

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

**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. 09.06.2016**

**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 – Revised circular  
instructions – Issued.**

**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**

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The attention of the Commissioners of all Urban Local Bodies in the State is invited to the reference cited wherein Government informed that in an attempt to enhance 'Ease of Doing Business' in Telangana State, Government have introduced several reforms and has taken steps for effective implementation of the same, and one such reforms is "Integration of mutation process with the registration process through automatic update of land and municipal records during property registration." To operationalize this reform, Government directed that all the Sub-Registrars of Registration & Stamps Department shall collect 'Mutation Fee' at the time of registration and share the same with Urban Local Bodies concerned to automatically initiate mutation process at the time of transfer of immovable property by sharing necessary transaction details with the respective Municipalities/ Municipal Corporations.

2. Government vide reference cited, accordingly authorized the Sub-Registrars of Registration and Stamps Department to collect the Mutation Fee at the time of transfer of ownership in immovable property by way of sale or gift or any other instrument. However, in respect of mortgage and lease deeds, no fees needs to be collected and it would be sufficient if the details are shared by Registration and Stamps Department with the Urban Local Bodies concerned through web service. In the Government Order cited, the rates of mutation fee to be collected ULB-wise have been enclosed and Government directed that the Registration & Stamps Department shall transfer the mutation fee to the respective ULBs along with



Transfer Duty and ordered that necessary web services shall also be shared between Registration & Stamps Department and Commissioner & Director of Municipal Administration.

3. While communicating a copy of the above Government Orders cited, the Commissioners of all ULBs in the State are directed to take following further action in the matter to implement the Government orders cited scrupulously:-

- (i) At the time of registration of property itself, the applicant shall remit mutation fee by way of DD obtained from any Bank in favour of Municipal Commissioner of ULB concerned as per the Annexure to G.O.Rt.No. 155 MA & UD (M1) Department, dated 30.05.2016 to the respective Sub-Registrar of Registration & Stamps Department. The process of mutation will be initiated suo-moto by the ULB concerned based on the information received online from the Registration Department's Central Server.
- (ii) During registration process, the Registration Department will capture the data and the transaction details for mutation and the details will be shared with the respective ULB through web services.
- (iii) The Registration Department will provide information of Mutation fee collected by way of D.D. covering details of D.D.Number, Date, Amount, Bank Name and Branch Name. The Municipal Commissioner of the ULB concerned shall reconcile every week on collection of D.D.s from the Sub-Registrar concerned
- (iv) The official concerned of the ULB will initiate the process of transfer of property as per rules and procedure in vogue and will circulate the e-file to the Municipal Commissioner for digital approval
- (v) After digital approval by the Municipal Commissioner, the approved copy of the order will be placed on the website of the respective ULB.
- (vi) The applicant can login to the website of the respective ULB with PTIN/ VLTAN and can download the approved Transfer of Title directly OR through Mee-Seva Centers
- (vii) **The time frame for completion of the above process is 15 days from the date of suo-moto initiation of mutation process vide para no. 3(i) above**
- (viii) The above process of online process of Title Transfer in Municipal records will start from 10.6.2016
- (ix) The Municipal Commissioners shall ensure to make wide publicity about the Government initiative effectively through the print and electronic media and also placing the information on the notice board / banners at Sub-Registrar's



Office and Municipal office and also keeping the above information on the website of all ULBs

**Sd/- M. Dana Kishore  
Commissioner & Director**

Encl:- G.O.Rt.No. 155 MA, dt. 30.05.2016

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

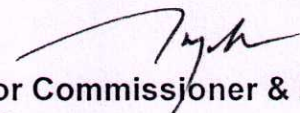
Copy to the Project Manager, e-Suvidha, Telangana State, Hyderabad & Superintendent, H-Section for compliance

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

Copy to the Commissioner of Industries, Telangana State, Hyderabad

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

Copy to Stock File/ Spare

  
for Commissioner & Director  
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## GOVERNMENT OF TELANGANA

### ABSTRACT

Municipal Administration and Urban Development Department – Ease of Doing Business – Collection of Mutation fee at the time of transfer of property - Authorization to Sub Registrars of Registration & Stamps Department - Orders - Issued.

#### MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT (M1) DEPARTMENT

G.O.Ms.No.155.

Dated: 30.05.2016.

Read the Following

1. From C&DMA letter No.99/Suvidha/2011, Dated: 04.01.2016.
2. From C&DMA Lr.No.1306/2016/M3, dt.23.02.2016.
3. From Revenue (Regn.I) Dept, U.O. No.555/Regn.I/A1/2016 dated 28.05.2016.

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#### ORDER:

In an attempt to enhance the 'Ease of Doing Business' in the State of Telangana, Government have introduced several reforms and has taken steps for the effective implementation of the same. One of the reforms is "Integrate the mutation process with the registration process through automatic update of land and municipal records during property registration". To operationalize this reform, it is hereby directed that Sub-Registrars of Registration & Stamps Department shall collect 'mutation fee' at the time of registration and share the same with concerned Urban Local Bodies to automatically initiate mutation at the time of transfer of immovable property by sharing necessary transaction details with the respective Municipalities / Municipal Corporations (ULBs).

2. Therefore, to enhance Ease of Doing Business Government hereby authorize the Sub Registrars of Registration & Stamps Department to collect the Mutation Fee at the time of transfer of immovable property by way of sale or gift. However, in respect of mortgage and lease deeds no fees needs to be collected and it would sufficient if the details are shared by Registration and Stamps Department with the Urban Local Bodies concerned through web server. The rates of mutation fee to be collected Urban Local Bodies wise are given in the Annexure. The Registration & Stamps Department shall transfer the mutation fee to the respective ULBs along with the Transfer Duty.

3. The Commissioner & Inspector General, Registration & Stamps, Commissioner & Director of Municipal Administration and the Commissioner, Greater Hyderabad Municipal Corporation shall take necessary action accordingly. Necessary web services shall be shared between Registration & Stamps Department, Commissioner & Director of Municipal Administration and Greater Hyderabad Municipal Corporation.

4. These orders are issued with the concurrence of Revenue (Registration-I) Department and Finance Department and will come into force with effect from 1<sup>st</sup> June, 2016.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)

**M.G. GOPAL**

**SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

The Commissioner & Inspector General, Registration & Stamps, Department, TS, Hyderabad

The Commissioner & Director of Municipal Administration Department, TS, Hyderabad.

The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad.

The Commissioners of Municipal Corporations / Municipalities through Commissioner and Director of Municipal Administration, Hyderabad.

Copy to:

The Revenue (Registration-I) Department.

The Finance (EBS-VIII) Department.

The Law Department.

The OSD to M (MA&UD)

The P.S. to Spl. CS to Govt. MA&UD Dept.

The MA&UD (A & F) Section.

SC/SF.

//FORWARDED ::BY:: ORDER//

SECTION OFFICER.



**ANNEXURE****RATES OF MUTATION FEES TO BE COLLECTED AT THE TIME OF  
REGISTRATION**

<b>Sl. No</b>	<b>Name of the ULB</b>	<b>Mutation fee per assessment</b>
<b>1</b>	<b>2</b>	<b>3</b>
1	Warangal Coprn.	0.20% on registered document value
2	Jangaon	Rs. 410
3	Narsampet	0.50% on registered document value
4	Mahaboobabad	0.02% on registered document value
5	Parkal	0.50% on registered document value
6	Bhupalpally	Rs. 500
7	Karimnagar Coprn.	0.50% on registered document value
8	Ramagundam Coprn.	1.5% on registered document value
9	Jagitial	1.5% on registered document value
10	Sircilla	0.50% on registered document value
11	Korutla	0.50% on registered document value
12	Metpally	0.30% on registered document value
13	Vemulawada	0.50% on registered document value
14	Peddapalle	0.25 % on registered document value
15	Jammikunta	0.50% on registered document value
16	Huzurabad	0.50% on registered document value
17	Husnabad	0.80% on registered document value
18	Khammam Corp	Rs. 3000
19	Kothagudem	Rs. 2000
20	Palwancha	Rs. 600
21	Yellandu	Rs. 250
22	Sathupalli	Rs. 500
23	Manuguru	Rs. 0 NIL Agency area (1/70 Act)
24	Madira	Rs. 500
25	Adilabad	0.50% on registered document value
26	Mancherial	0.50% on registered document value
27	Bellampally	Rs. 500
28	Nirmal	0.50% on registered document value



29	Bhainsa	Rs. 1000
30	Khagaznagar	Rs. 2000
31	Mandamarri	Rs. 250
<b>Hyderabad Region</b>		
32	Achampet (NP)	Rs. 1500
33	Badepally (NP)	Rs. 300
34	Gadwal (II)	Rs. 500 - Upto 10 lakhs value of Regd document Rs. 1000 - Above 10 lakhs value of Regd document
35	leeja (NP)	Rs. 100
36	Kalwakurthy (NP)	Rs. 300
37	Kollapur (NP)	Rs. 1000
38	Mahaboobnagar (Spl.)	Rs. 300
39	Nagarkurnool (NP)	Rs. 500 - Upto 10 lakhs value of Regd document Rs. 1000 - Above 10 lakhs value of Regd document
40	Narayanapet (III)	Rs. 200
41	Shadnagar (III)	Rs. 300
42	Wanaparthy (III)	Rs. 100
43	Andole-Jogipet (NP)	Rs. 250
44	Dubbaka (NP)	Rs. 500
45	Gajwel (NP)	Rs. 500
46	Medak (II)	Rs. 500
47	Sadasivapet (III)	Rs. 800
48	Sangareddy (I)	1% on registered document value
49	Siddipet (Spl.)	0.50% on registered document value
50	Zaheerabad (III)	Rs. 200
51	Bhongir (II)	Rs. 1200
52	Devarakonda (NP)	Rs. 1000
53	Huzurnagar (NP)	0.25% on registered document value
54	Kodada (II)	0.5% on registered document value
55	Miryalguda (I)	Rs. 1010
56	Nalgonda (I)	Rs. 500
57	Suryapet (I)	Rs. 1000
58	Armoor (III)	1.5% on registered document value



59	Bodhan (II)	Rs.1000
60	Kamareddy (II)	0.5% on registered document value
61	Nizamabad Corpn	Rs.510
62	Badangpet (NP)	0.5% on registered document value
63	Ibrahimpattam (NP)	1.50% on registered document value
64	Medchal (NP)	1% on registered document value
65	Pedda Amberpet (NP)	0.50% on registered document value
66	Tandur (II)	0.4% on registered document value
67	Vikarabad (II)	0.25% on registered document value
68	Greater Hyderabad Municipal Corporation	0.5% on registered document value

**M.G. GOPAL**  
**SPECIAL CHIEF SECRETARY TO GOVERNMENT**