

GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT DEPARTMENT

Memo.No.8235/PIq.III/2020

Dated:30-07-2024

Sub: MA & UD Department - Regularization of Unapproved and Illegal Layout Rules, 2020 – Request for processing of LRS applications in all ULBs, UDAs and Grama Panchayats – Instructions - Issued – Regarding.

Ref: 1. G.O.Ms.No.131, MA&UD (P3) Department dt.31.08.2020
2. G.O.Ms.No.135, MA&UD (P3) Department dt.16.09.2020

In the reference 1st & 2nd cited, Government orders were issued for regularization of un-authorized Plots / Layouts on payment of regularization charges as stipulated therein. In order to simplify and streamline the LRS application disposal process a transparent online tool is designed by CGG. To ensure that the process is followed in a systematic manner and both the Irrigation & Revenue Departments are kept in loop, so that no regularization of Plots / Layouts taken place in Water Bodies, Government lands etc., the following guidelines are hereby issued:

- 1) There will be three levels of scrutiny and approval for regularization of plot and four levels for regularization of layout under LRS
- 2) Level-0 : System based Filtration by CGG:-
 - a. CGG has taken up system-based filtration of Prohibitory Properties Data from IGRS and Dharani by Matching with the Sy.Nos. of LRS application data (completed).
 - b. The LRS applications will be clustered by Sy.No. wise and Village wise. Each cluster will be given unique number for ease and speedy field work/enquiries.
 - c. In case of applications falling in prohibitory property list the applicants will be informed of the same through auto generated shortfall letter.
 - d. In response to this applicant can resubmit the application with additional documents if any in support of his ownership over the plot.
 - e. The resubmitted applications will directly go to L1 who will further scrutinize the documents and process the application.
 - f. The list of applications filtered under Prohibited category will also be shared with IGRS so that registrations will not take place in those plots.
- 3) Level-1: Field Verification by MultiDisciplinary Teams
 - a. The team consisting of Revenue Inspector, Irrigation AE and Town Planning Supervisor of ULB/ JPO of UDA/EO of Gram Panchayat
 - b. The team shall Scrutinize applications falling in the category of objectionable lands: WAQF, Endowment, Inaam, assigned land, Ceiling land, Court disputes, Evacuee property, Shikam land etc., buffers of water bodies, Nalas, Lakes and Tanks, Heritage buildings, and defense lands etc.,
 - c. Mobile app developed and available will have with 3 logins for Irrigation, Revenue and Town Planning Officials (of L1 stage) who will fill the checklist and also enter the Geo coordinates of the plot.
 - d. The team shall verify whether the plots are getting affected by any Stream /Nala/ Water Body/HT line and their buffer etc.

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- e. The team members have to sign and give their remarks as below.
 - i) Revenue Inspector: Remarks related to Title and Government land and if any objectionable lands.
 - ii) Assistant Engineer, Irrigation: Remarks related to water bodies.
 - iii) Town Planning supervisor: Remarks related to town planning norms.
 - f. After field verification the multi-disciplinary team shall either recommend or reject or ask for additional information (Shortfall) for each of the LRS application. Rejections and shortfalls will be intimated through online to applicants for further action at their end.
 - g. Once all the remarks are entered the application will move to the Level -2 who is the Town Planning Section Head of the Municipality / Corporation, C.P. O in U.D. As and Divisional Panchayat Officer in case of Gram Panchayats outside UDAs/ULBs.
 - h. One percent of L1 completed applications will be sent to Deputy Tahsildar / Tahsildar for random verification.
- 4) Level-2: Scrutiny of the Proposals by CPO/TPO (Section Head) / DPO
- a. All the applications which have been forwarded by L1 will be scrutinized with reference to access road width, Master Plan provisions, zoning regulations, and open space, other technical & planning parameters.
 - b. In respect of applications which are in full shape, fee intimation letter will be generated and communicated to the applicant.
 - c. After fee payment the application will be forwarded to L3 stage.
 - d. In case any shortfall information is observed, shortfall letters will be generated and informed to the applicant.
 - e. In case of recommended for rejection, the application will be forwarded to L3.
- 5) Level-3: Scrutiny and Approval by Mpl. Commissioner/ V.C, UDA/Addl. Collector (LB)
- a. The applications received from L2 will be verified and also check the payment received in case of recommended applications.
 - b. In case the recommended applications are eligible for regularization as per LRS-2020 Guidelines the same shall be approved and the proceeding will be auto generated by the system.
 - c. In case of rejection, rejection letter will be auto generated.
 - d. In case of layouts the L3 Officer to forward to L4.
- 6) In respect of Layouts, the applications will be verified by Additional Collector (Local Bodies) in the Districts and City Planners & Directors Planning in GHMC & HMDA and Additional Collectors (LB) in case of Gram Panchayats. Final Approval for layouts will be given by Metropolitan Commissioner for HMDA area, Commissioner, GHMC for GHMC area, District Collector for the rest of the areas.
- 7) The District Collector / MC-HMDA / Commissioner, GHMC shall take active role in the disposal of LRS applications in time. Dashboard will be provided to all The District Collector /MC-HMDA /Commissioner, GHMC to monitor the progress of disposal. The following are the activities to be taken up by the District Collector / MC-HMDA / Commissioner, GHMC shall:

- a. The details of Revenue Inspector and AE, Irrigation for each Municipality and Gram Panchayat also to be furnished to CGG for creation of Individual logins.
 - b. The Level-1 Joint Inspection by Multi-disciplinary team will be very crucial in the process of LRS disposal. The District Collector will monitor the work to this multi-disciplinary team and ensure that, the inspection and scrutiny at level-1 is done in a time bound manner.
 - c. The District Collector/MC-HMDA/Commissioner-GHMC shall also conduct training to these teams in collaboration with CGG technical team.
 - d. The District Collector/MC-HMDA/Commissioner-GHMC shall also ensure that, the random verification (1% of L1 completed applications) by Deputy Tahsildar / Tahsildar shall be done in the prescribed time frame.
 - e. Awareness programs may be conducted at District / Mandal / Municipality level to sensitize the LRS applicants.
 - f. Help desks shall be established at District Collector/ ULB/UDA level.
 - g. The complete process of LRS applications is online without physical interaction and simple to follow
 - h. Collectors shall monitor and supervise the entire process of disposal of applications except for GHMC and HMDA where Commissioner and Metropolitan Commissioner respectively will monitor the progress and use the services of the District collectors wherever necessary.
 - i. Special Drive shall be taken up starting from August first week and see that the field verification is completed in next three months.
2. All the District Collectors, MC HMDA, Commissioner GHMC, DMA, DTCP, Revenue Department, Inspector General Stamps and Registration, Irrigation Department and Commissioner Panchayat Raj shall take necessary action for disposal of LRS applications accordingly.
3. Further informed that there will be a Video Conference by the Chief Secretary to Government on this subject matter on 1st August 2024, the concerned officers in the address entry are requested to attend the Video Conference meeting with relevant information positively.

M. DANA KISHORE
PRINCIPAL SECRETARY TO GOVERNMENT

To

All the District Collectors – through DMA
The Metropolitan Commissioner, HMDA,
The Commissioner, GHMC
The Director of Municipal Administration
The Director, Town & Country Planning
The Commissioners of ULBs – through DMA
The Vice Chairman of UDAs – through DMA
The Additional Collectors – Local Bodies through DMA
The Commissioner Panchyat Raj

with a request to issue instructions to the concerned

The CCLA – with a request to issue instructions to the concerned

The Commissioner, Registration & Stamps –

With a request to issue instructions to the concerned

The Engineer-in-Chief (Irrigation)

With a request to issue instructions to the concerned

The PS to Principal Secretary to Government, Revenue Department

The PS to Principal Secretary to Government, Panchayat Raj Department

The PS to Secretary to Government, Irrigation Department

SF/SCs

//FORWARDED ::BY:: ORDER//


SECTION OFFICER