

**Schedule III**  
**(Sub-Section (2) of Section 58 of Telangana Municipalities Act 2019)**

S.No	Name of the Municipal Service	Documents required	Time line	Officers involved in this process	Approval by	Online Link
1	Property Tax – Property Tax Assessment of building	Registered Document / Court Decree / Affidavit, Building Permission Number	instant	Online	Municipal Commissioner	Self assessment on registration of property by IGRS and on issue of building permission by TsbPass & <a href="https://cdma.cgg.gov.in/CDMA_PT/SelfAssessment/SelfAssessment">https://cdma.cgg.gov.in/CDMA_PT/SelfAssessment/SelfAssessment</a>
2	Vacancy remission	Assessment copy / proof of vacancy	15 days	Online	Municipal Commissioner	<a href="https://cdma.cgg.gov.in/CDMA_PT/VacancyRemission/Index">https://cdma.cgg.gov.in/CDMA_PT/VacancyRemission/Index</a>
3	Revision Petition	Application with Assessment Number details	15 days	Online	Municipal Commissioner	<a href="https://cdma.cgg.gov.in/CDMA_PT/RevisionPetition/MobileNo">https://cdma.cgg.gov.in/CDMA_PT/RevisionPetition/MobileNo</a>
4	Appeal	Application with Review Petition orders	15 days	Authorized person	Regional Director concerned	—
5	Certified Copy of Assessment Register	Free download of assessment details			—	—
6	Vacant Land Assessment	Registered Document / Court Decree / Affidavit	instant	Online	—	<a href="https://cdma.telangana.gov.in/VacantLand">https://cdma.telangana.gov.in/VacantLand</a>
7	Water Tap Connection	Application	14 days	Online	Mission Baghiratha	<a href="https://cdma.cgg.gov.in/cdma_wt/WaterTap/NewWaterTapConnection">https://cdma.cgg.gov.in/cdma_wt/WaterTap/NewWaterTapConnection</a>
8	Trade License	Application with self certification	Instant	Online	—	<a href="https://cdma.cgg.gov.in/cdma_trade/NewTrade/SaveNewTrade">https://cdma.cgg.gov.in/cdma_trade/NewTrade/SaveNewTrade</a>
9	Trade Renewal	Application with self certification	Instant	Online	—	<a href="https://cdma.cgg.gov.in/CDMA_ARBS/CDMA_PG/TLMENU">https://cdma.cgg.gov.in/CDMA_ARBS/CDMA_PG/TLMENU</a>
10	Mutation	On registration, application get auto transfer from Registration Department to Municipality and makes auto title transfer instantly.				Automatic online
11	Certified copy of Building permission	Instant download from website	Instant	Authorized person	—	<a href="http://dpms.dtcp.telangana.gov.in">http://dpms.dtcp.telangana.gov.in</a> and <a href="http://tsbpass.telangana.gov.in">http://tsbpass.telangana.gov.in</a>
12	Land use certificate as per master plan	Application	7days	Online	Municipal Commissioner	—
13	Birth Certificate	Application	instant	Online	Municipal Commissioner	On Registration
14	Child name inclusion in birth Certificate	Application	7days	Online	Municipal Commissioner	Through Mee Seva Centres
15	Name of correction in birth certificate	Application, self declaration	instant	Online	Municipal Commissioner	Through Mee Seva Centres
16	Non-availability of Birth Certificate	Application, self declaration	instant	Online	Municipal Commissioner	Through Mee Seva Centres
17	Death Certificate	Application along with documents prescribed	7days	Online	Municipal Commissioner	Through Mee Seva Centres
18	Name correction in Death Certificate	Application, self declaration	instant	Online	Municipal Commissioner	Through Mee Seva Centres
19	Non availability in Death Certificate	Application, self declaration	instant	Online	Municipal Commissioner	Through Mee Seva Centres
20	Sanitary Certificate for Educational Institutions	Registration and recognised certificate form school education department and application	7days	Authorized person	Municipal Commissioner	—
21	Any other services as prescribed by the Government					