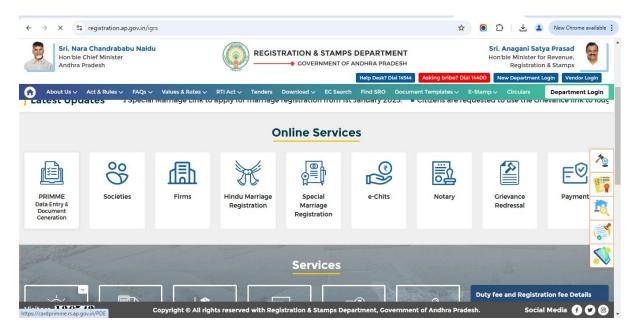


USER MANUAL FOR CC REPORTS DOWNLOAD

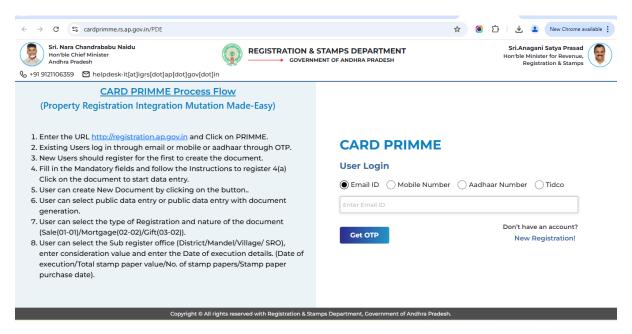
(Registration Made Easy)

GOVERNMENT OF ANDHRA PRADESH REGISTRATION AND STAMPS DEPARTMENT VIJAYAWADA 2024

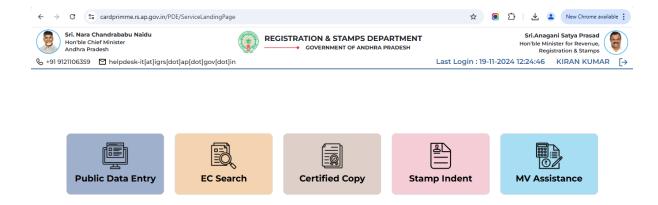
- Search APIGRS website in any supporting browser
- Click on PRIMME Data entry & Document Generation option in APIGRS website



User navigate to CARD PRIMME application as given below image.

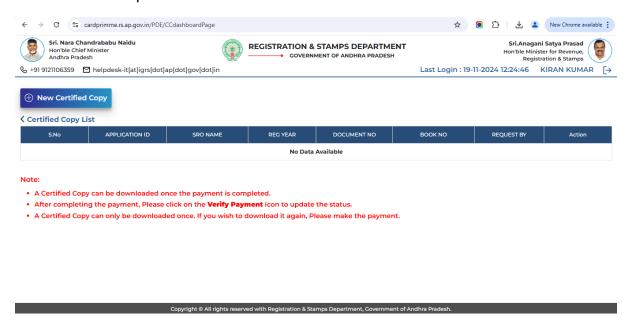


- Login into application with Register Email or Mobile number or Aadhaar number.
- Click on Certified Copy tile after login

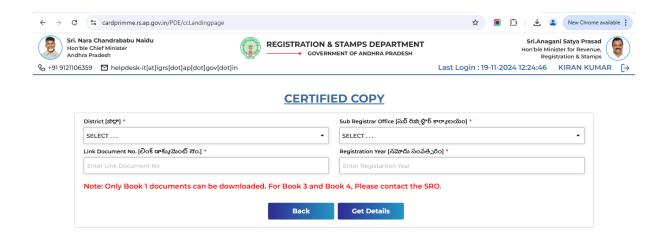


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- User Navigate to Certified Copy dashboard as given below image.
- Kindly read the Note once before requesting New Certified Copy
- For New Certified Copy download click on New Certified Copy button on the left side top view



 Upon click on New Certified Copy button, user navigate to Certified Copy screen as given below image.



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- User can access only Book 1 document and for Book 3 and Book 4 please contact SRO
- Select District, Sub registrar office from the dropdown menu.
- Enter link Document No.
- Enter Registration Year
- Click on Get Details
- If Entered Link documents details are not available, User see "Link document not available" Popup message
- Once click on Get details button, User can see respective Document details like Parties details, Property details with CC request button.
- Click on CC request button.



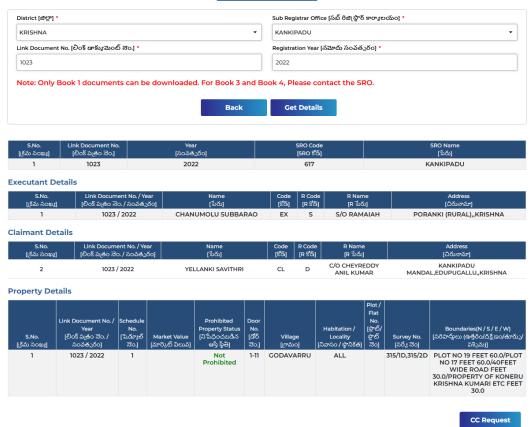




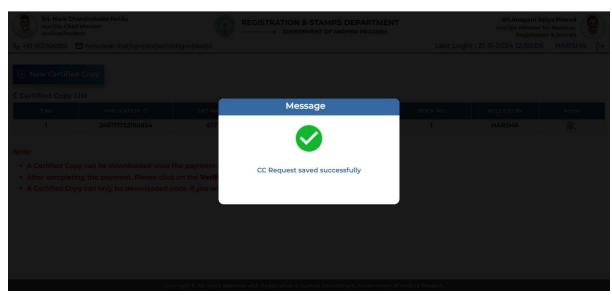
 $\& \ \ \text{+91 9121106359} \quad \ \, {\color{red} \, {\color{blue} \, \square}} \ \ \text{helpdesk-it[at]igrs[dot]ap[dot]gov[dot]in}$

Last Login : 19-11-2024 12:24:46 KIRAN KUMAR $[\rightarrow$

CERTIFIED COPY



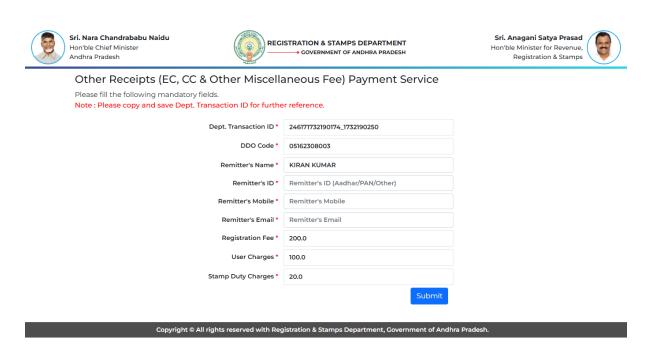
Upon clicking on CC request button, user can see Popup screen "CC request saved successfully" and navigate to Certified copy Dashboard.



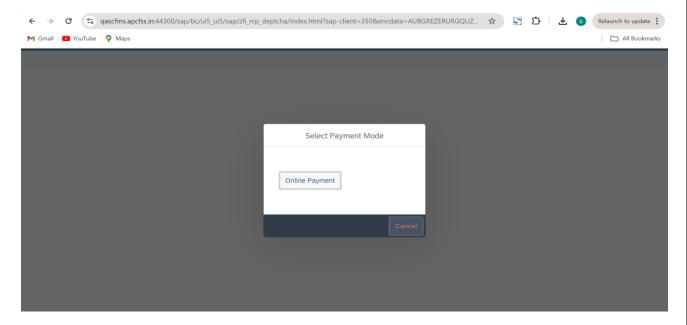
- Now status of the application is in Pay online status, user can make see status when cursor place on the status.
- Click on Pay online.
- User navigate to Payment service page



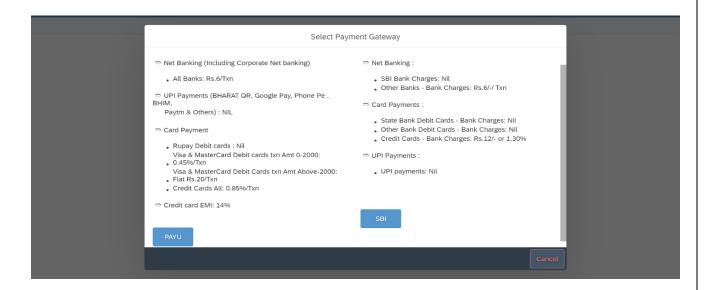
 For Every CC request "Registration Fee -200, User charger- 100, Stamp Duty Charger- 20"



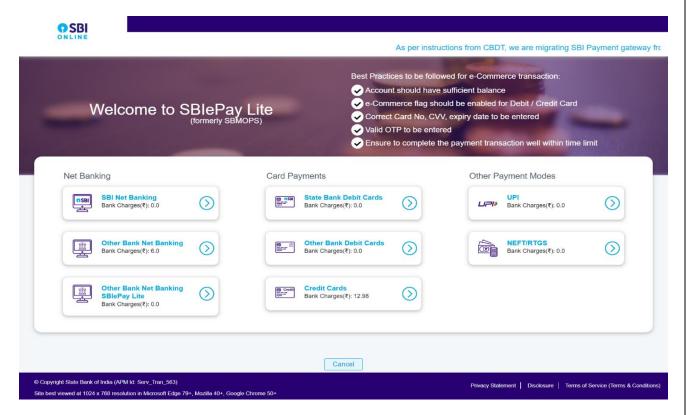
 Clicking pay online it will redirect to payment service page and enter the details as shown and click on submit button.



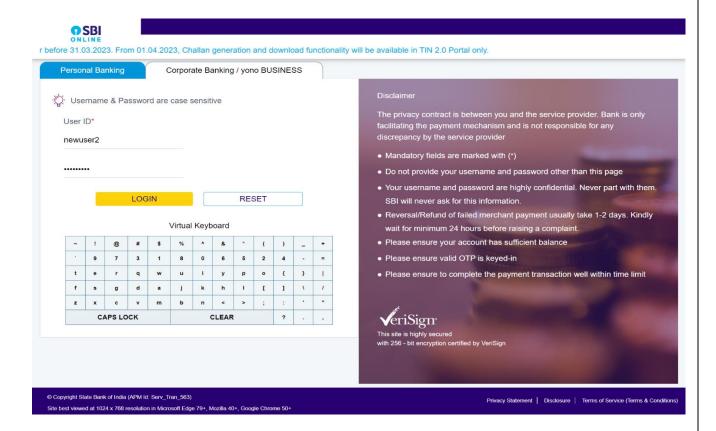
• After clicking the submit button it will ask for online payment, click on that button.



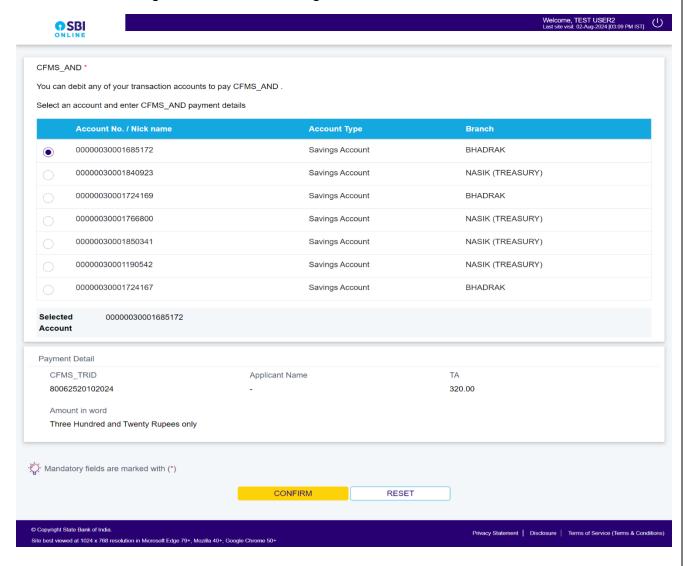
• By clicking on the online payment button select the payment gateway.



 On selecting the payment gateway it will ask for the payment mode like Net banking.



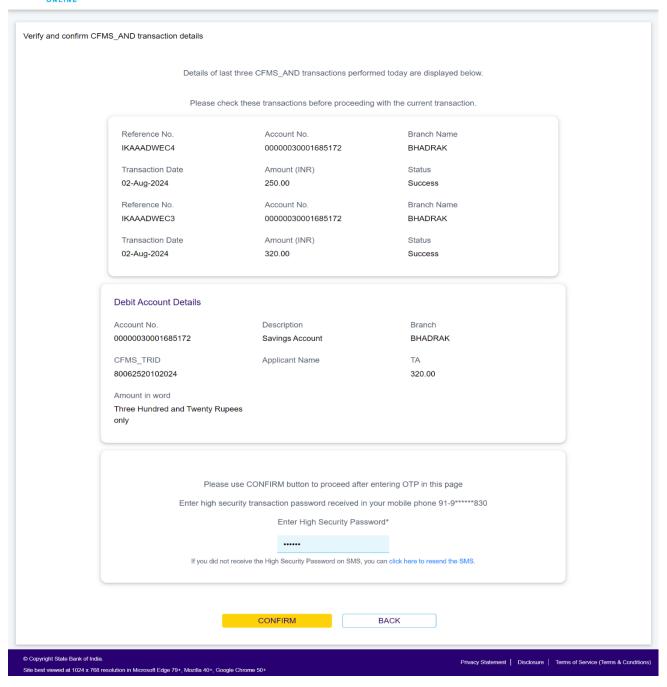
- On selecting the payment mode, it will redirect to the payment login page and enter User ID and Password.
- After entering the details click on login button.



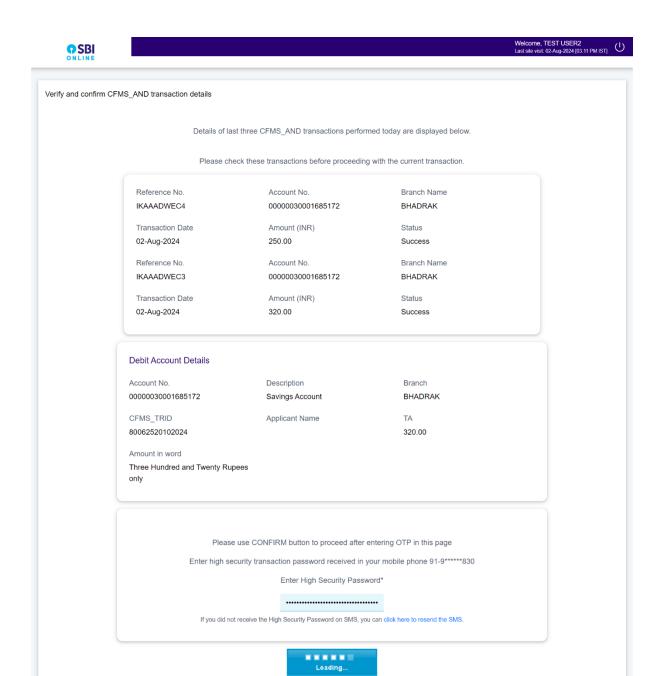
- Clicking login button it will redirect to transactions page, select the account through which we want to do payment.
- After selecting the account click on the confirm button.







• On clicking on confirm button it will ask for the password.



Your transaction is being processed. Do not refresh or close this page, until you view the confirmation page.

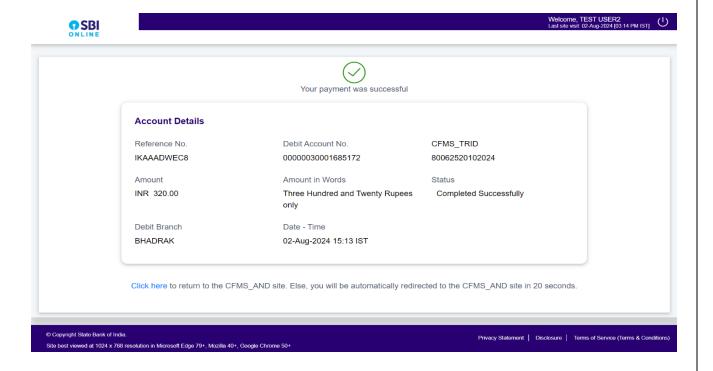
BACK

Privacy Statement | Disclosure | Terms of Service (Terms & Conditions)

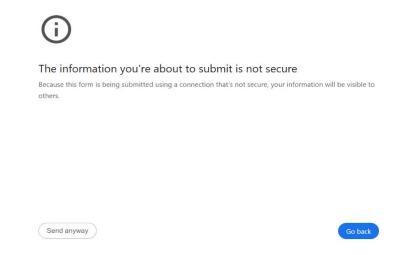
• After entering the password click on the confirm button.

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Site best viewed at 1024 x 768 resolution in Microsoft Edge 79+, Mozilla 40+, Google Chrome 50+



• Once the payment is made successfully it will show the above page, then click on the **click here** button.



 On clicking on click here it will redirect to the above page then click on send anyway button.

- Upon Successful completion of Payment user can see Acknowledgement Receipt with Payment success status
- User can get hardcopy of Acknowledgement receipt by clicking on Print button.

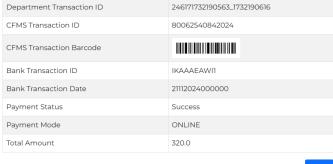






Other Receipts (EC, CC & Other Miscellaneous Fee) Payment Acknowledgement

Please note the CFMS Transaction ID, Dept. Transaction ID and Bank Transaction ID for your Reference



Print

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Now Reback to Main tab of Certified copy and Click on Verify Payment icon

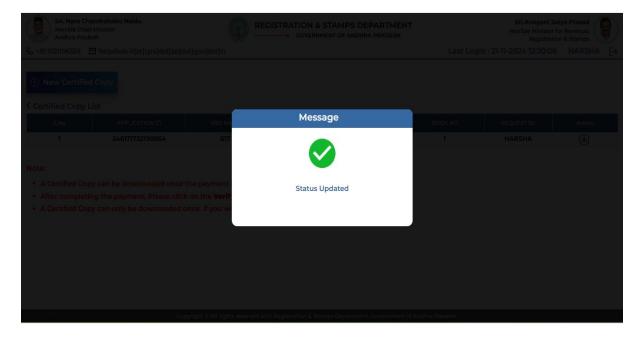


Note:

- A Certified Copy can be downloaded once the payment is completed.
- After completing the payment, Please click on the **Verify Payment** icon to update the status.
- A Certified Copy can only be downloaded once. If you wish to download it again, Please make the payment.

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- User can see Status updated popup message.
- After that status of the application displays into Download CC icon, refer below image.



- Click on Download CC.
- Certified Copy is download automatically in our system.



• A Certified Copy can only be downloaded once. If you wish to download it again, Please make the payment.

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- If User again click on Payment icon it is directed to Payment service page.
- Again if user need to download CC, Click on Re-Payment icon.







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Last Login : 21-11-2024 12:30:06 HARSHA [→



≺ Certified Copy List

S.No	APPLICATION ID	SRO NAME	REG YEAR	DOCUMENT NO	BOOK NO	REQUEST BY	Action
1	246171732190854	617	2022	1023	1	HARSHA	(F)
							Re-Payment

Note:

- A Certified Copy can be downloaded once the payment is completed.
- After completing the payment, Please click on the **Verify Payment** icon to update the status.
- A Certified Copy can only be downloaded once. If you wish to download it again, Please make the payment.

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