Property and Vacant Land Tax Information

Copyright

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Contents

About this Manual

Property and Vacant Land Tax Information System (PTIS) is for users who work in the revenue department of municipal corporations and are responsible for taxation of properties and vacant land.

The following roles within the revenue department can use PTIS.

1. Clerk
2. Bill Collector
3. Revenue Inspector
4. Collection Operator
5. Revenue Officer
6. Commissioner

> ***Note:*** *Roles can be added/modified in PTIS as per the requirements of the department.*

In this manual, chapters are organized around key transactions performed by the department. The first chapter introduces you to the PTIS.

Getting Started

If you are new to the system, start with Chapter 1 – *Introducing Property and Vacant Land System* followed by Chapter 2 – *Introducing Workflows*. After that you can use *Table of Contents* in the beginning of this manual or the *Index* at the end, to move to any topic.

Conventions

The following table describes the conventions used in this manual.

Note:	Note provides extra information about a step or concept. Notes are contained in grey boxes.
UI Element	To describe screen elements such as buttons, drop-down lists, the name of the element is in **bold**.
References	All references are in *italics*. Reference also contain hyperlinks and help you to quickly navigate to related content
Navigation >	Arrow '>' notation describes the flow of navigation in the application. For example, the following navigation means "on **the Left Panel**, Click **Application** and then click **New Property**." *Left Panel > Application > New Property*

Further Help

In case you need further help, please call +91 80 4125 5708 or send an email to contact@egovernments.org

Introducing Property and Vacant Land Tax System

Property and Vacant Land Tax Information System (PTIS) is a web-based software module that helps municipal corporations manage property and vacant land taxation, efficiently and effectively.

The system brings in accountability and transparency in the decision making process of the revenue department of a municipal corporation. It provides comprehensive information about a property such as:

- Property details
- Property tax estimate
- Mutation of property
- Payments against the property
- Demand collection & balance (DCB) of the property

Main Transactions

Key tasks or activities performed in PTIS are called Transactions. PTIS enables you to perform the following main transactions:

1. Creating a new property
2. Creating a vacant land
3. Bifurcating a property
4. Adding or altering an existing property
5. Transferring ownership of a property
6. Collecting property tax
7. Applying for revision petition
8. Vacancy Remission
9. Amalgamation of Property
10. Tax Exemption
11. Demolition

12. Apply for GRP
13. Transfer of Title (For Reg)
14. Adhaar Seeding

Roles Involved in the Transactions

Different roles may be involved in completing a transaction.

> *Note: Role names and their functions can be configured in PTIS depending on the needs of your department.*

The following table describes the typical roles involved in completing the transactions in PTIS.

Table 1 Roles in PTIS

Role	Description
CSC Operator	Initiates transactions and enters details in the transaction forms. Interacts with the citizens. Whenever required, also prints and provides copies of decisions/documents related to citizen's applications.
Clerk	Verifies the details entered can also make changes based on the document.
Bill Collector	Verifies the details entered by the clerk in any transaction form.
Revenue Inspector	Responsible for validating the information entered in the transaction forms. Conducts field inspections to verify the facts in the transaction forms. May correct the details in the transaction forms, if required, to match with the facts on the ground.

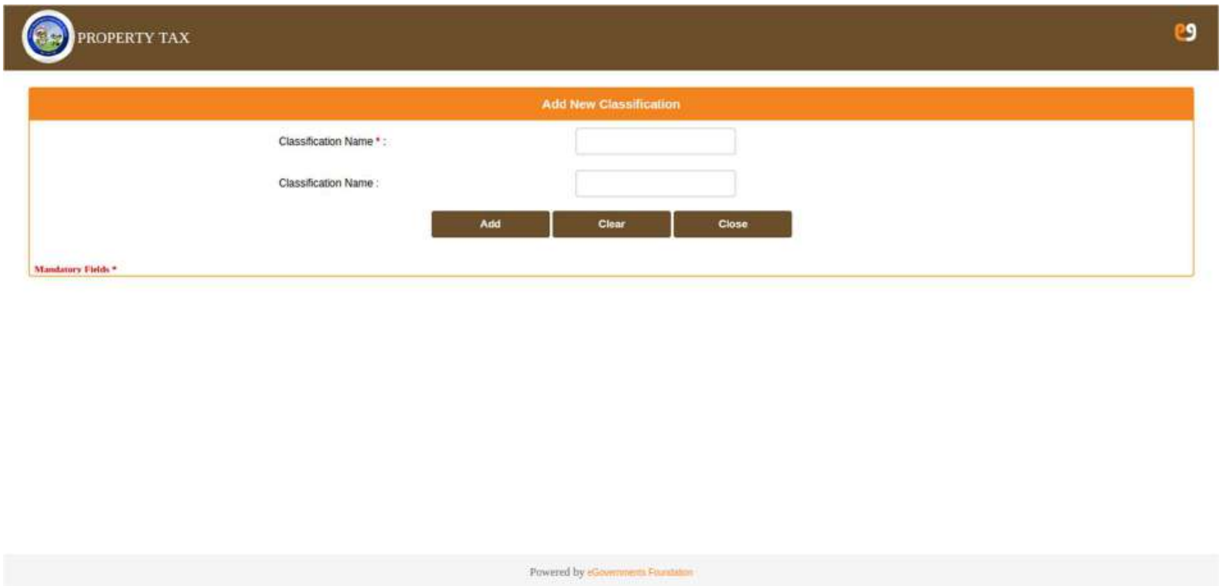
Revenue Officer	Based on the transaction details and the comments of bill collector/revenue officer, decides to either reject the transaction or forward it to the commissioner for approval.
Commissioner	Final authority to approve or reject a transaction. Also hears and disposes review petitions from the citizens.

Masters

The ability to create the masters will rest with the user having a role of ULB Administrator. Since the masters have to be controlled carefully, only the users at the state wide will be given an access to this role.

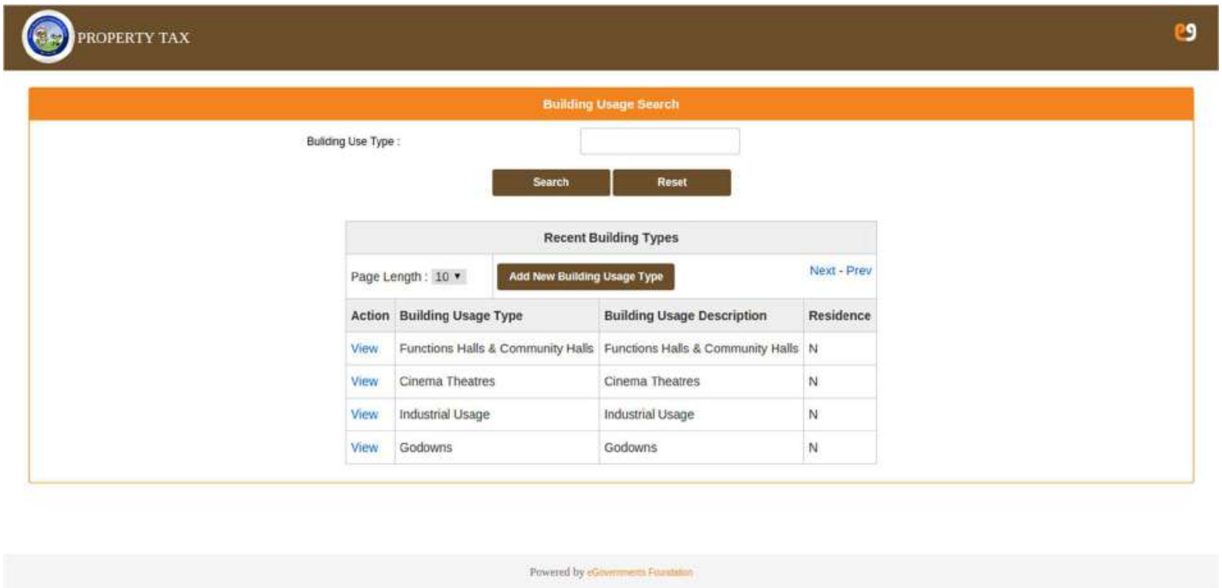
Add Building classification

Master is used to update the types of Building classifications drop down in the new assessment screen. A new classification type which is to be incorporated in to the existing system is entered in the classification name field.



Add Building Usage

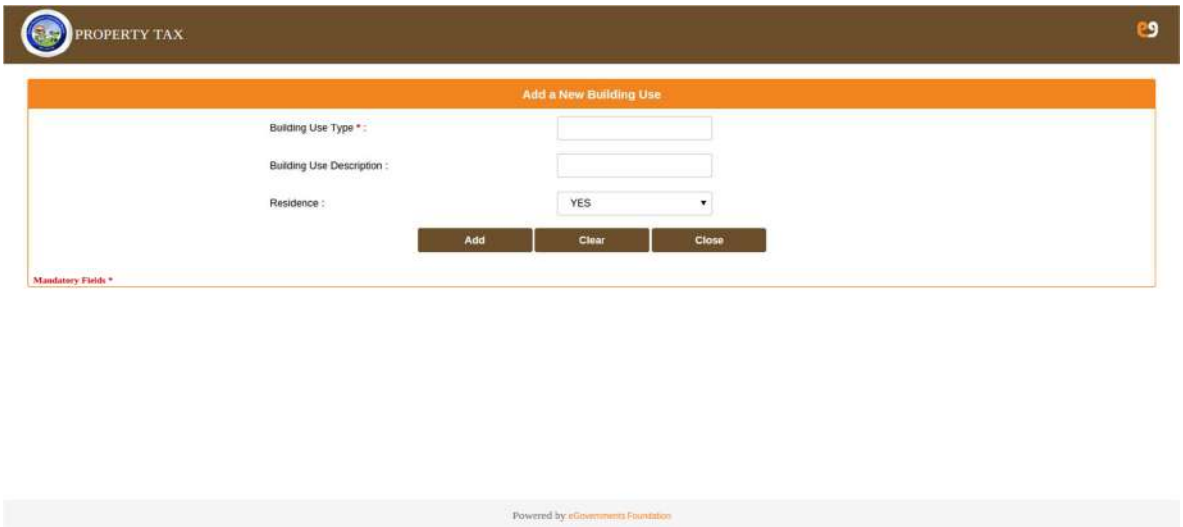
Building usage search is to list out the different usages that are currently existing in the system



The following are the nature of use of building as per the Municipal Act.

Buildings are also classified based on the nature of use:

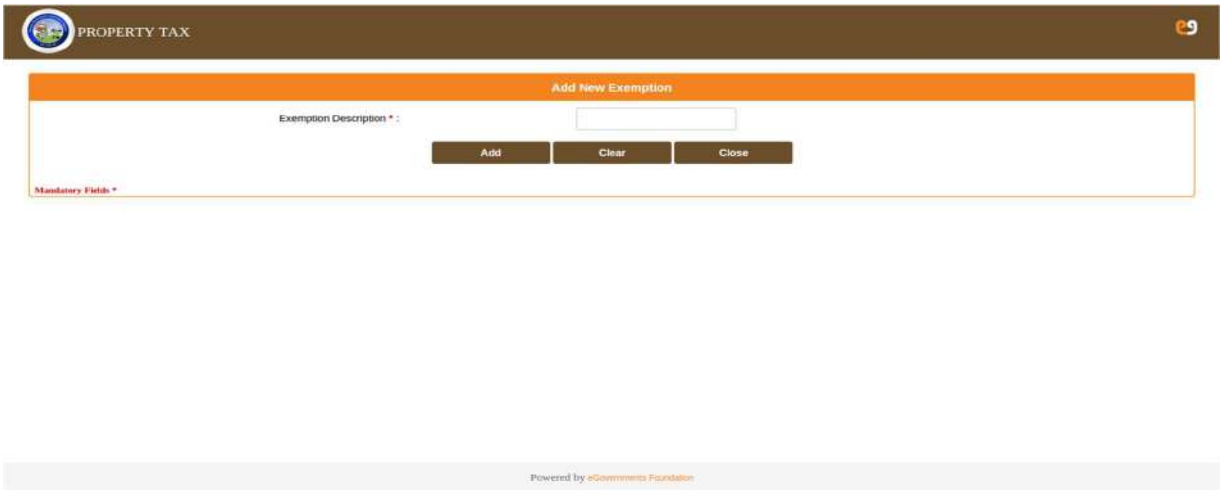
- Residential
- Shops, shopping complexes
- Public use
- Commercial purposes
- Industrial purposes
- Cinema theatres or places of public entertainment
- Any other use not covered above.



Depreciation Rates

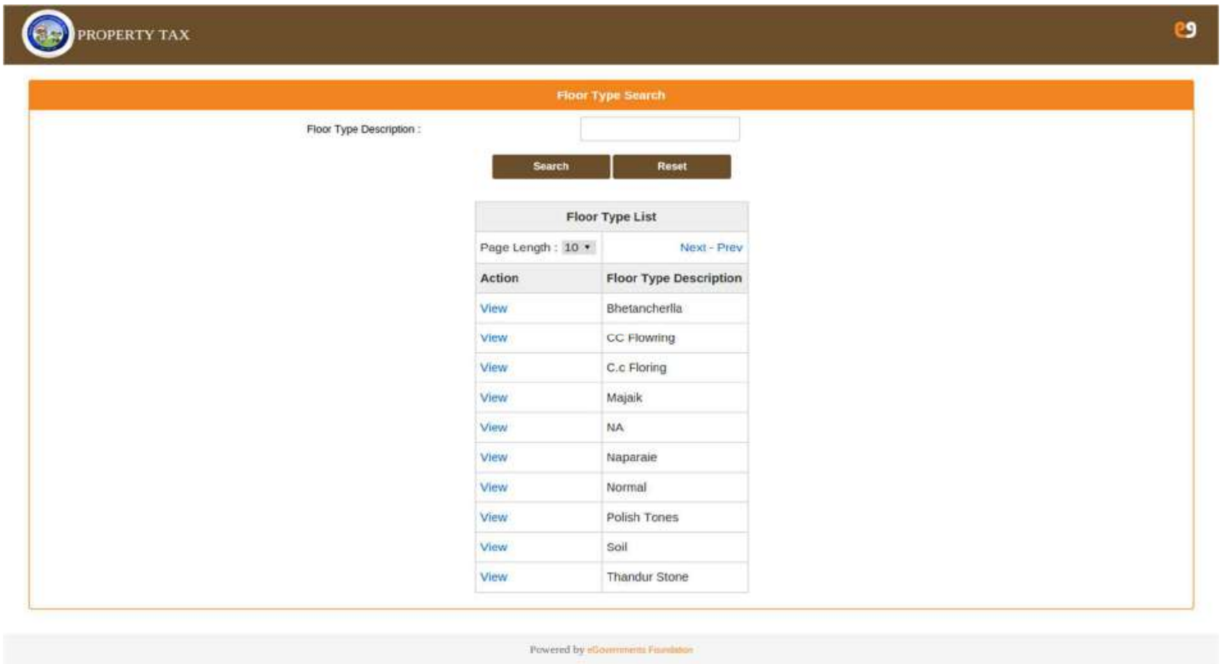
- The following are the list of property types that are exempted from the Property Tax as per Municipal Act.
- Places set apart for public worship
- Choultries
- Recognized Educational Institutions which set funds from Government (aided Schools/Colleges) including Hostels, Libraries and Playgrounds
- Ancient monuments not used as residential quarters or as public offices
- Charitable Hospitals and Dispensaries
- Hospitals and Dispensaries maintained by Railway Institutions
- Buildings and lands belonging to the Municipality
- Irrigation works vesting with the Government
- Ex Service Man (Wherever he or she resides)

Add a new exemption is to add an another exempted property type to the existing system.

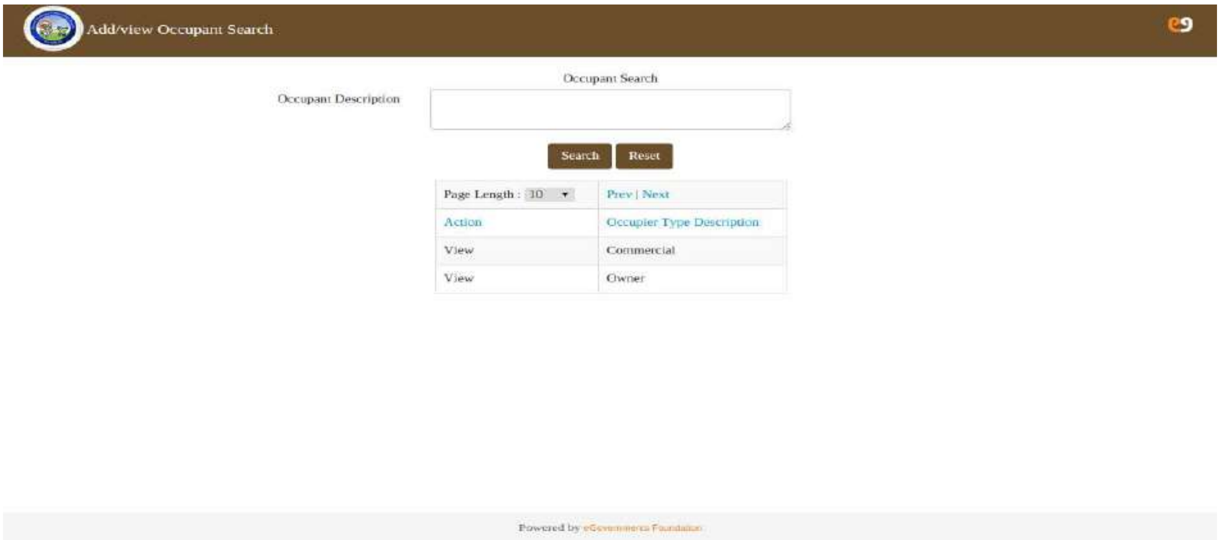


Floor type

The floor type search is to search for the specific floor type that is currently existing in the system.



Occupant type



Ownership type

Vacant Land

Independent Building

Super Structure

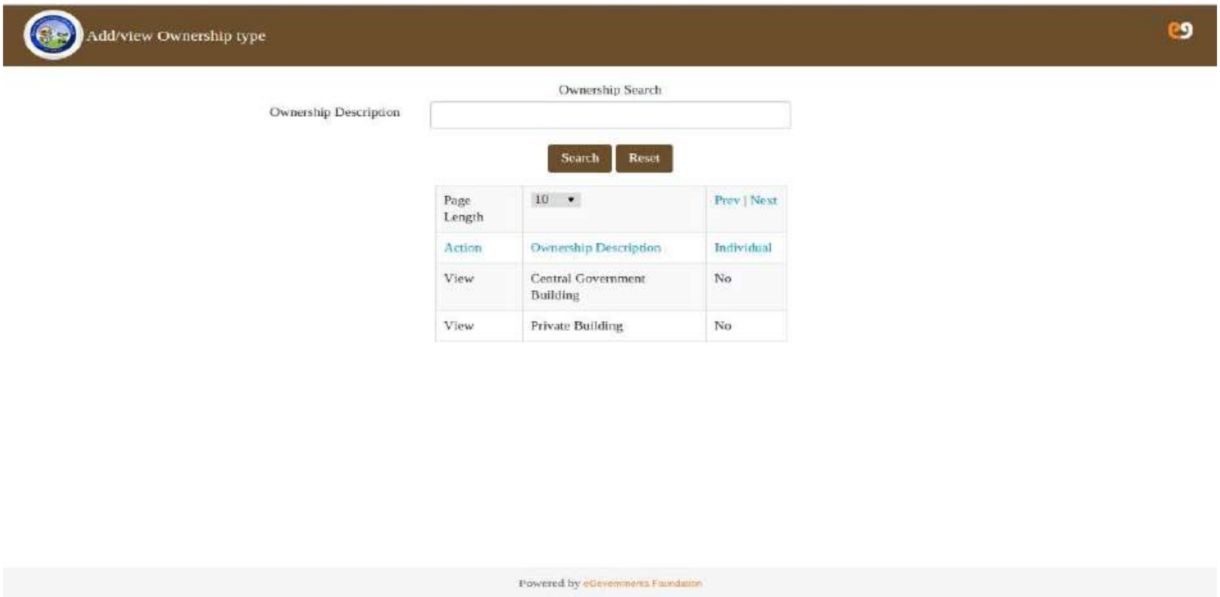
Flats in Independent Building

Central Govt 33%

Central Govt 50%

Central Govt 75%

State Government



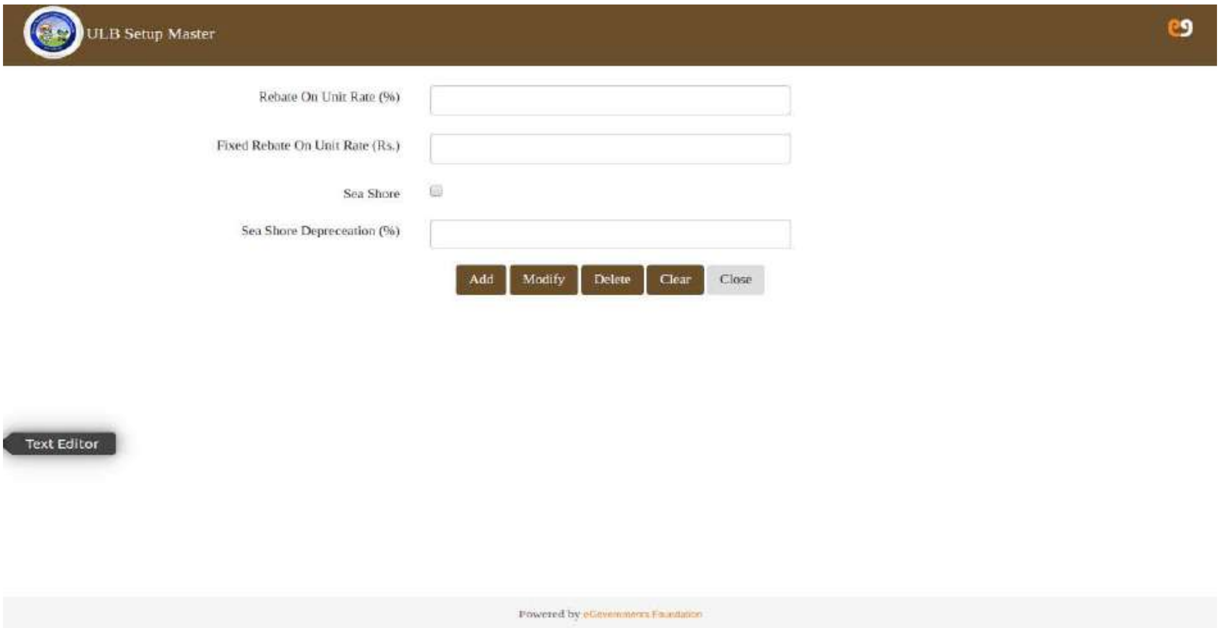
ULB Tax rates setup

ULB setup Master is used to setup rates and add to the existing system.

1. This function facilitates in maintaining the details of the unit rates and facilitates in adding a new record, modifying an existing record and deleting an existing record.

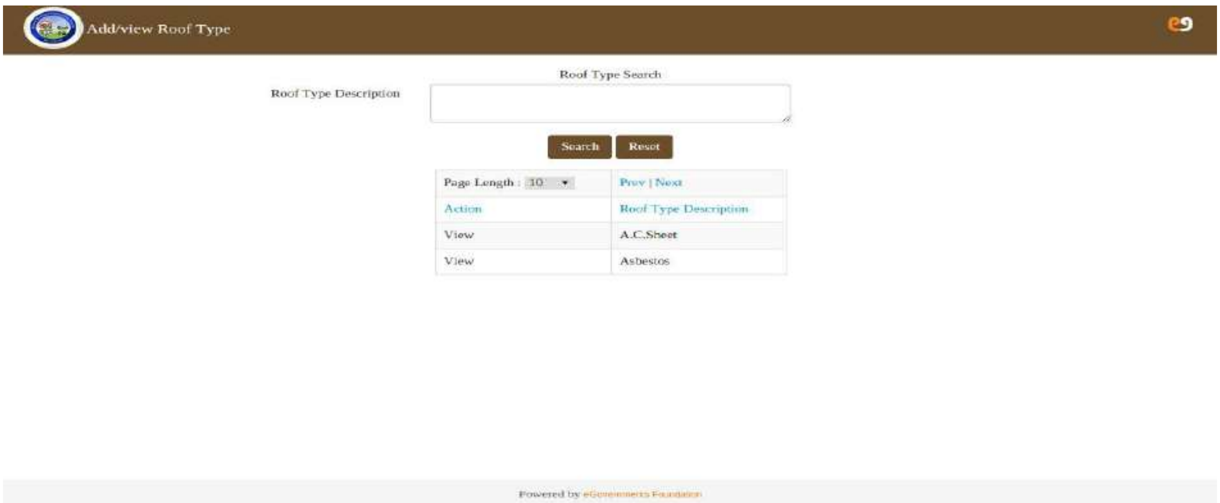
2. The fields are entered as per the admin requirements and then clicking on the add button the details that are fed to the system are captured and are updated to the existing database.

3. The details that are fed to the system will now be available for selection from the next transaction onwards.



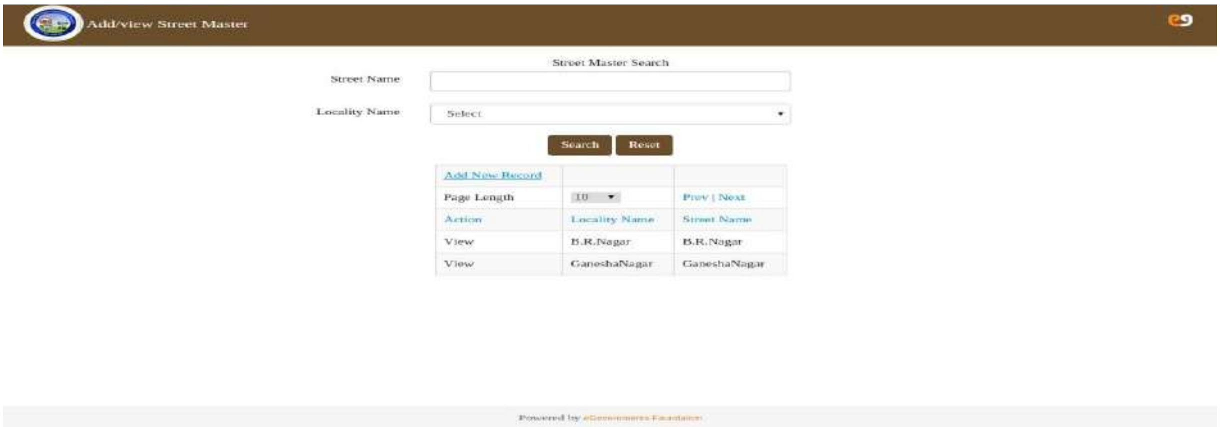
Roof type

Roof type search is to search for the available roof type's that are present in the existing system



Data Elements

Field	Field Type	Required	Comments
Roof type description	Text box	N/A	The roof type description is entered in the field to search for a particular existing roof type



New Tax rate

Add new tax rate is to create, modify and add a new tax rate to the existing system.

1 To incorporate a new tax rate system to the existing database add new tax rate master should be implemented.

2. The new tax rate system intended for a specific tax type is selected from the tax type drop down list.

3. The new tax rate is specified in the tax rate field.

4. Clicking the add button the new tax rate for the tax type selected will be applied.

5. From the next transaction onwards the created tax rate for the tax type will be implemented

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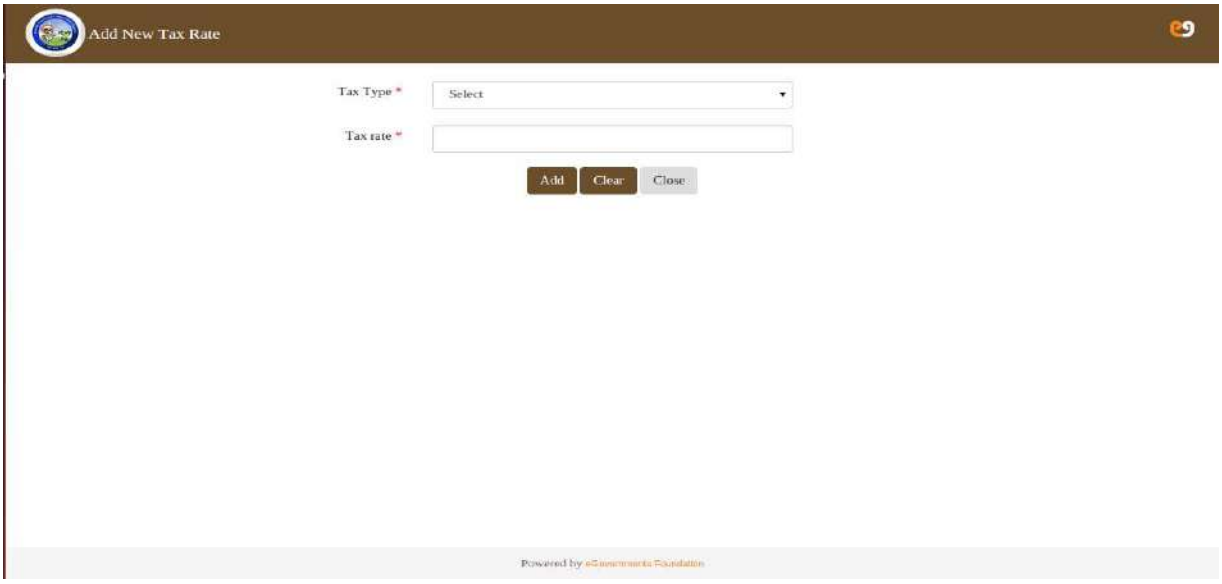


Unit Rate

Add a unit rate is to add or modify an existing unit rate tax.

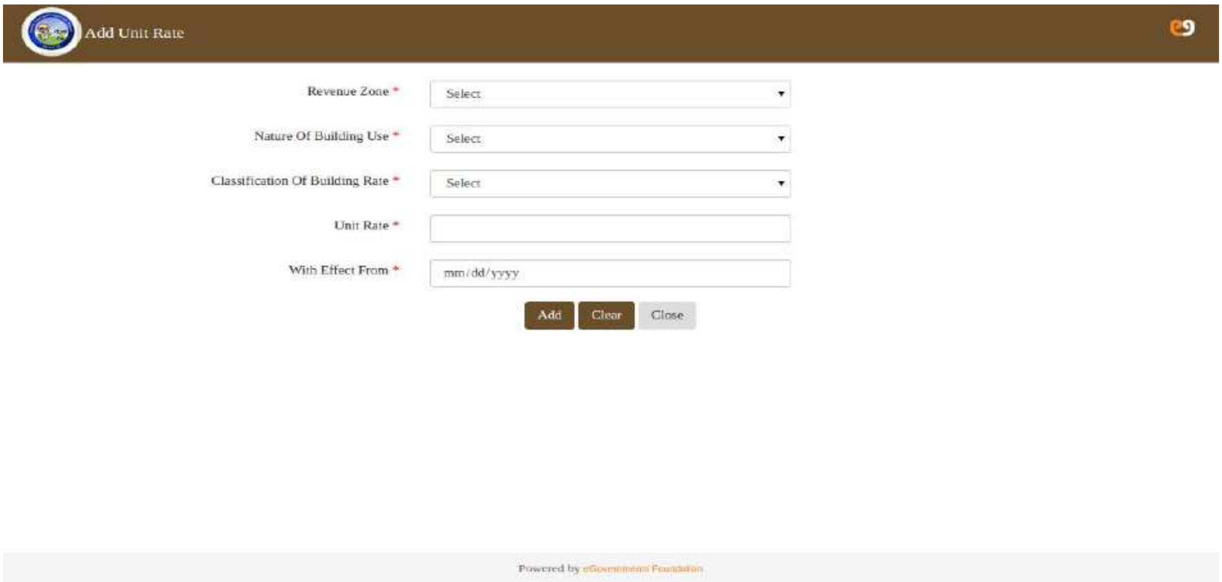
1 To incorporate a new unit rate to the existing database add a unit rate master should be implemented.

2. The new unit rate system intended for a specific revenue zone, nature of building and classification of building is selected from the respective drop down list.

3. The new unit rate is specified in the unit rate field.

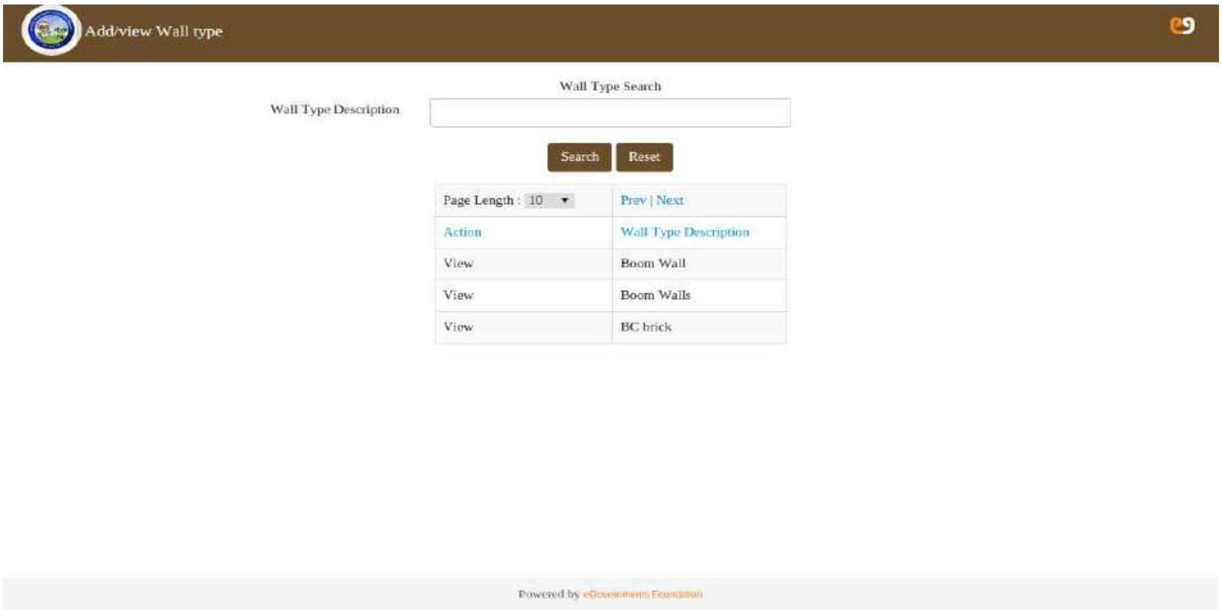
4. Clicking the add button the new unit rate for the selected fields of revenue zone, nature of building use, classification of building will be applied.

5. From the next transaction onwards the created unit rate will be implemented



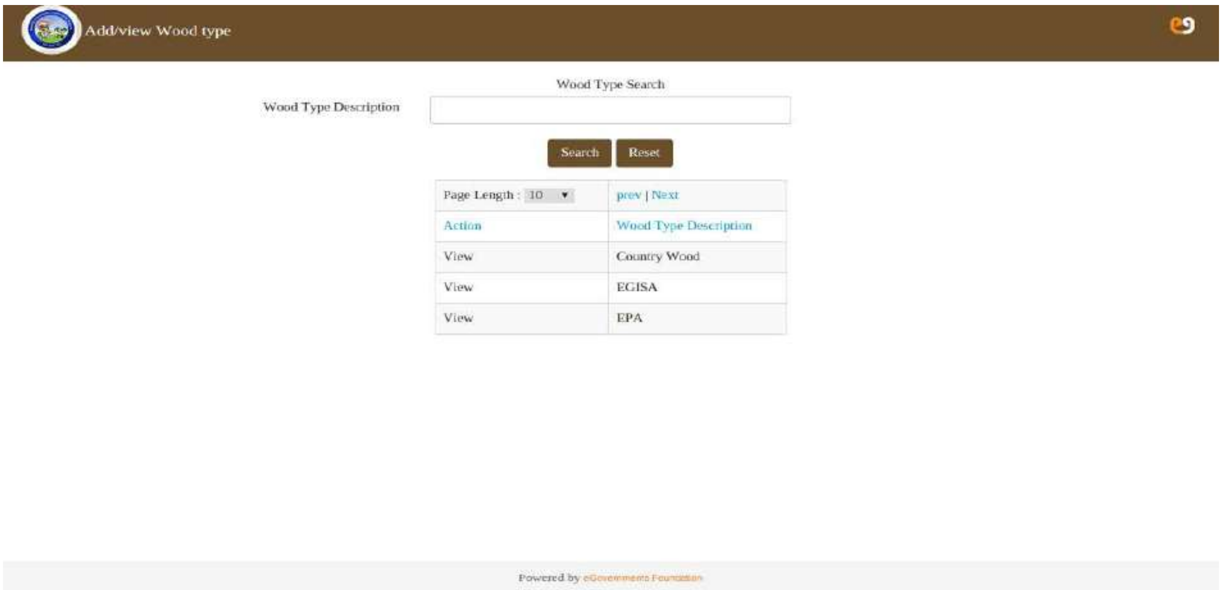
Wall type

Wall type search is to search and view all the existing wall types in the systems



Wood type

Wood type search is to search for all the available wood type's present in the system and to view their descriptions.



New Classification

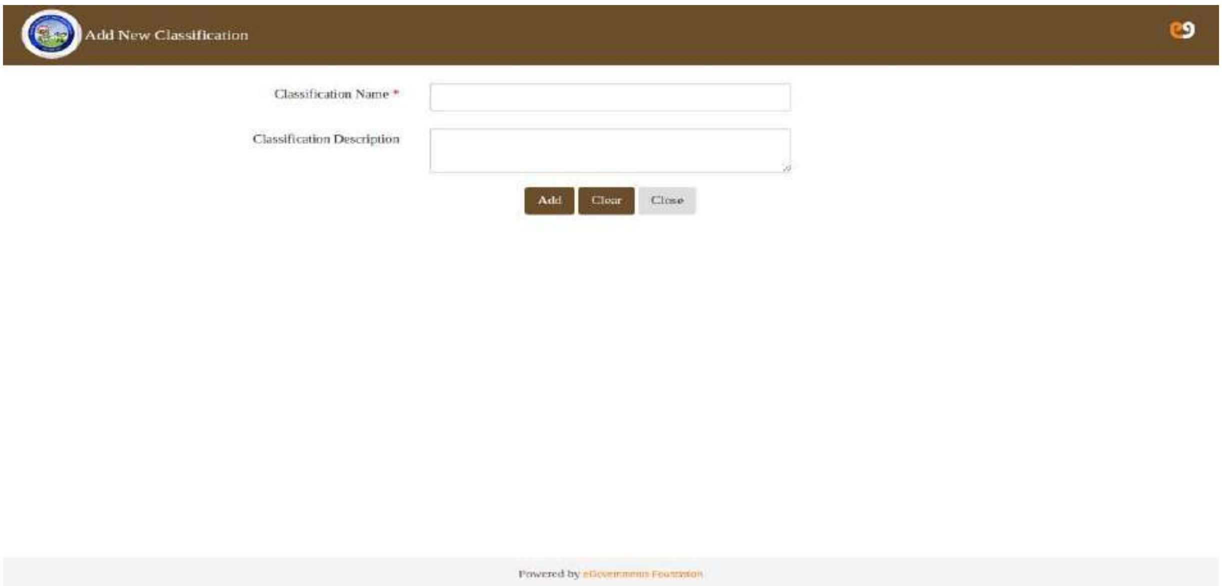
Add a New Classification master is to add a new classification of building type to the existing database**.**

The following are the classification types as per the Municipal Act:

Buildings are classified based on its nature of construction like:

- **RCC Posh Buildings**: RCC buildings with superior quality of wood, better type of flooring and sanitary fittings and attached bathrooms, which improve the cost of construction.
- **RCC ordinary Buildings**: RCC buildings with ordinary type of wood, ordinary flooring and sanitary fittings.
- **Madres Terraced or Jack arch roofed or stone or slabs or states roofed buildings**
- **Mangalore tiled roofing or Asbestos roofing or G.I.Roofed buildings**
- **Country tiled buildings**
- **Huts**
- **Any other buildings not covered above**

UI prototype



PTIS Reports

PTIS provides different types of reports to help you monitor and manage all aspects of property and vacant land taxation. The reports include:

- Boundary wise DCB details
- Daily collection report
- Collection report boundary wise
- Application workflow status report
- Audit trail report
- Apartment DCB report
- Property usage reports
- Defaulters report
- Base register
- Current installment DCB report
- Title Transfer Register report

Signing into the System

You need to sign in before you can start using the system.

To sign in:

1. Enter the correct URL in the internet browser. The **Sign in** page appears, as shown in *Figure 1*.

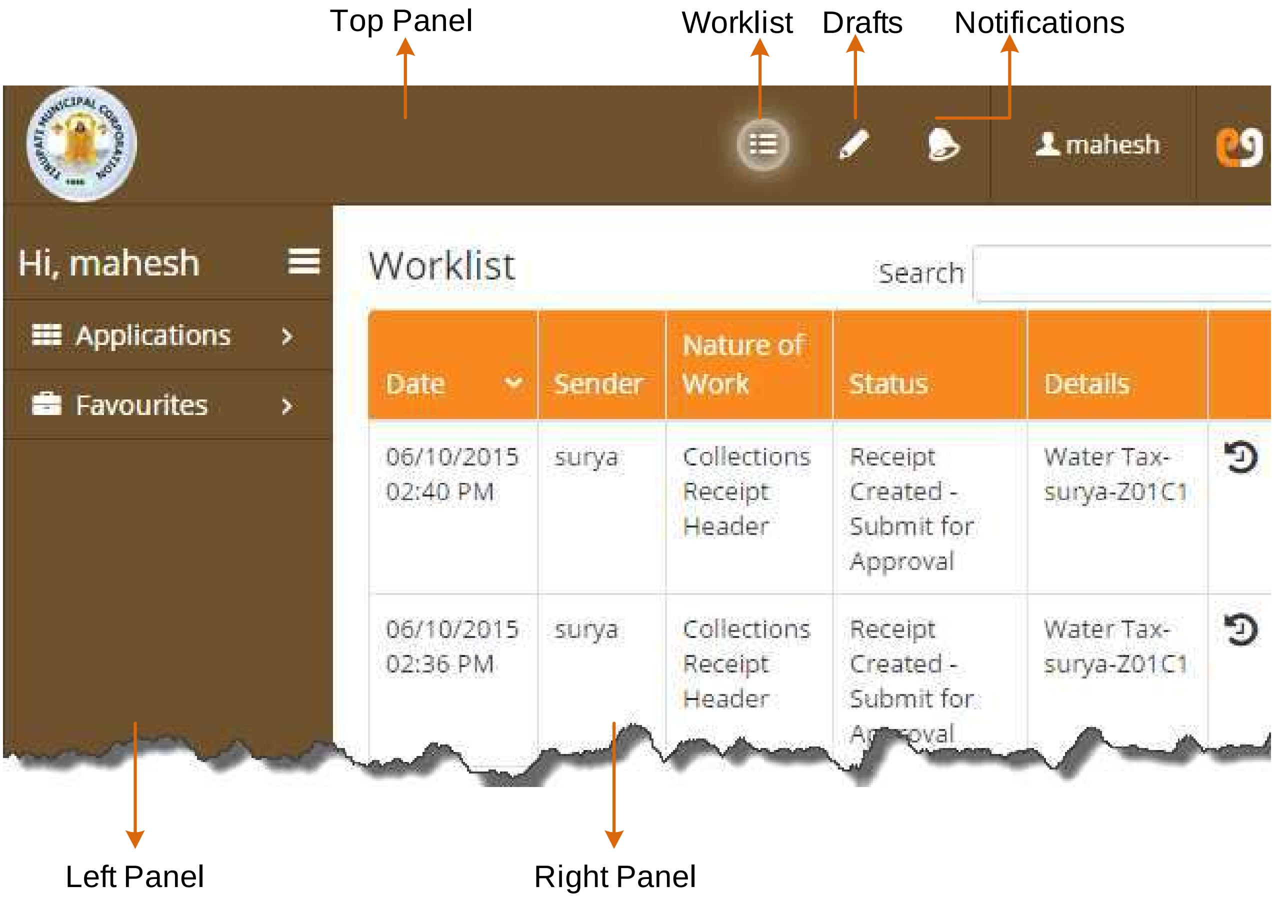
Figure 1: Signing into PTIS

2. Enter username, password and click **Sign in.**

Home Screen

After signing into the system, the Home Screen appears, as shown in the *Figure 2*.

Figure 2 Home Screen



Home screen consists of the following panels:

Left Panel	Provides two options – Applications and Favourites. **Applications** enable you to carry out different transactions and view the reports. You can mark any transaction or report as your favourite. Once marked, the

	application or reports shows up in **Favourites** for quick access.
Top Panel	Enables you to view **Worklist**, **Drafts**, and **Notifications**. In addition, the Top Panel enables you to update your profile.
Right Panel	Shows **Worklist, Drafts**, and **Notifications** in List View sorted chronologically with most recent on top. **Worklist** contains all the transactions that are pending reviews or approval. **Drafts** contain the transactions that are under process and not yet ready for forward submission. The icon on the right of each row enables you to view history of each transaction.

Opening Existing Transactions

The Right Panel of the Home Screen contains list of transactions in the Worklist, as shown in *Figure 2*.

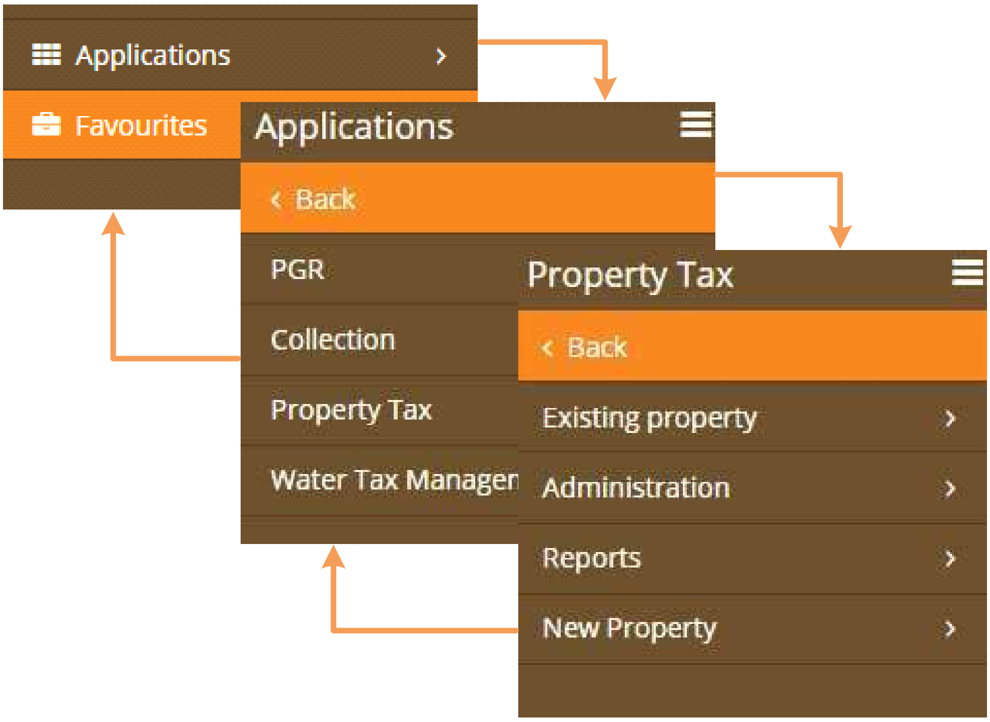
Click on any transaction in the list to open that transaction. The transaction opens in a new browser window.

Creating a New Transaction

You can create a new transaction by navigating the **Applications** in the Left Panel of the Home Screen, as shown in *Figure 2*.

From the **Applications** you can drill down to different features of PTIS, as shown in *Figure 3*.

Figure 3 Creating/Opening Transactions

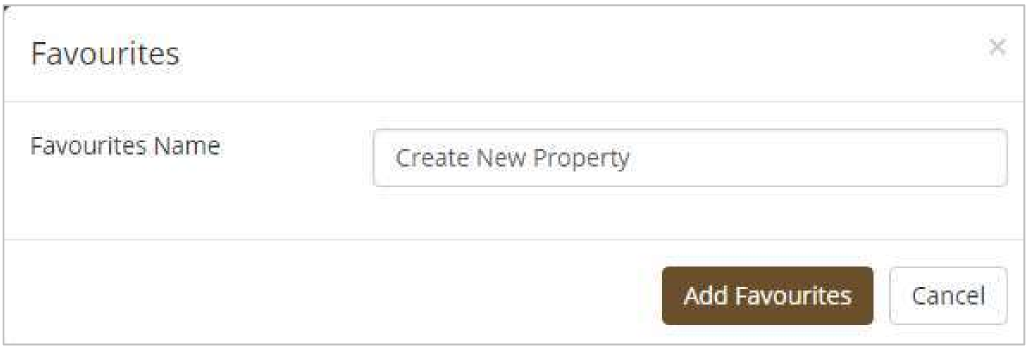


You can also create new transactions through the **Favourites** link in the Left Panel.

Marking Transactions as Favourites

Any transaction that you want to access from **Favourites**, you need to mark it as a favourite before you access it, as shown in *Figure 4*.

Figure 4 Marking as Favourite



Uploading Documents

You can also upload documents while creating different transactions. The **Document Enclosed Details** section within the transaction form, lists the documents required for that transaction, as shown in *Figure 5*.

Figure 5 Uploading Documents

Document Enclosed Details

SNO	Document Type	Upload File
1	Photo Of Assessment	Choose File No file chosen
2	Building Permission Copy	Choose File No file chosen
3	Attested Copies Of Property Documents	Choose File No file chosen
4	Two Non-Judicial stamp papers of Rs.10	Choose File No file chosen
5	Notarized Affidavit Cum Indemnity Bond On Rs.100 Stamp Paper	Choose File No file chosen
6	Copy Of Death Certificate/ Succession Certificate/ Legal Hair Certificate	Choose File No file chosen

To upload a document, click **Choose File**, select the required file from your local folder, and then click **open.** The name of uploaded file now appears instead of **No file chosen.**

Introducing Workflows

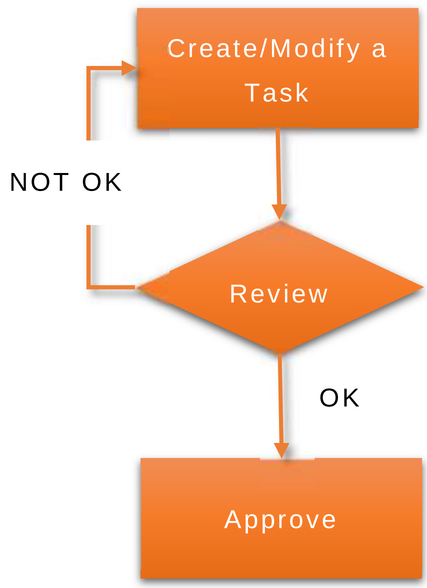
A transaction goes through many stages before it is completed. At different stages of a transaction, specific actions are performed by different roles. Transaction workflow is the organization of stages from start to finish. Workflows are designed to ensure transparency, accuracy, and accountability in the revenue department.

> *Note: Although this manual describes typical workflows for different transactions, PTIS enables you to configure workflows depending on the needs of your organization.*
> *For example, in smaller departments, a transaction may directly go from Revenue Inspector to the Commissioner instead of going via a Revenue Officer.*

Although the data entered or altered in each transaction is different, all transactions go through similar review and approval process.

A transaction goes through multiple levels of reviews until it is approved. All transactions go through the following review process.

Figure 6 Review/Approval Process



Workflow Reviews/Approval

The aim of reviews is to ensure that all details entered in the transaction are accurate. Users perform the following steps after reviewing a transaction.

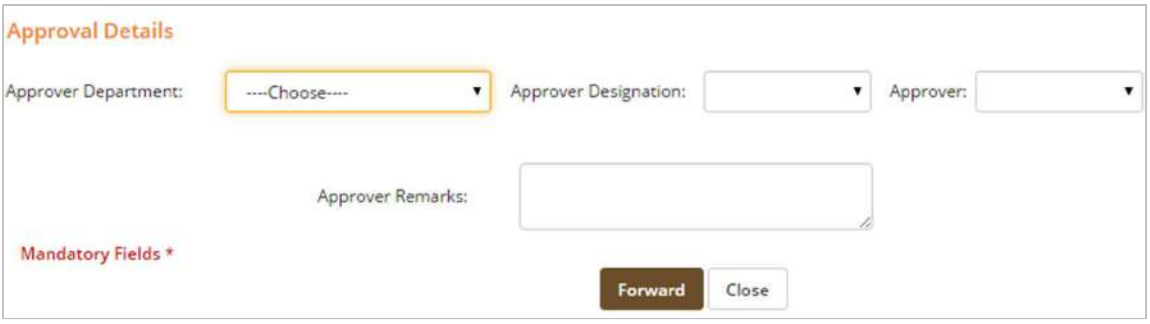
- Enter review remarks
- If transaction details are correct, forward the transaction to the next stage of workflow. Otherwise, reject the transaction.

Entering Review Remarks

All review actions are performed on the **Approval Details** section available at the bottom of each transaction form, as shown in *Figure 7*.

In the **Approval Details** section, enter review remarks in the **Approver Remarks** box

Figure 7 Approval Details



Forwarding a Transaction

Reviewer forwards a transaction to the next stage of the workflow if no discrepancies are found in the transaction details.

To forward a transaction:

1. In the **Approval Details** section, as shown in the preceding *Figure 7*, select Revenue Department from the **Approver Departments** list.
2. Select a designation from the **Approver Designation** list.
3. Select from the **Approver list**, the name of the user to whom you want to forward the transaction.
4. Click **Forward**. The application is automatically forwarded to the concerned user for further review or approval.

Rejecting a Transaction

If you find any discrepancies in the transaction details, you can reject the transaction. The rejected transaction goes back to the initiator of the transaction, who can either reject the transaction or modify and resubmit it.

Before rejecting a transaction, it is mandatory to enter the reasons for rejection in the **Approver Remarks** box.

To reject a transaction, click **Reject** in the **Approver Details** section.

Approving a Transaction

The final stage of each transaction is approval. At the approval stage a transaction is either approved or rejected. Each workflow has a designated role entitled to approve a transaction.

At the approval stage of a transaction, user can view an **Approve** button at the bottom of the transaction form, as shown in *Figure 8*.

Figure 8 Transaction Approval

Click **Approve** to approve the transaction

Transaction Closure

After a transaction is approved, the system automatically generates a special notice along with a new unique identification number for the transaction. This special notice is digitally signed by the commissioner.

After approval, the identification number and tax details are automatically sent as an SMS to the citizen. The special notice is also sent to the clerk for printing and handing over to the citizen.

If the application was submitted at the Meeseva counter/CSC, citizens can approach any of the citizen service counters with their application number. This helps the clerk to search for the application in the system and hand over the special notice.

If the application was submitted online, citizens get the special notice in their inbox, which they can download and print.

Note: If a transaction is rejected, the system automatically forwards the application to the clerk and sends an SMS to the citizen with reasons for rejection of application.

If the application is rejected by RO and commissioner then the application is forwarded to RI.

Creating a New Property

The system enables you to create a new property. The property can belong to one of the following categories:

- New Property
- Vacant land

Initiating a New Property Request

A New property request can be initiated in any of the following ways:

a) Citizen Service Centre (CSC)

b) Meeseva counters

c) Online request submitted by a citizen

d) Initiated directly by the bill collector based on the field survey

Conditions for Creating a New Property

A new property created only when:

a) A new property is identified during field survey

b) Citizen informs the revenue department about the property

c) An existing property undergoes bifurcation

Documents Required

Along with the application, the property owner is required to submit the following documents for creating a new property:

a) Photo of assessment

b) Copy of the building permission

c) Attested copies of property documents (including link documents)

d) Two non-judicial stamp papers of Rs.10 each

e) Notarized affidavit cum indemnity bond on Rs.100 stamp paper

f) Copy of death certificate/ succession certificate/ legal heir certificate

Transaction Initiation – By CSC Operator/Meeseva Operator/Citizen from portal

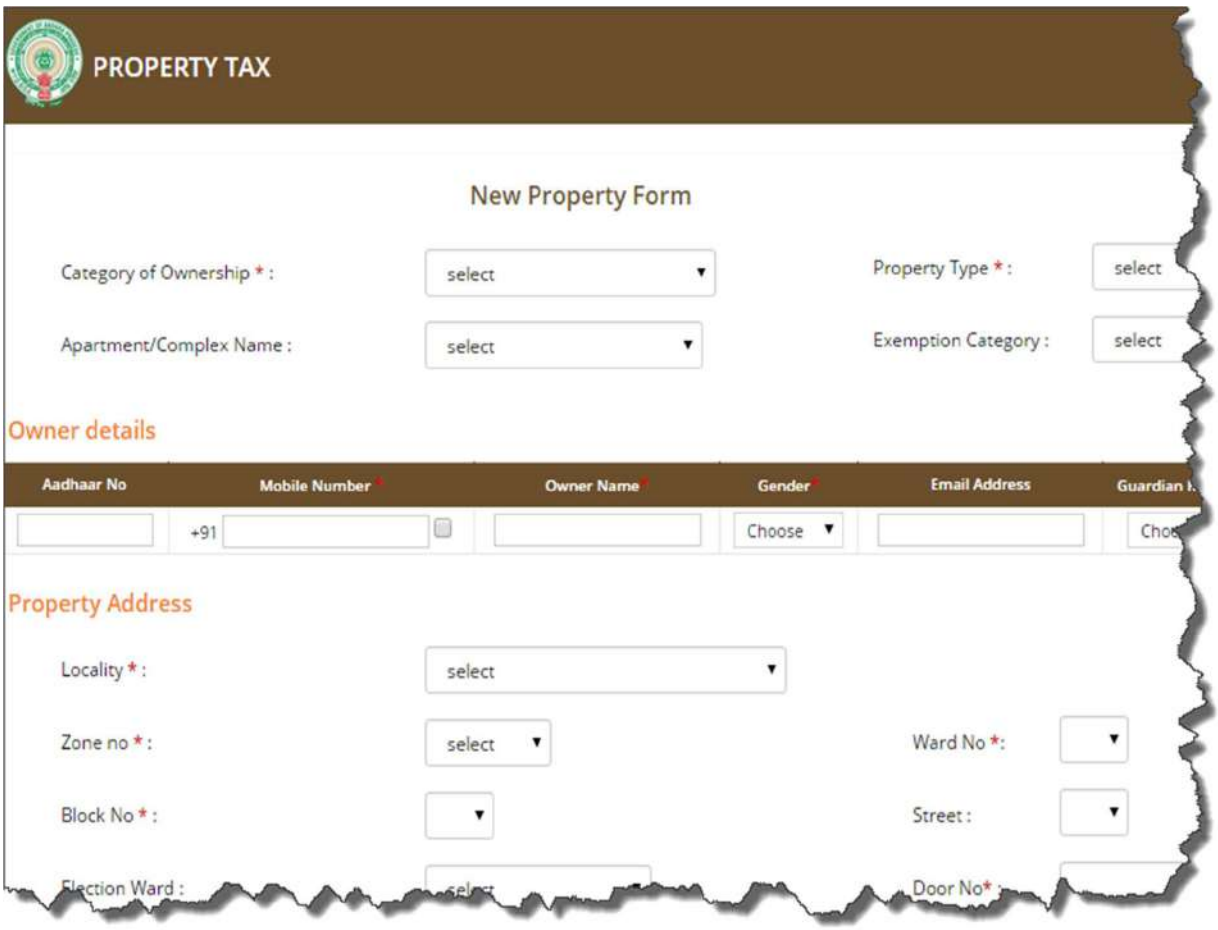
Perform the following steps to create a new property:

1. To open a new property form, use the following navigation.

Left Panel > Applications > Property Tax > New Property > Create New Property

A **New Property** Form appears as shown in *Figure 9*. For more details, refer *Creating a New Transaction on page 24*.

Figure 9 New Property Form



2. Enter details in the **New Property** Form as described in *Table 2.*

Table 2 Entering New Property Details

Category of Ownership	Specify the type of ownership by selecting an option from the **Category of Ownership** list. For example, select **Private** if it is a private property. If it is empty land, select **Vacant land**.
Property Type	Specify the type of property by selecting an option from the **Property Type** list. For example, select **Residential** if the property is used for residential purpose.
Exemption Category	Select an option from the exemption category if the property falls under a group of properties for which the tax is 100% exempted. For example, Mosques, Ex-service men.
Owner Details	Enter the property owner's details such as Aadhaar number and Mobile number.
Assessment Details	
Reason for Creation	Specify the reason for creating this property record. You can choose from the following options: • New Property

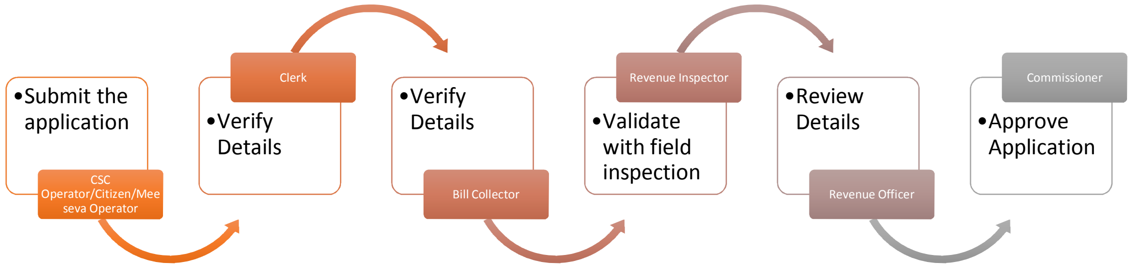
	• Bifurcation
Extent site	Specify the area of the property including the compound area.
Extent of Appurtenant land	Specify the area of vacant land around the property if the vacant land is more than one-third of the property.
Occupancy Certificate Number	Enter Occupancy Certificate Number
Occupancy Certificate Date	Enter Occupancy Certificate Date
Super Structure	Select the **Super Structure** option if the owner of the land and the owner of the building on the land are two different parties. Enter the details of the site owner if the property falls under a Super Structure Category.
Building Plan Details	Select the **Building Plan Details** option if the town planning department has authorized the building construction at the site. If authorized, enter the building permission number and date.
Deviation Percentage	Enter the percentage of area of the building that is deviating from the actual area permitted for construction of building.

	*An additional penalty charge is calculated based on the deviation percentage.
Registration Document No.	Enter the registration number of the property when the property was registered to its owner.
Registration Document Date	Enter the registration date when the property was registered by its owner.
Property Address	Enter the geographical location of the property. Specify details of the property such as Zone number and Ward number.
Amenities	Select the amenities available on the site. For example, select the **Lift** checkbox if there is a lift in the building.
Construction Type	Enter the details about the construction type of the building. For example, specify if the Floor type is marble
Floor Details	Enter the details of each of the floors. Multiple floors can be added to a property. For instance, specify if the floor is on the 2nd level of the building.

3. Upload the documents provided by the property owner.
4. Once all the details are entered, forward the new property transaction to bill collector.

Workflow for Creating New Property

The following diagram shows the review/approval workflow for creating a new property.



Once the new property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

1. The application is initiated by CSCUSER. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

2. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.
3. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.
4. Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Searching for a Property

You can search for a property by filtering through the list of property records in the system. You can search using the following categories:

a) Assessment Number

b) Zone and Ward

c) Owner Name

d) Demand

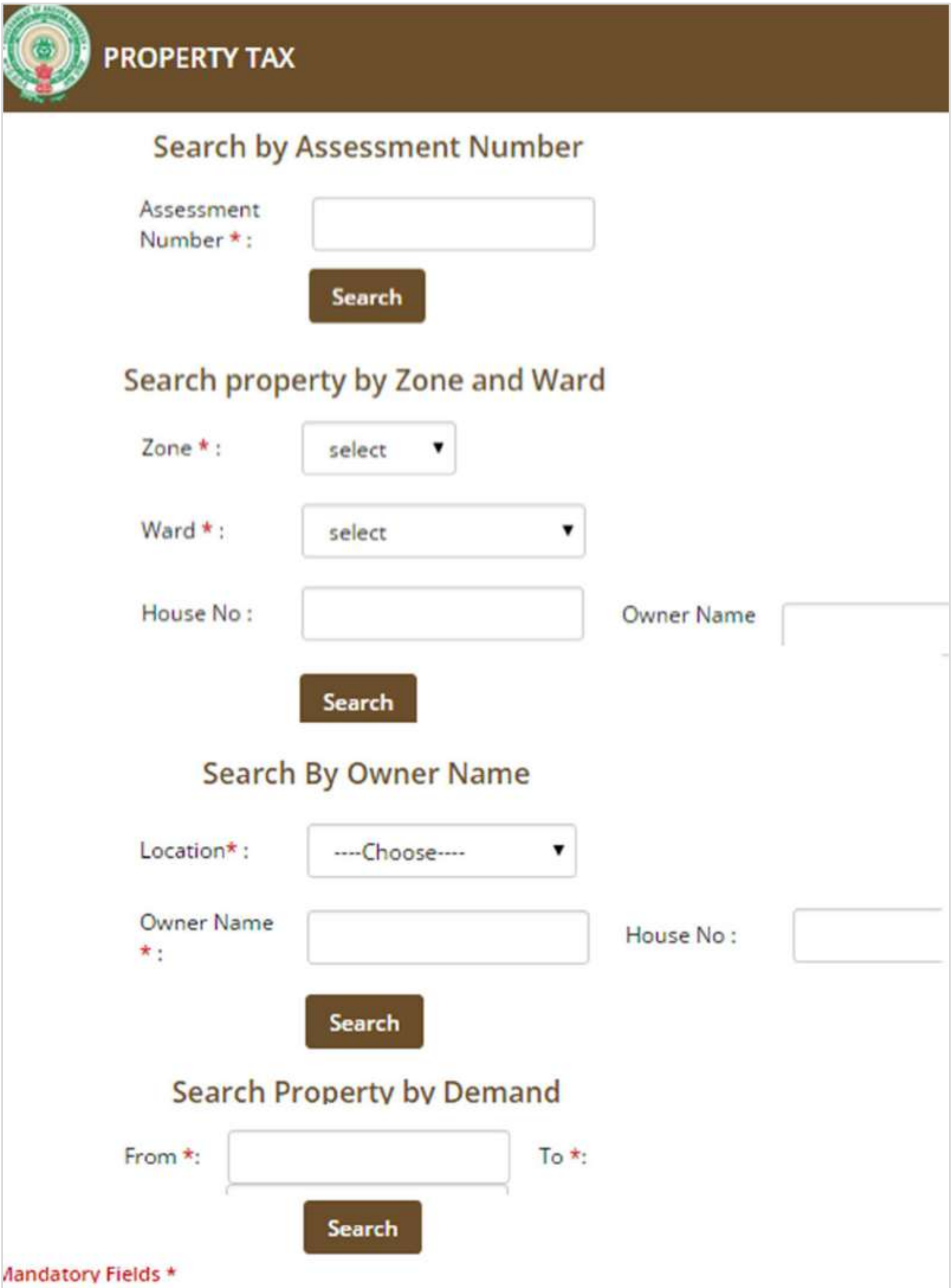
To search for a property:

1. Open a Search Form by using the following navigation.

> *Left Panel > Applications > Property Tax > Existing Property > Search Property*

A Search Form appears, as shown in *Figure 10*. For more details, refer *Creating a New Transaction on page 24*.

Figure 10: Search Form



Search for a property by entering any of the following:

a) Assessment Number of the property

b) Zone and Ward details

c) Property Owner's details

d) Demand details

List of properties appear that match your search criteria, as shown in *Figure 11.*

Figure 11 Search Results

Creating a Vacant Land

Vacant lands within the limits of the Municipality are also taxable properties. PTIS enables you to create a new property record for a vacant land.

Documents Required

Along with the application, the property owner is required to submit the following documents for creating a Vacant Land record in the system:

a) Photo of Assessment

b) Copy of the Building Permission

c) Attested Copies of Property Documents (including Link documents)

d) Two Non-Judicial Stamp Papers of Rs.10 each

e) Notarized Affidavit cum Indemnity Bond on Rs.100 stamp paper

f) Copy of Death certificate/ succession certificate/ legal heir certificate

Transaction Initiation – By CSC Operator/Meeseva Operator/Citizen from portal

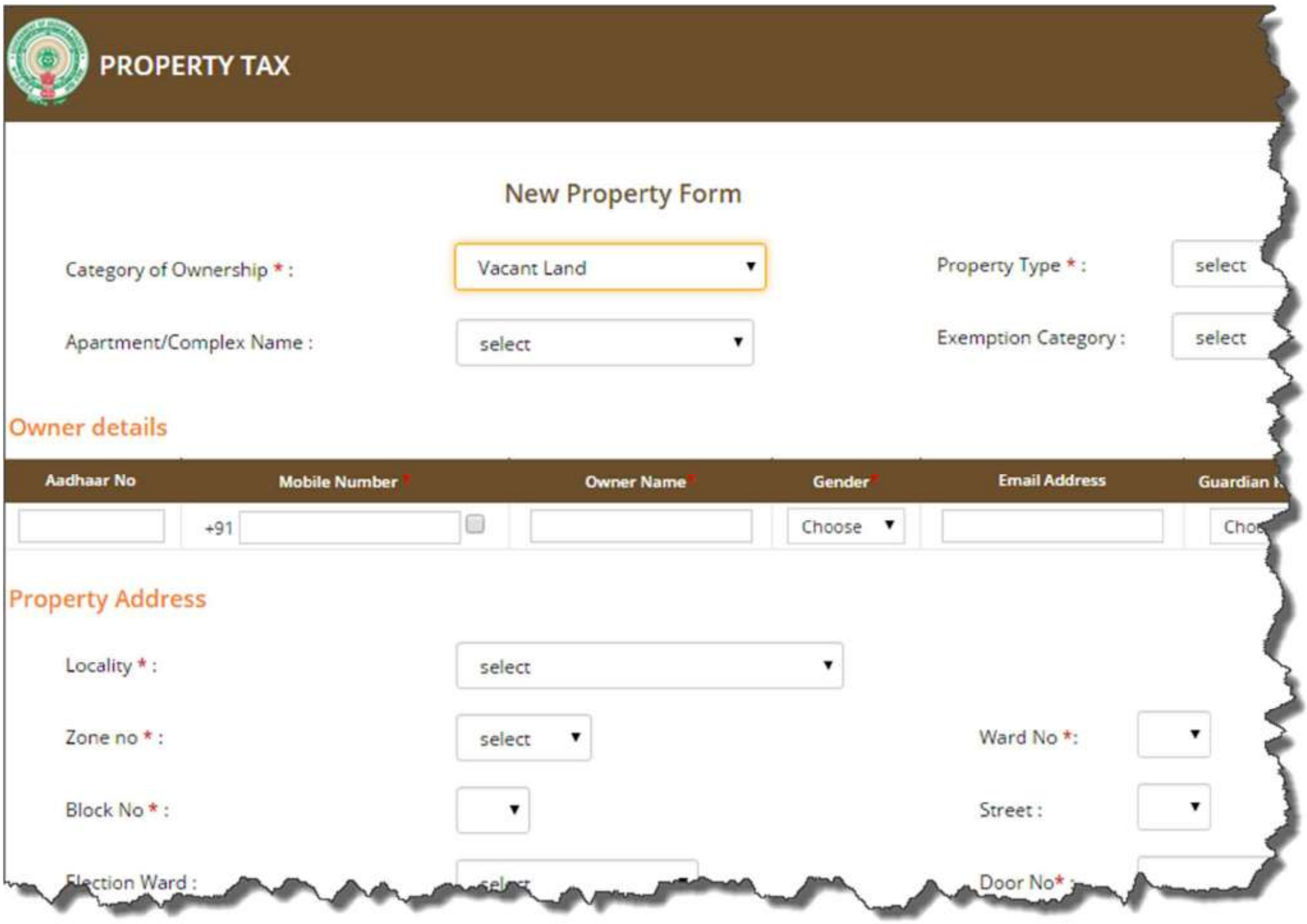
Perform the following steps:

1. Open a **New Property** form by using the following navigation.

Left Panel > Applications > Property Tax > New Property > Create New Property

A **New Property** form appears, as shown in *Figure 12*. For more details, refer *Creating a New Transaction on page 24*.

Figure 12: New Property Form-Vacant Land



5. Select Vacant Land from Category of Ownership list.
6. *Fill in the form details as described in .*
7. *Table 2 Entering New Property Details*.
8. Enter the vacant land details and the details of surrounding boundaries of the property, as described in the following table:

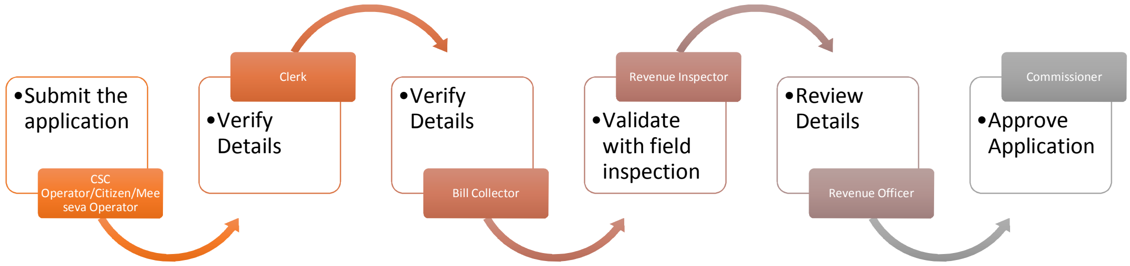
Table 3: Vacant Land Details

Vacant Land Details

Survey No.	Survey number of the vacant land
Patta No.	Patta number of the vacant land
Vacant land area(Sq.yards)	Area of the vacant land. The, system converts it into meters.
Market area value per Sq.meters	Document value of the land
Current capital value	After entering area and market value, system calculates and displays capital value.
Effective date	Automatically takes last 5 installment date
Details of Surrounding Boundaries of the property	
North	Area on the northern side of the vacant land.
East	Area on the eastern side of the vacant land.
West	Area on the western side of the vacant land.
South	Area on the southern side of the vacant land.

9. Upload relevant documents for verification.
10. Forward the application to the Bill Collector.

The following diagram shows the review/approval workflow for creating vacant land property.



Once the vacant property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

1. The application is initiated by CSCUSER. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

2. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.
3. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.

4. Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Bifurcating a Property

If a property gets bifurcated into two or more parts, PTIS provides you with an option to bifurcate the existing property in the system and re-calculate the tax.

The property owners need to request for bifurcation of their property by submitting applications along with all the relevant documents to support their claim. These applications are verified and validated before the bifurcation process is initiated.

The total area of the parent property and child property is validated by the system by modifying the parent property according to the parameters of the new child property.

Transaction Initiation –By CSC Operator/Meeseva Operator

Perform the following steps:

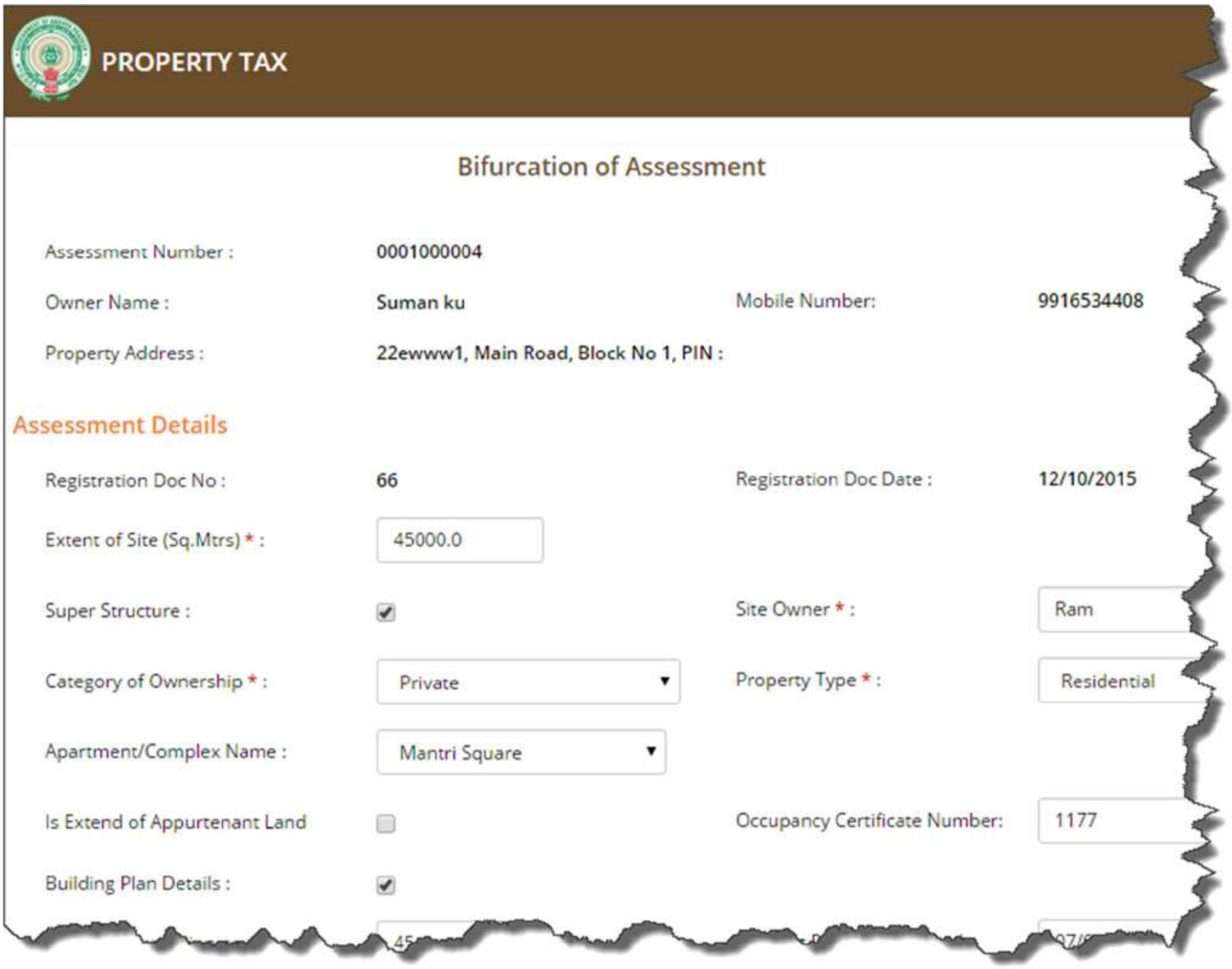
1. To open Bifurcation of Assessment screen, use the following navigation.

> *Applications>Property Tax>Existing Property>Bifurcation of Assessment*

5. Enter the assessment number of the property. **Bifurcation of Assessment** screen appears, as shown in *Figure 13*. by

> *You can also create a new property and select **Bifurcation** as the **Reason for Creation** in Assessment details section.*

Figure 13 Bifurcation of Assessment



.

6. Enter the Assessment number of parent property for creating a bifurcated child property.

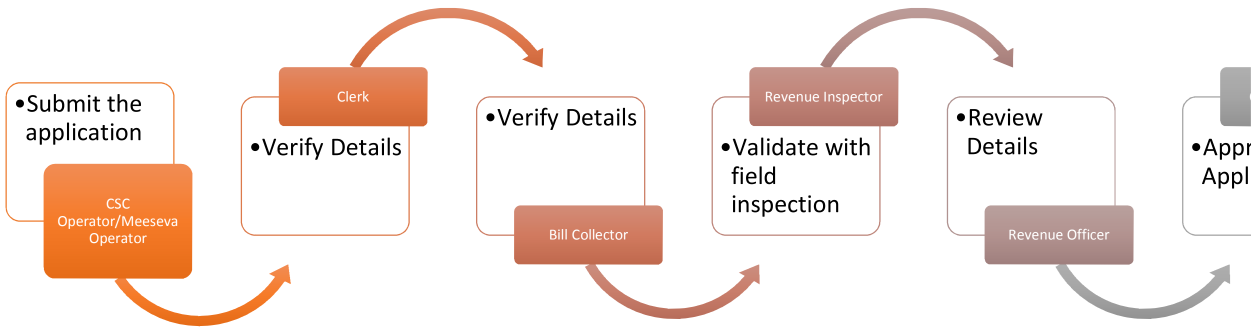
   The system records the parent property number for the property and displays the pending tax, if any.

   > *Note: If there is any pending tax, the system will not allow you to proceed with the application submission.*

7. Upload relevant documents for validation as listed in ***Error! Reference source not found.***. For more details refer *Uploading Documents on page 26*.
8. Forward the application to the Bill Collector.

Workflow for Bifurcating a Property

The following diagram shows the review/approval workflow for bifurcating a property.



Once the vacant property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

9. The application is initiated by CSCUSER. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

10. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.

11. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.

12. Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Adding or Modifying an Existing Property

A property may undergo substantial change in its usage due to reasons that include:

1. Structural factors such as addition/deletion of existing built up area.
2. Utility factors such as occupancy change.
3. Court cases.
4. Any other reason where property details (except owner and address details) get changed.

These changes have an impact on the increase/decrease in property tax demand. In such instances, the system provides a function that enables you to add or modify an existing property.

> *Note: The addition/alteration of property is not initiated until the existing property taxes are paid by the assesse. If tax is due for some instalments, the property owner should pay the taxes due after which you can initiate addition/alteration of assessment.*

Documents Required

Property owner needs to provide following documents for Addition/Alteration of property:

- Assessment photo
- Building plan documents (if applicable)

Rules for Re-estimating Property Tax

Consider the following rules before re-estimating property tax charges:

- If after modification of the property, the tax charges increase, then do not conduct validation of property tax payment.
- If after modification of the property, the tax charges decrease then conduct validation that ensures property tax payment is done until current financial year.

Transaction Initiation – By CSC Operator/Meeseva Operator/Citizen from portal

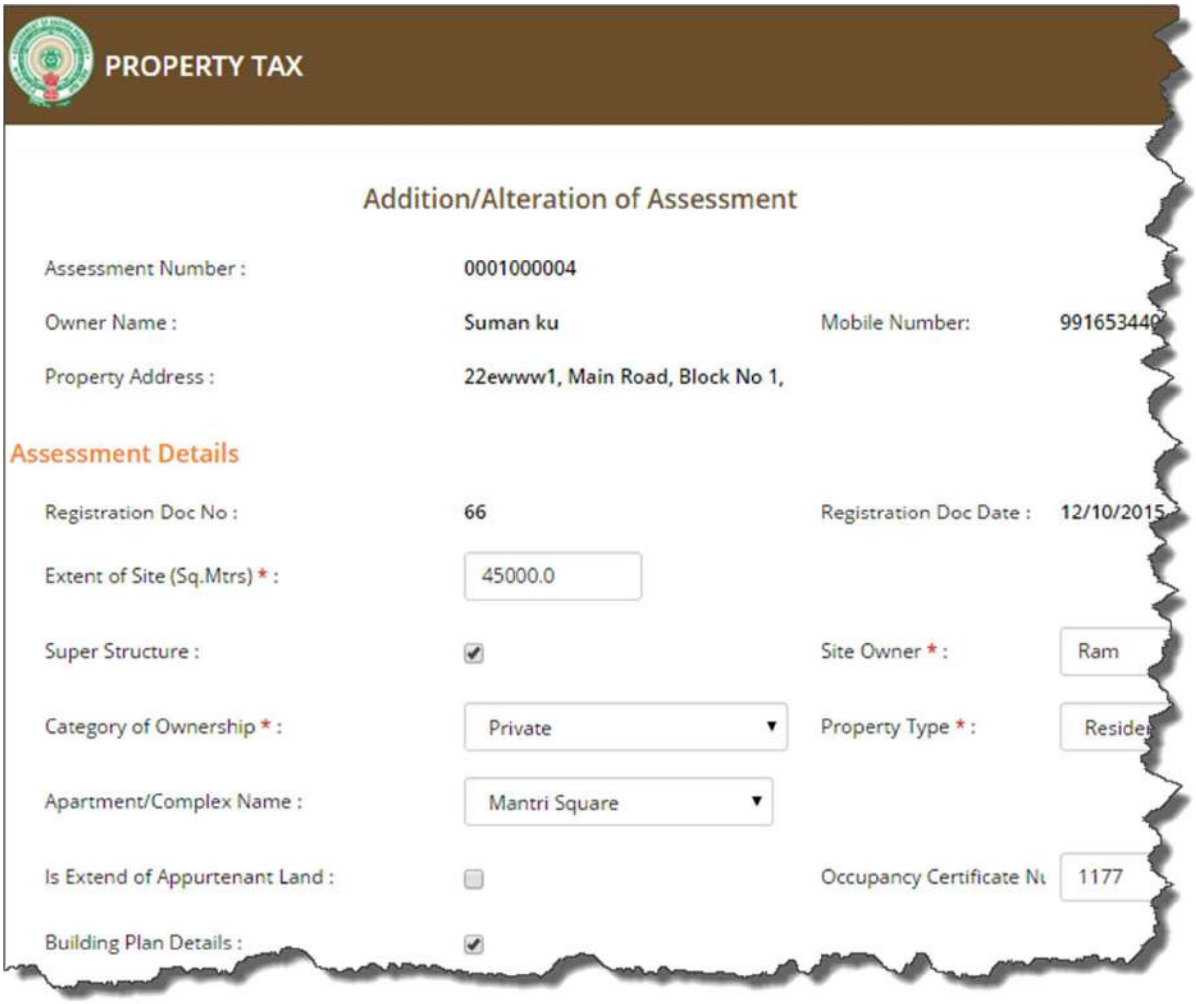
Perform the following steps:

1. To open **Addition/Alteration of Assessment** screen, use the following navigation.

> *Left Panel > Applications > Property Tax > Existing Property > Addition/Alteration of Assessment*

2.Enter the assessment number of the property. **Addition/Alteration of Assessment** screen appears, as shown in figure.

Figure 14 Addition/Alteration of Assessment



The system displays the relevant details about the property and also the pending tax information of the property.

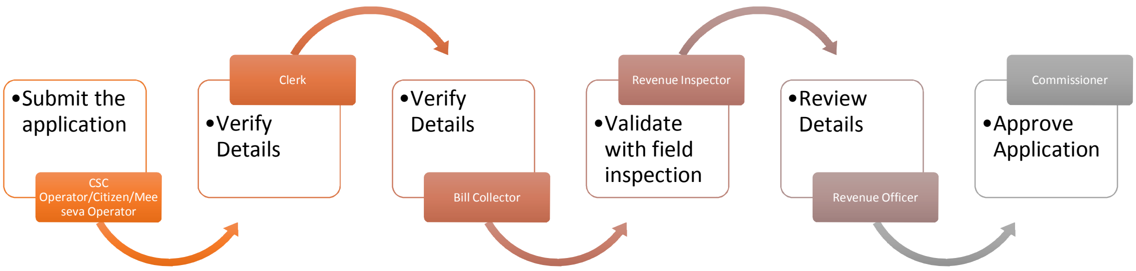
3.Modify the current details mentioned in the property record or add new information.

> *Note: You can change the property type from vacant land to private property/state government /central government property, but, you cannot change private property/state government /central government property to Vacant Land.*

4. Forward the application to the Bill Collector.

Workflow for Adding/Modifying an Existing Property

The following diagram shows the review/approval workflow for adding/modifying an existing property.



1. Once the vacant/built up property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

2.Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.

3.Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.

4.Commissioner approves application and digitally signs the certificate.

5.Transaction is closed once it is approved or rejected.

Collecting Property Tax

PTIS notifies the concerned officials in Revenue Department about the Property Tax due. It enables to collect property tax in an organized manner. Key features include:

- Collecting property tax charges from the citizens
- Generating receipts
- Automatically updating the payment status
- Updating DCB details of the respective property

Collecting Tax Charges- Collection Operator

Perform the following steps:

1. Open **Collect Tax** form by using the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > Collect Tax

2. Enter the Assessment number of the property.
3. Collect the property tax charges due from the citizen.
4. If the citizen is paying through cheque/DD, enter the cheque/DD details.

Transferring Ownership of a Property

Property owners can transfer their property to someone by gifting or selling it. For such cases, the system enables you to transfer the ownership of a property.

Note: Full Payment of property taxes is mandatory for the change in ownership.

Documents Required

Property owner needs to provide the following documents while submitting the application for Transfer of Ownership.

- Address proof of both parties
- Attested copies of property documents
- Title deeds issued by revenue department
- Affidavit from seller and buyer
- Mutation Application form

Transaction Initiation –By CSC Operator/Meeseva Operator/Citizen from portal

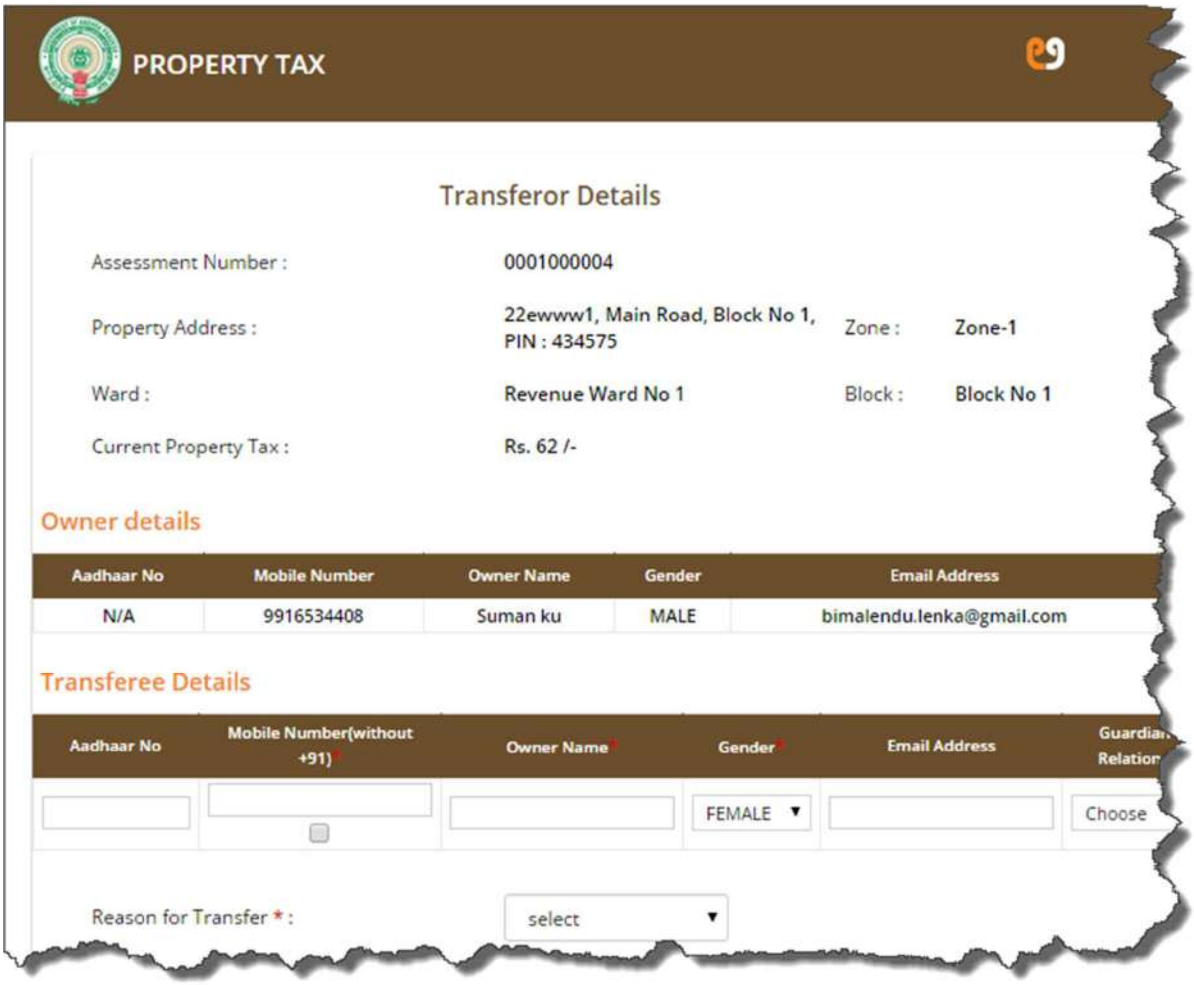
Perform the following steps:

1. To open **Transfer Ownership** screen, use the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > Transfer of Title

2. Enter the assessment number of the property. **Transfer Ownership** screen appears, as shown in *Figure 15*.

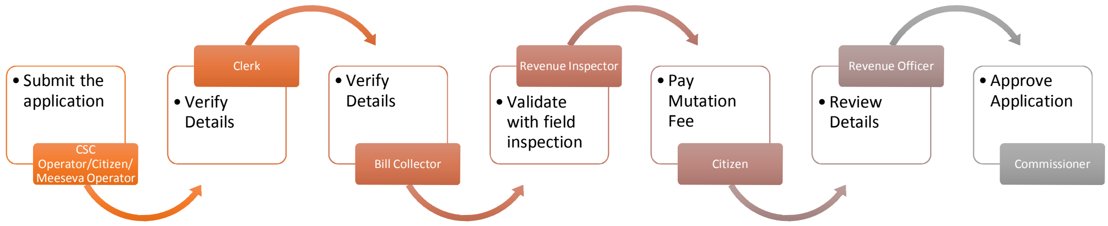
Figure 15 Transfer Ownership



3. Enter the details of the new owner and specify the reason for transfer.
4. Upload documents for validation as listed in *Documents Required*. For more details, refer *Uploading Documents on page 26*.
5. Forward the application to the Bill Collector.

Workflow for Transferring Ownership of a Property

The following diagram shows the review/approval workflow for transferring ownership of a property.



Once the vacant/built property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

1. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

Note: Bill Collector cannot modify the details in the *transaction.*

2. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.
3. Mutation Fee should be paid by the citizen.
4. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.

5. Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Applying for Revision Petition

Property owners can apply for revision petition if they do not find the tax levied on their property acceptable. They can submit an application requesting revision of petition within 15 days after Special Notice is generated.

If the application is approved, the tax of the property may decrease /remain same.

> *Note: If a citizen does not apply for revision petition within 15 days, the system automatically finalizes the tax and revision petition option is disabled.*

Transaction Initiation – By CSC Operator/Meeseva Operator/citizen portal

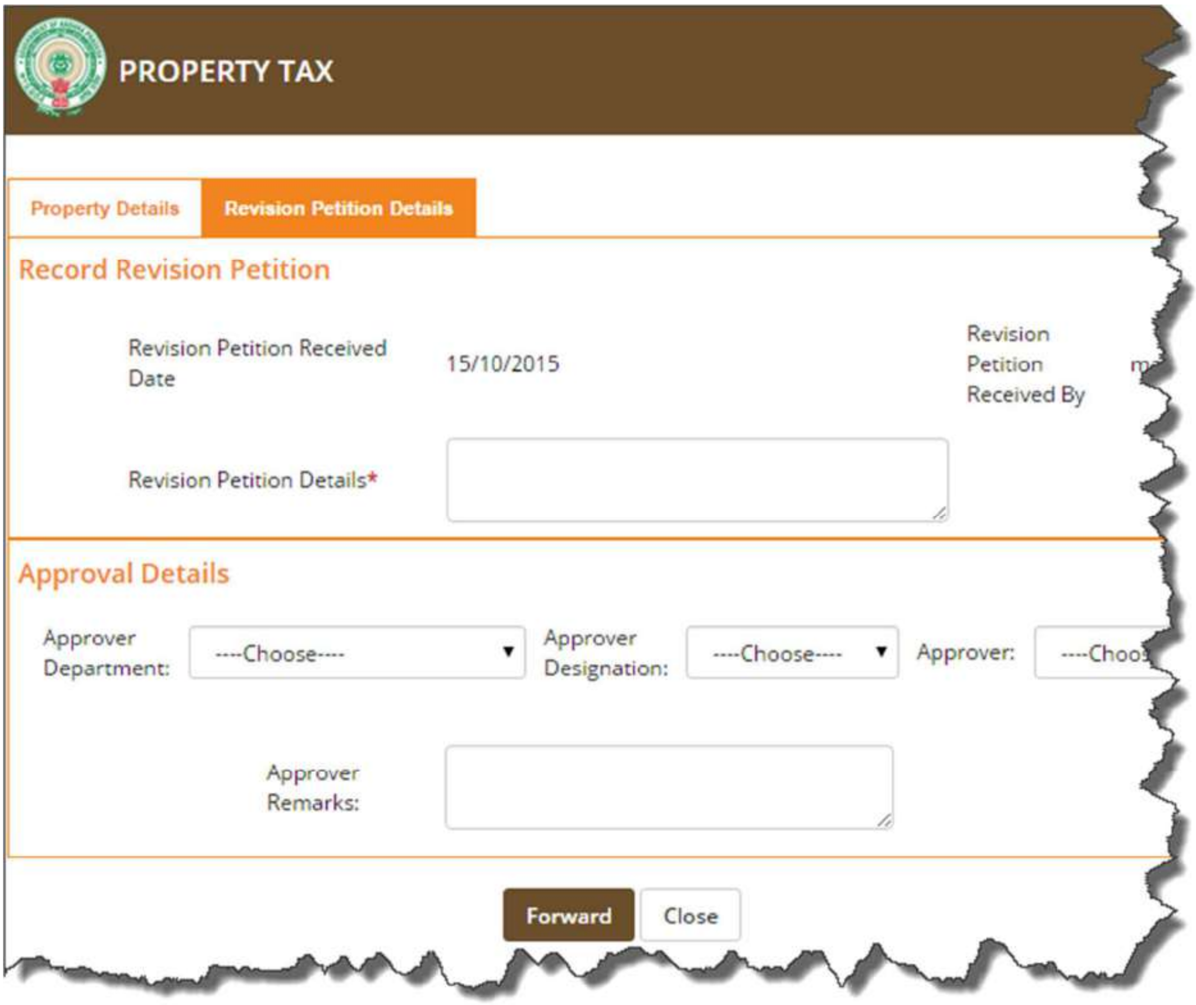
Perform the following steps:

1. To open **Revision Petition** screen, use the following navigation.

   > *Left Panel > Applications > Property Tax > Existing Property > Revision Petition*

2. Enter the assessment number of the property. **Revision Petition** screen appears, as shown in *Figure 16*.

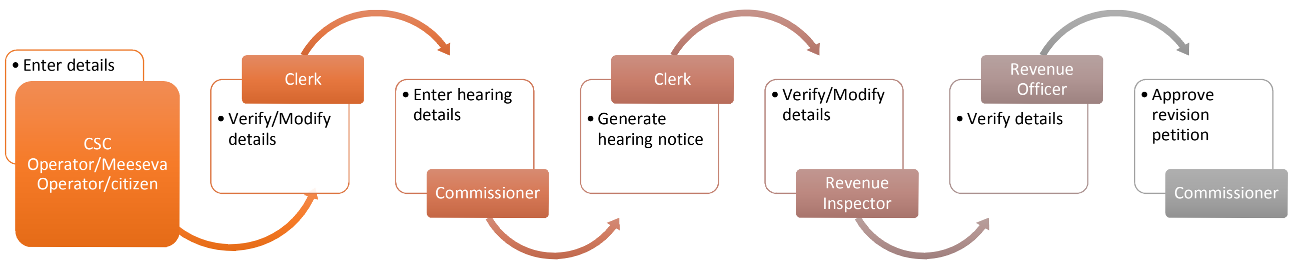
Figure 16 Revision Petition



3. Enter the details relative to property revision petition into the system.
4. Forward the application to the Clerk.

Workflow for Revision Petition

The following diagram shows the review/approval workflow for revision petition.



5. Once the revision petition transaction is forwarded to the Clerk, he should verify and forward the same to Commissioner.
6. Commissioner enters hearing details, date and venue. Forwards the transaction to Clerk.
7. Clerk generates hearing notice. Forwards the transaction to Revenue Inspector.
8. Revenue Inspector verifies/modifies the property details, if required, and forwards the transaction to Revenue Officer.

> *Note: Remarks are mandatory in case the Revenue Inspector makes modifications in the transaction details.*

9. Revenue Officer validates the details. Forwards the transaction to Commissioner.
10. Commissioner approves the revision petition.
11. Commissioner prints the endorsement notice of revision petition and hands over to the citizen.
12. If there are any modifications in the property details, clerk generates special notice and hands over to the citizen.

Vacancy Remission

If Property is vacant for minimum 6 months, the property owner can apply for vacancy remission from property tax. Vacancy remission feature enables a citizen to apply for vacancy remission from property tax.

Documents Required

Along with the application, the property owner needs to submit the following documents for creating vacancy remission:

- Electricity Bill
- Any other required documents

Task Initiation –By CSC Operator/Meeseva Operator/Citizen from portal

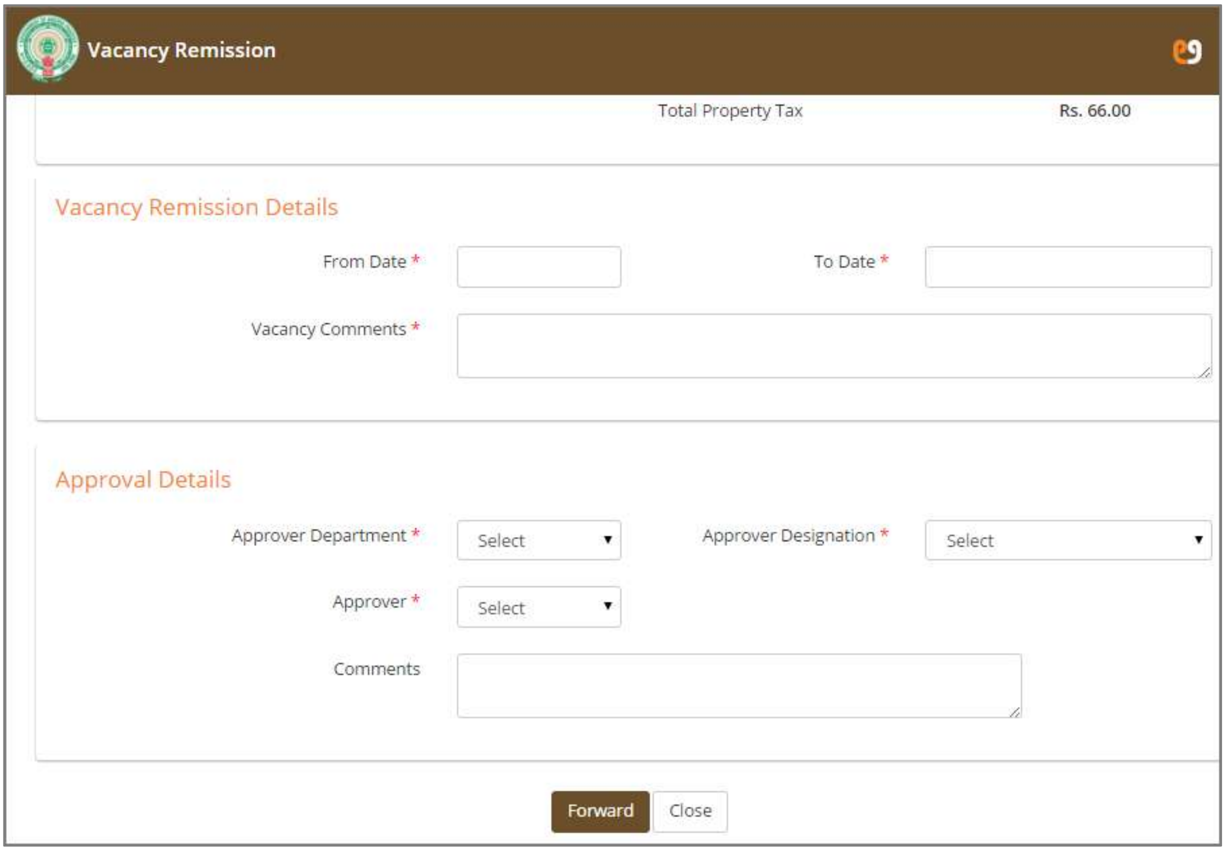
Perform the following steps to create vacancy remission:

1. To open **vacancy remission** screen, use the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > Vacancy Remission

2. Enter the assessment number of the property. **Vacancy Remission** screen appears, as shown in *Figure* 17.

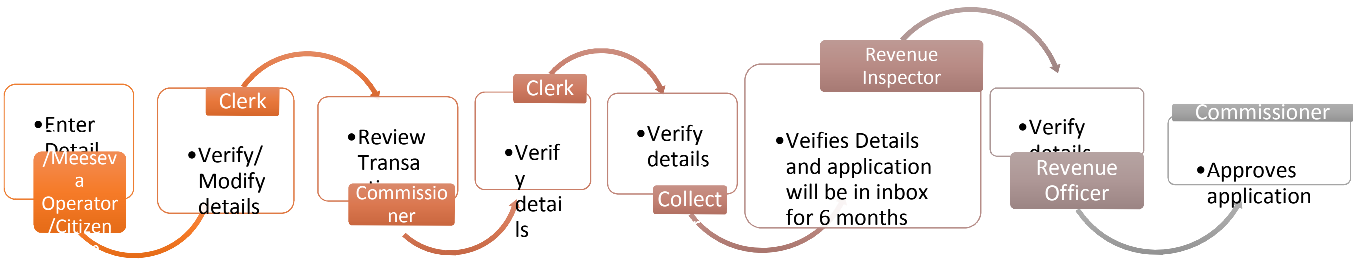
Figure 17: Vacancy Remission



3. In the **Vacancy Remission Details** section, enter **From Date**, **To Date** and **Vacancy Comments.**
4. In the **Approval Details** section, select Revenue Department from the **Approver Departments** list.
5. Select a designation from the **Approver Designation** list.
6. Select from the **Approver list**, the name of the user to whom you want to forward the task.
7. Click **Forward**. The application is automatically forwarded to the concerned user for further review or approval.

Workflow for Vacancy Remission of a Property

The following diagram shows the review/approval workflow for vacancy remission of a property.



Once the Vacancy Remission details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from portal, the following steps are performed.

1. Clerk verifies the application details along with remarks and forwards to commissioner.
2. Commissioner reviews the application and forwards it to the Clerk.
3. The Clerk verifies the details and forwards the application to Bill Collector.
4. Bill Collector verifies the application and forwards the application to Revenue Inspector.
5. The Revenue Inspector conducts field verification, validates the effective date of vacancy of the property, and enters remarks.

> *If the application was submitted to the CSC, the citizen can approach any of the citizen service counters with his application number. The ULB Operator can search the system with the application number and hand over the acknowledgement to the citizen.*

Six Monthly Cycle

Vacancy remission process undergoes the following six monthly cycle:

6. Revenue Inspector searches for existing vacancy remission properties every month and updates field inspection details until 6th month.
7. In the 6th month, Revenue Inspector validates and approves it and forwards to the Revenue officer for approval.
8. Revenue officer validates the details and forwards it to commissioner for final approval.
9. Commissioner validates the details and remarks entered by Revenue Inspector, if found correct, the Commissioner approves the application.

   System grants 50% tax exemption in next instalment as vacancy remission.

Tax Exemption

If property belongs to exempted categories such as temples, mosque, ex-servicemen, or any other, then 100% property tax exemption is given by the municipalities.

> *Note: If property category is changed from commercial/residential to exemption category then property owner has to apply separately for tax exemption.*

Documents Required

The following documents are required based on the exemption reason selected along with the application for tax exemption:

a) Certificate from Sainik welfare department

b) Any other required documents

c) Photo of building

Task Initiation – By CSC Operator/Meeseva /citizen portal

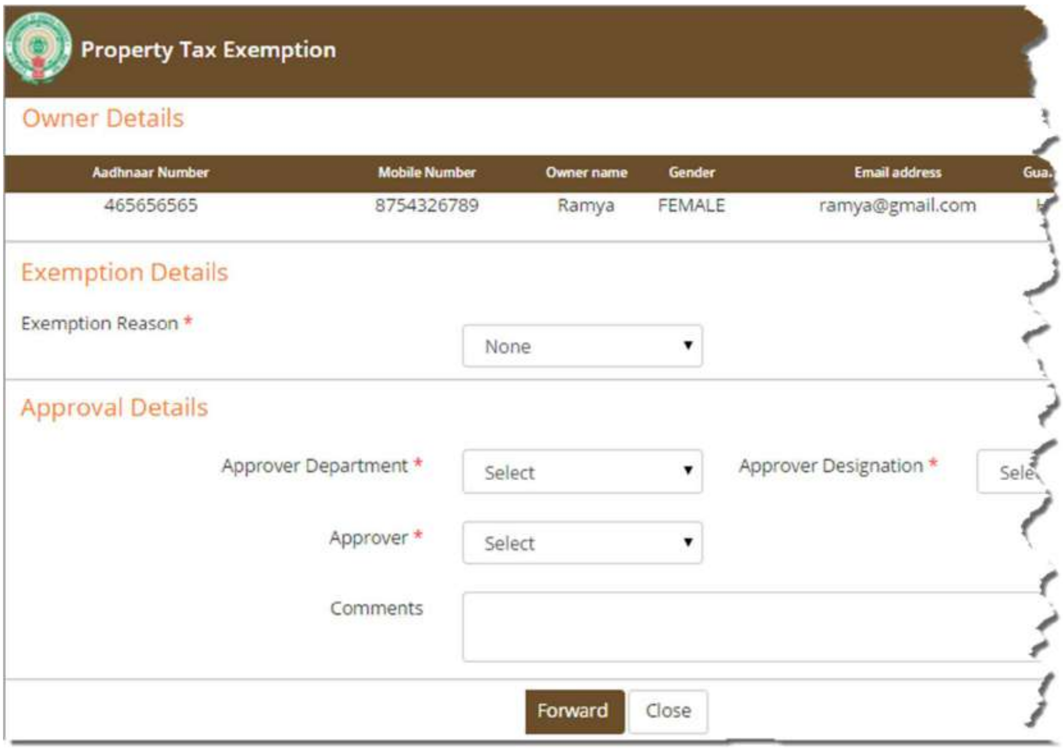
Perform the following steps to create tax exemption:

1. To open a **Property Tax Exemption** form, use the following navigation.

   > *Left Panel > Applications > Property Tax > Existing Property > Tax Exemption*

   Property Tax Exemption Form appears, as shown in *Figure* 18.

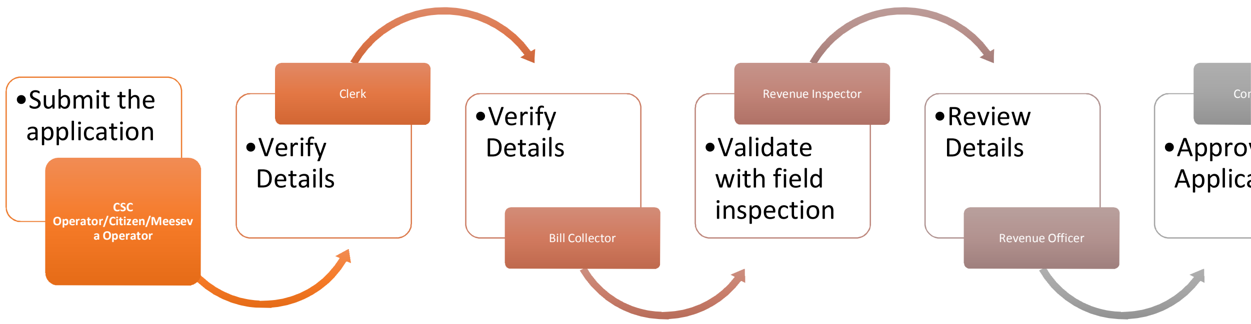
Figure 18: Property Tax Exemption



2. In the **Exemption Details** section, select a reason from the **Exemption Reason** list.
3. In the **Approval Details** section, select revenue department and designation from the **Approver Department** and **Approver Designation** lists respectively.
4. Select from the **Approver list**, the name of the user to whom you want to forward the task.
5. Click **Forward**. The application is automatically forwarded to the concerned user for further review or approval.

Workflow for Tax Exemption

The following diagram shows the review/approval workflow for Tax Exemption.



Once the property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

2.Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

3.Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.

4.Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.

5.Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Property Demolition

If a property is completely demolished, the property owner is required to inform the municipality to stop the levy of property tax from the effective date. From the effective date, instead of property tax, vacant land tax is levied on the vacant land on which the property was demolished.

Note: This feature is applicable for Property tax, not for vacant land tax. All pending property tax dues should be clear before a property owner can initiate the demolition process.

Task Initiation – By CSC Operator/Meeseva

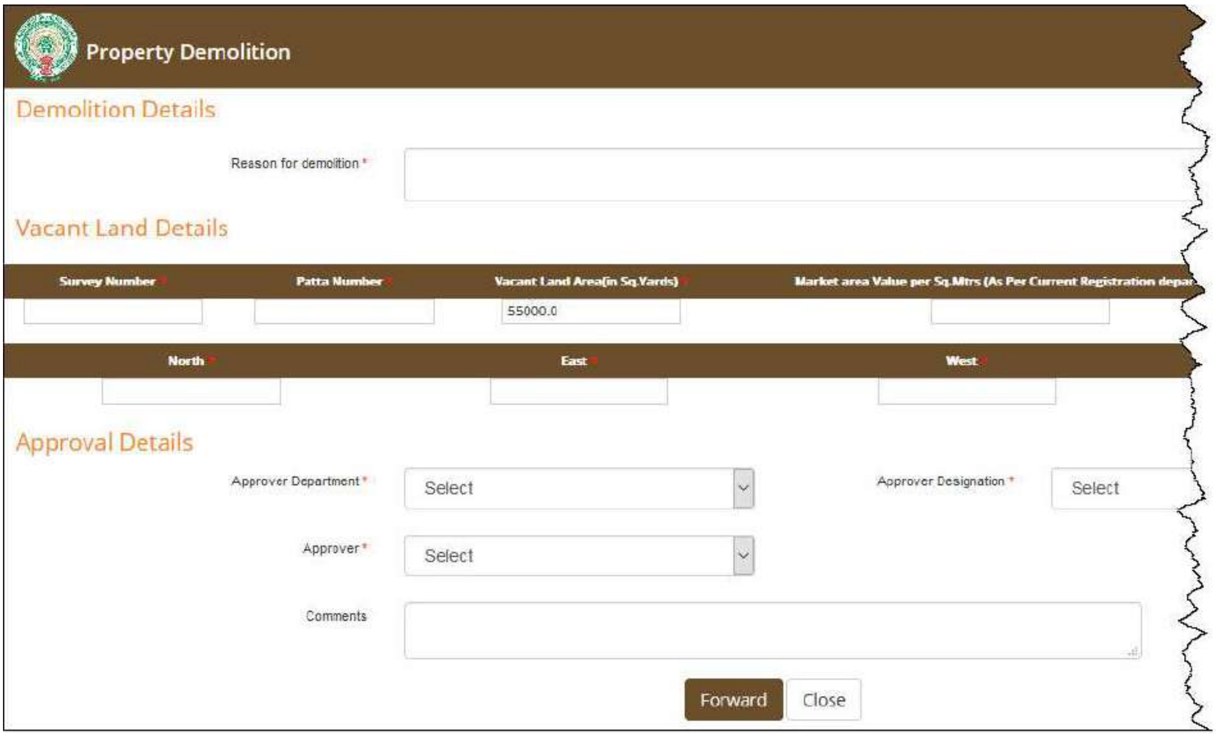
Perform the following steps to create an application for intimating about property demolition:

1. To open a new **Property Demolition** form, use the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > Property Demolition

   A New **Property Demolition** Form appears as shown in *Figure 19.*

Figure 19: Property Demolition



2. In the **Demolition Details** section, enter the reason for demolishing property in the **Reason for demolition** box.
3. Enter the **vacant land details** and the details of surrounding boundaries of the property, as described in the following table:

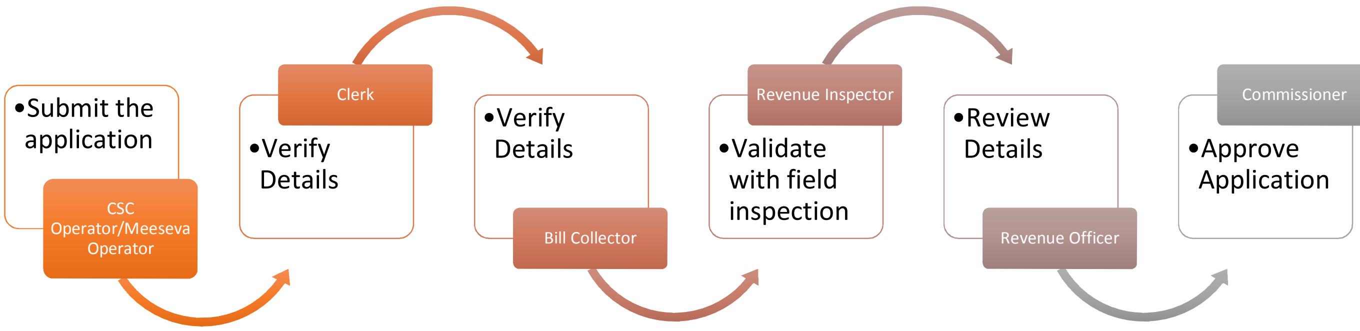
Vacant Land Details	
Survey No.	Survey number of the vacant land
Patta No.	Patta number of the vacant land
Vacant land area(Sq.yards)	Area of the vacant land. The, system converts it into meters.

Market area value per Sq.meters	Document value of the land
Current capital value	After entering area and market value, system calculates and displays capital value.
Effective date	The date from which the vacant land needs to be taxed.
Details of Surrounding Boundaries of the property	
North	Area on the northern side of the vacant land.
East	Area on the eastern side of the vacant land.
West	Area on the western side of the vacant land.
South	Area on the southern side of the vacant land.

4. In the **Approval Details** section, select revenue department from the **Approver Departments** list.
5. Select a designation from the **Approver Designation** list.
6. Select from the **Approver list**, the name of the user to whom you want to forward the task.
7. Click **Forward**. The application is automatically forwarded to the concerned user for further review or approval.

Workflow for Property Demolition

The following diagram shows the review/approval workflow for Property Demolition.



Once the property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

1. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

2. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.
3. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.
4. Commissioner approves application and digitally signs the certificate. Transaction is closed once it is approved or rejected.

Amalgamation of Property

Merging 2 or more properties into a single property is called amalgamation.

The property owners need to request for amalgamating all the property by submitting applications along with all the relevant documents to support their claim.

> *Note: 1) property tax dues should be clear before a property owner can initiate the Amalgamation of property*
>
> *2) Property owner can*

Transaction Initiation –By CSCUSER/meeseva

Perform the following steps:

1. To open Amalgamation of Assessment screen, use the following navigation.

Applications>Property Tax>Existing Property>Amalgamation

2. Enter the assessment number of the parent property. Amalgamation screen appears.

Figure Amalgamation of Property

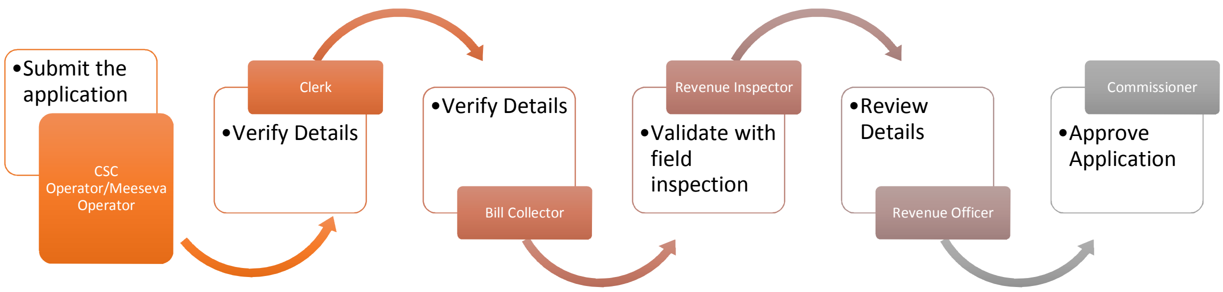
3. Enter the child property Assessment number ,which has to be amalgamated to parent property.

4. Update the relevant floor details

5. Forward the application to clerk.

Workflow for Amalgamating a Property

The following diagram shows the review/approval workflow for amalgamating a property.



Once the property details are entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps are performed.

1. Clerk checks the data and forwards to Bill Collector. Bill Collector verifies the details and forwards the transaction to Revenue Inspector.

> *Note: Bill Collector cannot modify the details in the transaction.*

2. Revenue Inspector validates the details with a field inspection. If required, modifies the details and forwards the transaction to Revenue Officer.
3. Revenue officer reviews the details and analyzes the remarks. Forwards for Approval to the Commissioner.
4. Commissioner approves application and digitally signs the certificate.

Transaction is closed once it is approved or rejected.

Applying for General Revision Petition

Property owners can apply for general revision petition if they do not find the tax levied on their property acceptable. They can submit an application requesting general revision of petition after 15 days of Special Notice generated.

If the application is approved, the tax of the property may decrease or remains same.

Note: A citizen has to apply for general revision petition after 15 days

Transcation Initialisation –CSC operator / meeseva

Perform the following steps:

1. To open General Revision Petition screen, use the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > general Revision Petition

Enter the assessment number of the property. General Revision Petition screen appears, as shown in *below figure*

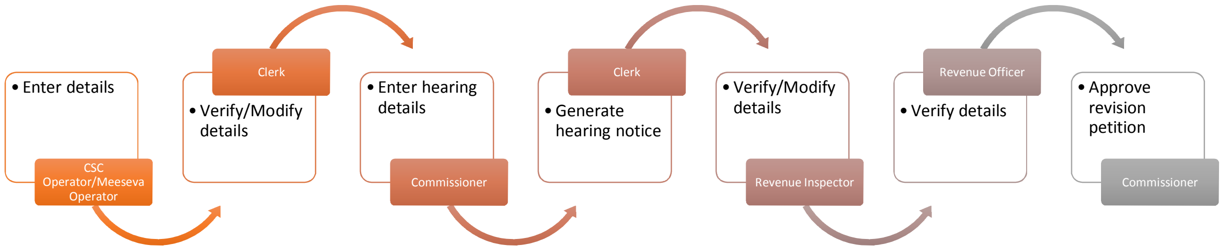
2 .Enter the details relative to property revision petition into the system.

Forward the application to the Clerk

``

Workflow for General Revision Petition

The following diagram shows the review/approval workflow for general revision petition.



1..Once the general revision petition transaction is forwarded to the Clerk, he should verify and forward the same to Commissioner.
2. Commissioner enters hearing details, date and venue. Forwards the transaction to Clerk.
3. Clerk generates hearing notice. Forwards the transaction to Revenue Inspector.
4. Revenue Inspector verifies/modifies the property details, if required, and forwards the transaction to Revenue Officer.

> *Note: Remarks are mandatory in case the Revenue Inspector rejects the transaction details.*

5. Revenue Officer validates the details. Forwards the transaction to Commissioner.
6. Commissioner approves the general revision petition.
7. Commissioner prints the endorsement notice of revision petition and hands over to the citizen.
8. Then it is digitally signed.

Transfer Of Title(For Reg)

Property owners can transfer their property to someone by gifting or selling it. For such cases, the system enables you to transfer the ownership of a property.

> *Note: Full Payment of property taxes is mandatory for the change in ownership.*

Documents Required

Property owner can submit the following documents while submitting the application for Transfer of Ownership(For reg).

- Address proof of both parties
- Attested copies of property documents
- Title deeds issued by revenue department
- Affidavit from seller and buyer
- Mutation Application form

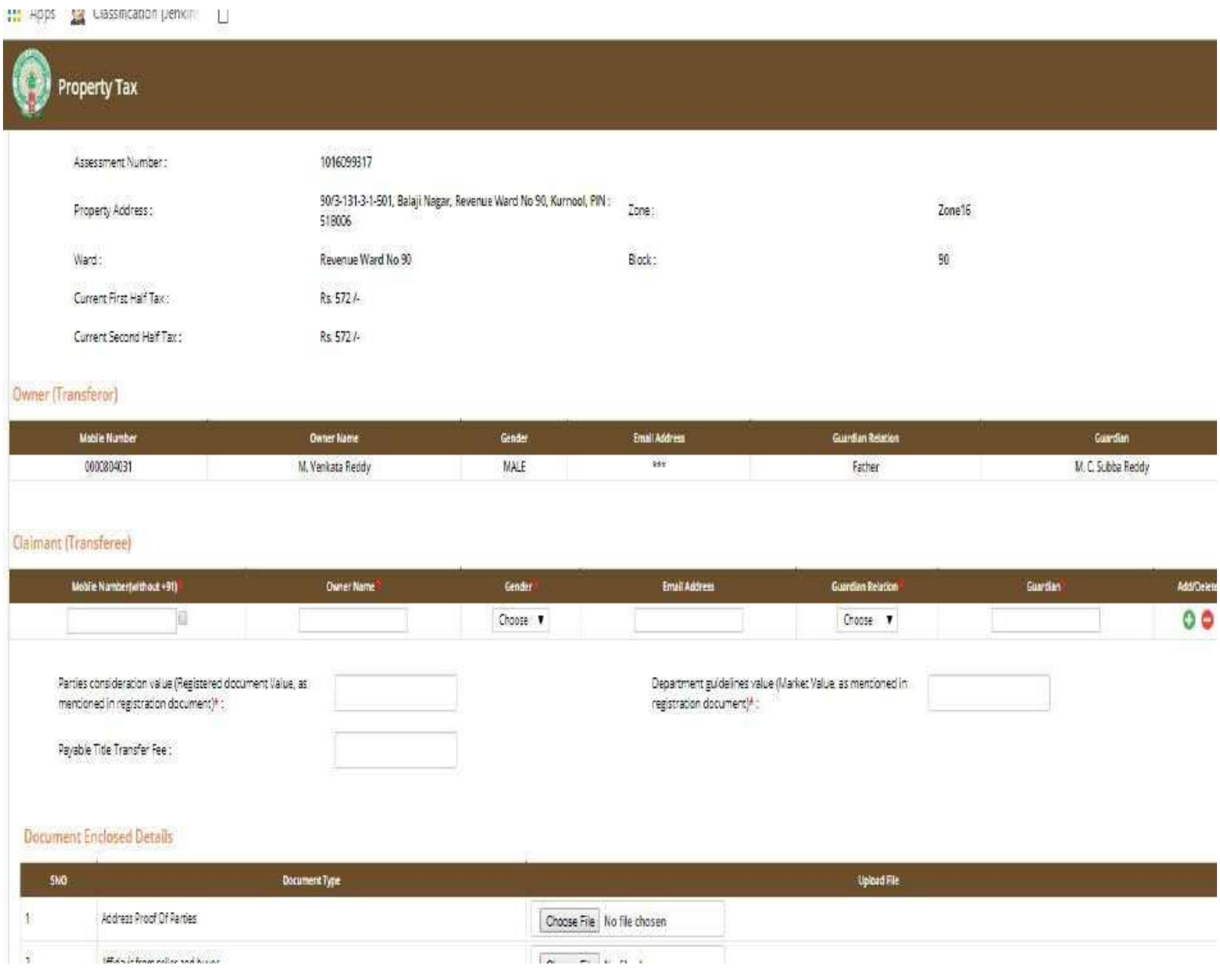
Transaction Initiation –By CSC Operator

Perform the following steps:

1.To open **Transfer Ownership** (For Reg)screen, use the following navigation.

> *Left Panel > Applications > Property Tax > Existing Property > Transfer of Title(For Reg)*

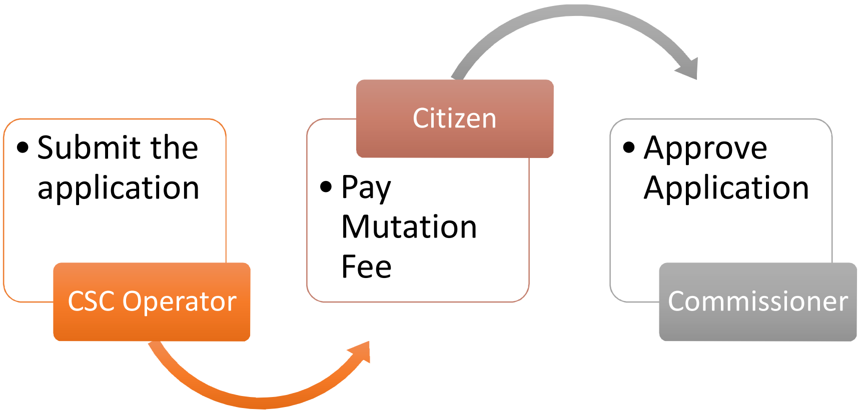
2.Enter the assessment number of the property. **Transfer Ownership** (For Reg)screen appears as below figure



3.Enter the details of the new owner and Upload documents if it is provided and forward the application.

Workflow for Transferring Ownership of a Property

1.The following diagram shows the review/approval workflow for transferring ownership of a property.



2.Once the Transfer of property details are entered and forwarded by the CSC Operator the application goes to commissioner directly.

3.Mutation Fee should be paid by the citizen.

4.After getting approval from the Registration department Commissioner approves application and digitally signs the certificate.

Writeoff

If the property owner unable to pay the property tax, property owner can apply the write off application to commissioner and the commissioner puts the application in council and council decides on write of application

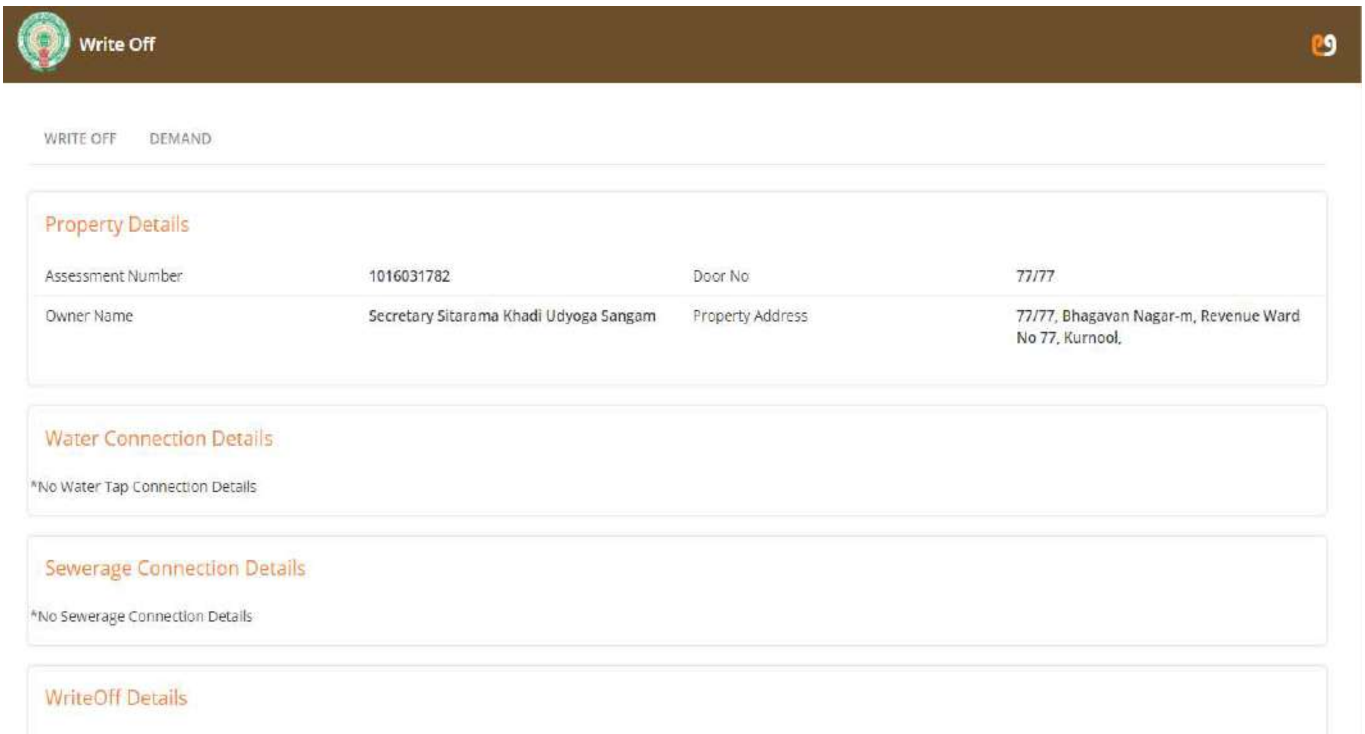
Transaction initiated by- Revenue officer

Perform the following steps to initiate the write of application:

1. To open **Write-off** screen, use the following navigation.

   Left Panel > Applications > Property Tax > Existing Property > Write-off> Create write-off

9. Enter the assessment number of the property. Write-off screen appears as below figure

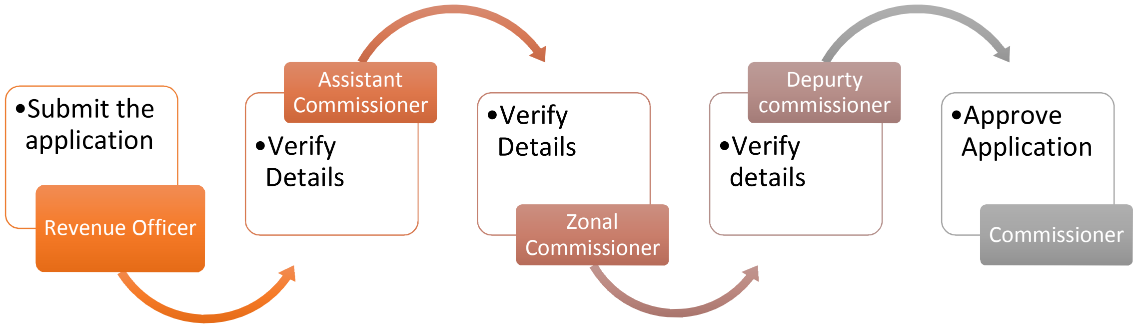


Note: RO shall assigned write off initiator role and approving authority shall be giving the write off approver role.

1. Application for Write-off service. There will be two tabs in the Write-off screen
4. Write-Off: Details of the Assessment along with Water & Sewerage Connection Information will show. Need to enter few details like Write-off Type, Write- off Reason, Resolution Type and Resolution Number required to effect Write-off.
5. Demand: Instalment wise and Component wise [General Tax, Penalty & Library Cess] Demand & Collection details of the Assessment will be shown in this tab.
6. User has to enter Demand Write-off Amount wherever required.
7. User has to select Write-off Type and Write-off Reason, which are mandatory.
8. Write-off type will have two values – Full Write-off and Partial Write-off.
9. If Full Write-off selected, a checkbox will shown by name Property to be deactivated.
10. If Property to be Deactivated checkbox selected, all pending demand will written- off, Assessment will be deactivated and will not be shown anywhere.
11. If the checkbox is not selected, all pending demand will be written-off, Assessment will continue and Demand shall be generated from next Financial Year
12. If any active Water/Sewerage Connections tagged to the Assessment, it will not deactivated, even if the checkbox selected. Instead, it will show a validation message as such.
13. If Partial Write-off is selected:
14. In Demand tab, User has to select From Instalment and To Instalment from the drop-downs. Based the Instalments selected, data will be populated.

15. User has to fill-in Demand Write-off Amount column as per the Council Resolution
16. If Demand was fully collected for any Instalment/Component, System will not allow to enter Demand Write-off Amount
17. Similarly, if partial amount was collected for any Instalment/Component, System will allow to enter Demand Write-off Amount, which should be &<= the Due Demand [i.e., Demand-Collection].
18. In Write-off tab, User has to select Write-off Reason & Resolution Type from the drop- downs and enter Resolution No., which are mandatory. Resolution Date will fetched from Council Management.
19. User can upload any document, if required, which shall not exceed 5 MB.
20. Application has to forward to the next functionary in the workflow i.e., Assistant Commissioner/Zonal Commissioner/ Deputy Commissioner/Additional Commissioner/Commissioner.
21. Application shall processed until the competent authority.
22. Competent authority shall approve the application and generate Write-off Proceedings after completing Digital Signature process.
23. Once application approved, Write-off will effected and can viewed in the DCB of the Assessment. Amount written-off is shown under the head Covered by Court Case / Write Off.

Workflow for Write off:-



Once the write approved and digital signed, proceeding copy generated as shown below.

PROCEEDINGS OF THE MUNICIPAL COMMISSIONER
UATKURNOOL MUNICIPAL CORPORATION

Present: Sri/Smt.Ravi Gurram

Proc.Roc. **WO/1016075703** **Date : 01/10/2019**

Sub: **UATKurnool Municipal Corporation** – Revenue Wing – Property Tax write off – Orders – Issued-Reg.

Ref: **Standing Committee** Resolution No. **067** dt. **21/02/2018**

* * * * * *

ORDER:

In pursuance of the resolution passed by the **Standing Committeevide** reference cited, the Property Tax in respect of the Assessment bearing No. **1016027258** , is **Full WriteOff** written off and the details are as follows :

Name of the Owner	K Ramulamma		
Assessment Number	1016027258		
Revenue Ward	Revenue Ward No 43		
Door Number	43/253-D-20-1		
Locality	Sankal Bagh		
Written-off From Period	2004-2005-2	**Written-off To Period**	2019-2020-2
Amount Written off	**Principal**	**Interest**	**Total**
	10998.0	18814.0	29812.0

Court verdict

If the property owner is not satisfied with the ULb towards taxes property owner will go for the court case. the outcome of the court handled by the legal case management by entering in the system.

Transaction initiated by- Revenue officer:-

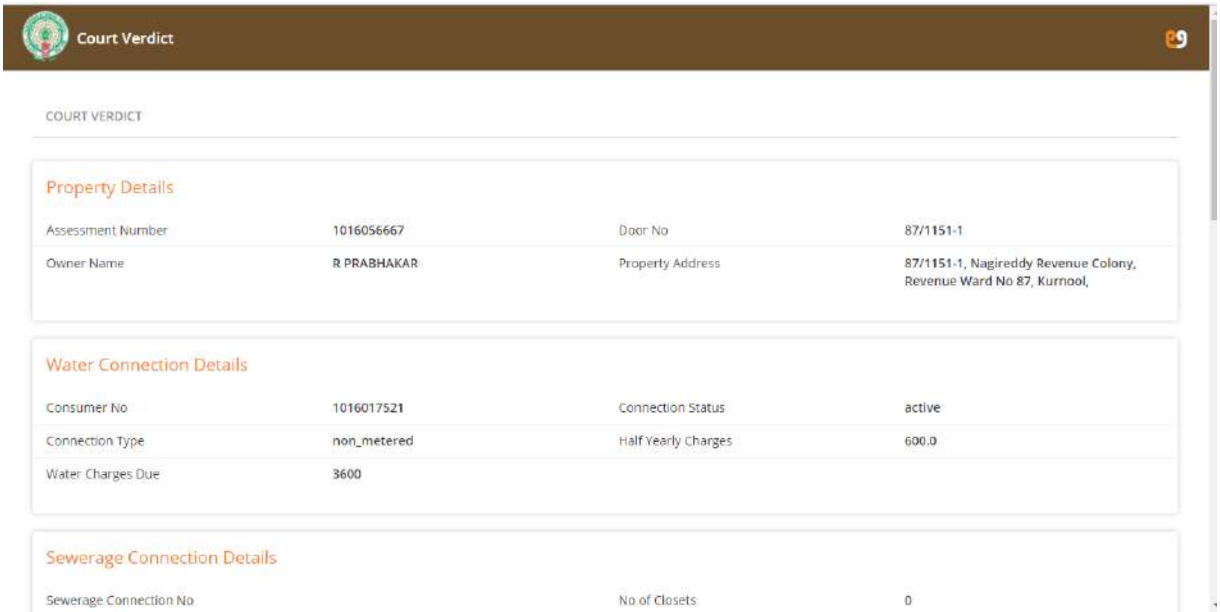
Perform the following steps to initiate the write of application:

1. To open **Write-off** screen, use the following navigation.

> *Left Panel > Applications > Property Tax > Existing Property > create court verdict.*

Note:- Only property tagged to a court case is eligible for this service

Enter the assessment number of the property. Court verdict screen appears as below figure



Note: RO shall assigned write off initiator role and approving authority shall be giving the write off approver role.

3. Court case status shall ONLY be under Interim Stay/Judgement/Hearing in Progress/closed.
4. User has to enter the Assessment No. for which Court Verdict has to implemented.
5. Application for Court Verdict service. There will be two tabs in the Court Verdict screen :
    - **Court Verdict**: Details of the Assessment along with Water & Sewerage Connection information will shown. Need to select the action to be performe as per Hon’ble Court directions.
    - **Demand**: Instalment wise and Component wise [General Tax, Penalty & Library Cess] Demand & Collection details of the Assessment will be shown in this tab User has to enter Demand Covered by Court Case wherever required.
6. Action will have three values – Cancel Property, Update Demand directly & Re- Assessment of property.
7. If Cancel Property selected, all pending demand will written-off; Assessment will be deactivated and will not be shown anywhere.
8. Even though if any active Water/Sewerage Connection is tagged to the Assessment, it will be deactivated.
9. If Update Demand Directly is selected:
    - In Demand tab, all the Demand and Collection data will be populated.
    - User has to fill-in Demand Covered by Court Case column.
    - For example, if demand is Rs. 100/- for an Instalment and court directs to collect Rs. 60/-, then Rs. 40/- shall be entered in Demand Covered by Court Case.
    - If Demand fully collected for any Instalment/Component, even then user can enter the amount/demand covered by Court Case.

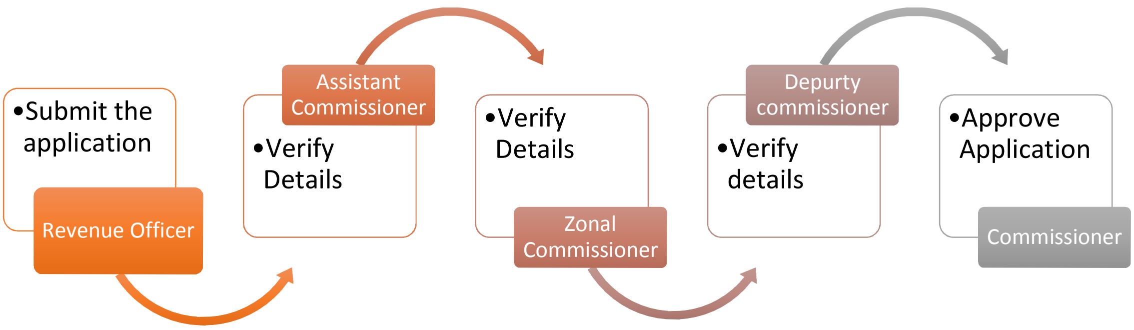
➢ Once the application approved, Collection will be re-apportioned as per the values entered in Demand Covered by Court Case.

➢ For example, if demand is Rs. 100/- for 2016-2017-1 and the same was collected. If Hon'ble Court directs to collect only Rs. 60/-, user has to enter Rs. 40/- under Demand Covered by Court Case column. System will re-apportion the remain balance collection i.e., Rs. 40/- towards 2016-2017-2.

10. If Re-Assessment is selected :

➢ All the parameters required for Assessing a property will be shown. User has to enter all the Mandatory fields. Based on the Date entered in Effective Date column, tax will be Re-assessed from that period to Current Financial Year.

Workflow for Court Verdict:-



➢ Once application approved, Court Verdict will be effected and can be viewed in the DCB of the Assessment. Court Case / Write Off show amount entered under Demand Covered by Court Case under the head Covere

Aadhaar Seeding

Aadhaar is a 12-digit unique identification number issued by the Indian government to every individual resident of India.
Property owners can update aadhaar number.

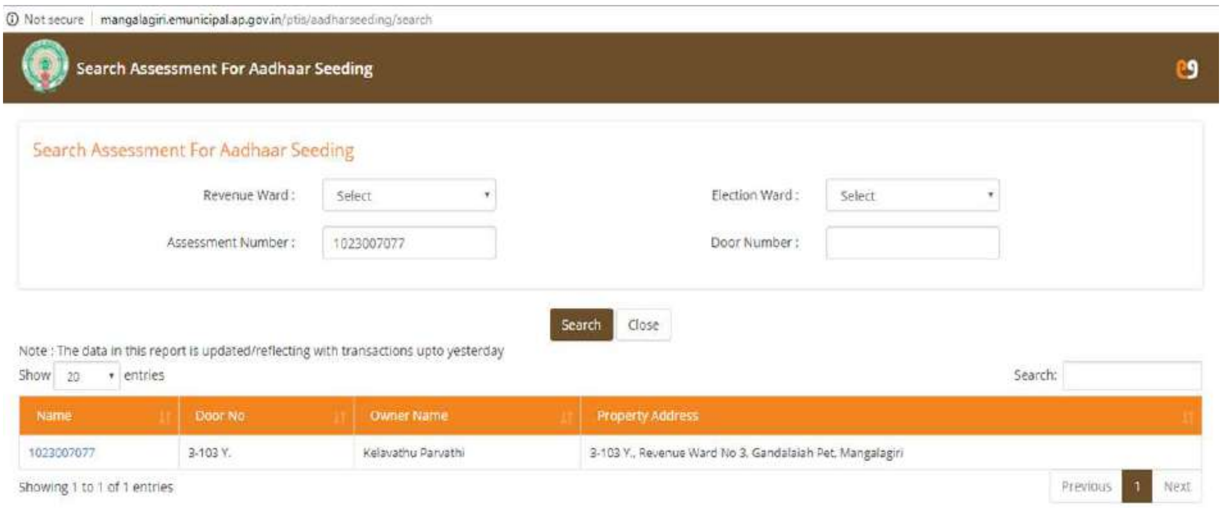
Transaction Initiation –By Bill Collector

Perform the following steps:

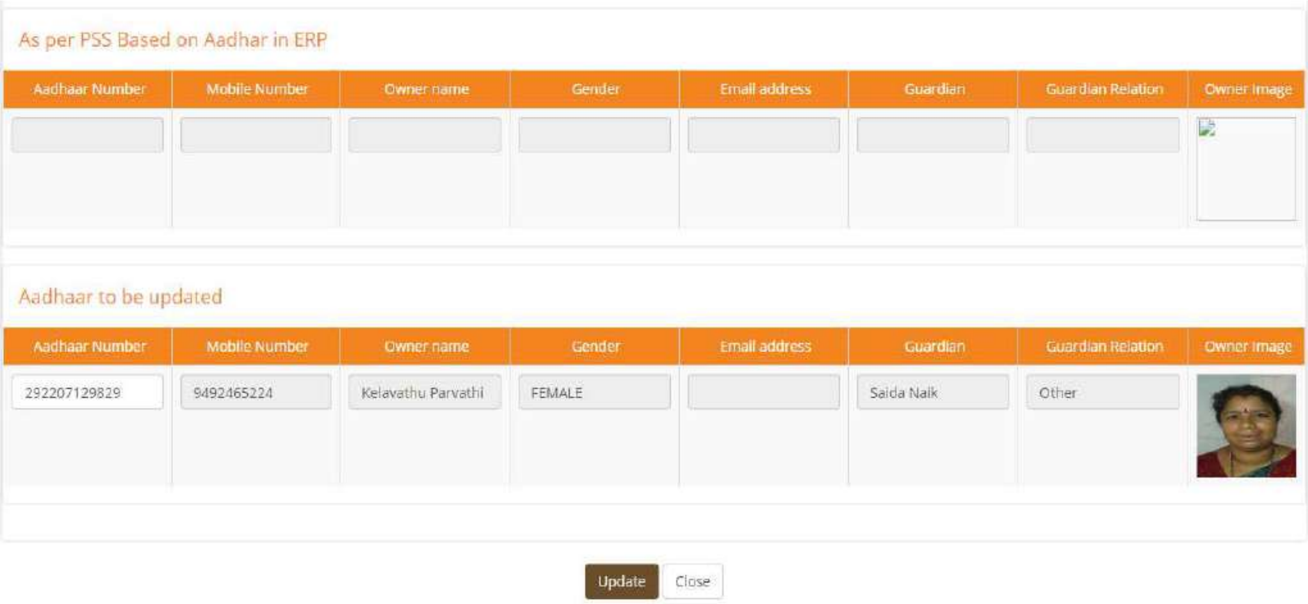
1) To open Aadhaar seeding screen follow the below mentioned navigation.

> *Left Panel > Applications > Property Tax > Aadhar Seeding> search Aadhar seeding.*

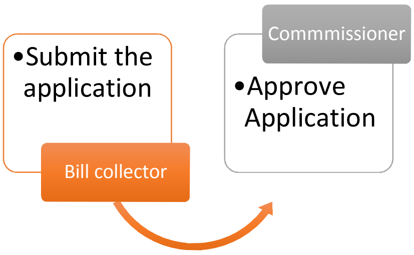
2) Select the ward number of the property or Election ward, Assessment number, or Door number and click on the search.
   Following screen appears.



3) In Aadhar to be updated section, Enter the Aadhar number and press the tab button to fetch the Aadhar details.
4) Cross check the fetched Aadhar details and property owner details if both are matching click on update button.



Workflow for Aadhar Seeding Transaction.



Once the Aadhar number entered and forwarded by the bill collector the application goes to commissioner directly.

Once the Aadhar seeding successfully approved the system will be pushed into the bhudhar system.

Data Entry

Create a property- Data Entry

The system enables you to create a new property through data entry screen.

The property can belong to one of the following categories:

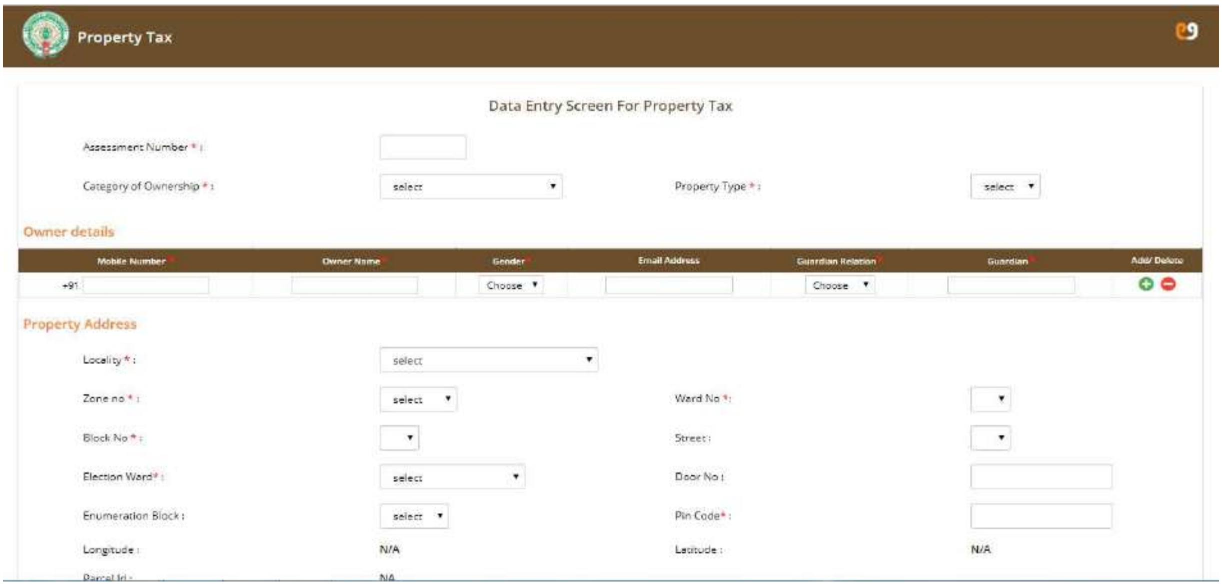
- New Property
- Vacant land

Work Flow initiated by – Commissioner:-

Perform the following the steps:

1) To open a data entry screen follow the below mentioned navigation

Left Panel > Applications > Property Tax > Existing property> Data Entry Screen..



Enter the all mandatory fields and click on create button.

Once the property data entry saved in the system generated the acknowledgement as successfully created with assessment number.

Edit Demand for data entry

Edit demand screen is to edit the demand for the data entry assessments.

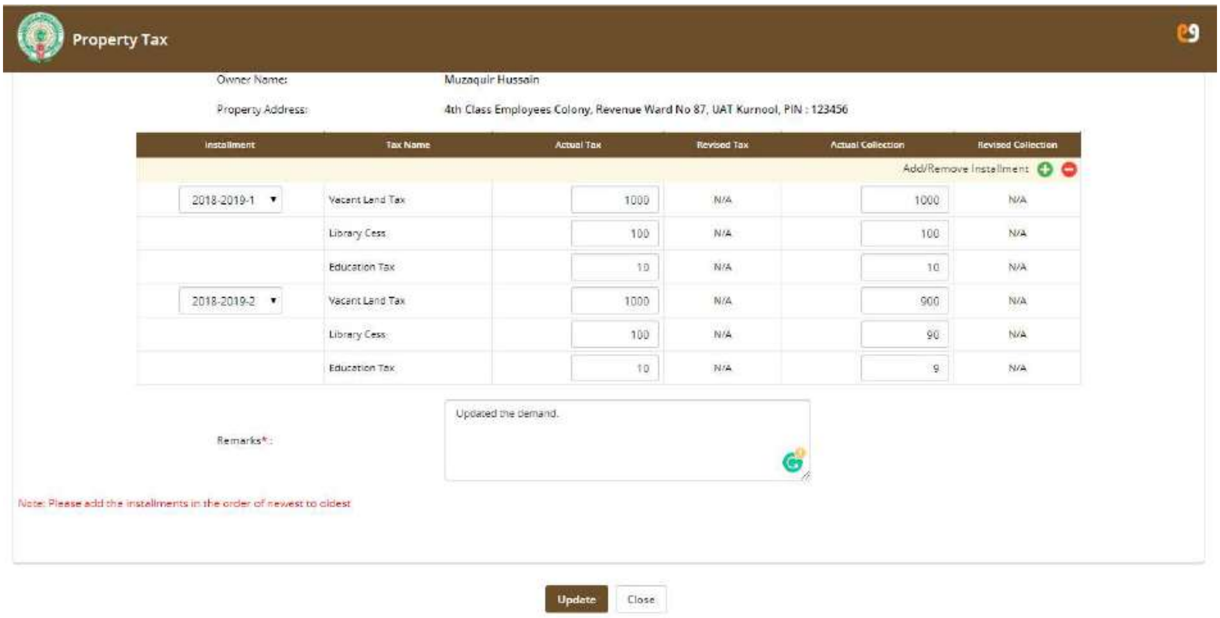
Transaction initiated by- Commissioner

1) Perform the following steps to edit demand screen.

Left Panel > Applications > Property Tax > Existing property> Edit Demand for Data Entry Screen..

Enter the assessment number in search screen and click on search button.

Edit demand screen appears as shown below.



Note: Add the installment in the order of newest to oldest.

Click on update button.

Edit Collection

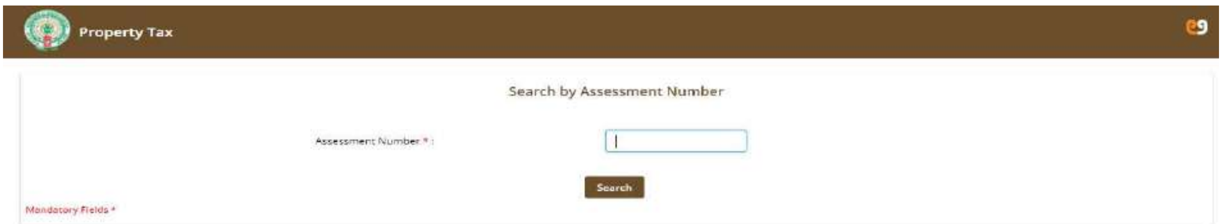
Edit collection screen to edit the collection, which collected through manually and to update in system.

Transaction initiated by:- Commissioner

Perform the following the steps to:-

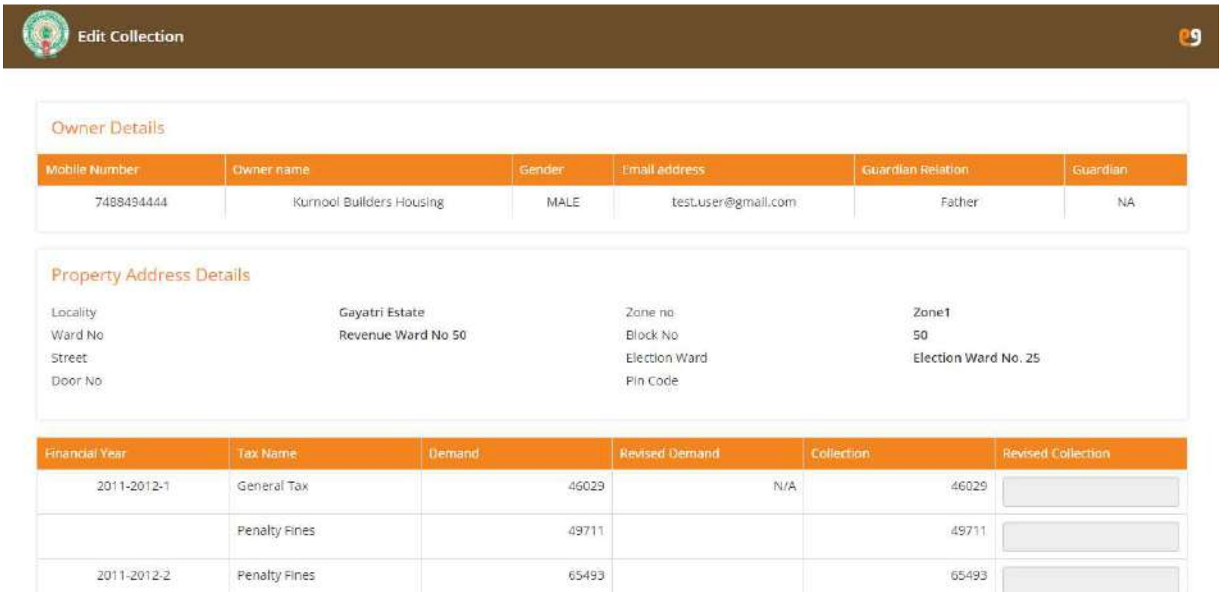
1) To open a Edit Collection screen follow the below mentioned navigation

Left Panel > Applications > Property Tax > Existing property> Edit collection Screen..



Enter the assessment number and click on submit button.

Edit collection page appears as shown below figure.



Edit Collection

Owner Details

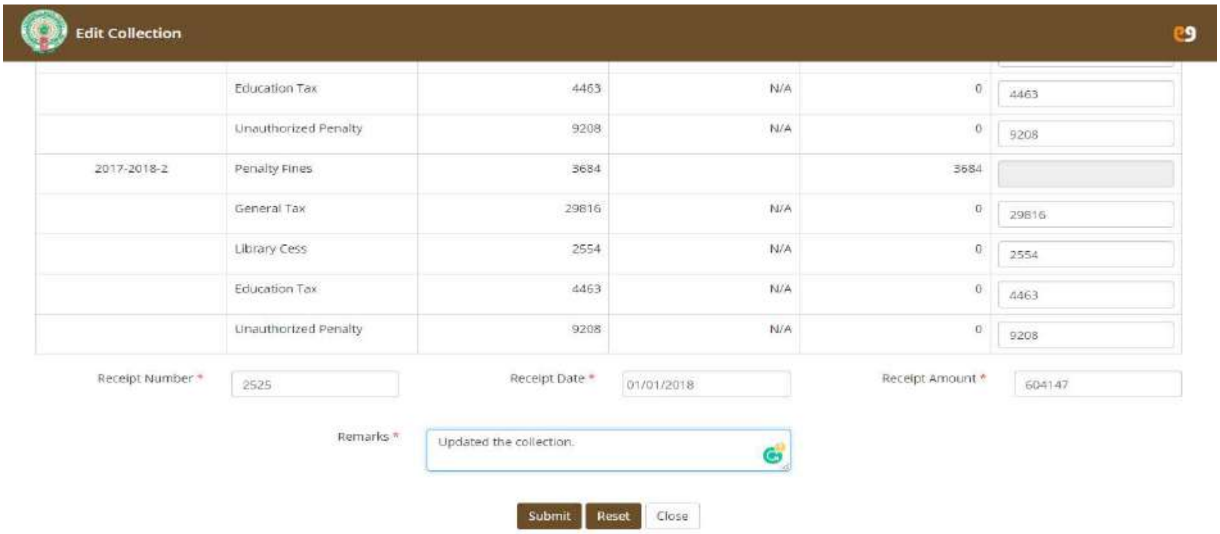
Mobile Number	Owner name	Gender	Email address	Guardian Relation	Guardian
7488494444	Kurnool Builders Housing	MALE	test.user@gmail.com	Father	NA

Property Address Details

Locality: Gayatri Estate
Zone no: Zone1
Ward No: Revenue Ward No 50
Block No: 50
Street
Election Ward: Election Ward No. 25
Door No
Pin Code

Financial Year	Tax Name	Demand	Revised Demand	Collection	Revised Collection
2011-2012-1	General Tax	46029	N/A	46029	
	Penalty Fines	49711		49711	
2011-2012-2	Penalty Fines	65493		65493	

Enter the revised collection column enter the amount.



Edit Collection

	Education Tax	4463	N/A	0	4463
	Unauthorized Penalty	9208	N/A	0	9208
2017-2018-2	Penalty Fines	3684		3684	
	General Tax	29816	N/A	0	29816
	Library Cess	2554	N/A	0	2554
	Education Tax	4463	N/A	0	4463
	Unauthorized Penalty	9208	N/A	0	9208

Receipt Number * 2525 Receipt Date * 01/01/2018 Receipt Amount * 604147

Remarks * Updated the collection.

Submit Reset Close

Note: Revised collection should not be greater than demand

Receipt total amount should match with year wise revised collection.

Enter the Receipt Number

Enter the receipt Date

Enter the Receipt amount.

Remarks

Once clicking on submit button success message appears as collection was successfully updated for assessment number.

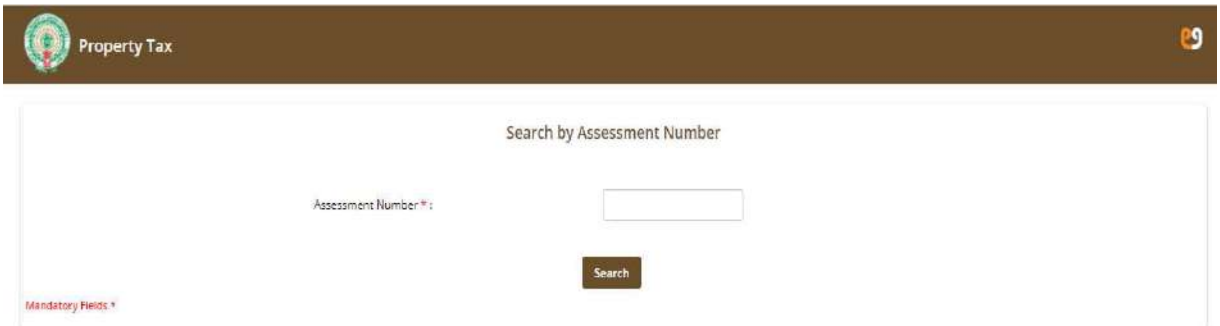
Add Demand

Add demand screen is to add the demand for the existing assessments.

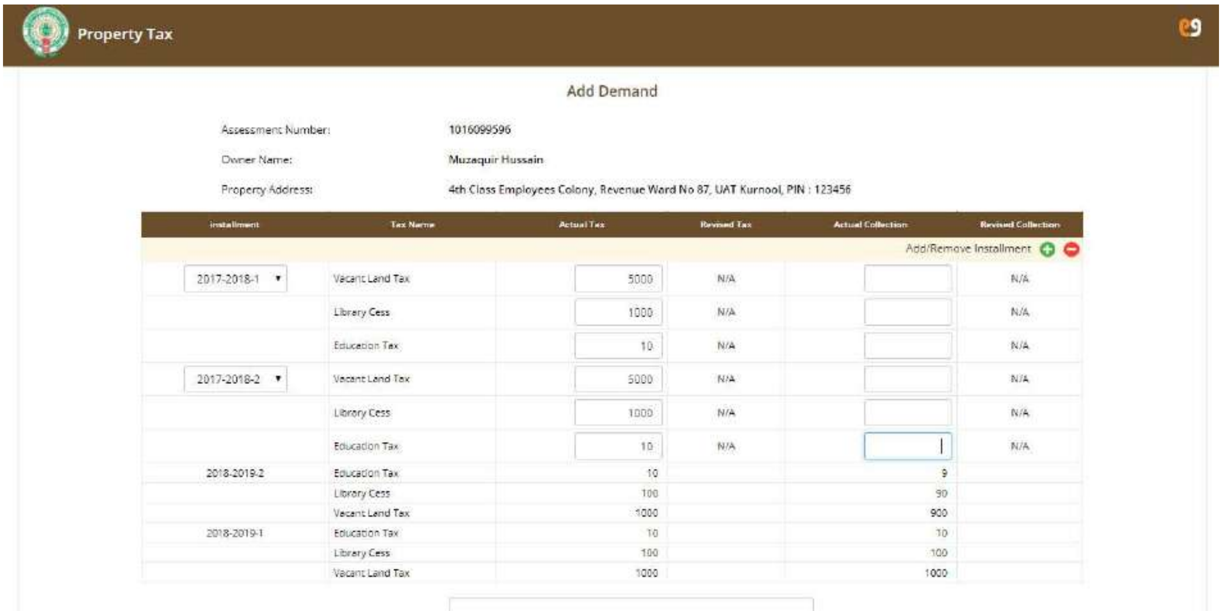
Transaction initiated by- Commissioner

1) Perform the following steps to Add demand screen.

Left Panel > Applications > Property Tax > Existing property> Add Demand



Enter the assessment number and click on search button and the following page appears as shown below figure.



In Add demand screen enter the actual tax and actual collection

Note: Add the demand in installment wise newest to oldest.

To add the installment click on Add/Remove installment plus(+) and minus(-)

Enter the remarks and click on submit button successful message appears as demand is added successfully.

Edit owner/Edit Mobile Number

Edit owner screen is to edit the owner name, phone number, email address

Transaction initiation by – Commissioner

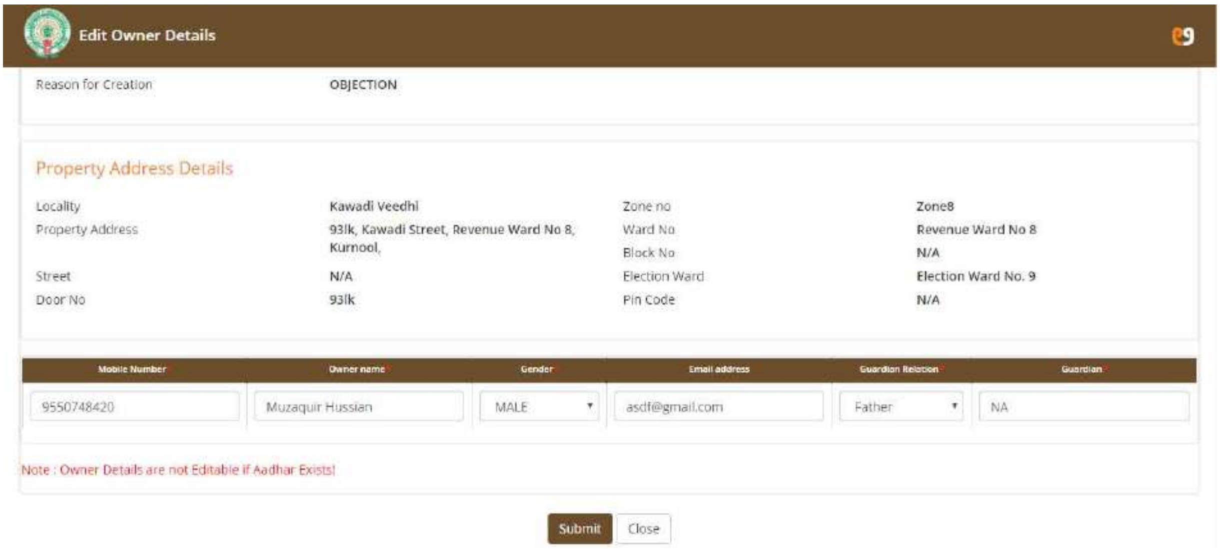
Perform the following steps:

1) To open a Edit owner screen follow the below mentioned navigation.

Left Panel > Applications > Property Tax > Existing property> Edit owner details.

Search screen enter the assessment and click on search button to edit the owner details.

Note: If adhaar details are existed owner, details are not editable



Enter the owner details and click on submit button.

Door No

Edit door number screen is to edit the existing assessment door number.

Transaction initiated by- Commissioner

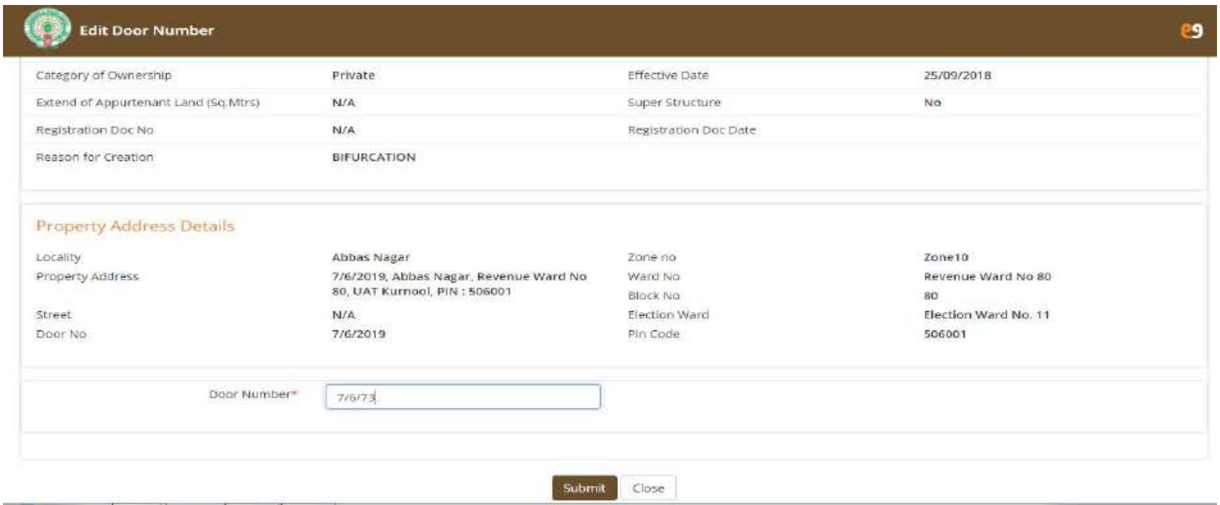
Perform the following steps:

1) To open a Edit Door Number screen follow the below mentioned navigation.

Left Panel > Applications > Property Tax > Existing property> Edit Door Number

By following the navigation screen appears as shown below

Enter the assessment number and click on search button.



Once the door number entered and submitted a new window appears and shows the message as owner door number successfully updated.

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