

**Standard Operating Procedure for the services to be delivered from
Grama/Ward Sachivalayam**

1. Mutation and Title Deed cum PPB:

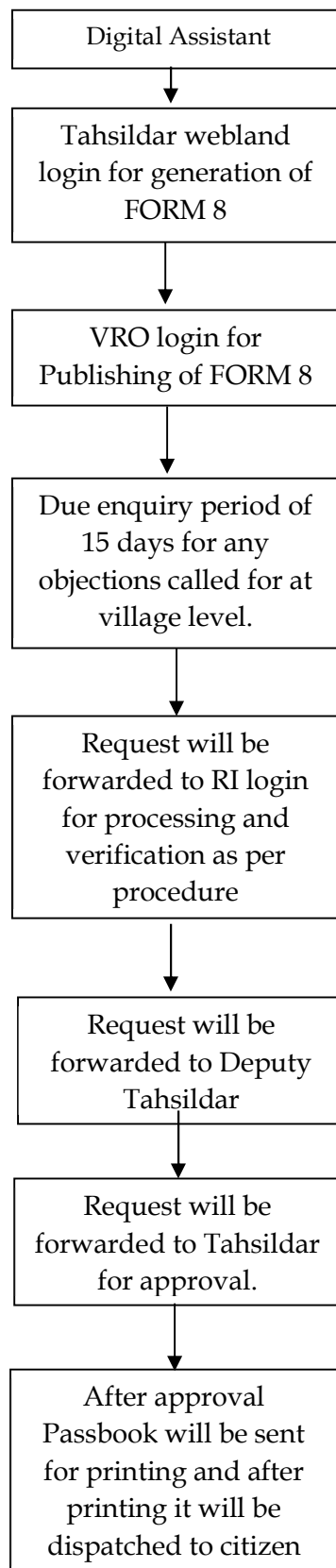
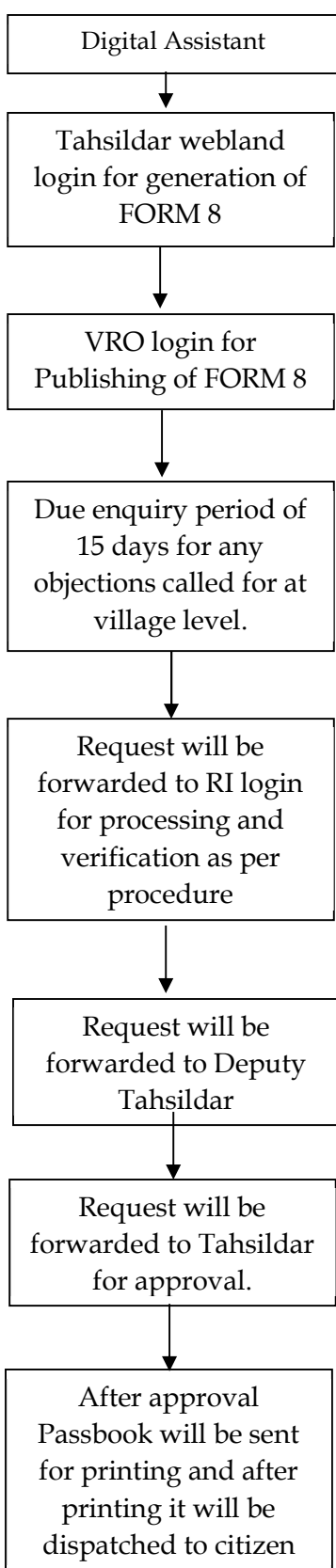
Existing SLA: 30 working Days

Required Documents:

- a. Application form
- b. Registered Documents
- c. Aadhar card/Other id and Address Proofs
- d. Passport photograph of the applicant
- e. Pattadar Passbook / ROR 1B copy / Adangal copies
- f. Signature of the applicant

Existing Process:

Proposed Process: (30 Working Days)



Processing
at
Webland
Portal

Enclosed Documents for Field Enquiry/Verification:

- Application form
- Registered Documents
- Aadhar card/Other id and Address Proofs
- Passport photograph of the applicant
- Pattadar Passbook / ROR 1B copy / Adangal copies
- Signature of the applicant

CheckList

Application id: RMU0120041514126

S.No	Designation	Information	Remarks	
1	Digital Assistant	Whether verified all the documents before filing the application	Yes	No
		Application form uploaded	Yes	No
		Registered Documents enclosed	Yes	No
		Pattadar passbooks/ ROR 1B/ Adangal copies and other documents , photo and signature of the applicant uploaded	Yes	No
		Address Proof & ID Proof	Yes	No
2	VRO	Applicant Name	xxxxxxxxxxxxxxxxxxxx	
		Applicant Address	1-1, Door.No..... Street Village/wardMandal, Dist.	
		Published FORM 8 at Village Secretariat	Yes	No
		Any objections received	Yes	No
		Remarks of VRO		
3	RI	Verification of Report submitted by VRO	Yes	No
		Any enquiry conducted at Door Step	Yes	No
		Any objections received	Yes	No
		RI Recommendation		
4	Deputy Tahsildar	Any objections received	Yes	No
		Verified the reports submitted by VRO & RI	Yes	No
		Remarks of Tahsildar/Deputy Tahsildar		
5	Tahsildar	Any objections received	Yes	No
		Verified the reports submitted by VRO & RI	Yes	No
		Decision at Tahsildar	Approve	Reject
		Remarks of Tahsildar		

2. e Pass Book services:

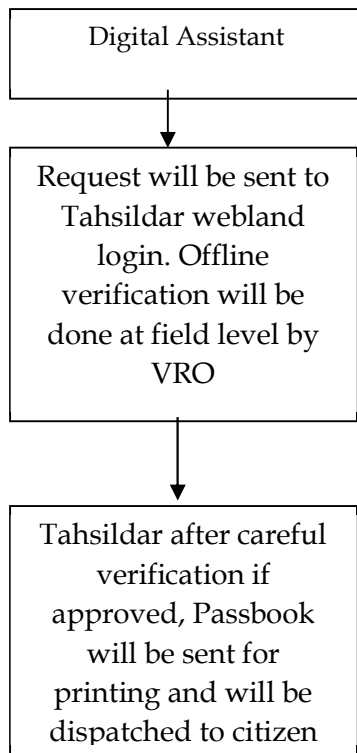
- a. Duplicate e Pass Book
- b. Replacement of Pass Book

Existing SLA: 7 working Days

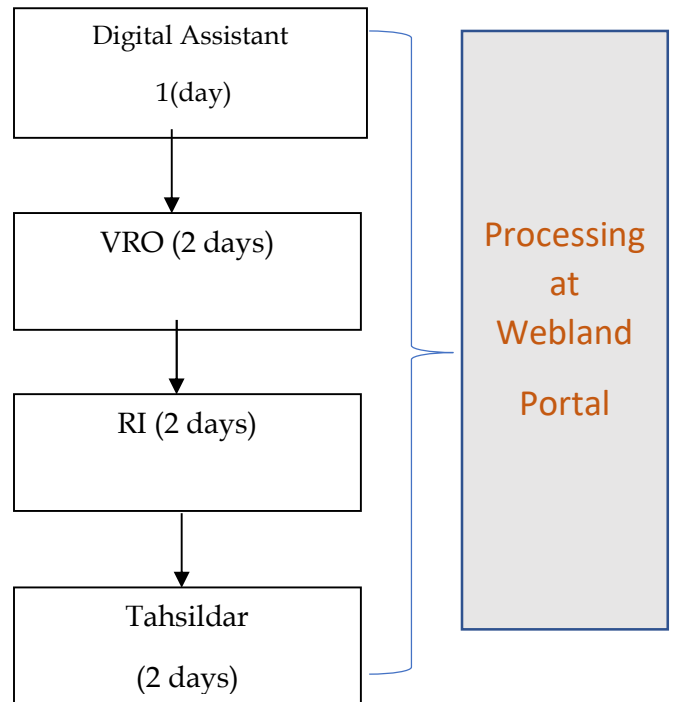
Required Documents:

S.No	<u>Duplicate PassBooks</u>	<u>Replacement of Passbook</u>
1	Application form	Application form
2	Passbook Copies	Passbook copies
3	If lost FIR copy	Manual passbook copy
4	Passport photo of the applicant	Passport photo of the applicant
5	Signature of the applicant	Signature of the applicant
6	Address Proof & ID proof	Address Proof & ID proof

Existing Process:



Proposed Process: (7 Working Days)



Enclosed Documents for Field Enquiry/Verification:

<u>S.No</u>	<u>Duplicate PassBooks</u>	<u>Replacement of Passbook</u>
1	Application form	Application form
2	Passbook Copies	Passbook copies
3	If lost FIR copy	Manual passbook copy
4	Passport photo of the applicant	Passport photo of the applicant
5	Signature of the applicant	Signature of the applicant
6	Address Proof & ID proof	Address Proof & ID proof

CheckList

Application id: RPP/DPP0120041514126

S.No	Designation	Information	Remarks	
1	Digital Assistant	Whether verified all the documents before filing the application	Yes	No
		Application form uploaded	Yes	No
		Pattadar passbooks/ ROR 1B/ Adangal copies and other documents , photo and signature of the applicant uploaded	Yes	No
		Address Proof & ID Proof	Yes	No
2	VRO	Applicant Name	xxxxxxxxxxxxxxxxxxxx	
		Applicant Address	1-1, Door.No..... Street Village/ wardMandal, Dist.	
		Field level enquiry conducted	Yes	No
		Remarks of VRO		
3	RI	Verification of Report submitted by VRO	Yes	No
		Any enquiry conducted at Door Step	Yes	No
		Any objections received	Yes	No
		RI Recommendation		
4	Deputy Tahsildar	Any objections received	Yes	No
		Verified the reports submitted by VRO & RI	Yes	No
		Remarks of Tahsildar/Deputy Tahsildar		
5	Tahsildar	Any objections received	Yes	No
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