

PROCEDURE FOR OBTAINING
ONLINE
Mutation Certificate

- ❖ At the time of registration of Property/Vacant Land, the applicant pays mutation fee as per the Annexure to G.O. RI.No. 155 MA & UD (M1) Dept, dated.30.05.2016 to the respective Sub-Registrar of Registration & Stamps Department.
- ❖ During the registration process, the Registration & Stamps Department will capture the data (Property Tax Identification Number/Vacant Land Identification Number) from the applicant, the application information (Vendee, Vendor details) will be shared with the respective ULBs through web services for mutation.
- ❖ The Registration & Stamps Department will provide information of E-Stamp Challan and Mutation Fee collected from the applicant in the web service.
- ❖ The Applicant will receive SMS with unique mutation application number, when the mutation request is triggered within the mutation application.
- ❖ The unique number can be used for tracking Application status at various levels.
- ❖ The concerned officials (Revenue Inspector/Revenue officer) of the ULB will process the online application as per rules and procedure in vogue for mutation and will forward the application for Municipal Commissioner Approval and digital signature.
- ❖ The digital signed copy of the mutation certificate will be placed on the ULB's Web site and CDMA web portal.
- ❖ Applicant can download the Mutation Certificate through ULB's Website or CDMA Web Portal using the Unique Mutation Application request number.

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