

Help Document
PROPERTY TAX



Contents

General Functions	2
Login into the application	2
Editing the Profile	3
Updating name, Mobile Number and Email id	4
Uploading Profile Photo	4
2. Search and Pay Property Tax	5
2.1. Landing Page (My Worklist)	5
2.2. Property Tax Home Page	5
2.3. Search Property	6
2.4. Search Result	6
2.5. View Property	7
2.6. Collect Property Tax	8
2.7. Print Receipt	9
3 Data Entry Screen	10
3.1 Property Address	12
3.2 Assessment Information	13
3.2.1 Property Type: Flat Part of the building:	14
3.2.2 Property Type: Building	15
3.2.3 Property Type: Vacant Land	15
3.3 Ownership Information	16
3.3.1 Single Owner	17
3.3.2 Multiple Owner	18
3.3.3 Institutional - Private	19
3.4 Demand And Collection	20
3.5 Summary	21
4 Edit Property	23

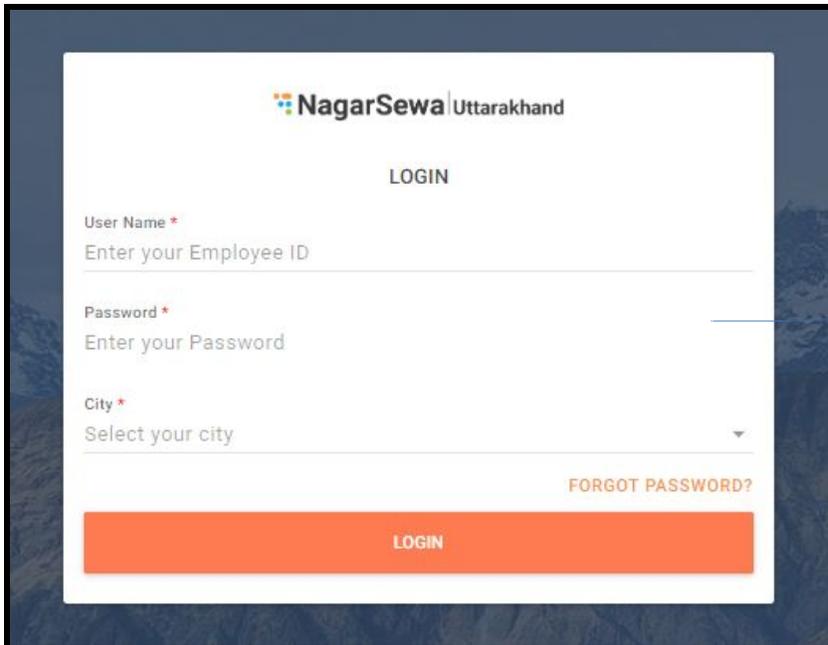
1. General Functions

Following are the general functions of the application:

1.1. Login into the application

To login, please go to the following link:

<https://nagarsewa.uk.gov.in/employee/>



Employee (All Roles) enters credentials, Selects his/her city and logs in

On login in, the homepage will be displayed on the employee screen.

HALDWANI MUNICIPAL CORPORATION

Haldwani ENGLISH

SEARCH

Property Tax

Trade License

Welcome TLCreator

Property Tax

Trade License

My Worklist

24 Total Task

0 Nearing SLA

20 Over SLA

ASSIGNED TO ME (0) ALL (24) All

Module/Service	Task ID	Status	Assigned By	Assigned To	SLA (Days Remaining)
No results found!					

Collapse

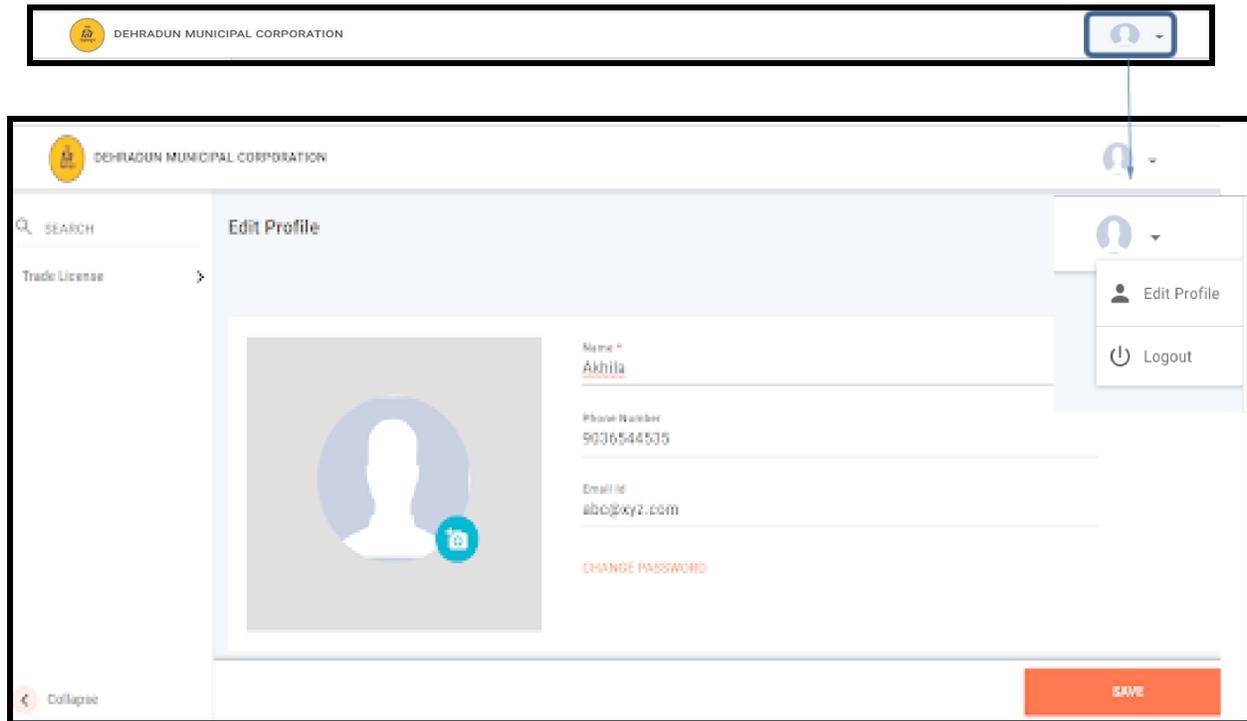
The Worklist represents the list of various tasks that exist/are assigned to a particular employee and what is the resolution time related to those tasks.

1.2. Editing the Profile

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

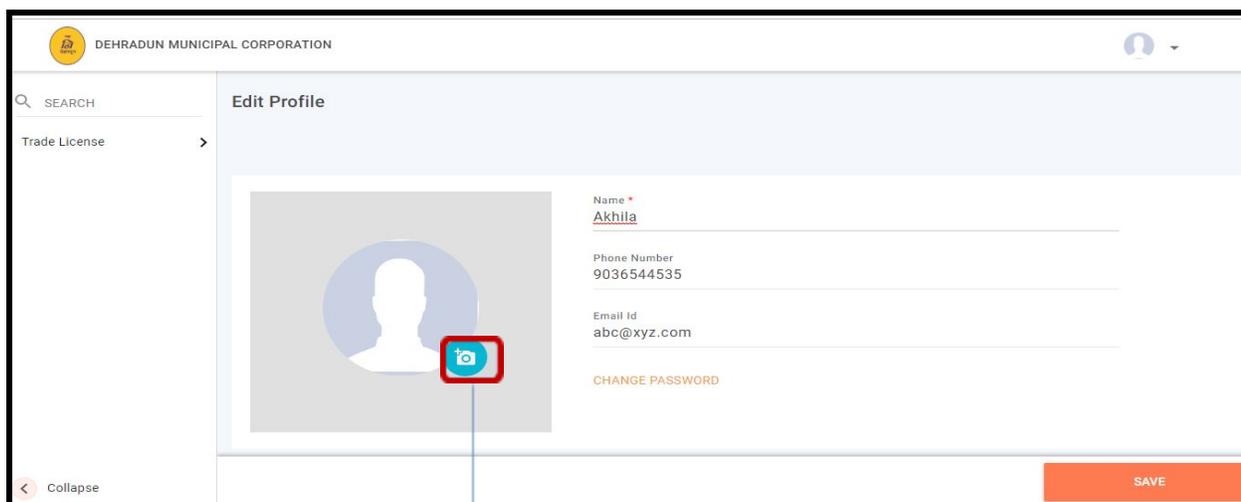
- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

1.3. 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

1.4. Uploading Profile Photo

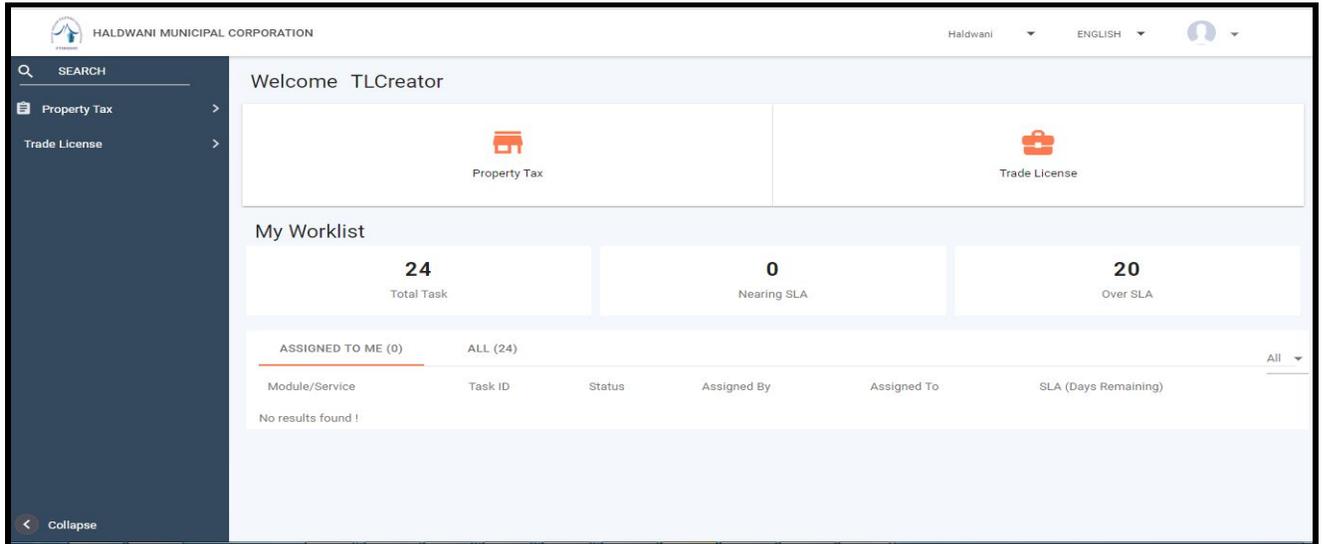


Two options appear on the screen: 'Gallery' and 'Remove'
User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save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

2. Search and Pay Property Tax

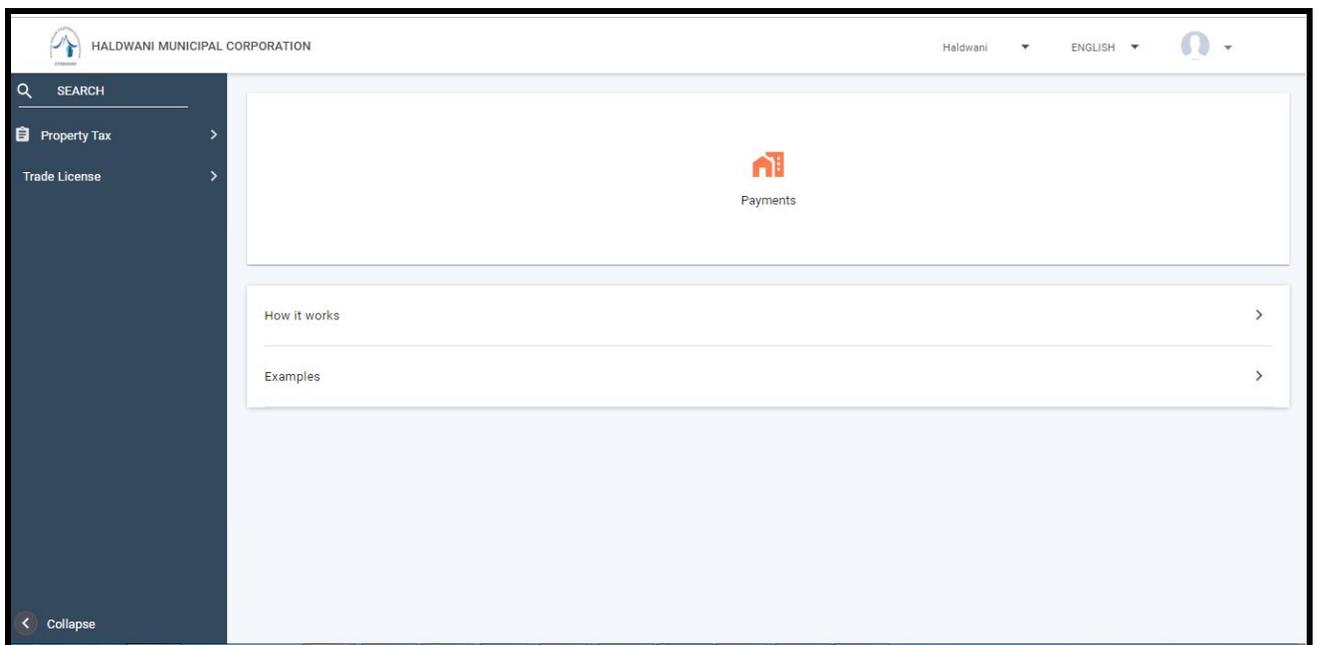
Follow the steps shown below to Search and Pay Property Tax:

2.1. Landing Page (My Worklist)



Employee 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



Employee sees the Property Tax Home page. Here he/she clicks on 'Payments'

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

Employee 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	PT-248459-019044	कैलाश चंद्र पनेरु	प्रेमवल्लभ	HT01843901158	3-1139 पुराना 3-1060,	ACTIVE

Monday, November 25, 2019

On Searching with Property ID Employee'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

The screenshot displays the 'View Property' page on the Haldwani Municipal Corporation website. The page is organized into several sections:

- Property Information:** Displays the Property Tax Unique ID as PT-248459-019044.
- Property Address:** A table with the following data:

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	NA	HT01843901158	NA
2	Thana		
	NA		
- Assessment Information:** A table with the following data:

Usage Type	Type of Building:	Plot Size:	No. of Floors
NA	Built Up	0 sq yards	1
Construction Date	NA		
- Ground Floor:** A section containing a table for 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:** A table with the following data:

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:** A table with the following data:

Assessment Date	22-Nov-2019
Assessment No.	AS-2019-11-22-019044
Assessment Year	2019-20
- Payment History:** A section indicating 'There is no payment history'.
- Total Dues:** Rs 200, with a 'DUES PAYMENT' button.

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

2.6. Collect Property Tax

The screenshot shows a web application interface for Halodwan Municipal Corporation. The header includes the logo, the name 'HALODWAN MUNICIPAL CORPORATION', and language/location settings for 'Halodwan' and 'ENGLISH'. A left sidebar contains a search bar and navigation links for 'Property Tax' and 'Trade License'. The main content area is titled 'Payment information' and displays 'Property Tax Unique ID: PT-248499-019044'. It is divided into three main sections: 'Payment Collection Details', 'Amount to be paid', and 'Capture Payment'. The 'Payment Collection Details' section shows a table with 'Property Tax' at 100 and 'Total Amount' at 200, with a 'Total Amount Rs 200' displayed on the right. The 'Amount to be paid' section has radio buttons for 'Full Amount' (selected) and 'Partial Amount', with an 'Amount to pay (INR)' field set to 200. The 'Capture Payment' section offers payment methods: 'CASH' (selected), 'CHECK', 'DD', and 'Credit/DebitCard'. It includes fields for 'Paid By' (Owner), 'Payer Name' (Owner Halodwan), and 'Payer Mobile No.' (+91 | 0000000000). An optional section for 'MSC5/MSC2 Receipt Details' has fields for 'MSC5/MSC2 Receipt No.' and 'MSC5/MSC2 Receipt Issue Date' (dd/mm/yyyy). A 'GENERATE RECEIPT' button is located at the bottom right.

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

Capture Payment

CASH CHECK DD Credit/DebitCard

Paid By *
Owner

Payer Name *
Owner Halodwan

Payer Mobile No. *
+91 | 0000000000

MSC5/MSC2 Receipt Details (Optional)

MSC5/MSC2 Receipt No.
Enter MSC5/MSC2 Receipt No.

MSC5/MSC2 Receipt Issue Date
dd/mm/yyyy

GENERATE RECEIPT >

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

2.7. Print 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

Collapse

DOWNLOAD RECEIPT

PRINT RECEIPT

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

3 Data Entry Screen

This is a feature to enable the employees to enter information for the property tax already disbursed before the system came into effect.

Following are the steps to be followed in order to help the employee enter the information:

Step 1: The user lands on the below screen and clicks on Data Entry as show below:

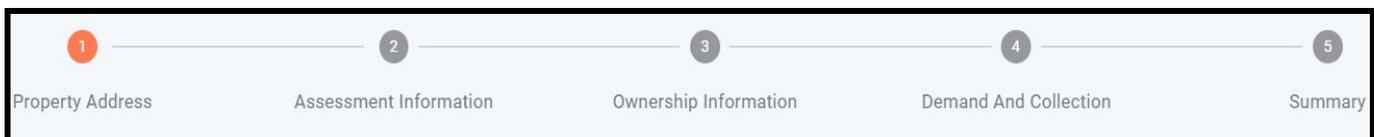
The screenshot shows the user interface of the Rudrapur Municipal Corporation system. The top header includes the logo and name of the corporation, the language set to 'ENGLISH', a user profile icon, and the 'DIGIT' logo. The left sidebar contains navigation options: 'Property Tax', 'Search Properties', 'Data Entry' (highlighted with a red box), and 'Property Tax Report'. The main content area features a 'Welcome' message in Marathi, two task cards for 'Property Tax' and 'Trade License', a 'My Worklist' section showing 8 total tasks, 2 nearing SLA, and 6 over SLA, and a table with no results found.

Module/Service	Task ID	Status	Assigned By	Assigned To	SLA (Days Remaining)
No results found !					

Step 2: After clicking, a form would open as shown below:

The screenshot shows the 'Property Demand Assessment' form in the Rudrapur Municipal Corporation system. The form is titled 'Property Demand Assessment' and is part of a 5-step process. The steps are: 1. Property Address, 2. Assessment Information, 3. Ownership Information, 4. Demand And Collection, and 5. Summary. The current step is 'Property Address', which is highlighted with a red circle and the number 1. The form contains several input fields: 'City' (dropdown menu with 'Rudrapur' selected), 'House/Shop No.' (text input), 'Building/Colony Name' (text input), 'Street Name' (text input), 'Locality/Mohalla' (dropdown menu with 'Select' selected), 'Pincode' (text input), 'Existing Property ID' (text input), 'Road Type' (dropdown menu with 'Select' selected), and 'Police Station' (dropdown menu with 'Select' selected). There are 'GO BACK' and 'NEXT' buttons at the bottom of the form.

There are 5 steps as shown below in order to collect the information



3.1 Property Address

This is the first part of the form, which asks for the below mentioned fields:

Collect information from the citizen to identify the property.

City *	Rudrapur
House/Shop No. *	Enter house no.
Building/Colony Name	Enter buiding/colony name
Street Name	Enter Street Name
Locality/Mohalla *	Select
Pincode	Enter area pincode
Existing Property ID	Enter existing property ID
Road Type	Select
Police Station	Select

Field	Description
House/Shop No.*	House No. or the Shop No. to be entered
Building/ Colony name	Building or colony name to be entered
Street Name	Name of the street to be entered
Locality/Mohalla*	Locality/Mohalla is to be selected from the drop down
Pin Code	Pin Code of the area where the shop/house is located
Existing Property ID	Any new/old property which was assigned
Road Type	Type of road to be selected from the drop down
Police Station	The nearest police station to the shop/house to be entered

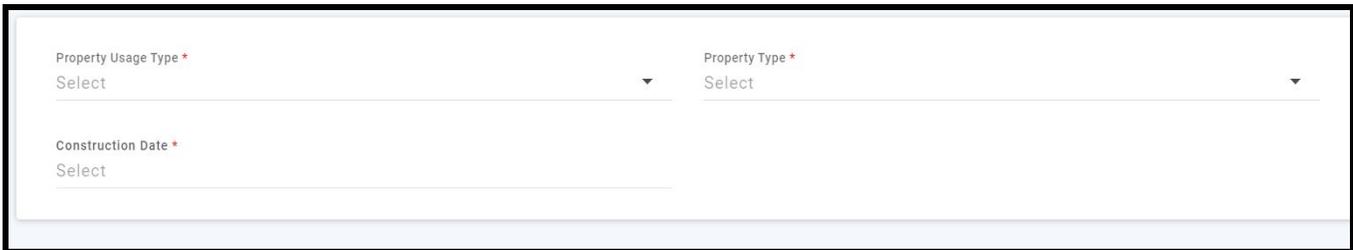
*Mandatory fields

After filling the above fields click on the next button.

3.2 Assessment Information

This is the second part of the form where the employee enter the details to define the property.

Below are the required fields:



The screenshot shows a form with three mandatory fields, each indicated by a red asterisk. The first field is 'Property Usage Type' with a 'Select' dropdown menu. The second field is 'Property Type' with a 'Select' dropdown menu. The third field is 'Construction Date' with a 'Select' dropdown menu.

Fields	Description
Property Usage Type*	The type of the property is selected from the drop down
Property Type*	The type of property is to be selected from the drop down with below options: 1) Flat/Part of Building 2) Independent Building 3) Vacant Land
Construction Date*	When the construction of the property was finished

*Mandatory Fields

Another dialog box would open just below the above information card which is based on the selection of Property Type which would require the details of the unit to be filled in.

Below mentioned are the combinations which could be filled in.

3.2.1 Property Type: Flat Part of the building:

Click on " ADD ONE MORE UNIT" to add details about another unit in the s building/ plot

Fields	Description
Unit Usage Type*	Type of usage for the unit: 1) Residential 2) Non Residential
Sub Usage Type*	Type of sub usage could be a hotel, lodge etc.
Occupancy*	Occupancy is to be selected from the drop down which could be: Rented, Self Occupied or Unoccupied
Construction Type*	Type of Construction is to be selected which could be: Kucha, Pukka etc
Covered Area*	Area of the property which is covered under the roof
Select Floor*	The floor no. has to be selected on which the unit is located
Annual Value*	Value of the unit is to be filled

*Mandatory Fields

3.2.2 Property Type: Building

Below are the 2 fields required to be filled:

Property Usage Type *
Mixed

Property Type *
Independent Building

Construction Date *
Select

Plot Size(sq ft) *
Enter plot size

No. of Floors *
Select

Field	Description
Plot Size(sq. ft)*	Size of the plot/building is to be filled
No. of Floors*	No. of floors to be selected from the drop down

* Mandatory Fields

3.2.3 Property Type: Vacant Land

Property Usage Type *
Mixed

Property Type *
Vacant Land

Plot Size(sq ft) *
Enter plot size

Field	Description
Plot Size*	Size of the plot is to be filled

*Mandatory Fields

After filling all the fields click on NEXT

3.3 Ownership Information

The next part would be filling the details of the owner.

The employee would land on the below form after filling all the details from the previous step:

The screenshot shows a web form with the following fields:

- Type of Ownership ***: A dropdown menu currently showing "Single Owner".
- Name ***: A text input field with the placeholder "Enter Owner's Name".
- Gender ***: Radio buttons for "Male" (selected), "Female", and "Transgender".
- Mobile No. ***: A text input field with the placeholder "Enter Mobile No.". (Note: This field is partially obscured by the blue arrow).
- Special Category ***: A dropdown menu currently showing "Not Applicable".
- Guardian's Name ***: A text input field with the placeholder "Enter name".
- Relationship**: A dropdown menu currently showing "Father".
- Email ID**: A text input field with the placeholder "Enter email ID".
- Correspondence Address**: A text input field with the placeholder "Enter correspondence address".
- Same as property address**

The above form would change based on the Type of Ownership selection.

Following would be the changes in the form according to the type of ownership selection:

3.3.1 Single Owner

Below are the fields required to be filled for single owner selection:

Type of Ownership *
Single Owner

Name *
Enter Owner's Name

Gender *
 Male Female Transgender

Mobile No. *
Enter Mobile No.

Guardian's Name *
Enter name

Relationship
Father

Special Category *
Not Applicable

Email ID
Enter email ID

Correspondence Address
Enter correspondence address

Same as property address

Field	Description
Name*	Owners name has to be entered
Gender*	One of the three mentioned genders has to be selected
Mobile No.*	Enter the mobile no. of the owner
Guardians Name*	Name of the Guardian
Special Category*	If the owner is from a special category such as: Freedom Fighter, Widow etc. If not any of the categories then click Not Applicable
Email Id	Owners Email id has to entered
Correspondence Address	If any other address of the owner is available
Same as Property Address	Tick the checkbox If the correspondence address is the same as property address

3.3.2 Multiple Owner

If there are multiple owners then there would be more no. of similar fields as in case of single owner to enter their details by the naming of Owner 1, Owner 2 ,Ownern

Owner -2

Name *
Enter Owner's Name

Gender *
 Male Female Transgender

Mobile No. *
Enter Mobile No.

Guardian's Name *
Enter name

Relationship
Father

Special Category *
Not Applicable

Email ID
Enter email ID

Correspondence Address
Enter correspondence address

Same as property address

[+ ADD OWNER](#)

If there are more owners than the cards displayed then click on ADD OWNER button

3.3.3 Institutional - Private

If the ownership is private institution then the below fields need to be filled:

Type of Ownership *
Institutional - Private ▼

Institution Name *
Select

Institution Type *
Select ▼

 Details of authorised person

Name *
Enter Owner's Name

Designation *
Enter Designation

Mobile No.
Enter Mobile No.

Landline Number *
Enter landline number

Email ID
Enter email ID

Correspondence Address *
Enter correspondence address

Same as property address

Fields	Description
Institution Name*	Name of the institute
Institution Type*	Type of institute that is single owner, Partnership Firm etc
Name*	Name of the person responsible from the institute
Designation*	Designation of the person in the company
Mobile no.	Mobile no. of the person who is responsible
Landline no.*	Landline no. of the institute
Email ID	Email id of the person/ institute
Correspondence Address	Enter if there is any other address
Same as Property Address	Tick the check box if the correspondence address is similar to property address

3.4 Demand And Collection

Here the information has to be entered for the demands and collection which were made during the previous years.

2019-20

Demand	Collected
Property Tax Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Property Tax Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
Swatchatha Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Swatchatha Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
Interest Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Interest Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
Promotional Rebate Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Promotional Rebate Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>
Rebate Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Rebate Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>

2018-19

Demand	Collected
Property Tax Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	Property Tax Please enter the Amount. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>

Please note: The information has to be collected separately for every year starting from the current to the back.

The following are the fields to be filled for demand as well as collection:

Field	Description
Property Tax	Enter the Property Tax
Swatchta Tax	Enter the swatchta Tax
Interest	Enter the interest levied on the amount.
Promotional Rebate	Enter the promotional rebate offered/collected
Rebate	Enter the rebate amount

*Mandatory Fields

3.5 Summary

Last step is the summary where the summary of the filled form is displayed.

The screenshot shows a summary page for a property form, divided into several sections. Each section has an 'EDIT' button in the top right corner. A callout box points to the 'EDIT' button in the 'Ownership Information' section.

Property Address			
Loc	House No.	Circle Name	Existing Property ID
Ratnagar	121	NA	NA
Street Name	Pincode	House Type	House Status
NA	BA	NA	NA
Municipality			
Jagatspora - Jagatspora			

Assessment Information			
Usage Type	Type of Building	Floor Size	Floor No.
Mixed	Flat/Part of the building	NA	0
Construction Date			
03-02-2020			
Int'l Usage Type	Occupancy	Construction Type	Water Elimination System
Residential	Unoccupied	Pucca building, with RCC roof or RR roof	No
			Covered area (sq.ft)
			121
Sub Usage Type	Actual Value		
NA	1212121		

Ownership Information			
Name of Institution	Designation	Type of Institution	Type of Ownership
Dnyanesh Institute	Head	Proprietorship	Individual
Name of Authorized Person	Telephone Number	Mobile No.	Gender
Dnyanesh	61292555028	9698879112	NA

Demand And Collection		
2019-20		
Tax Head	Demand	Collected
Property Tax	100	0
Tax Head	Demand	Collected
Swachhetha	100	0
Tax Head	Demand	Collected
Interest	100	0
Tax Head	Demand	Collected
Provisional Rebate	-111	0
Tax Head	Demand	Collected
Rebate	-10	0

If something has to be edited at this step of the form then click on the edit option displayed sperately at each step of the form

Click on “ ADD PROPERTY “ button after reviewing the form



After clicking the Add property, the following message would be displayed and the property gets added:

Property Demand Assessment Property Tax Unique ID.: PT-248471-000022

 Property Details Submitted Successfully.

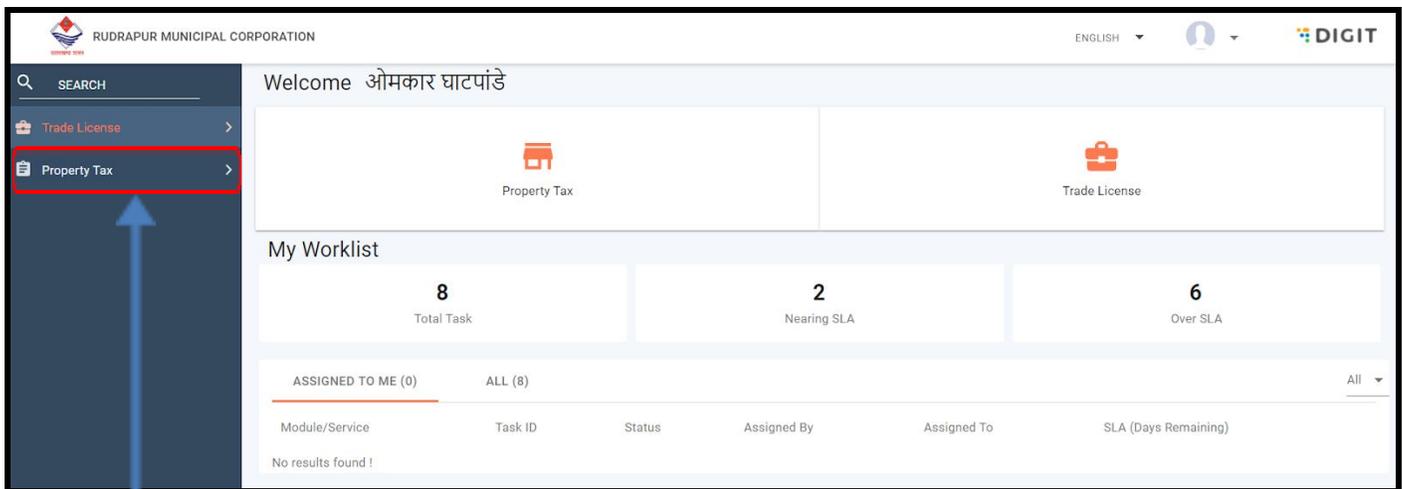
4 Edit Property

This feature can be used to edit details of any property, the information which had been entered through the Data Entry Screen.

Please Note: This feature has a precheck which states that receipt or certificate should not have been generated.

Below are the steps to Edit a Property:

Step 1:



The screenshot displays the user interface of the Rudrapur Municipal Corporation. At the top left, the logo and name 'RUDRAPUR MUNICIPAL CORPORATION' are visible. The top right shows 'ENGLISH' and a user profile icon. The main header area says 'Welcome ओमकार घाटपांडे'. Below this, there are two large cards: 'Property Tax' with a house icon and 'Trade License' with a briefcase icon. A 'My Worklist' section follows, showing three metrics: '8 Total Task', '2 Nearing SLA', and '6 Over SLA'. Below the worklist is a table with columns: 'Module/Service', 'Task ID', 'Status', 'Assigned By', 'Assigned To', and 'SLA (Days Remaining)'. The table currently shows 'No results found!'. In the left sidebar, the 'Property Tax' option is highlighted with a red box, and a blue arrow points from this box to a callout box below the screenshot.

Click on the Property Tax option after logging in and landing on the above page

Step 2:

The screenshot shows the 'Property Tax' application interface. On the left, a dark sidebar contains three menu items: 'Search Properties' (highlighted with a red box and a blue arrow), 'Data Entry', and 'Property Tax Report'. The main content area is titled 'Property Tax' and contains a 'Search Property' form. The form has the following fields:

- City ***: A dropdown menu with 'Rudrapur' selected.
- Owner Mobile No.**: A text input field with the placeholder 'Enter owner mobile no.'
- Property Tax Unique ID**: A text input field with the placeholder 'Enter property tax unique ID'.
- Existing Property ID**: A text input field with the placeholder 'Enter existing property ID'.
- Locality/Mohalla**: A dropdown menu with 'Select' selected.
- House/Shop No.**: A text input field with the placeholder 'Enter house no.'

At the bottom of the form are two buttons: 'RESET' and 'SEARCH'.

Click on the Search Property option and then the dialog box adjacent to it would open

Step 3: Enter any one of the details apart from city which you know and hit search button

This screenshot shows the same 'Property Tax' application interface as in Step 2. A red rounded rectangle highlights the search form area, which includes the 'City' dropdown (set to 'Rudrapur'), the 'Owner Mobile No.' input field, the 'Property Tax Unique ID' input field, the 'Existing Property ID' input field, the 'Locality/Mohalla' dropdown (set to 'Select'), the 'House/Shop No.' input field, and the 'SEARCH' button.

Step 4: Properties corresponding to the search criteria would open and then open the property by selecting the Property Id

Property Search Result (1)

↑ S.No	Property Tax Unique ID	Owner Name	Guardian's Name	Existing Property ID	Address	Status
1	PT-248471-000022	Divyansh	Divyansh		121,1.	ACTIVE

Rows per page: 5 1-1 of 1 < >

Step 5:

RUDRAPUR MUNICIPAL CORPORATION

ENGLISH

DIGIT

Property Tax

Search Properties

Data Entry

Property Tax Report

Property Information

Property Tax Unique ID.: PT-248471-000022

Property Address

City	House No	Colony Name	Existing Property ID
Rudrapur	121	1	NA
Street Name	Pincode	Road Type	Police Station
NA	NA	NA	NA
Mohalla	Sanjay Nagar - Sanjay Nagar		

Assessment Information

Usage Type	Type of Building	Plot Size	No. of Floors
NonResidential	Vacant Land	10101 sq ft	1
Construction Date	NA		

Ownership Information

EDIT PROPERTY

Click on "EDIT PROPERTY" button

Step 6: A summary of the form would open as shown below:

Update Property **Property Tax Unique ID: PT-248471-000022**

Property Address Assessment Information Ownership Information Demand And Collection Summary

Property Address [EDIT](#)

City	House No	Colony Name	Existing Property ID
Rudrapur	121	1	NA
Street Name	Pincode	Road Type	Police Station
NA	NA	NA	NA
Mehalla Sanjay Nagar - Sanjay Nagar			

Assessment Information [EDIT](#)

Usage Type	Type of Building	Plot Size	No. of Floors
NonResidential	Vacant Land	18101 sq ft	1
Construction Date NA			

Ownership Information [EDIT](#)

Name	Guardians Name	Gender	Type of Ownership
Divyansh	Divyansh	Male	Single Owner
Mobile No	Email ID	User Category	Correspondence Address
9898889919	NA	None of the above	121, 1, Sanjay Nagar - Sanjay Nagar, rudrapur

Demand And Collection [EDIT](#)

2019-20		
Tax Head	Demand	Collected
Property Tax	100	100
Tax Head	Demand	Collected
Swatchatha	100	100
Tax Head	Demand	Collected
Interest	100	100
Tax Head	Demand	Collected
Promotional Rebate	0	0
Tax Head	Demand	Collected
Rebate	0	0

Click on "EDIT" option in order edit the section you want to

Step 7: After entering the Edit screen edit the details and click on next as it was done in the previous section (Section - 3) for adding a property.

After which it would land on the same screen as in **Step 6:**

Step 8:

Update Property **Property Tax Unique ID.: PT-248471-000022**

✓ — ✓ — ✓ — ✓ — 5

Property Address Assessment Information Ownership Information Demand And Collection Summary

Property Address ✎ EDIT

City	House No	Colony Name	Existing Property ID
Rudrapur	121	1	NA
Street Name	Pincode	Road Type	Police Station
NA	NA	NA	NA
Mohalla	Sanjay Nagar - Sanjay Nagar		

Assessment Information ✎ EDIT

Usage Type	Type of Building	Plot Size	No. of Floors
NonResidential	Vacant Land	10101 sq ft	1
Construction Date			

UPDATE ASSESSMENT

Click on " UPDATE ASSESSMENT " button after all the editing has been completed

After which a message would be displayed as shown and below and the property has been updated successfully

Update Property Property Tax Unique ID.: PT-248471-000022



Property Update successfull
Property has been updated successfully!