

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

From
Dr.B.Janardhan Reddy, I.A.S.,
Commissioner & Director of
Municipal Administration,
Telangana, Hyderabad.

To
All the Commissioners of
Municipalities/Municipal Corporations
in the State (Except GHMC)
(through the RDMA's)

Lr.Roc.No.462 /2014/M1, Dated:10.10.2014

Sir,

Sub: - Property Tax Updation, cleansing, Rectification of Data and Generation, Verification & Serving of Demand Notices for the 2nd half year of 2014-2015 – Certain instructions
– Issued – Reg.

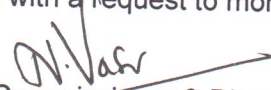
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I invite attention of all the Commissioners of Municipalities/Municipal Corporations in the State except G.H.M.C to the subject cited, and inform that the Demand generation & serving of Demand Notices for the 2nd half year of 2014-2015 shall be taken up immediately.

2. The view of the modification screens are available to Urban Local Bodies from **15.10.2014 to 26.10.2014** and then Generation of Demand notices shall be taken up and Serving of Demand Notices shall be **completed by 15.11.2014 for the 2nd half year of 2014-2015**.
3. All the Commissioners of Municipalities/Municipal Corporations in the State except G.H.M.C are requested not to make any requests for modifications to property tax data. This facility will be provided once in half year only. Any proposals forwarded to this office in the middle of the half year will not be accepted.
4. All the Commissioners of Municipalities/Municipal Corporations in the State except G.H.M.C are directed to send confirmation on completion of data entry of Under-Assessed and Un-Assessed data so as to update in e-Suvidha before generation of demand for the 2nd half year of 2014-2015.
5. All the Commissioners of Municipalities/Municipal Corporations in the State are directed to address readiness of 2nd half year of 2014-2015 Demand Generation and also any letters related to eSuvidha on-line problems directly to the Project Director, APMDP. For any queries please contact at SUVIDHA OFFICIAL CELL NO. 9866316289 or email to emas.support@cdma.gov.in
6. Therefore, all the Commissioners of Municipalities/Municipal Corporations shall bestow their personal attention in modification of data and see that no tampering of records and wrong modification of data etc. takes place. Any discrepancy committed will be tracked through system IT Audit Trail. Any such instances noticed will be viewed seriously and suitable disciplinary action will be taken on all the concerned.

Yours faithfully,
Sd/- B. Janardhan Reddy
Commissioner & Director

Copy to the Project Director, TMDP, with a request to provide modification screen for the 2nd half year of 2014-2015 for necessary action in the matter.
Copy to all Regional Director-cum-Appellate Commissioners in the State with a request to monitor the process.


for Commissioner & Director