

User Manual

GSWS New Citizen Service Portal (CSP)

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1. INTRODUCTION

Business Overview

The Government of Andhra Pradesh has introduced the concept of Navaratnalu as core theme of governance to revamp the delivery systems of Government services with an aim to improve living standards of the people. To achieve this objective, Government of Andhra Pradesh has established a system of Village/Ward Secretariats consisting of required functional assistants to strengthen Gram Panchayats and Wards.

To operationalize Navarathnalu, GoAP has also deployed volunteers at village and ward levels across the State of Andhra Pradesh for delivering government services at doorstep of all eligible households. The objective of positioning Grama/Ward Volunteers is to ensure timely and transparent services, implementation of Government Programmes/Schemes to all citizens in the State.

Scope of the Document

The document captures the application process and the approval flows in the new GSWS portal. The document also captures the outline of the portal and the services that have been integrated in the new GSWS portal

2. PORTAL WALK-THROUGH

Common Login Screen

Common Application Process


There are 3 types of services that are integrated in the new GSWS CSP portal

- Fully integrated – Services where the entire workflow/approval flow is in the GSWS portal
- Partially integrated – Services where the application process and some part of the workflow/approval flow is in the GSWS portal
- Redirection – Services where GSWS just captures the basic details of the citizens and then redirects to the department or Meeseva portal for the application process

The Common Application process is the fully and partially integrated services where the DA completed the application process in the GSWS New CSP Portal

Steps to be followed are as follows

Step 1: Common Application form – A common application form is displayed after selectin a service. Basic details are fetched and filled through the Aadhaar number entered by the DA



శ్రీ యస్ జగన్ మోహన్ రెడ్డి
Hon'ble Chief Minister of Andhra Pradesh

04:27:49 PM
03 November 2021 WED

Log Out

Application Submission

- Civil Supplies Department
- MAUD Department
- Pension Department
- Revenue Department

1. Addition Of Survey No In Adangals And 1B

2. Agriculture Income Certificate

3. Change of Name Application

4. Computerized Adangal

5. Cracker license Application

6. E-Passbook Application

7. Extract of House site / D-Form Patta Application

8. Extract of NOC under Explosive / Petroleum Act

9. Family member Certificate

10. Income Certificate

11. Integrated Certificate

12. Issuance Of Income & Asset Certificate For Economically Weaker Sections (EWS)

Hello, Test-DA
Digital Assistant

GSWS / Application Submission / Revenue Department / Addition Of Survey No In Adangal And 1B

Addition Of Survey No In Adangal and 1B

Basic Details		Application Form	
Aadhaar Number: *	First Name: *	Middle Name:	Last Name: *
314987395689 <input type="button" value="Pre-Fill"/>	Anantha Rao		Bantha
Father/Husband Name: *	Gender: *	Date of Birth: *	Caste: *
Bantha Anantha Rao	Male	01/01/1976	BC
Religion: *	Qualification: *	Marital Status: *	Mobile No: *
Hindu	MBBS	Married	9247139153
Email:	Delivery Type: *		
	By Hand		

Permanent Address

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
2-123	2-123	KRISHNA	AVANIGADDA
Village/Ward/Secretariat: *	Pin Code: *		
PULIGADDA	521121		

Present Address is same as Permanent Address

Present Address

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
2-123	2-123	KRISHNA	AVANIGADDA
Village/Ward/Secretariat: *	Pin Code: *		
PULIGADDA	521121		

Step 2: Service Application – A Service application form must be filled by the DA which is specific to each service. (Service application Screens for each service is detailed next section)

Step 3: Payment Gateway: Once the DA submits the Service application form, they are redirected to the payment gateway

Step 4: Payment Receipt: Once the DA submits payment. Payment receipt is generated with a unique transaction ID

Payment Receipt Date : 21/12/2021 1:59:42 PM

Secretariat Name :	ANGALAKUDURU	User ID :	U10790397-DA@apgsws.onmicrosoft.com
Service Name :	Change of Name Application	Transaction ID :	TCN211221000002
Applicant Name :	Pothina Saikumar Sai	Applicant Father Name :	Pothina Srinivasa Rao
District :	Krishna	Mandal:	Vijayawada Rural-r
Amount Paid :	45 /-	Amount In Words :	Forty Five Rupees Only
Payment Mode :	cash	SLA :	15 Days
Department Name:	Revenue Department	Transaction Date :	21/12/2021 1:59:42 PM

Note :

- As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
- To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>

Step 5: View Transactions: The DA can Print Payment Receipt or Print Certificate for citizen in the View Transaction Module.

VIEW TRANSACTIONS

Search Criteria 1

From Date : *

To Date : *

Service Name:

Department Name:

OR Search Criteria 2

User Name :

Transaction ID/ Application Number :

The DA can search of historical transactions based on the criteria's mentioned in the screen above

OR Search Criteria 2

User Name : ANGALAKUDURU-2

Transaction ID/ Application Number :

[View Transactions](#)

TRANSACTION LIST

Serial No	Transaction ID	Service Name	Customer Name	Transaction Date	Amount	Status	Uploaded Documents	Application Preview
1	TCN211221000002	Change of Name Application	Pothina Saikumar Sai	21/12/2021	45	View Status	Download Documents	Preview

Requests per page:

« ‹ 1 › »

The DA can view the current status of the application, download documents (both certificates and payment receipt) and also preview the application which was submitted by them

Payment Receipt


Date : 17/12/2021 2:59:47 PM

Secretariat Name :		User ID :	Test-DA@apgsws.onmicrosoft.com
Service Name :	SurrenderRiceCard	Application Number :	TSRRC211217000003
Applicant Name :	Batna Anantha Rao Batna Anantha Rao	Applicant Father Name :	Batna Anantha Rao
District :	Krishna	Mandal:	Avanigadda-r
Amount Paid :	24/-	Amount In Words :	Twenty Four Rupees Only
Payment Mode :	Cash	SLA :	21 Days
Department Name:	Civil Supplies Department	Transaction Date :	17/12/2021 2:59:47 PM


Note :

- As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
- To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>
- For any query call us on : 1902

[Print Receipt](#)



గ్రామ-వారు సేవలాలయము
ఆంధ్రప్రదేశ్ ప్రభుత్వం



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

- 23. No Earning Certificate
- 24. No Property Application Service
- 25. OBC Certificate
- 26. Patta Sub Division For Auto Mutation Process Form
- 27. Pattadar Mobile No Seeding In Land Records
- 28. Permission of Digging of Bore Well for Agricultural Purpose
- 29. Possession Certificate
- 30. Printing of Title Deed cum passbook
- 31. ROR - 1B
- 32. Re-Issuance of OBC / EBC / Integrated Certificate
- 33. Rectifications Of Entries In Record Of Rights
- 34. Renewal Of Cinema License
- 35. Title Deed Cum Passbook

Secretariat Name :	MORRISPETA	User ID :	U21028026- WEDS@apgsws.onmicrosoft.com
Service Name :	ROR1BCertificate	Transaction ID :	TROR211221000001
Applicant Name :	Pothina Saikumar Ok	Applicant Father Name :	Pothina Srinivasa Rao
District :	Krishna	Mandal:	Vijayawada Rural-r
Amount Paid :	35 /-	Amount In Words :	Thirty Five Rupees Only
Payment Mode :	cash	SLA :	15 Minutes
Department Name:	Revenue Department	Transaction Date :	21/12/2021 2:40:20 PM

Note :


1. As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
2. To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>
3. For any query call us on : 1902

Print Receipt

Print Certificate

Payment Receipt

Managed bookmarks
Reading list



Payment Receipt Date : 21/12/2021 2:40:20 PM

Secretariat Name :	MORRISPETA	User ID :	U21028026- WEDS@apgsws.onmicrosoft.com
Service Name :	ROR1BCertificate	Transaction ID :	TROR211221000001
Applicant Name :	Pothina Saikumar Ok	Applicant Father Name :	Pothina Srinivasa Rao
District :	Krishna	Mandal:	Vijayawada Rural-r
Amount Paid :	35 /-	Amount In Words :	Thirty Five Rupees Only
Payment Mode :	cash	SLA :	15 Minutes
Department Name:	Revenue Department	Transaction Date :	21/12/2021 2:40:20 PM

Note :

1. As per the GO. MS. NO. 173 dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- for scanning and uploading documents.
2. To Know the Application status, Please visit <https://uat.vswsonline.ap.gov.in>
3. For any query call us on : 1902

Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings v

Save
Cancel

Certificate / Card

గ్రామ-పాట్ల సచివాలయం

- 23. No Earning Certificate
- 24. No Property Application Service
- 25. OBC Certificate
- 26. Patta Sub Division For Auto Mutation Process Form
- 27. Paltadar Mobile No Seeding In Land Records
- 28. Permission of Digging of Bore Well for Agricultural Purpose
- 29. Possession Certificate
- 30. Printing of Title Deed cum passbook
- 31. ROR - 1B
- 32. Re-Issuance of OBC / EBC / Integrated Certificate
- 33. Rectifications Of Entries In Record Of Rights
- 34. Renewal Of Cinema License
- 35. Title Deed Cum Passbook


View PDF
Print

ఫారం -1 బి

ఆంధ్ర ప్రదేశ్ ప్రభుత్వము, రెవెన్యూశాఖ, భూమి రికార్డుల కంప్యూటరీకరణ

భూమి యజమాన్యపు హక్కుల రికార్డు ప్రకారము (1-బి) నమూనా (ROR)

Application No



Date : 23/12/2021

జిల్లా : తణుకు

మండలం : కామవరపాడు

గ్రామం : నుంబిల్లి

చేర్లపాలెం యార్డు : ఎగువ/నిమ్మ

వి.సం.	పట్టణం పేరు	తాళా సంఖ్య	సర్కారు పేరు	భూమి విస్తీర్ణం	ముక్త విస్తీర్ణం	శిస్తు	పట్టణం పేరు	యజమాని పేరు	యజమాని పేరు	యజమాని పేరు
1	మొదటి భూమి	222	90-6	1.95	20.23		అనుమతి			
2	మొదటి భూమి	222	94-3	0.2	18.96		అనుమతి			
3	మొదటి భూమి	222	96-3	0.19	18		అనుమతి			
4	మొదటి భూమి	222	96-5	1.48	140.48		అనుమతి			

3. DEPARTMENTAL WISE WALK-THROUGH

Revenue Department

Overview

35 Revenue CCLA services have made available in the new GSWS portal. Details are mentioned in the table below

S.No	Service Name	Category	SLA	Approval Authority	Workflow
1	Integrated Certificate (Sub Collector/RDO)	B	30	Tahsildar	GSWS
		B	30	Sub Collector /RDO	GSWS
2	Income Certificate	B	7	Deputy Tahsildar / Tahsildar	GSWS
3	Family member certificate	B	15	Tahsildar	GSWS
4	Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS)	B	30	Tahsildar	GSWS
5	OBC Certificate	B	30	Tahsildar	GSWS
6	Late Registration of Birth	B	60	Sub Collector /RDO	GSWS
7	Late Registration of Death	B	60	Sub Collector /RDO	GSWS
8	Possession Certificate	B	30	Tahsildar	GSWS
9	No Earning Certificate	B	15	Tahsildar	GSWS

S.No	Service Name	Category	SLA	Approval Authority	Workflow
10	Mutation and Title Deed Cum ppb	B	30	Tahsildar	Webland
11	e Passbook service - replacement of pattadhar passbook	B	7	Tahsildar	Webland
12	e Passbook service- duplicate pattadhar passbook	B	7	Tahsildar	Webland
13	Rectifications in Record of Rights (ROR 1B)	B	30	Tahsildar	Webland
14	Title Deed Cum PPB only	A	15 Min	Printer for printing	NA
15	Printing of Title Deed cum PPB	B	7	Tahsildar	GSWS
16	Issuance of Small and Marginal Farmer Certificate	B	7	Tahsildar	GSWS
17	Agriculture Income Certificate	B	7	Tahsildar	GSWS
18	Manual Adangal (Old Adangal Application Form)	B	7		GSWS
19	ROR 1B	A	15 Min	NA	NA
20	Computerized Adangal	A	15 Min	NA	NA
21	Land Conversion G.O.MS.No. 98	B	21	RDO	Webland
22	Pattadar mobile number seeding in Land Records	A	15 Min	NA	NA

S.No	Service Name	Category	SLA	Approval Authority	Workflow
23	Change of Name Application	B	15	Tahsildar	GSWS
24	Extract of House Site / Extract of D-Form Patta	B	7	Tahsildar	GSWS
25	Extract of NOC Under Explosive / Extract of NOC under Petroleum Product	B	15	DRO	GSWS
26	Issuance of Occupancy rights certificate for Inam Lands	B	90	Sub Collector /RDO	GSWS
27	Issuance of No Property Certificate	B	60	Tahsildar	GSWS
28	Permission of Digging of Bore Well for Agriculture Purpose	B	15	Tahsildar	GSWS
29	Renewal of Cinema License	B	15	Sub Collector /RDO	GSWS
30	Reissuance of integrated Certificate	A	15 Min	NA	NA
31	Reissuance of OBC certificate	A	15 Min	NA	NA
32	Reissuance of EBC Certificate	A	15 Min	NA	NA
33	House site Application	B	90	JC	GSWS
34	Modification in 22A List 22 A 1(A) 22 A 1(B) 22 A 1(D) 22 A 1 (E)	B		Collector	GSWS
35	Claims under Andhra Pradesh dotted lands (Updatations in re-settlement register rules, 2017)	B		Collector	GSWS

Standard Approval Process (for demonstration purpose)

Step 1: Once the DA submits the application on behalf of the citizen and completes the payment procedure the application is forwarded to the next level approving authority. Refer to the above section for a detailed walkthrough.

The DA must select the relevant **Revenue Village** for each applicant while filling the service application form for the application to be forwarded to the approving authority mapped to the village.

GSWS / Application Submission / Revenue Department / Agriculture Income Certificate

Agriculture Income Certificate Request

Basic Details | **Application Form**

Ration Card No: Remarks: Characters Used : 0 / 200

Income Certificate Details

Purpose of Income Certificate: District: Mandal: Village:

	Pattadar Name	Survey No	Extent	PPB TD/Doc. No.	Income
<input type="checkbox"/>	Jagannath	999	12	1212121212121212	2200000

[+ Add New Row](#) [Delete Row](#)

Document List
Note: All Upload Documents are in Pdf Format Only.

Application Form * Browse

Ration card / EPIC Card / AADHAR Card * Browse

[Show Payment](#)

Step 2: Verification Authority (VRO, RI etc.): The verification authority can view all the applications or requests assigned to him along with their SLA and status

The dashboard displays the following statistics:

- 8 Total Requests** (represented by a blue card with a clipboard icon)
- 5 Open Beyond SLA** (represented by a red card with a folder icon)
- 3 Open Within SLA** (represented by an orange card with a folder icon)

Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	ADSA21120800002	InsertSurveyNumInAdangal	RV	RV	Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti	08/12/2021	Pending
2	CGC21120800004	IntegratedCertificate	RV	RV	Galanki Prasad Galanki Prasad Galanki Prasad	08/12/2021	Pending
3	OBC21120800002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending

The verification authority will be able to view all the details filled by the DA on behalf of the citizen along with the documents uploaded for the service

Request ID: NOPC211214000001

Basic Details

Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		

Present Address

Door No:	2/24	Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	516003

Permanent Address

Door No:	2/24	Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	516003

Applicant Details

Family Members of the Death Person

Name of the Family Member	Gender	Relationship with Deceased Person	Occupation	Marital Status	Educational Qualification	Employment	Income Per Month
Murali	43	Father	Employee - Private	Married	Diploma/ITI	Employment	16000

List of Documents

- Application Form: Rythu bharosa.pdf
- Ration card /EPIC Card/AADHAR Card: Rythu bharosa.pdf
- Death Certificate: Rythu bharosa.pdf
- Copy of Family Member Certificate: Rythu bharosa.pdf

Verification Document: No File choosen | Browse

Remarks: Select

Forward

Verification Authority can Recommend or Not Recommend the application as shown below. A drop down with all the relevant rejection reasons will be shown if the authority chooses not to recommend the application. The application can only be forwarded to the next level once a relevant reason is selected.

The authority has to verify the document through a Aadhaar e-sign with an OTP to forward the application to the next level

VRO/WRS Checklist

Applicant Name: Galanki Prasad Galanki Prasad Galanki Prasad

Applicant Address: Door No: 2-55, Street: MAIN RAOD
Village/ward: ANGALAKUDURU-2, Mandal: TENALI-R
District: GUNTUR

Whether Verified Previously issued Caste Certificate * Yes No

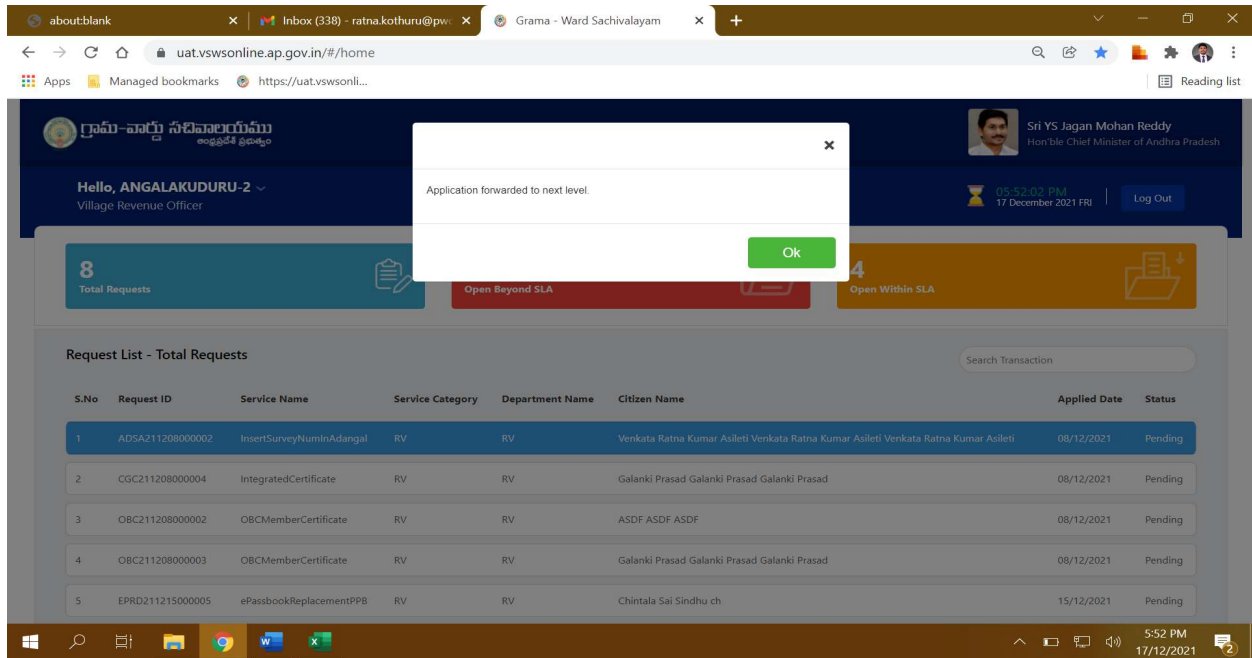
Whether Verified SSC marks memo or Transfer Certificate or DOB extract Municipality/Gram Panchayat * Yes No

Verification Document: No File choosen | Browse

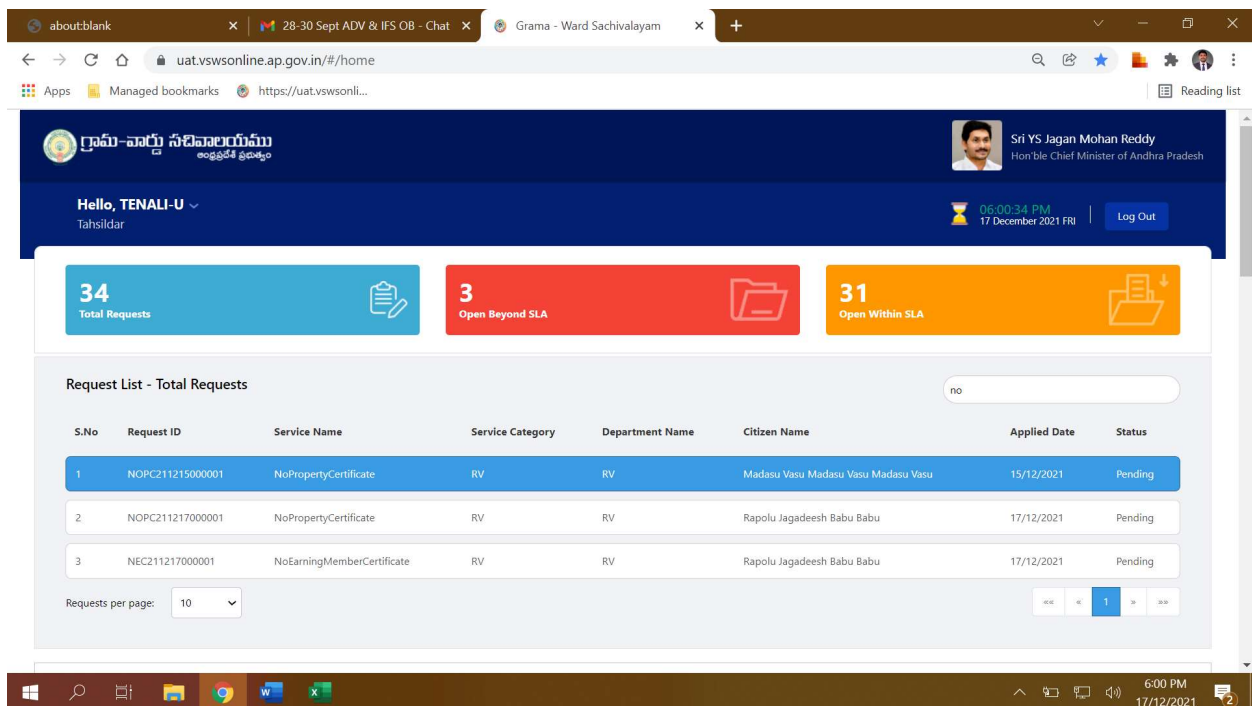
Remarks: Recommended

Forward

The verification authority is notified through a pop-up window once the application is verified and submitted



Step 3: Approving Authority (Tahsildar, RDO, etc.): The Approving authority can view all the applications or requests assigned to him along with their SLA and status



The approving authority will be able to view all the details filled by the DA on behalf of the citizen along with the documents uploaded for the service

Request ID: NOPC211214000001

Basic Details

Aadhaar Number:	325350393446	Gender:	Male	Marital Status:	Married
First Name:	Dekka Venkata Subbamma	Date of Birth:	01/01/1961	Mobile No:	9160268580
Middle Name:	Dekka Venkata Subbamma	Caste:	BC-C	Email:	
Last Name:	Dekka Venkata Subbamma	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Dekka Venkata Subbamma	Qualification:	MA		

Present Address

Door No:	2/24	Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	516003

Permanent Address

Door No:	2/24	Street Name:	ramnagar
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	516003

Applicant Details

The Approving Authority can reject or approve the application based on the recommendations made by the previous verification authorities. If the application is approved the Approving authority has to digitally sign the application.

Name of the Family Member	Gender	Relationship with Deceased Person	Occupation	Marital Status	Educational Qualification	Employment	Income Per Month
MADASU	23	Son	Agriculture Labour	Married	Below 10th	UnEmployment	5000

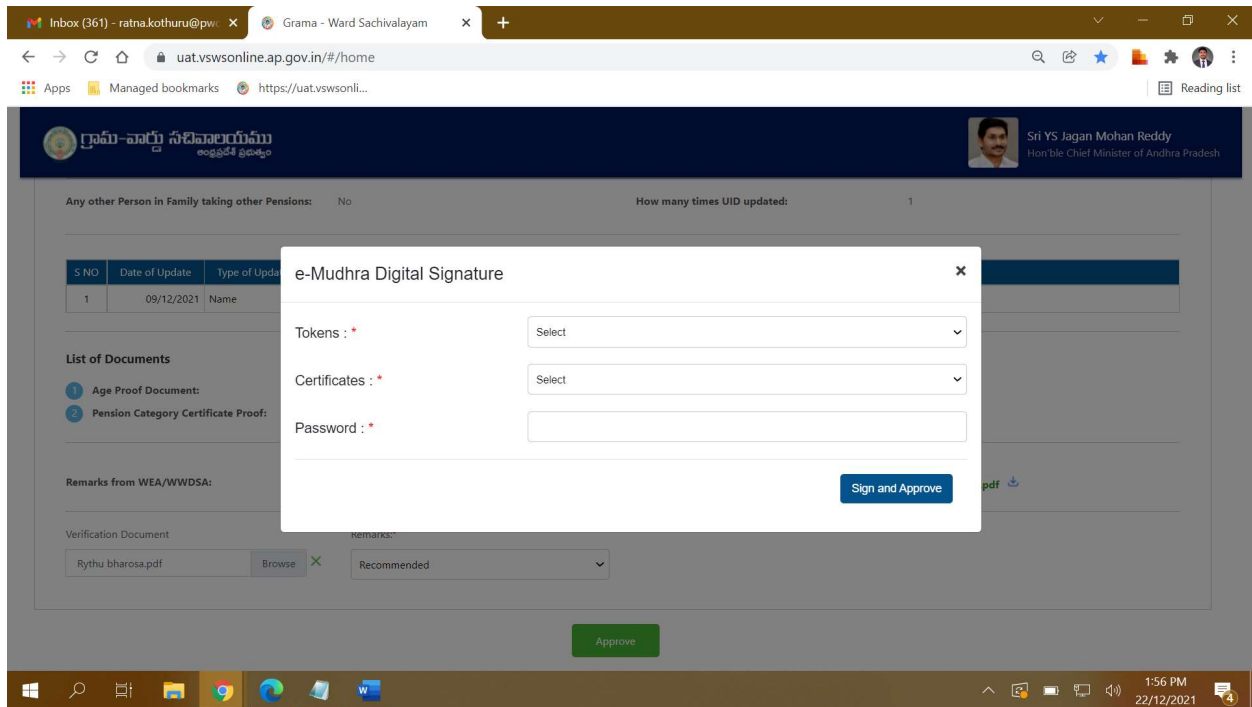
List of Documents

- 1 Application Form: [Demo.pdf](#)
- 2 Ration card /EPIC Card/AADHAR Card: [Demo.pdf](#)
- 3 Death Certificate: [Demo.pdf](#)
- 4 Copy of Family Member Certificate: [Demo.pdf](#)

Remarks from VRO/WRS: Recommended **Document from VRO/WRS:** [Demo.pdf](#)

Remarks from RI: Recommended **Document from RI:** [Demo.pdf](#)

Verification Document: **Remarks:** **Enter the Remarks:**



Step 4: Closer of application:

- CAT A: For all CAT A services once the payment is made the DA can download and print the certificates by visiting the view transaction module
- CAT B: For all CAT B services once the approving authority approves the DA can download and print the certificates by visiting the view transaction module

Service Level Details

CAT B

1. Addition of Survey No in Adangal and 1B:

About the Service

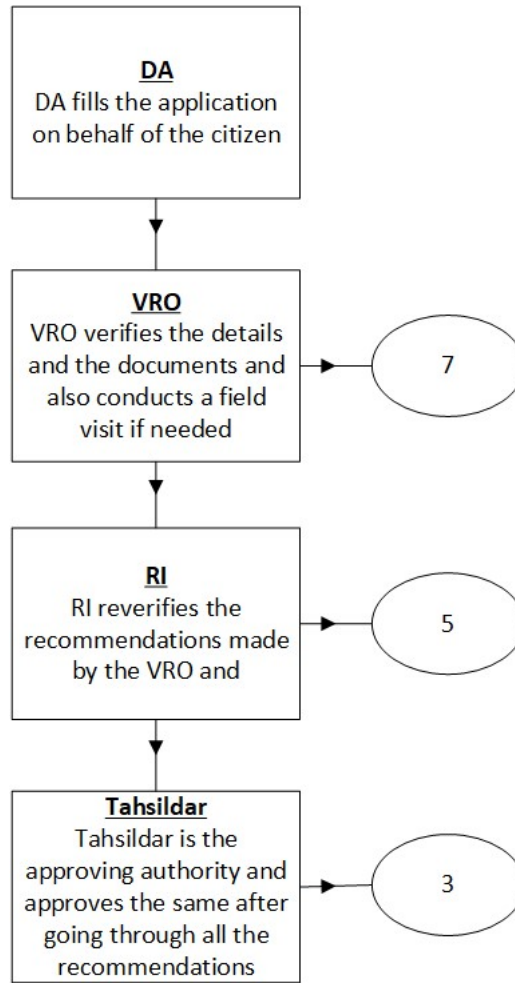
This service is used for entry of Survey number in and Records portal

SLA	15
Documents Checklist	1. Application Forms

2. Supporting Forms

- Previous Adangal or ROR 1B copies

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

Addition Of Survey No In Adangal and 1B

Basic Details			Application Form						
District:* కృష్ణా	Mandal:* అవనిగడ్డ	Village:* పులిగడ్డ	Survey No * 22212						
			Clear		Add Survey No				
<p><small>* Indicates Mandatory</small></p> <p><small>* Please Enter Either Aadhaar Number Or Aadhaar Enrolment Number</small></p>									
S NO	Survey No	Un Cultivable Land(In acres)*	Cultivable Land(In Acres)*	Land Nature*	Tax	Land Classification	Water Source		
<input type="checkbox"/>	1			Select		Select	Select		
<p>+ Add New Row</p> <p><small>* Document List (NOTE: All upload documents should be in PDF format only and shouldnot exceed 1MB)</small></p>									
Application Form *					Supporting Form*				
No File chosen					No File chosen				
Browse					Browse				
<p>Show Payment</p>									

2. Agriculture Income Certificate:

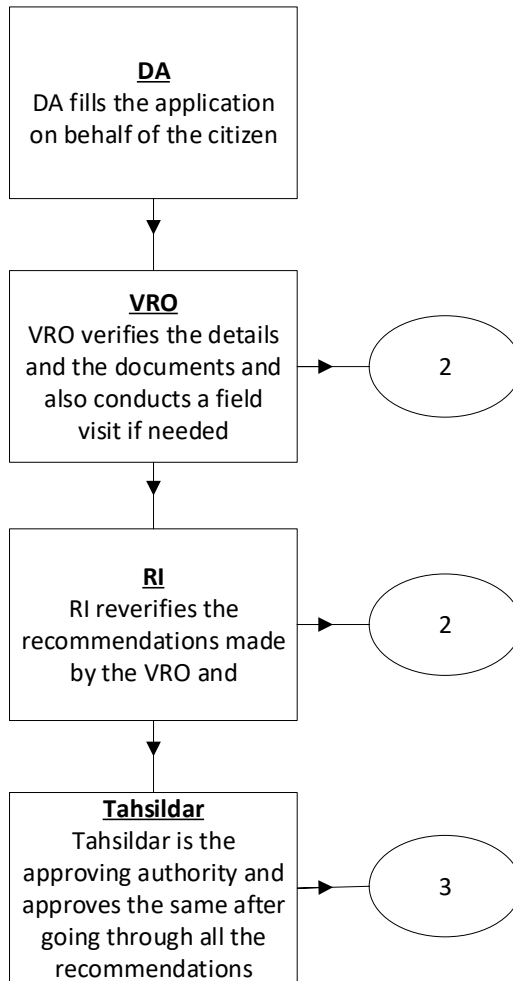
About the Service

Agriculture Income Certificate is useful for getting Bank loans. Agriculture income is exempted under the Indian Income Tax Act. This is issued by the Tahsildar. This service facilitates the citizen to get Agriculture Income Certificate.

SLA	7
Documents Checklist	1. Application Form

2. Ration card / EPIC Card/ AADHAR Card

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Agriculture Income Certificate

Agriculture Income Certificate Request

Basic Details	Application Form												
<p>Ration Card No: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p style="font-size: small; color: red;">Characters Used : 0 / 200</p>													
<p>Income Certificate Details</p> <p>Purpose of Income Certificate: * <input type="text" value="Army Recruitment"/></p> <p>District: * <input type="text" value="KRISHNA"/></p> <p>Mandal: * <input type="text" value="AVANIGADDA"/></p> <p>Village: * <input type="text" value="PULIGADDA"/></p>													
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #d9e1f2;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 25%;">Pattadar Name</th> <th style="width: 15%;">Survey No</th> <th style="width: 15%;">Extent</th> <th style="width: 20%;">PPB TD/Doc. No.</th> <th style="width: 20%;">Income</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Jagannath</td> <td>999</td> <td>12</td> <td>1212121212121212</td> <td>2200000</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </p>			Pattadar Name	Survey No	Extent	PPB TD/Doc. No.	Income	<input type="checkbox"/>	Jagannath	999	12	1212121212121212	2200000
	Pattadar Name	Survey No	Extent	PPB TD/Doc. No.	Income								
<input type="checkbox"/>	Jagannath	999	12	1212121212121212	2200000								
<p>Document List Note: All Upload Documents are in Pdf Format Only.</p> <p>Application Form * <input type="text" value="a.pdf"/> <input type="button" value="Browse"/> X</p> <p>Ration card / EPIC Card/ AADHAR Card * <input type="text" value="a.pdf"/> <input type="button" value="Browse"/> X</p> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Show Payment"/></p>													

3. Change of Name Application:

About the Service

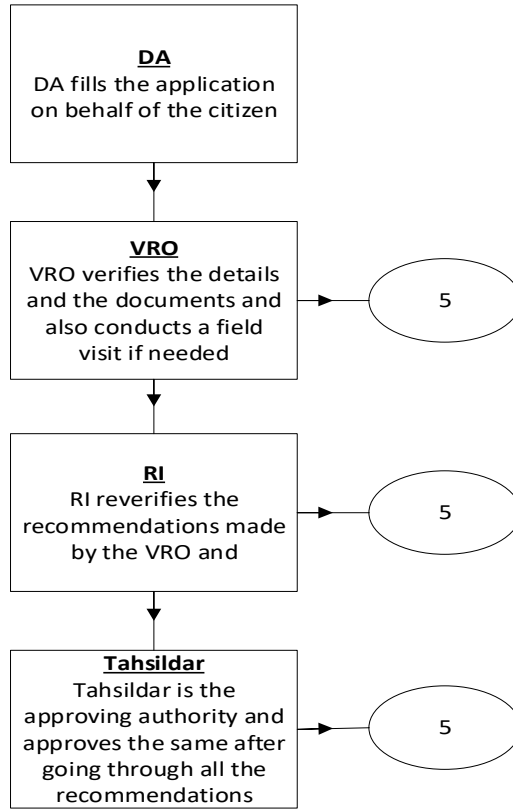
Applicant will apply for the change of his / her name in the official records for his purpose. The due procedure will be taken over until the procedure of issuing Gazette notification for official updations in the records.

Following people apply for this service

- Women changing their surname after marriage.
- ex-service persons
- People who are staying abroad.
- Students whose names are printed wrong in their certificates apply for change of Name certificate.

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. ID Proof/ Address Proof 3. Passport size photograph 4. Citizenship certificate issued by Gazetted officer 5. Affidavit stating exact reason for change of his/her name 6. Certificate from Class 1 to 10th attested by gazetted officer police 7. Certificate stating that he/she has not come to any adverse records during last 5 years

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Change of Name Application

Change of Name Application Form

Basic Details		Application Form	
Type Of Application:* Minor			
Applicant Details			
Applicant Present Sur Name:*	Applicant Proposed Sur Name:*	Applicant Present Name:*	Applicant Proposed Name:*
Pothina	Peesa	Sarika	Peesa Sarika
Father Name:*	Mother Name:*	Police Station Name having jurisdiction:*	Place Of Birth:*
Jagannath	Sharmila	One Town	Vijayawada
Occupation Details			
Mention your Work/Education:*			
5 Years			
Document List			
Note: All Upload Documents are in Pdf Format Only.			
Application Form *		Recent Passport size Photograph (Upload Only JPG/JPEG/PNG/GIF Format)*	
a.pdf <input type="button" value="Browse"/>		<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>	
Citizenship Certificate issued by Gazetted Officer *		Affidavit stating exact reason for change of his/her name *	
<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>		<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>	
Certificates from Class 1 to 10th attested by Gazetted Officer		Police Certificate stating that he/she has not come to any adverse records during last 5 years *	
<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>		<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>	
Others(Aadhar/Ration Card/VoterID etc for Illiterates)			
<input type="button" value="No File chosen"/> <input type="button" value="Browse"/>			
<input type="button" value="Show Payment"/>			

4. Crackers License Application:

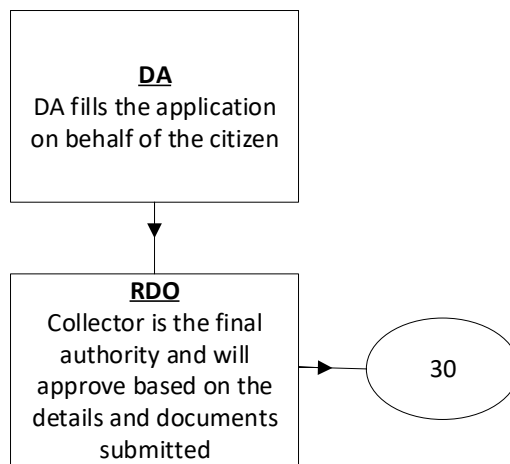
About the service

To sell the Crackers for various purposes, Seller or Dealer had to take the NOC and Approval from Collector. Permanent licenses will be issued for certain period and after period of expiry renewal certificate will be issued.

SLA	30 days
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Proof of Address

- | | |
|--|--|
| | <ol style="list-style-type: none">3. Verification report from police4. NOC from Fire Service Department5. NOC from local body6. Particulars of previous license if any7. Photo |
|--|--|

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / crackerLicenseApplication

CRACKERS LICENSE APPLICANT FORM

Basic Details		Application Form	
Applicant Details			
Service Type: Cracker License For Diwali	Ration Card No: 	Remarks: 	Status : * <input checked="" type="radio"/> Individual <input type="radio"/> Company/Firm
Applicant Qualification: MBA	Applicant Experience : * 5	Characters Used : 0 / 200	
Technical Person Employed : * <input checked="" type="radio"/> Yes <input type="radio"/> No	Qualification : * B.Tech	Experience : * 6	
Service Specific Details			
Door No:* 24-32-23/23	Locality/Land Mark : * One Town Police Station	District:* KRISHNA	Mandal:* AVANIGADDA
Village:* PULIGADDA	Police Station : * 1	Railway Station (Or) steamer Ghal : * Railway Station	Purpose of License : * Diwali Sale Exhibition
Are the Premises attached to a licensed Manufacturer explosive? : * <input checked="" type="radio"/> Yes <input type="radio"/> No As per Legal procedures	Have the premises previously been licensed : * <input checked="" type="radio"/> Yes <input type="radio"/> No Secured measures taken	Has the applicant been convicted of any offence or Ordered to execute any bound under chapter VIII of the code or criminal Procedure 1973 during last 10 years? : * <input checked="" type="radio"/> Yes <input type="radio"/> No Secured measures taken	A)Particulars of other license if any under explosive act, 1884 by applicant during the last 10 years B)Was any license cancelled/not renewal? : * <input checked="" type="radio"/> Yes <input type="radio"/> No Secured measures taken
Details of amendment Proposed /additional Information if any? : * As per legal policy			

Explosive Proposed to be :

	Name of Explosive *	Class *	Division *	Quantity at one Time *	Quantity in one Month *
<input checked="" type="checkbox"/>	Mega Milton	1	2	75	275

Document List
 Note: All Upload Documents are in Pdf Format Only.

Application Form *

Identity Proof*

Address Proof *

Verification Report from Police *

No Objection from Fire Service Department *

No Objection from local body *

Particulars of Previous license if any *

Photo(Upload Only JPG/JPEG/PNG/GIF Format) *

5. E-Passbook Application:

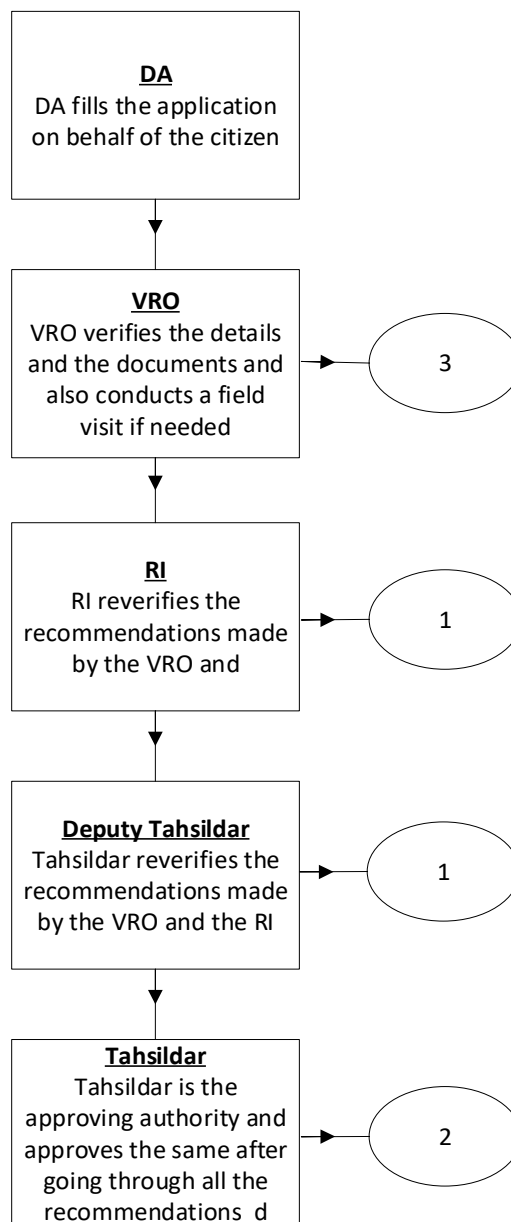
About the service

This Service facilitates the citizen to apply for Replacement of Pattadar Passbook. In Mutilated cases.

SLA	7
Documents Checklist	<p>Duplicate:</p> <ol style="list-style-type: none"> 1. Application Form 2. Passbook copies 3. If lost FIR copy 4. Passport photo of applicant 5. Signature of applicant 6. Address proof and ID proof <p>Replacement of Passbook:</p> <ol style="list-style-type: none"> 1. Application Form

- | | |
|--|---|
| | <ol style="list-style-type: none"> 2. Passbook copies 3. Manual Passbook copy 4. Passport photo of applicant 5. Signature of applicant 6. Address proof and ID proof |
|--|---|

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / E-Passbook

E-Passbook Application Form

Basic Details	Application Form
---------------	------------------

Applicant Details

Ration Card No: Remarks:

Characters Used : 0 / 200

REPLACEMENT/DUPLICATE PATTADHAR PASS BOOK APPLICATION FORM

Please Select Service Type:* District:* Mandal:* Village:*

Khata Number:* Pattadar Name:* Father Name:*

Details

SerialNo	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason
1	మండలి వసుందరాదేవీ	దనకోశుశ్వరరావు	3	63-1	మొట్ట	5.22	544	పట్టాదారు
2	మండలి వసుందరాదేవీ	దనకోశుశ్వరరావు	3	76-17A	మొట్ట	1.12	0	పట్టాదారు
3	మండలి వసుందరాదేవీ	దనకోశుశ్వరరావు	3	76-18	మొట్ట	0.8	160	పట్టాదారు

Pattadhar Details

Caste: * Caste Name: * Division Name:* Old PPB Number:

Registration Number: Registration Date: Reasons for Replacement/Duplicate Pattadhar Pass book:*

Document List

Note: 1. Total size of all Upload Documents should not exceed 3MB.

Application Form* (Upload PDF format only)

Registered document (copies) if any * (Upload PDF format only)

Recent passport size photo * (Upload JPG format only)

Signature* (Upload JPG format only)

Scanned Copy FIR * (Upload PDF format only)

NOC certificate from the bank in the respective jurisdiction* (Upload PDF format only)

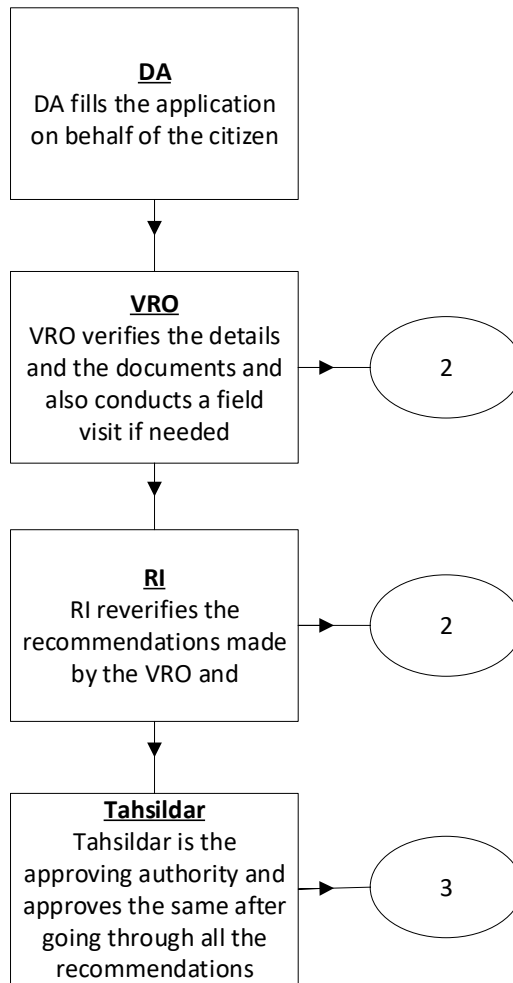
6. Extract of House Site / D-Form Patta Application:

About the service

The Extract of House site patta enables the citizen to get the certified copy /duplicate copy of House Site Patta which has been already assigned to citizen.

SLA	7
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Proof of Address

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

7. Extract of NOC under Explosive / Petroleum Act:

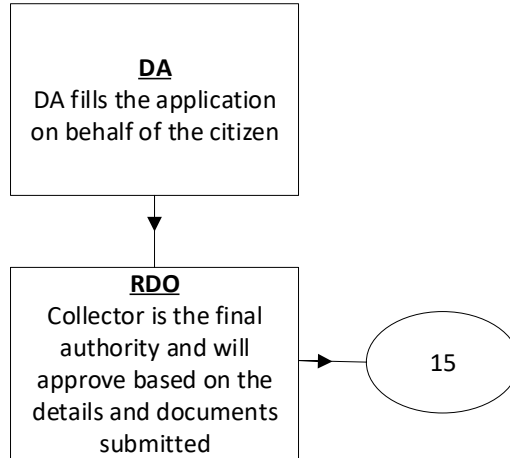
About the service

This service is used to issue previously issued certificates

1. For Storage of crushing, blasting material, magazine permission
2. For potassium, sodium, potassium permanganates, firecrackers etc.,

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. Previously issued copy

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

The screenshot shows a web application interface for 'Extract of NOC under Petroleum Act/Explosive Act'. The breadcrumb trail at the top reads: 'GSWS / Application Submission / Revenue Department / Extract of NOC under Petroleum Act/Explosive Act'. The form is divided into two tabs: 'Basic Details' and 'Application Form', with the latter being the active tab. The 'Application Form' section contains several input fields: 'Ration Card No.' (empty), 'Remarks' (empty with a character count of 0/200), 'Service Type*' (dropdown menu set to 'NOCPetroleumAct'), 'Survey Number*' (12), 'Extent*' (23), 'Land Units*' (dropdown menu set to 'Acres'), 'Sub Division Number*' (43), 'File No/Reference No.*' (122333), 'Date of File/Reference: *' (02/11/2021), and 'Purpose For Extract Of NOC*' (As per the ACT Protocol). Below this is a 'Document List' section with a note: 'Note: All Upload Documents are in Pdf Format Only.' It features two file upload fields, both containing 'a.pdf' and a 'Browse' button. A green 'Show Payment' button is located at the bottom right of the form.

8. Family Member Certificate:

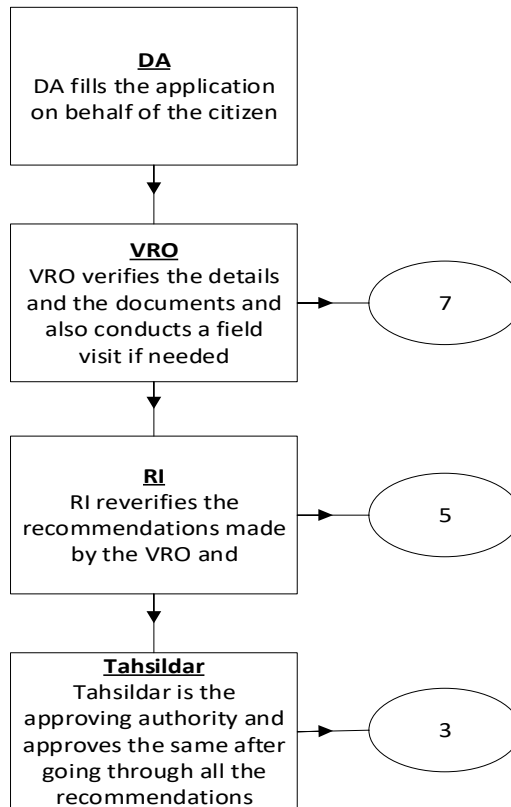
About the service

This certificate is used to provide the family members information, where the head of the family is deceased, and the rest of the family belongs to the deceased person

Used for availing the benefits and updations of properties and other details.

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. A notarized affidavit containing Name, Age and Relationship with deceased. 3. Document (Ration Card/Voter Id/Passport/Passbook, Aadhaar etc.) indication the relationship of the applicant with the deceased. Death Certificate/FIR.

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Family Membership Certificate

Family Membership Certificate Application Form

Basic Details	Application Form																				
Ration Card No: <input style="width: 100%;" type="text"/> Remarks: <input style="width: 100%;" type="text"/> Characters Used : 0 / 200																					
<h4>Deceased Details</h4> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Deceased First Name: *</td> <td style="width: 25%; border: none;">Deceased Middle Name:</td> <td style="width: 25%; border: none;">Deceased Last Name: *</td> <td style="width: 25%; border: none;">Father/Husband Name:*</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text" value="Sagar"/></td> <td style="border: none;"><input style="width: 100%;" type="text"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Singh"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Jagannath"/></td> </tr> <tr> <td style="border: none;">Date of Death: *</td> <td style="border: none;">Reason for Death:*</td> <td style="border: none;">Occupation:*</td> <td style="border: none;">AADHAR Enrolment Number: Format(1234/12345/12345)</td> </tr> <tr> <td style="border: none;"><input style="width: 100%;" type="text" value="02/11/2021"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="General Death"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="Central Government Services"/></td> <td style="border: none;"><input style="width: 100%;" type="text" value="31498739566967"/></td> </tr> <tr> <td colspan="4" style="border: none;"> Death Happened Place (Hospital Name / Home):* <input style="width: 100%;" type="text" value="Govt Hospital"/> </td> </tr> </table> <p style="font-size: small; color: red;">* Indicates Mandatory * Please Enter Either Aadhaar Number Or Aadhaar Enrolment Number</p>		Deceased First Name: *	Deceased Middle Name:	Deceased Last Name: *	Father/Husband Name:*	<input style="width: 100%;" type="text" value="Sagar"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="Singh"/>	<input style="width: 100%;" type="text" value="Jagannath"/>	Date of Death: *	Reason for Death:*	Occupation:*	AADHAR Enrolment Number: Format(1234/12345/12345)	<input style="width: 100%;" type="text" value="02/11/2021"/>	<input style="width: 100%;" type="text" value="General Death"/>	<input style="width: 100%;" type="text" value="Central Government Services"/>	<input style="width: 100%;" type="text" value="31498739566967"/>	Death Happened Place (Hospital Name / Home):* <input style="width: 100%;" type="text" value="Govt Hospital"/>			
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	Name of the Family Member	Gender	Age	Relationship with Deceased	Marital Status	Identity Proof	Identity Number														
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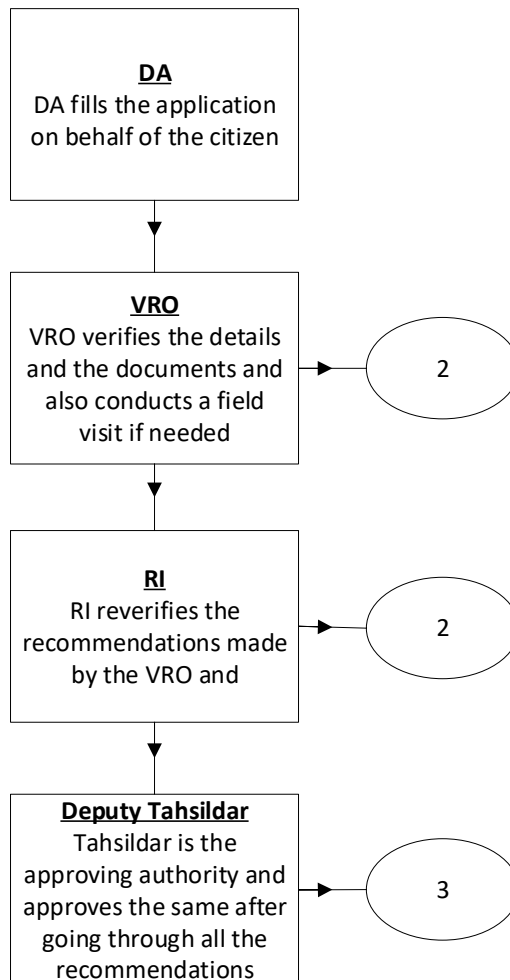
9. Income Certificate:

About the service

To issue certificate on Income for Individual as well as based on Parent income, Income Certificate. Used for availing loans and fee reimbursements

SLA	7
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Copy of IT Returns/Pay Slips (Any other documents) 3. Ration Card/Epic Card/Aadhar Card

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

10. Integrated Certificate:

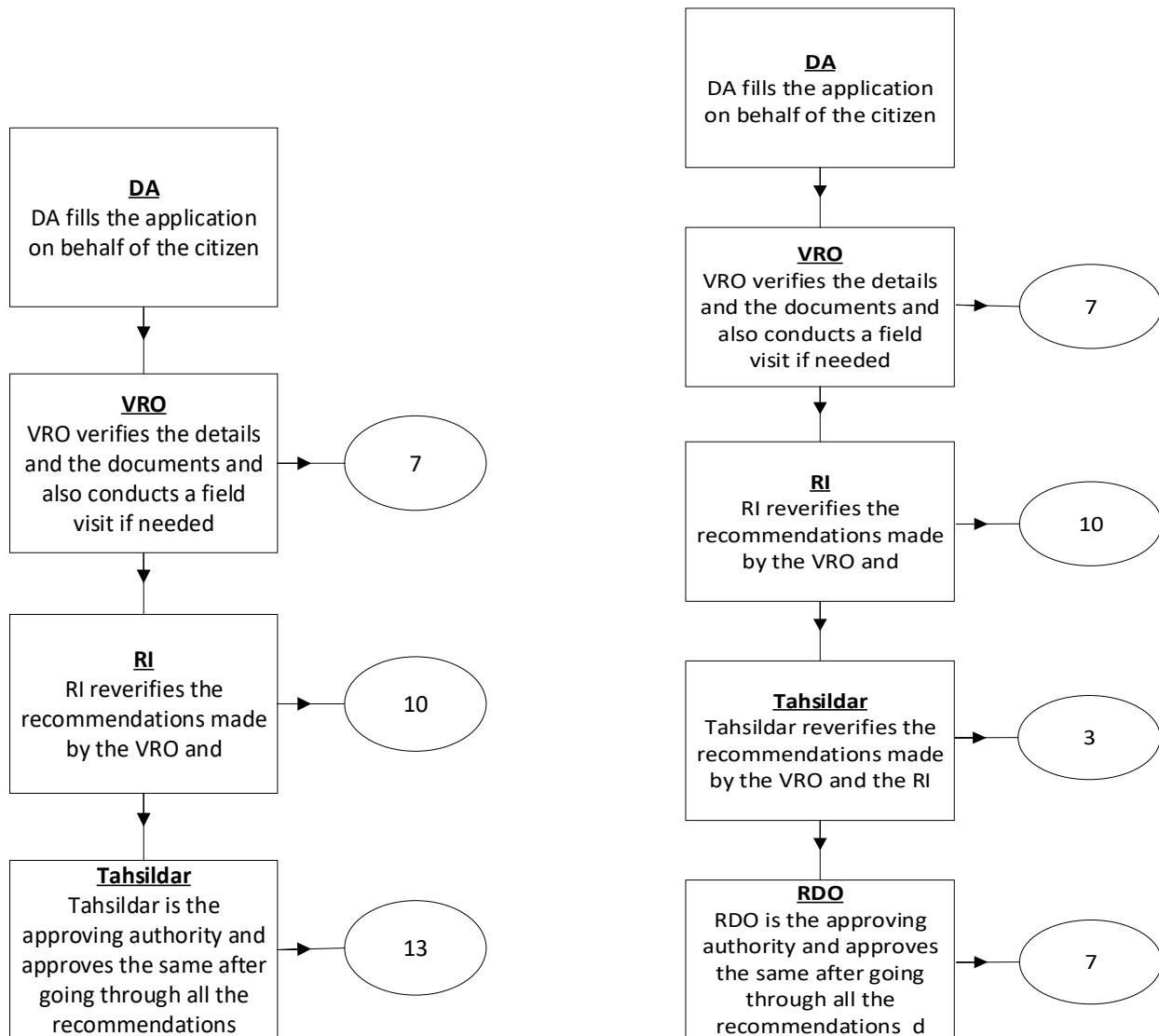
About the Service

To issue integrated certificate, which consists of Community, Nativity and Date of Birth. This certificate mainly used for identification of community of BC, SC, ST. Used for availing scholarships, fee reimbursements and other welfare schemes

SLA	30
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. SSC marks memo or Transfer Certificate or DOB extract from

	<ol style="list-style-type: none"> 3. Municipality/Gram Panchayat 4. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members) <p>Sub Collector/RDO</p> <ol style="list-style-type: none"> 1. Application form 2. SSC marks memo or Transfer Certificate or DOB extract from Municipality/Gram Panchayat 3. Previously issued Caste Certificate (Either applicant/his/her parents/his/her family members)
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Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Integrated Certificate

Integrated Certificate Application Form

Basic Details	Application Form						
Ration Card No: <input style="width: 100%;" type="text"/>	Remarks: <input style="width: 100%;" type="text"/>						
Characters Used : 0 / 200							
<p>Caste Certificate</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"> Issued Caste Certificate In Past* <input style="width: 100%;" type="text" value="Yes"/> </td> <td style="width: 25%; border: none;"> Caste Claimed* <input style="width: 100%;" type="text" value="Agnikulakshatriya"/> </td> <td style="width: 25%; border: none;"> Education Certificate Contains Caste* <input style="width: 100%;" type="text" value="Yes"/> </td> <td style="width: 25%; border: none;"> Purpose of Caste Certificate* <input style="width: 100%;" type="text" value="Army Recruitment"/> </td> </tr> </table>		Issued Caste Certificate In Past* <input style="width: 100%;" type="text" value="Yes"/>	Caste Claimed* <input style="width: 100%;" type="text" value="Agnikulakshatriya"/>	Education Certificate Contains Caste* <input style="width: 100%;" type="text" value="Yes"/>	Purpose of Caste Certificate* <input style="width: 100%;" type="text" value="Army Recruitment"/>		
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<p>Document List Note: All Upload Documents are in Pdf Format Only.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Application Form * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="width: 50%; border: none;"> Caste Certificate issued to the family members * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> <tr> <td style="border: none;"> SSC marks memo or DOB extract or Transfer Certificate * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="border: none;"> 1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> <tr> <td style="border: none;"> Ration card/EPIC card/AADHAR card * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/> </td> <td style="border: none;"> Schedule I to IV <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/> </td> </tr> </table>		Application Form * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Caste Certificate issued to the family members * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	SSC marks memo or DOB extract or Transfer Certificate * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	1 to 10th Study Certificate or DOB certificate issued by Municipality/Gram Panchayath * <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Ration card/EPIC card/AADHAR card * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Schedule I to IV <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>
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Ration card/EPIC card/AADHAR card * <input style="width: 100%;" type="text" value="No File Chosen"/> <input type="button" value="Browse"/>	Schedule I to IV <input style="width: 100%;" type="text" value="No File chosen"/> <input type="button" value="Browse"/>						
<input style="background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="Show Payment"/>							

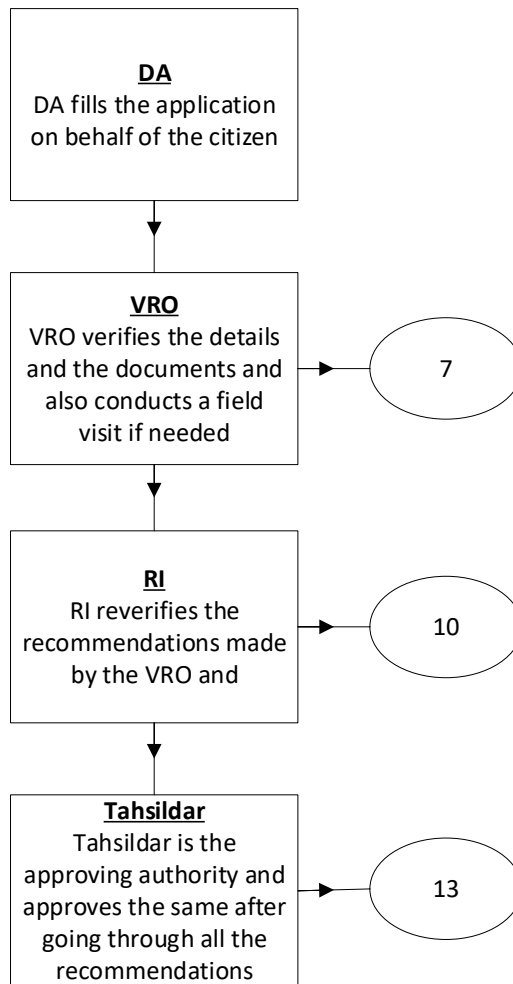
11. Issuance of Income & Asset Certificate for Economically Weaker Sections (EWS) Request Form

About the Service

To Economically Weaker Section certificate will be issued to OCs for availing reservation at Central level. This certificate is valid up to one financial year.

SLA	30
Documents Checklist	1. Application form b. Id proof c. salary statements, IT returns copy d. Affidavit copy e. passport photo

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issuance of Income & Asset Certificate

ISSUANCE OF INCOME & ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS(EWS) REQUEST FORM

Basic Details	Application Form
Ration Card No: <input style="width: 100%;" type="text"/>	Subcaste: * <input style="width: 100%;" type="text"/>
<p>Income Certificate Details</p> Gross Annual Income includes Salary, Agriculture, Business, Profession etc., for the financial year prior to the year of application (Applicant/His/Her Family): * <input style="width: 100%;" type="text"/>	
<p>Assets Information(Applicant/His/Her/Family)</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> 5 Acres of agriculture land and above : * <input type="radio"/> Yes <input type="radio"/> No </div> <div style="width: 48%;"> Residential flat of 1000 sq.ft. and above : * <input type="radio"/> Yes <input type="radio"/> No </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> Residential plot of 100 sqyards and above in notified municipalities : * <input type="radio"/> Yes <input type="radio"/> No </div> <div style="width: 48%;"> Residential plot of 200 sqyards and above in areas other than notified municipalities : * <input type="radio"/> Yes <input type="radio"/> No </div> </div>	
<p>Note</p> <input type="checkbox"/> The term "Family" for this purpose will include the person who seeks benefit of Reservation, His/Her parents and siblings below the age of 18 years as also His/Her spouse and children below the age of 18 years.*	
<p>Document List Note: All Upload Documents are in Pdf Format Only.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Application Form * <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No File chosen"/> Browse </div> <div style="width: 48%;"> Ration card/EPIC card/AADHAR card * <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No File chosen"/> Browse </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 48%;"> Copy of IT Returns/Pay slips (Any Other documents): <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No File chosen"/> Browse </div> <div style="width: 48%;"> Affidavit: <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No File chosen"/> Browse </div> </div> <div style="margin-top: 5px;"> Photo (Upload Only JPG/JPEG/PNG/GIF Format):* <input style="width: 100%; border: 1px solid #ccc;" type="text" value="No File chosen"/> Browse </div>	
<p>Declaration</p> <input type="checkbox"/> I here by declare that the above mentioned information furnished to the best of my knowledge. If information and declaration is found false, I am liable for prosecution.* <input type="checkbox"/> I don't belong to SC,ST and OBC Caste.*	
Show Payment	

12. Issuance of Small and Marginal Farmers Certificate:

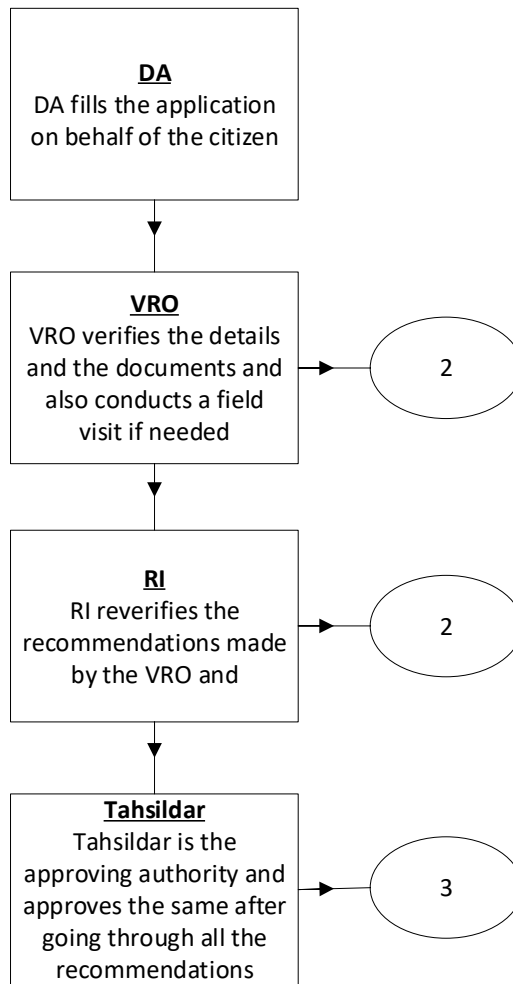
About the Service

For input subsidy, for crop insurance and for bank loan purpose.

SLA	7
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Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. Address Proof / ID Proof 3. Adangal or ROR 1B 4. Self-Declaration
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Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issuance Of Small And Marginal Farmers Certificate

Issuance Of Small And Marginal Farmers Certificate

Basic Details	Application Form														
<p>Ration Card No: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p style="font-size: x-small; color: red;">Characters Used : 0 / 200</p>															
<hr/>															
Informant Details															
<p>Informant Name* <input type="text" value="Sagar"/></p>	<p>Relation with Farmer* <input type="text" value="Others"/></p>														
<hr/>															
Land Details															
<p>District* <input type="text" value="KRISHNA"/></p>	<p>Mandal* <input type="text" value="AVANIGADDA"/></p>														
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e0e0e0;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Village*</th> <th style="width: 20%;">18 Khata No.*</th> <th style="width: 15%;">Survey No.*</th> <th style="width: 15%;">Land Type (Dry/Wet)*</th> <th style="width: 15%;">Extent Of Land*</th> <th style="width: 15%;">Land Units*</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td><input type="text" value="PULIGADDA"/></td> <td><input type="text" value="9876543234"/></td> <td><input type="text" value="34567"/></td> <td><input type="text" value="Wet"/></td> <td><input type="text" value="23"/></td> <td><input type="text" value="Acres"/></td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </p>			Village*	18 Khata No.*	Survey No.*	Land Type (Dry/Wet)*	Extent Of Land*	Land Units*	<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="9876543234"/>	<input type="text" value="34567"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>
	Village*	18 Khata No.*	Survey No.*	Land Type (Dry/Wet)*	Extent Of Land*	Land Units*									
<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="9876543234"/>	<input type="text" value="34567"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>									
<hr/>															
Document List															
<p>Note: All Upload Documents are in Pdf Format Only.</p>															
<p>Application Form* <input type="text" value="No File choosen"/> <input type="button" value="Browse"/></p>	<p>Scanned Copy of Pattadar Passbook/Title Deed/18 Extract/Register sale deeds of the Lands* <input type="text" value="No File choosen"/> <input type="button" value="Browse"/></p>														
<p>Self declaration by the Farmer for the lands owned by him/her* <input type="text" value="No File choosen"/> <input type="button" value="Browse"/></p>															
<input type="button" value="Show Payment"/>															

13. Issuance of NOC for Storing of Petroleum Products:

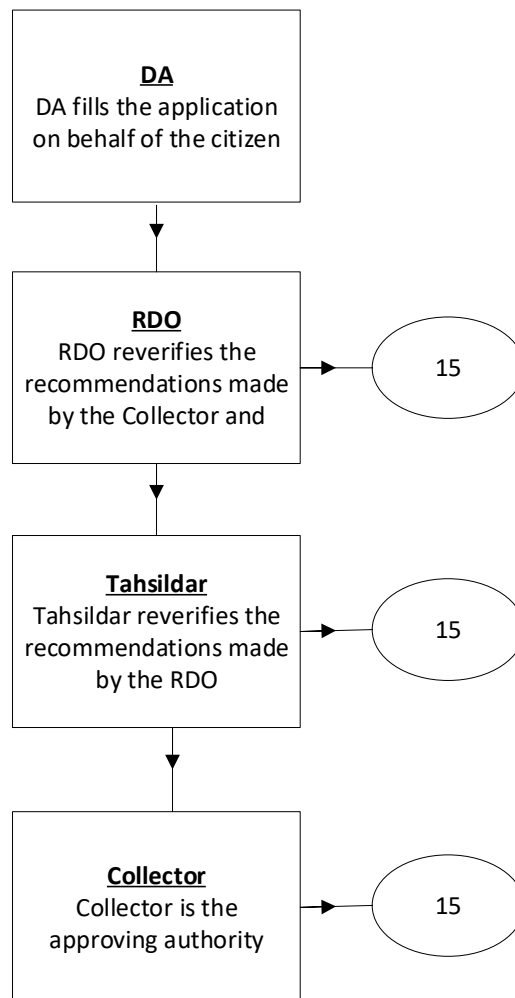
About the Service

The citizen can avail this service to get the No Objection Certificate for Storing of Petroleum Products.

SLA	45
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Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Site plan 3. Copy of passbook/Sale deed 4. Lease agreement 5. Letter of intent by the oil company 6. Extract of pahani/adangal 7. Address proof /ID Proof
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Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issue of NOC For Storing of Petroleum Products

Issue of NOC For Storing of Petroleum Products

Basic Details		Application Form	
Situation of the permises where petroleum is to be stored			
District: *	Mandal: *	Village: *	Pin Code: *
<input type="text" value="KRISHNA"/>	<input type="text" value="AVANIGADDA"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="521121"/>
Police Station Name having jurisdiction:*	Nearest Railway Station:*	Survey Number:*	Licence Number:*
<input type="text" value="Agiripalli"/>	<input type="text" value="Repalle"/>	<input type="text" value="5432345676"/>	<input type="text" value="987654323456787"/>
Type Of Licence:*	Number of licence held for the permises and the Full name of the holder of the licence:*		
<input type="text" value="New NOC"/>	<input type="text"/>		
Characters Used : 0 / 200			
Quantity(in litres) of Petroleum to be imported and stored*			
	In Bulk	Not In Bulk	Total
Class A	<input type="text" value="12"/>	<input type="text" value="2"/>	<input type="text" value="14"/>
Class B	<input type="text" value="23"/>	<input type="text" value="1"/>	<input type="text" value="24"/>
Class C	<input type="text" value="1"/>	<input type="text" value="23"/>	<input type="text" value="24"/>
Total of classes of Petroleum:			<input type="text" value="62"/> litres

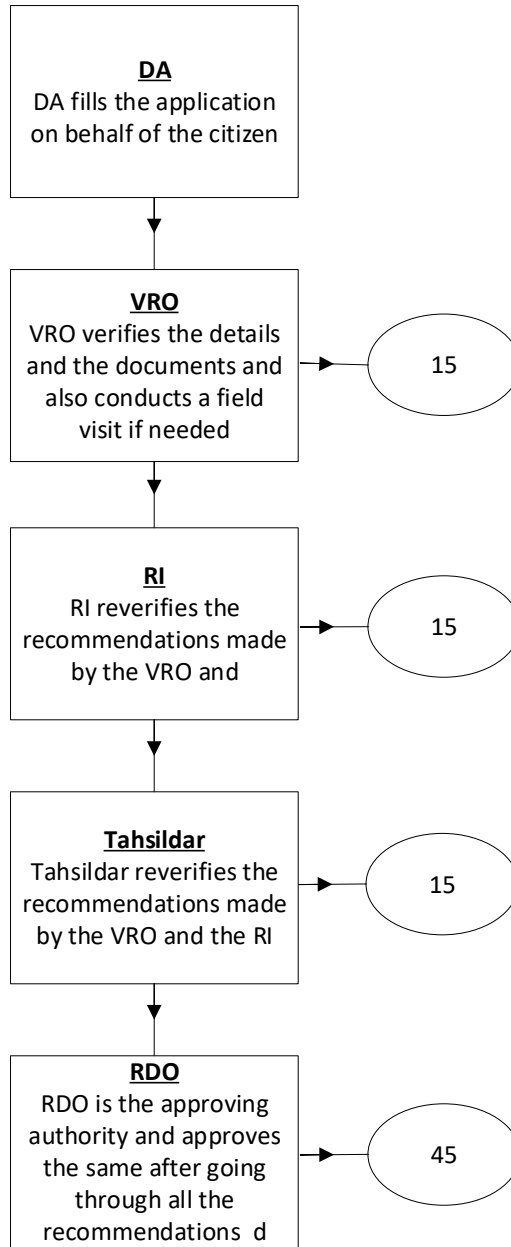
14.Issuance of Occupancy Rights Certificates for Inam Lands.

About the Service

Citizen can avail this service to obtain the rights on INAM Lands

SLA	90
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Identity form 3. 1954-1955 Khasra pahani, 73-74 latest pahani copies 4. Family tree / relationship with inamdhar

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Issue of Occupancy Rights Certificates for Inam Lands

Issue of Occupancy Rights Certificates for Inam Lands

Basic Details	Application Form														
<p>Applicant Details</p> <p>Ration Card No: <input type="text"/></p> <p>Remarks: <input type="text"/></p> <p>Relationship with Inamdar*: <input type="text" value="Father"/></p> <p>Whether Applicant is an Inamdar*: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Characters Used : 0 / 200</p> <p>The amount of Land Revenue, Judi or quit rent paid to the Government in respect of the inam lands*: <input type="text" value="76543"/></p> <p>The nature of his/her interests in the Inam land along with the detailed particulars in respect of claims*: <input type="text" value="Mining"/></p>															
<p>Service Specific Details</p> <p>District*: <input type="text" value="KRISHNA"/></p> <p>Mandal*: <input type="text" value="AVANIGADDA"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th></th> <th>Village*</th> <th>Survey No</th> <th>Land Type</th> <th>Extent of Land</th> <th>Land Units</th> <th>Nature of Inam</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="text" value="PULIGADDA"/></td> <td><input type="text" value="8765432"/></td> <td><input type="text" value="Wet"/></td> <td><input type="text" value="23"/></td> <td><input type="text" value="Acres"/></td> <td><input type="text" value="Mining"/></td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </p>			Village*	Survey No	Land Type	Extent of Land	Land Units	Nature of Inam	<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="8765432"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>	<input type="text" value="Mining"/>
	Village*	Survey No	Land Type	Extent of Land	Land Units	Nature of Inam									
<input type="checkbox"/>	<input type="text" value="PULIGADDA"/>	<input type="text" value="8765432"/>	<input type="text" value="Wet"/>	<input type="text" value="23"/>	<input type="text" value="Acres"/>	<input type="text" value="Mining"/>									
<p>Document List</p> <p>Note: All Upload Documents are in Pdf Format Only.</p> <p>Application Form * <input type="text" value="1954-1955 kasara pahani, 73-74 latest pahani copies *"/></p> <p><input type="text" value="No File choosen"/> <input type="button" value="Browse"/> <input type="text" value="No File choosen"/> <input type="button" value="Browse"/></p> <p>Family Tree / Relationship with Inamdhari * <input type="text" value="No File choosen"/> <input type="button" value="Browse"/></p> <p style="text-align: right;"><input type="button" value="Show Payment"/></p>															

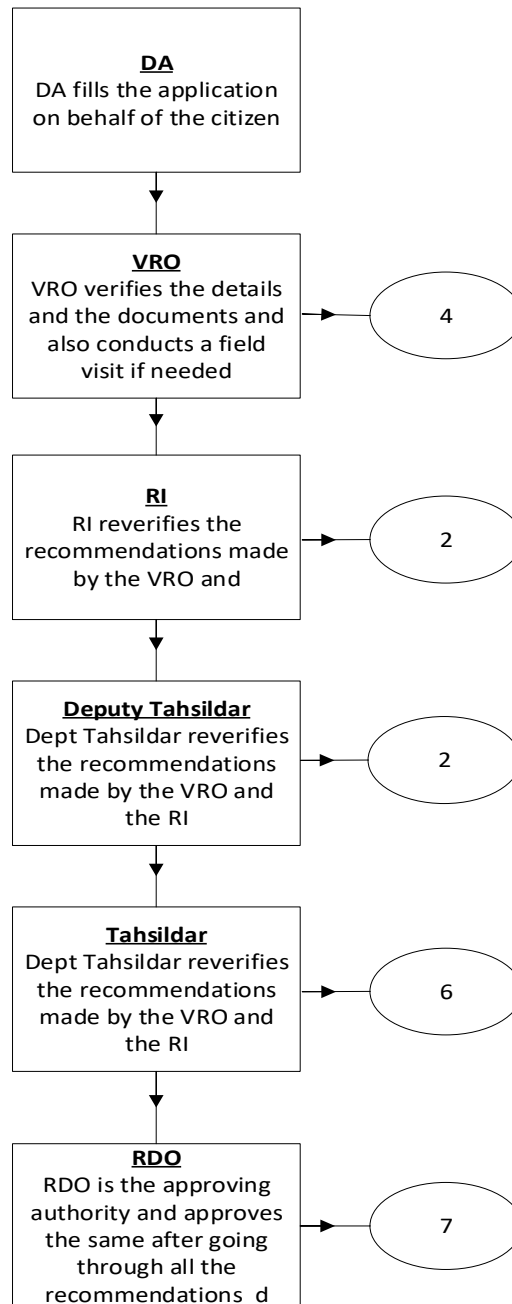
15. Land Conversion (NEW)

About the Service

This service facilitates the citizen to apply for conversion his/her existing Agricultural land to Non-agricultural land/commercial Purposes.

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. Adangal or ROR 1B 3. Proof of Identity or Proof of Address 4. Challan Copy

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / LAND CONVERSION (NEW)

Land Conversion(New) GO MS No 98

Basic Details	Application Form																								
<p>LAND CONVERSION (NEW)-GOMS NO98 APPLICATION FORM Service Types* :</p> <p> <input type="radio"/> For establishing Industry <input checked="" type="radio"/> For Other Purpose(Non Industrial) </p>																									
<p>Applicant Details</p> <p>Ration Card No: <input style="width: 150px;" type="text"/> Remarks: <input style="width: 150px;" type="text"/></p> <p style="font-size: x-small; color: red;">Characters Used : 0 / 200</p>																									
<p>Document Details</p> <table style="width: 100%; font-size: small;"> <tr> <td>Land Located District:* <input style="width: 150px;" type="text" value="కృష్ణా"/></td> <td>Land Located Mandal:* <input style="width: 150px;" type="text" value="అవనిగఢ్"/></td> <td>Land Located Village:* <input style="width: 150px;" type="text" value="పులిగఢ్"/></td> <td>Challan Amount:* <input style="width: 150px;" type="text" value="234567"/></td> </tr> <tr> <td>Challan No. :* <input style="width: 150px;" type="text" value="4355467897"/></td> <td>Challan Date: * <input style="width: 100px;" type="text" value="02/11/2021"/></td> <td>Challan Details (Amount paid in Treasury/Bank):* <input style="width: 150px;" type="text" value="34567"/></td> <td>Purpose for the Conversion:* <input style="width: 150px;" type="text" value="Commercial"/></td> </tr> </table>		Land Located District:* <input style="width: 150px;" type="text" value="కృష్ణా"/>	Land Located Mandal:* <input style="width: 150px;" type="text" value="అవనిగఢ్"/>	Land Located Village:* <input style="width: 150px;" type="text" value="పులిగఢ్"/>	Challan Amount:* <input style="width: 150px;" type="text" value="234567"/>	Challan No. :* <input style="width: 150px;" type="text" value="4355467897"/>	Challan Date: * <input style="width: 100px;" type="text" value="02/11/2021"/>	Challan Details (Amount paid in Treasury/Bank):* <input style="width: 150px;" type="text" value="34567"/>	Purpose for the Conversion:* <input style="width: 150px;" type="text" value="Commercial"/>																
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<p>Details</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th></th> <th>Survey No/Sub Division *</th> <th>Khatha No *</th> <th>Extent *</th> <th>Land Nature *</th> <th>Land Classification *</th> <th>Total Extent *</th> <th>Area (In Units) *</th> <th>Extent for Conversion (Area in Units) *</th> <th>Area (In Units) *</th> <th>Doc.No/year *</th> <th>Pattadhar Name *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td>3-10</td> <td>30</td> <td>0.0000</td> <td>పట్టణ</td> <td>మెట్ట</td> <td>1.12</td> <td>acr</td> <td>7</td> <td>acr</td> <td>11</td> <td>తలగడ</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="+ Add New Row"/> <input type="button" value="Delete Row"/> </p>			Survey No/Sub Division *	Khatha No *	Extent *	Land Nature *	Land Classification *	Total Extent *	Area (In Units) *	Extent for Conversion (Area in Units) *	Area (In Units) *	Doc.No/year *	Pattadhar Name *	<input type="checkbox"/>	3-10	30	0.0000	పట్టణ	మెట్ట	1.12	acr	7	acr	11	తలగడ
	Survey No/Sub Division *	Khatha No *	Extent *	Land Nature *	Land Classification *	Total Extent *	Area (In Units) *	Extent for Conversion (Area in Units) *	Area (In Units) *	Doc.No/year *	Pattadhar Name *														
<input type="checkbox"/>	3-10	30	0.0000	పట్టణ	మెట్ట	1.12	acr	7	acr	11	తలగడ														

16.Late registration of Birth and Death

About the Service

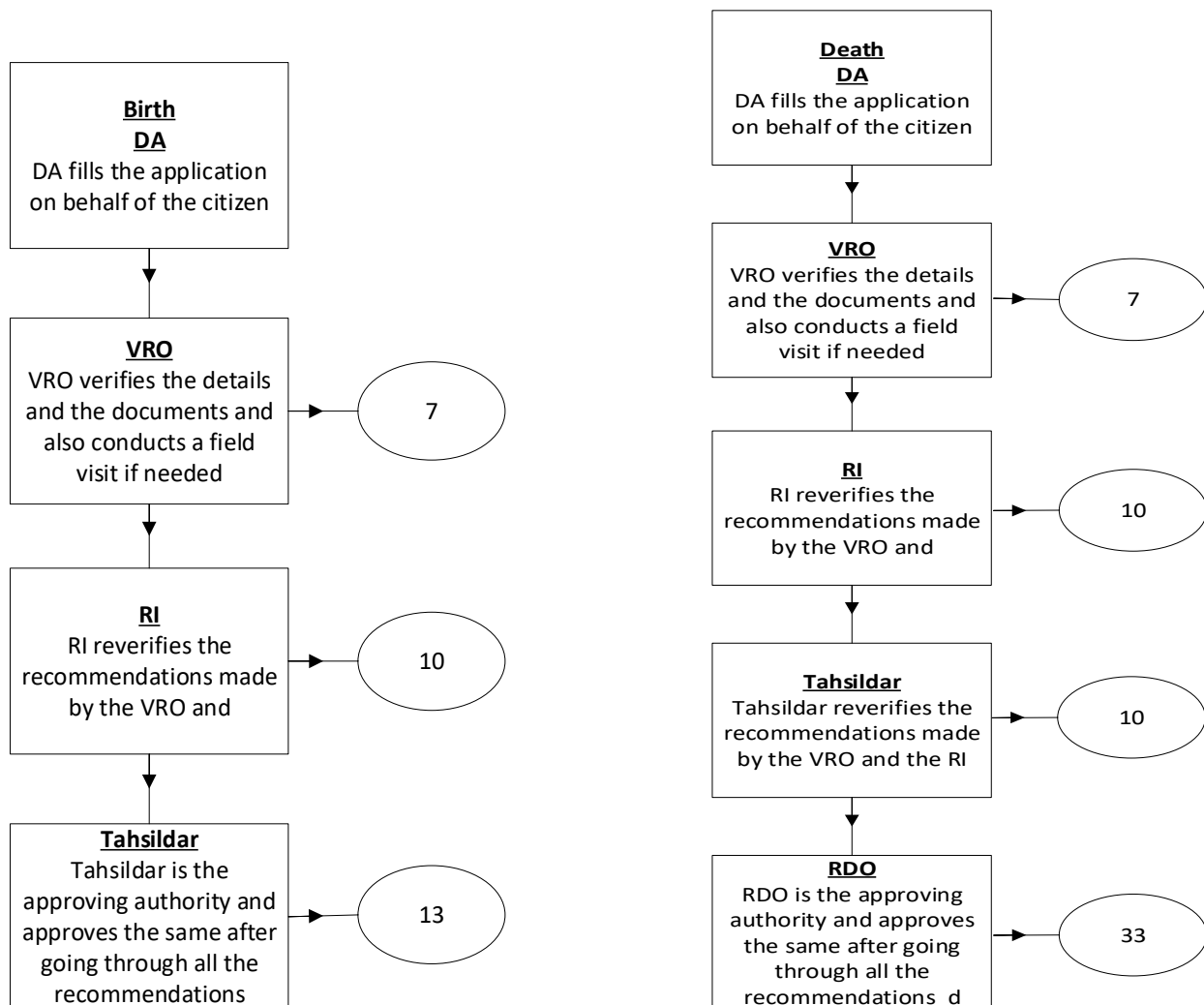
Late Registration of Birth request can be applied by the citizen through the GSWS to register the birth even after one year. For those who did not have the Birth Certificates, above 1 year, then the citizen will apply for the Late registration of Birth. Revenue Divisional Officer proceedings will be considered for issue of Late Birth certificate from Municipality or from Panchayat

For those who did not have the recorded their family member Death, above 1 year, then the citizen will apply for the Late registration of Death.

Revenue Divisional Officer proceedings will be considered for issue of Late Death certificate from Municipality or from Panchayat

SLA	60
Documents Checklist	<p>Birth: a. Application form b. Non availability certificate issued by the GP or Municipal Commissioner c. Ration card copy d. SSC Marks memo (Date of Birth Proof Document) e. Self-Affidavit</p> <p>Death: · Application form · Non availability certificate issued by the GP or Municipal Commissioner · Ration card copy · SSC Marks memo (Date of Birth Proof Document) · Self-Affidavit</p>

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Late Registration of Birth/Death Certificate

Late Registration Of Death/Birth Certificate Application Form

Basic Details	Application Form
Service Type:* <input type="text" value="Birth Certificate"/>	Ration Card Number: <input type="text"/>
Birth Details	
Child Name:* <input type="text" value="Jagannath"/>	Child Date Of Birth:* <input type="text" value="03/11/2021"/>
No. Of Delivery:* <input type="text" value="1"/>	Age of Mother: *At the time of delivery <input type="text" value="27"/>
Place Of Birth:* <input type="text" value="General Hospital"/>	
Service Specific Details(Please specify the details of Birth/Death happened)	
Door No.:* <input type="text" value="12-23-23/2"/>	Address: *Actual birth/death happened <input type="text" value="General Hospital"/>
District:* <input type="text" value="KRISHNA"/>	Mandal/Circle:* <input type="text" value="AVANIGADDA"/>
Gender:* <input type="text" value="MALE"/>	Purpose:* <input type="text" value="Visa Purpose"/>
Mother Name:* <input type="text" value="Sharmila"/>	Father's Name/Husband's Name:* <input type="text" value="Jagannath"/>
Village/Ward:* <input type="text" value="PULIGADDA"/>	Pin Code:* <input type="text" value="521121"/>
Birth Upload Documents	
Note: All Upload Documents are in Pdf Format Only.	
Physical Document* <input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	Non availability certificate issued by the GP or Municipal Commissioner* <input type="text" value="No File chosen"/> <input type="button" value="Browse"/>

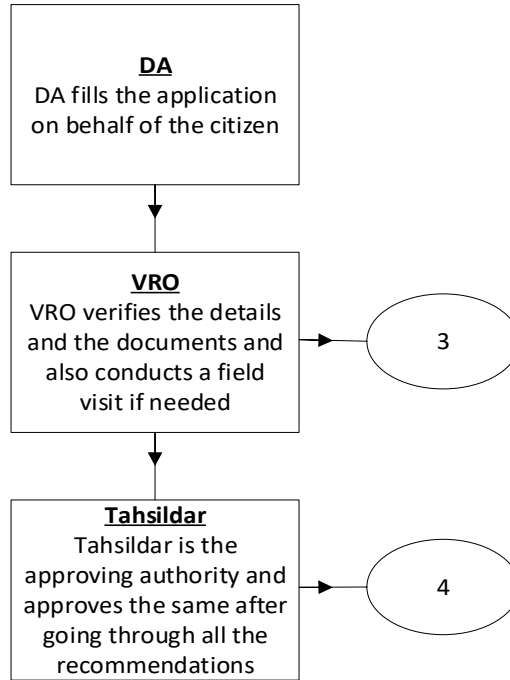
17. Manual Adangal

About the Service

Adangal/Pahani is a very important document issued by Tahsildar, as it contains details of land such as, Landowner's name with Extents and Khatha Number, Total Land under the Pahani, Land revenue Details Resource of Land Cultivation, Nature of procession of land, Survey Number and Hissa Number of Land The way land is acquired by the owner, Government/Public rights on the Land. Liabilities of the Owners on the Land, Classification of the Soil

SLA	7
Documents Checklist	Application Form

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

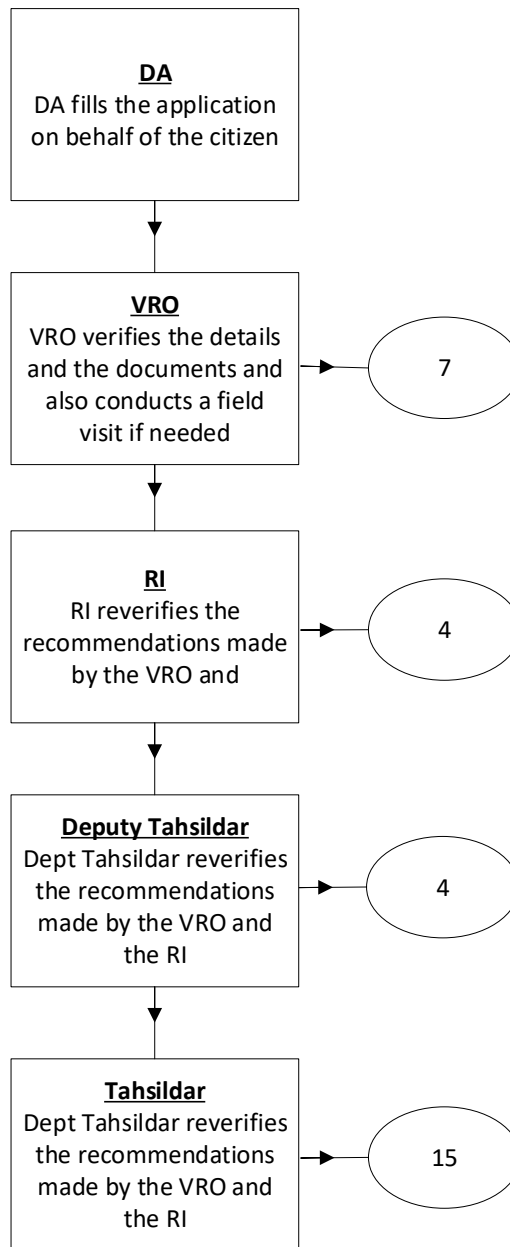
18. Mutation and Title Deed Cum Pattadar Passbook:

About the Service

Mutation is a process through which Owner's name or particulars like liabilities get changed because of various type of transactions (Succession, Gift, Will, and Purchase).

SLA	30
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Registered Documents 3. Aadhar Card /Other id and Address Proof 4. Passport Photograph of the applicant 5. Pattadar Passbook /ROR 1B /Adangal Copies 6. Signature of Applicant

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

Basic Details				Application Form						
Buyer Name: *	Buyer Katha No:	Ration Card No:	Remarks:							
<input type="text" value="Mahesh Reddy"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Characters Used : 0 / 200						
Document Details										
District: *	Mandal: *	Village: *	Division: *							
<input type="text" value="కృష్ణ"/>	<input type="text" value="అవనిగడ్డ"/>	<input type="text" value="పులిగడ్డ"/>	<input type="text" value="గుడివార"/>							
Mutation Category: *	Mutation Sub Category: *									
<input type="text" value="Backlog Mutation"/>	<input type="text" value="Purchase Mutation"/>									
Seller Name *	Seller Address *	Survey Number/Sub Division *	Khata Number *	Name *	Father Name *	Extent Of Area(Acs/Gts) *	Document No *	Doc Date(dd/mm/yyyy) *	Village	
<input type="checkbox"/>	<input type="text" value="Mahesh Redd"/>	<input type="text" value="Puligadda"/>	<input type="text" value="3-10"/>	<input type="text" value="305"/>	<input type="text" value="అలగడదీవి;"/>	<input type="text" value="లక్ష్మయ్య"/>	<input type="text" value="3"/>	<input type="text" value="23"/>	<input type="text" value="03/11/20"/>	<input type="text" value="పులిగడ్డ"/>
				<input type="button" value="+ Add New Row"/>		<input type="button" value="Delete Row"/>				

Document List

Note:1.Total size of all Upload Documents should not exceed 1MB.

Note:2.All Upload Documents are in Pdf Format Only.

Application Form *	Registered Document Copies*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>
Old Pattadar Passbook/Title deed/(Seller PPB/TD)*	Tax Receipts if any*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>
Recent Passport Size photo (Upload Only .jpg/.jpeg format)*	Signature (Upload Only .jpg/.jpeg format)*
<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>	<input type="text" value="No File chosen"/> <input type="button" value="Browse"/>

19.No Earning Certificate

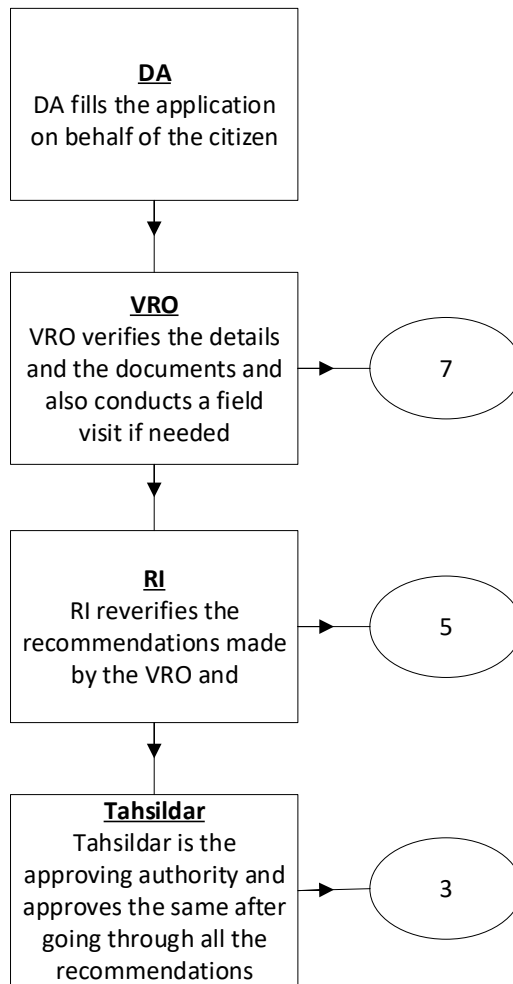
About the Service

This service facilitates the citizen to receive the benefits from the Government due to the uncertainty death of earning member in a family.

Further it is to certify that there are no earning members in the family of the deceased and they have no properties in anywhere.

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. Ration card /EPIC Card/AADHAR Card 3. Death Certificate 4. Copy of Family Member Certificate

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / No-Earning Member Certificate

No-Earning Member Certificate Application Form

Basic Details		Application Form														
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Relationship With Deceased: * <input type="text" value="Brother"/>														
Enter Deceased Details																
Deceased First Name: * <input type="text" value="Sagar"/>	Deceased Middle Name: <input type="text"/>	Deceased Last Name: * <input type="text" value="M"/>	Father/Husband Name: * <input type="text" value="Karthik"/>													
Date of Death: * <input type="text" value="03/11/2021"/>	Reason for Certificate: * <input type="text" value="Compassionate Appointment"/>	Occupation: * <input type="text" value="Retired Employee"/>	Native Village: * <input type="text" value="CHAPURAM2"/>													
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th style="width: 5%;"></th> <th style="width: 25%;">Name of the Family Member *</th> <th style="width: 15%;">Age *</th> <th style="width: 10%;">Gender *</th> <th style="width: 15%;">Occupation *</th> <th style="width: 30%;">Relationship with Deceased *</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;"><input type="checkbox"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="Select"/></td> <td><input type="text" value="Select"/></td> <td><input type="text" value="Select"/></td> </tr> </tbody> </table>						Name of the Family Member *	Age *	Gender *	Occupation *	Relationship with Deceased *	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
	Name of the Family Member *	Age *	Gender *	Occupation *	Relationship with Deceased *											
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>											
+ Add New Row		Delete Row														

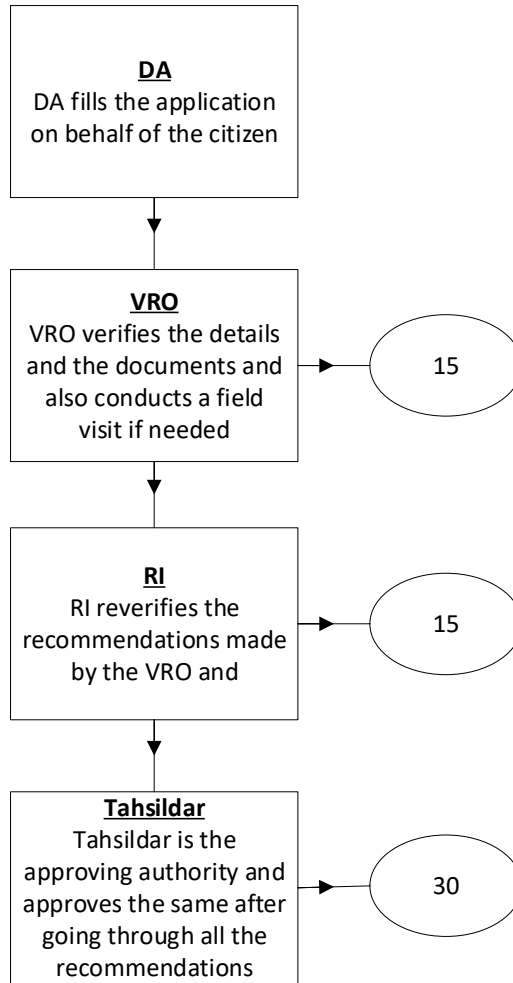
20. No Property Certificate Application Form

About the Service

No Property Certificate issued for Compassionate appointments. If the Citizen does not have any property or sources for his/her livelihood, then to avail the benefits from Dept, this service will be used.

SLA	60
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Address Proof/ID Proof 3. Family member certificate copy 4. Death certificate copy

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / No Property Certificate

No Property Certificate Application Form

Basic Details		Application Form						
Ration Card No:	Remarks:	Relationship with Death Person: *						
<input type="text"/>	<input type="text"/>	Brother						
Characters Used : 0 / 200								
Death Person Details								
Death Person First Name: *	Death Person Middle Name:	Death Person Last Name: *	Father/Husband Name:*					
Sagar	<input type="text"/>	M	Karthik M					
Door No: *	Street Name: *	District:*	Mandal:*					
12-123/2	Vandhula vani street	KRISHNA	AVANIGADDA					
Village:*	Pin Code: *	Date of Death: *	Place Of Death(Hospital Name / Home):*					
PULIGADDA	532401	03/11/2021	Vikas Hospital					
Occupation:*	Cause of death:*	Purpose: *						
Retired Employee	Ill Health	Income Tax						
Location of Death								
State:*	District:*	Mandal:*	Village:*					
Andhra Pradesh	KRISHNA	AVANIGADDA	PULIGADDA					
Family Members of the Death Person								
	Name of the Family Member	Age	Relationship with Death Person	Occupation	Marital Status	Edcational Qualification	Employment	Income Per Month
<input type="checkbox"/>	Suresh	29	Nephew	Employee - Privi	Married	PG	Employment	43566

21.OBC Certificate

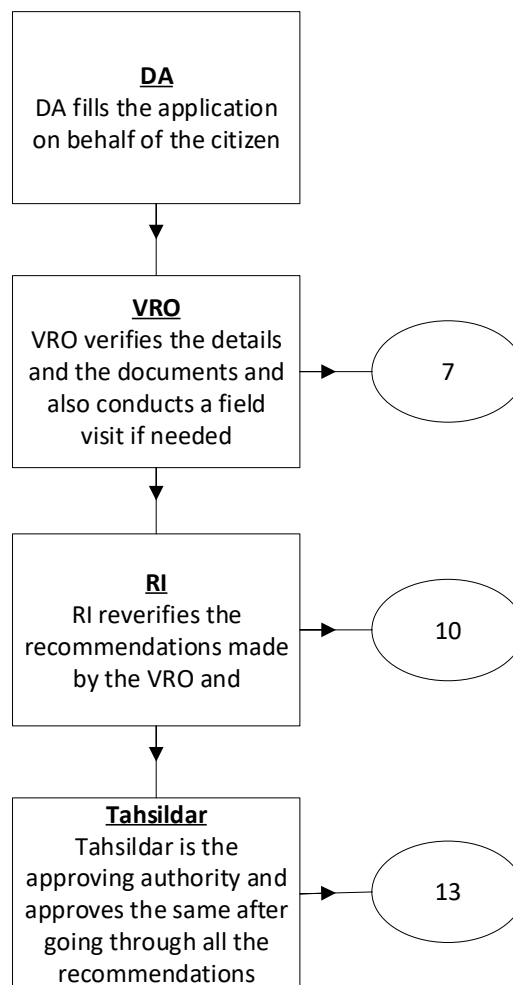
About the Service

This certificate is used for both central and state services, community and creamy layer certificate for Govt. Seats for higher studies and Jobs purpose at state and central level. This certificate is issued for OBC other than OC Community.

Economically Weaker Section certificate will be issued to OCs for availing reservation at Central level. This certificate is valid up to one financial year.

SLA	30
Documents Checklist	<ol style="list-style-type: none"> 1. Application form b) Address Proof / ID Proof 2. Applicant Father/ mother Property Particulars 3. Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / OBC Certificate

OBC Certificate Application Form

Basic Details		Application Form	
Ration Card No:	Remarks:		
<input type="text"/>	<input type="text"/>		
		Characters Used : 0 / 200	
Caste Certificate			
Issued Caste Certificate In Past :*	Caste Claimed :*	Education Certificate Contains Caste :*	Purpose of Caste Certificate:*
<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>	<input type="text" value="CENTRAL GOVERNMENT"/>
Family Income:*			
<input type="text" value="765434"/>			

Document List
 Note: All Upload Documents are in Pdf Format Only.

Application Form *	Ration card /EPIC Card/AADHAR Card
<input type="text" value="No File choosen"/> Browse	<input type="text" value="No File choosen"/> Browse
Applicant Father/Mother property particulars *	Applicant Father/Mother Employment particulars/Income Tax returns (for professionals) *
<input type="text" value="No File choosen"/> Browse	<input type="text" value="No File choosen"/> Browse

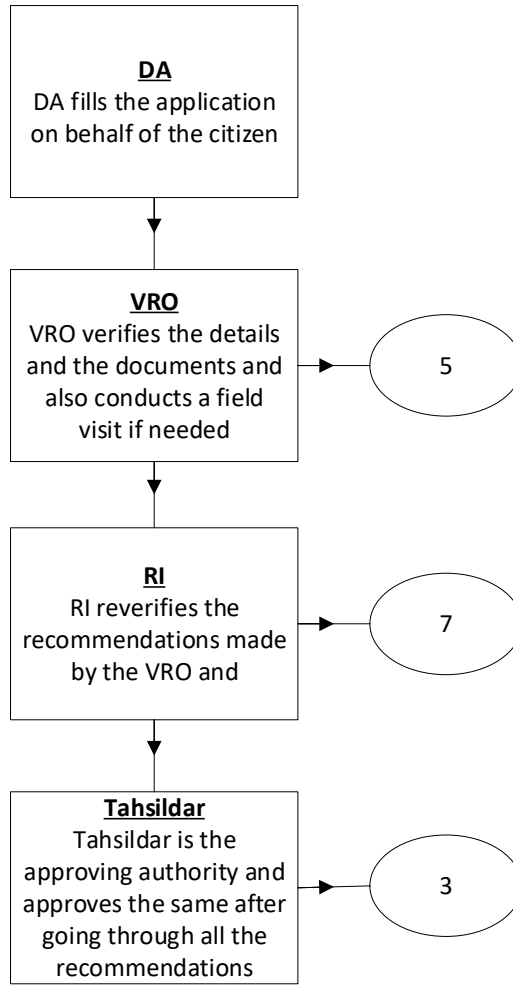
22. Permission of Digging of Borewell for Agricultural Purpose

About the Service

To utilize the water for agriculture purpose. This service can be used.

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Address Proof/ ID Proof 3. Copy of ROR 1B, Adangal, Passbook 4. Small and marginal farmer certificate for concession

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Permission of Digging of Bore Well for Agricultural Purpose

Permission of Digging of Bore Well for Agricultural Purpose

Basic Details	Application Form
<p>Applicant Details</p> <p>Ration Card No: <input style="width: 150px;" type="text"/> Remarks: <input style="width: 150px;" type="text"/></p> <p style="font-size: small; color: red;">Characters Used : 0 / 200</p>	
<p>Land Details Description</p> <p>District:* <input style="width: 150px;" type="text" value="KRISHNA"/> Mandal:* <input style="width: 150px;" type="text" value="AVANIGADDA"/> Village:* <input style="width: 150px;" type="text" value="PULIGADDA"/> Survey Number:* <input style="width: 150px;" type="text" value="3456"/></p> <p>Extent Of Land:* <input style="width: 50px;" type="text" value="34"/> Acers/Ce <input style="width: 50px;" type="text"/> Type Of land:* <input style="width: 100px;" type="text" value="Wet"/> Category Of Farmer:* <input style="width: 100px;" type="text" value="Small Farmer"/></p>	
<p>Other Details</p> <p>Type well to be dug:* <input style="width: 150px;" type="text" value="Bore Well"/> Mode of drawing water:* <input style="width: 150px;" type="text" value="Disel Engine"/> Specification of pump:* <input style="width: 150px;" type="text" value="larger flow"/> Distance from existing functional well:* <input style="width: 100px;" type="text" value="2"/></p> <p>Well Depth(Meters):* <input style="width: 150px;" type="text" value="23"/></p>	

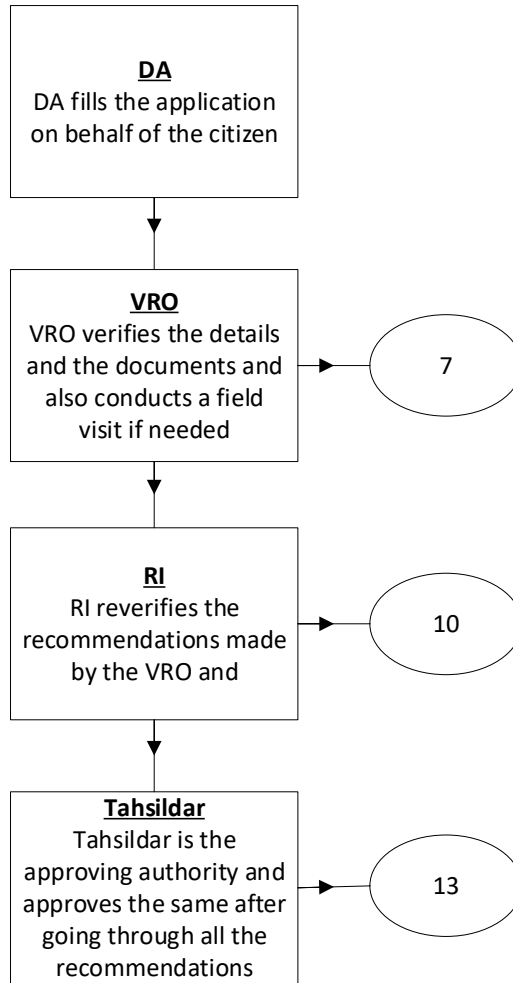
23. Possession Certificate

About the Service

Possession certificate is issued to include the property in the Revenue Records in order to obtain the loan. This certificate is issued by Tahsildar in Rural areas and RDO in urban areas

SLA	30
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form 2. Income Certificate/Ration Card 3. Scanned Passport Size photo

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Possession Certificate

Possession Certificate Application Form

Basic Details		Application Form		
Ration Card No: <input type="text"/>	Remarks: <input type="text"/> <small>Characters Used : 0 / 200</small>	Age: <input type="text" value="23"/>		
Income: * <input type="text" value="8765476"/>	Survey No: * <input type="text" value="12"/>	Extent: * <input type="text" value="3"/> Acres/Cents	Purpose: * <input type="text" value="Ownership"/>	
House Boundaries				
Name of the House / Land holder:				
East: * <input type="text" value="12"/>	West: * <input type="text" value="2"/>	North: * <input type="text" value="2"/>	South: * <input type="text" value="2"/>	

Document List
 Note: All Upload Documents are in Pdf Format Only.

Application Form *

Income Certificate/ Ration card *

24. Printing of Title Deed Cum Passbook:

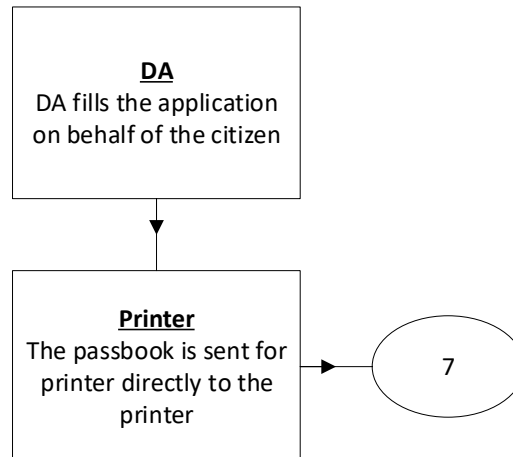
About the Service

If the record is already available, digitally signed and seeded with Aadhaar, if the citizen wants to get the Electronic Passbook this service can be used.

SLA	7
Documents Checklist	1. ROR 1B/ Adangal /Pattadar Passbook

2. Aadhar Copy

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

Meeeva / Application Submission / Revenue Department / Printing Title Deed cum passbook

Printing Of Title Deed cum passbook Application Form

Basic Details	Application Form
<p>Please Select Selection Criteria</p> <p>District:* <input type="text" value="కృష్ణ"/> Mandal:* <input type="text" value="అవనిగడ్డ"/> Village:* <input type="text" value="పులిగడ్డ"/></p> <p>Select Criteria: * <input type="radio"/> Khata Number <input checked="" type="radio"/> Aadhar Number</p> <p>Aadhaar Number: * <input type="text" value="314987395689"/></p> <p><small>Aadhar Number is seeded at webland for requested Khata Number.Please go for Pathadar Authentication</small></p>	

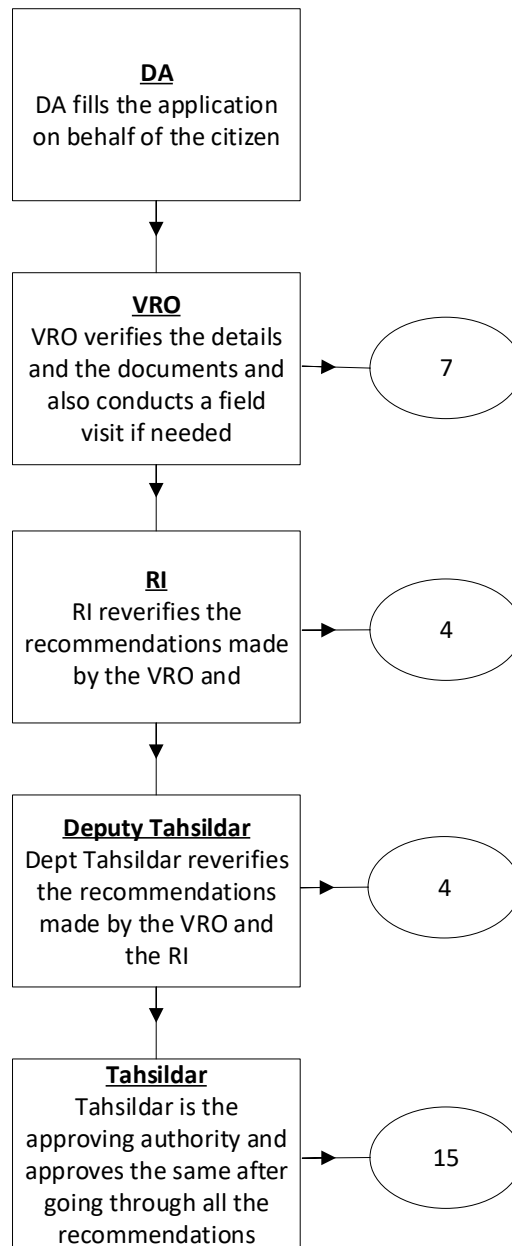
25. Rectification of Entries in Record of Rights:

About the Service

For clerical level corrections in lands records, this service has to be used.

SLA	30
Documents Checklist	<ol style="list-style-type: none"> 1. Application form 2. Aadhar Card/Other id and address proof 3. Pattadar Passbook/ ROR 1B /Adangal copies

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Rectifications Of Entries In Record Of Rights Form

Rectifications Of Entries In Rights Form

Basic Details		Application Form					
Selection Criteria							
District:*	Mandal:*	Village:*	Survey Number:*				
కృష్ణా	అవనిగడ్డ	పులిగడ్డ	3-11				
Correction Type:*	<input checked="" type="checkbox"/> Correction in adangal	<input checked="" type="checkbox"/> Correction in khata number	<input checked="" type="checkbox"/> Correction in survey number				
			Get Details				
Adangal Certificate Details							
Khata Number	Enjoyment Nature	Pattadar Name	Pattadar Father Name	Occupant Name	Occupant Father Name	Occupant Extent	To
305	పట్టాదారు	తలగడదీవి వెంకటేశ్వరరావు	లక్ష్మయ్య	మండలి లక్ష్మణరావు	సుబ్బారావు	0.84	0.84
Document List							
Note: All Upload Documents are in Pdf Format Only.							
Application Form *							
No File choosen			Browse				
			Show Payment				

26. Renewable of cinema license

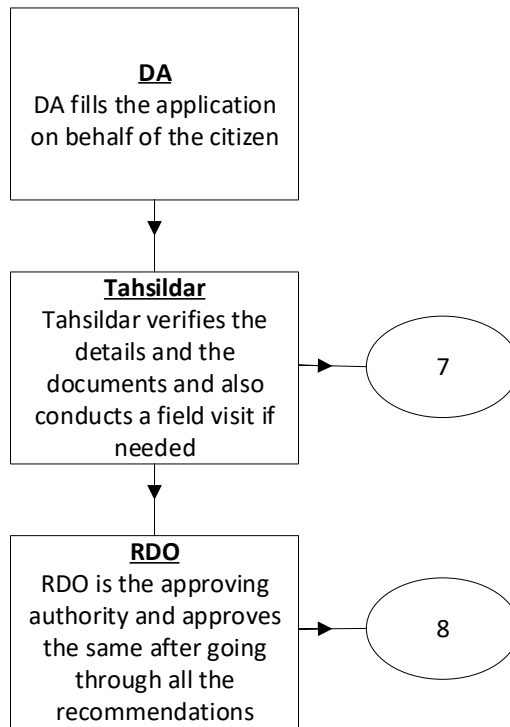
About the Service

This service is used for renewal of Cinema License

SLA	15
Documents Checklist	<ol style="list-style-type: none"> 1. Application from 2. Copy of B-form license certificate

- 3. Certificated issues by dept electrical inspector
- 4. Film division certificate
- 5. Structural certificate issues by EE&RB
- 6. Certificate issues by Divisional Fire officer
- 7. Certificate Issues by DMHO

Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Renewal Of Cinema Licence

Renewal Of Cinema Licence

Basic Details		Application Form	
Theater Address			
Name of the Theater: *	B - Form Licence No: *	Licence Issued Date:*	Renewal Period: * Year(s)
<input type="text" value="Sailaja"/>	<input type="text" value="23456789876543223"/>	<input type="text" value="02/11/2021"/>	<input type="text" value="2"/>
Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text" value="23-56/56"/>	<input type="text" value="Vandula vari Street"/>	<input type="text" value="KRISHNA"/>	<input type="text" value="AVANIGADDA"/>
Village/Ward: *	Pin Code: *		
<input type="text" value="PULIGADDA"/>	<input type="text" value="52112"/>		

Document List
 Note: All Upload Documents are in Pdf Format Only.

Application Form *	Copy of B - Form Licence Certificate *
<input type="text" value="No File choosen"/> Browse	<input type="text" value="No File choosen"/> Browse
Certificate issued by Dy.Electrical Inspector	Film Division Certificate
<input type="text" value="No File choosen"/> Browse	<input type="text" value="No File choosen"/> Browse
Structural Soundness Certificate issued by the EE R&D	Certificate issued by Divisional Fire officer
<input type="text" value="No File choosen"/> Browse	<input type="text" value="No File choosen"/> Browse
Certificate issued by DMHO	
<input type="text" value="No File choosen"/> Browse	

[Show Payment](#)

27. House Site Application

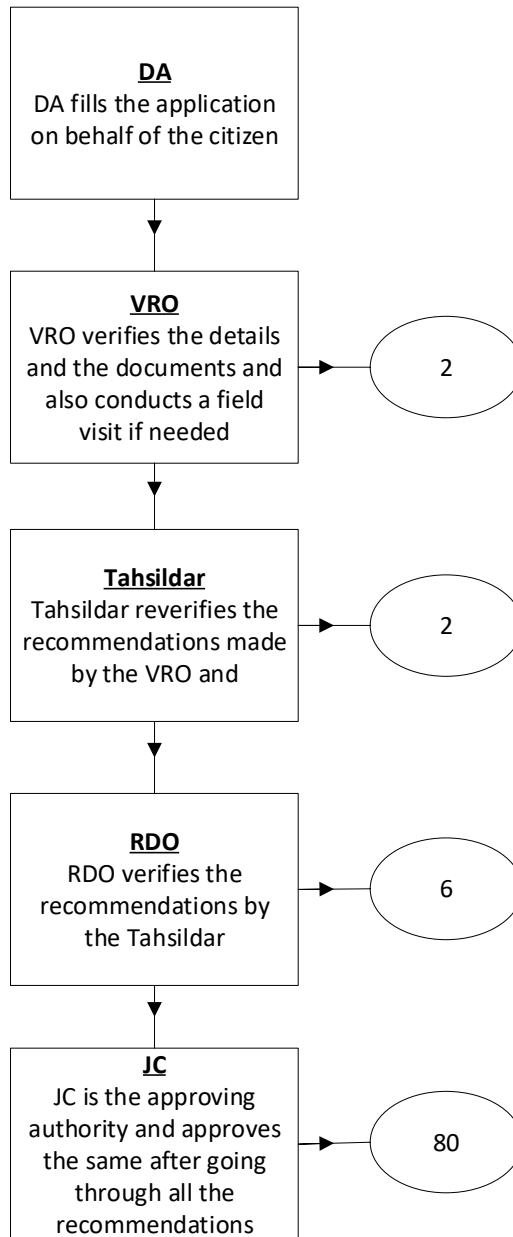
About the Service

This service is used for applying for a House Site

SLA	90
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Documents Checklist	<ol style="list-style-type: none"> 1. Xerox copy of Aadhaar Card 2. Rice/Ration Card 3. Applicant should be Female/Transgender 4. d. Single Male application should not be allowed
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Approval Flow



Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

28. CLAIMS UNDER ANDHRA PRADESH DOTTED LANDS (Updatons in Re-Settlement Register) RULES, 2017

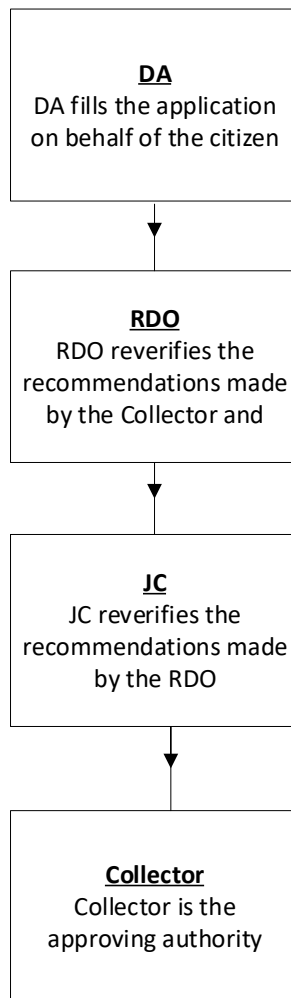
About the Service

This Service facilitates the citizen to apply for the Andhra Pradesh Dotted Lands (Updatons in Re-Settlement Register) Rules, 2017.

SLA	180 Days
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form* 2. Registered Documents with Document No and Date (all link Documents shall be provided) 3. Entries in RH maintained by the Registration department copy

	<p>4. Encumbrance Certificate copy</p> <p>5. Adangal Copy</p> <p>6. 10(1) Account</p> <p>7. ROR Record maintained by Revenue Department copy</p> <p>8. Order or decree of any court / competent authority copy</p> <p>9. Aadhar card/ Voter id card/ Ration card or any other address or id proof * Note: For the proof of documents (2 to 8) no one shall be mandatory, but if no one is selected application shall not be moved to further process.</p>
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Approval Flow



Application Form

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

29. Modifications In 22 A List:

About the Service

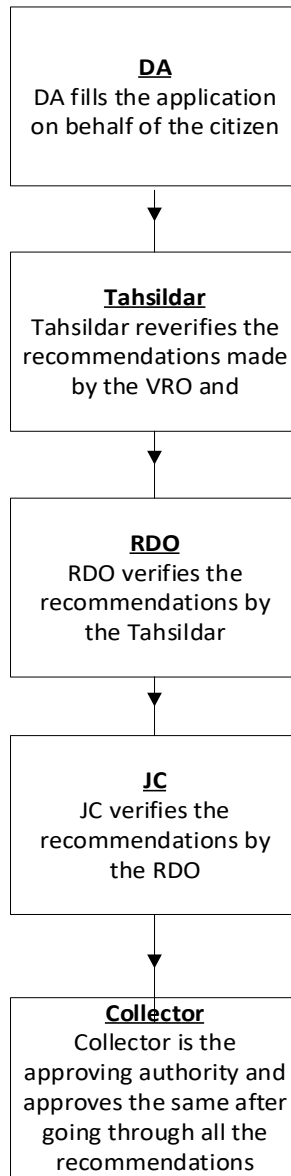
22 A list, the identification of prohibited lands and Government lands were prepared based on the category wise (1(a), 1(b), 1(c), 1(d), 1(e)). All the lists furnished by the concerned authorities shall be filed in a separate new file book titled as intimations / notifications of prohibited properties under Sec 22(A) and also publish such details in CARD. Type of lands which will be covered under type of categories.

- 22(A)(1)(a) - Relating to Assigned lands.
- 22(A)(1)(b) - Relating to Lands owned by Government.
- 22(A)(1)(c) - Relating to Endowments /Wakfs lands.
- 22(A)(1)(d) - Relating to Surplus Lands.
- 22(A)(1)(e) - Relating to lands having interest of Central or State Government.

Citizen visits the nearest secretariats with relevant documents for modifying the details in 22 A lists in the required category.

SLA	90 Days
Documents Checklist	<ol style="list-style-type: none"> 1. Application Form* 2. Proof of Address/ID* 3. Proof of Occupation* 4. Proof of Possession 5. • Others

Approval Flow



Application Form

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

The screenshot displays the 'Modifications In 22 A List Application Form' on the GSWS CSP Portal. The interface is as follows:

- Header:** Displays the user's name 'Hello, GANDIGUNTA2' and the role 'Digital Assistant'.
- Breadcrumbs:** GSWS / Application Submission / Revenue Department / Modifications In 22 A List
- Form Title:** Modifications In 22 A List Application Form
- Basic Details:** A section for entering general information.
- Land Details:** Includes dropdown menus for 'District:*' (Select), 'Mandal/Circle:*' (Select), and 'Village/Ward:*' (Select).
- Death Upload Documents:** A section for uploading required documents. It includes a note: 'Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.' and several 'Browse' buttons for:
 - Application Form :*
 - Proof Of Address/ID :*
 - Proof Of Possession :
 - Other Documents :
 - Other Documents :
 - Other Documents :
- Action:** A green 'Show Payment' button is located at the bottom right of the document upload section.

CAT A

30. Patta Sub-Division for Auto Mutation Process Form:

About the Service

Patta Sub-division payment for auto mutation process service facilitates citizens to pay the statutory charges which are auto submitted at Sub registrar office.

SLA	15 Min
Documents Checklist	NA

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Patta Subdivision for auto mutation process form

Patta Subdivision for Auto Mutation Process Form

Basic Details	Application Form
<p>Search Criteria</p> <p>Document Type:* <input type="text" value="Patta Sub Division"/> District:* <input type="text" value="కర్నూలు"/> Mandal:* <input type="text" value="అవనిగడ్డ"/> Village:* <input type="text" value="పులిగడ్డ"/></p> <p>Reference Number: * <input type="text" value="234567898765434"/></p> <p style="text-align: right;">Get Details</p>	

Document Details Description

SerialNo	Servey Number	Extent Registered During Registration	Name of the Claimant(Buyer)	Paymet Fee(As per each record)
1111				

[Show Payment](#)

31. Computerized Adangal:

About the service

This service is used to retrieve previously issued Adangal Copies

SLA	15 Minutes
Documents Checklist	Application form

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Computerized Adangal

Adangal Application Form

Basic Details
Application Form

Computerized Adangal Application Form

Please Select Selection Criteria

District: *

Mandal: *

Village / Ward: *

Fasli Year: *

కృష్ణా

అపనిగల్

పులిగల్

2016 (1426)

Survey No / Sub Division: *

Please select Without crop : *

3-10

Without Crop

Did transaction today:

Get Details

Applicant Details

S NO	Survey No	Total Extent	Un Cultivable	Cultivable Land	Land Nature	Tax	Land Classification	Water Source	Water Source Extent	Khat
1	3-10	1.12	1.12	0	పట్టణ	5.9	మొదటి	unknown	0.0000	305

Document List

Note: All Upload Documents are in Pdf Format Only.

Application Form *

No File chosen
Browse

Show Payment

32. Pattadar Mobile No Seeding in Land Records

About the service

This service is used to add or modify mobile details in the passbook

SLA	15 Minutes
Documents Checklist	NA

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

Meeseva / Application Submission / Revenue Department / Pattadar Mobile No Seeding In Land Records

Pattadar Mobile No Seeding In Land Records

Basic Details

Application Form

Please Select Selection Criteria :

District:*

Mandal:*

Village:*

Khata Number: *

Aadhaar number is available for requested Khata number at Department end and Please proceed for Aadhaar authentication to link Mobile number to your Khatha number.

Applicant Details :

Pattadar Name:

Biometric Authentication:*

Successfully Authenticated.

Authenticate Mobile Number

Mobile Number:*

OTP (One Time Password):*

33. ROR 1B

About the service

ROR 1B contains complete information regarding the land property and history of holders of land. This service is used to retrieve the ROR 1B document

SLA	15 Minutes
Documents Checklist	NA

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / ROR-1B

ROR-1B Application Form

Basic Details

Ration Card No:

Remarks:

Characters Used : 0 / 200

Application Form

Please select selection criteria

District*

Mandal*

Village/Ward*

Khata Number: *

[Get Details](#)

Applicant details

Serial No	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason
9996	No Records Found	0	0	No Records Found	0	0	0	0

[Show Payment](#)

34. Re Issuance of OBC/EBC/Integrated Certificate:

About the service

The Service is used to retrieve previously issues OBC/EBC and integrated certificates

SLA	15 Minutes
Documents Checklist	Aadhaar Card / Ration card / Epic Card

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Revenue Department / Re-Issuance of OBC / EBC / Integrated Certificate

Re-Issuance of OBC / EBC / Integrated Certificate Application Form

Basic Details	Application Form
Relation With Applicant: * <input type="text" value="Brother"/>	Service Type: * <input type="text" value="OBC Certificate"/>
Application Number: * <input type="text" value="OBC-211009-000001"/>	
<input type="button" value="Get Details"/> <input type="button" value="Clear"/>	

Basic Details	
Aadhaar Number:	Gender: Male
First Name: Batna Anantha Rao	Date of Birth: 01/01/1976
Middle Name: Batna Anantha Rao	Caste: Others
Last Name: Batna Anantha Rao	Religion: Muslim
Father / Husband Name: Batna Anantha Rao	Qualification: MSC(AG)
Marital Status: Married	Mobile No: 9912352506
Email: qkjlwe2@gmail.com	Delivery Type: Email

Present Address	Permanent Address
Door No: 2-123	Door No: 2-123
Street Name: 2-123	Street Name: 2-123
Village / Ward / Secretariat: PULIGADDA	Village / Ward / Secretariat: PULIGADDA
Mandal / Municipality: AVANIGADDA	Mandal / Municipality: AVANIGADDA
District: KRISHNA	District: KRISHNA
Pin Code: 532401	Pin Code: 532401

Applicant Details	
Ration Card No: -	Remarks: -

Caste Certificate	
Issued Caste Certificate In Past: Yes	Caste Category: -
Caste Claimed: Yes	Education Certificate Contains Caste: Yes
Purpose of Caste Certificate: CENTRAL GOVERNMENT	
Family Income: 8767896	

Document List
Note: All Upload Documents are in Pdf Format Only.

ID proof of the actual applicant or his/her parents *

35. Title Deed cum passbook

About the service

If the record is already available, digitally signed and seeded with Aadhaar, if the citizen wants to get the Electronic Pass Book this service can be used.

SLA	15 Minutes
Documents Checklist	Application form

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

Meeeva / Application Submission / Revenue Department / Title Deed Cum passbook

Title Deed cum passbook Application Form

Basic Details	Application Form
---------------	------------------

Please Select Selection Criteria

District:* Mandal:* Village:*

Select Criteria: * Khata Number Aadhaar Number

Aadhaar: *

Aadhar number is seeded at webland for requested khata number.Please go for Pathadar authentication

Biometric Authentication

Biometric Authentication:*

Authentication Success

Application Details

SerialNo	Pattadar Name	Pattadar Father Name	Khata No	Survey No	Land Classification	Total Extent	Tax	Acquired Reason
----------	---------------	----------------------	----------	-----------	---------------------	--------------	-----	-----------------

Documents List (NOTE: All Upload Documents are in Pdf Format Only)

Application Form*

MAUD (Municipal Administration & Urban Development)

25 MAUD services have made available in the new GSWS portal. Details are mentioned in the table below

Overview

Property Tax Services

Sl. No.	Module	Service Name	Total SLA
1	Property Tax	New Assessment	15 Days
2	Property Tax	Addition / Alteration	15 Days
3	Property Tax	Transfer of Title	15 Days
4	Property Tax	Exemption	30 Days
5	Property Tax	Conversion of VLT To House Tax	15 Days
6	Property Tax	Bifurcation - Parent Property Bifurcation	15 Days
7	Property Tax	Bifurcation - Creating Child Property from Parent	15 Days
8	Property Tax	Vacancy Remission	180 Days
9	Property Tax	Amalgamation	15 Days
10	Property Tax	New Vacant Land Assessment	15 Days
11	Property Tax	Conversion Of House Tax To Land Tax (VLT)	15 Days
12	Property Tax	Revision Petition	15 Days
13	Property Tax	General Revision Petition	15 Days

Water Charges

Sl. No.	Module	Service	SLA Period
1	Water Charges	New Water Connection	15 days
2	Water Charges	Additional Connection	15 days
3	Water Charges	Change of Usage	7 days
4	Water Charges	Closure of Connection	15 days
5	Water Charges	Reconnection	15 days

Marriage

Sl. No.	Module	Service	SLA Period
1	Marriage	Marriage Registration	3 days
2	Marriage	Marriage Certificate	3 days

Sewerage

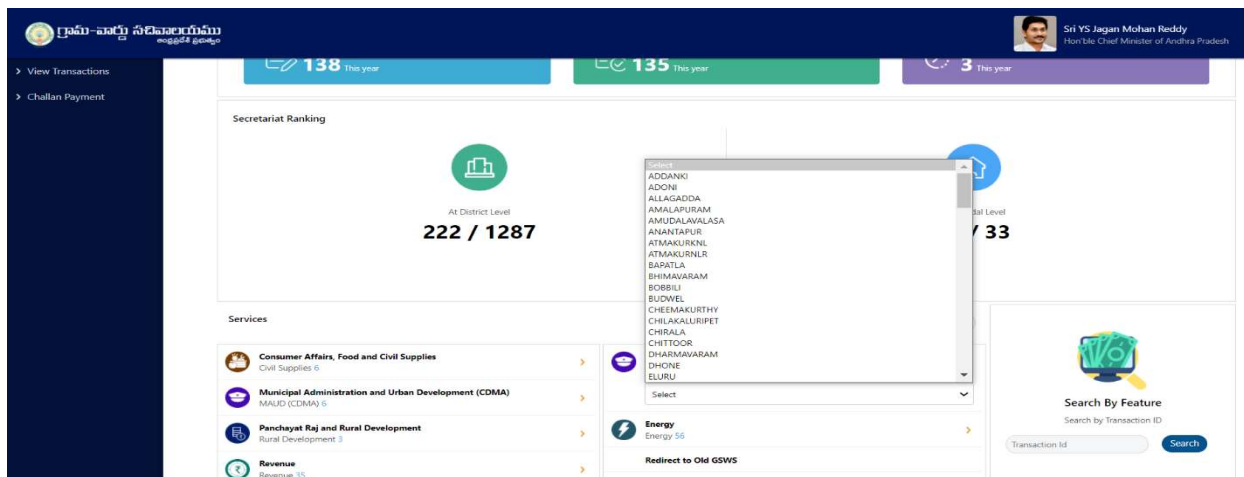
Sl. No.	Module	Service	SLA Period
1	Sewerage Charges	New Sewerage Connection	15 days
2	Sewerage Charges	Change of Closet / Closure of Sewerage Connection	15 days

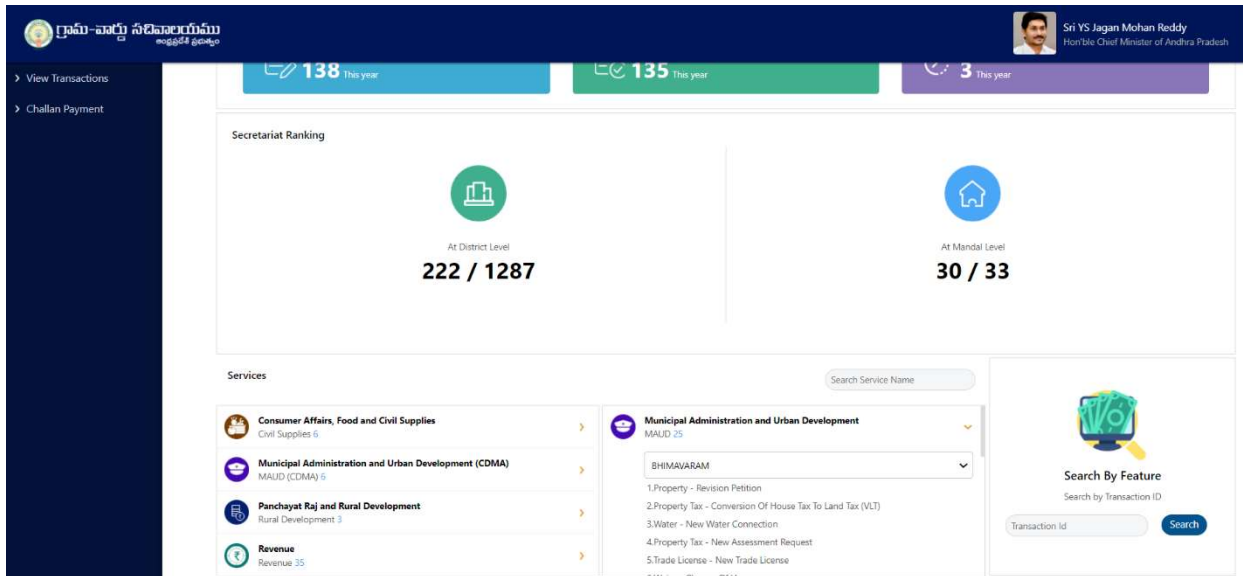
Trade License

Sl. No.	Module	Service	SLA Period
1	Trade License	New Trade License	15 days
2	Trade License	Renewal of Trade License	7 days
3	Trade License	Closure of License	3 days

Application Process

Step 1: Selection of District: Select MAUD in the department services and list of municipalities and municipal corporations would be shown in the dropdown. Once we select a municipality/municipal corporation, the services available for the municipality/municipal corporation will be shown.





Step 2: Basic Form: After Clicking on the any service a common application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA and the rest of details needs to be filled

Basic Details ✕

Aadhaar Number: *	First Name: *	Middle Name:	Last Name: *
<input type="text"/> Pre-Fill	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father/Husband Name: *	Gender: *	Date of Birth: *	Caste: *
<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yyyy"/> <input type="text" value=""/>	<input type="text" value="Select"/>
Religion: *	Qualification: *	Marital Status: *	Mobile No: *
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>
Email:	Delivery Type: *		
<input type="text"/>	<input type="text" value="Select"/>		

Permanent Address

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	Pin Code: *		
<input type="text" value="Select"/>	<input type="text"/>		

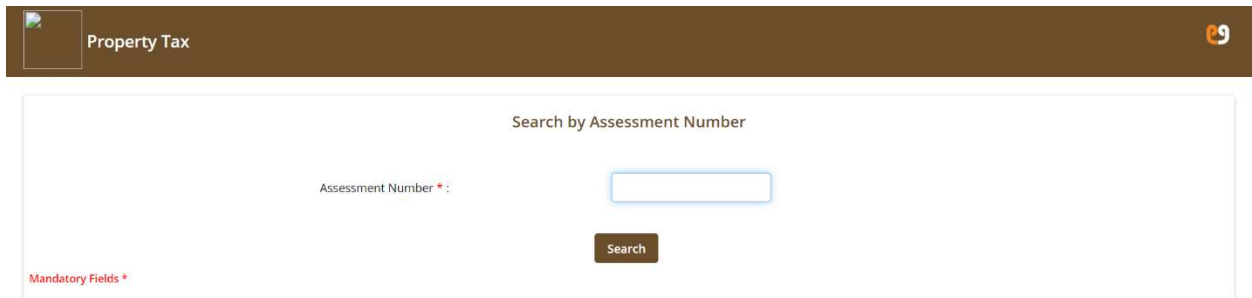
Present Address is same as Permanent Address

Present Address:

Door No: *	Street Name: *	District: *	Mandal/Municipality: *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	Pin Code: *		
<input type="text" value="Select"/>	<input type="text"/>		

Reset
Continue

Step 3: Redirection to MAUD Portal: After Filling the Basic Details, click on continue and the webpage would be redirected to MAUD Department page, where the request can be raised



The screenshot shows a web interface for the Property Tax MAUD Portal. At the top, there is a dark brown header with a small icon on the left, the text "Property Tax" in the center, and a logo on the right. Below the header is a white search box with the title "Search by Assessment Number". Inside the search box, the text "Assessment Number *:" is followed by a text input field. Below the input field is a dark brown "Search" button. In the bottom left corner of the search box, there is a red text label "Mandatory Fields *".

The user manuals for various services provided by the department can be accessed from the following link <https://cdma.ap.gov.in/en/downloads>

Energy Department

Overview

All energy services are provided in 13 districts in Andhra Pradesh through these three distribution companies

CPDCL	<ul style="list-style-type: none"> · Krishna · Guntur · Prakasam
SPDCL	<ul style="list-style-type: none"> · Kurnool · Anantapur · Kadapa · Chittoor · Nellore
EPDCL	<ul style="list-style-type: none"> · Srikakulam · Vizianagaram · Visakhapatnam · East Godavari · West Godavari.

CPDCL Services List

S.No	Service
1	Address Correction
2	Category Change
3	Electrification of Colony (With Estimate)
4	Electrification of Layout (With Estimate)
5	HT - LT Conversion
6	HT 2D Captive/Renewable Energy Generation Plants) (With Estimate)
7	HT 5F - Govt./Private Lift Irrigation (With Estimate)
8	HT Additional Load (With Estimate)
9	HT Title Transfer
10	HT1 Townships And Colonies (With Estimate)
11	HT2 - Commercial & Others (With Estimate)

S.No	Service
12	HT3 - Industry General (With Estimate)
13	HT4 - CPWS/PWS Schemes, Religious Places, Railway Traction(With Estimate)
14	HT5 - Aquaculture And Animal Husbandry (With Estimate)
15	HT5D - Poultryhatcheries And Poultry Feed Mixing Plants (With Estimate)
16	Line Shifting/Dtr Shifting
17	LT - Dismantlement (With Out Estimate Below 10 KW)
18	LT - Load Deration (With Out Estimate Below 10 KW)
19	LT - Temporary Supply Below 10 Days (With Out Estimate Below 10 KW)
20	LT - Title Transfer
21	LT - 4A New Connection - Street Lights (With Estimate)
22	LT - 4A New Connection - Street Lights (With Out Estimate Below 10 KW)
23	LT - 4B New Connection - Public Water Works - (With Estimate)
24	LT - HT Conversion
25	LT 2 New Connection Commercial (With Estimate)
26	LT 2 New Connection Commercial (With Out Estimate Below 10 KW)
27	LT 4 D - New Connection - General Purpose (With Estimate)
28	LT 4 D - New Connection - General Purpose (With Out Estimate Below 10 KW)
29	Lt 4 E - Religious Places (With Out Estimate Below 10 Kw)
30	LT 5 B1 - Non-Corporate Farmers (Agl) Normal (With Estimate)
31	Lt 5 B2 - Lt Sugarcane Crushing (With Estimate)
32	LT 5 B3 - Rural Horticulture Nurseries (With Estimate)
33	LT 5A1 - Corporate Farmers (With Estimate)
34	LT 5C - Aqua And Animal Husbandry (With Estimate)
35	LT 5D - Poultry/Aqua Hatcheries And Feed Mixing Plants/ Floriculture In Green House (With Estimate)
36	LT 5E - Agro Based Activities Upto 10 HP (With Estimate)
37	LT Additional Load (With Out Estimate Below 10 KW)

S.No	Service
38	LT1 New Connection Domestic (With Estimate)
39	LT1 New Connection Domestic (With Out Estimate Below 10 KW)
40	LT3 - Industrial (With Estimate)
41	LT3D - Cottage/Agro Based Industries And Dhobighat (With Estimate)
42	LT4C - NTR Sujala Padhakam (With Estimate)
43	LT5A2 - Salt Farming/ Rural Horticulture Nurseries Upto 15HP (With Estimate)
44	LT5F - Govt./Private Lift Irrigation Scheme (With Estimate)
45	Meter Burnt/Glass broken
46	Meter Testing
47	Name Correction
48	Net Metering (With Estimate)
49	Other Capital Works (With Estimate)
50	Phase Conversion
51	Shifting Of Service
52	Temporary Connection (up to 10 days)
53	Wrong Billing

SPDCL Service List

S.No	Service Name
1	NEW CONNECTION-HT1-Townships and Colonies
2	NEW CONNECTION-HT2-Commercial
3	NEW CONNECTION-HT2D-Startup Power for Captive Generating Plants and Renewable Energy Generation Plants
4	NEW CONNECTION-HT3-Industries
5	NEW CONNECTION-HT4-Railway traction,CPWS/PWS Scheme, Religious Places
6	NEW CONNECTION-HT5-Aqua Culture and Animal Husbandry
7	NEW CONNECTION-HT5D-Poultry/Aqua Hatcheries and Feed mixing plants ,Floriculture in Green House

S.No	Service Name
8	NEW CONNECTION-HT5F-Govt/Private Lift Irrigation Scheme
9	NEW CONNECTION-LT1-Domestic
10	NEW CONNECTION-LT1T-Temporary Supply
11	NEW CONNECTION-LT2-Commercial
12	NEW CONNECTION-LT2D-Captive Generation Plants/renewable energy Generation
13	NEW CONNECTION-LT2T-Temporary Supply
14	NEW CONNECTION-LT3D-Cottage Industries upto 10 HP
15	NEW CONNECTION-LT3-Industries
16	NEW CONNECTION-LT3T-Temporary Supply
17	NEW CONNECTION-LT4A-Street lighting
18	NEW CONNECTION-LT4B-CPWS/PWS Scheme (Water Works)
19	NEW CONNECTION-LT4C-NTR Sujala Pathakam
20	NEW CONNECTION-LT4D-General Purpose
21	NEW CONNECTION-LT4E-Religious Places
22	NEW CONNECTION-LT4T-Temporary Supply
23	NEW CONNECTION-LT5A1-Corporate Farmers
24	NEW CONNECTION-LT5A2-Salt Farming Units upto 15HP
25	NEW CONNECTION-LT5B1-Non-Corporate Farmers
26	NEW CONNECTION-LT5B2-Sugar Cane Crushing
27	NEW CONNECTION-LT5B3-Rural Horticulture nurseries
28	NEW CONNECTION-LT5C-Aqua Culture and Animal Husbandry
29	NEW CONNECTION-LT5D-Poultry/Aqua Hatcheries and Feed mixing plants /Floriculture in Green House
30	NEW CONNECTION-LT5E-Agro based activities upto 10HP
31	NEW CONNECTION-LT5F-Govt/Private Lift Irrigation Scheme
32	NEW CONNECTION-LT5T-Temporary Supply
33	APPLICATION FOR CONSUMER COMPLAINTS-ADDRESS CORRECTION

S.No	Service Name
34	APPLICATION FOR CONSUMER COMPLAINTS-CATEGORY CHANGE
35	APPLICATION FOR CONSUMER COMPLAINTS-DISMANTLEMENT
36	APPLICATION FOR CONSUMER COMPLAINTS-ELECTRIFICATION OF COLONY
37	APPLICATION FOR CONSUMER COMPLAINTS-ELECTRIFICATION OF LAYOUT
38	APPLICATION FOR CONSUMER COMPLAINTS-HT ADDITIONAL LOAD
39	APPLICATION FOR CONSUMER COMPLAINTS-HT TITLE TRANSFER
40	APPLICATION FOR CONSUMER COMPLAINTS-HT-LT CONVERSION
41	APPLICATION FOR CONSUMER COMPLAINTS-LINE SHIFTING/DTR SHIFTING
42	APPLICATION FOR CONSUMER COMPLAINTS-LOAD DERATION
43	APPLICATION FOR CONSUMER COMPLAINTS-LT ADDITIONAL LOAD
44	APPLICATION FOR CONSUMER COMPLAINTS-LT-HT CONVERSION
45	APPLICATION FOR CONSUMER COMPLAINTS-METER BURNT/GLASS BROKEN
46	APPLICATION FOR CONSUMER COMPLAINTS-METER TESTING
47	APPLICATION FOR CONSUMER COMPLAINTS-NAME CORRECTION
48	APPLICATION FOR CONSUMER COMPLAINTS-NET METERING
49	APPLICATION FOR CONSUMER COMPLAINTS-OTHER CAPITAL WORKS
50	APPLICATION FOR CONSUMER COMPLAINTS-PHASE CONVERSION
51	APPLICATION FOR CONSUMER COMPLAINTS-SC/ST CERTIFICATION DERATION
52	APPLICATION FOR CONSUMER COMPLAINTS-SC/ST CERTIFICATION DERATION
53	APPLICATION FOR CONSUMER COMPLAINTS-SHIFTING OF SERVICE
54	APPLICATION FOR CONSUMER COMPLAINTS-TEMPORARY CONNECTION (UP TO 10 DAYS)
55	APPLICATION FOR CONSUMER COMPLAINTS-WRONG BILLING
56	SPDCL REPAYMENT
57	HVDS REGISTRATION
58	Collection Of Electricity Charges

EPDCL Service List

S.No	Service Name
1	EPDCL-NAME CHANGE
2	CATEGORY CHANGE - EPDCL
3	LOAD CHANGE- EPDCL
4	New Connection-LT Agriculture - Agro based cottage industries upto 10HP
5	New Connection-LT Agriculture - Animal Husbandry
6	New Connection-LT Agriculture - Aqua culture
7	New Connection-LT Agriculture - Corporate Farmers
8	New Connection-LT Agriculture - Floriculture in Green House
9	New Connection-LT Agriculture - Non Corporate Farmers
10	New Connection-LT Agriculture - Rural Horticulture Nurseries
11	New Connection-LT Agriculture - Salt Farming Units upto 15HP
12	New Connection-LT Agriculture - Sugar Cane Crushing
13	New Connection-LT Commercial
14	New Connection-LT Commercial - Advertisement Hoardings
15	New Connection-LT Commercial - Function Halls/ Auditoriums/ Startup Power
16	New Connection-LT Domestic
17	New Connection-LT Industry - Aqua Hatcheries and feed mixing plants
18	New Connection-LT Industry - Cottage Industries upto 10HP
19	New Connection-LT Industry - General
20	New Connection-LT Industry - Poultry Hatcheries and feed mixing plants
21	New Connection-LT Industry - Seasonal Industries (Off-season)
22	New Connection-LT Institutional - General Purpose
23	New Connection-LT Institutional - NTR Sujala Padhakam
24	New Connection-LT Institutional - PWS Schemes - Municipal Corporations
25	New Connection-LT Institutional - PWS Schemes - Municipalities
26	New Connection-LT Institutional - PWS Schemes - Panchayats
27	New Connection-LT Institutional - Religious Places

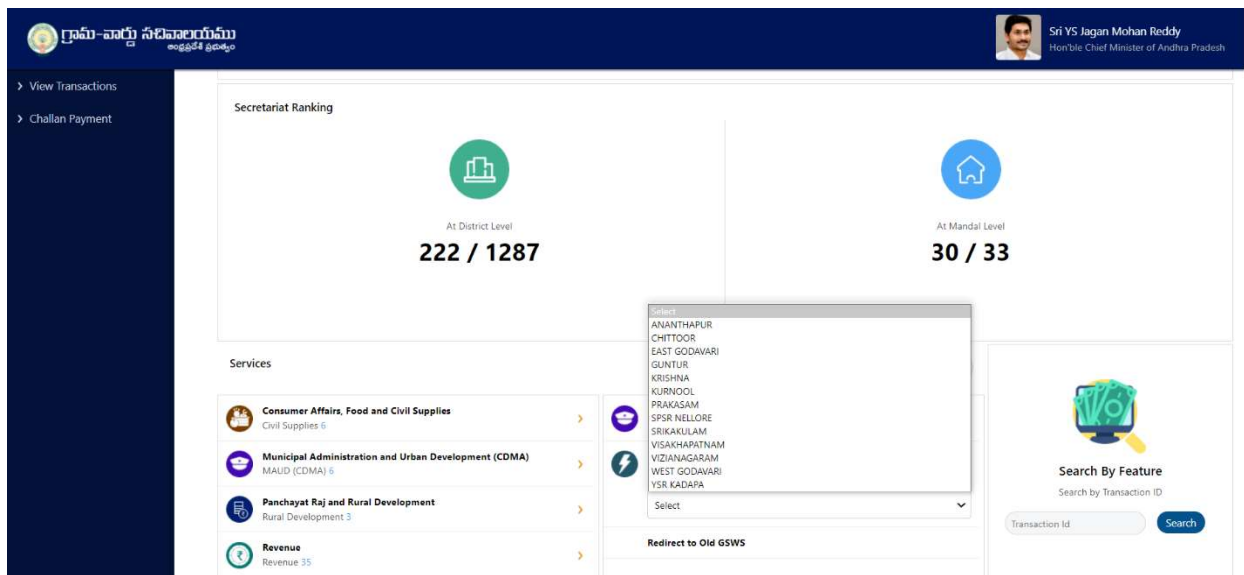
S.No	Service Name
28	New Connection-LT Institutional - Street Lights - Municipal Corporations
29	New Connection-LT Institutional - Street Lights - Municipalities
30	New Connection-LT Institutional - Street Lights - Panchayats
31	New Connection-Temporary Supply
32	CATEGORY CHANGE APPLICATION
33	REPAYMENT SERVICE
34	Billing Related Complaints-ACD / SC / BB / Arrears Disputes
35	Billing Related Complaints-Wrong Data On Bill
36	Billing Related Complaints-Wrong Entry During Bill Payment
37	Meter Related Complaints-Meter - Running Slow/ Sluggish
38	Meter Related Complaints-Meter Burnt
39	Meter Related Complaints-Meter Damage
40	Meter Related Complaints-Meter Lost
41	Meter Related Complaints-Meter Running Fast/Creeping
42	Meter Related Complaints-Meter Seal Cut
43	Meter Related Complaints-Meter Struck up
44	Meter Related Complaints-Net Metering
45	Meter Related Complaints-No Seal/Seal Cut
46	Other Customer Services-24Hrs Supply
47	Other Customer Services-Address Correction
48	Other Customer Services-Clubbing Of Service
49	Other Customer Services-DTR Failure Service
50	Other Customer Services-DTR Shift
51	Other Customer Services-Line Shift
52	Other Customer Services-Pole Shifting
53	Other Customer Services-Requirement of Additional Poles
54	Other Customer Services-Shifting of Service Different Premises
55	Other Customer Services-Shifting Of Service Within The Premises

S.No	Service Name
56	Other Customer Services-Temporary Supp Below 10 Days
57	Other Customer Services-Termination / Permanent Dismantle
58	Collection of Electricity Charges

Application Process

Step 1: Selection of District:

Select the Energy department in the services and list of districts would be shown in the dropdown. Once we select a district, the services available in the district for energy department will be shown.



The screenshot displays the GSWS CSP Portal dashboard. At the top, the header includes the logo and name of the Government of Andhra Pradesh, the user profile of Sri YS Jagan Mohan Reddy (Hon'ble Chief Minister of Andhra Pradesh), and three performance metrics: 138 This year (blue), 135 This year (green), and 3 This year (purple).

The main content area is divided into several sections:

- Secretariat Ranking:** Two cards showing performance at different levels:
 - At District Level: 222 / 1287 (with a green building icon)
 - At Mandal Level: 30 / 33 (with a blue house icon)
- Services:** A list of service categories with a search bar for "Search Service Name":
 - Consumer Affairs, Food and Civil Supplies (Civil Supplies 6)
 - Municipal Administration and Urban Development (COMA) (MAUD (COMA) 6)
 - Panchayat Raj and Rural Development (Rural Development 3)
 - Revenue (Revenue 35)
 - Energy (Energy 36)
- Search By Feature:** A section for searching by transaction ID, with a dropdown menu currently set to "YSR KADAPA" and a list of features:
 1. HT TITLE TRANSFER
 2. LT 5C AQUA AND ANIMAL HUSBANDRY (WITH ESTIMATE)
 3. LT4C NTR SUJALA PADHAKAM (WITH ESTIMATE)
 4. HT 5F GOVT./PRIVATE LIFT IRRIGATION (WITH ESTIMATE)
 5. LT 5 B2 LT SUGARCANE CRUSHING (WITH ESTIMATE)

Step 2: Basic Form: After Clicking on the any service a common application form is displayed. Basic details are fetched and filled through the Aadhaar number entered by the DA and the rest of details needs to be filled

Basic Details ✕

Aadhaar Number: *	<input type="text"/>	<input type="button" value="Pre-Fill"/>	First Name: *	<input type="text"/>	Middle Name:	<input type="text"/>	Last Name: *	<input type="text"/>
Father/Husband Name: *	<input type="text"/>		Gender: *	<input type="text" value="Select"/>	Date of Birth: *	<input type="text" value="dd/mm/yyyy"/>	Caste: *	<input type="text" value="Select"/>
Religion: *	<input type="text" value="Select"/>		Qualification: *	<input type="text" value="Select"/>	Marital Status: *	<input type="text" value="Select"/>	Mobile No: *	<input type="text"/>
Email:	<input type="text"/>		Delivery Type: *	<input type="text" value="Select"/>				

Permanent Address

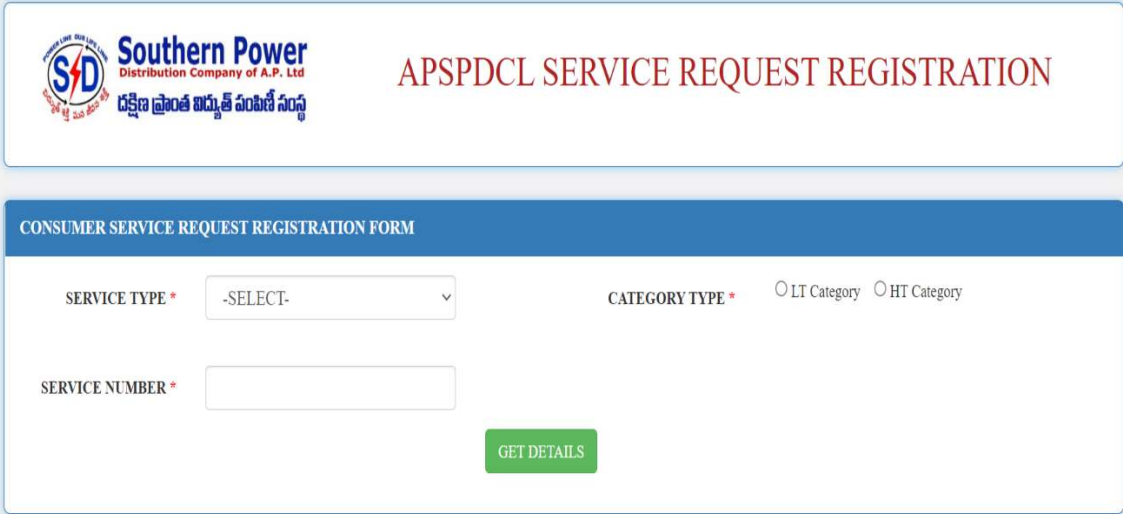
Door No: *	<input type="text"/>	Street Name: *	<input type="text"/>	District: *	<input type="text" value="Select"/>	Mandal/Municipality: *	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	<input type="text" value="Select"/>	Pin Code: *	<input type="text"/>				

Present Address is same as Permanent Address

Present Address

Door No: *	<input type="text"/>	Street Name: *	<input type="text"/>	District: *	<input type="text" value="Select"/>	Mandal/Municipality: *	<input type="text" value="Select"/>
Village/Ward/Secretariat: *	<input type="text" value="Select"/>	Pin Code: *	<input type="text"/>				

Step 3: Re-Direction to Energy Dept. Page: After Filling the Basic Details, click on continue and the webpage would be redirected to Energy Department page, where the request can be raised



The screenshot shows the 'APSPDCL SERVICE REQUEST REGISTRATION' page. At the top left is the Southern Power logo with the text 'Southern Power Distribution Company of A.P. Ltd' and 'దక్షిణ ప్రాంత బిడ్డీజ్ సంఘటి సంస్థ'. The main heading is 'APSPDCL SERVICE REQUEST REGISTRATION'. Below this is a blue header for the 'CONSUMER SERVICE REQUEST REGISTRATION FORM'. The form contains the following fields:

- SERVICE TYPE ***: A dropdown menu currently showing '-SELECT-'.
- CATEGORY TYPE ***: Two radio button options: 'LT Category' and 'HT Category'.
- SERVICE NUMBER ***: A text input field.
- GET DETAILS**: A green button located below the service number field.

The user manuals for various services provided by the department can be accessed from the following link:

https://drive.google.com/folderview?id=1QNy281cl2livhAwROg2ne5UOQJlfS_Uh

Civil Supplies Department

Overview

6 services have made available in the new GSWS portal. Details are mentioned in the table below

Sno	Services	SLA – Days
1	Correction of Wrong Aadhaar Seeding	21
2	Member Addition in Rice Card	21
3	Member Deletion in Rice Card	21
4	New Rice Card	21
5	Splitting of Rice Card	21
6	Surrender of Rice Card	21

Standard Approval Process (for demonstration purpose)

Step 1: Once the DA submits the application on behalf of the citizen and completes the payment procedure the application is forwarded to the next level approving authority. Refer to the section 2 – Common application process for a detailed walkthrough.

Step 2: Verification Authority (VRO): The VRO can view all the applications or requests assigned to him along with their SLA and status

The screenshot shows the GSWS CSP Portal interface. At the top, there is a header with the logo and name of the organization, and a user profile for Sri VS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. Below the header, there is a navigation bar with a greeting 'Hello, ANGALAKUDURU-2' and the user's role 'Village Revenue Officer'. The dashboard features three main statistics: 7 Total Requests (blue), 4 Open Beyond SLA (red), and 3 Open Within SLA (orange). Below these statistics is a 'Request List - Total Requests' table with a search bar. The table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. The table contains 7 rows of data, with the 6th row highlighted in blue.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	ADSA211208000002	InsertSurvey/NumInAdangal	RV	RV	Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti Venkata Ratna Kumar Asileti	08/12/2021	Pending
2	OBC211208000002	OBCMemberCertificate	RV	RV	ASDF ASDF ASDF	08/12/2021	Pending
3	OBC211208000003	OBCMemberCertificate	RV	RV	Galaniki Prasad Galaniki Prasad Galaniki Prasad	08/12/2021	Pending
4	EPRD211215000005	ePassbookReplacementPPB	RV	RV	Chintala Sai Sindhu ch	15/12/2021	Pending
5	SRRC211217000001	SurrenderRiceCard	CS	CS	Patakottu Veera Naga Raju NAGARAJU	17/12/2021	Pending
6	MARC211217000002	MemberAdditionRiceCard	CS	CS	Vemula Papa X vemula	17/12/2021	Pending
7	MDRC211217000002	MemberDeletionRiceCard	CS	CS	Vemula Papa X vemula	17/12/2021	Pending

The VRO will be able to view all the details filled by the DA on behalf of the citizen along with any documents uploaded for the service

Request ID: MARC211217000002

Basic Details

Aadhaar Number:	626652872834	Gender:	Female	Marital Status:	Married
First Name:	Vemula Papa	Date of Birth:	01/01/1981	Mobile No:	9866737991
Middle Name:	X	Caste:	BC-A	Email:	
Last Name:	vemula	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Vemula Srinivasa Rao	Qualification:	OTHERS		

Present Address

Door No:	7-39	Street Name:	MG Road
Village / Ward / Secretariat:	ANGALAKUDURU-2	Mandal / Municipality:	TENALI-R
District:	GUNTUR	Pin Code:	522211

Permanent Address

Door No:	21-81	Street Name:	Srinivasa Nagar
Village / Ward / Secretariat:	GOLLAPUDI3	Mandal / Municipality:	VIJAYAWADA RURAL-R
District:	KRISHNA	Pin Code:	521225

Applicant Details

Family Income:	60000	Habitation:	ANGALAKUDURU
Occupation:	LABOUR/Cooly/Porter/ Hand Card Puller		

6 STEP VALIDATION PROFORMA

Cluster*: C7 FP Shop*: 0616019

Date of Apply: 12/22/21 Family Id: HH2311536122220211210051211404 [SAVE PDF](#)

District: KRISHNA Secretariat: GOLLAPUDI3

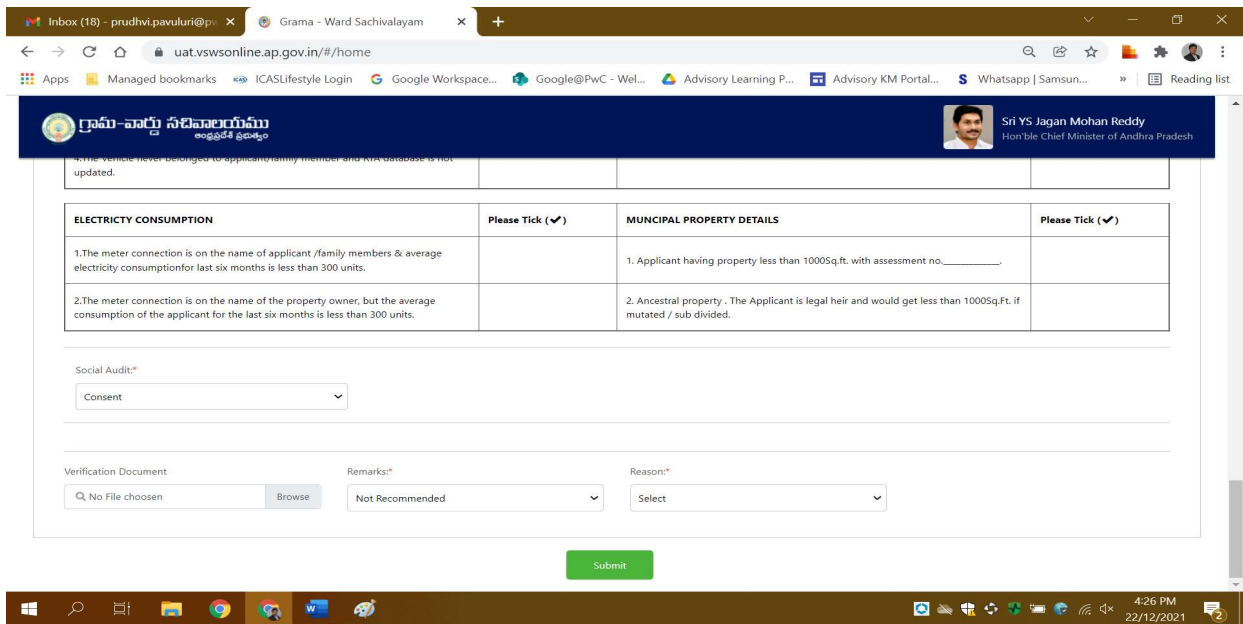
Mandal: VIJAYAWADA RURAL

S.No	Name	Mobile No	Gender	Details of family member if govt employee/pensioner	Agree/Disagree	Details of family member paying income tax	Agree/Disagree	Details of 4 wheeler own
1	Vemula Papa	9866737991	FEMALE	N		N		N
2	Vemula Srinivasara	9866737991	MALE	N		N		N

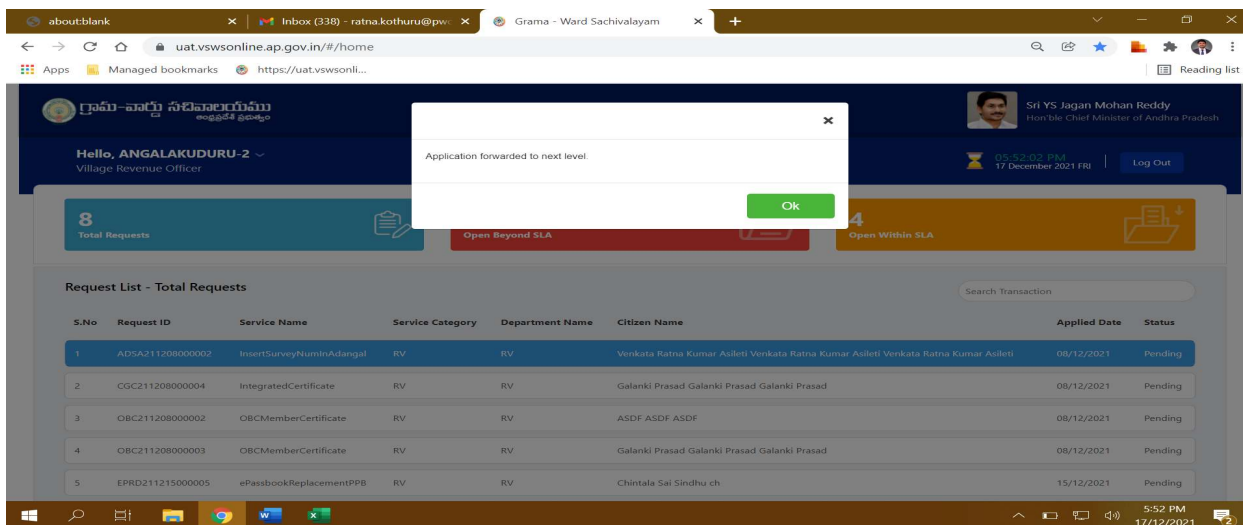
FOUR WHEELER	Please Tick (✓)	FAMILY LAND HOLDINGS	Please Tick (✓)
1.The Personal Vehicle not in the name of applicant / family members.		1.The extents of land details are not correct.	
2.The Taxi vehicle in the name of applicant / family members.		2.The land details not updated and the totalexent of the land is less than 3.00 Ac.Wet (or) 10 Ac. Dry or both together 30Ac.	

VRO can Recommend or Not Recommend the application as shown below and also give a consent for the Social Audit.

For New Rice card application, the VRO must tag the fair price shop to the application



The verification authority is notified through a pop-up window once the application is verified and submitted

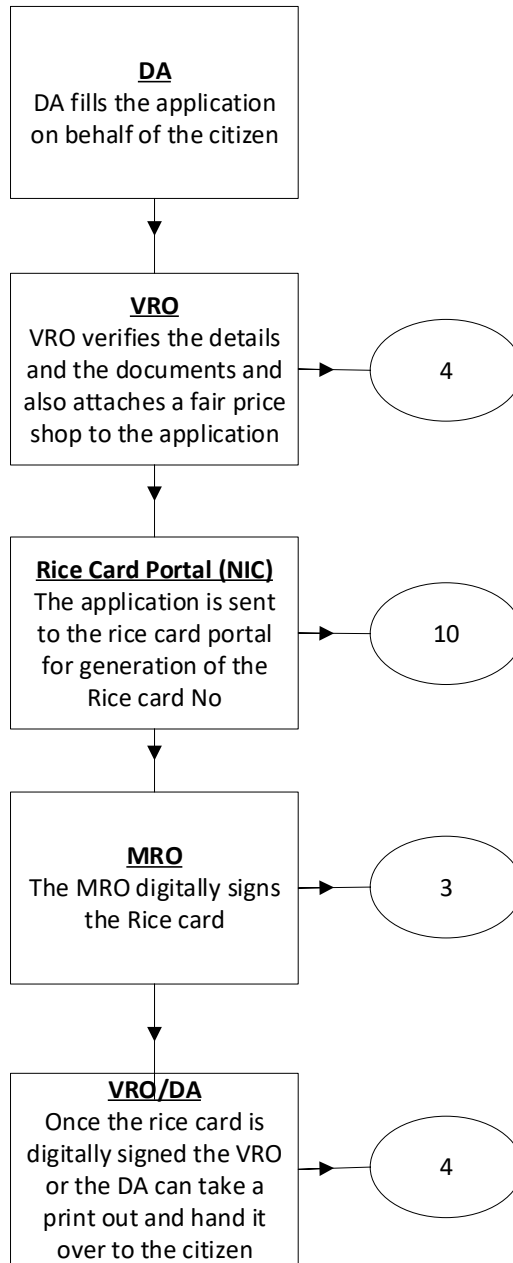


Step 3: If the VRO recommends the application it is sent to the Rice Card Portal (NIC) for further processing e.g., generation of rice card no, deletion/addition etc.

Step 4: Post the department process is completed the Rice card is sent to the MRO for a digital sign. The MRO digitally signs the Rice card and forwards it to the VRO / DA login.

Step 5: Closure of the application: The VRO/DA can take a print of the card and hand it over to the citizen

Standard Approval Flow



Service Level Details

1. Correction of Wrong Aadhar Seeding

About the Service

This service is used to correct the wrongly seeded Aadhar in the legacy data

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Aadhar Card 3. Rice Card

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

The screenshot displays the GSWS CSP Portal interface. At the top, there is a header with the state logo and name in Telugu, the user profile of Sri YS Jagan Mohan Reddy, and navigation options like Home, Report, View Transaction, and Challan Payment. The main content area is titled 'Correction Of Wrong Aadhar Seeding' and is divided into two sections: 'Basic Details' and 'Application Form'. Below this, there is a table for 'Rice Card Family Details' with columns for SNo, Select Update Member, Rice Card Number, Name, Relation, Age, DOB, EKYC Status, and Aadhar Number. The table lists seven family members. Below the table is the 'Update Member Details' section with fields for SNo, Aadhar No, English Name, Telugu Name, Mobile No, Date Of Birth, Gender, and Relation. A 'Show Payment' button is visible at the bottom right.

SNo	Select Update Member	Rice Card Number	Name	Relation	Age	DOB	EKYC Status	Aadhar Number
1	<input type="radio"/>	2816869690	Madappagari Parvathamma	SELF	55	01/01/1966	Y	259912665291
2	<input type="radio"/>	2816869690	Muneswaramma	DAUGHTER IN LAW	26	01/01/1995	Y	284305902336
3	<input checked="" type="radio"/>	2816869690	M.RAKESH	GRAND SON	3	05/03/2018	N	429091496027
4	<input type="radio"/>	2816869690	M.PRANESH VAMSI	GRAND SON	6	05/12/2015	N	431312309186
5	<input type="radio"/>	2816869690	M Puspa	DAUGHTER	32	01/01/1989	Y	632327512121
6	<input type="radio"/>	2816869690	Madappagari Adiseshu	SON	35	14/01/1986	Y	790918656630
7	<input type="radio"/>	2816869690	M Aaswarth Narayana	HUSBAND	60	01/01/1961	Y	842509407262

SNo	Aadhar No*	English Name*	Telugu Name*	Mobile No*	Date Of Birth*	Gender*	Relation*
1	239807108437	asd	asd	1111111111	01/01/1990	MALE	GRAND SON

2. Member Addition in Rice Card

About the Service

Member addition to Rice card is considered in two cases:

- Category-1: Addition due to birth of child with below 15 years of age who has not included in rice card database.
- Category-2: Addition due to marriage, migrating from existing Rice card or a new member to the rice card database.

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Birth Certificate 3. Marriage Certificate 4. Rice Card

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

The screenshot displays the GSWS CSP Portal interface. At the top, there is a header with the portal logo and name in Telugu, the user's name (Sri YS Jagan Mohan Reddy), and the date (13 December 2021 MON). A navigation menu on the left lists various services, with 'Application Submission' selected. The main content area shows the 'Member Addition in Rice Card' form. The form has two tabs: 'Basic Details' and 'Application Form'. Under 'Basic Details', there are four input fields: 'Family Income*' (value: 240000), 'Occupation*' (value: COOK), 'Rice Card/Ration Card Number*' (value: 2816869690), and 'Habitation: *' (value: asd). A green 'Get Details' button is located at the bottom right of the form. At the bottom of the page, there is a watermark for 'Activate Windows'.

The screenshot displays the GSWS CSP Portal interface. At the top, there is a header with the logo and name of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. A left sidebar contains navigation options like Home, Report, View Transaction, and Challan Payment, along with a 'List Of Services' menu where 'Application Submission' is selected. The main content area is divided into two sections: 'Rice Card Family Details' and 'Add Member Details'. The 'Rice Card Family Details' section contains a table with 7 rows of family members, including their serial numbers, rice card numbers, names, relations, and KYC statuses. The 'Add Member Details' section features a form with fields for SNo, Aadhar No, English Name, Telugu Name, Mobile No, Add Type, Gender, and Date Of Birth, with a '+ Add New Member' button below it.

Serial No	Rice Card Number	Name	Relation	EKYC Status
1	2816869690	Madappagani Parvathamma	SELF	Y
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y
3	2816869690	M.RAKESH	GRAND SON	N
4	2816869690	M.PRANESH VAMSI	GRAND SON	N
5	2816869690	M Puspa	DAUGHTER	Y
6	2816869690	Madappagani Adishesu	SON	Y
7	2816869690	M Aaswarth Narayana	HUSBAND	Y

SNo	Aadhar No*	English Name*	Telugu Name*	Mobile No*	Add Type*	Gender*	Date Of
1	239807108437	asd	asd	9800000000	Birth	MALE	01/01/1990

3. Member Deletion in Rice Card

About the Service

Member deletion in Rice card service is allowed only for death cases.

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Death Certificate 3. Rice Card

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Civil Supplies / Member Deletion

Member Deletion Rice Card

Basic Details		Application Form	
Family Income:*	Occupation:*	Rice Card / Ration Card Number:*	Habitation:*
240000	COBBLER	2816869690	asd

Get Details

Rice Card Family Details

SNo	Existing Rice Card Number	Name	Relation	EKYC Status	Delete Member Action
1	2816869690	Madappagari Parvathamma	SELF	Y	<input checked="" type="checkbox"/>
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y	<input type="checkbox"/>
3	2816869690	M.RAKESH	GRAND SON	N	<input type="checkbox"/>
4	2816869690	M.PRANESH VAMSI	GRAND SON	N	<input type="checkbox"/>
5	2816869690	M Puspa	DAUGHTER	Y	<input type="checkbox"/>
6	2816869690	Madappagari Adishesu	SON	Y	<input type="checkbox"/>
7	2816869690	M Aaswarth Narayana	HUSBAND	Y	<input type="checkbox"/>

Delete Member Details

SNo	Aadhaar Number *	Reason For Deletion *	Death Certificate Number *	Death Certificate *	Action
1	259912665291	Death	123123123123	Choose File Raising of ...2) (1) (1).pdf ✕	Remove

Submit

4. New Rice Card

About the Service

New Rice Card service can be taken up under three categories.

- Category-1: The family with 2 or more members can apply for New Rice Card, If the family satisfies family condition as compulsorily having wife, husband in the application. If anyone

is not there, then they have to upload the supporting document either death or divorce or notary.

- Category-2: Single Member cards can be allowed for the following categories:
 - Widow (female) and never had any children: Woman single member, who lost her husband and never had any children can apply in this category.
 - Widower (male) and never had any children: Male single member, who lost his wife and never had any children can apply in this category.
 - Transgender: Transgender can apply in this category.
 - Unmarried and above 50 years of age (Male or Female): Single Male or Female member who has not married and living alone can apply in this category.
 - Destitute and no other family member is alive: No other family member available to form a family as a unit can apply in this category.
- Category-3: Revalidation of Ineligible Cards whose previous status of card is ineligible in six steps, cards marked as migrated, death and unsurveyed in the Navasakam survey are also can apply in this category.

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Aadhar Number 3. Rice Card 4. Death Certificate (for single member card)

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

GSWS / Application Submission / Civil Supplies/ New Rice Card

New Rice Card Application

Basic Details		Application Form
Family Income(Yearly):*	Occupation:*	Habitation:*
240000	BUSINESS	asd

New Rice Card Application

Basic Details		Application Form
Family Income(Yearly):*	Occupation:*	Habitation:*
240000	BUSINESS	asd

New Rice Card Family Member Details

New Card With Two and More Members New Card With Single Member

Destitute and no other family member

SNO	Aadhar No*	English Name*	Telugu Name*	Mobile No*	DOB*	Gender*	Relation(wrt self/HOF)*
1	270916994203	Ravindra	Ravindra	7259663316	08/08/1982	MALE	SELF/HOF

Document Upload(upload in .jpg/JPG or .jpeg/JPEG or .png/PNG formats):*

Untitled.jpg X

5. Splitting Rice Card

About the Service

There are two types of splits that can be taken up under Splitting Rice Card service.

- **Normal Split:** Normal Split cards can be applied by the rice cardholder having 2 family units existing in that rice card, the split card can be applied by splitting minimum two or more members of a family with minimum two members in the existing card.

- Single Member Split: Single Member Split cards can be allowed for the following categories:
 - Widow (female) and never had any children: Woman single member, who lost her husband and never had any children can apply in this category.
 - Widower (male) and never had any children: Male single member, who lost his wife and never had any children can apply in this category.
 - Transgender: Transgender can apply in this category
 - Unmarried and above 50 years of age (Male or Female): Single Male or Female member who has not married and living alone can apply in this category.

SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Rice Card 3. Proofs based on category

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form

The screenshot displays the 'Splitting Rice Card Application' interface. At the top, there is a navigation menu on the left and a user profile on the right for 'Sri YS Jagan Mohan Reddy'. The main content area shows the application form with the following details:

- Basic Details:**
 - Family Income*: 240000
 - Occupation*: SELF EMPLOYED
 - Rice Card Number/Ration Card Number*: 2801651045
 - Habitation*: hsd
- RICE CARD FAMILY DETAILS:**
 - Split Type*: Normal Split Widow / Widower Split Divorce Split(With Children) Single Member Split

A 'Submit Split Family' button is located at the bottom right of the form. A watermark 'Activate Windows' is visible in the bottom right corner of the screenshot.

Family Income: 240000 Occupation: SELF EMPLOYED Rice Card Number/Ration Card Number: 2801651045 Habitation: asd

RICE CARD FAMILY DETAILS

Split Type: Normal Split Widow / Widower Split Divorce Split(With Children) Single Member Split

S NO	Aadhar No	Select Split Members	Rice Card Number	Name	Relation	Age	DOB	EKYC Status
1	346958095661	<input type="checkbox"/>	2801651045	Jyothi Gangappa	NA	65	1956-01-01	N
2	452970381199	<input type="checkbox"/>	2801651045	Jyothi Mangamma	SELF	63	1958-01-01	Y
3	700313546074	<input type="checkbox"/>	2801651045	j kanyakumari	GRAND DAUGHTER	5	2016-07-16	Y
4	773306445232	<input type="checkbox"/>	2801651045	JYOTHI DHARSHAN	SON	0	2021-01-19	N
5	852391029201	<input checked="" type="checkbox"/>	2801651045	j kanyakumari	DAUGHTER IN LAW	26	1995-01-01	Y
6	860825847659	<input checked="" type="checkbox"/>	2801651045	Jyothi Akkulappa	SON	29	1992-01-01	Y
7	928997915466	<input type="checkbox"/>	2801651045	jyothi nikhitha	DAUGHTER	3	2018-10-15	N

Activate Windows
Go to Settings to activate Windows.

6. Surrender Rice Card


About the Service

This service is for cardholders to voluntarily surrender the card.


SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Application Forms 2. Rice Card

Application Forms

DA - Service Application form: Post filling common details the DA proceeds to the Service Application Form



గ్రామ-పాఠశాల సచివాలయము
అంతర్జాతీయ ప్రయోగం



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

- > Home
- > Report
- > View Transaction
- > Challan Payment

List Of Services

- Application Submission
- Civil Supplies Department
 - 1. Correction Of Wrong Aadhar Seeding
 - 2. Member Addition in Rice Card
 - 3. Member Deletion in Rice Card

GSWS / Application Submission / Civil Supplies/ Surrender Rice Card
02:51:33 PM
13 December 2021 MON
Log Out

Hello, Test-DA Digital Assistant

Surrender Rice Card Application

Basic Details

Family Income:*


Occupation:*

Application Form


Rice Card Number/Ration Card Number:*

Habitation:*

[Get Details](#)



గ్రామ-పాఠశాల సచివాలయము
అంతర్జాతీయ ప్రయోగం



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

- > Home
- > Report
- > View Transaction
- > Challan Payment

List Of Services

- Application Submission
- Civil Supplies Department
 - 1. Correction Of Wrong Aadhar Seeding
 - 2. Member Addition in Rice Card
 - 3. Member Deletion in Rice Card
 - 4. New Rice Card
 - 5. Splitting Of Rice Card
 - 6. Surrender Of Rice Card
- MAUD Department
- Pension Department
- Revenue Department
 - 1. AP Dotted Lands Application

GSWS / Application Submission / Civil Supplies/ Surrender Rice Card
02:51:33 PM
13 December 2021 MON
Log Out

Hello, Test-DA Digital Assistant

Surrender Rice Card Application

Basic Details

Family Income:*

Occupation:*

Application Form

Rice Card Number/Ration Card Number:*

Habitation:*

[Get Details](#)

Rice Card Family Details

SNo	Existing Rice Card Number	Name	Relation	EKYC Status
1	2816869690	Madappagari Parvathamma	SELF	Y
2	2816869690	Muneswaramma	DAUGHTER IN LAW	Y
3	2816869690	M.RAKESH	GRAND SON	N
4	2816869690	M.PRANESH VAMSI	GRAND SON	N
5	2816869690	M Puspa	DAUGHTER	Y
6	2816869690	Madappagari Adishesu	SON	Y
7	2816869690	M Aaswarth Narayana	HUSBAND	Y

[Submit](#)

Activate Windows
Go to Settings to activate Windows.

Pensions

Overview

3 Pension services have made available in the new GSWS portal. Details are mentioned in the table below

S.No	Service Name	SLA – Days
1	New Pension Application <ul style="list-style-type: none"> • OAP Pension • Disability • Widow • Single Women • Weavers • Toddy Tappers • Transgender • Fisherman • Cobbler • Dappu Artists 	21
2	Pension Card Printing	NA
3	Pension Social Audit List	NA

Standard Approval Process (for demonstration purpose)

Step 1: The DA has to select the type of pension in the Service application form for a new pension application

The screenshot shows the 'Pension Application' form in the GSWS CSP Portal. The 'Basic Details' tab is active. The 'Type of Pension*' dropdown menu is open, showing a list of pension categories. A 'Validate' button is located to the right of the dropdown. The 'Pension Application Form' tab is also visible but currently empty.

Service Application form –Caste, Income and existing pension details needs to be validated by the DA. The necessary proofs (based on the type of pension application) along with the pension application should be uploaded in this page

The screenshot shows the 'Pension Application Form' with the 'Basic Details' tab active. The 'Type of Pension*' dropdown is set to 'Disabled'. The 'Validate' button is highlighted in yellow. The form contains several input fields and dropdown menus for personal and identification details. The 'Income Certificate Number*' field has a 'Get Income Details' button highlighted in yellow. The 'Caste Certificate Number*' field has a 'Get Caste Details' button highlighted in yellow. The 'Confirmation on Income*' and 'Confirmation on Caste*' fields have radio buttons for 'Yes' and 'No'.

Any other Person in Family taking other Pensions?
 Yes No

How many times UID updated?
 Select

S NO	Date of Update	Type of Update	Date of Change	Proof Document
1	dd/mm/yyyy	Select	dd/mm/yyyy	Choose File No file chosen

Document List
 Note: All Upload Documents are in Pdf Format Only. Maximum Upload Size Per File is 1MB.

Pension Type	Document to be uploaded
Widow	Death certificate of Husband
Weavers	Society issued certificate
Toddy tapper	Society issued certificate
Transgender	Medical certificate
Single women	Thasildar issued certificate
Fishermen	Society issued marine fishermen certificate
Dappu Artists	Self Declaration
Traditional cobblers	Self Declaration

Age Proof Document* No File chosen

Pension Category Certificate Proof* No File chosen

Once the relevant validations are successful and the DA submits the application on behalf of the citizen and completes the payment procedure the application is forwarded to the next level approving authority mapped to the Service.

Step 2: Verification Authority (WEA/WWDS etc.): The verification authority can view all the applications or requests assigned to him along with their SLA and status

Hello, RAMADEVI PALAPARTHI
 Ward Welfare & Development Secretary

01:44:28 PM
 22 December 2021 WED |

Redirect to Meeseva | Request Tracking System

13 Total Requests

5 Open Beyond SLA

8 Open Within SLA

Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	Pens211207000007	Pensions Weavers	RD	RD	Batna Anantha Rao Batna Anantha Rao Batna Anantha Rao	07/12/2021	Pending
2	Pens211207000014	Pensions Fishermen	RD	RD	Anjali ABCDEFGHIJKLMNOPQRSTUVWXYZ BINOD middle name test data last name test	07/12/2021	Pending
3	Pens211207000016	Pensions Traditional Cobblers	RD	RD	Anjali ABCDEFGHIJKLMNOPQRSTUVWXYZ BINOD BINOD	07/12/2021	Pending
4	Pens211207000018	Pensions Dappu Artists	RD	RD	Anjali BINOD BINOD	07/12/2021	Pending

The WEA/WWDS will be able to view all the details filled by the DA on behalf of the citizen along with the documents uploaded for the service

Request ID: Pens211217000004

Basic Details

Aadhaar Number:	994000781284	Gender:	Female	Marital Status:	Married
First Name:	Gavidi Rama	Date of Birth:	09/06/1944	Mobile No:	9704557932
Middle Name:		Caste:	BC-C	Email:	
Last Name:	dsfsd	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Gavidi Ramesh	Qualification:	MDS		

Present Address		Permanent Address	
Door No & Street Name:	1-803	Door No & Street Name:	1-803
Village / Ward / Secretariat:	RAMALINGESWARAPET	Village / Ward / Secretariat:	RAMALINGESWARAPET
Mandal / Municipality:	TENALI-U	Mandal / Municipality:	TENALI-U
District:	GUNTUR	District:	GUNTUR
Pin Code:	535128	Pin Code:	535128

Applicant Details

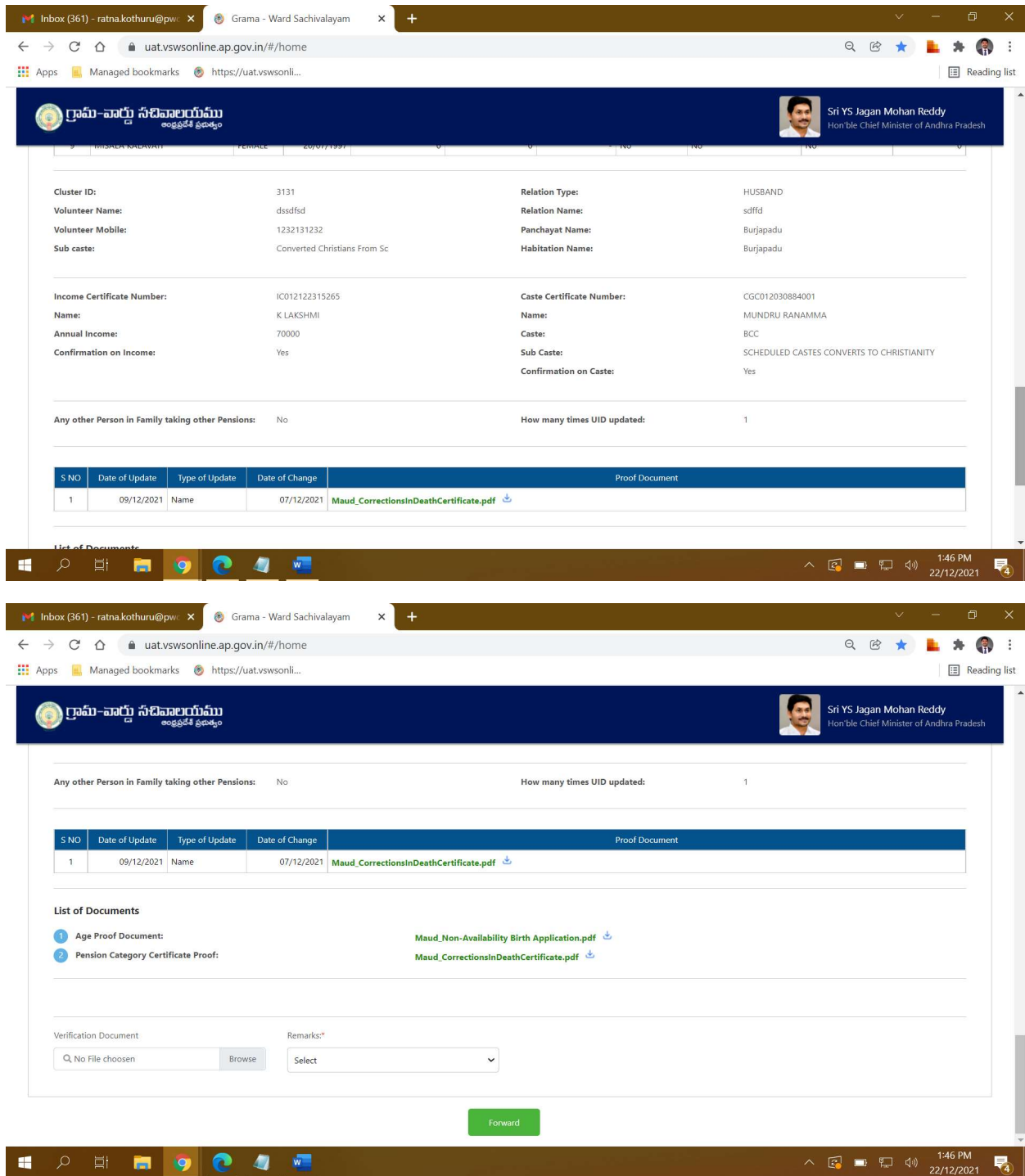
Type of Pension: O.A.P

Family Details along with eligibility criteria

S NO	Name of Person	Gender	DOB	Wet Land (Acres)	Dry Land (Acres)	Property (Sqft)	Vehicle (Y/N)	Govt Employee (Y/N)	Income Tax (Y/N)	Power (Units)
1	Gavidi Rama	FEMALE	12/06/1998	0	0	-	No	No	No	0
2	Gavidi Krishnarao	MALE	09/06/1988	0	0	-	No	No	No	0
3	Gavidi Satyam	MALE	01/01/1960	0	0.32	-	No	No	No	0
4	GAVIDI ESWITHA	MALE	12/06/2018	0	0	-	No	No	No	0
5	GAVIDI DELLISWARI	MALE	17/12/2016	0	0	-	No	No	No	0
6	Gavidi Ramesh	MALE	01/01/1990	0	0	-	No	No	No	0
7	GAVIDI SUMANTH KUMAR	MALE	19/08/2016	0	0	-	No	No	No	0
8	Gavidi Venkatamma	FEMALE	01/01/1970	0	1.46	-	No	No	No	0
9	MISALA KALAVATI	FEMALE	20/07/1997	0	0	-	No	No	No	0

Cluster ID:	3131	Relation Type:	HUSBAND
Volunteer Name:	dssdfs	Relation Name:	sdfid
Volunteer Mobile:	1232131232	Panchayat Name:	Burjapadu
Sub caste:	Converted Christians From Sc	Habitation Name:	Burjapadu

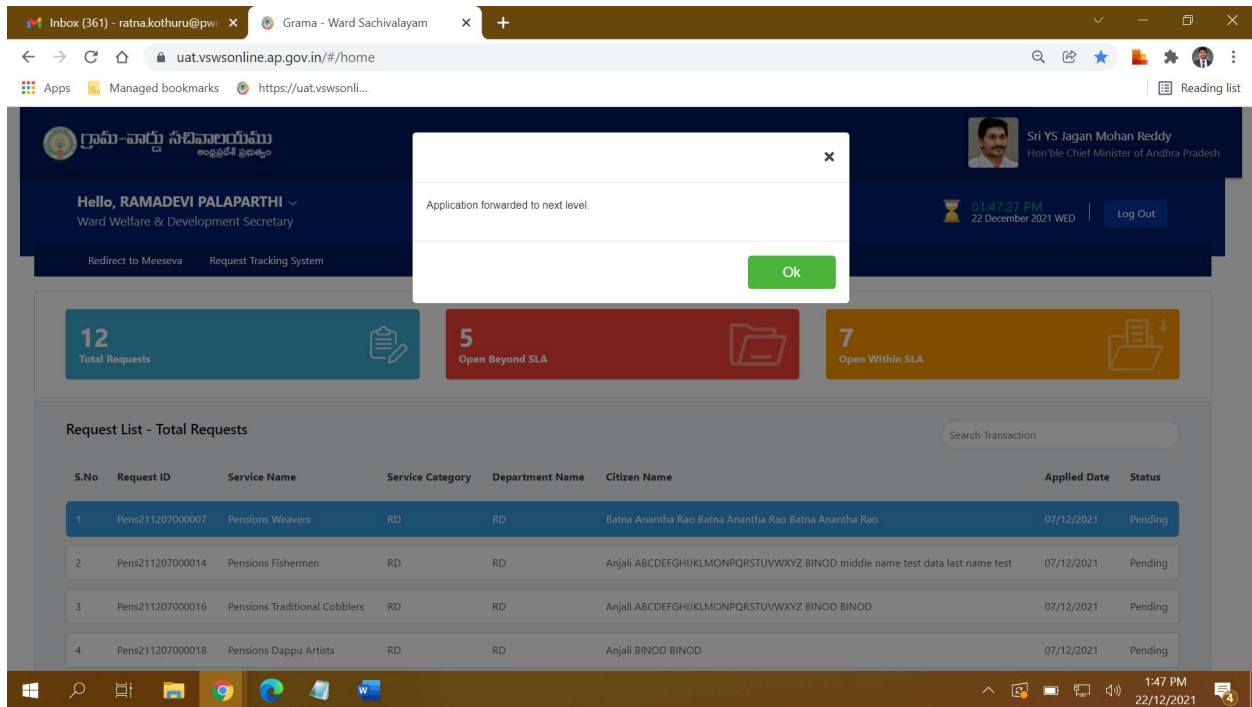
Income Certificate Number:	IC012122315265	Caste Certificate Number:	CGC012030884001
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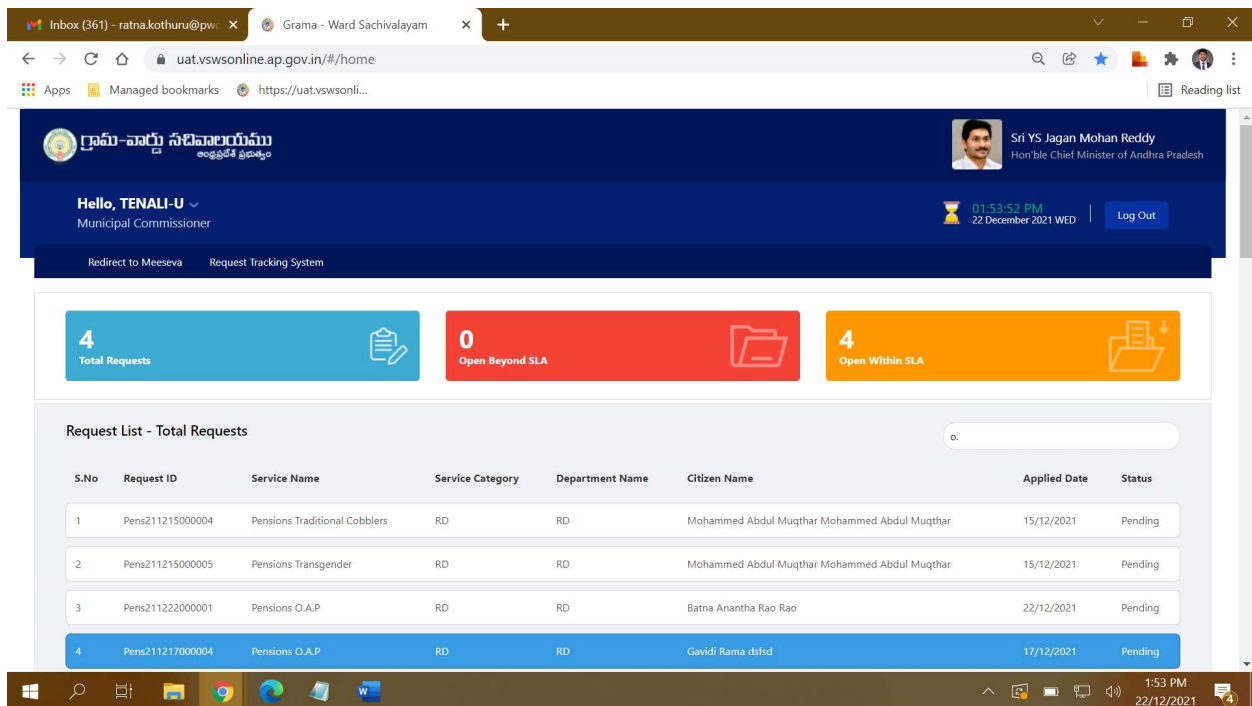
WEA/WWDS can Recommend or Not Recommend the application as shown above.

The WEA/WWDS must verify the document through a Aadhaar e-sign with an OTP to forward the application to the next level.

WEA/WWDS is notified through a pop-up window once the application is verified and submitted



Step 3: Approving Authority (MPDO, Municipal Commissioner etc.): The Approving authority can view all the applications or requests assigned to him along with their SLA and status



The MPDO/MC will be able to view all the details filled by the DA and the recommendations made by the WEA/WWDS on behalf of the citizen along with the documents uploaded for the service

Request ID: Pens21121700004

Basic Details

Aadhaar Number:	994000781284	Gender:	Female	Marital Status:	Married
First Name:	Gavidī Rama	Date of Birth:	09/06/1944	Mobile No:	9704557932
Middle Name:		Caste:	BC-C	Email:	
Last Name:	dsfsd	Religion:	Hindu	Delivery Type:	By Hand
Father / Husband Name:	Gavidī Ramesh	Qualification:	MDS		

Present Address

Door No & Street Name:	1-803	Door No & Street Name:	1-803
Village / Ward / Secretariat:	RAMALINGESWARAPET	Village / Ward / Secretariat:	RAMALINGESWARAPET
Mandal / Municipality:	TENALI-U	Mandal / Municipality:	TENALI-U
District:	GUNTUR	District:	GUNTUR
Pin Code:	535128	Pin Code:	535128

Applicant Details

Type of Pension: G.A.P.

The MPDO/MC can reject or approve the application based on the recommendations made by the previous verification authorities. If the application is approved the MPDO/MC has to digitally sign the application

Any other Person in Family taking other Pensions: No How many times UID updated: 1

S NO	Date of Update	Type of Update	Date of Change	Proof Document
1	09/12/2021	Name	07/12/2021	Maud_CorrectionsInDeathCertificate.pdf

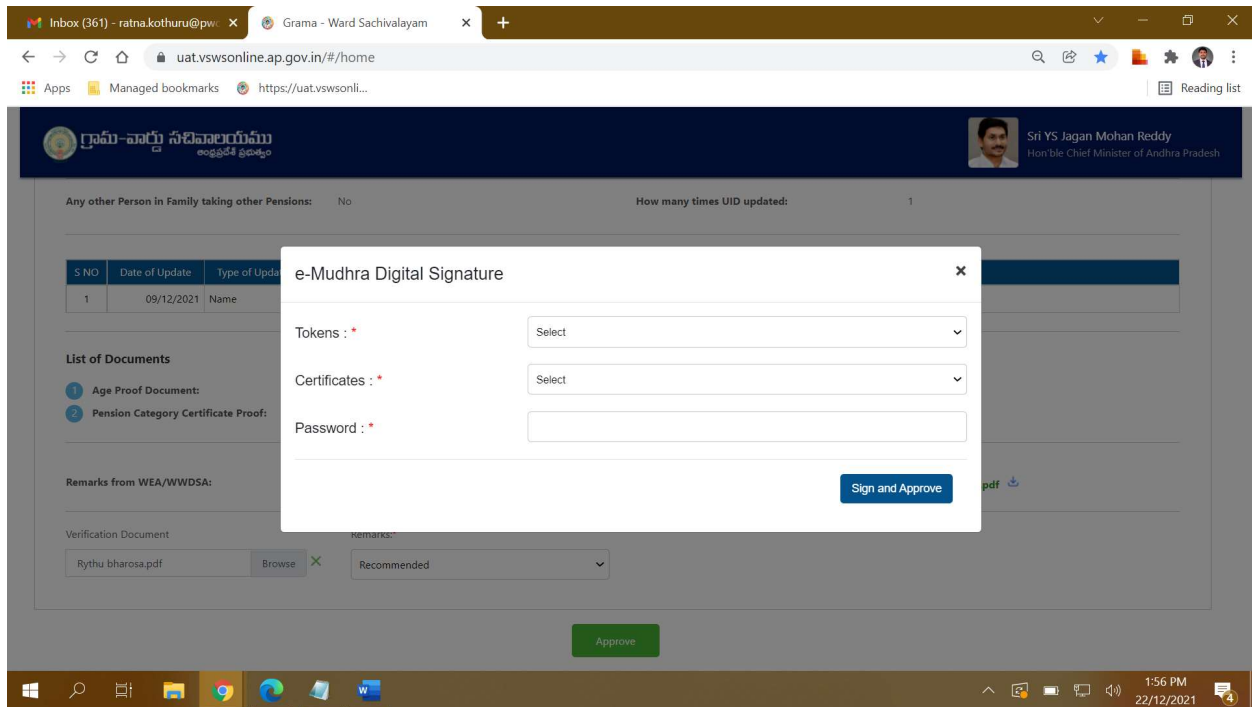
List of Documents

- Age Proof Document: [Maud_Non-Availability Birth Application.pdf](#)
- Pension Category Certificate Proof: [Maud_CorrectionsInDeathCertificate.pdf](#)

Remarks from WEA/WWDSA: Recommended **Document from WEA/WWDS:** [Rythu bharosa.pdf](#)

Verification Document:

Remarks*:



Step 4: the application is then forwarded to the respective department/districts/ Collectors for further processing

Service Level Details

1. New Pension Application

About the Service

This service is used for entry of Survey number in and Records portal

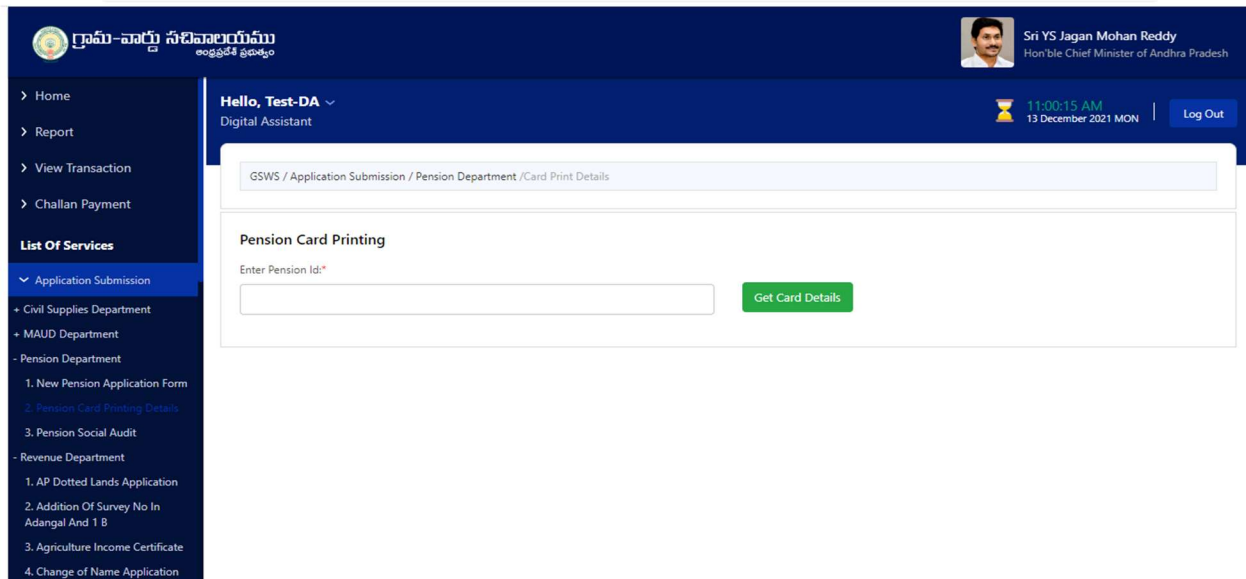
SLA	21
Documents Checklist	<ol style="list-style-type: none"> 1. Aadhar card 2. Family Income certificate 3. Land property (if any) 4. Relevant certificate for Pensions <ol style="list-style-type: none"> a. Widow: Death certificate of husband b. Weave: Handloom & Textile certificate c. Single women: Legally separated papers/ Revenue certificate d. Toddy Topper: Excise Department certificate

	<ul style="list-style-type: none"> e. Fishermen: Fisheries department certificate f. Disabled: Sadarem certificate g. Traditional Cobbler: Social Welfare certificate h. Dappu Artists: Social Welfare Dept certificate i. Transgender: District Medical Board Certificate
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2. Pension Card Printing

About the Service

After the pension has been approved, Pensioner can get the card printed. The pension ID has to be entered by the DA and all details will be populated so that print can be taken.





GSWS / Application Submission / Pension Department / Card Print Details

Pension Card Printing

Enter Pension Id*
108817381 Get Card Details

Pension Card Details

QR Codes  Photos: 

QR Codes  Photos: 

Village / Ward / Secretariat:	పెన్నుదిత్తి	Village / Ward / Secretariat Number:	1035058
Pension Number:	108817381	Pension Type:	దీక్షాంసిత
Name:	శేలారాజు గోపింధు	Date Of Birth:	01-01-1962
Age:	59	Husband/Father:	సుబ్బారావు
Mandal:	ఒంగోలు (ఆర్)	District:	ప్రకాశం
Aadhar No:	X00000003917	Phone No:	7702833559

Print

3. Pension Social Audit List

About the Service

The service is used to print the details of all eligible and ineligible beneficiaries with a specific period

The "From Date" and "To Date" and Eligible/Ineligible list needs to be selected by the DA to get the list of applications eligible/ineligible during the selected period. All the Eligible and Ineligible List will be shown, which can be printed. The list can be printed immediately.

Pension Social Audit List

From Date: To Date: Draft Eligible/Ineligible: Eligible Ineligible

YSR Pension -Social Audit List

Mandal /Municipality: District:
 Village / Ward / Secretariat Id: Village / Ward / Secretariat Name:

S NO	Grievance Id	Pensioner Name	Relation Name	Pension Type	Gender	Age
1	G14824195	PALLAM NARASIMHULU	P NARASAIHAH	వృద్ధావృత్తి	MALE	60
2	G9947901151	MALLU DHANALAKSHIMI	M VENKATA SUBBA REDDY	వృద్ధావృత్తి	FEMALE	64
3	G26724195	Nallipogu Rosalah	CHENNAIAH	వృద్ధావృత్తి	MALE	59
4	G658849622	Duggireddy Thirupathi Reddy	CHINNAIAH	వృద్ధావృత్తి	MALE	70
5	G30124195	Manikireddy Venkateswarlu	MANIKAREDDY VENKATA SUBBAIAH	వృద్ధావృత్తి	MALE	60
6	G58736882470	GOPAVARAM MASTHAN REDDY	G VENKATA SUBBAREDDY	వృద్ధావృత్తి	MALE	60
7	G07887123676	Bovilla Ramireddy	GORI REDDY	వృద్ధావృత్తి	MALE	81
8	G89627068683	KARUDUMPA RAMAIAH	CHINA VENGAIHAH	వృద్ధావృత్తి	MALE	53
9	G97206962467	Dabbugottu Venkataiah	MUSALAIHAH	వృద్ధావృత్తి	MALE	60
10	G03424195	BANKA SAYAMMA	BANKA PEDDA NAGAIHAH	చిరంజీవి	FEMALE	69
11	G16724195	Nallipogu Venkatamma	N CHINNAIAH	చిరంజీవి	FEMALE	60