

MUNICIPAL ADMINISTRATION DEPARTMENT

**Office of Commissioner & Director of
Municipal Administration, Telangana State, Hyderabad**

CIRCULAR

Roc.No.2556/2015/M1,

Dated: 02.09.2015

Sub:- PT - Municipalities & Municipal Corporation – Collections of Property Tax –
Certain instruction for offline entries – Take immediate necessary action – Reg.

Ref:- This office Circular Roc.No.2556/2015-M1, Dated:04.04.2015.

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The attention of the Commissioners of all Urban Local Bodies of the State is invited to the subject and reference cited wherein it is noticed by the undersigned that some of the offline entries in the property tax collection made by the Data Entry Operators, Bill Collectors and Revenue Inspectors in some of the ULBs are not tallied with the manual collections of the Bill Collectors.

2. Therefore, all the Commissioners of all Urban Local Bodies of the State are hereby directed to issue instructions to the Data Entry Operators, Bill Collectors and Revenue Inspectors and ensure that offline entries of property tax collection on e-Suvidha should be tallied with manual collections of the Bill Collectors, failing which it shall be construed as misappropriation and tampering of records. If any deviation is noticed, the same will be viewed serious and necessary disciplinary action will be initiated against the responsible.

3. In addition to the above, all the Municipal Commissioners are directed to inform the name of responsible employee to authorize offline entries on the e-Suvidha application by return of fax to provide a separate login and password to him to authorise transactions.

**Sd/- B. Janardhan Reddy
COMMISSIONER & DIRECTOR**

To

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

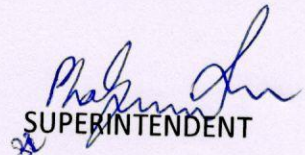
Copy to all the Mayors/ Special Officers/ Chairpersons of all ULBs of the State (except GHMC)

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

Copy to the Project Manager, e-Suvidha, Telangana State, Hyderabad with a request to coordinate with ULBs and extend their co-operation.

Copy submitted to the Principal Secretary to Government, Municipal Administration & Urban Development Department, Telangana State, Hyderabad.

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SUPERINTENDENT