

Revised Circular No. 11
CMRO/393/2016, Dt:25.05.2016

Sub:- CMRO – O/o CCLA, T.S., - Change in process of Mutation online – To process mutation cases through way of Registration to be received through SRO- Tahsildar Module – Instructions issued– Regarding.

Ref:- 1. Ease of Doing Business meetings held at Principal Secretary to Hon'ble Chief Minister.
2. Video Conferences held by CCLA & Spl.C.S.

Attention is invited to the subject and references cited and it is to inform that vide reference 1st cited the Principal Secretary to Hon'ble C.M., requested to integrate mutation process of Revenue Department with that of Registration Department as a part of Ease of Doing business (EODB).

Further, it is to inform that as the SRO-Tahsildar mutation module is put in place and the CARD Software of Registration Department and TLRMS Software of Revenue Department has been fully integrated and made dynamic with effect from 02.06.2014.

In this regard, the following instructions are given

1. Every application received for registration of the land as soon as it is registered shall be made available to the TLRMS website in real time by updating the transaction from Registration Department's CARD data to Revenue Department's TLRMS data every 24 hours.
2. All transactions relating to land shall be pushed to the respective mandal by the respective SRO & shall be transferred online to the TLRMS.
3. The Tahsildar shall automatically process the case for mutation of Revenue Records in TLRMS, as soon as a sale transaction is communicated by the SRO through the SRO-Tahsildar module of TLRMS.
4. As a part of the process the Tahsildar has to issue Form-VIII notice within three days and conduct field enquiry of the land. For change of Registry cases by way of Sale, Gift etc., concerned Tahsildar shall check the number of registration purchased into the TLRMS and accordingly generate Form-8 Notices for all the valid sale transactions.
5. The Revenue Inspector shall ensure that the Form- 8 notices are issued on the individuals concerned (Seller, buyer, neighbouring owners) within three days.
6. Necessary enquiry to ascertain validity of the sales shall be considered so as to confirm the mutation.
7. Based on the enquiry report the request for mutation of the land shall be accepted/ rejected. In case of acceptance the name of the applicant shall be changed in ROR-1B and in case of rejection, an endorsement shall be issued to the applicant duly mentioning the reasons.
8. When there are objections the Mutation shall be completed within 45 days and where there are no objections shall be completed by the 31st day.
9. Hitherto the Tahsildars must ensure complete clearance of all the backlog mutation in the SRO-Tahsildar mutation module so as to make it a fully integrated and dynamic system with that of the Registration department server when the mutation has been completed either online or otherwise shall also be updated under this module as mutation completed.

The District Collectors are requested to monitor this item of work on top priority and ensure that all the concerned Revenue Officials shall scrupulously follow the instructions and report compliance from time to time.

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

To

1. All the District Collectors in the State
2. SIO, NIC to take necessary action.

Copy to

1. The Joint Collectors in the state
2. The Additional Principal Secretary to Hon'ble Chief Minister, T.S., Hyderabad.
3. The Principal Secretary to Government, Revenue Department.
4. Principal Secretary to Government, Registration Department.
5. The Commissioner & IG, Registration and stamps Department.
6. Sri. G. N. Mallesh, Sr., Technical Director, NIC for immediate necessary action
7. CCLA Peshi

//Attested//


Assistant Secretary(CMRO)

