

| Total Count | Sl. No | Department | Service Name | Service Level & Category | Documents Needed for Each Service | Approving Authority |
|-------------|--------|-------------|-----------------------------------|--------------------------|---|-------------------------------------|
| 1 | 1 | AGRICULTURE | APPLICATION RESUBMISSION | 3days, Cat B | Application Form* | Assistant Director Agriculture(ADA) |
| 2 | 2 | AGRICULTURE | FARM MECHANIZATION | 10days, Cat B | 1. Application Form 2. Proposal Form from MAO 3. Proof Document 4. Photo | Joint Director Agricutlure(JDA) |
| 3 | 3 | AGRICULTURE | FARM MECHANIZATION (FY 2015 2016) | 15-30 Days, Cat B | 1. Application Form 2. Proposal Form from MAO 3. Proof Document 4. Photo | Joint Director Agricutlure(JDA) |
| 4 | 4 | AGRICULTURE | FARM MECHANIZATION (FY 2016 2017) | 15-30 Days, Cat B | 1. Application Form 2. Proposal Form from MAO 3. Proof Document 4. Photo | Joint Director Agricutlure(JDA) |
| 5 | 5 | AGRICULTURE | FARM MECHANIZATION (FY 2017 2018) | 15-30 Days, Cat B | 1. Application Form 2. Proposal Form from MAO 3. Proof Document 4. Photo | Joint Director Agricutlure(JDA) |

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| 6 | 6 | AGRICULTURE | MANUFACTURING NEW | 45 days, Cat B | <ol style="list-style-type: none"> 1. Chemist_Appointment_Willingness_Biodata _Degree Certificate (Mandatory) 2. List of Water Soluble Fertilizers (Mandatory) 3. List of Lab Equipments for Water Soluble Fertilizers (Mandatory) 4. List of A.P Micronutrients (Mandatory) 5. List of Lab Equipments for A.P Micronutrients-Fertilizers (Mandatory) 6. List of NPK Mixtures (Mandatory) 7. List of Lab Equipments for NPKFertilizers (Mandatory) 8. List of Lab Equipments for Bio-Fertilizers (Mandatory) 9. Request Letter (Mandatory) 10. List of lab equipment for SSP (Mandatory) 11. List of lab equipment for Straight Micro- nutrients 12. List and Source of RAW Material (Mandatory) 13. List of Straight Micro-nutrients (Mandatory) 14. List and Source of RAW Material(Mandatory) 15. List of A.P Micronutrients or NPK | Assistant Director Agriculture(ADA) |
| 7 | 7 | AGRICULTURE | MANUFACTURING ADDITION OF FERTILIZERS | 30 days, Cat B | <ol style="list-style-type: none"> 1. Copy of Existing Form-F (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) | Assistant Director Agriculture(ADA) |
| 8 | 8 | AGRICULTURE | MANUFACTURING ADDRESS | 30 days, Cat B | <ol style="list-style-type: none"> 1. Chemist_Appointment_Willingness_Biodata | Assistant Director Agriculture(ADA) |

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| 9 | 9 | AGRICULTURE | MANUFACTURING CHEMIST | 30 days, Cat B | – Degree Certificate (Mandatory) | Assistant Director Agriculture(ADA) |
| 10 | 10 | AGRICULTURE | MANUFACTURING DUPLICATE | 30 days, Cat B | 2. Gazette Notification (Mandatory) | Assistant Director Agriculture(ADA) |
| 11 | 11 | AGRICULTURE | MANUFACTURING GODOWN | 30 days, Cat B | 3. Request Letter (Mandatory) | Assistant Director Agriculture(ADA) |
| 12 | 12 | AGRICULTURE | MANUFACTURING GODOWN | 30 days, Cat B | 4. Leased or Rental deed or agreement for Stores (Mandatory) | Assistant Director Agriculture(ADA) |
| 13 | 13 | AGRICULTURE | MANUFACTURING NAME CHANGE | 30 days, Cat B | 5. List and Source of RAW Material (Mandatory) | Assistant Director Agriculture(ADA) |
| 14 | 14 | AGRICULTURE | MANUFACTURING RENEWAL | 30 days, Cat B | 6. List of A.P Micronutrients or NPK Mixtures (Mandatory) | Assistant Director Agriculture(ADA) |
| 15 | 15 | AGRICULTURE | MANUFACTURING RESPONSIBLE | 30 days, Cat B | 7. List of Bio-Fertilizers (Mandatory) | Assistant Director Agriculture(ADA) |
| 16 | 16 | AGRICULTURE | NEW SEED DEALER LICENSE | 30 days, Cat B | 8. List of Lab Equipments (Mandatory) | Assistant Director Agriculture(ADA) |
| | | | | | 9. SSI Certificate (Mandatory) | Assistant Director Agriculture(ADA) |
| | | | | | 10. Leased or Rental deed or agreement for Preparation Unit (Mandatory) | Assistant Director Agriculture(ADA) |
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| 17 | 17 | AGRICULTURE | RETAIL DEALER CHANGE OF FIRM NAME | 30 days, Cat B | <ol style="list-style-type: none"> 1. Person Responsible Form (Mandatory) 2. List of Straight Micro-nutrients (Mandatory) 3. Request Letter (Mandatory). 4. List of A.P Micronutrients or NPK Mixtures (Mandatory) 5. List of lab equipment for Straight Micronutrients (Mandatory) 6. List of lab equipment for SSP (Mandatory) 7. List of Lab Equipments for Bio-Fertilizers (Mandatory) 8. List of Lab Equipments for NPKFertilizers (Mandatory) 9. List of NPK Mixtures (Mandatory) 10. List of Lab Equipments for Water Soluble Fertilizers (Mandatory) 11. List of Water Soluble Fertilizers (Mandatory) 12. Chemist_Appointment_Willingness_Biodat a_Degree Certificate (Mandatory) 13. Lease agreement or Proof of Ownership (Mandatory) 14. Copy of Existing License (Mandatory) 15. Lease agreement or Proof of | Assistant Director Agriculture(ADA) |
| 18 | 18 | AGRICULTURE | RETAIL DEALER FORM O INCLUSION | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 19 | 19 | AGRICULTURE | RETAIL DEALER GODOWN DELETION | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 20 | 20 | AGRICULTURE | RETAIL DEALER GODOWN INCLUSION | 30 days, Cat B | <ol style="list-style-type: none"> 1. Lease deed/Sale deed/consent letter (Mandatory) | Assistant Director Agriculture(ADA) |

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| 21 | 21 | AGRICULTURE | RETAIL DEALER INCLUSION OF | 30 days, Cat B | 2. Copy of Form-A2(Mandatory) 3. Request Letter (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Copy of certificate of Import and export issued by GOI duly Notarized (Mandatory) 6. Additional documents 1 (If Any) | Assistant Director Agriculture(ADA) |
| 22 | 22 | AGRICULTURE | RETAIL DEALER RESPONSIBLE | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 23 | 23 | AGRICULTURE | RETAIL DEALER SALE POINT ADDRESS CHANGE | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 24 | 24 | AGRICULTURE | RETAIL DEALER DUPLICATE | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 25 | 25 | AGRICULTURE | RETAIL DEALER NEW | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 26 | 26 | AGRICULTURE | RETAIL DEALER RENEWAL | 30 days, Cat B | 1. Copy of Existing Form-A2 (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) | Assistant Director Agriculture(ADA) |
| 27 | 27 | AGRICULTURE | WHOLESALE DEALER CHANGE OF FIRM NAME | 30 days, Cat B | 1. Person Responsible Form (Mandatory) 2. Request Letter (Mandatory) 3. Form 'O' document(s) (Mandatory) 4. Additional documents 1 (If Any) 5. Additional documents 2 (If Any) | Assistant Director Agriculture(ADA) |
| 28 | 28 | AGRICULTURE | WHOLESALE DEALER DUPLICATE | 30 days, Cat B | 1. Person Responsible Form (Mandatory) 2. Copy of Existing Form-A2 (Mandatory) 3. Request Letter (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Additional documents 1 (If Any) 6. Additional documents 2 (If Any) | Assistant Director Agriculture(ADA) |
| 29 | 29 | AGRICULTURE | WHOLESALE DEALER FORM O INCLUSION | 30 days, Cat B | 1. Copy of Existing Form-A2 (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) | Assistant Director Agriculture(ADA) |

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| 30 | 30 | AGRICULTURE | WHOLESALE DEALER GODOWN DELETION | 30 days, Cat B | 1. Person Responsible Form (Mandatory) 2. Request Letter (Mandatory) 3. Lease agreement or proof of ownership (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Additional documents 1 (If Any) | Assistant Director Agriculture(ADA) |
| 31 | 31 | AGRICULTURE | WHOLESALE DEALER GODOWN INCLUSION | 30 days, Cat B | 1. Person Responsible Form * 2. Lease agreement or Proof of Ownership * 3. Sales made for Last 3 Years * 4. Sample Drawn Particulars For Last 3 Years Duly counter signed by Respective MAO, ADA * 5. Copy of Form-A2 * 6. Form 'O' document(s)* 7. Non-Conviction certificate duly signed | Assistant Director Agriculture(ADA) |
| 32 | 32 | AGRICULTURE | WHOLESALE DEALER INCLUSION | 30 days, Cat B | 1. Copy of Form-A2 * 2. Responsible Person Details * 3. Lease agreement or Proof of Ownership * 4. Sale Point Leased or Rental deed or agreement * 5. Request Letter * 6. Form 'O' document(s) * | Assistant Director Agriculture(ADA) |
| 33 | 33 | AGRICULTURE | WHOLESALE DEALER RENEWAL | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 34 | 34 | AGRICULTURE | WHOLESALE DEALER RESPONSIBLE PERSON DETAILS CHANGE | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 35 | 35 | AGRICULTURE | WHOLESALE DEALER SALE POINT | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 36 | 36 | AGRICULTURE | WHOLESLAE DEALER NEW | 30 days, Cat B | | Assistant Director Agriculture(ADA) |
| 37 | 1 | ANIMAL HUSBANDRY | REVAMPED INPUTS DELIVERY | 15 Min, Cat A | | NA |

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| 38 | 1 | APMAPB (Ayush): Andhra Pradesh Medical & Aromatic Plants Board | FARMERS SUBSIDY APPLICATION FORM | 15 Mins, Cat A | NA | Delivered across the counter |
| 39 | 1 | APMIP | MIP FARMER REGISTRATION | 45 Days, Cat B | 1. Application Form* 2. Copy of Land Document* 3. Copy of Aadhar Card * 4. Copy of Photo ID* | |
| 40 | 2 | APMIP | REGISTRATION OF FARMERS | 15 MIn, Cat A | NA | Delivered across the counter |
| 41 | 1 | APMAPB (Ayush): Andhra Pradesh | FARMERS SUBSIDY APPLICATION FORM | 15 MIn, Cat A | NA | NA |
| 42 | 1 | ANIMAL HUSBANDRY | REVAMPED INPUTS DELIVERY SYSTEM (RIDS) | 15 mIn, Cat A | 1. Application Form | NA |
| 43 | 1 | CIVIL SUPPLIES | DEEPAM GAS CONNECTION | 15 Days, Cat B | 1.Application Form*, 2. Bank Passbook* | MRO/ASO |
| 44 | 2 | CIVIL SUPPLIES | RATION CARD DATA CORRECTIONS | 7 Days, Cat B | 1. Application Form* 2. Identification Proof* | MRO/ASO |
| 45 | 3 | CIVIL SUPPLIES | CONVERSION OF WHITE CARD TO PINK CARD | 30 Days, Cat B | 1. Application Form 2. Copy of old ration card 3. Income Certificate | MRO/ASO |
| 46 | 4 | CIVIL SUPPLIES | DELETION OF MEMBER IN RATION CARD | 30 Days, Cat B | 1. Application Form 2. Recent Photo 3. Document proof for member deletion | MRO/ASO |
| 47 | 5 | CIVIL SUPPLIES | FAIR PRICE SHOP RENEWAL | 15days, Cat B | 1.Application Form* 2.Copy of authorisation Letter* 3.Latest renewed food grains & kerosene liscence | RDO |

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| 48 | 6 | CIVIL SUPPLIES | HOUSEHOLD HEAD MODIFICATIONS | 30 Days, Cat B | Application Form* | MRO/ASO |
| 49 | 7 | CIVIL SUPPLIES | ISSUE OF NEW RATION CARD (PINK) | 30 Days, Cat B | 1. Application Form 2. Proof Document 3. Photo | MRO/ASO |
| 50 | 8 | CIVIL SUPPLIES | PRINT RATION CARD | 15 Minutes, Cat A | NA | Delivered across the counter |
| 51 | 9 | CIVIL SUPPLIES | NEW GAS CONNECTION APPLICATION | 15 Days, Cat B | 1. Application Form 2. Proof Document | MRO/ASO |
| 52 | 10 | CIVIL SUPPLIES | RATION CARD MEMBER ADDITION(BIRTH) | 30 Days, Cat B | 1. Application Form 2. Affidavit 3. Photo | MRO/ASO |
| 53 | 11 | CIVIL SUPPLIES | RATION CARD MISSING DETAILS IN DATABASE | 15 Days, Cat B | 1. Application Form 2. Proof Document 3. Photo 4. ration card | MRO/ASO |
| 54 | 12 | CIVIL SUPPLIES | RATION CARD MEMBER MIGRATION | 30 Days, Cat B | 1. Application Form 2. Selected Proof Document 3. New Family photo of Migrater to Ration | MRO/ASO |
| 55 | 13 | CIVIL SUPPLIES | RATION CARD MODIFICATIONS | 30 Days, Cat B | 1. Application * 2. Selected proof document* | MRO/ASO |
| 56 | 14 | CIVIL SUPPLIES | RATION CARD TRANSFER | 30 Days, Cat B | 1. Application Form* 2. Old Ration Card | MRO/ASO |
| 57 | 15 | CIVIL SUPPLIES | SURRENDER OF RATION CARD | 30 Days, Cat B | 1. Application Form 2. Copy of old Ration Card | MRO/ASO |
| 58 | 1 | COLLEGIATE EDUCATION | BONAFIDE CERTIFICATE | 7 Days, Cat B | 1. Application Form* | Delivered across the counter |
| 59 | 2 | COLLEGIATE EDUCATION | CONDUCT CERTIFICATE | 7 Days, Cat B | 1. Application Form* | Delivered across the counter |
| 60 | 3 | COLLEGIATE EDUCATION | TRANSFER CERTIFICATE | 5 days, Cat B | 1. Application Form* | Delivered across the counter |

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| 61 | 4 | COLLEGIATE EDUCATION | APPLICATION FOR ADMISSION | 15 Min, Cat B | No Documents Required | Delivered across the counter |
| 62 | 1 | CRDA | AMARAVATI DONATIONS | 15 Mins, Cat A | NA | Delivered across the counter |
| 63 | 2 | CRDA | AMARAVATI LANDLESS POOR PENSION APPLICATION | 10 Days, Cat B | 1. Pension Application* 2. Copy of Aadhaar Card* 3. Copy of Ration Card* 4. Copy of Bank A/c Pass Book* 5. Self Affidavit* | Tahsildar |
| 64 | | DEPARTMENT OF CO-OPERATION | CO OPERATIVE SOCIETY REGISTRATION | 7 Days, Cat B | | |
| 65 | | DEPARTMENT OF CO-OPERATION | ISSUANCE OF REGISTRATION CERTIFICATE | 7 Days, Cat B | | |
| 66 | | DEPARTMENT OF CO-OPERATION | CONVERSION OF REGISTERED COOPERATIVE SOCIETY TO 1995 ACTS | 7 Days, Cat B | | |
| 67 | | DEPARTMENT OF CO-OPERATION | AMENDMENT OF BYE LAWS | 7 Days, Cat B | | |
| 68 | | DEPARTMENT OF CO-OPERATION | ISSUE OF CERTIFIED COPY OF BYE LAW | 7 Days, Cat B | | |
| 69 | 1 | DIRECTORATE OF MEDICAL EDUCATION | GENERAL NURSING AND MIDWIFERY ISSUE OF MARK | 15 Minutes, Cat A | No Documents Required | Director |
| 70 | 2 | DIRECTORATE OF MEDICAL EDUCATION | ISSUE OF DIPLOMA CERTIFICATE | 15 Minutes, Cat A | No Documents Required | Director |
| 71 | 3 | DIRECTORATE OF MEDICAL EDUCATION | ISSUE OF DUPLICATE MARKS MEMO | 15 Days, Cat B | No Documents Required | Director |

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| 72 | 4 | DIRECTORATE OF MEDICAL EDUCATION | MARKS MEMO FOR INTERNSHIP | 15 Minutes, Cat A | No Documents Required | Director |
| 73 | 1 | Dr.NTR VAIDYA SEVA | DR.NANDAMURI TARAKARAMARAO VAIDYA SEVA EMPLOYEE HEALTH CARD | 30 DAYS, Cat B | 1. Service register/ Pension payment Card* 2. Aadhaar Card* 3. DOB Certificate* 4. Photo* | Executive (Trust) |
| 74 | 1 | DRUGS CONTROL | GRANT OF LICENSE FOR RETAIL & WHOLESALE MEDICAL SHOPS | 30 Days, Cat B | 1. Application Form* 2. Pattadhar pass book / ROR –leasedeed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Waiver ACT2002 Affidavit* | DMHO |
| 75 | 2 | DRUGS CONTROL | PROCESSING OF APPLICATIONS FOR CHANGES IN EXISTING LICENSES | 30 Days, Cat B | 1. Application Form* 2. Pattadhar pass book / ROR –leasedeed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Waiver ACT2002 Affidavit* | DMHO |

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| 76 | 3 | DRUGS CONTROL | RENEWAL OF LICENSES FOR RETAIL & WHOLESALE MEDICAL SHOPS | 30 Days, Cat B | 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* | DMHO |
| 77 | | EDS | PRINT MEESEVA CERTIFICATE | 15 MIn, Cat A | 1. Application Form* | Based on the Service |
| 78 | 1 | EDUCATION | APPLICATION FOR AGE CERTIFICATE | 7 days, Cat B | 1. Written Application 2. Documentary proof. | Additional Joint Secretary |
| 79 | 2 | EDUCATION | APPLICATION FOR DUPLICATE MEMORANDUM OF | 7 days, Cat B | 1 .Written Application 2. Documentary evidence/affidavit undertaking of lost document | Additional Joint Secretary |
| 80 | 3 | EDUCATION | APPLICATION FOR MIGRATION CERTIFICATE | 7 days, Cat B | 1 .Written Application 2. Documentary evidence/affidavit undertaking of lost document | Additional Joint Secretary |
| 81 | | EDUCATION | APPLICATION FOR RE-COUNTING OF MARKS | 7 Days, Cat B | 1. Application Form* 2. Marks Memo | |
| 82 | 1 | ELECTION | APPLICATION FOR CHANGE OF DETAILS (FORM -8) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 83 | 2 | ELECTION | APPLICATION FOR CORRECTION OF DETAILS (FORM - 8) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 84 | 3 | ELECTION | APPLICATION FOR TRANSPOSITION (FORM-8A) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 85 | 4 | ELECTION | APPLICATION FOR TRANSPOSITION(FORM-8A) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |

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| 86 | 5 | ELECTION | INCLUSION OF NAME IN THE ELECTORAL ROLLS (FORM-6) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 87 | | ELECTION | APPLICATION FOR OBJECTION/ DELETION OF NAME IN THE ELECTORAL | 7 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 88 | 6 | ELECTION | INCLUSION OF NAME IN THE ELECTORAL ROLLS (FORM-6) | 30 Days, Cat B | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card) | ERO |
| 89 | 7 | ELECTION | ISSUANCE OF VOTER ID / EPIC | 15 Min, Cat A | NA | Delivered across the counter |
| 90 | 8 | ELECTION | ISSUANCE OF VOTER/EPIC | 15 Min, Cat A | NA | Delivered across the counter |
| 91 | | | EPIC AADHAAR SEEDING | 15 Min, Cat A | NA | Delivered across the counter |
| 92 | 9 | ELECTION | ISSUE OF EPIC CARD | 15 Min, Cat A | NA | Delivered across the counter |
| 93 | 10 | ELECTION | NEW ISSUANCE OF VOTER/EPIC | 15 Min, Cat A | NA | Delivered across the counter |
| 94 | 1 | ENDOWMENT | Sri Durgamalleswara Swamy Temple Seva booking | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across the counter |
| 95 | | ENDOWMENT | SRI DURGA MALLESWARA SEVA TICKET BOOKING | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across the counter |
| 96 | 2 | ENDOWMENT | SRI KALAHASTEESWARA SWAMY VARI DEVASTHANAM ROOM | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across the counter |
| 97 | 3 | ENDOWMENT | SRI KALAHASTEESWARA SWAMY VARI DEVASTHANAM SEVA | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across the counter |
| 98 | 4 | ENDOWMENT | SRI TIRUPATAMMA AMMAVARI DEVASTHANAM ROOM BOOKING | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across the counter |

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| 99 | 5 | ENDOWMENT | SRI TIRUPATAMMA AMMAVARI DEVASTHANAM SEVA BOOKING | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 100 | 6 | ENDOWMENT | SRI VARAHA LAKSHMI NARASIMHA S.D.,SIMHACHALAM,VISAK HAPA | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 101 | 7 | ENDOWMENT | SRI VARAHA LAKSHMI NARASIMHA S.D.,SIMHACHALAM,VISAK HAPA | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 102 | 8 | ENDOWMENT | SRI VEERA VENKATA SATYANARAYANA S.D.ANNAVARAM, E.GODAVARI | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 103 | 9 | ENDOWMENT | SRI VEERA VENKATA SATYANARAYANA SWAMY ROOM BOOKING | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 104 | 10 | ENDOWMENT | SRI VENKATESWARA SWAMY SEVA TICKET BOOKING (DWARAKA TIRUMALA,WEST | 15 Minutes, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 105 | 11 | ENDOWMENT | SRI VENKATESWARA SWAMY TEMPLE ROOM BOOKING | 15 Min, Cat A | 1. Application Form* 2. Identity Proof * 3.Passport Photo * | Delivered across thecounter |
| 106 | 1 | EPDCL | APPLICATION FOR CONSUMER COMPLAINTS | NA, Cat B | 1. Application Form* 2. ID Proof* 3. Request Letter from Consumer* 4. Latest Bill and Receipt* | Assistant Divisional Engineer |

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| 107 | 2 | EPDCL | CATEGORY CHANGE APPLICATION | NA, Cat A&B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof* 3. Request Letter from Consumer* 4. Latest Bill and Receipt* 5. Ownership Certificate/Sale Deed/Gift Deed (Selected Proof Document)* | Assistant Divisional Engineer |
| 108 | 3 | EPDCL | LOAD CHANGE- EPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Latest Power Bill with Receipt* 3. Category and Load Change Undertaking Form* 4. ID Proof * | Assistant Divisional Engineer |
| 109 | 4 | EPDCL | NAME CHANGE -EPDCL | 15 Mins, Cat A | <ol style="list-style-type: none"> 1. Application Form* 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card* 3. Caste Certificate* (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises* 5. Municipality/Gram panchayat Permission Letter* 6.Photo* 7. Wiring Certificate* | Assistant Divisional Engineer |

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| 110 | 5 | EPDCL | NEW CONNECTION - 6A “ STREET LIGHTS - EPDCL | With Estimate - LT Urban- 2Days,Rural- 7 days/Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |
| 111 | 6 | EPDCL | NEW CONNECTION - 6B “ PUBLIC WATER WORKS - EPDCL | With Estimate - LT Urban- 2Days,Rural- 7 days/Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |
| 112 | 7 | EPDCL | NEW CONNECTION - GENERAL PURPOSE - EPDCL | With Estimate - LT Urban- 2Days,Rural- 7 days/Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |

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| 113 | 8 | EPDCL | NEW CONNECTION - RELIGIOUS PLACES (TEMPLES, CHURCH, MOSQUE, GOVT.SCHOOLS ETC.) - EPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |
| 114 | 9 | EPDCL | NEW CONNECTION COMMERCIAL -EPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |

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| 115 | 10 | EPDCL | NEW CONNECTION COMMERCIAL-HOARDINGS- EPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |
| 116 | 11 | EPDCL | NEW CONNECTION DOMESTIC - EPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) * 4. Photo* 5. Wiring Certificate* 6. Signature* | Assistant Divisional Engineer |
| 117 | 12 | EPDCL | REPAYMENT SERVICE | 15 Min, Cat A | NA | Delivered across the counter |
| 118 | 1 | FACTORY | AMENDMENTS IN MAN POWER /HORSE POWER | 7 Days, Cat B | 1. Meeseva Application Form* 2. Plan Approval Document 3.Pan Card of organization/ Aadhar Card of Occupier * | DCF/DOF |
| 119 | 2 | FACTORY | ANNUAL FEE PAYMENT | 15 Minutes, Cat A | 1. Meeseva Application Form* 2. Pan Card of organization/ Aadhar Card of Occupier * | DCF/DOF |

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| 120 | 3 | FACTORY | ANNUAL RETURNS | 15 Minutes, Cat A | 1. Meeseva Application Form* 2. Department Application Form * 3. Pan Card of organization/ Aadhar Card of Occupier * | DCF/DOF |
| 121 | 4 | FACTORY | CHANGE OF MANAGER/OCCUPIER | 7 Days, Cat B | 1. Meeseva Application Form* 2. Factory License* 3. Pan Card of organization/ Aadhar Card of Occupier * | DCF/DOF |
| 122 | 5 | FACTORY | REVISED PLAN APPROVAL APPLICATION | 30 Days, Cat B | 1. Meeseva Application Form* 2. Pan Card of organization/ Aadhar Card of Occupier * | DCF/DOF |
| 123 | 1 | FISHERIES | A. PROVISIONAL APPLICATION FOR FRESH WATER AQUACULTURE FARM REGISTRATION | 90 Days, Cat B | 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* | District Fishery Office(DFO) |
| 124 | 2 | FISHERIES | APPLICATION FOR REGISTRATION OF COASTAL AQUACULTURE FARM (FORM-1) | 28 Days, Cat B | 1. Application Form* 2. Adangal/1B* 3. Digital Photo Pond* 4. Pond Layout* 5. If any other documents | District Fishery Office(DFO) |

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| 125 | 3 | FISHERIES | APPLICATION FOR RENWEL OF REGISTRATION BY COASTAL AQUACULTURE AUTHORITY FOR UNDERTAKING SHRIMP AQUAC | 28 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Adangal/1B* 3. Digital Photo Pond* 4. Pond Layout* 5. No. and date of the Registration issued by the Authority (photo copy of the approval issued by the authority has to be enclosed)* | District Fishery Office(DFO) |
| 126 | 4 | FISHERIES | B. FINAL REGISTRATION OF NEW FRESH WATER AQUACULTURE FARM | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit* | District Fishery Office(DFO) |
| 127 | 5 | FISHERIES | CERTIFICATE OF CULTIVATION APPLICATION SERVICE | 15 Days, Cat B | <ol style="list-style-type: none"> 1. MeeSeva Application Form* 2. Aadhaar Card* 3. Land Documents (If any) | ADF |
| 128 | 6 | FISHERIES | REVALIDATION OF OLD CERTIFICATE | 14 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR\Title deed\FMB* 3. NOC From Tahsildar* 4. Digital Photo Auto CAD* 5. Village explanatory map with distance 6. If any other Documents Old license documents* | District Fishery Office(DFO) |

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| 129 | | FISHERIES | EXISTING FRESH WATER AQUACULTURE FARM APPLICATION | 28 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR\Title deed\FMB* 3. NOC From Tahsildar* 4. Digital Photo Auto CAD* 5. Village explanatory map with distance 6. If any other Documents Old license documents* | District Fishery Office(DFO) |
| 130 | 7 | FISHERIES | TRANSFER OF CERTIFICATE | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR\Title deed\FMB* 3. NOC From Tahsildar* 4. Digital Photo Auto CADD* 5. Village explanatory map with distance 6. If any other Documents Old license documents* | District Fishery Office(DFO) |
| 131 | 1 | HEALTH CARE | NTR AAROGYA RAKSHA | 15 Min, Cat A | NA | Delivered across the counter |
| 132 | | HEALTH CARE | FEE PAYMENT FOR RECRUITMENT OF ASST. PROFESSORS | 15 Min, Cat A | 1. Application Form* | NA |
| 133 | 2 | HEALTH CARE | PERMISSION FOR SCANNING CENTER | 30 days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Furnish Copy of association and name and address (in case of type of organization is other) * 3. Enclosure of Name, Qualification, Experience, Reg. no of all the Employees* 4. Affidavit* | District Medical&Health officer |
| 134 | 1 | INDUSTRIES AND COMMERCE | CLEANER PRODUCTION MEASURES | GM/DIC (Micro/Medium) | <ol style="list-style-type: none"> 1. MeeSeva Application Form 2. Department Application Form | Micro-General Manager(GM) & others-Joint Director |

| | | INDUSTRIES AND COMMERCE | INCENTIVES FOR SWACHH ANDHRA | GM/DIC (Micro/Medium / Large/ Mega- | 1.Department Application Form | & others-Joint Director |
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| 135 | 2 | INDUSTRIES AND COMMERCE | INCENTIVES FOR SWACHH ANDHRA | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 136 | 3 | INDUSTRIES AND COMMERCE | INDUSTRIAL PARKS | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 137 | 4 | INDUSTRIES AND COMMERCE | INVESTMENT SUBSIDY | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 138 | 5 | INDUSTRIES AND COMMERCE | ISO/BIS CERTIFICATION | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 139 | 6 | INDUSTRIES AND COMMERCE | MARKETING INCENTIVE | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 140 | 7 | INDUSTRIES AND COMMERCE | PATENTED TECHNOLOGY ACQUISITION | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 141 | 8 | INDUSTRIES AND COMMERCE | PAVALA VADDI | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 142 | 9 | INDUSTRIES AND COMMERCE | POWER COST REIMBURSEMENT | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 143 | 10 | INDUSTRIES AND COMMERCE | REIMBURSEMENT FOR SKILL UP GRADATION AND TRAINING | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 144 | 11 | INDUSTRIES AND COMMERCE | REIMBURSEMENT OF TRANSPORTATION CHARGES | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 145 | 12 | INDUSTRIES AND COMMERCE | RESEARCH AND DEVELOPMENT | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |

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| 146 | 13 | INDUSTRIES AND COMMERCE | SALES TAX REIMBURSEMENT | GM/DIC (Micro/Medium / Large/ Mega- | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 147 | 14 | INDUSTRIES AND COMMERCE | SEED CAPITAL ASSISTANCE | GM/DIC (Micro/Medium / Large/ Mega-30 Days) & Commisionerate | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 148 | 15 | INDUSTRIES AND COMMERCE | SKILLS UPGRADATION | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 149 | 16 | INDUSTRIES AND COMMERCE | STAMP DUTY/LAND COST/LAND CONVERSION CHARGES/MORTGAGE DUTY | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate | 1.MeeSeva Application Form 2.Department Application Form | Micro-General Manager(GM) & others-Joint Director |
| 150 | 1 | INTERMEDIATE EDUCATION | DUPLICATE MARKS MEMO | 3 Days, Cat B | No Documents Required | DEPUTY SECRETARY |
| 151 | 2 | INTERMEDIATE EDUCATION | RECOUNTING/RE-VERIFICATION OF MARKS | 15 Days, Cat B | No Documents Required | Delivered across the counter |
| 152 | | INTERMEDIATE EDUCATION | MIGRATION CERTIFICATE | 3 Days, Cat B | | |

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| 153 | | INTERMEDIATE EDUCATION | RECOUNTING/RE-VERIFICATION OF MARKS(INTERMEDIATE EDUCATION) | | | |
| 154 | 1 | ITC | ITC POLICY 14-20 SANCTION OF INCENTIVES APPLICATION | 90 days, Cat B | 1.Department Application form 2.Mee Seva Physical Form | ITE&C Secretary to Government |
| 155 | 2 | ITC | REQUEST FOR PRAJA SADHIKARA SURVEY | 15 Mins, Cat A | NA | Delivered across the counter |
| 156 | | ITC | 25% POWER SUBSIDY | 120 Days, Cat B | Application Form | |
| 157 | | ITC | SPECIFIC INCENTIVES FOR SC/ST/WOMEN ENTREPRENEURS | 120 Days, Cat B | Application Form | |
| 158 | | ITC | ALLOTMENT OF LAND | 120 Days, Cat B | Application Form | |
| 159 | | ITC | CONVERSION TO INDUSTRIAL POWER TARIFF | 120 Days, Cat B | Application Form | |
| 160 | | ITC | 100%/50% STAMP DUTY REFUND | 120 Days, Cat B | Application Form | |
| 161 | | ITC | RECRUITMENT ASSISTANCE | 120 Days, Cat B | Application Form | |
| 162 | | ITC | 50% EXHIBITION RENTAL REFUND | 120 Days, Cat B | Application Form | |
| 163 | | ITC | TIER II/III LOCATION ANCHOR COMPANY INCENTIVE | 120 Days, Cat B | Application Form | |
| 134 | | ITC | REIMBURSEMENT OF PATENT FILING COST | 120 Days, Cat B | Application Form | |

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| 165 | | ITC | REIMBURSEMENT OF QUALITY CERTIFICATION EXPENDITURE | 120 Days, Cat B | Application Form | |
| 166 | | ITC | DECLARATION OF IT PARK STATUS | 120 Days, Cat B | Application Form | |
| 167 | | LABOUR | APPLICATION FOR REGISTRATION OF SHOP / ESTABLISHMENT | 7 Days, Cat B | Application Form | |
| 168 | | LABOUR | APPLICATION FOR RENEWAL OF REGISTRATION CERTIFICATE | 7 Days, Cat B | Application Form | |
| 169 | 1 | LABOUR | APPLICATION FOR AMENDMENT OF ISSUE OF INTEGRATED REGISTRATION OF ESTABLISHMENT UNDER LABOUR LAWS | 15 Mins, Cat A | 1. Application Form | Delivered across the counter |
| 170 | 2 | LABOUR | APPLICATION FOR INTEGRATED REGISTRATION OF ESTABLISHMENT UNDER LABOUR LAWS | 15 Minutes, Cat A | 1. Application Form | Delivered across the counter |
| 170 | 3 | LABOUR | COMBINED ANNUAL RETURN UNDER LABOUR LAWS | 15 Mins, Cat A | 1. Application Form | Delivered across the counter |

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| 172 | | LABOUR | REGISTRATION /RENEWAL OF CONTRACTORS LICENSE | 7 Days, Cat B | 1. Application Form | |
| 173 | 4 | LABOUR | REGISTRATION FOR UNORGANISED WORKER/TRANSPORT DRIVER | 15Minutes, Cat A | 1. Passport Size Photo * 2. MeeSeva Application Form * 3. Copy of Aadhar Card 4. Copy of Ration Card 5. Copy of Driving License (Mandatory For Transport Drivers, Optional for Unorganized worker) | Delivered across the counter |
| 174 | | LABOUR | APPLICATION FOR REGISTRATION/RENEWAL OF SHOP/ESTABLISHMENT | | 1. Form-V issued by Prl. Employee under Contract Labour(R & A) Act,1970 (License of Contractor Establishment)* 2. Challan / receipt or License Copy* | Based on the Type |
| 175 | 5 | LABOUR | TRANSPORT DRIVER CLAIM SETTLEMENT | 30 days, Cat B | 1. Application Form*, 2. Claim Settlement Form | |

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| 176 | 1 | LANGUAGE AND CULTURE | APPLICATION FOR FINANCIAL ASSISTANCE TO CULTURAL ORGANIZATIONS | 30 days, Cat B | <ol style="list-style-type: none"> 1. Registration Document * 2. Address Proof * 3. ID Proof * 4. Audit statement of Income and Expenditure of the preceding year. * 5. Previous program photos * 6. Previous program paper clips * 7. Recommendation Letters from Principal Secretary, Director of Language and Culture, Member in Tourism Department (If Financial Amount more than Rs. 5.00 Lakhs) 8. Others | |
| 177 | 1 | LEGAL METROLOGY | ALTERATION IN MANUFACTURING LICENCE | 60days, Cat B | <ol style="list-style-type: none"> 1. Id proof 2. Duplicate & Original Copys of licences 3. Any relevant document such as Partner Deal, Premises Change, Skilled worker | Controller |

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| 178 | 2 | LEGAL METROLOGY | ALTERATION IN REGISTRATION OF MANUFACTURER/PACKER | 15 Days, Cat B | <ol style="list-style-type: none"> 1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant | Controller |
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| 179 | 3 | LEGAL METROLOGY | ALTERATION IN REPAIRING LICENCE | 60days, Cat B | <ol style="list-style-type: none"> 1. Id proof 2. Duplicate &Original Copys of licences 3. Any relevant document such as Partner Deal,Premises Change,Skilled worker | Controller |
| 180 | 4 | LEGAL METROLOGY | ALTERATION OF LICENSES | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Id proof 2. Duplicate &Original Copys of licences 3. Any relevant document such as Partner Deal,Premises Change,Skilled worker | Controller |
| 181 | 5 | LEGAL METROLOGY | APPEAL AGAINST THE ORDER OF INSPECTOR/ASST CONTROLLER/DEPUTY CONTROLLER | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case" | Controller |
| 182 | 6 | LEGAL METROLOGY | APPEAL TO GOVT AGAINST ORDER OF CONTROLLER | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case" | Secretary to Civil Supplies |

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| 183 | 7 | LEGAL METROLOGY | APPLICATION FOR GRANT/RENEWAL OF DEALER LICENSE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Copies of certificates of approval of models by GOI and manufacturing licence" 2. "Municipal trade licence" 3. "Security deposit" 4. "Proof of identity of the applicant" 5. "Whether application is signed by (1) Proprietor (2) Managing partner (3) Managing director" 6. "Test report of the Assistant controller with regard to the weighing & measuring instruments" 7. "Operational manual for all approved models of the weighing & measuring" | Controller |
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| 184 | 8 | LEGAL METROLOGY | APPLICATION FOR GRANT/RENEWAL OF MANUFACTURING LICENSE | 30 Days, Cat B | <ol style="list-style-type: none">1. "Copies of certificates of approval of models by GOI"2. "Secure deposit"3. "Labour licence"4. "Lease/Rental/ownership deed of promises"5. "Original Skilled Worker certificate to be enclosed with the application"6. "Proof of identity of the applicant"7. "Signature of applicant in the application"8. "Willingness of the skilled worker and attested by the applicant"9. "Test reports of the RDC with regards of weighing & Measuring instruments" | Controller |
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| 185 | 9 | LEGAL METROLOGY | APPLICATION FOR GRANT/RENEWAL OF REPAIRING LICENSE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Copies of certificates of approval of models by GOI" 2. "Verification certificate of the weighing and measuring instruments" 3. "Security deposit" 4. "Lease/Rental/Ownership deed of the premises" 5. "Proof of identity of the applicant" 6. "Original Skilled Worker certificate deposited with the Asst.Controller concerned" 7. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director" 8. "Workshop test report by theLM/DILM" | Controller |
| 186 | 10 | LEGAL METROLOGY | CONDUCT TEST OF FRESH SAMPLES | 30 Days, Cat B | No Documents Required | Assistant Controller |
| 187 | 11 | LEGAL METROLOGY | DUPLICATE VERIFICATION OF LICENSE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Identification Copy 2. Non traceable certificate by the police | DistrictInspector/Inspector |
| 188 | 12 | LEGAL METROLOGY | ISSUE OF DUPLICATE LICENSES | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Identification Copy 2. Non traceable certificate by the police | Controller |

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| 189 | 13 | LEGAL METROLOGY | REGISTRATION AS MANUFACTURER/PACKER/ IMPO RTER | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant | Controller |
| 190 | | LEGAL METROLOGY | SKILLED WORKER CERTIFICATE | 60 Days, Cat B | | |

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| 191 | 1 | MINES AND GEOLOGY | ADVANCE ROYALTY / TOP UP FEE PAYMENT | NA, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | |
| 192 | 2 | MINES AND GEOLOGY | ANNUAL FEE PAYMENT FOR LEASE | 15 Minutes, Cat A | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Delivered across the counter |
| 193 | | MINES AND GEOLOGY | MINERAL DEALER LICENSE | | 1.Meeseva Application 2.Form A 3.ITCC 4.Sales Tax Clearance Certificate 5.Challan 6.Affidavit 7.Upload Photo (Signed by Gazetted officer) 8.Est. of Factory Licence. | DD |
| 194 | 3 | MINES AND GEOLOGY | GENERATE TRANSIT FORMS | 15 Minutes, Cat A | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Delivered across the counter |
| 195 | 4 | MINES AND GEOLOGY | GRANITE QUARRY LEASE | 180 days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Director Mines |

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| 196 | 5 | MINES AND GEOLOGY | MARBLE QUARRY LEASE | 180 days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan | Deputy Director Mines |
| 1967 | 6 | MINES AND GEOLOGY | MINING LEASE | 1 year, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan | Director Mines |
| 197 | 7 | MINES AND GEOLOGY | OTHER QUARRY LEASE | 120 days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan | Director Mines |
| 198 | 8 | MINES AND GEOLOGY | PROSPECTING LICENSE | 270 days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan | Director Mines |
| 199 | 9 | MINES AND GEOLOGY | RECONNAISSANCE PERMIT | 180 days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Director Mines |
| 200 | 10 | MINES AND GEOLOGY | REQUEST FOR MINERAL PERMIT | 10 Days, Cat B | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Director |

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| 201 | 11 | MINES AND GEOLOGY | UPDATE DISPATCH DETAILS | 15 Minutes, Cat A | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Delivered across the counter |
| 202 | 12 | MINES AND GEOLOGY | UPDATE PRODUCTION DISPATCH | 15 Minutes, Cat A | 1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo | Delivered across the counter |
| 203 | 1 | MINORITY WELFARE | C C OF PROCEEDINGS REGARDING APPOINTMENT OF MANAGEMENT COMMITTEES | 15 Minutes, Cat A | NA | Delivered across the counter |
| 204 | 2 | MINORITY WELFARE | C C OF PROCEEDINGS REGARDING APPOINTMENT OF MUTHAWALLIES | 15 Minutes, Cat A | NA | Delivered across the counter |
| 205 | 3 | MINORITY WELFARE | C C OF MUNTAKHABS, REGISTERED U/S.36 OF WAQF ACT 1995 | 15 Minutes, Cat A | NA | Delivered across the counter |
| 206 | 4 | MINORITY WELFARE | C C OF SERVICE RENDERING CERTIFICATES FOR CASH GRANTS | 15 Minutes, Cat A | NA | Delivered across the counter |

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| 207 | 5 | MINORITY WELFARE | ISSUE OF MARRIAGE LICENSE TO PASTORS | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Recommendation of Pastor or Main Organization" 2. "Congregation Letter with minimum 100 members" 3. "Community Cert only for BC "C" or Baptism Certificate" 4. "Educational Qualification (Min. SSC Certificate)" 5. "Date of Birth Certificate" 6. "Bible Training Certificate in Theology or Divinity registered under Societies Act" 7. "MRO or RDO Report" 8. "SP Report" | SECRETARY, MWD |
| 208 | 6 | MINORITY WELFARE | MINORITY STATUS CERTIFICATE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. "Society Registration Form" 2. "Society By laws/Aims and objectives of the educational agency" 3. "List of office bearers" 4. "Religious Proof of the Governing Body members" 5. "Inspection Report" 6. "Govt orders under which the institution has been permitted to be established (for renewal only)" | SECRETARY, MWD |
| 209 | | Department Of Town and Country Planning | BUILDING PENALIZATION SCHEME | 60 Days, Cat B | NA | |

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| 210 | 1 | MUNICIPAL ADMINISTRATIO N | BIRTH CERTIFICATE - CDMA | First time 5 days second and subsequent times - 15 min, Cat A & B | Application Form* | AMOH |
| 211 | 2 | MUNICIPAL ADMINISTRATIO N | BUILDING PERMISSIONS | 15 Days, Cat B | 1. Building application duly signed by owner ,builder ,architect, and engineer Declaration forms duly signed by owner and gazetted officer and license copy of architect/engineer town survey record from MRO previous sanctioned plan ULC clearance for above 1000sqm. ULC affidavit(below 1000sqm)ownership documents(2sets attested by gazetted officer). 2.linked documents (attested by gazetted officer) Up to date property tax receipt Rs.20 Non-judicial stamp paper building plans(1+5) duly signed by owner ,architect and structural engineer | MUNICIPAL COMMISSIONER |
| 212 | 3 | MUNICIPAL ADMINISTRATIO N | CHILD NAME INCLUSION - CDMA | First time 5 days , 2nd time onwards 15 min, Cat A & B | 1) Application Form * (Duly signed by both parents if the child is less than 3 years) | AMOH |

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| 213 | 4 | MUNICIPAL ADMINISTRATIO N | Closure of Trade License | 15 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 214 | | MUNICIPAL ADMINISTRATIO N | PERMISSION FOR WATER CONNECTIONS | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 215 | | MUNICIPAL ADMINISTRATIO N | TRANSFER OF TITLE DEEDS | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 216 | | MUNICIPAL ADMINISTRATIO N | VACANCY REMISSION | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 217 | | MUNICIPAL ADMINISTRATIO N | SUB-DIVISION REQUEST | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 218 | | MUNICIPAL ADMINISTRATIO N | EXEMPTION REQUEST | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 219 | | MUNICIPAL ADMINISTRATIO N | APPLYING FOR TRADE LICENSE | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |
| 220 | | MUNICIPAL ADMINISTRATIO N | APPLICATION FOR FEE PAYMENT | 15 Mln, Cat A | 1. Application Form | MUNICIPAL COMMISSIONER |
| 221 | | MUNICIPAL ADMINISTRATIO N | CDMA PAY MUTATION FEE | 15 Mln, Cat A | 1. Application Form | MUNICIPAL COMMISSIONER |
| 222 | | MUNICIPAL ADMINISTRATIO N | PAY TRADE LICENSE FEE | 15 Mln, Cat A | 1. Application Form | MUNICIPAL COMMISSIONER |
| 223 | | MUNICIPAL ADMINISTRATIO N | NEW ASSESSMENT REQUEST | 7 Days, Cat B | 1. Application Form | MUNICIPAL COMMISSIONER |

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| 224 | 5 | MUNICIPAL ADMINISTRATIO N | CORRECTIONS IN BIRTH CERTIFICATE - CDMA | 5 days, Cat B | 1) Application Form and Any one of the below documents 2) Original bIRTH Certificate issued by the Registrar of Death 3) Declaration by Parent(s) attested by two gazetted officers | AMOH |
| 225 | 6 | MUNICIPAL ADMINISTRATIO N | CORRECTIONS IN DEATH CERTIFICATE - CDMA | 5 days, Cat B | 1) Application Form and Any one of the below documents 2) Original Death Certificate issued by the Registrar of Death 3) In case of Medico Legal cases for death events, certificate from the concerned | AMOH |
| 226 | 7 | MUNICIPAL ADMINISTRATIO N | DEATH CERTIFICATE - CDMA | First time 5 days second and subsequent times - 15 min, Cat A & B | Application Form* | AMOH |
| 227 | 8 | MUNICIPAL ADMINISTRATIO N | New Trade License | 15 Days, Cat B | 1. Building occupancy certificate 2. Building sanction plan of GHMC 3. Property Tax receipt up to Date 4. Rental/sale/Lease Deed. 5. Location plans (Blue print copies) 6. Passport size photos-2. | MUNICIPAL COMMISSIONER |

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| 228 | 9 | MUNICIPAL ADMINISTRATIO N | NEW WATER TAB CONNECTION (BPL) | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application from applicant 2. Site Plan indicating the distribution line and point of water connection. 3. Latest Property Tax Receipt. Tax receipts 4. Copies of total units/flat (Applicable to multistoried buildings) 5. No Objection letter from all the units/flat owners (Application only to multistoried buildings) 6. Copy of white ration card authorized by gazetted officer (Applicable for BPL connections) 7. Income certificate issues by the MRO(Applicable for BPL connections) | MUNICIPAL COMMISSIONER |
| 229 | 10 | MUNICIPAL ADMINISTRATIO N | NON AVAILABILITY BIRTH APPLICATION - CDMA | First time 5 days , 2nd time onwards 15 min, Cat A & B | <p>1) Application Form* and Any one of the below documents</p> <ol style="list-style-type: none"> 1. Ration Card/Any Other Residence Proof 2. School Bonafide Certificate 3 Secondary School Certificate(Marks Sheet) 4 . Notarized Affidavit(Non-Judicial Stamp Paper) | AMOH |

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| 230 | 11 | MUNICIPAL ADMINISTRATIO N | NON AVAILABILITY DEATH APPLICATION - CDMA | First time 5 days , 2nd time onwards 15 min, Cat A & B | 1) Application Form* and Any one of the below documents 1. Ration Card/Any Other Residence Proof 2.In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station 3. Notarized Affidavit(Non-Judicial Stamp Paper) | AMOH |
| 231 | 12 | MUNICIPAL ADMINISTRATIO N | PROPERTY TAX - EXEMPTION REQUEST | 30 Days, Cat B | 1. Application form 2. Patta copy/ Registration copy. 3. Supporting document for the BPL / Ex-Service men 4. Identity proof . | MUNICIPAL COMMISSIONER |
| 232 | 13 | MUNICIPAL ADMINISTRATIO N | PROPERTY TAX - NEW ASSESSMENT REQUEST | 30 Days, Cat B | 1. Registered sale deed attested by gazetted officer. 2. Building Sanctioned plan. 3. Occupancy certificate. 4. Unregistered document in case not registered. indemnity bond of Rs. 100/- in case of unregistered properties. | MUNICIPAL COMMISSIONER |
| 233 | 14 | MUNICIPAL ADMINISTRATIO N | PROPERTY TAX - SUB-DIVISION REQUEST | 30 Days, Cat B | 1.Application form. 2. Patta copy/ Registration copy 3. House Tax assessment letter for the current year 4. Tax payments receipts for property/water etc | MUNICIPAL COMMISSIONER |

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| 234 | 15 | MUNICIPAL ADMINISTRATIO N | PROPERTY TAX - VACANCY REMISSION | 30 Days, Cat B | 1. Application from applicant 2. Patta copy/ Registration copy 3. House Tax assessment letter for the current year 4. Tax payments receipts for property/water | |
| 235 | 16 | MUNICIPAL ADMINISTRATIO N | Renew Trade License | 15 Days, Cat B | | |
| 236 | 17 | MUNICIPAL ADMINISTRATIO N | TRANSFER OF TITLE (EITHER SELLER OR BUYER APPLIED ONLY) | 30 Days, Cat B | 1. Application form, 2. Attested copy of registered sale deed and link documents, 3 Attested copies of latest property tax and water charges receipts, 4. Notary certificate (wherever applicable) | MUNICIPAL COMMISSIONER |
| 237 | 18 | MUNICIPAL ADMINISTRATIO N | TRANSFER OF TITLE (SELLER AND BUYER BOTH APPLIED) | 30 Days, Cat B | 1. Application form, 2. Attested copy of registered sale deed and link documents, 3 Attested copies of latest property tax and water charges receipts, 4. Notary certificate (wherever applicable) | MUNICIPAL COMMISSIONER |
| 238 | 1 | POLICE | ISSUANCE OF CERTIFICATES - POLICE | 7 days, Cat B | 1. Address Proof 2. ID Proof 3. Petition | SHO/SDPO/ACP/SP |
| 239 | 2 | POLICE | MISSING / LOST DOCUMENTS / ARTICLES - POLICE | 21 Days, Cat B | 1. Address Proof 2. ID Proof 3. Petition | SHO/SDPO/ACP/SP |
| 240 | 3 | POLICE | PERMISSION FOR EVENT BANDHOBUST - POLICE | 7 days, Cat B | 1. Address Proof 2. ID Proof 3. Petition | ASP/SDPO/ACP/SP |

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| 241 | | POLICE | FRESH LICENSES / RENEWAL - POLICE | 7 Days, Cat B | 1.Address Proof 2.ID Proof 3.Petition | ASP/SDPO/ACP/SP |
| 242 | 1 | REGISTRATION and STAMPS | AMENDMENT OF SOCIETY | 3 Days, Cat B | Application Form* | District Registrar |
| 243 | 2 | REGISTRATION and STAMPS | CERTIFIED COPY OF BYE LAW OF SOCIETIES | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 244 | 3 | REGISTRATION and STAMPS | CERTIFIED COPY OF FIRM REGISTRATION | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 245 | 4 | REGISTRATION and STAMPS | CERTIFIED COPY OF REGISTRATION DOCUMENT | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 246 | 5 | REGISTRATION and STAMPS | CERTIFIED COPY OF SOCIETY REGISTRATION | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 247 | | REGISTRATION and STAMPS | PRE-REGISTRATION - DATA ENTRY AND SLOT BOOKING(FLAT) | 7 Days, Cat B | Application Form* | Delivered across the counter |
| 248 | | REGISTRATION and STAMPS | PRE-REGISTRATION - DATA ENTRY AND SLOT BOOKING(PLOT) | 7 Days, Cat B | Application Form* | Delivered across the counter |
| 249 | | REGISTRATION and STAMPS | PRE-REGISTRATION - DATA ENTRY AND SLOT BOOKING(AGRICULTURE) | 7 Days, Cat B | Application Form* | Delivered across the counter |
| 250 | 6 | REGISTRATION and STAMPS | CHANGE IN CONSTITUTION FIRM | 30 Days, Cat B | Application Form* | District Registrar |
| 251 | 7 | REGISTRATION and STAMPS | ENCUMBRANCE CERTIFICATE | Same Day If Submitted before 2 PM, Cat B | NA | SRO |

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| 252 | 8 | REGISTRATION and STAMPS | FIRM NAME CHANGE | 3 Days, Cat B | Application Form* | District Registrar |
| 253 | | REGISTRATION and STAMPS | SUBMISSION OF APPEAL | 7 Days, Cat B | Application Form* | District Registrar |
| 254 | 9 | REGISTRATION and STAMPS | HINDU MARRIAGE CERTIFICATE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form * 2. Wedding Card 3. Date of Birth Proof, SSC Marks Memo, Passport, Birth certificate issued by Local Bodies, Notary affidavit or any other proof(Both Husband and Wife) 4. Marriage Photo 5. Residence Proof(Both Husband and Wife) | SRO |
| 255 | 10 | REGISTRATION and STAMPS | PRE-REGISTRATION - DATA ENTRY AND SLOT BOOKING | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 256 | 11 | REGISTRATION and STAMPS | REGISTRATION OF FIRMS | 3 Days, Cat B | <ol style="list-style-type: none"> 1. Application from applicant 2. Partnership Deed 3. ID Proof 4. Address Proof 5. And photographs of all partners 6. Rental agreement/Declaration Attestation by competent authority | District Registrar |

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| 257 | 12 | REGISTRATION and STAMPS | REGISTRATION OF SOCIETY | 3 days, Cat B | <ol style="list-style-type: none"> 1. Application from applicant. 2. Memorandum of Society (Mandatory) 3. Rules and Regulations (Mandatory) 4. Partnership Deed 5. ID Proof 6. Address proof and 7. photographs of all 8. partners 9. Office rental 10. Agreement/Declaration | District Registrar |
| 258 | 13 | REGISTRATION and STAMPS | Relssuance of Hindu Marriage Certificate | 15 Mins, Cat A | NA | Delivered across the counter |
| 259 | 14 | REGISTRATION and STAMPS | SLOT BOOKING FOR REGISTRATION | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 260 | 1 | REVENUE | ADDITION OF SURVEY NO IN ADANGAL AND 1 B | 15Days, Cat B | <ol style="list-style-type: none"> 1.Application Form* 2.Supporting Document* | Tahsildar |
| 261 | 2 | REVENUE | AGRICULTURAL LAND VALUE APPLICATION | 30 days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Registration Document* 3. Pattadar Passbook* 4.Tittle Deed* 5. Encumbrance Certificate as on date issued by the sub-Registrar concerned* | Tahsildar |
| 262 | 3 | REVENUE | AGRICULTURE INCOME CERTIFICATE | 1st Time-7 Days, 2nd Time & There after 15 Min*, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card# | Tahsildar |

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| 263 | 4 | REVENUE | APPEALS ON DEMARCATION | 45 days, Cat B | 1. Application Form * 2. Affidavit/Notary stating that the applicant is owner of the land 3. Panchanam copy of lower cadre 4. sketch | Deputy Director/RDO |
| 264 | 5 | REVENUE | CERTIFIED COPIES ISSUED BY | 15 Days, Cat B | Physical form* | RDO |
| 265 | | REVENUE | REGULARIZATION OF ENCROACHMENT IN GOVERNMENT LAND | 90 Days, Cat B | 1. Application Form * 2. Aadhaar Card/Voter ID/Driving License/Passport* 3. Ration Card/Certificate of Income in BPL Category* | MRO |
| 266 | | REVENUE | Regularization of Encroachments in Government lands upto 500 Sq.Yds | 120 Days, Cat B | 1. Application form * 2. Proof of Identity* 3. Proof of Occupation* 4. Photograph of Occupant along with the Constructed Building in dwelling Units*. | RDO/ COLLECTOR/ CCLA |

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| 267 | 6 | REVENUE | CHANGE OF NAME APPLICATION | 15 days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Recent Passport size Photograph* 3. Citizenship Certificate issued by Gazetted Officer * 4. Affidavit stating exact reason for change of his/her name * 5. Certificates from Class 1 to 10th attested by Gazetted Officer 6. Police Certificate stating that he/she has not come to any adverse records during last 5 years * 7. Others(Aadhar/Ration Card/VoterID etc for Illite rates) | Tahsildar |
| 268 | 7 | REVENUE | Claims Under Andhra Pradesh Dotted Lands(Updation in Re-Settlement Register) Rules,2017 | 180 Days, Cat B | <ol style="list-style-type: none"> 1.Application Form* 2.Registered Documents with Document No and Date (all link Documents shall be provided) 3.Entries in RH maintained by the Registration department copy 4.Encumbrance Certificate copy 5.Adangal Copy 6.10(1) Account 7.ROR Record maintained by Revenue Department copy 8.Order or decree of any court / competent authority copy 9.Aadhar card/ Voter id card/ Ration card or | Collector |

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| 269 | 8 | REVENUE | COMPUTERIZED ADANGAL | 15 Minutes & 7 Days, Cat A&B | Previous Pahani Details | Delivered across the counter |
| 270 | 9 | REVENUE | CORRECTION IN COMPUTERIZED ADANGAL AND 1B | 15 Days, Cat B | Previous Pahani Details | Tahsildar |
| 271 | 10 | REVENUE | CRACKERS LICENSE FOR DIWALI | 30 days, Cat B | <ol style="list-style-type: none"> 1. Application form 2. Identity proof 3. Address proof 4. Verification report from Police 5. No Objection from Fire Service Department 6. No objection from local body 7. Particulars of previous license if any. | Collector |
| 272 | 11 | REVENUE | EBC CERTIFICATE | 7 Days, Cat B | 1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card# | Tahsildar |
| 273 | 12 | REVENUE | EPASBOOK-REPLACEMENT | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form 2. Registered document (copies) if any 3. Recent passport size photo 4. Signature | Tahsildar |
| 274 | 13 | REVENUE | EPASSBOOK-DUPLICATE | 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form 2. Registered document (copies) if any 3. FIR Copy 4. Recent passport size photo 5. Signature | Tahsildar |
| 275 | | REVENUE | ISSUANCE OF LOCAL STATUS CERTIFICATE | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Aadhaar Card/Driving license/Ration Card/Bank pass Book/ Pan Card/Voter ID Card, Any Other Certificate* 3. Self Declaration Form* 4. Passport Size Photo* | MRO |

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| 276 | | REVENUE | REGULARIZATION OF ENCROACHMENTS IN GOVT. LANDS IN URBAN & RURAL AREAS UP TO 100 SQ. YD | 90 Days, Cat B | 2.Aadhaar Card/Driving license/Ration Card/Bank pass Book/ Pan Card/Voter ID Card, Any Other Certificate* | RDO/ COLLECTOR/ CCLA |
| 277 | 14 | REVENUE | EXTRACT OF D FORM PATTA | 7 Days, Cat B | 3.Self Declaration Form* | Deputy Tahsildar |
| 278 | 15 | REVENUE | EXTRACT OF HOUSE SITE PATTA | 7 Days, Cat B | 4.Passport Size Photo* | Deputy Tahsildar |
| 279 | 16 | REVENUE | EXTRACT OF NOC UNDER EXPLOSIVE ACT | 15 Days, Cat B | 1. Application form 2. Copy of NOC | DRO |
| 280 | 17 | REVENUE | EXTRACT OF NOC UNDER PETROLEUM ACT | 15 Days, Cat B | 1. Application form 2. Copy of NOC | DRO |
| 281 | 18 | REVENUE | F-LINE APPLICATION (NEW) | 30 Days, Cat B | Application Form* | Tahsildar |
| 282 | 19 | REVENUE | FAMILY MEMBER CERTIFICATE | 30 Days, Cat B | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card* 3.Death Certificate* | Tahsildar |
| 283 | 20 | REVENUE | INCOME CERTIFICATE | 1st Time-7 Days, 2nd Time & There after 15 Min*, Cat A & B | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Copy of IT Returns/Pay Slips(Govt/Pvt Employees)# | Tahsildar |

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| 284 | 21 | REVENUE | INTEGRATED CERTIFICATE | 1st Time-30 Days, 2nd Time & There after 15 Min*, Cat A & B | 1) Application Form* 2) Caste Certificate issued to the Family members 3) SSC Marks memo/DOB Extract/Transfer Certificate 4) 1 to 10th study Certificates or DOB certificates issued by Municipality/Gram Panchayat 5) Ration Card/Epic Card/Aadhaar Card 6) Schedule I to IV | Tahsildar |
| 285 | | REVENUE | MODIFICATIONS IN 22 A LIST-22A-(1)(A) | 45 Days, Cat B | 1.Application Form* 2.Proof of Address/ID* 3.Proof of Possession 4.Other Documents 5.Other Documents 6.Other Documents | Collector |
| 286 | | REVENUE | MODIFICATIONS IN 22 A LIST-22A-(1)(B) | 45 Days, Cat B | 1.Application Form* 2.Proof of Address/ID* 3.Proof of Possession 4.Other Documents 5.Other Documents 6.Other Documents | Collector |
| 287 | | REVENUE | MODIFICATIONS IN 22 A LIST-22A-(1)(C) | 45 Days, Cat B | 1.Application Form* 2.Proof of Address/ID* 3.Proof of Possession 4.Other Documents 5.Other Documents 6.Other Documents | Collector |
| 288 | | REVENUE | MODIFICATIONS IN 22 A LIST-22A-(1)(D) | 45 Days, Cat B | 1.Application Form* 2.Proof of Address/ID* 3.Proof of Possession 4.Other Documents 5.Other Documents 6.Other Documents | Collector |

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| 289 | REVENUE | MODIFICATIONS IN 22 A LIST-22A-(1)(E) | 45 Days, Cat B | 1.Application Form* 2.Proof of Address/ID* 3.Proof of Possession 4.Other Documents 5.Other Documents 6.Other Documents | Collector |
| 290 | REVENUE | TITLE DEED CUM PASSBOOK ONLY | 7 Days, Cat B | Signature | NA |
| 291 | REVENUE | LAND CONVERSION (NEW)-GO MS NO 98 | 15 MIn, Cat A | 1.Annexure –A Copy* 2.Application in prescribed format* 3.Register documents/copies of Pattadar Pass books/Title Deeds* 4.Basic Value certificate from Sub-Registrar* 5.Ration Card/ Aadhaar No./EPIC card 6.Challan Copy* | RDO |
| 292 | REVENUE | BULK APPLICATION FOR FARMERS TITLE DEED CUM PPB BY BANKER | 15 MIn, Cat A | NA | MRO |
| 293 | REVENUE | MUTATION | 7 Days, Cat B | 1.Application form* 2.Registered Document Copies* 3.Old Pattadar Passbook/Title deed/(Seller PPB/TD)* 4.Tax Receipts if any 5.Recent Passport Size photo* 6.Signature* 7.Identity of the NRI* | |
| 294 | REVENUE | MUTATION AND E-PASSBOOK | 7 Days, Cat B | 1.Application form* 2.Registered Document Copies* 3.Old Pattadar Passbook/Title deed/(Seller PPB/TD)* 4.Tax Receipts if any 5.Recent Passport Size photo* 6.Signature* 7.Identity of the NRI* | MRO |

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| 295 | | REVENUE | RESIDENCE CERTIFICATE - GENERAL | 7 Days, Cat B | 1.Application form 2.Ration card/EPIC card/Aadhaar Card 3.House Tax/Telephone Bill/Electricity Bill. 4.Upload Passport size photo. | MRO |
| 296 | | REVENUE | RESIDENCE CERTIFICATE - PASSPORT | 7 Days, Cat B | 1.Application form 2.Ration card/EPIC card/Aadhaar Card 3.House Tax/Telephone Bill/Electricity Bill. 4.Upload Passport size photo. | MRO |
| 297 | 22 | REVENUE | ISES SERVICES - INCOME FEE REIMBURSEMENT | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 298 | 23 | REVENUE | ISES SERVICES -INCOME CERTIFICATE | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 299 | 24 | REVENUE | ISES SERVICES - INTEGRATED CERTIFICATE | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 300 | 25 | REVENUE | ISES SERVICES -RESIDENCE CERTIFICATE | 15 Minutes, Cat A | Application Form* | Delivered across the counter |

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| 301 | | REVENUE | MONEY LENDING | 45 Days, Cat B | 1. Application* 2. National Saving Certificate for 10000/- in the name of Applicant/Firm* 3. Address Proof* 4. PAN* 5. Copy of Attested Property Documents* 6. Bank A/C statement above 6 months with a min balance of 100000/-* 7. Copy of Firm Registration* 8. Affidavit* 9. Copy of Lease/Rental Document* 10. Scanned Copy of Passport size photo* | SO -> MRO -> SO -> JC |
| 302 | | REVENUE | NO CERTIFICATE | OBJECTION 30 DAYS, Cat B | | |

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| 303 | REVENUE | NFBS APPLICATION | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Income Certificate (Family income less than Rs 6000/- per Month)* 3. Family member Certificate(Applicant Surviving head of family of deceased primary bread winner(no major sons))* 4. Residence certificate (the deceased was resident of district where he had been residing for last 3 years immediately preceding his death)* 5. White ration card* 6. Death certificate* | MRO -> RDO -> SO -> JC -> SO |
| 304 | REVENUE | APATHBANDHU SCHEME | 365 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. FIR* 3. Death Certificate* 4. Report of post Mortem/Panchanama 5. Affidavit of Rs 10/- Bond Paper* 6. Dependent Certificate 7. White ration Card 8. NOC Issued by the APM-IKP of concerned Mandal 9. Income Certificate 10. Annexure-III 11. Check Slip | MRO -> RDO -> SO -> JC -> SO |
| 305 | REVENUE | DUPLICATE COPY OF CERTIFICATE - INCOME | 15 MIn, Cat A | 1. Application Form*, 2. Approved Certificate Number | Delivered across the counter |

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| 306 | | REVENUE | DUPLICATE COPY OF CERTIFICATE - RESIDENCE | 15 MIn, Cat A | 1. Application Form*, 2. Approved Certificate Number | Delivered across the counter |
| 307 | | REVENUE | DUPLICATE COPY OF CERTIFICATE - INTEGRATED | 15 MIn, Cat A | 1. Application Form*, 2. Approved Certificate Number | Delivered across the counter |
| 308 | | REVENUE | CORRECTIONS IN CURRENT ADANGAL | 7 Days, Cat B | 1. Application form*. | MRO |
| 309 | | REVENUE | PRAJAVANI | 15 MIn, Cat A | 1. Application form*. | Collector |
| 310 | | REVENUE | CC OF ROM | 15 Days, Cat B | 1. Application form*. | MRO |
| 311 | 26 | REVENUE | ISSUE OF ARM LICENCE(FRESH) | 45 days, Cat B | 1. Application form* 2. Recent passport Size Photo* 3. Ration card* 4. Aadhaar Card 5. Income Tax Returns* 6. Pan card* | Collector |
| 312 | | REVENUE | DEMARCATION(HYD) | 7 Days, Cat B | 1. Application * 2. Affidavit/Notary stating that the applicant is owner of the land* 3. Panchanama copy of lower cadre* 4. Sketch*. | 1st Appeal --> RDO/2nd Appeal --> AD |
| 313 | | REVENUE | CERTIFIED COPIES OF TSLR | 7 Days, Cat B | NA | NA |

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| 314 | | REVENUE | EPASSBOOK-NEW | 30 DAYS, Cat B | <ol style="list-style-type: none"> 1. Application form* 2. Scanned Copy FIR (For Duplicate Pattadhar Pass book)* 3. NOC certificate from the bank in the respective jurisdiction (For Duplicate Pattadhar Pass book)* 4. Registered Document (Copies) if any* 5. Recent pass port Size photo* 6. Signature*. | MRO |
| 315 | 27 | REVENUE | ISSUE OF ARM LICENCE(RENEWAL) | 45 days, Cat B | <ol style="list-style-type: none"> 1. Application form* 2. Recent passport Size Photo* 3. Xerox of Original License* 4. Ration card* 5. Aadhaar Card 6. Income Tax Returns* 7. Pan card* | Collector |
| 316 | 28 | REVENUE | ISSUE OF NOC FOR STORING OF PETROLEUM PRODUCTS | 45 days, Cat B | <ol style="list-style-type: none"> 1. Application form* 2. Site plan* 3. Copy of Passbook/title deed/sale deed* 4. lease Agreement 5. letter of intent issued by the oil company* 6. Extract of Pahani* | Collector |

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| 317 | 29 | REVENUE | ISSUE OF OCCUPANCY RIGHTS CERT FOR INAM LANDS | 90 days, Cat B | 1. Application form (mandatory) 2. 1954-1955 kasara pahani ,73-74 latest pahani copies (mandatory) 3. Family Tree / Relationship with Inamdhar (optional) | RDO |
| 318 | | REVENUE | CERTIFIED COPIES OF PANCHANAMA | 15 Days, Cat B | 1. Application Form* | MRO/RDO/AD/DD/Municipal Commissioner |
| 319 | 30 | REVENUE | ISSUE OF SMALL AND MARGINAL FARMER CERTIFICATE | 7 Days, Cat B | 1. Application Form 2. Photo copy of Pattadar Passbook/Title Deed/!B Extract/Registered sale deeds of lands 3. Self declaration by the farmer for thelands | Tahsildar |
| 320 | 31 | REVENUE | LAND CONVERSION | 60 days, Cat B | 1) Application in prescribed format 2) Register documents/copies of Pattadhaar Pass books/Title Deeds 3) Basic Value certificate from Sub-Registrar 4) Ration Card/ Aadhaar card/EPIC card | RDO |
| 321 | 32 | REVENUE | LATE REGISTRATION OF BIRTH | 60 Days, Cat B | 1. Physical Document 2. Non Availability certificate issued by the GP/ Municipal Commissioner 3. Ration Card Copy 4. SSC Marks memo 5. Self Affidavit | RDO |

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| 322 | 33 | REVENUE | LATE REGISTRATION OF DEATH | 60Days, Cat B | 1. Physical Document 2. Non Availability certificate issued by the GP/ Municipal Commissioner 3. Ration Card Copy 4. SSC Marks memo 5. Self Affidavit | RDO |
| 323 | 34 | REVENUE | LOAN ELIGIBILITY CARD | 15Days, Cat B | 1. Application Form(PDF Only)*. 2. Photo Copy* | Tahsildar |
| 324 | | REVENUE | EXTRACT OF ORC | 15 Days, Cat B | 1. Application form* 2. Copy of ORC | DAO |
| 325 | | REVENUE | ISSUE OF TONCH MAP | 7 Days, Cat B | NA | NA |
| 326 | | REVENUE | REFUND OF TRADE DEPOSIT | 30 DAYS, Cat B | 1. Application form (mandatory)* 2. Acceptance proceedings issued by the RDO* 3. Authorisation proceedings issued by the RDO | RDO |
| 327 | | REVENUE | PERMISSION TO RUN THE BENEFIT SHOW | 7 Days, Cat B | 1. Application to run benefit show*. 2. Copy of Cinema Hall License Copy (B Form)* | COLELCTOR/DRO |
| 328 | | REVENUE | NOC FOR CONSTRUCTION OF CINEMA HALL | 45 Days, Cat B | 1. Application form* 2. Original plan* 3. Ammonia Plan/Blue Print* 4. Original Challan * 5. Original NOC from Gram Panchayath * | DRO -> RDO -> MRO -> RDO -> DRO -> JC |
| 329 | 35 | REVENUE | MANUAL ADANGAL | 7 Days, Cat B | Application Form | Tahsildar |

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| 330 | 36 | REVENUE | MUTATION AND TITLE DEED CUM E-PASSBOOK | 30 Days, Cat B | 1.Application Form* 2.Registered Document Copies* 3.Old Pattadar Passbook/Title deed/(Seller PPB/TD)* 4.Tax Receipts if any# 5.Recent Passport Size photos 5 No | Tahsildar |
| 331 | 37 | REVENUE | NO EARNING CERTIFICATE | 1st Time-7 Days, 2nd Time & There after 15 Min*, Cat A & B | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card* 3.Death Certificate* 4.Copy of Family Member Certificate | Tahsildar |
| 332 | 38 | REVENUE | NO PROPERTY APPLICATION SERVICE | 60 days, Cat B | 1. Application Form 2. Ration Card/Aadhaar/ Electoral card 3. Death Certificate 4. Duplicate copy of Family member | Tahsildar |
| 333 | 39 | REVENUE | OBC CERTIFICATE | 30 Days, Cat B | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Applicant Father/Mother property particulars# 4.Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)# | Tahsildar |
| 334 | 40 | REVENUE | Pattadhaar Mobile No Seeding in Land Records | 15 Min, Cat A | NA | Delivered across the counter |

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| 335 | 41 | REVENUE | PAWN BROKER | Fresh - 45 Days, Renewal - 30 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. National Saving Certificate for 10000/- 3. Address Proof* 4. PAN* 5. Copy of Attested Property Documents* 6. Bank A/C statement above 6 months with a min balance of 100000/- 7. Copy of Firm Registration 8. Affidavit* 9. Copy of Lease/Rental Document 10. Scanned Copy of Passport size photo* | Joint Collector |
| 336 | 42 | REVENUE | PERMISSION FOR DIGGING AGRI/DRINKING WELL | 15 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form 2. Photo copy of Pattadar Passbook/Title Deed/!B Extract/Registered sale deeds of lands 3. Small and marginal farmer Certificate for fee concession | Tahsildar |
| 337 | 43 | REVENUE | POSSESSION CERTIFICATE | 7 days, Cat B | <ol style="list-style-type: none"> 1. Application Form 2. Income Certificate/Ration Card 3. Scanned passport size photo | Tahsildar |
| 338 | 44 | REVENUE | Printing of Title Deed cum PPB | 15 Min, Cat A | NA | Delivered across the counter |

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| 339 | 45 | REVENUE | Regularization of Unobjectionable Encroachments in Government Lands Up to 500 Sq.Yards(GO No:388) | 120 Days, Cat B | 1.Application Form* 2.Proof of Identity * 3.Proof of Occupation* 4.Photograph of Occupant along with the constructed Building in Dwelling Units* 5.Certificate of Income * | RDO/Collector(Based on Extend) |
| 340 | 46 | REVENUE | REISSUANCE OF EBC | 15 Minutes, Cat A | 1. ID Proof of the actual applicant or his/her parents* | Delivered across the counter |
| 341 | 47 | REVENUE | REISSUANCE OF INTEGRATED CERTIFICATE | 15 Minutes, Cat A | 1. ID Proof of the actual applicant or his/her parents* | Delivered across the counter |
| 342 | 48 | REVENUE | REISSUANCE OF OBC | 15 Minutes, Cat A | 1. ID Proof of the actual applicant or his/her parents* | Delivered across the counter |
| 343 | | REVENUE | LOCAL CANDIDATE CERTIFICATE FOR EDUCATIONAL INSTITUTIONAL PURPOSE | 7 Days, Cat B | 1. Application form*. 2. Ration card/EPIC card/Aadhaar Card* 3. Study Certificates for last 7 years of matriculation/SSC /Intermediate Graduation Examination*. | MRO |
| 344 | 49 | REVENUE | RENEWAL OF CINEMA LICENCE | 15 Days, Cat B | 1.Application Form 2.Copy of B-Form License Certificate 3.Certificate Issued by Dy.Electrical Inspector 4.Filem Division Certificate 5.Structural certificate issued by the EE R&D 6.Certificate issued by the Divisional Fire Officer | RDO |

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| 345 | 50 | REVENUE | ROR - 1B | 15 Minutes, Cat A | Application Form* | Delivered across the counter |
| 346 | 51 | REVENUE | SETHWAR / SUPPLEMENTARY SETHWAR/RESETTLEMENT REGISTER/FLR | 60 Days, Cat B | 1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents | Deputy Tahsildar |
| 347 | 52 | REVENUE | SINGLE WINDOW LAND CONVERSION | 21 Days, Cat B | | |
| 348 | 53 | REVENUE | STORAGE OF EXPLOSIVE MATERIAL LICENSE | 30 Days, Cat B | 1. Application form 2. Identity proof 3. Address proof 4. Verification report from Police 5. NOC from Fire Service Dept. 6. NOC from Local Body 7. Particulars of Previous Licenses if any 8. Photo | Collector |
| 349 | 54 | REVENUE | WATER TAX PAYMENT FOR AGRICULTURE LANDS | 15 Min, Cat A | NA | Delivered across the counter |
| 350 | 1 | RTA | DL ABSTRACT | 15 Min, Cat A | Application Form* | RTO |
| 351 | 2 | RTA | DL SLOT BOOKING WITH FEE PAYMENT | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 352 | 3 | RTA | LL SLOT BOOKING WITH FEE PAYMENT | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 353 | 4 | RTA | RC ABSTRACT | 15 Min, Cat A | Application Form* | Delivered across the counter |

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| 354 | 1 | RURAL DEVELOPMENT | REQUEST FOR AIDS & APPLIANCES | 15 Minutes, Cat A | Application Form | Delivered across the counter |
| 355 | | RURAL DEVELOPMENT | SAND ORDER PLACEMENT | 15 MIn, Cat A | NA | NA |
| 356 | | RURAL DEVELOPMENT | NTR-BHAROSHA SSP PAYMENTS | 15 MIn, Cat A | NA | NA |
| 357 | 2 | RURAL DEVELOPMENT | REQUEST FOR SADAREM CERTIFICATE | 15 Minutes, Cat A | Application Form | Delivered across the counter |
| 358 | 1 | SCHOOL EDUCATION | CORRECTION OF SSC CERTIFICATE | 30 Days, Cat B | 1. Application Form 2. Parent Declaration Form 3. Copy of SSC Memo | Director of Government Examinations(DGE) |
| 359 | | SCHOOL EDUCATION | SCHOOL REGISTRATION | 7 Days, Cat B | Application Form | Educational Department |
| 360 | | SOCIAL WELFARE DEPARTMENT | CHANDRANNA PELLI KAAUNUKA | Cat A | NA | Delivered across the counter |
| 361 | | SOCIAL WELFARE DEPARTMENT | APPLICATION FOR SC/ST BACKLOG POSTS RECRUITMENT | Cat A | Application Form | Delivered across the counter |
| 362 | 1 | SOCIAL WELFARE DEPARTMENT | APPLICATION FOR STUDENT SCHOLARSHIP (RENEWAL) | 15 Minutes, Cat A | Application form | Delivered across the counter |
| 363 | | SOCIAL WELFARE DEPARTMENT | PREMATRICULATION SCHOLARSHIP SERVICE | Cat A | | |
| 364 | 2 | SOCIAL WELFARE DEPARTMENT | APPLICATION FOR STUDENT SCHOLARSHIP(FRESH) | 15 Minutes, Cat A | Application form | Delivered across the counter |

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| 365 | SPDCL | NAME CHANGE -SPDCL | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof*. 3. Caste Certificate (Mandatory if SC/ST)* 4. Owner Ship Certificate/Sale Deed/Gift Deed(Select Proof Document)* 5. Municipality/Gram panchayat Permission Letter. 6. Indemnity Bond. 7. Transfer Transferee Document. 8. Latest Bill and Receipt*. | ADE |
| 366 | SPDCL | CATEGORY LOAD CHANGE-SPDCL | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Latest Power bill with Receipt*. 3. Category and Load Change Undertaking Form*. 4. ID proof* 5. Wiring Certificate (For Load Change)* | ADE |
| 367 | SPDCL | CATEGORY CHANGE - SPDCL | 7 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. Latest Power bill with Receipt*. 3. Category and Load Change Undertaking Form*. 4. ID proof* 5. Wiring Certificate (For Load Change)* | ADE |

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| 368 | | SPDCL | LOAD CHANGE- SPDCL | 7 Days, Cat B | 1. Application Form* 2. Latest Power bill with Receipt* . 3. Category and Load Change Undertaking Form*. 4. ID proof* 5. Wiring Certificate (For Load Change)* | ADE |
| 369 | | SPDCL | NEW CONNECTION COMMERCIAL -SPDCL | 7 Days, Cat B | 1. Application Form* 2. ID Proof.* 3. Caste Certificate (Mandatory If SC/ST)* 4. Owner ship Certificate/Sale deed/Gift deed (Selected Proof Document)* 5. Municipality/Gram panchayat Permission Letter*. 6. Photo 7. Wiring Certificate* | ADE |
| 370 | 1 | SPDCL | Application for Consumer Complaints-Category Change | NULL, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 371 | 2 | SPDCL | Application for Consumer Complaints-Electrification of Layout | 45 Days for LT Services & 60 Days for HT Services, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |

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| 372 | 3 | SPDCL | Application for Consumer Complaints-Line Shifting/DTR Shifting | 45 Days for LT Services & 60 Days for HT Services, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 373 | 4 | SPDCL | Application for Consumer Complaints-LT-HT CONVERSION | 60 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 374 | 5 | SPDCL | Application for Consumer Complaints-Net Metering | 45 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 375 | 6 | SPDCL | Application for Consumer Complaints-Other Capital Works | 45 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |

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| 376 | 7 | SPDCL | Application for Consumer Complaints-Phase Conversion | 7 Days for LT - Without Estimation & 45 Days for LT With Estimation & 60 Days for HT With estimation , Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 377 | 8 | SPDCL | Application for Consumer Complaints-Shifting of Service | 7 Days for LT - Without Estimation & 45 Days for LT With Estimation & 60 Days for HT With estimation , Cat B | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |
| 378 | 9 | SPDCL | Application for Consumer Complaints-Title Transfer | 15 Min, Cat A | 1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * | Assitant Divisional Engineer (ADE) |

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| 379 | 10 | SPDCL | HT1A-INDUSTRYGENERAL | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 380 | 11 | SPDCL | HT1B-ENERGYINCENTIVEINDUSTRIES | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 381 | 12 | SPDCL | HT1C-AQUACULTURE AND ANIMAL HUSBANDRY | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 382 | 13 | SPDCL | HT1D- POULTRYHATCHERIESAND POULT RYFEEDMIXINGPLANTS | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 383 | 14 | SPDCL | HT2-OTHERS | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 384 | 15 | SPDCL | HT3-PUBLIC INFRASTRUCTURE AND TOURISM | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 385 | 16 | SPDCL | HT4- GOVT.,LIFTIRRIGATION,AG RICUL TURE ANDCPWS | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 386 | 17 | SPDCL | HT5-RAILWAYTRACTION | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 387 | 18 | SPDCL | HT6- TOWNSHIPSANDRESIDENTI ALCO LONIES | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 388 | 19 | SPDCL | HT7-GREENPOWER | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 389 | 20 | SPDCL | HT8-TEMPORARYSUPPLY | 60 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 390 | 21 | SPDCL | LT3-INDUSTRIAL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 391 | 22 | SPDCL | LT4-COTTAGE/AGRO BASED INDUSTRIES AND DHOBIGHAT | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 392 | 23 | SPDCL | LT5-AGRICULTURAL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 393 | 24 | SPDCL | LT5C-SALT FARMING/ RURAL HORTICULTURE NURSERIES UPTO 15HP | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 394 | 25 | SPDCL | LT6C-NTR SUJALA PADHAKAM | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 395 | 26 | SPDCL | LT8-TEMPORARY SUPPLY | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 396 | 27 | SPDCL | NEW CONNECTION - 6A " STREET LIGHTS - SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 397 | 28 | SPDCL | NEW CONNECTION - 6B " PUBLIC WATER WORKS - SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 398 | 29 | SPDCL | NEW CONNECTION - GENERAL PURPOSE - SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 399 | 30 | SPDCL | NEW CONNECTION - RELIGIOUS PLACES (TEMPLES, CHURCH, MOSQUE, GOVT.SCHOOLS ETC.) - SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 400 | 31 | SPDCL | NEW CONNECTION COMMERCIAL -SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | <ol style="list-style-type: none"> 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |

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| 401 | 32 | SPDCL | NEW CONNECTION COMMERCIAL-HOARDINGS- SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift eed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 402 | 33 | SPDCL | NEW CONNECTION DOMESTIC - SPDCL | With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B | 1. Application Form* 2. ID Proof * 3. Caste Certificate (Mandatory if SC & ST) 4. Owner Ship Certificate/Sale Deed/Gift eed(Selected Proof Document) * 5. Municipality/ Gram Panchayat Permission Letter * 6. Photo* | Assitant Divisional Engineer (ADE) |
| 403 | 1 | SSLR | F-LINE PETITIONS | 30 Days, Cat B | Application Form* | Tahsildar |
| 404 | 2 | SSLR | F.M.B COPY | 15 Min, Cat A | Application Form* | Delivered across the counter |
| 405 | 3 | SSLR | SUB DIVISION PATTA | 30 Days, Cat B | Application Form* | Tahsildar |
| 406 | 4 | SSLR | VILLAGE MAP COPY | 15 Days, Cat B | Application Form* | Tahsildar |

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| 407 | | SSLR | F-LINE APPLICATION (NEW) | 30 DAYS, Cat B | Application Form | MRO |
| 408 | 1 | TECHNICAL EDUCATION | APPLICATION FOR INTERIM CERTIFICATE | 3 Days, Cat B | Application Form | Principal |
| 409 | 2 | TECHNICAL EDUCATION | APPLICATION FOR MIGRATION CERTIFICATE(TECHNICAL EDUCATION) | 3 Days(After 1984), 6Days (Before 1984), Cat B | Application Form | Principal |
| 410 | 3 | TECHNICAL EDUCATION | DUPLICATE MARKS MEMO | 3 Days, Cat B | Application Form | Principal |
| 411 | 4 | TECHNICAL EDUCATION | E PARIKSHA EXAM FEE PAYMENT SERVICE | 15 Min, Cat A | NA | Delivered across the counter |
| 412 | 5 | TECHNICAL EDUCATION | GENUINENESS CERTIFICATE | 7 Days, Cat B | Application Form | Principal |
| 413 | 1 | UIDAI | AADHAAR DAILY ENROLLMENT DATA | 15 Minutes, Cat A | No Documents Required | Delivered across the counter |
| 414 | 2 | UIDAI | AADHAAR E-KYC | 15 Minutes, Cat A | No Documents Required | Delivered across the counter |
| 415 | | UIDAI | KNOW YOUR AADHAAR | 15 Minutes, Cat A | No Documents Required | Delivered across the counter |
| 416 | 3 | UIDAI | KNOW & SEED YOUR AADHAAR | 15 Minutes, Cat A | No Documents Required | Delivered across the counter |

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| 417 | 1 | WOMEN AND CHILD WELFARE | ANGANWADI WORKERS RECRUITMENT SERVICE | 60 Days, Cat B | <ol style="list-style-type: none">1. Application Form*2. 10th class Certificate*3. Residence Certificate*4. Date of Birth Certificate*5. Photo ID Proof (Ration Card/Aadhaar Card/Voter Card/Bank Pass Book)*.6. Window Certificate (In Case of Widow only)*7. 7th class Certificate (Only For Anganwadi Helpers/Mini Anganwadi)*8. Trained Certificate (In Case if Candidate Trained in any category)*9. PH Certificate (If Physically Handicapped)*10. Orphan/Govt. Authorized Certificate (In Case if Applicant Belongs To)* | RDO |
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