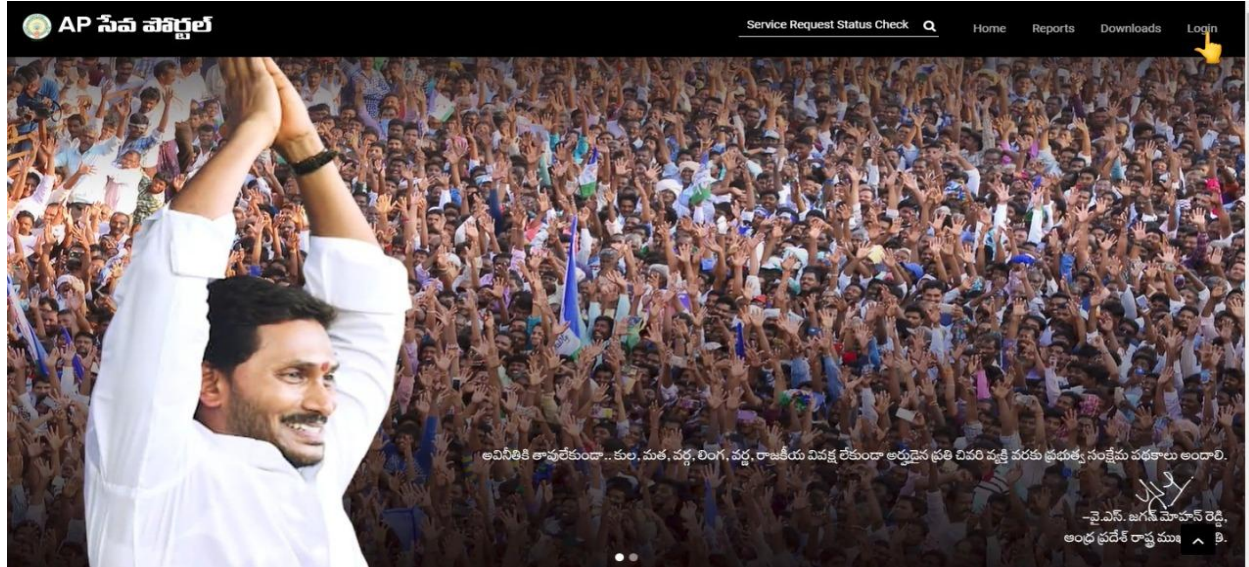




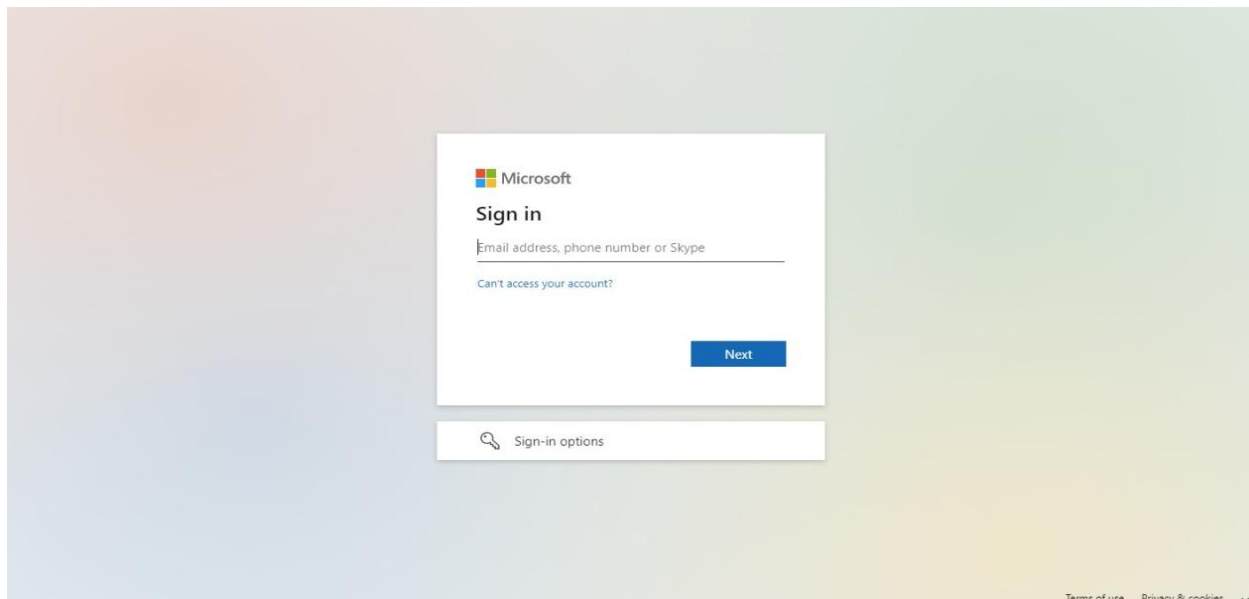
GOVERNMENT OF ANDHRA PRADESH
GVVW & VSWS DEPARTMENT
Auto Nagar, Vijayawada

User Manual to Update E-Services Bank Account Details

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



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

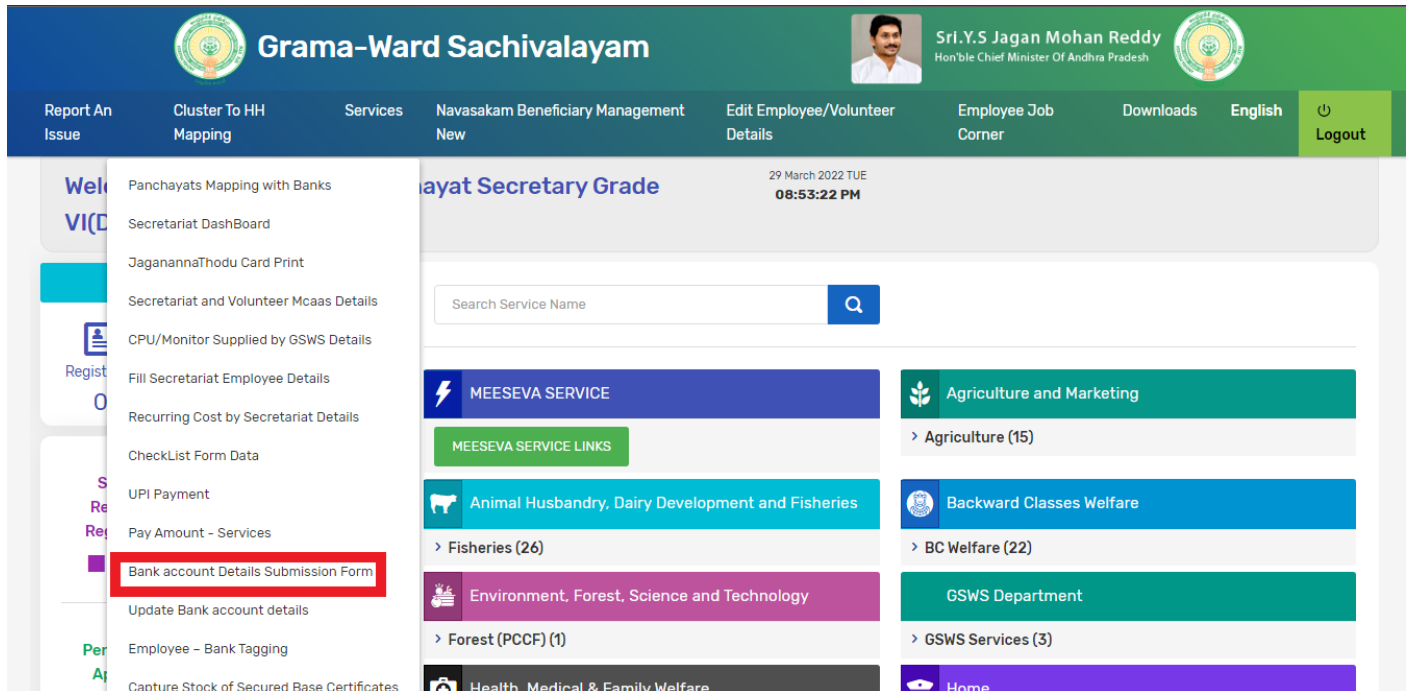


3. After login with Panchayat Secretary-6 (Digital Assistant) /WEDPS Login you will get the User Home Screen, Click on Other Services Page will be redirected to Old Portal.

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

CASE 1 : Secretariats not submitted E-services bank details

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



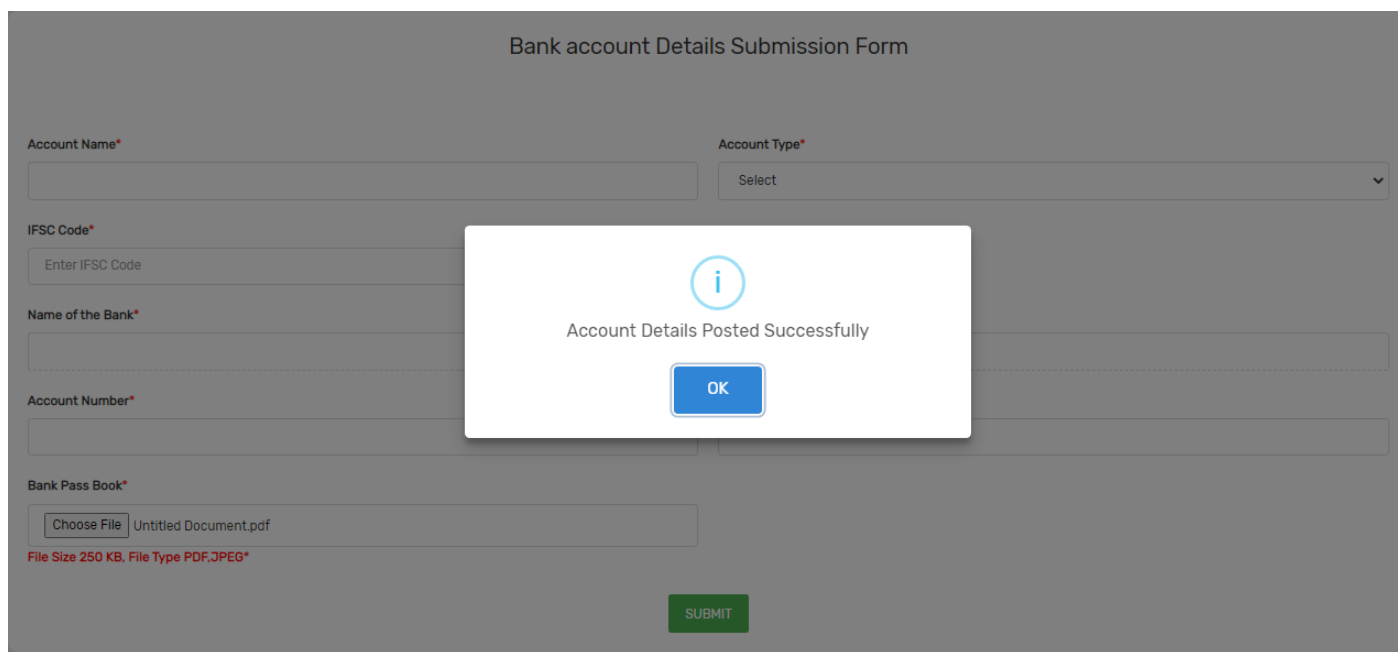
The screenshot shows the Grama-Ward Sachivalayam portal interface. The top navigation bar includes 'Report An Issue', 'Cluster To HH Mapping', 'Services', 'Navasakam Beneficiary Management New', 'Edit Employee/Volunteer Details', 'Employee Job Corner', 'Downloads', 'English', and 'Logout'. The left sidebar lists various services, with 'Bank account Details Submission Form' highlighted in a red box. The main content area displays a search bar and a grid of service categories including MEESEVA SERVICE, Agriculture and Marketing, Animal Husbandry, Dairy Development and Fisheries, Environment, Forest, Science and Technology, Health, Medical & Family Welfare, Backward Classes Welfare, and GSWS Department.

2. Fill the Account Name, Account Type and IFSC Code, click on **Get details** 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 (File size upto 250 KB). Click on submit.

Bank account Details Submission Form

Account Name*	Account Type*
<input type="text" value="E SECRETERIAT SERVICES"/>	<input type="text" value="Current"/>
IFSC Code*	<input type="button" value="GET DETAILS"/>
<input type="text" value="SBIN0015741"/>	
Name of the Bank*	Name of the Branch*
<input type="text" value="STATE BANK OF INDIA"/>	<input type="text" value="KALLURU ESTATE, KURNOOL"/>
Account Number*	Re-Account Number*
<input type="text" value="99668967691"/>	<input type="text" value="99668967691"/>
Bank Pass Book*	
<input type="button" value="Choose File"/> Untitled Document.pdf	
File Size 250 KB, File Type PDF,JPEG*	

Then you will get a Popup that **ACCOUNT DETAILS POSTED SUCCESSFULLY**



The image shows a web form titled "Bank account Details Submission Form". The form contains several input fields: "Account Name*", "Account Type*" (a dropdown menu with "Select" and a downward arrow), "IFSC Code*" (with a placeholder "Enter IFSC Code"), "Name of the Bank*", "Account Number*", and "Bank Pass Book*" (with a "Choose File" button and "Untitled Document.pdf" text). Below the "Bank Pass Book*" field, there is a red error message: "File Size 250 KB, File Type PDF,JPEG*". At the bottom center of the form is a green "SUBMIT" button. A white popup window is centered over the form, containing a blue information icon (an 'i' in a circle), the text "Account Details Posted Successfully", and a blue "OK" button.

Note: Bank details will be added only when it displays **ACCOUNT DETAILS POSTED SUCCESSFULLY** 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.

The screenshot shows the Grama-Ward Sachivalayam portal interface. The header includes the logo, the name 'Grama-Ward Sachivalayam', and the user profile of Sri.Y.S Jagan Mohan Reddy. The navigation bar contains various options like 'Report An Issue', 'Cluster To HH Mapping', 'Services', 'Navasakam Beneficiary Management New', 'Edit Employee/Volunteer Details', 'Employee Job Corner', 'Downloads', 'English', and 'Logout'. The left sidebar lists several menu items, with 'Update Bank account details' highlighted in a red box. The main content area displays a search bar and a grid of service categories including MEESEVA SERVICE, Agriculture and Marketing, Animal Husbandry, Backward Classes Welfare, Environment, Forest, Science and Technology, GSWS Department, and Health, Medical & Family Welfare.

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

The screenshot shows the 'Update Bank account details' screen. The header includes the logo, the name 'గ్రామ - వార్డు సచివాలయము', and the user profile of శ్రీ వై.ఎస్.జగన్ మోహన్ రెడ్డి గారు. The main content area displays a table with the following data:

S.no	Account Name	Account Type	Bank Name	Branch Name	IFSC Code	Account Number	Update	De-Active
1	MAMUDURU SECRETARIAT E SERVICES	Currnet	STATE BANK OF INDIA	PENUMANTRA	SBIN0015840	39034505696	EDIT	DE-ACTIVATE
2	E SECRETARIAT 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.

The screenshot shows a web form titled "Update Secretariat Bank Details". The form contains the following fields and controls:

- Account Name*: MAMUDURU SECRETARIAT E SERVICES
- Account Type*: Current (dropdown menu)
- IFSC Code*: SBIN0015840
- GET DETAILS (green button)
- 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 (green button, highlighted with a red box)

The screenshot shows the same "Update Secretariat Bank Details" form, but with a success message overlay in the center. The message is:

Account Details Updated Successfully

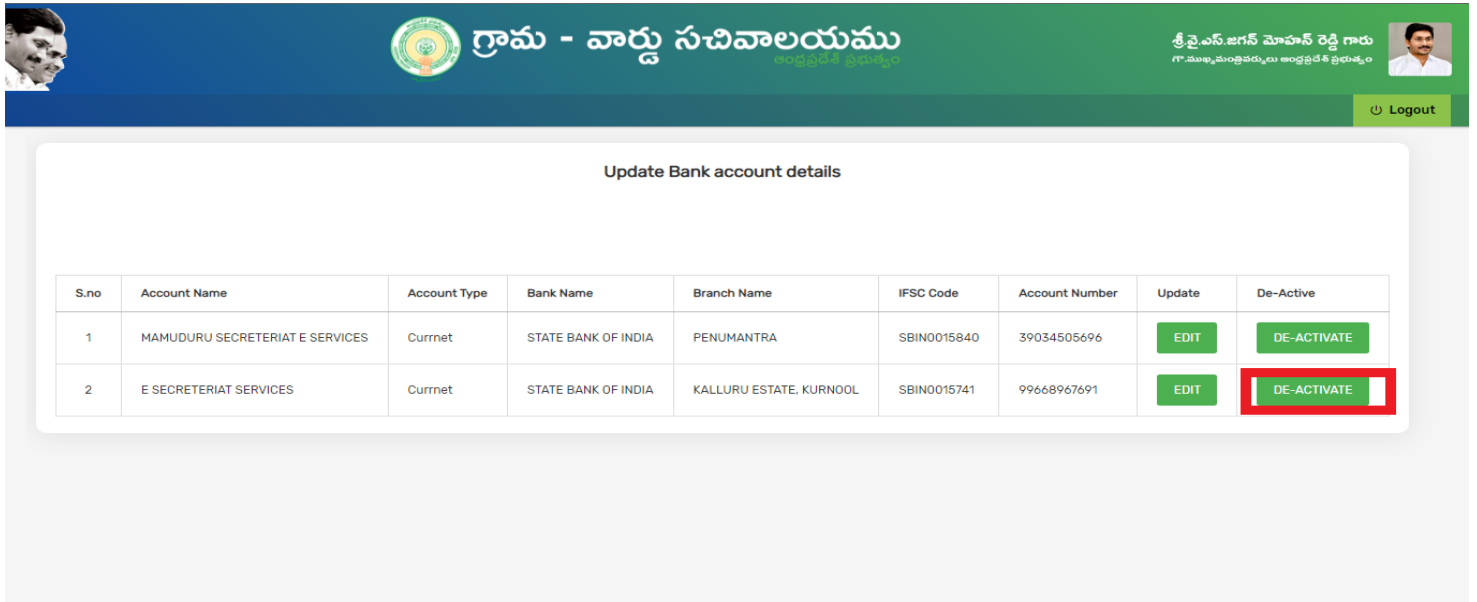
OK (blue button)

The form fields and controls are visible in the background, including the "UPDATE" button.

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

Process to Delete an already existing Bank Account Details:

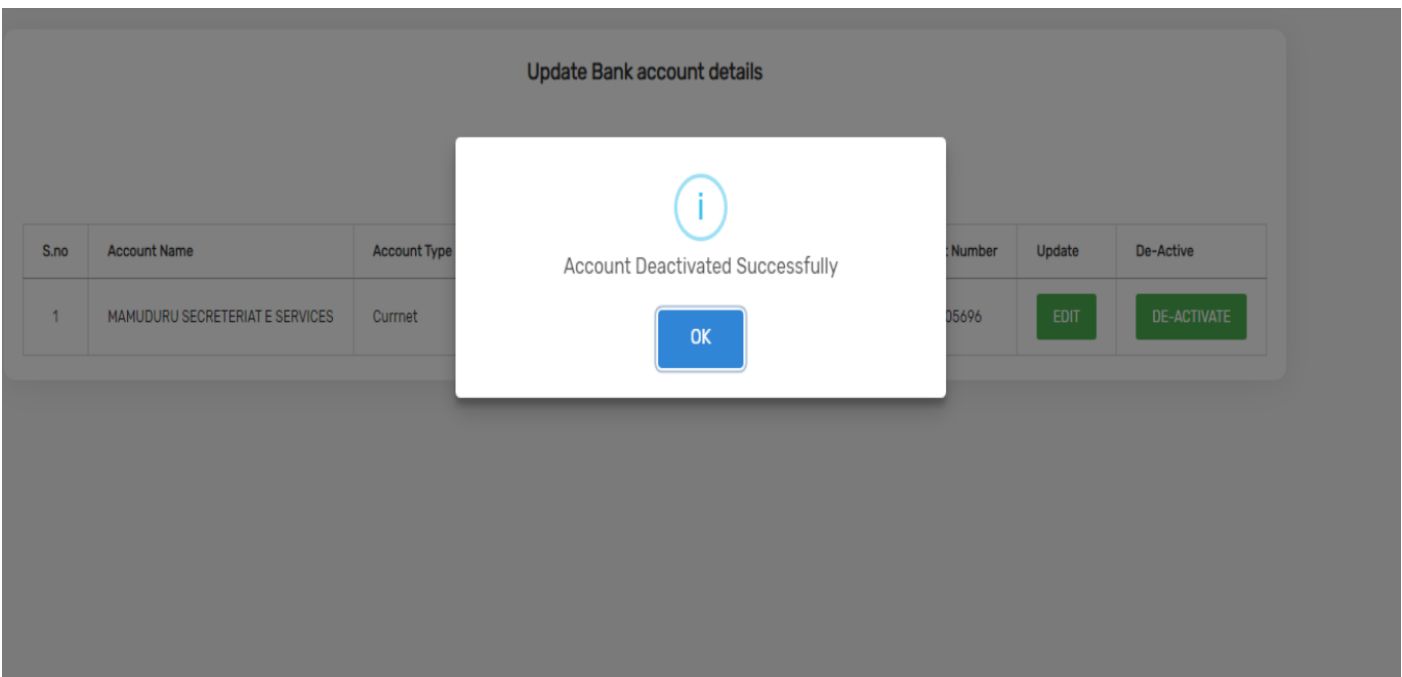
After selecting the Services tab , In the list displayed select **Update bank account details**. Click on **DE-ACTIVATE** button. for which the entry to be deleted.



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

Then it shows a popup as Account Deactivated Successfully.



Update Bank account details

Account Deactivated Successfully

OK

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

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