CUTTACK MUNICIPAL CORPORATION

A

SCHEME FOR

SELF ASSESSMENT OF HOLDING TAX

www.cmccuttack.gov.in

ENVISIONING CHANGE THROUGH PARTICIPATION
CUTTACK MUNICIPAL CORPORATION
Form for Self Assessment of Holding Tax
Form I

01. Name(s) of the Owner / Occupier / Lessee / Sublessee / Assessee:

02. Father's / Husband's Name:

03. Postal Address:

04. Name of the street / Lane / Land mark Adjacent to the immovable property:

05. Name of the Owner of the Plot:

06. Particulars of land on which the Holding stands:
   A) Mouza
   B) Plot No. (As per current ROR)
   C) Khata No.
   D) Area of the Land (In Sq. ft.)


08. If Non - residential, then please specify whether (Put ✓ Mark):
   [] Medical   [] Cultural   [] Educational   [] Commercial   [] Kalyan Mandap   [] Godown   [] Sports   [] Any other purpose

09. Whether permission from concerned authority taken for construction of building? (Put ✓ Mark):   [] Yes   [] No

10. Date / Year of Construction of the Building:

11. Type of Structure (Put ✓ Mark):   [] Pucca   [] Semi-Pucca   [] Kutcha

12. Description of the Building:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Floor No.</th>
<th>No. of Rooms</th>
<th>Area</th>
<th>Area used for Commercial purpose</th>
<th>Area used for Residential purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ground Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1st Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2nd Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3rd Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Other Floors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. Whether there is Electric Light post within 200 yards radius?   [] Yes   [] No. ★ Built up area in Square feet

14. Whether there is provision for supply of water?   [] Yes   [] No.

15. Whether the Building has Service Latrine / Septic Latrine (Put ✓ Mark):   [] Service Latrine   [] Septic Latrine

16. In case of more number of floors attach a tabulated sheet separately.

DECLARATION

I do hereby declare that all the facts mentioned above are true to the best of my knowledge and belief.

Place:........................................

Date:........................................

FOR OFFICE USE ONLY

Signature of Applicant

A) Annual Value:........................................

B) Annual Tax:........................................

Signature of Tax Daroga

Signature of Tax Collector
Form for Re-Assessment of Holding Tax

Form - II

01. Name(s) of Assessee:

02. Father's Name:

03. Postal Address:

04. Holding No. & Ward No.:

05. Amount of Holding Tax paid at present:

06. Details of Addition / Extension made to the Building:
   A) Date of Construction:
   B) Type of Structure (Put ✓ Mark):
      - Pucca
      - Semi-Pucca
      - Kutch

07. Description of the Building:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Floor No.</th>
<th>Existing Area</th>
<th>Area of Newly Constructed Portion</th>
<th>Total Area</th>
<th>Area used for Commercial purpose</th>
<th>Area used for Residential purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ground Floor</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2nd Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3rd Floor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

08. A) Nature of use of extended portion (Put ✓ Mark):
   - Residential
   - Non-Residential
   - Mixed

   B) If Non-residential, then please specify whether (Put ✓ Mark)
      - Medical
      - Cultural
      - Educational
      - Commercial
      - Kalyan Mandap
      - Godown
      - Sports
      - Any other purpose

DECLARATION

I do hereby declare that all the facts mentioned above are true to the best of my knowledge and belief.

Place: ........................................

Date: ........................................

Signature of Applicant

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FOR OFFICE USE ONLY

A) Old Annual Value: ........................................

B) Revised Annual value: ........................................

C) Old Annual Tax: ........................................

D) Revised Annual Tax: ........................................

Signature of Tax Daroga

Signature of Tax Collector
CUTTACK MUNICIPAL CORPORATION
You can also participate in the development of Cuttack city by:

* PAYING YOUR TAXES IN TIME

Please pay your tax now instead of waiting till 31st March.

* APPLYING FOR A HOLDING NUMBER, if no holding number has been assigned or if your building has not yet been assessed for holding tax.

* You may apply with the following documents:
  * Prescribed form for Assessment
  * ROR of the land
  * CDA approved Plan

* VOLUNTARILY DISCLOSING ANY ADDITION / EXTENSION MADE TO YOUR EXISTING BUILDING. You may apply in the PRESCRIBED FORM FOR REASSESSMENT giving details of additional construction i.e., no. of floors and / or rooms added, their area, purpose for which this extended portion is used etc.

HOW TO CALCULATE HOLDING TAX FOR YOUR BUILDING:

A) Categories of buildings and rates of annual rental value:

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Buildings</td>
<td>Rs. 2.00 per sqft.</td>
</tr>
<tr>
<td>Small shops (Other than show rooms / and private educational institutions)</td>
<td>Rs. 5.00 per sqft.</td>
</tr>
<tr>
<td>Kalyan Mandap, Gold shop, Nursing home, Hotel &amp; Lodging etc.</td>
<td>Rs. 7.00 per sqft.</td>
</tr>
<tr>
<td>Bank, Insurance, Companies, &amp; Show rooms</td>
<td>Rs.10.00 per sqft.</td>
</tr>
</tbody>
</table>

B) Method of calculation of Holding Tax:

Annual Rental Value = Annual Rental Value per sqft. x Total built up area (in sqft.)

Annual Tax = 20.5 % of the Annual Rental Value.

Note: In case in a building, different floors or in a floor different portions are being used for different purposes the rental value for different floors / portions will vary as per the above rates and total tax has to be calculated accordingly.

The prescribed forms for assessment / reassessment can be obtained at Holding Tax Section, in the office of CMC, Cuttack or can be downloaded from the official website of CMC www.cmccuttack.gov.in

Municipal Commissioner
Cuttack Municipal Corporation

ENVISIONING CHANGE THROUGH PARTICIPATION