

**Circulars/TOP PRIORITY**

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

**Circular No. 10**

**CMRO/393/2016, Dt: 26.04.2016**

**Sub:-** CMRO – procedure for generation of proceeding for updation of land records using Rectification modules– Instructions issued - Reg.

**Ref:** 1. Email received from Senior Technical Director, NIC, dated: 24.04.2016.  
2. Circular No. 9, CMRO/393/2016, dated: 21.04.2016.

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Attention of all the District Collectors/ Joint Collectors is invited to the subject and references cited and to inform that the NIC has enabled the Rectification modules to all the Districts with a provision to generate the proceedings using system generated templates with a standard proceeding number. The procedure for generation of proceedings for updation of land records using Rectification modules as suggested by NIC is as follows:

1. The printouts of proceedings shall be taken using the options given in the "Print Proceedings Template" from the Main menu.
2. The proceedings number is automatically generated as follows:  
District abbreviation/Division abbreviation/Mandal abbreviation/year/serial number
3. The year and serial number are assigned by the system. Serial number is running serial number w.r.t a year. When year changes, the serial numbers gets initialized to 1.
4. For updation of rectification of special characters, for all characters of a village one proceeding should only be taken. While updating one by one record, the same proceeding number and date shall be entered for each such updation.
5. For name and extents rectification after mutation and base years survey numbers updation/correction, separate proceeding shall be taken for each survey / sub-division number.

Therefore, all the District Collectors/ Joint Collectors are requested to instruct all concerned Revenue officials to follow the above instructions scrupulously to generate the proceedings for updation of land records using Rectification modules enabled in TLRMS (Webland) with proper care and caution in stipulated time.

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

Sd/- J. Raymond Peter,  
**Chief Commissioner**

**To**  
All the District Collectors in the State

**Copy to**  
1. The Joint Collectors in the state  
2. CCLA Peshi  
3. Secretary to CCLA Peshi

//Attested//

  
Assistant Secretary (CMRO)

