

**For various services and obtaining documents from  
ASSESSMENT – COLLECTION DEPARTMENT**

<b>1. <u>Updated Certified Copy of Assessment Book</u></b>	<b><u>Figures in Rupees</u></b>	
<b>A) FOR NON-BUSTEE</b>		
i) Having Annual Valuation up to Rs. 30,000/-	500.00	per assessee
ii) Having Annual Valuation above Rs. 30,000/- but up to Rs. 1,00,000/-	1000.00	per assessee
iii) Having Annual Valuation above Rs. 1,00,000/-	2000.00	per assessee
<b>B) FOR BUSTEE / HUT / COLONY, irrespective of A. V.</b>	100.00	per assessee
<b>2. <u>Searching Fees of Assessment Register From Records Department</u></b>		
<b>(A) FOR NON-BUSTEE</b>		
i) Having Annual Valuation up to Rs. 18,000/-	1000.00	per assessee
ii) Having Annual Valuation above Rs. 18,000/-	2000.00	per assessee
<b>(B) FOR BUSTEE / HUT / COLONY, irrespective of A. V.</b>	100.00	per assessee
<b>3. <u>Statement of Details of Valuation</u></b>		
(A) Having Annual Valuation up to Rs. 30,000/-	100.00	
(B) Having Annual Valuation above Rs. 30,000/- but up to 1,00,000/-	500.00	
(C) Having Annual Valuation above Rs. 1,00,000/-	1000.00	
<b>4. <u>Others</u></b>		
(A) Duplicate copy of Assessment Orders (Rate card)	100.00	
(B) Certificate of details of commercial / non-residential Surcharge for Tenanted portion	200.00	per tenant
(C) Mutation Certificate (1st Copy)	Nil	
(D) Duplicate Mutation Certificate	100.00	
<b>5. <u>For certified copy of Inspection Book for decided A.V. under UAA System</u></b>		
(A) Having Annual Valuation up to Rs. 30,000/-	1000.00	
(B) Having Annual Valuation above Rs. 30,000/- but up to Rs. 1,00,000/-	2000.00	
(C) Having Annual Valuation above Rs. 1,00,000/-	5000.00	

■ **Double the rate to be charged in case of Premises having Non-Residential use**

**RATES, TAXES, FEES & CHARGES FOR THE YEAR 2022-2023**

<b>6. <u>Certified copy of Inspection Book for decided A. V. under ARV System</u></b>	<b><u>Figures in Rupees</u></b>	
(A) Having Annual Valuation up to Rs. 12,000/-	1,000.00	
(B) Having Annual Valuation above Rs. 12,000/- but up to Rs. 18,000/-	2,000.00	
(C) Having Annual Valuation above Rs. 18,000/-	5,000.00	
<b>■ <u>Double the rate to be charged in case of Premises having Non Residential Use</u></b>		
7. Information to the owner, lessee, sub-lessee or occupier regarding Apportionment of Property Tax for Land or Building for any period (applicable U/S 194/230 of KMC Act., 1980)	200.00	Per Occupier per Period
<b>■ <u>Double the rate to be charged in case of Premises having Non Residential Use</u></b>		
8. Processing of application for <b>Mutation of Simple/Separation / Apportionment cases and mutation of Un-assessed Properties</b> including issuance of 1st copy of Mutation Certificate	NIL	
9. Processing of application including issuance of 1st copy of Mutation Certificate for Mutation of <b><u>Amalgamation cases involving following Land Area</u></b> (after proposed amalgamation)		
(A) Below 500 Sq. Mtr.	600.00	
(B) 500 Sq. Mtr. & above but less than 1000 Sq. Mtr.	4,000.00	
(C) 1000 Sq. Mtr. & above but less than 1500 Sq. Mtr.	20,000.00	
(D) 1500 Sq. Mtr. & above	40,000.00	
10. Transfer from Minor to Major (Mutation) including issuance of 1st copy of Mutation Certificate	Nil	
11. Transfer from Colony to Non-Colony (Mutation) including issuance of 1st copy of Mutation Certificate	Nil	
12. Conversion of Premises from Factory to Non-factory and / or deletion of the mark 'Godown' / 'Warehouse' / 'Factory' from KMC Books of Records in respect of a Premises	1,000.00	
13. Change in Company Name (Mutation) including issuance of 1st copy of Mutation Certificate	200.00	