

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 <u>https://vswsonline.ap.gov.in/#/home</u> 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 సేప చ	ងភ្ល័ខ			Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Prades
 > Profile Update > Dashboard 	Hello, Karlapudi Sowjanya ↓ Panchayat Secretary Grade-VI (DA)			2:51:39 PM Log Out
 > Reports > View Transaction 	GSWS / Application Submission / Revenue Department / S	plitting of Household Members		
➤ Challan Payment	Splitting of Household Members Applicat	ion Form	. P. (· - •
 Request Tracking System List Of Services 	Aadhaar Number: *	Crizen Name: *	Applicat	Gender: *
 Application Submission Consumer Affairs, Food and Civil 	710476836659 Pre-Fill Date of Birth: *	DUNGA SANGEETHA Caste: *	naidu Religion: *	Female V Qualification: *
Supplies GSWS Services	14/01/1979	BC-A 🗸	Hindu 🗸	MBBS
Health and Family Welfare Department PR & MAUD	Married	9912894747		
Panchayat Raj and Rural Development	Permanent Address			
Revenue	Door No & Street Name: *	District : *	Mandal/Municipality: *	Village/Ward/Secretariat: *
	45-1-67/5	NTR 🗸	VUJAYAWADA-U	02-Machavaram Down 🗸

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

🍥 AP វ៉ាំំំ ដាំ	ប្តើខ្			Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Pra
Profile Update	Married	♥ 9912894747		
Dashboard				
Reports	Permanent Address			
/iew Transaction	Door No & Street Name: *	District : *	Mandal/Municipality: *	Village/Ward/Secretariat: *
hallan Payment	45-1-67/5	NTR	✓ VUAYAWADA-U	♥ 02-Machavaram Down ♥
equest Tracking System	Pin Code: *	Postal Office:	Postal Village:	
t Of Samiror	520004	Select	✓ Select	Υ.
Application Submission	Descent Address is some as Desman	ant Address		
nsumer Affairs, Food and Civil	Present Address (Mailing Add	ress)		
NS Sonicos	Door No & Street Name: *	District.*	Mandal/Municipality: *	Village/Ward/Secretariat: *
th and Family Welfare	45-1-67/5	NTR	VUJAYAWADA-U	✓ 02-Machavaram Down ✓
artment	Pin Code: *	Postal Office:	Postal Village:	
≰ MAUD	520004	Select	✓ Select	~
chayat Raj and Rural elopment				
venue				Devet
				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.

🌀 AP ້ຳລ໌ ຟີຈິ	ក្ខ៍១		Sri YS Jagan Mohan Red Horible Chief Minister of An	ddy ndhra Prade
> Profile Update	CONS / Automatics Schwinster / CONS Decemen			
> Dashboard	GSWS / Application Submission / GSWS Departm	ent / spitting of Housenoid Members		
> Reports	Splitting of Household Members A	plication Form		
> View Transaction		Basic Details	Application Form	
> Challan Payment	Household Member Details			
Request Tracking System	Service Type: *	Select Head of Family: *		
ist Of Services	Select	▼ Select	~	
 Application Submission 	Select Marriage Split	s Gender Status Marital St	Atus Date Of Birth Caste Relationship Split Type Desired Hous	sehold
Consumer Affairs, Food and Civil Supplies	Single Old Age Person	FEMALE V Alive Select	▼ 01/01/1931 OC Select ▼ Select ▼	~
GSWS Services	O DUNGA PRIYATHAM Y	MALE ~ Alive Select	▼ 19/11/2003 OC Select ▼ Select ▼ Select	~
Health and Family Welfare Department	O DUNGA SANGEETHA Y	FEMALE V Alive Select	▼ 14/01/1979 OC Select ▼ Select ▼ Select	~
Human Resources	O PENUGONDA SAI KALYAI Y	MALE V Alive Select	▼ 15/03/1994 OC Select ▼ Select ▼ Select	~
abour	O DUNGA SRINIVAS Y	MALE V Alive Select	 ✓ 10/03/1976 OC Select ✓ Select ✓ Select 	-
Panchayat Raj and Rural Development	O DONGA SATYANARAYAN Y	MALE V Alive Select	→ 01/07/1937 OC Select → Select → Select	~
Revenue	O DONGA NARAYANAMM# Y	FEMALE V 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. <u>Note</u>: 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
0	BATHULA NAGESWARAN	γ	FEMALE	~	Alive	Widow/Widow 🗸	01/01/1931	OC	Head V	Select 🗸	Select 🗸
0	DUNGA PRIYATHAM	γ	MALE	~	Alive	UnMarried V	19/11/2003	OC	Select 🗸	Select v	Select 🗸
0	DUNGA SANGEETHA	Y	FEMALE	~	Alive	Married V	14/01/1979	OC	Select 🗸	Select v	Select 🗸
0	PENUGONDA SAI KALYAI	Y	MALE	~	Alive	Married 🗸	15/03/1994	OC	Select 🗸	Select 🗸	Select 🗸
0	DUNGA SRINIVAS	Y	MALE	~	Alive	Married v	10/03/1976	OC	Select 🗸	Select 🗸	Select 🗸
0	DONGA SATYANARAYAN	Y	MALE	~	Alive	Married 🗸	01/07/1937	OC	Select 🗸	Select 🗸	Select 🗸
0	DONGA NARAYANAMMA	Y	FEMALE	~	Alive	Married 🗸	05/07/1940	OC	Select 🗸	Select 🗸	Select 🗸
0	DONGA NITHYA NANDIT	Y	FEMALE	~	Alive	UnMarried V	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.

ofile Update	Splitting	of Household Membe	rs Applicatio	on Form											
			Basic D	etails						Applica	ation Fo	orm			
asndoard	House	hold Member Details													
ports	Select H	ead of Family: *													
ew Transaction	PATHI		v												
hallan Payment	Valla														
Paguest Tracking System	Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Stat	us	Date Of Birth	Caste	Relations	ship	Split Ty	pe	Desired Ho	usehold
equest nacking system		BATHULA NAGESWARAN	Y	FEMALE 🗸	Alive	Married	~	01/01/1931	BC-A	Head	v	Select	~	Select	~
Of Services	0	DUNGA PRIYATHAM	Y	MALE V	Alive	UnMarried	•	19/11/2003	BC-A	Select	~	Select	•	Select	~
oplication Submission	0					Carrier a						1. 		-	
sumer Affairs, Food and Civil	0	DUNGA SANGEETHA	Υ	FEMALE	Alive	Married	×	14/01/1979	BC-A	Select	×	Select	•	Select	×
VS Services	0	PENUGONDA SAI KALYAT	Y	MALE 🗸	Alive	Married	~	15/03/1994	BC-A	Select	v	Select	~	Select	~
Ith and Family Welfare artment	0	DUNGA SRINIVAS	Y	MALE ¥	Alive	Married	•	10/03/1976	BC-A	Select	~	Select	•	Select	~
k MAUD	0	DONGA SATYANARAYAN	Y	MALE V	Alive	Married	v	01/07/1937	BC-A	Select	~	Select	~	Select	×
chayat Raj and Rural elopment	0	DONGA NARAYANAMM#	Y	FEMALE V	Alive	Married	•	05/07/1940	BC-A	Select	~	Select	•	Select	v
enue	0		v	EEMALE	Alive	UnMarried		08/11/2010	BC-A	Select	~	Select	J	Select	

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

Service T	ype: *		Select Head of Famil	ly: *						
Single	Old Age Person	v	BATHULA NAGES	WARAMMA	v					
Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
0	BATHULA NAGESWARAIV	Ŷ	FEMALE V	Alive	Widow/Widow 🗸	01/01/1931	OC	Head V	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.

🌔 AP సేవ చెశిర్జ	រ៉ុស			Select Relation	on								Ģ	Sri YS J Hon'ble	agan Mohan Reddy Chief Minister of Andhi
Profile Update	Select He BATHU	ad of Family. * LA NAGESWARAMMA		Select			~								
eports	Select	Name of the Citizen	eKYC	Please select Re	lation				alact Polation	iste	Relationship)	Split Type		Desired Household
iew Transaction		BATHULA NAGESWARAN	Y			·	40 I.V.					~	Select	♥ Si Plea	elect 🗸
Challan Payment	۲	DUNGA PRIYATHAM	Y		~	Alive	UnMarried	•	19/11/2003	BC-A		•	Marriage	•	ousehold 2 🗸
Request Tracking System		DUNGA SANGEETHA	Y		~	Alive	Married	~	14/01/1979	BC-A		~	Select	~	elect 🗸
Of Services		PENUGONDA SAI KALYAI	Y		~	Alive	Married	~	15/03/1994	BC-A		~	Select	Pleas	elect
sumer Affairs, Food and Civil plies		DUNGA SRINIVAS	Y		~	Alive	Married	~	10/03/1976	BC-A		~	Select	Pear	elect v
VS Services											Please select Relation			Plea	e select desired Household
Ith and Family Welfare artment		DONGA SATYANARAYAN	Y		~	Alive	Married	~		BC-A		~	Select	▼ Si Pea	elect v
& MAUD Ichayat Raj and Rural		DONGA NARAYANAMMA	Y		~	Alive	Married	~	05/07/1940	BC-A		~	Select	~	elect 🗸
velopment											Please select Relation			Pea	e select desired Household
venue		DONGA NITHYA NANDIT	Y		~	Alive	UnMarried	~		BC-A	Select Please select Relation	~	Select	▼ Si Plea	elect 🗸 🗸

🍥 AP సేవ చెశి	රූල්			Select Relation									Ģ	Sri Ho	YS Jagan Mohan Reddy n'ble Chief Minister of Andhr
> Profile Update	Select He	rad of Family. *													
Dashboard	BAIHU	ILA NAGESWARAMMA		Grand Son			•	_					-		
Reports	Select	Name of the Citizen	eKYC					S	Select Relatio	n aste	Relationshi	p	Split Typ	e	Desired Household
View Transaction		BATHULA NAGESWARAN	Y	FEMALE	*	Alive	Married	*	01/01/1931	BC-A		~	Select	~	Select Y Please select desired Household
Challan Payment	۲	DUNGA PRIYATHAM	Y		~	Alive	UnMarried	~	19/11/2003	BC-A		*	Marriage	~	Household 2 🗸
Request Tracking System		DUNGA SANGEETHA	Y		~	Alive	Married	~	14/01/1979	BC-A		L×	Select	~	Select V
st Of Services													L	_	Please select desired Household
Application Submission		PENUGONDA SAI KALYAI	Y		~	Alive	Married	•	15/03/1994	BC-A		~	Select	•	Select
pnsumer Affairs, Food and Civil applies	0	DUNGA SRINIVAS	v		~	Alive	Married	~		RC-A		~	Select	-	Select V
SWS Services											Please select Relatio			_	Please select desired Household
ealth and Family Welfare epartment		DONGA SATYANARAYAN	Ŷ		~	Alive	Married	~		BC-A		~	Select	~	Select 🗸
R & MAUD											Please select Relatio				Please select desired Household
Panchayat Raj and Rural Development		DONGA NARAYANAMM#	Y		*	Alive	Married	~	05/07/1940	BC-A	Select. Please select Relation	×	Select	~	Select Pesse select desired Household
evenue		DONGA NITHYA NANDIT	Ŷ		~	Alive	UnMarried	~		BC-A		~	Select	~	Select ~
											Please select Relatio		L.		Please select desired Household

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.

🍥 AP సేవ చెరి	රූල්									Sri YS Jag Hon'ble Ch	an Mohan Reddy ief Minister of Andhra Prac
> Profile Update			Basic I	Details					Application For	m	
> Dashboard	House	hold Member Details									
✓ Reports	Service T	ype: *		Select Head of	Family: *						
> Dashboard	Single	Old Age Person	~	BATHULA N	AGESWARAMMA	~					
> Sub SLA Dashboard	Select	Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household
Download Report	0	BATHULA NAGESWARAN	Y	FEMALE	~ Alive	Widow/Widow 🗸	01/01/1931	BC-C	Head ~	Single Old Age 🗸	Household 2 🗸
> AP SEVA Services Dashboard	0	DUNGA PRIYATHAM	Y	MALE	~ Alive	UnMarried 🗸	19/11/2003	BC-C	Grand Son V	Existing House V	Household 1 V
> PAYMENT REPORT	0		v	TEMALE	Alive		14/01/1070	200	Daughtar in Luxe	Eviating Llaura 14	Ususahald 1 - xr
 OTS Payment Report 		DOINGA SAINGEETHA		FEMALE	Alive	Mattieu 👻	14/01/19/9	DU-U	Daugnier-III-La		Household 1 V
 Mutation For Corrections REPORT 	0	PENUGONDA SAI KALYAI	Y	MALE	~ Alive	Married 🗸	15/03/1994	BC-C	Son 🗸	Existing House 🗸	Household 1 🗸
View Transaction	0	DONGA SATYANARAYAN	Y	MALE	~ Alive	Married 🗸	01/07/1937	BC-C	Brother 🗸	Existing House 🗸	Household 1 🗸
Challan Payment	0	DONGA NITHYA NANDIT	Y	FEMALE	~ Alive	UnMarried 🗸	08/11/2010	BC-C	Grand Daught	Existing House 🗸	Household 1 🗸
Request Tracking System	0	DUNGA SRINIVAS	Y	MALE	~ Alive	Married V	10/03/1976	BC-C	Son ~	Existing House 🗸	Household 1 V
ist Of Services	0	DONGA NARAYANAMM#	Y	FEMALE	~ Alive	Married 🗸	05/07/1940	BC-C	Sister-in-Law 🗸	Existing House 🗸	Household 1 🗸
 Application Submission 											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.

💿 AP సేచ చెకిర్ణ	រុខ				Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Pradesh
> Profile Update	Household 1 Member Details		Household 2 Men	nber Details	
> Dashboard	Select Head of Household 1: *		Select Head of Househ	old 2: *	
✓ Reports	DONGA NARAYANAMMA		BATHULA NAGESWA	ARAMMA 🗸	
> Dashboard	Select Name of the Citizer	n Relationship	Select	Name of the Citizen	Relationship
Sub SLA Dashboard	O DUNGA PRIYATHAM	Grand Son 🗸	BATH	IULA NAGESWARAN	Head 🗸
> Download Report	O DUNGA SANGEETHA	Daughter-in-L 🗸			·
> AP SEVA Services Dashboard	O PENUGONDA SAI KALYAI	Son 🗸			
PAYMENT REPORT OTS Payment Report	O DONGA SATYANARAYAN	Husband	_		
Mutation For Corrections	O DONGA NITHYA NANDIT	Grand Daught- ~			
View Transaction	O DUNGA SRINIVAS	Son			
> Challan Payment	O DONGA NARAYANAMM#	Head 🗸			
> Request Tracking System	eKYC for Single Old Age Person Househo	ld			
List Of Services	eKYC Type:* OTP(One Time Password) O Biometric				
✓ Application Submission	Aadhaar Number: *				

 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.

🌀 AP సేచ చె	fiel 🤤 sri	YS Jagan Mohan Reddy n'ble Chief Minister of Andhra Pradesh
> Profile Update	O DONGA SATYANARAYAN Husband V	
> Dashboard	O DONGA NITHYA NANDIT Grand Daught ~	
✓ Reports	O DUNGA SRINIVAS Son V	
> Dashboard	O DONGA NARAYANAMM# Head ~	
Sub SLA Dashboard	eKYC for Single Old Age Person Household	
> Download Report	eKic to single ou age relient redenied	
> AP SEVA Services Dashboard	OTP(One Time Password) O Biometric	
> PAYMENT REPORT	Aadhaar Number: * OTP (One Time Password): *	
> OTS Payment Report	425962512937 Send OTP	
Mutation For Corrections REPORT		OTP Authenticate
> View Transaction	Select Proof of Document for Single Old Age Person: *	
> Challan Payment	Select ~	
> Request Tracking System	Q, No File choosen Browse	
List Of Services		
✓ Application Submission		Show Payment

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

🔘 AP సేవ చె	බර්ච				Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Pradesh
 Profile Update 	0	DONGA SATYANARAYAN	Husband 🗸		
> Dashboard	0	DONGA NITHYA NANDIT	Grand Daught 🗸		
✓ Reports	0	DUNGA SRINIVAS	Son 🗸		
> Dashboard	0	DONGA NARAYANAMM/	Head 🗸		
> Sub SLA Dashboard	eKVC for 1	Single Old Age Person Household			
> Download Report	eKYC Type*	Single Old Age Person Household			
> AP SEVA Services Dashboard	 OTP(0 	One Time Password) 🔘 Biometric			
> PAYMENT REPORT	Aadhaar Nur	mber: *	OTP (One Time Password): *		
> OTS Payment Report	425962512	2937 Send OTP			
 Mutation For Corrections REPORT 					OTP Authenticate
> View Transaction	select Proof	ot Document for Single Old Age Person:			
> Challan Payment	Select	~			
> Request Tracking System	Select Spouse De Rice Card	ath Certificate		Browse	
List Of Services	Widow Per	nsion Card			Show Durman
✓ Application Submission					Show Payment

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.

			Sri YS Jagan Mohan Reddy Honble Chief Minister of Andhra Pradesh
		e de la contra de	
		Nayana zana	
		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		
	Secretariat Name : Application Number : Service Name : Applicant Name : District : Amount Paid : Payment Mode : Transaction Date : Note : 1. To Know the Application status.	Secretariat Name : Kondamudi Application Number : HHS230104150518 Service Name : Splitting of Household Members Applicant Name : Dunga Sangeetha District : Ntr Amount Paid : 0/- Payment Mode : Cash Transaction Date : 04/07/2023 43102 PM Note : 1. To Know the Application status. Please visit https://www.sonline.ap.gov/in	Secretariat Name : Kondamud Secretariat ID : Application Number : H55230104150518 Transaction ID : Service Name : Splitting of Household Members Department Name : Applicant Name : Dunga Sangeetha Father/Husband Name : District : Ntr Mandal : Anount Paid : 0/- Amound In Words : Payment Mode : Cash SLA : Note : 1.70 know the Application status. Prese wish Https://www.spline.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 <u>https://vswsonline.ap.gov.in/#/home</u> 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.

🇓 AP సేవ వెశిర్టల్					Sri YS Ja Honble	agan Mohan Reddy Chief Minister of Andhra Pradesh
Hello, MAGULURI ASHA LATHA Ward Welfare & Development Secretary					06:15:15 PM 19 January 2023	THU Log Out
Redirect to Meeseva Request Tracking S	ystem Hosue Sites eKYC Statu	us Updation Reports	Profile Update			
7 Total Service Requests	1 Open Within SL		Open Beyond SLA	6 Closed Within SLA	O Closed Bey	
Request List - Total Requests					Search Transaction	
S.No Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1 HHS230119150722	HouseholdSplit	RV	RV	PAPISETTY LAKSHMAMMA	19/01/2023	Pending
Requests per page: 10					66	« 1 » »»

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	s	Married	
Citizen Name:	PAPISETTY LAKSHMAMMA		Caste:		oc		Mobile No:		8500683084	
Father / Husband Name:	Anjali testing data		Religion		Buddhist		Email:			
Gender:	Female		Qualific	ation:	MA					
Present Address (Mailing Address)	ρ				Permanent A	Idress				
Door No & Street Name:	2-110			Door No & Stre	et Name:		2-110			
Village / Ward / Secretariat:	u	LAPETA-02			Village / Ward /	Secretariat:		LALAPETA-02		
Mandal / Municipality:	G	UNTUR-U			Mandal / Munic	Mandal / Municipality: GUNTUR-U				
District:	G	UNTUR			District:	District:			GUNTUR	
Pin Code:	52	4142			Pin Code:	Pin Code: 52			524142	
Postal Office:					Postal Office:					
Postal Village:					Postal Village:					
Applicant Details										
Select Head Of Family:	PA	PISETTY LAKSHMAN	AMA		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	
PAPISETTY LAKSHMAMMA	Y	FEMALE	Alive	Widow/Widower	oc	01/01/1962	Head	Single Old Age Person	Household 2	
PAPISETTY VENKATESWARLU	Y	MALE	Alive	Married	oc	01/01/1947	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				
Name of the Citizen	Relationship		Name of the Citizen	Relationship				
PAPISETTY VENKATESWARLU		Head		PAPISETTY LAKSHMAMMA	Head			
ist of Documents								
1 Spouse Death Certificate of household 1		01181507052.pdf	,					
WEA/WWDS Checklist								
Applicant Name:	PAPISETTY LAKSHMAMM	A						
Applicant Address:	Door No & Street Name: Village/ward: LALAPETA-0 District: GUNTUR	2-110 12. Mandal: GUNTUR-U						
Whether the single old age person is living separately from amily members *) Yes () No							
Whether Death certificate of Spouse /Rice Card/Widow Pension - proof of single status is valid? *	⊛ Yes () No							
Verification Document	Remarks.*							
No Ela Chostan Broute	Recommended		~					

3 L 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 <u>https://vswsonline.ap.gov.in/#/home</u> 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 ්බික් ඔබර්ට්					Sri YS Honibi	J agan Mohan Reddy e Chief Minister of Andhra Pradesh
Hello, ∨ Ward Admin Secretary					206:21:43 PN 19 January 202	a THU Log Out
Redirect to Meeseva Request Tracking System	Hosue Sites eKYC Status Updation	Reports				
7 Total Service Requests	1 Open Within SLA	Ŀ	O Open Beyond SLA	Gosed Within SLA	Closed Beyon	лан
Request List - Total Requests					Search Transaction	
S.No Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1 HHS230119150722	HouseholdSplit	RV	RV	PAPISETTY LAKSHMAMMA	19/01/2023	Pending
Requests per page: 10 🗸						« « <mark>1</mark> » »»

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:	377454944666		Date of	Birth:	01/01/1962		Marital State	us:	Married		
Citizen Name:	PAPISETTY LAKSHMAMMA		Caster		OC.		Mobile No:		8500683084		
Father / Husband Name:	Anjali testing data		Religion	м	Buddhist		Email:				
Gender:	Female		Qualific	ation:	MA						
Present Address (Mailing Address)					Permanent A	ddress					
Door No & Street Name:	2-110				Door No & Stre	Door No & Street Names 2-110					
Village / Ward / Secretariat:	U	ALAPETA-02			Village / Ward	Village / Ward / Secretariat: LALAPETA-02					
Mandal / Municipality:	G	UNTUR-U			Mandal / Muni	Mandal / Municipality: GUNTUR-U					
District:	G	UNTUR			District:	District: GUNTUR					
Pin Code:	57	24142			Pin Code:	Pin Codes 524142					
Postal Office:					Postal Office:	Postal Office: -					
Postal Village:					Postal Village:						
Applicant Details											
Select Head Of Family:	R4	PISETTY LAKSHMA)	MMA		Service Type:			Single Old Age Person	ge Person		
Name of the Citizen	eKYC Status	Gender	Status	Marital Status	Date Of Birth	Caste	Relationship	Split Type	Desired Household		
PAPISETTY LAKSHMAMMA	Y	FEMALE	Alive	Widow/Widower	oc	01/01/1962	Head	Single Old Age Person	Household 2		
			10								

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

Name of the Citizen		Relationship		Name of the Citizen	Relationship		
PAPISETTY VENKATESWARLU		Head		PAPISETTY LAKSHMAMMA		Head	
ist of Documents							
Spouse Death Certificate of household 1		01181507052.pdf	5				
/EA/WWDS Checklist				PS/WS Checklist			
pplicant Name:	PAPISETTY LAKSHMAMMA			Whether the WEA/WWDS remarks are valid?*	Wes O No		
Applicant Address: Door No & Street Name: 2-110 Village/ward: LALAPETA-02, Mandal: GUNTUR-U Dimer: GUNTUR							
/WDS/WEA Checklist							
/hether the single old age person is living separately from family embers	⊛ Yes ○ No						
hether Death certificate of Spouse /Rice Card/Widow Pension - roof of single status is valid?	⊛ Yes ○ No						
emarks from WEA/WWDS:	Recommended			Document from WEA/WWDS:	Not Available		
arification Document	Remarks:*						
No File Choosen Browse	Recommended		•				
		·					
declare that the particulars given above are correct and complete. I will be	esponsible for any misrecreser	tation of facts and will be liable for nunitive	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.

🍥 AP సేవ చెశిర్జల్			Sri YS Jagan Mohan Reddy Honble Chief Minister of Andria Pradesh
Hello, V Ward Admin Secretary Redirect to Mercena Request Tracting System Hosue Sites #CVC Status Undation Reports	Application forwarded to next level.		2 0623 27 PM 19 January 2023 THU Log Out
7 Total Service Requests	Open Beyond SLA	6 Closed Within SLA	O Cosed Beyond SLA
Request List - Total Requests S.No Request ID Service Name Service Cat	tagory Department Name	Citizen Name Applied Date	Search Transaction

k) Enter the URL <u>https://vswsonline.ap.gov.in/#/home</u> 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.

🍈 AP సేవ చెశిర్జల్					Sri YS Ja Honble (igan Mohan Reddy Chief Minister of Andhra Pradesh
Hello, BOLLINENI SRINIVASA RAO ~ Municipal Commissioner					06:25:03 PM 19 January 2023 1	HU Log Out
Redirect to Meeseva Request Tracking System H	losue Sites eKYC Status Updation	Reports Profile Update	Account Details			
9 Total Service Requests	1 Open Within SLA		2 Open Beyond SLA	6 Closed Within SLA	O Closed Beyond SL	
Request List - Total Requests					HH5230119150722	
S.No Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1 HHS230119150722	HouseholdSplit	RV	RV	PAPISETTY LAKSHMAMMA	19/01/2023	Pending
Requests per page: 10					66	¢ 1 2 22

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

Request ID:HHS230119150722											
Basic Details											
Aadhaar Number:	377454944666		Date of Birth:			1/01/1962		Marital Statu	Σ	Married	
Citizen Name:	PAPISETTY LAKSHMAMMA		Caste:		0	c		Mobile No:		8500683084	
Father / Husband Name:	Anjali testing data		Religion		Bu	uddhist		Email:			
Gender:	Female		Qualifica	tion:	М	IA.					
Present Address (Mailing Address)	l.					Permanent Ad	Idress				
Door No & Street Name:				Door No & Stree	et 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:		PAPISETTY LAKSHMAM	Ab.			Service Type:			Single Old Age Person		
Name of the Citizen	eKYC Status	Gender	Status	Marital Status	j.	Date Of Birth	Caste	Relationship	Split Type		Desired Household
PAPISETTY LAKSHMAMMA	Y	FEMALE	Alive	Widow/Widower	oc		01/01/1962	Head	Single Old Age Person	Ho	usehold 2
PAPISETTY VENKATESWARLU	γ	MALE	Alive	Married	OC		01/01/1947	Son	Existing Household	Ho	usehold 1
Household 1 Member Details						Household 2	Member Details				
	Name of the Citizen			Relationship				Name of the Citizen			Relationship
PAPISETTY VENKATESWARLU			Head			PAPISETTY LAKSH	HMAMMA			Head	

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

Spouse Death Certificate of household 1		01181507052.pdf 🐇				
VEA/WWDS Checklist				PS/WS Checklist		
pplicant Name:		PAPISETTY LAKSHMAMMA		Whether the WEA/WWDS remarks are valid?	Ves O 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 nembers	family	⊛ Yes ⊖ No				
Whether Death certificate of Spouse /Rice Card/Widow Per proof of single status is valid?	ision -	⊛ Yés ⊖ No				
MC Checklist						
Whether the PS/WAS remarks are valid?*		Wes ○ No No				
lemarks from WEA/WWDS:		Recommended		Document from WEA/WWDS:	Not Available	
temarks from PS/WS:		Recommended		Document from PS/WS:	Not Available	
erification Document		Remarks				
No File Choosen	Browse	Recommended	•			

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

WEA/WWDS Checklist		PS/WS Checklist	
Applicant Name:	M THAYARAMMA	Whether the WEA/WWDS remarks are valid?	Wes O No
Applicant Address:	Digital Signature		×
WWDS/WEA Checklist Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadha: for the resultant Household 1 is valid?	Tokens : *	Microsoft Windows Store	·
Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Passport / Aadha: for the resultant Household 2 is valid?	Password : *		
Whether at least 2 alive married couples are present the existing Household Whether the two married couples live separately MPDO Checklist			Sign and Approve
Whether verified PS/WAS remarks are valid or not? *	⊛ Yes ⊖ No		
Remarks from WEA/WWDS:	Recommended	Document from WEA/WWDS:	Net Available
Remarks from PS/WS:	Recommended	Document from PS/WS:	HH Marriage Split FRS Draft_V4 (1).pdf
Remarks from PS/WS: తారంగాంగ AP సేచు చెగేర్ట్లల్	Recommended Remarks = Vilage/ward: KDNDA Application Approved success	Document from PS/WS:	HH Marriage Split FRS Draft_V4 (1).pdf 3 HH Marriage Split FRS Draft_V4 (1).pdf 3 Sri YS Jagan Mohan Reddy Honble Chief Minister of Andrea Prades
Remarks from PS/WS: extension Document AP ີລົງລົງ ລ້າວີເງຼັງເບິ່ WWDS/WEA Checklist Whether Marriage Certificate/ Rise Card / Arogyasri Card/ Family Member Certificate/ Rise Card / Arogyasri Card/ Family Member Certificate/ Resport / Aadhaar	Recommended Remarks = Vilage/ward: KONDA District: GUNTUR (a) Yes () No	fully.	HH Marriage Split FRS Draft_V4 (1).pdf 4 HH Marriage Split FRS Draft_V4 (1).pdf Sri YS Jagan Mohan Reddy Honble Chief Minister of Andrea Prades
Remarks from PS/WS: AP المحقة المحقق ال محقق المحقق المحق المحق المحق المحق المحقق المحقق المحقق المحقق المحقق المحقق المحقق المحقق المح محقق المحق المحق المحق المحق المحق المحق المحق المحق المحق الحجة المحق الحجة المحقق الحجة الحجة الحجة المحق المحق الحقق الحجة الحقق الحجة الحجة الحجة الحجة الحجة الحجة الحجة الححق الححق الححق الحق الححق الحجة الححق الححق الححق الحمق	Recommended Earrores Vilage/ward: KDNDA District: GUNTUR Vilage / Ves No Vilage / No	tuly.	HH Marriage Split FRS Draft_V4 (1).pdf 《
Remarks from PS/WS: Selfection Document Comparison Document WWDS/WEA Checklist Whether Marriage Certificate/ Rice Card / Arogyasri Card/ Family Member Certificate/ Rise Card / Arogyasri Card / Family Rise Card / Arogyasri Card / Family Rise Card / Arogyasri Card / Famil	Recommended Recommended Recommended Recommended	fully.	HH Marriage Split FRS Draft_V4 (1).pdf <
Remarks from PS/WS: Contraction Processors: Contraction Processors:	Recommended Bemarkt = Vilage/ward: KDNDA District: GUNTUR Yes No Yes No Yes No Yes No Yes No	fully.	HH Marriage Split FRS Draft_V4 (1).pdf <

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

	011		
ist of Documents			
Spouse Death Certificate of household 1	01181507052	pdf 📩	
NEA/WWDS Checklist		PS/WS Checklist	
pplicant Name:	PAPISETTY LAKSHMAMMA	Whether the WEA/WWDS remarks are valid?	Yes O No
Applicant Address:	Door No & Street Name: 2-110 Village-vard: LALAPETA-02, Mandal: GUNTUR-U District: GUNTUR		
WWDS/WEA Checklist			
Whether the single old age person is living separately from famil nembers	ly ⊛ Yes ◯ No		
Whether Death certificate of Spouse /Rice Card/Widow Pension proof of single status is valid?	Wes O No		
MC Checklist			
Vhether the PS/WAS remarks are valid?*	Wes O No		
lemarks from WEA/WWDS:	Recommended	Document from WEA/WWDS:	Not Available
Remarks from P5/W5:	Recommended	Document from PS/WS:	Not Available
erification Document	Remarks."		
No File Choosen Brow	Recommended	~	

< < 1 of 1 > >	— 🕂 Page V	Nidth 🗸		ତର 🖷
GOV	ERNMENT OF ANI	DHRA PRADESH		
G	VWV and VSWS DI	EPARTMENT		
-	Household Split Co	nfirmation		
This is to acknowledge that the split into the following two resulta	Household split request int households on the b	HHS230119150722 has asis of Single Old Age Pers	Date:19/01/202 been approved ar	23 nd
Household Number	RIGINAL HOUSEHOLD	COMPOSITION 72681042020021312045	3499	-
Citizen Name	Aadhaar Number	Relationship status	Remarks	-
DADICETTY LAKCHMAMMA	XXXXXXXX4666	Head	Alive	-
PAPISETTT LAKSHMAMMA		Son	Alive	
PAPISETTY VENKATESWARLU	XXXXXXXXX0773		7.11174	
PAPISETTY VENKATESWARLU	RESULTANT HOUS			
Citizen Name	RESULTANT HOUS	SEHOLD 1 Relationship status	Remarks	-
Citizen Name	XXXXXXXX0773 RESULTANT HOUS Aadhaar Number XXXXXXXX0773	SEHOLD 1 Relationship status Head	Remarks Alive	
Citizen Name	XXXXXXXX0773 RESULTANT HOUS Aadhaar Number XXXXXXXX0773 RESULTANT HOU	SEHOLD 1 Relationship status Head	Remarks Alive	
Citizen Name Citizen Name Citizen Name	XXXXXXXX0773 RESULTANT HOUS Aadhaar Number XXXXXXX0773 RESULTANT HOU Aadhaar Number	SEHOLD 1 Relationship status Head SEHOLD 2 Relationship status	Remarks Alive Remarks	
Citizen Name PAPISETTY VENKATESWARLU Citizen Name PAPISETTY VENKATESWARLU Citizen Name PAPISETTY LAKSHMAMMA	XXXXXXXX0773 RESULTANT HOUS Aadhaar Number XXXXXXX0773 RESULTANT HOU Aadhaar Number XXXXXXX4666	SEHOLD 1 Relationship status Head SEHOLD 2 Relationship status Head	Remarks Alive Remarks Alive	