

Circular No. 9

CMRO/393/2015, Dt:21.04.2016

- Sub:-** CMRO – Generation of standard proceeding number in Rectification Module – Format of the proceeding number –Instructions Issued – Regarding.
- Ref:** Instructions issued through Video Conferences from time to time and on 13.04.2016

Attention is invited to the subject and references cited and in continuation with the instructions issued in the Video Conference regarding the generation of standard proceeding number in the system generated templates for various corrections in Rectification Module, the following nomenclature shall be used.

1. The format of proceeding number shall contain running sequence number, (02) character District code, (02) character Revenue Division code and (02) character Mandal code, type of correction separated with "/" followed by system date.
2. Example proceeding No: 001 for Serial Number/AD for Adilabad/ML for Mancherial Revenue Division/ML for Mancherial Mandal/SCR- Special character rectification/ 2016 – year, dated: 13.04.2016.
3. In this regard all Joint Collectors are requested to provide (02) character code for District, (02) character Revenue Division code and (02) character code for all Mandals in their Districts in an excel sheet in the following proforma to port the same in TLRMS database by NIC.

District Name	District Code as per Webland	District Code (2 characters)	Division Name	Division Code as per Webland	Division Code (2 characters)	Mandal Name	Mandal Code as per Webland	Mandal Code (2 characters)

In view of the above, NIC is requested to make the necessary changes for enabling system generated proceeding number as per the above mentioned nomenclature in the Rectification module of TLRMS portal.

Please treat this as "UTMOST IMPORTANT and TOP PRIORITY".

Sd/-J. Raymond Peter,
**Chief Commissioner of
Land Administration**

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. CCLA Peshi
3. Secretary to CCLA Peshi

//Attested//


Assistant Secretary(CMRO)
