# **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: <a href="https://uat.vswsonline.ap.gov.in/">https://uat.vswsonline.ap.gov.in/</a> and Click on Login



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

Hicrosoft	
Sign in	
Email, phone, or Skype	
Can't access your account?	
Next	
🔍 Sign-in options	

Microsoft	
← -da@apgsws.onmicrosoft.com	
Enter password	
Forgot my password	
Sign in	

It is required to change the default password when logging for the first time. Also, details like Phone number and email must be added only for the first login. OTP for password reset would be sent to the email ID registered during the first login.

Step3: Default screen during Login for the DA



Step 4	: List of services	can be acc	essed by Se	crolling dov	wn or by	Clicking on	View'	Transactio	ns
Page			•	Ū	•	Ũ			

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<ul> <li>View Transactions</li> <li>Challan Payment</li> </ul>	At District Level		At Mandal Level				
	222 / 1287			50 / 33	\$		
	Services Consumer Affairs, Food and Civil Supplies Civil Supplies 6	Municipal Adr MAUD 25	Search Service Name	>			
	Municipal Administration and Urban Development (CDMA) MAUD (CDMA) 6	Energy Energy 56		>	Search By Feature		
	Panchayat Raj and Rural Development Rural Development 3	Redirect to Ol	d GSWS		Search by Transaction ID Transaction Id Search		
	Revenue 35						

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

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> Home	Hello, GANDIGUNTA2 ~						🕎 12:14:27 PM	
> Report	Digital Assistant						20 December 2021 MON	Log Out
> View Transaction	GSWS / Application Submission / Re	venue Depa	rtment / View Transactions					
<ul> <li>Challan Payment</li> </ul>								
List Of Services				VIEW TRAN	ISACTIONS			
✓ Application Submission	Search Criteria 1							
+ Consumer Affairs, Food and Civil Supplies	From Date : *		To Date :*		Service Name:		Department Name:	
+ Municipal Administration and Urban Development (CDMA)	20/12/2021		20/12/2021		All	~	All	~
+ Panchayat Raj and Rural Development	OR Search Criteria 2							
- Revenue	User Name :		GANDIGUNTA2					
1. AP Dotted Lands Application	Transaction ID/ Application Number :							
2. Addition Of Survey No In Adangal And 1 B								
3. Agriculture Income Certificate								
4. Change of Name Application				View Tran	isactions			

# **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
- Partially integrated Services where the application process and some part of the workflow/approval flow is in the GSWS portal
- 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 completed the application process in the GSWS New CSP Portal

#### Steps to be followed are as follows

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

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Application Submission	Hello, Test-DA 🗸					🐺 04:27:49 PM
+ Civil Supplies Department	Digital Assistant					O3 November 2021 WED
+ MAUD Department						
+ Pension Department	GSWS / Application Submission / Revenue Dep	artment / Addition Of Survey No In Ada	angal And 1B			
- Revenue Department						
1. Addition Of Survey No In Adangal And 1 B	Addition Of Survey No In Adangal a	nd 1B				
2. Agriculture Income Certificate		asis Datails			Annlienti	en Eaven
3. Change of Name Application					Applicati	
4. Computerized Adangal	Aadhaar Number: *	First Name: *		Middle Name:		Last Name: *
5. Cracker license Application	314987395689 Pre-Fil	Anantha Rao				Bantha
6. E-Passbook Application						
7. Extract of House site / D-Form	Father/Husband Name: *	Gender: *		Date of Birth: *		Caste: *
Patta Application	Batna Anantha Rao	Male	~	01/01/1976		BC 🗸
/ Petroleum Act	Delinion: *	Qualification: *		Marital Statuer *		Mabile Nor *
9. Family member Certificate	hengion.			Waritar Status,		Nobie No.
10. Income Certificate	Hindu	MBBS	~	Married	~	9247139153
11. Integrated Certificate	Email:	Delivery Type: *				
12. Issuance Of Income & Asset Certificate For Economically Weaker Sections (EWS)		By Hand	~			

oor No: *	Street Name : *	District : *		Mandal/Municipality: *
2-123	2-123	KRISHNA	~	AVANIGADDA 🗸
illage/Ward/Secretariat: *	Pin Code: *			
PULIGADDA	▼ 521121			
Present Address is same as Permanen resent Address oor No: *	nt Address Street Name : *	District: *		Mandal/Municipality: *
Present Address is same as Permaner resent Address oor No: *	nt Address Street Name : *	District: *		Mandal/Municipality: *
Present Address is same as Permaner resent Address por No: * 2-123	nt Address Street Name : * 2-123	District: * KRISHNA	~	Mandal/Municipality: *           AVANIGADDA         •
Present Address is same as Permane resent Address por No: * 1-123 lage/Ward/Secretariat: *	nt Address Street Name : * 2-123 Pin Code: *	District: *	~	Mandal/Municipality: *
Present Address is same as Permane resent Address por No: * 2-123 Ilage/Ward/Secretariat: * PULIGADDA	nt Address Street Name : * 2-123 Pin Code: * 521121	District: * KRISHNA	~	Mandal/Municipality: *           AVANIGADDA

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

Application Submission     Basic Details     Application Form       Consumer Affairs, Food and Civil Supples     Type Of Application.*     Implication Form       Municipal Administration and Urban Development (CDMA)     Select     Implicant Details       Panchayat Raj and Rural Development     Applicant Details     Applicant Present Sur Name: *     Applicant Proposed Sur Name: *       1. AP Dotted Lands Application     Implicant Present Sur Name: *     Applicant Proposed Sur Name: *     Applicant Present Name: *       2. Addition Of Survey No In Adangal And 1 B     Father Name: *     Mother Name: *     Police Station Name having jurisdiction:     Place Of Birth: *				orm	Change of Name Application F	List Of Services
Consumer Affairs, Food and Civil       Type Of Application.*         Supplies       Select         Municipal Administration and Urban Development (CDMA)       Select         Panchayat Raj and Rural Development       Applicant Details         Revenue       Applicant Present Sur Name: *       Applicant Proposed Sur Name: *         1. AP Dotted Lands Application		on Form	Applicatio	ic Details	Ba	<ul> <li>Application Submission</li> </ul>
Municipal Administration and Urban Development (CDMA)       Select <ul> <li>Applicant Details</li> <li>Applicant Details</li> </ul> Revenue         Applicant Present Sur Name: *         Applicant Proposed Sur Name: *         Applicant Present Name: *         Applicant Proposed           1. AP Dotted Lands Application					Type Of Application:*	Consumer Affairs, Food and Civil Supplies
Panchayat Raj and Rural Development     Applicant Details       Revenue     Applicant Present Sur Name: *     Applicant Proposed Sur Name: *     Applicant Present Name: *     Applicant Proposed       1. AP Dotted Lands Application					Select	<ul> <li>Municipal Administration and Urban Development (CDMA)</li> </ul>
Revenue     Applicant Present Sur Name: *     Applicant Proposed Sur Name: *     Applicant Present Name: *     Applicant Proposed       1. AP Dotted Lands Application					Applicant Details	Panchayat Raj and Rural Development
1. AP Dotted Lands Application	sed Name: *	Applicant Proposed Name: *	Applicant Present Name: *	Applicant Proposed Sur Name: *	Applicant Present Sur Name: *	Revenue
2. Addition Of Survey No In Adangal And 1 B     Father Name: *     Mother Name: *     Police Station Name having jurisdiction:     Place Of Birth:*       3. Agriculture Income Certificate     •     •     •     •						1. AP Dotted Lands Application
3. Agriculture Income Certificate		Place Of Birth:*	Police Station Name having jurisdiction:	Mother Name: *	Father Name: *	2. Addition Of Survey No In Adangal And 1 B
						3. Agriculture Income Certificate
4. Change of Name Application						4. Change of Name Application
5. Computerized Adangal						5. Computerized Adangal

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

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Consumer Affairs, Food and Civil Supplies	Conventi	onal Fee Det	ails				Payn	nent Details	
<ul> <li>Municipal Administration and Urban Development (CDMA)</li> </ul>		Debit Card	Upto	Rs.2000/- NIL & Ab	ove RS.2000/-	Rs.1.0%	Refere	ence No : CN211221000	002
Panchayat Raj and Rural Development							Amour	nt To Pay	₹45.00
Revenue		Credit Card	Rs.1.	1% (Irrespective of A	mount)		Surcha	arge Amount	₹0.00
1. AP Dotted Lands Application							Conve	nience Fee NEFT	₹0.00
2. Addition Of Survey No In Adangal And 1 B	<b>F</b>	Net Banking		For HDFC Bank	REACT Bank	For ICICI Bank	Tota	al Amount	₹45.00
3. Agriculture Income Certificate									
4. Change of Name Application 5. Computerized Adangal			O SBI	For SBI Bank	盦	For Other Bank		Secure Checkout	by BillDesk All your payments. Single location.
6. Cracker license Application							Select	Payment Method	🖲 UPI 🔿 Cash
7. E-Passbook Application 8. Extract of House site / D-Form Patta Application	<b>*</b>	NEFT	Rs.7/	/- For All Transaction	5		Jucc	Conti	nue Payment
9. Extract of NOC under Explosive / Petroleum Act		UPI	Upto	) Rs.2000/- Rs.3 & Al	oove R5.2000/-	Rs.7		Cane	cel Payment

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

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+ Consumer Affairs, Food and Civil Supplies		Рауг	nent Receipt	Date: 21/12/2021 1:59:42 PM
+ Municipal Administration and				
<ul> <li>+ Panchayat Raj and Rural</li> <li>Development</li> </ul>	Secretariat Name :	ANGALAKUDURU	User ID :	U10790397- DA@apgsws.onmicrosoft.com
- Revenue	Service Name :	Change of Name Application	Transaction ID :	TCN211221000002
1. AP Dotted Lands Application	Applicant Name :	Pothina Saikumar Sai	Applicant Father Name	Pothina Srinivasa Rao
2. Addition Of Survey No In Adangal And 1 B	District -	Krishaa	: Mandalı	Viinenunda Pural e
3. Agriculture Income Certificate	District :	KIISIIIId	Mandai.	vijayawada Kurai-i
4. Change of Name Application	Amount Paid :	45 /-	Amount In Words :	Forty Five Rupees Only
5. Computerized Adangal 6. Cracker license Application	Payment Mode :	cash	SLA :	15 Days
7. E-Passbook Application	Department Name:	Revenue Department	Transaction Date :	21/12/2021 1:59:42 PM
8. Extract of House site / D-Form Patta Application	Note :			
9. Extract of NOC under Explosive / Petroleum Act	1. As per the GO. MS. NO. 1 for scanning and uploading	73 dated 6th March, 2019, the scanning ch documents.	arges beyond 4 pages has been revi	ised to Rs. 5/-
	2. To Know the Application	status, Please visit https://uat.vswsonline.ap	.gov.in	

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

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> Home	Hello, GANDIGUNTA2 ~						👮 12:14:27 PM	Los Out
> Report	Digital Assistant						20 December 2021 MON	
> View Transaction	GSWS / Application Submission / Rev	venue Depa	rtment / View Transactions					
> Challan Payment								
List Of Services				VIEW TRAN	ISACTIONS			
<ul> <li>Application Submission</li> </ul>	Search Criteria 1							
+ Consumer Affairs, Food and Civil Supplies	From Date : *		To Date : *		Service Name:		Department Name:	
+ Municipal Administration and Urban Development (CDMA)	20/12/2021		20/12/2021		All	~	All	~
+ Panchayat Raj and Rural Development	OR Search Criteria 2							
- Revenue	User Name :		GANDIGUNTA2					
1. AP Dotted Lands Application	Transaction ID/ Application Number :							
2. Addition Of Survey No In Adangal And 1 B								
3. Agriculture Income Certificate								
4. Change of Name Application				View Tran	isactions			

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

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<ul><li>&gt; Home</li><li>&gt; Report</li></ul>	<b>OR Searc</b> User Name	h Criteria 2	ANGALÁKUDURU	-2					
<ul> <li>View Transaction</li> <li>Challan Payment</li> </ul>	Transaction	ID/ Application Numb	per:						
List Of Services  Application Submission				View Tr	ansactions				
Consumer Affairs, Food and Civil Supplies	TRANS	ACTION LIST						Search Transaction	Print
<ul> <li>Municipal Administration and Urban Development (CDMA)</li> </ul>	Serial No	Transaction ID	Service Name	Customer Name	Transaction Date	Amount	Status	Uploaded Documents	Application Preview
Panchayat Raj and Rural Development	1	TCN211221000002	Change of Name Application	Pothina Saikumar Sai	21/12/2021	45	View Status	Download Documents	Preview
<ul> <li>Revenue</li> <li>1. AP Dotted Lands Application</li> <li>2. Addition Of Survey No In</li> </ul>	Requests p	er page:						46.00	< 1 5 33

The DA 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

) ෆුංඩා-නර්යු එසින	<b>២យ៉ាង៊ារា</b> ឆ្លនឹ៖ ដូជាអ្ <sub>ល</sub>				<b>I</b>	i YS Jagan Mohan Reddy on'ble Chief Minister of Andhra
Home						
Jiew Transaction			Land Carlos			
Challan Payment			and a second	S ectua		
t Of Services			Paymen	t Receipt		Date : 17/12/2021 2:59:47 PI
Application Submission						
nsumer Affairs, Food and Civil pplies		Secretariat Name :		User ID :	Test-DA@apgsws.onmicrosoft.com	
inicipal Administration and		Service Name :	SurrenderRiceCard	Application Number :	TSRRC211217000003	
oan Development (CDMA)		Applicant Name :	Batna Anantha Rao Batna Anantha Rao	Applicant Father Name :	Batna Anantha Rao	
nchayat Raj and Rural velopment		District :	Krishna	Mandal:	Avanigadda-r	
/enue		Amount Paid -	24 /-	Amount In Words -	Twenty Four Runees Only	
AP Dotted Lands Application			5		meny rou rupees only	
Addition Of Survey No In langal And 1 B		Payment Mode :	Cash	SLA :	21 Days	
Agriculture Income Certificate		Department Name:	Civil Supplies Department	Transaction Date :	17/12/2021 2:59:47 PM	
Change of Name Application		Note :				
Computerized Adangal		1. As per the GO. MS. NO. 173 dated 6t	h March, 2019, the scanning charges beyond 4 pages has been r	evised to Rs. 5/- for scanning and uploadir	ng documents.	
Cracker license Application		2. To Know the Application status, Pleas	e visit https://uat.vswsonline.ap.gov.in			
E-Passbook Application		3. For any query call us on : 1902				
Extract of House site / D-Form atta Application		Print Receipt				

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23. No Earning Certificate	Secretariat Name :	MORRISPETA	User ID :	U21028026-
24. No Property Application				webs@apgsws.onmicrosorc.com
25. OBC Certificate	Service Name :	ROR1BCertificate	Transaction ID :	TROR211221000001
26. Patta Sub Division For Auto Mutation Process Form	Applicant Name :	Pothina Saikumar Ok	Applicant Father Name :	Pothina Srinivasa Rao
27. Pattadar Mobile No Seeding In Land Records	District :	Krishna	Mandal:	Vijayawada Rural-r
28. Permission of Digging of Bore Well for Agricultural Purpose	Amount Paid :	35 /-	Amount In Words :	Thirty Five Rupees Only
29. Possession Certificate	Payment Mode :	cash	SLA :	15 Minutes
30. Printing of Title Deed cum passbook	Department Name:	Revenue Department	Transaction Date :	21/12/2021 2:40:20 PM
31. ROR - 1B	Note :			
32. Re-Issuance of OBC / EBC / Integrated Certificate	1. As per the GO. MS. NO. for scanning and uploadir	173 dated 6th March, 2019, the scan in documents.	ning charges beyond 4 pages has been rev	ised to Rs. 5/-
33. Rectifications Of Entries In	2. To Know the Application	n status, Please visit https://uat.vswso	nline.ap.gov.in	
34. Renewal Of Cinema License	3. For any query call us on	: 1902		
35. Title Deed Cum Passbook	Print Receipt		Print Cert	ficate

# Payment Receipt

Managed bookmar					Print		1 page	Reading list
		Paym	ent Receipt	Date : 21/12/2021 2:40:20 PM	Destination	Save as PDF	Ŧ	
	Secretariat Name :	MORRISPETA	User ID :	U21028026- WEDS@apgsws.onmicrosoft.com		_		
	Service Name :	ROR18Certificate	Transaction ID :	TROR211221000001	Pages	All	-	
	Applicant Name :	Pothina Saikumar Ok	Applicant Father Name :	Pothina Srinivasa Rao				
	District :	Krishna	Mandal:	Vijayawada Rural-r	Layout	Portrait	*	
	Amount Paid :	35 /-	Amount In Words :	Thirty Five Rupees Only				
	Department Name:	Revenue Department	Transaction Date :	21/12/2021 2:40:20 PM	More settings		~	1 2:40:20 PM
Secr	Note : 1. As per the GO. MS has been revised to I 2. To Know the Appli 3. For any query call	NO. 173 dated 6th March, 2019, tt ks. 5/- for scanning and uploading o cation status, Please visit <u>https:/Aua</u> as on : <u>1992</u>	te scanning charges beyon documents. Lysystorfine ap.gov.in	d 4 pages				
Serv								
Арр								
Dist								
Amc								
Payr						Save	Cancel	

# Certificate / Card

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23. No Earning Certificate 24. No Property Application Service 25. OBC Certificate	Q,  < < ☐1 of 1 >>  - + Page Width →	C - C - L	
26. Patta Sub Division For Auto Mutation Process Form	పారం -1 బి	- 11	
27. Pattadar Mobile No Seeding In Land Records	ఆంధ్ర ప్రదేశ్ ప్రభుత్వము, రెపెన్యూశాఖ, భూమి రికార్డుల కంప్యూటరీకరణ		
28. Permission of Digging of Bore Well for Agricultural Purpose	భూమి యజమాన్యపు హక్కుల రీకార్డు ప్రకారము (1-వి) నమూనా (ROR) Application No	- 11	
29. Possession Certificate	Date : <u>21/12/2021</u>		
30. Printing of Title Deed cum passbook	జిల్ల : తర్ఘ గొరారు గ్రామమం : సుజనరంథి ముదలను : నాగబస్కులించు చేస్తర్థమం యూరిట్ను : ఎగరు/ఎసు.		
31. ROR - 1B	వరుస పట్టాడారు (ఆటిజర్మారు) భాతా సర్వ భామి మొత్తం విష్ణు విధియా చిర్దరు రోజురు రోజురు రావి వరుస పట్టాడారు (ఆటిజర్మారు) భాతా సర్వ భామి మొత్తం విష్ణు విధయా చిర్దరుగా చిర్దరుగా		
32. Re-Issuance of OBC / EBC / Integrated Certificate	ດວຍຊາ ້ນີ້ ເພື່ອເຊັ້ນ ເພື່ອງ ແລະ ການເປັດແມ້ດ ລວດຄຸ ເລີ່ງຊີ້ ເພື່ອງ ແລະ ການ ແລະ ກ ການ ແລະ ການ		
33. Rectifications Of Entries In Record Of Rights	ප්රධානය   ප්රිතනය   ප		
34. Renewal Of Cinema License	3 ລັນດັ່ງຮັກ ສາດມີຄວາມ ລວຍປະສາກາງເດດງຫາວນ 222 96-3 ລ້ວຍຍາຍ 0.19 18 ເອລາລວຈີຮຸລາມ		
35. Title Deed Cum Passbook	4 ລິນດັນຮ້າວ ລ້າວມຽດແມ່ວຍຮະນາວ່ຽດວຽກ ວັ 222 96-5 2 ເວຍຍາຍ 1.48 140.48 ເອດນວດອີສລັມ	-	

# **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 Authoirty	Workflow
	Integrated Certificate	В	30	Tahsildar	GSWS
1	(Sub Collector/RDO)	В	30	Sub Collector /RDO	GSWS
2	Income Certificate	В	7	Deputy Tahsildar / Tahsildar	GSWS
3	Family member certificate	В	15	Tahsildar	GSWS
4	Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS)	В	30	Tahsildar	GSWS
5	OBC Certificate	В	30	Tahsildar	GSWS
6	Late Registration of Birth	В	60	Sub Collector /RDO	GSWS
7	Late Registration of Death	В	60	Sub Collector /RDO	GSWS
8	Possession Certificate	В	30	Tahsildar	GSWS
9	No Earning Certificate	В	15	Tahsildar	GSWS

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

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

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

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

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

GSWS / A	Application Submission / Revenue Depart	ment / Agriculture Income Certificate					
gricult	ure Income Certificate Reques	t					
	Bas	ic Details			Application For	m	
Ration (	ard No:	Remarks:					
			*				
	Characters Used : 0 / 200						
Incom	e Certificate Details						
Purpose of Income Certificate: * District:*				Mandal:* Village:*			
Army I	Recruitment	KRISHNA	~	AVANIGADDA	PUL		
	Pattadar Name*	Survey No*	E	5xtent*	PPB TD/Doc. No.*	Income*	
	Jagannath	999	12		121212121212121212	2200000	
		<b>+</b> A	Add New Row	💼 Delete Row			
Docun	nent List						
Note: A	II Upload Documents are in Pdt Format C	niy.		Pation card / EPIC Ca	rd/ AADHAR Card *		
a.pdf			Browse ×	a.pdf		Browse	
						Show Payment	

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

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<b>Hell</b> Villag	o, ANGALAKUDU ge Revenue Officer	RU-2 ~				21 December 2	021 TUE	Log Out
<b>8</b> Total	Requests	Ê	5 Open E	Beyond SLA	Correct Solution	thin SLA	Į	æ'
Reque	est List - Total Regu	lests				(		
Reque	est List - Total Requ Request ID	Jests Service Name	Service Category	Department Name	Citizen Name	Search Transaction	Applied Date	Status
S.No	est List - Total Requ Request ID ADSA211208000002	service Name	Service Category RV	Department Name RV	Citizen Name Venkata Ratna Kumar Asileti Venkata Ratna Kuma Kumar Asileti	Search Transaction	Applied Date 08/12/2021	Status Pending
Reque S.No 1	est List - Total Request ID ADSA211208000002 CGC211208000004	service Name InsertSurveyNumInAdangal IntegratedCertificate	Service Category RV RV	Department Name RV RV	<b>Citizen Name</b> Venkata Ratna Kumar Asileti Venkata Ratna Kuma Kumar Asileti Galanki Prasad Galanki Prasad Galanki Prasad	Search Transaction	Applied Date 08/12/2021	Status Pending Pending

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

os Managed bookmarks	https://uat.vswsonli				Sri YS Jagan Mohan Reddy
Request ID:NOPC2112140	000001				- Hort Die Chief Minister of Arianita Plade
Basic Details					
Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		
Present Address			Permanent Address		
Door No:	2/24		Door No:	2/24	
Street Name:	ramnagar		Street Name:	ramnagai	
Village / Ward / Secretariat:	ANGALAKUDURU	1-2	Village / Ward / Secretariat	ANGALA	CUDURU-2
Mandal / Municipality:	TENALI-R		Mandal / Municipality:	TENALI-R	
District:	GUNTUR		District:	GUNTUR	
Pin Code:	516003		Pin Code:	516003	

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Family Members of the Death Pe	rson						
Name of the Family Member	Gender	Relationship with Deceseaed Persor	n Occupation	Marital Status	Educational Qualification	Employment	Income Per Month
Murali	43 Fati	her	Employee - Private	Married	Diploma/ITI	Employment	16000
Ration card /EPIC Card/AADHAR     Death Certificate:     Copy of Family Member Certificate	Card: te:	Ry Ry	rthu bharosa.pdf 📩 rthu bharosa.pdf 📩 rthu bharosa.pdf 📩				
Verification Document		Remarks:*					
Q, No File choosen	Browse	Select	~				
			Forward				

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 a Aadhaar e-sign with an OTP to forward the application to the next level

VRO/WRS Checklist		
Applicant Name:	Galanki Prasad Galanki Prasad Galanki Prasad	
Applicant Address:	Door No: 2-55, Street: MAIN RAOD Village/ward: ANGALAKUDURU-2, Mandal: TENALI-R District: GUNTUR	
Whether Verified Previously issued Caste Certificate *	● Yes ◯ No	
Whether Verified SSC marks memo or Transfer Certificate or DOB extract Municipality/Gram Panchayat *	● Yes 〇 No	
Verification Document	Remarks:*	
Q No File choosen Browse	Recommended 🗸	

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

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ps 📙	Managed bookmarks	8 https://uat.vswsonli					📰 Readin	g list
) má	ឯ-ವಾದ್ದು ಸೆವಿವಾಲು <sub>ಕಂಭನ</sub>	<b>າໂງລົງງງ</b> # ລູສະສູດ			×	<b>iri YS Jagan Moha</b> i Ion'ble Chief Minister	<b>n Reddy</b> r of Andhra Pradesl	
<b>Hello</b> Village	<b>p, ANGALAKUDUR</b> je Revenue Officer	U-2 ~	Application fo	prwarded to next level.	SS:52-7 17 Decor	D2 PM mber 2021 FRI	Log Out	
8		[		n Bevond SLA	Ok 4 Open Within SLA			
Total	Requests							
Reques	Requests st List - Total Reque	sts			Search Transac			
Total Reques S.No	Requests st List - Total Reque Request ID	sts Service Name	Service Category	Department Name	Search Transac	tion Applied Date	Status	
Total I Reques S.No	Requests ist List - Total Reque Request ID ADSA211208000002	sts Service Name InsertSurveyNuminAdangal	Service Category	Department Name RV	Search Transac Citizen Name Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti	tion Applied Date	Status Pending	
Total Reques S.No 1 2	Requests st List - Total Reque Request ID ADSA211208000002 CGC211208000004	sts Service Name InsertSurveyNumInvAdangal InsegratedCertificate	Service Category RV RV	Department Name RV RV	Search Transac Citizen Name Venkata Ratma Kumar Aaileti Venkata Ratma Kumar Aaileti Galanki Prasad Galanki Prasad	tion Applied Date 08/12/2021 08/12/2021	Status Pending Pending	
Total Reques S.No 1 2 3	Requests st List - Total Reque Request ID AD5A211208000004 OBC211208000004	sts Service Name IntertSurveyNumInAdangal IntegratedCertificate OBCMemberCertificate	RV RV	Department Name RV RV RV	Search Transac Citizen Name Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Verkata Ratna Kumar Asileti Galanki Prasad Galanki Prasad Galanki Prasad ASDF ASDF	tion Applied Date 08/12/2021 08/12/2021 08/12/2021	Status Pending Pending Pending	
Total Control	Requests st List - Total Reque Request ID ADSA211208000002 CGC211208000004 OBC211208000002 OBC211208000002	sts Service Name IntertSurveyNumInAdangal IntegratedCertificate OBCMemberCertificate OBCMemberCertificate	Service Category RV RV RV RV	Department Name RV RV RV RV	Search Transac Citizen Name Verkota Ratna Kumur Asileti Verkata Ratna Kumur Asileti Verkata Ratna Kumur Asileti Galanki Prasad Galanki Prasad Galanki Prasad ASDF ASDF ASDF Galanki Prasad Galanki Prasad Galanki Prasad	tion Applied Date 08/12/2021 08/12/2021 08/12/2021	Status Pending Pending Pending Pending	
Total Reques S.No 1 2 3 4 5	Requests           st List - Total Reque           Request ID           ADSA211208000002           CGC211208000002           OBC211208000003           OBC211208000003           EPRID211215000005	sts Service Name InsertSurveyNamInAdangal IntegratedCertificate OBCMemberCertificate OBCMemberCertificate cPassbookReplacementPPB	Service Category RV RV RV RV RV RV	Department Name RV RV RV RV RV	Search Transac Citizen Name Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Galanki Prosad Galanki Prasad Galanki Prasad ASDF ASDF ASDF Galanki Prosad Galanki Prasad Galanki Prasad Chintala Sal Sindha ch	Applied Date           08/12/2021           08/12/2021           08/12/2021           108/12/2021           13/12/2021	Status Pending Pending Pending Pending Pending	

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

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Hello, Tahsild	<b>ə, TENALI-U</b> ~ dar					06:00:34 PM 17 December 2021 FRI	Log Out	
34 Total R	Requests	ê/	<b>3</b> Open Beyond SLA		31 Open Within SLA	Į		
Reques	st List - Total Requests					no		
Reques s.No	st List - Total Requests <sub>Request ID</sub>	Service Name	Service Category	Department Name	Citizen Name	no Applied Date	Status	
Reques S.No	st List - Total Requests Request ID NOPC211215000001	Service Name NoPropertyCertificate	Service Category	Department Name	Citizen Name Madasu Vasu Madasu Vasu Madasu Vasu	no Applied Date 15/12/2021	Status Pending	
Reques S.No 1	st List - Total Requests Request ID NOPC211215000001 NOPC211217000001	Service Name NoPropertyCertificate NoPropertyCertificate	Service Category RV RV	Department Name RV	Citizen Name Madasu Vasu Madasu Vasu Madasu Vasu Rapolu Jagadeesh Babu Babu	no Applied Date 15/12/2021 17/12/2021	Status Pending Pending	
Reques S.No 1 2 3	st List - Total Requests Request ID NOPC211215000001 NOPC211217000001 NEC211217000001	Service Name NoPropertyCertificate NoPropertyCertificate NoEarningMemberCertificate	Service Category RV RV RV	Department Name	Citizen Name Madasu Vasu Madasu Vasu Madasu Vasu Rapolu Jagadeesh Babu Babu Rapolu Jagadeesh Babu Babu	no Applied Date 15/12/2021 17/12/2021 17/12/2021	Status Pending Pending Pending	
Reques S.No 1 2 3 Requests p	st List - Total Requests Request ID NOPC211215000001 NOPC211217000001 Per page: 10	Service Name NoPropertyCertificate NoPropertyCertificate NoEarningMemberCertificate	Service Category RV RV RV	Department Name	Citizen Name Madasu Vasu Madasu Vasu Madasu Vasu Rapolu Jagadeesh Babu Babu Rapolu Jagadeesh Babu Babu	no Applied Date 15/12/2021 17/12/2021 17/12/2021 12/12/2021	Status Pending Pending Pending	

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

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Request ID:NOPC211214	000001				
Basic Details					
Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		
Present Address			Permanent Address		
Door No:	2/24		Door No:	2/24	
Street Name:	ramnagar		Street Name:	ramnagar	
Village / Ward / Secretariat:	ANGALAKUDURI	J-2	Village / Ward / Secretariat:	ANGALAN	CUDURU-2
Mandal / Municipality:	TENALI-R		Mandal / Municipality:	TENALI-R	
District:	GUNTUR		District:	GUNTUR	
Pin Code:	516003		Pin Code:	516003	

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.

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್ರರಾಮ-ವಾದ್ದು ಸೆವಿವಾಲಯಿತ <sub>ಿಂಕಟಿ</sub> ತ ಕಿಂ	ົມນ ເສ <sub>ະ</sub> ວ					Sri YS Hon'ble	<b>Jagan Mohan Reddy</b> • Chief Minister of Andhra Prades
Name of the Family Member	Gender	Relationship with Deceseaed Person	Occupation	Marital Status	Educational Qualification	Employment	Income Per Month
MADASU	23 So	n	Agriculture Labour	Married	Below 10th	UnEmployment	5000
Remarks from VRO/WRS: Remarks from RI:		Recommended	Docur	eent from VRO/WRS:	- Demo Demo	.pdf 📩	
Verification Document		Remarks:*	Enter t	he Remarks:*			
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Any other Person in Family taking other Pen	sions: No	How many times UID updated: 1		
S NO Date of Update Type of Updat 1 09/12/2021 Name	e-Mudhra Digital Signature		×	
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List of Documents	0-1/5			
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Step 4: Closer of application:

- CAT A: For all CAT A services once the payment is made the DA 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 can download and print the certificates by visiting the view transaction module

#### **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 and Records portal

SLA	15
Documents Checklist	1. Application Forms



Approval Flow



#### Application Forms

# **DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

			Basic D	etails		Application Form						
District	, <b>*</b>			Mandal:*		Village:*			Survey No *			
కృష్ణ			~	అవనిగడ్త	~	పులిగడ్డ		~	22212			
									Clear	Add Survey No		
Indica	ates Mandato	ory										
Please	e Enter Eithe	r Aadhaar Number	Or Aadh	aar Enrolment Number								
	S NO	Survey No		Cultivatable Land(In acres)* .	Cultivatable L	and(In Acres)*	Land Nature*		Land Classification	Water Source		
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					+ Add Ne	ew Row						
Docui	ment List (NG	JTE: All upload doo	uments :	should be in PDF format only	y and shouldnot exc	eed IMB)						
Applica	ation Form *					Supporting Fo	rm*					
0.1	o File choose	en			Browse	Q No File cl	hoosen			Browse		

#### 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 - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	Basic	Details				Applicati	on Foi	m
tion Card No:		Remarks:						
			* •					
		Characters Used : 0 / 200						
come Certificate Details								
rpose of Income Certificate: *		District:*			Mandal:*		Villag	)e:*
Army Recruitment		KRISHNA	~	·]	AVANIGADDA	~	PUI	LIGADDA
Pattadar Name		Survey No*		E	xtent*	PPB TD/Doc. No.*		Income*
Jagannath		999	12			121212121212121212121	2	2200000
	I	+	Add New Row		📋 Delete Row			
ocument List								
ote: All Upload Documents are in	Pdf Format Only	у.						
					Ration card / EPIC Car	d/ AADHAR Card *		
oplication Form *								

### 3. Change of Name Application:

#### About the Service

Applicant will apply for the change of his / her name in the official records for his 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	<ol> <li>Application From</li> <li>ID Proof/ Address Proof</li> <li>Passport size photograph</li> <li>Citizenship certificate issues by Gazetted officer</li> <li>Affidavit stating exact reason for change of his/her name</li> <li>Certificate from Class 1 to 10<sup>th</sup> attested by gazette officer police</li> <li>Certificate stating that he/she has not come to any adverse records during last 5 years</li> </ol>

#### Approval Flow



**Application Forms** 

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Departmer	nt / Change of Name Application						
Change of Name Application Form							
Basic [	Details			Applica	itior	Form	
Type Of Application:*							
Minor							
Applicant Details							
Applicant Present Sur Name: *	Applicant Proposed Sur Name: *			Applicant Present Name: *		Applicant Proposed Name: *	
Pothina	Peesa Mother Name: *			Sarika		Peesa Sarika	
Father Name: *				Police Station Name having jurisdiction: *		Place Of Birth:*	
Jagannath	Sharmila			One Town	Vijayawada	jayawada	
Occupation Details Mention your Work/Education:*  5 Years  Document List Note: All Upload Documents are in Pdf Format Only Application Form *	٨.			Recent Passport size Photograph (Upload Only JPC	G/JPE	G/PNG/GIF Format)*	
a.pdf	1	Browse	×	Q, No File choosen			Browse
Citizenship Certificate issued by Gazetted Officer *				Affidavit stating exact reason for change of his/her	r nam	1e *	
Q, No File choosen		Browse		Q, No File choosen			Browse
Certificates from Class 1 to 10th attested by Gazetter	d Officer			Police Certificate stating that he/she has not come	to a	ny adverse records during last 5 years	*
Q, No File choosen		Browse		Q No File choosen			Browse
Others(Aadhar/Ration Card/VoterID etc for Illiterates	(2						
Q No File choosen		Browse					
						Show	Payment

# 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	<ol> <li>Application form</li> <li>Proof of Address</li> </ol>

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 - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

ACKERS LICENSE APPLICANT FORM							
Basic	Details	Application Form					
Applicant Details							
ervice Type:*	Ration Card No:	Remarks:	Status : *				
Cracker License For Diwali		 ▼	🖲 Individual 🔿 Company/Firm				
		Characters Used : 0 / 200					
pplicant Qualification:*	Applicant Experience: *						
MBA	5						
echnical Person Employed : *	Qualification: *	Experience: *					
● Yes ○ No	B.Tech	6					
ervice Specific Details	Locality/Land Mark: * One Town Police Station	District*	Mandal:*				
ïllage:*	Police Station: *	Railway Station (0r) steamer Ghal: *	Purpose of License : *				
PULIGADDA 🗸	1	Railway Station	Diwali Sale Exhibition				
re the Premises attached to a licensed lanufacturer explosive? : *	Have the premises previously been licensed :* <ul> <li>Yes</li> <li>No</li> </ul>	Has the applicant been convicted of any offence or Ordered to execute any bound under chapter VIII of the code or criminal Procedure 1973 during last 10 years ? : *	A)Particulars of other license if any under explosive act, 1884 by applicant during the las 10 years B)Was any license cancelled/not renewal ? : *				
As per Legal procedures	Secured measures taken	Secured measures taken	Secured measures taken				
vetails of amendment Proposed /additional							

Explosive Proposed to be :						
Name of Explosive *	Class *	Div	ision *	Quantity at one Time*	Quantity In one Month	*
Mega Milton	1	2		75	275	
Document List Note: All Upload Documents are in Pdf Format	+ /	Add New Row	Delete Row			
Application Form *			Identity Proof*			
a.pdf		Browse ×	Q No File choose	en		Browse
Address Proof *			Verification Report	from Police *		
a.pdf		Browse ×	Q No File choose	en		Browse
No Objection from Fire Service Department *			No Objection from	local body *		
Q, No File choosen		Browse	Q No File choose	en		Browse
Particulars of Previous license if any *			Photo(Upload Only	JPG/JPEG/PNG/GIF Format) *		
Q No File choosen		Browse	Q No File choose	en		Browse
					Show	v Payment

# 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	<ol> <li>Duplicate:</li> <li>Application Form</li> <li>Passbook copies</li> <li>If lost FIR copy</li> <li>Passport photo of applicant</li> <li>Signature of applicant</li> <li>Address proof and ID proof</li> </ol>
	Replacement of Passbook: 1. Application Form



Approval Flow



# Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

assbook	Application Form								
	Basic	Details			Ар	plicatio	n Form		
pplicant	Details								
ation Card	No:	Remarks:							
			 ▼						
		Characters Used : 0 / 200							
PLACEN	MENT/DUPLICATE PATTADHAR	PASS BOOK APPLICATION FO	DRM						
ease Selec	:t Service Type:*	District:*		Mandal:*			Village:*		
Replaceme	ent of Pattadhar Passbook	కృష్ణ	*	అవనిగఢ్త		~	పులిగఢ		
iata Numb	per:*	Pattadar Name:*		Father Name:*					
3	~	మండలి వసుంధరాదేవీ		దనకోటేశ్వర	రావు				
otaile									
cans								_	
SerialNo	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Tot	al Extent	Tax	Acquired Reaso
	మండలి వసుందరాదేవీ	దనకోటేశ్వరరావు	3	76-17A	మెట	1.12		0	విభాదారు పటాదారు
	మండలి వసుంధరాదేవీ	దనకోటేశ్వరరావు	3	76-18	మెట్ట	0.8		160	పట్టాదారు
ttadhar ste: * IC-D	• Details ~	Caste Name: *	~	Division Name	*	~	Old PPB Nu	umber:	
gistration	Number:	Registration Date:		Reasons for Re	placement/Duplicate Pattadha	r			
		02/11/2021		Pass book:*					
				Other Source	l				
cument te: 1. Tota	t List al size of all Upload Documents should r	not exceed 3MB.							
Application Form* (Upload PDF format only)			Registered doc	ument (copies) if any * (Uploa	d PDF for	mat only)			
a.pdf			Browse	Q, No File ch	loosen				Bro
ent passp	port size photo * (Upload JPG format on	ily)		Signature* (Up	load JPG format only)				
Q, No File	choosen		Browse	Q No File ch	loosen				Bro
inned Cop	oy FIR * (Upload PDF format only)			NOC certificate	from the bank in the respecti	ve jurisdi	ction* (Uplo	ad PDF fi	ormat only)
	choosen		Browse	Q No File ch	noosen		1-1-1		Bro
🔍 No File									

#### 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	<ol> <li>Application form</li> <li>Proof of Address</li> </ol>

#### Approval Flow



#### Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

Basic Details				Application	on Form	
Ration Card Number:	Service Type:*					
	House Site Patta	~				
anning Information For Use	un Cita Datta					
elect Type:*	Ise Site Patta Survey No O T.S.I	No				
urvey No:*						
234565						
lot No:	District:*		Mandal/Circle:*		Village/Ward:*	
	KRISHNA	~	AVANIGADDA	~	PULIGADDA	
ocument List						
lote: All Upload Documents are in P	df Format Only.					
pplication 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	<ol> <li>Application Form</li> <li>Previously issued copy</li> </ol>

#### Approval Flow



#### Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

Basic Details			Application Form			
Ration Card No: Remarks:			Service Type:*			
		*	NOCPetroleumAct	~		
	Characters Used : 0 / 200					
pplicant Details						
urvey Number:*	Extent:*		Land Units:*		Sub Division Number:*	
12	23		Acres	~	43	
le No/Reference No:*	Date of File/Reference: *		Purpose For Extract Of NOC:*			
122333	02/11/2021		As per the ACT Protocol			
<b>locument List</b> lote: All Upload Documents are in Pd	f Format Only.					
pplication Form *			Copy Of NOC *			
a.pdf		Browse ×	a.pdf			Browse
# 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
	1. Application form
	2. A notarized affidavit containing Name, Age and Relationship
	with deceased.
Documents Checklist	3. Document (Ration Card/Voter Id/Passport/Passbook,
	Aadhaar etc.) indication the relationship of the applicant with
	the deceased.
	Death Certificate/FIR.



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	В	asic Details					Applicat	ion Form	
lation (	Card No:	Remarks:							
				*					
		Character	s Used : 0 / 200						
Deceas	sed Details								
ecease	ed First Name: *	Deceased	Middle Name:		Deceased Last Na	ame: *		Father/Husband	Name:*
Sagar					Singh			Jagannath	
ate of	Death: *	Reason fo	r Death:*		Occupation:*			AADHAR Enrolm	ent Number:
02/11	1/2021	General	Death					Format(1234/12345/12345)	
Gov ndica	Happened Place (Hospital Name / * rt Hospital tes Mandatory e Enter Either Aadhaar Number Or Aad	haar Enrolment Nu	mber	~	Central Govern	ment Services	~	314967395689	67
eath H ome):* Gov Indica Please	Happened Place (Hospital Name / * rt Hospital ates Mandatory e Enter Either Aadhaar Number Or Aad Name of the Family Member	haar Enroiment Nu Gender*	mber Age	Relationship	Central Govern	ment Services Marital Status*	V	14967395669	67 Identity Number*
Gov Indica	Happened Place (Hospital Name / * rt Hospital ates Mandatory e Enter Either Aadhaar Number Or Aad Name of the Family Member* Sarika	haar Enrolment Nu Gender* Female	mber Ager 27	Relationship     Others	P with Deceased*	Marital Status*	▼ Ide	ntity Proof	67 Identity Number* 314987395689
Gov	Happened Place (Hospital Name / * rt Hospital ates Mandatory e Enter Either Aadhaar Number Or Aad Name of the Family Member Sarika	Gender*	mber Age 27	Relationship     Others Add New Row	p with Deceased*	Marital Status*	V Idea	ntity Proof No/ Aadhar En V	67 Identity Number* 314987395689
Death H Iome):* Gov I Indica Please	Happened Place (Hospital Name / * rt Hospital stes Mandatory e Enter Either Aadhaar Number Or Aad Name of the Family Member Sarika  ment List NI Upload Documents are in Pdf Forma	haar Enrolment Nu Gender* Female V	mber Age 27	Relationship     Others Add New Row	p with Deceased*	Marital Status*	V Ide	ntity Proof	67 Identity Number* 314987395689
Gov Indicas Please	Happened Place (Hospital Name / * rt Hospital tes Mandatory Enter Either Aadhaar Number Or Aad Name of the Family Member Sarika Sarika Ment List All Upload Documents are in Pdf Formation Form *	Haar Enrolment Nu Gender* Female V	mber Age 27 + A	Relationship Others Add New Row	P with Deceased Delete Row A notarized affidi	Marital Status* UnMarried V avit containing Name,4	V Ide Aadhaar	ntity Proof No/ Aadhar En V	67 Identity Number* 314987395689
Gov Indica: Please	tappened Place (Hospital Name / * rt Hospital stes Mandatory e Enter Either Aadhaar Number Or Aad Name of the Family Member Sarika Sarika Mulupload Documents are in Pdf Formation Form * o File choosen	haar Enrolment Nu Gender* Female V	mber Age 27	Relationship     Others Add New Row Browse	p with Deceased*   A notarized affida    No File choore	Marital Status* UnMarried V avit containing Name,4 osen	Age and Rela	ntity Proof No/ Aadhar En 🗸	67 Identity Number* 314987395689 ised. *
Gov Indica Please	tappened Place (Hospital Name / * t Hospital tes Mandatory e Enter Either Aadnaar Number Or Aad Name of the Family Member Sarika Sarika MI Upload Documents are in Pdf Formation Form * o File choosen ent(Ration Card/Voter Id/Passport/Pas nt with the deceased*	haar Enrolment Nu Gender* Female V It Only.	mber Age 27 + /	Relationship     Others Add New Row Browse ship of the	Central Government p with Deceased Central Government Central Go	Marital Status* UnMarried avit containing Name,4 osen /FIR *	Age and Rela	ntity Proof No/ Aadhar En V	67 Identity Number* 314987395689 Ised. *

# 9. Income Certificate:

#### About the service

To issue certificate on Income for Individual as well as based on Parent income, Income Certificate. Used for availing loans and fee reimbursements

SLA	7
Documents Checklist	<ol> <li>Application form</li> <li>Copy of IT Returns/Pay Slips (Any other documents</li> <li>Ration Card/Epic Card/Aadhar Card</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

come Certificate Application Form							
Basic Details				Applic	atio	n Form	
Applicant Details							
Applying For: *	Applicant Income O Parer	nt Income					
Ration Card No:	Remarks:						
			* *				
	Characters Used : 0 / 200						
ncome Certificate Details							
ncome on Lands:	Income on Business:			Income on Buildings:		Income on Labour:	
5000	7898			78654		87654	
Salary of both Wife and Husband (Employed):	Income on Other Sources:			Total Income:			
23456	3456			206118			
Document List Note: All Upload Documents are in Pdf Format On	ily.						
Application Form*				Ration card /EPIC Card/AADHAR Card			
a.pdf		Browse	×	Q, No File choosen			Brows
Copy of IT Returns/ Pay Slips (Any other document	ts)						
Q No File choosen		Brow	/se				

## 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	<ol> <li>Application form</li> <li>SSC marks memo or Transfer Certificate or DOB extract from</li> </ol>

<ol> <li>Municipality/Gram Panchayat</li> <li>Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)</li> </ol>
Sub Collector/RDO
<ol> <li>Application form</li> <li>SSC marks memo or Transfer Certificate or DOB extract from Municipality/Gram Panchayat</li> <li>Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Integrated Certificate					
Integrated Certificate Application For	m				
Ba	sic De	tails		Application Form	
Ration Card No:		Remarks:			
			* *		
		Characters Used : 0 / 200			
Caste Certificate					
Issued Caste Certificate In Past:*		Caste Claimed:*		Education Certificate Contains Caster* Purpose of Caste Certificate:*	
Yes	•	Agnikulakshatriya	~	Yes	
Document List Note: All Upload Documents are in Pdf Format Application Form *	Only.			Caste Certificate issued to the family members *	
No File Choosen			Browse	Q No File choosen	Browse
SSC marks memo or DOB extract or Transfer Ce	rtificate	*		1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath *	
No File Choosen			Browse	Q. No File choosen	Browse
Ration card/EPIC card/AADHAR card *				Schedule I to IV	
No File Choosen			Browse	Q No File choosen	Browse
				Sho	w Payment

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

### About the Service

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

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



DA - Service Application form:	Post filling	common	details the	e DA j	proceeds to	o the Se	ervice
Application Form							

Basi	: Details		Application Form	
lation Card No:	Subcaste: *			
ncome Certificate Details				
iross Annual Income includes Salary, Agriculture, he year of application (Applicant/His/Her Family)	Business, Profession etc., for t *	the financial year prior to		
Access Information(Applicant/His/Her/F	amily)			
Acres of agriculture land and above : *	alliny/		Residential flat of 1000 so.ft. and above : *	
○ Yes ○ No			○ Yes ○ No	
Peridential plat of 100 coupords and above in potified prupicipalities (*				
esidential plot of 100 sq.yards and above in notif	ied municipalities : *		Residential plot of 200 sq.yards and above in areas other than notified municipalities : *	
lesidential plot of 100 sq.yards and above in noti Yes No lote The term "Family" for this purpose will includ. His/Her spouse and children below the age o	ied municipalities : * the person who seeks benef 18 years:*	fit of Reservation, His/Her p	Residential plot of 200 sq.yards and above in areas other than notified municipalities : • Yes O No arents and siblings below the age of 18 years as also	
	ied municipalities : *  the person who seeks benef Syears:*  (y.	fit of Reservation, His/Her p	Residential plot of 200 sq.yards and above in areas other than notified municipalities : • Ves O No arents and siblings below the age of 18 years as also	
A seidential plot of 100 sq.yards and above in noti  Yes No  Note  The term "Family" for this purpose will includ His/Her spouse and children below the age o  Nocument List Iote: All Upload Documents are in Pdf Format Or  upplication Form *	ied municipalities : *  the person who seeks benef I byears:*  ity.	fit of Reservation, His/Her p	Residential plot of 200 sq.yards and above in areas other than notified municipalities : *         Yes       No	
	ied municipalities : *  t the person who seeks benef f 18 years:*  ily.	fit of Reservation, His/Her p	Residential plot of 200 sq.yards and above in areas other than notified municipalities :*         O       Yes       No         arents and siblings below the age of 18 years as also         Ration card/EPIC card/AADHAR card *         Q. No File choosen	Browse
	ied municipalities : *  the person who seeks benef f 18 years:*  Ny.  s):	fit of Reservation, His/Her p	Residential plot of 200 sq.yards and above in areas other than notified municipalities : •         Yes       No	Browse
A No File choosen  No File choosen	ied municipalities : *  the person who seeks benef f 18 years;*  ily.  s):	fit of Reservation, His/Her p Browse Browse	Residential plot of 200 sq.yards and above in areas other than notified municipalities : •         Yes       No	Browse
	ied municipalities : *  the person who seeks benef f 18 years:*  ily.  s):	fit of Reservation, His/Her p Browse Browse Browse	Residential plot of 200 sq.yards and above in areas other than notified municipalities :*         Yes       No         arents and siblings below the age of 18 years as also         Ration card/EPIC card/AADHAR card *         Q. No File choosen         Affidavit:         Q. No File choosen	Browse
Alterial plot of 100 sq.yards and above in noti  Yes No  Vote  The term "Family" for this purpose will includ His/Her spouse and children below the age of  Cocument List Iote: All Upload Documents are in Pdf Format Or  upplication Form *  Q. No File choosen  Noto (Upload Only JPG/JPEG/PNG/GIF Format);*  Q. No File choosen	ied municipalities : *  the person who seeks benef f 18 years:*  ity.  s):	fit of Reservation, His/Her p Browse Browse Browse	Residential plot of 200 sq.yards and above in areas other than notified municipalities :*         Yes       No         arents and siblings below the age of 18 years as also         Ration card/EPIC card/AADHAR card *         Q. No File choosen         Affidavit:         Q. No File choosen	Brows

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

### About the Service

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

SLA	7

<ol> <li>Application Form</li> <li>Address Proof / ID Proof</li> </ol>
<ol> <li>Adangal or ROR 1B</li> <li>Self-Declaration</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

GSWS / A	Application Submission	/ Revenue Depar	tmen'	/ Issuance Of Small Ar	nd Marginal Far	mers Certificat	e				
ssuance	∍ Of Small And M	arginal Farm	ers /	Certificate							
		Bas	ic D	etails					Application Form		
Ration C	lard No:			Remarks: Characters Used : 0/.	200	 ▼					
Inform	nant Details										
Informant Name:* Rela		Relation with Farmer: * Others									
Land D	)etails			Mandal:*							
NRI31	Village*		1B KH	ata No.*		Survey No.*		Land Type (Dry/Wet)*	Extent Of Land*	Land Un	iits*
	PULIGADDA V	9876543	234		34567			Wet	23	Acres	•
					+ Add	d New Row	📋 Delete	e Row			
Docum Note: Al Applicat	n <b>ent List</b> III Upload Documents ar tion Form *	re in Pdf Format (	Only.				Scanned C	opy of Pattadhar Passbook/Ti	tie Deed/18 Extract/Register sale deeds of ti	he Lands*	
Q, No	o File choosen					Browse	Q No Fi	ile choosen		Br	owse
Self dec	laration by the Farmer f	for the lands own	ed by	him/her *							
Q, No	File choosen					Browse					
										Show Pay	ment

#### **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

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



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	eum Products		
Basic	: Details	Applicat	ion Form
ituation of the permises where pet	roleum is to be stored		
istrict: *	Mandal: *	Village: *	Pin Code: *
KRISHNA 🗸	AVANIGADDA 🗸	PULIGADDA 🗸	521121
olice Station Name having jurisdiction:*	Nearest Railway Station:*	Survey Number:*	Licence Number:*
Agiripalli	Repalle	5432345676	987654323456787
pe Of Licence:*	Number of licence held for the premises		
New NOC 🗸	and the Full name of the holder of the licence:*		
	Characters Used : 0 / 200		
Quantity(in litres) of Petroleum to b	e imported and stored*		
	In Bulk	Not in Bulk	Total
		2	14
Class A	12		
Class A Class B	23	1	24
Class A Class B Class C	12 23 1	23	24
Class A Class B Class C Total of classes of Petroleum:	12 23 1	23	24 24 62

## 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	<ol> <li>Application form</li> <li>Identity form</li> <li>1954-1955 Khasra pahani, 73-74 latest pahani copies</li> <li>Family tree / relationship with inamdhar</li> </ol>



DA - Service Application form:	Post filling common	n details the DA p	roceeds to the Service
Application Form			

	Basic D	etails				Applicatio	on Form	
Applicant Details								
ation Card No:		Remarks:			Relationship with Inamdar:*		Whether Applicant is an Inamo	dar:*
				 	Father	~	● Yes ○ No	
		Characters Used : 0 / 200	0					
ne amount of Land Revenue, Judi or o int paid to the Government in respec ie inam lands;*	quit t of	The nature of his/her int land along with the deta respect of claims:*	erests in iiled parti	the Inam iculars in				
76543		Mining						
ervice Specific Details								
istrict:*		Mandal:*						
KRISHNA	~	AVANIGADDA		~				
Village*	9	Survey No*	Land T	Гуре*	Extent of Land*	Land Units*	Nature of Inam*	
PULIGADDA V 876	5432		Wet	✔ 23		Acres 🗸	Mining	
			🕇 Add N	New Row	🛍 Delete Row			
ocument List								
ote: All Upload Documents are in Pd	f Format	Only.						
pplication Form *					1954-1955 kasara pahani, 73-74	latest pahani c	opies *	
Q, No File choosen				Browse	<b>Q</b> , No File choosen			Brows
anih. Tana / Palatianakin with Japanell								
amily free / Kelationship with Inamor	ar							

### **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	<ol> <li>Application Form</li> <li>Adangal or ROR 1B</li> <li>Proof of Identity or Proof of Address</li> <li>Challan Copy</li> </ol>



DA - Service Application form:	Post filling	common	details the	e DA j	proceeds to	o the Se	ervice
Application Form							

Ва	sic Details		Арр	lication	n Form	
AND CONVERSION (NEW)-GOM	S NO98 APPLICATION FORM Service	Types* :				
pplicant Details						
ation Card No:	Remarks:	▲ ▼				
	Characters Used : 0 / 200					
<b>Document Details</b>	Land Located Mandal:*	Land L	ocated Village:*		Challan Amount:*	
కృష	అవనిగడ్త	🖌 పులిగ	- Yý	~	234567	
Challan No:*	Challan Date: *	Challar	n Details (Amount paid in		Purpose for the Conve	ersion:*
4355467897	02/11/2021	Treasur	ry/Bank):*		Commercial	
Details		3430	, 			
Survey No/Sub Khatha Exter Division No	nt* Land Nature* Land Classifaction*	TotalExtent*	Area (In Units)* In Units)*	Area (In Units) <b>*</b>	Doc.No/year*	Pattadhar Name <b>*</b>
		1.12				X an X X A

### 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	0
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 he GP or Municipal Commissioner · Ration card copy · SSC





**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

Bas	ic Details		Applicatio	n Form	
ervice Type:*	Ration Card Number:				
Birth Certificate 🗸					
irth Details					
hild Name:*	Child Date Of Birth:*	No. Of Delivery:*		Age of Mother: *At the time of deli	/ery
Jagannath	03/11/2021	1		27	
lace Of Birth:*					
General Hospital					
ervice Specific Details( Please spe	cify the details of Birth/Death hap	pened) Ned Mother Name:*		Father's Name/Husband's Name:*	
ervice Specific Details( Please specific No.:* 12-23-23/2	Address: "Actual birth/Death happer	ned Mother Name:*		Father's Name/Husband's Name:* Jagannath	
Service Specific Details( Please spo Noor No.:* 12-23-23/2 District:*	Address: "Actual birth/Death hap Address: "Actual birth/death happer General Hospital Mandal/Circle:"	red Mother Name:" Sharmila Village/Ward:"		Father's Name/Husband's Name:* Jagannath Pin Code:*	
Service Specific Details( Please specific Details) Noor No.:* 12-23-23/2 District:* KRISHNA	Address: "Actual birth/Death happen General Hospital Mandal/Circle:" AVANIGADDA	bypened)       Ned       Mother Name:*       Sharmila       Village/Ward:*       PULIGADDA	~	Father's Name/Husband's Name:* Jagannath Pin Code:* 521121	
Service Specific Details( Please spo Door No.:* 12-23-23/2 District:* KRISHNA Sender:*	Address: "Actual birth/Death hap Address: "Actual birth/death happen General Hospital Mandal/Circle:" AVANIGADDA Purpose:"	bypened)       ted     Mother Name:*       Sharmila       Village/Ward:*       VILIGADDA	~	Father's Name/Husband's Name:" Jagannath Pin Code:" 521121	
Service Specific Details( Please specific Details) Door No.:* 12-23-23/2 District:* KRISHNA ✓ iender:* MALE ✓	Address: "Actual birth/Death happen General Hospital Mandal/Circle:" AVANIGADDA Purpose:" Visa Purpose	bigened)         Nother Name:*         Sharmila         Village/Ward:*         PULIGADDA	~	Father's Name/Husband's Name:" Jagannath Pin Code:" 521121	
Service Specific Details( Please specific Details) Door No.:* 12-23-23/2 District:* KRISHNA ✓ Gender:* MALE ✓	Address: "Actual birth/Death happen General Hospital Mandal/Circle:" AVANIGADDA Purpose:" Visa Purpose	bed       Mother Name:*         Sharmila       Village/Ward:*         VILIGADDA       PULIGADDA	~	Father's Name/Husband's Name:" Jagannath Pin Code:" 521121	
Service Specific Details( Please specor No.:* 12-23-23/2 District:* KRISHNA ✓ Gender:* MALE ✓ Birth Upload Documents	Address: "Actual birth/Death hap Address: "Actual birth/death happer General Hospital Mandal/Circle:" AVANIGADDA Purpose:" Visa Purpose	opened) red Mother Name:* Sharmila Village/Ward:* ✓ PULIGADDA	~	Father's Name/Husband's Name:" Jagannath Pin Code:" 521121	
Service Specific Details( Please specific Details( Please specific Details( Please specific Door No.:*	Address: *Actual birth/Death haper General Hospital Mandal/Circle:* AVANIGADDA Purpose:* Visa Purpose	aed Mother Name:*  Sharmila  Village/Ward:*  VULIGADDA	~	Father's Name/Husband's Name:* Jagannath Pin Code:* 521121	
Service Specific Details( Please spo Door No.* 12-23-23/2 District* KRISHNA Gender:* MALE Birth Upload Documents Note: All Upload Documents are in Pdf For Physical Document*	ecify the details of Birth/Death hap Address: "Actual birth/death happer General Hospital Mandal/Circle:" AVANIGADDA Purpose:" Visa Purpose rmat Only.	Appened) hed Mother Name:" Sharmila Village/Ward:" VILIGADDA Non availability certificate issue	← ↓	Father's Name/Husband's Name:" Jagannath Pin Code:" 521121 unicipal Commissioner"	

### 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



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	Basic	Details			Applicati	ion Form
Please Select Selection	n Criteria					
District: *		Mandal: *		Village / Ward: *		Fasli Year: *
కృష్ణ	~	అవనిగడ్డ	~	పులిగడ్డ	~	2016 (1426)
Note* : Please Enter the Sur	vey Number same	e as the Record. Please follow the Guideli	ines attache	ed for installing Telugu Fonts. Click I	Here	
urvey No: *		Enter Survey Number:*		Khata No:		Pattadhar Name: *
Others	~	8765432678		34567		Mahesh Reddy

## 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	<ol> <li>Application form</li> <li>Registered Documents</li> <li>Aadhar Card /Other id and Address Proof</li> <li>Passport Photograph of the applicant</li> <li>Pattadar Passbook /ROR 1B /Adangal Copies</li> <li>Signature of Applicant</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

Basic	Application Form						
Buyer Name: *	Buyer Katha No:		Ration Car	d No:		Remarks:	
Mahesh Reddy					· · · · · · · · · · · · · · · · · · ·		
						Characters Used : 0 / 200	
Document Details							
District:*	Mandal:*		Village:*			Division: *	
కృష్ణ 🗸	అవనిగడ్డ	అవనిగడ్త 🗸			~	గుడివాడ	~
Mutation Category: *	Mutation Sub Category: *						
Backlog Mutation	Purchase Mutation	~					
Seller Name* Seller Address *	Survey Number/Sub Division *	Name * F	ather Name *	Extent Of Area(Acs/Gts) *	Document No	Doc Date(dd/mm/yyyy) *	Village
Mahesh Redc Puligadda 3-	-10 🗸 305 🗸	తలగడదీవి :	లక్ష్మయ్య	3	23	03/11/20	పులిగడ్డ
+ Add New Row							
Document List Note:1.Total size of all Upload Documents si	hould not exceed 1MB.						
Note:2.All Upload Documents are in Pdf For	mat Only.						
Application Form *			Registered	d Document Copies*			
Q, No File choosen		Browse	Q No F	ile choosen			Browse
Old Pattadar Passbook/Title deed/(Seller PPE	B/TD)*		Tax Receip	ots if any*			
Q, No File choosen		Browse	Q No F	ile choosen			Browse
Recent Passport Size photo (Upload Only ipc	a/ipeg format)*		Signature	(Upload Only ipg/ipe	g format)*		
Q No File choosen		Browse	Q No F	ile choosen	5		Browse
							Show Payment
						-	

### 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	<ol> <li>Application Form</li> <li>Ration card /EPIC Card/AADHAR Card</li> <li>Death Certificate</li> <li>Copy of Family Member Certificate</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / No-Earning Member Certificate							
No-Earning Member Certificate App	olication Form						
Basic	Details	Application Form					
Ration Card No:	Remarks:	Relationship With Deceased: *					
	▲ ▼	Brother 🗸					
	Characters Used : 0 / 200						
Enter Deceased Details Deceased First Name: * Sagar	Deceased Middle Name:	Deceased Last Name: *	Father/Husband Name:*				
Date of Death: *	Reason for Certificate:*	Occupation:*	Native Village:*				
03/11/2021	03/11/2021 Compassionate Appointment		CHAPURAM2				
Name of the Family Member	Age	Gender* Occupation*	Relationship with Deceased				
		Select 🗸 Select	▼ Select ▼				
	+ Add New Row	Tolete Row					

### 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	<ol> <li>Application form</li> <li>Address Proof/ID Proof</li> <li>Family member certificate copy</li> <li>Death certificate copy</li> </ol>



DA - Service Application form:	Post filling common	details the DA p	roceeds to the Service
Application Form			

	Basic De	tails				Applic	ation Form		
ation Card No:		Remarks:			Relationship with Death Person: * Brother				
eath Person Details									
eath Person First Name: *		Death Person Middle Name:		Death Pe	rson Last Name	*	Father/Husband N	lame:*	
Sagar			м			Karthik M			
oor No: *		Street Name : *					Mandal:*	Mandal:*	
12-123/2		Vandhula vari street		KRISHNA 🗸		AVANIGADDA	AVANIGADDA 🗸		
illage:*		Pin Code: *		Date of Death: *		Place Of Death(Ho	Place Of Death(Hospital Name / Home):*		
PULIGADDA	~	532401		03/11/	03/11/2021		Vikas Hospital	Vikas Hospital	
ccupation:*		Cause of death:*			Purpose: *				
Retired Employee	red Employee			Income Tax					
ocation of Death									
tate:*		District:*		Mandal:*			Village:*		
Andhra Pradesh	dhra Pradesh 🗸 🤘		~	AVANIGADDA 🗸		PULIGADDA			
amily Members of the D	Death Person								
Name of the Family Member*	Age*	Relationship with Death Person*	Occupa	ition*	Marital Status*	Edcational Qualification*	Employment*	Income Per Month*	

#### 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	<ol> <li>Application form b) Address Proof / ID Proof</li> <li>Applicant Father/ mother Property Particulars</li> <li>Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	a			1		
Ва	isic Deta	ils		Applicati	ion Form	
ation Card No:	Re	marks:				
			 ▼			
	Ch	aracters Used : 0 / 200	)			
aste Certificate						
sued Caste Certificate In Past :*	Ca	ste Claimed :*		Education Certificate Contains Caste :*	Purpose of Caste Certificate:*	
Yes	•	/es	~	Yes 🗸	CENTRAL GOVERNMENT	
amily Income:*						
765434						
· · · · · · · · · · · · · · · · · · ·						
locument List lote: All Upload Documents are in Pdf Fo	ormat Only	1.				
Application Form *				Ration card /EPIC Card/AADHAR Card		
O No File channel			Browse	Q No File choosen		Browse
Q No File choosen						
C No File choosen				Applicant Father/Mother Employment particul	ars/Income Tax returns (for profess	ionals) *
upplicant Father/Mother property particu	lars *					

### 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	<ol> <li>Application form</li> <li>Address Proof/ ID Proof</li> <li>Copy of ROR 1B, Adangal, Passbook</li> <li>Small and marginal farmer certificate for concession</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

Basic Details			Application Form			
Applicant Details						
Ration Card No:	Remarks: Characters Used : 0 / 200	▲ ▼				
Land Details Description	Mandal:*	\	Village:*		Survey Number:*	
And Details Description District:* KRISHNA ixtent Of Land:* 34 Acers/Cei	Mandal:* AVANIGADDA Type Of land:* Wet	• (	Village:* PULIGADDA Category Of Farmer:* Small Farmer	~	Survey Number:* 3456	
Land Details Description District:* KRISHNA Extent Of Land:* 34 Acers/Ce Dther Details Extent up durgit	Mandal:* AVANIGADDA Type Of land:* Wet Mode of drawing water.*	• ( • (	Village:* PULIGADDA Category Of Farmer:* Small Farmer	~	Survey Number:* 3456	

#### **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	<ol> <li>Application Form</li> <li>Income Certificate/Ration Card</li> <li>Scanned Passport Size photo</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	Basic Details		Application Form
Ration Card No:	Remarks:	Age:*	
		× 23	
	Characters Used : 0 / 200		
ncome: *	Survey No: *	Extent:*	Purpose: *
8765476	12	3 Ac	res/Cents 🗸 Ownership
House Boundaries			
Name of the Ulaway (Land balde			

Document List Note: All Upload Documents are in Pdf Format Only.			
Application Form *		Income Certificate/ Ration card *	
Q No File choosen	Browse	Q No File choosen	Browse
			Show Payment

## 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





# Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

rinting Of Title Dee	ed cum passbook Application Form		
	Basic Details	Application Form	
Please Select Select	ion Criteria		
District:*	Mandal:*	Village:*	
కృష్ణ	🗸 అవనిగడ్డ	🗸 పులగఢ	
Select Criteria: *		Aadhaar Number: *	
O Khata Number	<ul> <li>Aadhar Number</li> </ul>	314987395689	
	Aadhar Number is seeded at webland	d for requested Khata Number.Please go for Pathadar Authentication	

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

#### About the Service

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

SLA	30
Documents Checklist	<ol> <li>Application form</li> <li>Aadhar Card/Other id and address proof</li> <li>Pattadar Passbook/ ROR 1B /Adangal copies</li> </ol>



**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Su	GSWS / Application Submission / Revenue Department / Rectifications Of Entries In Record Of Rights Form								
Rectifications Of I	ectifications Of Entries In Rights Form								
Basic Details				Application Form					
Selection Criteria	a								
District:*		Mandal:*		Village:*			Survey Numbe	n*	
కృష్ణ	~	అవనిగఢ్త	~	పులిగర్త	పులిగఢ్త		3-11	~	
Correction Type:*		Correction in adangal		🗸 Corre	Correction in khata number		Correction i	Correction in servey number	
Adangal Certifica	ate Details							Get Detail:	5
Khata Number	Enjoyment Nature	Pattadar Name	Pattadar Fath	ier Name	Occupant Name	Оссира	nt Father Name	Occupant Extent	То
305	పట్టాదారు	తలగడదీవి వెంకటేశ్వరరావు	లక్ష్మయ్య		మండలి లక్ష్మణరావు	సుబ్బారావు	)	0.84	0.84
4									Þ
Document List Note: All Upload Dor Application Form *	cuments are in Pdf Format	: Only.							
Q. No File choosen	n		Browse						
								Show Paymer	nt

## 26. Renewable of cinema license

#### About the Service

This service is used for renewal of Cinema License

SLA	15
Documents Checklist	<ol> <li>Application from</li> <li>Copy of B-form license certificate</li> </ol>




#### Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

	Basic Details			Applicat	tion Form	
heater Address	P. Form Licance Nov*		France Invest Datas*		Denous Deviced * Vene(a)	
ame or the Theater:	D - Form Licence No:		Licence Issued Date:	<b></b>		
sailaja	23430/090/0343225		02/11/2021		2	•
por No: *	Street Name : *		District : *		Mandal/Municipality: *	
23-56/56	Vandula vari Street		KRISHNA	~	AVANIGADDA	~
llage/Ward: *	Pin Code: *					
PULIGADDA	► 521121					
PULIGADDA  Cocument List Iote: All Upload Documents are in Pi upplication Form *	df Format Only.		Copy of B - Form Licence Cer	ificate *		
PULIGADDA Pocument List lote: All Upload Documents are in Pr pplication Form * Q No File choosen	df Format Only.	Browse	Copy of B - Form Licence Cert Q. No File choosen	ificate *		Browse
PULIGADDA	df Format Only.	Browse	Copy of B - Form Licence Cer Q. No File choosen Film Division Certificate	ificate "		Browse
PULIGADDA Pocument List lote: All Upload Documents are in Po pplication Form * Q No File choosen ertificate issued by Dy.Electrical Insp Q No File choosen	ector	Browse	Copy of B - Form Licence Cert Q. No File choosen Film Division Certificate Q. No File choosen	ificate *		Browse
PULIGADDA	df Format Only.	Browse	Copy of B - Form Licence Cert Q. No File choosen Film Division Certificate Q. No File choosen Certificate issued by Divisiona	ificate *		Browse
PULIGADDA	df Format Only.	Browse	Copy of B - Form Licence Cert Q. No File choosen Film Division Certificate Q. No File choosen Certificate issued by Divisiona Q. No File choosen	l Fire officer		Browse Browse
PULIGADDA	df Format Only.	Browse Browse	Copy of B - Form Licence Cert Q. No File choosen Film Division Certificate Q. No File choosen Certificate issued by Divisiona Q. No File choosen	l Fire officer		Browsee

## 27. House Site Application

## About the Service

This service is used for applying for a House Site

SLA	90



#### Approval Flow



#### Application Forms

**DA - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

ງເລີ້ມ-ລາດັ່ງ ລຳມີລາຍເຫົລົງງ 🖓 🖓 ເຊີຍ ເຊີຍ ເຊິ່ງ ເຊີຍ ເຊີຍ ເຊິ່ງ ເຊີຍ ເຊີຍ ເຊີຍ ເຊີຍ ເຊີຍ ເຊີຍ ເຊີຍ ເຊີຍ				<b>Sri YS Jagan Mohan Reddy</b> Hontike Chief Minister of Andrua Pisade
erue				
AP Dotted Lands Application	Housing Site Application			
: Addition Of Survey No In Idangal And 1 B	Basic	Details	Housing Site A	pplication Form
Agriculture Income Certificate				
Change of Name Application	Disvict *	Municipality/Mandal: *	Village / Ward: *	Panchayat"
Computerized Adangal	Select 🗸 🗸	Select 🗸	Select 🗸	Select 🗸
Cracker license Application	Ralationshin With Ransfriany#	Ralation Name*	4na/fazet)#	Sub-rate *
E-Passbook Application			(Belowe)	
etta Application	Select			seet V
Extract of NOC under Explosive	Occupation*	Is Physically Challenged 7.4		
Petroleum Act	Select 🗸	O Yes O No		
u. Karniy member Ceroncate				
2 Income Certificate	Eligibility Details For Housing Site			
3. Integrated Certificate		0.77.0.10		
4. Issuance Of Income & Asset	uoes the beneficiary have a white ration card ? "	O HS O NO		
Lertificate For Economically Veaker Sections (EVIS)	Does the beneficiary own a house in the state of Andhra Pradesh ? *	O YES O NO		
15. Issuance Of Small And Marginal Farmer Certificate	Does the beneficiary own a house site in the state of Andhra Pradesh ?*	O YES O NO		
16. Issue of NOC For Storing of Petroleum Products	Does the beneficiary already have a government-sanctioned home ?*	O YES O NO		
17. Issue of Occupancy Rights Certificates for learn Lawds	Does the beneficiary already have a government-sanctioned home site ? *	O YES O NO		
18. Land Conversion(NEW)-GO	Does the beneficiary own 2.5 acres of Wetland or 5.0 acres of Dryland ?*	O YES O NO		
HS NO 98 19. Late Registration Of	Whether the beneficiary has an annual income of less than three (3) lakhs ? $\hfill {\hfill }$	O YES O NO		
Death/Birth	Does the beneficiary own a house previously granted under the PMAY schemes ?*	O YES O ND		
0. Manual Adangal				
21. Modifications in 22A List 22. Mutation And Title Deed Cum	Declaration : All of the above are realistic. If the government finds any of	these information to be false, I will not be held responsible / liable for any I	urther actions to be taken by the government. This declaration given by my w	ill
ratiadal residende 12 No Englise Contificate				
24. No Property Application	Document List Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.			
Service	Xerox copy of Aadhaar Card *		Votar Card*	
25. ORC CHINK ale	Q, No file choosen	Browse	Q, No File choosen	Browse
Nutation Process rom				
21. Percadar Modele No Seeding In Land Records				Submit
28. Permission of Digging of Bore				

# 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	<ol> <li>Application Form*</li> <li>Registered Documents with Document No and Date ( all link</li> </ol>
	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 - Service Application form**: Post filling common details the DA proceeds to the Service Application Form

అంధ్రప్రదేశ్ ప్రభుత్వం						A CONTRACT	Sri YS Jagan Moha Hon'ble Chief Ministe	er of Andhra I
Hello, GANDIGUNTA2 ~ Digital Assistant						2	09:32:50 PM 21 December 2021 T	<sub>UE</sub>   <b>L</b>
GSWS / Application Submission / Re	evenue Department / CL	AIMS UNDER ANDHRA PRADESH DOTT	ED LANDS(UPDATION	I IN RE-SETTLEMENT REGISTER) RI	ULES,2017 APPLICATION FORM	1		
ANDHRA PRADESH DOTTED	D LANDS(UPDATIO	ON IN RE-SETTLEMENT REGIS	STER) RULES					
Applicant Type:*								
Indian Citizen O NRI								
	Basic	Details			Applicati	on Form		
District: *		Mandal: *		Village / Ward: *		Year: *		
Select	~	Select	~	Select	~	Select		
Remarks:	<u>_</u>							
Characters Used : 0 / 200	•							
Service Specific Details								
Survey No* Katha No* E	xtent Of Area(Acs/Gts)*	Mode of Acquisiation*	North	South	East	We	st	Action
Select 🗸 Select 🗸								ADD
Select V Select V * Document List (NOTE: All Upload	Documents are in Pdf Fo	srmat Only. Maximum Upload Size Per F	File is 1MB.)					ADD
Select V Select V * Document List (NOTE All Upload Application Form (FORM III) *	Documents are in Pdf Fo	ormat Only, Maximum Upload Size Per F	File is 1MB.)	Registered Documents with D	ocument No and Date ( all lini	c Documents shall be	e provided) *	ADD
Select Se	Documents are in Pdf Fo	xmat Only. Maximum Upload Size Per F	File is 1MB.) Browse	Registered Documents with D	ocument No and Date ( all link	c Documents shall be	provided) *	ADD
Select V Select V * Document List (NOTE: All Upload Application Form (FORM III) * Q. No File choosen	Documents are in Pdf Fc	ormat Only, Maximum Upload Size Per F	File is 1MB.) Browse	Registered Documents with D Q, No File choosen	ocument No and Date ( all link	C Documents shall be	provided) *	ADD Brows
Select  Select	Documents are in Pdf Fo	ormat Only, Maximum Upload Size Per F	File is 1MB.) Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy	ocument No and Date ( all link	c Documents shall be	provided) *	ADD
Select V Select V  * Document List (NOTE: All Upload  Application Form (FORM III)*  Q, No File choosen  Entries in RH maintained by the Reg  Q, No File choosen	Documents are in Pdf Fe	py	File is 1MB.) Browse Browse	Registered Documents with D Q, Ho File choosen Encumbrance Certificate copy Q, Ho File choosen	ocument No and Date ( all link	c Documents shall be	provided) *	ADD Brows
Select  Select	Documents are in Pdf Fe	py	File is 1MB.) Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen	ocument No and Date ( all link	C Documents shall be	provided) *	ADD Brows
Select  Select	Documents are in Pdf Fc	py	File is 1MB.) Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account	ocument No and Date ( all link	C Documents shall be	provided) *	ADD Brows Brows
Select Se	Documents are in Pdf Fo	py	File is 1MB.) Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen	ocument No and Date ( all link	Documents shall be	provided) *	ADD Brows
Select V Select V * Document List (NOTE: All Upload Application Form (FORM III) * Q. No File choosen Entries in RH maintained by the Reg Q. No File choosen Adangal Copy Q. No File choosen ROR Record maintained by Revenue	Documents are in Pdf Fo	py	File is 1MB.) Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen Order or decree of any court /	ocument No and Date ( all link	Documents shall be	, provided) *	ADD Brown
Select V Select V  • Document List (NOTE: All Upload  Application Form (FORM III) *  Q, No File choosen  Entries in RH maintained by the Reg  Q, No File choosen  Adangal Copy  Q, No File choosen  ROR Record maintained by Revenue  Q, No File choosen	Documents are in Pdf Fc jutration department co s Department Copy	py	Ele is 1MB.) Erowse Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen Order or decree of any court / Q, No File choosen	ocument No and Date ( all link	C Documents shall be	provided) *	ADD Brown
Select       Select         * Document List (NOTE: All Upload         * Application Form (FORM III) *         Q, No File choosen         Entries in RH maintained by the Reg         Q, No File choosen         Adangal Copy         Q, No File choosen         ROR Record maintained by Revenue         Q, No File choosen	Documents are in Pdf Fc jistration department co e Department Copy	py	Ele is 1MB.) Browse Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen Order or decree of any court / Q, No File choosen	ocument No and Date ( all link	C Documents shall be	provided) *	ADD Brow Brow Brow
Select  Select	Documents are in Pdf Fo	as or id proof *	File is 1MB.) Browse Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen Dicter or decree of any court / Q, No File choosen	ocument No and Date ( all link	c Documents shall be	provided) *	ADD Brow
Select       Select         * Document List (NOTE: All Upload         * Optication Form (FORM III) *         Q, No File choosen         Entries in RH maintained by the Reg         Q, No File choosen         Adangal Copy         Q, No File choosen         ROR Record maintained by Revenue         Q, No File choosen         Adahaar card/ Voter id card/ Ration         Q, No File choosen         Aadhaar card/ Voter id card/ Ration         Q, No File choosen	Documents are in Pdf Fd jutration department co pepartment Copy card or any other addre	as or id proof *	File is 1MB.) Browse Browse Browse Browse Browse Browse	Registered Documents with D Q, No File choosen Encumbrance Certificate copy Q, No File choosen 10(1) Account Q, No File choosen Order or decree of any court/ Q, No File choosen	ocument No and Date ( all lini	c Document shall be	provided) *	ADD Brown Brown Brown

## 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	<ol> <li>Application Form*</li> <li>Proof of Address/ID*</li> <li>Proof of Occupation*</li> <li>Proof of Possession</li> <li>• Others</li> </ol>

#### Approval Flow



#### Application Form

ලා ලාඛා-කාර්ය බ්ඩකාංශ දේශීන්	ົມລົມງ ຜູ້ຜະນຸດ				Sri YS Jagan Mohan Redd Hon'ble Chief Minister of And	<b>y</b> hra Pradesh
13. Integrated Certificate					-	
14. Issuance Of Income & Asset Certificate For Economically Weaker Sections (EWS)	Digital Assistant				21 December 2021 TUE	Log Out
15. Issuance Of Small And Marginal Farmer Certificate	GSWS / Application Submission / Revenue Department ,	/Modifications In 22 A List				
16. Issue of NOC For Storing of Petroleum Products	Modifications In 22 & List Application Form	n				
17. Issue of Occupancy Rights Certificates for Inam Lands	Parie I	Dataile		Applicati	ion Form	
18. Land Conversion(NEW)-GO MS NO 98				Аррисан		_
19. Late Registration Of Death/Birth	Land Details	Mandal/Circle:*	Village/War	rd:*	Brief Content Of Application:	
20. Manual Adangal	Salart V	Selart	Select	~		
21. Modfications In 22A List	Junci	Junt	Select			
22. Mutation And Title Deed Cum Pattadar Passboook	Survey Number:*	Khata Number:*	Extent:*		Possession Type:*	
23. No Earning Certificate					Select	•
24. No Property Application Service	Category:*					
25. OBC Certificate	Select 🗸					
26. Patta Sub Division For Auto Mutation Process Form						
Lertificates for finam Lands 18. Land Conversion(NEW)-GO MS NO 98	Death Upload Documents Note: All Upload Documents are in Pdf Format Only.	Maximum Upload Size Per File is 1MB.				
19. Late Registration Of Death/Birth	Application Form :*		Proof O	)f Address/ID :*		
20. Manual Adangal	Q, No File choosen	Brows	e Q, No	o File choosen		Browse
21. Modfications In 22A List						
22. Mutation And Title Deed Cum Pattadar Passboook	Proof Of Possession :		Other D	Documents :		
23. No Earning Certificate	Q, No File choosen	Brows	e Q, No	o File choosen		Browse
24. No Property Application Service	Other Documents :		Other D	Documents :		
25. OBC Certificate	Q, No File choosen	Brows	e Q No	o File choosen		Browse
26. Patta Sub Division For Auto Mutation Process Form					_	
27. Pattadar Mobile No Seeding In Land Records					Show	/ Payment

## CAT A

#### 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

Ba	sic Details	Applicat	tion Form
earch Criteria			
ocument Type:*	District:*	Mandal:*	Village:*
Patta Sub Division	🖌 కృష్ణ 🗸 🗸	అవనిగడ్త 🗸	పులిగఢ్త
ference Number: *			
34567898765434			
			Get Details
ocument Details Description			

## 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

		Basi	c De	tails					Ар	plicatio	on Form		
omput	terized Ad	angal Appli	icat	tion Form									
lease Sele	ect Selection (	Criteria											
istrict: *				Mandal: *			Village /	Ward: *			Fasli Year: *		
కృష్ణ		~		అవనిగఢ్		~	పులిగఢ	ş		~	2016 (142	6)	
rvev No / S	Sub Division: *			Please select With	iout crop : *								
	and printing in												
-10 I transactio	ion today:	~	<b>~</b>	Without Crop		~							
d transactio	ion today:	~	2	Without Crop		~						Get [	Detail:
3-10 d transaction pplicant	ion today:	~		Without Crop		~						Get [	Details
s-10 d transaction opplicant	ion today: t Details	▼ Total Extent		Without Crop Un Cultivatable	Cultivatable Land	▼ Lanc	d Nature	Tax	Land Classification	Wat	ter Source	Get I Water Source Extent	Details
s no	t Details Survey No 3-10	V Total Extent 1.12	<ul><li>✓</li></ul>	Without Crop Un Cultivatable 2	Cultivatable Land	∨ Land పట్	d Nature	Tax 5.9	Land Classification ಮಳ್ಳು	Wat	ter Source	Get I Water Source Extent 0.0000	Detail:
3-10 id transaction pplicant	ion today: t Details Survey No 3-10	V Total Extent 1.12	2	Without Crop Un Cultivatable 2	Cultivatable Land	للم ل لام	d Nature	Tax 5.9	Land Classification ඩාදා	Wat	ter Source Win	Get I Water Source Extent 0.0000	Det
s NO	t Details Survey No 3-10	Total Extent 1.12	<ul> <li>1.1</li> </ul>	Without Crop Un Cultivatable 2	Cultivatable Land	≺ Lanc పటా	d Nature	Tax 5.9	Land Classification మెళ్ల	Wat	ter Source wn	Get I Water Source Extent 0.0000	Detai
s NO	t Details Survey No 3-10 t List bload Documents i	Total Extent 1.12 are in Pdf Format OI	2 1.1	Without Crop Un Cultivatable 2	Cultivatable Land	∨ Lanc	d Nature	Tax 5.9	Land Classification మెట్ల	Wat	ter Source wn	Get E Water Source Extent 0.0000	Detai

## 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

	Basic De	tails			Applicat	ion Form	
Please Select Selection	Criteria :						
District:*		Mandal:*		Village:*		Khata Number: *	
కృష్ణ	~	అవనిగడ్డ	~	పులిగడ్త	~	34567	
							C-LD-L-1
							Get Details
Aadhaar number is ava	ilable for requested	Khata number at Departm	ent end and Plea	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number
Aadhaar number is ava Applicant Details : Pattadar Name:	ilable for requested	Khata number at Departm Biometric Authentication:*	ent end and Plea	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar	ilable for requested	Khata number at Departm Biometric Authentication:*	ent end and Pleas	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar	ilable for requested	Khata number at Departm Biometric Authentication:*	vent end and Pleas	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar	ilable for requested	Khata number at Departm Biometric Authentication:*	Constant fully a	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar	ilable for requested	Khata number at Departm Biometric Authentication:*	vent end and Pleas	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar Authenticate Mobile N	lable for requested	Khata number at Departm Biometric Authentication:* Cogent	Successfully A	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	ur Khatha number Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar Authenticate Mobile N Mobile Number:*	lable for requested	Khata number at Departm Biometric Authentication:* Cogent	vent end and Pleas	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar Authenticate Mobile N Mobile Number:* 9247139153	lable for requested	Khata number at Departm Biometric Authentication:* Cogent Resend OTP	Successfully A	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	Authenticat
Aadhaar number is ava Applicant Details : Pattadar Name: Sagar Authenticate Mobile N Mobile Number:* 9247139153 OTP (One Time Password):*	lumber	Khata number at Departm Biometric Authentication:* Cogent Resend OTP	Successfully A	se proceed for Aadhaar a	uthentication to link	Mobile number to yo	Authenticat

## 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

	GSWS / Applicatio	on Submission / Reven	ue Depar	tment / ROR-1B								
R	OR-1B Applic	ation Form										
		E	asic De	etails					Applicati	on Form	n	
	Ration Card No:			Remarks: Characters Used : 0 /	200	*						
	Please select	selection criteria								10		
	Sృష్ణ		~	అవనిగఢ్త		~	పులిగడ్త	aro:"	~	2345	67	
												Get Details
	Applicant det	ails										
	Serial No	Pattadar Name	Patt	adar Father Name	Khata No	Surv	rey No	Land Classification	Total I	Extent	Tax	Acquired Reason
	9996	No Records Found	0		0	No Reco	rds Found	0	0		0	0
												Show Payment

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

#### About the service

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

SLA	15 Minutes
Documents Checklist	Aadhaar Card / Ration card / Epic Card

#### Application Forms

			e reppired to the	•				
	Basic I	Details				Applica	tion Form	
Relation With Applicant: *		Service Type:	ŧ		Application Number:*			
Brother	~	OBC Certifi	cate	~	OBC-211009-000001			
							Get D	Vetails Clear
Basic Details								
Aadhaar Number:			Gender:		Male	Marital Stat	us:	Married
First Name:	Batna Anantha R	ao	Date of Birth:		01/01/1976	Mobile No:		9912352506
Middle Name:	Batna Anantha R	lao	Caste:		Others	Email:		qkjlwe2@gmail.com
Last Name:	Batna Anantha R	lao	Religion:		Muslim	Delivery Ty	pe:	Email
Father / Husband Name:	Batna Anantha R	ao	Qualification:		MSC(AG)			
Present Address					Permanent Address			
Door No:		2-123			Door No:		2-123	
Street Name:		2-123			Street Name:		2-123	
Village / Ward / Secretaria	t:	PULIGADDA			Village / Ward / Secretariat:		PULIGADDA	
Mandal / Municipality:		AVANIGADDA			Mandal / Municipality:		AVANIGADDA	
District:		KRISHNA			District:		KRISHNA	
Pin Code:		532401			Pin Code:		532401	
Applicant Details								
Ration Card No:		-			Remarks:		-	
Caste Certificate								
Issued Caste Certificate In	Past:	Yes			Caste Category:		-	
Caste Claimed:		Yes			Education Certificate Contain	is Caste:	Yes	
Purpose of Caste Certificat	te:	CENTRAL GOVE	RNMENT					
Family Income		8767896						

Document List Note: All Upload Documents are in Pdf Format Only.	
ID proof of the actual applicant or his/her parents $^{\star}$	
Q. No File choosen	Browse

#### 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

Basic Details Application Form								
Basic	Details			A	oplication Form			
ease Select Selection Criteria								
strict:*	Mandal:*		Village:*					
9 <del>4</del> ~	అవనిగడ్డ	`	🖌 పులిగఢ్త		~			
ect Criteria: *			Aadhaar:	*				
🔿 Khata Number 🧕 Aadhaar	Number		3149873	395689				
Aadhar number is seeded at webland for requested khata number.Please go for Pathadar authentication								
Aad	dhar number is seeded at w	ebland for reque	sted khata numb	er.Please go for Pathadar au	thentication			
Aad	dhar number is seeded at w	ebland for reque	sted khata numb	er.Please go for Pathadar au	thentication			
Aar ometric Authentication metric Authentication:*	dhar number is seeded at w	ebland for reque	sted khata numb	er.Please go for Pathadar au	thentication			
Aac ometric Authentication metric Authentication:* tarTek	dhar number is seeded at w	ebland for reque	sted khata numb	er.Please go for Pathadar au	thentication			
Aac pmetric Authentication metric Authentication:* tarTek ~	dhar number is seeded at w	ebland for reque:	sted khata numb	er.Please go for Pathadar au	thentication			
Aac ometric Authentication metric Authentication:* tarTek ~	dhar number is seeded at w	ebland for reque: Auther	ested khata numb	er.Please go for Pathadar au	thentication			
Aad metric Authentication metric Authentication:* tarTek	dhar number is seeded at w	ebland for reque: Auther	rsted khata numb	er.Please go for Pathadar au	thentication			
Aac pmetric Authentication metric Authentication:* tarTek ~ plication Details	dhar number is seeded at w	ebland for reque: Auther	isted khata numb	er.Please go for Pathadar au	thentication			
Aac pometric Authentication metric Authentication:* tarTek plication Details SerialNo Pattadar Name	dhar number is seeded at w Pattadar Father Name	Auther	isted khata numb ntication Success Survey No	er.Please go for Pathadar au Land Classification	thentication Total Extent	Tax	Acquired Reason	
Aad cometric Authentication metric Authentication:* tarTek ~ oplication Details SerialNo Pattadar Name	dhar number is seeded at w Pattadar Father Name	Auther	isted khata numb ntication Success Survey No	er.Please go for Pathadar au Land Classification	thentication Total Extent	Tax	Acquired Reason	
Aad ometric Authentication metric Authentication:* tarTek  plication Details SerialNo Pattadar Name cuments List (NOTE: All Upload D	dhar number is seeded at w Pattadar Father Name Pocuments are in Pdf Fo	Auther Khata No pormat Only)	isted khata numb ntication Success Survey No	er.Please go for Pathadar au Land Classification	thentication Total Extent	Tax	Acquired Reason	
Aad pometric Authentication metric Authentication:" tarTek plication Details SerialNo Pattadar Name cuments List (NOTE: All Upload D plication Form"	dhar number is seeded at w Pattadar Father Name Pocuments are in Pdf Fo	Auther Khata No Dormat Only)	isted khata numb ntication Success Survey No	er.Please go for Pathadar au Land Classification	Total Extent	Tax	Acquired Reason	

## MAUD (Municipal Administration & Urban Development)

25 MAUD 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 for the municipality/municipal corporation will be shown.

ರಾಮ-ವಾದ್ದು ಸೆದಿವಾಲಯ ಹಾಕಿಕ್ಕೇ	້ມມ ‱				Sri YS Jagan Mohan Reddy Hon'ble Chief Minister of Andhra
r Transactions Ian Payment	□ <b>138</b> This year		⊙ <b>135</b> This year	✓ 3 This year	
	Secretariat Ranking At District Level 2222 / 1287		ADDANKI ADONI ALLGADDA AMALAVIRAN AMUDLAVILISA ATMAKISINI ATMAKISINI BAPATLA BHINAVARAM BOBUL	au Lovel	
	Services Consumer Affairs, Food and Civil Supplies Civil Supplies 6	>	CHEEMAKURTHY CHILAKALURIPET CHIRALA CHITTOOR DHARMAVARAM DHONE		Mo)
	Municipal Administration and Urban Development (CDMA) MAUD (CDMA) 6	>	ELURU Select	~	Search By Feature
	Panchayat Raj and Rural Development Rural Development 3	>	Energy Energy 56	>	Search by Transaction ID
	Revenue 35	>	Redirect to Old GSWS		



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

Basic Details			×
Aadhaar Number: *	First Name: *	Middle Name:	Last Name: *
Pre-Fill			
Father/Husband Name: *	Gender: *	Date of Birth: *	Caste: *
	Select 🗸	dd/mm/yyyy	Select 🗸
Religion: *	Qualification: *	Marital Status: *	Mobile No: *
Select 🗸	Select 🗸	Select 🗸	
Email:	Delivery Type: *		
	Select 🗸		
Permanent Address			
Door No: *	Street Name : *	District : *	Mandal/Municipality: *
		Select 🗸	Select 🗸
Village/Ward/Secretariat: *	Pin Code: *		
Select 🗸			
Present Address is same as Permanent Address	55		
Present Address			
Door No: *	Street Name : *	District: *	Mandal/Municipality: *
		Select V	Select 🗸
Village/Ward/Secretariat: *	Pin Code: *		
Select 🗸			
			Reset Continue

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

Property Tax	9
Search by Assessment Number	
Assessment Number * :	
Mandatory Fields *	

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

## **Energy Department**

#### **Overview**

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

CPDCL	<ul> <li>Krishna</li> <li>Guntur</li> <li>Prakasam</li> </ul>
SPDCL	<ul> <li>Kurnool</li> <li>Anantapur</li> <li>Kadapa</li> <li>Chittoor</li> <li>Nellore</li> </ul>
EPDCL	<ul> <li>Srikakulam</li> <li>Vizianagaram</li> <li>Visakhapatnam</li> <li>East Godavari</li> <li>West Godavari.</li> </ul>

## **CPDCL Services List**

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

S.No	Service
12	HT3 - Industry General (With Estimate)
13	HT4 - CPWS/PWS Schemes, Religious Places, Railway Traction(With Estimate)
14	HT5 - Aquaculture And Animal Husbandry (With Estimate)
15	HT5D - Poultryhatcheries And Poultry Feed Mixing Plants (With Estimate)
16	Line Shifting/Dtr Shifting
17	LT - Dismantlement (With Out Estimate Below 10 KW)
18	LT - Load Deration (With Out Estimate Below 10 KW)
19	LT - Temporary Supply Below 10 Days (With Out Estimate Below 10 KW)
20	LT - Title Transfer
21	LT - 4A New Connection - Street Lights (With Estimate)
22	LT - 4A New Connection - Street Lights (With Out Estimate Below 10 KW)
23	LT - 4B New Connection - Public Water Works - (With Estimate)
24	LT - HT Conversion
25	LT 2 New Connection Commercial (With Estimate)
26	LT 2 New Connection Commercial (With Out Estimate Below 10 KW)
27	LT 4 D - New Connection - General Purpose (With Estimate)
28	LT 4 D - New Connection - General Purpose (With Out Estimate Below 10 KW)
29	Lt 4 E - Religious Places (With Out Estimate Below 10 Kw)
30	LT 5 B1 - Non-Corporate Farmers (Agl) Normal (With Estimate)
31	Lt 5 B2 - Lt Sugarcane Crushing (With Estimate)
32	LT 5 B3 - Rural Horticulture Nurseries (With Estimate)
33	LT 5A1 - Corporate Farmers (With Estimate)
34	LT 5C - Aqua And 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 And Dhobighat (With Estimate)
42	LT4C - NTR Sujala Padhakam (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 Sujala Pathakam
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 Sujala Padhakam
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 for energy department will be shown.



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	<b>138</b> This year	FQ	135 This year		<ul> <li>✓ 3 This year</li> </ul>	
	Secretariat Ranking					
	<b>E</b>				ିର	
	At District Level				At Mandal Level	
	222 / 1287				30 / 33	
	Services			Search Service Name		<b></b>
	Services Consumer Affairs, Food and Civil Supplies Civil Supplies 6	› (	Energy Energy 16	Search Service Name	-	
	Services Consumer Affairs, Food and Civil Supplies Cont Supplies Cont Supplies MultiPortMan F	> (	Energy Energy 56 YSR KADAPA	Search Service Name	- -	Search By Feature
	Services Consumer Affairs, Food and Civil Supplies Civil Supplies Municipal Administration and Urban Development (CDMA) MuD (CDMA) 6 Panchows RB and Rural Development	> (1 >	Energy Energy 55 YSR KADAPA 1. HT TITLE TRANSFER 2. LT SC ADUA AND ANIMAL HUSBANDE	Search Service Name	~   ~	Search By Feature Search by Transaction ID
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**Step 2: Basic Form:** After Clicking on the any service a common application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA and the rest of details needs to be filled

Basic Details			×
Aadhaar Number: *	First Name: *	Middle Name:	Last Name: *
Pre-Fill			
Father/Husband Name: *	Gender: *	Date of Birth: •	Caste: *
	Select 🗸	dd/mm/yyyy	Select 🗸
Religion: *	Qualification: •	Marital Status: •	Mobile No: *
Select 🗸	Select 🗸	Select 🗸	
Email:	Delivery Type: *		
	Select 🗸		
Permanent Address			
Door No: *	Street Name : *	District : *	Mandal/Municipality: *
		Select 🗸	Select 🗸
Village/Ward/Secretariat: *	Pin Code: *		
Select 🗸			
Present Address is same as Permanent Addres	5		
Present Address			
Door No: *	Street Name : *	District: *	Mandal/Municipality: *
		Select 🗸	Select 🗸
Village/Ward/Secretariat: *	Pin Code: *		
Select 🗸			
			Reset Continue

User Manual

**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 can be raised

ONSUMER SERVICE RI	EQUEST REGISTRATI	ON FORM				
SERVICE TYPE *	-SELECT-	~	CATEGOR	RY TYPE *	○LT Category ○HT Ca	tegory
SERVICE NUMBER *						
		GI	ET DETAILS			

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 submits the application on behalf of the citizen and completes the payment procedure the application if forwarded to the next level approving authority. <u>Refer to the section</u> <u>2 – Common application process for a detailed walkthrough.</u>

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

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<b>Hello</b> Village	ANGALAKUDURU-2 Revenue Officer					21 December 2021 TUE	
7 Total R	equests		الله معلم المعلم الم	Beyond SLA	Cycer Within SLA		<u>ه</u>
Reques	: List - Total Requests					Search Transaction	
S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	ADSA211208000002	InsertSurveyNumInAdangal	RV	RV	Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti	08/12/2021	Pending
2	OBC211208000002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending
3	OBC211208000003	OBCMemberCertificate	RV	RV	Galanki Prasad Galanki Prasad Galanki Prasad	08/12/2021	Pending
4	EPRD211215000005	ePassbookReplacementPPB	RV	RV	Chintala Sai Sindhu ch	15/12/2021	Pending
5	SRRC211217000001	SurrenderRiceCard	CS	CS	Patakottu Veera Naga Raju NAGARAJU	17/12/2021	Pending
6	MARC211217000002	MemberAdditionRiceCard	cs	CS	Vernula Papa X vernula	17/12/2021	Pending
7	MDRC211217000002	MemberDeletionRiceCard	CS	cs	Vemula Papa X vemula	17/12/2021	Pending

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

	02							
Details								
ar Number:	626652872834		Gender:		Female	Marital Status:	,	Married
lame:	Vemula Papa		Date of Birth:		01/01/1981	Mobile No:	5	9866737991
e Name:	x		Caste:		BC-A	Email:		
lame:	vemula		Religion:		Hindu	Delivery Type:	1	By Hand
/ Husband Name:	Vemula Srinivasa RAo		Qualification:		OTHERS			
nt Address					Permanent Address			
					-			
No:		7-39			Door No:		21-81	
Name:		MG Road	1011.0		Street Name:		Srinivasa Nagar	
e / Ward / Secretariat:		ANGALAKUDU	JRU-2		Village / Ward / Secretariat:		GOLLAPUDIS	
ai / iviunicipaiity:		CUMITICS			mandai / municipality:		VUATAWADA RURAL-R	
ac .		GUNTUR			District:		KRISHINA F24225	
de:		522211			Pin Code:		521225	
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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

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updated.	-				
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2.The meter connection is on the nar consumption of the applicant for the	me of the property ov last six months is les	vner, but the average s than 300 units.		<ol> <li>Ancestral property . The Applicant is legal heir and would get less than 100 mutated / sub divided.</li> </ol>	DOSq.Ft. if
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Consent	~	•			
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The verification authority is notified through a pop-up window once the application is verified and submitted

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	3	OBC211208000002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending
	4	OBC211208000003	OBCMemberCertificate	RV	RV	Galanki Prasad Galanki Prasad Galanki Prasad	08/12/2021	Pending
	5	EPRD211215000005	ePassbookReplacementPPB	RV	RV	Chintala Sai Sindhu ch	15/12/2021	Pending
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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 login.

Step 5: Closure of the application: The VRO/DA 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	<ol> <li>Application Forms</li> <li>Aadhar Card</li> <li>Rice Card</li> </ol>

#### Application Forms

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Of Services	Correct	tion Of Wrong Aad	har Seeding							
pplication Submission			Application Form							
Supplies Department	Family	Family Income* Occupation:*				Enter rice card number in which aadhar has Habitation: *				
								Sri YS Jagar	n Mohan Reddy	
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#### 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				
	1. Application Forms				
	2. Birth Certificate				
Documents Checklist	3. Marriage Certificate				
	4. Rice Card				

#### Application Forms

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> Challan Payment											
List Of Services		Member Addition in F	Rice Card								
✓ Application Submission	Basic Details			Application Form							
- Civil Supplies Department		Family Income:*		Occupation:*		Rice Card/Ration Card Number:*		tation: *			
1. Correction Of Wrong Aadhar Seeding		240000		соок	~	2816869690	asd	l.			
3. Member Deletion in Rice Card								Get Details			
4. New Rice Card											
5. Splitting Of Rice Card											
6. Surrender Of Rice Card											
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Challan Payment	3		2816869690	M.RAKESH		GRAND	SON			N	
ist Of Services	4		2816869690	M.PRANESH VAMSI		GRAND SON			N		
Application Submission	5		2816869690	M Puspa		DAUGHTER			Y		
	6		2816869690	Madappagari Adiseshu		SON			Y		
vil Supplies Department I. Correction Of Wrong Aadhar Seeding	7		2816869690	M Aaswarth Narayana		HUSBAN	ND			Y	
2. Member Addition in Rice Card	Add Member D	etails									
3. Member Deletion in Rice Card											
. New Rice Card	SNo Aadł	ar No"	English Name	Telugu Name*	Mobile No		Add Type		Gender*		Date
Splitting Of Rice Card	1	239807108437	asd	asd	980	000000	Birth	• N	ALE	~	01/01/1990
5. Surrender Of Rice Card	•										
MAUD Department				Add Now A	tombor						
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levenue Department									Go to Sett	ings	o activate W Show Paymer
1. AP Dotted Lands Application											

# 3. Member Deletion in Rice Card

## About the Service

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

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

## **Application Forms**

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> View Transaction	GSWS / Application	Submission / Civil Sumpliar / Mam	har Dalation			
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List Of Services	Member Deletic	on Rice Card				
✓ Application Submission		Basic Detai	ls		Application Form	n
Civil Supplies Department	Family Income*	0	cupation.*	Rice Card / Ration Card Num	har* Habita	tion*
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3. Member Deletion in Rice Card						Get Details
4. New Rice Card						
5. Splitting Of Rice Card						
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### 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
	1. Application Forms
	2. Aadhar Number
Documents Checklist	3. Rice Card
	4. Death Certificate (for single member card)

## Application Forms

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> Home	Hello, Test-DA $\scriptstyle{\lor}$	🐺 01:06:42 PM
> Report	Digital Assistant	13 December 2021 MON Log Out
<ul> <li>View Transaction</li> </ul>	GSWS / Application Submission / Civil Supplies/ New Rice Card	
> Challan Payment		
List Of Services	New Rice Card Application	
✓ Application Submission	Basic Details	Application Form
- Civil Supplies Department	Family Income/Vearly)* Occupation*	Habitation.*
1. Correction Of Wrong Aadhar Seeding	240000 BUSINESS	asd
2. Member Addition in Rice Card		
3. Member Deletion in Rice Card		

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port		Applic	Application Form				
w Transaction	Family Income(Yearly):*	Occupatio	ec."	Habitation:*			
allan Payment	240000	BUSINE	55 🗸	asd			
Of Services							
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## 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
	1. Application Forms
Documents Checklist	2. Rice Card
	3. Proofs based on category

## Application Forms

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> Report	Digital Assistant			13 December 2021 MON		
View Transaction	GSWS / Application Submission / Civil Suppli	es/ Splitting Rice Card				
Challan Payment						
List Of Services	Splitting Rice Card Application					
<ul> <li>Application Submission</li> </ul>	Basi	c Details	Application Form			
Civil Supplies Department	Family Income:*	Occupation:*	Rice Card Number/Ration Card Number:*	Habitation:*		
1. Correction Of Wrong Aadhar Seeding	240000	SELF EMPLOYED	2801651045	bsd		
2. Member Addition in Rice Card						
3. Member Deletion in Rice Card						
4. New Rice Card	RICE CARD PAMILET DETAILS					
	Split Type: *		0			
6. Surrender Of Rice Card	O Normal Split O Widow / W	Vidower Split O Divorce Split(With Children)	<ul> <li>Single Member Split</li> </ul>			
MAUD Department				Submit Split Family		
Pension Department				Activate Windows		
Revenue Department				Go to Settings to activate Window		
1 AP Dotted Lands Application						

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Home	Family Inco	ime:*	0	ccupation:*	Rice Card	I Number/Ration Card Number:*	Hab	itation:*	
Report	240000			SELF EMPLOYED	✔ 280165	1045	asc	ł	
View Transaction									
Challan Payment	RICE CA	RD FAMILY DET	AILS						
ist Of Services	In type	Normal Split	Widow / Widowe	r Split O Divorce Split(With	Children) 🔿	Single Member Split			
Application Submission	S NO	Andhar No	Select Split Mer	mbers Rice Card Number	Nama	Polation	1	DOB	51015 G
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# 6. Surrender Rice Card

### About the Service

This service is for cardholders to voluntarily surrender the card.

SLA	21
Documents Checklist	<ol> <li>Application Forms</li> <li>Rice Card</li> </ol>

## **Application Forms**

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> Home	Hello, Test-DA $\sim$				🐺 02:51:33 PM
> Report	Digital Assistant				13 December 2021 MON Log Out
> View Transaction	GSWS / Application Submission /	Civil Supplies/ Surrender Rice Card			
> Challan Payment					
List Of Services	Surrender Rice Card Appli	cation			
✓ Application Submission		Basic Details		Applica	tion Form
- Civil Supplies Department	Family Income:*	Occupation:*		Rice Card Number/Ration Card Number:*	Habitation:*
1. Correction Of Wrong Aadhar Seeding	240000	ENTERPRENEOUR	~	2816869690	asd
2. Member Addition in Rice Card					
3. Member Deletion in Rice Card					Get Details

> <u>Home</u>								
		Basic Details			Applicatio	on Form		
> Report	Family Income:*	Family Income:" Occupation:"			Rice Card Number/Ration Card Number:* Habitation:*			
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> Challan Payment							Get Details	
List Of Services							Get Details	
✓ Application Submission	Rice Card Fam	ily Details						
- Civil Supplies Department	SNo	Existing Rice Card Number	Nan	ne	Relati	on	EKYC Status	
1. Correction Of Wrong Aadhar Seeding	1	2816869690	Madappagari Parvathamma		SELF		Y	
2. Member Addition in Rice Card	2	2816869690	Muneswaramma		DAUGHTER IN LAW		Y	
3. Member Deletion in Rice Card	3	2816869690	M.RAKESH		GRAND SON		N	
4. New Rice Card	4	2816869690	M.PRANESH VAMSI		GRAND SON		N	
5. Splitting Of Rice Card	5	2816869690	M Puspa		DAUGHTER		Y	
6. Surrender Of Rice Card	6	2816869690	Madappagari Adiseshu		SON		Y	
+ MAUD Department	7	2816869690	M Aaswarth Narayana		HUSBAND		Y	
+ Pension Department						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

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

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

ຄົງງ ອະນຸດ -	Sri YS Jagan Mohan Reddy Honble Chief Minister of Andrea Pradesh
Hello, GANDIGUNTA2 🗸	👿 04:00:30 PM 👔 👘
Digital Assistant	21 December 2021 TUE
GSWS / Application Submission / Pension Department / Pension Application Form	
Pension Application	
Basic Details	Pension Application Form
Type of Pension*  Select  Select  AP  Weavers  Drasbed Widow  Trody Tpoors  Transpender  Fashermen  Sragle Women  Tradscal Coblers  Dappu Artists	
	Hello, GANDIGUNTA2 > Digital Assistant GSWS / Application Submission / Pension Department / Pension Application Form Pension Application Bacic Details Type of Pension:* Select Select OAP Weavers Dated OAP Weavers Transgender Transgend

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

ලාඛා-කථා ්භිකාපාරාඛාා දේෂණ 				Sri YS Jagan Mohan Reddy Hon'ble Chief Minister of Andhra
> Home		Basic Details		Pension Application Form
> Report	Type of Pension*	Disabled:*		
> View Transaction	Disabled	♥	Validate	
> Challan Payment				
List Of Services	Cluster ID:*	Volunteer Name:*	Volunteer Mobile:*	Sub caste: *
Application Submission				Select
Consumer Affairs. Food and Civil	Relation Type:*	Relation Name:*	Panchayat Name:*	Habitation Name:*
1. Correction Of Wrong Aadhar Seeding	Select	~	Select	✓ Select
2. Member Addition in Rice Card	Income Certificate Number.*			
3. Member Deletion in Rice Card		Get Income Details		
4. New Rice Card 5. Splitting Of Rice Card	Name:*	Annual Income:*	Confirmation on Income:	
6. Surrender Of Rice Card			O Yes O No	
<ul> <li>Municipal Administration and Urban Development (CDMA)</li> </ul>				
+ Panchayat Raj and Rural Development	Caste Certificate Number:*	Get Caste Details		
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1. AP Dotted Lands Application	Name:"	Caster"	sub Caste:*	Confirmation on Castes*
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> Home	Any other Person in Family taking other Pensions:*	How many times U	JID updated:*				
Report	O Yes O No	Select		~			
View Transaction	S NO Date of Update *		Type of Update		Date of Change	Proof Document *	
Challan Payment	1 dd/mm/yyyy		Select 🗸	dd/mm/yyyy		Choose File No file chosen	
t Of Services							
Application Submission	Document List Note: All Upload Documents are in Pdf Format Only. Maxin	mum Upload Size Per F	File is 1MB.				
nsumer Affairs, Food and Civil pplies	Pension Type				Document to be uploa	ded	
Correction Of Wrong Aadhar	Widow		Death certificate of Husban	t i			
eding	Weavers	5	Society issued certificate				
Member Addition in Rice Card	Toddy tapper	5	Society issued certificate				
Member Deletion in Rice Card	Transgender	1	Medical certificate				
New Rice Card	Single women	1	Thasildar issued certificate				
Splitting Of Rice Card	Fishermen	-	Society issued marine fisher	men certificate			
Surrender Of Rice Card	Dappu Artists	1	Self Declaration				
unicipal Administration and ban Development (CDMA)	Traditional cobblers	2	Self Declaration				
anchayat Raj and Rural levelopment	Age Proof Document *				Pension Category Certificate Proof*		
ivenue	Q, No File choosen			Browse	Q, No File choosen		Brow
AP Dotted Lands Application							
. Addition Of Survey No In Idangal And 1 B				Subm	it		

Once the relevant validations are successful and the DA submits the application on behalf of the citizen and completes the payment procedure the application if 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

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

Appendit DPmo212127000004         Appendix         Processor         Appendix         Processor         Appendix         A	្រាះ	ධ්-කාර්ය	ົ <b>ນລົນນ</b> ອິສະສູດ						Sri YS Jagan N Hon'ble Chief M	<b>Iohan Reddy</b> inister of Andhra Prad
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9         MISALA KALAVATI         FEMALE         20/07/1997         0         0         No         No         No         0           Cluster JD:         3131         Relation Type:         10/07/1997         0         0         0         0         0         0         0           Cluster JD:         3131         Relation Type:         HUSBAND         HUSBAND         Station         Station Type:         Sdfd	ب	ا مال المالي         ا مال المالي           ا مال المالي         المالي           ا مال المالي         المالي           المالي         المالي <td< td=""><td>Grama - W      fline.ap.gov.in/#/      https://uat.vsws      bbility.criteria      fetMale      Male      Male</td><td>DO8         Wet II           12/06/1998         90/06/1988           01/01/1960         12/06/2018           11/12/2016         01/01/1990           11/12/2016         11/11/2016</td><td>+ und (Acres) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td><td>Land (Acres) Prope 0 0 0.32 0 0 0 0 0 0 0 0 0 0</td><td>rty(Sqft) Vehicle( - No - No - No - No - No - No - No - No</td><td>//N)         Govt Employee           No         No           No         No</td><td></td><td>(a)       22/12/202         (c)       22/12/202         (c)       (c)         (c)       (c)</td></td<>	Grama - W      fline.ap.gov.in/#/      https://uat.vsws      bbility.criteria      fetMale      Male	DO8         Wet II           12/06/1998         90/06/1988           01/01/1960         12/06/2018           11/12/2016         01/01/1990           11/12/2016         11/11/2016	+ und (Acres) 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Land (Acres) Prope 0 0 0.32 0 0 0 0 0 0 0 0 0 0	rty(Sqft) Vehicle( - No - No - No - No - No - No - No - No	//N)         Govt Employee           No         No		(a)       22/12/202         (c)       22/12/202         (c)       (c)
Cluster ID:     3131     Relation Type:     HUSBAND       Volunteer Name:     dssdfsd     Relation Name:     sdffd       Volunteer Mobile:     12321322     Panchayat Name:     Burjapadu       Sub caste:     Converted Christians From Sc     Habitation Name:     Burjapadu	ب       المحافظ المحافظ المحافظ المحافظ ا المحافظ المحافظ المحاف المحافظ المحافظ المحافظ المحافظ المحافظ المحافظ الم		Grama - W      fline.ap.gov.in/#/      https://uat.vsws      biblity criteria      fEMALE      MALE	DOB         Wet L           12/05/198         09/06/198           001/01/1960         12/06/2018           11/12/2016         11/12/2016           11/12/2016         01/01/1990           01/01/1970         01/01/1970	+ and (Acres)  0  0  0  0  0  0  0  0  0  0  0  0  0	Land (Acres) Prope 0 1 0 2 0 3 0 3 0 3 0 4 0 1 0 4 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1	rty(Sqft) Vebicle( - No - No - No - No - No - No - No - No	(/N)         Govt Employee           No         No		(a)       1.1.2         (c)       22/12/202         (c)       22/12/202         (c)       (c)
Volunteer Name:         dssdfsd         Relation Name:         sdffd           Volunteer Mobile:         12221 1222         Panchayat Name:         Burjapadu           Sub caste:         Converted Christians From Sc         Habitation Name:         Burjapadu	Ox (361)           C           s           I           2           3           4           5           6           7           8           9		Grama - W Grama - W https://uat.vsws https://uat.vsws https://uat.vsws billity criteria Gender FEMALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE MALE	DOB         Wet L           International system         X           /home         X           isoniL         X           12/06/198         X           09/06/1988         X           01/01/1960         X           12/06/2018         X           01/01/1960         X           01/01/1970         X           01/01/1970         X           01/01/1970         X	+ Ind (Acres) Dry 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Land (Acres) Prope 0 0 0.32 0.32 0 0 0 1.46 0 0 1.46	rty(Sqft) Vehicle( - No - No - No - No - No - No - No - No	Y/N)         Govt Employee           No         No		(a)       22/12/202         (c)       22/12/202         (c)       (c)         (c)
Volunteer Mobile:     1232131232     Panchayat Name:     Burjapadu       Sub caste:     Converted Christians From Sc     Habitation Name:     Burjapadu	C (361)		Grama - W      fline.ap.gov.in/#/      https://uat.vswa      biblity criteria      feMale     Male     Male     Male     Male     Male     Male     Male     FEMALE     FEMALE     FEMALE	DOB         Wet L           Inclusion         X           Inclusion<	+ and (Acres)  0  0  0  0  0  0  0  0  0  0  0  0  0	Land (Acres) Prope 0 Prope 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2	rty(Sqff) Vehicle( - No - No - No - No - No - No - No - No	(/N)         Govt Employee           No         No           No         No		(a)       1.1.2         (c)       22/12/202         (c)       -
Sub caste: Converted Christians From Sc Habitation Name: Burjapadu	Q           C           C           S           I           Z           A           S           G           T           Z           A           S           G           T           Z           S           NO           T           Z           S           G           T           Z           S           G           T           S           G           T           S           G           T           S           G           T           S           G           T           S           G           G           G           G           G           G           G           G           G           G           G           G           G           G		Grama - W      fline.ap.gov.in/#/      https://uat.vswa      fbility.criteria      femAle      MALe	DOB         Wet L           Income         12/06/1998           09/06/1998         09/06/1998           01/01/1960         12/06/2018           11/02/06/1998         01/01/1960           01/01/1970         0           01/01/1970         0           01/01/1970         0           01/01/1970         0           20/07/1997         0           3131         dsadtad	+ and (Acres)	Land (Acres) Prope 0 0 0 0 0 0 0 0 0 0	rty(Sqft) Vehicle( - No - No	(/N)     Govt Employee       No     No		(a)       1.1.2         (c)       22/12/202         (c)       -
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Cluster ID:	3131	Relation Type:	HUSBAND
Volunteer Name:	dssdfsd	Relation Name:	sdffd
Volunteer Mobile:	1232131232	Panchayat Name:	Burjapadu
Sub caste:	Converted Christians From Sc	Habitation Name:	Burjapadu
Income Certificate Number:	IC012122315265	Caste Certificate Number:	CGC012030884001
Name:	K LAKSHMI	Name:	MUNDRU RANAMMA
Annual Income:	70000	Caste:	BCC
Confirmation on Income:	Yes	Sub Caste:	SCHEDULED CASTES CONVERTS TO CHRISTIANITY
		Confirmation on Caste:	Yes
Any other Person in Family taking other Pensions:	No	How many times UID updated:	1
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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

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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

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Reques S.No	st List - Total Reques Request ID Pens211215000004	its Service Name Pensions Traditional Cobblers	Service Category	<b>Department Name</b>	Cltizen Name Mohammed Abdul Muqthar Mohammed Abdul Muqt	o. Applied Date	<b>Status</b> Pending	
Reques S.No	st List - Total Reques Request ID Pens211215000004 Pens211215000005	ts Service Name Pensions Traditional Cobblers Pensions Transgender	Service Category RD RD	Department Name RD RD	Citizen Name Mohammed Abdul Muqthar Mohammed Abdul Muqt Mohammed Abdul Muqthar Mohammed Abdul Muqt	o. Applied Date thar 15/12/2021 thar 15/12/2021	Status Pending Pending	
<b>Reques</b> <b>5.No</b> 1 2 3	st List - Total Reques Request ID Pens21121500004 Pens21121500005 Pens21122200001	ts Service Name Pensions Traditional Cobblers Pensions Transgender Pensions O.A.P	Service Category RD RD RD	Pepartment Name RD RD	Cltizen Name Mohammed Abdul Muqthar Mohammed Abdul Muqt Mohammed Abdul Muqthar Mohammed Abdul Muqt Batna Anantha Rao Rao	c. Applied Date thar 15/12/2021 thar 15/12/2021 22/12/2021	Status Pending Pending Pending	
Reque: s.No 1 2 3 4	st List - Total Reques Request ID Pens211215000004 Pens21122200001 Pens21122200001	tS Service Name Pensions Traditional Cobblers Pensions Transgender Pensions O.A.P Pensions O.A.P	Service Category RD RD RD RD	Department Name RD RD RD	Citizen Name Mohammed Abdul Muqthar Mohammed Abdul Muqt Mohammed Abdul Muqthar Mohammed Abdul Muqt Batna Anantha Rao Rao Cavidi Rama dstbd	o. Applied Date thar 15/12/2021 thar 15/12/2021 22/12/2021 17/12/2021	Status Pending Pending Pending Pending	

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

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Request ID:Pens2112170	00004						
Basic Details							
Aadhaar Number:	994000781284		Gender:	Female	Marital Status:	Married	
First Name:	Gavidi Rama		Date of Birth:	09/06/1944	Mobile No:	9704557932	
Middle Name:			Caste:	BC-C	Email:		
Last Name:	dsfsd		Religion:	Hindu	Delivery Type:	By Hand	
Father / Husband Name:	Gavidi Ramesh		Qualification:	MDS			
Present Address				Permanent Address			
Door No & Street Name:		1-803		Door No & Street Name:	1-803		
Village / Ward / Secretariat:		RAMALINGESWARAP	ET	Village / Ward / Secretari	at: RAMALIN	IGESWARAPET	
Mandal / Municipality:		TENALI-U		Mandal / Municipality:	TENALI-U		
District:		GUNTUR		District:	GUNTUR		
Pin Code:		535128		Pin Code:	535128		
Applicant Details							

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/MC has to digitally sign the application

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្រក្មរណ៍–តាប៉័រ្ត កំដីតាមបញ់រំណ៍ ««នូនថៃ និចស្ម»	Sri YS J. Hon'ble	<b>agan Moh</b> Chief Minist	a <b>n Reddy</b> er of Andhr	ra Pradesh
Any other Person in Family taking other Pensions: No How many times UID updated:	1			
S NO Date of Update Type of Update Date of Change Proof Document				
1 09/12/2021 Name 07/12/2021 Maud_CorrectionsInDeathCertificate.pdf				
Age Proof Document:     Maud_Non-Availability Birth Application.pdf       Pension Category Certificate Proof:     Maud_CorrectionsInDeathCertificate.pdf				
Remarks from WEA/WWDSA: Recommended Document from WEA/WWDS:	Rythu bharosa.pdf 🖕			
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్రూమ్-వార్డు సబివాలయము <sub>రంకరి</sub> కే కి <sup>రికం</sup>		Sri YS Jagan Mohan Reddy Hon'ble Chief Minister of Andhra Pradesh
Any other Person in Family taking other Pensions: No	How many times UID updated:	1
S NO Date of Update Type of Update e-Mudhra Digital Signature		×
Tokens : *	Select	
Age Proof Document: Certificates : *	Select	~
Pension Category Certificate Proof: Password : *		
Remarks from WEA/WWDSA:	Sign an	fApprove petf 소
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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	<ol> <li>Aadhar card</li> <li>Family Income certificate</li> <li>Land property (if any)</li> <li>Relevant certificate for Pensions         <ul> <li>a. Widow: Death certificate of husband</li> <li>b. Weave: Handloom &amp; Textile certificate</li> <li>c. Single women: Legally separated papers/ Revenue certificate</li> <li>d. Toddy Topper: Excise Department certificate</li> </ul> </li> </ol>

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 and all details will be populated so that print can be taken.

💿 గ్రామ-వార్డు సచిం	சைபற்றை எதல்சீச் தலைதல	Ş	Sri YS Jagan Mohan Reddy Hon'ble Chief Minister of Andhra Pradesh
> Home	Helio, Test-DA ~	-	11:00:15 AM
> Report	Digital Assistant		
> View Transaction	GSWS / Application Submission / Pension Department /Card Print Details		
> Challan Payment			
List Of Services	Pension Card Printing		
✓ Application Submission	Enter Pension Id.*		
+ Civil Supplies Department	Get Card Details		
+ MAUD Department	ction   ment   es   admission   partment.   ert   Application Form   Particle Form   Cet Card Details		
- Pension Department			
1. New Pension Application Form			
2: Pension Card Printing Details			
3. Pension Social Audit			
- Revenue Department			
1. AP Dotted Lands Application			
2. Addition Of Survey No In Adangal And 1 B			
3. Agriculture Income Certificate			
4. Change of Name Application			

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	Hello, Test-DA ∨ Digital Assistant	Card Detail
	GSW5 / Application Submission / Pension Department /Card Print Details	Cet Carid Details
	Pension Card Printing	
MI	Enter Pansion la*  I 08817381  Get Card Details	
	Pension Card Details	
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	ode		Protect	
	on / Ward / Secretarists	205-004	Villane / Ward / Secretariat Number	
Villa	ge/ manu/ secretarian		tinger, theory sector and the	1035058
Villa	ion Number:	108817381	Pension Type:	1035058 వికలాంగుల
Villa Pens Nam	ion Number:		Pension Type: Date Of Birth:	1035058 వికలాంగులు 01-01-1962
Villar Pensi Nam Ager	er	108817381 కిటారి గోచిందు 59	Pension Type: Date Of Births Husband/Father:	1035058 వికలాంగుల 01-01-1962 సుబ్బారాయుడు
Villa Pensi Nam Ager Man	ion Number: ret	108817381 కిజార గోవిందు 59 ఒంగోల్ (జున్)	Pension Type: Date Of Birth Husband/Father: District:	1035058 వికలాంగుల 01-01-1962 నుబ్బారాయుడు ప్రధాశం

## 3. Pension Social Audit List

### About the Service

The service is used to print the details of all eligible and ineligible beneficiaries with a specific period

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. The list can be printed immediately.

From Date:		To Date:		Draft Eligible/Ineligible/				
03/01/2020		IIII         17/07/2021         IIII         Eligible ® Ineligible			igible		Submit	
			YSR P	ension -Social Audit List				
Mandal /Muni	cipality:	మర్రిపొడ	Distric	Ŀ	నెల్లారు			
Village / Ward	/ Secretariat Id:	10990527	Village	/ Ward / Secretariat Name:	కముసవద్రమ్			
S NO	Grievance Id	Pensioner Name		Relation Name		Pension Type	Gender	T
1	G14824195	PALLAM NARASIMHULU		P NARASAIAH		ವುಧ್ಯಾ	MALE	
2	G9947901151	MALLU DHANALAKSHMI		M VENKATA SUBBA REDDY		వృధ్రాష్య	FEMALE	
3	G26724195	Nallipogu Rosaiah		CHENNAIAH		వృధ్రాష్య	MALE	
4	G658849622	Duggireddy Thirupathi Reddy		CHINNAIAH		ವುಧ್ಭಾ	MALE	
5	G30124195	Manikireddy Venkateswarlu		MANIKAREDDY VENKATA SUBBAIAH		వృధ్రాష్య	MALE	
6	G58736882470	GORAVARAM MASTHAN REDDY		G VENKATA SUBBAREDDY		వృధ్రాష్య	MALE	
7	G07887123676	Bovilla Ramireddy		GOPI REDDY		వృధ్రాష్య	MALE	
8	G89627068683	KARUDUMPA RAMAIAH		CHINA VENGAIAH		వృధ్రాష	MALE	
9	G97206952467	Dabbugottu Venkataiah		MUSALAIAH		వృధ్రాష్య	MALE	
10	G03424195	BANKA SAYAMMA		BANKA PEDDA NAGAIAH		వితంతువు	FEMALE	
11	G16724195	Nallipogu Venkatamma		N CHINNAIAH		వితంతువు	FEMALE	