

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o Commissioner & Director of  
Municipal Administration, 640, AC  
Guards, Hyderabad-500004

**CIRCULAR**

**Roc.No. 2556/2014/M1,**

**Dated 21.07.2015**

**Sub:-** Property Tax – Review meeting convened by C & DMA on “Collection of Property Tax” with Revenue Officers & Revenue Inspectors of all ULBs of the State (except GHMC) on 21.07.2015 at 10.30 A.M. in the Conference Hall, 3<sup>rd</sup> floor, O/o C & DMA, Hyderabad – Certain instructions – Issued.

**Ref:-** Review meeting convened by C & DMA with Revenue Officers & Revenue Inspectors of all ULBs of the State (except GHMC) on 21.07.2015 at 10.30 A.M.

\*\*\*\*\*

The attention of the Commissioners of all Urban Local Bodies of the State is invited to the subject and reference cited wherein during the review meeting convened by C & DMA on “Collection of Property Tax” with Revenue Officers & Revenue Inspectors of all ULBs of the State (except GHMC) on 21.07.2015 at 10.30 A.M. in the Conference Hall, 3<sup>rd</sup> floor, O/o C & DMA, Hyderabad, it was observed that all the ULBs except Miryalaguda and Wanaparthy, have not updated their demand registers of Property Tax which is mandatory as per A.P. Municipalities Act, 1965 and inspite of several instructions issued by this office from time to time which is very unsatisfactory.

2. In this regard, the Commissioners of all ULBs of the State (except GHMC) are directed to take necessary action to update the Demand Registers of Property Tax, D & O Trade, VLT & Water Tax by 01.08.2015 without fail duly making sure that the demand at field level, in manual registers and in e-suvidha website tally with each other without any differences. If any variations are noticed in the record of e-suvidha, the Municipal Commissioners are directed to submit specific proposal with Property Tax Assessment No. wise details for deletion in e-suvidha record along with reasons for such discrepancies & deletions and also Council Resolution.

3. After completely updating the Demand Registers and after ensuring that the figures are tallied in three areas as specified above by 01.08.2015, a District-wise & ULB-wise verification of registers and records will be taken up by this office from 03.08.2015 onwards on the following dates (except newly constituted Municipalities):



Sl. No.	Name of the District & ULBs	Date of verification
1	All ULBs of Warangal District	03.08.2015
2	All ULBs of Karimnagar District	05.08.2015
3	All ULBs of Khammam District	07.08.2015
4	All ULBs of Adilabad District	11.08.2015
5	All ULBs of Rangareddy District	13.08.2015
6	All ULBs of Nalgonda District	17.08.2015
7	All ULBs of Medak District	19.08.2015
8	All ULBs of Mahaboobnagar District	21.08.2015
9	All ULBs of Nizamabad District	24.08.2015

4. The Revenue Officers & Revenue Inspectors of the ULBs who shall attend to this office on the above mentioned dates for verification of registers and records shall also submit a certificate certified by them with cross-certified by the Municipal Commissioner concerned stating that the final demand of Property Tax (Residential & Non-Residential) of the ULB is arrived at correctly and is final

5. Further, during the said review meeting, the Revenue Officers and Revenue Inspectors of newly constituted Nagar Panchayats/ Municipalities have informed that presently demand notices are being service to the tax payers and that the same would be completed by 01.08.2015 without fail.

6. In this connection, the Commissioners of newly constituted Nagar Panchayats/ Municipalities are directed to ensure that the process of serving of demand notices to all tax payers is completed by 01.08.2015 without fail and later the demand registers are updated and tallied. A separate schedule for verification of registers & records of newly constituted Nagar Panchayats/ Municipalities will be communicated to them shortly.

**Sd/- B. Janardhan Reddy**  
**Commissioner & Director**

To  
The Commissioners of all Urban Local Bodies of the State (except GHMC)  
{through RDMA's}

Copy to all the Mayors/ Special Officers/ Chairpersons of all ULBs of the State (except GHMC)

Copy to the Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad for necessary action

//f.b.o.//

*G. Venkatesh Reddy*  
**SUPERINTENDENT**