



GOVERNMENT OF ANDHRA PRADESH

**GVWV & VSWS DEPARTMENT**

**Auto Nagar, Vijayawada**

## **User Manual for Re-Issuance of Integrated Certificate** **Category A service**

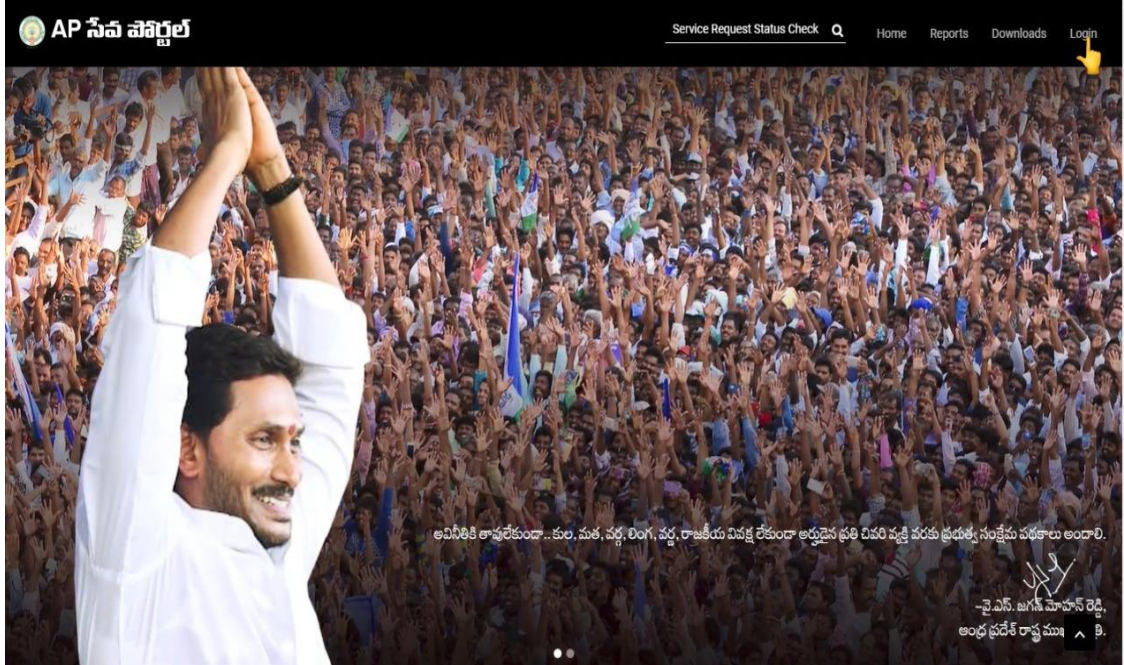
GSWS Department has enabled the Re-issuance of Integrated certificates as category - A service. It means if any citizen has already availed any Integrated certificate from APSEVA / MeeSeva previously and if the citizen aadhaar number is linked to the certificate, it can be delivered through APSEVA in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

Introduction of this service will reduce the present SLA time of 1 month to 15 minutes and it will be very useful to the citizens as it saves money and time.

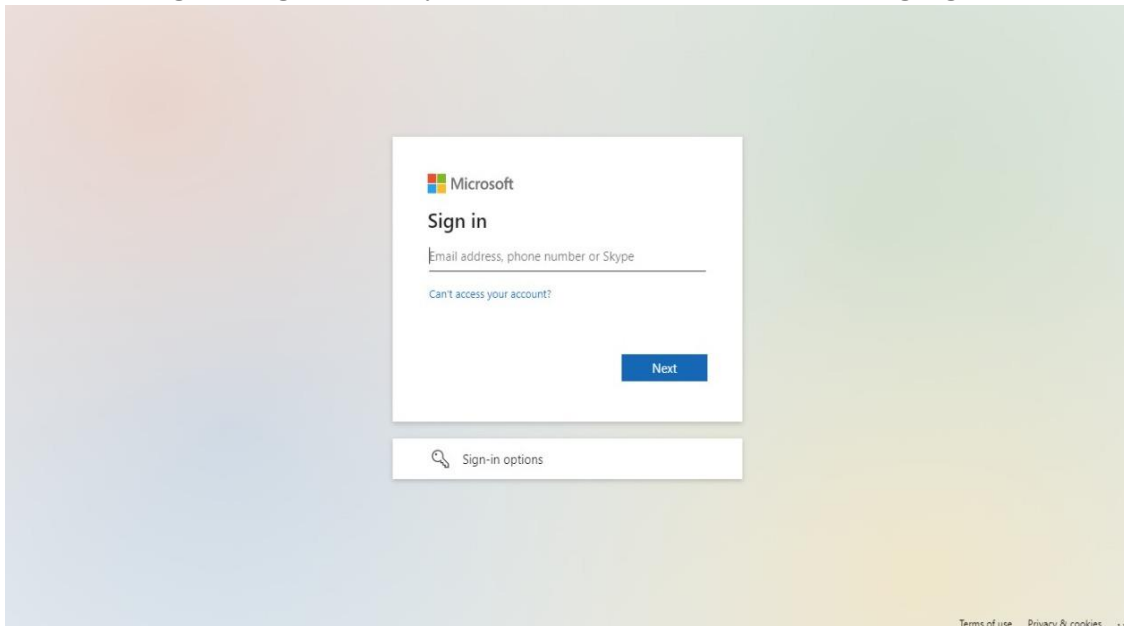
DA/WEDS should ensure that verified by signature has to be of the previous tahsildar and certificate to be issued by current Tahsildar.

### **Procedure:**

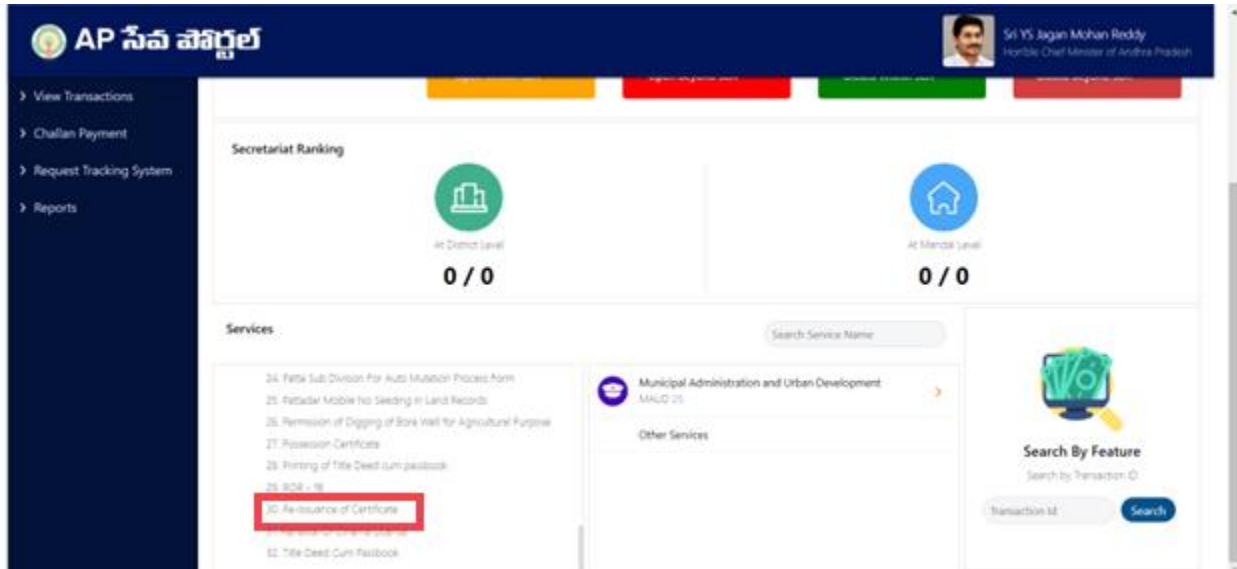
1. Open The New VSWS portal using the link Website  
<https://vswsonline.ap.gov.in/#/home>



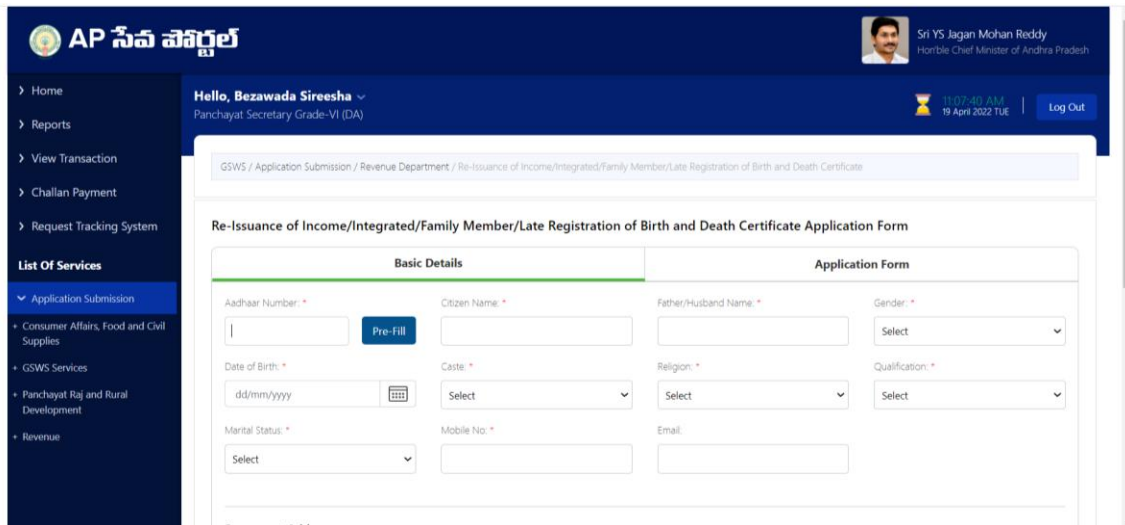
2. On clicking the Login button, you will be redirected to the following login screen.



3. Click on Re-issuance of certificate option for avail the service and follow the Below steps.



**4. Common Application form** – A common application form is displayed after selecting a service. Basic details are fetched and filled through the Aadhaar number entered by the DA



**5. Service Application** – – A Service application form must be filled by the DA which is specific to each service. Application number entered must be the existing number from Meeseva/GSWS. There is option to select Income/Integrated Certificate.

The screenshot shows the AP Samsam Portal interface. The user is logged in as Bezwada Sireesha, Panchayat Secretary Grade-VI (DA). The page title is "Re-Issuance of Income/Integrated/Family Member/Late Registration of Birth and Death Certificate Application Form". The form is divided into two sections: "Basic Details" and "Application Form".

**Basic Details:**

- Relation With Applicant: \* (Dropdown menu: Select)
- Service Type: \* (Dropdown menu: Select, Income Certificate, Integrated Certificate)

**Application Form:**

- Application Number: \* (Text input field)

Buttons: "Get Details" and "Clear".

**6. Get Details:** Get Details button must be clicked once DA fills all the details. Details fetched can be checked and payments is to be made

The screenshot shows the AP Samsam Portal interface after clicking the "Get Details" button. The form is filled with the following details:

**Basic Details:**

- Relation With Applicant: \* (Dropdown menu: Father)
- Service Type: \* (Dropdown menu: Integrated Certificate)

**Application Form:**

- Application Number: \* (Text input field: OBC012102563144)

Buttons: "Get Details" and "Clear".

**Certificate Details:**

|                               |                      |                      |                       |
|-------------------------------|----------------------|----------------------|-----------------------|
| <b>Aadhaar Number:</b>        | X000-X000-3452       | <b>Address:</b>      | 10-18BESINAPALLEPALEM |
| <b>Citizen Name:</b>          | GOLLAPOTHU YESUBABU  | <b>DistrictName:</b> | WOOLLAPALEM           |
| <b>Father / Husband Name:</b> | GOLLAPOTHU RAMANAIHA | <b>MandalName:</b>   | Prakasam              |
| <b>Caste:</b>                 | OBC                  | <b>VillageName:</b>  | Singarayakonda        |
| <b>Sub Caste:</b>             | Pelli                |                      | PAKALA                |

7. Show payments button can be clicked once documents are uploaded.

The screenshot shows the AP SAMPADA portal interface. On the left is a dark blue sidebar with a list of services. The main content area is white and contains a form for document upload. At the top right, there is a header with the AP SAMPADA logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. The form displays personal details of the applicant, including name, father's name, caste, and address. It also shows the details of the issuing officer. A 'Document List' section contains a note about file format and size, and a text input field for the document name with a 'Browse' button. A checkbox for consent is checked. A green 'Show Payment' button is located at the bottom right of the form.

|                          |                      |                             |                  |
|--------------------------|----------------------|-----------------------------|------------------|
| Citizen Name:            | GOLLAPOTHU YESUBABU  | DistrictName:               | WOOLLAPALEM      |
| Father / Husband Name:   | GOLLAPOTHU RAMANAIAH | MandalName:                 | Prakasam         |
| Caste:                   | OBC                  | VillageName:                | Singarayakonda   |
| Sub Caste:               | Palli                |                             | PAKALA           |
| Issued Officer Name:     | SUSHA RANI           | Issued Officer Designation: | Deputy Tahsildar |
| Issued Officer District: | Prakasam             | Issued Officer Mandal:      | Singarayakonda   |
| Applied Date:            | 18/11/2021           | Issued Date:                | 07/12/2021       |

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

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

Reference Document App.pdf

I agree that the information/documents submitted is with my consent and can be verified. \*

8. Click on continue payment

The screenshot shows the payment details screen on the AP SAMPADA portal. The sidebar is visible on the left. The main content area is white and displays the payment details for a specific reference number. It lists the amount to pay, surcharge amount, and convenience fee. A total amount of ₹40.00 is shown in a blue box. Below this, there is a 'Secure Checkout by' section with the 'BillDesk' logo. The 'Select Payment Method' section has radio buttons for 'Online' and 'Cash', with 'Cash' selected. A green 'Continue Payment' button is prominently displayed, and a 'Cancel Payment' link is below it.

**Payment Details**

Reference No : RCGC220419000849

|                             |               |
|-----------------------------|---------------|
| Amount To Pay               | ₹0.00         |
| Surcharge Amount            | ₹0.00         |
| Convenience Fee <b>NEFT</b> | ₹40.00        |
| <b>Total Amount</b>         | <b>₹40.00</b> |

Secure Checkout by **BillDesk**

Select Payment Method  Online  Cash

[Cancel Payment](#)

9. **Receipt:** Once payment is made Receipt and Certificate gets generated which can be downloaded and handed over to citizen.

**AP సేవ పోర్టల్** Sri YS Jagan Mohan Reddy  
Hon'ble Chief Minister of Andhra Pradesh

**Payment Receipt** Date : 19/04/2022 11:10:58 AM

|                             |                                       |                              |                                     |
|-----------------------------|---------------------------------------|------------------------------|-------------------------------------|
| <b>Secretariat Name :</b>   | A.konduru                             | <b>Secretariat ID :</b>      | U10690658-DA@apgsws.onmicrosoft.com |
| <b>Application Number :</b> | RCGC220419000848                      | <b>Transaction ID:</b>       | TRCGC220419000848                   |
| <b>Service Name :</b>       | Re-issuance of Integrated Certificate | <b>Department Name:</b>      | Revenue Department                  |
| <b>Applicant Name :</b>     | Pothina Saikumar                      | <b>Father/Husband Name :</b> | Pothina Srinivasa Rao               |
| <b>District :</b>           | Krishna                               | <b>Mandal:</b>               | Koduru-r                            |
| <b>Amount Paid :</b>        | 40 /-                                 | <b>Amount In Words :</b>     | Forty Rupees Only                   |
| <b>Payment Mode :</b>       | Cash                                  | <b>SLA :</b>                 | 15 Minutes                          |
| <b>Transaction Date :</b>   | 19/04/2022 11:10:58 AM                |                              |                                     |


**Note :**  
 1. To Know the Application status, Please visit <https://vswsonline.ap.gov.in>  
 2. For any query call us on : 1902

Print Receipt
Print Certificate

**10. Download:** Certificate and Receipt can be generated and downloaded as shown below. The re-issued certificate remains valid for lifetime. DA should ensure that Verified by signature has to be of the previous tahsildar and certificate to be issued by current Tahsildar.


**Certificate Popup** Print Certificate

**GOVERNMENT OF ANDHRA PRADESH  
REVENUE DEPARTMENT**

Application No  
  
 OBC012102563144  
 Date : 19/04/2022

**COMMUNITY, NATIVITY & DATE OF BIRTH CERTIFICATE**

- This is to certify that the Sri/Srimathi/Kumari **GOLLAPOTHU YESUBABU** S/o / D/o / M/o / F/o / W/o / H/o / C/o Sni. **GOLLAPOTHU RAMANAIAH** of **PAKALA** village / Town of **Singarayakonda** Mandal of **Prakasam** District of the State Andhra Pradesh belongs to **Palli(OBC)** Community / Caste .
- It is certified that the Sri/Srimathi/Kumari **GOLLAPOTHU YESUBABU** is a native of **10-18BESINAPALLEPALEM WOOLLAPALEM** Locality/Landmark of **PAKALA** village / Town of **Singarayakonda** Mandal of **Prakasam** District of the State Andhra Pradesh.
- It is certified that the place of Birth Sri/Srimathi/Kumari **GOLLAPOTHU YESUBABU** is of **PAKALA** village / Town of **Singarayakonda** Mandal of **Prakasam** District of the State Andhra Pradesh.
- It is certified that the Date of Birth Sri/Srimathi/Kumari \*\*\*\*\* is \*\*\*\*\* Day \*\*\*\*\* Month \*\*\*\*\* Year (in words) \*\*\*\*\* as per the declaration given by his/her Father/Mother/Guardian and as entered in the School records where he/she studied.

**Certified By**  
  
**Name : S USHA RANI**  
**Designation : Tahsildar**  
**Mandal : Singarayakonda**

**Verified By S.USHA RANI**  
**As per G.O.Ms.No.58 Social Welfare(1), 12th May, 1997, this certificate is valid permanently.**



Payment Receipt

Date : 19/04/2022 11:14:38 AM

|                                                             |                                                              |
|-------------------------------------------------------------|--------------------------------------------------------------|
| <b>Secretariat Name :</b> A.konduru                         | <b>Secretariat ID :</b> U10090058-DA@aggrves.onmicrosoft.com |
| <b>Application Number :</b> TRCGC220419000849               | <b>Transaction ID:</b> TRCGC220419000849                     |
| <b>Service Name :</b> Re-issuance of Integrated Certificate | <b>Department Name:</b> Revenue Department                   |
| <b>Applicant Name :</b> Pothina Salkumar                    | <b>Father/Husband Name :</b> Pothina Srinivasa Rao           |
| <b>District :</b> Krishna                                   | <b>Mandals:</b> Koduru+                                      |
| <b>Amount Paid :</b> 40 ₹-                                  | <b>Amount In Words :</b> Forty Rupees Only                   |
| <b>Payment Mode :</b> Cash                                  | <b>SLA :</b> 15 Minutes                                      |
| <b>Transaction Date :</b> 19/04/2022 11:14:38 AM            |                                                              |

Note 1. To Know the Application status, Please visit <https://wwwonline.as.gov.in>  
2. For any query call us on : 2802

Print

1 page

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings

4/2022 11:14:38 AM

.com

Save

Cancel

Secretaria

Applicatio

Service N

Applicant

District :

Amount P

Payment