

## Mee Seva Center Verification Report

Mee Seva Centre Code: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Agents Name: \_\_\_\_\_

### **Mee Seva Location Address:**

Door No. /Shop No. /Lane: \_\_\_\_\_

Village/Locality/Town Name: \_\_\_\_\_

Mandal Name: \_\_\_\_\_

District Name: \_\_\_\_\_ Pin Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

S.No	Particulars	Please tick the appropriate (✓)
1.	Center Status	<input type="checkbox"/> Operational <input type="checkbox"/> Non-Operational
2.	Counter Operator <i>(counter is being maintained by the owner of the center/ an operator appointed by the owner)</i>	<input type="checkbox"/> Center Owner <input type="checkbox"/> Salaried Employee
3.	Total No. Of Transactions in previous month	
4.	No. Of days Center operational in a week	
5.	Center operational timings	From _____ to _____
6.	No. of Counters	
7.	Dimensions of the Centre (in feet)	_____ Length x _____ Breadth
8.	Area	sq. ft
9.	Type of Roof	<input type="checkbox"/> RCC <input type="checkbox"/> Others Specify, _____
10.	Type of Flooring	
11.	Internal painting made as per specifications <i>(Behind operator should be dark orange color and other three walls in cream color)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
12.	External Paining made as per specifications <i>(orange color in entire top portion and remaining walls in cream color)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	Sign board placed as per the specifications <i>(outside top portion at the entrance and size 5'L x 2'5"W for APOne and CSC Centers)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
14.	Logos placed as per the specifications <i>(On the wall backside of the operator counter)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
15.	Notice Board Fixed as per Specifications <i>(Should be in the size of 5'L x 3'W)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
16.	Citizen Charter board fixed as per specifications <i>(Board should be made of plywood and the services list along with rates and delivery time for each service should be printed on flexy and pasted on the board. Size of the board should be 5'L x 3'W.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
17.	Counter Tables <i>(Table should be in brown color and should be made of pre-laminated particle board. Thickness of top 25mm and rest 18mm, duly hedge binded with 2mm PVC Tape, one draw, one shutter, particle board key board tray, table dimensions are 5"L X 2'6"W x 2'6"H.)</i>	<input type="checkbox"/> GOOD CONDITION <input type="checkbox"/> BAD CONDITION <input type="checkbox"/> NOT AVAILABLE

18.	Chairs for Authorized Agent (Re-enforced pipe frame with PU moulded seat & back; well rounded Polyurethane arms)	<input type="checkbox"/> GOOD CONDITION <input type="checkbox"/> BAD CONDITION <input type="checkbox"/> NOT AVAILABLE
19.	Chairs for Citizen who is availing the service (Black epoxy powder coated metal chairs)	<input type="checkbox"/> GOOD CONDITION <input type="checkbox"/> BAD CONDITION <input type="checkbox"/> NOT AVAILABLE
20.	Chairs for waiting are as per specifications (Single counter Centers should have 4 visitor chairs, two counter Centers should have 5 visitor chairs and three counter Centers should have 6 visitor chairs for the citizens who are waiting to avail the services.)	<input type="checkbox"/> GOOD CONDITION <input type="checkbox"/> BAD CONDITION <input type="checkbox"/> NOT AVAILABLE
21.	PCs Installed	<input type="checkbox"/> YES <input type="checkbox"/> NO
22.	Internet Connectivity available	<input type="checkbox"/> YES <input type="checkbox"/> NO
23.	Internet Bandwidth (Minimum of 512 kbps)	<input type="checkbox"/> BELOW 512 KBPS <input type="checkbox"/> 512 KBPS <input type="checkbox"/> MORE THAN 512 KBPS, SPECIFY _____ KBPS
24.	Type of Printer Make: _____ Model: _____	<input type="checkbox"/> LASER <input type="checkbox"/> INKJET <input type="checkbox"/> DOTMATRIX
25.	UPS Installed	<input type="checkbox"/> YES <input type="checkbox"/> NO IF, <b>YES</b> PLEASE SPECIFY BACKUP TIME _____
26.	Inverter / Generator Installed	<input type="checkbox"/> YES <input type="checkbox"/> NO IF, <b>YES</b> PLEASE SPECIFY BACKUP TIME _____
27.	Scanner Installed	<input type="checkbox"/> YES <input type="checkbox"/> NO
28.	<b>Feedback from Local citizen about the centre:</b>	
29.	<b>Remarks:</b>	

Signature & Stamp

Name:

Designation: