



**GOVERNMENT OF ANDHRA PRADESH**  
**GVWV & VSWS DEPARTMENT**  
**Auto Nagar, Vijayawada**

**User Manual For Encumbrance Certificate**

The encumbrance certificate is used in property transactions as an evidence of free title / ownership. When buying an apartment, land or house, it is important to confirm that the land or property does not have any legal dues.

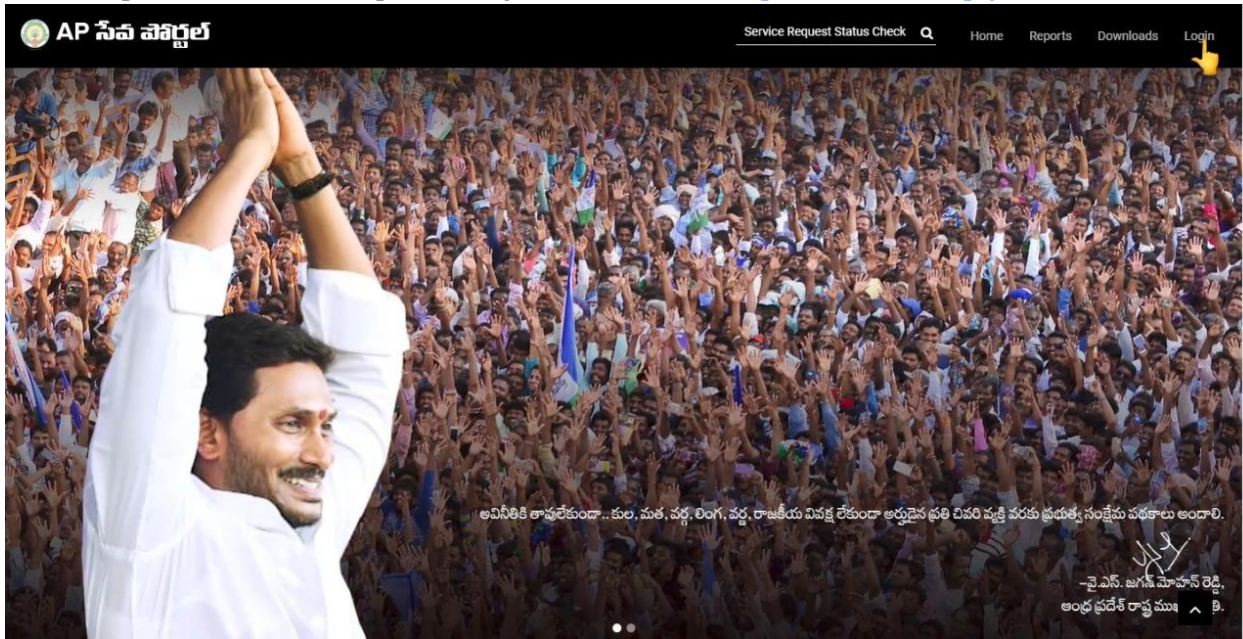
Category Type	B
Documents Required	No need to upload any documents
SLA	1 working day
Charges	Charges for EC have been revised by registration department, Search upto 30 years(Rs.235/-), Search above 30 years(Rs.535/-)

**Important Instructions:**

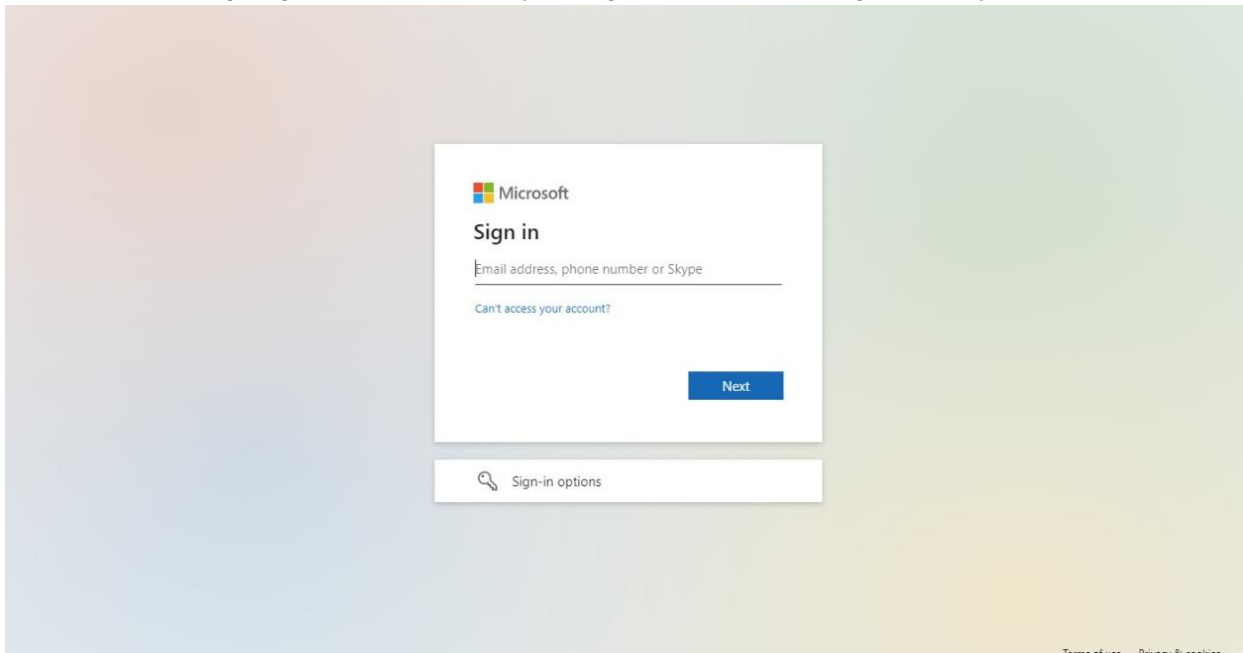
- 1) If the required village name under Buildings/Structures or Open Sites/Agricultural Lands is not found, enter the required village name in Alias textbox, next to village dropdown
- 2) Please enter Valid data for Flat Number, Old House Number or Plot Number, otherwise request will be rejected
- 3) If the village name appears more than once in Village dropdown under Buildings/Open Sites a provision is made so that on selecting the village, mandal is displayed below
- 4) If the details are fetched by clicking the GetDocuments button don't change the details, otherwise EC may be generated with irrelevant data or EC may be rejected by SRO or NIL EC may be generated
- 5) Charges for EC have been revised by registration department, Search up to 30 years (Rs.235/-), Search above 30 years (Rs.535/-)
- 6) The Provision for entering details under Buildings/Structures and Open Sites/Agricultural Lands has been removed when details are populated on entering Document Year/Document Number
- 7) If the Document Number/Year are entered while searching the EC Details, The From date must not be greater than Document Year (Ex: Document Number/Year is 1234/2000 From Date must not be 2001 or greater), the transactions which are done between the selected from & to Dates are fetched.

## Procedure to apply Encumbrance Certificate:-

1. Open The New VSWS portal using the link Website <https://vswsonline.ap.gov.in/#/home>



2. On clicking Login button and enter your login credentials and sign in then you will be redirected to login screen



- After login with Panchayat Secretary Gr-6 (DA)/ WEDP Login you will get the User Home Screen By clicking on the other services you will be redirected to Old GSWS Website

The screenshot shows the AP Sesham Portal dashboard. At the top, there is a header with the AP Sesham logo and the name of the user, Sri YS Jagan Mohan Reddy, Hon'ble Chief Minister of Andhra Pradesh. The dashboard features several key performance indicators (KPIs) and a list of services.

**Statistics:**

- Number of Service Requests Raised: 116
- Number of Service Requests Raised & Resided In The Same Secretariat: 31
- Number of Service Requests Flown To This Secretariat: 3
- Total Service Requests: 111
- Open Within SLA: 1
- Open Beyond SLA: 0
- Closed Within SLA: 108
- Closed Beyond SLA: 2

**Secretariat Ranking:**

- At District Level: 62 / 937
- At Mandal Level: 2 / 28

**Services:**

- Consumer Affairs, Food and Civil Supplies (Civil Supplies 6)
- GSWS Services (GSWS Services 1)
- Panchayat Raj and Rural Development (Rural Development 3)
- Revenue (Revenue 33)
- Municipal Administration and Urban Development (MAUD 25)
- Energy (Energy 56)
- Other Services (highlighted with a red box)

There is also a search bar for service names and a "Search By Feature" section with a search button.

Now we will get Old portal Home page and then click on Meeseva Services

The screenshot shows the Grama-Ward Sachivalayam portal home page. At the top, there is a header with the Grama-Ward Sachivalayam logo and the name of the user, Sri.Y.S Jagan Mohan Reddy, Hon'ble Chief Minister Of Andhra Pradesh. The page features a navigation menu and a main content area with service statistics and a list of services.

**Navigation Menu:**

- Report An Issue
- Cluster To HH Mapping
- Services
- Navasakam Beneficiary Management New
- Edit Employee/Volunteer Details
- Employee Job Corner
- Downloads
- English
- Logout

**Welcome Message:** 10590269-DA ( Panchayat Secretary Grade VI(Digital Assistant) )

**Date and Time:** 25 March 2022 FRI 08:48:21 PM

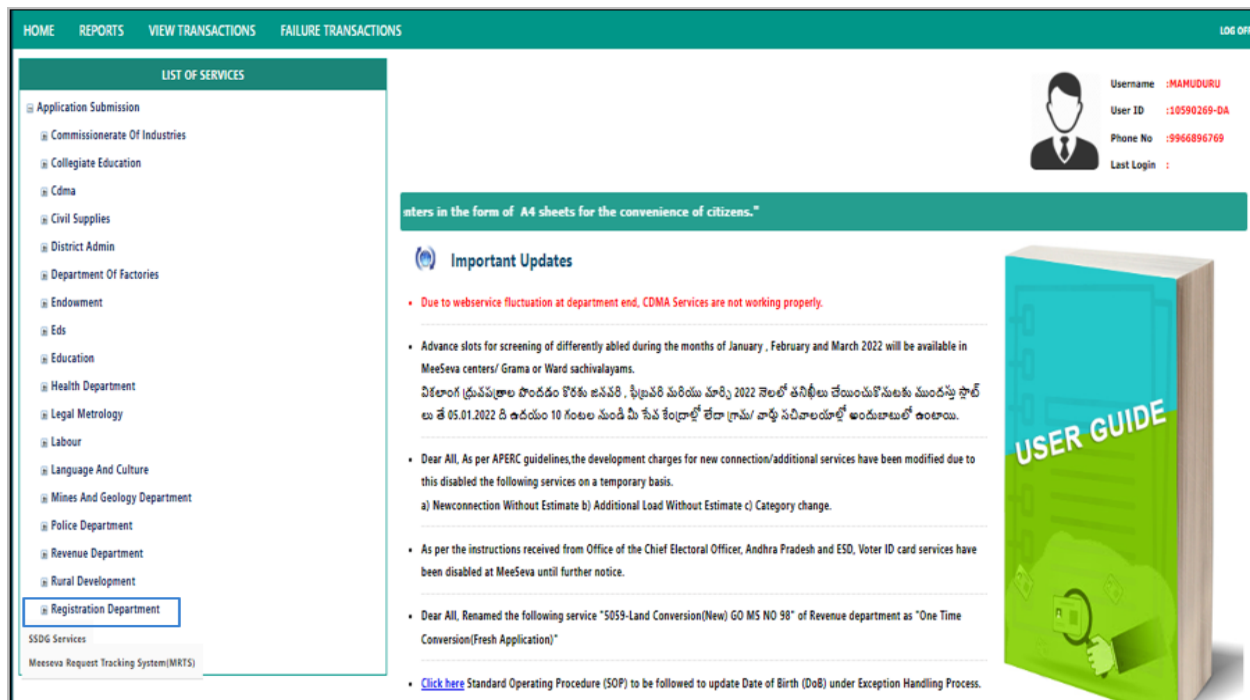
**SPANDANA Statistics:**

- Registered: 0
- Redressed: 0
- Pending: 0
- Service Requests Registered: 2907
- Services Delivered: 2891

**MEESEVA SERVICE LINKS:**

- MEESEVA SERVICE
- MEESEVA SERVICE LINKS
- Animal Husbandry, Dairy Development and Fisheries (Fisheries (26))
- Environment, Forest, Science and Technology
- Agriculture and Marketing (Agriculture (15))
- Backward Classes Welfare (BC Welfare (22))
- GSWS Department

1) In Meeseva home screen, under **List of Services**, select **Registration Department** services as depicted in Figure 1.



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Figure 1: Registration Department

2) Select **Encumbrance Certificate** Service in Registration Department as depicted in Figure 2

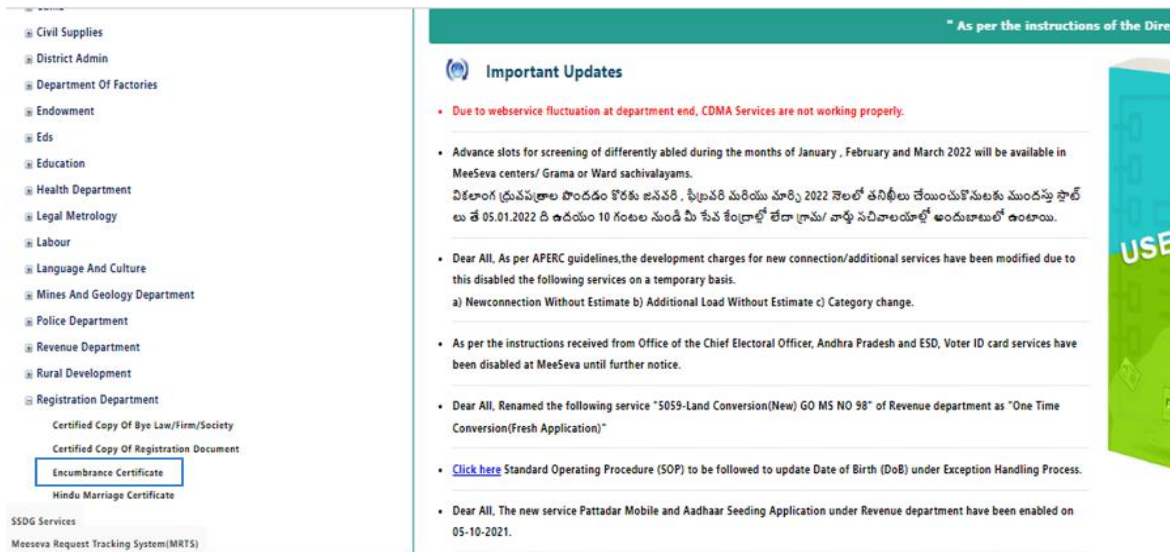


Figure 2: Encumbrance Certificate Service Selection under Registration Department

3) Now Encumbrance Certificate Application Request Screen will be displayed as depicted in Figure3.

Figure 3: Encumbrance Certificate Application request screen

4) Select Name of the District and Select SRO and click on **Get Documents** button then a page will be shown as depicted in Figure 5.

Figure 4: Encumbrance Certificate Application request screen

Document No\*:  Reg Year\*:

Enter the Document No. & Reg. year to get the description of property as entered at the time of registration.

Figure 5: Document Number Entry Screen-1

5) Next click on **Submit** button then the data will be shown as in Figure 6 .Click on **POST** button the data in EC application is prefilled as depicted in Figure 7 based on the Data present in that document which is selected.

Document No\*:  Reg Year\*:

SRO	SRO Jrdn	Colony	Flat No	Apartment	HouseNo	BuildVillage	BVillageAlias	Plot No	Sy No	AgriVillage	AVillageAlias	Extent	BuiltUp Area	
520	520	REST ALL			17-9	PENUGONDA	PENUGONDA		294/1			22 Y	0 Sq.ft	<input type="button" value="Post"/>
520	520	REST ALL	5	SRI SAIRAJ RESIDENCE	17/9	PENUGONDA	PENUGONDA		294/1			0 Y	999 Sq.ft	<input type="button" value="Post"/>

Figure 6: Document Number Entry Screen-2

Document Number:	<input type="text" value="01"/>	Document Year(year should be less than or equal to present year):	<input type="text" value="2022"/>
<b>Buildings/Structures</b>			
Flat Number:	<input type="text"/>	Old HouseNo:	<input type="text" value="17-9"/>
<small>Please enter valid data for Flat Number(Without special characters)</small>		<small>Please enter valid data for Old House Number(Without special characters,should not start with 0)</small>	
Apartment:	<input type="text"/>	Ward – Block:	<input type="text" value="0"/> - <input type="text" value="17"/>
Village/City:	<input type="text" value="Select"/>	Alias:	<input type="text" value="PENUGONDA"/>
		<small>Please enter Alias(Village) name if the relevant village name is not found in the Village dropdown</small>	
<b>Open Sites/Agricultural Lands</b>			
Plot No(s):	<input type="text"/>	In Survey No(s):	<input type="text" value="294/1"/>
<small>Please enter valid data for Plot Number(Without special characters)</small>		<small>For multiple survey numbers enter with comma separation(Ex:499,500,501)</small>	
Village/City:	<input type="text" value="Select"/>	Alias:	<input type="text" value="PENUGONDA"/>
		<small>Please enter Alias(Village) name if the relevant village name is not found in the Village dropdown</small>	
<b>Bounded By</b>			
East*:	<input type="text" value="SITE OF KARRI VENKATA REDDY"/>	West*:	<input type="text" value="CHETLAPALLI STREET"/>
North*:	<input type="text" value="SITE OF CHAKKA PURUSHOTTAM"/>	South*:	<input type="text" value="SITE OF KUNAPUREDDY LAKSHMAYYA NAIDU AND BUILDING O"/>
Extent:	<input type="text" value="22 Y"/>	Built up:	<input type="text" value="0 Sq.ft"/>
<b>Applicant Details</b>			

Figure 7: Buildings/Structures, Open sites/Agriculture Lands and Bounded By in Encumbrance Certificate request Screen

6) Period From and Period To are prefilled based on the SRO selected . Now change the dates as per the applicant requirement. **Note: The Service amount is based on the years range selected**

<b>Please Select Payment Mode</b>			
Payment Mode:	<input type="text" value="Cash"/>		
<b>Document Details</b>			
Name of the District*:	<input type="text" value="West Godavari"/>	Period From (DD/MM/YYYY)*:	<input type="text" value="01/01/1983"/>
Select SRO*:	<input type="text" value="PENUGONDA"/>	Period To (DD/MM/YYYY)*:	<input type="text" value="24/03/2022"/>
<input type="button" value="Get Documents"/> <input type="button" value="Find SRO"/>		<small>Ex:01/10/1983</small>	
Document Number:	<input type="text" value="01"/>	Document Year(year should be less than or equal to present year):	<input type="text" value="2022"/>
<b>Buildings/Structures</b>			

Figure 8: EC Search period screen

7) Enter all the Applicant and Permanent and Postal Address and click on **Show payment** button as depicted in Figure 9.

**Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.**

Applicant Details			
Application Number*:	<input type="text" value="ECM012214733182"/>	Aadhar Card No:	<input type="text"/> <a href="#">Pre-Fill</a>
Applicant Name*:	<input type="text" value="SRI RAMA REDDY"/>	Property Owner Name*:	<input type="text" value="SRI RAMA REDDY"/>
Permanent Address			
Door No:	<input type="text"/>		
District*:	<input type="text" value="West Godavari"/>	Mandal*:	<input type="text" value="Perumantira"/>
Village/Ward*:	<input type="text" value="MAMUDURU"/>	Pin Code:	<input type="text"/>
<input checked="" type="checkbox"/> Postal Address is same as Permanent Address			
Postal Address			
Door No:	<input type="text"/>		
State*:	<input type="text" value="Andhra Pradesh"/>		
District*:	<input type="text" value="West Godavari"/>	Mandal*:	<input type="text" value="Perumantira"/>
Village/Ward*:	<input type="text" value="MAMUDURU"/>	Pin Code:	<input type="text"/>
Mobile*:	<input type="text" value="9966896769"/>	Email:	<input type="text"/>
Delivery Type*:	<input type="text" value="Manual"/>		
<a href="#">Show Payment</a> <a href="#">Back</a>			

Figure 9: Applicant Details Screen

5) User Charges details as depicted in figure 10. Verify the amount carefully before confirming the payment

Receive Payment			
Challan Amount:	<input type="text" value="500"/>	User Charges:	<input type="text" value="35"/>
Courier Charges:	<input type="text" value="0"/>	Total Amount:	<input type="text" value="535"/>
<a href="#">Confirm Payment</a>			

Figure 10: Charges in Encumbrance Certificate request Screen



6) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 11.

**Postal Address**

Door No:	<input type="text"/>		
State:	Andhra Pradesh		
District:	West Godavari	Mandal:	Perumantra
Village/Ward:	MAMUDURU	Pin Code:	<input type="text"/>
Mobile:	9966896769	Email:	<input type="text"/>
Delivery Type:	Manual		

**Receive Payment**

Challan Amount:	500	User Charges:	35
Courier Charges:	0	Total Amount:	535

**Payment Mode Selection**

Payment Mode	Cash
Total Amount(₹)	535.00
Grand Total(₹)	535.00

Figure 11: Payment section

7) On Complete Payment, a receipt will be generated as depicted in the following figure.

Date :25/03/2022  
Time :23:08

ENCUMBRANCE RECEIPT	
Date of Payment :	Payment Mode : Cash
Center Name : 10590269-DA	Transaction Id : TAECM012214180081
Applicant Name : VELAGALA SRI RAMA REDDY	Application No : ECM012010104553
Service Type : ENCUMBRANCE CERTIFICATE	Amount Paid (in Rs.) : 535
Document District : West Godavari	SRO Jurisdiction : PENUGONDA
Document ID : 1	Document Year : 2022
Selected SRO : PENUGONDA	
Property Owner Name: VELAGALA SRI RAMA REDDY	
Delivered in:	Within 1 working days from requested date .
<b>Note :</b>	
1. As per G.O. M5 No 17, dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- per page for uploading documents. The scanning charges up to 4 pages is free of cost.	
2. To know the application status, please visit ap.meeseva.gov.in	

Sd/-  
BASTIPADU

Please click on "Service requests registered" for generation of receipts

Figure 12: Encumbrance Certificate Application Receipt

Now the application is successfully sent to concerned SRO. After the approval only EC can be Printed

**PRINTING OF CERTIFICATE:**

Click on View Transactions and then select the from date , to date and Service List as Encumbrance Certificate and click on view transactions.

**Grama-Ward Sachivalayam**  
Sri Y. S. Jaganmohan Reddy  
Hon'ble Chief Minister Of Andhra Pradesh

HOME REPORTS **VIEW TRANSACTIONS** FAILURE TRANSACTIONS LOG OFF

**VIEW TRANSACTIONS**

From Date: 25/03/2022 To Date: 25/03/2022  
Service List: ENCUMBRANCE CERTIFICATE

Transaction ID / Application No:   
User ID: 11390618-DA

**View Transactions**

**TRANSACTION LIST**

S.No.	Transaction No.	Service Name	Customer Name	Transaction Date	Amount (Rs.)	Status	Uploaded Documents	Application Preview
1	<b>TAECM012214180081</b>	ENCUMBRANCE CERTIFICATE	VELAGALA SRI RAMA REDDY	25/03/2022	535	<a href="#">View Status</a>	<a href="#">Download Documents</a>	<a href="#">Preview</a>



Date :25/03/2022

Time :23:08

**ENCUMBRANCE RECEIPT**

Date of Payment :	Payment Mode : Cash		
Center Name :	10590269-DA	Transaction Id :	TAECM012214180081
Applicant Name :	VELAGALA SRI RAMA REDDY	Application No :	ECM012010104553
Service Type :	ENCUMBRANCE CERTIFICATE	Amount Paid (in Rs.) :	535
Document District :	West Godavari	SRO Jurisdiction :	PENUGONDA
Document ID :	1	Document Year :	2022
Selected SRO :	PENUGONDA		
Property Owner Name:	VELAGALA SRI RAMA REDDY		
Delivered in:	Within 1 working days from requested date .		
<b>Note :</b>	<b>1. As per G.O. M5 No 17, dated 6th March, 2019, the scanning charges beyond 4 pages has been revised to Rs. 5/- per page for uploading documents. The scanning charges up to 4 pages is free of cost.</b> <b>2. To know the application status, please visit <a href="http://ap.meeseva.gov.in">ap.meeseva.gov.in</a></b>		

Sd/-  
BASTIPADU

Please click on "Service requests registered" for generation of receipts

List of Services **Print Certificate** EC ApplicationForm Back

Then click on Transaction ID . Then the page will be shown as depicted in Figure 12 .PRINT CERTIFICATE button is enabled only after the EC application approved by SRO.Click on print certificate button.A PDF will be downloaded and Print that PDF.

**NOTE: Print EC on High Security Paper if document in one page.If more Than one page EC document First page should be on High Security Paper rest all papers in A4 paper only.**

**GOVERNMENT OF ANDHRA PRADESH  
REGISTRATION AND STAMPS DEPARTMENT  
STATEMENT OF ENCUMBRANCE ON PROPERTY**

App No : 122282556

MeeSeva App No : ECM012214159556

Date : 07-Jan-22

Statement No : 63746127

Sri/Smt.: VELAGALA SRI RAMA REDDY : having searched for a statement giving particulars of registered acts and encumbrances if any, in respect of the under mentioned property  
**VILLAGE: MARTERU,House No: , 7-137, Ward : 0-Block : 7 VILLAGE: MARTERU ,Survey No : ,77/2, East: SITE OF DUNNA PADMAVATHI West: MUNIPALLI - TETALI ROAD South: SITE OF GDM CHURCH North: SITE OF G BULLAYYA**

A search is made in the records of SRO(s) of TANUKU relating there to for 15 years from 01-10-2007 To 03-01-2022 for acts and encumbrances affecting the said property and that on such search the following acts and encumbrances appear

S.No	Description of property	Reg.Date Exe.Date Pres.Date	Nature & Mkt.Value Con. Value	Name of Parties Executant(EX) & Claimants(CL)	Vol/Pg No CD No Doct No Year [ScheduleNo]
1 --- 7	VILL/COL: MARTERU/HARIJANAPETA W-B: 0-7 SURVEY: 77/2 HOUSE: 7-137 EXTENT: 121SQ.Yds BUILT: 0SQ. FT Boundires: [N]: SITE OF GEDDAM BULLAYYA [S] SITE OF GDM CHURCH [E]: SITE OF DUNNA PADMAVATHI [W]: MUNIPALLI - TMRTERU ROAD <b>This document Link Doct 527, 600 2022</b>	(R) 24-12-2022 (E) 24-12-2021 (P) 24-12-2022	<b>0208</b> (Deposit of Title Deeds ) Mkt.Value:Rs. 484000 Cons.Value:Rs. 900000	1 .1.(ME)CHAITANYA GODAVARI GRAMEENA BANK, POLAMURU(WEST) BRANCH 2.(MR) G SRIRAM	0/0 5487/ 2021 [1] of SROSAJJAPURAM
2 --- 7	VILL/COL: MARTERU/HARIJANAPETA W-B: 0-7 SURVEY: 200/9 HOUSE: 7-137 EXTENT: 96.8SQ.Yds BUILT: 0SQ. FT Boundires: [N]: SITE OF SHAIK PHEERA SAHEBU LINKS. 33.5 [S] SITEOF BAYYE DHARMAYYA LINKS. 33.5 [E]: SITE OF BAYYE DHARMAYYA LINKS. 60 [W]: 1ST ITEM SITE & OTHERS LINKS. 60 <b>This document Link Doct 527, 1412/2017 of SRO 527;/ 2017</b>	(R) 12-11-2020 (E) 12-11-2020 (P) 12-11-2020	<b>0505</b> (RECEIPT (R.T.D.M) ) Mkt.Value:Rs. 0 Cons.Value:Rs. 350000	1 .1.(RR)CHERUKURI LAKSHMI 2.(RE)BAYYE VENKATESWARLU 3.(RE)BAYYE SURESH KUMAR 4.(RE)BAYYE PAVAN KUMAR	0/0 4097/ 2020 [2] of TANUKU
3 --- 7	VILL/COL: TETALI/HARIJANAPETA W-B: 0-7 SURVEY: 200/11 HOUSE: 7-164/3 EXTENT: 387.2SQ.Yds BUILT: 0SQ. FT Boundires: [N]: SITE OF PEDAPOLU ANANDAM [S] SITE OF BAYYE NARASIMHULU & FT 9 WIDTH PATHWAY SITE [E]: 2ND ITEM SITE & OTHERS [W]: FT 6 WIDTH PATHWAY SITE <b>This document Link Doct 527, 937/2015 of SRO 522;/ 2015</b>	(R) 22-05-2017 (E) 22-05-2017 (P) 22-05-2017	<b>0202</b> (Mortgage without Possession ) Mkt.Value:Rs. 774400 Cons.Value:Rs. 0	1 .1.(MR)BAYYE VENKATESWARLU 2.(MR)BAYYE SURESH KUMAR 3.(MR)BAYYE PAVAN KUMAR 4.(ME)CHERUKURI LAKSHMI	0/0 1412/ 2017 [1] of SROSAJJAPURAM
4 --- 7	VILL/COL: TETALI/HARIJANAPETA W-B: 0-7 SURVEY: 200/9 HOUSE: 7-137 EXTENT: 96.8SQ.Yds BUILT: 0SQ. FT Boundires: [N]: SITE OF SHAIK PEERA SAHEB LINKS. 33.5 [S] SITE OF BAYYE DHARMAYYA LINKS. 33.5 [E]: SITE OF BAYYE DHARMAYYA LINKS. 60 [W]: 1ST ITEM SITE & OTHERS LINKS. 60 <b>This document Link Doct 527, 937/2022 of SRO 248/ 2015</b>	(R) 22-05-2017 (E) 22-05-2017 (P) 22-05-2017	<b>0202</b> (Mortgage without Possession ) Mkt.Value:Rs. 193600 Cons.Value:Rs. 350000	1 .1.(MR)BAYYE VENKATESWARLU 2.(MR)BAYYE SURESH KUMAR 3.(MR)BAYYE PAVAN KUMAR 4.(ME)CHERUKURI LAKSHMI	0/0 1412/ 2017 [2] of SROSTANUKU

Certified By



Name: K R RAJASEKHAR  
Designation: SUB REGISTRAR  
SRO: TANUKU

**Note** : This is Digitally Signed Certificate, does not require physical signature. And this certificate can be verified at <http://www.ap.meeeseva.gov.in/> by furnishing the application number mentioned in the Certificate.

Figure 10: Encumbrance Certificate sample

Note:- Now PS-6(DA)/WEDPS Print Encumbrance Certificate and Hand it Over to Citizen.