



NAME CHANGE SERVICE-SPDCL

Southern Power Distribution Company of A.P. Ltd (APSPDCL). This was formed on the 31st of March, 2000, to serve as a Distribution Company of AP Transco. APSPDCL was formed for the following six districts of Andhra Pradesh. APSPDCL was formed in April 1, 2000 to serve Krishna, Guntur, Prakasam, Nellore, Chittoor and Kadapa districts with a vision to become an efficient utility supplying reliable and quality power. On Feb 1, 1999, Government of Andhra Pradesh initiated the first phase of reforms and restructuring in AP's power sector by unbundling APSEB into APGENCO and APTRANSCO to cater to Generation and Transmission & Distribution respectively. APTRANSCO was further reorganized into four distribution companies to cater to the needs to the different districts of AP.

This Service Facilitates Citizen to get the Name Changed for existing connection using his Existing Service Connection Number.

This Service Facilitates Citizen to get the new Electricity connection. This Service is Only for Krishna, Guntur, Prakasam, Nellore, Chittoor and Kadapa Districts.

Category Type	B
User Charges	INR 35/-
Inspection Charge	INR 305/- for Domestic Total 305/-+35/- = 340/- Rs But courier charges is INR 25/-
Documents Required	1. Application Form* 2. Identification like Ration Card/Vote Card/PAN Card/Aadhaar Card# 3. Caste Certificate* (Mandatory if SC/ST) 4. Owner Ship Certificate/Sale Deed/Gift Deed/Indemnity Bond in case of Leased Premises# 5. Municipality/Gram panchayat Permission Letter* 6. Indemnity Bond * 7. Transfer Transferee Document* 8. Latest Bill and Receipt*

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

Apply for SPDCL Name Change Service:

This section contains instructions for the operators of the Meeseva web application to apply for SPDCL- Name Change Service.

- 1) In Meeseva home screen, under **List of Services**, Select **SPDCL Department** services as depicted in Figure 1.



[View Transactions](#) [Reports](#) [Home](#) [Log Off](#)

List of Services

Application Submission

AADHAAR

AGRICULTURE

AROGYASRI

CPDCL

COLLEGIATE EDUCATION

CDMA

CivilSupplies

DISTRICT COLLECTRATE

DISTRICT ADMIN

EPDCL

ENDOWMENT

EDUCATION

FACTORIES

FISHERIES

GHMC

HEALTH DEPARTMENT

INDUSTRIAL

ITC

INTERMEDIATE EDUCATION

LEGAL METROLOGY

MINES AND GEOLOGY DEPARTMENT

MINORITY WELFARE

NPDCCL

Prajavani

Revenue Department

RURAL DEVELOPMENT

Registration Department

SOCIAL WELFARE DEPARTMENT

SSDG

SPDCL

TECHNICAL EDUCATION

SSDG Services

[MeeSeva Request Tracking System\(MRTS\)](#)

[Online Test](#)

[Agent Center Identity](#)

[MeeSeva Training Details](#)

X

Username :TCS TEST CHANNEL

User ID :APO-ADI-AKT-1

Phone No :9885517722

Last Login :Apr 28 2014 11:18/

Key Contacts of GO.A.P

Media Releases

Govt. Sites

1. The following New Services belongs to Endowment Department has been enable to all kiosk.
1. Sri Durga Malleswara Seva Ticket Booking
2. Sri Lakshmi Narasimha Seva Ticket Booking
3. Sri Venkateswara Swamy Seva Ticket Booking

2. As per the instructions from the CCLA office, we have disabled the following services in MeeSeva on 24/04/2014.
a)DUPLICATE COPY OF CERTIFICATE - INCOME b) ISES SERVICES - INCOME FEE REIMBURSEMENT c)ISES SERVICES -INCOME CERTIFICATE d)ISES SERVICES -INTEGRATED CERTIFICATE

3. CPDCL charges have been revised as per the instructions from the Dept.Will be effective from 03/04/2014.

4. As per the instructions from CCLA,The Provision for placing the request for Integrated Certificate in Duplicate Certificate Service has been removed on 24/03/2014.

5. As per the instructions from CCLA,The ISES Residence Certificate Service has been disabled on 27/03/2014.

6. The following New Services belongs to Civil Supplies Department has been enable to all kiosk. Presently these services are available only for Hyderabad, Ranga Reddy and Karimnagar districts citizen.
1. Issue of New Ration Card 2. Ration Card Modifications (EPDS Integration) 3. Deletion of Member Ration Card 4. Household Head Modification 5. Ration Card Transfer 6. Conversion of White to Pink Card 7. Surrender of Ration Card 8. Ration Card Member Migration 9. Ration Card Missing Declaration

7. New Service called Aadhaar Daily Enrollment Data has been enabled in MeeSeva Kiosk portal to all PECs on 5th March, 2014.
All the PECs must enter all New Enrollments, Biometric Updates and Demographic update statistics in MeeSeva on daily basis.

8. As per instructions from Labour department, parallel services stopped by department in all 23 districts. Every kiosk operator should accept labour department applications in MeeSeva

9. Dear All, As per the Revenue Department instructions, the following service charges have been revised and it will be affected from 13th January, 2014 onwards. Request all of you to make a note of it and collect the charges accordingly. Service Name: Issuance of Duplicate e-passbook 1. Rs.100/- Challan .(As per G.O number:995 dated :11-07-2011.) 2. Rs.100/- (e-passbook printing user charges) 3.Rs.35 for MeeSeva user charges

10. MeeSeva has updated the process of printing certificates. Please click the below link to follow instructions. **Print Certificate Instructions.**

11. The Following four Road Transport Authority (RTA) services have been rollout out across the state from 1st Jan 2013. Now citizen can apply for all of the services from Mee Seva centers in all the 23 districts.
1. Learning License (LL) Slot booking
2. Driving License (DL) Slot Booking
3. RC Abstract
4. DL Abstract

12. NOTE:Before printing the Meeseva Certificate, the kiosk operator must enter certificate serial number (Ex: 00AA 00000000) in the given box. Hence all the kiosk operators are requested to follow this procedure without fail. Any violation in this process will be taken seriously and necessary action will be initiated by concerned authorities.

13. Kiosk operators can verify the uploaded documents by clicking the Download Documents link under View Transactions

14. 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: SPDCL Department

2) Select **Name Change** Service under SPDCL Services as depicted in Figure 2.



- INTERMEDIATE EDUCATION
- LEGAL METROLOGY
- MINES AND GEOLOGY DEPARTMENT
- MINORITY WELFARE
- NPDCL
- Prajavani
- Revenue Department
- RURAL DEVELOPMENT
- Registration Department
- SOCIAL WELFARE DEPARTMENT
- SSDG
- SPDCL
 - SPDCL - CATEGORY LOAD CHANGE APPLICATION
 - SPDCL - NAME CHANGE**
 - SPDCL - New Connection
- TECHNICAL EDUCATION

SSDG Services

[MeeSeva Request Tracking System\(MRTS\)](#)

[Online Test](#)

[Agent Center Identity](#)

- New Service called Aadhaar Daily Enrollment Data has been enabled in MeeSeva Kiosk portal to all PECs on 5th March, 2014. All the PECs must enter all New Enrollments, Biometric Updates and Demographic update statistics in MeeSeva on daily basis.
- As per instructions from Labour department, parallel services stopped by department in all 23 districts. Every kiosk operator should accept labour department applications in MeeSeva
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- The Following four Road Transport Authority (RTA) services have been rollout out across the state from 1st Jan 2013. Now citizen can apply for any of the services from Mee Seva centers in all the 23 districts.
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 - Driving License (DL) Slot Booking
 - RC Abstract
 - DL Abstract
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- 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.
- NOTE:As per the instructions from the department Charges for New Connection,Load Change of NPDCL services have been changed,New Charges are

Figure 2: Selection of Name Change Service under SPDCL Department Services

3) After Selection, Name Change request Screen will be Displayed. As depicted in Figure 3

[View Transactions](#) [Reports](#) [Home](#) [Log Off](#)

Name Change Request

Name Change Request

Please Select Payment Mode

Payment Modes

Cash ▼

Discom*: SPDCL ▼

Service Number*

Get Details

Figure 3: Name Change request screen



4) Enter details such as existing service connection number and clicking on get details button as depicted in figure 4.

View Transactions Reports Home Log Off

Name Change Request

Name Change Request

Please Select Payment Mode

Payment Modes Cash Discom* SPDCL

Service Number* 1324201000011

Get Details

Figure 4: Service Details in request screen

Note: - Here Existing Service Connection details are fetched from department server through Web Service.



5) Now existing service connection details are displayed as depicted in Figure 5

Name Change Request				
Name Change Request				
Please Select Payment Mode				
Payment Modes	Cash	Discom*	SPDCL	
Service Number*	1324201000010			
Get Details				
Consumer Details				
Application Number :	NMC04001927			
Actual Consumer SurName*		Changed Consumer SurName*		
Actual Consumer Name*	T HANUMANTHA RAO		Changed Consumer Name*	
Actual FatherName*		Changed FatherName*		
Actual Caste*	Select	Changed Caste*	Select	
Actual MobileNo*		Changed MobileNo*		
Service Type*	DOMESTIC	Reason for Name Change*		
Characters Remaining				
Location of Premises				
House No *		Street *	1/	
Circle*	GUNTUR	Division *	NARASARAOPET	
SubDivision*	SATTENAPALLI	Pin Code :		
Sub Category *	DOMESTIC <= 0.5 KW			
Location Type *	RURAL	Location Name *		
Contracted Load *	0.48	Kilo Watts	Dispatch No :	
Informant Details				
Aadhar Card No:		Pre-Fill	Informant Name*	
Relation*	Select	Door No :		
Locality/Land Mark :		District*	Select	
Mandal *	Select	Village/Ward*	Select	
Pin Code:		Mobile*		
Phone:		Email:		
Delivery Type *	Manual			
Security Deposit(Available)*:	20			
Proof Document*	Select			
ID Proof*	Select			
Document List(NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)				
<input type="checkbox"/> Application Form	File Browse*		Browse...	
<input type="checkbox"/> ID Proof	File Browse*		Browse...	
<input type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse*		Browse...	
<input type="checkbox"/> Owner Ship Certificate/Sale Deed /GIR Deed(Selected Proof Document)	File Browse*		Browse...	
<input type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse*		Browse...	
<input type="checkbox"/> Indemnity Bond	File Browse*		Browse...	
<input type="checkbox"/> Transfer Transfree Document	File Browse*		Browse...	
<input type="checkbox"/> Latest Bill and Receipt	File Browse*		Browse...	
Show Payment				

Figure 5: Name Change request Screen



Note: - Here, If Services connection details are not available then, Operator need to enter all details as depicted in figure 6.

Name Change Request			
Name Change Request			
Please Select Payment Mode			
Payment Modes	Cash	Discom*	SPDCL
Service Number*	1324201000010		
Get Details			
Consumer Details			
Application Number :	NMC04001927		
Actual Consumer SurName*		Changed Consumer SurName*	
Actual Consumer Name*	T HANUMANTHA RAO	Changed Consumer Name*	
Actual FatherName*		Changed FatherName*	
Actual Caste*	Select	Changed Caste*	Select
Actual MobileNo*		Changed MobileNo*	
Service Type*	DOMESTIC	Reason for Name Change*	
Characters Remaining			
Location of Premises			
House No *		Street *	1/
Circle*	GUNTUR	Division *	NARASARAOPET
SubDivision*	SATTENAPALLI	Pin Code :	
Sub Category *	DOMESTIC <= 0.5 KW		
Location Type*	RURAL	Location Name*	
Contracted Load *	0.48	Kilo Watts	Dispatch No :
Informant Details			
Aadhar Card No:		Pre-Fill	Informant Name*
Relation*	Select	Door No :	
Locality/Land Mark :		District*	Select
Mandal *	Select	Village/Ward*	Select
Pin Code:		Mobile*	
Phones:		Email:	
Delivery Type *	Manual		
Security Deposit(Available)*:	20		
Proof Document*	Select		
ID Proof*	Select		
Document List(NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)			
<input type="checkbox"/> Application Form	File Browse*		Browse...
<input type="checkbox"/> ID Proof	File Browse*		Browse...
<input type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse*		Browse...
<input type="checkbox"/> Owner Ship Certificate/Sale Deed /Gift Deed(Selected Proof Document)	File Browse*		Browse...
<input type="checkbox"/> Municipality/ Gram panchayat Permission Letter	File Browse*		Browse...
<input type="checkbox"/> Indemnity Bond	File Browse :		Browse...
<input type="checkbox"/> Transfer Transfree Document	File Browse*		Browse...
<input type="checkbox"/> Latest Bill and Receipt	File Browse*		Browse...
Show Payment			

Figure 6: Name Change request screen



7) Enter remaining consumer details which are not fetched from dept and which are required changes such as Consumer sur name, Changed Consumer sur name, Changed Consumer Name, Actual Consumer father Name, Changed Consumer father Name, Actual Caste, Changed Caste, Actual Mobile Number, Changed Mobile Number, Reason for name change as depicted in figure 7.

Name Change Request			
Name Change Request			
Please Select Payment Mode			
Payment Modes	Cash	Discom*	SPDCL
Service Number*	1324201000010		
Get Details			
Consumer Details			
Application Number :	NMC04001927		
Actual Consumer SurName*	tammila	Changed Consumer SurName*	pippadipally
Actual Consumer Name*	T HANUMANTHA RAO	Changed Consumer Name*	shravan
Actual FatherName*	surjeeth	Changed FatherName*	ramulu
Actual Caste*	BC	Changed Caste*	OC
Actual MobileNo*	9985714101	Changed MobileNo*	8886414101
Service Type*	DOMESTIC	Reason for Name Change*	hgfhgsdf
Characters Remaining			
Location of Premises			
House No *	3-6/1	Street *	near temple
Circle*	GUNTUR	Division *	NARASARAOPET
SubDivision*	SATTENAPALLI	Pin Code :	502001
Sub Category *	DOMESTIC <= 0.5 KW		
Location Type *	RURAL	Location Name *	sangareddy
Contracted Load *	0.48	Dispatch No :	
Kilo Watts			
Informant Details			
Aadhar Card No:	310932488463	Informant Name*	Jallela Koteswara Rao
Relation*	Select	Door No :	2-60-2
Locality/Land Mark :		District*	Guntur
Mandal *	Kollur	Village/Ward*	CHILUMURU
Pin Codes	522426	Mobile*	8529637410
Phone:		Email:	
Delivery Type *	Manual		
Security Deposit(Available)*:	20		
Proof Document*	Sale Deed Copy		
ID Proof*	Aadhar Card Copy		
Document List(NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)			
<input type="checkbox"/> Application Form	File Browse*	Browse...	
<input type="checkbox"/> ID Proof	File Browse*	Browse...	
<input type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse*	Browse...	
<input type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed (Selected Proof Document)	File Browse*	Browse...	
<input type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse*	Browse...	
<input type="checkbox"/> Indemnity Bond	File Browse :	Browse...	
<input type="checkbox"/> Transfer Free Document	File Browse* :	Browse...	
<input type="checkbox"/> Latest Bill and Receipt	File Browse* :	Browse...	
Show Payment			

Figure 7: Consumer Details in request Screen

Note: - Here Location of Premises details are fetched from department server.

8) Enter Informant details such as Informant name, Relation, Door No, Locality/Land Mark, District, Mandal, Village, Pin code, Mobile, Phone and email as depicted in figure 8.



Name Change Request																																																	
<div><div>Name Change Request</div><div>Please Select Payment Mode</div><div><div>Payment Modes</div><div>Cash</div><div>Discom*</div><div>SPDCL</div></div><div><div>Service Number*</div><div>1324201000010</div></div><div>Get Details</div></div>																																																	
<div>Consumer Details</div> <table><tr><td>Application Number :</td><td>NMC04001927</td><td>Changed Consumer SurName*</td><td>pippadipally</td></tr><tr><td>Actual Consumer SurName*</td><td>tammila</td><td>Changed Consumer Name*</td><td>shravan</td></tr><tr><td>Actual Consumer Name*</td><td>T HANUMANTHA RAO</td><td>Changed FatherName*</td><td>ramulu</td></tr><tr><td>Actual FatherName*</td><td>surjeeth</td><td>Changed Caste*</td><td>OC</td></tr><tr><td>Actual Caste*</td><td>BC</td><td>Changed MobileNo*</td><td>8886414101</td></tr><tr><td>Actual MobileNo*</td><td>9985714101</td><td>Reason for Name Change*</td><td>hgfhgsdf</td></tr><tr><td>Service Type*</td><td>DOMESTIC</td><td colspan="2">Characters Remaining</td></tr></table>				Application Number :	NMC04001927	Changed Consumer SurName*	pippadipally	Actual Consumer SurName*	tammila	Changed Consumer Name*	shravan	Actual Consumer Name*	T HANUMANTHA RAO	Changed FatherName*	ramulu	Actual FatherName*	surjeeth	Changed Caste*	OC	Actual Caste*	BC	Changed MobileNo*	8886414101	Actual MobileNo*	9985714101	Reason for Name Change*	hgfhgsdf	Service Type*	DOMESTIC	Characters Remaining																			
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Service Type*	DOMESTIC	Characters Remaining																																															
<div>Location of Premises</div> <table><tr><td>House No *</td><td>3-6/1</td><td>Street *</td><td>near temple</td></tr><tr><td>Circle*</td><td>GUNTUR</td><td>Division *</td><td>NARASARAOPET</td></tr><tr><td>SubDivision*</td><td>SATTENAPALLI</td><td>Pin Code :</td><td>502001</td></tr><tr><td>Sub Category *</td><td>DOMESTIC <= 0.5 KW</td><td colspan="2"></td></tr></table>				House No *	3-6/1	Street *	near temple	Circle*	GUNTUR	Division *	NARASARAOPET	SubDivision*	SATTENAPALLI	Pin Code :	502001	Sub Category *	DOMESTIC <= 0.5 KW																																
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Contracted Load *	0.48 Kilo Watts	Dispatch No :																																															
<div>Informant Details</div> <table><tr><td>Aadhar Card No:</td><td>310932488463</td><td>Pre-Fill</td><td>Informant Name*:</td><td>Jallala Koteswara Rai</td></tr><tr><td>Relation*</td><td>Select</td><td></td><td>Door No :</td><td>2-60-2</td></tr><tr><td>Locality/Land Mark :</td><td></td><td></td><td>District*</td><td>Guntur</td></tr><tr><td>Mandal *</td><td>Kollur</td><td></td><td>Village/Ward*</td><td>CHILUMURU</td></tr><tr><td>Pin Code:</td><td>522426</td><td></td><td>Mobile*</td><td>8529637410</td></tr><tr><td>Phone:</td><td></td><td></td><td>Email:</td><td></td></tr><tr><td>Delivery Type *</td><td>Manual</td><td colspan="2"></td></tr><tr><td>Security Deposit(Available)*:</td><td>20</td><td colspan="2"></td></tr><tr><td>Proof Document*:</td><td>Sale Deed Copy</td><td colspan="2"></td></tr><tr><td>ID Proof*:</td><td>Aadhar Card Copy</td><td colspan="2"></td></tr></table>				Aadhar Card No:	310932488463	Pre-Fill	Informant Name*:	Jallala Koteswara Rai	Relation*	Select		Door No :	2-60-2	Locality/Land Mark :			District*	Guntur	Mandal *	Kollur		Village/Ward*	CHILUMURU	Pin Code:	522426		Mobile*	8529637410	Phone:			Email:		Delivery Type *	Manual			Security Deposit(Available)*:	20			Proof Document*:	Sale Deed Copy			ID Proof*:	Aadhar Card Copy		
Aadhar Card No:	310932488463	Pre-Fill	Informant Name*:	Jallala Koteswara Rai																																													
Relation*	Select		Door No :	2-60-2																																													
Locality/Land Mark :			District*	Guntur																																													
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<input type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed (Selected Proof Document)	File Browse* :	Browse...																																															
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<input type="checkbox"/> Indemnity Bond	File Browse :	Browse...																																															
<input type="checkbox"/> Transfer Transfree Document	File Browse* :	Browse...																																															
<input type="checkbox"/> Latest Bill and Receipt	File Browse* :	Browse...																																															

Figure 8: Informant details in *request Screen*

9) Collect the necessary supporting documents as indicated in the Name Change request page scan the documents and upload into the system, as depicted in Figure 9.



Name Change Request			
Name Change Request			
Please Select Payment Mode			
Payment Modes	Cash	Discom*	SPDCL
Service Number*	1324201000010		
Get Details			
Consumer Details			
Application Number :	NMC04001927		
Actual Consumer SurName*	tammila	Changed Consumer SurName*	pippadipally
Actual Consumer Name*	T HANUMANTHA RAO	Changed Consumer Name*	shravan
Actual FatherName*	surjeeth	Changed FatherName*	ramulu
Actual Caste*	BC	Changed Caste*	OC
Actual MobileNo*	9985714101	Changed MobileNo*	8886414101
Service Type*	DOMESTIC	Reason for Name Change*	hgfhgsdf
Characters Remaining			
Location of Premises			
House No *	3-6/1	Street *	near temple
Circle*	GUNTUR	Division *	NARASARAOPET
SubDivision*	SATTENAPALLI	Pin Code :	502001
Sub Category *	DOMESTIC <= 0.5 KW		
Location Type *	RURAL	Location Name *	sangareddy
Contracted Load *	0.48	Dispatch No :	
Informant Details			
Aadhar Card No:	310932488463	Pre-Fill	Informant Name*
Relation*	Select	Door No :	2-60-2
Locality/Land Mark :		District*	Guntur
Mandal *	Kollur	Village/Ward*	CHILUMURU
Pin Codes:	522426	Mobile*	8529637410
Phone:		Email:	
Delivery Type *	Manual		
Security Deposit(Available)*:	20		
Proof Document*:	Sale Deed Copy		
ID Proof*:	Aadhar Card Copy		
Document List (NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)			
<input checked="" type="checkbox"/> Application Form	File Browse* :	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> ID Proof	File Browse* :	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse* :	C:\Desktop\MeeSeva	Browse...
<input checked="" type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed (Selected Proof Document)	File Browse* :	ILINEODC\Desktop\W	Browse...
<input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse* :	PS.APONLINEODC\Des	Browse...
<input checked="" type="checkbox"/> Indemnity Bond	File Browse* :	ILINEODC\Desktop\W	Browse...
<input checked="" type="checkbox"/> Transfer Transfree Document	File Browse* :	C:\Users\771895.APC	Browse...
<input checked="" type="checkbox"/> Latest Bill and Receipt	File Browse* :	71895.APONLINEODC	Browse...
Show Payment			

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Figure 9: Upload Documents in the request Screen

Note: All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

Note: Ensure that the Location of Premises Details of the Consumer is accurate as the concerned officials visit Premises Location during the verification of his/her Name Change particulars.



Figure 10: Show payment section

Name Change Request			
<div><div>Name Change Request</div><div>Please Select Payment Mode</div><div>Payment Modes: Cash Discom*: SPDCL</div><div>Service Number*: 1324201000010</div><div>Get Details</div></div>			
Consumer Details			
Application Number :	WMC04001927		
Actual Consumer SurName*:	tammila	Changed Consumer SurName*:	pippadipally
Actual Consumer Name*:	T HANUMANTHA RAO	Changed Consumer Name*:	shravan
Actual FatherName*:	surjeeth	Changed FatherName*:	ramulu
Actual Caste*:	BC	Changed Caste*:	OC
Actual MobileNo*:	9985714101	Changed MobileNo*:	8886414101
Service Type*:	DOMESTIC	Reason for Name Change*:	hgfhgsdf
Location of Premises			
House No :	3-6/1	Street*:	near temple
Circle*:	GUNTUR	Division*:	NARASARAOPET
SubDivision*:	SATTENAPALLI	Pin Code :	502001
Sub Category*:	DOMESTIC <= 0.5 KW		
Location Type*:	RURAL	Location Name*:	sangareddy
Contracted Load*:	0.48 Kilo Watts	Dispatch No :	
Informant Details			
Aadhar Card No:	310932488463	Pre-Fill	Informant Name*:
Relation*:	Select	Door No :	2-60-2
Locality/Land Mark :		District*:	Guntur
Mandal*:	Kollur	Village/Ward*:	CHILUMURU
Pin Code:	522426	Mobile*:	8529637410
Phone:		Email:	
Delivery Type*:	Manual		
Security Deposit(Available)*:	20		
Proof Document*:	Sale Deed Copy		
ID Proof*:	Aadhar Card Copy		
Document List(NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)			
<input checked="" type="checkbox"/> Application Form	File Browse*:	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> ID Proof	File Browse*:	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse*:	C:\Desktop\MeeSeva	Browse...
<input checked="" type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed (Selected Proof Document)	File Browse*:	ILINEODC\Desktop\IM	Browse...
<input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse*:	95.APONLINEODC\Des	Browse...
<input checked="" type="checkbox"/> Indemnity Bond	File Browse*:	ILINEODC\Desktop\IM	Browse...
<input checked="" type="checkbox"/> Transfer Transfree Document	File Browse*:	C:\Users\771895.APG	Browse...
<input checked="" type="checkbox"/> Latest Bill and Receipt	File Browse*:	71895.APONLINEODC	Browse...
Show Payment			
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Uploaded Documents			
01~MeeSeva_needed.pdf			
02~MeeSeva_needed.pdf			
03~MeeSeva_needed.pdf			
04~MeeSeva_needed.pdf			
05~MeeSeva_needed.pdf			
06~MeeSeva_needed.pdf			
07~MeeSeva_needed.pdf			
08~MeeSeva_needed.pdf			
Charges Details			
Application Fee :	25	Development Charges :	0.00
Security Deposit :	280	Inspection Charges :	0
Receive Payment			
Service Charge :	305.00	User Charges :	35.00
Courier Charges :	0.00	Total Amount :	340.00
Confirm Payment			
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10) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 10.

11) Click **Show Payment**. Another window appears requesting to **Confirm Payment** as depicted in figure 11.

Name Change Request			
Name Change Request			
Please Select Payment Mode			
Payment Modes	Cash	Discom	SPDCL
Service Number	1324201000010		
Get Details			
Consumer Details			
Application Number	HMC04001927		
Actual Consumer SurName	Tammila	Changed Consumer SurName	pippadipally
Actual Consumer Name	T HANUMANTHA RAO	Changed Consumer Name	shravan
Actual FatherName	surjeeth	Changed FatherName	ramulu
Actual Caste	BC	Changed Caste	OC
Actual MobileNo	9985714101	Changed MobileNo	8886414101
Service Type	DOMESTIC	Reason for Name Change	hgfhgsdf
Characters Remaining			
Location of Premises			
House No	3-6/1	Street	near temple
Circle	GUNTUR	Division	NARASARAOPET
SubDivision	SATTENAPALLI	Pin Code	502001
Sub Category	DOMESTIC <= 0.5 KW		
Location Type	RURAL	Location Name	sangareddy
Contracted Load	0.48 Kilo Watts	Dispatch No	
Informant Details			
Aadhar Card No	310932488463	Informant Name	Jallela Koteswara Rao
Relation	Select	Door No	2-60-2
Locality/Land Mark		District	Guntur
Mandal	Kollur	Village/Ward	CHILUMURU
Pin Code	522426	Mobile	8529637410
Phone		Email	
Delivery Type	Manual		
Security Deposit(Available)	20		
Proof Document	Sale Deed Copy		
ID Proof	Aadhar Card Copy		
Document List(NOTE: All Upload Documents are in Pdf Format Only And All Documents Size Must Not Exceed 3MB)			
<input checked="" type="checkbox"/> Application Form	File Browse	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> ID Proof	File Browse	Users\771895.APONLI	Browse...
<input checked="" type="checkbox"/> Caste Certificate (Mandatory if SC/ST)	File Browse	C:\Desktop\MeeSeva	Browse...
<input checked="" type="checkbox"/> Owner Ship Certificate/Sale Deed/Gift Deed (Selected Proof Document)	File Browse	ILINEODC\Desktop\Me	Browse...
<input checked="" type="checkbox"/> Municipality/Gram panchayat Permission Letter	File Browse	95.APONLINEODC\Des	Browse...
<input checked="" type="checkbox"/> Indemnity Bond	File Browse	ILINEODC\Desktop\Me	Browse...
<input checked="" type="checkbox"/> Transfer Transfree Document	File Browse	C:\Users\771895.APO	Browse...
<input checked="" type="checkbox"/> Latest Bill and Receipt	File Browse	71895.APONLINEODC	Browse...
Show Payment			
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Uploaded Documents			
01~MeeSeva_needed.pdf			
02~MeeSeva_needed.pdf			
03~MeeSeva_needed.pdf			
04~MeeSeva_needed.pdf			
05~MeeSeva_needed.pdf			
06~MeeSeva_needed.pdf			
07~MeeSeva_needed.pdf			
08~MeeSeva_needed.pdf			
Charges Details			
Application Fee	25	Development Charges	0.00
Security Deposit	280	Inspection Charges	0
Receive Payment			
Service Charge	305.00	User Charges	35.00
Courier Charges	5.00	Total Amount	345.00
Confirm Payment			
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Figure 11: Payment Confirmation section



On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.

Note: - On submission of the request, Changed Consumer, Actual Consumer and Applicant Receives Messages. Like your Request for Name Change Service has been entered vide Application Number, Transaction Id and sent to Dept.

Note: Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.

Date :28/04/2014

Time :1:12 PM

SPDCL - Name Change			
Discom Name :	SPDCL	Date of Payment :28/04/2014	
Authorized Agent Name:	APO-ADI-AKT	Applicant Name :	Narasimharao
Transaction Id:	TNMC04001932	Application No:	NMC04001932
Circle:	GUNTUR	Division:	NARASARAOPET
Sub Division:	SATTENAPALLI	Consumer Name :	Pillutla Narasimharao
Amount Paid (in Rs.) :	340+25(Courier Charges)=365	Delivered in:	Within 7 working days from requested date .
CSC ApplicationNo :	13242C000522014APR28		

TCS TEST CHANNEL

The Transaction Id should be kept for further correspondence.

Note : The Kiosk Operator must courier the Name Change Application Form along with all supporting documents to the respective ADE. The Courier amount 25/- shall be collected from the applicant.

Print	List of Services	Name Change Application
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Figure 12: Name Change Service Receipt

12) On submission, the request will be sent to the work flow of the respective ADE for further processing.

13) Once the request is approved by ADE, Then citizen need to collect the Name Change Certificate from franchisee where he/she applied for the Certificate.