



GOVERNMENT OF ANDHRA PRADESH
GSWS DEPARTMENT
Auto Nagar, Vijayawada

User Manual for Change of Details in Rice Card

Old Flow - DA → Tahsildar

New Flow - DA → VRO → Tahsildar

July 2025

Introduction

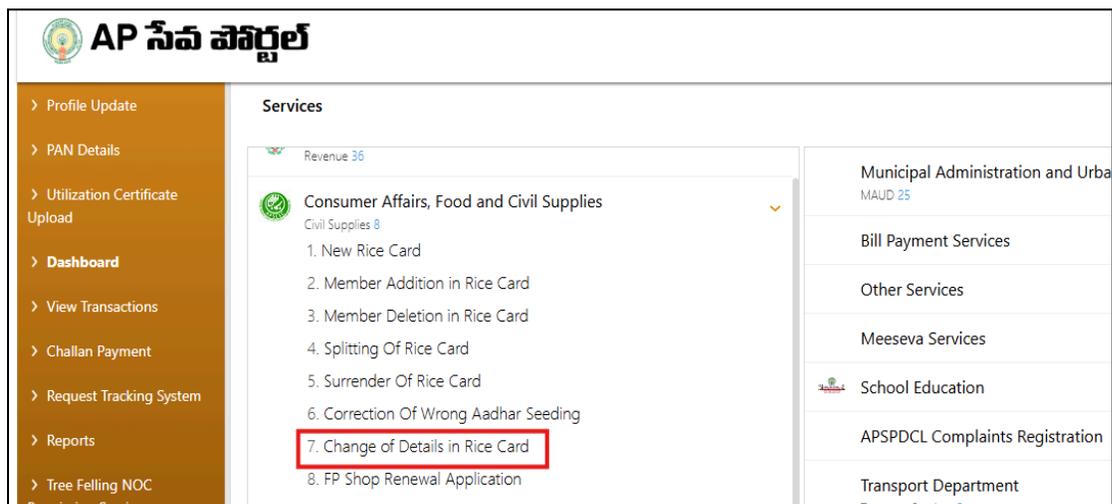
- Change of Details in Rice Card Service is developed to allow the citizens of the Andhra Pradesh state to change the Rice card details like Gender, Age, Relationship and Address
- Change of Address is now renamed as Change of Details with a few more change options
- This is a Cat-B service with an SLA of 21 days, and it involves DA, VRO/WRS and Tahsildar in the workflow
- Supporting Documents/Proofs are to be uploaded by the DA while requesting the changes
- DA on behalf of the citizen through AP Seva Portal has to apply for this service

DA Login:

1. DA logs in to <https://vswsonline.ap.gov.in/> and selects tree felling service from the home screen:



2. DA Clicks on Change of Details in Rice card under Consumer Affairs and Civil Supplies services



3. DA fills the basic form with accurate information.

Change of Details in Rice Card

Basic Details		Application Form	
Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
<input type="text"/> Pre-Fill	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Date of Birth: *	Caste: *	Religion: *	Qualification: *
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text" value="Select"/> ▼	<input type="text" value="Select"/> ▼	<input type="text" value="Select"/>
Marital Status: *	Mobile No: *	Is the Mobile Number same as Whatsapp Number?*	Email:
<input type="text" value="Select"/> ▼	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

4. DA fills the details which are requested by the applicant to be changed.

Change of Details in Rice Card

Basic Details		Application Form																															
Family Annual Income: *	Occupation: *	Rice Card Number: *	Habitation: *																														
<input type="text"/>	<input type="text" value="Select"/> ▼	<input type="text" value="2802246690"/>	<input type="text"/>																														
Changed Address for Rice Card																																	
Door No & Street Name:	District :	Mandal/Municipality:	Village/Ward/Secretariat:																														
<input type="text" value="4-2"/>	<input type="text" value="NTR"/> ▼	<input type="text" value="A.KONDURU-R"/> ▼	<input type="text" value="A.KONDURU"/>																														
PinCode: *	Cluster: *	FP Shop: *																															
<input type="text" value="521226"/>	<input type="text" value="Select"/> ▼	<input type="text" value="Select"/> ▼																															
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #8e6c3e; color: white;"> <th>SNo</th> <th>Name</th> <th>Date Of Birth</th> <th>Age</th> <th>Gender</th> <th>Relation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sayad Rajak</td> <td><input type="text" value="10/11/1973"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="51"/></td> <td><input type="text" value="MALE"/> ▼</td> <td>HUSBAND</td> </tr> <tr> <td>2</td> <td>Sayad Shabhana</td> <td><input type="text" value="11/01/1982"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="43"/></td> <td><input type="text" value="FEMALE"/> ▼</td> <td>SELF/HOF</td> </tr> <tr> <td>3</td> <td>Syed Thohidshah</td> <td><input type="text" value="09/11/2003"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="21"/></td> <td><input type="text" value="MALE"/> ▼</td> <td>SON</td> </tr> <tr> <td>4</td> <td>Syed Thofikshah</td> <td><input type="text" value="20/11/2000"/> <input type="button" value="Calendar"/></td> <td><input type="text" value="24"/></td> <td><input type="text" value="MALE"/> ▼</td> <td>SON</td> </tr> </tbody> </table>				SNo	Name	Date Of Birth	Age	Gender	Relation	1	Sayad Rajak	<input type="text" value="10/11/1973"/> <input type="button" value="Calendar"/>	<input type="text" value="51"/>	<input type="text" value="MALE"/> ▼	HUSBAND	2	Sayad Shabhana	<input type="text" value="11/01/1982"/> <input type="button" value="Calendar"/>	<input type="text" value="43"/>	<input type="text" value="FEMALE"/> ▼	SELF/HOF	3	Syed Thohidshah	<input type="text" value="09/11/2003"/> <input type="button" value="Calendar"/>	<input type="text" value="21"/>	<input type="text" value="MALE"/> ▼	SON	4	Syed Thofikshah	<input type="text" value="20/11/2000"/> <input type="button" value="Calendar"/>	<input type="text" value="24"/>	<input type="text" value="MALE"/> ▼	SON
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5. DA should upload the supporting documents for changes requested by the applicant and gives declaration by verifying the changes and then proceeds to payment.

SNo	Name	Date Of Birth	Age	Gender	Relation
1	Sayad Rajak	10/11/1973	51	MALE	HUSBAND
2	Sayad Shabhana	11/01/1982	43	FEMALE	SELF/HOF
3	Syed Thohidshah	09/11/2003	21	MALE	SON
4	Syed Thofikshah	20/11/2000	24	MALE	SON

Supporting Documents/Proofs: *

I (Applicant) agree that the information/documents submitted is with my consent and can be verified. *

I (Verify Authority) , 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. *

6. After making the payment, the DA shall provide the receipt to the applicant.

Payment Receipt			
		Date : 03/07/2025 9:18:30 PM	
Secretariat Name :	Kondamudi	Secretariat ID :	U10790152-DA@apgaws.onmicrosoft.com
Application Number :	T254436837	Transaction ID:	TT254436837
Service Name :	Change Of Address In RiceCard	Department Name:	Civil Supplies Department
Applicant Name :	Sayad Shabhana	Father/Husband Name :	Test Name
District :	Ntr	Mandal:	A.konduru-r
Amount Paid :	24 /-	Amount In Words :	Twenty Four Rupees Only
Payment Mode :	Cash	SLA :	21 Days
Transaction Date :	03/07/2025 9:18:30 PM		
Note :			
1. To Know the Application status. Please visit https://vswsonline.ap.gov.in			

VRO/WRS Login:

- VRO/WRS logs in to the application and finds the latest application as sorted down in the dashboard

Village Revenue Officer

18 June 2025 10:02 AM

Home Request to Monitor Request Tracking System House Sites eCYC Status Update Reports Profile Revenue Dashboard Grievance Report

San Mateo Integrated Certificate Verification

19 Total Service Requests

1 Open Within SLA

3 Open Beyond SLA

15 Closed Within SLA

0 Closed Beyond SLA

Request List - Total Requests

OF2001809272

S.No	Request ID	Service Name	Service Category	Department Name	Citizen Name	Applied Date	Status
1	OF2001809272	Ownership/OTree	EV	EV	SHARAD S R	11/05/2025	Pending

Requests per page: 10

- VRO/WRS verifies the details in the field and takes ekyc of the member/applicant.
- VRO/WRS should fill the mandatory fields and submit the application.

6 STEP VALIDATION PROFORMA

Cluster:* FP Shop:*

Document upload by VRO:

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 actions.

- The application now should be forwarded to Tahsildar by VRO/WRS.
- The Tahsildar logs in to the portal to find the latest application, reviews and takes necessary action.