

PUBLIC INFORMATION SERVICE

TOWN PANCHAYATS

GENERAL INFORMATION TO PUBLIC

DIRECTORATE OF TOWN PANCHAYATS
KURALAGAM, CHENNAI-108.

TOWN PANCHAYATS ADMINISTRATION
GENERAL PUBLIC INFORMATION SERVICE
TOWN INFORMATION TO PUBLIC

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CITIZEN CHARTER

Sl. No.	Item	Time limit
1	Fertilizer Sales permission Chelan	Same day
2	Birth And Death Certificates	Same day
3	Copy of Tax Demand list and Rent value certificate	3 days
4	Copy of Resolution and copy of permitted Registers	3 days
5	Sanitation Certificate for Private School, Cinema Theater and other buildings	7 days
6	Repair to House Service Connection and reconnection	7 days
7	Name Transfer For Titles In Respect Of Property Tax And Water Supply Connection	7 days
8	Information of Registration Number and seniority for New House Service Connection	7 days
9	New Trade license	15 days
10	Building License	30 days
11	New Tax assesment	30 days from completion of Building or occupation
12	Mehinary company license	60 days
13	License for Dangerous and Offensive Trade and Trade License	Before April 30th
14	Final order on request for Tax revision	<ol style="list-style-type: none"> 1. Before March 31st for 1st Half year 2. Before September 30th for 2nd Half year 3. Application on new Tax assesment with in 30 days

WATER SUPPLY HOUSE SERVICE CONNECTIONS

As per the Tamil Nadu District Municipalities Act, 1920, the Town Panchayat Executive Officer may at his discretion on application by the owner or by the occupier of any building arrange to supply water through House Service Connections. If the rental value of the property is more than Rs.200/- and if supply can be provided for a distribution main not more than 100 feet distance from any part of such building, it is compulsory on the part of the owner or occupier to take a house service connection. The cost of making the connection and the cost or hire charges of water meters shall be borne by the owner or applicant.

Each Town Panchayat has framed a separate water supply bye-law for adoption by the consumer incorporating various terms and conditions. The total number of house service connections in a Town Panchayat area is restricted to the sanctioned capacity of water supply scheme in force in a Town Panchayat.

Procedure for application: The owner or occupier may apply for the house service connection in the prescribed form. The application should be enclosed with the following documents.

1. Application in the prescribed format
2. line sketch and estimate indicating the distribution main location of the house, including the tap point and water metre.
3. Challan remitting the charges and deposits prescribed by the concerned Town Panchayat in the respective Office.
4. Property tax receipt for the preceeding half year.
5. Agreement duly signed (Agreement format available in the application.)

Model application form is enclosed in Annexure I & II .

ANNEXURE- I
APPLICATION FOR SUPPLY OF WATER

The Executive Officer.

Town Panchayat.

Date of Receipt:

Sl.No.:

Requested to contact

on:

I,..... Owner/Occupier of the under noted building hereby request that you will arrange to supply me with water for domestic/non domestic purposes in house No..... Street. The domestic/non-domestic purpose referred to is..... and the quantity of water likely to be consumed for such purpose is litres per day I agree to pay charges at the rates specified in this bylaws. I further undertake to pay the meter rent and for maintenance charges as fixed in the bylaws. In the event of my desiring to terminate water supply arrangement herein provided for I undertake to give a month's notice in writing to the Executive Authority to that effect.

Encl:

Signature of the Owner/ Occupier of the premises.

Address:

~<

ACKNOWLEDGEMENT.

Office of the Town Panchayat,

Sl.No. Date:

Received the application for supply of water from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) You are assigned seniority No..... as per register maintained for this purpose.

Executive Officer, Town Panchayat.

ANNEXURE - II

Application for a new house-connection or for transferring, Metering, extensions, alterations and repairs to an existing house connections as per by-law framed under section 306(3) of the Tamil Nadu District Municipalities Act 1920

Date:

To

The Executive Officer,

.....Town Panchayat.

Sir,

I am to give you notice that I intend to effect (1) a new water supply house service connection or (2) Transferring metering extensions, alterations and repairs to the existing connection in house No.....in.....Street.

In accordance with the by-law framed, I forward herewith the estimate of the work to be done and its cost.

I request that permission be accorded for executing the work.

Signature of the Owner.

Address.

~~~~~  
**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,

.....  
Sl.No.      Date.

Received the application for supply of water from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) He is assigned seniority No..... as per register maintained for this purpose.

Executive Officer,

..... Town Panchayat.

## LICENCE FOR BUILDING PLAN

1.Procedure: If an applicant has an approved plot within Town Panchayat limit he can apply for licence for construction of building from the Town Panchayat. The application for licences shall be in the form as in Annexure III or IV whichever is applicable.

The application should accompany the following documents.

I. Site Plan

II. Building Plan with section and elevation with foundation, door, window, septic tank etc., details indicated in the plan.

III. Plan showing the disposal of waste.

IV. Copy of document for ownership of land.

V. Copy of estimate.

To assist the applicant in the preparation of plan according to specifications, the Town Panchayat has licenced private building surveyors who are qualified for preparation of plans and estimates on payment of charges.

The application may also be submitted by a person who has a registered power of attorney from the owner.

**Presentation:** The application duly filled in and the Plan duly signed shall be presented at the Town Panchayat Office. The licence fees payable as per schedule of rates notified by the concerned Town Panchayat shall be paid in the Town Panchayat Office. The record of receipt of payment will be made in application besides giving the applicant, the receipt for payment.

If the plot lies in a scheme, area development charges as notified by the local authority have also to be paid. Proof of payment as the case may be, has to be enclosed with the application. The licenced private building surveyor will guide the applicant on these matters.

After completion of these formalities, the application shall be presented in the Town Panchayat Office and acknowledgement obtained.



**ANNEXURE III**

.....Town Panchayat

**Planning Permission****APPLICATION UNDER SECTION 49 OF THE TAMIL NADU TOWN AND  
COUNTRY PLANNING ACT 1971 FOR OBTAINING PERMISSION FOR  
DEVELOPMENT OF LANDS/BUILDING**

From

Name of the owner or the applicant

Address

To

The.....Planning Authority,

Planning area.

Dated:

Sir,

I/We intend to develop land and/or to construct/reconstruct /make alterations or addition to a building in Town/Revenue Survey No. Door No. Extent Street or road name in the ward or Division and in accordance with the provisions under section 49 of Tamil Nadu Town and Country Planning Act 1971. I forward herewith in Triplicate-

(a) a layout plan or site plan or site plan of the land, proposed to be developed and/or on which the building is to be constructed/reconstructed/alterd or added showing the following particulars:-

1. the correct boundaries of the land for which the layout is prepared;
2. the position and dimensions of the individual building sites with their extent;

3. the extent, survey numbers and the position of the lands in relation to neighboring streets and lanes with information as to their respective names or numbers and widths and whether they are public or private;
4. the principal and secondary means of access from the existing streets to the site or sites for building construction which I/We intend to provide;
5. the direction, Intended level and width of such street access and lane with sections:
6. the proposed street alignment and building lines for the existing and new streets to be formed;
7. the width of carriage way and street margins intended to be left and the arrangement to be made for leveling, paving, metal ling, flagging, channeling, sewer ling, draining, lighting the street and lanes and the period within which the works will be executed;
8. the purpose for which each site is to be used; and
9. the reservations proposed for common amenities and facilities.

(b)A plan or plans of the building showing a ground plan, plan of each floor and elevations and drawn to a scale of 1 centimeter to one meter (or any other scale permitted by appropriate planning authority) and the character of utilisation of the building, whether pucca buildings or huts residential buildings or shops , business premises, warehouses, theatres, religious buildings, factories, public buildings or any other buildings meant for particular uses.

(c)A key plan indicating the site in question in relation to surrounding area.

I/We request that the development proposed may be approved and that permission may be accorded.

SIGNATURE OF THE OWNER OF THE LAND &  
BUILDING OR THE APPLICANT

Signature of the licensed builders,  
Chartered Surveyor, Architect or Engineer.

**CONDITIONS**

1. I/We agree not to proceed with the development of my property until permission is issued by the appropriate Planning Authority.

2. I/We agree not to do any work otherwise than in accordance with the plan approved by the appropriate Plannint Authority.

3. I/We agree to furnish any further information which has not already been given whenever the appropriate Planning Authority, requires and provide such particulars to satisfy that there are no objections that may lawfully be taken for the grant of permission.

4. I/We agree to keep one of the approved plans at the site of the development at all times when the work is in progress and also agree to see that such plans are available at all times for the inspection of the appropriate Planning Authority or any Officer authorised by him in that behalf.

5. I/We agree not to start execution of work unless/I/We have obtianed permit for laying out roads or building permit under the Corporation/Tamil Nadu District Municipalities Act, 1920/Tamil Nadu Panchayat Act, 1958 or any other Act regulating such development or construction as the case may be from the concerned Local authority.

SIGNATURE OF THE OWNER OF THE  
LAND AND BUILDING OR THE APPLICANT.

~~~~~✂~~~~~

ACKNWOLEDGEMENT.

Office of the Town Panchayat,
Sl.No. Date.

Application under Section 49 of the Tamil Nadu Town and Country Planning Act, for development of lands/buildings from Thiru..... requiring permission has been received. He is informed to contact the Executive Officer for further action on this application on(after 20 days). His application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,
.....Town Panchayat

ANNEXURE IV

SL.NO.

.....Town Panchayat

APPLICATION FORM FOR RENEWAL OF BUILDING LICENCE

From

Thiru.
 No. Street,]
 Ward No.

To

The Executive Officer,
Town Panchayat.

Sir,

Sub: Building.....Town Panchayat-Sanction of building licence
 for the construction of building at S.F.No.....St.....
 renewal of licence – requested -regarding.

Ref: Proceedings of the Town Panchayat,..... Town Panchayat
 B.A.No.....Dt.....

~~~~~

With reference to the building licence issued by the Town Panchayat in the reference cited, the construction work, owned to me/us has not yet been commenced/completed. The work is executed upto Foundation/Lintel/Roof level.....floor level.

Hence I/We request you to kindly renew the building licence for a further period of one year From.....To..... . The copy of Building licence is enclosed. I shall arrange to pay the relevant licence fees for the same.

Encl: Copy of original licence.

Yours faithfully,

(Signature of the Applicant)

Place:

Date:

**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,

Sl.No.      Date.

Received the application for renewal of building licence from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) He is assigned seniority No..... as per register maintained for this purpose.

Executive Officer,  
 ..... Town Panchayat.

## **LICENCE FOR D & O TRADES**

### **STATUTORY PROVISION**

Every person who wants to run anyone of the trades listed out in the schedule V of section 249 of Tamilnadu District Municipalities Act, shall apply for licence for the same in the form prescribed in Annexure-V. A copy of the format is appended. Any person who runs the trade without a valid licence from the Town Panchayat is liable to be prosecuted in a Court of Law.

### **PROCEDURE**

An application for licence shall be sent to the Town Panchayat Office so as to reach 30 days before the commencement of the trade. Wherever installation of machineries are involved, the permission obtained from the Town Panchayat for installing the machineries shall also be enclosed with the application for licence. The consent of the owner of the premises in which the trade is proposed to be run shall be obtained. In case of combustible and inflammable materials like, timber/firewood Depots, crackers, etc., N.O.C. from Fire Service Department shall be obtained. The required fee, which is notified by each Town Panchayat shall also be paid along with the application.

Application shall be presented in the Town Panchayat Office with the following documents:-

- i) Application in the prescribed form duly filled in.
- ii) Consent of the owner of the premises for running the trade.
- iii) Permission obtained from the Town Panchayat for installation of machineries, if any, involved.
- iv) Receipt for remitting the prescribed fee in Town Panchayat Office

The application shall be presented before 30 days of the intended date of commencing the trade to the Town Panchayat office and acknowledgement obtained.

### **FEE**

Each Town Panchayat Council approves the rates of licence fees for different trades. Separate fee structure is prescribed for each trade. The notification prescribing the rates is available in the Town Panchayat Office and this can be checked while getting the printed application form.

**ANNEXURE - V**

..... Town Panchayat

Here affix  
court fee

Stamp for Rs.2/-

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE TO RUN TRADE  
NOTIFIED AS DANGEROUS AND OFFENSIVE IN SCHEDULE V UNDER  
SECTION 249 OF THE TAMIL NADU DISTRICT MUNICIPALITIES ACT, 1920.**

To  
The Executive Officer,  
.....Town Panchayat,

Sir,

I request that a licence may be granted to run..... (nature of trade)  
from.... date in the under mentioned premises;

1. Name of the applicant;
2. Name of the father/husband
3. Age
4. Address (Door No. and name  
of the street)
5. Details of premises for  
which licence is applied  
for:
  - i) Door No.
  - ii) Street in which located
  - iii) Ward
- 6.a) Name of the owner/proprietor  
of the premises with address
- b) If the applicant is not the owner of the  
premises whether a letter of consent  
has been obtained from the owner and  
attached with the application to use the  
premises for the trade. (Note the name  
of trade or business. Applicant must be  
the owner of the trade)

..2..

7. Purpose for which the premises is to be used/continued to be used the licence required. (Commercial or trade)
8. No. and date of licence of the previous year if obtained.
9. The period from.....to .....for which now licence or renewal required.
10. Monthly rent of the building/ premises.
11. No. and date of payment of licence fee:
12. The name in which the licence has to be issued.
13. Details of machineries if any installed in the premises. Give full details.
  - i) Order No. & date of Town Panchayat
  - ii) Resolution No. & Date of Town Panchayat

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S.No.	Details of prime movers with horse power	Whether run by steam, oil or electricity.	Details of production machinery run by the prime mover	Date of Installation or functioning	Order No.& Date in which installation was originally permitted by the Town Pt.

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I agree to abide by the rules and regulations of the Town Panchayat and Government to run the trade.

Place:

Date:

Signature of Applicant

### **ACKNOWLEDGEMENT**

Received application from Thiru.....for licence/renewal of licence to conduct trade business in this office on... ..... He is informed to contact the Executive Officer on .....(after 10 days) regarding this application. His application has been registered as Sl.No..... in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.



## **LICENCE UNDER PREVENTION OF FOOD ADULTERATION ACT**

### **STATUTORY PROVISION**

Under the Prevention of Food Adulteration Act, 1954 (Central Act) every person engaged in the trade of Food Commodities shall apply for a licence in the prescribed form. A copy of the format is appended.

The prescribed fees are available in the schedule of rates notified by the Town Panchayat. No trade on food commodity can be conducted without a licence under Prevention of Food Adulteration Act and this licence is in addition to the licence under D & O trades.

The procedure are as prescribed for licence under D & O Trades.

For belated renewal application along with the prescribed fees, 50% penalty is levied as against 25% in the case of D & O Licence.

**ANNEXURE VI**

FORM -A  
(See Rule 14)

..... Town Panchayat Here affix Court  
fee stamp for  
Rs.2/-

**APPLICATION UNDER THE PREVENTION OF  
FOOD ADULTERATION ACT, 1954  
FOR MANUFACTURE FOR SALE, STORAGE, DISTRIBUTE OR  
SALE OR TO SELL BY HAWKING**

To  
The Executive Officer,  
.....Town Panchayat

Sir,

1) I/We ..... residing at Door No.....Street in ..... Town Panchayat request that a licence/to renew the licence No.....valid till 31.3. be granted to me/us to manufacture for sale, storage, distribute or sale or to sell by hawking.

2) I/We intend to conduct to continue the trade in Door No..... Street.....in .....Town Panchayat.

Description of building to be used

- a) Hut, brick built, cement concrete?
- b) No.of rooms used
- c) Dimension(length and breadth)
- d) Whether fulfilled the provisions of public health etc.

3) I/We have enclosed the receipt for the payment of Rs.....  
(Rupees.....)towards licence/renewal fees. Annual income from the business is Rs.....

Place:

Date:

Signature of applicant.

Received Rs.....(Rupees.....only) from Tmt/Thiru.....Thiru.....  
for manufacture for sale, storage, distribute or sale or to sell by hawking in.... No..... Street  
towards licence fees on.....

Signature of  
Clerk

Signature of  
Executive Officer.

### ACKNOWLEDGEMENT

.....Town Panchayat

Date.....

Sl.No.

Application for a licence under the Prevention of Food Adulteration Act to  
manufacture for sale, distribute or sale or by hawking has been received from  
Thiru.....in this office on ..... He is informed to contact the Executive officer,  
regarding this application on.....(after 10 days). His application has been registered as  
Sl.No.....in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

**EXTRACT TAKEN FORM THE TAMIL NADU DISTRICT MUNICIPALITIES  
ACT, 1920 PURPOSES FORNWHICH PREMISES MAY NOT BE USED WITHOUT  
A LICENCE UNDER SECTION 249**

(See section 249)

- 1.(a) washing soiled clothes or keeping soiled clothes for the purpose of washing them or keeping washed clothes.
- (b) boiling paddy or camphor;
- (c) melting tallow or sulphur;
- (d) storing or otherwise dealing with manure , offal,blood bones, rags, hides, fish, horns or skins;
- (e) washing or drying wool or hair;
  
2. (ee).....
- (f) making fish-oil
- (g) making soap, dyeing, boiling or pressing oil  
3(burning) brick, tiles, pottery, or lime;
- (h)manufacturing or distilling sago; manufacturing artificial maures; 4 (manufacturing beedies or cigares)
- (i) manufacturing gun powder or fire works;
- (j) Keeping a public halting-place, choultry or other rest house for travelers(other than a local authority). a hotel, restaurant, eating house, coffee, house, boarding house or lodging house(other than a students hostel under public or recognised control);
- (jj) keeping a shaving or hair -dressing saloon;
- (k) keeping together twenty or more sheep or goats or ten or more pigs or head of cattle.
- (l) preparing flour or articles made of flour for human consumption or sweetmeats;
- (m) manufacturing ice or aerated wters;
- 1(mm) brewing beer, manufacturing arrack or other spirit containing alcohol)whehter dematured or not), by distillation
- (n)selling or storing timber, firewood, thatching materials, hay, grass, straw, fibre, coal charcoal;

- 2(o) selling wholesale or retail, or storing for wholesale or retail trade or for purposes other than private or domestic use, grain, groundnut, 3 (tamarind), chillies, jaggery, pulses, flour, bran, oil-cakes or agricultural produce which is likely to attract rats)
- (p)4 (manufacturing jaggery, sugar candy or syrup otherwise than as a cottage industry by tappers or persons in enjoyment of the trees carried on in their own premises;
- 5(q) storing any explosive or combustible materials;
6. Provided that no licence shall be required for storing petroleum and its products in quantities exceeding those to which the operation of the Act is limited by the provisions of the petroleum Act, 1934, or the rules or notifications issued thereunder.
- 1(qq) selling cotton wholesale or retail or storing cotton for wholesale or retail trade or for conversion into yarn)
- (r) manufacturing anything from which offensive or wholesome smells arise;
- (s) using for any industrial purpose any fuel or machinery 2 (other than such machinery as may by notification, be exempted by the 3 (state) Government from time to time; and
- (t) in general, doing in the course of any industrial process anything which is likely to be dangerous to human life or health or property;

//true extract//

## **BIRTH AND DEATH CERTIFICATE**

### **STATUTORY PROVISION:**

Every birth shall be registered within 14 days and every death shall be registered within 7 days with the Town Panchayat.

Any person who wants to register a birth or a death shall inform the Town Panchayat Office in the form prescribed in Annexure-V along with a certificate from the person or Medical Institution, who conducted delivery in the case of birth and from the Medical Officer who treated the patient in the case of death.

Beyond the prescribed time limit, if a registration is done, it is accepted with a payment of penalty upto a period of one year. If a registration is to be done beyond a period of one year, it will be registered only on receipt of Judicial order from a Magistrate and with penalty.

### **EXTRACT FROM BIRTH/DEATH REGISTER**

On registration one copy of an extract of Birth/Death Register will be given to the party, free of cost. If a certificate of Birth/Death is required at a later date from the Town Panchayat, an application in the prescribed format (Copy of format enclosed in Appendix) furnishing the information required in the format like name of the child, father's name, mother's name, date and place of birth, etc., in the case of birth certificate and name of the person, father's /husband's name, date and place of death, etc., in the case of Death Certificate shall be furnished.

### **PRESENTATION:**

The application shall be presented in the Town Panchayat office and acknowledgement obtained.

**FEES:**

Along with the application, the following fee shall be remitted in Town Panchayat Office.

<u>Item</u>	<u>Fee</u>
Birth & Death Certificate	... Re.1.00 per copy
If date of birth/death is not known or unspecified, Search Fee for every year.	... Re.1.00
Belated Birth and Death Registration	
a)Below one month	.... Re.1.00
b)Above one month & below one year	... Rs.3.00
c)Above one year with the order of Magistrate	... Rs.4.00

A Court fee stamp of Rs.2/- shall be fixed in the application form.

**TIME CEILING:**

An extract of Birth/Death Register will be given to the applicant, who has furnished full information within 3 days.

**ANNEXURE VII**

..... TOWN PANCHAYAT

**APPLICATION FOR ISSUE OF BIRTH CERTIFICATE**

From

Thiru/Tmt.

To

The Executive Officer,

.....Town Panchayat

Sir,

Sub:- Application for birth certificate

---

I request that ..... copy/copies of certificate of birth of the male/female baby, the details of which are given below may be issued.

1. Name of the child :
2. Date of Birth :
3. Sex :
4. Name of the Father :
5. Name of the Mother :
6. Place of birth, Hospital,  
House with address :
7. Residential address at the  
time of delivery of the baby :
8. Purpose for which the  
certificate is required :
9. Relationship of the applicant  
to the child :



10.Details of fees paid : Amount Rs.  
Receipt No. date.

Place:

Date:

Note: Register the name of the child and get the certificate with the name of the baby

Signature of Applicant

### **ACKNOWLEDGEMENT**

.....Town Pt.

Sl.No.... Date.....

The application for birth certificate from Thiru..... has been received on ..... He is informed to contact the Executive Officer regarding the application on..... (after 10 days). His application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,  
.....Town Panchayat

**ANNEXURE VIII**

..... Town Panchayat    Here affix  
 Court fee  
 Stamp for Rs.2/-

**FORM OF APPLICATION FOR ISSUE OF DEATH CERTIFICATE**

From  
 Thiru/Tmt.

To  
 The Executive Officer,  
 .....Town Panchayat

Sir,

Sub:- Application for death certificate

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I request that ..... copy/copies of Death Certificate, the details of which are given below, may be issued.

1. Name of the deceased
2. Age of deceased and sex  
(Male/Female)
3. Name of the Father/Husband  
of the deceased
4. Place of death, Hospital/  
House (with details)
5. Date of death
6. Purpose for which this  
Certificate is required

7. Relationship of the applicant with the deceased

8. Particulars of remittance of fees:

Amount Rs.  
Receipt No..... Date...

Place:

Date:

Signature of Applicant

### **ACKNOWLEDGEMENT**

The application for death certificate from Thiru..... has been received on ..... in this office. He is informed to contact the Executive Officer regarding this application on ..... (after 10 days). His application has been registered as Sl.No..... in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

**NAME TRANSFER ORDERS FOR TITLES IN RESPECT OF PROPERTY TAX  
ASSESSMENT AND WATER SUPPLY/HOUSE SERVICE CONNECTION.**

**RULES:**

In the Town Panchayat records, the name of the house owner/occupier is registered to enable collection of property tax, user charges for water supply etc.,

**HOW TO APPLY:**

An application in the prescribed format shall be presented to the Town Panchayat Office with the following documents.

i) Certified copy of registered document in respect of the property for which name transfer is applied.

ii) Copy of property tax receipt/water charges receipt.

iii) Proof of payment of the prescribed fees in the office of Town Panchayat.

In the case of transfer of names in respect of water supply connection, the application will be entertained only after the property tax assessment is changed to the applicant's name.

Hence for applying for change of title in respect of water supply connection, a copy of the order, changing the property tax assessment in the applicant's name shall also be enclosed.

**ANNEXURE IX****APPLICATION FOR TRANSFER OF OWNERSHIP (OR) REGISTER OF NAME  
IN THE REGISTER OF ASSESSMENT.**

Here affix Court  
fee stamp for Rs.2/-

From  
Thiru/Tmt.

To  
The Executive Officer,  
.....Town Panchayat,

Sir,

The name of the ownership of property in Col.5 the details of which are given below has to be transferred to Thiru.....under Sec.88 of the T.N. District Municipalities Act, 1920. Necessary entries may be made in your office records in this regard.

1. Name of the Street and door No.  
where the property is situated
2. Town Panchayat Ward No. where  
the property situates
3. Boundary of the property  
In the North  
In the East  
In the South  
In the West
4. Nature of transfer(Sale/partition/  
will/gift/hereditary)
5. Amount for which sold
6. Name of the present owner
7. Name of the previous owner of  
the building/land

- 8. a) document No. and date of registration in the Registrar's office
- b) No. and date of legal heir certificate issued by the Tahsildar

9. Details of payment of property tax water charges and other arrears

Signature of the Transferor  
Address

Signature of the Transferee  
Address

**ACKNOWLEDGEMENT**

..... Town Panchayat  
Sl.No..... Date.....

Received application for transfer of ownership of property from Thiru.....  
He is informed to contact the Executive Officer regarding this application on.....(after 10 days). The application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,  
.....Town Panchayat

\* \* \* \* \*