Restructuring of Districts in Andhra Pradesh
Portal on Fixed Assets

User Manual

The Government of Andhra Pradesh is committed in its endeavour to take governance to the doorsteps of the citizens, with the avowed objective of improving the lives of the citizens of Andhra Pradesh and enhancing their satisfaction. For bringing the administration at the District level closer to the people, the Government intends to increase the number of districts in the State, from the present (13) districts to (25/26) districts, duly considering that the present districts in the State are large & unwieldy to administer.

As a part of this a portal on District Re-Organisation has been developed to capture the data from the districts in respect of necessary aspects. A critical module of the District Re-Organisation portal is the 'Fixed Assets' module to capture data related to Fixed Assets (up-to Mandal level) from all the Districts of Andhra Pradesh.

Departments in Districts have to submit the following data in their Revenue Divisional Head Quarters:

Note: After submission vacant land details by departments respective RDO will verify and confirm the data

1. **Department's Vacant Land (Only):** Submit Survey Number wise vacant land owned by the Department. RDO will verify and confirm the vacant land details.

2. **Buildings / Buildings with attached vacant land:** Submit the building information occupied by the office(s) under the control of the department. Buildings have been classified into three categories:

    i.   Govt. owned Buildings

    ii. Govt. owned Buildings with attached vacant land

iii. Rented / Leased Buildings

Note: while submitting the Govt.-owned Building with the attached vacant land, the concerned Department shall select their office located in the department's own premises (or) accommodated in other department's premises. If it is located in the other department premises, the system will not ask the total extent of land(sq.yards). **Only the department OWNING the land shall submit the extent vacant land details.**

Note: To submit the above data in the prescribed templates, the division level departments head shall select the organizational units (offices) in the revenue head quarter in their initial login. (Organizational units data has been pre-populated from CFMS, the concerned Department shall select the relevant organizational units located in the revenue division head quarter)

Step by Step guide provided to submit the data in the portal. The following steps to be followed to logon to portal:

- Open the web browser

- Enter the website address as http://drp.ap.gov.in

- The website homepage gets displayed as shown below.
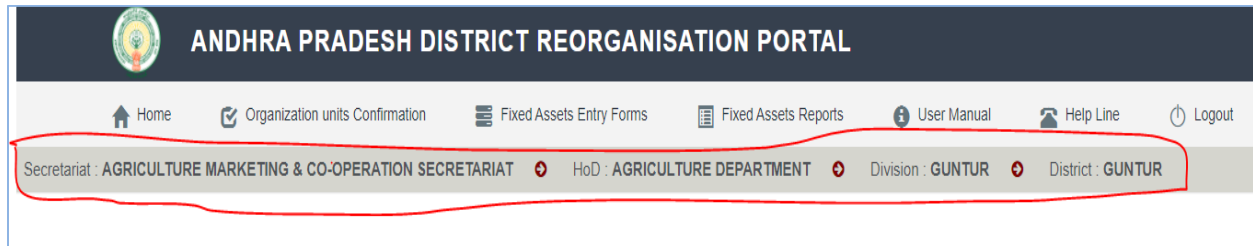
Website Homepage

Department Officials can login to the portal by selecting the '**Department Login**' link, appearing at the top right corner of the home page.

Login to the portal:

- Enter the Username and Password.
- Click Sign in.

Note : Department wise User Id and Default Password is available in the respective District Collectorate login. The district/division level department officials shall contact the District Collectorate to access the user id and password.

After successful login, Homepage as shown below appears. User can view the department name, HOD name, Division Name and District Name populated by the application based on the user id logged-in.
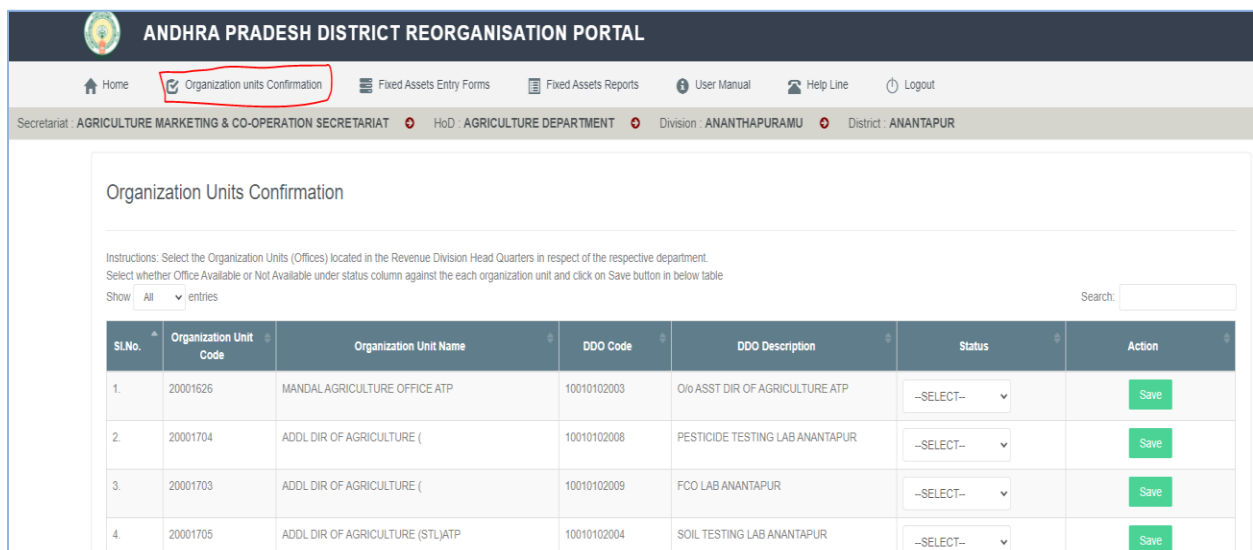
User manual: Department user can download the user manual provided in the 'User Manual' menu item and read the steps before proceed to data entry.

Help Line: Contact numbers of technical support team at district level and state level provided in the "Help Line" menu item. Department user can contact to district support team at first level if any clarifications.

Step 1: Organization units Confirmation

Department user has to select their department organization units in located revenue division head quarter which are populated from CFMS.

Step 2: Fixed Assets Entry Forms

Two sub menu items visible under 'Fixed Asset Entry Forms' main menu item to submit vacant land details and buildings details.
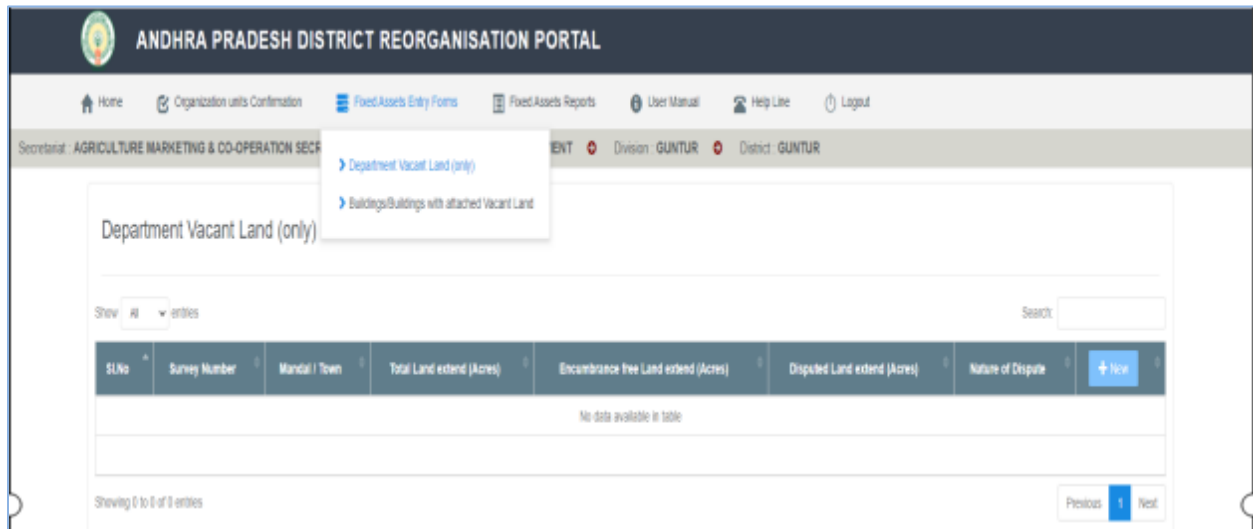
Step 2.1: Department Vacant Land (only)

Select 'Department Vacant Land (only) to submit vacant land details.

In this screen shown below, department has to provide the details of total extend of land OWNED by the concerned department. **Departments, having their office on the leased premise belonging to other Departments, SHALL NOT enter data in this screen.**

Step 2.1.1 : Click on '**New**' button as shown in the screen below to enter the details.

To remove the details already entered, click on 'Delete'.
To make any changes to the data already entered, please click on 'Edit'.

Step 2.1.2: After clicking the Add button, the below shown fields are displayed. Please enter the following details in the fields provided.

Department Vacant Land (Only)					
Survey Number	Alpha Numeric entry				
Total Land extent (Acres/Sq yards)	Numeric entry				
Encumbrance free land extent (Acres/Sq yards)	Numeric entry				
Disputed land extent (Acres/Sq yards)	Numeric entry				
Nature of Dispute	Drop down				
Present Status of Dispute	Drop down				
Distance of this vacant land from the Revenue Division headquarters (in Kilometers)	Numeric entry				
Location of Land	Revenue Division	Mandal /Town	Village/ Ward	Parliament Constituency	Assembly Constituency
	Drop down	Drop down	Drop down	Drop down	Drop down
Remarks					
Upload Land Sketch					
Upload Photo					

Click 'Submit' to submit the data entered.

ANDHRA PRADESH DISTRICT REORGANISATION PORTAL

🏠 Home   ☑ Organization units Confirmation   ☰ Fixed Assets Entry Forms   ▤ Fixed Assets Reports   ⓘ User Manual   ☎ Help Line   ⏻ Logout

Secretariat : AGRICULTURE MARKETING & CO-OPERATION SECRETARIAT ➲   HoD : AGRICULTURE DEPARTMENT ➲   Division : GUNTUR ➲   District : GUNTUR

Department Vacant Land (only)

Survey Number *

Encumbrance free Land extend *
---SELECT---   (in Acres)   (in Sq. Yards)

Disputed Land extend *
---SELECT---   (in Acres)   (in Sq. Yards)

Total Land extend *
(in Acres)   (in Sq. Yards)

Nature of Dispute *
---SELECT---

Present Status of Dispute *
---SELECT---

Distance of this vacant land from the Revenue Division headquarters (in Kilometers)*

Location of Land

Revenue Division *
GUNTUR

Mandal / Town *
---SELECT---

Village
---SELECT---

Parliament Constituency *
---SELECT---

Assembly Constituency *
---SELECT---

Sl.No.	Plan (Upload only *.pdf, *.jpg, *.jpeg files with size less than 200MB)	+ -
1.	Choose File No file chosen	

Sl.No.	Photo(Upload only *.jpg, *.jpeg files with size less than 1MB)	+ -
1.	Choose File No file chosen	

Remarks *

Step 2.2: Buildings/Building with attached vacant land

In this screen shown below, department has to provide the details of Govt. buildings, Govt. buildings with attached vacant land and rented/leased buildings occupied by their department office(s)

Step 2.2.1: The screen will be displayed as shown below. To add a new entry, click on the 'Add' button as shown.

To remove the details already entered, click on 'Delete'.

To make any changes to the data already entered, please click on 'Edit'.

Please fill the details of the Govt. Buildings / Govt. Buildings with attached vacant land and Rented/Leased Building using the dropdowns provided against the fields.

Step 2.2.2:

After selecting an option from the dropdown provided in 'Type of Assets' the screen will appear as shown above. If the Office Occupied is in "Govt. Owned Building/Govt. Owned Building with attached Vacant Land" please enter the following details in the fields provided.

Government Owned Building / Government Owned Building with attached vacant land					
Name of the Office	Text entry				
Ownership of Building/Land	Drop down (I.e whether office occupied is in department Own premises (or) Other department premises)				
Department Name	Drop down (I.e enter department name if occupied in other department premises				
Name & Designation of the Head of office	Text entry				
Purpose	Drop down : Office/Training/Accommodation/Guest House				
Office Level	Drop down :Regional/district/division/sub division/mandal				
Total Extend Land (Total Site Area) (Acres/Sq.yards)	Numeric entry (it enabled only if office occupied in department own premises)				
Location of Building					
Survey Number : text entry	Revenue Division	Mandal/Town	Village/Ward	Parliament Constituency	Assembly Constituency
	Drop down	Drop down	Drop down	Drop down	Drop down
Remarks					
No.of Buildings	Numeric entry				
Building Details					
Building no	Serial no				
Built up area (Sq.ft.)	Numeric entry				
Type of structure	Dropdown: Permanent structure/Temporary structure/ Huts				
Type of building	Dropdown: Tiled roof/RCC/Sheeting/Other roof				
Number of Floors	Dropdown: 1 to 25				
Area of each floor (Sq.Ft.)	Numeric entry				

Year of construction	Pick Year
Present condition	Dropdown: Good/Fair/Dilapidated/Not in use
Upload Building Plan	
Upload Building Photo	

Note: while submitting the Govt. Owned Building with the attached vacant land in step 2.2.2, Department shall select whether their office is located in the department's own premises (or) accommodated in other department's premises. If it is located in the other department's premises, system will not ask the total extent land (sq.yards). Only the department OWNING the land shall submit the extent of land details.

Click 'Submit' to submit the data entered.

Step 2.2.3:

If Office Occupied in "Rented/Leased Building" please enter the following details in the fields provided:

Buildings leased/rented by Department				
Building owner	Dropdown: Govt. Dept./Private Organisation/Private Individual/Others			
	If 'Govt.' is selected: system to prompt to 'Specify Dept.' – Text entry If 'Others' is selected: Specify – text entry			
Name of the Office	Text entry			
Name & Designation of the Head of office	Text entry			
Purpose	Drop down : Office/Training/Accommodation/Guest House			
Office Level	Drop down :Regional/district/division/sub division/mandal			
Location of Building				
Survey Number : Text Entry	Revenue Division	Mandal/Town	Village/Ward	Parliament Constituency	Assembly Constituency
	Drop down	Drop down	Drop down	Drop down	Drop down

Remarks	
No.of Buildings	Numeric entry
Building Details	
Building Number	Serial number
Built up area (Sq.ft.)	Numeric entry
Type of structure	Dropdown: Permanent structure/Temporary structure/Huts
Number of Floors	Dropdown: 1 to 25
Area of each floor (Sq.ft.)	Numeric entry
Year of construction	Pick Year
Type of building	Dropdown: Tiled roof/RCC/Sheeting/Other roof
Present condition	Dropdown: Good/Fair/Dilapidated/Not in use
Rent per annum (Rs.)	Numeric entry
Percentage increase per two years (%)	Numeric entry
Upload Building Plan	

Upload Building Photo

ANDHRA PRADESH DISTRICT REORGANISATION PORTAL

Home   Fixed Assets Entry Forms   Fixed Assets Reports   Logout

Secretariat : Agriculture Marketing & Co-Operation Secretariat   HoD : Agriculture Department   District : GUNTUR

Buildings / Buildings with attached vacand land/Rented (or) Leased Buildings

Type of Asset
Building leased/Rented by Department

Name of the Office   Ownership of Building/Land   Name of the Head of office occupying the office
--select--   --select--

Building Owner
--SELECT--

Purpose   Office Level
--SELECT--   --SELECT--

Location of Building leased/Rented by Department

Survey Number   Revenue Division   Mandal
                            --select--   --select--

Village / Ward   Parliamentary Constituency   Assembly Constituency
--select--   --select--   --select--
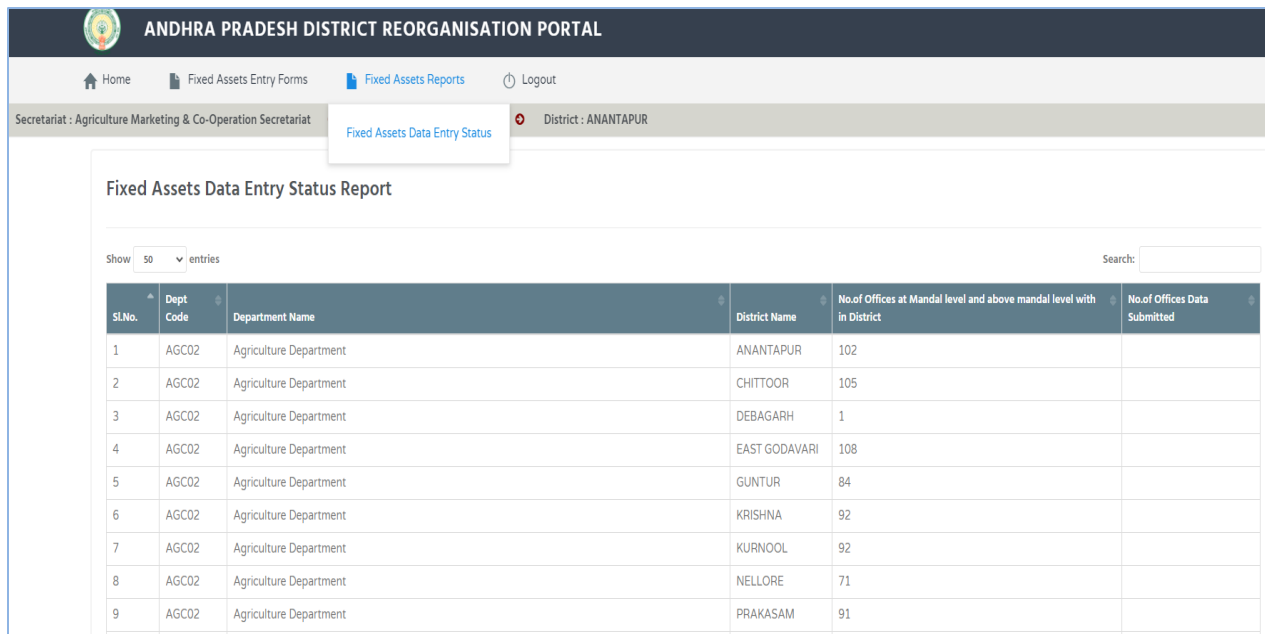
No. of Buildings
---SELECT---

Sl.No.	Building No.	Builtup Area(in Sq.Ft.)	Type Of Structure	Type Of Building	No. of Floors	Floor wise builtup Area	Present Condition	Year Of Construction	Plan	Photo

Step 3: Reports

Step 3.1: Data Entry Status Report

In the screen shown below, Department users can view the district & department wise data entry status by clicking the 'Fixed Assets Reports' main menu item as shown below

Step 3.2: Vacant Land Details Report

In the report, Department users can view the district & department wise vacant land details submitted (I.e total extent land, total disputed land, etc..)

Step 3.3: Buildings Report

In the report, Department users can view the district & department wise vacant Building details (I.e total no.of buildings, total built-up area, total extent vacant land, no.of building with in own premises, no.of buildings with other department premises, no.of buildings in rented/leased, type of structure wise no.of buildings, etc.)