

## <u>User Manual for Re-Issuance of Certificates in Jagananna Suraksha Camp</u>

- During the Jagananna Suraksha camp duration i.e., anytime between the scheduled date and 7 days before the camp date, if a citizen approaches any functionary in the secretariat for Income or Integrated certificate then the functionary needs to check if there is an already issued income/integrated certificate.
- a) If there is an already issued certificate, then the functionary should **Register the token** for the **below-mentioned services only** and raise the service request accordingly:
  - i. Reissuance of certificate Income

+ Labour

ii. Reissuance of certificate - Integrated

🍈 AP సేప చె	ងក្លួម	Sri YS Jagan Mohan Reddy Honible Chief Minister of Andhra Pradesh
> Profile Update	Hello, PITHANI VENKATA SUDHEER V	Online Subdivision AUX Mutation OC22000 PM
> Dashboard	Panchayat Secretary Grade-VI (DA)	Pattadar Aadhar Seeding by LP number Pattadar MobileNo Seed
> Reports	GSWS / Application Submission / Jagananna Suraksha Token Registration	Payment Of Water Tax for agricultural lands - Revenue Permission of Digging of Bore Well for Agricultural Purpose Possession Certificate
> View Transaction		Printing Of TitleDeed Cum Passbook REGULARIZATION OF UN REGISTERED SALE DEEDS (SADA BAINAMA) FOR AGRICULTURE LANDS IN RURAL AREAS
<ul> <li>Challan Payment</li> </ul>		ROR1B Certificate Relssuance of Certificate - Income Relssuance of Certificate - Income
> Request Tracking System	Jagananna Suraksha Token Registration	Rectification Of Rights Renewal Of Cinema Licence
List Of Services	Basic Details	Resurvey of Mutation for Correction SETHWAR / SUPPLEMENTARY SETHWAR/RESETTLEMENT REGISTER/FLR Small and Marginal Certificate
✓ Application Submission	Department:	TitleDeed Cum Passbook ePassbook Replacement PPB
+ Consumer Affairs, Food and Civil Supplies	Revenue	Select
+ GSWS Services		
+ Health and Family Welfare Department		
+ Human Resources		

- b) If no certificate was issued to the citizen in the past, then only register the token for an Income / Integrated certificate.
- If the income/integrated certificate is issued in AP Seva previously the functionary can use the



**"Enter your Aadhar"** search option in the AP Seva homepage as shown below to know whether previously certificate issued or not.



## \* Reissuance of certificate Service Overview

GSWS Department has enabled the Re-issuance of Integrated certificates as a Category-A service. It means if any citizen has already availed of any Integrated certificate from APSEVA / Meeseva previously and if the citizen Aadhar number is linked to the certificate, it can be delivered through APSEVA in Village/ward Secretariats as a category - A service over the counter. This certificate will be generated with the present date and the re-issued certificate remains valid for a lifetime and it can be accepted as a regular certificate for all schemes/admissions etc.

Introducing this service will reduce the present SLA time of 1 month to 15 minutes and will be very useful to the citizens as it saves money and time. DA/WEDS should ensure that verified by signature must be of the previous Tahsildar and the certificate is to be issued by the current Tahsildar.

## \* Steps for Applying for the service

a) Select the Service – Reissuance of Certificate under the Revenue department in AP Seva.

b) Fill in the Basic details form with the mandatory fields.

Number(s)	Re-Issuance of Income/Integrated	Application Form		
23. No Earning Certificate				
24. No Property Application Service	Ba	sic Details	Applicat	tion Form
25. OBC Certificate	Aadhaar Number: *	Citizen Name: *	Father/Husband Name: *	Gender: *
26. Patta Sub Division For Auto Mutation Process Form	227480977247 Pre-Fill	Bhavani	Bhavani test data	Female 🗸
27. Pattadar Aadhar Seeding to LP Number	Date of Birth: *	Caste: *	Religion: *	Qualification: *
28. Permission of Digging of Bore	20/08/1994	BC-A V	Animist 🗸	MCA 🗸
29. Possession Certificate	Marital Status: *	Mobile No: *	Is the Mobile Number same as Whatsapp Number?*	Email:
30. Printing of Title Deed cum passbook	Married	9912571602	O Yes 🖲 No	
31. ROR - 1B				
32. Re-Issuance of Certificate	Permanent Address			
33. Renewal Of Cinema License	Door No & Street Name: *	District : *	Mandal/Municipality: *	Village/Ward/Secretariat: *
34. Title Deed Cum Passbook	4-101/d	GUNTUR 🗸	PONNUR-U	

c) Enter all the mandatory details in the Application form and select certificate according to the token registered.

Income/Integrated

👸 Reissuance 👩 Grama - Wa	d Sach 🧑 Dev-Mutation 👩 DEV-GSWS-URL 👸 Prod-Reissue 👩 prod 🧑 New	Aaroya Sri 👩 Update-Aarogy sri 🦁 G	rama - Ward Sach
🔘 AP เว้อ์ สั	ងក្ល៍មាំ		Sri YS Jagan Mohan Reddy Hon'ble Chief Minister of Andhra Pradesh
21. Mutation by Corrections & Automatic Pattadar Passbook Ordering	Hello, Meena Kumari ↓ Panchayat Secretary Grade-VI (DA)		01:28:39 PM 27 June 2023 TUE
22. Mutation by Transactions - LP Number(s)			
23. No Earning Certificate	GSWS / Application Submission / Revenue Department / Re-Issuance of Income/Integrated Certificate		
24. No Property Application Service	Policyunco of Incomo/Integrated Application Form		
25. OBC Certificate			
26. Patta Sub Division For Auto	Basic Details	Application Form	
Mutation Process Form			
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number	Relation With Applicant: * Service Type:*	Application Number:*	Reason for applying reissuance certificate;*
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose	Relation With Applicant:*     Service Type:*       Select     Select	Application Number;*	Reason for applying reissuance certificate.* Select
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate	Relation With Applicant: *     Service Type:*       Select     ✓	Application Number:*	Reason for applying reissuance certificate.* Select
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate 30. Printing of Title Deed cum passbook	Relation With Applicant: * Service Type:*           Select         ✓	Application Number:*	Reason for applying reissuance certificate." Select Get Details Clear
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate 30. Printing of Title Deed cum passbook 31. ROR - 1B	Relation With Applicant:*     Service Type:*       Select     ✓	Application Number:*	Reason for applying reissuance certificate.* Select Get Details Clear
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate 30. Printing of Title Deed cum passbook 31. ROR - 1B 32. Re-Issuance of Certificate	Relation With Applicant:*     Service Type:*       Select     ✓	Application Number:*	Reason for applying reissuance certificate." Select ✓ Get Details Clear
Mutation Process Form 27. Pattadar Aadhar Seeding to LP Number 28. Permission of Digging of Bore Well for Agricultural Purpose 29. Possession Certificate 30. Printing of Title Deed cum passbook 31. ROR - 1B 32. Re-Issuance of Certificate 33. Renewal Of Cinema License	Relation With Applicant:*     Service Type:*       Select	Application Number:*	Reason for applying reissuance certificate.* Select