

ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

BANGALORE MAHANAGARA PALIKE



KHATA SERVICES QUICK REFERENCE

**N.R. Square
Bangalore
560002**

*Implemented jointly by
Bangalore Mahanagara Palike and Rejuvenate India Movement*

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ABOUT THE BMP'S REVENUE DEPARTMENT

The BMP's Revenue department provides two kinds of services, property related and voter/election re-lated. The Revenue Department is responsible for collection of property tax that come in the jurisdiction of the BMP. The property related services are primarily centered around property taxes and khata. Property tax is one of the main sources of income for Bangalore Mahanagara Palike.

A. ABOUT THIS QUICK REFERENCE GUIDE

This document is the quick reference guide to the BMP's property related services for citizens. Citizens may note that for detailed information about Khata and property tax assessment including the self-assessment system (SAS), the BMP's Sarala Khata manual is to be referred.

B. ACCESSING PROPERTY RELATED SERVICES

The Table-1 below lists information at a glance for various Khata/property related services You can locate the nearest BMP Revenue department office for your particular transaction using the BMP Publication 401 (Revenue Department directory). All forms related to khata and property tax procedures are available at the revenue department offices themselves as well as online.

The Sarala Khata scheme of the BMP is an initiative of the BMP that considerably simplifies the process of applying for a Khata and payment of property taxes. Table-1 is the citizens quick reference for various Khata related procedures at the BMP.

C. HOW TO USE THIS REFERENCE

Use the following steps to use this quick reference.

1. Identity the service you are looking for in the first column of Table-1.
2. The next two columns of Table -1 give you the office/service center and office timings that apply to the service of your interest.
3. **Use BMP directory Publication 401 to locate the exact contact information (address and telephone numbers) for the particular service centre that applies to your geographical location.**
4. The next four columns give process information for your service. Use this to plan on completing your procedure with as much information as possible, ahead of time.
5. All the revenue department offices have copies of forms and instructions on how to fill up these forms. Forms are also available on the BMP website in the forms section, for printing and filling up offline.



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BMP-RV-E-AUG03-P-403
Revenue Department

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Table-1: Quick Reference Table

Service	Designated officer and handling service center	Office work-days and timings	Processing and time	Applicable forms	Documents to be attached	Fees
1. Khata/property registration	Asst Rev Officer for the sub-division or range.	10.00 a.m-1.30 p.m. and 2:30 p.m. to 5:30 p.m.	Revenue pockets & Gramthana - 30 days BDA/KHB Layouts and BDA reconveyed areas 20 days	Application form for registration /modification of Khata	Table-2	2% Admin fee on stamp paper value Improvement expenses Rs.100/sq.yard in new areas. Rs.50 /sq. yard in old areas
2. Getting a Khata certificate	Asst Rev Officer for the sub-division or range.	10.00 a.m-1.30 p.m. and 2:30 p.m.- 5:30 p.m.	3 days	Letter of requisition from owner	Latest tax paid receipt	Rs.25 per certificate, per property
3. Transferring a Khata	Asst Revenue Officer for the sub-division or range.	10.00 a.m-1.30 p.m. and 2:30 p.m.- 5:30 p.m.	20 days	Application form for registration /modification of Khata	Table-3	2% Admin fee on stamp paper value
4. Khata Amalgamation or bifurcation	Asst Revenue Officer for the sub-division or range.	10.00 a.m-1.30 p.m. and 2:30 p.m.- 5:30 p.m.	20 days	Application form for registration /modification of Khata	Table-4	2% Admin fee on stamp paper value
5. Getting a Khata extract (public record)	Asst Rev Officer for the sub-division or range.	10.00 a.m-1.30 p.m. and 2:30 p.m.- 5:30 p.m.	3 days	Letter of requisition with property location		Rs.100 per extract for a period of 5 years of that property.



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Table-2: Documents needed to be attached for Property/khata registration

Land type- Revenue pockets	Land type- BDA Reconveyed areas
<ol style="list-style-type: none">1. Title deed*2. Tax paid receipts and khata details3. Sketch showing location of site with boundaries4. Improvement charges5. National savings certificate for Rs.2006. Encumbrance certificate for vacant sites7. Flow chart of title	<ol style="list-style-type: none">1. Title deed*/Reconvey document from BDA2. Tax paid receipts and khata detail3. Sketch showing location of site with boundaries4. Improvement charges5. National savings certificate for Rs.2006. Encumbrance certificate for vacant sites7. Flow chart of title
Land type- Gramathana	Land type- BDA/KHB Layouts
<ol style="list-style-type: none">1. Title deed*2. Tax paid receipts and khata details3. Sketch showing location of site with boundaries4. Improvement charges5. National savings certificate for Rs.2006. Encumbrance certificate for vacant sites7. Flow chart of title	<ol style="list-style-type: none">1. Possession certificate/Title deed*2. National savings certificate for Rs.2003. Encumbrance certificate for vacant sites4. Flow chart of title.

Table-3 Documents needed to be attached for transfer of khata

<ol style="list-style-type: none">1. Title deed*2. Tax paid receipt3. Death certificate if application is happening due to death4. Affidavit declaring that applicant(s) is/are a legal heir/s of the deceased khatedar5. National Savings Certificate for Rs.200/-6. Paid up improvement charges receipt
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Table-4 Documents for bifurcation/amalgamation of Khata

<ol style="list-style-type: none">1. Title deed*2. Tax paid receipt – up to date3. Sketch showing property to be amalgamated or bifurcated with boundaries and measurements.4. National Savings Certificate for Rs.200/-5. Paid up improvement charges receipt6. Flow chart of title

* In case of gift deed, will, or death – attested copy of title deed of the property is to be provided. Original title deeds are to be furnished for the certification by the office and the photocopies of the title deeds are to be attested.

** Holders Khata will be considered only in case of buildings



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D. FREQUENTLY ASKED QUESTIONS ABOUT KHATA AND REGISTRATION

1. What is a Khata?

A Khata is an account of assessment of a property, recording details about your property such as size, location, built up area and so on for the purpose of payment of property tax. It is also a kind of identification of the person who is primarily liable for payment of property tax.

2. Why do I need a khata?

The khata is one of the required documents in case you require a building license, trade license or loan from banks or any other financial institutions. It is mandatory for all property owners/holders to pay property tax-hence you need a khata.

3. Who is eligible to obtain a khata?

All the property owners/holders who hold property within the BMP jurisdiction are eligible to obtain khata from the BMP.

4. What is the difference between a khata and a Title Deed?

As stated earlier, a khata is an account of assessment of a property for the payment of tax. The khata does not confer ownership. However, the title deed is the document through which a person derives title or ownership of the said property.

5. What are the related services from the BMP in respect of properties?

- **Registration of a new khata**

This is in the case of property, which has not been assessed for property tax so far

- **Transfer of khata**

This is being considered when the title of the property is transferred from one person to another by way of sale, gift, will or in case of death of the property owner etc.

- **Bifurcation/clubbing of khata**

Bifurcation when a property is divided into two or more parts. Clubbing is considered when more than one property is merged together – a modified khata has to be obtained in both cases.

6. How am I pay my property tax/improvement expenses?

You can make payment of property tax/improvement expenses either by way of cash/DD or cheque in favour of "The Commissioner, BMP".

7. Can I pay the improvement charges, property tax in installments?

Yes. You can pay the property tax in two installments in a year. The property tax related to the first half year will have to be paid within 60 days from the date of commencement of the year. i.e. April 1 of every year. The second half year tax has to be paid within 60 days from the date of commencement of the second half year i.e. October 1 of every year. Payment of property tax beyond 60 days as mentioned above will attract a penalty of 5% per annum. But improvement expenses shall be paid at once in lump sum.

E. GRIEVANCE REDRESSAL FOR KHATA APPLICATION

Appeals Regarding Non Issue of Khatas in Time

In case of any delay beyond the specified time limit for disposal of any khata application, the applicants can prefer an appeal to the concerned Zonal Deputy Commissioner in writing enclosing a copy of the acknowledgement for filing the khata application. After receipt of the appeal, the Deputy Commissioner will enquire about the status of the application and hear the applicant/appellant within 30 days from the receipt of the appeal and give a suitable reply to the petitioner. Specific date will be fixed and communicated to the concerned for hearing the objections and collecting further information before taking a decision.