

Help Document

# **PROPERTY TAX**

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## 1. General Functions

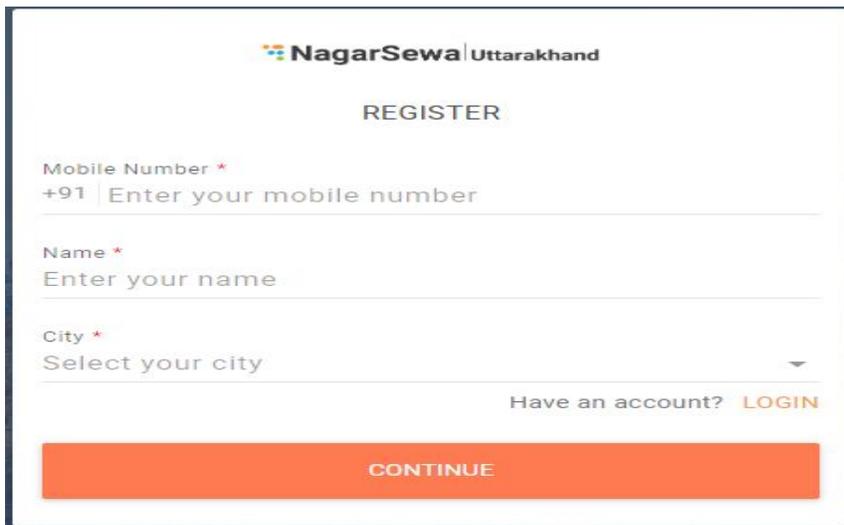
Following are the general functions of the application:

To register into the system, citizen needs to create an account into the system by providing some basic details.

### 1.1. Registering into application

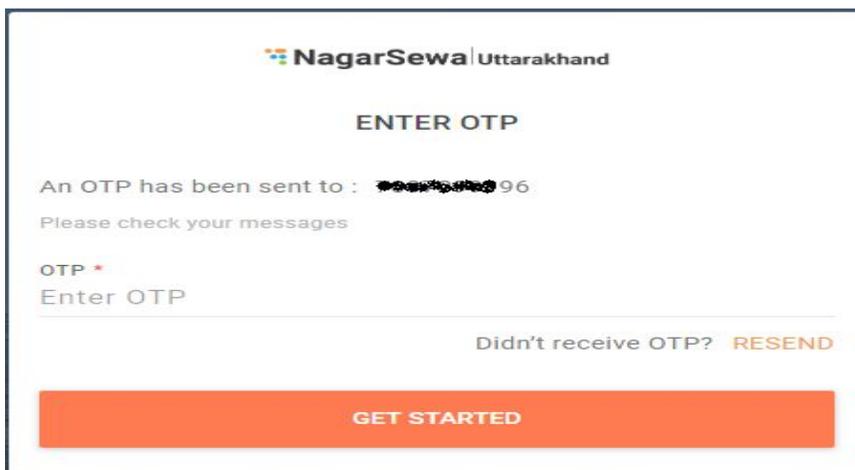
Open the link given below by simply clicking on it.

<https://nagarsewa.uk.gov.in/citizen/language-selection>



The screenshot shows the registration page for Nagarsewa Uttarakhand. At the top, the logo and name 'Nagarsewa Uttarakhand' are displayed. Below the logo, the word 'REGISTER' is centered. There are three input fields: 'Mobile Number \*' with a dropdown menu showing '+91' and the text 'Enter your mobile number'; 'Name \*' with the text 'Enter your name'; and 'City \*' with a dropdown menu showing 'Select your city'. To the right of the 'City' field, there is a link 'Have an account? LOGIN'. At the bottom of the form, there is a large orange button labeled 'CONTINUE'.

Fill all the mandatory details as Mobile Number, Name and then City (Urban Local Body) you want to be registered with and then click on continue. You will receive an OTP to be entered in the next screen as shown below to complete the registration process.



The screenshot shows the 'ENTER OTP' page for Nagarsewa Uttarakhand. At the top, the logo and name 'Nagarsewa Uttarakhand' are displayed. Below the logo, the word 'ENTER OTP' is centered. There is a message: 'An OTP has been sent to : [redacted] 96'. Below this, it says 'Please check your messages'. There is an input field for 'OTP \*' with the text 'Enter OTP'. To the right of the input field, there is a link 'Didn't receive OTP? RESEND'. At the bottom of the form, there is a large orange button labeled 'GET STARTED'.

On completion of registration process, user profile is created and user landed into landing page of application.

## 1.2. Login into the application

A citizen who has already created an account into system by completing the registration process needs to login into system mobile number as user name and password as shown below in pictorial form.

**NagarSewa Uttarakhand**

**LOGIN**

Mobile Number \*  
+91 | Enter your mobile number

Don't have an account? [REGISTER](#)

**CONTINUE**

Citizen enters credentials,  
Selects his/her city and logs in

On logging in, the homepage will  
be displayed on the citizen screen.

HALDWANI MUNICIPAL CORPORATION

ENGLISH

Welcome Akhila GD ,

**Trade License**  
A licensed trade will always enjoy a greater goodwill and attract more customers and investors than unregistered entities. Help your city to plan and support your business. Apply for your Trade License Now!  
**TRADE LICENSE** **HOW IT WORKS**

**Property Tax**  
Assess, pay and track your Property Taxes online with NagarSewa Property Tax.  
**PROPERTY TAX** **HOW IT WORKS**

### 1.3. Editing the User Profile

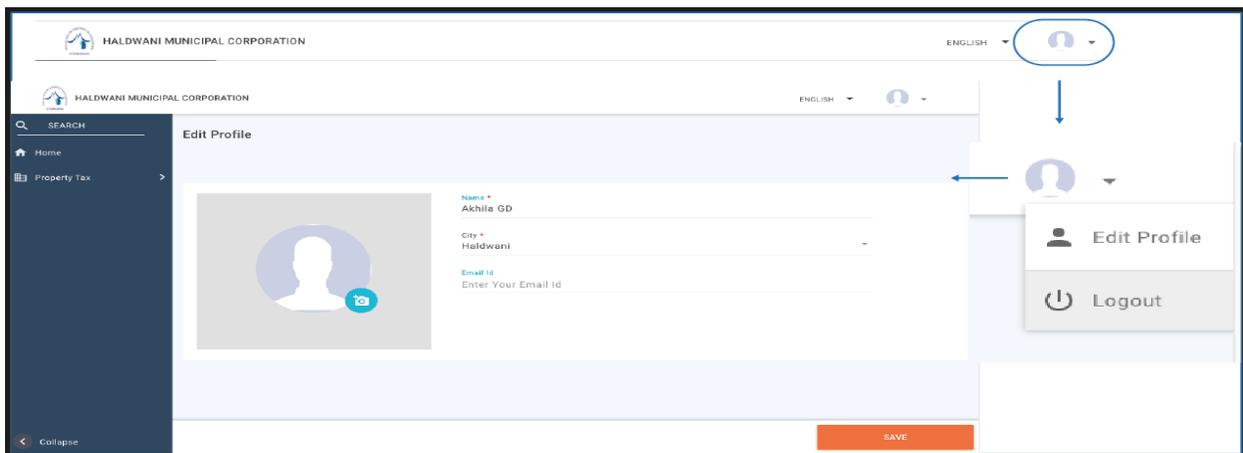
Follow the steps shown below to edit your profile. You can:

- Update Name, Mobile Number, and Email ID
- Upload Profile Photo

### 1.4. Updating name, mobile number, and email id

User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

To change or remove the Profile Picture, user clicks on the camera icon on his/her picture.



### 1.5. Uploading Profile Photo



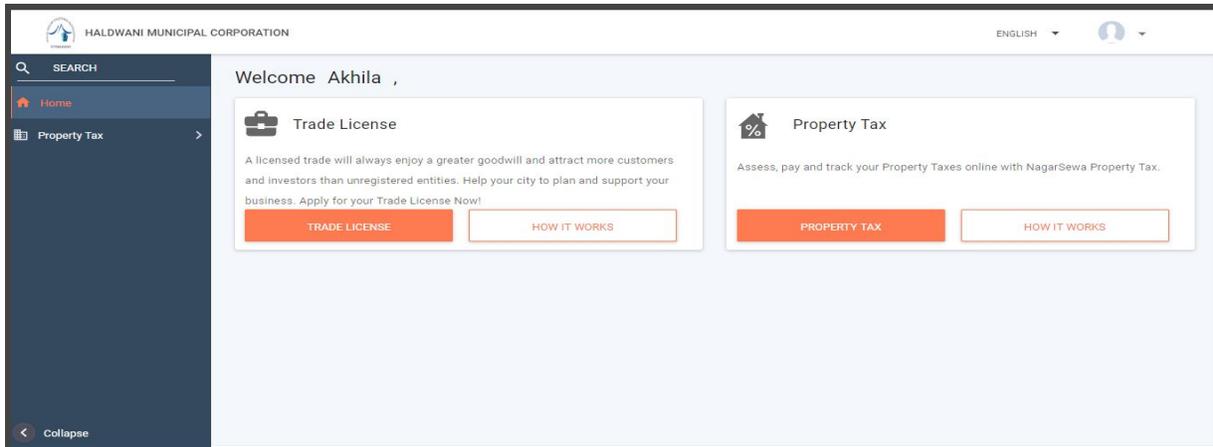
Two options appear on the screen: 'Gallery' and 'Remove'.

User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

## 2. Search and Pay Property Tax

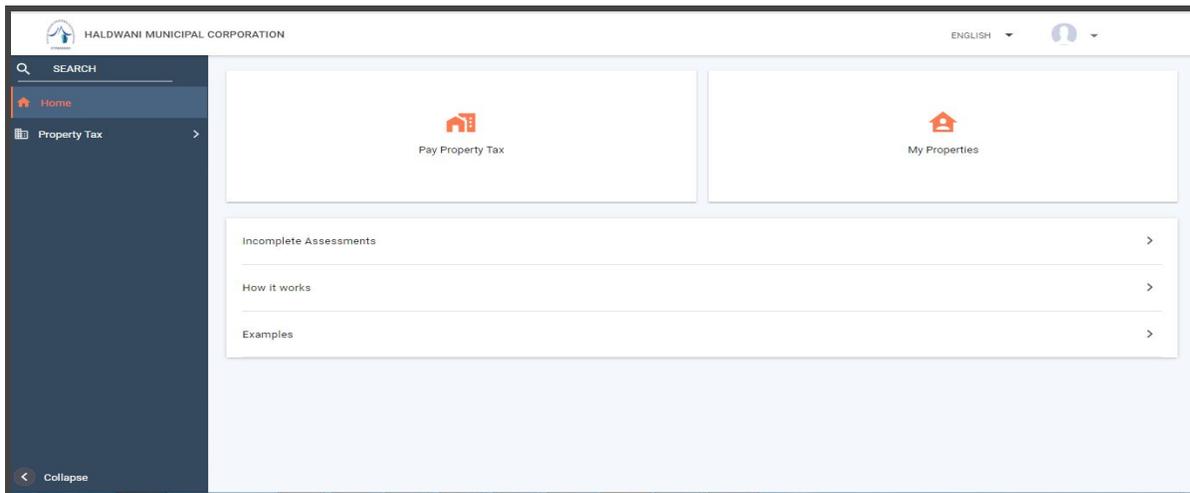
Follow the steps shown below to Search and Pay Property Tax

### 2.1. Landing Page



Citizen logs into the system and sees the landing page with two options, 'Trade License' and 'Property Tax'. User clicks on 'PROPERTY TAX'

### 2.2. Property Tax Home Page



Citizen sees the Property Tax Home page. Here he/she clicks on 'Pay Property Tax'

## 2.3. Search Property

HALDWANI MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Property Tax

Property Tax

Search Property

Search Property

City \*  
Select

Owner Mobile No.  
Enter owner mobile no.

Property Tax Unique ID  
Enter property tax unique ID

Existing Property ID  
Enter existing property ID

House/Shop No.  
Enter house no.

RESET

SEARCH

Citizen has to select the city from the dropdown and enter any other search criteria shown in the above screen

## 2.4. Search Result

HALDWANI MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Property Tax

Property Tax

Search Property

Search Property

City \*  
Haldwani

Owner Mobile No.  
Enter owner mobile no.

Property Tax Unique ID  
PT-248459-019044

Existing Property ID  
Enter existing property ID

House/Shop No.  
Enter house no.

RESET

SEARCH

Property Search Result (1)

↑ S.No	Property Tax Unique ID	Owner Name	Guardian's Name	Existing Property ID	Address	Status
1	<a href="#">PT-248459-019044</a>	कैलाश चंद पनेरु	शेखरलाल	HT01843901158	3-1139 पुराना 3-1060,	ACTIVE

Monday, November 25, 2019

On Searching with Property ID citizen's property details will be shown in the search result and on click of Property ID he will be navigated to the view screen as below

## 2.5. View Property

**HALDWANI MUNICIPAL CORPORATION** ENGLISH

**Property Information** Property Tax Unique ID: PT-248459-019044

**Property Address**

City:	House No:	Colony Name:	Street Name:
Haldwani	3-1139 पुराना 3-1060	NA	NA
Mohalla:	Pincode:	Existing Property ID	Road Type
UK_HALDWANI_REVENUE_M004 2	NA	HT01843901158	NA
	Thana		
	NA		

**Assessment Information**

Usage Type	Type of Building:	Plot Size:	No. of Floors
NA	Built Up	0 sq yards	1
Construction Date			
NA			

**Ground Floor**

**Unit - 1**

Unit Usage Type	Occupancy	Construction Type	Inner Dimensions Known
Residential	Self-Occupied	NA	NA
Room Area(sq ft)	Balcony ,Corridor, Kitchen ,store Area(sq ft)	Garage Area(sq ft)	Bathroom & Staircase Area(sq ft)
NA	NA	NA	NA
		Covered area (sq ft)	
		NA	

**Ownership Information**

Name:	Guardian's Name	Gender:	Type of Ownership
कैलाश चंद्र पनेरु	प्रेमबल्लभ	NA	NA
Mobile No:	Email ID:	User Category:	Correspondence Address:
9999999999	NA	NA	NA

**Assessment History**

Assessment Date	22-Nov-2019
Assessment No.	AS-2019-11-22-019044
Assessment Year	2019-20

**Payment History**

There is no payment history

**Total Dues** ⓘ Rs 200 **DUES PAYMENT**

< Collapse

Citizen verify his property details and proceed to pay due amount by clicking on "Pay" and he will be redirected to the below screen

## 2.6. Pay Property Tax

HALDWANI MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Property Tax

Payment information Property Tax Unique ID: PT:248459-019044

Payment Collection Details

Fee Details		Total Amount
Property Tax	100	Rs 200
Total Amount	200	

Amount to be paid

Full Amount  Partial Amount

Amount to pay (INR)  
200

MAKE PAYMENT >

On click of "MAKE PAYMENT" citizen will be redirected to payment gateway screen as below.

## 2.7. Payment Gateway

eazypay > Make Payments > Search by Institution Name > View Bills

Pay bills and invoices from any bank account or any card

1 SEARCH 2 VIEW 3 PAY

Select Payment Mode

RTGS / NEFT

Net Banking

Debit Card

Credit Card

Transaction ID	1911251551857
Merchant Name	DIRECTOR URBAN DEVELOPMENT NAGAR SEWA ONLINE COLLECTION ACCOUNT
Amount	Rs. 200.00
Convenience Fee	Rs. 12.72
GST	Rs. 2.28
Total Bill Amount	Rs. 215.00

Mobile No :  Email ID :

Payer Name :

\*Please provide the mobile number for transaction communication & viewing transaction history.

ICICI Bank (Retail)  Other Bank

Proceed Now

On successful payment citizen will be redirected to his NagarSewa account where he can download receipt as below

## 2.8. Download Receipt

HARIDWAR MUNICIPAL CORPORATION

ENGLISH

Property Tax

Assess New Property

Payment Details Property Tax Unique ID: PT-248459-019480

Payment has been made successfully!

A notification regarding Payment has been sent to property owner at registered Mobile No.

Payment Receipt No. 11/2019-20/000112

DOWNLOAD RECEIPT PRINT RECEIPT

Citizen can download or print the receipt by clicking DOWNLOAD RECEIPT/ PRINT RECEIPT