

**CHAPTER - 18 (MANUAL – 17)**  
**OTHER USEFUL INFORMATION**  
**[SECTION 4 (1) (B)]**

1. Issue of Birth Certificate

- a. Documents required:  
Prescribed application along with Birth Report form.
- b. Charges:
  - 1. for Two certificates with child name Rs 50/-
  - 2. for each additional copy Rs 10/-
  - 3. for Name in corporation Rs 5/-

2. Issue of Death Certificate

- a. Document required:
  - 1. Prescribed application along with Death report form.
- b. Charges
  - 1. for one certificate Rs 50/-
  - 2. for each additional copy Rs 10/-
  - 3. For issue of Birth/ Death Certificate as per R.D.O Proceedings Rs 60/-

3. Tap Connections

- 1. Documents required :- Xerox copy of upto date paid House Tax challan, Spl. Adhesive Stamp of Rs10/-, Three copies of Location map on tracing cloth, Approved plan copy.
- 2. Charges :

4. 1. Building plan approval:

- a. Cost of Building application Rs 100/-,
- b. Building license fee as per scheduled Gazettee

2. Documents required:-

- a. Upto G+2 floors – prescribed application, two copies of attested site documents , 8 numbers of detailed plans, Lay out plan, ULC certificate, property tax/ VLT paid receipts BLF and other paid receipts.

- b. for above G+2 floors- In addition to above soil testing certificate, structural design and plan with C.D. Approved VGTM UDA

5. Town Survey Extract :

- i. An application with details of Survey No. etc along with prescribed fees of Rs.100/-

6. Extract of Resolution Copy :

- i. An application with details along with request fees of Rs.100/-

7. Transfer of Property:

- i. Fees to be paid :
  - a. 0.5% on the Registration Value.
  - b. 0.55% on the Registration Value [after 3 month of Registration].
  - c. 0.1% on the Registration Value in case of TTP within the Family Members.
- ii. Document required :
  - a. Attested copy of Regd. Sale Deed / Document with Building Plan approved Copy, House Tax/ VLT Latest Paid Receipt, Declaration by the applicant that the facts mentioned in the application are true.
  - b. For change of name in case of death of owner :  
In addition to above documents death certificate , Legal Heir, Regd. Will if any and No objection certificate from the remaining members.
- iv. Revision Petition of House Tax :
  - a. R.P. should be submitted to the Commissioner within 15 Days on receipt of Special Notice
- v.
  - a. For Issue of House Tax Demand Extract : Charges Rs. 100/-
  - b. For issue of Owner ship / No Dues Certificate  
Application along with paid Chelan Rs.100/-

8. Levy of Property Tax :

- i. The buildings situated in the limits of Corporation are zonal wise classified and the information relating to rate of calculations zonal wise can be in the web site

[www.gunturcorporation.org/tax/reports/tax\\_calcx.asp](http://www.gunturcorporation.org/tax/reports/tax_calcx.asp)

- ii. For Self Assessment of Property Tax :

Copy of Attested Regd. Document or Notary Affidavit, approved plan copy along with self assessment form available at GMC Citizen Service Centers duly filed the information required.

9. Issue of Voters Name Extract :

Individual application with details along with Rs.10/- N.J. Stamp Paper and fees of Rs. 25/- per each family.