



ENCUMBRANCE CERTIFICATE -USER MANUAL - SRO END

Encumbrance Certificate request is applied by the citizen through the MeeSeva centers. This request can be accessed by the SRO and processed. The processing steps and screens are provided below.

Procedure for Processing the Request:

- Select "Encumbrance Certificate" from Application Processing, like shown in the below screen.

S.No	Service Name	Category A		Category B				
		Total Requests	Total Requests	Approved Requests	Rejected Requests	Pending within SLA	Lapsing SLA in 24H	Pending Beyond SLA
1	ENCUMBRANCE CERTIFICATE	0	913	822	22	1	0	5
2	CERTIFIED COPY	465	4	2	1	0	0	0
Total		465	919	830	74	1	0	6

- After selecting the "Encumbrance Certificate" in Application Processing, the below screen will be displayed.

Note: - Here we can also Process the request through Dash Board by clicking on Service Count Link

SRO Processing - Encumbrance Certificate

User Profile
 User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
 From Date: 04/11/2011 To Date: 19/11/2012
 Request Status: All

Important Instructions:
 1) For Issuing Manual EC's through SRO office [Click here for more details](#)

[Get Details](#)

- From above screen select from date & to date by using calendar controls .Like shown in the below screen.

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

SRO Processing - Encumbrance Certificate

User Profile
 User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
 From Date: 04/11/2011 To Date: 19/11/2012
 Request Status: All

Important Instructions:
 1) For Issuing Manual EC's through SRO office [Click here for more details](#)

[Get Details](#)

- Select "Request Status (either All/Not Viewed/Open etc...)" from request status drop down list. Like shown in the below screen.

NOTE: - Here, At First the Request is in "Not Viewed" Status

SRO Processing - Encumbrance Certificate

User Profile
 User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
 From Date: 04/11/2011 To Date: 19/11/2012
 Request Status: All

Request Status:
 All
 Not Viewed
 Open
 Approved
 Rejected
 Dispatched

Important Instructions:
 1) For Issuing Manual EC's through SRO office [Click here for more details](#)

[Get Details](#)



- ◆ After selecting "Request Status" from request status dropdown list, click on "Get Details" button like shown in the below screen.

Home Change Password Contacts Manuals LogOff

SRO Processing - Encumbrance Certificate

User Profile
User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
From Date: 04/11/2011 To Date: 19/11/2012
Request Status: Not Viewed

Important Instructions:
1) For Issuing Manual EC's through SRO office [Click here for more details](#)

[Get Details](#)

- ◆ After clicking on "Get Details" button, all Not Viewed Requests are displayed. Like shown in the below screen.

Home Change Password Contacts Manuals LogOff

SRO Processing - Encumbrance Certificate

User Profile
User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
From Date: 04/11/2011 To Date: 19/11/2012
Request Status: Not Viewed

Important Instructions:
1) For Issuing Manual EC's through SRO office [Click here for more details](#)

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

Encumbrance Application Requests From 04/11/2011 To 19/11/2012

S.No.	Application No	Applicant Name	SRO Name	Status	Application Date
1	ECM11058027	PODA RAKESH	RENIGUNTA	Not Viewed	19/11/2012

- ◆ After getting requests, select the Request which has to be processed. Like shown in the below screen.

Home Change Password Contacts Manuals LogOff

SRO Processing - Encumbrance Certificate

User Profile
User Id : CTR-REN-1018 Role : Sub Registrar Officer

Search Criteria
From Date: 04/11/2011 To Date: 19/11/2012
Request Status: Not Viewed

Important Instructions:
1) For Issuing Manual EC's through SRO office [Click here for more details](#)

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

Encumbrance Application Requests From 04/11/2011 To 19/11/2012

S.No.	Application No	Applicant Name	SRO Name	Status	Application Date
1	ECM11058027	PODA RAKESH	RENIGUNTA	Not Viewed	19/11/2012

- ◆ After selecting the request, the below screen will be displayed.



Encumbrance Application Form			
User Id :	CTR-REN-1018	Portal User Name:	G V Konda Reddy
Verification/Proceeding Documents			
Application Form			
Encumbrance Applicant Details			
Application No:	ECM11055027	Application Date:	19/11/2012
Applicant Name*:	PODA RAKESH	Relation Name:	
Gender:	Select [v]	Amount:	125.0000
Delivery Type:	Manual	Status:	Open
Encumbrance Document Details			
Document District:	Chittoor	Period From*:	24/04/1994 (DD/MM/YYYY)
SRO*:	RENIGUNTA	Period To*:	03/09/2012 (DD/MM/YYYY)
Document Number:	100	Document Year:	2009
Buildings/Structures			
Flat Number:		Old HouseNo:	11-158
Apartment:		Ward - Block:	11 - 0
Village/City:	TIRU CHANUR [v]	Alias:	
Open Sites/Agricultural Lands			
Plot No(s):		In Survey No(s):	264
Village/City:	TIRU CHANUR [v]	Alias:	
Bounded By			
East:	PROPERTY OF VARADARAJAIAH	West:	ROAD
North:	J.GOVINDAIAH HOUSE	South:	PROPERTY OF P.K.PANDURANGAIAH PILLAI
Extent:	177.78 Y	Built up:	974 Sq.ft
Permanent Address			
Door No :		Locality/Landmark :	
District:	Chittoor	Mandal :	Vadamalapeta
Village/Ward :	VADAMALA	Pincode :	517500
Postal Address			
Door No:		Locality/Landmark :	
Mandal :	ESevak	Village/Ward :	KADAKELLA
Pincode :	517500	District:	State Level
Mobile :	9099618109	Phone:	
Email:		Aadhar No:	

Counter: 161129210

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Note: - Now the request is in Open status.

- ◆ Now, Sub Registrar Clicking on search doc button. Like shown in the below screen.



Encumbrance Application Form

User Id : CTR-REN-1018 Portal User Name: G V Konda Reddy

Verification/Proceeding Documents

[Application Form](#)

Encumbrance Applicant Details

Application No:	ECM11055027	Application Date:	19/11/2012
Applicant Name*:	PODA RAKESH	Relation Name:	
Gender:	Select	Amount:	125.0000
Delivery Type:	Manual	Status:	Open

Encumbrance Document Details

Document District:	Chittoor	Period From*:	24/04/1994 (DD/MM/YYYY)
SRO*:	RENIGUNTA	Period To*:	03/09/2012 (DD/MM/YYYY)
Document Number:	100	Document Year:	2009

Buildings/Structures

Flat Number:		Old HouseNo:	11-158
Apartment:		Ward - Block:	11 - 0
Village/City:	TIRU CHANUR	Alias:	

Open Sites/Agricultural Lands

Plot No(s):		In Survey No(s):	264
Village/City:	TIRU CHANUR	Alias:	

Bounded By

East:	PROPERTY OF VARADARAJAIAH	West:	ROAD
North:	J.GOVINDAIAH HOUSE	South:	PROPERTY OF P.K.PANDURANGAIAH PILLAI
Extent:	177.78 Y	Built up:	974 Sq.ft

Permanent Address

Door No :		Locality/Landmark :	
District:	Chittoor	Mandal :	Vadamalapeta
Village/Ward :	VADAMALA	Pincode :	517500

Postal Address

Door No:		Locality/Landmark :	
Mandal :	ESevak	Village/Ward :	KADAKELLA
Pincode :	517500	District:	State Level
Mobile :	9059618169	Phone:	
Email:		Aadhar No:	

[Search Documents](#) [Back](#)

- ◆ After Clicking on that Encumbrance Search Document Page displayed. Like shown in the below screen.



Encumbrance Search Documents

User Id : CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	<input type="checkbox"/> Select All	Application No
1.	<input type="checkbox"/>	2012/2069-1-1018
1.1	<input type="checkbox"/>	Link 2011/7214-1-1018-LNK-Li
2.	<input type="checkbox"/>	2011/7214-1-1018
3.	<input type="checkbox"/>	2011/3558-1-1018
4.	<input type="checkbox"/>	2009/2845-@-1018
4.1	<input type="checkbox"/>	Link 2008/6569-@-1018-LNK-Li
5.	<input type="checkbox"/>	2009/100-@-1018
6.	<input type="checkbox"/>	2008/6569-@-1018
6.1	<input type="checkbox"/>	Link 2001/73-@-1018-LNK-Li
7.	<input type="checkbox"/>	2008/1558-@-1018
8.	<input type="checkbox"/>	2008/1557-@-1018

Note : Please select relevant documents

Action Taken

Accept Reject

Remarks :

Submit

◆ Now, SRO can search the relevant document in Search Document Page. Like Shown in the below screen.



Encumbrance Search Documents

User Id: CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	Select All	Application No
1.	<input type="checkbox"/>	2012/2069-1-1018
1.1	<input type="checkbox"/>	Link 2011/7214-1-1018-LNK-Li
2.	<input type="checkbox"/>	2011/7214-1-1018
3.	<input type="checkbox"/>	2011/3558-1-1018
4.	<input type="checkbox"/>	2009/2845-@-1018
4.1	<input type="checkbox"/>	Link 2008/6569-@-1018-LNK-Li
5.	<input type="checkbox"/>	2009/100-@-1018
6.	<input type="checkbox"/>	2008/6569-@-1018
6.1	<input type="checkbox"/>	Link 2001/73-@-1018-LNK-Li
7.	<input type="checkbox"/>	2008/1558-@-1018
8.	<input type="checkbox"/>	2008/1557-@-1018

Note : Please select relevant documents

Action Taken

Accept Reject

Remarks :

Submit

◆ Now SRO Select the relevant Document by clicking on Checkbox. Like shown in the below screen.

Note: - Here, All generated documents are relevant to one Document number then SRO check the "ALL" check box.



Encumbrance Search Documents

User Id : CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF
VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF
P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	Select All	Application No
1.	<input checked="" type="checkbox"/>	2012/2069-1-1018
1.1	<input checked="" type="checkbox"/>	Link 2011/7214-1-1018-LNK- LI
2.	<input checked="" type="checkbox"/>	2011/7214-1-1018
3.	<input checked="" type="checkbox"/>	2011/3558-1-1018
4.	<input checked="" type="checkbox"/>	2009/2845-@-1018
4.1	<input checked="" type="checkbox"/>	Link 2008/6569-@-1018-LNK- LI
5.	<input checked="" type="checkbox"/>	2009/100-@-1018
6.	<input checked="" type="checkbox"/>	2008/6569-@-1018
6.1	<input checked="" type="checkbox"/>	Link 2001/73-@-1018-LNK-LI
7.	<input checked="" type="checkbox"/>	2008/1558-@-1018
8.	<input checked="" type="checkbox"/>	2008/1557-@-1018

Note : Please select relevant documents

Action Taken

Accept Reject

Remarks :

Submit

◆ Now Sub-Registrar can take action (either Accept/Reject) based verification. Like shown in the below screen.

Note: - Based on Sub-Registrar action (either Accept/Reject), status (either Approved/Rejected) is generated.



Encumbrance Search Documents

User Id : CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF
VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF
P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	Select All	Application No
1.	<input checked="" type="checkbox"/>	2012/2069-1-1018
1.1	<input checked="" type="checkbox"/>	Link 2011/7214-1-1018-LNK-Li
2.	<input checked="" type="checkbox"/>	2011/7214-1-1018
3.	<input checked="" type="checkbox"/>	2011/3558-1-1018
4.1	<input checked="" type="checkbox"/>	Link 2008/6569-@-1018-LNK-Li
5.	<input checked="" type="checkbox"/>	2009/100-@-1018
6.	<input checked="" type="checkbox"/>	2008/6569-@-1018
6.1	<input checked="" type="checkbox"/>	Link 2001/73-@-1018-LNK-Li
7.	<input checked="" type="checkbox"/>	2008/1558-@-1018
8.	<input checked="" type="checkbox"/>	2008/1557-@-1018

Note : Please select relevent documents

Action Taken

Accept Reject

Remarks :

Submit

- ◆ If Sub-Registrar wants to accept the request by checking the "Accept" Radio button. Like shown in the below screen.



Encumbrance Search Documents

User Id : CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	Select All	Application No
1.	<input checked="" type="checkbox"/>	2012/2069-1-1018
1.1	<input checked="" type="checkbox"/>	Link 2011/7214-1-1018-LNK-Li
2.	<input checked="" type="checkbox"/>	2011/7214-1-1018
3.	<input checked="" type="checkbox"/>	2011/3558-1-1018
4.	<input checked="" type="checkbox"/>	2009/2845-@-1018
4.1	<input checked="" type="checkbox"/>	Link 2008/6569-@-1018-LNK-Li
5.	<input checked="" type="checkbox"/>	2009/100-@-1018
6.	<input checked="" type="checkbox"/>	2008/6569-@-1018
6.1	<input checked="" type="checkbox"/>	Link 2001/73-@-1018-LNK-Li
7.	<input checked="" type="checkbox"/>	2008/1558-@-1018
8.	<input checked="" type="checkbox"/>	2008/1557-@-1018

Note : Please select relevent documents

Action Taken

Accept Reject

Remarks :

Submit

- ◆ After selecting the Radio button ("Accept"), Sub-Registrar enters "Remarks" and click on "Submit" button. Like shown in the below screen.

Note: - If the Relevant Documents are not available, then it will display one popup window with message at the time of submission. Like, "Do you want to generate Nil EC" with "YES / NO" options.



Encumbrance Search Documents

User Id : CTR-REN-1018 SRO Name: Sub Registrar Officer

Old House Number: 11-158, Building Village: TIRU CHANUR Survey No: 264
Agriculture Village: TIRU CHANUR, Bounded By East: PROPERTY OF VARADARAJAIAH West: ROAD North: J.GOVINDAIAH HOUSE South: PROPERTY OF P.K.PANDURANGAIAH PILLAI

Encumbrance Documents List

S.I No	Select All	Application No
1.	<input checked="" type="checkbox"/>	2012/2069-1-1018
1.1	<input checked="" type="checkbox"/>	Link 2011/7214-1-1018-LNK-Li
2.	<input checked="" type="checkbox"/>	2011/7214-1-1018
3.	<input checked="" type="checkbox"/>	2011/3558-1-1018
4.	<input checked="" type="checkbox"/>	2009/2845-@-1018
4.1	<input checked="" type="checkbox"/>	Link 2008/6569-@-1018-LNK-Li
5.	<input checked="" type="checkbox"/>	2009/100-@-1018
6.	<input checked="" type="checkbox"/>	2008/6569-@-1018
6.1	<input checked="" type="checkbox"/>	Link 2001/73-@-1018-LNK-Li
7.	<input checked="" type="checkbox"/>	2008/1558-@-1018
8.	<input checked="" type="checkbox"/>	2008/1557-@-1018

Note : Please select relevent documents

Action Taken

Accept Reject

Remarks : APPROVED

Submit

◆ After clicking on "Submit" button, digital certificate pop is generated. Like shown in the below screen.

Select a Certificate

TATA CONSULTANCY SERVICES

Select the Certificate you want to use.
Click View Certificate for Certificate Details.

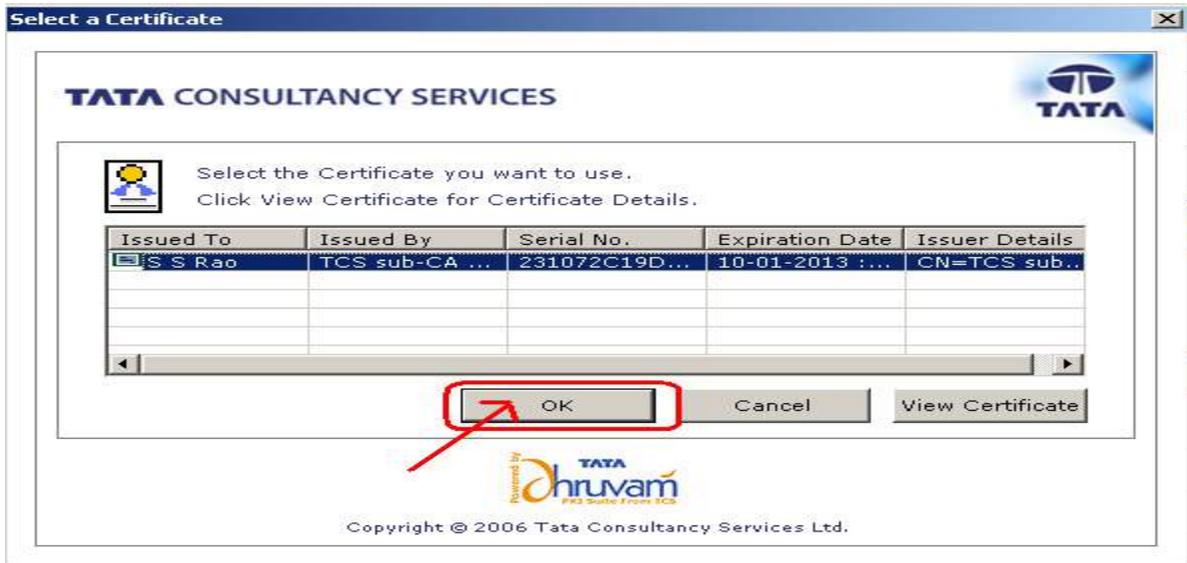
Issued To	Issued By	Serial No.	Expiration Date	Issuer Details
S S Rao	TCS sub-CA ...	231072C19D...	10-01-2013 :...	CN=TCS sub..

OK Cancel View Certificate

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- ◆ Now select the digital certificate and click on “OK” Button, Like shown in the below screen.



- ◆ After clicking on “OK” button, private exchange key popup will generate. Like shown in the below screen.



- ◆ Now clicking on “OK” button. Like shown in the below screen.



- ◆ After clicking on “OK” button “Encumbrance certificate” is generated. Like shown in the below screen.



GOVERNMENT OF ANDHRA PRADESH
REGISTRATION AND STAMPS DEPARTMENT
STATEMENT OF ENCUMBRANCE ON PROPERTY

App No : 518130

MeeSeva App No : ECM08079779

Date : 27-Aug-12

Statement No : 1171874

Sr/Smt.: C SUBBARAGHAVARAJU : having searched for a statement giving particulars of registered acts and encumbrances if any, in respect of the under mentioned property

VILLAGE: SETTIPALLE ,House No : , VILLAGE: SETTIPALLE ,Survey No : ,402, Plot No : ,197, East: 40 FEET WIDE ROAD West: PLOT NO 158 South: PLOT NO 198 North: PLOT NO 196

A search is made in the records of SRO(s) of RENIGUNTA relating there to for 18 years from 24-03-1994 To 26-08-2012 for acts and encumbrances affecting the said property and that on such search the following acts and encumbrances appear

S.No	Description of property	Reg.Date Exe.Date Pres.Date	Nature & Mkt.Value Con. Value	Name of Parties Executant(EX) & Claimants(CL)	Vol/Pg No CD No Doct No/Year [ScheduleNo]
1 --- 3	VILL/COL: SETTIPALLE/GRAMAKANTAM W-B: 0 -0 SURVEY: 402 PLOT: 197 HOUSE: 0 EXTENT: 200SQ.Yds Boundires: [N]: PLOT NO 196 [S] PLOT NO 198 [E]: 40 FEET WIDE ROAD [W]: PLOT NO 158 1018, 959/ 2006	(R) 22-10-2007 (E) 22-10-2007 (P) 22-10-2007	0101 (Sale Deed) Mkt.Value:Rs. 182000 Cons.Value:Rs. 182000	1 .(CL) CHAMARTHI SUBBA RAGHAVA RAJU 2 .(EX) KAMATI MUNIRATHNAM	101/0 CD_Volume: 101 7568/ 2007 [@] of SRORENIGUNTA
2 --- 3	VILL/COL: SETTIPALLE/SETTIPALLE W-B: 0-0 SURVEY: 402 EXTENT: 3.03 Boundires: [N]: CLAI LAND [S] V.PERINDEVAMMA LAND [E]: JANARDHAN NAIDU , GOVINDASWAMY NAIDU LANDS [W]: VELURU RAMAIAH LAND 1018, 5759/ 1983	(R) 08-03-2006 (E) 23-02-2006 (P) 25-02-2006	0101 (Sale Deed) Mkt.Value:Rs. 1136250 Cons.Value:Rs. 1136500	1 .(EX) T.THIMMARUSU 2 .(CL) KAMATI MUNIRATHNAM	72/0 CD_Volume: 72 959/ 2006 [@] of SRORENIGUNTA
3 --- 3	VILL/COL: SETTIPALLE/SETTIPALLE W-B: 0-0 SURVEY: 402 EXTENT: 3 Boundires: [N]: BATA [S] V.PERINDEVAMMA LAND [E]: JANARDHAN NAIDU, GOVINDASWAMY NAIDU LANDS [W]: VELURU RAMAIAH LAND 1018, 5759/ 1983	(R) 08-03-2006 (E) 13-02-2006 (P) 13-02-2006	0101 (Sale Deed) Mkt.Value:Rs. 1125000 Cons.Value:Rs. 1125000	1 .(EX) T.THIMMARUSU 2 .(CL) KAMATI MUNIRATHNAM	72/0 CD_Volume: 72 958/ 2006 [@] of SRORENIGUNTA

Certified By

Name: G V Konda Reddy
Designation: SUB REGISTRAR
SRO: RENIGUNTA

Note: This is a Digitally Signed Certificate, doesnot require physical signature. And this certificate can be verified at
<http://www.mee seva.ap.gov.in/> by furnishing the application number mentioned in the certificate.

Note: - Now the Request is in Approved status.

Note: - After Sub-Registrar Approved/Rejected, Customer Received Message. Like your Request is Approved/ Rejected.

- ◆ Once the request is approved by Sub-Registrar, then Encumbrance Certificate will be dispatched through courier from franchisee to the citizen's address if Delivery Type is Speed Post Local/Non Local.
- ◆ If Delivery Type Is Manual, then citizen collect the Encumbrance Certificate from franchisee where he/she applied for the Certificate.