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

CCLA's Circular Instructions No.31.CMRO/223/2016, Date: 15-04-2017

Sub:- CMRO – O/o CCLA, T.S., - UL (C&R ) Repeal Act, 1999 (Central Act 15 of 1999) - Excess lands declared and taken possession under the provisions of the ULC Act 1976 - Allotment of excess lands which are already under occupants of 3rd parties and declarants in core and peripheral area - Edit module service enabled online by CGG in Tahsildar login - Instructions issued- Regarding.

5. CCLA's Circular No.25 dated:22-10-2016

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Attention is invited to the subject and references cited. It is to inform that vide reference 1st cited for the cases where link documents are not tallied from Declarant exemption has been given by Government to cognizance of Unregistered Documents and such applications shall be allowed to be cleared by Joint Collectors after due verification. Further vide reference 3rd & 4th cited the Collector Medchel-Malkaigiri district requested for giving option online to edit the data entry errors along with clearance of cases where link documents are not tallied with declarant details.

Accordingly, the online edit module service for G.O.Ms.NO.92 along with option for clearance of exemption cases where link documents are not tallied by Joint Collectors, is enabled online ULCLRMS portal by CGG.

The details of process flow of Edit module for better understanding is as mentioned below.

'Edit module process flow':

1) As a first step, the Tahsildar concerned has to login in ULCLRMS web portal.

2) In Home page, (4) menus are available i.e. (A) Home (B) Forms (C) Change Password (D) Logout.

3) The forms contain (6) sub menus i.e.
   1. Print/ Update check memo
   2. G.0.92 calculation
   3. Demand notice
   4. Challan payment details
   5. Generate Conveyance deed
   6. Upload conveyance deed
   7. Register Aadhar & DSK
   8. Edit Request Registration
   9. Status of Edit Requests
   10. Recheck Scrutiny Check Memo.

4) **Edit Request Registration**: The Tahsildar has to raise the Edit Request using Digital Signature Key (DSK). There are two types of Edit Requests can be raised by Tahsildar as mentioned below:
a. **Edit for GO 92:** Tahsildar can use this edit to correct the wrongly entered fields while updating the check memo. The following fields are provided in the drop down list for edit:
   i. Correction in CC Number
   ii. Correction in Extent
   iii. Edit Survey number
   iv. Edit Schedule property- North/East/South/West
   v. Whether the applied land was covered under court case

b. **Transfer of application:** The Tahsildar can transfer the applications pertaining to other District/Mandal/ Village. The following fields are provided in the drop down list:
   i. Village-Village with in the mandal
   ii. District- District
   iii. Mandal- Mandal with in the District

5) **Status of Edit Requests:** The Tahsildar can view the history of applications for which Edit request has been raised. The Tahsildar has to update the edit request raised.

6) **Recheck Scrutiny Check Memo:** of the scrutiny memo is done by RDO, the authority is Tahsildar. He has to do recheck the memo. If not the scrutiny memo will be enabled in concerned RDO login for scrutiny.

In continuation to the instructions issued vide reference 5th cited the District Collectors Hyderabad, Rangareddy, Medchal, Malkajgiri, Warangal (Urban) and Warangal (Rural) are requested to issue necessary instructions to all the concerned Tahsildars regarding the above provisions enabled online and ensure that the instructions are followed scrupulously.

The User Manual is enclosed herewith for ready reference.

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

To

The District Collectors Hyderabad, Rangareddy, Medchal-Malkajgiri, Warangal (Urban) and Warangal (Rural).

Copy to the Special Chief Secretary to Govt., Revenue (Assn.l) Dept., Telangana Secretariat, Hyderabad for kind information.

//Attested//

Asst. Secretary (CMRO)
ULC Land Regularization Management System

User Manual for Edit Module

Chief Commissioner of Land Administration,
Telangana
URL:
- http://ulcrms.cgg.gov.in

Login:
- Login using TAHSILDAR login

Government vide G.O. I/s No. 92 Revenue (ULC) Department Dated 26-5-2016 have decided to formulate scheme for regularization allotment of excess lands to the parties who are in occupation by way of registered documents and accordingly issued guidelines for regularization/allotment of excess lands which were vested with Government and possession of which has been taken over by the Government under the provisions of principal Act 1976 to the parties in occupation.

Download G.O. I/s. No. 92 Revenue (ULC) department Dated 26-5-2016

Salient Features
- Web-based solution
- Role-based access & customized views for the users
- 24x7 accessibility to the users
- Password protected
- Expandable replicable adaptive and sustainable and technically versatile model
- Increase the efficiency and productivity - Bring out transparency and accountability

Home Screen:
- In Home page, (4) menus are available i.e. (A) Home (B) Forms (C) Change Password (D) Logout.

Home | Forms | Change Password | Logout
Edit Request Registration:

- Click on Edit Request Registration as shown above.
- The below screen will be displayed.

- Enter Application ID and click on get details.
- The below page will be displayed.
Select type of Major grievance from the dropdown list as shown in the below screens.
- Edit for G.O.92
- Transfer of the Application

Select type of Minor grievance from the dropdown list as shown in the below screens.

1) In case of Edit for GO 92 the below fields will be displayed in drop down list.
- Correction in CC Number
- Correction in Extent
- Edit Survey number
- Edit Schedule property- North/East/South/West
- Whether the applied land was covered under court case
2) In case of Transfer of Applications the below fields will be displayed in drop down list.
   a. Village-Village with in the mandal
   b. District- District
   c. Mandal- Mandal with in the District

<table>
<thead>
<tr>
<th>S.No</th>
<th>Major Grievance</th>
<th>Minor Grievance</th>
<th>New Value to be changed as</th>
<th>Reason for Changing</th>
<th>Grievance Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transfer of the Applicant</td>
<td>Village-Village within</td>
<td>Village</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Inspected By:
Name of the Officer:
Date of Inspection:
Gist of Enquiry:
Upload enquiry report:

- Enter the remarks for changing and grievance description
- click on Add row button for adding additional minor grievance for same application
- Enter details of the inspected officer details, date of inspection and Gist of Enquiry and upload enquiry report.
- Save with DSK.
After saving the Edit request with DSK, Enter password menu will be displayed.

Enter DSK password and click on OK.
Edit request submitted successfully your Ticket no will be displayed.
**Status of Edit Request:**

- In Forms tab click on Status of Edit Requests sub menu to know status of Edit Requests as shown in below screen.

<table>
<thead>
<tr>
<th>S.No</th>
<th>Mandal</th>
<th>Total</th>
<th>Pending for Digital Signature</th>
<th>Pending for Update</th>
<th>Pending for Recheck</th>
<th>Action Taken by MLO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Malakpur</td>
<td>6</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

The below screen will be displayed.
Click on number under pending for update menu for updating the Edit request.

Click on View & Update Request tab.

The below screen will be displayed.

The details of the original application and Edit request will be fetched automatically.

Scrutiny Status & Scrutiny Check Memo Authority (i.e. RDO / Tahsildar) will be displayed.

Enter final value after approval as and select action i.e., Approve/ Reject radio button.

Click on Save button for approving the edit request.
After clicking the save button Request updated successfully your ticket no message will be displayed.

To view the pending applications that has to be updated click on pending for update as shown in above screen.

In Forms tab click on Recheck scrutiny check memo submenu as shown in below screen.
The below screen will be displayed.

Enter the Application ID and click on Get details tab as shown below.

The below screen will be displayed.

### SCRUTINY CHECK MEMO BY THE COMMITTEE OF ULC, SURPLUS LAND UNDER G.O.MS.NO. 32 OT: 24.05.2016

<table>
<thead>
<tr>
<th>S.No</th>
<th>Item of Scrutiny</th>
<th>Status of Scrutiny</th>
<th>Ref.No. in Check Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Applicant Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applicant Name: T VAGESWARA RAO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Father/Husband/Wife Details</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name: SUBBA RAO</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>relation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Anchor No.: 2275764775774</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mobile No.: 98993373032</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Validity of Land Ownership</td>
<td>Valid</td>
<td>Co. No. 29. 4. 8. 15</td>
</tr>
<tr>
<td></td>
<td>Validity of Land Ownership</td>
<td>Valid</td>
<td></td>
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<td></td>
<td>Validity of Land Ownership</td>
<td>Valid</td>
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<td>Validity of Land Ownership</td>
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<tr>
<td></td>
<td>Validity of Land Ownership</td>
<td>Valid</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Present Residential Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Village/Town:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>locality/town:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any other proof of identity</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Validity of land ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Details of Ceiling Surplus Land occupied</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ULC O.C. File No. of House:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Village name</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Validity of Surplus Land</td>
<td></td>
<td></td>
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<td>Validity of Surplus Land</td>
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<tr>
<td></td>
<td>Validity of Surplus Land</td>
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<td></td>
</tr>
</tbody>
</table>
Enter all the required fields and Click on update with Digital signature key (DSK).

After saving with DSK Recheck scrutiny check memo saved successfully message will be displayed.

Note: If the scrutiny memo is done by RDO, the authority is Tashildar. He has to do recheck the memo. If not the scrutiny memo will be enabled in concerned RDO login for scrutiny.