Welcome to Registration and Stamps Department on Meeseva Services and e-Office.
1. Introduction

1.1. State e-Governance Service Delivery Gateway

Over the last decade, large number of initiatives has been undertaken by Government of Andhra Pradesh with the help of various departments and by collaborating with Central Government to usher in an era of e-Governance. Continuous and sustained efforts have been made to improve and modernize various service delivery channels of Public Services and enable their easy accessing.

MeeSeva is an initiative of Government of Andhra Pradesh to render all the Customer facing services to the Citizens in a transparent, faster, better and simplified manner. This was started in the last couple of years with very few services and has grown to 57 services today crossing 1 crore transactions.

2. Overview

The e-Governance initiatives in India have evolved from computerization perspectives of Line Department to citizen orientation, service oriented approach and Transparency. The National eGovernance Plan (NeGP) of the Government of India aims to make all Government services accessible to the Common man in their locality, through common service delivery outlets and ensure efficiency, transparency & reliability of such services at affordable costs to realize the basic needs.

Department of Information Technology & Communications (DIT), Government of India has commissioned a Project “Enabling electronic Forms Application through State Portal and Service Delivery Gateway” called State Service Delivery Gateway (SSDG) under NeGP as a Mission Mode Project (MMP) in India.
Work flow

Figure 1: E-Forms Process Flow
Step-1
Citizen → CSC/Tehsil Centre/SSDG Centre

The citizen goes to the nearest CSC/Tehsil Computer Centre/SSDG Centre and makes a request for a service to the operator.

Step-2
Kiosk operator → Log in to SSDG portal using passwd authentication → Access to SSDG Application if authentication is successful → CSC Database

- Kiosk operator will login to the SSDG portal.
- Identification through password authentication mechanism.
- Post identification and authentication by the CSC database, he shall have access to SSDG application.

Step-3
Kiosk operator → Application Form → Citizen → Verified Application Form → SUBMIT

Kiosk operator enters the details given by the citizen in an e-form and gives a printed copy to the citizen for verification.

Step-4
Database → Acknowledgement Slip with App. Ref No. generated → Printed copy of the A/Slip Given → Citizen

The submitted form arrives at the backend and a unique Application Reference Number is assigned to it.

The status of the application can be tracked from anywhere anytime using this App. Ref. No.
Services under Registration Department

1. Registration of Society
2. Certified Copy of Society Registration
3. Certified Copy of Bye-Law
4. Amendment of Society
5. Submission of Appeal of Society
6. Registration of Firms
7. Certified Copy of Firm Registration
8. Changes / Alterations in Firm
9. Change in Constitution of Firm
10. Pre-registration Slot Booking
11. Pre-Registration

2.1. **Login Process**

- Step – 1: Login using your Login-Id and Password
Notes:

☐ Open the browser and Type URL:
☐ press Enter key
☐ Key in your User ID & Password

Click on **Login** or Press the **Enter** Key
*Please use your unique Login ID & Password to Login*
*Don’t share your Login Details with Others*
*Logout once you are done with work or moving out*
Notes:

Once you login, on the Left bottom screen click on SSDG Services as shown in the above Figure 5.

Once you click on SSDG services it will take you to a new Screen where you can login to SSDG Services

2.2. Services Page

![Click Search Services]

Figure 4: Home Screen

Notes:

Once you click the SSDG Services, the page will redirect as shown in the above Figure 6. Click Search Services as shown in above Figure 6.
Department Search page will be displayed as shown in above Figure 7

- Click Registration and Stamps Department
- All the services under that department will be displayed as shown in the Figure 7.
2.2.1. Registration of Society (Under Section: 3)

![Figure 6: Services Screen](image)

The below is the society registration form as shown in Figure 8.

- If the logged in user is citizen it will show the user information
- If the logged in user is CSC then user information will not be shown
- Click on “Apply Online” link against the required service
2.2.1.1. **Applicant Information**

Please enter all the mandatory fields (The field name which is followed by *).

**Validations in applicant info**

- In contact details landline number should be numeric.
- In contact details mobile number should be numeric and it allows length of 10 digits.
- In contact details fax number should be numeric.
- In contact details for email address, a proper email address is required.
2.2.1.2. Society Details

Validations in society information

- The Society Name should not be registered already in that corresponding revenue district.
- Society Name can allow special characters ‘&’ and ‘,’.
- Based on the revenue district, the registration district will be populated.
- Society Address is mandatory.

Once all the details are entered you can either save as Draft or you can continue by clicking the Next.
Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Figure 9: Society Registration - Save As Draft
2.2.1.3. **Member Details**

Enter all mandatory fields and click on “Add Members”.

![Member Details]

**Figure 10: Society Registration - Add Members**

**Validation in Member Details**

- Permanent address is mandatory.
- The fields indicated as red mark (*) are mandatory fields.
- Minimum seven members are mandatory.
- There are n number of members allowed for each position, except three positions (PRESIDENT, VICE PRESIDENT, TREASURER) where only one member each is allowed.
- To Edit or Delete Member Details, Click on Edit or Delete Member Details as shown in Figure 13.
Figure 11: Society Registration - Edit/Delete Members

Note:

- For process to be completed, you need to upload the scanned copy of self-signed Document and Memorandum and Bye-law and Lease Deed/ Affidavit
2.2.1.4. **Document Details**

**Note:**

- Self-Signed Document, Memorandum and Bye-Law, Lease Deed/ Affidavit are mandatory Documents to be uploaded
- Only PDF formats are accepted
- After Clicking the Browse button, a small dialog box will open for uploading the document
On Clicking the Add File button, the document list will be displayed in table format.
Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Save and Continue: To continue to the payment process click on this button, before redirecting the payment screen application will be saved in draft status.

Cancel: Click on this button to navigate to the dashboard.

2.2.1.5. **Payment Process**

- Click on “**Pay**” button to make the payment as shown in Figure 17
- Click on “**Cancel**” button to redirect to dashboard

![Figure 15: Society Registration - Payment Page](image-url)
After successful payment it will give the application reference Number as shown in Figure 18

Note down the application number for future reference

Click on “Print PDF and Close” link to print the acknowledgement as shown in Figure 19

2.2.1.6. **Acknowledgment Form**

![Acknowledgment Form](image)

Click on Print PDF for the acknowledgment

Figure 16: Society Registration - Acknowledgment Page
2.2.2. Certified Copy of Society

The below is the Search criteria for Certified copy of Society Registration.

Figure 17: Society Registration – Acknowledgment

Figure 18: Services Screen
2.2.2.1. **Search Criteria**

**Validations in Search Criteria**
- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 22

Figure 19: Certified Copy of Society Registration - Search Criteria

Figure 20: Certified Copy of Society - List of Societies registered
Once you click the action link mentioned in the Figure 22, it will redirect to the payment page.

2.2.2.2. Payment Process

- Click on “Pay” button to make the payment as shown in Figure 23
- Click on “Cancel” button to redirect to dashboard.

![Payment Details](image)

**Figure 21: Certified Copy of Society - Payment Page**

After the successful payment, the certified copy of Society Registration download page will be displayed as shown in Figure 24.
2.2.2.3. **Download Certified Copy of Society**

![Image of Certificate Download Process](Image)

**Figure 22: Certified Copy of Society - Download Certificate**

![Image of Certificate Download Dialog](Image)

**Figure 23: Certified Copy of Society - Download Dialog**

2.2.3. **Certified Copy of Bye-Law**
The below is the Search criteria for Certified copy of Bye-Law.

### 2.2.3.1. Search Criteria

#### Validations in Search Criteria

- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 28.
Once you click the action link shown in the Figure 28, it will redirect to the payment page.

### 2.2.3.2. **Payment Process**

- Click on **“Pay”** button to make the payment as shown in Figure 29
- Click on **“Cancel”** button to redirect to dashboard
After the successful payment, it will proceed to the certificate copy of Bye-Law download page.

Figure 27: Certified Copy of Bye-Law - Payment Page
2.2.3.3. **Download Certified Copy of Bye-Law**

![Image of download page](image.png)

Figure 28: Certified Copy of Bye-Law - Download Certificate

![Image of download process](image.png)

Figure 29: Certified Copy of Bye-Law - Download Certified Copy of Bye-Law

After clicking the download icon the certificate copy of Bye-Law will be downloaded and saved in your local system.
2.2.4. Amendment of Society (Under Sections: 8, 9, 10, 21, 24, 26)

Figure 30: Services Screen

The below is the Search criteria for Amendment of Society.
2.2.4.1. **Search Criteria**

**Figure 31: Amendment of Society - Search Criteria**

**Validations in Search Criteria**

- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 34
- Select a society for Amendment from the list

**Figure 32: Amendment of Society - List of Societies registered**
2.2.4.2. Amendment of Society Configuration

Figure 33: Amendment of Society - Amendment Configuration
2.2.4.3. Applicant Information

Please enter all the mandatory fields (The field name which is followed by *).

Validations in applicant info

- UID Aadhar Number should be 12 digits in numeric in the format xxxx xxxx xxxx
- In contact details landline number should be numeric
- In contact details mobile number should be numeric and it allows length of 10 digits
- In contact details fax number should be numeric
- In contact details for email address, a valid email address is required
2.2.4.4. **Document Details**

Note:

- Form - 2, 3, 4 Documents are mandatory to be uploaded.
- Once the Choose File button is clicked, a small dialog box will open for uploading the document.
On Clicking Add File button, the documents list will be displayed in table format

Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Save and Continue: To continue to the payment process click on this button, before redirecting to the payment screen, application will be saved in draft status.

Cancel: Click on this button to navigate to the dashboard.

2.2.4.5. Payment Process

- Click on “Pay” button to make the payment as shown in Figure 38
- Click on “Cancel” button to redirect to dashboard
Figure 36: Amendment of Society - Payment Page

After successful payment Application Reference Number will be displayed as shown in Figure 39.

Note down the application number for future reference.

Click on “Print PDF and Close” link to print the acknowledgement.
2.2.4.6. **Acknowledgment Form**

![Acknowledgment Form Image](image)

Figure 37: Amendment of Society - Acknowledgment Form

![Acknowledgment PDF Form Image](image)

Figure 38: Amendment of Society - Acknowledgment PDF Form
2.2.5. Submission of Appeal of Society (Under Section: 6)

The below is the Search criteria for Submission of Appeals of Society.

2.2.5.1. Search Criteria

Once Search Service button is clicked, it will display the list of rejected applications from that selected service.
After clicking the Appeal link, it will redirect to the appeal page as shown in the Figure 44.

Figure 42: Submission of Appeal Page

Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Save and Continue: To continue to the payment process click on this button, before redirecting the payment screen application will be saved in draft status.
Back: Click on this button to navigate to the dashboard.

2.2.5.2. **Payment Process**

- Click on “Pay” button to make the payment as shown in Figure 47.
- Click on “Cancel” button to redirect to dashboard.

![Image of Payment Page]

**Figure 43: Submission of Appeal - Payment Page**

After successful payment Application Reference Number will be generated as shown in Figure 48. Note down the application number for future reference.

Click on “Print PDF and Close” link to print the acknowledgement.

2.2.5.3. **Acknowledgment Form**
2.2.6. Registration of Firm (Under Section: 58)
Figure 46: Services Screen

The below is the firm registration form.

- If the logged in user is Citizen it will show the user information
- If the logged in user is CSC then user information will not be shown

Figure 47: Firm Registration - Applicant Info
2.2.6.1. **Applicant Information**

Please enter all the mandatory fields (The field name which is followed by *).

**Validations in applicant information**

- UID Aadhar Number should be 12 digits in numeric in the format xxxx xxxx xxxx
- In contact details landline number should be numeric
- In contact details mobile number should be numeric and it allows length of 10 digits
- In contact details fax number should be numeric
- In contact details, for email address a valid email address is required

2.2.6.2. **Firm Details**

![Firm Details](image)

*Figure 48: Firm Registration - Firm Details*
Validations in Firm Details

- The entered firm name should not be an already registered firm in the selected principal address district.
- The entered firm name can allow special characters ‘&’ and ‘,’.
- Firm Duration From date should be prior to the Firm Duration To date.
- If the user selects “Indefinite” check box then Firm Duration To Date will not be applicable.
- Based on the selected district in the principal address district field, registration districts will be displayed.
- Both principal address and other address are mandatory.

Figure 49: Firm Registration - Principal and Other Address
2.2.6.3. **Partner Details**
Enter all mandatory fields and click on “Add Partner Details”; maximum of 20 partners can be added for one firm.

**Validation in Partner Details**

- Both present address and permanent address are mandatory.
- Minimum two partners are mandatory.
- Maximum of 20 partners all allowed, not more than that.

**Note:**

- For process to be completed, scanned copy of self-signed document and Form-I Document, and Lease Deed/Affidavit are mandatory.
2.2.6.4. **Document Details**

**Note:**

- Form-I Document, Self-Signed Document, Lease Deed/Affidavit are mandatory Documents needs to be uploaded
- Once Clicking the Browse or upload button, a small dialog box will open for uploading the document
Clicking on Add File button, the documents list will be display in table format.
Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Save and Continue: To continue to the payment process click on this button, before redirecting the payment screen application will be saved in draft status.

Cancel: Click on this button to navigate to the dashboard.

2.2.6.5. **Payment Process**

- Click on “Pay” button to make the payment.
- Click on “Cancel” button to redirect to dashboard.
After successful payment the Application Reference Number will be generated as shown in Figure 59.

Note down the application number for future reference.

Click on “Print PDF and Close” link to print the acknowledgement.
2.2.6.6. Acknowledgment

Figure 55: Firm Registration - Acknowledgment Page

Click Print PDF for the acknowledgment

Figure 56: Firm Registration - Acknowledgment

2.2.7. Certified Copy of Firm Registration
The below is the Search criteria for Certified copy of Firm Registration.

2.2.7.1. Search Criteria
Validations in Search Criteria

- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 63
Once you click the action link shown in the Figure 63, it will redirect to the payment page.

2.2.7.2. Payment Process

- Click on “Pay” button to make the payment as shown in Figure 64
- Click on “Cancel” button to redirect to dashboard
After successful payment, certificate copy download page will be displayed.
2.2.7.3. **Download Certified Copy of Firm**

After click the download Icon the certified document will be downloaded and saved in your local system.
2.2.8. Changes/Alterations in Firm (Under Sections: 60, 61, 62)

Figure 63: Services Screen

The below is the Search criteria for Firm Alterations.

2.2.8.1. Search Criteria
Validations in Search Criteria

- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 69
Figure 65: Firm Alterations - List of Firms Registered

Note:

Once Select Firm is clicked, user will be redirected to the firm alteration page.
2.2.8.2. Applicant Information

Please enter all the mandatory fields (The field name which is followed by *).

**Validations in Applicant Information**

- UID Aadhar Number should be 12 digits in numeric in the format xxxx xxxx xxxx.
- In contact details landline number should be numeric.
- In contact details mobile number should be numeric and it allows length of 10 digits.
- In contact details fax number should be numeric.
- In contact details for email address, a valid email address is required.

2.2.8.3. Firm Alteration

Firm Name Change
Figure 67: Firm Alteration - Firm Name Change

Firm Principal Address Change

Figure 68: Firm Alteration - Principal Address Change
2.2.8.4. Document Details

Note:

- Form - 2, 3, 4 Documents are mandatory Documents needs to be uploaded
- Once Browse button is clicked, a small dialog box will open for uploading the document
Clicking on Add File button, the documents list will be displayed in table format.
Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Pay and Submit: To continue to the payment process click on this button, before redirecting the payment screen application will be saved in draft status.

Back: Click on this button to navigate to the dashboard.

2.2.8.5. **Payment Process**
- Click on “Pay” button to make the payment as shown in Figure 76
- Click on “Cancel” button to redirect to dashboard
After successful payment Application Reference Number will be generated as shown in Figure 77.

Note down the application number for future reference.

Click on “Print PDF and Close” link to print the acknowledgement.

2.2.8.6. **Acknowledgment Form**
2.2.9. Change in Constitution of Firm (Under Section: 63)
Figure 75: Services Screen

The below is the Search criteria for Change in Constitution of Firm.

2.2.9.1. Search Criteria
Validations in Search Criteria

- Enter the mandatory values mentioned in the search criteria
- Based on the search criteria, the data will be populated as shown in the Figure 81.
2.2.9.2. Applicant Information

Please enter all the mandatory fields (The field name which is followed by *).

Validations in applicant information

- UID Aadhar Number should be 12 digits in numeric in the format xxxx xxxx xxxx
- In contact details landline number should be numeric
- In contact details mobile number should be numeric and it allows length of 10 digits
- In contact details fax number should be numeric.
- In contact details for email address, a valid email address is required.
2.2.9.3. **Constitutional Change**

*Add New Partner*

- Click Add Partner Option
- Enter all the mandatory fields

**Figure 78: Constitutional Change - Add New Partner**
Figure 79: Constitutional Change - Newly Added Partners

Replace Existing Partner

Click Replace Partner Option

Figure 80: Constitutional Change - Replace Existing Partner
Figure 81: Constitutional Change - Replace Partner

**Exit Partner**

Figure 82: Constitutional Change - Exit partner
**Dissolution of Firm**

![Image of a form for Constitutional Change - Dissolution of Firm]

**Figure 83: Constitutional Change - Dissolution of Firm**

### 2.2.9.4. Document Details

**Note:**

- Form – 5, 6 Documents are mandatory for upload
- Once Browse button is clicked, a small dialog box will open for uploading the document
Clicking on Add File button, the documents list will be display in table format.
Figure 85: Constitutional Change - Documents Uploaded

Save as Draft: Click on this button to keep your application in draft state, in this case application will not be processed until submission of form.

Save and Continue: To continue to the payment process click on this button, before redirecting the payment screen application will be saved in draft status.

Cancel: Click on this button to navigate to the dashboard.

2.2.9.5. **Payment Process**

- Click on “Pay” button to make the payment as shown in Figure 90.
- Click on “Cancel” button to redirect to dashboard.
Figure 86: Constitutional Change - Payment Page

After successful payment, Application Reference Number will be generated.

Note down the application number for future reference.

Click on “Print PDF and Close” link to print the acknowledgement.
2.2.9.6. **Acknowledgment Form**

![Acknowledgment Form](image1)

*Figure 87: Constitutional Change - Acknowledgment Form*

<table>
<thead>
<tr>
<th>Acknowledgment Number:</th>
<th>1927651620130010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Name:</td>
<td>Change in Constitution of Firm (Under Section: 63)</td>
</tr>
<tr>
<td>Department Name:</td>
<td>Registration &amp; Stamps Department</td>
</tr>
<tr>
<td>Applicant Name:</td>
<td>Sesharaman</td>
</tr>
<tr>
<td>Payment Reference No.:</td>
<td>MA6/3185277</td>
</tr>
<tr>
<td>Date of Submission:</td>
<td>10/06/2013</td>
</tr>
<tr>
<td>Estimated completion time (Total Working Hours):</td>
<td>0</td>
</tr>
<tr>
<td>Registration District:</td>
<td>GUNTUR</td>
</tr>
<tr>
<td>Payment Amount:</td>
<td>135.0</td>
</tr>
</tbody>
</table>

![Acknowledgment Form](image2)

*Figure 88: Constitutional Change - Acknowledgment PDF Form*

2.2.10. **Pre-registration Slot Booking**
Figure 89: Pre-registration Slot Booking - Service Screen

Notes:

Once **Apply online** is clicked, user will be redirected to the Slot Booking page as shown in the Figure 94
2.2.10.1. **Applicant Information**

Please enter all the mandatory fields (The field name which is followed by *).

**Validations in applicant information**

- UID Aadhar Number should be 12 digits in numeric in the format xxxx xxxx xxxx.
- In contact details landline number should be numeric.
- In contact details mobile number should be numeric and it allows length of 10 digits.
- In contact details fax number should be numeric.
- In contact details for email address, a valid email address is required.

2.2.10.2. **Slot Booking**

Here select the Appointment Requested Date for fixing the slot and click Check slot Availability, it will displays the available slots as shown in Figure 95.
Figure 91: Slot Booking - Choosing Appointment

Validations in Pre-registration Slot Booking

- Need to select registration service
- Based on the selected district, the Registration District will be shown
- Based on the selected registration district, the Registrar location will be shown

Check Available Slots
Here Red color indicates already booked slots. Green color indicates the available slots to book for a particular registrar location.

Click on “Make Payment” button for the payment process.

2.2.10.3. Payment Process

- Click on “Pay” button to make the payment as shown in Figure 97.
- Click on “Cancel” button to redirect to dashboard.
After successful payment Application Reference Number will be generated. Note down the application number for future reference. Click on “Print PDF and Close” link to print the acknowledgement.

2.2.10.4. **Acknowledgment Form**
### ACKNOWLEDGEMENT OF Slot Booking for Property Registration

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unique application ID</td>
<td>SSDG/IGRS/IGRS_PRS/13/201363</td>
</tr>
<tr>
<td>2. Service Name</td>
<td>Slot Booking for Property Registration</td>
</tr>
<tr>
<td>3. Department Name</td>
<td>Registration Department</td>
</tr>
<tr>
<td>4. Estimated completion time (No. of days)</td>
<td>0</td>
</tr>
<tr>
<td>5. Applicant Name</td>
<td>Rajesh</td>
</tr>
<tr>
<td>6. Payment Reference No</td>
<td></td>
</tr>
<tr>
<td>7. Payment amount</td>
<td></td>
</tr>
</tbody>
</table>

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**Figure 94: Slot Booking - Acknowledgment Form**

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### 3. Application Tracking
Step 1: Click on My Applications for applications in DRAFT status.

Step 2: Select the Department and Services.

Step 3: Click Search button to display all the Draft mode applications under the selected service as shown in Figure 100.
Once you clicked the view details, user will be redirected to the page as shown below in the Figure 101
4. Status Search

4.1.1. Status Search for Draft Application

Here we can check the status of the application.
Once search button is clicked, it will display the status of the application.
4.1.2. Status Search for Approved Application

In the Figure 106 above, you can check the status and also have the option to download the certificate of the application.
5. **Payment Tracking**

In My Payments menu, user can check the payments status as shown below in the Figure 108
Figure 103: Payment Details.

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Payment No</th>
<th>Amount</th>
<th>Payment Mode</th>
<th>Payment Status</th>
<th>Payment Date</th>
<th>Application No</th>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ME63215079</td>
<td>635.0</td>
<td>ME</td>
<td>VER_SUCCESSFUL</td>
<td>10/06/2013 17:10:52</td>
<td>152909829130610</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>2</td>
<td>ME63185077</td>
<td>135.0</td>
<td>ME</td>
<td>VER_SUCCESSFUL</td>
<td>10/06/2013 13:00:46</td>
<td>1527631620130610</td>
<td>SUBMITTED</td>
</tr>
<tr>
<td>3</td>
<td>ME63095068</td>
<td>135.0</td>
<td>ME</td>
<td>VER_SUCCESSFUL</td>
<td>10/06/2013 15:31:02</td>
<td>15255474720130610</td>
<td>SUBMITTED</td>
</tr>
</tbody>
</table>
Thank You.