



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	B
User Charges	INR 45/-
SLA	6 Months
Documents Required	<ol style="list-style-type: none">1. Application Form*2. Registered Documents with Document No and Date (all link Documents shall be provided)3. Entries in RH maintained by the Registration department copy4. Encumbrance Certificate copy5. Adangal Copy6. 10(1) Account7. ROR Record maintained by Revenue Department copy8. Order or decree of any court / competent authority copy9. Aadhar card/ Voter id card/ Ration card or any other address or id proof * <p>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.</p>
Competent Authority	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.

25/- per student that could be collected and retained by VLES / Franchisee Cent account by Urban Centres.

10. [\(CLICK HERE TO VIEW IPE MARCH 2015 Recounting/Photocopy cum Reverification Res](#)

Runamafi Grievances Call Centre Nos.
1100 & 1800 425 4440 , Additional No. 1800 103 2066.
for all Farmers to get support on runamafi status & grievances

11.

12. Click [here](#) to download Loan Recovery Grievence Form

13. [Guidelines and Important instructions for kiosk operators regarding bifurcation of meeseva](#)

14. [Click here to Download Notification of Services](#)

SSDG Services
[MeeSeva Request Tracking System\(MRTS\)](#)
[Online Test](#)
[Online Test](#)

Mee Seva is on Facebook.
Please Join with Mee Seva
for Latest Updates and to

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.

View Transactions Reports Home Log Off

List of Services

Application Submission

REVENUE DEPARTMENT

ADDITION OF SURVEY NO IN ADANGAL

AGRICULTURAL LAND VALUE APPLICATION

AGRICULTURE INCOME CERTIFICATE

APPEALS ON DEMARCATION

Claims Under Andhra Pradesh Dotted
lands(Updation in Re-Settlement Register)
Rules.2017

Username :
User ID :APO-ADI-AKT-1
Phone No :9966889927
Last Login :Jul 26 2017 4:11PM

Key Contacts of GO.A.P. Media Releases Govt. Sites

1. Due to urgent maintenance at Department, RationCard Transfer Service will not be available till further notice

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 Figure3.

Claims Under Andhra Pradesh Dotted Lands(Updation in Re-Settlement Register) Rules,2017 Application Form :									
Payment Mode									
Payment Modes :		Cash ▼							
Applicant Details									
Application Number*:		APDL011800000266							
Applicant Type*:		Select ▼							
Applicant Name*:				Father/Husband Name*:					
Gender*:		Select ▼		Date Of Birth :				(DD/MM/YYYY)	
District*:		Select ▼		Mandal*:		Select ▼			
Village*:		Select ▼		Mobile No:					
Locality/Land Mark*:				Door No*:					
Document Details									
State*:		ANDHRA PRADESH ▼							
District*:		Select ▼		Mandal*:		Select ▼			
Village*:		Select ▼		Year*:		2018 ▼			
Service Specific Details									
Survey No*	Katha No*	Extent Of Area(Acs/Gts) *	Mode of Acquisition *	North	South	East	West	Action *	
Select ▼	Select ▼							Add	
Remarks*:									
Informant Details									
Informant Name*:				Relation with applicant*:		Aunty ▼			
Mobile No*:				Delivery Type*:		Select ▼			
Application Form Type*:		Select ▼							
Documents List (NOTE: All Upload Documents should be in PDF Format Only and the size should not exceed 3MB)									
<input type="checkbox"/> Application Form		File Browse : Choose File No file chosen *							
<input type="checkbox"/> Registered Documents with Document No and Date (all link Documents shall be provided)		File Browse : Choose File No file chosen							
<input type="checkbox"/> Entries in RH maintained by the Registration department copy		File Browse : Choose File No file chosen							
<input type="checkbox"/> Encumbrance Certificate copy		File Browse : Choose File No file chosen							
<input type="checkbox"/> Adangal Copy		File Browse : Choose File No file chosen							
<input type="checkbox"/> 10(1) Account		File Browse : Choose File No file chosen							
<input type="checkbox"/> ROR Record maintained by Revenue Department Copy		File Browse : Choose File No file chosen							
<input type="checkbox"/> Order or decree of any court / competent authority Copy		File Browse : Choose File No file chosen							
<input type="checkbox"/> Aadhar card/ Voter id card/ Ration card or any other address or id proof		File Browse : Choose File No file chosen *							
Show Payment									

Figure 3: request screen



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

Applicant Details			
Application Number*:	APDL011800000266		
Applicant Type*:	NRI	Passport No*:	123658711122
Applicant Name*:	saidulu	Father/Husband Name*:	somaiah
Gender*:	Male	Date Of Birth :	(DD/MM/YYYY)
District*:	Chittoor	Mandal*:	Vadamalapeta
Village*:	VADAMALA	Mobile No:	9912906164
Locality/Land Mark*:	land mark	Door No*:	30

Figure 4: Applicant details

5) Enter Document details as depicted in Figure 5.

Document Details			
State*:	ANDHRA PRADESH		
District*:	పశ్చిమ గోదావరి	Mandal*:	పెల్లూరు
Village*:	చాటపర్లూరు	Year*:	2012

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.

Service Specific Details				Adjacent Boundries				
Survey No*	Katha No*	Extent Of Area(Acs/Gts)*	Mode of Acquisition*	North	South	East	West	Action*
3	Select	1.2	Transfer of Ownership	Devika	Santhu	Tirumalesw	Lakshmi	Add

Added Survey Number Details									
S.No.	Survey No/Sub Division	Khata No	Extent Of Area(Acs/Gts)	Mode of Acquisition	North	South	East	West	Action
1	4-4A	755	0.98	he Hindu Succession Act has no	Devika	Santhu	Tirumalesw	Lakshmi	Delete

Remarks*:	Transfer of ownership
-----------	-----------------------

Figure 6: Service Specific Details



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

Informant Details			
Informant Name*:	<input type="text" value="Seema"/>	Relation with applicant*:	<input type="text" value="Self"/>
Mobile No*:	<input type="text" value="9912906164"/>	Delivery Type*:	<input type="text" value="Manual"/>
Application Form Type*:	<input type="text" value="FORM (III)"/>		

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.

Documents List (NOTE: All Upload Documents should be in PDF Format Only and the size should not exceed 3MB)			
<input checked="" type="checkbox"/> Application Form (FORM I)	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf *	
<input checked="" type="checkbox"/> Registered Documents with Document No and Date (all link Documents shall be provided)	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> Entries in RH maintained by the Registration department copy	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> Encumbrance Certificate copy	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> Adangal Copy	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> 10(1) Account	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> ROR Record maintained by Revenue Department Copy	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> Order or decree of any court / competent authority Copy	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf	
<input checked="" type="checkbox"/> Aadhar card/ Voter id card/ Ration card or any other address or id proof	File Browse	<input type="text" value="Choose File"/> Water Tax Ma...lipatnam.pdf *	

Show Payment

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.

Documents List (NOTE: All Upload Documents should be in PDF Format Only and the size should not exceed 3MB)

<input checked="" type="checkbox"/> Application Form (FORM 1)	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf *
<input checked="" type="checkbox"/> Registered Documents with Document No and Date (all link Documents shall be provided)	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Entries in RH maintained by the Registration department copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Encumbrance Certificate copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Adangal Copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> 10(1) Account	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> ROR Record maintained by Revenue Department copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Order or decree of any court / competent authority copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Aadhar card/ Voter id card/ Ration card or any other address or id proof	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf *

Show Payment

Uploaded Documents

[Application Form](#)
[Registered Documents](#)
[Registration Department Copy](#)
[Encumbrance Certificate copy](#)
[10\(1\) Adangal Copy](#)
[Revenue Department Copy](#)
[Competent Authority Copy](#)
[ID Proof](#)

Receive Payment

Service Charges :	<input type="text" value="0"/>	User Charges :	<input type="text" value="35"/>
Courier Charges :	<input type="text" value="0"/>	Total Amount :	<input type="text" value="35"/>

Confirm Payment

Figure 9: Payment details

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

Documents List (NOTE: All Upload Documents should be in PDF Format Only and the size should not exceed 3MB)

<input checked="" type="checkbox"/> Application Form (FORM 1)	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf *
<input checked="" type="checkbox"/> Registered Documents with Document No and Date (all link Documents shall be provided)	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Entries in RH maintained by the Registration department copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Encumbrance Certificate copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Adangal Copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> 10(1) Account	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> ROR Record maintained by Revenue Department copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Order or decree of any court / competent authority copy	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf
<input checked="" type="checkbox"/> Aadhar card/ Voter id card/ Ration card or any other address or id proof	File Browse : <input type="text" value="Choose File"/> Know Your Aadhaar.pdf *

Show Payment

Uploaded Documents

[Application Form](#)
[Registered Documents](#)
[Registration Department Copy](#)
[Encumbrance Certificate copy](#)
[10\(1\) Adangal Copy](#)
[Revenue Department Copy](#)
[Competent Authority Copy](#)
[ID Proof](#)

Receive Payment

Service Charges :	<input type="text" value="0"/>	User Charges :	<input type="text" value="35"/>
Courier Charges :	<input type="text" value="0"/>	Total Amount :	<input type="text" value="35"/>

Confirm Payment

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

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

Date of Payment : 26/07/2017 **Payment Mode : Cash**

Transaction Id :	TAAPDL011700000100	Application No :	APDL011700000100
Authorized Agent:	APO-ADI-AKT	Customer Name :	SEEMARUSKAR
Father/Husband Name :	Angajala Siva Sankara Rao	Delivery Type:	Manual
Doc District	చిత్తూరు	Doc Mandal :	విజయాలపేట
Doc Village:	తీరుమండ్యం	Survey No :	128/7
Extent :	0.4500	Amount Paid (in Rs.):	35
No of Documents Uploaded :	3		

TCS TEST CHANNEL

The Transaction Id 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).