

MUNICIPAL ADMINISTRATION DEPARTMENT

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

CIRCULAR

Roc.No.341/2014-M1

Dated:17.10.2014

Sub:- Property Tax - Review on collection of Property Tax ULB-wise, BC-wise demand and collection status on a daily basis for improvement of collection of Property Tax in the Municipalities and Municipal Corporations in the State – Certain instructions – Issued.

* * *

The attention of all the Commissioners of Municipalities and Municipal Corporations in the State are invited to the subject cited and they are informed that the subject of collection of Property Tax, which is the prime source of revenue to the Municipalities and Municipal Corporations in the State is being reviewed frequently at the top level i.e. by the Hon'ble Chief Minister, Principal Secretary to Government and Commissioner & Director of Municipal Administration wherein dissatisfaction is expressed time and again over collection of Property Tax in the Municipalities and Municipal Corporations in the State.

2. In light of the instructions given during the review meetings and with a view to improve collection of Property Tax in the Urban Local Bodies, the Commissioner & Director of Municipal Administration will review the collection of Property Tax personally on Top-priority basis ULB-wise and Bill Collector-wise on a daily basis duly fixing targets on them.

3. Therefore, the following instructions are hereby issued to the Commissioners of all Urban Local Bodies in the State on collection of Property Tax:-

- (i) A prescribed proforma on collection of Property Tax ULB-wise & Bill Collector-wise on a daily basis is designed and already uploaded in the website of C&DMA i.e. www.cdma.telangana.gov.in indicating the target of demand fixed and collection achieved
- (ii) The Municipal Commissioners of the ULBs have already gone through the proforma and fixed targets for each Bill Collector working in the ULB on the demand of collection of Property Tax.
- (iii) On the evening of the same day by 5.00 P.M., online updation of collection of property tax information in the proforma shall be made, against the details of target of demand fixed, without fail for perusal of C&DMA.
- (iv) The Revenue Officer/ Upper Division Revenue Inspector/ Lower Division Revenue Inspector of the ULB shall be made responsible for the same who in turn shall prepare necessary action plan to cover all the assessments in the town by the Bill Collectors.
- (v) The Municipal Commissioners shall have overall supervision of the given work and shall ensure that it is taken up by the Revenue Officers/ Revenue Inspectors/ Bill Collectors on top-priority basis with due diligence to ensure cent percent collection of Property Tax.

(PTO)

- (vi) Departmental alert SMSs will be sent directly to the Revenue Officers/ Revenue Inspectors/ Bill Collectors concerned calling for their explanation in case if there are any instances of inaction in collection of Property Tax Demand and also in updation of the information in the portal daily.
- (vii) In case slackness of the individual concerned prevails, even after sending five departmental alert messages, failing which necessary disciplinary action will be initiated against concerned as per CCA Rules without further intimation.
- (viii) Depending upon the performances of the Bill Collectors, appreciation certificates will also be given to them

4. The Municipal Commissioners of all the Municipalities/ Municipal Corporations in the State are directed to take up this task from 24.10.2014 i.e. after the Diwali Festival duly involving Ward Councilors also and ensure 100% collection of Property Tax is achieved giving new light and hope to all the Urban Local Bodies in 'Nava Telangana' as desired by the Hon'ble Chief Minister.

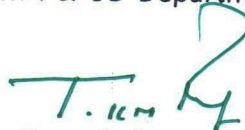
Sd/-B.JANARDHAN REDDY
COMMISSIONER & DIRECTOR

To

The Commissioners of all Municipalities and Municipal Corporations in the State.

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad.

Copy submitted to the Principal Secretary to Government, MA & UD Department, Telangana Secretariat, Hyderabad.


for Commissioner & Director
