



GOVERNMENT OF ANDHRA PRADESH
GVWV & VSWS DEPARTMENT
AutoNagar, Vijayawada

User Manual for Verification of Traditional Cobblers Pensions

January 2024

Verification of Traditional Cobblers Pensions (Revised Workflow)

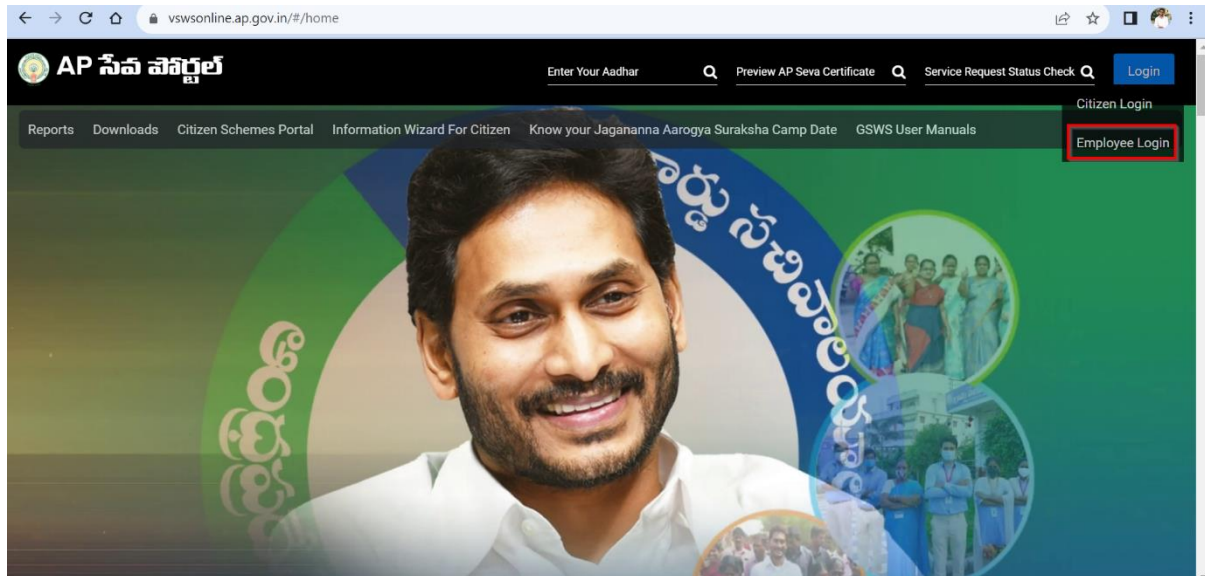
Introduction

- This module is developed to verify the traditional cobblers 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 Traditional Cobblers 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 1st 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 the cobbling is the main occupation of the applicant without any principal source of income?	Yes/No
2.	Whether beneficiary having his own cobbler shop?	Yes/No If, yes venue of the shop. Capture the Address
3.	If Question No.2 Selected as “NO” Populate the following question. If there is no shop, where does he perform the cobbling activity?	Capture the Address
4.	From how many years he is in cobbler occupation.	Provide entry option
5.	Whether any of the member of the family already getting Cobbler pension.	Yes/No If YES, Collect the pension id of the family member

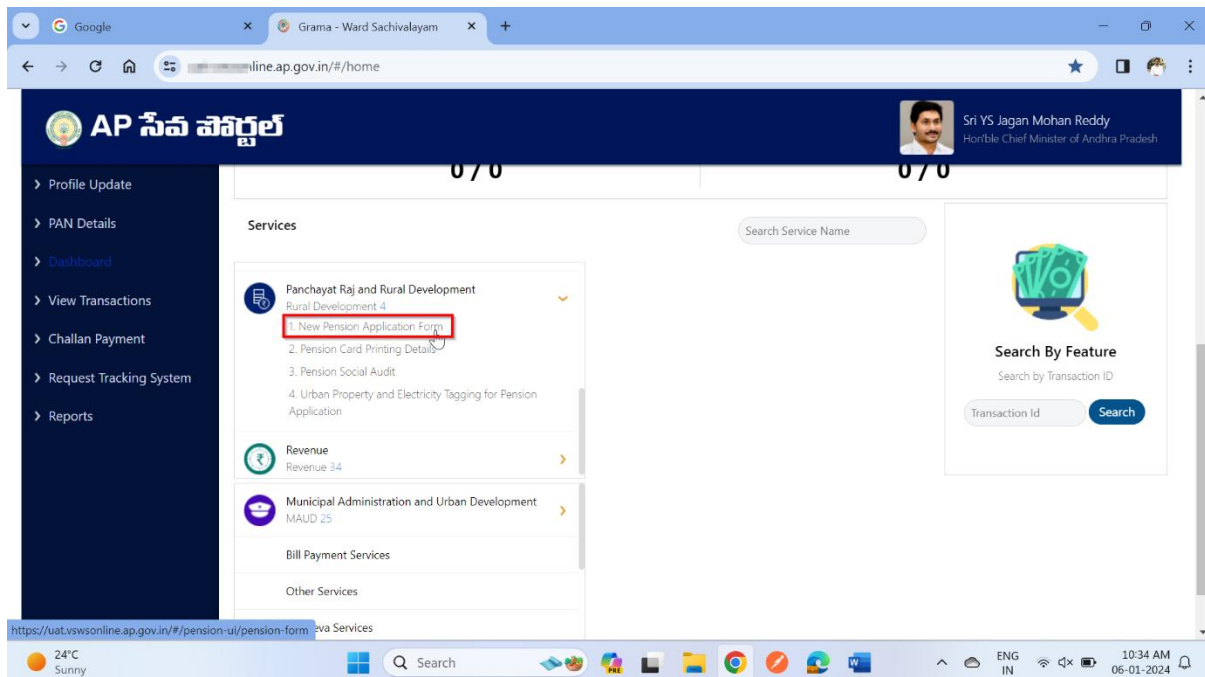
DA Login:

Open the URL <https://vswsonline.ap.gov.in/#/home> then below page will be displayed now 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 main content area is titled 'Pension Application' and shows the 'Authentication' section. The 'Authentication Type' is set to 'OTP(One Time Password)'. The 'Aadhaar Number' field contains '264458833047' and the 'OTP (One Time Password)' field contains '.....'. A red box highlights the 'Send OTP' button, and another red box highlights the 'OTP Authenticate' button. The bottom of the page shows a navigation bar with 'Basic Details' and 'Pension Application Form' tabs.

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' section is filled with information. The 'Aadhaar Number' field is pre-filled with '264458833047' and has a 'Pre-Fill' button. The 'Citizen Name' field contains 'Kumari', 'Father/Husband Name' contains 'Kumar', and 'Gender' is set to 'Select'. The 'Date of Birth' field contains '01/01/19...', 'Caste' is 'OC', 'Religion' is 'Hindu', and 'Qualification' is 'MA'. The 'Marital Status' is 'Married', 'Mobile No.' is '995...2', and 'Is the Mobile Number same as Whatsapp Number?' is set to 'No'. The 'Permanent Address' section is also filled: 'Door No & Street Name' is '4-64', 'District' is 'NTR', 'Manda/Municipality' is 'A.KONDURU-R', and 'Village/Ward/Secretariat' is 'A.KONDURU'. The 'OTP Authenticate' button is now visible in the top right corner. The bottom of the page shows a navigation bar with 'Basic Details' and 'Pension Application Form' tabs.

Now choose “Traditional Cobblers” pension from Type of Pension and click on “validate”.

The screenshot shows the 'Basic Details' section of the pension application form. The 'Type of Pension' dropdown menu is set to 'Traditional Cobblers', and the 'Validate' button is highlighted. Below this, there is a table titled 'Family Details along with eligibility criteria' with the following data:

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	VE [REDACTED] YE [REDACTED] NAM	MALE	01/01/1981	0	0	0	NO	NO	NO	0
3	V [REDACTED] K [REDACTED]	FEMALE	01/01/1985	0	0	0	NO	NO	NO	0
4	S [REDACTED]	FEMALE	01/01/2005	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' section of the pension application form. The 'Validate' button is highlighted. Below this, there are several form fields for electricity connection details:

- House Type: Rent House
- Meter Type: Seperate Meter
- Electricity Board: Resco
- Connection Number: [REDACTED]
- Action: Validate

Other fields include:

- 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): Choose File G.O.Rt.No.904.pdf

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

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Profile Update
PAN Details
Dashboard
Reports
View Transaction
Challan Payment
Request Tracking System

List Of Services

Application Submission

Consumer Affairs, Food and Civil Supplies
GSWS Services
Health and Family Welfare Department

Dappu Artists Self Declaration
Traditional cobblers Self Declaration

Age Proof Document * G.O.Rt.No.904.pdf Browse X
Pension Category Certificate Proof* G.O.Rt.No.904.pdf Browse X

Residence proof of citizen* Document Id * 12345
Residence Proof Document (Supported docs .pdf , Size below 1 MB)* Choose File G.O.Rt.No.904.pdf X

I (Applicant), agree that the information/documents submitted is with my consent and can be verified.*
 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.*

Preview Submit

As shown below receipt will be Generated

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Hon'ble Chief Minister of Andhra Pradesh

Hello, Mahesh ewtwt
Panchayat Secretary Grade-VI (DA)

11:49:47 AM
06 January 2024 SAT Log Out

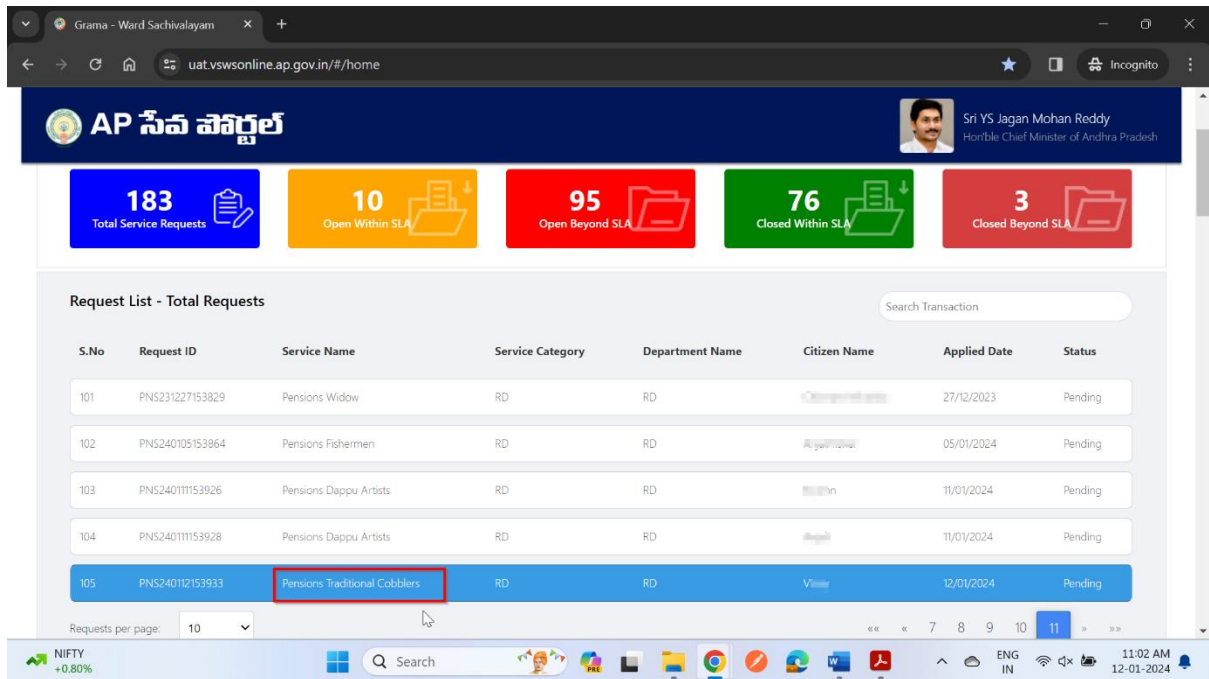
GSWS / Application Submission / Pension Department / Payment Receipt

Payment Receipt
Date : 06/01/2024 11:49:02 AM

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

WEA Login:

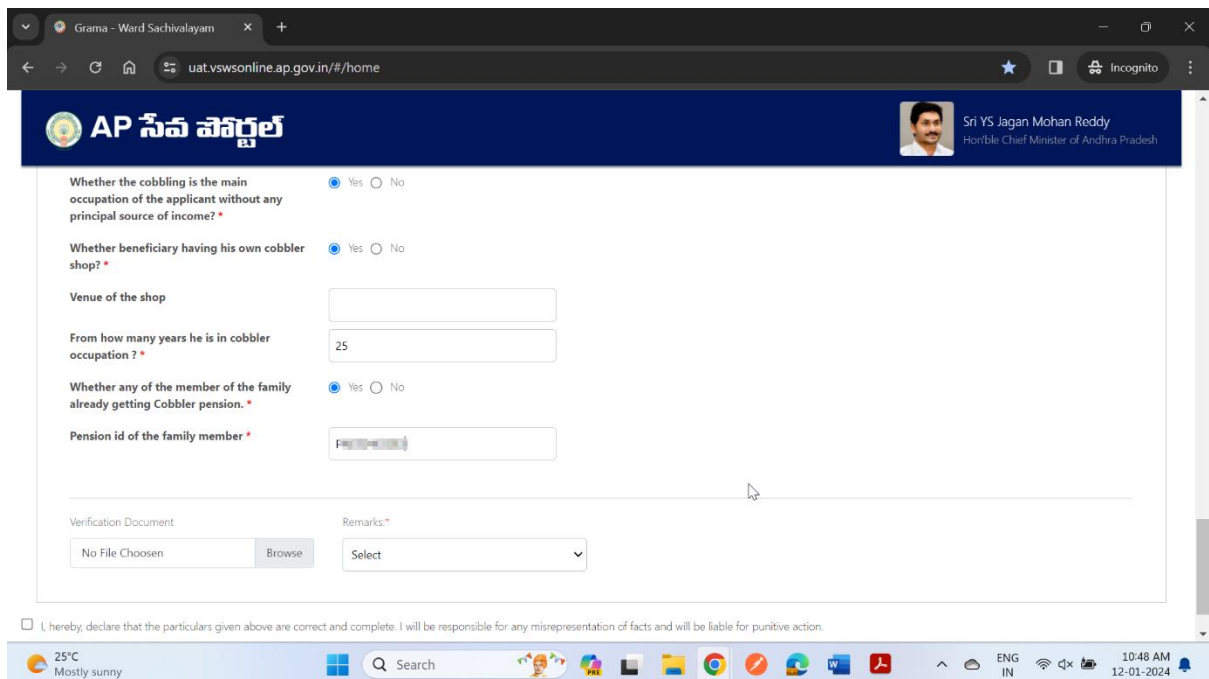
Same as DA Login, WEA have to login by giving credentials, after login need to click on the required application as shown below.



The screenshot shows the WEA login dashboard. At the top, there is a header with the AP Government logo and the name of the user, Sri YS Jagan Mohan Reddy. Below the header, there are five colored boxes representing different request categories: 183 Total Service Requests (blue), 10 Open Within SLA (orange), 95 Open Beyond SLA (red), 76 Closed Within SLA (green), and 3 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 105th request, 'Pensions Traditional Cobblers', is highlighted in blue and has a red box around its name. Below the table, there is a 'Requests per page' dropdown set to 10 and a pagination bar showing page 11 of 11.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
101	PNS231227153829	Pensions Widow	RD	RD	[Redacted]	27/12/2023	Pending
102	PNS240105153864	Pensions Fishermen	RD	RD	[Redacted]	05/01/2024	Pending
103	PNS240111153926	Pensions Dappu Artists	RD	RD	[Redacted]	11/01/2024	Pending
104	PNS240111153928	Pensions Dappu Artists	RD	RD	[Redacted]	11/01/2024	Pending
105	PNS240112153933	Pensions Traditional Cobblers	RD	RD	[Redacted]	12/01/2024	Pending

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 cobblers. The form contains several questions and input fields:

- Whether the cobbling is the main occupation of the applicant without any principal source of income? * Yes No
- Whether beneficiary having his own cobbler shop? * Yes No
- Venue of the shop: [Text input field]
- From how many years he is in cobbler occupation? * [Text input field with value 25]
- Whether any of the member of the family already getting Cobbler pension. * Yes No
- Pension id of the family member * [Text input field]
- Verification Document: [Browse button]
- Remarks: * [Select dropdown menu]

At the bottom of the form, there is a 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."

After completing checklist need to select checkbox and click on the Forward button.

The screenshot shows a web browser window with the URL `uat.vswonline.ap.gov.in/#/home`. The page header includes the AP VSW Online logo and the name of the user, Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The main content area contains a checklist with the following fields:

- Whether beneficiary having his own cobbler shop? Yes No
- Venue of the shop:
- From how many years he is in cobbler occupation?
- Whether any of the member of the family already getting Cobbler pension? Yes No
- Pension id of the family member

Below the checklist, there is a "Verification Document" section with a "Browse" button and a "Remarks:" dropdown menu. The dropdown menu is currently set to "Recommended". A red box highlights the "Forward" button at the bottom of the form.

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.

[Forward](#)

The Windows taskbar at the bottom shows the system tray with the date and time: 10:49 AM, 12-01-2024.

ASWO Login:

Open the URL <https://vswsonline.ap.gov.in/#/home> and login by giving AWSO 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. In case of the same ASWO working for multiple mandals, please use the respective mandal login user credentials to verify the applications.

The screenshot shows the ASWO login dashboard. At the top, there is a header with the AP Government logo and the name of the user, Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. Below the header, there is a navigation bar with links to Redirect to Meeseva, Request Tracking System, Hosue Sites eKYC Status Update, Reports, and Profile. The main content area displays five service request statistics: Total Service Requests (5), Open Within SLA (1), Open Beyond SLA (0), Closed Within SLA (4), and Closed Beyond SLA (0). Below these statistics is a table titled "Request List - Total Requests" 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 first row shows a request with S.No 1, Request ID PNS240112153933, Service Name Pensions Traditional Cobblers, Service Category RD, Department Name RD, Citizen Name [redacted], Applied Date 12/01/2024, and Status Pending. The Service Name "Pensions Traditional Cobblers" is highlighted with a red box. At the bottom, there is a Windows taskbar showing the date and time as 10:52 AM on 12-01-2024.

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

The screenshot shows the ASWO Checklist form. The form is divided into two main sections: WWDS/WEA Checklist and ASWO Checklist. The WWDS/WEA Checklist section includes parameters such as Wet Land Parameter, Vehicle Parameter, Power Units, Govt Employee Parameter, Property Parameter, Income tax Parameter, Both Land Parameter, Dry Land Parameter, Whether the cobbling is the main occupation of the applicant without any principal source of income?*, Whether beneficiary having his own cobbler shop?*, Cobbler Shop Address*, From how many years he is in cobbler occupation?*, Whether any of the member of the family already getting Cobbler pension?*, and Pension id of the family member*. The ASWO Checklist section includes questions such as Whether the cobbling is the main occupation of the applicant without any principal source of income?*, Whether beneficiary having his own cobbler shop?*, If there is no shop, where does he perform the cobbling activity, From how many years he is in cobbler occupation?*, Whether any of the member of the family already getting Cobbler pension?*, and Pension id of the family member*. The form is filled out with various responses, including radio button selections and text input fields. At the bottom, there is a Windows taskbar showing the date and time as 10:54 AM on 12-01-2024.

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

occupation of the applicant without any principal source of income?*

Whether beneficiary having his own cobbler shop?*

Cobbler Shop Address*

From how many years he is in cobbler occupation.*

Whether any of the member of the family already getting Cobbler pension.*

Pension id of the family member*

Remarks from WEA/WWDS: Recommended

Document from WEA/WWDS: 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.

Forward

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.

Hello, Meena
SCWELDC

11:43:16 AM
12 January 2024 FRI

Log Out

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

27 Total Service Requests

1 Open Within SLA

2 Open Beyond SLA

23 Closed Within SLA

1 Closed Beyond SLA

Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	PNS231122153536	Pensions Dappu Artists	RD	RD	Dappu artist normal flow	22/11/2023	Pending
2	PNS231122153506	Pensions Dappu Artists	RD	RD	Dappu art	22/11/2023	Pending
3	PNS240112153934	Pensions Traditional Cobblers	RD	RD	KOMMU VENKAMMA	12/01/2024	Pending

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

The screenshot shows a web browser window with the URL uat.vswsonline.ap.gov.in/#/home. The page header includes the AP Government logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. The main content area is divided into two sections: **WWDs/WEA Checklist** and **ASWO Checklist**. The WWDs/WEA Checklist contains several parameters with radio button options for Yes or No, and some text input fields. The ASWO Checklist contains a series of questions with Yes/No options and text input fields for addresses and pension IDs. The Windows taskbar at the bottom shows the date and time as 11:44 AM on 12-01-2024.

Now DSCW&E.Os have to fill the checklist.

The screenshot shows the same web browser window, but now displaying the **SCWELDC Checklist** form. The form contains several questions with radio button options for Yes or No, and text input fields for cobbling activity details and pension information. At the bottom of the form, there are sections for 'Remarks from WEA/WWDS' and 'Remarks from ASWO', both showing 'Recommended'. There are also fields for 'Document from WEA/WWDS' and 'Document from ASWO', both showing 'Not Available'. The Windows taskbar at the bottom shows the date and time as 11:44 AM on 12-01-2024.

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 VSW Online logo and the name of the Chief Minister, Sri YS Jagan Mohan Reddy. The main content area contains a form with the following fields and options:

- 1 Town: [Town]
- From how many years he is in cobbler occupation? *: [25]
- Whether any of the member of the family already getting Cobbler pension. *: Yes No
- Pension id of the family member *: []
- 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] [Browse]
- Remarks*: [Recommended] [v]

Below the form, there is a checkbox with a red border and the text: "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 of the form.

After clicking on Forward a success message will be displayed as shown below.

The screenshot shows the same web browser window after clicking the "Forward" button. A white modal box is centered on the screen with the text: "Application forwarded to next level." and a green "Ok" button.

Below the modal box, the dashboard displays various statistics and a request list:

- 18 Total Service Requests
- 4 Open Within SLA
- 0 Open Beyond SLA
- 14 Closed Within SLA
- 0 Closed Beyond SLA

The "Request List - Total Requests" table is shown below the statistics:

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 user, Sri YS Jagan Mohan Reddy. Below the header, a navigation bar contains several menu items: Redirect to Meeseva, Request Tracking System, Hosue Sites eKYC Status Update, Reports, Profile, and Jagananna Aarogya Suraksha 2.0. The main content area features five colored cards representing service request statistics: 172 Total Service Requests (blue), 6 Open Within SLA (orange), 94 Open Beyond SLA (red), 70 Closed Within SLA (green), and 3 Closed Beyond SLA (red). Below these cards is a 'Request List - Total Requests' section with a search bar and a table of requests.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
91	PNS231123153585	Pensions Traditional Cobblers	RD	RD	Traditional Cobblers normal flow	23/11/2023	Pending
92	PNS231123153583	Pensions Fishermen	RD	RD	Fishermen normal flow	23/11/2023	Pending

MPDO can see all the check lists as shown below

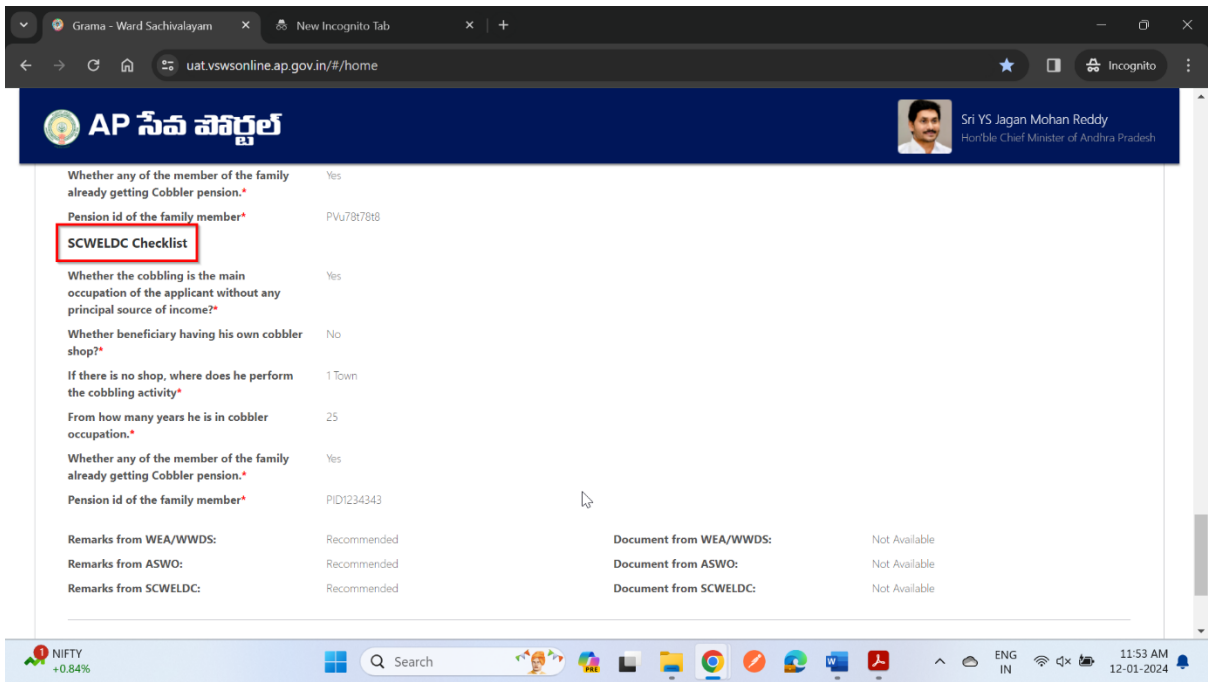
The screenshot shows the MPDO dashboard with two checklists displayed. The 'WWDS/WEA Checklist' is on the left, and the 'ASWO Checklist' is on the right. Both checklists contain various parameters and questions related to the pension application process.

WWDS/WEA Checklist

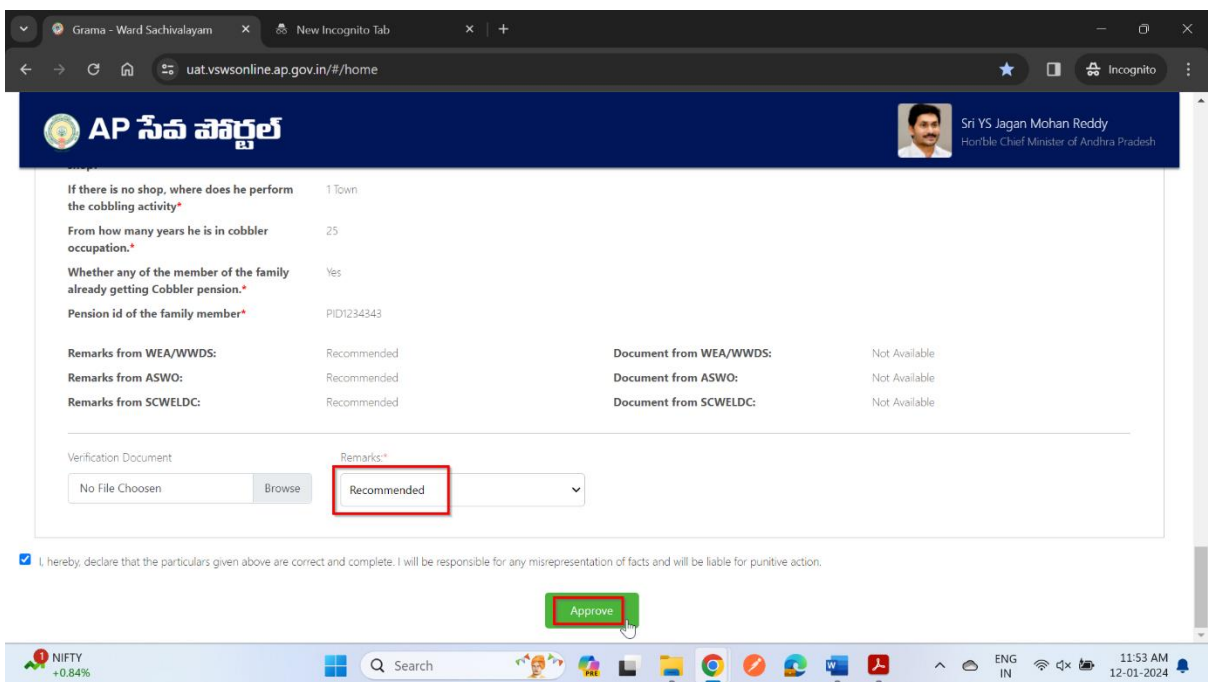
- Wet Land Parameter: Yes No
- Vehicle Parameter: Yes No
- Power Units: Yes No
- Govt Employee Parameter: Yes No
- Property Parameter: Yes No
- Income tax Parameter: Yes No
- Both Land Parameter: Yes No
- Dry Land Parameter: Yes No
- Whether the cobbling is the main occupation of the applicant without any principal source of income?: Yes
- Whether beneficiary having his own cobbler shop?: No
- If there is no shop, where does he perform the cobbling activity?: test data
- From how many years he is in cobbler occupation.: 33
- Whether any of the member of the family already getting Cobbler pension.: Yes

ASWO Checklist

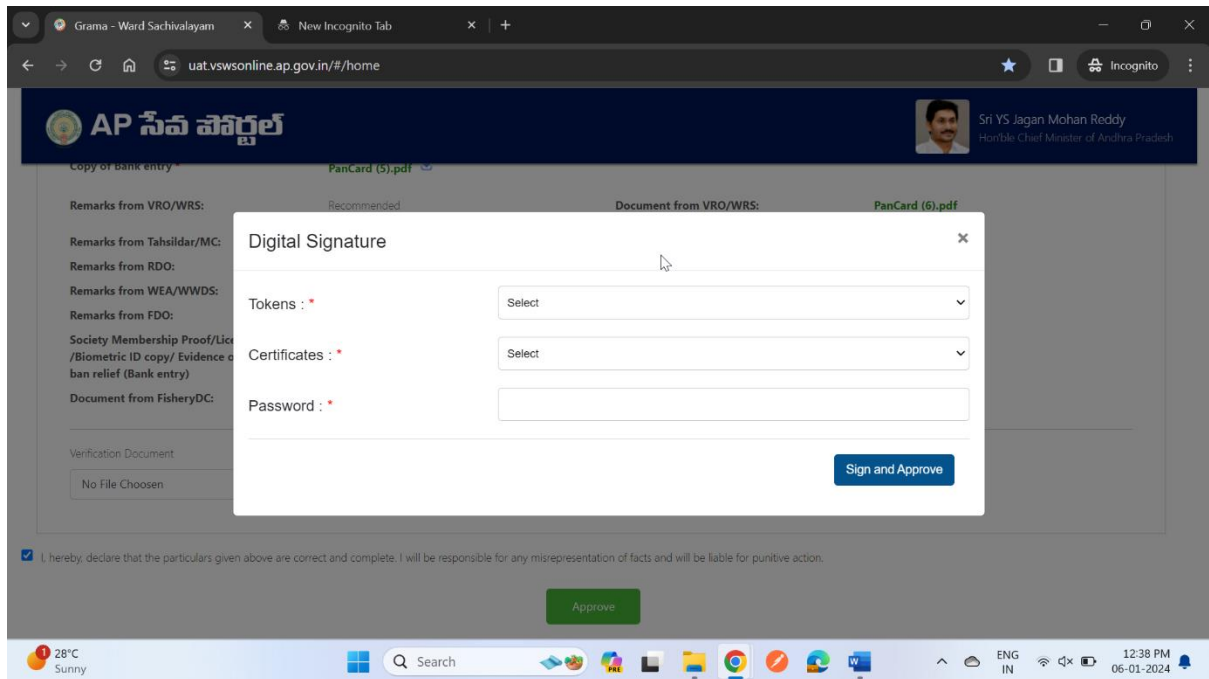
- Whether the cobbling is the main occupation of the applicant without any principal source of income?: Yes
- Whether beneficiary having his own cobbler shop?: Yes
- Cobbler Shop Address*: test
- From how many years he is in cobbler occupation.: 87
- Whether any of the member of the family already getting Cobbler pension.: Yes
- Pension id of the family member*: ciuoih78y6789698



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



After clicking on Approve MPDO need have to give Digital Signature



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