



Steps to apply First Appeal

 To begin, the applicant needs to log in to the SewaSetu portal using their registered mobile number. If the applicant is not already registered on SewaSetu via ePramaan, they must first complete the registration process through ePramaan. Only then can the applicant proceed to make an appeal.

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Certified Copy of Jamabandi or Records of Righ Revenue and Disaster Management Re-registration of employment seeker in Emplo	t/Chitha oyment Exchange	Track Applied for a service? Trac	k Now
Want help to apply a serv	iCe? Locate your nearest Public Facilitation Center	(PFC)	>
Appeal Need to Raise an Appeal? Start your Appeal Now →	G	rievance Ige your Complaint Submit Your Complaint →	
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(ePramaan registration page is as shown below.)

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		Sign up	for e-	Prama	an		
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2. After login in the home page, under MY ACCOUNT option there is a option for MY APPEALS

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Sewa Setu A Comprehensive Citizen Platform	HOME ABOUT SERVICES DOCUMENTS	DASHBOARD - CONTACT MY ACCOU	NT •
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Image: Weight of the service	Business Services	13 Utility Services	
3. Applicant needs to click on	the MY APPEALS butt		SUAGE -
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- In the My appeal page, there will be 3 option as My Applications, Make appeal and My Appeals
- 5. To make a new appeal, applicant need to click on the MAKE APPEAL option





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Ap	ope w 10	al List						Search:		
#	÷	Appeal ID	Appeal Date	Application Reference Number	÷	Appeal Type	Status		Action	÷
1		APPLB08ECF	24-09-2024	RTPS-REESA/2021/		First Appeal	Application Forwarded		Track Progress	
2		APPLD5BA2F	25-09-2024	RTPS-REESA/2021/		First Appeal	DRAFT		Track Progress	
3		APPL162F53	25-09-2024	RTPS-REESA/2021/		First Appeal	DRAFT		Track Progress	
4		APPL228989	25-09-2024	RTPS-REESA/2021/.		First Appeal	Delivered		Track Progress	
5		APPL40D751	25-09-2024	RTPS-REESA/2021/		First Appeal	DRAFT		Track Progress	
6		APPLDE8572!	25-09-2024	RTPS-REESA/2021/		Second Appeal	Rejected		Track Progress	
7		APPL14978B	25-09-2024	RTPS-REESA/2021/		Third Appeal	Application Forwarded		Track Progress	

6. Application needs to fillup the form to submit the appeal

			MY APPLICATIONS	MAKE APPEAL	MY APP
Language/ভাষা •	First	Appeal			
Please choose how the application was su Please choose how the application was su Application is submitted through Sewas Application is submitted through some of	delay in service delivery. You can make an appeal once bmitted: .etu portal other portal or in any other mode	the stipulated delivery timel	ine (as per ARTPS Act, 201	l9) for the service has l	been over.
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Sewasetu Application Reference Number * Please Select	~				
Sewasetu Application Reference Number * Please Select Name of the Appellant *	×	Gender*			
Sewasetu Application Reference Number * Please Select Name of the Appellant * Name of the Appellant	• •	Gender* ○ Male ○ Female ○ Ot	hers		
Sewasetu Application Reference Number * Please Select Name of the Appellant * Name of the Appellant Contact Number*	· · · · · · · · · · · · · · · · · · ·	Gender* ○ Male ○ Female ○ Ot Additional Contact Number	hers		

If the application was not applied from SEWASETU, applicants need to select the option as - Application is submitted through some other portal or in any other mode.





- 8. Applicant need to some details like the **Reference number**, **service name**(service applied for), **submission office location**, **application submission date**, **ground of appeal**
- 9. After filling up all the details, click on the SUBMIT button then a preview page will appear, if all the details are found correct then click on SUBMIT button.
- 10. After submitting an acknowledgement will be generated where all the details will be there along with the **Appeal ID**
- 11. Applicants can also track the appeal made by them by clicking on the **MY APPEALS** button.

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â -		MY APPLICATIONS		MY APPEALS		
Language/ভাষা -	First Appeal					
This first appeal form enables you to launch service is denied or refused or there was dela	an appeal for any service (<u>click here</u> to view the RTPS notified service's list) not in service delivery. You can make an appeal once the stipulated delivery timeline	tified under the Assam Rig (as per ARTPS Act, 2019)	ght to Public Services for the service has be	Act, 2019 in case		
so the is defined or released or drave was delay in service delayery. Tou can more an appear once the supulated delayery differine (as per Art PS Act, 2019) for the service has been over.						
Please choose how the application was submit	ed:					
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Please choose how the application was submit Application is submitted through Sewasetu Application is submitted through some other	ed: iortal portal or in any other mode					
Please choose how the application was submi Application is submitted through Sewasetu Application is submitted through some othe Sewasetu Application Reference Number *	ed: nortal portal or in any other mode					
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Please choose how the application was submit Application is submitted through Sewasetu Application is submitted through some other Sewasetu Application Reference Number Please Select Name of the Appellant Name of the Appellant Contact Number	ed: iortal portal or in any other mode Gender* Male O Female O Other Additional Contact Number	s				





12. Applicant can track an appeal by clicking on the Track Progress button shown below-

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ENTER STOLE	Sewa A Compre	aSetu hensive Citizen Platform					See Stu			
	@				MY AP	PLICATIONS MAKE APPEAL	MY APPEALS			
	Appea Show 10	al List				Search:				
	#	Appeal ID	Appeal Date	Application Reference Number	Appeal Type	Status 🛓	Action			
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	7	APPL14978B	25-09-2024	RTPS-REESA/2021/	Third Appeal	Application Forwarded	Track Progress			

