

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

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

CIRCULAR

Roc.No.2556/2014-M1,

Dated:24.07.2015

Sub:- Review meeting convened by C&DMA on "Collection of Taxes & Non-Taxes and improvement of Municipal revenue" with the Revenue Officers & Revenue Inspectors of all ULBs of the State (Except GHMC) on 21.07.2015 at 10.30am in the O/o. C&DMA., Hyderabad – Un-assessed and under assessed properties – Certain instructions issued - Reg.

Ref:- Review meeting convened by C&DMA with Revenue Officers & Revenue Inspectors of all ULBs of the State (Except GHMC) on 21.07.2015 at 10.30am.

* * *

The attention of the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State are invited to subject and reference cited, wherein during the review meeting convened by the Commissioner & Director of Municipal Administration on "collection of Property Tax and Improvement of Municipal Revenue" with the Revenue Officers and Revenue Inspectors of all ULBs in the State (except GHMC) on 21.07.2015 at 10.30am in the O/o. Commissioner & Director of Municipal Administration, Hyderabad, the C&DMA.

2. It was observed that the Municipal Commissioner of Nizamabad, Karimnagar, Ramagundam, Khammam, Mahabubnagar and Mancherial ULBs have taken up the un-assessed and under-assessed properties and brought into the tax net and improved the financial status of ULB.

3. Therefore, all the Regional Director-cum-Appellate Commissioners of Municipal Administration in the State are requested to instruct the ULBs concerned to take up conduct a special drive every month for identification of under assessed and un-assessed properties and levy the property tax to that properties and brought the assessments in to the property tax net and improve the financial status of ULB.

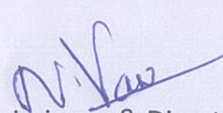
Encl:- (Proforma enclosed)

Sd/- B. Janardhan Reddy
COMMISSIONER & DIRECTOR

To

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

The Project Manager, e-Suvidha, Hyderabad.


for Commissioner & Director



PROFORMA FOR UN-ASSESSED AND UNDER ASSESSED PROPERTIES CUMULATIVE REPORT AS ON _____

(Rs. in Lakhs)

Sl. No.	No. of Assessments as on _____ (cumulative)	Demand (cumulative)			No. of under assessed identified during _____ month	Demand increased due to under assessed			No. of Un-assessed identified during _____ month	Demand increased due to un-assessed		
		Arrear	Current	Total		Arrear	Current	Total		Arrear	Current	Total
1	2	3	4	5	6	7	8	9	10	11	12	13

Total No. of assessments (2+6+10)		Cumulative Demand increased		
	Arrear (3+7+11)		Current (4+8+12)	Total (5+9+13)
14	15		16	17