4. Mutation

Mutation means the recording in the revenue record of transfer of title of the property from one person to other(s).

4.1. Tahsildar Mutation Request Entry

“Tahsildar Mutation Request Entry” option is used to enter Mutation Request from Tahsildar office.

To enter mutation request from Tahsildar office, click on

Mutations → Tahsildar Mutation Request Entry
Select Village name from the given list and enter Darakhastudaru name, Darakhastudaru date, Father/ Husband name, Present owner and Address. Select survey number from the given list, it automatically adds the survey number details in the grid. We can add multiple survey numbers by clicking ADD.

If darakhastu number starts with “TAH”, then the request has been recorded at Tahsildar Office.
If darakhastu number starts with “MU”, then the request has been recorded at MeeSeva Centre.

Mutation to be done Survey number should be select from the “Survey number SELECT BOX”.

Selected Survey Number will be shown like in the below screen.
We can add ONE or Multiple Survey Numbers for Mutation. To add Multiple Survey Numbers select Survey Number(s) from the “Survey Number SELECT BOX”.

Selected Survey Number(s) will be shown like in the below screen.
Note: In case of Survey Number Not Available for Mutation, select “NOT AVAILABLE” option from “Survey Number SELECT BOX”.

Enter the Survey Number at “Enter the Survey No” option and click on ADD button.
The following table shows the Mutation to be done Survey Numbers.

<table>
<thead>
<tr>
<th>Row No</th>
<th>Survey Numbers</th>
<th>Land Type</th>
<th>Mutation Details</th>
<th>Remarks</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100 Acres/guntas</td>
<td>--Choose--</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>2</td>
<td>199 Acres/guntas</td>
<td>--Choose--</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>3</td>
<td>199 Acres/guntas</td>
<td>--Choose--</td>
<td></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>
Enter the Survey Number details, Extent, Reasons for Mutation, Registration Document Number and Document Date and click on SAVE button.

Note: Registration Document Number should be entered based on "Reasons for Mutation".

---

### Talsildar Mutation Request Details

<table>
<thead>
<tr>
<th>Flow No</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100 Acres/guntas</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>199 Acres/guntas</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>195/ea Acres/guntas</td>
<td>11</td>
</tr>
</tbody>
</table>

Notes: Use alt+shift to toggle between Telugu and English.
Details saved successfully

Tahsildar Mutation Request Details

- Choose -

Details Saved Successfully...

Note: Use alt+shift to toggle between Telugu and English
4.2. View Pending Requests

“View Pending Requests” option is used to view all the mutation pending requests from Tahsildar Office, MeeSeva Centre and SRO office,

To view all the pending requests, click on

**Mutations ➔ View Pending Requests**
Mutation Dashboard

Mutation Dashboard describes the following:

- Mutation request(s) received TODAY from Tahsildar office, MeeSeva Centre and SRO office can be viewed as “Today’s Mutation Requests” from Mutation dashboard.

- All the Mutations request(s) from Tahsildar office, MeeSeva Centre and SRO office UPTO TODAY can be viewed as “Pending for Form 8 Notices including Today’s Requests” from Mutation Dashboard and can be generated FORM 8 Notices.

- Form 8 Notices generated and the Pending request(s) to APPROVE / REJECT within the time limit (Not exceeded 45 days) can be viewed as “Pending Requests for APPROVE / REJECT (Not Exceeded 45 days) from Mutation dashboard”.

- Form 8 Notices generated and the Pending request(s) to APPROVE / REJECT exceeded the time limit (Exceeded 45 days) can be viewed as “Pending Requests for APPROVE / REJECT (Exceeded 45 days) from Mutation dashboard”.

![Mutation Dashboard Diagram]

- Requests from Tahsildar office.
- Requests from MeeSeva centres.
- Requests from SRO offices.
To view all the Mutation request(s) received TODAY from MRO, MeeSeva and SRO, click on the buttons against the MRO, MeeSeva and SRO located in Today’s Mutation Requests.

By clicking on Survey Number, we can view the Pahani details of that particular Survey Number.
To view the Mutation Applicant details, click on “SELECT” option against the “Darakhastu Number”.

Note: Pahani status details can’t be able to enter when Pahani Details opened.
Matching with Pahani

If Pahani status is “Matching with Pahani” then enter Form 8 Notice Date, Remarks and click on “Save & Form 8 Notice” button.
Form 8 Notice

[Text content in Telugu]

https://webland.ap.gov.in

18-12-2012
Form 8 notice generated and forwarded for Approving / Rejecting the Mutation.

Simultaneously each one request decreased from Today’s mutation request’s and Pending for Form 8 Notices including Today’s requests and increased by one record at Pending Request for Approve / Reject (Not Exceeded 45 days).
Extent Not Match with LR Data

If Pahani extent not match with LR data, select pahani status as “Extent Not Match with LR Data”.

If Pahani Status is “Extent Not Match with LR Data”, then Form 8 Notice can't be generated.
Pending Status as Extent Not match with LR Data

<table>
<thead>
<tr>
<th>Today's Mutation Requests</th>
<th>Pending for Form 8 Notices including Todays requests</th>
<th>Pending Requests for approve / Reject (Not Exceeded 45 days)</th>
<th>Pending requests for approve / Reject (Exceeded 45 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRO MeeSeva SRO Total</td>
<td>MRO MeeSeva SRO Total</td>
<td>MRO MeeSeva SRO Total</td>
<td>MRO MeeSeva SRO Total</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

**Mutation Applicant Details**

- **Pending Status**: Select
- **Form 8 Status**: Fill in
- **Date**: Fill in

**Details Saved Successfully**
To reject the request permanently, select Pending status as “REJECTED” and click on “SAVE & Form 8 notice” button.

Request Rejected and deleted from the Mutation Applicants list.
If the Survey Number doesn’t exist, then it shows NO DATA when clicked on the survey number for Pahani details.

Here enter the reason as “Survey Number Does not exist”.
For those requests which survey number doesn’t exist, please enter the survey number details in land holdings to generate Form 8 Notice.

Survey Number Not Match with LR Data
Other Reasons

To reject the Mutation request, select pahani status as “REJECTED”.

Mutuation Applicant Details

<table>
<thead>
<tr>
<th>Meevuru/Tahsilad/SP</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pahani Status

- Select-
- Matching With Pahani
- Extent not Match with LR Data
- Survey No not Match with LR Data
- Other Reasons

Save & Form 8 notice
**Mutation Dashboard**

Mutation Dashboard after generating Form 8 notice and approving the request for Mutation.

This is an updated dashboard from the Dashboard of the Slide No. 15.

<table>
<thead>
<tr>
<th>Today's Mutation Requests</th>
<th>Pending for Form 8 Notices including Today's requests</th>
<th>Pending Requests for approve / Reject (Not Exceeded 45 days)</th>
<th>Pending requests for approve / Reject (Exceeded 45 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MRO</td>
<td>MeeSeva</td>
<td>SRO</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Pending for Form 8 Notices including Today's requests**

<table>
<thead>
<tr>
<th>Today's Mutation Requests</th>
<th>Pending for Form 8 Notices including Today's requests</th>
<th>Pending Requests for approve / Reject (Not Exceeded 45 days)</th>
<th>Pending requests for approve / Reject (Exceeded 45 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MRO</td>
<td>MeeSeva</td>
<td>SRO</td>
</tr>
<tr>
<td>Select TAH593000001</td>
<td>1</td>
<td>02/07/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000007</td>
<td>1</td>
<td>12/07/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000008</td>
<td>1</td>
<td>13/07/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000011</td>
<td>1</td>
<td>16/07/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000012</td>
<td>2</td>
<td>17/07/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000014</td>
<td>1</td>
<td>23/08/2012</td>
<td></td>
</tr>
<tr>
<td>Select TAH593000016</td>
<td>3</td>
<td>15/12/2012</td>
<td></td>
</tr>
</tbody>
</table>

**Mutation Applicant Details**

- Pahari Status: **Select**
- Form 8: **dd/MM/YYYY** (yyyyyyyy): **Input**

**Save & Form 8 notice**
Pending Requests for Approve / Reject (Not Exceeded 45 days)

<table>
<thead>
<tr>
<th>Today's Mutation Requests</th>
<th>Pending for Form II Notices including Today's requests</th>
<th>Pending Requests for approve / Reject (Not Exceeded 45 days)</th>
<th>Pending requests for approve / Reject (Exceeded 45 days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRO</td>
<td>MeeSeva</td>
<td>SRO</td>
<td>Total</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Approve Mutation Requests

![Mutation Applicant Details](image)

Mutation / Rejection can’t be done till the Proceeding date comes. “SAVE” button will be disabled till proceeding date.
Pending requests for approve / Reject (Exceeded 45 days)

To mutate the request, select “MUTATION” radio button and click on “SAVE” button.
Approved Mutation request(s) will be forwarded to “MUTATIONS” option from Mutations menu.

(Or) Manually Mutation done request(s) details can be entered from “MUTATIONS” option of Mutations menu.

Approved Mutation request(s) details Village Name, Survey and Sub division number from dashboard can't be modified.
If Pattadar sell some extent of his/her property to **ONE** person, details should be entered in the following manner.

**Note:** In case of "JOINT PATTADARS" ADD/REMOVE buttons will not be visible.
If Pattadar sell TOTAL extent of his/her property to **ONE** person, details should be entered in the following manner.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Landowner Name</th>
<th>Land Type</th>
<th>Total Acres</th>
<th>Boundary Description 1</th>
<th>Boundary Description 2</th>
<th>Boundary Description 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hyderoat</td>
<td>Acres</td>
<td>10.0000</td>
<td>0.0000</td>
<td>10.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>2</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If Pattadar sell TOTAL extent of his/her property to **TWO** persons, details should be entered in the following manner.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Landowner Name</th>
<th>Land Type</th>
<th>Total Acres</th>
<th>Boundary Description 1</th>
<th>Boundary Description 2</th>
<th>Boundary Description 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hyderoat</td>
<td>Acres</td>
<td>10.0000</td>
<td>0.0000</td>
<td>10.0000</td>
<td>0.0000</td>
</tr>
<tr>
<td>2</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Use all-shift to toggle between Telugu and English.
Proceedings Report

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Quantity (Unit)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>105</td>
<td>105</td>
<td>4000 (Acres/ha)</td>
<td>104</td>
</tr>
<tr>
<td>106</td>
<td>106</td>
<td>10000 (Acres/ha)</td>
<td>107</td>
</tr>
</tbody>
</table>


NIC copyright © 2012
Mutation details saved successfully, it has to be digitally signed.

Note: To mutate survey number, that particular survey number should be digitally signed.
To Reject the request, select “REJECT” radio button and click on “SAVE” button.

Rejected Mutation request(s) will be removed from the Dashboard.
4.3. Viewing of Registration data in Tahsildar Login

Mutation Process
Mutation process will be done using two options such as Mutation Dashboard and Mutation from the main menu option, “Mutations”.

Mutation Dashboard:
After selecting the Mutation Dashboard, follow the following steps to complete mutation process up to generation of Form-VIII notice, and then select Mutation option from Mutations menu option for final mutation.

Select Mutations – Dashboard
On selecting the Dashboard the following screen will be displayed:

Select SRO button from the column, “Pending for Form-8 Notices”, to view the list of registrations for initiating mutation process on suo-motu basis.
1. Select a “survey / sub-division number” as shown in red rectangle to view pahani details. All sub-division survey numbers of base survey numbers are shown in pahani view as shown below.
2. If the Pahani details are matching with registration details, select the corresponding checkbox from above list.

3. Select, “Matching with Pahani “, for generation of FORM-VIII notice, from the list of Pahani Status Combo, Enter back date with a difference of minimum of 45 days from current date, enter remarks, if any

4. Select “SELECT” button in the left most column of every row, to enter party names in Telugu corresponding English names as required and interested party details for generation of FORM-VIII notice in the following screen.

5. Click on the “Save & Generate Form8 notice”. Shown as follows
FORM – VIII NOTICE

ENCLOSURES

<table>
<thead>
<tr>
<th>District</th>
<th>Mandal</th>
<th>Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15)</td>
<td>(18)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document No</th>
<th>Document Date</th>
<th>Survey No</th>
</tr>
</thead>
<tbody>
<tr>
<td>4350</td>
<td>16/12/2012</td>
<td>145</td>
</tr>
</tbody>
</table>

Claimant Details:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUNDA NAGARI VENKAT REDDY</td>
<td>BALWANTH REDDY</td>
<td>CHANVALLY VILLAGE CHEVELLA MANDAL RR DIST</td>
</tr>
</tbody>
</table>

Executant Details:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>BANK OF INDIA CHEVELLA BRANCH</td>
<td></td>
<td>CHEVELLA VILLAGE CHEVELLA MANDAL RR DIST</td>
</tr>
</tbody>
</table>

The form-VIII notice is to be sent to the Claimants, Executants and Other interested parties as shown in the ENCLOSURES
6. Click on Document No to view the Document.
4.4. Mutation

Manually Mutation done request(s) details can be entered from "MUTATIONS" option of Mutations menu.

Mutations → Mutation

Select Village Name, Survey and Sub division Number from here.
Here enter Proceedings details, New Pattadar details and click on “SUBMIT” button.

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
<th>Column 4</th>
<th>Column 5</th>
<th>Column 6</th>
<th>Column 7</th>
<th>Column 8</th>
<th>Column 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>12,000.00</td>
<td>1,000.00</td>
<td>11,000.00</td>
<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 10</th>
<th>Column 11</th>
<th>Column 12</th>
<th>Column 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>prakash</td>
<td>prem</td>
<td>12,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column 14</th>
<th>Column 15</th>
<th>Column 16</th>
<th>Column 17</th>
<th>Column 18</th>
<th>Column 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR/TAH123</td>
<td>18/12/2012</td>
<td>Takaslar</td>
<td>elohar</td>
<td>ROMRO123</td>
<td>12/10/2012</td>
</tr>
</tbody>
</table>

Note: Use alt-shift to toggle between Telugu and English.
Proceedings Report

Table 1: Land Utilization

<table>
<thead>
<tr>
<th>Land Use</th>
<th>Area (Acres)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>120,000</td>
<td>Land Use 1</td>
</tr>
<tr>
<td>102</td>
<td>12,000</td>
<td>Land Use 2</td>
</tr>
</tbody>
</table>

Summary:
- Land utilization survey conducted in 2012.
- A total of 120,000 acres of land were surveyed.
- Land use classification:
  - 101: General Use
  - 102: Agricultural Use

Additional Notes:
- Survey conducted by Test Mandal.
- Data compiled by Test Mandal.

https://webland.ap.gov.in | 10-12-2012
Mutation details saved successfully, it has to be digitally signed.
5. Pattadar Pass Book

Pattadar Passbook module facilitates to process the requests of issue of Pattadar Passbooks. There are three sources of requests viz.

1. Requests filed at MeeSeva centres for Duplicate, in case of loss of existing Pattadar Passbook, Replacement, in case of mutilated existing Pattadar Passbook and New request

2. Pattadar Passbooks to be issued after Mutation for the Mutation requests (From – 6A) filed at MeeSeva Centres

3. Pattadar Passbooks to be issued After Mutation for the Mutations effected in regard to SRO data (Form-6B).

For the Cases 2 and 3, a Pattadar Passbook request will be created for the mutated record and will be populated in the Pattadar Passbook Dashboard. The date of pending will be taken from the date of Form-VIII notice generation. The verification of other existing survey / Sub-division numbers, if any, of the related Khata numbers and collection of required information for approval / rejection of PPB are to carried out during the Form-VIII notice enquiry process

Pattadar Passbook approval or Rejection process includes four major activities such as

1. Enquiry process
2. Collection of requisite information for approval or rejection
3. Updation of webland data if required and
4. Approval process online in Webland.

1. Enquiry Process:
   i. Take a print out of Pattadar Pass book application details from webland Pattadar Dash board for enquiry purpose.
   ii. The details of all the survey / sub-division numbers of a selected khata number are to be verified in the existing Pahani and ROR1B reports of webland.
   iii. Field Verification of the above details.
   iv. The pattadar name in column 12 and enjoyer name in column 13 of pahani should be same
   v. The pattadar name, etc. in the column 2 and the pattadar name, etc. in the column 10 of ROR1b should be same
   vi. Verification of existing survey / Sub-division numbers of Mutation cases should start from the date of issue of FORM-VIII notice.

2. Collection of Requisite information during the enquiry process:
   i. **Photograph:** There are three source of collection of photograph of a pattadar in Webland viz. 1. From Meeseva along with the application details 2. From SRO at the time of registration 3. While seeding of Aadhar UID numbers. All these photographs can be viewed from the Pattadar master of the webland for a selected khata number. If all of these photographs are not in good quality or none exists, a passport size photograph of a pattadar has to be uploaded in pattadar master of Webland.
ii. **The photograph size** should be in the range of Width: 110 to 120 pxls and Height: 140 to 150 pxls. Indian Passport size photograph width is 115 pxls and height 145 pxls (3.5 c.m X 4.5 c.m)

iii. **Selection of Photograph:** A photograph has to be selected among the available photographs in pattadar master of webland which will be printed on the final pattadar passbook.

iv. **Caste:** Major caste category such as BC-A, BC-B, BC-C, BC-D, BC-E, EBC (LISTED), EBC (OTHERS), OC, OC (DW), SC, and ST has to be collected.

v. Existing Pattadar Passbook is to be collected as required for the surrender of the same

3. **Updation of webland data:**
   I. If any discrepancy in webland data as per the enquiry report is to be corrected.
   II. Should be ensured that the pattadar name of column 12 and enjoyer name of column 13 of pahani should be same for all the survey / Sub-division numbers of a selected khata number in the webland
   III. The pattadar name, etc. Of column 2 and the pattadar name, etc. of column 10 of ROR1b should be same for all the survey / Sib-division numbers of a selected khata number in the webland
   IV. All the survey / Sib-division numbers of a selected khata number are to be digitally signed by Tahsildar.

4. **Approval process online in Webland.**
   i. The manual enquiry report, i.e. the Village Revenue Officer remarks and the Revenue Inspector recommendations for approval of PPB / Rejection of PPB are to be preserved as usual in the Tahsil Office.
   ii. Only the final remarks of the VRO, the RI and the MRO are to be captured in PPB approval screen of webland.

5. **Procedure for issue of PPB on account of acquisition rights on land subsequent to the pass book previously issued (PDCMRO TO WRITE)**

6. **Introduction to the PPB approval module of Webland:** This module can be accessed from the URL: [http://uatwebland.ap.gov.in/](http://uatwebland.ap.gov.in/) with a valid userid and password. This module is divided into two parts such as PPB dash board part and Approval Part.
   i. The Dashboard part consists of four categories such as Total requests received, pendency, approved and rejection statistics. Each of these categories further categorised as 1. Meeseva 2. After Meeseva Mutations and 3. After SRO Mutations.
   ii. Total Pending (Print Pahani, ROR1B and Appl. Details for enquiry purpose): Consists all the pending cases till date in each of the categories mentioned above at 6(i). Selection of each of the options by a mouse click gives a list of pending requests with ACCEPT and REJECT Buttons disabled. This option facilitates to take a print out of Pahani, ROR and Application details for enquiry purpose. The application details will also contain all the photographs available at that point of time.
iii. Pending More than 30 days (SLA up to 45 for Approval): Only the Pending cases more than 30 days will be shown in this list. This option also facilitates to take a print out of Pahani, ROR and Application details for enquiry purpose.

The data given in the Manual is the live data from the Webland of already approved Pattadar Passbook

7. Approval Part: Approval part explained w.r.t each screen

http://uatwebland.ap.gov.in/
Select record(s) to be processed from the List with a mouse click in the Check Box provided against each row.

<table>
<thead>
<tr>
<th>No.</th>
<th>S.No.</th>
<th>PPR No.</th>
<th>Name</th>
<th>Name</th>
<th>Date</th>
<th>Mutation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1252</td>
<td>GUDEMURU</td>
<td>YEBHATA</td>
<td>RAAM</td>
<td>04/12/2013</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1499</td>
<td>CULURU</td>
<td>VIJAY KUMAR</td>
<td>RAMASOY</td>
<td>04/12/2013</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1533</td>
<td>BUKKTA</td>
<td>Koteswara PRO</td>
<td>Ramakrishna</td>
<td>04/12/2013</td>
<td></td>
</tr>
</tbody>
</table>

**Button: View Any Mutations Pending:** Facilitates to view the details of any other survey / sub-division number is pending for mutation. This facility is provided with a view to hold present approval of the PPB, till the said mutation is cleared so that those survey and / sub-division numbers can also be added to the PPB. To facilitate the provision checking the pendency of mutations at the time of ppb approval , Khata numbers of the buyers will be captured in the mutation application in Form6-A and Form6(B). For the Buyers who are not having khata numbers at the time mutation requests, the said verification other mutation pending has to be manually ensured.
Select record(s) to be processed from the List with a mouse click in the Check Box provided against each row.

<table>
<thead>
<tr>
<th>Application Date</th>
<th>PPB No.</th>
<th>Address</th>
<th>Caste</th>
<th>VRO Remarks</th>
<th>RI Remarks</th>
<th>Tahsildar Remarks</th>
<th>Is PPB Exists</th>
<th>PPB Details PPB No.</th>
<th>VRO Remarks</th>
<th>RI Remarks</th>
<th>WRO Remarks</th>
<th>WRO Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/05/2013</td>
<td>P0001</td>
<td>GUDALUR</td>
<td>VENKAT</td>
<td>LAGA-MVARISHWARI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/2013</td>
</tr>
<tr>
<td>05/05/2013</td>
<td>P0002</td>
<td>GUDALUR</td>
<td>VENKAT</td>
<td>LAGA-MVARISHWARI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/2013</td>
</tr>
<tr>
<td>05/05/2013</td>
<td>P0003</td>
<td>BALACH</td>
<td>RAMACHANDRA</td>
<td>KOTESWARA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/2013</td>
</tr>
<tr>
<td>05/05/2013</td>
<td>P0004</td>
<td>RECHARLA</td>
<td>USHAMA</td>
<td>CHINNA SATYAM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04/12/2013</td>
</tr>
</tbody>
</table>

Accept Button:

The data in the columns of Address, Caste, VRO Remarks, RI Remarks, Tahsildar Remarks are mandatory for approval or rejection.

Column: Is PPB Exists: - is having three options such as 'Choose', 'No PPB' and 'Surrendered PPB'.

Choose option can be kept selected for Rejection Cases. For 'No PPB' option, PPB Details and PPB No. etc. Column can be blank. For the option, 'Surrendered PPB', PPB Details and PPB No. etc. column should not be blank.

In the cases of surrendering of existing Pattadar Passbook, the Passbook No. and the Khata No. are to be entered in the column, ‘PPB Details and PPB No. etc.’

On pressing Accept button, the system will approve the generation of E-Passbook and each approved passbook will be assigned a 15 digit random number as displayed in alert message shown above.
### Pattadhar Passbook Request

<table>
<thead>
<tr>
<th>Application Number</th>
<th>MU08361050</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Date</td>
<td>09/09/2013</td>
</tr>
<tr>
<td>Request Type</td>
<td>PPB After MeeSeva Mutation</td>
</tr>
<tr>
<td>Document Type</td>
<td></td>
</tr>
<tr>
<td>Applicant Khata Number</td>
<td>1249</td>
</tr>
<tr>
<td>Applicant Name</td>
<td>BHUKYA RAMAKRISHNA</td>
</tr>
<tr>
<td>Applicant Father/Son/Wife Name</td>
<td>KOTESWARA RAO</td>
</tr>
<tr>
<td>Residential Address</td>
<td>కొండ రామ నామం, గుంటూరు, కొండ రామ నామం, గుంటూరు,</td>
</tr>
<tr>
<td>Caste</td>
<td>ST</td>
</tr>
<tr>
<td>District</td>
<td>కొండ రామ నామం</td>
</tr>
<tr>
<td>Mandal</td>
<td>కొండ రామ నామం</td>
</tr>
<tr>
<td>Village</td>
<td>కొండ రామ నామం</td>
</tr>
<tr>
<td>Units</td>
<td>Acres/ghantas</td>
</tr>
<tr>
<td>Division Name</td>
<td>Khammam</td>
</tr>
<tr>
<td>Date Of Registration</td>
<td></td>
</tr>
</tbody>
</table>
View Pahani Button

Digitally unsigned records are shown in red color in the report. These records are to be digitally signed before approval. At the time of approval on Pressing the ACCEPT button, the Webland system will verify the existence of digital signature for all the survey /sub-division numbers of a selected Khata number. If any one of the survey /sub-division numbers not having the digital signature, the Webland System will not allow approving the request. All the unsigned survey /sub-division numbers will be displayed in the alert customized message.

View ROR Button

Digitally not signed survey / sub-division records are shown as UnSigned in the Remarks of the RORiB
PPB Holder Details (1 page of PPB)

Name: BHUKYA RAMAKRISHNA, KOTESWARA RAO

1. Name: BHUKYA RAMAKRISHNA, KOTESWARA RAO
2. Category: ST
3. Place of Birth: Khammam
4. District: Khammam
5. Date of Birth: 29/11/2013

Signature Not Available

** Aadhar number: 1249

VRO DIRECTORY

This screen facilitates to create Village Revenue Officers directory. Scanned signature in JPG format of the VRO has to be uploaded. The period between Date Active and present date or the date of request will be taken for taking the signature of concerned VRO. When a VRO transfers, his records have to make in active with date Inactive captured and for new VRO transferred, his complete details and signature are to be captured. History all the Active and InActive records is maintained.

Create and Update options are handled in the same screen. The VRO details already created will be displayed on selecting the Village, otherwise blank screen will be displayed for new entry.
Tahsil Offices has to update creation, Active and InActive detail of each VRO

**This screen is available under Master Directories Main Menu options as VROSignature**

Before accessing this module make [http://uatwebland.ap.gov.in/](http://uatwebland.ap.gov.in/) as Trusted website as follows

In the Internet Explorer

Go to


If Add this Website to the Zone is empty, copy physical the [http://uatwebland.ap.gov.in/](http://uatwebland.ap.gov.in/) and press Add button

On selecting Village and Khata number, all the available Photographs will be displayed as shown in the above screen. If photographs are not available or the available photographs are not in good quality, a new photograph can be upload. The photograph should be in JPG format with following measurements:

Width in the range of: 110 to 120 pxls and Height: 140 to 150 pxls. Indian Passport size photograph width is 115 pxls and height 145 pxls (3.5 c.m X 4.5 c.m).

A photograph has to be selected among the available, for printing on the Patadar Passbook and Title deed and will be used for all the practical purposes in Webland System.

Selected photograph Check button will be shown as checked for previously selected Photographs on every fetching.
6. Old Adangal / Pahani

Procedure for Accepting Requests for OLD ADANGAL/PAHANIs (CATEGORY-B Service)

**This New Service facilitates Creation of Old Adangal/Pahanis data ON DEMAND prior to WEBLAND ported data.

- From Meeseva Portal login Kiosk operator will login and accept Request for Old Adangal/Pahani. Those accepted requests will be available in Old Pahani Dashboard.

Old year Adangal / Pahani details can be submitted in TWO ways.

By using

1. Entry / Edit option from Back Year Pahani
2. Old Pahani Dashboard when Requests received from MeeSeva

To enter / edit old adangal / pahani details, click on

**Back Year Pahani ➞ Entry / Edit**
Land Holding details for Old Adangal / Pahani can be entered, copied and modified by using the following options.

**New Entry** → used to enter Land Holding details like Survey number, Pattadar and Occupant details.

**Edit** → used to modify the Land Holding details like Survey number, Pattadar and Occupant details.

**Copy** → used to copy the land holding details of a particular survey number from one year to another year if no change in Land Holding details.

Here enter the Survey number details, Pattadar details, Occupant details and click on SUBMIT button.
Old Adangal / Pahani Dashboard

Requests received from Meeseva for Entry/Edit & Digital Signing can be viewed in the Dashboard of [http://uatwebland.ap.gov.in](http://uatwebland.ap.gov.in) as shown below:

To access Old Adangal / Pahani Dashboard, click on

**Back Year Pahani ➔ Old Pahani Dashboard**

---

**Old Pahani Dashboard**

<table>
<thead>
<tr>
<th>Old Pahani Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Todays</td>
</tr>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

Accept button will be enabled after entry and digitally signing of survey number

- **Today's Requests** - Requests received TODAY.
- **Pending for** - Total pending records
- **Closed** - Approved requests will be moved to closed menu.
- **Rejected** - Rejected records will be moved to Rejected menu.
By clicking the options in dashboard, Pending / Closed and Rejected requests details can be viewed.

Pending requests describe the details like Darakhastu sankhya, Darakhastu date, Village Name, Name, Father / Husband name, Address, Survey Number and Year. Remarks column provided to enter the remarks details after RI verification.

ACCEPT ➔ Accept button is used to accept the request for Old Adangal / Pahani.

REJECT ➔ Reject button is used to reject the request for Old Adangal / Pahani.

Note: ACCEPT button will be enabled after Entry and digitally signing of Survey Number.
After viewing the requests Tahsildar can go to Entry/Edit option of the **Back year Pahani Menu** and enter the details for the requested Survey number using NEW Entry Option as shown below.
Data entered above screen can be viewed and digitally signed as shown below:

After digital signing of all the pattadars and occupants of a survey number “Accept” button will be enabled in the Back year Pahani Dashboard and by clicking on the Accept button Meeseva request will be approved in the Meeseva Portal.

After this the Pahani can be generated and printed from the Meeseva Portal.

**If there is no change in the data entered for ONE YEAR, the same can be Copied (Ported) to another year using the “Copy” option in the Entry/Edit screen.**
7. Adangal / Pahani Correction

The requests for Adangal / Pahani received from MeeSeva will be displayed at WEBLAND as Adangal / Pahani Correction Requests.

To view Adangal / Pahani Correction Requests, click on

**MeeSeva Requests → Adangal / Pahani Correction Requests**

By clicking on the requests in dashboard, pending / closed and rejected request details can be viewed.
Appeals Dashboard describes the following:

- **Today's Requests** - Requests received TODAY.
- **Pending** - Total pending records
- **Closed** - Approved requests will be moved to closed menu.
- **Rejected** - Rejected records will be moved to Rejected menu.

Pending requests describe the details like Darakhastu sankhya, Village Name, Survey Number and Remarks. Reason for rejecting the request should be provided at Remarks column.
By clicking the Survey Number, “Current Pahani Details” and “Adangal / Pahani correction request details” can be viewed.

After verifying both Current Pahani Details and Adangal / Pahani correction request details,

- Survey Number should be revoked if it is digitally signed.
- Pahani details should be entered from **Land Holdings ➔ Entry / Edit.**
- Survey Number should be digitally signed.

![Survey Details Table]

- Click on Tick mark to approve the request for Old Adangal / Pahani
- Click on ‘X’ mark to reject the request for Old Adangal / Pahani.
Approved requests will be moved to “Closed” menu.

Rejected requests will be moved to “Rejected” menu.

All digitally signed and approved requests for Old Adangal / Pahani are available at MeeSeva centre.