

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

***O/o Commissioner & Director of  
Municipal Administration,  
640-A.C Guards, Hyderabad-4***

**C I R C U L A R**

**Roc.No.e309725/2021/A1,**

**Dt:17/03/2021**

Sub:P.S., - M.A. Dept., - Establishment - Municipal Commissioners -  
Correspondence with the O/o. C&DMA, T.S., Hyderabad by the  
Commissioners of ULBs in the State - Certain Instructions- Issued-Reg.

**&&&**

It has brought to the Notice of the undersigned that most of the  
Commissioners of ULBs in the state are not following the prescribed procedure by  
mentioning their name in the address entry in the letters while corresponding  
with the higher authorities.

2. In view of the above, all the Commissioner of ULBs in the State (except  
GHMC) are hereby directed to mention their names in the address entry on the  
letters while addressing to this Office.

3. The above instructions shall be followed scrupulously, failing which the  
matter will be viewed seriously.

**Sd/- DR N SATYANARAYANA IAS  
DIRECTOR OF MUNICIPAL ADMINISTRATION**

**To:**

All the Commissioners of ULBs in the State (except GHMC)

**Copy to:**

The RDMA, Warangal and Hyderabad Regions

**Signature valid**

Digitally signed by Dr N  
Satyanarayana IAS  
Date: 2021.03.17 12:00:55 IST  
Reason: Approved