

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 (eitherTahasildhar/RDO) based on Mandal. RDO is Competent Authority for all urban mandals. Tahasildhar is Competent Authority for Remaining Mandals.

Category Type	В
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.



	Home	Change Password	Contacts	Manuals	LogOff
💑 For all Police Dept. Di	gital Token / Certificate issues pls call Helpline No:2322	4283, email ID : helpo	desk.apts@gmail	.com 💑	
Application Processing					
Old Adangal Certificate Requests		Click here to	view DashBoa	<u>rd</u> M.Amarana	adhareddy
Land Conversion				(Vadai	malapeta)
Late Registration Birth/Death Reguests					
CertifiedCopies Requests				1	
Localization Of Properties Request				llet	M
Demarcation Requests(HYD)				\sim	J .
Possession Certificate					
Residence Certificate					
Income Certificate					
ROR - 1B Copy					
Adangal					
Integrated Certificate					
Mutation Requests					
F-Line Petition/Sub Division					
OBC Certificate					
EBC Certificate Family Membership Certificate					
No Earnings Certificate					
Agriculture Income Certificate					
ISES Requests					
NFBS Requests					
NOC Requests					
Request Process By Application No					
Apathbandhu Requests					
PawnBroker/MoneyLending Requets					
Income Bulk Approval (Pilot for Asifnagar)	1				
Ration Card Data Corrections					
Adangal/Pahani Corrections					
User Details	1				
Upload Facsimile Signature					
Reports					
Update Profile					
Key Information					
Meeseva Request Tracking System(MRTS)					
Police Services					
Counter	Site Best viewed in 1024*768 / IE7			A.T	0.1
hit counters	All Rights Reserved with Director, Electronic Services Del	livery.	esigned & Develo	oped by Al	Onl i

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.



💑 For all Po	olice Dept. Digital 1	Token / Certificate issues pls call He	lpline No : 2322	4283, email ID : helpd	esk.apts@gmai	l.com 💑	
		Tahsildar Processing - F	Possession Ce	ertificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Off	icer		
5	Search Criteria						
5	From Date:	21/02/2013	To Date:	28/02/2013	-		
	Request Status:	All					
		Get De	tails				
_							

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.

💑 For all	Police Dept. Digital	Token / Certificate issues pls cal	l Helpline No : 232	24283, email ID : helpd	esk.apts@gmai	il.com 💑	
		Tahsildar Processing	g - Possession Co	ertificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Of	ficer		
	Search Criteria						
	From Date:	21/02/2013	To Date:	28/02/2013			
	Request Status:	All			-		
		Ge	t 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.

💑 For all	Police Dept. Digital	Token / Certificate issues pls call H	elpline No : 232	24283, email ID : helpde	esk.apts@gmai	il.com 💑	
		Tahsildar Processing -	Possession C	ertificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Off	icer		
	Search Criteria						
	From Date:	21/02/2013	To Date:	28/02/2013	-		
	Request Status:	All Get D Not Viewed Open Approved Rejected	etails				

Figure 4: Selection of request status in Tahasildhar Processing window

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



				Change Password			
💑 For all	Police Dept. Digital	Token / Certificate issues pls call He	lpline No : 2322	4283, email ID : helpd	esk.apts@gma	il.com 💑	
		Tahsildar Processing - I	Possession Co	ertificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Off	ìcer		
	Search Criteria						
	From Date:	21/02/2013	To Date:	28/02/2013			
	Request Status:	Not Viewed					
		Get De	tails				
			~~				

Figure 5: Get Details button in Tahasildhar Processing window

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

				Change Password			
🛣 For	all Police Dept. Digit	al Token / Certificate issues pls call	Helpline No : 2322	4283, email ID : helpo	lesk.apts@gma	ail.com 😭	
		Tahsildar Processing	j - Possession Co	ertificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue O	fficer		
	Search Criteria						
	From Date:	21/02/2013	To Date:	28/02/2013	-		
	Request Status:	Not Viewed					
		Ge	t Details				
		Click here to d	download in Excel!!!				
	Po	ssession Certificate Application Re	quests From 21/0	2/2013To 28/02/2013		I	
S.No. Ap	plication No	Applicant Name	Mandal	Status		Application Date	
	02001251	PODA PRASADARAO	Vadamalape	ata Not View	ed	28/02/2013	

Figure 6: Requests in Tahasildhar Processing window

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

			Home	Change Password			
😤 For all	l Police Dept. Digital	Token / Certificate issues pls call H	elpline No : 2322	4283, email ID : helpd	esk.apts@gma	ail.com 😭	
		Tahsildar Processing	Possession Ce	rtificate			
	User Profile						
	User Id :	CTR-VAD-MRO-1	Role :	Mandal Revenue Of	ìcer		
	Search Criteria						
	From Date:	21/02/2013	To Date:	28/02/2013	-		
	Request Status:	Not Viewed 💌					
		Get	Details				
		Click here to do	vnload in Excel!!!				
	Poss	ession Certificate Application Requ	ests From 21/02	/2013To 28/02/2013			
S.No. Appli	cation No	Applicant Name	Mandal	Status		Application Date	
1 PC03	2001251	PODA PRASADARAO	Vadamalape	ta Not Viewe	d	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.



	Possession Certi	ficate Application Details		
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy	
Applicant Details:				
Application Number*:	PC02001251			1
Haves Owner Name*:		Fabbas (Unabased Nama *)		-
House Owner Name*:	PODA PRASADARAG	Father/ Husband Name*:	PODA VENKATESWA	-
Door No:	3-100	Locality/Land Mark * :		
District*:	CHITTOOR	Mandal * :		_
Village/Ward* :	VADAMALA	Pin Code:	523181	
Income*:	10000	Age* :	60	
Survey No.*:	12/10	Extent* :	1.99 Acres/Cents 💌	
Purpose* :	HOME LOAN	Ration Card No:	PAP084600400300	
AADHAR Card No:	464967444896	Status:	Open	1
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.doc	×			
02~Test Document.doc	<u>×</u>			1
Action Taken				
CAccept		CReject		
Remarks				

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.apts@gmail.com 😭

Change Password

LogOff

User 1d: CTR-VAD-MRO-1 Name: M.Amaranadhanddy Application Number*: PC03000021 Application Number*: PC03000021 Mouse Owner Name*: PC03000021 Name: PODA VENIKATESWA Dor No: S-100 Locality/Land Hank*: Name: VADAMALAPETA District*: CHITTOOR Handal*: VIllage/Ward*: VADAMALA Pin Code: Survey No.*: 10000 Age*: 12/16 Katen*: CARE/ALAPETA Approve 10/1716 Ration Card No: Approver: EDUCATION Ration Card No: ADHAR Card No: 16/1907/444896 Status: Open Informant Details Income*: Income*: Income*: Informant Name*: PODA ANILKUMAR Relation*: Brother Informant Name*: IND ODA ANILKUMAR Relation*: Status: Oon No : 000 South*: South*: SOULPODA Village/Ward*: QUDA ANILKUMAR Relation*: Status: Name: 905961819 Email: DoD ARAKESH@GMAILCOM Noth*: AIL PODA South*: SOMU.PODA Noth*: AIL PODA South*: SOMU.PODA <th></th> <th>Possession Certifica</th> <th>te Application Details</th> <th></th>		Possession Certifica	te Application Details	
Application Number*: PC03000021 Application Number*: PC03000021 House Owner Name*: PC0A PRASADARAA FAILER	User Id :	CTR-VAD-MRO-1	Name:	M.Amaranadhareddy
Application Number*: PC03000021 House Owner Name*: PODA PRASADARAQ Father/Husband Name*: PODA VENKATESWA Door No: S-100 Locality/Land Mark*: NEW TEMPLE District*: CHITTOOR Annal Pin Code: S23183 Income*: I0000 Age*: 27 Survey No.*: I0000 Age*: I000 Age				
Application Humber*: PC0300021 House Owner Name*: PODA PRASADARAC Father/Husband Name*: PODA VENKATESWA Door No: 3-100 Locality/Land Mark*: NEW TEMPLE District*: CHITTOOR I Handal*: VADAMALAPETA I Village/Ward*: VADAMALA Pin Code: 523181 Income*: 10000 Age*: 27 Survey No.*: 12/10 Extent*: Acres/Cents II Purpose*: EDUCATION Ration Card No: PAPD846004003000 AADHAR Card No: 464967444896 Status: Open Informant Details PODA ANILKUMAR Relation*: Brother II Door No : 2-100 Locality/Land Mark*: OLD TEMPLE District*: PRAKASAM II Mandal*: CHINAGANJAM II Village/Ward*: 0099618169 Email: PODA.RAKESH@CMAIL.COM House Boundaries Imme of the House/Land holder East*: SomU.PODA South*: SUNIL PODA Locality/Land Mark*: 0. SOMU.PODA SOMU.PODA SOMU.PO	Applicant Details:			
House Owner Name*: PODA PRASADARAG Father/Husband Name*: PODA VENKATESWA Door No: 3:100 Locality/Land Mark*: NEW TEMPLE District*: CHITTOOR I Handal*: VADAMALAPETA I Village/Ward*: VADAMALA I Pin Code: 523181 Income*: 10000 Age*: 27 Survey No.*: 12/10 Age*: 27 Purpose*: EDUCATION Ration Card No: PAPD84600400300 AADHAR Card No: (464967444896) Status: Open Informant Details Open Informant Name*: PODA ANILKUMAR Relation*: Brother Door No : 2:100 Locality/Land Mark*: OLD TEMPLE Informant Name*: PODA ANILKUMAR Relation*: DOID TEMPLE District*: PRAKASAM I Handal*: CHINAGANJAM II Informant II Village/Ward*: 0099618169 Email: PODA.RAKESH@GMAILCOM House Boundaries Informant Jobali Informant Jobali Information Totame of the House/Iand holder South*: SUNIL PODA SUNIL PODA Antil PODA Suth*: SUNILPODA SUNILPODA North*: ANU PODA Suth*: SUNILPODA 2:	Application Number*:	PC03000021		
Door No: S-100 Locality/Land Mark *: NEW TEMPLE District*: CHITTOOR Mandal *: VADAMALAPETA I Village/Ward*: VADAMALA Pin Code: 523181 Income*: 10000 Age*: 27 Survey No.*: 12/10 Extent*: 10.89 Purpose*: EDUCATION Ration Card No: PAP084600400300 AABHAR Card No: 464957444895 Status: Open Informant Details Informant Name*: PODA ANILKUMAR Relation*: Enother Door No: 2:100 Locality/Land Mark *: OLD TEMPLE Informant Wark*: OLD TEMPLE District*: PRAKASAM Mandal *: CHINAGANJAM Imen Village/Ward*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Imen of the House/Jand holder SUNIL PODA SUNIL PODA Noth*: RAMU PODA South*: SUNIL PODA Noth*: RAMU PODA South*: SUNIL PODA South*: SUNIL PODA Imen	House Owner Name*:	PODA PRASADARAC	Father/Husband Name*:	PODA VENKATESWA
District*: CHITTOOR Mandal*: VADAMALAPETA Image: Village/Ward*: VADAMALA Pin Code: 523181 Income*: 10000 Age*: 27 Survey No.*: 12/16 Extent*: 10.89 Purpose*: EDUCATION Ration Card No: PAD084600400300 AADHAR Card No: 64967444895 Status: Open Informant Details Image Image Image Image Informant Name*: PODA ANILKUMAR Relation*: Open Image Door No: 2:100 Locality/Land Mark*: OLD TEMPLE Image Jilage/Ward*: Image Image Image Image Image Nobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Image Image Image Image Noth*: RAMU PODA Yest*: SOMU.PODA Image Noth*: RAMU PODA Yest*: SOMU.PODA Image South*: SUMU.PODA Image </th <th>Door No:</th> <th>3-100</th> <th>Locality/Land Mark * :</th> <th>NEW TEMPLE</th>	Door No:	3-100	Locality/Land Mark * :	NEW TEMPLE
Village/Ward*: VADAMALA Pin Code: S23181 Income*: 10000 Age*: 27 Survey No.*: 12/10 Retent*: 27 Survey No.*: 12/10 Retent*: 27 Purpose*: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: 464967444896 Status: Open Informant Details Informant Name*: PODA ANTILKUMAR Relation*: Brother Joor No : 2-100 Locality/Land Mark *: OLD TEMPLE Integen Mark *: OLD TEMPLE Jostict*: PRAKASAM Madal *: CHINAGANJAM Imedia Village/Ward*: GONASAPUDI Pin Code: 523181 Mobile*: 9059618169 Email: PODA_RAKESH@GMAIL.COM House Boundaries South*: SUNI.PODA South*: SUNI.PODA North*: ANIL PODA South*: SUNI.PODA South*: SUNI.PODA Carterio Taken Internet in	District*:	CHITTOOR	Mandal * :	VADAMALAPETA
Income*: 10000 Age*: 27 Survey No.*: 12/10 Extent*: 10.89 Acres/Cents I Purpose*: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: EDUCATION Ration Card No: Open Informant Details Imore Term Imore Term Imore Term Door No : 2-100 Locality/Land Mark *: OLD TEMPLE District*: Imore Term Imore Term Imore Term Village/Ward*: GONASAPUDI I Mandal *: CHINAGANJAM I Notle*: 9059618169 Email: DOMA_RAKESH@GMAILCOM House Boundaries Imame of the House/Iand holder Est*: SOMU_PODA North*: ANIL PODA South*: SUNIL PODA Oi=Test Document.docx Imame fet House/Iand holder Imame fet House/Iand holder Di=Test Document.docx Imame fet House/Iand holder Imame fet House/Iand holder </th <th>Village/Ward* :</th> <th>VADAMALA</th> <th>Pin Code:</th> <th>523181</th>	Village/Ward* :	VADAMALA	Pin Code:	523181
Survey No.*: 12/12 Extent*: 10.89 Purpose*: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: (464967444896 Status: Open Informant Details Informant Name*: PODA ANILKUMAR Relation*: Brother Informant Name*: PODA ANILKUMAR Relation*: Brother Informant Door No : (2:100 Locality/Land Mark*: OLD TEMPLE Informant	Income*:	10000	Age* :	27
Purpose*: EDUCATION Ration Card No: PAP084600400300 AADHAR Card No: 464967444896 Status: Open Informant Details Informant Name*: PODA ANILKUMAR Relation*: Brother Image: Status: Open Informant Name*: PODA ANILKUMAR Relation*: Brother Image: Status: Open Door No : 2-100 Locality/Land Mark*: OLD TEMPLE Image: Status: OLD TEMPLE District*: PRAKASAM Mandal *: CHINAGANJAM Image: Status: Image	Survey No.*:	12/15	Extent* :	10.89 Acres/Cents
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 Image: CHINAGANJAM Village/Ward*: GONASAPUDI Pin Code: 523181 Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries Village/Iand holder SOMU.PODA Somution House Boundaries Vest*: SOMU.PODA South*: SUNIL PODA Name of the House/Iand holder South*: SUNIL PODA South*: SUNIL PODA Documents Attached South*: SUNIL PODA South*: SUNIL PODA Action Taken C C C C Remarks C C C C Sign Back Sign Back C	Purpose* :	EDUCATION	Ration Card No:	PAP084600400300
Informant Details Informant Name*: PODA ANILKUMAR Relation*: PODA ANILKUMAR PODA POSOFICE PODA ANILKUMAR POSOFICE POSOFICE PODA ANILKUMAR POSOFICE	AADHAR Card No:	464967444896	Status:	Open
Informant Name*: PODA ANILKUMAR Relation*: Brother Door No : 2:100 Locality/Land Mark *: OLD TEMPLE District*: PRAKASAM Mandal *: CHINAGANJAM Image: CHINAGANJAM District*: QONASAPUDI Pin Code: 523181 Village/Ward*: GONASAPUDI Pin Code: 523181 Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries Name of the House/land holder PODA.RAKESH@GMAIL.COM House Boundaries Name of the House/land holder SOMU.PODA North*: ANIL PODA West*: SOMU.PODA North*: ANIL PODA South*: SUNIL PODA 01-Test Document.docx: 02-Test Document.docx: 02-Test Document.docx: 02-Test Document.docx: CACcept Remarks Remarks Sign Back Sign Back	Informant Details			
Door No :: 2-100 Locality/Land Mark *: OLD TEMPLE District*: PRAKASAM I Mandal *: CHINAGANJAM I Village/Ward*: GONASAPUDI I Pin Code: 523181 Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries PODA.RAKESH@GMAIL.COM Mandal *: PODA.RAKESH@GMAIL.COM House Boundaries Name of the House/Iand holder SOMU.PODA SOMU.PODA East*: RAMU PODA West*: SOMU.PODA SOMU.PODA North*: ANIL PODA South*: SUNIL PODA South*: SUNIL PODA O1-Test Document.docx 20-Test Document.docx 20-Test Document.docx Image: Sunit PODA Image: Sunit PODA Image: Sunit PODA Action Taken Image: Sunit PodA South*: Sunit PodA Image: Sun	Informant Name*:	PODA ANILKUMAR	Relation*:	Brother
District*: PRAKASAM Mandal*: CHINAGANJAM Village/Ward*: GONASAPUDI Pin Code: 523181 Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries Image: Chinaganjam Somuration House Boundaries Image: Chinaganjam Somuration House Boundaries Image: Chinaganjam Somuration North*: ANIL PODA West*: SOMU.PODA North*: ANIL PODA South*: SUNIL PODA 01~Test Document.docx Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam Image: Chinaganjam	Door No :	2-100	Locality/Land Mark * :	OLD TEMPLE
Village/Ward*: GONASAPUDI Pin Code: 523181 Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries Name of the House/land holder PODA.RAKESH@GMAIL.COM East*: Name of the House/land holder SOMU.PODA East*: RAMU PODA West*: SOMU.PODA North*: ANIL PODA South*: SUNIL PODA Ocuments Attached Junit Poda South*: SUNIL PODA Di=Test Document.docx Junit Poda South*: SUNIL PODA O2~Test Document.docx Junit Poda South*: SUNIL PODA Action Taken Image: I	District*:	PRAKASAM 👤	Mandal * :	CHINAGANJAM
Mobile*: 9059618169 Email: PODA.RAKESH@GMAIL.COM House Boundaries Name of the House/Iand holder East*: RAMU PODA West*: SOMU.PODA North*: ANIL PODA South*: SOMU.PODA Action Taken Caccept Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2">Image: Colspan="2" Remarks Sign Back	Village/Ward* :	GONASAPUDI 🚽	Pin Code:	523181
House Boundaries Name of the House/land holder East*: RAMU PODA West*: SOMU.PODA North*: ANIL PODA South*: SUNIL PODA Occuments Attached Occument.docx: D2-Test Document.docx: 22-Test Document.docx: <th>Mobile*:</th> <th>9059618169</th> <th>Email:</th> <th>PODA.RAKESH@GMAIL.COM</th>	Mobile*:	9059618169	Email:	PODA.RAKESH@GMAIL.COM
Name of the House/land holder East*: RAMU PODA West*: SOMU.PODA North*: ANIL PODA South*: SUNIL PODA Documents Attached Junit Poda South*: SUNIL PODA 01-Test Document.docx Junit Poda South*: Sunit Poda 01-Test Document.docx Junit Poda Sunit Poda Sunit Poda 02-Test Document.docx Junit Poda Sunit Poda Sunit Poda Action Taken Image: Sunit Poda Image: Sunit Poda Sunit Poda Remarks Image: Sunit Poda Image: Sunit Poda Image: Sunit Poda Sign Back Image: Sunit Poda Image: Sunit Poda	House Boundaries			
East*: RAMU PODA West*: SOMU,PODA North*: ANIL PODA South*: SUNIL PODA Documents Attached Unit and the second s		Name of the House/land holder		
North*: ANIL PODA South*: SUNIL PODA Documents Attached 01-Test Document.docx 02-Test Document.docx 02-Test Document.docx S2-Test Document.docx 02-Test Document.docx 02-Test Document.docx 02-Test Document.docx Action Taken Image: Comparison of the state o	East*:	RAMU PODA	West*:	SOMU.PODA
Documents Attached O1~Test Document.docx O2~Test Document.docx Action Taken CAccept Remarks Sign Back	North*:	ANIL PODA	South*:	SUNIL PODA
D1-Test Document.docx D2-Test Document.docx Action Taken CAccept Remarks Sign Back	Documents Attached			
Action Taken CAccept CReject Remarks Sign Back	01~Test Document.docx			
CAccept CReject	Action Taken			
Remarks	CAccept	0	Reject	
Sign Back	Remarks			×
		Sian	Back	
		Jigi		

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

10



			Home	Chang	ge Password	Contacts	М
all Police Dept. Digital 1	Token / Certificate is	sues pls call H	Helpline No : 2322	4283, er	mail ID : helpd	esk.apts@gmai	con
	Posse	ssion Certifica	te Application De	etails			
User Id :	CTR-VAD-MRO-1		Name:		M.Amaranad	hareddy	
Analizzat Datailar							
Applicant Details:	000001051	_					
Application Number*:	PC02001251						
House Owner Name*:	PODA PRASADAR	AC	Father/Husband	Name*:	PODA VENK	ATESWA	
Door No:	3-100		Locality/Land Ma	ark * :	NEW TEMPLE		
District*:	CHITTOOR	v	Mandal * :		VADAMALA	PETA	1
Village/Ward* :	VADAMALA	•	Pin Code:		523181		
Income*:	10000		Age* :		60		
Survey No.*:	12/10		Extent* :		1.99		
					Acres/Cents		
Purpose* :	HOMELOAN		Ration Card No:		PAP0846004	100300	
AADHAR Card No:	464967444896		Status:		Open		
Informant Details							
Informant Name*:	PODA RAKESH		Relation*:		Son	v	
Door No :	2-100		Locality/Land Ma	ark * :	OLD TEMPLE		
District*:	PRAKASAM	Ŧ	Mandal * :		CHINAGAN	IAM 💌	
Village/Ward* :	GONASAPUDI	*	Pin Code:		523181		
Mobile*:	9059618169		Email:		PODARAKES	5H@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							į
Action Taken							
CAccept		C	Reject				
Remarks							
		Sign	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.

	Possession Certi	ficate Application Details		
User Id :	CTR-VAD-MRO-1	Name:	M.Amaranad	hareddy
Applicant Details:				
Application Number*:	PC02001251			
House Owner Name*:	PODA PRASADARAC	Father/Husband Name	PODA VENK	ATESWA
Door No:	3-100	Locality/Land Mark * :	NEW TEMPLE	
District*:	CHITTOOR	Mandal * :	VADAMALA	PETA
Village/Ward* :	VADAMALA	Pin Code:	523181	
Income*:	10000	Age* :	60	
Survey No.*:	12/10	Extent* :	1.99 Acres/Cents	×1
Purpose* :	HOME LOAN	Ration Card No:	PAP084600	400300
AADHAR Card No:	464967444896	Status:	Open	
Informant Details				
Informant Name*:	PODA RAKESH	Relation*:	Son	-
Door No :	2-100	Locality/Land Mark * :		
District*:	PRAKASAM -	Mandal * :	CHINAGAN.	JAM 💌
Village/Ward* :	GONASAPUDI 💌	Pin Code:	523181	
Mobile*:	9059618169	Email:	PODARAKE	5H@GMAIL.CO
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.doc	× *			
A shine Taken	<u></u>			
Action Taken		Deiest		
CACCEPT		Окејест		
Remarks			×	
	5	ion 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.



Contacts Manuals LogOff 🔸 For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.apts@gmail.com 💑 Possession Certificate Application Details CTR-VAD-MRO-1 M.Amaranadhareddy User Id : Name: Applicant Details: Application Number*: PC02001251 PODA PRASADARAC House Owner Name*: Father/Husband Name*: PODA VENKATESWA 3-100 NEW TEMPLE Door No: Locality/Land Mark*: CHITTOOR -VADAMALAPETA + District*: Mandal * : Village/Ward* : VADAMALA -Pin Code: 523181 10000 60 Income*: Age* : 1.99 12/10 Survey No.*: Extent* : Acres/Cents HOME LOAN PAP084600400300 Purpose* : Ration Card No: AADHAR Card No: Status: Open Informant Details Informant Name*: PODA RAKESH Relation*: Son -OLD TEMPLE Door No : Locality/Land Mark * : District*: PRAKASAM -Mandal * : -GONASAPUDI Village/Ward* : -Pin Code: Mobile*: Email: House Boundaries Name of the House/land holder RAMU PODA West*: SOMU.PODA East*: ANIL PODA South*: SUNIL PODA North*: **Documents Attached** 01~Test Document.docx 02~Test Document.docx Action Taken Accept C Reject -Remarks -Sign Back

Figure 12: Action Taken in Possession Certificate request details Page

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



Contacts Manuals LogOff 🔸 For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.apts@gmail.com 💑 Possession Certificate Application Details CTR-VAD-MRO-1 M.Amaranadhareddy User Id : Name: Applicant Details: PC02001251 Application Number*: PODA PRASADARAC House Owner Name*: Father/Husband Name*: PODA VENKATESWA 3-100 NEW TEMPLE Locality/Land Mark*: Door No: -VADAMALAPETA -District*: CHITTOOR Mandal * : Village/Ward* : VADAMALA -Pin Code: 523181 60 Income*: 10000 Age* : 1.99 12/10 Survey No.*: Extent* : Acres/Cents PAP084600400300 Purpose* : Ration Card No: 464967444896 AADHAR Card No: Open Status: Informant Details PODA RAKESH Son -Informant Name*: Relation*: Locality/Land Mark * : OLD TEMPLE Door No : PRAKASAM CHINAGANJAM -District*: -Mandal * : GONASAPUDI + 523181 Village/Ward* : Pin Code: Mobile*: PODA.RAKESH@GMAIL.COM Email: House Boundaries Name of the House/land holder East*: RAMU PODA West*: SOMU.PODA ANIL PODA SUNIL PODA South*: North*: **Documents Attached** 01~Test Document.docx 02~Test Document.docx Action Taken Accept C Reject APPROVED -Remarks Sign 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.

Message	from webpage
2	Please Confirm the following Details
	Applicant Name - PODA PRASADARAO Applicant Father Name - PODA VENKATESWARLU Door No - 3100 Village - VADALA Pin Col - 523181 Entropy No - 12/15 East - RAMU PODA West - SOMU, PODA North - ANIL PODA South - SUNIL PODA Purnose - HOME LOAN
	Cancel



 Click "OK" button on Preview window. It will display Certificate window as depicted in following figure 15.

t a Certil	licate				
ТАТА	CONSUL	TANCY SERVIO	CES		
8	Select the	Certificate you w	vant to use.		
	Click Viev	v Certificate for C	ertificate Details.		
	S Rao	TCS sub-CA	231072C19D	10-01-2013 :	CN=TCS sub
•			1		•
		1	ок	Cancel	View Certificate
			TATA		
			Chruvam		
		Copyright © 201	06 Tata Consultanc	y Services Ltd.	

Figure 15: Certificate window

• Click "OK" button on Certificate as depicted in figure 16.

	NSULT	ANCY SERVI	CES		
	ck View	Certificate you v Certificate for C	vant to use. Certificate Details.		
Issued To		Issued By	Serial No.	Expiration Date	Issuer Details
🖃 S S Ra	•	TCS sub-CA	231072C19D	10-01-2013 :	CN=TCS sub
•					
			ок	Cancel	View Certificate
			hruvam		

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.



DISTRICT: CHITTOOR MANDAL : VADAMALAPETA VILLAGE : VADAMALA



Sri <u>PODA PRASADARAO</u> S/o / W/o <u>PODA VENKATESWARLU</u> is in the possession of House Site mentioned in the Schedule given below. This is confirmed based on the public enquiry conducted on <u>04/03/2013</u> in the <u>VADAMALA</u> Village based on the Public enquiry it is certified that Sri/Smt./Kum. <u>PODA PRASADARAO</u> 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	12/1బి	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 :

- Sri / Smt. Kum. <u>PODA PRASADARAO</u> derives an annual income of Rs. <u>10000</u> (in words) <u>Ten</u> <u>Thousand</u> from all known sources.
- 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.
- This Possession Certificate shall remain with the APSHCL till the loan with the interest when only it will be recovered.
- During the period of mortgage, no transaction on the house-site or house constructed thereon shall be made and even <u>PODA PRASADARAO</u>

PLACE : <u>VADAMALA</u> DATE : <u>04/03/2013</u>

Certified By

Name : <u>M.Amaranadhareddy</u> Designation : <u>TAHSILDAR</u>

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.