

| Mee Seva Documents Required |       |            |  |   |  |  |
|-----------------------------|-------|------------|--|---|--|--|
| Total Count                 | Sl.No | Department | Service name                                     | Service Level & Category                        | Document needed for each service   | Approving Authority  |
| 1                           | 1     | UIDAI      | Know Your AADHAAR                                | 15 Minutes, Cat A                               | No Documents Required  | Delivered across the counter   |
| 2                           | 2     |            | Seed Your AADHAAR                                | 15 Minutes, Cat A                               | No Documents Required  | Delivered across the counter   |
| 3                           | 3     |            | Aadhar Daily Enrolment Data                      | 15 Minutes, Cat A                               | 1. Application Form<br>2. Proof of Identity<br>3. Proof of Address   | Delivered across the counter   |
| 4                           | 1     |            | Adangal /Pahani Corrections                      | 15 Days   | Previous Pahani Details  | Tahsildhar   |
| 5                           | 2     |            | Agricultural Income Certificate                  | 1st Time-7 Days, 2nd Time & There after 15 Min* | 1. Application Form*<br>2. Ration Card/EPIC Card/Aadhar Card#  | Tahsildhar   |
| 6                           | 3     |            | Apathbandhu Application                          | 1 year, Cat B                                   | 1.Application Form*<br>2.FIR*<br>3.Death Certificate*<br>4.Affidavit on Rs 10/- Bond paper*<br>5.Report of post mortem/panchanama#   | Joint Collector  |
| 7                           | 4     |            | Appeals On Demarcation (HYD)                     | 45 days , Cat B                                 | 1. Application Form *<br>2. Affidavit/Notary stating that the applicant is owner of the land<br>3. Panchanam copy of lower cadre<br>4. sketch  | Deputy Director/RDO  |
| 8                           | 5     |            | Certified Copies of Records of Measurement (HYD) | 15 days , Cat B                                 | Application form *   | Deputy Director, SS&LR in Hyderabad and Municipal Commissioner in other districts. |
| 9                           | 6     |            | Certified Copies Of Protected Tenant             | 15 Days, Cat B                                  | Application Form*  | Deputy Tahsildar   |
| 10                          | 7     |            | Certified copies of TSLR                         | 7 Days, Cat B                                   | 1. Application form<br>2. Fee Receipt  | Deputy Director SS&LR in Hyd. Municipal Commissioner in other districts            |
| 11                          | 8     |            | Certified copies of certificates issued by RDO   | 15 Days, Cat B                                  | Physical form*   | RDO  |
| 12                          | 9     |            | Certified copies of Panchanama                   | 15 Days, Cat B                                  | Application Form*  | Based on Office selection (RDO/ Tahsildar/AD)                                      |
| 13                          | 10    |            | Certified copies of Chesala Pahani               | 15 Days, Cat B                                  | 1.Application Form*<br>2.Affidavit*<br>3.Pahani Copy<br>4.ID Proof documents   | Deputy Tahsildar   |
| 14                          | 11    |            | Copy of village Map                              | 15 Days, Cat B                                  | Application Form*  | Tahsildhar   |
| 15                          | 12    |            | Copy of FMB                                      | 15 Minutes, Cat A                               | Application Form*  | Delivered across the counter RDO/  |
| 16                          | 13    |            | Demarcation(HYD)                                 | 30 days , Cat B                                 | 1.Application Form in Triplicate *<br>2.Affidavit/Notary stating that the applicant is owner of the land *   | Asst. Director of Survey   |
| 17                          | 14    |            | Duplicate Copy of Certificate-Income             | 15 Minutes, Cat A                               | Previous Application Number  | Delivered across the counter   |
| 18                          | 15    |            | Duplicate Copy of Certificate-Integrated         | 15 Minutes, Cat A                               | Previous Application Number  | Delivered across the counter   |
| 19                          | 16    |            | Duplicate Copy of Certificate-Residence          | 15 Minutes, Cat A                               | Previous Application Number  | Delivered across the counter   |
| 20                          | 17    |            | Duplicate Pattadar Pass Book Service (Tahsildar) | 60 days , Cat B                                 | 1. Application form<br>2. Scanned Copy FIR<br>3. NOC certificate from the bank in the respective jurisdiction<br>4. Registered Documents<br>5. Recent passport size Photo copies<br>6. signature | Tahsildhar   |
| 21                          | 18    |            | EBC certificate                                  | Cat B, 7 Days                                   | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card#   | Tahsildhar   |
| 22                          | 19    |            | Extract of Adangal / Pahani                      | 15 Minutes, Cat A                               | Application Form*  | Delivered across the counter   |

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| Extract of D-Form Patta Application  | 7 Days, Cat B                                       | Application Form*  | Deputy Tahsildar             |
| Extract Of House Site patta  | 7 Days, Cat B                                       | Application Form*  | Deputy Tahsildar             |
| Extract of ROR 1B  | 15 Minutes, Cat A                                   | Application Form*  | Delivered across the counter |
| Certified Copies of Faisal Patti   | 15 Days, Cat B                                      | 1.Application Form*<br>2.Affidavit*<br>3.Pahani Copy<br>4.ID Proof documents   | Tahsildar                    |
| Family Member Certificate (Social security schemes & govt. employees / pensioners) | Cat B, 30 Days                                      | 1.Application Form*<br>2.Ration Card/EPIC Card/Aadhar Card*<br>3.Death Certificate*  | Tahsildhar                   |
| F-Line Petitions   | 30 Days, Cat B                                      | Application Form*  | Tahsildar                    |
| Income Certificate   | 1st Time-7 Days,<br>2nd Time & There after 15 Min*  | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Copy of IT Returns/Pay Slips(Govt/Pvt Employees)#   | Tahsildhar                   |
| Integrated Certificate (Caste-Nativity-Date of Birth)                              | 1st Time-30 Days,<br>2nd Time & There after 15 Min* | 1) Application Form*<br>2) Caste Certificate issued to the Family members<br>3) SSC Marks memo/DOB Extract/Transfer Certificate<br>4) 1 to 10th study Certificates or DOB certificates issued by Municipality/Gram Panchayat<br>5) Ration Card/Epic Card/Aadhaar Card<br>6) Schedule I to IV | Tahsildhar                   |
| ISES- INCOME FEE REIMBURSEMENT   | Cat A, 15 Minutes                                   | 1.Application Form*  | Delivered across the counter |
| ISES-INCOME CERTIFICATE  | Cat A, 15 Minutes                                   | 1.Application Form*  | Delivered across the counter |
| ISES-INTEGRATED CERTIFICATE  | Cat A, 15 Minutes                                   | 1.Application Form*  | Delivered across the counter |
| ISES-RESIDENCE CERTIFICATE   | Cat A, 15 Minutes                                   | 1.Application Form*  | Delivered across the counter |
| Certified Copies of Khasra Pahani  | 15 Days, Cat B                                      | 1.Application Form*<br>2.Affidavit*<br>3.Pahani Copy<br>4.ID Proof documents   | Deputy Tahsildar             |
| Application for LAND CONVERSION  | 60 days, Cat B                                      | 1) Application in prescribed format<br>2) Register documents/copies of Pattadhaar Pass books/Title Deeds<br>3) Basic Value certificate from Sub-Registrar<br>4) Ration Card/ Aadhaar card/EPIC card  | RDO                          |
| LATE REGISTRATION OF BIRTH   | 60 Days   | 1. Physical Document<br>2. Non Availability certificate issued by the GP/ Municipal Commissioner<br>3. Ration Card Copy<br>4. SSC Marks memo<br>5. Self Affidavit  | RDO                          |
| LATE REGISTRATION OF DEATH   | 60Days  | 1. Physical Document<br>2. Non Availability certificate issued by the GP/ Municipal Commissioner<br>3. Ration Card Copy<br>4. Self Affidavit   | RDO                          |
| Loan Eligibility Card  | 15Days, Cat B                                       | 1. Application Form(PDF Only)*.<br>2. Photo Copy*  | Tahsildhar                   |
| Localization of Properties(HYD)  | 30 days , Cat B                                     | 1.Application Form in Triplicate *<br>2.Affidavit/Notary stating that the applicant is owner of the land *   | Tahsildar                    |

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REVENUE

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| Money Lending License  | Fresh - 45 Days,<br>Renewal - 60 Days              | 1) Application Form*<br>2) National Saving Certificate for 10000/-.<br>3) Address Proof*<br>4) PAN*<br>5) Copy of Attested Property Documents*<br>6) Bank A/C statement above 6 months with a min balance of 100000/-<br>7) Copy of Firm Registration<br>8) Affidavit*<br>9) Copy of Lease/Rental Document<br>10) Scanned Copy of Passport size photo* | Joint Collector |
| Mutation of revenue Records + Pattadhar Passbook   | 60 days , Cat B                                    | 1.Application Form* 2.Registered Document Copies* 3.Old Pattadar Passbook/Title deed/(Seller PPB/TD)*<br>4.Tax Receipts if any# 5.Recent Passport Size photos No   | Tahsildhar      |
| National Family Benefit Scheme Application   | 1 year   | 1.Application Form*<br>2.Income Certificate (Family Income less than Rs 6000/- per month)*<br>3.Family Member certificate*<br>4.Resident Certificate*<br>5.White Ration Card*<br>6.Death Certificate*  | Joint Collector |
| No Earning Member Certificate  | 1st Time-7 Days,<br>2nd Time & There after 15 Min* | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card* 3.Death Certificate*<br>4.Copy of Family Member Certificate   | Tahsildhar      |
| NOC for Construction of New/Existing House in a village or town(HYD)(No Objection Certificate) | 30 Days, Cat B                                     | 1. Application Form*<br>2. Sale deed/Release/will gift/Settlement/Partition*<br>3. Link Documents From 1976(Attested)*<br>4. Affidavit on Ten Rupees Stamp paper(Notarized)*<br>5. Site Sketch plan prepared by licensed Surveyor*<br>6. Self addressed envelope with Stamp for postage *  | Joint Collector |
| OBC Certificate  | 30 Days, Cat B                                     | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Applicant Father/Mother property particulars#<br>4.Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)#   | Tahsildhar      |
| Old Adangal/Pahani details   | Cat B, 30 Days                                     | No Documents Required  | Tahsildhar      |
| Pattadar Pass Book Replacement Service (EPASSBOOK-Replacement)                                 | 60 days , Cat B                                    | 1. Application Form<br>2. Registered document (copies) if any<br>3. Recent passport size photo<br>4. Signature   | Tahsildhar      |
| Pawn Broker License  | Fresh - 45 Days,<br>Renewal - 30 Days              | 1. Application Form*<br>2. National Saving Certificate for 10000/-.<br>3. Address Proof*<br>4. PAN*<br>5. Copy of Attested Property Documents*<br>6. Bank A/C statement above 6 months with a min balance of 100000/-<br>7. Copy of Firm Registration<br>8. Affidavit*<br>9. Copy of Lease/Rental Document<br>10. Scanned Copy of Passport size photo* | Joint Collector |
| Possession Certificate (for House Site Purpose)  | 7 days, Cat B                                      | 1. Application Form<br>2. Income Certificate/Ration Card<br>3. Scanned passport size photo   | Tahsildhar      |
| Prajavani  | Cat B, 15 Days                                     | Application Form*<br>Petition by citizen   | Collector       |

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| Residence Certificate-Passport   | 1st Time-7 Days, 2nd Time & There after 15 Min* | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.House Tax/Telephone Bill/Electricity Bill# 4.Upload Passport Size Photo*  | Tahsildhar                              |
| Residence Certificate -GENERAL   | 1st time -7 Days, & thereafter - 15 Minutes     | 1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.House Tax/Telephone Bill/Electricity Bill#  | Tahsildhar                              |
| Certified Copies of Sethwar / Supplementary Sethwar/Resettlement Register/Flr          | 15 Days, Cat B                                  | 1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents  | Deputy Tahsildar                        |
| Sub-divisions of lands   | 30 Days, Cat B                                  | Application Form*  | Tahsildhar                              |
| New Pattadhar Passbook(EPASSBOOK-New)  | 60 days , Cat B                                 | 1. Registration Documents 2. Tax Receipt 3. Seller pass book 4. Application Form 5. Passport size photos   | Tahsildhar                              |
| Certified Copies of Wasool Baqi  | 15 Days, Cat B                                  | 1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents  | DD-Hyderabad,AD- Other Telangana Region |
| Change of Name Certificate   | 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 the he/she has not come to any adverse records during last 5 years. 7. Others(Aadhaar/Ration card/Voter ID | Tahsildar                               |
| No Property Certificate  | 60 days, Cat B                                  | 1. Application Form 2. Ration Card/Aadhaar/ Electoral card 3. Death Certificate 4. Duplicate copy of Family member Certificate   | Tahsildar                               |
| Agricultural Land Value Certificate  | 30 days, Cat B                                  | 1. Application Form 2. Registration Documents 3. Pattadar passbooks 4. Title Deed 5. Encumbrance certificate as on date issued by the Sub Registrar concerned  | Tahsildar                               |
| Small/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 the lands owned by him/her   | Tahsildar                               |
| Permission for Digging a Agricltrual well/Drinking water well digging using WALTA Act. | 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                               |
| Extract of ORC (Occupancy Rights Certificate)  | 15 Days, Cat B                                  | 1.Application Form 2.Copy of ORC   | Divisional Administrative Officer       |
| 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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| Certified copies of NOC under explosive Act                          | 15 Days, Cat B  | 1. Application form<br>2. Copy of NOC   | District Revenue Officer |
| Certified copies of NOC under Petroleum Act                          | 15 Days, Cat B  | 1. Application form<br>2. Copy of NOC   | District Revenue Officer |
| Cracker License For Diwali (After Collector delegates)               | 30 days, Cat B  | 1. Application form<br>2. Identity proof<br>3. Address proof<br>4. Verification report from Police<br>5. No Objection from Fire Service Department<br>6. No objection from local body<br>7. Particulars of previous license if any  | Collector                |
| Issue of TONCH Map   | 7 days, Cat B   | 1. Application form<br>2. Extract of Pahani<br>3. Xerox copy of Pattadar pass book / Registration Document  | AD SSLR                  |
| Issue of NOC for Construction of Cinema Hall                         | 45 days , Cat B | 1. Application form A-I<br>2. Site plan drawn scale 1cm to 500 cms<br>3. The position of site in relation to any adjacent premises<br>4. The surrounding roads buildings like schools, Hospitals, Places of Worship, which exist upto 182 mts distance with necessary records or certificates<br>5. Challan (Rs 3000 in case of new construction) (Rs 1400 in case of semi permanent)<br>6. Original plan<br>7. Original NOC form Gram panchyat | Collector                |
| ISSUE OF ARM LICENCE(Fresh)  | 45 days , Cat B | 1. Application form*<br>2. Recent passport Size Photo*<br>3. Ration card*<br>4. Aadhaar Card<br>5. Income Tax Returns*<br>6. Pan card*  | Collector                |
| ISSUE OF ARM LICENCE(Renewal)  | 45 days , Cat B | 1. Application form*<br>2. Recent passport Size Photo*<br>3. Xerox of Original License*<br>4. Ration card*<br>5. Aadhaar Card<br>6. Income Tax Returns*<br>7. Pan card*   | Collector                |
| ISSUE OF OCCUPANCY RIGHTS CERTIFICATES FOR INAM LANDS                | 90 days, Cat B  | 1. Application form (mandatory)<br>2. 1954-1955 kasara pahani ,73-74 latest pahani copies (mandatory)<br>3. Family Tree / Relationship with Inamdhar (optional)   | RDO                      |
| Refund of Trade deposits to dealers in case of resignation of dealer | 30 days , Cat B | 1. Application form (mandatory)<br>2. Acceptance proceedings issued by the RDO(mandatory)<br>3. Authorisation proceedings issued by the RDO(optional)   | RDO                      |
| NOC for Construction of Cinema Halls                                 | 45 days , Cat B | 1. Application form A-I<br>2. Site plan drawn scale 1cm to 500 cms<br>3. The position of site in relation to any adjacent premises<br>4. The surrounding roads buildings like schools, Hospitals, Places of Worship, which exist upto 182 mts distance with necessary records or certificates<br>5. Challan (Rs 3000 in case of new construction) (Rs 1400 in case of semi permanent)<br>6. Original plan<br>7. Original NOC form Gram panchyat | Collector                |

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| 75 | 72 |                          | Storage of Explosive Material License                       | 30 Days, Cat B                           | 1. Application form<br>2. Identity proof<br>3. Address proof<br>4. Verification report from Police<br>5. NOC from Fire Service Dept.<br>6. NOC from Local Body<br>7. Particulars of Previous Licenses if any   | Collector                     |
| 76 | 73 |                          | Issue of NOC for storing of Petroleum Products              | 45 days , Cat B                          | 1. Application form*<br>2. Site plan*<br>3. Copy of Passbook/title deed/sale deed*<br>4. lease Agreement<br>5. letter of intent issued by the oil company*<br>6. Extract of Pahani*  | Collector                     |
| 77 | 74 |                          | Grant of License for Storage of Explosive Material          | 30 days , Cat B                          | 1. Application form<br>2. Identity proof<br>3. Address proof<br>4. Verification report from Police<br>5. No Objection from Fire Service Department<br>6. No objection from local body  | Collector                     |
| 78 | 75 |                          | Permission to run the benefit show                          | Cat B, 30 Days                           | 1. Application form<br>2. Copy of B- form License Certificate  | Collector                     |
| 79 | 1  | REGISTRATION & STAMPS    | Encumbrance Certificate                                     | Same Day If Submitted before 2 PM, Cat B | Application Form*  | Sub Registrar Officer (SRO)   |
| 80 | 2  |                          | Certified Copy of Registration Document                     | 15 Min, Cat A                            | Application Form*  | Delivered across the counter  |
| 81 | 3  |                          | Certified Copy of Bye-laws                                  | 15 Min, Cat A                            | Application Form*  | Delivered across the counter. |
| 82 | 4  |                          | Certified copy of Certificate of Registration Firms         | 15 Min, Cat A                            | Application Form*  | Delivered across the counter  |
| 83 | 5  |                          | Certified copy of Certificate of Registration Societies     | 15 Min, Cat A                            | Application Form*  | Delivered across the counter  |
| 84 | 6  |                          | Pre-Registration /Slot Booking                              | 15Min, Cat A                             | Application Form*  | Delivered acrosss the counter |
| 85 | 7  |                          | Registration of Society                                     | Cat B, 3 days                            | 1. Application from applicant.<br>2. Memorandum of Society ( Mandatory)<br>3. Rules and Regulations (Mandatory)<br>4. Partnership Deed<br>5. ID Proof<br>6. Address proof and<br>7. photographs of all<br>8. partners<br>9. Office rental<br>10. Agreement/Declaration | District Registrar            |
| 86 | 8  |                          | Registration of Firm  | Cat B, 3 Days                            | 1. Application from applicant<br>2. Partnership Deed<br>3. ID Proof<br>4. Address Proof<br>5. And photographs of all partners<br>6. Rental agreement/Declaration<br>Attestation by competent authority   | District Registrar            |
| 87 | 9  |                          | Firm name Change  | Cat B, 3 Days                            | Application Form*  | District Registrar            |
| 88 | 10 |                          | Dissolution of firm   | Cat B, 3 Days                            | Application Form*  | District Registrar            |
| 89 | 11 |                          | Amendments of society                                       | Cat B, 3 Days                            | Application Form*  | District Registrar            |
| 90 | 12 |                          | Submission of Appeal  | Cat B, 3 Days                            | Application Form*  | District Registrar            |
| 91 | 13 |                          | Pre-Registration - Data Entry and Slot Booking(Agriculture) | Cat A, 15 Minutes                        | Application Form*  | Delivered across the counter  |
| 92 | 14 |                          | Pre-Registration - Data Entry and Slot Booking(Flat)        | Cat A, 15 Minutes                        | Application Form*  | Delivered acrosss the counter |
| 93 | 15 |                          | Pre-Registration - Data Entry and Slot Booking(House)       | Cat A, 15 Minutes                        | Application Form*  | Delivered across the counter  |
| 94 | 16 |                          | Pre-Registration - Data Entry and Slot Booking(Plot)        | 15 Minutes,Cat A                         | Application Form*  | Delivered acrosss the counter |
| 95 | 1  | Birth Certificate – GHMC | 15 Minutes,Cat A  | Application Form*                        | AMOH   |                               |
| 96 | 2  | Death Certificate – GHMC | 15 Minutes,Cat A  | Application Form*                        | AMOH   |                               |

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| 97  | 3  | Birth Certificate Corrections - GHMC        | 6days, Cat B   | <ol style="list-style-type: none"> <li>1. Application Form *</li> <li>2. Original Birth Certificate issues by the Registrar of Births</li> <li>3. Declaration by Parent(s) attested by two gazetted officers</li> <li>4. Available Documentary evidences like educational certificates, Election ID Card, Ration Card, Passport, Driving License</li> <li>5. A letter from the Hospital Authorities where the Birth has occurred mentioning the facts</li> <li>6. Notarized Affidavit Rs10/- (Non-judicial Stamp Paper)</li> </ol>  | AMOH |
| 98  | 4  | Death Certificate Corrections – GHMC        | 6days, Cat B   | <ol style="list-style-type: none"> <li>1. Application Form *</li> <li>2. Original Death Certificate issues by the Registrar of Births &amp; Deaths</li> <li>3. Ration Card/School Bona fide Certificate /Secondary School Certificate (Marks Sheet)/Election id/Any Other Residence Proof</li> <li>4. Notarized Affidavit of Rs 10/- (Non-judicial Stamp Paper)</li> <li>5. A letter from the Hospital Authorities where the Death has occurred mentioning the facts</li> <li>6. In case of Medico Legal cases for death events, certificate from the concerned police authority is a must along with FIR and postmortem report</li> <li>7. Any Other Supporting Document.</li> </ol> | AMOH |
| 99  | 5  | Child Name inclusion – GHMC                 | 6days, Cat B   | <ol style="list-style-type: none"> <li>1. Application (Duly Signed by both parents if Child is less than 3 years)*</li> <li>2. Affidavit (If child is below 1 year not necessary)*</li> </ol>   | AMOH |
| 100 | 6  | Non Availability Certificate – Birth - GHMC | 3days, Cat B   | <ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Ration Card/Any Other Residence Proof</li> <li>3. School Bona fide Certificate</li> <li>4. Secondary School Certificate (Marks Sheet)</li> <li>5. Notarized Affidavit (Non-Judicial Stamp Paper)</li> </ol>   | AMOH |
| 101 | 7  | Non Availability Certificate - Death – GHMC | 3days, Cat B   | <ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Ration Card/Any Other Residence Proof</li> <li>3. Other Documentary evidences to prove the place of death</li> <li>4. In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station</li> <li>5. Notarized Affidavit (Non-Judicial Stamp Paper)</li> <li>6. Any Other Supporting Documents</li> </ol>  | AMOH |
| 102 | 8  | Birth Certificate – C&DMA                   | First time 5 days<br>second and subsequent times - 15 min, Cat-B | Application Form*   | AMOH |
| 103 | 9  | Death Certificate – C&DMA                   | First time 5 days<br>second and subsequent times - 15 min        | Application Form*   | AMOH |
| 104 | 10 | Corrections in Birth Certificate - CDMA     | 5 days, Cat B  | <ol style="list-style-type: none"> <li>1. Application Form and Any one of the below documents</li> <li>1) Original Birth Certificate issued by the Registrar of Birth</li> </ol>  | AMOH |

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|     |    |                                 |  | 2) Declaration by Parent(s) attested by two gazetted officers |   |                           |
| 105 | 11 |                                 | Corrections in Death Certificate - CDMA  | 5 days,Cat B  | 1) Application Form and Any one of the below documents<br>1) Original Death Certificate issued by the Registrar of Death<br>2) In case of Medico Legal cases for death events, certificate from the concerned   | AMOH                      |
| 106 | 12 |                                 | Child Name inclusion – C&DMA             | First time 5 days ,<br>2nd time onwards<br>15 min             | 1) Application Form *(Duly signed by both parents if the child is less than 3 years)  | AMOH                      |
| 107 | 13 | MUNICIPAL<br>ADMINISTRATIO<br>N | Permission for Water Connections – C&DMA | 15 Days, Cat B  | 1. Application from applicant<br>2. Site Plan indicating the distribution line and point of water connection.<br>3. Latest Property Tax Receipt.<br>Tax receipts<br>4. Copies of total units/flat (Applicable to multistoried buildings)<br>5. No Objection letter from all the units/flat owners<br>(Application only to multistoried buildings)<br>6. Copy of white ration card authorized by gazetted officer<br>(Applicable for BPL connections)<br>7. Income certificate issues by the MRO<br>(Applicable for BPL connections)                                 | MUNICIPAL<br>COMMISSIONER |
| 108 | 14 |                                 | Transfer Of Title Deeds – C&DMA          | 15 Days, Cat B  | 1. Application form,<br>2. Attested copy of registered sale deed and link documents,<br>3 Attested copies of latest property tax and water charges receipts,<br>4.Notary certificate(wherever applicable)   | MUNICIPAL<br>COMMISSIONER |
| 109 | 15 |                                 | Applying for Trade license – C&DMA       | 15 Days, Cat B  | 1. Building occupancy certificate<br>2. Building sanction plan of GHMC<br>3. Property Tax receipt up to Date<br>4. Rental/sale/Lease Deed.<br>5. Location plans (Blue print copies)<br>6. Passport size photos-2.   | MUNICIPAL<br>COMMISSIONER |
| 110 | 16 |                                 | Applying for Building permission – C&DMA | 15 Days, Cat B  | 1.Building application duly signed by owner ,builder ,architect, and engineer<br>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).<br>2.linked documents (attested by gazetted officer)<br>Up to date property tax receipt<br>Rs.20 Non-judicial stamp paper building plans(1+5) duly signed by owner ,architect and structural engineer | MUNICIPAL<br>COMMISSIONER |
| 111 | 17 |                                 | New Assessment request – C&DMA           | 15 Days,Cat B   | 1. Registered sale deed attested by gazetted officer.<br>2. Building Sanctioned plan.<br>3. Occupancy certificate.<br>4. Unregistered document in case not registered.<br>indemnity bond of Rs. 100/- in case of unregistered properties.   | MUNICIPAL<br>COMMISSIONER |

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| 112 | 18 |                | Sub-Division request – C&DMA   | 15 Days, Cat B                                    | 1. Application form.<br>2. Patta copy/ Registration copy<br>3. House Tax assessment letter for the current year<br>4. Tax payments receipts for property/ water etc<br>5. Detailed plan for the sub division   | MUNICIPAL COMMISSIONER          |
| 113 | 19 |                | Exemption request – C&DMA  | 15 Days, Cat B                                    | 1. Application form<br>2. Patta copy/ Registration copy.<br>3. Supporting document for the BPL / Ex-Service men<br>4. Identity proof .   | MUNICIPAL COMMISSIONER          |
| 114 | 20 |                | Vacation remission – C&DMA   | 15 Days, Cat B                                    | 1. Application from applicant<br>2. Patta copy/ Registration copy<br>3. House Tax assessment letter for the current year<br>4. Tax payments receipts for property/ water etc   | MUNICIPAL COMMISSIONER          |
| 115 | 21 |                | Non Availability Certificate – Birth – CDMA  | First time 5 days ,<br>2nd time onwards<br>15 min | 1) Application Form*<br>and Any one of the below documents<br>1. Ration Card/Any Other Residence Proof<br>2. School Bonafide Certificate<br>3 Secondary School Certificate(Marks Sheet)<br>4 . Notarized Affidavit(Non-Judicial Stamp Paper)                     | AMOH                            |
| 116 | 22 |                | Non Availability Certificate - Death – CDMA  | First time 5 days ,<br>2nd time onwards<br>15 min | 1) Application Form*<br>and Any one of the below documents<br>1. Ration Card/Any Other Residence Proof<br>2. In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station<br>3. Notarized Affidavit(Non-Judicial Stamp Paper) | AMOH                            |
| 117 | 1  | POLICE         | Permission of Bandhobust   | 7 Days, Cat B                                     | 1. Address Proof<br>2. ID Proof<br>3. Petition   | SDPO/ACP/<br>Additional SP/SP   |
| 118 | 2  |                | Issuance of Certificates for (Character, Antecedents, No objection for vehicle)          | 7 days, Cat B                                     | 1. Address Proof<br>2. ID Proof<br>3. Petition   | SHO/SDPO/ACP/SP                 |
| 119 | 3  |                | Missing lost Documents   | 21 Days, Cat B                                    | 1. Address Proof<br>2. ID Proof<br>3. Petition   | SHO/SDPO/ACP/SP                 |
| 120 | 4  |                | License for Hostels, Lodges, Theme, Entertainment, Restaurants, Bars, Dhabas and Resorts | 7 Days, Cat B                                     | 1. Address Proof<br>2. ID Proof<br>3. Petition   | SDPO/ACP/<br>Additional SP/SP   |
| 121 | 1  | CIVIL SUPPLIES | Ration Card Mutations  | 7 days, Cat B                                     | 1. Application *<br>2. Selected proof document*  | MRO/ASO                         |
| 122 | 2  |                | Print ration card  | 15 Minutes, Cat A                                 | Application Form*  | Delivered across the counter    |
| 123 | 3  |                | FP Shop Renewal  | 15days, Cat B                                     | 1. Application Form*<br>2. Copy of authorisation Letter*<br>3. Latest renewed food grains & kerosene liscence  | Revenue Divisional Officer(RDO) |
| 124 | 4  |                | Conversion of White Card to Pink Card  | 30 Days, Cat B                                    | 1. Application Form<br>2. Copy of old ration card<br>3. Income Certificate   | MRO/ASO                         |
| 125 | 5  |                | Deletion of Member in Ration Card  | 30 Days, Cat B                                    | 1. Application Form<br>2. Recent Photo<br>3. Document proof for member deletion  | MRO/ASO                         |
| 126 | 6  |                | Household Head Modifications   | 30 Days, Cat B                                    | Application Form*  | MRO/ASO                         |
| 127 | 7  |                | New Gas Connection Application   | 30 Days, Cat B                                    | 1. Application Form<br>2. Proof Document   | MRO/ASO                         |
| 128 | 8  |                | Ration Card Modifications With in the Office   | 30 Days, Cat B                                    | Application Form*  | MRO/ASO                         |

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| 129 | 9  |           | Ration Card Transfer                        | 30 Days, Cat B | 1. Application Form*<br>2. Old Ration Card   | MRO/ASO                       |
| 130 | 10 |           | Surrender of Ration Card                    | 30 Days, Cat B | 1. Application Form<br>2. Copy of old Ration Card  | MRO/ASO                       |
| 131 | 11 |           | Ration Card Member Addition                 | 30 Days, Cat B | 1. Application Form<br>2. Affidavit<br>3. Photo  | MRO/ASO                       |
| 132 | 12 |           | Ration Card Member Migration                | 30 Days, Cat B | 1. Application Form<br>2. Selected Proof Document<br>3. New Family photo of Migrater to Ration Card  | MRO/ASO                       |
| 133 | 13 |           | Ration Card Missing Details in Databases    | 30 Days, Cat B | 1. Application Form<br>2. Ration Card<br>3. Selected Proof Document<br>4. Photo  | MRO/ASO                       |
| 134 | 14 |           | Issue of New Ration Card (Pink)             | 30 Days, Cat B | 1. Application Form<br>2. Proof Document<br>3. Photo   | MRO/ASO                       |
| 135 | 1  | RTA       | LL Slot Booking with Fee Payment            | 15 Min, Cat A  | Application Form*  | Delivered across the counter  |
| 136 | 2  |           | DL Slot Booking with Fee Payment            | 15 Min, Cat A  | Application Form*  | Delivered across the counter  |
| 137 | 3  |           | RC Abstract                                 | 15 Min, Cat A  | Application Form*  | Delivered across the counter  |
| 138 | 4  |           | DL Abstract                                 | 15 Min, Cat A  | Application Form*  | ROAD TRANSPORT OFFICER        |
| 139 | 1  | EDUCATION | Application for issue of Age Certificate    | 7 days, Cat B  | 1. Written Application<br>2. Documentary proof.  | Additional Joint Secretary    |
| 140 | 2  |           | Application for duplicate Memo of Marks     | 7 days, Cat B  | 1. Written Application<br>2. Documentary evidence/affidavit undertaking of lost document   | Additional Joint Secretary    |
| 141 | 3  |           | Application for Re-Counting of Marks        | 30 days, Cat B | 1. Written Application<br>2. Rs 250 per paper challan /Demand Draft<br>3. Duly enclosed Hall Ticket.<br>3. Internet Copy of Marks  | Additional Joint Secretary    |
| 142 | 4  |           | Application for Migration Certificate       | 7 days, Cat B  | 1. Written Application<br>2. Documentary evidence/affidavit undertaking of lost document   | Additional Joint Secretary    |
| 143 | 1  |           | NAME CHANGE - NPDCL                         | 7 days, Cat B  | 1. Application Form<br>2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card<br>3. Caste Certificate (Mandatory if SC/ST)<br>4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises<br>5. Municipality/Gram panchayat Permission Letter<br>6. Indemnity Bond<br>7. Transfer Trans free Document<br>8. Latest Bill and Receipt<br>9. A Form | Assistant Divisional Engineer |
| 144 | 2  |           | NEW CONNECTION - 6A – STREET LIGHTS - NPDCL | 30 Days, Cat B | 1. Application Form<br>2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card<br>3. Caste Certificate (Mandatory if SC/ST)<br>4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises<br>5. Municipality/Gram panchayat Permission Letter<br>6. Photo  | Assistant Divisional Engineer |

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| NEW CONNECTION - 6B – PUBLIC WATER WORKS - NPDC  | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |
| NEW CONNECTION - GENERAL PURPOSE - NPDC  | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |
| NEW CONNECTION - RELIGIOUS PLACES (Temples, Church, Mosque, Govt. Schools etc.) - NPDC | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |
| NEW CONNECTION COMMERCIAL - NPDC   | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |
| NEW CONNECTION COMMERCIAL - HOARDINGS - NPDC   | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |
| NEW CONNECTION DOMESTIC - NPDC   | 30 Days, Cat B | <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> </ol> | Assistant Divisional Engineer |

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| 151 | 9  |                         | Load Change - NPDCL  | 30 Days, Cat B   | 1. Application Form<br>2. Latest Power Bill With Receipt<br>3. Category And Load Change Undertaking Form   | Assistant Divisional Engineer                     |
| 152 | 10 |                         | CATEGORY LOAD CHANGE- NPDCL                                | 7 days, Cat B  | 1. Application Form<br>2. Latest Power Bill With Receipt<br>3. Category And Load Change Undertaking Form   | Assistant Divisional Engineer                     |
| 153 | 11 |                         | CATEGORY CHANGE- NPDCL                                     | 7 days, Cat B  | 1. Application Form<br>2. Latest Power Bill With Receipt<br>3. Category And Load Change Undertaking Form   | Assistant Divisional Engineer                     |
| 154 | 12 |                         | New Connection for Industries-NPDCL                        | 37 Days,Cat B  | 1. Application Form<br>2. Industrial Department Letter<br>3. Common Application Form-A<br>4.Acknowledgement part-1<br>5.Enterpreneurs Memorandum for Setting up Micro OR Small OR Medium | Assistant Divisional Engineer                     |
| 155 | 13 |                         | New Connection for Cottage Industries-NPDCL                | 37 Days,Cat B  | 1. Application Form<br>2. Industrial Department Letter<br>3. Common Application Form-A<br>4.Acknowledgement part-1<br>5.Enterpreneurs Memorandum for Setting up Micro OR Small OR Medium | Assistant Divisional Engineer                     |
| 156 | 1  | Industries and Commerce | Pavala Vaddi   | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 157 | 2  |                         | Cleaner Production Measures                                | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 158 | 3  |                         | Skills Up gradation  | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 159 | 4  |                         | ISO/BIS Certification                                      | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 160 | 5  |                         | Power Cost Reimbursement                                   | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 161 | 6  |                         | Sales Tax Reimbursement                                    | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |
| 162 | 7  |                         | Stamp Duty/Land Cost/Land Conversion Charges/Mortgage Duty | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director |

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| 163 | 8  |        | Investment Subsidy  | GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commissionerate/SL C- 60 Days, cat-B | 1.MeeSeva Application Form<br>2.Department Application Form  | Micro-General Manager(GM) & others-Joint Director                     |
| 164 | 1  | ITC    | 25% Power Subsidy   | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 165 | 2  |        | Conversion to Industrial Power Tariff                                 | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 166 | 3  |        | 100%/50% Stamp duty Refund  | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 167 | 4  |        | Recruitment Assistance  | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 168 | 5  |        | 50% Exhibition Rental Refund  | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 169 | 6  |        | Tier II/III Location Anchor Company Incentive                         | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 170 | 7  |        | Reimbursement of Patent filing cost                                   | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 171 | 8  |        | Declaration of IT Park Status   | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 172 | 9  |        | Reimbursement of Quality Certification expenditure                    | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 173 | 10 |        | Specific Incentives for SC/ST/ Women Entrepreneurs                    | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 174 | 11 |        | Allotment of land   | 90 days, Cat B  | 1.Department Application form<br>2.Mee Seva Physical Form  | ITE&C Secretary to Government   |
| 175 | 1  | Labour | Registration of Establishment / Shop (Form - I)                       | 7 days, Cat B   | 1.Photograph of front view of establishment showing name board<br>2.Proof of address of establishment*<br>3.Photograph of employer<br>4.Proof of date of opening.                                | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 176 | 2  |        | Renewal of Establishment / Shop (Form - III)                          | 7 days, Cat B   | No Documents Required  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 177 | 3  |        | Issuance of duplicate certificate for Registered Establishment / Shop | 7 days, Cat B   | No Documents Required  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 178 | 4  |        | Notice of Change  | 7 days, Cat B   | No Documents Required  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 179 | 5  |        | AMENDMENT OF CONTRACTOR LICENSE                                       | Cat B, 15 Days  | Previous Registration Details  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 180 | 6  |        | AMENDMENT REGISTRATION OF ESTABLISHMENT                               | Cat B, 30 Days  | Previous Registration Details  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 181 | 7  |        | LICENSE OF CONTRACTOR   | Cat B, 30 Days  | 1. Photo,Work order from Principal Employer,<br>Security Deposit Challen no,<br>2. Rent Agreement,Form 5 prescribed proforma,<br>3. Photo ID Proof,<br>4. Joint Under taking in prescribed form. | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |

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| 182 | 8  |            | NOTICE OF COMMENCEMENT OR COMPLETION OF WORK            | Cat B, 30 Days  | For Contractor---Completion Work order, Bank Pass Book 1st page,A/c No.   | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 183 | 9  |            | REGISTRATION OF ESTABLISHMENT EMPLOYING CONTRACT LABOUR | Cat B, 30 Days  | 1. MOA,<br>2. Rent Agreement,<br>3. Address Proof of Establishment,<br>4. Annexure for Contract,<br>5. Photo of Chairman/MD.  | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 184 | 10 |            | REGISTRATION OF MOTOR TRANSPORT                         | Cat B, 30 Days  | 1. Copy of Registered Certificate,<br>2. Copy Of building permission sanctioned by the Municipal Authorities,<br>3. Copy Of Occupancy Certificate & Structural Sound Certificate After 2006 ,<br>4. Copy Of Registered Lease Deed / OwnerShip Certificate,<br>5. Copy Of building permission sanctioned by the Municipal Authorities,<br>6. Copy Of Up to Date Property Tax / Co Charges,<br>7. Clearance from Fire Authority,<br>8. Copy of Recognition Certificate. | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 185 | 11 |            | RENEWAL OF CONTRACT LICENSE                             | Cat B, 30 Days  | Form V,VI   | ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour) |
| 186 | 1  | Mining and | Reconnaissance permit                                   | 180 days, Cat B | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Director Mines  |
| 187 | 2  |            | Prospecting License                                     | 270 days, Cat B | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Director Mines  |
| 188 | 3  |            | Mining Lease  | 1 year, Cat B   | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Director Mines  |
| 189 | 4  |            | Granite Quarry Lease                                    | 180 days, Cat B | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Director Mines  |
| 190 | 5  |            | Marble Quarry Lease                                     | 180 days, Cat B | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Deputy Director Mines   |
| 191 | 6  |            | Other Quarry Lease                                      | 120 days, Cat B | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo  | Director Mines  |

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| 192 | 7  | Geology | Mineral Dealer License       | 30 days, Cat B        | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Deputy Director Mines               |
| 193 | 8  |         | Annual Fee Payment for Lease | 15 Minutes,Cat A      | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Delivered across the counter        |
| 194 | 9  |         | Generate Transit Forms       | 15 Minutes,Cat A      | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Delivered across the counter        |
| 195 | 10 |         | Request for Mineral Permit   | 10 Days,Cat B         | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Director                            |
| 196 | 11 |         | Update Dispatch Details      | 15 Minutes,Cat A      | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Delivered across the counter        |
| 197 | 12 |         | Update Production Dispatch   | 15 Minutes,Cat A      | 1.Mee Seva Application Form<br>2.ITCC/Affidavit<br>3.Form I/J/B/E/C/R<br>4.Sketch<br>5.Chalan<br>6.Passport Size Photo | Delivered across the counter        |
| 198 | 1  |         | Crop Insurance               | 2 working days, Cat B | 1.Application Form<br>2.Proposal form signed by MAO/VRO.<br>3.PPB/LEC copy<br>Bank Passbook                            | Mandal Agriculture Officer(MAO)     |
| 199 | 2  |         | Subsidized Seed Distribution | 2 Working Days, Cat B | 1.Application Form.<br>2.Proof document.<br>3.Photo.   | Mandal Agriculture Officer(MAO)     |
| 200 | 3  |         | Farm mechanization           | 10days,Cat B          | 1. Application Form<br>2. Proposal Form from MAO<br>3. Proof Document<br>4. Photo                                      | Joint Director Agriculture(JDA)     |
| 201 | 4  |         | Application Resubmission     | 3days,Cat B           | Application Form*  | Assistant Director Agriculture(ADA) |

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| 202 | 5  | Manufacturing New                               | Cat B, 45 days | <ol style="list-style-type: none"> <li>1. Chemist_Appointment_Willingness_Bio-data_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> <li>18. SSI Certificate (Mandatory)</li> </ol> | Assistant Director Agriculture(ADA) |
| 203 | 6  | Manufacturing Addition of Fertilizers           | Cat B, 30 days | <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) |
| 204 | 7  | Manufacturing Address Details Change            | Cat B, 30 days | 1. Chemist_Appointment_Willingness_Bio-data_Degree Certificate (Mandatory)  | Assistant Director Agriculture(ADA) |
| 205 | 8  | Manufacturing Chemist Details Change            | Cat B, 30 days | <ol style="list-style-type: none"> <li>2. Gazette Notification (Mandatory)</li> <li>3. Request Letter (Mandatory)</li> </ol>  | Assistant Director Agriculture(ADA) |
| 206 | 9  | Manufacturing name change                       | Cat B, 30 days | 4. Leased or Rental deed or agreement for Stores (Mandatory)  | Assistant Director Agriculture(ADA) |
| 207 | 10 | Manufacturing Duplicate                         | Cat B, 30 days | 5. List and Source of RAW Material (Mandatory)  | Assistant Director Agriculture(ADA) |
| 208 | 11 | Manufacturing Godown Deletion                   | Cat B, 30 days | 6. List of A.P Micronutrients or NPK Mixtures (Mandatory)   | Assistant Director Agriculture(ADA) |
| 209 | 12 | Manufacturing Godown Inclusion                  | Cat B, 30 days | 7. List of Bio-Fertilizers (Mandatory)  | Assistant Director Agriculture(ADA) |
| 210 | 13 | Manufacturing Renewal                           | Cat B, 30 days | 8. List of Lab Equipments (Mandatory)   | Assistant Director Agriculture(ADA) |
| 211 | 14 | Manufacturing Responsible Person Details Change | Cat B, 30 days | <ol style="list-style-type: none"> <li>9. SSI Certificate (Mandatory)</li> <li>10. Leased or Rental deed or agreement for Preparation Unit (Mandatory)</li> </ol>   | Assistant Director Agriculture(ADA) |

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| 212 | 15 | Agriculture | Retail Dealer Change of Firm Name               | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Person Responsible Form (Mandatory)</li> <li>2. List of Straight Micro-nutrients (Mandatory)</li> <li>3. Request Letter (Mandatory).</li> <li>4. List of A.P Micronutrients or NPK Mixtures (Mandatory)</li> <li>5. List of lab equipment for Straight Micro-nutrients (Mandatory)</li> <li>6. List of lab equipment for SSP (Mandatory)</li> <li>7. List of Lab Equipments for Bio-Fertilizers (Mandatory)</li> <li>8. List of Lab Equipments for NPK-Fertilizers (Mandatory)</li> <li>9. List of NPK Mixtures (Mandatory)</li> <li>10. List of Lab Equipments for Water Soluble Fertilizers (Mandatory)</li> <li>11. List of Water Soluble Fertilizers (Mandatory)</li> <li>12. Chemist_Appointment_Willingness_Bio-data_Degree Certificate (Mandatory)</li> <li>13. Lease agreement or Proof of Ownership (Mandatory)</li> <li>14. Copy of Existing License (Mandatory)</li> <li>15. Lease agreement or Proof of Ownership (Mandatory)</li> <li>16. List and Source of RAW Material (Mandatory)</li> <li>17. List of A.P Micronutrients (Mandatory)</li> </ol> | Assistant Director Agriculture(ADA) |
| 213 | 16 |             | Retail Dealer Form O inclusion                  | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Lease deed/Sale deed/consent letter (Mandatory)</li> <li>2. Copy of Form-A2(Mandatory)</li> <li>3. Request Letter (Mandatory)</li> <li>4. Form 'O' document(s) (Mandatory)</li> <li>5. Copy of certificate of Import and export issued by GOI duly Notarized (Mandatory)</li> <li>6. Additional documents 1 (If Any)</li> </ol>   | Assistant Director Agriculture(ADA) |
| 214 | 17 |             | Retail Dealer Godown Deletion                   | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 215 | 18 |             | Retail Dealer Godown Inclusion                  | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 216 | 19 |             | Retail Dealer Inclusion of Imported Products    | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 217 | 20 |             | Retail Dealer Responsible Person Details Change | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 218 | 21 |             | Retail Dealer Sale Point Address Change         | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 219 | 22 |             | Retail Dealer Duplicate                         | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 220 | 23 |             | Retail Dealer new                               | Cat B, 30 days |   | Assistant Director Agriculture(ADA) |
| 221 | 24 |             | Retail Dealer Renewal                           | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Copy of Existing Form-A2 (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) |
| 222 | 25 |             | Wholesale Dealer Change of Firm Name            | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Person Responsible Form (Mandatory)</li> <li>2. Request Letter (Mandatory)</li> <li>3. Form 'O' document(s) (Mandatory)</li> <li>4. Additional documents 1 (If Any)</li> <li>5. Additional documents 2 (If Any)</li> </ol>  | Assistant Director Agriculture(ADA) |
| 223 | 26 |             | Wholesale Dealer Duplicate                      | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Person Responsible Form (Mandatory)</li> <li>2. Copy of Existing Form-A2 (Mandatory)</li> <li>3. Request Letter (Mandatory)</li> <li>4. Form 'O' document(s) (Mandatory)</li> <li>5. Additional documents 1 (If Any)</li> <li>6. Additional documents 2 (If Any)</li> </ol>   | Assistant Director Agriculture(ADA) |
| 224 | 27 |             | Wholesale Dealer Form O inclusion               | Cat B, 30 days | <ol style="list-style-type: none"> <li>1. Copy of Existing Form-A2 (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) |

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| 225 | 28 |                                       | Wholesale Dealer Godown Deletion                             | Cat B, 30 days                       | 1. Person Responsible Form (Mandatory)<br>2. Request Letter (Mandatory)<br>3. Lease agreement or proof of ownership (Mandatory)<br>4. Form 'O' document(s) (Mandatory)<br>5. Additional documents 1 (If Any)<br>6. Additional documents 2 (If Any)  | Assistant Director Agriculture(ADA) |
| 226 | 29 |                                       | Wholesale Dealer Godown Inclusion                            | Cat B, 30 days                       | 1. Person Responsible Form (Mandatory)<br>2. Lease agreement or Proof of Ownership (Mandatory)<br>3. Sales made for Last 3 Years (Mandatory)<br>4. Sample Drawn Particulars For Last 3 Years Duly counter signed by Respective MAO, ADA (Mandatory)<br>5. Copy of Form-A2(Mandatory)<br>6. Form 'O' document(s) (Mandatory)<br>7. Non-Conviction certificate duly signed by MAO or ADA<br>8. Request Letter (Mandatory)<br>9. Copy of Existing Form-F | Assistant Director Agriculture(ADA) |
| 227 | 30 |                                       | Wholesale Dealer Inclusion of Imported Products              | Cat B, 30 days                       | 1. Copy of Form-A2 (Mandatory)<br>2. Responsible Person Details (Mandatory)   | Assistant Director Agriculture(ADA) |
| 228 | 31 |                                       | Wholesale Dealer New   | Cat B, 30 days                       | 3. Lease agreement or Proof of Ownership (Mandatory)  | Assistant Director Agriculture(ADA) |
| 229 | 32 |                                       | Wholesale Dealer renewal                                     | Cat B, 30 days                       | 4. Sale Point Leased or Rental deed or agreement (Mandatory)  | Assistant Director Agriculture(ADA) |
| 230 | 33 |                                       | Wholesale Dealer Responsible Person Details Change           | Cat B, 30 days                       | 5. Request Letter (Mandatory)   | Assistant Director Agriculture(ADA) |
| 231 | 34 |                                       | Wholesale Dealer Sale Point Address Change                   | Cat B, 30 days                       | 6. Form 'O' document(s) (Mandatory)   | Assistant Director Agriculture(ADA) |
| 232 | 1  | Election                              | Application of transposition                                 | Cat B, 30 Days                       | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | ERO(Electrol Roll officer)/AERO     |
| 233 | 2  |                                       | Application for inclusion of Name in the Electoral Rolls     | Cat B, 30 Days                       | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | ERO(Electrol Roll officer)/AERO     |
| 234 | 3  |                                       | Application of change of details                             | Cat B, 30 Days                       | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | ERO(Electrol Roll officer)/AERO     |
| 235 | 4  |                                       | Issuance of PVC Cards  | Cat A, 15 Minutes                    | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | Delivered across the counter        |
| 236 | 5  |                                       | Issue of Voter Certificate/I-Card                            | 15 Minutes,cat A                     | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | Delivered across the counter        |
| 237 | 6  |                                       | Application for Objection/Deletion of Name in Electoral roll | Cat B, 30 Days                       | Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)  | ERO(Electrol Roll officer)/AERO     |
| 238 | 1  |                                       | Social Welfare Department                                    | Application for Scholarship(Renewal) | Cat A, 15 Minutes   | Application form                    |
| 239 | 2  | Premetriculation Scholarship Services |  | Cat A, 15 Minutes                    | Application form  | Delivered across the counter        |
| 240 | 3  | Application for Scholarship(Fresh)    |  | Cat A, 15 Minutes                    | Application form  | Delivered across the counter        |

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| 241 | 1 | Health Care Department      | Allopathic Medical care Hospital registration         | 90 Days, Cat B  | <ol style="list-style-type: none"> <li>1. Application Form*</li> <li>2. Photo Copy of Lease Document*</li> <li>3. Doctor Particulars in Annexure A*</li> <li>4. Nursing Staff Particulars in Annexure B*</li> <li>5. Paramedical Staff Particulars in Annexure C*</li> <li>6. Supporting Staff Particulars in Annexure D*</li> <li>7. Details of Specialties Available*</li> <li>8. Details of Equipments and Furniture*</li> <li>9. Audit Report of Last Two years*</li> <li>10. Declaration on Stamp paper*</li> <li>11. Demand Draft towards Registration Fee*</li> <li>12. One set of photographs of the premises with its Functional areas (hard copy and Soft copy)*</li> </ol> | District Medical&Health officer          |
| 242 | 2 |                             | Registration or Renewal of Scanning Center Permission | 30 days, Cat B  |   | District Medical&Health officer          |
| 243 | 1 | School Education Department | School Registration                                   | 7 Days, Cat B   | <ol style="list-style-type: none"> <li>1. Application Form Any in Triplicate *</li> <li>2. Original Challan Receipt *</li> <li>3. Copy of Society Registration Certificate *</li> <li>4. Copy of Society By-Laws *</li> <li>5. Copy of National Savings Certificate *</li> <li>6. Sanitation Certificate *</li> <li>7. Structure Soundness Certificate *</li> <li>8. Teacher's Certificate copies *</li> <li>9. Building Plan *</li> <li>10. Rental Deed/Ownership *</li> <li>11. Self-Addressed envelope, acknowledgement and affixed Registered postage fee stamps *</li> </ol> <p>Workflow:</p>  | District Educational Officer(DEO)        |
| 244 | 2 |                             | CORRECTION OF SSC CERTIFICATE                         | 30 Days, Cat B  | <ol style="list-style-type: none"> <li>1. Application Form</li> <li>2. Parent Declaration Form</li> <li>3. Copy of SSC Memo</li> </ol>  | Director of Government Examinations(DGE) |
| 245 | 1 |                             | New Connection Domestic -CPDCL                        | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assistant Divisional Engineer            |
| 246 | 2 |                             | New Connection General Purpose-CPDCL                  | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assistant Divisional Engineer            |
| 247 | 3 |                             | Name Change- CPDCL                                    | Cat B, 7 Days   |   | Assitant Divisional Engineer             |
| 248 | 4 |                             | Load Change-CPDCL                                     | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assistant Divisional Engineer            |
| 249 | 5 |                             | Category Change-CPDCL                                 | Cat B, 7 Days   |   | Assitant Divisional Engineer             |

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| 250 | 6  | CPDCL                           | New Connection-6A Street Lights - CPDCL                   | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 | 1.Application Form<br>2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card<br>3. Caste Certificate (Mandatory if SC/ST)<br>4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises<br>5. Municipality/Gram panchayat Permission Letter<br>6. Indemnity Bond<br>7. Transfer Trans free Document<br>8. Latest Bill and Receipt<br>9. A Form | Assistant Divisional Engineer   |
| 251 | 7  |                                 | New Connection-6B-Public Water Works - CPDCL              | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assitant Divisional Engineer  |
| 252 | 8  |                                 | New Connection Commercial - CPDCL                         | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assistant Divisional Engineer   |
| 253 | 9  |                                 | New Connection Commercial Hoardings - CPDCL               | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assitant Divisional Engineer  |
| 254 | 10 |                                 | New Connection Agriculture Services - CPDCL               | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assistant Divisional Engineer   |
| 255 | 11 |                                 | New Connection Religious Places CPDCL                     | Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 |   | Assitant Divisional Engineer  |
| 256 | 1  |                                 | Rural Development   | Request for AIDS & Appliances   |   | Cat A, 15 Minutes   |
| 257 | 2  | Request for SADAREM Certificate |   | Cat A, 15 Minutes   | Delivered across the counter  |   |
| 258 | 1  | Co-operative Societies          | Amendment of Bye laws                                     | Cat B, 30 days  | 1% of Registration Fee Subject to Minimum Rs. 50/-  | District Co-Operative Officer   |
| 259 | 2  |                                 | Co Operative Society Registration                         | Cat B, 30 days - APCS<br>60 days - MACS   | Weaker Section - Rs. 500/-<br>Urban banks - Rs. 25,000/-<br>Housing - Rs. 20,000/-<br>Credit Societies - Rs. 5,000/-<br>Other Societies - Rs. 100/-<br>Dist. Level Societies - Rs.10,000/-<br>State Level Federation - Rs. 25,000/-   | 1964 Act->Divisional Level Cooperative Officer(DLCO)<br>1995 Act->District Cooperative officer(DCO) |
| 260 | 3  |                                 | Conversion of Registered Cooperative Society to 1995 acts | Cat B, 45 days  | Weaker Section - Rs. 500/-<br>Urban banks - Rs. 25,000/-<br>Housing - Rs. 20,000/-<br>Credit Societies - Rs. 5,000/-<br>Other Societies - Rs. 500/-<br>Dist. Level Societies - Rs.10,000/-<br>State Level Federation - Rs. 25,000/-   | District Co-Operative Officer(DCO)  |

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| 261 | 4 |                                | Issuance of Registration Certificate   | Cat A, 15 Minutes                                    | Weaker Section - Rs. 100/-<br>Urban banks - Rs. 1,000/-<br>Housing - Rs. 2,000/-<br>Credit Societies - Rs. 1,000/-<br>Other Societies - Rs. 100/-<br>Dist. Level Societies - Rs.1,000/-<br>State Level Federation - Rs. 5,000/-  | Delivered across the counter |
| 262 | 5 |                                | Issue of Certified Copy of Bye Law   | Cat A, 15Min   | Weaker Section - Rs. 100/-<br>Urban banks - Rs. 1,000/-<br>Housing - Rs. 2,000/-<br>Credit Societies - Rs. 1,000/-<br>Other Societies - Rs. 100/-<br>Dist. Level Societies - Rs.1,000/-<br>State Level Federation - Rs. 5,000/-  | Delivered across the counter |
| 263 | 1 | Employment                     | Registration with Employment Exchange  | Cat B, 5 Days  | 1. Education Qualification Memo's  | District Employment Officer  |
| 264 | 1 | Technical Education            | Application for Migration Certificate  | Cat B,<br>3 Days(After 1984),<br>6Days (Before 1984) | Application Form   | Principal                    |
| 265 | 2 |                                | Duplicate Marks Memo   | Cat B, 3 Days  |  | Principal                    |
| 266 | 3 |                                | Genuineness of Certificate   | Cat B, 7 Days  |  | Principal                    |
| 267 | 4 |                                | Interim Certificate  | Cat B, 3 Days  |  | Principal                    |
| 268 | 1 | Warangal Municipal Corporation | Application for New Tap Connection   | Cat B, 15 Days                                       | No Documents Required  | Municipal Commissioner       |
| 269 | 2 |                                | Application for New Trade License  | Cat B, 15 Days                                       | No Documents Required  | Municipal Commissioner       |
| 270 | 3 |                                | Application for Tax Billing of Property and Water Tax                        | Cat B, 15 Days                                       | No Documents Required  | Municipal Commissioner       |
| 271 | 4 |                                | Application for Trade License Billing  | Cat B, 15 Days                                       | No Documents Required  | Municipal Commissioner       |
| 272 | 5 |                                | Final Payment for WMC Services   | Cat B, 15 Days                                       | No Documents Required  | Municipal Commissioner       |
| 273 | 1 |                                | Certified copy of Service Rendering Certificates for Cash Grants             | Cat A, 15 Minutes                                    | Application Form   | Delivered across the counter |
| 274 | 2 |                                | Certified copy of Proceedings regarding appointment of Management Committees | Cat A, 15 Minutes                                    |  | Delivered across the counter |
| 275 | 3 |                                | Certified Copy of Muntakhabs, Registered u/s.36 of Waqf Act 1995             | Cat A, 15 Minutes                                    |  | Delivered across the counter |
| 276 | 4 |                                | Certified copy of Proceedings regarding Appointment of Muthawallies          | Cat A, 15 Minutes                                    |  | Delivered across the counter |
| 277 | 5 | Minority Welfare               | ISSUE OF MARRIAGE LICENSE TO PASTORS   | Cat B, 30 Days                                       | 1. "Recommendation of Pastor or Main Organization"<br>2. "Congregation Letter with minimum 100 members"<br>3. "Community Cert only for BC "C" or Baptism Certificate"<br>4. "Educational Qualification (Min. SSC Certificate)"<br>5. "Date of Birth Certificate"<br>6. "Bible Training Certificate in Theology or Divinity registered under Societies Act"<br>7. "MRO or RDO Report"<br>8. "SP Report" | SECRETARY, MWD               |
| 278 | 6 |                                | MINORITY STATUS CERTIFICATE  | Cat B, 30 Days                                       | 1. "Society Registration Form"<br>2. "Society By laws/Aims and objectives of the educational agency"<br>3. "List of office bearers"<br>4. "Religious Proof of the Governing Body members"<br>5. "Inspection Report"<br>6. "Govt orders under which the institution has been permitted to be established (for renewal only)"  | SECRETARY, MWD               |

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| 279 | 1 | Intermediate Education                              | Duplicate Marks Memo                                      | Cat B, 3 Days  | No Documents Required   | DEPUTY SECRETARY                        |
| 280 | 2 |   | Migration Certificate                                     | Cat B, 3 Days  | No Documents Required   | DEPUTY SECRETARY                        |
| 281 | 3 |   | Recounting/Re-Verification of Marks                       | Cat B, 15 Days | No Documents Required   | Delivered across the counter            |
| 282 | 1 | Aarogyasri  | Aarogyasri employee health card                           | Cat B, 3 Days  | 1. Application Form<br>2. ID Proof  | DHO                                     |
| 283 | 1 | Collegiate Education                                | Application for Admission into colleges                   | 15 Min, Cat A  | No Documents Required   | Delivered across the counter            |
| 284 | 2 |   | Transfer Certificate                                      | 5 days, Cat B  | No Documents Required   | Principal                               |
| 285 | 3 |   | Conduct Certificate                                       | 3 Days, Cat B  | No Documents Required   | Principal                               |
| 286 | 4 |   | Bonafied Certificate                                      | 4 Days, Cat B  | No Documents Required   | Principal                               |
| 287 | 1 | HYDERABAD METROPOLITAN WATER SUPPLY&SEWER AGE BOARD | Application for enhancements of existing water connection | Cat B, 30 Days | 1. Identity Proof*<br>2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)   | DEPUTY GENERAL MANAGER /GENERAL MANAGER |
| 288 | 2 |   | Application For New Water Connection                      | Cat B, 30 Days | 1. Identity Proof*<br>2. Affidavit*<br>3. Copy Registered Deed.*<br>4. GHMC Occupancy Certificate*<br>5. Muncipal Sanctioned Plan*<br>6. Slum Certificate*<br>7. Tax Receipt*   | DEPUTY GENERAL MANAGER /GENERAL MANAGER |
| 289 | 3 |   | Disconnection Request                                     | Cat B, 30 Days | 1. Identity Proof*<br>2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)   | MANAGER                                 |
| 290 | 4 |   | Name Change Request                                       | Cat B, 30 Days | 1. Identity Proof*<br>2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)   | GENERAL MANAGER                         |
| 291 | 1 |   | ALTERATION IN REGISTRATION OF MANUFACTURER/PACKER         | Cat B, 15 Days | 1. Municipal / Gram panchayat Trade License<br>2. Sales Tax Registration Copy with TIN<br>3. Whether applicant is in prescribed form:<br>4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory<br>5. If the applicant is an authorized signatory, proof thereto:<br>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be<br>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors<br>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5)<br>9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5 )<br>10. Whether Trade License (details) furnished<br>11. Whether Label (details) are furnished<br>12. Recommendation of the Assistant Controller | Controller                              |

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| 292 | 2 | Legal Metrology | APPEAL AGAINST THE ORDER OF INSPECTOR/ASST CONTROLLER/DEPUTY CONTROLLER | Cat B, 30 Days | 1. "Order against which the appeal is being made"<br>2. "Brief history of Case"<br>3. "Full facts of the case"   | Controller                  |
| 293 | 3 |                 | APPEAL TO GOVT AGAINST ORDER OF CONTROLLER                              | Cat B, 30 Days | 1. "Order against which the appeal is being made"<br>2. "Brief history of Case"<br>3. "Full facts of the case"   | Secretary to Civil Supplies |
| 294 | 4 |                 | CONDUCT TEST OF FRESH SAMPLES   | Cat B, 30 Days | No Documents Required  | Assistant Controller        |
| 295 | 5 |                 | GRANT OF DEALING LICENSE  | Cat B, 30 Days | models by GOI and manufacturing licence"<br>2. "Municipal trade licence"<br>3. "Security deposit"<br>4. "Proof of identity of the applicant"<br>5. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director"<br>6. "Test report of the Assistant controller with regard to the weighing & measuring instruments"<br>7. "Operational manual for all approved models of the weighing & measuring instruments"   | Controller                  |
| 296 | 6 |                 | GRANT OF MANUFACTURING LICENSE  | Cat B, 30 Days | 1. "Copies of certificates of approval of models by GOI"<br>2. "Secure deposit"<br>3. "Labour licence"<br>4. "Lease/Rental/ownership deed of premises"<br>5. "Original Skilled Worker certificate to be enclosed with the application"<br>6. "Proof of identity of the applicant"<br>7. "Signature of applicant in the application"<br>8. "Willingness of the skilled worker and attested by the applicant"<br>9. "Test reports of the RDC with regards of weighing & Measuring instruments" | Controller                  |
| 297 | 7 |                 | GRANT OF REPAIRING LICENSE  | Cat B, 30 Days | 2. "Verification certificate of the weighing and measuring instruments"<br>3. "Security deposit"<br>4. "Lease/Rental/Ownership deed of the premises"<br>5. "Proof of identity of the applicant"<br>6. "Original Skilled Worker certificate deposited with the Asst.Controller concerned"<br>7. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director"<br>8. "Workshop test report by the ILM/DILM"   | Controller                  |

|     |    |                      |  |                   |   |                              |
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| 298 | 8  |                      | REGISTRATION AS MANUFACTURER/PACKER/IMPORTER | Cat B, 30 Days    | 1. Municipal / Gram panchayat Trade License<br>2. Sales Tax Registration Copy with TIN<br>3. Whether applicant is in prescribed form:<br>4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory<br>5. If the applicant is an authorized signatory, proof thereto:<br>6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be<br>7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors<br>8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5)<br>9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5 )<br>10. Whether Trade License (details) furnished<br>11. Whether Label (details) are furnished<br>12. Recommendation of the Assistant Controller | Controller                   |
| 299 | 9  |                      | Issue of Duplicate License                   | Cat B,30 Days     | 1. Identification Copy<br>2. Non traceable certificate by the police  | Controller                   |
| 300 | 10 |                      | Duplicate Verification of License            | Cat B,30 Days     | 1. Identification Copy<br>2. Non traceable certificate by the police  | DistrictInspector/Inspector  |
| 301 | 11 |                      | Alteration of License                        | Cat B, 30 Days    | 1. ID proof<br>2. Duplicate &Original Copys of licences<br>3. Any relevant document such as Partner Deal,Premises Change,Skilled worker Certificate   | Controller                   |
| 302 | 1  | Endowment Department | SRI DURGA MALLESWARA SEVA TICKET BOOKING     | Cat A, 15 Minutes | No Documents Required   | Delivered across the counter |
| 303 | 2  |                      | SRI LAXMI NARASIMHA SEVA TICKET BOOKING      | Cat A, 15 Minutes | No Documents Required   | Delivered across the counter |
| 304 | 3  |                      | SRI VENKATESWARA SWAMY SEVA TICKET BOOKING   | Cat A, 15 Minutes | No Documents Required   | Delivered across the counter |
| 305 | 1  | Factories            | Amendments in Horse Power/Man Power          | Cat B, 7 Days     | 1. Meeseva Application Form*<br>2. Plan Approval Document<br>3.Pan Card of organization/ Aadhar Card of Occupier *  | DCF/DOF                      |
| 306 | 2  |                      | Annual Fee Payment                           | Cat A, 15 Minutes | 1. Meeseva Application Form*<br>2. Pan Card of organization/ Aadhar Card of Occupier *  | DCF/DOF                      |
| 307 | 3  |                      | Annual Returns                               | Cat A, 15 Minutes | 1. Meeseva Application Form*<br>2. Department Application Form *<br>3.Pan Card of organization/ Aadhar Card of Occupier *   | DCF/DOF                      |
| 308 | 4  |                      | Change of Manager/ Occupier                  | Cat B, 7 Days     | 1. Meeseva Application Form*<br>2.Factory License*<br>3.Pan Card of organization/ Aadhar Card of Occupier *   | DCF/DOF                      |

|     |   |                                  |   |                   |   |          |
|-----|---|----------------------------------|---|-------------------|---|----------|
| 309 | 5 |                                  | Plan Amendments Application                                 | Cat B, 30 Days    | 1. Meeseva Application Form*<br>2. Pan Card of organization/ Aadhar Card of Occupier *  | DCF/DOF  |
| 310 | 1 | Directorate of Medical Education | ISSUE OF DIPLOMA CERTIFICATE                                | Cat A, 15 Minutes | No Documents Required   | Director |
| 311 | 2 |                                  | ISSUE OF DUPLICATE MARKS MEMO                               | Cat B, 15 Days    | 1. Application Form<br>2. Copy of Marks Memo(1st, 2nd, 3rd Year)<br>3. Copy of Marks Memo Internship<br>4. Affidavit Document   | Director |
| 312 | 3 |                                  | ISSUE OF MARKS MEMO(I/II/III YR)                            | Cat A, 15 Minutes | No Documents Required   | Director |
| 313 | 4 |                                  | MARKS MEMO FOR INTERNSHIP                                   | Cat A, 15 Minutes | No Documents Required   | Director |
| 314 | 5 |                                  | RECOUNTING /RE-VERIFICATION OF MARKS                        | Cat B, 30 Days    | No Documents Required   | Director |
| 315 | 1 | Drug Control                     | GRANT OF LICENSE FOR RETAIL & WHOLESALE MEDICAL SHOPS       | Cat B, 30 Days    | Application Form*<br>2. Pattadhar pass book / ROR –lease deed*<br>3. FMB of proposed pond*<br>4. Pond explanatory sketch *<br>5. Village explanatory map with distance *<br>6. Notice on GP notice board*<br>7. No objection from neighboring farm*<br>8. Pond 80%area certificate*<br>9. Walta ACT2002 Affidavit*    | DMHO     |
| 316 | 2 |                                  | PROCESSING OF APPLICATIONS FOR CHANGES IN EXISTING LICENSES | Cat B, 30 Days    | 1. Application Form*<br>2. Pattadhar pass book / ROR –lease deed*<br>3. FMB of proposed pond*<br>4. Pond explanatory sketch *<br>5. Village explanatory map with distance *<br>6. Notice on GP notice board*<br>7. No objection from neighboring farm*<br>8. Pond 80%area certificate*<br>9. Walta ACT2002 Affidavit* | DMHO     |
| 317 | 3 |                                  | RENEWAL OF LICENSES FOR RETAIL & WHOLESALE MEDICAL SHOPS    | Cat B, 30 Days    | 1. Application Form*<br>2. Pattadhar pass book / ROR –lease deed*<br>3. FMB of proposed pond*<br>4. Pond explanatory sketch *<br>5. Village explanatory map with distance *<br>6. Notice on GP notice board*<br>7. No objection from neighboring farm*  | DMHO     |