

**MINUTES OF THE REVIEW MEETING ON 21.07.2015 AT 10.30 A.M. WITH  
REVENUE OFFICERS & REVENUE INSPECTORS OF ULBs OF THE STATE**

1. Commissioner & Director of Municipal Administration,
2. Additional Director O/o C&DMA
3. Joint Director O/o C&DMA,
4. Assistant Director O/o C&DMA
5. Revenue Officers and Revenue Inspectors of all ULBs

Review Meeting convened by C&DMA on "Collection of Property Tax and other taxes and Non-Taxes and on improvement of Municipal Revenues with Revenue Inspectors & Revenue Officers of all ULBs and reviewed items wise and issue instructions as follows:-

**1A. Serving of Demands Bills to the tax payers (e-Suvidha ULBs).**

- (a) The C&DMA has issued Instructions to serve single demand bill to all tax payers vide Cir. No.226/2014/M1, dt.06.06.2015 to all ULBs (e-Suvidha).
- (b) Reviewed on ULBs wise status on serving on demand bills. Out of 37 ULBs only 8 ULBs have completed serving of single demand bills (1. Ramagundam, 2. Kothagudem, 3. Adilabad, 4. Palwancha, 5. Mancherial, 6. Bellampally, 7. Kaghaznagar and 8. Miryalaguda)
- (c) Rest of the others ULBs have not been completed as 3 months period have lapsed expressed dis-satisfaction for the delay in serving of demand bills they have directed to complete the same by 01.08.2015 without fail.
- (d) They have directed to obtain and to get computerized the details of mobile No. Aadhar No. and E-mail id of all tax payers and start giving SMS, e-Mails to the tax payers about their dues of property tax till the due amount paid by them.
- (e) Special teams will be visiting to the ULBs without intimation to cross check the correctness of serving of the Demand bills from O/o CDMA, and RDMA from 1.8.2015 onwards.

**1B. Serving of Special notices in Newly constituted Nagar Panchayats and Municipalities and Merged Garam Panchayats**

1. With regard to serving of special notices in merged Grampanchayats, only Miryalguda has completed issue of spl.notices.
2. Mahaboobnagar and Khammam ULBs are under progress

3. Nalgonda have not taken any action and they have stated that the council has resolved not to implement the revised rates till two years. They have directed to submit proposal for cancelation of council resolution, since this office has issued clarification to implement Government orders issued on Revision of Property Tax immediately.
4. Gadwal Municipality have also not taken any action on issue of special notices in merged Grampanchayats directed to complete the same by 01.08.2015 without fail.
5. Greater Warangal Municipal Corporation has not issued final Gazette notification on M.R.V which is due by 01.03.2015 and instructed to complete the same by immediately.

#### **1C. Serving of Special notices in Newly constituted Nagar Panchayats and Municipalities**

1. Achampet, Nagarkurnool, Ileeja, Kollapur and Bhupalpally are in still in the stage of computerization due to weak network, the work have not been completed. They have directed to entrust the same to the agency on work basis and takeup the same in the office of C&DMA, and complete the same by 01.08.2015.
2. Except Narsampet Nagar Panchayat none of the other ULBs have served special notices.
3. All the Municipal Commissioners of Nagar Panchayats, Municipalities have directed to complete the same by 01.08.2015 without fail.
4. Dispose the revision petition if any received in time, duly giving endorsement in the prescribed format to the tax payers and maintain the revision petition watching register in the ULB.

#### **2. Maintenance of Demand Registers**

1. It is observed that Commissioner of Municipalities/Municipal Corporations are not maintaining demand registers for all taxes including property tax. The C&DMA expressed dissatisfaction for the same and directed to update the same by 01.08.2015 in case of all e-Suvidha ULBs. And due date is 01.09.2015 for newly constituted ULBs. Accordingly, a schedule has been issued vide Cir.Roc.No.2556/2014/M1, dt.21.07.2015 for verification of the demand registers by the CDMA for all taxes including property tax of ULBs.
2. They have been directed to make sure the demand at filed level, in manual registers and in e-suvidha website tally with each other without any differences.
3. If any variation, they have been directed to submit proposal for assessment wise specific remarks with reasons along with council resolution for deletion of assessment in the e-suvidha.
4. They have been directed to submit a certificate with cross certified by Municipal Commissioner stating the final and correct demand of ULB .

### **3. Taxes and Non-Taxes**

#### **3(i) Property Tax**

1. The percentage of Collection of Property tax is only 2.74 % which is very low and needs to be improve the same.
2. The ULBs of Nizamabad, Karimnagar, Ramagundam, Sricilla, Khammam, Bellampally, Bhainsa, Kaghaznagar, Mahaboobnagar, Bhongir, Kamareddy, Vikarabad, Wanaparthi Mancheri, Tandur have taken up drive on under assessed and un-assessed and brought the assessments in the tax net and improve the finance of the ULB. The C&DMA has appreciated the efforts made by them and directed to take up the same every month and request the RDMA's to take up regular review in this regard.
3. Any special progress/achievement/best practice/bad practice made by the ULBs should be reflected in the E-news of CDMA website for sharing of the same with others.
4. Instructions are being issued to take up regular special drive on un-assessed and Under assessed properties brought into the tax net vide Cir.No.2556/2014/M1, dt. .07.2015. The Commissioners of ULBs have directed to submit progress report in the prescribed format enclosed to the circular every month without fail. The RDMA's instructed to review the same every month.
5. The RO/RI has directed to fix – up BC wise month wise target and review the same and ensure to achieve the same. They have directed to update cumulative progress achieved in the CDMA property tax Web page every week of Saturday without fail.

#### **3(ii). Property Tax on State, Central, and Quasi Governments**

1. The Commissioners have been directed to submit the department wise dues to the C&DMA in the prescribe format kept in the CDMA website and also submit hard copy to take up state level action for adjustment of the dues.
2. They have been directed to flag the department wise dues of property tax to the District Collector concerned on the Urban Day conducted at District level for adjustment of the same.
3. With regard to property tax to be paid by the T.S. C.P.D.L to the ULB concerned can be make adjustment to the C.C charges to be paid by the ULB. The C&DMA has appreciated the action taken for adjustment made by the Commissioners of Wanaparthi, Nizamabad, Nirmal and Khammam ULBs and asked them to share the same in the E-news of CDMA website.

### **3(iii) Court Cases on Property Tax**

1. The C&DMA has directed to take action to dispose the court cases pending in different courts on top priority basis.
2. Specially Commissioner of Kaghaznagar had been directed to take immediate action to dispose the court cases as it alone involve due of Property Tax Rs.6.00 Crores.

### **3 (iv) Procurement of Hand Held Machines**

- a) The C&DMA has explained the importance and uses of Hand Held Machine to avoid misappropriations and to maintain financial discipline in the ULBs. So far the ULBs of Nizamabad, karimanagr, Sangareddy, jagitial, Bhongir, Kahammam Corporation, Suryapet, Siddipet, korutla and wanpathy have procured.
- b) And Gadwal and mahaboobnagar have not taken any action for procurement of the same.
- c) Other ULBs are under Tender and procurement stage.
- d) Those who don't use this improved tool would be suitably punished, If any irregularities take place.

The major duty of Revenue officer and Revenue inspector is to supervise that the collection of tax and non taxes made by the Bill collectors, shall be hand over to sharoff of the ULB on the same day. Any deviations noticed, will be viewed very serious and disciplinary actions will be initiated as per G.O. Ms. No. 25 GAD dt. 3.2.2004.

(A copy of the G.O. 25 is kept in the web site of CDMA)

### **3(v) Adjustment of Stamp Duty and Entertainment Tax**

1. It was observed that in certain ULBs the Entertainment tax and Stamp duty have not been adjusted to the ULBs Treasury account which has to be adjusted Quarterly in advance.
2. In certain cases the S.T.O are delaying in adjustment of the same.
3. They have expressed to take up reconciliation with respective departments on the correctness of demand of Stamp Duty and Entertainment Tax.
4. The CDMA has advised them to take up the issue at the District level on the Urban Day with District Collector to solve the issue at District level. However, separate letters are being addressed to Commissioner of Commercial Tax and I.G Registrars and all District Collectors in this regard.

### **3 (vi) Collection of Rents on Thai Bazars and Markets**

1. It has to be collected in the month of March, as advance where as it is observed that most of the ULBs have not been collected the same.
2. Shops room rents needs to be collected every 5<sup>th</sup> day of the Month and if the tenant fails to pay the same for three months that shop must be vacated and go for fresh allotment as per G.O.Ms.No.21.
3. No Municipal shop should be vacant in the ULBs and all shops must be leased out duly following the norms, if any difficulty/problems in this regard must be brought to the notice of concerned RDDTCP/RDMA.

### **3 (vii) Water Charges**

1. The CDMA has reviewed the collection of water charges on private property which is only 9% of total demand. As ULBs are levying water charges very meager amount per connection i.e, Rs.20 to Rs.100 per month which is not even sufficient to maintain their consumable charges on Water supply. And expressed his dis-satisfaction for not non –collection of the same.
2. The R.Os and R.Is have expressed that the collection of water charges are being dealt in the Engineering section as they are giving sanction to the connection of water supply to beneficiaries. In view of work load to the engineering section the same is not being collected every month.
3. The CDMA instructed to issue instructions that after completion of process of water tap connection by the Engineering Section of the ULBs the file has to transfer/Copy of the orders has to mark to the Revenue section for the collection of the monthly water supply charges from the respective beneficiary.
4. And also directed to take up survey on whole town basis to bring the illegal water tap connection to the tax net.

### **3(viii) D & O Trade License fee:**

1. The CDMA has reviewed the collection of D & O Trade License fee which is only 8% of total demand. And expressed his dis-satisfaction for not being collected. It has to be collected in the month of March, as advance where as it is observed that most of the ULBs have not been collected the same.
2. The R.Os and R.Is have expressed that the collection of D & O Trade License fee are being dealt in the Sanitation section as they are issuing licenses to the trade holders.

3. The CDMA instructed to issue instructions that after competition of process of issue of license to the trade holder by the sanitation section of the ULBs the file has to transfer/Copy of the orders has to marked to the Revenue section for the collection of the Annual license fee from respective trade holders.
4. The CDMA has directed to take up an exercise and cover all non residential and mixed assessments in the ULB must brought to the tax net of D & O Trade License and issue notices accordingly.
5. And also directed to take up survey on whole town basis survey in this regard.

All the R.Os and R.Is have explained the website maintained by the C&DMA and asked them to operate by themselves to know the instructions issued by the Government/C&DMA from time to time and to know the initiation taken by the Department. And also requested them to give their priority of option for attend various training Programme viz Administration, and or on Technical to improve their efficiency, as there are playing major key role to improve the finance of ULBs. And also requested to submit special proposals for improvement of Municipal finances and also submit their suggestions for arresting of financial leakages to the C&DMA, and based on the improvement of finance of the ULBs, only the incentive grants under AMRUTH, Swachh Bharat, and 14 FC will be sanctioned.

Sd/- B. Janardhan Reddy  
Commissioner & Director

To

1. All R.Os/R.Is/ Dealing assistant of Revenue Section  
(through Commissioner concerned)
2. The Commissioner, Municipalities/Municipal Corporation  
(through RDMA concerned)
3. All Regional Director-cum-Appellate Commissioner of Municipal Administration in the State for necessary action in the matter.

Copy to all Chairperson/Mayors/Special Officers of Municipal Councils.  
Copy to Project Manager, e-suvudha for necessary action in the matter.  
Copy submitted to Principal Secretary to Government, MA&UD Department,  
Telangana State, Secretariat, Hyderabad.

  
for Commissioner & Director  
