



APOnline

MEESEVA USER MANUAL
FOR
“ENCUMBRANCE CERTIFICATE (CAT - A)”
By

APOnline



Approval Authority

| | |
|-----------------------------|-------------------|
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CONTENTS

| | |
|--|----|
| 1. INTRODUCTION: | 5 |
| 1.1 About Encumbrance Certificate: | 5 |
| 1.2 Service Details: | 5 |
| 1.3 Abbreviations: | 5 |
| 2. WORK FLOW DIAGRAM: | 6 |
| 3. PROCEDURE FOR APPLYING ENCUMBRANCE CERTIFICATE: | 6 |
| 3.1 KIOSK PROCESS: | 6 |
| 3.2 LIST OF DEPARTMENTS: (Selection)..... | 7 |
| 3.3 SELECTION OF SERVICE:..... | 8 |
| 3.4 APPLICATION FORM: | 8 |
| 3.5 DOCUMENT DETAILS: | 10 |
| 3.6 APPLICATION FORM: | 12 |
| 3.7 APPLICANT DETAILS:..... | 13 |
| 3.8 PERMANENT ADDRESS DETAILS: | 13 |
| 3.9 PAYMENT DETAILS:..... | 14 |
| 3.10 SEARCH DOCUMENTS:..... | 14 |
| 3.11 SUBMISSION OF DETAILS:..... | 16 |
| 3.12 ACKNOWLEDGMENT RECEIPT: | 18 |
| 3.13 ENCUMBRANCE CERTIFICATE:..... | 18 |
| 4. APPROVALS:..... | 19 |

LIST OF TABLES

| | |
|------------------------------------|----|
| Table 1: Service Details..... | 5 |
| Table 2: Definitions..... | 5 |
| Table 3: Approval Authorities..... | 19 |



LIST OF DIAGRAMS

Diagrams 1: Work Flow Process by Kiosk Operator 6

LIST OF FIGURES

Figure 1: List of Departments 7

Figure 2: Select Encumbrance Certificate (CAT-A) 8

Figure 3: Encumbrance Certificate Application Form..... 9

Figure 4: Click on Get Documents 10

Figure 5: Click on Submit 11

Figure 6: Click on Post (for Posting Doc Details)..... 11

Figure 7: EC Application Form (After posting Details) 12

Figure 8: Capture Applicant Details 13

Figure 9: Capture Permanent Address Details 14

Figure 10: Click on Show Payment 14

Figure 11: Click on Search Documents 15

Figure 12: List of EC Documents 15

Figure 13: Selection of Document 16

Figure 14: Click on Submit 16

Figure 15: Click on Confirm Payment 17

Figure 16: Click on Complete Payment..... 17

Figure 17: Acknowledgment Receipt..... 18

Figure 18: Encumbrance Certificate 19

ENCUMBRANCE CERTIFICATE (CAT - A)

1. INTRODUCTION:

1.1 About Encumbrance Certificate:

An encumbrance certificate is evidence that the property in question is free from any monetary and legal liabilities. It is to be obtained from the Registrar Office Concerned. Encumbrance certificate is the certificate issued by the Registrar of Properties pertaining to a particular piece of land about the transaction made during the period you apply for. If there was sale, mortgage, settlement, Will, Gift or other deeds etc., and the parties executed and beneficiaries, date of transaction, amount etc will be there for that period and can get history of transactions. To avail the Encumbrance Certificate Service, Citizen needs to apply through MeeSeva Franchise.

1.2 Service Details:

Table 1: Service Details

| | |
|---------------------------|---------------------|
| Category Type | A |
| Department | Registration |
| Issuing Authority | SRO |
| User Charges | 35/- |
| SLA | 15 - 30 Min |
| Documents Required | NA |

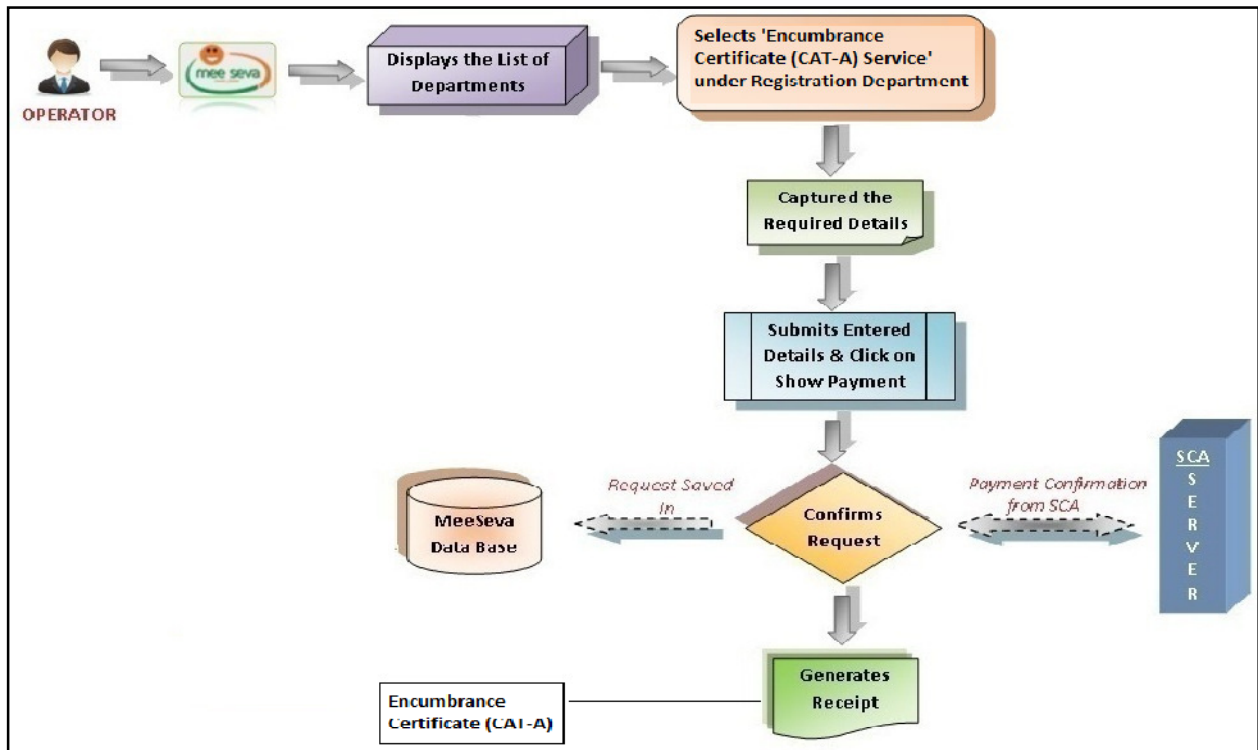
1.3 Abbreviations:

Table 2: Definitions

| | |
|--------------|-------------------------|
| EC | Encumbrance Certificate |
| SRO | Sub Register officer |
| Kiosk | MeeSeva Kiosk Operators |
| SDC | State Data Center |

2. WORK FLOW DIAGRAM:

The following is the Process flow diagrams by Kiosk Operator for placing citizen's request for Encumbrance Certificate (CAT-A);



Diagrams 1: Work Flow Process by Kiosk Operator

3. PROCEDURE FOR APPLYING ENCUMBRANCE CERTIFICATE:

3.1 KIOSK PROCESS:

- Kiosk Operator login to SCA Portal with their secured credentials and click on MeeSeva Services link.
- Page will be re-directed to MeeSeva Portal, where list of Departments will be visible, where operator to select the required department for processing the Citizens request.
- Kiosk Operator selects 'Encumbrance Certificate (CAT - A) under Registration Department.
- The below mentioned is the Process at Kiosk operator for applying Encumbrance Certificate (CAT-A).

3.2 LIST OF DEPARTMENTS: (Selection)

After successful login, the list of Departments will be visible to Kiosk operator as shown in the below figure;

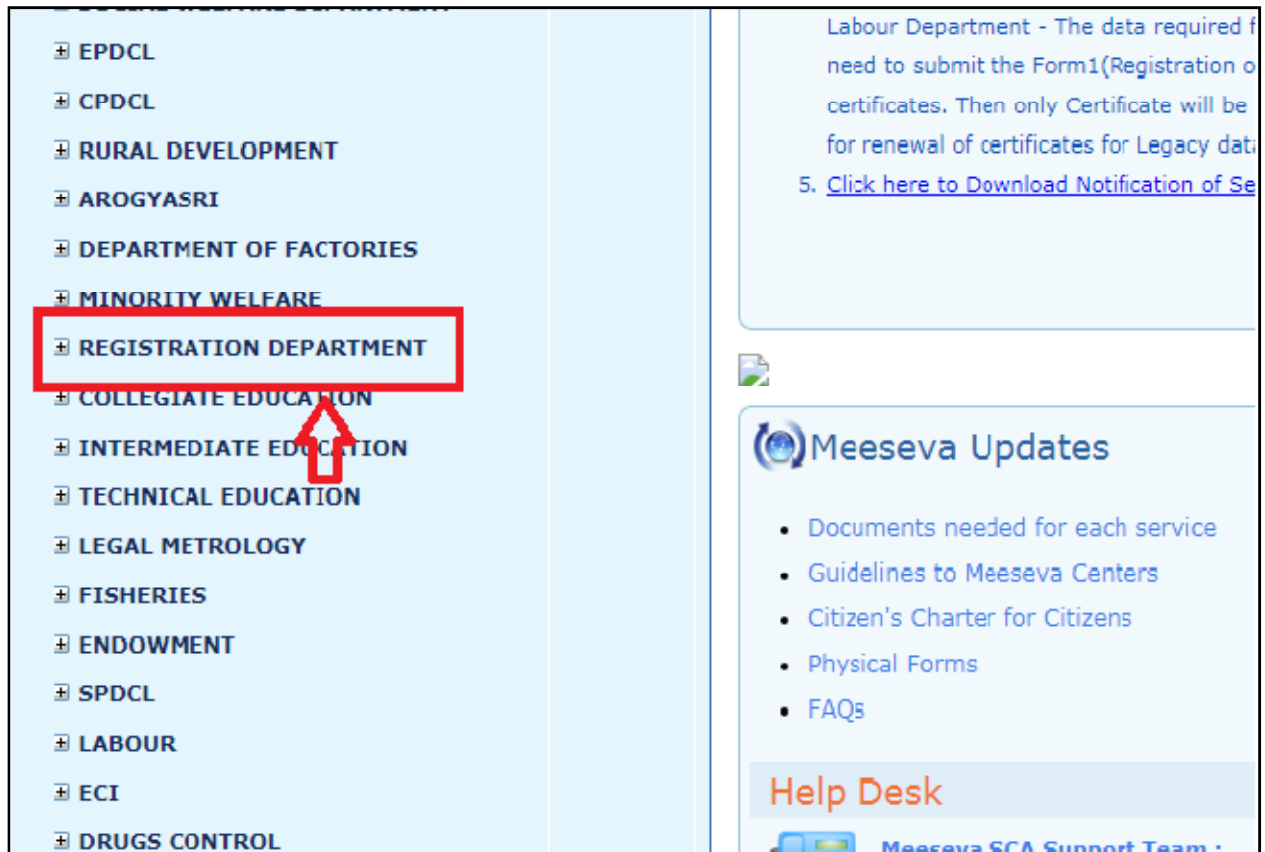


Figure 1: List of Departments

- Operator select the Respective Department '**Registration Department**' for applying Encumbrance Certificate.

3.3 SELECTION OF SERVICE:

Kiosk operator selects 'ENCUMBRANCE CERTIFICATE (CAT-A)' from list of Services as shown in below figure:

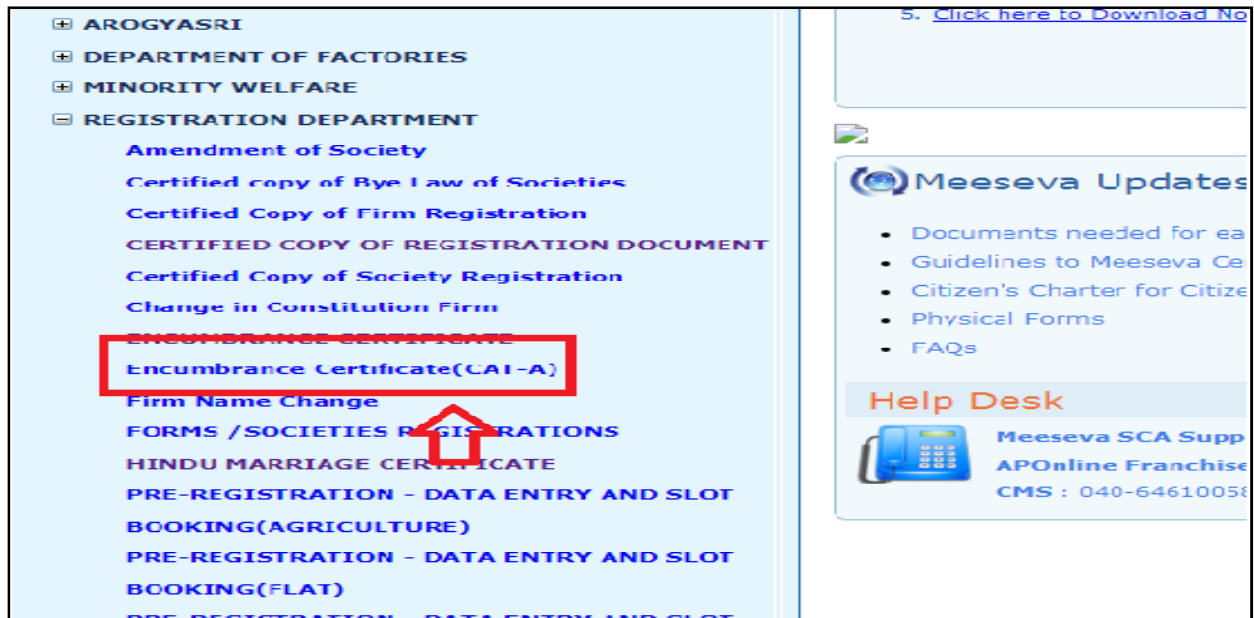


Figure 2: Select Encumbrance Certificate (CAT-A)

- Operator Selects '**Encumbrance Certificate (CAT-A)**' from list of Services under Registration Department.

3.4 APPLICATION FORM:

1. Encumbrance Certificate Application Form will be fetched from Sever as shown in below figure:



Encumbrance Certificate Application Form :-

Important Instructions:

- 1) For Issuing Manual EC's through SRO office [Click here for more details](#)
- 2) Please follow the codes given in the sheet while entering telugu survey numbers, [Click here to view the codes](#)
- 3) If the required village name under Buildings/Structures or Open Sites/Agricultural Lands is not found, enter the required village name in Alias textbox, next to village dropdown
- 4) Please enter Valid data for Flat Number, Old House Number or Plot Number, otherwise request will be rejected
- 5) If the village name appears more than once in Village dropdown under Buildings/Open Sites a provision is made so that on selecting the village, mandal is displayed below
- 6) If the details are fetched by clicking the GetDocuments button don't change the details, otherwise EC may be generated with irrelevant data or EC may be rejected by SRO or NIL EC may be generated
- 7) Charges for E.L. have been revised by registration department, search upto 30 years (Rs.225/-), search above 30 years (Rs.525/-)
- 8) The Provision for entering details under Buildings/Structures and Open Sites/Agricultural Lands has been removed when details are populated on entering Document Year/Document Number
- 9) If the Document Number/Year are entered while searching the EC Details, The From date must not be greater than Document Year (Ex: If Document Number/Year is 1234/2000 FromDate must not be 2001 or greater), The transactions which are done between the selected From & To Dates are fetched
- 10) EC certificates can be printed within 1 month of approval date, Beyond that EC will not be available for printing for the specified transaction

Please Select Payment Mode

Payment Modes

Document Details

| | | | | |
|------------------------|--|---|---|---------------|
| Name of the District*: | <input type="text" value="Select"/> | Period From (DD/MM/YYYY)*: | <input type="text" value="01/01/1983"/> | Ex:01/10/1983 |
| Select SRO*: | <input type="text" value="Select"/> Find SRO | Period To (DD/MM/YYYY)*: | <input type="text" value="20/06/2018"/> | |
| Document Number*: | <input type="text"/> | Document Year (year should be less than or equal to present year)*: | <input type="text"/> | |

Figure 3: Encumbrance Certificate Application Form

- By click on Encumbrance Certificate (CAT-A) Link, application form will be fetced from Sever where Kiosk operator to Capture the Search Details for fetching the Documents.
 - Documents Details will be dipslayed - where Operator to select/Capture with; Name of the District, Period From (DD/MM/YYYY), Select DRO, Period To (DD/MM/YYYY), Document Number, Document Year (year should be less than or equal to current year).
2. Operator to Capture the required Details and click on '**Get Documents**' as shown in below figure:



| Document Details | | | |
|------------------------|---------------------------------------|---|------------|
| Name of the District*: | Chittoor | Period From (DD/MM/YYYY)*: | 01/01/1983 |
| Select SRO*: | BANGARUPALEM Find SRO | Period To (DD/MM/YYYY)*: | 20/06/2018 |
| Document Number*: | 1 | Document Year (year should be less than or equal to present year)*: | 2016 |
| Get Documents | | | |




Figure 4: Click on Get Documents

- If Citizen is not having an Idea of SRO, a Provision is provided to kiosk operator to click on 'Find SRO'.
- By click on it, the page will be re-directed to Department of Registration & Stamps Portal where Operator can find the SRO based on the District.
- Once the Details are Captured - Name of the District, Select SRO, Document Number, Document Year (year should be less than or equal to current year), Operator click on 'GET DOCUMENTS'.

3.5 DOCUMENT DETAILS:

1. A pop up will be populated after click open 'Get Documents' as shown in below figure:



Doc No:* 1 Reg Year:* 2016

Submit

Figure 5: Click on Submit

- By click on Get Documents, a pop up will be populated with Document No., Reg Year (which was captured earlier).
 - Operator click on **'SUBMIT'** for fetching the document Details.
2. Document details will be fetched form Server based on Doc No., & Reg Year as shown in the below figure:

Doc No:* 1 Reg Year:* 2016

Reset

| SRO | SRO Jrdn | Colony | Flat No | Apartment | HouseNo | BuildVillage | BVillageAlias | Plot No | Sy No | AgriVillage | AVillageAlias | Extent | BuiltUp Area | Post |
|------|----------|---------------|---------|-----------|---------|---------------|---------------|---------|-------|-------------|---------------|--------|--------------|------|
| 1001 | 1001 | RAGIMANIPENTA | | | 1/65 | RAGIMANIPENTA | RAGIMANIPENTA | | 279/Q | | | 350 Y | 0 Sq.ft | Post |

Figure 6: Click on Post (for Posting Doc Details)



- Document Details will be displayed with (Non Editable); SRO, SRO Jrdn, Colony, Flat No., Apartment, House No., Build Village, BVillage Alias, Plot NO., Sy.No., Agn Village, AVillage, Extent, BuiltUp Area.
- Once the Details are verified by Citizen & Kiok Operator, Operator click on 'POST'.

3.6 APPLICATION FORM:

Kiosk Operator to capture the Details Once Citizen Details are Posted as shown in below figure:

| | | | |
|-------------------------------|--|--|--|
| Please Select Payment Mode | | | |
| Payment Modes | | Cash | |
| Document Details | | | |
| Name of the District* | Chittoor | Period From (DD/MM/YYYY)*: | 01/01/1983 Ex:01/10/1983 |
| Select SRO* | BANGARUPALEM Find SRO | Period To (DD/MM/YYYY)*: | 20/05/2018 |
| Document Number*: | 1 | Document Year(year should be less than or equal to present year)*: | 2016 |
| Reset | | | |
| Buildings/Structures | | | |
| Flat Number: | <input type="text"/> Please enter valid data for Flat Number(Without special characters) | Old HouseNo: | <input type="text"/> 1/65 Please enter valid data for Old House Number(Without special characters,should not start with 0) |
| Apartment: | <input type="text"/> | Ward - Block: | <input type="text"/> 0 <input type="text"/> 0 |
| Village/City: | Select | Alias: | RAGIMANIPENTA Please enter Alias(Village) name if the relevant village name is not found in the Village dropdown |
| Open Sites/Agricultural Lands | | | |
| Plot No(s): | <input type="text"/> Please enter valid data for Plot Number(Without special characters) | In Survey No(s): | <input type="text"/> 279/Q For multiple survey numbers enter with comma separation(Ex:499,500,501) |
| Village/City: | Select | Alias: | RAGIMANIPENTA Please enter Alias(Village) name if the relevant village name is not found in the Village dropdown |
| Bounded By | | | |
| East*: | STREET | West*: | VANKA |
| North*: | THE HOUSE OF G.KUPPUSW | South*: | THE HOUSE OF K.R.RAMAM |
| Extant: | 350 Y | Built up: | 0 Sq.ft |
| Applicant Details | | | |
| Application Number*: | ECM011800000047 | Aadhar Card No: | <input type="text"/> Pre-Fill |
| Applicant Name*: | <input type="text"/> | Property Owner Name*: | <input type="text"/> |
| Permanent Address | | | |
| Door No: | <input type="text"/> | | |
| District*: | Select | Mandal*: | Select |
| Village/Ward*: | Select | Pin Code: | <input type="text"/> |
| Mobile*: | <input type="text"/> | Email: | <input type="text"/> |
| Delivery Type*: | Select | | |
| Show Payment | | | |

Figure 7: EC Application Form (After posting Details)



- Once the Document Details are Posted, the page will be re-directed to Encumbrance Certificate (CAT-A) application form where Operator to Capture the required fields.
- **(*) marked fields are mandatory in the Application Form.**

3.7 APPLICANT DETAILS:

Operator to Capture the Applicant Details in Application form as shown in below figure:

| Applicant Details | | | |
|----------------------|-----------------|-----------------------|--|
| Application Number*: | FCM011800000047 | Aadhar Card No: | <input type="text"/> Pre-Fill |
| Applicant Name*: | Saidhulu | Property Owner Name*: | B Saidhulu |
| Permanent Address | | | |

Figure 8: Capture Applicant Details

- Applicant Details to be Captured with; Application Number (auto filled), Aadhaar Card No., Applicant Name*, Property Owner Name*
- If Aadhaar Details are available in Server, A provision is provided to operator to capture 'Aadhaar Number' & click 'Pre-Fill' where applicant details will be auto-fetched.

3.8 PERMANENT ADDRESS DETAILS:

Operator to Capture the Applicant Permanent Address Details (in application form) as shown in below figure:



| | | | |
|-------------------------------|------------|-----------|--------------|
| Permanent Address | | | |
| Door No: | 11-2-3 | | |
| District*: | Chittoor | Mandal*: | Vadamalapeta |
| Village/Ward*: | VADAMALA | Pin Code: | |
| Mobile*: | XXXXXXXX65 | Email: | |
| Delivery Type*: | Manual | | |
| Show Document | | | |

Figure 9: Capture Permanent Address Details

- Permanent Address Details to be Captured with; Door No., District*, Mandal*, Village/Ward*, Pin Code, Mobile*, Email, Delivery Type.
- **For Category A type Services, the Delivery Type is Manual.**

3.9 PAYMENT DETAILS:

Once the application form is filled by operator, he/she to click on 'Show Payment' as shown in below figure:

| | |
|---------------------|-----------------|
| VADAMALA | Pin Code: |
| XXXXXXXX65 | Email: |
| Manual | |
| Show Payment | |
| | User Charges 25 |

Figure 10: Click on Show Payment

- Once by click on '**Show Payment**', Payment particulars will be fetched from Server with; Challan Amount, User Charges, Service Charges.

3.10 SEARCH DOCUMENTS:

1. Operator to click on '**Search Documents**' for verifying the Documents as shown in below figure:



Delivery type: Manual

Show Payment

Receive Payment

| | | | |
|-----------------|--------------------------------|--------------|---------------------------------|
| Challana Amount | <input type="text" value="0"/> | User Charges | <input type="text" value="35"/> |
| Service Charges | <input type="text" value="0"/> | Total Amount | <input type="text" value="35"/> |

Search Documents

Figure 11: Click on Search Documents

- By Click on 'Search Documents', Encumbrance Documents List will be fetched from Server as shown in below figure:

| Encumbrance Documents List | | |
|----------------------------|--------------------------|---|
| S.I No | Select All | Application No |
| 1. | <input type="checkbox"/> | 2017/144-1-1001 |
| 1.1 | <input type="checkbox"/> | Link 2014/953-1-1001-LNK-LI |
| 2. | <input type="checkbox"/> | 2016/1-1-1001 |
| 2.1 | <input type="checkbox"/> | Link 2014/953-1-1001-LNK-LI |
| 3. | <input type="checkbox"/> | 2014/953-1-1001 |

Note : Please select relevent documents

Submit

Figure 12: List of EC Documents

- Encumbrance Documets List will be displayed with; S.No., Select All (chekc Box), Application No.



3. Operator Select the list of Documents List as shown in below figure:

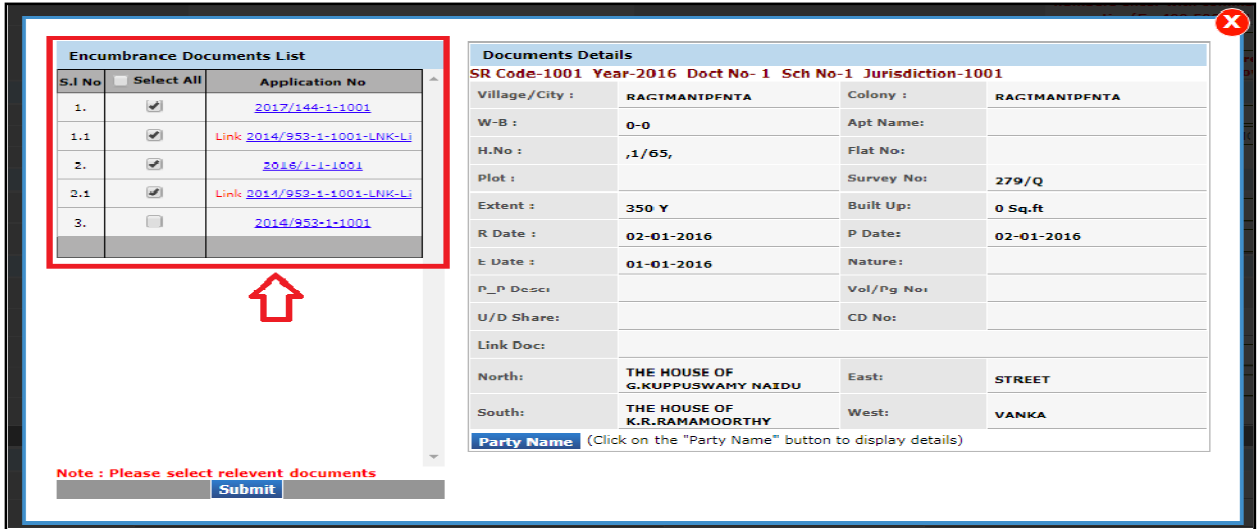


Figure 13: Selection of Document

- A Provision is Provided to Operator to Select Multiple Documents lists by click on Check Box.
- A Provison is provided to view the Document details, by click on required Application No.

3.11 SUBMISSION OF DETAILS:

1. Once the Details are Verified, operator click on 'SUBMIT' as shown in below figure:

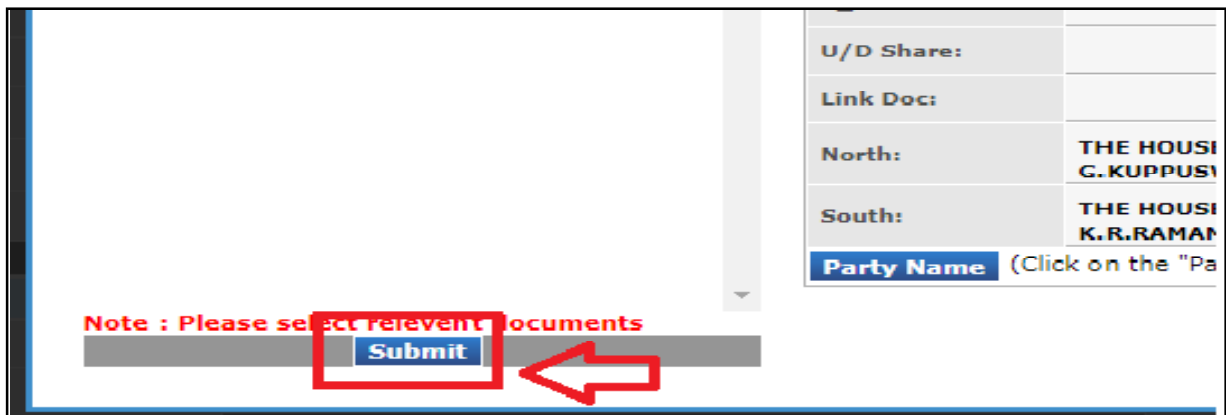


Figure 14: Click on Submit

- Operator click on 'SUBMIT' after verifying the Encumbrance Certificate Documents List.
- By Click on Submit, the Page will be re-directed to Payment Particulars, which are to be collected from Citizen.



- Operator click on '**Confirm Payment**' for confirming the Payment for Encumbrance Certificate as shown in below figure:

| | | |
|---|--------------|----|
| XXXXXXXX65 | Email: | |
| Manual | | |
| Show Payment | | |
| 0 | User Charges | 35 |
| 0 | Total Amount | 35 |
| Confirm Payment | | |
| All Rights Reserved with Director, Electronic Services Delivery | | |

Figure 15: Click on Confirm Payment

- Once the fee Particulars are Collected from Citizen, Operator click on '**Confirm Payment**'.
 - By Click on it, a new pop up will be populated with Payment Mode selection.
- Payment Mode Selection popup will be populated where operator to select the type as shown in below figure:

| | |
|-------------------------------|-------|
| Payment Mode Selection | |
| Payment Mode | Cash |
| Total Amount(₹) | 35.00 |
| Grand Total(₹) | 35.00 |
| Complete Payment | |

Figure 16: Click on Complete Payment

- Payment Mode Selection Details will be displayed with; Payment Mode, Total Amount, Grand Total.



- Operator to click on 'Complete Payment' for Submission of request.

3.12 ACKNOWLEDGMENT RECEIPT:

Once the Payment is done, an acknowledgment Receipt will be generated as shown in below figure:

| Encumbrance Receipt | | | |
|---|---|------------------------|--------------------------|
| Date of Payment : 11/20/2017 | | Payment Mode : Cash | |
| Center Name : | OPERATOR | Transaction Id : | TAECM011700001723 |
| Applicant Name : | TEST | Application No : | ECM011700001723 |
| Service Type : | ENCUMBRANCE CERTIFICATE | Amount Paid (in Rs.) : | 525 |
| Document District : | Chittoor | SRO Jurisdiction : | BANGARUPALEM |
| Document ID : | 1 | Document Year : | 2016 |
| Selected SRO : | BANGARUPALEM | | |
| Property Owner Name: | TEST | | |
| Delivered in: | Within 0 working days from requested date . | | |
| As the Service Tax 12.36 % is added to existing postal charges, Existing Charges Rs.33/ Rs.46. New Charges (Rs. 37 / Rs. 52) will effect from 1st September 2014. | | | |
| | | | Sd/- TCS TEST CHANNEL |
| <small>To know the application status, please visit ap.meeeva.gov.in</small> | | | |

Figure 17: Acknowledgment Receipt

- Once the request is successfully inserted, an acknowledgment receipt will be generated from Server.
- Operator generates the print of the acknowledgment and handovers to Citizen.

3.13 ENCUMBRANCE CERTIFICATE:

Encumbrance Certificate Format is shown in below figure:



GOVERNMENT OF ANDHRA PRADESH
REGISTRATION AND STAMPS DEPARTMENT
STATEMENT OF ENCUMBRANCE ON PROPERTY

App No : 954622

MeeSeva App No : ECM011700001719

Date : 20-Nov-17

Statement No : 34856471

Sri/Smt.: CVXCZXV : having searched for a statement giving particulars of registered acts and encumbrances if any, in respect of the under mentioned property
VILLAGE: 155.KAMMAPALLE ,Survey No :
,180/1,180/2,180/3,180/4,180/5,180/6,180/7,180/8,180/9,180/10, East: LAND OF CHINNAIAH GOWDU & THIPPAIAH CHERUVU West: LAND OF DORASWAMY REDDY & SARA KALLU ROAD South: SARA KALLU ROAD North: LAND OF DORASWAMY REDDY & THIPPAIAH CHERUVU Extent: 129.5 C

A search is made in the records of SRO(s) of BANGARUPALEM relating there to for 34 years from 01-01-1983 To 19-11-2017 for acts and encumbrances affecting the said property and that on such search the following acts and encumbrances appear

| S.No | Description of property | Reg. Date Pres. Date | Exe Date | Nature & Mkt. Value Con. Value | Name of Parties Executant(EX) & Claimants(CL) | W/Pg No CD No Doc No/Year [ScheduleNo] |
|------|---|--|----------|---|---|--|
| 1 | VILL/COL: GURUKAVARIPALLE/GURUKAVARIPALLE W-B: 0-0 SURVEY: 180/1 180/2 180/3 180/4 180/5 180/6 180/7 180/8 180/9 180/10 EXTENT: 129.5 Boundires: [N]: LAND OF DORASWAMY REDDY AND THIPPAIAH CHERUVU [S] SARA KALLU ROAD [E]: LAND OF CHINNAIAH GOWDU AND THIPPAIAH CHERUVU [W]: LAND OF DORASWAMY REDDY AND SARA KALLU ROAD 1001, | (R) 02-01-2010 (E) 10-12-2009 (P) 02-01-2010 | | 0101 (Sale Deed) Mkt.Value:Rs. 133385 Cons.Value:Rs. 0 | 1 .1.(EX)E.BHAGYAMMA 2.(EX)E.SURENDRA REDDY 3.(EX)E.HARINATHA REDDY 4.(CL)E.KESAVA REDDY | 0/0 CD_Volume: 225 1/ 2010 [1] of SROBANGARUPALEM |

Note : This is Digitally Signed Certificate, does not require physical signature. And this certificate can be verified at <http://www.ap.mee seva.gov.in/> by furnishing the application number mentioned in the Certificate.

Print Home

Figure 18: Encumbrance Certificate

- Operator generates the Certificate of EC by click on 'Print Certificate' in Acknowledgment Receipt.
- Print Certificate Label will be binded in Acknowledgement Receipt.
- Operator generates the print of Encumbrance Certificate and handovers to Citizen.

4. APPROVALS:

Table 3: Approval Authorities

| | | |
|----------------------|------|-----------|
| Inspected By | Date | Signature |
| Ragavendra Rao Jakka | | |
| Approved By | Date | Signature |
| B. Bala Kishore | | |