

iii. ASSESSMENT OF TAX

Property Tax

1. Property tax is major revenue source for the municipality. There are 12173 numbers property tax assessments and 28 Vacant Land Tax Assessments.
2. Demand notice for Property tax and Profession tax served to assesses for every half year. Tax should be paid within in fifteen days after receipt of demand notice at Municipal Office Computerized Collection Center. All the tax items collection made by the Five Revenue Assistants under the supervision of One Revenue Inspector.
3. Property tax is assessing @ 12.5 % of building value.
4. Professional tax is assessing as per new professional tax rules.

FUNCTIONS AND SERVICES

1. Property tax is assessing in this municipality dividing into following Three zones and basic value

Zone	Basic value per square feet
A	1.20
B	0.80
C	0.50

As per basic value of the above Property tax is assessing in concerned working sheet.

1. Every assesses should be given details in the self assessment return for fixation of new assessments and improvement of existing buildings. After receipt of the above self return revenue official assess the Property tax on the basis of the details given in the self assessment return.
2. New Professional tax is assessing on the submission of half year income return filled by the traders. Every half year demand notice for Property tax and Profession tax is serving in April and October month to assesses. Tax should be paid within fifteen days after receipt of demand notice at Municipal Office Computerized Collection Center.
3. After purchase of concerned building purchaser should submit original purchase document and Encumbrance Certificate to Revenue

Inspector or Revenue Assistant for verification of Xerox copies. Then the true copy of document and transfer application handed over at information center.

Response time for service / Grievance redressal

Sl. No.	Details	Time Schedule
A	Assessment of Property Tax :	
1	Information regarding the assessment of Property Tax	At information Centre on the spot
2	Issue of acknowledgement for self assessment return	At information Centre on the spot
3	Application for inclusion in the assessment register	At information Centre on the spot
4	Assessment Order for new and improvement to the existing Building	30 days
B	Name Transfer	
	Issue of form / acknowledgment	At information Centre on the spot
	Issue of Orders	7 days
(a) &(b)	Issue of Certified Copies	
1	Receipt of Forms and issue of acknowledgment	On the spot at information counter
2	Receipt of fees	At information centre on the spot
3	Issue of copies	7 days
c)	Settling tax complaints	15 days
	(Note : If any facility had been made on line the information may be furnished here suitably altering the details and time schedule	
d)	Vacancy remission	30 days