



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	B
Service Charges	NA
User Charges	INR 35/-
Postal Charges	INR 33/- (Post Local) INR 46/- (Post Non Local)
Documents Required	1. Application Form* 2. 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.

The screenshot shows the Meeseva web application interface. On the left, under 'List of Services', the 'Revenue Department' is highlighted with a red circle and a red arrow. The main content area features a green header with navigation links: 'Key Contacts of GO.A.P', 'Media Releases', 'Helpline Numbers', and 'Govt. Sites'. Below this, a 'Dear All,' message states that various services are now part of ISES Services and provides instructions for users. It also mentions an important communication regarding revised Meeseva Services user charges effective from 27/07/2012. The 'Revised Charges' are listed as: Category A - Rs.25/- and Category B - Rs.35/-. Below the message, there are sections for 'Meeseva Updates' (Guidelines to Meeseva Centers, Citizen's Charter for Citizens, Physical Forms) and 'Help Desk' (All APOnline Operators for support on Meeseva :- 040-66675268, 66675612; Call Center :- 1100). On the right, there is a 'User Manuals' section with a book icon and the text 'Meeseva User Manuals Complete Book' (Agriculture Income, FMB, OBC, EBC, NFBS, No Earning, Income, Residence, Caste, Mutation...).

Figure 1: Revenue Department



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

The screenshot displays the Meeseva portal interface. At the top, there is a navigation bar with links: View Transactions, Reports, Home, and Log Off. The main content area is divided into two columns. The left column, titled 'List of Services', contains a tree view under 'Application Submission' and 'Revenue Department'. The 'Refund of Trade Deposit' service is highlighted with a red box and a red arrow. The right column shows the user's profile (Username: TCS TEST CHANNEL, User ID: OPERATOR, Last Login: Mar 14 2014 6:04PM) and a list of key contacts (GO.A.P, Media Releases, Helpline Numbers, Govt. Sites). Below this, there is a 'Dear All' message regarding ISES Services and a 'Meeseva Updates' section. The 'Help Desk' section provides contact information for APOnline Operators and a Call Center. The 'User Manuals' section features a book icon and a link to download the 'Meeseva User Manuals Complete Book'.

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.



Refund of Trade deposits to Dealers in case of resignation of Dealer Application Form :-

Please Select Payment Mode

Payment Modes

Applicant Details

Application Number:	RTD03000241	Aadhaar No :	<input type="text" value="XXXXXXX88"/> Pre-Fill
Applicant Name*:	Ravi	Father/Husband Name*:	Krishna
District*:	Select	Mandal*:	Select
Village/Ward*:	Select	Locality/Land Mark:	Kohinoor
Door No:	68-8	Pin Code:	533003
Ration Card No.*:		Mobile*:	XXXXXXXX22
Email:	ravi@tcs.com		

Service Specific Details

FP Shop Number*:	120	Authorisation Issued Date*:	12/02/2013 (DD/MM/YYYY)
Period of Validity*:	1 year	Date of Acceptance Resignation*:	12/08/2013 (DD/MM/YYYY)
Remittance Particulars of Trade Deposit*:	<input type="text" value=""/> Characters Remaining : 200		
Mandal*:	Select	Village*:	Select
Locality/Land Mark:	Kohinoor	Door No:	68-8
Pin Code:	533003		

Informant Details

Informant Name*:	Ravi	Relationship with the Applicant*:	Select
Email:	ravi@tcs.com	Mobile*:	XXXXXXXX54
Delivery Type*:	Select		

Documents List (NOTE: All Upload Documents are in Pdf Format Only)

<input type="checkbox"/> Application Form	File Browse*:	<input type="text" value=""/>	Browse...
<input type="checkbox"/> Acceptance proceedings issued by the RDO	File Browse*:	<input type="text" value=""/>	Browse...
<input type="checkbox"/> Authorisation proceedings issued by the RDO	File Browse*:	<input type="text" value=""/>	Browse...

Show Payment

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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.

➔ Applicant Details

Application Number:	RTD03000241	Aadhaar No :	XXXXXXXXX88 Pre-Fill
Applicant Name*:	Applicant Name	Father/Husband Name*:	Father Name
District*:	Chittoor	Mandal*:	Vadamalapeta
Village/Ward*:	VADAMALA	Locality/Land Mark:	New Locality
Door No:	3-100	Pin Code:	525498
Ration Card No.*:	XXXXXXXXXXXX88	Mobile*:	XXXXXXXX65
Email:	oda.rakesh@gmail.com		

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

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

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



Service Specific Details			
FP Shop Number*:	<input type="text" value="1200"/>	Authorisation Issued Date*:	<input type="text" value="12/02/2013"/> (DD/MM/YYYY)
Period of Validity*:	<input type="text" value="1 year"/>	Date of Acceptance Resignation*:	<input type="text" value="12/08/2013"/> (DD/MM/YYYY)
Remittance Particulars of Trade Deposit *:	<div>Remittance Particulars</div> <div>Characters Remaining : 178</div>		
Mandal*:	<input type="text" value="Vadamalapeta"/>	District*:	<input type="text" value="Chittoor"/>
Locality/Land Mark:	<input type="text" value="New Locality"/>	Village*:	<input type="text" value="VADAMALA"/>
Pin Code:	<input type="text" value="525498"/>	Door No:	<input type="text" value="2-100"/>

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.

Informant Details			
Informant Name*:	<input type="text" value="Informant Name"/>	Relationship with the Applicant*:	<input type="text" value="Brother"/>
Email:	<input type="text" value="poda.rakesh@gmail.com"/>	Mobile*:	<input type="text" value="XXXXXXXX66"/>
Delivery Type*:	<input type="text" value="Local Post"/>	<input type="checkbox"/> Please Select If Postal Address is Same as Applicant Address	
Postal Address			
District*:	<input type="text" value="Select"/>	Mandal*:	<input type="text" value="Select"/>
Village/Ward*:	<input type="text" value="Select"/>	Locality/Land Mark:	<input type="text"/>
Door No:	<input type="text"/>	Pin Code:	<input type="text"/>
Mobile*:	<input type="text"/>	Phone:	<input type="text"/>

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.



Postal Address			
District*	Chittoor	Mandal*	Vadamalapeta
Village/Ward*	VADAMALA	Locality/Land Mark:	New Locality
Door No:	3-100	Pin Code:	525498
Mobile*	XXXXXXXX65	Phone:	XXXXXXXXXX87

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.

Documents List (NOTE: All Upload Documents are in Pdf Format Only)	
<input checked="" type="checkbox"/> Application Form	File Browse*: C:\Users\525498\Desktop Browse...
<input checked="" type="checkbox"/> Acceptance proceedings issued by the RDO	File Browse*: C:\Users\525498\Desktop Browse...
<input checked="" type="checkbox"/> Authorisation proceedings issued by the RDO	File Browse: C:\Users\525498\Desktop Browse...

Show Payment

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.

Documents List (NOTE: All Upload Documents are in Pdf Format Only)	
<input checked="" type="checkbox"/> Application Form	File Browse*: C:\Users\525498\Desktop Browse...
<input checked="" type="checkbox"/> Acceptance proceedings issued by the RDO	File Browse*: C:\Users\525498\Desktop Browse...
<input checked="" type="checkbox"/> Authorisation proceedings issued by the RDO	File Browse: C:\Users\525498\Desktop Browse...

Show Payment

Figure 10: Show payment section

Show Payment			
Uploaded Documents			
Application Form.pdf			
Acceptance proceedings issued by the RDO.pdf			
Authorisation proceedings issued by the RDO.pdf			
Receive Payment			
Challan Amount	0	User Charges	35
Courier Charges	33	Total Amount	68

Confirm Payment

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.

[Show Payment](#)

Uploaded Documents
[Application Form.pdf](#)
[Acceptance proceedings issued by the RDO.pdf](#)
[Authorisation proceedings issued by the RDO.pdf](#)

Receive Payment

Challan Amount	<input type="text" value="0"/>	User Charges	<input type="text" value="35"/>
Courier Charges	<input type="text" value="33"/>	Total Amount	<input type="text" value="68"/>

[Confirm Payment](#)

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.



Date :14/03/2014
Time :7:20 PM

Refund of Trade Deposit Receipt
Date of Payment :14/03/2014

Transaction Id :	TRTD03000242	Authorized Agent:	OPERATOR
Applicant Name :	Rakesh Poda	Application No. :	RTD03000242
FP Shop No. :	1200	Authorisation Issue Date :	12/02/2013
Period of Validity :	1 year	Date of Acceptance Resignation :	12/08/2013
Amount Paid (in Rs.) :	68	Delivery Type:	Local Post
Certificate Delivery Date: Within 30 working days from requested date .			

Sd/-
TCS TEST CHANNEL

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

[Print](#) [List of Services](#) [Refund of Trade Deposit Application](#)

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.