



HOWRAH MUNICIPAL CORPORATION

Assessment Department

4, Mahatma Gandhi Road, Howrah – 711101

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NOTICE

Subject: Launch of E-Mutation System and Discontinuation of Manual Applications

As per the guidelines of the UDMA Department (Letter No. 2049-T&CP dated 02.08.2021) and in reference of the approval of the Commissioner dated 07.11.2025 (Ref File No. Commr/2295/25-26), all mutation application shall be processed only through the online E-Mutation Module.

To ensure smooth implementation, the following schedule is notified:

1. Launch of E-Mutation System: **1st December 2025**
2. Last date for Offline applications (Central & Borough Offices): **29th November 2025**
3. From **1st December, 2025**, only online applications will be accepted.

Please note that no offline mutation applications will be received both at Borough Offices and Central Office after the above date. All mutation cases will be processed centrally through the online system.

Borough Offices will, however, assist citizens in applying through the E-Mutation Module. Any grievances or assistance required by citizens shall be resolved by the Borough Offices in coordination with the Assessment Department, Central Office. SOP of E-mutation and Optics module is enclosed herewith.


11/11/2025

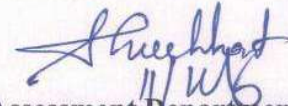
OSD (Assessment Department)
Howrah Municipal Corporation

Memo No.: 631/ASST./25-26

Date: 11.11.2025

Copy forwarded for information and necessary action to:

1. Commissioner, HMC
2. Deputy Commissioner, HMC.
3. Joint Commissioner, HMC.
4. Controller of Finance, HMC
5. Executive Engineer, IT Department – is requested to upload in website of HMC.
6. Executive/Assistant Engineer, Building Department
7. Assistant Engineer/OSD, Borough Office- I/ II/ III/ IV / V/ VI/ VII
8. _____, Assessment /Collection Department.
9. Office copy.


11/11/25

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