



# HOW TO SELF-CERTIFY PROPERTY

*Step by step guide for citizen to self-certify the  
property*

शहरी स्थानीय  
निकाय निदेशालय  
हरियाणा

ब्लॉक सं. 11-14, सैक्टर-4, पंचकुला, हरियाणा  
Bay No. 11-14, Sector 4, Panchkula, Haryana



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## HOW TO SELF-CERTIFY THE PROPERTY

- i. Open your internet browser and open the website: <https://property.ulbharyana.gov.in/>
- ii. Now login on the portal.
- iii. After you login, the system will show the properties linked with the Mobile Number/email-id through which the user has logged-in.

The screenshot shows the 'Property Tax Dues Payment & No Dues Certificate Management System' interface. At the top, there is a navigation bar with options like 'Make Payment/Generate NDC', 'Search Property', 'My Properties', 'Download NDC/Receipts', 'Verify Payment', 'My Objections', 'New PID Status', and 'User Manuals'. Below this, a notification states 'New PID Applications Reverted by Department: 1' with a 'Click Here To Reply' link. A message indicates 'The mobile number 98XXXX603 is linked with following properties'. A property card displays details: PID: 1FNNSJY6, Owner Name: Narayani Devi, Plot Area: 138.600 Sqm, Property Type: Vacant Plot, Status: Un-Authorized, and Address: # 235 Sector - 25 Panchkula... Below the card is a table of charges:

PROPERTY & FIRE TAX DUES (RS.):	DEVELOPMENT CHARGES (RS.):	GARBAGE COLLECTION CHARGES (RS.):	TOTAL DUES:
83.23	0	0	83.23

At the bottom of the card, there are four buttons: 'View Details/ Self Certify' (highlighted with a red box), 'Make Payment', 'Updation History', and 'Payment Details'.

- iv. Now to self-Certify click on **View Details/Self Certify**
- v. In case there is no property linked with the logged in mobile number/email-id, the system will show the following message:

No property linked with Mobile no 9XXXXXXXX03. To search property and link with Mobile No. [Click Here](#)

The screenshot shows the same system interface. A message states 'No property linked with Mobile no 98XXXX603. To search property and link with Mobile No. [Click Here](#)'. The navigation bar and language options (Hindi, English) are visible at the top.

- vi. To search your property, click on **Click Here** and Search your property with Owner Name, Mobile Number, Plot (Unit) Number, PID etc.

## Department of Urban Local Bodies, Haryana

The screenshot shows the search interface of the Property Tax Dues Payment & No Dues Certificate Management System. The header includes the system name and navigation links: Make Payment/Generate NDC, Search Property, My Properties, Download NDC/Receipts, Verify Payment, My Objections, New PID Status, and User Manuals. The user is identified as Rajiv Sehdev. The search form is titled "Search Your Property (All \* fields are mandatory)" and includes fields for Select Municipality, Colony, Property Category, Search By Plot No, Property Id Eight Character ID (example: 1A23AR11), OLD Property Id, Owner / Occupier Name, and Mobile No. There are "Search" and "Search On Map" buttons. A red note at the bottom states: "In case, you could not locate your Property Id or its a subdivision of existing property, Please click here to create new property id."

vii. Once you have searched your property, click on **View Details/Self Certify**

The screenshot shows the search results page. The search form is filled with: Municipality: PANCHKULA, Colony: # 235 Sector - 25 Panchkula..., Property Category: Select, Property Id: 1FNNSJY6, and Owner Name: Narayani Devi. A "View Details/Self Certify" button is highlighted with a red box. Below the search form, the "Search Result" section displays a house icon and the following details: PID: 1FNNSJY6, # 235 Sector - 25 Panchkula..., Property Type: Vacant Plot, and OwnerName: Narayani Devi.

- viii. Details of the property will be shown in four different sections:
- Property Details
  - Mobile Number
  - Owner Details
  - Outstanding Dues
    - Property & Fire Tax Dues
    - Development Charges – This also includes status of the property as falling in **Authorised Colony** or **Unauthorised Colony**

## Department of Urban Local Bodies, Haryana

PID: 1F2CQUW9

Municipality: PANCHKULA      PID: 1F2CQUW9      Old PID: NA      Old Owner / Occupier Name:

Have Any Court Case, Stay/Legal Proceeding No


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**Property Details**

Property Category: Residential      Property Type: House      Property SubType:      Plot No. / House No: NA      Address: 3F- 257,Nimmi Singh.MT56.MDC Sector 6, 134109, ,134109      Colony Name: MDC Sector 6

Plot Size: 356.190 SqYard


SR.NO	FLOOR	USAGE	COVERED AREA	REBATE
1	3F	Self Occupied	2083.00 Sq Ft	No Rebate

Property Details and Property Images is Correct? \*  Yes  No 

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**Mobile No**


Mobile Number linked with the PID: 98XXXXX333

Mobile Number is Correct? \*  Yes  No 

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**Owner Details**

SR.NO	OWNER NAME	GENDER	RELATION	FATHER/HUSBAND NAME	MOBILE NO
1	Nimmi Singh	Female	Husband	Beant Singh	98XXXXX333

Owner Details is Correct? \*  Yes  No 


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**OutStanding Dues Details(In Rupees)**

**Property & Fire Tax Dues**

PROPERTY TAX DEMAND	PROPERTY TAX ARREAR	PROPERTY TAX INTEREST ON ARREAR	FIRE TAX ARREAR	FIRE TAX DEMAND	PAYABLE AMOUNT TILL 31ST MARCH 2024
1069.00	0	0	0	0	1069.00

Rebates will be applicable when user proceeds for payment through "Make payment" option.


Property & Fire Tax is Correct? \*  Yes  No 

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**Development Charges & Authorized Status**

Authorized Status: **Authorized**


DEVELOPMENT CHARGES DEMAND	DEVELOPMENT CHARGES ARREAR	DEVELOPMENT CHARGES INTEREST	TOTAL DUES
0	0	0	0

Development Charges & Authorized Status is Correct? \*  Yes  No 

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**Garbage Collection Charges**

SOLID WASTE DEMAND	SOLID WASTE ARREAR	TOTAL DUES
0	0	0

Garbage Collection Charges is Correct? \*  Yes  No 

Under each section, the citizen needs to certify that whether the data shown in the section is correct or Not. In case all details are correct, select **Yes** Radio button in each section.

In case all details are correct and Yes radio button is selected.

- Now, 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.
- 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.

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- 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.

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. \*

Verify Details

\*\*\*\*\*END\*\*\*\*\*