

PROCEDURE FOR ONLINE NEW PT SELF ASSESSMENT

- The applicant has to visit the online CDMA website <http://125.18.179.59:8081/PTSelfAssessmentTaxCal/> or for applying new pt self assessment.
- To open the application validate your mobile number by sending OTP to your mobile .
- Online Self Assessment Scheme has been introduced by CDMA. The property owner can submit application for new assessment through online duly providing details such as, Building permission number, Occupancy Certificate Number, Locality Name, nature of the building, usage, plinth area, etc.
- Applicant will fill the form with required information and upload the mandatory documents.
- **Mandatory Documents are:**
 - Registered Document/Court Decree/Affidavit
 - Upload Building Permission Copy(PDF)
 - Photo of Building
- Property Tax amount will be calculated Based on provided details and tax will be displayed on the screen.
- Before Submit the application check carefully Measurement details provided by you are correct. If Measurement are wrong then
- After Submission of the application, applicant has to pay Self assessment fee through online payment gateway, integrated in the same application using Credit/Debit card/Net Banking.
- After Completion of successful Payment, Applicant will receive SMS with Unique application number and Self Assessment Application. Using the Unique application number, applicant can track the application status at various levels.
- After payment Download the PT Self Assessment Application by Clicking the **Download Link**.
- The Online application is forwarded to the Deputy Commissioner Login.
- The concerned VO/TI/BC will inspect the premises and levy property tax as per prevailing rates.