SUBMITTING OBJECTION FOR CORRECTION IN PROPERTY DETAILS / DUES ON THE PROPERTY TAX MANAGEMENT AND NO DUES CERTICATE (NDC) PORTAL

Department of Urban Local Bodies Haryana

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1. REGISTRATION ON THE PORTAL

- i. Go to <u>https://property.ulbharyana.gov.in/</u>
- ii. If you are not already registered Click on **New User Registration OR NRI/Foreign National Registration**.

Pro Sys	operty Tax Dues Payment stem	t & No Dues	s Certificate Management					译리 Englist
8	New User Registration	B	NRI / Foreign National Registration		f			
0	Do's and 😢 Dont's	0	FAQs	r I	Popartment of I	rban Logal	Rodice	
Ē	Help Manuals	8	List of Documents		Ha	ryana	boules,	
٩	Check Application Status		Contact Us		User Type Citizen U	LB		
Wh	at's New				Login Using Mobile Numbe	Email Id	PID	
Spec	cial discount for you by Haryana Government. Get	15 percent discount or	n property tax for the year 2023-24 by satisfying your		Select Municipality	Mobile Nun	nber	
A on to the inform	e time rebate of fifteen percent shall be allowed or ose property owners who clear all the property tax mation on 'Property Tax Dues Payment and No Du	n the principal amount arrears for the year 20 ues Certificate Manage	of property tax arrears for the years 2010-11 to 2022-23 110-11 to 2022-23 and also self-certify their property ment System Portal' by the 31st December, 2023."		Ser Not Registere	d OTP d Yet? Click He	re	
A on to all Certi	e time waiver of hundred percent of interest on the I tax payers, if their arrears are paid and also self- ficate Management System Portal' by the 31st De	e arrears of property ta certify their property int cember, 2023".	k pending since year 2010-11 to 2022-23 shall be allowed ormation on 'Property Tax Dues Payment and No Dues					

For step-by-step guide regarding registration please refer the user manual for Registration.

2. LOGIN

- i. Now, to login Go to <u>https://ulbhryndc.org/</u>
- ii. Enter your registered Mobile Number/email-id/PID.
- iii. An OTP will be sent on your registered Mobile Number/email-id. Enter the OTP for login.
- iv. Click on Login

3. VIEW AND VERIFY DETAILS

i. After you login the properties, registered with your Mobile Number will be displayed as shown below:

	Make Pa	ayment/Generate NDC Se	arch Property	My Properties	Download NDC/Receipts	Verify Payment	My Objections	New PID Status	User Manuals	Rajiv Sehdev
										हिंदी
New	PID Applications Reverted b	by Department: 1								
		Click Here To Reply								
obile number 98X)	XXX603 is linked with followin	ng properties								
	PID :	Proper	ty Type:							
	PID : 1FNN6JY6	Proper Vacant	ty Type: t Plot							
~	PID : 1FNN6JY6 Owner Name:	Proper Vacant Status	ty Type: t Plot							
	PID : 1FNN6JYÓ Owner Name: Narayani Devi Piot área:	Proper Vacant Status: Un-Aut	ty Type: t Plot : horized							
$\widehat{\Lambda}$	PID : 1FNN6JY6 Owner Name: Narayani Devi Plot Area: 138.600 Sqm	Proper Vacant Status: Un-Aut Addres # 235 1	ty Type: t Plot : horized ss: Sector - 25 Panch	ikula.,,,						
	PID : IFNN6JY6 Owner Name: Narayani Devi Piot Area: 138.600 Sqm	Proper Vacant Status: Un-Aut # 235 1	ty Type: ; Plot ; horized ss: Sector - 25 Panch	kula.,,						
	PID : 1FNN6,0Y6 Orner Name: Narayari Devi Piot Area: 138,600 Sqm DEVELOPMENT CHARGES	Proper Vacant Status Un-Aut Addres # 235 13 GARBAGE COLLECTION	ty Type: Plot horized Sector - 25 Panch N CHARGES	ikula.,,,						
PERTY & FIRE TAX s (Rs.):	PID : FIFNNSJV6 Orner Name: Narayani Devi Piot Area: 138.600 Sqm DEVELOPMENT CHARGES (RS.):	Proper Vacant Status Un-Aut Addres # 235 1 GARBAGE COLLECTION (RS.):	ty Type: Plot horized ss: Sector - 25 Panch N CHARGES	ikula.,,, TOTAL DUES:						

- ii. If no properties are linked with your Mobile Number, Click on **Search Property** in the menu and search for your property.
 - You can search by Name of Owner/Occupier, Mobile Number, PID etc.
 - You can also search on the map by clicking on **Search on Map**.

۵	Property Tax Dues Payment	& No Dues Certificate Mana	ngement System	í.
Mak	ke Payment/Generate PDC Search Property My Properties	Download NDC/Receipts Verify Payment My Ob	ections New PID Status User Manuals	Rajiv Sehdev 🔒
Search Your Property (All * fields are mand	datory)			हिंदी English
Select Municipality *	Colony(Click to view colony map)	Property Category	Search By Plot No	
AMBALA	• Vivek Vihar	▼ Select		
Property Id Eight Character ID eg. 1A23AR11	OLD Property Id	Owner / Occupier Name	Mobile No	
Search Search On Map				
Rebate of fifteen percent on the property tax for the assessme the assessment year 2023-24 by the 30th September,2023.	ent year 2023-24 shall be admissible to those assesses who sell	f-certify their property information on "property Tax Pay	ment and No Dues Certificate Management System Portal" and pay t	heir total property tax dues up to
In case, you could not locate your Property Id or its a subdivisi	ion of existing property, Please click here to create new prop	perty id.		

- iii. Search On Map:
 - a) Select the Municipality and Colony in which you want to search the property.
 - b) Now Click on **Search on Map**. Following screen will open. The colony boundary is shown in orange colour on the satellite image.
 - c) You can search by Owner/Occupier Name, PID or Mobile Number.



- d) If the search through above criteria does not still show your property, you can simply zoom-in (enlarge) by pressing the Zoom-in button shown above.
- e) Once the Zoom level reaches 20, click on **Show all Property Markers** button. All the properties will be shown.
- f) Now go to your property location and click on the marker. The property details will be displayed along with the property photo. After identifying your property, note down the Property ID (PID).
- iv. Now, to Verify Details, click on View Details/Self Certify button.

۵	Property Tax Dues Payment & No	Dues Certificate Management S	ystem
Make Pa	yment/Generate NDC Search Property My Properties Download	NDC/Receipts Verify Payment My Objections New PID 5	Status User Manuals Rajiv Sehdev 🧧
earch Your Property (All * fields are manda	tory)		हिंदी हिंदी हत्य
Select Municipality *	Colony(Click to view colony map)	Property Category	Search By Plot No
AMBALA .	Vivek Vihar 🗸	Select	
Property Id Eight Character ID eg. 1A23AR11	OLD Property Id	Owner / Occupier Name	Mobile No
	Sea	ch Result	
PID: 1A17UTW2 209,Nandas, Vidhya Bhushan I	PID: 1A11 236A,Vivek Vihar, Medha	186Q6 Ik Vihar, Near Sanatan Dharm Mandir, Near	PID: 1A1PJNC0 145,RSDenod, Vivek Vihar, Medha Tower, Medha Tower,
Tower, Medha Tower, 134003 Property Type Residential Plot Area	OwnerName Vidhya Bhushan Nanda	Jharm Mandir, 134003 gpe OwnerName al NA	134003 Property Type OwnerName Residential NA Plot Area
200 DOD Salvard View botality Self Carity	444.990	igYard website/ Self Contify	200.000 SqYard View Detailu' Self Cartify

v. Following screen will open that shows complete details of your property and the dues.

٢	Property Tax Dues Payment & No D	ues Certificate Management Syster	" (1
Make Paym	ent/Generate NDC Search Property My Properties Download ND	C/Receipts Verify Payment My Objections New PID Status	User Manuals Rajiv Sehdev
earch Your Property (All * fields are mandato	ry)		हिंदी <mark>Engl</mark> i
Select Municipality *	Colony(Click to view colony map)	Property Category	Search By Plot No
AMBALA 🗸	Vivek Vihar 🔹	Select 🔹	
Property Id Eight Character ID eg. 1A23AR11	OLD Property Id	Owner / Occupier Name	Mobile No
Search On Map	Search	n Result	
PIC: A17UTW2 205 Mandas, Vidhya Bhushan Nar 206 Medha Tower, 134003 Premeriy Tipin Pick Anna 200.000 SqVrdt Were baskid: fairf Certify	nda,Vivek Vihar, Medha exemblame Sihya Bhushan Nanda	996 Vihar, Kers Sanatan Dharm Mandir, Near Imm Mandir, 13403. MA MA Ard Aird Saft Coenty	PID: 1A1FJNC0 145,RSDenod, Vivek Vihar, Medha Tower, Medha Tower, 190perly Type OwnerName Popertor Type OwnerName 200,000 SqVard Vew Detablir Self Cvertfy

- vi. The property/dues details are divided in following four different sections:
 - a. Property Details
 - b. Mobile Details
 - c. Owner Details
 - d. Dues Details (includes status of property as Authorised/Unauthorised)

The verification for each section is to be done one-by-one as described below:

3.1.Property Details Correction

- i. Check the details. In case the details are OK, Select **Yes** in front of **Property Details is Correct?**
- ii. In case details are not correct, select No in front of Property Details is Correct?
- iii. Now, on selecting No, an **Update Details** button will appear as shown below. Click on this button.

Property Categoory: Residential Plot No. / House No: 72C15U274		perty Type: House dress: 236A,Vivek Vihar, Near Sanatan Dharm Mandir, Near : 003	Sanatan Dharm Mandir,	Property SubType: Colony Name: Vivek Vihar Plot Size: 444.990 SqYard	
SR.NO	FLOOR	USAGE	COVERED AREA		REBATE
1	1F	Self Occupied	0.00 Sq.Ft		No Rebate
- Property Details and Propert	ty Images is Correct? * O Yes ® No	Self Occupied Update Details	0.00 Sq.Ft		No Rebate

iv. Now, in the new page that opens, enter the correct details as shown below and click on **Save Draft**.

pdate Property Detail(s)									
operty Category *	Prop	erty Type *	Property	/ Sub Type *		Plot Area		Unit *	
Residential	o H	ouse	Indep	endent House	٥	400		SqYard	
t/House/Unit No *	Stree	et No./ Name	Colony/S	Sector		Landmark		Pincode *	
2			Vivek V	fihar		Communi	ty Centre	133001	
Update Floor Detail(s)									
	ter filme detaile below	and all de an add film a Detter (D.	To Delate a Flace, allala		- fine details and fills	-			
nstructions: (i) To add Floor, en	ter Floor details below	and cluck on add Floor Button (iii)	To Delete a Floor, click o	on delete button in tr	ie floor details grid (iiii)	For correction	n in floor details , delete the floor and	I then add correct details using Add F	toor option
Select	Covered Are	a (sq.reet)	No Rebate		Select	6	Add Floor		
FLOOR (मंजिल)	COVERE (SQ.FEE (कवर कि	:D AREA T) ग्या गया क्षेत्र (वर्ग फुट))			REBATE (छूट)		OCCUPANCY TYPE (अधिभोग प्रकार)		ACTION (কার্য)
1F	o				No Rebate		Self Occupied		Delete
Ground Floor	0				No Rebate		Self Occupied		Delete
you want to update Property Ima	age?* Yes • No d to your objection								
you want to update Property Im Ipload Documents related	age? *) Yes 🔹 No d to your objection	,							
vou want to update Property Im. pload Documents related Sr.No Document	age?*) Yes 🔹 No	Document Type				F	ile (jpeg/jpg/pdf/png - 2MB)	_	View F
ou want to update Property Im. pload Documents related Sr.No Decument 1 For Correction of	age?* Yes No	Document Type		eed		E E	Re (jpegjipgbottjong - 2MB) Drosse File	pdf	View F
rou want to update Property Imi pload Documents related Sr.No Document 1 For Correction of 2 For Correction of	age? * Ves No d to your objection of Area of Address	Decument Type Transfer deed/Relinc Copy of Electricity/V	quishment deed.Release d Vater Bill	eed		Fi D C	ile (jpeg/jpg/pdf/jpng - 2MB) Dhoose File Dhoose File 11278 pdf	pdf	View F
Sr.No Document 1 For Correction of 2 3 5	age? * Yes No d to your objection of Area of Address	Decument Type Transfer deed/Relinc Copy of Electricity/W	quishment deed.Release d Vaeer Bill	eed For Correction of Cate	goryFloor Details	Fi C C	Re (jpeg)pg(pdf)png - 2MB) Choose File New Doc 10-3023 15 59 Choose File 11278 pdf	pdf	View F
Sr.No Document 1 For Correction of For Correction of Correction of Core	age? * Yes No d to your objection of Area of Address ty image	Decument Type Transfer deed/Relinc Copy of Electricity/W	quishment descRelease d Vater Bill	eed	gory/Floor Details	14 2) 0 2) 0 2)	Re (jpeg/jpg/pdf/png - 2MB) Zhoose File New Doc 10-3023 15 59 Zhoose File 11278.pdf Zhoose File Document 550 (11 pdf	pdf	View F
Sr.No Document 1 For Correction of 2 For Correction of 3 J 3.A Upload propert 3.B Upload course	age? * Yes No d to your objection of Area of Address ty image ent	Document Type Transfer deed/Relinc Copy of Electricity/V Transfer deed/Relinc	uishment deedRelease d Vater Bill I Juishment deedRelease d	eed For Correction of Cate	gory/Floor Details	19 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Re (jpeg/jpgbotf/png - 2M8) Thoose File New Doc 10-3023 15.59 Choose File 11278 pdf Choose File Document 550 (1).pdf Choose File 11278.pdf	pdf	View F
you want to update Property Im.	age? * Yes No d to your objection of Area of Address ev image ent		juishment descRelease d Vater Bill Juishment descRelease d	eed For Correction of Cate	goryFloor Details		Re (jpeg/jpg/pdf/png - 2M8) Zhoose File New Doc 10-3.023 15 59 Zhoose File 11278.pdf Zhoose File 11278.pdf 11278.pdf	pdf	View F
you want to update Property Im. pload Documents related Sr.No Document For Correction of For Correction of For Correction of Comparison A Upload propert B English of fed Please update the size of the groot	age? * Yes No d to your objection of Area of Area up yimage ent 0000000		zuishment deedRelesse d Vatar Bill Juishment deedRelesse d	eed For Correction of Cate eed	goryFloor Details	11 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Re (jpeg/jpg/pdf/png - 2MB) Decome File New Doc 10-3. 023 15.59 Decome File 11278.pdf Decome File 11278.pdf	pdf	View Fi
Sr.No Documents 1 For Correction of 2 For Correction of 3 J 3.A Upload document 3.B Upload document There Remarks * English of feft Please update the size of the gross	age? * Yes No d to your objection of Area of Area of Address ty image ent		juishment desdRelease d	eed For Correction of Cate eed	goryFloor Details		Re (jpey/jpg/pdf/png - 2MB) Decome File New Doc 10-3. 023 15.59 Choose File 11278.pdf Document 550 (1) pdf Document 550 (1) pdf	pdf	View F

Now, the system will redirect to the View Details page. Here, the details available in record and the correction data entered by citizen will be shown side-by-side. Check the screenshot given below:

eerty SubType: Inde No. / House No: 52 a Unit: SqYard	ependent House 2	Property Type: House Colony Name: Vivek Vihar Plot Size: 44.990 Address: 236A.Vivek Vihar, Near Sanatan Dharm Mandir, 134003	Sanatan Dharm Mandir, Near	Undation Re Property Cat Property Sub Plot Size: 40 Address: Plo CentrePincod	auested by Applicant egeory: Residential Type Independent House 0.000 t No. / House No 52 ; Landmark : Cor e : 133001	Property type House Colony Name Vivek Vihar Area Unit SqYard mmunity		
LOOR	USAGE	COVERED AREA (SQ. FEET)	REBATE	FLOOR	USAGE	COVERED AREA (SQ. FEET)	REBATE	
	Self Occupied	0.00	No Rebate	1F Self Occupied		0.0	No Rebate	
round Floor	Self Occupied	0.00	No Rebate	Ground Flo	or Self Occupied	0.0	No Rebate	
				SR.NO	DOCUMENT For Correction of Area	DOCUMENT TYPE Transfer deed/Relinquishment deed/release deed	VIEW File	
				2	For Correction of Address	Copy of Electricity/Water Bill	View File	
				3		For Correction of Category/Floor Details		
				3.A	Upload property image		View Fib	
				3.B	Upload document	Transfer deed/Relinquishment deed/release deed	View Fib	

3.2.Mobile Number Correction:

- i. To update mobile Number, click on **No** in front of **Mobile Number is Correct**?
- ii. Now click on **Update Details** button. Following page will open.

Update Mobile Number	
OPTION 1 OPPP-id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated) (The mobile number will be auto updated in case owner name in Department record on the NDC portal and Parivar Pehchan Patra match)	OPTION 2 O Update through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)

- iii. Here you have two options:
 - <u>Option 1</u>: PPP-id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated) Or
 - **Option 2:** Update through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)

3.2.1. Option1 : The mobile number registered with Family Id (Parivar Pehchan Patra) will be updated instantly:

Step 1 : Enter Family Id. Click on Proceed

PTION 1	OPTION 2
PPP-id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated)	O Update through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)
he mobile number will be auto updated in case owner name in Department record on the NDC portal and Parivar Pehchan Patra atch)	
TP Sent to your registered mobile No. ******6277. It is Valid for 10 min	
ep 1: Enter Family ID *	
8WTH6827 Proceed	

Step 2 : Now select the family member and click on Send OTP

Update Mobile Number	
OPTION 1 PPP-Id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated) (The mobile number will be auto updated in case owner name in Department record on the NDC portal and Parlvar Pehchan Patra match)	OPTION 2 OUpdate through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)
OTP Sent to your registered mobile No. *****6277. It is Valid for 10 min	
Step 1: Enter Pamily ID * 8WTH6827	
Step 2: Select Member Name	
ASHISH GARG	

Step 3: Now Enter the OTP received on the mobile number registered with Parivar Pehchan Patra and click on **Submit**.

OPTION 1	OPTION 2
PPP-id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated)	\odot Update through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)
(The mobile number will be auto updated in case owner name in Department record on the NDC portal and Parivar Pehchan Patra match)	
OTP Sent to your registered mobile No. *****6277. It is Valid for 10 min	
Step 1: Enter Family ID *	
8WTH6827	
Step 2: Select Member Name	
ASHISH GARG • Send OTP	
Step 3: Enter OTP received on PPP registered Mobile Number	
Enter OTP Submit	

In case the Owner name in Department record and PPP matches, the mobile number will be instantly updated.

3.2.2. Option 2: Update through objection submitted to Municipality (Updation will be done after scrutiny by Municipality)

- i. Enter the correct Mobile Number
- ii. Attach Identification proof
- iii. Enter Remarks and click on **Save Draft** button

date Mobile Number				
DPTION 1 DPP-Id (Family ID) based Updation (Mobile Number Registered with PPP will be instantly updated) The mobile number will be auto updated in case owner name in Department record on the NDC portal and Parivar Pehchan Patra match)	OPTION 2 * Update through objection sub Mobile No.(10-Oligits) * 9890261881 View Relevant Identification Proof * No Previous File Uploaded Enter Remarks *	mitted to Municipality (Updata Identification Proof * Select	on will be d	one after soutiny by Municipality) Please Upload identification Proof + Choose Piles No file chosen
				Save Draft Cancel

iv. Now, the system will redirect to the View Details page. Here, the details available in record and the correction data entered by citizen will be shown side-by-side. Check the screenshot given below:



3.3.Owner Name correction:

i. If owner name is to be corrected or owner name is not shown in the record then click on **No** in front of **Owner Details is correct** and click on **Update Details** button:

Owner Details (मालिक का विवरण)				
SR.NO (রুমাক)	OWNER NAME (মার্চিক কা নাম)	GENDER (ਇੱਥ)	RELATION (रিখ্যা)	FATHER/HUSBAND NAME (पिला/पति का नाम)	MOBILE NO (मोबाइन संख्या)
Owner Details is Correc	:t? (मालिक का विवरण सही है?) * 🛛 Yes	• No	Update Details		

ii. Following screen will open:

mership Type *(मलिकी किसम)			Please tick the reason to update the or	mer details.	
Select			O Death Case O Non Death Case		
wner Details					
tructions: (i) To add Owner, enter owner d	details below and click on Add Owner	Button (ij) To Delete an Owner, click on o	delete button in the owner details grid (iii) For correction in Ov	mer details, delete the Owner and then add correct details using Add Ow	mer option
nder (ग्) *	Name of the Owner (मालिक का नाम) *	Relation Type (संबंध प्रकार) *	Father/Husband Name (अभिभावक का नाम) *	Mobile No.(10-Digits) (मोबाइल नं (10-अंक)) *	
lect ~		Select	~	Add Own	ner
OWNER NAME	GENDER	RELATION	FATHER/HUSBAND NAME	MOBILE NO	REMOVE
NA					Delete
r Demarks *					

iii. Enter the owner details as shown below and click on Save Draft

wnersn	ip Type *(मलिकी किसम)				Please tick the reason to update the o	wner details.		
Indivi	duəl			•	O Death Case 💿 Non Death Case	D		
wne	er Details							
structio	ons: (i) To add Owner, enter owner det	tails below and click on Add Owner Bu	rtton <u>(ij) To Delete an Owner</u> , click on de	lete button in the	owner details grid (iii) For correction in Ow	ner details, delete the Owner and then	add correct details using Add Owner opti	on
inder शॅग) *		Name of the Owner (मालिक का नाम) *	Relation Type (संबंध प्रकार) *		Father/Husband Name (अभिभावक का नाम) *	Mobile No.(10-Digits) (मोवाइल नं (10-अंक)) *		
elect	~		Select	~			Add Owner	
OWNE	ER NAME	GENDER	RELATION	FAT	HER/HUSBAND NAME		MOBILE NO	REMOVE
Nidhi		Female	Father	Sum	esh		9814254582	Delete
No.	Document						File	View File
	Sale deed/conveyance deed, Transf regarding court decree no court cas	fer deed/Relinquishment deed/releas se is pending in any court), chain of o	e deed/Jamabandi/Farad, Allotment lette wnership *	er, re-allotment let	er from any Govt. or semi Govt. Dept., Cou	rt decree (An affidavit or declaration	Choose File Sample 1.pdf	
	Chain of Ownership *						Choose File Sample 2.pdf	
	Identity Proof of Applicant *						Choose File Sample 3.pdf	
	Property tax receipt upto date (no d	dues regarding property tax in respect	of unit in question) *				Choose File Sample 4.pdf	
er Rem	arks *							
ease u	pdate owner details							

Now, the system will redirect to the View Details page. Here, the details available in record and the correction data entered by citizen will be shown side-by-side. Check the screenshot given below:

s per Reco	erd (रिकॉर्ड के अनुसार)					Updation	Requested by Applicant -	(आवेदक द्वारा सुध	धर का अनुरोध किया	गया) <u>Non Death Case - DT. 09/04</u>	/2023 20:0	1:38
wnerShip	Type (स्वामित्व प्रकार):					OwnerSh	ip Type (स्वामित्व प्रकार): Indiv	vidual				
SR.NO	OWNER NAME (মাজিক কা নাম)	GENDER (सिंग)	RELATION (रিখ্যা)	FATHER/HUSBAND NAME (पिता/पति का गाम)	MOBILE NO (मोवाइल मंबर)	SR.NO	OWNER NAME (मासिक का नाम)	gender (सिंग)	RELATION (रिपता)	FATHER/HUSBAND NAME (पिता/पति का नाम)	MOBIL (मोबाइ	ENO त गंबर)
1	NA					1	Nidhi	Female	Father	Sumesh	98142	54582
							DOCUMENT (दस्तावेल)					VIEW FILE (फ़ाइल देखें)
						1 Sale deed/conveyance deed, Transfer deed/Relinquishment deed/release deed/Jamabandl/Farad, Allotment letter, re-allotment letter from any Gort. or semi Gort. Dept, Coart decree (An affidavit or declaration regarding court decree no court case is pending in any court, chain of ownership *					View File	
						2	Chain of Ownership *					View File
						3	Identity Proof of Applicant *					View File
						4	Property tax receipt upto date	e (no dues regard	ing property tax in r	espect of unit in question) *		View File
						Remarks	टिप्पणी): Please update own	er details				
												Edit
												Earc

3.4.Dues Correction:

There are three types of dues shown:

- a. Property Tax and Fire tax dues
- b. Development Charges
- c. Garbage Collection dues (Garbage collection charges are available only for a few municipalities)

perty & Fire Tax Dues (संपत्ति)	और अग्नि कर बकाया)						
ROPERTY TAX DEMAND गंपत्ति कर की मांग)	PROPERTY TAX ARREAR (संपत्ति कर बकाया)		PROPERTY TAX INTEREST ON ARREAR (इरियर घर संपत्ति कर का ब्याज)	FIRE T. (अग्नि व	E TAX ARREAR डे कर बकामा)	FIRE TAX DEMAND (फापर टेक्स की मांग)	(কৃল (ए))
0.00	327.75		109.00	0		0	506.75
elopment Charges & Authori horized Status(अधिकृत स्थिति)	zed Status(বিকাম যুল্ক और अधिकृत : Un-Authorized	स्थिति)					
relopment Charges & Authori horized Status(अधिकृत स्थिति) IVELOPMENT CHARGES DEMAND बेसल जुल्क की मांग)	zed Status(विकास शुल्क और अधिकृर : Un-Authorized	स्थिति) DEVELOPMENT CHA (विकास मुराष बकाया)	MOLES ARREAR	DEVELOPMENT CH (विकास बुरुष क्वाज)	CHARGES INTEREST		тотац (8) (97-я (Ф))
velopment Charges & Authori thorized Status(अधिकृत स्थिति) vulopment charges planta ছাল বুল্ল কী মাণ)	zod Status विकास शुल्क और अधिकृर : Un-Authorized	स्थिति) DEVELOPMENT CHA (विकास मुल्क बकाया) 0	Anders Arrean)	DEVELOPMENT CH (विकास बुरुष ज्यान) 0	CHARGES INTEREST		τοταί (Β) (φπ (đ)) Ο
velopment Charges & Authori thorized Status(अपिएल स्थिति) vrtioneter onages betwato evelopment Charges & Au bage Collection Charges	zed Status(বিজয়ে যুক্তে और अधिकृर : Un-Authorized thorized Status is Correct? (বি	स्थिति) अर्थरा.०२असभा राज्य (तिवात कुक बवावा) ० कास युल्क और अ	MRCES AMERAR) अधिकृत स्थिति सही है?) * ं Yes ं No	речелормент сно (विकास सुरक आज) 0	chardees interest 19		тоти(8) (фт (фт)) О

- i. For updation in Property Tax dues, click on **No** against **Property Tax and Fire Tax Dues are Correct>**
- ii. Now click on **Update Details** button

OutStanding Dues Detail	s (बकाया राशि का विव	रण)					
Property & Fire Tax Dues (संपत्ति और अड़ि	। कर बकाया)						
PROPERTY TAX DEMAND (संघत्ति कर की मांग)	PROPERTY TAX ARREAR (संपत्ति कर बकाया)	089 एरिए	PERTY TAX INTEREST ON ARREAR यर चर संपत्ति कर का क्याज)		FIRE TAX ARREAR (अग्नि कर बकाया)	FIRE TAX DEMAND (फायर टेक्स की मांग)	(A) LATOT ((罗可夏)
70.00	327.75	109	0.00		0	0	506.75
Property & Fire Tax is Correct?(বাঁ Development Charges & Authorized Sta Authorized Status/अधिकृत स्थिति: Un-Au	रत्ति और अग्नि कर सही है?) * tus(विकास मुल्क और अधिकृत नि	r OYes ⊛No Reafa)	Update Details				
DEVELOPMENT CHARGES DEMAND (चिकास जुराष्ठ की मांग)		DEVELOPMENT CHARGES (বিকাম মুক্ষে ৰকাথা)	: ARREAR	DEVELOPM (विकास मुल	tent charges interest क काल)		TOTAL (B) (कुल (वी))
0		0		0			0
Development Charges & Authorize	ed Status is Correct? (विक	गस शुल्क और अधिवृ	रूत स्थिति सही है?) * ं Yes ं No			TOTAL ICI	
sully waste utmanu (ठोस अपशिष्ट की मांग)			502.12 WASTE ANKEAN (ठोस अपश्चिष्ट वकाया)			(কুন (ঠা))	
000.00			1200.00			1000.00	

iii. Following screen will open. Citizen can request for two types of corrections:

Make Payment Search Property My Properties	Download NDC/Receipts Verify Payment My Object	tions New PID Status	U
date Property Tax Dues			
Select if, Applicable Property-Tax /Fire-Tax Charges displayed on the portal are incorrect Enter Applicable Fire tax Enter Applicable Fire tax	Select if, Property-Tax/Fire-T	ax already paid is not updated in	he record
100 10	50	Choose Files Sample 3.pdf	No File Uploaded
Upload Document *	Enter Fire Tax Already Paid in Rs.	Please Upload Receipt *	View Receipt
Choose Files Sample 2 pdf	5	Choose Files Sample 4.pdf	No File Uploaded
Remarks •			

- In case the applicable Property / Fire tax charges are wrongly shown: Select if the applicable property tax/Fire tax charges displayed on the portal are incorrect.
- In case property / Fire tax payment is partly or fully made but not reflected on the portal : Select if, Property Tax/Fire tax already paid is not updated in the record.

Please note that citizen can submit correction for both simultaneously.

- iv. Now enter the correct figures according to you and click on **Save Draft** button.
- v. Now, the system will redirect to the View Details page. Here, the details available in record and the correction data entered by citizen will be shown side-by-side. Check the screenshot given below:

Per Record (रिक	ार्ड के अनुसार)	n ar (ana i an j				Property & Fire Tax Dues (संपत्ति और आंग्न कर बंकाया) <u>Updation Requested by Applicant- DT</u> (आवेदक द्वारा सुधार का अनुरोध किया गया) <u>09/04/2023 20:30:09</u>			
PROPERTY TAX DEMAND	PROPERTY TAX ARREAR	PROPERTY TAX INTEREST ON ARREAR	FIRE TAX ARREAR	FIRE TAX DEMAND (फायर टेक्स की	TOTAL (A)		PROPERTY TAX (शेपसि कर)	FIRE TAX (ফাদ্দ ইক্স)	
70.00	ংজী মাঁগ) (গেঁথমি কৰ ৰক্ষাথা) (হেযিয় যে বাঁথমি কৰ কা জ্ঞান) (এয়ি কৰ ৰক্ষাথা) মাঁগ) 327.75 109.00 0 0		506.75	Pending Dues As Per Applicant	100.00 View Attached Doc	10.00 View Attached Doc			
						Amount Paid As Per Applicant	50.00 View Attached Doc	5.00 View Attached Doc	
						Remarks (टिप्पणी): please update			

vi. Similarly you can update **Development charges and Garbage Collection charges**.

Please note that the Authorised status of the property is also to be updated along with the Development charges

4. SUBMITTING OBJECTION:

i. Now after updating all details, Click on Final Preview and Submit Objection button

विकास मुल्क का माग)	(विकास मुल्क बकाया)		(विकास युरक व्याज)	(कुल (वी))	
1	0		0	0	
rbage Collection Charges ioLib WASTE DEMAND তাল এথাইছ কী মাণ্য		solid waste Arrear (তীয় এঘটিছ বকায্য)		TOTAL (C) (कुल (वी))	
00.00		1200.00	1200.00		
arbage Collection Charges is Correct?(ব L OutStanding Dues in Rupees (কেবে ব	ऽचरा संग्रहण शुल्क सही है?) * े Yes े। काया राशि, रुपये में) (A+B+C): 2306.7	4o 5			

ii. System will now show all the details again for a final preview by the citizen:

and the second		Make Pan	ment Search Property	My Properties	Download	NDC/Receipts Verify Par	ment My Objection	s New PID Status			Use
Owner De	etails (मालिक का	विवरण)									
<u>As per Record</u> (रि	कॉर्ड के अनुसार)					Updation Requested b	<u>y Applicant -</u> (आवेदक ट्र	ारा सुधार का अनुरोध किय	ा गया) <u>Non Death Ca</u> :	se - DT. 09/04/2023 20	:40:20
OwnerShip Type	(स्वामित्व प्रकार): Individu	al				OwnerShip Type (स्वामि	त्व प्रकार): Individual				
ow sr.no (मा	NER NAME GENDI क्षेक का नाम) (विंग)	R RELATION (रিখ্যা)	FATHER/HUSBAND NAME (पिता/पति का नाम)	MOBILE (मोबाइल	NO नंबर)	OWNER NA SR.NO (मासिक का	ME GENDER नाम) (सिंग)	RELATION (रियता)	FATHER/HUSBAND N (पिरा/पठि का नाम)	AME MOB (मोबा	ILE NO इस नंबर)
1 Sul	shash Male	Father	Banrhi	94665	2078	1 Nidhi	Female	Father	Sumesh	9814	1254582
						DOCUMENT SR.NO (दरवावेज़)					VIEW FILE (फ्राइस देखें)
						1 Sale deed/cor letter, re-allotr court decree r	iveyance deed, Transfer de nent letter from any Govt. 10 court case is pending in	ed/Relinquishment dee or semi Govt. Dept., Cou any court), chain of ow	d/release deed/Jamab irt decree (An affidavit o mership *	andi/Farad, Allotment or declaration regarding	View File
						2 Chain of Own	ership *				View File
						3 Identity Proof	of Applicant *				View File
						4 Property tax n	eceipt upto date (no dues i	egarding property tax in	respect of unit in ques	stion) *	View File
						Remarks (टिप्पणी): Pleas	e update owner details				
Property	Details(संपत्ति ब्र	गेरा)									
						Undation Documented by	· Applicant / Judges 20	ग मध्यम का अन्त्रोध किला	11710		
As per Record (R	हॉर्ड के अनुसार) जन्म वागनि लेगी। Davidantia	Deep		Union		Property Categeory (<u>y Applicant</u> (आवदक द्वा पत्ति श्रेणी): Residential	ा सुधार का अनुराध किया Proc	गया) perty Type (सम्पत्ती क	। प्रकार): House	
Property Categor	e (संपत्ति उप प्रकार): Indepe	Prop	herty Type (सम्पत्ता का प्रकार):	House		Property SubType (संप	ते उप प्रकार): Independen	t House Cold	ony Name (कॉलोनी का	। नाम): Agarwal Colony	
Plot No. / House	operty SubType (संपरि उप प्रकार): Independent House Colony Name (कॉरोनी का नाम): Agarwal Colony at No. / House No (सॉरेंट नंबरमकान नंबर): 23 Address (पता) : 466. Subhash.Agarwal Colony, Dat Mil, I						ॉट नंबर/मकान नंबर): 23	Add	ress (पता): 466, Subh	ash,Agarwal Colony, D	al Mil, Dal M
	tt No. / House No. (स्ताट नवर/तकान नवर): 23 Address (पत्ती) : 466, Subhash, Agarwal Colony, Dal Mil, 136027 अरुष राज्य त्वरी नव शीवाजन: 82,000							1360	027		
136027 Plot Size (ਵਗੋਂਟ ਬਸ ਕੇਸ਼ਬਾਲ): 87.000 Area Unit (ਬੇਸ਼ ਝੁਬਾੜੀ) SqYard						Plot Size (प्लॉट का क्षेत्रफल	1): 500.000	Area	। Unit (क्षेत्र इकाई) SqY	lard	
FLOOR (मंजिल)	USAGE (प्रयोग)		covered area (নির্মিত প্রত্ন)	REBATE (())		FLOOR (मंबिल)	USAGE (प्रयोग)		covered area (निर्मित क्षेत्र)	REBATE (햧ਟ)	
1F	Self Occup	ied	0.00	No Rebate		Ground Floor	Self Occupied		1000.0	No Rebate	
Ground Floor	Self Occup	.ied	0.00	No Rebate		S.No	Document			File	
						.(क.चं.)	(दस्तावेज़)			(फ़ाइल)	
						1	Relevant Docur	nent		View File	
						Remarks(टिप्पणी): Pleas	e update Property detail	5			
		ਜ਼ਂਗਾ									
MODIle N	Imper (High	198)									
<u>As per Record</u> (रि	धॉर्ड के अनुसार)					Updation Requested b	<u>y Applicant</u> (आवेदक द्वा	रा सुधार का अनुरोध किया	गया)		
Mobile Number li	nked with the PID (पीआ	ईठी से जुड़ा मोबाइल नंबर): 9-	466572078			Mobile Number linked	vith the PID (पीआईठी से	जुड़ा मोबाइल नंबर): 946	6572075		
						Identification Proof(निव	ासी का यूआईडी) : Driv	ng Licence View Attac	thed Doc		
						Remarks (ICU(0)): Pleas	e update Mobile Numbe	C.			
As Per Record (R	ax Dues (संपात्त आर आप्न कॉर्ड के अनसार)	कर बकाया)				Property & Fire Tax Du	ues (संपत्ति और अग्नि कर बर	हाया)	-		
						uppation Requested b	<u>K With Caut- D1</u> (Aldo	ज्य सारा सुपार का अनुराध	ाकला रामा) <u>09/04/202</u>	3 20:30:09	
PROPERTY TAX DEMAND (संपत्ति कर की मांग)	PROPERTY TAX ARREAR (संपत्ति कर बकाया)	PROPERTY TAX INTEREST ARREAR (एरियर पर संपत्ति कर का झा	ON FIRE TAX ARREAR অ) (এয়ি কং বকাথা)	PIRE TAX DEMAND (फायर टेक्स की मांग)	LATOT (A) ((명) 바깥)			PROPERTY TA (तंपत्ति कर)	x	FIRE TAX (परापर टेक्स)	
70.00	327.75	109.00	0	0	506.75	Pending Dues As F	er Applicant	100.00 View Attached	Doc	10.00 View Attached	Doc
						Amount Paid As P	er Applicant	50.00 View Attached	Doc	5.00 View Attached	Doc
						Remarks (टिप्पणी): pleas	e update				
						1142					
						Objection	Inder Tatkal Scho	me			1
Objection (Normal)					- objection t	and and sche				
Objection (Normal)					Ene De Cont	lla.				
Objection (Fee : NIL /- Timeline :	Normal)					Fee : Rs. 5000 Timeline :	<i>l/~</i>				
Objection (Fee : NIL /- Timeline : - For tha - For tha	Normal) nge of Name of Owner in De nge of Name of Owner in Jac	ath Case: 45 working days n-Death Case: 15 working	from the date of receipt of con	nplete documents.	nts.	Fee : Rs. 5000 Timeline : • 2 Worki	ng Days from the date of	receipt of complete doc	uments.	after 11 AM.	

iii. Now you can submit the application as **Normal application or under Tatkaal**. Both are explained below:

Normal applications:

- Resolution Time : 10 working days
- Fees : Nil

Tatkaal applications :

- Resolution time : 2 working days
- Fees : Rs 2500/-
- iv. After selecting the option of Objection (Normal) or Objection under Tatkaal, now system will ask you that Whether you have PPP id (Parivar Pehchan Patra) or not.
 - If you have PPP-Id, select Yes and then enter PPP-Id, select the member from the Drop Down and enter OTP sent on the registered Mobile Number.
 - In case you do not have PPP-id, select No

Fee : NIL /-	Fee : Rs. 5000/-
Timeline :	Timeline :
For Change of Name of Owner in Death Case: 45 working days from the date of receipt of complete documents. For Change of Name of Owner in Non-Death Case: 15 working days from the date of receipt of complete documents. For all other Objections: 10 Working Days from the date of receipt of complete documents	 2 Working Days from the date of receipt of complete documents. (Time will start from the successful livecipt of payment. If payment is received after 11 AM, time will be counted from the next working Day)
Do you have Family Id?(क्या आपके प	ास परिवार पहचान पत्र है?) * ● Yes 💿 No
OTP Verification Done //	
5eak1602	
Step 2: Select Member Name	
VISHVJEET	Send OTP
Step 3: Enter OTP received on PPP registered Mobile Number	
	Verify OTP
111111	

v. Now the system, will ask that "Do you have Aadhar Card?"



- If you have Aadhar Id, select Yes and then enter Aadhar Number and enter OTP sent on the registered Mobile Number.
- In case you do not have Aadhar, select No
- vi. Certify that you do not have PPP and Aadhar.
- vii. Click on **Submit Objection** button.

viii. Now an OTP will be sent on your registered Mobile Number or the the Mobile number submitted for updation.

Your application will be submitted to the Department for correction of data.