

1. STEPS TO BE TAKEN TO TRANSFER PROPERTY CARD IN THE PURCHASERS NAME:-

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First and foremost an application along-with certified true copy of the Agreement and original of Index has to be submitted to the City Survey Office. This should be accompanied with a covering letter on which Court Fee Stamp of Rs. 5/- has to be affixed. Thereafter Dispatch Clerk will forward the papers to the Record Clerk. A thereafter paper goes to the Maintenance Surveyor. Then the paper goes to the City Survey Office for endorsement. At this stage the City Survey Office Record Clerk checks the actual area as mentioned in their records with the area mentioned in the Agreement as well as Property Card. The City Survey Officer again sends the papers back to the Maintenance Surveyor. Where Maintenance Surveyor checks the papers annexed with the title to the property. The area of the property is checked at this stage.

Maintenance Surveyor then writes his report and issues notice to the applicant and all concerned parties in Form No. 9, which pertains to inviting objection as regards necessary endorsement made in the City Survey Record with a copy of the same marked to City Survey Office. After 15 days from the issue of such notice, the applicant is called. Any objections raised from the members of the public, particularly from the surrounding area of the property, are dealt with at this stage. If any objections are received, then a hearing is given to the concerned parties. Thereafter order is passed by the City Survey Office. Thereafter entries are made in the Property Card. Once entry is made in the Property Card the applicant can apply for the same and collect the same from the City Survey Office.

The purchasers of the property should ensure that their names are entered and recorded in the Property Tax bill as well as Water Charges bill. It is pertinent to note that once entry is made in the City Survey records, then steps should be taken to get the Property Tax Bill and Water Charges Bill transferred. The Mumbai Municipal Corporation Authorities will insist for:-

- a) Copy of Property Card.
- b) Copy of the certified Agreement along with the Index issued by the Sub-Registrar of Assurances.

Mumbai Municipal Corporation will also ensure that all the Property Tax bills and the Water Charges bills are paid and only thereafter the Property Tax bill and Water Charges bill will be transferred in the name of the Purchaser.

Similarly a set of papers have to be given to the Talati's Office so that entries under 7x12 abstract are done & mutation entry in 6/12 has been made.

Basically various queries raised at the City Survey Office pertains to Measurement of Property, Difference in area Demarcation of area Sub division of plot Amalgamation of plot, The formalities pertaining to subdivision of plot is as under :

First and foremost permission should be taken from the Bombay Municipal Corporation Authorities, Building & Proposal Department. Thereafter copy of the permission so received from BMC, Bldg. & Proposal Dept. has to be submitted to the Collector. The Collector will verify the records and give Order to the City Survey Office to demarcate the area. The City Survey Office will thereafter verify the sanctioned plan of BMC and thereafter physically demarcate the plot at site with Joint measurement from Survey Dept. of B.M.C. Thereafter necessary changes are done in the City Survey office records. This is called as Measurement Sheet (commonly known as M.R. Sheet). It needs to be emphasized that at the time of physical demarcation initial of the parties are taken at the site on the documents prepared by Measurement & Survey (MS) Dept. of the City Survey Office.

City Survey Officer will thereafter verify the demarcated plan along with his records and will make necessary changes in his records. Thereafter all CTS No. for the property will be segregated for e.g. earlier if the No. was 15 now the same may read as 15A & 15B. Thereafter the parties, if they desire, can obtain Property Card with the CTS No. This record is thereafter sent to SLR (Superintendent of Land Revenue). The office of the SLR is situated at Old Customs House for Mumbai City area and at Administrative Building, Near Chetana College, and Bandra. Thereafter the Office of SLR makes endorsement of the segregated plot area and sends it back to the City Survey Office.

Once endorsement of the Supdt. of LR is obtained and endorsement is made in the City Survey Office, the parties can obtain segregated Property Card (PRC) for e.g. 15A & 15B respectively along with M.R. Sheet.

For transfer of property in the name of Co-operative Society, one has to fill "I" Form. For transfer of property in the name of legal heir on the demise of the owner, the legal heir has to fill "H" Form with Death Certificate.

2. PROPERTY CARD ABBREVIATIONS:-

Details of the number of documents lodged for registration and revenue generated thereon. It never ceases to amaze me that it often takes a crisis for politicians/bureaucrats to wake up to a problem that's been staring on their face for years. Look at the recent act of terrorist.

Revenue free by custom.	A
Privately owned vacant plot in Gaothan Area.	A1
Pardi land within Gaothan.	A2
Paying rent under lease from Government.	B
Lands granted by the Government under Rule 42	B1

and 43 of Land Revenue Rule, 1921.	
Paying (altered) assessment to Government under Land Revenue Code.	C
Land liable for Non-Agricultural Assessment(Unauthorised N.A. Use).	C1
Land sold by Municipality outright(But liable to pay land revenue).	D
Land leased by Municipality.	E
Land held by Municipality for public and Nor-profitable purpose.	F
Government Land.GCentral Government Land.	G1
Land granted Revenue free for religious Charitable or Public Purpose.	H
Land held by Maharashtra Housing Board.	H1
Land leased by Maharashtra Housing Board.	H2
Land held by other Corporation (such asL.I.C., B.E.S.T., etc.).	H3
Private Roads belonging to Schemes, Individuals or Housing Boards and not taken over by Municipality.	+6I

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