



POSSESSION CERTIFICATE-USER MANUAL-DEPARTMENT END

Possession Certificate request is applied by the citizen through the Meeseva centers. This request can be accessed by the Tahasildhar/RDO and processed. The processing steps and screens are provided below.

Note: - The Competent Authority for this service has been changed (either Tahasildhar/RDO) based on Mandal. RDO is Competent Authority for all urban mandals. Tahasildhar is Competent Authority for Remaining Mandals.

Category Type	B
Documents Required	Application Form* Income Certificate/Ration Card*

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

Procedure for Processing the Request at Tahasildhar End: -

- ◆ Select "Possession Certificate" from Application Processing. It has been depicted in figure 1.



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Application Processing

- [Old Adanqa Certificate Requests](#)
- [Land Conversion](#)
- [Late Registration Birth/Death Requests](#)
- [CertifiedCopies Requests](#)
- [Localization Of Properties Request](#)
- [Demarcation Requests\(HYD\)](#)
- [Possession Certificate](#)
- [Residence Certificate](#)
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- [ROR - 1B Copy](#)
- [Adanqa](#)
- [Integrated Certificate](#)
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- [F-Line Petition/Sub Division](#)
- [OBC Certificate](#)
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- [Family Membership Certificate](#)
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- [ISES Requests](#)
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- [Request Process By Application No](#)
- [Apathbandhu Requests](#)
- [PawnBroker/MoneyLending Requets](#)
- [Income Bulk Approval \(Pilot for Asifnagar \)](#)
- [Ration Card Data Corrections](#)
- [Adanqa/Pahani Corrections](#)

User Details

- [Upload Facsimile Signature](#)

Reports

- [Update Profile](#)
- [Key Information](#)
- [Meeseva Request Tracking System\(MRTS\)](#)
- [Police Services](#)

[Click here to view Dashboard](#) **M.Amaranadhareddy**
(Vadamalapeta)



Figure 1: Possession Certificate Process link under Application Processing

Note: -Tahasildhar/RDO can also process through the Dashboard in the Tahasildhar /RDO Login.

- ◆ After selection of “Possession Certificate” link, Tahasildhar/RDO Processing window will be displayed. It has been depicted in figure 2.



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Tahsildar Processing - Possession Certificate

User Profile			
User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Officer
Search Criteria			
From Date:	21/02/2013	To Date:	28/02/2013
Request Status:	All		
<input type="button" value="Get Details"/>			

Figure 2: Tahasildhar Processing window in Possession Certificate request screen

- Select from date & to date by using calendar controls as depicted in figure 3.

Note: - Here, to date must be prior to Current date.

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Tahsildar Processing - Possession Certificate

User Profile			
User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Officer
Search Criteria			
From Date:	21/02/2013	To Date:	28/02/2013
Request Status:	All		
<input type="button" value="Get Details"/>			

Figure 3: Selection of dates in Tahasildhar Processing window

- Select "Request Status (either All/Not Viewed/Open etc...)" from request status drop down list as depicted in figure 4.

NOTE: - Here, At First the Request is in "Not Viewed" Status. Here I am selecting "Not viewed" request.

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Tahsildar Processing - Possession Certificate

User Profile			
User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Officer
Search Criteria			
From Date:	21/02/2013	To Date:	28/02/2013
Request Status:	All		
<input type="button" value="Get Details"/>			

Figure 4: Selection of request status in Tahasildhar Processing window

- Click "Get Details" button to display requests as depicted in figure 5.



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Tahsildhar Processing - Possession Certificate

User Profile
User Id : CTR-VAD-MRO-1 Role : Mandal Revenue Officer

Search Criteria
From Date: 21/02/2013 To Date: 28/02/2013
Request Status: Not Viewed

[Get Details](#)

Figure 5: Get Details button in Tahasildhar Processing window

- All "Not Viewed" Requests are displayed as depicted in figure 6.

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Tahsildhar Processing - Possession Certificate

User Profile
User Id : CTR-VAD-MRO-1 Role : Mandal Revenue Officer

Search Criteria
From Date: 21/02/2013 To Date: 28/02/2013
Request Status: Not Viewed

[Get Details](#)

[Click here to download in Excel!!!](#)

Possession Certificate Application Requests From 21/02/2013To 28/02/2013

S.No.	Application No	Applicant Name	Mandal	Status	Application Date
1	PC02001251	PODA PRASADARAO	Vadamalapeta	Not Viewed	28/02/2013

Figure 6: Requests in Tahasildhar Processing window

- Select the Request which has to be processed as depicted in figure 7.

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For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Tahsildhar Processing - Possession Certificate

User Profile
User Id : CTR-VAD-MRO-1 Role : Mandal Revenue Officer

Search Criteria
From Date: 21/02/2013 To Date: 28/02/2013
Request Status: Not Viewed

[Get Details](#)

[Click here to download in Excel!!!](#)

Possession Certificate Application Requests From 21/02/2013To 28/02/2013

S.No.	Application No	Applicant Name	Mandal	Status	Application Date
1	PC02001251	PODA PRASADARAO	Vadamalapeta	Not Viewed	28/02/2013

Figure 7: Request selection in Tahasildhar Processing window

- After selection of the request, request details page will be displayed as depicted in figure 8.



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Possession Certificate Application Details			
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Applicant Details:			
Application Number*:	PC02001251	Father/Husband Name*:	PODA VENKATESWA
House Owner Name*:	PODA PRASADARAG	Locality/Land Mark* :	NEW TEMPLE
Door No:	3-100	Mandal* :	VADAMALAPETA
District*:	CHITTOOR	Pin Code:	523181
Village/Ward* :	VADAMALA	Age* :	60
Income*:	10000	Survey No.*:	12/1A
Survey No.*:	12/1A	Extent* :	1.99 Acres/Cents
Purpose* :	HOME LOAN	Ration Card No:	PAP084600400300
AADHAR Card No:	464967444896	Status:	Open
Informant Details			
Informant Name*:	PODA RAKESH	Relation*:	Son
Door No :	2-100	Locality/Land Mark* :	OLD TEMPLE
District*:	PRAKASAM	Mandal* :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA,RAKESH@GMAIL.COM
House Boundaries			
Name of the House/land holder			
East*:	RAMU PODA	West*:	SOMU,PODA
North*:	ANIL PODA	South*:	SUNIL PODA
Documents Attached			
01~Test Document.docx			
02~Test Document.docx			
Action Taken			
<input type="radio"/> Accept <input type="radio"/> Reject			
Remarks	<input type="text"/>		
<input type="button" value="Sign"/> <input type="button" value="Back"/>			

Figure 8: Request details page of Tahasildhar

- ◆ **Note:** - Here Edit Options are given some fields of Applicant details, Informant Details and House boundaries in Tahasildhar/RDO Login as depicted in figure 9.



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Possession Certificate Application Details			
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Applicant Details:			
Application Number*:	PC03000021		
House Owner Name*:	PODA PRASADARAO	Father/Husband Name*:	PODA VENKATESWA
Door No:	3-100	Locality/Land Mark * :	NEW TEMPLE
District*:	CHITTOOR	Mandal * :	VADAMALAPETA
Village/Ward* :	VADAMALA	Pin Code:	523181
Income*:	10000	Age* :	27
Survey No.*:	12/16	Extent* :	10.89 Acres/Cents
Purpose* :	EDUCATION	Ration Card No:	PAP084600400300
AADHAR Card No:	464967444896	Status:	Open
Informant Details			
Informant Name*:	PODA ANILKUMAR	Relation*:	Brother
Door No :	2-100	Locality/Land Mark * :	OLD TEMPLE
District*:	PRAKASAM	Mandal * :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA.RAKESH@GMAIL.COM
House Boundaries			
Name of the House/land holder			
East*:	RAMU PODA	West*:	SOMU.PODA
North*:	ANIL PODA	South*:	SUNIL PODA
Documents Attached			
01~Test Document.docx			
02~Test Document.docx			
Action Taken			
<input type="radio"/> Accept <input type="radio"/> Reject			
Remarks			
Sign Back			

Figure 9: Editable fields in Possession Certificate request details Page

- ◆ Download all the attached documents from “Documents Attached” panel by clicking on links as depicted in figure



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Possession Certificate Application Details			
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Applicant Details:			
Application Number*:	PC02001251	Father/Husband Name*:	PODA VENKATESWA
House Owner Name*:	PODA PRASADARAO	Locality/Land Mark * :	NEW TEMPLE
Door No:	3-100	District*:	CHITTOOR
District*:	CHITTOOR	Mandal * :	VADAMALAPETA
Village/Ward* :	VADAMALA	Pin Code:	523181
Income*:	10000	Age* :	60
Survey No.*:	12/1a	Extent* :	1.99 Acres/Cents
Purpose* :	HOME LOAN	Ration Card No:	PAP084600400300
AADHAR Card No:	464967444896	Status:	Open
Informant Details			
Informant Name*:	PODA RAKESH	Relation*:	Son
Door No :	2-100	Locality/Land Mark * :	OLD TEMPLE
District*:	PRAKASAM	Mandal * :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA.RAKESH@GMAIL.COM
House Boundaries			
Name of the House/land holder			
East*:	RAMU PODA	West*:	SOMU,PODA
North*:	ANIL PODA	South*:	SUNIL PODA
Documents Attached			
Q1-Test Document.docx			
Q2-Test Document.docx			
Action Taken			
<input checked="" type="radio"/> Accept <input type="radio"/> Reject			
Remarks	<input type="text"/>		
<input type="button" value="Sign"/> <input type="button" value="Back"/>			

Figure 10: Attached Documents in Possession Certificate request details Page

- ◆ After downloading all Verification/Proceeding documents, Tahasildhar/RDO is conducting field level enquiry. After enquiry, Tahasildhar/RDO can take action (either Accept/Reject) based on report. Like shown in the below screen as depicted in figure 11.



Note: - Based on Tahasildhar/RDO action (either Accept/Reject), status (either Approved/Rejected) is generated.

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For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.apt@gmail.com

Possession Certificate Application Details

User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
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Applicant Details:

Application Number*:	PC02001251	Father/Husband Name*:	PODA VENKATESWA
House Owner Name*:	PODA PRASADARAC	Locality/Land Mark * :	NEW TEMPLE
Door No:	3-100	Mandal * :	VADAMALAPETA
District*:	CHITTOOR	Pin Code:	523181
Village/Ward* :	VADAMALA	Age * :	60
Income*:	10000	Extent* :	1.99 Acres/Cents
Survey No.*:	12/1e	Ration Card No:	PAP084600400300
Purpose* :	HOME LOAN	Status:	Open
AADHAR Card No:	464967444896		

Informant Details

Informant Name*:	PODA RAKESH	Relation*:	Son
Door No :	2-100	Locality/Land Mark * :	OLD TEMPLE
District*:	PRAKASAM	Mandal * :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA.RAKESH@GMAIL.COM

House Boundaries

Name of the House/land holder			
East*:	RAMU PODA	West*:	SOMU,PODA
North*:	ANIL PODA	South*:	SUNIL PODA

Documents Attached

[01~Test Document.docx](#)
[02~Test Document.docx](#)

Action Taken

Accept Reject

Remarks

Sign Back

Figure 11: Action Taken in Possession Certificate request details Page

- ◆ If Tahasildhar/RDO wants to accept the request by clicking on the “Accept” Radio button as depicted in figure 12.



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Possession Certificate Application Details			
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Applicant Details:			
Application Number*:	PC02001251	Father/Husband Name*:	PODA VENKATESWA
House Owner Name*:	PODA PRASADARAO	Locality/Land Mark* :	NEW TEMPLE
Door No:	3-100	Mandal* :	VADAMALAPETA
District*:	CHITTOOR	Pin Code:	523181
Village/Ward* :	VADAMALA	Age* :	60
Income*:	10000	Extent* :	1.99
Survey No.*:	12/1a	Acres/Cents	
Purpose* :	HOME LOAN	Ration Card No:	PAP084600400300
AADHAR Card No:	464967444896	Status:	Open
Informant Details			
Informant Name*:	PODA RAKESH	Relation*:	Son
Door No :	2-100	Locality/Land Mark* :	OLD TEMPLE
District*:	PRAKASAM	Mandal* :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA,RAKESH@GMAIL.COM
House Boundaries			
Name of the House/land holder			
East*:	RAMU PODA	West*:	SOMU,PODA
North*:	ANIL PODA	South*:	SUNIL PODA
Documents Attached			
01~Test Document.docx			
02~Test Document.docx			
Action Taken			
<input checked="" type="radio"/> Accept <input type="radio"/> Reject			
Remarks	<input type="text"/>		
<input type="button" value="Sign"/> <input type="button" value="Back"/>			

Figure 12: Action Taken in Possession Certificate request details Page

- ◆ Enter "Remarks" and click on "Sign" button as depicted in figure 13.



For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Possession Certificate Application Details			
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Applicant Details:			
Application Number*:	PC02001251		
House Owner Name*:	PODA PRASADARAO	Father/Husband Name*:	PODA VENKATESWA
Door No:	3-100	Locality/Land Mark* :	NEW TEMPLE
District*:	CHITTOOR	Mandal* :	VADAMALAPETA
Village/Ward* :	VADAMALA	Pin Code:	523181
Income*:	10000	Age* :	60
Survey No.*:	12/1a	Extent* :	1.99 Acres/Cents
Purpose* :	HOME LOAN	Ration Card No:	PAP084600400300
AADHAR Card No:	464967444896	Status:	Open
Informant Details			
Informant Name*:	PODA RAKESH	Relation*:	Son
Door No :	2-100	Locality/Land Mark* :	OLD TEMPLE
District*:	PRAKASAM	Mandal* :	CHINAGANJAM
Village/Ward* :	GONASAPUDI	Pin Code:	523181
Mobile*:	9059618169	Email:	PODA.RAKESH@GMAIL.COM
House Boundaries			
	Name of the House/land holder		
East*:	RAMU PODA	West*:	SOMU,PODA
North*:	ANIL PODA	South*:	SUNIL PODA
Documents Attached			
01~Test Document.docx			
02~Test Document.docx			
Action Taken			
<input checked="" type="radio"/> Accept <input type="radio"/> Reject			
Remarks	APPROVED		
<input type="button" value="Sign"/> <input type="button" value="Back"/>			

Figure 13: Signing the Possession Certificate request

- ◆ After clicking on “Sign” button, Preview window will be displayed with all necessary details as depicted in figure 14.





Figure 14: Preview window with all necessary details

- ◆ Click “OK” button on Preview window. It will display Certificate window as depicted in following figure 15.

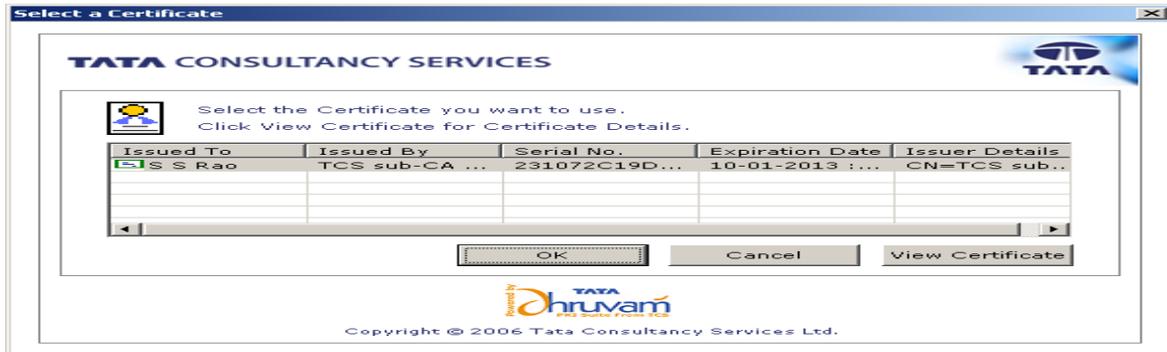


Figure 15: Certificate window

- ◆ Click “OK” button on Certificate as depicted in figure 16.

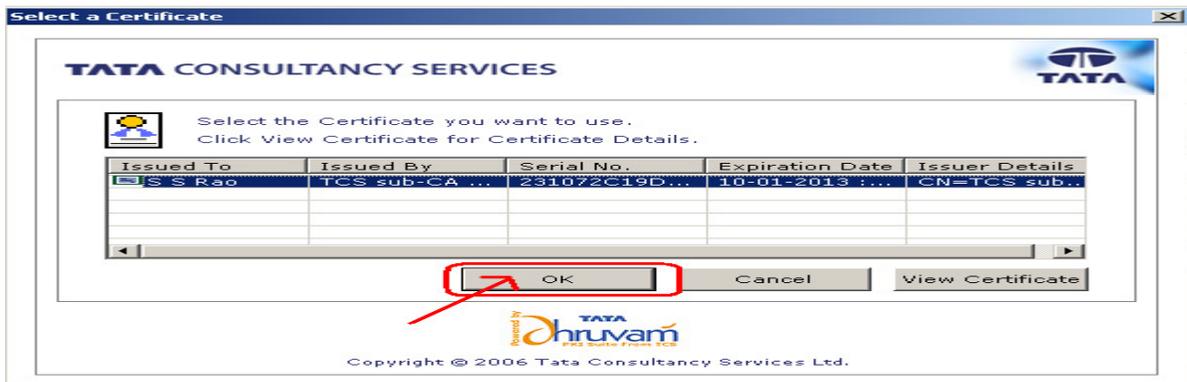


Figure 16: “OK” button selection in Certificate window

- ◆ After clicking on “OK” button, private exchange key popup will generated as depicted in following figure.



- ◆ Now clicking on “OK” button as depicted in following figure.



- ◆ After clicking on “OK” button “Possession certificate” is generated as depicted in following figure.



POSSESSION CERTIFICATE

(G.O.Ms. No. 546 (ASN - 1) Dept, Dt: 30-6-97)

DISTRICT: CHITTOOR
MANDAL : VADAMALAPETA
VILLAGE : VADAMALA

Application No



PC03000021

Date : 04/03/2013

Sri PODA PRASADARAO S/o / W/o PODA VENKATESWARLU is in the possession of House Site mentioned in the Schedule given below. This is confirmed based on the public enquiry conducted on 04/03/2013 in the VADAMALA Village based on the Public enquiry it is certified that Sri/Smt./Kum. PODA PRASADARAO is in the Possession of the House site for more than 12 years.

SCHEDULE

Village / Municipality	S. No.	Extent	Boundaries and Dimensions	Any Other Identification
VADAMALA	12/1D	10.89 Acres/Cents	North : ANIL PODA West : SOMU.PODA East : RAMU PODA South : SUNIL PODA	

The Certificate is issued subject to the following conditions :

1. Sri / Smt. Kum. PODA PRASADARAO derives an annual income of Rs. 10000 (in words) Ten Thousand from all known sources.
2. This Possession Certificate is issued ONLY for the purpose of obtaining subsidy and loan from APSHCL for the housing scheme implemented by them and not valid for any other purpose to APSHCL towards the loan to be sanctioned by them.
3. This Possession Certificate shall remain with the APSHCL till the loan with the interest when only it will be recovered.
4. During the period of mortgage, no transaction on the house-site or house constructed thereon shall be made and even PODA PRASADARAO

PLACE : VADAMALA

DATE : 04/03/2013

Certified By

Name : M.Amaranadhareddy

Designation : TAHSILDAR

Mandal: VADAMALAPETA

Note: - Now the request is in Approved status.

Note: - After Approved/Rejected, Customer Received Message. Like you are Request is Approved/ Rejected.

- ◆ Once the request is approved by Tahasildhar/ RDO, then Possession Certificate will be dispatched through courier from franchisee to the citizen's address if Delivery Type is Speed Post Local/Non Local.
- ◆ If Delivery Type Is Manual, then citizen collect the Integrated Certificate from franchisee where he/she applied for the Certificate.

Note: - RDO is doing same process for urban mandals like as Tahasildhar.