



**User Manual
OF
Self-Assessment**

DETAILED USER MANUAL FOR SELF ASSESMENT OF PROPERTY

I.1 SELF-ASSESSMENT(NEW REGISTRATION) APPLICATION

The system will allow a citizen to file the self-assessment every year with and without changing the details.

1. Click on LOGIN
2. Select Citizen Login
3. Enter Valid User Name Password
4. Enter Verification Code
5. Click on "Submit"
6. Find "Self Assessment (New Registration)" under Property Tax and click on it.
7. Except Terms & Condition
8. Click on "Click Here to File Self-Assessment Application 2020-2021"

Nagar Nigam Aligarh

Home / Property Tax / Self Assessment (New Registration)

Self Assessment

Fields with * is mandatory

Ownership and Land Details

Ownership Type * : Select Ownership Type

PTIN No. : Land Type : Select

Property Address Details

Property Location Address * : City * : Aligarh City

Pincode * :

☒ Correspondence Address Details same as the above

Tax Zone Details

Property Zone * : Select

Mohalla * : Select

Road Type * : Select Road Factor

Property Ward * : Select

If you have any difficulty to select property ward zone and road type then please Click Here

Building Details

Date of Acquisition * : DD/MM/YYYY

Total plot Area * : 999999.99

Floor Details

Penalty will be levied in case a discrepancy is found when ULB verifies the details

Year *	Sr No. *	Floor No. *	Construction Completion Date	First Assessment Date *	Construction Type *	Usage Type	Usage Subtype	Carpet Area/Covered Area(Sq. Ft)	
Select Year	1	Select Floor No	DD/MM/YYYY	DD/MM/YYYY	Select Construction Type	Select	Select	999999.99	<input checked="" type="checkbox"/>

Additional Unit Details

Occupancy Type * : Select Occupancy Type

Property Type * : Select

Occupier Name :

☐ Tick here if there is any change in unit details from "date of Construction" till Current Year

Floor Specific additional Information

Is Sewerage Connection Facility Applicable? : ☐ Yes ☐ No

Proceed **Reset**

W3 CSS W3 XHTML 1.0 GIGW UC W3 MAI-AA W3 WCAG 2.0

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9. Enter the details in the form and click **Proceed**.

10. **Document Upload** section is enabled.

Documents Upload

Sr No.	Document Name	Status	Upload
1	Pan Card	Optional	<button>Upload</button>
2	Aadhar Card	Mandatory	<button>Upload</button>

ProceedReset

11. Click **Proceed**.
12. Click **Reset** button to clear form.
13. Click **Back** to go to previous page.
14. **Self-Assessment View** page appears.

Nagar Nigam Aligarh

pramod.waghmare Logout

Self-Assessment View

Property No. :

Ownership and Land Details

Ownership Type : Single Owner

Owners Name	Gender	Relation	Guardian Name	Mobile No.	E-mail Address	Aadhar No.	Pan No.
Sajan Singh	MALE	S/O	Rajbahadur Singh	9971515148			

Old Property No. : Land Type :

Property Address Details

Property Location Address : Samad Road Aligarh City : Aligarh City

Pincode : 202001

Correspondence Address Details

Correspondence Address Details : Samad Road Aligarh Pincode : 202001

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Property Zone : Zone 2 Property Ward : Ward-01

Property Ward : Ghanshyampuri (Main Road)

Road Type : Above 24 Meter

Building Details

Date of Acquisition : 01-Apr-2020 Total plot Area : 2,000.00

Floor Details

Year	Sr No.	Floor No.	Date of Construction	First Assessment Date	Construction Type	Property Type	Usage sub type	Carpet Area / Covered Area (sq. ft)	Standard Rate	ARV (Built-up Area * Rate)	Maintenance Charge	RV (ARV * Maintenance Charges)	View More details
2020-2021	1	Ground Floor	01-Apr-2020	01-Apr-2020	RCC, RBC Pakka Bhawan	Residential	Resident	1,200.00	1.65	23,760.00	2,376.00	17,820.00	

Additional Unit Details

Occupancy Type : Self-Occupied Occupier Name : Sajan Singh

Nature of property : Building

Tax Calculation (Download year wise tax details)

Sr.No.	Tax Name	Arrears	Current	Total
1	Property Tax	0.00	2,228.00	2,228.00
2	Water Tax	0.00	1,426.00	1,426.00
3	Drainage Tax	0.00	713.00	713.00
Total		0.00	4,367.00	4,367.00

Sr.No.	Tax Name	Arrears	Current	Total
1	Interest	0.00	0.00	0.00
Total		0.00	0.00	0.00

Total Tax Payable 4,367.00

Payment

Payment Amount : 4,367.00 Amount to pay : 4367

Uploaded Documents

Sr No.	Document Name	Download
1	Building Permission Photocopy	Water Connections Bill Generation Status.pdf
2	Ration Card	Water Connections Bill Generation Status.pdf

Receipt Mode Details

Collection Type* : ☐ Offline ☐ Pay @ ULB Counter

15. Select Pay option.
16. Click **Submit Assessment**.
17. Self-Assessment Application no. is generated.

Water Connections Bill Generation Status.pdf

Click on Proceed to print Self Assessment Application no : 17620051000001

Proceed

18. Click on proceed
19. Receipt for Self-Assessment is generated.

Nagar Nigam Aligarh

Nagar Nigam Aligarh
Receipt

Receipt Number : 9
Property No. : Z02W01GYMPRES0000018
Department : Property Tax
Received From : Sajjan Singh
Zone : Zone 2
Usage type: Residential
A sum of Rs.: 4367.00
Payment Mode : Cash

Receipt Date / Receipt Time : 10/05/2020 15:38
Old property number:
Subject :
Address : Samad Road Aligarh
Ward : Ward-01
Mohalla : Ghanshyampuri (Main Road)

Financial Year : 2020-21

Amount in Words : Four Thousand Three Hundred Sixty Seven Rupees Only

Bill Number	Bill Date	Details of Bill	Payable amount		Received amount	
			Arrears	Current	Arrears	Current
45	10/05/2020	Property Tax Water Tax Drainage Tax Interest	0.00 0.00 0.00 0.00	2228.00 1438.00 713.00 0.00	0.00 0.00 0.00 0.00	2228.00 1438.00 713.00 0.00
Advance Amount		0.00	Total Amount		0.00	
Payable amount		4367.00	Rebate Amount		0.00	
Actual Payable Amount		0.00	Total Received Amount		4367.00	

Signature of Receiptant

Print Close

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