

Office of the Commissioner and Inspector General of  
Registration and Stamps, Telangana., Hyderabad.

Circular Memo No.G1/2717/2019

Dt: 20.05.2019

Sub:- Registration and Stamps Department – Registration Act, 1908 –  
Verification of details of Ownership in municipal areas – PTIN and  
VLTA – Instructions reiterated and further instructions – Issued -  
Regarding.

Ref: C&IG(R&S), T.S., Hyderabad Circular Memo No. G/2280/2017,  
Dt:17.04.2017

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The attention of all the Sub-Registrars and officers of the department is invited to the reference cited, wherein it was informed that Section 21 &22 of Registration Act, 1908 deals with the subject of identifier of the immovable property and prescribes that the property mentioned in the document shall be sufficient to identify the same. Property identification is one of the golden principles of Registration law, without the same, the concept of *notice to the world* is a failure. It was also informed that while adapting the Registration Rules made under the Registration Act, 1908 through (Telangana Adaptation) Order, 2016, rule 30 was amended and the same is extracted hereunder:

*“30. (i) A document which relates to land shall, before it is accepted for registration, be checked with survey numbers and sub-division in the land records maintained in the Land Records Data Base Management System of the Department, in order that the registering officer may cause in correct or fictitious, numbers, entered in the document to be rectified”.*

*(ii) The document shall not be accepted for registration and shall be returned for rectification with suitable endorsements, in the following circumstances:-*

- (a) If the field is described in the document without any reference to any survey number;*
- (b) If the survey number or sub-division entered in the document is not found in the Land records;*
- (c) If the field is described in the document with reference to a survey number and sub-division if applicable, but the description is not sufficient to identify the property.”*

The above rule is relating to identifier in respect of agricultural lands.

After careful examination of the issue and also keeping in view the spirit of Section 21 and 22 of Registration Act, 1908 and rules made thereunder and Standing Order 708 of Registration Manual (Part II), the following instructions were issued for urban properties as under:

- i) Whenever a structure is transacted under a document in urban local body area, the Sub-Registrar shall insist the parties to mention in the document in addition to the door number, the Property Tax Identification Number (PTIN) issued by the concerned municipal office. The Sub-Registrar shall also verify the details of ownership and other information like plinth area, type of structure, age of structure etc from the web service provided; and if the details are tallied then he may proceed to register the document;
- ii) Whenever an open plot is transacted under a document in urban local body area, the Sub-Registrar shall insist the parties to mention in the document in addition to the plot number, survey number etc., the Vacant Land Tax Assessment Number (VLTA Number) issued by the concerned municipal office. The Sub-Registrar shall verify the details of ownership and other

information like extent of plot etc. from the web service provided; and if the details are tallied then he may proceed to register the document.

- iii) If the details in the municipal records are not tallied with the information mentioned in the document, then the Sub-Registrar may ask the parties to get the details reconciled so that there will be no issues with regard to mutation of property in question.
- iv) In case of un-assessed properties, whether structures or plots, the Sub-Registrar may ask the parties to get them assessed and if parties reluctant to do so, the Sub-Registrar may obtain an declaration from the parties stating that the property in question was un-assessed and they abide by the municipal law.

The above instructions are reiterated and the Sub-Registrars are instructed to verify PTIN/VLTA through the link provided in CCA mandatorily. If the link provided in the CCA is not working, the Sub-Registrars shall verify CDMA/GHMC websites, as the case may be so as to find the PTIN/VLTA details of structures and open plots etc., If the details are tallied with that of the Municipal records, then only the Registration shall take place otherwise the document shall be returned with a request to reconcile with Municipal records.

It is further instructed that in the cases where the party gives declaration that the property is unassessed, the Sub-Registrar shall re-verify from the link and if found that the said declaration given by the party is wrong, he may proceed under section 82 and 83 of the Registration Act, 1908 in consultation with Public Prosecutor concerned, if there is a *prima facie* case of fraud played on the statute by the parties. This would bring discipline in the public at the same time ensures speedy disposal of mutation requests as soon as the data is transferred online to the Municipal authorities.

These instructions shall be followed scrupulously.

Sd/- T. Chiranjeevulu,

Commissioner & Inspector General of  
Registration and Stamps, Telangana, Hyderabad.

To all the Sub-Registrars and Officers.  
Copy to the CDMA, Telangana  
Copy to the Commissioner, GIIMC.

  
for Commissioner & Inspector General of  
Registration and Stamps, Telangana, Hyderabad.