



గ్రామ-వార్డు సచివాలయము

ఆంధ్రప్రదేశ్ ప్రభుత్వం



User Manual for Village & Ward Secretariat Department

Service Name	:	Income & Asset Certificate for Economically Weaker Sections (EWS) (Revenue)
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Introduction

The Government of Andhra Pradesh has brought up a system of Grama Ward Sachivalayam which is nowhere in the country. Hon'ble Chief Minister YS Jagan Mohan Reddy said that this new system will work with the main intention of making the administration more accessible to the people, not to give in to corruption or discrimination. In the previous governments, citizens were facing difficulty in drawing pensions, ration, getting caste and other certificates. This new Grama Ward Sachivalayam along with Grama Ward Volunteers will strengthen the public delivery system of welfare schemes. The Grama Ward Sachivalayam, will deliver about 500 services to citizens.

“Gram Swarajyam was the centerpiece of Mahatma Gandhiji’s vision for rural empowerment and economic development in India.”

This document will explain you, step by step on how to submit an **Income & Asset Certificate for Economically Weaker Sections (EWS)** application through Grama Ward Sachivalayam portal.

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1. Login to Grama Ward Sachivalayam portal

1.1. Open an Internet Browser (Google Chrome)

1.2. Enter the following URL

<https://gramawardsachivalayam.ap.gov.in/GSWS/Home/Main>

1.3. Once the above portal is opened, from the right hand side corner, click on **LOGIN**

1.4. Login screen will be displayed as shown below

గ్రామ - వార్డు సచివాలయము

Employee Login Citizen Login

Employee Login

Enter Username -

Enter Password -

36CEA7 Captcha

Login Now

Forgot Password

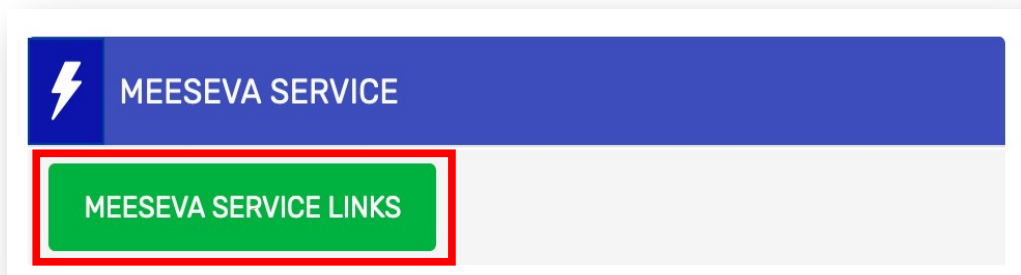
1.5. Enter **Username**, **Password** and **Captcha** value

1.6. Click on **Login Now**

2. Navigating to Income & Asset Certificate for Economically Weaker Sections (EWS) application through MeeSeva Service Links

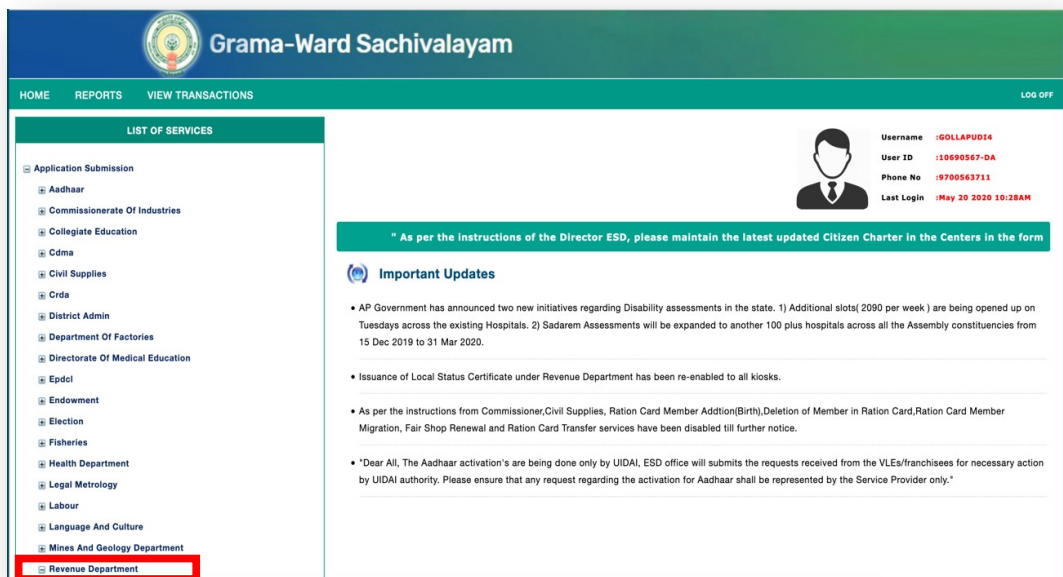
2.1. Once you login to Grama Ward Sachivalayam portal, navigate towards the end of the page

2.2. On the right hand side of the page, you will notice “MEESEVASERVICE”

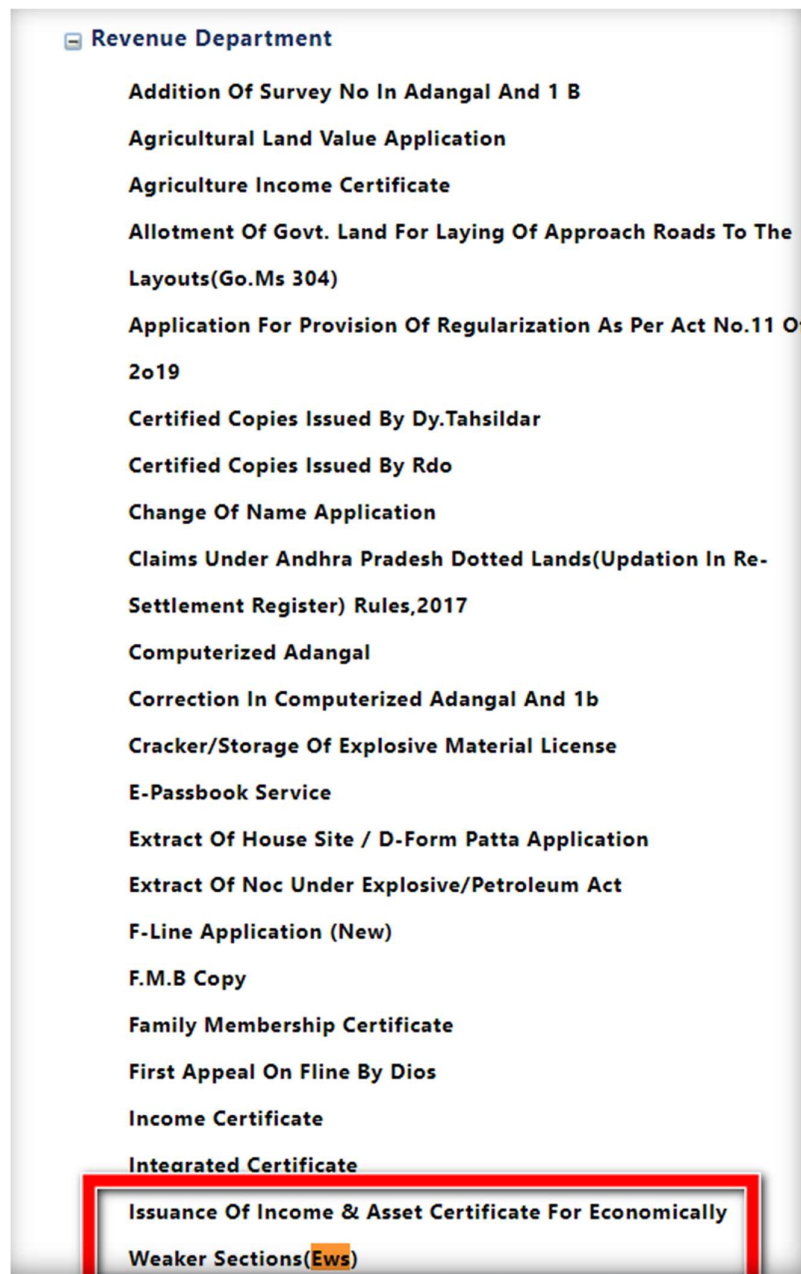


2.3. Click on **MEESEVA SERVICE LINKS**. You will be navigated to another page where it displays list of all MeeSeva Services.

2.4. As shown in the screenshot below, from the list of services, navigate to **+Revenue Department** menu.



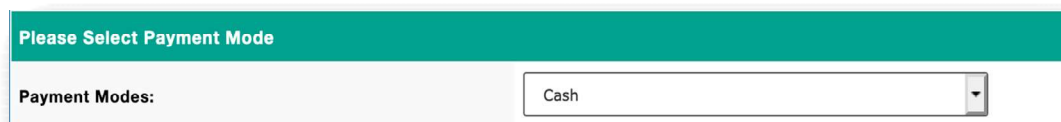
2.5. Once the **+Revenue Department** menu is expanded, click on **Income & Asset Certificate for Economically Weaker Sections (EWS)** as shown below



3. Filling the Income & Asset Certificate for Economically Weaker Sections (EWS) application form

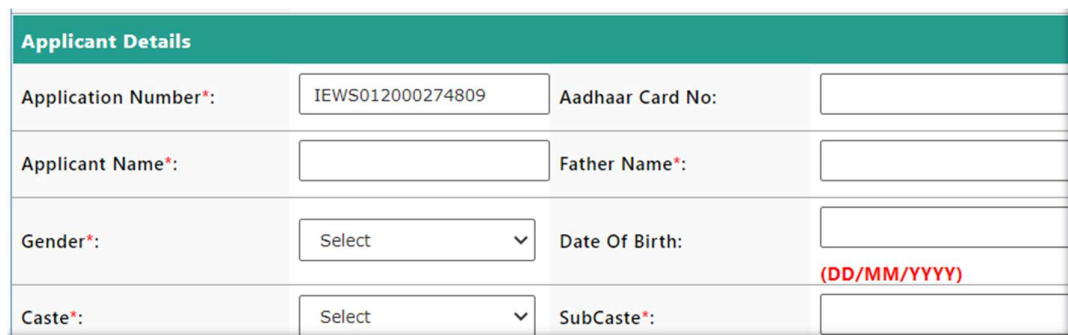
3.1. Once the Income & Asset Certificate for Economically Weaker Sections (EWS) application form is opened, follow the steps below to fill the application form.

3.2. Leave the Payment Modes: as default value - Cash



The screenshot shows a form titled "Please Select Payment Mode". Below the title, there is a label "Payment Modes:" followed by a dropdown menu. The dropdown menu is currently set to "Cash".

3.3. Fill the applicant details.



The screenshot shows a form titled "Applicant Details". The form contains several fields:

Application Number*:	IEWS012000274809	Aadhaar Card No:	
Applicant Name*:		Father Name*:	
Gender*:	Select	Date Of Birth:	
Caste*:	Select	SubCaste*:	

The Date Of Birth field has a red text label "(DD/MM/YYYY)" below it.

3.3.1. Application Number is automatically generated. So, leave it as it is.

3.3.2. If the applicant has an aadhar card number, enter it and click on Pre-Fill. All the applicant details will be pre-populated and there's no need to enter manually.

3.3.3. If the applicant doesn't possess an aadhar card number at the time of filling this application, then, you can enter the **Applicant Name, Relation, Gender** and **Date of Birth** in the prescribed format.

3.4. Fill the Permanent Address

Permanent Address			
Door No*:	<input type="text"/>	Locality/Land Mark:	<input type="text"/>
District*:	<input type="text" value="Select"/>	Mandal*:	<input type="text" value="Select"/>
Village*:	<input type="text" value="Select"/>	PINCode*:	<input type="text"/>

- 3.4.1. Enter **Door No, Locality/Landmark** manually.
- 3.4.2. Select **District** from the dropdown list of values.
- 3.4.3. Select **Mandal** from the dropdown list of values.
- 3.4.4. Select **Village/Ward** from the dropdown list of values.
- 3.4.5. Enter **Pin Code** manually.

3.5. Fill the Postal Address

<input type="checkbox"/> Postal Address is same as Permanent Address			
Postal Details			
Door No*:	<input type="text"/>	Locality/Land Mark:	<input type="text"/>
State*:	<input type="text" value="Select"/>		
District*:	<input type="text" value="Select"/>	Mandal*:	<input type="text" value="Select"/>
Village/Ward*:	<input type="text" value="Select"/>	PINCode*:	<input type="text"/>
Mobile*:	<input type="text"/>	Email:	<input type="text"/>
Ration Card No:	<input type="text"/>	Delivery Type*:	<input type="text" value="Manual"/>

If the Postal Address is same as that of Permanent Address, then you can tick mark the check box, else, you have to fill the Postal Address manually.

- 3.5.1. Enter Door No, Locality/Landmark.
- 3.5.2. Select State from the dropdown list of values.
- 3.5.3. Select **District** from the dropdown list of values.
- 3.5.4. Select Mandal from the dropdown list of values.
- 3.5.5. Select Village/Ward from the dropdown list of values.
- 3.5.6. Enter Pin Code manually.
- 3.5.7. Enter Mobile number of the applicant.
- 3.5.8. **Phone** number is optional.

- 3.5.9. **Email** is optional.
- 3.5.10. Enter **Remarks** if there are any.
- 3.5.11. **Ration Card** number is optional.
- 3.5.12. Select **Delivery Type** as Manual.

3.6.Fill the Income Details

Income Certificate Details	
Gross Annual Income includes Salary, Agriculture, Business, Profession etc., for the financial year prior to the year of application(Applicant/His/Her Family)*:	<input type="text"/>

- 3.6.1. **Gross Annual Income includes Salary, Agriculture, Business, Profession etc., for the financial year prior to the year of application(Applicant/His/Her Family)** : Enter the Gross Annual Income from all Sources of the applicant Family.

3.7. Fill the Assets Information(Applicant/His/Her/Family)

Assets Information(Applicant/His/Her/Family)	
5 Acres of agricultural Land and above*:	<input type="radio"/> Yes <input type="radio"/> No
Residential plot of 100sq.yards and above in notified municipalities*:	<input type="radio"/> Yes <input type="radio"/> No
Residential flat of 1000sq.ft. and above*:	<input type="radio"/> Yes <input type="radio"/> No
Residential plot of 200sq.yards and above in areas other than the notified municipalities*:	<input type="radio"/> Yes <input type="radio"/> No
Note	
<input checked="" type="checkbox"/> The term "Family" for this purpose will include the person who seeks benefit of Reservation, His/Her parents and siblings below the age of 18 years as also His/Her spouse and children below the age of 18 years*	

- 3.7.1. **5 Acres of agricultural Land and above** : Select the value Yes / No
- 3.7.2. **Residential flat of 1000sq.ft. and above** : Select the value Yes / No
- 3.7.3. **Residential plot of 100sq.yards and above in notified municipalities** : Select the value Yes / No
- 3.7.4. **Residential plot of 200sq.yards and above in areas other than the notified municipalities** : Select the value Yes / No
- 3.7.5. Put Tick Mark in Check Box mentioned under "Note" Column

3.8. Upload the documents

Note: Documents should be uploaded in pdf format only

Document List (NOTE: All Upload Documents are in Pdf Format Only)	
<input type="checkbox"/> Application Form*	File Browse: <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Ration card /EPIC Card/Aadhaar Card*	File Browse: <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Copy of IT Returns/Pay Slips(Any other documents)	File Browse: <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Affidavit	File Browse: <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Photo*	File Browse: <input type="button" value="Choose File"/> No file chosen

- 3.8.1. **Application Form** filled by the applicant must be uploaded. Click on Browse and select the application that was scanned.
- 3.8.2. **“Ration card /EPIC Card/Aadhaar Card”** provided by the applicant must be uploaded. Click on Browse and select the document that was scanned.
- 3.8.3. **“Copy of IT Returns/Pay Slips(Any other documents)”** provided by the applicant must be uploaded. Click on Browse and select the document that was scanned.
- 3.8.4. **“Affidavit”** provided by the applicant must be uploaded. Click on Browse and select the document that was scanned.
- 3.8.5. **Photo** provided by the applicant must be uploaded. Click on Browse and select the document that was scanned

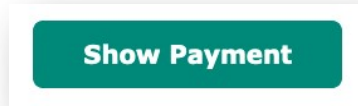
3.9. Declaration

Declaration	
<input checked="" type="checkbox"/>	I hereby declare that the above mentioned information furnished to the best of my knowledge.If information ar
	declaration is found false, I am liable for prosecution*
<input checked="" type="checkbox"/>	I don't belong to SC,ST and OBC Caste*

- 3.9.1. Select the Check Boxes mentioned in Declaration Part.

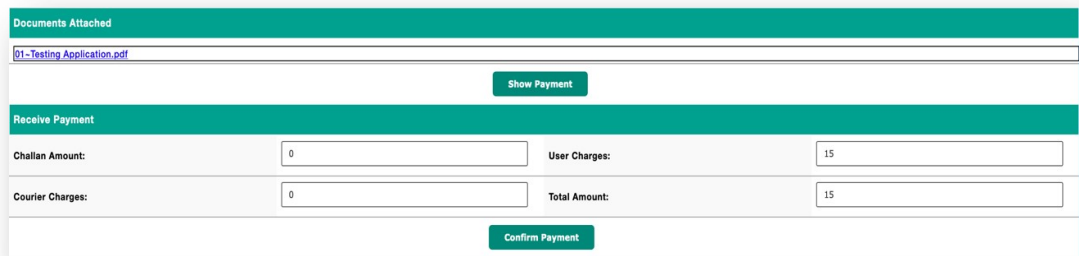
4. Payment

4.1.Show Payment



4.1.1. Once all the details are filled in the Income & Asset Certificate for Economically Weaker Sections (EWS) application, Click on **Show Payment**

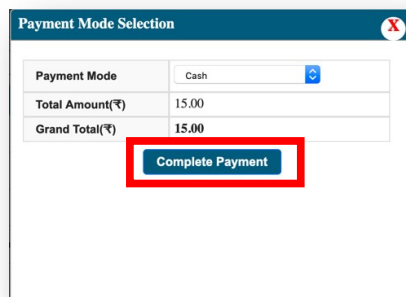
4.2.Confirm Payment



Documents Attached			
01-Testing Application.pdf			
Show Payment			
Receive Payment			
Challan Amount:	<input type="text" value="0"/>	User Charges:	<input type="text" value="15"/>
Courier Charges:	<input type="text" value="0"/>	Total Amount:	<input type="text" value="15"/>
Confirm Payment			

4.2.1. In the previous step, when you click on Show Payment, the web page will be refreshed and it will show Payment information.

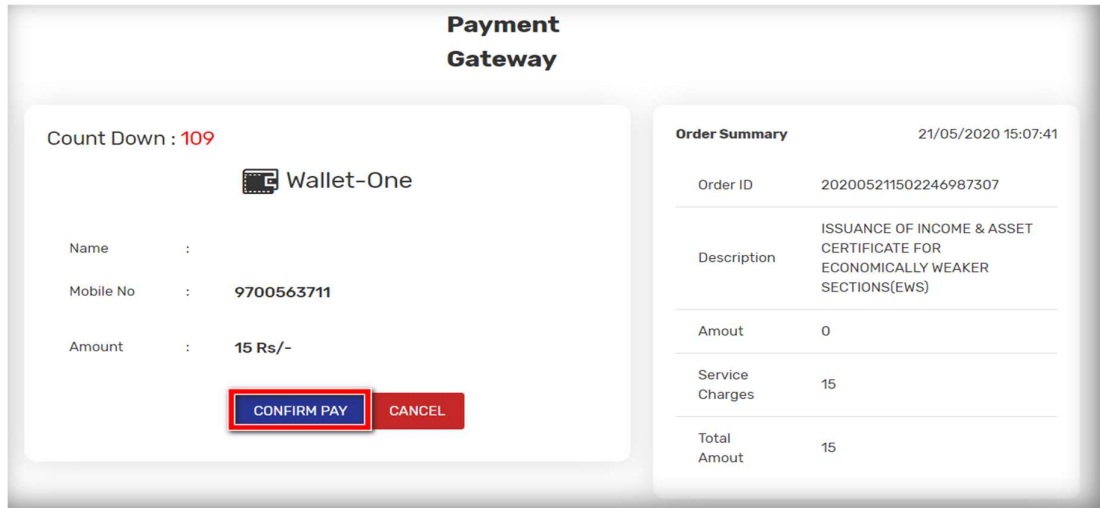
4.2.2. Click on **Confirm Payment**. It will display the following pop up dialog box.



Payment Mode Selection	
Payment Mode	Cash
Total Amount(₹)	15.00
Grand Total(₹)	15.00
Complete Payment	

4.2.3. Click on **Complete Payment**.

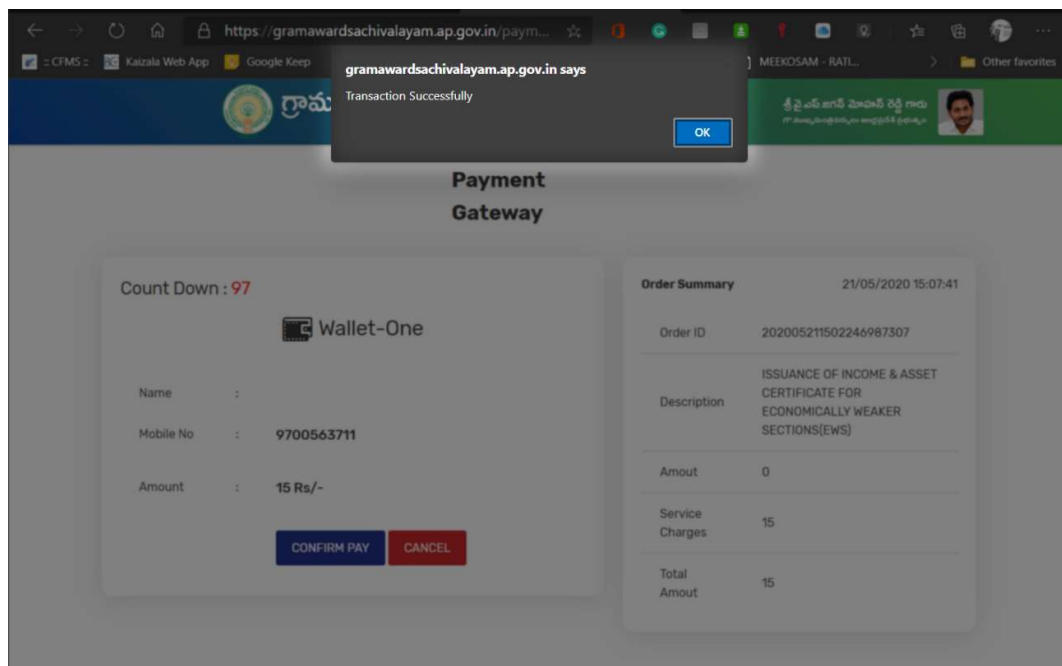
4.2.4. Wait for few seconds as it will be routed to Payment Gateway.



4.2.5. Click on **CONFIRM PAY**.

4.2.5.1. **Note:** This page will expire in 120 seconds. So, you should click on **CONFIRM PAY** as soon as possible, so that the current transaction is carried and a corresponding response will be displayed on the portal.

4.2.6. A dialog box will be displayed saying that, **Transaction Successful**.



4.2.7. Click on **OK**.

4.2.8. On the payment gateway page, under **Remarks**, Transaction Successful message will be displayed and automatically displays receipt page.

4.2.9. Receipt Page is as shown below.

Date:21/05/2020
Time:3:08 PM

ISSUANCE OF INCOME & ASSET CERTIFICATE FOR ECONOMICALLY WEAKER SECTIONS(EWS) RECEIPT			
Date of Payment:	21/05/2020	Payment Mode:	Cash
Transaction ID:	TAIEWS012000274859	Application No:	IEWS012000274859
Authorized Agent:	10690567	Applicant Name:	Y Jeevan Kumar
Relation:	Damodhara Rao	Delivery Type:	Manual
Village:	WARD-38	Total Amount(₹) (includes surcharge):	15

Note:
 1. As per G.O. MS No 17, dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- per page for uploading documents. The scanning charges up to 4 pages is free of cost.
 2. The Transaction Id should be kept for further correspondence.

GOLLAPUDI4

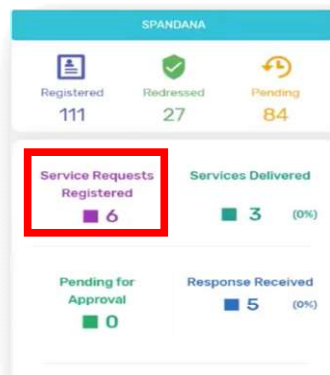
Please click on "Service requests registered" for generation of receipts

[List of Services](#) [Issuance of Income Certificate for Economically Weaker Sections\(EWS\)](#)

4.2.10. Close the window and go back to the home page of Grama Ward Sachivalayam.

5. Printing the receipt



5.1. From the home page of Grama Ward Sachivalayam, on the left hand side of the page, click on **Service Requests Registered**.



Grama - Ward Sachivalayam Revenue – Income & Asset Certificate for Economically Weaker Sections (EWS)

5.2. From the list of Service Requests Registered, you can see the latest Income & Asset Certificate for Economically Weaker Sections (EWS) service request.

5.3. Click on **PRINT**. Receipt shown below will be displayed.

	గ్రామ - వార్డు సచివాలయము Government of Andhra Pradesh		
Your Service Request No : GSWS-202005211502246987307			
Service Name : Income & Asset Certificate for Economically Weaker Sections (EWS) Service			
Date of Payment	: 21-05-2020 3:08 PM	Authorized Agent Name	: 10690567-DA
Payment Mode	: Cash	Department Transaction ID	: IEWS012000274859
Amount Paid (Rs.)	: 15	District	: KRISHNA
Citizen Name	: Y.Jeevan Kumar	Mandal	: VIJAYAWADA (WEST)
Mobile Number	: 9959150000	Secretariat Name	: GOLLAPUDI4
		Delivered in	: Within 30 working days from requested date
అవినీతి పై ఫిర్యాదు చేయుట కొరకు టోల్ ఫ్రీ నెంబర్ - 14400 ను సంప్రదించండి			

5.4. Click on **PRINT**. You can handover this receipt to the Citizen.

End of Income & Asset Certificate for Economically Weaker Sections (EWS) Service