

# USER MANUAL



सत्यमेव जयते  
**For**

**Online Municipal Mutation with  
Assessment integrated with e-  
Nathikaran of Registration  
Department  
*in the Municipalities/Municipal  
Corporations*  
of  
West Bengal**

**DEPARTMENT OF  
URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS**

# Government of West Bengal

Online system allows online application submission, document submission, payment and tracking of status & certificate downloading for Municipal Mutation (e-Mutation) and mandate that all applications are submitted online.

URL: [wburbanservices.org](http://wburbanservices.org)



## Online Single Window System : Municipal Mutation

### User Manual Details:

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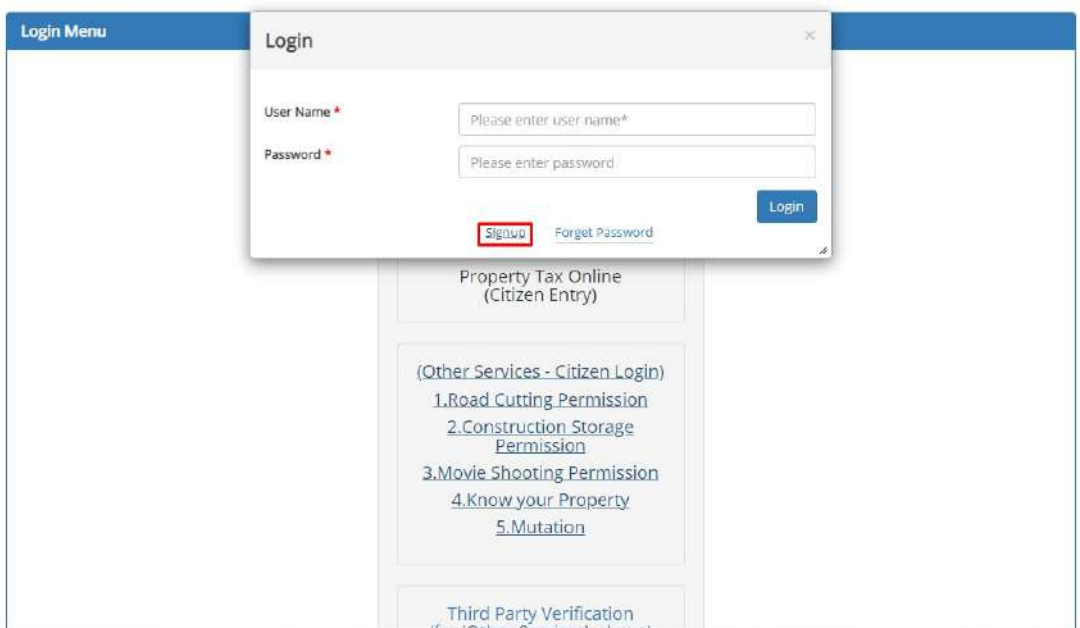
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## 1. Login Details:

Applicant needs to visit the URL - [wburbanservices.org](http://wburbanservices.org) , and click on the link tab "Other Services – Citizen Login"



Before using the services the Applicant needs to register to use the services.



The Applicant needs to click on "Signup" first for Self Registration.

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The Applicant needs to fill up the Registration details. In case of Corporate Registrations "Company Name", "Designation" & "Signature" Upload is required.

The screenshot shows the 'Citizen Login / Registration' form on the website. The form includes the following fields and options:

- Type of Registration:  Individual  Commercial
- Name of Applicant: ish Roy Chowdhury
- Email: 980@gmail.com
- Mobile No: 9822
- Father/Husband Name: ish Roy Chowdhury
- Address: 980, 980 Road, Kolkata 700048
- User Name: pcg980
- Password: [masked]
- Confirm Password: [masked]
- Captcha: g#jP!Z (with a refresh button)

At the bottom of the form, there is a red 'Register' button and a link for 'Verify Mobile No.'.

After fill up registration details, the applicant needs to click on "Register" button below.

The screenshot shows the 'OTP Verification' form. The form includes the following fields and options:

- Message: Applicant successfully registered but not verified. OTP has been sent to your mobile no. and given Email address.
- Mobile No.: 980 [masked]
- Enter OTP: Please enter OTP.
- Buttons: 'Verify OTP' and 'Resend OTP'

Below the form, there is a 'Login Menu' with the following options:

- Property Tax Online (Citizen Entry)
- (Other Services - Citizen Login)
  - 1. Road Cutting Permission
  - 2. Construction Storage Permission
  - 3. Movie Shooting Permission
  - 4. Know your Property
  - 5. Mutation
- Third Party Verification (for ID Card, Certificate, etc.)

After the Registration is complete the system will verify the Mobile Number through OTP. Enter the OTP from mobile and click on "Verify OTP". Once Mobile No is verified the registration is complete and the system will go back to the login page.

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If the applicant do not remember the password and wants to create a new password then the applicant needs to click "**Forget Password**" in the Login window.

The screenshot shows the website's login interface. At the top, there is a navigation bar with the logo of the Urban Development and Municipal Affairs Department, GoWB, and the 'e-MUTATION' logo. Below this is a 'Login Menu' with several options: 'Administrative Login', 'ULB/DA Login', 'Property Tax Online (Citizen Entry)', and '(Other Services - Citizen Login)'. The '(Other Services - Citizen Login)' section lists five services: 1. Road Cutting Permission, 2. Construction Storage Permission, 3. Movie Shooting Permission, 4. Know your Property, and 5. Mutation. A 'Login' window is open, showing fields for 'User Name' and 'Password'. Below these fields, there is a 'Signup' link and a 'Forget Password' link, which is highlighted with a red box. A red arrow points from the 'Forget Password' link to the '(Other Services - Citizen Login)' section.

In the Forget Password window, the applicant needs to enter the Mobile Number used in self registration and click on "**GET OTP**" button.

The screenshot shows the 'Forget Password' window. It has a 'Mobile No' field with the number '9830012345' and a 'GET OTP' button, both highlighted with red boxes. Below this is an 'Enter OTP' field with the placeholder text 'Please enter OTP.'. A confirmation message is displayed in a white box with a green checkmark: 'OTP has been sent to your mobile no. and given Email address.' with an 'OK' button. The background shows the same 'Login Menu' as in the previous screenshot.

The system will send the OTP to that mobile number (If Registered) immediately.



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The applicant needs to type the OTP as below and click on “**Proceed for Forget Password**” button.

The screenshot shows a web browser window with the URL [wburbanservices.org/home/index](http://wburbanservices.org/home/index). The page header includes the logo of the Urban Development and Municipal Affairs Department, GoWB, and the 'e-MUTATION' logo. A modal window titled 'Forget Password' is open, containing the following fields and buttons:

- Mobile No \***: Input field containing '9830012345'. A red arrow points from this field to the 'GET OTP' button.
- Enter OTP \***: Input field containing '250289'. A red arrow points from this field to the 'GET OTP' button.
- GET OTP**: A blue button.
- Proceed for Forget Password**: A blue button highlighted with a red box.

Below the modal window, the page content is dimmed, showing a 'Login Menu' and a list of services under '(Other Services - Citizen Login)':

- 1.Road Cutting Permission
- 2.Construction Storage Permission
- 3.Movie Shooting Permission
- 4.Know your Property
- 5.Mutation

After successful OTP Verification, the system will show alert with “**Verification Successful**” and direct to new password creation window.

The screenshot shows the same web browser window. The 'Forget Password' modal window is now dimmed and contains the following fields and buttons:

- New Password \***: Input field with placeholder text 'Please Enter the Pasoword.'.
- Confirm Password \***: Input field with placeholder text 'Please enter the Confirm Mobile.'.
- Change Password**: A blue button.

A white alert box is centered on the screen, displaying a green checkmark icon and the text 'Verification successful.' with a red underline. An 'OK' button is highlighted with a red box in the bottom right corner of the alert box.

The background content, including the 'Login Menu' and the list of services, remains dimmed.

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Now the applicant needs to enter a new desired password for login and re-type that same password in the Confirm Password box and next click on "**Change Password**".

Forget Password

New Password \* .....

Confirm Password \* .....

Change Password

Administrative Login

ULB/DA Login

Property Tax Online (Citizen Entry)

(Other Services - Citizen Login)

- 1.Road Cutting Permission
- 2.Construction Storage Permission
- 3.Movie Shooting Permission
- 4.Know your Property
- 5.Mutation

The password will be changed and the system will show alert with "**Password Successfully updated**" and redirect to Login window.

Login

User Name \* Please enter user name\*

Password \* Please enter password

Password successfully updated.

OK

(Other Services - Citizen Login)

- 1.Road Cutting Permission
- 2.Construction Storage Permission
- 3.Movie Shooting Permission
- 4.Know your Property
- 5.Mutation

After creating a new password, the applicant needs to type the newly created password as Login Credential in the login window.

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The Applicant needs to click on the "**Other Services – Citizen Login**" Tab to login to the page with the newly created UserID and Password.

The screenshot shows a web browser window with the URL [wburbandservices.org/Home/Index](http://wburbandservices.org/Home/Index). The page header includes the logo of the Urban Development and Municipal Affairs Department, GoWB, and the "e-MUTATION" logo. A "Login" modal window is open, displaying a "Login Menu" with the following options:

- ULB/DA Login
- Property Tax Online (Citizen Entry)
- (Other Services - Citizen Login)** (highlighted with a red box)

The "Other Services - Citizen Login" option is expanded, showing a list of services:

1. Road Cutting Permission
2. Construction Storage Permission
3. Movie Shooting Permission
4. Know your Property
5. Mutation

The "Login" modal window contains the following fields and buttons:

- User Name:  (highlighted with a red box)
- Password:  (highlighted with a red box)
- Buttons: [Signup](#), [Forget Password](#), and [Login](#) (highlighted with a red box)

Once the Login process is complete the system will direct to the Module Selection Page where the Applicant needs to find "**Mutation**" module marked in deep blue colour and click on the "**Navigate**" link of mutation module to proceed forward.

The screenshot shows the "Module Selection" page on the website. The page header includes the logo of the Urban Development and Municipal Affairs Department, GoWB, and the "e-MUTATION" logo. The page title is "Select Module". There are three main modules displayed:

- Other Services (orange button)
- Know Your Property (light blue button)
- Mutation** (dark blue button, highlighted with a red box)

Each module has a "Navigate" link below it. The "Navigate" link for the "Mutation" module is highlighted with a red box.

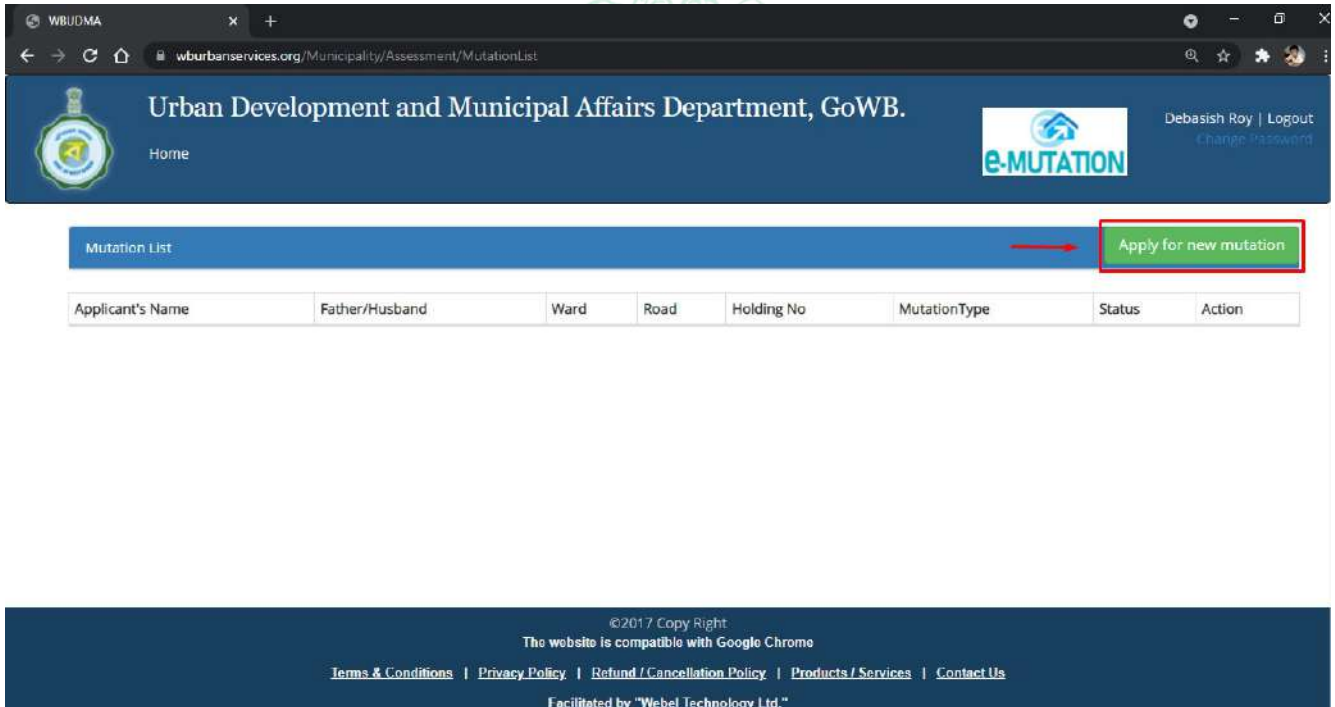
At the bottom of the page, there is a footer with the following text:

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The website is compatible with Google Chrome  
[Terms & Conditions](#) | [Privacy Policy](#) | [Refund / Cancellation Policy](#) | [Products / Services](#) | [Contact Us](#)  
Facilitated by "Webel Technology Ltd."



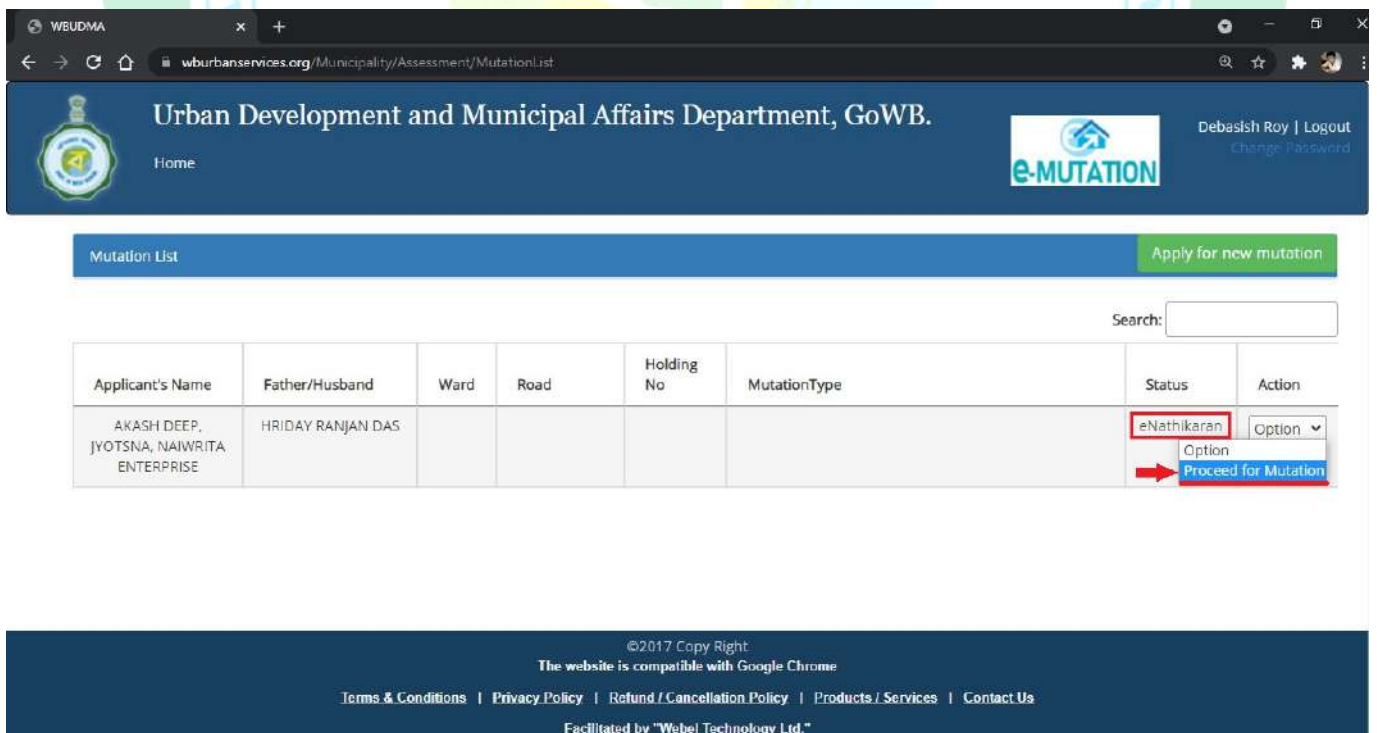
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Once the "Navigate" link is clicked the Dashboard for the Applicant will open which would show all the Mutation Applications made by the applicant till date for All Municipality & Municipal Corporations and their status. For the first time a Blank Dashboard will show. The Applicant needs to click on "Apply for new mutation" button marked in green colour to create a fresh new Mutation Application.



The screenshot shows the 'Mutation List' dashboard. At the top, there is a navigation bar with the logo of the Urban Development and Municipal Affairs Department, GoWB, and the 'e-MUTATION' logo. A red arrow points to a green button labeled 'Apply for new mutation'. Below the navigation bar is a table with columns: Applicant's Name, Father/Husband, Ward, Road, Holding No, MutationType, Status, and Action. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, Refund / Cancellation Policy, Products / Services, and Contact Us.

- **NOTE** ● If the applicant uses the same mobile number in Self Account Registration (PG-4) which was previously used in Property Deed Registration, a trigger will be received from the web portal of Registration Department to the web portal of Online Mutation through API integration and the applicant (buyer of the property) will find a row with some pre-filled Data received from the web portal of Registration Department identified by status showing - "eNathikaran". The applicant needs to click on "Proceed for Mutation" from the option dropdown list in "Action" column to apply for mutation with the pre-filled data.



The screenshot shows the 'Mutation List' dashboard with a search bar and a table. A red box highlights the 'eNathikaran' status in the 'Status' column and the 'Proceed for Mutation' option in the 'Action' column. A red arrow points to the 'Proceed for Mutation' option. The table has columns: Applicant's Name, Father/Husband, Ward, Road, Holding No, MutationType, Status, and Action. The footer contains copyright information and links to Terms & Conditions, Privacy Policy, Refund / Cancellation Policy, Products / Services, and Contact Us.

Applicant's Name	Father/Husband	Ward	Road	Holding No	MutationType	Status	Action
AKASH DEEP, JYOTSNA, NAIWRITA ENTERPRISE	HRIDAY RANJAN DAS					eNathikaran	Option Option Proceed for Mutation

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On clicking the "Apply for new mutation" button the system will open the screen to make a new application. The Applicant needs to fill up all the details. Firstly the applicant needs to type and select the name of **MUNICIPALITY/CORPORATION** from the drop-down list in which the applicant wants to submit the mutation application form.

The screenshot shows the 'Mutation Form' interface. The 'MUNICIPALITY/CORPORATION/ITA (Industrial Township Authority)' dropdown is open, with 'BARANAGAR MUNICIPALITY' selected. The 'Mutation Type' dropdown is also visible. The form includes fields for 'Land's name', 'Village', 'Post Office', 'Police Station', 'District', 'State', 'PIN Code', 'Phone No', 'Mobile No', and 'Email ID'. There is also a section for 'ID Proof Type' and an 'Upload ID Proof' button.

Next the applicant needs to select "Mutation Type" carefully from the drop down list as below.

The screenshot shows the 'Mutation Form' interface with the 'Mutation Type' dropdown menu open. The dropdown list includes options like '--SELECT--', 'MUTATION DUE TO SUCCESSION (INTESTATE)', 'MUTATION DUE TO SUCCESSION (TESTAMENTARY)', 'MUTATION DUE TO TRANSFER EXCEPT UNDER COOPERATIVE SOCIETIES ACT, 1973 AND..', 'MUTATION CUM SEPARATION', 'MUTATION CUM AMALGAMATION', 'ASSESSMENT OF UNASSESSED PROPERTY', 'CHANGE IN THE NAME OF COMPANY / FIRM', 'CHANGE IN THE NAME OF INSTITUTION / AUTHORITY', 'DUE TO A HOLDING'S REDEVELOPMENT / SUBSTANTIALLY ALTERATION / IMPROVEMENT..', and 'DUE TO HOLDING'S DEMOLITION'. The 'MUTATION DUE TO SUCCESSION (TESTAMENTARY)' option is highlighted with a red arrow. The form also shows the 'Applicant's name' and 'Applicant's Father/Husband' fields, along with other details like 'House no/Flat no/Premises no', 'Road/Lane', 'Police Station', 'District', 'Phone No', 'Mobile No', and 'Email ID'.

- **NOTE** • Before filling up the entire application, the applicant needs to select the "Mutation Type" and find out all the relevant documents required to be uploaded depending upon the selected type of mutation to submit the application form properly. **The applicant is suggested to list up all required documents and scan those documents properly (100 dpi to 200 dpi) in either PDF or JPEG format, before starting to fill up the application form.**

## • **DIFFERENT TYPES OF MUTATION** •

### **(1) CHANGE OF OWNERSHIP -**

- ◆ MUTATION DUE TO SUCCESSION (INTESTATE).
- ◆ MUTATION DUE TO SUCCESSION (TESTAMENTARY).
- ◆ MUTATION OF FLAT REGISTERED UNDER COOPERATIVE SOCIETIES REGISTRATION ACT, 1973.
- ◆ MUTATION OF FLAT REGISTERED UNDER WB APARTMENT OWNERSHIP ACT, 1972.
- ◆ MUTATION OF ANY PROPERTY DUE TO TRANSFER EXCEPT UNDER COOPERATIVE SOCIETIES REGISTRATION ACT, 1973 AND WB APARTMENT OWNERSHIP ACT, 1972.
- ◆ CHANGE IN THE NAME OF COMPANY / FIRM.
- ◆ CHANGE IN THE NAME OF INSTITUTION / AUTHORITY.

The above seven types of mutation can be selected if the applicant wants just to change the Ownership of Property. By selecting any one of the above mutation types, the previous Owner's name of property can be changed/replaced with the Applicant's Name/Names filled up in the Mutation Application Form.

### **(2) SEPARATION OF PROPERTY -**

- ◆ MUTATION CUM SEPARATION.

The above type "Mutation Cum Separation" can be selected if the applicant is the Buyer / Owner of a property through Separation Deed which was previously included with another Holding and presently being separated from that parent holding with a newly created Holding.

### **(3) AMALGAMATION OF MORE THAN ONE PROPERTY -**

- ◆ MUTATION CUM AMALGAMATION.

The above type "Mutation Cum Amalgamation" can be selected if the applicant is applying for ownership of more than one holding selected separately in application form and the applicant wants amalgamation of those multiple holdings together based on the Deed of Amalgamation and which will be identified as a single holding number only.

### **(4) ASSESSMENT OF UNASSESSED PROPERTY -**

- ◆ ASSESSMENT OF UNASSESSED PROPERTY.

The above type "Assessment of Unassessed Property" can be selected if the applicant is applying mutation for a property which is not assessed by Municipality / Municipal Corporation till date and not yet included in the records of Municipality and will be assessed with a newly created Holding Number.

### **(5) REDEVELOPMENT / SUBSTANTIALLY ALTERATION / IMPROVEMENT OF PROPERTY -**

- ◆ DUE TO A HOLDING'S REDEVELOPMENT / SUBSTANTIALLY ALTERATION / IMPROVEMENT.

The above type of mutation can be selected if the applicant is applying for mutation for a holding's Redevelopment / Substantially Alteration / Improvement and any other applicable type of modifications.

### **(6) DEMOLITION OF HOLDING -**

- ◆ DUE TO HOLDING'S DEMOLITION.

The above type can be selected if a holding is Destroyed / Demolished by any reason.



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The applicant needs to type the "**Applicant's name**", "**Applicant's Father/Husband's name**" as below and click on the "**+Add**" button marked in green colour to add/include the record. Multiple applicant's name with father's/husband's name can be added in similar way if needed. For any mistake, DELETE button '**X**' is provided to remove any row of records.

The screenshot shows the 'Mutation Form' interface. At the top, there's a header for 'Urban Development and Municipal Affairs Department, GoWB.' and a logo for 'e-MUTATION'. The form is titled 'Mutation Form' and has a 'Back' button and a 'Mutation List' button. The 'MUNICIPALITY/CORPORATION/ITA (Industrial Township Authority)' field is set to 'BARANAGAR MUNICIPALITY'. The 'Mutation Type' is 'MUTATION DUE TO SUCCESSION (TESTAMENTARY) উইলের মাধ্যমে প্রাপ্ত সম্পত্তি'. The 'Applicant Details' section has two columns: 'Applicant's name' and 'Applicant's Father/Husband's name'. The first row has 'ARNAB ROY' and 'RABINDRA NATH ROY' with a green '+ Add' button. The second row has 'SOURAV ROY' and 'RABINDRA NATH ROY' with a red 'X' and a 'DELETE' button. Below this are fields for 'House no/Flat no/Premises no', 'Road/Lane', 'Village', 'Post Office', 'Police Station', 'District', 'State', and 'PIN Code'. The 'District' is 'NORTH 24-PARGANAS' and 'State' is 'WEST BENGAL'.

Next, the applicant needs to enter the "**House no/Flat no/Premises no**", "**Road/Lane**", "**Village**", "**Post Office**", "**Police Station**" (select from Dropdown List) & "**PIN Code**" of the property applying for mutation as below.

The screenshot shows the 'Mutation Form' interface with the 'Applicant Details' section. The 'MUNICIPALITY/CORPORATION/ITA (Industrial Township Authority)' field is 'BARANAGAR MUNICIPALITY'. The 'Mutation Type' is 'MUTATION DUE TO SUCCESSION (TESTAMENTARY) উইলের মাধ্যমে প্রাপ্ত সম্পত্তি'. The 'Applicant Details' section has two columns: 'Applicant's name' and 'Applicant's Father/Husband's name'. The first row is empty with a green '+ Add' button. The second row has 'SOURAV ROY' and 'RABINDRA NATH ROY' with a red 'X'. The third row has 'ARNAB ROY' and 'RABINDRA NATH ROY' with a red 'X'. Below this are fields for 'House no/Flat no/Premises no', 'Road/Lane', 'Village', 'Post Office', 'Police Station', 'District', 'State', and 'PIN Code'. The 'House no/Flat no/Premises no' is '130(E)-1ST', 'Road/Lane' is 'BARANAGAR THANA ROAD', 'Post Office' is 'BARANAGAR', 'Police Station' is 'BARANAGAR', 'District' is 'NORTH 24-PARGANAS', 'State' is 'WEST BENGAL', and 'PIN Code' is '700159'.

- **NOTE** • - District Name & State is mapped with the name of Municipality/Corporation selected by the applicant at the top of application form.

Applicant needs to enter alternate contact number, can change the email id if needed.

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Next, click and select "ID Proof Type" from the drop down list and Upload the Scan Copy of the selected Id Proof by clicking on "Chose File" button as shown below.

Mutation Form

MUNICIPALITY/CORPORATION/ITA (Industrial Township Authority) : BARANAGAR MUNICIPALITY

Mutation Type\* : MUTATION DUE TO SUCCESSION (TESTAMENTARY)উইলের মাধ্যমে প্রাপ্ত সম্পদ

Applicant's name : SDURAV ROY, ARNAB ROY

House no/Flat no/Premises no : 130(E)-1ST

Road/Lane : BARANAGAR THANA ROAD

Police Station : BARANAGAR

District : NORTH 24-PARGANAS

WEST BENGAL

700159

Phone No : 9830012345

Mobile No : 7436874843

Email ID : PROPEREMAIL@GMAIL.COM

ID Proof Type : VOTER'S ID

Upload ID Proof : [Choose File] NO FILE CHOSEN

File name: ID-PROOF Scan Copy (2)

Open Cancel

Next, the applicant needs to type and select the "Ward No.", "Road Name"(according to selection of Ward No.), "Holding No."(according to selection of Ward No & Road/Location name) from the drop down list against which the applicant wants to submit the application form of Mutation as shown below.

Holding Details

Ward No : 10

Road Name : INSTITUTE LANE

Locality / Mahalla : THANA AREA

Borough No :

Holding No	Assessee Name	Holding Type Group	Classification of the Holding	Land Types	Primary Holding
1/3		GENERAL	RESIDENTIAL HOUSE	BASTU	YES

Floor Details

No of Living/Living Room	No of Dining Rooms	No of Store Rooms	No of Verandah/Balcony	No of Kitchen	No of Toilet	No of Garage	Covered Area(SQFT)

Other Details

Block : Mouza Name : JL No :

Plot No (RS) : Khatian No (RS) : Plot No (LR) : Khatian No (LR) :

Quantam of Land (in Katha) : Quantam of Land (in Chatak) : Quantam of Land (in SFT) :



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After selecting the holding number, existing recorded details against that holding number as like – Assessee Name , Holding type Group, Classification of the Holding, Land Type etc. will appear on the boxes beside. Some of the appeared existing records can be changed/modified by the applicant before adding the holding details. Next, click on the “+Add” button marked in green colour to add/include the row of holding details. For any mistake, DELETE button ‘X’ is provided to remove any row of records.

- **NOTE** • Holding No. selection is not required only for **Assessment of Unassessed Property**.

**Holding Details**

Ward No: 10 Road Name: INSTITUTE LANE Locality / Mahalla: THANA AREA Borough No:

Holding No	Assessee Name	Holding Type Group	Classification of the Holding	Land Types	Primary Holding	
1/3	SANTI KUNDU	GENERAL	RESIDENTIAL HOUSE	BASTU	YES	+ Add

**Floor Details**

Floor No.	No of Bedrooms	No of Drawing/Living Room :	No of Dining Rooms :	No of Store Rooms :	No of Verandah/Balcony :	No of Kitchen :	No of Toilet :	No of Garage :	Covered Area(SQFT) :	
										+ Add

**Other Details**

Block: Mouza Name: J.L No:

Plot No (RS): Khatian No (RS): Plot No (LR): Khatian No (LR):

Quantam of Land (in Katha): Quantam of Land (in Chatak): Quantam of Land (in SFT):

Next, enter the Floor Details (If the property is not vacant land) including Covered Area (SQFT) as shown below and click on the “+Add” button marked in green colour to add/include the record. Multiple rows of floor details can be added in similar way if required. For any mistake, DELETE button ‘X’ is provided to remove any row of records.

**Holding Details**

Holding No	Assessee Name	Holding Type Group	Classification of the Holding	Land Types	Primary Holding	
		GENERAL	RESIDENTIAL HOUSE	BASTU	NO	+ Add
1/3	SANTI KUNDU	General	RESIDENTIAL HOUSE	Bastu	Yes	X

**Floor Details**

Floor No.	No of Bedrooms	No of Drawing/Living Room :	No of Dining Rooms :	No of Store Rooms :	No of Verandah/Balcony :	No of Kitchen :	No of Toilet :	No of Garage :	Covered Area(SQFT) :	
1	1	0	1	0	1	1	1	0	530	+ Add

**Other Details**

Block: Mouza Name: J.L No:

Plot No (RS): Khatian No (RS): Plot No (LR): Khatian No (LR):

Quantam of Land (in Katha): Quantam of Land (in Chatak): Quantam of Land (in SFT):

Classification of the land as per ROR: Name of the land owner/occupier as per ROR: Upload scanned copy of the ROR (Khatian): (File Type: pdf/jpeg, Max File Size: 2MB)

Choose File NO FILE CHOSEN

CLICK TO INCLUDE THE RECORD

Next, the applicant needs to select “Block” & “Mouza Name” from selectable drop down list,

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type and enter "J.L. No", "Plot No", "KhatianNo" (Plot No. & Khatian No. can be either selected as LR or RS or both ), "Quantum of Land" – in Katha, in Chatak, in Sq.Ft. and Decimal for the property related land records , "Classification of the land as per ROR", "Name of the land owner/occupier as per ROR" and next the applicant needs to click on "Choose File" button and upload scanned copy of ROR(Khatian).

The screenshot shows the 'Municipality/Assessment/MutationForm' on the WBUDMA website. The form includes several sections:

- General Information:** Fields for Block (SANTI KUNDU), Mouza Name (BARAHANAGAR), J.L. No (57), Plot No (RS) (101), Khatian No (RS) (11), Plot No (LR), and Khatian No (LR).
- Quantum of Land:** Fields for Katha (1), Chatak (0), and SFT (10).
- Classification and Owner:** Classification (BASTU LAND) and Name of land owner/occupier (SANTI KUNDU).
- Floor Details Table:**

Floor No.	No of Bedrooms	No of Drawing/Living Room :	No of Dining Rooms :	No of Store Rooms :	No of Verandah/Balcony :	No of Kitchen :	No of Toilet :	No of Garage :	Covered Area(SQFT) :
II - 1	1	0	1	0	1	1	1	0	530
- Other Details:** Includes a 'Choose File' button for uploading the ROR (Khatian) scan copy.

Next, select whether the present holding **Assessed or Not**, if Assessed – the applicant needs to add the present tax payer's name, present property owner's name, postal address of the present owner and click on "Choose File" button to upload scan copy of the Tax Payment Receipt of last quarter. Next, the applicant needs to enter the name of transferor/vendor, select YES or NO – whether the transferor/vendor is an assessee of the municipality or not, and last tax payment records as shown below.

The screenshot shows the 'Municipality/Assessment/MutationForm' with the following details:

- Assessment Status:** Radio buttons for 'Yes' (selected) and 'No'.
- Tax Payer and Owner Information:** Name of Tax payer (SANTI KUNDU), Name of present land/building/property owner (SANTI KUNDU), and Postal Address (130(E), THANA ROAD, BARANAGAR).
- Tax Receipt:** 'Choose File' button for uploading the Property Tax Payment receipt of the last quarter.
- Transferor Information:** Name of transferor/vendor (SANTI KUNDU) and a radio button for 'Yes' (selected) indicating they are an assessee of the Municipality.
- Tax Payment Record:** State quarter upto which the Property Tax paid (4TH QTR OF 2020-2021).
- Deed Details Table:**

Deed Type	Deed No.	Date of Registration	Registering office	Value of the property as per deed in INR	Upload scanned copy of the registered deed (FileType:pdf/jpeg,Max FileSize: 2MB.)
GIFT DEE	5210	01/09/2016	A.D.S.R. BARRACKPORE	1650000	+ Add
- Devolved Details:** A section for 'Devolved Type'.

Next, the applicant needs to select and add "Deed type", "Registering Office" from drop

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down list, add "Deed No", select "Date of Registration", "Market Value of the property as per deed in INR" and click on "+Add" button marked in green colour to add/include the record. **Multiple rows with Deed Details** can be added in similar way if required. For any mistake, DELETE button 'X' is provided to remove any row of records.

Deed Type	Deed No.	Date of Registration	Registering office	Value of the property as per deed in INR	Upload scanned copy of the registered deed (FileType:pdf/jpeg,Max FileSize: 2MB)
--SELECT		DD/MM/YYYY	SELECT		<input type="button" value="Choose File"/> <input type="text" value="DEED Scan Copy (2).pdf"/>
Gift Deed	5210	01/09/2016	A.D.S.R. BARRACKPORE	1650000	<input type="button" value="Choose File"/> <input type="text" value="DEED Scan Copy (2).pdf"/>

Doc Name	Doc Type	Upload file (FileType:pdf/jpeg,Max FileSize: 2MB)
Death registration certificate of the recorded owner	.pdf	<input type="button" value="Choose File"/> <input type="text" value="DEATH CERTIFICATE.PDF"/>
The Probated last Will of the recorded owner received from the Competent Authority	.pdf	<input type="button" value="Choose File"/> <input type="text" value="PROBATE WILL.PDF"/>

Construction details of the holding applied for mutation	Floor Type
<input type="text" value="PUCCA BUILDING WITH RCC ROOF"/>	<input type="text" value="FLOOR MADE OF MOZAIC"/>

Next the applicant needs to upload required supporting document under "Devolved Type" by clicking on "Choose File" button next to each Document's name as shown above. After that applicant needs to select "Construction details of the holding applied for mutation" & "Floor Type" from the dropdown list (if the property is has any type of construction).

• **NOTE** • Requirement of documents under Devolved Type is depending upon the selection of Mutation Type at the starting of the application form. For an example, in the below image – these are the list of required documents to be uploaded if the applicant selects - **MUTATION DUE TO SUCCESSION (INTESTATE)** as the Type of Mutation.

Doc Name	Doc Type	Upload file (FileType:pdf/jpeg,Max FileSize: 2MB)
Deed certificate / Land Parcha	.pdf	<input type="button" value="Choose File"/> <input type="text" value="NO FILE CHOSEN"/>
Death registration certificate of the recorded owner	.pdf	<input type="button" value="Choose File"/> <input type="text" value="NO FILE CHOSEN"/>
Warison affidavit	.pdf	<input type="button" value="Choose File"/> <input type="text" value="NO FILE CHOSEN"/>
The Legal Heir Certificate of the successors	.pdf	<input type="button" value="Choose File"/> <input type="text" value="NO FILE CHOSEN"/>
Death Registration Certificate/s of the legal heirs (if applicable) received from the Competent Authority	.pdf	<input type="button" value="Choose File"/> <input type="text" value="NO FILE CHOSEN"/>

Next, the applicant needs to select "Whether Completion Certificate has been issued by the municipality". If **Yes** – then the applicant must enter "Completion Certificate



# Government of West Bengal

**Number”, select “Certificate Date” and upload the scan copy of Completion Certificate by clicking on “Choose File” button. If No is selected then the applicant may add “Building Plan Sanction No.” & “Building Plan Sanction Date” (If any/If available).**

Construction Details

Construction details of the holding applied for mutation  
PUCCA BUILDING WITH RCC ROOF

Floor Type  
FLOOR MADE OF MOZAIC

Whether Completion Certificate has been issued by the Municipality?  Yes  No

Completion Certificate number : \*  
919

Certificate Date : \*  
05/03/2019

Completion Certificate Upload : ( FileType:pdf/jpeg,Max FileSize: 2MB ) \*  
**Choose File** COMPLETION CERTIFICATE SCAN COPY (2).PDF

Building Plan Sanction No. : \*  
2701

Building Plan Sanction Date : \*  
23/11/2016

Declaration:  
I solemnly declare that the information furnished by me in this form are true to the best of my knowledge and belief.  
I also declare that the original of the documents uploaded in this application are in my custody and I shall be liable to produce before the Municipality upon direction to do so.

Signature : ( FileType:pdf/jpeg,Max FileSize: 2MB ) \* **Choose File** SIGNATURE SCAN COPY (2).PDF

**Submit**

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Next, the applicant needs to upload the scan copy of **Applicant’s Signature** by clicking on **“Choose File”** button and finally click on the **“Submit”** button marked in blue colour – to submit the Mutation Application Form.

Construction details of the holding applied for mutation  
PUCCA BUILDING WITH RCC ROOF

Whether Completion Certificate has been issued by the Municipality?  Yes  No

Completion Certificate number : \*  
919

Certificate Date : \*  
05/03/2019

Completion Certificate Upload : ( FileType:pdf/jpeg,Max FileSize: 2MB ) \*  
**Choose File** COMPLETION CERTIFICATE SCAN COPY (2).PDF

Building Plan Sanction No. : \*  
2701

Building Plan Sanction Date : \*  
23/11/2016

Declaration:  
I solemnly declare that the information furnished by me in this form are true to the best of my knowledge and belief.  
I also declare that the original of the documents uploaded in this application are in my custody and I shall be liable to produce before the Municipality upon direction to do so.

Signature : ( FileType:pdf/jpeg,Max FileSize: 2MB ) \* **Choose File** SIGNATURE SCAN COPY (2).PDF

**Submit**

wburbandservices.org says  
Are you sure to Save ?  
**OK** Cancel

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The website will show a dropdown alert **“Are you sure to Save ?”**, Click on **“OK”** button beside the alert to Accept the submission of the Mutation Application Form.

After selecting OK button, the application form will be submitted and the website will show successful submission alert with newly generated **Application Number&Application Date**

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as shown in the below image. Clicking on "OK" button the website will redirect to the Applicant's Dash-Board page.

Construction details of the holding applied for mutation  
PUCCA BUILDING WITH RCC ROOF

Whether Completion Certificate has been issued by the Municipality:  Yes  No

Completion Certificate Upload: (FileType:pdf/jpeg,Max FileSize: 2MB)\*  
Choose File COMPLETION CERTIFICATE SCAN COPY (2).PDF

Declaration:  
I solemnly declare that the information furnished by me in this form are true to the best of my knowledge and belief.  
I also declare that the original of the documents uploaded in this application are in my custody and I shall be liable to produce before the Municipality upon direction to do so.

Signature: (FileType:pdf/jpeg,Max FileSize: 2MB)\*  
Choose File SIGNATURE SCAN COPY (2).PDF

Submit

After submitting the Mutation Application form, the applicant can find a new row with a few records of the submitted application form with status – "Applied". The applicant can also do modification/correction on the records/data of the submitted application by clicking on the "Edit" option below action dropdown list and re-submit the same application form with modified data.

• **NOTE** • The applicant can only edit the application form and re-submit till the status of that application shows – "Applied". If the application form once verified/approved by the Authorised Users of Municipality/Corporation, the "Edit" option will be no longer available for the applicant and the status will show – "Under Process".

Urban Development and Municipal Affairs Department, GoWB.

Home Debasish Roy | Logout  
Change Password

Mutation List Apply for new mutation

Search:

Applicant's Name	Father/Husband	Ward	Road	Holding No	MutationType	Status	Action
SOURAV ROY	RABINDRA NATH ROY	10	INSTITUTE LANE	1/3	Mutation due to succession (testamentary) উইলের মাধ্যমে প্রাপ্ত সম্পত্তির নামজারিকরণ	Applied	Option Option Edit

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