



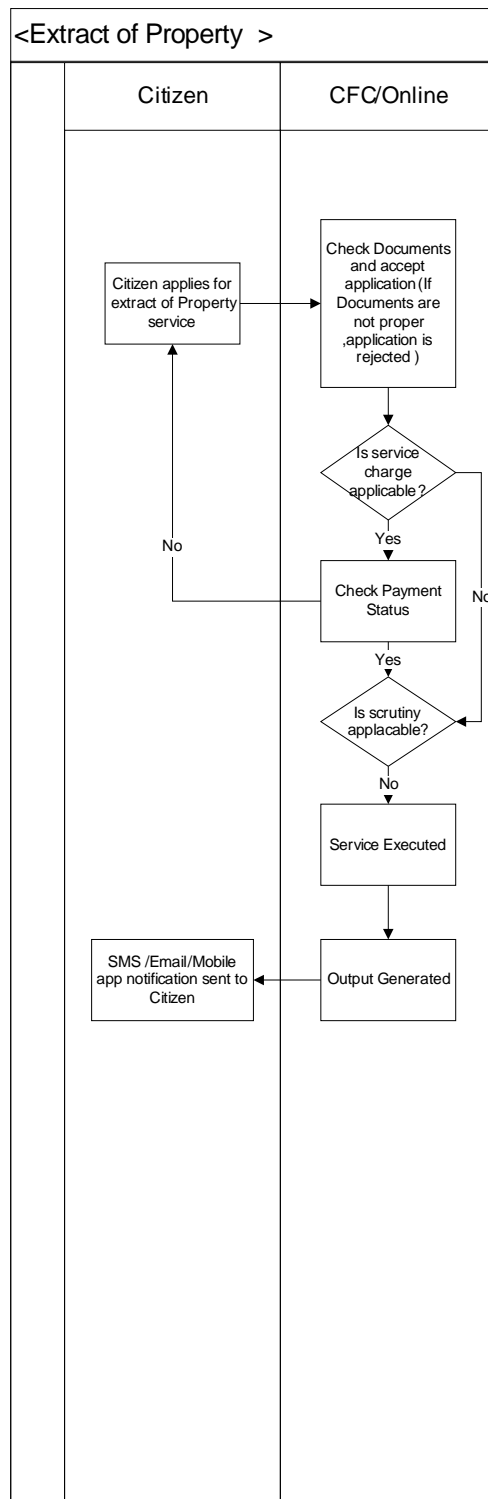
Service Name - Property Extract

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:

Service Name	No. of days
Property Extract	3

2. Service Workflow





3. Document Checklist

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



4. Screenshots

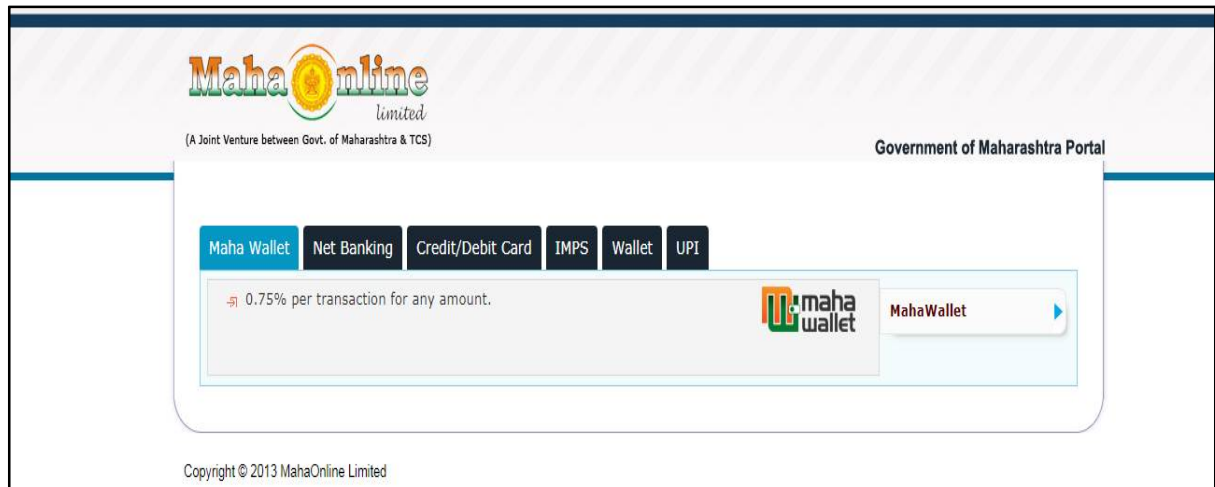
- Step1: Click on "Property" module link to Apply For Property Extract. On clicking following screen will be displayed by the system

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

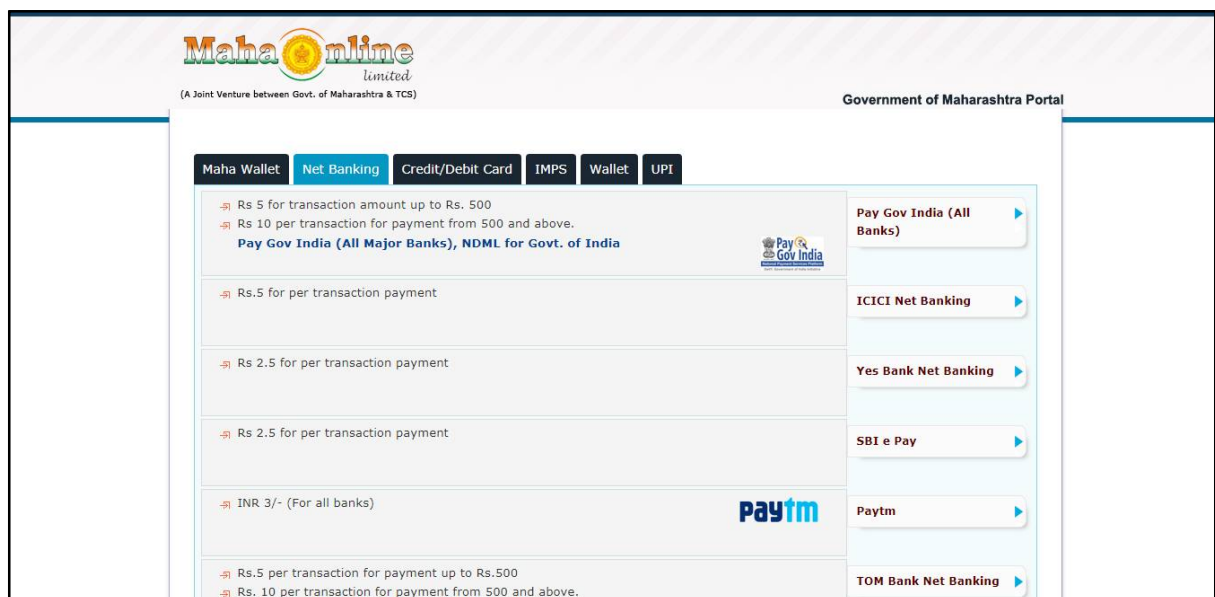
Tax Period From	Tax Period To	Tax Head	Outstanding Amount (Rs)
01/04/2017	31/03/2018	EDU_CESS	374.00
01/04/2017	31/03/2018	LIB_CESS	31.00
01/04/2017	31/03/2018	PT_TAX	1494.00
Application Fees (Rs)			20.00
Amount to Pay (Rs)			1919.00

CANCEL PAY

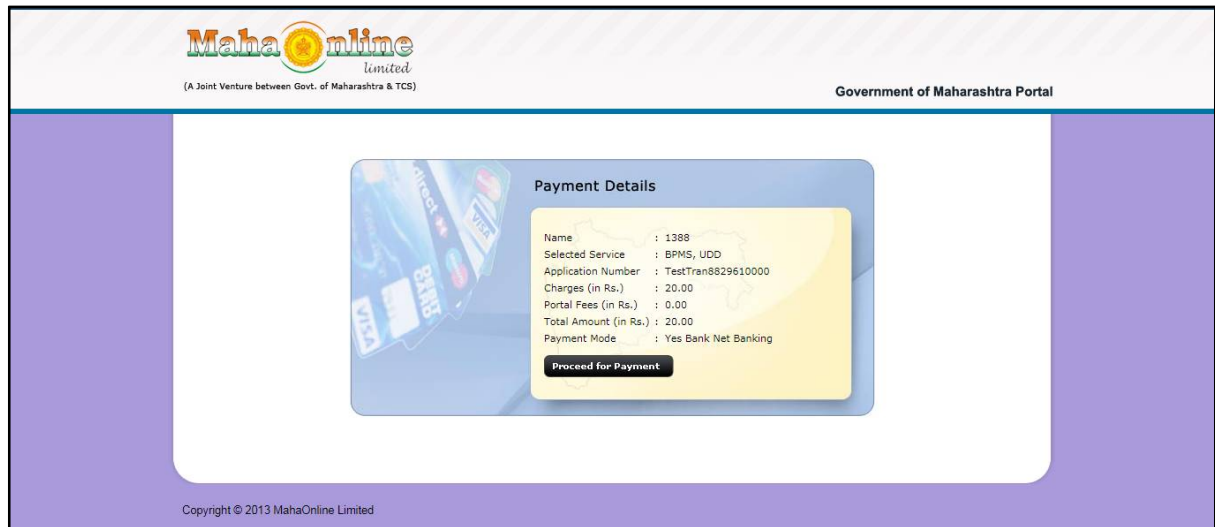
- Step 3: User should click on "Pay" button to proceed with payment. After Clicking on Pay Button, page will be redirect to the Mahaonline Payment Mode Page



- 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

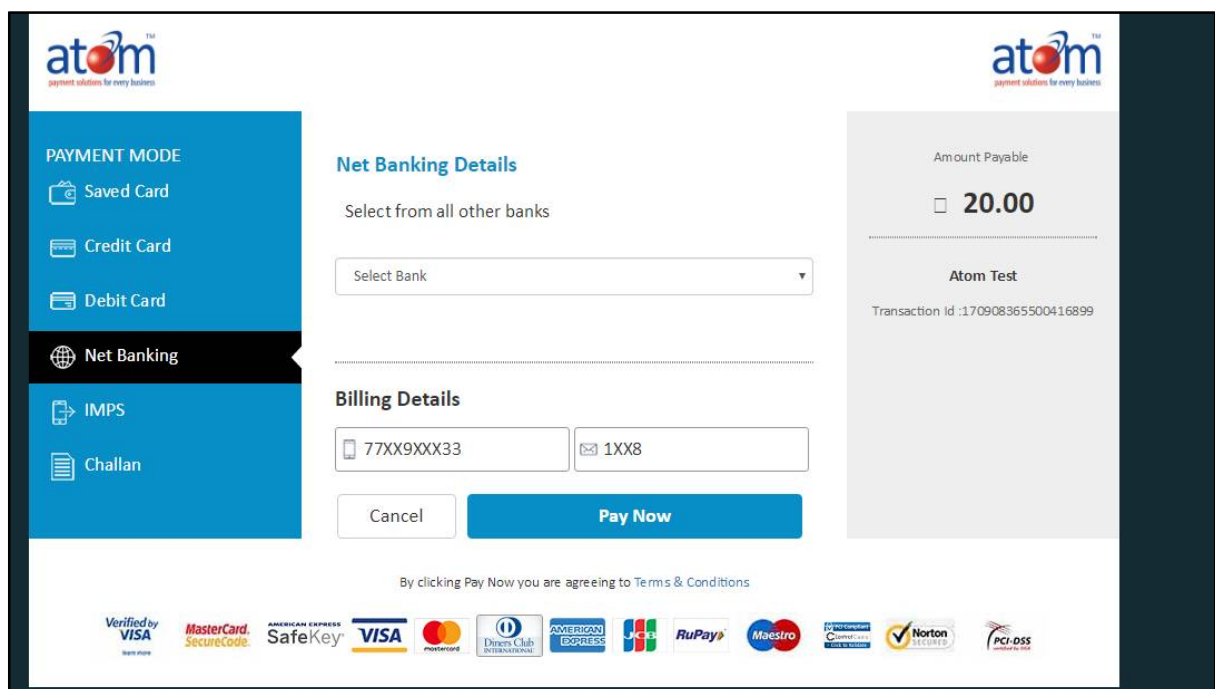
Payment Details

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 Diners Club INTERNATIONAL AMERICAN EXPRESS JCB RuPay Maestro Payment Gateway Norton PCI-DSS

- Step 7: After selecting Net banking Option and selecting Bank as “Atom bank” click 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&BID=1000002417541&ClientCode=007&amt=1919.00
00&Status=S](https://paynetzuat.atomtech.in/paynetz/atom?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 Property Extract

Roha Municipal Council Anil Padhi

Property Extract

✓ Search ✓ Pay 3 Download



Receipt for: Application Fee

	Roha Municipal Council Assesment 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
Online	20	NA
		Transaction Date
		NA
		Bank Name
		NA

This is computer generated receipt no authorised signature required

[DOWNLOAD](#)

Certificate for: Property Tax Extract


	Roha Municipal Council Property Tax Department / करनिर्धारण विभाग	
Extract Certificate / माहसुलीचा उतरा		
Ward: Election Ward 1	Zone: -	Revenue Circle:
Apartment Name: Vars Apt		
Property No: roh000003828		
Property Usage / Sub Usage: NA		
Property Owner Name: . . .		
& Address: 2/721/9, City: Roha		
Age of Property		
Billing Name: राहाजर्हीन		
& Address: NA		
Unit No	Floor	Owner
1	Second Floor	-
Usage		Occupancy
USAGE_RESID		OCC_OWNER
ALV		RV
2361.11		-
Total Tax		-

This is computer generated receipt no authorised signature required

- 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

	Roha Municipal Council Assesment 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
Online	20	NA
		Transaction Date
		NA
		Bank Name
		NA

This is computer generated receipt no authorised signature required

9/11/2017

Certificate for: Property Tax Extract

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

This is computer generated receipt no authorised signature required