



# గ్రామ-వార్డు సచివాలయము

ఆంధ్రప్రదేశ్ ప్రభుత్వం



## User Manual for Village & Ward Secretariat Department

Service Name	:	House Site Application (Revenue)
Documented By	:	Thummala Lokeshwar Reddy, Advisor to Govt (Technical Projects)
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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 **House site 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

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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**

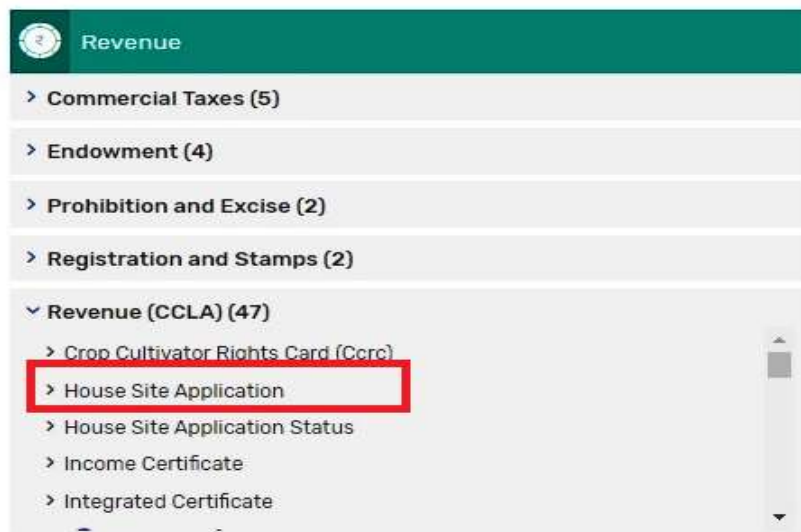
## 2. Navigating to House site application through Revenue-CCLA Service Links

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 “Revenue CCLA Services”

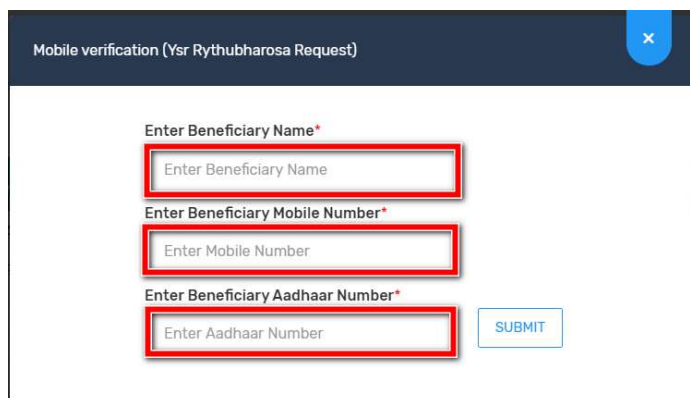


2.3. Once the +Revenue (CCLA) menu is expanded, click on **House site application** as shown below



### 3. Providing Beneficiary information

3.1. On Clicking on “House Site Application”, a popup window will be shown.



3.1.1. **Enter Beneficiary Name:** Enter farmer Name

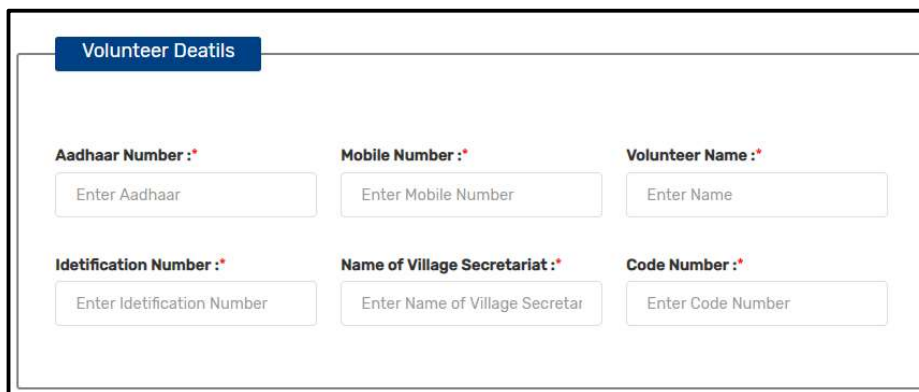
3.1.2. **Enter Beneficiary Mobile Number:** Enter farmer Mobile Number

3.1.3. **Enter Beneficiary Aadhaar Number:** Enter farmer Aadhaar Number

### 4. Filling the House site application form

4.1. Once the House site application form is opened, follow the steps below to fill the application form.

4.2. Fill the Volunteer details.



4.2.1. **Aadhaar Number:** Enter Aadhaar Number of Volunteer.

4.2.2. **Mobile Number:** Enter Mobile Number of Volunteer

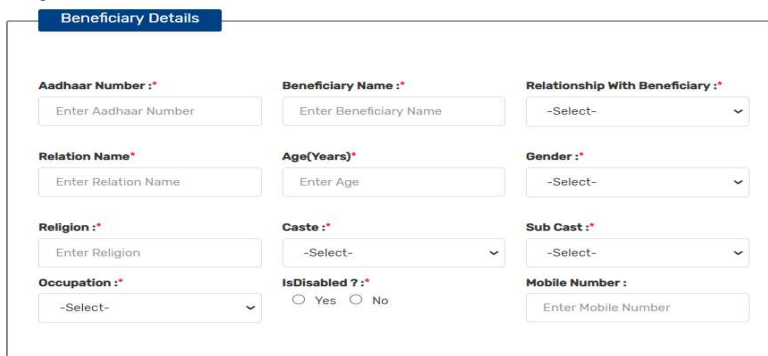
4.2.3. **Volunteer Name:** Enter Name of Volunteer.

4.2.4. **Identification Number:** Enter Identification Number of Volunteer

4.2.5. **Name of Village Secretariat:** Enter Village / Ward Secretariat Name

4.2.6. **Code Number:** Enter Code Number of Volunteer.

### 4.3.Fill the Beneficiary Details



**Beneficiary Details**

**Aadhaar Number :**

**Beneficiary Name :**

**Relationship With Beneficiary :**

**Relation Name :**

**Age(Years) :**

**Gender :**

**Religion :**

**Caste :**

**Sub Cast :**

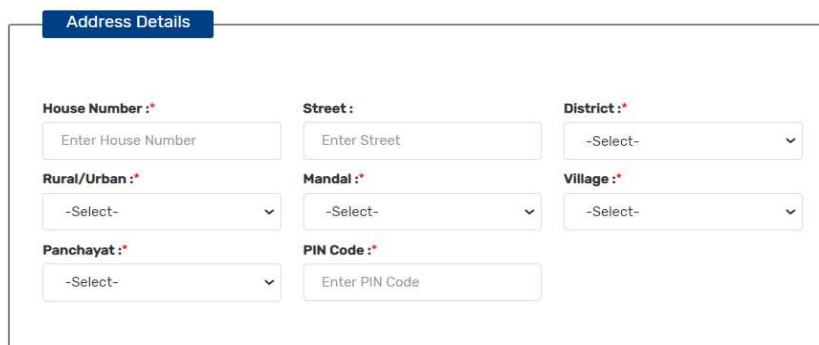
**Occupation :**

**IsDisabled ? :**  Yes  No

**Mobile Number :**

- 4.3.1. Enter **Aadhaar Number** manually.
- 4.3.2. Enter **Beneficiary Name** manually.
- 4.3.3. Select **Relationship with Beneficiary** from the dropdown list of values.
- 4.3.4. Enter **Relation Name** manually.
- 4.3.5. Enter **Age(Years)** manually.
- 4.3.6. Select **Gender** from the dropdown list of values.
- 4.3.7. Select **Religion** from the dropdown list of values.
- 4.3.8. Select **Caste** from the dropdown list of values.
- 4.3.9. Select **Sub Caste** from the dropdown list of values.
- 4.3.10. Select **Occupation** from the dropdown list of values.
- 4.3.11. Select **Is Disabled** from the values Yes / No.
- 4.3.12. Enter **Mobile Number** manually.

### 4.4.Fill the Postal Address



**Address Details**

**House Number :**

**Street :**

**District :**

**Rural/Urban :**

**Mandal :**

**Village :**

**Panchayat :**

**PIN Code :**

- 4.4.1. Enter **House Number**
- 4.4.2. Enter **Street**
- 4.4.3. Select **State** from the dropdown list of values.
- 4.4.4. Select **District** from the dropdown list of values.
- 4.4.5. Select **Rural/Urban** from the dropdown list of values.
- 4.4.6. Select **Mandal** from the dropdown list of values.
- 4.4.7. Select **Village/Panchayat** from the dropdown list of values.
- 4.4.8. Enter **Pin Code** manually.

#### 4.5.Fill the Eligibility Details For Housing Site

**Eligibility Details For Housing Site**

1. Does the beneficiary have a white ration card ? \*  Yes  No

2. If yes, then ration card number

3. Does the beneficiary own a house in the state of Andhra Pradesh ? \*  Yes  No

4. Does the beneficiary own a house site in the state of Andhra Pradesh ? \*  Yes  No

5. Does the beneficiary already have a government-sanctioned home ? \*  Yes  No

6. Does the beneficiary already have a government-sanctioned home site ? \*  Yes  No

7. Does the beneficiary own 2.5 acres of Wetland or 5.0 acres of Dryland ? \*  Yes  No

8. Whether the beneficiary has an annual income of less than three (3) lakhs ? \*  Yes  No

9. Does the beneficiary own a house previously granted under the PMAY schemes ? \*  Yes  No

10. If yes, specify the Benefit Scheme

**Declaration :** All of the above are realistic. If the government finds any of these information to be false, I will not be held responsible / liable for any further actions to be taken by the government.  
This declaration given by my will

4.5.1. Does the beneficiary have a white ration card ? (Yes/No)

4.5.2. If yes,Enter Ration Card Number

4.5.3. Does the beneficiary own a house in the state of Andhra Pradesh?  
(Yes/No)

4.5.4. Does the beneficiary own a house site in the state of Andhra Pradesh?  
(Yes/No)

4.5.5. Does the beneficiary already have a government-sanctioned home?  
(Yes/No)

4.5.6. Does the beneficiary already have a government-sanctioned home  
site? (Yes/No)

4.5.7. Does the beneficiary own 2.5 acres of Wetland or 5.0 acres of Dryland?  
(Yes/No)

4.5.8. Whether the beneficiary has an annual income of less than three (3)  
lakhs? (Yes/No)

4.5.9. Does the beneficiary own a house previously granted under the PMAY  
schemes? (Yes/No)

4.5.10. If yes, specify the Benefit Scheme, Select the scheme from values

### 4.6.Upload the documents

*Note: Documents should be uploaded in pdf format only*

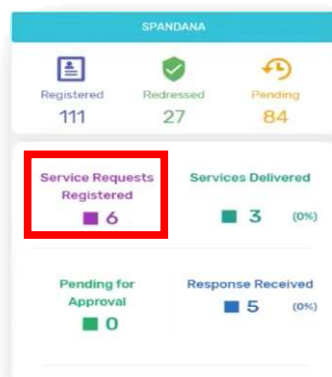


- 4.6.1. **Application Form** filled by the applicant must be uploaded. Click on Browse and select the application that was scanned.
- 4.6.2. Click on **Submit**.
- 4.6.3. Data will be submitted successfully and **Application Number** will be shown.



### 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**.





5.2. From the list of Service Requests Registered, you can see the latest House site application service request.

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

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

**End of House site application**