



**GOVERNMENT OF ANDHRA PRADESH**

**GVWV & VSWS DEPARTMENT**

**Auto Nagar, Vijayawada**

# **Household Split – Marriage**

**User Manual**

**January 2023**

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## 1. Service Overview

The Government of Andhra Pradesh is providing a new service called the “Household Split” to the citizens who are willing to split their existing Households. The Household Split service can be availed only upon satisfying certain criteria.

The Marriage category Household Split allows for split in Households only based on Marriage. To be eligible for this split:

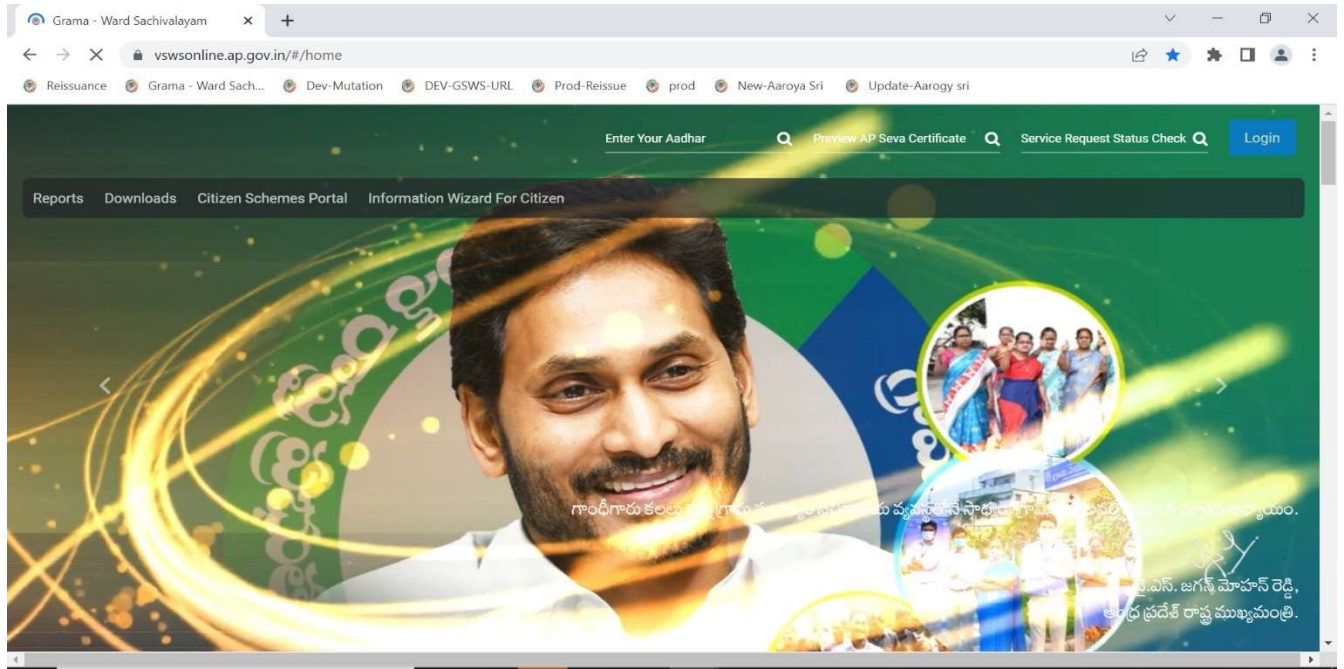
- The existing Household should consist of at least two married couples.
- The married couples who want to split their households should be living separately.

Citizen’s needs to visit the village/ward secretariat to apply for this service.

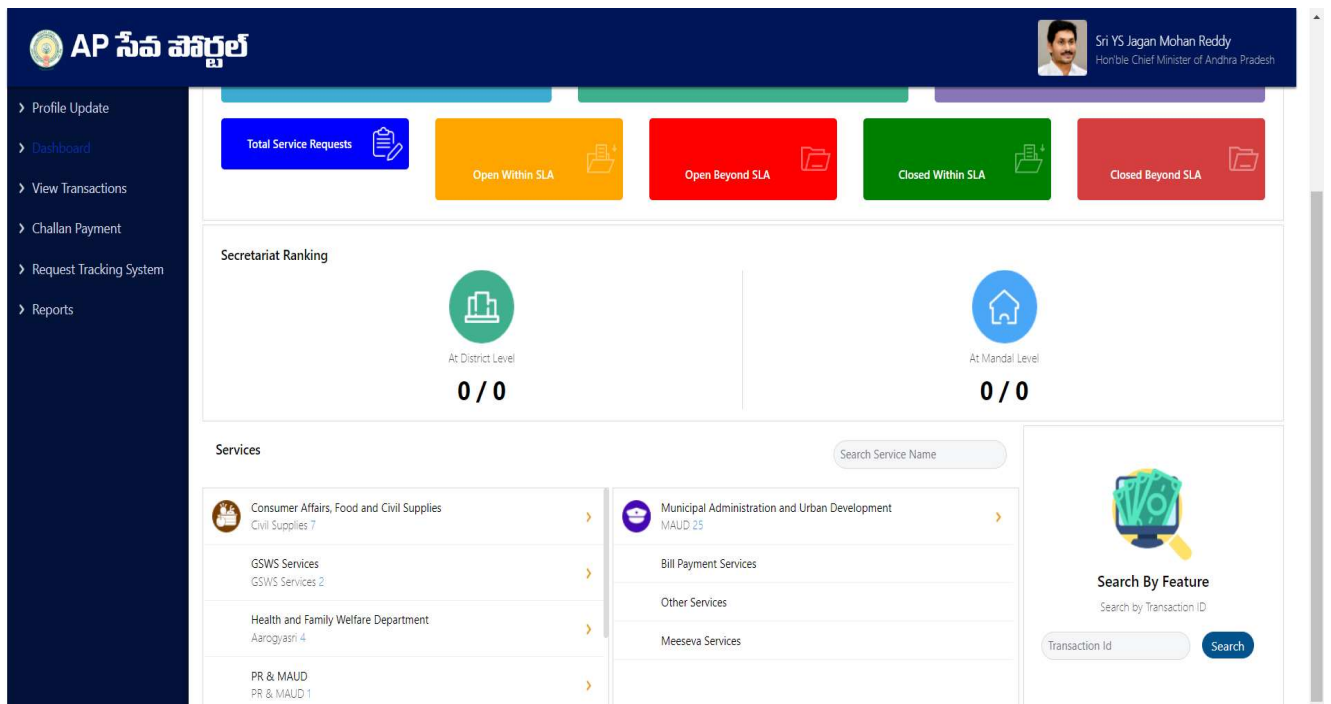
<b>Category</b>	Category B
<b>Fee</b>	No fee
<b>SLA</b>	21 days
<b>Documents Checklist</b>	Proof of marriage (any one document mandatory) <ol style="list-style-type: none"><li>1. Marriage Certificate</li><li>2. Rice Card</li><li>3. Aarogyasri Card</li><li>4. Family Member Certificate</li><li>5. Passport</li><li>6. Aadhaar Card</li></ol> Proof of Separate living: Field verification

## 2. Service request in DA login

a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and login to the portal using your credentials.



b) Got to services, Click on GSWS services, and select Household split service.



c) Basic details form will be shown, enter Aadhar number and click on prefill.

AP సేవ పోర్టల్

Hello, Karlapudi Sowjanya  
Panchayat Secretary Grade-VI (DA)

02:51:39 PM  
04 January 2023 WED

Log Out

GSWS / Application Submission / Revenue Department / Splitting of Household Members

### Splitting of Household Members Application Form

Basic Details		Application Form	
Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
710476836659 <input type="button" value="Pre-Fill"/>	DUNGA SANGEETHA	naidu	Female
Date of Birth: *	Caste: *	Religion: *	Qualification: *
14/01/1979	BC-A	Hindu	MBBS
Marital Status: *	Mobile No: *	Email:	
Married	9912894747		

### Permanent Address

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
45-1-67/5	NTR	VIJAYAWADA-U	02-Machavaram Down

d) After filling all the necessary details click on continue to move to the application form.

Married

9912894747

### Permanent Address

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
45-1-67/5	NTR	VIJAYAWADA-U	02-Machavaram Down

Pin Code: \*

Postal Office:

Postal Village:

520004

Select

Select

Present Address is same as Permanent Address

### Present Address (Mailing Address)

Door No & Street Name: *	District: *	Mandal/Municipality: *	Village/Ward/Secretariat: *
45-1-67/5	NTR	VIJAYAWADA-U	02-Machavaram Down

Pin Code: \*

Postal Office:

Postal Village:

520004

Select

Select

e) In the application form a table will be populated based on all the members in the household along with their eKYC status. Select the service type as “**Marriage Split**” as shown below.

**Note:** If any of the member’s eKYC status is shown as “N”, the application will not be raised, and the members should complete the eKYC in Volunteer app and then apply.

**AP సేవ పోర్టల్**

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

Splitting of Household Members Application Form

Basic Details | Application Form

Household Member Details

Select Head of Family: \*  
Select

Service Type: \*  
Marriage Split

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
<input type="radio"/>	BATHULA NAGESWARAV	Y	FEMALE	Alive	Select	01/01/1931	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	Select	19/11/2003	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Select	14/01/1979	BC-A	Select	Select	Select
<input type="radio"/>	PENUGONDA SAI KALYAI	Y	MALE	Alive	Select	15/03/1994	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Select	10/03/1976	BC-A	Select	Select	Select
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Select	01/07/1937	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Select	05/07/1940	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Y	FEMALE	Alive	Select	08/11/2010	BC-A	Select	Select	Select

Preview Split

f) Select the marital status of all the members in the household in the “Marital Status” dropdown column.

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
<input type="radio"/>	BATHULA NAGESWARAV	Y	FEMALE	Alive	Married	01/01/1931	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Married	14/01/1979	BC-A	Select	Select	Select
<input type="radio"/>	PENUGONDA SAI KALYAI	Y	MALE	Alive	Married	15/03/1994	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Married	10/03/1976	BC-A	Select	Select	Select
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Married	05/07/1940	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-A	Select	Select	Select

Preview Split

g) An option to select the head of the family is provided in the dropdown. Select the Head of the family by clicking on the dropdown.

**Note:** The head of the family which is selected should be the Oldest alive female member in the family. If a female member is not available in the household, select oldest alive male member as the head of family.

h) Once Head of the family is selected then the relationship dropdown for that person will be frozen as “Head”.

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
<input type="radio"/>	BATHULA NAGESWARAM	Y	FEMALE	Alive	Married	01/01/1931	BC-A	Head	Select	Select

- i) The first column contains the “Select” radio button to select the desired member to change the relationship of the member with respect to the “Head”. For male members male relations will be populated in the dropdown and female relations for female members. Select the desired relations for all the members.

The screenshot shows the AP NPS portal interface. A modal titled "Select Relation" is open over a table of family members. The modal contains a dropdown menu with "Select" as the current selection and a green "Select Relation" button. The table below has the following data:

Select	Name of the Citizen	eKYC	Gender	Status	Marital	Date of Birth	Category	Relationship	Split Type	Desired Household
<input type="radio"/>	BATHULA NAGESWARAV	Y	MALE	Alive	UnMarried	19/11/2003	BC-A	Grand Son	Marriage	Household 2
<input checked="" type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	Married	14/01/1979	BC-A	Daughter-in-L	Select	Select
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Married	15/03/1994	BC-A	Son	Select	Select
<input type="radio"/>	PENUGONDA SAI KALYA	Y	MALE	Alive	Married	10/03/1976	BC-A	Select	Select	Select
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Married	01/07/1937	BC-A	Select	Select	Select
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	05/07/1940	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Married	08/11/2010	BC-A	Select	Select	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried			Select	Select	Select

The screenshot shows the same AP NPS portal interface. The "Select Relation" modal is now open with "Grand Son" selected in the dropdown menu. The table data remains the same as in the previous screenshot.



j) Select the split type as “**Marriage**” for the members who are willing to split out of the family and select “**Existing household**” for members willing to stay in the family. The desired household will be populated automatically once the split type is selected. Click on preview split after selection of split type.

**Note:** Only one family can be split from the household at a time

**Household Member Details**

Select Head of Family: \*  
BATHULA NAGESWARANMA

Service Type: \*  
Marriage Split

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
<input type="radio"/>	BATHULA NAGESWARANMA	Y	FEMALE	Alive	Married	01/01/1931	BC-A	Head	Existing House	Household 1
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-A	Grand Son	Marriage	Household 2
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Married	14/01/1979	BC-A	Daughter-in-L	Marriage	Household 2
<input type="radio"/>	PENUGONDA SAI KALYANI	Y	MALE	Alive	Married	15/03/1994	BC-A	Son	Existing House	Household 1
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Married	10/03/1976	BC-A	Son	Marriage	Household 2
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-A	Husband	Existing House	Household 1
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Married	05/07/1940	BC-A	Daughter-in-L	Existing House	Household 1
<input checked="" type="radio"/>	DONGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-A	Grand Daught	Existing House	Household 1

[Preview Split](#)

k) Both the households with the selected members will be shown with the relationships beside them. Select the Head of the family (**Oldest alive female**) for both the households and then select the relationships of remaining members w.r.t to the Head.

**Household 1 Member Details**

Select Head of Household 1: \*  
BATHULA NAGESWARANMA

Select	Name of the Citizen	Relationship
<input type="radio"/>	BATHULA NAGESWARANMA	Head
<input type="radio"/>	PENUGONDA SAI KALYANI	Select
<input type="radio"/>	DONGA SATYANARAYAN	Select
<input type="radio"/>	DONGA NARAYANAMMA	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Select

**Household 2 Member Details**

Select Head of Household 2: \*  
DUNGA SANGEETHA

Select	Name of the Citizen	Relationship
<input type="radio"/>	DUNGA PRIYATHAM	Select
<input type="radio"/>	DUNGA SANGEETHA	Head
<input type="radio"/>	DUNGA SRINIVAS	Select

[Preview Split](#)

- l) eKYC of one of the members of both the households should be taken either using Aadhar OTP or fingerprint option.

**Note:** Aadhar number entered should be present in each of the resultant households.

The screenshot shows the AP Sankshar portal interface. The header includes the logo and the name of the user, Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The sidebar on the left lists various services, with 'Application Submission' selected. The main content area displays the eKYC process for two households. For Household 1, the Aadhar Number is 425962512937 and the OTP is masked. For Household 2, the Aadhar Number is 246298726447 and the OTP is masked. Below the forms, there are dropdown menus for selecting proof documents: 'Rice Card' for Household 1 and 'Marriage Certificate' for Household 2. There are 'Browse' buttons for each dropdown. A 'Show Payment' button is located at the bottom right of the form area.

- m) Select the proof document to be uploaded for both the households for verification and upload the selected document in PDF format.

The screenshot shows the AP Sankshar portal interface, similar to the previous one. The main content area displays the eKYC process for two households. The dropdown menus for selecting proof documents are now set to 'Rice Card' for Household 1 and 'Marriage Certificate' for Household 2. Below the dropdowns, there are file upload fields. For Household 1, the file 'Leave policy V4.1.pdf' is uploaded, and for Household 2, the file 'Krishnaiah.pdf' is uploaded. There are 'Browse' buttons next to each file name, and green checkmarks are visible next to the file names. A 'Show Payment' button is located at the bottom right of the form area.

**Note for uploading proof documents:**

- Any one of the 6 documents should be uploaded as proof documents for both the households:
  1. **Marriage certificate:** the certificate should contain the details of the married couple in the resultant households.
  2. **Rice card:** the members in the rice card should be same the members present in the resultant household.
  3. **Aarogyasri card:** the members in the Aarogyasri card should be same the members present in the resultant household.
  4. **Family member certificate:** the members mentioned in the Family member certificate should be the same as the members in the resultant household.
  5. **Passport:** the passport of the married female member of the household needs to be uploaded and should contain the field **W/o** and it should match with husband’s name in the resultant household.
  6. **Aadhar:** The Aadhar card of the member in the resultant household should match the husband’s name in the household.

n) Click on show payment after uploading the necessary documents. A receipt is generated with requisition ID with which the citizen can track his/her application.

The screenshot shows the AP SVS (Andhra Pradesh State Welfare Services) portal. The header includes the AP SVS logo and the name of the Honorable Chief Minister, Sri YS Jagan Mohan Reddy. A sidebar on the left lists various services, with 'Application Submission' selected. The main content area displays a 'Payment Receipt' for a transaction on 04/01/2023 at 4:31:02 PM. The receipt details are as follows:

Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@apgsvs.onmicrosoft.com
Application Number :	HH5230104150518	Transaction ID:	THHS230104150518
Service Name :	Splitting of Household Members	Department Name:	Revenue Department
Applicant Name :	Dunga Sangeetha	Father/Husband Name :	Naidu
District :	Ntr	Mandal:	Vijayawada-u
Amount Paid :	0 /-	Amount In Words :	Rupees Only
Payment Mode :	Cash	SLA :	21 DAYS
Transaction Date :	04/01/2023 4:31:02 PM		

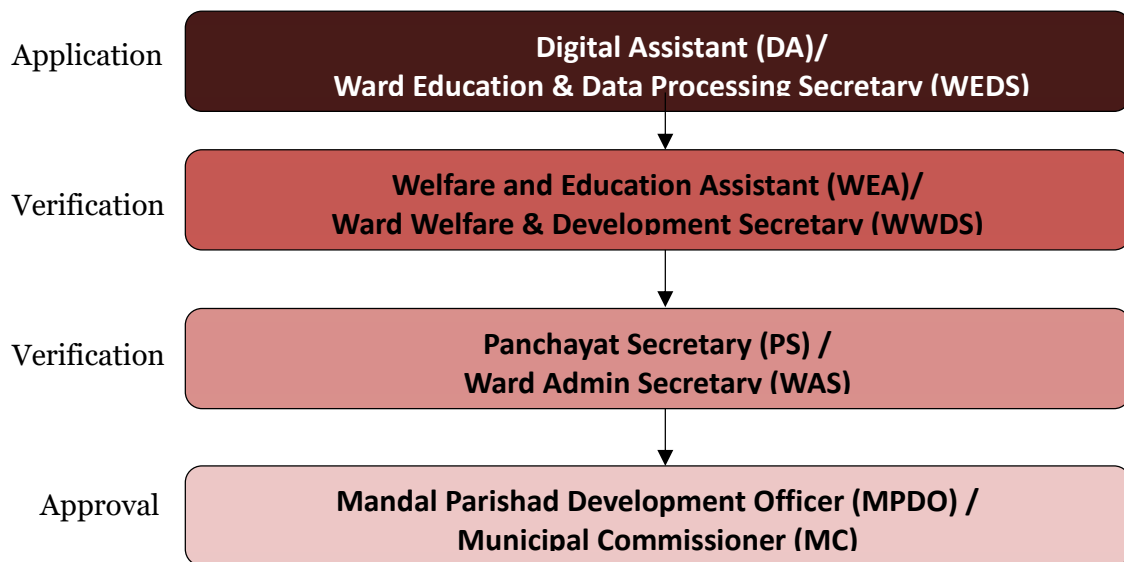
Note :  
1. To Know the Application status, Please visit <https://svsonline.ap.gov.in>

### 3. Verification workflow

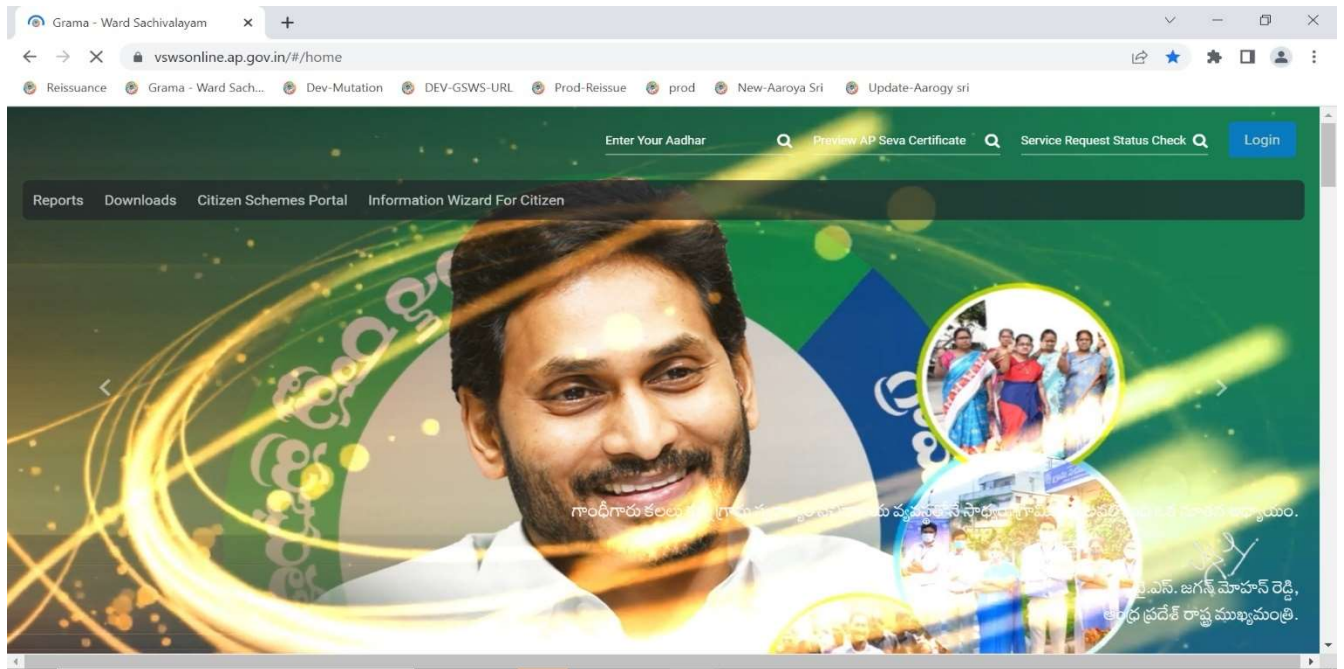
Once the application form is submitted by the DA/WEDS it is forwarded to the next level for verification i.e., WEA/WWDS.

The WEA/WWDS verifies the application and forwards to PS/WAS who then verifies the application and forwards to MPDO/MC.

The MPDO/MC is the final approval authority for household split.



a) Enter the URL <https://vswsonline.ap.gov.in/#/home> and WEA/WWDS will login to the portal using his/her credentials.



b) After logging in, the household split request will be shown in the dashboard as shown below.

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	HHS230106150551	HouseholdSplit	RV	RV	M THAYARAMMA	06/01/2023	Pending

c) Verify the application details after field visit to both the resultant households.

Request ID:HHS230106150551

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**Basic Details**

<b>Aadhaar Number:</b>	370574441922	<b>Date of Birth:</b>	21/08/1950	<b>Marital Status:</b>	Married
<b>Citizen Name:</b>	M THAVARAMMA	<b>Caste:</b>	BC-B	<b>Mobile No:</b>	9490830085
<b>Father / Husband Name:</b>	certification test	<b>Religion:</b>	Hindu	<b>Email:</b>	-
<b>Gender:</b>	Female	<b>Qualification:</b>	MBBS		

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<b>Present Address (Mailing Address)</b>		<b>Permanent Address</b>	
<b>Door No &amp; Street Name:</b>	2118009	<b>Door No &amp; Street Name:</b>	2118009
<b>Village / Ward / Secretariat:</b>	KONDAMUDI	<b>Village / Ward / Secretariat:</b>	KONDAMUDI
<b>Mandal / Municipality:</b>	PONNUR-R	<b>Mandal / Municipality:</b>	PONNUR-R
<b>District:</b>	GUNTUR	<b>District:</b>	GUNTUR
<b>Pin Code:</b>	517592	<b>Pin Code:</b>	517592
<b>Postal Office:</b>	-	<b>Postal Office:</b>	-
<b>Postal Village:</b>	-	<b>Postal Village:</b>	-

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**Applicant Details**

Select Head Of Family: M VUJIA      Service Type: Marriage Split

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHKA	Y	FEMALE	Alive	Un/Married	BC-B	29/02/2016	Daughter	Existing Household	Household 1
M GOVINDASWAMY	Y	MALE	Death	Married	BC-B	23/03/1940	Father-in-Law	Existing Household	Household 1
M THAVARAMMA	Y	FEMALE	Death	Married	BC-B	21/08/1950	Mother-in-Law	Existing Household	Household 1
M VUJIA	Y	FEMALE	Alive	Married	BC-B	03/07/1970	Head	Existing Household	Household 1
K SARINAI	Y	FEMALE	Alive	Married	BC-B	05/06/1982	Daughter-in-Law	Marriage	Household 2

d) Select all the checkboxes and the remarks as “recommended” or “not recommended”.

K PAVISHNA      Daughter

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**List of Documents**

- 1 Arogyasri Card of household 1      01031504923.pdf
- 2 Family Member Certificate of household 2      Family Member\_FMC221121149993.pdf

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**WEA/WWDS Checklist**

Applicant Name: M THAVARAMMA

Applicant Address: Door No & Street Name: 2118009  
Village/Ward: KONDAMUDI, Mandal: PONNUR-R  
District: GUNTUR

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 1 is valid? \*       Yes  No

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 2 is valid? \*       Yes  No

Whether at least 2 alive married couples are present in the existing Household \*       Yes  No

Whether the two married couples live separately \*       Yes  No

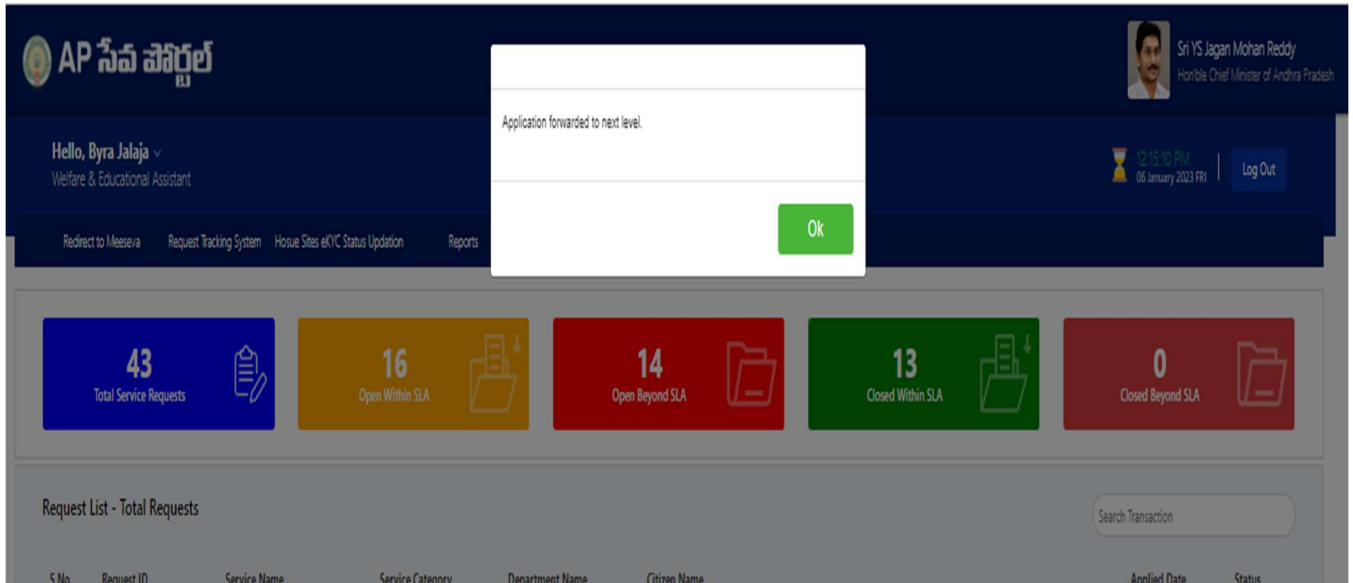
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Verification Document:

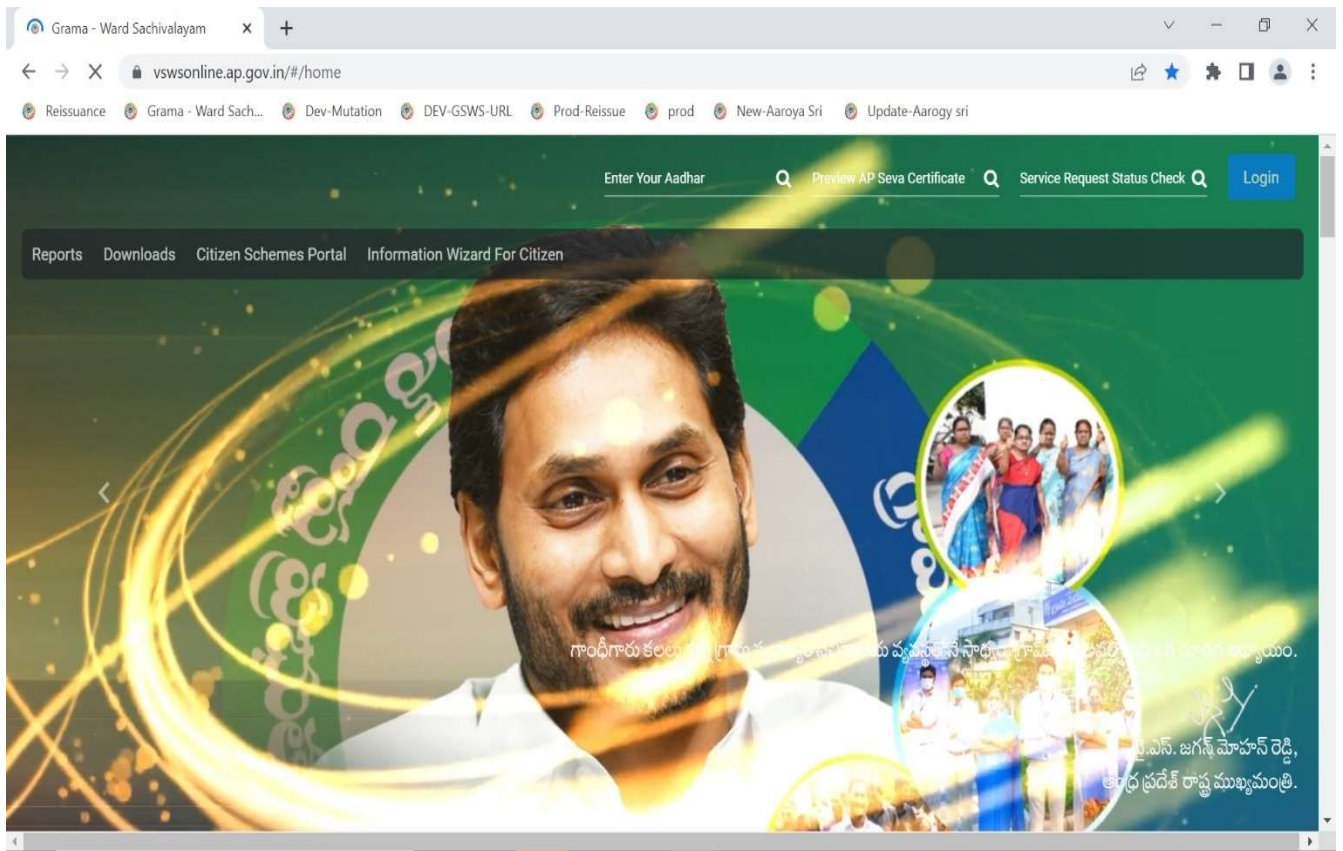
Remarks\*:

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

- e) After selecting the remarks click on forward button and the request is forwarded to the next level i.e., Panchayat Secretary/Ward admin secretary.



- f) Enter the URL <https://vswsonline.ap.gov.in/#/home> and the PS/WAS will login to the portal using his/her credentials.



g) After logging in, the household split request will be shown in the dashboard as shown below.

The dashboard header includes the AP Sava Seva logo, the user's name (Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh), a greeting (Hello, Panchayat Secretary), the current time (12:49:40 PM, 06 January 2023 FRI), and a Log Out button. Below the header are navigation links: Redirect to Meeseva, Request Tracking System, Hosue Sites eKYC Status Updation, and Reports.

The dashboard features five summary cards:

- Total Service Requests: 5
- Open Within SLA: 5
- Open Beyond SLA: 0
- Closed Within SLA: 0
- Closed Beyond SLA: 0

The Request List - Total Requests section shows a search bar with the value HHS230106150551. The table below lists the request details:

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	HHS230106150551	HouseholdSplit	RV	RV	M THAVARAMMA	06/01/2023	Pending

Below the table, there is a 'Requests per page' dropdown set to 10 and pagination controls showing page 1 of 1.

h) Verify the application details after field visit to both the resultant households if required and also verify the WEA/WWDS 's remarks.

Request ID:HHS230106150551

**Basic Details**

Aadhaar Number:	370574441922	Date of Birth:	21/08/1950	Marital Status:	Married
Citizen Name:	M THAVARAMMA	Caste:	BC-B	Mobile No:	9490830085
Father / Husband Name:	certification test	Religion:	Hindu	Email:	-
Gender:	Female	Qualification:	MBBS		

**Present Address (Mailing Address)**

Door No & Street Name:	2118009	Village / Ward / Secretariat:	KONDAMUDI	Mandal / Municipality:	PONNUR-R	District:	GUNTUR	Pin Code:	517592	Postal Officer:	-	Postal Village:	-
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**Permanent Address**

Door No & Street Name:	2118009	Village / Ward / Secretariat:	KONDAMUDI	Mandal / Municipality:	PONNUR-R	District:	GUNTUR	Pin Code:	517592	Postal Officer:	-	Postal Village:	-
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**Applicant Details**

Select Head Of Family: M.VUJIA Service Type: Marriage Split

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHKA	Y	FEMALE	Alive	UnMarried	29/02/2016	BC-B	Daughter	Existing Household	Household 1



Select Head Of Family:		M.VIJAYA			Service Type:		Marriage Split		
Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHKA	Y	FEMALE	Alive	UnMarried	BC-B	28/02/2016	Daughter	Existing Household	Household 1
M GOVINDASWAMY	Y	MALE	Death	Married	BC-B	23/03/1940	Father-in-Law	Existing Household	Household 1
M THAVARAMMA	Y	FEMALE	Death	Married	BC-B	21/08/1950	Mother-in-Law	Existing Household	Household 1
M VIJAYA	Y	FEMALE	Alive	Married	BC-B	02/07/1970	Head	Existing Household	Household 1
K SASIKALA	Y	FEMALE	Alive	Married	BC-B	05/06/1992	Daughter-in-Law	Marriage	Household 2
M KUMARAN	Y	MALE	Alive	Married	BC-B	29/11/1993	Son	Marriage	Household 2
K MAGENTHIRAN	Y	MALE	Alive	UnMarried	BC-B	25/07/2017	Grand Son	Existing Household	Household 1
K PAVISHNA	Y	FEMALE	Alive	UnMarried	BC-B	01/01/2014	Daughter	Existing Household	Household 1

**Household 1 Member Details**

Name of the Citizen	Relationship
K THOSHKA	Daughter
M GOVINDASWAMY	Father-in-Law
M THAVARAMMA	Mother-in-Law
M VIJAYA	Head
K MAGENTHIRAN	Grand Son
K PAVISHNA	Daughter

**Household 2 Member Details**

Name of the Citizen	Relationship
K SASIKALA	Head
M KUMARAN	Husband

**List of Documents**

- 1 Arogyasri Card of household 1 [01031504923.pdf](#)
- 2 Family Member Certificate of household 2 [Family Member\\_FMC221121149993.pdf](#)

i) Select all the checkboxes and the remarks as “recommended” or “not recommended”

**WEA/WWDS Checklist**

Applicant Name: M THAVARAMMA

Applicant Address: Door No & Street Name: 21118009  
Village/Ward: KONDAMUDI, Mandal: PONNUR-R  
District: GUNTUR

**WWDS/WEA Checklist**

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 1 is valid?  Yes  No

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 2 is valid?  Yes  No

Whether at least 2 alive married couples are present in the existing Household?  Yes  No

Whether the two married couples live separately?  Yes  No

Remarks from WEA/WWDS: Recommended

**PS/WS Checklist**

Whether the WEA/WWDS remarks are valid?  Yes  No

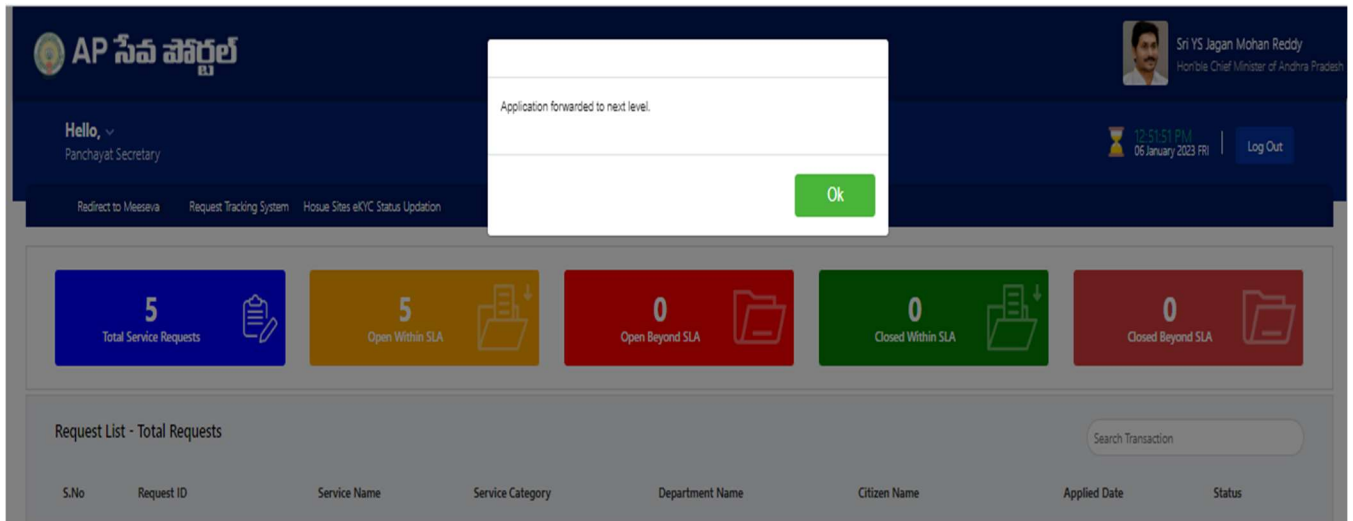
Document from WEA/WWDS: Not Available

Verification Document:

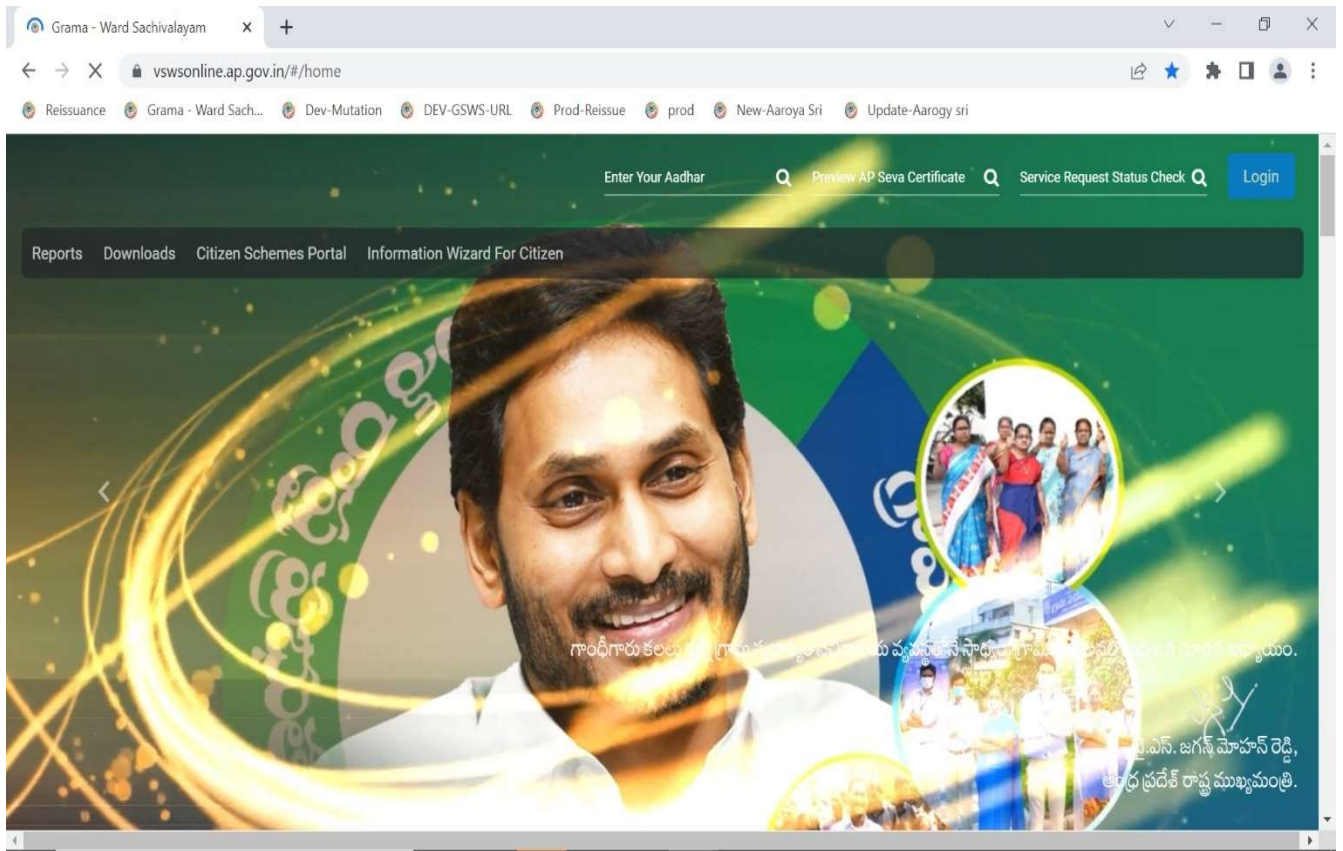
Remarks\*:

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

j) After selecting the remarks click on forward button and the request is forwarded to the next level i.e., Mandal Parishad development officer/Municipal commissioner.



k) Enter the URL <https://vswsonline.ap.gov.in/#/home> and the MPDO/MC will login to the portal using his/her credentials.



l) After logging in, the household split request will be shown in the dashboard as shown below.

The screenshot shows the AP Seva Portal dashboard. At the top, there is a header with the AP Seva logo, the user's name 'Sri YS Jagan Mohan Reddy', and his title 'Hon'ble Chief Minister of Andhra Pradesh'. Below the header, there is a navigation bar with links for 'Redirect to Meeseva', 'Request Tracking System', 'Hosue Sites eKYC Status Update', 'Reports', 'Profile Update', and 'Account Details'. The dashboard features five summary cards: 'Total Service Requests' (9), 'Open Within SLA' (6), 'Open Beyond SLA' (3), 'Closed Within SLA' (0), and 'Closed Beyond SLA' (0). Below these cards is a 'Request List - Total Requests' section with a search bar containing 'HHS230106150551'. The request list table has columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. A single request is listed with ID HHS230106150551, Service Name 'HouseholdSplit', Service Category 'RV', Department Name 'RV', Citizen Name 'M THAVARAMMA', Applied Date '06/01/2023', and Status 'Pending'. The page also shows 'Requests per page: 10' and a pagination control with '1' selected.

m) Verify the application details and verify the WEA/WWDS 's & PS/WAS 's remarks.

Request ID:HHS230106150551

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**Basic Details**

Aadhaar Number:	370574441922	Date of Birth:	21/08/1950	Marital Status:	Married
Citizen Name:	M THAVARAMMA	Caste:	BC-B	Mobile No:	9490830085
Father / Husband Name:	certification test	Religion:	Hindu	Email:	-
Gender:	Female	Qualification:	MBBS		

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<b>Present Address (Mailing Address)</b>		<b>Permanent Address</b>	
Door No & Street Name:	21118009	Door No & Street Name:	21118009
Village / Ward / Secretariat:	KONDAMUDI	Village / Ward / Secretariat:	KONDAMUDI
Mandal / Municipality:	PONNUR-R	Mandal / Municipality:	PONNUR-R
District:	GUNTUR	District:	GUNTUR
Pin Code:	517592	Pin Code:	517592
Postal Office:	-	Postal Office:	-
Postal Village:	-	Postal Village:	-

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**Applicant Details**

Select Head Of Family:

M VUJIA

Service Types:

Marriage Split

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHKA	Y	FEMALE	Alive	UnMarried	BC-B	28/02/2016	Daughter	Existing Household	Household 1
M GOVINDASWAMY	Y	MALE	Death	Married	BC-B	23/03/1940	Father-in-Law	Existing Household	Household 1
M THAVARAMMA	Y	FEMALE	Death	Married	BC-B	21/08/1980	Mother-in-Law	Existing Household	Household 1
M VUJIA	Y	FEMALE	Alive	Married	BC-B	08/07/1970	Head	Existing Household	Household 1
K SASIKALA	Y	FEMALE	Alive	Married	BC-B	06/06/1992	Daughter-in-Law	Marriage	Household 2
M KUMARAN	Y	MALE	Alive	Married	BC-B	29/11/1963	Son	Marriage	Household 2
K MAGENTHIRAN	Y	MALE	Alive	UnMarried	BC-B	25/07/2017	Grand Son	Existing Household	Household 1
K PAVISHNA	Y	FEMALE	Alive	UnMarried	BC-B	01/01/2014	Daughter	Existing Household	Household 1

**Household 1 Member Details**

Name of the Citizen	Relationship
K THOSHKA	Daughter
M GOVINDASWAMY	Father-in-Law
M THAVARAMMA	Mother-in-Law
M VUJIA	Head
K MAGENTHIRAN	Grand Son
K PAVISHNA	Daughter

**Household 2 Member Details**

Name of the Citizen	Relationship
K SASIKALA	Head
M KUMARAN	Husband

n) Select all the checkboxes and the remarks as “recommended” or “not recommended”

Family Member Certificate of household 2 Family Member\_FMC221121149993.pdf

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**WEA/WWDS Checklist**

Applicant Name: M THAVARAMMA

Applicant Address: Door No & Street Name: 21118009  
Village/Ward: KONDAMUDI, Mandal: Ponnur-8  
District: GUNTUR

**WWDS/WEA Checklist**

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 1 is valid?  Yes  No

Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadhaar for the resultant Household 2 is valid?  Yes  No

Whether at least 2 alive married couples are present in the existing Household  Yes  No

Whether the two married couples live separately  Yes  No

**MPDO Checklist**

Whether verified PS/WAS remarks are valid or not?  Yes  No

Remarks from WEA/WWDS: Recommended

Remarks from PS/WS: Recommended

**PS/WS Checklist**

Whether the WEA/WWDS remarks are valid?  Yes  No

Document from WEA/WWDS: Not Available

Document from PS/WS: HH Marriage Split FRS Draft\_V4 (1).pdf

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Verification Document:   Remarks\*:

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

Approve

- o) After selecting the remarks click on approve button and complete digital signature to approve the household split request.

The screenshot shows a digital signature modal window titled "Digital Signature" with a close button (X) in the top right corner. The modal contains three input fields: "Tokens : \*" with a dropdown menu showing "Microsoft Windows Store"; "Certificates : \*" with a dropdown menu showing "Test27"; and "Password : \*" with a masked password field. A blue "Sign and Approve" button is located at the bottom right of the modal. The background shows a form with sections for "WEA/WWDS Checklist", "PS/WS Checklist", "WWDS/WEA Checklist", and "MPDO Checklist". The "PS/WS Checklist" section includes a question "Whether the WEA/WWDS remarks are valid?" with radio buttons for "Yes" (selected) and "No". The "MPDO Checklist" section includes a question "Whether verified PS/WAS remarks are valid or not?" with radio buttons for "Yes" (selected) and "No". There are also fields for "Remarks from WEA/WWDS:" and "Remarks from PS/WS:" both set to "Recommended". A document link "HH Marriage Split FRS Draft\_V4 (1).pdf" is visible at the bottom right.

The screenshot shows a successful application approval message. A white modal window is centered on the screen with the text "Application Approved successfully.." and a green "Ok" button. The background shows the same form as the previous screenshot, but it is dimmed. The top left corner features the "AP సేవ పోర్టల్" logo. The top right corner shows a profile picture and the name "Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh". The form content includes "Village/Ward: KONDA" and "District: GUNTUR". The "WWDS/WEA Checklist" section has four questions, each with a "Yes" radio button selected. The "MPDO Checklist" section is also visible.