HOW TO CREATE A NEW PID

Step by step guide for citizen to create a New PID

# HOW TO CREATE A NEW PID

1. Open your internet browser and type the URL : https://property.ulbharyana.gov.in/
2. Now login on the portal.
3. Before proceeding for creating the a New PID, please search the Property on the portal.
4. Select "**Search Property**" from the menu and search for the property using any of the criteria like Name of owner, Mobile Number of owner, Plot/Unit No., PID etc.
5. After searching, if you are sure that your property is not available on the portal, then click on "**Create New/Split PID**" link in the menu and then to create a New PID, click on "**Please click here**" on the "In case, you could not locate your Property or it is a subdivision of existing property, Please click here to create new Property Id"
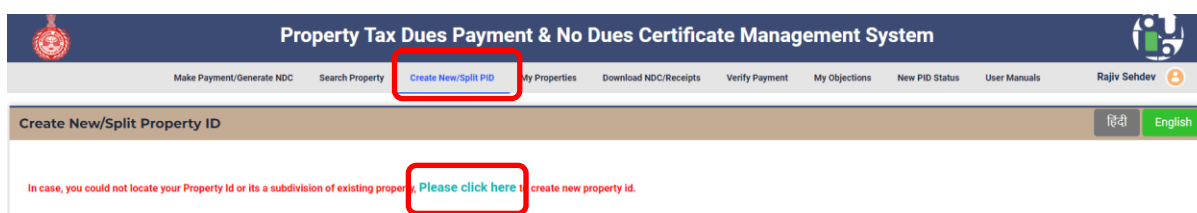
6. Select the checkbox in the declaration shown below and then click on "Click here to proceed"
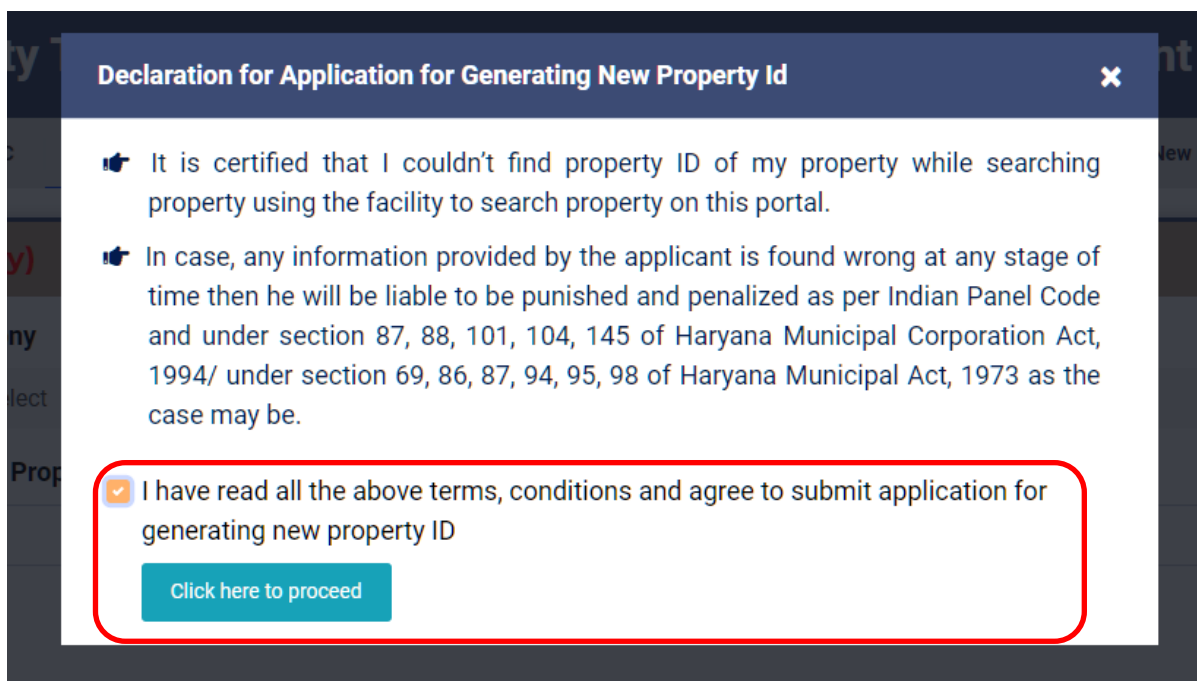
7. Now select District, Municipality and the colony name in which, New PID is to be created.

   On selecting the colony, the system will zoom on the colony on the map window.
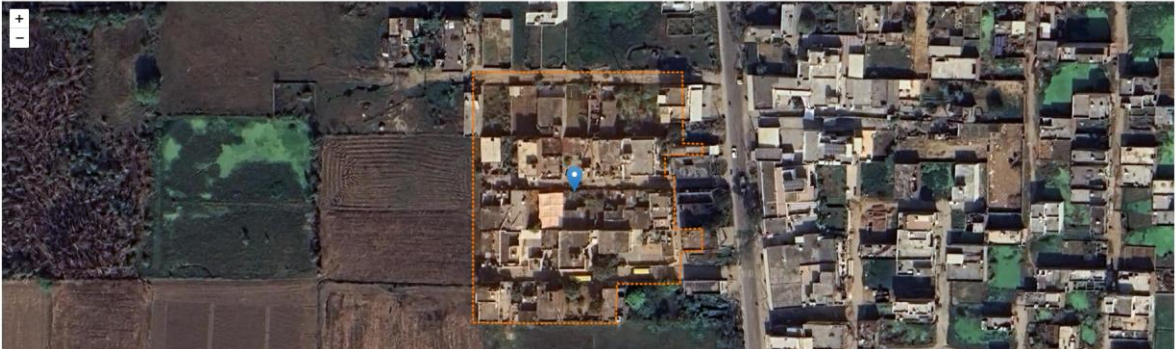
On the map window, move the blue marker 📍 to the exact location of the PID to be created.

8. After marking the location of the PID, click on the "**Next**" button

9. If the Property is a subdivision of any existing PID, select "**Yes**" against "**Whether it is sub-Division of existing Property Id**". Otherwise select "**No**".

10. Enter Property Details in the section shown below:

Enter Details of the Property to be Created			
Property Category * Residential	**Property Type** * House	**Property Sub Type** * Independent House	**Mobile No. (10 Digits)** * 8888888888
Plot No. / House No. * 12	**Street No./ Name** Street No. 1	**Landmark** Near Community Centre	**Pincode** * 134056
Plot Area * 100	**Unit** * SqMeter	**Electricity Consumer A/c No.** * 1ADFD455	

11. Now enter owner details and click on "**Add Owner**" in the owner section show below:

Enter Owner Detail(s) of the Property to be created			
Ownership Type * Individual			
Name of the Owner * Ranbir Singh	**Gender** * Male	**Father or Husband Name** * Karnail Singh	**Relation Type** * Father
Mobile No.(10-Digits) * 8787878787			

Add Owner

ACTION	NAME OF THE OWNER	GENDER	FATHER OR HUSBAND NAME	RELATION TYPE	MOBILE NO	COUNTRY NAME
🗑	Ranbir Singh	Male	Karnail Singh	Father	8787878787	India

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Multiple owners can be added.

12. Add Floor wise construction details

Construction Detail(s)			
Floor * Select	**Covered Area (Sq.Feet)** *	**Rebate** * No Rebate	**Occupancy Type** * Select

Add Floor

						OCCUPIER DETAILS WHEN PROPERTY IS RENTED				
ACTION	FLOOR	COVERED AREA (SQ.FEET)	REBATE	OCCUPANCY TYPE	OCCUPIER NAME	OCCUPIER GENDER	OCCUPIER FATHER OR HUSBAND NAME	OCCUPIER RELATION TYPE	OCCUPIER MOBI
🗑	Ground Floor	120	No Rebate	Self Occupied					

| ⇤ | ◁ | 1 | ▷ | ⇥ | ↻ |

13. Upload the documents, in the Documents section and upload Property image

Document(s)

S.No.	Document	Document Type	File
1	Proof of Identity *	Aadhar Card ▾	Choose File 2353.pdf
2	Proof of Ownership *	Sale deed/Conveyance deed ▾	Choose File mdm_november.pdf
3	Site Plan showing location of the site *		Choose File 2417.pdf
4	Upload Jamabandi in case of Agriculture Category *		Choose File No file chosen
5	Upload Building Photograph 1 *		Choose File house1.jpg
6	Upload Building Photograph 2 *		Choose File house2.jpeg

14. Now select that whether the application is to be submitted under "**Normal Mode**" or under "**Priority Service**"

Select Pid Request Type

○ **New PID Request(Normal)**

Fee : NIL /-

Timeline : 10 Working Days

○ **New PID Request under Priority Service**

Fee : Rs. 1000/-

Timeline 2 Working Days

(Time will start from the successfull receipt of payment. If payment is received after 11 AM, time will be counted from the next working Day)

15. Select "**I agree and click here to submit**" checkbox in the Declaration

Declaration

All the information provided by me in application form for generating new property ID is true to the best of my knowledge and no fact has been concealed.

In case information provide by me is found wrong then I am liable to be punished and penalized as per Indian Penal Code and under section 87, 88, 101, 104, 145 of Haryana Municipal Corporation Act, 1994/ under section 69, 86, 87, 94, 95, 98 of Haryana Municipal Act, 1973 as the case may be.

If the concerned Municipality notices at any stage of time that dues deposited by you are less than the actual dues, then balance dues along with the penalty will be recovered by the concerned municipality.

No objection on Main PID (and the split PID that is created when approved) will be allowed for three months or until the registration/sale-deed is executed, whichever is earlier. if the registration/sale-deed is not done within three months, the split PID application will be cancelled.

☐ I agree and click here to submit

16. To submit application:
    a. System will prompt you to enter Family (Parivar Pehchan Patra) Id. Enter your Family ID. An OTP will be sent on your mobile number registered with the Family -id. Enter OTP and click on Verify Details button. Your property will be self-certified.
    b. If you do not have Family id, Enter Aadhar Number. An OTP will be sent on your mobile number registered with the Aadhar Number. Enter OTP and click on Verify Details button. Your property will be self-certified.
    c. If you do not have Aadhar number also, click on No. Now system will ask you to certify that you do not have Family-id and Aadhar Number.
    d. Now an OTP will be sent on the mobile number registered with your property. Enter OTP and click on Verify Details. Your property will be self-certified.

☑ I agree and click here to submit

Do you have Family Id? * ○ Yes ◉ No

Do you have Aadhar Card? * ○ Yes ◉ No

☑ **I certify that I do not have Family id (Parivar Pehchan Patra) and Aadhar Number.***

Submit Application

CSC/CFC Operators or any other agents are directed not to submit New PID Applications from their Login.

17. Finally click on "**Submit Application**" button.

**********END********