



GOVERNMENT OF ANDHRA PRADESH

GVVW & VSWs DEPARTMENT

Auto Nagar, Vijayawada

Lamination as a service user manual

- Department of GSWS has supplied one lamination machine to each ones of 15,004 secretariats
- Lamination Device – Huanda 32020

Pouch Laminators:



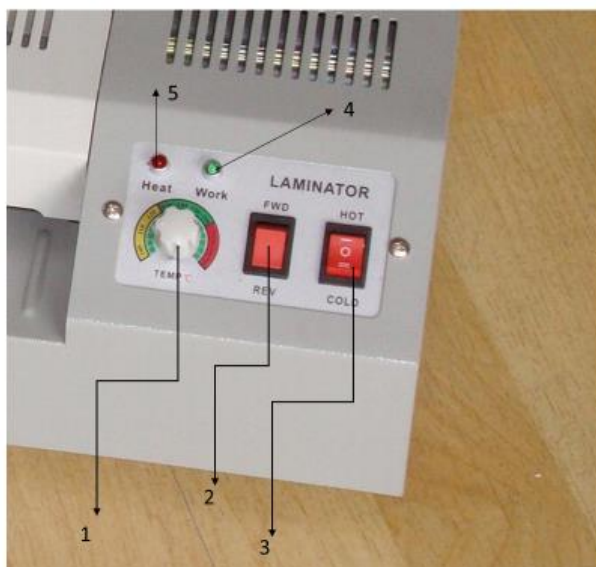
HD-32020

Specifications

Model	HD-32020
Laminating size	320mm
Speed	475mm/minute
Laminating thickness	1mm
Roller diameter	20mm
Roller quantity	4
Ready time	3~5 minutes
Power	400W

- **Lamination as service** – Citizens have frequent use of different cards such as Rice card, Aarogya sri card, Pension card etc. due the frequent usage of these cards, there is a high probability of wear and tear of such important documents.
- Now each secretariat can provide the lamination services to citizens
- Please Follow the Below link of how to use the Lamination machines supplied to secretariats

<https://www.youtube.com/watch?v=hokdl5nltoA>



1. Temperature control
2. Forward reverse switch
3. Hold / Cold switch
4. Power Indicator
5. Ready Indicator

- **Features & Tips**

1. Laminating pouch film, after this machine laminated, will be transparent, It can protect and preserved your documents photos etc, for a long time
2. When the laminating pouch film has not gone completely through the machine in normal operating time. press reverse button the laminating pouch film will return

- **Important safety instructions**

1. The machine is for indoor use only, Plug the machine into an easily accessible socket
2. To prevent electrical shock, do not use the appliance close to water, do not spill water on to the appliance, power cord or wall socket.
3. Always test laminate with a similar size and thickness, set the machine before final laminations
4. Remove staples and other metal articles prior to laminating
5. Keep this machine away from children
6. Keep away from pets while in use
7. Keep the machine away from heat and water sources
8. Turn off and unplug the machine after use

- **HOW TO LAMINATE**

1. Ensure the machine is on a stable surface
2. Check there is enough clear space (min 50cm) behind the machine to allow items to pass through freely.
3. Plug the machine into an easily accessible main socket.
4. Switch the power on. the red indication is on.
5. For hot laminating, press the hot buttons operating temperature 80-180 Examine the laminating pouch film, adjust temperature setting till satisfactory result attained When the machine is ready, the green indication is on.
6. For cold laminating press the cold buttons. waiting for machine to cooling (hot laminating used) the green indication is on. Ensure self adhesive pouches are only used with the cold setting
7. Place the document into the open pouch. Ensure the document is centered against the sealed edge. Use the appropriate pouch size for the document
8. Ensure the pouch enters the machine sealed edge first Keep the pouch straight and central within the slot, not on an angle. Use the entry marking as a guide
9. Upon exit, the laminated pouch may be hot and soft. For the best quality and to prevent jamming remove the pouch Immediately Place the pouch on to a flat surface to cool. Take care when handling a hot pouch. Always remove laminate pouch before starting next laminate

Below is the work flow of service

- Open AP seva portal → login and click on GSWs Services and click on Lamination service

The screenshot shows the AP Seva Portal dashboard. At the top, there are five status bars: Total Service Requests (blue), Open Within SLA (orange), Open Beyond SLA (red), Closed Within SLA (green), and Closed Beyond SLA (red). Below these are two cards for Secretariat Ranking: 'At District Level' with 68 / 884 requests and 'At Mandal Level' with 3 / 35 requests. A 'Services' section lists various categories, with 'GSWS Services' (GSWS Services 1) circled in red. Other services include Consumer Affairs, Municipal Administration, Energy, Panchayat Raj, and Revenue. A 'Search By Feature' section is also visible on the right.

- Click on Lamination service and fill the basic details

The screenshot shows the 'Lamination Request' form. It is divided into two main sections: 'Basic Details' and 'Application Form'. The 'Basic Details' section includes fields for Aadhaar Number (with a 'Pre-Fill' button), Citizen Name, Father/Husband Name, Gender, Date of Birth, Caste, Religion, Qualification, Marital Status, Mobile No., and Email. The 'Application Form' section includes fields for Permanent Address: Door No & Street Name, District, Mandal/Municipality, Village/Ward/Secretariat, and Pin Code. The left sidebar shows the 'List Of Services' with 'Application Submission' selected and 'Lamination Service' highlighted under 'GSWS Services'.

- After filling the basic details fill the lamination services required by citizen and proceed to payment

Lamination Request

Basic Details		Application Form	
Lamination Details			
Service Name	Number of Copies		
Pension card	<input type="text" value="1"/>		
Rice card	<input type="text" value="0"/>		
Aarogya sri Card	<input type="text" value="0"/>		
Aadhaar card	<input type="text" value="0"/>		
Any A4 certificate	<input type="text" value="0"/>		
ID Card	<input type="text" value="0"/>		
Show Payment			

- Charges for each type of Lamination Service

Sl. No	Type of Card	Price in Rs.
1	ID card	10/-
2	Aadhaar, Aarogya Sri, Pension and Civil Supplies (Rice card)	20/-
3	A4	30/-

- After payment generate the challan



Payment Receipt

Date : 17/03/2022 2:05:09 PM

Secretariat Name :	Molagavali2	Secretariat ID :	11390477-DA@apgswn.microsoft.com
Application Number :	LMS220317024923	Transaction ID:	TLMS220317024923
Service Name :	Lamination	Department Name:	Revenue Department
Applicant Name :	Ramisetty Bhairava Murthy	Father/Husband Name :	Bumchick
District :	Guntur	Mandal:	Tenali-u
Amount Paid :	20 /-	Amount In Words :	Twenty Rupees Only
Payment Mode :	Cash	SLA :	15 Minutes
Transaction Date :	17/03/2022 2:05:09 PM		
Note :			

- After completion of challan provide the lamination service to the citizen.

- The GSWS Department already provided pouches which can be used for laminating the ID cards, Arogya sri, Pension, Rice Card and Aadhar card. We will be soon providing pouches for laminating A4 certificates...
- For further requirement of pouches indent can be raised in Hard Ware Portal...