

# Property Tax Management System

**Government of Chhattisgarh  
State Urban Development Agency**



## User Manual

**Version: v0.3**

**Prepared by**



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## I GETTING STARTED

### I.1 MINIMUM SYSTEM REQUIREMENTS

- Internet Explorer 10.0 or above.
- Mozilla Firefox Version 33.0.2.
- Google Chrome Version 23.
- Safari 5.1.7

### I.2 LOGGING INTO SYSTEM

1. Start any Web Browser such as Internet Explorer / Google Chrome/ Mozilla or any other with above mentioned minimum requirements.

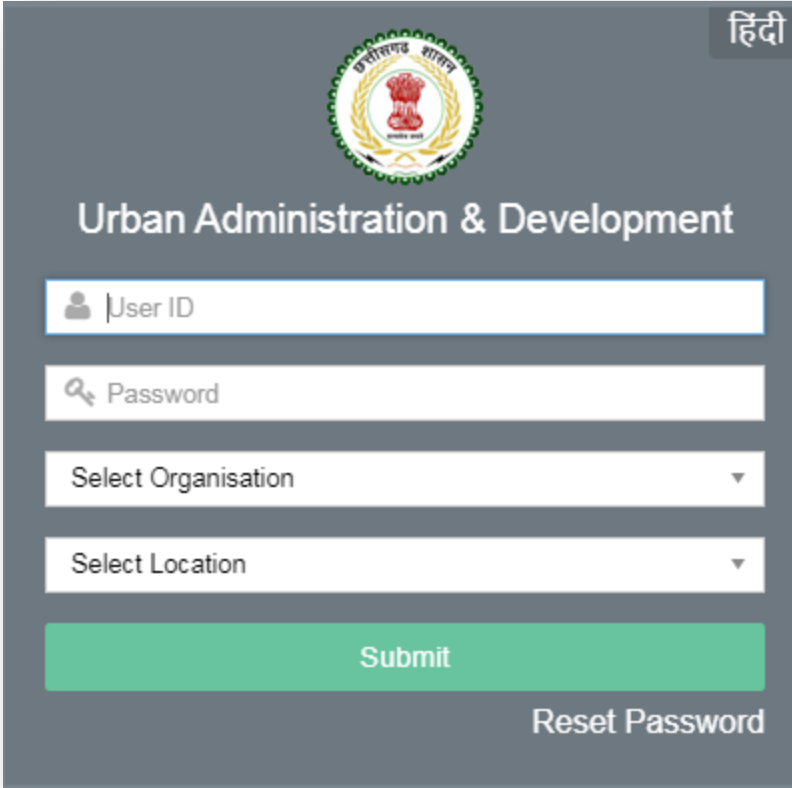
Type the following URL in the address bar of the web browser. e.g.  
<http://182.18.168.246/MainetService>

2. Press **Enter**.

---

#### I.2.1 LOGIN

- Enter **User ID** and **Password**.
- Select **Organization** from the dropdown list.
- Select **Location**.
- Click **Submit** or hit **Enter** Key.
- Change language (English / हिंदी) from top right corner of the login form.



The login screen features a dark grey background. At the top center is the official emblem of the Government of Chhattisgarh, which includes a red lotus flower and the text 'छत्तीसगढ़ शासन' (Chhattisgarh Sahasana) in Hindi. To the right of the emblem, the word 'हिंदी' (Hindi) is displayed. Below the emblem, the title 'Urban Administration & Development' is written in white. The form contains four input fields: a 'User ID' field with a person icon, a 'Password' field with a magnifying glass icon, a 'Select Organisation' dropdown menu, and a 'Select Location' dropdown menu. A large green 'Submit' button is positioned below these fields. At the bottom right, there is a link labeled 'Reset Password'.

Figure 1: Login Screen

### 1.2.2 RESET PASSWORD

1. To create new password click **Reset Password**.
2. Enter registered **Mobile No.** and click **Submit**.

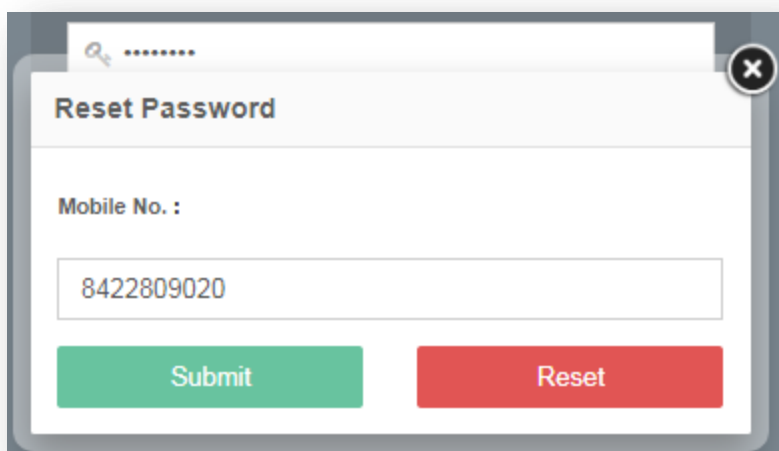
A screenshot of a 'Reset Password' dialog box. At the top, there is a search icon and a text field containing '.....'. Below this is the title 'Reset Password'. Under the title, there is a label 'Mobile No. :'. Below the label is a text input field containing the number '8422809020'. At the bottom of the dialog, there are two buttons: a green 'Submit' button and a red 'Reset' button. A close button (X) is located in the top right corner of the dialog box.

Figure 2: Reset Password

## 2 DETAILED USER MANUAL

### 2.1 MASTERS

Master Data is an information that is considered to play a key role in the core operation of a system. Master data includes various data about Construction class, Usage, Taxes, Checklist Service Charges, Billing Schedule and more. Masters are used to defining organization level setup parameters. The list of masters and their purpose is listed in the below-given sections.

#### 2.1.1 TAX MASTER

Different taxes and Service charges and their percentage/amount for different usage types levied by ULBs can be configured here. Dependencies and validity of taxes/Service Charges will also be captured in tax master.











**How to Access:** Administrative Setup → Service Setup → Tax Master

1. Tax Master summary page appears.

Tax Master



Department\* : Tax and Revenue Tax List : Select Tax Field with \* is mandatory

[Search](#) [Reset](#) [Add](#)

Tax Code	Tax Name	Tax Group	Tax Subcategory	Service	Org status	Action
PT11	Property Tax	Non-Government Tax	Residential		✓	 
PT12	Property Tax - Commercial	Government Tax	Commercial		✓	 
PT13	Property Tax - Industrial	Non-Government Tax	Industrial		✓	 
PT14	Education Cess	Government Tax			✓	 
PT15	Consolidate Tax	Non-Government Tax			✓	 

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Figure 3: Tax Master Summary

2. Select **Department** and **Tax List**.
3. Click **Search** and result will appear in the grid section as per the search criterion entered.
4. Click **View** icon  to view details of existing Tax details.
5. Click **Edit** icon  to edit details.
6. Click **Add** button to create Tax Master.
7. Tax Master form appears.

**Tax Master**

Field with \* is mandatory

**Tax Master**

Tax Name\* : Property Tax Department\* : Tax and Revenue

Applicable At\* : Select Calculation Method\* : Select

Parent Tax Code : Select Tax Group\* : Select

Tax Category\* : Select Tax Sub Category\* : Select

Services : Select Print On\* : ☐ Bill ☐ Notice ☐ Receipt

Collection Sequence : Display Sequence :

**Depends On Factors**

Rebate  
Water Connection Facility

**Account Integration**

AccountHead *	Demand Classification *	Status	Add/Remove
Select	Select	Active	<input type="button" value="+"/> <input type="button" value="-"/>

Figure 4: Tax Master Form

8. Enter the details in the form and click **Submit**.
9. Click **Reset** button to clear form.
10. Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Tax Master</b>				
1.	Tax Code	Displayed	N/A	Tax Code is automatically displayed by the system.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
2.	Tax Name	Dropdown	Yes	<p>Select the name of the Tax from the dropdown list.</p> <p>The Tax name is fetched from the TXN Prefix.</p>
3.	Department	Dropdown	Yes	Select the name of the Department from the dropdown list.
4.	Applicable At	Dropdown	Yes	Select when this tax is applicable from. The below fields in the form will change accordingly.
5.	Calculation Method	Dropdown	Yes	Select the calculation method of tax whether it should be calculated Flat / Slab / Percentage / Telescopic wise.
6.	Parent Tax Code	Dropdown	No	The system will display a list of taxes already created for the department selected. Select Parent Tax Code from the dropdown list.
7.	Tax Group	Dropdown	Yes	<p>Dropdown options will change according to the option selected in "Applicable At" dropdown. Identify whether the tax is Government Tax or Non-Government Tax or Service Tax.</p> <p>The Tax Group is fetched from the TAG Prefix.</p>

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
8.	Tax Category	Dropdown	Yes	<p>Tax Category shows the list of categories for account categorization for grouping. Select suitable option from the dropdown.</p> <p>The Tax Category is fetched from the TAC Prefix.</p>
9.	Tax Sub Category	Dropdown	Yes	<p>Tax Sub Category accordingly changes as per the Tax Category selected. Select suitable option from the dropdown.</p>
10.	Services	Dropdown	Yes	<p>If "Application" is selected in Applicable At, Tax Group is selected as Service Tax then Services dropdown shows all the services of the department. Select the suitable option from the dropdown list.</p>
11.	Print On	Check Box	Yes	<p>Tick against the check box of the suitable option.</p> <p>If you select "Bill" then the tax will be printed on Bill.</p> <p>If you select "Notice" (only for property tax) then, the tax will be printed on Notice.</p> <p>If you select "Receipt" then, the tax will be printed on Receipt.</p>

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
12.	Collection Sequence	Text Field	No	Enter the collection order by which the collection will be processed on the receipt.
13.	Display Sequence	Text Field	No	Enter the sequence number to display the tax on the bill.
Depends On Factors				
14.	Data in the left-side box	List	No	Select the data and click right arrow to define dependency. You can select multiple data.
15.	Data in the right-side box	List	No	Select the data and click right arrow. You can select multiple data.
Account Integration				
16.	Account Head	Dropdown	Yes	Select the Account Head.
17.	Demand Classification	Dropdown	Yes	Select the Demand Classification.
18.	Status	Dropdown	Yes	The system keeps default status as Active. Select Inactive to inactivate.
19.	Save	Button	Yes	Click to save records.
20.	Reset	Button	No	Click to clear the form.
21.	Back	Button	No	Click to go to the previous page.

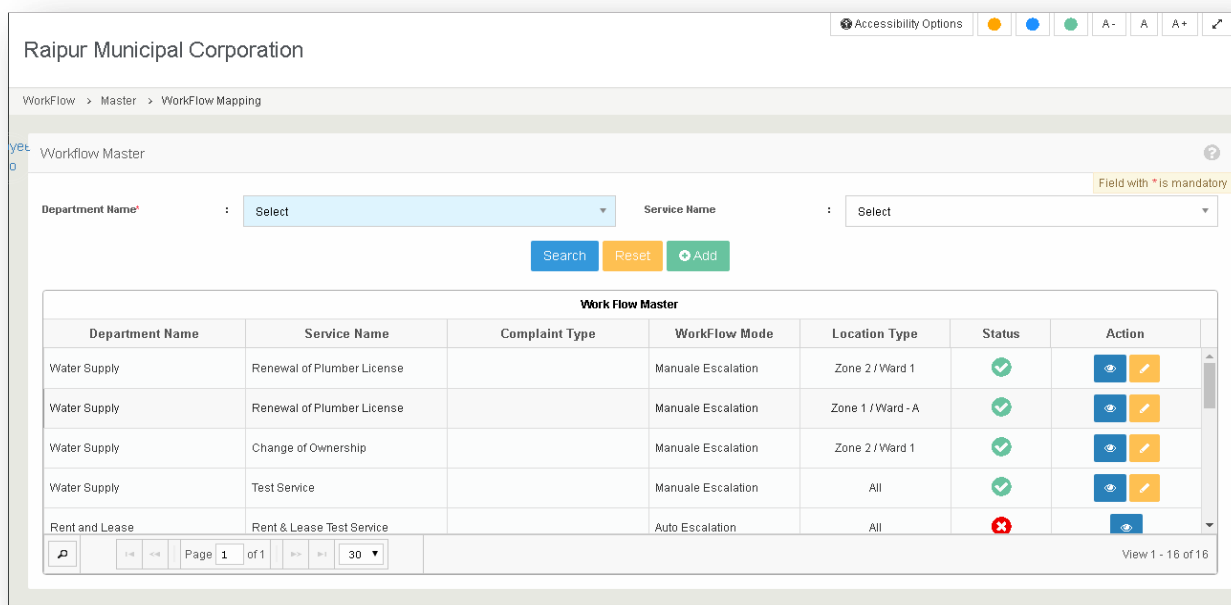


## 2.1.2 WORKFLOW MASTER

The Workflow Master is intended to create and update the Workflow in the system for the services.

**How to Access:** User Task → Workflow Management → Workflow Type

1. Workflow Master summary page appears.



Accessibility Options

Raipur Municipal Corporation










Workflow > Master > Workflow Mapping

Workflow Master

Field with \* is mandatory



Department Name\* : Select Service Name : Select

Search Reset Add

Department Name	Service Name	Complaint Type	WorkFlow Mode	Location Type	Status	Action
Water Supply	Renewal of Plumber License		Manuale Escalation	Zone 2 / Ward 1	✓	 
Water Supply	Renewal of Plumber License		Manuale Escalation	Zone 1 / Ward - A	✓	 
Water Supply	Change of Ownership		Manuale Escalation	Zone 2 / Ward 1	✓	 
Water Supply	Test Service		Manuale Escalation	All	✓	 
Rent and Lease	Rent & Lease Test Service		Auto Escalation	All	✗	

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Figure 5: Workflow Master Summary

2. Select **Department** and **Service Name**.
3. Click **Search** and result will appear in the grid section as per the search criterion entered.
4. Click **View** icon  to view details of existing Tax details.
5. Click **Edit** icon  to edit details.
6. Click **Add** button to create Tax Master.
7. Workflow Master form appears.

**Workflow Master**

**Select Workflow**

Department \* : Solid Waste Management Service \* : Complaint Registration

Work Flow Mode \* : Auto Escalation Complaint Type \* : Non Pickup of Garbage

Location Type \* : ☐ All ☒ Ward - Zone

Zone \* : Zone 1 Ward : Ward A

Task Manager \* : Ramesh Status \* : ☒ Active

**Mapping**



No.	Event	Organization	Department	Role Type / Name	Role / Employee	SLA	Units	Approver Count	Action
1	Grievance Resolution	Select	Select	Select	Select		Days		<input type="button" value="+"/> <input type="button" value="-"/>
2	Grievance Resolution	Select	Select	Select	Select		Days		<input type="button" value="+"/> <input type="button" value="-"/>
3	Grievance Resolution	Select	Select	Select	Select		Days		<input type="button" value="+"/> <input type="button" value="-"/>
4	Grievance Resolution	Select	Select	Select	Select		Days		<input type="button" value="+"/> <input type="button" value="-"/>

Figure 6: Workflow Master Form

8. Enter the details in the form and click **Submit**.
9. Click **Reset** button to clear form.
10. Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Select Workflow</b>				
1.	Department	Dropdown	Yes	Select the name of the Department from the dropdown list.
2.	Services	Dropdown	Yes	Select the name of the Service from the dropdown list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Work Flow Mode	Dropdown	Yes	Select the Work Flow Mode from the dropdown list.
4.	From Amount	Text Field	Yes	Enter the From Amount.
5.	To Amount	Text Field	Yes	Enter the To Amount.
6.	Location Type	Radio Button	Yes	Select Location Type. If you select Ward-Zone, then Ward and Zone fields will be enabled.
7.	Ward	Dropdown	Conditional	Select Ward.
8.	Zone	Dropdown	Conditional	Select Zone.
9.	Status	N/A	N/A	The system keeps default status as Active. Select Inactive to inactivate.
Add Workflow Steps				
10.	Event	Dropdown	Yes	Select the event for service. Events are fetched from Event Master.
11.	Organization	Dropdown	Yes	If the workflow is cross organisation then select the organisation from the organisation master.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
12.	Department	Dropdown	Yes	Select department to map it organisation-wise for cross department workflow configuration.
13.	Role/Emp	Dropdown	Yes	Select the options as per role or employee name.
14.	Details	Dropdown	Yes	Select the details of the role from the dropdown list.
15.	SLA	Field	Yes	For each level of role selected the SLA period will be captured for expected service delivery. This field is enabled on Auto Escalation flag.
16.	Units	Dropdown	Yes	Select DAYS or HRS or MONTHS for the SLA period.
17.	Approver No.	Field	Yes	Enter the no. of approvers required for the escalation of services and complaint to next level.
18.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
19.	Submit	Button	Yes	Click to save records.
20.	Reset	Button	No	Click to clear the form.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
21.	Back	Button	No	Click to go to the previous page.

### 2.1.3 DOCUMENT GROUP MASTER

This form will be used to create and update Checklist Details.

**How to Access:** Administrative Setup → Service Setup → Checklist Document Master

1. Document Group Common Master summary page appears.

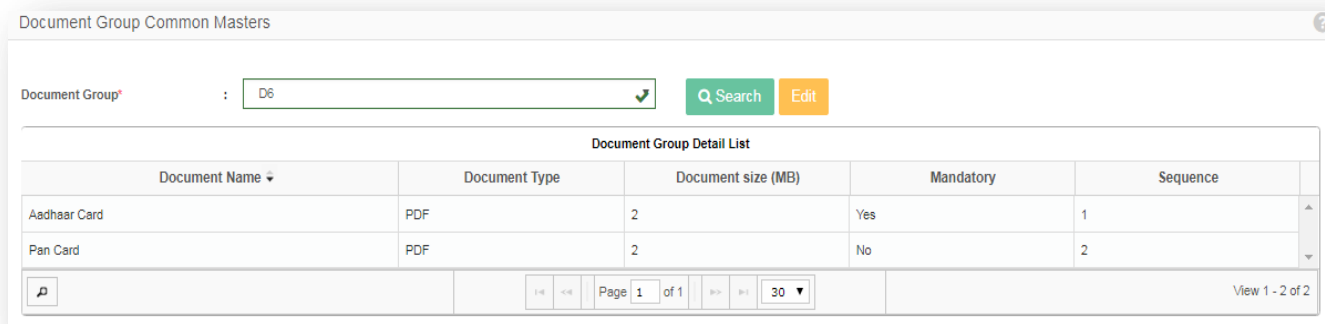



Figure 7: Document Group Master Summary

2. Select **Document Group**.
3. Click **Search** and result will appear in the grid section as per the search criterion entered. Edit Button will be enabled.
4. Click **Edit** icon  to edit details.
5. Document Group Common Master form appears.

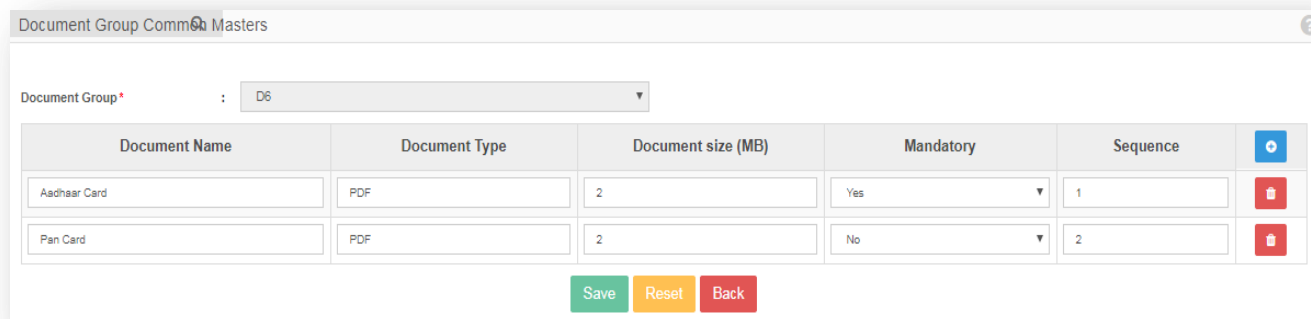




Figure 8: Document Group Master Form

6. Enter the details in the form and click **Submit**.
7. Click **Reset** button to clear form.
8. Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Add - Document Group Common Master</b>				
1.	Document Name	Text Field	Yes	Enter the Document Name for the checklist.
2.	Document Type	Text Field	Yes	Enter the Document Type i.e. DOC, PDF, JPEG etc.
3.	Document size (MB)	Text Field	Yes	Enter Document Size for the document. The document size should be in MB.
4.	Mandatory	Dropdown	Yes	Select from the drop-down list that document is mandatory or not.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
5.	Sequence	Text Field	Yes	Enter Sequence for the document. This specifies in which position document should display in services.
6.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
7.	Submit	Button	Yes	Click to save records.
8.	Reset	Button	No	Click to clear the form.
9.	Back	Button	No	Click to go to the previous page.

#### 2.1.4 FACTOR MASTER

Factor Master is the rule-based Master which allows the user to define the factors based on the various factors. factor master also allows the user to define the multiple rules against each factor. This can be managed through BRMS.

#### 2.1.5 RENT MASTER CUM ALV & RV CALCULATOR

Rent Master cum ALV and RV calculator is the rule-based master which allows the user to define the rent chart of each ULB. This can be managed through BRMS.

#### 2.1.6 BILLING SCHEDULE MASTER
















Billing schedule Master is used to define the year wise billing frequency. The user will be able to define the billing frequency from the date of the establishment or from the date where the user wants to use the system.

## How to Access: Property Tax → Masters → Billing Schedule

1. Billing Schedule summary page appears.




Billing Schedule

[Add](#)

Financial Year ↑	Billing Frequency	Action
2013-2014	Yearly	  
2012-2013	Yearly	  
2011-2012	Yearly	  
2010-2011	Yearly	  
2009-2010	Yearly	  

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Figure 9: Billing Schedule Master Summary

2. Click **View** icon  to view details of existing Billing Schedules.
3. Click **Edit** icon  to edit details.
4. Click **Delete** icon  to delete Billing Schedule of the Financial year.
5. Click **Add** button to create Billing Schedule Master.
6. Billing Schedule Master form appears.

Billing Schedule

Financial Year\* :

Billing Frequency\* :

[Save](#) [Reset](#) [Back](#)

Figure 10: Billing Schedule Master Form I

7. Select **Financial Year** and **Billing Frequency**.



8. Click **Save** to proceed.
9. **Schedule wise Due Date** form appears.

Billing Schedule

Financial Year\* : 2013-2014 Billing Frequency\* : Quarterly

**Schedule wise Due Date**

Sr. No.	Schedule From	Schedule To	CalculateFrom	No of Day
1	April	June	From Bill generation date	92
2	July	September	From Financial Year start Date	55
3	October	December	From Bill Distribution date	25
4	January	March	From Schedule start Date	13

Submit Reset Back

Figure 11: Billing Schedule Master Form 2

10. Enter the details in the form and click **Submit**.
11. Click **Reset** button to clear form.
12. Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Add – Billing Schedule Master</b>				
1.	Financial Year	Dropdown List	Yes	Select Financial Year from the provided drop-down list. User can define the billing frequency for multiple years in a single transaction.
2.	Billing Frequency	Dropdown List	Yes	Select Billing Frequency from the provided drop-down list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Schedule From & Schedule To	Text Field	N/A	<p>If Billing Frequency has been selected as Monthly, then all the month of the financial year will be displayed here.</p> <p>If Billing Frequency has been selected as Bi-Monthly, then six schedules of Two months in each will be displayed.</p> <p>If Billing Frequency has been selected as Quarterly, then four schedules of Three months in each will be displayed.</p> <p>If Billing Frequency has been selected as Half-Yearly, then Two schedules of Six months in each will be displayed.</p> <p>If Billing Frequency has been selected as Yearly, The first month and the last month of the Financial Year will be displayed.</p>
4.	Calculate From	Dropdown List	Yes	<p>Select Calculate From. The options are:</p> <ul style="list-style-type: none"> <li>• From Bill Generation Date</li> <li>• From Bill Distribution Date</li> <li>• From Financial Year Start Date</li> <li>• From Schedule Start Date</li> <li>• From Schedule End Date</li> </ul>

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
5.	No. of Day	Text Field	Yes	Enter calculated Number of days in this field.
6.	Save	Button	Yes	Click to save records.
7.	Reset	Button	No	Click to clear the form.
8.	Back	Button	No	Click to go to the previous page.

### 2.1.7 MANUAL RECEIPT MASTER

Manual Receipt Master is used to maintain the manual receipt books issued to the ULB employee for the purpose of the collection.

**How to Access:** Property Tax → Transaction → Property Tax Bill → Manual Receipt Entry

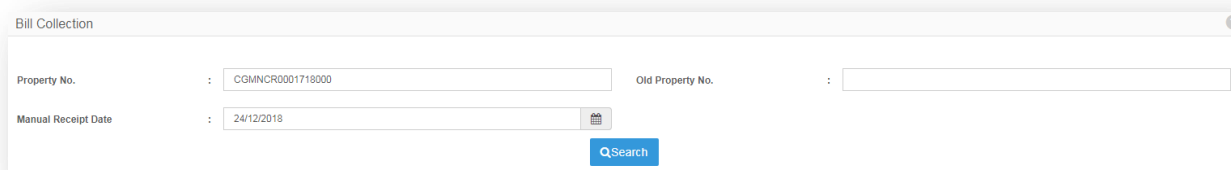


Figure 12: Manual Receipt Master Search

1. Enter **Property No.** or **Old Property No.** and select **Manual Receipt Date**.
2. Click **Search** and Manual Receipt Entry form will appear.

Bill Collection

**Property Details**

Property No. : CGMNCR0001718000 ✓ Old Property No. : ✗

Owner Name : Amrita Mane

**Property Address Details**

Property Address\* : Raipur Location : 4th Battalion Quarter (Ward 6)

Pincode : 400706

**Receipt Amount Details**

Tax Description	Balance Arrears	Current Tax	Total Balance
Surcharge	0.0	0.0	0.0
Property Tax	36290.0	12150.0	48440.0
Education Cess	1620.0	540.0	2160.0
Consolidate Tax	1800.0	600.0	2400.0

Total Receivable : 53000.0 ₹ Enter Receipt Amount : 100 ✓

Manual Receipt No : 139 Manual Receipt Date : 24/12/2018

Sr No.	Document Name	Status	Upload
1	Manual Receipt	Mandatory	<input type="button" value="Upload"/> 1 Files uploaded Document Proof.pdf

**Receipt Mode Details**

Collection Type\* : ☐ Offline ☒ Pay @ ULB Counter

Collection Mode\* : Cash

Figure 13: Manual Receipt Master Form

- Enter **Receipt Amount, Manual Receipt No., Upload Manual Receipt Document** and choose payment option.
- Click **Submit** to proceed.
- Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Property Details</b>				
1.	Property No.	Displayed	N/A	The system displays the Property No.
2.	Old Property No.	Displayed	N/A	The system displays the Old Property No.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Owner Name	Displayed	N/A	The system displays the Owner Name
<b>Property Address Details</b>				
4.	Property Address	Displayed	N/A	The system displays the Property Address
5.	Location	Displayed	N/A	The system displays the Location
6.	Pin code	Displayed	N/A	The system displays the Pin code
<b>Receipt Amount Details</b>				
7.	Tax Description	Displayed	N/A	The system displays the Tax Description
8.	Balance Arrears	Displayed	N/A	The system displays the Balance Arrears
9.	Current Tax	Displayed	N/A	The system displays the Current Tax
10.	Total Balance	Displayed	N/A	The system displays the Total Balance
11.	Total Receivable	Displayed	N/A	The system displays the Property No.
12.	Enter Receipt Amount	Text Field	Yes	Enter the Receipt Amount.
13.	Manual Receipt No.	Text Field	Yes	Enter the Manual Receipt No.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
14.	Manual Receipt Date	Displayed	N/A	The system displays the Property No.
15.	Document Name	Displayed	N/A	The system displays the Property No.
16.	Status	Displayed	N/A	The system displays the Property No.
17.	Upload	Button	Yes	Upload the document by selecting it from your computer.
Receipt Mode Details				
18.	Collection Mode	Radio Button	Yes	Select either Offline or Online for choosing the mode of payment.
19.	Challan Mode	Dropdown List	Yes	If Offline mode is selected as Collection Mode, then Pay By Challan@ULB option is auto-selected. By submitting assessment, you can print the challan for paying at the ULB counter.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
20.	Collection Mode	Dropdown List	Yes	<p>If Pay @ ULB Counter mode is selected as Collection Mode, then following options will be available:</p> <ul style="list-style-type: none"> <li>• Demand Draft</li> <li>• Cash</li> <li>• Cheque</li> <li>• Bank</li> </ul> <p>Fill out the required details and proceed for payment</p>
21.	Submit	Button	Yes	Click Submit button to proceed for payment
22.	Back	Button	No	Click to go to the previous page.

### 2.1.8 SMS & EMAIL MASTER

SMS and Email Events notification will be sent to the citizen and departmental user against the services to notify them the status of their request. The SMS and Email Event Master is intended to add and update the SMS and Email Events for the service.

**How to Access:** Administrative Setup → Other Tools → SMS and Email Configuration
















1. SMS & Email summary page appears.

**SMS And Email**

Department Name : --Select Department-- Service Name : --Select Service--




Event : Select Alert Subscription : ☐ SMS ☐ Email ☐ Both

Template Type : Select

Department Name	Service Name	Template Type	Alert Type	Action
CFC	Complaint Registration	Submitted Message	SMS and E-Mail	  
CFC	Complaint Registration	Approval Message	SMS and E-Mail	  
CFC	Complaint Registration	Rejected Message	SMS and E-Mail	  
CFC	Complaint Registration	Task Notification	SMS	  
CFC	Registration Service	OTP Message	SMS and E-Mail	  

Page 1 of 1 30 View 1 - 18 of 18

Figure 14: SMS &amp; Email Master Summary

2. Select **Department Name, Service Name, Event, Alert Subscription and/or Template Type**.
3. Click **Search** and result will appear in the grid section as per the search criterion entered.
4. Click **View** icon  to view details of existing Tax details.
5. Click **Edit** icon  to edit details.
6. Click **Delete** icon  to delete already SMS/Email template.
7. Click **Add** button to create new SMS/Email template.
8. SMS/Email Master form appears.



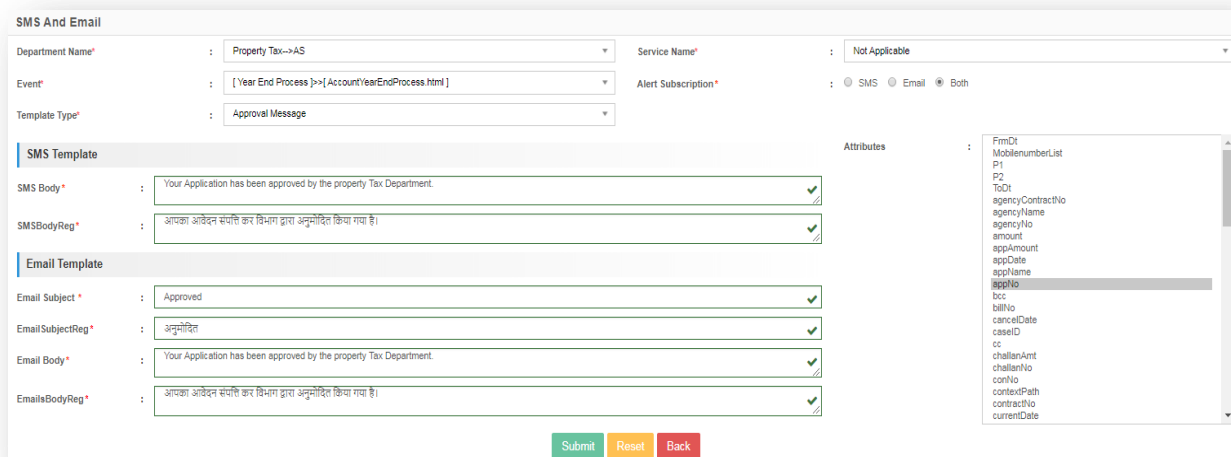


Figure 15: SMS &amp; Email Master Form

9. Enter the details in the form and click **Submit**.
10. Click **Reset** button to clear form
11. Click **Back** to go to previous page.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>SMS &amp; Email Master</b>				
1.	Department Name	Dropdown	Yes	Select the Department Name from the dropdown list.
2.	Service Name	Dropdown	No	Select the Service Name from the dropdown list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Event	Dropdown	Yes	<p>Select the Event from the dropdown list.</p> <p>The event type defines the page from where the SMS and Email are triggered according to the Template Type.</p>
4.	Alert Subscription	Radio Button	Yes	<p>Select the Alert Type from the radio buttons.</p> <p>As per the selection of Alert Type, the SMS and Email will be triggered.</p>
5.	Template Type	Dropdown	Yes	<p>Select the Template Type from the dropdown list. As per the selection of Alert Type, the SMS and Email will be triggered.</p>
6.	SMS Body	Field	Yes	<p>Enter the SMS Body in the English language.</p>
7.	SMS Body (Regional)	Field	Yes	<p>Enter the SMS Body in the Regional language.</p>
8.	Email Subject	Field	Yes	<p>Enter the Email Subject in the English language.</p>
9.	Email Subject (Regional)	Field	Yes	<p>Enter the Email Subject in Regional language.</p>

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
10.	Email Body	Field	Yes	Enter the Email Body in English language.
11.	Email Body (Regional)	Field	Yes	Enter the Email Body in Regional language.
12.	Attribute	List	Yes	Select the Attribute from the list which you want to incorporate in the SMS and Email template.
13.	Submit	Button	Yes	Click to save records.
14.	Reset	Button	No	Click to clear the form.
15.	Back	Button	No	Click to go to the previous page.

## 2.2 SERVICES

Following are the list of the services applicable at ULBs:

- a) New Property Registration cum Self-Assessment
- b) Self-assessment of Already Registered Properties
- c) Amalgamation
- d) Bifurcation
- e) Mutation

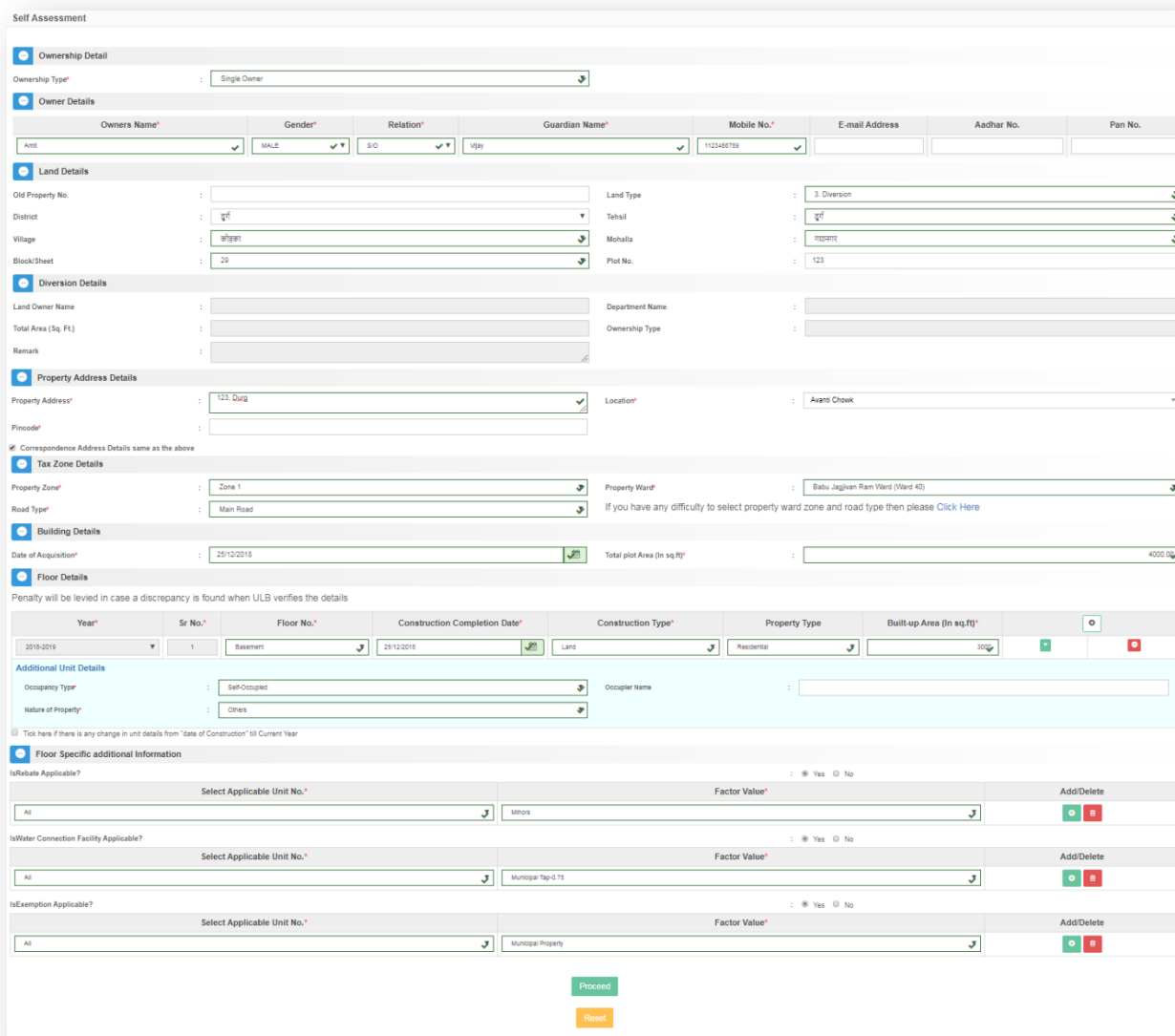
### 2.2.1 NEW PROPERTY REGISTRATION CUM SELF-ASSESSMENT

The New Property Registration cum self-assessment is used by a citizen or department person to register the new property along with self-assessment filing.

## 2.2.1.1 NEW PROPERTY REGISTRATION CUM SELF-ASSESSMENT APPLICATION

**How to Access:** Property Tax → Transactions → New Property Registration Cum self-Assessment

1. Self-Assessment form appears.



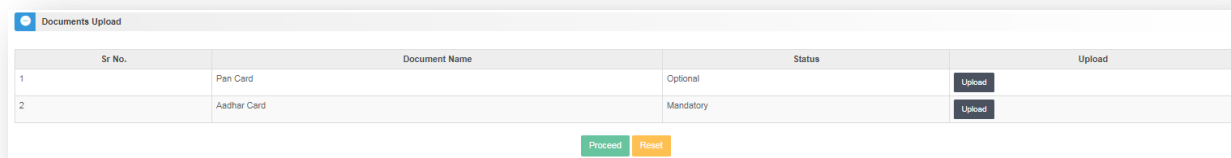
The screenshot displays the 'Self Assessment' form, which is divided into several sections for data entry:

- Ownership Detail:** Includes a dropdown for 'Ownership Type' (set to 'Single Owner').
- Owner Details:** A table with fields for 'Owners Name', 'Gender' (MALE), 'Relation' (S/O), 'Guardian Name', 'Mobile No.' (1123456789), 'E-mail Address', 'Aadhar No.', and 'Pan No.'.
- Land Details:** Fields for 'Old Property No.', 'District' (Jagdalpur), 'Village' (Bilaspur), 'Block/Sheet' (29), 'Land Type' (3. Diversion), 'Tehsil' (Jagdalpur), 'Mohalla' (Bilaspur), and 'Plot No.' (123).
- Diversion Details:** Fields for 'Land Owner Name', 'Department Name', 'Total Area (Sq. Ft.)', 'Ownership Type', and 'Remark'.
- Property Address Details:** Fields for 'Property Address' (123, Durg), 'Location' (Aarti Chowk), and 'Pincode'.
- Tax Zone Details:** Fields for 'Property Zone' (Zone 1), 'Road Type' (Main Road), 'Property Ward' (Babu Jagdev Ram Ward (Ward 40)), and a link for more information.
- Building Details:** Fields for 'Date of Acquisition' (25/12/2018) and 'Total plot Area (In sq.ft)' (4000.00).
- Floor Details:** A table with columns for 'Year' (2018-2019), 'Sr No.' (1), 'Floor No.' (Basement), 'Construction Completion Date' (25/12/2018), 'Construction Type' (Land), 'Property Type' (Residential), and 'Built up Area (In sq.ft)' (300). It also includes 'Additional Unit Details' for 'Occupancy Type' (Self-Occupied), 'Nature of Property' (Others), and 'Occupier Name'.
- Floor Specific additional Information:** A section for 'Is Rebate Applicable?' with a table for 'Select Applicable Unit No.', 'Factor Value', and 'Add/Delete' buttons. It includes rows for 'Is Water Connection Facility Applicable?' and 'Is Exemption Applicable?'.

At the bottom, there are 'Proceed' and 'Reset' buttons.

Figure 16: New Property Registration Cum Self-Assessment Screen I

2. Enter the details in the form and click **Proceed**.



Sr No.	Document Name	Status	Upload
1	Pan Card	Optional	<input type="button" value="Upload"/>
2	Aadhar Card	Mandatory	<input type="button" value="Upload"/>

**Figure 17: New Property Registration Cum Self-Assessment Screen 2**

3. **Document Upload** section is enabled.
4. Click **Proceed**.
5. Click **Reset** button to clear form.
6. Click **Back** to go to previous page.
7. **Self-Assessment View** page appears.

Self Assessment View

Property No. : \_\_\_\_\_

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Ant	MALE	R/O	Yay	1123456789			

**Land Details**

Old Property No. : \_\_\_\_\_ Land Type : 3. Diversion

District : \_\_\_\_\_ Tehsil : \_\_\_\_\_

Village : \_\_\_\_\_ Mohalla : \_\_\_\_\_

Block/Sheet : 29 Plot No. : 123

**Diversion Details**

Land Owner Name : \_\_\_\_\_ Department Name : \_\_\_\_\_

Total Area (sq. Ft.) : \_\_\_\_\_ Ownership Type : \_\_\_\_\_

Remark : \_\_\_\_\_

**Property Address Details**

Property Address : 123, Durg Location : Janki Chowk

Pincode : 123456

**Correspondence Address Details**

Correspondence Address Details : 123, Durg Pincode : 123456

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Babu Jagdish Ram Ward (Ward 40)

Road Type : Main Road

**Building Details**

Date of Acquisition : 25-Dec-2018 Total plot area (in sq.ft) : 4000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area (in sq.ft)	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Basement	25-Dec-2018	Land	Residential	3000.0	0.0	0.0	0.0	0.0	<input checked="" type="checkbox"/>

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name : \_\_\_\_\_

Nature of property : Others

**Floor Specific additional information**

Factor	Select Applicable Unit No.	Factor Value
Rebate	ALL	Minors
Water Connection Facility	ALL	Municipal Tap-0.75
Exemption	ALL	Municipal Property

**Tax Calculations (Download year wise tax details)**

Sr.No.	Tax Name	Demand	Arrears	Current	Total
1	Consolidate Tax		0.0	300.0	300.0
	Total		0.0	300.0	300.0

Sr.No.	Tax Name	Interest	Arrears	Current	Total
1	Interest		0.0	0.0	0.0
	Total		0.0	0.0	0.0

Total Tax Payable : 300.0

**Payment**

Payment Amount : 300.0 Amount to pay : 0.0

**Uploaded Documents**

Sr.No.	Document Name	Download
1	Aadhar Card	<a href="#">Download Proof 2.pdf</a>

**Receipt Mode Details**

Collection Type : ☐ Offline ☐ Pay @ ULS Counter

[submit assessment](#) [Edit](#)

Figure 18: New Property Registration Cum Self-Assessment Screen 3

8. Enter **Amount To Pay** and complete the payment process.
9. Click **Edit** to modify details in the Assessment form.
10. Click **Submit Assessment**.
11. Self-Assessment Application no. is generated.

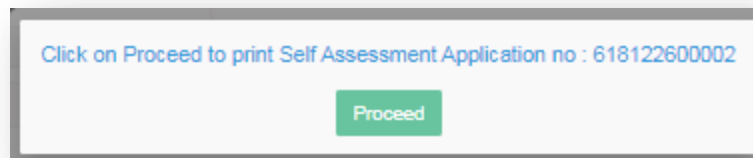


Figure 19: Application No. Generation

12. Click **Proceed**.
13. **Receipt** for Self-Assessment is generated.
14. For [Authorization of New Property Registration cum Self-assessment](#) refer to the Section 2.2.1.2.

RAIPUR MUNICIPAL CORPORATION		RECEIPT		Maharashtra Municipal Act 2007		GST NO : 22AAAAA0000A1ZS		Office Copy	
Receipt Number :	715	Receipt Date / Receipt Time :	28/12/2015 12:39	Financial Year :	2015-16				
Department :	Property Tax								
CHC Reference :		Counter Reference :		Mode :	Offline				
Received From :	Amit								
Subject :	Receipt for Self Assessment								
Address :	123, Durg								
Zone :	Zone 1	Ward :	Sabu Jagdish Ram Ward (Ward 40)	Block :		Route :			
Application No.:	615122800002	LOI No.:		Application/LOI Date:	28/12/2015				
Payment Mode :	Cash	Amount	300.00	Cheque No.:					
Cheque Date :		Bank Name :							
Details				Payable Amount	Received Amount				
Consolidate Tax:				300.00	300.00				
Total Amount				300.00	300.00				
Amount in Words :	Three Hundred Rupees Only				Receiver Signature :				
Note : If any discrepancy found in above receipt please contact related Department Officer.									

RAIPUR MUNICIPAL CORPORATION		RECEIPT		Maharashtra Municipal Act 2007		GST NO : 22AAAAA0000A1ZS		Customer Copy	
Receipt Number :	715	Receipt Date / Receipt Time :	28/12/2015 12:39	Financial Year :	2015-16				
Department :	Property Tax								
CHC Reference :		Counter Reference :		Mode :	Offline				
Received From :	Amit								
Subject :	Receipt for Self Assessment								
Address :	123, Durg								
Zone :	Zone 1	Ward :	Sabu Jagdish Ram Ward (Ward 40)	Block :		Route :			
Application No.:	615122800002	LOI No.:		Application/LOI Date:	28/12/2015				
Payment Mode :	Cash	Amount	300.00	Cheque No.:					
Cheque Date :		Bank Name :							
Details				Payable Amount	Received Amount				
Consolidate Tax:				300.00	300.00				
Total Amount				300.00	300.00				
Amount in Words :	Three Hundred Rupees Only				Receiver Signature :				
Note : If any discrepancy found in above receipt please contact related Department Officer.									

Figure 20: New Property Registration Cum Self-Assessment Receipt







Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Ownership Detail</b>				
1.	Ownership Type	Dropdown List	Yes	Select Ownership Type from the drop-down list.
<b>Owner Details</b>				
2.	Owner's Name	Text Field	Yes	Enter the name of the Owner.
3.	Gender	Dropdown List	Yes	Select Gender from the drop-down list.
4.	Relation	Dropdown List	Yes	Select Relation from the drop-down list.
5.	Guardian Name	Text Field	Yes	Enter the name of the Guardian.
6.	Mobile No.	Text Field	Yes	Enter the Mobile No.
7.	Email Address	Text Field	No	Enter the Email Address.
8.	Aadhaar No.	Text Field	No	Enter the Aadhaar No.
9.	PAN No.	Text Field	No	Enter the PAN No.
10.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows in case of multiple owner types. Click  icon to remove rows.
<b>Land Details</b>				
11.	Old Property No.	Text Field	Yes	Enter the Old Property No.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
12.	Land Type	Dropdown List	Yes	Select Land Type from the drop-down list. Based on the selection of Land Type, the following fields will change.
13.	District	Dropdown List	Yes	Select District from the drop-down list.
14.	Tehsil	Dropdown List	Yes	Select Tehsil from the drop-down list.
15.	Village	Dropdown List	Yes	Select Village from the drop-down list.
16.	Moholla	Dropdown List	Yes	Select Moholla from the drop-down list.
17.	Block/Sheet	Dropdown List	Yes	Select Block/Sheet from the drop-down list.
18.	Plot No.	Text Field	Yes	Enter the Plot No.
Diversion Details				
19.	Land Owner Name	Text Field	No	Enter the Land Owner Name
20.	Department Name	Text Field	No	Enter the Department Name.
21.	Total Area (Sq. Ft.)	Text Field	No	Enter the Total Area in Sq. Ft.
22.	Ownership Type	Text Field	No	Enter the Ownership Type.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
23.	Remark	Text Field	No	Enter the Old Property No.
<b>Property Address Details</b>				
24.	Property Address	Text Field	Yes	Enter the Property Address.
25.	Location	Dropdown List	Yes	Select Location from the drop-down list.
26.	Pin code	Text Field	Yes	Enter the Old Property No.
27.	Correspondence address details same as the above	Checkbox	Conditional	<p>Put tick mark inside the checkbox if the above address is same as the correspondence address.</p> <p>Untick the checkbox if the above address is not same as the correspondence address. In this case, provide the correspondence address.</p>
<b>Tax Zone Details</b>				
28.	Property Zone	Dropdown List	Yes	Select Property Zone from the drop-down list.
29.	Property Ward	Dropdown List	Yes	Select Property Ward from the drop-down list.
30.	Road Type	Dropdown List	Yes	Select Road Type from the drop-down list.
<b>Building Details</b>				
31.	Date Of Acquisition	Calendar	Select	Select the Date Of Acquisition.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
32.	Total Plot Area (in sq. ft.)	Text Field	Yes	Enter the Total Plot Area in sq. ft.
Floor Details				
33.	Year	Textbox	Displayed	The system displays the Financial Year.
34.	Sr. No.	Textbox	Displayed	The system displays the Sr. No.
35.	Floor No.	Dropdown List	Yes	Select Road Type from the drop-down list.
36.	Construction Completion Date	Calendar	Yes	Select the date of Construction Completion.
37.	Construction Type	Dropdown List	Yes	Select Construction Type from the drop-down list.
38.	Property Type	Dropdown List	No	Select Property Type from the drop-down list.
39.	Built-up Area (in sq. ft.)	Text Field	Yes	Enter the Built-up Area in sq. ft.
Additional Unit Details				
40.	Occupancy Type	Dropdown List	Yes	Select Occupancy Type from the drop-down list.
41.	Occupier Name	Text Field	No	Enter the Occupier Name.
42.	Nature of Property	Dropdown List	Yes	Select Nature of Property from the drop-down list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Floor Specific Additional Information</b>				
43.	Is Rebate Applicable?	Radio Button	Yes	Select Yes if rebate is applicable. Select No if rebate is not applicable.
44.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
45.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
46.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
47.	Is Water Connection Facility Applicable?	Radio Button	Yes	Select Yes if Water connection is applicable. Select No if Water connection is not applicable.
48.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
49.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
50.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
51.	Is Exemption Applicable?	Radio Button	Yes	Select Yes if Exemption is applicable. Select No if Exemption is not applicable.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
52.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
53.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
54.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
55.	Proceed	Button	Yes	Click to proceed. Document Upload section will appear.
56.	Reset	Button	No	Click to clear the form.
Documents Upload				
57.	Document Name	Displayed	N/A	The name of the document to be uploaded is displayed by the system.
58.	Status	Displayed	N/A	If "Optional" is displayed, then that document is optional. If "Optional" is displayed then that document is optional.
59.	Upload	Button	Yes	Click to upload the document from the system.
Payment				
60.	Payment Amount	Displayed	N/A	The system displays the payment amount.

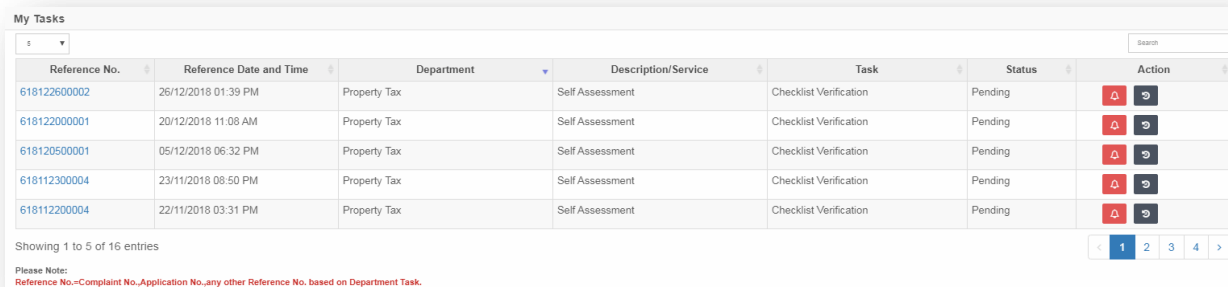
Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
61.	Amount to Pay	Text Field	Yes	Enter the amount to pay.
Receipt Mode Details				
62.	Collection Type	Radio Button	Yes	Select either Offline or Pay @ ULB Counter for choosing the mode of
63.	Offline	Dropdown List	Yes	If Offline mode is selected as Collection mode, then Pay By
64.	Pay @ ULB Counter	Dropdown List	Yes	If Pay @ ULB Counter mode is selected as Collection mode, then
65.	Submit Assessment	Button	Yes	Click to submit the assessment.
66.	Edit	Button	No	Click to edit the application.
67.	Proceed	Button	Yes	Self-Assessment Application no. will be generated. Click Proceed.
68.	Receipt	Displayed	N/A	Receipt will be generated. User can print the Receipt by clicking on the Print Button.











#### 2.2.1.2 NEW PROPERTY REGISTRATION CUM SELF ASSESSMENT VERIFICATION

After the payment received either from the online or offline mode, the self-assessment will be available to department user for authorization based on the workflow defined in workflow master.

### 2.2.1.2.1 CHECKLIST VERIFICATION

Department employee who has been assigned for the task of Checklist Verification, will be able to see the application in the grid section of the “**My Task**” page.





Reference No.	Reference Date and Time	Department	Description/Service	Task	Status	Action
618122600002	26/12/2018 01:39 PM	Property Tax	Self Assessment	Checklist Verification	Pending	 
618122000001	20/12/2018 11:08 AM	Property Tax	Self Assessment	Checklist Verification	Pending	 
618120500001	05/12/2018 06:32 PM	Property Tax	Self Assessment	Checklist Verification	Pending	 
618112300004	23/11/2018 08:50 PM	Property Tax	Self Assessment	Checklist Verification	Pending	 
618112200004	22/11/2018 03:31 PM	Property Tax	Self Assessment	Checklist Verification	Pending	 

Showing 1 to 5 of 16 entries

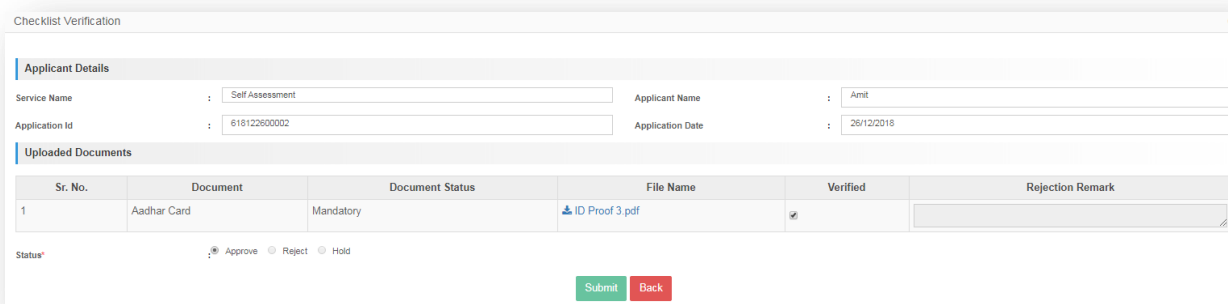
Please Note:  
Reference No.=Complaint No.,Application No.,any other Reference No. based on Department Task.

Figure 21: Checklist Verification - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

#### **To Approve:**

3. Put tick in the checkbox in the Verified column after verifying the document/s uploaded by the applicant.
4. Select **Approve** radio button.



Checklist Verification

**Applicant Details**

Service Name : Self Assessment      Applicant Name : Amit

Application Id : 618122600002      Application Date : 26/12/2018

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Aadhar Card	Mandatory	ID Proof 3.pdf	<input checked="" type="checkbox"/>	

Status\* ☒ Approve ☐ Reject ☐ Hold

**Submit** **Back**

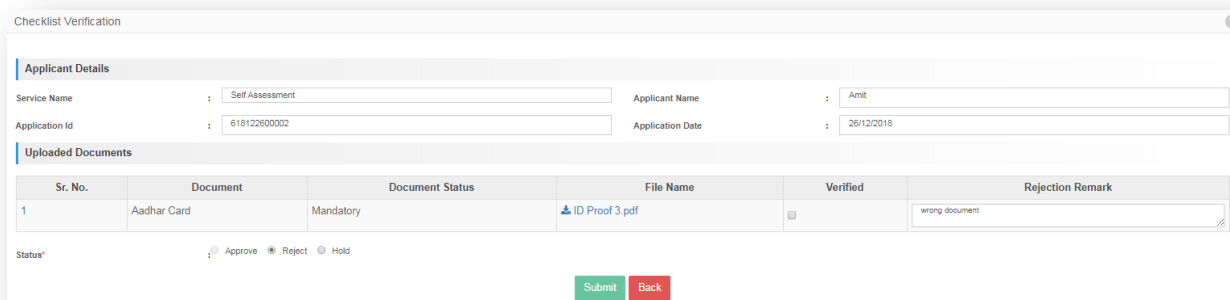
Figure 22: Checklist Verification Form I - Approval

#### **To Reject:**

5. Leave the checkbox in the **Verified** column un-ticked and enter **Rejection Remark**.



6. Select **Reject** radio button.



Checklist Verification

**Applicant Details**

Service Name : Self Assessment      Applicant Name : Amit

Application Id : 618122600002      Application Date : 26/12/2018

**Uploaded Documents**

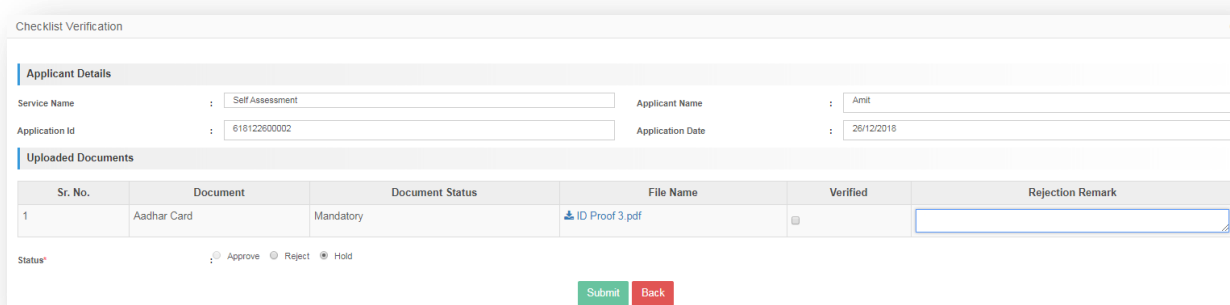
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Aadhar Card	Mandatory	ID Proof 3.pdf	<input type="checkbox"/>	wrong document

Status\* : ☐ Approve ☒ Reject ☐ Hold

Figure 23: Checklist Verification Form I - Rejection

### **To Keep on Hold:**

7. Leave the checkbox in the Verified column un-ticked.
8. Select **Hold** radio button.



Checklist Verification

**Applicant Details**

Service Name : Self Assessment      Applicant Name : Amit

Application Id : 618122600002      Application Date : 26/12/2018

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Aadhar Card	Mandatory	ID Proof 3.pdf	<input type="checkbox"/>	

Status\* : ☐ Approve ☐ Reject ☒ Hold

Figure 24: Checklist Verification Form I – On Hold

9. Click Submit.
10. Successful submission of Checklist Verification is confirmed.

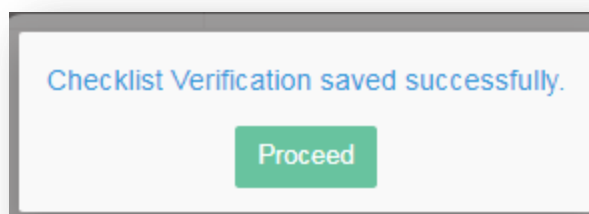




Figure 25: Checklist Verification Confirmation











Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Summary Page				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
Checklist Verification				
3.	Service Name	Displayed	N/A	The system displays the Service name against which the application has been submitted.
4.	Applicant Name	Displayed	N/A	The system displays the Applicant Name.
5.	Application ID	Displayed	N/A	The system displays the Application ID.
6.	Application Date	Displayed	N/A	The system displays the Application Date.
7.	Document Name	Displayed	N/A	The system displays the Document Name.
8.	Document Status	Displayed	N/A	The system displays the Document Status.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
9.	File Name	File	Yes	Click to open review the document submitted by the applicant.
10.	Verified	Checkbox	Yes	Put tick in the checkbox if the document is verified. Keep it unticked if the document is not verified or you do not approve the document submitted.
11.	Rejection Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
12.	Status	Radio Button	Yes	Select <b>Approve</b> radio button to Approve the Documents.  Select <b>Reject</b> radio button to reject the Documents.  Select <b>Hold</b> radio button to keep the application on hold.
13.	Submit	Button	Yes	Click to submit the checklist verification report.
14.	Back	Button	No	Click to go to the previous page.

#### 2.2.1.2.2 AUTHORIZATION LEVEL I

Department employee who has been assigned for the task of Authorization Level 1 for a particular service, will be able to see the application in the grid section of the **"My Task"** page.

My Tasks



Reference No.	Reference Date and Time	Department	Description/Service	Task	Status	Action
618122600002	26/12/2018 04:02 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending	 
618122500003	25/12/2018 11:19 PM	Property Tax	Change In Assessment	Self-Assessment Authorization Level 1	Pending	 
618122000002	20/12/2018 06:40 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending	 
618121700002	17/12/2018 05:05 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending	 
618121600001	16/12/2018 07:27 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending	 

Showing 1 to 5 of 42 entries

Please Note:  
Reference No.:-Complaint No.,Application No.,any other Reference No. based on Department Task.

1 2 3 4 5

Figure 26: Authorization level I - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

**Authorization View**

Property No. : CGRMC000497000

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amit	MALE	S/O	Vijay	1123456789			

**Land Details**

Old Property No. : Land Type : 3. Diversion

District : गढ़ Tehsil : गढ़

Village : भोगरा Mohalla : पट्टरपुर

Block/Sheet : 29 Plot No. : 123

[Fetch land details](#)

**Property Address Details**

Property Address : 123, Durg Location : Avanti Chowk

Pincode : 123585

**Correspondence Address Details**

Correspondence Address Details : 123, Durg Pincode : 123585

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Babu Jagjivan Ram Ward (Ward 40)

Road Type : Main Road

**Building Details**

Date of Acquisition : 25-Dec-2018 Total plot Area (In sq.ft) : 4000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area (In sq.ft)	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Basement	25-Dec-2018	Land	Residential	3000.0	0.0	0.0	0.0	0.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name :

Nature of property : Others

**Floor Specific additional Information**

Factor	Select Applicable Unit No.	Factor Value
Rebate	1	Minors
Water Connection Facility	1	Municipal Tap-0.75
Exemption	1	Municipal Property

**Tax Calculations** ([Download year wise tax details](#))

Demand			
Sr.No.	Tax Name	Arrears	Current
1	Consolidate Tax	0.0	300.0
Total		0.0	300.0

Interest			
Sr.No.	Tax Name	Arrears	Current
1	Interest	0.0	0.0
Total		0.0	0.0

**Total Tax Payable** : 300.0

**Payment**

Paid Amount : 300.0

**Uploaded Documents**

Sr No.	Document Name	Download
2	Aadhar Card	<a href="#">ID Proof 3.pdf</a>

**User Action**

Decision : ☐ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark :

Attach Documents : [Upload](#)

[submit assessment](#)

Figure 27: Authorization Level I – Form I

**To Approve The Application:**

- Select **Approve** radio button.
- Enter **Remark**.
- Upload document if any.

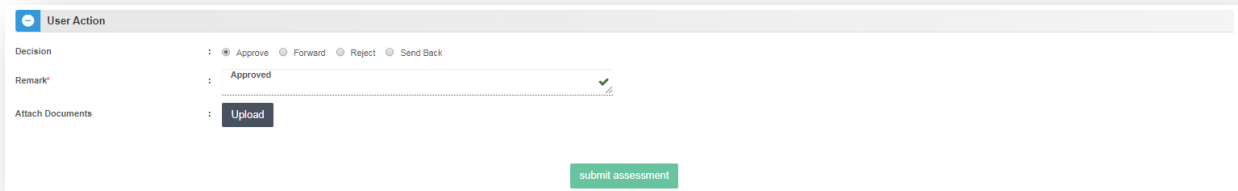


Figure 28: Authorization Level I – Form 2 - Approval

**To Reject The Application:**

- Select Reject radio button.
- Enter Remark.
- Upload document if any.

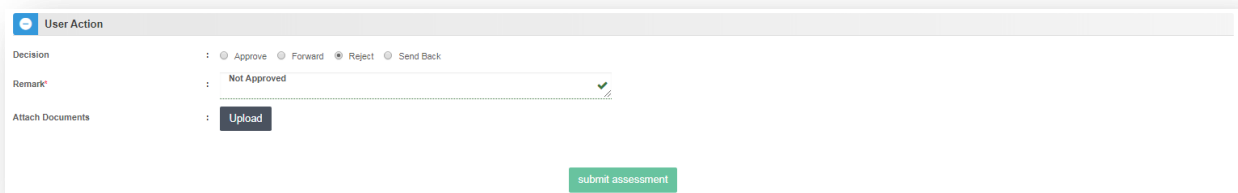
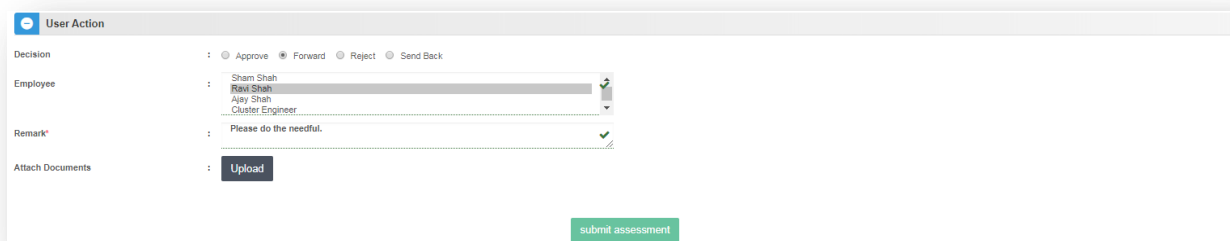


Figure 29: Authorization Level I – Form 2 - Rejection

**To The Application to other Department Employee:**

- Select Forward radio button.
- Select Employee name.
- Enter Remark.
- Upload document if any.

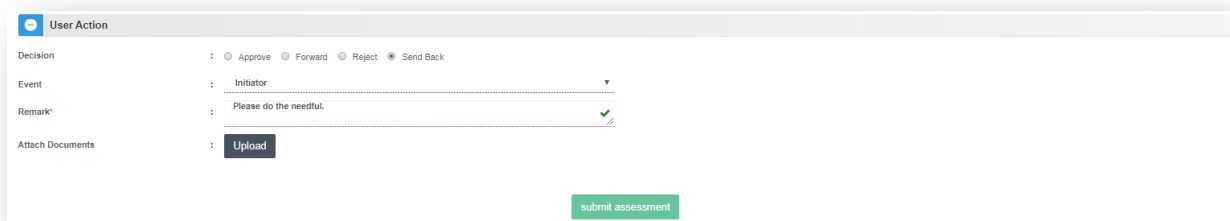


The screenshot shows the 'User Action' form for 'Authorization Level 1 – Form 2 - Forward'. It includes a 'Decision' section with radio buttons for 'Approve', 'Forward' (selected), 'Reject', and 'Send Back'. The 'Employee' dropdown is set to 'Sham Shah' (Cluster Engineer). The 'Remark' field contains 'Please do the needful.' and the 'Attach Documents' section has an 'Upload' button. A green 'submit assessment' button is at the bottom right.

Figure 30: Authorization Level 1 – Form 2 - Forward

**To The Application to other Department Employee:**

- Select Send Back radio button.
- Select Event name.
- Enter Remark.
- Upload document if any.



The screenshot shows the 'User Action' form for 'Authorization Level 1 – Form 2 – Send Back'. The 'Decision' section has radio buttons for 'Approve', 'Forward', 'Reject', and 'Send Back' (selected). The 'Event' dropdown is set to 'Initiator'. The 'Remark' field contains 'Please do the needful.' and the 'Attach Documents' section has an 'Upload' button. A green 'submit assessment' button is at the bottom right.

Figure 31: Authorization Level 1 – Form 2 – Send Back

3. Click Submit Assessment.
4. Successful submission of Authorization is confirmed.

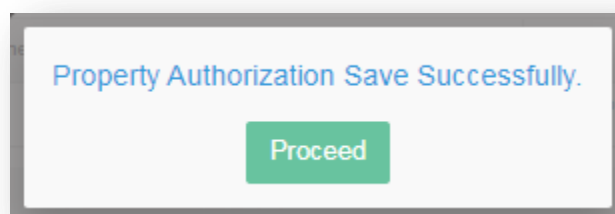




Figure 32: Authorization Level 1 Confirmation

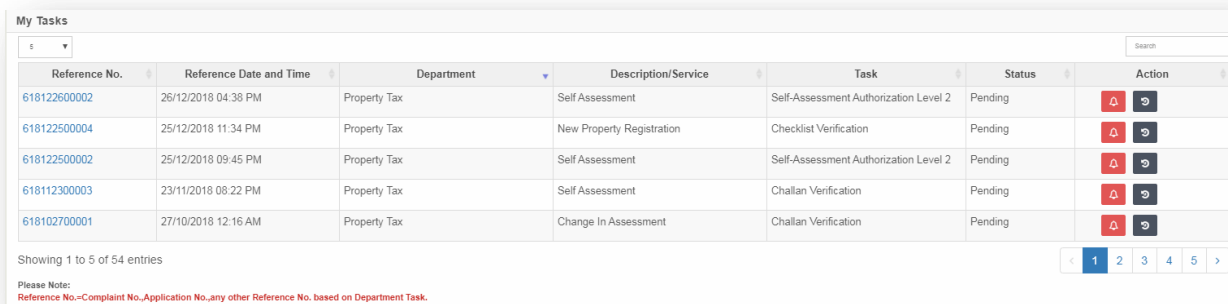
Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Summary Page</b>				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
<b>Authorization View</b>				
3.	Decision	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the application.</p> <p>Select <b>Forward</b> radio button to send it to other some other employee in the department the Documents.</p> <p>Select <b>Reject</b> radio button to reject the application.</p> <p>Select <b>Send Back</b> radio button to send it back to the previous employee.</p>
4.	Employee	Dropdown List	Yes	Select the name of the employee in case of "Forward" has been selected.
5.	Event	Dropdown List	Yes	Select as per the authorization level in case of " <b>Send Back</b> " has been selected.













Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
7.	Upload	Button	No	Upload document if any.
8.	Submit Assessment	Button	Yes	Click to submit the assessment.
9.	Edit	Button	No	Click to edit the assessment.

### 2.2.1.2.3 AUTHORIZATION LEVEL 2

Department employee who has been assigned for the task of Authorization Level 2 for the particular service, will be able to see the application in the grid section of the “**My Task**” page.





Reference No.	Reference Date and Time	Department	Description/Service	Task	Status	Action
618122600002	26/12/2018 04:38 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 2	Pending	 
618122500004	25/12/2018 11:34 PM	Property Tax	New Property Registration	Checklist Verification	Pending	 
618122500002	25/12/2018 09:45 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 2	Pending	 
618112300003	23/11/2018 08:22 PM	Property Tax	Self Assessment	Challan Verification	Pending	 
618102700001	27/10/2018 12:16 AM	Property Tax	Change In Assessment	Challan Verification	Pending	 

Showing 1 to 5 of 54 entries

Please Note:  
Reference No.=Complaint No.,Application No.,any other Reference No. based on Department Task.

Figure 33: Authorization Level 2 - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

**Authorization View**

Property No. : CGRMC0000497000

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amrit	MALE	S/O	Vijay	9123456789			

**Land Details**

Old Property No. : Land Type : 3. Diversion

District : रायचूर Tehsil : रायचूर

Village : गोगरी Mohalla : गोगरी

Block/Sheet : 29 Plot No. : 123

[Fetch land details](#)

**Property Address Details**

Property Address : 123, Durg Location : Avanti Chowk

Pincode : 123585

**Correspondence Address Details**

Correspondence Address Details : 123, Durg Pincode : 123585

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Babu Jagjivan Ram Ward (Ward 40)

Road Type : Main Road

**Building Details**

Date of Acquisition : 25-Dec-2018 Total plot Area (In sq.ft) : 4000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area (In sq.ft)	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Basement	25-Dec-2018	Land	Residential	3000.0	0.0	0.0	0.0	0.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name :

Nature of property : Others

**Floor Specific additional Information**

Factor	Select Applicable Unit No.	Factor Value
Rebate	1	Minors
Water Connection Facility	1	Municipal Tap-0.75
Exemption	1	Municipal Property

**Tax Calculation** ([Download year wise tax details](#))

Demand			
Sr.No.	Tax Name	Arrears	Current
1	Consolidate Tax	0.0	300.0
Total		0.0	300.0

Interest			
Sr.No.	Tax Name	Arrears	Current
1	Interest	0.0	0.0
Total		0.0	0.0

Total Tax Payable : 300.0

**Payment**

Paid Amount : 300.0

**Uploaded Documents**

Sr No.	Document Name	Download
2	Aadhar Card	<a href="#">ID Proof 3.pdf</a>

**User Action**

Decision : ☐ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark :

Attach Documents : [Upload](#)

[submit assessment](#) [Edit](#)

Figure 34: Authorization Level 2 – Form I

**To Approve The Application:**

- Select **Approve** radio button.
- Enter **Remark**.
- Upload document if any.

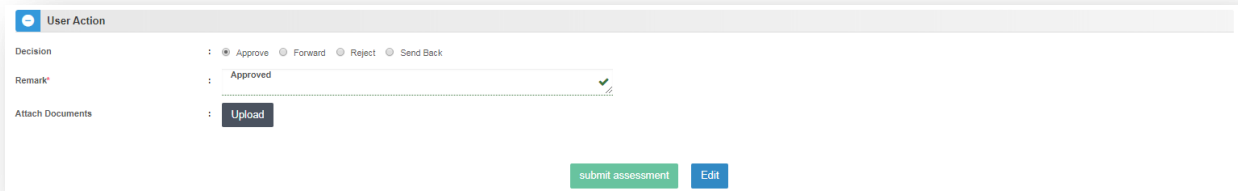


Figure 35: Authorization Level 2 – Form 2 - Approval

**To Reject The Application:**

- Select Reject radio button.
- Enter Remark.
- Upload document if any.

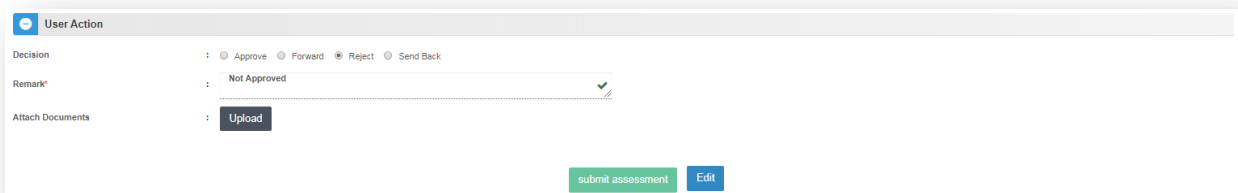


Figure 36: Authorization Level 2 – Form 2 - Rejection

**To The Application to other Department Employee:**

- Select Forward radio button.
- Select Employee name.
- Enter Remark.
- Upload document if any.

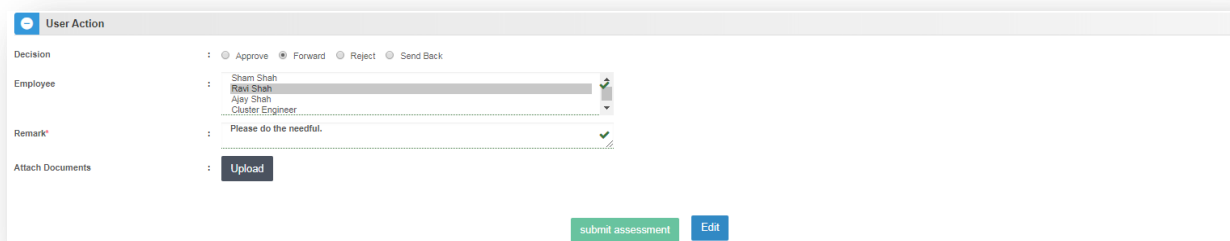


Figure 37: Authorization Level 2 – Form 2 - Forward

**To The Application to other Department Employee:**

- Select Send Back radio button.
- Select Event name.
- Enter Remark.
- Upload document if any.

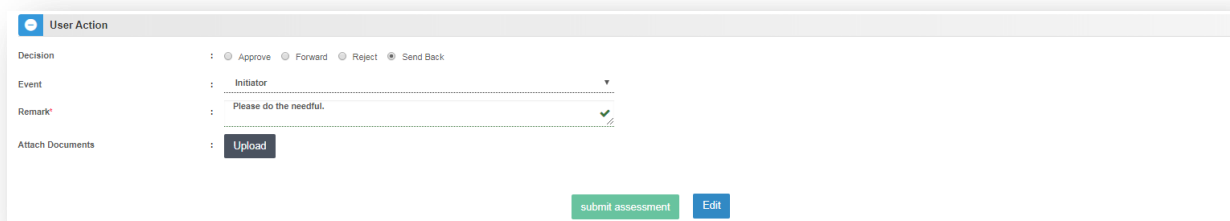


Figure 38: Authorization Level 2 – Form 2 – Send Back

3. Click Edit to modify details in the Assessment form.
4. Click Submit Assessment.
5. Successful submission of Authorization is confirmed.

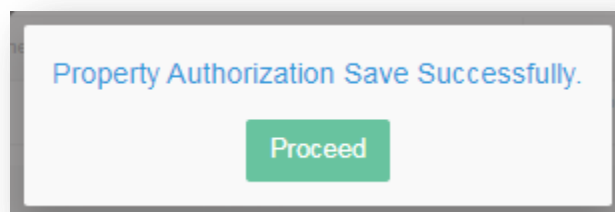




Figure 39: Authorization Level 2 Confirmation

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Summary Page</b>				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
<b>Authorization View</b>				
3.	Decision	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the application.</p> <p>Select <b>Forward</b> radio button to send it to other some other employee in the department the Documents.</p> <p>Select <b>Reject</b> radio button to reject the application.</p> <p>Select <b>Send Back</b> radio button to send it back to the previous employee.</p>
4.	Employee	Dropdown List	Yes	Select the name of the employee in case of "Forward" has been selected.
5.	Event	Dropdown List	Yes	Select as per the authorization level in case of " <b>Send Back</b> " has been selected.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
7.	Upload	Button	No	Upload document if any.
8.	Submit Assessment	Button	Yes	Click to submit the assessment.
9.	Edit	Button	No	Click to edit the assessment.

#### **Edit Self-Assessment:**

1. Once user clicks on Edit, modification facility of the assessment will be enabled.
2. modify the details and click **Proceed to Compare**.

Self-Assessment - Authorization Preview

Ownership Detail

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amit	MAL	S/O	Vijay	1122468789			

Land Details

Old Property No. :

Land Type : 3. Diversion

District : दुर्ग

Tehsil : दुर्ग

Village : कोठुका

Mohalla : गयनगर

Block/Sheet : 29

Plot No. : 123

Diversion Details

Land Owner Name :

Department Name :

Total Area (Sq. Ft.) :

Ownership Type :

Remark :

Property Address Details

Property Address : 123, Durg

Location : Avanti Chowk

Pincode : 123585

Correspondence Address Details

Correspondence Address : 123, Durg

Pincode : 123585

Tax Zone Details

Property Zone : Zone 1

Property Ward : Babu Jagjivan Ram Ward (Ward 40)

Road Type : Main Road

Building Details

Date of Acquisition : 25-Dec-2018

Total plot Area (In sq.ft) : 4000.0

Floor Details

Year	Sr No.	Floor No.	Date of Construction	Property Type	Construction Type	Built-up Area (In sq.ft)	Standard Rate	ARV	Maintenance Charge	RV	View More Details
2018-2019	1	Basement	25-Dec-2018	Residential	Land	3000.0	0.0	0.0	0.0	0.0	

Additional Unit Details

Occupancy Type : Self-Occupied

Monthly Rent :

Occupier Name :

Nature of property : Others

Floor Specific additional Information

Factor	Select Applicable Unit No.	Factor Value
Rebate	1	Minors
Water Connection Facility	1	Municipal Tap-0.75
Exemption	1	Municipal Property

Tax Calculation

Sr.No.	Tax Name	Demand	Arrears	Current	Total
1	Consolidate Tax		0.0	300.0	300.0
	Total		0.0	300.0	300.0

Sr.No.	Tax Name	Interest	Arrears	Current	Total
1	Interest		0.0	0.0	0.0
	Total		0.0	0.0	0.0

Total Tax Payable : 300.0

Payment

Paid Amount : 300.0

Sr No.	Document Name	Download
2	Aadhar Card	<a href="#">ID Proof 3.pdf</a>

User Action

Decision : ☒ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark\* :

Attach Documents : [Upload](#)

submit assessment

Back

Figure 40: Application Edit By Authorization Level 2 Employee

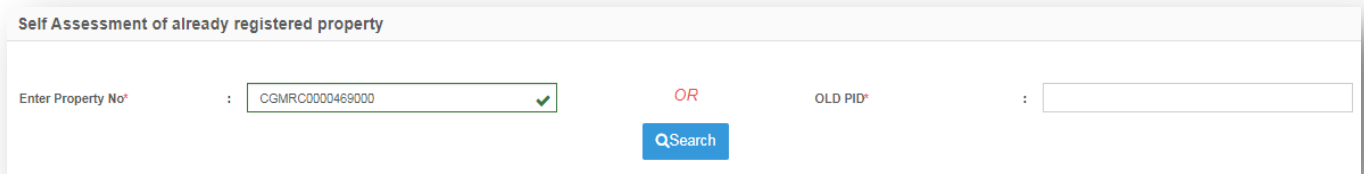
3. Side-by-side view of the self-assessment form before and after edit will appear.
4. User now can proceed with authorization process as described earlier.

### 2.2.2 SELF-ASSESSMENT FOR ALREADY REGISTERED PROPERTIES

The system will allow a citizen to file the self-assessment every year with and without changing the details.

**How to Access:** Property Tax → Transactions → Self-Assessment for Already Registered Properties

1. Self-Assessment for Already Registered Property form appears.



**Figure 41: Self-Assessment For Already Registered Property - Search**

2. Enter Property No. or Old PID
3. Click **Search** and Self-Assessment form appears.



Self Assessment of already registered property

If there is change in assessment then kindly change the property details given below which was fetched from last assessment

**Ownership Detail**

Ownership Type : Single Owner

**Owner Details**

Owners Name*	Gender*	Relation*	Guardian Name*	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Amrita Mane	FEMALE	DO	Manve	998330254			

**Land Details**

Old Property No. : Land Type :

**Property Address Details**

Property Address : Mana camp Location : 4th Battalion Quarter (Ward 6)

Pincode : 410258

**Correspondence Address Details**

Correspondence Address Details : Mana camp Pincode : 410258

**Tax Zone Details**

Property Zone\* : Zone 1 Property Ward\* : Dr. Bhimrao Ambedkar Ward (Ward 1)

Road Type\* : Main Road

**Building Details**

Date of Acquisition : 01/01/2019 Total plot Area\* : 5000.0

**Floor Details**

Penalty will be levied in case a discrepancy is found when ULB verifies the details

Year*	Sr No.*	Floor No.*	Construction Completion Date*	Construction Type*	Usage Type	Built-up Area*	
2018-2019	1	Ground Floor	01/01/2019	Pukka Makan granite marble flooring/RCC, MB	Residential	5000.0	<input checked="" type="checkbox"/> <input type="checkbox"/>

**Additional Unit Details**

Occupancy Type\* : Self-Occupied Occupier Name :

Property Type\* : Building

**Floor Specific additional Information**

Is Rebate Applicable? : ☐ Yes ☒ No

Is Water Connection Facility Applicable? : ☐ Yes ☒ No

Is Exemption Applicable? : ☐ Yes ☒ No

**Proceed**

**Back**

Figure 42: Self-Assessment For Already Registered Property – Form I

- Enter the details in the form and click **Proceed**.

Property No. : CGRMC0000465000

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Ajay Kumar	MALE	SO	Sanjeev kumar	9123456789			

**Land Details**

Old Property No. : Land Type : 1. Khasra Panchashala & Khatauni

District : Tehsil :

Village : Khasra No. :

Halka No. : Plot No. : A121

Deed No. :

**Property Address Details**

Property Address : Ward 1 Mana Camp Location : Gondwara

Pincode : 492001

**Correspondence Address Details**

Correspondence Address Details : Ward 1 Mana Camp Pincode : 492001

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Babu Jagjivan Ram Ward (Ward 40)

Road Type : Main Road

**Building Details**

Year of Acquisition : 01-Apr-2012 Total plot Area : 640.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Ground Floor	01-Apr-2012	RCC, RVC or Stone-shaped permanent building	Residential	800.0	30.0	24000.0	2400.0	21600.0	
2018-2019	2	Ground Floor	01-Apr-2012	RCC, RVC or Stone-shaped permanent building	Commercial	200.0	40.0	8000.0	800.0	7200.0	
2018-2019	3	Ground Floor	01-Apr-2012	Cement or Iron Sheet with Kwellu roof Permanent building	Residential	500.0	25.0	12500.0	1250.0	11250.0	

**Additional Unit Details**

Occupancy Type : Occupier Name :

Nature of property : Building

**Tax Calculation (Download year wise tax details)**

Demand				
Sr.No.	Tax Name	Arrears	Current	Total
1	Property Tax	2700.0	2450.0	5150.0
2	Consolidate Tax	1600.0	600.0	2200.0
3	General Water Tax	0.0	0.0	0.0
4	Education Cess	0.0	216.0	216.0
5	Additional Water Tax	0.0	25.0	25.0
Total		4300.0	3291.0	7591.0

Interest				
Sr.No.	Tax Name	Arrears	Current	Total
1	Interest	0.0	0.0	0.0
Total		0.0	0.0	0.0

Penalty Tax				
Sr.No.	Tax Name	Arrears	Current	Total
1	Penalty against Misleading Information in Self-assessment	0.0	0.0	0.0
Total		0.0	0.0	0.0

**Total Tax Payable** : 7591.0

**Payment**

Payment Amount : 7591.0 Amount to pay : 0.0

**Receipt Mode Details**

Collection Type : ☐ Offline ☐ Pay @ ULB Counter

[submit assessment](#) [Edit](#)

Figure 43: Self-Assessment For Already Registered Property – Form I

5. Tax Calculation details section appears.
6. Enter Amount To Pay and complete the payment process.
7. Click Edit to modify details in the Assessment form.
8. Click Submit Assessment.
9. Self-Assessment Application no. is generated.

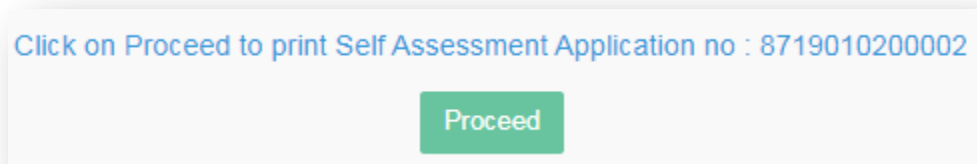
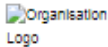


Figure 44: Self-Assessment For Already Registered Property – Generation of Application Number

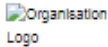
10. Click Proceed.
11. **Receipt** for Self-Assessment is generated.



**MANA CAMP NAGAR PANCHAYAT**  
RECEIPT  
Maharashtra Municipal Act 2007  
GST NO : \_\_\_\_\_

Office Copy

Receipt Number :	159	Receipt Date / Receipt Time :	02/01/2019 17:07	Financial Year :	2018-19
Department :	Property Tax				
CFO Reference :		Counter Reference :		Mode :	Offline
Received From :	Amruta Mane				
Subject :	Receipt for Change In Assessment				
Address :	Mana camp				
Zone :		Ward :		Block :	
Application No.	8719010200002	LOI No. :		Application/LOI Date:	02/01/2019
Payment Mode :	Cash	Amount	1000.00	Cheque No.	
Cheque Date		Bank Name :			
<b>Details</b>			<b>Payable Amount</b>	<b>Received Amount</b>	
Property Tax			2700.05	1000.00	
<b>Total Amount</b>			<b>2700.05</b>	<b>1000.00</b>	
Amount In Words :	One Thousand Rupees Only			Receiver Signature :	
<b>Note :</b> If any discrepancy found in above receipt please contact related Department Officer.					



**MANA CAMP NAGAR PANCHAYAT**  
RECEIPT  
Maharashtra Municipal Act 2007  
GST NO : \_\_\_\_\_

Customer Copy

Receipt Number :	159	Receipt Date / Receipt Time :	02/01/2019 17:07	Financial Year :	2018-19
Department :	Property Tax				
CFO Reference :		Counter Reference :		Mode :	Offline
Received From :	Amruta Mane				
Subject :	Receipt for Change In Assessment				
Address :	Mana camp				
Zone :		Ward :		Block :	
Application No.	8719010200002	LOI No. :		Application/LOI Date:	02/01/2019
Payment Mode :	Cash	Amount	1000.00	Cheque No.	
Cheque Date		Bank Name :			
<b>Details</b>			<b>Payable Amount</b>	<b>Received Amount</b>	
Property Tax			2700.05	1000.00	
<b>Total Amount</b>			<b>2700.05</b>	<b>1000.00</b>	
Amount In Words :	One Thousand Rupees Only			Receiver Signature :	
<b>Note :</b> If any discrepancy found in above receipt please contact related Department Officer.					

Figure 45: Self-Assessment For Already Registered Property - Receipt

## Field Descriptions





Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Ownership Detail</b>				
1.	Ownership Type	Displayed	N/A	The system displays Ownership Type.
<b>Owner Details</b>				
2.	Owner's Name	Displayed	N/A	The system displays the name of the Owner.
3.	Gender	Displayed	N/A	The system displays Gender.
4.	Relation	Displayed	N/A	The system displays Relation.
5.	Guardian Name	Displayed	N/A	The system displays the name of the Guardian.
6.	Mobile No.	Displayed	N/A	The system displays the Mobile No.
7.	Email Address	Displayed	N/A	The system displays the Email Address.
8.	Aadhaar No.	Displayed	N/A	The system displays the Aadhaar No.
9.	PAN No.	Displayed	N/A	The system displays the PAN No.
<b>Land Details</b>				
10.	Old Property No.	Displayed	N/A	Enter the Old Property No.
11.	Land Type	Displayed	N/A	The system displays Land Type.
12.	District	Displayed	N/A	The system displays District.
13.	Tehsil	Displayed	N/A	The system displays Tehsil.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
14.	Village	Displayed	N/A	The system displays Village.
15.	Moholla	Displayed	N/A	The system displays Moholla.
16.	Block/Sheet	Displayed	N/A	The system displays Block/Sheet.
17.	Plot No.	Displayed	N/A	The system displays the Plot No.
Diversion Details				
18.	Land Owner Name	Displayed	N/A	The system displays the Land Owner Name
19.	Department Name	Displayed	N/A	The system displays Department Name.
20.	Total Area (Sq. Ft.)	Displayed	N/A	The system displays Total Area in Sq. Ft.
21.	Ownership Type	Displayed	N/A	The system displays Ownership Type.
22.	Remark	Displayed	N/A	The system displays Old Property No.
Property Address Details				
23.	Property Address	Displayed	N/A	The system displays Property Address.
24.	Location	Displayed	N/A	The system displays The system displays Property Address.
25.	Pin code	Displayed	N/A	The system displays Pin code.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
26.	Correspondence address details same as the above	Displayed	N/A	The system displays Correspondence address.
Tax Zone Details				
27.	Property Zone	Displayed	N/A	The system displays Property Zone.
28.	Property Ward	Displayed	N/A	The system displays Property Ward
29.	Road Type	Displayed	N/A	The system displays Road Type.
Building Details				
30.	Date Of Acquisition	Displayed	N/A	The system displays Date Of Acquisition.
31.	Total Plot Area (in sq. ft.)	Displayed	N/A	The system displays Total Plot Area (in sq. ft.).
Floor Details				
32.	Year	Displayed	N/A	The system displays Year.
33.	Sr. No.	Displayed	N/A	The system displays Sr. No.
34.	Floor No.	Dropdown List	Yes	Select Floor No.
35.	Construction Completion Date	Calendar	Yes	Select the date of construction completion.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
36.	Construction Type	Dropdown List	Yes	Select Construction Type.
37.	Usage Type	Dropdown List	Yes	Select Usage Type.
38.	Built-up Area	Text Field	Yes	Select Built-up Area.
39.	Occupancy Type	Dropdown List	Yes	Select Usage Type.
40.	Occupier Name	Text Field	No	Select Built-up Area.
41.	Property Type	Dropdown List	Yes	Select Usage Type.
42.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
43.	Is Rebate Applicable?	Radio Button	Yes	Select Yes if rebate is applicable. Select No if rebate is not
44.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
45.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
46.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
47.	Is Water Connection Facility Applicable?	Radio Button	Yes	Select Yes if Water connection is applicable. Select No if Water connection is not applicable.



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
48.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
49.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
50.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
51.	Is Exemption Applicable?	Radio Button	Yes	Select Yes if Exemption is applicable. Select No if Exemption is not applicable.
52.	Select Applicable Unit No.	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
53.	Factor Value	Dropdown List	Yes	Select Factor Value from the drop-down list.
54.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
55.	Proceed	Button	Yes	Click to proceed. Document Upload section will appear.
56.	Back	Button	No	Click to refresh the form.
Payment				
57.	Payment Amount	Displayed	N/A	The system displays the payment amount.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
58.	Amount to Pay	Text Field	Yes	Enter the amount to pay.
Receipt Mode Details				
59.	Collection Type	Radio Button	Yes	Select either Offline or Pay @ ULB Counter for choosing the mode of payment.
60.	Offline	Dropdown List	Yes	If Offline mode is selected as Collection mode, then Pay By Challan@ULB option is auto-selected. By submitting assessment, you can print the challan for paying at the ULB counter.
61.	Pay @ ULB Counter	Dropdown List	Yes	<p>If Pay @ ULB Counter mode is selected as Collection mode, then following options will be available:</p> <ul style="list-style-type: none"> <li>• Demand Draft</li> <li>• Cash</li> <li>• Cheque</li> <li>• Bank</li> </ul> <p>Fill out the required details and proceed for payment</p>
62.	Edit	Button	No	Click to edit the application.
63.	Submit Assessment	Button	Yes	Click to submit the assessment.
64.	Proceed	Button	Yes	Self-Assessment Application no. will be generated. Click Proceed.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
65.	Receipt	Displayed	N/A	Receipt will be generated. User can print the Receipt by clicking on the Print Button.

### 2.2.2.1 SELF-ASSESSMENT FOR ALREADY REGISTERED PROPERTIES VERIFICATION

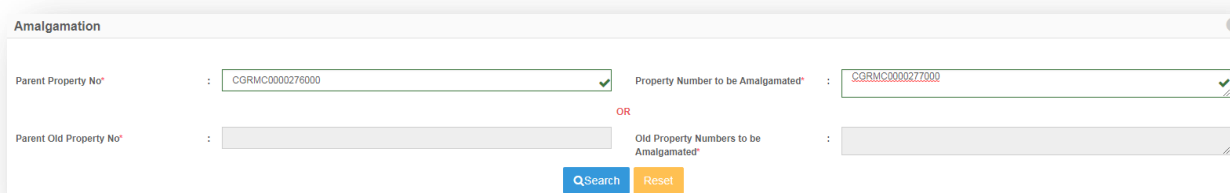
After the payment received either from the online or offline mode, the self-assessment will be available to department user for authorization based on the workflow defined in workflow master. For detail requirement, please refer to the [section 2.2.1.2](#)

## 2.2.3 AMALGAMATION

### 2.2.3.1 AMALGAMATION APPLICATION

**How to Access:** Property Tax → Transactions → Self-Assessment → Amalgamation

1. Amalgamation form appears.



**Figure 46: Amalgamation – Property Search Form I**

2. Enter the Parent Property No. and enter the Property Number to be Amalgamated or Parent Old Property No. and enter the Old Property Number to be Amalgamated.
3. Click **Search**.
4. Details will appear below.

**Amalgamation**

Parent Property No\* :  Property Number to be Amalgamated\* :

OR

Parent Old Property No\* :  Old Property Numbers to be Amalgamated\* :

**Parent Property Details**

Property No.	Old Property No.	Owner Name	Address	Total Plot Area	Total Builtup Area
81001038		Amruta Mane	12,Nerul(East),415012	5000.0	4000.0

**Details of Properties to be Amalgamated**

Property No.	Old Property No.	Owner Name	Address	Total Plot Area	Total Builtup Area
81001054		Amruta Mane	21,Nerul(East),415012	5000.0	4000.0

Figure 47: Amalgamation – Property Search Form 2

5. Click **Edit Details**.
6. Amalgamation form appears.

Property No. :

**Ownership Detail**

Ownership Type\* :

**Owner Details**

Owners Name*	Gender*	Relation*	Guardian Name*	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Paresh Patil ✓	MALE ✓	S/O ✓	B V Patil ✓	8308518809 ✓			

**Land Details**

Old Property No. :

District :

Village :

Halka No :

Deed No :

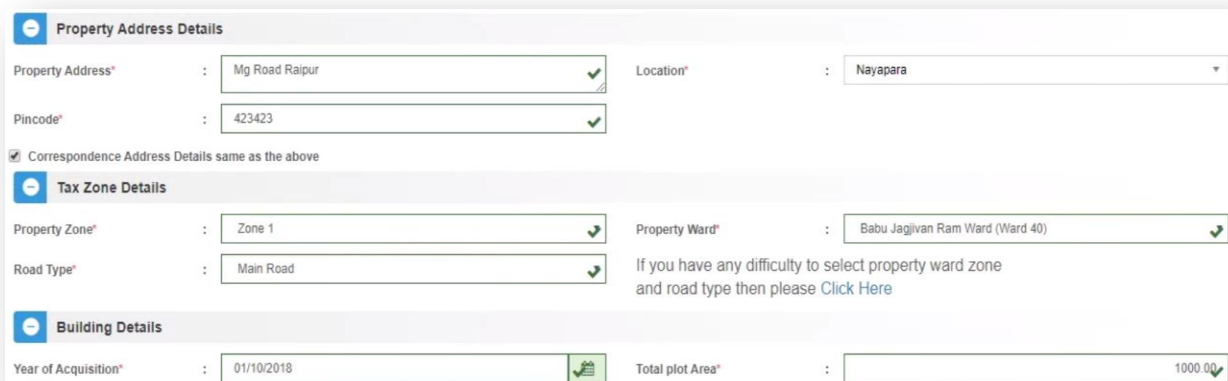
Land Type :

Tehsil :

Khasra No. :

Plot/House No.\* :

Figure 48: Amalgamation Form I



**Property Address Details**

Property Address\* : Mg Road Raipur ✓ Location\* : Nayapara

Pincode\* : 423423 ✓

☒ Correspondence Address Details same as the above

**Tax Zone Details**

Property Zone\* : Zone 1 ✓ Property Ward\* : Babu Jagjivan Ram Ward (Ward 40) ✓

Road Type\* : Main Road ✓

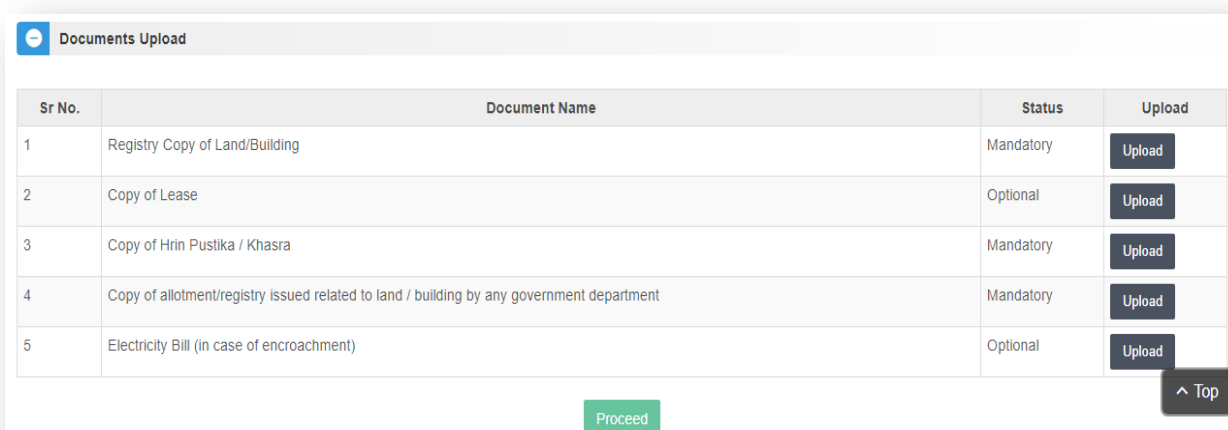
If you have any difficulty to select property ward zone and road type then please [Click Here](#)

**Building Details**

Year of Acquisition\* : 01/10/2018 ✓ Total plot Area\* : 1000.00 ✓

Figure 49: Amalgamation Form 2

7. Enter the details in the form.



**Documents Upload**

Sr No.	Document Name	Status	Upload
1	Registry Copy of Land/Building	Mandatory	<a href="#">Upload</a>
2	Copy of Lease	Optional	<a href="#">Upload</a>
3	Copy of Hrin Pustika / Khasra	Mandatory	<a href="#">Upload</a>
4	Copy of allotment/registry issued related to land / building by any government department	Mandatory	<a href="#">Upload</a>
5	Electricity Bill (in case of encroachment)	Optional	<a href="#">Upload</a>

[Proceed](#) [^ Top](#)

Figure 50: Document Attachment

8. **Document Upload** section is enabled. Upload the documents.
9. Click **Proceed**.
10. Click **Reset** button to clear form.
11. Click **Back** to go to previous page.
12. **Amalgamation View** page appears.

Property No. : 6000328

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Sashi sukla	MALE	S/O	Ravi Shukla	8380518809			

**Land Details**

Old Property No. : Land Type : Abadi

District : Raipur Tehsil : Raipur

Village : Raipur Khasra No. : 20/1

Halka No. : Plot/House No. : 21

Deed No. :

**Property Address Details**

Property Address : Mg Road Raipur Location : Nayapara

Pincode : 432432

**Correspondence Address Details**

Correspondence Address : Mg Road Raipur Pincode : 432432



Details

Figure 51: Amalgamation Preview Screenshot No. 1

**Building Details**

Date of Effect : 01-Sep-2017 Total plot Area : 5000.0

**Floor Details**

Property No.	Year	Unit No.	Floor No.	Date of Construction	Usage Type	Construction Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge = 10% of ARV	RV(ARV - Maintenance Charges)	View More details
81001038	2018-2019	1	Ground Floor	01-Sep-2017	Residential	1. RCC, RVC or Stone-shaped permanent building	4000.0	20.0	40000.0	4000.0	36000.0	
81001054	2018-2019	1	Ground Floor	01-Sep-2018	Residential	1. RCC, RVC or Stone-shaped permanent building	4000.0	20.0	40000.0	4000.0	36000.0	


 Top

Figure 52: Amalgamation Preview Screenshot No. 2

Unit Specific additional Information

Property No.	Factor	Select Applicable Unit No.	Factor Value
81001038	Rebate	1	Freedom Figter (Non Tax Payer)
81001054	Rebate	1	Freedom Figter (Non Tax Payer)

Tax Calculation ([Download year wise tax details](#))

Demand				
Sr.No.	Tax Name	Arrears	Current	Total
1	Property Tax - Residential	0.0	10800.0	10800.0
2	Water Tax	0.0	4800.0	4800.0
3	Education Cess	0.0	720.0	720.0
Total		0.0	16320.0	16320.0

Total Tax Payable		16320.0
Sr No.	Document Name	Download
1	Registry Copy of Land/Building	<a href="#">sample_pdf.pdf</a>
2	Copy of Hrin Pustika / Khasra	<a href="#">sample_pdf.pdf</a>
3	Copy of allotment/registry issued related to land / building by any government department	<a href="#">sample_pdf.pdf</a>

Submit Edit

Figure 53: Amalgamation Preview Screenshot No. 3

13. For Authorization of property amalgamation, please refer to the Section [2.2.1.2](#).

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
1.	Property No.	Text Field	Displayed	The property number is displayed by the system.
Ownership Detail				
2.	Ownership Type	Dropdown List	Yes	Select the Ownership Type.
Owner Details				
3.	Owner's Name	Text Field	Yes	Enter the name of the Owner.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
4.	Gender	Dropdown List	Yes	Select Gender from the drop-down list.
5.	Relation	Dropdown List	Yes	Select Relation from the drop-down list.
6.	Guardian Name	Text Field	Yes	Enter the name of the Guardian.
7.	Mobile No.	Text Field	Yes	Enter the Mobile No.
8.	Email Address	Text Field	No	Enter the Email Address.
9.	Aadhaar No.	Text Field	No	Enter the Aadhaar No.
10.	PAN No.	Text Field	No	Enter the PAN No.
Land Details				
11.	Old Property No.	Text Field	No	Enter the Old Property No.
12.	Land Type	Dropdown List	No	Select Land Type from the drop-down list.
13.	District	Text Field	No	Enter the District name
14.	Tehsil	Text Field	No	Enter the Tehsil name
15.	Village	Text Field	No	Enter the Village name
16.	Khasra No.	Text Field	No	Enter the Khasra No.
17.	Halka No.	Text Field	No	Enter the Halka No.
18.	Plot/House No.	Text Field	Yes	Enter the Plot/House No.
19.	Deed No.	Text Field	No	Enter the Deed No.
Property Address Details				



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
20.	Property Address	Text Field	Yes	Enter the Old Property Address.
21.	Location	Dropdown List	Yes	Select Location from the drop-down list.
22.	Pincode	Text Field	Yes	Enter the Pincode.
23.	Correspondence address details same as the above	Checkbox	Displayed	The System displays if checked or un-checked.
Tax Zone Details				
24.	Property Zone	Dropdown List	Yes	Select Property Zone from the drop-down list.
25.	Property Ward	Dropdown List	Yes	Select Property Ward from the drop-down list.
26.	Road Type	Dropdown List	Yes	Select Road Type from the drop-down list.
Building Details				
27.	Date Of Acquisition	Calendar	Yes	Select Date Of Acquisition from the drop-down list.
28.	Total Plot Area (in sq. ft.)	Text Field	Yes	Enter the Pincode.
Documents Upload				
29.	Document Name	Displayed	N/A	The name of the document to be uploaded is displayed by the system.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
30.	Status	Displayed	N/A	If “Optional” is displayed, then that document is optional. If “Optional” is displayed then that document is optional.
31.	Upload	Button	Yes	Click to upload the document from the system.

### 2.2.3.2 AMALGAMATION VERIFICATION

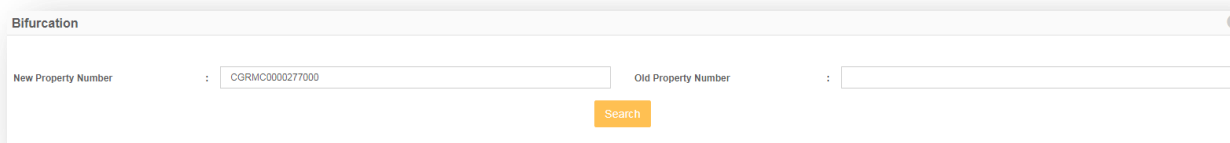
The application for Amalgamation will be available to department user for authorization based on the workflow defined in workflow master. For detail requirement, please refer to the [section 2.2.1.2](#)

## 2.2.4 BI-FURCATION

### 2.2.4.1 BI-FURCATION APPLICATION

**How to Access:** Property Tax → Transactions → Self-Assessment → Bi-furcation

1. Amalgamation form appears.



The screenshot shows a web form titled "Bifurcation". It contains two input fields: "New Property Number" with the value "CGRMC0000277000" and "Old Property Number" which is empty. Below these fields is an orange "Search" button.

Figure 54: Property Number Search

**Bifurcation**

Parent Property Number\* : CGRMC0000277000

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Juhi	FEMALE	D/O	DC	8420566965			

**Land Details**

Old Property No. : Land Type :

**Property Address Details**

Property Address : Raipur Location : Lodhipara

Pincode\* : 765262

**Correspondence Address Details**

Correspondence Address Details : Raipur Pincode : 765262

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Havaladar Abdul Hameed Wad (ward 36)

Road Type : Main Road

**Building Details**

Date of Effect\* : 11/03/2019 Total plot Area\* : 6000.0

**Floor Details**

Penalty will be levied in case a discrepancy is found when ULB verifies the details

Year*	Sr No.*	Floor No.*	Construction Completion Date*	Construction Type*	Property Type	Built-up Area*		
2018-2019	1	Ground Floor	01/03/2019	RCC, RVC or Stone-shaped permanent	Residential	7000.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Additional Unit Details**

Occupancy Type\* : Self-Occupied Occupier Name :

Nature of Property\* : Building

**Floor Specific additional Information**

IsExemption Applicable? : ☐ Yes ☒ No

IsWater Connection Facility Applicable? : ☐ Yes ☒ No

IsRebate Applicable? : ☐ Yes ☒ No

**Proceed**

Figure 55: Bifurcation Form

- Enter the details in the form and click **Proceed**.

**Documents Upload**

Sr No.	Document Name	Status	Upload
1	Building Photographs	Mandatory	<input type="button" value="Upload"/>
2	Building Permission Approval Letter	Mandatory	<input type="button" value="Upload"/>
3	Approval Letter NOC	Mandatory	<input type="button" value="Upload"/>

**Proceed**

Figure 56: Document Attachment

3. **Document Upload** section is enabled.
4. Click **Proceed**.
5. Click **Reset** button to clear form.
6. Click **Back** to go to previous page.
7. **Bi-furcation View** page appears.

**Bifurcation View**

Property No. : \_\_\_\_\_

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Juhi	FEMALE	D/O	DC	8420566965			

**Land Details**

Old Property No. : \_\_\_\_\_ Land Type : \_\_\_\_\_

**Property Address Details**

Property Address : Raipur Location : Lodhipara

Pincode : 765262

**Correspondence Address Details**

Correspondence Address Details : Raipur Pincode : 765262

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Havalidar Abdul Hameed Wad (ward 36)

Road Type : Main Road

**Building Details**

Date of Acquisition : 11-Mar-2019 Total plot Area : 6000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Ground Floor	01-Mar-2019	RCC, RVC or Stone-shaped permanent building	Residential	7000.0	30.0	210000.0	21000.0	189000.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name : \_\_\_\_\_

Nature of property : Building

**Tax Calculat -- on (Download year wise tax details)**

Sr.No.	Tax Name	Demand	Arrears	Current	Total
1	Property Tax		0.0	28350.0	28350.0
2	Consolidate Tax		0.0	600.0	600.0
3	Additional Water Tax		0.0	284.0	284.0
<b>Total</b>			<b>0.0</b>	<b>29234.0</b>	<b>29234.0</b>

**Total Tax Payable** 29234.0

**Uploaded Documents**

Sr No.	Document Name	Download
1	Building Photographs	<a href="#">Document 2 .pdf</a>
2	Building Permission Approval Letter	<a href="#">Document 2 .pdf</a>
3	Approval Letter NOC	<a href="#">Document 2 .pdf</a>

[submit assessment](#) [Edit](#)

[^ Top](#)

Figure 57: Bifurcation Form View

8. Enter **Amount To Pay** and complete the payment process.
9. Click **Edit** to modify details in the Assessment form.
10. Click **Submit Assessment**.
11. Self-Assessment Application no. is generated.

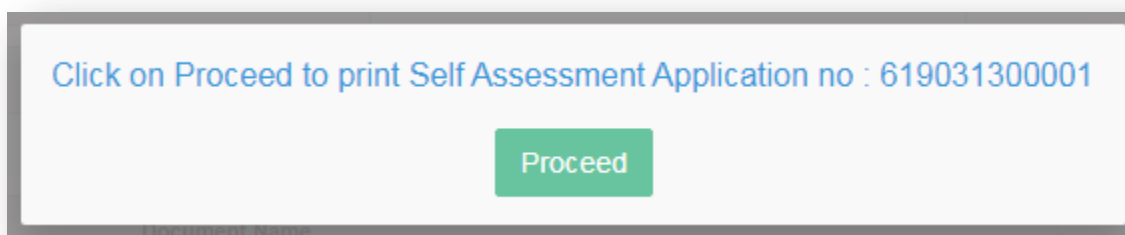


Figure 58: Application No. Generation

12. Click **Proceed**.
13. For Authorization of property bi-furcation, please refer to the Section [2.2.1.2](#).

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
1.	New Property Number or Old Property Number	Text Field	Yes	Enter the New Property Number or Old Property Number
2.	Search	Button	Yes	Click to go to bifurcation form
Ownership Detail				
3.	Ownership Type	Dropdown List	Displayed	The System displays the Ownership Type.
Owner Details				

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
4.	Owner's Name	Text Field	Displayed	The System displays the Owner's Name.
5.	Gender	Dropdown List	Displayed	The System displays the Gender.
6.	Relation	Dropdown List	Displayed	The System displays the Relation.
7.	Guardian Name	Text Field	Displayed	The System displays the Guardian Name.
8.	Mobile No.	Text Field	Displayed	The System displays the Mobile No.
9.	Email Address	Text Field	Displayed	The System displays the Email Address.
10.	Aadhaar No.	Text Field	Displayed	The System displays the Aadhaar No.
11.	PAN No.	Text Field	Displayed	The System displays the PAN No.
Land Details				
12.	Old Property No.	Text Field	Displayed	The System displays the Old Property No.
13.	Land Type	Dropdown List	Displayed	The System displays the Land Type.
Property Address Details				
14.	Property Address	Text Field	Displayed	The System displays the Property Address.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
15.	Location	Dropdown List	Displayed	The System displays the Location.
16.	Pin code	Text Field	Displayed	The System displays the Pin code.
17.	Correspondence address details same as the above	Checkbox	Displayed	The System displays if checked or un-checked.
Tax Zone Details				
18.	Pin code	Dropdown List	Displayed	The System displays the Pin code.
19.	Property Ward	Dropdown List	Displayed	The System displays the Property Ward.
20.	Road Type	Dropdown List	Displayed	The System displays the Road Type.
Building Details				
21.	Date Of Acquisition	Calendar	Displayed	The System displays the Date Of Acquisition.
22.	Total Plot Area (in sq. ft.)	Text Field	Displayed	The System displays the Total Plot Area (in sq. ft.). This field can be edited.
Floor Details				
23.	Year	Textbox	Displayed	The system displays the Financial Year.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
24.	Sr. No.	Textbox	Displayed	The system displays the Sr. No.
25.	Floor No.	Dropdown List	Yes	Select Road Type from the drop-down list.
26.	Construction Completion Date	Calendar	Yes	Select the date of Construction Completion.
27.	Construction Type	Dropdown List	Yes	Select Construction Type from the drop-down list.
28.	Property Type	Dropdown List	No	Select Property Type from the drop-down list.
29.	Built-up Area (in sq. ft.)	Text Field	Yes	Enter the Built-up Area in sq. ft.
Additional Unit Details				
30.	Occupancy Type	Dropdown List	Yes	Select Occupancy Type from the drop-down list.
31.	Occupier Name	Text Field	No	Enter the Occupier Name.
32.	Nature of Property	Dropdown List	Yes	Select Nature of Property from the drop-down list.
Floor Specific Additional Information				



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
33.	Is Rebate Applicable?	Radio Button	Displayed	The System displays the details.
34.	Select Applicable Unit No.	Dropdown List	Displayed	The System displays the details.
35.	Factor Value	Dropdown List	Displayed	The System displays the details.
36.	Is Water Connection Facility Applicable?	Radio Button	Yes	The System displays the details.
37.	Select Applicable Unit No.	Dropdown List	Yes	The System displays the details.
38.	Factor Value	Dropdown List	Yes	The System displays the details.
39.	Is Exemption Applicable?	Radio Button	Yes	The System displays the details.
40.	Select Applicable Unit No.	Dropdown List	Yes	The System displays the details.
41.	Factor Value	Dropdown List	Yes	The System displays the details.
42.	Proceed	Button	Yes	Click to proceed. Document Upload section will appear.
43.	Reset	Button	No	Click to clear the form.

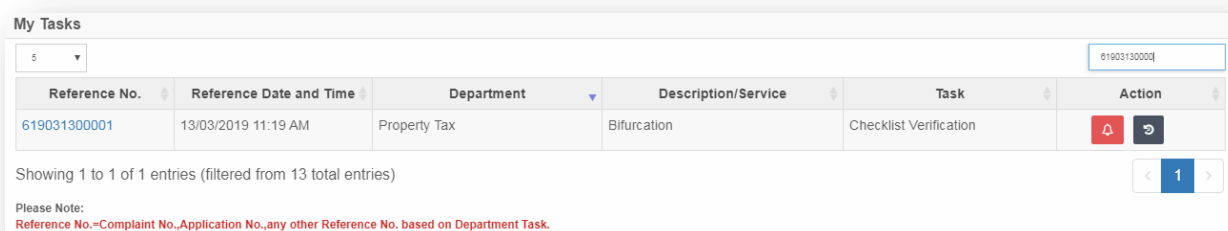
Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Documents Upload				
44.	Document Name	Displayed	N/A	The name of the document to be uploaded is displayed by the system.
45.	Status	Displayed	N/A	If "Optional" is displayed, then that document is optional. If "Optional" is displayed then that document is optional.
46.	Upload	Button	Yes	Click to upload the document from the system.

#### 2.2.4.2 BI-FURCATION VERIFICATION

The application for Bi-furcation will be available to department user for authorization based on the workflow defined in workflow master. For detailed requirement, please refer to the section below:

##### 2.2.4.2.1 CHECKLIST VERIFICATION

Department employee who has been assigned for the task of Checklist Verification, will be able to see the application in the grid section of the **"My Task"** page.







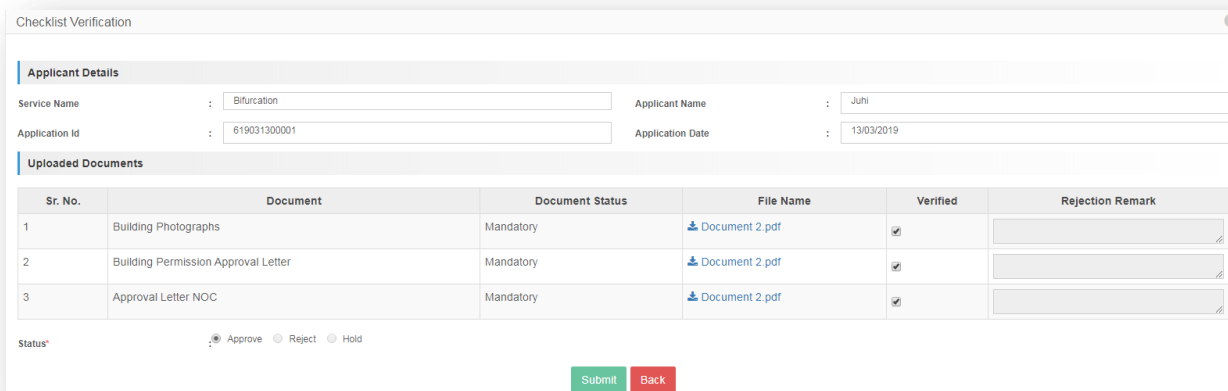
My Tasks					
5	619031300001				
Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
619031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Checklist Verification	 
Showing 1 to 1 of 1 entries (filtered from 13 total entries)					
Please Note: Reference No.=Complaint No.,Application No.,any other Reference No. based on Department Task.					

Figure 59: Checklist Verification - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

### **To Approve:**

3. Put tick in the checkbox in the Verified column after verifying the document/s uploaded by the applicant.
4. Select **Approve** radio button.



Checklist Verification

**Applicant Details**

Service Name : Bifurcation      Applicant Name : Juhi

Application Id : 619031300001      Application Date : 13/03/2019

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Building Photographs	Mandatory	<a href="#">Document 2.pdf</a>	<input checked="" type="checkbox"/>	
2	Building Permission Approval Letter	Mandatory	<a href="#">Document 2.pdf</a>	<input checked="" type="checkbox"/>	
3	Approval Letter NOC	Mandatory	<a href="#">Document 2.pdf</a>	<input checked="" type="checkbox"/>	

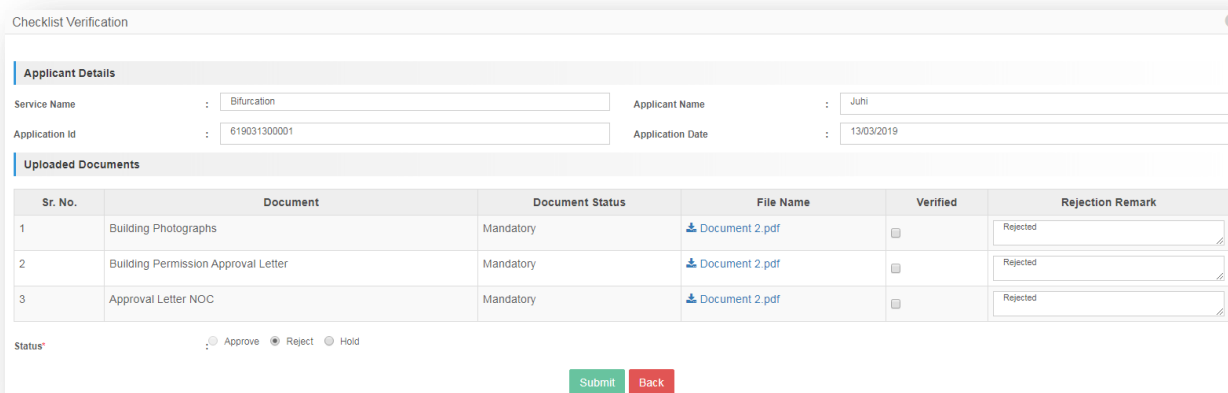
Status\* ☒ Approve ☐ Reject ☐ Hold

[Submit](#) [Back](#)

Figure 60: Checklist Verification Form I - Approval

### **To Reject:**

5. Leave the checkbox in the **Verified** column un-ticked and enter **Rejection Remark**.
6. Select **Reject** radio button.



Checklist Verification

**Applicant Details**

Service Name : Bifurcation      Applicant Name : Juhi

Application Id : 619031300001      Application Date : 13/03/2019

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Building Photographs	Mandatory	<a href="#">Document 2.pdf</a>	<input type="checkbox"/>	Rejected
2	Building Permission Approval Letter	Mandatory	<a href="#">Document 2.pdf</a>	<input type="checkbox"/>	Rejected
3	Approval Letter NOC	Mandatory	<a href="#">Document 2.pdf</a>	<input type="checkbox"/>	Rejected

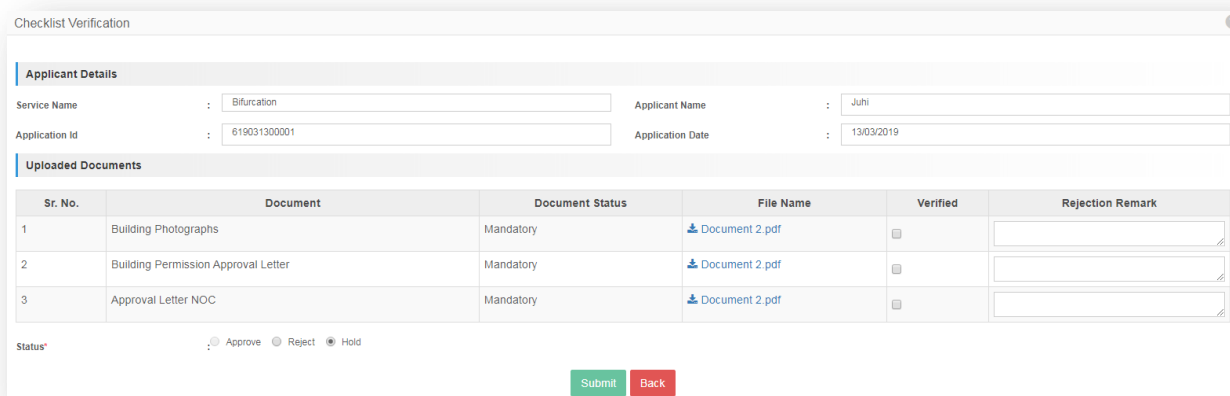
Status\* ☐ Approve ☒ Reject ☐ Hold

[Submit](#) [Back](#)

Figure 61: Checklist Verification Form I - Rejection

**To Keep on Hold:**

7. Leave the checkbox in the Verified column un-ticked.
8. Select **Hold** radio button.



The screenshot shows a web form titled "Checklist Verification". It has two main sections: "Applicant Details" and "Uploaded Documents".

**Applicant Details:**

- Service Name: Bifurcation
- Applicant Name: Juhi
- Application Id: 619031300001
- Application Date: 13/03/2019

**Uploaded Documents:**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Building Photographs	Mandatory	Document 2.pdf	<input type="checkbox"/>	
2	Building Permission Approval Letter	Mandatory	Document 2.pdf	<input type="checkbox"/>	
3	Approval Letter NOC	Mandatory	Document 2.pdf	<input type="checkbox"/>	

At the bottom, there is a "Status" section with radio buttons for "Approve", "Reject", and "Hold". The "Hold" button is selected. Below the status section are "Submit" and "Back" buttons.

Figure 62: Checklist Verification Form I – On Hold

9. Click Submit.
10. Successful submission of Checklist Verification is confirmed.

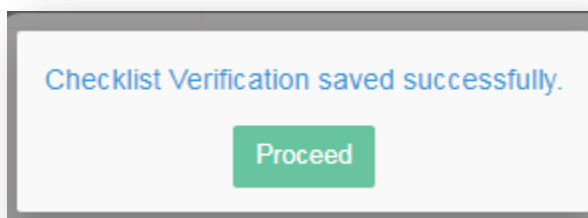




Figure 63: Checklist Verification Confirmation

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Summary Page				

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
Checklist Verification				
3.	Service Name	Displayed	N/A	The system displays the Service name against which the application has been submitted.
4.	Applicant Name	Displayed	N/A	The system displays the Applicant Name.
5.	Application ID	Displayed	N/A	The system displays the Application ID.
6.	Application Date	Displayed	N/A	The system displays the Application Date.
7.	Document Name	Displayed	N/A	The system displays the Document Name.
8.	Document Status	Displayed	N/A	The system displays the Document Status.
9.	File Name	File	Yes	Click to open review the document submitted by the applicant.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
10.	Verified	Checkbox	Yes	Put tick in the checkbox if the document is verified. Keep it unticked if the document is not verified or you do not approve the document submitted.
11.	Rejection Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
12.	Status	Radio Button	Yes	Select <b>Approve</b> radio button to Approve the Documents.  Select <b>Reject</b> radio button to reject the Documents.  Select <b>Hold</b> radio button to keep the application on hold.
13.	Submit	Button	Yes	Click to submit the checklist verification report.
14.	Back	Button	No	Click to go to the previous page.



#### 2.2.4.2.2 AUTHORIZATION LEVEL I

Department employee who has been assigned for the task of Authorization Level 1 for a particular service, will be able to see the application in the grid section of the “**My Task**” page.

My Tasks

5

619031300001



Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
619031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Bifurcation Authorization Level 1	 

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

Please Note:  
Reference No.-Complaint No.,Application No.,any other Reference No. based on Department Task.

< 1 >

Figure 64: Authorization level I - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

Authorization View

Property No. : CGRMC0000277001

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Juhi	FEMALE	D/O	DC	8420568965			

**Land Details**

Old Property No. : Land Type :

**Property Address Details**

Property Address : Raipur Location : Lodhipara

Pincode : 765262

**Correspondence Address Details**

Correspondence Address Details : Raipur Pincode : 765262

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Havaladar Abdul Hameed Wad (ward 36)

Road Type : Main Road

**Building Details**

Date of Acquisition : 11-Mar-2019 Total plot Area : 6000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Ground Floor	01-Mar-2019	RCC, RVC or Stone-shaped permanent building	Residential	7000.0	30.0	210000.0	21000.0	189000.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name :




Nature of property : Building

**Tax Calculation (Download year wise tax details)**

Sr.No.	Tax Name	Demand	Arrears	Current	Total
1	Property Tax		0.0	28350.0	28350.0
2	Consolidate Tax		0.0	600.0	600.0
3	Additional Water Tax		0.0	284.0	284.0
Total			0.0	29234.0	29234.0

Total Tax Payable 29234.0


**Uploaded Documents**

Sr No.	Document Name	Download
1	Building Photographs	 Document 2.pdf
2	Building Permission Approval Letter	 Document 2.pdf
3	Approval Letter NOC	 Document 2.pdf

**User Action**

Decision : ☐ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark\* :

Attach Documents :  Upload

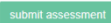


Figure 65: Authorization Level I – Form I

**To Approve The Application:**

- Select **Approve** radio button.



- Enter **Remark**.
- Upload document if any.

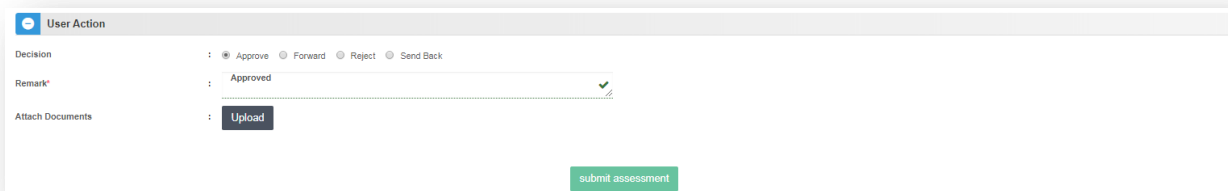


Figure 66: Authorization Level 1 – Form 2 - Approval

### **To Reject The Application:**

- Select Reject radio button.
- Enter Remark.
- Upload document if any.

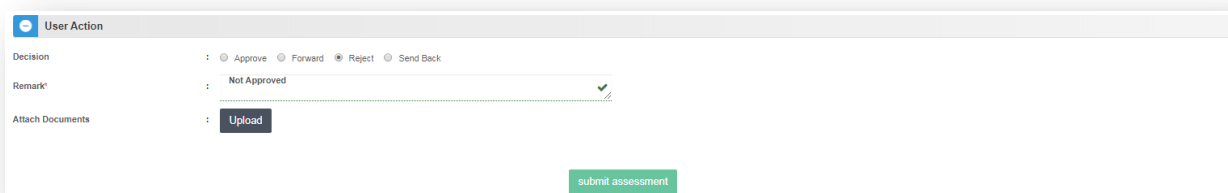
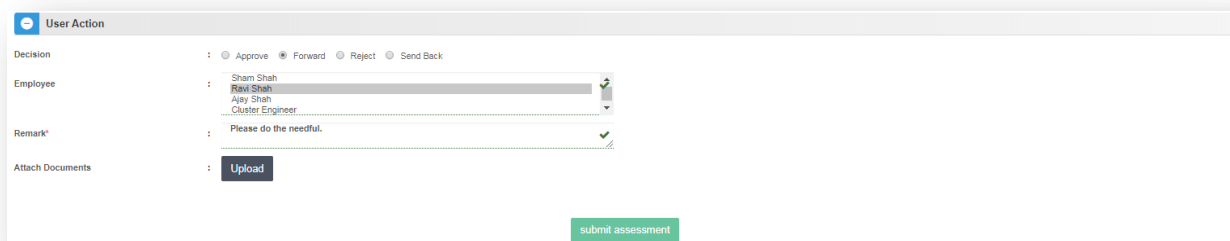


Figure 67: Authorization Level 1 – Form 2 – Rejection

### **To The Application to other Department Employee:**

- Select Forward radio button.
- Select Employee name.
- Enter Remark.
- Upload document if any.

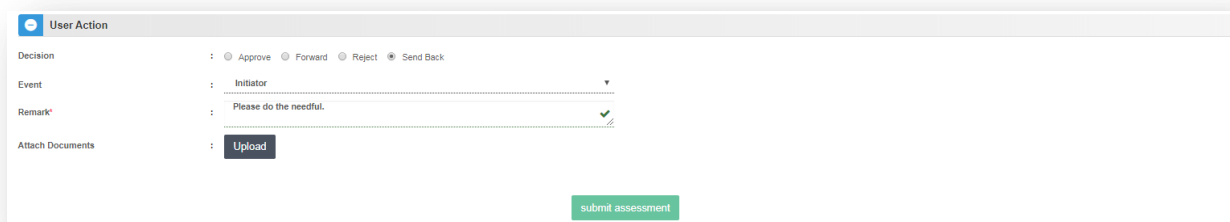


The screenshot shows the 'User Action' form for 'Forward'. The 'Decision' section has radio buttons for 'Approve', 'Forward' (selected), 'Reject', and 'Send Back'. The 'Employee' dropdown is set to 'Sham Shah'. The 'Remark' field contains 'Please do the needful.'. There is an 'Upload' button for documents and a green 'submit assessment' button at the bottom right.

Figure 68: Authorization Level I – Form 2 – Forward

**To The Application to other Department Employee:**

- Select Send Back radio button.
- Select Event name.
- Enter Remark.
- Upload document if any.



The screenshot shows the 'User Action' form for 'Send Back'. The 'Decision' section has radio buttons for 'Approve', 'Forward', 'Reject', and 'Send Back' (selected). The 'Event' dropdown is set to 'Initiator'. The 'Remark' field contains 'Please do the needful.'. There is an 'Upload' button for documents and a green 'submit assessment' button at the bottom right.

Figure 69: Authorization Level I – Form 2 – Send Back

3. Click Submit Assessment.
4. Successful submission of Authorization is confirmed.

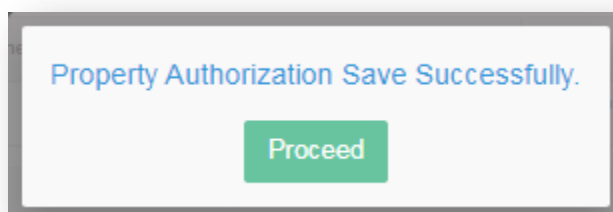




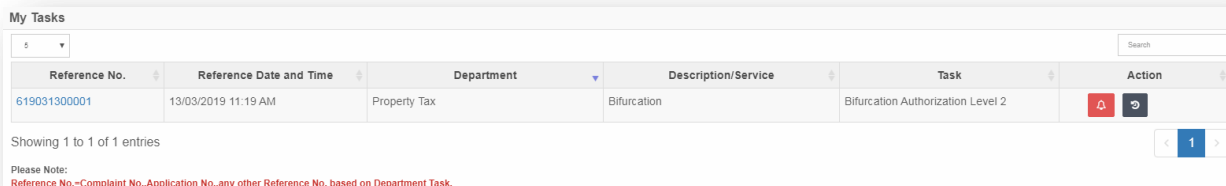
Figure 70: Authorization Level I Confirmation



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Summary Page				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
Authorization View				
3.	Decision	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the application.</p> <p>Select <b>Forward</b> radio button to send it to other some other employee in the department the Documents.</p> <p>Select <b>Reject</b> radio button to reject the application.</p> <p>Select <b>Send Back</b> radio button to send it back to the previous employee.</p>
4.	Employee	Dropdown List	Yes	Select the name of the employee in case of "Forward" has been selected.
5.	Event	Dropdown List	Yes	Select as per the authorization level in case of " <b>Send Back</b> " has been selected.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
7.	Upload	Button	No	Upload document if any.
8.	Submit Assessment	Button	Yes	Click to submit the assessment.
9.	Edit	Button	No	Click to edit the assessment.

#### 2.2.4.2.3 AUTHORIZATION LEVEL 2

Department employee who has been assigned for the task of Authorization Level 2 for the particular service, will be able to see the application in the grid section of the “**My Task**” page.





My Tasks					
Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
619031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Bifurcation Authorization Level 2	 

Showing 1 to 1 of 1 entries

Please Note:  
Reference No.-Complaint No.,Application No.,any other Reference No. based on Department Task.

Figure 71: Authorization Level 2 - Summary

5. Click  to view history or past activities against this application.
6. Click  to proceed with verification of the application.

Authorization View

Property No. : CGRMC0000277001

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Juhi	FEMALE	D/O	DC	8420566965			

**Land Details**

Old Property No. : Land Type :

**Property Address Details**

Property Address : Raipur Location : Lodhipara

Pincode : 765262

**Correspondence Address Details**

Correspondence Address Details : Raipur Pincode : 765262

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Havalidar Abdul Hameed Wad (ward 36)

Road Type : Main Road

**Building Details**

Date of Acquisition : 11-Mar-2019 Total plot Area : 6000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Ground Floor	01-Mar-2019	RCC, RVC or Stone-shaped permanent building	Residential	7000.0	30.0	210000.0	21000.0	189000.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name :

Nature of property : Building

**Tax Calculation (Download year wise tax details)**

Sr.No.	Tax Name	Demand	Arrears	Current	Total
1	Property Tax		0.0	28350.0	28350.0
2	Consolidate Tax		0.0	600.0	600.0
3	Additional Water Tax		0.0	284.0	284.0
Total			0.0	29234.0	29234.0

Total Tax Payable 29234.0

**Uploaded Documents**

Sr No.	Document Name	Download
1	Building Photographs	<a href="#">Document 2 pdf</a>
2	Building Permission Approval Letter	<a href="#">Document 2 pdf</a>
3	Approval Letter NOC	<a href="#">Document 2 pdf</a>

**User Action**

Decision : ☐ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark\* :

Attach Documents :

Figure 72: Authorization Level 2 – Form I

**To Approve The Application:**

- Select **Approve** radio button.
- Enter **Remark**.
- Upload document if any.

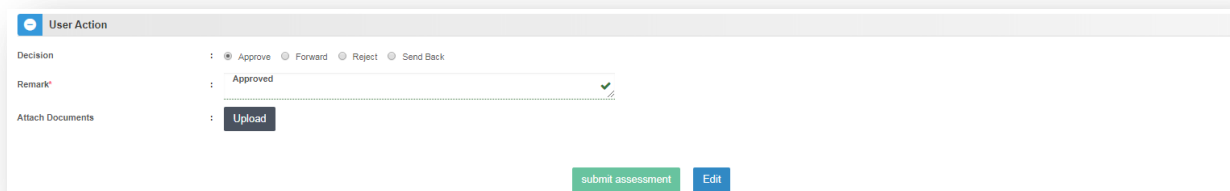


Figure 73: Authorization Level 2 – Form 2 - Approval

**To Reject The Application:**

- Select Reject radio button.
- Enter Remark.
- Upload document if any.

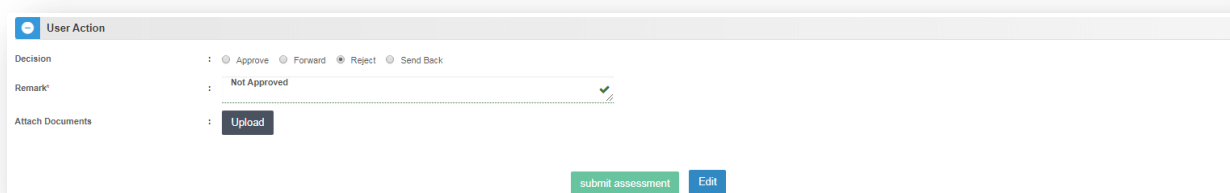


Figure 74: Authorization Level 2 – Form 2 - Rejection

**To The Application to other Department Employee:**

- Select Forward radio button.
- Select Employee name.
- Enter Remark.
- Upload document if any.

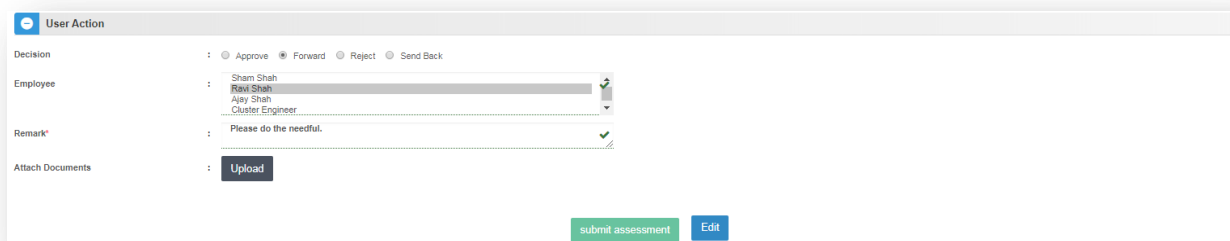


Figure 75: Authorization Level 2 – Form 2 - Forward

**To The Application to other Department Employee:**

- Select Send Back radio button.
- Select Event name.
- Enter Remark.
- Upload document if any.

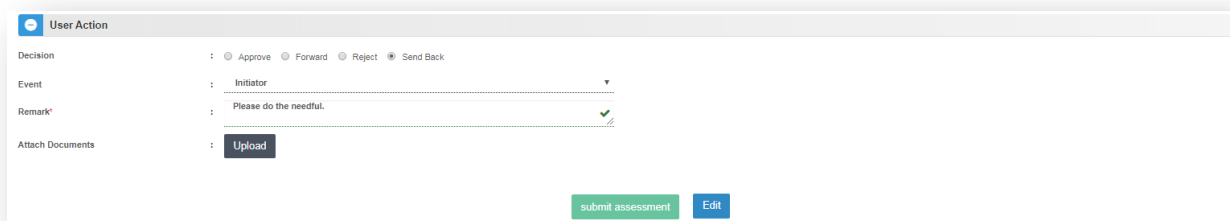


Figure 76: Authorization Level 2 – Form 2 – Send Back

- Click Edit to modify details in the Assessment form.
- Click Submit Assessment.
- Successful submission of Authorization is confirmed.

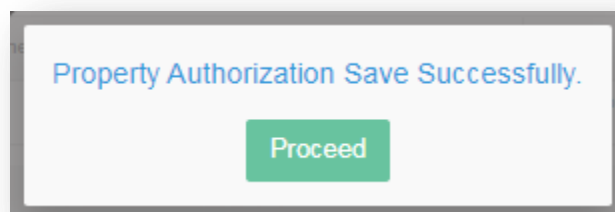




Figure 77: Authorization Level 2 Confirmation

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Summary Page</b>				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
<b>Authorization View</b>				
3.	Decision	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the application.</p> <p>Select <b>Forward</b> radio button to send it to other some other employee in the department the Documents.</p> <p>Select <b>Reject</b> radio button to reject the application.</p> <p>Select <b>Send Back</b> radio button to send it back to the previous employee.</p>
4.	Employee	Dropdown List	Yes	Select the name of the employee in case of "Forward" has been selected.
5.	Event	Dropdown List	Yes	Select as per the authorization level in case of " <b>Send Back</b> " has been selected.



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
7.	Upload	Button	No	Upload document if any.
8.	Submit Assessment	Button	Yes	Click to submit the assessment.
9.	Edit	Button	No	Click to edit the assessment.

### 2.2.5 MUTATION

The Mutation service is used to register transfer of property. The system will allow transfer of property only if all dues are cleared against the property number.

#### 2.2.5.1 MUTATION OF PROPERTY APPLICATION

**How to Access:** Property Tax → Transactions → Self-Assessment → Mutation

1. Mutation form appears.

**Mutation**

Enter Property No. : CGMNCR0002283000 OLD PID. :   
 **Search**

**Existing Owner Details**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amruta Mane	FEMALE	D/O	Mane	9967793832			

**Land Details**

Old Property No. : Land Type :

**Existing Property Details**

Property Address : Raipur Location : 4th Battalion Quarter (Ward 6)   
 Pincode : 245646

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Dr. Bhimrao Ambedkar Ward (Ward 1)   
 Road Type : Main Road

**Transfer Details**

Transfer Type : Through Heredity ✓ Actual Transfer Date : 10/03/2019 ✓   
 Market Value : 50000 ✓ Sales Deed Value : 60000 ✓

**New Owner Details (First owner will be the primary owner)**

Ownership Type : Single Owner ✓

**Owner Details**

Owners Name*	Gender*	Relation*	Guardian Name*	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Kamalka ✓	FEMALE ✓	W/O ✓	BS ✓	8420566965 ✓			

**Proceed**

Figure 78: Mutation Form

- Enter the details in the form and click **Proceed**.

**Documents Upload**

Sr No.	Document Name	Status	Upload
1	Ownership Document	Mandatory	<div>Upload</div> <div>1Files uploaded</div> <div>Document 1.pdf</div>
2	Mutation Letter	Mandatory	<div>Upload</div> <div>1Files uploaded</div> <div>Document 1.pdf</div>

**save Mutation**

Figure 79: Document Attachment

- Document Upload** section is enabled.
- Click **Save Mutation** button.

5. Mutation application number is generated.

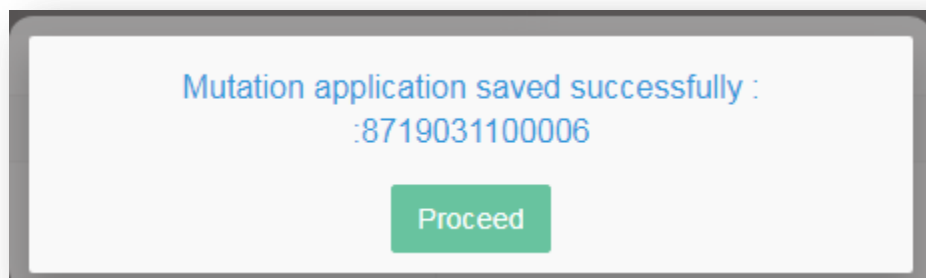


Figure 80: Application No. Generation

6. Click **Proceed**.
7. For Authorization of Property Mutation, please refer to the Section 2.2.5.2.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
1.	Enter Property No.	Text Field	Yes	Enter Property No.
2.	Old PID No.	Text Field	No	Enter Old PID No.
3.	Search	Button	Yes	Click the search button.
Existing Owner Details				
4.	Ownership Type	Displayed	N/A	The system displays the ownership type.
5.	Owner's Name	Displayed	N/A	The system displays the Owner's Name.
6.	Gender	Displayed	N/A	The system displays the Gender.
7.	Relation	Displayed	N/A	The system displays the Relation.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
8.	Guardian Name	Displayed	N/A	The system displays the Guardian Name.
9.	Mobile No.	Displayed	N/A	The system displays the Mobile No.
10.	Email Address	Displayed	N/A	The system displays the Email Address.
11.	Aadhaar No.	Displayed	N/A	The system displays the Aadhaar No.
12.	PAN No.	Displayed	N/A	The system displays the PAN No.
Land Details				
13.	Old Property No.	Displayed	N/A	The system displays the Old Property No.
14.	Land Type	Displayed	N/A	The system displays the Land Type.
Existing Property Details				
15.	Property Address	Displayed	N/A	The system displays the Property Address.
16.	Location	Displayed	N/A	The system displays the Location.
17.	Pin code	Displayed	N/A	The system displays the Pin code.
Tax Zone Details				
18.	Property Zone	Displayed	N/A	The system displays the Property Zone.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
19.	Property Ward	Displayed	N/A	The system displays the Property Ward.
20.	Road Type	Displayed	N/A	The system displays the Road Type.
Transfer Details				
21.	Transfer Type	Dropdown List	Yes	Select Transfer Type from the drop-down list.
22.	Actual Transfer Date	Calendar	No	Select the Actual Transfer Date.
23.	Market Value	Text Field	Yes	Enter the Market Value.
24.	Sales Deed Value	Text Field	Yes	Enter the Sales Deed Value.
New Owner Details (First owner will be the primary owner)				
25.	Ownership Type	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
Owner Details				
26.	Owner's Name	Text Field	Yes	Enter the Owner's Name
27.	Gender	Dropdown List	Yes	Select the Gender from the drop-down list.
28.	Relation	Dropdown List	Yes	Select Relation from the drop-down list.
29.	Guardian Name	Text Field	Yes	Enter the Guardian Name
30.	Mobile No.	Text Field	Yes	Enter the Mobile No.
31.	Email Address	Text Field	Yes	Enter the Email Address.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
32.	Aadhaar No.	Text Field	Yes	Enter the Aadhaar No.
33.	PAN No.	Text Field	Yes	Enter the PAN No.
34.	Proceed	Button	Yes	Click to proceed. Document Upload section will appear.
35.	Reset	Button	No	Click to clear the form.
Documents Upload				
36.	Document Name	Displayed	N/A	The name of the document to be uploaded is displayed by the system.
37.	Status	Displayed	N/A	If "Optional" is displayed, then that document is optional. If "Optional" is displayed then that document is optional.
38.	Upload	Button	Yes	Click to upload the document from the system.
39.	Save Mutation	Button	Yes	Click to save application for transfer of property.

### 2.2.5.2 MUTATION VERIFICATION

the Mutation application will be available to the department user for authorization based on the workflow defined in workflow master. For detailed requirement, please refer below:



#### 2.2.5.2.1 CHECKLIST VERIFICATION

Department employee who has been assigned for the task of Checklist Verification, will be able to see the application in the grid section of the **"My Task"** page.

My Tasks

5

8719031100006



Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
8719031100006	11/03/2019 01:49 PM	Property Tax	Mutation (Change of Ownership)	Checklist Verification	 

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Please Note:  
Reference No.-Complaint No.,Application No.,any other Reference No. based on Department Task.

1

Figure 81: Checklist Verification - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

**To Approve:**

3. Put tick in the checkbox in the Verified column after verifying the document/s uploaded by the applicant.
4. Select **Approve** radio button.



Checklist Verification

Applicant Details

Service Name : Mutation (Change of Ownership) Applicant Name : Kamalika

Application Id : 8719031100006 Application Date : 11/03/2019

Uploaded Documents

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Ownership Document	Mandatory	 Document 1.pdf	<input checked="" type="checkbox"/>	
2	Mutation Letter	Mandatory	 Document 1.pdf	<input checked="" type="checkbox"/>	

Status\* ☒ Approve ☐ Reject ☐ Hold

Submit Back

Figure 82: Checklist Verification Form I - Approval

**To Reject:**

5. Leave the checkbox in the **Verified** column un-ticked and enter **Rejection Remark**.
6. Select **Reject** radio button.

Checklist Verification

**Applicant Details**

Service Name : Mutation (Change of Ownership) Applicant Name : Kamalika

Application Id : 8719031100006 Application Date : 11/03/2019

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Ownership Document	Mandatory	<a href="#">Document 1.pdf</a>	<input type="checkbox"/>	<input type="text" value="Reject"/>
2	Mutation Letter	Mandatory	<a href="#">Document 1.pdf</a>	<input type="checkbox"/>	<input type="text" value="Reject"/>

Status\* ☐ Approve ☒ Reject ☐ Hold

Figure 83: Checklist Verification Form I - Rejection

**To Keep on Hold:**

7. Leave the checkbox in the Verified column un-ticked.
8. Select **Hold** radio button.

Checklist Verification

**Applicant Details**

Service Name : Mutation (Change of Ownership) Applicant Name : Kamalika

Application Id : 8719031100006 Application Date : 11/03/2019

**Uploaded Documents**

Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Ownership Document	Mandatory	<a href="#">Document 1.pdf</a>	<input type="checkbox"/>	<input type="text" value="Reject"/>
2	Mutation Letter	Mandatory	<a href="#">Document 1.pdf</a>	<input type="checkbox"/>	<input type="text" value="Reject"/>

Status\* ☐ Approve ☐ Reject ☒ Hold

Figure 84: Checklist Verification Form I – On Hold

9. Click Submit.
10. Successful submission of Checklist Verification is confirmed.



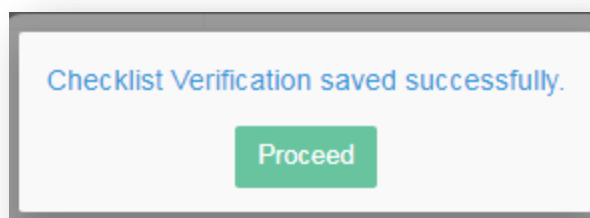




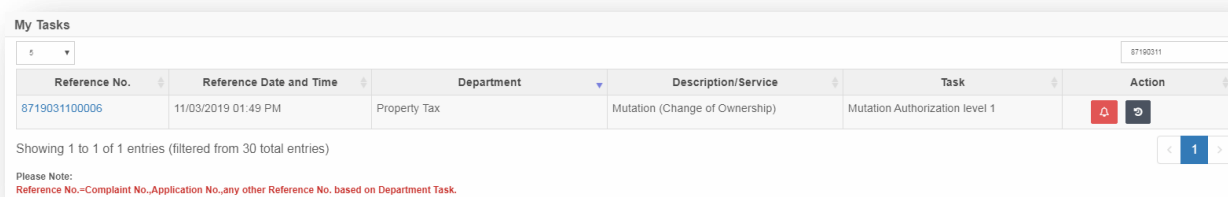
Figure 85: Checklist Verification Confirmation



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Summary Page				
1.	Action - 	Icon	No	Click to view history or past activities against this application.
2.	Action - 	Icon	No	Click to proceed with verification of the application.
Checklist Verification				
3.	Service Name	Displayed	N/A	The system displays the Service name against which the application has been submitted.
4.	Applicant Name	Displayed	N/A	The system displays the Applicant Name.
5.	Application ID	Displayed	N/A	The system displays the Application ID.
6.	Application Date	Displayed	N/A	The system displays the Application Date.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
7.	Document Name	Displayed	N/A	The system displays the Document Name.
8.	Document Status	Displayed	N/A	The system displays the Document Status.
9.	File Name	File	Yes	Click to open review the document submitted by the applicant.
10.	Verified	Checkbox	Yes	Put tick in the checkbox if the document is verified. Keep it unticked if the document is not verified or you do not approve the document submitted.
11.	Rejection Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
12.	Status	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the Documents.</p> <p>Select <b>Reject</b> radio button to reject the Documents.</p> <p>Select <b>Hold</b> radio button to keep the application on hold.</p>
13.	Submit	Button	Yes	Click to submit the checklist verification report.
14.	Back	Button	No	Click to go to the previous page.

### 2.2.5.2.2 AUTHORIZATION LEVEL I

Department employee who has been assigned for the task of Authorization Level 1 for a particular service, will be able to see the application in the grid section of the “**My Task**” page.





Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
8719031100006	11/03/2019 01:49 PM	Property Tax	Mutation (Change of Ownership)	Mutation Authorization level 1	 

Showing 1 to 1 of 1 entries (filtered from 30 total entries)

Please Note:  
Reference No.=Complaint No.,Application No.,any other Reference No. based on Department Task.

**Figure 86: Authorization level I - Summary**

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

**Authorization View**

Property No. : CGRMC000497000

**Ownership Detail**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amit	MALE	S/O	Vijay	9123456789			

**Land Details**

Old Property No. : Land Type : 3. Diversion

District : गढ़ Tehsil : गढ़

Village : भोगरा Mohalla : पट्टरपुर

Block/Sheet : 29 Plot No. : 123

[Fetch land details](#)

**Property Address Details**

Property Address : 123, Durg Location : Avanti Chowk

Pincode : 123585

**Correspondence Address Details**

Correspondence Address Details : 123, Durg Pincode : 123585

**Tax Zone Details**

Property Zone : Zone 1 Property Ward : Babu Jagjivan Ram Ward (Ward 40)

Road Type : Main Road

**Building Details**

Date of Acquisition : 25-Dec-2018 Total plot Area (In sq.ft) : 4000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area (In sq.ft)	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge (10% of ARV)	RV (ARV - Maintenance Charges)	View More details
2018-2019	1	Basement	25-Dec-2018	Land	Residential	3000.0	0.0	0.0	0.0	0.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name :

Nature of property : Others

**Floor Specific additional Information**

Factor	Select Applicable Unit No.	Factor Value
Rebate	1	Minors
Water Connection Facility	1	Municipal Tap-0.75
Exemption	1	Municipal Property

**Tax Calculations** ([Download year wise tax details](#))

Demand			
Sr.No.	Tax Name	Arrears	Current
1	Consolidate Tax	0.0	300.0
Total		0.0	300.0

Interest			
Sr.No.	Tax Name	Arrears	Current
1	Interest	0.0	0.0
Total		0.0	0.0

**Total Tax Payable** : 300.0

**Payment**

Paid Amount : 300.0

**Uploaded Documents**

Sr No.	Document Name	Download
2	Aadhar Card	<a href="#">ID Proof 3.pdf</a>

**User Action**

Decision : ☐ Approve ☐ Forward ☐ Reject ☐ Send Back

Remark :

Attach Documents : [Upload](#)

[submit assessment](#)

Figure 87: Authorization Level I – Form I

**To Approve The Application:**

- Select **Approve** radio button.
- Enter **Remark**.
- Upload document if any.

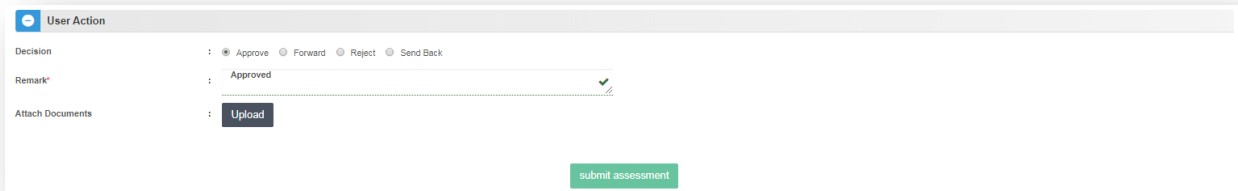


Figure 88: Authorization Level I – Form 2 - Approval

**To Reject The Application:**

- Select Reject radio button.
- Enter Remark.
- Upload document if any.

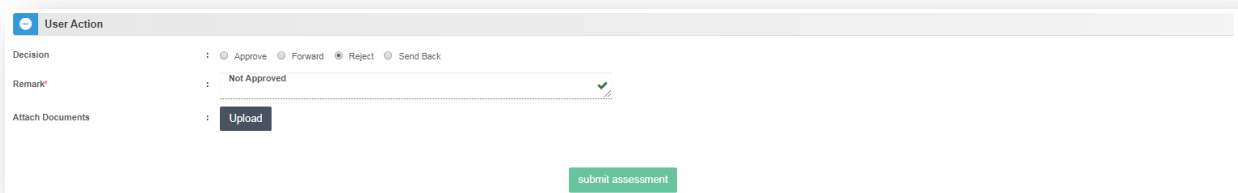


Figure 89: Authorization Level I – Form 2 - Rejection

**To The Application to other Department Employee:**

- Select Forward radio button.
- Select Employee name.
- Enter Remark.
- Upload document if any.

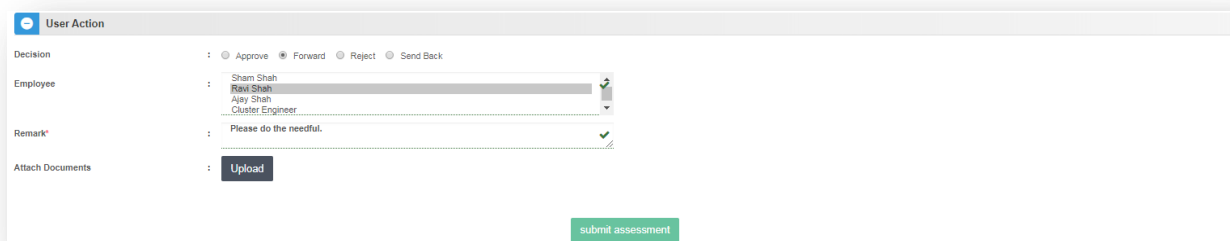


Figure 90: Authorization Level 1 – Form 2 - Forward

**To The Application to other Department Employee:**

- Select Send Back radio button.
- Select Event name.
- Enter Remark.
- Upload document if any.

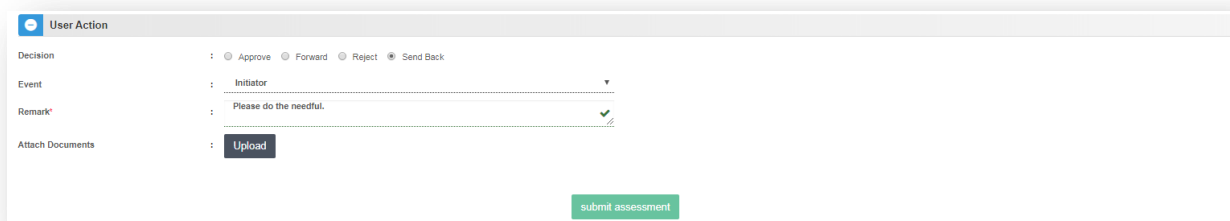


Figure 91: Authorization Level 1 – Form 2 – Send Back

3. Click Save Mutation button.
4. Successful submission of Authorization is confirmed.

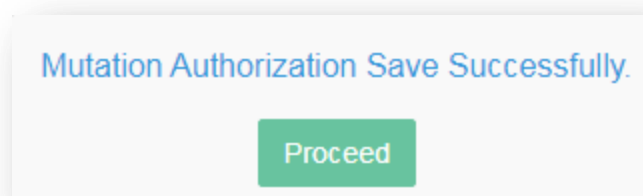


Figure 92: Authorization Level 1 Confirmation

5. Public Notice is generated.

Public Notice

### Mana Camp Nagar Panchayat

Property Tax

Date: 11-Mar-2019

Public Notice

Notice No: 87000102  
Notice Date: 11-Mar-2019

**Subject:** Permission for the Property Transfer

**Reference:** Application for the Property Transfer Application number: and Application Date: 11-Mar-2019

**Property No:** CGMNCR0002283000      **Old Property No:**

**Property Zone :** Zone 1      **Property Ward :** Dr. Bhimrao Ambedkar Ward (Ward 1)



To whomsoever it may concern

**Kamalika** has applied for the transfer of property for property no **CGMNCR0002283000** Applicant has asked to transfer property from **Amruta Mane** to **Kamalika** in lieu of division deed. If anyone wishes to raise an objection regarding this transfer, may do so by giving a written application to this department with in **15** of date of this letter. Any application received thereafter will not be considered and proceeding for the transfer of the property would be carried out according to law.

By Order,  
Municipal Engineer  
Mana Camp Nagar Panchayat

[Print](#)

Figure 93: Public Notice

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
Summary Page				
1.	Action icon - 	Icon	No	Click to view history or past activities against this application.
2.	Action icon - 	Icon	No	Click to proceed with verification of the application.
Authorization View				

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Decision	Radio Button	Yes	<p>Select <b>Approve</b> radio button to Approve the application.</p> <p>Select <b>Forward</b> radio button to send it to other some other employee in the department the Documents.</p> <p>Select <b>Reject</b> radio button to reject the application.</p> <p>Select <b>Send Back</b> radio button to send it back to the previous employee.</p>
4.	Employee	Dropdown List	Yes	Select the name of the employee in case of "Forward" has been selected.
5.	Event	Dropdown List	Yes	Select as per the authorization level in case of " <b>Send Back</b> " has been selected.
6.	Remark	Text Field	Yes	If you want to reject the document, then enter <b>Rejection Remark</b> .
7.	Upload	Button	No	Upload document if any.
8.	Submit Assessment	Button	Yes	Click to submit the assessment.
9.	Edit	Button	No	Click to edit the assessment.

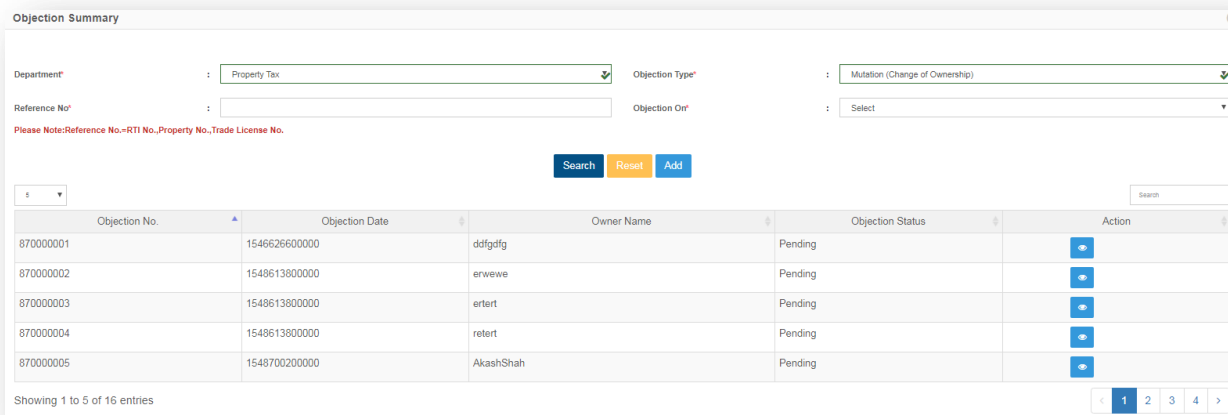


### 2.2.5.2.3 OBJECTION ENTRY

After scrutiny level 1, the user needs to do objection entry to proceed further with department process.

**How to Access:** Administrative Setup → Other Tools → Objection → Objection Entry

1. Objection Summary page appears.









Objection No.	Objection Date	Owner Name	Objection Status	Action
870000001	1546626600000	ddfgdfg	Pending	
870000002	1549613800000	erwewe	Pending	
870000003	1549613800000	ertert	Pending	
870000004	1549613800000	retert	Pending	
870000005	1548700200000	AkashShah	Pending	

Figure 94: Objection Summary

2. Select **Department**, **Objection Type**, **Reference No**, and **Objection on**.
3. Click **Search** and result will appear in the grid section as per the search criterion entered.
4. Click **View** icon  to view details of existing Tax details.
5. Click **Add** button to create Tax Master.
6. Objection Entry form appears.

Objection/Appeal Issuer Details

**Objection/Appeal Issuer Details**

Title\* : Mr. ✓ First Name\* : Tom ✓

Middle Name : Last Name\* : Berry ✓

Gender\* : MALE ✓ Mobile No.\* : 9420595955 ✓

Email ID : Adhaar Number\* : 12345678904 ✓

Address\* : 6nd266 ✓

**Objection/Appeal Details**

Department\* : Property Tax ✓ Service Name\* : Mutation (Change of Ownership) ✓

Objection On\* : Mutation ✓

Kindly upload Bill Copy in case of Bill

Reference No\* : CGM/CR0002283000 ✓

Please Note: Reference No.\* RTI No., Property No., Trade License No.

Bill No : ✓ Bill Due Date : 01/03/2019

Notice No : 87000102 ✓

Objection Details\* : No ✓

Location\* : select location ✓ File Upload : Upload  
1 Files uploaded  
Document 1.pdf

Submit Reset

Figure 95: Mutation Form

7. Enter the details in the form and click **Submit**.
8. Objection Application and Objection No. number is generated.

Objection is raised Successfully. Objection Application Number : 8719031100006, Objection Number : 870000018

Proceed

Figure 96: Objection Application &amp; Objection No. Generation

9. Click **Proceed**.

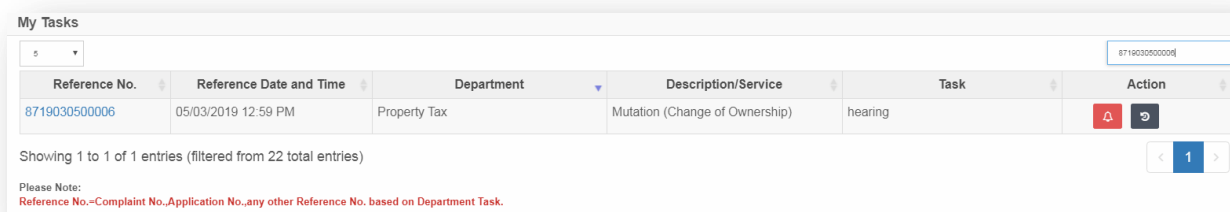
Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Objection/Appeal Issuer Details</b>				
1.	Title	Dropdown	Yes	Select the title from the dropdown list.



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
2.	First Name	Textbox	Yes	Enter the First Name.
3.	Middle Name	Textbox	No	Enter the Middle Name.
4.	Last Name	Textbox	Yes	Enter the Last Name.
5.	Gender	Dropdown	Yes	Select the Gender from the dropdown list.
6.	Mobile No.	Textbox	Yes	Enter the Mobile No.
7.	Email ID	Textbox	No	Enter the Email ID.
8.	Aadhaar No.	Textbox	Yes	Enter the Aadhaar No.
9.	Address	Textbox	Yes	Enter the Address.
Objection/Appeal Details				
10.	Department	Dropdown	Yes	Select the Department from the dropdown list.
11.	Service Name	Dropdown	Yes	Select the Service Name from the dropdown list.
12.	Objection on	Dropdown	Yes	Select the Objection on from the dropdown list.
13.	Reference No.	Textbox	Yes	Enter the Address.
14.	Bill no.	Textbox	Yes	Enter the Address.
15.	Bill Due Date	Calendar	No	Select the Bill Due Date.
16.	Notice No.	Textbox	Yes	Enter the Address.
17.	Objection Details	Textbox	Yes	Enter the Address.
18.	Location	Dropdown	Yes	Select the Objection on from the dropdown list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
19.	File Upload	Button	No	Click to upload file.
20.	Submit	Button	Yes	Click to save the record.
21.	Reset	Button	No	Click to clear the data entered in the form.

#### 2.2.5.2.4 HEARING DATE & TIME ENTRY

Department employee who has been assigned for the task of Hearing Date Entry for a particular service, will be able to see the application in the grid section of the “**My Task**” page.





My Tasks					
5	8719030500006				
Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
8719030500006	05/03/2019 12:59 PM	Property Tax	Mutation (Change of Ownership)	hearing	 

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Please Note:  
Reference No.-Complaint No.,Application No.,any other Reference No. based on Department Task.

**Figure 97: Hearing - Summary**

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

**Hearing/Inspection Scheduling**

**Objection/Appeal Issuer Details**

Title\* : Mr. First Name\* : Amruta  
 Middle Name : Last Name\* : Mane  
 Gender\* : MALE Mobile No.\* : 9503572770  
 Email ID : Adhaar Number\* : 545454545454  
 Property Address\* :

**Objection/Appeal Details**

Department : Tax and Revenue Service Name : Mutation (Change of Ownership)  
 Department\* : Notice  
 Property No./RTI No./Trade License No\* : 81000629  
 Bill No\* : Bill Due Date :  
 Notice No\* : 81000072  
 Objection Details\* : Property is also belongs to me so kindly add my name as owner also

**Inspection/Hearing Scheduling**

Inspection/Hearing Scheduling : ☒ Inspection ☐ Hearing  
 Date & Time\* : 05/09/2018 01:20 PM ✓

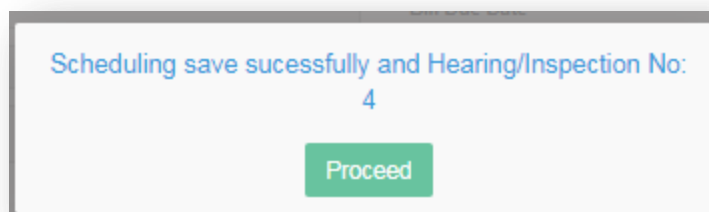
**Submit** **Reset**

Figure 98: Authorization Level I – Form I

- Enter the details in the form and click **Submit**.

— — — —

- Hearing/Inspection No. is generated.



- Click Proceed.

## Field Descriptions

Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Objection/Appeal Issuer Details</b>				
1.	Title	Dropdown	Displayed	The system displays the title.
2.	First Name	Textbox	Displayed	The system displays the First Name.
3.	Middle Name	Textbox	Displayed	The system displays the Middle Name.
4.	Last Name	Textbox	Displayed	The system displays the Last Name.
5.	Gender	Dropdown	Displayed	The system displays the Gender.
6.	Mobile No.	Textbox	Displayed	The system displays the Mobile No.
7.	Email ID	Textbox	Displayed	The system displays the Email ID.
8.	Aadhaar No.	Textbox	Displayed	The system displays the Aadhaar No.
9.	Property Address	Textbox	Displayed	The system displays the Property Address.
<b>Objection/Appeal Details</b>				
10.	Department	Dropdown	Displayed	The system displays the Department Name.
11.	Service Name	Dropdown	Displayed	The system displays the Service Name.
12.	Objection on	Dropdown	Displayed	The system displays the Objection on
13.	Reference No.	Textbox	Displayed	The system displays the Reference No.
14.	Bill no.	Textbox	Displayed	The system displays the Bill no.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
15.	Bill Due Date	Calendar	Displayed	The system displays the Bill Due Date
16.	Notice No.	Textbox	Displayed	The system displays the Notice No.
17.	Objection Details	Textbox	Displayed	The system displays the Objection Details
Inspection/Hearing Scheduling				
18.	Inspection/Hearing Scheduling	Radio Button	No	Select by clicking inside the radio button:  Inspection or Hearing.
19.	Date & Time	Date & Time Picker	Yes	Select the date and time.
20.	Submit	Button	Yes	Click to save the record.
21.	Reset	Button	No	Click to clear the data entered in the form.



#### 2.2.5.2.5 HEARING DETAILS ENTRY

Department employee who has been assigned for the task of Hearing Details Entry for a particular service, will be able to see the application in the grid section of the “**My Task**” page.

My Tasks

5

8719030500006



Reference No.	Reference Date and Time	Department	Description/Service	Task	Action
8719030500006	05/03/2019 12:59 PM	Property Tax	Mutation (Change of Ownership)	hearing	 

Showing 1 to 1 of 1 entries (filtered from 22 total entries)

Please Note:  
Reference No.-Complaint No.,Application No.,any other Reference No. based on Department Task.

< 1 >

Figure 99: Hearing Details Entry - Summary

1. Click  to view history or past activities against this application.
2. Click  to proceed with verification of the application.

Hearing Detail Entry

**Objection/Appeal Issuer Details**

Title\* : Mr. First Name\* : Amruta  
 Middle Name : Last Name\* : Mane  
 Gender\* : FEMALE Mobile No.\* : 9503572770  
 Email ID : Adhaar Number\* : 545454545454  
 Property Address\* :

**Objection/Appeal Details**

Department : Tax and Revenue Service Name : Mutation (Change of Ownership)  
 Department\* : Notice  
 Property No./RTI No./Trade License No\* : 81000629  
 Bill No\* : Bill Due Date :  
 Notice No\* : 81000072  
 Objection Details\* : Property is also belongs to me so please add my name as owner also

**Hearing Details**

Name of Hearing Authority\* : 1) Mr Ramakanat Mishra, Commissioner as Chairman  
 2) Mr. Abhilesh Kumar , Town Planner  
 Hearing Remarks\* : Objection rejected ✓  
 Selection : ☐ Owner ☒ Representative  
 Name Of Person\* : Ravi Mane ✓  
 Mobile No.\* : 8308518809 ✓  
 Hearing Status\* : Rejected ✓  
 Email ID :  ✗

Submit Reset ^ Top

Figure 100: Hearing Details Entry Form

3. Enter the details in the form and click **Submit**.



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Objection/Appeal Issuer Details</b>				
1.	Title	Dropdown	Displayed	The system displays the title.
2.	First Name	Textbox	Displayed	The system displays the First Name.
3.	Middle Name	Textbox	Displayed	The system displays the Middle Name.
4.	Last Name	Textbox	Displayed	The system displays the Last Name.
5.	Gender	Dropdown	Displayed	The system displays the Gender.
6.	Mobile No.	Textbox	Displayed	The system displays the Mobile No.
7.	Email ID	Textbox	Displayed	The system displays the Email ID.
8.	Aadhaar No.	Textbox	Displayed	The system displays the Aadhaar No.
9.	Property Address	Textbox	Displayed	The system displays the Property Address.
<b>Objection/Appeal Details</b>				
10.	Department	Dropdown	Displayed	The system displays the Department Name.
11.	Service Name	Dropdown	Displayed	The system displays the Service Name.
12.	Objection on	Dropdown	Displayed	The system displays the Objection on
13.	Reference No.	Textbox	Displayed	The system displays the Reference No.

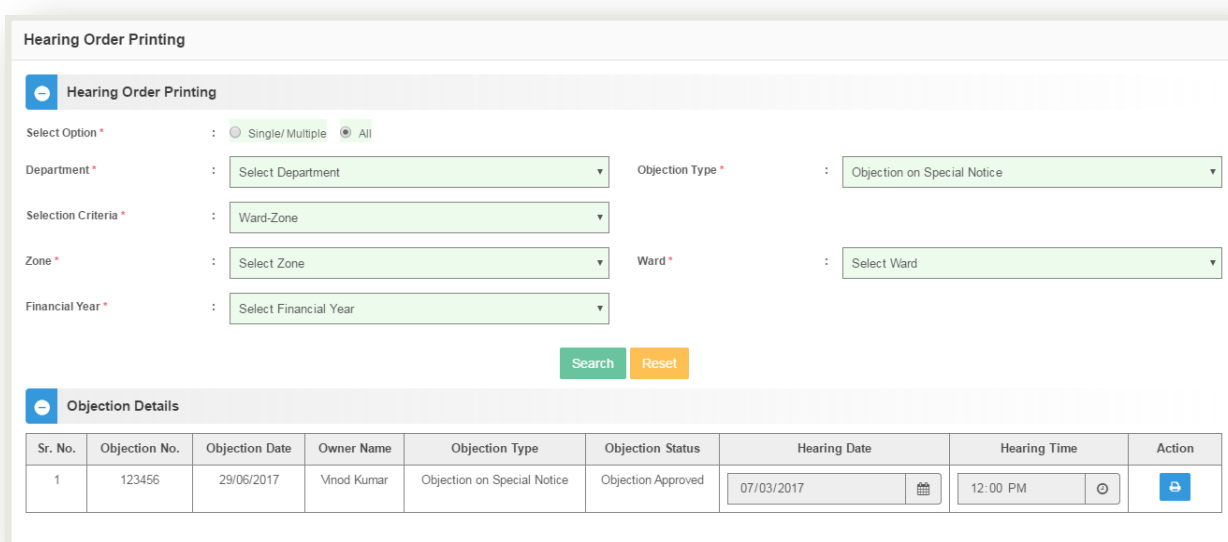
Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
14.	Bill no.	Textbox	Displayed	The system displays the Bill no.
15.	Bill Due Date	Calendar	Displayed	The system displays the Bill Due Date
16.	Notice No.	Textbox	Displayed	The system displays the Notice No.
17.	Objection Details	Textbox	Displayed	The system displays the Objection Details
Hearing Details				
18.	Name of Hearing Authority	Textbox	Yes	Enter the details of the Hearing Authority.
19.	Hearing Remarks	Textbox	Yes	Enter the details of the Hearing Authority.
20.	Selection	Radio Button	No	Select by clicking inside the radio button: Owner or Representative.
21.	Name of Person	Textbox	Yes	Enter the Name of Person
22.	Hearing Status	Dropdown List	Yes	Select the Hearing Status from the dropdown list.
23.	Mobile No	Textbox	Yes	Enter the Name of Person
24.	Email ID	Textbox	No	Enter the Name of Person
25.	Submit	Button	Yes	Click to save the record.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
26.	Reset	Button	No	Click to clear the data entered in the form.

### 2.2.5.2.6 HEARING ORDER PRINTING

Department employee who has been assigned for the task of Hearing Order Printing for a particular service, will be able to see the application in the grid section of the “**My Task**” page.

1. Enter **Property Number** or **Old Property Number**.
2. Click **Search**.
3. Hearing Order Printing form appears.



**Hearing Order Printing**

Select Option \* : ☐ Single/ Multiple ☒ All

Department \* :  Objection Type \* :

Selection Criteria \* :

Zone \* :  Ward \* :

Financial Year \* :

**Objection Details**

Sr. No.	Objection No.	Objection Date	Owner Name	Objection Type	Objection Status	Hearing Date	Hearing Time	Action
1	123456	29/06/2017	Vinod Kumar	Objection on Special Notice	Objection Approved	07/03/2017	12:00 PM	<input type="button" value="Print"/>

**Figure 101: Hearing Order Printing**

4. Enter the details in the form and click **Submit**.
5. Hearing Order is generated.

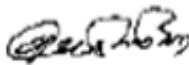
Raipur Municipal Corporation	
<b>Hearing Order</b>	
	Order No. : 1 Date : 20/01/2011
To, Mr. Anil Kumar 1, Behind CineMax, KAMPTHEE	
Sub. : Hearing Order Against New / Revised Assessment of Property No. 1000012	
Ref. : Objection Letter No. 1 Dated 20-JAN-11	
Sir / Madam,	
As per the above reference No. regarding assessment of subject property and Assessment Committee meeting held on _____.	
As per the hearing given to you by the Assessment Committee in the meeting held on _____ and approved by the corporation on Dt. _____ the Annual Rateable value (ARV) for the assessment period _____ has been fixed to Rs. _____.	
Accordingly the Corresponding property tax will amount to Rs. _____ p.a. Please note that this ARV and corresponding property tax will be subjected to revision during next terminal assessment period.	
 _____ Authorized Signatory	

Figure 102: Hearing Order

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Objection/Appeal Issuer Details</b>				
1.	Select Option	Radio Button	Yes	Select by clicking inside the radio button: Single/Multiple or All.
2.	Department	Dropdown	Yes	Select the Department from the dropdown list.
3.	Objection Type	Dropdown	Yes	Select the Objection Type from the dropdown list.
4.	Selection Criteria	Dropdown	Yes	Select the Selection Criteria from the dropdown list.
5.	Zone	Dropdown	Yes	Select the Zone from the dropdown list.
6.	Ward	Dropdown	Yes	Select the Ward from the dropdown list.
7.	Financial Year	Dropdown	Yes	Select the Financial Year from the dropdown list.
8.	Search	Button	Yes	Click to search the objection details.
<b>Objection Details</b>				
9.	Sr. No.	Textbox	Displayed	The system displays the Sr. No.
10.	Objection No	Textbox	Displayed	The system displays the Objection No
11.	Objection Date	Calendar	Displayed	The system displays the Objection Date

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
12.	Owner Name	Textbox	Displayed	The system displays the Owner Name
13.	Objection Type	Textbox	Displayed	The system displays the Owner Type
14.	Objection Status	Objection	Displayed	The system displays the Objection Status
15.	Hearing Date	Calendar	Displayed	The system displays the Hearing Date
16.	Hearing Time	Time Picker	Displayed	The system displays the Hearing Time
17.	Action	Button	Yes	Click to generate Hearing Order.

## 2.3 TOOLS

### 2.3.1 DATA ENTRY SUITE

The data entry suit is used by the department person to register the new property and to record the property wise arrears for last five years. This tool facilitates manual entry for property details.

**How to Access:** Property Tax → Transactions → Data Entry Suite

1. Data Entry summary page appears.

**Data Entry Form**

Enter Property No\* :  OLD PID\* :


OR

Owner Name\* :  Mobile No.\* :

OR


Property Zone\* :  Property Ward\* :

Location\* :

grid.	Property No.	Old Property No.	Owner Name	Mobile Number	View Details
1	CGMNCR0001955000		Kamalka Shaw	*****6965	

Page 1 of 1 View 1 - 1 of 1

**Figure 103: Property - Data Entry Suit Summary**

1. **Enter Property No.** and **Old PID** or **Owner Name** and **Mobile No.** or **Property Zone** and **Property Ward** to search already added property.
2. Click **Search** and result will appear in the grid section as per the search criterion entered.
3. Click **View** icon  to view details of property.
4. Click **Add** button to open **Data Entry Suite** form.
5. **Data Entry Suite** form appears.



Data Entry Form

**Ownership Detail**

Ownership Type\* : Single Owner

**Owner Details**

Owners Name*	Gender*	Relation*	Guardian Name*	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Kamalka Shaw	FEMALE	W/O	B Shaw	8420566965			

**Land Details**

Old Property No. : Land Type : Select

**Property Address Details**

Property Address\* : Andheri East Location\* : 4th Battalion Quarter (Ward 6)

Pincode\* : 156354

☒ Correspondence Address Details same as the above

**Tax Zone Details**

Property Zone\* : Zone 1 Property Ward\* : Kalmata Ward (Ward 3)

Road Type\* : Main Road

If you have any difficulty to select property ward zone and road type then please [Click Here](#)

**Building Details**

Date of Acquisition\* : 29/01/2019 Total plot Area\* : 4000.00

**Floor Details**

Penalty will be levied in case a discrepancy is found when ULB verifies the details

Year*	Sr No.*	Floor No.*	Construction Completion Date*	Construction Type*	Usage Type	Built-up Area*		
2015-2019	1	1st	09/01/2019	Pakka Makan granite marble floor	Residential	800		

**Additional Unit Details**

Occupancy Type\* : Self-Occupied Occupier Name : Kamalka Shaw

Property Type\* : Building

**Floor Specific additional information**

IsRebate Applicable? : Yes No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All	For Others	<input type="button" value="Add"/> <input type="button" value="Delete"/>

IsWater Connection Facility Applicable? : Yes No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All	Municipal Tap - 0.5 Inch Connection size	<input type="button" value="Add"/> <input type="button" value="Delete"/>

IsExemption Applicable? : Yes No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All	Central / State Government Property	<input type="button" value="Add"/> <input type="button" value="Delete"/>

**ULB Administrative Details**

Tax Collector Assignee\* : Paresh Pati/Raipur-Tax Collector

Figure 104: Property - Data Entry Suit Form

6. Enter the details in the form and click **Proceed to View**.
7. **Data Entry Form View** page appears.

**Data Entry Form View**

Property No. : \_\_\_\_\_

**Owner Details**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Kamalka Shaw	FEMALE	W/O	B Shaw	8420566965			

**Land Details**

Old Property No. : \_\_\_\_\_ Land Type : \_\_\_\_\_

**Property Address Details**

Property Address : Bansdrani Location : Aanganbaadi (Ward 15)

Pincode : 700258

**Correspondence Address Details**

Correspondence Address Details : Bansdrani Pincode : 700258

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Dr. Bhimrao Ambedkar Ward (Ward 1)

Road Type : Main Road

**Building Details**

Date of Acquisition : 29-Jan-2019 Total plot Area : 5000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Property Type	Construction Type	Built-up Area	View More details
2018-2019	1	7th	26-Jan-2019	Residential	Pakka Makan granite marble flooring(RCC, RBC or Stone-shaped permanent buildings)	8000.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name : Kamalka Shaw Nature of property : Building


**Floor Specific additional Information**

Factor	Select Applicable Unit No.	Factor Value
Water Connection Facility	ALL	Municipal Tap - 0.5 Inch Connection size
Exemption	ALL	Municipal Property

**ULB Administrative Details**

Tax Collector Assignee : Paresh PatilRaipur-Tax Collector

**Documents Upload**

Document Description	Upload Document
ID Proof	<div>Upload</div> <div>1Files uploaded</div> <div>ID Proof 3.pdf </div>

**Submit Edit**

Figure 105: Property - Data Entry Suit Form View

8. **Document Upload** section is enabled. Upload required document.
9. Click **Edit** to modify details in the form if required.
10. Click **Submit** to proceed.
11. **Property Number** is generated.

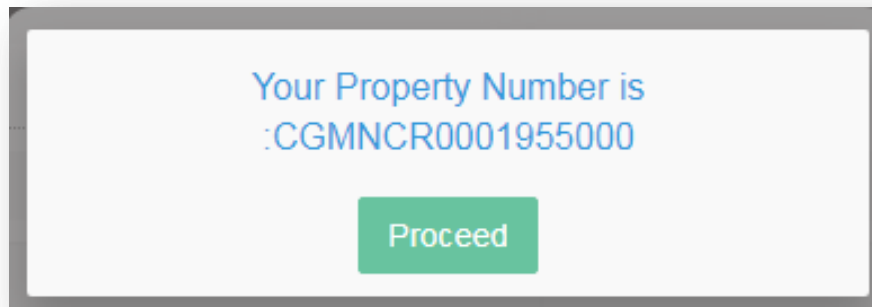


Figure 106: Property Number Generation

12. Click **Proceed**.
13. For authorization process, refer to the [section 2.2.1.2](#)

#### 2.3.1.1 ADD TAX ARREARS

1. In the **Data Entry Suite** form click **Add Arrear Entry** button.

Data Entry Form

**Ownership Detail**

Ownership Type\* : Single Owner ✓

**Owner Details**

Owners Name*	Gender*	Relation*	Guardian Name*	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Kamalka Shaw ✓	FEMALE ✓	W/O ✓	S Shaw ✓	842056665 ✓			

**Land Details**

Old Property No. : Land Type : Select

**Property Address Details**

Property Address\* : Andheri East ✓ Location\* : 4th Battalion Quarter (Ward 6)

Pincode\* : 156354 ✓

☒ Correspondence Address Details same as the above

**Tax Zone Details**

Property Zone\* : Zone 1 ✓ Property Ward\* : Kalmata Ward (Ward 3) ✓

Road Type\* : Main Road ✓

If you have any difficulty to select property ward zone and road type then please [Click Here](#)

**Building Details**

Date of Acquisition\* : 29/01/2019 ✓ Total plot Area\* : 4000.00 ✓

**Floor Details**

Penalty will be levied in case a discrepancy is found when ULB verifies the details

Year*	Sr No.*	Floor No.*	Construction Completion Date*	Construction Type*	Usage Type	Built-up Area*		
2018-2019 ✓	1	1st ✓	09/01/2019 ✓	Pukka Makar granite marble floor ✓	Residential ✓	8000 ✓		

**Additional Unit Details**

Occupancy Type\* : Self-Occupied ✓ Occupier Name : Kamalka Shaw

Property Type\* : Building ✓

**Floor Specific additional Information**

IsRebate Applicable? : ☒ Yes ☐ No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All ✓	For Others ✓	<input checked="" type="button"/> <input type="button"/>

IsWater Connection Facility Applicable? : ☒ Yes ☐ No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All ✓	Municipal Tap - 0.5 Inch Connection size ✓	<input checked="" type="button"/> <input type="button"/>

IsExemption Applicable? : ☒ Yes ☐ No

Select Applicable Unit No.*	Factor Value*	Add/Delete
All ✓	Central / State Government Property ✓	<input checked="" type="button"/> <input type="button"/>

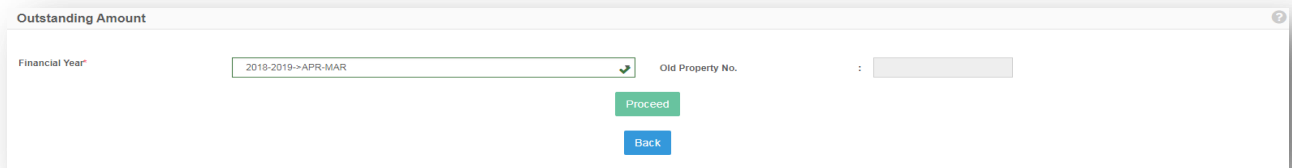
**ULB Administrative Details**

Tax Collector Assignee\* : Paresh Patil/Raipur-Tax Collector

Proceed to View  Add Arrears Entry  Back

Figure 107: Property - Data Entry Suit– Add Arrears

2. **Outstanding Amount** page appears.



Outstanding Amount

Financial Year\* 2018-2019->APR-MAR

Old Property No. :

Proceed

Back

Figure 108: Property - Data Entry Suit – Add Arrears – Outstanding Amount

3. Select the **Financial Year** and click **Proceed**.
4. **Tax Entry** grid section appears. Enter the **Arrear Amount**.
5. Click **Next**.
6. Complete property details page appears with option to upload documents.

Property No. : \_\_\_\_\_

**Owner Details**

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Kamalka Shaw	FEMALE	W/O	S. Shaw	842056265			

**Land Details**

Old Property No. : \_\_\_\_\_ Land Type : \_\_\_\_\_

**Property Address Details**

Property Address : Andheri East Location : 4th Battalion Quarter (Ward 6)

Pincode : 156354

**Correspondence Address Details**

Correspondence Address Details : Andheri East Pincode : 156354

**Tax Zone Details**


Property Zone : Zone 1 Property Ward : Kalimata Ward (Ward 3)

Road Type : Main Road

**Building Details**

Date of Acquisition : 29-Jan-2019 Total plot Area : 4000.0

**Floor Details**

Year	Sr No.	Floor No.	Date of Construction	Property Type	Construction Type	Built-up Area	View More details
2018-2019	1	1st	09-Jan-2019	Residential	Pakka Makan granite marble flooring/RCC, RBC or Stone-shaped permanent buildings	8000.0	

**Additional Unit Details**

Occupancy Type : Self-Occupied Occupier Name : Kamalka Shaw Nature of property : Building

**Property Bill Details**

Financial Year\* : 2018-2019-APR-MAR

**Tax Entry**

Fin Year	Tax Description	Amount
2018-2019	Surcharge	1000
2018-2019	Penalty	1000
2018-2019	Property Tax	1000
2018-2019	Education Cess	1000
2018-2019	Consolidate Tax	1000
2018-2019	General Water Tax	1000



**Floor Specific additional Information**

Factor	Select Applicable Unit No.	Factor Value
Rebate	ALL	For Others
Water Connection Facility	ALL	Municipal Tap - 0.5 Inch Connection size
Exemption	ALL	Central / State Government Property

**ULB Administrative Details**

Tax Collector Assignee : Parash Pati/Rajpur-Tax Collector

**Documents Upload**

Document Description	Upload Document
ID Proof	  1 Files uploaded ID Proof 2.pdf

**Submit Edit**

Figure 109: Property - Data Entry Suit – Add Arrears – Upload Document

7. Upload required documents.
8. Click **Edit** to modify details in the form if required.
9. Click **Submit** to proceed.
10. Confirmation message appears.

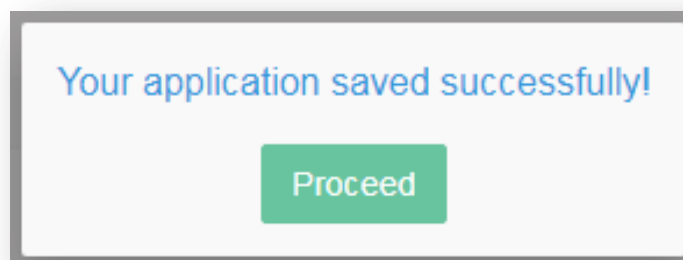




Figure 110: Property - Data Entry Suit – Add Arrears – Confirmation





Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Ownership Detail</b>				
1.	Ownership Type	Dropdown List	Yes	Select Ownership Type from the drop-down list.
<b>Owner Details</b>				
2.	Owner's Name	Text Field	Yes	Enter the name of the Owner.
3.	Gender	Dropdown List	Yes	Select Gender from the drop-down list.
4.	Relation	Dropdown List	Yes	Select Relation from the drop-down list.
5.	Guardian Name	Text Field	Yes	Enter the name of the Guardian.
6.	Mobile No.	Text Field	Yes	Enter the Mobile No.
7.	Email Address	Text Field	No	Enter the Email Address.
8.	Aadhaar No.	Text Field	No	Enter the Aadhaar No.
9.	PAN No.	Text Field	No	Enter the PAN No.



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
10.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows in case of multiple owner types. Click  icon to remove rows.
Land Details				
11.	Old Property No.	Text Field	Yes	Enter the Old Property No.
12.	Land Type	Dropdown List	No	Select Land Type from the drop-down list.  Based on the selection of Land Type, the following fields will change.
13.	District	Dropdown List	Conditional	Select District from the drop-down list.
14.	Tehsil	Dropdown List	Conditional	Select Tehsil from the drop-down list.
15.	Village	Dropdown List	Conditional	Select Village from the drop-down list.
16.	Moholla	Dropdown List	Conditional	Select Moholla from the drop-down list.
17.	Block/Sheet	Dropdown List	Conditional	Select Block/Sheet from the drop-down list.
18.	Plot No.	Text Field	Conditional	Enter the Plot No.
Property Address Details				



Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
19.	Property Address	Text Field	Yes	Enter the Property Address.
20.	Location	Dropdown List	Yes	Select Location from the drop-down list.
21.	Pin code	Text Field	Yes	Enter the Pin code.
22.	Correspondence address details same as the above	Checkbox	Yes	<p>Put tick mark inside the checkbox if the above address is same as the correspondence address.</p> <p>Untick the checkbox if the above address is not same as the correspondence address. In this case, provide the correspondence address in the given form.</p>
Tax Zone Details				
23.	Property Zone	Dropdown List	Yes	Select Property Zone from the drop-down list.
24.	Property Ward	Dropdown List	Yes	Select Property Ward from the drop-down list.
25.	Road Type	Dropdown List	Yes	Select Road Type from the drop-down list.
Building Details				
26.	Date Of Acquisition	Calendar	Yes	Select the Date Of Acquisition.
27.	Total Plot Area (in sq. ft.)	Text Field	Yes	Enter the Total Plot Area in sq. ft.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
<b>Floor Details</b>				
28.	Year	Dropdown List	Yes	Select the financial year from the dropdown list.
29.	Sr. No.	Displayed	N/A	The system displays the Sr. No.
30.	Floor No.	Dropdown List	Yes	Select the Floor No. from the dropdown list.
31.	Construction Completion Date	Calendar	Yes	Select the Construction Completion Date from the Calendar.
32.	Construction Type	Dropdown List	Yes	Select the Construction Type from the dropdown list.
33.	Usage Type	Dropdown List	Yes	Select the Usage Type from the dropdown list.
34.	Built-up Area	Text Field	Yes	Enter the Built-up Area in sq. ft.
35.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
<b>Additional Unit Details</b>				
36.	Occupancy Type	Dropdown List	Yes	Select the Occupancy Type from the dropdown list.
37.	Occupier Name	Text Field	Yes	Enter the name of the occupier.
38.	Property Type	Dropdown List	No	Select the Usage Type from the dropdown list.
<b>Floor Specific Additional Information</b>				

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
39.	Is Rebate Applicable?	Radio Button	Yes	Select "Yes" if rebate is applicable. Select "No" if rebate is not applicable.
40.	Select Applicable Unit No.	Dropdown List	Yes	If "Yes" has been selected for rebate, then select Applicable Unit No. from the drop-down list.
41.	Factor Value	Dropdown List	Yes	If "Yes" has been selected for rebate, then select Factor Value
42.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
43.	Is Water Connection Facility Applicable?	Radio Button	Yes	Select "Yes" if Water connection is applicable. Select "No" if Water connection is not applicable.
44.	Select Applicable Unit No.	Dropdown List	Yes	If "Yes" has been selected for water connection facility, then select Applicable Unit No. from the drop-down list.
45.	Factor Value	Dropdown List	Yes	If "Yes" has been selected for water connection facility, then select Factor Value from the drop-down list.
46.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
47.	Is Exemption Applicable?	Radio Button	Yes	Select "Yes" if Exemption is applicable. Select "No" if Exemption is not applicable.
48.	Select Applicable Unit No.	Dropdown List	Yes	If "Yes" has been selected for exemption, then select Applicable Unit No. from the drop-down list.
49.	Factor Value	Dropdown List	Yes	If "Yes" has been selected for exemption, then select Factor Value from the drop-down list.
50.	Plus & Minus Signs	Icon	N/A	Click  icon to add more rows. Click  icon to remove rows.
51.	Proceed	Button	Yes	Click to proceed. Document Upload section will appear.
52.	Reset	Button	No	Click to clear the form.
Administrative Details				
53.	Tax Collector Assignee	Dropdown List	Yes	Select the department person name for assigning tax collection task.
54.	Proceed to View	Button	Yes	Click to proceed.
55.	Add Arrears Entry	Button	Yes	Click to add arrear details.
Add Tax Arrears				
56.	Financial Year	Dropdown List	Yes	Select the Financial Year from the drop-down list.

Field Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description
57.	Old Property No.	Displayed	N/A	If there is an Old Property No., the system displays it.
58.	Proceed	Button	Yes	Click to proceed.
59.	Arrears	Text Field	Yes	Enter the arrear amount in numeric numbers.
60.	Next	Button	Yes	Click to proceed.
61.	Back	Button	No	Click to go to the previous page.
Document Upload				
62.	Document Description	Text Field	No	Enter the name of the document.
63.	Upload	Button	No	Click to upload the document from the system.
64.	Submit	Button	Yes	Click to submit the from. Property number will be
65.	Edit	Button	No	Click to edit the data.
66.	Proceed	Button	Yes	Property number will be generated.

#### 2.3.1.2 DATA ENTRY SUIT VERIFICATION

The registered property will be available to department user for authorization based on the workflow defined in workflow master. For detailed requirement, please refer to the [section 2.2.1.2](#)