

#### **MEESEVA USER MANUAL**

#### **FOR**

CLAIMS UNDER ANDHRA PRADESH DOTTED LANDS (Updation in Re-Settlement Register) RULES, 2017



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# CLAIMS UNDER ANDHRA PRADESH DOTTED LANDS (Updation in Re-Settlement Register) RULES, 2017

"Dotted Lands" means the lands against which dots were marked in the Pattadar column no. (16) Of the Re-Settlement Register, during the Resurvey and Settlement operations. "Re-Settlement Register" means the Register prepared after completion of resurvey and settlement operations around the year 1961 AD.

This Service facilitates the citizen to apply for the Andhra Pradesh Dotted Lands (Updation in Re-Settlement Register) Rules, 2017 by visiting the nearest MeeSeva Centre.

Category Type	В
<b>User Charges</b>	INR 45/-
SLA	6 Months
Documents Required	<ol> <li>Application Form*</li> <li>Registered Documents with Document No and Date ( all link Documents shall be provided)</li> <li>Entries in RH maintained by the Registration department copy</li> <li>Encumbrance Certificate copy</li> <li>Adangal Copy</li> <li>10(1) Account</li> <li>ROR Record maintained by Revenue Department copy</li> <li>Order or decree of any court / competent authority copy</li> <li>Aadhar card/ Voter id card/ Ration card or any other address or id proof *</li> <li>Note: For the proof of documents (2 to 8) no one shall be mandatory, but if no one is selected application shall not be moved to further process.</li> </ol>
<b>Competent Authority</b>	Joint Collector (District Level Committee)

Table 1: Service Information at Glance

**Note:** The asterisk (\*) denotes mandatory requirement of documents.

## Procedure for applying the Request at Kiosk End: -

This section contains instructions for the operators of the MeeSeva web application to apply for

Claims under Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017



1) In MeeSeva home screen, under List of Services, select **Revenue Department** as depicted in Figure 1.



Figure 1: Revenue Department

2) Select Claims under Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017 under Revenue Department as depicted in Figure 2.

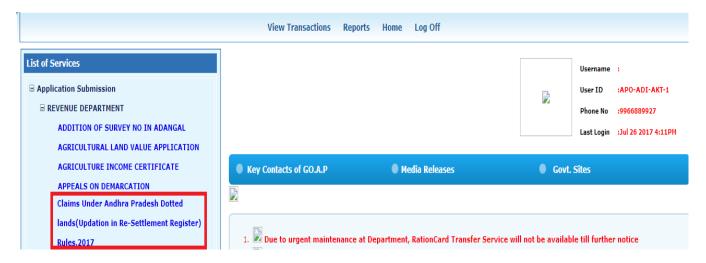


Figure 2: service selection



3) Now Claims under Andhra Pradesh dotted lands (Updation in Re-Settlement Register) Rules, 2017 Details Screen will be displayed as depicted in Figure 3.

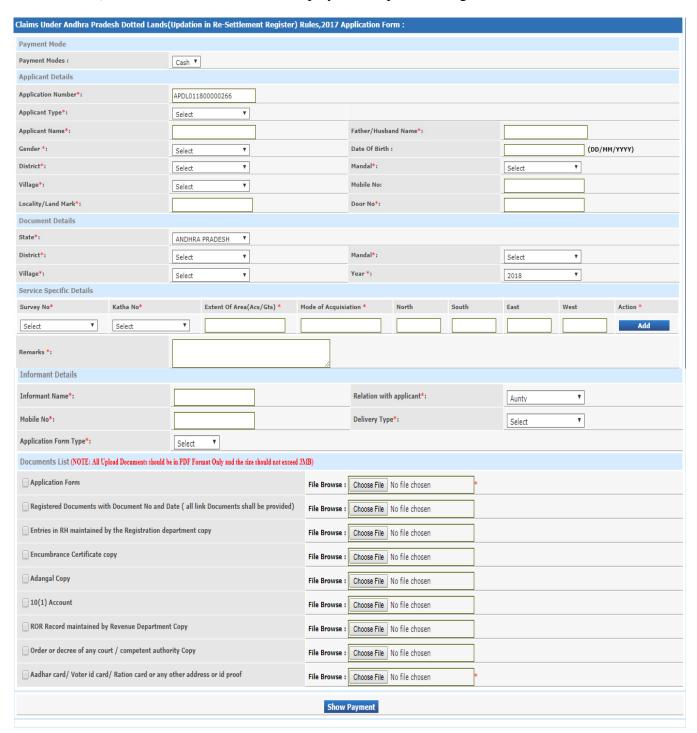


Figure 3: request screen



4) Select applicant type and Enter Applicant Details as depicted in Figure 4.

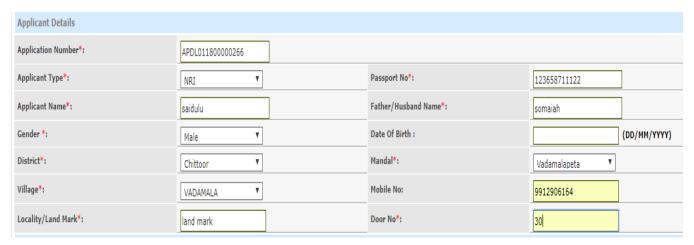


Figure 4: Applicant details

5) Enter Document details as depicted in Figure 5.

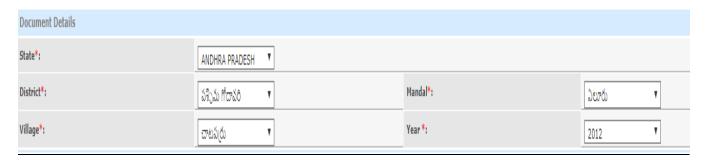


Figure 5: Document details

6) Now Select Survey No, Katha No, Extent of Area (Acs/Gts), Mode of Acquisition, and Enter North, South, East & west and click on Add Button as depicted in Figure 6.

Note: - Need to enter more survey Numbers/Sub divisions click on Add button and enter details.



Figure 6: Service Specific Details



7) Now enter Informant details as depicted in Figure 7.



Figure 7: Informant details

8) Collect the necessary supporting documents as indicated in Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017 request page scan the documents and upload into the system as depicted in Figure 8.



Figure 8: Documents details

**Note:** All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.



9) Click on **Show Payment.** Another window appears requesting to **Confirm Payment** as depicted in Figure 9.

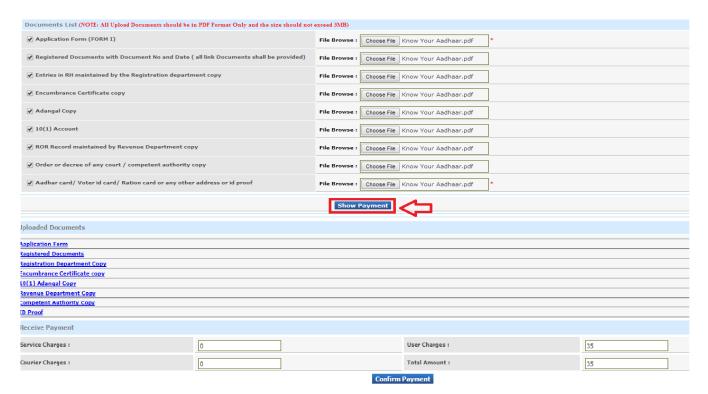


Figure 9: Payment details

10) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in Figure 10.

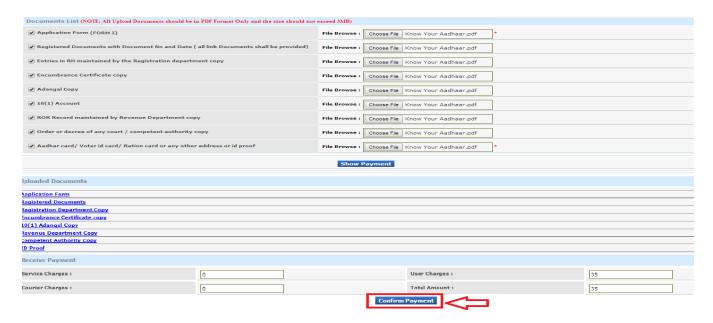


Figure 10: Payment confirmation



11) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date. As depicted in figure 11.

View Transactions Reports Home Log Off

Date :26/07/2017 Time :4:48 PM



ICS TEST CHANNE

The Transaction 1d should be kept for further correspondence

Print List of Services Andhra Pradesh Dotted lands Application

Figure 11: Receipt

**Note:** - On submission of the request, Citizen Receives Message. Like your Request for claims under Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017 Application has been entered vide Application Number, Transaction Id.

- **12**) On submission, the request will be sent to the work flow of the respective MRO for further processing.
- ♦ Once the request is approved by Collector, then Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017 Certificate will be dispatched through courier to the customer's address if Delivery Type is Speed Post Local/Non Local.

If Delivery Type Is Manual, then citizen collects the Claims under Andhra Pradesh Dotted lands (Updation in Re-Settlement Register) Rules, 2017 Certificate (from franchisee where he/she applied for the Certificate).