User Guide

for

Enagarsewa

(http://enagarsewa.uk.gov.in/)

A Web Application

By

National Informatics Centre Uttarakhand State Unit, Dehradun

For

(Urban Development Directorate, Uttarakhand)

1. Home Page of enagarsewa

- Open the web browser and write the URL <u>http://enagarsewa.uk.gov.in/</u> and click enter
- You will reach at the home page of Enagarsewa portal



There are six types of access rights (roles) to the e-nagarsewa web application:

- Super Admin Login
- ULB Admin Login
- Counter Login
- Data Entry operator Login
- Officer's Login
- User's Login

2. Start e-nagarsewa Web Application

2.1 ULB Admin Login (92 ULB Admin Login)

- Login Using Mobile Number(Register by Super admin Against his ULB Admin Login)
- Enter Captcha click on "Send OTP" Button
- Enter OTP sent on the mobile no and click on "Submit" Button

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🗌 Home	□ Pay/View Bills/Fees -	Link Mobile Search	Track Your Application/Prope	rty Status			🗌 Net	v User(Sign up) 🛛 🗌 Sigr	n in
Ŧ	Welcome e-Nag	arsewa Portal	Enter Mobile Number. 623 Y 7 P ENTER CAPTCHA	Sign In	2 ,			2	
			Home About e	-Nagarsewa Feedback Disclaimer					
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	De	esigned, Developed and Hosted by	National Informatics Center, State Unit U	ttarakhand.		N	NATIONAL INFORMATICS CENTRE		,

Create Officers Login

This page helps you to create new officers for urban local bodies of uttarkhand on left side you may also view existing officers on right side

- Select Service Type
- Select Designation Type
- Enter Name of officers and Mobile No.
- Click on "Save" Button
- User will receive a pop up message "Successfully officer login created"

You can also edit the officers details click on the "edit" button on right hand side table where existing officers login details are shown

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Create Officers Login	Service Type	SNo.	Service Type	Designation	Name	Mobile No	
Nard Master	Select Service Type	1	Trade License Service	MC	MC	900000001	Edit
roperty Tax Charge Entry Data Entry Operator Master	Name	2	Trade License Service	Tax Inspector	tax inspector	900000002	Edit
roperty Tax Rate Entry reate Counter Admin	Mobile No						
ashboard nk Mobile Request	Save						
Road Cutting Rate Master							
	Home	About e-Na	igarsewa Feedback			Activate Winde	ows
Helpline	Mail Us On		Office Address		Total Visitor		

Trade ULB Linking

In this page ULB Admin Add Trade and major trades license fees, late fees and renewal fees, document1 name and document2 name are shown in below figure

- Select major trade
- select category trade Enter license fees, late fees, renewal fees, document1 and document2 name
- Click on "Add New Trade on ULB" button
- You can also edit the license fees and document name by click on "Edit" button
- Now click on "Update" Button
- User will receive a pop up message "Successfully Updated"

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rade ULB Linking				Tra	ade ULB L	inking				
hana Master										
reate Officers Login	SNo.	Major Trade	Category Trade	License Fees	Late Fees	Renewal Fees	Document1 Name	Document2 Name		
ard Master	1	Medical/Hos •	Nursing home Upto 10 bec	100.00	100.00	100.00	documnet1	document2	Delete	Ed
operty Tax Charge Entry	2	Medical/Hos •	Nursing home Upto 20 bec	10.00	101.00	10.00	doc	doc	Delete	Ed
ata Entry Operator Master	з	Medical/Hos •	Nursing home Upto 40 bec	1.00	1.00	1.00	doc	doc	Delete	Ed
operty Tax Rate Entry	4	Industry/Fac •	Cold drink/Soda/Water Fau	1.00	1.00	1.00	ff	ff	Delete	Ed
eate Counter Admin	5	Workshops •	other workshop/अन्य कार्यश	1.00	1.00	1.00	ff	ff	Delete	Ed
k Mobile Request	6	Workshops •	Pump repairing/पम्प मरम्मत 🔻	1.00	1.00	1.00	ff	ff	Delete	Ed
ad Cutting Rate Master	7	Goods Carri: •	Transport Agency with He: •	1.00	1.00	1.00	doc	doc	Delete	Ed
	8	Power •	Power 11-20HP/पावर 11-2	1.00	1.00	1.00	doc1	doc2 Activ	Delete ate Windows	Ed
		Discourse and a second						Go to	PC settings to activate Winde Add New Trade with ULB	ows.

Thana Master

In this page ULB Admin Add New Thana and Edit the already exist thana.

- Select Ward Name
- Enter Thana Name
- Click on "Add New Thana" Button
- You can also Edit the thana name by click on "Edit" Button

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Trade ULB Linking			Thana Master Entry		
Thana Master Create Officers Login	Enter Nar	ne of Thana			Q
Ward Master	SNo.	Ward Name	Thana Name		
mohalla master	1	WardDemoNN	demothana	Delete	Edit
Property Tax Charge Entry	2			Delete	Edit
Data Entry Operator Master		warddemoNN1 *	demothana1		
Lock Property Backlog Form		Please select Ward		Add New Thana	
Property Tax Rate Entry					
Create Counter Admin					
Dashboard					
Link Mobile Request					
Road Cutting Rate Master					
Online Transaction					
		Home A	bout e-Nagarsewa Feedback	Activate Windows	
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Mohalla Master

This page helps you to create new mohalla for urban local bodies of uttarakhand on left side you may

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Trade ULB Linking			Create Mohalla Ma	ster]
Thana Master	Add New Mohalla			Existing Mohalla		ן
Create Officers Login	Ward	SNo.	Mohalla name	ULB Name	Ward Name	
Ward Master	Select ward	1	गंगोल	UlbDemoNN	warddemoNN1 • Edit	
mohalla master Property Tax Charge Entry	Mohalla Name	2	गांव	UlbDemoNN	WardDemoNN • Edit	
Data Entry Operator Master	Save	3	गंगोल गांव	UlbDemoNN	warddemoNN1 • Edit	
Property Tax Rate Entry						J
Create Counter Admin						
Link Mobile Request						
Road Cutting Rate Master						
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0135-274	1541 — enagarsewauk[at]gmail[dot]com		□ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	00078171		

also view existing mohalla on right side

- Select Ward Name
- Enter Name of Mohalla.
- Click on Save "Buton" Button
- User will receive a pop up message "Successfully Added Mohalla"

You can also edit the Mohalla details click on the "edit" button on right hand side table where existing Mohalla details are shown

Ward Master

In this page ULB Admin Add New Ward and Edit the already exist ward.

- Enter Ward Name
- Click on "Add New Ward" Button
- You can also Edit the Ward name by click on "Edit" Button
- Delete ward by click on "Delete" Button

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Trade ULB Linking				Wa	rd Master Entry			
Thana Master Create Officers Login		Enter Ward Name						٩
Ward Master	SNo.	ULB Name			Ward Name			
mohalla master	1	UlbDemoNN		Ŧ	WardDemoNN		Delete	Edit
Property Tax Charge Entry	2	LibDomoNN					Delete	Edit
Data Entry Operator Master		UIDDemoinin		•	warddemonin i			
Lock Property Backlog Form	3	UlbDemoNN		*	warddemonn		Delete	Edit
Property Tax Rate Entry							Add New Ward	
Create Counter Admin								
Dashboard								
Link Mobile Request								
Road Cutting Rate Master								
Online Transaction								
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Rates of Road Cutting/Right of way/Road Digging

In this page ULB Admin Enter New Rates and Edit the already exist Rates of. Note:- A) Sewer Line

B:)Jal shansthan/jal nigam/uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipeline.



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3 Linking			Road Cutting Rates	
ster .	Cotorony Of the Deads			
icers Login		*Note-	(B) Tal shansthan/Tal ninam/I literakhand nower compration/Doonsand	har vibhag/Cable line/Pine line
ler .		(A)- Sewer Line		
aster .	Local Body Name*	Koad 1ype Name-	Koan Deptn Measurement Type-	Koad Depth Measurement_C
ax Charge Entry	UlbDemoNN	BM/ADBC Road	Depth upto 3 metre & single lane Road(3.75 metre)	
Operator Master	UlbDemoNN	BM/ADBC Road	Depth More than 3 metre & single lane Road(3.75 metre)	
erty Backlog Form		BM/ADBC Road	Denth unto 3 metre & Double Jane Road/7 metre)	
ax Rate Entry		BWITEBOTTOR	bepin upto o metre de bouble rane rioard(r metre)	
unter Admin	UlbDemoNN	BM/ADBC Road	Depth more than 3 metre & Double lane(7 metre)	
1	UlbDemoNN	Lapit Satah	Death upto 3 metre & single lane Road(3.75 metre)	
e Request				
ing Rate Master	UIbDemoNN	Lapit Satah	Depth More than 3 metre & single lane Road(3.75 metre)	
nsaction	UlbDemoNN	Lapit Satah	Depth upto 3 metre & Double lane Road(7 metre)	
	UlbDemoNN	Lapit Satah	Depth more than 3 metre & Double lane(7 metre)	
	UIDDemoini	WBM Surface	Depth upto 3 metre	
	UlbDemoNN	WBM Surface	Depth more than 3 metre	
	UlbDemoNN	Interlocking Road	Depth upto 3 metre	
	UlbDemoNN	Interlocking Road	Depth more than 3 metre	
	UlbDemoNN	CC Road	Depth upto 3 metre	
	UlbDemoNN	CC Road	Depth more than 3 metre	
	UlbDemoNN	Kutcha Road	Depth upto 3 metre	
	UlbDemoNN	Kutcha Road	Depth more than 3 metre	
	UlbDemoNN	Kharanja Road	Depth upto 3 metre	
	UlbDemoNN	Kharanja Road	Depth more than 3 metre	
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Create Data Entry operator Master

This page helps you to create new data entry operator for urban bodies of uttarkhand on left side. You may also view existing data entry operator on right side.

• Enter Data entry operator name

- Enter Mobile No(this mobile no DEO Login ID)
- Click on "Save" Button
- You can also edit data entry operator name and mobile by click on "Edit" Button then click on "Update" Button.

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Create Officers Login	Create I	Data Entry Operator			Exist	ing ULB Data Entry Ope	rator	
Ward Master	Enter Data Entry	Dperator Name/डाटा एंट्री	SNo.	District Name	ULB Name	Data Entry Operator Name	Data Entry Operator Mobile No.	
mohalla master	Enter Name of	Data Entry Operator	1	DemoDistrict	UlbDemoNN	demodeo1	9891779008	Edit
Property Tax Charge Entry	Mobile No*							
Lock Property Backlog Form	Enter Data Ent	ry Operator Mobile No						
Property Tax Rate Entry	Mobile No shall be का मोबाइल नंबर ही य	used as userid/डाटा एट्रा आपरटर ज़र आईडी होगा						
Create Counter Admin		Save						
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Create Counter Admin Master

This page helps you to create new Counter Admin for urban bodies of uttarkhand on left side. You may also view existing Counter admin on right side.

- Enter Counter admin name
- Enter Mobile No(this mobile no Counter admin Login ID)
- Select Roles which role you want to assign this counter admin
- Click on "Save" Button
- You can also edit Counter admin name, roles and mobile by click on "Edit" Button then click on "Save" Button.

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Create Officers Login	Create Counter Admin				Ex	tisting ULB Co	unter Admin		
Ward Master	Enter Counter Admin Name/काउंटर एडमिन का नाम भ्रुरे *		SNo.	District Name	ULB Name	Counter Admin Name	Counter Admin Mobile No.	Counter Admin Assign Role.	Edit Details
mohalla master Property Tax Charge Entry	Enter Name of Counter Admin		1	DemoDistrict	UlbDemoNN	counter	900000012	Roles	Edit Details
Data Entry Operator Master	Mobile No*								
Lock Property Backlog Form	Enter Counter Admin Mobile No								
Property Tax Rate Entry	Mobile No shall be used as userid/काउंटर एडमिन का मोबाइल नंबर ही यूज़र आईडी होगा Assian Bole*								
Create Counter Admin	Apply New Trade Licence								
Dashboard	Apply New Road Cutting Licence								
Link Mobile Request	Add New Property Information Update Property Information								
Road Cutting Rate Master	Generate Bill								
Online Transaction	Print Bill Bill Payment								
	Fees Payment								
	view/Download Trade License Application							Activate Wind Go to PC settings t	OWS o activate Windows.
	Save								

Lock Property Backlog entries

This page helps you to Lock property backlog entries entry by data entry operator.

- Select Ward Name, mohalla Name, Financial year
- Click on "View Details" Button then you will receive a pop up Details of property shown there
- Click on "lock" button to lock a property details

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	ND					Session Time	e left: 29:37 💽 Welcome User
Trade ULB Linking			:	Lock Property Back	<mark>log Form</mark>		
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Create Officers Login	WardDemoNN		• गांव		T	2014-2015	T
Ward Master	SNo.Property Id Unique Id	Property Type Owner Nam	e Father/Husband I	Name House No Street Name	House/Land tax paying year	House Tax Land Tax Insertion D	ate View Details Lock Details
mohalla master	1 HT0000000001 2 HT0000000003	Residential fdf Residential test	df test	34-4 100 100	20142015 20142015	0.00 0.00 05-04-20	View Details
Property Tax Charge Entry							
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Fix Property Tax Rates

This page helps you to fix property tax rates.

- First select the type of property radio button(Residential or commercial)
- If you want to generate this year bill online then select first option from second radio button else select second option from radio button to generate property bill as per calculated by your ulb
- Next enter the rates of property tax
- Click on "submit" Button.

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	ARAKHAND							Session Time left: 27:28 🕠 Welcom
rade ULB Linking				This Page helps	you to set rate	of Property Tax for a	calculation with property	y type
hana Master					Fix	ing Property Tax Ra	te	
reate Officers Login Vard Master				®Resid	ential©Commercial			
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roperty Tax Charge Entry	Do vo	ou want to calcu	ulate	property tax and generat	e bill with automatio	provisions provided in	Do you want to generate pr	roperty tax bills as calculated by
Property Tax Charge Entry Data Entry Operator Master	Do yo online	ou want to calcı e system	ulate	property tax and generat	e bill with automatio	provisions provided in	Do you want to generate pr your ULB	roperty tax bills as calculated by
Property Tax Charge Entry Data Entry Operator Master Lock Property Backlog Form	Do yo	ou want to calcı ıe system	ulate	property tax and generat	e bill with automatio	; provisions provided in	Do you want to generate pr your ULB	roperty tax bills as calculated by
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roperty Tax Charge Entry hata Entry Operator Master ock Property Backlog Form roperty Tax Rate Entry create Counter Admin	Do yu onlin	ou want to calcu le system financial Year 2017-2018	ulate •	property tax and generat Rate of Additional Discount(%)*	e bill with automatic Rate Of Discount(%)*	Rate of Tax(%)*	Do you want to generate pr your ULB Rate of Swachata Tax(%)*	Rate of interest(%)*
Property Tax Charge Entry Data Entry Operator Master ock Property Backlog Form Property Tax Rate Entry Create Counter Admin Dashboard	Do yı	ou want to calcu le system financial Year 2017-2018 2018-2019	v v	Rate of Additional Discount(%)*	Rate Of Discount(%)* 11.00 11.00	Rate of Tax(%)* 11.00 11.00	Do you want to generate pr your ULB Rate of Swachata Tax(%)* 11.00 11.00	Rate of interest(%)* 2.00 2.00
Property Tax Charge Entry Data Entry Operator Master Ock Property Backlog Form Property Tax Rate Entry Create Counter Admin Dashboard Ink Mobile Request	Do yı onlin	financial Year 2017-2018 2018-2019 2019-2020	v v	Property tax and generat Rate of Additional Discount(%)* 10.00 10.00	Rate Of Discount(%)* 11.00 11.00 10.00	Rate of Tax(%)* 11.00 11.00 10.00	Do you want to generate pr your ULB Rate of Swachata Tax(%)* 11.00 11.00 10.00	Rate of interest(%)* 2.00 2.00 2.00 2.00
Property Tax Charge Entry Data Entry Operator Master Lock Property Backlog Form Property Tax Rate Entry Create Counter Admin Dashboard Link Mobile Request Road Cutting Rate Master	Do yı onlin	ou want to calcu e system financial Year 2017-2018 2018-2019 2019-2020	v v	Rate of Additional Discount(%)* [10.00 [10.00 [10.00]	Rate Of Discount(%)* 11.00 11.00 10.00	Rate of Tax(%)* 11.00 11.00 11.00	Do you want to generate pr your ULB Rate of Swachata Tax(%)* 11.00 10.00	Rate of interest(%)* 200 200 200 Submit
Property Tax Charge Entry Data Entry Operator Master Lock Property Backlog Form Property Tax Rate Entry Create Counter Admin Dashboard Link Mobile Request Road Cutting Rate Master Dhine Transaction	Do yı onlin	ou want to calcue system financial Year 2017-2018 2018-2019 2019-2020	v v	Rate of Additional Discount(%)* 10.00 10.00 10.00	Rate Of Discount(%)* 11.00 11.00 10.00	Rate of Tax(%)* 11.00 11.00 10.00	Do you want to generate pr your ULB Rate of Swachata Tax(%)* 11.00 11.00 10.00	Rate of interest(%)* 2 00 2 00 2 00 Submit
Property Tax Charge Entry Pata Entry Operator Master Ock Property Backlog Form Property Tax Rate Entry Create Counter Admin Pashboard Ink Mobile Request Road Cutting Rate Master Online Transaction	Do yu onlin	financial Year 2017-2018 2018-2019 2019-2020	v v v	Property tax and generat	Rate Of Discount(%)* 11.00 11.00 10.00	Rate of Tax(%)* 11.00 11.00 10.00	Do you want to generate pr your ULB Rate of Swachata Tax(%)* 11.00 11.00 10.00	Rate of interest(%)* 2.00 2.00 2.00 Submit Activate Windows Co to 0° contract on states windows
Property Tax Charge Entry Data Entry Operator Master Lock Property Backlog Form Property Tax Rate Entry Create Counter Admin Dashboard Link Mobile Request Road Cutting Rate Master Online Transaction	Helpline	ou want to calcu e system	v v	Property tax and generat	Rate Of Discount(%)* 11.00 11.00 10.00	Rate of Tax(%)* 11.00 11.00 10.00 Feedback Ce Address	Do you want to generate pr your ULB	Rate of interest(%)* 2 00 2 00 2 00 2 00 Submit Activate Windows Go to PC settings to activate Windows

Property Road Rate Master Entry

This page helps you to set the road rate for urban local bodies of uttarkhand and this page only for **Nagar Nigam** of uttarkhand.

- First choose the type of ulb road rate master (Ward wise or mohalla wise)
- Then click on "Lock" Button
- Now a gridview appear where road rate master appear
- Then enter the rates of different type of road







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GOVERNMENT OF UTTARAKHAND

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Thana Master	वार्ड व	गेड	वार्ड का नाम	पक्का भवन, अ	तर0सी0सी0छत य सहित	ता आर0बी0 छत		अन्य पक्का भवन	1		कच्चा भवन		आवासीय भूखण बन्	ड जिसमें भवन न ना हो
Create Officers Login			12 मी0 से कम चोटी सटक	12 मी0 से 24 मी0 कम चोड़ी	24 मी0 से अधिक चोड़ी	12 मी0 से कम	12 मी0 से 24 मी0 कम चोड़ी	24 मी0 से अधिक चोड़ी	12 मी0 से कम	12 मी0 से 24 मी0 कम चोर्ड़	24 मी0 से जेअधिक चोड़ी	12 मी0 से कम	12 मी0 से 24 मी0 कम चोर्ड़	24 मी0 से 1अधिक चोड़ी
Ward Master	000	WardDamoNN	ধাড়া পড়ক-	सड़क	सङ्क-	वाड़ा सङ्फ	सड़क	सङ्क-	पीड़ा राङ्फ 1	सड़क	सड़क-	याङ्ग राङ्फ	सड़क	सड़क-
mohalla master	928055	warddemoNN1	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	
Property Tax Charge Entry	928056	warddemonn	1	1	1	1	1	1	1	1	1	1	1	1
Data Entry Operator Master														SAVE
Lock Property Backlog Form														
Descetty Tay Data Entry														
Create Counter Admin														
Dashboard														
Link Mobile Request														
Road Cutting Rate Master														
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											_			
				Home	About e-Na	garsewa F	eedback							
	Helpline	M	ail Us On			Office Add	dress		Tota	l Visitor				
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2.2 ULB Data Entry Operator Login

- Login Using Mobile Number(Register by Super admin Against his ULB DEO)
- Enter Captcha click on "Send OTP" Button
- Enter OTP sent on the mobile no and click on "Submit" Button

Link Categories of properties

This page helps you fix and lock property backlog form according to your ULB.

उत्तराखम्ड शासन	ई-नगरसे शहरी विकास वि	বি] भाग, उत्तराखण्ड शासन		स्वच्छ (भा एक कदम स्वच्छता	रत) जी ओर		Digital India Power To Empower
GOVERNM	MENT OF UTTARAKHAND)					Session Time left: 29:44 🕥 Welcome demo
Link Categories	s of Properties		This Page helps you to Lin	k Property Tax	method of calc	ulation with prope	erty type
			Link	s & Lock Prope	erty Backlog Fo	rm	
		Residential*			Commerical*		
		●Covered Area Carpet A	rea Room Details		Covered Area	Carpet Area Room D	etails
		Monthly Rate*			Annual Tax*		
		●Yes No			®Yes No		
		ULB Unique Id*					
		⊖Yes®No					
							UnLock
			Home About	o Nagaroowa – Foodbac	de la		
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	Help	line	Mail Us On	Office Address		Total Visitor	
	013	35-2741541	enagarsewauk[at]gmail[dot]com	31/62 Rajpur Road Dehradun, Uttarakhar	i nd-248001	00078287	
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There are two types of entry in DEO login

- Current Assessment year entry(2019-2020)
- Backlog Data Entry(2014-2018)

There are two types of property

- Residential
- Commercial

Residential/Commercial property Entry Form

Step1: Fill the basic information

- Names of owners
- Location of property

Enter the values in following showing fields in image click on "Next" Button

र्ण्याप्र माल्ल भारतसे यहरी विकास विभ	ा भाग, उत्तराखण्ड शासन			रवद्य एक कदम	अस्यच्छता की)))))))))))))))))))		i	Digital In Power To Emp	ower	
GOVERNMENT OF UTTARAKHAND								Session Time left:	24:59 🕥 Welco	me demodeo1	
Link Categories of Properties			Prop	perty Tax Bac	cklog Ent	ry Form(2019-2020))				
Current Assessment Year Entry	1 Basic infor	nation		2 Property Def	tails		Dem	3 and Register Details			
Suchog Sub Enrys	उस संपत्ति का विवरण जिसका टैव	स जमा करना है									
	वार्ड का नाम *				म	ोहल्ला का नाम *					
	WardDemoNN	×				गांव				v	
	मकान/प़लैट संख्या *				ग	ली/रोड					
	Enter HNo./Flat No./	/Municipal No.				Enter Street/Lane/Road N	ame				
	पिन कोड					भूमि का क्षेत्रफल(वर्ग फुट)					
	Enter Pin code	nter Pin code				Enter Area of Land					
	सामान्य जानकारी										
		क्र. स्वामी का नाम	**	चयन करें*		स्वामी के पिता/पति का नाम*	मोबाइल नंबर				
		1			•						
							Add New Rov	V			
										Next	
	Edit Property Id Uniqu	e Id Owner Name Fath test	her/Husband Na demo	ame House No 56	Street Name	Construction Year Area o	of Land House/L	and tax paying yea 20192020	r House Tax 100.00	Land Tax 0.00	
	Edit HT0000000007	test	demo	56		1	100	20182019	100.00	0.00	
	Edit HT0000000005	test	test	45-1	100		0	20172018	0.00	0.00	
	Edit HT0000000000	test	demo	100	100		100	20142015	0.00	100.00	
	Edit HT00000000000	fdf	df	34-4			0	20142015	0.00	0.00	
	Edit HT0000000001	test	demo	34-4			0	20172018	0.00	100.00	
			Home	About e-Nagarsewa	Feedback						
Helpl 	line	Mail Us On		Office A	Address	Total	Visitor				
□ 013	5-2741541	enagarsewauk[at];	gmail[dot]com	31/62 F Dehradun,	Rajpur Road , Uttarakhand-2	48001	78293				
	Content ow	ned, updated and ma	intained by U	Irban Developme	nt Departm	ent, Goverment of Uttara	akhand.				
	Designed, Developed and H	osted by : National Inform	natics Center, St	tate Unit Uttarakhano	d.		NK	NATIONAL INFORMATICS CENTRE			

If you want to edit any record then click on "Edit" Button. Then Automically that property information filled in above backlog form now you can edit this property

Step2: Fill Property Tax Details

- Enter the property detilas like construction year annual tax, monthly tax, house tax, land tax, location of road, nature of road, isconstruction etc
- Click on "next" button

	रसेव स विभाग KHAND	∏ ग, उत्तरा	ाखण्ड शासन				स्वच एक कदम) स्वच्छता की उ)ÎT		s	Session Time left	Digital Power To Er	India mpower come demodeo1
Link Categories of Properties					Property Tax Backlog Entry Form(2019-2020)									
Current Assessment Year Entry Backlog Data Entry प्रकार संपत्ति:-				formation			2 Property Det	ails			Demano	3 I Register Details	3	
	पुसि पर भवन निर्मित हैं* निर्माण का वर्ष				कारपेट एरिया(वर्ग फुट)*	भवन वार्षिक मूल्यांकन(रूपये)*	भूमि वार्षिक मूल्यांकन(रूपये)*	मवन कर(रूपये) *	स्व्च्छता कर(रूपये)*	मूमि कर(रूपये)*	कर मे छूट(रूपये)*	भवन स्वामी द्वारा अघ्यासित है या किराये पर है वा ख़ाली है*	भवन के निर्माण की प्रकृति*	भवन/भूमि अवस्थित है*
	1 <u>₹</u> † ▼				100.00	15	0.00	100.00	10.00	0.00	0	ख़ाली है 🔻	पक्का भवन 🔻	12 मीटर 🔻
		Previo	us			Home Ab	out e-Nagarsewa	Feedback						Next
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Step3: Fill demand Register Entry

- Fill the demand Register Entry and tenants information, room details
- Click on "Save" Button

र्णसम्बद्धालन रहरी विक	रसेव गस विभाग	T I, उत्तराखण्ड शासन				रवच्छ एक कदम	भारत स्वच्छता की इ	ओर			ĺ	Digital Inc. Power To Empc	dia wer
GOVERNMENT OF UTTARA	KHAND									s	ession Time le	ft: 14:42 🕥 Welcon	ne demodeo1
Link Categories of Properties					Proper	ty Tax Bac	klog Entr	y Form(201	9-2020)				
Current Assessment Year Entry	-	1 Basic info	rmation			2 Property Det	ails			Demand	3 I Register Deta	ils	
Dating Data Entry 5		किरायेदार की जानकारी											
			क्र. वि	केरायेदार का नाम*		किरायेदार के पिता/प	ति का नाम*	मोबाइल नंबर		किराये(रूपये)*			
			1							Add Now Pow			
										Add New Yow			
		कर का विवरण											
		2	कर ओकलन वर्ष	विल संख्या*	बिल की तिथि*	गतशेष*	दंड/सरचार्ज/ब्याज	* कुल मांग*	अग्रिम*	Payment Type*	टिप्पणी		
			2019-2020 *	123	01/03/2019	100.00	100.00	100.00	100.00	No Payment *			
	P	revious											Save
					Home Ab	out e-Nagarsewa	Feedback						
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2.3 ULB Counter Admin Login

- Login Using Mobile Number(Register by Super admin Against his ULB Counter Admin)
- Enter Captcha click on "Send OTP" Button
- Enter OTP sent on the mobile no and click on "Submit" Button

Apply for Trade License

र्भे ई-नगरसेवा शहरी विकास विभाग, उत्त	াৰ্যন্ত্ৰণ্ড থাৰ্মন	र्रवच्छ भारत एक कदम स्वच्छता की ओर		Digital India Power To Empower
BOVERNMENT OF UTTARAKHAND			Sessio	on Time left: 29:42 🕥 Welcome demouser
Dashboard		Trade Licence F	form	
Trade License	Identification of ULB			
Property []	District*	Urban	Local Body Type*	
Online Transaction	DemoDistrict	• Mur	nicipal Corporations	×
	Urban Local Body Name*	Туре с	of Trade License Applied*	
	UlbDemoNN	• Nev	v License	•
	Trade*	Catego	ory Trade*	
	Medical/Hospital/Nursing Home	* Nur	sing home Upto 10 bed/नर्सिंग होम 10 बेड तक	v
				Reset Submit
	Home Abo	ut e-Nagarsewa Feedback		
Helpline	Mail Us On	Office Address	Total Visitor	
0135-2741541	enagarsewauk[at]gmail[dot]com	 31/62 Rajpur Road Dehradun, Uttarakhand-248001 	1 00077874 Acti	
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Desiç	ned, Developed and Hosted by : National Informatics Center, State U	ALATICS		

According the counter admin ulb automatically district and urban local body filled then select trade category of trade and then click on "Submit" button.

User will receive a pop up message" Please Keep a soft copy of documentt1name and document2name in pdf format. Size of file not exceeding than 200Kb" (Documentt1 and Documnet2 are those document which is required for this trade/business)

Now click on "Proceed" Button

User will receive a pop up message" Do you want to proceed this form?"

Now Click on "Yes" Button to proceed the application otherwise click on "No" Button

Step1 (General information)

Following fields showing in below image are mandatory that are to be filled by the User:

				Session Time left: 🔵 🕽 Welco
		Trade Licer	nce Form	
un			2	3
	Step 1 General Information	Step 2 Trad	e Information	Step 3 Upload Document
saction	Step 1 General Information			
	General information			
	Full Name of Applicant*		Full Name of Father *	
	demouser		demouser	
	Mobile No*		Email Id	
	900000000		Enter applicant Email Id	
	Relation of the Applicant To Business*			
	Proprietor	Ŧ		
	correspondence Address			
	District*		Area Type*	
	DemoDistrict	Ŧ	●Urban©Rural	
	Local Body Name		Ward	
	UlbDemoNN	Ŧ	WardDemoNN	٣
	Address1*		Address2*	
	2345		old rajpur road	
	PinCode*		Is Permanent Address	Same As correspondence Address
	100030			
	Permanent Address			
	Address1*		Address2*	
	Enter Address1		Enter Address2	
	State*		District*	
	Select State	Ŧ		v
	Tehsil*		PinCode*	
		Ŧ	Enter Pin code	
				Next
	Home	About e-Nagarsewa Feedback		P. 11
Helpline	Mail Us On	Office Address	Total V	visitor

Step2 (Trade Information)

Following fields showing in below image are mandatory that are to be filled by the User:

COVERNMENT OF UTTARAKHAND	Trade Business Details Constitution of the Trade Select Trade Constitution Total Workers Enter Total Workers	Trade Lice Step 2 Trad	ance Form a de Information Name of the	Session Time left: 💽 Welcome de		
Dashboard	Trade Business Details Constitution of the Trade Select Trade Constitution Total Workers Enter Total Workers	Trade Lice Step 2 Trad	ence Form de Information Name of the	3 Step 3 Upload Document		
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nine Transaction	Trade Business Details Constitution of the Trade Select Trade Constitution Total Workers Enter Total Workers	•	Name of the			
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	Total Workers Enter Total Workers	•				
	Enter Total Workers		Mobility of Pupinses			
			Immovable			
	Area of Trade(sg.mtrs)*		Type of Premises			
	100		Select Type of Premises	•		
	PAN Number		GSTN Number			
	Enter PAN Number		Enter GSTN Number			
	District*	×	Urban Local Body Type* Municipal Corporations	T		
	Urban Local Body Name*		Ward*			
	UlbDemoNN	٣	WardDemoNN	¥		
	Name of the street"		Municipal /Property No			
	test		Enter Property/Municipal No.			
	Property Tax Receipt/Assessment Copy(File format pdf ar	nd max size	Thana*			
	200KB)		demothana	τ		
	Enter Pincode					
	Previous			Next		
	Home About	e-Nagarsewa Feedbac				
Helpline	e Mail Us On	Office Address	Total Visitor			
0135-2	741541	31/62 Rajpur Road Dehradun, Uttarakhar	ajpur Road Utarakhand-248001 00077874			

Step3 (Upload Documents)

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GOVERNMENT OF UTTARAKHAND		Trade Licence Form	Session Time left: 🕥 Welcome demouser
Trade License	Step 1 General Information	2 Step 2 Trade Information	Step 3 Upload Document
Online Transaction	Step 3 Upload Document		
	Upload Photo"(upload JPG photo and max size 50KB	Choose File	ture'(upload JPG and max size 50KB)
	document1 (file format pdf and max size 200KB)	document2*(f Choose F	ile format pdf and max size 200KB) ile No file chosen
	Previous	bout e-Nagarsewa Feedback	Save
Helpline	Mail Us On	Office Address	Total Visitor
0135-274	1541 🗇 enagarsewauk[at]gmail[dot]com	31/62 Rajpur Road Dehradun, Uttarakhand-248001	
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GOVERNMENT OF UTTARAKH	IAND				s	Session Time left: 29:43 🕥 Welcome Counter Admin
Apply Trade Liecnce	Service Name			Trade License		
Generate Bill	Payer Name			test		
Pav Bill	Registration Number			TL000000190702019		
Drint Dill	Payable Amount			1		
	Payment Date			02-07-2019		
Add New Property Information						
Update Property Information						
Apply Road Cutting						
submit Fees						
View Trade License Application						
view Road Cutting Application						
		Home	About e-Nagarsewa Feedback	¢		
H	Helpline	Mail Us On	Office Address		Total Visitor	
Ē	0135-2741541	enagarsewauk[at]gmail[dot]com	□ 31/62 Rajpur Road Dehradun, Uttarakhan	d-248001	00078329	
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Download Acknowledgment and payment

Submit Fees(Trade License or Road Cutting/Right of way/road digging)

This page helps you to submit fees at counter

- Enter Registration No
- Select payment Mode then enter payment details
- Click on "submit" Button

र्परायण्ड सालग ई-नगर शहरी विकास	सेवा विभाग, उत्तराखण्ड शासन		एक कदम स्वच्छता व	त) की ओर	Digital India Power To Empower	
GOVERNMENT OF UTTARAKHA	ND				Session Time left: 🕥 Welcome Count	er Admin
Apply Trade Liecnce			Submit	Fees		
Generate Bill	Fees Details				Payment Details	
Pay Bill Print Bill	□ TL0000001	90702019		c	Payment Mode Demand Draft	
Add New Property Information	□ test			C	Demand Draft Number	
Update Property Information Apply Road Cutting	Enter Ema	il Id		C	Issue Date	
submit Fees	Trade Hotels	u s/Lodge/Guest house/ RESORT	•	C	Amount To Pay Outstanding	
View Trade License Application view Road Cutting Application	□Category Trade	Hotel lodging Upto 20 Rooms/हो	*		Enter Remark	
		Home At	out e-Nagarsewa Feedback			
He	lpline	Mail Us On	Office Address		Total Visitor	
	135-2741541	enagarsewauk[at]gmail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand	J-248001	Activate Windows Go to PC settings to activate Windo	
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Apply for Road cutting/Road Digging/Right of way

र् जराराष्ट्र सलन शहरी विव	रिसेवा कास विभाग, उत्तराखण्ड शासन		स्वच्छ भारत एक कदम स्वच्छता की ओर	Digital India Power To Empower
	AKHAND			Session Time left: 27:50 🕥 Welcome Counter Admin
Apply Trade Liecnce		Right o	f Way / Road Cutting / Road Diggi	ng Form
Generate Bill			Your General information	۵. ۱
Pay Bill	Name of Applicant*	Fath	er/Husband Name*	Mobile No*
Print Bill Add New Property Information	Enter Full name of appli	cant En	ter applicant father name	Enter Applicant Mobile No
Update Property Information	Email Id	Туре	of Applicant"	
Apply Road Cutting		Se	elect Type of Applicant	•
submit Fees	,			
view Road Cutting Application			Applicant Address	
	District*	Area	Туре*	Address1*
	Select District	•	Jrban⊖Rural	Enter Address1
	Address2	PinC	ode*	
	Enter Address2			
			Location Of the Road/Street	
	District*	Urba	n Local Body Name*	Ward NO.*
	DemoDistrict	▼ UI	bDemoNN	• Select ward •
	Locality/Street*	Reas	son Of Road Cutting	
		Se	elect Type of Work	•
		Detail	OF Right of Way / Road Cutting / Road Dig	gging
	Category Of the Road* Select Work Type	 *Ni (A) (B) (C) (C) (C) 	ote- - Sewer Line - Jal shansthan/Jal nigam/Uttarakhand power rporation/Doonsanchar vibhag/Cable line/Pipe - - - Binht of Way	
	Total cost.(in Rs.)*		, tight of they	
	in Rs.			
			Upload Document	
	Proof of Identify*(File forma Select Proof Type	It JPG and max size 50KB) Hous 200K		
	Choose File No file ch	En	ter Property No.	
		С	hoose File No file chosen	
				Submit and Proceed for Payment
		Home	About e-Nagarsewa Feedback	
	Helpline	Mail Us On	Office Address	Total Visitor
	0135-2741541	enagarsewauk[at]gmail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	 00078336
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View Trade License Application

- Download Acknowledgment
- Download Receipt
- Download Trade License

असलम्ब समन राहरी विक	रसेवा स विभाग,	उत्तराखण्ड शासन		र्यच्छ्य गारत एक कदम स्वच्छता की ओर						Digital India Power To Empower	
GOVERNMENT OF UTTARA	GOVERNMENT OF UTTARAKHAND Session Time left: 29:50 🕥 Welcome Counter Admin										
Apply Trade Liecnce					A	pplied Application For	Trade Licenc	<mark>ce</mark>			
Generate Bill	Er	nter Registration No			sel	ect Application Date					
Pay Bill	SNo.	Registration Id	Applicant Name	Fees	Applied Date	Download Acknowledgement	Payment Status	Download Receipt	Location Of Application	Status	
Print Bill	1	TL000000190218002	demouser	5000	18/02/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment	
Add New Property Information	2	TL000000190305001	demouser	100	05/03/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment	
Update Property Information	3	TL00000190326005	demouser	100	26/03/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment	
Apply Road Cutting	4	TL000000190418001	demouser	100	18/04/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment	
submit Fees	5	TL000000190430002	test	100	30/04/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment	
View Trade License Application	6	TL000000190430005	demouser	1	30/04/2019	Download Acknowledgement	٥	Download Receipt	□Trade Licence	0	
view Road Cutting Application	7	TL000000190604009	demouser	100	04/06/2019	Download Acknowledgement	0		Click For cancel	Proceed for Payment	
	8	TL000000190614015	demouser	100	01/07/2019	Download Acknowledgement			Click For cancel	Proceed for Payment	
	9	TL000000190702019	test	1	02/07/2019	Download Acknowledgement			Click For cancel	Proceed for Payment	
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View Road Cutting/Road Digging/Right of way Application

- Download Acknowledgment
- Download Receipt
- Download Road permission

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Pay Bill	SNo.	. Registration Id	Applicant Name	Service Name	Fees	Applied Date	Download Acknowledge	ement Download Receipt	Payment Status	Location Of Application	Status
Print Bill Add New Property Information	1	RC000000190128002	GAURAV	Road Digging	7404	28/01/2019	Download Acknowledger	ment		Click For cancel	Proceed for Payment
Update Property Information Apply Road Cutting	2	RC000000190418001	demouser	Road Digging	3702	18/04/2019	Download Acknowledger	ment	0	Click For cancel	Proceed for Payment
submit Fees View Trade License Application view Road Cutting Application											
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Generate Bill

This Page helps you to generate bill. There are two types of property

- First select the property type
 - Residential
 - Commercial



Bill generate in two ways

- Generate bill by ward wise
 - Select searching filters(Ward name, Mohalla Name, house no)
 - Check the checkbox of that Property which you want to generate bill.
 - Click on "Generate Bill" Button
- Generate bill by date
 - Select date (Bill Generation Date common for ULB all property)
 - Click on "Generate Bill" Button

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Update Property Information-	WardDemoNN	 Select Mohalla 	Ŧ		Generate Bill
Apply Road Cutting					
submit Fees	select SNo. Tax Paying Yes	er Property Id Unique Id Addre	255		Area Of Land House Tax Land Tax
View Trade License Application	1 20192020	HT0000000007 Ho	use No:- 56 Street Name:- Mohalla Nam Name:-DemoD	he:- गवि Ward Name:-WardDemoNN District istrict Pincode:-	100 100.00 0.00
view Road Cutting Application					
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Print Bill

This page helps you to print and view bill details

- Select searching filters(Ward name, Mohalla Name, house no) and click on "View bill" button
- Click on "Print All" Button Print all bills on single click

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Add New Property Information-	1	20192020	HT000	00000007		House No:- 56 Street I	Name:- Mohalla	000000201920200000	1 100.00	0.00	342.00	View Bill
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Residential Add/Edit New Property Information

There are two type of property

- Residential
- Commercial

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GOVERNMENT OF UTTARA	AKHAND				Session Time left: 28:27 🕥 Welcome Counter Admin
Apply Trade Liecnce			Residential Property Tax Fo	orm	
Generate Bill Pay Bill	Search By Address				
Print Bill	District *	ULB Name *	Ward *		Moholla *
Add New Property Information-	DemoDistrict	▼ UlbDemoNN	 Select ward 	T	Ţ
Update Property Information-	House NO *	Street Name		SEARCH	
Apply Road Cutting				ЗЕЛКОН	
submit Fees					
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view Road Cutting Application					
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First enter the address location and click on "Search" Button. If the property not exits then popup appear "Property Details not Exist Do You Want to register new property Details?" Click on "Yes" button to register this property otherwise click on "No" Button

Step1: (Fill owner Information)

- Add owner details if there are multiple owners then click on "Add new row" button to add new owner
- Click on "delete" button to delete the row of owner details
- Then click on "next" button

र्ड-नगरसेवा शहरी विकास विभाग, उत्तराखण्ड शासन

GOVERNMENT OF UTTARAKHAND





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Apply Trade Liecnce Residential Property Tax Form Generate Bill Pav Bill 2 3 Step 1 Step 2 Step 3 Print Bill Add New Property Information-Step 1 Update Property Information-सामान्य जानकारी Apply Road Cutting स्वामी का नाम चयन करें स्वामी के पिता/पति का नाम मोबाइल नंबर submit Fees 1 View Trade License Application Add New Ro view Road Cutting Application जस संपत्ति का विवरण जिसका टैक्स जमा करना है Select district Select ULB * DemoDistrict UlbDemoNN Select Ward Select Mohalla WardDemoNN गांव HNo./Flat No./Municipal No. Street/Lane/Road * 369 Enter Street/Lane/Road Name Pin Code Enter Pin code Next About e-Nagarsewa Feedba Helpline Mail Us On Office Address Total Visitor **Q** 0135-2741541 enagarsewauk[at]gmail[dot]com 31/62 Rajpur Road Dehradun, Uttarakhand-248001 00071117 Content owned, updated and maintained by Urban Deve nt of Uttarakhand Designed, Developed and Hosted by : National Informatics Center, State Unit Uttarakhand NATIONAL INFORMATICS

Step2: (Fill Property details)

- First select is construction in property "Yes" or "No"
- If "yes" then select "क्या आपको समस्त कमरो एवं अच्छादित बरामदों समस्त बालकनी/,कारीडोर, रसोई और भण्डारगृहसमस्त गेराज का आन्तरिक आयाम ज्ञात है/?"
- If "yes" then Enter "समस्त कमरो एवं अच्छादित बरामदों का आन्तरिक आयाम"," समस्त बालकनी ,कारीडोर, रसोई और भण्डारगृह का आन्तरिक आयाम", "समस्त गेराज का आन्तरिक आयाम"
- If "No" then enter "covered Area"
- Carpet area automatically calculated
- Enter area of land then select location of road, nature of road, year of construction and select "भवन स्वामी द्वारा अध्यासित है या किराये पर है या ख़ाली है कृपया उनमें से किसी एक का उल्लेख करें"

- if house on rent then "Enter the tenants details "
- Click on "Next" Button

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GOVERNMENT OF UTTARAKI	HAND				Sessi	on Time left: 🕢 Welcome Counter Admin
Apply Trade Liecnce]	Residential Prop	erty Tax Forn	1	
Generate Bill						
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Apply Road Cutting	भमि पर भवन निर्मित हैं *	क्या आपको समस्त कमरो ए	ग्वं अच्छादित बरामदों/समस्त	त बालकनी .कारीडोर, र	रसोई और भण्डारगह/समस्त गेराज का आन	रिक आयाम ज्ञात है?*
submit Fees	हाँ	▼ हाँ				v
view Trade License Application	निप्तनित्तिन न्य श्रान्य गणनाथी न्योप					
	निम्नालाखत का मवन समबन्धा ब्याराः- समस्त कमरो एवं अच्च्वादित बरामदों का आन्त	रिक आयाम *(वर्ग फट में)		समस्त बालकनी .कारी	होर. रसोर्द और भण्डारगह का आन्तरिक 3	गयाम ∗(वर्ग फट में)
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	कमर का पूर्ण माप-			समस्त ,काराडार,रसा	इ,मण्डारगृह का १७२ साग "	
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Step 3: (Upload document)

• upload document click on "Save" button

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submit Fees View Trade License Application	Select Approved Map copy"(uple	ad JPG and max size 50KB)	Choose File Signature*(upload	No file chosen d JPG and max size 50KB)	
view Road Cutting Application	Choose File No file	chosen	Choose File	No file chosen	
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commercial Add/Edit New Property Information

First enter the address location and click on "Search" Button. If the property not exits then popup appear "Property Details not Exist Do You Want to register new property Details?" Click on "Yes" button to register this property otherwise click on "No" Button

Step1: (Fill owner Information)

- Add owner details if there are multiple owners then click on "Add new row" button to add new owner
- Click on "delete" button to delete the row of owner details
- Then click on "next" button

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Step2: (Fill Property details)

- First select "भूमि पर भवन निर्मित हैंभूमि पर कोई भवन निर्मित नहीं है/" "Yes" or "No"
- If "Yes" then enter "covered Area"
- Carpet area automatically calculated
- Enter uncovered area
- Enter area of land then select location of road, nature of road, year of construction and select "संपत्ति पर होनी वाली गतिविधि का चयन करें"
- Click on "Next" Button

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Apply Trade Liecnce		Commercial Property Tax Form	
Generate Bill			
Pay Bill	1 Step 1	2 Step 2	3 Step 3
Print Bill			
Add New Property Information-	Step 2		
Update Property Information-	प्रकार संपत्ति:-		
Apply Road Cutting	भूमि पर भवन निर्मित हैं/भूमि पर कोई भवन		
submit Fees	।नामत नहा ह^ 		
View Trade License Application	01		
view Road Cutting Application	प्रकार संपत्ति:-		
	कवर्ड एरिया (वर्ग फुट में)*	भवन का कारपेट एरिया का	विवरण क्षेत्रफाल आंकलन हेतु (<mark>वर्ग फुट में)</mark> *
	खुली भूमि का क्षेत्रफाल (वर्ग फुट में)*		
	भूमि का विवरण जिस पर भवन निर्मित है		
	भूमि का क्षेत्रफाल जिस पर भवन निर्मित हो (वर्ग फुट में)*	भवन के निर्माण की प्रकृति*	
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	संपत्ति पर होनी वाली गतिविधि का चयन करें 🕜	संपत्ति आयुः	×
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	कुल वार्षिक मूल्य *	सामान्य कर *	
	भवन का स्वच्छती कर"	2018_2019	×
	कन कर/धवन की स्वत्छना कर+धवन पर सामान्य कर)*		
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Step 3: (Upload document)

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Apply Trade Liecnce			C	ommercial Pro	operty Tax Forr	n		
Generate Bill								
Pay Bill	-			(2	2		3	
Print Bill			Step 1	Ste	:p 2	5	step 3	
Add New Property Information-		Step 3						
Update Property Information-		Document						
Apply Road Cutting		Document1*			Upload Document*	(File Format pdf and max size 200	KB)	
submit Fees		Select		•	Choose File N	o file chosen		
View Trade License Application		Approved Map o	opy*(upload JPG and max size 50KB)		Signature*(upload	JPG and max size 50KB)		
view Road Cutting Application		Choose File	No file chosen		Choose File N	o file chosen		
		Declaration						
		🗆 मैं प्रमाणित करता	है कि आत्म मूल्यांकन प्रपत्र में भर विवरण सही और मे	री जानकारी के अनुसार स	तही हैं			
							Submit	
			Home About e	Nagarsewa Feedbac	ck			
	Helpline		Mail Us On	Office Address		Total Visitor		
	• 0135-2741541		enagarsewauk[at]gmail[dot]com	# 31/62 Rajpur Roa Dehradun, Uttarakhar	ıd nd-248001	00071120		
		Content owned	, updated and maintained by Urban D	evelopment Depai	rtment, Goverment	of Uttarakhand.		
	Designed	I, Developed and Hoste	d by : National Informatics Center, State Unit	Uttarakhand.			NAL RMATICS RE	

2.4 User Login

Registration at Enagarsewa

To register at Enagarsewa portal users will have to undertake the following steps:-

1. Click on 'New User(sign up)' button.

2. Enter Applicant Name, Father Name, Mobile No. and E-mail ID; click on 'Verify Mobile Number' button.

3. Enter the OTP sent on the mobile no. provided by the user and click on 'Verify Mobile Number' button.

र्प्स्टिस्ट शासन	ई-नगरसेवा शहरी विकास विभाग, उत्तराखण्ड शास	न	स्वच्छ- भारत एक कदम स्वच्छता की ओर		Digital India Power To Empower
Home	Pay/View Bills/Fees Link Mobile	Search - Track Your Application/Propert	y Status □ View Rate/Fees -		🗌 New User(Sign up) 🛛 Sign in
۲	Welcome e-Nagarsewa Portal		0	🎉 😩 🛽	🛱 🛃 🕹
		□User Re	egistration Here		
	Gen	eral information			
		Name of Applicant*	Father Name*		
		poonam	Enter applicant father name		
		Email Id	Mobile No*		
		Enter applicant Email to	Enter Applicant Mobile No		
		Verify Mo	bile Number		
		Home About e-M	lagarsewa Feedback Disclaimer		
	Helpline	Mail Us On	Office Address	Total Visitor	Activate Windows
	0135-2741541	enagarsewauk[at]gmail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	00077892	Go to PC settings to activate Windows.

4. Enter all the details correctly and click on 'Submit' button. User is required to enter a valid Address.

5. Following fields are mandatory that are to be filled by the User: o Applicant Name, o Father Name, o Mobile and o Address Details.

6. User will receive a pop up message "Successfully Registered!".

7. Once the registration is successful, User can login Login by clicking on 'Sign in' button

UTHERE STILLES	ई-नगरसेवा शहरी विकास विभाग, उत्तराखण्ड	। शासन		रवच्छ भारत एक कदम स्वच्छता की ओर)	ĺ	Digital India Power To Empower
🗆 Home	Pay/View Bills/Fees Ink Mobile	🗌 Search 🚽	Track Your Application/Property State	us 🔲 View Rate/Fees 🗸			lew User(Sign up) 🛛 Sign in
۲	Welcome e-Nagarsewa Por	tal		0	* 🔑	s 🏟 🛃	
			⊡User Regi	stration Here			
		General information	n Name of Applicant* demouser Email Id Enter applicant Email Id	Father Name* demo Mobile No* 8077226115			
		Address	District*	Агеа Туре*			
			Select District • Address 1° Enter Applicant House No	OUrban Rural Address 2 Enter applicant Street Name			
			PinCode*				
		[OTP has to sent	15			
			Linne L. Alteriteriter	noun Conduct Disting			
	Helpline	M	Home Aboute-Nagar	Office Address	Total Visitor		
	0135-2741541		enagarsewauk[at]gmail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	000778	99	
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	Designed, Develope	ed and Hosted by : Nat	tional Informatics Center, State Unit Uttarakh	and.		C NATIONAL INFORMATICS	

Login at Enagarsewa

उत्तरखण्ड मालन	ई-नगरसेवा शहरी विकास विभाग, उत्तराखण्ड	३ शासन		रवच्छ - भारत एक कदम स्वच्छता की ओर	\frown			Digital In Power To Emp	ndia Nower
Home	Pay/View Bills/Fees - 🗌 Link Mobil	e 🗌 Search -	Track Your Application/Property	/ Status □ View Rate/Fees -				New User(Sign up)	Sign in
<u> </u>	Welcome e-Nagarsewa Por	tal	S Enter Mobile Number. 6-2.3 Y 7 P ENTER CAPTCHA	end OTP		9 .	ŝ		
			Home About e-N	agarsewa Feedback Disclaimer					
	Helpline	Ma	ail Us On	Office Address		Total Visitor			
	0135-2741541		nagarsewauk[at]gmail[dot]com	31/62 Rajpur Road Dehradun, Uttarakhand-248001		00077918			/indows.
	C Designed, Develope	d and Hosted by : Nat	dated and maintained by Urba	in Development Department, (rakhand.	Goverment o	n Ottarakhand.		ALICS	

To log-in, enter the Registration Mobile No captcha and click on the "Sent OTP" button. Then Enter the OTP sent on the mobile no. provided by the user and click "on the submit" button.

User Dashboard

There are three services

- Trade License
- Road Cutting/Right of way/Road Digging
- Property Tax



Trade License Application

Select district and urban local body where you want to establish the trade or business and then select the major trade and category of trade and then click on "Submit" button.

र्के ई-नगरसेवा शहरी विकास विभाग, उत्त	ায়ন্ত্র্যন্ত খ্যামন	स्वच्छ भारत एक कदम स्वच्छता की ओर	<u>٦</u>	Digital India Power To Empower
GOVERNMENT OF UTTARAKHAND			Session 7	Time left: 29:42 🕥 Welcome demouser
Dashboard		Trade Licence Form		
Trade LicenseD	Identification of ULB			
Proporty D	District*	Urban Local E	Body Type*	
	DemoDistrict	 Municipal 	Corporations	•
	Urban Local Body Name*	Type of Trade	License Applied*	
	UlbDemoNN	 New Licen 	se	*
	Trade*	Category Trac	de*	
	Medical/Hospital/Nursing Home	 Nursing ho 	ome Upto 10 bed/नर्सिंग होम 10 बेड तक	*
				Reset Submit
	Home	About e-Nanarsewa Feedback		
Helpline	Mail Us On	Office Address	Total Visitor	
0135-2741541	enagarsewauk[at]gmail[dot]com	□ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	00077874 Activa	
	Content owned, updated and maintained by	Urban Development Department, Gover	Go to PC	
Desig	ned, Developed and Hosted by : National Informatics Center,	State Unit Uttarakhand.	NATIONAL INFORMATI	ics

User will receive a pop up message" Please Keep a soft copy of documentt1name and document2name in pdf format. Size of file not exceeding than 200Kb" (Documentt1 and Documnet2 are those document which is required for this trade/business)

Now click on "Proceed" Button

User will receive a pop up message" Do you want to proceed this form?"

Now Click on "Yes" Button to proceed the application otherwise click on "No" Button

Step1 (General information)

Following fields showing in below image are mandatory that are to be filled by the User:

""" शहरी विकास विभ	न। ग. उत्तराखण्ड शासन	एक कदम स्वच्छता की ओर	Digital India Power To Empower
OVERNMENT OF UTTARAKHAND		,	Session Time left: 🕥 Welcome
oard		Trade Licence Form	
icense□			
utting□	Step 1 General Information	Step 2 Trade Information	Step 3 Upload Document
ty 🗆	Step 1 General Information		
Transaction	General information		
	Full Name of Applicant*	Full Name of Father *	
	demouser	demouser	
	морне No [*]	Email Id	il Id
	Relation of the Applicant To Business"		
	Proprietor	Ŧ	
	correspondence Address		
	District"	Area Type*	
	DemoDistrict	• Urban Rural	
	Local Body Name	Ward	
	UlbDemoNN	 WardDemoNN 	*
	Address1*	Address2*	
	2345	old rajpur road	
	PinCode*	□Is Permanent Add	dress Same As correspondence Address
	160036		
	Permanent Address		
	Address1*	Address2*	
	Enter Address1	Enter Address2	
	State"	District"	
	Select State	Ŧ	*
	Tehsii"	PinCode*	
		Enter Pin code	
			Next
	Home Abo	ut e-Nagarsewa Feedback	
Helplin	ne Mail Us On	Office Address	Total Visitor

Step2 (Trade Information)

Following fields showing in below image are mandatory that are to be filled by the User:

ई-नगरसेवा शालम विकास विभाग उत्त	तराखण्ड शासन एक	रवच्छ भारत कदम स्वच्छता की ओर)	Digital India Power To Empower
© GOVERNMENT OF UTTARAKHAND			S	ession Time left: 🕥 Welcome demou
Dashboard		Trade Licence Form		
Trade License			3)
Roadcutting	Step 1 General Information	Step 2 Trade Information	Step 3 Upload	I Document
Property□	Stop 2 Trade Information			
online Transaction	Trade Business Details			
	Constitution of the Trade	Name of the		
	Select Trade Constitution	•		
	Total Workers	Mobility of Busi	ness*	
	Enter Total Workers	Immovable		•
	Area of Trade <mark>(sq.mtrs)*</mark>	Type of Premise	s	
	100	Select Type	of Premises	T
	PAN Number	GSTN Number		
	Enter PAN Number	Enter GSTN	Number	
	Location of the Trade			
	District*	Urban Local Bo	dy Type*	
	Urban Local Body Name*	Ward*	rporations	
	UlbDemoNN	• WardDemoN	IN	•
	Name of the street*	Municipal /Prop	erty No	
	test	Enter Proper	iy/Municipal No.	
	Property Tax Receipt/Assessment Copy(File format pdf and max	size Thana*		
	200KB)	demothana		•
	Enter Pincode			
	Previous			Next
	Home About e-Nagars	sewa Feedback		
Helpline	Mail Us On Off	īce Address	Total Visitor	
□ 0135-2741541	enagarsewauk[at]gmail[dot]com 3 Deh	1/62 Rajpur Road radun, Uttarakhand-248001	00077874	
	Contant owned undertail and maintained by Udva Downla	anmont Donardmont, Course	ont of IBtarakhand	
Desi	gned, Developed and Hosted by : National Informatics Center, State Unit Uttara	khand.		fics

Step 3 (Upload Document)

र्णलस्य हाला राहरी विव	रिसेवा हास विभाग, उत्तरार	खण्ड शासन	स्वच्छ) – भारत एक कदम स्वच्छता की ओर	Degeta Power To	<u>I India</u> Empower
S GOVERNMENT OF UTTAR	AKHAND			Session Time left: 🕥 W	elcome demouser
Dashboard			Trade Licence Form		
Trade License D			2 Olea 2 Teade Information	3 Olas û Listens Desument	
Property[]		Step 3 Upload Document	Step 2 Trade Information	Step 3 optioau Document	
Online Transaction		Upload Document			
		Upload Photo" (upload JPG photo and max size 50KB) Choose File No fil hosen	Upload Signature* Choose File No fil	upload JPG and max size 50KB)	
		documnet1 *(File format pdf and max size 200KB)	document2"(file for	rmat pdf and max size 200KB)	
		Choose File No file chosen	Choose File N	lo file chosen	
		Previous		Save	
		Home Aba	ut e-Nagarsewa Feedback		
	Helpline	Mail Us On	Office Address	Total Visitor	
	0135-2741541	<pre>enagarsewauk[at]gmail[dot]com</pre>	 31/62 Rajpur Road Dehradun, Uttarakhand-248001 	00077876	
		Content owned, updated and maintained by Urba	i Development Department, Goverment	t of Uttarakhand.	
	Designed	I, Developed and Hosted by : National Informatics Center, State U	Init Uttarakhand.	NATIONAL INFORMATICS CENTRE	

Step4 (Select Payment and Download Acknowledgment)

र्पायस्य हरी विकास जि	सेवा वेभाग, उत्तर	ाखण्ड शासन		एक कदम स्वच्छ	भारत) ता की ओर	Digital India Power To Empower
GOVERNMENT OF UTTARAKHAM	ND					Session Time left: 29.52 🕥 Welcome demouser
Dashboard	Service Na	me			Trade License	
Trade License	Payer Nam	e			demouser	
Readcutting D	Registratio	n Number			TL00000019061401	5
Reacting	Payable Ar	nount			100	
	Payment D	ate			01-07-2019	
Online Transaction	Sr.No	Mode of Payment	Transaction charges(in R	.)		
	1)	Net Banking				
	А	Up to Rs. 100000/-	Rs. 5 + GST			
	в	Above Rs. 100000/-	Rs. 10 + GST			
	2)	Debit card- Visa.Master				
	А	Up to Rs. 2000/-	Rs. 0.75% + GST			
	В	Above Rs. 2000/-	Rs. 0.90% + GST			
	3)	Credit card				
	В	All Amounts	Rs. 1.20% + GST			
	4)	Cash	Rs. 60/-(inclusive of GST)			
		Pay Now	Download Ack	nowledgment		
			Home About e	Nagarsewa Feedt	ack	
He	Ipline	Mail Us On		Office Addres	s	Total Visitor
<u> </u>	0135-2741541	enagarsewau	k[at]gmail[dot]com	31/62 Rajpur Ro Dehradun, Uttarak	bad hand-248001	00077886
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	Designe	d, Developed and Hosted by : National I	nformatics Center, State Unit	Uttarakhand.		C INFORMATICS CENTRE

• SBIePay		
Payment Details		
🔄 Debit/Credit Card	Please enter your card details	Order Summary
🗂 Internet Banking	Card Number	Order No.: TF24845919070114551089
SBI Branch Payment	Expiry Date/Valid Thru CVV/CVC 4-DBC Month • Year •	Merchant Name: Urban Development Directorate Uttarakhand Trade License
	Name as on card	Amount: 500.00
	Pay Now Cancel	Processing fee: GST:
		Total:
	Matterfant Societies VISA Company, Chymaniae,	APM ID: PG_I RANS_396

Activate Windows Go to PC settings to activate Windows.

View Trade License application

र्णसम्ब सालग रात्तराज्य सालग शहरी विक	रसेवा ास विभाग, उ	उत्तराखण्ड शासन				एक कदम स्वच्छता की अं	7		ð	<u>Digital India</u> Power To Empower
GOVERNMENT OF UTTARA	GOVERNMENT OF UTTARAKHAND Session Time left: 29.48 🕥 Welcome demous									Welcome demouser
Dashboard					Aj	oplied Application For	Trade Licenc	e		
Trade License	SNo.	Registration Id	Applicant Name	Fees	Applied Date	Download Acknowledgement	Payment Status	Download Receipt	Location Of Application	Status
Roadcutting	1	TL000000190218002	demouser	5000	18/02/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment
Property/I	2	TL000000190305001	demouser	100	05/03/2019	Download Acknowledgement	0		Click For cancel	Proceed for Payment
	3	TL000000190326005	demouser	100	26/03/2019	Download Acknowledgement	0		Click For cancel	Proceed for Payment
	4	TL000000190418001	demouser	100	18/04/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment
	5	TL000000190430002	test	100	30/04/2019	Download Acknowledgement	0		Click For cancel	Proceed for Payment
	6	TL000000190604009	demouser	100	04/06/2019	Download Acknowledgement	0		Click For cancel	Proceed for Payment
	7	TL000000190614015	demouser	100	01/07/2019	Download Acknowledgement	٥		Click For cancel	Proceed for Payment
	8	TL000001190319005	test	100	19/03/2019	Download Acknowledgement	٥	Download Receipt	EO	
	9	TL000001190319007	test	100	19/03/2019	Download Acknowledgement		Download Receipt	EO	
					Home A	bout e-Nagarsewa Feedback				
	Helpline		Mail Us Oi	n		Office Address	т	otal Visitor		
	0135-27415	41	□ enagarsewa	uk[at]gr	nail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand-2480	01	0077928		
		Content ow	ned, updated an	d mair	ntained by Urb	an Development Department	t, Goverment of L	ttarakhand.		
	De	esigned, Developed and H	losted by : National	Informa	atics Center, State	Unit Uttarakhand.		NK	NATIONAL INFORMATICS CENTRE	

Apply for Road cutting/Road Digging/Right of way

इ-नगर	सेवा	रचवछ – भारत	Digital India Pawer To Empower
् GOVERNMENT OF UTTARAKH	ायमाग, उत्तराखण्ड शासन and	र्षा कदन स्वच्छता का आर	Session Time left: 27:50 🕥 Welcome Counter
Apply Trade Liecnce		Right of Way / Road Cutting / Road Dig	ging Form
Generate Bill		Your General information	
Pay Bill			No.535 Mar
Print Bill	Enter Full name of applicant	Enter applicant father name	Enter Applicant Mobile No
Add New Property Information			
Jpdate Property Information	Email Id	Type of Applicant*	
Apply Road Cutting		Select Type of Applicant	•
ubmit Fees			
/iew Trade License Application		Applicant Address	
riew Road Cutting Application	District"	Area Type*	Address1"
	Select District	Urban©Rural	Enter Address1
	Address?	PinCode*	
	Enter Address2		
		Location Of the Road/Street	
	District*	Urban Local Body Name*	Ward NO.*
	DemoDistrict	• UlbDemoNN	• Select ward •
	Locality/Street*	Reason Of Road Cutting	
		Select Type of Work	Y
			Digaing
		Detail OF Right of Way / Road Cutting / Road I	
	Category Of the Road*	Detail OF Right of Way / Road Cutting / Road I	
	Category Of the Road* Select Work Type	Detail OF Right of Way / Road Cutting / Road I *	
	Category Of the Road* Select Work Type Total cost.(in Rs.)*	Detail OF Right of Way / Road Cutting / Road I	
	Category Of the Road* Select Work Type Total cost.(in Rs.)* in Rs.	Detail OF Right of Way / Road Cutting / Road I "Note- (A)- Sewer Line (B)-Jal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipe line. (C) Right of Way	
	Category Of the Road* Select Work Type Total cost.(in Rs.)* in Rs.	Detail OF Right of Way / Road Cutting / Road I "Note- (A)- Sewer Line (B)-Jal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipu line (C) Right of Way	
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	Category Of the Road* Select Work Type Total cost.(in Rs.)* in Rs. Proof of Identify"(File format JPG and max size 50KB) Select Proof Type	Detail OF Right of Way / Road Cutting / Road I * Note. (A)- Sewer Line (B)-Jal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipe line. (C) Right of Way Upload Document House No/Property No(File format PDF and max size 200KB)	. 8
	Category Of the Road* Select Work Type Total cost.(in Rs.)* in Rs. Proof of Identify"(File format JPC and max size 50KB) Select Proof Type *	Detail OF Right of Way / Road Cutting / Road I (A)- Sewer Line (B)-lal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipe ine (C) Right of Way Upload Document House No/Property No(File format PDF and max size 200KB) Enter Property No.	
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	Category Of the Road* Select Work Type Total cost.(in Rs.)* in Rs. Proof of Identify"(File format JPC and max size 50KB) Select Proof Type Choose File No file chosen telpline Mail Us On	Detail OF Right of Way / Road Cutting / Road I * (A)-Sewer Line (B)-Jal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipe line. (C) Right of Way Upload Document House No/Property No(File format PDF and max size 200KB) Enter Property No. Choose File No file chosen Home About e-Nagarsewa Feedback Office Address delayer attach	B B Submit and Proceed for Paymen

Payment Details			
Debit/Credit Card	Please enter your card details		Order Summary
🛅 Internet Banking	Card Number		Order No.:
		VISA 🌓 📒 RuPays	TF24845919070114551089
SBI Branch Payment	Expiry Date/Valid Thru	CVV/CVC 4-DBC	Merchant Name:
	Month • Year •	0	Urban Development Directorate
	Name of the card holder		Uttarakhand Trade License
	Name as on card		Amount: 500.00
	Pay Now		Processing fee:
		Cancel	GST:
			Total:
			APM ID: PG_TRANS_396
	MasterCard. Verified by SecureCode. VISA	Symantec.	

View Road cutting/road digging/right of way Application

उत्तराखण्ड शालन	र् २-नगरसेवा _{हरी विकास विभाग,}	उत्तराखण्ड शासन				एक कद	छ – भारत म स्वच्छता की ओर			Digital Indi Power To Empow	<u>a</u> er
GOVERNMENT	OF UTTARAKHAND								Session Til	me left: 29:43 💽 Welcom	e demouser
Dashboard				Applied A	pplica	tion For R	oadCutting/Road Dig	ging/Right of V	Vay 🛛		
Trade License	SNo	. Registration Id	Applicant Name	Service Name	Fees	Applied Date	Download Acknowledgement	Download Receipt	Payment Status	Location Of Application	Status
Roadcutting	1	RC000000190418001	demouser	Road Digging	3702	18/04/2019	Download Acknowledgement			Click For cancel	Proceed for Payment
Online Transaction											
				Ho	me Al	oout e-Nagarsewa	Feedback				
	Helpline		Mail Us O	n		Office /	Address	Total Visitor			
	□ 0135-274	1541	enagarsew	auk[at]gmail[dot]co	om	□ 31/62 Dehradun	Rajpur Road , Uttarakhand-248001	00078391			
		Content ow	med, updated ar	nd maintained	by Urba	an Developme	ent Department, Goverment	of Uttarakhand.			
		Designed, Developed and H	Hosted by : Nationa	I Informatics Cent	ter, State	Unit Uttarakhan	d.		NATIONAL INFORMATIC CENTRE	S	

Residential Add/Edit New Property Information

There are two type of property

- Residential
- Commercial

राज्यस्य सालग राहरी विक	रसेवा गस विभाग, उत्तराखण्ड शासन		रवच्छ भारत) एक कदम स्वच्छता की ओर	7	Digital India Power To Empower
GOVERNMENT OF UTTARA	KHAND			s	ession Time left: 28:27 🕥 Welcome Counter Admin
Apply Trade Liecnce			Residential Property Tax F	Form	
Generate Bill Pay Bill	Search By Address				
Print Bill	District *	ULB Name *	Ward *		Moholla *
Add New Property Information+	DemoDistrict	UIbDemoNN Street Name	 Select ware 	d 🔹	T
Update Property Information-		Street Name		SEARCH	
Apply Road Cutting					
View Trade License Application					
view Road Cutting Application					
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 First enter the address location and click on "Search" Button. If the property not exits then popup appear "Property Details not Exist Do You Want to register new property Details?" Click on "Yes" button to register this property otherwise click on "No" Button

Step1: (Fill owner Information)

- Add owner details if there are multiple owners then click on "Add new row" button to add new owner
- Click on "delete" button to delete the row of owner details
- Then click on "next" button

GOVERNMENT OF UTTARAKHAND







Session Time left: 🕥 Welcome Counter Ad

Apply Trade Liecnce			Residential Prop	perty Tax Form		
Generate Bill						
Pay Bill			2			3
Print Bill	Step	01	Step	02		Step 3
Add New Property Information-	Step 1					
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submit Fees						
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	Select Ward *			Select Mohalla *		
	WardDemoNN		τ.	गांव		v
	HNo /Elat No /Municipal No	*		Street/Lane/Road *		
	369	•		Enter Street/Lane	e/Road Name	
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	Content owne	ed, updated and maintained by Urba	n Development Depar	tment, Goverment	of Uttarakhand.	

Step2: (Fill Property details)

- First select is construction in property "Yes" or "No"
- If "yes" then select "क्या आपको समस्त कमरो एवं अच्छादित बरामदों समस्त बालकनी/,कारीडोर, रसोई और भण्डारगृहसमस्त गेराज का आन्तरिक आयाम ज्ञात है/?"
- If "yes" then Enter "समस्त कमरो एवं अच्छादित बरामदों का आन्तरिक आयाम"," समस्त बालकनी ,कारीडोर, रसोई और भण्डारगृह का आन्तरिक आयाम", "समस्त गेराज का आन्तरिक आयाम"
- If "No" then enter "covered Area"
- Carpet area automatically calculated
- Enter area of land then select location of road, nature of road, year of construction and select "भवन स्वामी द्वारा अध्यासित है या किराये पर है या ख़ाली है कृपया उनमें से किसी एक का उल्लेख करें

- if house on rent then "Enter the tenants details "
- Click on "Next" Button

अस्तरू हर्म-नगर शहरी विकार	रसेवा म विभाग, उत्तराखण्ड शासन		स्वच्छ भार एक कदम स्वच्छता	त) की ओर		Digital India Power To Empower			
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	समस्त गेराज का आन्तरिक आयाम (<mark>वर्ग फुट</mark> व	Ť)		भवन का आन्तरिक क	ारपेट एरिया *				
					f a married and 4 is a mar a				
	कमर का पूर्ण माप-			समस्त ,काराडार,रसा	इ,मण्डारगृह का १७२ साग "				
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	भवन की स्व्च्छता कर*			कुल कर(भवन की स्व्व	छता कर+भवन पर सामान्य कर)*				
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Step 3: (Upload document)

upload document click on "Save" button

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Commercial Add/Edit New Property Information

First enter the address location and click on "Search" Button. If the property not exits then popup appear "Property Details not Exist Do You Want to register new property Details?" Click on "Yes" button to register this property otherwise click on "No" Button

Step1: (Fill owner Information)

- Add owner details if there are multiple owners then click on "Add new row" button to add new owner
- Click on "delete" button to delete the row of owner details
- Then click on "next" button

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Step2: (Fill Property details)

- First select "भूमि पर भवन निर्मित हैंभूमि पर कोई भवन निर्मित नहीं है/" "Yes" or "No"
- If "Yes" then enter "covered Area"
- Carpet area automatically calculated
- Enter uncovered area
- Enter area of land then select location of road, nature of road, year of construction and select "संपत्ति पर होनी वाली गतिविधि का चयन करें"
- Click on "Next" Button

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Add New Property Information-	Step 2		
Update Property Information-	प्रकार संपत्ति:-		
Apply Road Cutting	भूमि पर भवन निर्मित हैं/भूमि पर कोई भवन		
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Step 3: (Upload document)

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Home Page of enagarsewa

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Home	Pay/View Bills/Fees -	Link Mobile Search - Track Your Application	/Property Status □ View Rate/Fees -	🗌 New User(Sign up) 🛛 Sign in
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Tot	Total SNS send 16873 al Residential Property 112	Right of Way/Road Cutting/Road Digging Roads are the life-line of nation providing transportation facility over the length and breadth of country. Read More	Trade License Service Trade license is the way to regulate specific business from a particular locally. It is regulated to ensure that the dition is not adversely affected by Health Hazard & Nuisance by the improper carrying of a trade. Read More	Property Tax Property tax or house tax is a local tax levied by municipal authorities for maintaining basic civic amentities in your area. This tax is to be paid for upkeep of civic facilities like Read More
Tota	al commerical Property 1	Hov Step 1:- Please Register Yourself On this Portal Step 2:- OTP Verification Step 3:- Login With Registered Mobile Number	v to Avail online services on this p	Go to PC settings to activate Windows.

Know Your Property Details

This page helps you view property details

There are three type of search filter

- Search by property id
- Search by house number
- Search by owner name

Select the search filter

Then select the district, ULB name, ward name

Then enter the property id, owner name or house no

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Track your Application Status

This page helps you to track your application status. Status can be view after the final submission.

- User can enter the application registration no
- Click on "search" button

	ई-नगरसेवा शहरी विकास विभाग, उ	ন্নহাজ্বण্ड খামন		(त्वच्छ) पारत एक क्रम्भ न प्रदा की ओर	Digital India Fear to Engener			
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			Your Application Filled sucessfully	and pending at payment level				
			Home About e-	Nagarsewa Feedback Disclaimer				
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Property Bill Payment

This page helps you in payment of property bill.

User can search there bill by three ways

	নান, ওর্বরাজ্ঞত থান্দ	7		एक कदन स्वच्छता की जो	e	U~
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	DemoDistrict +	UbDemoNN .	WardDemoNh .	1	SEARCH	
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						Activate Windows

- Search by house no
- Search by property id
- Search by owner name

Online Trade License/Road Cutting/Road Digging/Right of way payment

प्रसायम्ब सालग प्रारायम्ब सालग	नगरसेवा विकास विभाग, उत्तराखण्ड शासन		रवच्छ भारत एक कदम स्वच्छता की ओर)	Digital India Power To Empower
□ Home □ Pay/V	fiew Bills/Fees - 🗌 Link Mobile 🛛 Sear	ch - 🔲 Track Your Application/Property St	atus		🗌 New User(Sign up) 🛛 Sign in
• Weld	come e-Nagarsewa Portal		0	🎝 😩 🛽	🛱 🛃 🕹
		Fees Paym	ent		
		Enter Registration No		Submit	
		Home About e-Naga	rsewa Feedback Disclaimer		
	Helpline	Mail Us On	Office Address	Total Visitor	
	0135-2741541	enagarsewauk[at]gmail[dot]com	☐ 31/62 Rajpur Road Dehradun, Uttarakhand-248001	00079099	A stiuste Mindoue
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View Trade License fees

- This page helps you to view ulb wise trade license fees.
- Select district ,ulb name
- Then select the major trade and category of trade

उत्तराखण्ड शासन	ई शहरी	नगरस् विकास वि	वा भाग, उत्त	राखण्ड शासन	र एक	स्वच्छ भारत कदम स्वच्छता व) गे ओर	$\overline{}$		Digital India Power To Empower		
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			SEAR	CH BY ULB Wise	-							
				District*	ULB Name*	Major Trac	le		Category Trade			
			DEH	IRADUN	▼ Dehradun ▼ S	elect Trade		•		v		
	SR.No	District Name	Local Body Name	Major Trade Name	Category Trade Name	License Fees	Late Fees	Renewal Fees	Document1 Name	Document2 Name		
	1	Dehradun	Dehradun	Petroleum	Petrol/Diesel pump bulk/पेट्रोल /डीजल पम्प (थोक)	5000.00	90.00	500.00	Aadhaar card/pan card	approval letter from ministry of petroleum		
	2	Dehradun	Dehradun	Retail shops/Stores	Coal depot/कोल डिपो	10.00	2.00	10.00	Aadhaar card/pan card	house/shop commercial tax receipt.		
	3	Dehradun	Dehradun	Hotels/Lodge/Guest house/ RESORT	banquet Hall/बैंकेट हाल	1000.00	180.00	1000.00	Aadhaar Card/ PAn Card	MDDA Approved Map/ Commercial Property Tax		
	4	Dehradun	Dehradun	Industry/Factory/Mill	Flour mill, spice mill, pulse grinder/फ़्लौर मिल, स्पाइस मिल ग्राइंडर	त, पल्स 50.00	9.00	50.00	Aadhaar card/ pan card	GST No/ Commercial Property tax receipt.		
	5	Dehradun	Dehradun	Industry/Factory/Mill	Bhusa store/भूसा स्टोर	20.00	4.00	20.00	Aadhaar card/ pan card	GST No/ Commercial Property tax receipt.		
	6	Dehradun	Dehradun	Street Vendor	All foods sold on the Thela food, sweets, Ice cream & f items etc/ठेला फूड, स्वीट्स, आइस क्री	food 700.00	126.00	700.00	Aadhaar card/pan card	local police station verification report		
	7	Dehradun	Dehradun	Street Vendor	Hawker/ फेरीवाला	1100.00	198.00	1100.00	Aadhaar card/pan card/vender survey card	local police station verification report		
	8	Dehradun	Dehradun	Retail shops/Stores	loudspeaker/Amplifier/लाउडस्पीकर / एम्पलीफायर	100.00	18.00	100.00	Aadhaar card/pan card	permission letter from district admin.		
	9	Dehradun	Dehradun	Retail shops/Stores	Hawker/ फेरीवाला	700.00	126.00	700.00	Aadhaar card/pan card/ vender survey card	local police station verification report		
	10	Dehradun	Dehradun	Petroleum	kerosene/Sprit/Acid Retail/केरोसिन /स्प्रिट/एसिड(खूदरा)	40.00	8.00	40.00	Aadhaar Card/ Pan Card	house/shop commercial tax receipt.		
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View Road cutting/ road digging/ right of way rates

- This page helps you to view the rates of road cutting/ road digging/ right of way.
- Select the category of road(*Note-(A)- Sewer Line (B)-Jal shansthan/Jal nigam/Uttarakhand power corporation/Doonsanchar vibhag/Cable line/Pipe line.(C) Right of Way)



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View Property tax rates

This page helps you view property tax rates.

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View Local Body Wise Property Tax Rate

	DSEARCH BY ULB W	Vise				
	Distric	t* Urban Local Boo	dy Name*	ULB Name*	Property Type*	
	DEHRADUN	Municipal Corpora	tions 🔹 Dehra	dun 🔻	Residential	¥
financial Year		Rate of Additional Discount(%)*	Rate Of Discount(%)*	Rate of Tax(%)*	Rate of Swachata Tax(%)*	Rate of interest(%)*
2017-2018	•	5.00	20.00	12.50	0.01	12.00
2018-2019	•	5.00	20.00	12.50	0.01	12.00
2019-2020	۲	5.00	20.00	12.50	0.01	12.00

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