

User Manual to Update E-Services Bank Account Details

1. Open New VSWS Website (AP Seva portal) using the link. <u>https://vswsonline.ap.gov.in/#/home</u>



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

Microsoft	
Sign in	
Email address, phone number or Skype	
Can't access your account?	
Mart	
Q Sign-in options	
Terms	of use Privacy & cookies

3. After login with Panchayat Secretary-6 (Digital Assistant) /WEDPS Login you will get the User Home Screen, Click on Other Services Page will be redirected to Old Portal.

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 View Transactions Challan Payment 	130 Total Service Requests	3 en Within SLA	Open Beyond SLA	105 Closed Within SLA	22
 Request Tracking System Reports 	Secretariat Ranking				
	L.	h			
	At Distri	938		At Mandal Level	
	Services		Search	Service Name	
	Consumer Affairs, Food and Civil Supplies Civil Supplies 6	> (Municipal Administration and Urb MAUD 25	an Development	
	GSWS Services GSWS Services 1	› (Energy Energy 56	>	Search By Feature
	Panchayat Raj and Rural Development Rural Development 3	>	Other Services		Transaction Id Search
	Revenue 33	>			

4. In the Old Portal click on the Services tab shown below.

	Gr	rama	-Ward S	Sachivalayam					le l	Sri.Y.S Jagan Mohan Reddy Hon'ble Chief Minister Of Andhra Pradesh		
Report An Issue	Cluster To HH M	lapping	Services	Navasakam Beneficiary Manage	ent New	Edit Employee/Volunteer Details	Employee Job Corner	Downl	loads		English	் Logout
E.	SPANDA	ANA	•	Search Serv	e Name			٩				
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Service Regist	equests ered	Servio	ces Delivered	MEESEVA SE	VICE LINK: Isbandry	s r, Dairy Development and Fisheries			Agriculture (15) Backward Classes Welf	ıre		
2	776		2755	> Fisheries (2					> BC Welfare (22)			
				Environi	ent, Fore	est, Science and Technology			GSWS Department			
Pending for	21	Respo	nse Received	> Forest (PCC) (1)				> GSWS Services (3)			
				🙆 Health, I	edical & I	Family Welfare			😁 Home			
				> Family Welfa	e (14)				> Police (DGP) (13)			
	SECRETARIAT	RANKING	3	> Public Heal	(1)							
				Housing					🛉 Human Resources (Sch			
	At District	Level		> AP HOUSING	(6)				> School Education (2)			
	38 /	1165		, Industri	, Infrasti	ructure, Investment and Commerce	3		🚖 Labour, Employment, T	aining and Factories		
				> Handlooms	Textiles ((1)			 Factories (6) 			
	At Mandal	Level		> Industries,	mmerce	and Export Promotion (2)						
	■ 9/	19		> Mines and G	ology (6)							

CASE 1 : Secretariats not submitted E-services bank details

1. After selecting Services tab, In the list displayed select **<u>Bank account details submission form</u>** option as shown below

	Grama-Wa	rd Sachivalayam	ę	Sri.Y.S Jagan Moha Hon'ble Chief Minister Of And	an Reddy Ihra Pradesh		
Report An Issue	Cluster To HH Services Mapping	Navasakam Beneficiary Management New	Edit Employee/Volunteer Details	Employee Job Corner	Downloads	English	් Logout
Wele VI(C	Panchayats Mapping with Banks Secretariat DashBoard	ayat Secretary Grade	29 March 2022 TUE 08:53:22 PM				
	JaganannaThodu Card Print Secretariat and Volunteer Mcaas Details	Search Service Name	Q				
Regist	CPU/Monitor Supplied by GSWS Details Fill Secretariat Employee Details			Agriculture and Ma	rketina		
0	Recurring Cost by Secretariat Details CheckList Form Data	MEESEVA SERVICE LINKS	3	Agriculture (15)			
S Re Re	UPI Payment Pay Amount - Services	Animal Husbandry, Dairy Develo	opment and Fisheries	Backward Classes	Welfare		
	Bank account Details Submission Form Update Bank account details	Environment, Forest, Science a	nd Technology	GSWS Department			
Per	Employee – Bank Tagging	> Forest (PCCF) (1)	3	GSWS Services (3)			

2. Fill the Account Name, Account Type and IFSC Code, click on <u>Get details</u> button. Then Name of the bank and Name of the branch are pre populated as shown in below figure. Enter Account number and Upload Bank passbook in PDF/JPEG (Flle size upto 250 KB). Click on submit.

Bank account Details Submission Form

Account Name*	Account Type*
E SECRETERIAT SERVICES	Current
IFSC Code*	GET DETAILS
Name of the Bank*	Name of the Branch*
STATE BANK OF INDIA	KALLURU ESTATE, KURNOOL
Account Number*	Re-Account Number*
99668967691	99668967691
Bank Pass Book* Choose File Untitled Document.pdf File Size 250 KB, File Type PDF.JPEG*	

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Then you will get a Popup that ACCOUNT DETAILS POSTED SUCCESSFULLY

	Bank account Details Submission Form	
Account Name*	Account Type* Select	~
IFSC Code*		
Enter IFSC Code		
Name of the Bank*	Account Details Posted Successfully	
Account Number*	OK	
Bank Pass Book*		
Choose File Untitled Document.pdf		
File Size 250 KB, File Type PDF, JPEG*		
	SUBMIT	

Note: Bank details will be added only when it displays <u>ACCOUNT DETAILS POSTED SUCCESSFULLY</u> as shown in above figure.

CASE 2: To Edit already added Secretariat Bank Account Details

1. After selecting the Services tab, In the list displayed select Update bank account details option.

	Grama	a-Wai	rd Sachivalayam	Ģ	Sri.Y.S Jagan Moha Hon'ble Chief Minister Of And	an Reddy		
Report An Issue	Cluster To HH S Mapping	Services	Navasakam Beneficiary Management New	Edit Employee/Volunteer Details	Employee Job Corner	Downloads	English	් Logout
Wele VI(E	Panchayats Mapping with Banks Secretariat DashBoard		ayat Secretary Grade	29 March 2022 TUE 08:53:22 PM				
	JaganannaThodu Card Print	atails	Castab Castilas Name					
Dogist	CPU/Monitor Supplied by GSWS Det	tails		4				
O	Fill Secretariat Employee Details Recurring Cost by Secretariat Detai	ils	MEESEVA SERVICE		Agriculture and Ma	rketing		
S	CheckList Form Data UPI Payment		MEESEVA SERVICE LINKS	pment and Fisheries	Backward Classes	Welfare		
Reg	Pay Amount - Services	orm	> Fisheries (26)		> BC Welfare (22)			
	Update Bank account details	onn	Environment, Forest, Science an	nd Technology	GSWS Department			
Per Aj	Employee - Bank Tagging	tificates	Forest (PCCF) (1)		GSWS Services (3)			

2. Which redirects you to the new screen "Update Bank Account Details", Click on **Edit** option for which the details to be updated.______

			Update	Bank account details				
S.no	Account Name	Account Type	Bank Name	Branch Name	IFSC Code	Account Number	Update	De-Active
1	MAMUDURU SECRETERIAT E SERVICES	Currnet	STATE BANK OF INDIA	PENUMANTRA	SBIN0015840	39034505696	EDIT	DE-ACTIVATE
2	E SECRETERIAT SERVICES	Currnet	STATE BANK OF INDIA	KALLURU ESTATE, KURNOOL	SBIN0015741	99668967691	EDIT	DE-ACTIVATE

3. Verify and update your Sachivalayam E-Services Bank Account Details, Upload the Bank passbook in PDF/JPEG (File size upto 250 KB). Click on Update.

	Update Secreatariat Bank Details	s 💌	శ్రీ పై.పర్.జగన్ మోదున్ రెడ్డి గారు గా సంఘటంపైరముం అంద్రవైదే ప్రదర్శం
2	Account Name"		U Los
	Account Type*		
	IFSC Code*		
Eno Account Name Account Type Ban	SBIN0015840		
1 MAMUDURU SECRETERIAT E SERVICES Current STAT	GET DETAILS		
	Bank Name*		
	STATE BANK OF INDIA		
	Branch Name*		
	PENUMANTRA.		
	Account Number*		
	39034505696		
	Re-Account Number*		
	39034505696		
	Bank Pass Book*		
	Choose File Untitled Document.pdf		
	File Size 250 KB, File Type PDF, JPEG*		
	UPDATE		

		1000 I				
		Update Secreatar				
		Account Name*				
	-	MAMUDURU SECRETERIAT E SER	VICES			
		Account Type*				
		Current	~			
		IFSC Code*				
	Account Type Ba	SBIN0015840				
	Coalities after	GET DETAILS		(i)		
		Bank Name*	Anna Datail			
		STATE BANK OF INDIA	Account Details	s updated Successfully		
		Branch Name*		ок		
		PENUMANTRA		6		
		Account Number*			/	
		54036505040			1	
		Re-Account Number*				
		57554553575				
		Bank Pass Book*				
		Choose File Untitled Documen	t.pdf			
		File Size 250 KB. File Type PDF. JPEC	,			
		UPUALE				

Note: Bank details will be updated only when it displays **ACCOUNT DETAILS UPDATED SUCCESFULLY** as shown in above figure.

Process to Delete an already existing Bank Account Details:

After selecting the Services tab , In the list displayed select **Update bank account details**. Click on **DE-ACTIVATE** button. for which the entry to be deleted.

		ලා ලං	మ - వార్డు	సచివాలయవ	ນ _{*s°}		శ్రీ.వై.ఎస్.2 గా.ముఖ్యమం	జిగిస్ మోహన్ రెడ్డి గారు జైవర్మలు అండ్లప్రదేశ్ ప్రభుత్యం	Ģ
								U	Degout
			Update B	Bank account details					
S.no	Account Name	Account Type	Bank Name	Branch Name	IFSC Code	Account Number	Update	De-Active	
1	MAMUDURU SECRETERIAT E SERVICES	Currnet	STATE BANK OF INDIA	PENUMANTRA	SBIN0015840	39034505696	EDIT	DE-ACTIVATE	
2	E SECRETERIAT SERVICES	Currnet	STATE BANK OF INDIA	KALLURU ESTATE, KURNOOL	SBIN0015741	99668967691	EDIT	DE-ACTIVATE	

Then it shows a popup as Account Deactivated Successfully.

S.no Account Name Account Type Account Deactivated Successfully Number Update De-Active
1 MAMUDURU SECRETERIAT E SERVICES Currnet OK DE-ACTIVATE

Note: Bank details will be deleted only when it displays <u>ACCOUNT DEACTIVATED SUCCESSFULLY</u> as shown in above figure.

NOTE: Upload the E-Service Bank Account Cheque if Passbook Not Available