



FARM MECHANIZATION-USER MANUAL-DEPARTMENT END

Farm Mechanization Application request is applied by the citizen through the Meeseva centers. This request can be accessed by the Department and processed. The processing steps and screens are provided below.

Category Type	B
Documents Required	1. Application Form* 2. Proposal Form from MAO* 3. Proof Document* 4. Photo
SLA	10 Working days

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

Procedure for Processing the Request at Department End: -

Level 1

MAO End: -

- ◆ Select "Farm Mechanization Requests" from Application Processing. It has been depicted in figure 1.



Technical Support No. 040 - 45676688 (8 AM to 8 PM) Home Change Password DMRT Contacts Contacts Manuals LogOff

For all Police Dept. Digital Token / Certificate issues pls call Helpline No : 23224283, email ID : helpdesk.aps@gmail.com

Reports

- Allotment of Seed Quota at Village Level
- Report for Allotment of Subsidy seed Quota
- Report for Allotment of Subsidy Seed Quota
- CropInsurance DistrictWise Report
- CropInsurance Consalidate Report

Application Processing

- Crop Insurance Requests
- FM-NonSubsidyAmount Payment Requests
- FarmMechanization Requests**
- Subsidised Seed Distribution
- MeeSeva Request Tracking System(MRTS)
- SSDG Services

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AS PER THE INSTRUCTIONS FROM POLICE DEPARTMENT THE FOLLOWING POLICE SERVICES HAVE BEEN DISABLED FROM THE MEE SEVA

- 1) ANTECEDENT CERTIFICATE
- 2) CHARACTER CERTIFICATE

From now (27/09/2013) onwards ration card data corrections data will be fetched from the NIC server and the approved data will be posted to the NIC server for two districts Rangareddy and Hyderabad. There is no change in existing system of Kiosk and Department process.

For any queries on SSDG Services please contact :

- Shyam Kumar - 90006 88976
- Koushik Bhattacharjee - 096504 56661
- Pravalika S - 90002 16953
- Narasimha Rao - 87901 51460

Mutation Service:For all the mutation requests which are after 15/07/2013 8:20 P.M,processing is done at NIC department,after processing the request is updated at MeeSeva

Mutation Service : Now Mutation Service has been modified to accept Pattadar Details. Once Mutation Request is approved, the customer will get the Pattadar Passbook through courier. Service charges of Rs. 100/- are being collected additionally for printing & posting of the Pattadar Passbook.

Figure 1: Farm Mechanization Requests Process link under Application Processing

- ◆ After selection of “Farm Mechanization Requests” link, processing window will be displayed. It has been depicted in figure 2.

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Farm Mechanization Requests

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 10/07/2013 To Date: 16/10/2013

Status: Select

Get Details

Figure 2: MAO Processing window in Farm Mechanization Requests screen

- ◆ Select from date & to date by using calendar controls as depicted in figure 3.

Note: - Here, to date must be prior to Current date.



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Farm Mechanization Requests

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 10/07/2013 To Date: 16/10/2013

Status: Select

Get Details

Figure 3: Selection of dates in MAO Processing window

- ◆ Select “Request Status (either All/Not Viewed/Open etc...)” from request status drop down list as depicted in figure 4.

NOTE: - Here, At First the Request is in “Not Viewed” Status. Here I am selecting “Not viewed” request.

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Farm Mechanization Requests

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 10/07/2013 To Date: 16/10/2013

Status: Select

- Select
- ALL
- Notviewed
- Open
- Approved
- Rejected
- Forwarded To ADA
- Re Forwarded by ADA

Get Details

Figure 4: Selection of request status in MAO Processing window

- ◆ Click “Get Details” button to display requests as depicted in figure 5.

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Farm Mechanization Requests

User Profile

User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria

From Date: 10/07/2013 To Date: 16/10/2013

Status: Notviewed

Get Details

Figure 5: Get Details button in MAO Processing window

- ◆ All “Not Viewed” Requests are displayed as depicted in figure 6.



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Farm Mechanization Requests

User Profile
User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria
From Date: 15/10/2013 To Date: 16/10/2013
Status: Notviewed

[Get Details](#)

[Click here to download in Excel!!!](#)

Farm Mechanization From 15/10/2013 To 16/10/2013

S.No	Application No	Farmer Name	Application Date	Farmer Father Name	District	Mandal	Village	Status
1	FM10000994	PODA RAKESH	16/10/2013	PRASADARAO PODA	Chittoor	Vadamalapeta	VADAMALA	Notviewed

Figure 6: Requests in MAO Processing window

- Select the Request which has to be processed as depicted in figure 7.

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Farm Mechanization Requests

User Profile
User Id : AGRI-MAO Role : MANDAL AGRICULTURE OFFICER

Search Criteria
From Date: 15/10/2013 To Date: 16/10/2013
Status: Notviewed

[Get Details](#)

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Farm Mechanization From 15/10/2013 To 16/10/2013

S.No	Application No	Farmer Name	Application Date	Farmer Father Name	District	Mandal	Village	Status
1	FM10000994	PODA RAKESH	16/10/2013	PRASADARAO PODA	Chittoor	Vadamalapeta	VADAMALA	Notviewed

Figure 7: Request selection in MAO Processing window

- After selection of the request, request details page will be displayed as depicted in figure 8.



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Farm Mechanization Details

User Id : AGR1-MAO Name: Madhu

Farmer Details

Application Number*: FM10000994 Aadhar Number: 464967444896
 Name of Farmer*: PODA RAKESH Father Name*: PRASADARAO PODA
 Caste*: OC-General Farmer Type*: SF
 District*: Chittoor Mandal*: Vadamalapeta
 Village*: VADAMALA Proof Document*: PPB
 Khata No *: 92 Pattadhar Passbook NO : PPB376546536
 Area(in Acres)* : 12.90 Mobile* : 9059618169
 Scheme* : Select Applicant Type* : Individual Group

Group Member Details

Name	Father Name	Caste	Farmer Type	District	Mandal	Village	KhathaNo
PODA ANILKUMAR	PRASADARAO PODA	OC-General	MF	Chittoor	Vadamalapeta	VADAMALA	169

Implement Details

Package	Implement	Total	Subsidy Amount	NonSubsidy Amount
Paddy	Nursery Raising Machine (Manual)	18000.00	9000.00	9000.00
Paddy	Automatic seedling machine	198000.00	99000.00	99000.00
Paddy	Nursery Trays	85.00	43.00	42.00

Owner Details

Tractor Owner Name*: Tractor Owner Items: Tractor R.C.No*: TRC122425 Tractor engine chasis no*: TE122425

Initial Non Subsidy Amount Payment *

Machine Cost Less than 10,000 (Rs.500) Machine Cost Less than 3 Lakh (Rs.1800) Machine Cost Less than 5 Lakh (Rs.2000) Machine Cost More than 5 Lakh (Rs.5000)

Address for Communication

Door No: 2-100 Locality: OLD TEMPLE
 District*: Chittoor Mandal*: Vadamalapeta
 Village/Ward*: VADAMALA Pin Code: 522181

Informant Details

Informant Name*: PODA ANILKUMAR Informant Relation*: brother
 Informant Mobile*: 9059618169

Documents Attached :-

[01-example.pdf](#)
[02-example.pdf](#)
[03-example.pdf](#)
[04-Chosen the number](#)

SMS Details

Sending SMS to the Applicant : Send SMS

Action Taken*

Forwarding To ADA Reject

Remarks(Max. 200 Characters)*:

Sign Back

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Figure 8: Request details page of MAO

- ◆ MAO Download all the attached documents from “Documents Attached” panel by clicking on links as depicted in figure 9.



Informant Details			
Informant Name: *	<input type="text" value="PODA ANILKUMAR"/>	Informant Relation: *	<input type="text" value="Brother"/>
Informant Mobile: *	<input type="text" value="9059618169"/>		
Documents Attached :-			
01~example.pdf			
02~example.pdf			
03~example.pdf			
04~Chrysanthemum.jpg			
SMS Details			
Sending SMS to the Applicant :	<input type="text"/>	<input type="button" value="Send SMS"/>	

Figure 9: Attached Documents in Farm Mechanization request details Page

Note: - Here MAO Sends SMS to citizen if any additional Details required

SMS Details		
Sending SMS to the Applicant :	<input type="text" value="Documents on 16th Oct"/>	<input type="button" value="Send SMS"/>
Action Taken*		
<input type="checkbox"/> Forwarding To ADA	<input type="checkbox"/> Reject	
Remarks(Max. 200 Characters)*	<input type="text"/>	
<input type="button" value="Sign"/> <input type="button" value="Back"/>		

Figure 10: Send SMS in Farm Mechanization Request details Page

Note: -Here MAO Selects Scheme based on Enquiry

- ◆ Now, MAO Take Action (Forward to ADA/Reject) as depicted in figure 11.

SMS Details		
Sending SMS to the Applicant :	<input type="text" value="Documents on 16th Oct"/>	<input type="button" value="Send SMS"/>
Action Taken*		
<input checked="" type="checkbox"/> Forwarding To ADA	<input type="checkbox"/> Reject	
Remarks(Max. 200 Characters)*	<input type="text"/>	
<input type="button" value="Sign"/> <input type="button" value="Back"/>		

Figure 11: Action Taken in Farm Mechanization Request details Page

- ◆ If MAO wants to forward the Request then, Enter “Remarks” and click on “Forwarding To ADA” button as depicted in figure 12.

Action Taken*		
<input checked="" type="checkbox"/> Forwarding To ADA	<input type="checkbox"/> Reject	
Remarks(Max. 200 Characters)*	<input type="text" value="Forwarding To ADA"/>	
<input type="button" value="Forwarding To ADA"/> <input type="button" value="Back"/>		

Figure 12: Signing the Farm Mechanization request



- ◆ After clicking on “**Forwarding to ADA**” button Forwarding To ADA Successfully” Message will be displayed as depicted in following figure 13.

SMS Details

Sending SMS to the Applicant : Send SMS

Action Taken*

Forwarding To ADA Reject

Remarks(Max. 200 Characters)*

Request Forwarded to ADA Successfully

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Figure 13: Signing the Farm Mechanization request

Note: - If request is in Rejected by MAO then, There is No Further Process

Note: - Now the request is in Forwarded to ADA Status.

Note: - Now Request is at ADA end.

Level 2

ADA End: -

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Application Processing

FarmMechanization Requests

FM-NonsubsidyAmountPaymentRequests

MeeSeva Request Tracking System(MRTS)

SSDG_Services

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