



GOVERNMENT OF ANDHRA PRADESH
GSWS DEPARTMENT
Auto Nagar, Vijayawada

User Manual for Member Deletion in Rice Card

Old Flow - DA ►► VRO ►► Tahsildar

New Flow - DA ►► Tahsildar

July 2025

Introduction

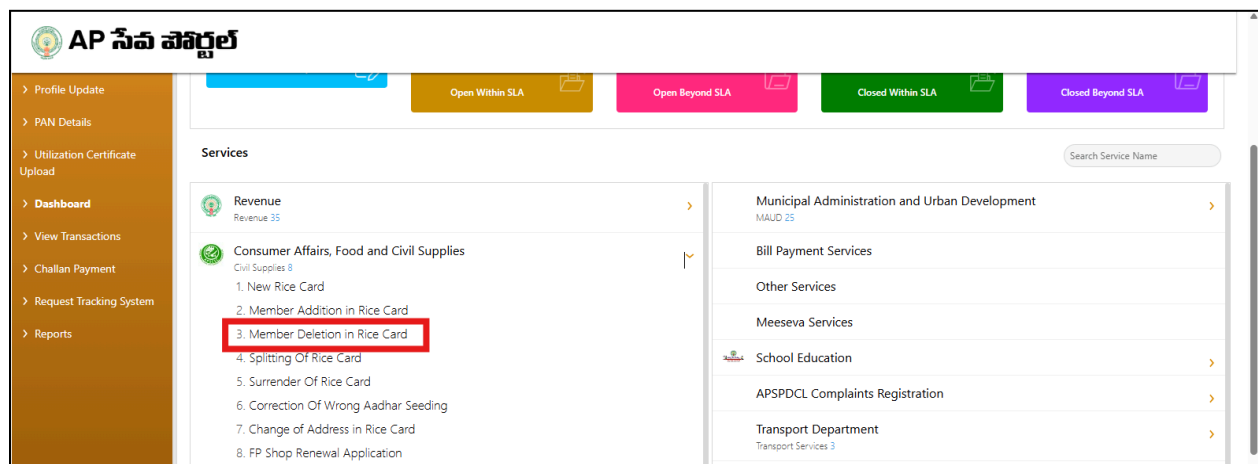
- Member Deletion in Rice Card Service is developed to allow the citizens of the Andhra Pradesh state to delete a member from the rice card.
- This is a Cat-B service. DA and Tahsildar in the workflow
- DA on behalf of the citizen through AP Seva Portal has to apply for this service

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 information and proceeds to next screen

Member Deletion Rice Card

Basic Details

Family Annual Income:
100000

Occupation:
EX-NRI

Rice Card Number:
2815590090

Habitation:
dsfsad

Get Details

Application Form

Rice Card Family Details

SNo	Existing Rice Card Number	Name	Relation	EKYC Status	Delete Member Action
1	2815590090	Kunduru Vasantha Lakshmi	DAUGHTER	Y	<input checked="" type="checkbox"/>
2	2815590090	Kunduru Subbamma	SELF	Y	<input type="checkbox"/>
3	2815590090	Kunduru Naveen Kumar Reddy	SON	Y	<input type="checkbox"/>

4. DA fills in the mandate fields like income, occupation, and selects the member to delete and gives required information as below.

AP సేవ పోర్టల్

> Profile Update

> PAN Details

> Utilization Certificate Upload

> Dashboard

> Reports

> View Transaction

> Challan Payment

> Request Tracking System

List Of Services

> Application Submission

> Revenue

> Consumer Affairs, Food and Civil Supplies

> Health and Family Welfare Department

> GSWs Services

> Human Resources

10000

CONSTRUCTION TECHNICIAN

2815590090

ggfgrg

Get Details

Rice Card Family Details

SNo	Existing Rice Card Number	Name	Relation	EKYC Status	Delete Member Action
1	2815590090	Kunduru Vasantha Lakshmi	DAUGHTER	Y	<input checked="" type="checkbox"/>
2	2815590090	Kunduru Subbamma	SELF	Y	<input type="checkbox"/>
3	2815590090	Kunduru Naveen Kumar Reddy	SON	Y	<input type="checkbox"/>

Delete Member Details

SNo	Aadhaar Number	Reason For Deletion	Action
1	408134429571	<div>Select</div> <div>Death</div> <div>Migration</div>	<div>Remove</div>

Aadhaar Number:

Biometric Authenticate

Delete Member Details

SNo	Aadhaar Number	Reason For Deletion	Details	Action
1	408134429571	Migration	<div>Select Migration Type</div> <div>Select Migration Reason</div>	<div>Remove</div>

Delete Member Details

SNo	Aadhaar Number *	Reason For Deletion *	Details *	Action
1	408134429571	Migration	<div> Select Migration Type Select Migration Type Outside State Outside country </div>	Remove

Delete Member Details

SNo	Aadhaar Number	Reason For Deletion	Details	Action
1	408134429571	Migration	<div> Select Migration Type Select Migration Reason Select Migration Reason Marriage Employment Education Others </div>	Remove

Aadhaar Number:

Delete Member Details

SNo	Aadhaar Number	Reason For Deletion *	Details	Action
1	408134429571	Death	<div> Death Certificate Number Browse... No file selected. </div>	Remove

Aadhaar Number:

5. DA takes the ekyc of an adult member in the card.

Aadhaar Authentication

Please Enter Uid No.*

Authentication Type* ☒ BIOMETRIC ☐ IRIS

Biometric Device*

NOTE :
1) Please use MANTRA Device only and install the tools(Windows certified RD Service and Support Tools) from <https://acpl.in.net/rdservice.html>
2) Please don't install Both BIOMETRIC and IRIS Drivers at a time.

AP Seva Aadhaar Authentication Module - Google Chrome

apgv.vswsonline.ap.gov.in/dev/AadhaarBiometric/Authentication/Aadhaar?uid=byBhNS59i1XKaHw3XbYH8A%2FO...

Member card number: Member name:

Name	Relation	EKYC Status	Delete Member Action
	DAUGHTER	Y	<input checked="" type="checkbox"/>
	SELF	Y	<input type="checkbox"/>
ddy	SON	Y	<input type="checkbox"/>

Migration Type	Migration Reason	Action
Outside State	Marriage	Remove

6. The DA gives a declaration about the changes he is making and submits the application to make the payment.

AP సేవ పోర్టల్

- > Profile Update
- > PAN Details
- > Utilization Certificate Upload
- > Dashboard
- > Reports
- > View Transaction
- > Challan Payment
- > Request Tracking System
- List Of Services
 - Application Submission
 - Revenue
 - Consumer Affairs, Food and Civil Supplies
 - Health and Family Welfare Department
 - GSWS Services
 - Human Resources
 - PR & MAUD
 - Mission Children Disabled and

Rice Card Family Details

SNo	Existing Rice Card Number	Name	Relation	EKVC Status	Delete Member Action
1	2815590090	Kunduru Vasantha Lakshmi	DAUGHTER	Y	<input checked="" type="checkbox"/>
2	2815590090	Kunduru Subbamma	SELF	Y	<input type="checkbox"/>
3	2815590090	Kunduru Naveen Kumar Reddy	SON	Y	<input type="checkbox"/>

Delete Member Details

SNo	Aadhaar Number	Reason For Deletion	Migration Type	Migration Reason	Action
1	408134429571	Migration	Outside State	Marriage	Remove

Aadhaar Number:

[Check Biometric Status](#)

☒ 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. *

[Submit](#)

7. DA gets the receipt as shown below. The application number should be used for further communication.

Payment Receipt

Date : 04/07/2025 12:41:51 PM

Secretariat Name :	Kutukudumilli	Secretariat ID :	D10490477-DA@apgsws.onmicrosoft.com
Application Number :	T253220560	Transaction ID:	TT253220560
Service Name :	Member Deletion RiceCard	Department Name:	Civil Supplies Department
Applicant Name :	Kunduru Naveenkumarreddy	Father/Husband Name :	Sdfs
District :	Ntr	Mandal:	Vjayawada-u
Amount Paid :	24 /-	Amount In Words :	Twenty Four Rupees Only
Payment Mode :	Cash	SLA :	21 Days
Transaction Date :	04/07/2025 12:41:51 PM		

Note :

- To Know the Application status, Please visit <https://vswsonline.ap.gov.in>
- For any query call us on : 1902
- GO *** ప్రకారం గా మీ దరఖాస్తు పరిశీలించి అవసరమైన సదుపాయాలను / సదుపాయాల లే మీకు మీ అవసరాల ఆధారంగా లభిస్తుంది.

Asking Bribe? - Call ACB 1064 or send a mail to complaints-acb@ap.gov.in ఎవరైనా లంచం అడిగినా అవినీతికి పాల్పడినా టోల్ ఫ్రీ నంబర్ 1064 కు పిలుస్తే చర్యలు తీసుకోబడతాయి.

The application then goes to the Tahsildar for review and approval.