



## Final Registration of New Fresh Water Aquaculture Farm

Aquaculture also known as Aqua farming, it is the farming of aquatic organisms such as fish, molluscs, aquatic plants etc. Aquaculture involves cultivating freshwater and saltwater populations under controlled conditions and can be contrasted with commercial fishing.

The main use of the compliance form for License service is to avail the Compliance form for the registered farms and unregistered farms; whether the farms are cultivating the culture aspects according to the guidelines of fisheries act. To apply this service, citizen needs to approach Meeseva Franchise. This service comes under Fisheries Department.

The issuing authority of Final Registration of New Fresh water Aquaculture Farm is District Fisheries Officer.

Category Type	B
Service Charges	NA
User Charges	INR 35/-
Postal Charges	NA (Post Local)
	NA (Post Non Local)
Documents Required	<ol style="list-style-type: none"><li>1. Application Form*</li><li>2. Pattadhar pass book / ROR –lease deed*</li><li>3. FMB of proposed pond*</li><li>4. Pond explanatory sketch *</li><li>5. Village explanatory map with distance *</li><li>6. Notice on GP notice board*</li><li>7. No objection from neighboring farm*</li><li>8. Pond 80%area certificate*</li><li>9. Walta ACT2002 Affidavit*</li></ol>
SLA	30 Working days

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



**Procedure for Processing the Request at Department End: -**

**Level 1 (Mandal level committee):-**

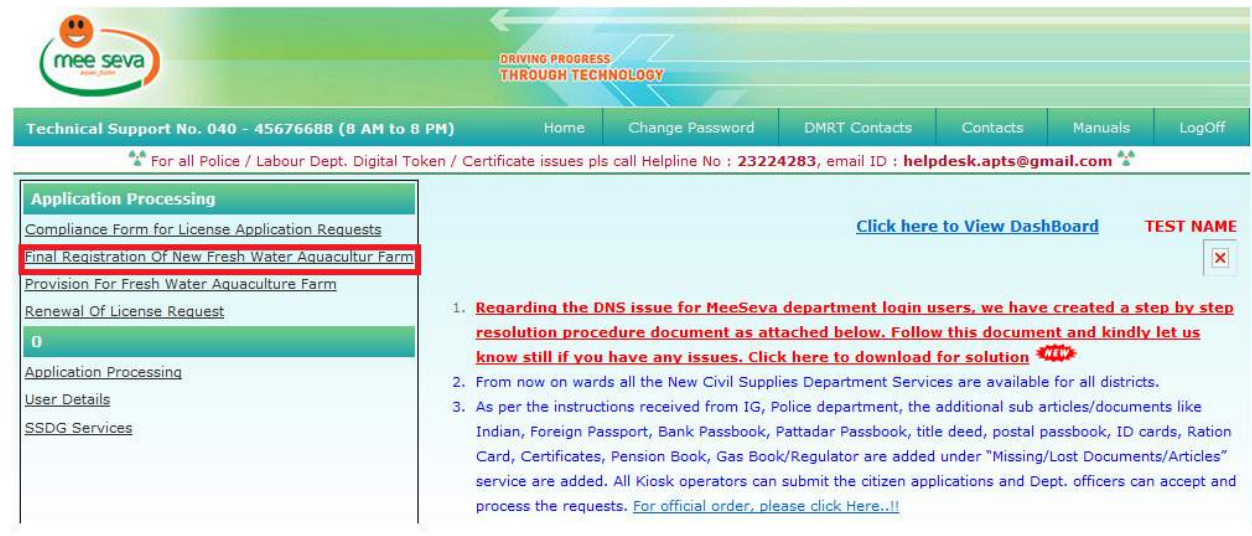
Level of Committee	User Designation	Department
MANDAL LEVEL	AEI	Irrigation
	FDO	Fisheries
	GWD	Ground Level water
	MAO	Agriculture
	MRO	Revenue

**Note** : - FDO is competent authority for forward the application from Mandal level to District level committee.FDO need not to wait for all committee members remarks updating in application form.

Other Committee Members can update their remarks in Application form through login in Meeseva portal.

**FDO End: -**

- ◆ Select “Final Registration of New Fresh water Aquaculture Farm Requests” from Application Processing. It has been depicted in figure 1.



**Figure 1: Final Registration of New Fresh water Aquaculture Farm Requests Process link under Application Processing**



- ◆ After selection of “Final Registration of New Fresh water Aquaculture Farm Requests” link, processing window will be displayed. Select from Date, to Date, Status, and click on Get Details Button as depicted in figure 2.

**Processing - Final Registration of New Fresh Water Aquaculture Farm Application**

**User Profile**

User Id : WGD-BVR-FDO-1      Role : FISHERIES DEVELOPMENT OFFICER

**Search Criteria**

From Date : 07/12/2014      To Date: 09/12/2014

Status \* : All

**Get Details**

Final Registration of New Fresh Water Aquaculture Farm Requests From 07/12/2014 To 09/12/2014

S.No.	Application No	Applicant Name	Application Date	Committee Level Status	Status
1	<a href="#">FRN011400000333</a>	KIRAN	09/12/2014	Mandal Level	Not Viewed

◆ Figure 2: FDO processing window in Final Registration of New Fresh water Aquaculture Farm Requests screen

- ◆ Select the Request which has to be processed as depicted in figure 3.

**Processing - Final Registration of New Fresh Water Aquaculture Farm Application**

**User Profile**

User Id : WGD-BVR-FDO-1      Role : FISHERIES DEVELOPMENT OFFICER

**Search Criteria**

From Date : 07/12/2014      To Date: 09/12/2014

Status \* : All

**Get Details**

Final Registration of New Fresh Water Aquaculture Farm Requests From 07/12/2014 To 09/12/2014

S.No.	Application No	Applicant Name	Application Date	Committee Level Status	Status
1	<a href="#">FRN011400000333</a>	KIRAN	09/12/2014	Mandal Level	Not Viewed



Figure 3: Request selection in FDO Processing window

- ◆ After selection of the request, request details page will be displayed as depicted in Below figures.

Final Registration of New Fresh Water Aquaculture Farm Application Details				
User ID :	WGD-BVR-FDO-1	User Name :	TEST NAME	
Operator Name :	TCS TEST CHANNEL	Mobile No :	917396574907	
Applicant Details				
Applied provisional application in meeseva :	No	Provisional Application Number :		
Application No :	FRN011400000333	Aadhar No :		
Applicant Name :	KIRAN	Father/Husband Name :	BABU	
Gender:	Male	Date of Birth:		
Door No :		Locality/Landmark :		
State :	AndhraPradesh			
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANNAVARAM	Pincode :		
Mobile No :	9912906164	Email Id :		
Land Phone No :		Fax :		
Modify Application Number :				
Postal Details				
State:	AndhraPradesh			
Door No :		Locality/Landmark :		
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANNAVARAM	Pincode :		
Details of land for which registration is applied for :-				
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANAKADERU	Survey No :	123	
Total farm area (in Acres) :	6	Water spread area (in Acres) :	2	
Ownership right :	Free Hold			
Boundaries Of The Farm :				
	Survey Number	Name Of The LandHolder	Father/Husband Name	Address
East :	321	TEST	TEST	TEST
West :	321	TEST	TEST	TEST
North :	321	TEST	TEST	TEST
South :	321	TEST	TEST	TEST



Usage of bore water to supplement the evaporation			
Permission under the A.P WALTA Act. 2002 :	YES	Depth of bore well :	600
Diameter of the bore well:	600	Yield/hour:	6
Capacity of the motor:	600	Whether seepage channel is provided:	No
Culture aspects			
Species of:	Fish	Type of culture:	TEST
Stocking densities:	TEST	Feeding pattern:	TEST
Duration of crop (In Months):	3	No of crops:	2
Other details,if any:	TEST		
Informant Details			
Informant Name :	KIRAN	Relation :	Self
Mobile No :	9912906164	Delivery Type :	Manual
Checklist			
<a href="#">Checklist</a>			
Application Documents Attached			
1	Pattadhar pass bok/ROR lease deed		<a href="#">01~Know Your Aadhaar.pdf</a>
2	FMB of proposed pond		<a href="#">02~Know Your Aadhaar.pdf</a>
3	Pond explanatory map with distances		<a href="#">03~Know Your Aadhaar.pdf</a>
4	Village explanatory map with distances		<a href="#">04~Know Your Aadhaar.pdf</a>
5	Notice on GP notice board		<a href="#">05~Know Your Aadhaar.pdf</a>
6	No objection form neighbouring farm		<a href="#">06~Know Your Aadhaar.pdf</a>
7	Pond 80% area certificate		<a href="#">07~Know Your Aadhaar.pdf</a>
8	Walta act 2002 affidavit		<a href="#">08~Know Your Aadhaar.pdf</a>
		Mandal Level Committee	District Level Committee
<b>No Data Available</b>			
Message To Applicant			
<b>Message to Applicant * :</b> (Please use this option to inform applicant in case of any clarification required for your office)		<input type="text"/>	
		Characters Remaining	
Proceedings*			
<input type="checkbox"/> Recommend <input type="checkbox"/> Reject		<input type="text"/> <input type="button" value="Browse..."/>	
<b>Remarks * :</b> (Maximum 200 Characters)		<input type="text"/>	
		Characters Remaining	
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Send SMS"/>			

Figure : Request details page of FDO



FDO click on check list in the Application form, Submit the checklist after filling committee remarks and Message **Displays Inserted Successfully** as depicted in figures

Government of Andhra Pradesh  
mee seva  
Technical Support No. 040 - 456766  
For all Police / Labour

type of culture*	test
stocking densities*	test
feeding pattern*	test
duration of crop*	test
No. of crops*	test
Banned antibiotics & Pharmacologically active substances using or not*	test
Records of inputs like seed,feed,medicines,production detials,bills for expendituremaintaing or not*	test
Farmer should give appropriate affidavit that he could stock speceies allowed in AP SEED ACT 2005 only*	test
No dues certificate from any service Bank*	3

**Inserted Successfully**

Print Submit

**Note:-**After Submission of Check list only, system will allow the FDO to forward application from Mandal level to District level



- ◆ FDO Download all the attached documents from “Documents Attached” panel by clicking on links, upload check list and select Recommend/Reject with his Remarks and click on Submit Button as depicted in figure 4.

Application Documents Attached		
1	Pattadar pass bok/ROR lease deed	<a href="#">01-Know Your Aadhaar.pdf</a>
2	FMB of proposed pond	<a href="#">02-Know Your Aadhaar.pdf</a>
3	Pond explanatory map with distances	<a href="#">03-Know Your Aadhaar.pdf</a>
4	Village explanatory map with distances	<a href="#">04-Know Your Aadhaar.pdf</a>
5	Notice on GP notice board	<a href="#">05-Know Your Aadhaar.pdf</a>
6	No objection form neighbouring farm	<a href="#">06-Know Your Aadhaar.pdf</a>
7	Pond 80% area certificate	<a href="#">07-Know Your Aadhaar.pdf</a>
8	Waite act 2002 affidavit	<a href="#">08-Know Your Aadhaar.pdf</a>

Mandal Level Committee | District Level Committee

**No Data Available**

**Message To Applicant**

Message to Applicant \* :  
(Please use this option to inform applicant  
in case of any clarification required for your office)

Characters Remaining

**Proceedings\***

Recommend  Reject

C:\Users\824012\Desktop Browse...

**FORWARD**

Remarks \* :  
(Maximum 200 Characters)

Characters Remaining 193

Figure 4: Attached Documents in Final Registration of New Fresh water Aquaculture Farm request details Page

**Note:** - Now Request is at District level committee end.

**Note:** - FO is competent authority for Approve or Reject the application.



## Level 2:- District level Committee

Level of Committee	User Designation	Department
DISTRICT LEVEL	JD	Agriculture
	COL	District Collector
	DDG	Ground Level water
	DFO	Forest
	EAGF	Eminent Agriculture Farmer
	EAQF	Eminent Aqua Farmer
	EEI	Irrigation
	EENV	Eminent Environmentalist
	EEP	Pollution Control Board
	FO	Fisheries

**Note** : - FO is competent authority for Approval of Application. FO need not to wait for all committee members remarks updating in application form.

Other Committee Members can update their remarks in Application form through login in Meeseva portal.

Committee members are; JDA, COL, DDG, DFO, EAGF, EAQF, EEI, EENV, EEP, FO

### FO End: -

- ◆ Select "Final Registration of New Fresh water Aquaculture Farm Requests " from Application Processing. It has been depicted in figure 1.

**Application Processing**

- [Compliance Form for License Application Requests](#)
- [Final Registration Of New Fresh Water Aquacultur Farm](#)**
- [Provision For Fresh Water Aquaculture Farm](#)
- [Renewal Of License Request](#)

**0**

- [Application Processing](#)
- [User Details](#)
- [SSDG Services](#)

[Click here to View Dashboard](#) **Test Fisheries Officer**

- Regarding the DNS issue for Meeseva department login users, we have created a step by step resolution procedure document as attached below. Follow this document and kindly let us know still if you have any issues. Click here to download for solution**
- From now on wards all the New Civil Supplies Department Services are available for all districts.
- As per the instructions received from IG, Police department, the additional sub articles/documents like Indian, Foreign Passport, Bank Passbook, Pattadar Passbook, title deed, postal passbook, ID cards, Ration Card, Certificates, Pension Book, Gas Book/Regulator are added under "Missing/Lost Documents/Articles" service are added. All Kiosk operators can submit the citizen applications and Dept. officers can accept and process the requests. [For official order, please click Here..!!](#)
- For any issues, queries, Complaints regarding SSDG services, Please dial 1100 as a new SSDG help desk has setup.

**Figure 1: Final Registration of New Fresh water Aquaculture Farm Application Requests Process link under Application Processing**





- ◆ After selection of “Final Registration of New Fresh water Aquaculture Farm Requests” link, processing window will be displayed. Select from Date, to Date , Status, and click on Get Details Button as depicted in figure 2.



Processing - Final Registration of New Fresh Water Aquaculture Farm Application					
<b>User Profile</b>					
User Id :	FO-WGD-ADMIN		Role :	District Fisheries Officer	
<b>Search Criteria</b>					
From Date :	07/12/2014		To Date:	09/12/2014	
Status *	All				
<b>Get Details</b>					
 					
<b>Final Registration of New Fresh Water Aquaculture Farm Requests From 07/12/2014 To 09/12/2014</b>					
S.No.	Application No	Applicant Name	Application Date	Committee Level Status	Status
1	<a href="#">FRN011400000333</a>	KIRAN	09/12/2014	District Level	Open

Figure 2: FO Processing window in Final Registration of New Fresh water Aquaculture Farm Request screen

- ◆ Select the Request which has to be processed as depicted in figure 3.



Processing - Final Registration of New Fresh Water Aquaculture Farm Application					
<b>User Profile</b>					
User Id :	FO-WGD-ADMIN		Role :	District Fisheries Officer	
<b>Search Criteria</b>					
From Date :	07/12/2014		To Date:	09/12/2014	
Status *	All				
<b>Get Details</b>					
 					
<b>Final Registration of New Fresh Water Aquaculture Farm Requests From 07/12/2014 To 09/12/2014</b>					
S.No.	Application No	Applicant Name	Application Date	Committee Level Status	Status
1	<a href="#">FRN011400000333</a>	KIRAN	09/12/2014	District Level	Open

Figure 3: Selection of dates in FO Processing window



- ◆ After selection of the request, request details page will be displayed as depicted in below figures.

Postal Details				
State:	AndhraPradesh			
Door No :		Locality/Landmark :		
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANNAVARAM	Pincode :		
Details of land for which registration is applied for :-				
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANAKADERU	Survey No :	123	
Total farm area (in Acres) :	6	Water spread area (in Acres) :	2	
Ownership right :	Free Hold			
Boundaries Of The Farm :				
	Survey Number	Name Of The LandHolder	Father/Husband Name	Address
East :	321	TEST	TEST	TEST
West :	321	TEST	TEST	TEST
North :	321	TEST	TEST	TEST
South :	321	TEST	TEST	TEST
Final Registration of New Fresh Water Aquaculture Farm Application Details				
User ID :	FO-WGD-ADMIN	User Name :	Test Fisheries Officer	
Operator Name :	TCS TEST CHANNEL	Mobile No :	917396574907	
Applicant Details				
Applied provisional application in meeseva :	No	Provisional Application Number :		
Application No :	FRN011400000333	Aadhar No :		
Applicant Name :	KIRAN	Father/Husband Name	BABU	
Gender:	Male	Date of Birth:		
Door No :		Locality/Landmark :		
State :	AndhraPradesh			
District :	West Godavari	Mandal :	Bheemavaram	
Village :	ANNAVARAM	Pincode :		
Mobile No :	9912906164	Email Id :		
Land Phone No :		Fax :		
Modify Application Number :				



Usage of bore water to supplement the evaporation						
Permission under the A.P WALTA Act. 2002 :	YES	Depth of bore well :	600			
Diameter of the bore well:	600	Yield/hour:	6			
Capacity of the motor:	600	Whether seepage channel is provided:	No			
Culture aspects						
Species of:	Fish	Type of culture:	TEST			
Stocking densities:	TEST	Feeding pattern:	TEST			
Duration of crop (In Months):	3	No of crops:	2			
Other details,if any:	TEST					
Informant Details						
Informant Name :	KIRAN	Relation :	Self			
Mobile No :	9912906164	Delivery Type :	Manual			
Checklist						
<a href="#">Checklist</a>						
Application Documents Attached						
1.	Pattadar pass bok/ROR lease deed		<a href="#">01-Know Your Aadhaar.pdf</a>			
2.	FMB of proposed pond		<a href="#">02-Know Your Aadhaar.pdf</a>			
3.	Pond explanatory map with distances		<a href="#">03-Know Your Aadhaar.pdf</a>			
4.	Village explanatory map with distances		<a href="#">04-Know Your Aadhaar.pdf</a>			
5.	Notice on GP notice board		<a href="#">05-Know Your Aadhaar.pdf</a>			
6.	No objection form neighbouring farm		<a href="#">06-Know Your Aadhaar.pdf</a>			
7.	Pond 80% area certificate		<a href="#">07-Know Your Aadhaar.pdf</a>			
8.	Waite act 2002 affidavit		<a href="#">08-Know Your Aadhaar.pdf</a>			
		Mandal Level Committee	District Level Committee			
S.No.	Name	Designation	Remarks	Check List	CheckList Preview	Updated Date
1	TEST NAME	FISHERIES DEVELOPMENT OFFICER	FORWARD	<a href="#">Know Your Aadhaar.pdf</a>	<input type="button" value="View"/>	09/12/2014
Message To Applicant						
<b>Message to Applicant * :</b> (Please use this option to inform applicant in case of any clarification required for your office)			<input type="text"/> Characters Remaining			
Modify						
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="text"/> Characters Remaining			
<b>Remarks * :</b> (Maximum 200 Characters)			<input type="text"/> Characters Remaining			
		<input type="button" value="Back"/>	<input type="button" value="Send SMS"/>			

Figure 4: Selection of request status in FO Processing window



FO click on check list in the Application form, Submit the checklist after filling committee remarks and Message **Displays Inserted Successfully** as depicted in figures

type of culture*	test
stocking densities*	test
feeding pattern*	test
duration of crop*	test
No. of crops*	test
Banned antibiotics & Pharmacologically active substances using or not*	test
Records of inputs like seed,feed,medicines,production detials,bills for expendituremaintaing or not*	test
Farmer should give appropriate affidavit that he could stock speceies allowed in AP SEED ACT 2005 only*	test
No dues certificate from any service Bank*	3

**Inserted Successfully**

Print Submit

**Note:-**After Submission of Check list only, system will allow the FO to Approve the Application



- ◆ FO Download all the attached documents from “Documents Attached” panel by clicking on links , and select Modify yes/No with his Remarks , Upload Check list and click on Sign Button as depicted in figure 9.
- ◆ Here I am selecting Modify as NO ( if yes enter remarks and Click on Modify Button and Enter Modifications)

**Application Documents Attached**

1	Pattadar pass bok/RDR lease deed	<a href="#">01-Know Your Aadhaar.pdf</a>
2	FMB of proposed pond	<a href="#">02-Know Your Aadhaar.pdf</a>
3	Pond explanatory map with distances	<a href="#">03-Know Your Aadhaar.pdf</a>
4	Village explanatory map with distances	<a href="#">04-Know Your Aadhaar.pdf</a>
5	Notice on GP notice board	<a href="#">05-Know Your Aadhaar.pdf</a>
6	No objection form neighbouring farm	<a href="#">06-Know Your Aadhaar.pdf</a>
7	Pond 80% area certificate	<a href="#">07-Know Your Aadhaar.pdf</a>
8	Waite act 2002 affidavit	<a href="#">08-Know Your Aadhaar.pdf</a>

Mandal Level Committee | District Level Committee

S.No.	Name	Designation	Remarks	Check List	CheckList Preview	Updated Date
1	TEST NAME	FISHERIES DEVELOPMENT OFFICER	FORWARD	<a href="#">Know Your Aadhaar.pdf</a>	<a href="#">View</a>	09/12/2014

**Message To Applicant**

Message to Applicant \* :  
(Please use this option to inform applicant  
in case of any clarification required for your office)

Characters Remaining

**Modify**

Yes  No

**District Fisheries Officer Proceedings\***

Approve  Reject

C:\Users\B24012\Desktop\ browse...

approve

Remarks \* :  
(Maximum 200 Characters)

Characters Remaining 193

[Sign](#) [Back](#) [Send SMS](#)



- ◆ After clicking on “Sign” button “Final Registration of New Fresh water Aquaculture Farm Certificate Generated as depicted in following figure.

**GOVERNMENT OF ANDHRA PRADESH**  
**FISHERIES DEPARTMENT**  
**CERTIFICATE OF REGISTRATION OF FRESHWATER AQUACULTURE FARM**  
**ANNEXURE VII to GO Ms No.7.ANIMAL HUSBANDRY, DAIRY DEVELOPMENT AND FISHERIES (FISH.II)**  
**DEPARTMENT Dated 16.3.2013**

Registration No: 05140001



The fresh water aquaculture farm of Shri/ Smt/M/s **KIRAN** Son/ Daughter/Wife of **BABU** residing at ,ANNAVARAM , Bheemavaram, West Godavari is registered by the Fisheries Department for a period of 5 years with effect from 09/12/2014 to 09/12/2019.

**DETAILS OF THE UNIT AND TECHNOLOGY TO BE FOLLOWED**

<b>1. Location of the Farm</b>	
District	: <u>West Godavari</u>
Mandal	: <u>Bheemavaram</u>
Revenue Village	: <u>ANAKADERU</u>
<b>2. Survey No</b>	
	: <u>123</u>
<b>3. Total farm area</b>	
	: <u>6</u>
<b>4. Total water spread area</b>	
	: <u>2</u>
<b>5. Species to be cultured</b>	
	: <u>Fish</u>
<b>6. Stocking density</b>	
	: <u>TEST</u>
<b>7. No of crops per year</b>	
	: <u>2</u>

Name : KIRAN  
Address : ,  
ANNAVARAM  
Bheemavaram  
West Godavari

Certified By

Name : Test Fisheries Officer  
Designation : District Fisheries Officer  
District : West Godavari

Figure 5 : certificate