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

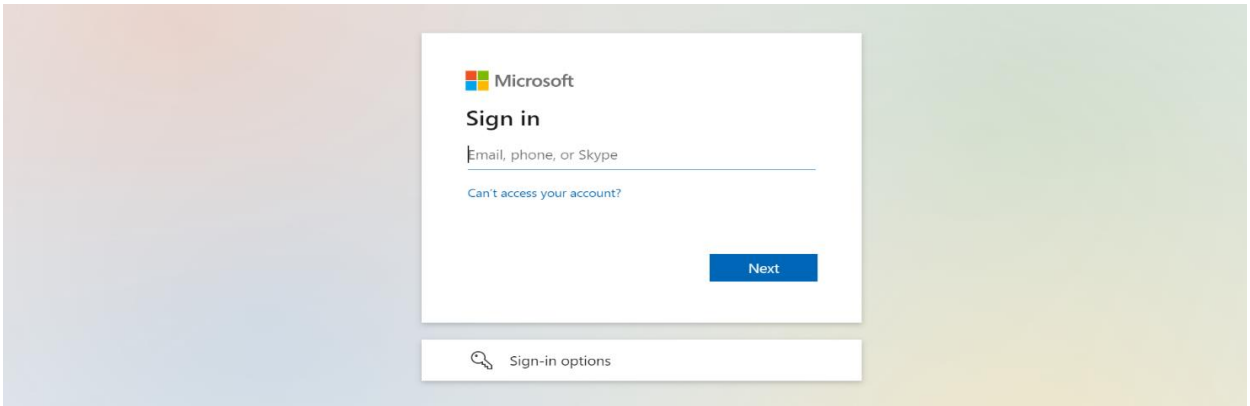
The document captures the application process and the approval flows in the new GSWS portal. The document also captures the outline of the portal and the services that have been integrated in the new GSWS portal

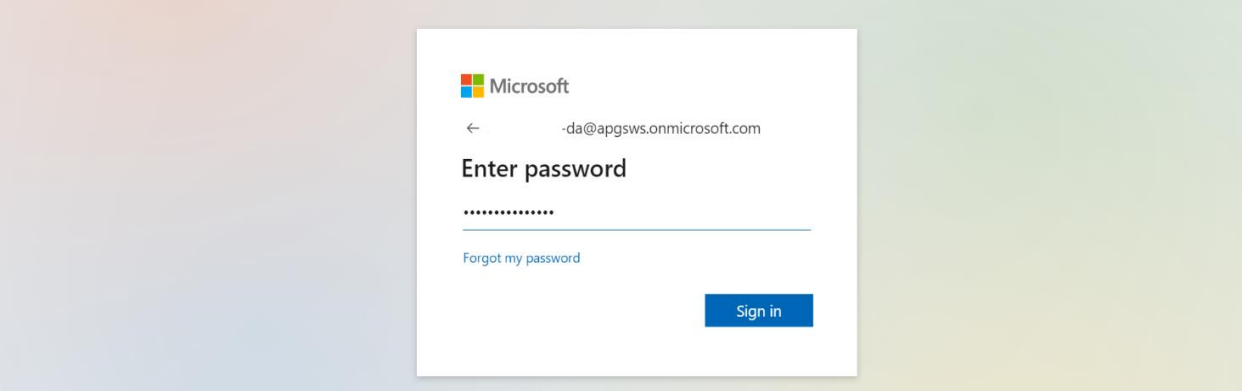
2. PORTAL WALK-THROUGH

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



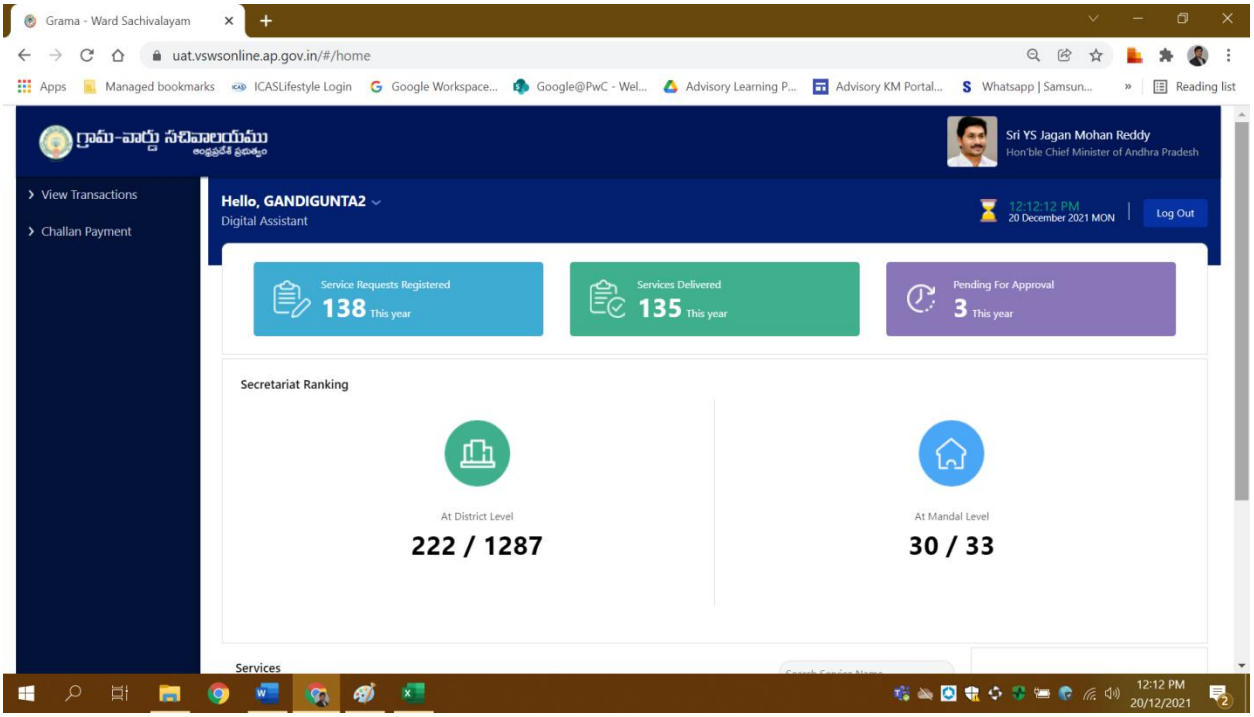


While Logging-in for the first time, the below details need to be added:

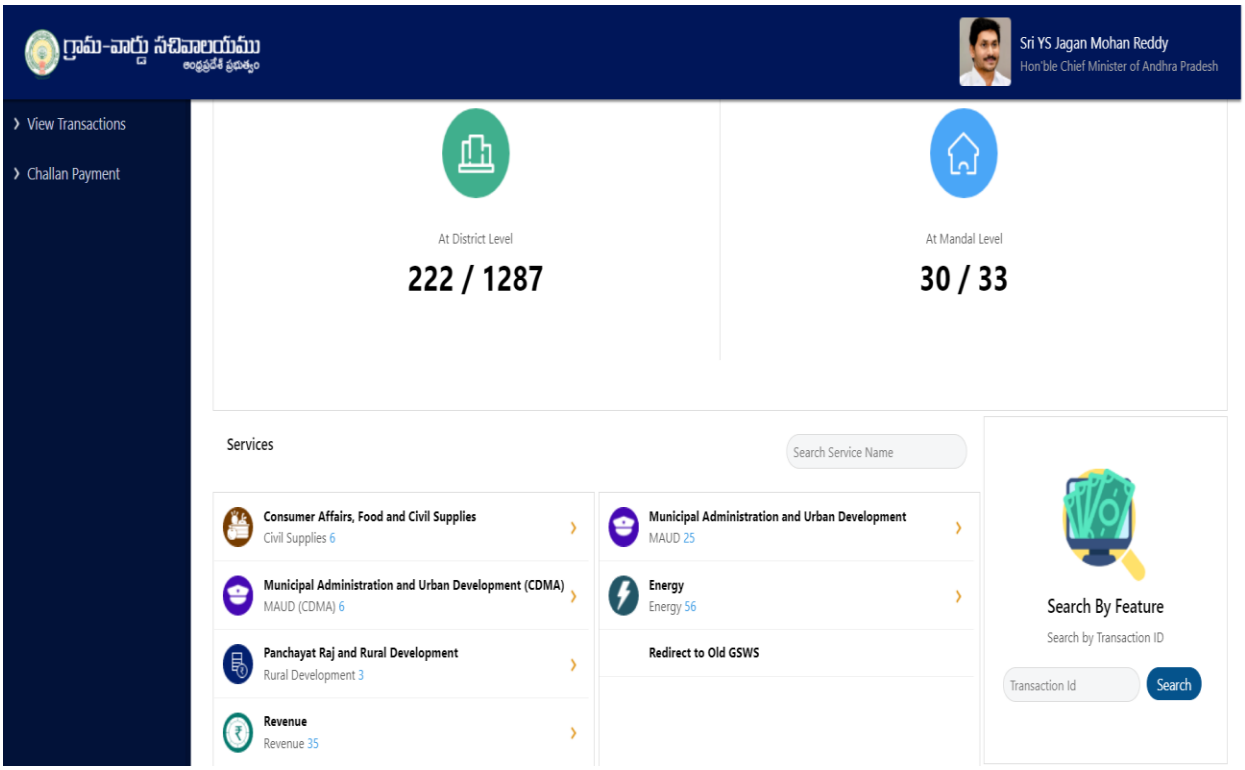
1. Change the default password
2. Add Phone number
3. Add Email ID

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

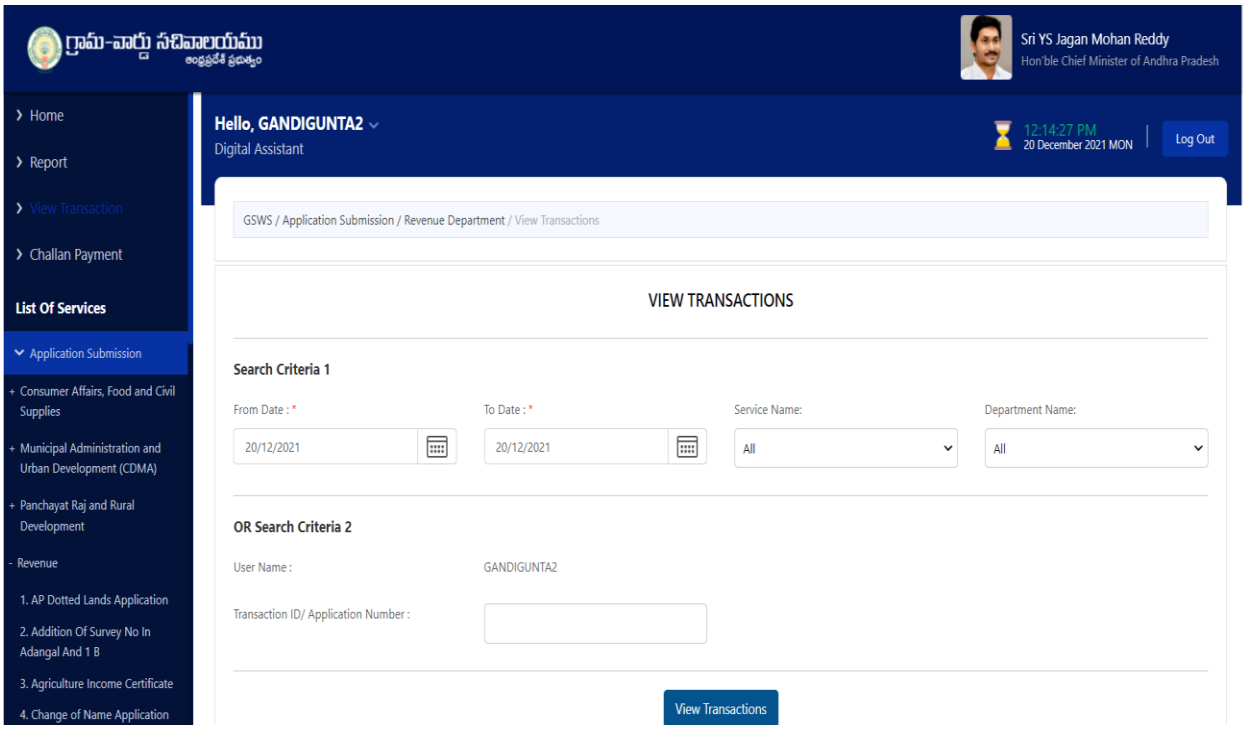
<u>Step3: Home screen after Login for the DA/WEDPS</u>



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



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



Common Application Process

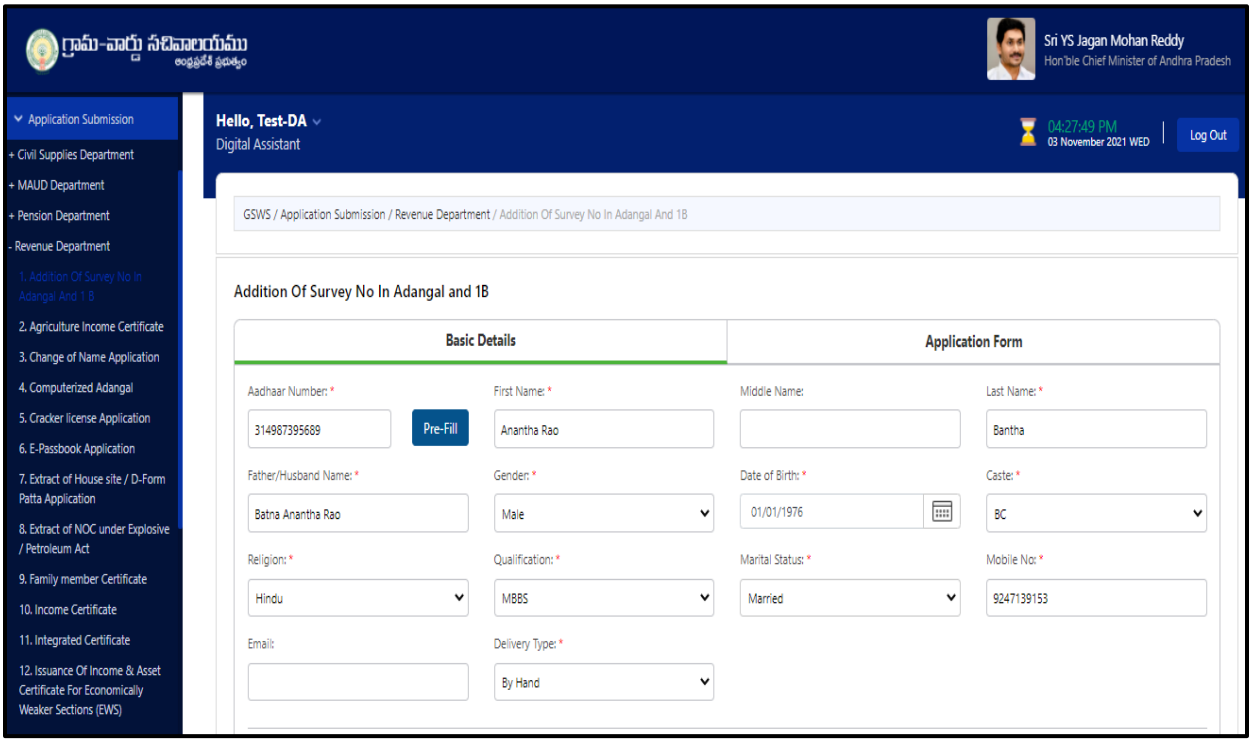
There are 3 types of services that are integrated in the new GSWS CSP portal

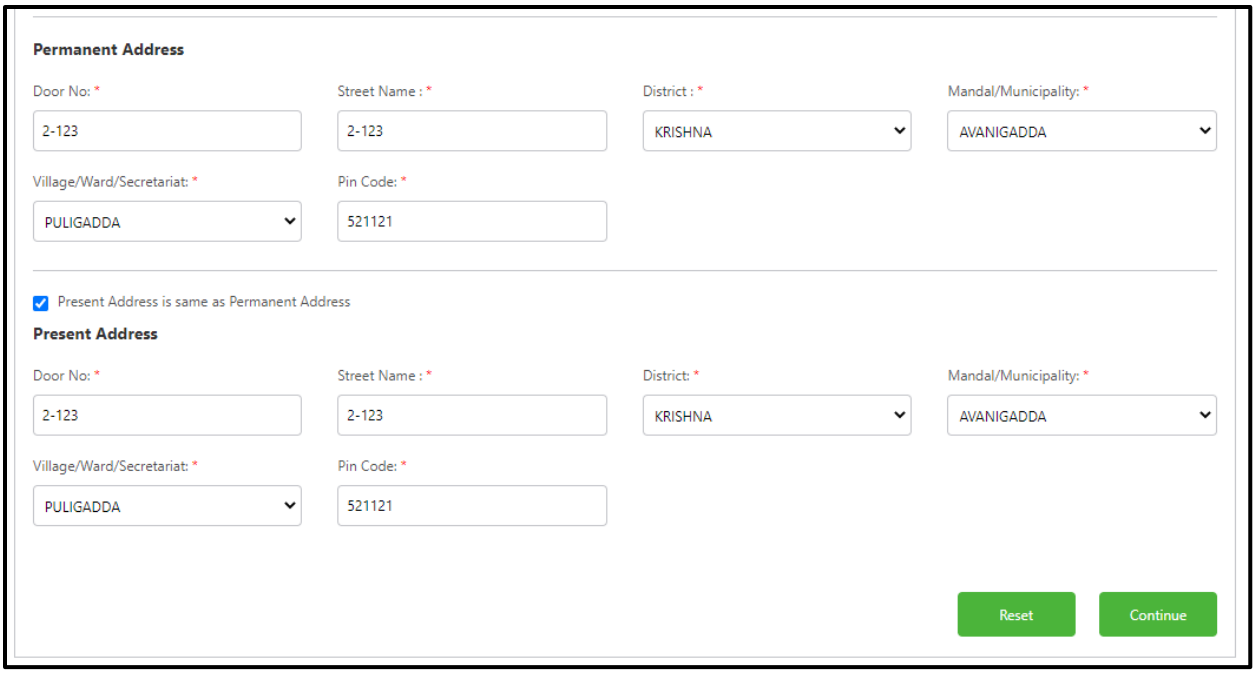
- Fully integrated – Services where the entire workflow/approval flow is in the GSWS portal. Each approval authority is given a GSWS login to approve the workflow
- Partially integrated – Services where the application process and some part of the workflow/approval flow is in the GSWS portal and the 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.

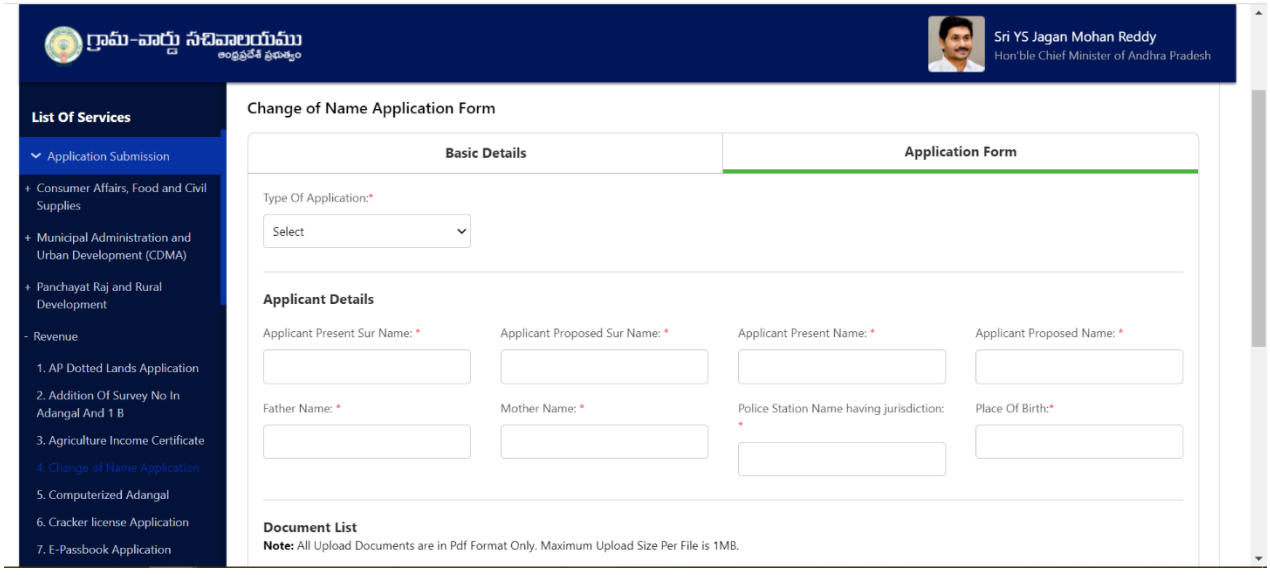
<u>Steps to be followed are as follows</u>

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

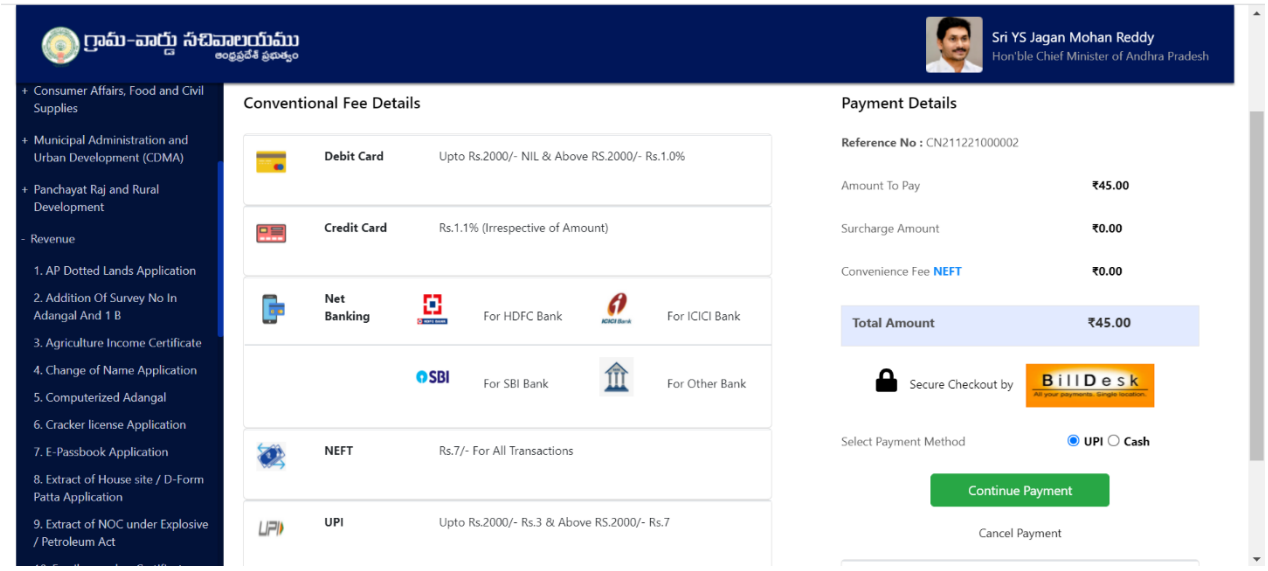




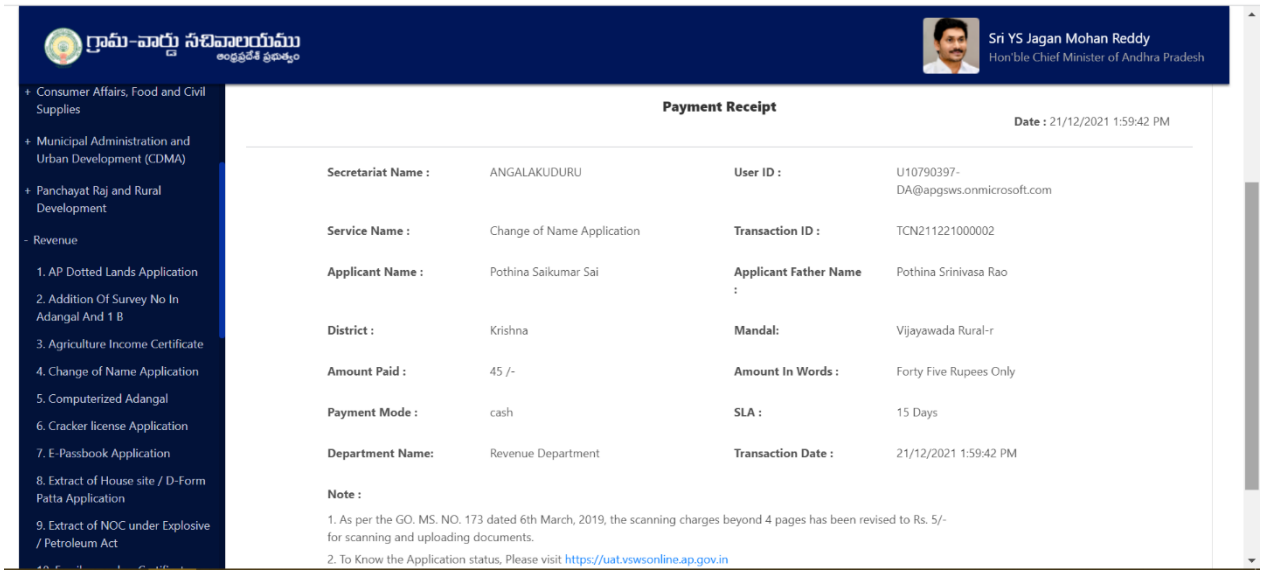
Step 2: Service Application – A Service application form must be filled by the DA/WEDPS which is specific to each service. (Service application Screens for each service is detailed next section)



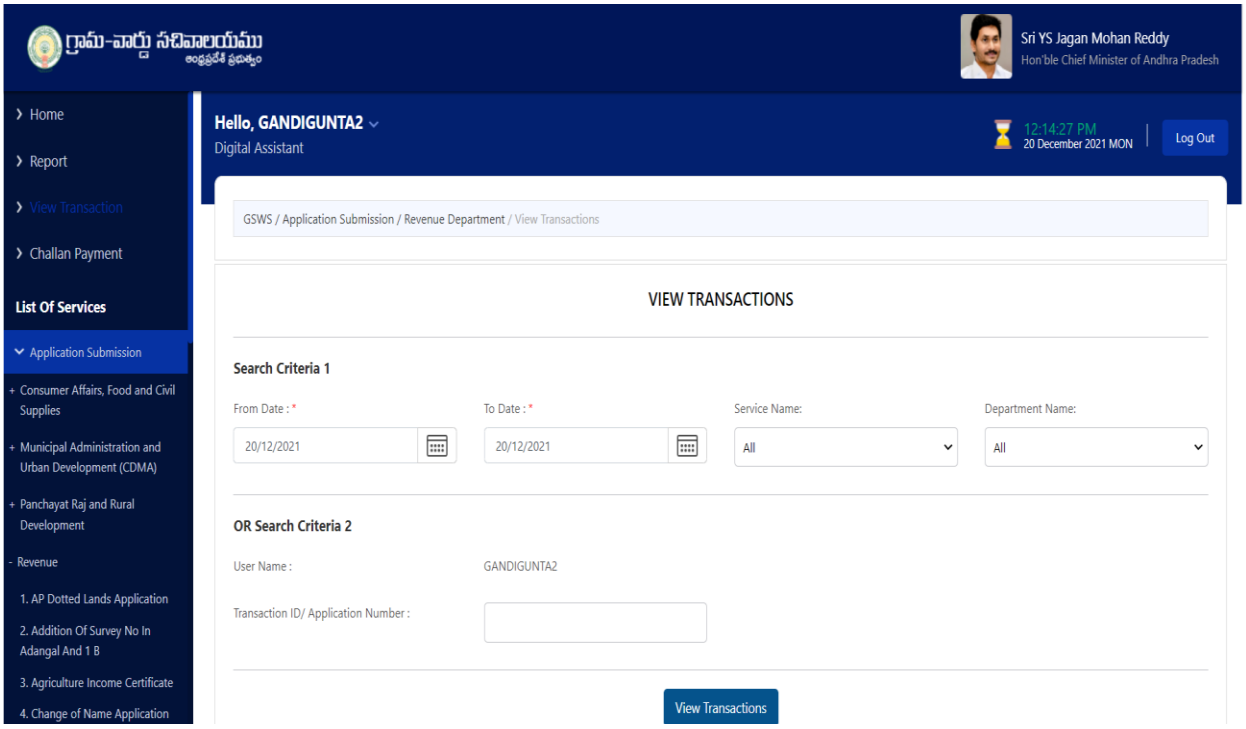
Step 3: Payment Gateway: Once the DA/WEDPS submits the Service application form, they are redirected to the payment gateway



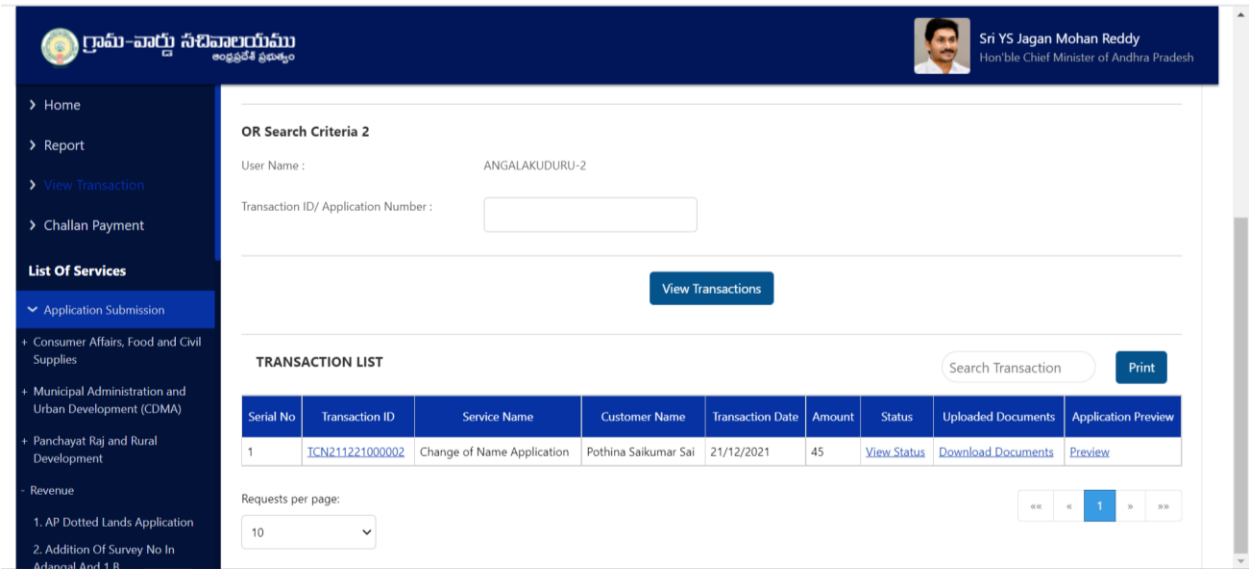
Step 4: Payment Receipt: Once the DA/WEDPS submits payment, Payment receipt is generated with a unique transaction ID



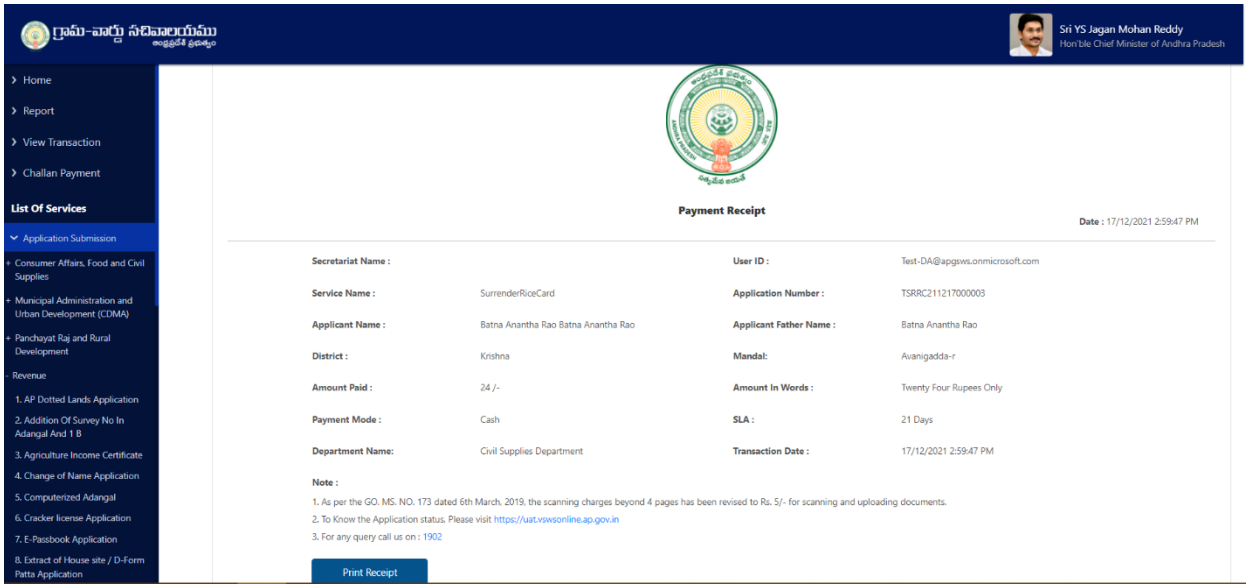
Step 5: View Transactions: The DA/WEDPS can Print Payment Receipt or Print Certificate for citizen in the View Transaction Module.

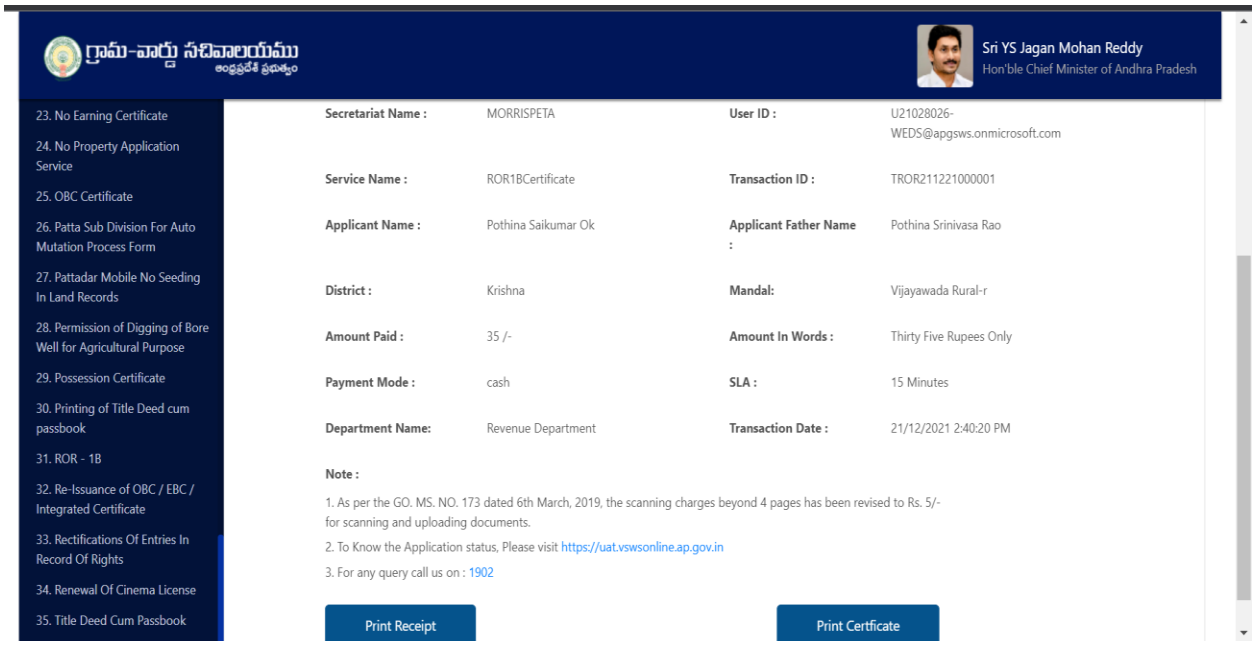


The DA/WEDPS can search of historical transactions based on the criteria's mentioned in the screen above

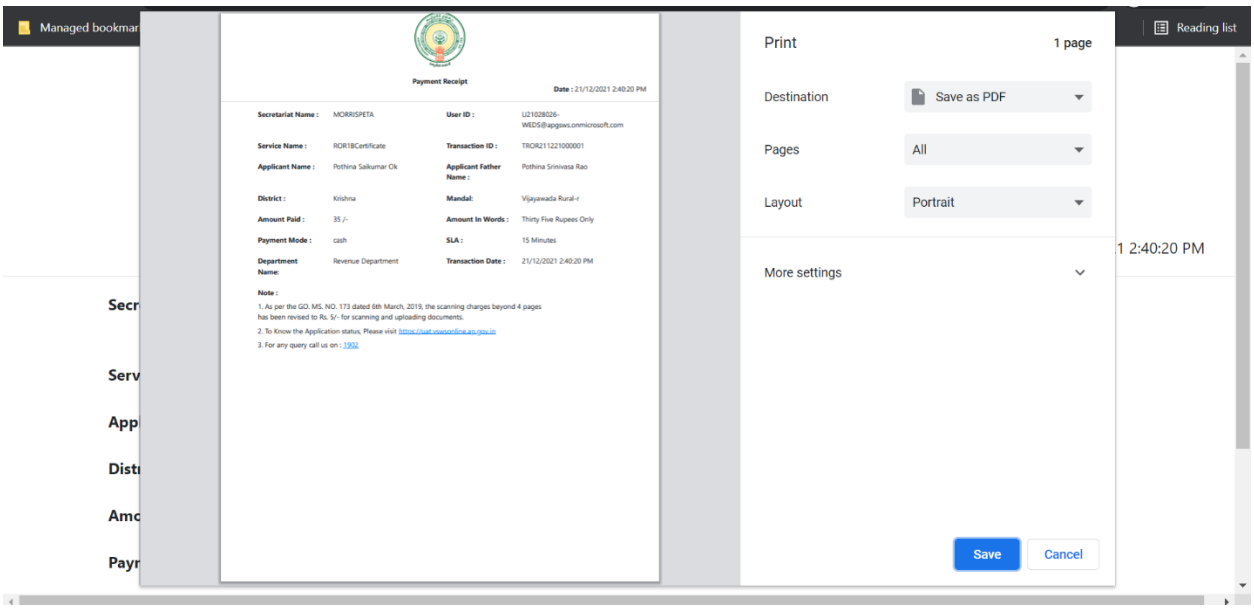


The DA/WEDPS can view the current status of the application, download documents (both certificates and payment receipt) and also preview the application which was submitted by them

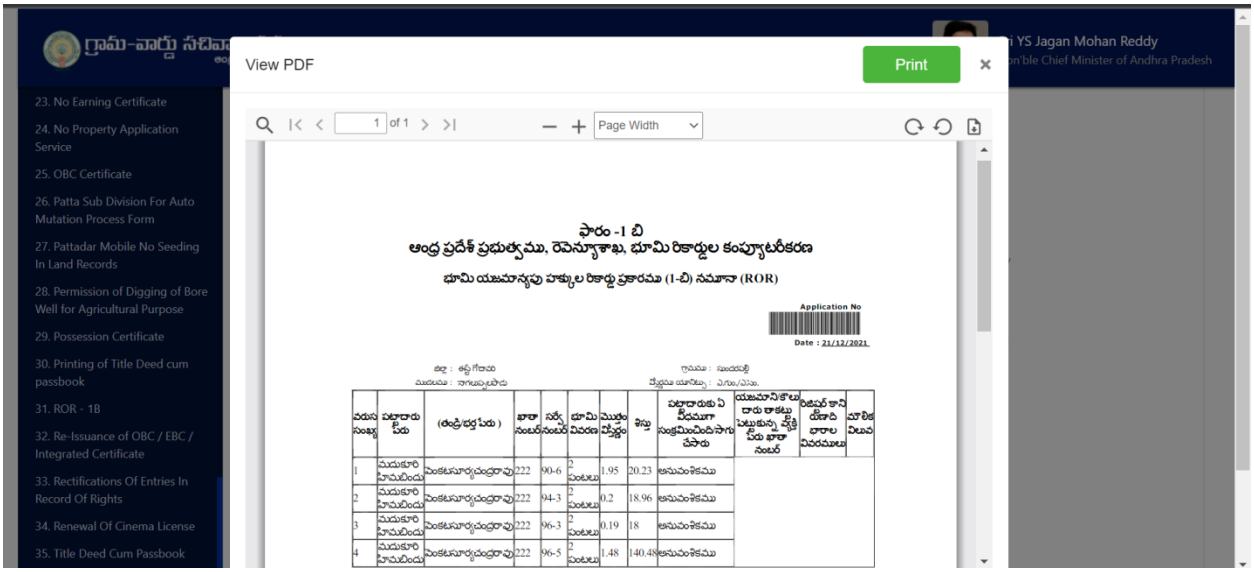




Payment Receipt



Certificate / Card



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

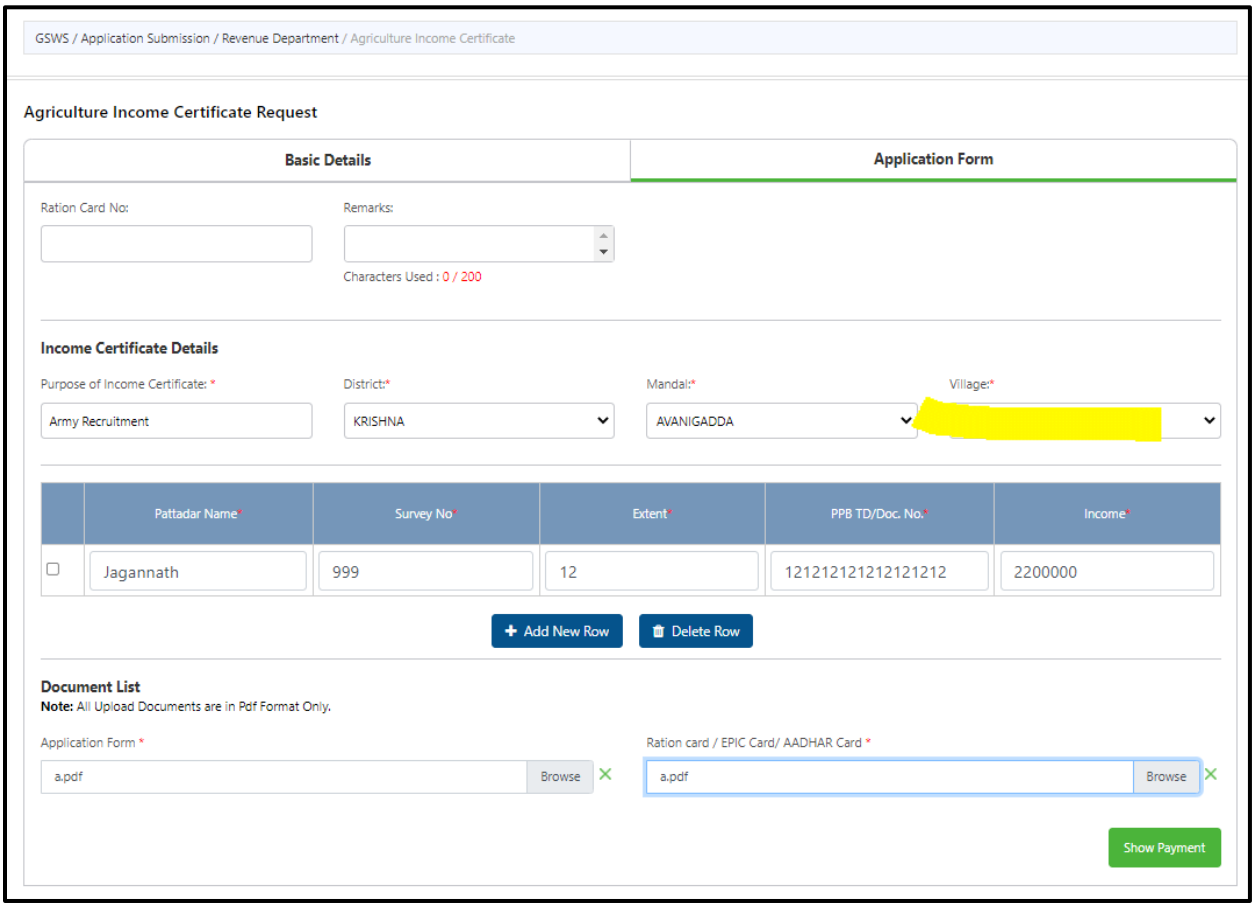
S.No	Service Name	Category	SLA	Approval Authority	Workflow
10	Mutation and Title Deed Cum ppb	B	30	Tahsildar	Webland
11	e Passbook service - replacement of pattadhar passbook	B	7	Tahsildar	Webland
12	e Passbook service- duplicate pattadhar passbook	B	7	Tahsildar	Webland
13	Rectifications in Record of 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 (Updations in re-settlement register rules, 2017)	B		Collector	GSWS

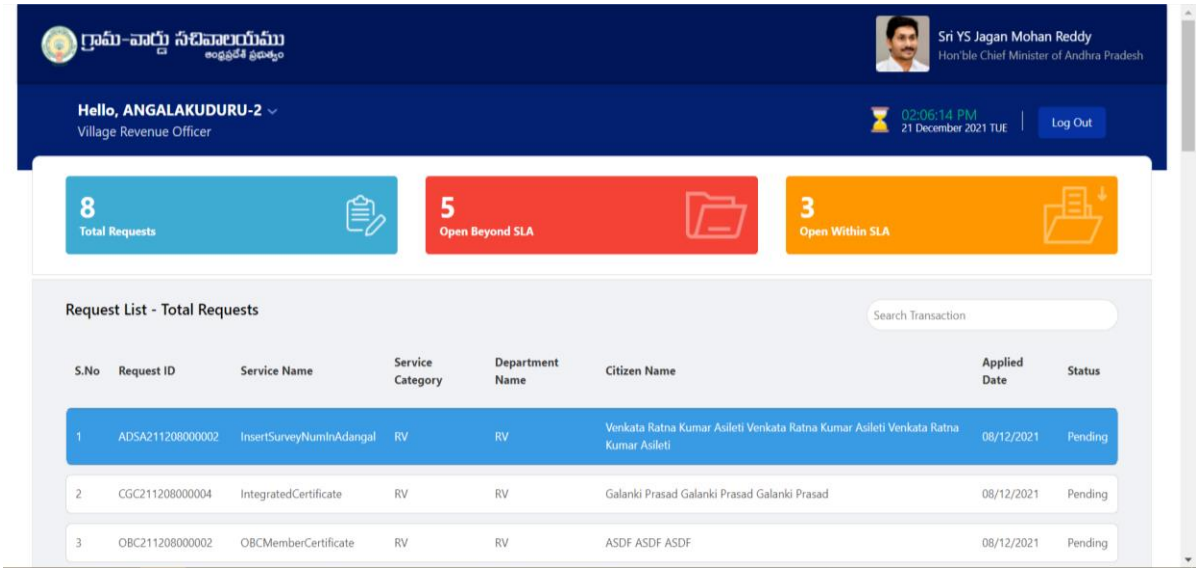
Standard Approval Process (for demonstration purpose)

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.

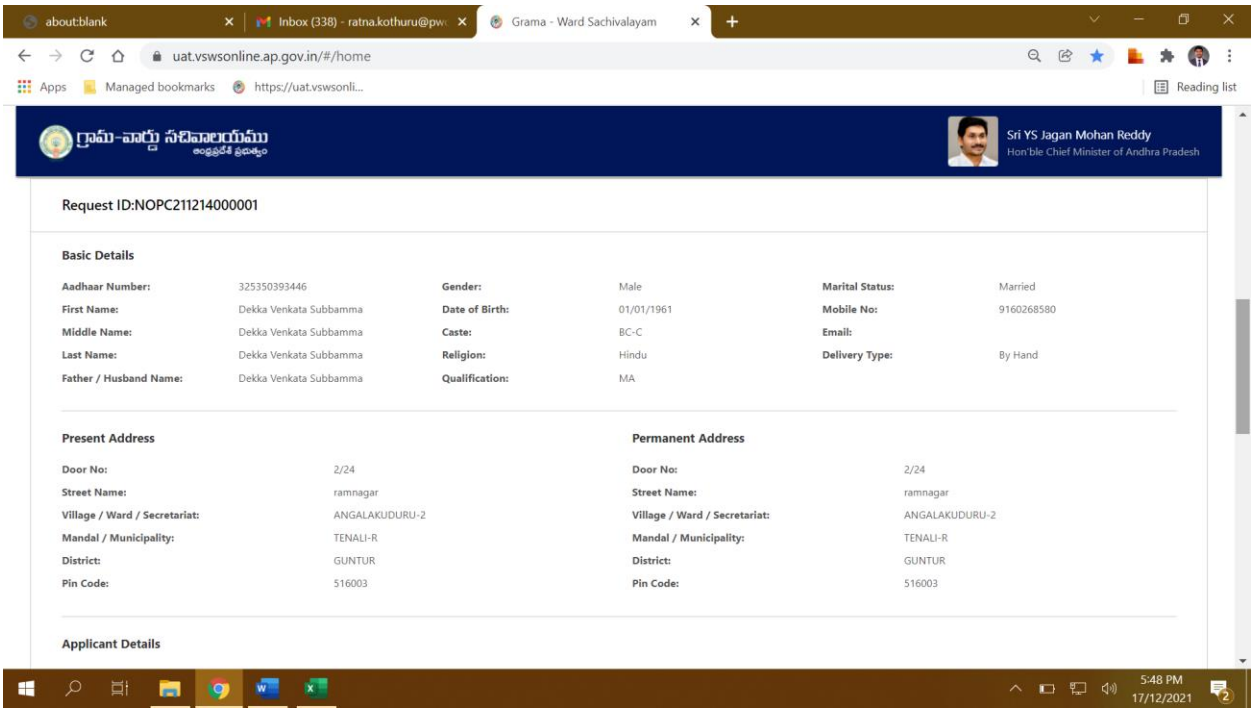
The DA/WEDPS must select the relevant **Revenue Village** for each applicant while filling the service application form. The application will be forwarded to the approving authority mapped to the village.

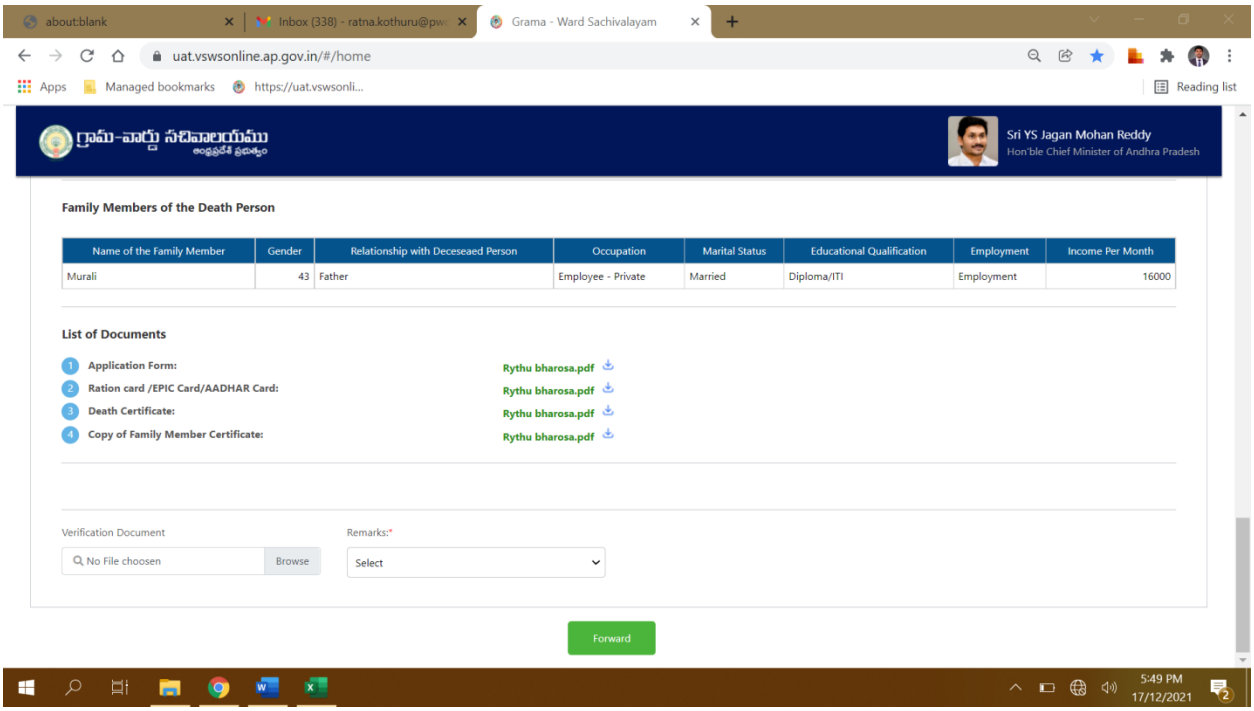


Step 2: Verification Authority (VRO, RI etc.): The verification authority can view all the applications or requests assigned to him along with their SLA and status



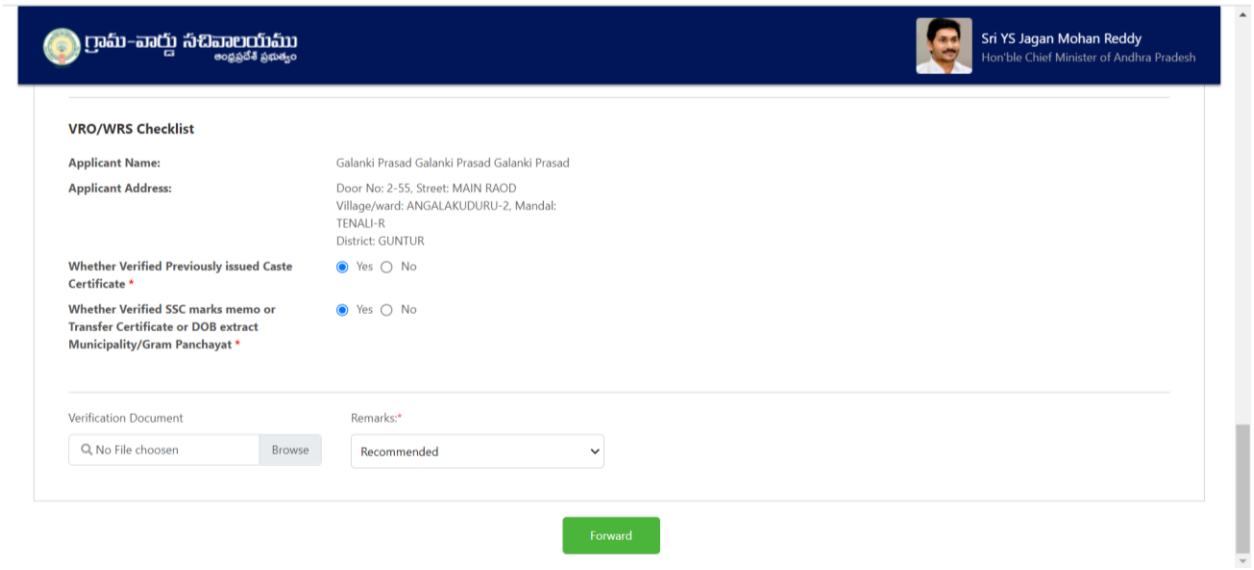
The verification authority will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service



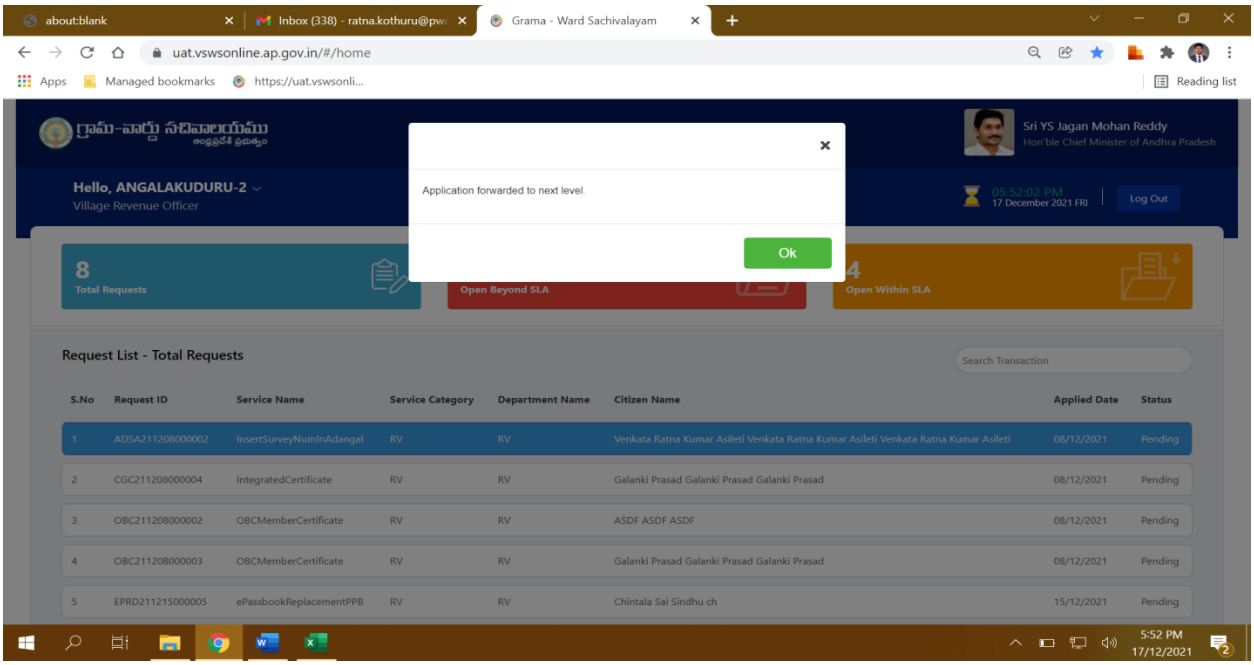


Verification Authority can Recommend or Not Recommend the application as shown below. A drop down with all the relevant rejection reasons will be shown if the authority chooses not to recommend the application. The application can only be forwarded to the next level once a relevant reason is selected.

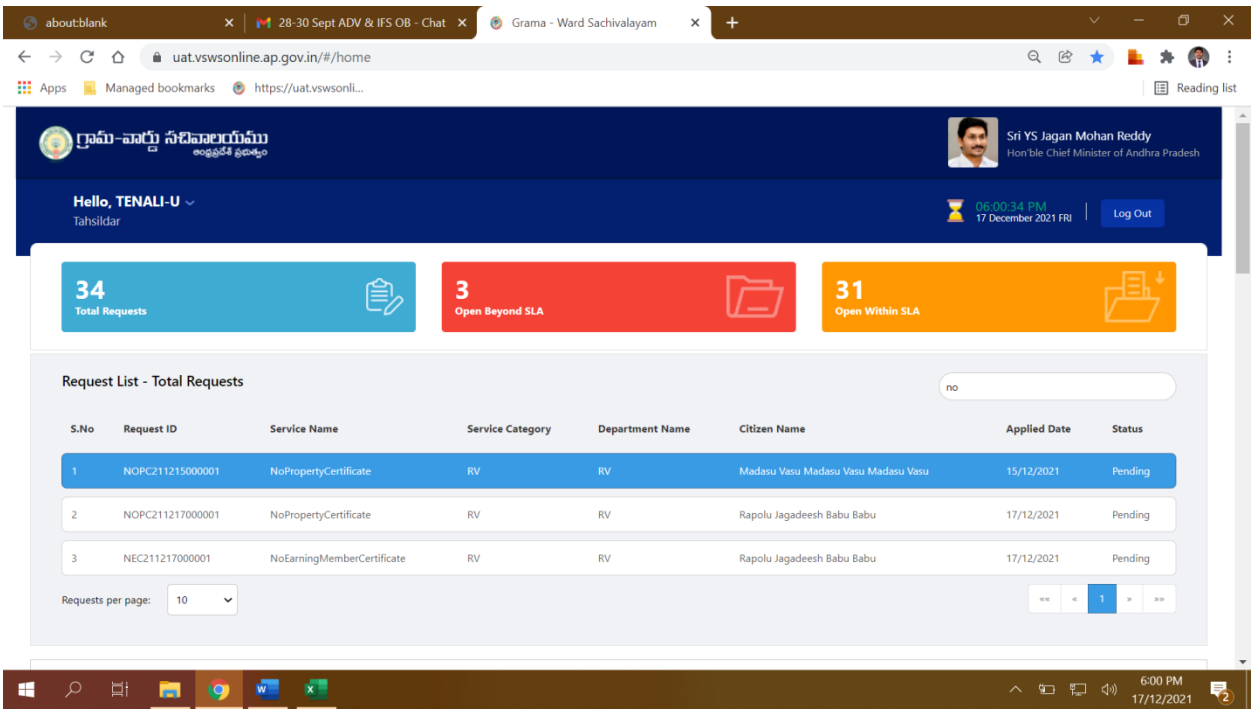
The authority has to verify the document through an Aadhaar e-sign with an OTP to forward the application to the next level



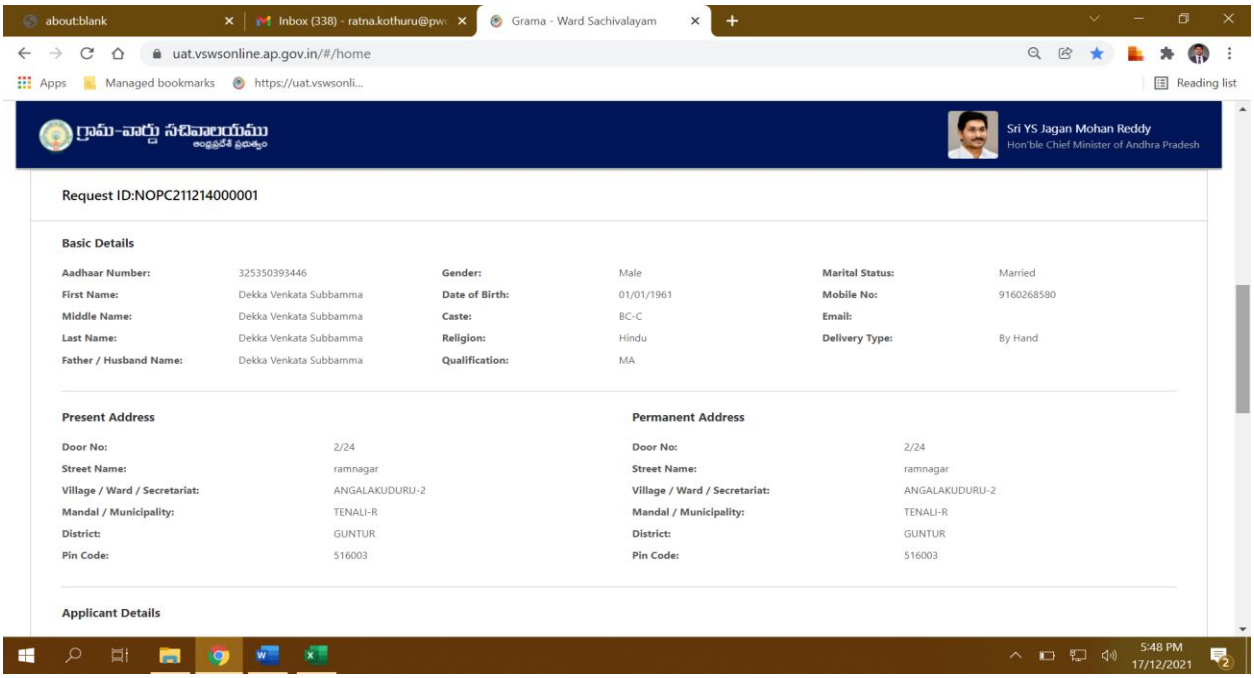
The verification authority is notified through a pop-up window once the application is verified and submitted



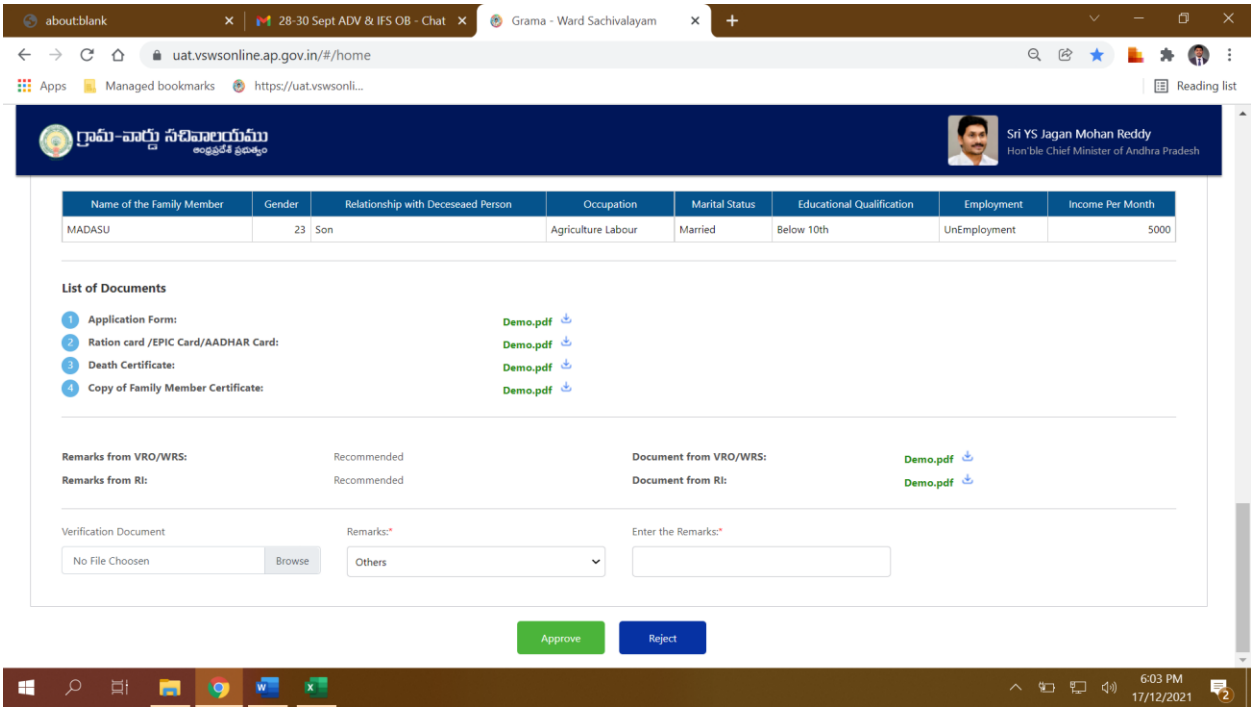
Step 3: Approving Authority (Tahsildar, RDO, etc.): The Approving authority can view all the applications or requests assigned to him along with their SLA and status

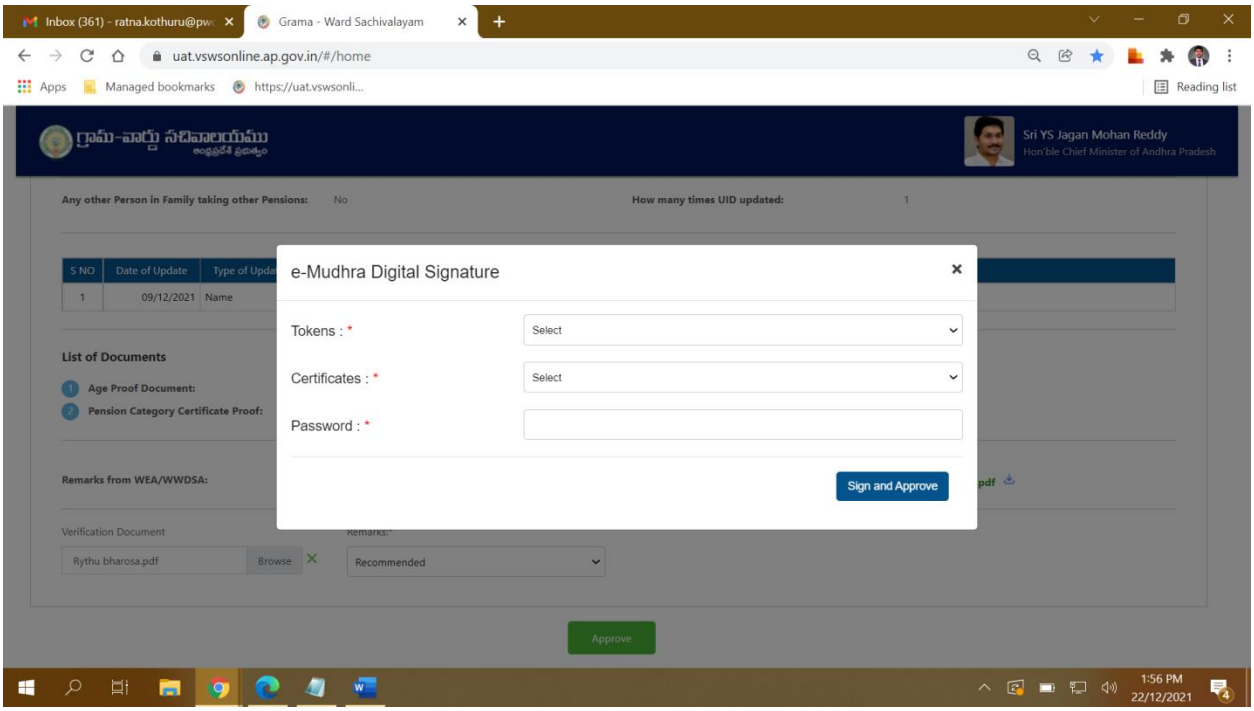


The approving authority will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service



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.





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:

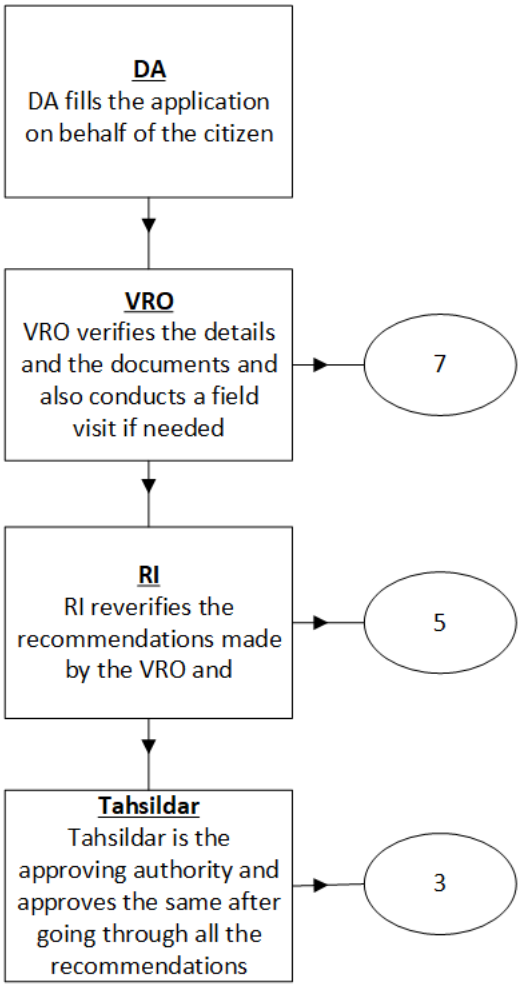
About the Service

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

SLA	15

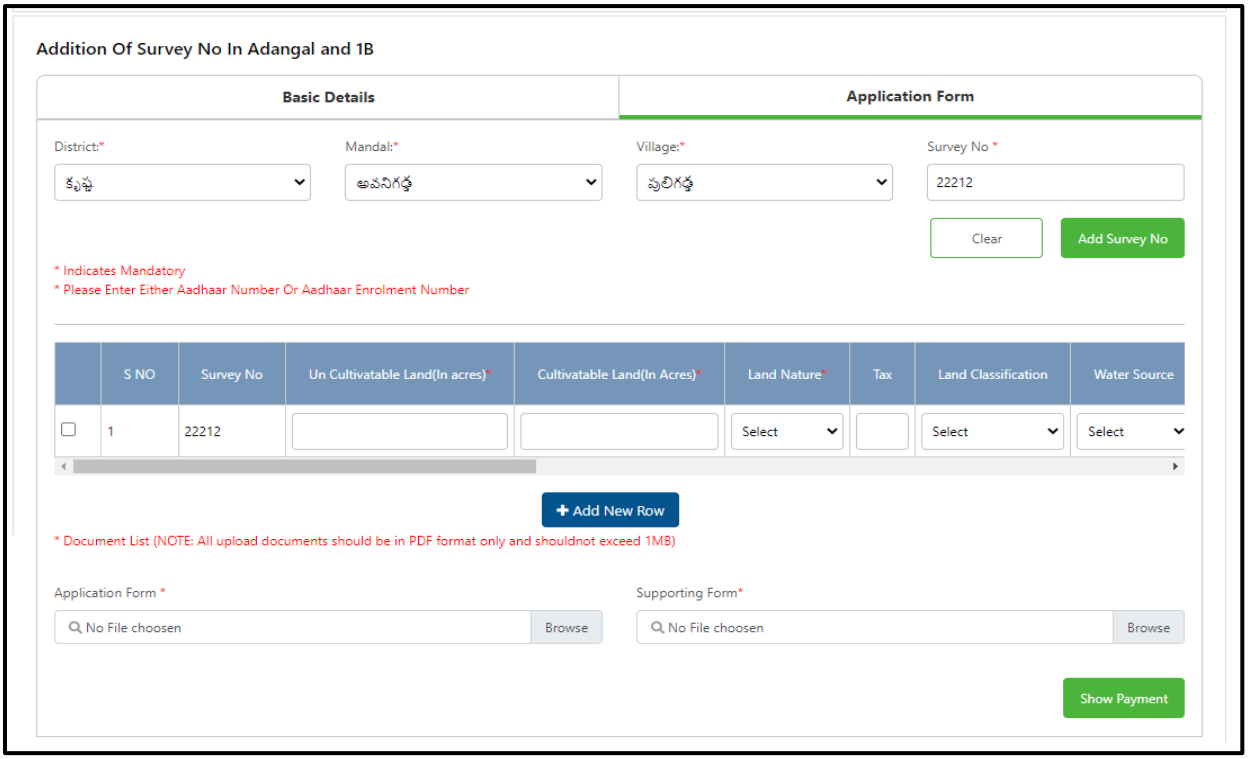
Documents Checklist	1. Application Forms 2. Supporting Forms • Previous Adangal or ROR 1B copies

Approval Flow



Application Forms

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



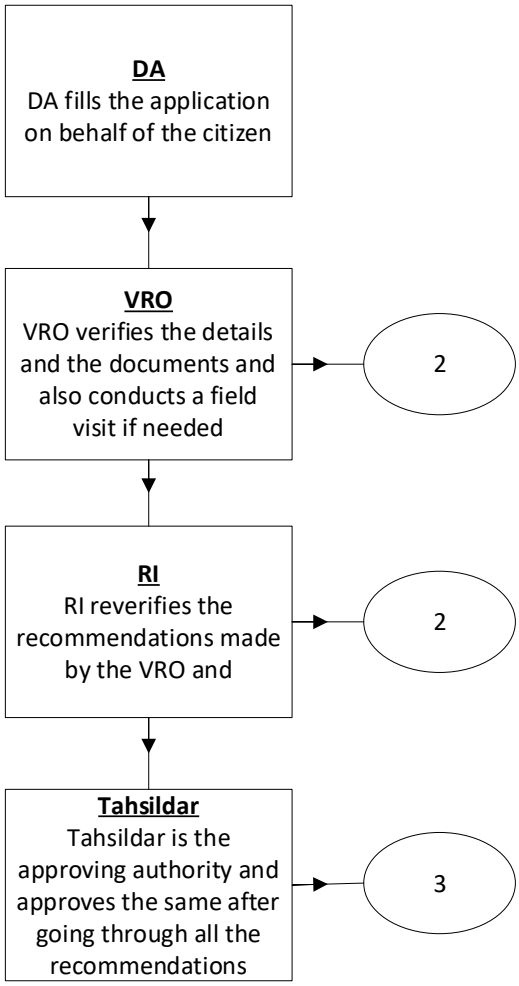
2. Agriculture Income Certificate:

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.

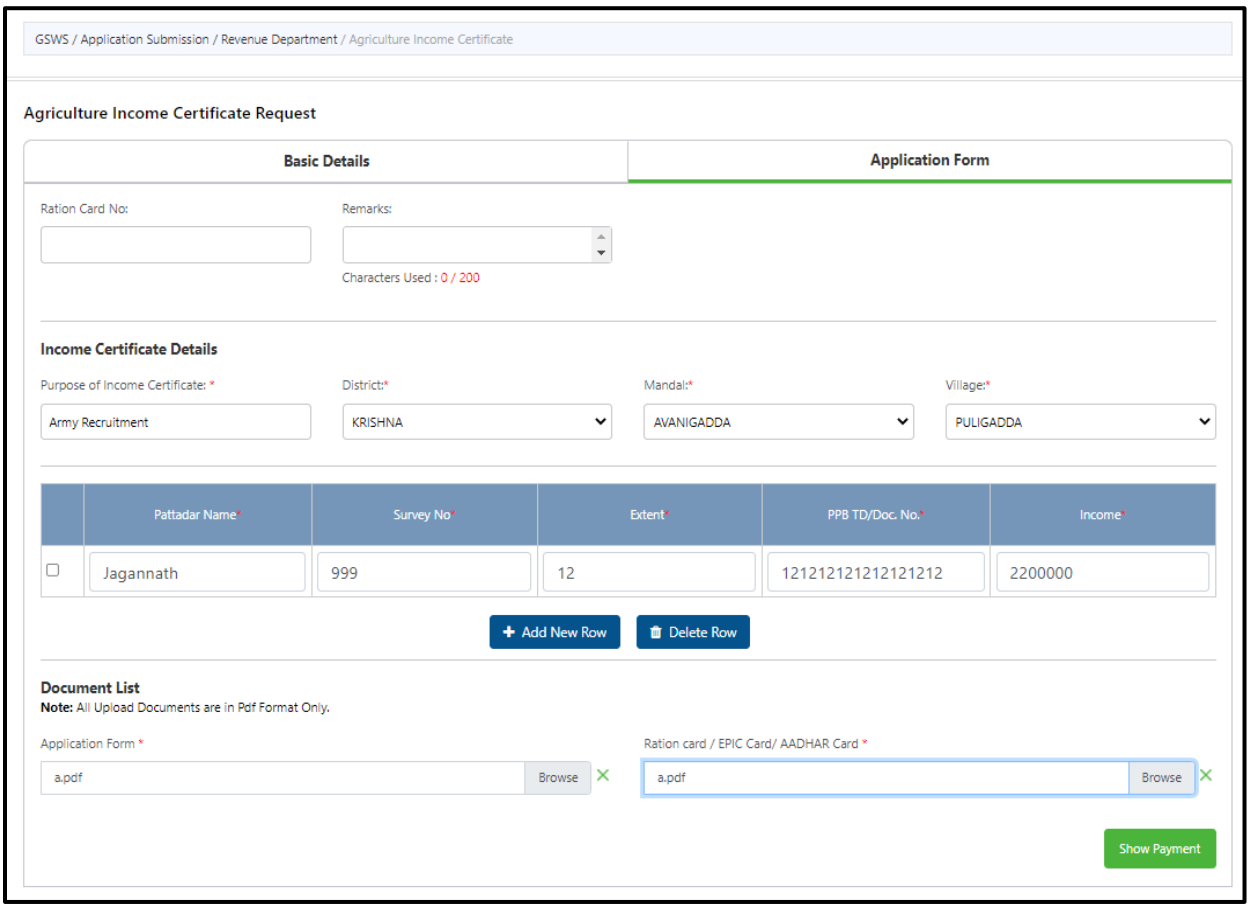
SLA	7
Documents Checklist	1. Application Form 2. Ration card / EPIC Card/ AADHAR Card

Approval Flow



Application Forms

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



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.

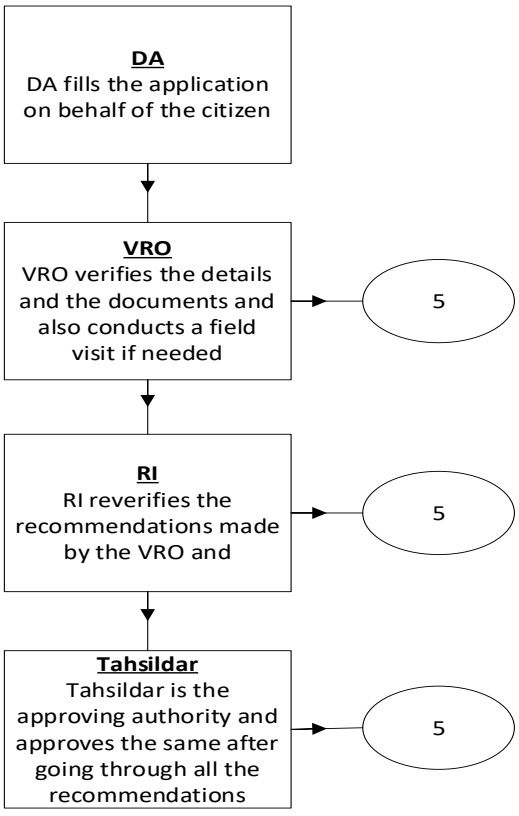
Following people apply for this service

- 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.

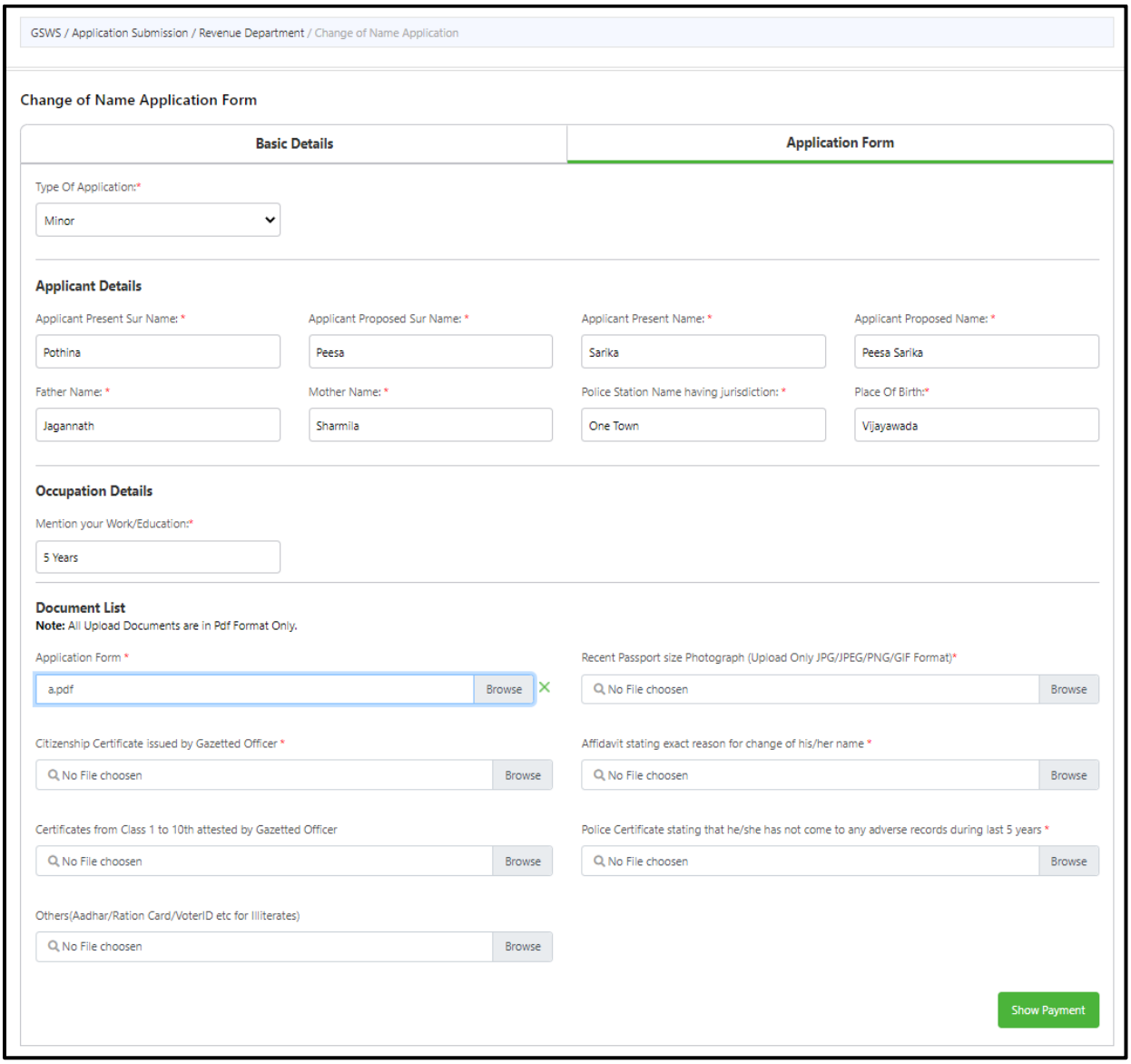
SLA	15
Documents Checklist	1. Application From 2. ID Proof/ Address Proof 3. Passport size photograph 4. Citizenship certificate issues by Gazetted officer 5. Affidavit stating exact reason for change of his/her name 6. Certificate from Class 1 to 10th attested by gazette officer police 7. Certificate stating that he/she has not come to any adverse records during last 5 years

Approval Flow



Application Forms

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



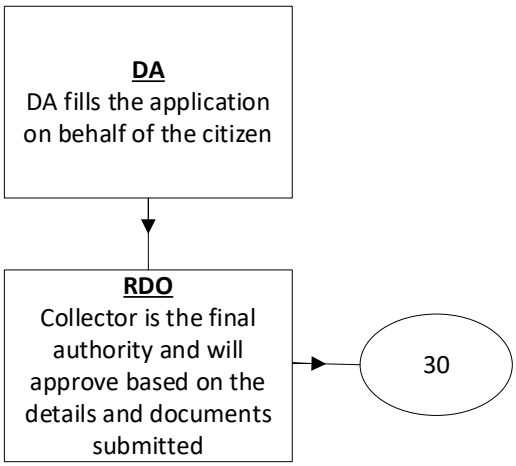
4. Crackers License Application:

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.

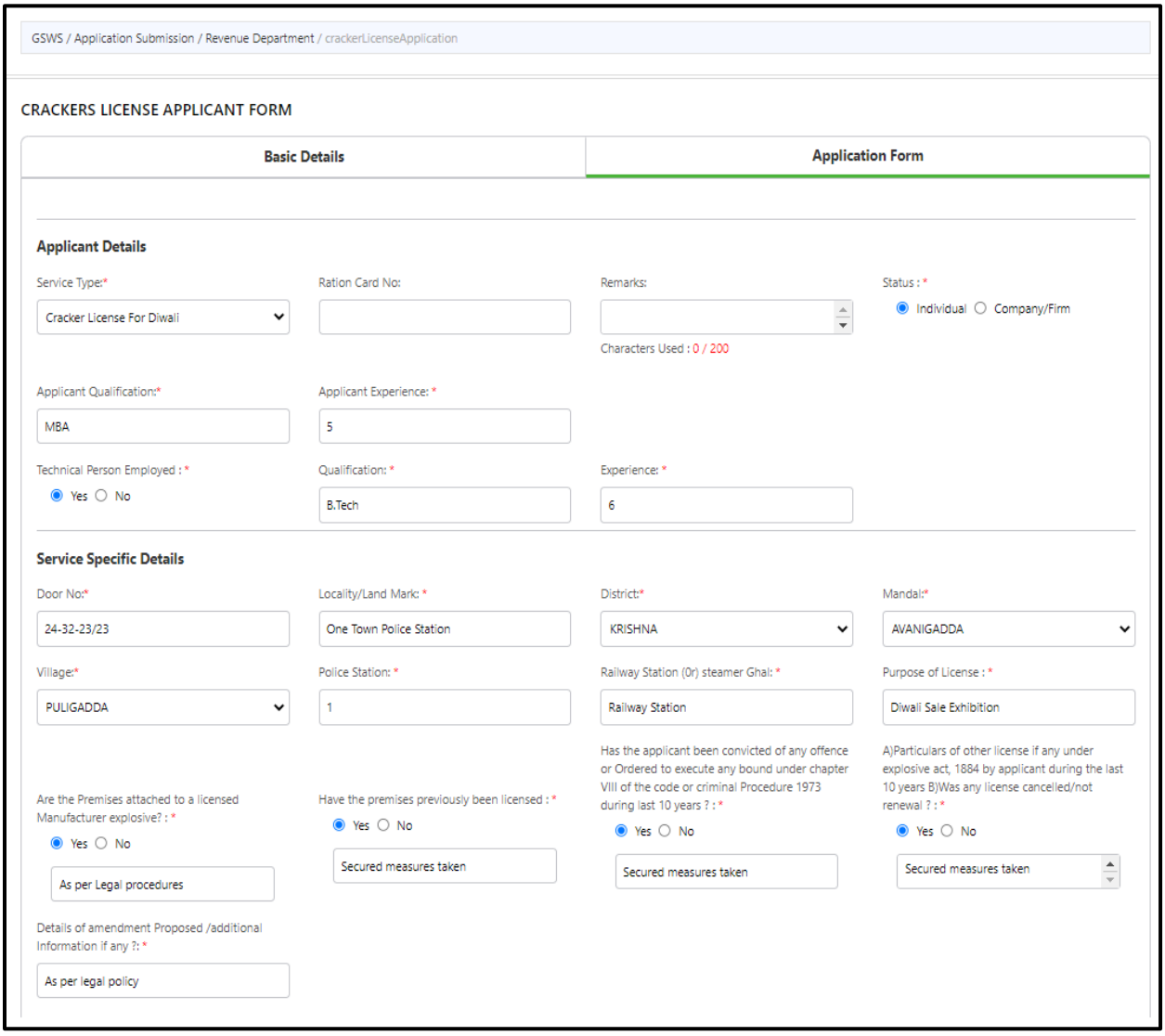
SLA	30 days
Documents Checklist	1. Application form 2. Proof of Address 3. Verification report from police 4. NOC from Fire Service Department 5. NOC from local body 6. Particulars of previous license if any 7. Photo

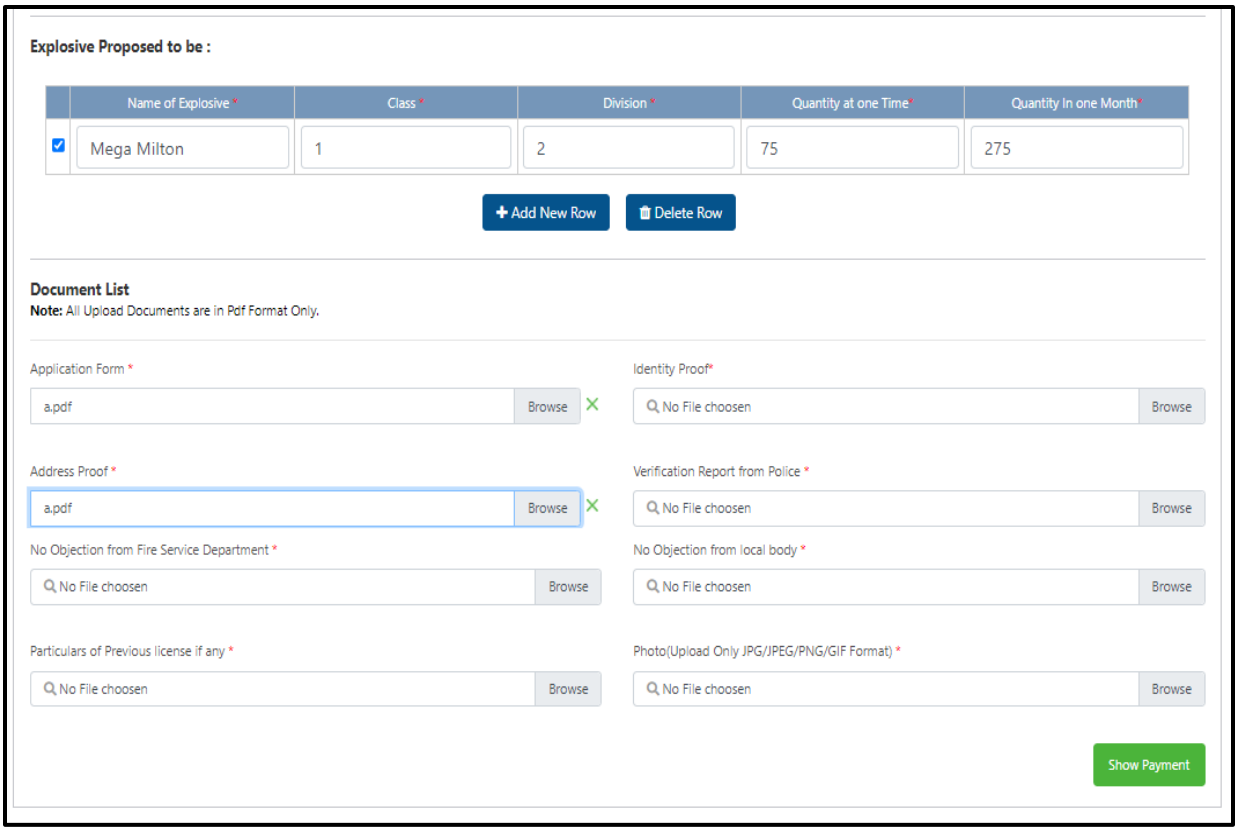
Approval Flow



Application Forms

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





5. E-Passbook Application:

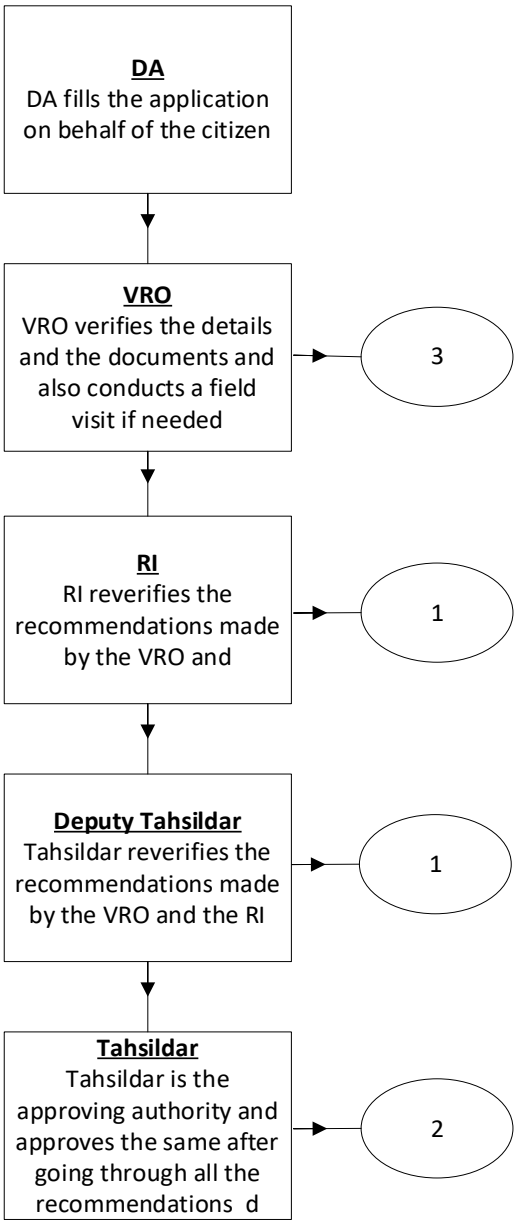
About the service

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

SLA	7
Documents Checklist	Duplicate: 1. Application Form 2. Passbook copies 3. If lost FIR copy 4. Passport photo of applicant 5. Signature of applicant 6. Address proof and ID proof Replacement of Passbook: 1. Application Form

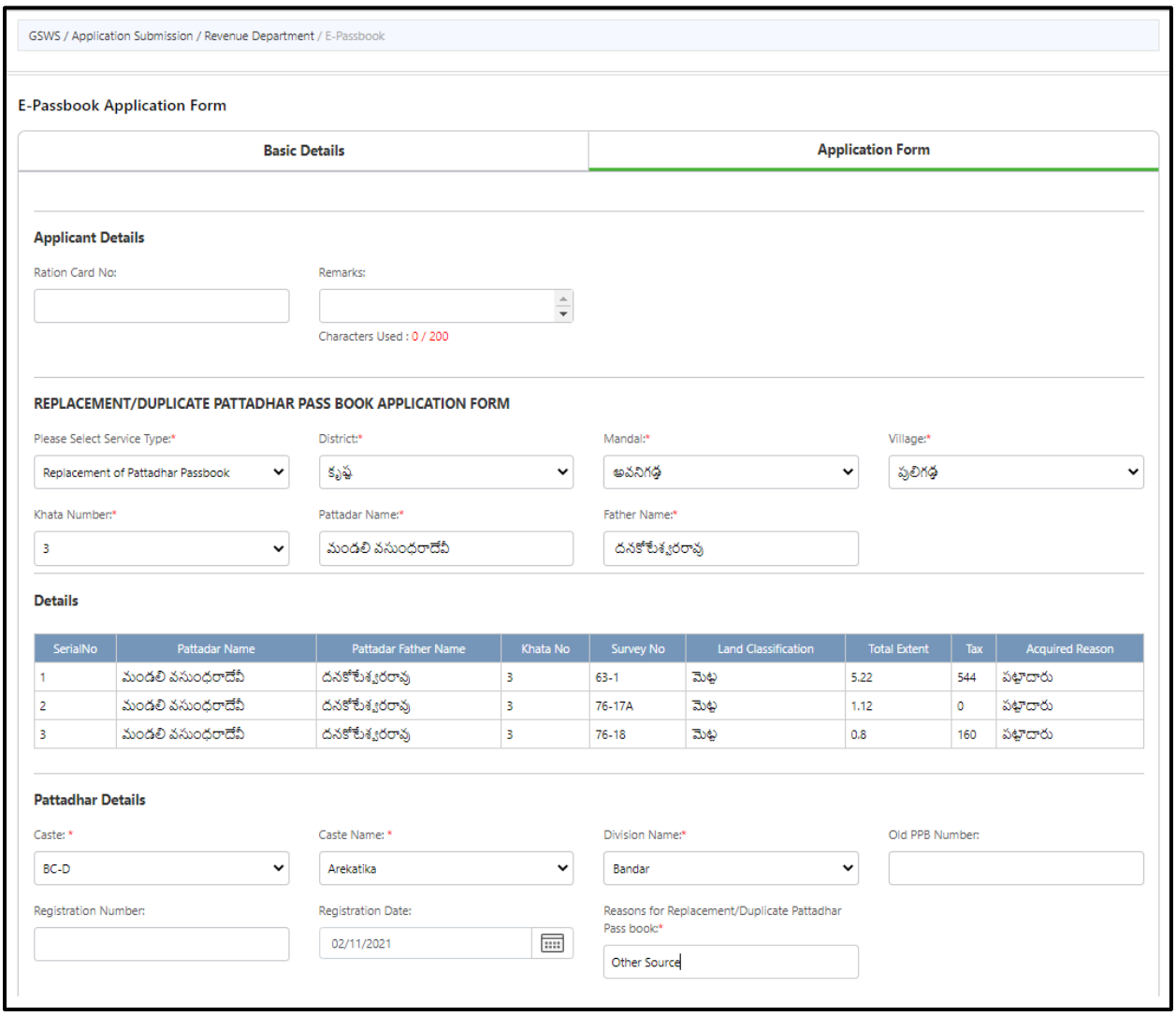
	2. Passbook copies 3. Manual Passbook copy 4. Passport photo of applicant 5. Signature of applicant 6. Address proof and ID proof

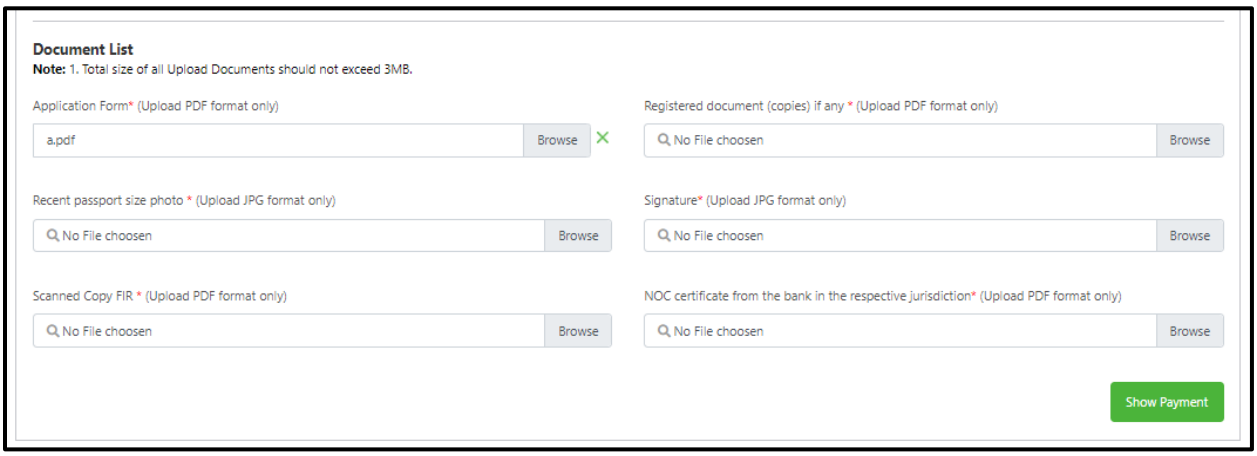
Approval Flow



Application Forms

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





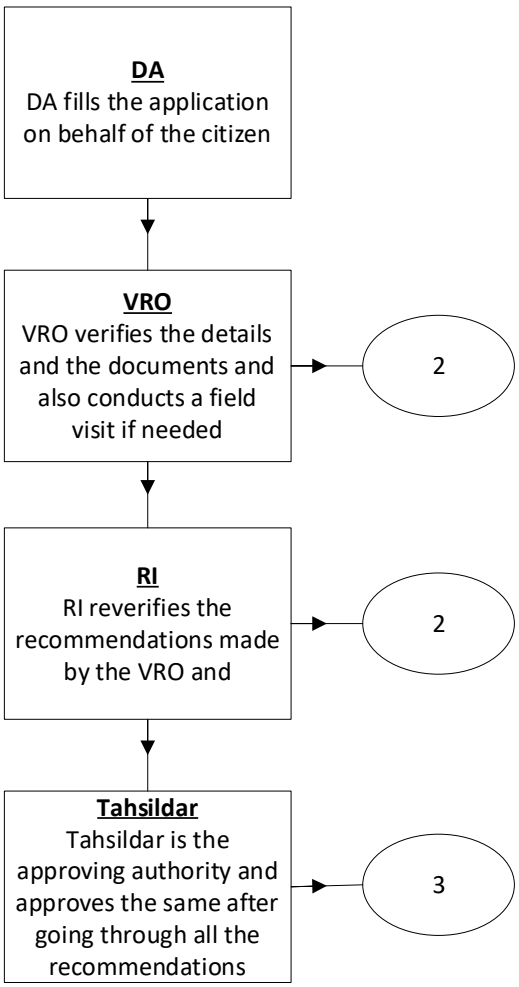
6. Extract of House Site / D-Form Patta Application:

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.

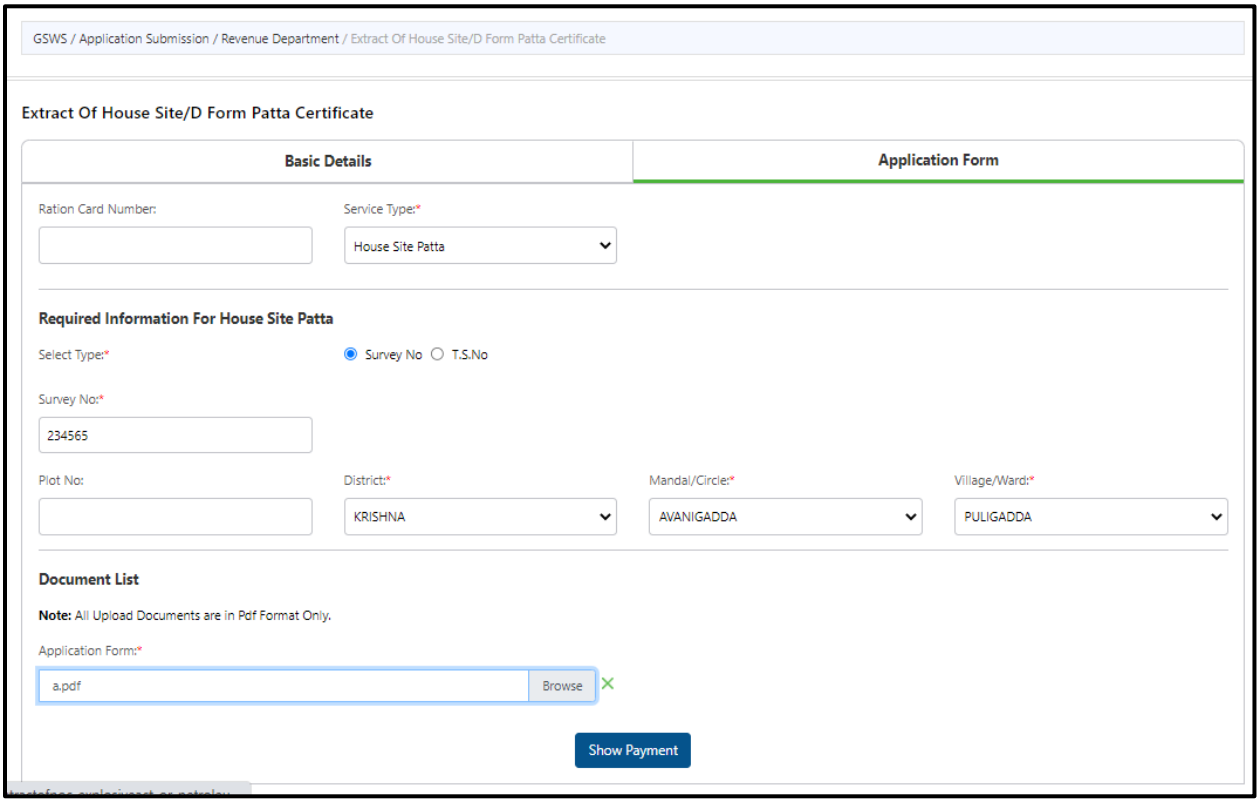
SLA	7
Documents Checklist	1. Application form 2. Proof of Address

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

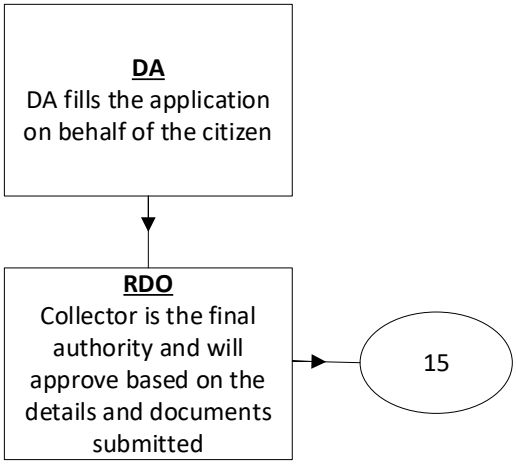
This service is used to issue previously issued certificates

1. For Storage of crushing, blasting material, magazine permission

2. For potassium, sodium, potassium permanganates, firecrackers etc.,

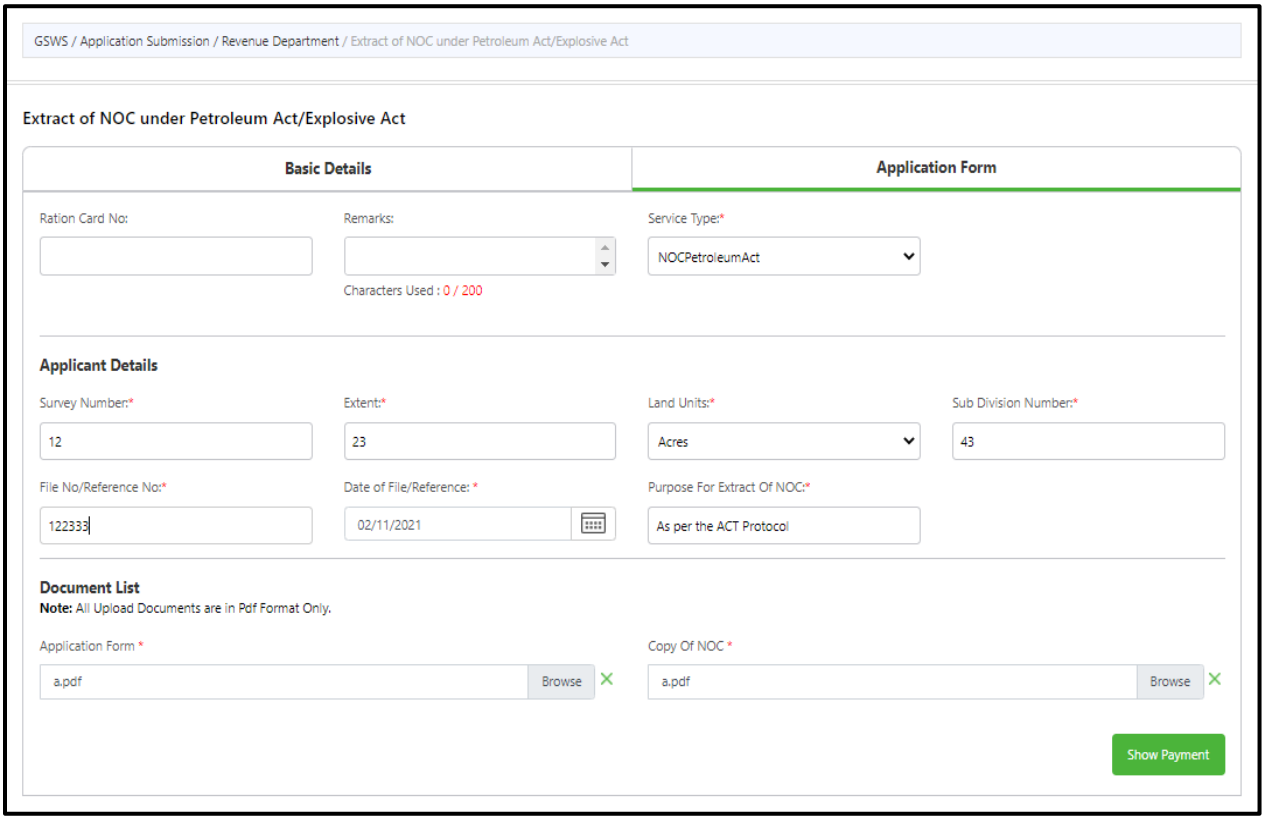
SLA	15
Documents Checklist	1. Application Form 2. Previously issued copy

Approval Flow



Application Forms

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



8. Family Member Certificate:

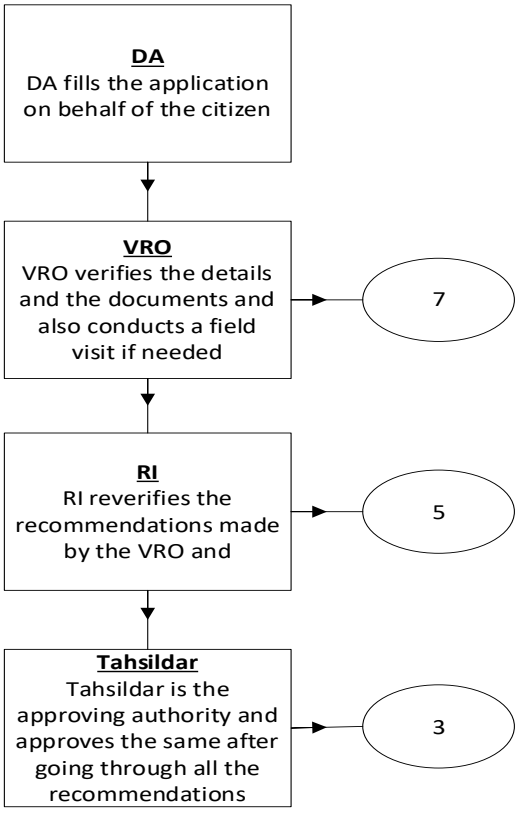
About the service

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.

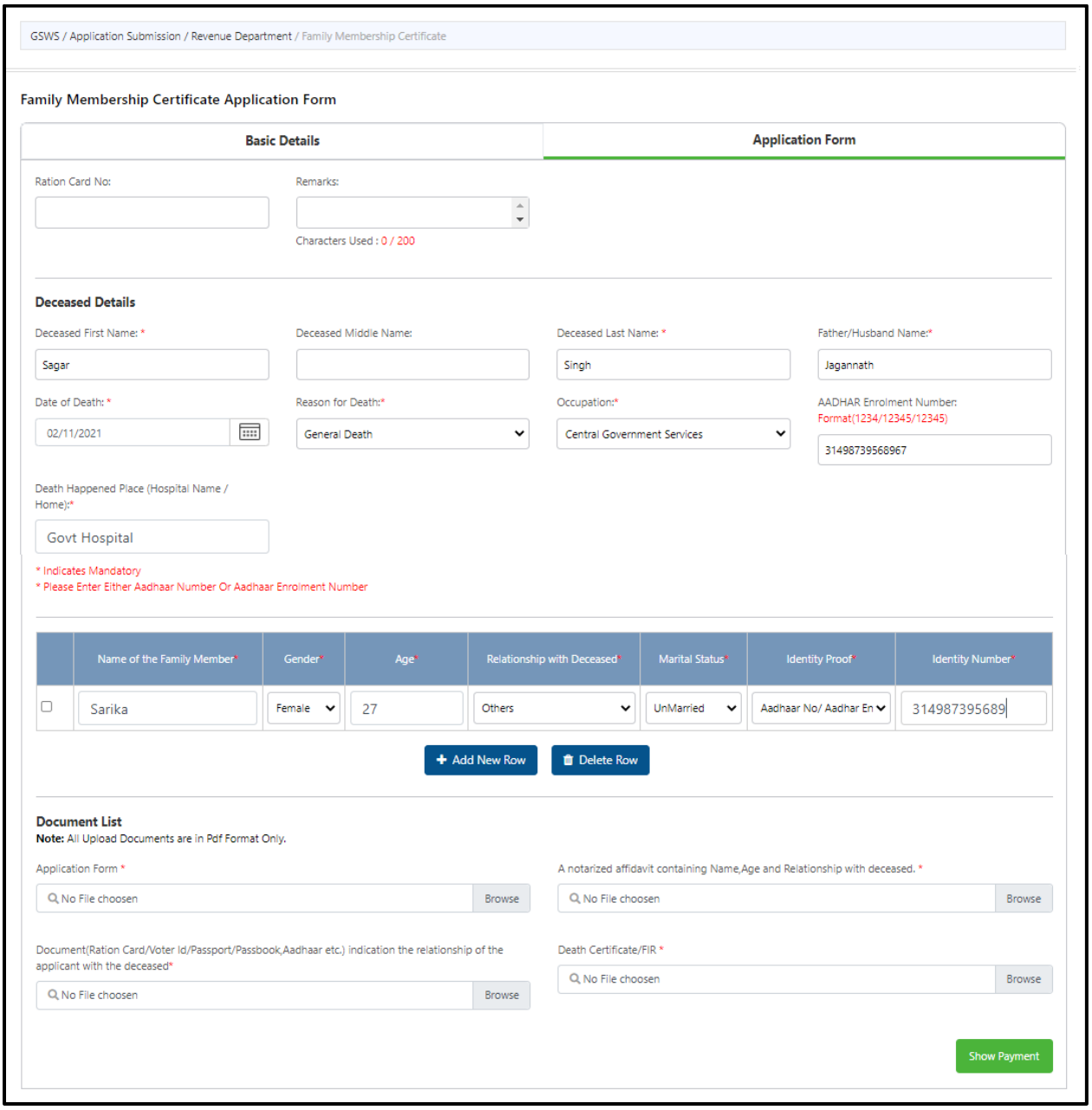
SLA	15
Documents Checklist	1. Application form 2. A notarized affidavit containing Name, Age and Relationship with deceased. 3. Document (Ration Card/Voter Id/Passport/Passbook, Aadhaar etc.) indication the relationship of the applicant with the deceased. Death Certificate/FIR.

Approval Flow



Application Forms

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



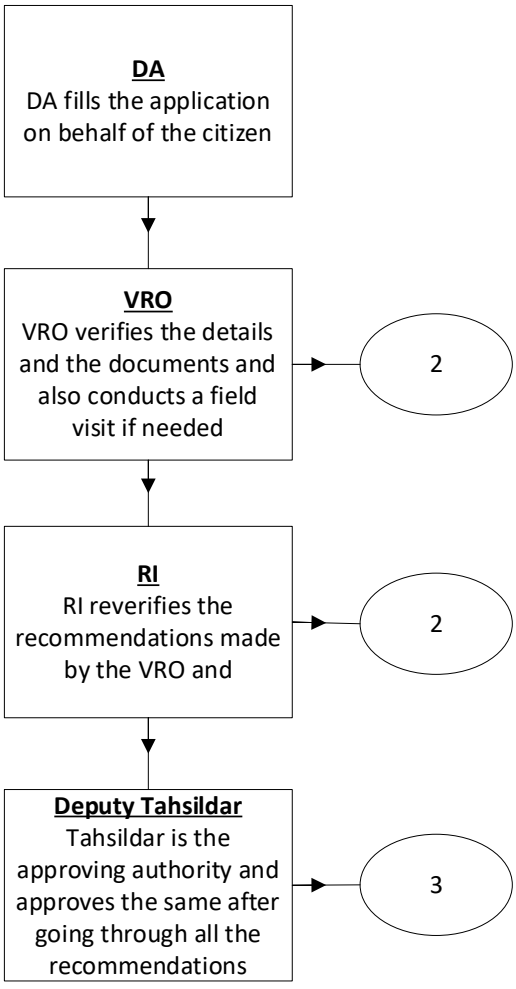
9. Income Certificate:

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

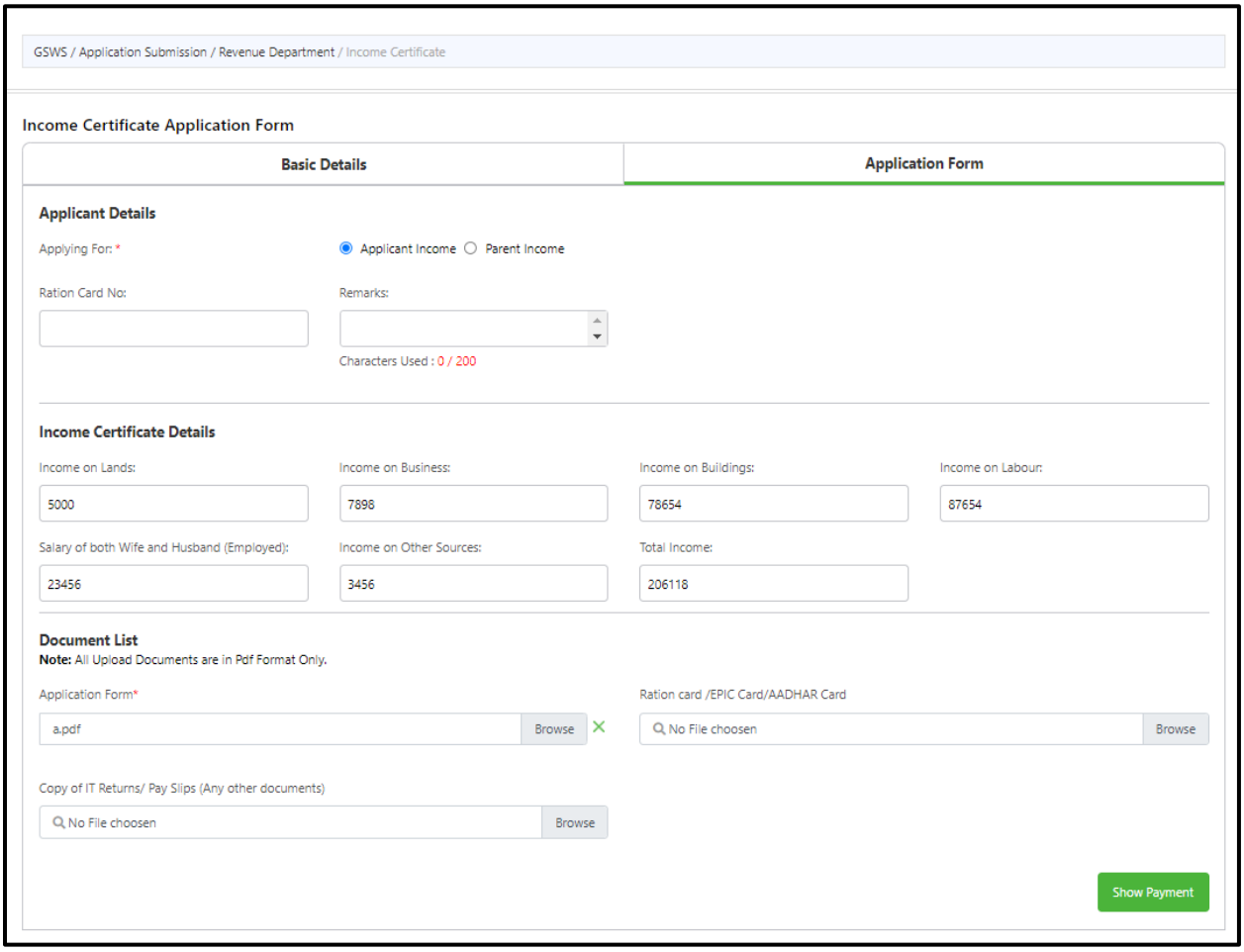
SLA	7
Documents Checklist	1. Application form 2. Copy of IT Returns/Pay Slips (Any other documents 3. Ration Card/Epic Card/Aadhar Card

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:

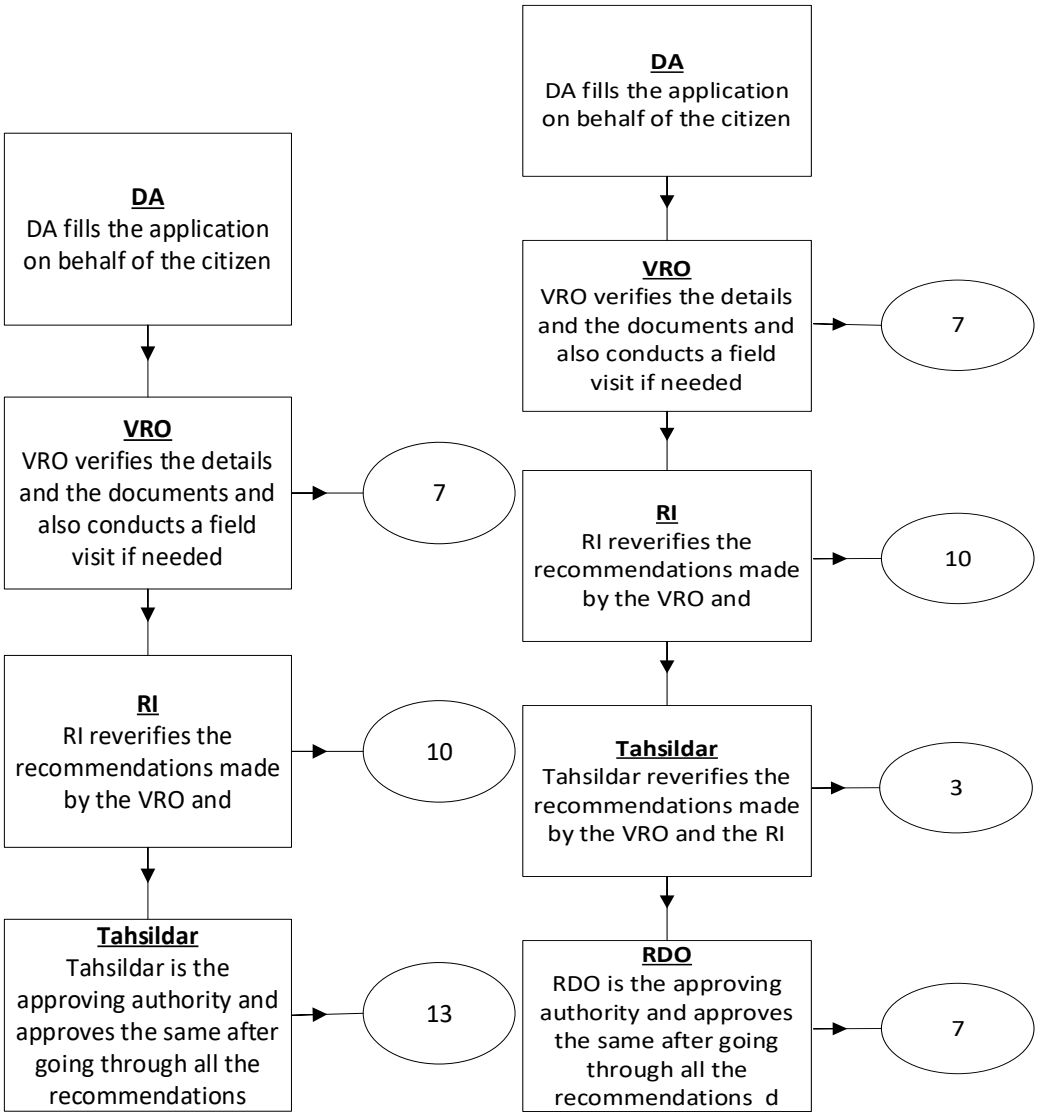
About the Service

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

SLA	30
Documents Checklist	1. Application form 2. SSC marks memo or Transfer Certificate or DOB extract from

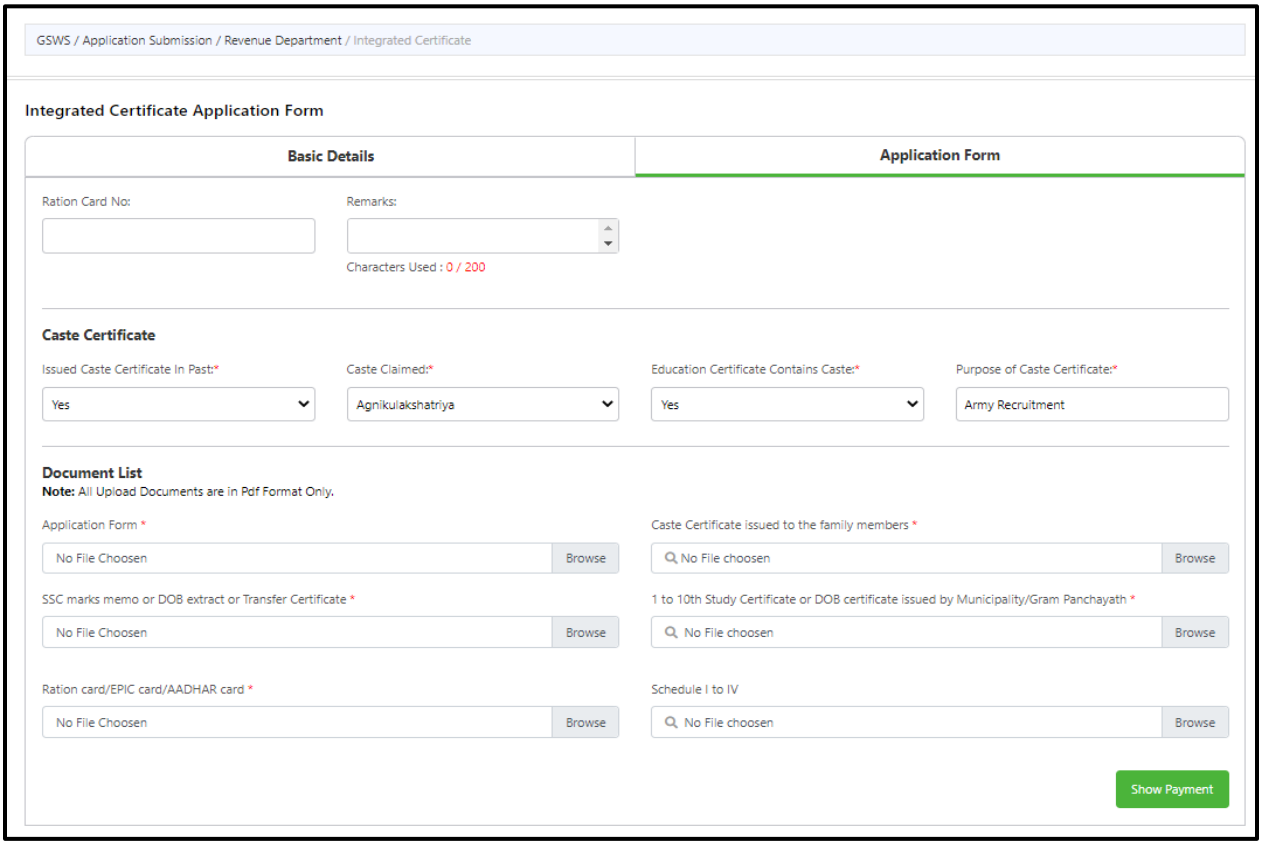
	3. Municipality/Gram Panchayat 4. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members) Sub Collector/RDO 1. Application form 2. SSC marks memo or Transfer Certificate or DOB extract from Municipality/Gram Panchayat 3. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)

Approval Flow



Application Forms

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



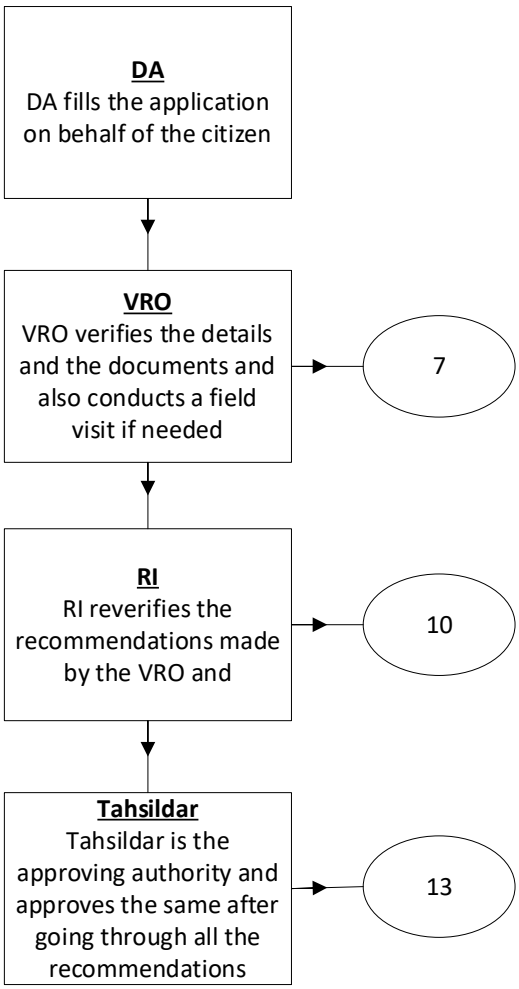
11. Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS) Request Form

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.

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

Approval Flow



Application Forms

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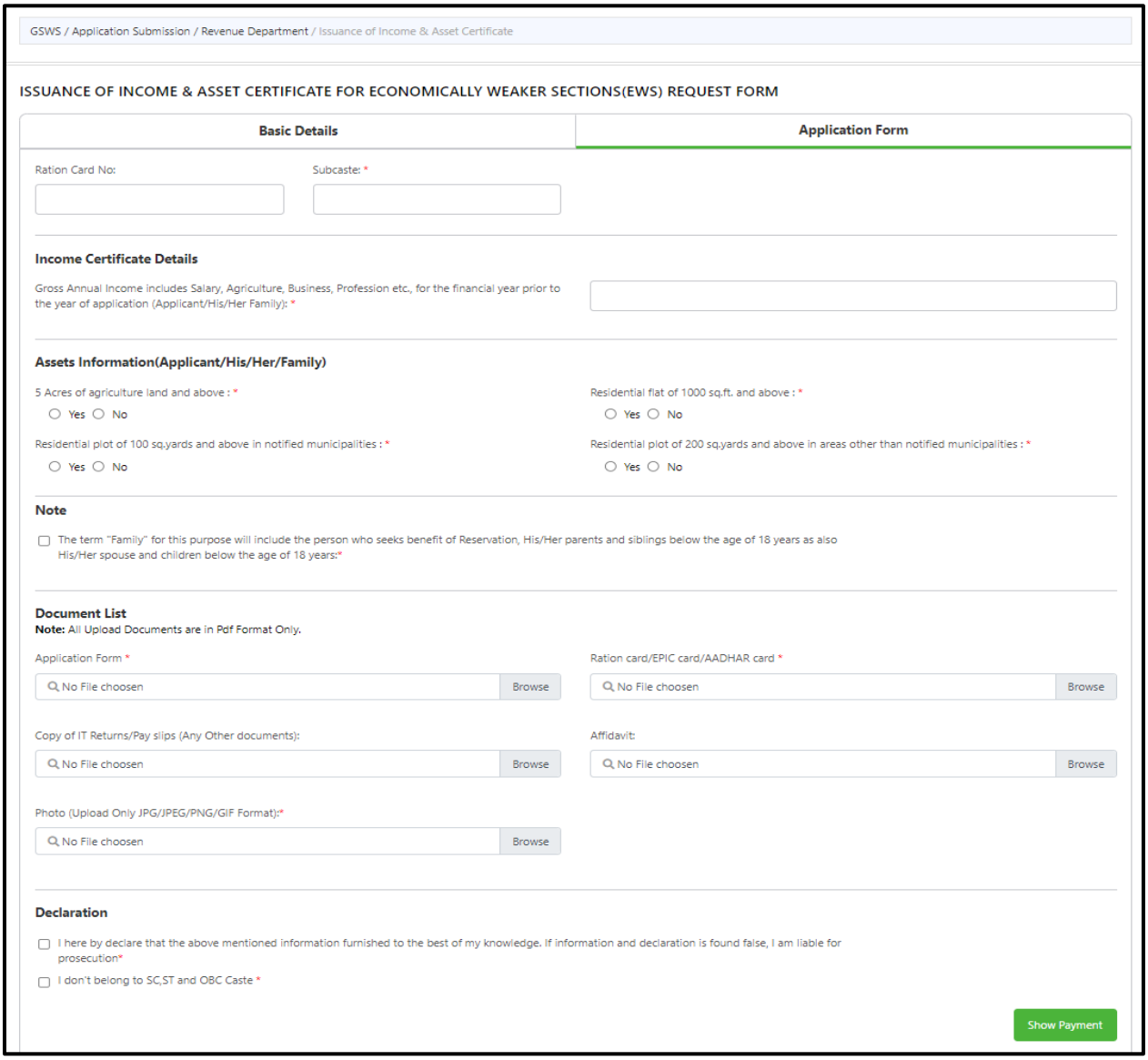


12. Issuance of Small and Marginal Farmers Certificate:

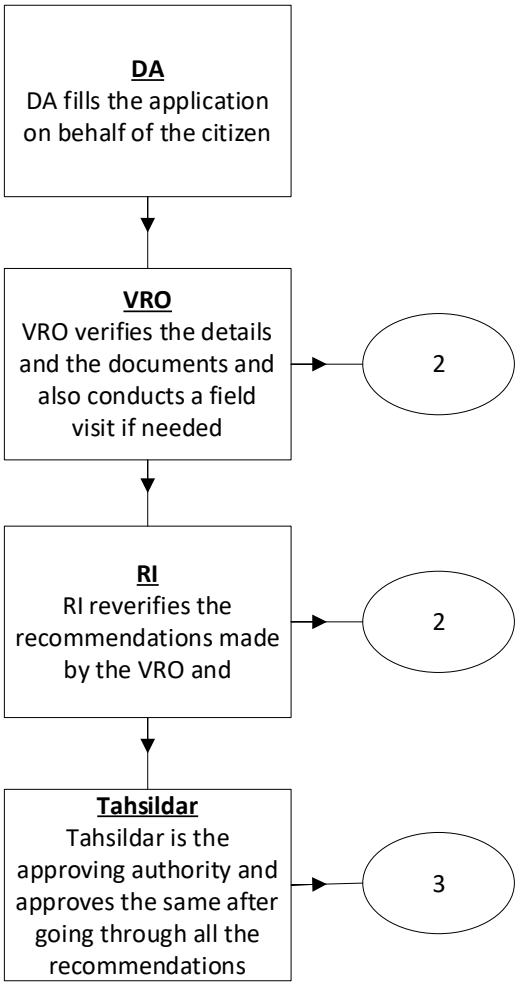
About the Service

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

SLA	7

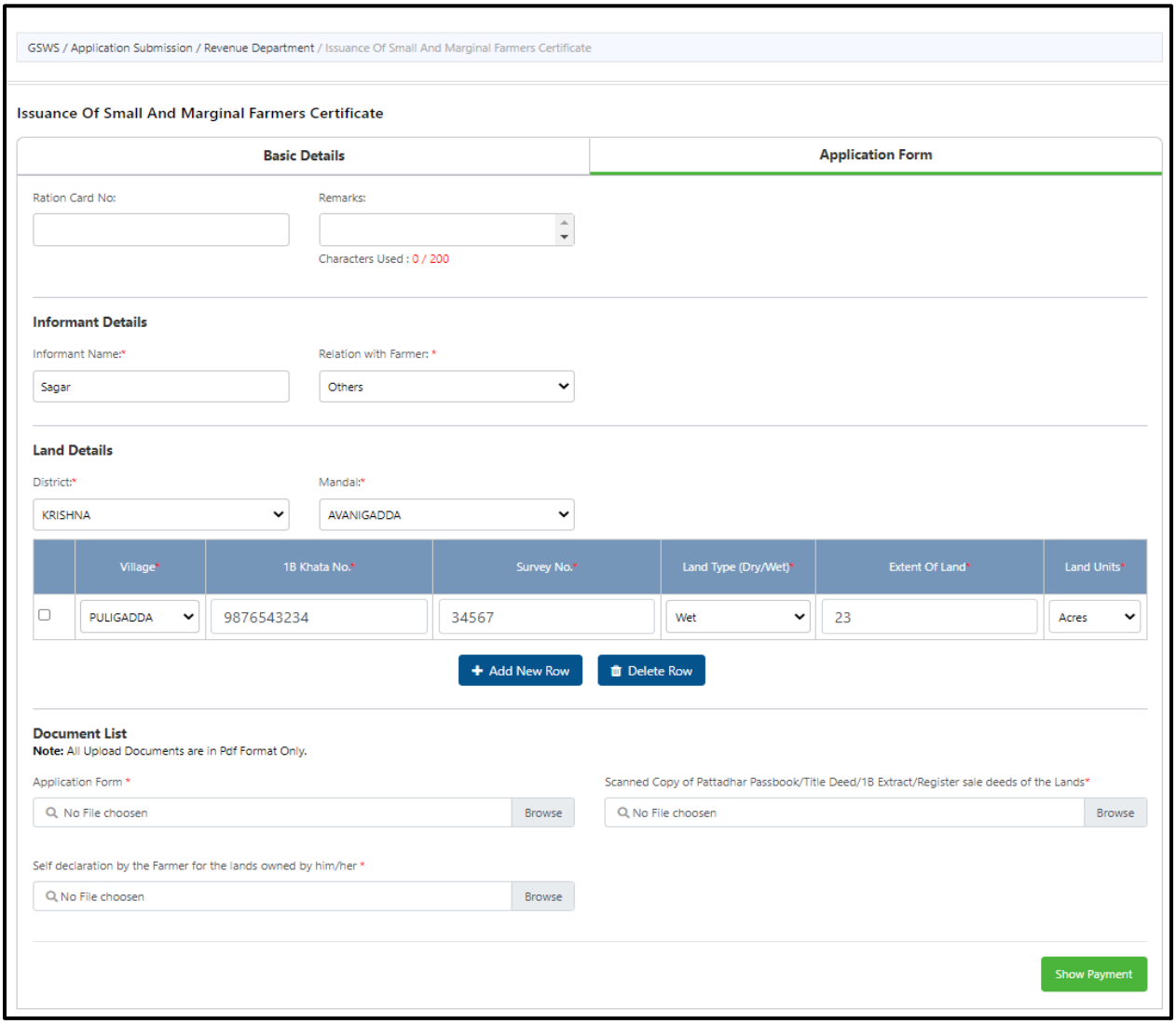
Documents Checklist	1. Application Form 2. Address Proof / ID Proof 3. Adangal or ROR 1B 4. Self-Declaration

Approval Flow



Application Forms

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



13. Issuance of NOC for Storing of Petroleum Products:

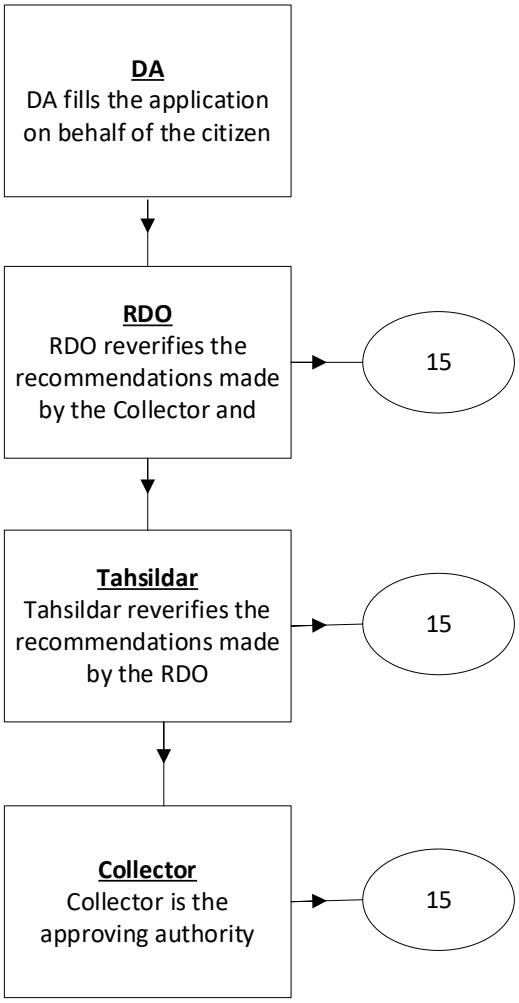
About the Service

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

SLA	45

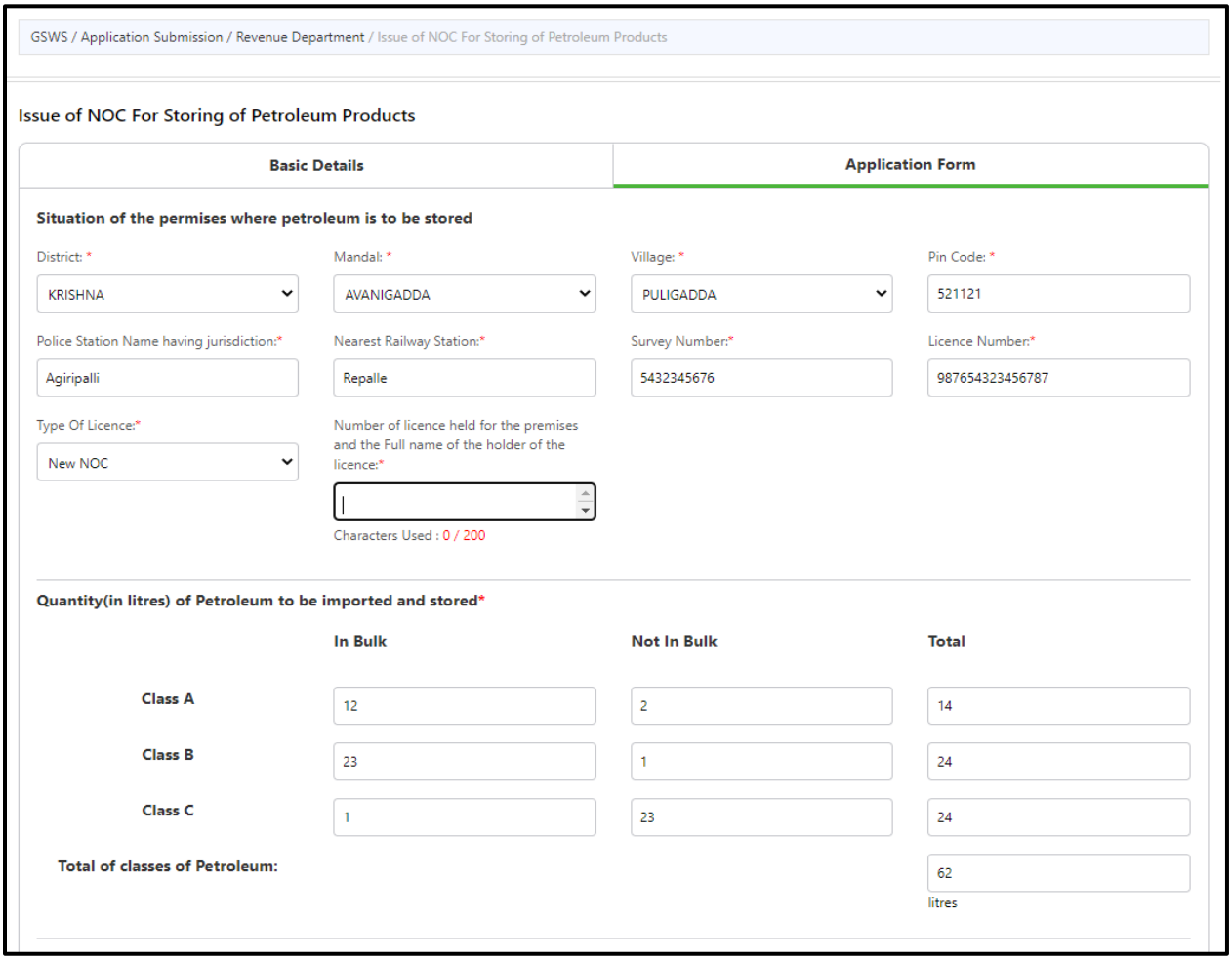
Documents Checklist	1. Application form 2. Site plan 3. Copy of passbook/Sale deed 4. Lease agreement 5. Letter of intent by the oil company 6. Extract of pahani/adangal 7. Address proof /ID Proof

Approval Flow



Application Forms

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



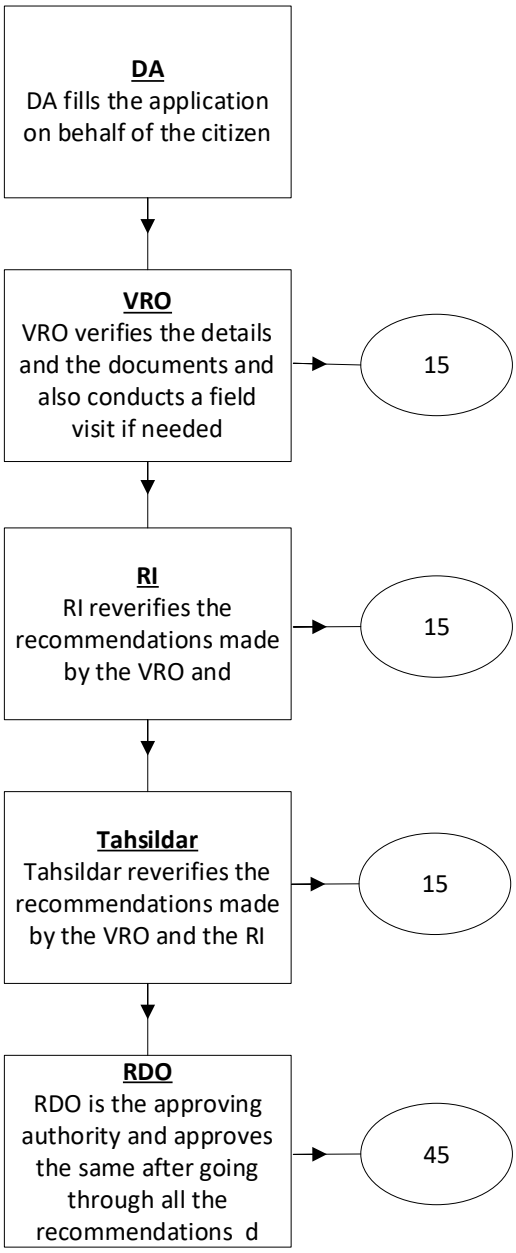
14. Issuance of Occupancy Rights Certificates for Inam Lands.

About the Service

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

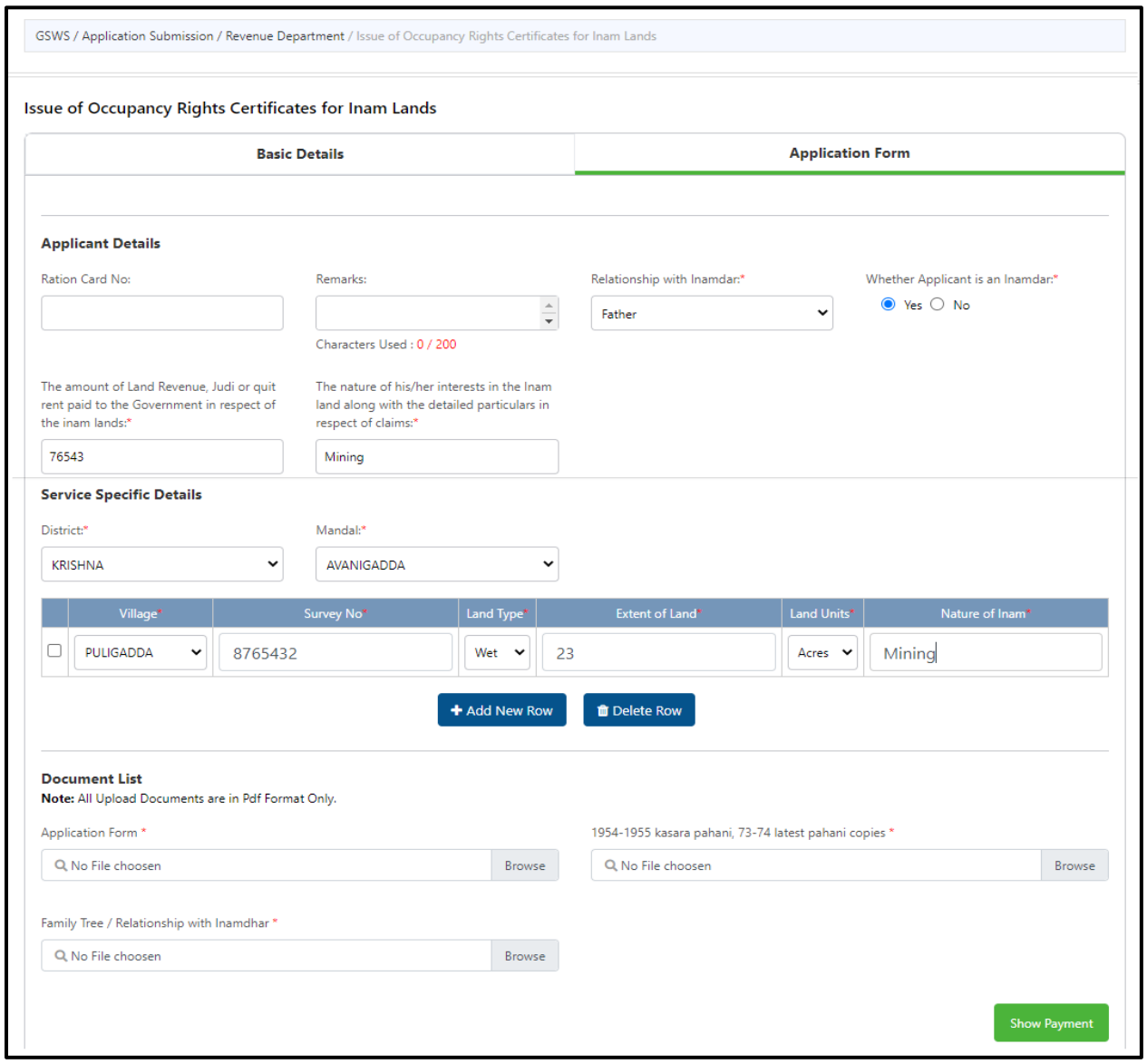
SLA	90
Documents Checklist	1. Application form 2. Identity form 3. 1954-1955 Khasra pahani, 73-74 latest pahani copies 4. Family tree / relationship with inamdhar

Approval Flow



Application Forms

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



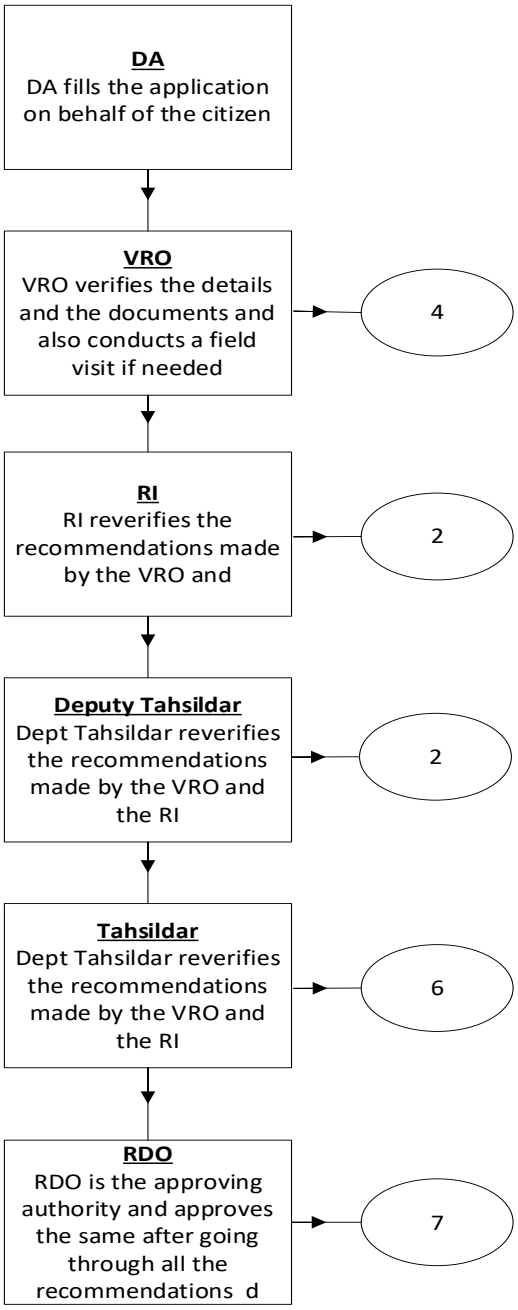
15. Land Conversion (NEW)

About the Service

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

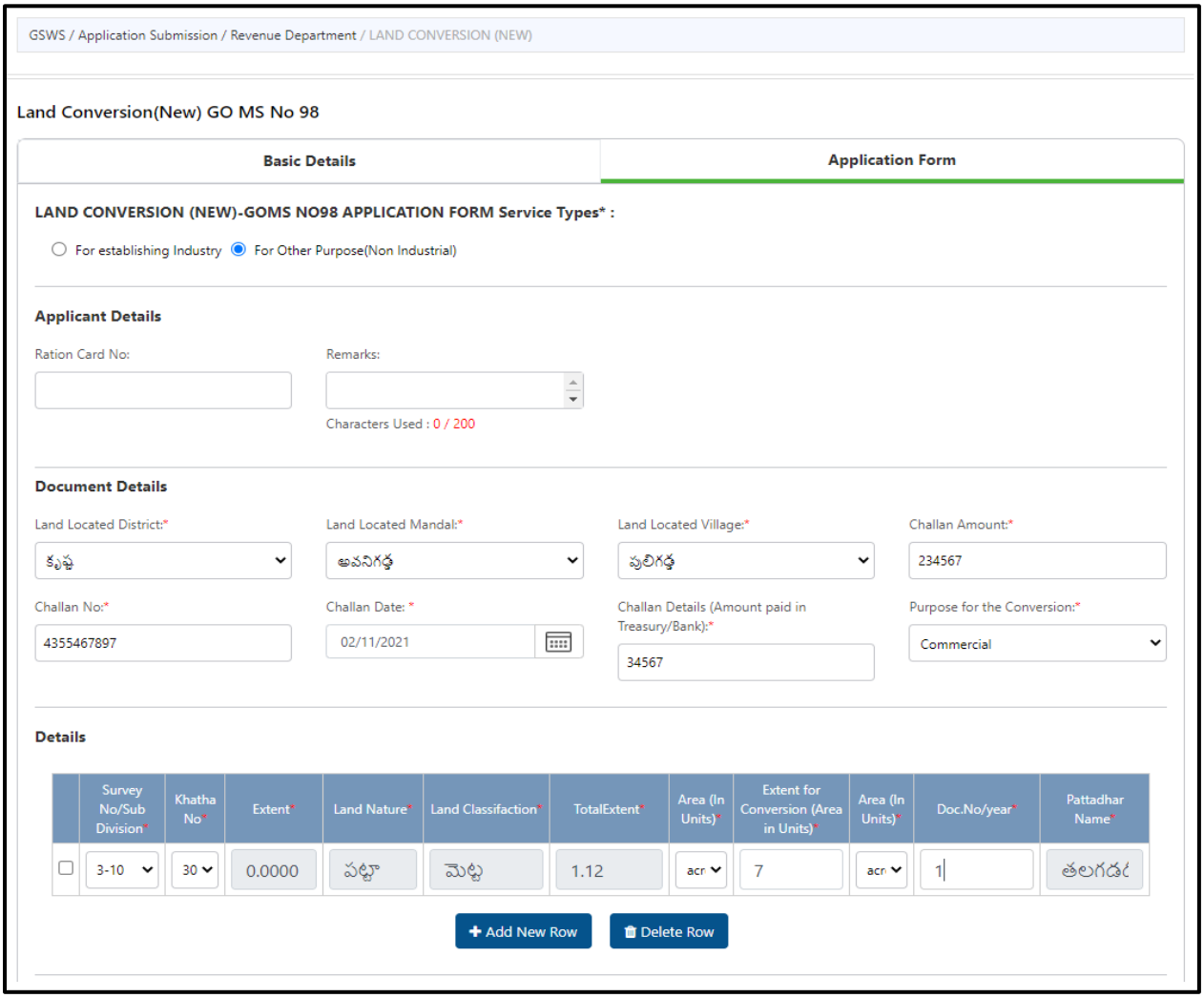
SLA	21
Documents Checklist	1. Application Form 2. Adangal or ROR 1B 3. Proof of Identity or Proof of Address 4. Challan Copy

Approval Flow



Application Forms

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



16. Late registration of Birth and Death

About the Service

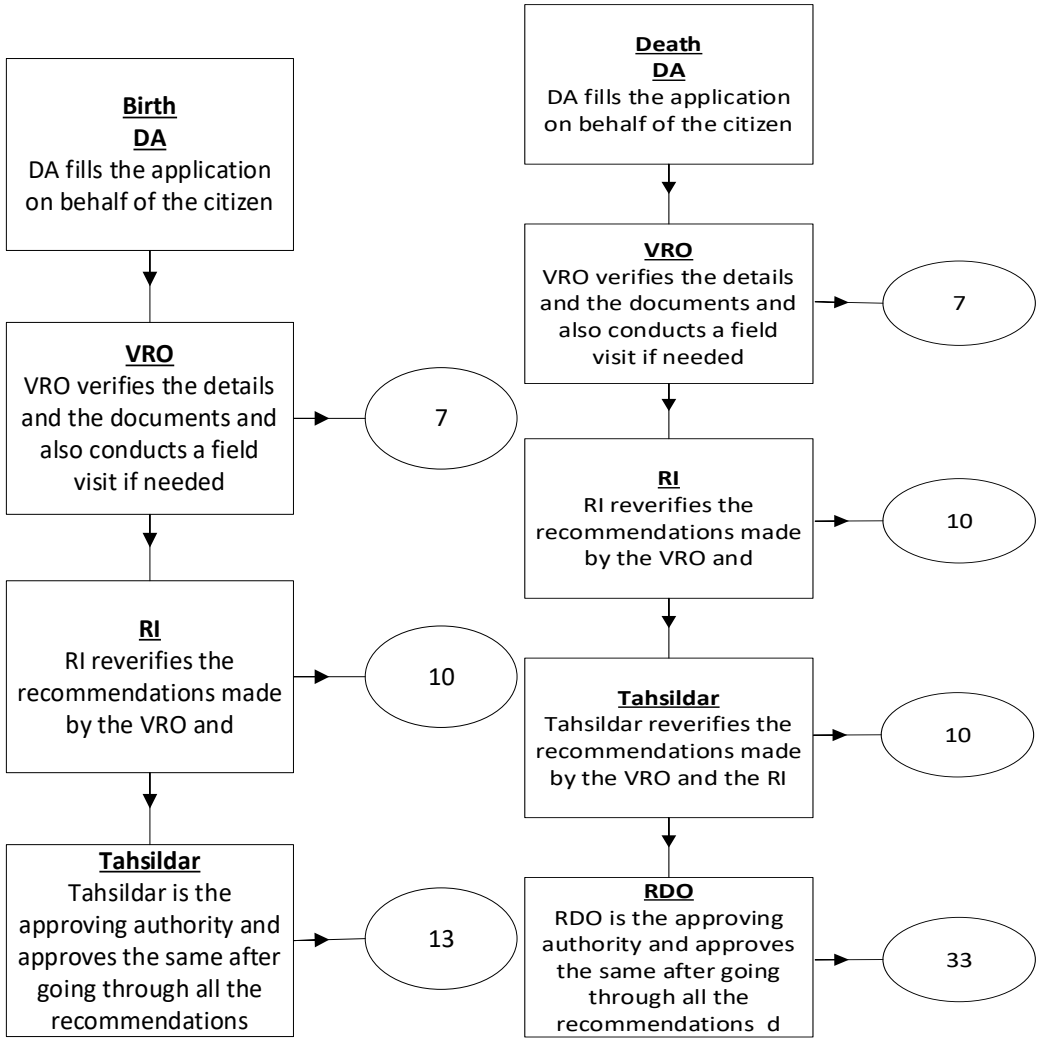
Late Registration of Birth request can be applied by the citizen through the GSWS to register the birth even after one year. For those who did not have the Birth Certificates, above 1 year, then the citizen will apply for the Late registration of Birth. Revenue Divisional Officer proceedings will be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

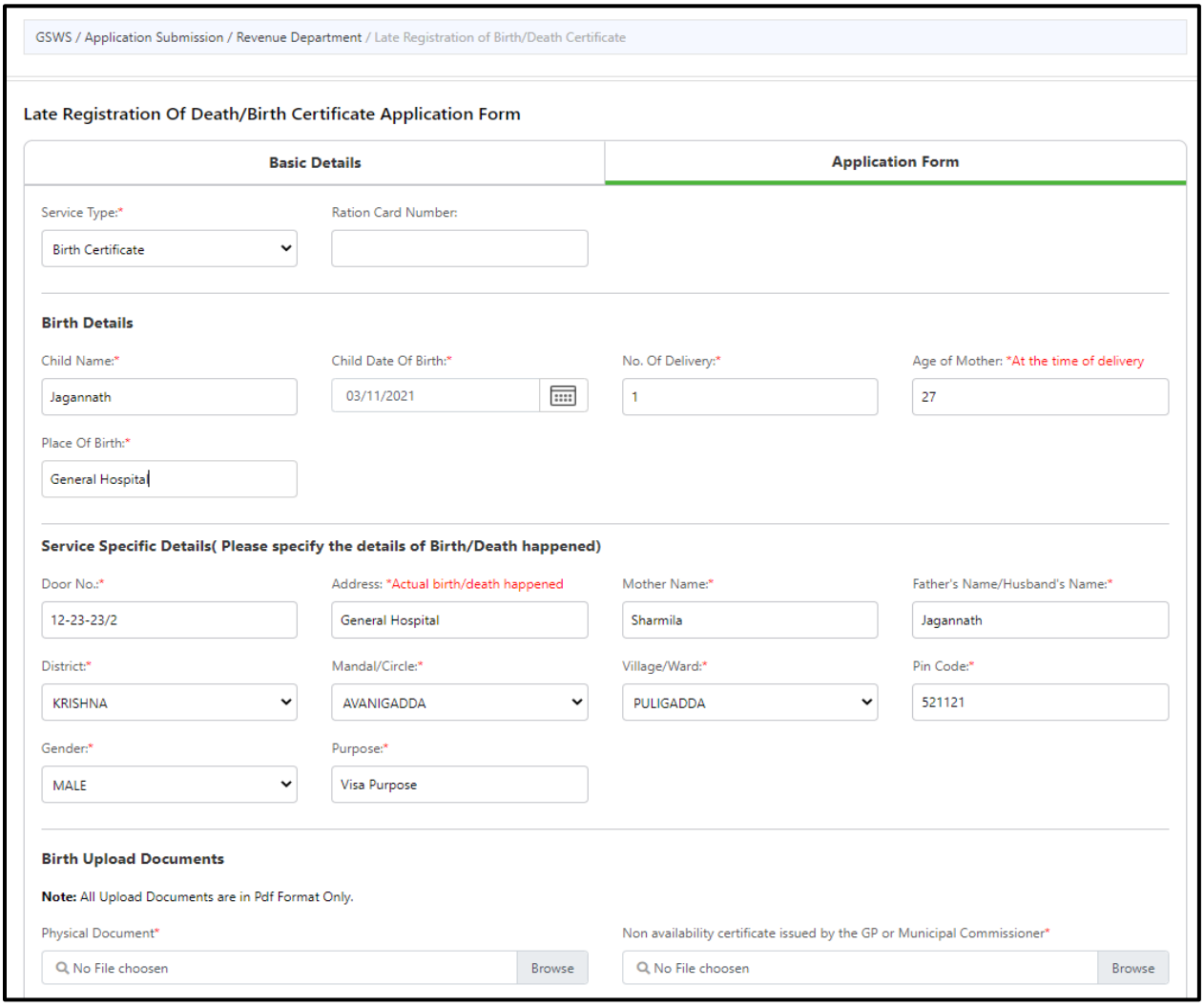
SLA	60
Documents Checklist	Birth: a. Application form b. Non availability certificate issued by the GP or Municipal Commissioner c. Ration card copy d. SSC Marks memo (Date of Birth Proof Document) e. Self-Affidavit Death: · Application form · Non availability certificate issued by the GP or Municipal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

Approval Flow



Application Forms

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



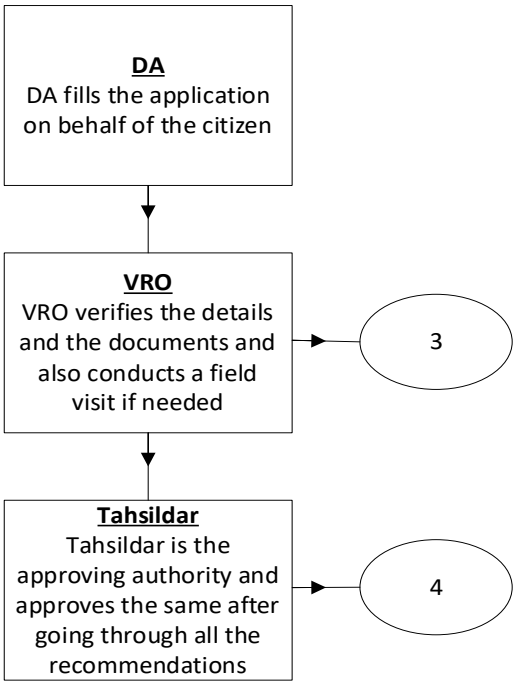
17. Manual Adangal

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

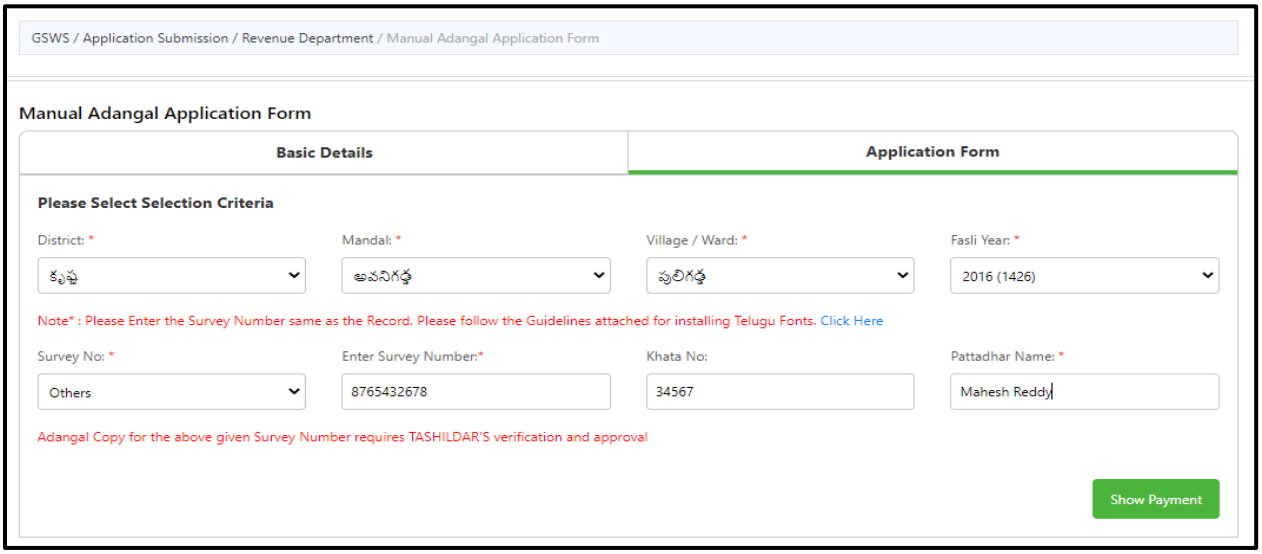
SLA	7
Documents Checklist	Application Form

Approval Flow



Application Forms

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



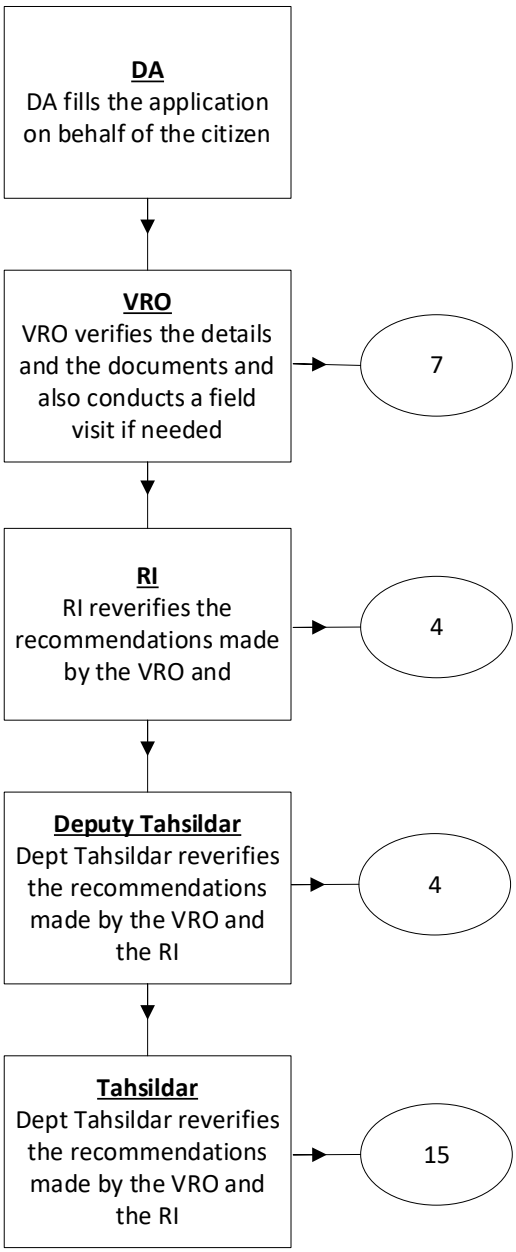
18.Mutation and Title Deed Cum Pattadar Passbook:

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).

SLA	30
Documents Checklist	1. Application form 2. Registered Documents 3. Aadhar Card /Other id and Address Proof 4. Passport Photograph of the applicant 5. Pattadar Passbook /ROR 1B /Adangal Copies 6. Signature of Applicant

Approval Flow



Application Forms

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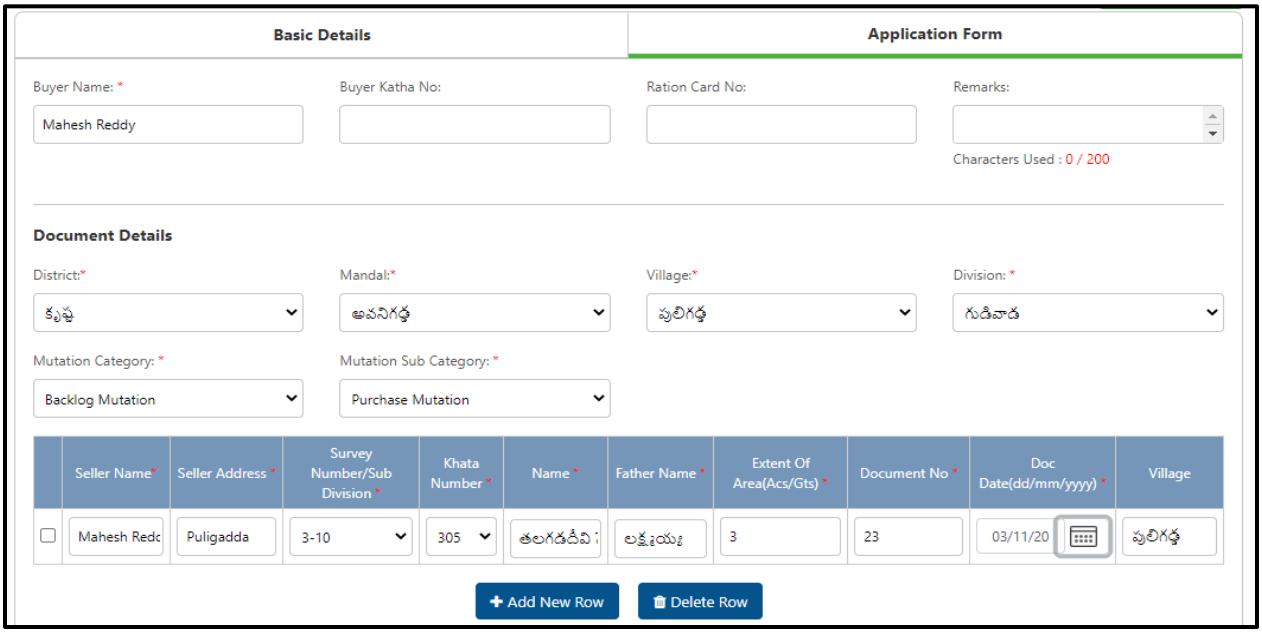
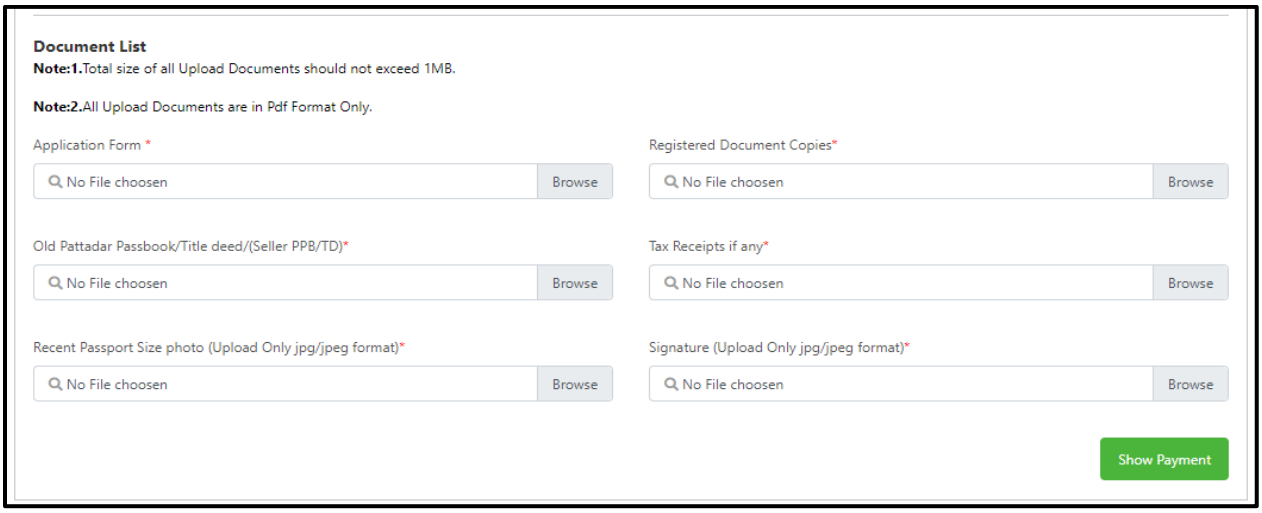




19.No Earning Certificate

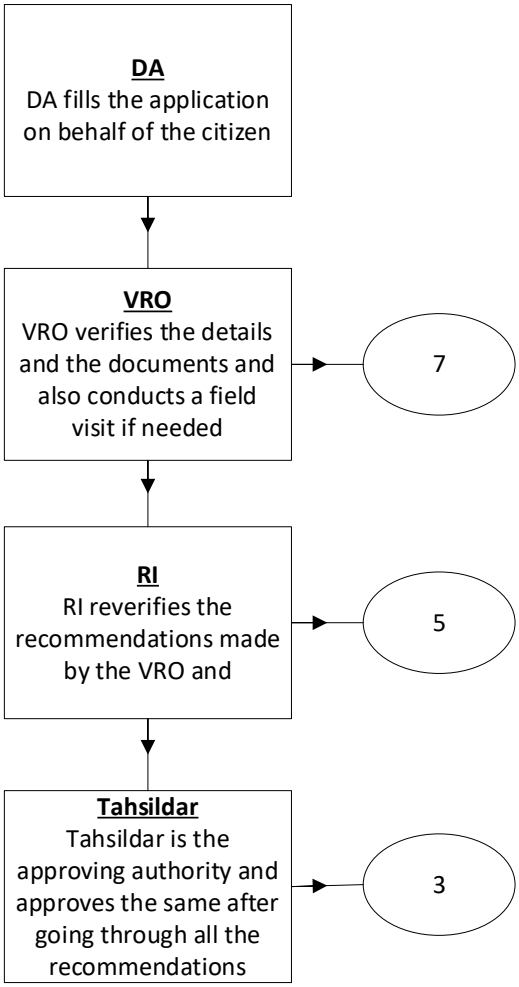
About the Service

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.

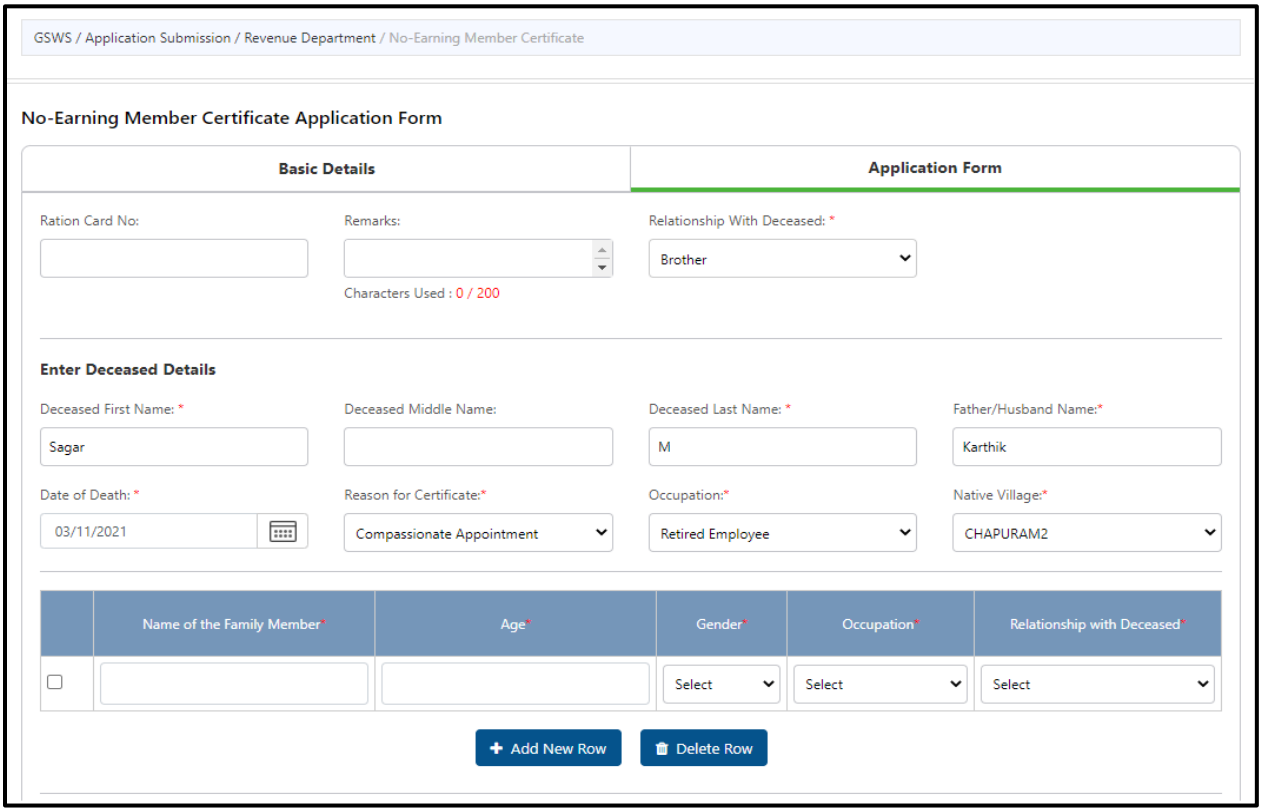
SLA	15
Documents Checklist	1. Application Form 2. Ration card /EPIC Card/AADHAR Card 3. Death Certificate 4. Copy of Family Member Certificate

Approval Flow



Application Forms

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



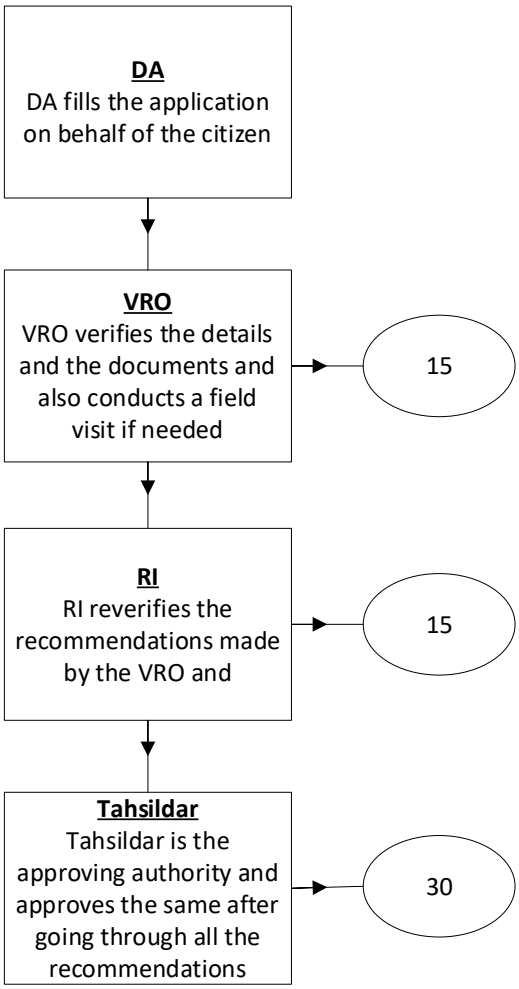
20. No Property Certificate Application Form

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.

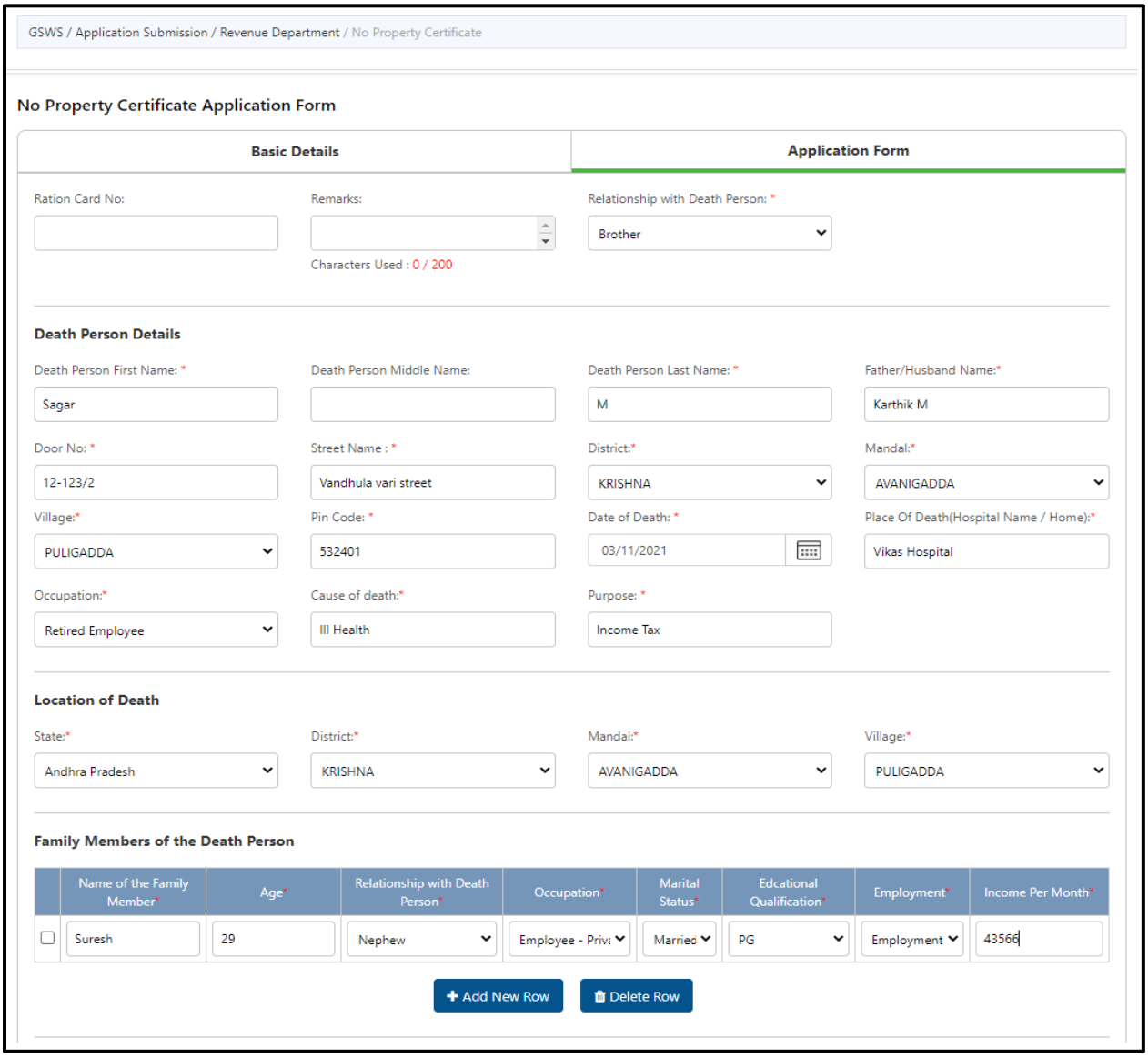
SLA	60
Documents Checklist	1. Application form 2. Address Proof/ID Proof 3. Family member certificate copy 4. Death certificate copy

Approval Flow



Application Forms

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



21. OBC Certificate

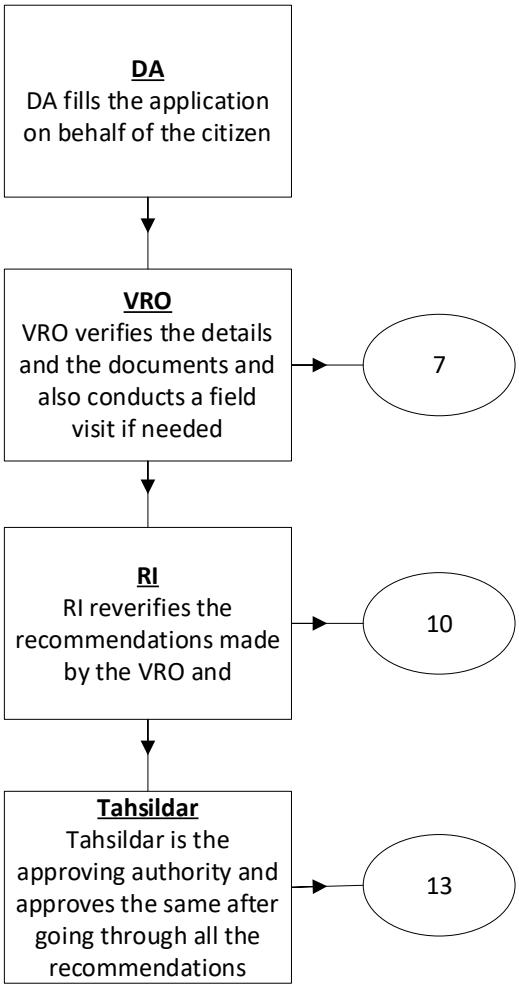
About the Service

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.

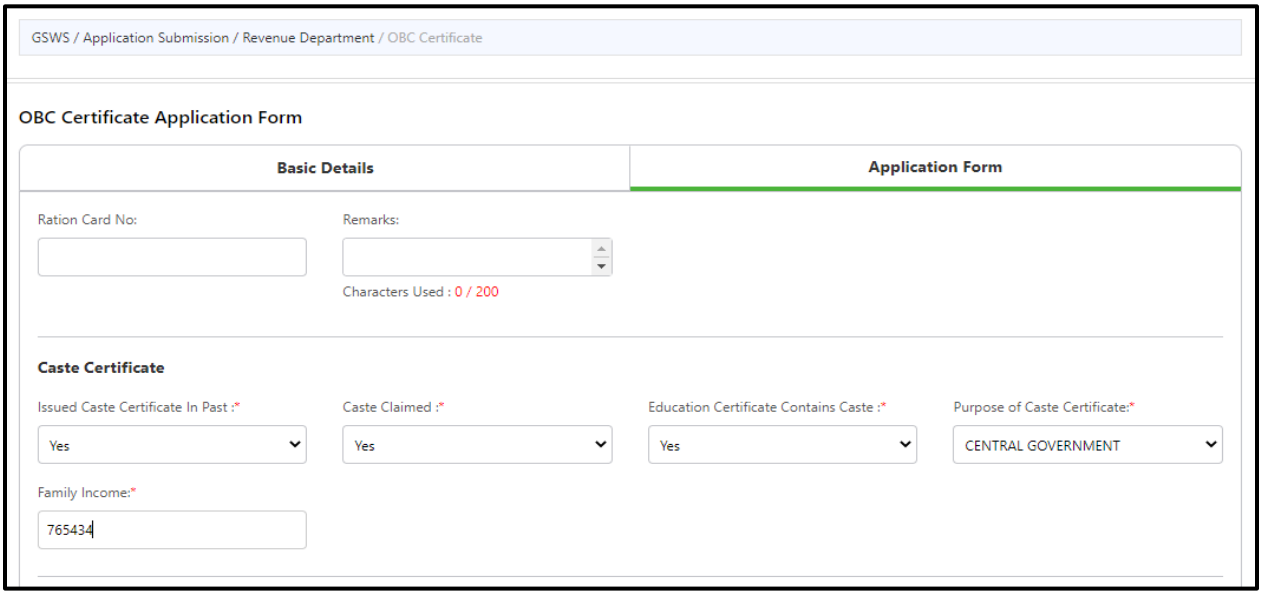
SLA	30
Documents Checklist	1. Application form b) Address Proof / ID Proof 2. Applicant Father/ mother Property Particulars 3. Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)

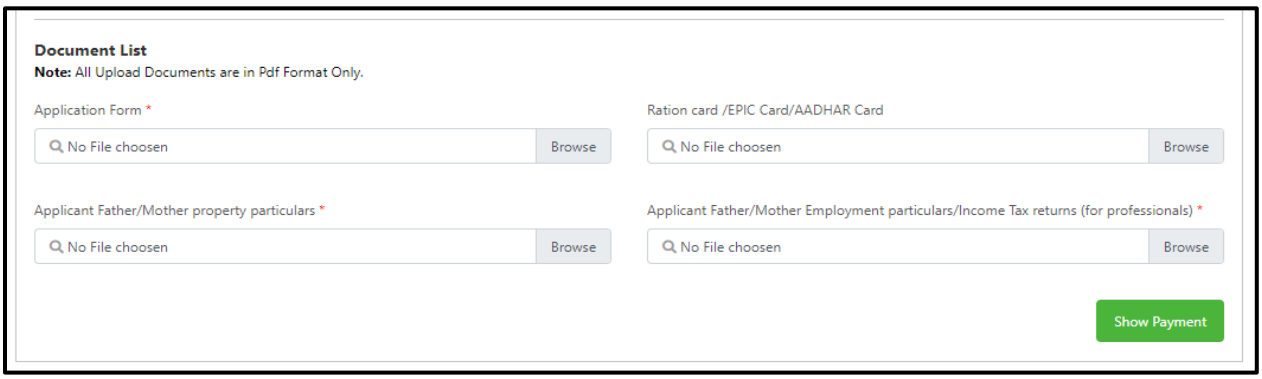
Approval Flow



Application Forms

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





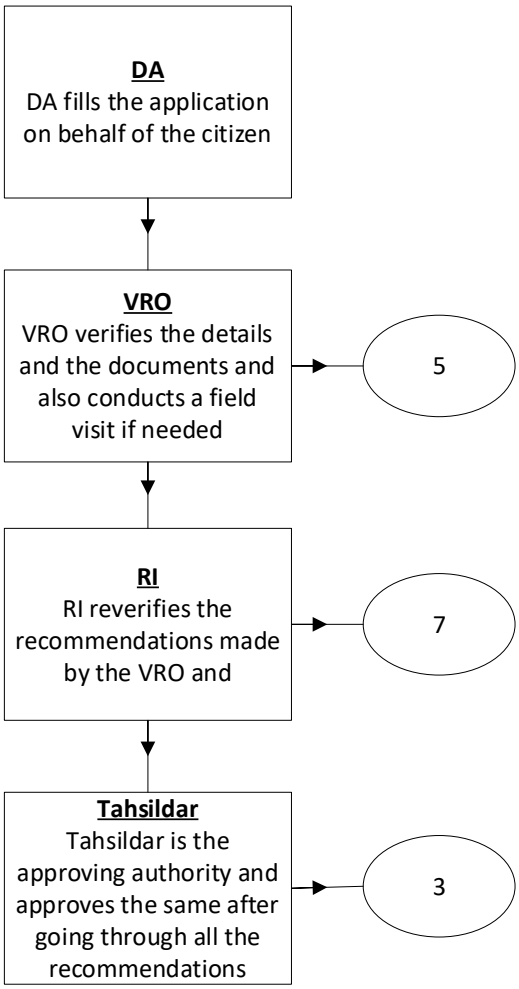
22. Permission of Digging of Borewell for Agricultural Purpose

About the Service

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

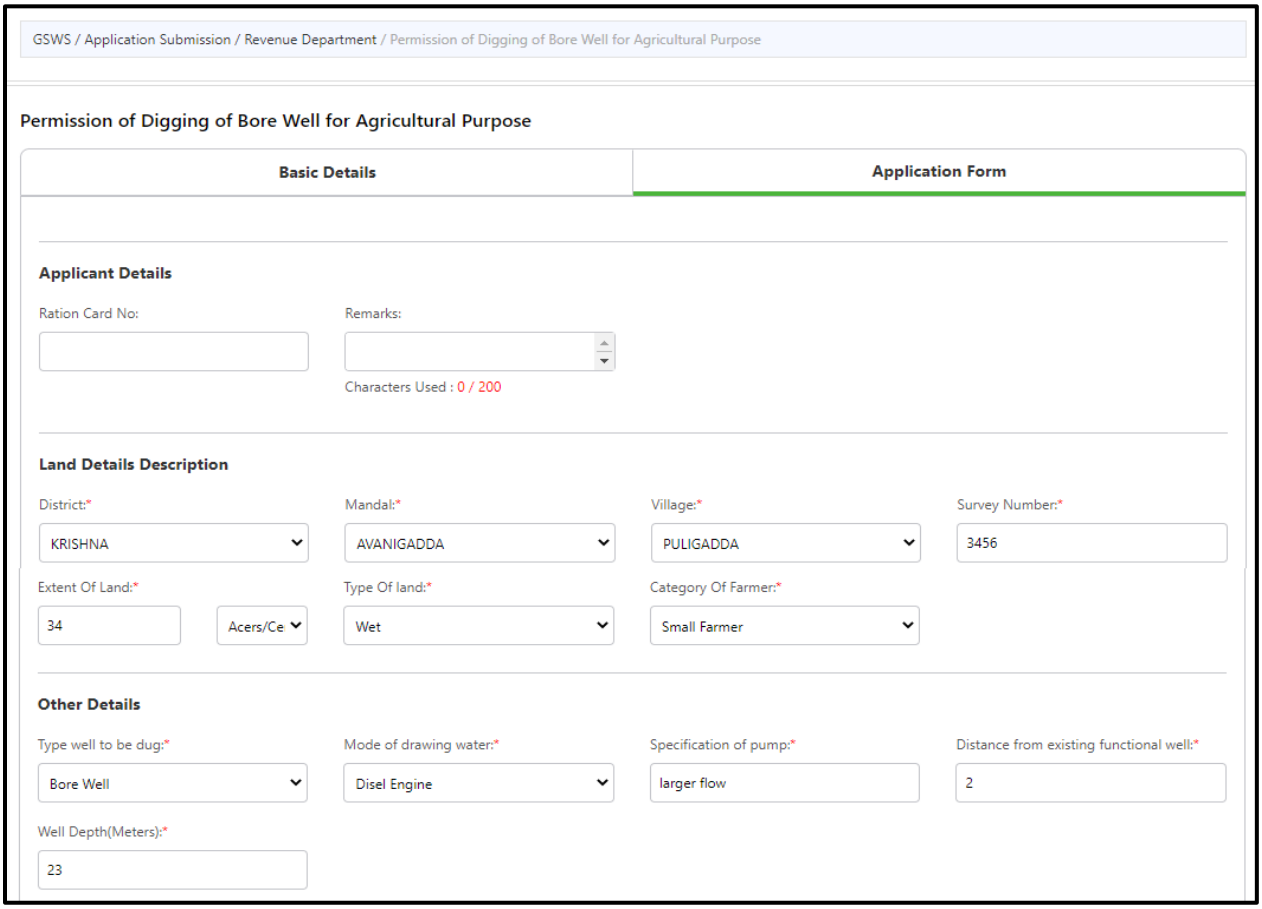
SLA	15
Documents Checklist	1. Application form 2. Address Proof/ ID Proof 3. Copy of ROR 1B, Adangal, Passbook 4. Small and marginal farmer certificate for concession

Approval Flow



Application Forms

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



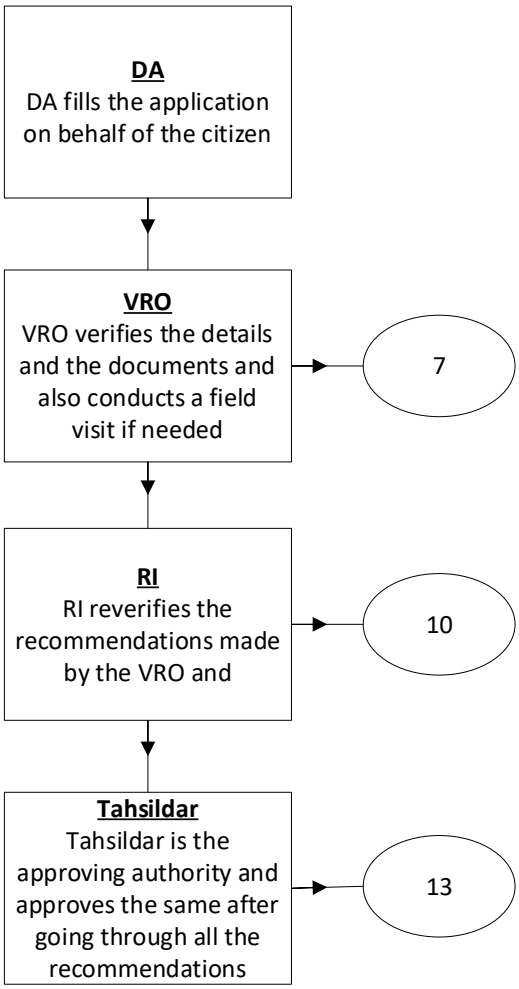
23. Possession Certificate

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

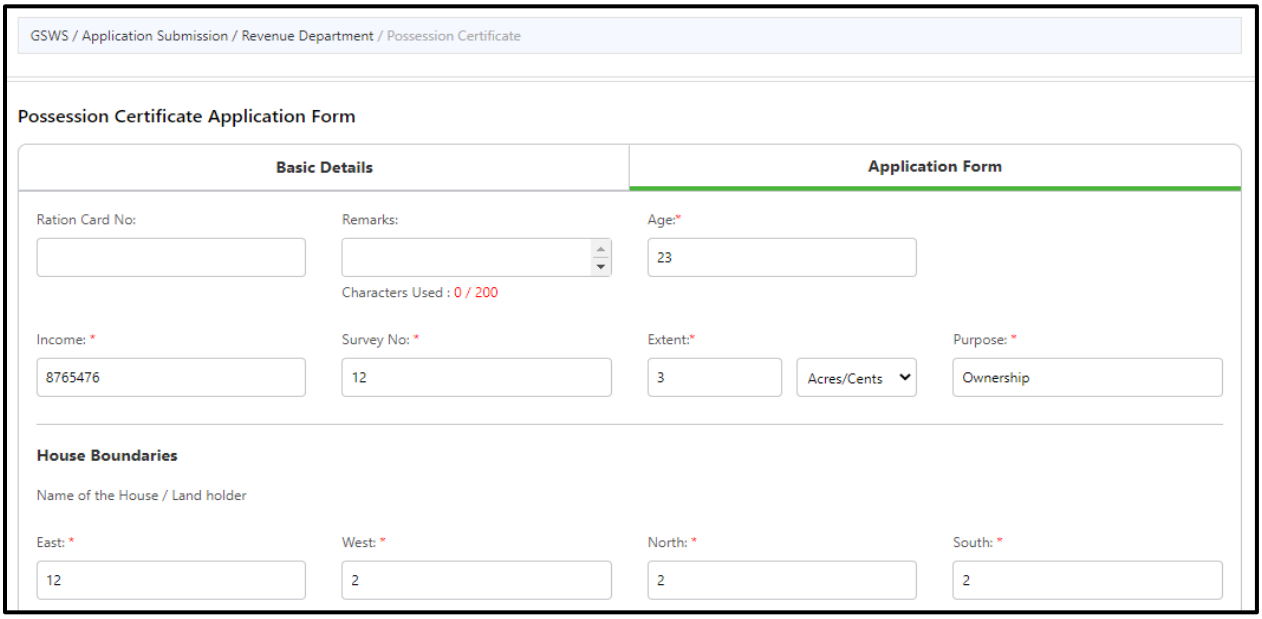
SLA	30
Documents Checklist	1. Application Form 2. Income Certificate/Ration Card 3. Scanned Passport Size photo

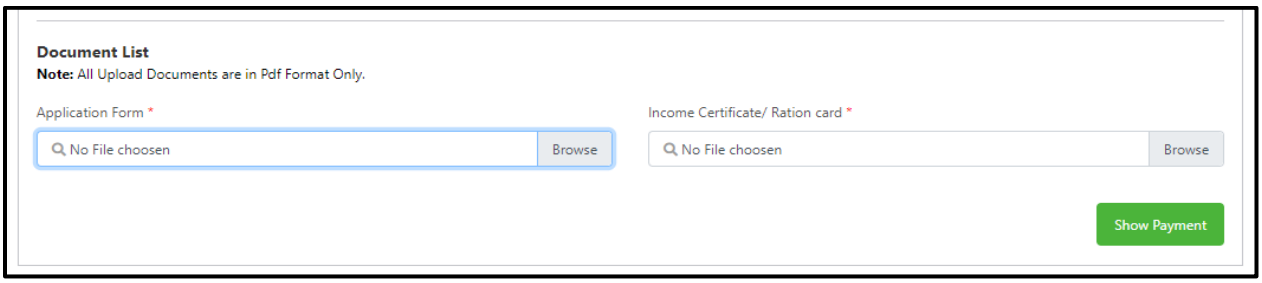
Approval Flow



Application Forms

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





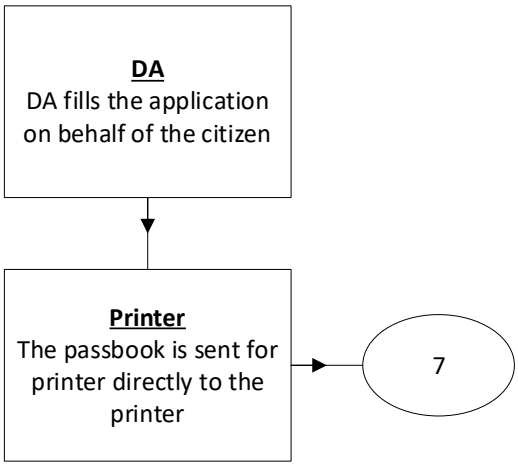
24.Printing of Title Deed Cum Passbook:

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.

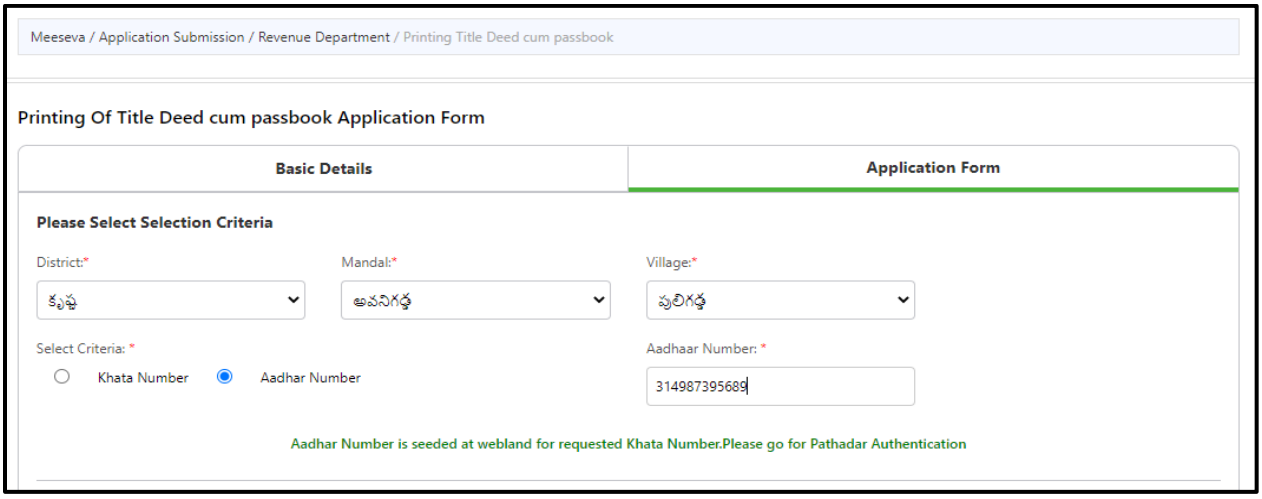
SLA	7
Documents Checklist	1. ROR 1B/ Adangal /Pattadar Passbook 2. Aadhar Copy

Approval Flow



Application Forms

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



25. Rectification of Entries in Record of Rights:

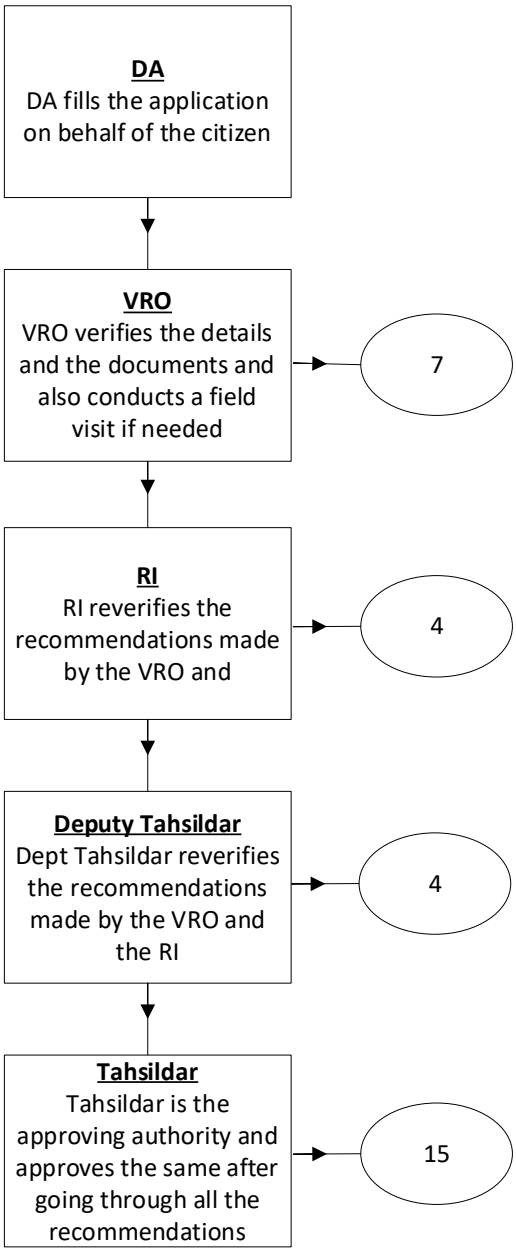
About the Service

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

SLA	30

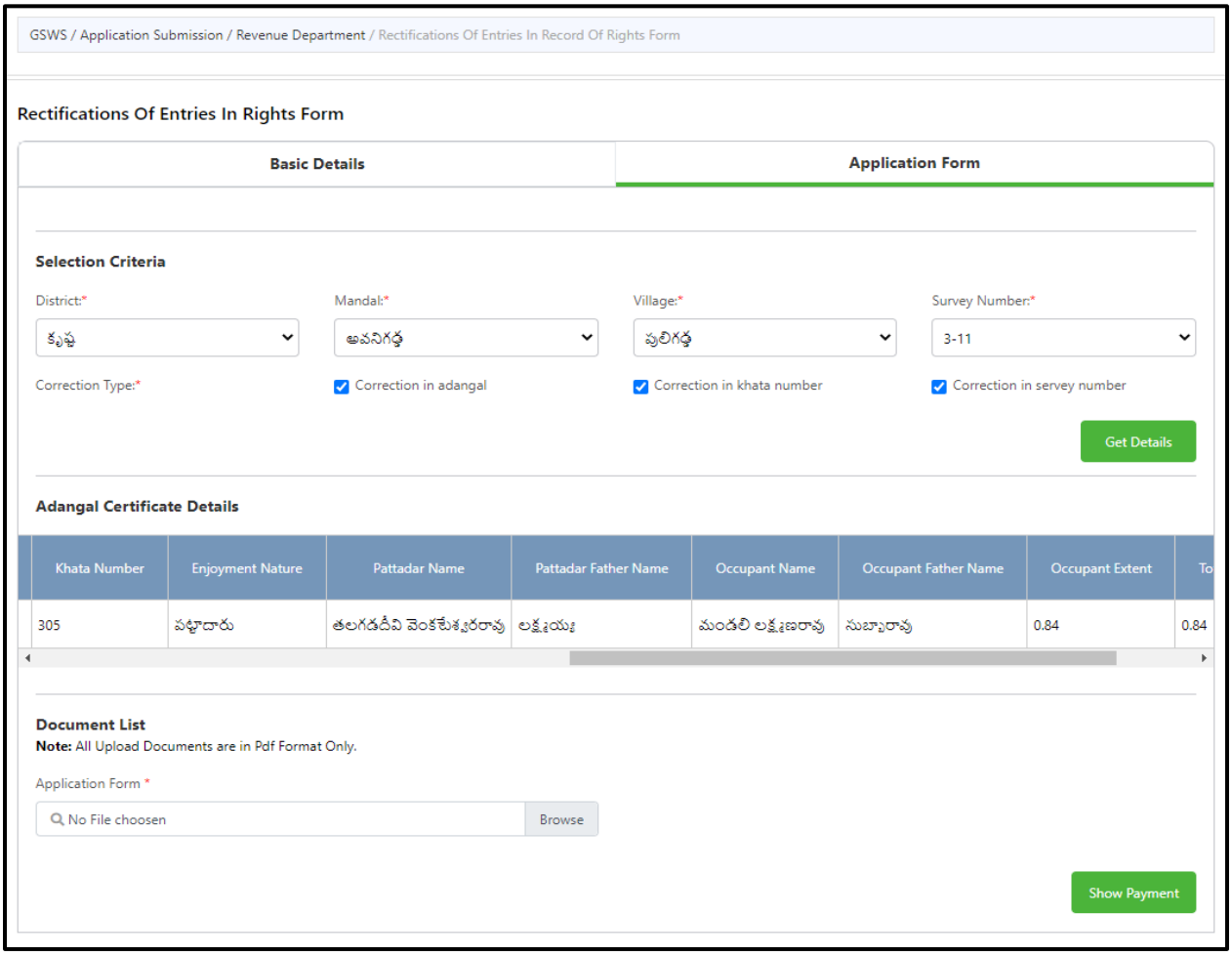
Documents Checklist	1. Application form 2. Aadhar Card/Other id and address proof 3. Pattadar Passbook/ ROR 1B /Adangal copies

Approval Flow



Application Forms

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



26. Renewable of cinema license

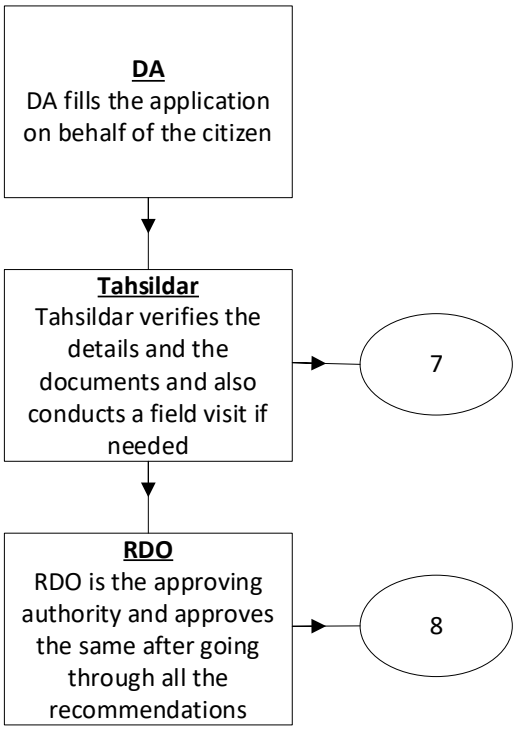
About the Service

This service is used for renewal of Cinema License

SLA	15
Documents Checklist	1. Application from 2. Copy of B-form license certificate

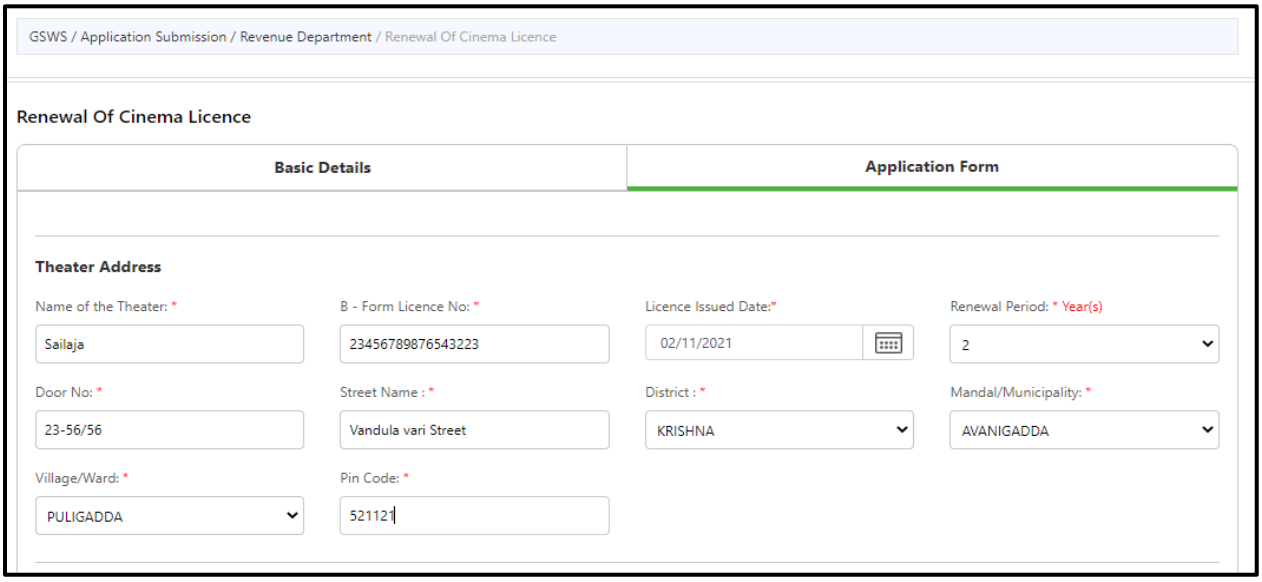
	3. Certificated issues by dept electrical inspector 4. Film division certificate 5. Structural certificate issues by EE&RB 6. Certificate issues by Divisional Fire officer 7. Certificate Issues by DMHO

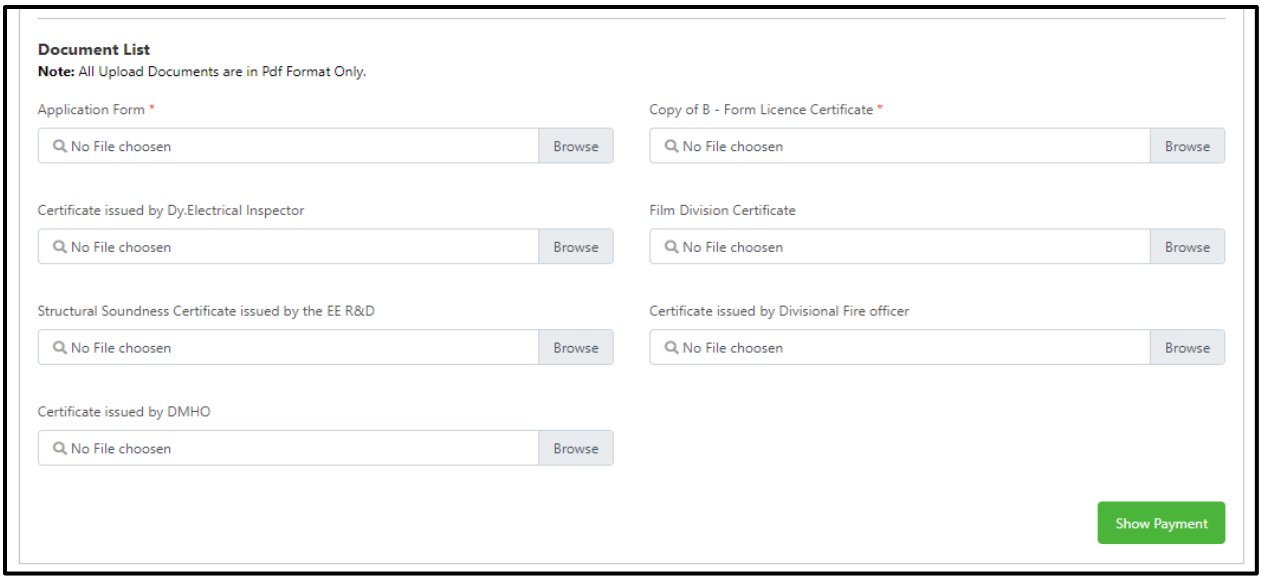
Approval Flow



Application Forms

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





27. House Site Application

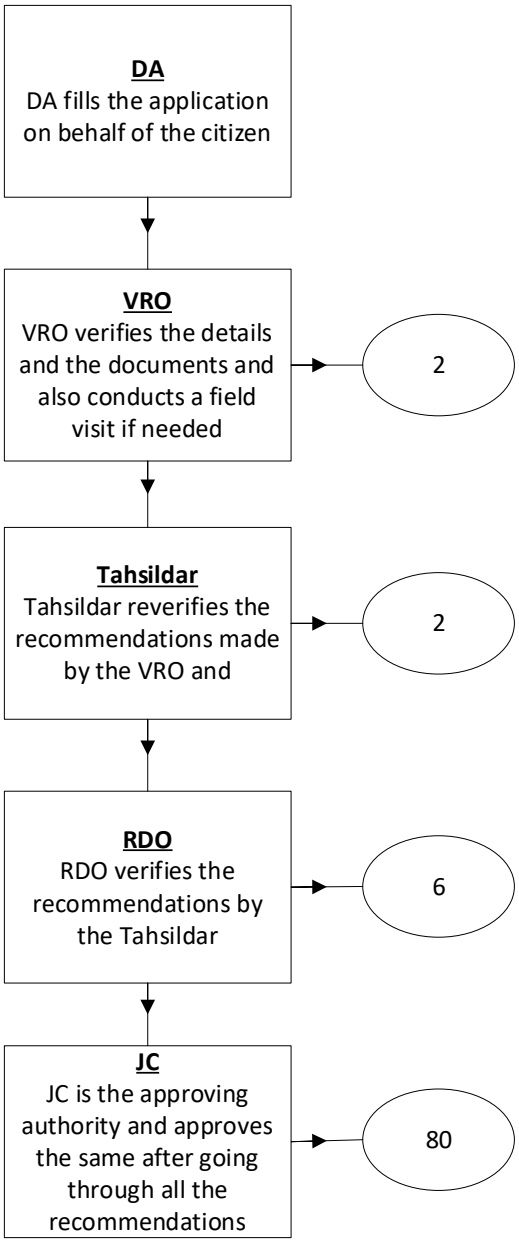
About the Service

This service is used for applying for a House Site

SLA	90

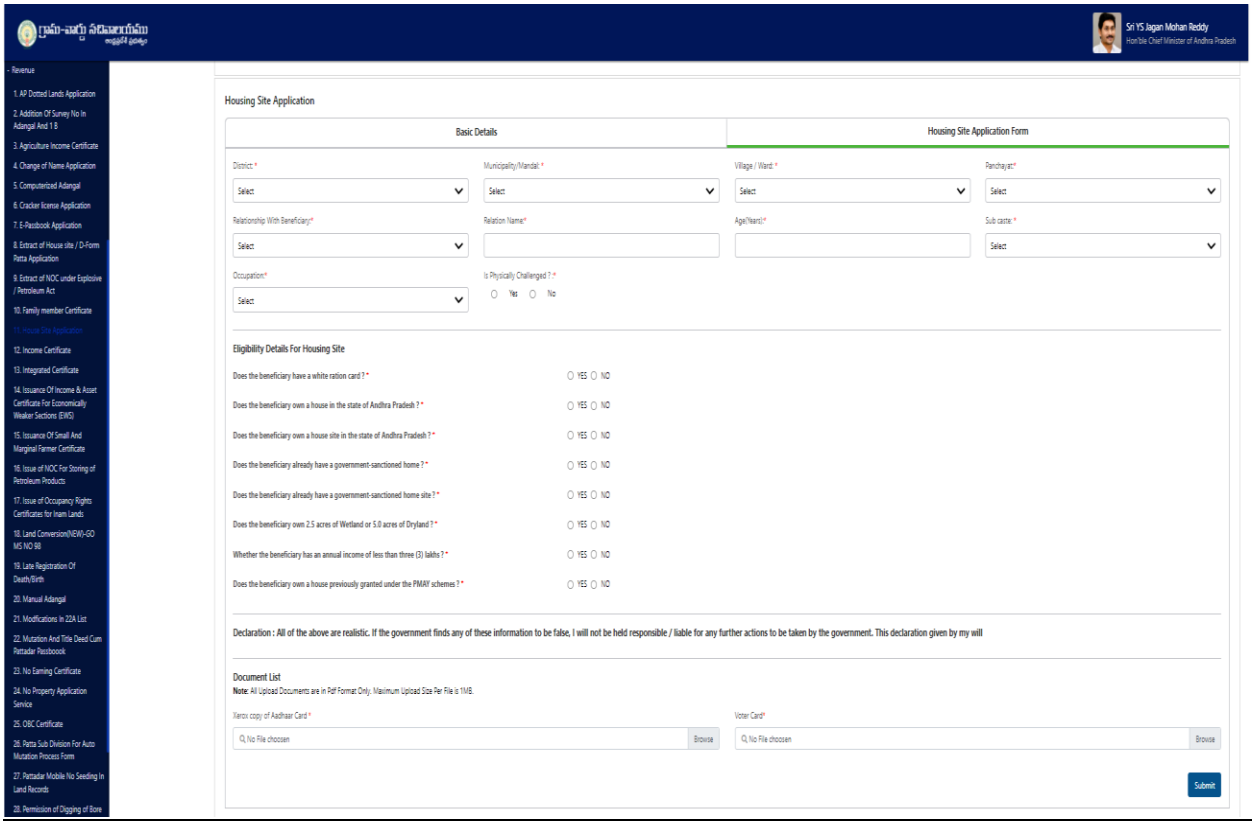
Documents Checklist	1. Xerox copy of Aadhaar Card 2. Rice/Ration Card 3. Applicant should be Female/Transgender 4. d. Single Male application should not be allowed

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 (Updations in Re-Settlement Register) RULES, 2017About the Service

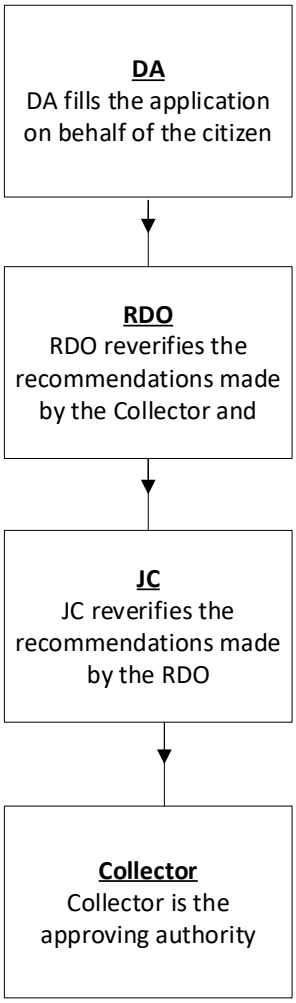
About the Service

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

SLA	180 Days
Documents Checklist	1. Application Form* 2. Registered Documents with Document No and Date (all link Documents shall be provided) 3. Entries in RH maintained by the Registration department copy

	4. Encumbrance Certificate copy 5. Adangal Copy 6. 10(1) Account 7. ROR Record maintained by Revenue Department copy 8. Order or decree of any court / competent authority copy 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.

Approval Flow



Application Form

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

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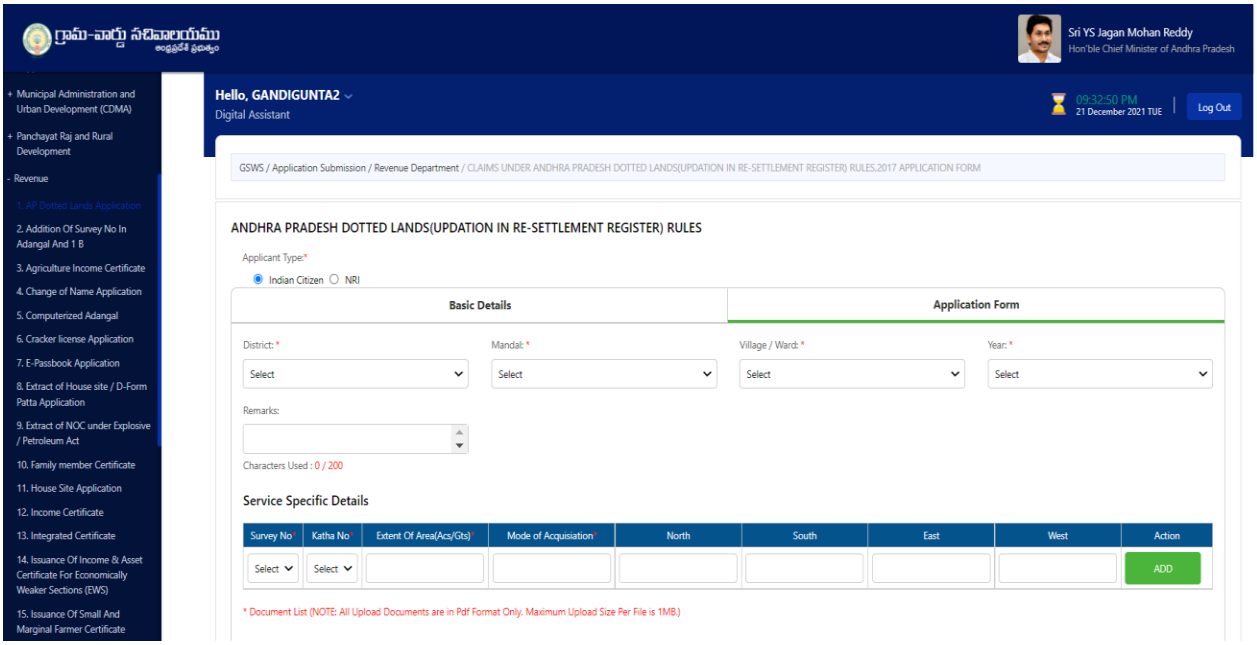
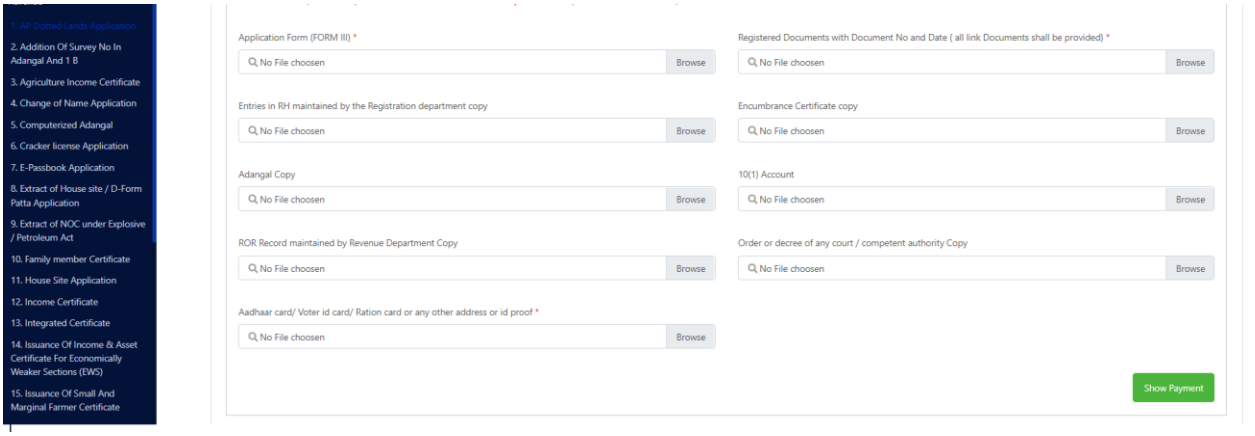




29. Modifications In 22 A List:

About the Service

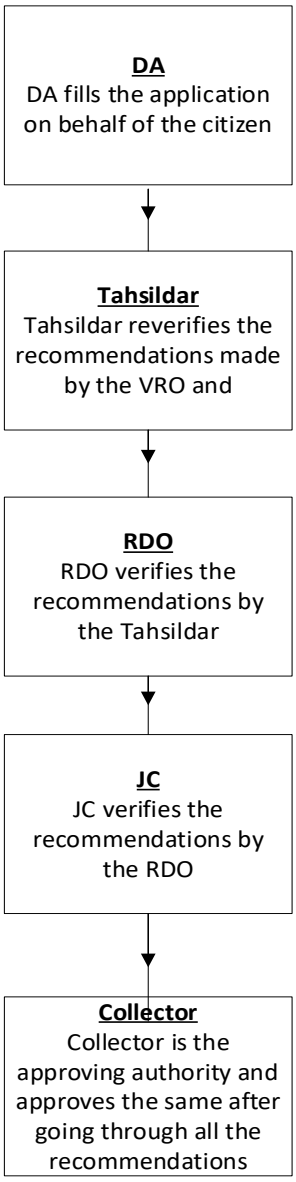
22 A list, the identification of prohibited lands and Government lands were prepared based on the category wise (1(a), 1(b), 1(c), 1(d), 1(e)). All the lists furnished by the concerned authorities shall be filed in a separate new file book titled as intimations / notifications of prohibited properties 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.

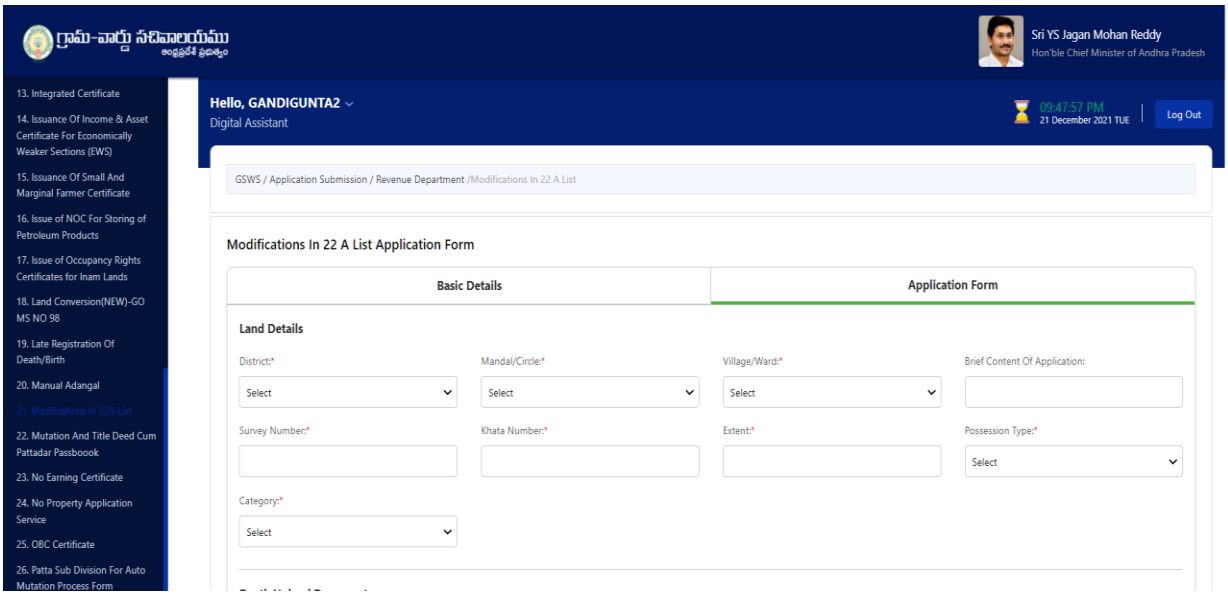
SLA	90 Days
Documents Checklist	**1.** Application Form* **2.** Proof of Address/ID* **3.** Proof of Occupation* **4.** Proof of Possession **5.** • Others

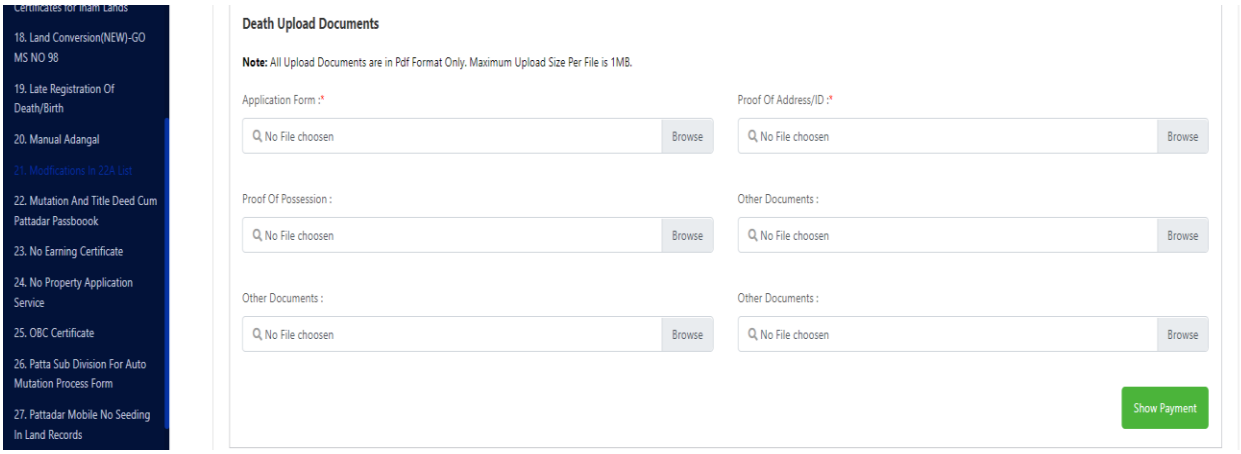
Approval Flow



Application Form

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





CAT A Services in Revenue Department:

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

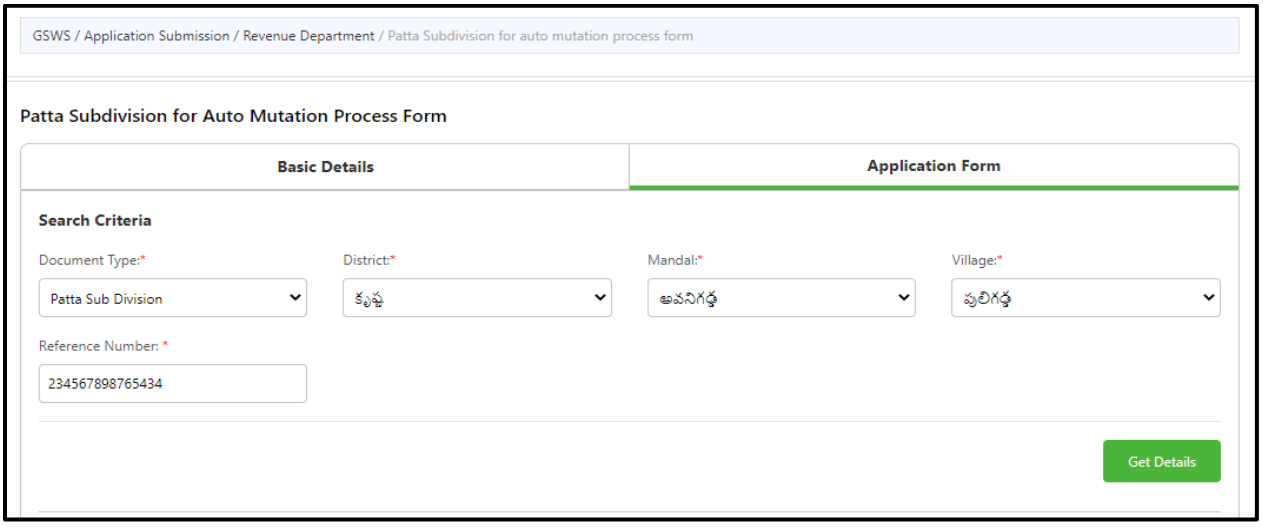
About the Service

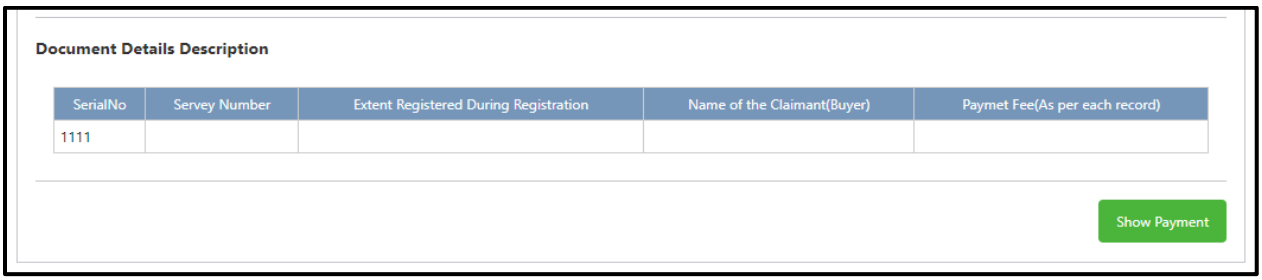
Patta Sub-division payment for auto mutation process service facilitates citizens to pay the statutory charges which are auto submitted at Sub registrar office.

SLA	15 Min
Documents Checklist	NA

Application Forms

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





31. Computerized Adangal:

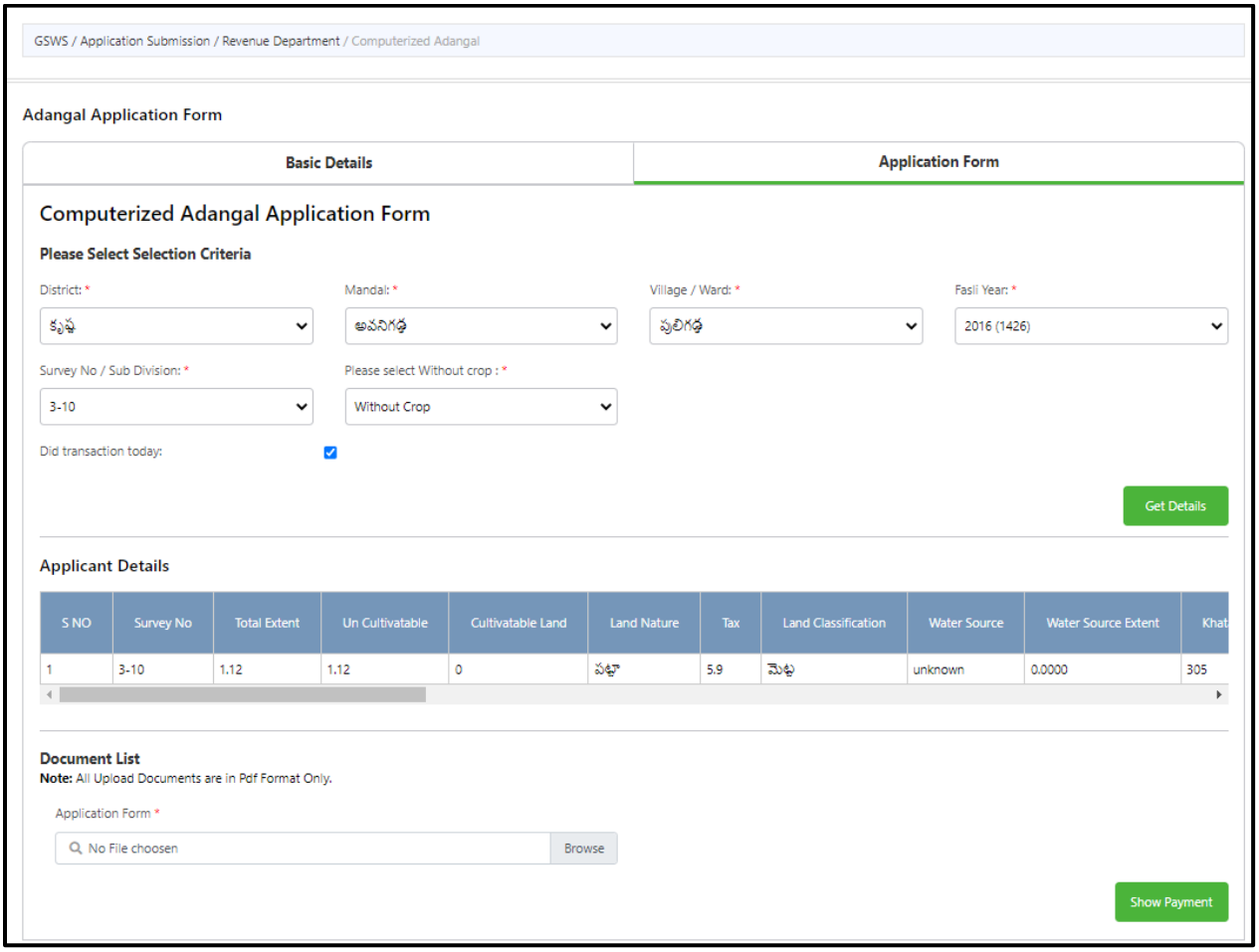
About the service

This service is used to retrieve previously issued Adangal Copies

SLA	15 Minutes
Documents Checklist	Application form

Application Forms

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



32. Pattadar Mobile No Seeding in Land Records

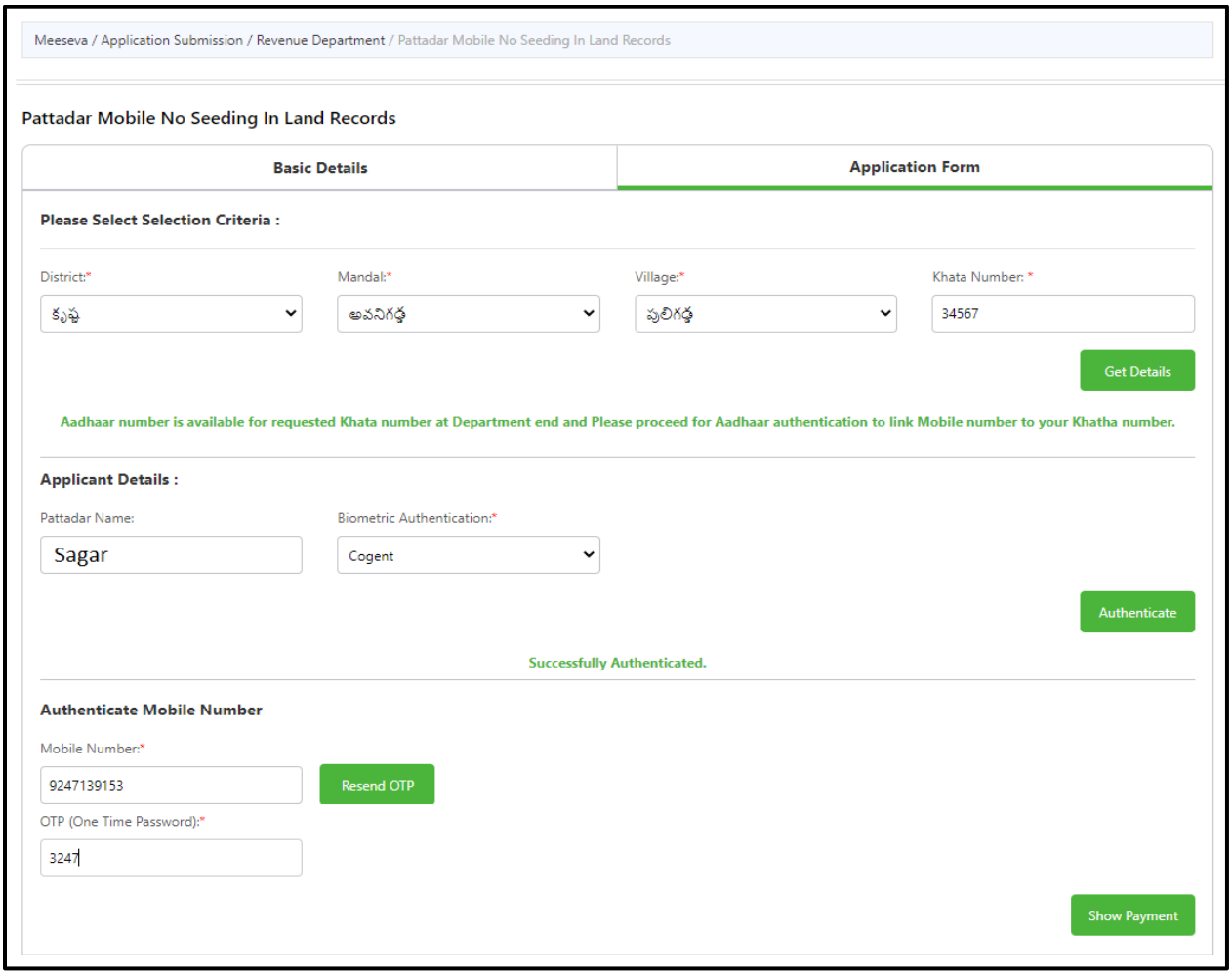
About the service

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

SLA	15 Minutes
Documents Checklist	NA

Application Forms

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



33. ROR 1B

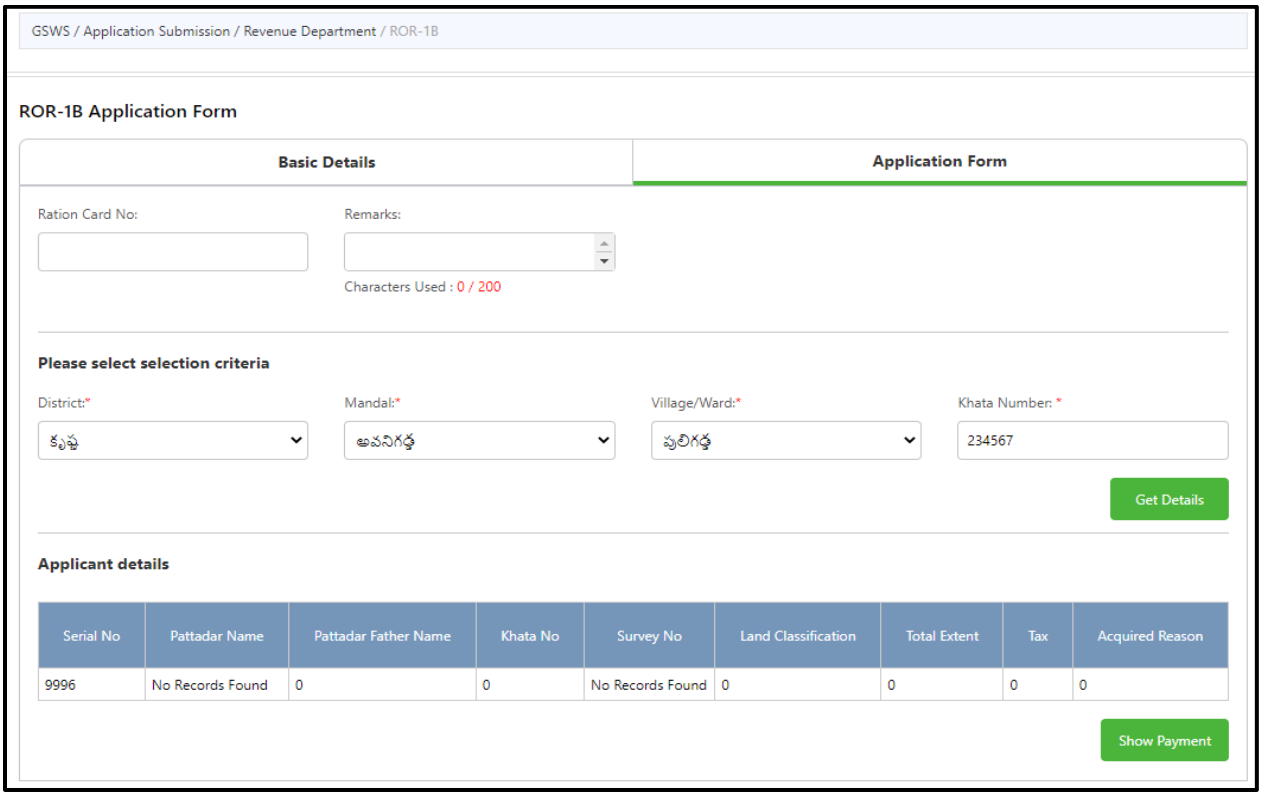
About the service

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

SLA	15 Minutes
Documents Checklist	NA

Application Forms

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



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

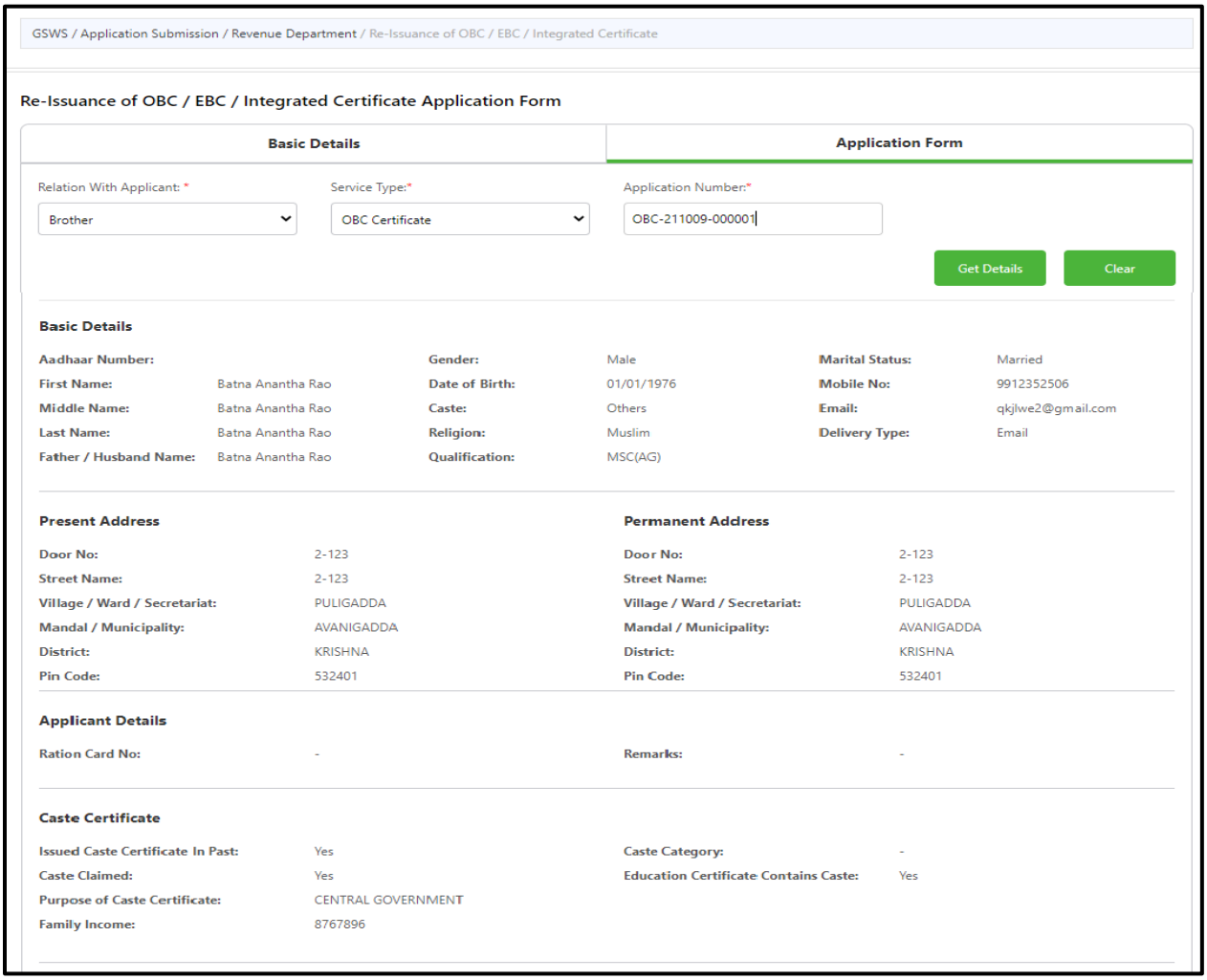
About the service

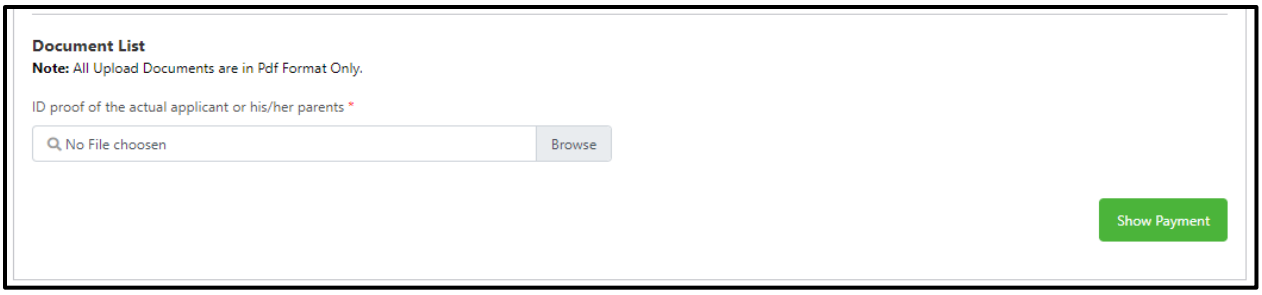
The Service is used to retrieve previously issued OBC/EBC and integrated certificates

SLA	15 Minutes
Documents Checklist	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





35. Title Deed cum passbook

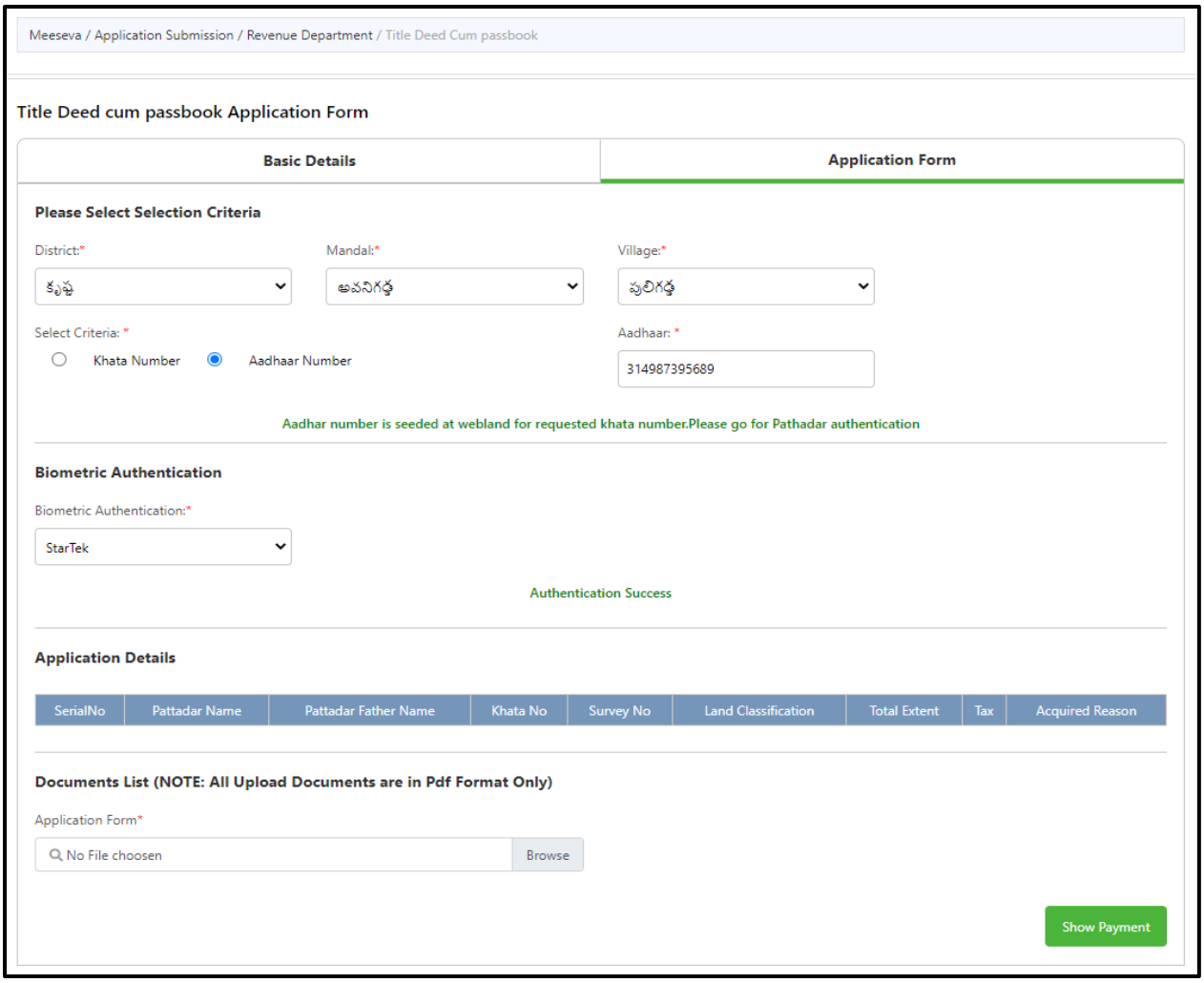
About the service

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.

SLA	15 Minutes
Documents Checklist	Application form

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 / Title Deed Cum passbook
Title Deed cum passbook Application Form
Basic Details
Application Form
Please Select Selection Criteria
District:*
కృష్ణ
Mandal:*
అవనిగడ్డ
Village:*
పులిగడ్డ
Select Criteria: *
Khata Number
Aadhaar Number
Aadhaar: *
314987395689
Aadhar number is seeded at webland for requested khata number.Please go for Pathadar authentication
Biometric Authentication
Biometric Authentication:*
StarTek
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*
No File choosen
Browse
Show Payment

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

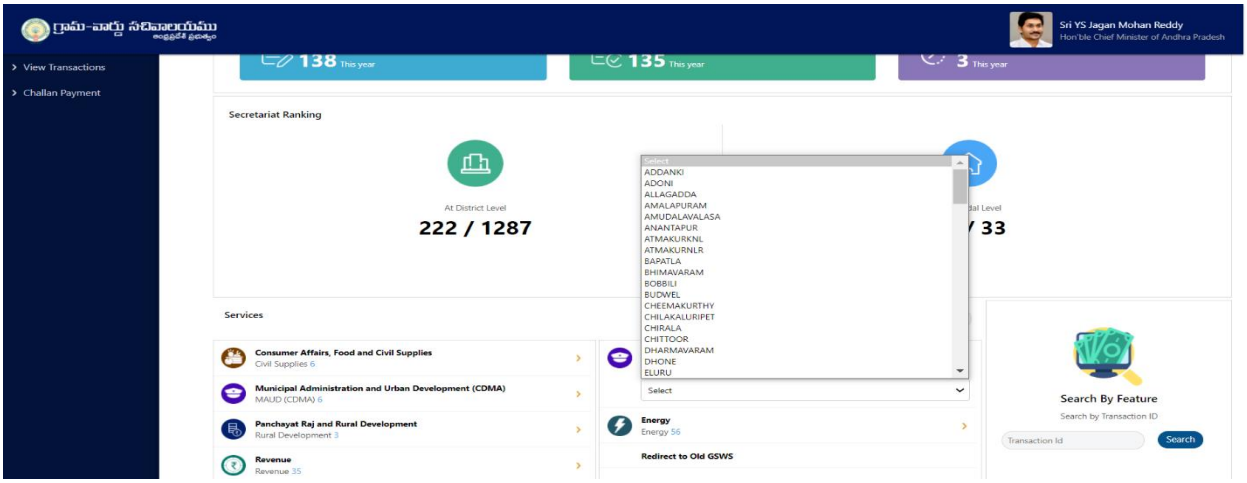
Sl. No.	Module	Service	SLA Period
1	Sewerage Charges	New Sewerage Connection	15 days
2	Sewerage Charges	Change of Closet / Closure of Sewerage Connection	15 days

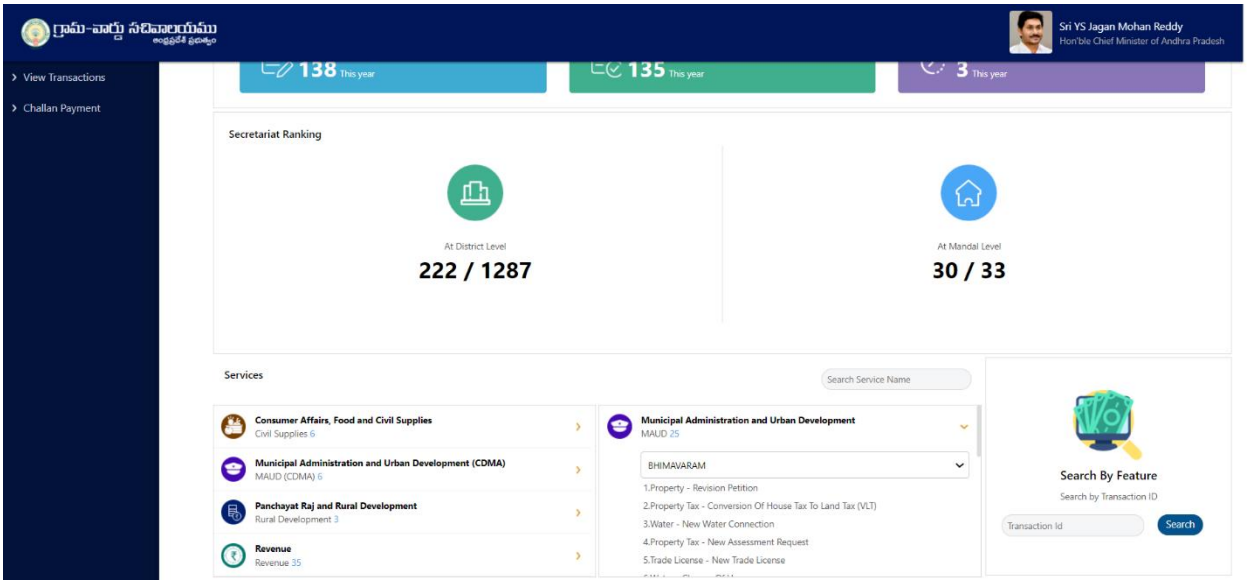
Trade License

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

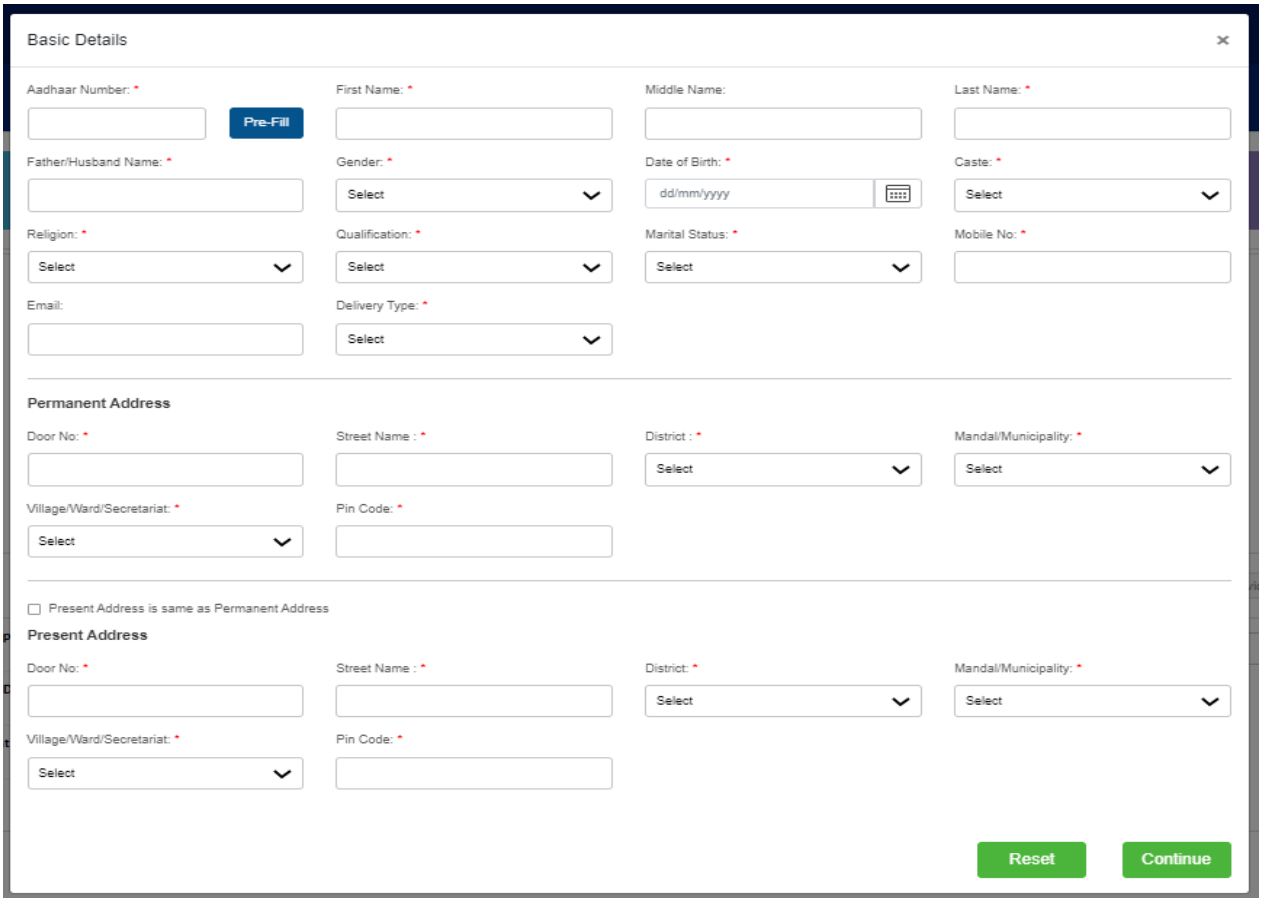
Application Process

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.

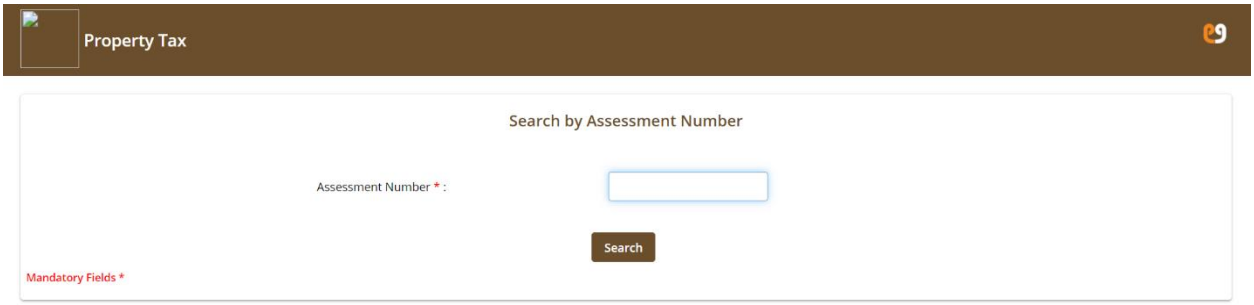




Step 2: Basic Form: After Clicking on the any service, a basic application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA/WEDPS and the rest of details need to be filled in the basic form.



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 user manuals for various services provided by the department can be accessed from the following linkhttps://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

CPDCL	· Krishna · Guntur · Prakasam
SPDCL	· Kurnool · Anantapur · Kadapa · Chittoor · Nellore
EPDCL	· Srikakulam · Vizianagaram · Visakhapatnam · East Godavari · West Godavari.

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 AndColonies (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

S.No	Service Name
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

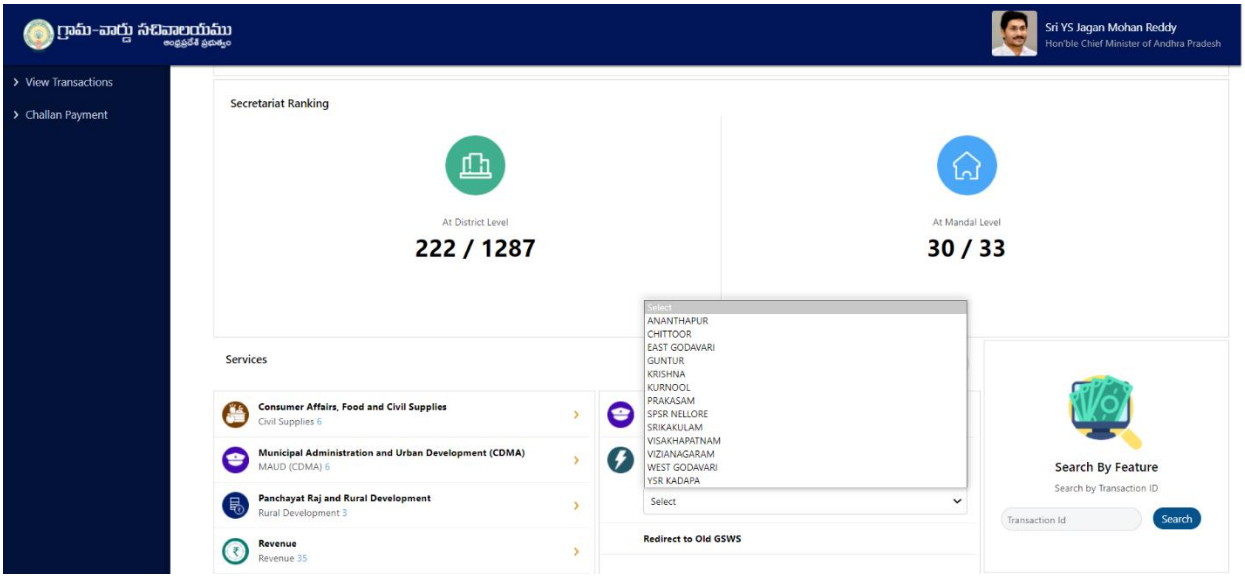
S.No	Service Name
28	New Connection-LT Institutional - Street Lights - Municipal Corporations
29	New Connection-LT Institutional - Street Lights - Municipalities
30	New Connection-LT Institutional - Street Lights - Panchayats
31	New Connection-Temporary Supply
32	CATEGORY CHANGE APPLICATION
33	REPAYMENT 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

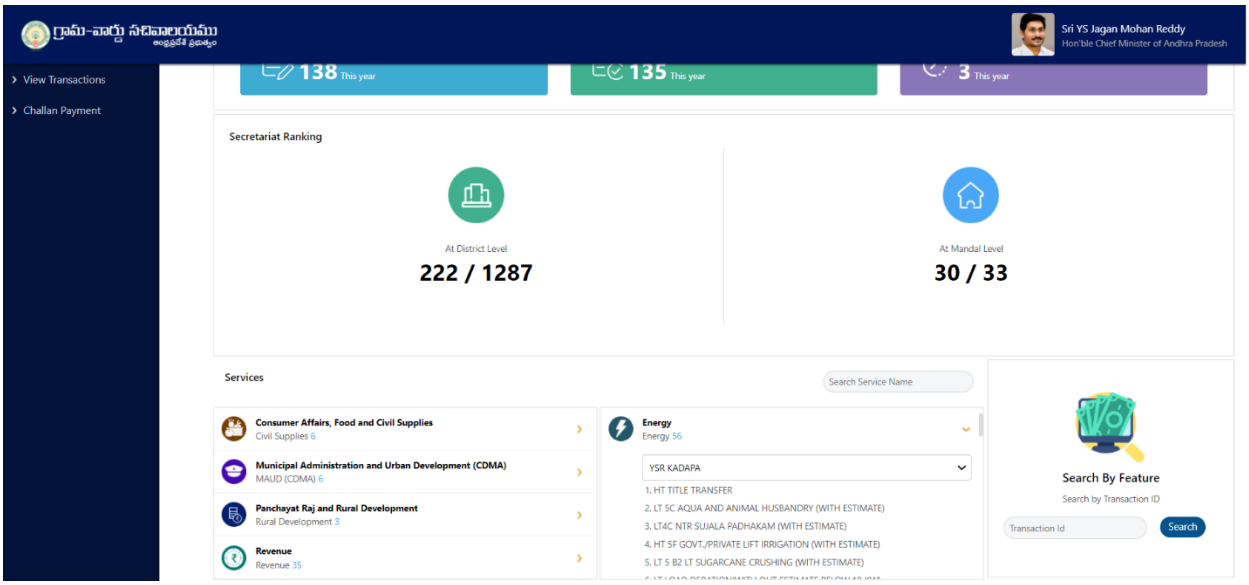
S.No	Service Name
56	Other Customer Services-Temporary Supp Below 10 Days
57	Other Customer Services-Termination / Permanent Dismantle
58	Collection of Electricity Charges

Application Process

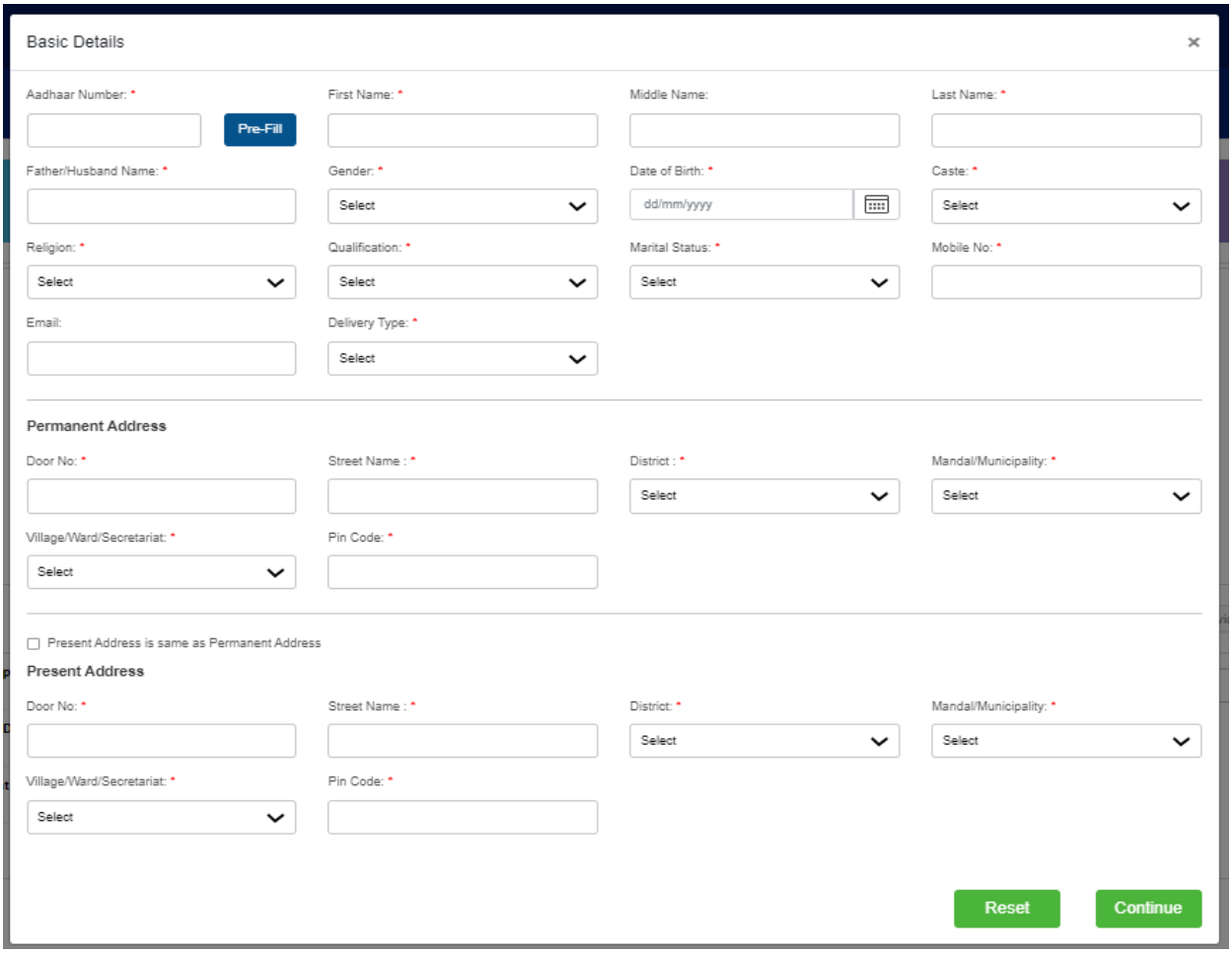
Step 1: Selection of District:

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.

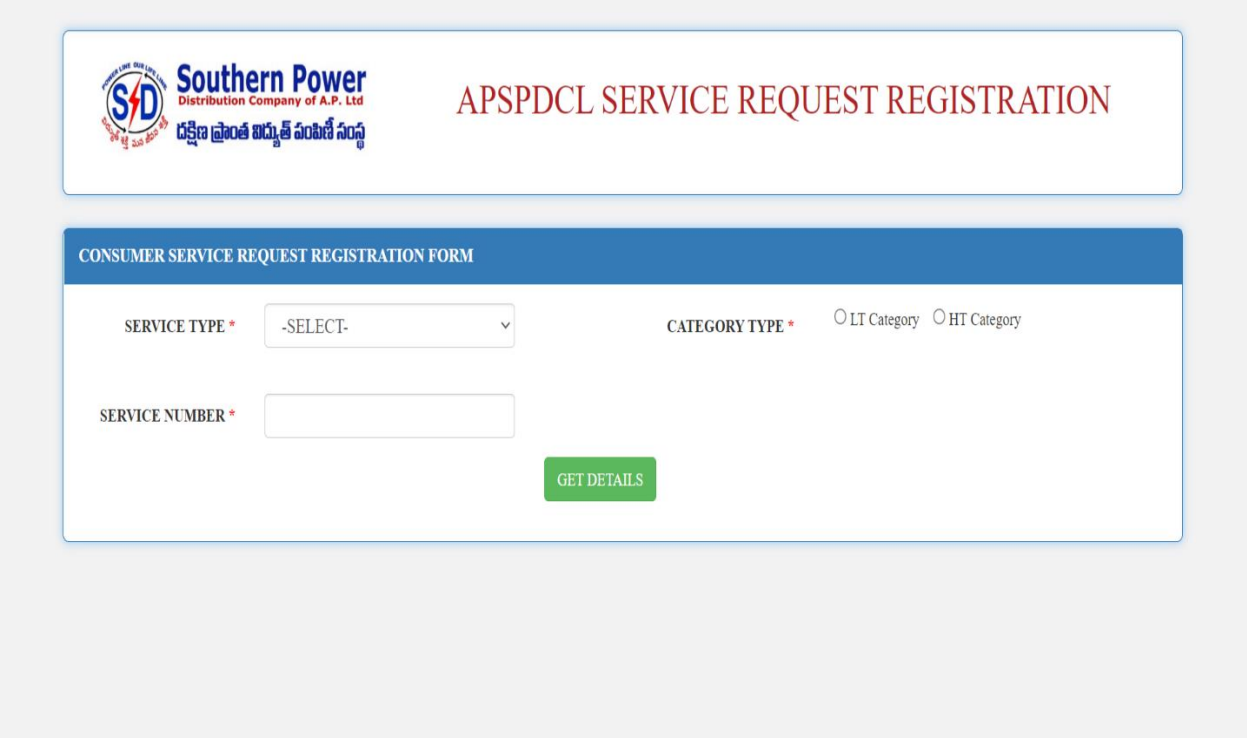



Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh
View Transactions
Challan Payment
138 This year
135 This year
3 This year
Secretariat Ranking
At District Level
222 / 1287
At Mandal Level
30 / 33
Services
Search Service Name
Consumer Affairs, Food and Civil Supplies
Civil Supplies 6
Municipal Administration and Urban Development (CDMA)
MAUD (CDMA) 6
Panchayat Raj and Rural Development
Rural Development 3
Revenue
Revenue 35
Energy
Energy 56
YSR KADAPA
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)
Search By Feature
Search by Transaction ID
Transaction Id
Search

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



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 user manuals for various services provided by the department can be accessed from the following link:
https://drive.google.com/folderview?id=1QNy281cl2livhAwROg2ne5UOQJlfS_Uh

Civil Supplies Department

Overview

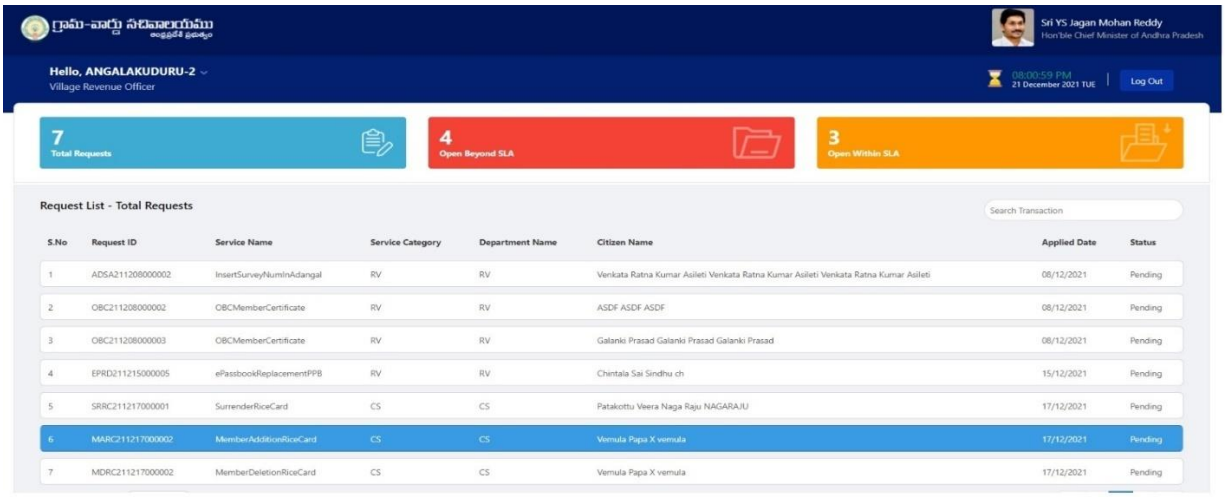
6 services have made available in the new GSWS portal. Details are mentioned in the table below

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

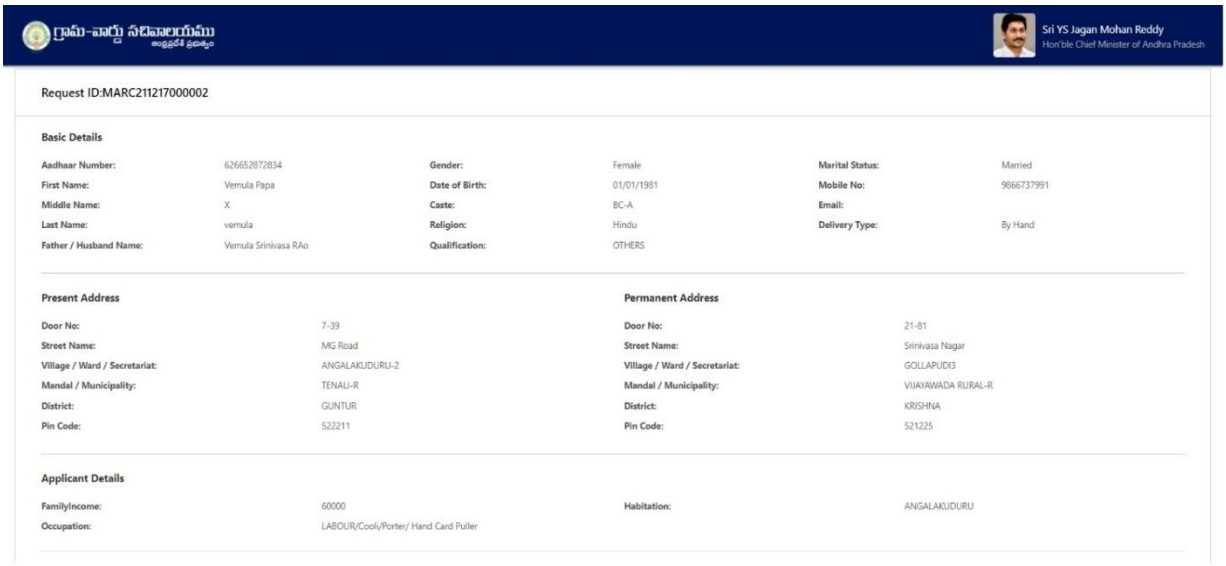
Standard Approval Process (for demonstration purpose)

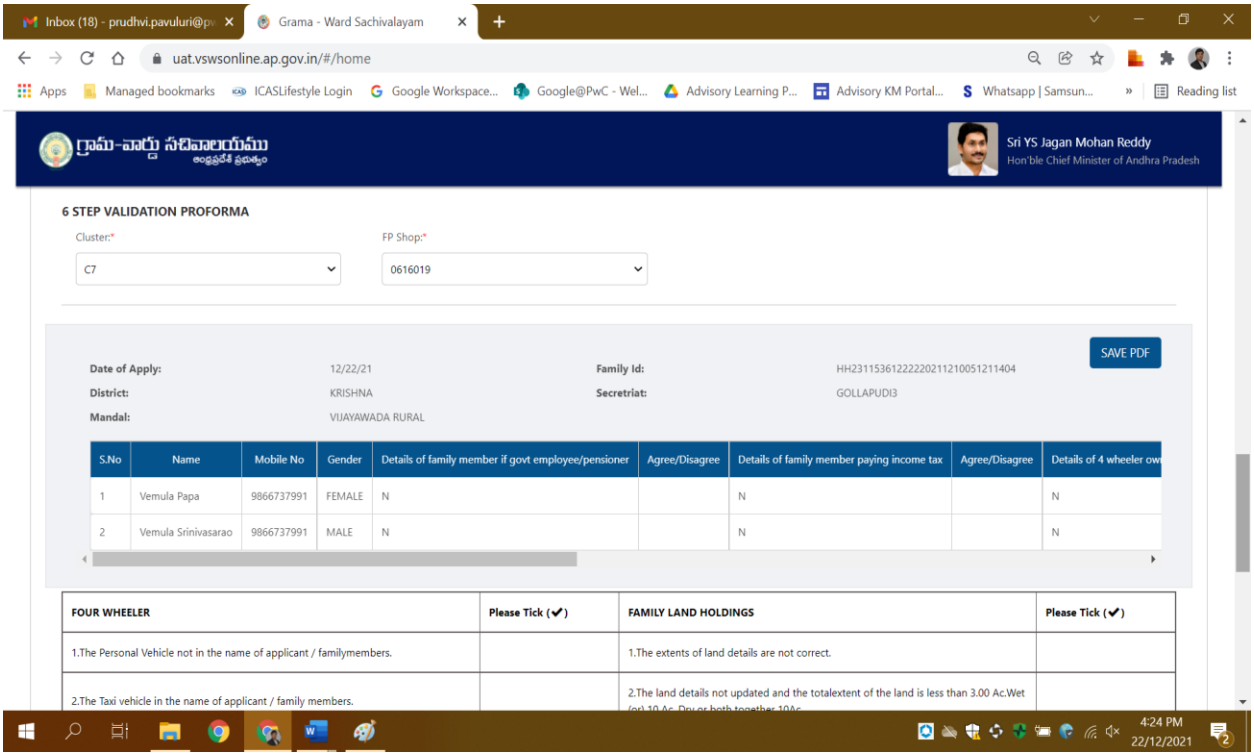
Step 1: Once the DA/WEDPS submits the application on behalf of the citizen and completes the payment procedure the application is forwarded to the next level approving authority. Refer to the section 2 – Basic application process for a detailed walkthrough.

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



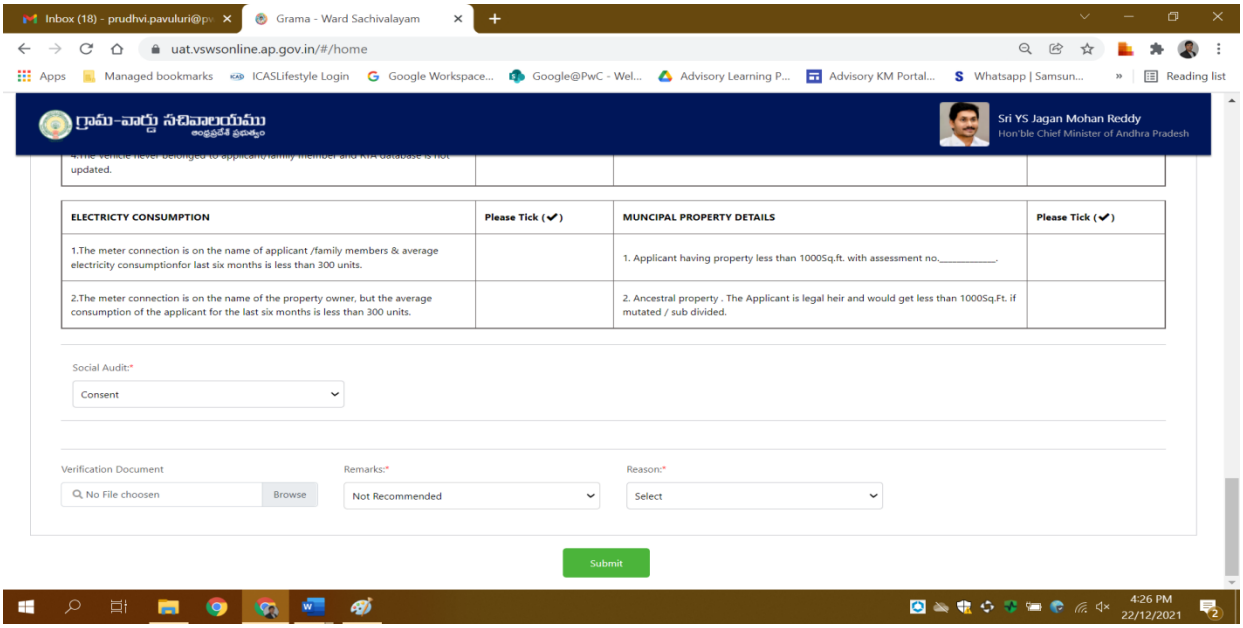
The VRO will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with any documents uploaded for the service



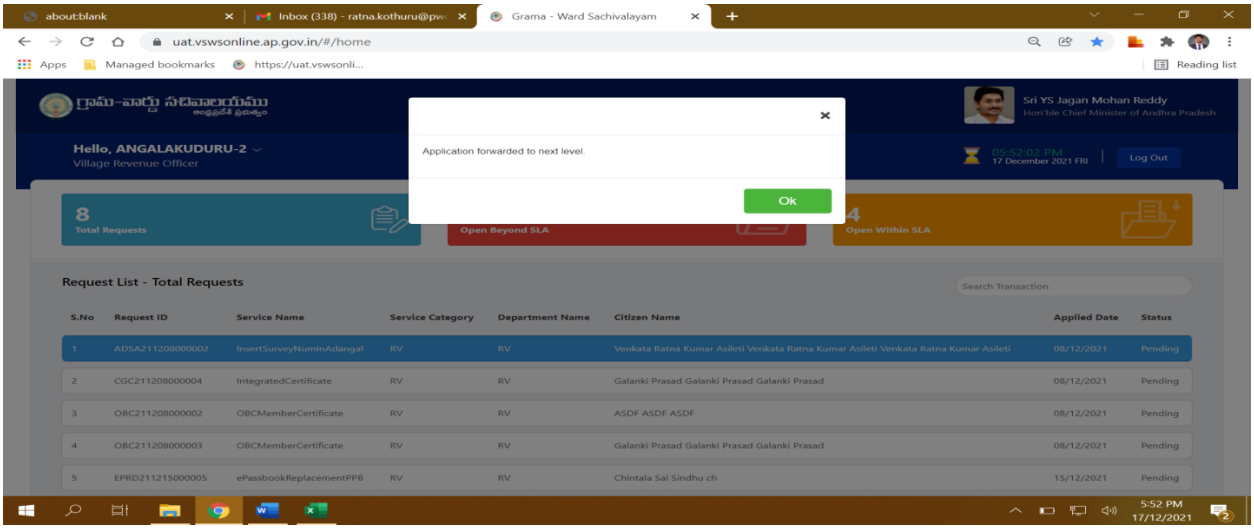


VRO can Recommend or Not Recommend the application as shown below and also give a consent for the Social Audit.

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

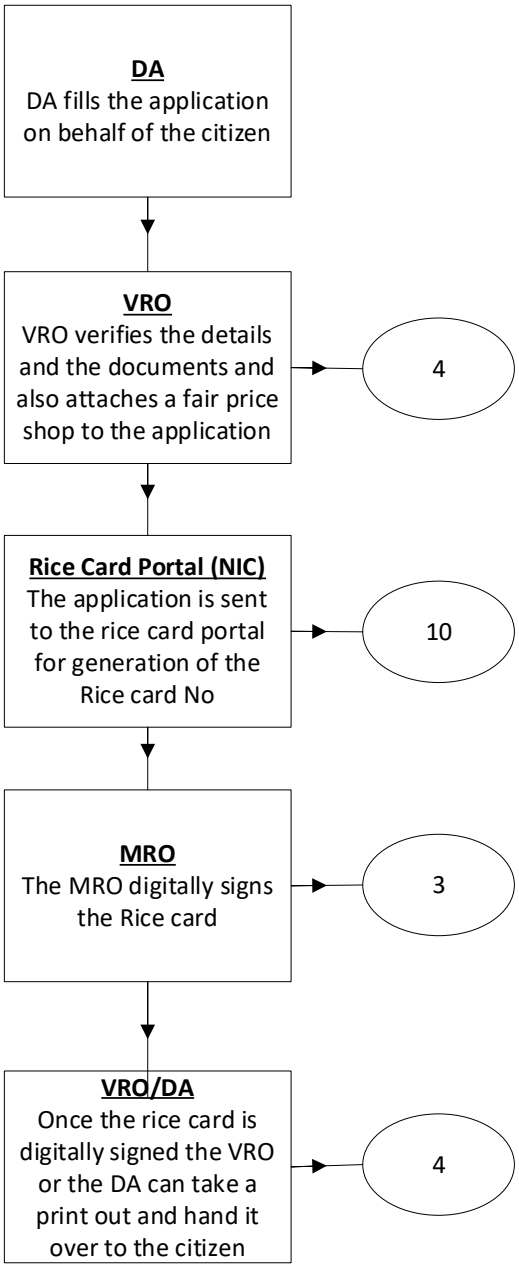


Step 3: If the VRO recommends the application, it is sent to the Rice Card Portal (NIC) for further processing e.g., generation of rice card no, deletion/addition etc.

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

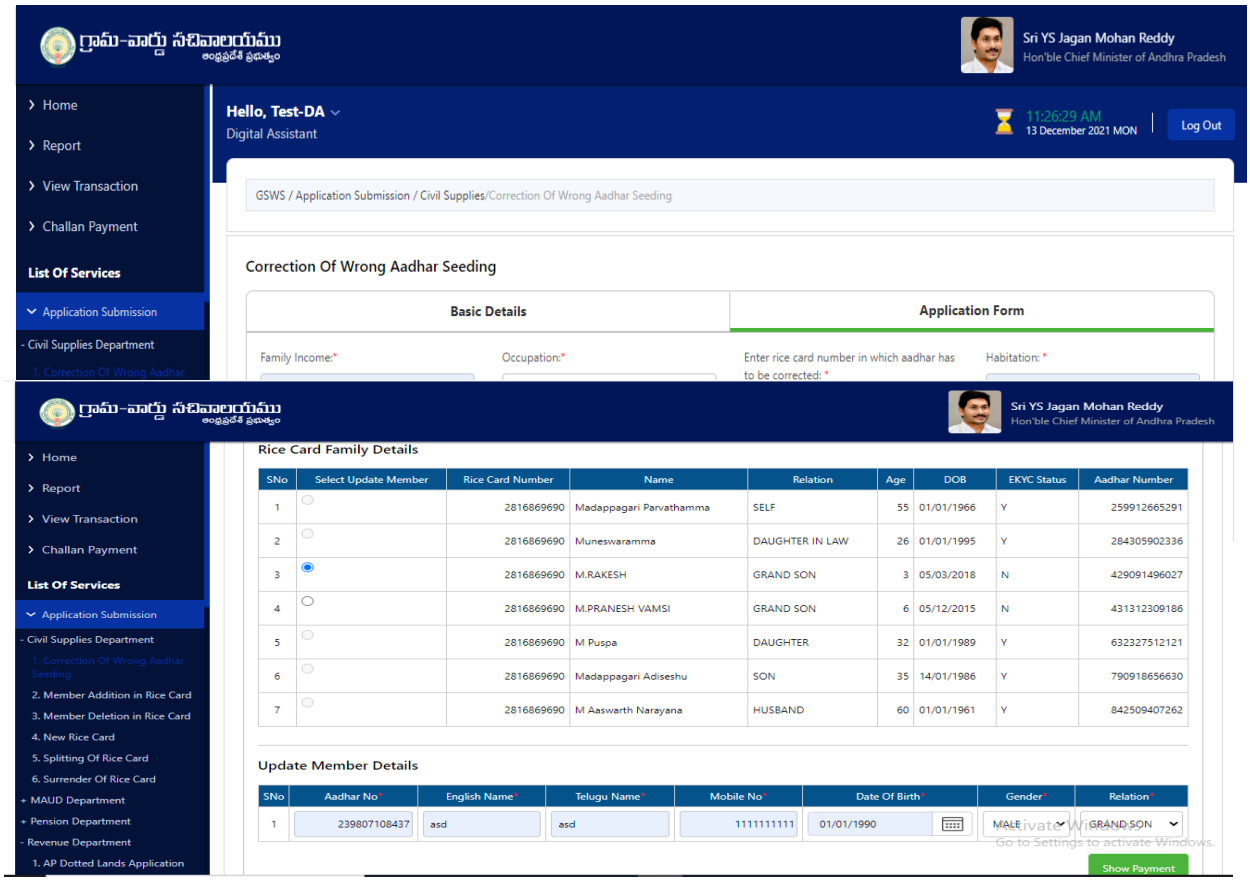
About the Service

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

SLA	21
Documents Checklist	1. Application Forms 2. Aadhar Card 3. Rice Card

Application Forms

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



2. Member Addition in Rice Card

About the Service

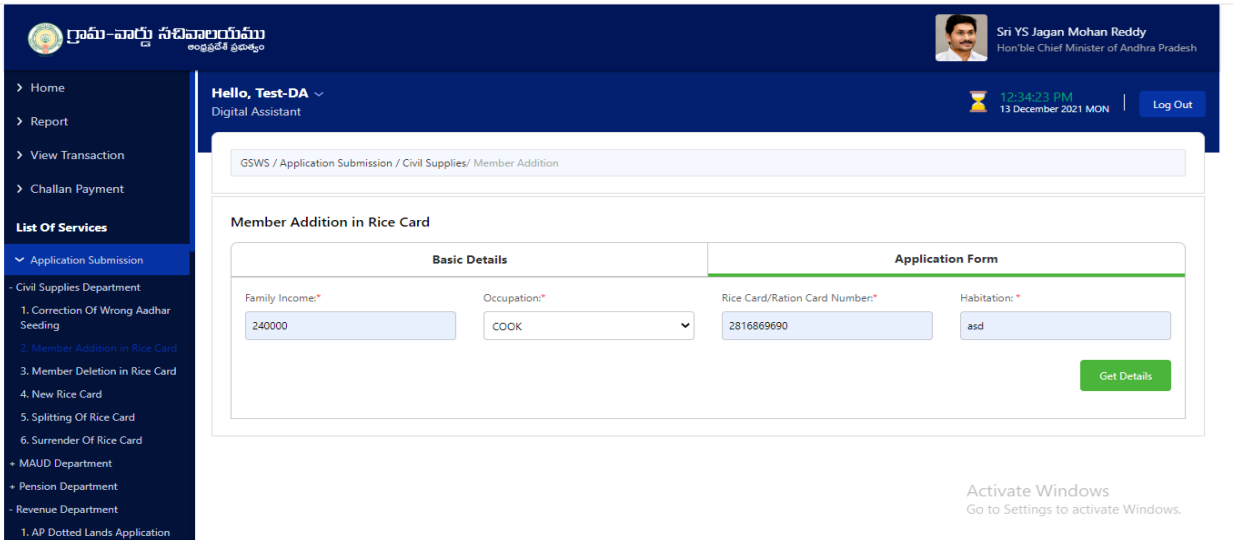
Member addition to Rice card is considered in two cases:

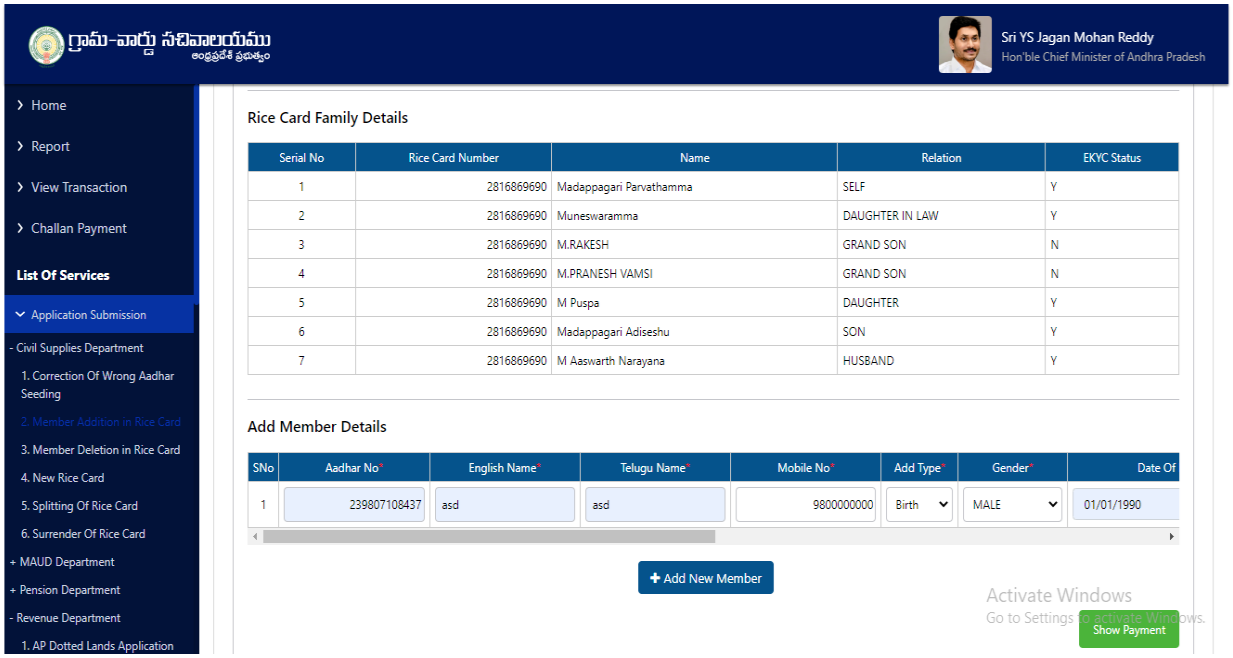
- Category-1: Addition due to birth of child with below 15 years of age who has not included in rice card database.
- Category-2: Addition due to marriage, migrating from existing Rice card or a new member to the rice card database.

SLA	21
Documents Checklist	1. Application Forms 2. Birth Certificate 3. Marriage Certificate 4. Rice Card

Application Forms

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





3. Member Deletion in Rice Card

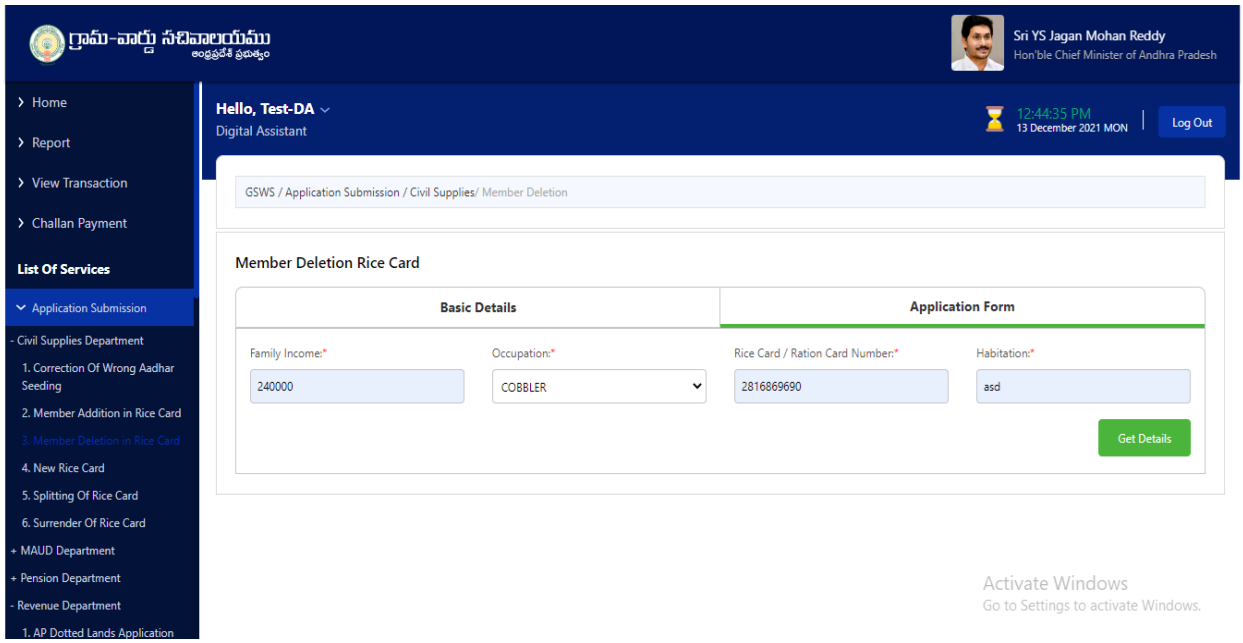
About the Service

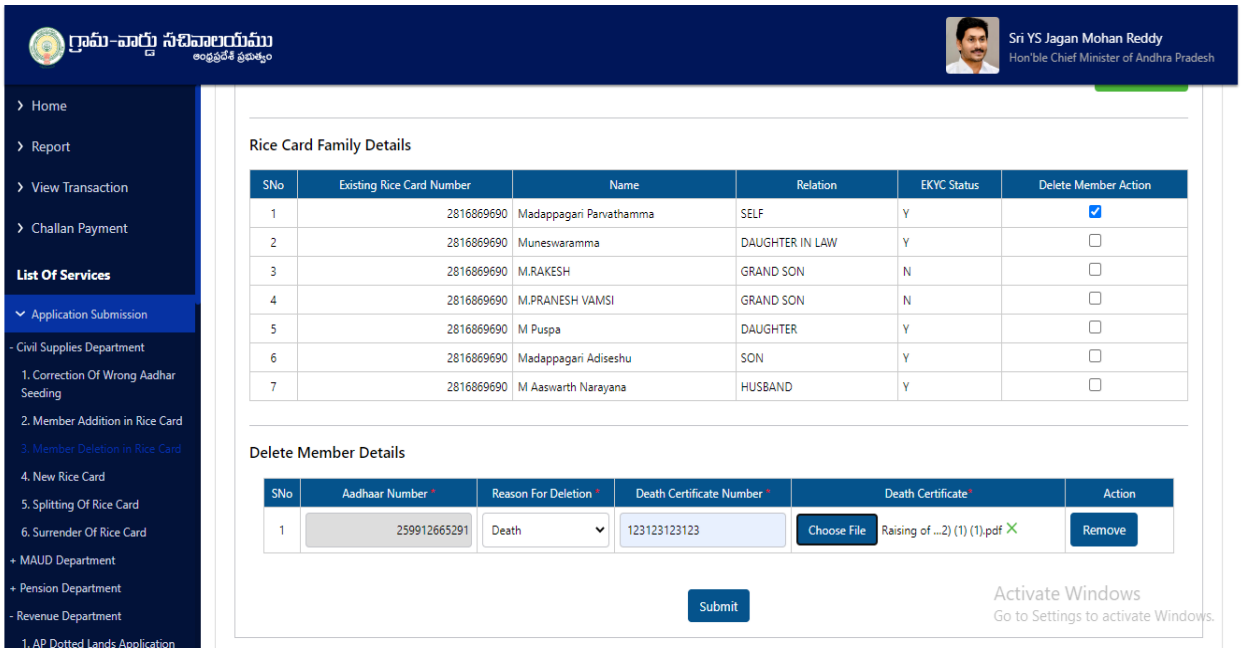
Member deletion in Rice card service is allowed only for death cases.

SLA	21
Documents Checklist	1. Application Forms 2. Death Certificate 3. Rice Card

Application Forms

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





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

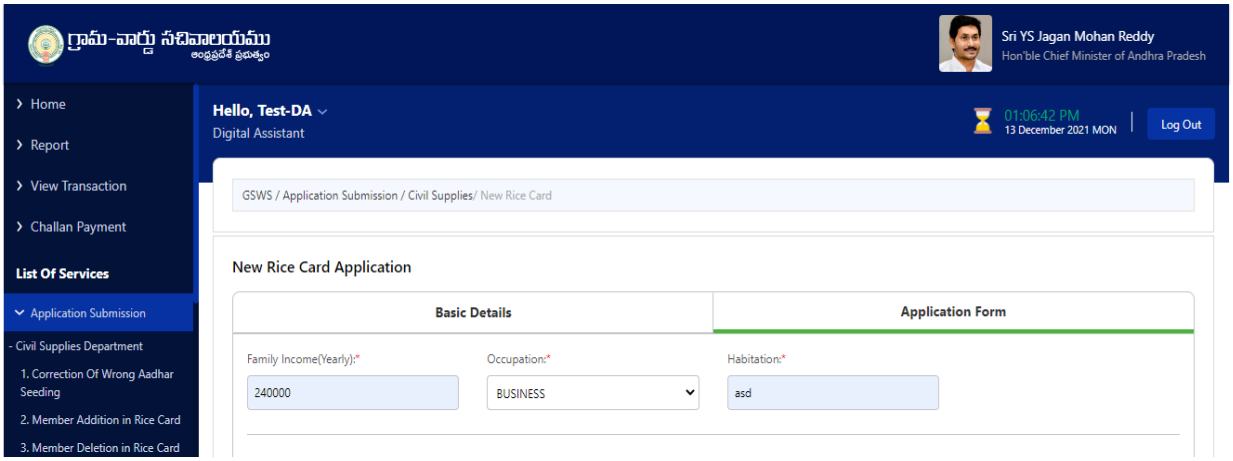
is not there, then they have to upload the supporting document either death or divorce or notary.

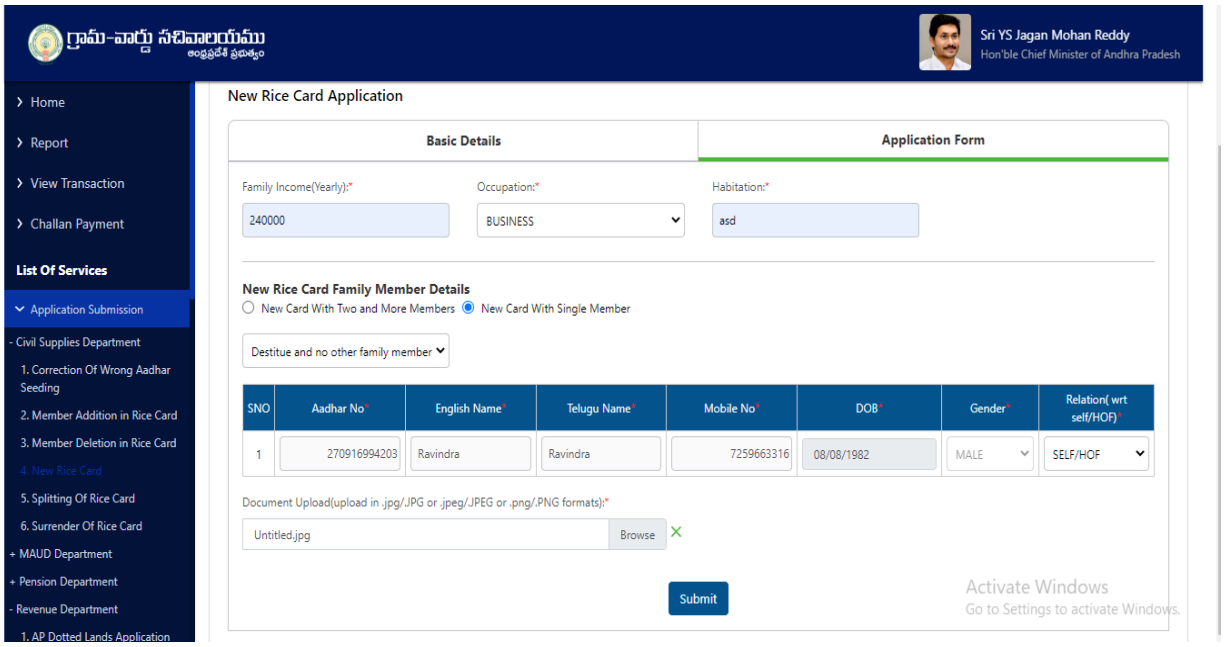
- Category-2: Single Member cards can be allowed for the following categories:
    - Widow (female) and never had any children: Woman single member, who lost her husband and never had any children can apply in this category.
    - Widower (male) and never had any children: Male single member, who lost 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.

SLA	21
Documents Checklist	1. Application Forms 2. Aadhar Number 3. Rice Card 4. Death Certificate(for single member card)

Application Forms

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





5. Splitting Rice Card

About the Service

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

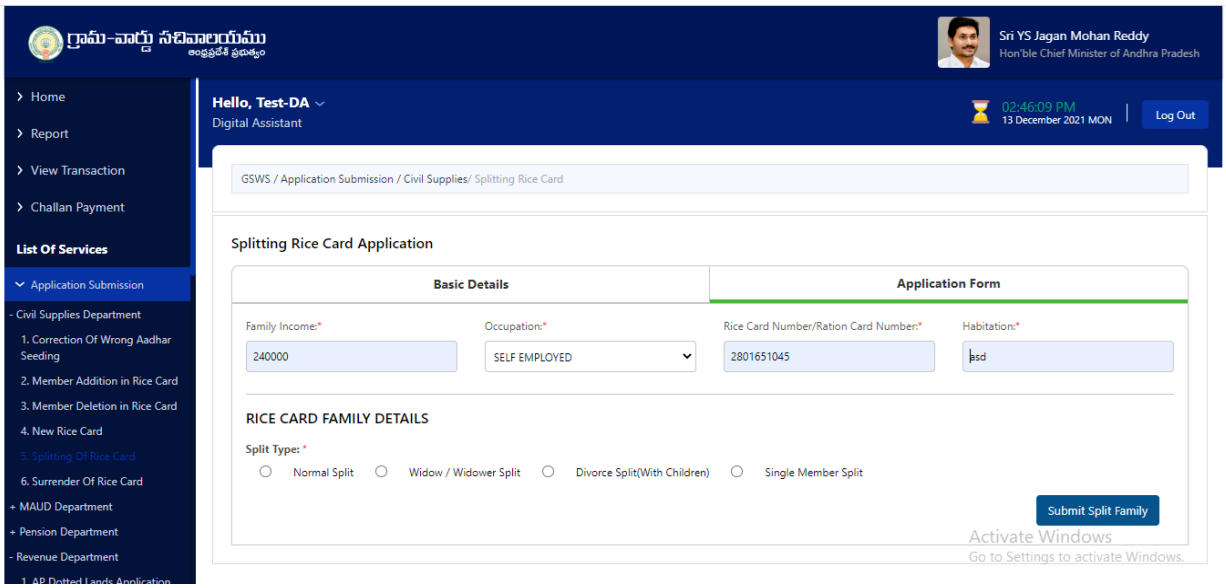
- Normal Split: Normal Split cards can be applied by the rice cardholder having 2 family units existing in that rice card; the split card can be applied by splitting minimum two or more members of a family with minimum two members in the existing card.

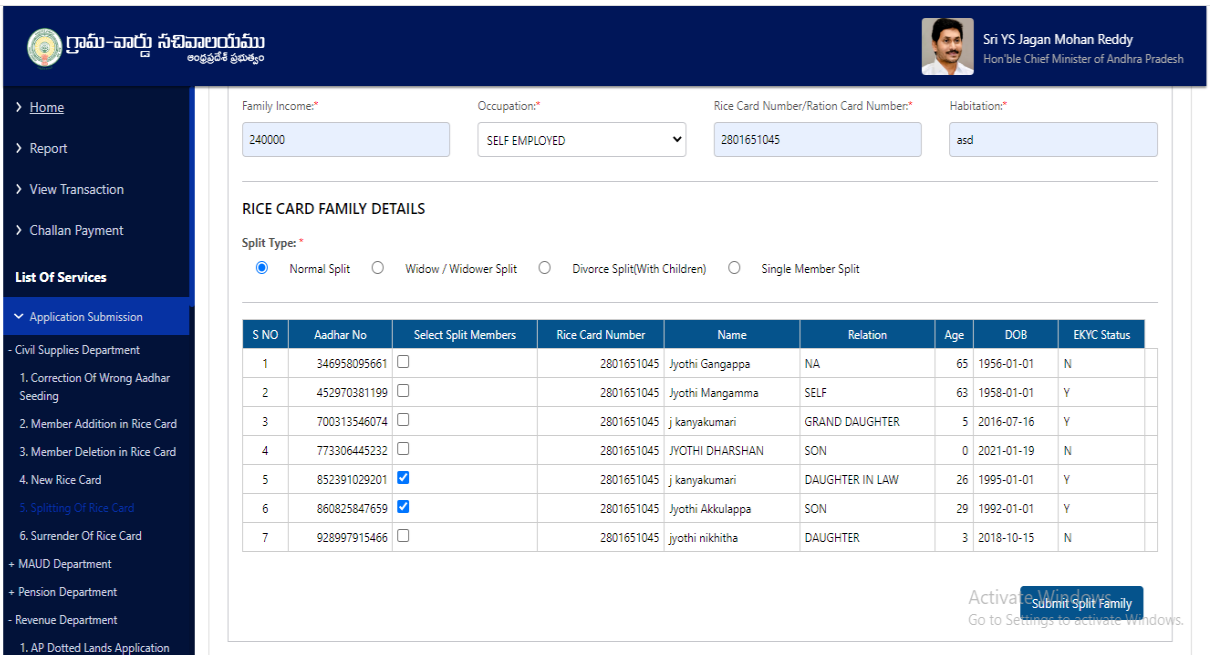
- Single Member Split: Single Member Split cards can be allowed for the following categories:
    - Widow (female) and never had any children: Woman single member, who lost her husband and never had any children can apply in this category.
    - Widower (male) and never had any children: Male single 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.

SLA	21
Documents Checklist	1. Application Forms 2. Rice Card 3. Proofs based on category

Application Forms

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





6. Surrender Rice Card

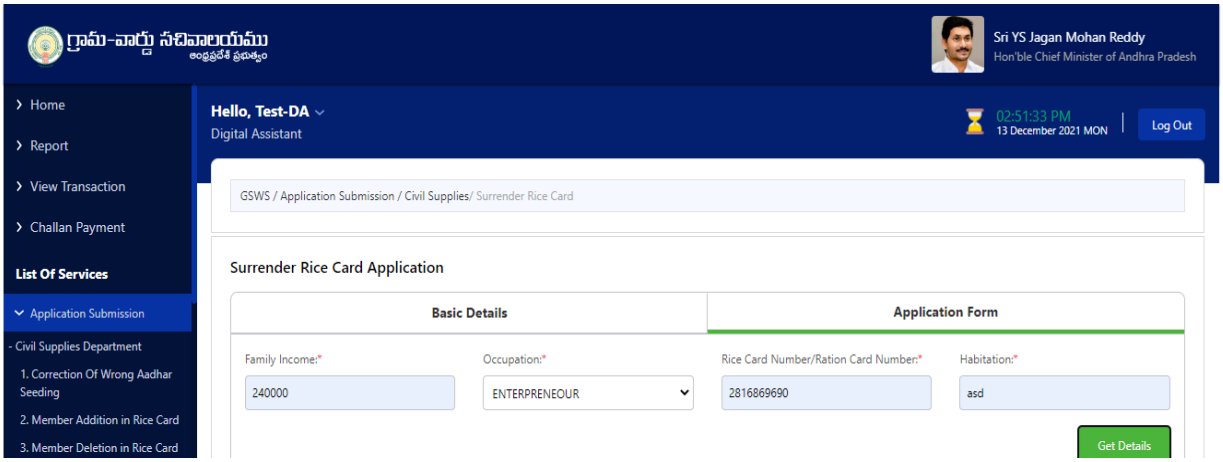
About the Service

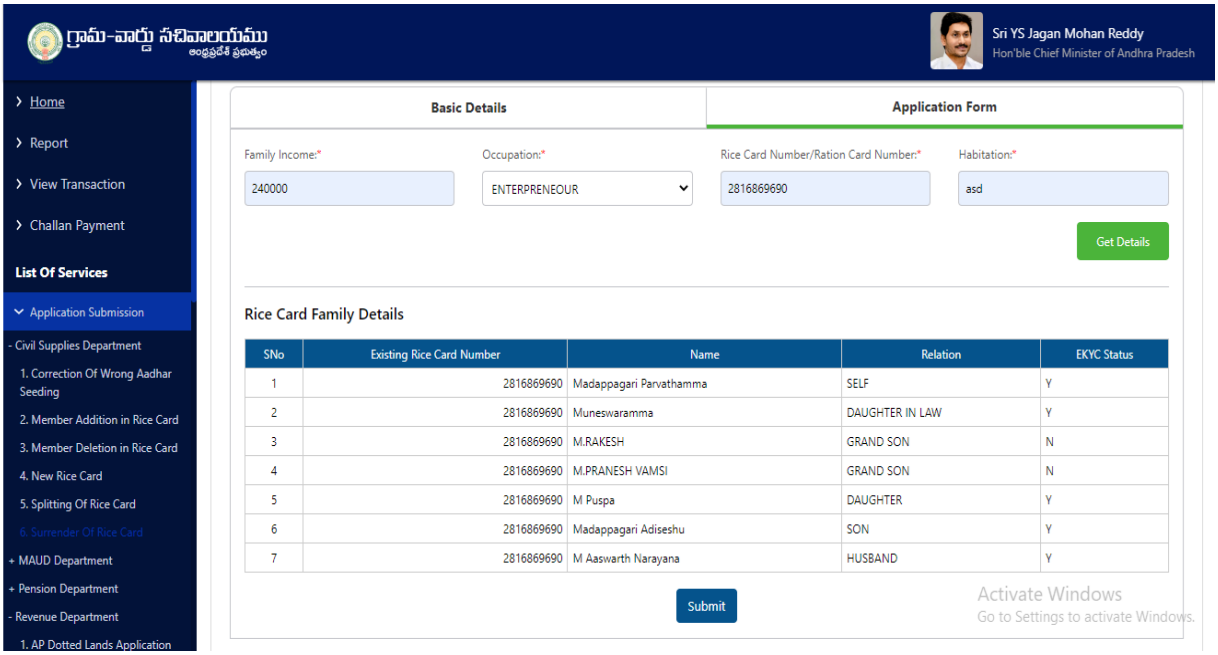
This service is for cardholders to voluntarily surrender the card.

SLA	21
Documents Checklist	1. Application Forms 2. Rice Card

Application Forms

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


గ్రామ-వార్డు సచివాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం
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
Hello, Test-DA
Digital Assistant
02:51:33 PM
13 December 2021 MON
Log Out
GSWS / Application Submission / Civil Supplies/ Surrender Rice Card
Surrender Rice Card Application
Basic Details
Application Form
Family Income:*
240000
Occupation:*
ENTERPRENEOUR
Rice Card Number/Ration Card Number:*
2816869690
Habitation:*
asd
Get Details


గ్రామ-వార్డు సచివాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం
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
Family Income:*
240000
Occupation:*
ENTERPRENEOUR
Rice Card Number/Ration Card Number:*
2816869690
Habitation:*
asd
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 Adiseshu SON Y
7 2816869690 M Aaswarth Narayana HUSBAND Y
Submit
Activate Windows
Go to Settings to activate Windows.

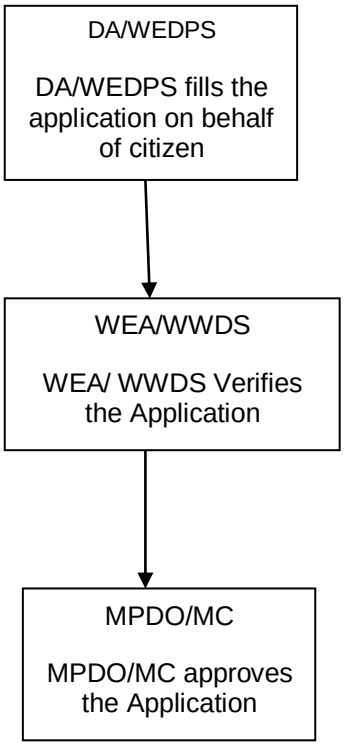
Pensions

Overview

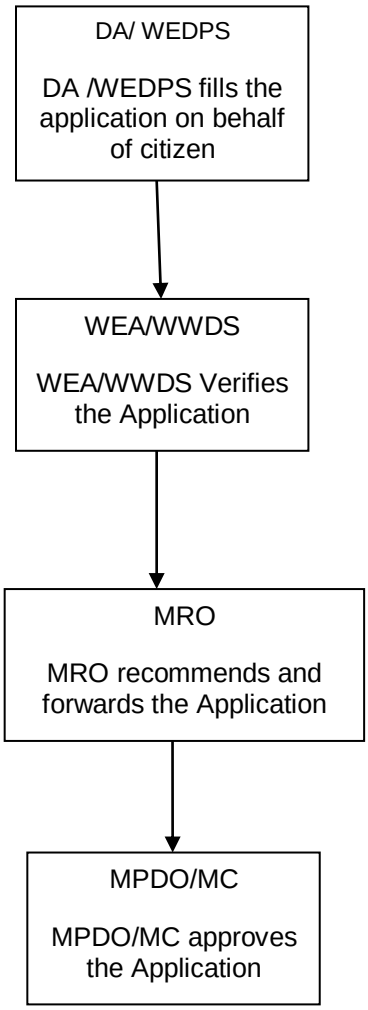
3 Pension services have made available in the new GSWS portal. Details are mentioned in the table below

S.No	Service Name	SlA – Days
1	New Pension Application • OAP Pension • Disability • Widow • Single Women • Weavers • Toddy Tappers • Transgender • Fisherman • Cobbler • Dappu Artists	21
2	Pension Card Printing	NA
3	Pension Social Audit List	NA

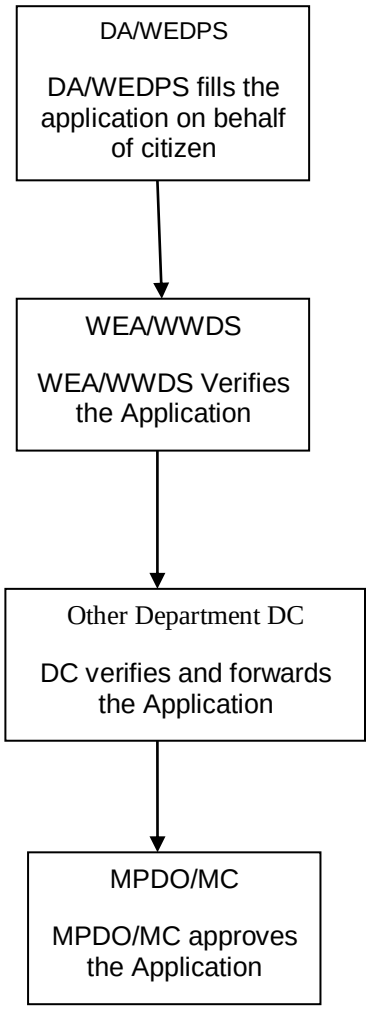
Approval Flow for OAP/Disability/Widow Pensions:



Approval Flow for Single Woman Pensions:

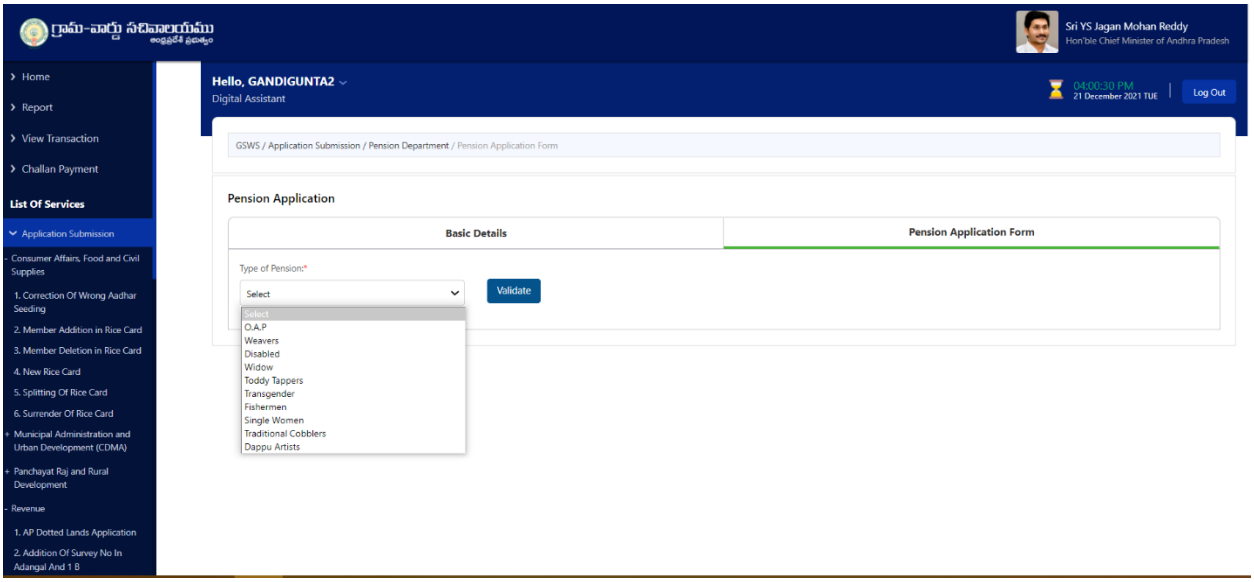


Approval Flow for Weavers/Toddy Tappers/Transgender/ Fisherman/Cobblers/ Dappu artists Pensions:

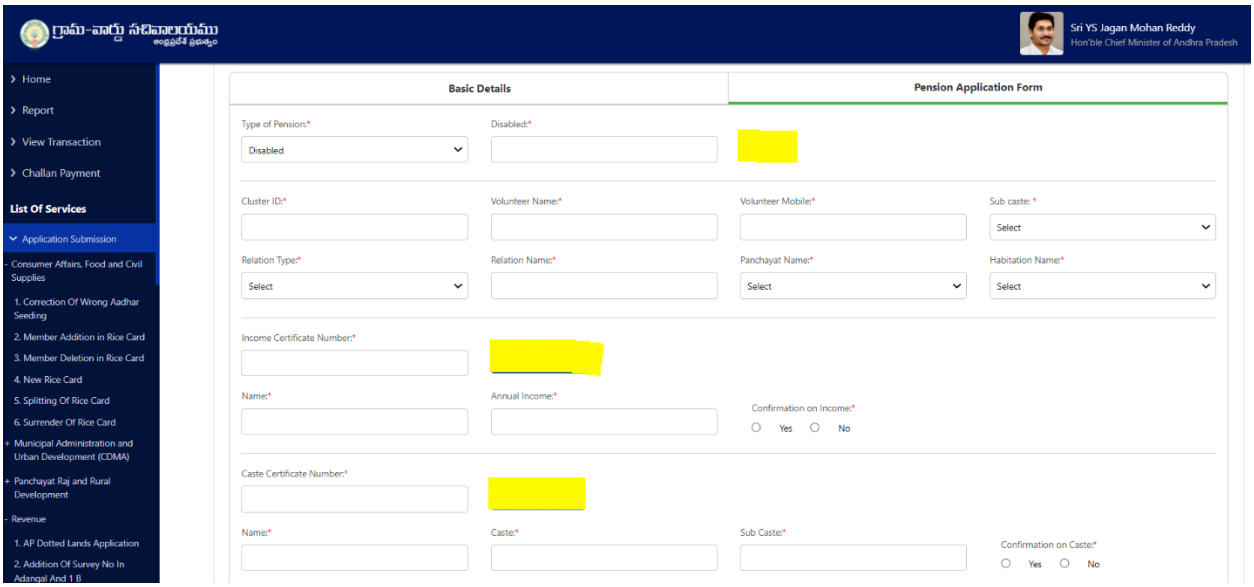


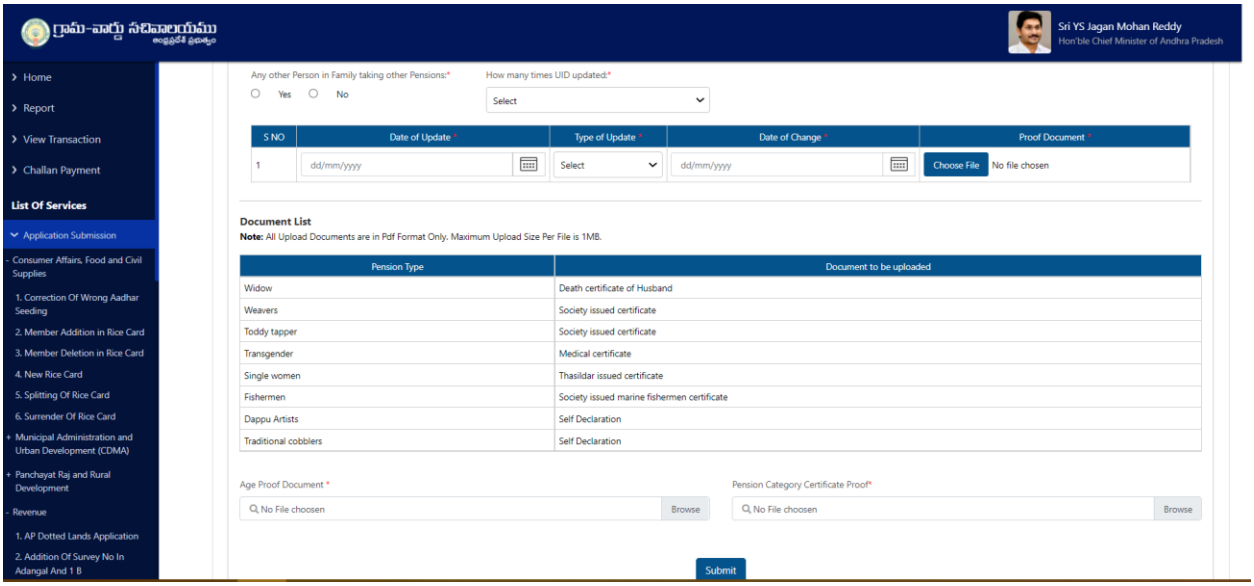
Standard Approval Process (for demonstration purpose)

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



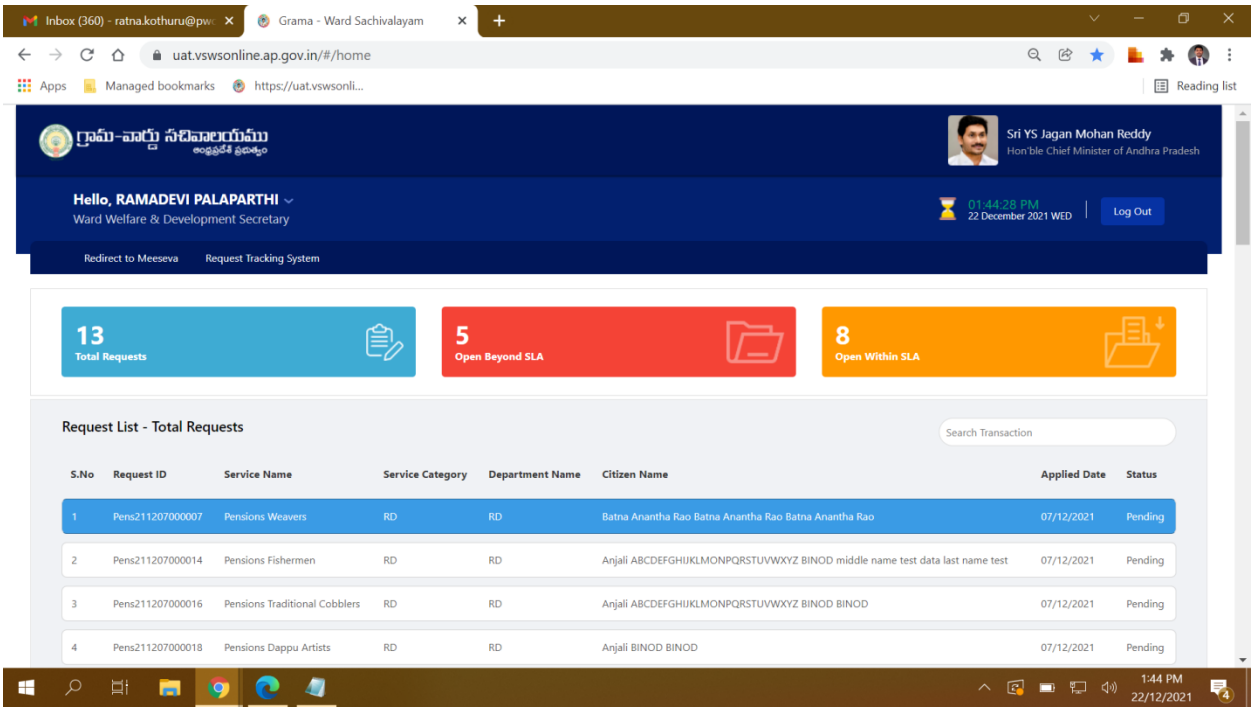
Service Application form –Caste, Income and existing pension detailsneeds to be validated by the DA/WEDPS. The necessary proofs(based on the type of pension application) along with the pension application should be uploaded in this page



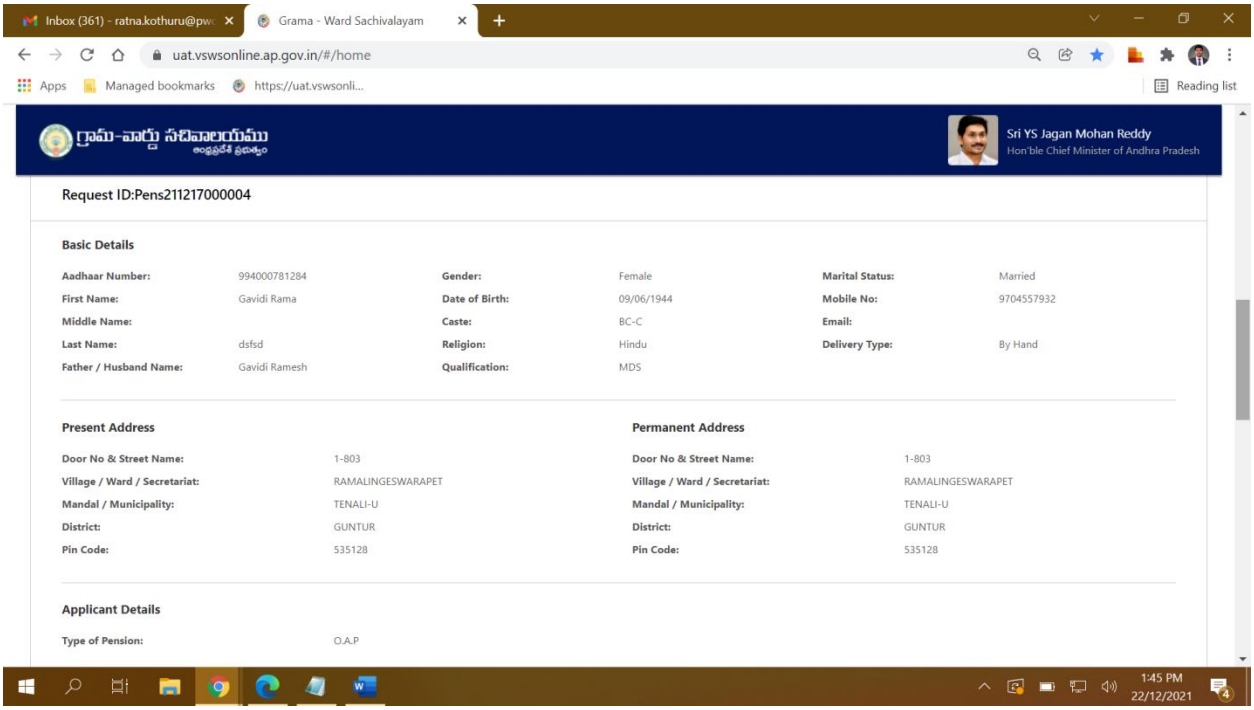


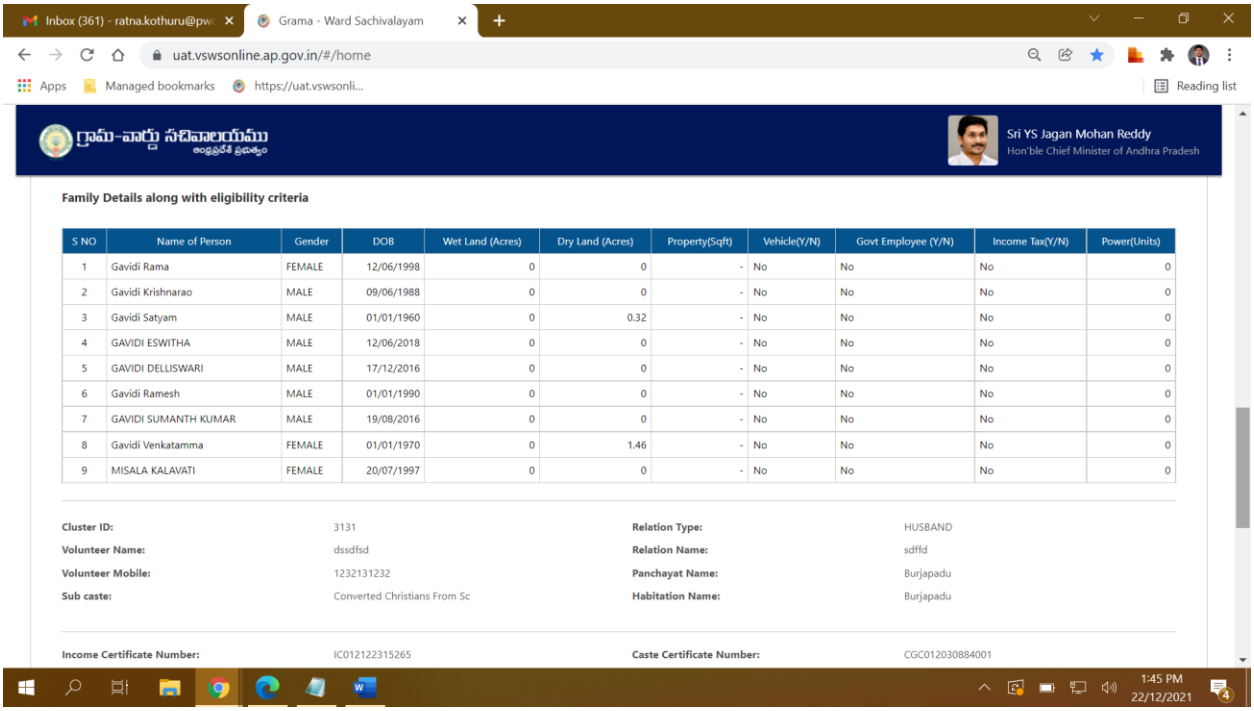
Once the relevant validations are successful and the DA/WEDPS submits the application on behalf of the citizen and completes the payment procedure. The application is forwarded to the next level approving authority mapped to the Service.

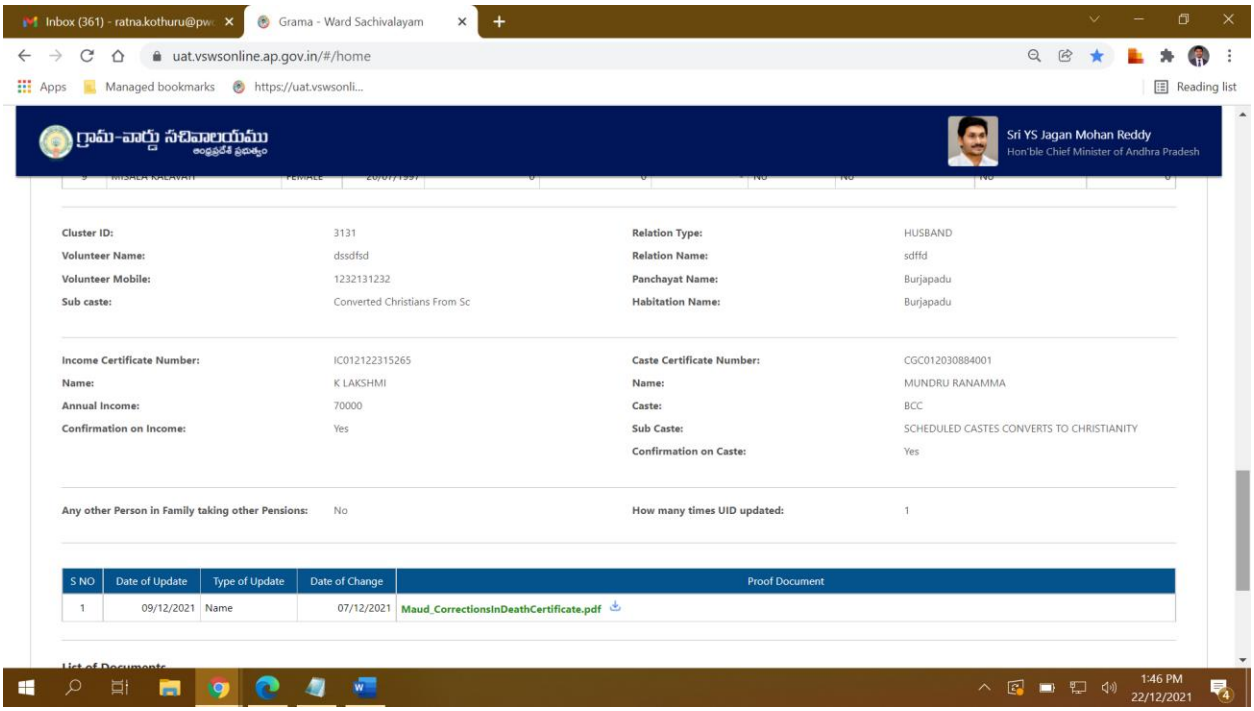
Step 2: Verification Authority (WEA/WWDS etc.): The verification authority can view all the applications or requests assigned to him along with their SLA and status

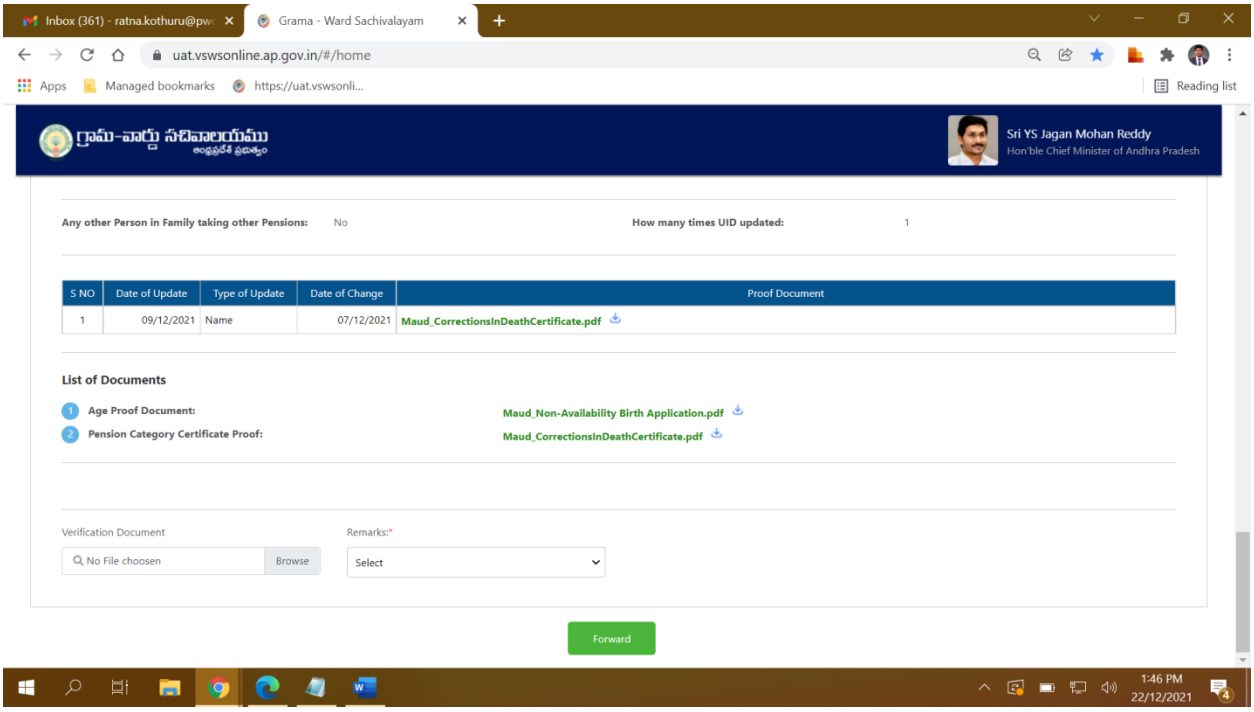


The WEA/WWDS will be able to view all the details filled by the DA/WEDPS on behalf of the citizen along with the documents uploaded for the service





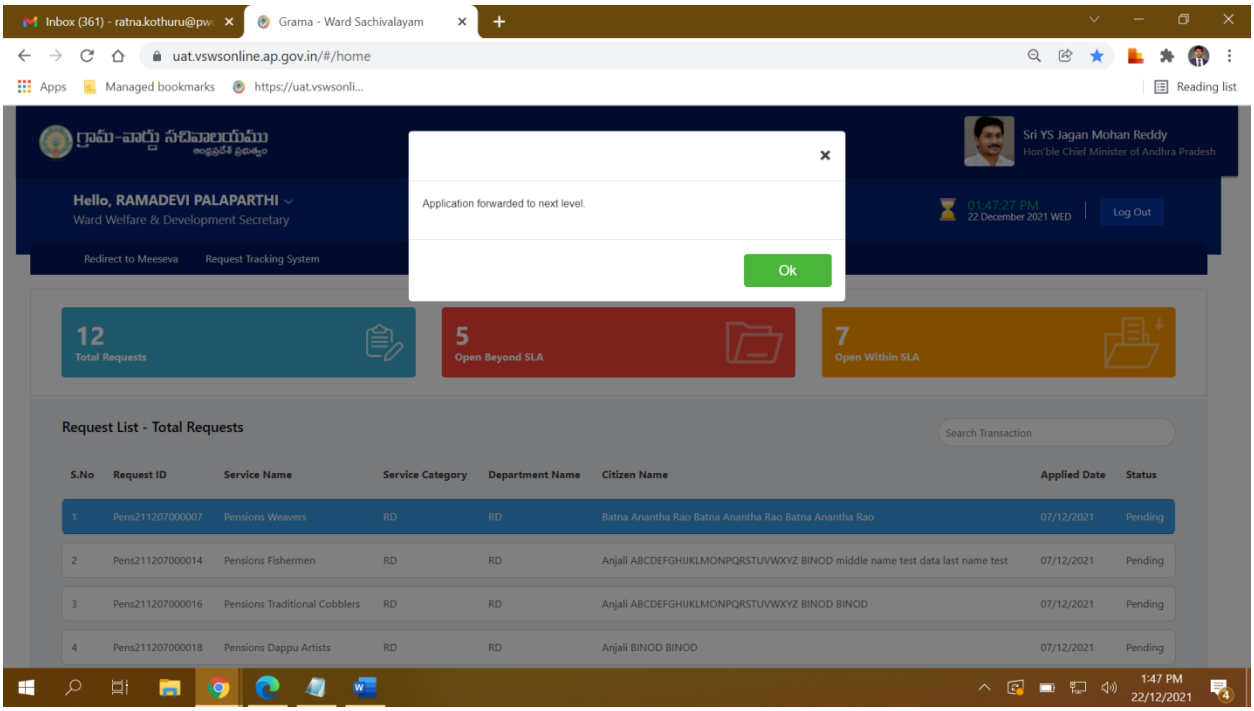




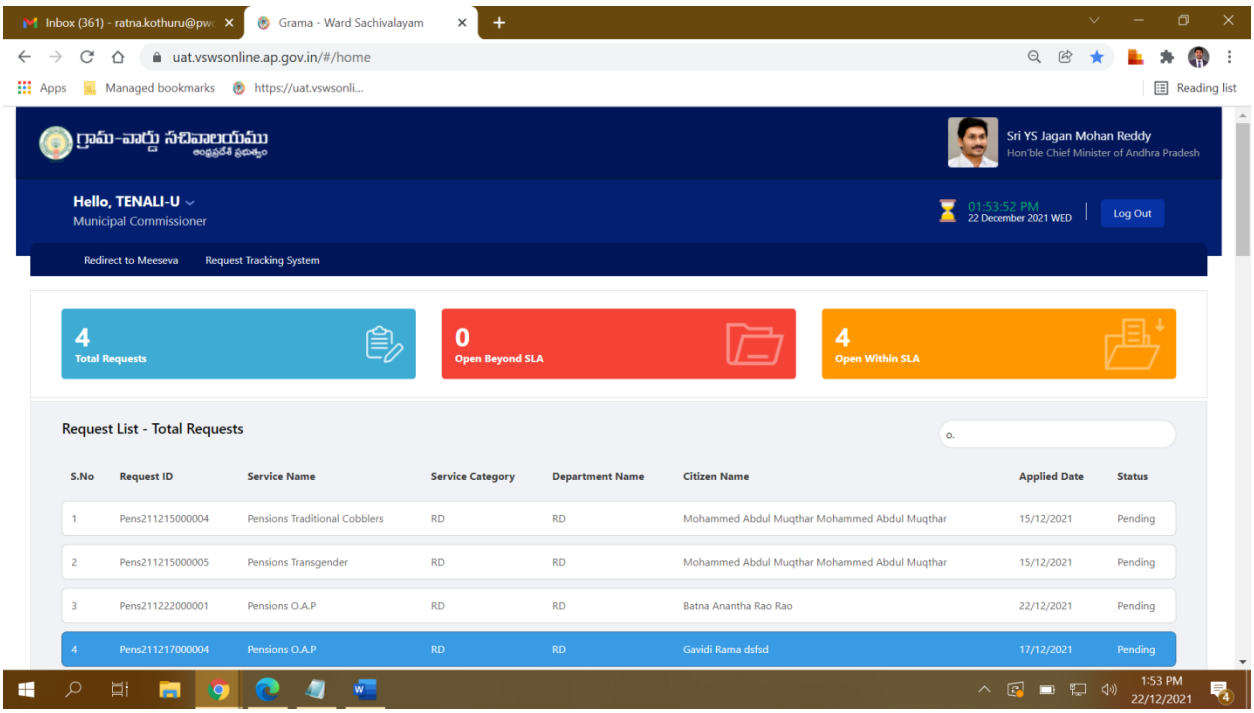
WEA/WWDS can Recommend or Not Recommend the application as shown above.

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

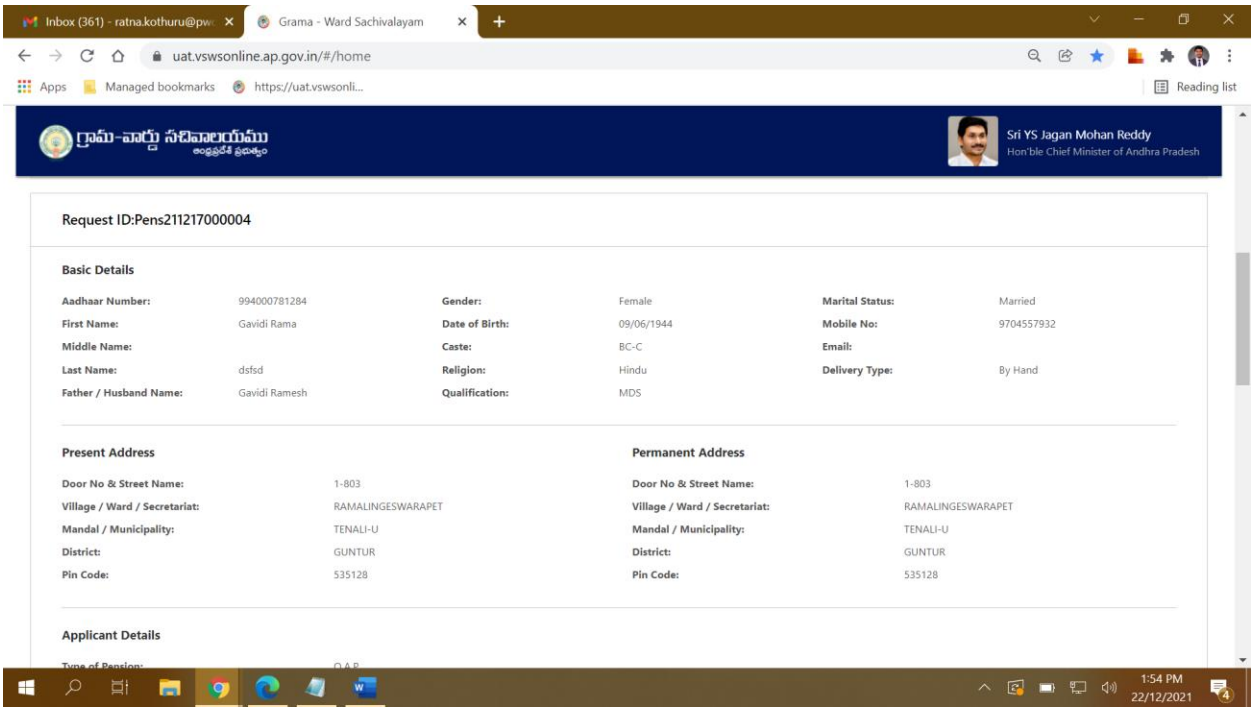
WEA/WWDS is notified through a pop-up window once the application is verified and submitted



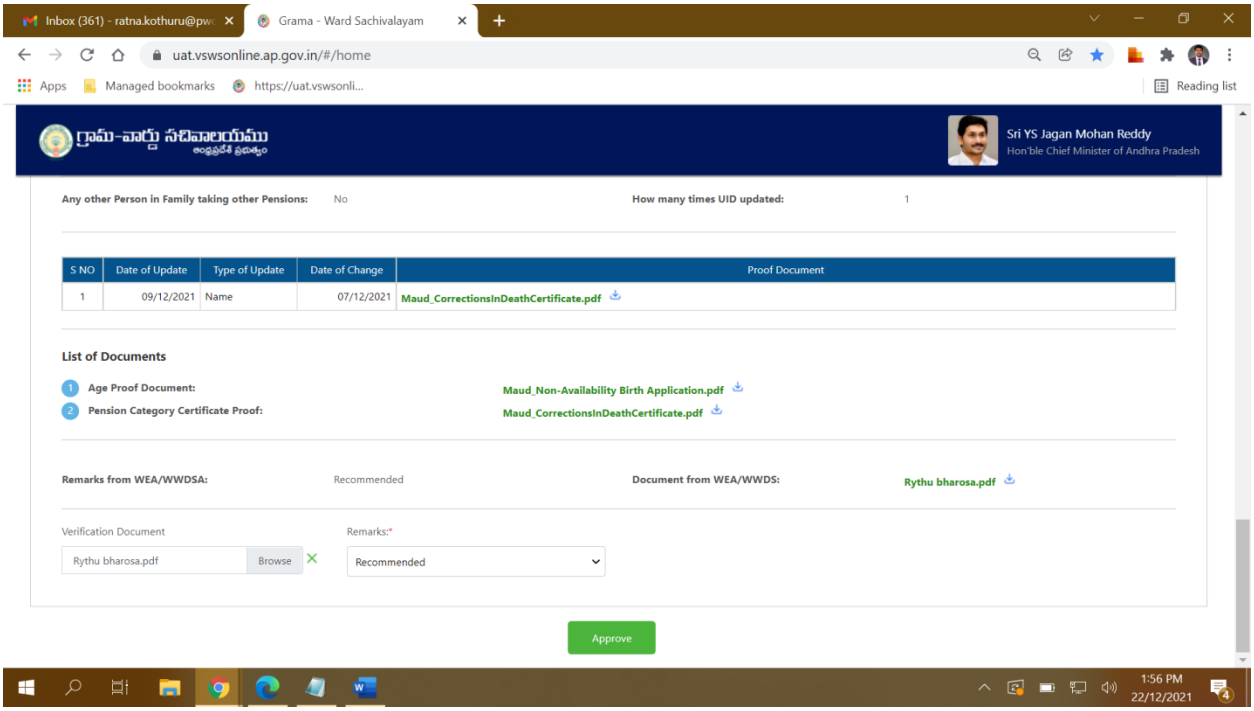
Step 3: Approving Authority (MPDO, Municipal Commissioner etc.): The Approving authority can view all the applications or requests assigned to him along with their SLA and status

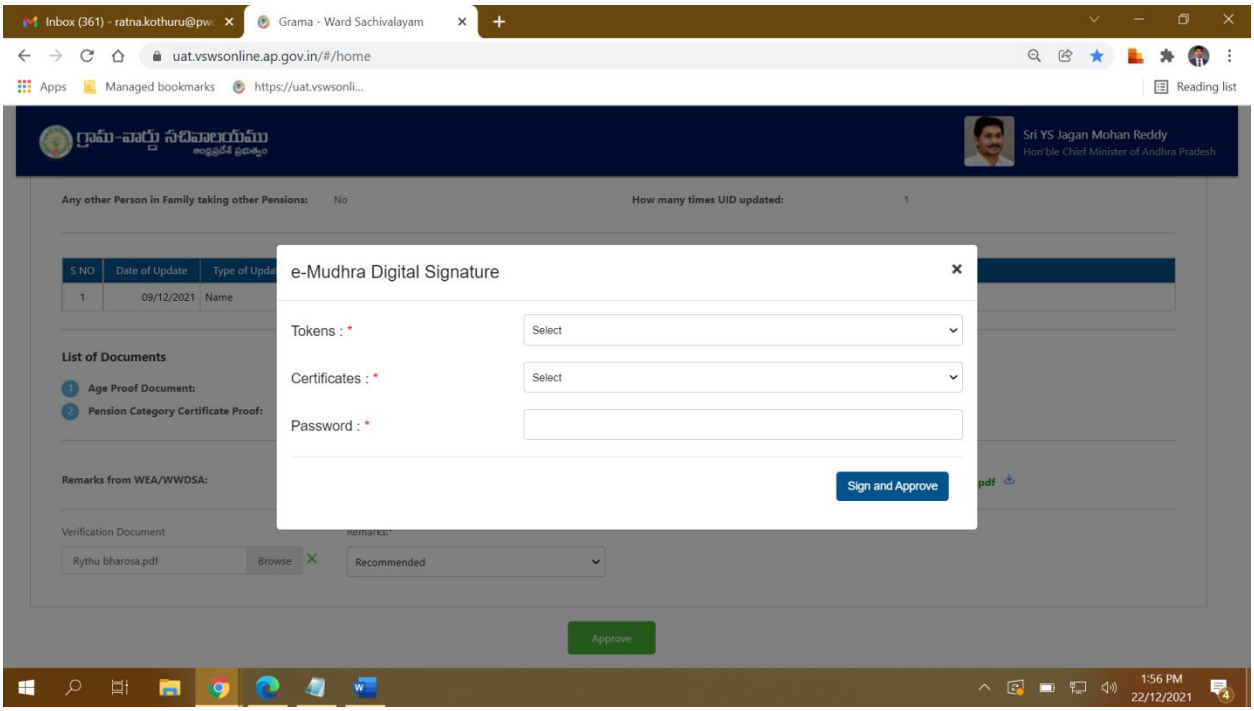


The MPDO/MC will be able to view all the details filled by the DA/WEDPS and the recommendations made by the WEA/WWDS on behalf of the citizen along with the documents uploaded for the service



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

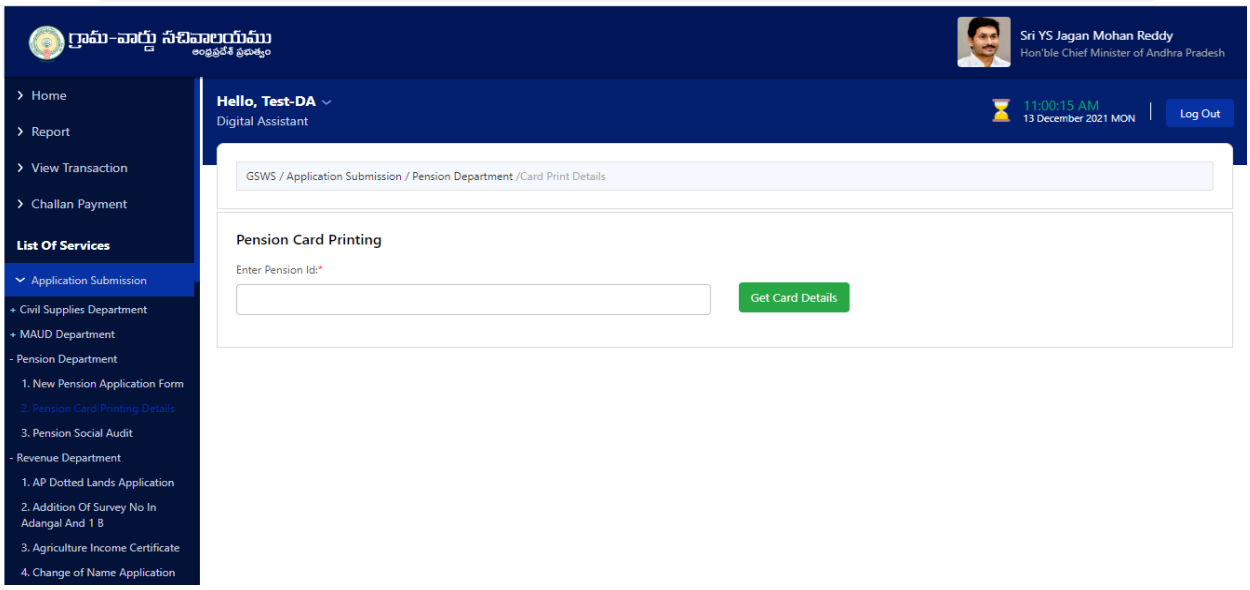
SLA	21
Documents Checklist	1. Aadhar card 2. Family Income certificate 3. Land property (if any) 4. Relevant certificate for Pensions a. Widow: Death certificate of husband b. Weave: Handloom & Textile certificate c. Single women: Legally separated papers/ Revenue certificate d. Toddy Topper: Excise Department certificate

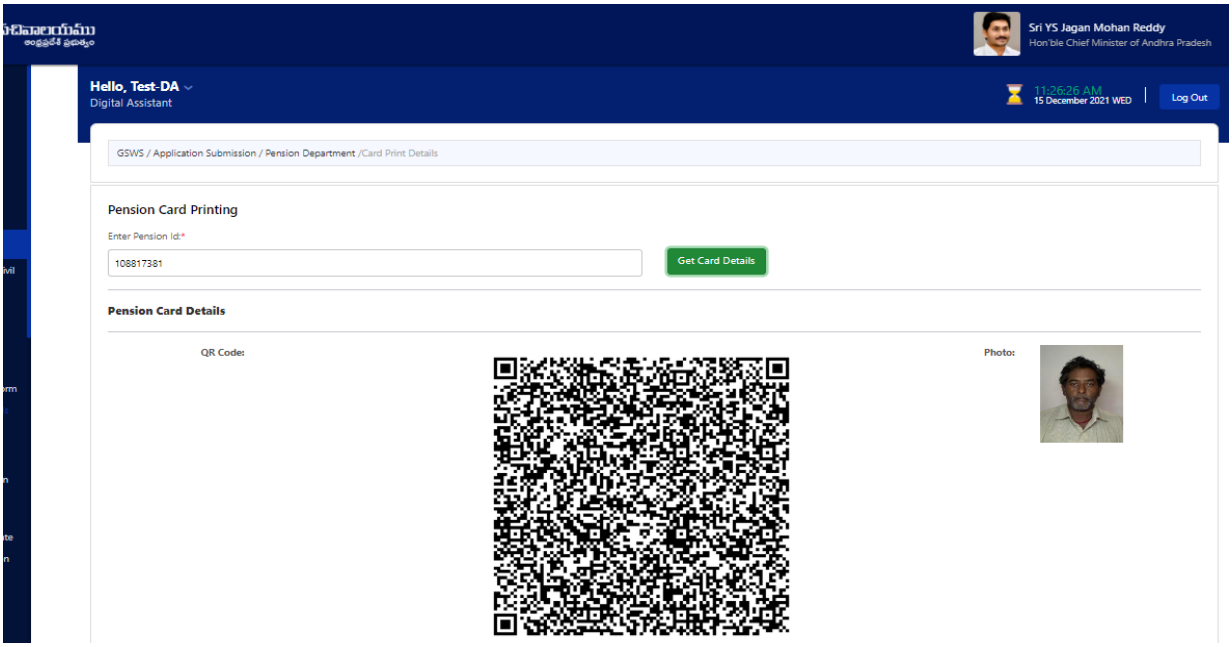
	e. Fishermen: Fisheries department certificate f. Disabled: Sadarem certificate g. Traditional Cobbler: Social Welfare certificate h. Dappu Artists: Social Welfare Dept certificate i. Transgender: District Medical Board Certificate

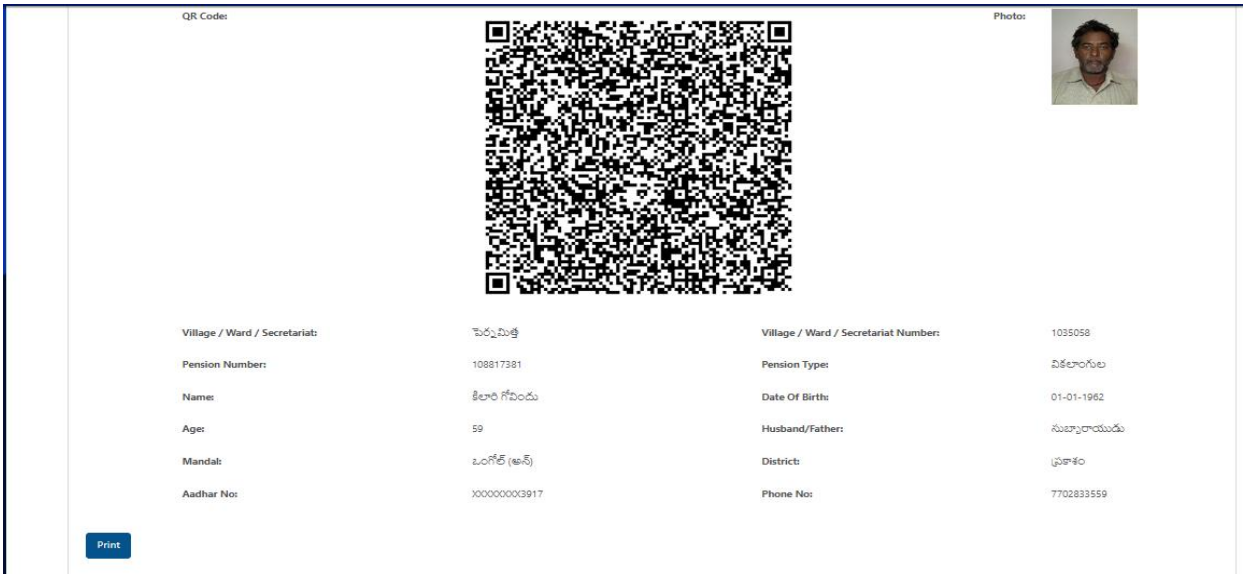
2. Pension Card Printing

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.




Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh
Hello, Test-DA
Digital Assistant
11:26:26 AM
15 December 2021 WED
Log Out
GSWS / Application Submission / Pension Department /Card Print Details
Pension Card Printing
Enter Pension Id:*
108817381
Get Card Details
Pension Card Details
QR Code:
Photo:

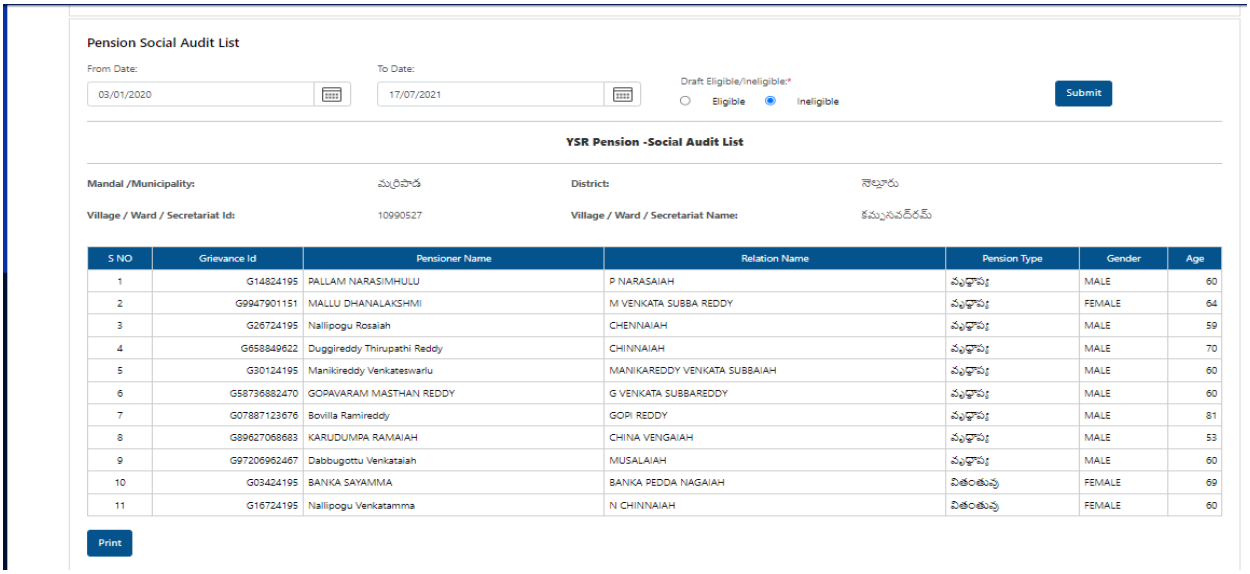

QR Code:
Photo:
Village / Ward / Secretariat: పెర్నమిత్త
Village / Ward / Secretariat Number: 1035058
Pension Number: 108817381
Pension Type: వికలాంగులు
Name: కీలారి గోవిందు
Date Of Birth: 01-01-1962
Age: 59
Husband/Father: సుబ్బారాయుడు
Mandal: ఒంగోలే (అన్)
District: ప్రకాశం
Aadhar No: XXXXXXXX3917
Phone 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: 03/01/2020 To Date: 17/07/2021 Draft Eligible/Ineligible:* Eligible Ineligible Submit

YSR Pension -Social Audit List

Mandal /Municipality: మచిలీపట్నం District: నెల్లూరు

Village / Ward / Secretariat Id: 10990527 Village / Ward / Secretariat Name: కమ్మనవారిపాలెం

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

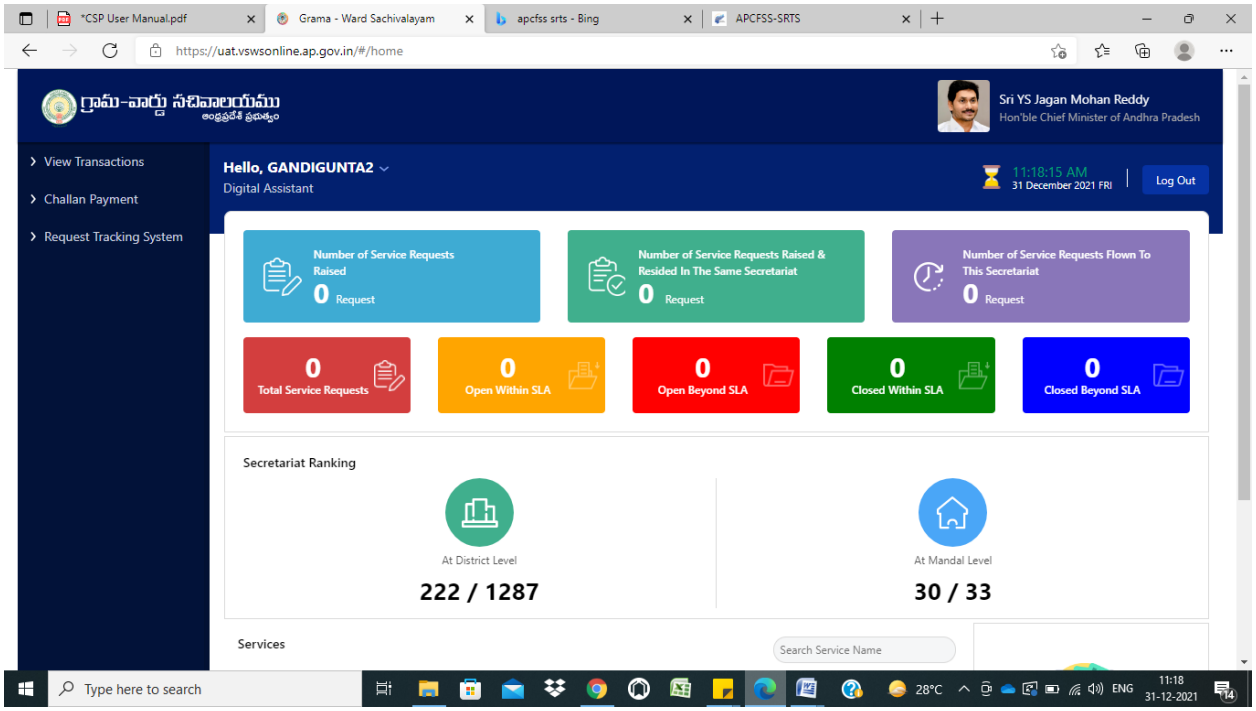
Print

Dash Boards Interpretation

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

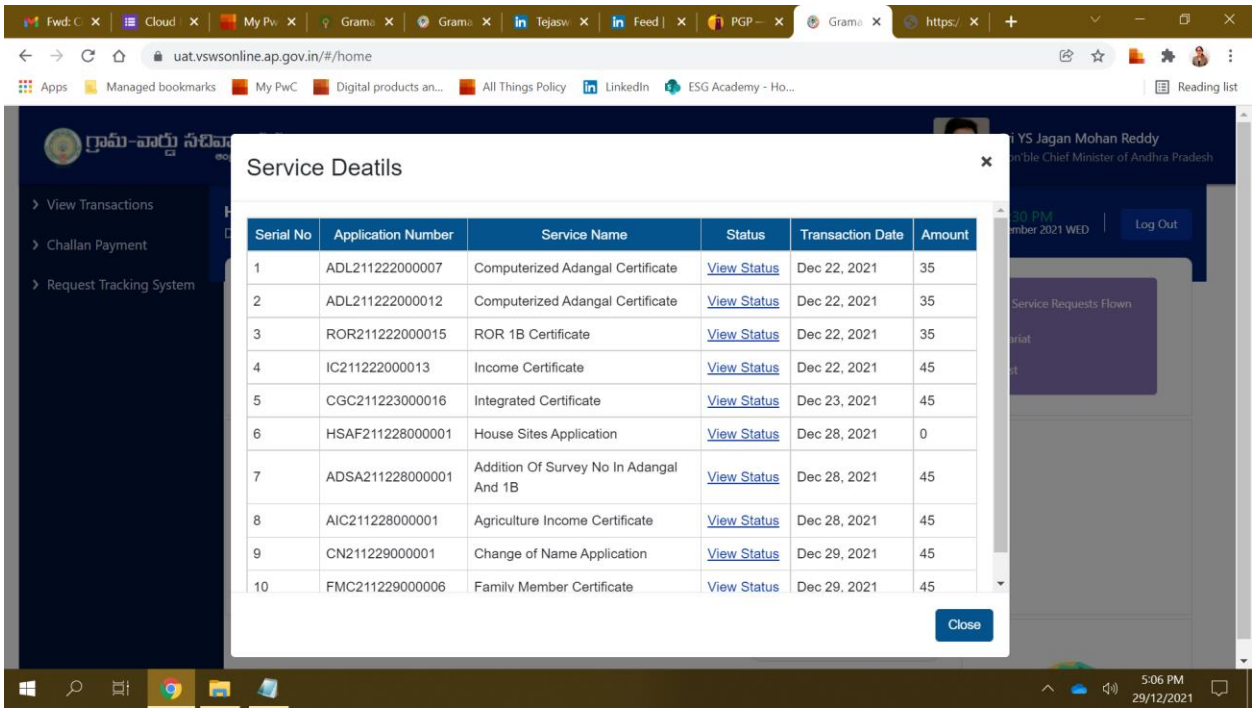
They are:

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

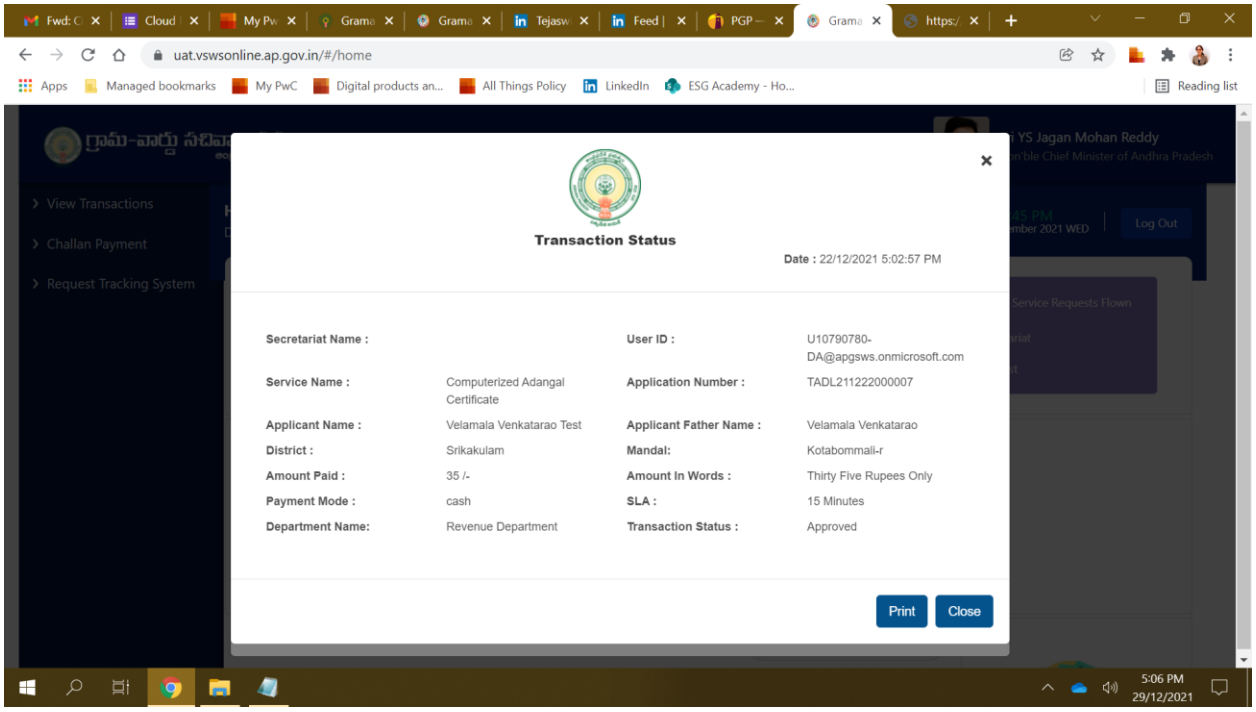


a. Number of Service Requests raised

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.

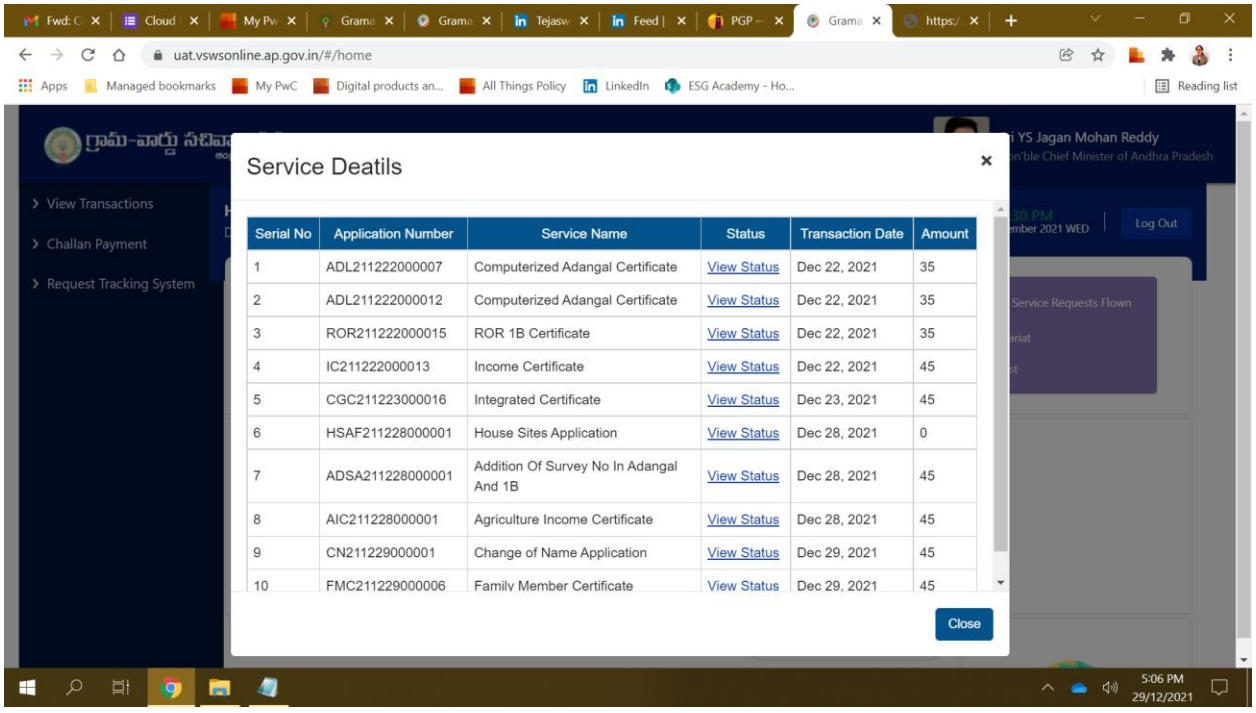


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below

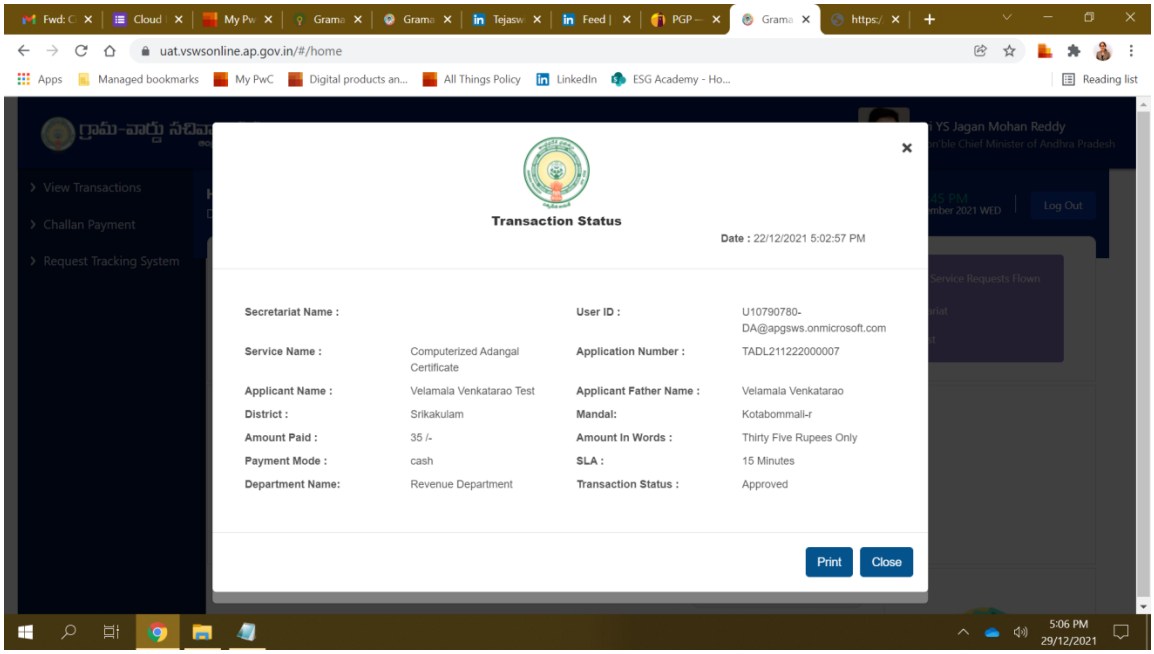


b. Number of Service Requests Raised & Resided In The Same Secretariat:

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

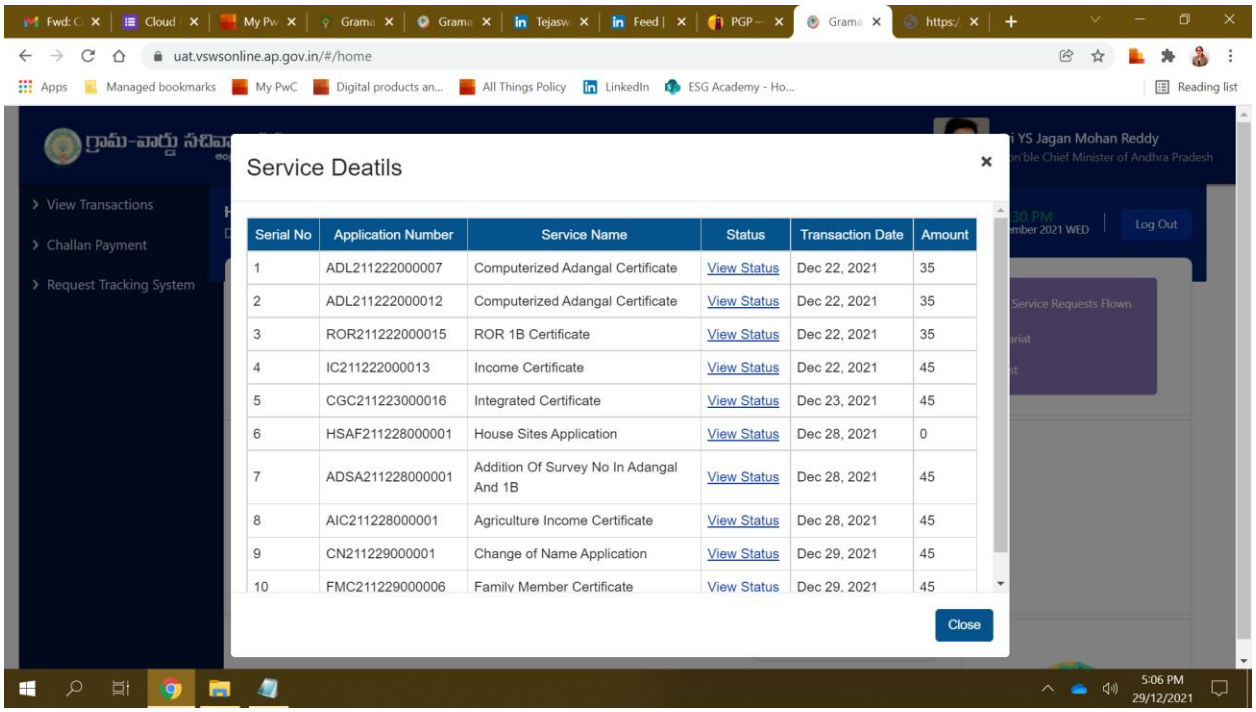


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below

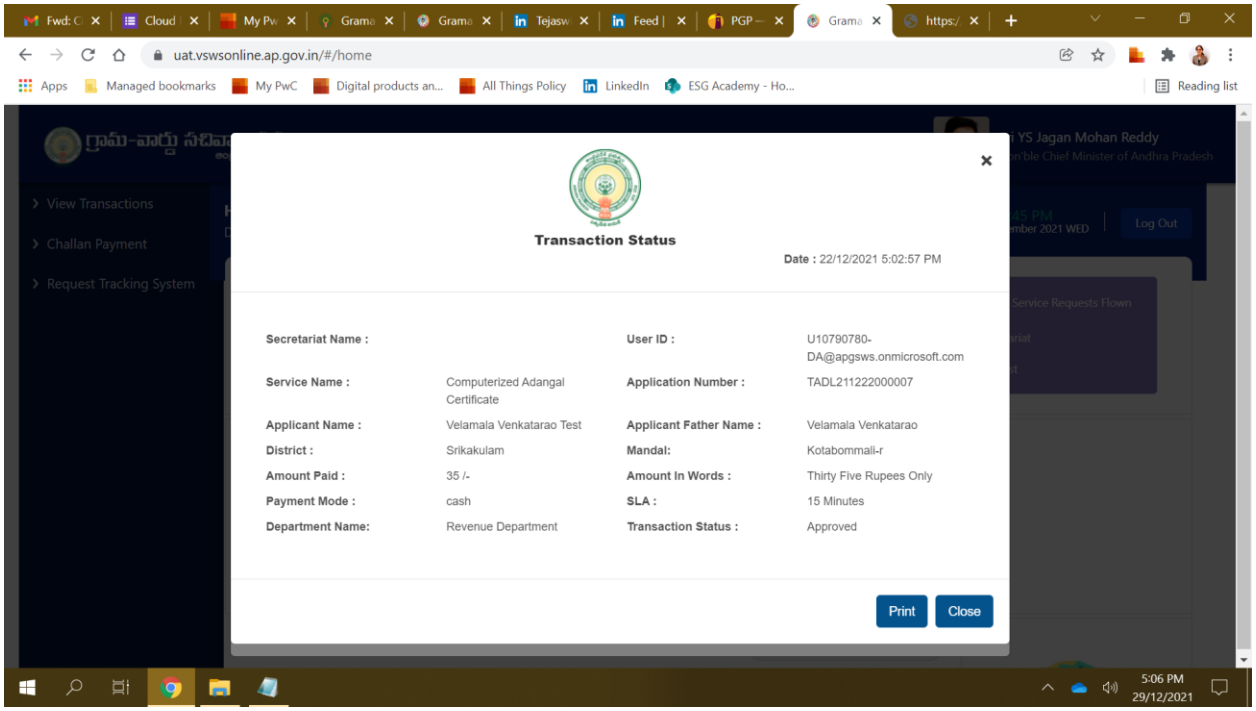


c. Number of Service Requests Flown To This Secretariat:

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

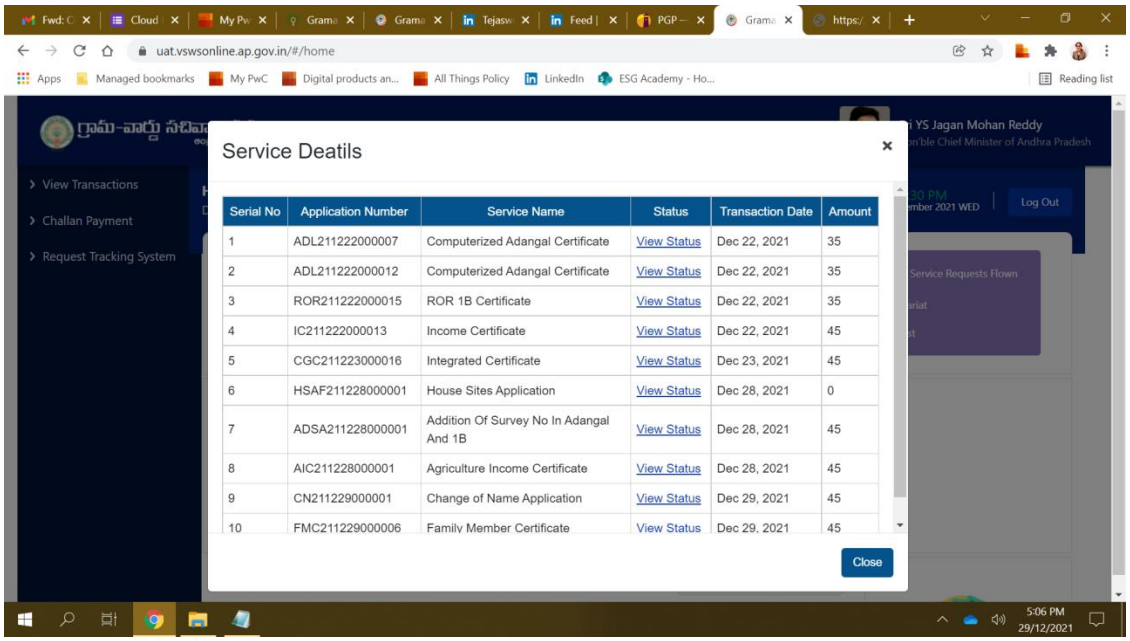


When DA/WEDPS clicks on the **View Status**, the details of the application will be displayed as shown below



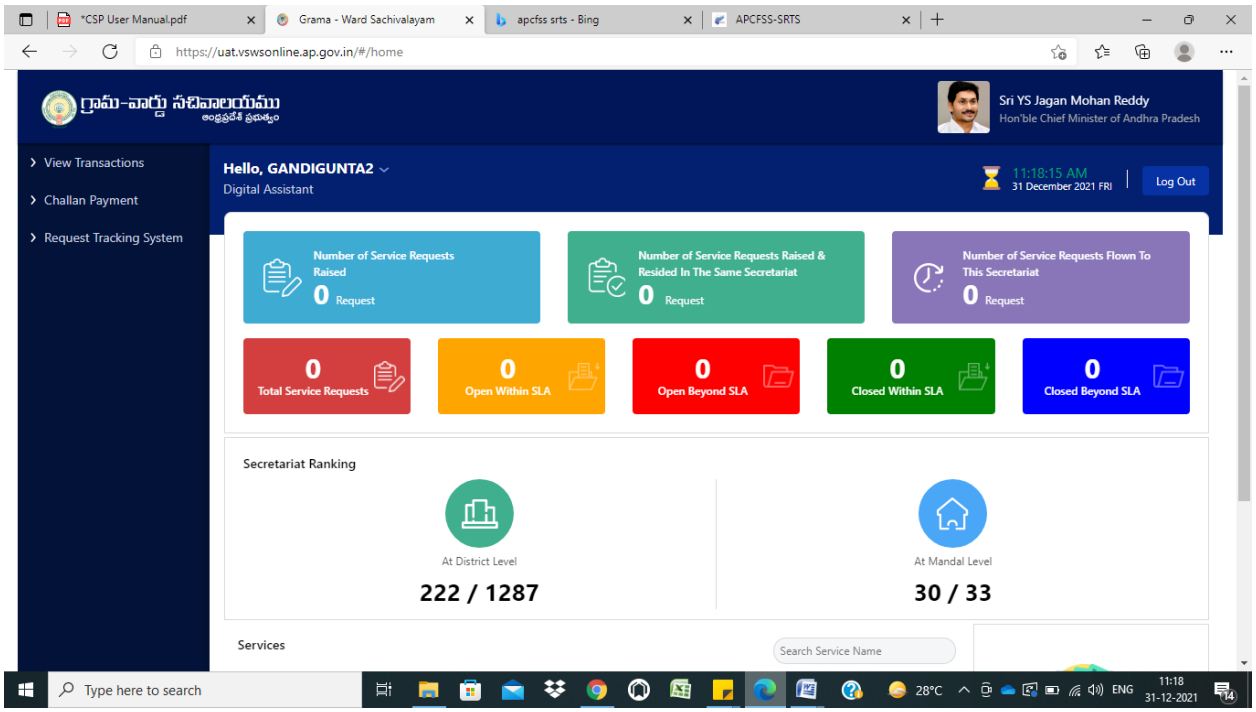
d. Total Service Requests:

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).



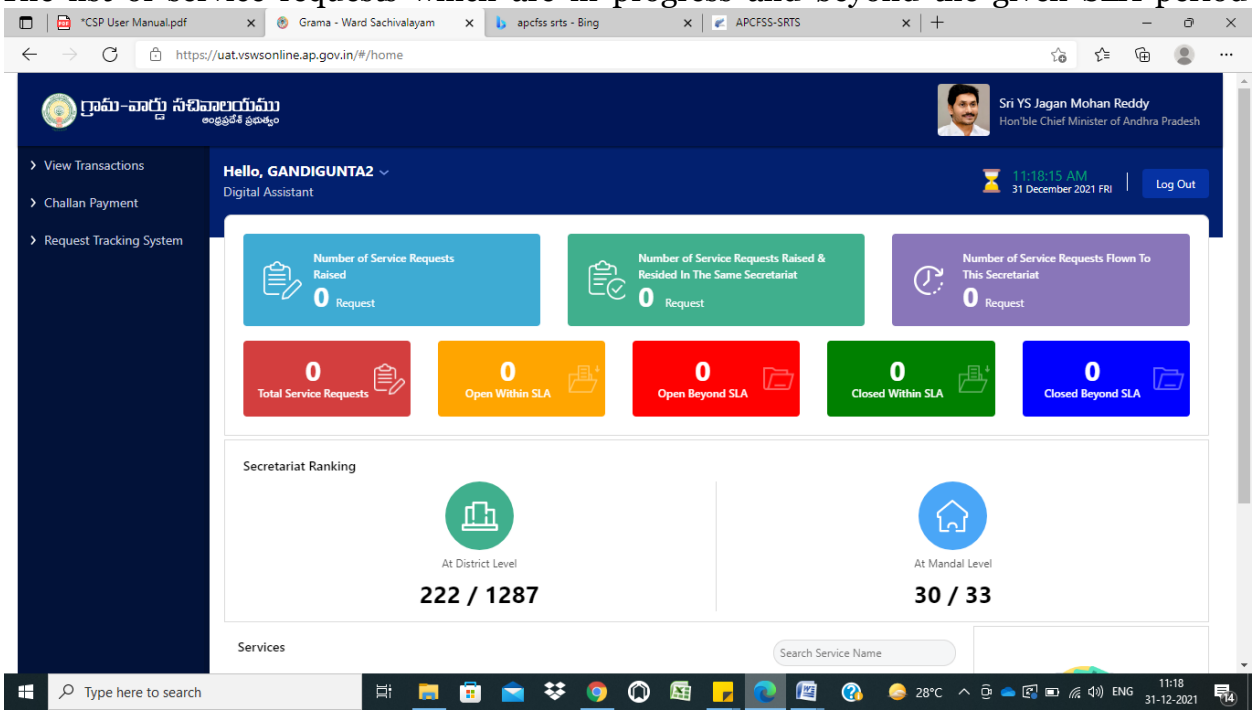
e. Open within SLA:

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



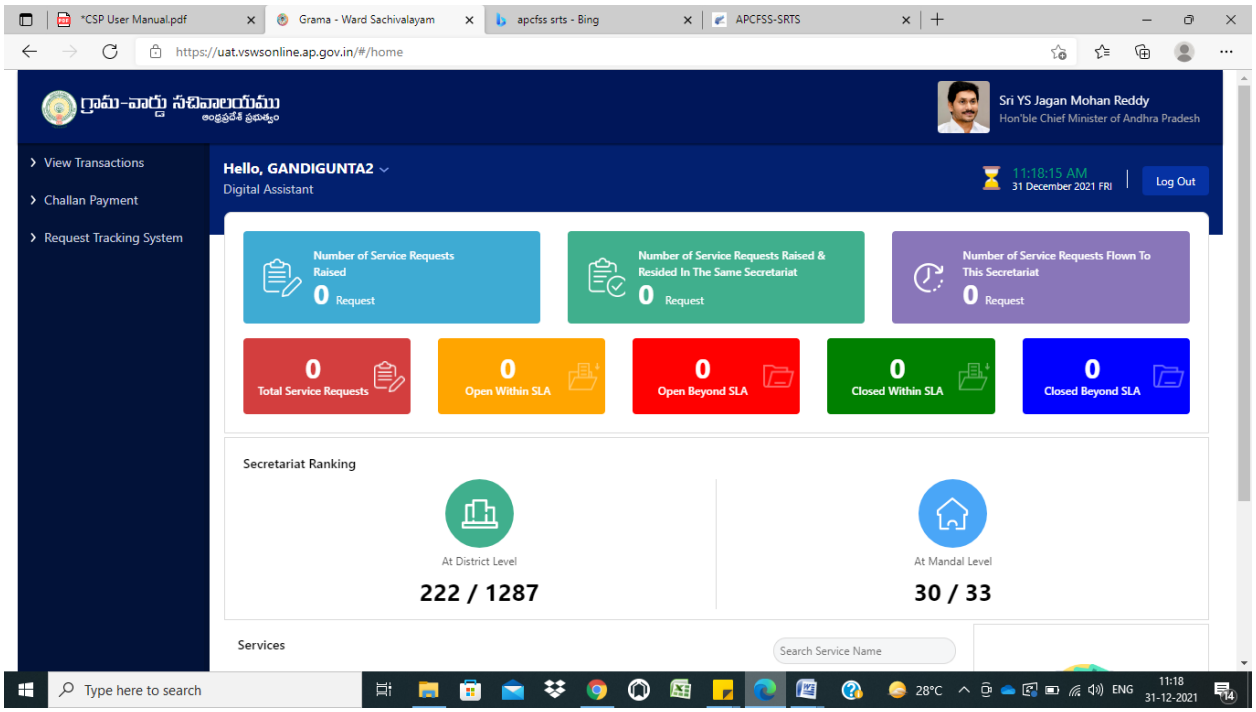
f. Open beyond SLA:

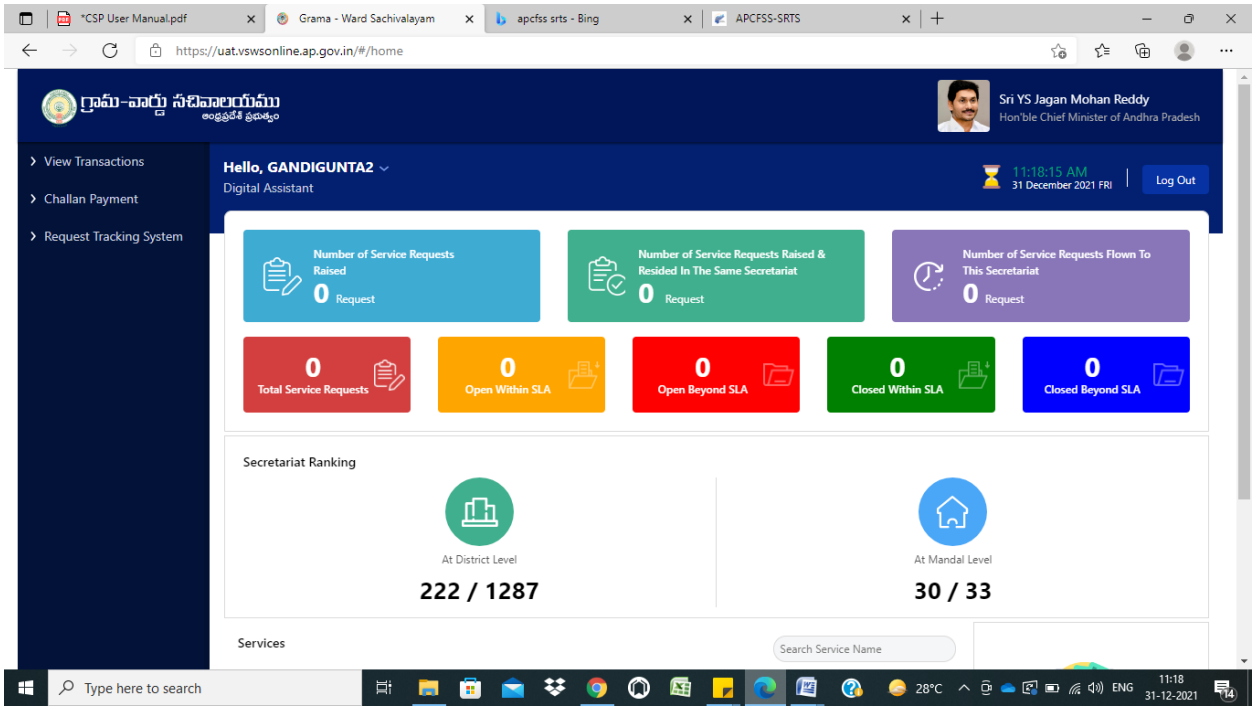
The list of service requests which are in progress and beyond the given SLA period



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