

**Reminder - 1:-**

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

From  
Dr. B.Janardhan Reddy, IAS.,  
Commissioner & Director of  
Municipal Administration,  
A.C. Guards,  
HYDERABAD.

To  
All the Commissioners of ULBs in the State.  
(Except Kamareddy, Bodhan, Bhainsa,  
Jangaon, Nirmal and Vikarabad ULBs)

**Lr.Roc.No.2556/2015/M1, Dated: 04.11.2015**

*Sir / Madam,*

Sub:- Property Tax - The entire data of property tax available on e-Suvidha application cleansed in all ULBs – Instructions issued – Reminded - Reg.

Ref:- 1.This office Circular Roc.No.2556/2015-M1, Dated:04.04.2015.  
2.This office Circular Roc.No.2556/2015-M1, Dated:02.09.2015.  
3.This office Lr.Roc.No.2556/2015-M1, Dated:08.09.2015.

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I invite your attention to the references cited.

2. In the reference 3<sup>rd</sup> cited, the following instructions were issued for strict compliance and submit a report on data cleansing on the lines by 05.10.2015 without fail:-

- i. The entire data of property tax available on e-Suvidha application shall be cleansed by identifying duplicate assessments, assessment covered by Court Cases, dismantled assessments, Central Government properties, State Government properties and exempted properties.
- ii. All the above assessments on e-Suvidha application shall be identified separately and arrived at exact collectable demand of the Municipality and same may be submitted to this office for rectification on e-Suvidha application with due justification with approval of Municipal Council (Revenue Officers / Revenue Inspectors are responsible for the completion and submission of proposal to the Commissioner & Director of Municipal Administration).
- iii. Henceforth, the demand mentioned in the e-Suvidha application shall be final.
- iv. In certain ULBs like Tandur though e-Suvidha application is available there is still manual collections by the Bill Collectors which shall be dispensed with in a phased manner and tax payers shall be motivated to pay property tax either in mee Seva Centres or through hand held machines or through online counters established in the Municipality. The same shall be followed in other ULBs also.
- v. The Municipal Commissioners shall review and reconcile the daily collection of property tax through mee Seva centres, online counters of the Municipality, hand held machines collected by the Bill Collectors.
- vi. It is noticed that there are certain variations with regard to actual amount collected by the Bill Collector and amount posted on the e-Suvidha application. Such mal practices should be curtailed and dealt with scrupulously by initiating necessary disciplinary and criminal action against the persons responsible.

(PTO)



- vii. One responsible person in the cadre of the Revenue Officer/ Manager / Revenue Inspector / Accountant /Sharoff shall be designated for supervision of collections through mee Seva, online counters of the Municipality, hand held machines collected by the Bill Collectors everyday without fail and also they shall update the status during the Video Conference discussions.
  - viii. The Municipal Commissioners shall be overall responsible for overseeing the above process and shall be responsible for any misappropriation of public money.
3. But, only (6) ULBs viz., Kamareddy, Bodhan, Bhainsa, Jangaon, Nirmal and Viakarabad have furnished Proposal for cleansing of data with the approval of council, which is most un-satisfactory.
  4. Therefore, you are once again instructed to furnish proposals for cleansing of data along with council resolution by 07.11.2015 positively.
  5. The Regional Director-cum-Appellate Commissioner of Municipal Administration, Warangal and Hyderabad are instructed to monitor the above issue and ensure that date of Property Tax in the e-Suvidha application is cleansed with factual data and randomly cross check the final property tax data of the ULBs and complete the task by 10.11.2015 without fail.

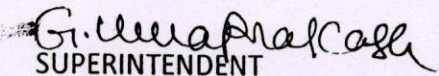
Yours faithfully,  
**Sd/- T. Krishna Mohan Reddy**  
**for Commissioner & Director**

Copy to the Regional Director-cum-Appellate Commissioner of Municipal Administration,  
Warangal Hyderabad.

Copy to the Project Manager, e-Suvidha, Hyderabad.

Copy to the Mayors of Municipal Corporations and Chair Persons of Municipalities in the State.

//t.c.f.b.o//

  
SUPERINTENDENT  
