



**Government of Andhra Pradesh**

**User Manual For Pension Card Printing Details**

**Scenarios:**

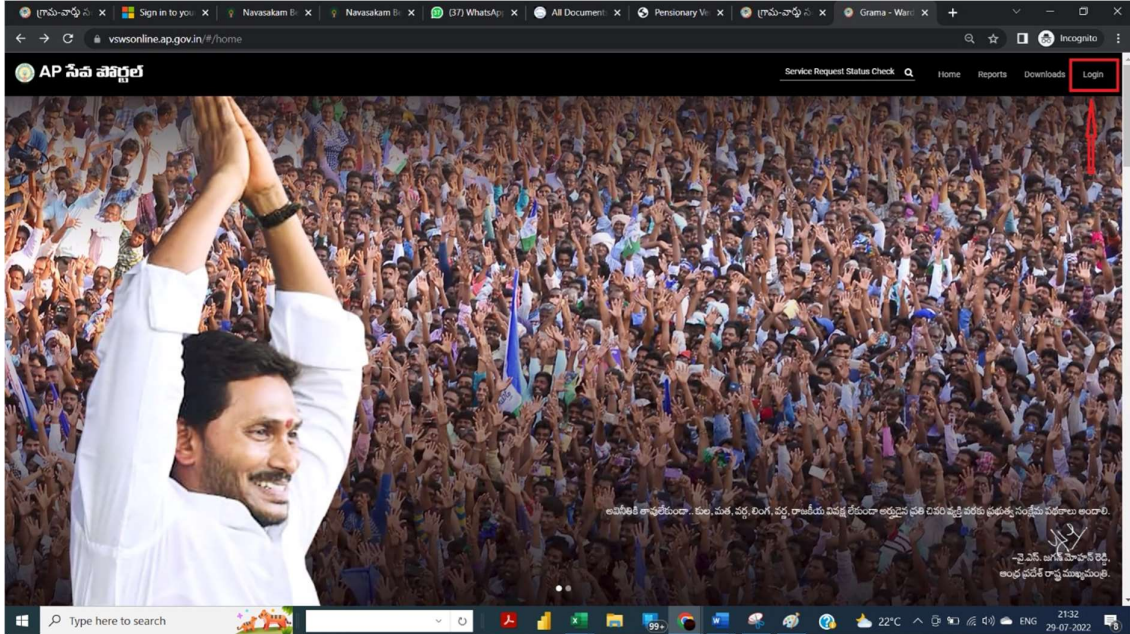
**Service Name: "Pension card Printing Details"**

**Panchayat Secretary Grade-VI (DA) / DIGITAL ASSISTANT Login:**

**WEBSITE LINK :- <https://vswsonline.ap.gov.in/#/home>**

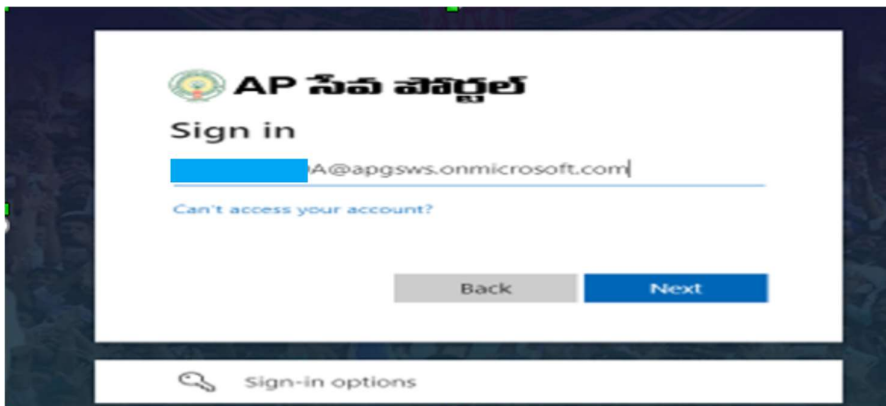
**Step1:**

**Login to AP seva Portal home page as shown below and click on Login button**



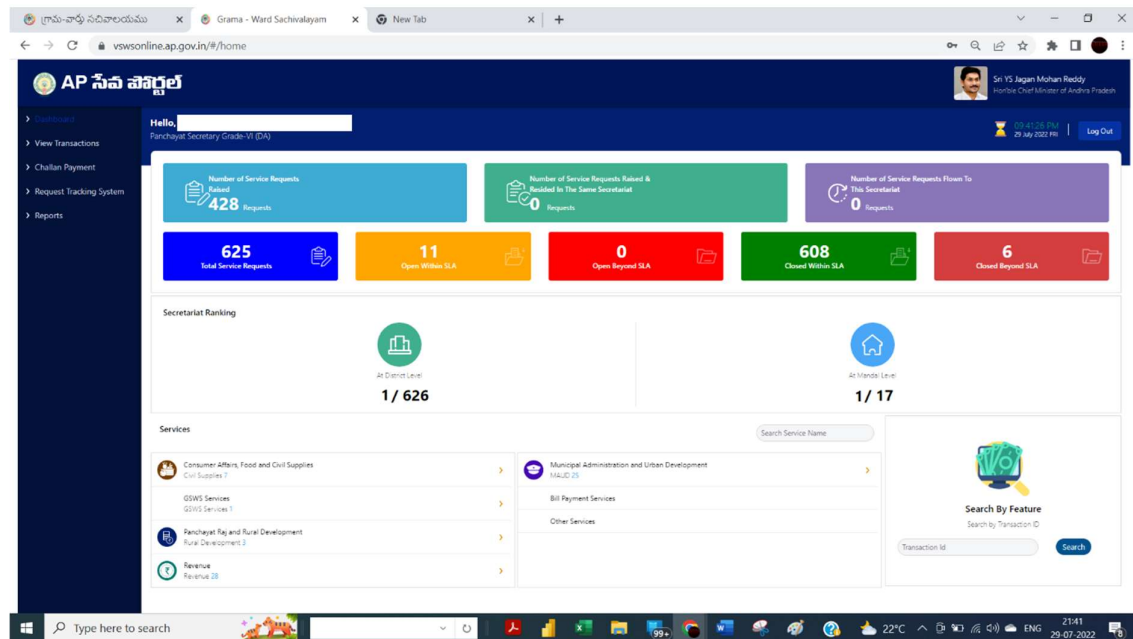
**Step 2:**

**➤ Digital Assistant need to enter their respective credentials and click on Login button as shown in the below screen.**



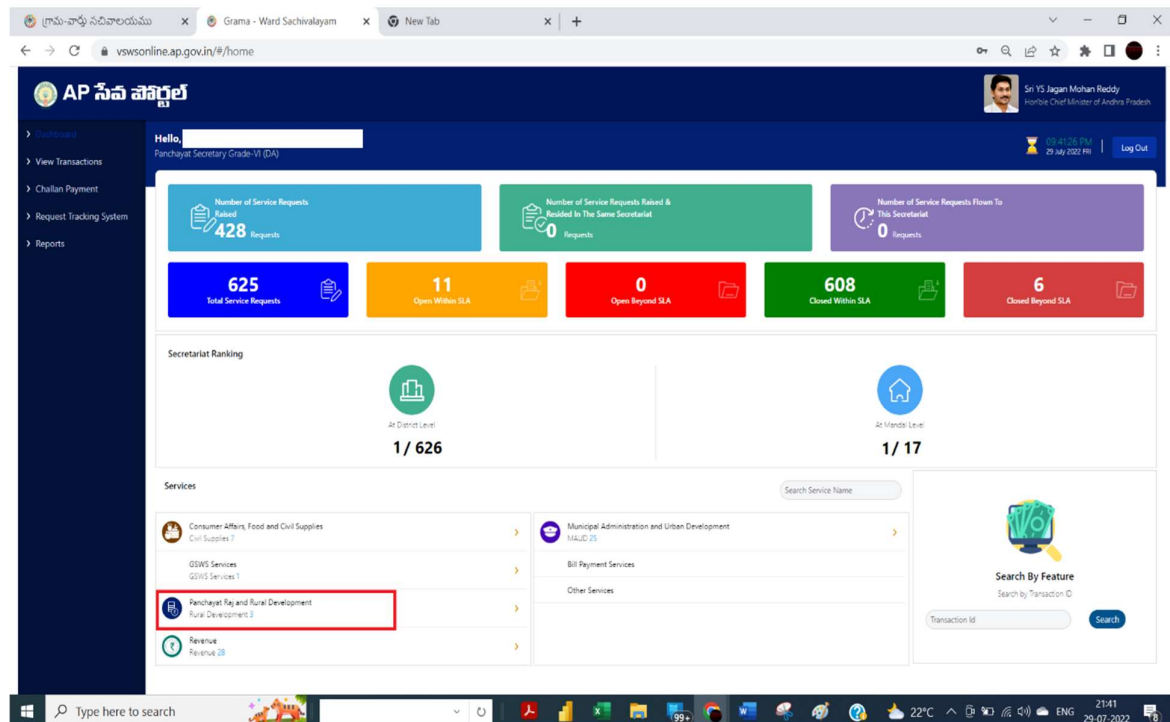
### Step3:

➤ After successful login, User will be redirected to login home page as shown in the below.



### Step 4:

➤ Click on Panchayat Raj and Rural Development, as shown below.



## Step 5:

➤ Click on Pension Card Printing Details, as shown below.

The screenshot shows the AP SWS Online portal dashboard. The user is logged in as Panchayat Secretary Grade-VI (DA). The dashboard displays several key metrics:

- Number of Service Requests: 428
- Number of Service Requests Raised & Resolved by the Same Secretariat: 0
- Number of Service Requests Flown To This Secretariat: 0
- Total Service Requests: 625
- Open Within SLA: 11
- Open Beyond SLA: 0
- Closed Within SLA: 608
- Closed Beyond SLA: 6

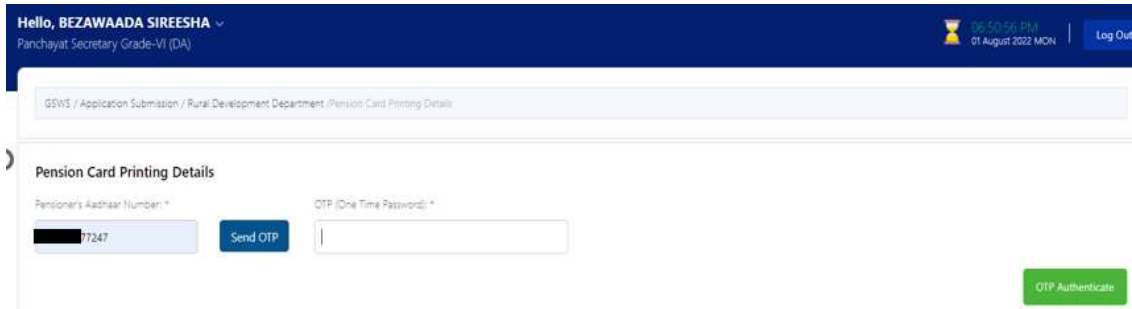
The Secretariat Ranking section shows options for At District Level and At Manda Level. The Services section includes a search bar and a list of services, with "Pension Card Printing Details" highlighted in a red box. Other services listed include GSWS Services, Panchayat Raj and Rural Development, Revenue, Municipal Administration and Urban Development, and Bill Payment Services. A "Search By Feature" section is also visible.

## Step 6:

**Note: Authentication shall be done based on Biometric Aadhar Authentication**

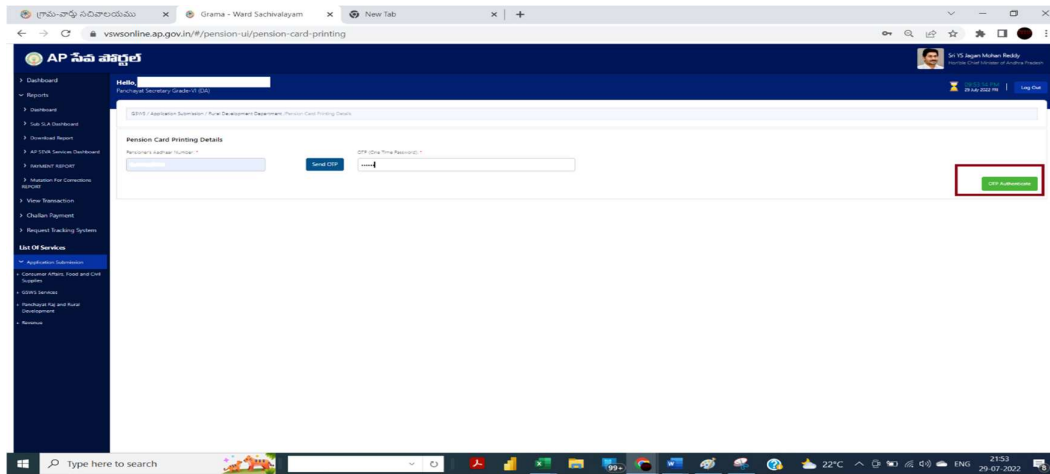
**Enter Pension Aadhar Card number then Click on Send OTP button. OTP Sent to register mobile no of the Aadhar number**

The screenshot shows the "Pension Card Printing Details" form. The user is logged in as BEZAWAADA SIREESHA, Panchayat Secretary Grade-VI (DA). The breadcrumb trail is: GSWS / Application Submission / Rural Development Department / Pension Card Printing Details. The form contains a text input field for "Pensioner's Aadhaar Number:" and a "Send OTP" button. A "OTP Authenticate" button is also visible at the bottom right of the form.



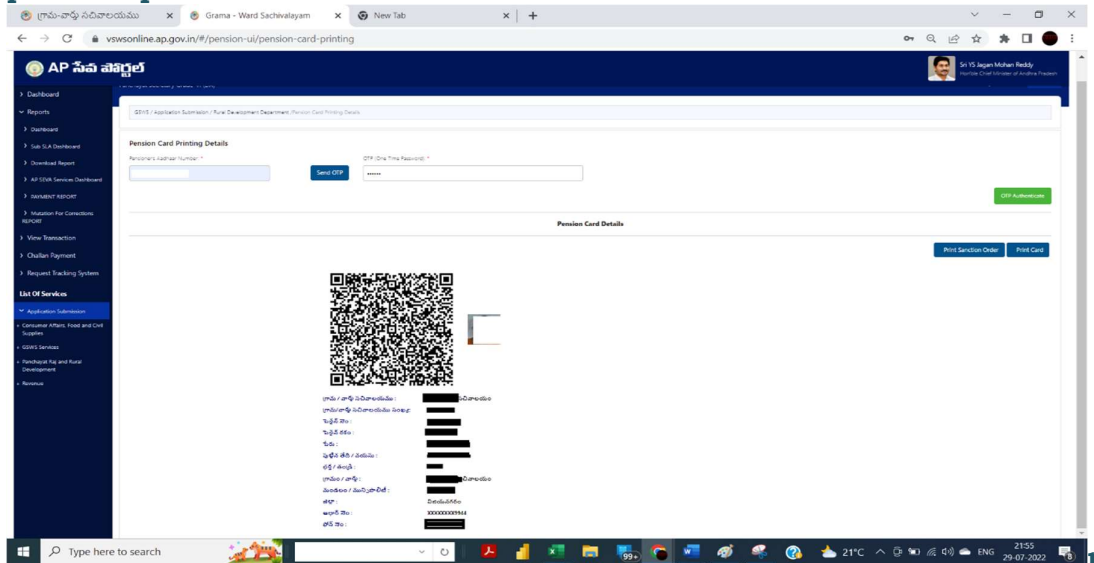
**Step7:**

**Click on OTP Authenticate**



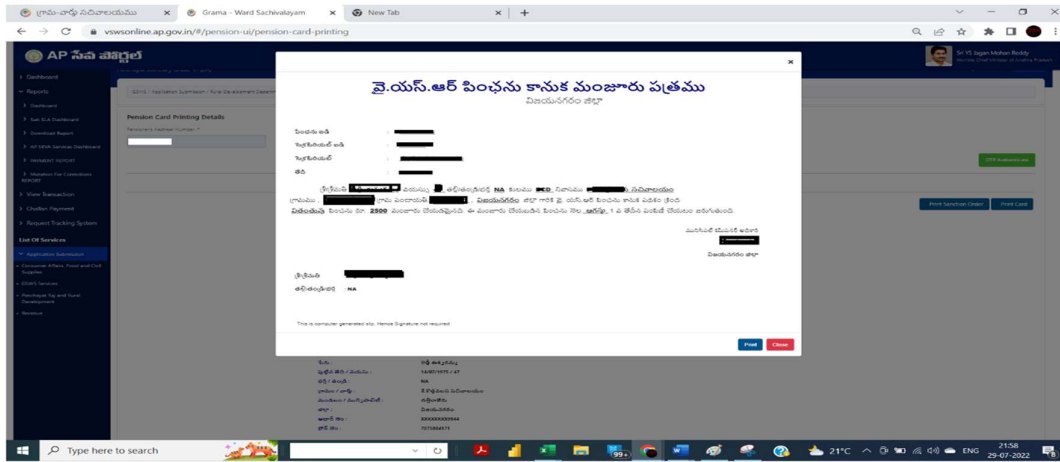
**Step8:**

**after Successful Validation Pensioner details will display with barcode and photo as per the below screen**



### Step 9:

Click on Print Sanction Orde take a print



Step 10 : Click on Print Card, take a print on Pension Card, Adjust Margins As Per your EPSON/CANON Printer Requirement.

