

-509-

EASE OF DOING BUSINESS/
MUTATION PROCESS THROUGH REGISTRATION DEPT.
TOP PRIORITY

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

From
Sri. M. Dana Kishore, I.A.S.,
Commissioner & Director of
Municipal Administration (FAC),
640, A.C. Guards, Hyderabad.

To
The Commissioner & Inspector General of
Registrations & Stamps Department,
Telangana State, Hyderabad.

Lr.Roc.No. 1306/2016/M3-2, dt. 09.06.2016

Sir,

Sub:- Municipal Administration Department – Ease of Doing Business –
Collection of Mutation Fee at the time of registration of
property – Authorization to Sub-Registrars of Registration and
Stamps Department – Orders issued by Government – Issue of
necessary instructions to all the Sub-Registrar's in the State –
Requested - Regarding.

Ref:- 1. G.O.Rt.No. 155 MA &UD (M1) Department, dt. 30.05.2016
2. This office Circular Roc.No. 1306/2016/M3, dt. 02.06.2016
addressed to the Commissioners of all ULBs in the State
3. This office Circular Roc.No. 1306/2016/M3, dt. .06.2016
addressed to the Commissioners of all ULBs in the State

I invite your attention to the references cited and inform that in the reference 1st cited, Government informed that in an attempt to enhance 'Ease of Doing Business' in Telangana State, Government have introduced several reforms and has taken steps for effective implementation of the same, and one such reforms is "Integration of mutation process with the registration process through automatic update of land and municipal records during property registration." To operationalize this reform, Government directed that all the Sub-Registrars of Registration & Stamps Department shall collect 'Mutation Fee' at the time of registration and share the same with Urban Local Bodies concerned to automatically initiate mutation process at the time of transfer of immovable property by sharing necessary transaction details with the respective Municipalities/ Municipal Corporations.

2. Government accordingly authorized the Sub-Registrars of Registration and Stamps Department to collect the Mutation Fee at the time of transfer of ownership in immovable property by way of sale or gift or any other instrument. However, in respect of mortgage and lease deeds, no fees needs to be collected and it would be sufficient if the details are shared by Registration and Stamps Department with the Urban Local Bodies concerned through web service. In the said Government Order, the rates of mutation fee to be collected ULB-wise have been enclosed and Government directed that the Registration & Stamps Department shall transfer the mutation fee to the

-405-

respective ULBs along with Transfer Duty and ordered that necessary web services shall also be shared between Registration & Stamps Department and Commissioner & Director of Municipal Administration.

3. In the references 2nd and 3rd cited, while communicating a copy of the above Government Orders, the Commissioners of all ULBs in the State have been directed to take the following further action in the matter to implement the Government orders scrupulously:

- (i) At the time of registration of property itself, the applicant shall remit mutation fee by way of DD obtained from any Bank in favour of Municipal Commissioner of ULB concerned as per the Annexure to G.O.Rt.No. 155 MA & UD (M1) Department, dated 30.05.2016 to the respective Sub-Registrar of Registration & Stamps Department. The process of mutation will be initiated suo-moto by the ULB concerned based on the information received online from the Registration Department's Central Server.
- (ii) During registration process, the Registration Department will capture the data and the transaction details for mutation and will be shared with the respective ULB through web services.
- (iii) The Registration Department will provide information of Mutation fee collected by way of D.D. covering details of D.D.Number, Date, Amount, Bank Name and Branch Name. The Municipal Commissioner of the ULB concerned shall reconcile every week on collection of D.D.s from the Sub-Registrar concerned
- (iv) The official concerned of the ULB will initiate the process of transfer of property as per rules and procedure in vogue and will circulate the e-file to the Municipal Commissioner for digital approval.
- (v) After digital approval by the Municipal Commissioner, the approved copy of the order will be placed on the website of the respective ULB.
- (vi) The applicant can login to the website of the respective ULB with PTIN/ VLTAN and can download the approved Transfer of Title directly OR through Mee-Seva Centers
- (vii) The time frame for completion of the above process is **15 days** from the date of suo-moto initiation of mutation process by ULB vide para no. 3(i) above
- (viii) The above process of online process of Title Transfer in Municipal records will start from 10.06.2016
- (ix) The Municipal Commissioners shall ensure to make wide publicity about the Government initiative effectively through the print and electronic media and also placing the information on notice board / banners at Sub-Registrar's Office and Municipal office and also on the website of the ULBs

-507

4. In view of the above, I request you to kindly issue necessary instructions to all the Sub-Registrars of Registration & Stamps Department in the State to take necessary action as per the authorization orders issued by Government vide G.O.Rt.No. 155 MA &UD (M1) Department, dt. 30.05.2016 to collect the mutation fee at the time of registration of property w.e.f 10.06.2016, duly following the above step-wise procedure and also making necessary foolproof arrangements for handing over D.D.s to the Municipal Commissioners of ULBs concerned.

Yours faithfully,
Sd/- M. Dana Kishore
Commissioner & Director


for Commissioner & Director

-509-

EASE OF DOING BUSINESS/
MUTATION PROCESS
TOP PRIORITY

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT

O/o Commissioner & Director of
Municipal Administration, 640,
A.C. Guards, Hyderabad.

CIRCULAR

Roc.No. 1306/2016/M3-1,

dt. 09.06.2016

Sub:- Municipal Administration Department – Ease of Doing Business –
Collection of Mutation Fee at the time of registration of property –
Authorization to Sub-Registrars of Registration and Stamps
Department – Orders issued by Government – Revised circular
instructions – Issued.

Ref:- 1. G.O.Rt.No. 155 MA &UD (M1) Department, dt. 30.05.2016
2. This office Circular Roc.No. 1306/2016/M3, dt. 02.06.2016
addressed to the Commissioners of all ULBs in the State

The attention of the Commissioners of all Urban Local Bodies in the State is invited to the reference cited wherein Government informed that in an attempt to enhance 'Ease of Doing Business' in Telangana State, Government have introduced several reforms and has taken steps for effective implementation of the same, and one such reforms is "Integration of mutation process with the registration process through automatic update of land and municipal records during property registration." To operationalize this reform, Government directed that all the Sub-Registrars of Registration & Stamps Department shall collect 'Mutation Fee' at the time of registration and share the same with Urban Local Bodies concerned to automatically initiate mutation process at the time of transfer of immovable property by sharing necessary transaction details with the respective Municipalities/ Municipal Corporations.

2. Government vide reference cited, accordingly authorized the Sub-Registrars of Registration and Stamps Department to collect the Mutation Fee at the time of transfer of ownership in immovable property by way of sale or gift or any other instrument. However, in respect of mortgage and lease deeds, no fees needs to be collected and it would be sufficient if the details are shared by Registration and Stamps Department with the Urban Local Bodies concerned through web service. In the Government Order cited, the rates of mutation fee to be collected ULB-wise have been enclosed and Government directed that the Registration & Stamps Department shall transfer the mutation fee to the respective ULBs along with

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Transfer Duty and ordered that necessary web services shall also be shared between Registration & Stamps Department and Commissioner & Director of Municipal Administration.

3. While communicating a copy of the above Government Orders cited, the Commissioners of all ULBs in the State are directed to take following further action in the matter to implement the Government orders cited scrupulously:-

- (i) At the time of registration of property itself, the applicant shall remit mutation fee by way of DD obtained from any Bank in favour of Municipal Commissioner of ULB concerned as per the Annexure to G.O.Rt.No. 155 MA & UD (M1) Department, dated 30.05.2016 to the respective Sub-Registrar of Registration & Stamps Department. The process of mutation will be initiated suo-moto by the ULB concerned based on the information received online from the Registration Department's Central Server.
- (ii) During registration process, the Registration Department will capture the data and the transaction details for mutation and the details will be shared with the respective ULB through web services.
- (iii) The Registration Department will provide information of Mutation fee collected by way of D.D. covering details of D.D.Number, Date, Amount, Bank Name and Branch Name. The Municipal Commissioner of the ULB concerned shall reconcile every week on collection of D.D.s from the Sub-Registrar concerned
- (iv) The official concerned of the ULB will initiate the process of transfer of property as per rules and procedure in vogue and will circulate the e-file to the Municipal Commissioner for digital approval
- (v) After digital approval by the Municipal Commissioner, the approved copy of the order will be placed on the website of the respective ULB.
- (vi) The applicant can login to the website of the respective ULB with PTIN/VLTAN and can download the approved Transfer of Title directly OR through Mee-Seva Centers
- (vii) **The time frame for completion of the above process is 15 days from the date of suo-moto initiation of mutation process vide para no. 3(i) above**
- (viii) The above process of online process of Title Transfer in Municipal records will start from 10.6.2016
- (ix) The Municipal Commissioners shall ensure to make wide publicity about the Government initiative effectively through the print and electronic media and also placing the information on the notice board / banners at Sub-Registrar's

-511-

Office and Municipal office and also keeping the above information on the website of all ULBs

**Sd/- M. Dana Kishore
Commissioner & Director**

Encl:- G.O.Rt.No. 155 MA, dt. 30.05.2016

To

The Commissioners of all ULBs in the State {through RDMA's concerned}

The Mayors and Chairpersons of all ULBs in the State {through the MCs concerned}

The Regional Director-cum-Appellate Commissioners of Municipal Administration of Warangal and Hyderabad

Copy to the Project Manager, e-Suvidha, Telangana State, Hyderabad & Superintendent, H-Section for compliance

Copy to the Commissioner & Inspector General, Registration and Stamps Department, Telangana State, Hyderabad

Copy to the Commissioner of Industries, Telangana State, Hyderabad

Copy submitted to the Special Chief Secretary to Government, MA & UD Department, Telangana State Secretariat, Hyderabad

Copy to Stock File/ Spare


for Commissioner & Director
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