

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)

6	6	AGRICULTURE	MANUFACTURING NEW	45 days, Cat B	<ol style="list-style-type: none"> <li>1. Chemist_Appointment_Willingness_Biodata_Degree Certificate (Mandatory)</li> <li>2. List of Water Soluble Fertilizers (Mandatory)</li> <li>3. List of Lab Equipments for Water Soluble Fertilizers (Mandatory)</li> <li>4. List of A.P Micronutrients (Mandatory)</li> <li>5. List of Lab Equipments for A.P Micronutrients-Fertilizers (Mandatory)</li> <li>6. List of NPK Mixtures (Mandatory)</li> <li>7. List of Lab Equipments for NPK Fertilizers (Mandatory)</li> <li>8. List of Lab Equipments for Bio-Fertilizers (Mandatory)</li> <li>9. Request Letter (Mandatory)</li> <li>10. List of lab equipment for SSP (Mandatory)</li> <li>11. List of lab equipment for Straight Micro-nutrients</li> <li>12. List and Source of RAW Material (Mandatory)</li> <li>13. List of Straight Micro-nutrients (Mandatory)</li> <li>14. List and Source of RAW Material (Mandatory)</li> <li>15. List of A.P Micronutrients or NPK Mixtures (Mandatory)</li> <li>16. List of Bio-Fertilizers (Mandatory)</li> <li>17. List of Lab Equipments (Mandatory)</li> </ol>	Assistant Director Agriculture(ADA)
7	7	AGRICULTURE	MANUFACTURING ADDITION OF FERTILIZERS	30 days, Cat B	<ol style="list-style-type: none"> <li>1. Copy of Existing Form-F (Mandatory)</li> <li>2. Request Letter (Mandatory)</li> <li>3. Additional documents 1 (If Any)</li> <li>4. Additional documents 2 (If Any)</li> </ol>	Assistant Director Agriculture(ADA)
8	8	AGRICULTURE	MANUFACTURING ADDRESS DETAILS CHANGE	30 days, Cat B	1. Chemist_Appointment_Willingness_Biodata	Assistant Director Agriculture(ADA)
9	9	AGRICULTURE	MANUFACTURING CHEMIST DETAILS CHANGE	30 days, Cat B	<ol style="list-style-type: none"> <li>– Degree Certificate (Mandatory)</li> <li>2. Gazette Notification (Mandatory)</li> </ol>	Assistant Director Agriculture(ADA)
10	10	AGRICULTURE	MANUFACTURING DUPLICATE	30 days, Cat B	<ol style="list-style-type: none"> <li>3. Request Letter (Mandatory)</li> <li>4. Leased or Rental deed or agreement</li> </ol>	Assistant Director Agriculture(ADA)

11	11	AGRICULTURE	MANUFACTURING GODOWN DELETION	30 days, Cat B	for Stores (Mandatory)	Assistant Director Agriculture(ADA)
12	12	AGRICULTURE	MANUFACTURING GODOWN INCLUSION	30 days, Cat B	5. List and Source of RAW Material (Mandatory)	Assistant Director Agriculture(ADA)
13	13	AGRICULTURE	MANUFACTURING NAME CHANGE	30 days, Cat B	6. List of A.P Micronutrients or NPK Mixtures (Mandatory)	Assistant Director Agriculture(ADA)
14	14	AGRICULTURE	MANUFACTURING RENEWAL	30 days, Cat B	7. List of Bio-Fertilizers (Mandatory)	Assistant Director Agriculture(ADA)
15	15	AGRICULTURE	MANUFACTURING RESPONSIBLE PERSON DETAILS CHANGE	30 days, Cat B	8. List of Lab Equipments (Mandatory)	Assistant Director Agriculture(ADA)
16	16	AGRICULTURE	NEW SEED DEALER LICENSE	30 days, Cat B	9. SSI Certificate (Mandatory)	Assistant Director Agriculture(ADA)
17	17	AGRICULTURE	RETAIL DEALER CHANGE OF FIRM NAME	30 days, Cat B	10. Leased or Rental deed or agreement for Preparation Unit (Mandatory)	Assistant Director Agriculture(ADA)
					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)	Assistant Director Agriculture(ADA)
					10. List of Lab Equipments for Water Soluble Fertilizers (Mandatory)	
					11. List of Water Soluble Fertilizers (Mandatory)	
					12. Chemist_Appointment_Willingness_Biodata Degree Certificate (Mandatory)	
					13. Lease agreement or Proof of Ownership (Mandatory)	
					14. Copy of Existing License (Mandatory)	
					15. Lease agreement or Proof of Ownership (Mandatory)	
					16. List and Source of RAW Material (Mandatory)	

18	18	AGRICULTURE	RETAIL DEALER FORM O INCLUSION	30 days, Cat B	1. Lease deed/Sale deed/consent letter (Mandatory) 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)
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		Assistant Director Agriculture(ADA)
21	21	AGRICULTURE	RETAIL DEALER INCLUSION OF IMPORTED PRODUCTS	30 days, Cat B		Assistant Director Agriculture(ADA)
22	22	AGRICULTURE	RETAIL DEALER RESPONSIBLE PERSON DETAILS CHANGE	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)

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) 6. Additional documents 2 (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 by MAO or ADA 8. Request Letter *	Assistant Director Agriculture(ADA)
32	32	AGRICULTURE	WHOLESALE DEALER INCLUSION OF IMPORTED PRODUCTS	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 ADDRESS CHANGE	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 SYSTEM (RIDS)	15 Min, Cat A		NA
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 UNDER REVIVAL OF MI SYSTEMS	15 Mins, Cat A	NA	Delivered across the counter
41	1	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
42	2	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
43	3	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
44	4	CIVIL SUPPLIES	HOUSEHOLD HEAD MODIFICATIONS	30 Days, Cat B	Application Form*	MRO/ASO
45	5	CIVIL SUPPLIES	ISSUE OF NEW RATION CARD (PINK)	30 Days, Cat B	1. Application Form 2. Proof Document 3. Photo	MRO/ASO
46	6	CIVIL SUPPLIES	PRINT RATION CARD	15 Minutes, Cat A	NA	Delivered across the counter
47	7	CIVIL SUPPLIES	RATION CARD MEMBER ADDITION(BIRTH)	30 Days, Cat B	1. Application Form 2. Affidavit 3. Photo	MRO/ASO
48	8	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
49	9	CIVIL SUPPLIES	RATION CARD MODIFICATIONS (EPDS INTEGRATION)	30 Days, Cat B	1. Application * 2. Selected proof document*	MRO/ASO
50	10	CIVIL SUPPLIES	RATION CARD TRANSFER	30 Days, Cat B	1. Application Form* 2. Old Ration Card	MRO/ASO
51	11	CIVIL SUPPLIES	SURRENDER OF RATION CARD	30 Days, Cat B	1. Application Form 2. Copy of old Ration Card	MRO/ASO
52	1	COLLEGIATE EDUCATION	APPLICATION FOR ADMISSION INTO COLLEGES	15 Min, Cat B	No Documents Required	Delivered across the counter
53	1	CRDA	AMARAVATI DONATIONS	15 Mins, Cat A	NA	Delivered across the counter

54	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
55	1	DIRECTORATE OF MEDICAL EDUCATION	GENERAL NURSING AND MIDWIFERY ISSUE OF MARK MEMO (I/II/III YR.)	15 Minutes, Cat A	No Documents Required	Director
56	2	DIRECTORATE OF MEDICAL EDUCATION	ISSUE OF DIPLOMA CERTIFICATE	15 Minutes, Cat A	No Documents Required	Director
57	3	DIRECTORATE OF MEDICAL EDUCATION	ISSUE OF DUPLICATE MARKS MEMO	15 Days, Cat B	No Documents Required	Director
58	4	DIRECTORATE OF MEDICAL EDUCATION	MARKS MEMO FOR INTERNSHIP	15 Minutes, Cat A	No Documents Required	Director
59	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)
60	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. Walta ACT2002 Affidavit*	DMHO

61	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. Walta ACT2002 Affidavit*	DMHO
62	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* 7. No objection from neighboring farm*	DMHO
63	1	EDUCATION	APPLICATION FOR AGE CERTIFICATE	7 days, Cat B	1. Written Application 2. Documentary proof.	Additional Joint Secretary
64	2	EDUCATION	APPLICATION FOR DUPLICATE MEMORANDUM OF MARKS	7 days, Cat B	1 .Written Application 2. Documentary evidence/affidavit undertaking of lost document	Additional Joint Secretary
65	3	EDUCATION	APPLICATION FOR MIGRATION CERTIFICATE	7 days, Cat B	1 .Written Application 2. Documentary evidence/affidavit undertaking of lost document	Additional Joint Secretary
66	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
67	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
68	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
69	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



70	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
71	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
72	7	ELECTION	ISSUANCE OF VOTER ID / EPIC CARD (PVC)	15 Min, Cat A	NA	Delivered across the counter
73	8	ELECTION	ISSUANCE OF VOTER/EPIC CARD	15 Min, Cat A	NA	Delivered across the counter
74	9	ELECTION	ISSUE OF EPIC CARD	15 Min, Cat A	NA	Delivered across the counter
75	10	ELECTION	NEW ISSUANCE OF VOTER/EPIC CARD(PVC)	15 Min, Cat A	NA	Delivered across the counter
76	1	ENDOWMENT	Sri Durgamalleswara Swamy Temple Seva booking	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
77	2	ENDOWMENT	SRI KALAHASTEESWARA SWAMY VARI DEVASTHANAM ROOM BOOKING	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
78	3	ENDOWMENT	SRI KALAHASTEESWARA SWAMY VARI DEVASTHANAM SEVA BOOKING, SRIKALAHASTI	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
79	4	ENDOWMENT	SRI TIRUPATAMMA AMMAVARI DEVASTHANAM ROOM BOOKING (PENUGANCHIPROLU,KRISHNA	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
80	5	ENDOWMENT	SRI TIRUPATAMMA AMMAVARI DEVASTHANAM SEVA BOOKING (PENUGANCHIPROLU,KRISHNA DIST)	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
81	6	ENDOWMENT	SRI VARAHA LAKSHMI NARASIMHA S.D.,SIMHACHALAM,VISAKHAPATNAM	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
82	7	ENDOWMENT	SRI VARAHA LAKSHMI NARASIMHA S.D.,SIMHACHALAM,VISAKHAPATNAM ROOM BOOKING	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter

83	8	ENDOWMENT	SRI VEERA VENKATA SATYANARAYANA S.D.ANNAVARAM, E.GODAVARI DT	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
84	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
85	10	ENDOWMENT	SRI VENKATESWARA SWAMY SEVA TICKET BOOKING (DWARAKA TIRUMALA, WEST GODAVARI)	15 Minutes, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
86	11	ENDOWMENT	SRI VENKATESWARA SWAMY TEMPLE ROOM BOOKING (DWARAKA TIRUMALA, W.G)	15 Min, Cat A	1. Application Form* 2. Identity Proof * 3.Passport Photo *	Delivered across thecounter
87	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
88	2	EPDCL	CATEGORY CHANGE APPLICATION	NA, Cat A&B	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
89	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	1. Application Form* 2. Latest Power Bill with Receipt* 3. Category and Load Change Undertaking Form* 4. ID Proof *	Assistant Divisional Engineer

90	4	EPDCL	NAME CHANGE -EPDCL	15 Mins, Cat A	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card*</li> <li>3. Caste Certificate* (Mandatory if SC/ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises*</li> <li>5. Municipality/Gram panchayat Permission Letter*</li> <li>6. Photo*</li> <li>7. Wiring Certificate*</li> </ol>	Assistant Divisional Engineer
91	5	EPDCL	NEW CONNECTION - 6A " STREET LIGHTS - EPDCL	<p>With Estimate LT Urban-2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B</p>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) *</li> <li>4. Photo*</li> <li>5. Wiring Certificate*</li> <li>6. Signature*</li> </ol>	Assistant Divisional Engineer
92	6	EPDCL	NEW CONNECTION - 6B " PUBLIC WATER WORKS -EPDCL	<p>With Estimate LT Urban-2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B</p>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) *</li> <li>4. Photo*</li> <li>5. Wiring Certificate*</li> <li>6. Signature*</li> </ol>	Assistant Divisional Engineer
93	7	EPDCL	NEW CONNECTION - GENERAL PURPOSE - EPDCL	<p>With Estimate LT Urban-2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B</p>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Owner Ship Certificate/Sale Deed/Gift Deed(Selected Proof Document) *</li> <li>4. Photo*</li> <li>5. Wiring Certificate*</li> <li>6. Signature*</li> </ol>	Assistant Divisional Engineer

94	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
95	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
96	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
97	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
98	12	EPDCL	REPAYMENT SERVICE	15 Min, Cat A	NA	Delivered across the counter
99	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

100	2	FACTORY	ANNUAL FEE PAYMENT	15 Minutes, Cat A	1. Meeseva Application Form* 2. Pan Card of organization/ Aadhar Card of Occupier *	DCF/DOF
101	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
102	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
103	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
104	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)
105	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)
106	3	FISHERIES	APPLICATION FOR RENWEL OF REGISTRATION BY COASTAL AQUACULTURE AUTHORITY FOR UNDERTAKING SHRIMP AQUAC	28 Days, Cat B	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)

107	4	FISHERIES	B. FINAL REGISTRATION OF NEW FRESH WATER AQUACULTURE FARM	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Pattadhar pass book / ROR –lease deed*</li> <li>3. FMB of proposed pond*</li> <li>4. Pond explanatory sketch *</li> <li>5. Village explanatory map with distance *</li> <li>6. Notice on GP notice board*</li> <li>7. No objection from neighboring farm*</li> <li>8. Pond 80%area certificate*</li> <li>9. Walta ACT2002 Affidavit*</li> </ol>	District Fishery Office(DFO)
108	5	FISHERIES	CERTIFICATE OF CULTIVATION APPLICATION SERVICE	15 Days, Cat B	<ol style="list-style-type: none"> <li>1. MeeSeva Application Form*</li> <li>2. Aadhaar Card*</li> <li>3. Land Documents (If any)</li> </ol>	ADF
109	6	FISHERIES	REVALIDATION OF OLD CERTIFICATE	14 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Pattadhar pass book / ROR\Title deed\FMB*</li> <li>3. NOC From Tahsildar*</li> <li>4. Digital Photo Auto CADD*</li> <li>5. Village explanatory map with distance</li> <li>6. If any other Documents Old license documents*</li> </ol>	District Fishery Office(DFO)
110	7	FISHERIES	TRANSFER OF CERTIFICATE	7 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Pattadhar pass book / ROR\Title deed\FMB*</li> <li>3. NOC From Tahsildar*</li> <li>4. Digital Photo Auto CADD*</li> <li>5. Village explanatory map with distance</li> <li>6. If any other Documents Old license documents*</li> </ol>	District Fishery Office(DFO)
111	1	HEALTH CARE	NTR AAROGYA RAKSHA	15 Min, Cat A	NA	Delivered across the counter
112	2	HEALTH CARE	PERMISSION FOR SCANNING CENTER	30 days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Furnish Copy of association and name and address (in case of type of organization is other) *</li> <li>3. Enclosure of Name, Qualification, Experience, Reg. no of all the Employees*</li> <li>4. Affidavit*</li> </ol>	District Medical&Health officer

113	1	INDUSTRIES AND COMMERCE	CLEANER PRODUCTION MEASURES	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
114	2	INDUSTRIES AND COMMERCE	INCENTIVES FOR SWACHH ANDHRA	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
115	3	INDUSTRIES AND COMMERCE	INDUSTRIAL PARKS	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
116	4	INDUSTRIES AND COMMERCE	INVESTMENT SUBSIDY	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
117	5	INDUSTRIES AND COMMERCE	ISO/BIS CERTIFICATION	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
118	6	INDUSTRIES AND COMMERCE	MARKETING INCENTIVE	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
119	7	INDUSTRIES AND COMMERCE	PATENTED TECHNOLOGY ACQUISITION	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director

120	8	INDUSTRIES AND COMMERCE	PAVALA VADDI	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
121	9	INDUSTRIES AND COMMERCE	POWER COST REIMBURSEMENT	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
122	10	INDUSTRIES AND COMMERCE	REIMBURSEMENT FOR SKILL UP GRADATION AND TRAINING	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
123	11	INDUSTRIES AND COMMERCE	REIMBURSEMENT OF TRANSPORTATION CHARGES	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
124	12	INDUSTRIES AND COMMERCE	RESEARCH AND DEVELOPMENT	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
125	13	INDUSTRIES AND COMMERCE	SALES TAX REIMBURSEMENT	GM/DIC (Micro/ Medium/ Large/ Mega- 30 Days & Commisionerate	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
126	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



127	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
128	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
129	1	INTERMEDIATE EDUCATION	DUPLICATE MARKS MEMO	3 Days, Cat B	No Documents Required	DEPUTY SECRETARY
130	2	INTERMEDIATE EDUCATION	RECOUNTING/RE-VERIFICATION OF MARKS	15 Days, Cat B	No Documents Required	Delivered across the counter
131	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
132	2	ITC	REQUEST FOR PRAJA SADHIKARA SURVEY	15 Mins, Cat A	NA	Delivered across the counter
133	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
134	2	LABOUR	APPLICATION FOR INTEGRATED REGISTRATION OF ESTABLISHMENT UNDER LABOUR LAWS	15 Minutes, Cat A	1. Application Form	Delivered across the counter
135	3	LABOUR	COMBINED ANNUAL RETURN UNDER LABOUR LAWS	15 Mins, Cat A	1. Application Form	Delivered across the counter
136	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
137	5	LABOUR	TRANSPORT DRIVER CLAIM SETTLEMENT	30 days, Cat B		

138	1	LANGUAGE AND CULTURE	APPLICATION FOR FINANCIAL ASSISTANCE TO CULTURAL ORGANIZATIONS	30 days, Cat B	<ol style="list-style-type: none"> <li>1. Registration Document *</li> <li>2. Address Proof *</li> <li>3. ID Proof *</li> <li>4. Audit statement of Income and Expenditure of the preceding year. *</li> <li>5. Previous program photos *</li> <li>6. Previous program paper clips *</li> <li>7. Recommendation Letters from Principal Secretary, Director of Language and Culture, Member in Tourism Department (If Financial Amount more than Rs. 5.00 Lakhs)</li> <li>8. Others</li> </ol>	
139	1	LEGAL METROLOGY	ALTERATION IN MANUFACTURING LICENCE	60days, Cat B	<ol style="list-style-type: none"> <li>1. Id proof</li> <li>2. Duplicate &amp; Original Copys of licences</li> <li>3. Any relevant document such as Partner Deal, Premises Change, Skilled worker</li> </ol>	Controller
140	2	LEGAL METROLOGY	ALTERATION IN REGISTRATION OF MANUFACTURER/PACKER	15 Days, Cat B	<ol style="list-style-type: none"> <li>1. Municipal / Gram panchayat Trade License</li> <li>2. Sales Tax Registration Copy with TIN</li> <li>3. Whether applicant is in prescribed form:</li> <li>4. Whether applicant is a sole proprietor / Managing partner / Managing Director / Authorized signatory</li> <li>5. If the applicant is an authorized signatory, proof thereto:</li> <li>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be</li> <li>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors</li> <li>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5)</li> <li>9. Whether Name(s) of the commodity / Commodities to be pre-packed or imported and net quantities to be packed (see rule 5 )</li> <li>10. Whether Trade License (details) furnished</li> <li>11. Whether Label (details) are furnished</li> <li>12. Recommendation of the Assistant</li> </ol>	Controller

141	3	LEGAL METROLOGY	ALTERATION IN REPAIRING LICENCE	60days, Cat B	1. Id proof 2. Duplicate &Original Copys of licences 3. Any relevant document such as Partner Deal,Premises Change,Skilled worker	Controller
142	4	LEGAL METROLOGY	ALTERATION OF LICENSES	30 Days, Cat B	1. Id proof 2. Duplicate &Original Copys of licences 3. Any relevant document such as Partner Deal,Premises Change,Skilled worker	Controller
143	5	LEGAL METROLOGY	APPEAL AGAINST THE ORDER OF INSPECTOR/ASST CONTROLLER/DEPUTY CONTROLLER	30 Days, Cat B	1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case"	Controller
144	6	LEGAL METROLOGY	APPEAL TO GOVT AGAINST ORDER OF CONTROLLER	30 Days, Cat B	1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case"	Secretary to Civil Supplies
145	7	LEGAL METROLOGY	APPLICATION FOR GRANT/RENEWAL OF DEALER LICENSE	30 Days, Cat B	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 weighinh & measuring instruments" 7. "Operational manual for all approved models of the weighing & measuring"	Controller

146	8	LEGAL METROLOGY	APPLICATION FOR GRANT/RENEWAL OF MANUFACTURING LICENSE	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. "Copies of certificates of approval of models by GOI"</li> <li>2. "Secure deposit"</li> <li>3. "Labour licence"</li> <li>4. "Lease/Rental/ownership deed of promises"</li> <li>5. "Original Skilled Worker certificate to be enclosed with the application"</li> <li>6. "Proof of identity of the applicant"</li> <li>7. "Signature of applicant in the application"</li> <li>8. "Willingness of the skilled worker and attested by the applicant"</li> <li>9. "Test reports of the RDC with regards of weighing &amp; Measuring instruments"</li> </ol>	Controller
147	9	LEGAL METROLOGY	APPLICATION FOR GRANT/RENEWAL OF REPAIRING LICENSE	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. "Copies of certificates of approval of models by GOI"</li> <li>2. "Verification certificate of the weighing and measuring instruments"</li> <li>3. "Security deposit"</li> <li>4. "Lease/Rental/Ownership deed of the premises"</li> <li>5. "Proof of identity of the applicant"</li> <li>6. "Original Skilled Worker certificate deposited with the Asst.Controller concerned"</li> <li>7. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director"</li> <li>8. "Workshop test report by theILM/DILM"</li> </ol>	Controller
148	10	LEGAL METROLOGY	CONDUCT TEST OF FRESH SAMPLES	30 Days, Cat B	No Documents Required	Assistant Controller
149	11	LEGAL METROLOGY	DUPLICATE VERIFICATION OF LICENSE	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. Identification Copy</li> <li>2. Non traceable certificate by the police</li> </ol>	DistrictInspector/Inspector
150	12	LEGAL METROLOGY	ISSUE OF DUPLICATE LICENSES	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. Identification Copy</li> <li>2. Non traceable certificate by the police</li> </ol>	Controller

151	13	LEGAL METROLOGY	REGISTRATION AS MANUFACTURER/PACKER/IMPORTER	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. Municipal / Gram panchayat Trade License</li> <li>2. Sales Tax Registration Copy with TIN</li> <li>3. Whether applicant is in prescribed form:</li> <li>4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory</li> <li>5. If the applicant is an authorized signatory, proof thereto:</li> <li>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be</li> <li>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors</li> <li>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5)</li> <li>9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5 )</li> <li>10. Whether Trade License (details) furnished</li> <li>11. Whether Label (details) are furnished</li> <li>12. Recommendation of the Assistant</li> </ol>	Controller
152	1	MINES AND GEOLOGY	ADVANCE ROYALTY / TOP UP FEE PAYMENT	NA, Cat B	<ol style="list-style-type: none"> <li>1.Mee Seva Application Form</li> <li>2.ITCC/Affidavit</li> <li>3.Form I/J/B/E/C/R</li> <li>4.Sketch</li> <li>5.Chalan</li> <li>6.Passport Size Photo</li> </ol>	
153	2	MINES AND GEOLOGY	ANNUAL FEE PAYMENT FOR LEASE	15 Minutes, Cat A	<ol style="list-style-type: none"> <li>1.Mee Seva Application Form</li> <li>2.ITCC/Affidavit</li> <li>3.Form I/J/B/E/C/R</li> <li>4.Sketch</li> <li>5.Chalan</li> <li>6.Passport Size Photo</li> </ol>	Delivered across the counter

154	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
155	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
156	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 6.Passport Size Photo	Deputy Director Mines
157	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 6.Passport Size Photo	Director Mines
158	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 6.Passport Size Photo	Director Mines
159	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 6.Passport Size Photo	Director Mines

160	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
161	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
162	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
163	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
164	1	MINORITY WELFARE	C C OF PROCEEDINGS REGARDING APPOINTMENT OF MANAGEMENT COMMITTEES	15 Minutes, Cat A	NA	Delivered across the counter
165	2	MINORITY WELFARE	C C OF PROCEEDINGS REGARDING APPOINTMENT OF MUTHAWALLIES	15 Minutes, Cat A	NA	Delivered across the counter
166	3	MINORITY WELFARE	C C OF MUNTAKHABS, REGISTERED U/S.36 OF WAQF ACT 1995	15 Minutes, Cat A	NA	Delivered across the counter
167	4	MINORITY WELFARE	C C OF SERVICE RENDERING CERTIFICATES FOR CASH GRANTS	15 Minutes, Cat A	NA	Delivered across the counter

168	5	MINORITY WELFARE	ISSUE OF MARRIAGE LICENSE TO PASTORS	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. "Recommendation of Pastor or Main Organization"</li> <li>2. "Congregation Letter with minimum 100 members"</li> <li>3. "Community Cert only for BC "C" or Baptism Certificate"</li> <li>4. "Educational Qualification (Min. SSC Certificate)"</li> <li>5. "Date of Birth Certificate"</li> <li>6. "Bible Training Certificate in Theology or Divinity registered under Societies Act"</li> <li>7. "MRO or RDO Report"</li> <li>8. "SP Report"</li> </ol>	SECRETARY, MWD
169	6	MINORITY WELFARE	MINORITY STATUS CERTIFICATE	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. "Society Registration Form"</li> <li>2. "Society By laws/Aims and objectives of the educational agency"</li> <li>3. "List of office bearers"</li> <li>4. "Religious Proof of the Governing Body members"</li> <li>5. "Inspection Report"</li> <li>6. "Govt orders under which the institution has been permitted to be established (for renewal only)"</li> </ol>	SECRETARY, MWD
170	1	MUNICIPAL ADMINISTRATIO N	BIRTH CERTIFICATE - CDMA	First time 5 days second and subsequent times - 15 min, Cat A & B	Application Form*	AMOH



171	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 (2 sets 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
172	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
173	4	MUNICIPAL ADMINISTRATIO N	Closure of Trade License	15 Days, Cat B		
174	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
175	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
176	7	MUNICIPAL ADMINISTRATIO N	DEATH CERTIFICATE - CDMA	First time 5 days second and subsequent times - 15 min, Cat A & B	Application Form*	AMOH

177	8	MUNICIPAL ADMINISTRATIO N	New Trade License	15 Days, Cat B	<ol style="list-style-type: none"> <li>1. Building occupancy certificate</li> <li>2. Building sanction plan of GHMC</li> <li>3. Property Tax receipt up to Date</li> <li>4. Rental/sale/Lease Deed.</li> <li>5. Location plans (Blue print copies)</li> <li>6. Passport size photos-2.</li> </ol>	MUNICIPAL COMMISSIONER
178	9	MUNICIPAL ADMINISTRATIO N	NEW WATER TAB CONNECTION (BPL)	30 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application from applicant</li> <li>2. Site Plan indicating the distribution line and point of water connection.</li> <li>3. Latest Property Tax Receipt. Tax receipts</li> <li>4. Copies of total units/flat (Applicable to multistoried buildings)</li> <li>5. No Objection letter from all the units/flat owners (Application only to multistoried buildings)</li> <li>6. Copy of white ration card authorized by gazetted officer (Applicable for BPL connections)</li> <li>7. Income certificate issues by the MRO(Applicable for BPL connections)</li> </ol>	MUNICIPAL COMMISSIONER
179	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"> <li>1. Ration Card/Any Other Residence Proof</li> <li>2. School Bonafide Certificate</li> <li>3 Secondary School Certificate(Marks Sheet)</li> <li>4 . Notarized Affidavit(Non-Judicial Stamp Paper)</li> </ol>	AMOH
180	11	MUNICIPAL ADMINISTRATIO N	NON AVAILABILITY DEATH 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"> <li>1. Ration Card/Any Other Residence Proof</li> <li>2.In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station</li> <li>3. Notarized Affidavit(Non-Judicial Stamp Paper)</li> </ol>	AMOH

181	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
182	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
183	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
184	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	
185	16	MUNICIPAL ADMINISTRATIO N	Renew Trade License	15 Days, Cat B		
186	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
187	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

188	1	POLICE	ISSUANCE OF CERTIFICATES - POLICE	7 days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SHO/SDPO/ACP/SP
189	2	POLICE	MISSING / LOST DOCUMENTS / ARTICLES - POLICE	21 Days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SHO/SDPO/ACP/SP
190	3	POLICE	PERMISSION FOR EVENT BANDHOBUST - POLICE	7 days, Cat B	1.Address Proof 2.ID Proof 3.Petition	ASP/SDPO/ACP/SP
191	1	REGISTRATION and STAMPS	AMENDMENT OF SOCIETY	3 Days, Cat B	Application Form*	District Registrar
192	2	REGISTRATION and STAMPS	CERTIFIED COPY OF BYE LAW OF SOCIETIES	15 Min, Cat A	Application Form*	Delivered across the counter
193	3	REGISTRATION and STAMPS	CERTIFIED COPY OF FIRM REGISTRATION	15 Min, Cat A	Application Form*	Delivered across the counter
194	4	REGISTRATION and STAMPS	CERTIFIED COPY OF REGISTRATION DOCUMENT	15 Min, Cat A	Application Form*	Delivered across the counter
195	5	REGISTRATION and STAMPS	CERTIFIED COPY OF SOCIETY REGISTRATION	15 Min, Cat A	Application Form*	Delivered across the counter
196	6	REGISTRATION and STAMPS	CHANGE IN CONSTITUTION FIRM	30 Days, Cat B	Application Form*	District Registrar
197	7	REGISTRATION and STAMPS	ENCUMBRANCE CERTIFICATE	Same Day If Submitted before 2 PM, Cat B	NA	SRO
198	8	REGISTRATION and STAMPS	FIRM NAME CHANGE	3 Days, Cat B	Application Form*	District Registrar
199	9	REGISTRATION and STAMPS	HINDU MARRIAGE CERTIFICATE	30 Days, Cat B	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
200	10	REGISTRATION and STAMPS	PRE-REGISTRATION - DATA ENTRY AND SLOT BOOKING	15 Minutes, Cat A	Application Form*	Delivered across the counter

201	11	REGISTRATION and STAMPS	REGISTRATION OF FIRMS	3 Days, Cat B	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
202	12	REGISTRATION and STAMPS	REGISTRATION OF SOCIETY	3 days, Cat B	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
203	13	REGISTRATION and STAMPS	Relssuance of Hindu Marriage Certificate	15 Mins, Cat A	NA	Delivered across the counter
204	14	REGISTRATION and STAMPS	SLOT BOOKING FOR REGISTRATION	15 Minutes, Cat A	Application Form*	Delivered across the counter
205	1	REVENUE	ADDITION OF SURVEY NO IN ADANGAL AND 1 B	15Days, Cat B	1.Application Form* 2.Supporting Document*	Tahsildar
206	2	REVENUE	AGRICULTURAL LAND VALUE APPLICATION	30 days, Cat B	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
207	3	REVENUE	AGRICULTURE INCOME CERTIFICATE	1st Time-7 Days, 2nd Time & There after 15 Min*, Cat B	1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card#	Tahsildar

208	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
209	5	REVENUE	CERTIFIED COPIES ISSUED BY	15 Days, Cat B	Physical form*	RDO
210	6	REVENUE	CHANGE OF NAME APPLICATION	15 days, Cat B	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
211	7	REVENUE	Claims Under Andhra Pradesh Dotted Lands(Updation in Re-Settlement Register) Rules,2017	180 Days, Cat B	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
212	8	REVENUE	COMPUTERIZED ADANGAL	15 Minutes & 7Days, Cat A&B	Previous Pahani Details	Delivered across the counter

213	9	REVENUE	CORRECTION IN COMPUTERIZED ADANGAL AND 1B	15 Days, Cat B	Previous Pahani Details	Tahsildar
214	10	REVENUE	CRACKERS LICENSE FOR DIWALI	30 days, Cat B	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
215	11	REVENUE	EBC CERTIFICATE	7 Days, Cat B	1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card#	Tahsildar
216	12	REVENUE	EPASBOOK-REPLACEMENT	30 Days, Cat B	1. Application Form 2. Registered document (copies) if any 3. Recent passport size photo 4. Signature	Tahsildar
217	13	REVENUE	EPASSBOOK-DUPLICATE	30 Days, Cat B	1. Application Form 2. Registered document (copies) if any 3. FIR Copy 4. Recent passport size photo 5. Signature	Tahsildar
218	14	REVENUE	EXTRACT OF D FORM PATTA	7 Days, Cat B	Application Form*	Deputy Tahsildar
219	15	REVENUE	EXTRACT OF HOUSE SITE PATTA	7 Days, Cat B	Application Form*	Deputy Tahsildar
220	16	REVENUE	EXTRACT OF NOC UNDER EXPLOSIVE ACT	15 Days, Cat B	1. Application form 2. Copy of NOC	DRO
221	17	REVENUE	EXTRACT OF NOC UNDER PETROLEUM ACT	15 Days, Cat B	1. Application form 2. Copy of NOC	DRO
222	18	REVENUE	F-LINE APPLICATION (NEW)	30 Days, Cat B	Application Form*	Tahsildar
223	19	REVENUE	FAMILY MEMBER CERTIFICATE	30 Days, Cat B	1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card* 3. Death Certificate*	Tahsildar
224	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

225	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
226	22	REVENUE	ISES SERVICES - INCOME FEE REIMBURSEMENT	15 Minutes, Cat A	Application Form*	Delivered across the counter
227	23	REVENUE	ISES SERVICES -INCOME CERTIFICATE	15 Minutes, Cat A	Application Form*	Delivered across the counter
228	24	REVENUE	ISES SERVICES -INTEGRATED CERTIFICATE	15 Minutes, Cat A	Application Form*	Delivered across the counter
229	25	REVENUE	ISES SERVICES -RESIDENCE CERTIFICATE	15 Minutes, Cat A	Application Form*	Delivered across the counter
230	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
231	27	REVENUE	ISSUE OF ARM LICENCE(RENEWAL)	45 days, Cat B	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
232	28	REVENUE	ISSUE OF NOC FOR STORING OF PETROLEUM PRODUCTS	45 days, Cat B	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



233	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
234	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
235	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
236	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
237	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
238	34	REVENUE	LOAN ELIGIBILITY CARD	15Days, Cat B	1. Application Form(PDF Only)*. 2. Photo Copy*	Tahsildar
239	35	REVENUE	MANUAL ADANGAL	7 Days, Cat B	Application Form	Tahsildar
240	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

241	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
242	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
243	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
244	40	REVENUE	Pattadhaar Mobile No Seeding in Land Records	15 Min, Cat A	NA	Delivered across the counter
245	41	REVENUE	PAWN BROKER	Fresh - 45 Days, Renewal - 30 Days, Cat B	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
246	42	REVENUE	PERMISSION FOR DIGGING AGRI/DRINKING WELL	15 Days, Cat B	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
247	43	REVENUE	POSSESSION CERTIFICATE	7 days, Cat B	1. Application Form 2. Income Certificate/Ration Card 3. Scanned passport size photo	Tahsildar
248	44	REVENUE	Printing of Title Deed cum PDR	15 Min, Cat A	NA	Delivered across the counter

249	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)
250	46	REVENUE	REISSUANCE OF EBC	15 Minutes, Cat A	1. ID Proof of the actual applicant or his/her parents*	Delivered across the counter
251	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
252	48	REVENUE	REISSUANCE OF OBC	15 Minutes, Cat A	1. ID Proof of the actual applicant or his/her parents*	Delivered across the counter
253	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
254	50	REVENUE	ROR - 1B	15 Minutes, Cat A	Application Form*	Delivered across the counter
255	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
256	52	REVENUE	SINGLE WINDOW LAND CONVERSION	21 Days, Cat B		
257	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
258	54	REVENUE	WATER TAX PAYMENT FOR AGRICULTURE LANDS	15 Min, Cat A	NA	Delivered across the counter
259	1	RTA	DI ABSTRACT	15 Min, Cat A	Application Form*	RTA

260	2	RTA	DL SLOT BOOKING WITH FEE PAYMENT	15 Min, Cat A	Application Form*	Delivered across the counter
261	3	RTA	LL SLOT BOOKING WITH FEE PAYMENT	15 Min, Cat A	Application Form*	Delivered across the counter
262	4	RTA	RC ABSTRACT	15 Min, Cat A	Application Form*	Delivered across the counter
263	1	RURAL DEVELOPMENT	REQUEST FOR AIDS & APPLIANCES	15 Minutes, Cat A	Application Form	Delivered across the counter
264	2	RURAL DEVELOPMENT	REQUEST FOR SADAREM CERTIFICATE	15 Minutes, Cat A	Application Form	Delivered across the counter
265	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)
266	1	SOCIAL WELFARE DEPARTMENT	APPLICATION FOR STUDENT SCHOLARSHIP (RENEWAL)	15 Minutes, Cat A	Application form	Delivered across the counter
267	2	SOCIAL WELFARE DEPARTMENT	APPLICATION FOR STUDENT SCHOLARSHIP(FRESH)	15 Minutes, Cat A	Application form	Delivered across the counter
268	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)
269	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)
270	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)
271	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)

272	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 eed(Selected Proof Document) *	Assitant Divisional Engineer (ADE)
273	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 eed(Selected Proof Document) *	Assitant Divisional Engineer (ADE)
274	7	SPDCL	Application for Consumer Complaints-Phase Conversion	7 Days for LT - Without Estimation & 45 Days for LT With Estimation & 60 Days for HT Withestimation, Cat B	1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift eed(Selected Proof Document) *	Assitant Divisional Engineer (ADE)
275	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 Withestimation, Cat B	1. Application Form* 2. ID Proof * 3. Electricity Bill * 4. Owner Ship Certificate/Sale Deed/Gift eed(Selected Proof Document) *	Assitant Divisional Engineer (ADE)
276	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 eed(Selected Proof Document) *	Assitant Divisional Engineer (ADE)

277	10	SPDCL	HT1A-INDUSTRYGENERAL	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
278	11	SPDCL	HT1B-ENERGYINCENTIVEINDUSTRIES	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
279	12	SPDCL	HT1C-AQUACULTURE AND ANIMAL HUSBANDRY	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
280	13	SPDCL	HT1D-POULTRYHATCHERIESANDPOULTRYFEEDMIXINGPLANTS	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)

281	14	SPDCL	HT2-OTHERS	60 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*	Assitant Divisional Engineer (ADE)
282	15	SPDCL	HT3-PUBLIC INFRASTRUCTURE AND TOURISM	60 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*	Assitant Divisional Engineer (ADE)
283	16	SPDCL	HT4-GOVT.,LIFTIRRIGATION,AGRICULTURE ANDCPWS	60 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*	Assitant Divisional Engineer (ADE)
284	17	SPDCL	HT5-RAILWAYTRACTION	60 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*	Assitant Divisional Engineer (ADE)

285	18	SPDCL	HT6-TOWNSHIPSANDRESIDENTIALCOLONIES	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
286	19	SPDCL	HT7-GREENPOWER	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
287	20	SPDCL	HT8-TEMPORARYSUPPLY	60 Days, Cat B	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)
288	21	SPDCL	LT3-INDUSTRIAL	<p>With Estimate LT Urban-2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv- 60 Days, 33KV- 90 Days, Cat B</p>	<ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. ID Proof *</li> <li>3. Caste Certificate (Mandatory if SC &amp; ST)</li> <li>4. Owner Ship Certificate/Sale Deed/Gift deed(Selected Proof Document) *</li> <li>5. Municipality/ Gram Panchayat Permission Letter *</li> <li>6. Photo*</li> </ol>	Assitant Divisional Engineer (ADE)



289	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	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)
290	23	SPDCL	LT5-AGRICULTURAL	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)
291	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	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)
292	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	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)

293	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	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)
294	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	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)
295	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	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)
296	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	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)

297	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	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)
298	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	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)
299	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)
300	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)
301	1	SSLR	F-LINE PETITIONS	30 Days, Cat B	Application Form*	Tahsildar
302	2	SSLR	F.M.B COPY	15 Min, Cat A	Application Form*	Delivered across the counter
303	3	SSLR	SUB DIVISION PATTA	30 Days, Cat B	Application Form*	Tahsildar
304	4	SSLR	VILLAGE MAP COPY	15 Days, Cat B	Application Form*	Tahsildar
305	1	TECHNICAL EDUCATION	APPLICATION FOR INTERIM CERTIFICATE	3 Days, Cat B	Application Form	Principal

306	2	TECHNICAL EDUCATION	APPLICATION FOR MIGRATION CERTIFICATE(TECHNICAL EDUCATION)	3 Days(After 1984), 6Days (Before 1984), Cat B	Application Form	Principal
307	3	TECHNICAL EDUCATION	DUPLICATE MARKS MEMO	3 Days, Cat B	Application Form	Principal
308	4	TECHNICAL EDUCATION	E PARIKSHA EXAM FEE PAYMENT SERVICE	15 Min, Cat A	NA	Delivered across the counter
309	5	TECHNICAL EDUCATION	GENUINENESS CERTIFICATE	7 Days, Cat B	Application Form	Principal
310	1	UIDAI	AADHAAR DAILY ENROLLMENT DATA	15 Minutes, Cat A	No Documents Required	Delivered across the counter
311	2	UIDAI	AADHAAR E-KYC	15 Minutes, Cat A	No Documents Required	Delivered across the counter
312	3	UIDAI	KNOW & SEED YOUR AADHAAR	15 Minutes, Cat A	No Documents Required	Delivered across the counter