



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Household Split – Divorce

User Manual

January 2023

Table of Contents

1. Service Overview	3
2. Service request in DA login	4
3. Verification workflow	15

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.

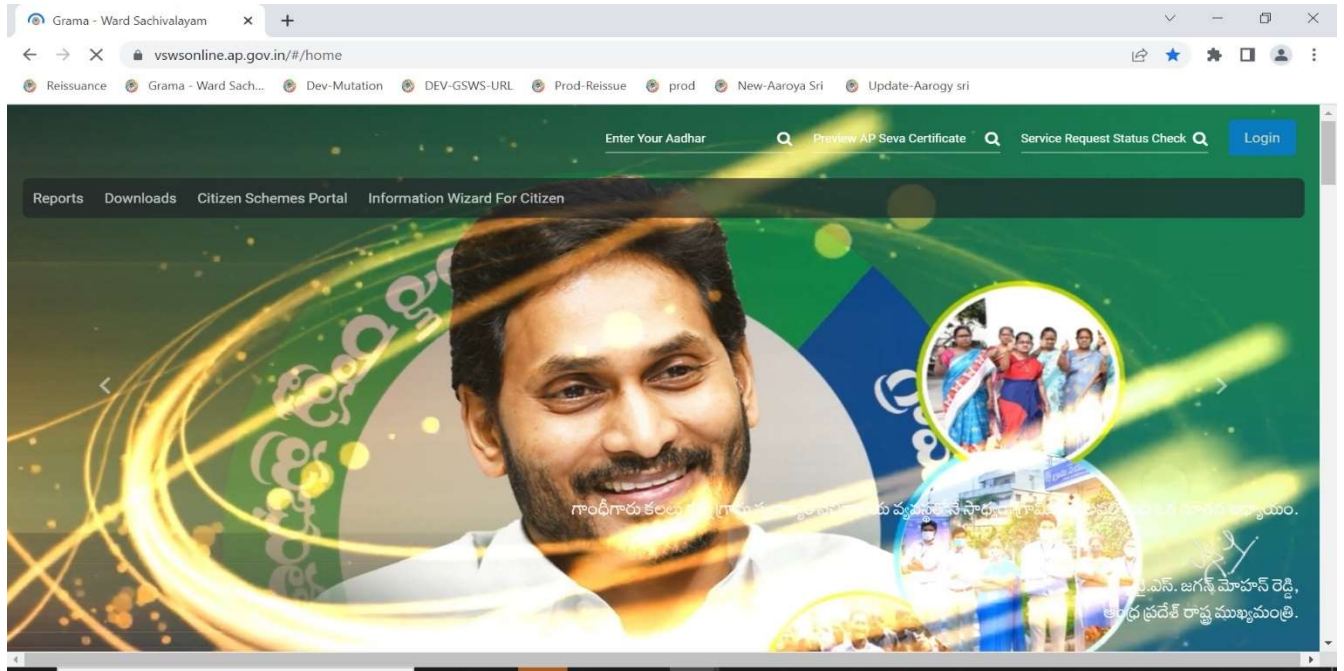
To be eligible for this split:

- The existing Household should consist of a divorced couple.
- The divorced couple who wants to split their household should be living separately.

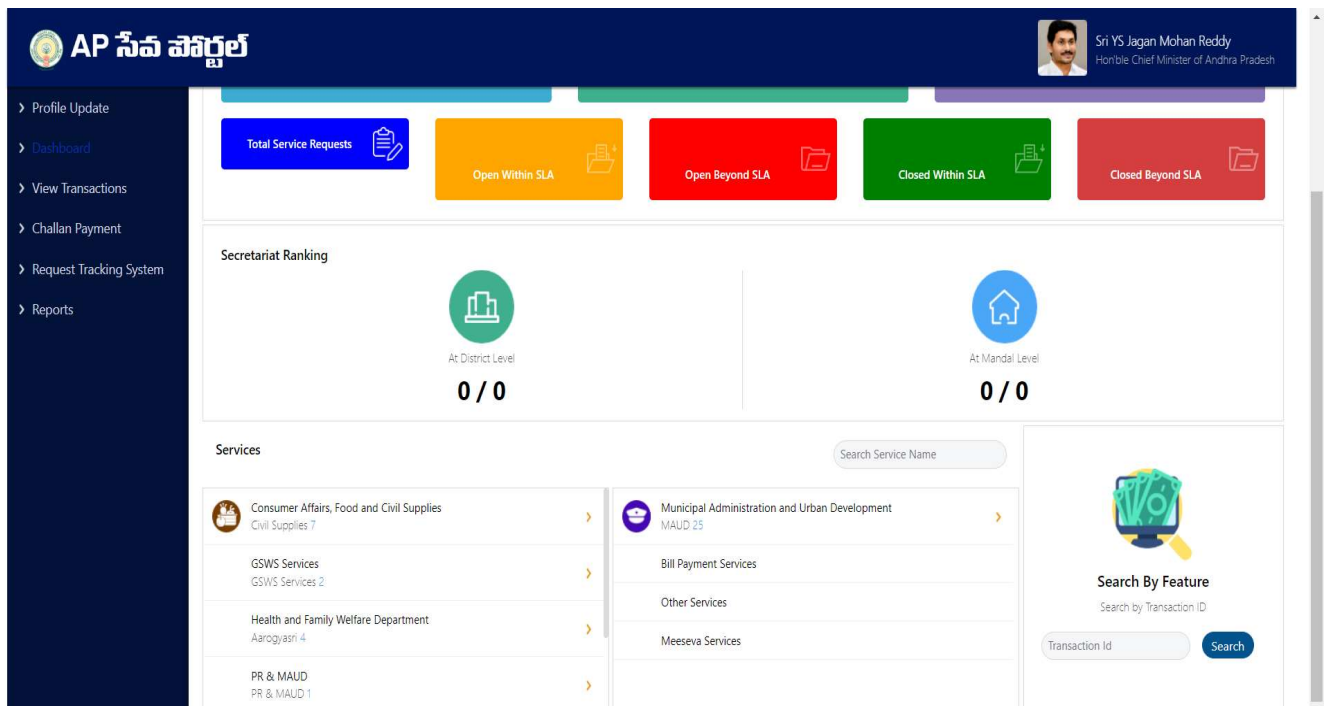
Category	Category B
Fee	No fee
SLA	21 Days
Documents Checklist	a) Proof of divorce: Legal Divorce decree b) Proof of Separate living: Field verification

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) Go 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.

The screenshot shows the AP Samsar portal interface. The header includes the AP Samsar logo and the name of the Hon'ble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. The user is logged in as Narayana, Panchayat Secretary Grade-VI (DA). The breadcrumb trail indicates the path: GSWS / Application Submission / GSWS Department / Splitting of Household Members. The main form is titled 'Splitting of Household Members Application Form' and is divided into two sections: 'Basic Details' and 'Application Form'. The 'Basic Details' section contains the following fields: Aadhaar Number (710476836659) with a 'Pre-Fill' button, Citizen Name (DUNGA SANGEETHA), Date of Birth (14/01/1979), Marital Status (Divorced), Caste (BC-E), Mobile No. (9912894747), Father/Husband Name (Narasimha Rao), Religion (Hindu), Gender (Female), and Qualification (Intermediate).

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

The screenshot shows the AP Samsar portal interface. The header includes the AP Samsar logo and the name of the Hon'ble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. The user is logged in as Narayana, Panchayat Secretary Grade-VI (DA). The breadcrumb trail indicates the path: GSWS / Application Submission / GSWS Department / Splitting of Household Members. The main form is titled 'Splitting of Household Members Application Form' and is divided into two sections: 'Permanent Address' and 'Present Address (Mailing Address)'. Both sections contain the following fields: Door No & Street Name (45-1-67/5), District (NTR), Mandal/Municipality (VIJAYAWADA-U), Village/Ward/Secretariat (02-Machavaram Down), Pin Code (520004), Postal Office (Gunadala S.O), and Postal Village (VIJAYAWADA TOWN). A checkbox labeled 'Present Address is same as Permanent Address' is checked.

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

45-1-67/5 NTR VIJAYAWADA-U 02-Machavaram Down

Pin Code: * 520004 Postal Office: Gunadala S.O Postal Village: VIJAYAWADA TOWN

Present Address is same as Permanent Address

Present Address (Mailing Address)

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

Pin Code: * 520004 Postal Office: Gunadala S.O Postal Village: VIJAYAWADA TOWN

Reset Continue

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 **“Divorce Split”** as shown below.

AP సేవ పోర్టల్

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

Hello, Narayana
Panchayat Secretary Grade-VI (DA)

10:38:28 AM
17 January 2023 TUE Log Out

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

Splitting of Household Members Application Form

Basic Details **Application Form**

Household Member Details

Service Type: * Select Head of Family: *

Select Select

	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship
<input type="radio"/>	Y	FEMALE	Alive	Select	01/01/1931	BC-E	Select
<input type="radio"/>	Y	MALE	Alive	Select	19/11/2003	BC-E	Select
<input type="radio"/>	Y	MALE	Alive	Select	15/03/1994	BC-E	Select

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

Note: At least one alive divorced male and one alive divorced female must be present in the existing households.

The screenshot shows the AP Samsam Portal interface. The header includes the AP Samsam logo and the name of the Honble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. The left sidebar contains navigation options like Profile Update, Dashboard, Reports, View Transaction, Challan Payment, Request Tracking System, and List Of Services. The main content area displays a table of family members with columns for Select, Name of the Citizen, eKYC Status, Gender, Status, Marital Status, Date Of Birth, Caste, and Relationship. A dropdown menu is open for the 'Marital Status' column of the first row (BATHULA NAGESWARAN), showing options: Select, Married, UnMarried, Divorced, and Widow/Widower.

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship
<input type="radio"/>	BATHULA NAGESWARAN	Y	FEMALE	Alive	Married	01/01/1931	BC-E	Head
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-E	Grand Son
<input type="radio"/>	PENUGONDA SAI KALYA	Y	MALE	Alive	Married	15/03/1994	BC-E	Son-in-Law
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-E	Son
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Divorced	10/03/1976	BC-E	Son
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Divorced	14/01/1979	BC-E	Daughter-in-L
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Widow/Widower	05/07/1940	BC-E	Sister
<input type="radio"/>	DONGA NITHYA NANDITHA	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-E	Grand Daught

- 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.

The screenshot shows the AP Samsam Portal interface. The header includes the AP Samsam logo and the name of the Honble Chief Minister of Andhra Pradesh, Sri YS Jagan Mohan Reddy. The left sidebar contains navigation options like Profile Update, Dashboard, Reports, View Transaction, Challan Payment, Request Tracking System, and List Of Services. The main content area displays a table of family members with columns for Select, Name of the Citizen, eKYC Status, Gender, Status, Marital Status, Date Of Birth, Caste, and Relationship. A dropdown menu is open for the 'Select Head of Family' column, showing options: BATHULA NAGESWARAMMA, DUNGA PRIYATHAM, PENUGONDA SAI KALYAN, DONGA SATYANARAYANA, DUNGA SRINIVAS, DUNGA SANGEETHA, DONGA NARAYANAMMA, and DONGA NITHYA NANDITHA.

Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship
<input type="radio"/>	BATHULA NAGESWARAN	Y	FEMALE	Alive	Married	01/01/1931	BC-E	Head
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-E	Grand Son
<input type="radio"/>	PENUGONDA SAI KALYA	Y	MALE	Alive	Married	15/03/1994	BC-E	Son-in-Law
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-E	Son
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Divorced	10/03/1976	BC-E	Son
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Divorced	14/01/1979	BC-E	Daughter-in-L
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Widow/Widower	05/07/1940	BC-E	Sister
<input type="radio"/>	DONGA NITHYA NANDITHA	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-E	Grand Daught

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

Service Type: * Select Head of Family: *

Divorce Split BATHULA NAGESWARAMMA

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	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.

Note: Consider the husband and wife relationship for the divorced couple in the relationships of the existing household table.

The screenshot shows the AP SWS portal interface. A 'Select Relation' modal window is open over a table of household members. The table has columns: Select, Name of the Citizen, eKYC Status, Gender, Status, Marital Status, Date Of Birth, Caste, Relationship, Split Type, and Desired Household. The 'Select' column contains radio buttons. The 'Relationship' column contains dropdown menus. The 'Split Type' and 'Desired Household' columns also contain dropdown menus. The 'Select Relation' modal window is open over the row for DUNGA SRINIVAS, showing a list of relations: Select, Husband, Father, Father-in-Law, Son (highlighted), Son-in-Law, Grand Son, Brother, Brother-in-Law, and Nephew. A green 'Select Relation' button is visible in the modal window. The background shows the AP SWS logo, a navigation menu, and the profile of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. A 'Preview Split' button is visible at the bottom right of the table.

- j) Select the split type as “**Divorce**” for the members who are willing to split out of the family and select “**Existing household**” for members willing to stay in the family. In the case of minor children, select the split type according to the custody provided in the divorce decree. The desired household will be populated automatically once the split type is selected. Click on preview split after selecting the split type.

Note: At least one alive divorced member must be present in each of the resultant households.

Alert

The resultant households should contain atleast one alive divorced male/divorced female after the split.

Ok

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date of Birth	Caste	Relationship	Split Type	Desired Household
HULA NAGESWARAM	Y	FEMALE	Alive	Married	01/01/1931	BC-E	Head	Existing House	Household 1
IGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-E	Grand Son	Existing House	Household 1
JGONDA SAI KALVAI	Y	MALE	Alive	Married	15/03/1994	BC-E	Son-in-Law	Existing House	Household 1
IGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-E	Son	Existing House	Household 1
IGA SRINIVAS	Y	MALE	Alive	Divorced	10/03/1976	BC-E	Son	Divorce	Household 2
IGA SANGEETHA	Y	FEMALE	Alive	Divorced	14/01/1979	BC-E	Daughter-in-L	Divorce	Household 2
IGA NARAYANAMM	Y	FEMALE	Alive	Widow/Widow	05/07/1940	BC-E	Sister	Existing House	Household 1
IGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-E	Grand Daught	Existing House	Household 1

Preview Split

Service Type: *
Divorce Split

Select Head of Family: *
BATHULA NAGESWARAMMA

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date of Birth	Caste	Relationship	Split Type	Desired Household
HULA NAGESWARAM	Y	FEMALE	Alive	Married	01/01/1931	BC-E	Head	Divorce	Household 2
IGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-E	Grand Son	Divorce	Household 2
JGONDA SAI KALVAI	Y	MALE	Alive	Married	15/03/1994	BC-E	Son-in-Law	Divorce	Household 2
IGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-E	Son	Divorce	Household 2
IGA SRINIVAS	Y	MALE	Alive	Divorced	10/03/1976	BC-E	Son	Divorce	Household 2
IGA SANGEETHA	Y	FEMALE	Alive	Divorced	14/01/1979	BC-E	Daughter-in-L	Existing House	Household 1
IGA NARAYANAMM	Y	FEMALE	Alive	Widow/Widow	05/07/1940	BC-E	Sister	Existing House	Household 1
IGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-E	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 households and then select the relationships of remaining members w.r.t to the Head.

The screenshot shows the AP Samsa Portal interface. The header includes the AP Samsa logo and the name of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. A sidebar on the left lists various services like Profile Update, Dashboard, Reports, View Transaction, Challan Payment, Request Tracking System, and Application Submission. The main content area is divided into two sections: Household 1 Member Details and Household 2 Member Details. Household 1 has a dropdown for 'Select Head of Household 1' with 'DONGA NARAYANAMMA' selected. Below it is a table with columns 'Select', 'Name of the Citizen', and 'Relationship'. Household 2 has a dropdown for 'Select Head of Household 2' with 'BATHULA NAGESWARAMMA' selected. Below it is a similar table. At the bottom, there is a section for 'eKYC for Divorced Couple(any one)' with radio buttons for 'eKYC Type' (OTP and Biometric) and a field for 'Aadhaar Number'.

- l) Take the eKYC of any one of the members from Divorce couple.

This screenshot shows the eKYC process for a divorced couple. The 'eKYC for Divorced Couple(any one)' section is active. The 'eKYC Type' is set to 'OTP (One Time Password)'. The 'Aadhaar Number' field contains '710476036659' and a 'Send OTP' button is visible. The 'OTP (One Time Password)' field contains six dots. A green 'OTP Authenticate' button is present. Below this, there is a 'Divorce Decree' field with 'No File Chosen' and a 'Browse' button. At the bottom right, there is a green 'Show Payment' button.

m) Upload the Divorce decree issued by the court as proof document and select Show payment.

The screenshot displays the AP SPS Portal interface. On the left is a dark blue sidebar with navigation options: Profile Update, Dashboard, Reports, View Transaction, Challan Payment, Request Tracking System, and a List of Services section including Application Submission, Consumer Affairs, GSWS Services, Health and Family Welfare Department, Human Resources, PR & MAUD, and Panchayat Raj and Rural. The top header shows the user profile of Sri YS Jagan Mohan Reddy, Honble Chief Minister of Andhra Pradesh. The main content area is titled 'eKYC for Divorced Couple(any one)'. It features a table with two columns for names and dropdown menus for selection. Below the table, there are radio buttons for 'eKYC Type' (OTP/One Time Password selected, Biometric unselected). Fields for 'Aadhaar Number' (710476836659) and 'OTP (One Time Password)' (masked with dots) are present, along with a 'Send OTP' button. A 'Divorce Decree' field contains the filename 'Divorce Decree.pdf' and a 'Browse' button. Two green buttons, 'OTP Authenticate' and 'Show Payment', are located on the right side of the form.

<input type="radio"/>	DONGA NARAYANAMMI	Head	<input type="radio"/>	DONGA PRIYATHAM	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Select	<input type="radio"/>	PENUGONDA SAI KALYAI	Select
<input type="radio"/>			<input type="radio"/>	DONGA SATYANARAYAN	Select
<input type="radio"/>			<input type="radio"/>	DONGA SRINIVAS	Select

eKYC for Divorced Couple(any one)

eKYC Type:
 OTP(One Time Password) Biometric

Aadhaar Number: * OTP (One Time Password): *

Divorce Decree *

n) In the resultant households, in case Household 2 has only one alive divorcee member, the following two radio options will be displayed:

- Create a New Household
- Migrate to Existing Household

The screenshot shows the 'AP సేవ పోర్టల్' (AP Sanchalana) interface. The top right corner displays the name and photo of Sri YS Jagan Mohan Reddy, Honble Chief Minister of Andhra Pradesh. The left sidebar contains navigation options like Profile Update, Dashboard, Reports, View Transaction, Challan Payment, and Request Tracking System, along with a 'List Of Services' section including Application Submission, Consumer Affairs, GSWS Services, Health and Family Welfare Department, Human Resources, PR & MAUD, and Panchayat Raj and Rural.

The main content area is divided into two sections: 'Household 1 Member Details' and 'Household 2 Member Details'.
Household 1 Member Details: The head of household is BATHULA NAGESWARAN. Below is a table of members:

Select	Name of the Citizen	Relationship
<input type="radio"/>	BATHULA NAGESWARAN	Head
<input type="radio"/>	DUNGA PRIYATHAM	Select
<input type="radio"/>	PENUGONDA SAI KALYAI	Select
<input type="radio"/>	DONGA SATYANARAYAN	Select
<input type="radio"/>	DUNGA SRINIVAS	Select
<input type="radio"/>	DONGA NARAYANAMMA	Select
<input type="radio"/>	DONGA NITHYA NANDIT	Select

Household 2 Member Details: The head of household is DUNGA SANGEETHA. Below is a table of members:

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

At the bottom, under 'Select Household for Household 2 Member', the 'Create New Household' radio button is selected, and 'Migrate to Existing Household' is unselected.

o) In case “Create a New Household” is selected, eKYC of any one of the divorcee members should be taken.

This screenshot shows the 'eKYC for Divorced Couple(any one)' section. The 'Create New Household' radio button is selected. The user is prompted to provide an Aadhaar number and an OTP (One Time Password). The Aadhaar number field contains '710476836659' and the OTP field contains '.....'. A 'Send OTP' button is visible. Below this, there is a field for 'Divorce Decree' with a file named 'Divorce Decree.pdf' and a 'Browse' button. A 'Show Payment' button is also visible.

p) In case “Migrate to Existing Household” is selected, as shown in the image,

- enter the Aadhaar number of a member from the Household to which the divorcee wants to migrate to and take his/her eKYC

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Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Create New Household Migrate to Existing Household

Destination Household member Aadhaar: *

827954462651

Name of the Citizen	Gender	Status
YEGIREDDI DINESH KUMAR	FEMALE	Alive
YEGIREDDI SRINIVASARAO	MALE	Alive
YEGIREDDI RAMANAMMA	FEMALE	Alive
YEGIREDDI JANAKAMMA	FEMALE	Alive
YEGIREDDI SANDHYARANI	FEMALE	Alive

eKYC for Destination Household member

eKYC Type:*

OTP (One Time Password) Biometric

Aadhaar Number: * OTP (One Time Password): *

eKYC for Household 2

eKYC Type:*

OTP (One Time Password) Biometric

Aadhaar Number: * OTP (One Time Password): *

- eKYC of the divorcee member in Household2 should be taken either using Aadhar OTP or the fingerprint option.

Note: Aadhar number entered should match with that of the divorcee member in Household 2.

AP సేవ పోర్టల్

Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Create New Household Migrate to Existing Household

Destination Household member Aadhaar: *

827954462651

YEGIREDDI SRINIVASARAO	MALE	Alive
YEGIREDDI RAMANAMMA	FEMALE	Alive
YEGIREDDI JANAKAMMA	FEMALE	Alive
YEGIREDDI SANDHYARANI	FEMALE	Alive

eKYC for Destination Household member

eKYC Type:*

OTP (One Time Password) Biometric

Aadhaar Number: * OTP (One Time Password): *

eKYC for Household 2

eKYC Type:*

OTP (One Time Password) Biometric

Aadhaar Number: * OTP (One Time Password): *

q) Upload the Divorce Decree in PDF format for Proof document.

The screenshot shows the AP Samsar portal interface. The user is logged in as Sri YS Jagan Mohan Reddy, Honble Chief Minister of Andhra Pradesh. The left sidebar contains navigation options like Profile Update, Dashboard, Reports, View Transaction, Challan Payment, Request Tracking System, and a List Of Services menu. The main content area is titled 'eKYC Type' and has two sections. The first section is for 'eKYC for Household 1' with Aadhaar Number 827954462651 and an OTP field. The second section is for 'eKYC for Household 2' with Aadhaar Number 710476836659 and an OTP field. Below these, there is a 'Divorce Decree' field where a file named 'Divorce Decree.pdf' has been uploaded. A 'Browse' button is visible next to the file name. On the right side, there are green buttons for 'OTP Authenticate' (two instances), and a 'Show Payment' button at the bottom right.

r) 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 'Payment Receipt' page on the AP Samsar portal. The user is still logged in as Sri YS Jagan Mohan Reddy. The page features the AP Samsar logo and the state emblem of Andhra Pradesh. The receipt details are as follows:

Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@appsws.onmicrosoft.com
Application Number :	HH5230104150518	Transaction ID:	THH5230104150518
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		

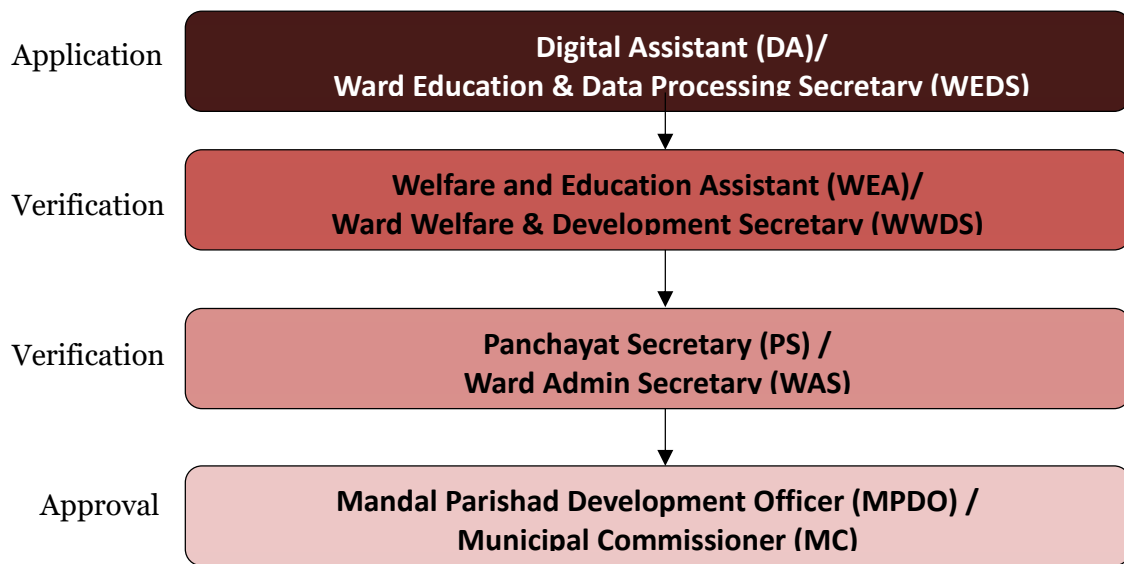
Note :
1. To Know the Application status, Please visit <https://vsivsonline.ap.gov.in>

3. Verification workflow

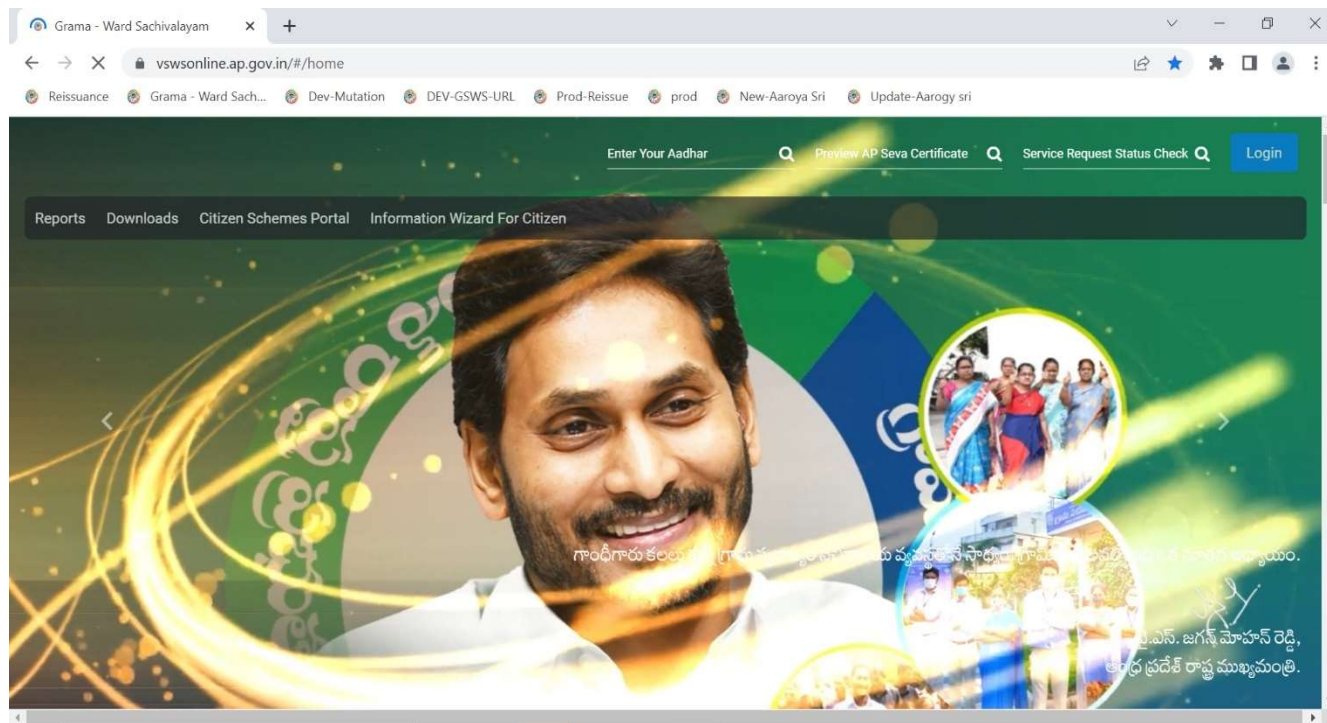
Once the application form is submitted by the DA/WEDS it is forwarded to the next level for verification i.e., WEA/WWDS.

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	HHS230116150648	HouseholdSplit	RV	RV	M THAVARAMMA	16/01/2023	Pending

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

Request ID:HHS230116150648

Basic Details

Aadhaar Number:	37074447022	Date of Birth:	21/08/1990	Marital Status:	Married
Citizen Name:	M THAVARAMMA	Caste:	BC-C	Mobile No:	949030005
Father / Husband Name:	certification test	Religion:	Christian	Email:	-
Gender:	Female	Qualification:	MBS		

Present Address (Mailing Address)	Permanent Address		
Door No & Street Name:	2118009	Door No & Street Name:	2118009
Village / Ward / Secretariat:	KONDAMUDI	Village / Ward / Secretariat:	KONDAMUDI
Mandal / Municipality:	PONNUR-R	Mandal / Municipality:	PONNUR-R
District:	GUNTUR	District:	GUNTUR
Pin Code:	51752	Pin Code:	51752
Postal Office:	-	Postal Office:	-
Postal Village:	-	Postal Village:	-

Applicant Details

Select Head Of Family: M VUVA Service Type: Divorce Split

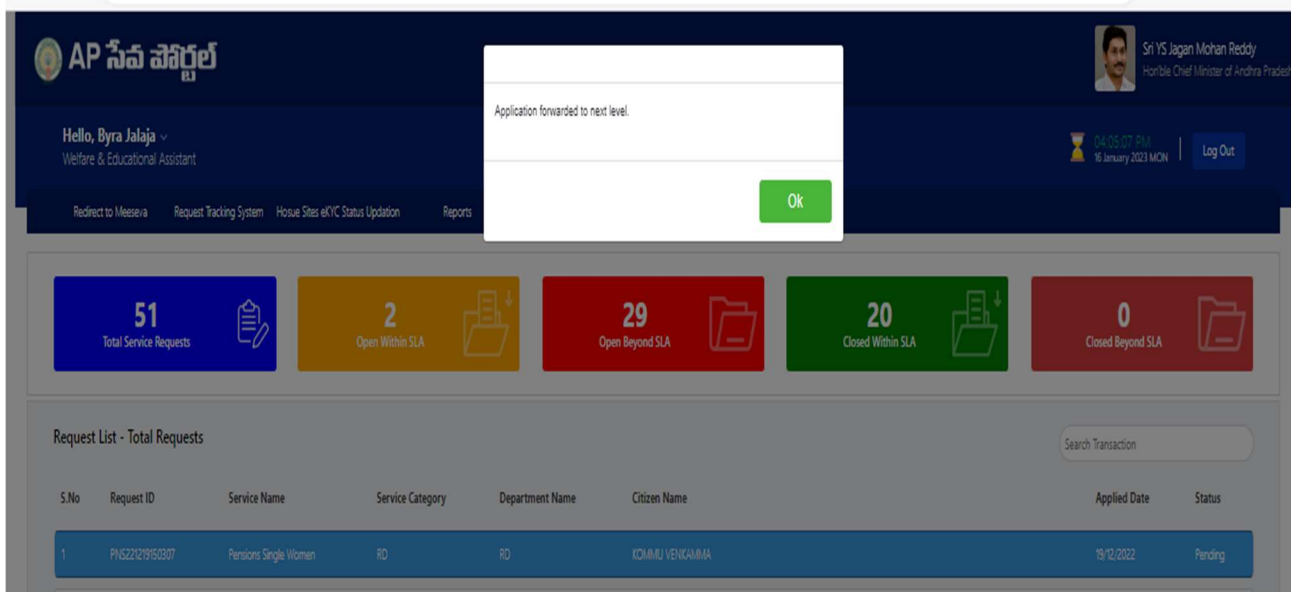
Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHKA	Y	FEMALE	Alive	UnMarried	BC-C	26/02/2016	Daughter	Divorce	Household 2
M GOVINDASWAMY	Y	MALE	Death	Married	BC-C	23/02/1940	Father	Existing Household	Household 1
M THAVARAMMA	Y	FEMALE	Death	Married	BC-C	21/08/1990	Mother	Existing Household	Household 1
M VUVA	Y	FEMALE	Alive	Divorced	BC-C	03/07/1970	Head	Existing Household	Household 1
K SASKALA	Y	FEMALE	Alive	Married	BC-C	05/06/1992	Daughter-in-Law	Existing Household	Household 1
M KUMARAN	Y	MALE	Alive	Divorced	BC-C	26/11/1983	Husband	Divorce	Household 2
K MAGENTHRAN	Y	MALE	Alive	UnMarried	BC-C	25/07/2017	Son	Divorce	Household 2
K PIVISHNA	Y	FEMALE	Alive	UnMarried	BC-C	09/01/2014	Sister	Existing Household	Household 1

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

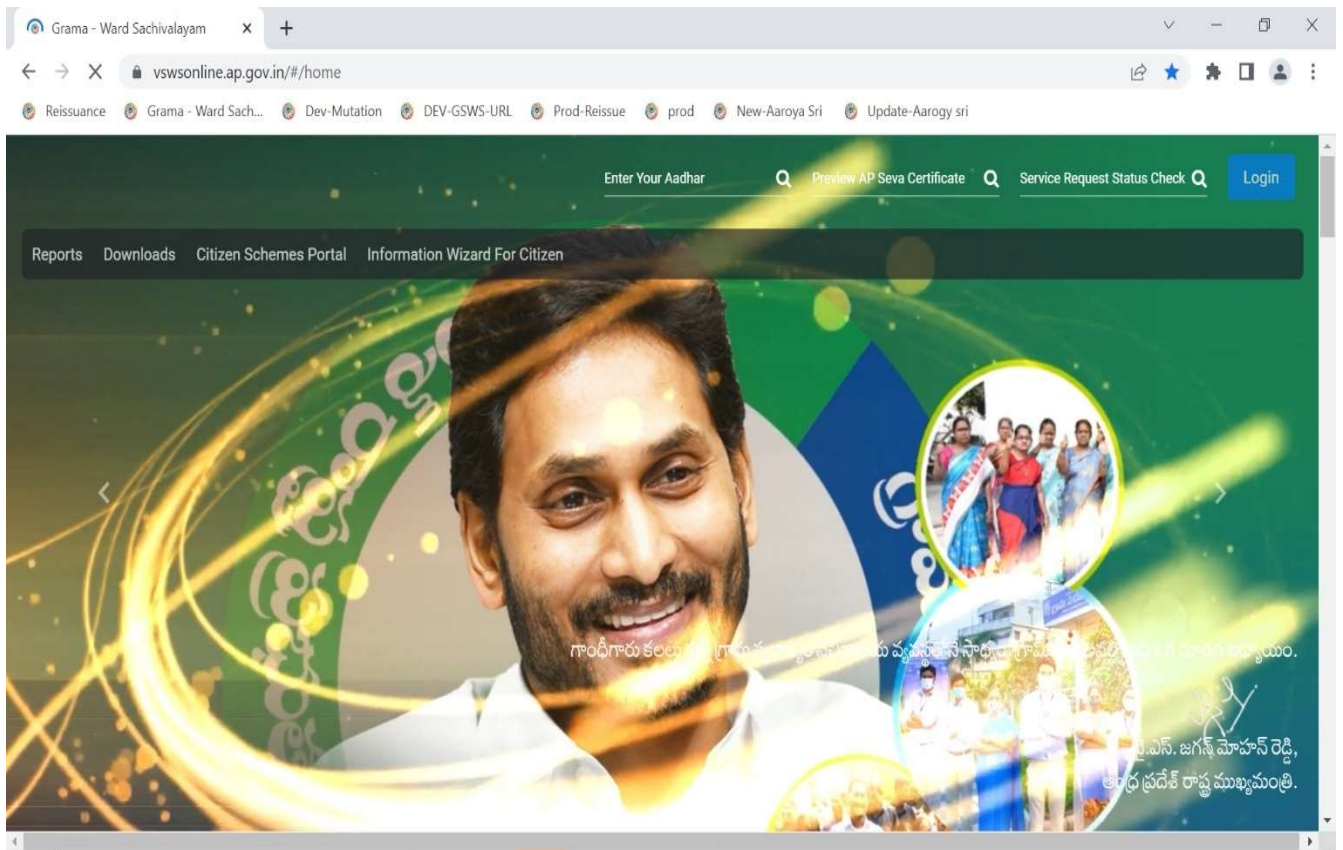
Household 1 Member Details	Household 2 Member Details																				
<table border="1"> <thead> <tr> <th>Name of the Citizen</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>M GOVINDASWAMY</td> <td>Father</td> </tr> <tr> <td>M THAVARAMMA</td> <td>Mother</td> </tr> <tr> <td>M VUVA</td> <td>Head</td> </tr> <tr> <td>K SASKALA</td> <td>Daughter-in-Law</td> </tr> <tr> <td>K PIVISHNA</td> <td>Sister</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	M GOVINDASWAMY	Father	M THAVARAMMA	Mother	M VUVA	Head	K SASKALA	Daughter-in-Law	K PIVISHNA	Sister	<table border="1"> <thead> <tr> <th>Name of the Citizen</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>K THOSHKA</td> <td>Head</td> </tr> <tr> <td>M KUMARAN</td> <td>Father</td> </tr> <tr> <td>K MAGENTHRAN</td> <td>Brother</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	K THOSHKA	Head	M KUMARAN	Father	K MAGENTHRAN	Brother
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<p>Applicant Name: M THAVARAMMA</p> <p>Applicant Address: Door No & Street Name: 2118009 Village/Ward: KONDAMUDI, Mandal: PONNUR-R District: GUNTUR</p> <p>Whether the divorcees live separately * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Whether at least 1 divorced couple is present in the existing Household * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Whether the Divorce decree is valid * <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Whether the member composition of the resultant households is the same as mentioned in the application * <input checked="" type="radio"/> Yes <input type="radio"/> No</p>																					
<p>Verification Document: <input type="text" value="No File Chosen"/> <input type="button" value="Browse"/></p> <p>Remarks*: <input type="text" value="Recommended"/></p>																					

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.

AP నవ్హం

Hello, Panchayat Secretary

04:08:59 PM 16 January 2023 MON Log Out

Redirect to Maesava Request Tracking System House Size eKYC Status Update Reports

12 Total Service Requests

1 Open Within SLA

2 Open Beyond SLA

9 Closed Within SLA

0 Closed Beyond SLA

Request List - Total Requests

Request ID: HHS230116150648

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	HHS230116150648	Household Split	RV	RV	M THAIRAMMA	16/01/2023	Pending

Requests per page: 10

Request ID: HHS230116150648

Basic Details

Aadhaar Number: 370574441922 Date of Birth: 21/08/1950 Marital Status: Married

Citizen Name: M THAIRAMMA Caste: BC-C Mobile No: 9490830085

Father / Husband Name: certification text Religion: Christian Email: -

Gender: Female Qualification: MBBS

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: HHS230116150648

Basic Details

Aadhaar Number: 370574441922 Date of Birth: 21/08/1950 Marital Status: Married

Citizen Name: M THAIRAMMA Caste: BC-C Mobile No: 9490830085

Father / Husband Name: certification text Religion: Christian 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 Office: -

Postal Village: -

Permanent Address

Door No & Street Name: 2118009

Village / Ward / Secretariat: KONDAMUDI

Mandal / Municipality: PONNUR-R

District: GUNTUR

Pin Code: 517592

Postal Office: -

Postal Village: -

Applicant Details

Select Head Of Family: M VUARA Service Type: Divorce 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/Innied	BC-C	28/02/2016	Daughter	Divorce	Household 2
M GOVINDASWAMY	Y	MALE	Death	Married	BC-C	23/03/1940	Father	Existing Household	Household 1
M THAIRAMMA	Y	FEMALE	Death	Married	BC-C	21/08/1950	Mother	Existing Household	Household 1
M VUARA	Y	MALE	Alive	Divorced	BC-C	03/07/1970	Head	Existing Household	Household 1
K SASKALA	Y	FEMALE	Alive	Married	BC-C	05/06/1992	Daughter-in-Law	Existing Household	Household 1
M KUMARAN	Y	MALE	Alive	Divorced	BC-C	29/11/1988	Husband	Divorce	Household 2

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

Name of the Citizen	Relationship	Name of the Citizen	Relationship
M GOVINDASWAMY	Father	K THOSHKA	Head
M THANIRAMMA	Mother	M KUMARAN	Father
M VISHA	Head	K MANGENTHRAN	Brother
K SARALA	Daughter-in-Law		
K RIVISHNA	Sister		

List of Documents

Divorce Decree [divorce split doc.pdf](#)

WEA/WWDS Checklist

Applicant Name: M THANIRAMMA
 Applicant Address: Door No. & Street Name: 2118009
 Village/Ward: KONDIMALU, Mandal: PONNUR-8
 District: GUNTUR

PS/WS Checklist

Whether verified the WEA/WWDS remarks Yes No

WWDS/WEA Checklist

Whether the divorcees live separately Yes No
 Whether at least 1 divorced couple is present in the existing Household Yes No
 Whether the Divorce decree is valid Yes No
 Whether the member composition of the resultant households is the same as mentioned in the application Yes No

Remarks from WEA/WWDS: Recommended Document from WEA/WWDS: Not Available

Verification Document: No File Chosen Remarks*: Recommended

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

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.

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

Application forwarded to next level.

12:51:51 PM
06 January 2023 FRI

5

Total Service Requests

5

Open Within SLA

0

Open Beyond SLA

0

Closed Within SLA

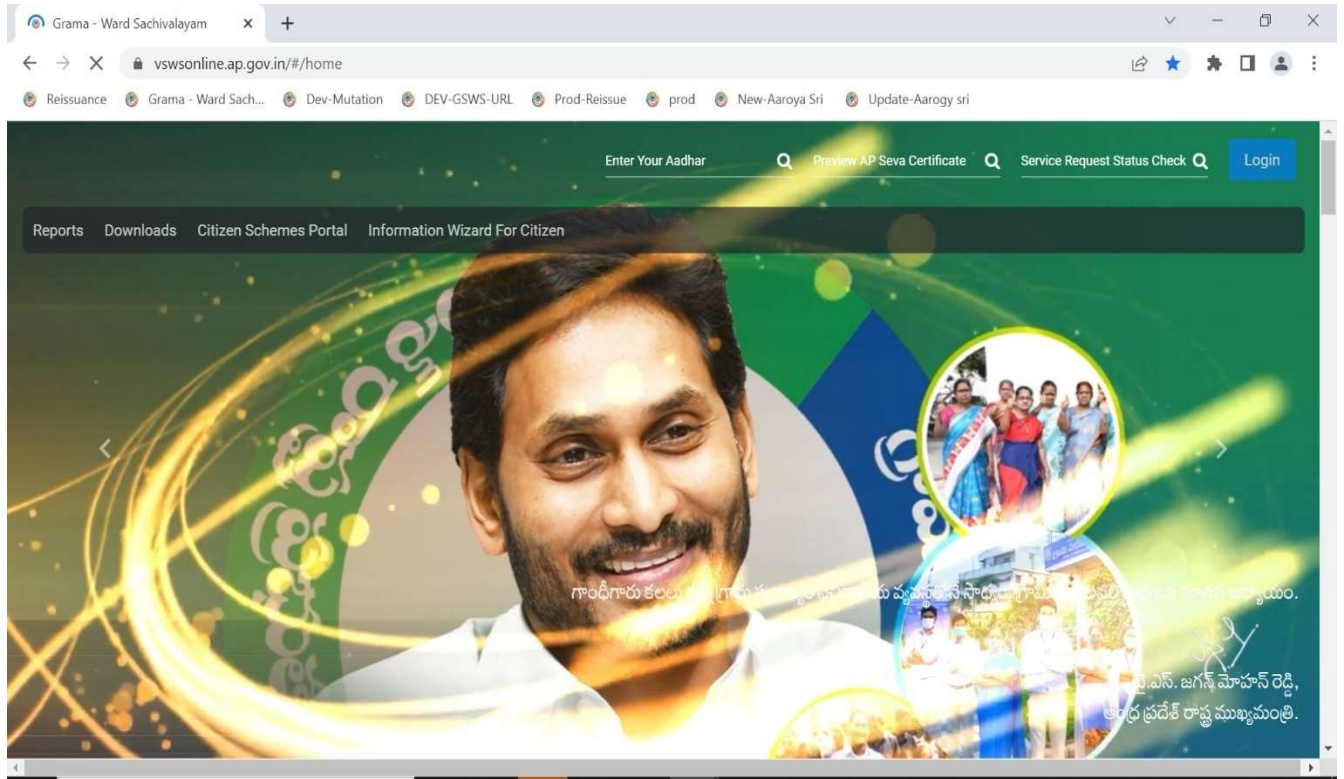
0

Closed Beyond SLA

Request List - Total Requests Search Transaction

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
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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.

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

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

Request ID:HHS230116150648

Basic Details

Aadhaar Number:	370374441622	Date of Birth:	21/08/1990	Marital Status:	Married
Citizen Name:	M THIRUAMBAMA	Caste:	BC-C	Mobile No:	9489830095
Father / Husband Name:	verification test	Religion:	Christian	Email:	-
Gender:	Female	Qualification:	MBS		

Present Address (Mailing Address)	Permanent Address		
Door No & Street Name:	2118009	Door No & Street Name:	2118009
Village / Ward / Secretariat:	KONDAMALDI	Village / Ward / Secretariat:	KONDAMALDI
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:	-

Applicant Details

Select Head Of Family: M VUVA Service Type: Divorce Split

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
K THOSHRA	Y	FEMALE	Alive	UnMarried	BC-C	29/02/2016	Daughter	Divorce	Household 2
M GOVINDASWAMY	Y	MALE	Death	Married	BC-C	23/03/1940	Father	Existing Household	Household 1
M THIRUAMBAMA	Y	FEMALE	Death	Married	BC-C	21/08/1990	Mother	Existing Household	Household 1
M VUVA	Y	FEMALE	Alive	Divorced	BC-C	03/07/1970	Head	Existing Household	Household 1
K SASIKALA	Y	FEMALE	Alive	Married	BC-C	05/06/1992	Daughter-in-Law	Existing Household	Household 1
M KUMARAN	Y	MALE	Alive	Divorced	BC-C	28/10/1983	Husband	Divorce	Household 2
K MARGENTHRAN	Y	MALE	Alive	UnMarried	BC-C	25/07/2017	Son	Divorce	Household 2
K PAVISHNA	Y	FEMALE	Alive	UnMarried	BC-C	01/01/2014	Sister	Existing Household	Household 1

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

M VUVA	Head	K MARGENTHRAN	Brother
K SASIKALA	Daughter-in-Law		
K PAVISHNA	Sister		

List of Documents

1 Divorce Decree [divorce split doc.pdf](#)

WEA/WWDS Checklist	PS/WS Checklist
Applicant Name: M THIRUAMBAMA	Whether verified the WEA/WWDS remarks <input checked="" type="radio"/> Yes <input type="radio"/> No
Applicant Address: Door No & Street Name: 2118009 Village/Ward: KONDAMALDI, Mandal: PONNUR-R District: GUNTUR	

WWDS/WEA Checklist

Whether the divorcees live separately Yes No

Whether at least 1 divorced couple is present in the existing Household Yes No

Whether the Divorce decree is valid Yes No

Whether the member composition of the resultant households is the same as mentioned in the application Yes No

MPDO Checklist

Whether verified PS/WAS remarks * Yes No

Remarks from WEA/WWDS: Recommended Document from WEA/WWDS: Not Available

Remarks from PS/WS: Recommended Document from PS/WS: 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.

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 : *", "Certificates : *", and "Password : *". The "Tokens" and "Certificates" fields are dropdown menus with "Select" as the current value. The "Password" field is a text input. A blue "Sign and Approve" button is located at the bottom right of the modal. In the background, a form is visible with a "Remarks" dropdown menu set to "Recommended" and a green "Approve" button at the bottom.

The screenshot shows a success message dialog box with the text "Application Approved successfully..". The dialog has a white background and a green "Ok" button at the bottom right. The background shows a "PS/WS Checklist" form with the following details: Name: M THAIRAMMA, Door No & Street Name: 21118009, Village/Ward: KONDAMUDI, Mandal: PONNUR-R, District: GUNTUR. The checklist includes items like "Whether verified the WEA/WWDS remarks" and "Whether divorced couple is present in the existing household".