

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

From
Dr. B. Janardhan Reddy, IAS.,
Commissioner & Director of
Municipal Administration,
640, A.C. Guards, Hyderabad.

To
All the Municipal Commissioners,
in the State.

Lr.No.003 /DEABAS/MAARC/TS/C&DMA/2014

Date:05-09-2015.

Sir,

Sub: Telangana State- Accounting reforms in the ULBs- certain instructions-
issued-reg

Ref: Lr.No.003/DEABAS/MAARC/TS/CRDMA/2014, dt.01-07-2015, 06-07-2015
& 16-07-2015

I invite attention to the subject cited and inform that number of instructions were issued during the review meetings and video conferences on the Accounting reforms and need to establish transparency in accounting procedures in order to identify and avoid Misappropriations at initial stages only. The Double Entry Accrual Based Accounting System (DEABAS) is being implemented in certain ULBs and the money received by the Municipality is being tracked by this office like date of remittances in Bank and details of expenditure etc. However action is being taken to extend the reform to all the remaining ULBs also. On the other hand there is still manual collection of Property Tax in practice in many ULBs, it has become difficult to track the actual money received by the Bill Collector and money deposited in the Municipality. In view of above, the following further instructions are issued for strict compliance.

1. The manual collection for Property Tax and Water Tax shall be dispensed, wherever possible with and Tax payers shall be encouraged to pay their Taxes in MEE-Seva centers or "online" counters established in the office.
2. The daily collection of Property Tax and Water Tax through MEE-Seva centers and E-Suvidha application shall be reconciled invariable on daily basis.
3. Hand held devices for collection of Taxes and Non-Taxes shall be procured immediately, which would go a long sway in curbing illegal activities to avoid temporary Misappropriation.
4. Monthly accounts shall be reconciled with Treasury and Banks without fail.
5. The monthly receipts and expenditure shall be placed before council for information.
6. The bill books, Irsalnama of the Bill Collectors shall be verified on daily basis by a designated person and name of the person shall be intimated to this office.
7. The Municipal Commissioners shall verify daily remittance of chitta collection in the Bank and also Irsalnamas of the Bill Collectors.

8. The council may also be encouraged to verify reconciliation figures for having better transparency with regard to collection and remittances of Municipal money.
9. It may be noted that Mis-appropriation of Municipal funds shall lead to disciplinary action besides initiating criminal action as per law.

In view of above all the Municipal Commissioners shall be highly vigilant with regard to collection of taxes and Non-Taxes and ensure its prompt remittance in bank and do not give any scope for mis-appropriation of funds and the same may also be appraised to the Municipal Councils.

Yours faithfully
Sd/-B.Janardhan Reddy
Commissioner and Director

Copy to the all the Mayors and Chairpersons for information

//t.c.f.b.o//


SUPERINTENDENT