GOVERNMENT OF ANDHRA PRADESH
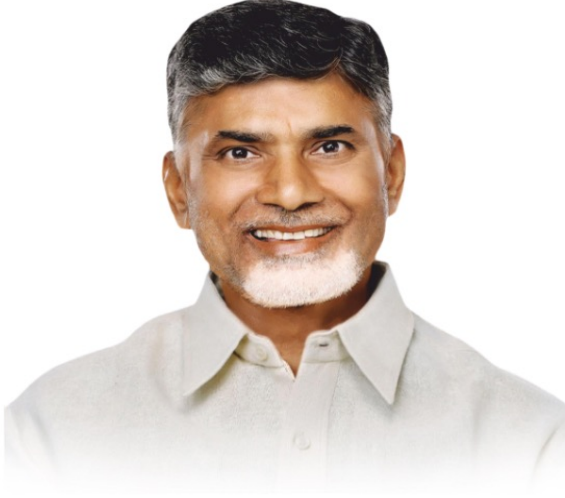

GSWS DEPARTMENT

VIJAYAWADA

CLUSTER MAPPING WITH SECRETARIAT FUNCTIONARIES

గ్రామ - వార్డు సచివాలయము

Welcome
Login to your account

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LOGIN 🔁

HOME ⊞

Sri Nara Chandrababu Naidu
Hon'ble Chief Minister,
Government of Andhra Pradesh

To begin, log in to the **https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main** portal using your **PS/WAS and DA/WEDS** credentials.

After login successfully, click on Edit Employee Details and in that select Edit employee Details option.

Update Secretariat Employee Details

ADD SECRETARIAT EMPLOYEE

Sno	Designation	Department/User Type	Type of Job	Employee Name	Employee Aadhaar	Employee Mobile	Employee CFMSID	Employee Gender	Employee Caste	Employee Caste Categeory	Employee Sub Caste	Employee Qualification	Clusters Mapped	Update
1	Survey Assistant	NA	Regular	S MANIKANTA	743351103054	7989093444	14844944	MALE	BC	BC-B	Kuruba	B.TECH	C1	EDIT
2	Grama Mahila Samrakshana Karyadarsi (Mahila Police)	NA	Incharge	K PAVANI	59834670317	7799401332	14972622	FEMALE	BC	BC-B	Thogata	BSC		EDIT
											Converted			

After clicking on the "Edit Employee Details" option, user can see the "Clusters Mapped" column where user can see the clusters tagged to the employee and user can edit the clusters tagged by clicking on the "Edit" button.

After clicking on the "Edit" button, you will find the "Cluster Mapping" option. Click on "Select Clusters" to view the list of clusters (e.g., C1, C2, C3, etc.). You can then select the required clusters as per your need, and the mapped clusters will be displayed in the table as shown in the above image.

After selecting the required clusters, enter the reason and click on the "Update" button. A pop-up message saying "Updated successfully" will appear, as shown in the above image. Then, click on "OK."

ग्राम - వార్డు సచివాలయము

ꊂ Logout

Update Secretariat Employee Details

ADD SECRETARIAT EMPLOYEE

Sno	Designation	Department/User Type	Type of Job	Employee Name	Employee Aadhaar	Employee Mobile	Employee CFMSID	Employee Gender	Employee Caste	Employee Caste Categeory	Employee Sub Caste	Employee Qualification	Clusters Mapped	Update
1	Survey Assistant	NA	Regular	S MANIKANTA	743351103054	7989093444	14844944	MALE	BC	BC-B	Kuruba	B.TECH	C1 , C2	EDIT

After clicking on the "OK" button, the page will reload and return to the Update Secretariat Employee Details screen. In this screen, click on C1 or C2 as per your need, and the cluster list document will be downloaded automatically.

The user can tag clusters to a new employee by clicking on the "Add Secretariat Employee" button while adding the employee to the secretariat.

THE END