

MUTATION OF PROPERTY TAX

STEP BY STEP APPLICATION PROCEDURE

Application URL: https://cdma.cgg.gov.in/CDMA_PT/Mutation/Index

Step 1: Applicant goes through the Mobile OTP Validation to access the Mutation Application Form

Step 2: Applicant needs to fill the mandatory details and document to be uploaded

Step 3: On Submit, an Application ID is generated and an SMS is sent to the applicant for further reference. On submit the application is forwarded to the Revenue Inspector (RI) login for Inspection

Step 4: The Revenue Inspector (RI) does the verification & approves. The application is forwarded to the Revenue Officer (RO) for verification & approval

Step 5: The Revenue Officer (RO) does the verification & approves. The application is forwarded to the Municipal Commissioner (MC) for approval.

Step 6: The Municipal Commissioner (MC) verifies and approves. Upon approval by the MC, the payment link will be SMSed to the applicant/citizen for payment

Step7: The citizen makes the payment, on payment the Mutation is successful

Documents Required: Sale Deed/Will Deed/Court Deed/Partition Deed/Gift Deed/Released Deed/Legal Heir/Revocation Deed/Settlement Deed/Rectification Deed/Cancel Deed. Any of these documents to be uploaded

MUTATION OF PROPERTY TAX WORKFLOW


