Property Tax Management

System

Government of Chhattisgarh

State Urban Development Agency





Version: v0.3

Prepared by



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				1. Tax Master				
				2. Workflow Master				
				3. Document Group Master				
				4. Factor Master				
				5. Rent Master cum ALV & RV Calculator				
				6. Billing Schedule Master				
				7. Manual Receipt Master				
				8. SMS & Email Master				



Sr. No.	Version	Modified By	Date	Changes incorporated in brief	Reviewed By	Reviewed Date	Approved By	Approved Date
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GETTING STARTED

I.I MINIMUM SYSTEM REQUIREMENTS

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

1.2 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. <u>http://182.18.168.246/MainetService</u>

2. Press Enter.

I.2.I 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.



Urban Administra	ation &	हिंद Development	Ì
💄 User ID			
Reserved	_		
Select Organisation		Ŧ	
Select Location		Ţ	
:	Submit		
		Reset Password	



I.2.2 RESET PASSWORD

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



a, Reset Password	×
Mobile No. :	
8422809020	
Submit	Reset

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 \rightarrow Service Setup \rightarrow Tax Master

1. Tax Master summary page appears.



							Field with *is mand	latory
epartment*	: Tax and Revenue		▼ Tax List	:	Select Tax			Ŧ
		Q Search	Reset O Add					
			Tax List					
Tax Code 🕏	Tax Name	Tax Group	Tax Subcategory		Service	Org status	Action	
PT11	Property Tax	Non-Government Tax	Residential			0	۰	-
PT12	Property Tax - Commercial	Government Tax	Commercial			0	۲	
PT13	Property Tax - Industrial	Non-Government Tax	Industrial			0	•	
PT14	Education Cess	Government Tax				O	۰	
PT15	Consolidate Tax	Non-Government Tax					ی	-

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 **o** to view details of existing Tax details.
- 5. Click **Edit** icon ² to edit details.
- 6. Click **Add** button to create Tax Master.
- 7. Tax Master form appears.



								Field with "is mandat
Tax Master								
x Name*	:	Property Tax	•	Department*	:	Tax and	Revenue	
oplicable At*	:	Select	×	Calculation Method*	:	Select		
rent Tax Code	:	Select	*	Tax Group*	:	Select		
« Category*	:	Select	¥	Tax Sub Category*	:	Select		
rvices	:	Select	Ψ	Print On*	:	Bill	Notice Receipt	
llection Sequence	:			Display Sequence	:			
Rebate Vater Connection Fac	ility			> > < «				
Account Integrat	ion		Ŧ					
a 1 - 1		AccountHead*	.	Demand Classif	fication*	-	Status	Add/Remove
Select			Save	Select			Active	

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



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
2.	Tax Name	Dropdown	Yes	Select the name of the Tax from the dropdown list. The Tax name is fetched from the TXN Prefix.
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	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. The Tax Group is fetched from the TAG Prefix.



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
8.	Tax Category	Dropdown	Yes	Tax Category shows the list of categoriesforaccountcategorizationforgrouping.Select suitable optionfrom the dropdown.The Tax Category is fetched from the TAC Prefix.
9.	Tax Sub Category	Dropdown	Yes	Tax Sub Category accordingly changes as per the Tax Category selected. Select suitable option from the dropdown.
10.	Services	Dropdown	Yes	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.
11.	Print On	Check Box	Yes	Tick against the check box of the suitable option. If you select "Bill" then the tax will be printed on Bill. If you select "Notice" (only for property tax) then, the tax will be printed on Notice. If you select "Receipt" then, the tax will be printed on Receipt.



		Field I	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.
		Depend	ls 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.
		Accoun	t 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 \rightarrow Workflow Management \rightarrow Workflow Type

1. Workflow Master summary page appears.

	v Mapping						
Workflow Master							0
						Field with *is r	mandaton
Department Name ⁴	: Select	Ψ.	Service Name	: Select			Ŧ
		Work Fig	ow Master				
Department Name	Service Name	Complaint Type	WorkFlow Mode	Location Type	Status	Action	
	Renewal of Plumber License		Manuale Escalation	Zone 2 / Ward 1	0	ی ا	-
Water Supply							
Water Supply Water Supply	Renewal of Plumber License		Manuale Escalation	Zone 1 / Ward - A	0	۷	
	Renewal of Plumber License		Manuale Escalation	Zone 1 / Ward - A Zone 2 / Ward 1	0	• /	
Water Supply						• /	

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 **2** to view details of existing Tax details.
- 5. Click **Edit** icon ²² to edit details.
- 6. Click **Add** button to create Tax Master.
- 7. Workflow Master form appears.



	Select Workflow													
part	ment*	Solid Wa	ste Managemer	nt			•	Service	*	:	Complaint Reg	gistration		
rk F	low Mode *	: Auto Es	alation				v	Compla	int Type *	:	Non Pickup of	Garbage		
catio	on Type *	: 🔾 AII 🖲	Ward - Zone											
ne *		: Zone 1					•	Ward		:	Ward A			
sk M	anager *	Ramesh					v	Status *		:	Active			
lo.	Event		Organizatio	n	Department		Role Type / Na	ime	Role / Employee		SLA	Units	Approver Count	Action
lo.	Event		Organizatio	n	Department	_	Role Type / Na	me	Role / Employee		SLA	Units	Approver Count	
	Grievance Resolution	Ŧ	Select	*	Select	*	Select	•	Select	*		Day: •		•
	Grievance Resolution	Ŧ	Select	Ŧ	Select	*	Select	v	Select	Ŧ		Day: •		•
	Grievance Resolution	v	Select	*	Select	*	Select	Ŧ	Select	*		Day: •		•
	Grievance Resolution	Ŧ	Select	Ŧ	Select	•	Select	Ŧ	Select	Ŧ		Day: •		•
t 1														

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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Selec	t Workflow	
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 I	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 Wo	orkflow 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 I	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 I	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 \rightarrow Service Setup \rightarrow Checklist Document Master

1. Document Group Common Master summary page appears.

Document Group Common Masters				6
Document Group* : D6		✔ Q Search Edit		
	Docu	iment Group Detail List		
Document Name 👻	Document Type	Document size (MB)	Mandatory	Sequence
Aadhaar Card	PDF	2	Yes	1
Pan Card	PDF	2	No	2 🗸
٩	III III Pag	ie 1 of 1 ⊨> ⊨1 30 ▼		View 1 - 2 of 2

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 ² to edit details.
- 5. Document Group Common Master form appears.



ument Group* : D6		v			
Document Name	Document Type	Document size (MB)	Mandatory	Sequence	0
adhaar Card	PDF	2	Yes	v 1	
'an Card	PDF	2	No	▼ 2	

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			
Add - Document Group Common Master							
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 \rightarrow Masters \rightarrow Billing Schedule

1. Billing Schedule summary page appears.

ing Schedule							
	• Add						
Billing Schedule List							
Financial Year 🗢	Billing Frequency	Action					
2013-2014	Yearly	 Image: A state of the state of					
2012-2013	Yearly	 Image: A state of the state of					
2011-2012	Yearly	• 🗸 🕯					
2010-2011	Yearly	• 🗸 🕯					
2009-2010	Yearly	💿 🖊 💼					
φ	I ≤ << Page 1 of 1 ⇒ ⊨ 30 ▼	View 1 - 29 of 29					
1							

Figure 9: Billing Schedule Master Summary

- 2. Click **View** icon **o** to view details of existing Billing Schedules.
- 3. Click **Edit** icon ² 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.

nancial Year*	:	Billing Frequency* : Select	v
		·	
		Save Reset Back	



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



8. Click **Save** to proceed.

9. **Schedule wise Due Date** form appears.

incial Year*	: 2013-2014		Billing Frequency* : Quar	erly
chedule wi	se Due Date			
Sr. No.	Schedule From	Schedule To	CalculateFrom	No of Day
	April	June	From Bill generation date	92
	July	September	From Financial Year start Date	▼ 55
	October	December	From Bill Distribution date	▼ 25
	January	March	From Schedule start Date	¥ 13

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		
		Add – Billing	g Schedule Ma	aster		
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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Schedule From & Schedule To	Text Field	N/A	If Billing Frequency has been selected as Monthly, then all the month of the financial year will be displayed here.
				If Billing Frequency has been selected as Bi-Monthly, then six schedules of Two months in each will be displayed.
				If Billing Frequency has been selected as Quarterly, then four schedules of Three months in each will be displayed.
				If Billing Frequency has been selected as Half-Yearly, then Two schedules of Six months in each will be displayed.
				If Billing Frequency has been selected as Yearly, The first month and the last month of the Financial Year will be displayed.
4.	Calculate From	Dropdown List	Yes	 Select Calculate From. The options are: From Bill Generation Date From Bill Distribution Date From Financial Year Start Date From Schedule Start Date From Schedule End Date



	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 \rightarrow Transaction \rightarrow Property Tax Bill \rightarrow Manual Receipt Entry

Description Ma	: CGMNCR0001718000	Old Preside No.	
Property No.	: CGMNCR0001718000	Old Property No. :	
lanual Receipt Date	: 24/12/2018		
		QSearch	

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.



 Property Details 							
Property No.	: CGMINCR0001718000		~	Old Property No.	:		×
Owner Name	: Amita Mane						
Property Address Detail:	e						
roperty Address*	. Raipur			Location	; 4th Battalion Quarter (Ward	3)	
	400706		11				
Receipt Amount Details							
Т	Tax Description	Balance Arres	ars	0.0	Current Tax		Total Balance
	Surcharge Property Tax			36290.0	0.0		0.0 48440.0
	Education Cess			1620.0	540.0		2160.0
	Consolidate Tax			1800.0	600.0		2400.0
otal Receivable	53000.0		₹	Enter Receipt Amount	: 100		~₹
fanual Receipt No	: 139			Manual Receipt Date	: 24/12/2018		
Sr No.	Document Name			Status		Upload	
1	Manual Receipt	Ν	Vandatory		Upload 1Files uploaded Document Proof.pdf		
Receipt Mode Details							
ollection Type*	Offline Pay @ ULB Counter						
ollection Mode*	: Cash		3				
			Submit	Back			

Figure 13: Manual Receipt Master Form

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

	Field Descriptions						
Sr. No.	Field Label	Data Type	Mandatory	Description			
	Property Details						
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 I	Descriptions				
Sr. No.	Field Label	Data Type	Mandatory	Description			
3.	Owner Name	Displayed	N/A	The system displays the Owner Name			
		Property	Address Deta	ils			
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			
	Receipt Amount Details						
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 I	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	5
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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
20.	Collection Mode	Dropdown List	Yes	If Pay @ ULB Counter mode is selected as Collection Mode, then following options will be available: • Demand Draft • Cash • Cheque • Bank Fill out the required details and proceed for payment
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 \rightarrow Other Tools \rightarrow SMS and Email Configuration

1. SMS & Email summary page appears.



SMS And Email					
Department Name	:	Select Department	* Service Name	: -Select Service	Ÿ
Event	:	Select	* Alert Subscription	: O SMS O Email O Both	
Template Type	:	Select	Ŧ		
			Search Reset Add		
			SMS and Email Event List		
Departme	ent Name	Service Name	Template Type	Alert Type	Action
CFC		Complaint Registration	Submitted Message	SMS and E-Mail	 / 1
CFC		Complaint Registration	Approval Message	SMS and E-Mail	· / 1
CFC		Complaint Registration	Rejected Message	SMS and E-Mail	• 🗸 🖿
CFC		Complaint Registration	Task Notification	SMS	• 🖊 🖬
CFC		Registration Service	OTP Message	SMS and E-Mail	 /
a			Page 1 of 1 → +- 30 ▼		View 1 - 18 of 18

Figure 14: SMS & 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 **o** to view details of existing Tax details.
- 5. Click **Edit** icon 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.



Department Name*			Property Tax>AS	Ψ.	Service Name*		: Not Applicable		*
Event*		:	[Year End Process]>>[AccountYearEndProcess.html]	Ŧ	Alert Subscription*	:	: O SMS O Email ® Both		
Template Type*		:	Approval Message	٣					
SMS Template							Attributes :	FrmDt MobilenumberList P1	^
SMS Body*		Your Application	on has been approved by the property Tax Department.			•		P1 P2 ToDt agencyContractNo	- 1
SMSBodyReg*	:	आपका आवेदन	संपत्ति कर विभाग द्वारा अनुमोदित किया गया है।			•		agencyName agencyNo amount	- 1
Email Template								appAmount appDate appName	
Email Subject *		Approved				~		appNo bcc billNo	_
Email SubjectReg*	-	अनुमोदित				~		cancelDate caseID	
Email Body*		Your Application	on has been approved by the property Tax Department.			•		cc challanAmt challanNo	
EmailsBodyReg*		आपका आवेदन	संपत्ति कर विभाग द्वारा अनुमोदित किया गया है।			•		conNo contextPath contractNo currentDate	
				Submit	Reset Back				

Figure 15: SMS & 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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		SMS &	Email Master	
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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Event	Dropdown	Yes	Select the Event from the dropdown list.
				The event type defines the page from where the SMS and Email are triggered according to the Template Type.
4.	Alert Subscription	Radio Button	Yes	Select the Alert Type from the radio buttons.
				As per the selection of Alert Type, the SMS and Email will be triggered.
5.	Template Type	Dropdown	Yes	Select the Template Type from the dropdown list. As per the selection of Alert Type, the SMS and Email will be triggered.
6.	SMS Body	Field	Yes	Enter the SMS Body in the English language.
7.	SMS Body (Regional)	Field	Yes	Enter the SMS Body in the Regional language.
8.	Email Subject	Field	Yes	Enter the Email Subject in the English language.
9.	Email Subject (Regional)	Field	Yes	Enter the Email Subject in Regional language.



		Field I	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 \rightarrow Transactions \rightarrow New Property Registration Cum self-Assessment

1. Self-Assessment form appears.

Ownership Type*	: [Single Owner					3						
Owner Details													
Owners Name*		Gender*		Relation*		G	Suardian Na	me*	Mobile No.*	E-mail Address	Aadhar I	No.	Pan No.
Amit		V MALE V	v Si		• • Vijay			✓ 1	23466789	~			
 Land Details 													
Id Property No.								Land Type		: 3. Diversion			
istrict		दुर्ग					v			: दुर्ग			
		दूग कोहका					, ,,	Tehsil		: दूग : गयानगर			
lage ock/Sheet	_							Mohalla		: गयानगर : 123			
	÷ L	29					*	Plot No.		: 123			
Diversion Details													
nd Owner Name								Department Name					
otal Area (Sq. Ft.)								Ownership Type					
emark							11						
Property Address Details													
operty Address*	: [23. Durg					*	Location		Avanti Chowk			
code*							11						
Correspondence Address Details same as	the above												
Tax Zone Details													
operty Zone ^a	: [Zone 1						Property Ward*		Babu Jagjivan Ram Ward (W	and 40)		
ad Type*	: [Main Road							o select property wa	rd zone and road type ther			
	: [Main Road					3		o select property wa	L			
Building Details							3	If you have any difficulty t	o select property wa	L			4000
Building Details te of Acquisition* Floor Details		Main Road 15/12/2018							o select property wai	L			4000
Building Details	:	25/12/2018					3	If you have any difficulty t	o select property wa	L			4000
Building Details te of Acquisition* Floor Details	:	25/12/2018	iils	Construction	on Completion	Date*	3	If you have any difficulty t	o select property wai : Propert	d zone and road type ther			4000
Building Details e of Acquisition* Floor Details naity will be levied in case a discret Year*	:	ts/12/2018 Id when ULB verifies the detail		Constructio	on Completion		J.	If you have any difficulty to Total plot Area (In sq.R)* Construction Type*	Propert	ty Type Built	please Click Here t-up Area (In sq.ft)*	8	
Building Details or of Acquisition* Floor Details Near* Year* 2019-2019 Y	epancy is four	tsri22018 Id when ULB verifies the detai Floor No.*			on Completion		J.	If you have any difficulty to Total plot Area (In sq.R)* Construction Type*		d zone and road type ther	please Click Here		0
Building Details of Acquisition* Floor Details naitly will be levied in case a discre Year* 2019-2019 v dditional Unit Details	epancy is four Sr No.*	tsri22018 Id when ULB verifies the detai Floor No.*			on Completion		J.	If you have any difficulty to Total plot Area (In sq.R)* Construction Type*	Propert	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details of Acquisition* Floor Details Floor Details Tear* 2015-0219 Coupany Type* Coupany Type*	epancy is four Sr No.* 1	5/12/2018 Id when ULB verifies the detai Floor No.*			on Completion		₽	If you have any difficulty t	Propert Propertai	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details te of Acquisition* Floor Details Floor Details Store Area Store Area Store Area Store Area Store Area Store Area Store Area	epancy is four Sr No.* 1 :	5/12218 d when ULB verifies the detail Floor No.* Exemut SefOrogen Ones			on Completion		تع المع المع المع	If you have any difficulty t	Propert Propertai	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details Acquisitor* Floor Details Floor Details Cear* Vear* Vear* diditional Unit Details Coopenany Type Nature of Property: Tick here if here is any charge in unit details	: : epancy is four Sr No.* 1 : : :	5/12218 d when ULB verifies the detail Floor No.* Exemut SefOrogen Ones			on Completion		تع المع المع المع	If you have any difficulty t	Propert Propertai	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details of Acquisitor Floor Details Floor Details Cear Vear Ve	: : epancy is four Sr No.* 1 : : :	5/12218 d when ULB verifies the detail Floor No.* Exemut SefOrogen Ones			on Completion		تع المع المع المع	If you have any difficulty t	Propert Resolventar :	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details of Acquisitor Floor Details Floor Details Cear Vear Ve	spancy is four Sr No.* 1 : : : : : : : : : : : : : : : : : :	5/12218 d when ULB verifies the detail Floor No.* Exemut SefOrogen Ones			on Completion		تع المع المع المع	If you have any difficulty t	Propert Resolventar :	ty Type Buil	please Click Here t-up Area (In sq.ft)*		0
Building Details te of Acquisition* Floor Details Floor Details Floor Details Floor Details 2016-2019 2016-2019 2016-2019 2016-2019 Coopengr Type* Nature of Property Tak here if there is any change in unit details Ploor Specific additional Inform sheater Applicable?	spancy is four Sr No.* 1 : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Set-Ocopes Others atructor' IB Current Year					تع المع المع المع	If you have any difficulty t	Property T Resolettat :	ty Type Buil	please Click Here t-up Area (In sq.ft)*	Add	
Building Details te of Acquisition* Floor Details analty will be levied in case a discre Year*	spancy is four Sr No.* 1 : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Set-Ocopes Others atructor' IB Current Year					تع المع المع المع	If you have any difficulty t	Propert Resolution : Factor Value*	ty Type Buil	please Click Here	Add	0 0 0 0 0 0 0 0 0
Building Details and Acquisition* Floor Details Team * Floor Details Team * Floor Details Team * Floor Details Team * Floor Details Company Team * Floor Details	: : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Set-Ocopes Others atructor' IB Current Year					تع المع المع المع	If you have any difficulty t	Propert Resolution : Factor Value*	e Ves © No	please Click Here	Add	0 0 0 0 0 0 0 0 0
Building Details A Coquision Floor Details Floor Details Floor Details Ploor Details Cytear 2015-016 Cytear	: : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Basenars Set-Ocopes Othes abuctor* 8 Current Year et Applicable Unit No.*				Minors	Jand Land	If you have any difficulty t	Propert Resolution : Factor Value*	e Ves © No	please Click Here	Add Add	0 0 0 0 0 0 0 0 0
Building Details of Acquisition* Floor Details Ploor Details Ploor Details Ploor Details Ploor Specific additional Inform table Applicable? At	: : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Basenars Set-Ocopes Othes abuctor* 8 Current Year et Applicable Unit No.*			2	Minors	Jand Land	If you have any difficulty t	Propert Residential : Factor Value*	Yas No	picase Click Here	Add Add	O
Building Details Is of Acquisition* Floor Details Floor Details Floor Details Ploor Details	: : : : : : : : : : : : : : : : : : :	5/12015 d when ULB verifies the detain Floor No.* Basenars Set-Ocopes Othes abuctor* 8 Current Year et Applicable Unit No.*			2	Minors	Jand Land	If you have any difficulty t	Propert Residential : Factor Value*	e Ves © No	picase Click Here	Add O Add	O

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
	Pan Card		Optional	Upload	
	Aadhar Card		Mandatory	Upload	
			Proceed Reset	C) CO	

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.



elf Assessment View										
Ownership Detail										
wnership Type	: Single Owner									
Owners Name		Gender	Relation	Guardian Na		Mobile No.	E-mail Address	Aadhar No.		n No.
Owners Name		Gender		Guardian Na	ne	Mobile No.	E-mail Address	Aadhar No.	Pa	n No.
	M	ALE	8.0 Vijey			1122468729				
Land Details										
id Property No.					Land Type		3. Diversion			
etrict	: 31				Tehsil		दुर्ग			
lage	: कोहका				Mohalla		गयानगर			
ock/Sheet	: 23				Plot No.		123			
Diversion Details										
Ind Owner Name					Department Name					
tal Area (Sq. Ft.)					Ownership Type					
im ark	:									
Property Address Details										
operty Address	: 123, Durg				Location		Avanti Chowk			
ncode	: 123585									
Correspondence Address Details										
orrespondence Address Details	: 123, Durg				Pincode		123585			
Tax Zone Details										
operty Zone	: Zone 1				Property Ward		Babu Jagjivan Ram Ward (Ward 40)			
asd Type	Main Road									
Building Details										
the of Acquisition	: 25-Dec-2018				Total plot Area (in eq.ft)		4000.0			
	: 25-040-2016				total plot Area (in eq.rt)		4000.0			
Floor Details										
Year Sr No. Flo	or No. E	Date of Construction	Construction Type		Property Type	Built-up Area (In sq.ft)	Standard Rate	ARV (Built-up Area * Rate)	(10% of Main	RV View ARV - Mor detai
2018-2019 1 Bes	ement	25-Dec-2018	Land		Residential	3000.0	0.0	0.0		0.0
Additional Unit Details										
Occupancy Type	: Belf-Occupied				Copupler Name					
Nature of property	: Others									
Floor Specific additional Information										
Floor specific additional information										
Rebate	Factor		Select Appl ALL	licable Unit No.	Minors		Factor Value			
Rebate Nater Connection Facility			ALL		Municipal Tap-0.75					
Exemption			ALL		Municipal Property					
Tax Calcula [®] on (<u>Download year wise tax c</u>										
Tax Calcula" on (Download year wise tax o	<u>ietails)</u>									
Sr.No.		Tax Name		De	mand			0		Tot
Sr.No. Consolidate Tax		Tax Name				Arrears		Current 300.0		200
				Total		0.0		300.0		300
				Int	erest					
Sr.No.		Tax Name				Arrears		Current		Tot
Interest				Total		0.0		0.0		0
				Iotal		0.0		0.0		
		Total Tax Payable								300
Payment										
yment Amount	: 300.0				Amount to pay		0.0			
Uploaded Documents										
Br No.			Document Name				Down	load		
	Aadhar Card				± ID Proof	3.pdf				
Receipt Mode Details										
Illection Type*	. 0 Offine 0 1	Pay @ ULB Counter								
meren she.										
					isment 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.



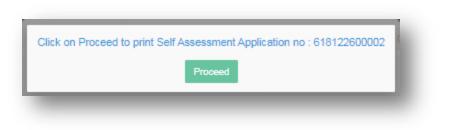


Figure 19: Application No. Generation

- 12. Click **Proceed**.
- 13. **Receipt** for Self-Assessment is generated.
- 14. For <u>Authorization of New Property Registration cum Self-assessment</u> refer to the Section 2.2.1.2.



9					cipal Act 2007 AA00000A1ZS	Office Co	ру		
Receipt Number :	716	Receipt L	late / Hece	pt lime :	26/12/2018 13:39	Financial Year :		2018-19	
Department :	Property Tex								
CFC Reference :		Counter	Reference	:		Mode :		Office	
Received From :	Amit								
Subject :	Receipt for Self Asses	ament							
Address :	123, Durg								
Zone :	Zone 1	Ward :	Esbu Jagjivan Ram Ward (Ward 40)	Block :		Route :			
Application No.	615122600002	LOI No. :				Application/LOI Date:		26/12/201	8
Payment Mode :	Cash	Amount			300.00	Cheque No.			
Cheque Date		Bank Nar	ne :						
Details					1	Psysble Amount	Received	d Amount	
Consolidate Tax						300.00			300.00
					Total Amoun	t 300.00			300.00
Amount in Words :	Three Hundred Rupes	- Celu				14-	Cerver Sig		
٢			Maharas	IICIPAL RECEI	. CORPORATION	Customer Co	ру		
() Recept Number :	716		Maharas GST NO	IICIPAL RECEI htra Mun 22AAA	CORPORATION PT cipal Act 2007 AA0000A12S		ру	2015-19	
Department :	716 Property Tex	Receipt D	Maharas GST NO Jube / Rece	IICIPAL RECEI htra Mun : 22AAA gt Ime :	CORPORATION PT cipal Act 2007 AA0000A12S	Customer Co Financial Year :	ру		
Department : CFC Reference :	Property Tex	Receipt D	Maharas GST NO	IICIPAL RECEI htra Mun : 22AAA gt Ime :	CORPORATION PT cipal Act 2007 AA0000A12S	Customer Co	ру	2015-19 Office	
Department : CFC Reference : Received From :	Property Tex Amit	Recept I Counter I	Maharas GST NO Jube / Rece	IICIPAL RECEI htra Mun : 22AAA gt Ime :	CORPORATION PT cipal Act 2007 AA0000A12S	Customer Co Financial Year :	ру		
Department : CFC Reference : Received From : Subject :	Property Tax Property Tax Amit Receipt for Self Asses	Recept I Counter I	Maharas GST NO Jube / Rece	IICIPAL RECEI htra Mun : 22AAA gt Ime :	CORPORATION PT cipal Act 2007 AA0000A12S	Customer Co Financial Year :	ipy		
Department : CFC Reference : Received From :	Property Tex Amit	Recept I Counter I	Maharas GST NO Jube / Rece	IICIPAL RECEI htra Mun : 22AAA gt Ime :	. CORPORATION IPT cipal Act 2007 AA0000A12S 28/12/2018 12:39	Customer Co Financial Year :	ipy		
Department : CFC Reference : Received From : Subject : Address : Zone :	Amit Receipt for Self Asses 123, Durg	Counter I	Maharas GST NO Jate / Hece Reterence Jagivan Rem Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION IPT cipal Act 2007 AA0000A12S 28/12/2018 12:39	Customer Co Financial Year : Mode :	ipy		
Department : CFC Reference : Received From : Subject : Address :	Property Tex Amit Receipt for Self Asses 123, Durg Zone 1	Veral :	Maharas GST NO Jate / Hece Reterence Jagivan Rem Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION IPT cipal Act 2007 AA0000A12S 28/12/2018 12:39	Customer Co	ру 	Office	
Department : CFC Reference : Received From : Subject : Address : Zone : Zone : Application No. Payment Mode :	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 e16122600002	Viend : LOI No. :	Maharas GST NO Jate / Hace Reference Jagivan Ram Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION PT clpai Act 2007 AA0000A12S 20112/2018 (3:39	Customer Co Prinencial Year : Mode : Noute : Application/LOI Date:	ру 	Office	
Department : CPC Reference : Received From : Subject : Address : Zone : Zone : Application No. Peyment Mode : Chaque Date	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 e16122600002	Counter I Counter I arrent Wand : COL No. :	Maharas GST NO Jate / Hace Reference Jagivan Ram Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION PT clpai Act 2007 AA0000A12S 20112/2018 (3:39	Customer Co Prinencial Year : Mode : Noute : Application/LOI Date:		Office	_
Department : CPC Reference : Received From : Subject : Address : Zone : Zone : Peyment Node : Cheque Dete Deteite	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 e16122600002	Counter I Counter I arrent Wand : COL No. :	Maharas GST NO Jate / Hace Reference Jagivan Ram Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION PT clpai Act 2007 AA0000A12S 20112/2018 (3:39	Customer Co Pirancial Year : Mode : Noute : Application/LOI Date: Cheque No.	Receive	Offine 26/12/20/	_
Department : CPC Reference : Received From : Subject : Address : Zone : Zone : Peyment Node : Cheque Dete Deteite	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 e16122600002	Counter I Counter I arrent Wand : COL No. :	Maharas GST NO Jate / Hace Reference Jagivan Ram Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION PT clpai Act 2007 AA0000A12S 20112/2018 (3:39	Customer Co	Receive	Offine 26/12/20/	
Department : CFC Reference : Received From : Subject : Address : Zone : Application No.	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 e16122600002	Counter I ameni Wierd : LOI No. : Amount Bank Ne	Maharas GST NO Jate / Hace Reference Jagivan Ram Ward (Mard 40)	IICIPAL RECEI htra Muno : 22AAA gt Ime :	. CORPORATION PT clpail Act 2007 AA000DA12S	Customer Co	Receive	26/12/201 d Amount	300.00
Department : CFC Reference : Received From : Subject : Address : Zone : Zone : Zone : Application No. Payment Mode : Chaque Date Details Consolidate Tax Amount in Words :	Property Tex Amit Receipt for Self Assess 123, Durg Zone 1 615122600002 Cash	Kecept I Counter I Transit Wind : LOI No. : Amount Bank Nam a Cnly	Maharas GST NO Jute / Kece Reference Jagivan Ram Ward 40)	IICIPAL RECEI htra Mun : 22AAA spt Imme : :	CORPORATION PT clpai Act 2007 AA0000A1ZS 28/12/2018 13:29 300.00 Tobal Amoun	Customer Co	Haceive	26/12/201 d Amount	300.00

Figure 20: New Property Registration Cum Self-Assessment Receipt



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Owne	rship Detail	
1.	Ownership Type	Dropdown List	Yes	Select Ownership Type from the drop-down list.
	1	Own	er Details	
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.
		Lar	d Details	
11.	Old Property No.	Text Field	Yes	Enter the Old Property No.



		Field I	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.	
		Diver	sion 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 I	Descriptions		
Sr. No.	Field Label	Data Type	Mandatory	Description	
23.	Remark	Text Field	No	Enter the Old Property No.	
		Property	Address Details	5	
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	Put tick mark inside the checkbox if the above address is same as the correspondence address. Untick the checkbox if the above address is not same as the correspondence address. In this case, provide the correspondence address.	
		Tax Z	one Details		
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.	
		Build	ing Details		
31.	Date Of Acquisition	Calendar	Select	Select the Date Of Acquisition.	



		Field I	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.
		Floe	or 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.
		Addition	al 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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Floor Specific A	dditional Infor	mation
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.
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.
		Docun	nents 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.
		P	ayment	
60.	Payment Amount	Displayed	N/A	The system displays the payment amount.



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.

s *						
Reference No.	Reference Date and Time	Department	Description/Service	Task 🔶	Status 🔶	Action \Leftrightarrow
618122600002	26/12/2018 01:39 PM	Property Tax	Self Assessment	Checklist Verification	Pending A	ອ
618122000001	20/12/2018 11:08 AM	Property Tax	Self Assessment	Checklist Verification	Pending A	ອ
618120500001	05/12/2018 06:32 PM	Property Tax	Self Assessment	Checklist Verification	Pending 4	ອ
618112300004	23/11/2018 08:50 PM	Property Tax	Self Assessment	Checklist Verification	Pending A	9
618112200004	22/11/2018 03:31 PM	Property Tax	Self Assessment	Checklist Verification	Pending 4	ອ
Showing 1 to 5 of 16 entr Nease Note: Reference No.=Complaint No.,4	ies	on Department Task.			<	1 2 3 4 >

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.

pplicant Details	0.11			4.2	
vice Name	: Self Assessment		Applicant Name	: Amit	
lication Id	618122600002		Application Date	: 26/12/2018	
ploaded Documents					
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
				Vernied	Rejection Remark
Aad	ihar Card	Mandatory	📥 ID Proof 3.pdf	8	
	. Approve 🔍 Rejec	t 🔍 Hold			
us*	io opprove to reger				



To Reject:

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



6. Select **Reject** radio button.

Applicant Details								
rvice Name	: Self Assessment			Applicant Name	:	Amit		
plication Id	618122600002			Application Date	:	26/12/2018		
Uploaded Docum	ents							
Sr. No.	Document	Document Status		File Name	N	/erified	Rejection Remark	
	Aadhar Card	Mandatory	🛓 ID Proof	3.pdf			wrong document	
atus*	, Approve 🖲 Re	iect O Hold						
			Submi	it Back				

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.

Applicant Details					
vice Name	: Self Assessment		Applicant Name	: Amit	
plication Id	618122600002		Application Date	: 26/12/2018	
Jploaded Documen	its				
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
	Aadhar Card	Mandatory	▲ ID Proof 3.pdf	•	
tus*	Approve O Rejec	t Hold			
			Submit Back		

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	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.					
		Checklis	st 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 un- ticked 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 Rejection Remark .					
12.	Status	Radio Button	Yes	Select Approve radio button to Approve the Documents. Select Reject radio button to reject the Documents. Select Hold 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.



Reference No.	Reference Date and Time	Department	Description/Service	Task	Status	Action 🕴
8122600002	26/12/2018 04:02 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending 4	9
8122500003	25/12/2018 11:19 PM	Property Tax	Change In Assessment	Self-Assessment Authorization Level 1	Pending 4	2 9
8122000002	20/12/2018 06:40 PM	Property Tax	SelfAssessment	Self-Assessment Authorization Level 1	Pending	9
8121700002	17/12/2018 05:05 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending 4	2 3
8121600001	16/12/2018 07:27 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 1	Pending	2 3
owing 1 to 5 of 42 enti	ries				< 1	2 3 4 5 >
		Property Tax	SelfAssessment	Self-Assessment Authorization Level 1		



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



operty No.	:	CGRMC0000497000										
Ownership Detail	·											
wnership Type		Single Owner										
Owners		Gender	Relation		Guardian Nar	-	Mobile No.	E-mail Add	1.000 A.0	dhar No.	Pan No	
Amit	s Name	MALE		Vijay	Guardian Nar	ne	MODIle NO. 1123466789	E-mail Add	iress Aa	unar No.	Pan No	
		MALE		Vijay			1123466789					
Land Details												
d Property No.	:					Land Type		: 3. Diversion				
strict	:	दुर्ग				Tehsil		: दुर्ग				
llage	:	कोहका				Mohalla		: गयानगर				
ock/Sheet	:	29				Plot No.		: 123				
					Fetch lan	d details						
Property Address I	Details											
operty Address		123, Durg				Location		: Avanti Chowk				
ncode		123585				Location						
		123303										
Correspondence A												
orrespondence Address Deta	ails :	123, Durg				Pincode		: 123585				
Tax Zone Details												
operty Zone	:	Zone 1				Property Ward	i de la companya de l	: Babu Jagjivan R	am Ward (Ward 40)			
		Main David										
ad Type	÷	Main Road										
Building Details												
ate of Acquisition	:	25-Dec-2018				Total plot Area	ı (In sq.ft)	: 4000.0				
Floor Details												
										Maintenance	e RV	View
		Date of Construction	Construction T	Туре	Proper	rty Type	Built-up Area (In sq.ft)	Standard Rate	ARV	Charge	(ARV - Maintenance	More
Year Sr No.	Floor No.									e) (10% of		
									(Built-up Area * Rat	ARV)	Charges)	detail
2018-2019 1	Floor No. Basement	25-Dec-2018	Land	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		dential	3000.0	0.0	0.0	e) (10% of ARV) 0.0	Charges)	details
2018-2019 1 Additional Unit Details	Basement		Land			dential				ARV)	Charges)	detail
2018-2019 1 Additional Unit Details Occupancy Type	Basement :	Self-Occupied	Land							ARV)	Charges)	detail
2018-2019 1 Additional Unit Details	Basement :		Land			dential				ARV)	Charges)	detail
2018-2019 1 dditional Unit Details Occupancy Type Nature of property	Basement :	Self-Occupied	Land			dential				ARV)	Charges)	detail
2018-2019 1 dditional Unit Details Occupancy Type Nature of property	Basement :	Self-Occupied Others		t Applicable Un	Resi	dential		0.0		ARV)	Charges)	detail
2018-2019 1 Additional Unit Details Occupancy Type Nature of property Floor Specific addit	Basement : : itional Information	Self-Occupied Others			Resi	dential		0.0	0.0	ARV)	Charges)	detail
2018-2019 1 Additional Unit Details Occupancy Type Nature of property Floor Specific addit Rebate	Basement : : itional Information Facto	Self-Occupied Others	Select		Resid	dential Occupier Name	3000.0	0.0	0.0	ARV)	Charges)	detail
2018-2019 1 ddditional Unit Details Occupancy Type Nature of property Floor Specific addi Rebate Vater Connection Facility	Basement : : itional Information Facto	Self-Occupied Others	Select 1		Resid	dential Occupier Name Minors	3000.0	0.0	0.0	ARV)	Charges)	detail
2018-2019 1 Occupantor Type Nature of property Floor Specific addl Valar Connection Facility Valar Connection Facility	Basement : : : : : : : : : : : : : : : : : : :	Self-Occupied Others	Select 1 1		Resid	dential Occupier Name Minors Municipal Tap	3000.0	0.0	0.0	ARV)	Charges)	detail
2018-2019 1 Occupantor Type Nature of property Floor Specific addl Valar Connection Facility Valar Connection Facility	Basement : : : : : : : : : : : : : : : : : : :	Self-Occupied Others	Select 1 1		Resid	dential Occupier Name Minors Municipal Tap Municipal Tap	3000.0	0.0	0.0	ARV)	Charges)	detail
2018-2019 1 Occupantor Type Nature of property Floor Specific addl Valar Connection Facility Valar Connection Facility	Basement : : : : : : : : : : : : : : : : : : :	Self-Occupied Others	Select 1 1		Resid	dential Occupier Name Minors Municipal Tap Municipal Tap	3000.0	0.0	0.0	ARV)	Charges)	
2018-2019 1 ddditional Unit Details Occupanty Type Nature of property Floor Specific addit Valar Connection Facility Xeamption Tax Calcule	Basement : : itional Information Facto	Sef-Occupied Others T	Select 1 1	t Applicable Un	Resid	dential Occupier Name Minors Municipal Tap Municipal Tap	0.75 0.0	0.0	or Value Current 300.0	ARV)	Charges)	Tota 300.
2018-2019 1 Additional Unit Details Occurancy Type Teloor Spe-Cific addit Water Connection Facility Xearption Tax Calcult sn (Ly Sr.No.	Basement : : itional Information Facto	Sef-Occupied Others T	Select 1 1		Resid	dential Occupier Name Minors Municipal Tap Municipal Tap	0.75 Arrears	0.0	0.0 or Value Current	ARV)	Charges)	Tota
2018-2019 1 dditional Unit Details Conceancy Type Nature of property P Floor Specific addit Vater Composition Facility Xeamption Sr.No. Consolidate	Basement : : itional Information Facto	Self-Occupied Others Tax details) Tax Name	Select 1 1	t Applicable Un	Resid	dential Occupier Name Minors Municipal Tap Municipal Pro and	0.75 Arrears 0.0 0.0	0.0	0.0 or Value Current 300.0 300.0	ARV)	Charges)	Tota 300.
2018-2019 1 2018-2019 1 Additional Unit Details occupancy hys Nature of property 1 P Floor Specific additional Unit Details occupancy hys Rebate Learning hys Rebate Learning hys Str.No. Consolidate Sr.No. Learning hys	Basement : : itional Information Facto	Sef-Occupied Others T	Select 1 1	t Applicable Un	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and		0.0	0.0 or Value	ARV)	Charges)	Tota 300. Tota
2018-2019 1 Additional Unit Details Occupancy Type Nature of property Floor Specific addit Rebate Water Connection Facility Exemption Tax Calcute - on (D) Sr.No.	Basement : : itional Information Facto	Self-Occupied Others Tax details) Tax Name	Select 1 1	t Applicable Un Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	Tota 0.
2018-2019 1 Additional Unit Details Occupancy Type Nature of property Telor Specific addit Rebate Rebate Sr.No. Sr.No. Sr.No.	Basement : : itional Information Facto	Seff-Occupied Others Tax Actails) Tax Name Tax Name	Select 1 1 1	t Applicable Un	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and		0.0	0.0 or Value	ARV)	Charges)	Tota 0.
2018-2019 1 Additional Unit Details Occupancy Type Nature of property Telor Specific addit Rebate Rebate Sr.No. Sr.No. Sr.No.	Basement : : itional Information Facto	Self-Occupied Others Tax details) Tax Name	Select 1 1 1	t Applicable Un Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2018-2019 1 Mature of property - Relate - Vater Connection Facility Str.No. Consideration Sr.No. Consideration	Basement : : itional Information Facto	Seff-Occupied Others Tax Actails) Tax Name Tax Name	Select 1 1 1	t Applicable Un Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 Conception of Unit Details Conception of Unit Details Nature of property - Rebate Rebate Rebate Scr.No. Consolidate Sr.No. Interest Payment - Sr.No. Interest Consolidate Consol	Basement : : itional Information Facto	Sett Occupied Others Tax details) Tax Name Tax Name Total Tax Payable	Select 1 1 1	t Applicable Un Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	details
2018-2019 1 2018-2019 1 Nature of property - P Floor Spectfic additional Value of property - Relate - Str.No. Consolidate Sr.No. Consolidate Sr.No. Nature of the strength Additional Value of the strength -	Basement : : : itional Information Facto awnload year wise Tax : Tax :	Sett Occupied Others Tax details) Tax Name Tax Name Total Tax Payable	Select 1 1 1	t Applicable Un Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 Qoospany Type 1 Name of property 1 P Floor Specific addl Vater Constraint 1 St.No. Consolidate St.No. Interest P Paymett 1 2 Notational Unit Specific addl	Basement : : : itional Information Facto awnload year wise Tax : Tax :	Sett Occupied Others Tax details) Tax Name Tax Name Total Tax Payable	• Select 1 1 1 1 1 1 1 4 4 5 5 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	Total	Resi it No.	dential Occupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2018-2019 1 Additional Unit Details 0 Occupanty Type 1 P Floor Specific additional Unit Details 0 Rehate - Str.No. Consolidate Sr.No. Consolidate Sr.No. Interest O Paymet - - 10 Log Specific additional Unit Details	Basement : : : : itional Information Facto Facto Tax : : : : : : : : : : : : : : : : : : :	sef-Occupied Others r tax.details) Tax.Name Tax.Name Soc.o	Select 1 1 1	Total	Resi it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	0.75 0.75 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	0.0	0.0 or Value Current 300.0 300.0 Current 0.0	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2016-2019 1 Additional U=U Details Nature of projent 1 Pione Summary in the second se	Basement : : : : itional Information Facto Facto Tax : : : : : : : : : : : : : : : : : : :	Sett Occupied Others Tax details) Tax Name Tax Name Total Tax Payable	• Select 1 1 1 1 1 1 1 4 4 5 5 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	Total	Resi it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	3000.0	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 Additional U=I V Details Occupancy Type Intere of projection Sebate Sebate Tax Calculation Sr.No. Sr.No. Sr.No. Sr.No. Consolidate Sr.No. Consolidate	Basement : : : : itional Information Facto Facto Tax : : : : : : : : : : : : : : : : : : :	sef-Occupied Others r tax.details) Tax.Name Tax.Name Soc.o	• Select 1 1 1 1 1 1 1 4 4 5 5 6 6 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7	Total	Resi it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	0.75 0.75 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2018-2019 1 Valditional U=t Details Occupancy Type 1 Batare of projection 1 Pioner Specific additional Water Consolidate 1 Tax Call	Basement	sef-Occupied Others r tax.details) Tax.Name Tax.Name Soc.o	e Document Name	Total	Resi it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	0.75 0.75 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2016-2019 1 2017-2019 1 2018-2019 1 2019-2019 1 2019-2019 1 2019-2019 1 2019-2019 1 2019-2019 1 2019-2019	Basement	sef-Occupied Offiners Trans Name Total Tax Payable 200.0	e Document Name	Total	it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	0.75 0.75 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.
2018-2019 1 2016-2019 1 Valditional U=t Vatalis Cocupancy Type Valditional U=t Vatalis Cocupancy Type Pione Support Pione Support Pione Support Tax Carlow Sr.No. Sr.No. Sr.No. Sr.No. Payment Sr.No. Sr.No. Sr.No. Sr.No. User Consolidate Sr.No. User Support Sr.No. User Support Sr.No. User Support Sr.No. User Support	Basement	sef-Occupied Offiners Trans Name Total Tax Payable 200.0	e Document Name	Total	Resi it No.	dential Cocupier Name Minors Municipal Tap Municipal Pro and	0.75 0.75 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.	0.0	0.0 or Value	ARV)	Charges)	Tota 300. 300. 0.

Figure 27: Authorization Level I – Form I



To Approve The Application:

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

User Action	
Decision	: Ø Approve Ø Forward Ø Reject Ø Send Back
Remark*	: Approved
Attach Documents	: Upload
	submit assessment
-	

Figure 28: Authorization Level I – Form 2 - Approval

To Reject The Application:

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

Remark ^e :	Approve Forward Reject Send Back Not Approved	×.
Remark :	Not Approved	✓
Attach Documents :	Upload	
		submit assessment

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.



ecision	: Approve Forward Reject Send Back	
nployee	Shan Shah Rak Shah Ajay Shah Cluster Engineer V	
emark*	Please do the needful.	
tach Documents	: Upload	
	submit assessment	

Figure 30: 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.

Decision : Approve Event : Initiator Remark Pease do the needful Vipload submit assessment	User Action			
Remark* Please do the needful. Attach Documents : Upload	ecision	: Approve Forward Reject Send Back		
entark : Upload	vent	: Initiator	•	
	emark*	Please do the needful.	* 1,	
submit assessment	tach Documents	: Upload		
			submit assessment	

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

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

Proceed	
Troceed	

Figure 32: Authorization Level I Confirmation



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Sum	mary 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.
		Autho	rization View	
3.	Decision	Radio Button	Yes	 Select Approve radio button to Approve the application. Select Forward radio button to send it to other some other employee in the department the Documents. Select Reject radio button to reject the application. Select Send Back radio button to send it back to the previous employee.
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 " Send Back " 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 Rejection Remark .							
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 0	Action 0
8122600002	26/12/2018 04:38 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 2	Pending	A 🤊
8122500004	25/12/2018 11:34 PM	Property Tax	New Property Registration	Checklist Verification	Pending	<u>۵</u>
8122500002	25/12/2018 09:45 PM	Property Tax	Self Assessment	Self-Assessment Authorization Level 2	Pending	۵ ک
8112300003	23/11/2018 08:22 PM	Property Tax	Self Assessment	Challan Verification	Pending	<u>۵</u>
8102700001	27/10/2018 12:16 AM	Property Tax	Change In Assessment	Challan Verification	Pending	۵ ک
owing 1 to 5 of 54 entr	ies				< 1	2 3 4 5 >
se Note:						2 3 4 3 7

Figure 33: Authorization Level 2 - Summary

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



		200400000000									
operty No.	: (CGRMC0000497000									
Ownership Detail											
wnership Type	:	Single Owner									
Owners	Name	Gender	Relation	Guardi	an Name	Mobile No.	E-mail Add	ress Aadha	ar No.	Pan No	
Amit		MALE	\$/0	fijay		1123466789					
Land Details											
d Property No.	:				Land Type		: 3. Diversion				
istrict	: 3				Tehsil		: दुर्ग				
llage	: 3	होहका			Mohalla		: गयानगर				
lock/Sheet	: 2	29			Plot No.		: 123				
				Fe	tch land details						
Property Address	D-4-11-			_							
roperty Address		123, Durg			Location		: Avanti Chowk				
incode	: _1	123585									
Correspondence A	ddress Details										
orrespondence Address Det	ails : 1	123, Durg			Pincode		: 123585				
Tax Zone Details											
		Zono d			De		Baby testing a	m Mard Offers 40			
roperty Zone	: 2	Zone 1			Property War	1	: Babu Jagjivan R	ini waro (waro 40)			
oad Type	: 1	Main Road									
Ruildin Data!											
 Building Details 											
ate of Acquisition	: 2	25-Dec-2018			Total plot Are	s (In sq.ft)	: 4000.0				
 Floor Details 											
								ARV	Maintenance Charge	RV (ARV -	Vie
Year Sr No.	Floor No.	Date of Construction	Construction Ty	pe	Property Type	Built-up Area (In sq.ft)	Standard Rate	(Built-up Area * Rate)	(10% of	Maintenance	Mo deta
2018-2019 1		25-Dec-2018				3000.0	0.0		ARV)	Charges)	
2018-2019 1 Additional Unit Details	Basement	25-Dec-2018	Land		Residential	3000.0	0.0	0.0	0.0	0.0	•
		Setf-Occupied			Occupier Name						
Occupancy Type					Occupier Name						
Nature of property		oners									
 Floor Specific add 	itional Information										
	Factor		Select A	Applicable Unit No.			Fact	or Value			
Rebate			1		Minors						
Water Connection Facility			1		Municipal Tap	-0.75					
Exemption			1		Municipal Pro	perty					
- Tax Calcula - on (D	ownload year wise	tax details)									
_					Demond						
					Demand						То
SrNo		Tax Name				Arrears		Current			30
Sr.No. Consolidate	Tax	Tax Name				Arrears 0.0		Current 300.0			30
	Tax	Tax Name		Total							50
	Tax	Tax Name		Total	Interest	0.0		300.0			50
	Tax	Tax Name Tax Name		Total	Interest	0.0		300.0			
1 Consolidate	Tax			Total	Interest	0.0 0.0		300.0 300.0			То
1 Consolidate	Tax			Total	Interest	0.0 0.0 Arrears		300.0 300.0 Current			To
1 Consolidate	Tax	Tax Name			Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0			To
1 Consolidate Sr.No. 1 Interest	Tax				Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0			To
1 Consolidate Sr.No. 1 Interest	Tax	Tax Name			Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0			To (
Sr.No. Payment	Tax : 1	Tax Name Total Tax Payable			Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0			To (300
Sr.No. Payment aid Amount	. 3	Tax Name Total Tax Payable			Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0			To (
Sr.No. Payment Payment Uploaded Docume	. 3	Tax Name Total Tax Payable			Interest	0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0 0.0			To
Sr.No. Payment Payment Sr.No. No. Payment Sr.No. No. No. No. No. No. No. No.	:	Tax Name Total Tax Payable	Document Name			0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0			To
Consolidate Sr.No. Interest Payment Payment Sr.No. Sr.No. Interest Sr.No.	:	Tax Name Total Tax Payable				0.0 0.0 Arrears 0.0		300.0 300.0 Current 0.0 0.0			To
Consolidate Consol	:	Tax Name Total Tax Payable				0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0 0.0			To
1 Consolidate Sr.No. 1 Interest Payment aid Amount Uploaded Docume 5 r.No. 2 User Action	: 3 nts	Tax Name Total Tax Payable	Document Name			0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0 0.0			To
1 Consolidate Sr.No. 1 Interest Paid Amount Uploaded Docume Sr No. 2 User Action Decision	: 3 nts	Tax Name Total Tax Payable	Document Name			0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0 0.0			To (
1 Consolidate Sr.No. Interest 1 Interest Page Interest Paid Amount Sr.No. 2 Uploaded Docume 2 User Action Decision Remark*	: 3 nts	Tax Name Total Tax Payable U00.0 Ladhar Card Approve © Forward © Rej	Document Name			0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0 0.0			To (
1 Consolidate Sr.No. 1 Interest Payment aid Amount Uploaded Docume sr.No. 2 User Action User Action	: 3 nts	Tax Name Total Tax Payable	Document Name	Total		0.0 0.0 0.0 0.0 0.0		300.0 300.0 Current 0.0 0.0			To (

Figure 34: Authorization Level 2 - Form I



To Approve The Application:

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

- User Action		
Decision	: Approve Approve Forward Reject Send Back	
Remark*	Approved	
Attach Documents	: Upload	_
		_
	submit assessment Edit	
-		

Figure 35: Authorization Level 2 – Form 2 - Approval

To Reject The Application:

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

Decision : Approve Forward Remark Not Approved Send Back Attach Documents : Upload 	
eenaar 2	
tach Documents : Upload	
submit assessment Edit	

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.



ecision	: O Approve ® Forward O Reject O Send Back	
nployee	Shan Shah Provid Shah Ajay Shah Cutatre Engineer	
emark*	: Please do the needful.	
tach Documents	: Upload	
	submit assessment Edit	

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.

 User Action 			
ecision	: O Approve O Forward O Reject Send Back		
vent	: Initiator	·	
temark*	Please do the needful.	◆	
ttach Documents	: Upload		
		submit assessment Edit	

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.

Propert	y Autho	rization S	Save S	uccess	fully.
		Procee	d		
-	-	_	-	-	

Figure 39: Authorization Level 2 Confirmation



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Sum	mary Page	
1.	Action - 🦻 icon	Icon	No	Click to view history or past activities against this application.
2.	Action -	Icon	No	Click to proceed with verification of the application.
		Author	ization View	
3.	Decision	Radio Button	Yes	Select Approve radio button to Approve the application. Select Forward radio button to send it to other some other employee in the department the Documents. Select Reject radio button to reject the application. Select Send Back radio button to send it back to the previous employee.
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 " Send Back " has been selected.



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter Rejection Remark .
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.**



Ourseachin Data?					. 11					
Ownership Detail				Ownership Deta						
Ownership Type : Single Owner		No E-mail Aadh	ar Pan		Single Owner				E-mail Aad	dhar Pan
Owners Name Gender Relation	Guardian Name Mobile	Address No.	No.	Owners Name	Gender MAL V	Relation Guard		Mobile No. 4	Address N	io. No.
	· · · · · · · · · · · · · · · · · · ·				MAL V	sito vijay		1123406703		
Land Details				Land Details						
Id Property No. :		: 3. Diversion		Old Property No. :	-		Land Type	: 3. Dive	ersion	
istrict : <u>রুর্ণ</u>		: टुर्ग		District :			Tehsil	: टुर्ग		
fillage : कोहका 	Mohalla	: गयानगर			कोहका		Mohalla	: गयानग	र	
Block/Sheet : 29	Plot No.	: 123		Block/Sheet :			Plot No.	: 123		
 Diversion Details 				Diversion Detail	ls					
and Owner Name :	Department Name			Land Owner Name :			Department Nar			
Total Area (Sq. Ft.) :	Ownership Type			Total Area (Sq. Ft.) :			Ownership Type	• •		
Remark :				Remark :						
 Property Address Details 				Property Addres	ss Details					
Property Address : 123, Durg	Location	: Avanti Chowk		Property Address :	123, Durg		Location	: Avant	i Chowk	
Pincode : 123585				Pincode :	123585					
 Correspondence Address Details 				Correspondenc	e Address Detai	ls				
Correspondence : 123, Durg Address Details	Pincode	: 123585		Correspondence : Address Details	123, Durg		Pincode	: 12358	5	
Tax Zone Details				Tax Zone Detail	5					
Property Zone : Zone 1	Property Ward	: Babu Jagjivan Ram War	d (Ward 40)	Property Zone :	Zone 1		Property Ward	: Babu	Jagjivan Ram W	/ard (Ward 40)
Road Type : Main Road				Road Type :	Main Road					
Building Details				Building Details	3					
Date of Acquisition : 25-Dec-2018		 4000.0 		Date of Acquisition	25-Dec-2018		Total plot Area (
Date of Acquisition : 25-Dec-2018	Total plot Area (In sq.ft)	: 4000.0		Date of Acquisition :	25-Dec-2018		Total plot Area (sq.ft)	In : 4000.0		
Oate of Acquisition : 25-Dec-2018 Floor Details	sq.ft)	: 4000.0		Date of Acquisition :	25-Dec-2018			In : 4000.0		
Floor Details	sq.ft) rty Construction Arps Stand	dard ADV Maintenance	View RV More	Floor Details	Date of	Property Constr	sq.ft) uction up Area	Standard AD	Maintenanc	e Vie
Floor Details Year Sr Floor No. Date of Property Type	sq.ft) rty Construction e Type (in ga.ft)	dard ARV Maintenance Charge	RV More details	Floor Details Year Sr No. Floor No.	o. Date of Construction	Туре Ту	sq.ft) uction Area (In sq.ft)	Standard ARV	Maintenanc Charge	deta
Year Sr. No. Floor No. Date of Construction Prope Typ 2016. 1 Besement 25-Dec-2018 Reside	sq.ft) rty Construction e Type (in ga.ft)	dard ARV Maintenance Charge	RV View More details	Floor Details Year Sr. Floor No 2018- 1 Basement	o. Date of Construction	Property Type Ty Residential La	sq.ft) uction Area (In sq.ft)	Standard AD	Maintenanc	e RV Vie Mo deta
Year Sr. No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Des-2018 Reside Additional Unit Details	sq.ft) rty Construction e Type (in ga.ft)	dard ARV Maintenance Charge	details	Floor Details Year Sr No. Floor No.	o. Date of Construction	Туре Ту	sq.ft) uction Area (In sq.ft)	Standard ARV	Maintenanc Charge 0.0	deta
Year Sr. No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Des-2018 Reside Additional Unit Details	rty Construction 4 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction 1 Cons	dard ARV Maintenance Charge	details	Floor Details Year Sr No. Floor No 2018 1 Basement Additional Unit Details X X	o. Date of Construction nt 25-Dec-2018 set-occupied	Type Ty Residential La	sq.ft) uction Area (In sq.ft)	Standard Rate ARV 0.0 0.0	Maintenanc Charge 0.0	deta
Sr Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2018 Reside Additional Unit Details	rty Construction 4 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction 1 Cons	dard ARV Maintenance Charge	details	Floor Details Vear Sr. No. Floor Nc 2018. 1 Basemen 2019 1 Basemen Cocupany Type 1 Statement	Date of Construction nt 25-Dec-2018 Self-Occupied	Type Ty Residential La	sq.ft) uction Area (In sq.ft)	Standard Rate ARV 0.0 0.0	Maintenanc Charge 0.0	deta
Floor Details Year Sr. No. Floor No. Date of Construction Prope Typ 2018 1 Basement 25-Dec-2018 Reside Additional Unit Details Cosspinor Type Batf Occupied Model Occupieor Type Batf Occupied Model Nakers of property Othern Model	rty Construction 4 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction 1 Cons	dard ARV Maintenance Charge	details	Year Sr. No. Floor No. 2016 1 Basemer 2019 Additional Unit Details Occupanty Type : Nature of property :	o. Date of Construction nt 25-Dec-2018 Self-Occupied Others	Type Ty Residential La Monthay Rent	sq.ft) uction Area (In sq.ft)	Standard Rate ARV 0.0 0.0	Maintenanc Charge 0.0	deta
Floor Details Year Sr. Floor No. Date of Typ 2015. 1 Basement 25-Dec-2018 Reside Additional Unit Details Occupancy Type : set Occupancy Mater or property : others Floor Specific additional Information Set	eg.ft) try Construction yreat construction tun tun tun tun tun tun tun tun tun tu	dard ARV Maintenance Charge 0 0.0 0.0 Occupier Name :	details	Floor Details Year Sr. No. Floor No. 2016. 1 Basemer 2019. 1 Basemer 0 Floor Specific a	o. Date of Construction 25-Dec-2018 self-Occupied others	Type Ty Residential La Monthay Rent 	sq.ft) uction Area (In sq.ft)	Standard Rate 0.0 0.0 Occupier Har	Maintenano Charge 0.0	deta
Floor Details Year Sr. Floor No. Date of Typ 2015: 1 Basement 25-Dec-2018 Reside Additional Unit Details Occupatery Type : set Occupate Netre of property : others Floor Specific additional Information Set	rty Construction 4 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction Ration 1 Construction 1 Cons	dard ARV Maintenance Charge	details	Year Sr. No. Floor No. 2016 1 Basemer 2019 Additional Unit Details Occupanty Type : Nature of property :	o. Date of Construction 25-Dec-2018 self-Occupied others	Type Ty Residential La Monthay Rent	sq.ft) uction Area (In sq.ft)	Standard Rate ARV 0.0 0.0	Maintenano Charge 0.0	deta
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2016 Reside Additional Unit Details Cocquery Type Set Set	eg.ft) rty Construction Basit- Area Stant Area (n Are	dard ARV Maintenance Charge 0 0.0 0.0 Occupier Name :	details	Floor Details Vear Sr. Floor No. 2016- 1 Basemer 2019 Additional Unit Details Occupancy Type Hour Specific a Floor Specific a Factor Rebote	o. Date of Construction 25-Dec-2018 self-Occupied others	Type Ty Residential La Monthy Rent 	sq.tt) uction pe (In que sq.tt) d 3000.0	Standard ARV 0.0 0.0 Occupier National Factor	Maintenano Charge 0.0	deta
Floor Details Year No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2018 Reside Additional Unit Details Cocupancy Type Set Occupancy Mather of propenty Cottain Cottain Prope Floor Specific additional Information Factor Sete Tecore Sete 1 Duster Connection Facility 1	e Construction Built- rty Construction An or of the second secon	dard ARV Maintenance Charge 0 0.0 0.0 Occupier Name :	details	Floor Details Vear Sr. Floor No. 2016- 1 Basemer 2019 Additional Unit Details Ougany Type Haure of property Teator Floor Specific a Factor Rebate Water Connection Facility Exemption	Date of Construction tt 25-Dec-2018 dtase dtase dtase	Type Ty Residential La Monthly Rest attion Select Applicable Unit No. 1	sq.ft) Built- UD Built- UD C Built- D C Buil	Standard ARV 0.0 0.0 Occupier National Factor	Maintenano Charge 0.0	deta
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2016 Reside Additional Unit Details Cocquery Type Set Set	eg.ft) rty Construction Basit- Area Stant Area (n Are	dard ARV Maintenance Charge 0 0.0 0.0 Occupier Name :	details	Floor Details Vear Sr. Floor No. 2016- 10 Basemer 2019 Additional Unit Details Occupancy Type Hour Specific a Floor Specific a Factor Rebote	Date of Construction tt 25-Dec-2018 dtase dtase dtase	Type Ty Residential La Monthly Reet attion set CApplicable Unit No. 1 1	sq.ft) Built- UD Built- UD C Built- D C Buil	Standard ARV 0.0 0.0 Occupier National Factor	Maintenano Charge 0.0	deta
Floor Details Year Sr No. Floor No. Date of Construction Prope Zotto Sr No. Floor No. Date of Prope Zotto Sr No. Floor No. Date of Prope Zotto Status Sr Sr	eg.ft) rty Construction Basilt- Area Standard rtsu Land 30000 0.0 wy met : ctApplicable Minors Minors Minors Minors Minors Minors Demand Areas	dard ARV Maintenance Charge 0 0.0 0.0 Occupter Hame : Factor Value	total	Floor Details Year Sr. No. Floor No Strike	Date of Construction t 25-Dec-2019 aref-occapiee diditional Inform e Tax Name	Type Ty Residential La Monthly Reet attion set CApplicable Unit No. 1 1	eq.ft) uction United Un	Standard Rate 0.0 0.0 Occupier Nar 5 y	Value	
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2018 Reside Additional Unit Details Cocupationy Type Set Cocupationy Cotuber Rebate Tector Set Rebate 1 Veter Connection Facility 1 Cocupationy Tax Calculation Consolidate Tax	rty Construction Built- rty Construction Built- result and Social States Stat	dard ARV Maintenance Charge 0 0.0 0.0 Occupier Hame : Factor Value	details 0.0	Floor Details Year Sr. Floor No. 2019- Additional Unit Details occusants Type t floor Specific a Floor Specific a Factor Rebate Water Connection Facility Exemption Tax Calculation	Date of Construction t 25-Dec-2019 aref-occapiee diditional Inform e Tax Name	Type Ty Residential La Montholy Read aution Select Applicable Unit No. 1 1 1 5	ядл) цебол Агра ада 3000.0 : : : : : : : : : : : : :	Standard Rate 0.0 0.0 Occupier Nar 5 y	Maintenanc Charge 0.0 ne : Value	
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Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2015 1 Basement 25-Dec-2018 Reside Additional Unit Details Cocquery Type isst Cocquer Note Secondary isst Cocquery isst Cocquery Note Secondary Cocquery Secondary Secondary I Consolidate Tax Consolidate Tax I Interest	eg.ft) rty Construction Built- Area Stant Provide Construction Area Stant Provide Construction Area Stant Area Ct Applicable Intervest	dard ARV Maintenance Charge 0 0.0 0.0 Occupter Name :	0.0 •	Floor Details Vear Sr. Floor No. 2016 1 Basemer 2019 Additional Unit Details Coupany Type Additional Unit Details Coupany Type Additional Unit Details Coupany Type Floor Specific a Factor Rebate Water Connection Facility Deemption Tax Calculation Sr.No. Consolidate Tay	Date of Construction t 25-Dec-2018 often ditained construction often construction often construction often construction often construction construction often construction const	Type Ty Residential La Montholy Read aution Select Applicable Unit No. 1 1 1 5	ядл) цестоп ма ма ма ма ма ма ма ма ма ма	Standard Rate ARV	Value	0.0 C
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2015 1 Basement 25-Dec-2018 Reside Additional Unit Details Cocquery Type isst Cocquer Note Secondary isst Cocquery isst Cocquery Note Secondary Cocquery Secondary Secondary I Consolidate Tax Consolidate Tax I Interest	e, fT) rty Construction rty Construction rty Construction rtset Land Stantas CrApplicable Minors Minors Minors Minors Minors Minors Minors Construction Minors	dard ARV Maintenance Charge 0 0.0 0.0 Cocupter Name : Factor Value	etalia 0.0 • • • • • • •	Floor Details Vear Sr No. Floor Details Vear Sr No. Floor No Floor No Floor No Floor No Floor Specific a Factor Factor Tax Calculation Sr.No. Sr.No.	Date of Construction t 25-Dec-2018 often ditained construction often construction often construction often construction often construction construction often construction const	Type Ty Residential La Monthly Reet attion Select Applicable Unit No. 1 1 1 De Total In	ядл) цестоп	Standard Rate ARV	Value Value Current 0,0	10.0 dete 0.0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Floor Details Year No. Floor No. Date of Construction Prope Date of Construction Prope Date of Construction Prope State of Coupled State of Coupled	e, fT) rty Construction rty Construction rty Construction rtset Land Stantas CrApplicable Minors Minors Minors Minors Minors Minors Minors Construction Minors	dard ARV Maintenance Charge 0 0.0 0.0 Cocupter Name : Factor Value	00 •	Floor Details Vear Sr No. Floor Details Vear Sr No. Floor No Floor No Floor No Floor No Floor Specific a Factor Factor Tax Calculation Sr.No. Sr.No.	Date of Construction 25-Dec-2018 often often construction often construction often construction often construction often construction often construction often construction often construction often construction construction often construction constructi	Type Ty Residential La Monthly Reet attion Select Applicable Unit No. 1 1 1 De Total In	ядл) цестоп	Standard Rate ARV	Value Value Current 0,0	10.0 dete
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2018 Reside Additional Unit Details Conspury Year Sele Conspury Year Sele Se	e, fT) rty Construction rty Construction rty Construction rtset Land Stantas CrApplicable Minors Minors Minors Minors Minors Minors Minors Construction Minors	dard ARV Maintenance Charge 0 0.0 0.0 Cocupter Name : Factor Value	00 •	Floor Details Vear Sr. No. Floor Nc 2016 Additional Unit Details Occupanty Type Additional Unit Details Occupanty Type Additional Unit Details Occupanty Type Floor Specific a Factor Factor Factor Consolidate Tao Sr.No. 1 Interest Interest Payment	Date of Construction 25-Dec-2018 often often construction often construction often construction often construction often construction often construction often construction often construction often construction construction often construction constructi	Type Ty Residential La Monthly Reet attion Select Applicable Unit No. 1 1 1 De Total In	ядл) цестоп	Standard Rate ARV	Value Value Current 0,0	10.0 dete
Floor Details Year Sr No. Floor No. Date of Construction Prope Typ 2016 1 Basement 25-Dec-2018 Reside Additional Unit Details Coccupancy Type i set occupat Nature of property i othere floor Specific additional Information Factor Factor Sele Robate 1 Matter of property i othere floor Specific additional Information factor Sele	e, ft) rty Construction Built- Demand American American Ct Applicable Interest Demand American Property Total O O O Total O O O O O O O O O O O O O O O O O O O	dard ARV Maintenance Charge 0 0.0 0.0 Cocupter Name : Factor Value	00 •	Floor Details Vear Sr. No. Floor Not Sr.No. Tax Calculation Sr.No. Interest Payment	0. Date of Construction t 25-Dec-2018 other other dditional Inform e Tax Name	Type Ty Residential La Monthly Reet attion Select Applicable Unit No. 1 1 1 De Total In	ядл) цестоп	Standard Rate ARV	Value Value Current 0,0	10.0 dete
Floor Details Year No. Floor No. Date of Construction Prope Date of Prope Prope Construction Prope Construction Prope Construction Construction	e, ft) rty Construction Built- Demand American American Ct Applicable Interest Demand American Property Total O O O Total O O O O O O O O O O O O O O O O O O O	ard c ARV Maintenance Charge 0 0.0 0.0 Occuper Name : : Factor Value : :	00 •	Floor Details Vear Sr. No. Floor No. 2016 Additional Unit Details Occupanty Type Additional Unit Details Occupanty Type Additional Unit Details Occupanty Type Textor Floor Specific a Factor Factor Factor Consolidate Tao Sr.No. 1 Interest Sr.No. 1 Interest Payment Paid Amount : .	0. Date of Construction t 25-Dec-2018 other other dditional Inform e Tax Name	Total	ядл) цестоп	Standard ARV 0.0 0.0 Occupier har	Value	10.0 dete
Set of local laboration of local laboratio laboration of local laboration of local laborati	sq.ft) try Construction Area Stan Area Stan Area Stan Area Stan Area Stan Area Area Area Area Area Area Area Area	ard c ARV Maintenance Charge 0 0.0 0.0 Occuper Name : : Factor Value : :	00 •	Floor Details Year Sr No. Floor N Sor Floor Specific a Floor Specific a Floor Specific a Sor Consolidate To Sr.No. Sr.No. T Interest Sr.No. Sr.No.	Date of Construction Zenezota Date of Construction Zenezota detroctages detroctages detroctages Tax Name Total Tax Payable Sub.c.	Total	eq.ft) exction Area Area Area Area Area Area Area Area	Standard ARV 0.0 0.0 Occupier har	Value	10.0 dete
Floor Details Year Sr. Ro. Floor No. Date of System Date of Construction Property 25-Dire Prope Property 25-Dire Set Or 25-Dire <	sq.ft) try Construction Area Stan Area Stan Area Stan Area Stan Area Stan Area Area Area Area Area Area Area Area	ard control ARV Maintenance Charge 0 0.0 0.0 0copre 1.0 0.0 0copre 1.0 1.0 Factor Value	00 •	Floor Details Year Sr No. Floor N Sor Floor Specific a Floor Specific a Floor Specific a Sor Consolidate To Sr.No. Sr.No. T Interest Sr.No. Sr.No.	Date of Construction Zenezota Date of Construction Zenezota detroctages detroctages detroctages Tax Name Total Tax Payable Sub.c.	Total	eq.ft) exction Area Area Area Area Area Area Area Area	Standard ARV 0.0 0.0 Occupier har	Value	10.0 dete
Floor Details Year Sr. Ro. Floor No. Date of System Date of Construction Property 25-Dire Prope Property 25-Dire Set Or 25-Dire <	sc, ft) try construction tr	ard control ARV Maintenance Charge 0 0.0 0.0 0copre 1.0 0.0 0copre 1.0 1.0 Factor Value	00 • 00 •	Floor Details Year Sr No. Floor N Sor Floor Specific a Floor Specific a Floor Specific a Sor Consolidate To Sr.No. Sr.No. T Interest Sr.No. Sr.No.	Date of Construction Zenezota Date of Construction Zenezota detroctages detroctages detroctages Tax Name Total Tax Payable Sub.c.	Total	eq.ft) exction Area Area Area Area Area Area Area Area	Standard ARV 0.0 0.0 Occupier har	Value	10.0 dete
Floor Details Year Sr. No. Floor No. Date of Construction Prope Typ 2015 1 Basement 25-Dec-2018 Reade Additional Unit Details 25-Dec-2018 Reade Additional Unit Details Consumptory Typ : set occupiet Matter Matter of property : details Matter Valuer Connection Facility 1 1 Set occupiet 1 Valuer Connection Facility 1 1 1 1 Valuer Connection Facility 1 1 1 1 Set No. Tax Name 1 1 1 Set No. Tax Name 1 1 1 1 1 Set No. Tax Name 1	sc, ft) rty Construction Ball Construction Construction Construction Ball Construction Constru	ard control ARV Maintenance Charge 0 0.0 0.0 0copre 1.0 0.0 0copre 1.0 1.0 Factor Value	00 •	Floor Details Year Sr No. Floor N Sor Floor Specific a Floor Specific a Floor Specific a Sor Consolidate To Sr.No. Sr.No. T Interest Sr.No. Sr.No.	Date of Construction Zenezota Date of Construction Zenezota detroctages detroctages detroctages Tax Name Total Tax Payable Sub.c.	Total	eq.ft) exction Area Area Area Area Area Area Area Area	Standard ARV 0.0 0.0 Occupier har	Value	10.0 dete

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 \rightarrow Transactions \rightarrow Self-Assessment for Already Registered Properties

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

Self Assessment of al	ready re	egistered property				
Enter Property No*	:	CGMRC0000469000	✓	OR QSearch	OLD PID*	:

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

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



Owners Name* Amraa Mane Amraa Mane Land Details Property No. : Property Address Details	Engle Danar Gender* FEMLE ¥	Relation*		iuardian Na					
Owner Details Owners Name* kenza Mans Land Details Property No. Property Address Details	Gender*			iuardian Na					
Owner Details Owners Name* Arrus Name Arrus Name Land Details Property Mo: : Property Address Details orty Address : :				iuardian Na					
Amnuta Mane Land Details Property No. : Property Address Details				iuardian Na	ano!				
Land Details Property No. : Property Address Details	FEMALE ¥	D/0 ¥	Manwe		arrie	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Property No. : Property Address Details						9986330054			
Property No. : Property Address Details									
Property Address Details					Land Type				
					and type				
	Mana camp				Location		: 4th Battalion Quarter (Ward 6)		
ode :	410258								
Correspondence Address Details									
respondence Address Details :	Mana camp				Pincode		: 410258		
Tax Zone Details									
perty Zone* :	Zone 1			٣	Property Ward*		: Dr. Bhimrao Ambedkar Ward (Ward 1)	
id Type* :	Main Road			٣					
Building Details									
e of Acquisition :	01/01/2019				Total plot Area*				5000
Floor Details									
nalty will be levied in case a discrepancy is	found when ULB verifies the detail	ls							
Year* Sr No.*	Floor No.*	Construction Co	mpletion Date*		Construction Type*	Usa	је Туре В	uilt-up Area*	0
2018-2019 ¥ 1	Ground Floor	▼ 01/01/2019		Pakka Ma	ikan granite marble flooring(RCC, RB	T Residential	*	6000.0	
ditional Unit Details									
Occupancy Type*	: Self-Occupied			٣	Occupier Name				
Property Type*	: Building			٣					
Floor Specific additional Information									
ebate Applicable?									
ater Connection Facility Applicable?							© Yes ⊛ No		
temption Applicable?							© Yes ⊛ No :		
							O Yes @ No		
				Pro	oceed				
				E	Back				

Figure 42: Self-Assessment For Already Registered Property – Form 1

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



operty No.			CGRMC0000465000											
wnership Ty			Single Owner											
whership is		÷ .							-			_		
		ers Name	Gender	Relation		rdian Name Mobile No. 0123456789		E-ma	ail Address	Aadhar No.	Pan	No.		
Ajay Kuma	ir		MALE	S/O Sa	njeev kumar		01:	23456789						
Eand	d Detail	s												
Old Property	No.	:				Land	d Type	:	1. Kh	asra Panchashala &	Khatauni			
District		:				Tehs	sil	:						
/illage		:				Khas	sra No.	:						
lalka No		:				Plot	No.	:	A121					
Deed No		:												
Prop	oerty Ac	Idress Details												
Property Add	iress	:	Ward 1 Mana Camp			Loca	ation	:	Gond	lwara				
Pincode		:	492001											
- Corr	espond	lence Address D)etails											
Corresponde	nce Add	ress Details :	Ward 1 Mana Camp			Pinc	ode	:	49200	01				
- Tax 2	Zone D	etails												
Property Zon	e		Zone 1			Prop	perty Ward		Babu	Jagjivan Ram Ward	(Ward 40)			
Topenty 201	10	•							Dubu		(11111-110)			
Road Type		:	Main Road											
😑 Build	ding De	tails												
/ear of Acqui	isition		01-Apr-2012			Total	l plot Area		640.0					
- Floo	r Detail	s												
Year	Sr	Floor No.	Date of	Construction Type	Property	и Туре	Built-up Are	a Standa	ard	ARV	Maintenance	RV	View	
1001	No.	10011101	Construction	construction ()po	, report	1.110	Duni up rito	Rate		(Built-up Area * Rate)	Charge (10% of ARV)	(ARV - Maintenance Charges)	More	
2018- 2019	1	Ground Floor	01-Apr-2012	RCC, RVC or Stone-shap permanent building	ed Reside	ential	800.0	30.0	D	24000.0	2400.0	21600.0		
2018- 2019	2	Ground Floor	01-Apr-2012	RCC, RVC or Stone-shap permanent building	ed Comm	ercial	200.0	40.0	D	8000.0	800.0	7200.0		
2018- 2019	3	Ground Floor	01-Apr-2012	Cement or Iron Sheet wit Kwellu roof Permanent building		ential	500.0	25.0	D	12500.0	1250.0	11250.0		
Additiona	l Unit D	etails												
Occupano	у Туре			Occupier Name	,	:								
Nature of p	property		Building											
Tax (Calculy	an (Download	<u>year wise tax detai</u>	(c)										
e lax (Calcur		year wise tax detai	15)										
Sr.No.			Tax Name		U	emand	Arrea	15		Curren	t		Total	
	Property	/ Tax	Tun Hanno				2700			2450.0			5150.0	
2	Consoli	date Tax					1600	.0		600.0)		2200.0	
		Water Tax						.0		0.0			0.0	
		on Cess Ial Water Tax						1.0	216.0 25.0					
	autuor	iai YYdiei IdX		1	Fotal		4300			3291.0			7591.0	
						nterest								
Sr.No.			Tax Name				Arrea			Curren			Total	
1	Interest				Fotal			.0		0.0			0.0	
						nalty Tax				0.0			0.0	
Sr.No.			Tax Name				Arrea	rs		Curren	t		Total	
1	Penalty	agaisnt Misleadi	ng Information in Se					.0		0.0			0.0	
				1	Fotal		0	.0		0.0)		0.0	
			Total Tax Pay	yable									7591.0	
 Payr 	nent													
	ount	:	7591.0			Amo	ount to pay	:	0.0					
Payment Amo	nint Mo	de Details												
Payment Amo	eipt mo													
		: (Offline O Pay @	ULB Counter										

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.

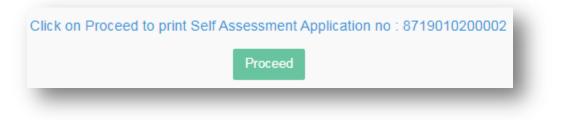


Figure 44: Self-Assessment For Already Registered Property - Generation of Application Number

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



Logo	М		R arashtra	ECEIPT	PANCHAYAT						
							Office	Сор	у		
Receipt Number :	159	159 Receipt Date / Receipt Time : 02/01/2019 17:07 Financial Year : 2018-19									
Department :	Property Tax										
CFC Reference :		Counter R	eference :				Mode :			Offline	
Received From :	Amruta Mane										
Subject :	Receipt for Change in Asse	ssment									
Address :	Mana camp										
lone :		Ward :		Block :			Route :				
Application No.	8719010200002	LOI No. :					Application		ate:	02/01/2019	
Payment Mode :	Cash	Amount			1000.00		Cheque No.				
Cheque Date		Bank Nam	ie :								
Detalls						Paya	sble Amount		Receiv	ved Amount	
Property Tax							270	0.05			1000.00
					Total Amount		270	0.05			1000.00
and the two and a second	One Theursed Bureau Only							Rece	elver 8	Ignature :	
lote : If any discrep:	One Thousand Rupees Only ancy found in above receipt pie:	ase contact re			PANCHAYAT						
Note : If any discrep	ancy found in above receipt plea	ase contact re	AMP N R arashtra	IAGAR ECEIPT			Customer				
Note : If any discreps	ancy found in above receipt plea	Ase contact re	AMP N R arashtra	IAGAR ECEIPT Muncipa ST NO :	PANCHAYAT		Customer	Cop		2018-19	
Note : If any discreps Organisation Logo	ancy found in above receipt plea	Ase contact re	AMP N R arashtra G	IAGAR ECEIPT Muncipa ST NO :	PANCHAYAT			Cop			
Note : If any discreps Organisation Logo Receipt Number : Department :	ancy found in above receipt plea	IANA CA Mah	AMP N R arashtra G	IAGAR ECEIPT Muncipal ST NO : pt Time :	PANCHAYAT			Cop			
Note : If any discreps Organisation Logo Receipt Number : Department : CFC Reference :	ancy found in above receipt plea	IANA CA Mah	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipal ST NO : pt Time :	PANCHAYAT		Financial Ye	Cop		2018-19	
Note : If any discreps Organisation Logo Receipt Number : Department : DFC Reference : Received From :	159 Property Tax	IANA CA Mah	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipal ST NO : pt Time :	PANCHAYAT		Financial Ye	Cop		2018-19	
Note : If any discreps Corganisation Logo Receipt Number : Department : DFD Reference : Received From : Bubject :	159 Property Tax Amruta Mane	IANA CA Mah	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipal ST NO : pt Time :	PANCHAYAT		Financial Ye	Cop		2018-19	
Note : If any discreps Organisation Logo Receipt Number : Department : DFC Reference : Received From : Bubject : Address :	159 Property Tax Amruta Mane Receipt for Change in Asse	IANA CA Mah	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipal ST NO : pt Time :	PANCHAYAT		Financial Ye	Cop		2018-19	
Note : If any discreps Organisation Logo Receipt Number : Department : DFC Reference : Received From : Bubject : Address : Zone :	159 Property Tax Amruta Mane Receipt for Change in Asse	Ase contact re IANA CA Mah: Receipt D Counter R	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT		Finanoial Ye	· Cop	2y	2018-19	
Note : If any discreps Corganisation Logo Receipt Number : Department : CFC Reference : Received From : Bubject : Address : Lone : Application No.	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp	Ase contact re IANA CA Mah: Receipt D Counter R counter R Sesment	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT		Financial Ye	Cop	2y	2018-19 Offline	
Note : If any discreps Organisation Logo Receipt Number : Department : DFC Reference : Received From : Subject : Address : Cone : Application No. Payment Mode :	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp 8719010200002	IANA CA Maha Receipt D Counter R Soment Ward : LOI No. : Amount	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT I Act 2007 02/01/2019 17:07		Route :	Cop	2y	2018-19 Offline	
Receipt Number : POrganisation Logo Receipt Number : Pepartment : PEC Reference : Received From : Iubject : Received From : Received	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp 8719010200002	Ase contact re IANA CA Mah Receipt D Counter R Counter R Vard : LOI No. :	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT I Act 2007 02/01/2019 17:07	Paya	Route :	Cop	bate:	2018-19 Offline	
Note : If any discreps Corganisation Logo Receipt Number : Department : DFC Reference : Received From : Bubject : Address : Zone : Application No. Payment Mode : Department Sole : Cheque Date Details	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp 8719010200002	IANA CA Maha Receipt D Counter R Soment Ward : LOI No. : Amount	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT I Act 2007 02/01/2019 17:07	Paya	Financial Ye Mode : Route : Application Cheque No. able Amount	Cop	bate:	2018-19 Offline 02/01/2019	
Note : If any discreps Corganisation Logo Receipt Number : Department : DFC Reference : Received From : Bubject : Address : Zone : Application No. Payment Mode : Department Sole : Cheque Date Details	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp 8719010200002	IANA CA Maha Receipt D Counter R Soment Ward : LOI No. : Amount	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT I Act 2007 02/01/2019 17:07	Paya	Financial Ye Mode : Route : Application Cheque No. able Amount 270	Cop Nar :	bate:	2018-19 Offline 02/01/2019	1000.00
Crganisation	159 Property Tax Amruta Mane Receipt for Change in Asse Mana camp 8719010200002	Ase contact re IANA CA Mah Receipt D Counter R Counter R UNARCA LOI No. : Amount Bank Nam	AMP N R arashtra G ate / Recel	IAGAR ECEIPT Muncipa ST NO : pt Time :	PANCHAYAT Act 2007 02/01/2019 17:07 1000.00	Paya	Financial Ye Mode : Route : Application Cheque No. able Amount 270	Cop Nar :	Py Inte: Receiv	2018-19 Offline 02/01/2019	1000.00

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

Field Descriptions



Sr. No.	Field Label	Data Type	Mandatory	Description					
	Ownership Detail								
1.	Ownership Type	Displayed	N/A	The system displays Ownership Type.					
		Owr	ner Details						
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.					
	Land Details								
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.					
		Diver	sion 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	5					
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 Z	one 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.
		Build	ing 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.).
		Floo	or 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 I	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.
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.
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.
		Р	ayment	
57.	Payment Amount	Displayed	N/A	The system displays the payment amount.



		Field I	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	If Pay @ ULB Counter mode is selected as Collection mode, then following options will be available: • Demand Draft • Cash • Cheque • Bank Fill out the required details and proceed for payment
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 \rightarrow Transactions \rightarrow Self-Assessment \rightarrow Amalgamation

1. Amalgamation form appears.

arent Property No*	: CGRMC0000276000	Property Number to be Amalgamated* : CGRMC0000277000	~
		OR	
arent Old Property No*	:	Old Property Numbers to be : Amalgamated*	1
		QSearch Reset	

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.



t Property No*	: 81001038		Property Number to be : 8100 Amalgamated*	1054	
t Old Property No*	:		OR Old Property Numbers to be : Amalgamated*		
		QSear	rch Reset		
Parent Property De	tails				
Property No.	Old Property No.	Owner Name	Address	Total Plot Area	Total Builtup Area
001038		Amruta Mane	12,Nerul(East),415012	5000.0	4000.0
Details of Propertie	s to be Amalgamated				
Property No.	Old Property No.	Owner Name	Address	Total Plot Area	Total Builtup Area
001054		Amruta Mane	21,Nerul(East),415012	5000.0	4000.0
			lit Details		

Figure 47: Amalgamation – Property Search Form 2

5. Click **Edit Details**.

6. Amalgamation form appears.

operty No.	: 6000328			6
Ownership Detail				
mership Type*	: Single Owner			
Owner Details				
Owners Name*	Gender" Relation" Guardian	Name* Mobile No.*	E-mail Address Aadhar No.	Pan No.
Paresh Patil	MALE J S/O J BV Patil	✓ 8308518809 ✓		
Land Details d Property No.	:	Land Type :	select	*
strict	: Raipur	Tehsil :	Raipur	
llage	: Raipur	Khasra No.	12	
alka No	:	Plot/House No.* :	1	v
eed No	:			

Figure 48: Amalgamation Form 1



Property Address*	: Mg Road Raipur	✓ Location*	: Nayapara	٣
Pincode*	: 423423	~		
Correspondence Addre	ess Details same as the above			
- Tax Zone Detai	Is			
roperty Zone*	: Zone 1	Property Ward*	: Babu Jagjivan Ram Ward (Ward 40)	2
load Type*	: Main Road	•	ifficulty to select property ward zone on please Click Here	
Building Detail	S			
ear of Acquisition*	: 01/10/2018	Total plot Area*	:	1000.00

Figure 49: Amalgamation Form 2

7. Enter the details in the form.

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

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.



roperty No.	1	6000328							
Ownership Detail									
wnership Type	:	Single Owner							
Owners Name		Gender	Relation	Guardi	an Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Sashi sukla		MALE	S/O	Ravi Shukla		8380518809			
Land Details									
d Property No.					Land Type	:	Abadi		
strict	:	Raipur			Tehsil	:	Raipur		
llage	:	Raipur			Khasra No.	:	20/1		
lka No	:				Plot/House No.	:	21		
ed No	:								
Property Address	Deta	ils							
operty Address ncode	:	Mg ROad Raipur 432432			Location	:	Nayapara		
Correspondence	Addre	ess Details							
rrespondence Address	:	Mg ROad Raipur			Pincode	:	432432		

Figure 51: Amalgamation Preview Screenshot No. I

Buildi	ing Detail											
of Effect		:	01-Sep-201	17		Total plo	Area	: 5000.0				
Floor	Details											
roperty 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
001038	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	
001054	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



Prop	Property No. Factor			plicable Unit No.	t Factor Value				
81001038 Rebate 1					Freedom Figter (Non Tax Payer)				
81001054 Rebate 1					Freedom Figter (Non Tax Payer)				
Та	x Calcula	ation <u>(Download year wise tax details</u>)							
				Demand					
r.No.	o. Tax Name				Arrears	Current	Tota		
	Property	/ Tax - Residential		0.0 10800.0		10800.0			
	Water Ta	ах			0.0	4800.0	4800.0		
Education Cess					0.0	720.0	720.0		
			Total		0.0	16320.0	16320.0		
		Total Tax Payable					16320.0		
Sr No.			Document Name	9			Download		
	Regis	stry Copy of Land/Building			▲ sample_pdf.pdf				
	Сору	Copy of Hrin Pustika / Khasra 🛓 sample_pdf.pdf							
	Сору	of allotment/registry issued related to land / building by any g	government department				sample_pdf.pdf		
				Submit Edit					

Figure 53: Amalgamation Preview Screenshot No. 3

13. For Authorization of property amalgamation, please refer to the Section <u>2.2.1.2.</u>

	Field Descriptions									
Sr. No.	Field Label	Data Type	Mandatory	Description						
1.	Property No.	Text Field	Displayed	The property number is displayed by the system.						
		Owne	rship Detail							
2.	Ownership Type	Dropdown List	Yes	Select the Ownership Type.						
	1	Own	er 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.				
		Lar	nd 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	S				



		Field I	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 Z	one 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.
		Build	ing 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.
		Docum	ients 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 \rightarrow Transactions \rightarrow Self-Assessment \rightarrow Bi-furcation

1. Amalgamation form appears.

v Property Number	: CGRMC0000277000	Old Property Number :	
		Search	

Figure 54: Property Number Search



arent Property Number*	: CGRMC0000277000									
Ownership Detail										
wnership Type	: Single Owner									
Owners Name	Gender	Relation	Gu	ardian Na	ame	Mobil	e No.	E-mail Address	Aadhar No.	Pan No.
Juhi	FEMALE	D/O	DC			8420566965	;			
Land Details										
ld Property No.	:				Land Type					
Property Address Details										
operty Address	: Raipur				Location			Lodhipara		
incode*	: 765262			11						
Correspondence Address De	etails									
orrespondence Address Details	Raipur				Pincode			765262		
Tax Zone Details				10						
	: Zone 1			Ŧ	Property Ward			Havaldar Abdul Hameed	Nad (ward 36)	
oad Type	: Main Road			*	Troperty Hard					
Building Details										
	: 11/03/2019			m	Total plot Area*					6000.0
- Floor Details										
enalty will be levied in case a dis	screpancy is found when Ul	B verifies the detail	s							
Year* Sr No.	* Floor No.*	Construction C	ompletion Date*	Co	nstruction Type*		Property Ty	vpe Built	up Area*	
2018-2019 🔻 1	Ground Floor	▼ 01/03/2019	m	RCC, RVC	or Stone-shaped permane	Re	sidential	Ŧ	7000.0	
Additional Unit Details										
Occupancy Type ^s	: Self-Occupied			٣	Occupier Name		:			
Nature of Property*	: Building			٣						
Floor Specific additional Info	ormation									
Exemption Applicable?										
Water Connection Facility Applicable?) Yes 🖲 No		
Rebate Applicable?							1.1) Yes No Yes No		
								y 185 🖲 INO		
				Pro	ceed					

Figure 55: Bifurcation Form

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

Sr No.	Document Name	Status	Upload
	Building Photographs	Mandatory	Upload
	Building Permission Approval Letter	Mandatory	Upload
	Approval Letter NOC	Mandatory	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.

perty No.	rship Deta											
vnership Typ			Single Owner									
	Owner	s Name	Gender	Relation		Guardian Name	Mobile 8420566965	No. E-mail	Address Aa	dhar No.	Pan N	lo.
Juhi			FEMALE	D/O D4	c		8420566965					
Land	Details											
d Property N	lo.	:				Land Type	•	:				
Prope	erty Addres	s Details										
roperty Addr	888	:	Raipur			Location		: Lodhipara				
ncode		:	765262									
Oorre	spondence	Address Deta	ils									
orresponden	ce Address [Details :	Raipur			Pincode		: 765262				
- Tax Z	one Details	5										
roperty Zone		:	Zone 1			Property \	Vard	: Havaldar A	Abdul Hameed Wad (ward 36)		
oad Type		:	Main Road									
- Build	ing Details											
te of Acquis	ition		11-Mar-2019			Total plot	Area	: 6000.0				
- Floor	Details											
										Maintenance	RV	
Year	Sr No.	Floor No.	Date of Construction	Construction Type		Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Charge (10% of ARV)	(ARV - Maintenance Charges)	View More details
2018-2019	1	Ground Floo	r 01-Mar-2019	RCC, RVC or Stone-sha permanent building		Residential	7000.0	30.0	210000.0	21000.0	189000.0	
Additional	Unit Detail	S										
Occupancy	Туре		: Self-Occupied			Occupier N	ame	:				
Nature of pr	operty		: Building									
- Tax C	alculation	(Download yea	r wise tax details)									
_						Demand						
Sr.No.			Tax Name				Arrears		Current			Tota
	Property Ta						0.0		28350.0			28350.
	Consolidate						0.0		600.0			600.
	Additional	Nater Tax			Total		0.0		284.0 29234.0			284.0 29234.0
					Iotai		0.0		23204.0			
- Uploa	ded Docur	nents	Total Tax Paya	bie								29234.0
	ir No.			Document Na					Downl			
3	r No.	Building Pho		Document Na	ame			& Document 2.pd		load		
			mission Approval Letter					Document 2.pd				
		Approval Let						Document 2.pd				
		Approvar Let			_		_	Socument 2.pu				
					s	ubmit assessment	dit					

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.

Click on Proceed to print Self Assessment Application no : 619031300001	
Proceed	
Document Name	ł

Figure 58: Application No. Generation

- 12. Click **Proceed**.
- 13. For Authorization of property bi-furcation, please refer to the Section <u>2.2.1.2.</u>

		Field I	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
	1	Owne	rship Detail	
3.	Ownership Type	Dropdown List	Displayed	The System displays the Ownership Type.
		Own	er 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.
	1	Lan	d 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	5
14.	Property Address	Text Field	Displayed	The System displays the Property Address.



		Field I	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 Z	one 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.
		Build	ing 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.
		Flo	or 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.
		Addition	al 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.
	1	Floor Specific A	dditional Infor	mation



		Field I	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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Docum	ents 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.

5 🔻								
Reference No.	Reference Date and Time 🝦	Department 🔻	Description/Service	Task 🍦	Action			
619031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Checklist Verification	ې ک			
	ries (filtered from 13 total entr	ies)			< 1	>		
Please Note: Reference No =Complaint No	"Application No., any other Reference	e 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.

Applicant Details ervice Name : Bifurcation upplication Id : 619031300001			licant Name : [lication Date : [Juhi 13/03/2019	
Uploaded Doc	cuments				
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
	Building Photographs	Mandatory	Mandatory & Document 2.pdf		1
	Building Permission Approval Letter	Mandatory	📥 Document 2.pdf		
	Approval Letter NOC	Mandatory	Mandatory		
tus*	. Approve OReject OHold				
		Submit Ba	ick		

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.

pplicant Deta vice Name dication Id		: Bifurcation : 619031300001			Juhi 13/03/2019		
Uploaded Doc	uments						
Sr. No.		Document	Document Status	File Name	Verified	Rejection Remark	
	Building Photogr	aphs	Mandatory	🛓 Document 2.pdf		Rejected	,
	Building Permiss	ion Approval Letter	Mandatory	📥 Document 2.pdf		Rejected	1
i	Approval Letter N	NOC	Mandatory	🛓 Document 2.pdf		Rejected	,
atus*		. Approve 🖲 Reject 🔘 Hold					
atus		•		_			



Figure 61: Checklist Verification Form 1 - Rejection

To Keep on Hold:

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

e Name ation Id	: Bifurcation : 619031300001	Applican		2019	
Uploaded Docum	ents				
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
В	uilding Photographs	Mandatory	Locument 2.pdf		
В	uilding Permission Approval Letter	Mandatory	🛓 Document 2.pdf		
A	pproval Letter NOC	Mandatory	Locument 2.pdf		
atus"	. Approve Reject Hold				

Figure 62: Checklist Verification Form I – On Hold

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

Checklist Verification saved successfully.
Proceed

Figure 63: Checklist Verification Confirmation

		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Sum	mary Page	



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
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.
		Checklis	st 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 I	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 un- ticked 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 Rejection Remark .
12.	Status	Radio Button	Yes	Select Approve radio button to Approve the Documents. Select Reject radio button to reject the Documents. Select Hold 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.



5 v						619031300001
Reference No.	Reference Date and Time	Department 🔻	Description/Service 🔶	Task 🔶		Action \Leftrightarrow
619031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Bifurcation Authorization Level 1	A	ອ
howing 1 to 1 of 1 entries	(filtered from 4 total entries)					< 1 →
lease Note:	plication No.,any other Reference No. based o					

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.



ithorizatio											
operty No.		:	CGRMC0000277001								
 Owne 	rship Detai	1									
wnership Typ	e	:	Single Owner								
	Owners	Name	Gender	Relation	Guardian Name	Mobile	No. E-mail	Address Aa	dhar No.	Pan N	o.
Juhi			FEMALE	D/O DC		8420566965					
- Land I	Details										
d Property N	lo.	:			Land Ty	ype	:				
Prope	rty Addres	s Details									
roperty Addre	355	:	Raipur		Locatio	in	: Lodhipara				
lincode		:	765262								
- Corre	spondence	Address Details									
orresponden	ce Address D	etails :	Raipur		Pincod	e	765262				
- Tax Zo	one Details										
roperty Zone			Zone 1		Propert	by Ward	; Havaldar A	bdul Hameed Wad (ward 3	5)		
Toperty Lone					Toper	, marc			,		
toad Type		:	Main Road								
- Buildi	ng Details										
ate of Acquis	ition	:	11-Mar-2019		Total pl	lot Area	: 6000.0				
- Floor	Details										
_									Maintenance	RV	View
Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)		(ARV - Maintenance	More
									ARV)	Charges)	
2018-2019	1	Ground Floor	01-Mar-2019	RCC, RVC or Stone-shap permanent building	ed Residential	7000.0	30.0	210000.0	21000.0	189000.0	
Additional	Unit Details	•									
Occupancy	Туре	:	Self-Occupied		Occupie	er Name	:				
Nature of pr	operty	:	Building								
- Tax C	alcula ^{lo} on <u>(</u>	Download year w	ise tax details)								
					Demand						
Sr.No.			Tax Name			Arrears		Current			Tota
1	Property Ta	x				0.0		28350.0			28350.0
	Consolidate					0.0		600.0			600.0
3	Additional V	Vater Tax			Total	0.0		284.0 29234.0			284.0 29234.0
					iour i	0.0		20204.0			20204.0
			Total Tax Payat	ble							29234.0
 Uploa 	ded Docum	nents									
s	r No.			Document Nam	ne			Dowr	load		
1		Building Photog	raphs				& Document 2.pd	1			
2		Building Permis	sion Approval Letter				Locument 2.pd				
3		Approval Letter	NOC				📥 Document 2.pd				
😑 User A	Action										
		: 0	Approve O Forward O	Reject 🔘 Send Back							
ecision		:									
			Liniand		lt.						
Decision Remark* Attach Docume	ents										
	ents	:	Upload								
lemark*	ents	:	Орюац		submit assessmen	_					

Figure 65: Authorization Level I – Form I

To Approve The Application:

• Select **Approve** radio button.



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

Decision : • Approve • Forward • Reject • Send Back Remark* : Approved • Constant • Constant• • Constant • Constant• • Constant • Constant • Constant	User Action	
Attach Documents : Upload	Decision	: 🛞 Approve 💿 Forward 💿 Reject 💿 Send Back
	Remark*	Approved
submit assessment	Attach Documents	: Upload
		submit assessment

Figure 66: Authorization Level I – Form 2 - Approval

To Reject The Application:

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

User Action	
cision	: Approve Forward Reject Forward Forward Reject Forward Reject Forward Reject Forward Reject Forward Forw
nark	Not Approved
ach Documents	: Upload
	submit assessment

Figure 67: 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.



User Action	: 💿 Approve 🛞 Forward 💿 Reject 💿 Send Back	
mployee	Stan Shah Patel Shah Ajay Shah Outste Engineer	
emark*	Please do the needful.	
ttach Documents	: Upload	
	submit assessment	



To The Application to other Department Employee:

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

User Action	
Decision	: Approve Forward Reject Send Back
Event	: kiliator T
Remark*	Please do the needful.
Attach Documents	: Upload
	submit assessment

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

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

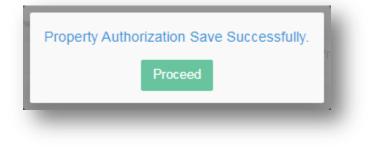


Figure 70: Authorization Level I Confirmation



		Field [Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Sum	mary 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.
		Author	ization View	
3.	Decision	Radio Button	Yes	Select Approve radio button to Approve the application. Select Forward radio button to send it to other some other employee in the department the
				Documents. Select Reject radio button to reject the application. Select Send Back radio button to send it back to the previous employee.
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 " Send Back " has been selected.



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
6.	Remark	Text Field	Yes	If you want to reject the document, then enter Rejection Remark .
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.

Reference No.	Reference Date and Time	Department 🔻	Description/Service 🔶	Task 🔶	Action	
319031300001	13/03/2019 11:19 AM	Property Tax	Bifurcation	Bifurcation Authorization Level 2	ھ	
owing 1 to 1 of 1 entries					<	>
ase Note:		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.



	ion View										
operty No.		: (CGRMC0000277001								
Owne	ership Detai										
wnership Typ	pe	: 5	Single Owner								
	Owners	Name	Gender	Relation	Guardian Name	Mobile N	No. E-mail	Address Aa	dhar No.	Pan N	D .
Juhi			FEMALE	D/O DC		8420566965					
- Land	Details										
d Property N					Land Type		:				
- Prope	erty Addres:										
roperty Addr			Raipur		Location		: Lodhipara				
incode		: 7	65262								
Corre	espondence	Address Details									
orresponden	nce Address D	etails : F	Raipur		Pincode		: 765262				
😑 Tax Z	one Details										
roperty Zone	9	: 2	Cone 1		Property V	Vard	: Havaldar A	bdul Hameed Wad (ward 36	5)		
roperty Zone		: 4	.vnv 1		Property V	TO U	: navaluðf A	ouur nameeu waa (wafa 3)	"		
load Type		: 1	lain Road								
- Buildi	ling Details										
ate of Acquis	sition	: 1	1-Mar-2019		Total plot	Area	: 6000.0				
- Floor	r Details										
									Maintenance	RV	View
Year	Sr No.	Floor No.	Date of Construction	Construction Type	Property Type	Built-up Area	Standard Rate	ARV (Built-up Area * Rate)	Charge (10% of ARV)	(ARV - Maintenance Charges)	More details
2018-2019	9 1	Ground Floor	01-Mar-2019	RCC, RVC or Stone-shaped	Residential	7000.0	30.0	210000.0	21000.0	189000.0	
Additional	Unit Details			permanent building							
Occupancy			Self-Occupied		Occupier N	ame					
Nature of pr	roperty		Building								
- Tax C	calcula on (Download year wi	<u>se tax details)</u>								
					Demand						
Sr.No.	Property Ta	¢	Tax Name			Arrears 0.0		28350.0			Total 28350.0
	Consolidate					0.0		600.0			600.0
2											284.0
	Additional V	later Tax				0.0		284.0			
	Additional V	later Tax		Total				284.0 29234.0			29234.0
	Additional V	/ater Tax	Total Tax Payabl			0.0					29234.0 29234.0
3	Additional V		Total Tax Payabl			0.0					
3 O Uploa	aded Docum		Total Tax Payabl	e		0.0		29234.0	load		
3 O Uploa		ients				0.0	▲ Document 2.pd	29234.0 Down	load		
3 Uploa S	aded Docum	Building Photogr	aphs	e		0.0		29234.0 Down	load		
3 Uplo3 1 2	aded Docum	Building Photogr	aphs	e		0.0	▲ Document 2.pd ▲ Document 2.pd ▲ Document 2.pd ▲ Document 2.pd	29234.0 Down	load		
3 Uplos	aded Docum Sr No.	Building Photogra Building Permiss	aphs	e		0.0	Locument 2.pd	29234.0 Down	load		
 Uploa s 1 2 3 User / 	aded Docum Sr No.	ents Building Photogn Building Photogn Building Photogn Approval Letter N	sphs Ion Approval Letter OC	e Document Name		0.0	Locument 2.pd	29234.0 Down	load		
 Uploa S 1 2 3 User / becision 	aded Docum Sr No.	ents Building Photogri Building Permiss Approval Letter N : O	aphs	e Document Name		0.0	Locument 2.pd	29234.0 Down	toad		
3 Uploa s 1 2 3 User / becision temark*	aded Docum Sr No.	ents Building Photogri Building Permiss Approval Letter N : :	aphs ion Approval Letter IOC Approve © Forward ©	e Document Name		0.0	Locument 2.pd	29234.0 Down	łoad		
 Uploa S 1 2 3 User / becision 	aded Docum Sr No.	ents Building Photogri Building Permiss Approval Letter N : :	sphs Ion Approval Letter OC	e Document Name		0.0	Locument 2.pd	29234.0 Down	łoad		
C Uplos s 1 2 3 C User becision temark [*]	aded Docum Sr No.	ents Building Photogri Building Permiss Approval Letter N : :	aphs ion Approval Letter IOC Approve © Forward ©	e Document Name		0.0	Locument 2.pd	29234.0 Down	Acad		

Figure 72: Authorization Level 2 – Form I



To Approve The Application:

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

 User Action 	
Decision	: 🛞 Approve 🔘 Forward 🔘 Reject 🔘 Send Back
Remark*	Approved
Attach Documents	: Upload
	submit assessment Edit
-	

Figure 73: Authorization Level 2 – Form 2 - Approval

To Reject The Application:

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

Decision : Approve Forward Remark Not Approved Send Back Attach Documents : Upload 	
eenaar 2	
tach Documents : Upload	
submit assessment Edit	

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.



ecision	: O Approve ® Forward O Reject O Send Back	
nployee	Shan Shah Provid Shah Ajay Shah Cutatre Engineer	
emark*	: Please do the needful.	
tach Documents	: Upload	
	submit assessment Edit	

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.

 User Action 			
ecision	: O Approve O Forward O Reject Send Back		
vent	: Initiator	·	
temark*	Please do the needful.	◆	
ttach Documents	: Upload		
		submit assessment Edit	

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

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

Property A	uthorization Save Successfully.
	Proceed
_	

Figure 77: Authorization Level 2 Confirmation



	Field Descriptions						
Sr. No.	Field Label	Data Type Mandatory		Description			
		Sum	mary Page				
1.	Action - 🔊 icon	Icon	No	Click to view history or past activities against this application.			
2.	Action -	Icon	No	Click to proceed with verification of the application.			
		Author	ization View				
3.	Decision	Radio Button	Yes	Select Approve radio button to Approve the application. Select Forward radio button to send it to other some other employee in the department the Documents. Select Reject radio button to reject the application. Select Send Back radio button to send it back to the previous employee.			
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 " Send Back " 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 Rejection Remark .		
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 \rightarrow Transactions \rightarrow Self-Assessment \rightarrow Mutation

1. Mutation form appears.



ter Property No.	: CGMNCR0002283000			OLD PID.	:			
			Se	arch				
 Existing Owner Details 								
wnership Type	Single Owner							
Owners Name	Gender	Relation	Guardian N	ame	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Amruta Mane	FEMALE	D/O	Mane		9987793832			
Land Details								
d Property No.	:			Land Type	:			
Existing Property Details								
operty Address	Raipur		li.	Location	:	4th Battalion Quarter (Ward	6)	Ÿ
icode*	245646							
Tax Zone Details								
operty Zone	Zone 1			Property Ward	:	Dr. Bhimrao Ambedkar Ward	1 (Ward 1)	
oad Type	: Main Road							
Transfer Details								
insfer Type*	: Through Heredity		¥	Actual Transfer Dat	e* :	10/03/2019		\$
arket Value	: 50000		~	Sales Deed Value	:	60000		
New Owner Details (First or	wner will be the primary owner	r)						
wnership Type*	: Single Owner		*					
Owner Details								
	Gender*	Relation*	Guardian N	ame"	Mobile No.*	E-mail Address	Aadhar No.	Pan No.
Owners Name*								

Figure 78: Mutation Form

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

Sr No.	Document Name	Status	Upload
	Ownership Document	Mandatory	Upload 1Files uploaded Document 1.pdf
	Mutation Letter	Mandatory	Uptoad 1Files uploaded Document 1.pdf o

Figure 79: Document Attachment

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



5. Mutation application number is generated.

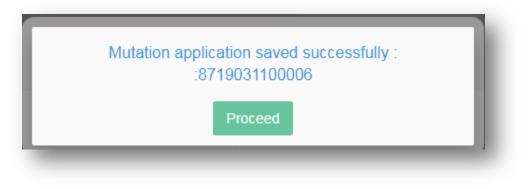


Figure 80: Application No. Generation

- 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 Mandato		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 Z	Zone Details	1			
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.
		Tran	sfer 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 Owne	er Details (First o	owner will be th	ne primary owner)
25.	Ownership Type	Dropdown List	Yes	Select Applicable Unit No. from the drop-down list.
		Owr	ner 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 I	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.
		Docum	ients 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.



							5 🔻
31100006 11/03/2019 01.49 PM Property Tax Mutation (Change of Ownership) Checklist Verification		Action	Task	Description/Service	Department	Reference Date and Time	Reference No.
		ھ 4	Checklist Verification	Mutation (Change of Ownership)	Property Tax	11/03/2019 01:49 PM	19031100006
g 1 to 1 of 1 entries (filtered from 22 total entries)	1 >	<				(filtered from 22 total entries)	owing 1 to 1 of 1 entries

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.

Applicant Detail	s				
rvice Name	Mutation (Change of Ownershi	p)	Applicant Name	: Kamalika	
plication Id	: 8719031100006		Application Date	: 11/03/2019	
Uploaded Docu	ments				
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
	Ownership Document	Mandatory	📥 Document 1.pdf		
	Mutation Letter	Mandatory	📥 Document 1.pdf		1
tus*	. Approve Reject Hold				
aus.					

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.



Applicant Detail	S					
ervice Name	: Mutation (Change of Ownership)	Applicant Name	: Kamalika		
pplication Id	: 8719031100006		Application Date	: 11/03/2019		
Uploaded Docur Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark	
1	Ownership Document	Mandatory	▲ Document 1.pdf	0	Reject	
2	Mutation Letter	Mandatory	▲ Document 1.pdf		Reject	1
	. 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.

Applicant Deta	ills				
ervice Name	Mutation (Change of Ownership)	Applicant Name :	Kamalika	
pplication Id	8719031100006		Application Date :	11/03/2019	
Uploaded Doci	uments				
Sr. No.	Document	Document Status	File Name	Verified	Rejection Remark
1	Ownership Document	Mandatory	🛓 Document 1.pdf	•	Reject
2	Mutation Letter	Mandatory	▲ Document 1.pdf	•	Reject
atus*	. Approve Reject Hold				
utus	•				
		Subr	nit Back		

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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Sum	mary Page	
1.	Action - 🦻 icon	Icon	No	Click to view history or past activities against this application.
2.	Action - Action	Icon	No	Click to proceed with verification of the application.
		Checklis	st 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 I	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 un- ticked 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 Rejection Remark .
12.	Status	Radio Button	Yes	Select Approve radio button to Approve the Documents. Select Reject radio button to reject the Documents. Select Hold 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.



2.2.5.2.2 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 🔶
719031100006	11/03/2019 01:49 PM	Property Tax	Mutation (Change of Ownership)	Mutation Authorization level 1	و ۵
owing 1 to 1 of 1 entries	(filtered from 30 total entries)				< 1 →
ase Note:	plication No.,any other Reference No. based				

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.



		CGRMC0000497000									
operty No.	1.	CGRMC0000497000									
 Ownership Detail 											
wnership Type	÷.,	Single Owner									
Owner	s Name	Gender	Relation	Gua	ardian Name	Mobile No.	E-mail Add	iress Aadha	ar No.	Pan No	
Amit		MALE	\$/0 V	/ijay		1123466789					
Land Details											
d Property No.	:				Land Type		: 3. Diversion				
strict		टुर्ग			Tehsil		: दुर्ग				
lage	÷.,	कोहका			Mohalla		: गयानगर				
lock/Sheet	1. A.	29			Plot No.		: 123				
					Fetch land details						
Property Address	Details										
		123, Durg			Location		: Avanti Chowk				
operty Address					Location		: Avanu Chowk				
ncode		123585									
Correspondence #											
rrespondence Address De	tails :	123, Durg			Pincode		: 123585				
Tax Zone Details											
operty Zone		Zone 1			Property V	/ard	: Babu Jagjivan R	am Ward (Ward 40)			
	• •										
oad Type	:	Main Road									
Building Details											
		25-Dec-2018				(I (I)	: 4000.0				
ate of Acquisition	• .	20-060-2010			Total plot /	Area (In sq.ft)	: 4000.0				
Floor Details											
Year Sr No.	Floor No.	Date of Construction	Construction Ty	pe	Property Type	Built-up Area (In sq.ft)	Standard Rate	ARV	Maintenance Charge	(ARV -	View
								(Built-up Area * Rate)	(10% of ARV)	Maintenance Charges)	detai
2018-2019 1	Basement	25-Dec-2018	Land		Residential	3000.0	0.0	0.0	0.0	0.0	
dditional Unit Details											
Occupancy Type		Self-Occupied									
					Occupier N	ame	:				
Nature of property		Others			Occupier N	ame	:				
					Occupier N	ame	:				
	litional Informatio	n				me	:				
Floor Specific add		n		Applicable Unit No	0.	ame	:Fact	or Value			
Floor Specific add Rebate	litional Information Fact	n	1	Applicable Unit No	o. Minors		:Fact	or Value			
Floor Specific add	litional Information Fact	n	1	Applicable Unit No	o. Minors Municipal	ap-0.75	:Fact	or Value			
Floor Specific add	litional Information Fact	n	1	Applicable Unit No	o. Minors	ap-0.75	:Fact	or Value			
Floor Specific add	litional Information Fact	n	1	Applicable Unit No	o. Minors Municipal	ap-0.75	:Fact	or Value			
Floor Specific add Rebate Vater Connection Facility	litional Information Fact	n	1	Applicable Unit No	o. Minors Municipal	ap-0.75	:Fact	or Value			
Floor Specific add Rebate Vater Connection Facility Exemption Tax Calcult> n (() Sr.No.	litional Informatio Fact y Jownload year wis	n	1	Applicable Unit No	o. Minors Municipal I	ap-0.75 Property Arrears	:Fact	Current			
Floor Specific add Rebate Vater Connection Facility Exemption Tax Calcult> n (() Sr.No.	litional Informatio Fact y Jownload year wis	n or <u>e tax details</u>)	1		o. Minors Municipal I	ap-0.75 Yroperty Arrears 0.0	Fact	Current 300.0			300
Floor Specific add Rebate Valer Connection Facility Exemption Tax Calcult on (() Sr.No.	litional Informatio Fact y Jownload year wis	n or <u>e tax details</u>)	1	Applicable Unit No Total	o. Minors Municipal I	ap-0.75 Property Arrears	Fact	Current			Tot: 300, 300,
Floor Specific add Kebate Vater Connection Facility xemption Tax Calculk - on (C Sr.No. Consolidate	litional Informatio Fact y Jownload year wis	e tax details) Tax Name	1		o. Minors Municipal I	ap-0.75 Property Arrears 0.0 0.0	Fact	Current 300.0 300.0			300 300
Floor Specific add Rebate Water Connection Facility Exemption Tax Calcule - >n (C Sr.No. Sr.No.	litional Informatio Fact y Jownload year wis	n or <u>e tax details</u>)	1		o, Minors Municipal I Municipal I Demand	Tap 0.75 Property Arrears 0.0 0.0 Arrears	Fact	Current 300.0 300.0 Current			300 300 Tot
Floor Specific add Rebate Water Connection Facility Exemption Tax Calcule ->n (() Sr.No. Sr.No.	litional Informatio Fact y Jownload year wis	e tax details) Tax Name	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	: Fact	Current 300 0 300.0 Current 0.0			300 300 Tot
Floor Specific add Rebate Water Connection Facility Exemption Tax Calcule - >n (C Sr.No. Sr.No.	litional Informatio Fact y Jownload year wis	e tax details) Tax Name	1		o, Minors Municipal I Municipal I Demand	Tap 0.75 Property Arrears 0.0 0.0 Arrears	: Fact	Current 300.0 300.0 Current			300
Floor Specific add Rebate Water Connection Facility Exemption Tax Calcule - >n (C Sr.No. Sr.No.	litional Informatio Fact y Jownload year wis	e tax details) Tax Name	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	: Fact	Current 300 0 300.0 Current 0.0			300. 300. Tota
Floor Specific add Add to a specific add Sr.No. Sr.No. Interest	litional Informatio Fact y Jownload year wis	e tax details) Tax Name	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	: Fact	Current 300 0 300.0 Current 0.0			300. 300. Tota 0.
Floor Specific add Floor Specific add Vater Connection Facility vater Connection Facility Tax Calcule - on (C Sr.No. Sr.No. Interest Payment	litional Informatio Fact v townload, year wis	e tax details) Tax Name Tax Name Total Tax Payabi	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	:Fact	Current 300 0 300.0 Current 0.0			300. 300. Tota 0.
Floor Specific add Floor Specific add table Vater Connection Facility starmption Tax Calcule - on (() Sr.No. Sr.No. Interest Payment Add Amount	litional Informatio Fact v Nownload, year wis	e tax details) Tax Name	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	:Fact	Current 300 0 300.0 Current 0.0			300. 300. Tota 0.
Floor Specific add Floor Specific add Rebate Vater Connection Facility Scr.No. Sr.No. Consolidate Sr.No. Interest Payment dd Amount	litional Informatio Fact v Nownload, year wis	e tax details) Tax Name Tax Name Total Tax Payabi	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	Fact	Current 300 0 300.0 Current 0.0			300. 300. Tota 0.
Floor Specific add Floor Specific add table Vater Connection Facility starmption Tax Calcule - on (() Sr.No. Sr.No. Interest Payment Add Amount	litional Informatio Fact v Nownload, year wis	e tax details) Tax Name Tax Name Total Tax Payabi	1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	:Fact	Current 300 0 300.0 Current 0.0			300 300 Tot 0
Floor Specific add the details the detail	litional Informatio Fact v Nownload, year wis	e tax details) Tax Name Tax Name Total Tax Payabi	1 1 1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0	:Fact	Current 300.0 300.0 Current 0.0 0.0			300. 300. Tota 0.
Floor Specific add Floor Specific add School Specific add Sch	litional Informatio Fact v Nownload, year wis	e tax details) Tax Name Tax Name Total Tax Payabi	1 1 1	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0 0.0	Fact	Current 300.0 300.0 Current 0.0 0.0			300 300 Tot 0
Floor Specific add Floor Specific add Rebate Rebate Tax Cancetion Facility Tax Calcute - on (C Consolidate Sr.No. Consolidate Sr.No. Interest Payment Add Amount Frita Sr Hea. Uploade Docume Sr Hea. Uploade Docume Sr Hea. So User Action	iitional Informatio Fact y townload year wis Tax Tax :	e tax details) e tax details) Tax Name Tax Name 300.0 Aachar Card	1 1 1 Document Name	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0 0.0	. Fact	Current 300.0 300.0 Current 0.0 0.0			300 300 Tot 0
	iitional Informatio Fact y townload year wis Tax Tax :	e tax details) Tax Name Tax Name Total Tax Payabi	1 1 1 Document Name	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0 0.0	: Fact	Current 300.0 300.0 Current 0.0 0.0			300. 300. Tota 0.
Floor Specific add Rebate Rebate State Connection Facility Tax Calcula - 3n (C Sr.No. Sr.No. Sr.No. Payment Add Amount Payment Add Amount Uploaded Docume Sr He. State	iitional Informatio Fact y townload year wis Tax Tax :	e tax details) e tax details) Tax Name Tax Name 300.0 Aachar Card	1 1 1 Document Name	Total	o, Minors Municipal I Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0 0.0	Fact	Current 300.0 300.0 Current 0.0 0.0			300. 300. Tota 0.
	iitional Informatio Fact y townload year wis Tax Tax :	e tax details) e tax details) Tax Name Tax Name 300.0 Aachar Card	1 1 1 Document Name	Total	o. Minors Municipal I Demand	ap-0.75 Property Arrears 0.0 0.0 Arrears 0.0 0.0	Fact	Current 300.0 300.0 Current 0.0 0.0			300 300 Tot 0

Figure 87: Authorization Level I – Form I



To Approve The Application:

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

 User Action 		
lecision	: Approve Forward Reject Send Back	
lemark*	: Approved	
ttach Documents	: Upload	
		submit assessment
-		

Figure 88: Authorization Level I – Form 2 - Approval

To Reject The Application:

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

becklion : • Approve • Forward • Reject • Send Back kemark* : ktach Documents uttach Documents submit assessment	aaAf : Not Approved	User Action	
Attach Documents : Upload	ach Documents : Upload	ecision	: O Approve O Forward ® Reject O Send Back
		emark*	Not Approved
submit assessment	submit assessment	tach Documents	: Upload
submit assessment	submit assessment		
			submit assessment

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.



Decision	: O Approve ® Forward O Reject O Send Back	
Employee	Sham Shah Bava Shah Aya Shah Culter Engineer	
Remark*	Please do the needful.	
Attach Documents	: Upload	
	submit assessment	

Figure 90: 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.

 User Action 			
Decision	: O Approve O Forward O Reject 🖲 Send Back		
Event	: Initiator	T	
Remark*	Please do the needful.	✓	
Attach Documents	: Upload		
		submit assessment	

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

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

Mutation Authorization Save Successfully.					
	Proceed		ļ		
_	_	_			

Figure 92: Authorization Level I Confirmation

5. Public Notice is generated.



	Mana Camp Nagar Panchayat
	Property Tax
	Date:11-Mar-20*
	Public Notice
	Notice No.3700010 Notice Date: 11-Mar-201
bject: Permission for the Property Transfer	
ference:Application for the Property Transfer Application number:	nd Application Date:11-Mar-2019
operty No:CGMNCR0002283000 Old Property No: operty Zone : Zone 1 Property Ward : Dr. Bhimrao Ambedka	Ward (Ward 1)
	To whomsoever it may concern
	NCR0002283000 Applicant has asked to transfer property from Amruta Mane to Kamalika in lieu of division deed o 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
	By Order,
	Municipal Engineer Mana Camp Nagar Panchayat
	BPrint .

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	No	Click to proceed with verification of the application.			
		Author	rization View				



		Field I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
3.	Decision	Radio Button	Yes	Select Approve radio button to Approve the application.
				Select Forward radio button to send it to other some other employee in the department the Documents.
				Select Reject radio button to reject the application.
				Select Send Back radio button to send it back to the previous employee.
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 " Send Back " has been selected.
6.	Remark	Text Field	Yes	If you want to reject the document, then enter Rejection Remark .
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 \rightarrow Other Tools \rightarrow Objection \rightarrow Objection Entry

1. Objection Summary page appears.

	: Property Tax	Solution Type*	:	Mutation (Change of Ownership)		*
eference No*	:	Objection On*	:	Select		
lease Note:Reference No.=RTI No.,Prope	erty No.,Trade License No.					
		Search Reset Add				
5 7					Search	
Objection No.	 Objection Date 	Owner Name		Objection Status	Action	
870000001	1546626600000	ddfgdfg	Pending		•	
87000002	1548613800000	erwewe	Pending		•	
870000003	1548613800000	ertert	Pending		•	
	1548613800000	retert	Pending			
870000004						



- 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 **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. V	First Name* :	Tom
Middle Name :		Last Name* :	Berry 🗸
Gender* :	MALE	Mobile No.* :	8420568665
Email ID :		Adhaar Numbert :	123456787854
Address* :	Andbeci 🗸		
 Objection/Appeal Details 			
 Objection/Appeal Details 			
Department* :	Property Tex 🔻	Service Name* :	Mutation (Change of Ownership)
Objection Ont :	Mutation V		
Kindly upload Bill Copy in case of Bill			
Reference No* :	CGMNCR0002283000		
Please Note:Reference No.=RTI No.,Property No.,Trade Li	icense No.		
Bill No :	×	Bill Due Date :	01/03/2019
Notice No :	87000102		
Objection Details* :	No		·
Location* :	select location 😽	File Upload :	Upload
			1Files 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 & Objection No. Generation

9. Click **Proceed**.

	Field Descriptions								
Sr. No.	Field Label	Data Type	Mandatory	Description					
	Objection/Appeal Issuer Details								
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 Detail	s		
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.

719030500006 05/03/2019 12:59 PM				
	Property Tax	Mutation (Change of Ownership)	hearing	و (
nowing 1 to 1 of 1 entries (filtered from 22 total e	entries)			< 1 >

Figure 97: Hearing - Summary

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



Objection/Appeal Issuer Details								
itle*	:	Mr. 💌	First Name*		Amruta			
liddle Name	:		Last Name*	:	Mane			
ender*	:	MALE	Mobile No.*	:	9503572770			
mail ID	: [Adhaar Number*	:	545454545454			
roperty Address*	:							
 Objection/Appeal D 	etails							
epartment	: [Tax and Revenue	Service Name	:	Mutation (Change of Ownership)			
epartment*	:	Notice •						
roperty No/RTI No/Trade icense No*	: [81000629						
ill No*	: [Bill Due Date	:				
otice No*	: [81000072						
bjection Details*	:	Property is also belongs to me so kindly add my name as owner also						
Inspection/Hearing	Schee	Juling						
spection/Hearing Scheduling	: (Inspection O Hearing						
ate & Time*	: [05/09/2018 01:20 PM			~			
		Submit	Reset					

Figure 98: Authorization Level I - Form I

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

4. Hearing/Inspection No. is generated.



5. Click Proceed.

Field Descriptions



Sr. No.	Field Label	Data Type	Mandatory	Description
		Objection/Ap	peal Issuer De	tails
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.
		Objection	/Appeal Details	S
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/Heari ng 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.



Reference No.	Reference Date and Time	Department	Description/Service	Task	Action 🔶
3719030500006	05/03/2019 12:59 PM	Property Tax	Mutation (Change of Ownership)	hearing	এ হ
howing 1 to 1 of 1 ent	ries (filtered from 22 total entries)				< 1 →

Figure 99: Hearing Details Entry - Summary

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

learing Detail Entry					
Objection/Appeal I	ssuer	Details			
itle*	:	Mr. v	First Name*	:	Amruta
liddle Name	:		Last Name*	:	Mane
iender*	:	FEMALE	Mobile No.*	:	9503572770
mail ID	:		Adhaar Number*	:	5454545454
Property Address*	:				
Objection/Appeal I	Details				
lepartment	:	Tax and Revenue	Service Name	:	Mutation (Change of Ownership)
epartment*	:	Notice •			
roperty No/RTI No/Trade icense No*	:	81000629			
ill No*	:		Bill Due Date	:	
lotice No*	:	81000072			
bjection Details*	:	Property is also belongs to me so please add my name as owner also			
Hearing Details					
lame of Hearing Authority*	:	1) Mr Ramakanat Mishra, Commissioner as Chairman 2) Mr. Abhilesh Kumar , Town Planner	Hearing Remarks*	:	Objection rejected
election	:	Owner Representative			
lame Of Person*	:	Ravi Mane 🗸	Hearing Status*	:	Rejected 🗸
lobile No.*	:	8308518809	Email ID	:	x
		Submit	Reset		^ Тор

Figure 100: Hearing Details Entry Form

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



		Field I	Descriptions			
Sr. No.	Field Label	Data Type	Mandatory	Description		
		Objection/Ap	opeal Issuer De	tails		
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 La 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.		
		Objection	/Appeal Detail	S		
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				
		Hear	ing 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.

- Hea	aring Order Prin	ting							
lect Optio	n *	: 🔘 Single/ Mu	Itiple 🖲 All						
partment	*	: Select Depa	artment		 Objection Type 	• •	Objection on Spec	ial Notice	Ŧ
lection Cr	riteria *	: Ward-Zone			v				
ne *		: Select Zone	8		• Ward *	:	Select Ward		v
ancial Ye	ar *	: Select Finar	ncial Year		v				
				Se	earch Reset				
- Obj	jection Details								
ör. No.	Objection No.	Objection Date	Owner Name	Objection Type	Objection Status	Hearing	g Date	Hearing Time	Action
1	123456	29/06/2017	Vinod Kumar	Objection on Special Notice	Objection Approved	07/03/2017	*	12:00 PM Ø	₽

Figure 101: Hearing Order Printing

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



Raipur Municipal Corporation
Hearing Order
Order No. : 1
Date : 20/01/2011
To, Mr. Anii 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 R3
Accordingly the Corresponding property tax will amount to Rsp.a. Please note that this ARV and corresponding property tax will be subjected to revision during next terminal assessment period.
George 2637
Authorized Signatory

Figure 102: Hearing Order



	Field Descriptions									
Sr. No.	Field Label	Data Type	Mandatory	Description						
	Objection/Appeal Issuer Details									
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.						
		Objec	tion Details							
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 I	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 \rightarrow Transactions \rightarrow Data Entry Suite

1. Data Entry summary page appears.



grid. Pr	roperty No.	Old Property No.	Owner Name	Mobile Number	View Details
			QSearch OAdd Reset		
ocation*	: select Location		v		
roperty Zone*	: Select		Property Ward*	: Select	
			OR		
wner Name*	:		Mobile No.*	: 8420566965	
			OR		
nter Property No*	4		OLD PID*	:	

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.



e Owner Gender' Relation FEMALE VICO E MI East A Read	Guardian N	Land Type	Mobile No.* 8420566985, ✓ : :	E-mail Address Select 4th Battalion Quarter (Ward 6)	Aadhar No.	Pan No.
Gender* Relation* FEMALE WO It East	Guardian N	Land Type	84205665655	Select		Pan No.
FEMALE VWO E UI East 1	3 Show	Land Type	84205665655	Select		Pan No.
FEMALE VWO E UI East 1	3 Show	Land Type	84205665655	Select		Pan No.
tti East 1	× ×	Land Type	: [
54 70 1	✓	Location*				
54 70 1	✓	Location*				
54 70 1	✓		: [4th Battalion Quarter (Ward 6)		
54 70 1	✓		:[4th Battalion Quarter (Ward 6))	
1	✓					
1						
1	Ţ					
	ş					
	>		: [Kalimata Ward (Ward 3)		
Road		Property Ward*	L .	erty ward zone and roa	ad typo	
	\$	then please Click I		only ward 2010 and 100	a type	
/2019	.	Total plot Area*	: [4000
						•
✓ 09/01/2019	Pakka N	lakan granite marble floorir 🧳	Residential	✓	8000	•
		Occupier Name	: Ka	imalika Shaw		
ling	3					
				Yes 🔘 No		
cable Unit No.*		F	Factor Value*			Delete
、	For Others				✓ ○	8
			: •	Yes 🔘 No		
cable Unit No.*		F	Factor Value*		Add	/Delete
	Municipal Tap - 0.5 In	ch Connection size			✓ 0	*
			: .	Yes 🔘 No		
cable Unit No.*		F	Factor Value*		Add	
able officiato.						Delete
	Central / State Gover	nment Property			v	_
	Orcupied Sing cable Unit No.*	Floor No." Construction Completion Date Oscilico19 Palata Occupied oscilico19 Palata P	Floor No.* Construction Completion Date* Construction Type* Image: State of the state of t	Floor No.* Construction Completion Date* Construction Type* Usage Type Image: Stable Unit No.* 9601/2019 Image: Stable Unit No.* Peaks Makaon grantle months from r r months Image: Stable Unit No.* Image: Stable Unit No.* <t< td=""><td>Floor No.* Construction Completion Date* Construction Type* Usage Type Built-up A Image: State Addam grantle martle flootr Image: State Addam grantle mart</td><td>Floor No.* Construction Completion Date* Construction Type* Usage Type Built-up Area* Image: State of the state of</td></t<>	Floor No.* Construction Completion Date* Construction Type* Usage Type Built-up A Image: State Addam grantle martle flootr Image: State Addam grantle mart	Floor No.* Construction Completion Date* Construction Type* Usage Type Built-up Area* Image: State of the state of

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.



operty No.	:							
Owner Details								
wnership Type	: Single Owner							
Owners Name	Gen	der Relation	Guardian I	Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Kamalika Shaw	FEMALE	W/O	B Shaw		8420566965			
Land Details								
l Property No.	:			Land Type	:			
Property Address Details								
operty Address	: Bansdroni			Location	:	Aanganbaadi (Ward 15)		
code	: 700258							
Correspondence Address	Details							
orrespondence Address Details	: Bansdroni			Pincode	:	700258		
Tax Zone Details								
roperty Zone	: Zone 1			Property Ward		Dr. Bhimrao Ambedkar Wa	rd (Ward 1)	
oad Type	: Main Road							
Building Details	20 Jan 2040			Total alat have		5000.0		
ate of Acquisition	: 29-Jan-2019			Total plot Area	:	5000.0		
Floor Details								
Year Sr No.	Floor No.	Date of Construction	Property Type		Construction	Туре	Built-up Area	View More details
2018-2019 1	7th	26-Jan-2019	Residential		Makan granite marble fi Stone-shaped perman		8000.0	
Additional Unit Details					cione unapea perman	one bananigoy		
Occupancy Type	: Self-Occupied	Occupie	Name	: Kamalika Shaw		Nature of property	: Building	
Floor Specific additional								
Ploor specific additional								
Vater Connection Facility	Factor	ALL	ect Applicable Unit No.	Municipal Tap - 0	5 Inch Connection size	Factor Value		
Exemption		ALL		Municipal Property				
ULB Administrative Detai	Is							
ax Collector Assignee	: Paresh PatilRaipur	Tax Collector						
Documents Upload								
	Docume	nt Description				Upload Document		0
ID Proof						Upload		
						1Files uploaded		
						ID Proof 3.pdf 🔞		

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.



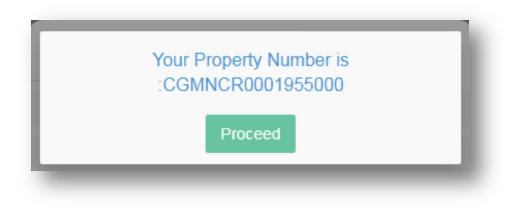


Figure 106: Property Number Generation

- 12. Click **Proceed**.
- 13. For authorization process, refer to the <u>section 2.2.1.2</u>

2.3.1.1 ADD TAX ARREARS

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



Ownership Detail											
nership Type*	: [Single Owner			•						
Owner Details	L										
Owners Nar		Gender*	Relation*		uardian N	am at	Mobile No.*	E-mail Address	Aadhar No.		Pan No.
Kamalika Shaw	me		W/O J	B Shaw	Juarutan N		84205669651 V	E-mail Address	Aadhar No.		Pan NO.
_		FEMALE	· · · · · · · · · · · · · · · · · · ·	D UNUW		~	•••••••••				
Land Details											
d Property No.	:					Land Type	:	Select			
Property Address De	etails										
operty Address*	: [Andheri East			•	Location*	: [4th Battalion Quarter (Wa	ard 6)		
ncode*	: [156354			~						
Correspondence Address De	tails same as th	he above									
Tax Zone Details											
operty Zone ^s	: [Zone 1			•	Property Ward*	: [Kalimata Ward (Ward 3)			
oad Type*	: [Main Road			>		difficulty to select pro	perty ward zone and	road type		
	-					then please Clic	k Here				
 Building Details 											
ate of Acquisition*											
	: se a discrep Sr No.*	29/01/2019 ancy is found when ULB ve Floor No.*	orifies the details	ompletion Date*	Co	Total plot Area*	: Usage Typ	be Built-	up Area*	0	400
nalty will be levied in cas Year*	se a discrep	ancy is found when ULB ve	Construction Co		Co	onstruction Type*	Usage Typ		·		4000
Nalty will be levied in cas Year*	se a discrep	ancy is found when ULB ve		empletion Date*	Co		Usage Typ	e Built-		•	4000
Vear* 2016-2019 2016-2019 2016-2019	se a discrep	ancy is found when ULB ve	Construction Co		C d Pakka N	onstruction Type*	Usage Typ		·		
Aalty will be levied in cas Year* 2016-2019 V Iditional Unit Details Occupancy Type*	se a discrep	ancy is found when ULB ve Floor No.*	Construction Co		Co Pakka N	onstruction Type"	Usage Typ	*	·		
Alty will be levied in cas Year' 2016-2019 V Iditional Unit Details Docupancy Type' Property Type'	se a discrep Sr No.*	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co		C d Pakka N	onstruction Type"	Usage Typ	*	·		
Analty will be levied in cast Year' 2016-2019 V dditional Unit Details Occupancy Type' Property Type' Floor Specific additio	se a discrep Sr No.*	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co		Co Pakka N	onstruction Type"	Usage Typ Residential 2 K	amalika Shaw	·		
Analty will be levied in cast Year' 2016-2019 V dditional Unit Details Occupancy Type' Property Type' Floor Specific additio	Se a discrep Sr No.*	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co		Co Pakka N	onstruction Type"	Usage Typ Residential 2 K	*	·		
Analty will be levied in case Year' 2016-2019 dditional Unit Details Occupancy Type' Property Type' Floor Specific addition ebate Applicable?	Se a discrep Sr No.*	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co		C C	onstruction Type"	Usage Typ Residential : R	amalika Shaw	- CD03		
All	Se a discrep. Sr No.* 1 : : : : Select	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co		C C	onstruction Type"	Usage Typ Residential : K : © Factor Value	Gamalika Shew	·	Add/Delete	
Vear" 2016-2019 dditional Unit Details Occupancy Type" Floor Specific additio tebate Applicable? Al	Se a discrep	Ancy is found when ULB ve Floor No.* 1st Self-Occupied Building Ion Applicable Unit No.*	Construction Co		C C	onstruction Type"	Usage Typ Residential : K Factor Value*	amalika Shaw	- CD03	Add/Delete	•
Vear" 2016-2019 2016-201 2016-2019 2016-201 2	Se a discrep	ancy is found when ULB ve Floor No.* 1st v Self-Occupied Building	Construction Co	↓ For Other	Patisa N Patisa N	Coccupier Name	Usage Typ Residential : K : © Factor Value	Gamalika Shew		Add/Delete Add/Delete	•
Year" 2016-2019 dditional Unit Details Occupancy Type" Floor Specific additio tebate Applicable? Al Al	Se a discrep	Ancy is found when ULB ve Floor No.* 1st Self-Occupied Building Ion Applicable Unit No.*	Construction Co	J∰ J For OP	Patisa N Patisa N	onstruction Type"	Usage Typ Residential : R : ® Factor Value* : ® Factor Value*	Camalika Shaw Ves No Ves No	- CD03	Add/Delete Add/Delete	•
Vear" 2016-2019 2016-201 2016-2019 2016-201 2	se a discrep Sr No.* 1 : : : : : : : : : : : : : : : : : :	Incy is found when ULB ve Floor No.* 1st • Set-Occupied Building Ion Applicable Unit No.*	Construction Co	↓ For Other	Patisa N Patisa N	Coccupier Name	Usage Typ Residential : K Factor Value* : * Factor Value* : *	Gamalika Shew		Add/Delete Add/Delete Add/Delete	
All	se a discrep Sr No.* 1 : : : : : : : : : : : : : : : : : :	Ancy is found when ULB ve Floor No.* 1st Self-Occupied Building Ion Applicable Unit No.*	Construction Co	For Other	Patka N	tekan grante martile floorir / Coccupier Name	Usage Typ Residential : R : ® Factor Value* : ® Factor Value*	Camalika Shaw Ves No Ves No		Add/Delete Add/Delete Add/Delete Add/Delete	
Al Al	se a discrep Sr No.* 1 : : : : : : : : : : : : : : : : : :	Incy is found when ULB ve Floor No.* 1st • Set-Occupied Building Ion Applicable Unit No.*	Construction Co	Fer Ott	Patka N	Coccupier Name	Usage Typ Residential : K Factor Value* : * Factor Value* : *	Camalika Shaw Ves No Ves No		Add/Delete Add/Delete Add/Delete	
All	se a discrep Sr No.* Sr No.*	Incy is found when ULB ve Floor No.* 1st • Set-Occupied Building Ion Applicable Unit No.*	Construction Co	For Other	Patka N	tekan grante martile floorir / Coccupier Name	Usage Typ Residential : K Factor Value* : * Factor Value* : *	Camalika Shaw Ves No Ves No		Add/Delete Add/Delete Add/Delete Add/Delete	
All	se a discrep Sr No.* Sr No.* Sr No.* Select Select Select Details	Incy is found when ULB ve Floor No.* 1st • Set-Occupied Building Ion Applicable Unit No.*	Construction Co	For Other	Patka N	tekan grante martile floorir / Coccupier Name	Usage Typ Residential : K Factor Value* : * Factor Value* : *	Camalika Shaw Ves No Ves No		Add/Delete Add/Delete Add/Delete Add/Delete	

Figure 107: Property - Data Entry Suit- Add Arrears

2. **Outstanding Amount** page appears.



utstanding Amount			0
nancial 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 N	lame	Mobile No.	E-mail Address	Aadh	ar No.	Pan No.
Kamalika Shaw	FEMALE	wio	B Shaw		8420566565				
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 :				Pincode		156354			
Tax Zone Details	x Zone Details								
Property Zone :	Zone 1			Property Ward		Kalimata Ward (Ward 3)			
Road Type :	Main Road								
Building Details	20 Jun 2040					4000.0			
	29-Jan-2019			Total plot Area		4000.0			
Floor Details									
Year Sr No. 2018-2019 1	Floor No. 1st	Date of Construction 09-Jan-2019	Property Type Residential	Deble Meles	Construction Ty	pe BC or Stone-shaped permanent		ilt-up Area 8000.0	View More details
2010-2017	181	09-0811-2019	Residential	Pakka Makan	buildings)	bo or stone-snaped permanent		8000.0	
Additional Unit Details									
Occupancy Type	: Self-Occupied	Occupier Name		: Kamalika Shaw		lature of property		Building	
Property Bill Details									
Financial Year ⁴	2018-2019->APR-MAR		Ŧ						
Tax Entry									6
fin Year			Tax E	escription				Arrear	
	Surcharge						•		1000
	Penalty						.		1000
2018-2019	Property Tax						..		1000
2018-2019	Education Cese						•		1000
2018-2019 🔻	Consolidate Tax						Ŧ		1000
2018-2019	General Water Tax						T		1000
Floor Specific additional Information									
Fac	tor	S	elect Applicable Unit No.			Factor Value			
Rebate		ALL		For Others					
Water Connection Facility		ALL		Municipal Tap - 0.5 Inch (
Exemption ULB Administrative Details		ALL		Central / State Governme	int Property				
	Paresh PatilRaipur-Tax Collector								
Tax Collector Assignee :	Paresii Patiikaipur-Tax Collector								
Decuments Unload									_
Documents Upload						Upload Document			•
Occuments Upload	Document Descript								
Documents Upload	Document Descript	ion				Upload			
	Document Descript	ion				Upload 1Files uploaded ID Proof 2.pdf o			
	Document Descript	ion				1Files uploaded			
	Document Descript	ion	Subr	nit Edit		1Files uploaded			

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.



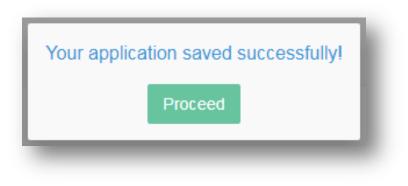


Figure 110: Property - Data Entry Suit - Add Arrears - Confirmation

	Field Descriptions								
Sr. No.	Field Label	Data Type	Mandatory	Description					
	Ownership Detail								
1.	Ownership Type	Dropdown List	Yes	Select Ownership Type from the drop-down list.					
	Owner Details								
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 I	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.
		Lar	nd 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.
	1	Property	Address Detail	S



		Field I	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	Put tick mark inside the checkbox if the above address is same as the correspondence address. 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.
		Tax Z	one 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.
		Build	ing 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 I	Descriptions	
Sr. No.	Field Label	Data Type	Mandatory	Description
		Flo	or Details	
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 oicon to add more rows.
		Addition	al Unit Details	
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.
		Floor Specific A	dditional Infor	mation



		Field I	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.
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.			
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