User Manual for
Village & Ward Secretariat Department

Service Name	:	Patta Sub Division (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 **Patta Sub division** 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**
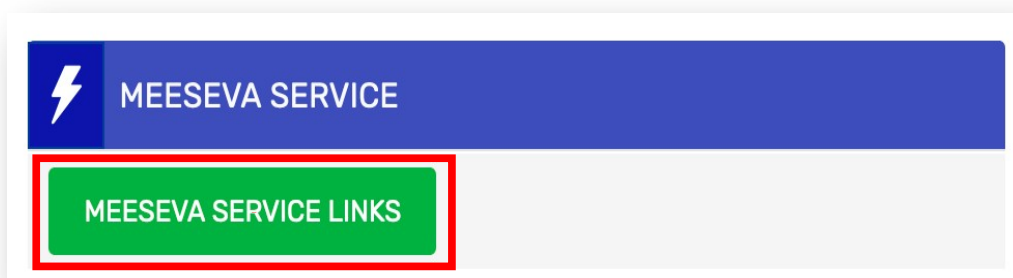
1.4. Login screen will be displayed as shown below

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

1.6. Click on **Login Now**

2. Navigating to Patta Sub Division 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 "MEESEVA SERVICE"

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.
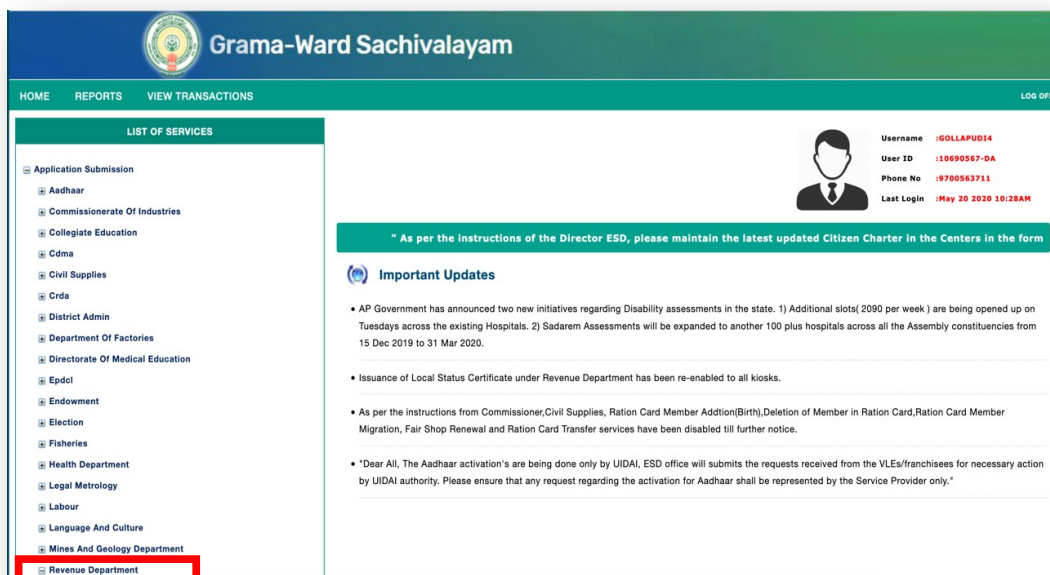
2.5. Once the +**Revenue Department** menu is expanded, click on **Patta Sub division Certificate** as shown below

Issue Of Small And Marginal Farmer Certificate

Land Conversion (New)-Go Ms No 98

Late Registration Of Birth / Death

Loan Eligibility Card

Local Candidate Certificate For Educational

Institutional Purpose

Manual Adangal

Modifications In 22 A List

Mutation And Title Deed Cum Pattadar Passbook

No Earning Member Certificate

No Property Application Service

Obc Certificate

Patta Sub Division

Pattadhaar Mobile No Seeding In Land Records

Permission For Digging Agri/Drinking Well

Possession Certificate

Printing Of Title Deed Cum Ppb

3. Filling the Patta Sub Division application form

3.1. Once the Patta sub division application form is opened, follow the steps below to fill the application form.

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

Please Select Payment Mode	
Payment Modes:	Cash ▾

3.3. Fill the applicant details.

Applicant Details			
Application Number*:	DER012001290018	AADHAR Card No:	[ ] Pre-Fill
Applicant Name*:	[ ]	Relation*:	Select ▾ [ ]
Gender*:	● Male ○ Female ○ Transgender	Date Of Birth :	[ ] (DD/MM/YYYY)

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:	[ ]	Locality/Land Mark:	[ ]
District*:	Select ▾	Mandal*:	Select ▾
Village/Ward*:	Select ▾	Pin Code*:	[ ]

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

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 Document details and Land Details

3.6.1.   **No of survey numbers :** Enter a value

3.6.2.   **Survey Number Details :** Enter a value

3.6.3.   **Document Type :** Select a value from the drop down list of values

3.6.4.   **Document Mandal :** Select a value from the drop down list of values

3.6.5.   **Document Village :** Select a value from the drop down list of values

3.6.6.   **Category   :** Select a value from the drop down list of values

3.6.7.   **Apply To   :** Select a value from the drop down list of values

3.6.8.   **Land Boundaries:** Enter boundaries (East,West,North,South)for the land located

3.6.9.   **Survey Number:** Enter survey numbers (East,West,North,South)

3.6.10. **Name:** Enter Name of the resident surrounding boundaries

3.6.11. **Father/Husband Name** : Enter Father/Husband Name of the surrounding boundaries

3.6.12. **Address:** Enter Address of the surrounding boundaries
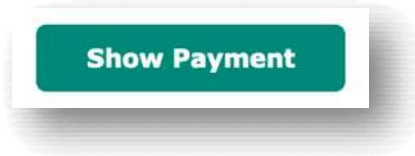
3.7. Upload the documents

Note: Documents should be uploaded in pdf format only

3.7.1. **Application Form** filled by the applicant must be uploaded. Click on Browse and select the application that was scanned.

3.7.2. Upload if there are any other documents as specified on the portal.

4. Payment

4.1. Show Payment

4.1.1. Once all the details are filled in the Patta Sub division application, Click on **Show Payment**

4.2. 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.**

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

4.2.4. Click on **CONFIRM PAY.**

4.2.4.1.   *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.*

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

4.2.6. Click on **OK.**

4.2.7. On the payment gateway page, under **Remarks,** Transaction Successful message will be displayed.

4.2.8. Click on **OK.** It will display the receipt as shown below

4.2.9. 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**.
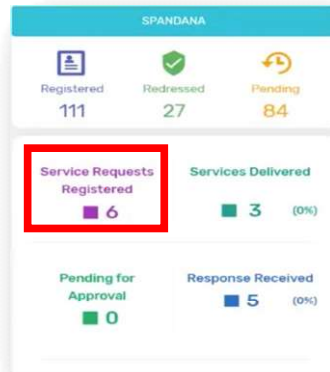
5.2. From the list of Service Requests Registered, you can see the latest Patta Sub division service request.

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

Date :22/05/2020
Time :2:26 PM

Date of Payment:	12/27/2019	Transaction ID:	TADER011900001815
Authorized Agent:	CODETREE-1	Applicant Name:	Venkat
Application No:	DER011900001815	Service Type:	PATTA SUB DIVISION LIVE
Amount Paid (in Rs.):	500	Document Village:	CHIRALA (RURAL)
Document Mandal:	Chirala	Document District:	Prakasam
Document Type:	Patta Sub-Divsion		
Delivered In:	Within 45 working days from requested date .		

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. To know the application status,please visit www.meeseva.gov.in

Sd/-
APTS

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

List of Services	Demarcation Application	Print Certificate

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

End of Patta Sub division Service