

TOP PRIORITY

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

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

C I R C U L A R

Roc.No.1415/2021/M1,

dt. 28/01/2021

Sub:- Property Tax – 100% collection of Taxes and Non-Taxes by the end of Financial Year 2020-2021 i.e. by 31.03.2021 by all the ULBs in the State – Instructions Issued.

All the Commissioners of ULBs in the State are well aware of the fact that Property Tax and other Non-Taxes constitute major portion of revenue sources of the Municipalities / Municipal Corporations. The financial year 2020-2021 is nearing fag end and need to put in efforts to achieve 100% collection of Taxes and Non-Taxes by 31.03.2021 without fail.

2. In view of the above, the Commissioners of all ULBs in the State directed to give TOP PRIORITY to collection of Taxes and Non-Taxes and shall achieve 100% collections by the end of this financial year 2020-21 i.e. by 31.03.2021 without fail duly constituting special teams and preparing action plans in the following manner:

- Special teams shall be constituted with Tax collection staff and other staff of all wings.
- All the section heads of the Municipality/Municipal Corporation shall be involved in this and equal amount of work be allotted to them and area-wise targets be fixed on them.
- Daily targets with time schedule shall be prepared for 100% collection of Property Tax.
- Publicity by way of Mike announcements, Cine slides display and cloth banners in permitted places, other methods have to be taken up in a big way.
- Bulk SMS shall be sent to the unpaid tax payers on a daily basis to alert them to pay the Property Tax dues
- Notices shall be issued to the tax payers who defaulted in payment of Property Tax on time
- Identify top 500 defaulters BC/Docket-wise by listing of demand, assessment-wise in descending order to identify huge defaulters and to emphasize collection from top defaulters and others simultaneously.
- Huge & Chronic defaulters should be contacted personally by Municipal Commissioner and in case of failure of payments, legal provisions should be invoked like issuing legal notices as per the provisions of Telangana Municipalities Act,2019.
- 85% of the demand to be collected by Bill Collectors.
- 10% of the balance Demand and Collection from chronic defaulters collected by the personal intervention of concerned Supervisor teams formed for collection (i.e Manager, Municipal Engineer, Planning Officer, Town Planning Supervisor etc.).
- Collections of 5% of balance demand should be looked after by the Municipal Commissioner personally.
- In respect of Government Buildings, the District Collector may be contacted separately and also in Urban Day meetings for coordinating with the Departments and see that the dues from various departments are cleared.
- List of defaulters of both Private and Government properties shall be displayed in

- the websites/ notice boards of the ULBs and also in any other suitable manner.
- Daily review with Collection Teams should be conducted by Municipal Commissioner or in his absence the Addl Commissioner/Manager shall review and close monitoring by RDMA office level also.

3. Moreover, the Commissioners of all ULBs in the State are directed to conduct "**TAX REDRESSAL MELA**" on every "**Monday and Wednesday**" in the premises of Municipal office/ward office/RWAs community halls between 10:30 AM to 01:30 PM under MC/RO/RI/ Officer appointed for the purpose and spot disposal of all types of Property related grievances/Revision Petitions across the table and the Commissioners of all ULBs are directed take up modification in online procedure available in Telangana ePattanam/eMunicipal being maintained M/s CGG.

4. Further, the CGG is requested to furnish the modifications reports taken up in the "**TAX REDRESSAL MELA**" to the undersigned on regular basis and also DCB of Property Tax and Water Charges collection.

5. The RDMA, Warangal and Hyderabad are directed to concentrate on the ULBs where there is poor collection of Property tax and Non-Taxes while monitoring the ULBs under their respective region.

6. The Additional District Collectors, LB are requested to monitor on day to day basis and ensure that the collection of Property Tax and Non-Taxes in Municipalities/ Municipal Corporations is achieved 100% by 31.03.2021.

7. Any deviation from these instructions and non performance in collection of Property Tax and Non Taxes will be viewed seriously against all the concerned Municipal Commissioners and collection staff concern.

#ApprovedName#
#ApprovedPost#

To

All the Municipal Commissioners in the State (except GHMC).

All the Additional Collectors LB in the State (except Mulugu & Hyderabad).

The RDMA, Hyderabad & Warangal for necessary action.

Copy to all the Collectors and District Magistrates in the State (except Mulugu & Hyderabad).

Copy to the Project Manager, CGG, Telangana State, Hyderabad.

Copy submitted to the Principal Secretary to Govt, MA & UD Dept., TS., Hyderabad.

Signature valid

Digitally signed by Dr. M.
Satyanarayana IAS
Date: 2021.01.28 05:31:25 IST
Reason: Approved