

**TOP PRIORITY/MOST IMPORTANT
INVENTORY OF GOVT. LANDS**

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

Circular No : 30

CCLA's Ref.No. Assn.I(1)/499/2013, Date: 09-02-2017

Sub:- Inventory of Government Lands – Particulars of Govt. lands assigned / leased to the landless poor for agriculture purpose – Village-wise, caste-wise break-up – Formats (A&B) along with instructions – uploading the data in Webland-TLRMS portal – Instructions issued - Reg.

- Ref:-
1. CCLA's Circular Instructions No. Assn.I(1)/499/2013, dt:09-02-16.
 2. CCLA's Circular Instructions No. Assn.I(1)/499/2013, Dt: 20-05-2016.
 3. CCLA's D.O. Lr.No. Assn.I(1)/499/2013, Date:30-05-2016.
 4. CCLA's Ref.No. Assn.I(1)/499/2013, Date:01-06-2016.
 5. Video Conference on 17.01.2017 held by the Chief Secretary to Govt. & CCLA (FAC) with all the District Collectors.
 6. CCLA's Ref.No. Assn.I(1)/499/2013, Date:18-01-2017.
 7. Instructions of Hon'ble Chief Minister in the Review Meeting held with All District Collectors. Dated 05-02-2017

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The attention of all the District Collectors in the State is invited to the reference 6th cited wherein it has been requested to furnish inventory of "Government lands / assigned lands" in the State, in the Formats-A&B, from inception to till to date, without any deviation to the formats, in complete shape, by 10-02-2017.

Further, the Hon'ble Chief Minister Vide ref 7th cited has directed to create database of Inventory of Government Lands / Assigned Lands, within (10) days, i.e., 15-02-2017.

In this regard, it is to inform that the NIC has developed a software module for creation of 'Assigned Lands' database and the same is enabled in the Webland-TLRMS Portal.. The software module has been developed in such a way to port the details in formats-A&B in excel format direct from the Tahsildar's login into the Webland-TLRMS, where any deviation from the prescribed formats will result in errors in analysis of data. Hence it is requested to take utmost care while preparing and uploading the information.

The Do's and Don'ts in preparing & uploading the data is as mentioned below:

- **Don'ts**
 - Do not modify the formats, under any circumstances.
 - Do not add extra columns to the statements.
 - Strictly follow the formats while making the entries, without deviation.
 - Do not split / merge the cells.
 - Sub-totals & totals strictly not required.
- **Do's**
 - In case of any additional information, it may be saved in separate excel sheet and mailed to cclatelangana@gmail.com. The same will be incorporated into the software after completion of the upload of the existing data.

- Create (1) excel file with Standard file name as AL_VILLAGE CODE_VILLAGE NAME and Village Name should be full and in CAPITAL letters.

Ex: AL_1401003_ANNARAM.xls

- In excel create (4) sheets with name shown below.

For	As	Description												
Sheet 1	Format A	As per prescribed proforma												
Sheet 2	Format B													
Sheet 3	Format-A-For-Porting	As per prescribed proforma without column Heads and with only numeric head. i.e.,												
Sheet 4	Format-B-For-Porting													
		<table border="1"> <thead> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4(a)</th> <th>4(b)</th> <th>Etc.,</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	1	2	3	4(a)	4(b)	Etc.,						
1	2	3	4(a)	4(b)	Etc.,									

- Sample Excel format is made available in the assigned lands software module, which may be referred.

In continuation to the above instructions, instructions to fill Format A & B is attached as an enclosure along with the Technical User Manual, the same may be seen to ease the process of filling the formats uniformly and uploading the same to Webland-TLRMSportal.

Therefore, all the District Collectors in the State are requested to take note of the instructions and direct the concerned to take necessary action in uploading the data in Webland-TLRMS portal i.e., webland.telangana.gov.in, before **15.02.2017** without fail.

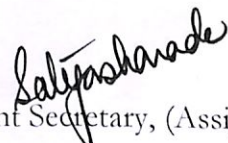
Sd/-S.P.Singh
CS & CCLA (FAC).

To

All the District Collectors in the State.

Copy to the Special Chief Secretary, Revenue (Assn.) Dept., TS, Secretariat, Hyderabad.

//Attested//


Assistant Secretary, (Assignment)

Instructions on creation of excel file

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Sample Excel format attached below for reference purpose

Instructions on format-A

Col.No.	Instructions																						
2b& 2c, 2f, 3a to 3c, 4b to 4e, 5b to 5d, 6b, 6d to 6f, 7 to 10.	1. To enter only in numerical,with decimal. <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Acres – guntas (guntas maximum 39)</th> </tr> <tr> <th style="text-align: center;">For</th> <th style="text-align: center;">As</th> </tr> </thead> <tbody> <tr> <td>1 acre 30 guntas</td> <td style="text-align: center;">1.30</td> </tr> <tr> <td>30 guntas</td> <td style="text-align: center;">0.30</td> </tr> <tr> <td>30 ½ guntas</td> <td style="text-align: center;">0.3050</td> </tr> <tr> <td>½ gunta</td> <td style="text-align: center;">0.0050</td> </tr> <tr> <td>1 acre 35 guntas and ¾ part or 1 acre 35 ¾ guntas</td> <td style="text-align: center;">1.3575</td> </tr> </tbody> </table> <table border="1" style="margin-top: 10px;"> <thead> <tr> <th colspan="2" style="text-align: center;">Acres – cents (cents maximum 99)</th> </tr> <tr> <th style="text-align: center;">For</th> <th style="text-align: center;">As</th> </tr> </thead> <tbody> <tr> <td>2 acres 90 cents</td> <td style="text-align: center;">2.90</td> </tr> <tr> <td>2 acres 73 ½ cents</td> <td style="text-align: center;">2.7350</td> </tr> </tbody> </table>	Acres – guntas (guntas maximum 39)		For	As	1 acre 30 guntas	1.30	30 guntas	0.30	30 ½ guntas	0.3050	½ gunta	0.0050	1 acre 35 guntas and ¾ part or 1 acre 35 ¾ guntas	1.3575	Acres – cents (cents maximum 99)		For	As	2 acres 90 cents	2.90	2 acres 73 ½ cents	2.7350
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For	As																						
No	N																						
Yes	Y																						
12	To enter village code																						

Note: Take village extent units from webland village list (either guntas or cents).

To know the village extent unit in webland, please go to the “check list of village” report available in reports/checklists menu item.

Instructions on format-B

Col.No.	Instructions																						
3, 4f, 7 & 9 (extent columns).	<p>1. To enter only in numerical, with decimal.</p> <table border="1" data-bbox="850 392 1430 835"> <thead> <tr> <th colspan="2" data-bbox="850 392 1430 473">Acres – guntas (guntas maximum 39)</th> </tr> <tr> <th data-bbox="850 473 1138 513">For</th> <th data-bbox="1138 473 1430 513">As</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 513 1138 553">1 acre 30 guntas</td> <td data-bbox="1138 513 1430 553">1.30</td> </tr> <tr> <td data-bbox="850 553 1138 594">30 guntas</td> <td data-bbox="1138 553 1430 594">0.30</td> </tr> <tr> <td data-bbox="850 594 1138 634">30 ½ guntas</td> <td data-bbox="1138 594 1430 634">0.3050</td> </tr> <tr> <td data-bbox="850 634 1138 674">½ gunta</td> <td data-bbox="1138 634 1430 674">0.0050</td> </tr> <tr> <td data-bbox="850 674 1138 755">1 acre 35 guntas and ¾ part or 1 acre 35 ¾ guntas</td> <td data-bbox="1138 674 1430 755">1.3575</td> </tr> </tbody> </table> <table border="1" data-bbox="850 870 1430 1072"> <thead> <tr> <th colspan="2" data-bbox="850 870 1430 951">Acres – cents (cents maximum 99)</th> </tr> <tr> <th data-bbox="850 951 1138 991">For</th> <th data-bbox="1138 951 1430 991">As</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 991 1138 1032">2 acres 90 cents</td> <td data-bbox="1138 991 1430 1032">2.90</td> </tr> <tr> <td data-bbox="850 1032 1138 1072">2 acres 73 ½ cents</td> <td data-bbox="1138 1032 1430 1072">2.7350</td> </tr> </tbody> </table>	Acres – guntas (guntas maximum 39)		For	As	1 acre 30 guntas	1.30	30 guntas	0.30	30 ½ guntas	0.3050	½ gunta	0.0050	1 acre 35 guntas and ¾ part or 1 acre 35 ¾ guntas	1.3575	Acres – cents (cents maximum 99)		For	As	2 acres 90 cents	2.90	2 acres 73 ½ cents	2.7350
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4d & 5d (caste columns)	To enter OC, BC, SC, ST, Minority.																						
10 to 13	<p>To enter</p> <table border="1" data-bbox="850 1292 1430 1413"> <thead> <tr> <th data-bbox="850 1292 1138 1333">For</th> <th data-bbox="1138 1292 1430 1333">As</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 1333 1138 1373">No</td> <td data-bbox="1138 1333 1430 1373">N</td> </tr> <tr> <td data-bbox="850 1373 1138 1413">Yes</td> <td data-bbox="1138 1373 1430 1413">Y</td> </tr> </tbody> </table>	For	As	No	N	Yes	Y																
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2, 3 & 4a	Sy.No. to be entered for each case compulsorily.																						
16 (additional column no. should be added for type of register from which the extent has been taken).	<p>To enter</p> <table border="1" data-bbox="850 1561 1430 1709"> <thead> <tr> <th data-bbox="850 1561 1138 1602">For</th> <th data-bbox="1138 1561 1430 1602">As</th> </tr> </thead> <tbody> <tr> <td data-bbox="850 1602 1138 1642">Sethwar</td> <td data-bbox="1138 1602 1430 1642">S</td> </tr> <tr> <td data-bbox="850 1642 1138 1682">Khasra</td> <td data-bbox="1138 1642 1430 1682">K</td> </tr> <tr> <td data-bbox="850 1682 1138 1709">Sesala Pahani</td> <td data-bbox="1138 1682 1430 1709">SP</td> </tr> </tbody> </table>	For	As	Sethwar	S	Khasra	K	Sesala Pahani	SP														
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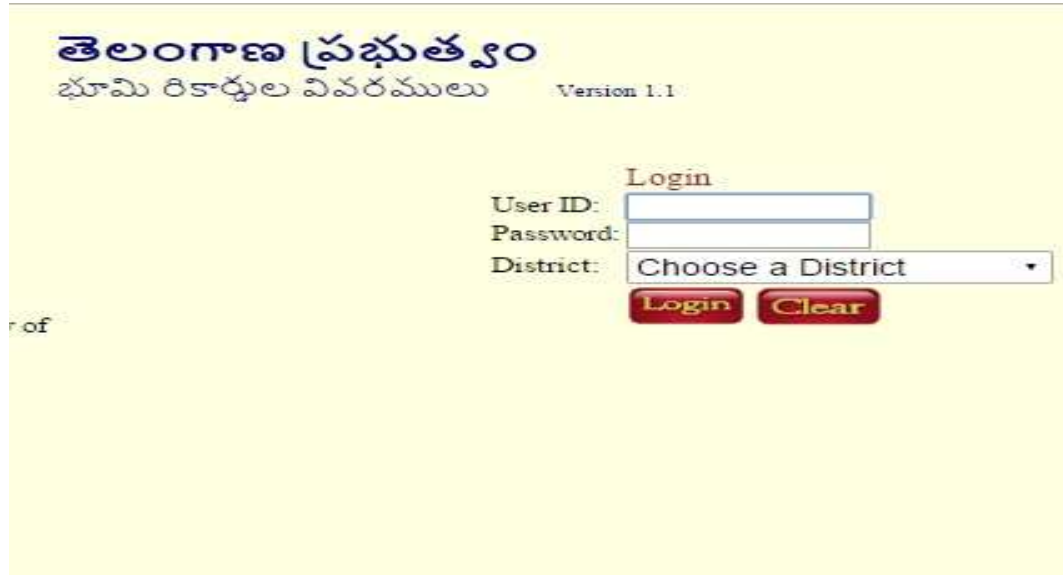
Note: Take village extent units from webland village list (either guntas / cents, respectively).

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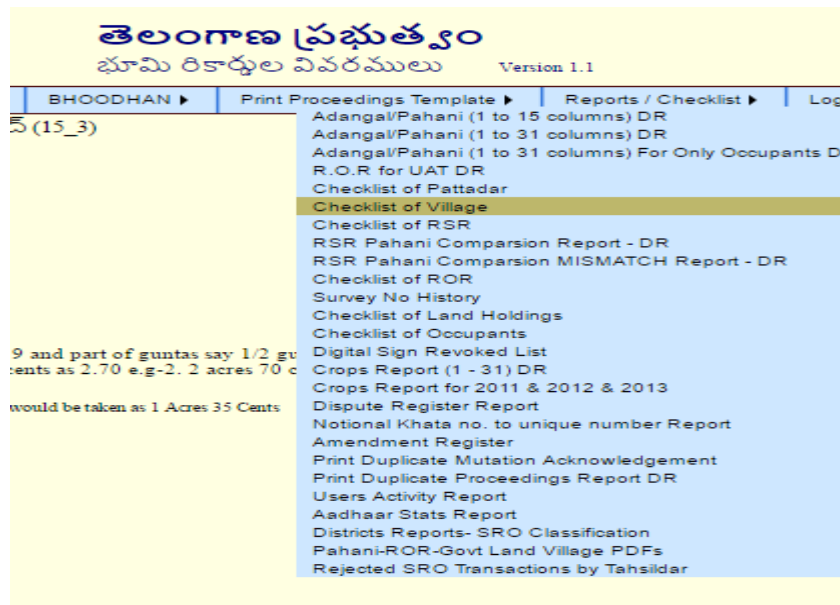
Technical User Manual on Assigned Lands Software Module in Webland-TLRMS

Instructions on Upload of excel file

1. Tahsildar login



2. To know the village extent unit in Webland-TLRMS, please go to the “check list of village” report available in reports/checklists menu item.



3. Checklist – Village Master

Checklist-Village Master Details

Generate Village Master Report
Base year notation(e.g 2004-2004-2005)

District: షాద్‌నగర్ (15_3) Mandal: కేదంగల్ (7) Generate

Sr no	Village Code	Village Name	Extent Units
1	1401013	అంగడిపాల్	Acres/guntas
2	1401003	అన్నారం	Acres/guntas
3	1401005	అప్పారంపల్లి	Acres/cents
4	1401018	ఇంద్రాపూర్	Acres/guntas
5	1401008	ఉప్పలపల్లి	Acres/guntas
6	1401015	ఉప్పలపల్లి	Acres/guntas
7	1401007	కేదంగల్	Acres/cents
8	1401017	కన్నారంపల్లి	Acres/guntas
9	1401016	గంధిపల్లి	Acres/guntas
10	1401004	చిట్టపల్లి	Acres/cents
11	1401012	చిన్ననందిగూడు	Acres/guntas
12	1401014	శ్రీకృష్ణ కేంద్ర	Acres/guntas
13	1401002	జూరూరు	Acres/guntas
14	1401010	పెద్దనందిగూడు	Acres/guntas
15	1401011	పాపారంపల్లి	Acres/guntas
16	1401009	పర్వారం	Acres/cents
17	1401019	రామారంపల్లి	Acres/guntas
18	1401001	రేపల్లె	Acres/guntas
19	1401009	వారూరు	Acres/guntas

4. Home page –New Items - Click on **Upload Assigned Land Format Sheet**



5. Select district, mandal & village name and the upload the excel file.



6. Click on save button to save the data.