

Circulars/TOP PRIORITY

Office of the Chief Commissioner of
Land Administration & Spl.C.S., T.S, Hyderabad.

Circular No. 14
CMRO/393/2016, Dt: 30.06.2016

Sub:- CMRO – O/o CCLA, T.S., - Regularization of Sadabainamas in Form X claims as per G.O.Ms.No.153 –Certain Guidelines/Instructions issued– Regarding.

- Ref:-**
1. G.O.Ms.No.153, Revenue (Assignment - I) Department, dated.03.06.2016.
 2. Operational guidelines CCLA's Ref No. LR2/625/2016, dated: 04.06.2016
 3. Video conference held on 22.06.2016 and 29.06.2016.

Attention is invited to the subject and references cited. It is to inform that in response to vide reference 1st cited more than 11 lakh applications for Regularization of Sadabainamas have received in the state. Further, it is to inform that an online field verification check memo is enabled in TLRMS portal by NIC and for the first time the entire process is set to be captured online and as the output Sadabainama Certificate shall be issued in form XIII-B with bio metric authentication of the Tahsildar.

In continuation to the orders issued vide reference 2nd cited and discussions held during video conference vide 3rd cited , the following instructions on usage of the Sadabainama verification module in TLRMS portal are issued to ensure smooth and hassle free disposal of applications by the field verification teams and the Tahsildars.

1. **DESK LEVEL VERIFICATION:** The Tahsildar shall ensure that desk level verification is completed before proceeding on to the field. For this purpose in Sadabainama verification module in TLRMS portal, the following documents obtained from MeeSeva and details of land in TLRMS are enabled.
 - a. Documents obtained from MeeSeva
 - i. Application Form
 - ii. Sadabainama Document
 - iii. Any other valid document
 - b. Details of land in TLRMS
 - i. Mutations Pending if any
 - ii. Pahani
 - iii. ROR
 - iv. Encumbrance
2. **PRINTING OF DOCUMENTS:** Using the Buttons "APPL Print", "View Print Sadabainama Doc", "View Print Sadabainama other Doc", the documents obtained from MeeSeva can be printed.
3. **VERIFICATION OF BUYER & SELLER AND UPDATION:** After due verification of Sadabainama document, in case of mismatch of Buyer/Seller details or in case of multiple Buyer/Seller, Tahsildar has to enter the correct details as per the Sadabainama document.
4. **VERIFICATION OF AREAS UNDER SADA BAINAMA:** The following conditions have to be examined during the desk level verification:
 - a) Whether alienation/transfer relates to Agricultural lands located in urban areas covered by Mandal Head Quarters, District and State Head Quarters, Municipalities, Municipal Corporations, GHMC, GWMC and urban Agglomerations/HMDA limits etc
 - b) Whether alienation/transfer took place after the cut off date i.e., 02.06.2014
 - c) Sadabainama without survey number details
 - d) Whether alienation/transfer relates to Agricultural lands located in LTR
 - i. Whether the buyer/Applicant is a Non Tribal

5. **GENERATION OF FORM XI & XII:** If the application found eligible in the desk verification then the Tahsildar has to generate Form-XI & XII as per the ROR Act in TLRMS and served to the concerned and proceed for detailed field verification.
6. **TIME LINE OF EVENTS** as per operational guidelines is as follows:
 - a. Day 1: Applications receipt
 - b. Day 2: Notice to the applicant and public (After the notice is issued the timeline as prescribed in the operational guidelines is (07) days for filing the objections).
 - c. Day 8: Enquiry and claim
 - d. Day 9: Furnishing the inspection report and decision
 - e. Day 10: Submission of report
 - f. Day 14: Within 4 days completion either acceptance or rejection
7. **FIELD VERIFICATION & UPLOAD OF ENQUIRY REPORTS:**
 - a. On 8th day, field verification will be started by the field verification team who shall conduct detailed field enquiry as per the field verification check memo.
 - b. After due verification by the Tahsildar of the Applicant (Purchaser) Details & Alienee/Transferor (Seller) Details, land details with reference to the physical forms if it is found that details are not matching the correct details to be entered in TLRMS Sadabainama verification module.
 - c. After data entry of field verification check memo is completed in relevant fields enabled for upload relevant documents have to be scanned and uploaded.
 - d. At the end, the remarks of the field verification team have to be entered online and the manual verification check memo has to be scanned and uploaded in the option provided.
8. **FINAL ORDERS:** The Tahsildar based on the field verification team report shall record his remarks as to whether the application is eligible for regularization or not specifically recording the reasons and click on the option accept or reject.
9. **FORM XIII-B ONLY ON BIO METRIC AUTHENTICATION:** If the Tahsildar accepts the case for regularization then the form XIII-B certificate shall be generated by Bio Metric Authentication of the Tahsildar. In case of rejection, rejection endorsement shall be generated in the same way.

In view of the above, all the District Collectors in the state are requested take this item of work on top priority, personally review the progress and instruct the RDOs/Tahsildars & all other concerned Revenue staff to follow the above instructions scrupulously and to dispose the applications within the said timeframe.

The field verification check memo based on which NIC developed the software module and work flow upto Form XI & XII notices generation in power point presentation is enclosed for ready reference.

**Sd/-J. Raymond Peter,
Chief Commissioner of
Land Administration & Spl.C.S.**

To

1. All the District Collectors in the State
2. The Joint Collectors in the State
3. Sri. G. N. Mallesh, Sr., Technical Director, NIC for immediate necessary action

Copy to

1. The Special Chief Secretary to Government, Revenue Department for favour of kind information
2. SIO, NIC
3. CCLA Peshi
4. Secretary to CCLA Peshi

//Attested//

Satyashande
Assistant Secretary (CMRO)