GOVERNMENT OF TELANGANA
REVENUE DEPARTMENT

Office of the Chief Commissioner
of Land Administration

CCLA's Circular No. 1/2021, Dt: 15-01-2021

Sub: Instructions to the District Collectors– Reg

Ref: 1. District Collectors meeting held on 11th January 2021 at Hyderabad.
2. G.O.Ms.No.4, Revenue (Assignment-I) Department, dated: 12-01-2021

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I. (1) Attention of all the District Collectors is invited to the reference cited above. During the District Collectors meeting on 11th January 2021, detailed discussions were held and instructions were given to District Collectors on disposal of following items:

A. Revenue court cases by special tribunals
B. Pending mutations(including sold out cases)
C. Companies /Institutions
D. NRIs
E. Aadhaar pending cases
F. Missing extents in Pattadar Passbooks
G. LTR cases
H. Updation of prohibited properties
I. Sadabainama applications
J. Any other land matters

(2) The following general directions shall be noted:

a. District Collectors shall be solely responsible for disposal of above matters in a systematic and time bound manner.

b. District Collectors shall clear all land matters and nothing should be kept pending.
c. District Collectors shall speedily dispose of the above matters and strictly adhere to the timelines stipulated for disposal of these matters.
d. The disposal of these matters and orders passed should be electronically recorded.
e. Government interest and Government lands should be vigorously protected.
f. Pending revenue matters should be redressed without any hassles to the stake holders.

II. PROCEDURES AND GUIDELINES:

The procedures and guidelines to be followed are as below:

A. Special Tribunals:

1. Special Tribunals have been constituted for disposal of ROR cases pending before the Revenue Courts.
2. Rules are communicated vide G.O.Ms.No.4 Revenue (Assign-I) Department Dated 12-01-2021.

B. Pending Mutations (including sold out cases):

1. It is noticed that there are cases where registrations have taken place in respect of certain agriculture lands but mutations have not been done in favour of the purchasers.
2. The following process shall be followed for disposal of such cases:
    a. The purchaser shall make an application on the DHARANI portal in the prescribed format.
    b. The purchaser shall furnish the land details, the details of the seller and the details of the registered document(s) through which he has acquired the land.

c. The application will be transferred to the Collector's login.

d. The system will make available a summary table containing a comparison of the following:

    1) Applicant's claim
    2) Details as per registration records
    3) Details as per ROR

e. The Collector shall verify the applicant's claim with reference to the registered documents as well as the ROR records.

f. In case there is a single and direct sale by the existing pattadar to the applicant and if the same is a clear case, the Collector should approve the claim. In case of multiple registered documents for the same land, the Collector shall cause further enquiry as may be necessary to verify the case.

g. On approval or rejection, an SMS message will be sent to the applicant by the system.

h. Once approved, based on the SMS message, the applicant should book the slot.

i. On the day the slot is given, the applicant(s) should attend the Tahsildar Office and give their biometrics.

j. The Tahsildar should effect mutation in favour of the applicant(s) and the same gets updated in Dharani.

k. The said extent will be deleted from the ROR/PPB of the seller and will be entered in the PPB of the purchaser by the system.

l. Accordingly, ePPB will be generated instantly and sent to the applicant(s). Printed PPB will be sent to the applicant(s) at their given address.

C. Companies/ Institutions/ Society/ Trusts,(which are legal persons):

1. Companies/ Institutions/Society/Trusts, (which are legal persons) shall apply in the prescribed format on Dharani portal.
2. The application shall contain the following details:
    a) Name of the institution, identity number of institution like (company identification number or trust deed number), PAN number, registered office address.
    b) Details of authorized signatory like name, father name, gender, mobile number, Aadhaar number.
    c) Copy of latest board resolution of appointment of authorized signatory.
    d) Details of land like District, Mandal, Village, Khata number, Survey number and extent (Acs.Gts) claimed.
    e) Details of registration documents.
3. A summary of the information submitted by the applicant and the information from Dharani/ILRMS will be prepared by the software and made available to the Collector.
4. Collector shall verify the claim with reference to the information made available or cause such enquiries, as may be necessary and thereafter approve or reject the request, of the institution. In case of rejection, reasons shall be recorded.
5. On approval or rejection, an SMS message will be sent to the authorized representative of the applicant institution by the system.

6. Once approved, based on the SMS message, the applicant institution can book a slot in Dharani application for issue of a PPB (Institution).
7. On the day the slot is given, the authorized representative(s) of the Companies/Registered society/Trusts, Institutions should attend the Tahsildar office and give their biometric details.
8. Thereafter, ePPB will be generated by the system in favour of the Companies/Registered society/Trusts, Institutions (which are legal persons).
9. The same will be flagged in Dharani as an Institutional PPB.
10. Printed PPB will be sent to the given address of the Institution.

D. NRIs (without Aadhaar) holding agricultural lands:

1. The NRI shall apply in the prescribed form on Dharani portal.
2. The application shall contain the following details:
    a) Personal data like Name, Father name/Husband name, Gender, Age, occupation.
    b) Country of stay details
    c) Details of Passport, Bank, OCI card (if available)
    d) Copy of passport, visa and OCI card (if available).
    e) Details of land owned and claimed by the applicant: District, Mandal, Village, Khata number, Survey number and extent (Acs.Gts) claimed.
3. A summary of the information submitted by the applicant and the information from Dharani/ILRMS will be prepared by the software and made available to the Collector.
4. Collector shall verify the claim with reference to the information made available or cause such enquiries, as may

be necessary and thereafter approve or reject the request of the applicant. In case of rejections, reasons shall be recorded.

5. On approval or rejection, an SMS message will be sent to the applicant by the system.
6. In case of approval by the Collector, Tahsildar shall digitally sign the PPB.
7. The same will be flagged in Dharani as PPB given to an NRI land holder.
8. ePPB will be sent to the NRI through SMS link and eMail. ePPB of NRI will have passport number instead of Aadhaar number.

E. Aadhaar pending Cases:

1. A number of land holders due to wrong Aadhaar, no Aadhaar, biometric failure have not been given PPB. Such individuals shall apply in the prescribed format in the MeeSeva centers.
2. The application shall contain the following details:
    a) Personal data like Name, Father name/Husband name, Gender, Age, occupation.
    b) Aadhaar number
    c) Details of land owned and claimed by the applicant: District, Mandal, Village, Khata number, Survey number and extent (Acs.Gts) claimed.
    d) Applicant will have to provide biometric authentication at MeeSeva center.
3. A summary of the information (personal and property details) submitted by the applicant and the information from Dharani/ILRMS will be prepared by the software and sent to the Collector.

4. The Collector shall verify the claim with reference to the information made available and thereafter approve or reject the request.
5. SMS will be sent to the applicant regarding approval / rejection of the claim.
6. In case of approval by the Collector, Tahsildar shall digitally sign the PPB.
7. ePPB will be issued to the individual through SMS link by the system. Printed PPB will be sent to the individual at their given address.

F. Missing extents in Pattadar Passbooks:

1. To address the cases where certain extents / survey numbers are missing in the Pattadar Passbooks, the following procedure is prescribed:
    a) Applicant will apply on Dharani portal giving details of the land and extent claimed but not shown in Passbook.
    b) System will generate a comparative table of the information submitted by the applicant and the land details in ILRMS. The comparative statement is made available to the Collector.
    c) Collector shall verify the claim with reference to the information made available or cause such enquiries, as may be necessary and thereafter approve or reject the request of the applicant. In case of rejections, reasons shall be recorded.
    d) SMS will be sent to the applicant regarding approval/rejection of the claim.
    e) In case of approval by the Collector, Tahsildar shall include the extent claimed and digitally sign the PPB.

f) ePPB will be issued to the individual through SMS link by the system. Printed PPB will be sent to the individual at their given address.

G. LTR cases:

1. All pending cases shall be disposed within 1 month of filing.

H. Updation of Prohibited Properties:

1. In the Dharani portal, lands prohibited for registration u/s.22A of Registration Act, 1908 are placed under 'autolock'.
2. It has been represented that:
   i. A particular sub-division is to be listed as 'Prohibited Property', the extent in the entire survey numbers is notified as 'Prohibited Property'.
   ii. Certain extents of land recently acquired for public purpose under the Land Acquisition Act are not notified as 'Prohibited Property'.
   iii. There are errors of inclusion and exclusion in the properties notified under the 'Prohibited Property' list.
3. **Representations regarding errors:**
   i. District Collectors shall expeditiously enquire into all representations relating to errors of inclusion /exclusion of prohibited properties in the list.
   ii. After above verification, District Collectors shall send personally signed reports to C&IG & CCLA for inclusion or exclusion from the list of prohibited properties, by clearly giving the reasons therefor, in respect of each parcel of land.

iii. Based on the reports of District Collectors, C&IG and CCLA will take necessary action for exclusion/inclusion of such properties.

4. **Updation of acquired Lands:**

i. Large extents of land have been acquired over a period of time. It has been noticed that some of these acquired lands have not been updated in the Revenue Records and brought into the prohibited properties list. Consequently, this has resulted in certain Government benefits / subsidies being distributed to land owners, even after the land has been acquired by the Government.

ii. It is therefore necessary that the District Collectors should undertake, in a mission mode, identification and updation of all such acquired lands.

iii. District Collectors shall ensure that all lands acquired under the LARR Act and other relevant Acts are included in the prohibited properties list.

iv. In future, the Collectors shall update the acquired lands in the prohibited properties list before the compensation is paid to the land holders.

5. **Protection of Government Lands:**

i. As mentioned above, there are errors of exclusion in the Prohibited Properties list.

ii. Certain Government lands are not included in the prohibited properties list. The District Collector shall ensure that all such lands are included in the prohibited properties list, without any delay, but not later than 1 month.

6. The District Collectors shall submit the lists in the proforma mentioned below, to the O/o CIG and CCLA in hard copy and softcopy to aig1@igrs.telangana.gov.in and assignmentccla@gmail.com

    i. Acquired lands to be included in prohibited properties list as in Proforma-I

    ii. Lands to be included in prohibited properties list as in Proforma-II (other than acquired lands included in Proforma-I)

    iii. Lands to be excluded from prohibited properties list as in Proforma-III

7. While it may be noted that the updation of prohibited properties is a continuous and ongoing exercise, the tasks of updation in respect of items mentioned in paras 3 & 4 above shall be completed and sent in proformas mentioned in para 6 above, within a period of one week.

Proforma-I
Proforma for Acquired lands to be included in Prohibited Properties list

Sl No	District	Mandal	Revenue Village	Name of the Pattadar	PPB Number	Survey number with sub-division number	Extent acquired in Ac- Gts	Requisitioning Department	Purpose of land acquisition
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*

Proforma -II

Proforma for Lands to be included in prohibited properties list (other than acquired lands included in Proforma-I)

Sl No	District	Mandal	Revenue Village	Land details		Reasons for inclusion in Prohibited List
				Survey number with sub-division number	Extent in Ac- Gts	
1	*2*	*3*	*4*	*5*	*6*	*8*

Proforma -III
Proforma for furnishing list of lands to be excluded from the list of prohibited properties

Sl No	District	Mandal	Revenue Village	Prohibited Land details as per Dharani/CARD		To be Retained		To be Excluded		Reason for change/ modification
				Survey number with sub-division number	Extent in Ac- Gts	Survey number with sub-division number	Extent in Ac- Gts	Survey number with sub-division number	Extent in Ac- Gts	
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*

I. <u>Sadabainama cases:</u> In continuation to the instructions issued in CCLA's Ref No. LR.2/625/2016, dtd: 17-10-2020, regarding receipt of applications, the following guidelines are issued for processing of the applications.

1. The village wise applications received for regularization of sadabainama in MeeSeva shall be made available online.
2. Preliminary scrutiny of the application will be done by the system on the basis of earlier rejection, LTR cases, disqualified localities such as urban areas, prohibited properties list, status of farmer (small & marginal farmer or not).
3. Ineligible applications will be summarily rejected.
4. The list of eligible cases with full details will be sent to the Collector's login.
5. In the phase-1, Collector shall initially take up only villages with less than 100 applications for field enquiry.
6. Villages with more than 100 applications will be taken up later.
7. Collector will visit villages on a pre fixed schedule and conduct field enquiry.
8. During field enquiry, Collectors will decide on the eligibility of the application on the basis of
    - physical possession of the applicant,
    - date of execution of sadabainama,
    - valid objection raised by seller / his legal heirs, if any
    - court cases/disputes, if any
    - category of lands (such as LTR in possession of Non Tribal, Government, Assigned, Agricultural ceiling, Wakf, endowment, Non Agricultural land, Bhoodan, Inam where ORC not issued, PT who sold to 3rd parties),
    - registrations, if any, after the date of sadabainama transaction

9. After enquiry, Collector shall record the finding of the enquiry electronically in the format given in Proforma-IV.
10. The field observations in the checklist generated shall be updated in the District Collector's login. Based on the field observations the cases may be approved or rejected, subject to the outcome of the case pending before the Hon'ble High Court.

Proforma-IV

Format- Check list for field enquiry of Sadabainama Applications

Date of field enquiry _____

I. Land Details:(system generated)					
District:		Mandal:		Village:	
Survey/ Sub Division Number:		Extent:		Date of sadabainama Transaction:	

II. Buyer/Seller details: (system generated)		
Details	Buyer	Seller
Name:		
Father/ Husband Name:		
Community:		
PPB (if available):		
Total Extent of Land:		

III. Field enquiry findings:	
a) Buyer is in possession of the Land	Yes/No
b) Date of purchase (prior to 02-06-2014.)	Yes/No
c) Valid objection by the Seller (s) or his/her legal Heirs.	Yes/No
d) Any disputes / court cases on the lands.	Yes/No
e) Category of Land	Yes/No
• LTR in possession of Non Tribal	
• Government	
• Assigned	
• Agricultural ceiling	
• Wakf	
• endowment	
• Non Agricultural land	
• Bhoodan	
• Inam where ORC not issued	
• PT who sold to 3rd parties	
• None	
IV. Recommendation:	Approve or Reject
	Signature of Collector

J. Any other land matters:

1. A facility is made available in Dharani for the citizens to apply for redressal of any other land matter, which is not covered above, by giving the land details and brief description of the issue in the format mentioned in proforma-V.
2. These details will be made available to the District Collector in collector's login of Dharani portal.
3. The District Collectors are requested to enquire into these applications and dispose of the same expeditiously.

III. TIMELINES:

The District Collectors shall give utmost and complete the priority tasks within the time frame given as follows:

Sl. No	Item	Timeline
1	Disposal of Revenue cases by Special Tribunal	1 Month
2	Pending Mutation cases (including Sold Out cases)	1 week*
3	Companies/ Institutions	1 week*
4	Aadhaar pending cases	1 week*
5	NRIs (Without Aadhaar)	1 week*
6	Missing extents in Pattadar Passbooks	1 week*
7	LTR cases	1 Month
8	Updation of Prohibited Properties	1 week*
9	Sadabainama cases	3 Months
10	Any other land matters	1 week*

* From the date of application

IV. REPORTING FORMAT:

The District Collectors shall send weekly reports to CCLA on the above items in the format as follows.

Consolidated Report

District:

Sl. No.	Item of Work	Receipts		Disposal		Pendency	% Pendency
		During this week	Cumulative	During the week	Cumulative		
1	Special Tribunals						
2	Pending Mutations (Including sold out cases)						
3	Companies/ Institutions						
4	NRI cases						
5	Aadhaar pending cases						
6	Missing extent in Pattadar Passbooks						
7	LTR cases						
8	Updation of prohibited properties						
9	Sadabainama cases						
10	Any other land matters						
Total							

V. It shall be the primary responsibility of the District Collector to address and dispose of the above issues. District Collectors, if necessary, may seek the assistance of Additional Collector Revenue / Additional Collector Local bodies in attending to this work, sparingly. The District Collectors shall evince personal interest in these matters and delegation of said items of work to any other officer(s) shall be avoided.

District Collectors shall scrupulously follow the above instructions and ensure that the entrusted tasks are completed within the stipulated time frame.



CS & CCLA (FAC)

To,
All the District Collectors in the State.

Copy to the CS to Government, Revenue Department Secretariat, Telangana, Hyderabad for kind information.