

PROCEEDINGS OF THE COMMISSIONER, GREATER HYDERABAD MUNICIPAL CORPORATION, HYDERABAD

**Present: R.V.KARNAN, IAS
Commissioner, GHMC**

Proceeding No. 5352/GA/OP1/GHMC/2025

Dated: 03/12/2025

11	NAGARAM	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.28	ZONAL COMMISSIONER ZONE-SECUNDERABAD
12	POCHARAM	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.15	ZONAL COMMISSIONER ZONE-L B NAGAR
13	GHATKESAR	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.02	ZONAL COMMISSIONER ZONE-L B NAGAR
14	GUNDLAPOCHAMPALLY	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.19	ZONAL COMMISSIONER ZONE-KUKATPALLY
15	THUMKUNTA	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.29	ZONAL COMMISSIONER ZONE-SECUNDERABAD
16	KOMPALLY	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.25	ZONAL COMMISSIONER ZONE-KUKATPALLY
17	DUNDIGAL	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.26	ZONAL COMMISSIONER ZONE-KUKATPALLY
18	BOLLARAM	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.21	ZONAL COMMISSIONER ZONE-KUKATPALLY
19	TELLAPUR	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.20	ZONAL COMMISSIONER ZONE-SERLINGAMPALLY
20	AMEENPUR	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.22	ZONAL COMMISSIONER ZONE-SERLINGAMPALLY
21	BADANGPET	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.09	ZONAL COMMISSIONER ZONE-CHARMINAR
22	BANDLAGUDA JAGIR	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.17	ZONAL COMMISSIONER ZONE-SERLINGAMPALLY
23	MEERPET	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.05	ZONAL COMMISSIONER ZONE-L B NAGAR
24	BODUPPAL	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.16	ZONAL COMMISSIONER ZONE-SECUNDERABAD
25	PEERZADIGUDA	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.14	ZONAL COMMISSIONER ZONE-L B NAGAR
26	JAWAHARNAGAR	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.30	ZONAL COMMISSIONER ZONE-SECUNDERABAD
27	NIZAMPET	DY.MPL.COMMISSIONER GHMC, CIRCLE NO.24	ZONAL COMMISSIONER ZONE-KUKATPALLY

3. Further, the Deputy Municipal Commissioners, are requested to take immediate action on the following:-

- To cease the minute's book of Municipality/Corporation.
- To close the existing bank accounts by transferring the account balance to the existing GHMC Bank Account. The details are as follows:
 - **Name: Commissioner, GHMC General Fund**
 - **Account Number: 52082155599**
 - **Bank: SBI**
 - **Branch: MCTB Branch**
 - **IFSC Code: SBIN0020432**
- To erect a name board of Greater Hyderabad Municipal Corporation on the office building and other boards as required.

4. Further, the Deputy Municipal Commissioners, are also requested to furnish the following details immediately in the following Proformas 1 to 9 below as prescribed (copies enclosed) to the undersigned for taking necessary action:

Proforma-1. Profile of ULB

Proforma-2. The Statement showing the particulars of Employees working in the ULB

Proforma-3. The Statement showing the immovable properties owned by the ULB

Proforma-4. The Statement showing the details of the Movable properties owned by the ULB

Proforma-5. The Statement showing deposits and investments held by the ULB

Proforma-6. The Statement showing the DCB of taxes and Non-taxes of ULB.

Proforma-7. The Statement showing details of ongoing schemes in ULB.

Proforma-8. The Statement showing the works/materials bills to be paid.

Proforma-9. The Statement showing the Building/Layout Permissions issued during the last Three Years.

5. The Municipal Commissioners of (27) erstwhile Corporations/Municipalities are requested to extend their cooperation and transfer all the movable and immovable properties of to the Deputy Municipal Commissioners, GHMC duly adhering to the rules and regulations in the matter.

6. Further, the Deputy Municipal Commissioners, GHMC shall submit the compliance report in the matter by 05.12.2025, without fail.


**COMMISSIONER
GHMC**

1. All the Deputy Municipal Commissioners, GHMC.
2. The Special Officers of (7) Municipal Corporations and (20) Municipalities.
3. The Regional Director cum Appellate Commissioner of Municipal Administration, Hyderabad for information and necessary action.

Copy to:

1. The District Treasury Officers, Ranga Reddy, Medchal-Malkajgiri and Sangareddy Districts for information and necessary action.
2. The District Collectors, Ranga Reddy, Medchal-Malkajgiri and Sangareddy Districts, for information and necessary action.
3. The Additional Collector, LBs, Ranga Reddy, Medchal-Malkajgiri & Sangareddy Districts for information and necessary action.
4. The Director of State Audit Department, Telangana, Hyderabad.
5. The Director of Treasuries and Accounts, Telangana, Hyderabad for information and necessary action.

6. The Engineer - in - Chief (PH), Telangana for information and necessary action.
7. The Director of Town and Country Planning Department, Telangana, Hyderabad for taking further action in the matter.
8. The Mission Director, Mission for Elimination of Poverty in Municipal Areas (MEPMA), Telangana, Hyderabad for information.
9. The Managing Director, TUFIDC Ltd, Telangana, Hyderabad for information.
10. The Superintendents of all sections of this office for information.
11. Copy submitted to the Principal Secretary to the Government, MA & UD Department, Dr. B.R. Ambedkar, Telangana Secretariat, Hyderabad, for information.
12. Copy submitted to the Commissioner & Director of Municipal Administration, Telangana State, Hyderabad with a request to kindly issue suitable instructions to the concerned for smooth transfer of charge.

Proforma-I
Profile of ULB:

Name of the ULB :
Name of the Mandal :
Name of the District :

Sl. No	Item	Units	Details
1	2	3	4
1. General			
1-1	Year of Constitution as ULB	Year	
1-2	Area	Sq. Kms	
1-3	Grade of ULB	Grade	
1-4	Population	2001 Census	Male
			Female
			Total
		2011 Census	Male
			Female
			Total
1-5	Existing No. of House Holds (ULB wise)	Nos.	
1-6	Existing No. Wards (ULB wise)	Nos.	
1-7	Slums	Notified	Nos.
		Non-Notified	Nos.
1-8	Slum Population	Nos.	
1-9	Annual income (incl. Grants) during the last 3 years	Rs. In Lakhs	Year
			Amount
			Year
			Amount
			Year
			Amount
1-10	Annual expenditure (during the last 3 years)	Rs. In Lakhs	Year
			Amount
			Year
			Amount
			Year
			Amount

Sl. No	Item	Units	Details
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
2. Civil Infrastructure			
2-1	CC Roads	Length in Kms	
2-2	BT Roads	Length in Kms	
2-3	WBM/Metal Roads	Length in Kms	
2-4	Motorable Kutcha Roads	Length in Kms	
2-5	Non-Motorable Kutcha Roads	Length in Kms	
2-6	Pucca Drains	Length in Kms	
2-7	Kutcha Drains	Length in Kms	
2-8	Street Lighting- Central Lighting/High Mast Lights	Nos.	
2-9	Street Lighting - SV Lamps	Nos.	
2-10	Street Lighting - Tube Lights	Nos.	
2-11	Street Lighting - Bulbs	Nos.	
2-12	Source of Water Supply	River/Canal/Bore well	
2-13	Protected Water Supply Scheme available	Yes/No	
2-14	If PWS is available, House Services Connections	No. of Taps	
2-15	Public Taps	Nos.	

Sl. No	Item	Units	Details
1	2	3	4
3. Social Infrastructure			
Hospitals:			
3-1	Government Hospitals	Nos.	
3-2	Primary Health Centers	Nos.	
3-3	Private Hospitals	Nos.	
Schools:			
3-4	High Schools	a) Maintained by Zilla parishad	Nos
		b) Maintained by Govt.	Nos
		c) Private Schools	Nos
3-5	Upper Primary Schools	a) Maintained by Zilla parishad	Nos
		b) Maintained by Govt.	Nos
		c) Private Schools	Nos
3-6	Primary Schools	a) Maintained by Zilla parishad	Nos
		b) Maintained by Govt.	Nos
		c) Private Schools	Nos
3-7	Colleges	a) Maintained by Govt.	Nos
		b) Private Colleges	Nos
3-8	Other Educational Institutions	a) Maintained by Govt.	Nos
		b) Private Colleges	Nos
Others:			
3-9	Agricultural Market Committee Yards	Nos	
3-10	Burial Grounds	Nos	
3-11	Vegetable Markets	Nos	
3-12	Slaughter House	Nos	
3-13	Parks and Play Grounds	Nos	
2-14	Community Halls	Nos	
3-15	Lakes/Tanks	Nos	
3-16	Community Toilet Complexes	Nos	
3-17	Industries	Nos	
3-18	Solid Waste Damping Yard	Extent	

Sl. No	Item	Units	Details
1	2	3	4
4. Immovable Properties			
4-1	Buildings	Nos.	
4-2	Open Lands	Nos. Area in Acres	
4-3	Parks	Nos.	
4-4	Shops Owned by ULB	Nos.	
4-5	Others Specify	Nos.	

Sl. No	Item	Units	Details
1	2	3	4
5. Movable Properties			
5-1	No. of Vehicles:	Type of Vehicle (Particulars of Vehicle ex: 2 Nos Tractors & 1 Auto)	
		Total Vehicle Nos.	
5-2	Furniture	Type of Furniture	
		Nos.	
5-3	Other if any specify		

Sl. No	Item	Units	Details
1	2	3	4
6. Civil Society Organizations			
6-1	SHGs	Nos.	
6-2	Voluntary Organizations	Nos.	
6-3	Colony Welfare Associations	Nos.	
6-4	Civic Exnora Associations	Nos.	
6-5	NGOs	Nos.	

SIGNATURE OF MUNICIPAL COMMISSIONER

DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-2

STATEMENT SHOWING THE LIST OF EMPLOYEES WORKING IN THE ULB

Name of the ULB :
Name of the Mandal :
Name of the District :

**Proforma-2 A
Regular Employees**

Sl. No	Name of the Employee	Designation	Last Pay Drawn	Date of Appointment/Engagement
1	2	3	4	5

Verify cash books/pay bills of the last 12 months
➤ **Check abnormal high pay in excess of norms**
➤ **Check for recently recruited outsourcing workers**

**Proforma-2 B
Time Scale Employees**

Sl. No	Name of the Designation/Post	Name of the Employee	Date of Engagement	Last Pay Drawn
1	2	3	4	5

**Proforma-2 C
Outsourcing Employees**

Sl. No	Name of the Post	Designation (Cadre)	Working Since	Name of the Employee
1	2	3	4	5

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ULB-----

(C) Details of Tank/Pond Owned as on _____.

Sl. No.	Description of The Tank/Pond	Location	Survey Nos.	Area of the Tank/Pond (Acres/Sq. Mtrs)	Whether FTL Fixed	Name of the Owner of the Tank	Remarks
1	2	3	4	5	6	7	8
1							
2							
3							

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DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-4

STATEMENT SHOWING MOVABLE PROPERTIES OWNED BY THE ULB

Name of the ULB :
Name of the Mandal :
Name of the District :

(A) Details of Vehicles Owned as on _____.

Sl. No.	Type of the Vehicle (Tractor, Jeep) etc.,	Age of the Vehicle (in Years)	Registration No. (RC Book)	Engine No.	Chassis No.	Condition of the Vehicle		Remarks
						Working	Non-Working	
1	2	3	4	5	6	7	8	9
1								
2								
3								

(B) Details of other Movable Properties as on _____.

Sl. No	Nature of the Movable Property	Nos.	Condition	Remarks
1	2	3	4	5
1				
2				
3				

(C) Details of Funds available as on _____.

Sl. No	Nature of the Bank where ULB Funds are Lodged	Balance in the Bank	Name of the Scheme to which The Funds relate
1	2	3	4
1			
2			
3			

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DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-5

STATEMENT SHOWING DEPOSITS AND INVESTMENT HELD BY THE ULB

Name of the ULB :
Name of the Mandal :
Name of the District :

DETAILS OF DEPOSITS/FDRS/INVESTMENTS

Sl. No.	Specify the Funds From which Deposit/FDR/Investment made	Deposit/FDR/Investment No.	Deposit/FDR/Investment Date	Bank Name where Deposit in Made	Amount Invested	Amount of interest receivable from the last receipt till the Cut-of date (Rs.)	Maturity Date	Cheque pending to be honored	Remarks
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

SIGNATURE OF MUNICIPAL COMMISSIONER

DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-6

STATEMENT SHOWING DCB OF TAXES AND NON-TAXES OF THE ULB

Name of the ULB :
Name of the Mandal :
Name of the District :

(A) DETAILS OF THE DCB FOR THE LAST THREE YEARS

(Rs. In Lakhs)

Sl. No	Year	TAXES			NON-TAXES		
		Demand	Collection	Balance	Demand	Collection	Balance
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
1							
2							
3							
TOTAL							

Assigned Revenue			Total			Remarks
Demand	Collection	Balance	Demand	Collection	Balance	
<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>

(B) DETAILS OF THE DCB FOR THE LAST THREE YEARS

(Rs. In Lakhs)

Sl. No	Year	Name of the Grant	Name of the Scheme	Agency Sanctioning the Grant	Total Amount Received	Date from which Scheme is Implemented	Remarks
1	2	3	4	5	6	7	8
1							
2							
TOTAL							

(C) DETAILS OF GIFTS/CONTRIBUTIONS RECEIVED DURING LAST THREE YEARS

Sl. No	Year	Name of the Agency Donating Gift or Contribution	Purpose	Received in the shape of Cash or other form	Amount Received	Remarks
1	2	3	4	5	6	7
1						
2						
TOTAL						

SIGNATURE OF MUNICIPAL COMMISSIONER

DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-7

DETAILS OF ONGOING SCHEMES IN ULB

Name of the ULB

Name of the Mandal

Name of the District

.....

(Rs. In Lakhs)

Sl. No	Name of the Project (Scheme Wise)	Location of the Project	Years in which Sanctioned	Works order No. With Date	Estimated const	Amount already paid	Balance to be paid	Source of Funds	Date of completion of The Project
1	2	3	4	5	6	7	8	9	10
1									
2									
3									

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ULB-----

Proforma-8

STATEMENT SHOWING WORKS/MATERIALS BILLS TO BE PAID

Name of the ULB :
Name of the Mandal :
Name of the District :

Sl. No	ULB Resolution	Date of Resolution	Sanctioned amounts per Resolution	Name of the Contractor/Supplier	Date of Completion of Work	MB. No	Name of the Work/ Material Supplied	Part Bill/ Final Bill	Amount Payable in Rs	Remarks
1	2	3	4	5	6	7	8	9	10	11
1										
2										
3										

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DY.MPL.COMMISSIONER, GHMC

ULB-----

Proforma-9

**STATEMENT SHOWING BUILDING/LAYOUT PERMISSION DETAILS
DURING LAST THREE YEARS**

Name of the ULB :
Name of the Mandal :
Name of the District :

Sl.No	No. of approved Building permissions	No. of approved layout Permissions	Remarks
1	2	3	4

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ULB-----