



GOVERNMENT OF ANDHRA PRADESH  
GVWV & VSWs DEPARTMENT  
AutoNagar, Vijayawada

# User Manual for Verification of Dappu Artists Pensions

January 2024

## Verification of Dappu Artists Pensions (Revised Workflow)

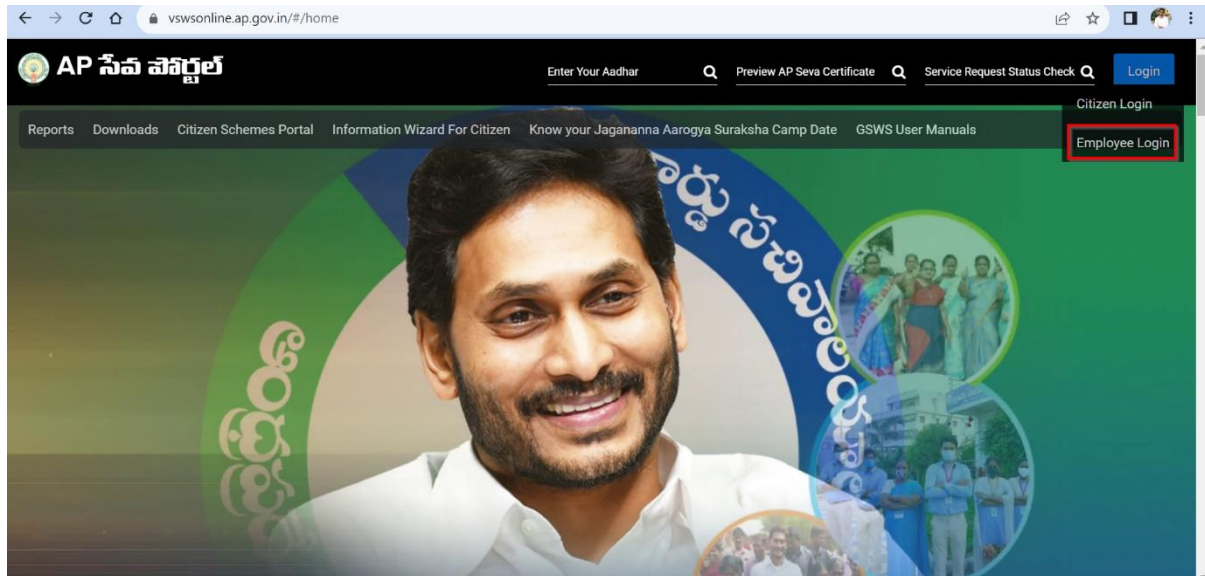
### Introduction

- This module is developed to verify the Dappu Artists pension applications with the revised SoP.
- As per the revised SoP, The workflow for Dappu Artists applications verification is **Digital Assistant → Welfare Assistant → Assistant Social Welfare Officer (ASWOs) → DSCW&E.Os (DC) → MPDO/MC.**
- The user credentials of ASWOs are available with the respective District Coordinator (DC)-GSWS.
- **All the Dappu Artists pension applications submitted between 01.08.2023 to till date will be reverted to Welfare Assistants logins to fill the checklist and submit.**  
**Note:** If any applications pending before 1<sup>st</sup> Aug 2023 also moved to WEA Login.
- The following new checklist items are **mandatory** to fill in Welfare Assistants, ASWOs and DSCW&E.Os (DC) login for verification.

1.	Whether Dappu Instrument is in the house	Yes/No
2.	Whether the applicant is able to play the Dappu properly at least for a minute	Yes/No
3.	Whether beneficiary play Dappu solo or as part of Group.	Drop down or Radio button selection: Solo, Group
4.	From how many years he is playing Dappu Instrument.	Provide entry option
5.	Date of his last program playing in a public place with date and place.	Date Entry: (Calendar option) Place: Capture address
6.	Whether any of the member of the family already getting Dappu Artists pension.	Yes/No If YES, Capture the pension id of the family member

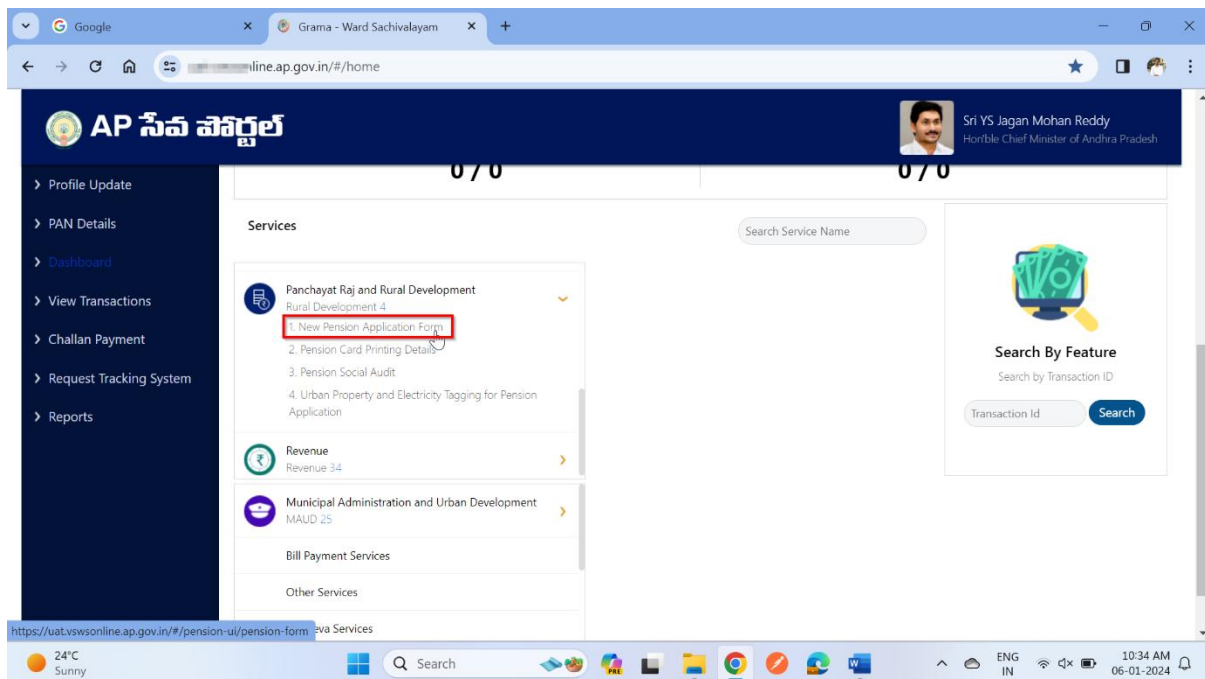
## DA Login:

Open the URL <https://vswsonline.ap.gov.in/#/home> then below page will be displayed then click on Employee Login.



After login with the credentials, the below screen will be displayed to DA.

Scroll down and as shown in highlighted under Panchayath Raj and Rural Development click on **“New Pension Application Form”**.



Enter pensioner Aadhaar Number and click on send OTP button, then enter OTP and click on OTP Authenticate button.

The screenshot shows a web browser window with the URL `uat.vswsonline.ap.gov.in/#/pension-ui/pension-form`. The page header includes the AP Government logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. The user is logged in as 'Hello, Mahesh ewtewt', a Panchayat Secretary Grade-VI (DA). The page title is 'Pension Application'. Under the 'Authentication' section, the user has selected 'OTP(One Time Password)'. The Aadhaar Number field contains '264458833047' and the OTP field contains '.....'. A red box highlights the 'Send OTP' button, and another red box highlights the 'OTP Authenticate' button. The page is divided into two tabs: 'Basic Details' and 'Pension Application Form'. The system clock shows 10:40:23 AM on 06 January 2024 SAT. The weather is 24°C Sunny.

After clicking on OTP Authenticate, basic details will be filled and click on “Continue”.

The screenshot shows the same web browser window, but now the 'Basic Details' tab is active. The form fields are populated with the following information: Door No & Street Name: 111; District: GUNTUR; Mandal/Municipality: PONNUR-R; Village/Ward/Secretariat: KONDAMUDI; Pin Code: 523423; Postal Office: Select; Postal Village: Select. A checkbox labeled 'Present Address is same as Permanent Address' is checked. Below this, there is a section for 'Present Address (Mailing Address)' with the same fields as above. A red box highlights the 'Continue' button. The system clock shows 04:15 PM on 11-01-2024. The weather is 31°C Haze.

Now choose "Dappu Artists pension" from "Type of Pension" and click on "validate".

The screenshot shows the 'Pension Application Form' page. The 'Type of Pension' dropdown is set to 'Dappu Artists' and the 'Validate' button is highlighted. Below is a table for 'Family Details along with eligibility criteria':

S NO	Name of Person	Gender	DOB	Wet Land (Acres)	Dry Land (Acres)	Property(Sqft)	Vehicle(Yes/No)	Govt Employee (Yes/No)	Income Tax(Yes/No)	Power(Units)
1	[REDACTED]	MALE	01/01/2007	0	0	0	NO	NO	NO	0
2	[REDACTED]	MALE	01/01/2001	0	0	0	NO	NO	NO	0
3	[REDACTED] LITHA KURUKA	FEMALE	01/01/2005	0	0	0	NO	NO	NO	0
4	[REDACTED]	FEMALE	01/01/2001	0	0	0	NO	NO	NO	0

After providing required details under "Tagging of Electricity Connection details" click on "Validate" button.

The screenshot shows the 'Tagging Of Electricity Connection Details' form. The 'Validate' button is highlighted. The form includes the following fields:

- House Type: Rent House
- Meter Type: Seperate Meter
- Electricity Board: Resco
- Connection Number: [REDACTED]
- Action: Validate
- Cluster ID: 106[REDACTED]
- Volunteer Name: JAMALAMMA VEMPATI
- Volunteer Mobile: 630[REDACTED]
- Sub caste: Select
- Relation Type: SON
- Relation Name: Kumar
- Panchayat Name: Gollamudipadu
- Habitation Name: Gollamudipadu
- Please select the Caste Details: Caste Under Verification
- Any other Person in Family taking other Pensions: No
- How many times Aadhar updated: 0
- Aadhar Update History Proof Document(Supported docs pdf, Size below 1 MB): G.O.Rt.No.904.pdf

Upload required documents and click on "Submit". After clicking on submit, application will be forwarded to next level and a receipt will be generated.

The screenshot shows the 'Pension Form' submission page on the 'uat.vswsonline.ap.gov.in' website. The user is logged in as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The form includes sections for 'Dappu Artists' and 'Traditional cobblers', both with 'Self Declaration' fields. There are two 'Browse' buttons for uploading 'Age Proof Document' and 'Pension Category Certificate Proof', both with 'G.O.Rt.No.904.pdf' as the filename. A 'Residence proof of citizen' section has a dropdown menu set to 'Gas Bill' and a 'Document Id' field containing '12345'. Below these fields are two checkboxes: the first is checked and reads 'I (Applicant), agree that the information/documents submitted is with my consent and can be verified.'; the second is also checked and reads 'I (Verify Authority), hereby, declare that the particulars given above are correct and complete. I have personally verified and uploaded the aadhar update history/other documents. If any discrepancy is found, I will be personally held responsible.' At the bottom right of the form area, there are 'Preview' and 'Submit' buttons, with the 'Submit' button highlighted by a red rectangle.

As shown below receipt will be Generated

The screenshot shows the 'Payment Receipt' page on the 'uat.vswsonline.ap.gov.in' website. The user is logged in as Mahesh ewtewt, Panchayat Secretary Grade-VI (DA). The page displays the AP VSW Online logo and the user's profile information. The receipt details are as follows:

Secretariat Name :		Secretariat ID :	
Kondamudi		U10790152-DA@apgsws.onmicrosoft.com	
Application Number :		Transaction ID :	
PNS240106153886		TPNS240106153886	
Service Name :		Department Name :	
Pensions Fishermen		Panchayat Raj and Rural Development	

The receipt also includes the date and time: 'Date : 06/01/2024 11:49:02 AM'. The page features a large circular logo of the Government of Andhra Pradesh in the center.

## WEA Login:

Same as DA Login, WEA have to login by giving credentials, after login need to click on the required application as shown below.

The screenshot shows the WEA login dashboard. At the top, there is a navigation bar with the AP Government logo and the name of the Chief Minister. Below this, there is a list of requests. One request is highlighted with a red box, labeled "Pensions Dappu Artists". The details of this request are shown below:

**Request ID:** PNS221219150307

**Basic Details**

<b>Aadhaar Number:</b>	675503191031	<b>Date of Birth:</b>	01/01/1960	<b>Marital Status:</b>	Divorced
<b>Citizen Name:</b>	KOMMU VENKAMMA	<b>Caste:</b>	SC	<b>Mobile No:</b>	9951895719
<b>Father / Husband Name:</b>	certification test	<b>Religion:</b>	Buddhist	<b>Is the Mobile Number same as Whatsapp Number?</b>	
<b>Gender:</b>	Female	<b>Qualification:</b>	MCA	<b>Email:</b>	

**Present Address (Mailing Address)**

Door No & Street Name: 4\_101/d

**Permanent Address**

Door No & Street Name: 4\_101/d

WEA can see the details which are submitted by DA and now WEA need to fill checklist as shown below.

The screenshot shows the WEA checklist form for Dappu Artists pension. The form contains the following fields:

- Whether Dappu Instrument is in the house \***  Yes  No
- Whether the applicant is able to play the Dappu properly atleast for a minute \***  Yes  No
- Whether beneficiary play Dappu solo or as part of Group \***  Solo  Group
- From how many years he is playing Dappu Instrument \***
- Date of his last program playing in a public place with date and place \***
- Whether any of the member of the family already getting Dappu Artists pension \***  Yes  No
- Pension Id of the family member \***

At the bottom, there are fields for **Verification Document** (No File Chosen) and **Remarks \*** (Select).



After completing checklist, need to select checkbox and click on “Forward” button.

From how many years he is playing Dappu Instrument \* 25

Date of his last program playing in a public place with date and place \* 01/11/2023

Whether any of the member of the family already getting Dappu Artists pension\*  Yes  No

Pension Id of the family member\* PNI646464744

Remarks\* Recommended

hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

Forward

### ASWO Login:

- Open the URL <https://vswsonline.ap.gov.in/#/home> and login by giving ASWO credentials (**The user credentials of ASWOs are available with the respective District Coordinator (DC)-GSWS**), a screen will be displayed as shown below. Click on Pension application ID to view the details. Mandal Level logins have been created for ASWOs. In case of the same ASWO working for multiple mandals, please use the respective mandal login user credentials to verify the applications.

Assistant Social Welfare Officer

03:38:19 PM 11 January 2024 THU Log Out

Redirect to Meeseva Request Tracking System Hosue Sites eKYC Status Updation Reports Profile

3 Total Service Requests

1 Open Within SLA

0 Open Beyond SLA

2 Closed Within SLA

0 Closed Beyond SLA

Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	PNS24011153926	Pensions: Dappu Artists	RD	RD	Kiramm	11/01/2024	Pending

Requests per page: 10



The applicant details submitted by Welfare Assistants will be displayed. ASWO needs to fill the checklist as shown below.

The screenshot shows the AP VSW Online portal interface. At the top, there is a header with the AP logo and the name of the Hon'ble Chief Minister, Sri YS Jagan Mohan Reddy. Below the header, there are two main sections: the WWDS/WEA Checklist and the ASWO Checklist. The WWDS/WEA Checklist includes fields for 'Whether Dappu Instrument is in the house', 'Whether the applicant is able to play the Dappu properly atleast for a minute', 'Whether beneficiary play Dappu solo or as part of Group', 'From how many years he is playing Dappu Instrument', 'Date of his last program playing in a public place with date and place', 'Whether any of the member of the family already getting Dappu Artists pension', and 'Pension Id of the family member'. The ASWO Checklist includes similar fields but with radio buttons for 'Yes' and 'No' options. Both checklists have a 'Remarks from WEA/WWDS' field. The bottom of the page shows a Windows taskbar with the system clock at 03:39 PM on 11-01-2024.

After completing the checklist, upload the required document if any, select the remarks, checkbox and click on the “Forward” button.

This screenshot shows the same AP VSW Online portal interface as the previous one, but with additional elements highlighted. A red box highlights the 'Remarks' dropdown menu, which is currently set to 'Recommended'. Another red box highlights a checkbox at the bottom left of the page, which is checked. Below the checkbox is a declaration statement: 'I hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.' A green 'Forward' button is located at the bottom center of the page. The Windows taskbar at the bottom shows the system clock at 03:40 PM on 11-01-2024.

## DSCW&E.Os Login: (DC)

DSCW&E.Os have to login with their credentials, after login, a dashboard screen will be displayed as shown below, now click on the required pension application.

The screenshot shows the AP VSW Online portal dashboard. At the top, there is a header with the AP Government logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. Below the header, there are five colored boxes representing service request statistics: 23 Total Service Requests (blue), 1 Open Within SLA (orange), 3 Open Beyond SLA (red), 19 Closed Within SLA (green), and 0 Closed Beyond SLA (red). Below these boxes is a 'Request List - Total Requests' section with a search bar and a table of requests. The table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. The fourth row is highlighted in blue, and a red box is drawn around the 'Pensions Dappu Artists' service name. Below the table, there is a 'Requests per page' dropdown set to 10 and a pagination control showing page 1 of 1. At the bottom of the screenshot, the Windows taskbar is visible with the date and time as 03:42 PM on 11-01-2024.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	PNS231103153324	Pensions Traditional Cobblers	RD	RD	Anjali ABCDEFGHUKLMONPQRSTUWXYZ	03/11/2023	Pending
2	PNS231122153536	Pensions Dappu Artists	RD	RD	Dappu artist normal flow	22/11/2023	Pending
3	PNS231122153506	Pensions Dappu Artists	RD	RD	Dappu art	22/11/2023	Pending
4	PNS240111153926	Pensions Dappu Artists	RD	RD	Kramm	11/01/2024	Pending

DSCW&E.Os can view the details filled by DA, WEA and ASWO

The screenshot shows the details of a pension application on the AP VSW Online portal. The page is divided into three main sections, each with a red box around its title: 'WWD/WEA Checklist', 'ASWO Checklist', and 'SCWELDC Checklist'. Each checklist contains several questions with corresponding answers. The 'WWD/WEA Checklist' and 'ASWO Checklist' have identical questions and answers. The 'SCWELDC Checklist' has different questions and answers. The 'Pension Id of the family member' is highlighted in red in both the 'WWD/WEA Checklist' and 'ASWO Checklist' sections. At the bottom of the screenshot, the Windows taskbar is visible with the date and time as 03:45 PM on 11-01-2024.

Checklist	Question	Answer
WWD/WEA Checklist	Whether Dappu Instrument is in the house *	Yes
	Whether the applicant is able to play the Dappu properly atleast for a minute *	No
	Whether beneficiary play Dappu solo or as part of Group *	Group
	From how many years he is playing Dappu Instrument. *	25
	Date of his last program playing in a public place with date and place *	01/11/2023, Vijayawada
	Whether any of the member of the family already getting Dappu Artists pension. *	Yes
ASWO Checklist	Whether Dappu Instrument is in the house *	Yes
	Whether the applicant is able to play the Dappu properly atleast for a minute *	Yes
	Whether beneficiary play Dappu solo or as part of Group *	Group
	From how many years he is playing Dappu Instrument. *	25
	Date of his last program playing in a public place with date and place *	01/11/2023, PNI646464744
	Whether any of the member of the family already getting Dappu Artists pension. *	Yes
SCWELDC Checklist	Whether Dappu Instrument is in the house *	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Whether the applicant is able to play the Dappu properly atleast for a minute *	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Whether beneficiary play Dappu solo or as part of Group *	<input type="radio"/> Solo <input checked="" type="radio"/> Group
	From how many years he is playing Dappu	

Now DSCW&E.Os have to fill the checklist, choose the remarks, upload the document if any, select the checkbox and click on the “Forward” button.

The screenshot shows a web browser window with the URL `uat.vswsonline.ap.gov.in/#/home`. The page header features the AP Government logo and the name of the Hon'ble Chief Minister, Sri YS Jagan Mohan Reddy. The main content area is a form with the following fields:

- From how many years he is playing Dappu Instrument: 25
- Date of his last program playing in a public place with date and place: 01/11/2023
- PNI6464744
- Whether any of the member of the family already getting Dappu Artists pension: No
- Remarks from WEA/WWDS: Recommended
- Document from WEA/WWDS: Not Available
- Remarks from ASWO: Recommended
- Document from ASWO: Not Available
- Verification Document: No File Chosen
- Remarks: Recommended (highlighted with a red box)

At the bottom of the form, there is a checkbox and a text declaration: "I hereby declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action." Below this is a green "Forward" button.

After clicking on “Forward” a success message will be displayed as shown below after every level of approval.

The screenshot shows the same web browser window after clicking the "Forward" button. A white dialog box with a green "Ok" button is displayed in the center, containing the message: "Application forwarded to next level." The background is dimmed and shows a dashboard with the following elements:

- Header: "Hello, srikanth" (FisheryDC)
- Statistics: 18 Total Service Requests, 4 Open Within SLA, 0 Open Beyond SLA, 14 Closed Within SLA, 0 Closed Beyond SLA
- Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	PNS240105153874	Pensions Fishermen	RD	RD	Anjali ABCDEFGHIJKLMNOPQRSTUVWXYZ	05/01/2024	Pending
2	PNS231205153742	Pensions Fishermen	RD	RD	Kommu Venkamma	05/12/2023	Pending
3	PNS240105153864	Pensions Fishermen	RD	RD	Anjali fisher	05/01/2024	Pending

## MPDO Login:

MPDO have to login with the MPDO credentials. After login as shown below a dashboard will be displayed and click on the required pension application.

The screenshot shows the MPDO dashboard interface. At the top, there is a header with the AP Government logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. Below the header, there are five summary cards: 181 Total Service Requests, 8 Open Within SLA, 95 Open Beyond SLA, 76 Closed Within SLA, and 3 Closed Beyond SLA. The main section is titled 'Request List - Total Requests' and contains a table with the following data:

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
101	PNS231227153829	Pensions Widow	RD	RD	Chinnam Niharika	27/12/2023	Pending
102	PNS240105153864	Pensions Fishermen	RD	RD	Anjali fisher	05/01/2024	Pending
103	PNS24011153926	Pensions Dappu Artists	RD	RD	Kirami	11/01/2024	Pending

The row for 'Pensions Dappu Artists' is highlighted in blue. Below the table, there is a 'Requests per page' dropdown set to 10 and a pagination control showing page 11 of 11.

MPDO can see all the details as shown below

The screenshot shows the detailed view of the pension application. It features three checklists:

- WWDS/WEA Checklist:**
  - Whether Dappu Instrument is in the house: Yes
  - Whether the applicant is able to play the Dappu properly atleast for a minute: No
  - Whether beneficiary play Dappu solo or as part of Group: Group
  - From how many years he is playing Dappu Instrument: 25
  - Date of his last program playing in a public place with date and place: 01/11/2023, Vijayawada
  - Whether any of the member of the family already getting Dappu Artists pension: Yes
  - Pension Id of the family member: PNI646464744
- ASWO Checklist:**
  - Whether Dappu Instrument is in the house: Yes
  - Whether the applicant is able to play the Dappu properly atleast for a minute: Yes
  - Whether beneficiary play Dappu solo or as part of Group: Group
  - From how many years he is playing Dappu Instrument: 25
  - Date of his last program playing in a public place with date and place: 01/11/2023, PNI646464744
  - Whether any of the member of the family already getting Dappu Artists pension: Yes
  - Pension Id of the family member: PNI64646478
- SCWELDC Checklist:**
  - Whether Dappu Instrument is in the house: Yes
  - Whether the applicant is able to play the Dappu properly atleast for a minute: Yes
  - Whether beneficiary play Dappu solo or as part of Group: Group
  - From how many years he is playing Dappu: 25

MPDO needs to select remarks, select the checkbox and click on the Approve button as shown below.

The screenshot shows the 'AP నేప పోర్టల్' (AP VSW Online) interface. The user is logged in as Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The form contains the following details:

Whether beneficiary play Dappu solo or as part of Group*	Group
From how many years he is playing Dappu Instrument.*	25
Date of his last program playing in a public place with date and place*	01/11/2023, PNI645464744
Whether any of the member of the family already getting Dappu Artists pension.*	No

Remarks from WEA/WWDS: Recommended | Document from WEA/WWDS: Not Available  
Remarks from ASWO: Recommended | Document from ASWO: Not Available  
Remarks from SCWELDC: Recommended | Document from SCWELDC: Not Available

Verification Document: No File Chosen | Remarks\*: **Recommended**

I hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

**Approve**

After clicking on “Approve” MPDO have to give Digital Signature.

The screenshot shows the 'AP నేప పోర్టల్' (AP VSW Online) interface with a 'Digital Signature' dialog box open. The dialog box contains the following fields:

- Tokens : \* (Dropdown menu: Select)
- Certificates : \* (Dropdown menu: Select)
- Password : \* (Text input field)

**Sign and Approve**

I hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

**Approve**

After completing Digital Signature, a successful message will be populated.