

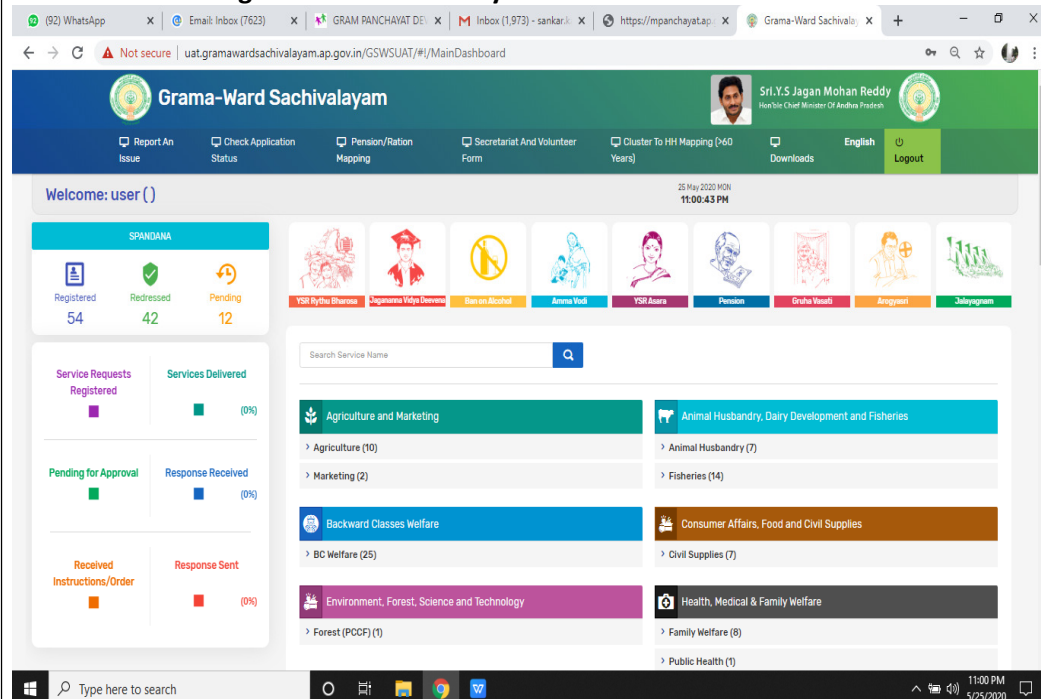
# Village Secretariat - Mutation Service

## Steps to perform:

1. Digital Assistant Login into **gramawardsachivalayam** website with the Digital Assistant User ID and Password

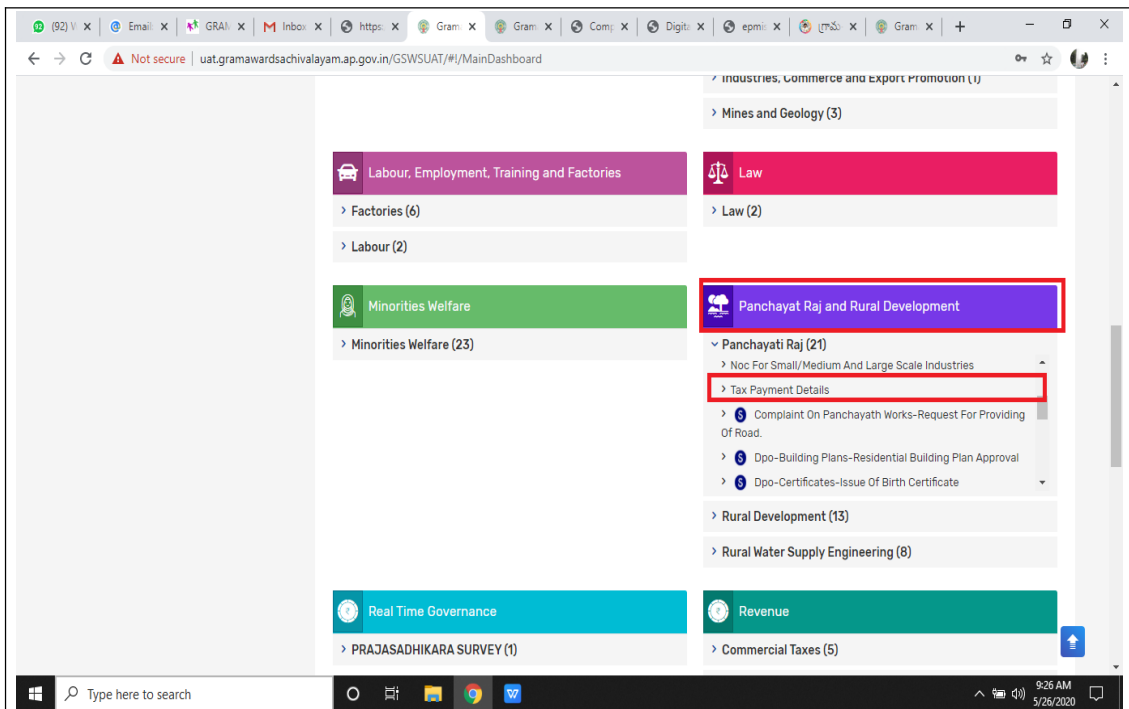


2. Home Screen of **gramawardsachivalayam** website.



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3. Click on "Tax Payment Details".



4. Select Tax Type as “House Tax” and Then enter the required details and select “Request for” as “Mutation”

**TAX DETAILS GET**

Tax Type	Search By	Value	Request For
House Tax	Assessment Number/Trade number	117	Mutation

[GET DETAILS](#)

5. Click on “Get Details”

గ్రామ - వార్డు సచివాలయము

శ్రీ వైఎస్ జగన్ మోహన్ రెడ్డి గారు  
 IT పరిష్కారాల కోసం అందుబాటులో ఉంది

Report An Issue
Check Application Status
Logout

### TAX DETAILS GET

Tax Type

Search By

Value

Request For

### TAX DETAILIES

Status	success		
District	ANANTAPUR	Mandal	Penukonda
PANCHAYAT	GONIPETA	TransactionId	1015703/1/51

### HOUSE DATA

ASSESSMENT NO	UNIQUE	CITIZEN NAME	CITIZEN FATHER NAME	CITIZEN AADHAR	DEMAND LIST						
117	3d8btzx	Harijana Eswara Ppa	C.Ganganna	70XXXXXXXX16	<table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr style="background-color: #00728f; color: white;"> <th>PAY AMOUNT</th> <th>DUE YEAR</th> </tr> </thead> <tbody> <tr> <td>112</td> <td>2017-18</td> </tr> <tr> <td>121</td> <td>2018-19</td> </tr> </tbody> </table>	PAY AMOUNT	DUE YEAR	112	2017-18	121	2018-19
PAY AMOUNT	DUE YEAR										
112	2017-18										
121	2018-19										

### MUTATION REQUEST

Aadhar Number

Owner Name

Owner First Name

Date of Birth

Mobile Number

Gender

6. Click on "Send Request" Button. Request send to Department Login for processing the request if there are no dues in the arrear.

**Department Login:**

**Steps to perform:**

1.Panchayat Secretary shall Login into PRISAP Department Login for processing the Mutation Service application.

## Sign In to PRISAP

Remember Me

[Forgot your password?](#)

2. Goto - Vertical Menu Bar - Click on **Citizen Services Tab** - Click on **Mutation** - The requests are being displayed as shown below

PRISAP Welcome to PRISAP!! Rrrajavolu admin Last login time: 26-05-2020 09:04:35

3	M11326170009	123	Sale	NEW	01 Nov 2017 21:35:29	Details Change Status Reply
4	M11326170010	999994	Sale	UPDATED	05 Dec 2017 17:01:05	Details Change Status Reply Sign Certificate
5	M11326170011	999994	Sale	UPDATED	13 Dec 2017 15:19:58	Details Change Status Reply Sign Certificate
6	M11326170013	44444	Sale	UPDATED	21 Dec 2017 09:47:52	Details Change Status Reply

3. Click on “Details” button to view the application form

PRISAP Welcome to PRISAP!! Rrrajavolu admin Last login time: 26-05-2020 09:04:35

**Mutation Application Details**

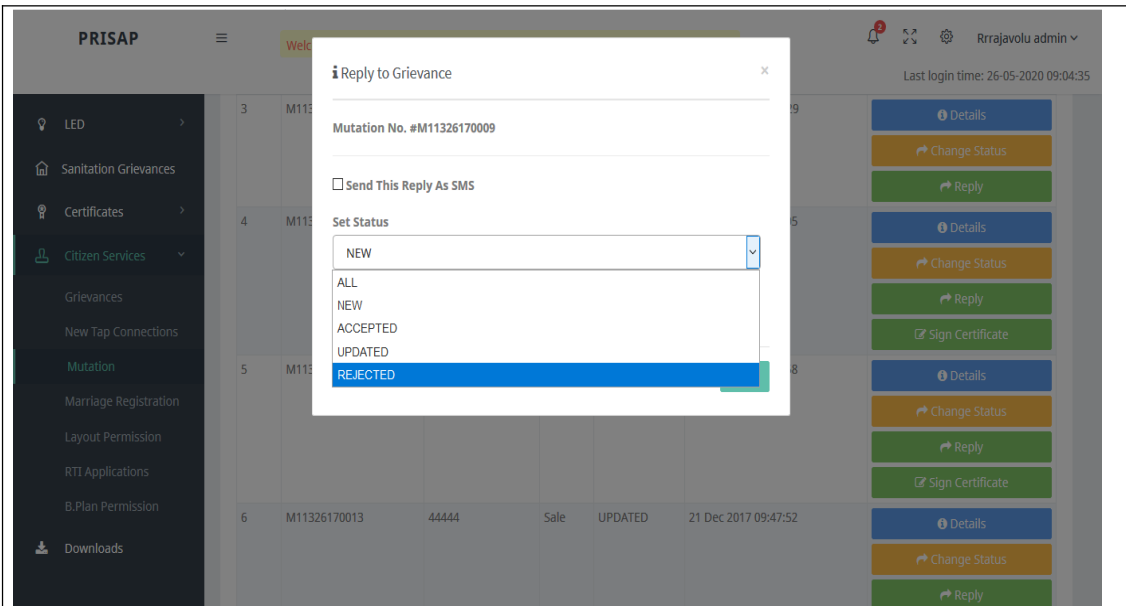
Mutation Request No. #M11326170011

Applied On	13 Dec 2017 15:19:58
Assessment No	999994
Type	Sale
Registration No	4236754
New Owner Details	Name: Jjj(M) Father Name: Yyy Mobile: 9515140029 Aadhar:
Old Owner Details	Name: Albern(M) Father Name: Venkatesh Mobile: 8096943621 Aadhar:
Status	UPDATED
Attachments	Sale Deed

Replies Posted

Reply	Details
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4. Once the Field Verification completes and the field verification is satisfied, then the Panchayat Secretary will select the “Reply” button as “Updated”.



5. When the status of the application changed as "Updated", while generating certificate/proceeding the new owner details updated in the proceedings.