



Service Name: No Dues Certificate

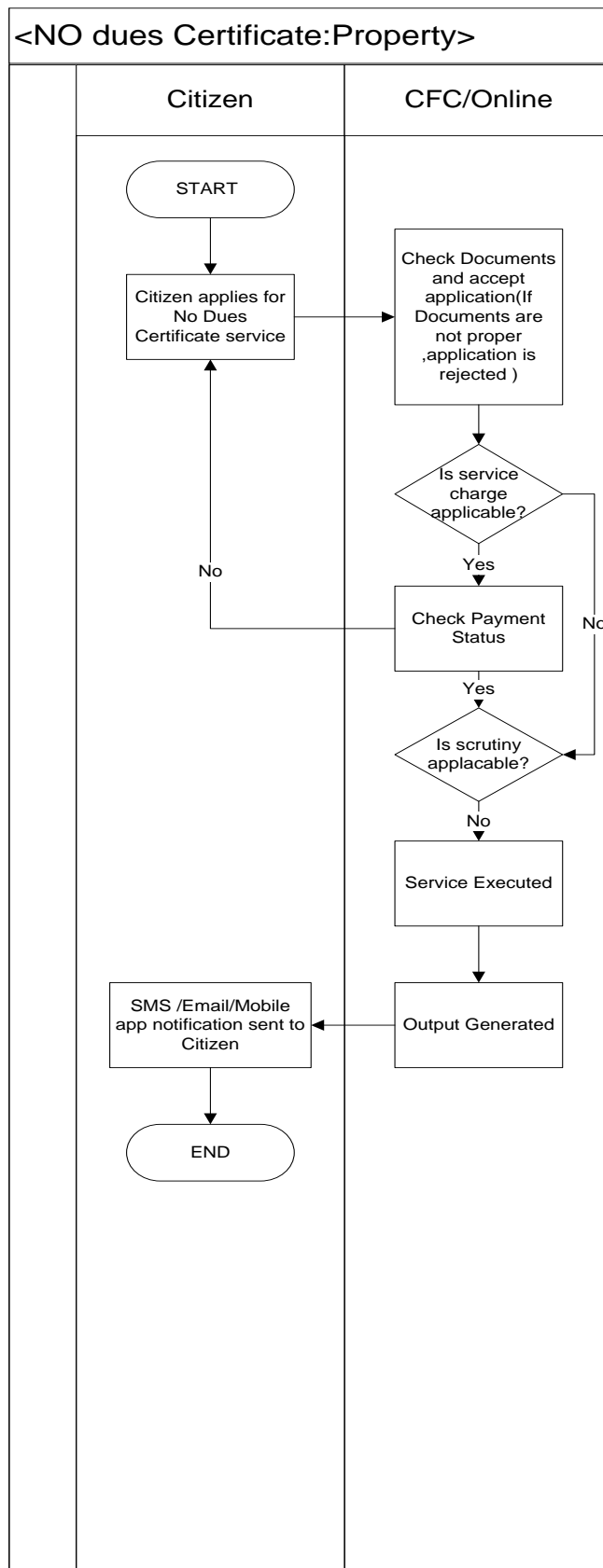
1. Process Flow / Procedure

- 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	Immediate

2. Service Workflow



3. Document Checklist

Services	Required documents from Citizen	Documents verified by ULB
No Due Certificate	NA	Will check dues in system with Property Number



4. Screenshots

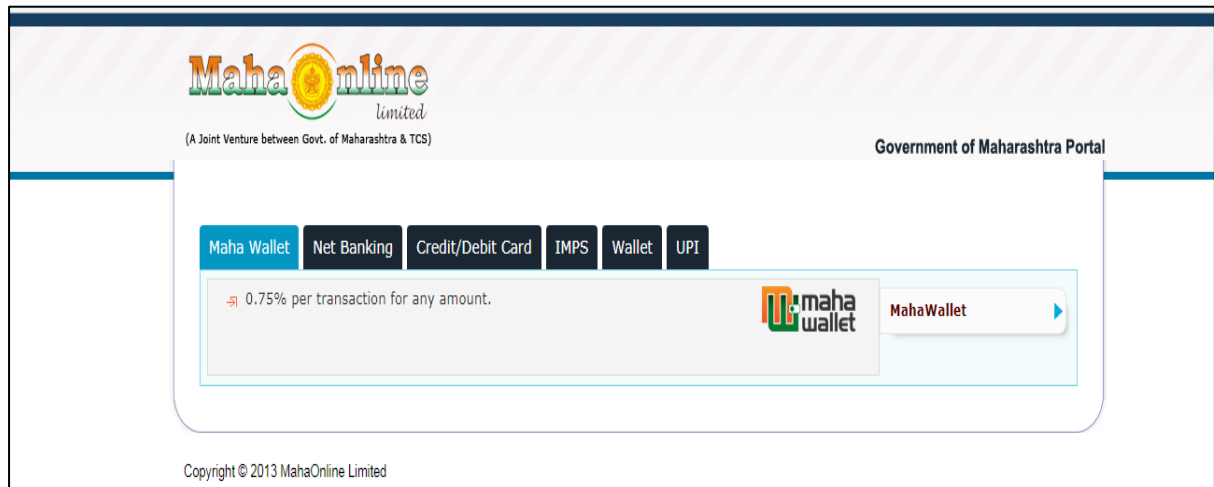
- Step1: Click on “Property” module link to Apply for No Dues Certificate. On clicking following screen will be displayed by the system

- 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

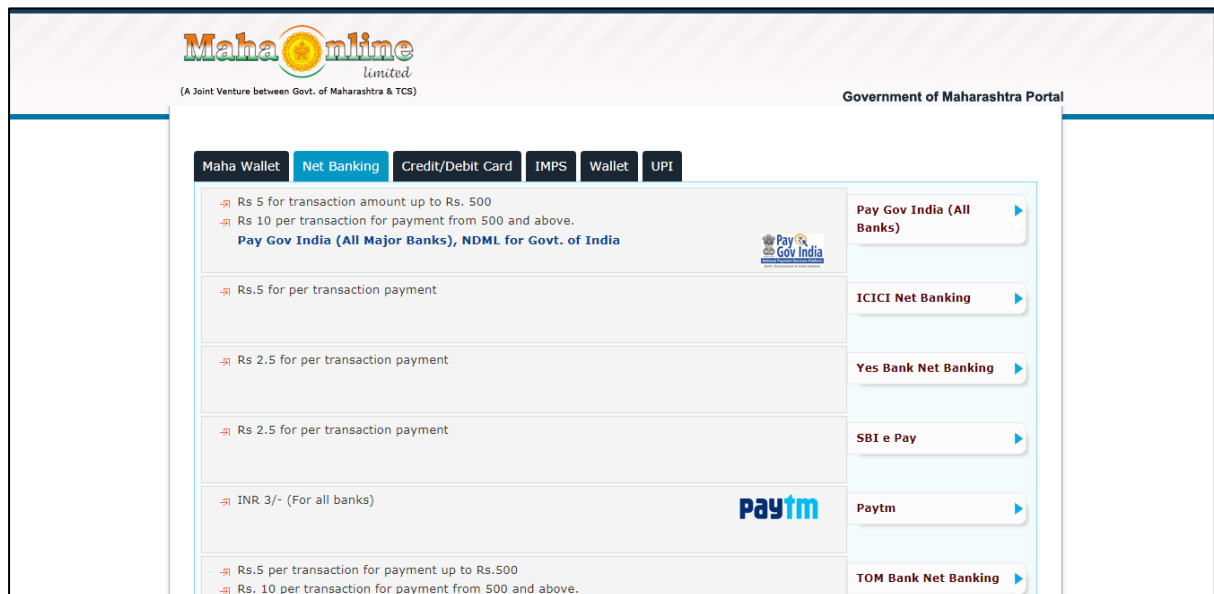
Tax Period From	Tax Period To	Tax Head	Outstanding Amount (Rs)
01/04/2017	31/03/2018	EDU_CESS	374.00
01/04/2017	31/03/2018	LIB_CESS	31.00
01/04/2017	31/03/2018	PT_TAX	1494.00
Application Fees (Rs)			20.00
Amount to Pay (Rs)			1919.00

At the bottom, there are two buttons: 'CANCEL' and 'PAY'.

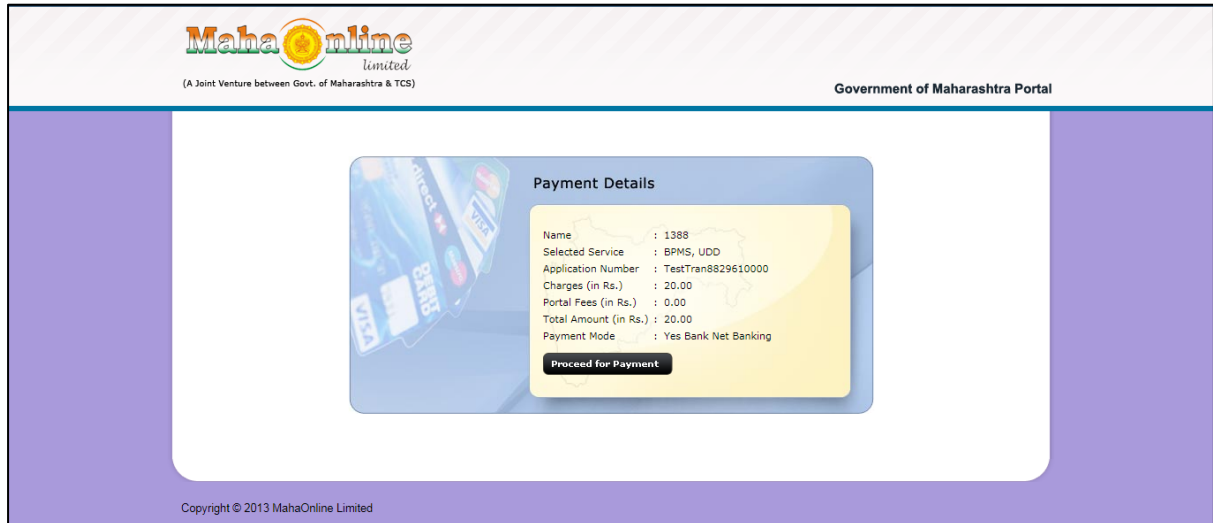
- Step 3: User should click on “Pay” button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- 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

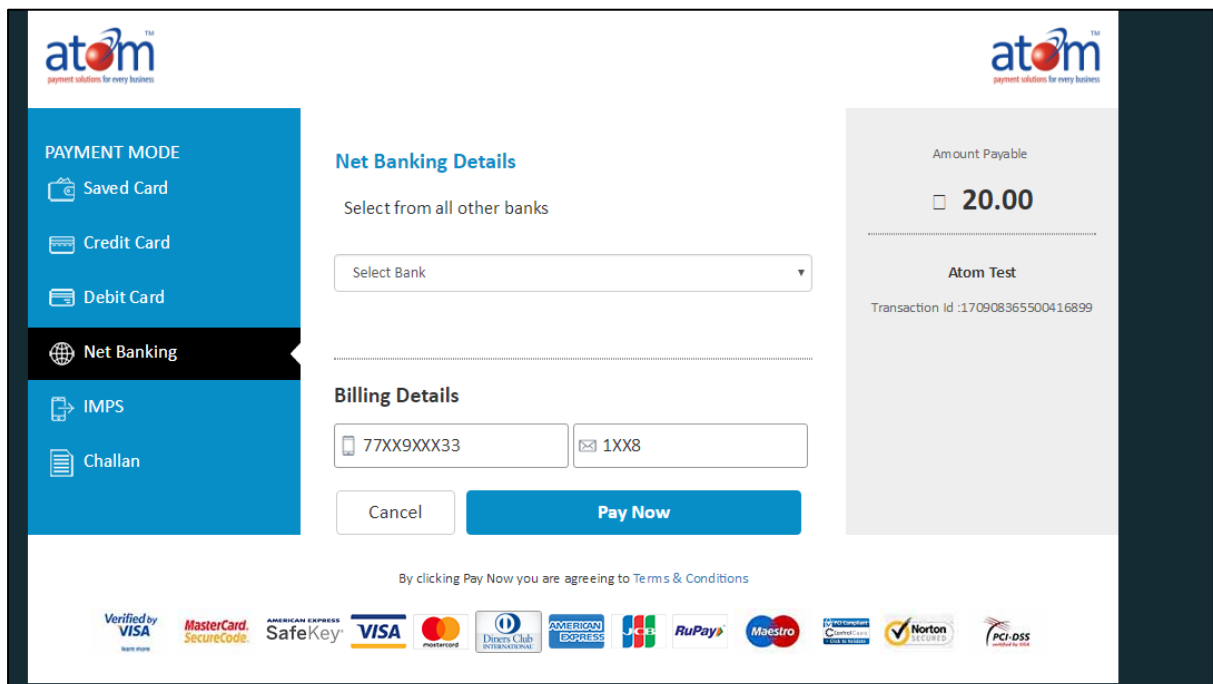
Payment Details

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](#)

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

Amount Payable

20.00

Atom Test

Transaction Id :170908365500416899

Verified by **VISA** **MasterCard** **SafeKey** **VISA** **MasterCard** **Discover Club** **AMERICAN EXPRESS** **UICB** **RuPay** **Maestro** **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?](https://paynetzuat.atomtech.in/paynetz/atom?ITC=100000241754&BID=1000002417541&ClientCode=007&amt=1919.0000&Status=S)
ITC=100000241754&BID=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 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 /
 करमिशनर विभाग



Receipt Number: 09/2017-18/000099
 Service Request Number: SRN-09-2017-18-9781
 Applicant Name: Anil Padhi
 Amount: Rs. 20/-

Receipt For: Application Fee
 Receipt Date: 11/09/2017


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 /
 करमिशनर विभाग



No Due Certificate / धकावकी गरवावे प्रमाणपत्र
 (मुद्रित प्रतिका म्हाकनारवाकिका अधिनियम 1949 चे अनुसूचीतील प्रकरणा 8 अधिनियम 44, 45 व 46 अन्वये)

Date / दिनांक: 11/09/2017 14:11:07
 Certificate No. / प्रमाणपत्र क्र.: CERT-09-2017-18-9781

श्री,
 म्हाकनून
 Roha

Subject / विषय: सन 2017 - 18 धकावकी गरवावे प्रमाणपत्र मिळविण्याबाबत.
 Reference / संदर्भ: SRN-09-2017-18-9781 आगाव अर्ज क्रमांक दिनांक 11/09/2017

महोदय / महोदया,

संदर्भित विषयावरचे प्रमाणित करणारा येते की, मातमत्त क्रमांक/roh000003820 चाखा मध्ये नोंद असून, सन 2017-18 पर्यंतचा कोणताही मातमत्त कराची राकम भरलेली असून, कोणतीही धकावकी येते नाही.

कार अधिकारी,
 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.

Confidential

© Innowave IT Infrastructures Ltd

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	
No Due Certificate / थकबाकी नसल्याचे प्रमाणपत्र (मुवई प्रांतिक महानगरपालिका अधिनियम 1949 चे अनुसूचीतील प्रकरण 8 अधिनियम 44, 45 व 46 अन्वये) Date / दिनांक : 11/09/2017 14:11:07 Certificate No. / प्रमाणपत्र क्रं : CERT-09-2017-18-2315 प्रती, शहाजहॉन Roha Subject /विषय : सन 2017 - 18 थकबाकी नसल्याचे प्रमाणपत्र मिळणेबाबत. Reference / संदर्भ : SRN-09-2017-18-2315 आपला अर्ज क्रमांक दिनांक 11/09/2017 महोद्य / महोद्या , 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. <div style="text-align: right;">कर अधिकारक, Roha Municipal Council</div>		

This is computer generated receipt no authorised signature required