

**GOVERNMENT OF TELANGANA  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o Commissioner and Director of  
Municipal Administration,  
T.S., Hyderabad.

**CIRCULAR**

**Roc.No. 493979/2022/D1,**

**dt: 21/10/2022**

**Sub:**TSbPASS - Disposal of building permission applications within 21 days as mandated in TSbPASS to avoid penalties – Certain instructions issued – Reg.

**Ref:** 1. Telangana Municipalities Act, 2019 (Act 11 of 2019)  
2. TSbPASS Act, 2020 (Act 12 of 2020)  
3. TSbPASS Rules issued in G.O.Ms.No. 201 MA, dt. 16.11.2020

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The attention of all MCs is invited to the refs.cited and they are aware that Govt vide Act No. 11/2019 enacted TM Act, 2019; and further vide Act No. 12/2020 enacted TSbPASS Act, 2020. In the above Acts, provisions are made for approval of Building permissions in a transparent and time bound manner through online. In pursuance of the same, for strict implementation of various provisions relating to building approval, Govt in G.O.Ms.No. 201 MA, dt. 16.11.2020 issued TSbPASS Rules, 2020.

2. As per Rule 11 of the said TSbPASS Rules, the applications for building permission accompanied by all valid and required documents shall be cleared in 21 days. If no order is issued on the building application within 21 days from the date of application, the permission will be “deemed” to have been approved and permission proceedings shall be auto generated in online portal.

3. Further, Rule 19 of the said Rules regarding Penalty for delay in scrutiny and post verification reads as follows:

1. If the concerned Dept fails to examine and give a decision/ approval on the TSbPASS application within the prescribed time limit then the delay shall be calculated automatically by the system and the penalty shall be levied on the concerned officer responsible for the delay
2. In all such cases, a penalty of Rs. 1,000/- for each day till relevant decision is given or reason for delay in approval is furnished. However, the total amount of such penalty shall not exceed Rs. 25,000/- and all cases, where penalty exceeds this said amount shall be reported to State Level Committee. The penalty is subject to revision by Govt from time to time

4. It is observed that, the above Act provisions and Rules are not being followed by the ULBs scrupulously thereby attracting imposition of penalties by Govt for delay in disposal of building permission applications under TSbPASS.

5. During the Video Conferences and Teleconferences conducted by CDMA, the MCs were warned to be more vigilant in processing the building permission applications under TSbPASS within 21 days to avoid imposition of penalties but the instructions are not being adhere to which is unsatisfactory and deviation of TSbPASS Act provisions and Rules.

6. In this context, instructions are hereby reiterated to all MCs to dispose of building permission applications under TSbPASS within 21 days as mandated in

TSbPASS Rules in true letter and spirit, to provide services to the citizens in a transparent and time bound manner and also to avoid imposition of penalties on the delinquent officials.

7. This shall be treated as MOST IMPORTANT.

**Dr N Satyanarayana I A S**  
**DIRECTOR OF MUNICIPAL ADMINISTRATION**

To  
All Municipal Commissioners in the State (except GHMC)

**Copy to:**

The RDMA, Hyderabad & Warangal Regions.

All AC LBs except Hyd & Mulugu

All the District Collectors except Hyd & Mulugu

Copy to DTCP, Hyd for information and necessary action to ensure compliance of TSbPASS Act provisions & Rules by Town Planning officials

Copy submitted to the Special Chief Secretary to Govt., MA&UD Dept., T.S.,Hyd.  
for favour of infmn.