



APPLICATION FOR ENTRY OF NAMES IN THE ASSESSMENT REGISTER u/S 183 AND SEPARATION / AMALGAMATION OF NUMBER(S) u/S 178(4) AND APPORTIONMENT u/S 178(2)(II) (PROVISO) OF THE KOLKATA MUNICIPAL CORPORATION ACT., 1980.

1. Premises No..... Wd. No.....
Assessee No(s)
2. (i) Name of the applicant(s) :
(ii) Present Address :
3. Name of the Existing Recorded owner(s) :
4. Purpose of application :
(a) Mutation-Succession (Intestate or Testamentary) or Transfer.
(b) Separation / Amalgamation / Apportionment.
(Tick Mark in (a) or (b) whichever is applicable)
5. Whether Consolidated Rate Bill is paid up-to-date : Yes / No.
i.e., against the Qrs. Falling within the period of date of issue of NOC and filing of the application. If yes, Xerox copies duly attested thereof to be attached.
6. Reference of Sanctioned Development Plan,
if any u/S. 364/365 of CMC Act., 1980 :
7. Number of Documents enclosed as per check list :
(Indicate the item nos. given in the check list)

Dated :

Signature of the Applicant(s)

Seal of the Firm or Co-operative Society whichever is applicable is to be used wherever necessary.

**DOCUMENTS TO BE PRODUCED WITH THE APPLICATION FOR
MUTATION / SEPARATION / AMALGAMATION ETC. IN CASE OF :**

1. **TRANSFER** (i) Certified or attested copy of Deed of Transfer. (Both Page attestation to be made by a Group-A Gazetted Officer of the State/Central Govt. or KMC Officer not below the rank of Dy. Manager or by the Notary Public).

(ii) No outstanding certificates of Consolidated Rate from the Assessment-Collection Department, Law Department and Revenue Department.
2. **SUCCESSION :**
 - (a) **Intestate -**
 - (i) Affidavit in original declaring the legal heirship of the applicant(s)
 - (ii) Original Death Certificate of the Recorded Owner/others issued by the appropriate authority.
 - (iii) No outstanding certificates of Consolidated Rate from Collection wing of the Assessment – Collection Department, Law Department and Revenue Department.
 - (b) **Testamentary -**
 - (i) Certified copy or Xerox copy duly attested by a Group-A Gazetted Officer etc. of documentary evidence showing the devolution of title from the recorded owner(s) as in the Assessment Register to the applicant(s). (No Death Certificate is necessary).
 - (ii) A declaration of the Executor of the Will to the extent that he has relinquished the probated property in favour of the beneficiary is also to be enclosed.
 - (iii) No outstanding certificate of Consolidated Rate from the Assessment Collection Department, Law Department and Revenue Department.
 - (c) **For premises registered under West Bengal Co-operative Society Act., 1973**

Apart from the documents mentioned above at 1 or 2(a) or 2(b) as the case may be, the following documents are also to be enclosed :

 - (i) Copy of resolution of the Society accepting the applicant(s) as member(s) of the Society along with approval of the Deputy Register of the Co-operative Society (Housing) towards such resolution, duly certified by the Secretary/the Chairman of the Society.
 - (ii) Xerox Copy of share Certificate duly certified by the Secretary/the Chairman of the society showing transfer of certificate in favour of the applicant(s) must be attested by Competent Authority.
 - (iii) No outstanding certificate of Consolidated Rate from Collection wing of the Assessment Collection Department, Revenue Department and law Department.
 - (d) **For premises registered under West Bengal Apartment Ownership Act., 1972.**
 - (i) As at 1 or 2(a) or 2(b) above, as the case may be.

Information :—> Please quote your Assessee No. for all Correspondences.
—> Change of Mailing Address to be communicated forthwith.
—> Use your Assessee No. and contact the Treasury counter for payment of P.D. Bills if the same do not reach you timely.

3. SEPARATION :

- (a) Apart from the documents mentioned at 1 or 2(a) or 2(b), a Block Plan (at least to a scale of 20 feet to an inch) of the premises either in the form of Blue Print copy or drawn on tracing cloth showing therein the structural outlines of the mother premises and that of the portion(s) sought to be separated from it, all in distinguishing colours. Separate entrance to the proposed separate portion(s) is to be distinctly shown in the same Block Plan indicating the road leading to entrance. Such Block Plan shall be signed by the applicant as well as by the Drawer of the Plan.
- (b) A Certificate as in proforma – III obtained from the Building Deptt. of KMC shall be enclosed along with the application in form No. A-42 (not applicable in case of separation of premises comprised of vacant land only).
- (c) For separation involving more than three sub-divisions in the mother plot : Clearance u/S 364 & 365 of CMC Act., 1980 is required from the Chief Valuer & Surveyor, CMC. Details of site plan as per above scale is to be submitted with reference to the previous Sanctioned Development Plan with date.
- (d) For separation of the apartments registered under the West Bengal co-operative Societies Act., 1973
 - (i) Certified Copy of Documents of Registration and the list of members approved by the Dy. Registrar of Co-operative Society (Housing)
 - (ii) Block Plan of the floor (at least to a scale of 20 feet to an inch) either in the form of Blue Print copy or drawn on Tracing Cloth showing therein the structural outlines in distinguishing colours for the portions sought to be separated duly signed by the Secretary of the Society, applicant(s) and the Drawer of the Plan.
 - (iii) No outstanding certificate of Consolidated Rate from collection Wing of the Assessment-Collection Department, Law Department and Revenue Department.
 - (iv) Letter of allotment of flats duly signed by the Secretary of the Co-operative Society.
 - (v) Detailed particulars of the flats viz. measurement of flats, cost of construction, measurement of common area, date of possession etc. to be furnished by the Secretary of the Society.

(e) For separation of the apartments registered under the West Bengal Apartment Ownership Act, 1972.

- (i) Certified copy of Document of Registration along with a certificate of eligibility of the premises u/s 14 of the West Bengal Apartment Ownership Act, 1972.
- (ii) As at 3(d)(ii), (iii), (iv) and (v) above.

(f) For apportionment of taxes under the same premises number u/s 178(2)(ii) : The documents required are as at 1 or 2(a) or 2(b) whichever applicable.

4. FOR AMALGAMATION:

- (a) The documents as mentioned at 1 or 2(a) or 2(b) as the case may be.
- (b) Block Plan in the aforesaid scale showing therein the proposed amalgamation of the plots indicating roads etc., signed by the applicant(s) and the drawer of the plan.
- (c) A site plan is also to be enclosed with the prescribed A-42 form showing therein

the existing drainage connections and details of the structure. A copy of the same is to be submitted to the concerned Borough Office too. (Applicable in case the area of the proposed amalgamated plots exceeds 500 sqm.).

5. THIKA PREMISES:

Apart from the documents mentioned at 1 & 2 above whichever is applicable, the Rent Receipt of the Thika Land from the Landlord for the period before 18.01.1982 and also the up-to-date receipted ground rent Challan issued by the Controller of Thika Tenancy, Govt. of West Bengal for the period after 18.01.1982.

Further Information

(1) Be it noted that save and except the case of Intestate/Testamentary succession from the Recorded Owner, a letter of consent from the Existing Recorded Owner in the matter of mutation of name is necessary.

(2) Additional Documents to be attached:

(i) Application indicating willingness to pay the pro-rata liability of arrear dues as in Proforma-I enclosed – in a separate sheet of paper where valuation in respect of mother premises is already determined.

(iii) Undertaking on solemn affirmation to pay pro-rata share of taxes in arrear where valuation of the mother premises in respect of earlier period is yet to be determined (Proforma-II enclosed) – by Affidavit to be submitted separately.

(iv) In case of area within Added Units or within the erstwhile Panchayat area since included in City proper – Certified Copy of R.O.R. shall be enclosed

(3) Land with any water body will not be separated..

(4) For Khatal lands NOC from Controller of Kolkata Thika Tenancy is essential.

(5) The Block Plan which is to be enclosed with the application for Separation/Amalgamation shall contain the signature of the applicant(s) as well as the drawer of the said plan.

N. B. In respect of premises falling within Ward No. 57, 58, 66 and 104 clearance of Chief Valuer & Surveyor, KMC has to be obtained in respect of verification of ownership of land (meant for office only).

PROFORMA – I
(To be submitted separately)

Application indicating willingness to pay pro-rata liability of arrear dues where valuation already determined in respect of mother premises.

To
The Municipal Commissioner
The Kolkata Municipal Corporation.

Sir,

I am to inform you that I am willing to pay the pro-rata liability of arrear dues in respect of the Premises No. under Ward No..... out of the valuation of the mother premises already determined for effecting mutation/separation/amalgamation/apportionment of taxes.

Yours faithfully,

Dated:

Signature of the applicant(s)

PROFORMA – II
(To be submitted separately)

Undertaking on Solemn affirmation for payment of pro-rata of arrear Taxes where valuation is yet to be determined

By Affidavit

I, Sri/Smt.....
S/O/D/O.
by occupationby
faith.....
..... residing at
do hereby solemnly declare and undertake to pay the pro-rata share of taxes in respect of the Premises No.in Ward No. for the period up-to-the quarter prior to the transfer of it/or a portion of it being Flat No. which may be determined after the mutation of the said Premises/Flat No. in my name.

The above declaration is true to my knowledge.

PROFORMA – III

(Not applicable in respect of separation of Premises comprised of vacant land only)

Proforma Certificate

This is to certify that no mandatory space is required to be maintained as per the existing KMC's extant Building Rules in respect of Premises No. In Ward No. Borough No. which is sought for separation with

reference to the application made by for this 'No Objection Certificate'.

Departmental procedure of C.A.'s Deptt

Signature of the E.E.(B)

or

City Architect

CHECK LIST

(To be ticked against the documents supplied)

Please verify whether the following documents whichever applicable, have been enclosed with the application for mutation/separation/amalgamation/apportionment, as the case may be :-

- | | |
|---|--------|
| (1) No outstanding certificate from the Assessment-Collection Deptt., Law Deptt. and Revenue Deptt. | Yes/No |
| (2) Xerox copy of document duly attested indicating right, title and interest in favour of the applicant(s) | Yes/No |
| (3) Letter of consent from the existing Recorded Owner (except in case of intestate testamentary succession). | Yes/No |
| (4) Application indicating willingness to pay pro-rata liability of arrear dues where valuation already determined in respect of mother premises in Proforma-I separately | Yes/No |
| (5) Undertaking on solemn affirmation to pay Pro-rata share of arrear taxes where valuation is yet to be determined in Proforma – II separately. | Yes/No |
| (6) Affidavit in original indicating right, title and interest wherever necessary. | Yes/No |
| (7) Original Death Certificate issued by the appropriate authority wherever necessary. | Yes/No |
| (8) certified copy of resolution of the Co-operative Housing Society accepting membership of the applicant(s) along with approval of the Deputy Registrar of Co-operative Society (Housing) | Yes/No |
| (9) Certified copy of resolution of share certificate indicating transfer of share in favour of the applicant(s) | Yes/No |
| (10) Certified or attested Xerox copy of the deed of transfer. (Both Page attestation is must) | Yes/No |
| (11) Block Plan (at least to a scale of 20 ft. to an inch) showing therein the proposed Separation/Amalgamation indicating entrance, road leading to the entrance duly signed by the applicant(s) and the drawer of the plan. | Yes/No |
| (12) Certified copy of documents of registration and the list of members duly approved by the Deputy Registrar of Co-operative Society (Housing) | Yes/No |
| (13) Certified copy of documents of registration along with a certificate of eligibility of the premises issued by the competent Authority u/S 14 of the West Bengal Apartment Ownership Act., 1972 | Yes/No |
| (14) Rent receipt of thika land from the land lord for the period of 18.01.0982 | Yes/No |
| (15) Ground rent challan issued by the Controller of Thika Tenancy for the period | |

after 18.01.1982

Yes/No

- | | |
|---|--------|
| (16) Any other documents as may be required on the merit of the case as per requirements mentioned in the form. | Yes/No |
| (17) In case of added Units or erstwhile Panchayat area – Certified copy of R.O.R. | Yes/No |
| (18) Reference of Sanctioned Development Plan u/S 364 / 365 of CMC Act., 1980 in case more than three sub-divisions in the mother plot are involved. | Yes/No |
| (19) For separation of premises a certificate as in Proforma – III obtained from the Building Deptt. of CMC. | Yes/No |
| (20) Clearance u/S 364 & 365 of CMC Act., 1980 obtained from the Chief Valuer and Surveyor, KMC for separation involving more than three sub-divisions. | Yes/No |
| (21) For amalgamation a site plan showing the existing drainage connections and details of structure therein, if the area of the proposed amalgamated plot exceeds 500 Sqm. | Yes/No |
| (22) For mutation in case of succession by way of Testamentary a declaration by the executor of the will as at 2(b)(ii) | Yes/No |
| (23) Duly attested Xerox copy of consolidated rate bill relating to the period falling within the period of date of issue of NOC and date of filing of application. | |

Sl. No.
(Indicate the Sl. No. of the documents
attached to the application)

Attached

Signature of Assistant

Signature of Asstt. Assessor

INFORMATION OF MUTATION PROCESSING FEE

- (1) Mutation-Succession (Intestate or Testamentary) or Transfer. – Rs.100/-
- (2) Separation / Amalgamation / Apportionment. - Rs.300/-