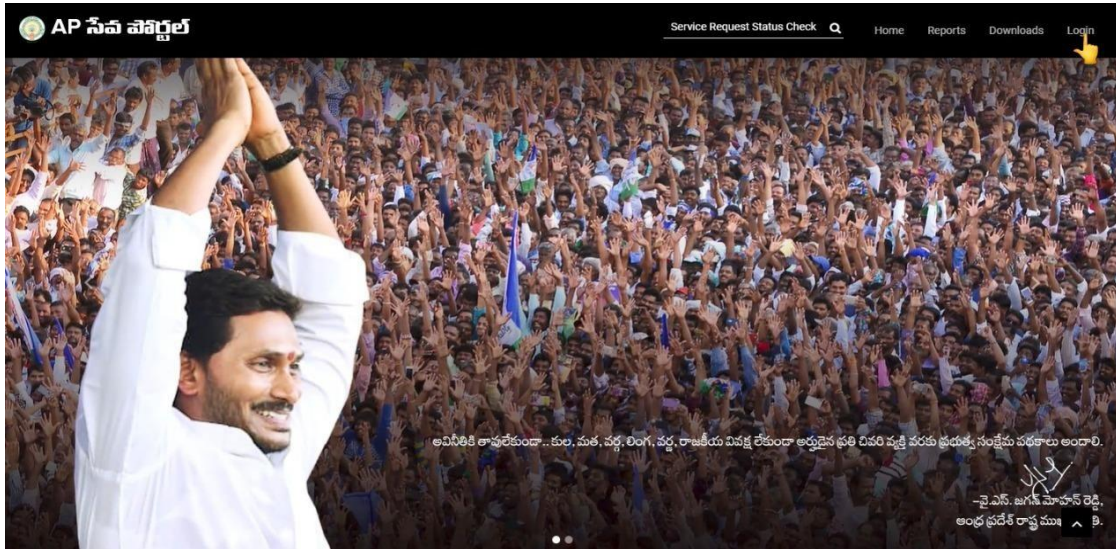




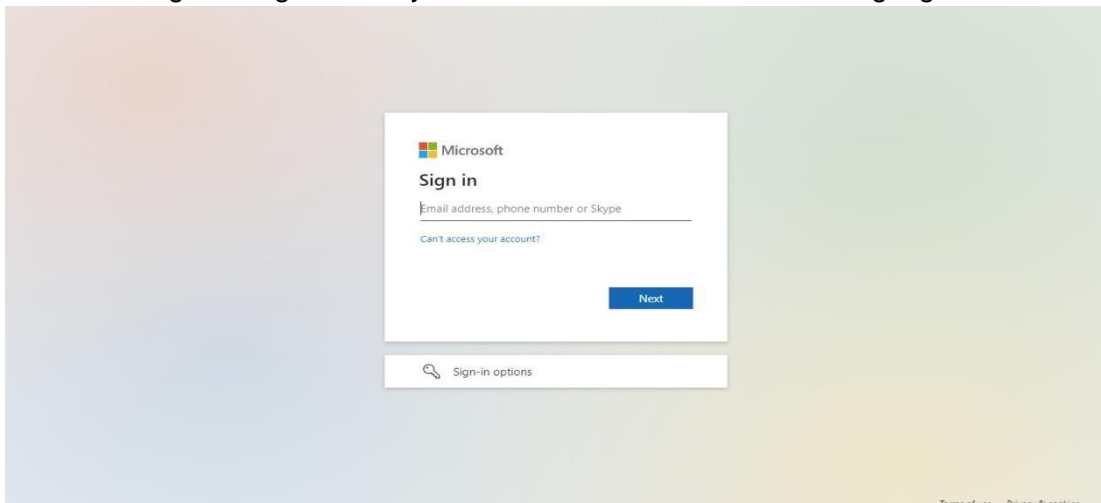
GOVERNMENT OF ANDHRA PRADESH  
GVWV & VSWS DEPARTMENT  
Auto Nagar, Vijayawada

**User Manual for Merging of Two house holds**

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



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



- After login with Panchayat Secretary (DA) Login you will get the User Home Screen By clicking on the other services you will be redirected to Old GSWS Website.

- Now in the old Portal Please click on Family migration Under GSWS Services.

- Please select District, Mandal, Secretariat, Volunteer cluster and HouseHeld details (Family from which household Migration to be done and capture the Ekyc of all the members through Biometri/Irsh

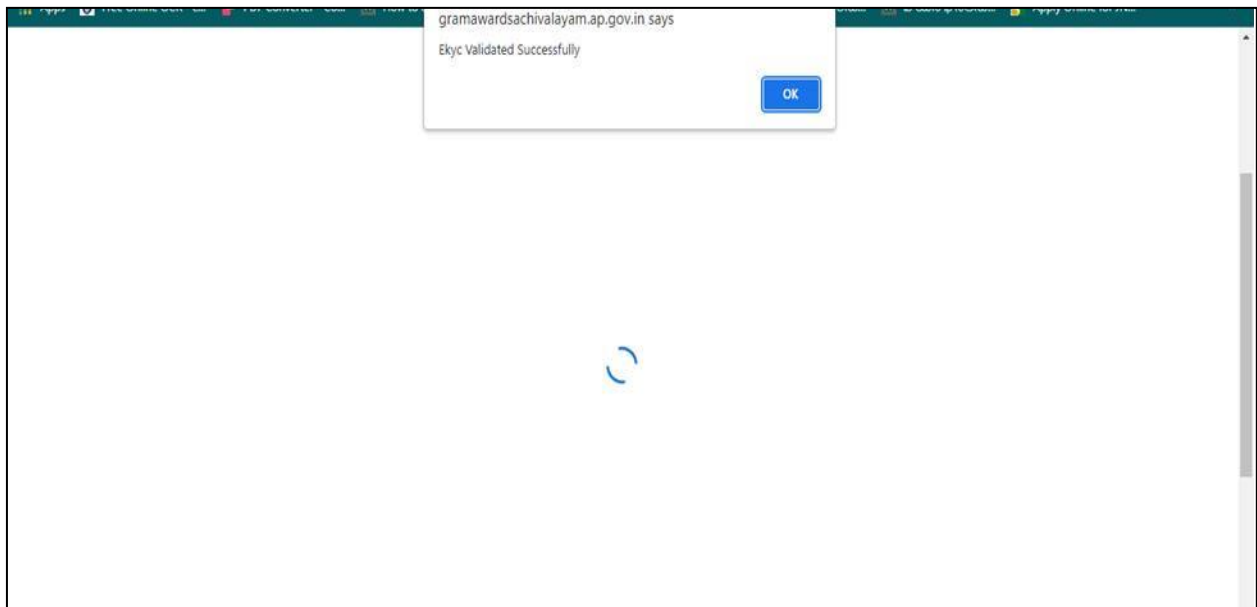
device.

The screenshot shows the 'Family Migration' web application. The header includes the logo of the Government of Andhra Pradesh, the text 'గ్రామ - వార్డు సచివాలయము' (Gram - Ward Sachivalayam), and the name of the Minister 'శ్రీ వైఎస్ జగన్ మోహన్ రెడ్డి గారు' (Shri YS Jagan Mohan Reddy). A 'Logout' button is visible in the top right corner.

The main content area is titled 'Family Migration' and contains a form for selecting the source household. The form includes dropdown menus for 'District\*' (NTR), 'Mandal\*' (VIJAYAWADA RURAL-R), 'Secretariat\*' (Testing1), and 'Cluster\*' (Testing). Below these is a 'Household ID: \*' dropdown menu showing 'HH82162190179620200318040238807123(Gujjala Kiran Kumar)'. Below the form is a table titled 'HouseHold Details'.

Sno	Household ID	Name of Citizen	Age	Gender	Action
1	HH82162190179620200318040238807123	Gujjala Kiran Kumar	47	MALE	<input type="radio"/> BIO EKYC <input type="radio"/> IRIS EKYC <input type="button" value="CAPTURE EKYC"/>

6. Now after successful authentication we can get Ekyc authentication Successful message.



7. Now Please select District, Mandal, Secretariat, Volunteer cluster and HouseHold details (Family To which household Migration to be done and capture the Ekyc of all the members through Biometric/Irishdevice .

### Family Migration

**Family from which Household Migration to be done**

District\*  Mandal\*  Secretariat\*  Cluster\*

Household ID:\*

**HouseHold Details**

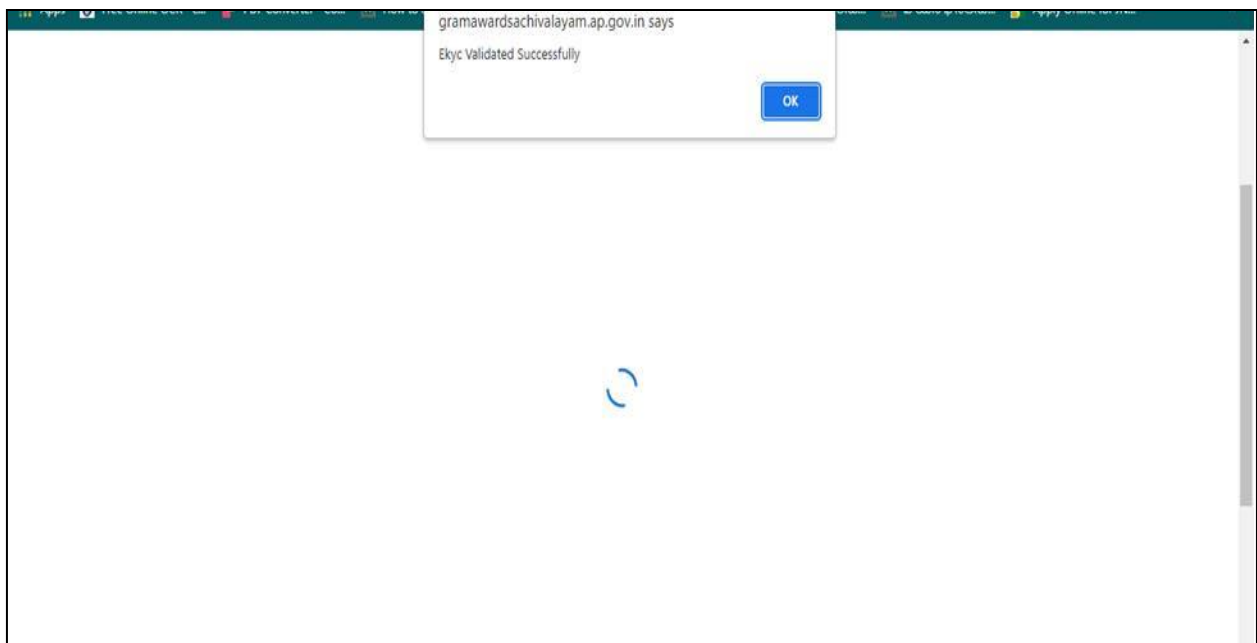
Sno	Household ID	Name of Citizen	Age	Gender	Action
1	HH82162190179620200318040238807123	Gujjala Kiran Kumar	47	MALE	Captured Successfully

NOTE :1) Please use STARTEK Device only for BIO EKYC and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>  
2) Please use iriShield Device only for IRIS EKYC and install the tools(Windows certified RD Service and RDSservice extension packages) from [RDSservice DRIVERS & RDSservice extension packages](#)  
3) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

**Family to which Household Migration to be done**

District\*  Mandal\*  Secretariat\*  Cluster\*

8. Now after successful authentication we can get Ekyc authentication Successful message.



9. Now Please click on yes to continue merging the household.

**Family to which Household Migration to be done**

District\*  Mandal\*  Secretariat\*  Cluster\*

Household ID: \*

**HouseHold Details**

Sno	Household ID	Name of Citizen	Age	Gender	HOF/Member	Action
1	HH82162190179620200318040238807124	Pilli Vijaya Rathna Kumar	37	MALE	HOF	Captured Successfully

NOTE :1) Please use STARTEK Device only for BIO EKYC and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>  
 2) Please use InShield Device only for IRIS EKYC and install the tools(Windows certified RD Service and RDService extension packages) from RDService DRIVERS & RDService extension packages  
 3) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

Do you want to migrate the total family members from one household to another?\*  Yes  No

**Updated HouseHold Details**

Sno	Household ID	Name of Citizen	Age	Gender	HOF/Member	Capture Relationship

10. Now please upload the Rice card of the family for the Proof.

Sno	Household ID	Name of Citizen	Age	Gender	HOF/Member	Action
1	HH82162190179620200318040238807124	Pilli Vijaya Rathna Kumar	37	MALE	HOF	Captured Successfully

NOTE :1) Please use STARTEK Device only for BIO EKYC and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>  
 2) Please use InShield Device only for IRIS EKYC and install the tools(Windows certified RD Service and RDService extension packages) from RDService DRIVERS & RDService extension packages  
 3) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

Do you want to migrate the total family members from one household to another?\*  Yes  No

**Updated HouseHold Details**

Sno	Household ID	Name of Citizen	Age	Gender	HOF/Member	Capture Relationship
1	HH82162190179620200318040238807124	Pilli Vijaya Rathna Kumar	37	MALE	HOF	<input type="text" value="self"/>
2	HH82162190179620200318040238807124	Gujjala Kiran Kumar	47	MALE	Member	<input type="text" value="Others"/>

Upload Rice Card Certificate: \*

Upload only pdf format

**SUBMIT**

11. After submitting we can get the receipt with details and can print.

The screenshot shows a web browser window displaying a 'Family Migration Details' form. The form has a table with the following data:

Sno	Household ID	Old Household ID	Name of Citizen	Age	Gender	HOF/Member	Captured Relationship
1	HH8216219017962	HH821621901796200318040238807124	Pilli Vijaya Rathna Kumar	37	MALE	HOF	Self
2	HH8216219017962	HH821621901796200318040238807123	Gujjala Kiran Kumar	47	MALE	Member	Others

Overlaid on the right side of the form is a print dialog box with the following settings:

- Print: 1 page
- Destination: Save as PDF
- Pages: All
- Pages per sheet: 1
- Margins: None
- Options:  Background graphics

At the bottom of the print dialog are 'Save' and 'Cancel' buttons. On the far right, there is a dropdown menu for 'Captured Relationship' with options 'Self' and 'Others'.

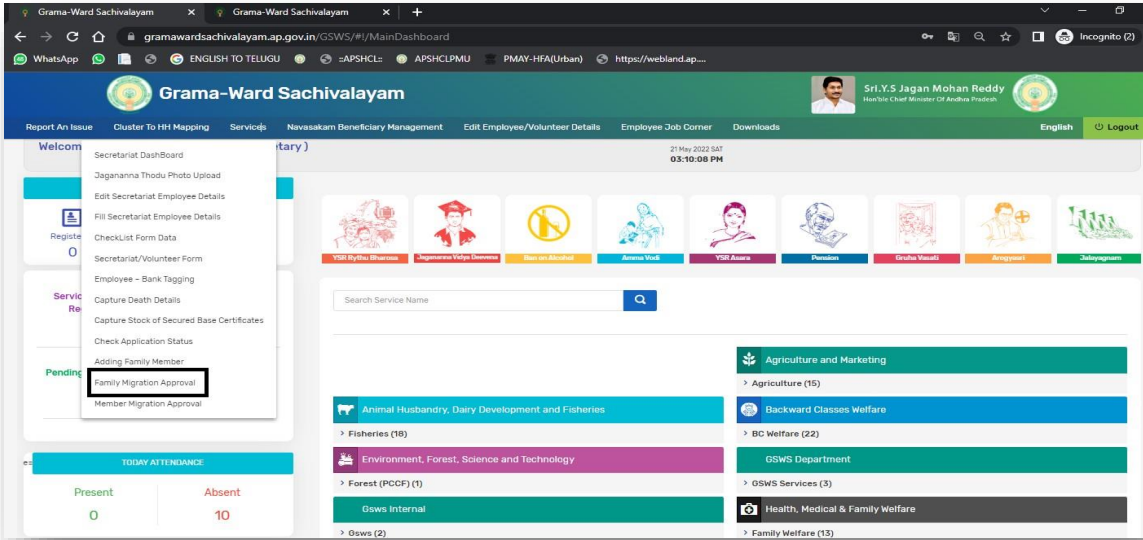
12. The receipt can be handed over to citizens for further reference.

The screenshot shows a receipt for 'Family Migration Details' from the Government of Andhra Pradesh. The receipt features the state emblem and a table with the following data:

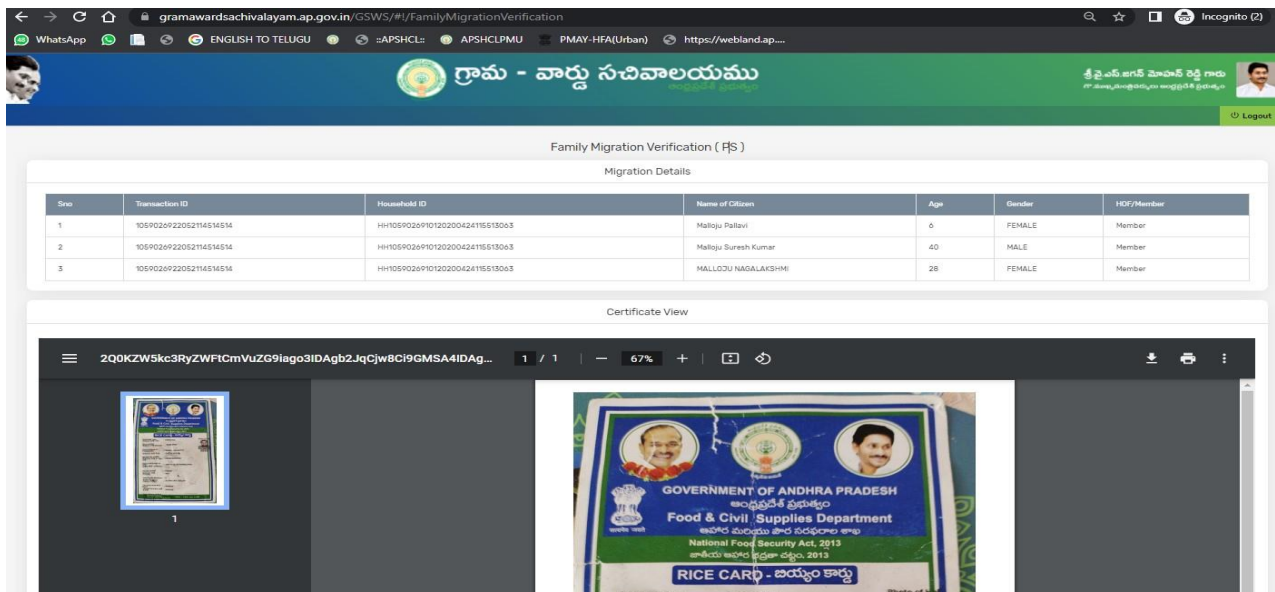
Sno	Household ID	Old Household ID	Name of Citizen	Age	Gender	HOF/Member	Captured Relationship
1	HH82162190179620200318040238807124	HH82162190179620200318040238807124	Pilli Vijaya Rathna Kumar	37	MALE	HOF	Self
2	HH82162190179620200318040238807124	HH82162190179620200318040238807123	Gujjala Kiran Kumar	47	MALE	Member	Others

## PS/WAS APPROVAL

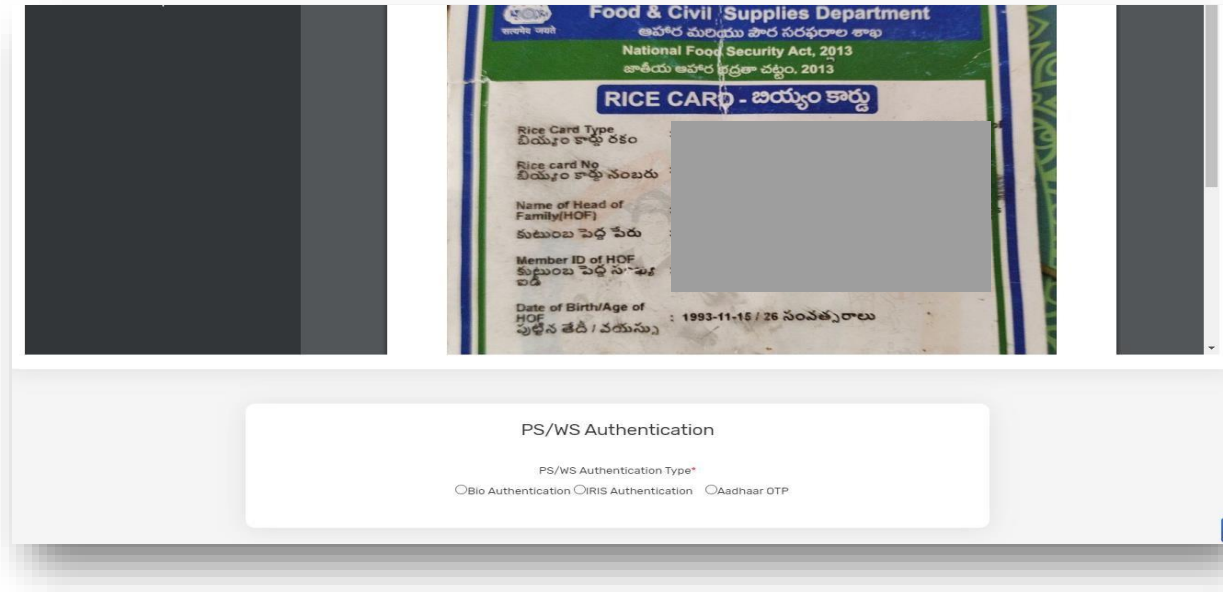
**Step 1:-** Open GSWS old portal [www.gramawardsachivalayam.ap.gov.in](http://www.gramawardsachivalayam.ap.gov.in). Click on login and enter PS/WAS login details.



**Step 2.** Dashboard of existing applications will be displayed as below. Click on Verify to proceed further



3. Now PS/WAS CAN Approve and authentication through Biometric/Irish device .



Step 4: - Once the application has been approved, "Request approved successfully" pop up will be shown

