

ANNEXURE - II

➤ PROCEDURE TO AVAIL G2C SERVICES:

Step 1:	Citizen visits the common service centre and enquire about the G2C service required.
Step 2:	VLE requests data from citizen to procure information from the Portal.
Step 3:	VLE process the data in the Portal and obtains necessary output.
Step 4:	VLE provides the citizen the output and requests fee specified.
Step 5:	Citizen remits the fee to the VLE and receives the acknowledgement

➤ USER CHARGES COLLECTED AT THE COMMON SERVICES CENTRE TOWARDS RENDERING G2C

S. No	Online Service	Service pertaining Department	Total charges collected from the citizen	Approx time taken
1	Issue of Birth certificate	Local Administration Department	Rs 11/- per copy	10 min
2	Issue of Death Certificate	Local Administration Department	Rs 11/- per copy	10 min
3	Issue of Patta Copy	Directorate of Survey & Land Records	Rs 40/- per patta copy	15 min
4	Issue of Settlement Copy	Directorate of Survey & Land Records	Rs 40/- per settlement copy	15 min
5	Issue of Digitized Cadastral Map(FMB)	Directorate of Survey & Land Records	Rs 50/- per sub division	15 min