GOVERNMENT OF TELANGANA MUNICIPAL ADMINISTRATION DEPARTMENT

Office of the Commissioner & Director of Municipal Administration, Hyderabad

CIRCULAR

Roc.No.2556/2014-M1,

Dated:10.07.2015

- Sub:- Property Tax Conduct of Review meeting at O/o. C&DMA., Hyderabad on 21.07.2015 at 10.30 am Revenue Wing officials to join the review meeting Reg.
- Ref:- 1.This office Circular Roc.No.2556/2015-M1, Dated:04.04.2015 addressed to the Municipal Commissioners of all Municipalities and Municipal Corporations
 - 2.Meeting convened by C&DMA on 08.04.2015 in the Conference Hall, 3rd Floor, O/o C&DMA with all Commissioners.
 - 3. This office Circular Roc. No. 2556/2014-M1, Dated: 18.4.2015.

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It is proposed to conduct a review meeting on property tax on 21.07.2015 at 10.30am at 3rd Floor, Conference hall, O/o. Commissioner & Director of Municipal Administration with Revenue Officers /Revenue Inspectors / UDRIs / In charge of Revenue Section who is dealing. Hence all the Municipal Commissioners are directed to depute concerned Revenue Officers /Revenue Inspectors /UDRIs / In charge of Revenue Section to attend the Review meeting on 21.07.2015 at 10.30am without fail.

- 2. Further, all the Municipal Commissioners are directed to furnish information on the following issues:-
 - 1. Property Tax DCB I,II &III status as on 30.06.2015 and as on 30.06.2014 (proforma enclosed) (Annexure-I).
 - 2. Taxes & Non-Taxes as on 30.06.2015 and as on 30.06.2014 in the prescribed proforma enclosed (Annexure-II).
 - 3. Income & Expenditure for the year 2014-15 (in revised proforma enclosed) (Annexure-III).
 - 4. Property Tax Report as per e-Suvidha reasons for variation if any.
 - 5. Demand Register maintained by ULB (Bring Demand Register)
 - 6. Status Report on adjustment of Stamp duty and Entertainment Tax (proforma enclosed) (Annexure-IV).
 - 7. Dues of Property Tax on State & Central Government, Semi Government, Quasi Government properties in Format-II and action taken report (Department wise) (proforma enclosed) (Annexure-V).
 - 8. Action taken report on Property Tax Court cases pending in various courts (proforma enclosed) (Annexure-VI).
 - 9. Status report on revision of Property Tax in newly constituted ULBs (proforma enclosed) (Annexure-VII-A).

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- 10. Status report on serving of Demand notices (proforma enclosed) (Annexure-VII-B).
- 11. Status report on revision of Property tax received and disposed and action taken and submit register maintained by the ULB (proforma enclosed) (Annexure-VIII).
- 12. Note on proposal for improvement of Municipal Finances etc (proforma enclosed).
- 13. Status report on Collection of Rents on Municipal shops and on immovable properties (proforma enclosed) (Annexure-IX).
- 14. Proposals for taking up computerization with regard to the modules in e-Suvidha (Water Taxes, Advertisement Tax, D&O Trade and VLT. etc)
- 15. Action taken report on collection of service charges on Central Government properties, (Annexure-X)

Sd/-B.JANARDHAN REDDY COMMISSIONER & DIRECTOR

To

The Revenue Officers /Revenue Inspectors / UDRIs / In charge of Revenue Section through the Commissioners of all Municipalities and Municipal Corporations in the State.

The Project Manager, e-Suvidha with a request to attend the review meeting.

Copy to all Mayors, Chairpersons/ Special Officers of Municipal Corporations/ Municipal Councils in the State.

Copy to the Regional Director-cum-Appellate Commissioners of Warangal and Hyderabad for necessary action.

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

Copy to the C&DMA table.

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ANNEXURE -I

£					ANN	ANNEXUKE -							
		DEI	MAND, COI	LECTION	& BALANCI	E OF PROPI	ERTY TAX	DEMAND, COLLECTION & BALANCE OF PROPERTY TAX AS ON 30.06,2015	6.2015				
					FOR	FORMAT - I							
<u>s</u> :	Name of the III B	No.of Total Assessments	ments		DEMAND			COLLECTION			Total Balance		% of
No.		Assessment Type	Number	Arrear	Current	Total	Arrear	Current	Total	Arrear	Current	Total	Collection
	2	3(a)	3(b)	4(a)	4(b)	4(c)	5(a)	5(b)	5(c)	6(a)	6(b)	6 (c)	7
		Residential											
	<u></u>	Non-Residential											
,		Partly Residential/Non-											
		Residential (mixed)											
		· · · · · · · · · · · · · · · · · · ·											
		DE	VIAND, COI	LECTION	DEMAND, COLLECTION & BALANCE OF PROPERTY TAX AS ON 31	E OF PROP	ERTY TAX	AS ON 30.0	0.06.2015				
					FOR	FORMAT - II							
si.	Name of the ULB	No, of Government Assessments	sessments		DEMAND			COLLECTION			BALANCE		% of
No.		Assessment Type	Number	Arrear	Current	Total	Arrear	Current	Total	Arrear	Current	Total	Collection
_	2	3(a)	3(b)	4(a)	4(b)	4(c)	5(a)	5(b)	5(c)	6(a)	6(b)	6(c)	7
		State Government											
		State Government											
		undertaking											
		Central Government											
		Central Government											
		undertaking											
		Total											
		DEI	VIAND, COI	LECTION	& BALANCI	E OF PROPI	ERTY TAX	DEMAND, COLLECTION & BALANCE OF PROPERTY TAX AS ON 30.06.2015	6.2015				
					FORI	FORMAT - III							
÷.	Name of the ULB	No.of Suits Assessments	nents		DEMAND			COLLECTION			BALANCE		
No.		Assessment Type	No. of	Arrear	Current	Total	Arrear	Current	Total	Arrear	Current	Total	% of
			Assessmen ts										Collection
Ŀ	2	3(a)	3(b)	4(a)	4(b)	4(c)	5(a)	5(b)	5(c)	6(a)	(d)8	6(c)	7
		Filed by the tax payer											
		Filed by the ULB											

ANNEXURE - II STATUS REPORT ON COLLECTION OF TAXES AND NON-TAXES AS ON .06.2015

ASSIGNED R	NON TAXES	TAXES
Total Non Taxes Total Taxes+Non-Taxes Entertainment Tax Surcharge on Stamp Duty Profession Tax Magesterial fines Others, if any Total Assigned Revenues	Water Charges on Pvt. Properties Water Charges on Govt. Properties Receipts from Sale of water Receipts from Sale of water through Tanker Water Supply Donation Market Fees Encroachment Fees Layout Fees Building License Fee Betterment/Developmental Charges Shop Rooms Rent Quarter Rent Slaughter House Fee Sale of Rubbish Mutation Fee Certificate Fee & Sale of Forms Miscellaneous Fee Other Receipts	Property Tax on Pvt. Properties Property Tax on Govt. VLT on Private Properties VLT on Govt. Properties VLT on Advertisements Taxes on Animals Taxes on Carriages & Carts Total Taxes
		No. of Assessments/No
		Demand Afrear Current
		Total Demand
		Collection Arrear Current
		Total Collection
		Balance Arrear Cui
		rrent
		Total Balance Collection

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														No.			•
													2	Name of the Municipality / Corporation			
86	Praks & Play Grounds		Indiramma(Water Supply)		32	Entertainme nt Tax			Building License Fee				w	Opening balance			er i Welst mark Assessment er er i S. AAAAsh Arassannin i
60	BRGF	43	Indiramma (Infrastructure)		33	Surcharge on Stamp Duty	ASSIGN	13	Betterment Charges	Town P	The state of the s	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	4	Property Tax			er e e e e e e e e e e e e e e e e e e
61	Others (Specify	45	Assista nce to New ULBs		34	Profess Tax	ASSIGNED REVENUE	20	Develop mental Charges (including 14% opens space charges	Town Planning Income	- Committee of the Comm		on l	VLT on properti		Z	
62	Total Plan Grants	4/	Election		35	Magistarial fines	AGE .	2	Shop Rooms Rent	ome	THE PARTY OF THE P	7,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0,0	D.	Advertisement Tax	TAXES	INCOME AND	V
63	Loans	48	EIUS		36	Total Assigned Revenues	***************************************	22	Quarters Rent	- Ton Parket			7	Taxes on Animals		1	\$5.50 (\$1
64	Other Income Specify the items wise income received	49	TSP		37	ance SFC		23	Slaughter House Fee		***************************************	G	٥	Taxes on Carriages & Carts		NTURE	AN
65	Total	50	UWEP		38	Desiltation of Major and Minor Drains		24	tand		NOI	ď		Total Taxes		EXPENTURE FOR THE	ANNEXURE
		51	0 1 3	Plan	39	mainte nance of Roads		25	Sale of Rubbis h		NON-TAXES	ē	5	Water Charge s			Ė
		52	Community Structure		40	13th F.C		26	Mutation Fee	7777		17		Water Supply Donation		NCIAL	
		53	Constitutio n Developme nt Fund		41	State Finance Commissi on	Non Plan Grants	27	Certificate Fee & Sale of Forms			7.7	others	Receipts from sale of water through Tanker &		FINANCIAL YEAR 2014-15	THE TOTAL PROPERTY OF
		54	M.P Lads		42	Others	rants	28	Lease		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	133		Market Fees	NON-TAXES	014-15	
		55	Special Developme nt Fund		43	Total Non Plan Grants		29	Others			14		Encroachm ent Fees	S		
		56	Maintenance of Internal Roads	The state of the s				30	Miscellaneous Fee		e - voranteende	ò		D&O Trade Licence Fees		TO THE PARTY OF TH	
		57	Schedule Cast Supply (SCSP)	Annual VIII			THE PERSON NAMED IN COLUMN NAM	31	Total Non- Taxes	***************************************		16		Lay out Fees			
HAPPENING AND A SALE A		58	Swatch Bharath	· · · · · · · · · · · · · · · · · · ·							TO THE PARTY OF TH	17	Meeseva	Issue of Certificates		AVAILUSE CONTRACTOR OF AVAILUSE Availus	

ANNEXURE -III
EXPENDITURE FOR THE FINANCIAL YEAR 2014-2015

SI. Name of No the ULB		in a habiya	gu.m.		·	
Capital Mainten Capital Ance Ca				jus.	. <u>\$</u> %	
Capital Mainten Capital Ance Ca				2	Name of the ULB	
Capital ance Capit	22	Loans Repaym ent (Interes t) (Specify		3	ALLOWA NCES (Non- Teachin	2 2
Capital ance Capit	23	Contrib		4	Capital	700
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Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	25	Acquisit ion of Lands & Building		6	Capital	
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	26	Manage ment Expense s (Specify		7	Mainten ance	Chirt
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	27	Law Charge s		8	Capital	BULL
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	28	Pension ery Benefits		9	Mainten ance	SPAN
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	29	Other Expense s (Specify		10	Capital	FUBL
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	30	Manage ment & Other Bill Expendi ture (Specify)		11	Mainten ance	HEAL IH
Mainten Capit Mainten Capital Mainten Capital ance al ance 15 16 17 18 19 20	31	TOTAL EXPEN DITUR E		12	Capita 	
Mainten Capital Mainten Capital Ance Capital Ance 15 16 17 18 19 20				13		ALLON
Capital Mainten Capital Ance Capital Ance 17 18 19 20				14	Capit al	WALER
Capital Mainten Capital Ance Capital Ance 17 18 19 20				5	Mainten	SUPPLY
ten Capital Mainten Capital ance 7 18 19 20				16	Capital	L
Capital Mainten Capital ance 20				17	Mainten ance	TING
Capital 20				18	Capital	REMENE
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Mainten ance				20	Capital	TO
				21	Mainten ance	AL

	شدا	· % S:	
	2 3	Name of the ULB	
	3	ALLOWA NCES (Non- Teachin	PAY &
	4	Capital	ROADS
	4 5	SI. Name of NCES No the ULB (Non- Capital Teachin Teachin Capital Teachin Name of NCES Capital Ance Capital Name of NCES Capital Ance C	ADS.
	6	Capital	DRA
	7	Mainten ance	DRAINS
	æ	Capital	BUILI
	9	Mainten ance	SDINGS
	10	Capital	PUBLIC
	10 11 12 13	Mainten Capita Mainten ance I ance	BUILDINGS PUBLIC HEALTH SANITATION
	12	Capita	SANIT
	13	Mainten ance	ATION
	14	Capit al	WATE
	15	Mainten ance	ATER SUPPLY
	16	en Capit Mainten Capital Mair	H.
)	17	Mainten ance	LIGHTING
	18	Capital	REMENERATIV
	19	Mainten ance	RATIVE

PROFORMAE

	STAMP DU	TY - (Annexure-IV)	
SI.No.	Name of the ULB	Amount (Rs. in Lakhs)	adjusted till date
	ENTERT	AINMENT TAX	
SI.No.	Name of the ULB	Amount (Rs. in Lakhs)	adjusted till date

Stater	nent Show	ring the informatio	n about the Proper (Annexure	•	es of State, s. in Lakhs,		Quasi Go	vernment i	n the ULBs
S.No	Name of the ULB	No of Assessements	Name of the Department / Office	f T	erty Tax mand	Penalty Amount	Colle	ection	Remarks
				Arrear	Current		Arrear	Current	

		COURT CAS	ES (Annexu	re-VI)		
Sl.No.	Name of the	Name of the	Case No.	Respondents	Amount	Reasons
	ULB	Court			due	for delay

	REVISION O	F PROPERTY TAX (N	EW ULBs)	(Annexure-	VII -A)
SI.	Name of the	Assessment	Print	Notices	Reasons for
No.	ULB	computerized	taken	served	delay if any

	SERVING OF D	DEMAND NOTICES (-SUVIDHA UL	Bs) (Annexur	e-VII -B)
SI.	Name of the	Demand	No. of	No. of Bills	Reasons for
No.	ULB	generated (no. of	Demand	served	delay if any
		assessment)	bills printed		

	F	REVISION PETITIO	ONS (Annexure	- VIII)	
Sl. No.	Name of	No. of Revision	No. of Revision	Balance to	Reasons for
	the ULB	petitions	petitions	be	delay if any
		received	disposed	disposed	

	COLLECTION OF RENTS ON MUNICIPAL SHOPS AND IMMOVABLE PROPERTIES (Annexure-IX)								
	SI.	Name of	No. of shops/ Markets/ Thai-	Demand	Collection	Dues	Reasons for		
1	lo.	the ULB	bazar and immovable properties				non collection		
			(Item wise)				if any		

со	COLLECTION OF RENTS ON MUNICIPAL SHOPS AND IMMOVABLE PROPERTIES									
(Annexure-X)										
SI.No.	Name of the ULB	Total No.of Central Government properties	Category of property (whether assessed @ 75%, 50%, 33.1/3%	Total amount fixed (enhancement of rate)						