



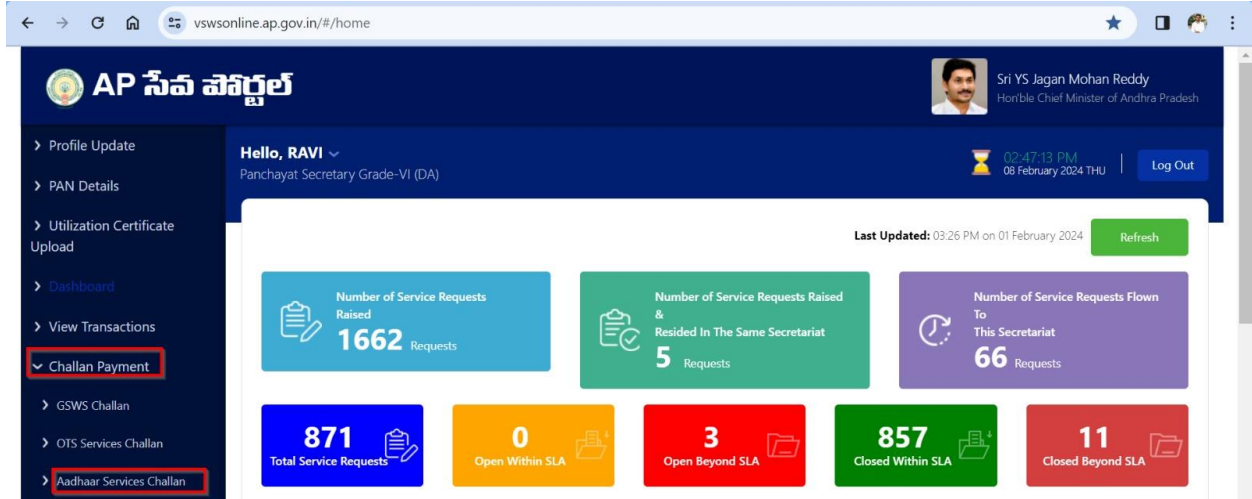
GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
AutoNagar, Vijayawada

User Manual for Aadhaar-challan-generation

February 2024

Service Name- Aadhaar-challan-generation

1. Open APSEVA Portal, After login with the credentials, the below screen will be displayed, as shown click on “Aadhaar Services Challan”.

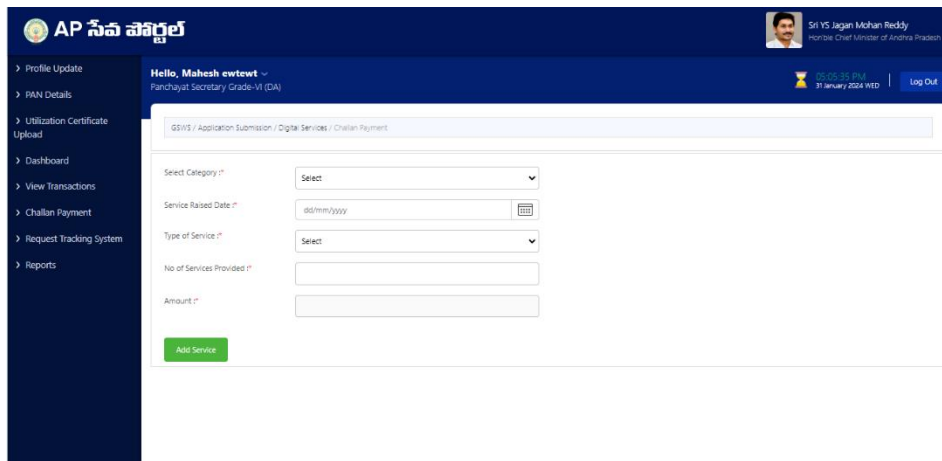


The screenshot shows the APSEVA Portal dashboard for a user named RAVI, a Panchayat Secretary Grade-VI (DA). The dashboard displays several key metrics:

- Number of Service Requests Raised: 1662 Requests
- Number of Service Requests Raised & Resided In The Same Secretariat: 5 Requests
- Number of Service Requests Flown To This Secretariat: 66 Requests
- Total Service Requests: 871
- Open Within SLA: 0
- Open Beyond SLA: 3
- Closed Within SLA: 857
- Closed Beyond SLA: 11

The left sidebar menu includes options like Profile Update, PAN Details, Utilization Certificate Upload, Dashboard, View Transactions, Challan Payment (highlighted with a red box), GSWS Challan, OTS Services Challan, and Aadhaar Services Challan (highlighted with a red box).

2. After clicking on Aadhaar Services challan, as shown below application will be opened.



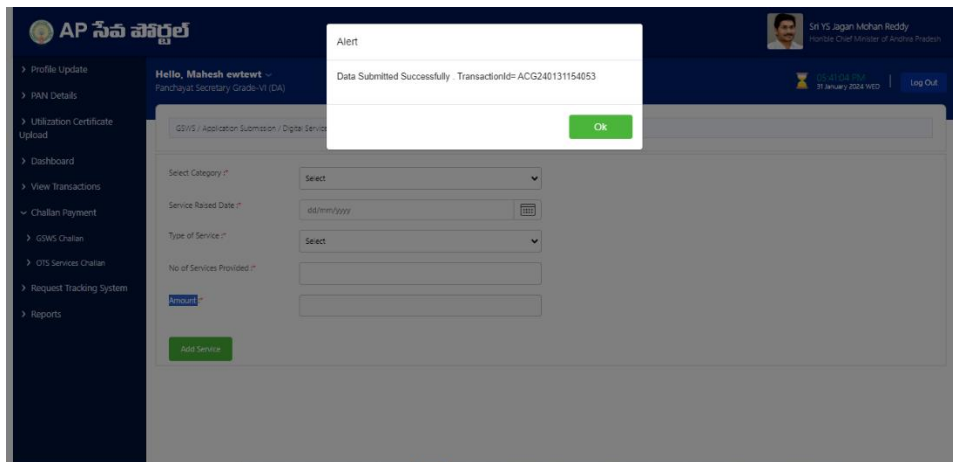
The screenshot shows the application form for adding a service. The form includes the following fields:

- Select Category: A dropdown menu.
- Service Raised Date: A date input field with a calendar icon.
- Type of Service: A dropdown menu.
- No of Services Provided: A text input field.
- Amount: A text input field.

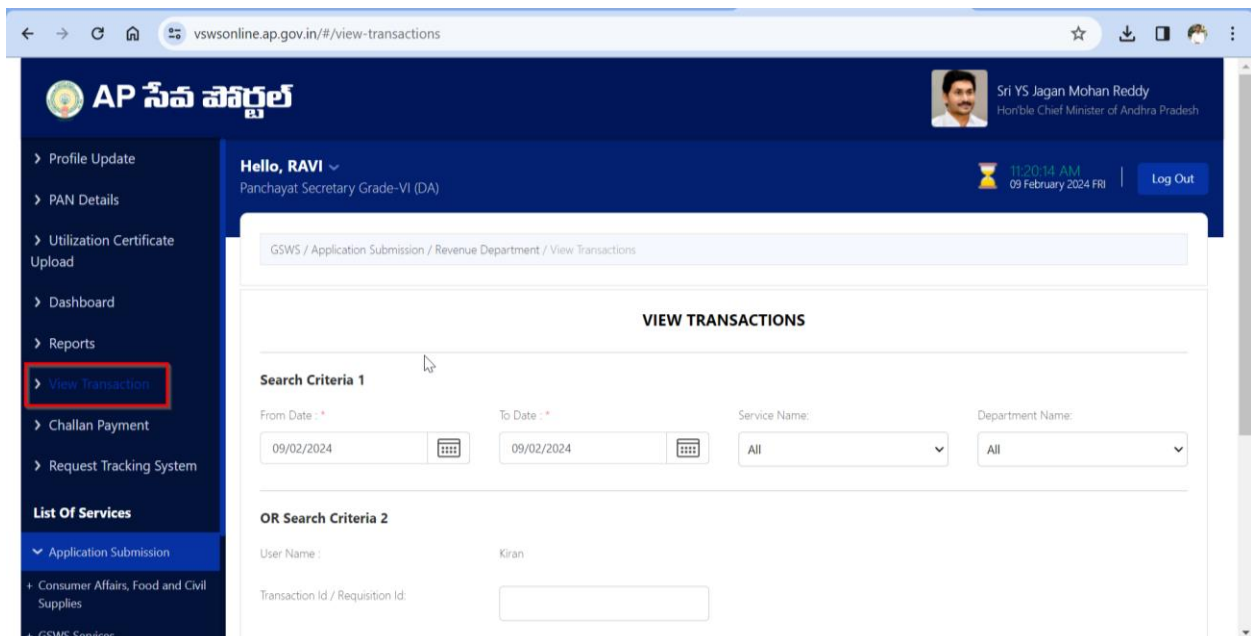
A green "Add Service" button is located at the bottom left of the form.

3. Click on Select Category and choose type of service from drop down and enter the no of services raised and date of service and after entering details click on submit.
4. If you want to add other type of services, click on add service and follow the procedure shown above.

5. After clicking on “Submit button a successful alert will come as shown below.



6. If the user wants to check the transaction details entered they can view the transaction by clicking on “Go to View Transaction” as shown below.



- Provide Transaction Id / Requisition Id: ACG240131154053 and click on View Transaction Button. Corresponding Transaction will be shown in TRANSACTION LIST as shown below.

The screenshot shows the AP SAKSHI portal interface. The user is logged in as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The search criteria are as follows:

- OR Search Criteria 2:** User Name: Karipadi Soujanya, Transaction Id / Requisition Id: ACG240131154053
- OR Search Criteria 3:** Token No: [Empty]

A "View Transactions" button is visible below the search criteria. Below that, the "TRANSACTION LIST" is displayed with the following data:

Serial No	Transaction ID	Token No	Service Name	Citizen Name	Transaction Date	Payment Mode	Amount	Status	Application Preview
1		-	Mandatory Biometric update along with Demographic updates(Age > T.8&& > T7)		05/01/2024 12:00:00 AM	Cash	300	-	NA

At the bottom, there is a "Requests per page" dropdown set to 10 and a pagination control showing page 1 of 1.

8. Challan Payment:

As shown below click on Challan Payment, select GSWS challan and select required Transaction ID as shown below.

The screenshot shows the "CHALLAN PAYMENT GSWS" screen. The breadcrumb trail is: GSWS / Application Submission / Revenue Department / Challan Payment. The screen title is "CHALLAN TRANSACTION HISTORY GSWS".

Under "Service Transaction Details", there is a table with the following data:

All	Sr.No.	TransactionID	Service Name	Transaction Date	Transaction Amount
<input type="checkbox"/>	941	TFPSR2402094220142	FP Shop Renewal	09/02/2024 9:30:15 PM	100
<input type="checkbox"/>	942	TFPSR2402094220146	FP Shop Renewal	09/02/2024 10:49:51 PM	100
<input type="checkbox"/>	943	TFPSR2402094220147	FP Shop Renewal	09/02/2024 10:50:29 PM	100
<input type="checkbox"/>	944	TFPSR2402094220148	FP Shop Renewal	10/02/2024 10:54:49 AM	100
<input type="checkbox"/>	945	TFPSR2402104220149	FP Shop Renewal Others	10/02/2024 10:58:07 AM	100
<input type="checkbox"/>	946	TFPSR2402104220150	FP Shop Renewal Others	12/02/2024 12:00:00 AM	100
<input checked="" type="checkbox"/>	947	ACG240212154099	Biometric Update with or without Demographic update	11/02/2024 12:00:00 AM	120
<input checked="" type="checkbox"/>	948	ACG240212154100	E-Aadhaar Download and color print on A4 Sheet		

Below the table, there is a "Requests per page" dropdown set to 200. At the bottom, there are fields for "Select Payment Mode:" (set to "Select"), "Total Amount:" (0/-), and "Total Selected Transaction Count:" (0). There is also a pagination control showing page 5 of 5.

As shown Select Payment Mode and click on New Challan/ UPI Payment.

Service Transaction Details

Show Selected Challans | Print Table | Download Excel

All	Sr.No.	TransactionID	Service Name	Transaction Date	Transaction Amount
<input type="checkbox"/>	942	TFPSR2402094220146	FP Shop Renewal	09/02/2024 9:30:15 PM	100
<input type="checkbox"/>	943	TFPSR2402094220147	FP Shop Renewal	09/02/2024 10:49:51 PM	100
<input type="checkbox"/>	944	TFPSR2402094220148	FP Shop Renewal	09/02/2024 10:50:29 PM	100
<input type="checkbox"/>	945	TFPSR2402104220149	FP Shop Renewal Others	10/02/2024 10:54:49 AM	100
<input type="checkbox"/>	946	TFPSR2402104220150	FP Shop Renewal Others	10/02/2024 10:58:07 AM	100
<input checked="" type="checkbox"/>	947	ACG240212154099	Biometric Update with or without Demographic update	12/02/2024 12:00:00 AM	100
<input checked="" type="checkbox"/>	948	ACG240212154100	E-Aadhaar Download and color print on A4 Sheet	11/02/2024 12:00:00 AM	120

Requests per page: 200

« « 1 2 3 4 5 » »

Select Payment Mode:
 Select
 ICICI Challan Payment
 PAYTM UPI Payment
 BILL DESK UPI Payment
 India Post Payment Bank

Total Amount: 220 /-
 Total Selected Transaction Count: 2

[New Challan/UPI Payment](#)

Now will be redirected to respective payment page.

9. You can check the reports from inception to till date at Apsava dash board reports.

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
 Member, Chief Minister of Andhra Pradesh

District: All | Revenue Mandal: All | Rural/Urban: All
 Mandal/Municipality: All | Village/Ward/Secretariat: All | Department: All
 Service: All | From Date: 01/06/2021 | To Date: 16/02/2024

District Wise | Department Wise | Service Wise | Revenue/Mandal Wise | Mandal Wise | Secretariat Wise

Home | Download Excel | Get Reports

S.No	District	Total No Of Requests	Open Beyond SLA Requests	Open Within SLA Requests	Closed Beyond SLA Requests		Closed Within SLA Requests		Lapsing Within 24 Hours	Lapsing Within 48 Hours
					Approved	Rejected	Approved	Rejected		
1	ALLURI SITHARAJA RAJU	15179	0	0	0	0	0	0	0	0
2	ANAKAPALLI	101574	0	0	0	0	0	0	0	0
3	ANANTHAPUR	165219	0	0	0	0	0	0	0	0
4	ANAPARTHA	155659	0	0	0	0	0	0	0	0
5	BARATLA	153344	0	0	0	0	0	0	0	0
6	CHITTOOR	169387	0	0	0	0	0	0	0	0
7	D.B.R.Ambadiv Konaseema	213772	0	0	0	0	0	0	0	0
8	EAST GODAVARI	158713	0	0	0	0	0	0	0	0
9	ELURU	89158	0	0	0	0	0	0	0	0
10	GUNTUR	190237	0	0	0	0	0	0	0	0
11	KAKINADA	152196	0	0	0	0	0	0	0	0

Type here to search | 30°C | ENG IN | 12:07 PM | 2/16/2024