

G.O.92 /Conveyance Deed

Office of the Chief Commissioner of
Land Administration, Telangana, Hyderabad.

CCLA's Circular Instructions No.25.CMRO/223/2016, Date: 22-10-2016

Sub:- CMRO – O/o CCLA, T.S., - UL (C&R) Repeal Act, 1999 (Central Act 15 of 1999) – Excess lands declared and taken possession under the provisions of the ULC Act 1976 – Allotment of excess lands which are already under occupants of 3rd parties and declarants in core and peripheral area – Challan payment and Conveyance deed services are enabled online by CGG in Tahsildar login - Instructions issued– Regarding.

Ref:- 1. G.O.Ms.No.92, Revenue (ULC) Department, Dt:26.05.2016.
2. CCLAs Ref. No. ULC-II/224/2016, Dt:31.05.2016.
3. Circular No.15 vide CMRO/223/2016, Dt: 13.07.2016.
4. Circular No.19 vide CMRO/223/2016, Dt: 13.07.2016.
5. G.O.Ms.No 216, Revenue (Assn-I) Dept, Dt:04.10.2016.
6. CCLA's Ref.No.ULC.II/224/16 (Extension of time for receipt of applications).

...

Attention is invited to the subject and references cited. In continuation to the instructions issued earlier, it is to inform that challan payment and conveyance deed services are enabled online in CGG portal.

Accordingly, the following instructions are issued to the District Collectors Hyderabad, Rangareddy, Medchal, Warangal (Rural) and Warangal (Urban) for better understanding of the process flow and to make the Registration of Conveyance Deeds simpler.

'Conveyance Deed process flow':

- 1) As a first step, the Tahsildar concerned has to login in ULClrms web portal.
- 2) In Home page, (4) menus are available i.e. (A) Home (B) Forms (C) Change Password (D) Logout.
- 3) The forms contain (6) sub menus i.e. 1. Print/ Update checkmemo, 2. G.O.92 calculation 3. Demand notice 4.Challan payment details 5. Register Aadhar &DSK 6.Generate Conveyance deed.
- 4) **Register Aadhar &DSK:** The Tahsildar has to update his digital signature key and enroll his/her Aadhaar Number for biometric authentication.
- 5) **G.O.92 Report at Home page:** The Tahsildar can view history of the applications i.e. Check memo, Scrutiny check memo , Re-Scrutiny check memo, challan Payment, Demand notice, Conveyance deed etc.,
- 6) **Conveyance Deed not generated:** The applications which are eligible & recommended are available for generation of Conveyance deeds. (**Note:** The applications having the same basic value & extent of the land in check memo & DD payment where the balance amount is nil.). The application wise list can be printed.
- 7) **Conveyance Deed G.O.92:** In order to view the Conveyance Deed, the Tahsildar has to enter the application number, upon which the particulars of the applicant and other details will appear on the screen.
- 8) The Tahsildar has to cross check the details before accepting / rejecting the same. In case of any variation in extents, names, payment particulars and address etc., the application has to be rejected.

- 9) Tahsildar has to enter all the empty fields i.e., File No, Age, Occupation and Pincode and click on Save & Proceed to CD generation.
- 10) After accepting the application, the 'Conveyance Deed' will be displayed on screen without QR code. Click on print copy button for printing the office copy of the Conveyance deed for reference use.
- 11) After verifying the displayed 'Conveyance Deed', and accepting the terms & conditions, the Tahsildar has to generate the conveyance deed after due biometric authentication.
- 12) On 'biometric authentication', a Conveyance Deed will be generated with QR Code & a printout of the Conveyance Deed (in three pages) has to be taken out on the 'meeseva security paper', supplied by the CCLA's office.
- 13) After taking print out, the Tahsildar concerned has to put his ink signature & his office seal on the Conveyance Deed.
- 14) **QR Code:** A QR Code image can be read through any smartphone having QR Code reader app to view the details of Conveyance deed details i.e applicant name, Address, Sy.No. and Extent etc.,
- 15) **Upload Conveyance Deed:** Manually Signed Conveyance Deed in original has to be scanned & uploaded to ULC lrms web portal, with the Sl.No. of the meeseva security paper, photos of the scheduled property & sketch of the land, with digital signature. The data will be web-shared with Sub Registrar concerned.
- 16) The Tahsildar should ensure Registration of Conveyance Deeds at the Sub Registrar's office concerned in favour of the beneficiaries.
- 17) The Sub Registrar has to verify the original Conveyance Deed issued by the Tahsildar concerned with the scanned copy of Conveyance Deed in the ULClrms web portal, and after due verification, Register the Conveyance Deed free of cost, as the same is exempted from the payment of Stamp duty, Registration fee and transfer duty, as per the orders of the Government vide G.O.Ms.No. 92, Revenue (ULC) Dept., Date:26.05.2016.
- 18) After registration, the Sub Registrar concerned has to scan the copy of the Registered Conveyance Deed, photos of the scheduled property & sketch of the land and upload the same to the ULC lrms web portal with Digital signature for official record.
- 19) The Tahsildar concerned should ensure that the original Conveyance Deed along with photos of the scheduled property & sketch of the land are delivered to the beneficiary.

Do's & do not's:

- 1) The Tahsildar concerned should never allow any person, either a staff member or an outsider, to use the digital signature key during the above process.
- 2) Aadhaar mapping of concerned Tahsildar should be done for biometric authentication.
- 3) Should not give any scope to mis-utilize the security papers given for the purpose of printing of Conveyance Deeds.
- 4) Should maintain a Register, containing the details of Registration of Conveyance Deeds viz. Name of the applicant, Application Number, Sl. No. of the Security paper (from-to), acknowledgment of the applicant / beneficiary and the Sl.No. given by the Sub-Registrar's Office at the time of Registration of Conveyance Deed.
- 5) At no point the Tahsildar should allow any private person, other than the office staff, for deputation to Sub-Registrar's Office for the purpose of Registration of Conveyance Deeds in favour of the beneficiaries.

6) The data entry shall be strictly done at the Tahsil office, as IP address is being tracked.

The District Collectors Hyderabad, Rangareddy, Medchal, Malkajgiri , Warangal (Urban) and Warangal (Rural) are requested to issue necessary instructions to all the concerned viz. RDOs, Tahsildars & Sub-Registrars etc on the above lines and see that the instructions are followed scrupulously The User Manual is enclosed herewith for ready reference.

Sd/-Dr.Rajiv Sharma,
Chief Secretary and Chief Commissioner of
Land Administration (FAC).T.S.Hyderabad

To

The District Collectors Hyderabad, Rangareddy, Medchal, Malkajgiri ,Warangal (Urban) and Warangal (Rural).

Copy to the Special Chief Secretary to Govt., Revenue (Assn.I) Dept., Telangana Secretariat, Hyderabad.

Copy to IG, Registration & Stamps Department.

// Attested //

Assistant Secretary (CMRO)