MEESEVA USER MANUAL

FOR

REGULARIZATION OF ENCROACHMENTS IN GOVERNMENT LANDS IN URBAN AND RURAL AREAS UPTO 100 Sq.Yards
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Unauthorized Occupation of Government Lands constitutes an encroachment. There are two types of encroachments. For unobjectionable encroachments the collector will do regularization after due enquiry from MRO/RDO. In case of poor persons encroached land will be regularized free of cost. The District Collectors, R.D.O’s and M.R.O.’s are vested with powers to enforce the provisions of the A.P. Land Encroachment Act, 1905. The Unobjectionable Encroachments by way of constructing Dwelling units (RCC Roof building/ houses. Asbestos Roof with brick Walls) only shall be considered. Vacant Lands or Vacant lands with thatched huts with a motive to establish the occupation shall not be considered. This Service facilitates the citizen to apply for the Regularization of Encroachments in Government Lands by way of Dwelling Units (Upto 100 Sq. Yards) in Urban & Rural Areas by visiting the nearest MeeSeva Centre.

<table>
<thead>
<tr>
<th>Category Type</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Charges</td>
<td>INR 35/-</td>
</tr>
<tr>
<td>SLA</td>
<td>90 working Days</td>
</tr>
</tbody>
</table>
| Documents Required | 1. Application Form *  
2. Proof of Identity *  
3. Proof of Occupation  
4. Photograph of Extent of Govt. Land Occupied by Way of Dwelling Units * |
| Competent Authority | RDO |

*Table 1: Service Information at Glance*

**Note:** The asterisk (*) denotes mandatory requirement of documents.

**Procedure for applying the Request at Kiosk End:** -

This section contains instructions for the operators of the MeeSeva web application to apply for

**Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards.**
1) In MeeSeva home screen, under List of Services, select **Revenue Department** as depicted in Figure 1.

![Figure 1: Revenue Department](image1.png)

2) Select **Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards** under Revenue Department as depicted in Figure 2.

![Figure 2: Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards Selection under Revenue Department](image2.png)
3) Now **Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards** Details Screen will be displayed as depicted in Figure 3.

![Figure 3: Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards request](image-url)
4) Enter Applicant/Occupant details as depicted in Figure 4.

![Figure 4: Applicant/Occupant details in Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards request](image)

5) Enter service specific/Government land occupied details as depicted in Figure 5.

![Figure 5: service specific details in Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards request](image)
6) Now enter Informant details as depicted in Figure 6.

![Informant Details](image)

**Figure 6: Informant details**

7) Collect the necessary supporting documents as indicated in Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards request page scan the documents and upload into the system as depicted in Figure 7.

![Documents Details](image)

**Figure 7: Documents details**

**Note:** All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.
8) Click on **Show Payment**. Another window appears requesting to **Confirm Payment** as depicted in Figure 8.

![Figure 8: Payment details](image)

9) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in Figure 9.

![Figure 9: Payment confirmation](image)
10) On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date. As depicted in figure 10.

![Receipt Image]

**Figure 10: Receipt**

**Note:** - On submission of the request, Citizen Receives Message. Like your Request for Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards Application has been entered vide Application Number, Transaction Id.

11) On submission, the request will be sent to the work flow of the respective MRO for further processing.

- Once the request is approved by MRO, then Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards Certificate will be dispatched through courier to the customer’s address if Delivery Type is Speed Post Local/Non Local.

If Delivery Type Is Manual, then citizen collects the Regularization of Encroachments in Government lands In Urban and Rural Areas Upto 100 Sq.Yards Certificate (from franchisee where he/she applied for the Certificate