



**GOVERNMENT OF ANDHRA PRADESH**

**GVWV & VSWS DEPARTMENT**

**Auto Nagar, Vijayawada**

**ఇది మంచి ప్రభుత్వం**

**User Manual  
September 2024**

## ఇది మంచి ప్రభుత్వం module in DA/WEDS and PS/WAS login

a) Login to the AP Seva portal with your credentials. A link in the homepage will be shown as mentioned below, click on the link.

The screenshot shows the AP Seva portal dashboard. The header includes the AP Seva logo, user name 'Hello, RAVI', and the role 'Panchayat Secretary Grade-VI (DA)'. A red box highlights the link 'ఇది మంచి ప్రభుత్వం'. The dashboard displays several key metrics: 1730 Service Requests Raised, 4 Service Requests Raised & Resided In The Same Secretariat, 118 Service Requests Flown To This Secretariat, 891 Total Service Requests, 0 Open Within SLA, 4 Open Beyond SLA, 876 Closed Within SLA, and 11 Closed Beyond SLA. Below the metrics, there is a 'Services' section with a search bar and a list of services including Revenue, Consumer Affairs, Food and Civil Supplies, Health and Family Welfare Department, Municipal Administration and Urban Development, Other Services, and Meeseva Services.

b) The following screen will be displayed, enter the details as mentioned below:

- Select Date - Range from 20th to 26th September 2024 (mandatory)
- No. Of HHs visited (mandatory)
- Name of Chief Guest (Not mandatory)
- Designation of Chief Guest (Not mandatory)

Once details are filled click on **Submit** button.

The screenshot shows the 'Details of Household Visited' form. The form has a header 'GSWS / Details of Household Visited' and a 'Submit' button. The form fields are: 'Select Date' (with a calendar icon), 'No. Of Households visited', 'Name of Chief Guest', and 'Designation of Chief Guest'.

- c) Once details are submitted a pop up will appear showing that the **Data Saved Successfully** and the filled details will be shown in the grid below.

The screenshot displays a web application interface for 'AP సేవ పోర్టల్'. A central alert box reads 'Alert' and 'Data saved successfully' with an 'OK' button. The background shows a user profile for 'Hello, RAVI' (Panchayat Secretary Grade-VI (DA)) and a 'Details of Household Visited' form. The form includes fields for 'Select Date', 'No. Of Households visited', 'Name of Chief Guest', and 'Designation of Chief Guest', with a 'Submit' button. Below the form is a table titled 'Households Visited Count' with the following data:

Serial No	Date	No. Of Households Visited	Chief Guest Name	Chief Guest Designation
1	20/09/2024	20	-	-