



GOVERNMENT OF ANDHRA PRADESH

GVWV & VSWS DEPARTMENT

Auto Nagar, Vijayawada

Household Split – Single Old Age Person

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 - Single Old age Person” that allows the splitting of single and old aged person from the members in exiting household that live separately.

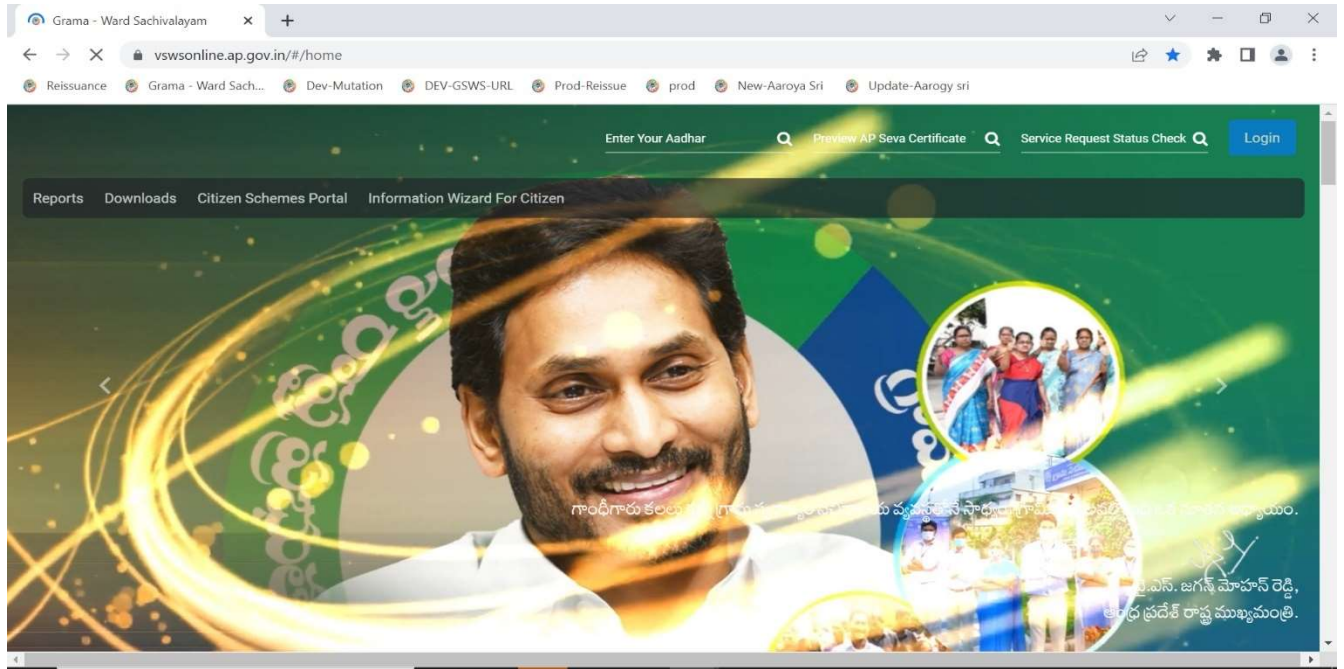
The “Household Split - Single Old age Person” service allows for a member in a Household to migrate only when the member selected as single old age person is

- above 60 years of age and
- widowed and
- living separately.

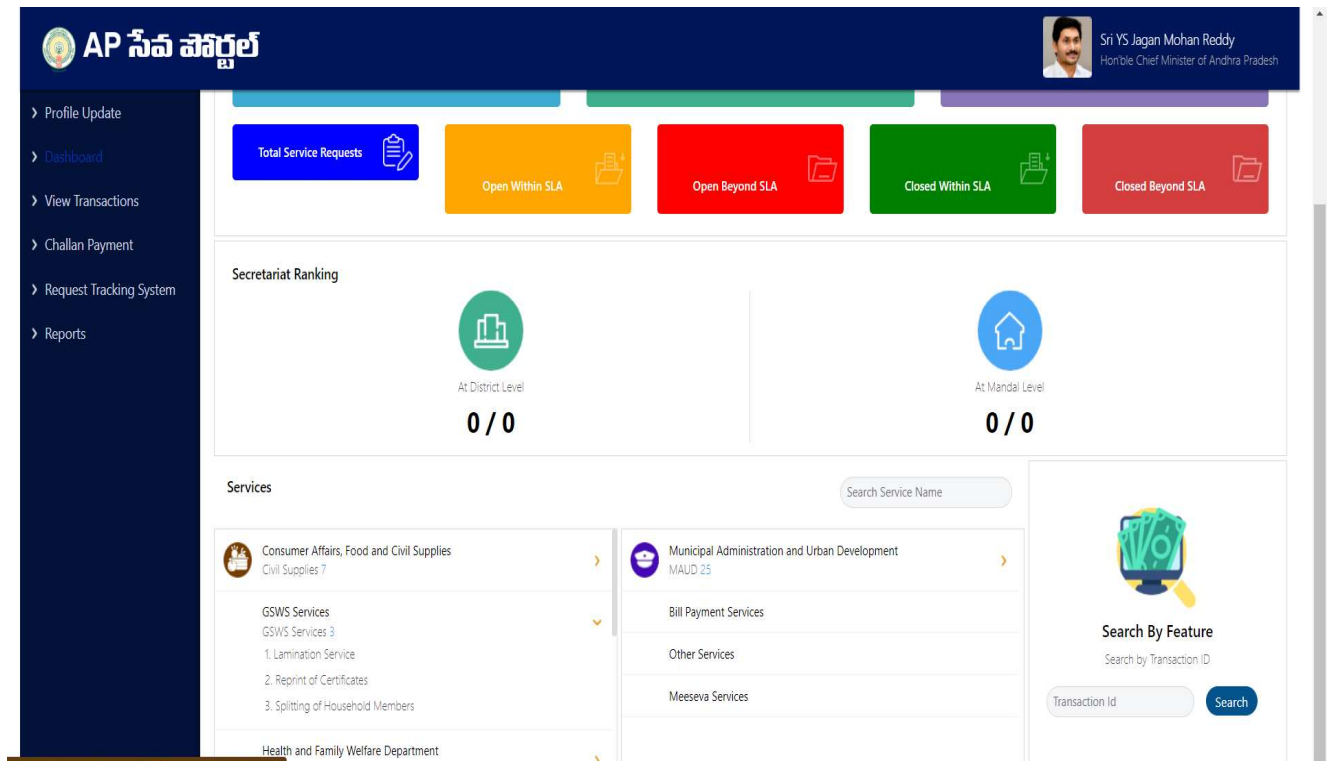
Category	Category B
Fee	No fee
SLA	21 Days
Documents Checklist	a) Proof of widowhood 1. Death certificate of Spouse 2. Rice Card 3. Widow pension card b) Proof of Separate living: Field verification

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) 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.

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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	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

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 “Single Old Age Person” 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.

Basic Details		Application Form								
Household Member Details										
Service Type: *		Select Head of Family: *								
Select		Select								
Select	Name	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household	
<input type="radio"/>	BATHULA NAGESWARAM	FEMALE	Alive	Select	01/01/1931	OC	Select	Select	Select	
<input type="radio"/>	DUNGA PRIYATHAM	MALE	Alive	Select	19/11/2003	OC	Select	Select	Select	
<input type="radio"/>	DUNGA SANGEETHA	FEMALE	Alive	Select	14/01/1979	OC	Select	Select	Select	
<input type="radio"/>	PENUGONDA SAI KALYANI	MALE	Alive	Select	15/03/1994	OC	Select	Select	Select	
<input type="radio"/>	DUNGA SRINIVAS	MALE	Alive	Select	10/03/1976	OC	Select	Select	Select	
<input type="radio"/>	DONGA SATYANARAYAN	MALE	Alive	Select	01/07/1937	OC	Select	Select	Select	
<input type="radio"/>	DONGA NARAYANAMMA	FEMALE	Alive	Select	05/07/1940	OC	Select	Select	Select	

f) Select the marital status of all the members in the household in the “Marital Status” dropdown column. **Note:** At least one of the members in the household should be selected as widow/widower for this type of 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 NAGESWARAM	Y	FEMALE	Alive	Widow/Widow	01/01/1931	OC	Head	Select	Select
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	OC	Select	Select	Select
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Married	14/01/1979	OC	Select	Select	Select
<input type="radio"/>	PENUGONDA SAI KALYANI	Y	MALE	Alive	Married	15/03/1994	OC	Select	Select	Select
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Married	10/03/1976	OC	Select	Select	Select
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	OC	Select	Select	Select
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Married	05/07/1940	OC	Select	Select	Select
<input type="radio"/>	DONGA NITHYA NANDINI	Y	FEMALE	Alive	UnMarried	08/11/2010	OC	Select	Select	Select

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 who is selected should be the Oldest alive female member in the family. If a female member is unavailable in the household, select the oldest alive male member as the head of the family.

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
<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 KALYAN	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

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	Widow/Widow	01/01/1931	OC	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 Samsam Portal interface. A modal dialog titled "Select Relation" is open, displaying a dropdown menu with "Select" as the current selection and the text "Please select Relation" below it. A green "Select Relation" button is visible. In the background, a table lists family members with columns for "Select", "Name of the Citizen", "eKYC", "Gender", "Status", "Date of Birth", "Caste", "Relationship", "Split Type", and "Desired Household". The first row is selected, and the "Relationship" dropdown is open, showing "Head" as the selected option.

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

The screenshot shows the same AP Samsam Portal interface. The "Select Relation" dialog box is still open, but the dropdown menu now displays "Grand Son" as the selected option. The "Select Relation" button remains visible. The background table is the same as in the previous screenshot, with the "Grand Son" relationship selected for the member DUNGA PRIYATHAM.

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

j) Select the split type as **“Single Old Age Person”** for the member who is 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 member** should be selected as Single old age person and he/she should be **above 60 years** of age & remaining members should be selected as existing household.

Basic Details

Household Member Details

Service Type: * Select Head of Family: *

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	Widow/Widow	01/01/1931	BC-C	Head	Single Old Age	Household 2
<input type="radio"/>	DUNGA PRIYATHAM	Y	MALE	Alive	UnMarried	19/11/2003	BC-C	Grand Son	Existing House	Household 1
<input type="radio"/>	DUNGA SANGEETHA	Y	FEMALE	Alive	Married	14/01/1979	BC-C	Daughter-in-L	Existing House	Household 1
<input type="radio"/>	PENUGONDA SAI KALYA	Y	MALE	Alive	Married	15/03/1994	BC-C	Son	Existing House	Household 1
<input type="radio"/>	DONGA SATYANARAYAN	Y	MALE	Alive	Married	01/07/1937	BC-C	Brother	Existing House	Household 1
<input type="radio"/>	DONGA NITHYA NANDIT	Y	FEMALE	Alive	UnMarried	08/11/2010	BC-C	Grand Daught	Existing House	Household 1
<input type="radio"/>	DUNGA SRINIVAS	Y	MALE	Alive	Married	10/03/1976	BC-C	Son	Existing House	Household 1
<input type="radio"/>	DONGA NARAYANAMMA	Y	FEMALE	Alive	Married	05/07/1940	BC-C	Sister-in-Law	Existing House	Household 1

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: *

Select	Name of the Citizen	Relationship
<input type="radio"/>	DUNGA PRIYATHAM	Grand Son
<input type="radio"/>	DUNGA SANGEETHA	Daughter-in-L
<input type="radio"/>	PENUGONDA SAI KALYA	Son
<input type="radio"/>	DONGA SATYANARAYAN	Husband
<input type="radio"/>	DONGA NITHYA NANDIT	Grand Daught
<input type="radio"/>	DUNGA SRINIVAS	Son
<input type="radio"/>	DONGA NARAYANAMMA	Head

Household 2 Member Details

Select Head of Household 2: *

Select	Name of the Citizen	Relationship
<input type="radio"/>	BATHULA NAGESWARAM	Head

eKYC for Single Old Age Person Household

eKYC Type: * OTP(One Time Password) Biometric

Aadhaar Number: *

- l) eKYC of the single member of the resultant household should be taken either using Aadhar OTP or fingerprint option.

Note: Aadhar number entered should be of the single member present in the resultant household.

The screenshot shows the 'eKYC for Single Old Age Person Household' interface. On the left is a navigation menu with options like Profile Update, Dashboard, Reports, and Application Submission. The main area contains a table of household members:

<input type="radio"/>	DONGA SATYANARAYAN	Husband
<input type="radio"/>	DONGA NITHYA NANDIT	Grand Daught
<input type="radio"/>	DUNGA SRINIVAS	Son
<input type="radio"/>	DONGA NARAYANAMM	Head

Below the table, the 'eKYC Type' is set to 'OTP (One Time Password)'. The 'Aadhaar Number' field contains '425962512937' and the 'Send OTP' button is visible. The 'OTP (One Time Password)' field is empty. A 'Select Proof of Document' dropdown is currently set to 'Select'. A 'Browse' button is next to it. On the right side, there are 'OTP Authenticate' and 'Show Payment' buttons.

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

This screenshot shows the same interface as the previous one, but the 'Select Proof of Document' dropdown menu is open. The options listed are:

- Select
- Spouse Death Certificate
- Rice Card
- Widow Pension Card

The 'Spouse Death Certificate' option is highlighted in blue. The 'Browse' button remains visible to the right of the dropdown. The 'OTP Authenticate' and 'Show Payment' buttons are still present on the right side of the page.

Note for uploading proof documents:

- Any one of the 3 documents should be uploaded as proof documents for the resultant single member household:
1. **Spouse Death certificate:** the certificate should belong to the deceased husband/wife of the single person in the resultant household.
 2. **Rice card:** the rice card should be a single member type rice card and it should belong to the single person present in the resultant household.
 3. **Widow pension card:** the pension card should be widow pension type and should belong to the single person present in the resultant 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.

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Sri YS Jagan Mohan Reddy
Honble Chief Minister of Andhra Pradesh

Payment Receipt
Date : 04/01/2023 4:31:02 PM

Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@apgsws.onmicrosoft.com
Application Number :	HHS230104150518	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		

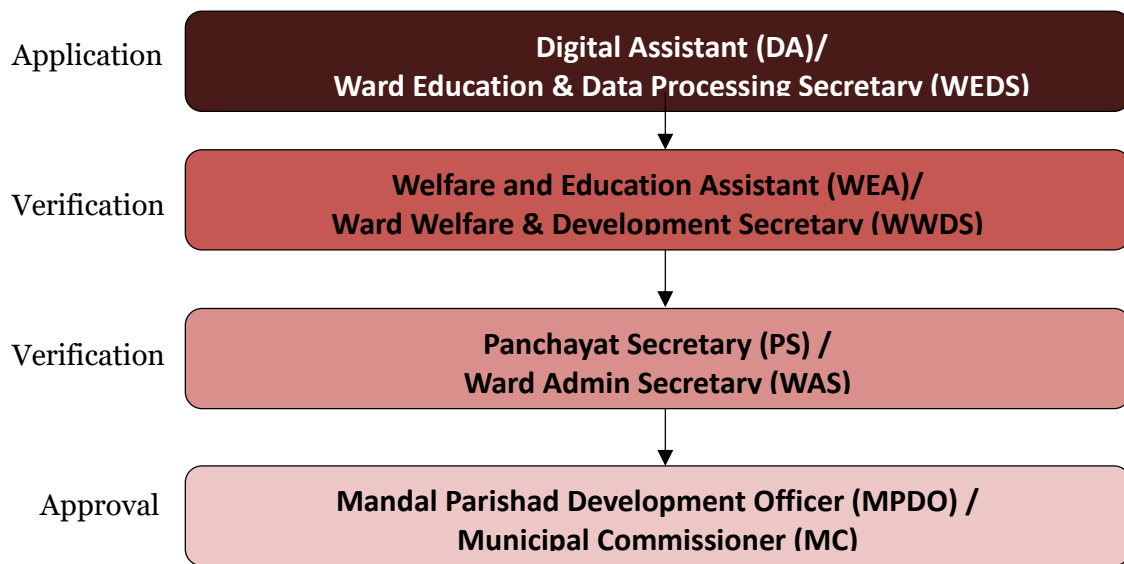
Note :
1. To Know the Application status, Please visit <https://vswsonline.ap.gov.in>

3. Verification workflow

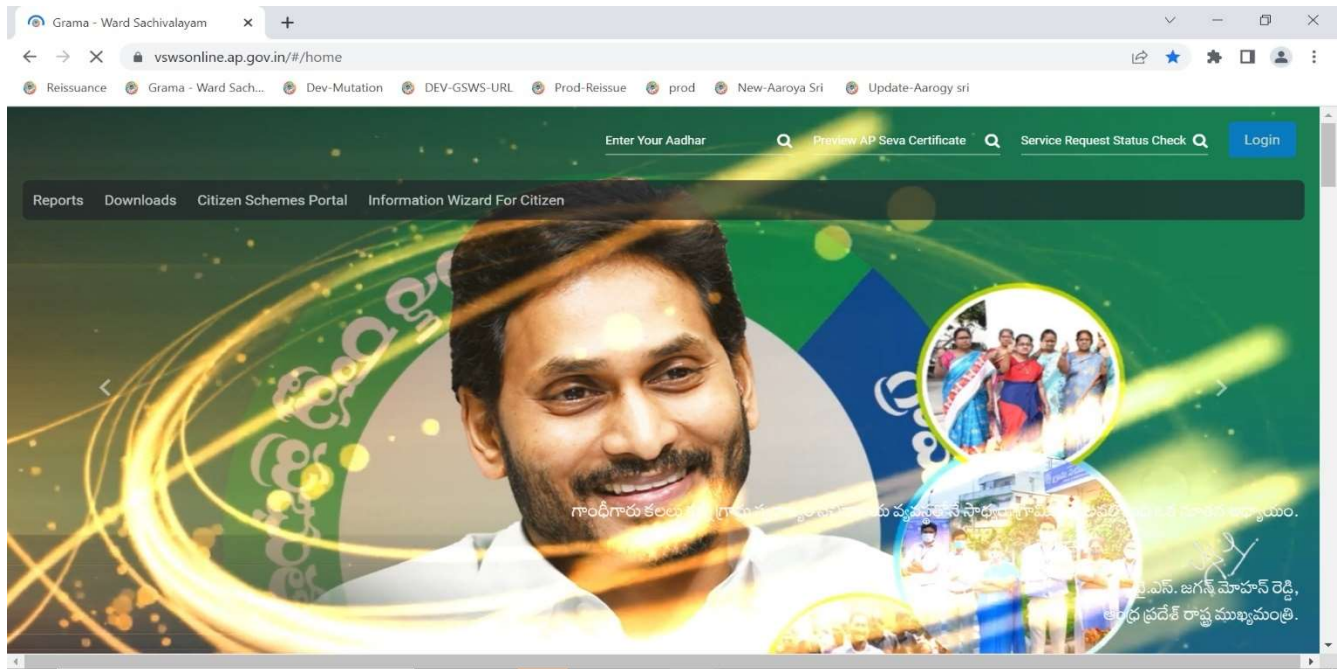
Once the application form is submitted by the DA/WEDS it is forwarded to the next level for verification i.e., WEA/WWDS.

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	HH5230119150722	HouseholdSplit	RV	RV	PAPSETTY LAKSHMAMMA	19/01/2023	Pending

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

Request ID:HHS230119150722

Basic Details

Aadhaar Number:	377454944666	Date of Birth:	01/01/1962	Marital Status:	Married
Citizen Name:	PAPIRETTY LAKSHMAMMA	Caste:	OC	Mobile No:	8800683084
Father / Husband Name:	Arjall testing data	Religion:	Buddhist	Email:	-
Gender:	Female	Qualification:	MA		

Present Address (Mailing Address)	Permanent Address
Door No & Street Name: 2-110	Door No & Street Name: 2-110
Village / Ward / Secretariat: LALAPETA-02	Village / Ward / Secretariat: LALAPETA-02
Mandal / Municipality: GUNTUR-U	Mandal / Municipality: GUNTUR-U
District: GUNTUR	District: GUNTUR
Pin Code: 524142	Pin Code: 524142
Postal Office: -	Postal Office: -
Postal Villages: -	Postal Villages: -

Applicant Details

Select Head Of Family: PAPIRETTY LAKSHMAMMA Service Type: Single Old Age Person

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
PAPIRETTY LAKSHMAMMA	Y	FEMALE	Alive	Widow/Widower	01/01/1962	OC	Head	Single Old Age Person	Household 2
PAPIRETTY VENKATESWARLU	Y	MALE	Alive	Married	01/01/1947	OC	Son	Existing Household	Household 1

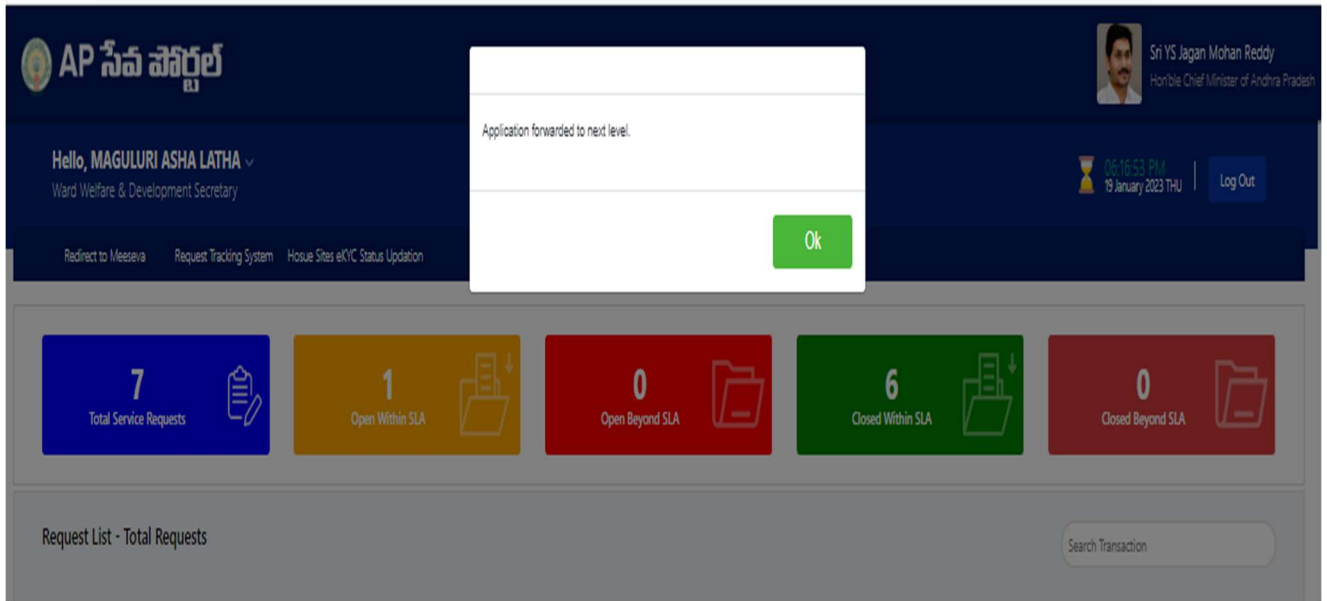
d) Select all the checkboxes and the remarks as “recommended” or “not recommended”.

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>PAPIRETTY VENKATESWARLU</td> <td>Head</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	PAPIRETTY VENKATESWARLU	Head	<table border="1"> <thead> <tr> <th>Name of the Citizen</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>PAPIRETTY LAKSHMAMMA</td> <td>Head</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	PAPIRETTY LAKSHMAMMA	Head
Name of the Citizen	Relationship								
PAPIRETTY VENKATESWARLU	Head								
Name of the Citizen	Relationship								
PAPIRETTY LAKSHMAMMA	Head								
List of Documents									
<p>1 Spouse Death Certificate of household 1 01181507052.pdf</p>									
WEA/WWDS Checklist									
Applicant Name:	PAPIRETTY LAKSHMAMMA								
Applicant Address:	Door No & Street Name: 2-110 Village/Ward: LALAPETA-02, Mandal: GUNTUR-U District: GUNTUR								
Whether the single old age person is living separately from family members *	<input checked="" type="radio"/> Yes <input type="radio"/> No								
Whether Death certificate of Spouse /Rice Card/Widow Pension - proof of single status is valid? *	<input checked="" type="radio"/> Yes <input type="radio"/> No								
Verification Document	Remarks*								
<input type="button" value="No File Chosen"/> <input type="button" value="Browse"/>	<input type="button" value="Recommended"/>								

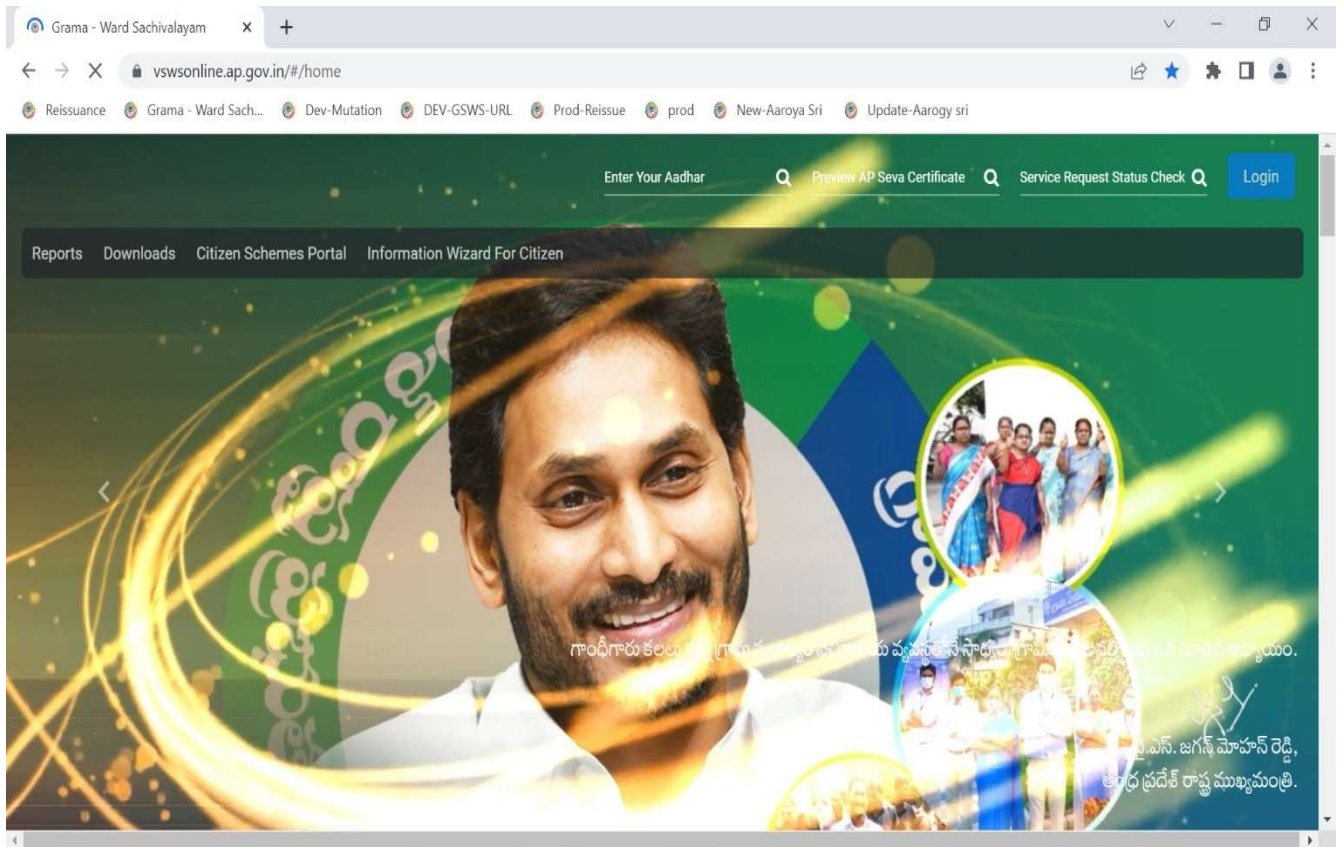
I, hereby, declare that the particulars given above are correct and complete. I will be responsible for any misrepresentation of facts and will be liable for punitive action.

Forward

- 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.

Request List - Total Requests

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	HHS230119150722	HouseholdSplit	RV	RV	PARISETTY LAKSHMAMMA	19/01/2023	Pending

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:HHS230119150722

Basic Details

Aadhaar Number:	377454844666	Date of Birth:	01/01/1962	Marital Status:	Married
Citizen Name:	PARISETTY LAKSHMAMMA	Caste:	OC	Mobile No:	8500683084
Father / Husband Name:	Arjall testing data	Religion:	Buddhist	Email:	-
Gender:	Female	Qualification:	MA		

Present Address (Mailing Address)

Door No & Street Name:	2-110	Village / Ward / Secretariat:	LALAPETA-02	Mandal / Municipality:	GUNTUR-U	District:	GUNTUR	Pin Code:	524142	Postal Office:	-	Postal Villages:	-
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Permanent Address

Door No & Street Name:	2-110	Village / Ward / Secretariat:	LALAPETA-02	Mandal / Municipality:	GUNTUR-U	District:	GUNTUR	Pin Code:	524142	Postal Office:	-	Postal Villages:	-
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Applicant Details

Select Head Of Family: PARISETTY LAKSHMAMMA Service Type: Single Old Age Person

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
PARISETTY LAKSHMAMMA	Y	FEMALE	Alive	Widow/Widower	01/01/1962	OC	Head	Single Old Age Person	Household 2
PARISETTY VENKATESWARLU	Y	MALE	Alive	Married	01/01/1947	OC	Son	Existing Household	Household 1

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

Household 1 Member Details		Household 2 Member Details	
Name of the Citizen	Relationship	Name of the Citizen	Relationship
PAPIRETTY VENKATESWARLU	Head	PAPIRETTY LAKSHMAMMA	Head

List of Documents

1 Spouse Death Certificate of household 1 [01181507052.pdf](#)

WEA/WWDS Checklist

Applicant Name: PAPIRETTY LAKSHMAMMA
 Applicant Address: Door No & Street Name: 2-110
 Village/Ward: LALAPETA-02, Mandal: GUNTUR-UJ
 District: GUNTUR

PS/WS Checklist

Whether the WEA/WWDS remarks are valid? Yes No

WWDS/WEA Checklist

Whether the single old age person is living separately from family members Yes No
 Whether Death certificate of Spouse /Rice Card/Widow Pension - proof of single status is valid? 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.

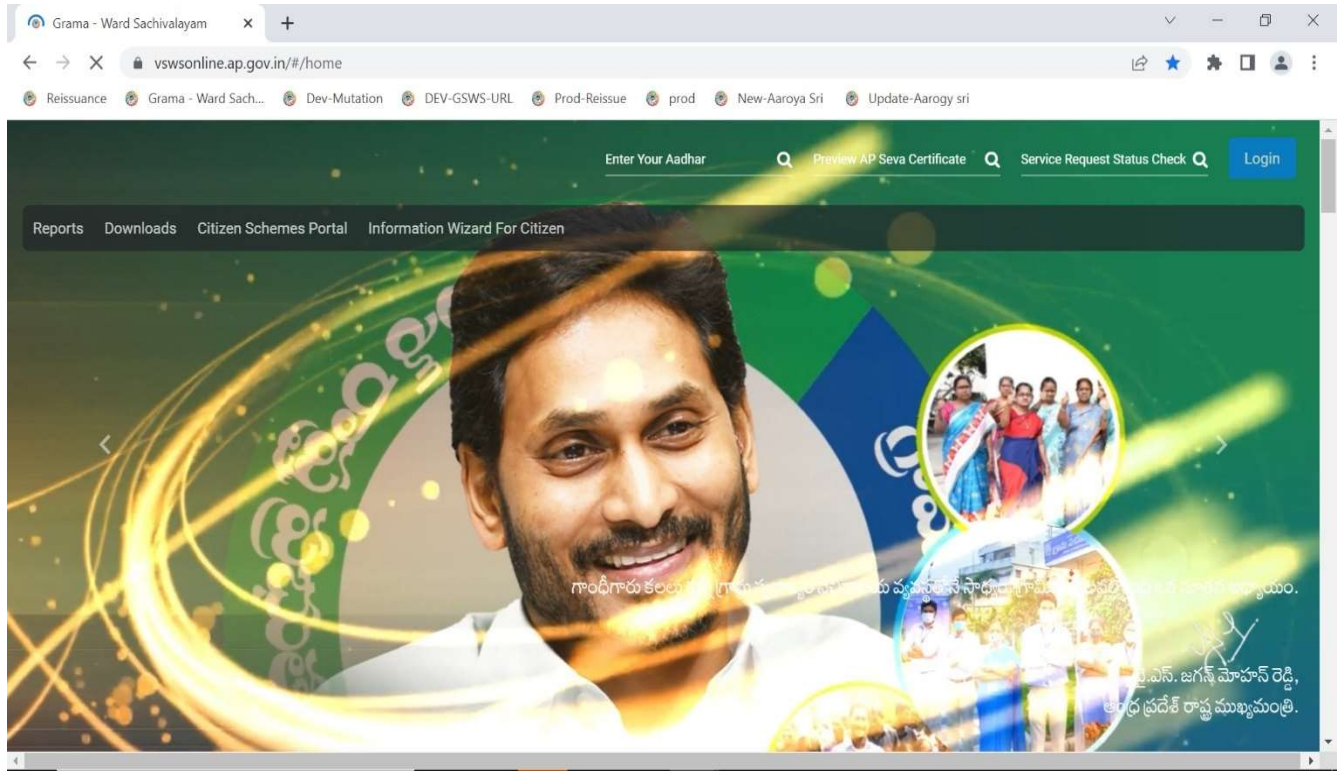
j) After selecting the remarks click on forward button and the request is forwarded to the next level i.e., Mandal Parishad development officer/Municipal commissioner.

The screenshot shows the AP Seva Portal interface. At the top, there is a notification box that says "Application forwarded to next level." with an "Ok" button. The user is logged in as "Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh". The dashboard displays several statistics:

- Total Service Requests: 7
- Open Within SLA: 1
- Open Beyond SLA: 0
- Closed Within SLA: 6
- Closed Beyond SLA: 0

Below the statistics is a "Request List - Total Requests" table with columns for S.No, Request ID, Service Name, Service Category, Department Name, Citizen Name, Applied Date, and Status. A search bar is also present.

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	HH5230119150722	HouseholdSplit	RV	RV	PAPSETTY LAKSHMAMMA	19/01/2023	Pending

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

Request ID:HHS230119150722

Basic Details

Aadhaar Number:	377454844666	Date of Birth:	01/01/1962	Marital Status:	Married
Citizen Name:	PAPISSETTY LAKSHMIAMMA	Caste:	OC	Mobile No:	8500683084
Father / Husband Name:	Arjali testing data	Religion:	Buddhist	Email:	-
Gender:	Female	Qualification:	MA		

Present Address (Mailing Address)	Permanent Address
Door No & Street Name: 2-110	Door No & Street Name: 2-110
Village / Ward / Secretariat: LALAPETA-02	Village / Ward / Secretariat: LALAPETA-02
Mandal / Municipality: GUNTUR-U	Mandal / Municipality: GUNTUR-U
District: GUNTUR	District: GUNTUR
Pin Code: 524142	Pin Code: 524142
Postal Office: -	Postal Office: -
Postal Village: -	Postal Village: -

Applicant Details

Select Head Of Family: PAPISSETTY LAKSHMIAMMA Service Type: Single Old Age Person

Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
PAPISSETTY LAKSHMIAMMA	Y	FEMALE	Alive	Widow/Widower	01/01/1962	OC	Head	Single Old Age Person	Household 2
PAPISSETTY VENKATESWARLU	Y	MALE	Alive	Married	01/01/1947	OC	Son	Existing Household	Household 1

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>PAPISSETTY VENKATESWARLU</td> <td>Head</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	PAPISSETTY VENKATESWARLU	Head	<table border="1"> <thead> <tr> <th>Name of the Citizen</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td>PAPISSETTY LAKSHMIAMMA</td> <td>Head</td> </tr> </tbody> </table>	Name of the Citizen	Relationship	PAPISSETTY LAKSHMIAMMA	Head
Name of the Citizen	Relationship								
PAPISSETTY VENKATESWARLU	Head								
Name of the Citizen	Relationship								
PAPISSETTY LAKSHMIAMMA	Head								

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

List of Documents

1 Spouse Death Certificate of household 1 [01181507052.pdf](#)

WEA/WWDS Checklist	PS/WS Checklist
Applicant Name: PAPISSETTY LAKSHMIAMMA	Whether the WEA/WWDS remarks are valid? <input checked="" type="radio"/> Yes <input type="radio"/> No
Applicant Address: Door No & Street Name: 2-110 Village/Ward: LALAPETA-02, Mandal: GUNTUR-U District: GUNTUR	
WWDS/WEA Checklist	
Whether the single old age person is living separately from family members <input checked="" type="radio"/> Yes <input type="radio"/> No	
Whether Death certificate of Spouse /Rice Card/Widow Pension - proof of single status is valid? <input checked="" type="radio"/> Yes <input type="radio"/> No	
MC Checklist	
Whether the PS/WAS remarks are valid? <input checked="" type="radio"/> Yes <input type="radio"/> 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 overlaid on a 'WEA/WWDS Checklist' form. The modal contains the following fields:

- Tokens : * (Dropdown menu with 'Microsoft Windows Store' selected)
- Certificates : * (Dropdown menu with 'Test27' selected)
- Password : * (Text input field with masked characters)

A 'Sign and Approve' button is located at the bottom right of the modal. In the background, the checklist form is partially visible, showing sections for 'WEA/WWDS Checklist', 'MPDO Checklist', and 'Remarks from WEA/WWDS: Recommended'.

The screenshot shows a confirmation message: 'Application Approved successfully.' with a green 'Ok' button. The background displays the 'AP సేవ పోర్టల్' (AP Service Portal) header and the user profile of Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. Below the header, the 'WEA/WWDS Checklist' form is visible with various 'Yes/No' options for different criteria.

- p) Once the split request is approved the acknowledge can be downloaded. Click on Get Certificate as shown below.

The screenshot shows the 'List of Documents' page. At the top, there is a document titled 'Spouse Death Certificate of household 1' with a download icon. Below this, the 'WEA/WWDS Checklist' and 'PS/WS Checklist' forms are displayed. At the bottom of the page, there is a 'Get Certificate' button.

**GOVERNMENT OF ANDHRA PRADESH
GVVW and VSWS DEPARTMENT
Household Split Confirmation**

Application No



HHS230119150722

Date:19/01/2023

This is to acknowledge that the Household split request **HHS230119150722** has been approved and split into the following two resultant households on the basis of **Single Old Age Person.**

ORIGINAL HOUSEHOLD COMPOSITION			
Household Number	HH58212726810420200213120453499		
Citizen Name	Aadhaar Number	Relationship status	Remarks
PAPISETTY LAKSHMAMMA	XXXXXXXX4666	Head	Alive
PAPISETTY VENKATESWARLU	XXXXXXXX0773	Son	Alive

RESULTANT HOUSEHOLD 1			
Citizen Name	Aadhaar Number	Relationship status	Remarks
PAPISETTY VENKATESWARLU	XXXXXXXX0773	Head	Alive

RESULTANT HOUSEHOLD 2			
Citizen Name	Aadhaar Number	Relationship status	Remarks
PAPISETTY LAKSHMAMMA	XXXXXXXX4666	Head	Alive

Certified By

Name : BOLLINENI SRINIVASA RAO
Designation : Municipal Commissioner
Mandal : GUNTUR