



GOVERNMENT OF ANDHRA PRADESH
GVWV & VSW S DEPARTMENT
Auto Nagar, Vijayawada

USER MANUAL FOR ISSUANCE OF LOCAL STATUS
CERTIFICATE



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ISSUANCE OF LOCAL STATUS CERTIFICATE

Government of Andhra Pradesh has introduced “**Issuance of Local Status Certificate**” Service to the Citizens who are transferred from Telangana State to Andhra Pradesh State from June 2nd 2014. Candidates who migrate to any part of the State of Andhra Pradesh from State of Telangana within a period of three years from 2nd day of June (02-06-2014) shall be regarded as the local candidate in the State of Andhra Pradesh at the place of his residence and be treated at par with the local candidates.

The Processing Steps and Mandatory Documents for Applying Local Candidate Certificate as shown below.

Category Type	B
Service Charges	NA
User Charges	INR 50/-
Documents Required	1. Application Form* 2. Self-Declaration Form* 3. Aadhaar Card/Pan Card/Driving License/Ration Card/Bank Pass Book/Voter ID Card/Any Other Certificate* 4. Passport Size Photo*
SLA	7 Working days
Competent Authority	Tahsildar

Table 1: Service information at Glance

Note: The asterisk (*) denotes mandatory requirement of documents.

Process Flow:

Applicant -----> Digital Assistant (Aseva Portal) -----> Tahsildar (Meeseva portal)



Procedure for applying the Request at GSWS: -

This section includes procedures how users can apply for Local status certificates.

- Go to GSWS website and select 'Login' as depicted in figure 1.

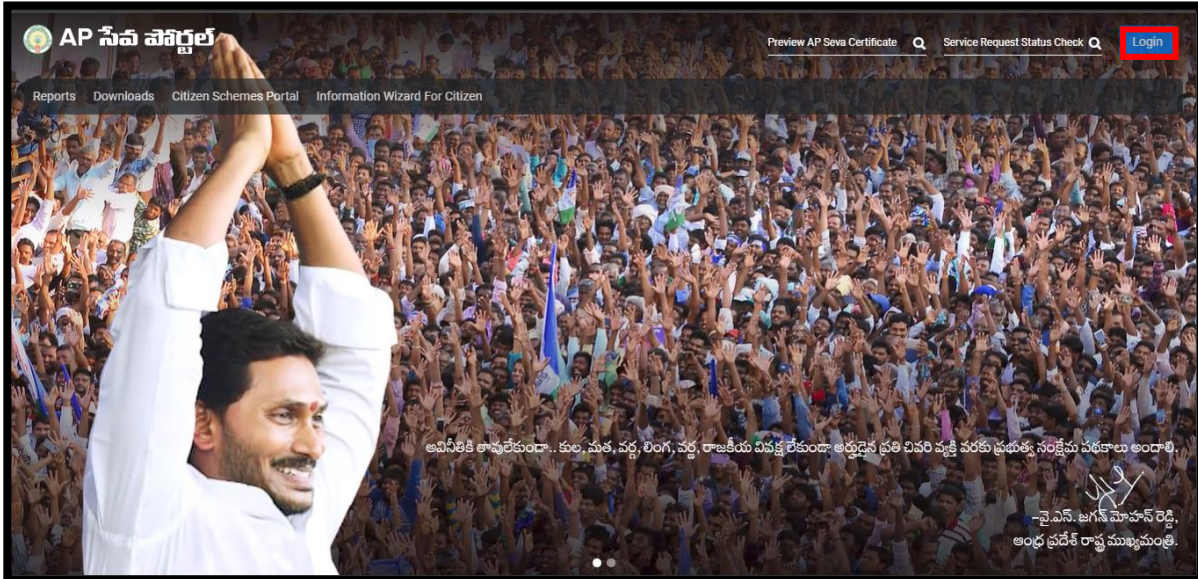


Figure 1: Logging in GSWS Website

- Enter login Id and select next as depicted in figure 2.

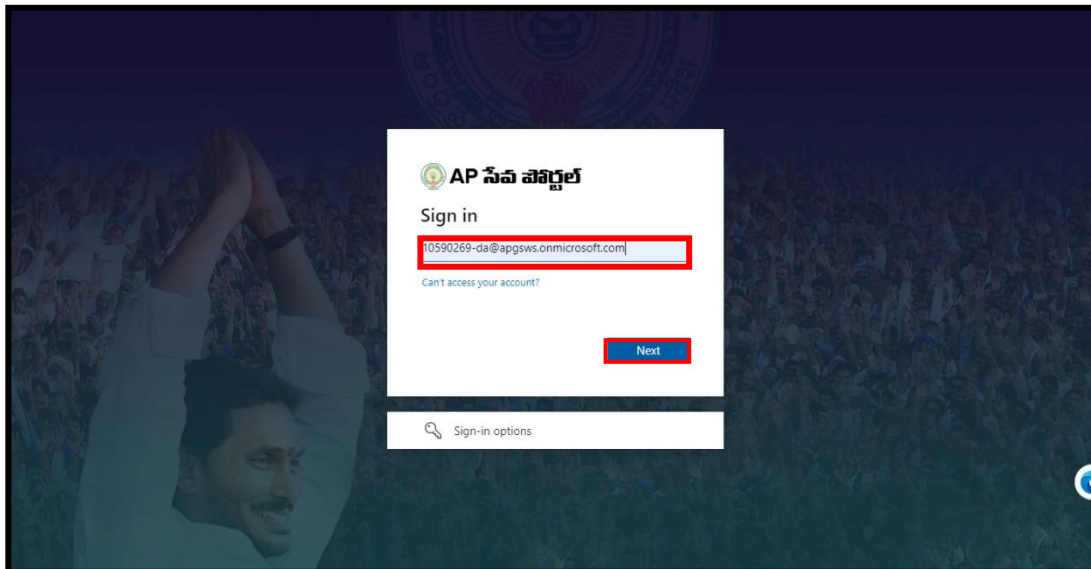


Figure 2: User Id



- Enter the password and select 'Sign in' as depicted in figure 3.

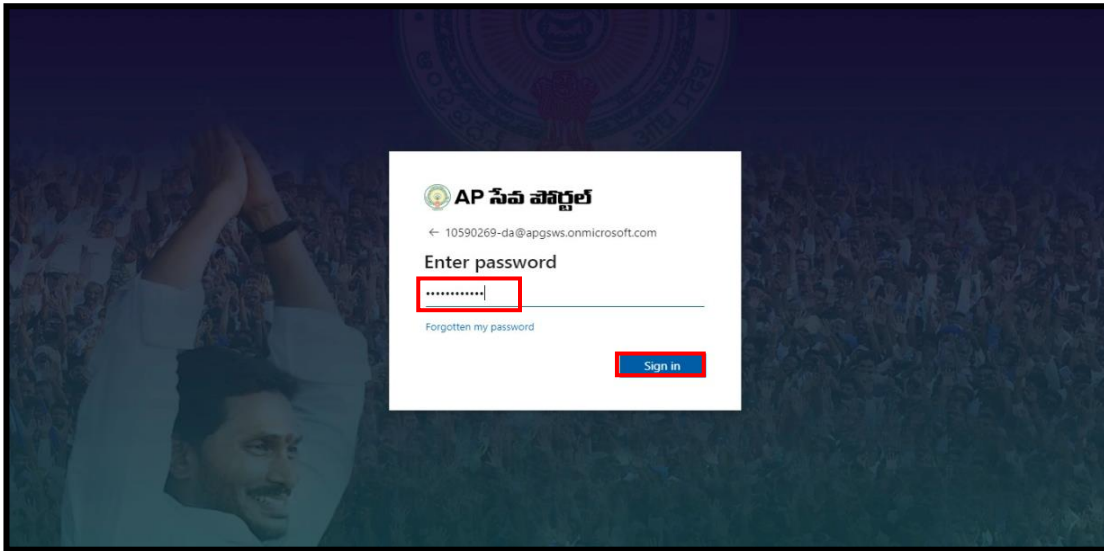


Figure 3: Password

- A List of services will appear and select "MeeSeva Services" as depicted in figure 4.

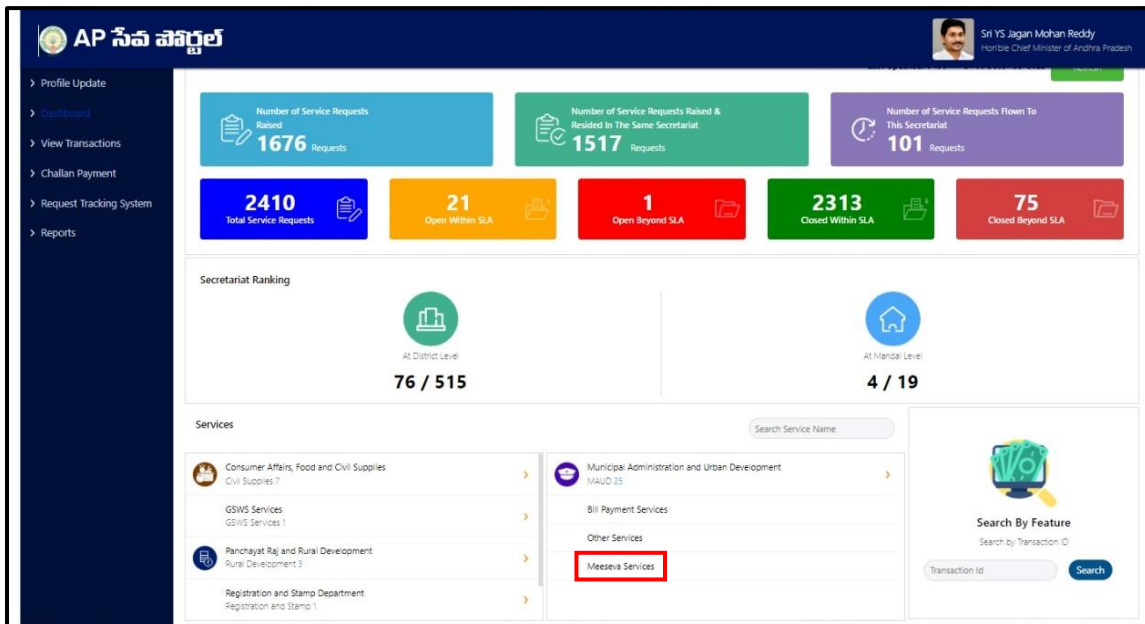


Figure 4: MeeSeva Services



- Select on “Revenue department” as depicted in figure 5.



Figure 5: Selection of Department

- In revenue department select on ‘Issuance of Local Status Certificate’ as depicted in figure 6.

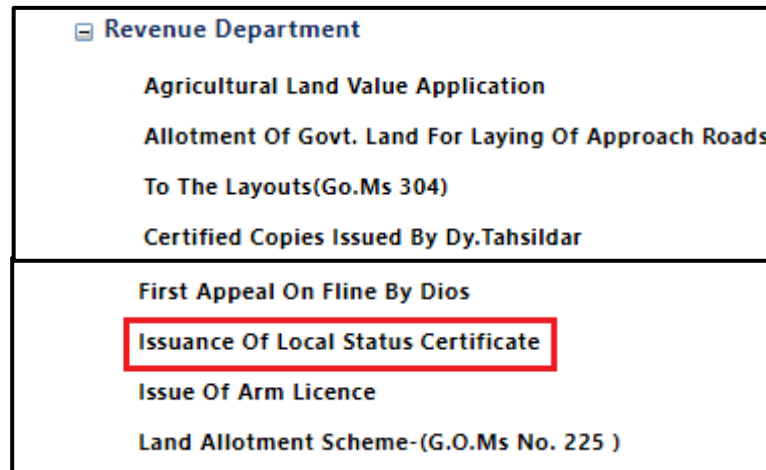


Figure 6: Selection of Service



- After selecting a service screen will appear as depicted in figure 7.

ISSUANCE OF LOCAL STATUS CERTIFICATE

[Self Declaration Form](#)

Payment Mode

Payment Mode:

Applicant Details

Application No*: LS012300001837 Applicant Name*:

Father/Husband/Guardian Name*: Aadhaar No*:

Gender*: Male Female Transgender Community*: BC OC SC ST

Place of Birth Details

Date of Birth*: State*:

District*: Mandal*:

Village*:

Previous Study Details(class IVth to Xth)

Class	School Name	State	District	Mandal	Village	Year	Action
<input type="text" value="Select"/>	<input type="text"/>	<input type="text" value="Andhra Pradesh"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text"/>	<input type="button" value="Add Class"/>

Education Details (Where the applicant is willing to take Admission / Submit)

Class / Course Studying*: Institution Name (School /College /University)*:

District*: Mandal*:

Village*: Locality/LandMark*:

Pin Code:

Previous Address Details(in Telangana)

District*: Mandal*:

Village*: Door No:

Locality/Landmark*: Pincode*:

Period From*: Period To*:

Present Address Details (in Andhra Pradesh)

District*: Mandal*:

Village*: Door No:

Locality/Landmark*: Pincode*:

Mobile No*: Email ID:

Period From*:

District to which seeks to declare as local candidate*:

Informant Details

Informant Name*: Relationship with the Applicant*:

Email ID: Mobile No*:

Delivery Type*:

Documents List (NOTE: All Upload Documents should be in PDF Format Only and Total size of All documents should be less than 3MB)

Application Form*: File Browse: No file chosen

Aadhaar Card/Pan Card/Driving License/Ration Card/Bank Pass Book/Voter ID Card/Any Other Certificate*: File Browse: No file chosen

Self Declaration Form*: File Browse: No file chosen

Passport Size Photo*: File Browse: No file chosen

Figure 7: Service details screen



- Enter Applicant Details such as applicant name, father/ husband/ guardian name, Aadhar number, gender, community and place of birth details such as date of birth, state, district, mandal and village as depicted in figure 8.

Applicant Details			
Application No*:	LS012300001837	Applicant Name*:	Maresh
Father/Husband/Guardian Name*:	Durga Rao	Aadhaar No*:	556172688127
Gender*:	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	Community*:	<input checked="" type="radio"/> BC <input type="radio"/> OC <input type="radio"/> SC <input type="radio"/> ST
Place of Birth Details			
Date of Birth*:	26/03/1997 (DD/MM/YYYY)	State*:	Andhra Pradesh
District*:	NTR	Mandal*:	MYLAVARAM
Village*:	CHANDRAGUDEM		

Figure 8: Applicant and place of birth details

- Enter previous study details of class 6th to class 10th as depicted in figure 9.

Previous Study Details(class IVth to Xth)								
Class	School Name	State	District	Mandal	Village	Year	Action	
Select		Telangana	Select	Select	Select		Add Class	
S.No.	Class	School Name	State	District	Mandal	Village	Year	Action
1	IVth	Sri Nagarjuna High School	Telangana	RANGAREDDY	Hayathnagar	GANDICHERUVU	2006	Delete
2	Vth	Sri Nagarjuna High School	Telangana	RANGAREDDY	Hayathnagar	GANDICHERUVU	2007	Delete
3	VIth	Sri Venkateswara Concept School	Telangana	RANGAREDDY	Hayathnagar	Kalwancha	2008	Delete
4	VIIth	Sri Venkateswara Concept School	Telangana	KARIMNAGAR	Kothapally	Eigandal	2009	Delete
5	VIIIth	Sri Venkateswara Concept School	Telangana	KARIMNAGAR	Kothapally	Eigandal	2010	Delete
6	IXth	Sri Vignana Modern Concept School	Telangana	JAGITHYAL	Ibrahimpattam	Godur	2011	Delete
7	Xth	Sri Vignana Modern Concept School	Telangana	JAGITHYAL	Ibrahimpattam	Godur	2012	Delete

Figure 9: Previous study Details

- Enter Education details where the applicant is willing such as class / course studying, name of institution/school/college/university, district, mandal, village, locality / landmark and pin code as depicted in figure 10.

Education Details (Where the applicant is willing to take Admission / Submit)			
Class / Course Studying*:	MBA	Institution Name (School /College /University)*:	JNTU,KAKINADA
District*:	NTR	Mandal*:	MYLAVARAM
Village*:	MYLAVARAM	Locality/LandMark:	Mylavaram
Pin Code:	520015		

Figure 10: Education details



- Enter previous address details of Telangana state such as district, mandal, village, door number, locality / landmark, pin code, period from, period to and present address details of Andhra Pradesh State such as district, mandal, village, door number, landmark, pin code, from period, mail id and district where it seeks to be as local candidate as depicted in figure 11.

Previous Address Details(in Telangana)			
District*:	RANGAREDDY	Mandal*:	Hayathnagar
Village*:	GANDICHERUVU	Door No:	210-212
Locality/Landmark*:	B N Reddy Nagar	Pincode*:	500084
Period From*:	05/06/2013 (DD/MM/YYYY)	Period To*:	22/01/2019 (DD/MM/YYYY)
Present Address Details (in Andhra Pradesh)			
District*:	NTR	Mandal*:	MYLAVARAM
Village*:	CHANDRAGUDEM	Door No:	3-03
Locality/Landmark*:	YSR Circle	Pincode*:	515411
Mobile No*:	7989382478	Email ID:	
Period From*:	11/02/2019 (DD/MM/YYYY)		
District to which seeks to declare as local candidate*:	NTR		

Figure 11: Previous state and present state details

- Enter informant details such as informant name, relation with the applicant, mail id, mobile number and delivery type as depicted in figure 12.

Informant Details	
Informant Name*:	Mahesh
Relationship with the Applicant*:	SELF
Email ID:	
Mobile No*:	7989382478
Delivery Type*:	Manual

Figure 12: Informant details

- Upload the required documents and select 'Show Payment' as depicted in figure13.

Documents List (NOTE: All Upload Documents should be in PDF Format Only and Total size of All documents should be less than 3MB)	
<input checked="" type="checkbox"/> Application Form*:	File Browse: Choose File download for today.pdf
<input checked="" type="checkbox"/> Aadhaar Card/Pan Card/Driving License/Ration Card/Bank Pass Book/Voter ID Card/Any Other Certificate*:	File Browse: Choose File download for today.pdf
<input checked="" type="checkbox"/> Self Declaration Form*:	File Browse: Choose File download for today.pdf
<input checked="" type="checkbox"/> Passport Size Photo*:	File Browse: Choose File 1.jpeg
Show Payment	

Figure 13: Uploading the documents& Show Payment



- A list of uploaded documents will appear and select on **confirm payment** as depicted in figure 14.

Uploaded Documents			
01-download for today.pdf			
02-download for today.pdf			
03-download for today.pdf			
04-1.jpeg			
Receive Payment			
Service Charges:	<input type="text" value="0"/>	User Charges:	<input type="text" value="50"/>
Courier Charges:	<input type="text" value="0"/>	Total Amount:	<input type="text" value="50"/>
Confirm Payment			

Figure 14: Confirm payment

- On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.
- **Note:** Ensure that you have sufficient balance with your service provider (SCA); else the system will not accept the request.

ISSUANCE OF LOCAL STATUS CERTIFICATE RECEIPT			
Date of Payment:	01/18/2023	Authorized Agent:	23456789-WEDS
Transaction ID:	TALS012300001837	Application No:	LS012300001837
Applicant Name:	Mahesh	Father Name:	Durga Rao
District:		Mandal:	
Mobile No:	7989382478	Amount Paid (in Rs.):	50
Delivery Type:	Manual	SLA:	Within 7 working days from requested date .
Note: 1. Asking Bribe? - Call ACB Toll-free number 14400 / ಎವರೆನಾ ಲಂಛಂ ಅಡಿಗಿನಾ, ಅವನಿತಿಗೆ ಪಾಲ್ಗಡಿಸಿ ACB ಟೋಲ್-ಫ್ರಿ ನಂಬರ್ 14400 ಕು ಫಿರಾದು ತೆಯಂಡಿ. To know the application status, please visit www.meeseva.gov.in			
Sd/- TEST (UAT DB)			
Please click on "Service requests registered" for generation of receipts			
List of Services		Local Status Certificate	

Figure 15: Receipt

- **Note:** - On submission of the request, Citizen Receives Message. Like your Request for Issuance of Local Status Certificate has been entered vide Application Number, Transaction Id and sent to Dept.
 - 1) On submission, the request will be sent to the work flow of the respective Department for further processing.
 - 2) Once the request is approved, then the citizen needs to collect the Issue of Local Status certificate from franchisee where he/she applied.



Procedure for Verification / Approval by TAHSILDAR End: -

- Go to MeeSeva portal and select **Login** as depicted in figure 16.



Figure 16: Meeseva Portal

- Enter user id and password of Tahsildar of the respective district and select Log in as depicted in figure 17.

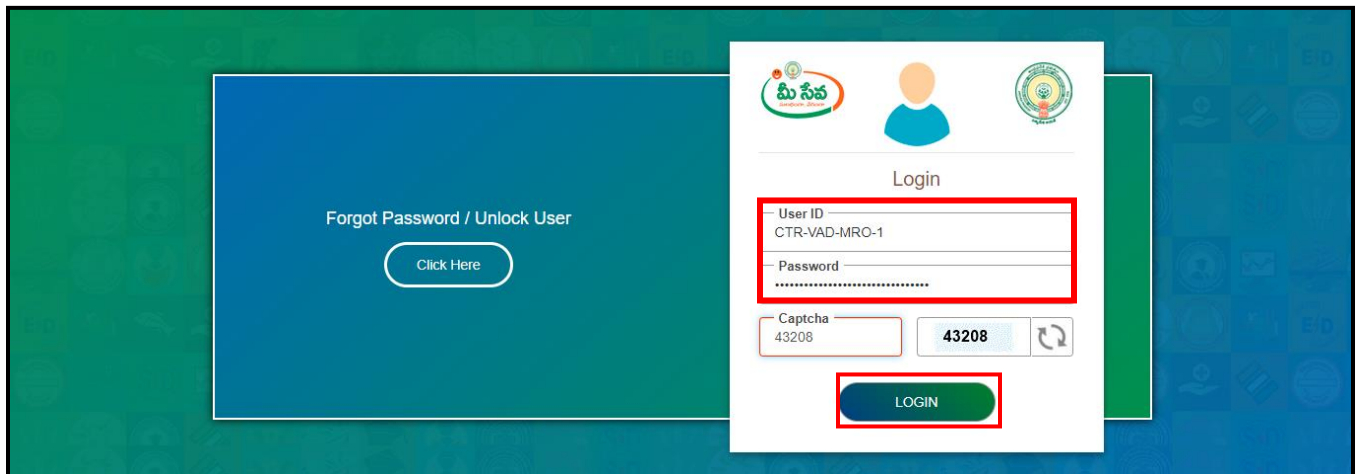


Figure 17: User id and Password

- Select “Issuance of Local Status Certificate” from Application Processing. It has been depicted in figure 18.




Default	Click here to View Dashboard Tirupati (Vadamalapeta) 
205-Digital Certificate Information 214-Update Profile Application Processing Upload Facsimile Signature User Details	
Service Specific Reports	<ol style="list-style-type: none"> 1. Regarding the DNS issue for MeeSeva department login users, we have created a step by step resolution procedure document as attached below. Follow this document and kindly let us know still if you have any issues. Click here to download for solution 2. From now on wards all the New Civil Supplies Department Services are available for all districts. 3. As per the instructions received from IG, Police department, the additional sub articles/documents like Indian, Foreign Passport, Bank Passbook, Pattadar Passbook, title deed, postal passbook, ID cards, Ration Card, Certificates, Pension Book, Gas Book/Regulator are added under "Missing/Lost Documents/Articles" service are added. All Kiosk operators can submit the citizen applications and Dept. officers can accept and process the requests. For official order, please click Here..!! 4. For any issues, queries, Complaints regarding SSDG services, Please dial 1100 as a new SSDG help desk has setup. 5. The following are the URLs for accessing WEBLAND statistical Reports. <ol style="list-style-type: none"> 1.Registration-Revenue Integration transaction Statistics https://webland.ap.gov.in/SroDistStat.aspx 2.Pattadar Passbook Request Statistics https://webland.ap.gov.in/PpbDistStat.aspx 3.Mutation requests Received upto 15-July-
Reports	
State Wise meeseva Applications Report	
Online Reports	
Excel Reports	
Application Processing	
Aadhaar Seeding for Existing Applications Adangal/Pahani Corrections Addition Of Survey No In Adangal Request Agricultural Land Value Requests Agriculture Income Certificate Requests Apathbandhu Requests Income Certificate Requests Integrated Certificate Requests ISES Requests Issuance Of Local Status Certificate Issue of ORC for Inam Lands Issue Of Small And Marginal Farmer Certificate	

Figure 18: Issuance of Local Status Requests Process link under Application Processing

- After selection of “**Issuance of Local Status Certificate Requests**” link, processing window will be displayed. It has been depicted in figure 19.

Processing - Issue Of Local Status Certificate Requests Requests			
User Profile			
User Id :	[REDACTED]	Role :	Tahsildar
Search Criteria			
From Date *:	<input type="text" value="12/08/2016"/>	To Date*:	<input type="text" value="30/08/2016"/>
Status *:	<input style="border: 1px solid black;" type="text" value="ALL"/>		
<input style="background-color: #4CAF50; color: white; padding: 5px 15px;" type="button" value="Get Details"/>			

Figure 19: TAHSILDAR processing window in Issuance of Local Status Requests screen

- Select from date & to date by using calendar controls as depicted in figure 20.

Note: - Here, to date must be prior to Current date.



Processing - Issue Of Local Status Certificate Requests Requests			
User Profile			
User Id :	[REDACTED]	Role :	Tahsildar
Search Criteria			
From Date *:	12/08/2016	To Date*:	30/08/2016
Status *:	ALL		
<input type="button" value="Get Details"/>			

Figure 20: Selection of dates in TAHSILDAR processing window

- Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list as depicted in figure 21.

NOTE: - Here, At First the Request is in “Not Viewed” Status. Here I am selecting “Not viewed” request.

Processing - Issue Of Local Status Certificate Requests Requests			
User Profile			
User Id :	[REDACTED]	Role :	Tahsildar
Search Criteria			
From Date *:	12/08/2016	To Date*:	30/08/2016
Status *:	ALL ALL Not Viewed Open Approved Rejected		
<input type="button" value="Get Details"/>			

Figure 21: Selection of request status in TAHSILDAR processing window

- Click “Get Details” button to display requests as depicted in figure 22.



Processing - Issue Of Local Status Certificate Requests Requests

User Profile

User Id : ██████████ Role : Tahsildar

Search Criteria

From Date *: 12/08/2016 To Date*: 30/08/2016

Status *: Not Viewed ▼

Get Details

Figure 22: Get Details button in TAHSILDAR processing window

- All “Not Viewed” Requests are displayed as depicted in figure 23.

Processing - Issue Of Local Status Certificate Requests Requests

User Profile



User Id : ██████████ Role : Tahsildar

Search Criteria

From Date *: 12/08/2016 To Date*: 30/08/2016

Status *: Not Viewed ▼

Get Details

Issue Of Local Status Certificate Requests From 12/08/2016 To 30/08/2016

S.No.	Application No	Applicant Name	Applicant Name	District	Status	Application Date
1	LS011600000439	C PRASANTH	ESWAR	Chittoor	Not Viewed	30/08/2016
2	LS011600000304	Rahul	TEST	Chittoor	Not Viewed	20/08/2016
3	LS011600000286	Rahul	Rahul	Chittoor	Not Viewed	18/08/2016
4	LS011600000280	test	testtest	Chittoor	Not Viewed	17/08/2016
5	LS011600000273	PRASHANTH	ESWAR	Chittoor	Not Viewed	17/08/2016
6	LS011600000268	Applicant Name	Father NAmE	Chittoor	Not Viewed	16/08/2016

Figure 23: Requests in Tahsildar processing window



- Select the Request which has to be processed as depicted in figure 24.

Processing - Issue Of Local Status Certificate Requests

User Profile

User Id : ██████████ Role : Tahsildar

Search Criteria

From Date *: 12/08/2016 To Date *: 30/08/2016

Status *: Not Viewed ▼

[Get Details](#)

Issue Of Local Status Certificate Requests From 12/08/2016 To 30/08/2016

S.No.	Application No	Applicant Name	Applicant Name	District	Status	Application Date
1	LS011600000439	C PRASANTH	ESWAR	Chittoor	Not Viewed	30/08/2016
2	LS011600000394	Rahul	TEST	Chittoor	Not Viewed	20/08/2016
3	LS011600000286	Rahul	Rahul	Chittoor	Not Viewed	18/08/2016
4	LS011600000280	test	testtest	Chittoor	Not Viewed	17/08/2016
5	LS011600000273	PRASHANTH	ESWAR	Chittoor	Not Viewed	17/08/2016
6	LS011600000268	Applicant Name	Father Name	Chittoor	Not Viewed	16/08/2016

Figure 24: Request selection in Tahsildar processing window



- After selection of the request, request details page will be displayed as depicted in figure 25.

Issue Of Local Status Certificate Application Details			
User Id :	[REDACTED]	User Name :	Tirupati
Operator Name :	TCS TEST CHANNEL	Mobile No :	[REDACTED]
Applicant Details			
Application Number:	LS011600006435	Full Name:	C PRASANTH
Father's Name/Husband's Name/Guardian Name:	ESWAR	Aadhaar Card No:	[REDACTED]
Gender:	MALE	Community:	OC
Place of Birth Details:			
Date of Birth:	10/06/1982	State:	Telangana
District:	Ranga Reddy	Mandal:	Hayathnagar
Village:	HAYATHNAGAR AMANGAL		
Education Details:			
Course:	MTECH	Institution Name(School /College /University):	JNTU A
District:	Ananthapuramu	Mandal:	Anantapur
Village:	ANANTAPUR (RURAL)	Pincode:	
Previous Address Details(in Telangana):			
District:	Ranga Reddy	Mandal :	Hayathnagar
Village:	HAYATHNAGAR AMANGAL	Door No:	
Locality/Landmark:		PinCode:	500084
Period From:	01/01/2005	Period To:	31/12/2012
Present Address Details:			
District:	CHITTOOR	Mandal :	Vadamalapeta
Village:	VADAMALA	Door No:	
Locality/Landmark:	VSR CIRCLE	PinCode:	555555
Mobile No:	[REDACTED]	Email:	
Period From:	01/01/2013		
District to which seeks to declare as local candidate:	CHITTOOR		
Informant Details:			
Informant Name:	PRASANTH	Relation with Applicant	SELF
Email ID:		Mobile No:	7799992551
Delivery Type:	Manual		
Verification/Proceeding Documents			
Verification Report:		Choose File No file chosen	
Documents Attached			
1	01-Know Your Aadhaar.pdf		
2	02-Know Your Aadhaar.pdf		
3	03-Know Your Aadhaar.pdf		
Action Taken			
<input type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> Send SMS To Applicant (if any clarification required)			
Remarks			
Remarks *:	<input type="text"/>		
<input type="button" value="Back"/> <input type="button" value="Sign"/>			

Figure 25: Request details page of TAHSILDAR



- Download all the attached documents and Note file from “Documents Attached” panel by clicking on links as depicted in figure 26.

Verification/Proceeding Documents	
Verification Report:	Choose File No file chosen
Documents Attached	
1	01~Know Your Aadhaar.pdf
2	02~Know Your Aadhaar.pdf
3	03~Know Your Aadhaar.pdf

Figure 26: Attached Documents in Issuance of Local Status request details Page

- Now TAHSILDAR can take action (either Accept/Reject) based on Field Report. As depicted in Figure Sign button as depicted in figure 27.

Action Taken

Approve

Reject

Send SMS To Applicant (if any clarification required)

Remarks

Remarks *: Approved

Back Sign

Figure 27: Action Taken




- After clicking on “sign” button “Issuance of Local Status certificate” is generated as depicted in figure 28.

Form III

LOCAL STATUS CERTIFICATE
(As per C.O.Ms.No.132 & 133, GA (SPF&MC) Department, dt.13.6.2016 and Circular Memo.No.4136/SPF&MC/2015-5, Dated : 08-8-2016)

[Vide Sub-paragraph (3) of paragraph 4 of the Andhra Pradesh Educational Institutions (Regulation of Admissions) Order, 1947.] & [Vide Sub-paragraph (3) of paragraph 7 of the Andhra Pradesh Public Employment (Organisation of Local Cadres & Regulation of Direct Recruitment) Order, 1975.]

Application No

LSO11600000415
Date : 27/08/2016

This is to certify that the candidate whose particulars are mentioned below is declared to be local candidate of **Chittoor** District of Andhra Pradesh.

1	Full name of the applicant in Block Letters. Sri/Smt/Kumari	PRASHANTH
2	Father's Name/ Husband's Name/Guardian Name	ESWAR
3	Aadhar Number	123412341234
4	Date of Birth	28/02/2013
5	Place of Birth	AINAM (V), Dahegaon(M),Adilabad (D)
6	Caste (SC/ST/BC/OC)	SC
7	If he / she is studying , the class and address of the School / Colleges in Which he . She is Studying	MCA,NALLA MALLA REDDY ENGINEERING COLLEGE,AKKAGALADEVARAHALLI (V), Agali(M),Ananthapuramu (D)
8	Pervious Residential address in the state of Telangana	MADANNAPET (V), Saidabad(M),Hyderabad (D)
9	Present Residential address with PIN code in Andhra Pradesh	,Andhra Pradesh,ALIMELU MANGA PURAM (V),Vadamalapeta(M),Chittoor (D),555555
10	Mobile Number	8985297846
11	e-mail Address	NA
12	The period of residence / the date from which applicant is residing at the above referred place.	From :10/10/2014
13	The District to which the applicant seeks to declare him / her as local candidate	Chittoor

(The above certificate is issued based on FORM-I & the declaration furnished by the candidate/ parent/ guardian. If the information furnished in Form-I & the declaration is found false, this certificate shall stand cancelled and he/she shall be liable for prosecution)


Digital Signature of the Tahsildar

Name: Tirupati
Designation: TAHSILDAR
Mandal: Vadamalapeta

Figure 28: Certificate

- If application is approved and digitally signed by Tahsildar certificate will be generated and it will be available at DA (Digital Assistant) APSEVA Login for printing.
- If application is rejected endorsement will be available at DA login.