



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Revoke Certificate Module

User Manual

August 2023

1. Service Overview

The revoke certificate module is given to the final approver and revoking authority (Joint Collector) to the following certificates in AP Seva.

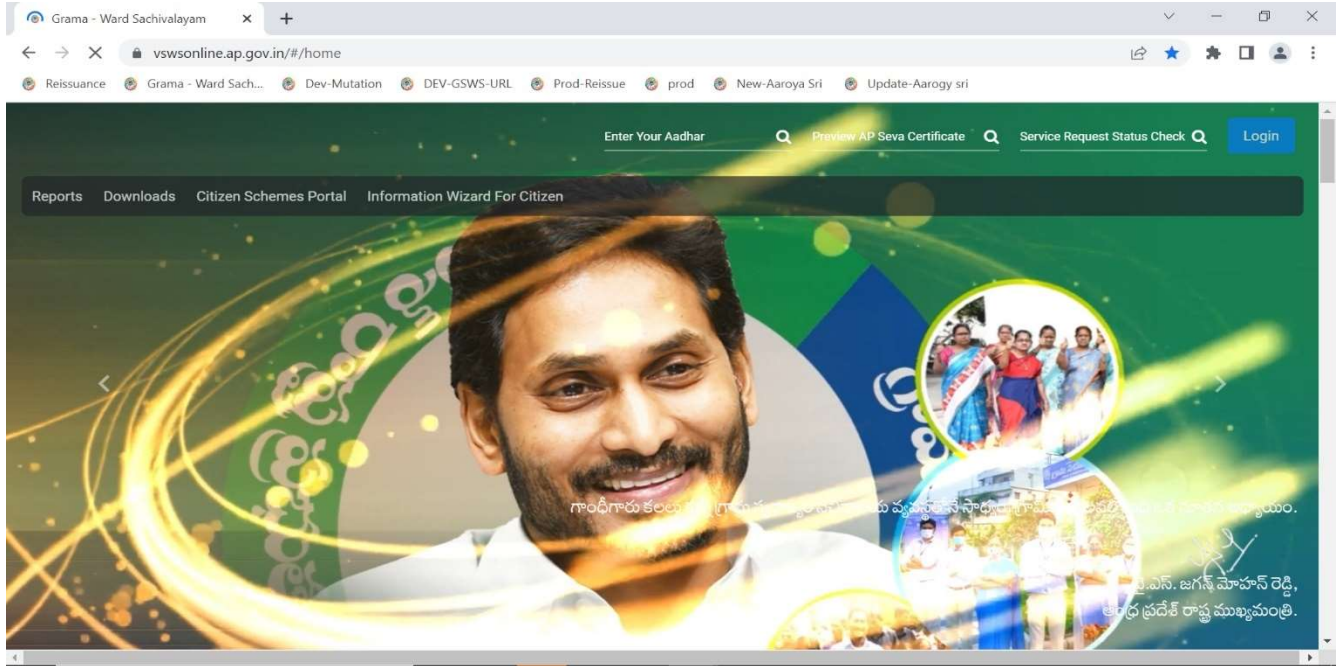
| S.No. | Certificate name | Final approver | Revoke Authority |
|-------|---|----------------------------------|------------------|
| 1 | Agriculture Income Certificate | Tahsildar | Joint Collector |
| 2 | Family Member Certificate | Tahsildar | Joint Collector |
| 3 | Income Certificate | Deputy Tahsildar | Joint Collector |
| 4 | Integrated Certificate | Tahsildar/RDO | Joint Collector |
| 5 | Income & Asset Certificate for Economically Weaker Sections (EWS) | Tahsildar | Joint Collector |
| 6 | Small and Marginal Farmer Certificate | Tahsildar | Joint Collector |
| 7 | Late Registration of Death/Birth certificate | Revenue Divisional Officer (RDO) | Joint Collector |
| 8 | No Earning Certificate | Tahsildar | Joint Collector |
| 9 | OBC Certificate | Tahsildar | Joint Collector |
| 10 | Possession Certificate | Tahsildar | Joint Collector |
| 11 | Marriage certificate | PSDDO/MC | Joint Collector |

The final approver is the only authority to raise a revoke request in AP Seva through his/her login. The request is then forwarded to Joint Collector.

The joint collector can either approve or reject the revoke request after verifying the remarks given by the final approver.

2. Service request and approval

- a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using the final approver's credentials.



- b) Click on the **revoke application** button as shown below.

AP సేవ పోర్టల్

Hello, PERUGU NAGESH ✓
Tahsildar

Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

04:14:53 PM
02 August 2023 WED | Log Out

Redirect to Meeseva | Request Tracking System | Hosue Sites eKYC Status Update | Reports | View Documents | Profile Update | Jagananna Suraksha | Bulk Approval | **Revoke Application**

73583 Total Service Requests

1110 Open Within SLA

30 Open Beyond SLA

6665 Closed Within SLA

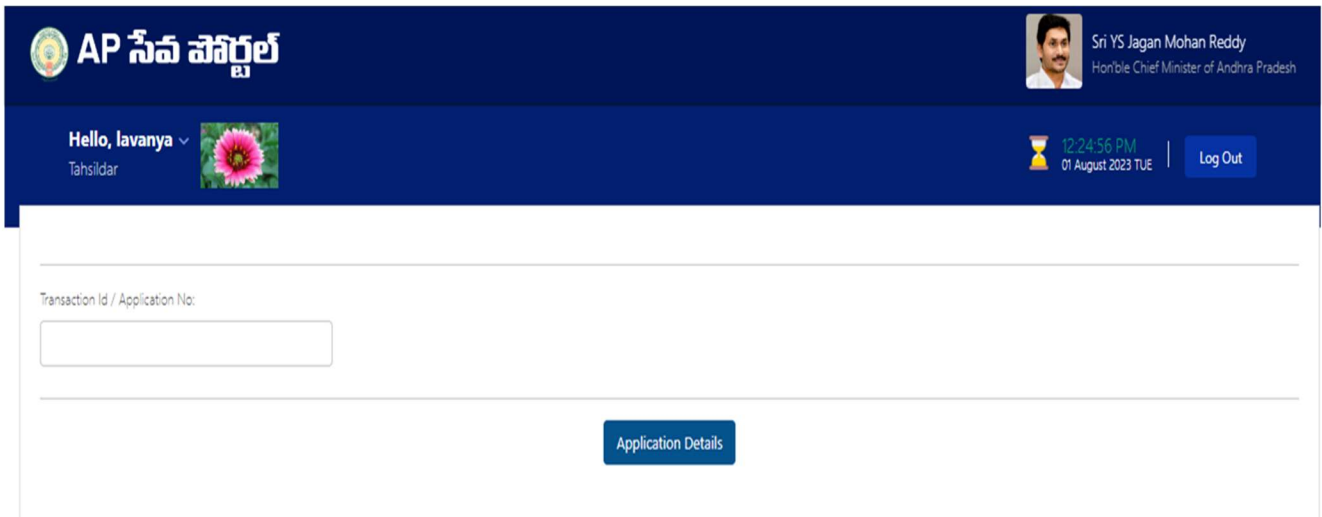
5788 Closed Beyond SLA

Request List - Total Requests

Search Transaction

| S.No | Request ID | Service Name | Service Category | Department Name | Citizen Name | Applied Date | Status |
|------|------------------|------------------------------|------------------|-----------------|-----------------------|--------------|---------|
| 1 | DTL230607059012 | ClaimsUnderDottedLands | RV | RV | RAVAVARAPU LAKSHMAIAH | 07/06/2023 | Pending |
| 2 | EWS230626082780 | IncomeAssetCertificateForEWS | RV | RV | NUNNA DURGA | 28/06/2023 | Pending |
| 3 | LRD8230529054817 | BirthDeathCertificate | RV | RV | PATAN MEHAJABEEN | 29/05/2023 | Pending |
| 4 | LRD8230524081005 | BirthDeathCertificate | RV | RV | NANDIPATI PREM KUMAR | 24/05/2023 | Pending |
| 5 | LRD8230603054300 | BirthDeathCertificate | RV | RV | BANKA YAKOBU | 03/06/2023 | Pending |

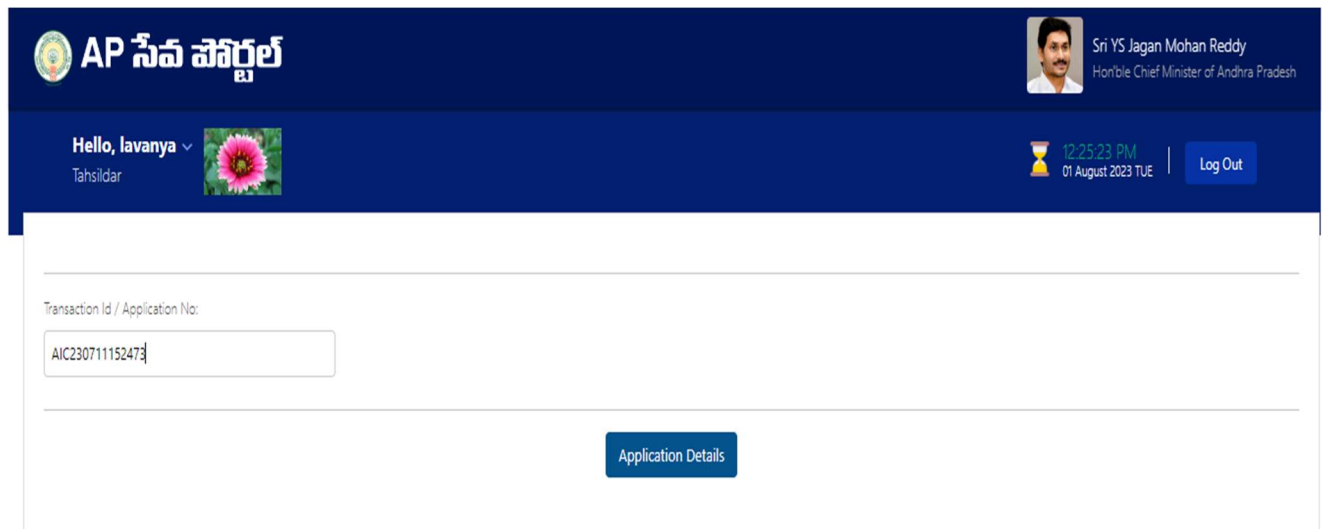
c) The following screen will be shown with the option for searching the **certificate number**.



The screenshot shows the AP SPM portal interface. At the top left is the AP SPM logo. At the top right is the profile of Sri YS Jagan Mohan Reddy, Honble Chief Minister of Andhra Pradesh. Below the header, the user is identified as 'Hello, lavanya' (Tahsildar) with a profile picture of a pink flower. The current time is 12:24:56 PM on 01 August 2023 TUE, and there is a 'Log Out' button. The main content area contains a label 'Transaction Id / Application No:' followed by an empty text input field. Below the input field is a blue button labeled 'Application Details'.

d) Enter the certificate number which needs to be revoked and click on **Application Details**.

Note: The certificates which are approved by that approving authority in his login only will be shown in this module to revoke.



This screenshot is identical to the one above, but the text 'AIC230711152473' is entered into the 'Transaction Id / Application No:' input field. The 'Application Details' button remains visible below the input field.

e) The certificate details will be shown as below with a preview button to view the certificate.

The screenshot shows the AP Revenue Department web portal. At the top, there is a header with the AP Revenue Department logo and the name of the Hon'ble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. Below the header, there is a user profile for 'Hello, lavanya' (Tahsildar) and a 'Log Out' button. The main content area displays the transaction ID 'AIC230711152473' and an 'Application Details' button. Below this, a table shows the application details:

| Transaction ID | Service Name | Citizen Name | Transaction Date | Payment Mode | Amount | View Certificate |
|------------------|--------------------------------|---------------------------|-----------------------|--------------|--------|-------------------------|
| TAIC230711152473 | Agriculture Income Certificate | MAMILLA SEETHAMAHALAKSHMI | 11/07/2023 7:47:51 PM | cash | 0 | Preview |

Below the table, there is a 'Reason for Revoke' field with the value 'Testing' and a 'Revoke' button.


The screenshot shows the AP Revenue Department web portal with a PDF preview window open. The PDF is titled 'GOVERNMENT OF ANDHRA PRADESH REVENUE DEPARTMENT' and is an 'AGRICULTURE INCOME CERTIFICATE'. The certificate details are as follows:

Application No: AIC230711152473
Date: 18/07/2023

This is to certify that Sri/Smt/Kumari **MAMILLA SEETHAMAHALAKSHMI** S/o/D/o/W/o **certification test** is Resident of **KONDAMUDI** Village has possessed the following lands in **KONDAMUDI** village of **Ponnur** Mandal as detailed Below:-

| Name of the Pattadar | Sy.No | Extent | PPB/TD/Doc.No | Income |
|----------------------|-------|--------|---------------|--------|
| ABCDEF | 768 | 786000 | 76578 | 9898.0 |

After due enquiry, annual income derived from the above agricultural land is Rs. **9898.0** (Rupees **NINE THOUSAND EIGHT HUNDRED NINETY EIGHT** Only).

Certified By: 
Name : Meena Kumari
Designation : Tahsildar
Mandal : Ponnur

This certificate is not valid for any civil, criminal cases and any other purpose, except to obtain Bank Loan subject to Rules and Regulations of the Bank.

- f) Enter the reason for revoke and click on the revoke button as shown below and the request will be submitted successfully.

Note: Reason for revoke is mandatory to enter.

Transaction Id / Application No:
AIC230711152473

Application Details

| Transaction ID | Service Name | Citizen Name | Transaction Date | Payment Mode | Amount | View Certificate |
|------------------|--------------------------------|---------------------------|-----------------------|--------------|--------|-------------------------|
| TAIC230711152473 | Agriculture Income Certificate | MAMILLA SEETHAMAHALAKSHMI | 11/07/2023 7:47:51 PM | cash | 0 | Preview |

Reason for Revoke:
Testing

Revoke

Alert

Application is successfully submitted

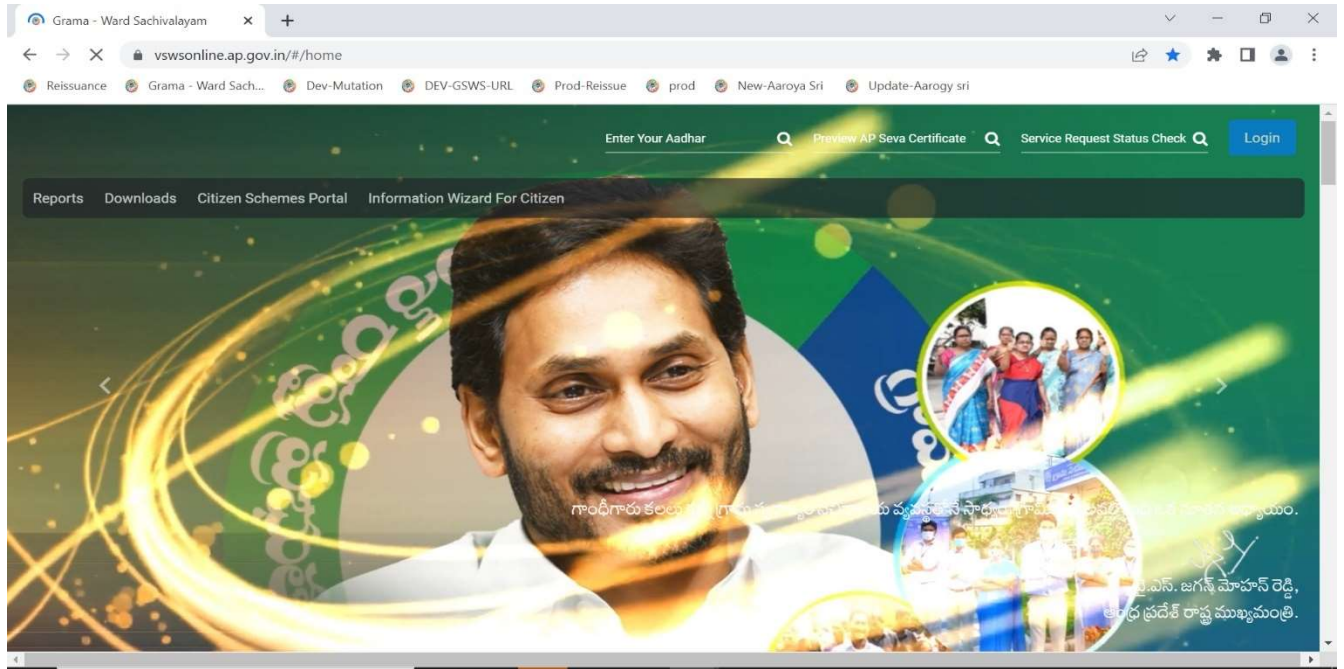
Ok

Transaction Id / Application No:
[Empty]

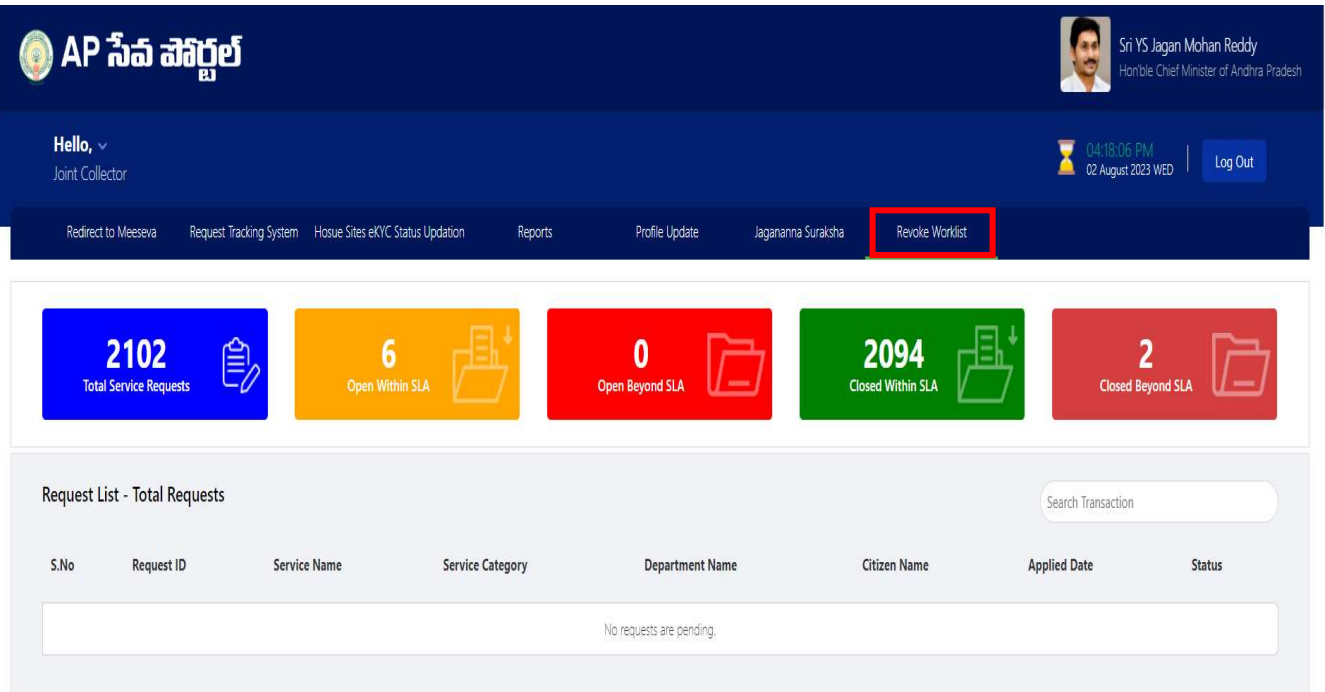
Application Details

| Transaction ID | Service Name | Citizen Name | Transaction Date | Payment Mode | Amount | View Certificate |
|-------------------|--------------|--------------|------------------|--------------|--------|------------------|
| No records found. | | | | | | |

g) Enter the URL <https://vswsonline.ap.gov.in/#/home> and log in to the portal using Joint Collector's credentials.



h) Click on the revoke worklist button as shown below.



i) The below screen will be shown with the details of all revoke requests.

| Select | Serial No. | Transaction ID | Service Name | Department Name | Citizen Name | Father Name | Transaction Date | Reason for Revoke |
|----------------------------------|------------|-----------------|--------------------------------|-----------------|---------------------------|--------------------|--------------------------|-------------------|
| <input type="radio"/> | 1 | EWS230720152618 | Issue Income Asset Certificate | RV | KADIYAM THAMMAYYA | SABITA father | 31/07/2023 1:04:27 PM | test |
| <input type="radio"/> | 2 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:09:32 PM | Testing |
| <input type="radio"/> | 3 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:10:20 PM | Testing |
| <input type="radio"/> | 4 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:12:04 PM | Testing |
| <input type="radio"/> | 5 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:12:20 PM | Testing |
| <input type="radio"/> | 6 | EWS230720152618 | Issue Income Asset Certificate | RV | KADIYAM THAMMAYYA | SABITA father | 31/07/2023 4:06:18 PM | |
| <input type="radio"/> | 7 | IC230410151660 | Income Certificate | RV | VUPPU SAISARAT | certification test | 31/07/2023 6:35:32 PM | ttetert@#@\$ |
| <input checked="" type="radio"/> | 8 | AIC230711152473 | Agriculture Income Certificate | RV | MAMILLA SEETHAMAHALAKSHMI | certification test | 01/08/2023 1:01:47 PM | Testing |

j) Click on the **Select** radio button on the left for which the revoke request is to be approved/rejected. Verify the reason for revoke and click on **Approve** button if the certificate is to be revoked.

| Select | Serial No. | Transaction ID | Service Name | Department Name | Citizen Name | Father Name | Transaction Date | Reason for Revoke |
|----------------------------------|------------|-----------------|--------------------------------|-----------------|---------------------------|--------------------|--------------------------|-------------------|
| <input type="radio"/> | 2 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:09:32 PM | Testing |
| <input type="radio"/> | 3 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:10:20 PM | Testing |
| <input type="radio"/> | 4 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:12:04 PM | Testing |
| <input type="radio"/> | 5 | CGC230607151874 | | RV | KAMBHAMPATI SIVA SANKAR | test | 31/07/2023 1:12:20 PM | Testing |
| <input type="radio"/> | 6 | EWS230720152618 | Issue Income Asset Certificate | RV | KADIYAM THAMMAYYA | SABITA father | 31/07/2023 4:06:18 PM | |
| <input type="radio"/> | 7 | IC230410151660 | Income Certificate | RV | VUPPU SAISARAT | certification test | 31/07/2023 6:35:32 PM | ttetert@#@\$ |
| <input checked="" type="radio"/> | 8 | AIC230711152473 | Agriculture Income Certificate | RV | MAMILLA SEETHAMAHALAKSHMI | certification test | 01/08/2023 1:01:47 PM | Testing |

Requests per page: 10

« « 1 » »

Approve Reject

k) Enter the digital signature credentials to revoke the certificate as shown below, and the request will be approved successfully.

The screenshot shows the AP Sava Seva portal interface. At the top, the logo and name of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh, are visible. Below the header is a table of certificate requests. A modal window titled "Digital Signature" is open, overlaying the table. The modal contains the following fields:

- Tokens :** * Microsoft Windows Store
- Certificates :** * Test28
- Password :** * [masked]

At the bottom right of the modal is a blue button labeled "Sign and Approve". Below the modal, the table shows a list of requests with columns for selection, ID, certificate ID, status, name, email, date, and type. The 8th row is selected. At the bottom of the page, there are "Approve" and "Reject" buttons, a "Requests per page" dropdown set to 10, and a pagination control showing page 1.

The screenshot shows the same AP Sava Seva portal interface. An "Alert" modal window is now open, displaying the message "Application Approved successfully." with a green "Ok" button. The background table of certificate requests is visible, showing the 8th row as approved. The table columns include selection, ID, certificate ID, status, name, email, date, and type. The 8th row is now marked as approved. The "Approve" and "Reject" buttons, "Requests per page" dropdown, and pagination control remain visible at the bottom.

- 1) Once the revoke request is approved the application will be shown in the Tahsildar's login as shown below.

The screenshot shows the AP Sanchalana portal interface. At the top, there is a search bar containing the ID 'AIC230711152473'. The user profile shows 'Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh'. Below the header is a table of pending requests:

| ID | Request Number | Service Name | RV | RV | Citizen Name | Date | Status |
|----|------------------------|------------------------------|----|----|-----------------------------|------------|---------|
| 3 | DTL230502151733 | ClaimsUnderDottedLands | RV | RV | SAYAD SHABHANA | 02/05/2023 | Pending |
| 4 | CGC230607151874 | IntegratedCertificate | RV | RV | KAMBAMPATI SIVA SANKAR | 07/06/2023 | Pending |
| 5 | DTL230621152019 | ClaimsUnderDottedLands | RV | RV | Anjali | 21/06/2023 | Pending |
| 6 | CGC230704152294 | IntegratedCertificate | RV | RV | KALVAKOLU SREEKANTH | 04/07/2023 | Pending |
| 7 | CGC230705152326 | IntegratedCertificate | RV | RV | VISHNUMOLAKALA MOUNIKA DEVI | 05/07/2023 | Pending |
| 8 | AIC230711152473 | AgricultureIncomeCertificate | RV | RV | MAMILLA SEETHAMAHALAKSHMI | 11/07/2023 | Pending |
| 9 | CGC230314151457 | IntegratedCertificate | RV | RV | Anjali | 14/03/2023 | Pending |
| 10 | CGC230627152172 | IntegratedCertificate | RV | RV | THOUDAY LAVANVA | 27/06/2023 | Pending |

At the bottom left, there is a 'Requests per page' dropdown set to 10. At the bottom right, there are navigation arrows and a page number '1'.

The screenshot shows the 'Transaction Details' page for transaction ID AIC230711152473. It includes a table with the following details:

| Transaction ID - AIC230711152473 | | | | | | |
|----------------------------------|-------------|------------------|--------------------------------|---------------------------|--------|---------|
| District Name | Mandal Name | Secretariat Name | Service Name | Citizen Name | SLA | Status |
| GUNTUR | PONNUR | KONDAMUDI | Agriculture Income Certificate | MAMILLA SEETHAMAHALAKSHMI | 7 Days | Pending |

Below the table is a process flow diagram with four steps:

- Digital Assistant (0 Sub-SLA Days)**
Received Date: 11-07-2023
Action Taken Date: 11-07-2023
Pending Days: 0
User: 10790152-DA
Closed Within Sub-SLA
- Village Revenue Officer (2 Sub-SLA Days)**
Received Date: 11-07-2023
Action Taken Date: 13-07-2023
Pending Days: 1
User: U10790152-VRO
Closed Within Sub-SLA
- Revenue Inspector (2 Sub-SLA Days)**
Received Date: 13-07-2023
Action Taken Date: 13-07-2023
Pending Days: 0
User: U7348-RI
Closed Within Sub-SLA
- Tahsildar (3 Sub-SLA Days)**
Received Date: 13-07-2023
Action Taken Date: 01-08-2023
Pending Days: 18
User: U7348-TEH
Open Beyond Sub-SLA

A 'Close' button is located at the bottom right of the details panel.