

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

**GOVERNMENT OF TELANGANA**  
**MUNICIPAL ADMINISTRATION DEPARTMENT**

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

**CIRCULAR**

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

**dt. 17.12.2016**

**Sub:-** Municipal Administration Department – Ease of Doing Business – Online mutation process – Placing the item in the agenda of Urban Day Meetings chaired by the District Collector and to process and clear the pending online mutation certificates – Certain instructions – Issued.

- Ref:-**
1. G.O.Rt.No. 155 MA &UD (M1) Department, dt. 30.05.2016
  2. Minutes of the meeting held on 13.07.2016 by the Additional Principal Secretary to Hon'ble Chief Minister
  3. This office D.O.Lr.No. 1306/2016/M3-2, dt. 16.07.2016 addressed to the Commissioners of all ULBs in the State
  4. This office Memo.Roc.No. 1306/2016/M3, dt. 23.08.2016 addressed to the Commissioners of 43 ULBs in the State
  5. This office Circular Roc.No. 1306/2016/M3, dt. 23.09.2016 addressed to the Commissioners of all ULBs in the State

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The attention of the Commissioners of all the Urban Local Bodies in the State is invited to the references cited and they are informed that the Government in an attempt to enhance 'Ease of Doing Business' in Telangana State, have introduced several reforms and has taken steps for effective implementation of the same and one of the reforms is "Integration of mutation process with registration process through automatic update of land and municipal records during property registration" duly sharing the web services between Registration & Stamps Department and Municipal Administration Department.

2. As per Government mandate, after online receipt of mutation applications from Registration & Stamps Department, the Municipal Commissioners shall process and issue online mutation certificates within 15 days without fail. But, as per the latest report received from EMAS Support Team, it is observed that, 1014 mutation applications are still under process in the ULBs though the said applications were received with proper PTIN/ VLTN numbers and without any dues of Property Tax, which is very unsatisfactory. The following are the details of number of mutation applications pending ULB-wise:



Sl. No.	Name of the ULB	No. of mutation applications received without proper PTIN	No. of mutation applications received with proper PTIN	No. of applications with PT/ VLT dues (out of col.4)	No. of applications without PT/ VLT dues (out of col.4)	<u>No. of mutation certificates issued</u>	<u>No. of mutation certificates under process</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<b>Mahabubnagar Dist.</b>						
1	Mahabubnagar	33	84	15	69	<u>46</u>	<u>23</u>
2	Narayanpet	83	1	1	0	<u>0</u>	<u>0</u>
3	Badepalli	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Wanaparthy Dist.</b>						
4	Wanaparthy	150	56	26	30	<u>6</u>	<u>24</u>
	<b>Gadwal (Jogulamba) Dist.</b>						
5	Gadwal	39	54	14	40	<u>4</u>	<u>36</u>
6	leeja	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Nagarkurnool Dist.</b>						
7	Nagarkurnool	34	0	0	0	<u>0</u>	<u>0</u>
8	Achampet	25	0	0	0	<u>0</u>	<u>0</u>
9	Kalwakurthy	10	0	0	0	<u>0</u>	<u>0</u>
10	Khollapur	16	0	0	0	<u>0</u>	<u>0</u>
	<b>Nalgonda Dist.</b>						
11	Nalgonda	27	1	1	0	<u>0</u>	<u>0</u>
12	Miryalaguda	30	79	25	54	<u>10</u>	<u>44</u>
13	Devarakonda	18	0	0	0	<u>0</u>	<u>0</u>
	<b>Suryapet Dist.</b>						
14	Suryapet	5	10	3	7	<u>2</u>	<u>5</u>
15	Kodad	16	5	5	0	<u>0</u>	<u>0</u>
16	Huzurnagar	3	43	43	0	<u>0</u>	<u>0</u>
	<b>Yadagiri Dist.</b>						
17	Bhongir	13	22	3	19	<u>13</u>	<u>6</u>
	<b>Khammam Dist.</b>						
18	Khammam	5	221	46	175	<u>59</u>	<u>116</u>
19	Sathupalli	5	12	12	0	<u>0</u>	<u>0</u>
20	Madhira	0	19	7	12	<u>1</u>	<u>11</u>



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<b>Kothagudem-Bhadradi Dist.</b>						
21	Kothagudem	0	28	15	13	<u>0</u>	<u>13</u>
22	Palwancha	0	57	26	31	<u>4</u>	<u>27</u>
23	Yellandu	0	10	4	6	<u>0</u>	<u>6</u>
24	Manuguru	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Warangal Urban Dist.</b>						
25	GWMC	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Warangal Rural Dist.</b>						
26	Parakal	1	8	8	0	<u>0</u>	<u>0</u>
27	Narsampet	13	0	0	0	<u>0</u>	<u>0</u>
	<b>Jayashankar Dist.</b>						
28	Bhupalpally	1	3	3	0	<u>0</u>	<u>0</u>
	<b>Jangaon Dist.</b>						
29	Jangaon	5	15	1	14	<u>0</u>	<u>14</u>
	<b>Mahabubabad Dist.</b>						
30	Mahabubabad	0	25	13	12	<u>0</u>	<u>12</u>
	<b>Karimnagar Dist.</b>						
31	Karimnagar	33	147	46	101	<u>14</u>	<u>87</u>
32	Jammikunta	16	35	1	34	<u>28</u>	<u>6</u>
33	Huzurabad	8	26	3	23	<u>4</u>	<u>19</u>
	<b>Jagtial Dist.</b>						
34	Jagtial	44	136	32	104	<u>37</u>	<u>67</u>
35	Korutla	44	105	16	89	<u>26</u>	<u>63</u>
36	Metpalli	18	65	39	26	<u>1</u>	<u>25</u>
	<b>Sircilla (Rajanna) Dist.</b>						
37	Sircilla	7	72	6	66	<u>20</u>	<u>46</u>
38	Vemulavada	168	7	1	6	<u>0</u>	<u>6</u>



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	<b>Peddapalli Dist.</b>						
39	Ramagundam	124	68	1	67	<u>48</u>	<u>19</u>
40	Peddapalli	124	54	28	26	<u>1</u>	<u>25</u>
	<b>Rangareddy Dist.</b>						
41	Badangpet	0	0	0	0	<u>0</u>	<u>0</u>
42	Ibrahimpatnam	44	0	0	0	<u>0</u>	<u>0</u>
43	Shadnagar	2	0	0	0	<u>0</u>	<u>0</u>
44	Pedda Amberpet	12	0	0	0	<u>0</u>	<u>0</u>
45	Jalpally	0	0	0	0	<u>0</u>	<u>0</u>
46	Meerpet	0	0	0	0	<u>0</u>	<u>0</u>
47	Jillelguda	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Vikarabad Dist.</b>						
48	Tandur	47	37	17	20	<u>4</u>	<u>16</u>
49	Vikarabad	46	56	37	19	<u>8</u>	<u>11</u>
	<b>Medchal Dist.</b>						
50	Medchal	1	0	0	0	<u>0</u>	<u>0</u>
51	Boduppal	0	0	0	0	<u>0</u>	<u>0</u>
52	Peerzadiguda	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Medak Dist.</b>						
53	Medak	3	1	1	0	<u>0</u>	<u>0</u>
	<b>Siddipet Dist.</b>						
54	Siddipet	13	9	6	3	<u>3</u>	<u>0</u>
55	Dubbaka	5	0	0	0	<u>0</u>	<u>0</u>
56	Gajwel	8	0	0	0	<u>0</u>	<u>0</u>
57	Husnabad	19	0	0	0	<u>0</u>	<u>0</u>
	<b>Sangareddy Dist.</b>						
58	Sangareddy	7	4	0	3	<u>1</u>	<u>2</u>
59	Sadasivpet	5	23	6	17	<u>6</u>	<u>11</u>



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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
60	Zaheerabad	18	44	1	43	<u>4</u>	<u>39</u>
61	Andole-Jogipet	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Kamareddy Dist.</b>						
62	Kamareddy	50	79	23	56	<u>14</u>	<u>42</u>
	<b>Nizamabad Dist.</b>						
63	Nizamabad	333	138	55	83	<u>25</u>	<u>58</u>
64	Bodhan	73	27	12	15	<u>9</u>	<u>6</u>
65	Armoor	21	35	4	31	<u>7</u>	<u>24</u>
	<b>Adilabad (Komaram Bheem) Dist.</b>						
66	Adilabad	34	106	31	75	<u>19</u>	<u>56</u>
	<b>Mancherial Dist.</b>						
67	Mancherial	1	87	76	11	<u>11</u>	<u>0</u>
68	Bellampalli	0	4	2	2	<u>0</u>	<u>2</u>
69	Mandamarri	0	0	0	0	<u>0</u>	<u>0</u>
	<b>Komaram Bheem - Asifabad Dist.</b>						
70	Kagaznagar	8	27	5	22	<u>9</u>	<u>13</u>
	<b>Nirmal Dist.</b>						
71	Nirmal	25	59	34	25	<u>5</u>	<u>20</u>
72	Bhainsa	3	22	4	18	<u>4</u>	<u>14</u>
	<b>TOTAL</b>	<b>1896</b>	<b>2226</b>	<b>758</b>	<b>1467</b>	<b><u>453</u></b>	<b><u>1014</u></b>

3. In view of the above, the Municipal Commissioners of the ULBs are directed to –

- Evince their personal attention and expedite action in processing and issuing the 1014 pending mutation certificates which are received with proper PTIN/ VLTN



numbers and without any dues of Property Tax immediately without any further delay and

- (ii) Place the subject "Online Mutations through Registration & Stamps Department" in the agenda of Urban Day Meetings chaired by the District Collector and shall be reviewed regularly as Ease of Doing Business is a prestigious initiative of the State Government which has to be implemented scrupulously as per the time limits

4. The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad are also requested to review the progress of issue of online mutation certificates on a daily basis in all the ULBs of their jurisdiction and ensure that the subject is placed in the agenda of Urban Day Meeting for review by the District Collectors.

**Sd/- Dr. T.K. Sreedevi**  
**Director of Municipal Administration**

**To**

All the Commissioners ULBs in the State {through RDMAs concerned}

All the Mayors and Chairpersons of ULBs in the State {through RDMAs concerned}

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad

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

Copy to all the District Collectors in the State for information


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 Additional Secretary to Hon'ble Chief Minister, Telangana State, Hyderabad

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

  
for Director of Municipal Administration

  
17-12-2018