

Mee Seva Documents Required						
Total Count	Sl.No	Department	Service name	Service Level & Category	Document needed for each service	Approving Authority
1	1	UIDAI	Know Your AADHAAR	15 Minutes, Cat A	No Documents Required	Delivered across the counter
2	2		Seed Your AADHAAR	15 Minutes, Cat A	No Documents Required	Delivered across the counter
3	3		Aadhar Daily Enrolment Data	15 Minutes, Cat A	1. Application Form 2. Proof of Identity 3. Proof of Address	Delivered across the counter
4	1		Adangal /Pahani Corrections	15 Days	Previous Pahani Details	Tahsildhar
5	2		Agricultural Income Certificate	1st Time-7 Days, 2nd Time & There after 15 Min*	1. Application Form* 2. Ration Card/EPIC Card/Aadhar Card#	Tahsildhar
6	3		Apathbandhu Application	1 year, Cat B	1.Application Form* 2.FIR* 3.Death Certificate* 4.Affidavit on Rs 10/- Bond paper* 5.Report of post mortem/panchanama#	Joint Collector
7	4		Appeals On Demarcation (HYD)	45 days , Cat B	1. Application Form * 2. Affidavit/Notary stating that the applicant is owner of the land 3. Panchanam copy of lower cadre 4. sketch	Deputy Director/RDO
8	5		Certified Copies of Records of Measurement (HYD)	15 days , Cat B	Application form *	Deputy Director, SS&LR in Hyderabad and Municipal Commissioner in other districts.
9	6		Certified Copies Of Protected Tenant	15 Days, Cat B	Application Form*	Deputy Tahsildar
10	7		Certified copies of TSLR	7 Days, Cat B	1. Application form 2. Fee Receipt	Deputy Director SS&LR in Hyd. Municipal Commissioner in other districts
11	8		Certified copies of certificates issued by RDO	15 Days, Cat B	Physical form*	RDO
12	9		Certified copies of Panchanama	15 Days, Cat B	Application Form*	Based on Office selection (RDO/ Tahsildar/AD)
13	10		Certified copies of Chesala Pahani	15 Days, Cat B	1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents	Deputy Tahsildar
14	11		Copy of village Map	15 Days, Cat B	Application Form*	Tahsildhar
15	12		Copy of FMB	15 Minutes, Cat A	Application Form*	Delivered across the counter RDO/
16	13		Demarcation(HYD)	30 days , Cat B	1.Application Form in Triplicate * 2.Affidavit/Notary stating that the applicant is owner of the land *	Asst. Director of Survey
17	14		Duplicate Copy of Certificate-Income	15 Minutes, Cat A	Previous Application Number	Delivered across the counter
18	15		Duplicate Copy of Certificate-Integrated	15 Minutes, Cat A	Previous Application Number	Delivered across the counter
19	16		Duplicate Copy of Certificate-Residence	15 Minutes, Cat A	Previous Application Number	Delivered across the counter
20	17		Duplicate Pattadar Pass Book Service (Tahsildar)	60 days , Cat B	1. Application form 2. Scanned Copy FIR 3. NOC certificate from the bank in the respective jurisdiction 4. Registered Documents 5. Recent passport size Photo copies 6. signature	Tahsildhar
21	18		EBC certificate	Cat B, 7 Days	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card#	Tahsildhar
22	19		Extract of Adangal / Pahani	15 Minutes, Cat A	Application Form*	Delivered across the counter

23	20
24	21
25	22
26	23
27	24
28	25
29	26
30	27
31	28
32	29
33	30
34	31
35	32
36	33
37	34
38	35
39	36
40	37

Extract of D-Form Patta Application	7 Days, Cat B	Application Form*	Deputy Tahsildar
Extract Of House Site patta	7 Days, Cat B	Application Form*	Deputy Tahsildar
Extract of ROR 1B	15 Minutes, Cat A	Application Form*	Delivered across the counter
Certified Copies of Faisal Patti	15 Days, Cat B	1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents	Tahsildar
Family Member Certificate (Social security schemes & govt. employees / pensioners)	Cat B, 30 Days	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card* 3.Death Certificate*	Tahsildhar
F-Line Petitions	30 Days, Cat B	Application Form*	Tahsildar
Income Certificate	1st Time-7 Days, 2nd Time & There after 15 Min*	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Copy of IT Returns/Pay Slips(Govt/Pvt Employees)#	Tahsildhar
Integrated Certificate (Caste-Nativity-Date of Birth)	1st Time-30 Days, 2nd Time & There after 15 Min*	1) Application Form* 2) Caste Certificate issued to the Family members 3) SSC Marks memo/DOB Extract/Transfer Certificate 4) 1 to 10th study Certificates or DOB certificates issued by Municipality/Gram Panchayat 5) Ration Card/Epic Card/Aadhaar Card 6) Schedule I to IV	Tahsildhar
ISES- INCOME FEE REIMBURSEMENT	Cat A, 15 Minutes	1.Application Form*	Delivered across the counter
ISES-INCOME CERTIFICATE	Cat A, 15 Minutes	1.Application Form*	Delivered across the counter
ISES-INTEGRATED CERTIFICATE	Cat A, 15 Minutes	1.Application Form*	Delivered across the counter
ISES-RESIDENCE CERTIFICATE	Cat A, 15 Minutes	1.Application Form*	Delivered across the counter
Certified Copies of Khasra Pahani	15 Days, Cat B	1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents	Deputy Tahsildar
Application for LAND CONVERSION	60 days, Cat B	1) Application in prescribed format 2) Register documents/copies of Pattadhaar Pass books/Title Deeds 3) Basic Value certificate from Sub-Registrar 4) Ration Card/ Aadhaar card/EPIC card	RDO
LATE REGISTRATION OF BIRTH	60 Days	1. Physical Document 2. Non Availability certificate issued by the GP/ Municipal Commissioner 3. Ration Card Copy 4. SSC Marks memo 5. Self Affidavit	RDO
LATE REGISTRATION OF DEATH	60Days	1. Physical Document 2. Non Availability certificate issued by the GP/ Municipal Commissioner 3. Ration Card Copy 4. Self Affidavit	RDO
Loan Eligibility Card	15Days, Cat B	1. Application Form(PDF Only)*. 2. Photo Copy*	Tahsildhar
Localization of Properties(HYD)	30 days , Cat B	1.Application Form in Triplicate * 2.Affidavit/Notary stating that the applicant is owner of the land *	Tahsildar

41	38
42	39
43	40
44	41
45	42
46	43
47	44
48	45
49	46
50	47
51	48

REVENUE

Money Lending License	Fresh - 45 Days, Renewal - 60 Days	1) Application Form* 2) National Saving Certificate for 10000/-. 3) Address Proof* 4) PAN* 5) Copy of Attested Property Documents* 6) Bank A/C statement above 6 months with a min balance of 100000/- 7) Copy of Firm Registration 8) Affidavit* 9) Copy of Lease/Rental Document 10) Scanned Copy of Passport size photo*	Joint Collector
Mutation of revenue Records + Pattadhar Passbook	60 days , Cat B	1.Application Form* 2.Registered Document Copies* 3.Old Pattadar Passbook/Title deed/(Seller PPB/TD)* 4.Tax Receipts if any# 5.Recent Passport Size photos No	Tahsildhar
National Family Benefit Scheme Application	1 year	1.Application Form* 2.Income Certificate (Family Income less than Rs 6000/- per month)* 3.Family Member certificate* 4.Resident Certificate* 5.White Ration Card* 6.Death Certificate*	Joint Collector
No Earning Member Certificate	1st Time-7 Days, 2nd Time & There after 15 Min*	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card* 3.Death Certificate* 4.Copy of Family Member Certificate	Tahsildhar
NOC for Construction of New/Existing House in a village or town(HYD)(No Objection Certificate)	30 Days, Cat B	1. Application Form* 2. Sale deed/Release/will gift/Settlement/Partition* 3. Link Documents From 1976(Attested)* 4. Affidavit on Ten Rupees Stamp paper(Notarized)* 5. Site Sketch plan prepared by licensed Surveyor* 6. Self addressed envelope with Stamp for postage *	Joint Collector
OBC Certificate	30 Days, Cat B	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.Applicant Father/Mother property particulars# 4.Applicant Father/Mother Employment particulars/Income Tax returns (for professionals)#	Tahsildhar
Old Adangal/Pahani details	Cat B, 30 Days	No Documents Required	Tahsildhar
Pattadar Pass Book Replacement Service (EPASSBOOK-Replacement)	60 days , Cat B	1. Application Form 2. Registered document (copies) if any 3. Recent passport size photo 4. Signature	Tahsildhar
Pawn Broker License	Fresh - 45 Days, Renewal - 30 Days	1. Application Form* 2. National Saving Certificate for 10000/-. 3. Address Proof* 4. PAN* 5. Copy of Attested Property Documents* 6. Bank A/C statement above 6 months with a min balance of 100000/- 7. Copy of Firm Registration 8. Affidavit* 9. Copy of Lease/Rental Document 10. Scanned Copy of Passport size photo*	Joint Collector
Possession Certificate (for House Site Purpose)	7 days, Cat B	1. Application Form 2. Income Certificate/Ration Card 3. Scanned passport size photo	Tahsildhar
Prajavani	Cat B, 15 Days	Application Form* Petition by citizen	Collector

52	49
53	50
54	51
55	52
56	53
57	54
58	55
59	56
60	57
61	58
62	59
63	60
64	61

Residence Certificate-Passport	1st Time-7 Days, 2nd Time & There after 15 Min*	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.House Tax/Telephone Bill/Electricity Bill# 4.Upload Passport Size Photo*	Tahsildhar
Residence Certificate -GENERAL	1st time -7 Days, & thereafter - 15 Minutes	1.Application Form* 2.Ration Card/EPIC Card/Aadhar Card# 3.House Tax/Telephone Bill/Electricity Bill#	Tahsildhar
Certified Copies of Sethwar / Supplementary Sethwar/Resettlement Register/Flr	15 Days, Cat B	1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents	Deputy Tahsildar
Sub-divisions of lands	30 Days, Cat B	Application Form*	Tahsildhar
New Pattadhar Passbook(EPASSBOOK- New)	60 days , Cat B	1. Registration Documents 2. Tax Receipt 3. Seller pass book 4. Application Form 5. Passport size photos	Tahsildhar
Certified Copies of Wasool Baqi	15 Days, Cat B	1.Application Form* 2.Affidavit* 3.Pahani Copy 4.ID Proof documents	DD-Hyderabad,AD- Other Telangana Region
Change of Name Certificate	15 days, Cat B	1. Application Form 2. Recent Passport Size Photograph 3. Citizenship Certificate issued by Gazetted Officer 4. Affidavit stating exact reason for change of his/her name. 5. Certificates from class 1 to 10th attested by Gazetted Officer. 6. Police Certificate stating the he/she has not come to any adverse records during last 5 years. 7. Others(Aadhaar/Ration card/Voter ID	Tahsildar
No Property Certificate	60 days, Cat B	1. Application Form 2. Ration Card/Aadhaar/ Electoral card 3. Death Certificate 4. Duplicate copy of Family member Certificate	Tahsildar
Agricultural Land Value Certificate	30 days, Cat B	1. Application Form 2. Registration Documents 3. Pattadar passbooks 4. Title Deed 5. Encumbrance certificate as on date issued by the Sub Registrar concerned	Tahsildar
Small/Marginal farmer Certificate	7 Days, Cat B	1. Application Form 2. Photo copy of Pattadar Passbook/Title Deed/!B Extract/Registered sale deeds of lands 3. Self declaration by the farmer for the lands owned by him/her	Tahsildar
Permission for Digging a Agriclural well/Drinking water well digging using WALTA Act.	15 Days, Cat B	1. Application Form 2. Photo copy of Pattadar Passbook/Title Deed/!B Extract/Registered sale deeds of lands 3. Small and marginal farmer Certificate for fee concession	Tahsildar Divisional
Extract of ORC (Occupancy Rights Certificate)	15 Days, Cat B	1.Application Form 2.Copy of ORC	Administrative Officer
Renewal of Cinema Licence	15 Days, Cat B	1.Application Form 2.Copy of B-Form License Certificate 3.Certificate Issued by Dy.Electrical Inspector 4.Filem Division Certificate 5.Structural certificate issued by the EE R&D 6.Certificate issued by the Divisional Fire Officer	RDO

65	62
66	63
67	64
68	65
69	66
70	67
71	68
72	69
73	70
74	71

Certified copies of NOC under explosive Act	15 Days, Cat B	1. Application form 2. Copy of NOC	District Revenue Officer
Certified copies of NOC under Petroleum Act	15 Days, Cat B	1. Application form 2. Copy of NOC	District Revenue Officer
Cracker License For Diwali (After Collector delegates)	30 days, Cat B	1. Application form 2. Identity proof 3. Address proof 4. Verification report from Police 5. No Objection from Fire Service Department 6. No objection from local body 7. Particulars of previous license if any	Collector
Issue of TONCH Map	7 days, Cat B	1. Application form 2. Extract of Pahani 3. Xerox copy of Pattadar pass book / Registration Document	AD SSLR
Issue of NOC for Construction of Cinema Hall	45 days , Cat B	1. Application form A-I 2. Site plan drawn scale 1cm to 500 cms 3. The position of site in relation to any adjacent premises 4. The surrounding roads buildings like schools, Hospitals, Places of Worship, which exist upto 182 mts distance with necessary records or certificates 5. Challan (Rs 3000 in case of new construction) (Rs 1400 in case of semi permanent) 6. Original plan 7. Original NOC form Gram panchyat	Collector
ISSUE OF ARM LICENCE(Fresh)	45 days , Cat B	1. Application form* 2. Recent passport Size Photo* 3. Ration card* 4. Aadhaar Card 5. Income Tax Returns* 6. Pan card*	Collector
ISSUE OF ARM LICENCE(Renewal)	45 days , Cat B	1. Application form* 2. Recent passport Size Photo* 3. Xerox of Original License* 4. Ration card* 5. Aadhaar Card 6. Income Tax Returns* 7. Pan card*	Collector
ISSUE OF OCCUPANCY RIGHTS CERTIFICATES FOR INAM LANDS	90 days, Cat B	1. Application form (mandatory) 2. 1954-1955 kasara pahani ,73-74 latest pahani copies (mandatory) 3. Family Tree / Relationship with Inamdhar (optional)	RDO
Refund of Trade deposits to dealers in case of resignation of dealer	30 days , Cat B	1. Application form (mandatory) 2. Acceptance proceedings issued by the RDO(mandatory) 3. Authorisation proceedings issued by the RDO(optional)	RDO
NOC for Construction of Cinema Halls	45 days , Cat B	1. Application form A-I 2. Site plan drawn scale 1cm to 500 cms 3. The position of site in relation to any adjacent premises 4. The surrounding roads buildings like schools, Hospitals, Places of Worship, which exist upto 182 mts distance with necessary records or certificates 5. Challan (Rs 3000 in case of new construction) (Rs 1400 in case of semi permanent) 6. Original plan 7. Original NOC form Gram panchyat	Collector

75	72		Storage of Explosive Material License	30 Days, Cat B	1. Application form 2. Identity proof 3. Address proof 4. Verification report from Police 5. NOC from Fire Service Dept. 6. NOC from Local Body 7. Particulars of Previous Licenses if any	Collector
76	73		Issue of NOC for storing of Petroleum Products	45 days , Cat B	1. Application form* 2. Site plan* 3. Copy of Passbook/title deed/sale deed* 4. lease Agreement 5. letter of intent issued by the oil company* 6. Extract of Pahani*	Collector
77	74		Grant of License for Storage of Explosive Material	30 days , Cat B	1. Application form 2. Identity proof 3. Address proof 4. Verification report from Police 5. No Objection from Fire Service Department 6. No objection from local body	Collector
78	75		Permission to run the benefit show	Cat B, 30 Days	1. Application form 2. Copy of B- form License Certificate	Collector
79	1	REGISTRATION & STAMPS	Encumbrance Certificate	Same Day If Submitted before 2 PM, Cat B	Application Form*	Sub Registrar Officer (SRO)
80	2		Certified Copy of Registration Document	15 Min, Cat A	Application Form*	Delivered across the counter
81	3		Certified Copy of Bye-laws	15 Min, Cat A	Application Form*	Delivered across the counter.
82	4		Certified copy of Certificate of Registration Firms	15 Min, Cat A	Application Form*	Delivered across the counter
83	5		Certified copy of Certificate of Registration Societies	15 Min, Cat A	Application Form*	Delivered across the counter
84	6		Pre-Registration /Slot Booking	15Min, Cat A	Application Form*	Delivered acrosss the counter
85	7		Registration of Society	Cat B, 3 days	1. Application from applicant. 2. Memorandum of Society (Mandatory) 3. Rules and Regulations (Mandatory) 4. Partnership Deed 5. ID Proof 6. Address proof and 7. photographs of all 8. partners 9. Office rental 10. Agreement/Declaration	District Registrar
86	8		Registration of Firm	Cat B, 3 Days	1. Application from applicant 2. Partnership Deed 3. ID Proof 4. Address Proof 5. And photographs of all partners 6. Rental agreement/Declaration Attestation by competent authority	District Registrar
87	9		Firm name Change	Cat B, 3 Days	Application Form*	District Registrar
88	10		Dissolution of firm	Cat B, 3 Days	Application Form*	District Registrar
89	11		Amendments of society	Cat B, 3 Days	Application Form*	District Registrar
90	12		Submission of Appeal	Cat B, 3 Days	Application Form*	District Registrar
91	13		Pre-Registration - Data Entry and Slot Booking(Agriculture)	Cat A, 15 Minutes	Application Form*	Delivered across the counter
92	14		Pre-Registration - Data Entry and Slot Booking(Flat)	Cat A, 15 Minutes	Application Form*	Delivered acrosss the counter
93	15		Pre-Registration - Data Entry and Slot Booking(House)	Cat A, 15 Minutes	Application Form*	Delivered across the counter
94	16		Pre-Registration - Data Entry and Slot Booking(Plot)	15 Minutes,Cat A	Application Form*	Delivered acrosss the counter
95	1	Birth Certificate – GHMC	15 Minutes,Cat A	Application Form*	AMOH	
96	2	Death Certificate – GHMC	15 Minutes,Cat A	Application Form*	AMOH	

97	3	Birth Certificate Corrections - GHMC	6days, Cat B	<ol style="list-style-type: none"> 1. Application Form * 2. Original Birth Certificate issues by the Registrar of Births 3. Declaration by Parent(s) attested by two gazetted officers 4. Available Documentary evidences like educational certificates, Election ID Card, Ration Card, Passport, Driving License 5. A letter from the Hospital Authorities where the Birth has occurred mentioning the facts 6. Notarized Affidavit Rs10/- (Non-judicial Stamp Paper) 	AMOH
98	4	Death Certificate Corrections – GHMC	6days, Cat B	<ol style="list-style-type: none"> 1. Application Form * 2. Original Death Certificate issues by the Registrar of Births & Deaths 3. Ration Card/School Bona fide Certificate /Secondary School Certificate (Marks Sheet)/Election id/Any Other Residence Proof 4. Notarized Affidavit of Rs 10/- (Non-judicial Stamp Paper) 5. A letter from the Hospital Authorities where the Death has occurred mentioning the facts 6. In case of Medico Legal cases for death events, certificate from the concerned police authority is a must along with FIR and postmortem report 7. Any Other Supporting Document. 	AMOH
99	5	Child Name inclusion – GHMC	6days, Cat B	<ol style="list-style-type: none"> 1. Application (Duly Signed by both parents if Child is less than 3 years)* 2. Affidavit (If child is below 1 year not necessary)* 	AMOH
100	6	Non Availability Certificate – Birth - GHMC	3days, Cat B	<ol style="list-style-type: none"> 1. Application Form* 2. Ration Card/Any Other Residence Proof 3. School Bona fide Certificate 4. Secondary School Certificate (Marks Sheet) 5. Notarized Affidavit (Non-Judicial Stamp Paper) 	AMOH
101	7	Non Availability Certificate - Death – GHMC	3days, Cat B	<ol style="list-style-type: none"> 1. Application Form* 2. Ration Card/Any Other Residence Proof 3. Other Documentary evidences to prove the place of death 4. In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station 5. Notarized Affidavit (Non-Judicial Stamp Paper) 6. Any Other Supporting Documents 	AMOH
102	8	Birth Certificate – C&DMA	First time 5 days second and subsequent times - 15 min, Cat-B	Application Form*	AMOH
103	9	Death Certificate – C&DMA	First time 5 days second and subsequent times - 15 min	Application Form*	AMOH
104	10	Corrections in Birth Certificate - CDMA	5 days, Cat B	<ol style="list-style-type: none"> 1. Application Form and Any one of the below documents 1) Original Birth Certificate issued by the Registrar of Birth 	AMOH

				2) Declaration by Parent(s) attested by two gazetted officers		
105	11		Corrections in Death Certificate - CDMA	5 days,Cat B	1) Application Form and Any one of the below documents 1) Original Death Certificate issued by the Registrar of Death 2) In case of Medico Legal cases for death events, certificate from the concerned	AMOH
106	12		Child Name inclusion – C&DMA	First time 5 days , 2nd time onwards 15 min	1) Application Form *(Duly signed by both parents if the child is less than 3 years)	AMOH
107	13	MUNICIPAL ADMINISTRATIO N	Permission for Water Connections – C&DMA	15 Days, Cat B	1. Application from applicant 2. Site Plan indicating the distribution line and point of water connection. 3. Latest Property Tax Receipt. Tax receipts 4. Copies of total units/flat (Applicable to multistoried buildings) 5. No Objection letter from all the units/flat owners (Application only to multistoried buildings) 6. Copy of white ration card authorized by gazetted officer (Applicable for BPL connections) 7. Income certificate issues by the MRO (Applicable for BPL connections)	MUNICIPAL COMMISSIONER
108	14		Transfer Of Title Deeds – C&DMA	15 Days, Cat B	1. Application form, 2. Attested copy of registered sale deed and link documents, 3 Attested copies of latest property tax and water charges receipts, 4.Notary certificate(wherever applicable)	MUNICIPAL COMMISSIONER
109	15		Applying for Trade license – C&DMA	15 Days, Cat B	1. Building occupancy certificate 2. Building sanction plan of GHMC 3. Property Tax receipt up to Date 4. Rental/sale/Lease Deed. 5. Location plans (Blue print copies) 6. Passport size photos-2.	MUNICIPAL COMMISSIONER
110	16		Applying for Building permission – C&DMA	15 Days, Cat B	1.Building application duly signed by owner ,builder ,architect, and engineer Declaration forms duly signed by owner and gazetted officer and license copy of architect/engineer town survey record from MRO previous sanctioned plan ULC clearance for above 1000sqm.ULC affidavit(below 1000sqm)ownership documents(2sets attested by gazetted officer). 2.linked documents (attested by gazetted officer) Up to date property tax receipt Rs.20 Non-judicial stamp paper building plans(1+5) duly signed by owner ,architect and structural engineer	MUNICIPAL COMMISSIONER
111	17		New Assessment request – C&DMA	15 Days,Cat B	1. Registered sale deed attested by gazetted officer. 2. Building Sanctioned plan. 3. Occupancy certificate. 4. Unregistered document in case not registered. indemnity bond of Rs. 100/- in case of unregistered properties.	MUNICIPAL COMMISSIONER

112	18		Sub-Division request – C&DMA	15 Days, Cat B	1. Application form. 2. Patta copy/ Registration copy 3. House Tax assessment letter for the current year 4. Tax payments receipts for property/ water etc 5. Detailed plan for the sub division	MUNICIPAL COMMISSIONER
113	19		Exemption request – C&DMA	15 Days, Cat B	1. Application form 2. Patta copy/ Registration copy. 3. Supporting document for the BPL / Ex-Service men 4. Identity proof .	MUNICIPAL COMMISSIONER
114	20		Vacation remission – C&DMA	15 Days, Cat B	1. Application from applicant 2. Patta copy/ Registration copy 3. House Tax assessment letter for the current year 4. Tax payments receipts for property/ water etc	MUNICIPAL COMMISSIONER
115	21		Non Availability Certificate – Birth – CDMA	First time 5 days , 2nd time onwards 15 min	1) Application Form* and Any one of the below documents 1. Ration Card/Any Other Residence Proof 2. School Bonafide Certificate 3 Secondary School Certificate(Marks Sheet) 4 . Notarized Affidavit(Non-Judicial Stamp Paper)	AMOH
116	22		Non Availability Certificate - Death – CDMA	First time 5 days , 2nd time onwards 15 min	1) Application Form* and Any one of the below documents 1. Ration Card/Any Other Residence Proof 2.In case of Medical Legal cases a) FIR b) PM Report c) Form_2 given the concerned police station 3. Notarized Affidavit(Non-Judicial Stamp Paper)	AMOH
117	1	POLICE	Permission of Bandhobust	7 Days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SDPO/ACP/ Additional SP/SP
118	2		Issuance of Certificates for (Character, Antecedents, No objection for vehicle)	7 days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SHO/SDPO/ACP/SP
119	3		Missing lost Documents	21 Days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SHO/SDPO/ACP/SP
120	4		License for Hostels, Lodges, Theme, Entertainment, Restaurants, Bars, Dhabas and Resorts	7 Days, Cat B	1.Address Proof 2.ID Proof 3.Petition	SDPO/ACP/ Additional SP/SP
121	1	CIVIL SUPPLIES	Ration Card Mutations	7 days, Cat B	1. Application * 2. Selected proof document*	MRO/ASO
122	2		Print ration card	15 Minutes, Cat A	Application Form*	Delivered across the counter
123	3		FP Shop Renewal	15days, Cat B	1.Application Form* 2.Copy of authorisation Letter* 3.Latest renewed food grains & kerosene liscence	Revenue Divisional Officer(RDO)
124	4		Conversion of White Card to Pink Card	30 Days, Cat B	1. Application Form 2. Copy of old ration card 3. Income Certificate	MRO/ASO
125	5		Deletion of Member in Ration Card	30 Days, Cat B	1. Application Form 2. Recent Photo 3. Document proof for member deletion	MRO/ASO
126	6		Household Head Modifications	30 Days, Cat B	Application Form*	MRO/ASO
127	7		New Gas Connection Application	30 Days, Cat B	1. Application Form 2. Proof Document	MRO/ASO
128	8		Ration Card Modifications With in the Office	30 Days, Cat B	Application Form*	MRO/ASO

129	9		Ration Card Transfer	30 Days, Cat B	1. Application Form* 2. Old Ration Card	MRO/ASO
130	10		Surrender of Ration Card	30 Days, Cat B	1. Application Form 2. Copy of old Ration Card	MRO/ASO
131	11		Ration Card Member Addition	30 Days, Cat B	1. Application Form 2. Affidavit 3. Photo	MRO/ASO
132	12		Ration Card Member Migration	30 Days, Cat B	1. Application Form 2. Selected Proof Document 3. New Family photo of Migrater to Ration Card	MRO/ASO
133	13		Ration Card Missing Details in Databases	30 Days, Cat B	1. Application Form 2. Ration Card 3. Selected Proof Document 4. Photo	MRO/ASO
134	14		Issue of New Ration Card (Pink)	30 Days, Cat B	1. Application Form 2. Proof Document 3. Photo	MRO/ASO
135	1	RTA	LL Slot Booking with Fee Payment	15 Min, Cat A	Application Form*	Delivered across the counter
136	2		DL Slot Booking with Fee Payment	15 Min, Cat A	Application Form*	Delivered across the counter
137	3		RC Abstract	15 Min, Cat A	Application Form*	Delivered across the counter
138	4		DL Abstract	15 Min, Cat A	Application Form*	ROAD TRANSPORT OFFICER
139	1	EDUCATION	Application for issue of Age Certificate	7 days, Cat B	1. Written Application 2. Documentary proof.	Additional Joint Secretary
140	2		Application for duplicate Memo of Marks	7 days, Cat B	1. Written Application 2. Documentary evidence/affidavit undertaking of lost document	Additional Joint Secretary
141	3		Application for Re-Counting of Marks	30 days, Cat B	1. Written Application 2. Rs 250 per paper challan /Demand Draft 3. Duly enclosed Hall Ticket. 3. Internet Copy of Marks	Additional Joint Secretary
142	4		Application for Migration Certificate	7 days, Cat B	1. Written Application 2. Documentary evidence/affidavit undertaking of lost document	Additional Joint Secretary
143	1		NAME CHANGE - NPDCL	7 days, Cat B	1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form	Assistant Divisional Engineer
144	2		NEW CONNECTION - 6A – STREET LIGHTS - NPDCL	30 Days, Cat B	1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo	Assistant Divisional Engineer

145	3
146	4
147	5
148	6
149	7
150	8

NPDC

NEW CONNECTION - 6B – PUBLIC WATER WORKS - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer
NEW CONNECTION - GENERAL PURPOSE - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer
NEW CONNECTION - RELIGIOUS PLACES (Temples, Church, Mosque, Govt. Schools etc.) - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer
NEW CONNECTION COMMERCIAL - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer
NEW CONNECTION COMMERCIAL - HOARDINGS - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer
NEW CONNECTION DOMESTIC - NPDC	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Photo 	Assistant Divisional Engineer

151	9		Load Change - NPDCL	30 Days, Cat B	1. Application Form 2. Latest Power Bill With Receipt 3. Category And Load Change Undertaking Form	Assistant Divisional Engineer
152	10		CATEGORY LOAD CHANGE- NPDCL	7 days, Cat B	1. Application Form 2. Latest Power Bill With Receipt 3. Category And Load Change Undertaking Form	Assistant Divisional Engineer
153	11		CATEGORY CHANGE- NPDCL	7 days, Cat B	1. Application Form 2. Latest Power Bill With Receipt 3. Category And Load Change Undertaking Form	Assistant Divisional Engineer
154	12		New Connection for Industries-NPDCL	37 Days,Cat B	1. Application Form 2. Industrial Department Letter 3. Common Application Form-A 4.Acknowledgement part-1 5.Enterpreneurs Memorandum for Setting up Micro OR Small OR Medium	Assistant Divisional Engineer
155	13		New Connection for Cottage Industries-NPDCL	37 Days,Cat B	1. Application Form 2. Industrial Department Letter 3. Common Application Form-A 4.Acknowledgement part-1 5.Enterpreneurs Memorandum for Setting up Micro OR Small OR Medium	Assistant Divisional Engineer
156	1	Industries and Commerce	Pavala Vaddi	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
157	2		Cleaner Production Measures	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
158	3		Skills Up gradation	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
159	4		ISO/BIS Certification	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
160	5		Power Cost Reimbursement	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
161	6		Sales Tax Reimbursement	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
162	7		Stamp Duty/Land Cost/Land Conversion Charges/Mortgage Duty	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commisionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director

163	8		Investment Subsidy	GM/DIC (Micro/ Medium/ Large/ Mega-30 Days & Commissionerate/SL C- 60 Days, cat-B	1.MeeSeva Application Form 2.Department Application Form	Micro-General Manager(GM) & others-Joint Director
164	1	ITC	25% Power Subsidy	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
165	2		Conversion to Industrial Power Tariff	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
166	3		100%/50% Stamp duty Refund	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
167	4		Recruitment Assistance	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
168	5		50% Exhibition Rental Refund	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
169	6		Tier II/III Location Anchor Company Incentive	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
170	7		Reimbursement of Patent filing cost	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
171	8		Declaration of IT Park Status	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
172	9		Reimbursement of Quality Certification expenditure	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
173	10		Specific Incentives for SC/ST/ Women Entrepreneurs	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
174	11		Allotment of land	90 days, Cat B	1.Department Application form 2.Mee Seva Physical Form	ITE&C Secretary to Government
175	1	Labour	Registration of Establishment / Shop (Form - I)	7 days, Cat B	1.Photograph of front view of establishment showing name board 2.Proof of address of establishment* 3.Photograph of employer 4.Proof of date of opening.	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
176	2		Renewal of Establishment / Shop (Form - III)	7 days, Cat B	No Documents Required	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
177	3		Issuance of duplicate certificate for Registered Establishment / Shop	7 days, Cat B	No Documents Required	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
178	4		Notice of Change	7 days, Cat B	No Documents Required	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
179	5		AMENDMENT OF CONTRACTOR LICENSE	Cat B, 15 Days	Previous Registration Details	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
180	6		AMENDMENT REGISTRATION OF ESTABLISHMENT	Cat B, 30 Days	Previous Registration Details	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
181	7		LICENSE OF CONTRACTOR	Cat B, 30 Days	1. Photo,Work order from Principal Employer, Security Deposit Challen no, 2. Rent Agreement,Form 5 prescribed proforma, 3. Photo ID Proof, 4. Joint Under taking in prescribed form.	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)

182	8		NOTICE OF COMMENCEMENT OR COMPLETION OF WORK	Cat B, 30 Days	For Contractor---Completion Work order, Bank Pass Book 1st page,A/c No.	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
183	9		REGISTRATION OF ESTABLISHMENT EMPLOYING CONTRACT LABOUR	Cat B, 30 Days	1. MOA, 2. Rent Agreement, 3. Address Proof of Establishment, 4. Annexure for Contract, 5. Photo of Chairman/MD.	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
184	10		REGISTRATION OF MOTOR TRANSPORT	Cat B, 30 Days	1. Copy of Registered Certificate, 2. Copy Of building permission sanctioned by the Municipal Authorities, 3. Copy Of Occupancy Certificate & Structural Sound Certificate After 2006 , 4. Copy Of Registered Lease Deed / OwnerShip Certificate, 5. Copy Of building permission sanctioned by the Municipal Authorities, 6. Copy Of Up to Date Property Tax / Co Charges, 7. Clearance from Fire Authority, 8. Copy of Recognition Certificate.	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
185	11		RENEWAL OF CONTRACT LICENSE	Cat B, 30 Days	Form V,VI	ALO (Assistant Labour Officer)/ACL (Assistant Commissioner of Labour)
186	1	Mining and	Reconnaissance permit	180 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director Mines
187	2		Prospecting License	270 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director Mines
188	3		Mining Lease	1 year, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director Mines
189	4		Granite Quarry Lease	180 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director Mines
190	5		Marble Quarry Lease	180 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Deputy Director Mines
191	6		Other Quarry Lease	120 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director Mines

Geology

192	7	Mineral Dealer License	30 days, Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Deputy Director Mines
193	8	Annual Fee Payment for Lease	15 Minutes,Cat A	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Delivered across the counter
194	9	Generate Transit Forms	15 Minutes,Cat A	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Delivered across the counter
195	10	Request for Mineral Permit	10 Days,Cat B	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Director
196	11	Update Dispatch Details	15 Minutes,Cat A	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Delivered across the counter
197	12	Update Production Dispatch	15 Minutes,Cat A	1.Mee Seva Application Form 2.ITCC/Affidavit 3.Form I/J/B/E/C/R 4.Sketch 5.Chalan 6.Passport Size Photo	Delivered across the counter
198	1	Crop Insurance	2 working days, Cat B	1.Application Form 2.Proposal form signed by MAO/VRO. 3.PPB/LEC copy Bank Passbook	Mandal Agriculture Officer(MAO)
199	2	Subsidized Seed Distribution	2 Working Days, Cat B	1.Application Form. 2.Proof document. 3.Photo.	Mandal Agriculture Officer(MAO)
200	3	Farm mechanization	10days,Cat B	1. Application Form 2. Proposal Form from MAO 3. Proof Document 4. Photo	Joint Director Agriculture(JDA)
201	4	Application Resubmission	3days,Cat B	Application Form*	Assistant Director Agriculture(ADA)

202	5	Manufacturing New	Cat B, 45 days	<ol style="list-style-type: none"> 1. Chemist_Appointment_Willingness_Bio-data_Degree Certificate (Mandatory) 2. List of Water Soluble Fertilizers (Mandatory) 3. List of Lab Equipments for Water Soluble Fertilizers (Mandatory) 4. List of A.P Micronutrients (Mandatory) 5. List of Lab Equipments for A.P Micronutrients-Fertilizers (Mandatory) 6. List of NPK Mixtures (Mandatory) 7. List of Lab Equipments for NPK-Fertilizers (Mandatory) 8. List of Lab Equipments for Bio-Fertilizers (Mandatory) 9. Request Letter (Mandatory) 10. List of lab equipment for SSP (Mandatory) 11. List of lab equipment for Straight Micro-nutrients 12. List and Source of RAW Material (Mandatory) 13. List of Straight Micro-nutrients (Mandatory) 14. List and Source of RAW Material (Mandatory) 15. List of A.P Micronutrients or NPK Mixtures (Mandatory) 16. List of Bio-Fertilizers (Mandatory) 17. List of Lab Equipments (Mandatory) 18. SSI Certificate (Mandatory) 	Assistant Director Agriculture(ADA)
203	6	Manufacturing Addition of Fertilizers	Cat B, 30 days	<ol style="list-style-type: none"> 1. Copy of Existing Form-F (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) 	Assistant Director Agriculture(ADA)
204	7	Manufacturing Address Details Change	Cat B, 30 days	1. Chemist_Appointment_Willingness_Bio-data_Degree Certificate (Mandatory)	Assistant Director Agriculture(ADA)
205	8	Manufacturing Chemist Details Change	Cat B, 30 days	<ol style="list-style-type: none"> 2. Gazette Notification (Mandatory) 3. Request Letter (Mandatory) 	Assistant Director Agriculture(ADA)
206	9	Manufacturing name change	Cat B, 30 days	4. Leased or Rental deed or agreement for Stores (Mandatory)	Assistant Director Agriculture(ADA)
207	10	Manufacturing Duplicate	Cat B, 30 days	5. List and Source of RAW Material (Mandatory)	Assistant Director Agriculture(ADA)
208	11	Manufacturing Godown Deletion	Cat B, 30 days	6. List of A.P Micronutrients or NPK Mixtures (Mandatory)	Assistant Director Agriculture(ADA)
209	12	Manufacturing Godown Inclusion	Cat B, 30 days	7. List of Bio-Fertilizers (Mandatory)	Assistant Director Agriculture(ADA)
210	13	Manufacturing Renewal	Cat B, 30 days	8. List of Lab Equipments (Mandatory)	Assistant Director Agriculture(ADA)
211	14	Manufacturing Responsible Person Details Change	Cat B, 30 days	<ol style="list-style-type: none"> 9. SSI Certificate (Mandatory) 10. Leased or Rental deed or agreement for Preparation Unit (Mandatory) 	Assistant Director Agriculture(ADA)

212	15	Agriculture	Retail Dealer Change of Firm Name	Cat B, 30 days	<ol style="list-style-type: none"> 1. Person Responsible Form (Mandatory) 2. List of Straight Micro-nutrients (Mandatory) 3. Request Letter (Mandatory). 4. List of A.P Micronutrients or NPK Mixtures (Mandatory) 5. List of lab equipment for Straight Micro-nutrients (Mandatory) 6. List of lab equipment for SSP (Mandatory) 7. List of Lab Equipments for Bio-Fertilizers (Mandatory) 8. List of Lab Equipments for NPK-Fertilizers (Mandatory) 9. List of NPK Mixtures (Mandatory) 10. List of Lab Equipments for Water Soluble Fertilizers (Mandatory) 11. List of Water Soluble Fertilizers (Mandatory) 12. Chemist_Appointment_Willingness_Bio-data_Degree Certificate (Mandatory) 13. Lease agreement or Proof of Ownership (Mandatory) 14. Copy of Existing License (Mandatory) 15. Lease agreement or Proof of Ownership (Mandatory) 16. List and Source of RAW Material (Mandatory) 17. List of A.P Micronutrients (Mandatory) 	Assistant Director Agriculture(ADA)
213	16		Retail Dealer Form O inclusion	Cat B, 30 days	<ol style="list-style-type: none"> 1. Lease deed/Sale deed/consent letter (Mandatory) 2. Copy of Form-A2(Mandatory) 3. Request Letter (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Copy of certificate of Import and export issued by GOI duly Notarized (Mandatory) 6. Additional documents 1 (If Any) 	Assistant Director Agriculture(ADA)
214	17		Retail Dealer Godown Deletion	Cat B, 30 days		Assistant Director Agriculture(ADA)
215	18		Retail Dealer Godown Inclusion	Cat B, 30 days		Assistant Director Agriculture(ADA)
216	19		Retail Dealer Inclusion of Imported Products	Cat B, 30 days		Assistant Director Agriculture(ADA)
217	20		Retail Dealer Responsible Person Details Change	Cat B, 30 days		Assistant Director Agriculture(ADA)
218	21		Retail Dealer Sale Point Address Change	Cat B, 30 days		Assistant Director Agriculture(ADA)
219	22		Retail Dealer Duplicate	Cat B, 30 days		Assistant Director Agriculture(ADA)
220	23		Retail Dealer new	Cat B, 30 days		Assistant Director Agriculture(ADA)
221	24		Retail Dealer Renewal	Cat B, 30 days	<ol style="list-style-type: none"> 1. Copy of Existing Form-A2 (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) 	Assistant Director Agriculture(ADA)
222	25		Wholesale Dealer Change of Firm Name	Cat B, 30 days	<ol style="list-style-type: none"> 1. Person Responsible Form (Mandatory) 2. Request Letter (Mandatory) 3. Form 'O' document(s) (Mandatory) 4. Additional documents 1 (If Any) 5. Additional documents 2 (If Any) 	Assistant Director Agriculture(ADA)
223	26		Wholesale Dealer Duplicate	Cat B, 30 days	<ol style="list-style-type: none"> 1. Person Responsible Form (Mandatory) 2. Copy of Existing Form-A2 (Mandatory) 3. Request Letter (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Additional documents 1 (If Any) 6. Additional documents 2 (If Any) 	Assistant Director Agriculture(ADA)
224	27		Wholesale Dealer Form O inclusion	Cat B, 30 days	<ol style="list-style-type: none"> 1. Copy of Existing Form-A2 (Mandatory) 2. Request Letter (Mandatory) 3. Additional documents 1 (If Any) 4. Additional documents 2 (If Any) 	Assistant Director Agriculture(ADA)

225	28		Wholesale Dealer Godown Deletion	Cat B, 30 days	1. Person Responsible Form (Mandatory) 2. Request Letter (Mandatory) 3. Lease agreement or proof of ownership (Mandatory) 4. Form 'O' document(s) (Mandatory) 5. Additional documents 1 (If Any) 6. Additional documents 2 (If Any)	Assistant Director Agriculture(ADA)
226	29		Wholesale Dealer Godown Inclusion	Cat B, 30 days	1. Person Responsible Form (Mandatory) 2. Lease agreement or Proof of Ownership (Mandatory) 3. Sales made for Last 3 Years (Mandatory) 4. Sample Drawn Particulars For Last 3 Years Duly counter signed by Respective MAO, ADA (Mandatory) 5. Copy of Form-A2(Mandatory) 6. Form 'O' document(s) (Mandatory) 7. Non-Conviction certificate duly signed by MAO or ADA 8. Request Letter (Mandatory) 9. Copy of Existing Form-F	Assistant Director Agriculture(ADA)
227	30		Wholesale Dealer Inclusion of Imported Products	Cat B, 30 days	1. Copy of Form-A2 (Mandatory) 2. Responsible Person Details (Mandatory)	Assistant Director Agriculture(ADA)
228	31		Wholesale Dealer New	Cat B, 30 days	3. Lease agreement or Proof of Ownership (Mandatory)	Assistant Director Agriculture(ADA)
229	32		Wholesale Dealer renewal	Cat B, 30 days	4. Sale Point Leased or Rental deed or agreement (Mandatory)	Assistant Director Agriculture(ADA)
230	33		Wholesale Dealer Responsible Person Details Change	Cat B, 30 days	5. Request Letter (Mandatory)	Assistant Director Agriculture(ADA)
231	34		Wholesale Dealer Sale Point Address Change	Cat B, 30 days	6. Form 'O' document(s) (Mandatory)	Assistant Director Agriculture(ADA)
232	1	Election	Application of transposition	Cat B, 30 Days	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	ERO(Electrol Roll officer)/AERO
233	2		Application for inclusion of Name in the Electoral Rolls	Cat B, 30 Days	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	ERO(Electrol Roll officer)/AERO
234	3		Application of change of details	Cat B, 30 Days	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	ERO(Electrol Roll officer)/AERO
235	4		Issuance of PVC Cards	Cat A, 15 Minutes	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	Delivered across the counter
236	5		Issue of Voter Certificate/I-Card	15 Minutes,cat A	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	Delivered across the counter
237	6		Application for Objection/Deletion of Name in Electoral roll	Cat B, 30 Days	Address Proof(such as Driving License,Electricity Bill,Passport ,Ration card,Telephone Bill,Voter ID Card)	ERO(Electrol Roll officer)/AERO
238	1		Social Welfare Department	Application for Scholarship(Renewal)	Cat A, 15 Minutes	Application form
239	2	Premetriculation Scholarship Services		Cat A, 15 Minutes	Application form	Delivered across the counter
240	3	Application for Scholarship(Fresh)		Cat A, 15 Minutes	Application form	Delivered across the counter

241	1	Health Care Department	Allopathic Medical care Hospital registration	90 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form* 2. Photo Copy of Lease Document* 3. Doctor Particulars in Annexure A* 4. Nursing Staff Particulars in Annexure B* 5. Paramedical Staff Particulars in Annexure C* 6. Supporting Staff Particulars in Annexure D* 7. Details of Specialties Available* 8. Details of Equipments and Furniture* 9. Audit Report of Last Two years* 10. Declaration on Stamp paper* 11. Demand Draft towards Registration Fee* 12. One set of photographs of the premises with its Functional areas (hard copy and Soft copy)* 	District Medical&Health officer
242	2		Registration or Renewal of Scanning Center Permission	30 days, Cat B		District Medical&Health officer
243	1	School Education Department	School Registration	7 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form Any in Triplicate * 2. Original Challan Receipt * 3. Copy of Society Registration Certificate * 4. Copy of Society By-Laws * 5. Copy of National Savings Certificate * 6. Sanitation Certificate * 7. Structure Soundness Certificate * 8. Teacher's Certificate copies * 9. Building Plan * 10. Rental Deed/Ownership * 11. Self-Addressed envelope, acknowledgement and affixed Registered postage fee stamps * <p>Workflow:</p>	District Educational Officer(DEO)
244	2		CORRECTION OF SSC CERTIFICATE	30 Days, Cat B	<ol style="list-style-type: none"> 1. Application Form 2. Parent Declaration Form 3. Copy of SSC Memo 	Director of Government Examinations(DGE)
245	1		NAME CHANGE - EPDCL	Cat B, 7 Days	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
246	2		NEW CONNECTION - 6A – STREET LIGHTS - EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer

247	3	EPDCL	NEW CONNECTION - 6B – PUBLIC WATER WORKS - EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
248	4		NEW CONNECTION - GENERAL PURPOSE - EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
249	5		NEW CONNECTION - RELIGIOUS PLACES (Temples, Church, Mosque, Govt. Schools etc.) - EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
250	6		NEW CONNECTION COMMERCIAL -EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
251	7		NEW CONNECTION COMMERCIAL- HOARDINGS-EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer

252	8		NEW CONNECTION DOMESTIC -EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
253	9		Load Change - EPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
254	10		CATEGORY CHANGE- EPDCL	Cat B, 7 Days	<ol style="list-style-type: none"> 1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form 	Assistant Divisional Engineer
255	1		New Connection Domestic -CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)		Assistant Divisional Engineer
256	2		New Connection General Purpose-CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)		Assistant Divisional Engineer
257	3		Name Change- CPDCL	Cat B, 7 Days		Assistant Divisional Engineer
258	4		Load Change-CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180 Days)		Assistant Divisional Engineer
259	5		Category Change-CPDCL	Cat B, 7 Days		Assistant Divisional Engineer

260	6	CPDCL	New Connection-6A Street Lights - CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180	1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form	Assistant Divisional Engineer
261	7		New Connection-6B-Public Water Works - CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer
262	8		New Connection Commercial - CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assistant Divisional Engineer
263	9		New Connection Commercial Hoardings - CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer
264	10		New Connection Agriculture Services - CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assistant Divisional Engineer
265	11		New Connection Religious Places CPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer
266	1		Rural Development	Request for AIDS & Appliances		Cat A, 15 Minutes
267	2	Request for SADAREM Certificate		Cat A, 15 Minutes	Delivered across the counter	
268	1	Co-operative Societies	Amendment of Bye laws	Cat B, 30 days	1% of Registration Fee Subject to Minimum Rs. 50/-	District Co-Operative Officer
269	2		Co Operative Society Registration	Cat B, 30 days - APCS 60 days - MACS	Weaker Section - Rs. 500/- Urban banks - Rs. 25,000/- Housing - Rs. 20,000/- Credit Societies - Rs. 5,000/- Other Societies - Rs. 100/- Dist. Level Societies - Rs.10,000/- State Level Federation - Rs. 25,000/-	1964 Act->Divisional Level Cooperative Officer(DLCO) 1995 Act->District Cooperative officer(DCO)
270	3		Conversion of Registered Cooperative Society to 1995 acts	Cat B, 45 days	Weaker Section - Rs. 500/- Urban banks - Rs. 25,000/- Housing - Rs. 20,000/- Credit Societies - Rs. 5,000/- Other Societies - Rs. 500/- Dist. Level Societies - Rs.10,000/- State Level Federation - Rs. 25,000/-	District Co-Operative Officer(DCO)

271	4		Issuance of Registration Certificate	Cat A, 15 Minutes	Weaker Section - Rs. 100/- Urban banks - Rs. 1,000/- Housing - Rs. 2,000/- Credit Societies - Rs. 1,000/- Other Societies - Rs. 100/- Dist. Level Societies - Rs.1,000/- State Level Federation - Rs. 5,000/-	Delivered across the counter
272	5		Issue of Certified Copy of Bye Law	Cat A, 15Min	Weaker Section - Rs. 100/- Urban banks - Rs. 1,000/- Housing - Rs. 2,000/- Credit Societies - Rs. 1,000/- Other Societies - Rs. 100/- Dist. Level Societies - Rs.1,000/- State Level Federation - Rs. 5,000/-	Delivered across the counter
273	1	Employment	Registration with Employment Exchange	Cat B, 5 Days	1. Education Qualification Memo's	District Employment Officer
274	1	Technical Education	Application for Migration Certificate	Cat B, 3 Days(After 1984), 6Days (Before 1984)	Application Form	Principal
275	2		Duplicate Marks Memo	Cat B, 3 Days		Principal
276	3		Genuineness of Certificate	Cat B, 7 Days		Principal
277	4		Interim Certificate	Cat B, 3 Days		Principal
278	1	Warangal Municipal Corporation	Application for New Tap Connection	Cat B, 15 Days	No Documents Required	Municipal Commissioner
279	2		Application for New Trade License	Cat B, 15 Days	No Documents Required	Municipal Commissioner
280	3		Application for Tax Billing of Property and Water Tax	Cat B, 15 Days	No Documents Required	Municipal Commissioner
281	4		Application for Trade License Billing	Cat B, 15 Days	No Documents Required	Municipal Commissioner
282	5		Final Payment for WMC Services	Cat B, 15 Days	No Documents Required	Municipal Commissioner
283	1		Certified copy of Service Rendering Certificates for Cash Grants	Cat A, 15 Minutes	Application Form	Delivered across the counter
284	2		Certified copy of Proceedings regarding appointment of Management Committees	Cat A, 15 Minutes		Delivered across the counter
285	3		Certified Copy of Muntakhabs, Registered u/s.36 of Waqf Act 1995	Cat A, 15 Minutes		Delivered across the counter
286	4		Certified copy of Proceedings regarding Appointment of Muthawallies	Cat A, 15 Minutes		Delivered across the counter
287	5	Minority Welfare	ISSUE OF MARRIAGE LICENSE TO PASTORS	Cat B, 30 Days	1. "Recommendation of Pastor or Main Organization" 2. "Congregation Letter with minimum 100 members" 3. "Community Cert only for BC "C" or Baptism Certificate" 4. "Educational Qualification (Min. SSC Certificate)" 5. "Date of Birth Certificate" 6. "Bible Training Certificate in Theology or Divinity registered under Societies Act" 7. "MRO or RDO Report" 8. "SP Report"	SECRETARY, MWD
288	6		MINORITY STATUS CERTIFICATE	Cat B, 30 Days	1. "Society Registration Form" 2. "Society By laws/Aims and objectives of the educational agency" 3. "List of office bearers" 4. "Religious Proof of the Governing Body members" 5. "Inspection Report" 6. "Govt orders under which the institution has been permitted to be established (for renewal only)"	SECRETARY, MWD

289	1	Intermediate Education	Duplicate Marks Memo	Cat B, 3 Days	No Documents Required	DEPUTY SECRETARY
290	2		Migration Certificate	Cat B, 3 Days	No Documents Required	DEPUTY SECRETARY
291	3		Recounting/Re-Verification of Marks	Cat B, 15 Days	No Documents Required	Delivered across the counter
292	1	Aarogyasri	Aarogyasri employee health card	Cat B, 3 Days	1. Application Form 2. ID Proof	DHO
293	1	Collegiate Education	Application for Admission into colleges	15 Min, Cat A	No Documents Required	Delivered across the counter
294	2		Transfer Certificate	5 days, Cat B	No Documents Required	Principal
295	3		Conduct Certificate	3 Days, Cat B	No Documents Required	Principal
296	4		Bonafied Certificate	4 Days, Cat B	No Documents Required	Principal
297	1	HYDERABAD METROPOLITAN WATER SUPPLY&SEWER AGE BOARD	Application for enhancements of existing water connection	Cat B, 30 Days	1. Identity Proof* 2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)	DEPUTY GENERAL MANAGER /GENERAL MANAGER
298	2		Application For New Water Connection	Cat B, 30 Days	1. Identity Proof* 2. Affidavit* 3. Copy Registered Deed.* 4. GHMC Occupancy Certificate* 5. Muncipal Sanctioned Plan* 6. Slum Certificate* 7. Tax Receipt*	DEPUTY GENERAL MANAGER /GENERAL MANAGER
299	3		Disconnection Request	Cat B, 30 Days	1. Identity Proof* 2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)	MANAGER
300	4		Name Change Request	Cat B, 30 Days	1. Identity Proof* 2. Any of the(Affidavit , Copy Registered Deed,GHMC Occupancy Certificate, Muncipal Sanctioned Plan, Slum Certificate, Tax Receipt)	GENERAL MANAGER
301	1		ALTERATION IN REGISTRATION OF MANUFACTURER/PACKER	Cat B, 15 Days	1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant Controller	Controller

302	2	Legal Metrology	APPEAL AGAINST THE ORDER OF INSPECTOR/ASST CONTROLLER/DEPUTY CONTROLLER	Cat B, 30 Days	1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case"	Controller
303	3		APPEAL TO GOVT AGAINST ORDER OF CONTROLLER	Cat B, 30 Days	1. "Order against which the appeal is being made" 2. "Brief history of Case" 3. "Full facts of the case"	Secretary to Civil Supplies
304	4		CONDUCT TEST OF FRESH SAMPLES	Cat B, 30 Days	No Documents Required	Assistant Controller
305	5		GRANT OF DEALING LICENSE	Cat B, 30 Days	models by GOI and manufacturing licence" 2. "Municipal trade licence" 3. "Security deposit" 4. "Proof of identity of the applicant" 5. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director" 6. "Test report of the Assistant controller with regard to the weighing & measuring instruments" 7. "Operational manual for all approved models of the weighing & measuring instruments"	Controller
306	6		GRANT OF MANUFACTURING LICENSE	Cat B, 30 Days	1. "Copies of certificates of approval of models by GOI" 2. "Secure deposit" 3. "Labour licence" 4. "Lease/Rental/ownership deed of promises" 5. "Original Skilled Worker certificate to be enclosed with the application" 6. "Proof of identity of the applicant" 7. "Signature of applicant in the application" 8. "Willingness of the skilled worker and attested by the applicant" 9. "Test reports of the RDC with regards of weighing & Measuring instruments"	Controller
307	7		GRANT OF REPAIRING LICENSE	Cat B, 30 Days	2. "Verification certificate of the weighing and measuring instruments" 3. "Security deposit" 4. "Lease/Rental/Ownership deed of the premises" 5. "Proof of identity of the applicant" 6. "Original Skilled Worker certificate deposited with the Asst.Controller concerned" 7. "Whether application is signed by (1)Proprietor (2)Managing partner (3) Managing director" 8. "Workshop test report by the ILM/DILM"	Controller

308	8		REGISTRATION AS MANUFACTURER/PACKER/IMPORTER		1. Municipal / Gram panchayat Trade License 2. Sales Tax Registration Copy with TIN 3. Whether applicant is in prescribed form: 4. Whether applicant is a sole proprietor / Managing partner / Managing Director/ Authorized signatory 5. If the applicant is an authorized signatory, proof thereto: 6. Whether registered partnership deed or articles in case of partnership form or registered company as the case may be 7. Whether furnished Name(s) and Address(s) of the proprietor / Partner / Directors 8. Whether complete address of the premises at which the pre-packing or imported and net quantities to be packed (See rule 5) 9. Whether Name(s) of the commodity /Commodities to be pre-packed or imported and net quantities to be packed (see rule 5) 10. Whether Trade License (details) furnished 11. Whether Label (details) are furnished 12. Recommendation of the Assistant Controller	Controller
				Cat B, 30 Days		
309	9		Issue of Duplicate License		1. Identification Copy 2. Non traceable certificate by the police	Controller
				Cat B,30 Days		
310	10		Duplicate Verification of License		1. Identification Copy 2. Non traceable certificate by the police	DistrictInspector/Inspector
				Cat B,30 Days		
311	11		Alteration of License		1. To proof 2. Duplicate &Original Copys of licences 3. Any relevant document such as Partner Deal,Premises Change,Skilled worker Certificate	Controller
				Cat B, 30 Days		
312	1	Endowment Department	SRI DURGA MALLESWARA SEVA TICKET BOOKING	Cat A, 15 Minutes	No Documents Required	Delivered across the counter
313	2		SRI LAXMI NARASIMHA SEVA TICKET BOOKING	Cat A, 15 Minutes	No Documents Required	Delivered across the counter
314	3		SRI VENKATESWARA SWAMY SEVA TICKET BOOKING	Cat A, 15 Minutes	No Documents Required	Delivered across the counter
315	1		New Connection Domestic- SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
316	2		New Connection General Purpose- SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
317	3		Name Change-SPDCL	Cat B, 7 Days		Assitant Divisional Engineer (ADE)

318	4	SPDCL	Load Change Application-SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180	1.Application Form 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card 3. Caste Certificate (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises 5. Municipality/Gram panchayat Permission Letter 6. Indemnity Bond 7. Transfer Trans free Document 8. Latest Bill and Receipt 9. A Form	Assitant Divisional Engineer (ADE)
319	5		Category Change Application-SPDCL	Cat B, 7 Days		Assitant Divisional Engineer (ADE)
320	6		New Connection-6A- Street lights - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
321	7		New Connection-6B-Public Water Works - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
322	8		Category Load Change - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
323	9		New Connection - Commercial - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
324	10		New Connection - Commercial Hoardings - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)
325	11		New Connection Religious Places - SPDCL	Cat B, (With Estimate LT Urban- 2Days, Rural- 7 days/ Without Estimate LT- 30Days, 11Kv-60 Days, 33KV- 90 Days, EHT 180		Assitant Divisional Engineer (ADE)

326	1	Fisheries	Compliance Form for License Application	Cat B, 60 Days	<ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit* 	District Fishery Office(DFO)
327	2		Final Registration of New Fresh Water Aquaculture Farm	Cat B, 30 Days	<ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit* 	District Fishery Office(DFO)
328	3		Provisional Application for Registration of new Fresh Water Aquaculture Farm	Cat B, 90 Days	<ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 	District Fishery Office(DFO)
329	4		Renewal of License Application	Cat B, 60 Days	<ol style="list-style-type: none"> 1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit* 	District Fishery Office(DFO)
330	1	Factories	Amendments in Horse Power/Man Power	Cat B, 7 Days	<ol style="list-style-type: none"> 1. Meeseva Application Form* 2. Plan Approval Document 3. Pan Card of organization/ Aadhar Card of Occupier * 	DCF/DOF
331	2		Annual Fee Payment	Cat A, 15 Minutes	<ol style="list-style-type: none"> 1. Meeseva Application Form* 2. Pan Card of organization/ Aadhar Card of Occupier * 	DCF/DOF
332	3		Annual Returns	Cat A, 15 Minutes	<ol style="list-style-type: none"> 1. Meeseva Application Form* 2. Department Application Form * 3. Pan Card of organization/ Aadhar Card of Occupier * 	DCF/DOF

333	4		Change of Manager/ Occupier	Cat B, 7 Days	1. Meeseva Application Form* 2.Factory License* 3.Pan Card of organization/ Aadhar Card of Occupier *	DCF/DOF
334	5		Plan Amendments Application	Cat B, 30 Days	1. Meeseva Application Form* 2.Pan Card of organization/ Aadhar Card of Occupier *	DCF/DOF
335	1	Directorate of Medical Education	ISSUE OF DIPLOMA CERTIFICATE	Cat A, 15 Minutes	No Documents Required	Director
336	2		ISSUE OF DUPLICATE MARKS MEMO	Cat B, 15 Days	1. Application Form 2. Copy of Marks Memo(1st, 2nd, 3rd Year) 3. Copy of Marks Memo Internship 4. Affidavit Document	Director
337	3		ISSUE OF MARKS MEMO(I/II/III YR)	Cat A, 15 Minutes	No Documents Required	Director
338	4		MARKS MEMO FOR INTERNSHIP	Cat A, 15 Minutes	No Documents Required	Director
339	5		RECOUNTING /RE-VERIFICATION OF MARKS	Cat B, 30 Days	No Documents Required	Director
340	1	Drug Control	GRANT OF LICENSE FOR RETAIL & WHOLESALE MEDICAL SHOPS	Cat B, 30 Days	Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit*	DMHO
341	2		PROCESSING OF APPLICATIONS FOR CHANGES IN EXISTING LICENSES	Cat B, 30 Days	1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm* 8. Pond 80%area certificate* 9. Walta ACT2002 Affidavit*	DMHO
342	3		RENEWAL OF LICENSES FOR RETAIL & WHOLESALE MEDICAL SHOPS	Cat B, 30 Days	1. Application Form* 2. Pattadhar pass book / ROR –lease deed* 3. FMB of proposed pond* 4. Pond explanatory sketch * 5. Village explanatory map with distance * 6. Notice on GP notice board* 7. No objection from neighboring farm*	DMHO