

REFUND OF TRADE DEPOSIT CERTIFICATE

Refund of trade deposit service is useful for Fare price shop owner to get the deposit amount in case of cancelation/De activation of Fare price shop. Competent authority is RDO. Now Refund of trade deposit Service is Provided Through Meeseva.

Category Type	В
Service Charges	NA
User Charges	INR 35/-
Postal Charges	INR 33/- (Post Local)
	INR 46/- (Post Non Local)
Documents Required	Application Form*
	Acceptance proceedings issued by the RDO*
	3. Authorization proceedings issued by the RDO#
SLA	30 Working days

Note: The asterisk (*) denotes mandatory requirement of documents. # Indicates optional.

Apply for Refund of Trade Deposit Application:

This section contains instructions for the operators of the Meeseva web application to apply for Refund of Trade Deposit Application .

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



Figure 1: Revenue Department



2) Select Refund of Trade Deposit Service in Revenue Department as depicted in Figure 2.

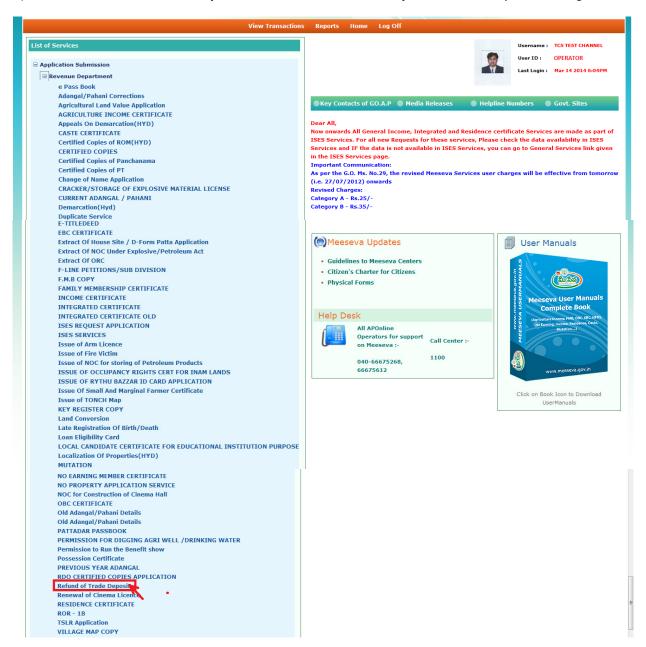


Figure 2: Refund of Trade Deposit Application Service Selection under Revenue Department

3) Now Refund of Trade Deposit Application Request Screen will be displayed as depicted in Figure 3.



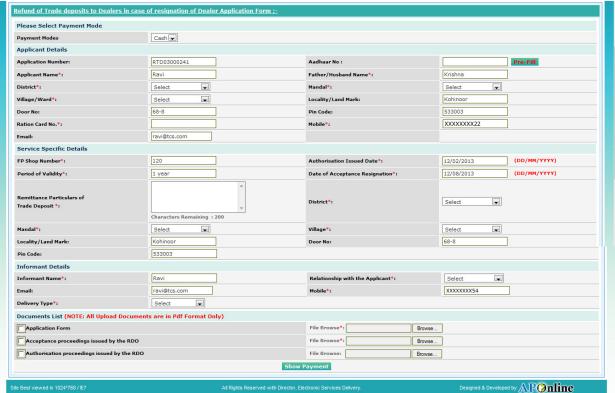


Figure 3: Refund of Trade Deposit Application request screen

4) Enter all the Applicant details such as Aadhaar No, Applicant Name, Father/Husband Name, District, Mandal, Village/Ward, Locality/Land Mark, Door No, Pincode, Ration card No, Mobile No and Email ID as depicted in Figure 4.

Note: - Here we can also fill Applicant details with the help of Aadhaar number.



Figure 4: Applicant Details in Refund of Trade Deposit Application request Screen

5) Enter Service Specific details such as District, Mandal, Village and Sur vey no as depicted in figure 5.

Note: - Here Request Routed Tahasildar Processing Based on Service Specific Details(District, Mandal)



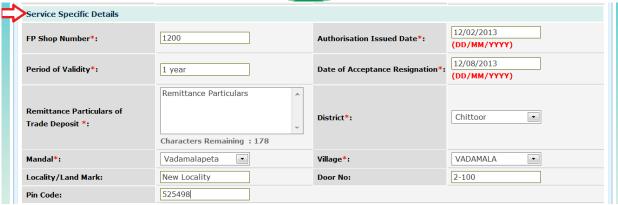


Figure 5: Service Specific Details in Refund of Trade Deposit Application request Screen

6) Enter all the Informant details such as informant Name, Relation with the Applicant, Mobile No and Email Id as depicted in Figure 6.



Figure 6: Informant details in Request Screen

Note:

- 1. Based on the Citizen request, the delivery option (either through Manual or Speed Post Local or Speed Post Non Local at the Franchisee) has to be selected. The courier charge for Post (Local) is INR. 33/- and for Post to Non Local areas is INR. 46/-.
- 2. Here Postal Details panel displayed if Selected Delivery Type is either Local Post or Non Local Post.
- 7) Enter all Postal Address details such as District, Mandal, Village, Locality/Land Mark, Door No, Pincode, Mobile and Phone as depicted in Figure 7.





Figure 7: Postal details in Request Screen

9) Collect the necessary supporting documents as indicated in the Refund of Trade Deposit request page. scan the documents and upload into the system, as depicted in Figure 9.



Figure 9: Documents upload list in the request Screen

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

10) Click **Show Payment.** Another window appears requesting to **Confirm Payment** as depicted in figure 10.



Figure 10: Show payment section



Figure 11: Uploaded documents list

Note: - Based on the delivery option chosen by the citizen, the service charges will be calculated and displayed in **Show Payment** .



11) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 12.

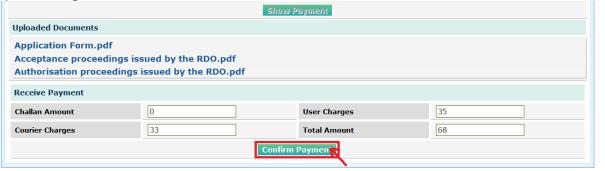


Figure 12: Payment Confirmation section

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

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.



Figure 13: Refund of Trade Deposit Application Receipt

Note: - On submission of the request, Citizen Receives Message. Like your Request for Refund of Trade Deposit has been entered vide Application Number, Transaction Id and sent to Dept. 12) On submission, the request will be sent to the work flow of the respective Tahasildar for further processing.

- 13) Once the request is approved by Tahasildar, the Refund of Trade Deposit Certificate will be dispatched through courier to the citizen address if the Delivery Type is **Speed Post Local/Non Local**.
 - ▲ If Delivery Type Is Manual, then the citizen need to collect the Refund of Trade Deposit Certificate from franchisee where he/she applied.