

**TOP PRIORITY/ EASE OF DOING BUSINESS/  
MUTATION PROCESS**

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o Commissioner & Director of  
Municipal Administration, 640,  
A.C. Guards, Hyderabad.

**CIRCULAR**

**Roc.No. 1306/2016/M3-1,**

**dt. 29.06.2016**

**Sub:-** Municipal Administration Department – Ease of Doing Business – Collection of Mutation Fee at the time of registration of property – Authorization to Sub-Registrars of Registration and Stamps Department – Orders issued by Government – **Model poster to be displayed at Municipal office/ Sub-Registrar office/ RDO office/ MRO office – Communicated – Regarding.**

**Ref:-** 1. G.O.Rt.No. 155 MA &UD (M1) Department, dt. 30.05.2016  
2. This office Circular Roc.No. 1306/2016/M3, dt. 02.06.2016 addressed to the Commissioners of all ULBs in the State  
3. This office Circular Roc.No. 1306/2016/M3, dt. 09.06.2016 addressed to the Commissioners of all ULBs in the State

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In continuation of the circular instructions issued by this office vide reference 3<sup>rd</sup> cited, it is to inform that certain emails have been received by the Special Chief Secretary to Government and Commissioner & Director from the general public requesting for issue of wide publicity through displaying posters at Municipal office/ Sub-Registrar's office about the Government initiative of initiation of mutation process through Registration & Stamps Department, as part of Ease of Doing Business, as most of public are unaware of this initiative.

2. In this connection, a model poster to be displayed at every Municipal office/ Sub-Registrar office regarding initiation of mutation process through office of Sub-Registrar, Registration & Stamps Department, as part of Ease of Doing Business is enclosed herewith.

3. As already directed by this office, the Municipal Commissioners of all the ULBs in the State are directed to give wide publicity about the Government initiative effectively through displaying posters at Municipal Office/ Sub-Registrar's office/



RDO's office/ MRO's office, through print and electronic media and also by placing the information on the website of all ULBs without fail.

**Sd/- P. Anuradha  
for Commissioner & Director**

Encl:- Model poster

**To**

The Commissioners of all ULBs in the State **{through RDMA's concerned}**

The Mayors and Chairpersons of all ULBs in the State **{through the MCs concerned}**

The RDMA's of Warangal and Hyderabad with a request to take necessary action in the matter

Copy to the Project Manager, e-Suvidha, Telangana State, Hyderabad & Superintendent, H-Section for compliance

Copy to the Commissioner & Inspector General, Registration and Stamps Department, Telangana State, Hyderabad

Copy to the Commissioner of Industries, Telangana State, Hyderabad

Copy to the Commissioner, GHMC

Copy submitted to the Special Chief Secretary to Government, MA & UD Department, Telangana State Secretariat, Hyderabad

  
**for Commissioner & Director**



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## ప్రజల సౌకర్యార్థం

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మ్యుటేషన్ / పేరు మార్పిడికై మీరు రిజిస్ట్రేషన్ సమయంలోనే అమ్మకదారుడు క్రింద తెలిపిన భవన / స్థలం యొక్క వివరాలు రిజిస్ట్రేషన్ ఆఫీస్ యందు పొందుపరచ వలెను.

1. భవణ అసైన్మెంట్ (ప్రాపర్టీ ట్యాక్స్ అసైన్మెంట్ నంబర్ PTIN ) /
2. స్థల అసైన్మెంట్ (ఖాళీ స్థల ట్యాక్స్ అసైన్మెంట్ నంబర్ VLTIN)
3. మ్యుటేషన్ ఫీజు (DEMAND DRAFT)

రిజిస్ట్రేషన్ అయిన పిమ్మట కొనుగోలుదారుడి యొక్క వివరాలతో 15 రోజులలో పురపాలక సంఘ కార్యాలయం లో ఆన్లైన్ ద్వారా మూటషన్ సర్టిఫికేట్ జారీ చేయబడును.

సందేహాల నివృత్తి కోసం సంబంధిత మునిసిపల్ అధికారులను సంప్రదించండి.

కమీషనర్  
పురపాలక సంఘము  
Ph.No :