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

CCLA's circular Instructions No.26 CMRO/393/2015, Date: 07.01.2017

Sub:- CMRO - O/o.CCLA, T.S., TLRMS - Instructions for change of Pattadar Name and Pattadar Father Name in Webland - TLRMS - Instructions issued - Reg.

Ref:- Review Meeting by the Principal Secretary to Hon'ble Chief Minister held on 02-12-2016 and Minutes Communicated on 07-12-2016.

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Attention of all the District Collectors in the State is invited to the subject and reference cited. It is to inform that, the Change of Pattadar Name and Pattadar Father Name are enabled online in Webland - TLRMS.

Accordingly, the following Instructions are issued to all the District Collectors in the Telangana State for better understanding of the process flow and to make the changes of Pattadar Name and Pattadar Father Name in Webland - TLRMS.

Process flow for change of Pattadar Name and Pattadar Father Name:
1. As a first step, the Tahsildar Concerned has to login in Webland - TLRMS
2. In Home page, select "Land Holdings" and then you find different options in which select "Pattadar name change - base year"
3. Selection of village Name
4. Selection of Khata Number in selected village in which the pattadar name to be changed
5. After selection of Khata Number, the Pattadar Name and Pattadar Name will be shown and the text boxes are provided against these names to enter the correct Pattadar Name and Pattadar Father Name
6. After entering the correct Pattadar Name/Pattadar Father Name, "Get details to edit" button to be clicked. Then the changed Pattadar Name/Pattadar Father Name will be reflected in all survey Numbers in the Selected Khata number.
7. Option also provided to change the enjoyer Name corresponding to the changed Pattadar by copy and paste or any enjoyer name as required.
8. Before saving the details, Tahsildar has to select whether Pattadar having Pattadar Passbook (PPB) or not. If Pattadar has PPB, Tahsildar has to select "Surrendered PPB" option and should enter the surrendered PPB Number, date of issued and upload the scanned copy of PPB. In case Pattadar not having PPB, Tahsildar has to select "No PPB" option.
9. After entering the Tahsildar Proceeding Number, Proceeding Date and uploading of scanned Proceedings copy, the details will be saved on successful authentication of Tahsildar's bio metric and digital signature.

Therefore all the District Collectors in the Telangana State are requested to issue necessary instructions to all the concerned Tahsildars on the above lines and to see that errors in Pahani are corrected using this module. The user manual is enclosed here with for ready reference.

Please acknowledge the receipt of the same.

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

To,
All the District Collectors in the State
Copy submitted to the Spl. CS to Government Revenue Department TS Secretariat Hyderabad for kind information
Copy submitted to the Principal Secretary to Hon'ble Chief Minister for kind information
Copy to file & SF

//Attested//

Assistant Secretary(CMRO)
Process Flow for Change of Pattadar Name and Pattadar Father Name in Weblan-TLRMS

1. Selection of Village Name.

2. Selection of Khata Number in the selected Village in which the Pattadar name to be changed.

3. After Selection of Khata Number, the Pattadar Name and Pattadar Name will be shown and the text boxes are provided against these names to enter the correct Pattadar Name and Pattadar Father Name as shown below.
4. After entering the Pattadar Name / Pattadar Father Name, "Get details to Edit" button to be clicked. Then the changed Pattadar Name / Pattadar Father Name will be reflected in all Survey Numbers in the selected Khata number.

5. Option also provided to change the Enjoyer name corresponding to the changed Pattadar by copy and paste or any enjoyer name as required.

6. Before saving the details, Tahsildar has to select whether Pattadar having Pattadar Passbook (PPB) or not. If Pattadar has PPB, Tahsildar has to select "Surrendered PPB" option and should enter the surrendered PPB Number, date of issued and upload the scanned copy of PPB. In case Pattadar not having PPB, Tahsildar has to select "No PPB" option.
7. Entry of Tahsildar Proceeding Number, Proceeding Date and uploading of scanned Proceedings copy.

8. Click on "BIOMETRIC SCAN" button to verify the Bio Metric of Tahsildar.

9. Click on "Digital Signature" Button after successful verification of Bio Metric of Tahsildar.
Selected Khadi No. 2 is having following Survey/Sub-division Numbers. The same number/changed Name will be updated in all the following Survey/Sub-division Numbers corresponding to changed No. so as to be changed by copy and paste copy any other name as required can be changed.

<table>
<thead>
<tr>
<th>No.</th>
<th>Survey/sub-division Numbers</th>
<th>Area</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.1000 0.3000</td>
<td>0.24</td>
<td>0.00</td>
</tr>
<tr>
<td>2</td>
<td>0.1500 0.2000</td>
<td>1.70</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>0.2000 0.2000</td>
<td>3.20</td>
<td>0.00</td>
</tr>
<tr>
<td>4</td>
<td>0.3000 0.3000</td>
<td>0.70</td>
<td>0.00</td>
</tr>
</tbody>
</table>

After successful authentication DSK details, the details will be saved successfully.