



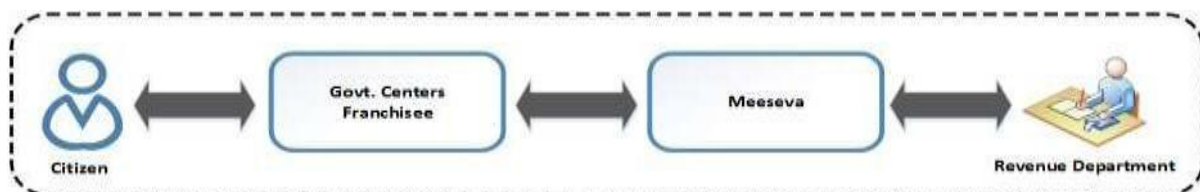
1. Service Description

MeeSeva Introduces 'Community & Date of Birth Certificate' Service to the citizen, which is under Revenue Department. The main objective of Community & Date of Birth Certificate Service is to issue Community & Date of Birth Certificate`s to the citizens who are under SC, ST and BC Castes. This certificate is useful for the Students for their Educational Purpose, as a Proof of age (Date of birth) and Community. This Certificate is also useful for the Employment Purpose for the Job Holders and etc. By having the Community & Date of Birth Certificate, the Students and Job Holders can get the benefits from the governments, if he/she is eligible. The Citizen need to approach Meeseva Franchise for applying the Community & Date of Birth Certificate. The Issuing Authority will be routed to Tahsildhar (MRO). For Some Castes, the Request will be routed to RDO or District Collector.

2. Service Details

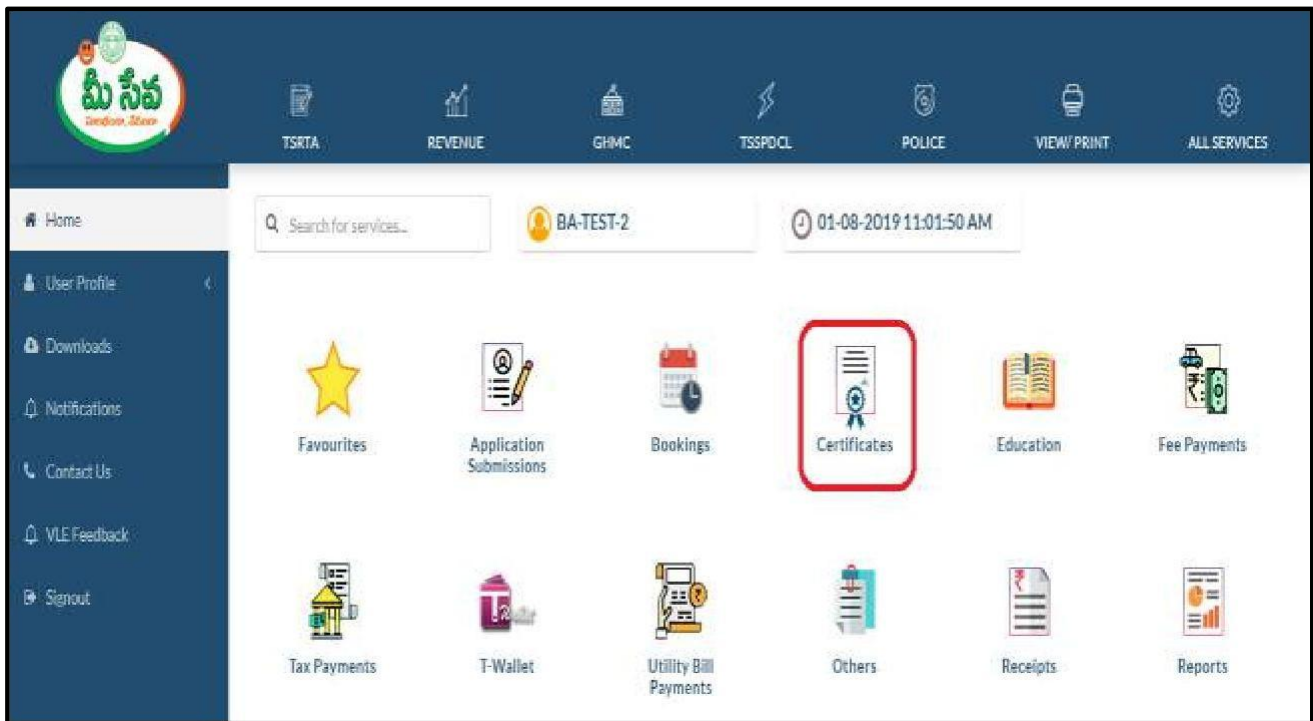
Community & Date of Birth Certificate		
S.No	Description	Information
1	Service Category	B
2	Service Type	Regular
3	User Charges	45
4	Service Level Agreement (SLA)	30 Working Days
5	Documents Required	1) Application Form 2) Community Certificate Issued to the Family members 3) SSC Marks or DOB Extract or Transfer Certificate 4) 1 to 10th Study Certificates or DOB Certificates Issued by Municipality/Gram Panchayath* 5) Ration Card/EPIC Card/AADHAR Card* 6) Documents related to immovable Properties
6	Service Delivery Channels	<ul style="list-style-type: none"> • Franchisee Centers • Govt Centers
7	Available Time	<ul style="list-style-type: none"> • Franchisee & Govt Centers: 8:00 AM to 8:00 PM
8	Payment Modes	Franchisee: Cash Govt Centers: Cash / Cheque / DD / Card Payments / T-Wallet

3. Service Process Flow



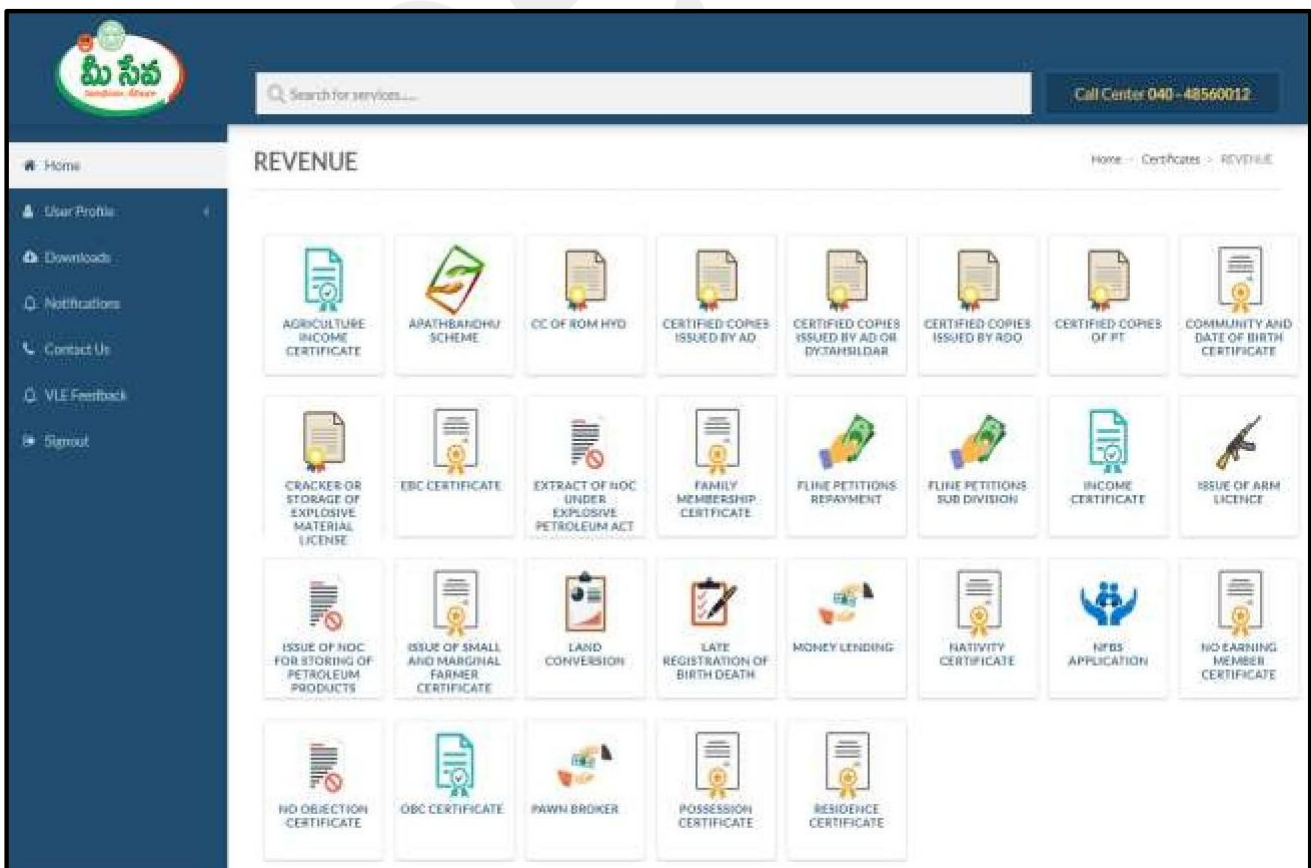
4. Procedure:

After User Logged into the application, user's need to click on the **"Certificates"** icon or enter the service name in "Search for Service".



List of all individual department services will be shown. Click on **"Revenue Department"** icon.

Screen 1: List of services will be shown under revenue department and click on **"Community & Date of Birth Certificate"** icon.



Application Form: Case Scenario 1 with DRM

Once user click on service page a pop up page will be open to enter the user details, based on details provided list of user will be listed and user has to select the appropriate from check box option and click on proceed.

Search From Existing Documents

Name *
patola Dayakar reddy

Father Name *
Karunakar Reddy

Date of Birth *
12-08-1994

Select District *
KAMAREDDY

Select Mandal *
Nannalabod

Select Village *
Kannanpetala

Modify Search

Please select the appropriate citizen from below table

	Name	FatherName	H.No	Locality	Village	Mandal	District	Mobile No	AadhaarCard	RationCard	Pincode	DOB	Gender
<input type="checkbox"/>	Patola Dayakar Reddy	Patola Karunakar Reddy	2-98		Nemi	Nannalabod	KAMAREDDY	XXXXXXXX190	XXXXXXXX4320		503301	XX-XX-1994	M

Reset Proceed

Show Payment

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Search From Existing Documents

Available Documents

- 6231_MU021600622983_01-REG_1.pdf
- 6231_MU021600622983_02-REG_2.pdf
- 6231_MU021600622983_03-REG_3.pdf
- 6231_MU021600622983_04-REG_4.pdf
- 6231_MU021600622983_05-REG_5.pdf
- 6231_MU021600622983_06-REG_6.pdf
- 6231_MU021600622983_07-REG_7.pdf
- 6231_MU021600622983_08-REG_8.pdf
- 6231_MU021600622983_09-REG_9.pdf
- 6231_MU021600622983_10-REG_10.pdf
- 6231_MU021600622983_11-REG_11.pdf
- 6231_MU021600622983_12-REG_12.pdf
- 6231_MU021600622983_13-REG_13.pdf
- 6231_MU021600622983_14-REG_14.pdf
- 6231_MU021600622983_15-REG_15.pdf
- 6231_MU021600622983_16-REG_16.pdf
- 6231_MU021600622983_17-REG_17.pdf
- 6231_MU021600622983_18-REG_18.pdf
- 6231_MU021600622983_19-REG_19.pdf
- 6231_MU021600622983_20-REG_20.pdf
- 6231_MU021600622983_21-REG_21.pdf
- 6231_MU021600622983_22-REG_22.pdf
- 6231_MU021600622983_23-REG_23.pdf
- 6231_MU021600622983_24-REG_24.pdf
- 6231_MU021600622983_25-REG_25.pdf
- 6231_MU021600622983_26-REG_26.pdf
- 6231_MU021600622983_27-REG_27.pdf
- 6231_MU021600622983_28-REG_28.pdf
- 6231_MU021600622983_29-REG_29.pdf
- 6231_MU021600622983_30-REG_30.pdf
- 6231_MU021600622983_31-REG_31.pdf
- 6231_MU021600622983_32-REG_32.pdf
- 6231_MU021600622983_33-REG_33.pdf
- 6231_MU021600622983_34-REG_34.pdf
- 6231_MU021600622983_35-REG_35.pdf
- 6231_MU021600622983_36-REG_36.pdf
- 6231_MU021600622983_37-REG_37.pdf
- 6231_MU021600622983_38-REG_38.pdf
- 6231_MU021600622983_39-REG_39.pdf
- 6231_MU021600622983_40-REG_40.pdf
- 6231_MU021600622983_41-REG_41.pdf
- 6231_MU021600622983_42-REG_42.pdf
- 6231_MU021600622983_43-REG_43.pdf
- 6231_MU021600622983_44-REG_44.pdf
- 6231_MU021600622983_45-REG_45.pdf
- 6231_MU021600622983_46-REG_46.pdf
- 6231_MU021600622983_47-REG_47.pdf
- 6231_MU021600622983_48-REG_48.pdf
- 6231_MU021600622983_49-REG_49.pdf
- 6231_MU021600622983_50-REG_50.pdf
- 6231_MU021600622983_51-REG_51.pdf
- 6231_MU021600622983_52-REG_52.pdf
- 6231_MU021600622983_53-REG_53.pdf
- 6231_MU021600622983_54-REG_54.pdf
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- 6231_MU021600622983_59-REG_59.pdf
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- 6231_MU021600622983_62-REG_62.pdf
- 6231_MU021600622983_63-REG_63.pdf
- 6231_MU021600622983_64-REG_64.pdf
- 6231_MU021600622983_65-REG_65.pdf
- 6231_MU021600622983_66-REG_66.pdf
- 6231_MU021600622983_67-REG_67.pdf
- 6231_MU021600622983_68-REG_68.pdf
- 6231_MU021600622983_69-REG_69.pdf
- 6231_MU021600622983_70-REG_70.pdf
- 6231_MU021600622983_71-REG_71.pdf
- 6231_MU021600622983_72-REG_72.pdf
- 6231_MU021600622983_73-REG_73.pdf
- 6231_MU021600622983_74-REG_74.pdf
- 6231_MU021600622983_75-REG_75.pdf
- 6231_MU021600622983_76-REG_76.pdf
- 6231_MU021600622983_77-REG_77.pdf
- 6231_MU021600622983_78-REG_78.pdf
- 6231_MU021600622983_79-REG_79.pdf
- 6231_MU021600622983_80-REG_80.pdf
- 6231_MU021600622983_81-REG_81.pdf
- 6231_MU021600622983_82-REG_82.pdf
- 6231_MU021600622983_83-REG_83.pdf
- 6231_MU021600622983_84-REG_84.pdf
- 6231_MU021600622983_85-REG_85.pdf
- 6231_MU021600622983_86-REG_86.pdf
- 6231_MU021600622983_87-REG_87.pdf
- 6231_MU021600622983_88-REG_88.pdf
- 6231_MU021600622983_89-REG_89.pdf
- 6231_MU021600622983_90-REG_90.pdf
- 6231_MU021600622983_91-REG_91.pdf
- 6231_MU021600622983_92-REG_92.pdf
- 6231_MU021600622983_93-REG_93.pdf
- 6231_MU021600622983_94-REG_94.pdf
- 6231_MU021600622983_95-REG_95.pdf
- 6231_MU021600622983_96-REG_96.pdf
- 6231_MU021600622983_97-REG_97.pdf
- 6231_MU021600622983_98-REG_98.pdf
- 6231_MU021600622983_99-REG_99.pdf
- 6231_MU021600622983_100-REG_100.pdf

Selected Documents

Aadhaar Card

6231_MU021600622983_04-AADHAR292.pdf

EPIC Card

6231_MU021600622983_01-MAPPL.pdf

Ration Card

6231_MU021600622983_02-REG_0.pdf

Close

Back Submit Skip

Show Payment

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User related documents will be listed and user has to select the required documents and proceed further.

Application Form:

REVENUE - COMMUNITY AND DATE OF BIRTH CERTIFICATE			
Select Service:	Community and Date of Birth-BC		
<div style="text-align: right;"> Clear Fields Search in Citizen 360 </div>			
Applicant Details			
Application Number:	010022906593298	Aadhaar No.:	122412341234
Applicant Name:	Petla Sankar reddy	Gender:	Male
Father / Husband Name:	Kesavakar reddy	Mother Name:	Laxmi
Father Caste Certificate Number:		Mother Caste Certificate Number:	
Date of Birth / Year:	10/08/1994	Age:	26
Mobile No.:	9128256532	Delivery Type:	Manual
Email ID:			
Place Of Permanent Residence Address			
Door No:	1122-1	Locality / Land Mark:	Main Road
District:	KANAREDDY	Market:	NARSULLABAD
Village / Ward:	NARSULLABAD	Pin Code:	
<input checked="" type="checkbox"/> Place of Ordinary Residence Address is same as Permanent Residence Address			
<input checked="" type="checkbox"/> Place of Birth Address is same as Permanent Residence Address			
Service Specific Details			
Issued Community Certificate in Past:	Yes	Household Survey No:	
Applicant Sub-caste or Sub-group:	Aichchupatavolu	Applicant Community Claimed:	BC
Sub-caste or Sub-group of the father:	Aichchugattowaru	Caste of the father:	BC
Sub-caste or Sub-group of the mother:	Aichchukattavandlu	Caste of the mother:	BC
Religion professed by the applicant:	Hindu	Religion professed by the mother of the applicant:	Hindu
Religion professed by the father of the applicant:	Hindu	Religion professed by the Mother of the applicant:	Hindu
Whether the applicant is:	<input checked="" type="radio"/> A Natural born Son / Daughter of His / Her Parents <input type="radio"/> An Adopted Son / Daughter of His / Her Parents		
Documents List (All Uploaded Document should be in PDF format only and accept upto 3 MB)			
<input checked="" type="checkbox"/> Application Form:	File Browse:	01_01_2.pdf	
<input checked="" type="checkbox"/> SSC Marks memo or DOB Extract or Transfer Certificate:	File Browse:	01_01_2.pdf	
<input type="checkbox"/> Community Certificate issued to the Family Members:	File Browse:	No file selected.	
<input checked="" type="checkbox"/> 1 to 10th study Certificates or DOB Certificate issued by Municipality/ Gram Panchayat:	File Browse:	01_01_2.pdf	
<input checked="" type="checkbox"/> Ration Card / Aadhaar Card / EPIC Card:	File Browse:	01_01_2.pdf	
<input type="checkbox"/> Documents Related to Immovable Properties:	File Browse:	No file selected.	
<input checked="" type="checkbox"/> Applicant Passport Size Photo (Photo in JPG format only) (size between 300-2000)	File Browse:	download.jpg	(Height: 35 cm, Width: 35 cm)
Show Payment			

Application Form: Case Scenario 2 without DRM

User can enter all the required details and proceed further.

REVENUE - COMMUNITY AND DATE OF BIRTH CERTIFICATE

Select Service: Community and Date of Birth-BC

[Clear Fields](#) [Search in Citizen 360](#)

Applicant Details			
Application Number:	010022006583296	Aadhaar No.:	123412341234
Applicant Name:	Partha Jayadev reddy	Gender:	Male
Father / Husband Name:	Kanumar reddy	Mother Name:	Laxmi
Father Caste Certificate Number:		Mother Caste Certificate Number:	
Date of Birth / Year:	10/09/1994	Age:	26
Mobility No.:	9128156532	Delivery Type:	Manual
Email ID:			

Place Of Permanent Residence Address			
Door No:	1132-1	Locality / Land Mark:	Main Road
District:	KANAREDDY	Market:	NARSULLABAD
Village / Ward:	NARSULLABAD	Pin Code:	

Place of Ordinary Residence Address is same as Permanent Residence Address

Place of Birth Address is same as Permanent Residence Address

Service Specific Details			
Issued Community Certificate in Past:	Yes	Household Survey No:	
Applicant Sub-caste or Sub-group:	Achhupattali	Applicant Community Claimed:	BC
Sub-caste or Sub-group of the father:	Achhupattavaru	Caste of the father:	BC
Sub-caste or Sub-group of the mother:	Achhupattabrandu	Caste of the mother:	BC
Religion professed by the applicant:	Hindu	Religion professed by the father of the applicant:	Hindu
Religion professed by the mother of the applicant:	Hindu	Religion professed by the Mother of the applicant:	Hindu

Whether the applicant is: A Natural born Son / Daughter of His / Her Parents An Adopted Son / Daughter of His / Her Parents

Documents List (All Uploaded Document should be in PDF format only and accept upto 3MB)

<input checked="" type="checkbox"/> Application Form:	File Browse: Browse... 01_01_3.pdf
<input checked="" type="checkbox"/> SSC Marks memo or DOB Extract or Transfer Certificate:	File Browse: Browse... 01_01_3.pdf
<input type="checkbox"/> Community Certificate Issued to the Family Members:	File Browse: Browse... No file selected.
<input checked="" type="checkbox"/> 1 to 10th study Certificates or DOB Certificate issued by Municipality/Gram Panchayat:	File Browse: Browse... 01_01_3.pdf
<input checked="" type="checkbox"/> Ration Card / Aadhaar Card / EPIC Card:	File Browse: Browse... 01_01_3.pdf
<input type="checkbox"/> Documents Related to Immovable Properties:	File Browse: Browse... No file selected.
<input checked="" type="checkbox"/> Applicant Passport Size Photo (Photos in JPG format only) (size between 300-350K):	File Browse: Browse... download.jpg (Height: 3.5 cm, Width: 3.5 cm)

[Show Payment](#)

Operator has to select the “Community & Date of Birth type BC/SC/ST” from drop down option and fill all the required information related to application and upload mandatory documents. Non mandatory documents as optional and click on “Show Payment”.

Details of payment will be shown and click on “Confirm Payment”.

Receive Payment			
Challan Amount:	0	User Charges:	45
Courier Charges:	0	Total Amount:	45

[Confirm Payment](#)

Note: If delivery type is post-local/non local then, postal details panel is generated and you must enter postal details. Based on the customer request, the delivery option (either through Manual or Speed Post - Local or Speed Post - Non Local) franchisee has to be selected. The courier charges for Postal Local / Non Local is Rs. 65/-.

Once operator click on “Confirm Payment” system will redirect to “Payment Details Page”. Operator has choice to choose “Mode of Payment Options” like PAYTM/CASH/TWALLET. If the operator has chosen PAYTM/TWALLET system will redirect to “Payment Gateway” and payment can be made. Incase if Cash selected amount will be debited from operator’s wallet.

PAYMENT DETAILS		PAYMENT OPTIONS				
Payment Ref No:	1000A0000051112					
SCA Ref No:	NVC021900055314	CASH	TWALLET	DD	CHEQUE	CREDIT/DEBIT CARD
Consumer Name:	RANGA					
Centre Code:	ESEVA-KHB					
Staff Code:	TSGOPR00H					
Payable Amount:	45					
Cash Details						
Cash Amount:	45					
<input type="button" value="Make Payment"/> <input type="button" value="Cancel"/>						

For Citizen Portal:

PAYMENT DETAILS		SERVICE CHARGES							
Payment Ref No:	885A0001100029	HSBC PG	TWALLET PG	AXIS (0/0)	BANKS	PNB PG	SBIERAY	PAYGOV	
SCA Ref No:	CCPG02000045243	NET BANKING	₹ 17 +GST	₹ 0	₹ 0	₹ 0	₹ 4 +GST	₹ 2 +GST	₹ 10 +GST
Consumer Name:	Ranga	DEBIT CARD BELOW 2000	₹ 0	NA	NA	NA	₹ 5	₹ 0	NA
Centre Code:	NET	DEBIT CARD ABOVE 2000	₹ 0.50% +GST	NA	NA	NA	₹ 1% +GST	₹ 0.50% +GST	NA
Staff Code:	msbh430	CREDIT CARD	₹ 0.25% +GST	NA	NA	NA	₹ 0.55% +GST	₹ 0.55% +GST	NA
Payable Amount:	₹ 250.0	BNIM UPI	₹ 0	NA	NA	NA	₹ 0	NA	₹ 0
PAYMENT OPTIONS									
<input type="button" value="Make Payment"/> <input type="button" value="Cancel"/>									

After successful payment "Receipt" will be generated.

REVENUE - COMMUNITY AND DATE OF BIRTH CERTIFICATE RECEIPT			
Date of Payment:	30/09/2020	Payment Mode:	Cash
Transaction ID:	TTCND022006583298	Authorized Agent:	ESEVA-HYD
Application No:	CND022006583298	Service Name:	COMMUNITY AND DATE OF BIRTH CERTIFICATE
Applicant Name:	Patlola dayakar reddy	Service Type:	Community and Date of Birth-BC
Caste Claimed:	Achchupanivallu-BCE	Amount Paid (Rs.):	45
Delivered in:	Within 30 working days from requested date .		
<p>To know the application status, please visit ts.meeeva.telangana.gov.in</p> <p style="text-align: right;">Sd/- ESEVA HYDERABAD</p>			
<input type="button" value="Print"/> <input type="button" value="COMMUNITY AND DATE OF BIRTH CERTIFICATE"/>			

5. **Note: Application Form Is Not Mandatory for Citizen /Online Users.**

6. Contact Us

For any queries please reach us at

Call: 040-48560012 | Email: meeevasupport@telangana.gov.in