



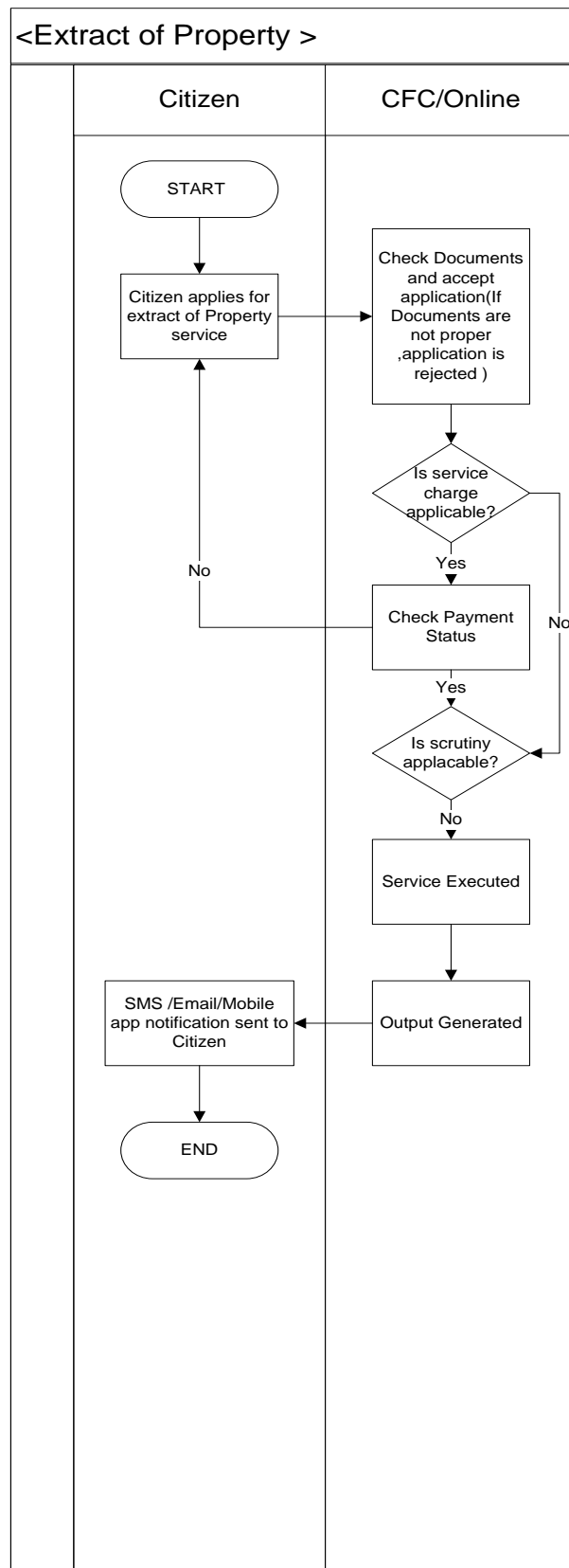
## Service Name - Property Extract

### 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
Property Extract	Immediate

## 2. Service Workflow



### 3. Document Checklist

Services	Required documents from Citizen	Documents verified by ULB
Extract of Property	NA	Will check dues in system with Property Number



## 4. Screenshots

- Step1: Click on "Property" module link to Apply For Property Extract. On clicking following screen will be displayed by the system

**Property Extract**

1 Search 2 Pay 3 Download

Search - Provide one...

Assessment Number

Email

Mobile Number

SEARCH

- Step 2: User should enter provided search parameters and click on Search button. On clicking, page will be redirect to the "Property Tax" page

**Property Extract**

✓ Search 2 Pay 3 Download

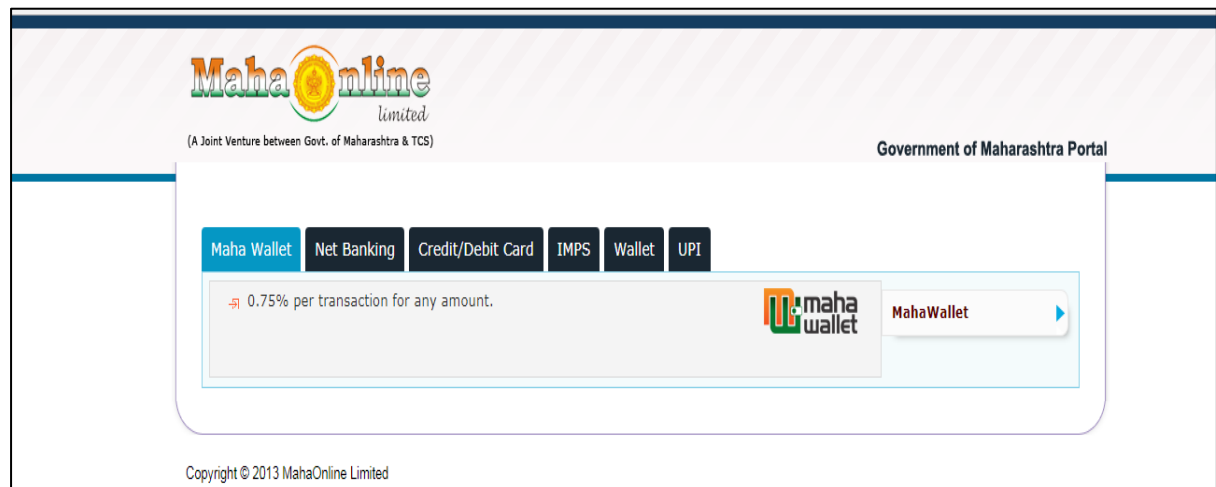
Payment Details

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

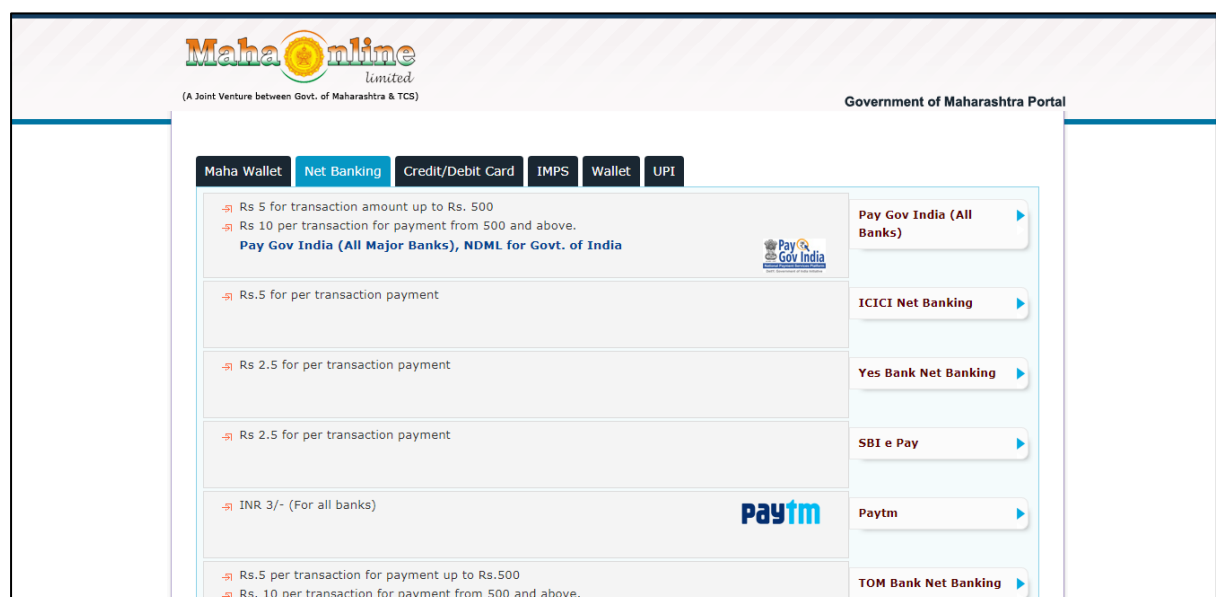
Application Fees (Rs)	20.00
Amount to Pay (Rs)	1919.00

CANCEL PAY

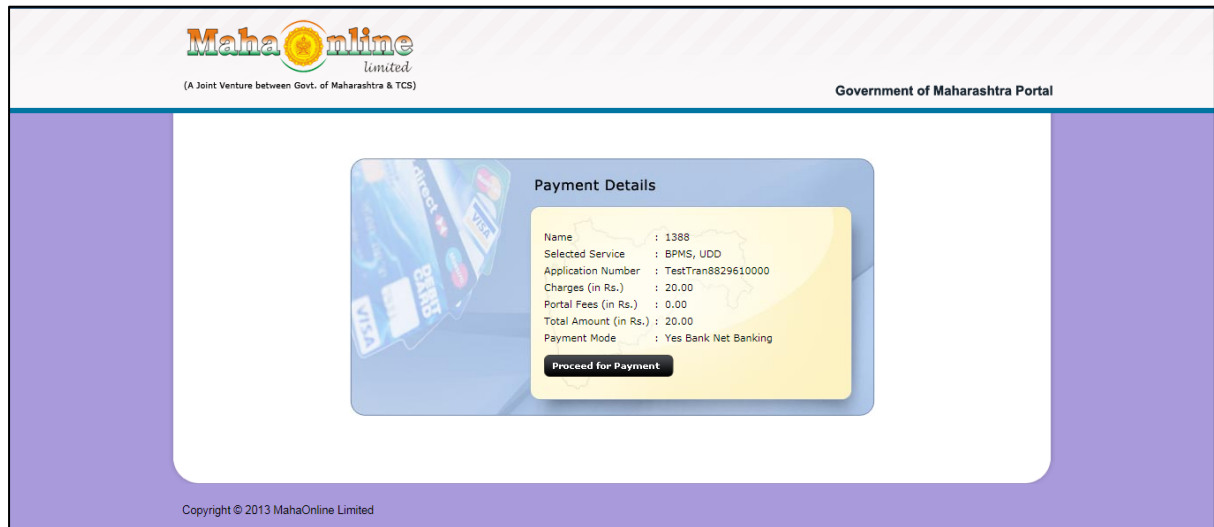
- Step 3: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- 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.



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Government of Maharashtra Portal

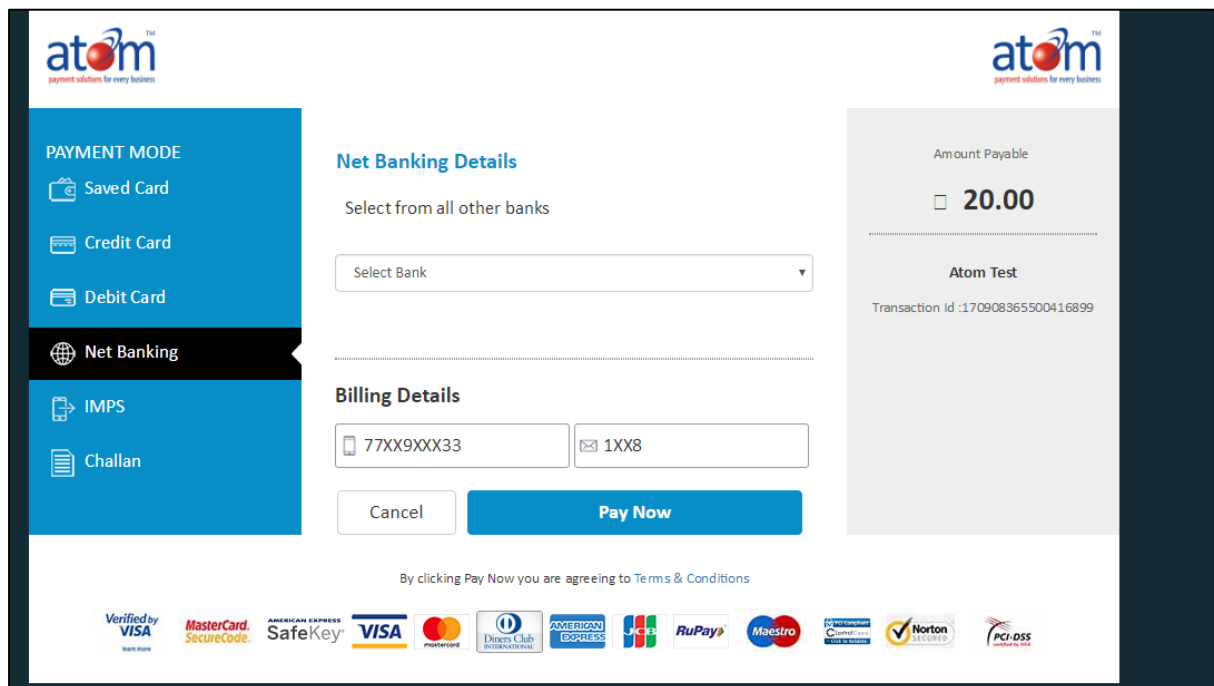
**Payment Details**

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

**Proceed for Payment**

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



**atom**  
payment solutions for every business

**PAYMENT MODE**

- Saved Card
- Credit Card
- Debit Card
- Net Banking**
- IMPS
- Challan

**Net Banking Details**

Select from all other banks

Select Bank

**Billing Details**

77XX9XXX33 1XX8

Cancel Pay Now

Amount Payable

20.00

Atom Test

Transaction Id :170908365500416899

By clicking Pay Now you are agreeing to [Terms & Conditions](#)

Verified by VISA MasterCard SecureCode AMERICAN EXPRESS SafeKey VISA Mastercard DISCOVER CLUB INTERNATIONAL AMERICAN EXPRESS UPI RuPay Maestro

Norton SECURE 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

Welcome to Atom Bank  
Atom Txn ID: 100000241754 Amt: 1919.0000

☒ Success ☐ Failure

[Click To Transfer Funds](#)

paynetzuat.atomtech.in says:

url : <https://paynetzuat.atomtech.in/paynetz/atom?ITC=100000241754&8ID=1000002417541&ClientCode=007&amt=1919.0000&Status=S>

OK

- Step 9: After clicking on Ok Button of the message displayed on the above screen it generates Property Extract

**Roha Municipal Council**

**Anil Padhi**

**Property Extract**

**Receipt for: Application Fee**

	<b>Roha Municipal Council</b> Assessment Department / करनिर्धारण विभाग	
Receipt Number : 09/2017-18/000101	Receipt For : Application Fee	Receipt Date: 11/09/2017
Service Request Number : SRN-09-2017-18-1309 Applicant Name : Anil Padhi Amount : Rs. 20/-		

Bill Reference No & Date	Details			
966-11/09/2017	Application for Property Extract			
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 Extract**

	<b>Roha Municipal Council</b> Property Tax Department / करनिर्धारण विभाग						
<b>Extract Certificate / व्यावसायिक प्रमाण</b>							
Ward: Election Ward 1 Apartment Name: Vars Apt	Zone: -	Revenue Circle					
Property No: roH000003828 Property Usage / Sub Usage: NA							
Property Owner Name: - & Address: 2/721/9, City: Roha							
Age of Property							
Billing Name: महाराष्ट्र & Address: NA							
Unit No	Floor	Owner	Usage	Occupancy	ALY	RV	Total Tax
1	Second Floor	-	USAGE_RESID	OCC_OWNER	2361.11	-	-

This is computer generated receipt no authorised signature required

[DOWNLOAD](#)

- Step 10: After Clicking on the Download button on Property Extract 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**

	<b>Roha Municipal Council</b> Assessment Department / करनिर्धारण विभाग	
Receipt Number : 09/2017-18/000101	Receipt For : Application Fee	Receipt Date: 11/09/2017
Service Request Number : SRN-09-2017-18-1309 Applicant Name : Anil Padhi Amount : Rs. 20/-		

Bill Reference No.& Date	Details			
966-11/09/2017	Application for Property Extract			
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 Extract

		<b>Roha Municipal Council</b> Property Tax Department / करनिर्धारण विभाग				
<b>Extract Certificate / मालमत्तेचा उतारा</b>						
<b>Ward:</b> Election Ward 1		<b>Zone:</b> -		<b>Rev</b>		
<b>Apartment Name:</b> Vars Apt						
<b>Property No:</b> roh000003828						
<b>Property Usage / Sub Usage:</b> NA						
<b>Property Owner Name:</b> . . .						
<b>&amp; Address:</b> 2/721/9, City: Roha				<b>Age</b>		
<b>Billing Name:</b> शहाजहाँन						
<b>&amp; Address:</b> NA						
Unit No	Floor	Owner	Usage	Occupancy	ALV	RV
1	Second Floor	-	USAGE_RESD	OCC_OWNER	2361.11	-

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This is computer generated receipt no authorised signature required