Department – Assessment

Name of the Service Given	Procedure for Application	Time required to obtain service
Mutation of Holding	**Submission of :** 1. Duly filled up Mutation Form to be procured from Municipal Office Cash Counter /Downloaded from Municipal Website. 2. Photocopy of Deed. 3. Site Plan 4. Affidavit in original for legal heir and copies of death certificate (in case of Mutation in Succession Ground) 5. For Flats (Mutation with Sub division) i) Occupancy Certificate or C.C. (Form H) ii) General Power of Attorney	**One Month*** * May take time longer than documented depending on situation and conditions
Subdivision of Holding	**Submission of :** 1. Application in plain Paper 2. Partition Deed /Settlement Deed	**One Month**
Amalgamation of Holdings	**Submission of** 1. Application in plain paper 2. Affidavit in original from 1st class Magistrate 3. Amalgamation Plan signed by all concerned parties	**One Month**
Issuance of Certified copy of Assessment Register to the Assessee on demand	**Submission of filled up prescribed form to be availed from Municipal Office Cash Counter**	**7 to 10 Days**