

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.) :

07. Nature of use of the Building (Put Mark) : Residential Non-Residential Mixed

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 :

Sl. No.	Floor No.	No. of Rooms	★ Area	★ Area used for Commercial purpose	★ Area used for Residential purpose
1	Ground Floor				
2	1st Floor				
3	2nd Floor				
4	3rd Floor				
5	Other Floors				
Total					

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. Incase 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 :

Signature of Applicant

FOR OFFICE USE ONLY

A) Annual Value :

B) Annual Tax :

Signature of Tax Daroga

Signature of Tax Collector



CUTTACK MUNICIPAL CORPORATION

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 Kutcha

07. Description of the Building :

Sl. No.	Floor No.	★ Existing Area	★ Area of Newly Constructed Portion	★ Total Area	★ Area used for Commercial purpose	★ Area used for Residential purpose
1	Ground Floor					
2	1st Floor					
3	2nd Floor					
4	3rd Floor					
5	Other Floors					
	Total					

★ Built up area in square feet.

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 of my knowledge and belief.

Place :

Date :

Signature of Applicant

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 :

Residential Buildings	: Rs. 2.00 per sqft.
Small shops (Other than show rooms / and private educational institutions	: Rs. 5.00 per sqft.
Kalyan Mandap, Gold shop, Nursing home, Hotel & Lodging etc.	: Rs. 7.00 per sqft.
Bank, Insurance, Companies, & Show rooms	: Rs.10.00 per sqft.

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 : **Incase 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**

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