

GOVERNMENT OF ANDHRA PRADESH

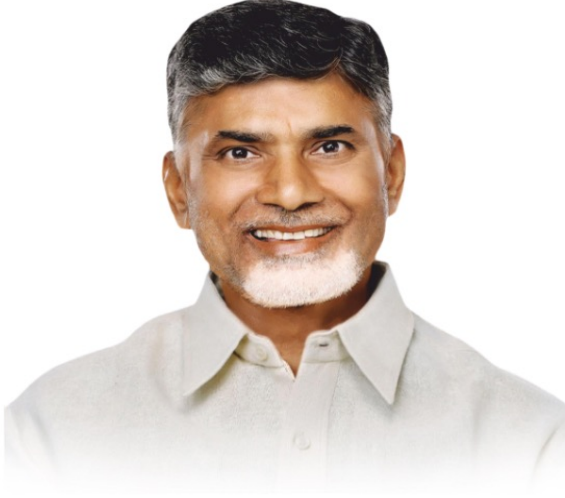


GSWS DEPARTMENT

VIJAYAWADA

CLUSTER MAPPING WITH SECRETARIAT FUNCTIONARIES

గ్రామ - వార్డు సచివాలయము



Sri Nara Chandrababu Naidu

Hon'ble Chief Minister,
Government of Andhra Pradesh

Welcome
Login to your account

1 పే-PS

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N12Wcu

LOGIN

HOME

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



Grama-Ward Sachivalayam



Report An Issue Cluster To HH Mapping Services **Edit Employee/Details** Cluster Habitation Mapping Habitation Addition Screen Children Without Aadhaar P4 Grama Sabha Module Children Aadhaar EKYC Module Taliki Vandanam Aadhaar EKYC Module Koushalam Beneficiaries Download English  Logout

Welcome: 11090986-PS (Panchayat Secretary) **Edit Employee Details**

04 September 2025 THU
03:52:17 PM

01

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



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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 Category	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.

Update Secretariat Employee (Survey Assistant)

Employee Name S MANIKANTA	Gender Male
Employee Aadhaar 743351103054	Employee Mobile 7989093444
Employee CFMS ID 14844944	Employee Type of Job Regular
Category * BC	Caste Category * BC-B
Sub Caste * Kuruba	Qualification * B.TECH
Reason * Please Enter Reason	

Cluster Mapping *

Select Clusters

Note : Check the Cluster Tagging before updating the employee details

Mapped Clusters		
S.NO	Cluster ID	Cluster Name
Cluster 1	11090986001	C1

UPDATE

Update Secretariat Employee (Survey Assistant)

Employee Name S MANIKANTA	Gender Male
Employee Aadhaar 743351103054	Employee Mobile 7989093444
Employee CFMS ID 14844944	Employee Type of Job Regular
Category * BC	Caste Category * BC-B
Sub Caste * Kuruba	Qualification * B.TECH

Cluster Mapping *

Select Clusters

Note : Check the Cluster Tagging before updating the employee details

Cluster Selection

☒ C1
☒ C2
☐ C3
☐ C4
☐ C5
☐ C6
☐ C7

Mapped Clusters		
S.NO	Cluster ID	Cluster Name
Cluster 1	11090986001	C1
Cluster 2	11090986002	C2

UPDATE

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.

Update Secretariat Employee (Survey Assistant)

Employee Name: S MANIKANTA Gender: Male

Employee Aadhaar: 743351103054 Employee Mobile: 7989093444

Employee CFMS ID: 14844944 Employee Type of Job:

Category: BC


Sub Caste: Kuruba

Reason: TEST

Cluster Mapping: Select Clusters

Note: Check the Cluster Tagging before updating the employee details

UPDATE



Employee Updated Successfully, User ID: 11090986-SA

OK

S.NO	Cluster ID	Cluster Name
Cluster 1	11090986001	C1
Cluster 2	11090986002	C2

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.”



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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 Category	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.



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అంధ్రప్రదేశ్ ప్రభుత్వం

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 Category	Employee Sub Caste	Employee Qualification	Clusters Mapped	Update
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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