



GOVERNMENT OF ANDHRA PRADESH  
GVWV & VSWS DEPARTMENT  
AutoNagar, Vijayawada

# User Manual for Clustering of Secretariats

February 2025

# Clustering of Secretariats:

## Introduction:

The government has launched Swarna Andhra Vision @2047 to create a Wealthy, Healthy and Happy Andhra Pradesh. The Village / ward secretariats will play a critical role in the effective implementation of Padi Sutralu and achieving the Swarna Andhra Vision. Use of Deep -technology and implementation of real time governance are two essential tools in successfully implementing various initiatives of the state government.

To achieve the above objectives, it is essential to re-organize the secretariats, re-orient the functionaries and make them adapt to the emerging technologies in governance. The Functionaries working in Village /Ward Secretariats are categorized into three for effective & Real Time delivery of services, schemes, and conduct of on time surveys. Further to adopt IoT, AI, Drone technology and other technologies:

1. Multipurpose Functionaries
2. Technical Functionaries
3. Aspirational Functionaries

The above Functionaries shall perform the designated duties along with other duties entrusted from time to time. Further, training will be imparted on the job charts to be revised by the concerned line Departments and details of categories are as follows:

## **Multipurpose Functionaries:**

S. No	Village Secretariats	Ward Secretariats
1	Panchayat Secretary (Grade I-V)	Ward Administrative Secretary
2	Digital Assistant	Ward Education & Data Processing Secretary
3	Welfare & Education Assistant	Ward Welfare & Development Secretary
4	Grama Mahila Police	Ward Mahila Police

## **Technical Functionaries:**

S. No	Village Secretariats	Ward Secretariats
1	Village Revenue Officer	Ward Revenue Secretary
2	ANM	Ward Health Secretary
3	Survey Assistant	Ward Planning & Regulation Secretary
4	Engineering Assistant	Ward Amenities Secretary
5	Agriculture / Horticulture/ Sericulture	Ward Sanitation & Environment Secretary

6	Veterinary / Fisheries	---
7	Energy Assistants	Ward Energy Secretary

### Aspirational Functionaries:

Any of the above Functionaries having Technical / Relevant qualifications with passion on latest development of IoTs, AI and other technologies etc to be designated as Aspirational Functionaries.

In order to re-organize the Technical functionaries, the existing secretariats shall be formed into Clusters (Each cluster @ 2 secretariats) based on the population and geographical proximity (Adjacent secretariats)

The following validations shall be followed:

- This module is developed to create clusters of secretariats under each Mandal/ULB.
- The user credentials are available with the respective MPDO's/ MC's -GSWS.
- Each cluster shall have minimum of 2 secretariats based the on the population and geographical proximity (Adjacent secretariats)
- In case of Odd number of secretariats present in the Mandal/ULB, one cluster may consists of 3 secretariats.

## 1 - Adding Cluster of Secretariats

### MPDO/MC Login:

1. Open the URL <https://vswsonline.ap.gov.in/#/home> and after login below page will be displayed now click on **Cluster Of Secretariats** as highlighted.

The screenshot shows the AP SWS Portal dashboard. At the top, there is a header with the AP SWS logo and the text 'AP సేవ పోర్టల్'. Below the header, there is a navigation bar with the following items: Home, Redirect to Meeseva, Request Tracking System, Hosue Sites eKYC Status Updation, Reports, Profile, and Aarogya Suraksha 2.0. The 'Clustering of Secretariats' option is highlighted in red in the navigation bar. Below the navigation bar, there are five cards displaying service request statistics: 226 Total Service Requests, 0 Open Within SLA, 118 Open Beyond SLA, 105 Closed Within SLA, and 3 Closed Beyond SLA. At the bottom, there is a section for 'Request List - Total Requests'.

2. Click on Clustering of Secretariats.

Hello, DIVYA MPDO ▼  
 Mandal Parishad Development Officers

03:38:30 PM  
 26 February 2025 WED Log Out

[Home](#) [Redirect to Meeseva](#) [Request Tracking System](#) [Hosue Sites eKYC Status Updation](#) [Reports](#) [Profile](#) [Aarogya Suraksha 2.0](#)

[Revenue Sadassulu Grievance Report](#) [Unvelling Of Welfare Schemes Display Boards](#) [VBSY daily IEC material data entry](#) [Volunteer Appreciation Program Details](#) **Clustering of Secretariats**

3. Now the Clustering of Secretariats screen will be displayed as shown below.

Hello, DIVYA MPDO ▼  
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**Clustering of Secretariats** Home

Total Secretariats : 20 Pending: 20

Add Cluster

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
No records found				

4. Click on the “Add Cluster” Button, to create a Cluster.

Hello, DIVYA MPDO ▼  
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03:45:26 PM  
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**Clustering of Secretariats** Home

Total Secretariats : 20 Pending: 20

**Add Cluster**

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
No records found				

5. A pop up screen with a default Cluster Number and Secretariat dropdown is shown.

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Add Cluster

Cluster :\*

Cluster-009

Secretariat :\*

Select

Submit

6. Click on the dropdown to view the list of secretariats.
7. Select the Secretariats of which needed to be added to that Cluster by clicking on check boxes.
8. After selecting Secretariats Click on Submit Button.

Add Cluster

Cluster :\*

Cluster-010

Secretariat :\*

AREMANDA CHINTHALA  
DANDAMUD

Select All

AREMANDA

BRAHMANAKODURU

CHINTHALAPUDI

DANDAMUDI

DOPPALAPUDI

KASUKAPUDI

Submit

9. An Alert with “Successfully Clustered” message is shown upon adding a cluster.
10. Click on Ok.

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Hello, DIVYA MPDO  
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Alert  
Successfully Clustered  
Ok

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Clustering of Secretariats  
Total Secretariats : 20 Pending: 17

Home Add Cluster

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-013	3	CHINTHALAPUDI, DANDAMUDI, AREMANDA	Edit	Delete

11. You can see the Cluster created successfully as shown in the below screen.
12. It also shows the pending Secretariats to be added to a cluster.
13. The table shows the Cluster Name, No of Secretariats, Secretariat Names, Edit and Delete buttons for each Cluster created.

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Clustering of Secretariats  
Total Secretariats : 20 Pending: 17

Home Add Cluster

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-022	3	CHINTHALAPUDI, DANDAMUDI, AREMANDA	Edit	Delete

## 2 - Editing a Cluster of Secretariats

1. On the Clustering of Secretariats screen, Click on the **Edit** button of the Cluster for which you want to make changes.

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Clustering of Secretariats  
Total Secretariats : 20 Pending: 17

Home Add Cluster

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-013	3	CHINTHALAPUDI, DANDAMUDI, AREMANDA	Edit	Delete

2. The screen shows the Edit cluster window and Secretariats dropdown.

Cluster :\*

Cluster-021

Secretariat :\*

AREMANDA CHINTHALA  
DANDAMUD

Update

3. Click on the Secretariats dropdown and select the choice Secretariats by clicking on the check boxes.
4. You can either deselect the existing Secretariats or select the new ones.
5. Click on Update.

Cluster :\*

Cluster-021

Secretariat :\*

AREMANDA CHINTHALA  
DANDAMUD +2

Select All

AREMANDA

BRAHMANAKODURU

CHINTHALAPUDI

DANDAMUDI

DOPPALAPUDI

KASUKAPUDI

Update

6. An Alert window with a message “Successfully edited the Cluster” is shown.
7. Click on Ok.

Alert

Successfully edited the Cluster

Ok

: 20 Pending: 15

8. Portal shows the table with the edited Cluster

9. Pending Secretariats and No of Secretariats will now show the updated numbers.



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Clustering of Secretariats Home

Total Secretariats : 20 Pending: 15

Add Cluster

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-021	5	DOPPALAPUDI, CHINTHALAPUDI, BRAHMANAKODURU, DANDAMUDI, AREMANDA	<span>Edit</span>	<span>Delete</span>

### 3 - Deleting a Cluster of Secretariats

1. From the Clustering of Secretariats screen, Click on Delete button for any Cluster of choice.



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Clustering of Secretariats Home

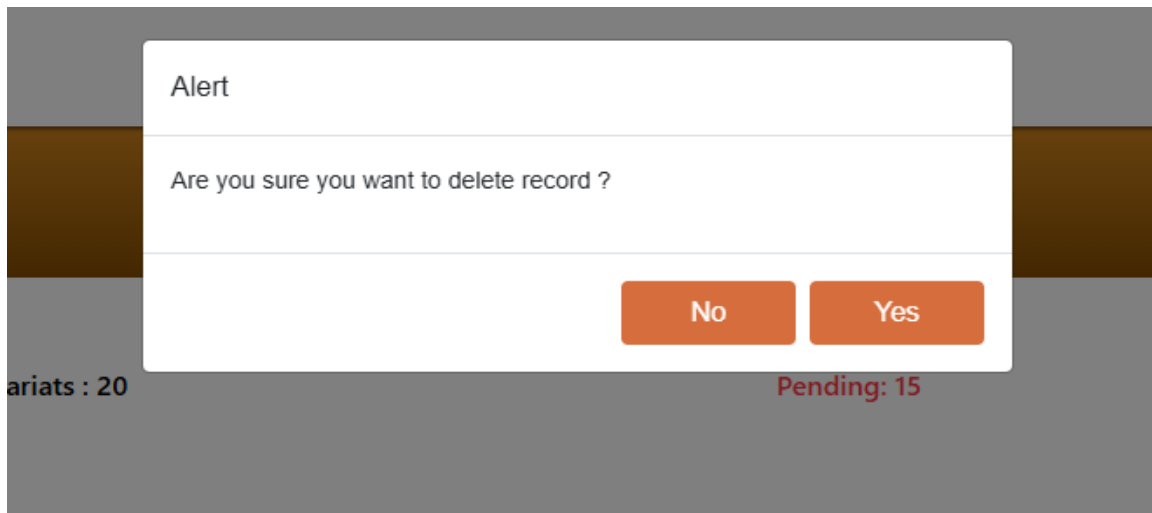
Total Secretariats : 20 Pending: 15

Add Cluster

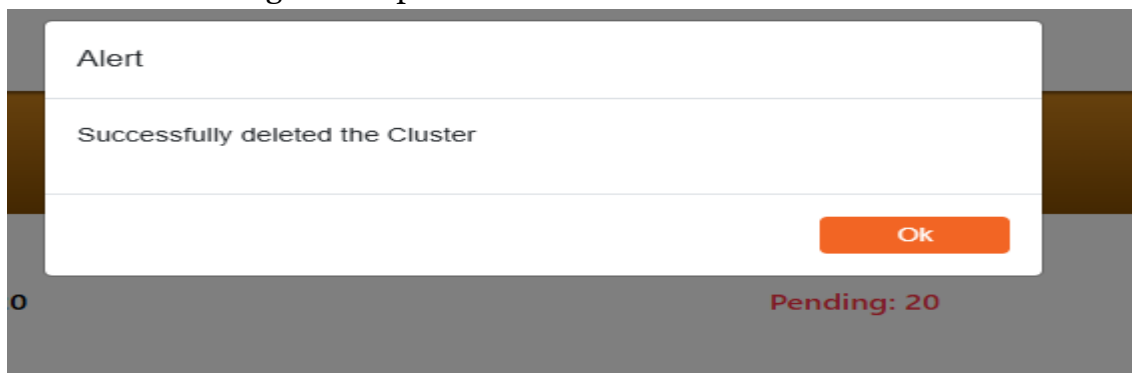
Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-024	5	DOPPALAPUDI, CHINTHALAPUDI, BRAHMANAKODURU, DANDAMUDI, AREMANDA	<span>Edit</span>	<span>Delete</span>

2. In the Alert window, confirm the action by clicking Yes.
3. In case you do not want to delete the Cluster, Click No.
4. Clicking on No takes back to the previous screen.





5. By Clicking on Yes, the Alert window shows “Successfully deleted the Cluster” message as in the below image.
6. Click Ok to go to the portal screen.



## Clustering Scenario:

Clusters can be created till all the Secretariats in the list are added to any of the Clusters. The Add Cluster button will disappear when there are no pending Secretariats.

Clustering of Secretariats

Home

Total Secretariats : 20

Pending: 0

Cluster Name	No of Secretariats	Secretariat	Edit	Delete
Cluster-022	3	CHINTHALAPUDI, DANDAMUDI, AREMANDA	Edit	Delete
Cluster-023	17	UPPARAPALEM, MUNIFALLE, NANDURU, PATCHALATADIPARRU, KATTEMPUDI, MULUKUDURU, PEDAPALEM, SEETHARAMPURAM, MACHAVARAM, BRAHMANAKODURU, MAMILLAPALLI, KONDAMUDI, DOPPALAPUDI, VADDEMUKKALA, KASUKARRU, MANNAVA, VELLALURU	Edit	Delete