

**Bidhannagar Municipal Corporation
Assessment Department**

**Require documents for Amendment/Alteration (Ward Nos. 29, 30, 31, 32, 33, 34, 37, 38, 39, 40 & 41)
For Lease hold land Photocopy required along with documents self-attested to be submitted with amendment/alteration form
(collect from office help desk)**

Transfer by way of	Any Mode (Common documents for all)	Inheritance	Will/Probate	Gift	(Sale Deed/Transfer Deed/Deed of Conveyance)
Labony	1. Photocopy of Sale deed (West Bengal Housing Board and 1 st owner) 2. Photocopy of Sale deed between (The Governor of the State of W.B. and LIC Co-opp. Housing Society) 3. Photocopy of Sale deed between (The Governor of the State of W.B. and Rammohan Memorial Co-opp. Housing Society) 4. Deed of Co – operative Society and 1st owner 5. Deed of 1st owner and 2nd owner 6. Photo identify prove Photocopy any with self-attested 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution 9. Paid tax bill of 2005/1 – 2005/2 qtr and up to data 2018 – 2019	1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Legal heirs certificate from 1st class Magistrate (original) 4. Photocopy of Nomination form with attachment of member nominee Register	1. Photocopy of will 2. Photocopy of Probate	1. Photocopy of gift deed	1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance
Karunamoyee	1. Photocopy of Sale deed (West Bengal Housing Board and 1st owner) 2. Photocopy of Sale deed between (west Bengal housing board and co – operative society) 3. Deed of Co – operative Society and 1st owner 4. Deed of 1st owner and 2nd owner 5. Photo identify prove Photocopy any with self-attested 6. Photocopy of Share Certificate in favour of Present owner 7. Photocopy of Membership approval from co – operative society with resolution 8. Paid tax bill of 2005/1 – 2005/2 qtr and up to data 2018 – 2019	1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Legal heirs certificate from 1st class Magistrate (original) 4. Photocopy of Nomination form with attachment of member nominee Register	1. Photocopy of will 2. Photocopy of Probate	1. Photocopy of gift deed	1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance

Transfer by way of	Any Mode (Common documents for all)	Inheritance	Will/Probate	Gift	(Sale Deed/Transfer Deed/Deed of Conveyance)
Purbachal	<ol style="list-style-type: none"> 1. Photocopy of Sale deed (West Bengal Housing Board and 1st owner) 2. Photocopy of Sale deed between (west Bengal housing board and co – operative society) 3. Deed of Co – operative Society and 1st owner 4. Deed of 1st owner and 2nd owner 5. Photo identify prove Photocopy any with self-attested 6. Photocopy of Share Certificate in favour of Present owner 7. Photocopy of Membership approval from co – operative society with resolution 8. Paid tax bill of 2005/1 – 2005/2 qtr and up to data 2018 – 2019 	<ol style="list-style-type: none"> 1. Photocopy Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Legal heirs certificate from 1st class Magistrate (original) 4. Photocopy Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance
Jal-vayu-Vihar	<ol style="list-style-type: none"> 1. Photocopy of Lease deed (the governor of the state of west Bengal and Air Force Naval Housing Board LB Block - J.V.V 2. Air Force Naval Housing Board and Jal Vayu Vihar Cooperative housing society Ltd 3. Jal Vayu Vihar Cooperative housing society Ltd and 1st owner 4. 1st owner and 2nd owner 5. 2nd owner and 3rd owner 6. Photo identity prove Photocopy any with self-attested 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution 9. Paid tax bill of 2005/1 – 2005/2 qtr and up to data 2018 – 2019 10. Approve membership list from U.D. department 11. Photocopy of previous amendment/alteration certificate. 12. Photocopy of Membership approval from U.D. Department. 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Photocopy of Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance

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Mahavir Vikas	<ol style="list-style-type: none"> 1. Photocopy of Lease deed (the governor of the state of west Bengal and Army welfare Housing organization. 2. Army welfare Housing organization and Army welfare Cooperative housing society Ltd 3. Army welfare Cooperative housing society Ltd and 1st owner 4. 1st owner and 2nd owner 5. 2nd owner and 3rd owner 6. Photo identity prove Photocopy any with self-attested 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution 9. Paid tax bill of 2005/1 – 2005/2 qtr and up to data 2018 – 2019 10. Approve membership list from U.D. department 11. Photocopy of previous amendment/alteration certificate. 12. Photocopy of Membership approval from U.D. Department 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Photocopy of Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance
Digantika	<ol style="list-style-type: none"> 1. Photocopy of Lease Deed (the governor of the state of west Bengal and 1st owner) 2. Photocopy of Lease Deed(the governor of the state of west Bengal and Co – operative Society) 3. Deed of Co – operative Society and 1st owner 4. Deed of 1st owner and 2nd owner 5. NOC from U.D. department 6. Membership approval from DRCS (if Needed) 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution. 9. Register bye laws copy from Govt. 10. Approved membership list from U.D.dept.11. Paid tax bill of 2005/1 – 2005/2 qtr and up to date 2018 – 2019. 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Photocopy of Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance

Transfer by way of	Any Mode (Common documents for all)	Inheritance	Will/Probate	Gift	(Sale Deed/Transfer Deed/Deed of Conveyance)
Vidyasagar	<ol style="list-style-type: none"> 1. Photocopy of Lease Deed (the governor of the state of west Bengal and 1st owner) 2. Photocopy of Lease Deed (the governor of the state of west Bengal and Co – operative Society) 3. Deed of Co – operative Society and 1st owner 4. Deed of 1st owner and 2nd owner 5. NOC from U.D. department 6. Membership approval from DRCS (if Needed) 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution. 9. Register bye laws copy from Govt. 10. Approved membership list from U.D.dept. 11. Paid tax bill of 2005/1 – 2005/2 qtr and up to date 2018 – 2019 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Photocopy of Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance
General Co-opp.	<ol style="list-style-type: none"> 1. Photocopy of Lease Deed (the governor of the state of west Bengal and 1st owner) 2. Photocopy of Lease Deed (the governor of the state of west Bengal and Co – operative Society) 3. Deed of Co – operative Society and 1st owner 4. Deed of 1st owner and 2nd owner 5. NOC from U.D. department 6. Membership approval from DRCS (if Needed) 7. Photocopy of Share Certificate in favour of Present owner 8. Photocopy of Membership approval from co – operative society with resolution. 9. Register bye laws copy from Govt. 10. Approved membership list from U.D.dept. 11. Paid tax bill of 2005/1 – 2005/2 qtr and up to date 2018-2019 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 3. Photocopy of Nomination form with attachment of member nominee Register 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance
General Plot	<ol style="list-style-type: none"> 1. Photocopy of Lease Deed (the governor of the state of west Bengal and 1st owner) 3. Photocopy of U.D. order 4. Photo identity prove Photocopy if any with self-attested 5. Paid tax bill of 2005/1 – 2005/2 qtr. And up to date 2018 – 2019 	<ol style="list-style-type: none"> 1. Photocopy of Death Certificate 2. Signature verification Affidavit from Notary Public Rs. 10/ Stamp paper (original) 	<ol style="list-style-type: none"> 1. Photocopy of will 2. Photocopy of Probate 	<ol style="list-style-type: none"> 1. Photocopy of gift deed 	<ol style="list-style-type: none"> 1. Photocopy of sale deed//Transfer Deed/Deed of Conveyance