

GOVERNMENT OF ANDHRA PRADESH

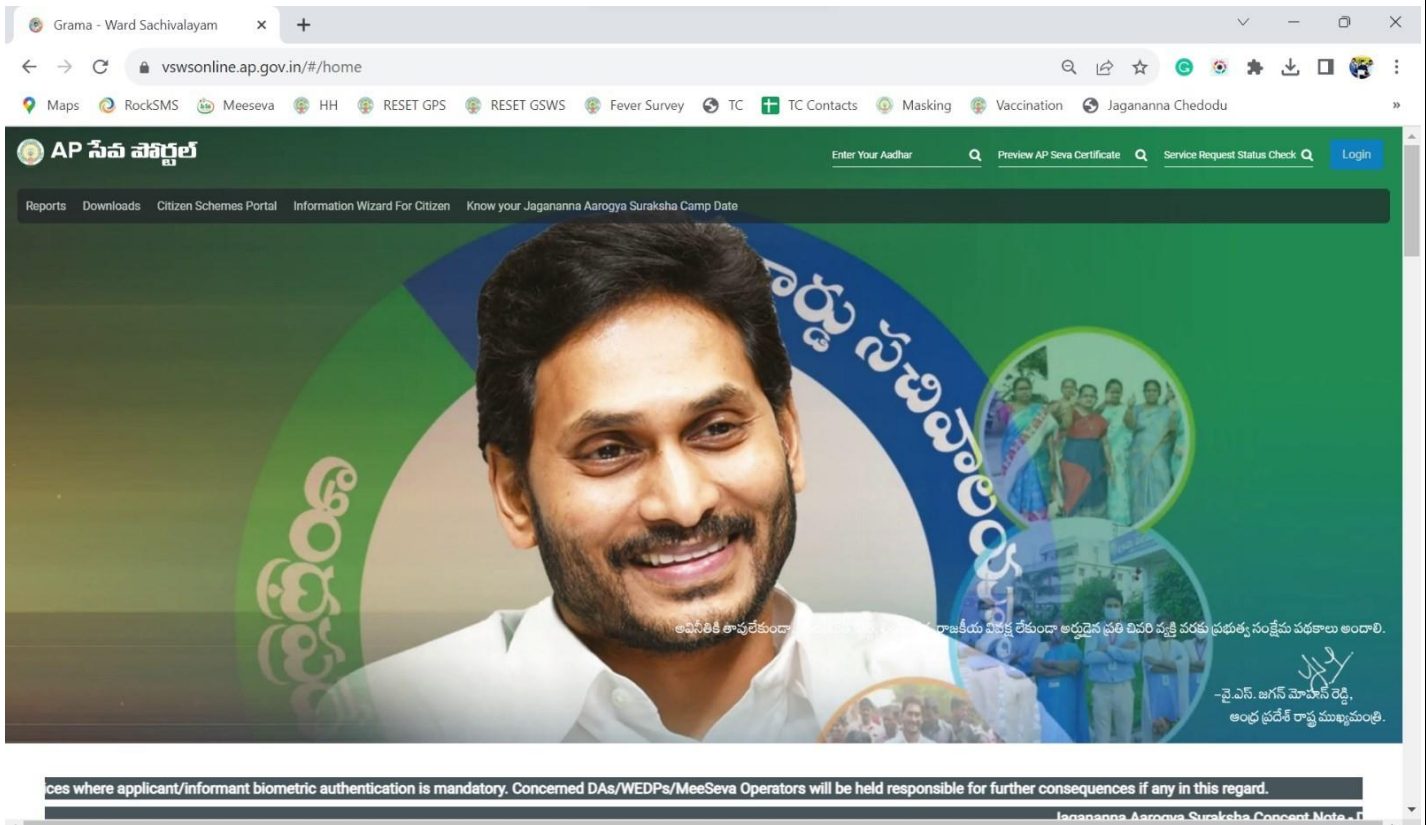
GVVW & VSWS DEPARTMENT

Auto Nagar, Vijayawada

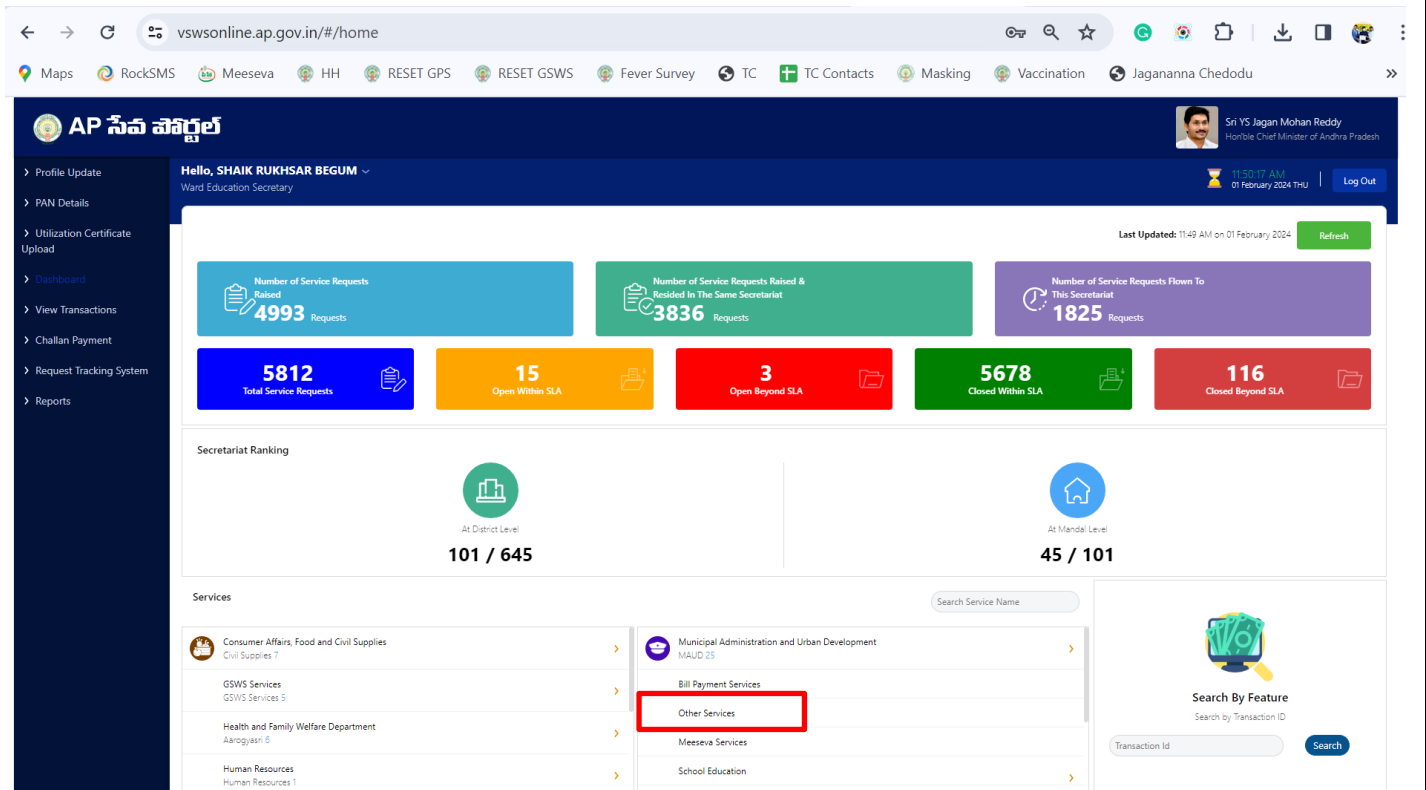
**Employees Edit User Manual at PS/DA Login**

# 1. Employee Details Updation:

- I. Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using the Digital Assistant/Ward Education Secretary credentials.



- II. Click on the **Other Services** to redirect to GSWS Old Portal



III. Click on **Services** then select **Edit Secretariat Employee Details.**

The screenshot shows the main dashboard of the Grama-Ward Sachivalayam. The 'Services' menu is expanded, and 'Edit Secretariat Employee Details' is highlighted with a red box. The dashboard includes a search bar for service names and a grid of service categories such as Agriculture and Marketing, Fisheries, Backward Classes Welfare, and Industries, Infrastructure, Investment and Commerce. A 'TODAY ATTENDANCE' section shows 0 Present and 9 Absent.

IV. Click on **Edit** button to Edit the details of Employee or Click on **Add Secretariat Employee**

The screenshot displays the 'Update Secretariat Employee Details' page. It includes a table with the following data:

Sno	Designation	Department/Use r Type	Type of Job	Employee Name	Employee Aadhaar	Employee Mobile	Employee CFMSID	Employee Gender	Employee Caste	Employee Caste Category	Employee Sub Caste	Employee Qualification	Update
5	Data Processing Secretary	NA	Regular	SHRINIKHITA BEGUM	92 [REDACTED]	93 [REDACTED]	14859016	FEMALE	BC	BC-E	Shaik	M.TECH	EDIT
6	Ward Revenue Secretary	NA	Regular	Rusum raghavendra ambarish	20 [REDACTED]	[REDACTED]	14857089	MALE	OC	OC	Brahman	B.TECH	EDIT
7	Ward Health Secretary	NA	Regular	B KALAVATHI	34 [REDACTED]	92 [REDACTED]	14858723	FEMALE	SC	SC	Mala	B.A	EDIT
8	Ward Administrative Secretary	NA	Regular	K LALITHA JYOTHI	82 [REDACTED]	97 [REDACTED]	14855451	FEMALE	SC	SC	Mala	MSC	EDIT
9	Ward Amenities Secretary	NA	Regular	TADIGOTLAVEER A PREMSAGAR REDDY	43 [REDACTED]	8 [REDACTED]	14864757	MALE	OC	OC	Reddy	B.TECH	EDIT

An 'ADD SECRETARIAT EMPLOYEE' button is located at the top left of the table area.

**V. After Editing all the details click on Submit to save it successfully.**

The screenshot shows a web browser window with the URL [gramawardsachivalayam.ap.gov.in/GSWS/#!/UpdateSecretariatEmpDetails](https://gramawardsachivalayam.ap.gov.in/GSWS/#!/UpdateSecretariatEmpDetails). The main content is a form titled "Update Secretariat Employee (Ward Revenue Secretary)". The form fields are as follows:

- Employee Name: RUSUM RAGHAVENDRA AMBARISH
- Gender: Male
- Employee Aadhaar: [Redacted]
- Employee Mobile: [Redacted]
- Employee CFMS ID: 14857089
- Employee Type of Job: Regular
- Category: OC
- Caste Category: [Redacted]
- Sub Caste: [Redacted]

On the left side, there is a table with columns "Sno", "Designation", and "Department/Use r Type". It lists various secretariats like Data Processing Secretary, Ward Revenue Secretary, Ward Health Secretary, Ward Administrative Secretary, and Ward Amenities Secretary.

On the right side, there is a table with columns "Employee Sub Caste", "Employee Qualification", and "Update". It lists employees like Shaik, Brahman, Mala, and Reddy with their qualifications and "EDIT" buttons.

**2. Panchayat Secretary/Ward Administrative Secretary Login:**

I. Enter the URL <https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main#!> and log in to the portal using the Panchayat Secretary/Ward Admin Secretary credentials.

The screenshot shows the GSWS Home/Main page. The URL is [gramawardsachivalayam.ap.gov.in/GSWS/Home/Main#!](https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main#!). The page has a green header with the logo and text "గ్రామ-వార్డు సచివాలయము" and "ఆంధ్రప్రదేశ్ ప్రభుత్వం". There are navigation links for Home, Navaratnalu, Applications, Dashboards, User Manuals, GOs And Circulars, Learning Corner, and a Login button.

The main content area features a large circular graphic with various service icons and a central portrait of a man. The icons include "సీనియర్ సివిల్ సర్జన్", "జలయజ్ఞం", "మ్యూజియం", "మేనేజ్మెంట్", "అమ్మశిక్షణ", "సీనియర్ డాక్టర్", "వైద్యకేంద్రం", "పీడెలంబరికి బాధ్యు", "పిల్లల ఆసుపత్రి", "సీనియర్ ఆఫీసర్", "సీనియర్ సెక్యూరిటీ", "సీనియర్ ఇంజనీర్", "సీనియర్ డిప్యూటీ", "సీనియర్ డిప్యూటీ", "సీనియర్ డిప్యూటీ", "సీనియర్ డిప్యూటీ".

On the right side, there is a login section with the following elements:

- Buttons: Employee Login, Citizen Login
- Section: Employee Login
- Input fields: Enter Username, Enter Password
- Captcha field with the number 996481
- Button: Login Now

Below the login section, there are several links for requesting proposals and reports, including "Request for proposal for JAGANANNA THODU REPORTS", "Request for proposal for YSR UNIFIED BHIMA PORTAL", "Request for proposal for CSC Services", and "Request for proposal for add Inventory".

II. Repeat the same process from STEP-III to edit or Add Employee details.

**Note:** After updating of employee's details in GSWS site, it will take 24 hours time to reflect in other department databases like registration, SERP, CCLA etc.