



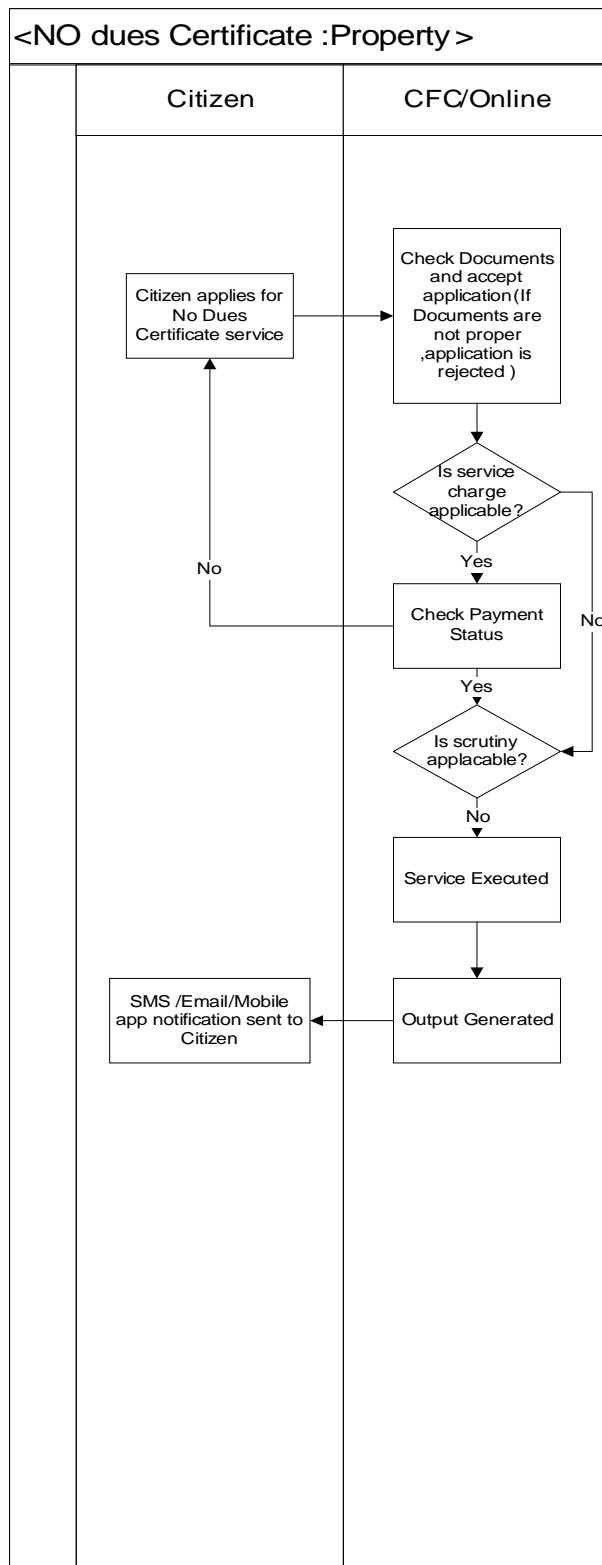
Service Name: No Dues Certificate

1. Process Flow / Procedure

- Citizen can apply for the service on Web, Aaple Sarkar, and Mobile App or can visit to CFC/ULB office. On Web, he can upload the supporting mandatory documents.
- Pay the prescribed fees either Online (Credit Card/Debit Card/Net Banking) or Offline (At ULB/CFC).
- Application no. is generated which is further can be used by applicant to track the application.
- Applicant will be informed through SMS and email for every important event.
- Verification of documents will be done at ULB/CFC counter. Citizen needs to submit the copies of the documents at the ULB counter in case of ULB (CFC) application or needs to upload documents in case of online application.
- ULB/CFC clerk will check all the documents and authorize or Un-authorize the application.
- If application is un-authorized then citizen can re-submit document or can correct the application form.
- If application is authorized then it will be scrutinized (if applicable) by the respective department.
- Later, Citizen will avail the digitally signed certificate against the service applied through online login or from the ULB/CFC counter.
- Timeline to complete the Services

| Services | No. of days |
|---------------------|-------------|
| No dues Certificate | 3 |

2. Service Workflow





3. Document Checklist

| Services | Required documents from Citizen | Documents verified by ULB |
|--------------------|---------------------------------|--|
| No Due Certificate | NA | Check Property dues in system with Property Number |



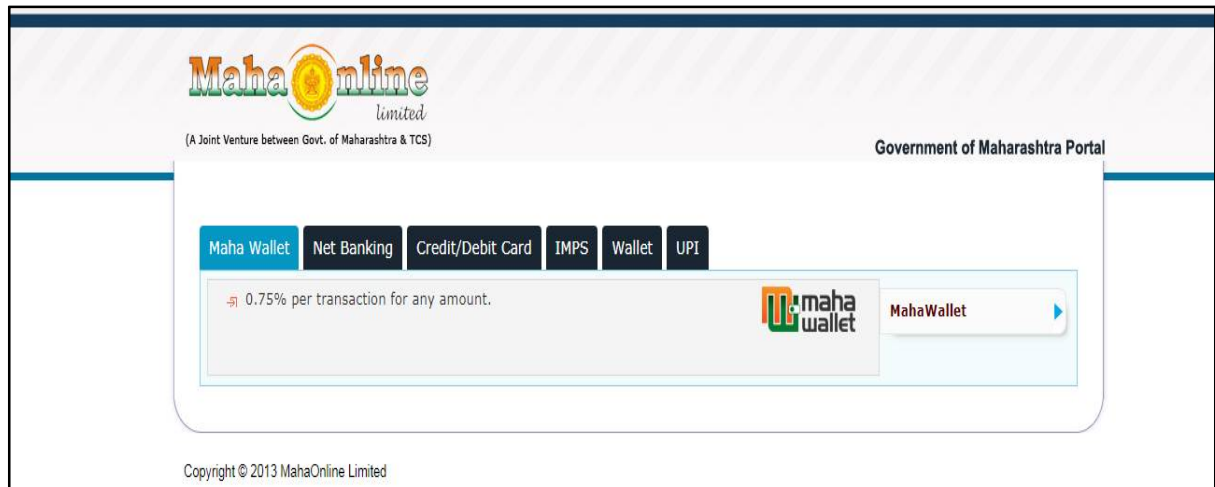
4. Screenshots

- Step1: Click on "Property" module link to Apply for No Dues Certificate. On clicking following screen will be displayed by the system

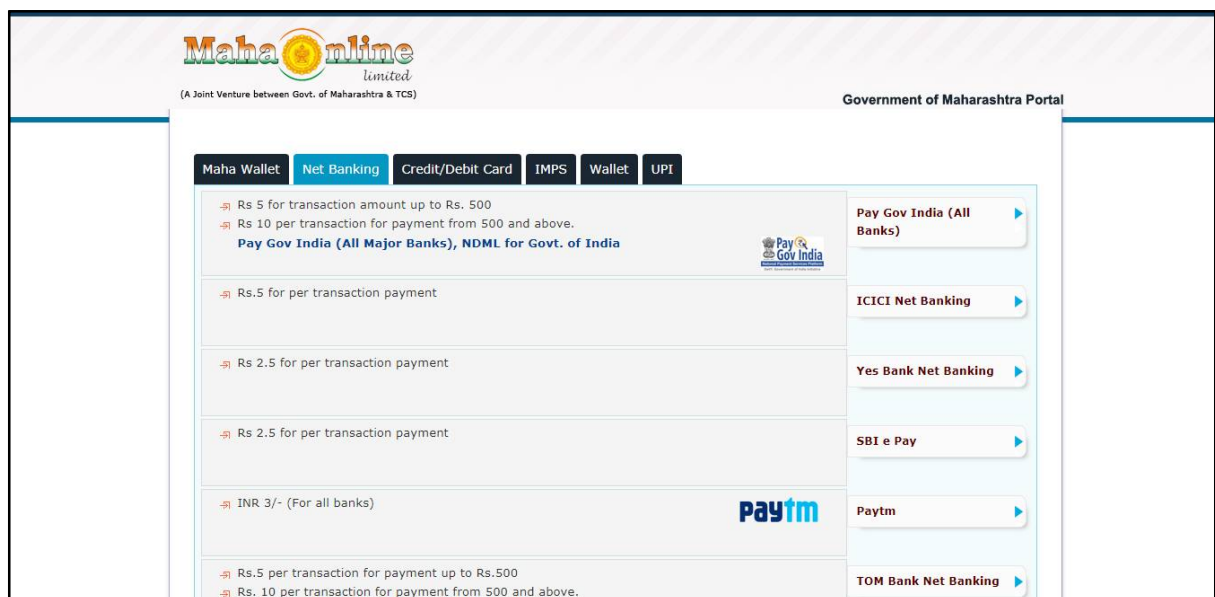
- Step 2: User should enter provided search parameters and click on Search button. On clicking, page will be redirect to the "No dues Certificate for Property tax" page

| Tax Period From | Tax Period To | Tax Head | Outstanding Amount (Rs) |
|-----------------------|---------------|----------|-------------------------|
| 01/04/2017 | 31/03/2018 | EDU_CESS | 374.00 |
| 01/04/2017 | 31/03/2018 | LIB_CESS | 31.00 |
| 01/04/2017 | 31/03/2018 | PT_TAX | 1494.00 |
| Application Fees (Rs) | | | 20.00 |
| Amount to Pay (Rs) | | | 1919.00 |

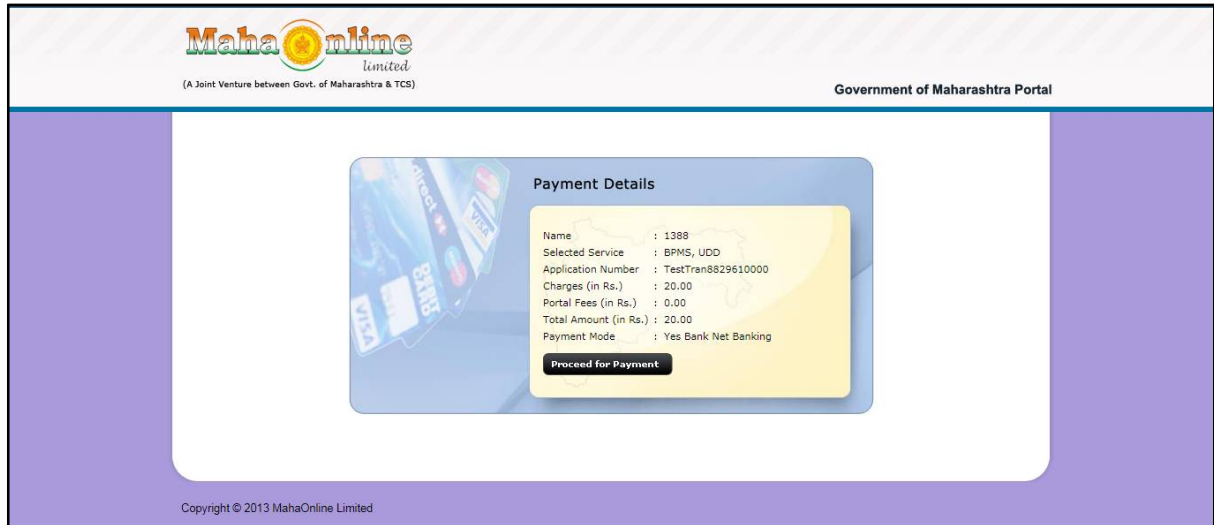
- Step 3: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- Step 4: After Clicking on Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Net Banking Option Page



- Step 5: After Clicking on Yes Bank Net banking Option on the Mahaonline Payment Mode Page it will redirect to the Payment Details Page.

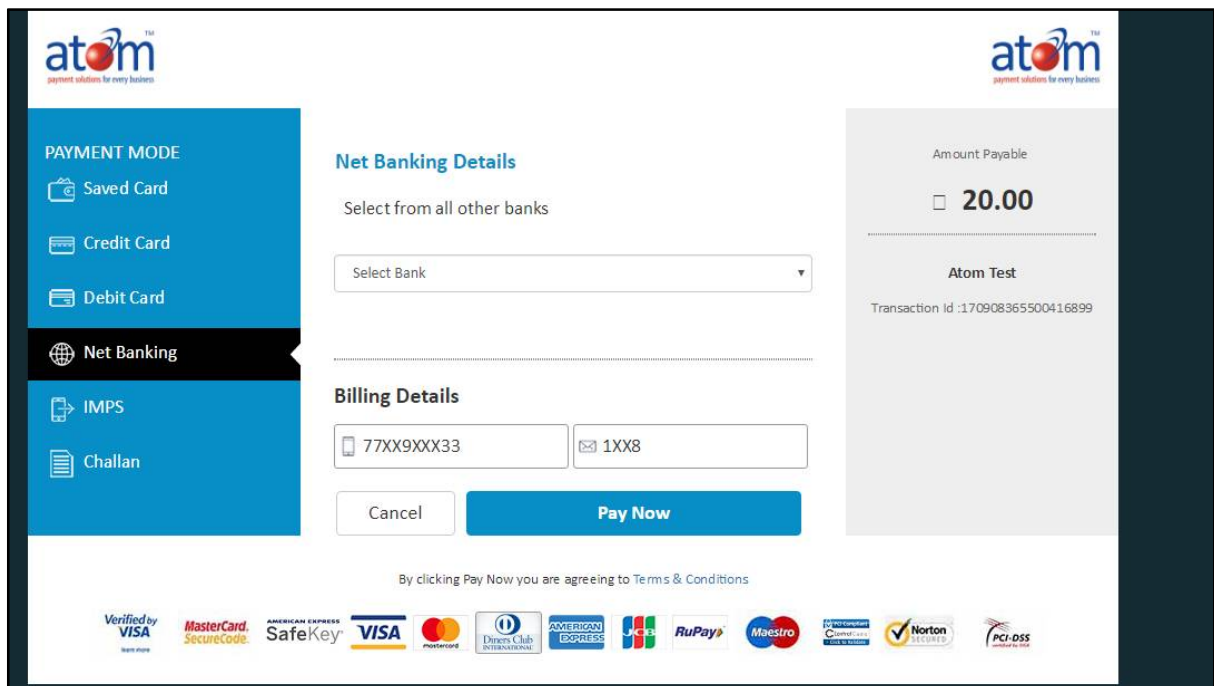


The screenshot shows the MahaOnline payment interface. At the top, the MahaOnline logo is displayed with the tagline "(A Joint Venture between Govt. of Maharashtra & TCS)". To the right, it says "Government of Maharashtra Portal". The main content area features a "Payment Details" box. On the left of this box is an image of various credit cards. The "Payment Details" box contains the following information:

| | |
|-----------------------|------------------------|
| Name | : 1388 |
| Selected Service | : BPMS, UDD |
| Application Number | : TestTran8829610000 |
| Charges (in Rs.) | : 20.00 |
| Portal Fees (in Rs.) | : 0.00 |
| Total Amount (in Rs.) | : 20.00 |
| Payment Mode | : Yes Bank Net Banking |

Below the details is a "Proceed for Payment" button. At the bottom of the page, the copyright notice "Copyright © 2013 MahaOnline Limited" is visible.

- Step 6: After Clicking "Proceed for Payment" button on the Mahaonline Payment Mode Page it will redirect to the Atom Payment Option Page.



The screenshot shows the Atom payment interface. On the left is a sidebar with "PAYMENT MODE" options: Saved Card, Credit Card, Debit Card, Net Banking (selected), IMPS, and Challan. The main area is titled "Net Banking Details" and includes the instruction "Select from all other banks" and a "Select Bank" dropdown menu. Below this is the "Billing Details" section with input fields for a phone number (77XX9XXX33) and an email address (1XX8). There are "Cancel" and "Pay Now" buttons. On the right, a grey box displays "Amount Payable" as 20.00, "Atom Test", and "Transaction Id :170908365500416899". At the bottom, a disclaimer states "By clicking Pay Now you are agreeing to Terms & Conditions", followed by a row of security logos including Visa, MasterCard, American Express, SafeKey, Visa, Mastercard, Diners Club International, American Express, UnionPay, RuPay, Maestro, Norton, and PCI-DSS.

- Step 7: After selecting Net banking Option and selecting Bank As Atom bank clicking on Pay Now button it will redirect to the Atom Transaction Page.

Welcome to Atom Bank
Atom Txn ID: 100000241231 Amt: 20.0000


☒ Success ☐ Failure


[Click To Transfer Funds](#)

- Step 8: After Clicking on Click To Transfer Funds button it display the below message

| | |
|---|---|
| <p>Welcome to Atom Bank Atom Txn ID: 100000241754 Amt: 1919.0000</p> <p><input checked="" type="radio"/> Success <input type="radio"/> Failure</p> <p>Click To Transfer Funds</p> | <div><p>paynetzuat.atomtech.in says:</p><p>url : https://paynetzuat.atomtech.in/paynetz/atom?ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.0000&Status=S</p><p>OK</p></div> |
|---|---|

- Step 9: After clicking on Ok Button of the message displayed on the above screen it generates No Due Certificate For Property Tax




Roha Municipal Council

 Anil Padhi

No Dues Certificate for Property Tax

✓ Search
✓ Pay
3 Download

Receipt for: Application Fee

| | | |
|--|--|---|
|  | Roha Municipal Council Assessment Department / करनिर्धारण विभाग |  |
| Receipt Number : 09/2017-18/000099 | Receipt For : Application Fee | Receipt Date: 11/09/2017 |
| Service Request Number : SRN-09-2017-18-9781 Applicant Name : Anil Padhi Amount : Rs. 20/- | | |



| Bill Reference No. & Date | Details |
|---------------------------|----------------------------------|
| 964-11/09/2017 | Application for Property No Dues |

Amount Paid (in words): Rupees Twenty only

| Payment Mode | | | | |
|--------------|--------|----------------|------------------|-----------|
| Mode | Amount | Transaction No | Transaction Date | Bank Name |
| Online | 20 | NA | NA | NA |

This is computer generated receipt no authorised signature required

Certificate for: Property Tax No due

| | | |
|--|---|---|
|  | Roha Municipal Council Property Tax Department / करनिर्धारण विभाग |  |
| No Due Certificate / धकदाकी नसल्याचे प्रमाणपत्र (मुदई प्रलिक महानगरपालिका अधिनियम 1949 चे अनुसूचीतील प्रकरण 8 अधिनियम 44, 45 व 46 अन्वये) | | |
| Date / दिनांक : 11/09/2017 14:11:07 Certificate No. / प्रमाणपत्र क्र : CERT-09-2017-18-9781 | | |
| प्रती, गहाजहान Roha | | |
| Subject / विषय : सन 2017 - 18 धकदाकी नसल्याचे प्रमाणपत्र मिळवण्याबद्दत. Reference / संदर्भ : SRN-09-2017-18-9781 आपला अर्ज क्रमांक दिनांक 11/09/2017 | | |
| महोदय / महोदया , संदर्भित विषयांन्वये प्रमाणित करण्यात येते की, मातमता क्रमांक roh00003828 याच्या नावे नोंद असून, सन 2017-18 पर्यंतचा संपूर्ण मातमता कराची रक्कम भरलेली असून, कोणतीही धकदाकी येणे नाही. | | |
| कर अधिक्षक, Roha Municipal Council | | |

This is computer generated receipt no authorised signature required

[DOWNLOAD](#)

- Step 10: After Clicking on the Download button on the No Dues Certificate for Property Tax page it should allow to take the print of the same. Below is the print preview for the same.

9/11/2017

Receipt for: Application Fee

| | | |
|---|---|---|
|  | Roha Municipal Council Assesment Department / करनिर्धारण विभाग |  |
| Receipt Number : 09/2017-18/000100 | Receipt For : Application Fee | Receipt Date: 11/09/2017 |
| Service Request Number : SRN-09-2017-18-2315 | | |
| Applicant Name : Anil Padhi | | |
| Amount : Rs. 20/- | | |

| | | | | |
|--|--------|----------------------------------|------------------|-----------|
| Bill Reference No. & Date | | Details | | |
| 965-11/09/2017 | | Application for Property No Dues | | |
| Amount Paid (in words): Rupees Twenty only | | | | |
| Payment Mode | | | | |
| Mode | Amount | Transaction No | Transaction Date | Bank Name |
| Online | 20 | NA | NA | NA |

This is computer generated receipt no authorised signature required

9/11/2017

Certificate for: Property Tax No due

| | | |
|--|---|---|
|  | Roha Municipal Council Property Tax Department / करनिर्धारण विभाग |  |
| <p>No Due Certificate / थकबाकी नसल्याचे प्रमाणपत्र (मुर्वई प्रांतिक महानगरपालिका अधिनियम 1949 चे अनुसूचीतील प्रकरण 8 अधिनियम 44, 45 व 46 अन्वये)</p> <p>Date / दिनांक : 11/09/2017 14:11:07 Certificate No. / प्रमाणपत्र क्रं : CERT-09-2017-18-2315</p> <p>प्रती, शहाजहॉन Roha</p> <p>Subject /विषय : सन 2017 - 18 थकबाकी नसल्याचे प्रमाणपत्र मिळणेबाबत. Reference / संदर्भ : SRN-09-2017-18-2315 आपला अर्ज क्रमांक दिनांक 11/09/2017</p> <p>महोदय / महोदया ,</p> <p>संदर्भित विषयांन्वये प्रमाणित करण्यात येते की, मालमत्ता क्रमांक,roh000003828 यांच्या नावे नोंद असून, सन 2017-18 पर्यंतचा संपूर्ण मालमत्ता कराची रक्कम भरलेली असून, कोणतीही थकबाकी येणे नाही.</p> <p>कर अधीक्षक, Roha Municipal Council</p> | | |

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