

THE CALCUTTA MUNICIPAL CORPORATION
Assessment Department

Application form for exemption from the consolidated rate under section 172(1)(b)(ii) of the Calcutta Municipal Corporation Act,1980 in respect of lands or buildings used extensively for purposes of public charity or for the purpose of medical relief or education of poor, free of charge

For the year

1. Name of the Institution :

2. Address :

3. Premises for which exemption is applied for :

4. Ward No. :

5. Whether the land or building was already granted exemption by the Corporation on the strength of notification in official Gazette by the State Government under Section 167(1) of the Calcutta Municipal Act,1951. If so, the year such exemption was last granted, the number and date of the notification may be noted and a copy thereof enclosed.

6. Total expenditure incurred during the previous year.

7. Names of members with their address, and the names of Corporation Representatives, if any, on the Governing Body or the Managing Committee of the Institution for the year

8. Annual report and statement of audit accounts for the previous year, i.e.
... .. enclosed.

[The Corporation on the 12th August, 1936, directed that all institutions applying for Corporation grants of Rs.1,000 or more (including rates where exemption is given from Corporation rates)for any year, must have their accounts audited at least once a year, by a chartered Accountant or a G.D.A or an R.A and shall further submit audited statements of accounts (preferably an Income & Expenditure account and a Balance Sheet) together with the Auditor's reports, such statements covering a period of 12 months ending on a date not earlier than some day of the previous financial year of the Corporation and that no application for grant should be considered before such audited accounts are submitted.]

Dated 20

*Signature of applicant
(with designation)*

We also undertake to inform the Corporation in writing in case such land or building or portion thereof is used for any trade or business or for letting out, within one month of such use of land and building or portion thereof or if the land or building or portion thereof is used for any purpose other than that for which the notification was issued.

Dated 20

*Signature of applicant
(with designation)*

1. Premises No.
2. Ward No.
3. Annual Valuation
4. Annual Rate(current year)

NOTE OF INSPECTION
(To be filled by the assessing inspector)

1. Date and Time of Inspection.
2. Whether any portion of the land or building is being used for other than charitable purposes.
3. Remarks regarding the working of the institution, income, expenditure, etc.
4. Recommendations.

Note of Deputy Assessor : Signature of Asstt. Assessor.

Signature of Deputy. Assessor.

Signature of Assessor.