

TOP PRIORITY**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**O/o Director of Municipal Administration,
T.S., Hyderabad.**CIRCULAR****Roc.No.1415 /2020/M1,****dt. 29/02/2020****Sub:-** Property Tax - 100% collection of Taxes and Non-Taxes by the end of Financial Year 2019-20 i.e. by 31.03.2020 by all the ULBs in the State - Instructions - Issued.*******

All the Municipal Commissioners 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. As the fog end of the financial year 2019-20 is nearing, the Municipal Commissioners have to put in efforts to achieve 100% collection of Taxes and Non-Taxes by 31.03.2020 without fail.

2. In this context, it is to inform that several instructions have been issued by this office from time to time to the Commissioners of all ULBs to achieve 100% collection of all taxes but none of the Municipalities/ Municipal Corporations have not even crossed 80% collections so far which is very unsatisfactory.

3. An analysis of the latest report on collection of Taxes and Non-Taxes revealed very poor performance by some of the ULBs especially with reference to collections of Property Tax less than 30% mark which is very unsatisfactory.

4. The status of percentage of Collection and DCB for Taxes and Non-Taxes in the State is as follows:

PROPERTY TAX - RESIDENTIAL:	
Demand	Rs.67230.45 Lakhs
Collection	Rs.41685.87 Lakhs
Balance	Rs.25544.58 Lakhs
% of Collection	62.00%

PROPERTY TAX - GOVERNMENT BULDINGS:	
Demand	Rs.17265.01 Lakhs
Collection	Rs.1512.25 Lakhs
Balance	Rs.15752.76 Lakhs
% of Collection	8.76%

D&O TRADE LICENSE FEE:	
Demand	Rs.2188.41 Lakhs
Collection	Rs.881.17 Lakhs
Balance	Rs.1307.24 Lakhs
% of Collection	40.27%

ADVERTISEMENT TAX:	
Demand	Rs.4292.94 Lakhs
Collection	Rs.62.05 Lakhs
Balance	Rs.430.89 Lakhs
% of Collection	12.59%

SHOP ROOM RENTS:	
Demand	Rs.3826.32 Lakhs
Collection	Rs.1595.80 Lakhs
Balance	Rs.2230.52 Lakhs
% of Collection	41.71%

5. In this connection, the Commissioners of all ULBs are informed that the progress of all tax collections is being reviewed by the Hon'ble Minister for MA & UD Department on a regular basis. To this effect, daily reporting formats were also uploaded in CDMA website for reporting the tax collections on a daily basis.

6. 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 2019-20 i.e. by 31.03.2020 without fail duly constituting special teams and preparing action plans in the following manner:

- Special teams shall be constituted with Bill Collector, RI/ROs, Jr. Asst., Sr. Asst and other staff in the Municipality/Municipal Corporation with a Supervising Officer from Section heads of Sanitation, Town Planning & Engineering Wings of Municipality.
- 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 tax payers on a daily basis to alert them to pay the Property Tax dues
- Red notices shall be issued to the tax payers who defaulted in payment of Property Tax on time
- Identify top 500 defaulters Bill Collector-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.

7. Further, the Regional Directors-cum-Appellate Commissioners of Municipal Administration, Warangal and Hyderabad are directed to concentrate on the ULBs where there is poor collection of Property tax and Non-Taxes which are having less than 30 % of Property tax collection while monitoring the ULBs under their respective region.

8. The Additional District Collectors for Local Bodies 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 31.03.2020.

9. 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 further action will be taken as deemed fit.

DR N SATYANARAYANA IAS
DIRECTOR OF MPL ADMN

To

1. The Municipal Commissioners of all Urban Local Bodies in the State (except GHMC).
2. The Regional Director-cum-Appellate Commissioners of Municipal Administration, Warangal and Hyderabad.
3. All the Additional District Collectors for Local Bodies in the State.
4. Copy to all the District Collectors in the State.
5. Copy to the Project Manager, E-Suvidha, Telangana State, Hyderabad.
6. Copy to OSD for Hon'ble Minister for Municipal Administration and Urban Development Department.
7. Copy submitted to the Principal Secretary to Government, MA & UD Department, Telangana Secretariat, Hyderabad for information.

Signature valid

Digitally signed by Dr N
Satyanarayana IAS
Date: 2020.02.29 18:31:27 IST
Reason: Approved