MEESEVA USER MANUAL

FOR

LAND CONVERSION
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LAND CONVERSION

Land Conversion request is applied by the citizen through the MeeSeva center. This request can be accessed by the Department and processed. The processing steps and screens are provided below.

<table>
<thead>
<tr>
<th>Category Type</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Charges</td>
<td>INR 35/-</td>
</tr>
</tbody>
</table>
| Documents Required | 1. Application in prescribed format*  
2. Register documents/copies of Pattadhar Pass books/Title Deeds*  
3. Basic Value certificate from Sub-Registrar*  
4. Ration Card/ Aadhaar No./EPIC card |
| SLA           | 60 Working days |

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

*Table 1: Service Information at Glance*

Procedure for Processing the Request at Department End: -
Procedure for processing at RDO End:

♦ Select “Land conversion Requests” from Application Processing. It has been depicted in figure 1.

Figure 1: Land conversion Requests Process link under Application Processing

♦ After selection of “Land conversion Requests” link, processing window will be displayed. It has been depicted in figure 2.

Figure 2: RDO processing window in Land conversion Requests screen
♦ Select from date & to date by using calendar controls as depicted in figure 3.

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

![Figure 3: Selection of dates in RDO processing window](image)

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

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

![Figure 4: Selection of request status in RDO processing window](image)
♦ Click “Get Details” button to display requests as depicted in figure 5.

![Image of Tahsildar / RDO Processing - Land Conversion Requests form with RDO-CTR as User Id, RDO as Role, 04/11/2011 to 18/08/2015 as date range, Not Viewed as request status, and Get Details button highlighted.](image1)

*Figure 5: Get Details button in RDO processing window*

♦ All “Not Viewed” Requests are displayed as depicted in figure 6.

![Image of Tahsildar / RDO Processing - Land Conversion Requests form with RDO-CTR as User Id, RDO as Role, 04/11/2011 to 18/08/2015 as date range, Not Viewed as request status, and Get Details button highlighted. Below the form, a table is shown with two rows: S.No. 1 has Application No LCR0115000000324, Applicant Name kiran, Mandal Vadamalapeta, Status Not Viewed, and Application Date 18/08/2015; S.No. 2 has Application No LCR0114000000127, Applicant Name sujatha, Mandal Vadamalapeta, Status Not Viewed, and Application Date 15/07/2014.](image2)

*Figure 6: Requests in RDO processing window*
Select the Request which has to be processed as depicted in figure 7.

Figure 7: Request selection in RDO processing window

After selection of the request, request details page will be displayed as depicted in figure 8.
## Land Conversion Application Details

<table>
<thead>
<tr>
<th>User Id</th>
<th>RDO-CTR</th>
<th>Portal User Name</th>
<th>RDO, Chittoor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operator Name</td>
<td>TCS TEST CHANNEL</td>
<td>Mobile No</td>
<td>917396574907</td>
</tr>
</tbody>
</table>

### Applicant Details

<table>
<thead>
<tr>
<th>Application No</th>
<th>LCR011500000324</th>
<th>Applicant Name</th>
<th>kiran</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father Name</td>
<td>BABU</td>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td>Application Date</td>
<td>18/08/2015</td>
</tr>
<tr>
<td>Amount</td>
<td>35.00</td>
<td>Delivery Type</td>
<td>Manual</td>
</tr>
</tbody>
</table>

### Permanent Address

<table>
<thead>
<tr>
<th>Door No</th>
<th></th>
<th>Locality/Landmark</th>
<th>Vadamalapeta</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Chittoor</td>
<td>Mandal</td>
<td>Vadamalapeta</td>
</tr>
<tr>
<td>Village/Ward</td>
<td>VADAMALA</td>
<td>Pincode</td>
<td>500000</td>
</tr>
</tbody>
</table>

### Document Details (Land Located Details)

<table>
<thead>
<tr>
<th>Document District</th>
<th>Chittoor</th>
<th>Document Mandal</th>
<th>Vadamalapeta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Village</td>
<td>VADAMALA</td>
<td>Purpose for the Conversion</td>
<td>VENTURE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fasli Year</th>
<th>Survey No</th>
<th>Area Type</th>
<th>Total Exten</th>
<th>Extent for Conversion</th>
<th>PPB/TDNO</th>
<th>Doc. No/year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1/4</td>
<td>Acre-guntas</td>
<td>5.0</td>
<td>4.0</td>
<td>122</td>
<td>42/2012</td>
<td>Open</td>
</tr>
<tr>
<td>2015</td>
<td>1/53</td>
<td>Acre-guntas</td>
<td>6.0</td>
<td>5.0</td>
<td>321</td>
<td>240/2013</td>
<td>Open</td>
</tr>
</tbody>
</table>
Download all the attached documents and Note file from “Documents Attached” panel by clicking on links as depicted in figure 9.

Figure 9: Attached Documents in Land conversion request details Page
After verifying the application select forward to MRO, enter remarks and click on Sign button as depicted in figure 10.

![Figure 10: Edit details in Land conversion Request details Page](image)

After clicking on "submit" "Updated Successfully" Message will be displayed as depicted in figure 11.

![Figure 11: Forwarding application to RDO](image)
Procedure for processing at TAHSILDAR End:

- Select “Land conversion Requests” from Application Processing. It has been depicted in figure 12.

![Figure 12: Land conversion Requests Process link under Application Processing](image)

- After selection of “Land conversion Requests” link, processing window will be displayed. It has been depicted in figure 13.

![Figure 13: Tahsildar processing window in Land conversion Requests screen](image)
Note: Here, to date must be prior to Current date.

Select from date & to date by using calendar controls as depicted in figure 14.

Figure 14: Selection of dates in Tahsildar processing window

Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list as depicted in figure 15.

Figure 15: Selection of request status in Tahsildar processing window

Click “Get Details” button to display requests as depicted in figure 16.

Figure 16: Get Details button in Tahsildar processing window
♦ All “Not Viewed” Requests are displayed as depicted in figure 17.

![Figure 17: Requests in Tahsildar processing window](image17.png)

♦ Select the Request which has to be processed as depicted in figure 18.

![Figure 18: Request selection in Tahsildar processing window](image18.png)
After selection of the request, request details page will be displayed as depicted in figure 19.

![Land Conversion Application Details](image)

<table>
<thead>
<tr>
<th>Land Conversion Application Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id:</td>
</tr>
<tr>
<td>Portal User Name:</td>
</tr>
<tr>
<td>Tirupati (Urban)</td>
</tr>
<tr>
<td>Operator Name:</td>
</tr>
<tr>
<td>TCS TEST CHANNEL</td>
</tr>
<tr>
<td>Mobile No:</td>
</tr>
<tr>
<td>91798574907</td>
</tr>
</tbody>
</table>

**Applicant Details**

<table>
<thead>
<tr>
<th>Application No:</th>
<th>LCR0115000000324</th>
<th>Applicant Name:</th>
<th>kiran</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father Name:</td>
<td>BABU</td>
<td>Gender:</td>
<td>M</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td></td>
<td>Application Date:</td>
<td>18/06/2015</td>
</tr>
<tr>
<td>Amount:</td>
<td>35.00</td>
<td>Delivery Type:</td>
<td>Manual</td>
</tr>
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</table>

**Permanent Address**

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<tr>
<td>District:</td>
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</tr>
<tr>
<td>Mandal:</td>
<td>Vadamalapeta</td>
</tr>
<tr>
<td>Village/Ward:</td>
<td>VADAMALA</td>
</tr>
<tr>
<td>Pincode:</td>
<td>560000</td>
</tr>
</tbody>
</table>

**Document Details (Land Located Details)**

| Document District:        | Chittoor         |
| Document Mandal:          | Vadamalapeta     |
| Document Village:         | VADAMALA         |
| Purpose for the Conversion: | VENTURE         |

**Documents Attached**

- Application in prescribed format
- Register documents/copies of Pattadhar Pass books/Title Deeds
- Basic Value certificate from Sub-Register
- Ration Card/ Aadhaar No./EPIC card

**Verification/Proceeding Documents**

- Note File:
- Check Slip:
- RDO Recommendations
- Recommended: Recommended
- Remarks: forward

**Action Taken**

- Forwarding to RDO
- Reject

**Remarks**: (Max. 200 Characters)

![Submit Back](image)

Figure 19: Request details page of Tahsildar
Download all the attached documents and check list, Note file from “Documents Attached” panel by clicking on links as depicted in figure 20.

![Image of Attached Documents in Land conversion request details Page]

**Figure 20: Attached Documents in Land conversion request details Page**

**Note:** After downloading all Verification/Proceeding documents, MRI & VRO collect documents from the Tahsildar for field level enquiry.

After enquiry, MRI & VRO submitted their report to the Tahsildar.
Based on Field report Tahsidar can edit below marked fields and edit or Delete of Document Details as depicted in figure 21.

![Image of Land Conversion Application Details]

**Figure 21: Edit details in Land conversion Request details Page**
Now Upload Check slip, Note file and select Forward to RDO and enter remarks and click on Submit button as depicted in figure 22.

Figure 22: Forwarding application to RDO

After clicking on “Submit” “Updated Successfully” Message will be displayed as depicted in figure 23.

Figure 23: Updated message in Land conversion request
Procedure for processing at RDO End:

- Select “Land conversion Requests” from Application Processing. It has been depicted in figure 24.

**Figure 24: Land conversion Requests Process link under Application Processing**

- After selection of “Land conversion Requests” link, processing window will be displayed. It has been depicted in figure 25.

**Figure 25: RDO processing window in Land conversion Requests screen**
♦ Select from date & to date by using calendar controls as depicted in figure 26.

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

![Figure 26: Selection of dates in RDO processing window](image)

♦ Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list as depicted in figure 27.

![Figure 27: Selection of request status in RDO processing window](image)
♦ Click “Get Details” button to display requests as depicted in figure 28.

![Figure 28: Get Details button in RDO processing window](image)

♦ All “Not Viewed” Requests are displayed as depicted in figure 29.

![Figure 29: Requests in RDO processing window](image)
Select the Request which has to be processed as depicted in figure 30.

Figure 30: Request selection in RDO processing window

After selection of the request, request details page will be displayed as depicted in figure 31.
### Document Details (Land Located Details)

<table>
<thead>
<tr>
<th>Document District</th>
<th>Document Mandal</th>
<th>Purpose for Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chittoor</td>
<td>Vadamalasetta</td>
<td>VEINTRA</td>
</tr>
</tbody>
</table>

### Status

- Open

<table>
<thead>
<tr>
<th>Fasli Year</th>
<th>Survey No</th>
<th>Area Type</th>
<th>Total Extent</th>
<th>Extent for Conversion</th>
<th>PPB/TDNO</th>
<th>Doc. No/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>1/4</td>
<td>Acre-guntas</td>
<td>5.0</td>
<td>4.0</td>
<td>122</td>
<td>42/2012</td>
</tr>
<tr>
<td>2015</td>
<td>1/5d</td>
<td>Acre-guntas</td>
<td>6.0</td>
<td>5.0</td>
<td>321</td>
<td>240/2013</td>
</tr>
</tbody>
</table>

### Documents Attached

- Application in prescribed format
- Register documents/copies of Pattadhar Pass books/Title Deeds
- Basic Value certificate from Sub-Registrar
- Ration Card/ Aadhaar No./EPIC card

### Verification/Proceeding Documents

- Note File

### RDO Recommendations

<table>
<thead>
<tr>
<th>RDO Recommendations</th>
<th>Recommended</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recommended</td>
<td>forward</td>
</tr>
</tbody>
</table>

### NRO Recommendations

<table>
<thead>
<tr>
<th>NRO Recommendations</th>
<th>Recommended</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Recommended</td>
<td>forward</td>
</tr>
</tbody>
</table>

### Action Taken

- Accept
- Reject

### Challan Details

- **Proceeding No.**
- **Tahsildar Lr. No.**
- **Challan Percentage**

**NOTE:** CHALLAN PERCENTAGE: 5% for Greater Visakhapatnam Municipal Corporation and Vijayawada Municipal Corporation, 9% for the rest of the state.

### Figure 31: Request details page of RDO
Download all the attached verification/proceeding documents uploaded by Tahsildar from "Documents Attached" panel by clicking on links as depicted in figure 32.

![Verification/Proceeding Documents](image)

Now RDO can take action (either Accept/Reject) based on Tahsildar Report. As depicted in figure 33.

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

![Action Taken](image)

**Figure 32: Attached Documents in Land conversion request details Page**

**Figure 33: action taken**
If RDO wants to accept the request by checking the “Accept” Radio button. And enter Proceeding No. Tahsildar Lr.No. And select Challan percentage as depicted in figure 34.

<table>
<thead>
<tr>
<th>Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Accept" /></td>
</tr>
</tbody>
</table>

Proceedings No. : 32615  
Tahsildar Lr. No. : 966544  
Challan Percentage : 9%

**NOTE: CHALLAN PERCENTAGE : 5% for Greater Visakhapatnam Municipal Corporation and Vijayawada Municipal Corporation. 9% for the rest of the state.**

*Figure 34: proceeding, Tahsildar Lr.No. Challan percentage details*

Now click on enter challan details for enter challan details as depicted in figure 35.

*Figure 35: Challan Details*

After click on enter challan details another window displays, enter Challan No, Challan Amount, Challan Date and click on submit button as depicted in figure 36.

*Figure 36: Challan details submission*
Need to enter more than one challan details click on add New button and enter challan details and submit as depicted in figure 37.

![Figure 37: challan details](image1)

After enter challan details enter remarks and click on sign button as depicted in figure 38.

![Figure 38: signing](image2)
After clicking on “sign” button “Land conversion certificate” is generated as depicted in figure 39.
Note: - After RDO Approved, Customer Received Message. Like your Request is approved.

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