

SELECTION OF CONSULTANTS

TERMS OF REFERENCE

Selection of Consulting Services for Development of Integrated Urban Land Registry for 73 ULBs in Telangana State

Package - I to XXII

Commissioner & Director of Municipal Administration, Telangana

Terms of Reference

1. Background

The office of the Commissioner & Director of Municipal Administration (CDMA), Government of Telangana has initiated the process to provide good governance and improve physical and social infrastructure for the well-being of citizens with a thrust to address the needs of the urban sector through an integrated approach for sustainable local economic and urban development.

Information Technology (IT) has enabled organisation to handle voluminous data. The concept of e-Governance has become the order of the day and to have a balanced urban development in the local bodies use of IT has become essential. Integrating different data sets in a common platform that provides for easy understanding enables planning and generating revenue. The application of GIS technology has proven to aid the overall objectives of e-governance in ULBs and substantially help improve revenue. To achieve this goal of e-Governance implementation for all the services of the ULBs, large scale and detailed GIS base maps are prepared. The Commissioner & Director of Municipal Administration (CDMA) intends to appoint consultancy firm/agency(s) to carry out the work of "Conducting Updation of Land Registry with access to view all the information of a property viz., property structure details, owner /occupant details, tax details, registration details such as encumbrance, prohibitory properties, dispute properties through GIS mapping and Door-to-Door Survey of properties in the ULBs of Telangana using Geo-spatial techniques. The list of ULBs is presented in Annexure I.

2. Objective of the assignment

The overall objectives of TMDP include

To improve urban governance and finance through the implementation of an agreed reform agenda at State and Local levels.

Enhance the capacity of State, Local, and Community groups to manage urban affairs through a demand driven capacity enhancement program; and

Support the rehabilitation and creation of sustainable urban services with economic and social benefits at community and city-wide levels.

The objective of this assignment is to conduct door- to-door survey for collecting data as specified, providing linkages to Geospatial data and MIS system (MIS). This shall provide improvised information for decision making on Municipal functions including improvement of property tax assessments, collection of taxes, development, planning and management of infrastructure.

3. Project area

The present assignment covers ULBs spread across 31 districts of Telangana State and GHMC. The Project Area is grouped into 22 packages. The packages from I to X corresponds to 72 ULBs and packages from XI to XXII for the Greater Hyderabad Municipal Corporation area.

4. Scope of services

The scope of the project broadly involves the following two components:

- a. Updation of Revenue Database
- b. and registry which covers total information of a property with reference to its Geospatial Information, structure, tax, registration details.

The above components are to be taken up as parallel activities as completion of one component is not contingent upon the other component. However, the planning and implementation is to be done keeping in view of the project requirements as a whole and the outputs are to be integrated based on requirements.

a. Updation of Revenue Database includes door-to-door survey of properties, measurement and details of properties, uploading image of property, trade information if it is a non residential usage updating the data in Property tax database and finalization of demand of the property.

The complete task is focused on detailed door to door survey of each property/holding within municipal area. The consultant will collect all relevant information as per the given format in Annexure. The second major task is **linkage of property database** with different tables in the Base Map. The 37 Base Maps will be supplied by the client and for the rest of the ULBs, the

Department will facilitate for procurement of base map from NRSC and the cost will be reimbursed by the client. The consultant shall also integrate the data and maps collected for other assignments like socio economic survey, environment profile with Base Map of the respective town and update the Base Map. The consultant will depute key professionals to respective ULBs and all the activities like data entry, database generation & its linkage with base map and updation will be done in the respective ULBs.

The project team for each` town provided by the consultants shall work closely with municipal officials and staff of the respective ULBs and ensure long term sustainable improvement in municipal record keeping.

The client shall provide 1:1000 scale geo referenced base map with database of parcels, building footprint and utilities (like road, drainage, sewerage, water supply, hoardings etc) in soft and hard copy maps along with high resolution satellite imagery in soft copy to the selected consultants which can be utilized for detailed household survey. The scope of work in detail is discussed below.

Detailed survey and verification

The consultant shall organise detailed property survey with total built up area, area on ground floor and verification of total taxable area with floor wise structure and usage details for each property as per the prescribed format and its database generation and integration with Base Map.

During the survey the consultants shall collect and verify the following information for each property as per property survey format given in Annexure:

The format is in two parts:

- i) Will be filled on the basis of information provided by the property owner to complete the self-assessment form and it will be verified by the consultant during survey in Annexure-II
- ii) Will record other information about the property and will be collected by the surveyor in case of multi-storey buildings and commercial/industrial firms in Annexure-IV

Integration with CDMA Database

Unique ID shall be generated for each property considering unique ID used for land parcel/buildings.

CDMA office will provide database structure for Property; the consultant will compile the data strictly as per provided database structure.

Integration of Database with Base Map and its Updation

The selected consultant shall integrate the final database for each property with the base map and also update the thematic layers of base map accordingly.

Digital Photograph of each Property geo tagged with Base Map

The selected consultant shall take digital photograph of each property in 3 dimensions and it should be linked with respective database of the building in base map.

Daily monitoring and updation through Dashboard:

For the survey monitoring the agency shall prepare dashboard which shall reflect real time survey status and data monitoring both at agency level and client level.

b. Land Registry:

The consultant after completing the door to door survey of properties including municipal properties shall ensure all the information is linked to the existing data base and new properties if any arrived apart from existing data base shall be indicated separately in the prescribed format so as to enable the ULB to include such properties to the existing data base.

Develop a standard application to be used by consultant in the State for data collection with required mandatory fields and data validation. Data captured as such through standard application be linked to the data base for real time data updation without human intervention.

Develop the application with access to view property wise details including structure, tax, registration details such as encumbrance, disputed properties, prohibited properties, municipal properties and provision for updation of properties details in real time.

Integrated Dashboard and analytical system to monitor real time status of work.

C. Assets of ULB

The consultant shall identify the following assets of the ULB and map them uniquely.

a. Municipal Open Spaces

- b. Municipal Parks
- c. Municipal Play grounds & Sport facilities
- d. Community Halls
- e. Night Shelters
- f. Municipal Markets (veg & non-veg)
- g. Slaughter Houses
- h. Toilets
- i. Burial Grounds
- j. Ward Officers
- k. Municipal Offices
- l. Urban Health Centers
- m. Municipal Water Tanks / Sumps / Pump Houses / WTP / RO plants
- n. Municipal Vacant Lands
- o. If any others (specify)

5. Workshop and Training

The consultant shall organize workshop and training during the Project period separately in the respective ULBs. The participants of the workshop will be executives and staff of the ULBs and CDMA office team. All the workshops during the project period shall be focused on work progress, training on survey, mapping, database integration and updation of data.

6. Tasks

I. Step 1: Inception Report for the above two components

The draft inception report will be submitted by the consultant to the CDMA for review. The review committee will carry out the review and provide the comments or necessary corrections with-in week time. The corrections once carried out, the final report is submitted to the concerned ULB and CDMA for acceptance.

II Step 2: Updation of Revenue Database

1. Door to door survey and Assessment data updation with property assessment number of owner & geo-tagging of the property with building ID
2. Preparation of Draft Base Map
3. Quality check on data submission, data security & data verification
4. Final Base Map Incorporating Feedback and Final Report with soft and Hard Copy

III. Step 3: Training through Knowledge Transfer for One Month

IV. Step 4: Post Project support to ULB for Six months.

7. General Terms & Conditions

- a. The consultant firm / agency shall return the satellite images, original data, processed data and maps and also any other data collected for the project to the client. He shall give an undertaking that they shall not use the above images/data/ maps for any other purpose other than the project. The consultant should not hold any data satellite data filed collected attribute data & filed notes GIS data etc.) in any form either digital or hardcopy.
- b. Consultant should ensure only authorized personnel / staff are handling the High Resolution satellite Data and GIS data. Consultant is responsible for any misuse of the data and loss of data.
- c. The consultant should bear all the costs associated with their visit to the client, preparation & submission of their proposal and contract negotiations
- d. The consultant should take care of all the required hardware & software licenses required for the execution of the project.

8. Description of each deliverable

8.1. Inception report

The consultant shall undertake a detailed assessment at each of the ULB under the assigned package. The Consultant shall verify the area of the images required to be acquired and shall immediately take necessary steps for acquisition of the image. The assessment shall be done for studying the current practices in place for day-to-day operations, related documents used by the department, along with the assessment of various data/ metadata available with the ULB.

After the assessment, the inception report has to be brought out with details including but not limited to the assessment procedure, data sets available and data gaps identified (shall cover Assessment data also), personnel available in each department. **The consultant shall submit the Inception report Package wise.**

Additionally the report shall consist of Project plan (**Gantt Chart, Pert Chart etc.**), mobilization plan with detailed schedule, availability, survey plan for field surveys to be conducted, Quality Plan where for every task should include the quality checks (internal) and submission to the Client at ULB and CDMA office for quality checks in hard and soft copy as per the deliverable of the task and shall conform with or without modification of the methodology and schedule of deliverables included in this proposal.

The Performance for conducting various surveys/ collection of data and survey plan to be proposed will be further finalized after discussions with selected consultants and CDMA office before finalizing inception report also be given. The consultant shall provide details of the staff and resume of Key experts who will be assigned for the project. The staff has to be made available for this project from the date of approval of inception report as per the work plan requirements. The consultant shall be provided with Cadastral maps, Layout plans and Property Assessment records data (Hard or soft copy as available with ULBø).

The Inception Reports of all the Consultants shall be presented and discussed before Review Committee at State level to arrive at a common and standardized approach to the assignment. The Review Committee shall provide its feedback to the Consultant(s) within one week from the submission of Inception report (Package wise). The consultant has to only undertake the project as per the suggested methodology by the Review Committee. There shall not be any deviation from the set methodology without the prior approval of the Review Committee.

8.2. Collection of various maps & data from Municipal & Government agencies

- (a) Simultaneously with **Step1**, the Consultant shall collect maps and secondary data from various authorities. A set of such maps that will form a part of the spatial database is illustrated below:
 - (b) Master Plan/General Town Planning Schemes showing proposed land use zoning, transport network and sites designated for various public purposes.
 - (c) Maps showing administrative boundaries of ULB jurisdiction, administrative and electoral wards, area/ block units used by census.
 - (d) Base Map/ Revenue Maps showing Cadastral Boundaries, layout plans available with ULBø.

- (e) Data regarding services like Fire Protection, Cremation and Burial Grounds, Slaughter Houses, Cattle Ponds, Parks, Gardens and Swimming Pools etc. In case such data is missing, this will form a part of the field survey/verification.
- (g) Location of State and Central Government offices, railways and highways, all roads along with centerlines, post and telegraph offices, police stations, primary & high schools, colleges, universities, primary health centers, hospitals, banks, theatres etc. need to be verified on the maps through field verification.
- (h) Existing land use categories like residential including slums, industrial, commercial and healthcare, educational, sports and recreation facilities.
- (i) Property boundaries along with slum boundaries (Notified and Non- Notified).In case such data is missing, this will form a part of the field survey/Verification.
- (j) All features should be collected along with the necessary attributes that will be later used for annotation

8.3.1. For Updation of Revenue Database:

- A. Review and collection of data for Updation of Revenue Database:
- B. Review of assessments;
- C. Collection of data either in soft copy or through accessing the ULB data.

The data includes Assessment Registers and DCB registers of -- Property tax, Vacant Land Tax, Water Charges and Underground Drainage charges:-

The review shall also include information related to --- Revenue wards, Election wards, colonies, slums etc. It will include Door to door survey and Assessment data updation with property assessment number of owner & geo-tagging of the property with building ID.

9. Field survey and verification

9.1. Field survey for GIS

The Consultants / agencies have to carry out the field surveys to verify the Base maps for incomplete features with reference to the ground, collect the information on features, especially man-made ones, available on Satellite images, collection of names for important land marks, roads/ streets/ lanes/ by-lanes, areas, etc. or any other feature not captured.

Quality check is carried out to check the accuracy of some points on the ground randomly to meet the accuracy standards. The surveyors for field verification shall conduct survey, street by street, to verify the features that are marked on proof plots.

9.2. Finalization of survey design and methodology

The Field survey plan, survey formats and implementation methodology shall be finalized based on the feedback from the Consultants after their visits to ULBs. In order to achieve uniformity, common formats will be developed by the department.

After approval by client, the final survey formats are to be loaded into Tablet PC or mobile platform for undertaking the survey.

The data structure (refer Annexure IV) for all ULBs will be finalized and provided by Department to achieve uniformity in data collection, utilization and integration with other data of e-governance applications. The survey data collection and the information is to be captured / updated in data base at the time of survey and incorporated as a layer in the base map.

9.3. Orientation training:

Orientation training is to be given to the field survey staff of the ULB on the following:

- a) Dosø and Donøts while interfacing and working with citizens and ULB officials and other stakeholders.
- b) Rules and procedures of tax/fee assessment of the above taxes/fee.

- c) Methods of surveying which includes physical verification of building/property/ assessment, measurement of sizes etc.
- d) Operating the tabs for updating the data from field.
- e) Other relevant practical guidance as may be required.

9.4. Field survey for Updation of revenue database:

Field survey for GIS and Updation of Revenue database is to be carried out as follows:
This involves

100% door-to-door survey of all properties

1. Taking photograph of property/ assessment/dwelling, building or Open plot of each Building/Plot Identification Code for linking/co-relating to GIS data base. (One building/plot may have one or more assessments.)
2. Collecting Property assessment Number of the property owner and Geo tagging it with Building Id
3. Verification of the features of building and co-relating with assessment data for proper identification of the assessments in the building.
4. Collection of assessment information and taking measurements required for re-assessment/rectification on 100% basis.
5. Taking photographs of each assessment/dwelling and linking with each assessment record for proper referencing.

9.4.2. Finalization and entry of assessment information:

This involves finalization of the observations and data collected into information required for assessment and entry of the same as follows:

- a. Finalization of assessment and recording information into the Survey data sheet for countersigning by the Designated Officer of ULB.

- b. Entry of assessment information into the e governance application through Tablet P.C. is to be done by the survey team. The specification of tablet and the mobile application will be approved by the Designated Officer. However, it is only the Designated Officer, who is authorized for posting the data into application, shall submit (post) assessment information.

The reasons for reassessment or new assessment shall be recorded for proper information. The entry and submission of survey information through tablet PC shall be completed on the same day without fail. Subsequently, the designated Nodal Officer, after random check, will forward assessment information to the Commissioner for approval of the assessment.

- c. Co-relating of assessment information to the GIS unique identification code which is to be checked properly for 100% accuracy. This is of utmost importance as assessment information forms the basis for all the other ULB functions such as building sanctions, trade licenses, etc. Uniform coding procedure will be specified to achieve uniformity in data collection for all ULBs.
- d. A detailed co-relation statement of GIS unique identification code and the assessments within the building/open plot is to be submitted for random check by designated Nodal Officer.

9.4.3. Supporting the assessment confirmation process in Post Project support to ULB:

This involves supporting the ULB in the confirmation of assessment by Consultant and is as follows:

- a. Supporting in the generation of Special notices based on the revised information after approval by Commissioner for revision of assessment and supporting in the service of special notices.
- b. Supporting the grievance resolution through verification of the appeal petitions and ensure speedy disposal of appeals.

Note:

In case of property tax, the information should include name and address of the owner, name of tenant, plot area, built-up area floor-wise, use to which property is put, the month & year of construction, the type of structure and details of assessment if already assessed.

In case of Vacant Land Tax, the details of approved/regularized/unapproved layout plots/parcels of land are to be collected from ground. If the details are unavailable for these fields, Local ULB should be approached for the details collection. It shall be required to collect all relevant information in regard to the change of status of all properties by way of completion of structure/addition to the building, change of occupancy or use status or any other such event which shall have an effect of changing the property tax liability.

10. Schedule of completion of tasks

10.1. Time & delivery schedule

It is expected that all work (including corrections) shall be completed within 3 months from the date of signing the contract. The project should proceed according to the proposed Project Schedule and data shall be delivered on, or before the dates stated and the scheduled time frame. Initial delivery to the Client of each deliverable phase may be provided on DVD or USB hard drive with online access login credentials to respective ULB, RDMA & CDMA. Errors & omissions found by the Client shall be corrected before final acceptance. Final deliverable will be made on external hard disk with USB interface.

Terms of Reference

10.2. Timelines in weeks for implementation of the project.

Sl. No.	Item of work	Month 1				Month 2				Month 3			
		1	2	3	4	5	6	7	8	9	10	11	12
1	(a) Mobilisation of field teams, Base maps and data from ULBs and commencement of work.												
	(b) Orientation training to field survey teams, Submission of Inception Report, Resource deployment plan, quality plan												
2	(a) Completion of 25% of Updation of Revenue Database												
	(b) Completion of 50% of updation Revenue database Survey work, field verification of ULB data, Revised data collection and entry simultaneously												
3	Completion of 75% of Updation of Revenue Database Work, field verification of ULB data, revised data Collection and entry simultaneously												

Sl. No.	Item of work	Month 1				Month 2				Month 3			
		1	2	3	4	5	6	7	8	9	10	11	12
4	(a) Survey related: 100% completion of identification and verification of all assessable tax/fee units; and generation of Increase/change of tax/fee												
5	Data submission with quality check, preparation of data Security Guidelines and data verification, preparation of Detailed report on revised assessment information of Revenue resources; and final orders of revised assessments and submission of Final Report												

Terms of Reference

11. Terms for provision of the services and reporting

- a. The consultant will correspond with and report to Commissioner of ULB/RDMA/RDDTP. All escalations may be addressed to DMA and PD, TMDP for resolution.
- b. The consultant shall work according to the deadlines provided in the current RFP/ToR.
- c. The consultant shall conduct in a professional and ethical manner, and shall ensure that none of its actions have an adverse effect on the TMDP project.
- d. The consultant will set up a Project office in the Project area with complete infrastructure ó Computers, Software, Printer, Furniture etc.
- e. The consultant shall appoint Project Manager and other officers/staff as stipulated, who shall work in close contact with the local ULBs.

11.1. Data, services and facilities to be provided by Client

The client shall be primarily responsible for providing Base Maps.

The client will not provide any hardware, software licensing required by the consultant. All such items are to be arranged by the consultant at their own cost.

The ULB shall provide among other things, the following records/information:

- a) Base Map consisting of ward /division/locality boundaries.
- b) Existing information about properties in hard/soft copies.
- c) Letters of authorization for conducting survey in ULB.
- d) Gazette copy of Rates of all the above said taxes/fee.
- e) List of Municipal assets
- f) Any other records or information as may be required for undertaking the task

Note: All necessary equipment including Laser devices for measurements and Tablet PCs etc. for conducting survey and entry of information, shall be procured by the Consultant, as per the specifications prescribed by the department.

11.2. Outputs & Deliverables and Milestones

The outputs and deliverables include:

11.2.3 Output and Deliverables for Updation of Revenue Database (ULB wise)

1. Property Tax Assessment reports
2. GIS Property Unique Identification Code correlation statements for all the above taxes / fee (Correlation statement of existing data and the new surveyed data)
3. Municipal Asset wise reports
4. Land registry data ó as per ToR
5. The data to be provided in soft and Hard Copy for all the properties in the ULBø and its linkage to CDMA data base.

11.2.4. Project Progress Reports for each Package

- 1 Inception Report along with the detailed methodology and work schedule ó 5 sets hard and soft copy
- 2 Project Progress Report (to be submitted for every 15days after submission of Inception report and also after completion of each sub task) ó 5 sets hard and soft copy
- 3 Detailed Project Report at the end of the Project ó 5 sets in hard and soft copy.

12. Supervision & review

Commissioner at each ULB level and RDMA/RDDTP at Regional level are responsible for supervision and review of the work. At State level, PMU constituted for this purpose, will supervise and co-ordinate the work of Consultants. The review shall be at least on weekly basis and remarks on the progress reports are to be given to the Consultants for taking further action. To support the review process, a Review Committee at the above levels shall be constituted.

13. Appraisal of the project

The Head, PMU constituted at C&DMA is designated as the Project Manager for implementation of the Project. He will be assisted by the concerned Regional Dy. Director of Town Planning (RDDTP)/ADTP. The Project Manager is responsible for execution of the Project and for final acceptance of the consultantø work. In respect of Updation of

Revenue Database, the quality check and acceptance reports shall be obtained from the Regional Director of Municipal Administration (RDMA) concerned.

14. Milestones

S. No.	Task As per Milestone	Output & Deliverables	Time schedule from date of the Agt.
1	(a) Mobilisation of field teams, collection of maps and data from ULBs & other Govt. agencies, and commencement of work (b) Orientation training to field survey teams to be engaged by the consultant.	<ul style="list-style-type: none"> • Submission of Inception Report, • Resource deployment plan 	2 Weeks
2	(a) Completion of 25% of Updation of Revenue Database	Refer for Output & Deliverables	5 weeks
	(b) Completion of 50% of Updation Revenue database Survey work, field verification of ULB data, Revised data collection and entry simultaneously	Refer for Output & Deliverables	7 weeks
3	Completion of 75% of Updation of Revenue Database work, field verification of ULB data, revised data. Collection and entry simultaneously.	Refer for Output & Deliverables	9 weeks

4	(a) Survey related: 100% Completion of identification and verification of all assessable tax/fee units; and generation of notices for Increase /change of tax/fee.	Refer for Output & Deliverables	11 weeks
5	Data submission with quality check, preparation of data Security Guidelines and data verification, preparation of Detailed report on revised	Submission of final report Incorporating feedback from ULBs, Review committee	12 weeks
	assessment information of Revenue resources; and final orders of revised assessments		
6	Training for the ULBs staff on, Updation of Revenue Database data usage and updation. (after completion of the project)	Training Plan and Training Manual and notes	4 weeks
7	Post-project support for ULBs after the completion of the project	Including Add-ons, special notice generation and support grievance Redressal of appeals.	24 weeks

15. Expertise & Inputs

The professional requirements of personnel to be provided by each consultant for the Task are given in the following table detailing type of expertise, required skills and experience. The consultant needs to provide CVs of its proposed team for the **Key Positions** listed at SN 1 to 3

of the Table, in the prescribed format. CVs of Key Positions will be evaluated with reference to the specified experience and qualifications.

The team of key professionals shall be adequately supported by junior non-key support functionaries in requisite disciplines including GIS and IT.

The consultant will work according to the deadlines provided in the Terms of Reference.

The consultant will conduct itself in a professional and ethical manner, and will ensure that none of its actions have an adverse effect on the Project.

The consultant will set up a Project office in each RDMA/RDDTP Project area during the project period for better coordination.

The consultant will appoint sufficient number of Project Managers and other staff for field activity as necessary for timely completion of the project. The team will work in close liaison with the local ULB office and respective RDMA office.

The consultant will have to provide the Resume for the key staff.

The works pertaining to GIS base map preparation, Updation of Revenue Database ~~and~~ are parallel activities and completion one activity is not contingent on the other.

Sl. No.	Key Position	Estimated Personnel requirement for each of Package I & II	Area of Specific Expertise desired	Minimum Qualifications and professional experience desired	Estimated Man months Required after commencement of work
1	Project Manager/ Team Leader (POC to Client)	1	Experience of in Undertaking Preparation of GIS Base Maps , revenue survey for Urban Areas as Team Leader	Masters in Urban Planning with 7 yearsø experience or Bplan / Mplan, B.Tech (civil)/ M.Sc / M.Tech(planning) in relevant areas of geoinformatics with minimum of 10 yearsø experience and track record of undertaking minimum similar two such tasks as Team Leader	Entire Duration of project Period
2	GIS based Property Survey Expert/Survey Expert	1	Experience GIS Based field Survey, for base map & Revenue Assessment survey, House numbering in urban projects	Diploma In Survey/Masters in Remote Sensing / Bachelors in Civil Engg with minimum 5 yearsø experience in the similar and Certification in Survey from SOI/ National/international institutes	Entire Duration of project Period
3	GIS Analyst	1	Experience in developing and maintaining GIS for city planning and urban management purposes.	Masters in Geo Informatics or Geography or Geology or Earth Sciences / Mtech in Geo	Entire Duration of project Period

				Informatics/ Bachelors in Civil Engg with minimum of 5 yearsø experience in the similar field	
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Note: The consultant should submit the proof of sufficient team available for carrying out the scope for survey, mapping work under this project.

ANNEXURES

ANNEXURE I

Package wise Property Details in Telangana State				
Package No	Name of the ULB	Name of the District	No. of Assessments	Total Assesments
1	Nirmal	Nirmal	16478	146376
	Bhainsa		9578	
	Adilabad	Adilabad	24952	
	Bodhan	Nizamabad	14573	
	Armoor		10065	
	Nizamabad Corp		56446	
	Kamareddy	Kamareddy	14284	
2	Jammikunta N.P.	Karimnagar	8154	131220
	Huzurabad N.P.		5628	
	Karimnagar Corp		50826	
	Jagitial	Jagitial	17982	
	Korutla		13893	
	Metpally		9776	
	Vemulawada N.P.	Rajanna(Sircilla)	9123	
	Sircilla		15838	
3	Peddapalli N.P.	Peddapalli	7192	126820
	Ramagundam Corp		60577	
	Manchieral	Manchieral	18831	
	Bellampally		13900	
	Mandamarri		13738	
	Khagaznagar	Komaram Bheem(Asifabad)	12582	
4	Warangal Corp	Warangal-Circle 1	79679	79679
5	Warangal Corp	Warangal-Circle 2	89535	119123
	Parkal N.P.	Warangal-Rural	7704	
	Narsampet N.P.		9921	
	Bhupalpally N.P.	Jayashankar(Bhupalpally)	11963	
6	Mahabubabad	Mahabubabad	15164	136624
	Kothagudem	Bhadradri(Kothagudem)	17933	
	Palwancha		16898	
	Yellandu		7328	
	Manuguru		6847	
	Sathupally N.P.	Khammam	7254	
	Madhira N.P.		6549	
	Khammam Corp		58651	

7	Bhongir	Yadadri	11419	119678
	Suryapet	Suryapet	18217	
	Kodada		11064	
	Huzurnagar N.P.		6517	
	Nalgonda	Nalgonda	33736	
	Miryalguda		21465	
	Devarakonda N.P.		6469	
	Janagaon	Janagaon	10791	
8	Siddipet	Siddipet	25107	90542
	Gajwel N.P.		8050	
	Dubbakka N.P.		7115	
	Husnabad N.P.		5778	
	Sangareddy	Sangareddy	13739	
	Sadasivapet		8107	
	Zaheerabad		8468	
	Andole-Jogipet N.P.		4665	
	Shamshabad(NAC)		85	
	Medak	Medak	9428	
9	Mahaboobnagar	Mahaboobnagar	39417	134160
	Badepally N.P.		8944	
	Narayanapet		8162	
	Gadwal	Jogulamba(Gadwal)	11632	
	Ieeja N.P.		6587	
	Wanaparthy	Wanaparthy	12492	
	Nagarkurnool N.P.	Nagarkurnool	6371	
	Kollapur N.P.		5379	
	Kalwakurthy N.P.		6336	
	Achampet N.P		6458	
	Tandur	Vikarabad	11536	
Vikarabad	10846			
10	Pedda Amberpet N.P.	Ranga Reddy	9670	128985
	Badangpet N.P.		21584	
	Ibrahimpattam N.P.		4710	
	Jalpally		23961	
	Meerpet		11032	
	Jilleluda		5726	
	Shadnagar		10548	
	Medchal N.P.	Medchal(Malkajgiri)	7243	
	BodUppal		18019	
	Peerzadiguda		16492	
				1213207

Package wise Property Details in Greater Hyderabad Municipal Corporation			
Package No	Circle Name	No. of Assessments	Total Assesments
11	Kapra	60132	100563
	Uppal	40431	
12	L.B.Nagar 3 A	59637	135808
	L.B.Nagar 3 B	76171	
13	Charminnar 4 A	62014	125684
	Charminnar 4 B	63670	
14	Charminnar -2	78375	130979
	Rajendra Nagar	52604	
15	Khairtabad - 7 A	50917	127504
	Khairtabad - 7 B	40094	
	Abids - 1	36493	
16	Abids - 9 A	53603	113139
	Abids - 9 B	59536	
17	Khairtabad - 10 A	73444	135512
	Khairtabad - 10 B	62068	
18	Serilingampally - 1	56957	122307
	Serilingampally - 2	65350	
19	R.C . Puram	17370	152992
	Kukatpally - 14 A	66433	
	Kukatpally - 14 B	69189	
20	Qutubullapur	80055	124337
	Alwal	44282	

21	Malkajigiri	77093	77093
22	Secunderabad	107661	107661
Total No of Assements under GHMC			1453579

ANNEXURE II

Field Data Sheet Format for Revenue Assessment

Map ID:						Date of Survey:	D	D	M	O	N	T	H	Y	Y	Y	Y	
Parcel ID:							BUILD_ID											
Residerø Name:																		
Residerø Status (ç mark in the box) :	Owner		Tenant		Employee		Other		Remarks									
Property Usage (ç mark in the box) :	Residential					Non ó Residential					Mixed							
Occupancy status (ç mark in the box):	Self-Occupie d		Rente d		Mixe d							<i>Tick Mark (√) in appropriate box</i>						
Category in case of Non-Residential use of Property			<i>Please fill the proper code as mentioned below in Category in case</i>				Category Detail as											
Owner Name (As per record):	<i>Property owner Name must be as per record available with municipality.</i>						Aadhar No of the Owner											
Ownerø Father or Husband Name																		
Address:	<i>Mention Building Name (if any), house no/flat no., road name, locality/colony and Pin code of the area</i>																	
Ward No.							Election Ward No											
E-mail ID:	<i>If available</i>						Contact No. : (Mobile Number)											
							Land Line No. :											
Property Assessment Number					Building Permission					Age of the								

		No/ BRS/BPS No		Buildings	
Existing House /Door Number		Plot No		Geo-tagging of Property (Property Photo No.)	
Electric Connection No./Consumer ID (<i>as per Electricity Bill</i>)			Lat/Long of Property		
Water Connection No. / Consumer ID (<i>as per Water Bill</i>)					
Sewerage Connection (Y/N)		Sewerage Connection No (Under Ground Drainage)		Source of Water (Own ó 01; Municipal Connection ó 02; Public Tap ó 03)	
Rain Water Harvesting System (Y/N)					
Plot Area (In Sq. Feet) & Height of the Building (Sq.Fts)			Total Built up Area (In Sq. Feet)		Mention Total Built up Area in Sq. feet after measurement
Total Self Occupied Residential Built up Area			Total Rented Residential Built up Area		
Total Self Occupied Non - Residential Built Up Area (In Sq. Feet)			Total Rented Non - Residential (Built up Area in Sq. Mts)		

1. Parcel ID as per Base Map **Land Parcel**

ANNEXURE III

2. Category in case of Non-Residential use of proper

Code	Non-Residential use of property	Code	Non-Residential use of property
1	Hotels, Mess, Canteens, Coffee Houses, Tiffin Centers, Restaurants, bars, clubs, health club, Cinema Houses, Guest houses, Marriage Halls, Service Apartments, Fast food centers,	6	Industries and workshops
2	Shops, Show room	7	Schools, colleges, and other educational institutions, research institutions, all coaching and study centers and all fees collecting properties owned by individuals or institutions.
3	Commercial offices, financial institutions, insurance and financial services businesses, Commercial Houses, Banks, ATM centers Hospitals and Nursing Homes, Dispensaries, Laboratories, Clinics &etc	8	Educational and social institutions run by charitable trusts on no-profit no-loss basis for benefit of poor, physically challenged, social security of women and children
4	State Government office and semi-govt. offices and institutions &etc	9	Religious places including facilities for Boarding or Lodging for which some charge albeit nominal is made. Such Religious places shall include all Temples, Mosques, Dharma Shalas, and Ashrams, markaz,

			Haz Bhawan, churches and Monasteries.
5	Central Government owned properties	10	Any other properties not covered under (1) to (9)

ANNEXURE IV

Floor Wise Total Built up Area with Usage: (Area must be in Sq. Feet)

Sr. No	Usage	Residential						Non-Residential						Any Other						Total Area		
	Construction Type	RCC/RBC		Asbestos or Corrugated		Others		RCC/RBC		Asbestos or Corrugated		Others		RCC/RBC		Asbestos or Corrugated		Others				
	Floor	S	T	S	T	S	T	S	T	S	T	S	T	S	T	S	T	S	T			S
1	Basement																					
2	Mezzanine																					
3	Ground																					
4	First Floor																					
5	Second Floor																					
6	Third Floor																					
7	Fourth Floor																					
8	Fifth Floor																					

9	Sixth Floor																					
10	Seventh Floor																					
11	Eighth Floor																					
12	Ninth Floor																					
13	Tenth Floor																					
14 Floor																					

S- Self Occupied, T- Tenanted (Rented)

Signature of Property Owner/Occupant

Signature of Surveyor

ANNEXURE-V

Field Data Sheet Format for Property Survey to Collect other Information

In case of Multi-storied Building - Commercial Complexes or Residential or Non-Residential Multi- storied Buildings (Please collect below Information also):						
Apartment/Building Name:				Total Built up Area (In Sq. Feet)		
Total No. of Properties (All Types of Properties)		Total No. of Floors (Excluding Ground)		Total Open Space Area (In Sq. Feet)		
Lift Facility (Yes/No)		Power Backup (Yes/No)		Parking Facility (Yes/No)		Fire Fighting Facility (Yes/No)
Total No. of Residential Properties		Total No. of Non Residential Properties		Source of Water for Building (Own/Municipal connection /Any Other)		
In case of Commercial/Industrial (Please collect below Information also):						
Shop No*		Floor No		Shop Area (In Sq. Feet)		
Owner Name						
Shop/Industry Name						

License Status	Yes	No	TIN No. : (As per document/certificate provided by municipality)
License Validity			Validity Date in Month-YYYY format
Signature of the Surveyor		Signature of Project Coordinator	

* In case of more than one shop in a property fill separate form of shop and attach it with same Property