

**GOVERNMENT OF ANDHRA PRADESH**  
**MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (M) DEPARTMENT**

**Memo.No.1426943/M2/2021**

**Dated:03.11.2021**

Sub: Municipal Administration & Urban Development Department – The Andhra Pradesh Regularisation of unapproved Layouts and Plots Rules, 2020 - Preparation & Approval of in Principle Layout pattern for all eligible unauthorised Layouts and disposal of pending applications filed under LRS before 31-03-2022 – Instructions – Issued – SOP to be followed for speedy disposal of pending applications – Reg.

Ref: 1. G.O.Ms.No.10, MA&UD (M) Dept., Dated: 08.01.2020.  
2. From the DTCP, AP, Lr.RoC.No.17/409/2019/PLG, Dated:11.10.2021  
3. Government Memo.No.1426943/M2/2021, dated:03.11.2021.

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The attention of the officers noted in the address entry is invited to the references cited and they are informed that, the Government vide reference 1<sup>st</sup> cited have issued orders for AP Regularization of unauthorized layouts and plots rules. Subsequently the Government from time to time have extended the time limit for disposal of the pending applications filed under LRS, 2020 and finally extended the time limit till 31.03.2022 vide reference 3<sup>rd</sup> cited.

2. It has come to notice of the Government that, though the time limit for disposal of the pending applications filed under LRS, 2020 is extended from time to time, only 14,218 applications are disposed out of 43,753 applications received under LRS, 2020 in the entire state.

3. Therefore, the following Standard Operating Procedure (SoP) shall be scrupulously followed without fail, for speedy disposal of the pending applications filed under LRS, 2020:

- A.) The Municipal Commissioner of respective ULB/ Metropolitan Commissioner or Vice Chairperson of concerned Development Authority shall give personal attention and ensure that pending applications are distributed appropriately and disposed expeditiously.
- B.) The Municipal Commissioner of respective ULB/ Metropolitan Commissioner or Vice Chairperson of concerned Development Authority shall fix targets for;
  1. Issuing intimation letters to applicants.
  2. T.P Section head of ULB/DA shall review the progress on daily basis.
  3. The Municipal Commissioner of respective ULB/ Metropolitan Commissioner or Vice Chairperson of concerned Development Authority shall review the progress on weekly basis.
  4. All intimation letters shall be issued before 15-12-2021.

**(P.T.O)**

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**C) Review Activity:**

1. The RDMA/RDDTPS concerned shall visit respective ULB and submit feedback to CDMA & DTCP.
2. The CDMA and the DTCP shall view the progress once in a fortnight and shall send report to Government.
4. The Commissioner & Director of Municipal Administration, AP and the Director of Town & Country Planning, AP are therefore directed to issue necessary instructions to all the concerned for taking further necessary action in the matter. Regular reviews will be conducted at Government level on this issue.

**Y. SRILAKSHMI  
SPECIAL CHIEF SECRETARY TO GOVERNMENT**

To

The Commissioner & Director of Municipal Administration, AP, Guntur  
The Metropolitan Commissioner, Visakhapatnam Metropolitan Region Development Authority, Visakhapatnam  
The Metropolitan Commissioner, Amaravati Metropolitan Region Development Authority, Vijayawada  
The Vice- Chairperson, Tirupati Urban Development Authority, Tirupati  
The Director of Town & Country Planning, AP, Mangalagiri

**Copy to:**

All the ULBs in the State through the CDMA, AP  
All other Urban Development Authorities in the State through the DTCP, AP  
SF/SCs.

**// FORWARDED :: BY ORDER //**

  
**SECTION OFFICER**  
