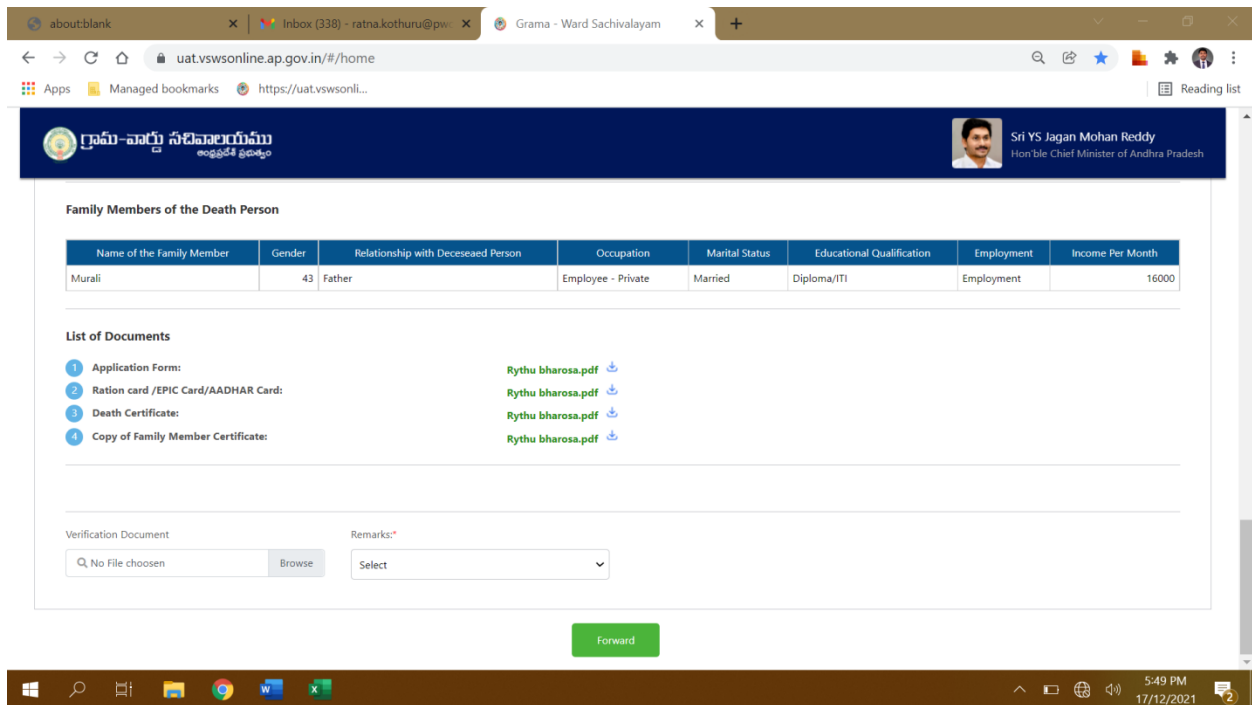
S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	ADSA21120800002	InsertSurveyNumInAdangal	RV	RV	Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti	08/12/2021	Pending
2	CGC21120800004	IntegratedCertificate	RV	RV	Galanki Prasad Galanki Prasad Galanki Prasad	08/12/2021	Pending
3	OBC21120800002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending

The verification authority will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service

The screenshot shows the detailed view of a request on the GSWS CSP Portal. The browser address bar shows 'uat.vswsonline.ap.gov.in/#/home'. The page header is identical to the dashboard view. The main content area displays the 'Request ID: NOPC21121400001'. Below this, there are sections for 'Basic Details', 'Present Address', 'Permanent Address', and 'Applicant Details'. The 'Basic Details' section contains the following information:

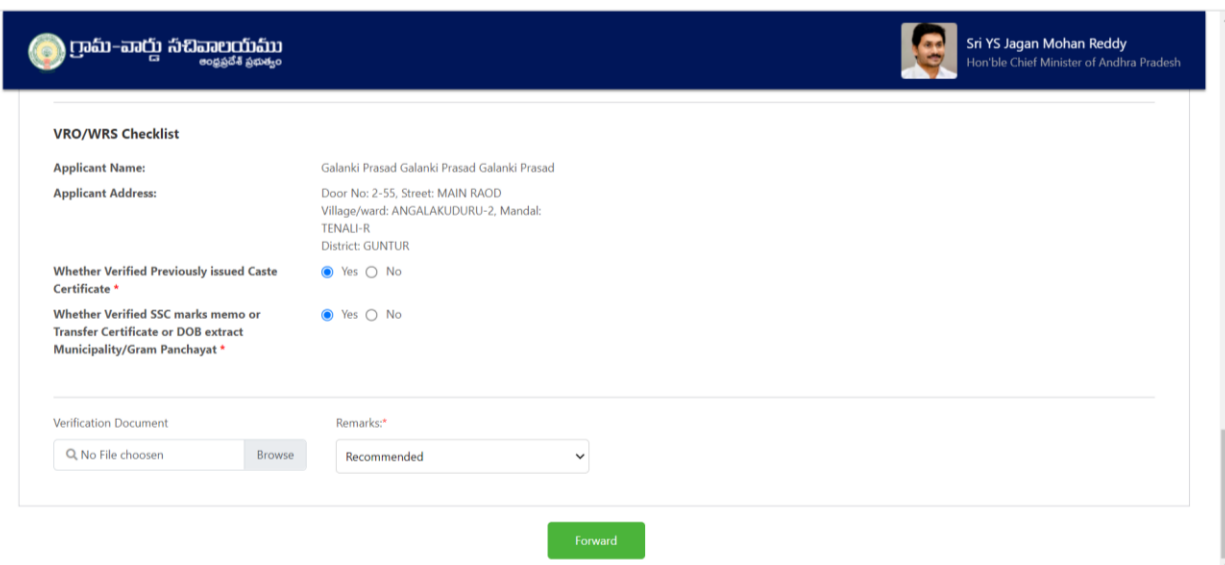
Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		

The 'Present Address' and 'Permanent Address' sections both show the same details: Door No: 2/24, Street Name: ramnagar, Village / Ward / Secretariat: ANGALAKUDURU-2, Mandal / Municipality: TENALI-R, District: GUNTUR, Pin Code: 516003.

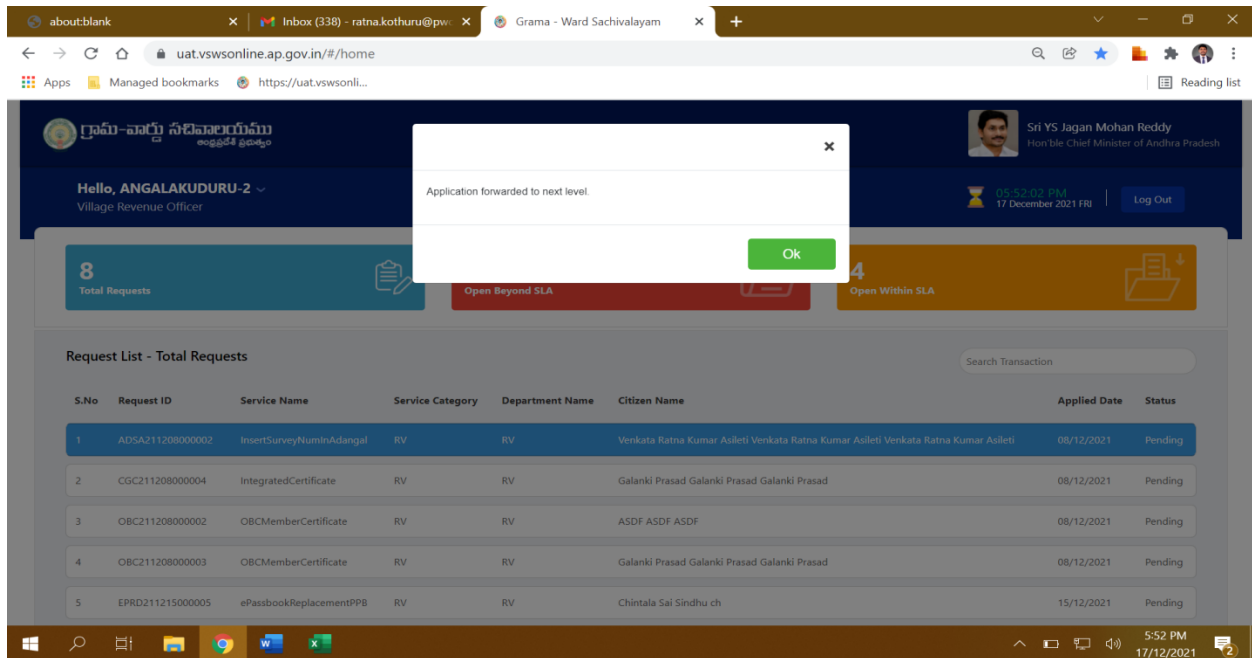


Verification Authority can Recommend or Not Recommend the application as shown below. A drop down with all the relevant rejection reasons will be shown if the authority chooses not to recommend the application. The application can only be forwarded to the next level once a relevant reason is selected.

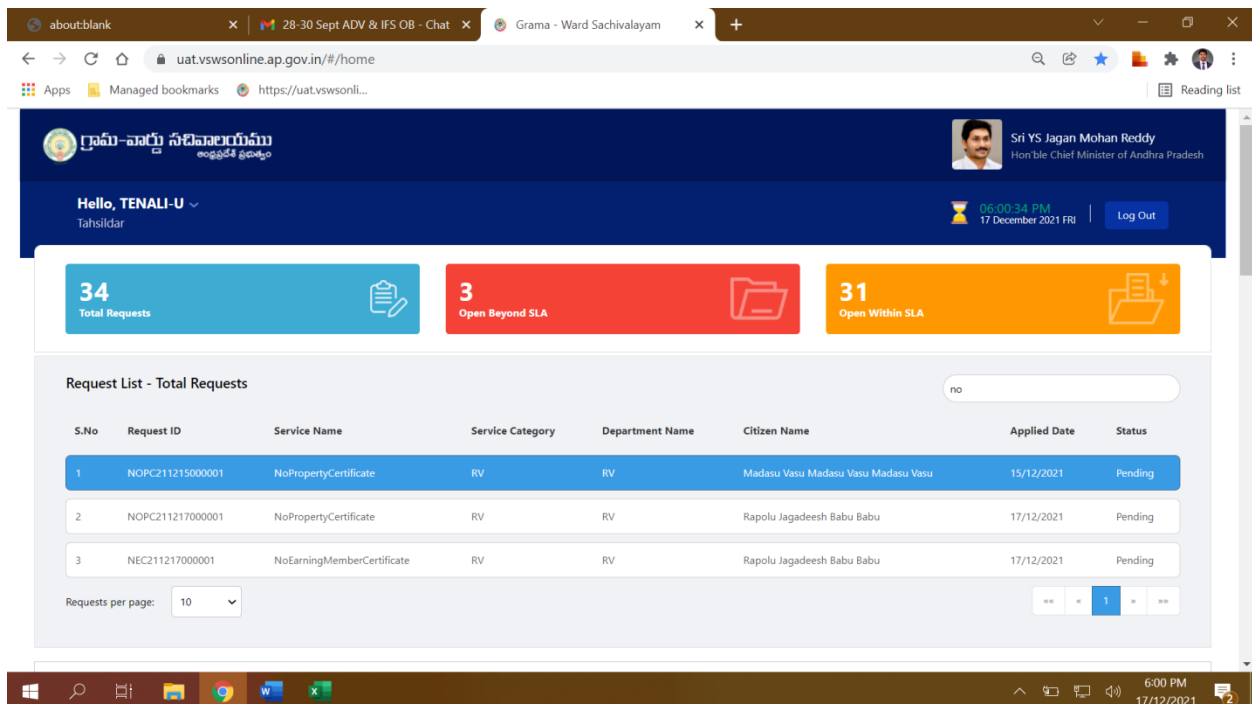
The authority has to verify the document through an Aadhaar e-sign with an OTP to forward the application to the next level



The verification authority is notified through a pop-up window once the application is verified and submitted



**Step 3: Approving Authority (Tahsildar, RDO, etc.):** The Approving authority can view all the applications or requests assigned to him along with their SLA and status



The approving authority will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service

**Request ID: NOPC21121400001**

**Basic Details**

Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		

**Present Address**

Door No:	2/24
Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2
Mandal / Municipality:	TENALI-R
District:	GUNTUR
Pin Code:	516003

**Permanent Address**

Door No:	2/24
Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2
Mandal / Municipality:	TENALI-R
District:	GUNTUR
Pin Code:	516003

**Applicant Details**

The Approving Authority can reject or approve the application based on the recommendations made by the previous verification authorities. If the application is approved, the Approving authority has to digitally sign the application.

Name of the Family Member	Gender	Relationship with Deceased Person	Occupation	Marital Status	Educational Qualification	Employment	Income Per Month
MADASU	23	Son	Agriculture Labour	Married	Below 10th	UnEmployment	5000

**List of Documents**

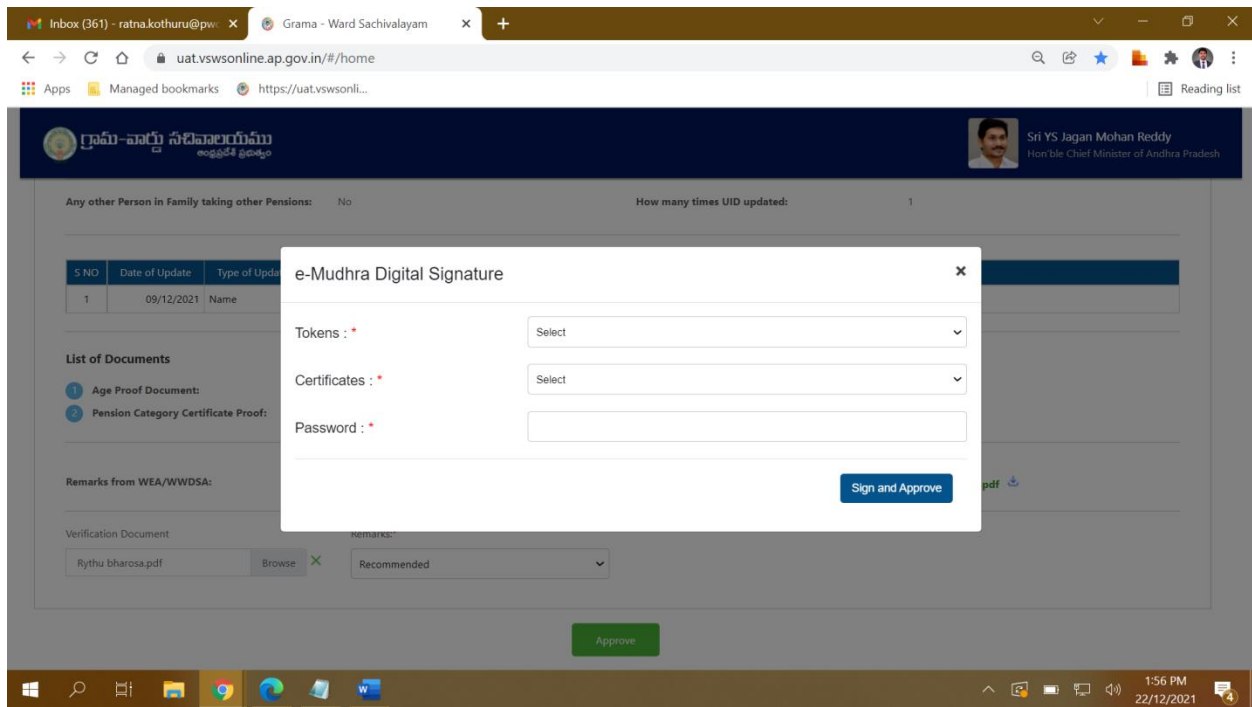
- 1 Application Form: [Demo.pdf](#)
- 2 Ration card / EPIC Card / AADHAR Card: [Demo.pdf](#)
- 3 Death Certificate: [Demo.pdf](#)
- 4 Copy of Family Member Certificate: [Demo.pdf](#)

Remarks from VRO/WRS: Recommended      Document from VRO/WRS: [Demo.pdf](#)

Remarks from Ri: Recommended      Document from Ri: [Demo.pdf](#)

Verification Document:        Remarks:       Enter the Remarks:





**Step 4: Closer of application:**

- CAT A: For all CAT A services, once the payment is made, the DA/WEDPS can download and print the certificates by visiting the view transaction module
- CAT B: For all CAT B services once the approving authority approves the DA/WEDPS can download and print the certificates by visiting the view transaction module

To print the Certificate, DA/WEDPS need to input the OTP sent to the applicant’s registered mobile number

Service Level Details

**CAT B**

**1. Addition of Survey No in Adangal and 1B:**

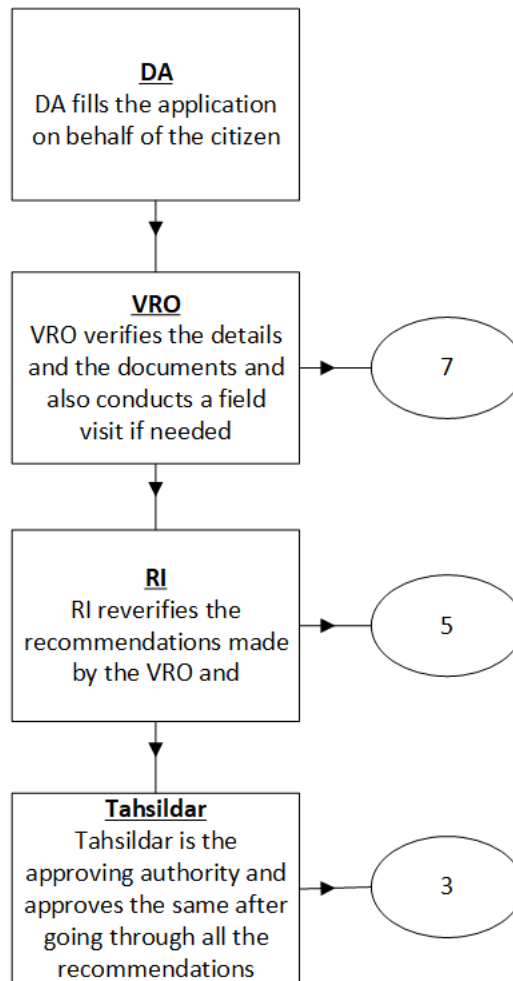
About the Service

This service is used for entry of Survey number in the Records portal

<b>SLA</b>	15
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<b>Documents Checklist</b>	<ol style="list-style-type: none"><li>1. Application Forms</li><li>2. Supporting Forms<ul style="list-style-type: none"><li>• Previous Adangal or ROR 1B copies</li></ul></li></ol>
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**Approval Flow**



Application Forms

**DA/WEDPS - Service Application form:** Post filling the basic details, DA/WEDPS proceeds to the Service Application Form

**Addition Of Survey No In Adangal and 1B**

Basic Details			Application Form					
District:* కృష్ణా	Mandal:* అపనిగల్	Village:* పులిగల్	Survey No * 22212					
				Clear	Add Survey No			
<p><small>* Indicates Mandatory</small>  <small>* Please Enter Either Aadhaar Number Or Aadhaar Enrolment Number</small></p>								
S NO	Survey No	Un Cultivable Land(In acres)*	Cultivable Land(In Acres)*	Land Nature*	Tax	Land Classification	Water Source	
<input type="checkbox"/>	1	22212		Select		Select	Select	
<p><a href="#">+ Add New Row</a></p> <p><small>* Document List (NOTE: All upload documents should be in PDF format only and shouldnot exceed 1MB)</small></p>								
Application Form *				Supporting Form*				
<input type="text" value="No File choosen"/> Browse				<input type="text" value="No File choosen"/> Browse				
<p><a href="#">Show Payment</a></p>								

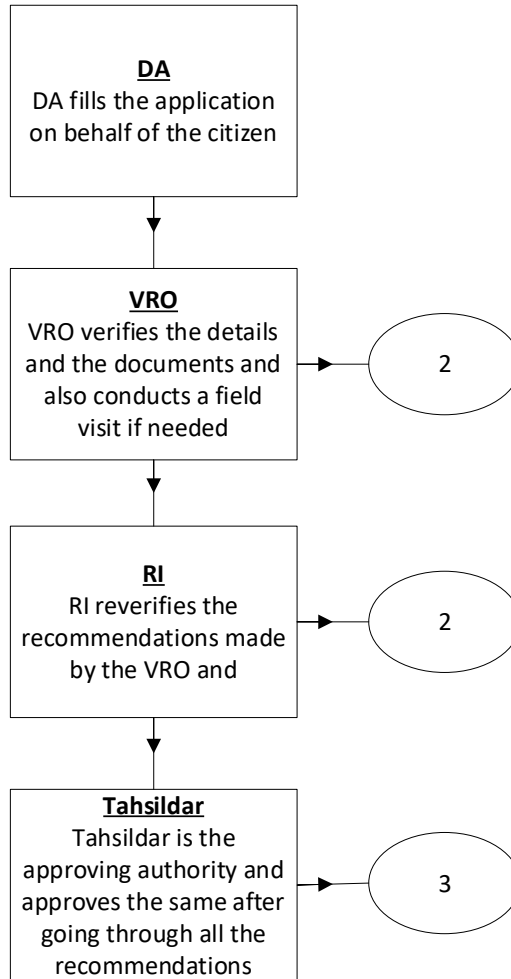
**2. Agriculture Income Certificate:**

About the Service

Agriculture Income Certificate is useful for getting Bank loans. Agriculture income is exempted under the Indian Income Tax Act. This is issued by the Tahsildar. This service facilitates the citizen to get Agriculture Income Certificate.

<b>SLA</b>	7
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Ration card / EPIC Card/ AADHAR Card</li> </ol>

**Approval Flow**



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Agriculture Income Certificate

**Agriculture Income Certificate Request**

Basic Details		Application Form			
Ration Card No:	Remarks:				
<input type="text"/>	<input type="text"/>				
Characters Used : 0 / 200					
<b>Income Certificate Details</b>					
Purpose of Income Certificate: *	District: *	Mandal: *	Village: *		
<input type="text" value="Army Recruitment"/>	<input type="text" value="KRISHNA"/>	<input type="text" value="AVANIGADDA"/>	<input type="text" value="PULIGADDA"/>		
Pattadar Name *	Survey No *	Extent *	PPB TD/Doc. No. *	Income *	
<input type="checkbox"/>	<input type="text" value="Jagannath"/>	<input type="text" value="999"/>	<input type="text" value="12"/>	<input type="text" value="1212121212121212"/>	<input type="text" value="2200000"/>
<input type="button" value="+ Add New Row"/>		<input type="button" value="Delete Row"/>			
<b>Document List</b>					
<b>Note:</b> All Upload Documents are in Pdf Format Only.					
Application Form *		Ration card / EPIC Card/ AADHAR Card *			
<input type="text" value="a.pdf"/>		<input type="text" value="a.pdf"/>			
<input type="button" value="Browse"/>		<input type="button" value="Browse"/>			
<input type="button" value="Show Payment"/>					

**3. Change of Name Application:**

About the Service

Applicant will apply for the change of his / her name in the official records for this purpose. The due procedure will be taken over until the procedure of issuing Gazette notification for official updations in the records.

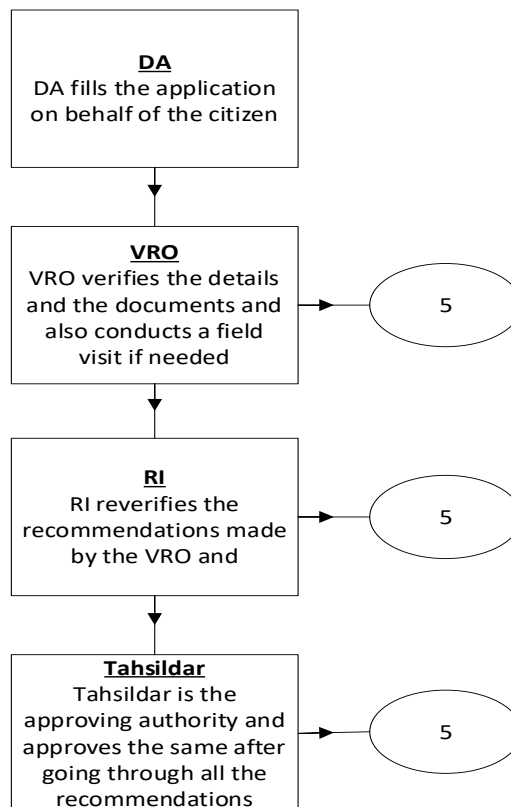
Following people apply for this service

- Women changing their surname after marriage.
- ex-service persons
- People who are staying abroad.

- Students whose names are printed wrong in their certificates apply for change of Name certificate.

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. ID Proof/ Address Proof</li> <li>3. Passport size photograph</li> <li>4. Citizenship certificate issues by Gazetted officer</li> <li>5. Affidavit stating exact reason for change of his/her name</li> <li>6. Certificate from Class 1 to 10<sup>th</sup> attested by gazette officer police</li> <li>7. Certificate stating that he/she has not come to any adverse records during last 5 years</li> </ol>

**Approval Flow**



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Change of Name Application

### Change of Name Application Form

Basic Details	Application Form																
<p>Type Of Application:*</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Minor ▼</div>																	
<p><b>Applicant Details</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Applicant Present Sur Name: *</td> <td style="width: 25%; border: none;">Applicant Proposed Sur Name: *</td> <td style="width: 25%; border: none;">Applicant Present Name: *</td> <td style="width: 25%; border: none;">Applicant Proposed Name: *</td> </tr> <tr> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Pothina</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Peesa</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Sarika</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Peesa Sarika</div></td> </tr> <tr> <td style="border: none;">Father Name: *</td> <td style="border: none;">Mother Name: *</td> <td style="border: none;">Police Station Name having jurisdiction: *</td> <td style="border: none;">Place Of Birth:*</td> </tr> <tr> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Jagannath</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Sharmila</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">One Town</div></td> <td style="border: none;"><div style="border: 1px solid #ccc; padding: 2px;">Vijayawada</div></td> </tr> </table>		Applicant Present Sur Name: *	Applicant Proposed Sur Name: *	Applicant Present Name: *	Applicant Proposed Name: *	<div style="border: 1px solid #ccc; padding: 2px;">Pothina</div>	<div style="border: 1px solid #ccc; padding: 2px;">Peesa</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sarika</div>	<div style="border: 1px solid #ccc; padding: 2px;">Peesa Sarika</div>	Father Name: *	Mother Name: *	Police Station Name having jurisdiction: *	Place Of Birth:*	<div style="border: 1px solid #ccc; padding: 2px;">Jagannath</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sharmila</div>	<div style="border: 1px solid #ccc; padding: 2px;">One Town</div>	<div style="border: 1px solid #ccc; padding: 2px;">Vijayawada</div>
Applicant Present Sur Name: *	Applicant Proposed Sur Name: *	Applicant Present Name: *	Applicant Proposed Name: *														
<div style="border: 1px solid #ccc; padding: 2px;">Pothina</div>	<div style="border: 1px solid #ccc; padding: 2px;">Peesa</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sarika</div>	<div style="border: 1px solid #ccc; padding: 2px;">Peesa Sarika</div>														
Father Name: *	Mother Name: *	Police Station Name having jurisdiction: *	Place Of Birth:*														
<div style="border: 1px solid #ccc; padding: 2px;">Jagannath</div>	<div style="border: 1px solid #ccc; padding: 2px;">Sharmila</div>	<div style="border: 1px solid #ccc; padding: 2px;">One Town</div>	<div style="border: 1px solid #ccc; padding: 2px;">Vijayawada</div>														
<p><b>Occupation Details</b></p> <p>Mention your Work/Education:*</p> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;">5 Years</div>																	
<p><b>Document List</b>  <small>Note: All Upload Documents are in Pdf Format Only.</small></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                     Application Form *  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">a.pdf</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> <span style="font-size: small; color: green;">✕</span> </td> <td style="width: 50%; border: none;">                     Recent Passport size Photograph (Upload Only JPG/JPEG/PNG/GIF Format)*  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> </tr> <tr> <td style="border: none;">                     Citizenship Certificate Issued by Gazetted Officer *  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> <td style="border: none;">                     Affidavit stating exact reason for change of his/her name *  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> </tr> <tr> <td style="border: none;">                     Certificates from Class 1 to 10th attested by Gazetted Officer  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> <td style="border: none;">                     Police Certificate stating that he/she has not come to any adverse records during last 5 years *  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> </tr> <tr> <td colspan="2" style="border: none;">                     Others(Aadhar/Ration Card/VoterID etc for Illiterates)  <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> </td> </tr> </table>		Application Form * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">a.pdf</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> <span style="font-size: small; color: green;">✕</span>	Recent Passport size Photograph (Upload Only JPG/JPEG/PNG/GIF Format)* <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Citizenship Certificate Issued by Gazetted Officer * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Affidavit stating exact reason for change of his/her name * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Certificates from Class 1 to 10th attested by Gazetted Officer <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Police Certificate stating that he/she has not come to any adverse records during last 5 years * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Others(Aadhar/Ration Card/VoterID etc for Illiterates) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>									
Application Form * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">a.pdf</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span> <span style="font-size: small; color: green;">✕</span>	Recent Passport size Photograph (Upload Only JPG/JPEG/PNG/GIF Format)* <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>																
Citizenship Certificate Issued by Gazetted Officer * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>	Affidavit stating exact reason for change of his/her name * <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>																
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Others(Aadhar/Ration Card/VoterID etc for Illiterates) <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">No File choosen</div> <span style="border: 1px solid #ccc; padding: 2px 5px;">Browse</span>																	
<div style="background-color: #28a745; color: white; padding: 5px 15px; border: none; cursor: pointer;">Show Payment</div>																	

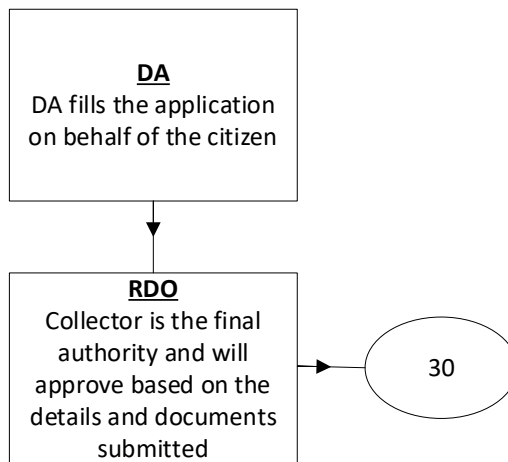
**4. Crackers License Application:**

About the service

To sell the Crackers for various purposes, Seller or Dealer had to take the NOC and Approval from Collector. Permanent licenses will be issued for certain period and after period of expiry renewal certificate will be issued.

<b>SLA</b>	30 days
<b>Documents Checklist</b>	<ol style="list-style-type: none"><li>1. Application form</li><li>2. Proof of Address</li><li>3. Verification report from police</li><li>4. NOC from Fire Service Department</li><li>5. NOC from local body</li><li>6. Particulars of previous license if any</li><li>7. Photo</li></ol>

**Approval Flow**





**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / crackerLicenseApplication

---

**CRACKERS LICENSE APPLICANT FORM**

Basic Details	Application Form																
<p><b>Applicant Details</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">                     Service Type:*  <input type="text" value="Cracker License For Diwali"/> </td> <td style="width: 25%; border: none;">                     Ration Card No:  <input type="text"/> </td> <td style="width: 25%; border: none;">                     Remarks:  <input type="text"/> </td> <td style="width: 25%; border: none;">                     Status : *  <input checked="" type="radio"/> Individual <input type="radio"/> Company/Firm                 </td> </tr> <tr> <td colspan="4" style="border: none; font-size: x-small;">Characters Used : 0 / 200</td> </tr> <tr> <td style="border: none;">                     Applicant Qualification:*  <input type="text" value="MBA"/> </td> <td style="border: none;">                     Applicant Experience: *  <input type="text" value="5"/> </td> <td colspan="2" style="border: none;"></td> </tr> <tr> <td style="border: none;">                     Technical Person Employed : *  <input checked="" type="radio"/> Yes <input type="radio"/> No                 </td> <td style="border: none;">                     Qualification: *  <input type="text" value="B.Tech"/> </td> <td style="border: none;">                     Experience: *  <input type="text" value="6"/> </td> <td style="border: none;"></td> </tr> </table>		Service Type:* <input type="text" value="Cracker License For Diwali"/>	Ration Card No: <input type="text"/>	Remarks: <input type="text"/>	Status : * <input checked="" type="radio"/> Individual <input type="radio"/> Company/Firm	Characters Used : 0 / 200				Applicant Qualification:* <input type="text" value="MBA"/>	Applicant Experience: * <input type="text" value="5"/>			Technical Person Employed : * <input checked="" type="radio"/> Yes <input type="radio"/> No	Qualification: * <input type="text" value="B.Tech"/>	Experience: * <input type="text" value="6"/>	
Service Type:* <input type="text" value="Cracker License For Diwali"/>	Ration Card No: <input type="text"/>	Remarks: <input type="text"/>	Status : * <input checked="" type="radio"/> Individual <input type="radio"/> Company/Firm														
Characters Used : 0 / 200																	
Applicant Qualification:* <input type="text" value="MBA"/>	Applicant Experience: * <input type="text" value="5"/>																
Technical Person Employed : * <input checked="" type="radio"/> Yes <input type="radio"/> No	Qualification: * <input type="text" value="B.Tech"/>	Experience: * <input type="text" value="6"/>															
<p><b>Service Specific Details</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">                     Door No:*  <input type="text" value="24-32-23/23"/> </td> <td style="width: 25%; border: none;">                     Locality/Land Mark: *  <input type="text" value="One Town Police Station"/> </td> <td style="width: 25%; border: none;">                     District:*  <input type="text" value="KRISHNA"/> </td> <td style="width: 25%; border: none;">                     Mandal:*  <input type="text" value="AVANIGADDA"/> </td> </tr> <tr> <td style="border: none;">                     Village:*  <input type="text" value="PULIGADDA"/> </td> <td style="border: none;">                     Police Station: *  <input type="text" value="1"/> </td> <td style="border: none;">                     Railway Station (Or) steamer Ghal: *  <input type="text" value="Railway Station"/> </td> <td style="border: none;">                     Purpose of License : *  <input type="text" value="Diwali Sale Exhibition"/> </td> </tr> <tr> <td style="border: none;">                     Are the Premises attached to a licensed Manufacturer explosive? : *  <input checked="" type="radio"/> Yes <input type="radio"/> No  <input type="text" value="As per Legal procedures"/> </td> <td style="border: none;">                     Have the premises previously been licensed : *  <input checked="" type="radio"/> Yes <input type="radio"/> No  <input type="text" value="Secured measures taken"/> </td> <td style="border: none;">                     Has the applicant been convicted of any offence or Ordered to execute any bound under chapter VIII of the code or criminal Procedure 1973 during last 10 years ? : *  <input checked="" type="radio"/> Yes <input type="radio"/> No  <input type="text" value="Secured measures taken"/> </td> <td style="border: none;">                     A)Particulars of other license if any under explosive act, 1884 by applicant during the last 10 years B)Was any license cancelled/not renewal ? : *  <input checked="" type="radio"/> Yes <input type="radio"/> No  <input type="text" value="Secured measures taken"/> </td> </tr> <tr> <td colspan="4" style="border: none;">                     Details of amendment Proposed /additional Information if any ? : *  <input type="text" value="As per legal policy"/> </td> </tr> </table>		Door No:* <input type="text" value="24-32-23/23"/>	Locality/Land Mark: * <input type="text" value="One Town Police Station"/>	District:* <input type="text" value="KRISHNA"/>	Mandal:* <input type="text" value="AVANIGADDA"/>	Village:* <input type="text" value="PULIGADDA"/>	Police Station: * <input type="text" value="1"/>	Railway Station (Or) steamer Ghal: * <input type="text" value="Railway Station"/>	Purpose of License : * <input type="text" value="Diwali Sale Exhibition"/>	Are the Premises attached to a licensed Manufacturer explosive? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="As per Legal procedures"/>	Have the premises previously been licensed : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>	Has the applicant been convicted of any offence or Ordered to execute any bound under chapter VIII of the code or criminal Procedure 1973 during last 10 years ? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>	A)Particulars of other license if any under explosive act, 1884 by applicant during the last 10 years B)Was any license cancelled/not renewal ? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>	Details of amendment Proposed /additional Information if any ? : * <input type="text" value="As per legal policy"/>			
Door No:* <input type="text" value="24-32-23/23"/>	Locality/Land Mark: * <input type="text" value="One Town Police Station"/>	District:* <input type="text" value="KRISHNA"/>	Mandal:* <input type="text" value="AVANIGADDA"/>														
Village:* <input type="text" value="PULIGADDA"/>	Police Station: * <input type="text" value="1"/>	Railway Station (Or) steamer Ghal: * <input type="text" value="Railway Station"/>	Purpose of License : * <input type="text" value="Diwali Sale Exhibition"/>														
Are the Premises attached to a licensed Manufacturer explosive? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="As per Legal procedures"/>	Have the premises previously been licensed : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>	Has the applicant been convicted of any offence or Ordered to execute any bound under chapter VIII of the code or criminal Procedure 1973 during last 10 years ? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>	A)Particulars of other license if any under explosive act, 1884 by applicant during the last 10 years B)Was any license cancelled/not renewal ? : * <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="Secured measures taken"/>														
Details of amendment Proposed /additional Information if any ? : * <input type="text" value="As per legal policy"/>																	

**Explosive Proposed to be :**

	Name of Explosive *	Class *	Division *	Quantity at one Time	Quantity In one Month *
<input checked="" type="checkbox"/>	Mega Milton	1	2	75	275

---

**Document List**  
**Note:** All Upload Documents are in Pdf Format Only.

Application Form \*    X      Identity Proof\*

Address Proof \*    X      Verification Report from Police \*

No Objection from Fire Service Department \*        No Objection from local body \*

Particulars of Previous license if any \*        Photo(Upload Only JPG/JPEG/PNG/GIF Format) \*

## 5. E-Passbook Application:

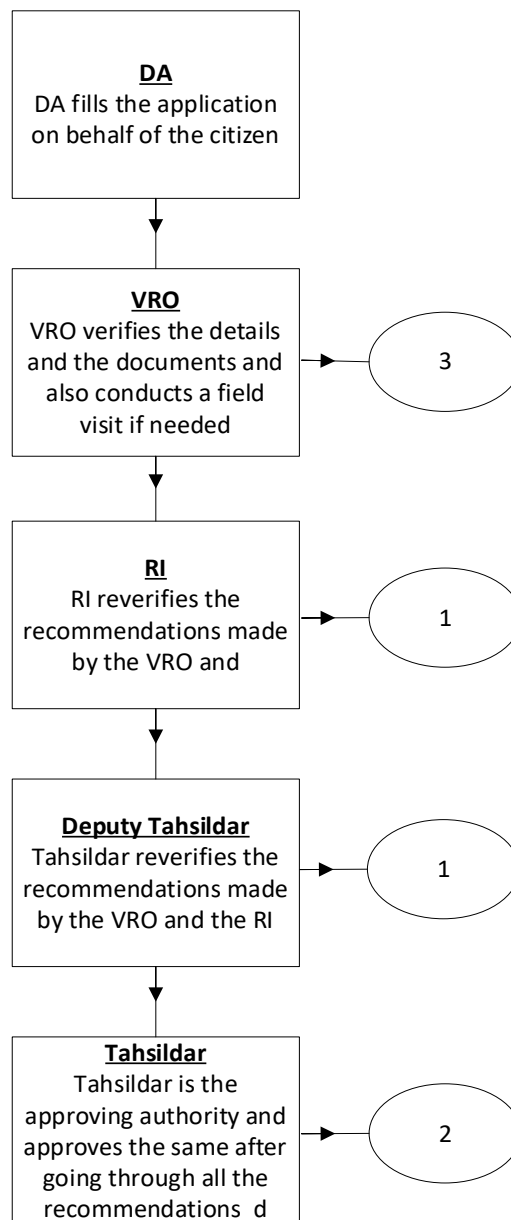
### About the service

This Service facilitates the citizen to apply for Replacement of Pattadar Passbook in Mutilated cases.

<b>SLA</b>	7
<b>Documents Checklist</b>	<p>Duplicate:</p> <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Passbook copies</li> <li>3. If lost FIR copy</li> <li>4. Passport photo of applicant</li> <li>5. Signature of applicant</li> <li>6. Address proof and ID proof</li> </ol> <p>Replacement of Passbook:</p> <ol style="list-style-type: none"> <li>1. Application Form</li> </ol>

	<ol style="list-style-type: none"><li>2. Passbook copies</li><li>3. Manual Passbook copy</li><li>4. Passport photo of applicant</li><li>5. Signature of applicant</li><li>6. Address proof and ID proof</li></ol>
--	---

**Approval Flow**



**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / E-Passbook

**E-Passbook Application Form**

Basic Details	Application Form
---------------	------------------

**Applicant Details**

Ration Card No:  Remarks:

Characters Used : 0 / 200

**REPLACEMENT/DUPLICATE PATTADHAR PASS BOOK APPLICATION FORM**

Please Select Service Type:\*  District:\*  Mandal:\*  Village:\*

Khata Number:\*  Pattadar Name:\*  Father Name:\*

**Details**

SerialNo	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason
1	మండలి వసుంధరాదేవీ	దనకోశుశ్వరరావు	3	63-1	మెళ్ల	5.22	544	పట్టాదారు
2	మండలి వసుంధరాదేవీ	దనకోశుశ్వరరావు	3	76-17A	మెళ్ల	1.12	0	పట్టాదారు
3	మండలి వసుంధరాదేవీ	దనకోశుశ్వరరావు	3	76-18	మెళ్ల	0.8	160	పట్టాదారు

**Pattadhar Details**

Caste: \*  Caste Name: \*  Division Name:\*  Old PPB Number:

Registration Number:  Registration Date:  Reasons for Replacement/Duplicate Pattadhar Pass book:\*

**Document List**

Note: 1. Total size of all Upload Documents should not exceed 3MB.

Application Form\* (Upload PDF format only)

Registered document (copies) if any \* (Upload PDF format only)

Recent passport size photo \* (Upload JPG format only)

Signature\* (Upload JPG format only)

Scanned Copy FIR \* (Upload PDF format only)

NOC certificate from the bank in the respective Jurisdiction\* (Upload PDF format only)

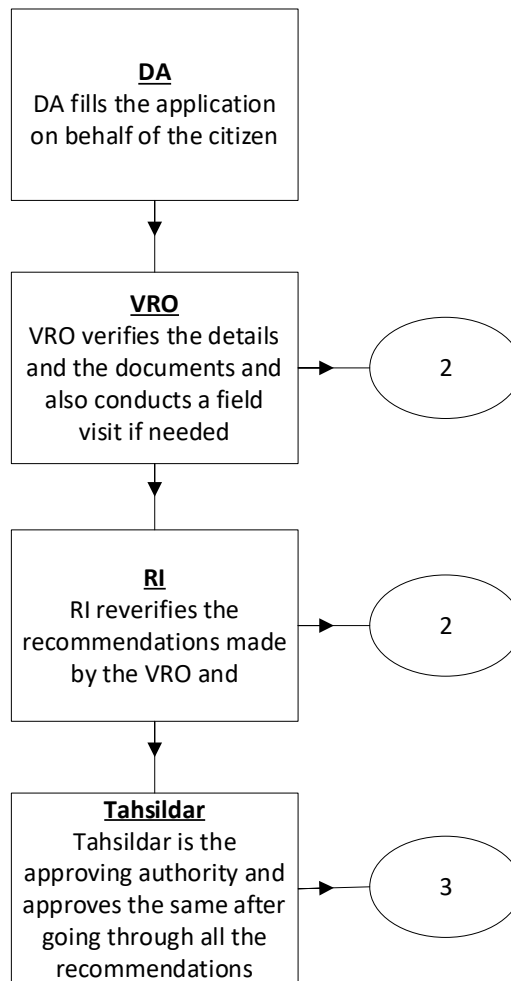
### 6. Extract of House Site / D-Form Patta Application:

About the service

The Extract of House site patta enables the citizen to get the certified copy /duplicate copy of House Site Patta which has been already assigned to citizen.

<b>SLA</b>	7
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Proof of Address</li> </ol>

Approval Flow



**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

**7. Extract of NOC under Explosive / Petroleum Act:**

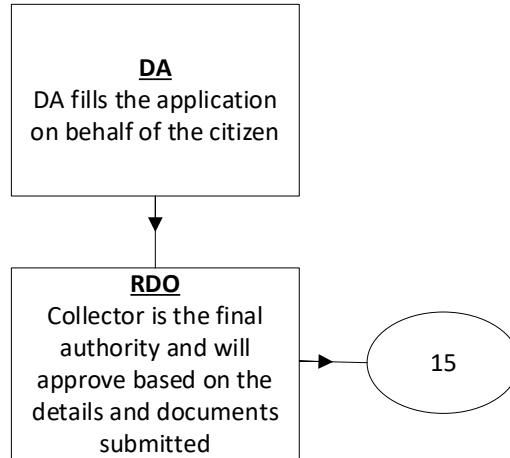
About the service

This service is used to issue previously issued certificates

1. For Storage of crushing, blasting material, magazine permission
2. For potassium, sodium, potassium permanganates, firecrackers etc.,

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Previously issued copy</li> </ol>

**Approval Flow**



**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Extract of NOC under Petroleum Act/Explosive Act

**Extract of NOC under Petroleum Act/Explosive Act**

Basic Details		Application Form	
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Service Type* <input type="text" value="NOCPetroleumAct"/>	
<b>Applicant Details</b>			
Survey Number* <input type="text" value="12"/>	Extent* <input type="text" value="23"/>	Land Units* <input type="text" value="Acres"/>	Sub Division Number* <input type="text" value="43"/>
File No/Reference No* <input type="text" value="122333"/>	Date of File/Reference* <input type="text" value="02/11/2021"/>	Purpose For Extract Of NOC* <input type="text" value="As per the ACT Protocol"/>	
<b>Document List</b> <small>Note: All Upload Documents are in Pdf Format Only.</small>			
Application Form * <input type="text" value="a.pdf"/> <input type="button" value="Browse"/>		Copy Of NOC * <input type="text" value="a.pdf"/> <input type="button" value="Browse"/>	
<input type="button" value="Show Payment"/>			

### 8. Family Member Certificate:

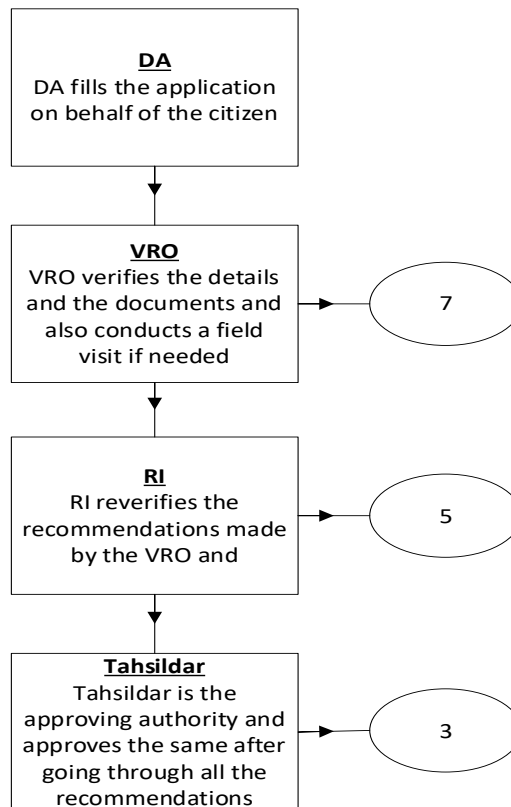
About the service

This certificate is used to provide the family members information, where the head of the family is deceased, and the rest of the family belongs to the deceased person

Used for availing the benefits and updations of properties and other details.

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. A notarized affidavit containing Name, Age and Relationship with deceased.</li> <li>3. Document (Ration Card/Voter Id/Passport/Passbook, Aadhaar etc.) indication the relationship of the applicant with the deceased. Death Certificate/FIR.</li> </ol>

Approval Flow





**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Family Membership Certificate

**Family Membership Certificate Application Form**

Basic Details	Application Form																								
Ration Card No: <input style="width: 100%;" type="text"/> Remarks: <input style="width: 100%;" type="text"/> Characters Used : 0 / 200																									
<p><b>Deceased Details</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Deceased First Name: *</td> <td style="width: 25%; border: none;">Deceased Middle Name:</td> <td style="width: 25%; border: none;">Deceased Last Name: *</td> <td style="width: 25%; border: none;">Father/Husband Name:*</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text" value="Sagar"/></td> <td style="border: none;"><input style="width: 100%;" type="text"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Singh"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Jagannath"/></td> </tr> <tr> <td style="border: none;">Date of Death: *</td> <td style="border: none;">Reason for Death:*</td> <td style="border: none;">Occupation:*</td> <td style="border: none;">AADHAR Enrolment Number: Format(1234/12345/12345)</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text" value="02/11/2021"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="General Death"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Central Government Services"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="3149873956897"/></td> </tr> <tr> <td colspan="4" style="border: none;">Death Happened Place (Hospital Name / Home):*</td> </tr> <tr> <td colspan="4" style="border: none;"><input style="width: 100%;" type="text" value="Govt Hospital"/></td> </tr> </table> <p style="font-size: small; color: red;">* Indicates Mandatory * Please Enter Either Aadhaar Number Or Aadhaar Enrolment Number</p>		Deceased First Name: *	Deceased Middle Name:	Deceased Last Name: *	Father/Husband Name:*	<input style="width: 100%;" type="text" value="Sagar"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Singh"/>	<input style="width: 100%;" type="text" value="Jagannath"/>	Date of Death: *	Reason for Death:*	Occupation:*	AADHAR Enrolment Number: Format(1234/12345/12345)	<input style="width: 100%;" type="text" value="02/11/2021"/>	<input style="width: 100%;" type="text" value="General Death"/>	<input style="width: 100%;" type="text" value="Central Government Services"/>	<input style="width: 100%;" type="text" value="3149873956897"/>	Death Happened Place (Hospital Name / Home):*				<input style="width: 100%;" type="text" value="Govt Hospital"/>			
Deceased First Name: *	Deceased Middle Name:	Deceased Last Name: *	Father/Husband Name:*																						
<input style="width: 100%;" type="text" value="Sagar"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Singh"/>	<input style="width: 100%;" type="text" value="Jagannath"/>																						
Date of Death: *	Reason for Death:*	Occupation:*	AADHAR Enrolment Number: Format(1234/12345/12345)																						
<input style="width: 100%;" type="text" value="02/11/2021"/>	<input style="width: 100%;" type="text" value="General Death"/>	<input style="width: 100%;" type="text" value="Central Government Services"/>	<input style="width: 100%;" type="text" value="3149873956897"/>																						
Death Happened Place (Hospital Name / Home):*																									
<input style="width: 100%;" type="text" value="Govt Hospital"/>																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a7c9c; color: white;"> <th style="width: 5%;"></th> <th style="width: 20%;">Name of the Family Member</th> <th style="width: 10%;">Gender *</th> <th style="width: 10%;">Age</th> <th style="width: 15%;">Relationship with Deceased *</th> <th style="width: 10%;">Marital Status *</th> <th style="width: 15%;">Identity Proof *</th> <th style="width: 15%;">Identity Number *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td style="text-align: left;"><input style="width: 100%;" type="text" value="Sarika"/></td> <td style="text-align: left;"><input type="text" value="Female"/></td> <td style="text-align: left;"><input style="width: 100%;" type="text" value="27"/></td> <td style="text-align: left;"><input type="text" value="Others"/></td> <td style="text-align: left;"><input type="text" value="UnMarried"/></td> <td style="text-align: left;"><input type="text" value="Aadhaar No/ Aadhar En"/></td> <td style="text-align: left;"><input style="width: 100%;" type="text" value="314987395689"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </p>			Name of the Family Member	Gender *	Age	Relationship with Deceased *	Marital Status *	Identity Proof *	Identity Number *	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="Sarika"/>	<input type="text" value="Female"/>	<input style="width: 100%;" type="text" value="27"/>	<input type="text" value="Others"/>	<input type="text" value="UnMarried"/>	<input type="text" value="Aadhaar No/ Aadhar En"/>	<input style="width: 100%;" type="text" value="314987395689"/>								
	Name of the Family Member	Gender *	Age	Relationship with Deceased *	Marital Status *	Identity Proof *	Identity Number *																		
<input type="checkbox"/>	<input style="width: 100%;" type="text" value="Sarika"/>	<input type="text" value="Female"/>	<input style="width: 100%;" type="text" value="27"/>	<input type="text" value="Others"/>	<input type="text" value="UnMarried"/>	<input type="text" value="Aadhaar No/ Aadhar En"/>	<input style="width: 100%;" type="text" value="314987395689"/>																		
<p><b>Document List</b>                      Note: All Upload Documents are in Pdf Format Only.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                         Application Form *  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> <td style="width: 50%; border: none;">                         A notarized affidavit containing Name, Age and Relationship with deceased. *  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> <tr> <td style="border: none;">                         Document(Ration Card/Voter Id/Passport/Passbook,Aadhaar etc.) indication the relationship of the applicant with the deceased*  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> <td style="border: none;">                         Death Certificate/FIR *  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Show Payment"/></p>		Application Form * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	A notarized affidavit containing Name, Age and Relationship with deceased. * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Document(Ration Card/Voter Id/Passport/Passbook,Aadhaar etc.) indication the relationship of the applicant with the deceased* <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Death Certificate/FIR * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>																				
Application Form * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	A notarized affidavit containing Name, Age and Relationship with deceased. * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>																								
Document(Ration Card/Voter Id/Passport/Passbook,Aadhaar etc.) indication the relationship of the applicant with the deceased* <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Death Certificate/FIR * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>																								

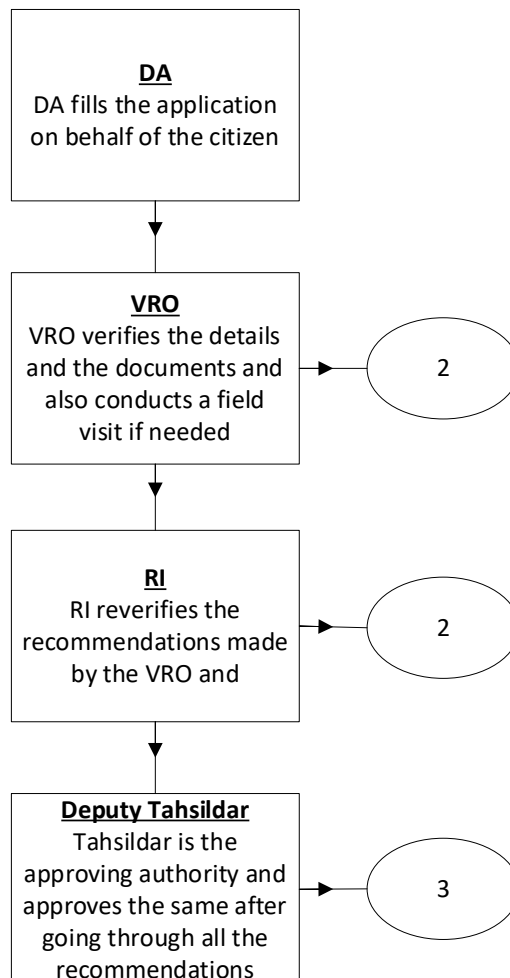
### 9. Income Certificate:

About the service

To issue certificate on Income for Individual based on Self income as well as Parents income. Income Certificate is used for availing loans and fee reimbursements

<b>SLA</b>	7
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Copy of IT Returns/Pay Slips (Any other documents)</li> <li>3. Ration Card/Epic Card/Aadhar Card</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

**10. Integrated Certificate:**

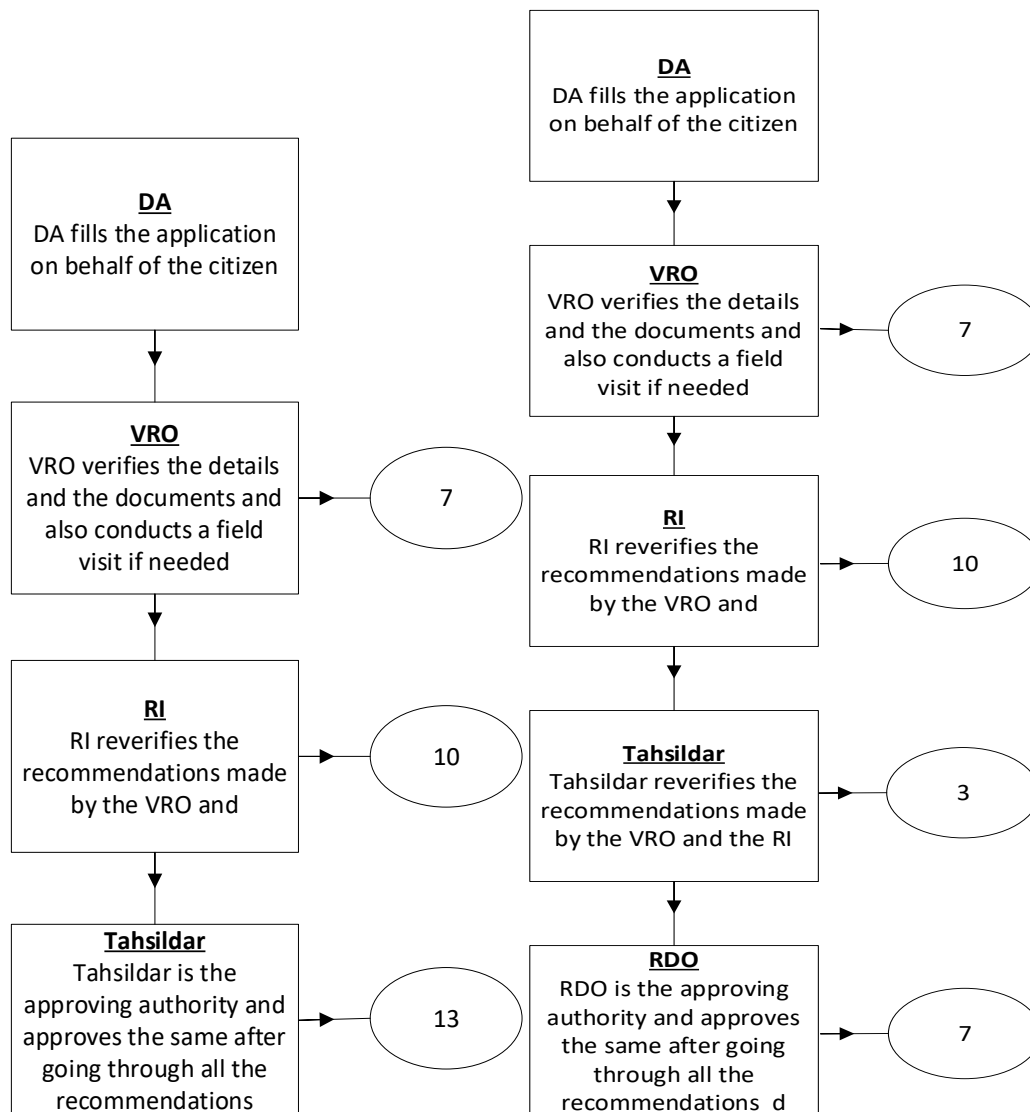
About the Service

To issue integrated certificate, which consists of Community, Nativity and Date of Birth. This certificate mainly used for identification of community of BC, SC, ST. Used for availing scholarships, fee reimbursements and other welfare schemes

<b>SLA</b>	30
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. SSC marks memo or Transfer Certificate or DOB extract from</li> </ol>

	<ol style="list-style-type: none"> <li>3. Municipality/Gram Panchayat</li> <li>4. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)</li> </ol> <p>Sub Collector/RDO</p> <ol style="list-style-type: none"> <li>1. Application form</li> <li>2. SSC marks memo or Transfer Certificate or DOB extract from Municipality/Gram Panchayat</li> <li>3. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)</li> </ol>
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**Approval Flow**



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details, the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Integrated Certificate

**Integrated Certificate Application Form**

Basic Details	Application Form						
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%;" type="text"/>						
Characters Used : 0 / 200							
<p><b>Caste Certificate</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">                             Issued Caste Certificate In Past:*  <input style="width: 100%;" type="text" value="Yes"/> </td> <td style="width: 25%; border: none;">                             Caste Claimed:*  <input style="width: 100%;" type="text" value="Agnikulakshatriya"/> </td> <td style="width: 25%; border: none;">                             Education Certificate Contains Caste:*  <input style="width: 100%;" type="text" value="Yes"/> </td> <td style="width: 25%; border: none;">                             Purpose of Caste Certificate:*  <input style="width: 100%;" type="text" value="Army Recruitment"/> </td> </tr> </table>		Issued Caste Certificate In Past:* <input style="width: 100%;" type="text" value="Yes"/>	Caste Claimed:* <input style="width: 100%;" type="text" value="Agnikulakshatriya"/>	Education Certificate Contains Caste:* <input style="width: 100%;" type="text" value="Yes"/>	Purpose of Caste Certificate:* <input style="width: 100%;" type="text" value="Army Recruitment"/>		
Issued Caste Certificate In Past:* <input style="width: 100%;" type="text" value="Yes"/>	Caste Claimed:* <input style="width: 100%;" type="text" value="Agnikulakshatriya"/>	Education Certificate Contains Caste:* <input style="width: 100%;" type="text" value="Yes"/>	Purpose of Caste Certificate:* <input style="width: 100%;" type="text" value="Army Recruitment"/>				
<p><b>Document List</b>                      Note: All Upload Documents are in Pdf Format Only.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">                             Application Form *  <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="width: 50%; border: none;">                             Caste Certificate issued to the family members *  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> <tr> <td style="border: none;">                             SSC marks memo or DOB extract or Transfer Certificate *  <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="border: none;">                             1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath *  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> <tr> <td style="border: none;">                             Ration card/EPIC card/AADHAR card *  <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="border: none;">                             Schedule I to IV  <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> </table>		Application Form * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Caste Certificate issued to the family members * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	SSC marks memo or DOB extract or Transfer Certificate * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Ration card/EPIC card/AADHAR card * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Schedule I to IV <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>
Application Form * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Caste Certificate issued to the family members * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>						
SSC marks memo or DOB extract or Transfer Certificate * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>						
Ration card/EPIC card/AADHAR card * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Schedule I to IV <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>						
<input style="background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="Show Payment"/>							

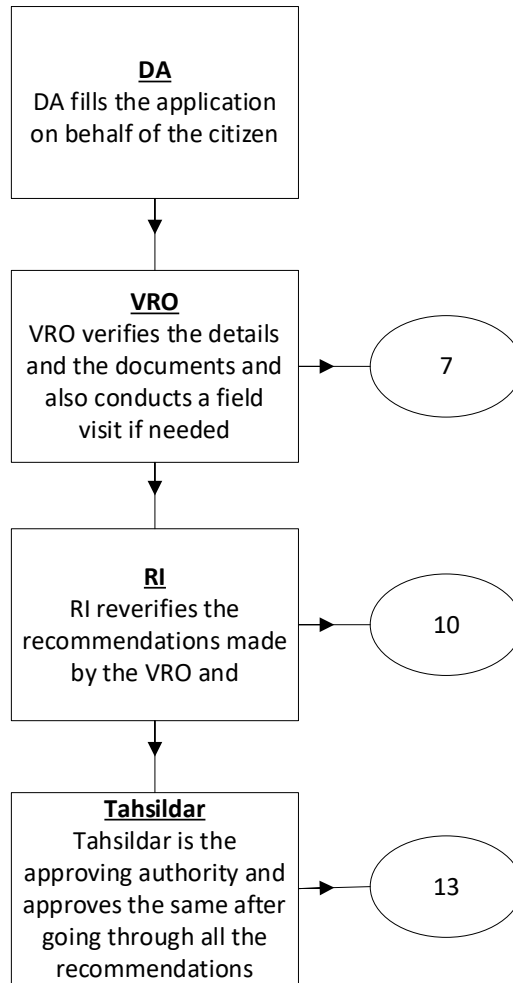
**11. Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS) Request Form**

About the Service

To Economically Weaker Section certificate will be issued to OCs for availing reservation at Central level. This certificate is valid up to one financial year.

<b>SLA</b>	30
<b>Documents Checklist</b>	1. Application form b. Id proof c. salary statements, IT returns copy d. Affidavit copy e. passport photo

**Approval Flow**



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issuance of Income & Asset Certificate

**ISSUANCE OF INCOME & ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS(EWS) REQUEST FORM**

Basic Details	Application Form
Ration Card No: <input style="width: 100%;" type="text"/>	Subcaste: * <input style="width: 100%;" type="text"/>
<p><b>Income Certificate Details</b></p> <p>Gross Annual Income includes Salary, Agriculture, Business, Profession etc., for the financial year prior to the year of application (Applicant/His/Her Family): *  <input style="width: 100%;" type="text"/></p>	
<p><b>Assets Information(Applicant/His/Her/Family)</b></p> <p>5 Acres of agriculture land and above : *  <input type="radio"/> Yes <input type="radio"/> No</p> <p>Residential flat of 1000 sq.ft. and above : *  <input type="radio"/> Yes <input type="radio"/> No</p> <p>Residential plot of 100 sq.yards and above in notified municipalities : *  <input type="radio"/> Yes <input type="radio"/> No</p> <p>Residential plot of 200 sq.yards and above in areas other than notified municipalities : *  <input type="radio"/> Yes <input type="radio"/> No</p>	
<p><b>Note</b></p> <p><input type="checkbox"/> The term "Family" for this purpose will include the person who seeks benefit of Reservation, His/Her parents and siblings below the age of 18 years as also His/Her spouse and children below the age of 18 years.*</p>	
<p><b>Document List</b>                      Note: All Upload Documents are in Pdf Format Only.</p> <p>Application Form *  <input style="width: 100%;" type="text"/> <input type="button" value="Browse"/></p> <p>Ration card/EPIC card/AADHAR card *  <input style="width: 100%;" type="text"/> <input type="button" value="Browse"/></p> <p>Copy of IT Returns/Pay slips (Any Other documents):  <input style="width: 100%;" type="text"/> <input type="button" value="Browse"/></p> <p>Affidavit:  <input style="width: 100%;" type="text"/> <input type="button" value="Browse"/></p> <p>Photo (Upload Only JPG/JPEG/PNG/GIF Format):*  <input style="width: 100%;" type="text"/> <input type="button" value="Browse"/></p>	
<p><b>Declaration</b></p> <p><input type="checkbox"/> I here by declare that the above mentioned information furnished to the best of my knowledge. If information and declaration is found false, I am liable for prosecution*</p> <p><input type="checkbox"/> I don't belong to SC,ST and OBC Caste *</p>	
<input type="button" value="Show Payment"/>	

**12. Issuance of Small and Marginal Farmers Certificate:**

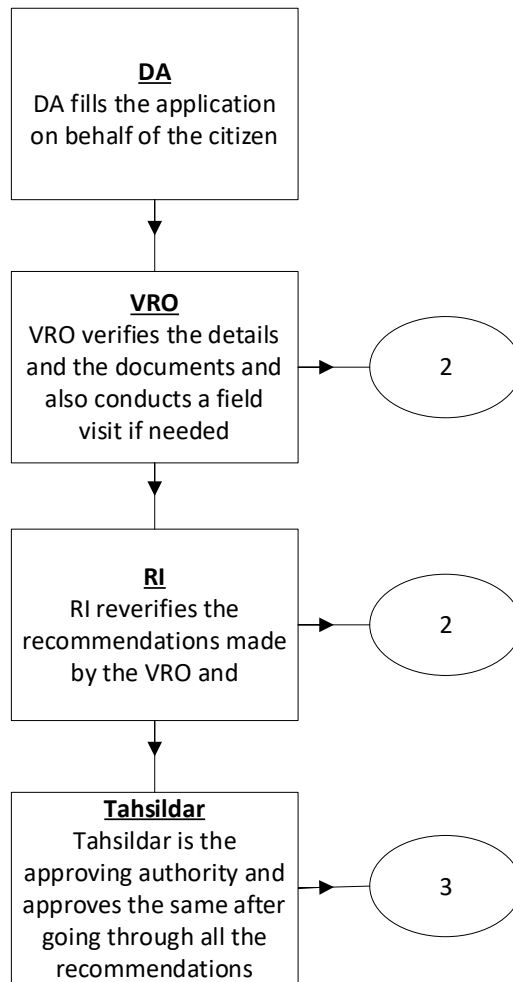
About the Service

For input subsidy, for crop insurance and for bank loan purpose.

<b>SLA</b>	7
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<b>Documents Checklist</b>	<ol style="list-style-type: none"><li>1. Application Form</li><li>2. Address Proof / ID Proof</li><li>3. Adangal or ROR 1B</li><li>4. Self-Declaration</li></ol>
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**Approval Flow**





Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issuance Of Small And Marginal Farmers Certificate

**Issuance Of Small And Marginal Farmers Certificate**

Basic Details	Application Form														
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%;" type="text"/> <small>Characters Used : 0 / 200</small>														
<b>Informant Details</b> Informant Name* <input style="width: 100%;" type="text" value="Sagar"/>															
Relation with Farmer* <input style="width: 100%;" type="text" value="Others"/>															
<b>Land Details</b> District* <input style="width: 100%;" type="text" value="KRISHNA"/>															
Mandal* <input style="width: 100%;" type="text" value="AVANIGADDA"/>															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 5%;"></th> <th style="width: 15%;">Village*</th> <th style="width: 20%;">1B Khata No.*</th> <th style="width: 15%;">Survey No.*</th> <th style="width: 10%;">Land Type (Dry/Wet)*</th> <th style="width: 15%;">Extent Of Land*</th> <th style="width: 10%;">Land Units*</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td>PULIGADDA</td> <td>9876543234</td> <td>34567</td> <td>Wet</td> <td>23</td> <td>Acre</td> </tr> </tbody> </table>			Village*	1B Khata No.*	Survey No.*	Land Type (Dry/Wet)*	Extent Of Land*	Land Units*	<input type="checkbox"/>	PULIGADDA	9876543234	34567	Wet	23	Acre
	Village*	1B Khata No.*	Survey No.*	Land Type (Dry/Wet)*	Extent Of Land*	Land Units*									
<input type="checkbox"/>	PULIGADDA	9876543234	34567	Wet	23	Acre									
<input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/>															
<b>Document List</b> <small>Note: All Upload Documents are in Pdf Format Only.</small>															
Application Form* <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>															
Scanned Copy of Pattadar Passbook/Title Deed/1B Extract/Register sale deeds of the Lands* <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>															
Self declaration by the Farmer for the lands owned by him/her* <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>															
<input type="button" value="Show Payment"/>															

**13. Issuance of NOC for Storing of Petroleum Products:**

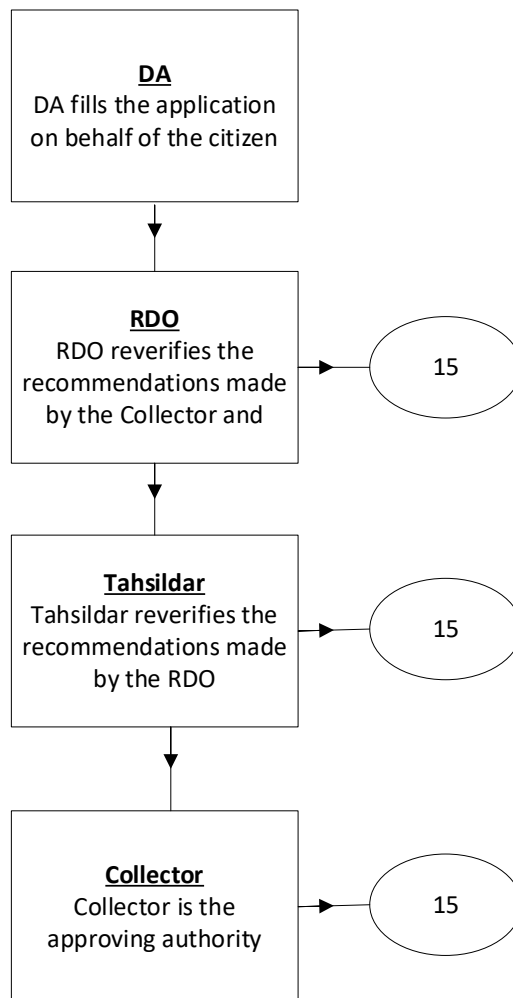
About the Service

The citizen can avail this service to get the No Objection Certificate for Storing of Petroleum Products.

<b>SLA</b>	45
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<b>Documents Checklist</b>	<ol style="list-style-type: none"><li>1. Application form</li><li>2. Site plan</li><li>3. Copy of passbook/Sale deed</li><li>4. Lease agreement</li><li>5. Letter of intent by the oil company</li><li>6. Extract of pahani/adangal</li><li>7. Address proof /ID Proof</li></ol>
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Approval Flow



**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issue of NOC For Storing of Petroleum Products

**Issue of NOC For Storing of Petroleum Products**

Basic Details	Application Form																				
<b>Situation of the permises where petroleum is to be stored</b>																					
District: * <input type="text" value="KRISHNA"/>	Mandal: * <input type="text" value="AVANIGADDA"/>																				
Police Station Name having jurisdiction: * <input type="text" value="Agiripalli"/>	Nearest Railway Station: * <input type="text" value="Repalle"/>																				
Type Of Licence: * <input type="text" value="New NOC"/>	Village: * <input type="text" value="PULIGADDA"/>																				
	Pin Code: * <input type="text" value="521121"/>																				
	Survey Number: * <input type="text" value="5432345676"/>																				
	Licence Number: * <input type="text" value="987654323456787"/>																				
	Number of licence held for the permises and the Full name of the holder of the licence: * <input type="text" value=""/>																				
	Characters Used : 0 / 200																				
<b>Quantity(in litres) of Petroleum to be imported and stored*</b>																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">In Bulk</th> <th style="text-align: center;">Not In Bulk</th> <th style="text-align: center;">Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Class A</td> <td style="text-align: center;"><input type="text" value="12"/></td> <td style="text-align: center;"><input type="text" value="2"/></td> <td style="text-align: center;"><input type="text" value="14"/></td> </tr> <tr> <td style="text-align: center;">Class B</td> <td style="text-align: center;"><input type="text" value="23"/></td> <td style="text-align: center;"><input type="text" value="1"/></td> <td style="text-align: center;"><input type="text" value="24"/></td> </tr> <tr> <td style="text-align: center;">Class C</td> <td style="text-align: center;"><input type="text" value="1"/></td> <td style="text-align: center;"><input type="text" value="23"/></td> <td style="text-align: center;"><input type="text" value="24"/></td> </tr> <tr> <td style="text-align: center;"><b>Total of classes of Petroleum:</b></td> <td></td> <td></td> <td style="text-align: center;"><input type="text" value="62"/> litres</td> </tr> </tbody> </table>		In Bulk	Not In Bulk	Total	Class A	<input type="text" value="12"/>	<input type="text" value="2"/>	<input type="text" value="14"/>	Class B	<input type="text" value="23"/>	<input type="text" value="1"/>	<input type="text" value="24"/>	Class C	<input type="text" value="1"/>	<input type="text" value="23"/>	<input type="text" value="24"/>	<b>Total of classes of Petroleum:</b>			<input type="text" value="62"/> litres
	In Bulk	Not In Bulk	Total																		
Class A	<input type="text" value="12"/>	<input type="text" value="2"/>	<input type="text" value="14"/>																		
Class B	<input type="text" value="23"/>	<input type="text" value="1"/>	<input type="text" value="24"/>																		
Class C	<input type="text" value="1"/>	<input type="text" value="23"/>	<input type="text" value="24"/>																		
<b>Total of classes of Petroleum:</b>			<input type="text" value="62"/> litres																		

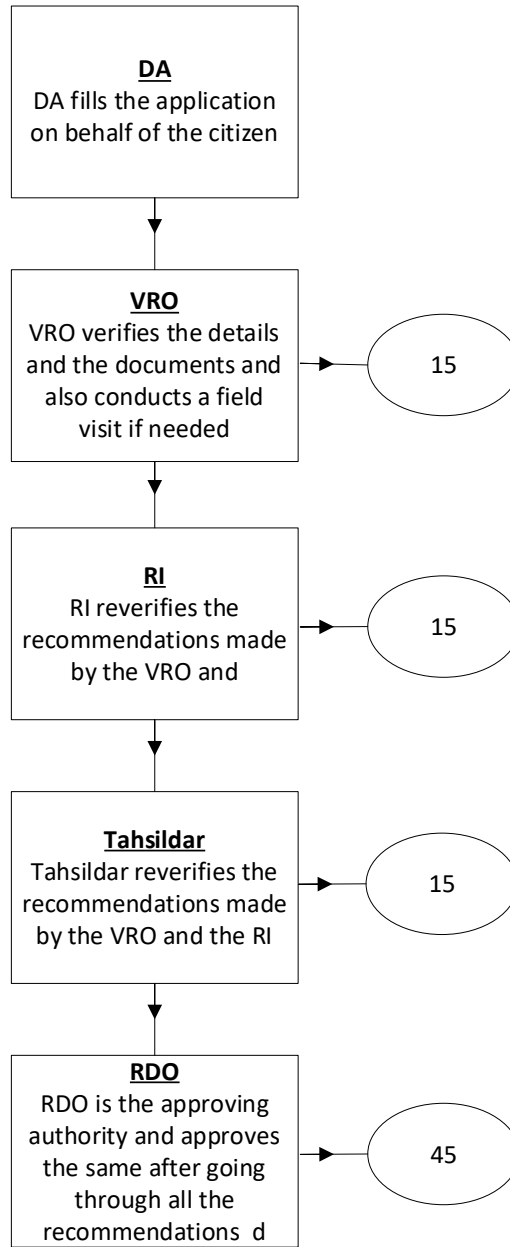
**14. Issuance of Occupancy Rights Certificates for Inam Lands.**

About the Service

Citizen can avail this service to obtain the rights on INAM Lands

<b>SLA</b>	90
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Identity form</li> <li>3. 1954-1955 Khasra pahani, 73-74 latest pahani copies</li> <li>4. Family tree / relationship with inamdhar</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issue of Occupancy Rights Certificates for Inam Lands

**Issue of Occupancy Rights Certificates for Inam Lands**

Basic Details	Application Form														
<p><b>Applicant Details</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 25%;"> <p>Ration Card No:</p> <input type="text"/> </div> <div style="width: 25%;"> <p>Remarks:</p> <input type="text"/> <p style="font-size: small; color: red;">Characters Used : 0 / 200</p> </div> <div style="width: 20%;"> <p>Relationship with Inamdar*:</p> <input type="text" value="Father"/> </div> <div style="width: 30%;"> <p>Whether Applicant is an Inamdar*:</p> <input checked="" type="radio"/> Yes <input type="radio"/> No                 </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>The amount of Land Revenue, Judi or quit rent paid to the Government in respect of the inam lands*:</p> <input type="text" value="76543"/> </div> <div style="width: 50%;"> <p>The nature of his/her interests in the Inam land along with the detailed particulars in respect of claims*:</p> <input type="text" value="Mining"/> </div> </div>															
<p><b>Service Specific Details</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>District*:</p> <input type="text" value="KRISHNA"/> </div> <div style="width: 45%;"> <p>Mandal*:</p> <input type="text" value="AVANIGADDA"/> </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="width: 5%;">checkbox</th> <th style="width: 15%;">Village*</th> <th style="width: 20%;">Survey No*</th> <th style="width: 10%;">Land Type</th> <th style="width: 15%;">Extent of Land*</th> <th style="width: 10%;">Land Units*</th> <th style="width: 25%;">Nature of Inam*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text" value="PULIGADDA"/></td> <td><input type="text" value="8765432"/></td> <td><input type="text" value="Wet"/></td> <td><input type="text" value="23"/></td> <td><input type="text" value="Acres"/></td> <td><input type="text" value="Mining"/></td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; margin-top: 10px;"> <span style="margin-right: 20px; border: 1px solid black; padding: 2px 5px; background-color: #4a7ebb; color: white;">+ Add New Row</span> <span style="border: 1px solid black; padding: 2px 5px; background-color: #4a7ebb; color: white;">Delete Row</span> </div>		checkbox	Village*	Survey No*	Land Type	Extent of Land*	Land Units*	Nature of Inam*	<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="8765432"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>	<input type="text" value="Mining"/>
checkbox	Village*	Survey No*	Land Type	Extent of Land*	Land Units*	Nature of Inam*									
<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="8765432"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>	<input type="text" value="Mining"/>									
<p><b>Document List</b></p> <p style="font-size: small; color: gray;">Note: All Upload Documents are in Pdf Format Only.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Application Form *</p> <input type="text" value="No File chosen"/> <span style="float: right; font-size: small;">Browse</span> </div> <div style="width: 45%;"> <p>1954-1955 kasara pahani, 73-74 latest pahani copies *</p> <input type="text" value="No File chosen"/> <span style="float: right; font-size: small;">Browse</span> </div> </div> <div style="margin-top: 10px;"> <p>Family Tree / Relationship with Inamdar *</p> <input type="text" value="No File chosen"/> <span style="float: right; font-size: small;">Browse</span> </div> <div style="text-align: right; margin-top: 20px;"> <span style="background-color: #4a7ebb; color: white; padding: 5px 15px; border-radius: 5px;">Show Payment</span> </div>															

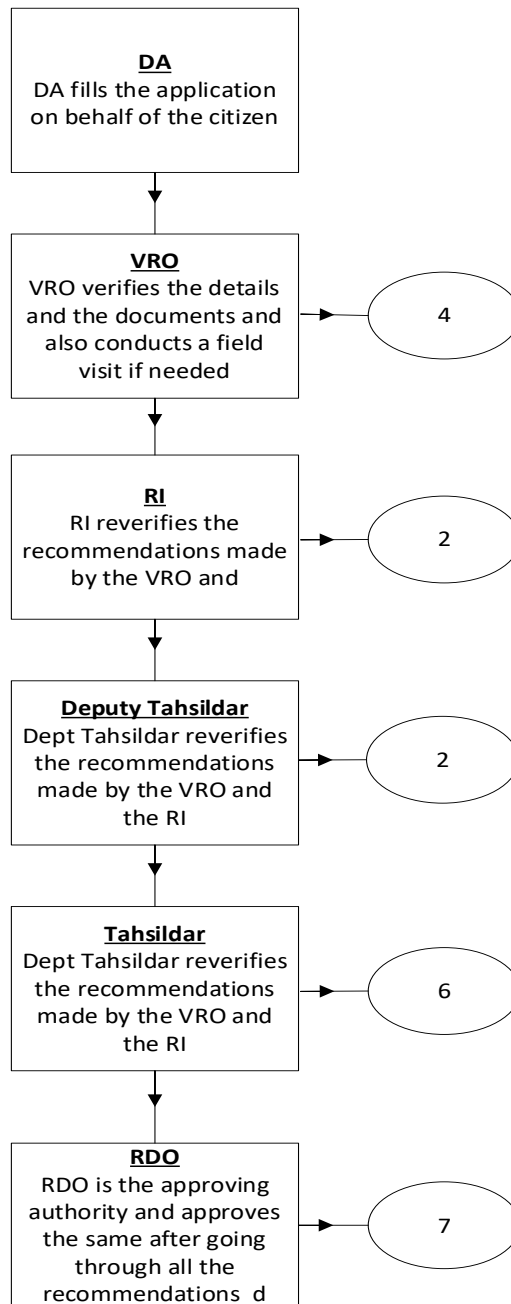
**15. Land Conversion (NEW)**

About the Service

This service facilitates the citizen to apply for conversion his/her existing Agricultural land to Non-agricultural land/commercial Purposes.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Adangal or ROR 1B</li> <li>3. Proof of Identity or Proof of Address</li> <li>4. Challan Copy</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / LAND CONVERSION (NEW)

**Land Conversion(New) GO MS No 98**

Basic Details	Application Form																								
<p><b>LAND CONVERSION (NEW)-GOMS NO98 APPLICATION FORM Service Types* :</b></p> <p> <input type="radio"/> For establishing Industry                        <input checked="" type="radio"/> For Other Purpose(Non Industrial)                 </p>																									
<p><b>Applicant Details</b></p> <p>Ration Card No: <input type="text"/>      Remarks: <input type="text"/></p> <p style="font-size: x-small; color: red;">Characters Used : 0 / 200</p>																									
<p><b>Document Details</b></p> <p>                         Land Located District:* <input type="text" value="కృష్ణ"/>                              Land Located Mandal:* <input type="text" value="అవనిగఢ"/>                              Land Located Village:* <input type="text" value="పులిగఢ"/>                              Challan Amount:* <input type="text" value="234567"/> </p> <p>                         Challan No:* <input type="text" value="4355467897"/>                              Challan Date:* <input type="text" value="02/11/2021"/> <input type="calendar"/>                              Challan Details (Amount paid in Treasury/Bank):* <input type="text" value="34567"/>                              Purpose for the Conversion:* <input type="text" value="Commercial"/> </p>																									
<p><b>Details</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4a7c9c; color: white;"> <th></th> <th>Survey No/Sub Division*</th> <th>Khatha No*</th> <th>Extent*</th> <th>Land Nature*</th> <th>Land Classification*</th> <th>TotalExtent*</th> <th>Area (In Units)*</th> <th>Extent for Conversion (Area in Units)*</th> <th>Area (In Units)*</th> <th>Doc.No/year*</th> <th>Pattadhar Name*</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>3-10</td> <td>30</td> <td>0.0000</td> <td>పట్టణ</td> <td>మెట్ట</td> <td>1.12</td> <td>acr</td> <td>7</td> <td>acr</td> <td>11</td> <td>తలగడ</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/>                        <input type="button" value="Delete Row"/> </p>			Survey No/Sub Division*	Khatha No*	Extent*	Land Nature*	Land Classification*	TotalExtent*	Area (In Units)*	Extent for Conversion (Area in Units)*	Area (In Units)*	Doc.No/year*	Pattadhar Name*	<input type="checkbox"/>	3-10	30	0.0000	పట్టణ	మెట్ట	1.12	acr	7	acr	11	తలగడ
	Survey No/Sub Division*	Khatha No*	Extent*	Land Nature*	Land Classification*	TotalExtent*	Area (In Units)*	Extent for Conversion (Area in Units)*	Area (In Units)*	Doc.No/year*	Pattadhar Name*														
<input type="checkbox"/>	3-10	30	0.0000	పట్టణ	మెట్ట	1.12	acr	7	acr	11	తలగడ														

**16.Late registration of Birth and Death**

About the Service

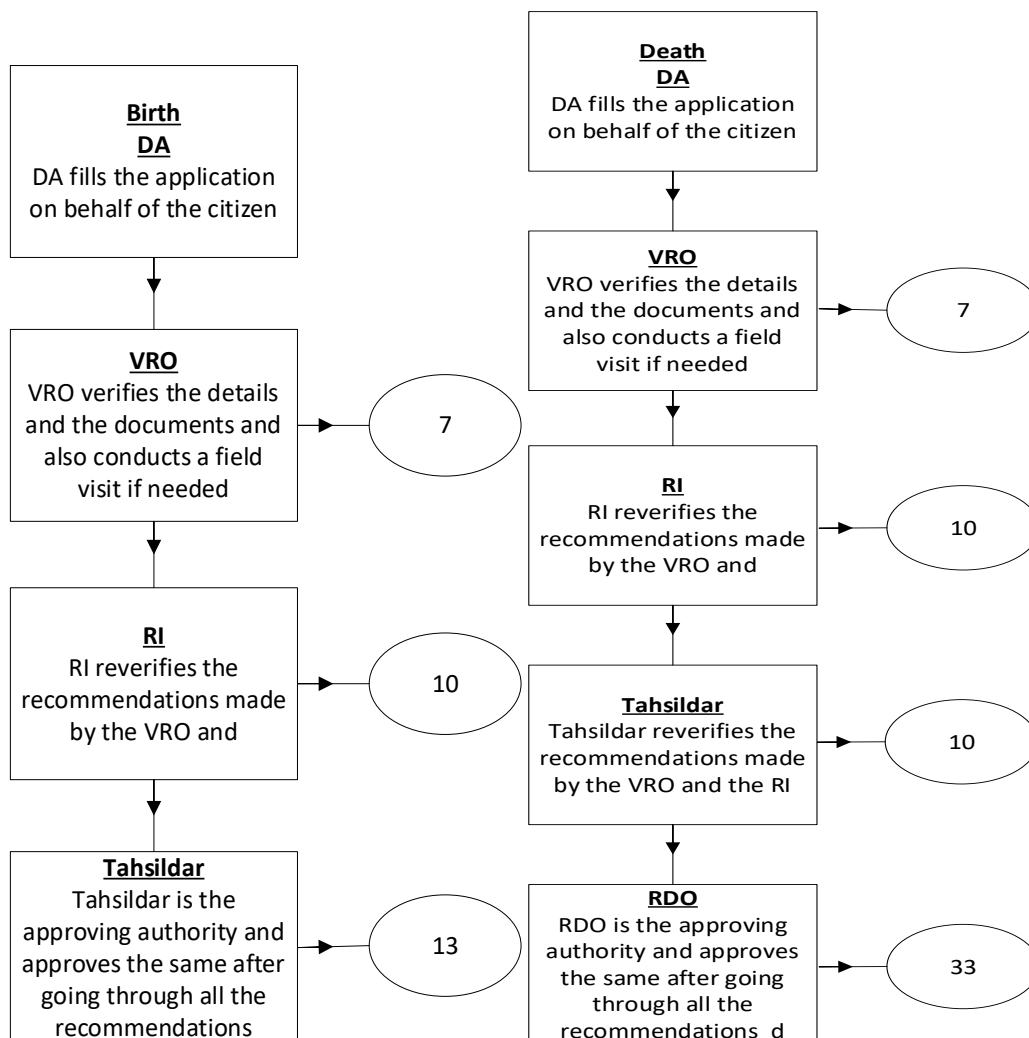
Late Registration of Birth request can be applied by the citizen through the GSWS to register the birth even after one year. For those who did not have the Birth Certificates, above 1 year, then the citizen will apply for the Late registration of Birth. Revenue Divisional Officer proceedings will be considered for issue of Late Birth certificate from Municipality or from Panchayat

For those who did not have the recorded their family member Death, above 1 year, then the citizen will apply for the Late registration of Death.

Revenue Divisional Officer proceedings will be considered for issue of Late Death certificate from Municipality or from Panchayat

<b>SLA</b>	60
<b>Documents Checklist</b>	<p><b>Birth:</b> a. Application form b. Non availability certificate issued by the GP or Municipal Commissioner c. Ration card copy d. SSC Marks memo (Date of Birth Proof Document) e. Self-Affidavit</p> <p><b>Death:</b> · Application form · Non availability certificate issued by the GP or Municipal Commissioner · Ration card copy · SSC Marks memo (Date of Birth Proof Document) · Self-Affidavit</p>

Approval Flow





## Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Late Registration of Birth/Death Certificate

### Late Registration Of Death/Birth Certificate Application Form

Basic Details	Application Form
Service Type:* <input type="text" value="Birth Certificate"/>	Ration Card Number: <input type="text"/>
<b>Birth Details</b>	
Child Name:* <input type="text" value="Jagannath"/>	Child Date Of Birth:* <input type="text" value="03/11/2021"/>
No. Of Delivery:* <input type="text" value="1"/>	Age of Mother: *At the time of delivery <input type="text" value="27"/>
Place Of Birth:* <input type="text" value="General Hospital"/>	
<b>Service Specific Details( Please specify the details of Birth/Death happened)</b>	
Door No.:* <input type="text" value="12-23-23/2"/>	Address: *Actual birth/death happened <input type="text" value="General Hospital"/>
District:* <input type="text" value="KRISHNA"/>	Mandal/Circle:* <input type="text" value="AVANIGADDA"/>
Gender:* <input type="text" value="MALE"/>	Purpose:* <input type="text" value="Visa Purpose"/>
Mother Name:* <input type="text" value="Sharmila"/>	Father's Name/Husband's Name:* <input type="text" value="Jagannath"/>
Village/Ward:* <input type="text" value="PULIGADDA"/>	Pin Code:* <input type="text" value="521121"/>
<b>Birth Upload Documents</b>	
<b>Note:</b> All Upload Documents are in Pdf Format Only.	
Physical Document* <input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Non availability certificate issued by the GP or Municipal Commissioner* <input type="text" value="No File chosen"/> <input type="button" value="Browse"/>

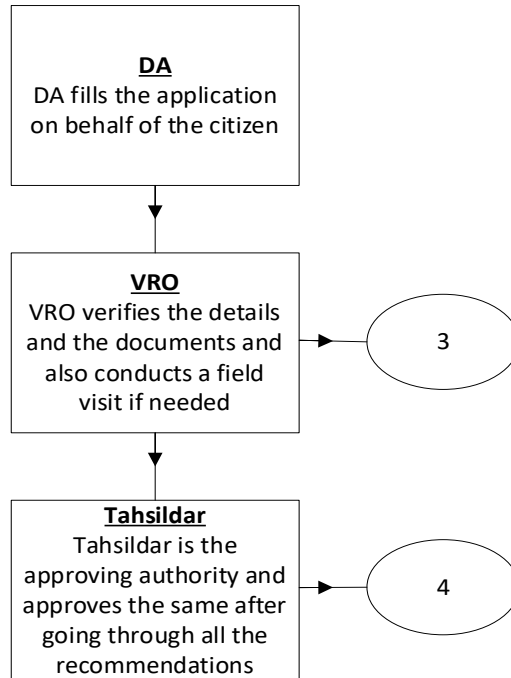
## 17. Manual Adangal

### About the Service

Adangal/Pahani is a very important document issued by Tahsildar, as it contains details of land such as, Landowner's name with Extents and Khatha Number, Total Land under the Pahani, Land revenue Details Resource of Land Cultivation, Nature of procession of land, Survey Number and Hissa Number of Land The way land is acquired by the owner, Government/Public rights on the Land. Liabilities of the Owners on the Land, Classification of the Soil

<b>SLA</b>	7
<b>Documents Checklist</b>	Application Form

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Manual Adangal Application Form

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**Manual Adangal Application Form**

Basic Details	Application Form
<b>Please Select Selection Criteria</b>	
District: * <input type="text" value="కృష్ణా"/>	Mandal: * <input type="text" value="అవనిగల్ల"/>
Village / Ward: * <input type="text" value="పులిగల్ల"/>	Fasli Year: * <input type="text" value="2016 (1426)"/>
Note* : Please Enter the Survey Number same as the Record. Please follow the Guidelines attached for installing Telugu Fonts. <a href="#">Click Here</a>	
Survey No: * <input type="text" value="Others"/>	Enter Survey Number:* <input type="text" value="8765432678"/>
Khata No: <input type="text" value="34567"/>	Pattadhar Name: * <input type="text" value="Mahesh Reddy"/>
Adangal Copy for the above given Survey Number requires TASHILDAR'S verification and approval	
<input type="button" value="Show Payment"/>	

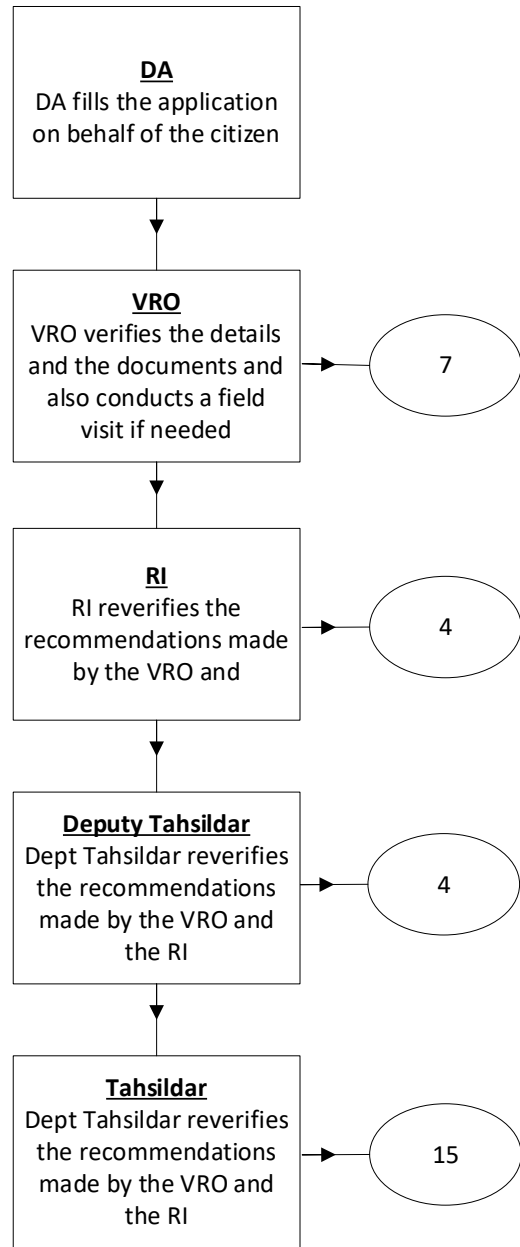
**18.Mutation and Title Deed Cum Pattadar Passbook:**

About the Service

Mutation is a process through which Owner's name or particulars like liabilities get changed because of various type of transactions (Succession, Gift, Will, and Purchase).

<b>SLA</b>	30
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Registered Documents</li> <li>3. Aadhar Card /Other id and Address Proof</li> <li>4. Passport Photograph of the applicant</li> <li>5. Pattadar Passbook /ROR 1B /Adangal Copies</li> <li>6. Signature of Applicant</li> </ol>

Approval Flow



### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

Basic Details				Application Form						
Buyer Name: *	Buyer Katha No:	Ration Card No:	Remarks:							
<input type="text" value="Mahesh Reddy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Characters Used : 0 / 200						
<b>Document Details</b>										
District: *	Mandal: *	Village: *	Division: *							
<input type="text" value="కృష్ణ"/>	<input type="text" value="అవనిగల్ల"/>	<input type="text" value="పులిగల్ల"/>	<input type="text" value="గుడివార"/>							
Mutation Category: *	Mutation Sub Category: *									
<input type="text" value="Backlog Mutation"/>	<input type="text" value="Purchase Mutation"/>									
Seller Name *	Seller Address *	Survey Number/Sub Division *	Khata Number *	Name *	Father Name *	Extent Of Area(Acs/Gts) *	Document No *	Doc Date(dd/mm/yyyy) *	Village	
<input type="checkbox"/>	<input type="text" value="Mahesh Redd"/>	<input type="text" value="Puligadda"/>	<input type="text" value="3-10"/>	<input type="text" value="305"/>	<input type="text" value="తలగడదీవి ;"/>	<input type="text" value="లక్ష్మణయ్య"/>	<input type="text" value="3"/>	<input type="text" value="23"/>	<input type="text" value="03/11/20"/>	<input type="text" value="పులిగల్ల"/>
				<input type="button" value="+ Add New Row"/>		<input type="button" value="Delete Row"/>				

**Document List**

**Note:1.**Total size of all Upload Documents should not exceed 1MB.

**Note:2.**All Upload Documents are in Pdf Format Only.

Application Form *	Registered Document Copies*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>
Old Pattadar Passbook/Title deed/(Seller PPB/TD)*	Tax Receipts if any*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>
Recent Passport Size photo (Upload Only jpg/jpeg format)*	Signature (Upload Only jpg/jpeg format)*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>

## 19.No Earning Certificate

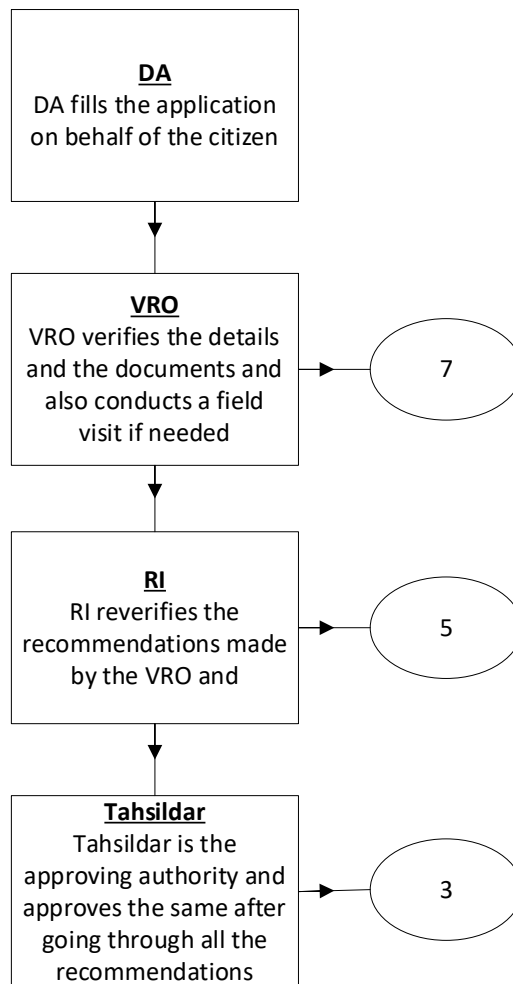
### About the Service

This service facilitates the citizen to receive the benefits from the Government due to the uncertainty death of earning member in a family.

Further it is to certify that there are no earning members in the family of the deceased and they have no properties in anywhere.

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Ration card /EPIC Card/AADHAR Card</li> <li>3. Death Certificate</li> <li>4. Copy of Family Member Certificate</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / No-Earning Member Certificate

**No-Earning Member Certificate Application Form**

Basic Details		Application Form														
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Relationship With Deceased: * <input type="text" value="Brother"/>														
<b>Enter Deceased Details</b>																
Deceased First Name: * <input type="text" value="Sagar"/>	Deceased Middle Name: <input type="text"/>	Deceased Last Name: * <input type="text" value="M"/>	Father/Husband Name: * <input type="text" value="Karthik"/>													
Date of Death: * <input type="text" value="03/11/2021"/>	Reason for Certificate: * <input type="text" value="Compassionate Appointment"/>	Occupation: * <input type="text" value="Retired Employee"/>	Native Village: * <input type="text" value="CHAPURAM2"/>													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Name of the Family Member *</th> <th style="width: 20%;">Age *</th> <th style="width: 10%;">Gender *</th> <th style="width: 15%;">Occupation *</th> <th style="width: 25%;">Relationship with Deceased *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="Select"/></td> <td><input type="text" value="Select"/></td> <td><input type="text" value="Select"/></td> </tr> </tbody> </table>						Name of the Family Member *	Age *	Gender *	Occupation *	Relationship with Deceased *	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
	Name of the Family Member *	Age *	Gender *	Occupation *	Relationship with Deceased *											
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>											
<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">+ Add New Row</a>		<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; border-radius: 3px;">Delete Row</a>														

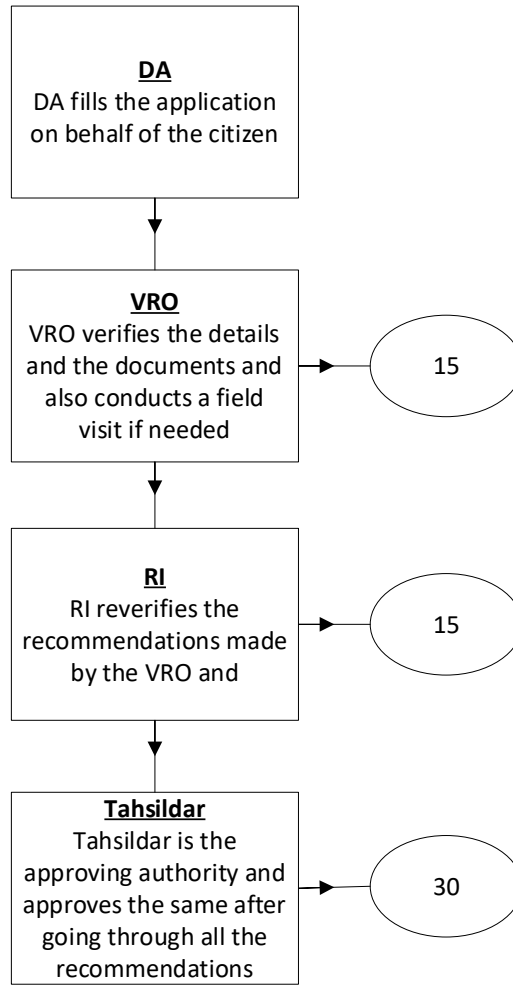
**20. No Property Certificate Application Form**

About the Service

No Property Certificate issued for Compassionate appointments. If the Citizen does not have any property or sources for his/her livelihood, then to avail the benefits from Dept, this service will be used.

<b>SLA</b>	60
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Address Proof/ID Proof</li> <li>3. Family member certificate copy</li> <li>4. Death certificate copy</li> </ol>

Approval Flow





Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / No Property Certificate

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**No Property Certificate Application Form**

Basic Details		Application Form						
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Relationship with Death Person: * <input type="text" value="Brother"/>						
<b>Death Person Details</b>								
Death Person First Name: * <input type="text" value="Sagar"/>	Death Person Middle Name: <input type="text"/>	Death Person Last Name: * <input type="text" value="M"/>	Father/Husband Name: * <input type="text" value="Karthik M"/>					
Door No: * <input type="text" value="12-123/2"/>	Street Name: * <input type="text" value="Vandhula vari street"/>	District: * <input type="text" value="KRISHNA"/>	Mandal: * <input type="text" value="AVANIGADDA"/>					
Village: * <input type="text" value="PULIGADDA"/>	Pin Code: * <input type="text" value="532401"/>	Date of Death: * <input type="text" value="03/11/2021"/>	Place Of Death(Hospital Name / Home): * <input type="text" value="Vikas Hospital"/>					
Occupation: * <input type="text" value="Retired Employee"/>	Cause of death: * <input type="text" value="Ill Health"/>	Purpose: * <input type="text" value="Income Tax"/>						
<b>Location of Death</b>								
State: * <input type="text" value="Andhra Pradesh"/>	District: * <input type="text" value="KRISHNA"/>	Mandal: * <input type="text" value="AVANIGADDA"/>	Village: * <input type="text" value="PULIGADDA"/>					
<b>Family Members of the Death Person</b>								
	Name of the Family Member*	Age*	Relationship with Death Person*	Occupation*	Marital Status*	Edcational Qualification*	Employment*	Income Per Month*
<input type="checkbox"/>	Suresh	29	Nephew	Employee - Privi	Married	PG	Employment	43566

**21. OBC Certificate**

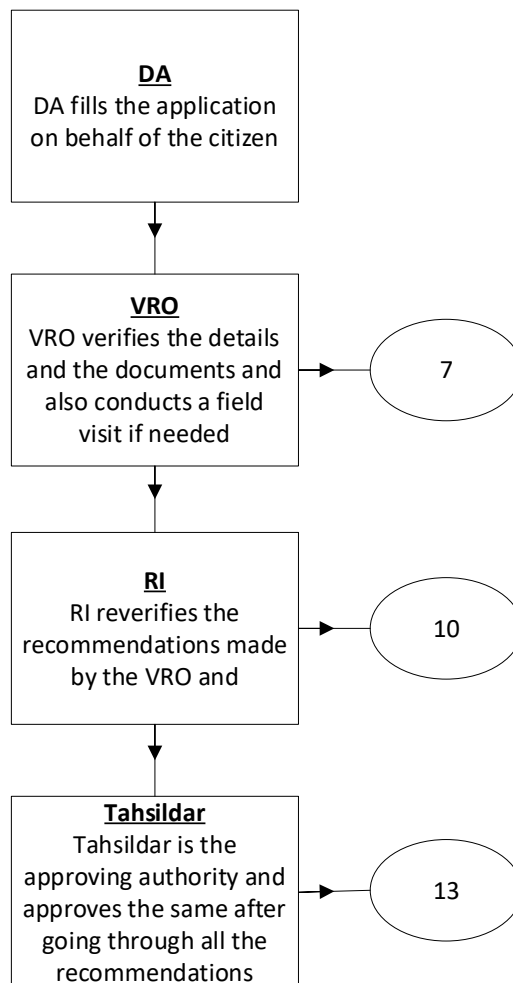
About the Service

This certificate is used for both central and state services, community and creamy layer certificate for Govt.Seats for higher studies and Jobs purpose at state and central level. This certificate is issued for OBC other than OC Community.

Economically Weaker Section certificate will be issued to OCs for availing reservation at Central level. This certificate is valid up to one financial year.

<b>SLA</b>	30
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form b) Address Proof / ID Proof</li> <li>2. Applicant Father/ mother Property Particulars</li> <li>3. Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)</li> </ol>

Approval Flow



**Application Forms**

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / OBC Certificate

**OBC Certificate Application Form**

Basic Details	Application Form
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%;" type="text"/> Characters Used : 0 / 200
<p><b>Caste Certificate</b></p> Issued Caste Certificate In Past :* <input style="width: 150px;" type="text" value="Yes"/> Caste Claimed :* <input style="width: 150px;" type="text" value="Yes"/> Education Certificate Contains Caste :* <input style="width: 150px;" type="text" value="Yes"/> Purpose of Caste Certificate:* <input style="width: 150px;" type="text" value="CENTRAL GOVERNMENT"/>	
Family Income:* <input style="width: 150px;" type="text" value="765434"/>	

**Document List**  
 Note: All Upload Documents are in Pdf Format Only.

Application Form * <input style="width: 90%;" type="text" value="No File choosen"/> <input type="button" value="Browse"/>	Ration card /EPIC Card/AADHAR Card <input style="width: 90%;" type="text" value="No File choosen"/> <input type="button" value="Browse"/>
Applicant Father/Mother property particulars * <input style="width: 90%;" type="text" value="No File choosen"/> <input type="button" value="Browse"/>	Applicant Father/Mother Employment particulars/Income Tax returns (for professionals) * <input style="width: 90%;" type="text" value="No File choosen"/> <input type="button" value="Browse"/>

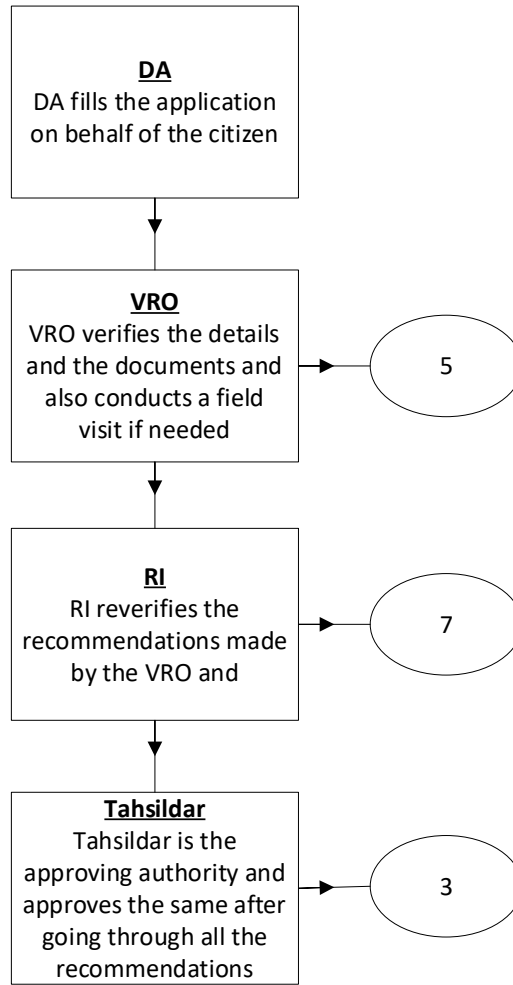
**22. Permission of Digging of Borewell for Agricultural Purpose**

About the Service

To utilize the water for agriculture purpose, this service can be used.

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Address Proof/ ID Proof</li> <li>3. Copy of ROR 1B, Adangal, Passbook</li> <li>4. Small and marginal farmer certificate for concession</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Permission of Digging of Bore Well for Agricultural Purpose

**Permission of Digging of Bore Well for Agricultural Purpose**

Basic Details	Application Form
<p><b>Applicant Details</b></p> <p>Ration Card No: <input type="text"/>      Remarks: <input type="text"/></p> <p style="font-size: small; color: red;">Characters Used : 0 / 200</p>	
<p><b>Land Details Description</b></p> <p>District:* <input type="text" value="KRISHNA"/>      Mandal:* <input type="text" value="AVANIGADDA"/>      Village:* <input type="text" value="PULIGADDA"/>      Survey Number:* <input type="text" value="3456"/></p> <p>Extent Of Land:* <input type="text" value="34"/>      Acers/Ce <input type="text"/>      Type Of land:* <input type="text" value="Wet"/>      Category Of Farmer:* <input type="text" value="Small Farmer"/></p>	
<p><b>Other Details</b></p> <p>Type well to be dug:* <input type="text" value="Bore Well"/>      Mode of drawing water:* <input type="text" value="Disel Engine"/>      Specification of pump:* <input type="text" value="larger flow"/>      Distance from existing functional well:* <input type="text" value="2"/></p> <p>Well Depth(Meters):* <input type="text" value="23"/></p>	

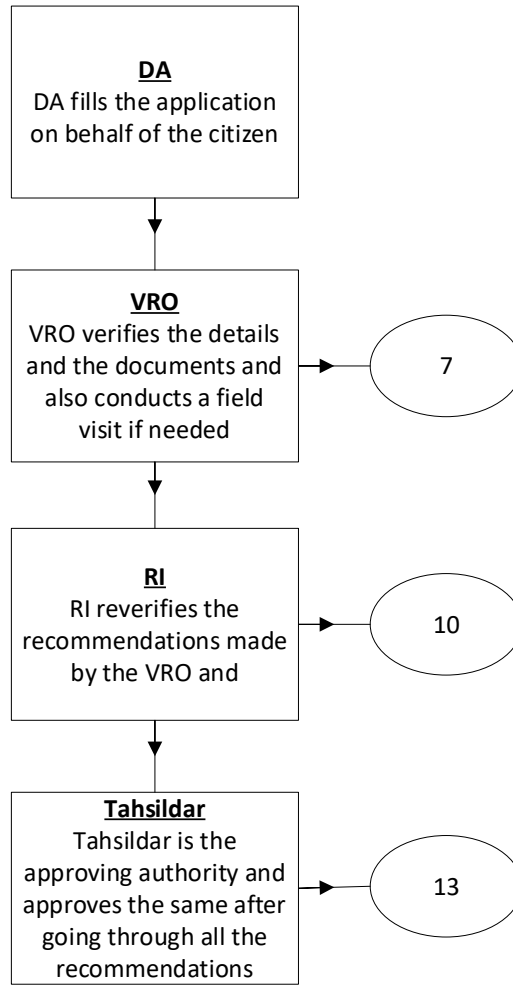
**23. Possession Certificate**

About the Service

Possession certificate is issued to include the property in the Revenue Records in order to obtain the loan. This certificate is issued by Tahsildar in Rural areas and RDO in urban areas

<b>SLA</b>	30
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Income Certificate/Ration Card</li> <li>3. Scanned Passport Size photo</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Possession Certificate

**Possession Certificate Application Form**

Basic Details		Application Form	
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Age: <input type="text" value="23"/>	
Income: * <input type="text" value="8765476"/>	Survey No: * <input type="text" value="12"/>	Extent: * <input type="text" value="3"/> Acres/Cents	Purpose: * <input type="text" value="Ownership"/>
<b>House Boundaries</b>			
Name of the House / Land holder			
East: * <input type="text" value="12"/>	West: * <input type="text" value="2"/>	North: * <input type="text" value="2"/>	South: * <input type="text" value="2"/>

**Document List**  
 Note: All Upload Documents are in Pdf Format Only.

Application Form \*  Browse

Income Certificate/ Ration card \*  Browse

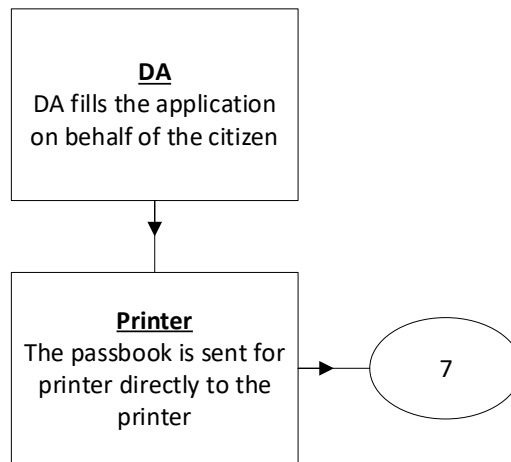
**24. Printing of Title Deed Cum Passbook:**

About the Service

If the record is already available, digitally signed and seeded with Aadhaar, if the citizen wants to get the Electronic Passbook, this service can be used.

<b>SLA</b>	7
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. ROR 1B/ Adangal /Pattadar Passbook</li> <li>2. Aadhar Copy</li> </ol>

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

Meeeva / Application Submission / Revenue Department / Printing Title Deed cum passbook

Printing Of Title Deed cum passbook Application Form

Basic Details	Application Form
<b>Please Select Selection Criteria</b>	
District:*	Mandal:*
Village:*	
Select Criteria: *	Aadhaar Number: *
<input type="radio"/> Khata Number <input checked="" type="radio"/> Aadhaar Number	314987395689

Aadhar Number is seeded at webland for requested Khata Number.Please go for Pathadar Authentication

**25. Rectification of Entries in Record of Rights:**

About the Service

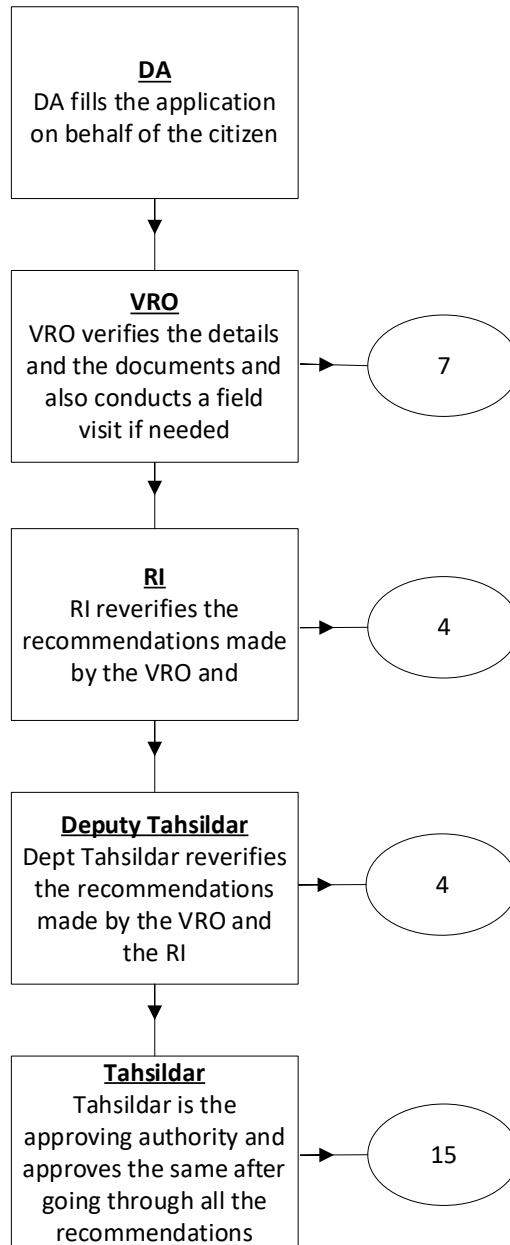
For clerical level corrections in lands records, this service has to be used.

<b>SLA</b>	30
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<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application form</li> <li>2. Aadhar Card/Other id and address proof</li> <li>3. Pattadar Passbook/ ROR 1B /Adangal copies</li> </ol>
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Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Rectifications Of Entries In Record Of Rights Form

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**Rectifications Of Entries In Rights Form**

Basic Details		Application Form	
---------------	--	------------------	--

**Selection Criteria**

District:\*  Mandal:\*  Village:\*  Survey Number:\*

Correction Type:\*  Correction in adangal  Correction in khata number  Correction in survey number

[Get Details](#)

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**Adangal Certificate Details**

Khata Number	Enjoyment Nature	Pattadar Name	Pattadar Father Name	Occupant Name	Occupant Father Name	Occupant Extent	To
305	పట్టాదారు	తలగడదీవి వెంకటేశ్వరరావు	లక్ష్మణయ్య	మండలి లక్ష్మణరావు	సుబ్బారావు	0.84	0.84

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**Document List**  
 Note: All Upload Documents are in Pdf Format Only.

Application Form \*

[Browse](#)

[Show Payment](#)

**26. Renewable of cinema license**

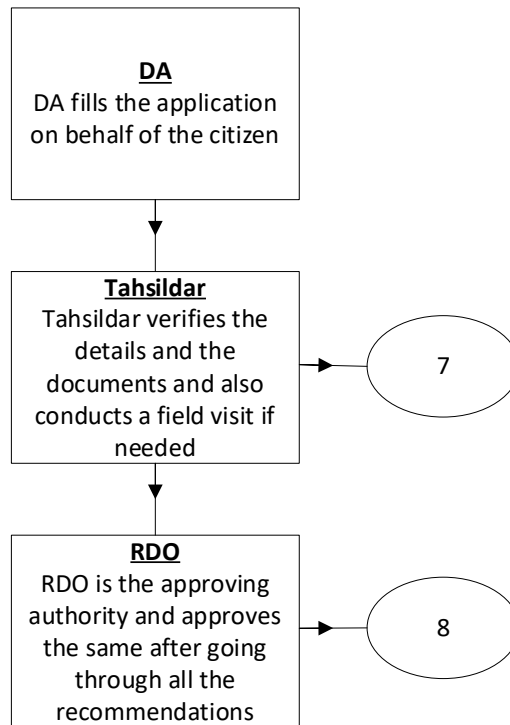
About the Service

This service is used for renewal of Cinema License

<b>SLA</b>	15
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application from</li> <li>2. Copy of B-form license certificate</li> </ol>

- 3. Certificated issues by dept electrical inspector
- 4. Film division certificate
- 5. Structural certificate issues by EE&RB
- 6. Certificate issues by Divisional Fire officer
- 7. Certificate Issues by DMHO

Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Renewal Of Cinema Licence

**Renewal Of Cinema Licence**

Basic Details		Application Form	
<b>Theater Address</b>			
Name of the Theater: *	B - Form Licence No: *	Licence Issued Date:*	Renewal Period: * Year(s)
<input type="text" value="Sailaja"/>	<input type="text" value="23456789876543223"/>	<input type="text" value="02/11/2021"/>	<input type="text" value="2"/>
Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text" value="23-56/56"/>	<input type="text" value="Vandula vari Street"/>	<input type="text" value="KRISHNA"/>	<input type="text" value="AVANIGADDA"/>
Village/Ward: *	Pin Code: *		
<input type="text" value="PULIGADDA"/>	<input type="text" value="52112"/>		

**Document List**  
 Note: All Upload Documents are in Pdf Format Only.

Application Form *	Copy of B - Form Licence Certificate *
<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>
Certificate issued by Dy.Electrical Inspector	Film Division Certificate
<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>
Structural Soundness Certificate issued by the EE R&D	Certificate issued by Divisional Fire officer
<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>
Certificate issued by DMHO	
<input type="text" value="No File choosen"/> <input type="button" value="Browse"/>	

**27. House Site Application**

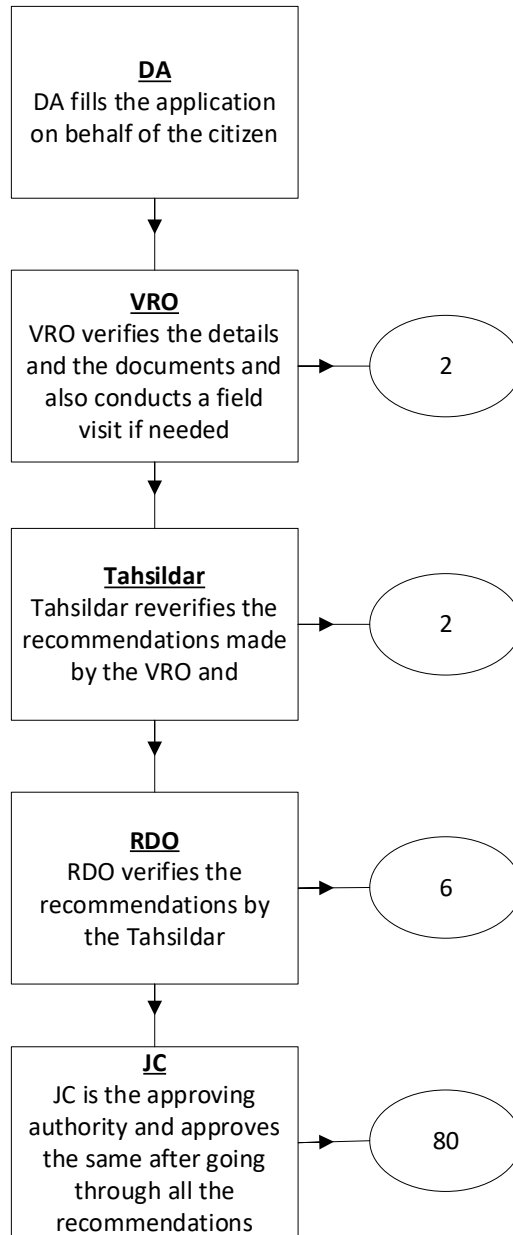
About the Service

This service is used for applying for a House Site

<b>SLA</b>	<b>90</b>
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<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Xerox copy of Aadhaar Card</li> <li>2. Rice/Ration Card</li> <li>3. Applicant should be Female/Transgender</li> <li>4. d. Single Male application should not be allowed</li> </ol>
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Approval Flow



Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

**28. CLAIMS UNDER ANDHRA PRADESH DOTTED LANDS (Updatiions in Re-Settlement Register) RULES, 2017About the Service**

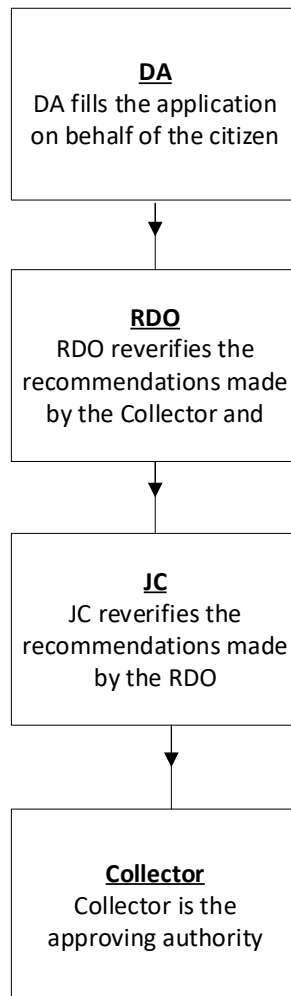
About the Service

This Service facilitates the citizen to apply for the Andhra Pradesh Dotted Lands (Updatiions in Re-Settlement Register) Rules, 2017.

<b>SLA</b>	180 Days
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Registered Documents with Document No and Date ( all link Documents shall be provided)</li> <li>3. Entries in RH maintained by the Registration department copy</li> </ol>

	<p>4. Encumbrance Certificate copy</p> <p>5. Adangal Copy</p> <p>6. 10(1) Account</p> <p>7. ROR Record maintained by Revenue Department copy</p> <p>8. Order or decree of any court / competent authority copy</p> <p>9. Aadhar card/ Voter id card/ Ration card or any other address or id proof * Note: For the proof of documents (2 to 8) no one shall be mandatory, but if no one is selected application shall not be moved to further process.</p>
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Approval Flow



## Application Form

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

The screenshot shows the 'ANDHRA PRADESH DOTTED LANDS(UPDATION IN RE-SETTLEMENT REGISTER) RULES' application form. The user is logged in as 'Sri YS Jagan Mohan Reddy'. The form is divided into several sections:

- Basic Details:** Includes dropdown menus for District, Mandal, Village/Ward, and Year. A Remarks field is also present.
- Service Specific Details:** A table with columns: Survey No, Katha No, Extent Of Area(Aca/Gts), Mode of Acquisition, North, South, East, West, and Action. An 'ADD' button is at the end of the table.
- Document Upload Section:** Multiple fields with 'Browse' buttons for:
  - Application Form (FORM III)
  - Registered Documents with Document No and Date
  - Encumbrance Certificate copy
  - Adangal Copy
  - ROR Record maintained by Revenue Department Copy
  - Aadhaar card/ Voter id card/ Ration card or any other address or id proof

## 29. Modifications In 22 A List:

### About the Service

22 A list, the identification of prohibited lands and Government lands were prepared based on the category wise (1(a), 1(b), 1(c), 1(d), 1(e)). All the lists furnished by the concerned authorities shall be filed in a separate new file book titled as intimations / notifications of prohibited properties under Sec 22(A) and also publish such details in CARD. Type of lands which will be covered under type of categories.

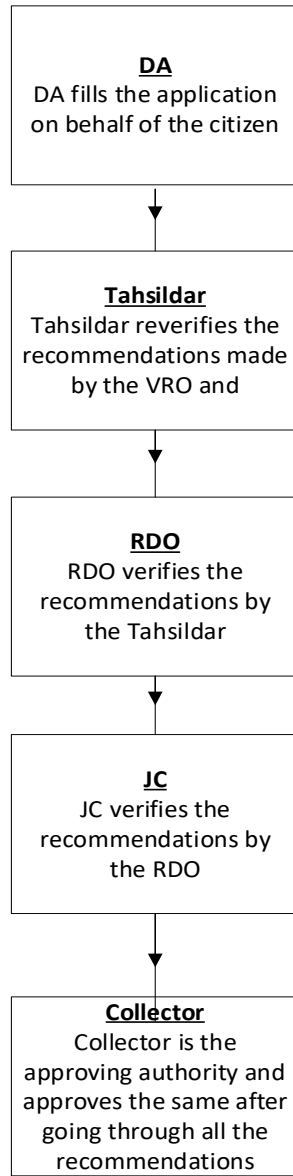


- 22(A)(1)(a) - Relating to Assigned lands.
- 22(A)(1)(b) - Relating to Lands owned by Government.
- 22(A)(1)(c) - Relating to Endowments /Wakfs lands.
- 22(A)(1)(d) - Relating to Surplus Lands.
- 22(A)(1)(e) - Relating to lands having interest of Central or State Government.

Citizen visits the nearest secretariats with relevant documents for modifying the details in 22 A lists in the required category.

<b>SLA</b>	90 Days
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Proof of Address/ID*</li> <li>3. Proof of Occupation*</li> <li>4. Proof of Possession</li> <li>5. • Others</li> </ol>

Approval Flow



**Application Form**

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

The screenshot displays the GSWS CSP Portal interface for the 'Modifications In 22 A List Application Form'. The header shows the user is logged in as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh, with a digital assistant named GANDIGUNTA2. The navigation menu on the left lists various services, with 'Modifications in 22A List' currently selected. The main form area is divided into two sections: 'Basic Details' and 'Application Form'. The 'Basic Details' section includes fields for District, Mandal/Circle, Village/Ward, Survey Number, Khata Number, Extent, and Category. The 'Application Form' section includes a field for 'Brief Content Of Application' and a 'Possession Type' dropdown. Below these sections is the 'Death Upload Documents' section, which contains a note about PDF uploads and several 'Browse' buttons for uploading documents like 'Application Form', 'Proof Of Address/ID', 'Proof Of Possession', and 'Other Documents'. A 'Show Payment' button is located at the bottom right of the form area.

## **CAT A Services in Revenue Department:**

### **30. Patta Sub-Division for Auto Mutation Process Form:**

#### About the Service

Patta Sub-division payment for auto mutation process service facilitates citizens to pay the statutory charges which are auto submitted at Sub registrar office.

<b>SLA</b>	15 Min
<b>Documents Checklist</b>	NA

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Patta Subdivision for auto mutation process form

---

**Patta Subdivision for Auto Mutation Process Form**

Basic Details	Application Form
<p><b>Search Criteria</b></p> <p>Document Type:* <input type="text" value="Patta Sub Division"/> District:* <input type="text" value="కృష్ణ"/> Mandal:* <input type="text" value="అవనిగల్ల"/> Village:* <input type="text" value="పులిగల్ల"/></p> <p>Reference Number: * <input type="text" value="234567898765434"/></p> <p style="text-align: right;"><a href="#" style="background-color: #4CAF50; color: white; padding: 5px 10px; border: none;">Get Details</a></p>	

**Document Details Description**

SerialNo	Survey Number	Extent Registered During Registration	Name of the Claimant(Buyer)	Paymet Fee(As per each record)
1111				

[Show Payment](#)

### 31. Computerized Adangal:

#### About the service

This service is used to retrieve previously issued Adangal Copies

<b>SLA</b>	15 Minutes
<b>Documents Checklist</b>	Application form

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Computerized Adangal

#### Adangal Application Form

**Basic Details**

**Application Form**

#### Computerized Adangal Application Form

**Please Select Selection Criteria**

District: \*

Mandal: \*

Village / Ward: \*

Fasli Year: \*

Survey No / Sub Division: \*

Please select Without crop : \*

Did transaction today:

---

#### Applicant Details

S NO	Survey No	Total Extent	Un Cultivable	Cultivable Land	Land Nature	Tax	Land Classification	Water Source	Water Source Extent	Khat
1	3-10	1.12	1.12	0	పట్టా	5.9	మొద	unknown	0.0000	305

---

#### Document List

**Note:** All Upload Documents are in Pdf Format Only.

Application Form \*

### 32. Pattadar Mobile No Seeding in Land Records

About the service

This service is used to add or modify mobile details in the passbook

<b>SLA</b>	15 Minutes
<b>Documents Checklist</b>	NA

Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

Meeseva / Application Submission / Revenue Department / Pattadar Mobile No Seeding In Land Records

---

**Pattadar Mobile No Seeding In Land Records**

Basic Details
Application Form

**Please Select Selection Criteria :**

District:\*

Mandal:\*

Village:\*

Khata Number: \*

Get Details

Aadhaar number is available for requested Khata number at Department end and Please proceed for Aadhaar authentication to link Mobile number to your Khatha number.

---

**Applicant Details :**

Pattadar Name:

Biometric Authentication:\*

Authenticate

Successfully Authenticated.

---

**Authenticate Mobile Number**

Mobile Number:\*

Resend OTP

OTP (One Time Password):\*

Show Payment

### 33. ROR 1B

#### About the service

ROR 1B contains complete information regarding the land property and history of holders of land. This service is used to retrieve the ROR 1B document

<b>SLA</b>	15 Minutes
<b>Documents Checklist</b>	NA

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / ROR-1B

---

**ROR-1B Application Form**

Basic Details	Application Form																		
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%; height: 20px;" type="text"/> <small>Characters Used : 0 / 200</small>																		
<p><b>Please select selection criteria</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">District:* <input style="width: 90%;" type="text" value="కృష్ణా"/></td> <td style="width: 25%; border: none;">Mandal:* <input style="width: 90%;" type="text" value="అవనిగడ్డ"/></td> <td style="width: 25%; border: none;">Village/Ward:* <input style="width: 90%;" type="text" value="పులిగడ్డ"/></td> <td style="width: 25%; border: none;">Khata Number: * <input style="width: 90%;" type="text" value="234567"/></td> </tr> </table> <p style="text-align: right; margin-top: 5px;"><span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 3px;">Get Details</span></p>		District:* <input style="width: 90%;" type="text" value="కృష్ణా"/>	Mandal:* <input style="width: 90%;" type="text" value="అవనిగడ్డ"/>	Village/Ward:* <input style="width: 90%;" type="text" value="పులిగడ్డ"/>	Khata Number: * <input style="width: 90%;" type="text" value="234567"/>														
District:* <input style="width: 90%;" type="text" value="కృష్ణా"/>	Mandal:* <input style="width: 90%;" type="text" value="అవనిగడ్డ"/>	Village/Ward:* <input style="width: 90%;" type="text" value="పులిగడ్డ"/>	Khata Number: * <input style="width: 90%;" type="text" value="234567"/>																
<p><b>Applicant details</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4CAF50; color: white;"> <th style="width: 8%;">Serial No</th> <th style="width: 15%;">Pattadar Name</th> <th style="width: 15%;">Pattadar Father Name</th> <th style="width: 8%;">Khata No</th> <th style="width: 10%;">Survey No</th> <th style="width: 10%;">Land Classification</th> <th style="width: 8%;">Total Extent</th> <th style="width: 8%;">Tax</th> <th style="width: 14%;">Acquired Reason</th> </tr> </thead> <tbody> <tr> <td>9996</td> <td>No Records Found</td> <td>0</td> <td>0</td> <td>No Records Found</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"><span style="background-color: #4CAF50; color: white; padding: 2px 10px; border-radius: 3px;">Show Payment</span></p>		Serial No	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason	9996	No Records Found	0	0	No Records Found	0	0	0	0
Serial No	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason											
9996	No Records Found	0	0	No Records Found	0	0	0	0											

### 34.Re Issuance of OBC/EBC/Integrated Certificate:

About the service

The Service is used to retrieve previously issued OBC/EBC and integrated certificates

<b>SLA</b>	15 Minutes
<b>Documents Checklist</b>	Aadhaar Card / Ration card / Epic Card

Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

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

#### Re-Issuance of OBC / EBC / Integrated Certificate Application Form

Basic Details	Application Form
Relation With Applicant: * <input type="text" value="Brother"/>	Service Type:* <input type="text" value="OBC Certificate"/>
Application Number:* <input type="text" value="OBC-211009-000001"/>	
<input type="button" value="Get Details"/> <input type="button" value="Clear"/>	
<b>Basic Details</b>	
Aadhaar Number:	Gender: Male
First Name: Batna Anantha Rao	Date of Birth: 01/01/1976
Middle Name: Batna Anantha Rao	Caste: Others
Last Name: Batna Anantha Rao	Religion: Muslim
Father / Husband Name: Batna Anantha Rao	Qualification: MSC(AG)
Marital Status: Married	Mobile No: 9912352506
	Email: qkjlwe2@gmail.com
	Delivery Type: Email
<b>Present Address</b>	
Door No: 2-123	Street Name: 2-123
Village / Ward / Secretariat: PULIGADDA	Mandal / Municipality: AVANIGADDA
District: KRISHNA	Pin Code: 532401
<b>Permanent Address</b>	
Door No: 2-123	Street Name: 2-123
Village / Ward / Secretariat: PULIGADDA	Mandal / Municipality: AVANIGADDA
District: KRISHNA	Pin Code: 532401
<b>Applicant Details</b>	
Ration Card No: -	Remarks: -
<b>Caste Certificate</b>	
Issued Caste Certificate In Past: Yes	Caste Category: -
Caste Claimed: Yes	Education Certificate Contains Caste: Yes
Purpose of Caste Certificate: CENTRAL GOVERNMENT	
Family Income: 8767896	



**Document List**  
**Note:** All Upload Documents are in Pdf Format Only.

ID proof of the actual applicant or his/her parents \*

### 35. Title Deed cum passbook

#### About the service

If the record is already available, digitally signed and seeded with Aadhaar, if the citizen wants to get the Electronic Pass Book this service can be used.

<b>SLA</b>	15 Minutes
<b>Documents Checklist</b>	Application form

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

Meeeva / Application Submission / Revenue Department / Title Deed Cum passbook

### Title Deed cum passbook Application Form

Basic Details	Application Form
---------------	------------------

**Please Select Selection Criteria**

District:\*  Mandal:\*  Village:\*

Select Criteria: \*  Khata Number  Aadhaar Number

Aadhaar: \*

Aadhar number is seeded at webland for requested khata number.Please go for Pathadar authentication

**Biometric Authentication**

Biometric Authentication:\*

Authentication Success

**Application Details**

SerialNo	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason
----------	---------------	----------------------	----------	-----------	---------------------	--------------	-----	-----------------

**Documents List (NOTE: All Upload Documents are in Pdf Format Only)**

Application Form\*

## MAUD (Municipal Administration & Urban Development)

25 MAUD redirectional services have made available in the new GSWS portal. Details are mentioned in the table below.

### Overview

#### Property Tax Services

Sl. No.	Module	Service Name	Total SLA
1	Property Tax	New Assessment	15 Days
2	Property Tax	Addition / Alteration	15 Days
3	Property Tax	Transfer of Title	15 Days
4	Property Tax	Exemption	30 Days
5	Property Tax	Conversion of VLT To House Tax	15 Days
6	Property Tax	Bifurcation - Parent Property Bifurcation	15 Days
7	Property Tax	Bifurcation - Creating Child Property from Parent	15 Days
8	Property Tax	Vacancy Remission	180 Days
9	Property Tax	Amalgamation	15 Days
10	Property Tax	New Vacant Land Assessment	15 Days
11	Property Tax	Conversion Of House Tax To Land Tax (VLT)	15 Days
12	Property Tax	Revision Petition	15 Days
13	Property Tax	General Revision Petition	15 Days

#### Water Charges

Sl. No.	Module	Service	SLA Period
1	Water Charges	New Water Connection	15 days
2	Water Charges	Additional Connection	15 days
3	Water Charges	Change of Usage	7 days
4	Water Charges	Closure of Connection	15 days
5	Water Charges	Reconnection	15 days

#### Marriage

Sl. No.	Module	Service	SLA Period
1	Marriage	Marriage Registration	3 days
2	Marriage	Marriage Certificate	3 days

### Sewerage

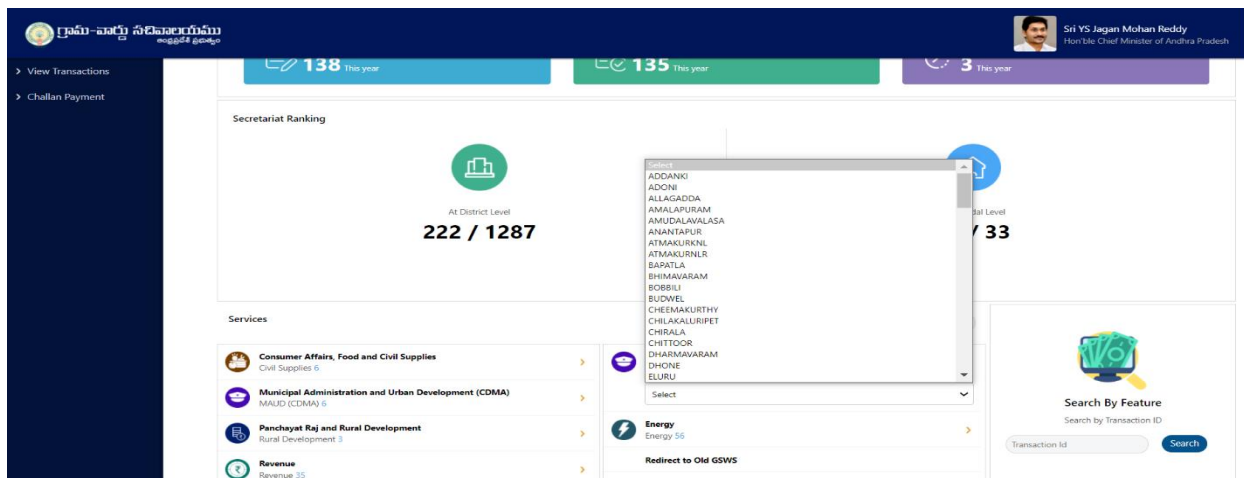
Sl. No.	Module	Service	SLA Period
1	Sewerage Charges	New Sewerage Connection	15 days
2	Sewerage Charges	Change of Closet / Closure of Sewerage Connection	15 days

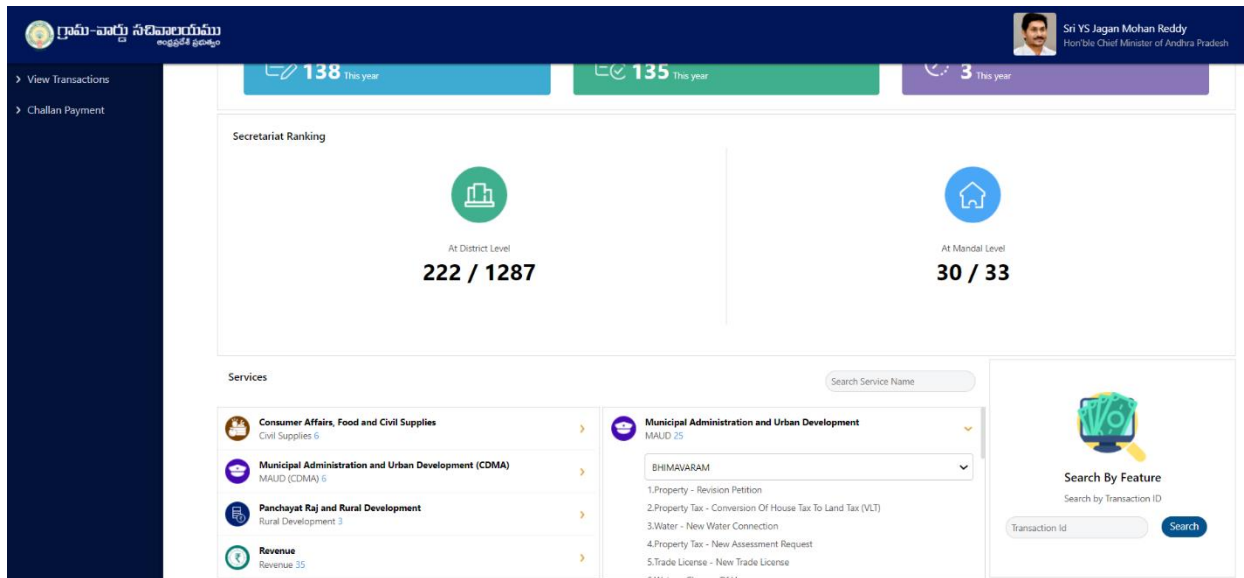
### Trade License

Sl. No.	Module	Service	SLA Period
1	Trade License	New Trade License	15 days
2	Trade License	Renewal of Trade License	7 days
3	Trade License	Closure of License	3 days

### Application Process

**Step 1: Selection of District:** Select MAUD in the department services and list of municipalities and municipal corporations would be shown in the dropdown. Once we select a municipality/municipal corporation, the services available against the selected municipality/municipal corporation will be shown.





**Step 2: Basic Form:** After Clicking on the any service, a basic application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA/WEDPS and the rest of details need to be filled in the basic form.

**Basic Details** ✕

Aadhaar Number: *	First Name: *	Middle Name:	Last Name: *
<input type="text"/> <span style="float: right; border: 1px solid blue; padding: 2px 5px;">Pre-Fill</span>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father/Husband Name: *	Gender: *	Date of Birth: *	Caste: *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yyyy"/> <input type="text" value=""/>	<input type="text" value="Select"/>
Religion: *	Qualification: *	Marital Status: *	Mobile No: *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>
Email:	Delivery Type: *		
<input type="text"/>	<input type="text" value="Select"/>		

---

**Permanent Address**

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	Pin Code: *		
<input type="text" value="Select"/>	<input type="text"/>		

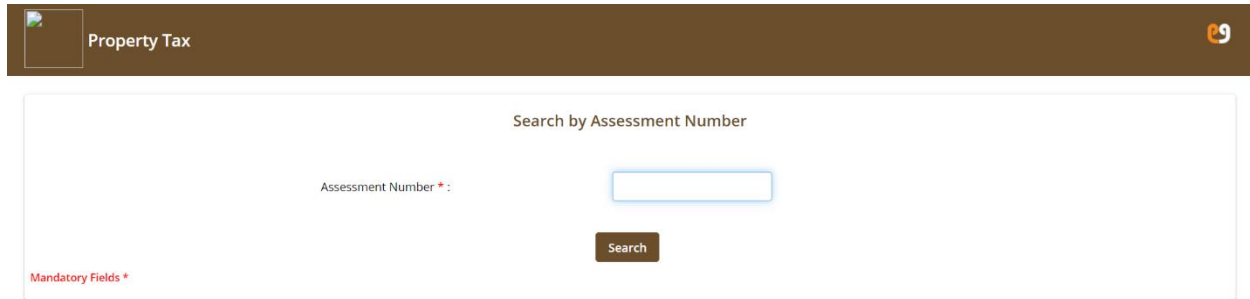
Present Address is same as Permanent Address

**Present Address**

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	Pin Code: *		
<input type="text" value="Select"/>	<input type="text"/>		

Reset
Continue

**Step 3: Redirection to MAUD Portal:** After Filling the Basic Details, click on continue and the webpage would be redirected to MAUD Department page, where the request against the selected service can be raised



The screenshot shows a web interface for 'Property Tax'. At the top, there is a dark brown header with a small icon on the left, the text 'Property Tax' in the center, and a small orange icon on the right. Below the header is a white search box with the title 'Search by Assessment Number'. Inside the search box, the text 'Assessment Number \*:' is followed by a text input field. Below the input field is a dark brown 'Search' button. In the bottom left corner of the search box, there is a red asterisk and the text 'Mandatory Fields \*'.

The user manuals for various services provided by the department can be accessed from the following link <https://cdma.ap.gov.in/en/downloads>

## Energy Department

### Overview

All energy services are provided in 13 districts in Andhra Pradesh through these three distribution companies

<b>CPDCL</b>	<ul style="list-style-type: none"> <li>· Krishna</li> <li>· Guntur</li> <li>· Prakasam</li> </ul>
<b>SPDCL</b>	<ul style="list-style-type: none"> <li>· Kurnool</li> <li>· Anantapur</li> <li>· Kadapa</li> <li>· Chittoor</li> <li>· Nellore</li> </ul>
<b>EPDCL</b>	<ul style="list-style-type: none"> <li>· Srikakulam</li> <li>· Vizianagaram</li> <li>· Visakhapatnam</li> <li>· East Godavari</li> <li>· West Godavari.</li> </ul>

### CPDCL Services List

S.No	Service
1	Address Correction
2	Category Change
3	Electrification of Colony (With Estimate)
4	Electrification of Layout (With Estimate)
5	HT - LT Conversion
6	HT 2D Captive/Renewable Energy Generation Plants) (With Estimate)
7	HT 5F - Govt./Private Lift Irrigation (With Estimate)
8	HT Additional Load (With Estimate)
9	HT Title Transfer
10	HT1 Townships And Colonies (With Estimate)
11	HT2 - Commercial & Others (With Estimate)

S.No	Service
12	HT3 - Industry General (With Estimate)
13	HT4 - CPWS/PWS Schemes, Religious Places, Railway Traction(With Estimate)
14	HT5 - Aquaculture And Animal Husbandry (With Estimate)
15	HT5D - Poultryhatcheries And Poultry Feed Mixing Plants (With Estimate)
16	Line Shifting/Dtr Shifting
17	LT - Dismantlement (With Out Estimate Below 10 KW)
18	LT - Load Deration (With Out Estimate Below 10 KW)
19	LT - Temporary Supply Below 10 Days (With Out Estimate Below 10 KW)
20	LT - Title Transfer
21	LT - 4A New Connection - Street Lights (With Estimate)
22	LT - 4A New Connection - Street Lights(With Out Estimate Below 10 KW)
23	LT - 4B New Connection - Public Water Works - (With Estimate)
24	LT - HT Conversion
25	LT 2 New Connection Commercial (With Estimate)
26	LT 2 New Connection Commercial (With Out Estimate Below 10 KW)
27	LT 4 D - New Connection - General Purpose (With Estimate)
28	LT 4 D - New Connection - General Purpose (With Out Estimate Below 10 KW)
29	Lt 4 E - Religious Places(With Out Estimate Below 10 Kw)
30	LT 5 B1 - Non-Corporate Farmers(Agl) Normal (With Estimate)
31	Lt 5 B2 - Lt Sugarcane Crushing (With Estimate)
32	LT 5 B3 - Rural Horticulture Nurseries (With Estimate)
33	LT 5A1 - Corporate Farmers (With Estimate)
34	LT 5C - AquaAnd Animal Husbandry (With Estimate)
35	LT 5D - Poultry/Aqua Hatcheries And Feed Mixing Plants/ Floriculture In Green House (With Estimate)
36	LT 5E - Agro Based Activities Upto 10 HP (With Estimate)
37	LT Additional Load (With Out Estimate Below 10 KW)



S.No	Service
38	LT1 New Connection Domestic (With Estimate)
39	LT1 New Connection Domestic(With Out Estimate Below 10 KW)
40	LT3 - Industrial (With Estimate)
41	LT3D - Cottage/Agro Based Industries AndDhobighat (With Estimate)
42	LT4C - NTR SujalaPadhakam (With Estimate)
43	LT5A2 - Salt Farming/ Rural Horticulture Nurseries Upto 15HP (With Estimate)
44	LT5F - Govt./Private Lift Irrigation Scheme (With Estimate)
45	Meter Burnt/Glass broken
46	Meter Testing
47	Name Correction
48	Net Metering (With Estimate)
49	Other Capital Works (With Estimate)
50	Phase Conversion
51	Shifting Of Service
52	Temporary Connection (up to 10 days)
53	Wrong Billing

### SPDCL Service List

S.No	Service Name
1	NEW CONNECTION-HT1-Townships and Colonies
2	NEW CONNECTION-HT2-Commercial
3	NEW CONNECTION-HT2D-Startup Power for Captive Generating Plants and Renewable Energy Generation Plants
4	NEW CONNECTION-HT3-Industries
5	NEW CONNECTION-HT4-Railway traction,CPWS/PWS Scheme, Religious Places
6	NEW CONNECTION-HT5-Aqua Culture and Animal Husbandry
7	NEW CONNECTION-HT5D-Poultry/Aqua Hatcheries and Feed mixing plants ,Floriculture in Green House

<b>S.No</b>	<b>Service Name</b>
8	NEW CONNECTION-HT5F-Govt/Private Lift Irrigation Scheme
9	NEW CONNECTION-LT1-Domestic
10	NEW CONNECTION-LT1T-Temporary Supply
11	NEW CONNECTION-LT2-Commercial
12	NEW CONNECTION-LT2D-Captive Generation Plants/renewable energy Generation
13	NEW CONNECTION-LT2T-Temporary Supply
14	NEW CONNECTION-LT3D-Cottage Industries upto 10 HP
15	NEW CONNECTION-LT3-Industries
16	NEW CONNECTION-LT3T-Temporary Supply
17	NEW CONNECTION-LT4A-Street lighting
18	NEW CONNECTION-LT4B-CPWS/PWS Scheme (Water Works)
19	NEW CONNECTION-LT4C-NTR SujalaPathakam
20	NEW CONNECTION-LT4D-General Purpose
21	NEW CONNECTION-LT4E-Religious Places
22	NEW CONNECTION-LT4T-Temporary Supply
23	NEW CONNECTION-LT5A1-Corporate Farmers
24	NEW CONNECTION-LT5A2-Salt Farming Units upto 15HP
25	NEW CONNECTION-LT5B1-Non-Corporate Farmers
26	NEW CONNECTION-LT5B2-Sugar Cane Crushing
27	NEW CONNECTION-LT5B3-Rural Horticulture nurseries
28	NEW CONNECTION-LT5C-Aqua Culture and Animal Husbandry
29	NEW CONNECTION-LT5D-Poultry/Aqua Hatcheries and Feed mixing plants /Floriculture in Green House
30	NEW CONNECTION-LT5E-Agro based activities upto 10HP
31	NEW CONNECTION-LT5F-Govt/Private Lift Irrigation Scheme
32	NEW CONNECTION-LT5T-Temporary Supply
33	APPLICATION FOR CONSUMER COMPLAINTS-ADDRESS CORRECTION

S.No	Service Name
34	APPLICATION FOR CONSUMER COMPLAINTS-CATEGORY CHANGE
35	APPLICATION FOR CONSUMER COMPLAINTS-DISMANTLEMENT
36	APPLICATION FOR CONSUMER COMPLAINTS-ELECTRIFICATION OF COLONY
37	APPLICATION FOR CONSUMER COMPLAINTS-ELECTRIFICATION OF LAYOUT
38	APPLICATION FOR CONSUMER COMPLAINTS-HT ADDITIONAL LOAD
39	APPLICATION FOR CONSUMER COMPLAINTS-HT TITLE TRANSFER
40	APPLICATION FOR CONSUMER COMPLAINTS-HT-LT CONVERSION
41	APPLICATION FOR CONSUMER COMPLAINTS-LINE SHIFTING/DTR SHIFTING
42	APPLICATION FOR CONSUMER COMPLAINTS-LOAD DERATION
43	APPLICATION FOR CONSUMER COMPLAINTS-LT ADDITIONAL LOAD
44	APPLICATION FOR CONSUMER COMPLAINTS-LT-HT CONVERSION
45	APPLICATION FOR CONSUMER COMPLAINTS-METER BURNT/GLASS BROKEN
46	APPLICATION FOR CONSUMER COMPLAINTS-METER TESTING
47	APPLICATION FOR CONSUMER COMPLAINTS-NAME CORRECTION
48	APPLICATION FOR CONSUMER COMPLAINTS-NET METERING
49	APPLICATION FOR CONSUMER COMPLAINTS-OTHER CAPITAL WORKS
50	APPLICATION FOR CONSUMER COMPLAINTS-PHASE CONVERSION
51	APPLICATION FOR CONSUMER COMPLAINTS-SC/ST CERTIFICATION DERATION
52	APPLICATION FOR CONSUMER COMPLAINTS-SC/ST CERTIFICATION DERATION
53	APPLICATION FOR CONSUMER COMPLAINTS-SHIFTING OF SERVICE
54	APPLICATION FOR CONSUMER COMPLAINTS-TEMPORARY CONNECTION (UP TO 10 DAYS)
55	APPLICATION FOR CONSUMER COMPLAINTS-WRONG BILLING
56	SPDCL REPAYMENT
57	HVDS REGISTRATION
58	Collection Of Electricity Charges

**EPDCL Service List**

S.No	Service Name
1	EPDCL-NAME CHANGE
2	CATEGORY CHANGE - EPDCL
3	LOAD CHANGE- EPDCL
4	New Connection-LT Agriculture - Agro based cottage industries upto 10HP
5	New Connection-LT Agriculture - Animal Husbandry
6	New Connection-LT Agriculture - Aqua culture
7	New Connection-LT Agriculture - Corporate Farmers
8	New Connection-LT Agriculture - Floriculture in Green House
9	New Connection-LT Agriculture - Non Corporate Farmers
10	New Connection-LT Agriculture - Rural Horticulture Nurseries
11	New Connection-LT Agriculture - Salt Farming Units upto 15HP
12	New Connection-LT Agriculture - Sugar Cane Crushing
13	New Connection-LT Commercial
14	New Connection-LT Commercial - Advertisement Hoardings
15	New Connection-LT Commercial - Function Halls/ Auditoriums/ Startup Power
16	New Connection-LT Domestic
17	New Connection-LT Industry - Aqua Hatcheries and feed mixing plants
18	New Connection-LT Industry - Cottage Industries upto 10HP
19	New Connection-LT Industry - General
20	New Connection-LT Industry - Poultry Hatcheries and feed mixing plants
21	New Connection-LT Industry - Seasonal Industries (Off-season)
22	New Connection-LT Institutional - General Purpose
23	New Connection-LT Institutional - NTR SujalaPadhakam
24	New Connection-LT Institutional - PWS Schemes - Municipal Corporations
25	New Connection-LT Institutional - PWS Schemes - Municipalities
26	New Connection-LT Institutional - PWS Schemes - Panchayats
27	New Connection-LT Institutional - Religious Places

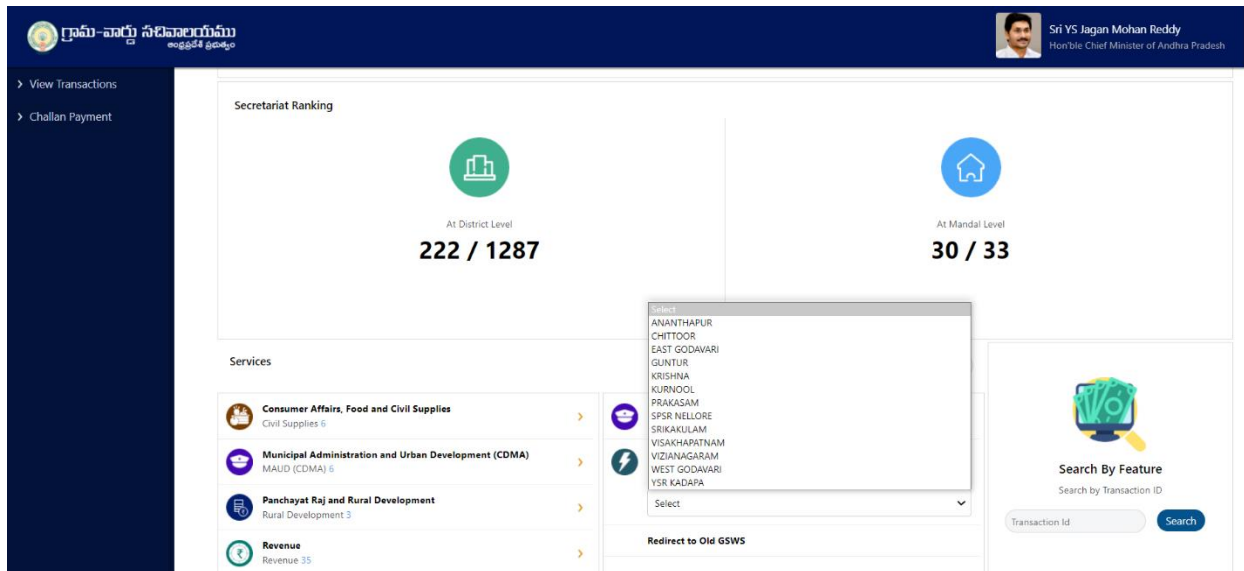
S.No	Service Name
28	New Connection-LT Institutional - Street Lights - Municipal Corporations
29	New Connection-LT Institutional - Street Lights - Municipalities
30	New Connection-LT Institutional - Street Lights - Panchayats
31	New Connection-Temporary Supply
32	CATEGORY CHANGE APPLICATION
33	REPAYMENT SERVICE
34	Billing Related Complaints-ACD / SC / BB / Arrears Disputes
35	Billing Related Complaints-Wrong Data On Bill
36	Billing Related Complaints-Wrong Entry During Bill Payment
37	Meter Related Complaints-Meter - Running Slow/ Sluggish
38	Meter Related Complaints-Meter Burnt
39	Meter Related Complaints-Meter Damage
40	Meter Related Complaints-Meter Lost
41	Meter Related Complaints-Meter Running Fast/Creeping
42	Meter Related Complaints-Meter Seal Cut
43	Meter Related Complaints-Meter Struck up
44	Meter Related Complaints-Net Metering
45	Meter Related Complaints-No Seal/Seal Cut
46	Other Customer Services-24Hrs Supply
47	Other Customer Services-Address Correction
48	Other Customer Services-Clubbing Of Service
49	Other Customer Services-DTR Failure Service
50	Other Customer Services-DTR Shift
51	Other Customer Services-Line Shift
52	Other Customer Services-Pole Shifting
53	Other Customer Services-Requirement of Additional Poles
54	Other Customer Services-Shifting of Service Different Premises
55	Other Customer Services-Shifting Of Service Within The Premises

S.No	Service Name
56	Other Customer Services-Temporary Supp Below 10 Days
57	Other Customer Services-Termination / Permanent Dismantle
58	Collection of Electricity Charges

### Application Process

#### Step 1: Selection of District:

Select the Energy department in the services and list of districts would be shown in the dropdown. Once we select a district, the services available in the district under the energy department will be shown.



The screenshot displays the GSWS CSP Portal interface. At the top, the header includes the logo and name of the Government of Andhra Pradesh, the user profile of Sri YS Jagan Mohan Reddy (Hon'ble Chief Minister of Andhra Pradesh), and three performance metrics for 'This year': 138 (blue bar), 135 (green bar), and 3 (purple bar).

The main content area is divided into several sections:

- Secretariat Ranking:** Two cards showing performance at different levels:
  - At District Level:** 222 / 1287 (represented by a green building icon).
  - At Mandal Level:** 30 / 33 (represented by a blue house icon).
- Services:** A list of service categories with a search bar for 'Search Service Name':
  - Consumer Affairs, Food and Civil Supplies:** Civil Supplies 6
  - Municipal Administration and Urban Development (COMA):** MAUD (COMA) 6
  - Panchayat Raj and Rural Development:** Rural Development 3
  - Revenue:** Revenue 35
  - Energy:** Energy 36
- Search By Feature:** A section for searching by transaction ID, with a dropdown menu currently set to 'YSR KADAPA' and a list of features:
  1. HT TITLE TRANSFER
  2. LT 5C AQUA AND ANIMAL HUSBANDRY (WITH ESTIMATE)
  3. LT4C NTR SUJALA PADHAKAM (WITH ESTIMATE)
  4. HT 5F GOVT./PRIVATE LIFT IRRIGATION (WITH ESTIMATE)
  5. LT 5 B2 LT SUGARCANE CRUSHING (WITH ESTIMATE)

**Step 2: Basic Form:** After Clicking on the any service a basic application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA/WEDPS and the rest of details need to be filled in the basic form

### Basic Details

Aadhaar Number:

First Name:  Middle Name:  Last Name:

Father/Husband Name:  Gender:  Date of Birth:  Caste:

Religion:  Qualification:  Marital Status:  Mobile No.:

Email:  Delivery Type:

---

### Permanent Address

Door No.:  Street Name:  District:  Mandal/Municipality:

Village/Ward/Secretariat:  Pin Code:

Present Address is same as Permanent Address

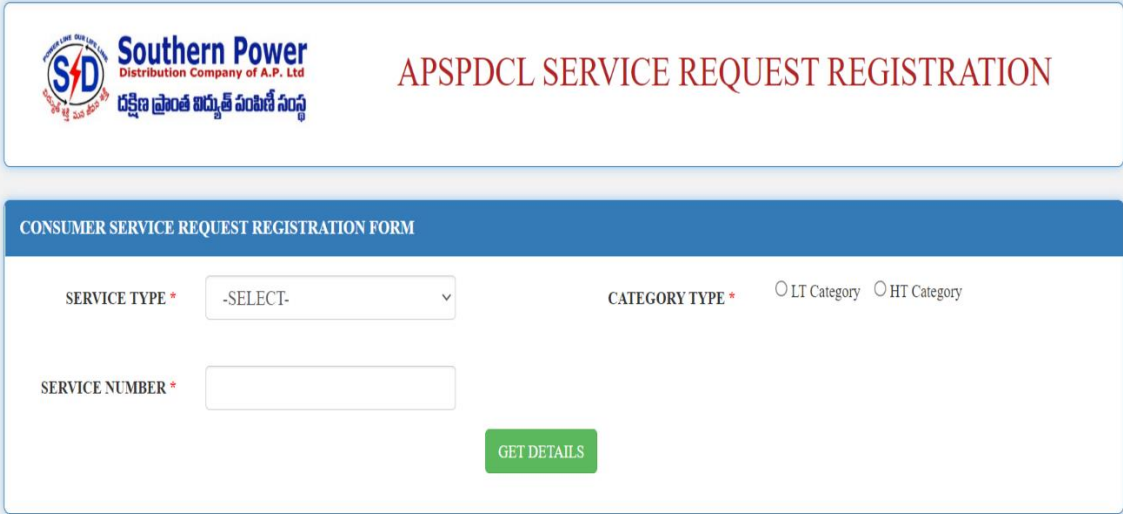
### Present Address

Door No.:  Street Name:  District:  Mandal/Municipality:

Village/Ward/Secretariat:  Pin Code:



**Step 3: Re-Direction to Energy Dept. Page:** After Filling the Basic Details, click on continue and the webpage would be redirected to Energy Department page, where the request against the selected service can be raised



The screenshot shows the 'APSPDCL SERVICE REQUEST REGISTRATION' page. At the top left is the Southern Power logo with the text 'Southern Power Distribution Company of A.P. Ltd' and 'దక్షిణ ప్రాంత బిడ్డీజ్ సంఘటి సంస్థ'. The main heading is 'APSPDCL SERVICE REQUEST REGISTRATION'. Below this is a blue header for the 'CONSUMER SERVICE REQUEST REGISTRATION FORM'. The form contains the following fields:

- SERVICE TYPE \***: A dropdown menu currently showing '-SELECT-'.
- CATEGORY TYPE \***: Two radio button options, 'LT Category' and 'HT Category'.
- SERVICE NUMBER \***: A text input field.
- GET DETAILS**: A green button located below the service number field.

The user manuals for various services provided by the department can be accessed from the following link:

[https://drive.google.com/folderview?id=1QNy281cl2livhAwROg2ne5UOQJlfS\\_Uh](https://drive.google.com/folderview?id=1QNy281cl2livhAwROg2ne5UOQJlfS_Uh)

## Civil Supplies Department

### Overview

6 services have made available in the new GSWS portal. Details are mentioned in the table below

Sno	Services	SLA – Days
1	Correction of Wrong Aadhaar Seeding	21
2	Member Addition in Rice Card	21
3	Member Deletion in Rice Card	21
4	New Rice Card	21
5	Splitting of Rice Card	21
6	Surrender of Rice Card	21

### Standard Approval Process (for demonstration purpose)

Step 1: Once the DA/WEDPS submits the application on behalf of the citizen and completes the payment procedure the application is forwarded to the next level approving authority. Refer to the section 2 – Basic application process for a detailed walkthrough.

Step 2: Verification Authority (VRO): The VRO can view all the applications or requests assigned to him along with their SLA and status

The screenshot shows the GSWS portal interface. At the top, there is a header with the logo and name of the organization, and a user profile for Sir YS Jagan Mohan Reddy. Below the header, there are three summary cards: '7 Total Requests' (blue), '4 Open Beyond SLA' (red), and '3 Open Within SLA' (orange). Below these cards is a 'Request List - Total Requests' table with a search bar. The table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. The table contains 7 rows of data, with the 6th row highlighted in blue.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	ADSA211208000002	InsertSurveyNuminAdangal	RV	RV	Venikata Ratna Kumar Ajileti Venikata Ratna Kumar Ajileti Venikata Ratna Kumar Ajileti	08/12/2021	Pending
2	OBC211208000002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending
3	OBC211208000003	OBCMemberCertificate	RV	RV	Galaniki Prasad Galaniki Prasad Galaniki Prasad	08/12/2021	Pending
4	EPRD211215000005	ePassbookReplacementPPB	RV	RV	Chintala Sai Sindhu ch	15/12/2021	Pending
5	SRRC211217000001	SurrenderRiceCard	CS	CS	Patakottu Veera Naga Raju NAGARAJU	17/12/2021	Pending
6	MARC211217000002	MemberAdditionRiceCard	CS	CS	Vemula Papa X vemula	17/12/2021	Pending
7	MDRC211217000002	MemberDeletionRiceCard	CS	CS	Vemula Papa X vemula	17/12/2021	Pending

The VRO will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with any documents uploaded for the service

**Request ID:** MARC21121700002

**Basic Details**

Aadhaar Number:	626652872834	Gender:	Female	Marital Status:	Married
First Name:	Vemula Papa	Date of Birth:	01/01/1981	Mobile No:	9866737991
Middle Name:	X	Caste:	BC-A	Email:	
Last Name:	vemula	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Vemula Srinivasa Rao	Qualification:	OTHERS		

**Present Address**

Door No:	7-39	Street Name:	MG Road
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	522211

**Permanent Address**

Door No:	21-81	Street Name:	Srinivasa Nagar
Village / Ward / Secretariat:	GOLLAPUDI3	Mandal / Municipality:	VIJAYAWADA RURAL-R
District:	KRISHNA	Pin Code:	521225

**Applicant Details**

Family Income:	60000	Habitation:	ANGALAKUDURU
Occupation:	LABOUR/Cooly/Porter/ Hand Card Puller		

**6 STEP VALIDATION PROFORMA**

Cluster: C7      FP Shop: 0616019

Date of Apply: 12/22/21      Family Id: HH2311536122220211210051211404

District: KRISHNA      Secretariat: GOLLAPUDI3

Mandal: VIJAYAWADA RURAL

S.No	Name	Mobile No	Gender	Details of family member if govt employee/pensioner	Agree/Disagree	Details of family member paying income tax	Agree/Disagree	Details of 4 wheeler owned
1	Vemula Papa	9866737991	FEMALE	N		N		N
2	Vemula Srinivasaro	9866737991	MALE	N		N		N

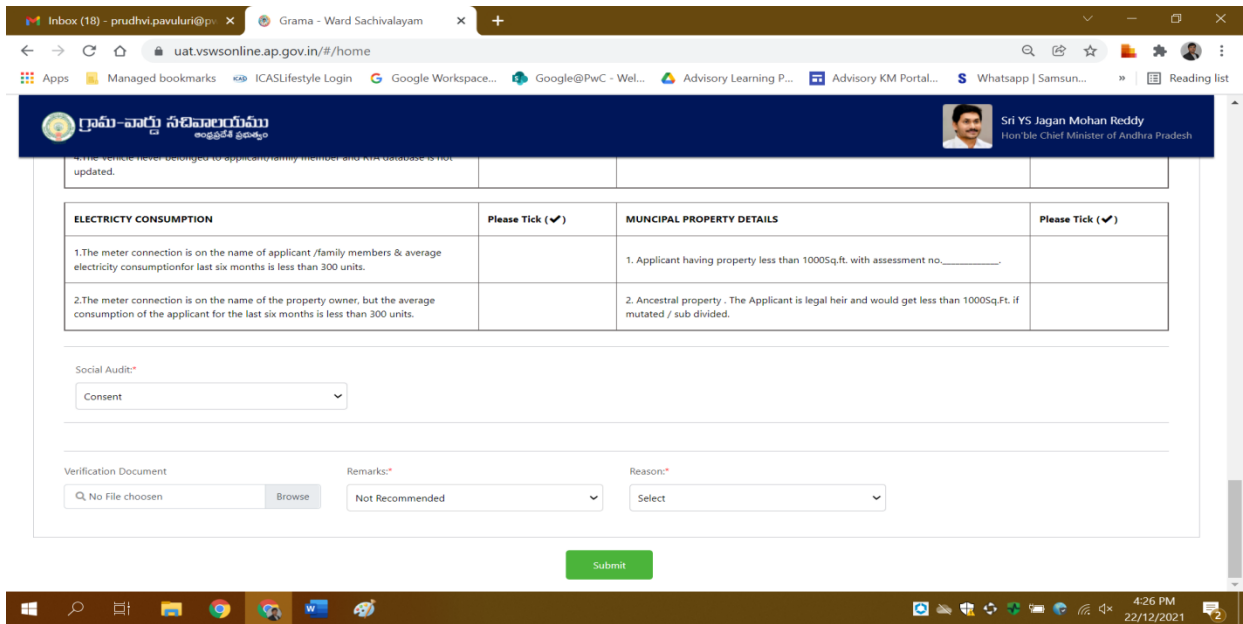
**FOUR WHEELER**      Please Tick (✓)      **FAMILY LAND HOLDINGS**      Please Tick (✓)

1.The Personal Vehicle not in the name of applicant / familymembers.      1.The extents of land details are not correct.

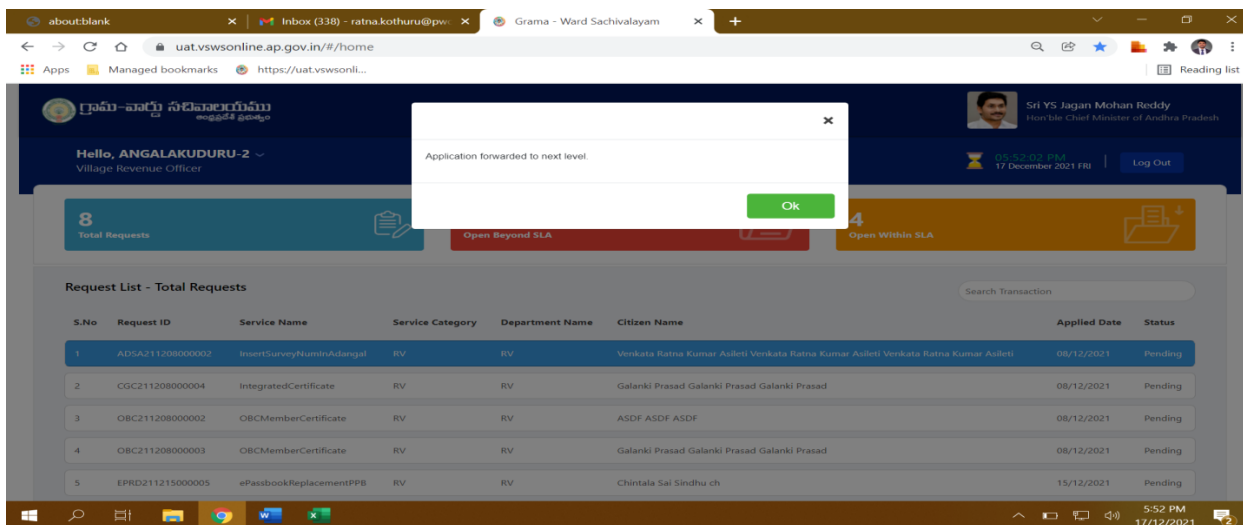
2.The Taxi vehicle in the name of applicant / family members.      2.The land details not updated and the totalexent of the land is less than 3.00 Ac.Wet (or) 10 Ac. Dry or both together 10Ac.

VRO can Recommend or Not Recommend the application as shown below and also give a consent for the Social Audit.

For New Rice card application, the VRO must tag the fair price shop to the application



The verification authority is notified through a pop-up window once the application is verified and submitted

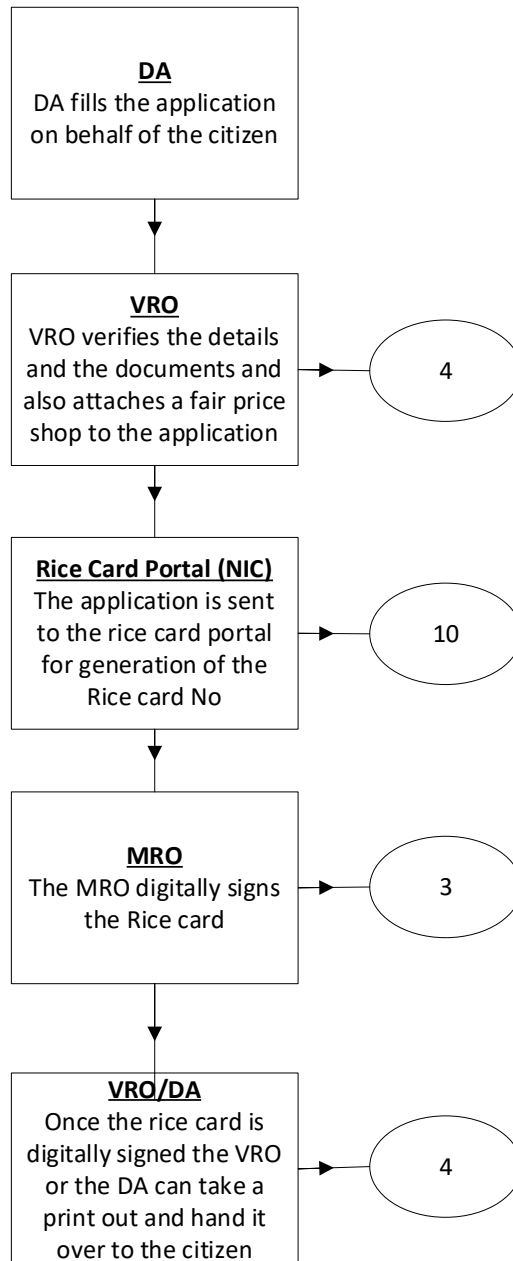


Step 3: If the VRO recommends the application, it is sent to the Rice Card Portal (NIC) for further processing e.g., generation of rice card no, deletion/addition etc.

Step 4: Post the department process is completed the Rice card is sent to the MRO for a digital sign. The MRO digitally signs the Rice card and forwards it to the VRO / DA/WEDPS login.

Step 5: Closure of the application: The VRO/DA/WEDPS can take a print of the card and hand it over to the citizen

Standard Approval Flow



## Service Level Details

### 1. Correction of Wrong Aadhar Seeding

#### About the Service

This service is used to correct the wrongly seeded Aadhar in the legacy data

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Aadhar Card</li> <li>3. Rice Card</li> </ol>

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

The screenshot displays the GSWS CSP Portal interface. The top navigation bar includes the logo, user profile (Sri YS Jagan Mohan Reddy), and navigation links (Home, Report, View Transaction, Challan Payment). The main content area is titled 'Correction Of Wrong Aadhar Seeding' and contains an 'Application Form' with fields for 'Family Income', 'Occupation', 'Enter rice card number in which aadhar has to be corrected', and 'Habitation'. Below this, there is a 'Rice Card Family Details' table with columns for SNo, Select Update Member, Rice Card Number, Name, Relation, Age, DOB, EKYC Status, and Aadhar Number. The table lists seven family members. At the bottom, there is an 'Update Member Details' form with fields for SNo, Aadhar No, English Name, Telugu Name, Mobile No, Date Of Birth, Gender, and Relation.

SNo	Select Update Member	Rice Card Number	Name	Relation	Age	DOB	EKYC Status	Aadhar Number
1	<input type="radio"/>	2816869690	Madappagari Parvathamma	SELF	55	01/01/1966	Y	259912665291
2	<input type="radio"/>	2816869690	Muneswaramma	DAUGHTER IN LAW	26	01/01/1995	Y	284305902336
3	<input checked="" type="radio"/>	2816869690	M.RAKESH	GRAND SON	3	05/03/2018	N	429091496027
4	<input type="radio"/>	2816869690	M.PRANESH VAMSI	GRAND SON	6	05/12/2015	N	431312309186
5	<input type="radio"/>	2816869690	M Puspa	DAUGHTER	32	01/01/1989	Y	632327512121
6	<input type="radio"/>	2816869690	Madappagari Adiseshu	SON	35	14/01/1986	Y	790918656630
7	<input type="radio"/>	2816869690	M Aaswarth Narayana	HUSBAND	60	01/01/1961	Y	842509407262

SNo	Aadhar No*	English Name*	Telugu Name*	Mobile No*	Date Of Birth*	Gender*	Relation*
1	239807108437	asd	asd	1111111111	01/01/1990	MALE	GRAND SON

## 2. Member Addition in Rice Card

### About the Service

Member addition to Rice card is considered in two cases:

- Category-1: Addition due to birth of child with below 15 years of age who has not included in rice card database.
- Category-2: Addition due to marriage, migrating from existing Rice card or a new member to the rice card database.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Birth Certificate</li> <li>3. Marriage Certificate</li> <li>4. Rice Card</li> </ol>

### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

The screenshot displays the GSWS portal interface. At the top, there is a header with the user's name 'Sri YS Jagan Mohan Reddy' and the title 'Hon'ble Chief Minister of Andhra Pradesh'. Below the header, a navigation menu is visible on the left side, listing various services such as 'Home', 'Report', 'View Transaction', and 'Challan Payment'. The main content area shows the 'Member Addition in Rice Card' form. The form is divided into two sections: 'Basic Details' and 'Application Form'. The 'Basic Details' section contains four input fields: 'Family Income' (value: 240000), 'Occupation' (value: COOK), 'Rice Card/Ration Card Number' (value: 2816869690), and 'Habitation' (value: asd). A 'Get Details' button is located at the bottom right of the form. The bottom of the page features an 'Activate Windows' watermark.

The screenshot displays the GSWS CSP Portal interface. At the top, there is a header with the logo and name of the Hon'ble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. A navigation menu on the left includes options like Home, Report, View Transaction, and Challan Payment, along with a 'List Of Services' section where 'Application Submission' is selected. The main content area is divided into two sections: 'Rice Card Family Details' and 'Add Member Details'. The 'Rice Card Family Details' section contains a table with 7 rows, listing family members with their serial numbers, rice card numbers, names, relations, and KYC statuses. The 'Add Member Details' section contains a form with fields for SNo, Aadhar No, English Name, Telugu Name, Mobile No, Add Type, Gender, and Date Of Birth. A '+ Add New Member' button is located below the form. There is also a watermark for 'Activate Windows' in the bottom right corner.

Serial No	Rice Card Number	Name	Relation	EKYC Status
1	2816869690	Madappagani Parvathamma	SELF	Y
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y
3	2816869690	M.RAKESH	GRAND SON	N
4	2816869690	M.PRANESH VAMSI	GRAND SON	N
5	2816869690	M Puspa	DAUGHTER	Y
6	2816869690	Madappagani Adiseshu	SON	Y
7	2816869690	M Aaswarth Narayana	HUSBAND	Y

SNo	Aadhar No*	English Name*	Telugu Name*	Mobile No*	Add Type*	Gender*	Date Of
1	239807108437	asd	asd	9800000000	Birth	MALE	01/01/1990

### 3. Member Deletion in Rice Card

#### About the Service

Member deletion in Rice card service is allowed only for death cases.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Death Certificate</li> <li>3. Rice Card</li> </ol>

#### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form



**Member Deletion Rice Card**

Basic Details		Application Form	
Family Income*	Occupation*	Rice Card / Ration Card Number*	Habitation*
240000	COBBLER	2816869690	asd

[Get Details](#)

**Rice Card Family Details**

SNo	Existing Rice Card Number	Name	Relation	EKYC Status	Delete Member Action
1	2816869690	Medappagari Parvathamma	SELF	Y	<input checked="" type="checkbox"/>
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y	<input type="checkbox"/>
3	2816869690	M.PRAKESH	GRAND SON	N	<input type="checkbox"/>
4	2816869690	M.PRANESH VAMSI	GRAND SON	N	<input type="checkbox"/>
5	2816869690	M Puspa	DAUGHTER	Y	<input type="checkbox"/>
6	2816869690	Madappagari Adishesu	SON	Y	<input type="checkbox"/>
7	2816869690	M Aaswarth Narayana	HUSBAND	Y	<input type="checkbox"/>

**Delete Member Details**

SNo	Aadhaar Number *	Reason For Deletion *	Death Certificate Number *	Death Certificate *	Action
1	259912665291	Death	123123123123	Choose File Raising of ...2) (1) (1).pdf ✕	Remove

[Submit](#)

## 4. New Rice Card

### About the Service

New Rice Card service can be taken up under three categories.

- **Category-1:** The family with 2 or more members can apply for New Rice Card, If the family satisfies family condition as compulsorily having wife, husband in the application. If anyone

is not there, then they have to upload the supporting document either death or divorce or notary.

- Category-2: Single Member cards can be allowed for the following categories:
  - Widow (female) and never had any children: Woman single member, who lost her husband and never had any children can apply in this category.
  - Widower (male) and never had any children: Male single member, who lost his wife and never had any children can apply in this category.
  - Transgender: Transgender can apply in this category.
  - Unmarried and above 50 years of age (Male or Female): Single Male or Female member who has not married and living alone can apply in this category.
  - Destitute and no other family member is alive: No other family member available to form a family as a unit can apply in this category.
- Category-3: Revalidation of Ineligible Cards whose previous status of card is ineligible in six steps, cards marked as migrated, death and unsurveyed in the Navasakam survey are also can apply in this category.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Aadhar Number</li> <li>3. Rice Card</li> <li>4. Death Certificate(for single member card)</li> </ol>

Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

GSWS / Application Submission / Civil Supplies/ New Rice Card

**New Rice Card Application**

Basic Details		Application Form
Family Income(Yearly):*	Occupation:*	Habitation:*
240000	BUSINESS	asd

**New Rice Card Application**

Basic Details		Application Form
Family Income(Yearly):*	Occupation:*	Habitation:*
240000	BUSINESS	asd

**New Rice Card Family Member Details**

New Card With Two and More Members  New Card With Single Member

Destitue and no other family member

SNO	Aadhar No*	English Name*	Telugu Name*	Mobile No*	DOB*	Gender	Relation( wrt self/HOF)*
1	270916994203	Ravindra	Ravindra	7259663316	08/08/1982	MALE	SELF/HOF

Document Upload(upload in .jpg/JPG or .jpeg/JPEG or .png/PNG formats):\*

Untitled.jpg  X

## 5. Splitting Rice Card

### About the Service

There are two types of splits that can be taken up under Splitting Rice Card service.

- Normal Split: Normal Split cards can be applied by the rice cardholder having 2 family units existing in that rice card; the split card can be applied by splitting minimum two or more members of a family with minimum two members in the existing card.

- **Single Member Split:** Single Member Split cards can be allowed for the following categories:
  - **Widow (female) and never had any children:** Woman single member, who lost her husband and never had any children can apply in this category.
  - **Widower (male) and never had any children:** Male single member, who lost his wife and never had any children can apply in this category.
  - **Transgender:** Transgender can apply in this category
  - **Unmarried and above 50 years of age (Male or Female):** Single Male or Female member who has not married and living alone can apply in this category.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Rice Card</li> <li>3. Proofs based on category</li> </ol>

Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

Family Income: 240000    Occupation: SELF EMPLOYED    Rice Card Number/Ration Card Number: 2801651045    Habitation: asd

**RICE CARD FAMILY DETAILS**

Split Type:  Normal Split     Widow / Widower Split     Divorce Split(With Children)     Single Member Split

S NO	Aadhar No	Select Split Members	Rice Card Number	Name	Relation	Age	DOB	KYC Status
1	346958095661	<input type="checkbox"/>	2801651045	Jyothi Gangappa	NA	65	1956-01-01	N
2	452970381199	<input type="checkbox"/>	2801651045	Jyothi Mangamma	SELF	63	1958-01-01	Y
3	700313546074	<input type="checkbox"/>	2801651045	j kanyakumari	GRAND DAUGHTER	5	2016-07-16	Y
4	773306445232	<input type="checkbox"/>	2801651045	JYOTHI DHARSHAN	SON	0	2021-01-19	N
5	852391029201	<input checked="" type="checkbox"/>	2801651045	j kanyakumari	DAUGHTER IN LAW	26	1995-01-01	Y
6	860825847659	<input checked="" type="checkbox"/>	2801651045	Jyothi Akkulappa	SON	29	1992-01-01	Y
7	928997915466	<input type="checkbox"/>	2801651045	jyothi nikhitha	DAUGHTER	3	2018-10-15	N

Activate Windows  
Go to Settings to activate Windows.

## 6. Surrender Rice Card

### About the Service

This service is for cardholders to voluntarily surrender the card.

<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Application Forms</li> <li>2. Rice Card</li> </ol>

### Application Forms

**DA/WEDPS - Service Application form:** Post filling basic details the DA/WEDPS proceeds to the Service Application Form

గ్రామ-వార్డు సచివాలయము  
అంతర్గత ప్రయోగం

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

- > Home
- > Report
- > View Transaction
- > Challan Payment

**List Of Services**

- > Application Submission
- Civil Supplies Department
  - 1. Correction Of Wrong Aadhar Seeding
  - 2. Member Addition in Rice Card
  - 3. Member Deletion in Rice Card

GSWS / Application Submission / Civil Supplies/ Surrender Rice Card
Hello, Test-DA Digital Assistant
02:51:33 PM  
13 December 2021 MON Log Out

**Surrender Rice Card Application**

Basic Details	Application Form
<p style="font-size: 10px; margin: 0;">Family Income:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="240000"/>	<p style="font-size: 10px; margin: 0;">Occupation:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="ENTERPRENEOUR"/>
<p style="font-size: 10px; margin: 0;">Rice Card Number/Ration Card Number:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2816869690"/>	<p style="font-size: 10px; margin: 0;">Habitation:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="asd"/>
<input style="background-color: #4CAF50; color: white; border: none;" type="button" value="Get Details"/>	

గ్రామ-వార్డు సచివాలయము  
అంతర్గత ప్రయోగం

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

- > Home
- > Report
- > View Transaction
- > Challan Payment

**List Of Services**

- > Application Submission
- Civil Supplies Department
  - 1. Correction Of Wrong Aadhar Seeding
  - 2. Member Addition in Rice Card
  - 3. Member Deletion in Rice Card
  - 4. New Rice Card
  - 5. Splitting Of Rice Card
  - 6. Surrender Of Rice Card
- + MAUD Department
- + Pension Department
- Revenue Department
  - 1. AP Dotted Lands Application

Basic Details	Application Form
<p style="font-size: 10px; margin: 0;">Family Income:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="240000"/>	<p style="font-size: 10px; margin: 0;">Occupation:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="ENTERPRENEOUR"/>
<p style="font-size: 10px; margin: 0;">Rice Card Number/Ration Card Number:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="2816869690"/>	<p style="font-size: 10px; margin: 0;">Habitation:*</p> <input style="width: 100%; border: 1px solid #ccc;" type="text" value="asd"/>
<input style="background-color: #4CAF50; color: white; border: none;" type="button" value="Get Details"/>	

**Rice Card Family Details**

SNo	Existing Rice Card Number	Name	Relation	EKYC Status
1	2816869690	Madappagari Parvathamma	SELF	Y
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y
3	2816869690	M.RAKESH	GRAND SON	N
4	2816869690	M.PRANESH VAMSI	GRAND SON	N
5	2816869690	M Puspa	DAUGHTER	Y
6	2816869690	Madappagari Adishesu	SON	Y
7	2816869690	M Aaswarth Narayana	HUSBAND	Y

Activate Windows  
Go to Settings to activate Windows.

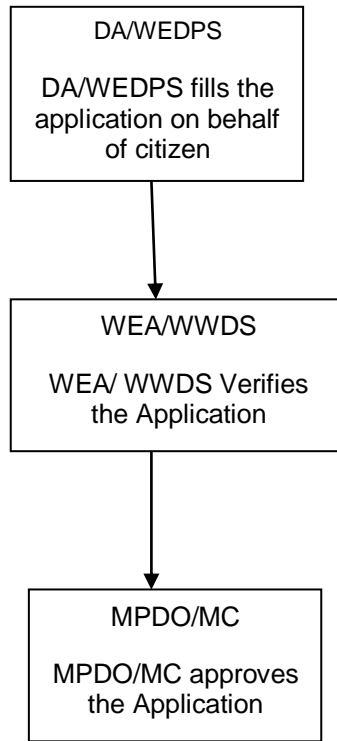
## Pensions

### Overview

3 Pension services have made available in the new GSWS portal. Details are mentioned in the table below

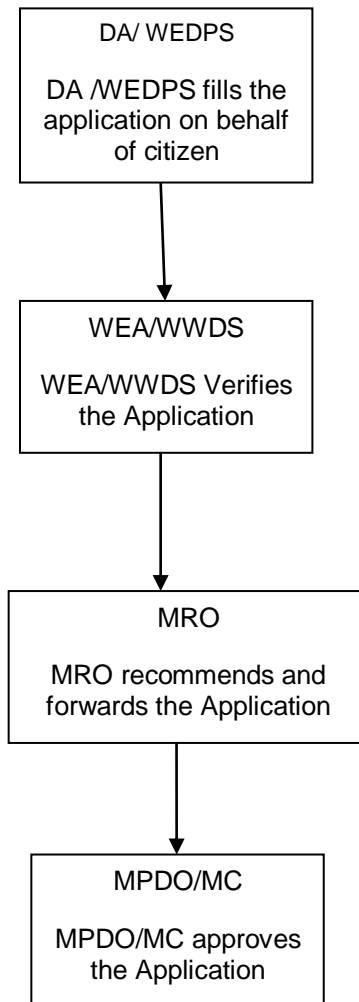
S.No	Service Name	SLA – Days
1	New Pension Application <ul style="list-style-type: none"> <li>• OAP Pension</li> <li>• Disability</li> <li>• Widow</li> <li>• Single Women</li> <li>• Weavers</li> <li>• Toddy Tappers</li> <li>• Transgender</li> <li>• Fisherman</li> <li>• Cobbler</li> <li>• Dappu Artists</li> </ul>	21
2	Pension Card Printing	NA
3	Pension Social Audit List	NA

Approval Flow for OAP/Disability/Widow Pensions:

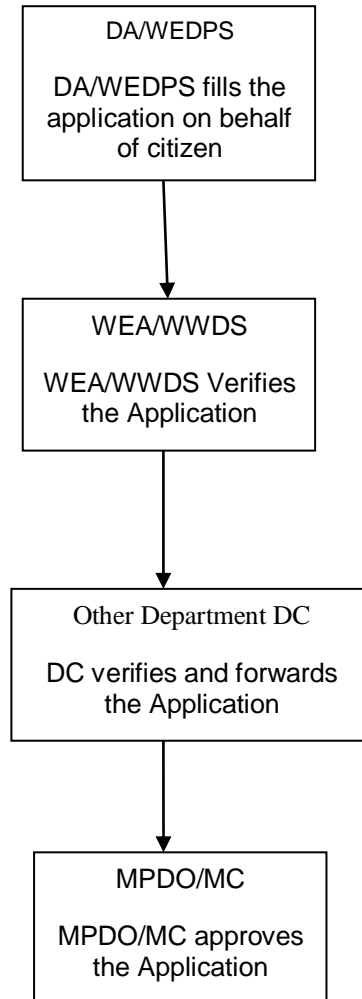




Approval Flow for Single Woman Pensions:

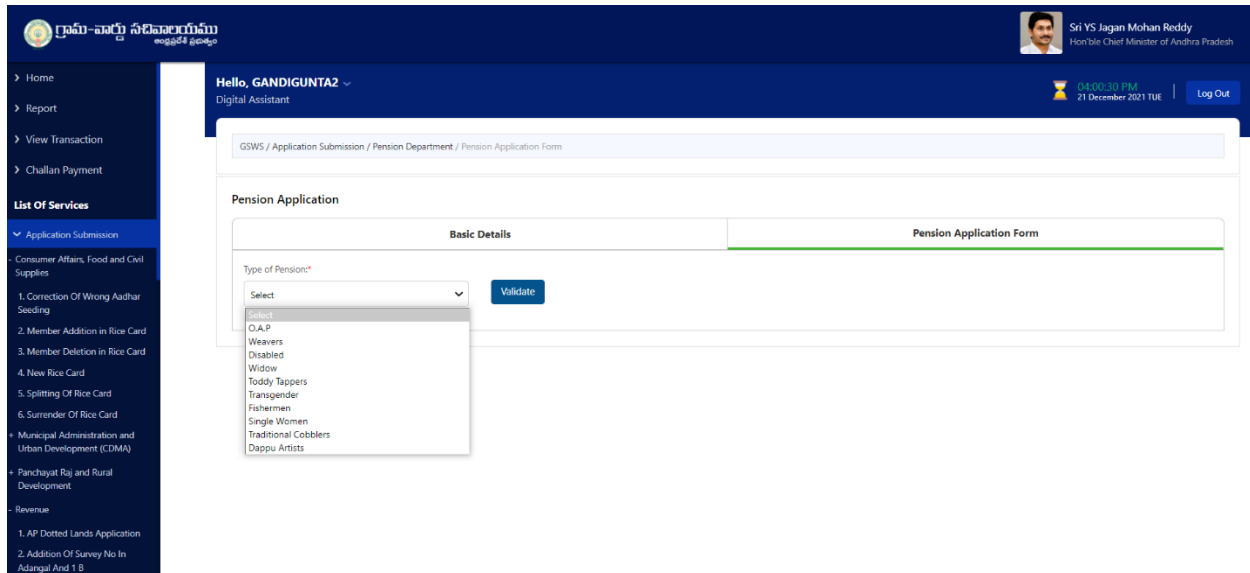


Approval Flow for Weavers/Toddy Tappers/Transgender/ Fisherman/Cobblers/  
Dappu artists Pensions:

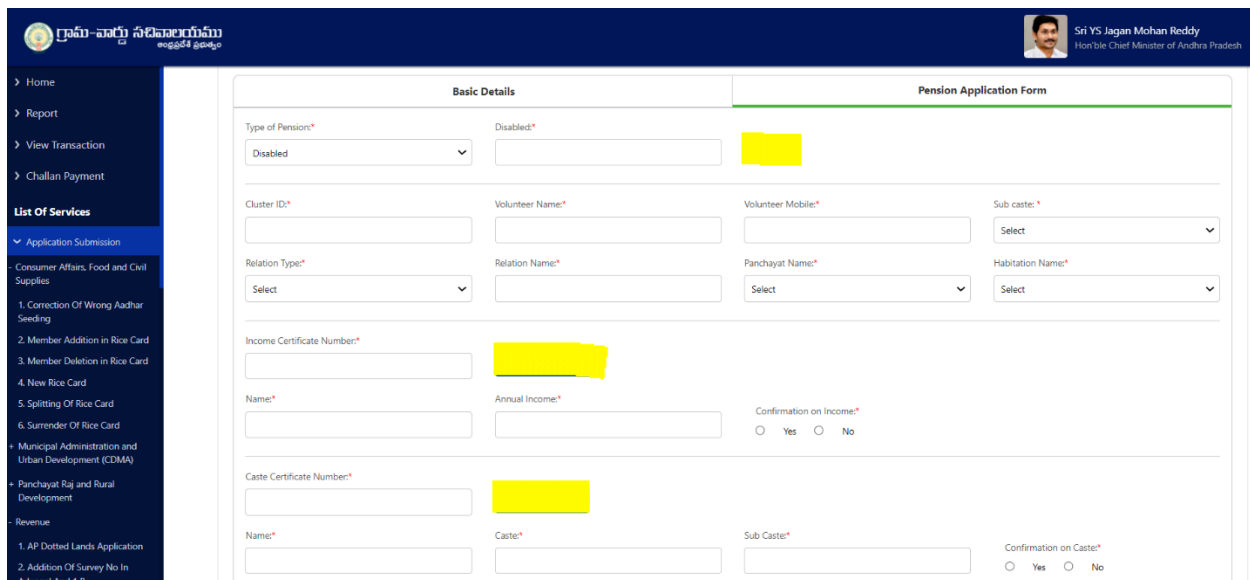


Standard Approval Process (for demonstration purpose)

Step 1: The DA/WEDPS has to select the type of pension in the Service application form for a new pension application



Service Application form –Caste, Income and existing pension details needs to be validated by the DA/WEDPS. The necessary proofs(based on the type of pension application) along with the pension application should be uploaded in this page



Any other Person in Family taking other Pensions\*  
 Yes  No

How many times UID updated\*  
 Select

S NO	Date of Update	Type of Update	Date of Change	Proof Document
1	dd/mm/yyyy	Select	dd/mm/yyyy	Choose File No file chosen

**Document List**  
 Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.

Pension Type	Document to be uploaded
Widow	Death certificate of Husband
Weavers	Society issued certificate
Toddy tapper	Society issued certificate
Transgender	Medical certificate
Single women	Thasildar issued certificate
Fishermen	Society issued marine fishermen certificate
Dappu Artists	Self Declaration
Traditional cobblers	Self Declaration

Age Proof Document\*  Browse

Pension Category Certificate Proof\*  Browse

Submit

Once the relevant validations are successful and the DA/WEDPS submits the application on behalf of the citizen and completes the payment procedure. The application is forwarded to the next level approving authority mapped to the Service.

**Step 2: Verification Authority (WEA/WWDS etc.):** The verification authority can view all the applications or requests assigned to him along with their SLA and status

13 Total Requests

5 Open Beyond SLA

8 Open Within SLA

**Request List - Total Requests**

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	Pens21120700007	Pensions Weavers	RD	RD	Batna Anantha Rao Batna Anantha Rao Batna Anantha Rao	07/12/2021	Pending
2	Pens211207000014	Pensions Fishermen	RD	RD	Anjali ABCDEFGHIJKLMNOPQRSTUWXYZ BINOD middle name test data last name test	07/12/2021	Pending
3	Pens211207000016	Pensions Traditional Cobblers	RD	RD	Anjali ABCDEFGHIJKLMNOPQRSTUWXYZ BINOD BINOD	07/12/2021	Pending
4	Pens211207000018	Pensions Dappu Artists	RD	RD	Anjali BINOD BINOD	07/12/2021	Pending

The WEA/WWDS will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service

**Request ID:** Pens211217000004

**Basic Details**

<b>Aadhaar Number:</b>	994000781284	<b>Gender:</b>	Female	<b>Marital Status:</b>	Married
<b>First Name:</b>	Gavidi Rama	<b>Date of Birth:</b>	09/06/1944	<b>Mobile No:</b>	9704557932
<b>Middle Name:</b>		<b>Caste:</b>	BC-C	<b>Email:</b>	
<b>Last Name:</b>	dsfsd	<b>Religion:</b>	Hindu	<b>Delivery Type:</b>	By Hand
<b>Father / Husband Name:</b>	Gavidi Ramesh	<b>Qualification:</b>	MDS		

**Present Address**

<b>Door No &amp; Street Name:</b>	1-803
<b>Village / Ward / Secretariat:</b>	RAMALINGESWARAPET
<b>Mandal / Municipality:</b>	TENALI-U
<b>District:</b>	GUNTUR
<b>Pin Code:</b>	535128

**Permanent Address**

<b>Door No &amp; Street Name:</b>	1-803
<b>Village / Ward / Secretariat:</b>	RAMALINGESWARAPET
<b>Mandal / Municipality:</b>	TENALI-U
<b>District:</b>	GUNTUR
<b>Pin Code:</b>	535128

**Applicant Details**

Type of Pension: O.A.P

**Family Details along with eligibility criteria**

S NO	Name of Person	Gender	DOB	Wet Land (Acres)	Dry Land (Acres)	Property(Sqft)	Vehicle(Y/N)	Govt Employee (Y/N)	Income Tax(Y/N)	Power(Units)
1	Gavidi Rama	FEMALE	12/06/1998	0	0	-	No	No	No	0
2	Gavidi Krishnarao	MALE	09/06/1988	0	0	-	No	No	No	0
3	Gavidi Satyam	MALE	01/01/1960	0	0.32	-	No	No	No	0
4	GAVIDI ESWITHA	MALE	12/06/2018	0	0	-	No	No	No	0
5	GAVIDI DELLISWARI	MALE	17/12/2016	0	0	-	No	No	No	0
6	Gavidi Ramesh	MALE	01/01/1990	0	0	-	No	No	No	0
7	GAVIDI SUMANTH KUMAR	MALE	19/08/2016	0	0	-	No	No	No	0
8	Gavidi Venkatamma	FEMALE	01/01/1970	0	1.46	-	No	No	No	0
9	MISALA KALAVATI	FEMALE	20/07/1997	0	0	-	No	No	No	0

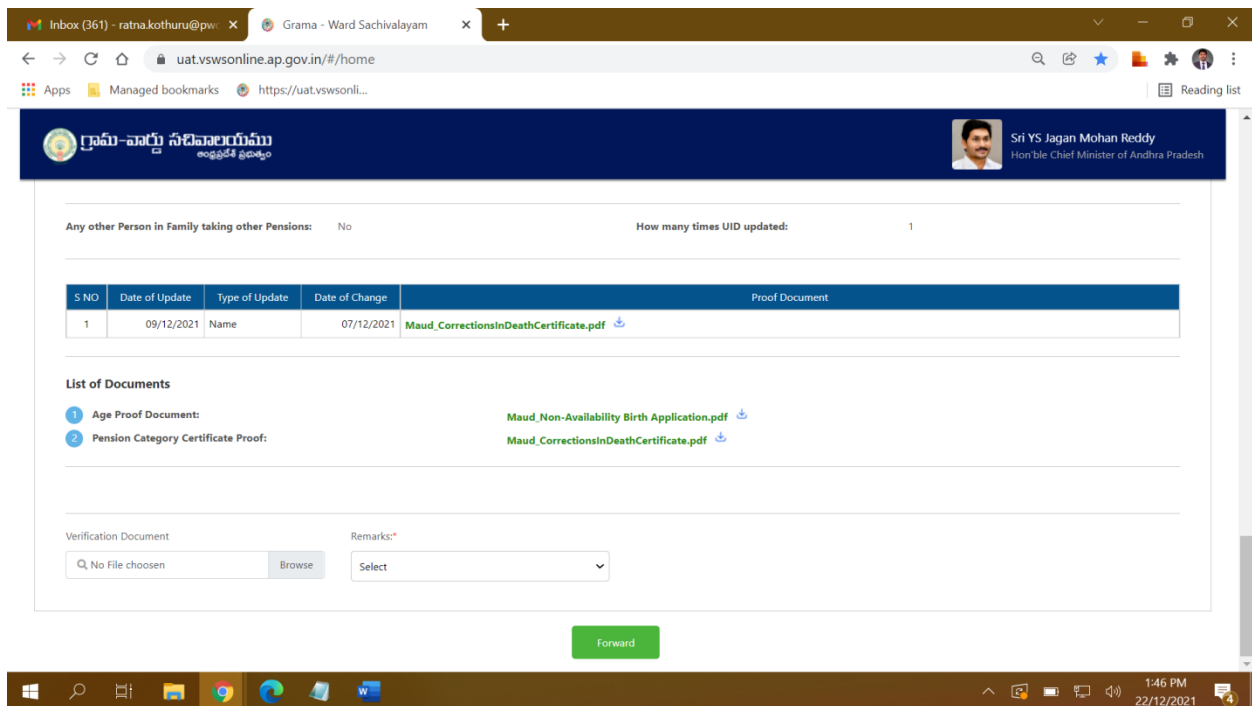
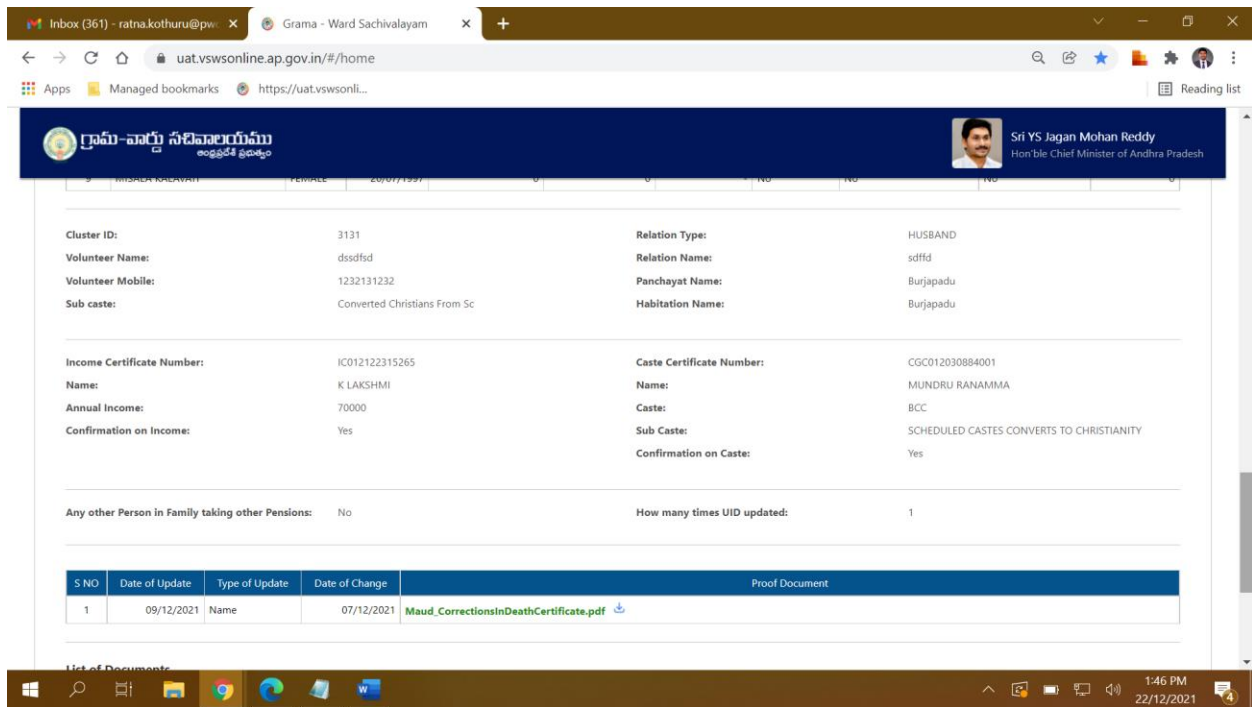
**Cluster ID:** 3131      **Relation Type:** HUSBAND

**Volunteer Name:** dsdsfsd      **Relation Name:** sdfsdf

**Volunteer Mobile:** 1232131232      **Panchayat Name:** Burjapadu

**Sub caste:** Converted Christians From Sc      **Habitation Name:** Burjapadu

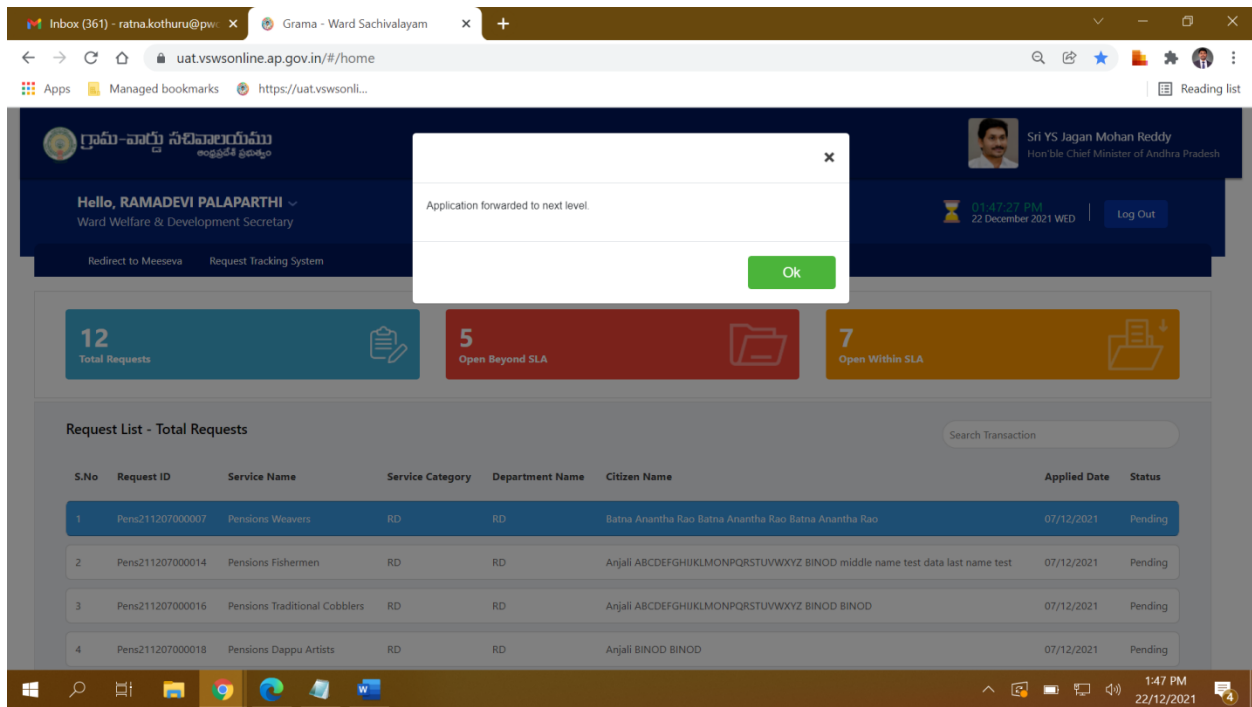
**Income Certificate Number:** IC012122315265      **Caste Certificate Number:** CGC012030884001



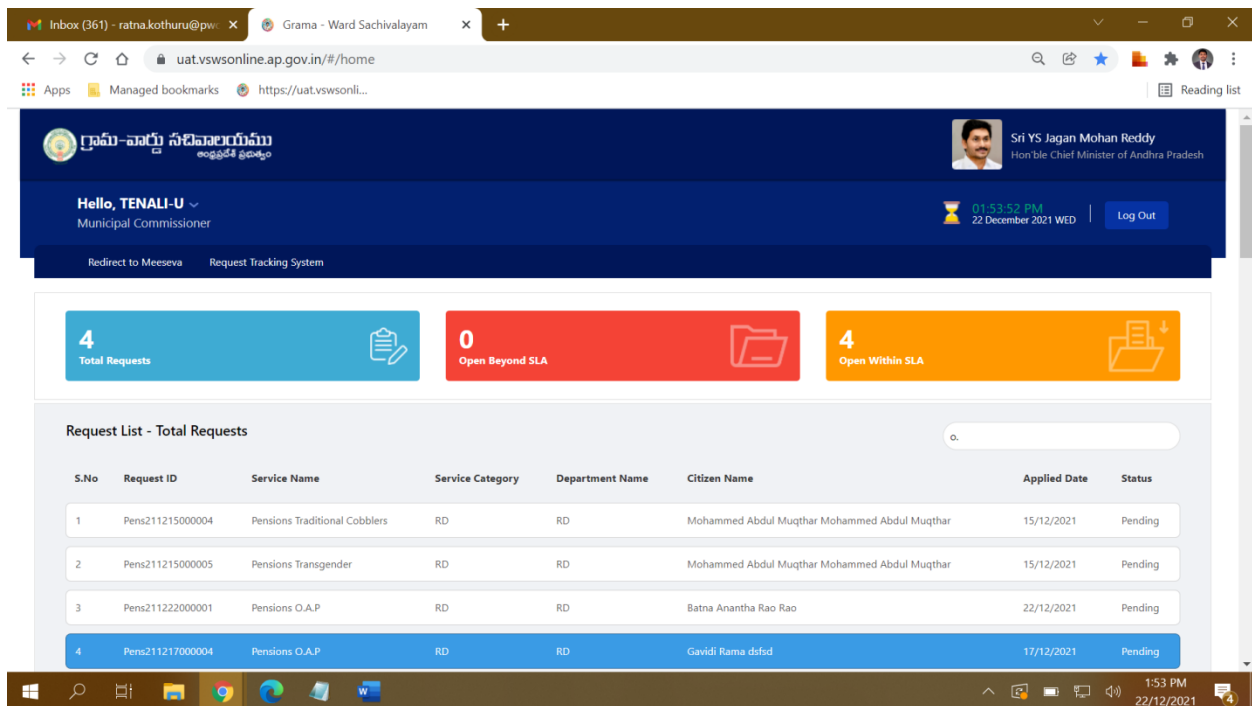
WEA/WWDS can Recommend or Not Recommend the application as shown above.

The WEA/WWDS must verify the document through a Aadhaar e-sign with an OTP to forward the application to the next level.

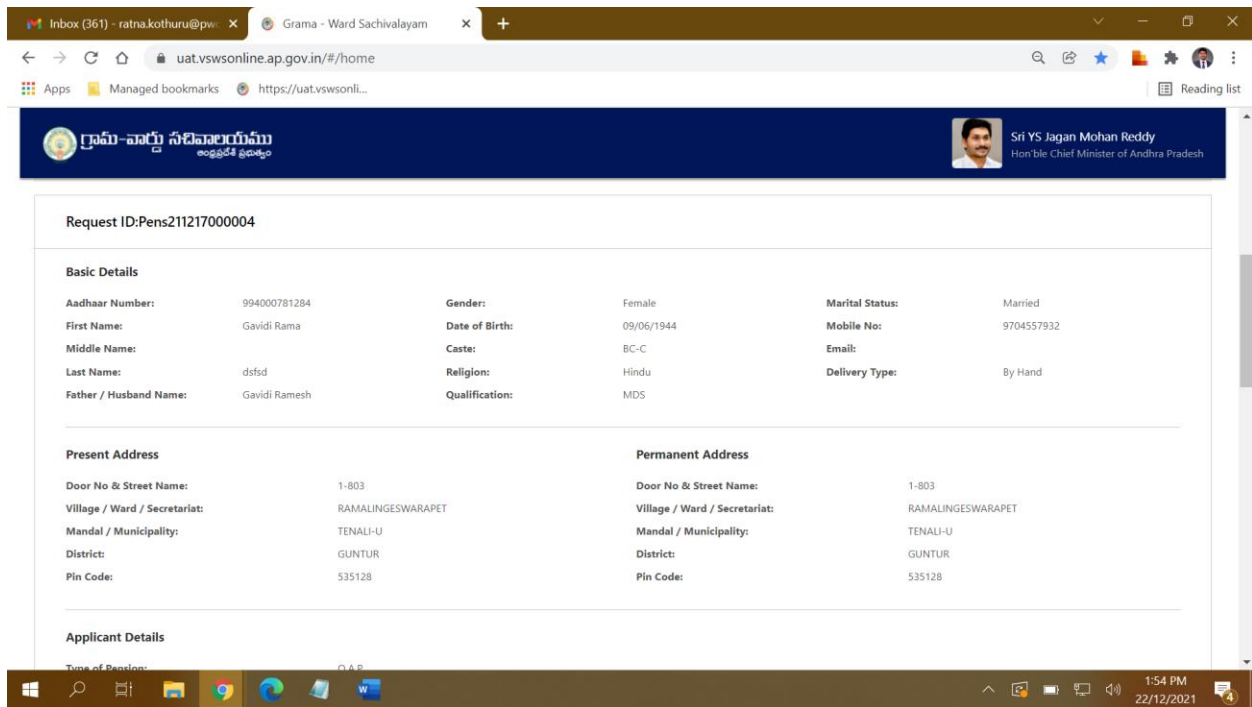
WEA/WWDS is notified through a pop-up window once the application is verified and submitted



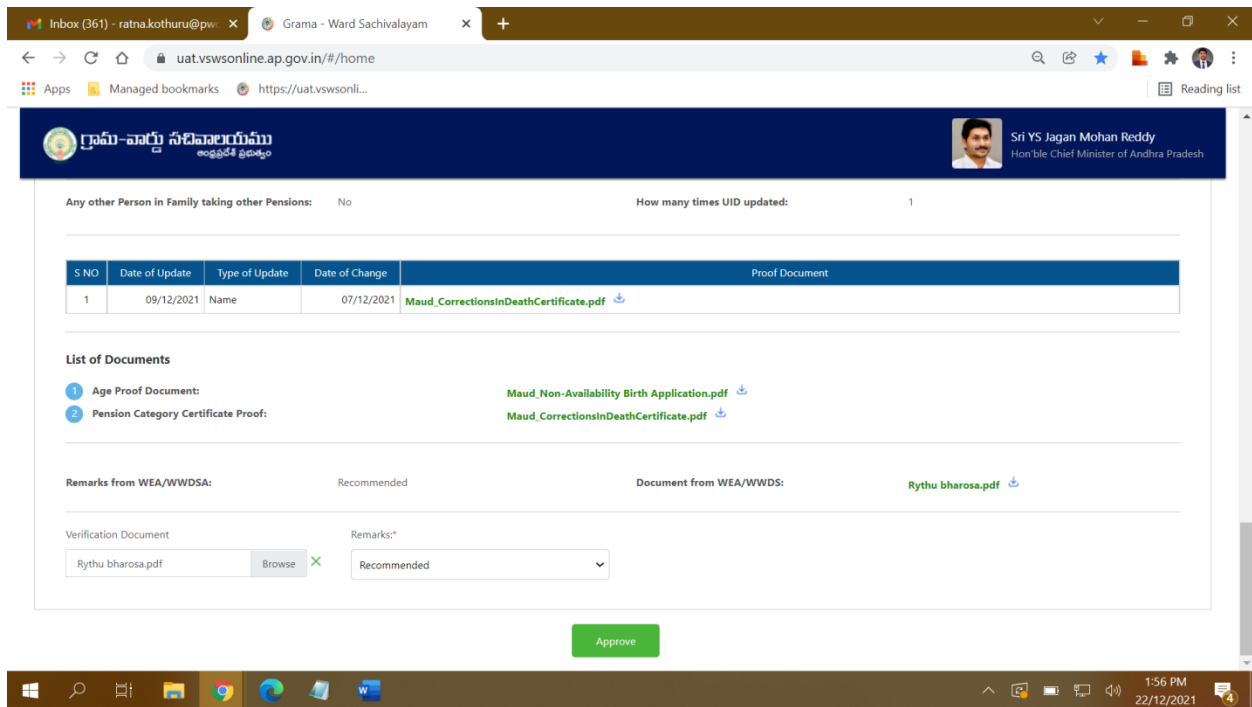
Step 3: Approving Authority (MPDO, Municipal Commissioner etc.): The Approving authority can view all the applications or requests assigned to him along with their SLA and status



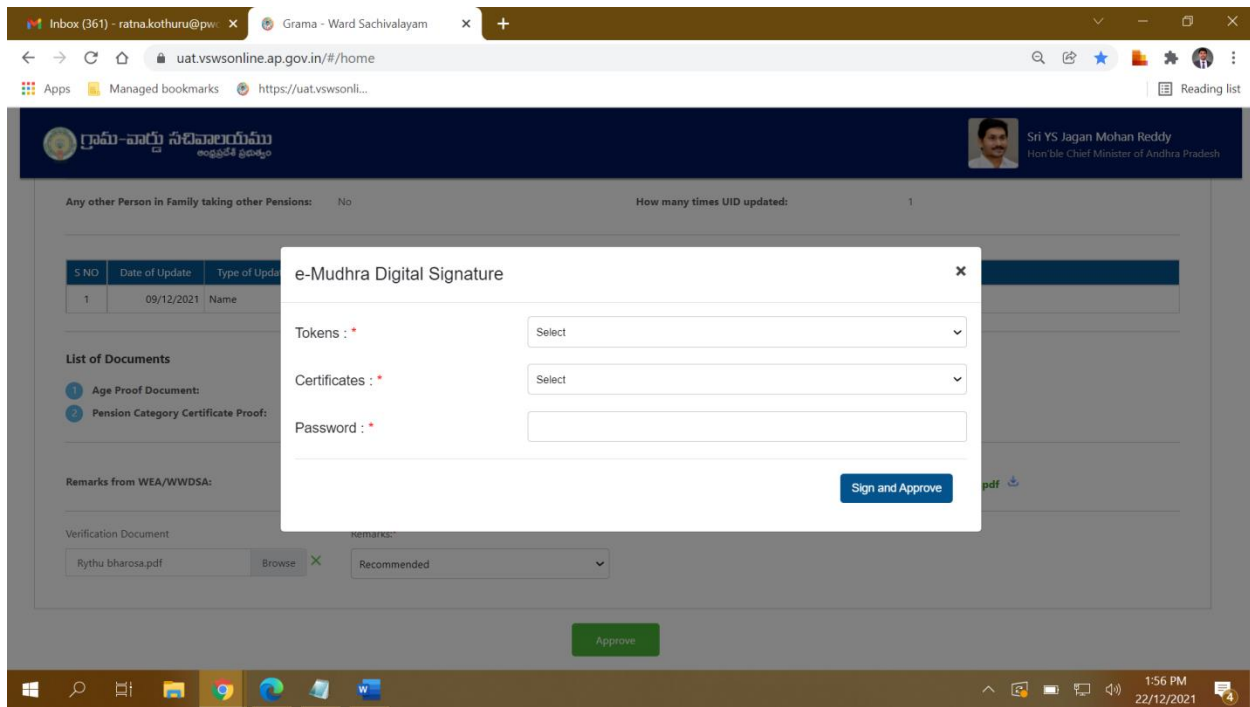
The MPDO/MC will be able to view all the details filled by the DA/WEDPS and the recommendations made by the WEA/WWDS on behalf of the citizen along with the documents uploaded for the service



The MPDO/MC can reject or approve the application based on the recommendations made by the previous verification authorities. If the application is approved the MPDO/MChas to digitally sign the application







Step 4: the application is then forwarded to the respective department/districts/ Collectors for further processing

### Service Level Details

#### 1. New Pension Application

##### About the Service

This service is used for entry of Survey number in and Records portal

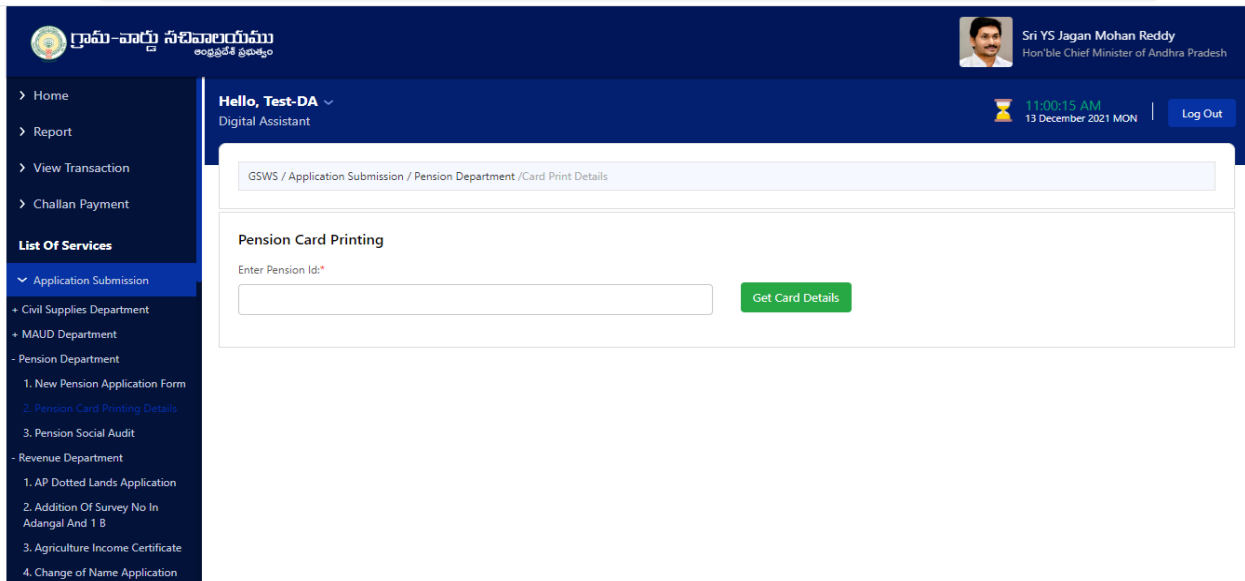
<b>SLA</b>	21
<b>Documents Checklist</b>	<ol style="list-style-type: none"> <li>1. Aadhar card</li> <li>2. Family Income certificate</li> <li>3. Land property (if any)</li> <li>4. Relevant certificate for Pensions                         <ol style="list-style-type: none"> <li>a. Widow: Death certificate of husband</li> <li>b. Weave: Handloom &amp; Textile certificate</li> <li>c. Single women: Legally separated papers/ Revenue certificate</li> <li>d. Toddy Topper: Excise Department certificate</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>e. Fishermen: Fisheries department certificate</li> <li>f. Disabled: Sadarem certificate</li> <li>g. Traditional Cobbler: Social Welfare certificate</li> <li>h. Dappu Artists: Social Welfare Dept certificate</li> <li>i. Transgender: District Medical Board Certificate</li> </ul>
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## 2. Pension Card Printing

### About the Service

After the pension has been approved, Pensioner can get the card printed. The pension ID has to be entered by the DA/WEDPS and all details will be populated so that print can be taken.





GSWS / Application Submission / Pension Department / Card Print Details

**Pension Card Printing**

Enter Pension Id\*  
108817381 [Get Card Details](#)

**Pension Card Details**

QR Codes  Photos 

QR Codes  Photos 

Village / Ward / Secretariat:	పెన్నునిత్తి	Village / Ward / Secretariat Number:	1035058
Pension Number:	108817381	Pension Type:	విశ్రాంతి
Name:	శ్రీనివాస గోపంతులు	Date Of Birth:	01-01-1962
Age:	59	Husband/Father:	సుబ్బారావు
Mandals:	ఓంకార (జి.ఎం)	District:	ప్రకాశం
Aadhar No:	X00000003917	Phone No:	7702833559

[Print](#)

### 3. Pension Social Audit List

#### About the Service

The service is used to print the list of all eligible and ineligible beneficiaries with details in the given dates

The "From Date" and "To Date" and Eligible/Ineligible list needs to be selected by the DA to get the list of applications eligible/ineligible during the selected period. All the Eligible and Ineligible List will be shown, which can be printed immediately.

**Pension Social Audit List**

From Date:  To Date:  Draft Eligible/Ineligible\*:  Eligible  Ineligible

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**YSR Pension -Social Audit List**

Mandal /Municipality:  District:   
 Village / Ward / Secretariat Id:  Village / Ward / Secretariat Name:

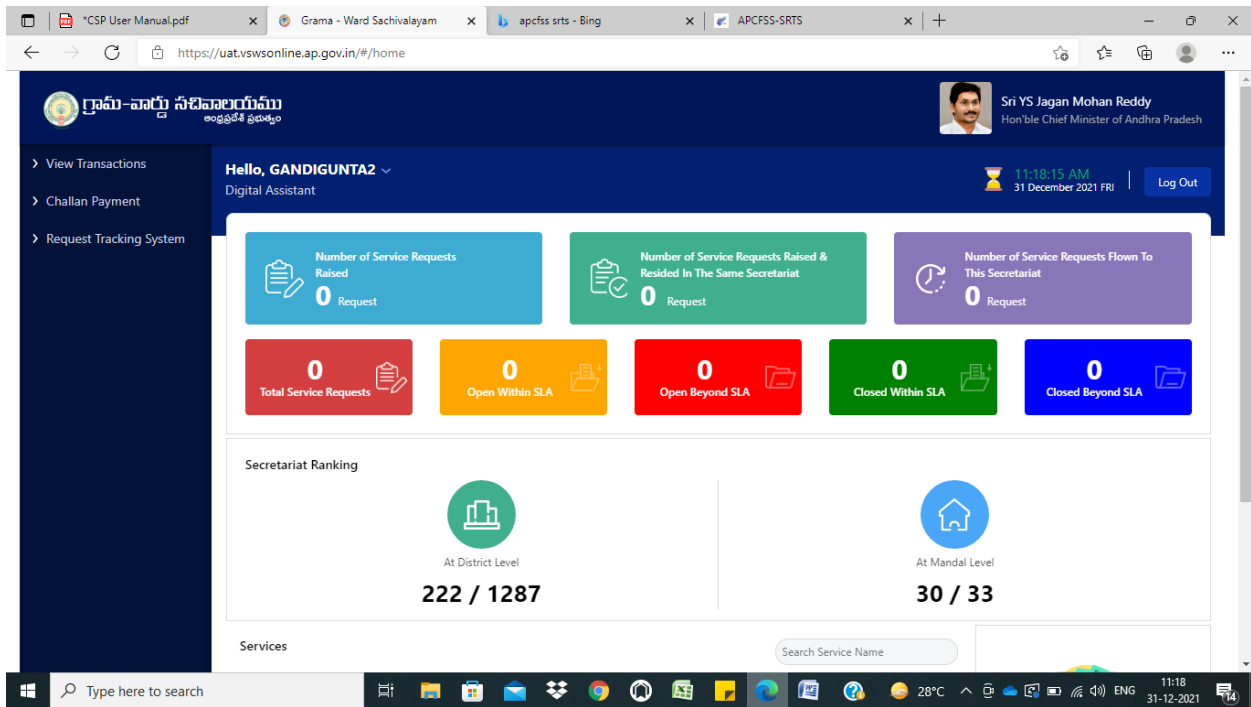
S NO	Grievance Id	Pensioner Name	Relation Name	Pension Type	Gender	Age
1	G14824195	PALLAM NARASIMHULU	P NARASIAH	వృద్ధావృత్తి	MALE	60
2	G9947901151	MALLU DHANALAKSHMI	M VENKATA SUBBA REDDY	వృద్ధావృత్తి	FEMALE	64
3	G26724195	Nallipogu Rosalah	CHENNAIAH	వృద్ధావృత్తి	MALE	59
4	G658849622	Duggireddy Thirupathi Reddy	CHINNAIAH	వృద్ధావృత్తి	MALE	70
5	G30124195	Manikireddy Venkateswarlu	MANIKAREDDY VENKATA SUBBAIAH	వృద్ధావృత్తి	MALE	60
6	G58736882470	GOPAVARAM MASTHAN REDDY	G VENKATA SUBBAREDDY	వృద్ధావృత్తి	MALE	60
7	G07887123676	Bovilla Ramireddy	GOP REDDY	వృద్ధావృత్తి	MALE	81
8	G89627068683	KARUDUMPA RAMAIAH	CHINA VENGAIAH	వృద్ధావృత్తి	MALE	53
9	G97206962467	Dabbugotu Venkataiah	MUSALAI AH	వృద్ధావృత్తి	MALE	60
10	G03424195	BANKA SAYAMMA	BANKA PEDDA NAGIAH	వీధింతువు	FEMALE	69
11	G16724195	Nallipogu Venkatamma	N CHINNAIAH	వీధింతువు	FEMALE	60

### Dash Boards Interpretation

There are three types of dash boards that are available at DA/WEDPS home page.

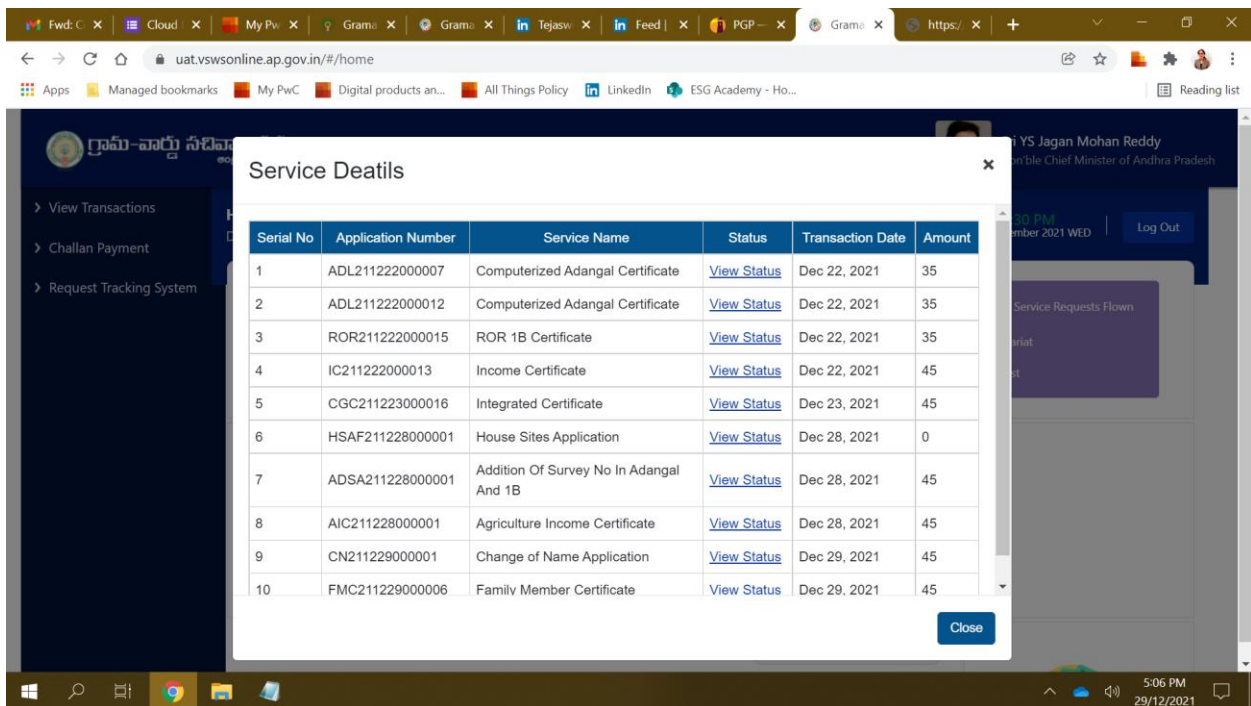
They are:

- a. Number of Service Requests raised
- b. Number of Service Requests Raised & Resided In The Same Secretariat
- c. Number of Service Requests Flown To This Secretariat
- d. Total Service Requests
- e. Open within SLA
- f. Open Beyond SLA
- g. Closed within SLA
- h. Closed beyond SLA

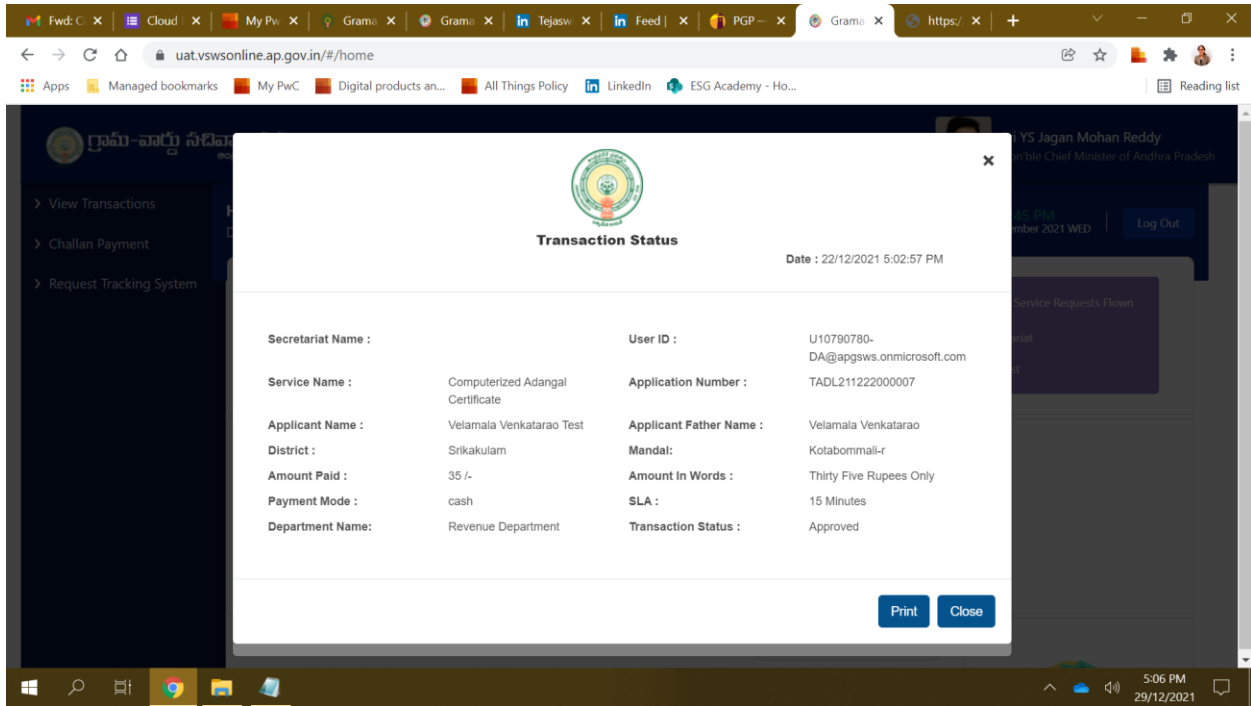


**a. Number of Service Requests raised**

Through this dashboard, a DA/WEDPS can check the number of service request raised by him/her along with the details of application no., Service name, Status of the application, Transaction date and the amount received against the service as shown below.

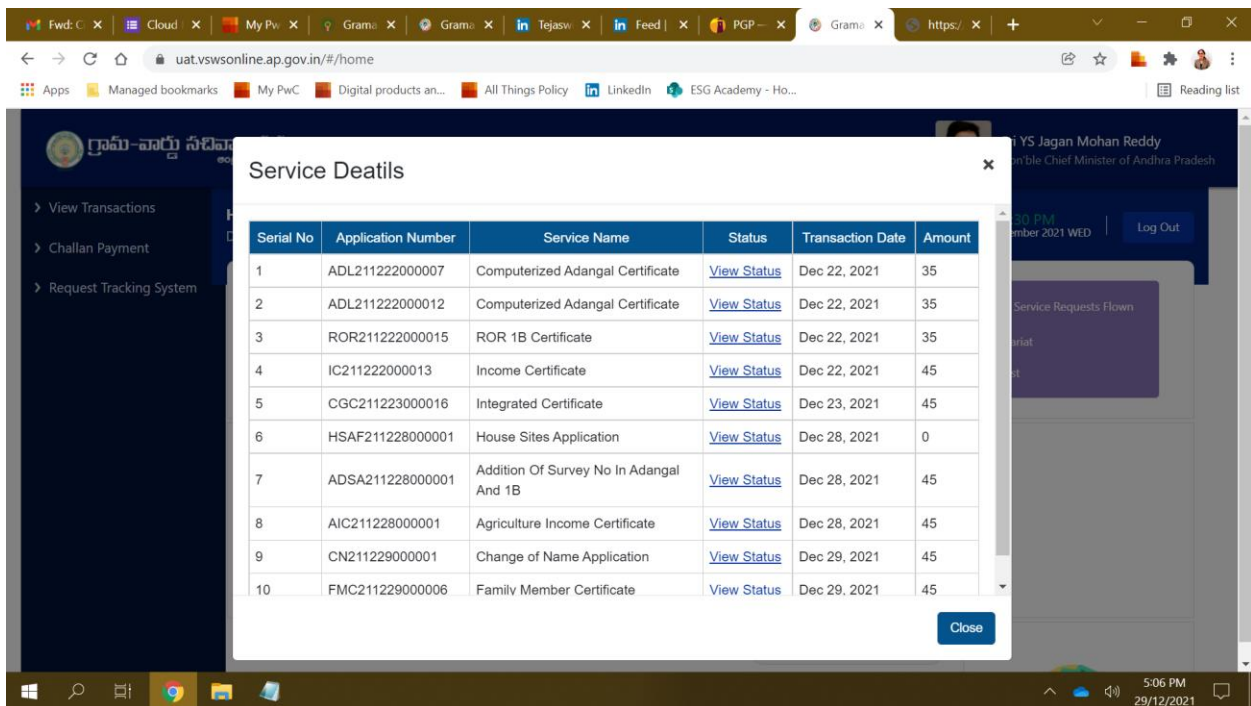


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below

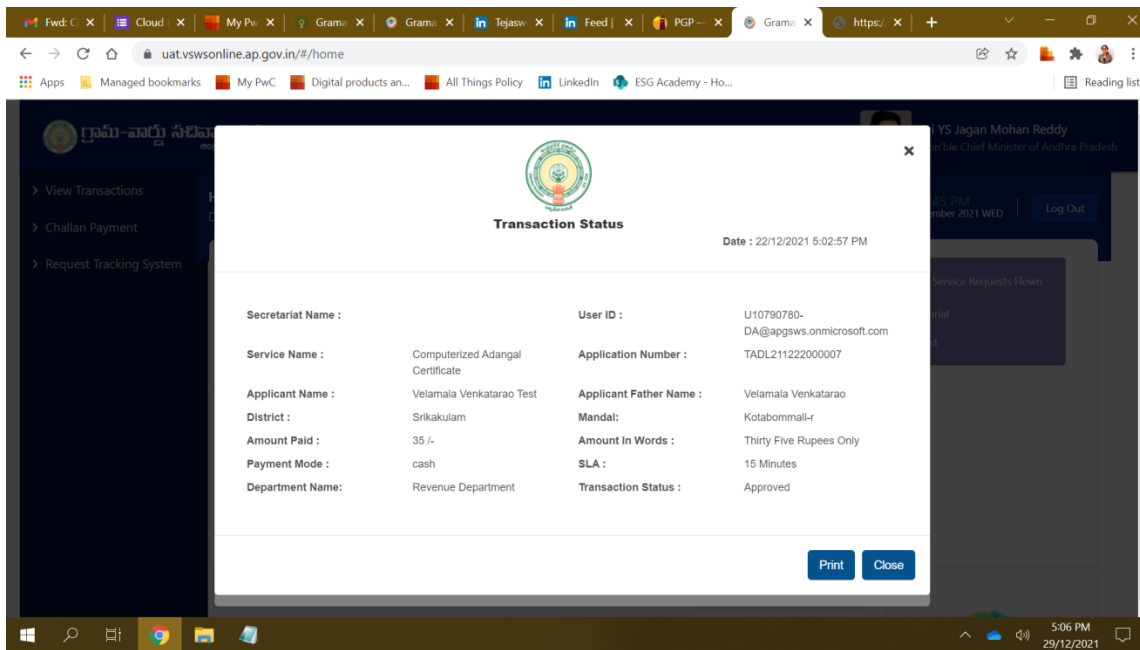


**b. Number of Service Requests Raised & Resided In The Same Secretariat:**

The list of service requests raised from the same secretariat and workflow remains in the same secretariat.

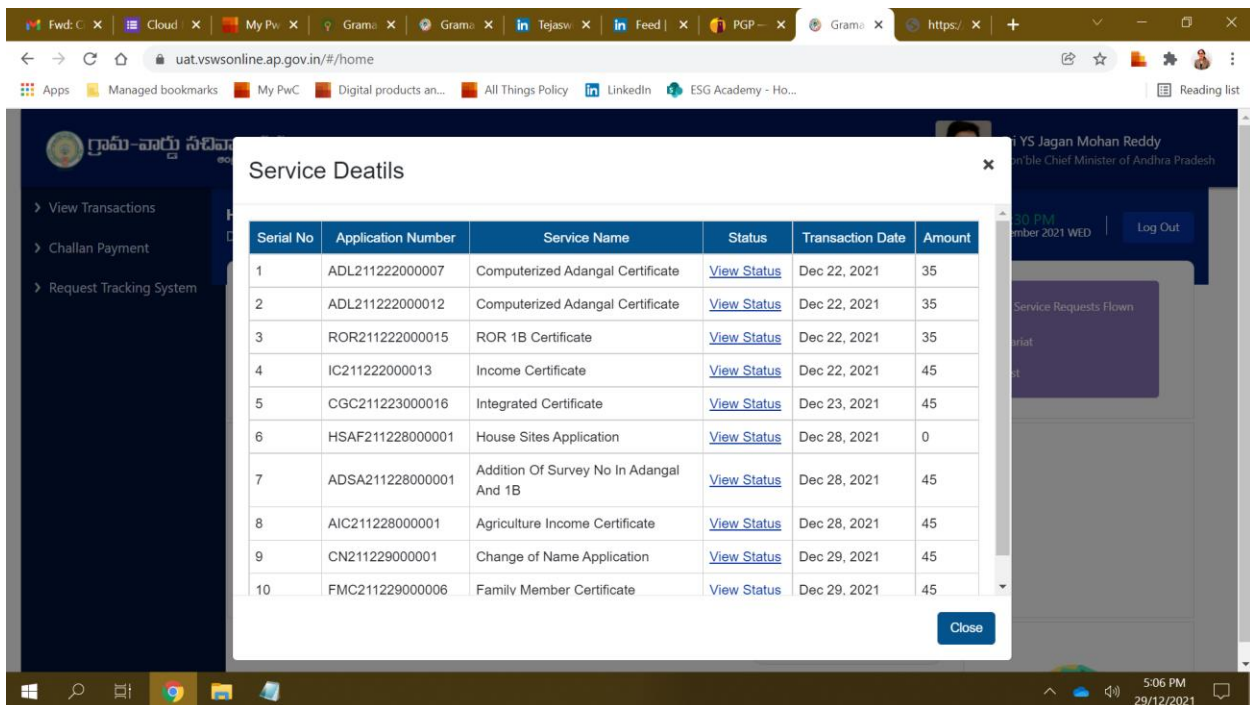


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below



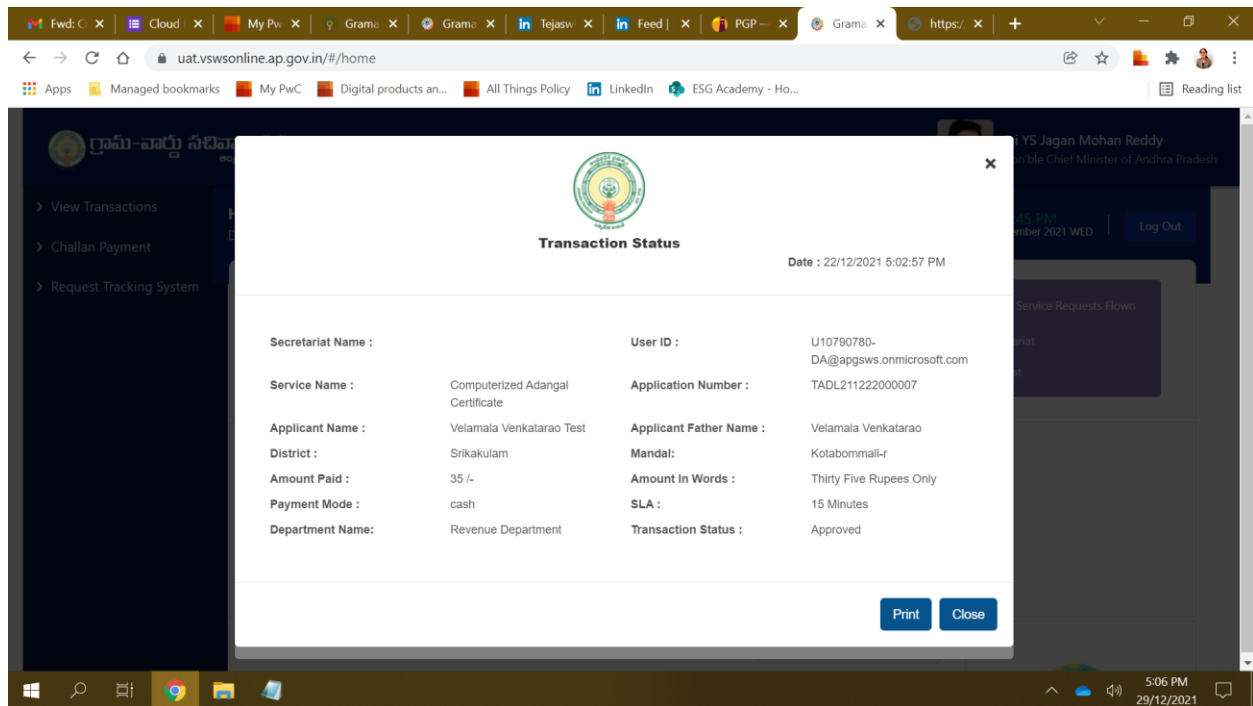
**c. Number of Service Requests Flown To This Secretariat:**

The list of service requests raised by different secretariat and the workflow belongs to the present secretariat



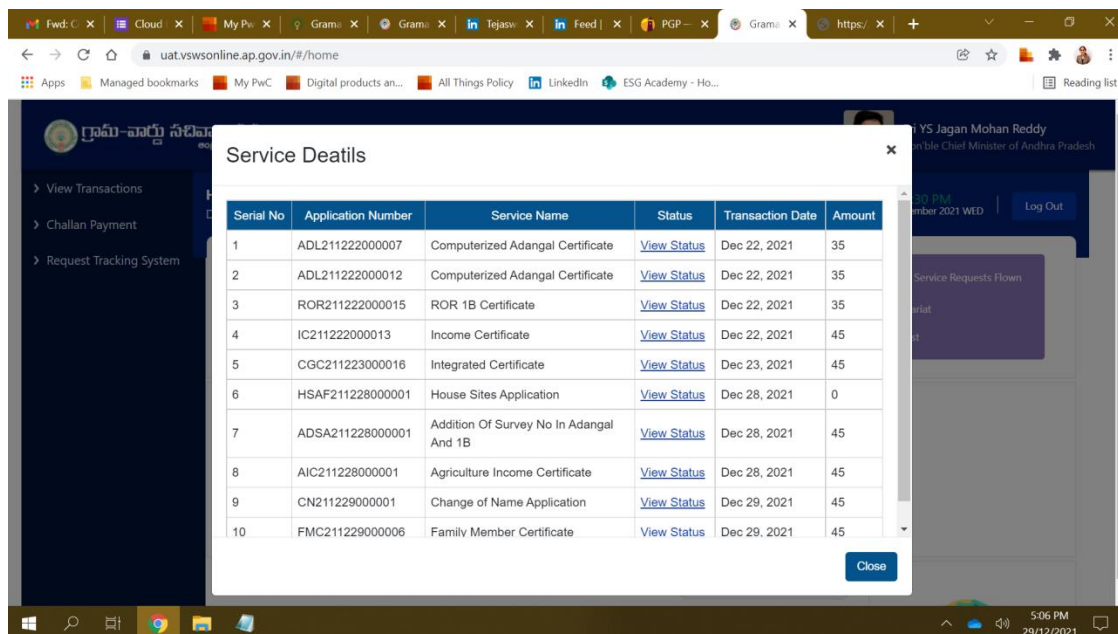


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below



**d. Total Service Requests:**

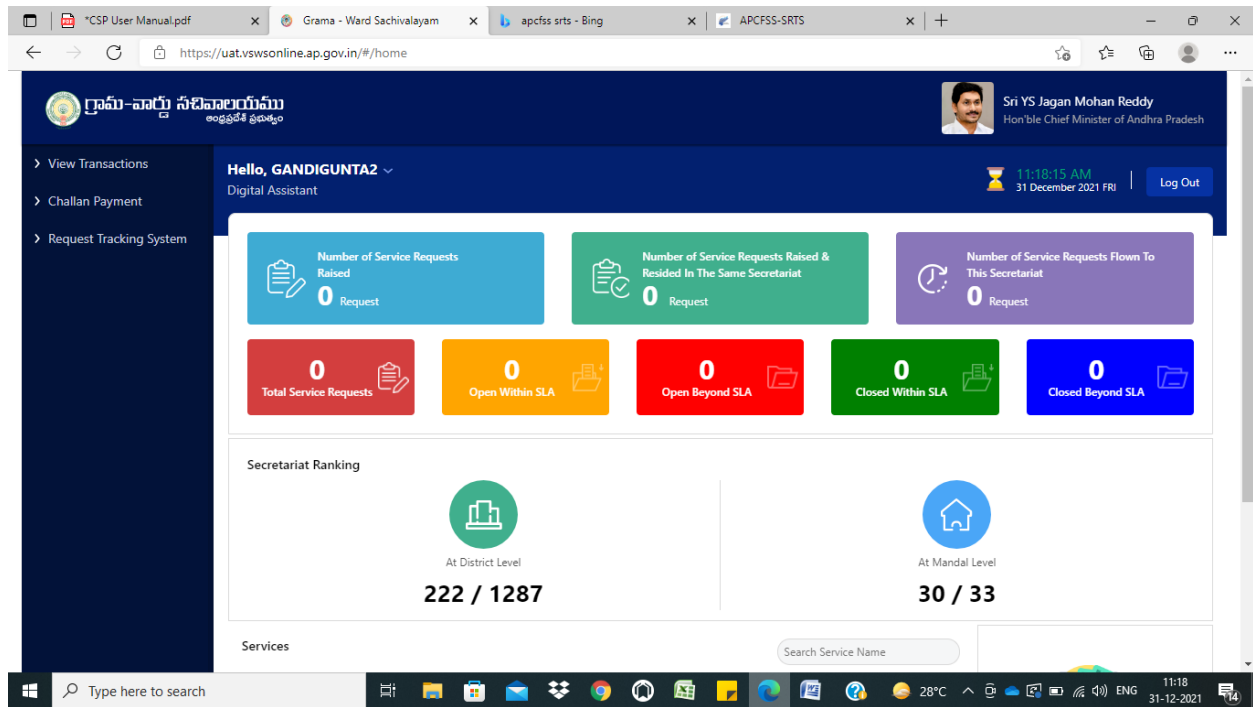
The total no. of service requests that belongs to the present secretariat (Number of Service Requests Raised & Resided In the Same Secretariat + Number of Service Requests Flown To This Secretariat).





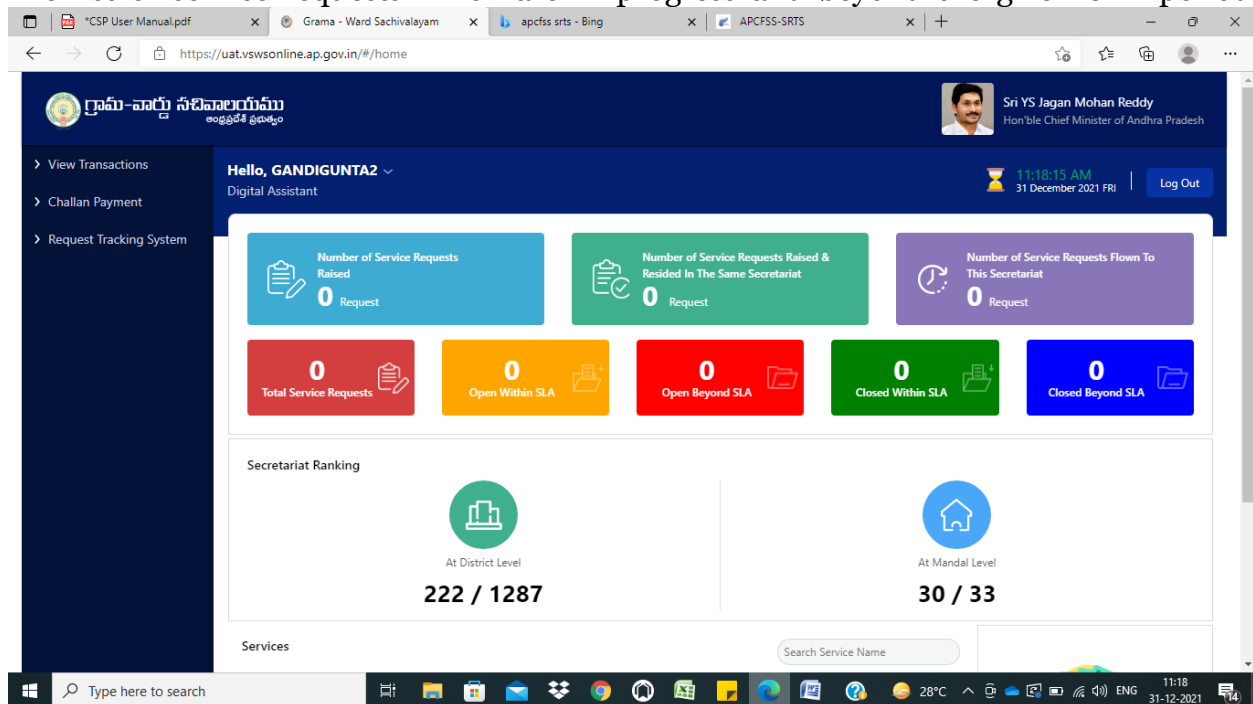
**e. Open within SLA:**

The list of service requests which are still within the given SLA period



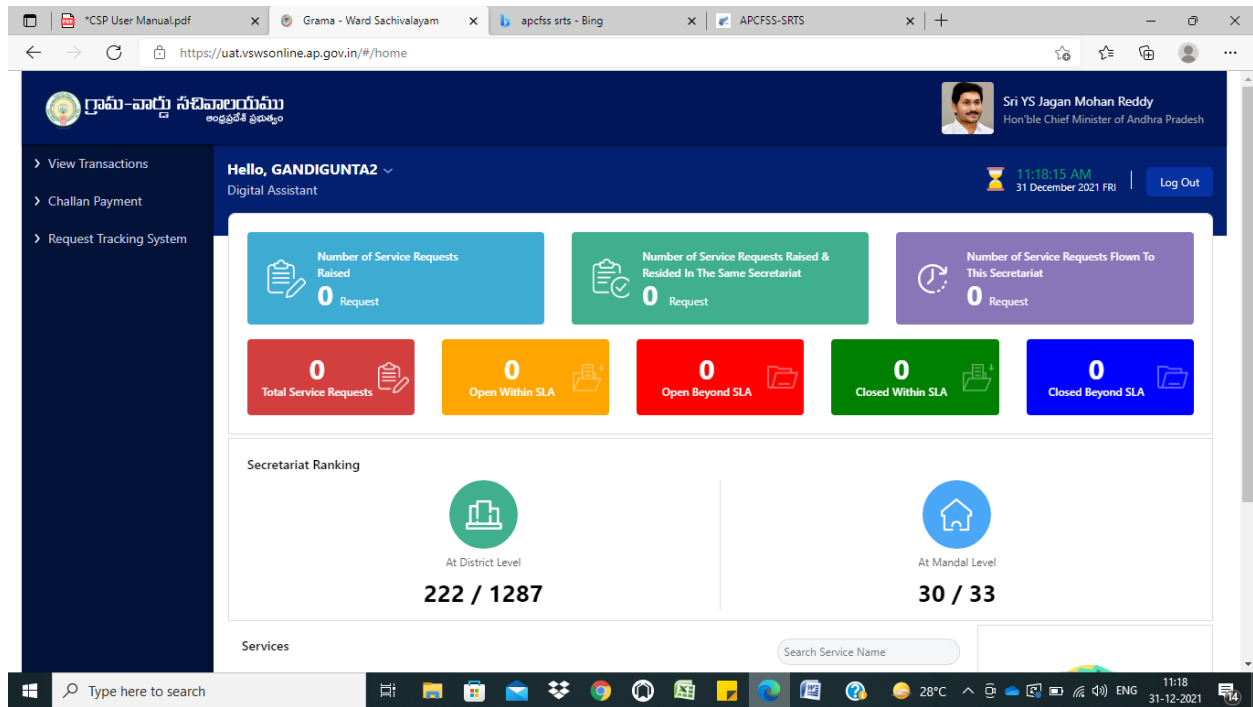
**f. Open beyond SLA:**

The list of service requests which are in progress and beyond the given SLA period



### g. Closed within SLA:

The list of service requests which got resolved within the given SLA period



### g. Closed beyond SLA:

The list of service requests which got resolved beyond the given SLA period

