

MUTATION

PROCEDURE :

- The applicant should submit the relevant documents to the concerned Deputy Commissioner / CSC for Mutation / Transfer of title, which are got registered prior to 01.06.2016.
- The Mutation Fee i.e., 0.1% of Market Value shall be paid through Demand Draft in favour of the Commissioner, GHMC.
- The concerned Tax Inspector should verify the premises before change of name physically and verify whether the existing property Tax of the premises is as per Bench Mark rate or not. In case of any under-assessment, the property tax shall be revised as per rules.
- The Deputy Commissioners, will approve the mutation, subject to payment of all property tax dues.
- Mutation Proceedings shall be served to the applicant.

Documents Required:

- i. Notice of transfer under Section 208 of GHMC Act, duly signed by both the Vendor and Vendee.
- ii. Attested copies of property documents and link documents.
- iii. Latest Encumbrance Certificate.
- iv. Non-Judicial Stamp paper for Rs.20/- for each copy of document.
- v. Undertaking on Notarized Affidavit cum indemnity bond on Rs.50/- stamp paper.
- vi. Up to date Tax Receipt.
- vii. Copy of Death Certificate / Succession Certificate / Legal Heir Certificate.
- viii. Mutation Fee @ Rs.0.1% of the Market Value.

Online Mutation: 01.06.2016 onwards:

- As per Government Orders issued in G.O.Ms.No.155, MA&UD Department, dt: 30-05-2016 and G.O.Ms.No.192, MA&UD Department, dt:22-06-2016, the Government have introduced several reforms i.e., Integration of Mutation Process and authorized the Sub-Registrars of Registration and Stamps Department to collect the Mutation Fee at the time of transfer of ownership in immovable property by way of sale or gift or any other instrument. Government directed that the Registration and Stamps Department shall transfer the mutation fee to the respective circle offices along with Transfer Duty and ordered that necessary web services shall also be shared between Registration and Stamps Department and the Commissioner, GHMC.
- i) At the time of registration of property itself, the applicant shall remit mutation fee @ 0.1% by way of DD obtained from any Bank in favour of the Commissioner GHMC to the respective Sub-Registrar of Registration and Stamps Department. The Process of mutation will be initiated suo-moto by the Deputy Commissioner concerned based on the information received online from the Registration Departments web service.
 - ii) During registration process, the Registration Department will capture the data and the transaction details for mutation and the details will be shared with respective GHMC circle office through web services.
 - iii) The official concerned of the GHMC will initiate the process of transfer of title as per rules and procedure in vogue and will circulate the e-file to the Deputy Commissioner for digital approval.
 - iv) After digital approval by the concerned Deputy Commissioner, the approved copy of the order will be placed on the website of the respective circle of GHMC.
 - v) The applicant can login to the website and view the status of mutation.
 - vi) The time frame for completion of the above process is 30 days from the date of receipt of mutation application to the circle office.