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

CCLA’s Circular Instructions No. 27. CMRO/231/2015. Date: 07.01.2017


Ref:- Mail Received form Senior Technical Director NIC Telangana Hyderabad dt.02-01-2017

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Attention of all the District Collectors in the State is invited to the subject cited. It is to inform that, Form-XIII B of Sadabainama with QR Code has been incorporated in Sadabainama module and the same is being enabled in Webland – TLRMS. Further certain Districts have requested for edit option for field verification check memo and the same shall be enabled shortly.

The following Instructions are issued to all the District Collectors in the Telangana State for better understanding of the process flow for generation of Form-XIII B in Webland – TLRMS.

Process flow for Generation of Form XIII-B:

1. As a first step, the Tahsildar concerned has to login in Webland – TLRMS.
2. After data entry of the field verification check memo and the application is either approved or rejected using bio metric authentication by the Tahsildar.
3. In the next step in the Home page, select “Generate Sadabainama Form-XIII B and Rejection Memo” option under SADABAINAMA menu item. (As of now only generate Sadabainama Form XIII B is enabled and Rejection memo will be enabled in due course)
4. Select an approved request using the option provided “View Final Accepted/Approved Records” and click on “Fetch” button to view the already entered check memo details.
5. “Generate XIII B” button provided at the end of the check memo to generate the Form XIII-B Certificate.
6. The Form XIII B will be generated with QR code.
7. The online generated Form XIII B can be printed and Tahsildar has to manually sign on the printed Form XIII B along with the seal.
8. The manually signed Form XIII B shall be scanned and uploaded in TLRMS – Webland portal for tracking purpose.
9. Form XIII C will be enabled shortly for the Tahsildars to send the details of Form XIII B generated to the concerned Sub Registrar.

Therefore, all the District Collectors in the Telangana State are requested to issue necessary instructions to all the concerned Tahsildars to follow above instructions scrupulously. 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)
Telangana Land Records Management System
(Webland)

*Generation of Form 13-B*

Technical Manual

Chief Commissioner of Land Administration,
Telangana
URL:
- http://webland.telangana.gov.in/

Login:
- Login using Tahsildar login

Home Screen:
- In Home page, go to SADABAINAMA main menu item and then click on "Generate Sadabainama Form-XIIIIB-C and Rejection Memo" sub menu item.
Generation of Form XIII-B:

- View the Accepted cases by selecting the "View Final Accepted/approved Records" radio button and appropriate selection in Main and Sub Filters. Then click on GO button to view all Accepted cases.

- Select a request from the list and then click on "Fetch" Button.

- On click on "Fetch" button, the online entered check memo details will be displayed for the selected request.
At the end of the checch memo, option is provided for generation of FormXIII-B as shown below.

On click on “Generate XIIIB” button to generate the Form XIIIB Sadabainama Certificate.
Before issuing the XIII-B, it has to be ensured that the accepted case is not the case to be rejected and vice versa. For accepted cases, also ensure the extent approved is properly entered which should not be zero. For all such discrepancies, use the option Sadabainama Accepted Rejected cases to update the data and regenerate the XIII-B or rejection memo as the case may be.

The Form XIIIIB will be generated with QR code and the key details in Form XIIIIB will be displayed on reading the QR code.

The online generated Form XIIIIB can be printed and Tahsildar has to manually sign the printed Form XIIIIB along with the seal.

The manually signed Form XIII B shall be scanned and uploaded in TLRMS - Webland portal for tracking purpose.

Form XIII C will be enabled shortly for the Tahsildars to send the details of Form XIII B generated to the concerned Sub Registrar.