

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

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

C I R C U L A R

Roc.No.4299/M2/2020,

Dt:24/09/2020

Sub: Municipal Administration Department - Online Mutation process -
Pendency of Mutation process -Instructions to complete the process -
Reg.

<<<<<>>>>>

The attention of the all the Municipal Commissioners of Municipalities /
Municipal Corporations are invited to the subject cited, it has been noticed by the
Government that there are pending online mutation certificates in the Municipalities /
Municipal Corporations.

2. In view of the above, all the Municipal Commissioners of Municipalities /
Municipal Corporations are directed to evince their personal attention and clear all the
pending Succession mutations and pending mutations within 03 days and furnish report
compliance.

3. All the Additional Collectors for Local Bodies in the State / Regional Directors-cum-
Appellate Commissioners of Municipal Administration, Warangal and Hyderabad are requested
to monitor and ensure that online applications are cleared within stipulated timeline and take
necessary action in the matter.

**DR N SATYANARAYANA IAS
DIRECTOR OF MPL ADMN**

To

All the Municipal Commissioners in the State (except GHMC)

All the Additional Collectors for Local Bodies in the State

The Regional Director cum Appellate Authority of Municipal Administration,
Hyderabad & Warangal).

Signature valid

Digitally signed by Dr N
Satyanarayana IAS
Date: 2020.09.24 09:33:01 IST
Reason: Approved