

**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, 3<sup>rd</sup> 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 3<sup>rd</sup> 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).**

(PTO)

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.

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

*G. Umamaheswari*  
**SUPERINTENDENT**

*Sd/-*



**DEMAND, COLLECTION & BALANCE OF PROPERTY TAX AS ON 30.06.2015**

[illegible]

## FORMAT - II

[illegible]

**FORMAT - III**

[illegible]





**ANNEXURE -III**  
**EXPENDITURE FOR THE FINANCIAL YEAR 2014-2015**

Sl. No	Name of the ULB	PAY & ALLOWANCE (Non-Teaching)	ROADS		DRAINS		BUILDINGS		PUBLIC HEALTH		SANITATION		WATER SUPPLY		LIGHTING		REGENERATIVE		TOTAL	
			Capital	Maintenance	Capital	Maintenance	Capital	Maintenance	Capital	Maintenance	Capital	Maintenance	Capital	Maintenance	Capital	Maintenance	Capital	Maintenance		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Loans Repayment (Interest) (Specify)	Contribution	Town Planning	Acquisition of Lands & Buildings (Specify)	Management Expenses (Specify)	Law Charges	Pensionary Benefits	Other Expenses (Specify)	Management & Other Bill Expenditure (Specify)	TOTAL EXPENDITURE
22	23	24	25	26	27	28	29	30	31

## PROFORMAE

<b>STAMP DUTY - (Annexure-IV)</b>			
Sl.No.	Name of the ULB	Amount (Rs. in Lakhs)	adjusted till date
<b>ENTERTAINMENT TAX</b>			
Sl.No.	Name of the ULB	Amount (Rs. in Lakhs)	adjusted till date

**Statement Showing the information about the Property Tax dues of State, Central and Quasi Government in the ULBs  
(Annexure – V) (Rs. in Lakhs)**

S.No	Name of the ULB	No of Assesments	Name of the Department / Office	Property Tax Demand		Penalty Amount	Collection		Remarks
				Arrear	Current		Arrear	Current	

<b>COURT CASES (Annexure-VI)</b>						
Sl.No.	Name of the ULB	Name of the Court	Case No.	Respondents	Amount due	Reasons for delay

<b>REVISION OF PROPERTY TAX (NEW ULBs) (Annexure-VII -A)</b>					
Sl. No.	Name of the ULB	Assessment computerized	Print taken	Notices served	Reasons for delay if any

<b>SERVING OF DEMAND NOTICES (e-SUVIDHA ULBs) (Annexure-VII -B)</b>					
Sl. No.	Name of the ULB	Demand generated (no. of assessment)	No. of Demand bills printed	No. of Bills served	Reasons for delay if any

<b>REVISION PETITIONS (Annexure – VIII)</b>					
Sl. No.	Name of the ULB	No. of Revision petitions received	No. of Revision petitions disposed	Balance to be disposed	Reasons for delay if any

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

<b>COLLECTION OF RENTS ON MUNICIPAL SHOPS AND IMMOVABLE PROPERTIES (Annexure-X)</b>				
Sl.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)