

SUJOG - Sustainable Urban Services in a Jiffy by Odisha Government



Property Tax Module

Citizen User manual

Document History

Date	Version	Author	Review by	Approved By	Description
16 June 2021	1.0	Freddy Luckos	Manoj Sahu	H&UDD	1 st Draft
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Introduction

1.1 Background

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 113 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Property Tax is one of the focus areas for the Department to optimize the processing and collection of property taxes through end-to-end automation of the processes involved.

The Property Tax System (PT) provides a digital interface to make property assessments, pay property tax, generate payment receipts and monitor tax collection. It can be used by the citizens, Urban Local Body (ULB) counter and field employees, and ULB Administrators to accomplish their specific tasks.

1.2 Scope of this Document

The purpose of this document is to help the Citizens in operating the Property Tax System. It provides a digital interface, allowing the citizens to assess a property, transfer property, make online payments and track application progress.

This manual covers the various features of PT System and every feature is defined with a screenshot for better user understanding.

1.3 Intended Audience and Functionalities

This manual can be used by citizens who use the software for following functionalities -

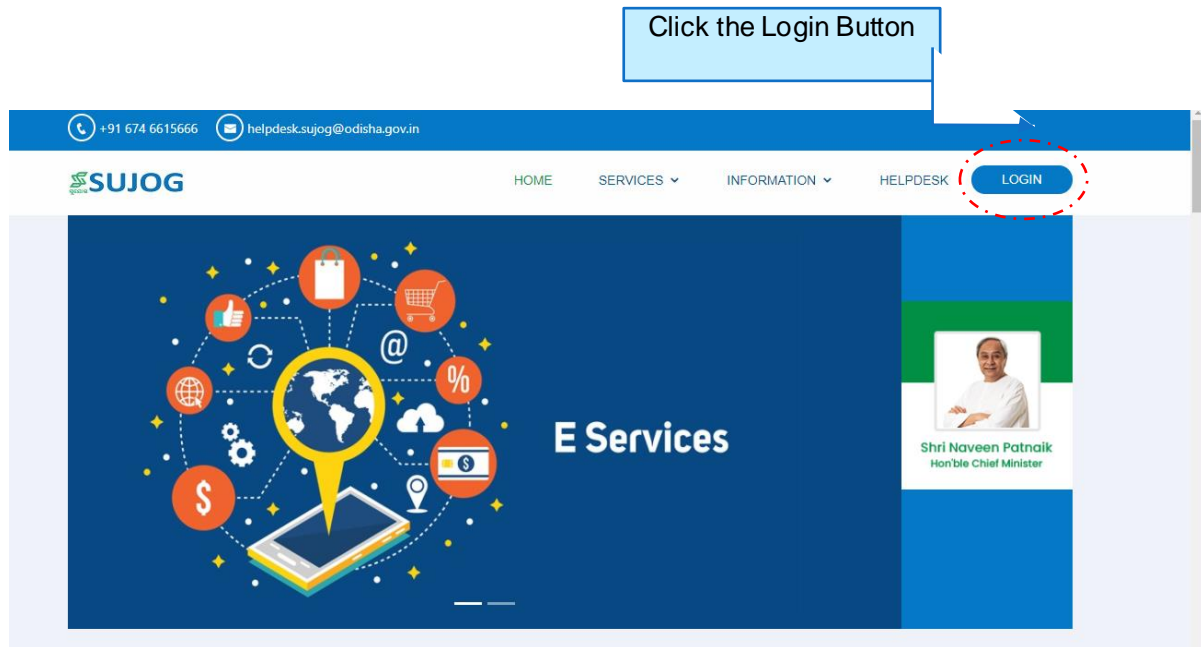
1. Registration, Login and Creation of User Profile
2. Filling an Assessment for a Property
3. Searching for a Property
4. Registration of Property Modifications
5. Generation of Demand Notice
6. Payments and Download Receipts
7. Dashboards and Reports
8. General Features

2 General Functions

2.1 Registration & Login

Before logging into the system, user/ citizen has to register first. To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



Once the citizen clicks the login button, the registration screen will appear

The screenshot shows the SUJOG Odisha registration screen. At the top, it says "SUJOG | Odisha" and "REGISTER". Below this are three input fields, each with a red dotted border and a callout box pointing to it:

- Mobile Number ***: The input field contains "+91 | Enter your mobile number". A callout box points to it with the text "Enter your mobile number".
- Name ***: The input field contains "Enter your name". A callout box points to it with the text "Enter name".
- City ***: The input field contains "Select your city". A callout box points to it with the text "Select your city from the dropdown".

Below the input fields, there is a link "Have an account? LOGIN" and a large orange button labeled "CONTINUE".

SUJOG | Odisha

ENTER OTP

An OTP has been sent to : 9999981343

Please check your messages

OTP *
Enter OTP

Request another OTP in 24 seconds

CONTINUE

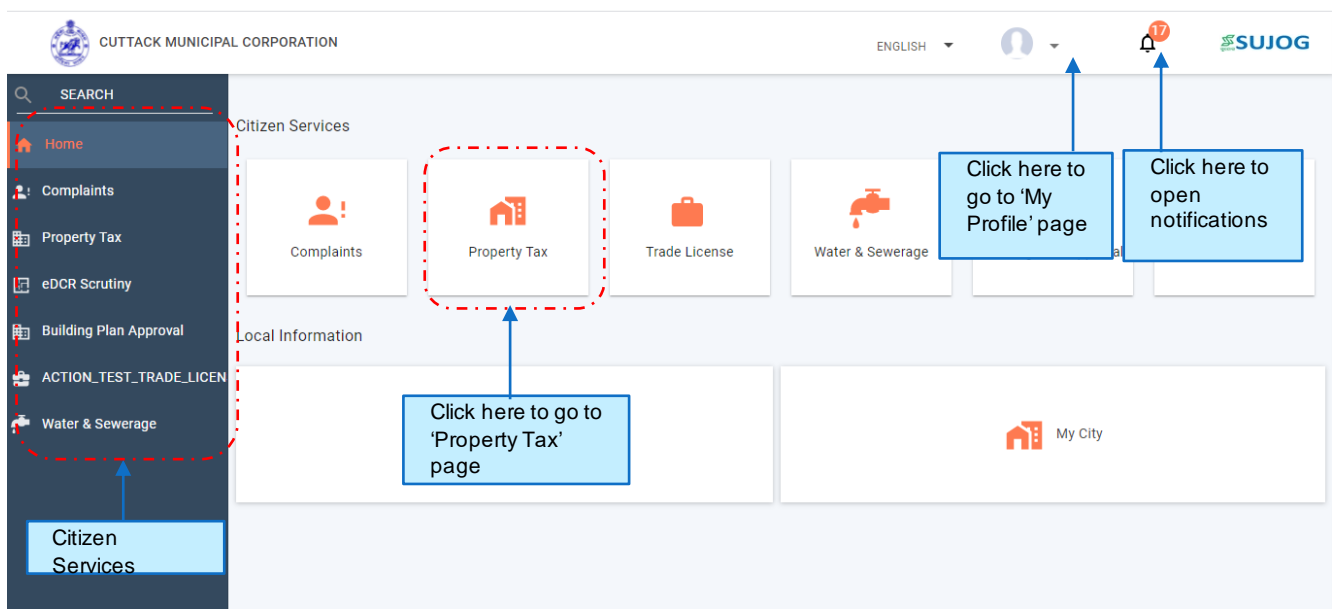
Enter OTP

Click here to continue

The authenticity of the user will be verified by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP, he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked on the Property Tax homepage will appear.

2.2 Citizen service homepage

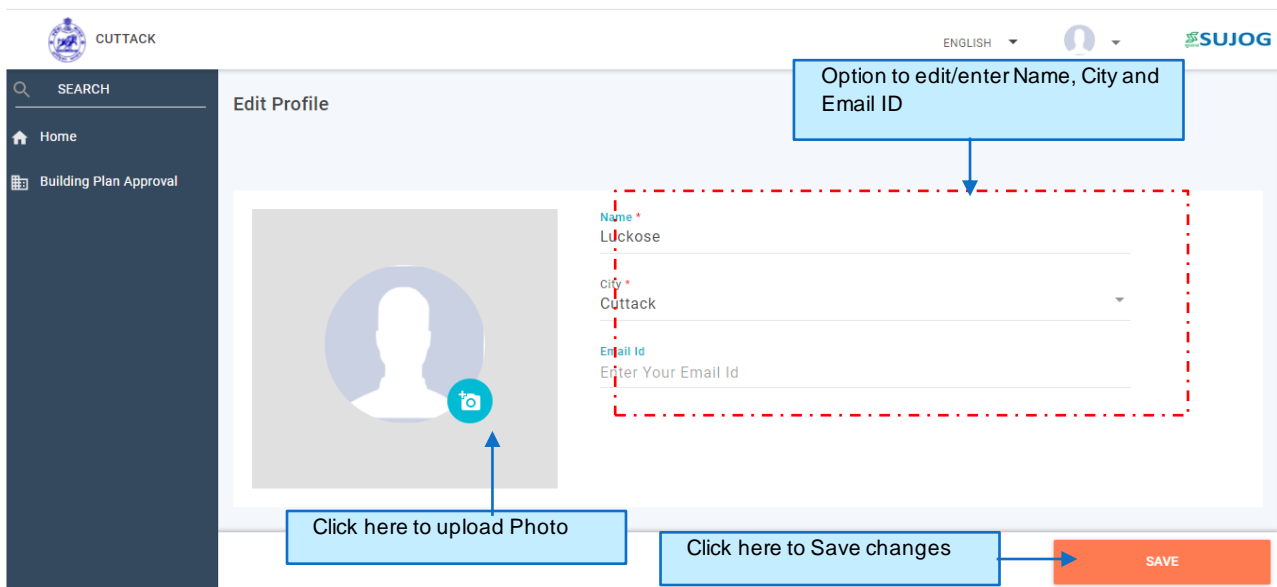
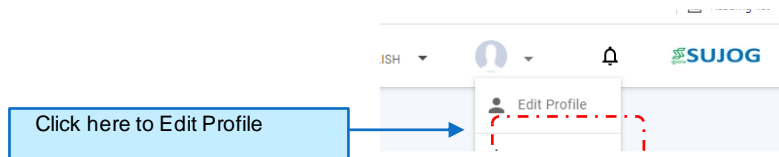
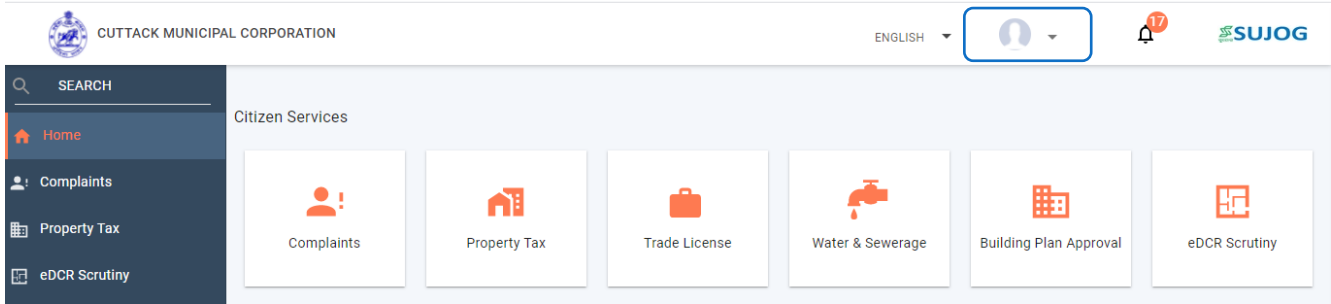
After successful Login/Register, the homepage will be displayed.



2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update e-Mail ID or upload Profile Picture.



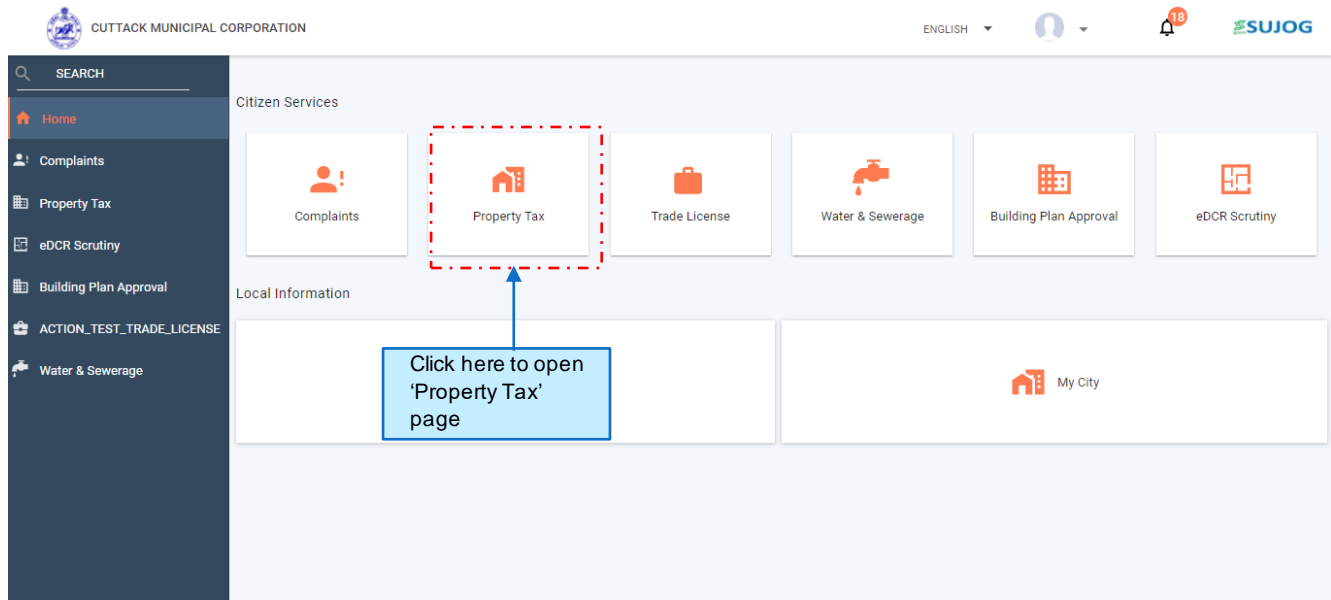
3 New Property Addition and Assessment

Using the PT system, the citizen can add a new property and get it assessed by the concerned authority online. The application form alongwith the mandatory documents is required to be submitted by the citizen for processing.

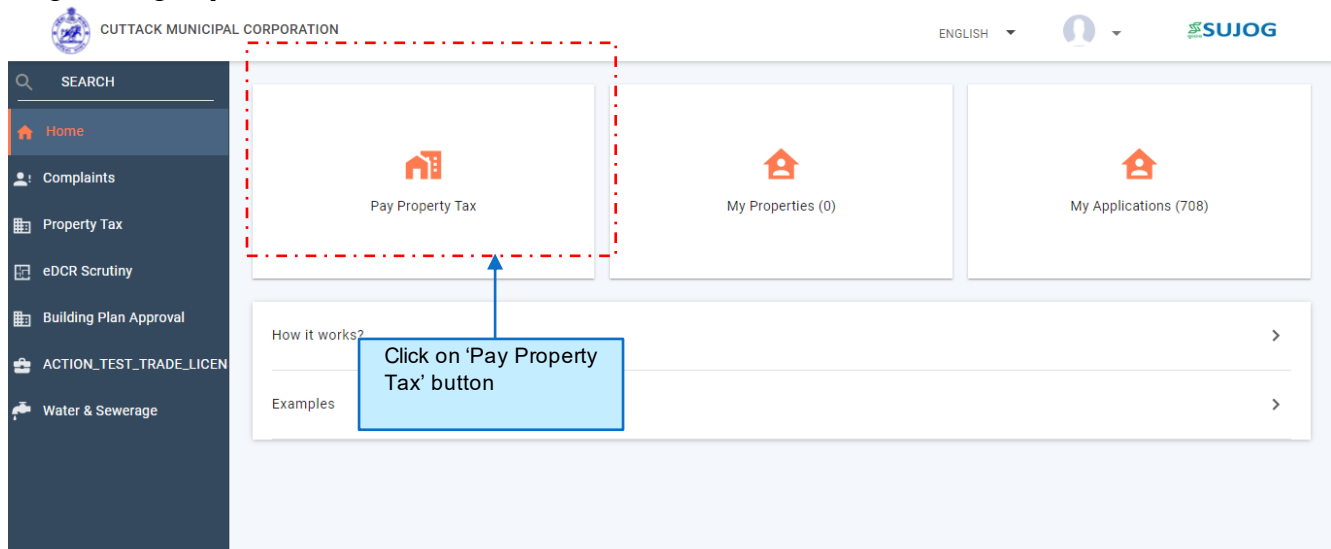
3.1 Application Form

Follow the steps below to apply for new property addition and assessment.

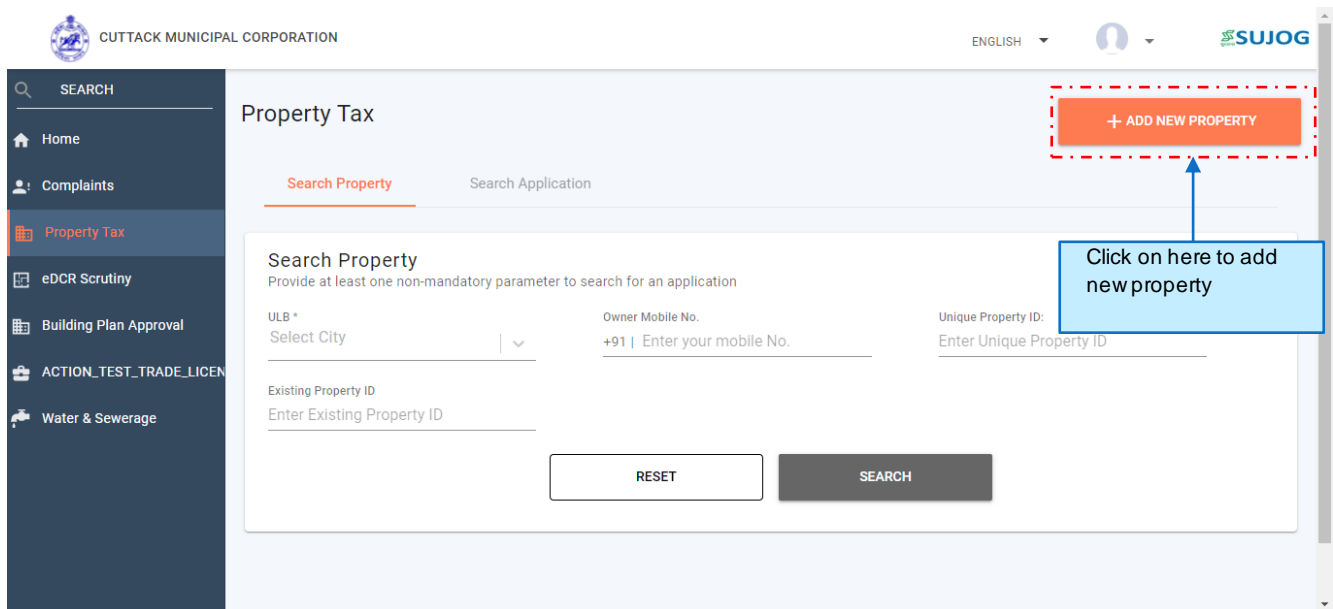
Step 1: Citizen Service page



Step 2: Property Tax Service

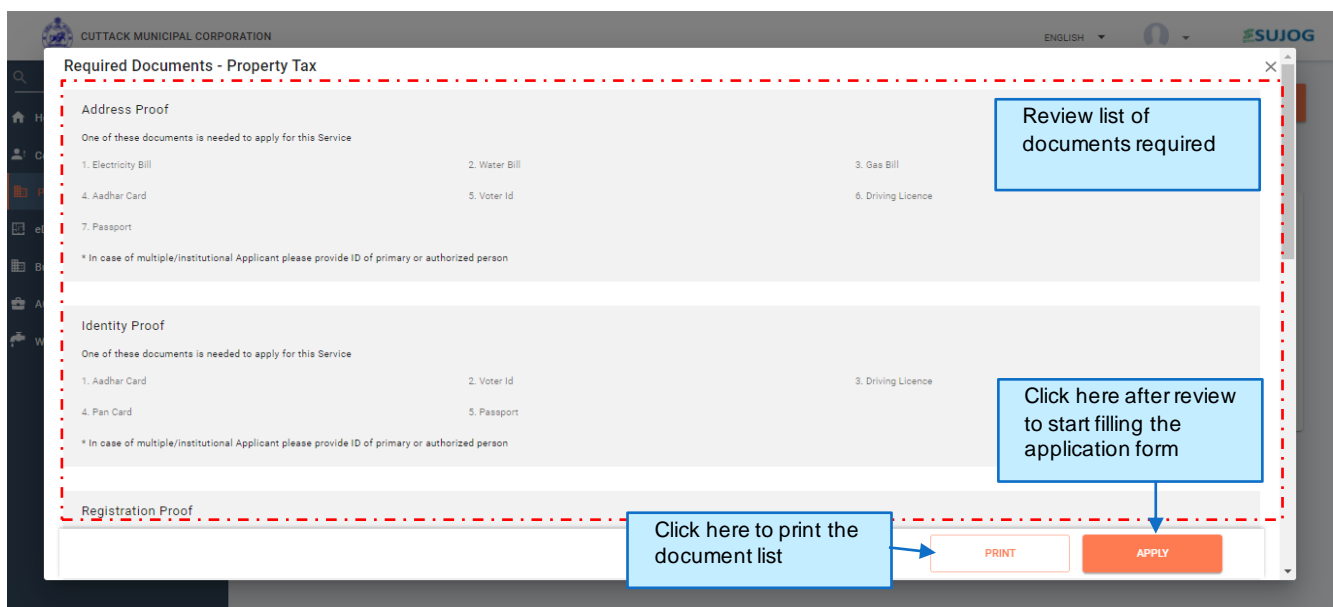


Step 3: New property addition



The screenshot shows the 'Property Tax' section of the CUTTACK MUNICIPAL CORPORATION portal. On the left is a navigation menu with options: Home, Complaints, Property Tax (highlighted), eDCR Scrutiny, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main content area has a 'Search Property' tab selected. At the top right, there is a red button labeled '+ ADD NEW PROPERTY'. Below it, a blue callout box says 'Click on here to add new property' with an arrow pointing to the button. The search form includes fields for 'ULB *' (a dropdown menu showing 'Select City'), 'Owner Mobile No.' (with a '+91 | Enter your mobile No.' label), 'Unique Property ID:' (with a label 'Enter Unique Property ID'), and 'Existing Property ID' (with a label 'Enter Existing Property ID'). At the bottom of the form are 'RESET' and 'SEARCH' buttons.

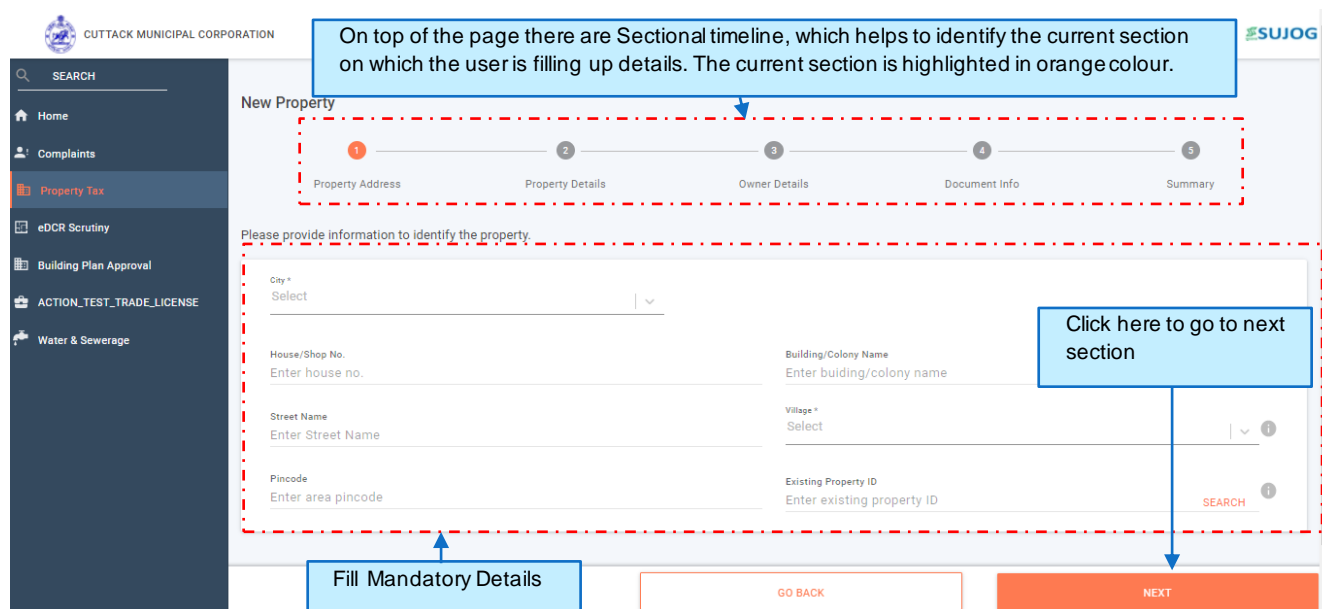
Step 4: Review required list of documents to be uploaded for application submission



The screenshot shows the 'Required Documents - Property Tax' page. It is divided into three sections: 'Address Proof', 'Identity Proof', and 'Registration Proof'. Each section lists required documents. A blue callout box in the 'Address Proof' section says 'Review list of documents required'. Another blue callout box in the 'Identity Proof' section says 'Click here after review to start filling the application form' with an arrow pointing to the 'APPLY' button. A third blue callout box at the bottom says 'Click here to print the document list' with an arrow pointing to the 'PRINT' button. The 'Address Proof' section lists: 1. Electricity Bill, 2. Water Bill, 3. Gas Bill, 4. Aadhar Card, 5. Voter Id, 6. Driving Licence, 7. Passport. The 'Identity Proof' section lists: 1. Aadhar Card, 2. Voter Id, 3. Driving Licence, 4. Pan Card, 5. Passport. The 'Registration Proof' section is currently empty. At the bottom right are 'PRINT' and 'APPLY' buttons.

Step 5: Application form details

3.1.1 *Property Address*



On top of the page there are Sectional timeline, which helps to identify the current section on which the user is filling up details. The current section is highlighted in orange colour.

New Property

1 Property Address 2 Property Details 3 Owner Details 4 Document Info 5 Summary

Please provide information to identify the property.

City *
Select

House/Shop No.
Enter house no.

Street Name
Enter Street Name

Pincode
Enter area pincode

Building/Colony Name
Enter buiding/colony name

Village *
Select

Existing Property ID
Enter existing property Id

SEARCH

Click here to go to next section

Fill Mandatory Details

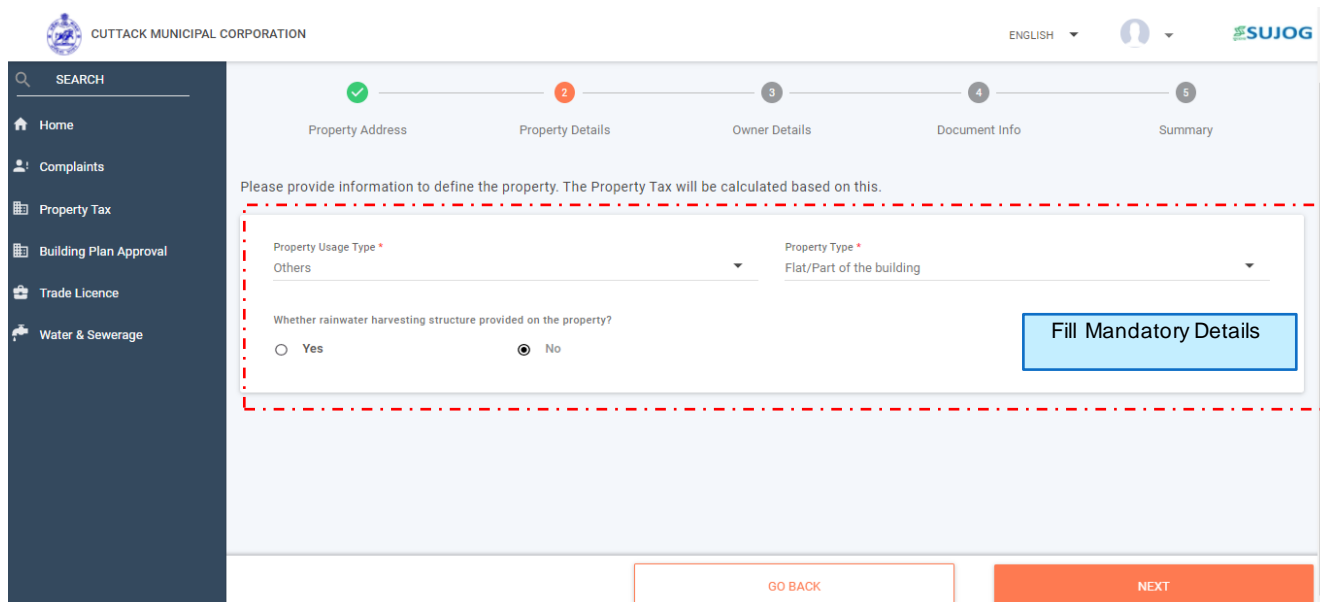
GO BACK

NEXT

Following are the fields in property Address section

Field Name	Field Type	Purpose
City	Mandatory Field	Select the City from the dropdown
House/Shop No.	Optional Field	Enter House/Shop number
Building/Colony Name	Optional Field	Enter Building/Colony details
Street Name	Optional Field	Enter street details
Village	Mandatory Field	Select the Village name from the dropdown
Pincode	Optional Field	Enter Pincode
Existing Property ID	Optional Field	Enter existing property Id

3.1.2 *Property Details*



CUTTACK MUNICIPAL CORPORATION

ENGLISH

1 2 3 4 5

Property Address Property Details Owner Details Document Info Summary

Please provide information to define the property. The Property Tax will be calculated based on this.

Property Usage Type *
Others

Property Type *
Flat/Part of the building

Whether rainwater harvesting structure provided on the property?
☐ Yes ☒ No

Fill Mandatory Details

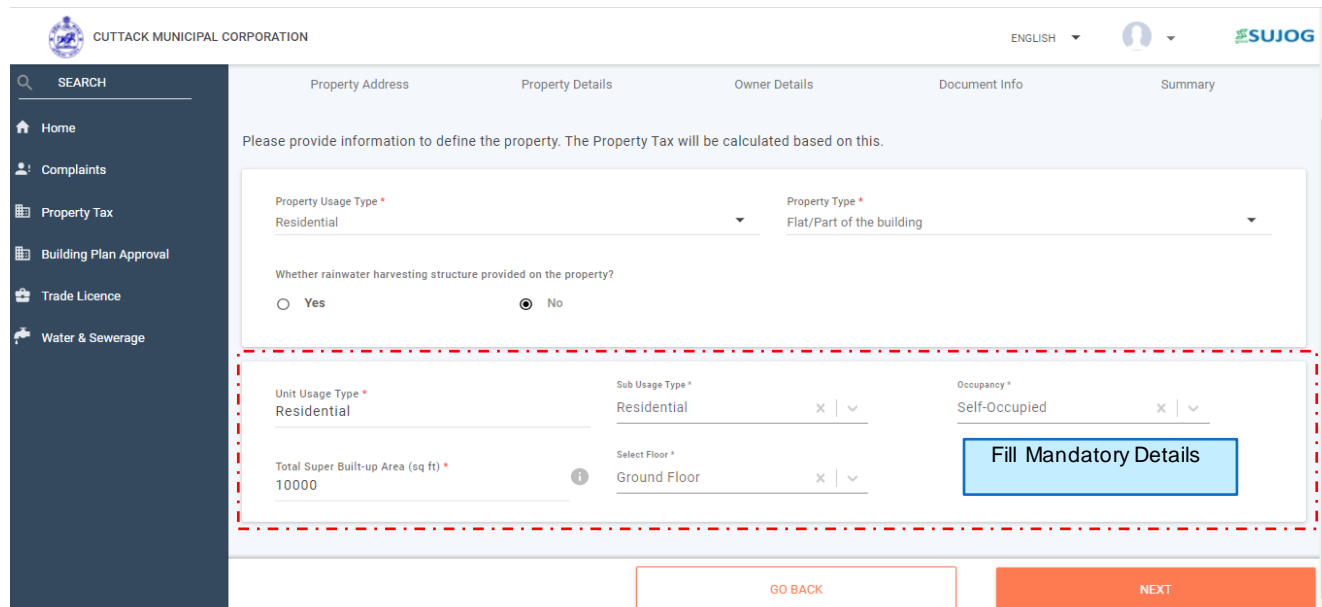
GO BACK NEXT

Following are the fields in property details section

Field Name	Field Type	Purpose
Property Usage Type	Mandatory Field	Select the Property Usage Type from the dropdown- Residential/Mixed/Commercial/Industrial/Institutional/Government Facilities/Others
Property Type	Mandatory Field	Select the Property Type from the dropdown- Flat or Part of the building/Independent Building/Vacant Land
Whether rainwater harvesting structure provided on the property?	Optional Field	Select Yes/No as per project applicability

As per the selection in 'Property Type' the following field will appear

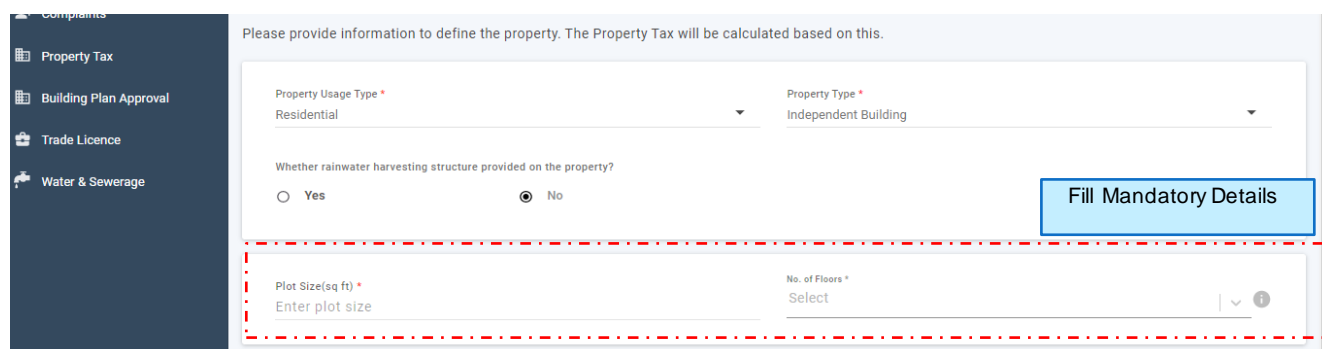
Flat/Part of the building



The screenshot shows the 'Property Details' tab of the SUJOG Property Tax form. The 'Property Type' is set to 'Flat/Part of the building'. The form includes fields for 'Property Usage Type' (Residential), 'Whether rainwater harvesting structure provided on the property?' (No), 'Unit Usage Type' (Residential), 'Sub Usage Type' (Residential), 'Occupancy' (Self-Occupied), 'Total Super Built-up Area (sq ft)' (10000), and 'Select Floor' (Ground Floor). A red dashed box highlights the 'Unit Usage Type', 'Sub Usage Type', 'Occupancy', 'Total Super Built-up Area', and 'Select Floor' fields. A 'Fill Mandatory Details' button is visible next to the 'Select Floor' field. At the bottom, there are 'GO BACK' and 'NEXT' buttons.

Field Name	Field Type	Purpose
Unit Usage Type	Mandatory Field	Select the Unit Usage Type from the dropdown
Sub Usage Type	Mandatory Field	Select the Property Type from the dropdown
Occupancy	Mandatory Field	Select the applicable Occupancy from the dropdown
Total Super built up area (in sq. ft)	Mandatory Field	Enter the Total super built up area in sq. ft
Select Floor	Mandatory Field	Select the applicable floor from the dropdown
Total Annual Rent (INR)	Mandatory Field	Enter Annual Rent in INR

Independent building



The screenshot shows the 'Property Details' tab of the SUJOG Property Tax form. The 'Property Type' is set to 'Independent Building'. The form includes fields for 'Property Usage Type' (Residential), 'Whether rainwater harvesting structure provided on the property?' (No), 'Plot Size(sq ft)' (Enter plot size), and 'No. of Floors' (Select). A red dashed box highlights the 'Plot Size' and 'No. of Floors' fields. A 'Fill Mandatory Details' button is visible next to the 'No. of Floors' field. At the bottom, there are 'GO BACK' and 'NEXT' buttons.

Field Name	Field Type	Purpose
------------	------------	---------

Plot Size (sq. ft)	Mandatory Field	Enter the area of the plot in sq. ft
No of Floors	Mandatory Field	Select the No of floors from the dropdown

Vacant Land

Property Tax
Building Plan Approval
Trade Licence
Water & Sewerage

Please provide information to define the property. The Property Tax will be calculated based on this.

Property Usage Type *
Residential

Property Type *
Vacant Land




Whether rainwater harvesting structure provided on the property?
☐ Yes ☒ No

Plot Size(sq ft) *
Enter plot size

Fill Mandatory Details

Field Name	Field Type	Purpose
Plot Size (sq. ft)	Mandatory Field	Enter the area of the plot in sq. ft

3.1.3 Owner Details

 CUTTACK MUNICIPAL CORPORATION
ENGLISH



New Property

Property Address
Property Details
Owner Details
Document Info
Summary

Please provide information regarding the owner(s) of the property.

Type of Ownership *
Single Owner

Fill Mandatory Details

Name *
Enter Owner's Name

Gender *
☒ Male ☐ Female ☐ Transgender

Mobile No. *
Enter Mobile No.

Guardian's Name *
Enter name

Special Category *
Select

Relationship *
Father

Email ID
Enter email ID

Click here to go to next section

Correspondence Address
Enter correspondence address

GO BACK
NEXT

Following are the fields in owners' details section

Field Name	Field Type	Purpose
Type of ownership	Mandatory Field	Select the Type of ownership from the dropdown- Institutional – Government/Institutional – Private/Multiple Owners/Single Owner
Name	Mandatory Field	Enter owner's name
Gender	Mandatory Field	Select the gender
Mobile No.	Mandatory Field	Enter owner's mobile number
Guardian's Name	Mandatory Field	Enter guardian's name
Relationship	Mandatory Field	Select the guardian's relationship from the dropdown
Special Category	Mandatory Field	Select special category from the dropdown
Email ID	Optional Field	Enter Email ID
Correspondence Address	Optional Field	Enter Correspondence Address

3.1.4 Document Info

Required Documents
Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

S.No.	Document Name	Action
1	Address Proof *	Select Document * Select Document
2	Identity Proof *	Select Document * Select Document
3	Registration Proof *	Select Document * Select Document

GO BACK NEXT

Following are the fields in Documents Info section

Field Name	Field Type	Purpose
Address Proof	Mandatory Field	<p>Select the applicable Address Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Electricity Bill 2. Water Bill 3. Gas Bill 4. Aadhar Card 5. Voter Id 6. Driving Licence 7. Passport
Identity Proof	Mandatory Field	<p>Select the applicable Identity Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Aadhar Card 2. Voter Id 3. Driving License 4. Pan Card 5. Passport
Registration Proof	Mandatory Field	<p>Select the applicable Registration Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Sale Deed 2. Gift Deed 3. Patta Certificate 4. Registered Will Deed 5. Partition Deed 6. Court Decree 7. Property Auction 8. Succession or Death Certificate 9. Family Settlement 10. Unregistered will Deed
Usage Proof	Optional Field	<p>Select the applicable Usage Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Electricity Bill 2. Trade License 3. Institution Registration Document
Occupancy Proof	Optional Field	<p>Select the applicable Occupancy Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Rent Agreement 2. Occupancy Certificate

Construction Proof	Optional Field	Select the applicable Construction Proof from the dropdown and upload file – Building Permit Certificate
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3.1.5 Summary

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade Licence

Water & Sewerage

New Property

Property Address

Property Details

Owner Details

Document Info

Summary

Application Summary

Review application details filled

Click here to edit the section

Click here to go to next section

ADD PROPERTY

Property Address			
City	Door/House No.	Building/Company Name	
Cuttack	A8	med	
Mohalla	Pincode	Existing Property ID	
Andarpur	110064		

Property Details			
Property Usage Type	Property Type	Plot Size(sq yards)	No. of Floors
Residential	Independent Plot/Building	2000	1

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade Licence

Water & Sewerage

Name

Guardian's Name

Gender

Type of Ownership

wevr

tty

Male

Single Owner

Mobile No:

Email

Special Category

Correspondence Address

09811165595

abc@gmail.com

Not Applicable

A8, med, Andarpur, cuttack, 110064

Documents

Check declaration box

Click here to submit New Property application

ADD PROPERTY

Documents	
Low Risk Criteria.pdf	Court Decree Low & Other Than Low Risk Criteria.pdf

DECLARATION

☐ I hereby declare and affirm that the above-furnished information is true and correct and nothing has been concealed therefrom. I am also aware of the fact that in case this information is found false/incorrect, the authorities are at liberty to initiate recovery of amount/interest/penalty/fine as provided in Odisha Municipal Act 1950 & Odisha Municipal Corporation Act, 2003

Check Declaration Box

Step 6: Application submission confirmation

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade Licence

Water & Sewerage

New Property

Property ID: PG-PT-2021-06-08-000065

Property ID

DOWNLOAD

PRINT

New Property Application Submitted Successfully

A notification regarding new property application has been sent to property owner at registered Mobile No.

Application submission confirmation

Application submission confirmation

Application No: PG-AC-2021-06-08-000069

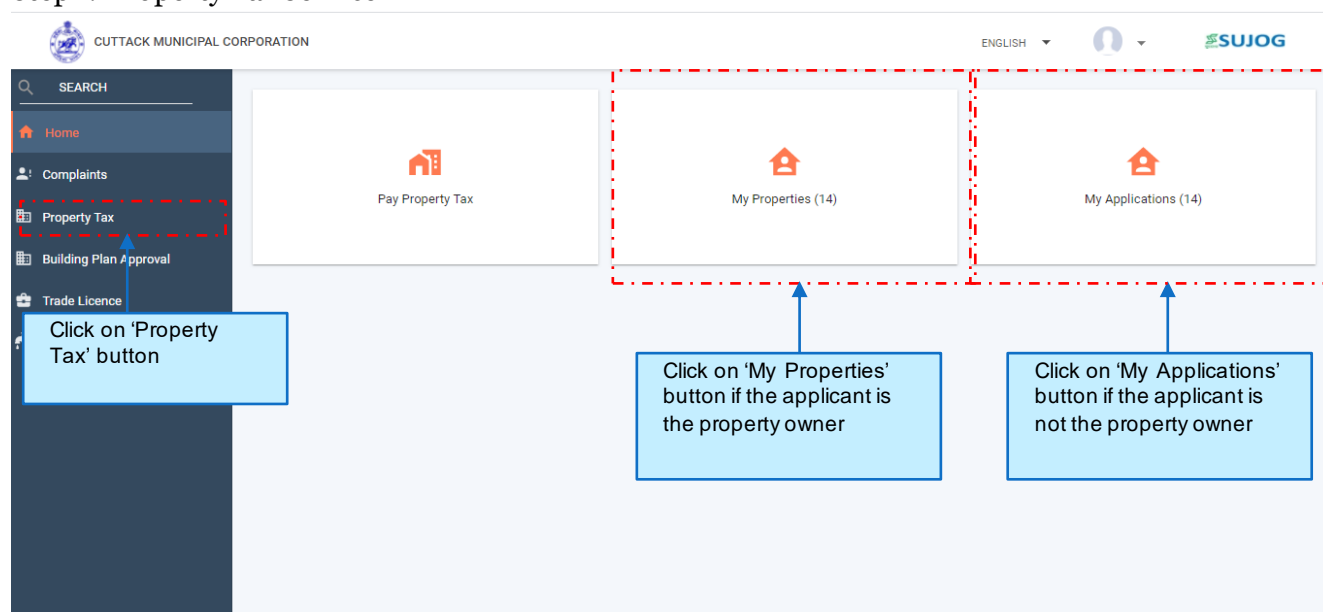
HOME

3.2 Property Tax Payment

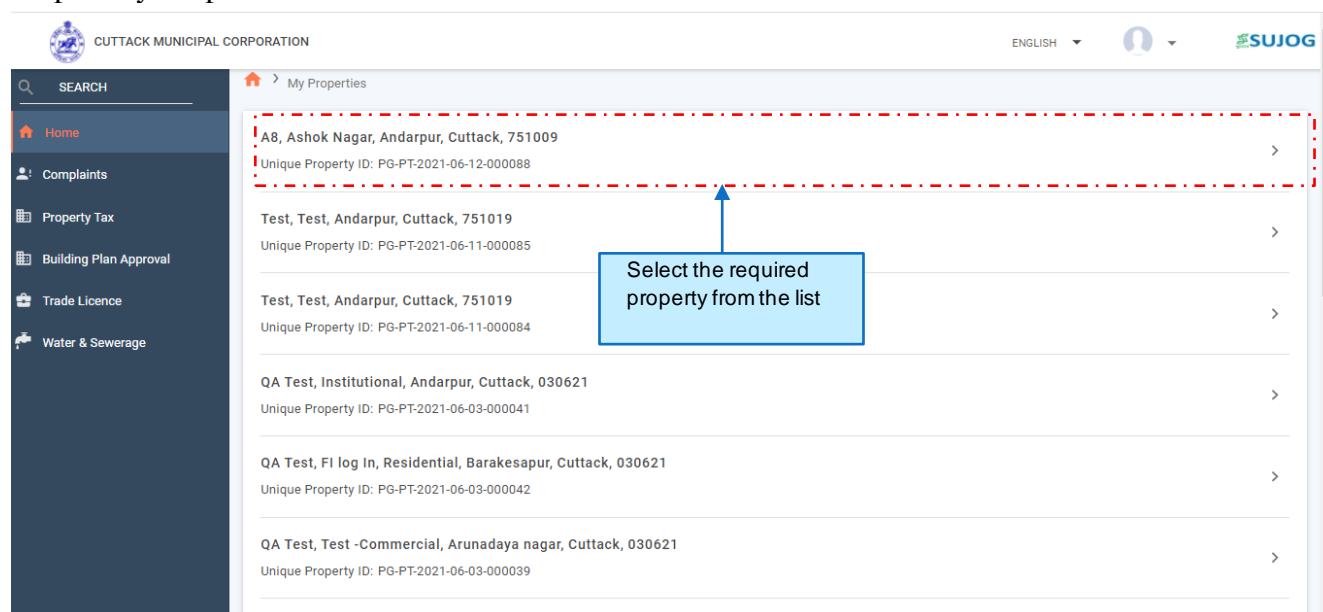
Citizen has the option to make online payment through the SUJOG Property Tax system or he/she can make payment offline by visiting the ULB.

Below steps must be followed to make online payment.

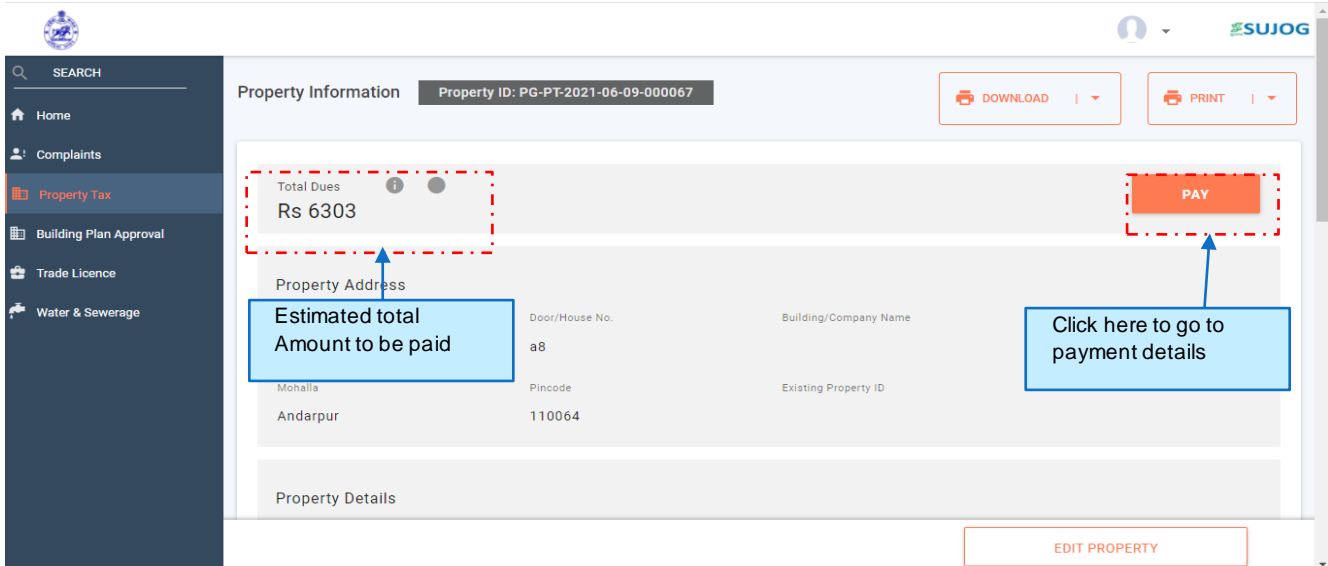
Step 1: Property Tax Service



Step 2: My Properties



Step 3: Application Details



Property Information **Property ID: PG-PT-2021-06-09-000067**

Total Dues
Rs 6303

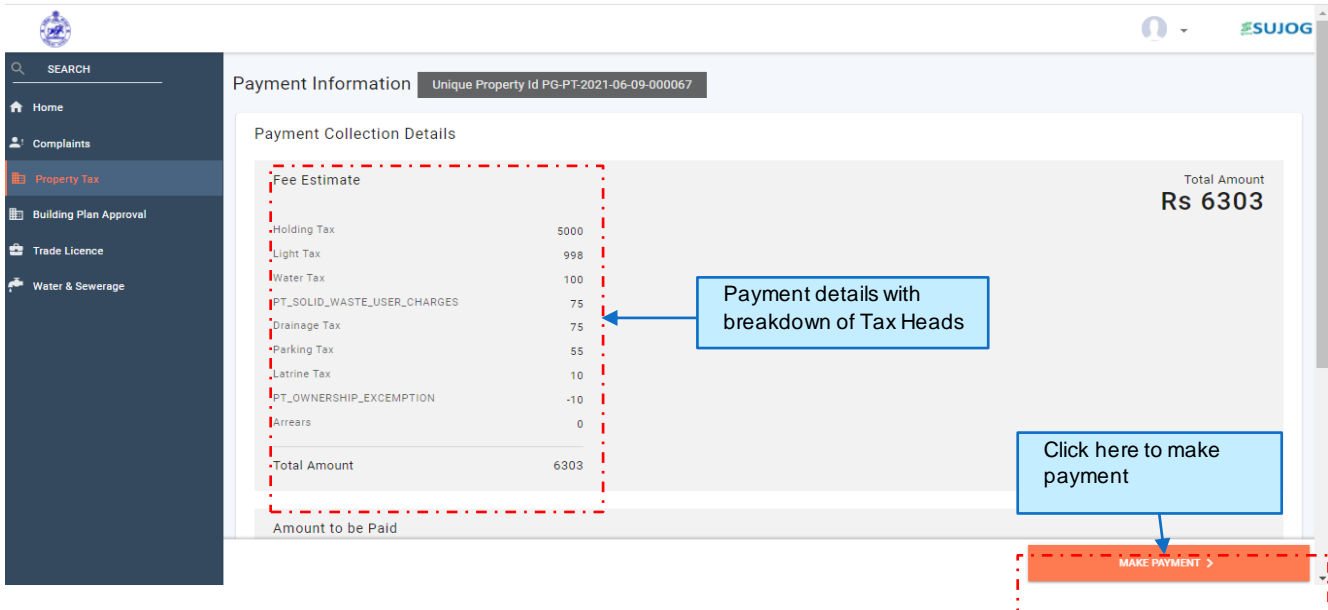
Property Address
Estimated total Amount to be paid

Door/House No. a8
Building/Company Name
Mohalla Andarpur
Pincode 110064
Existing Property ID

PAY

EDIT PROPERTY

Step 4: Payment Details



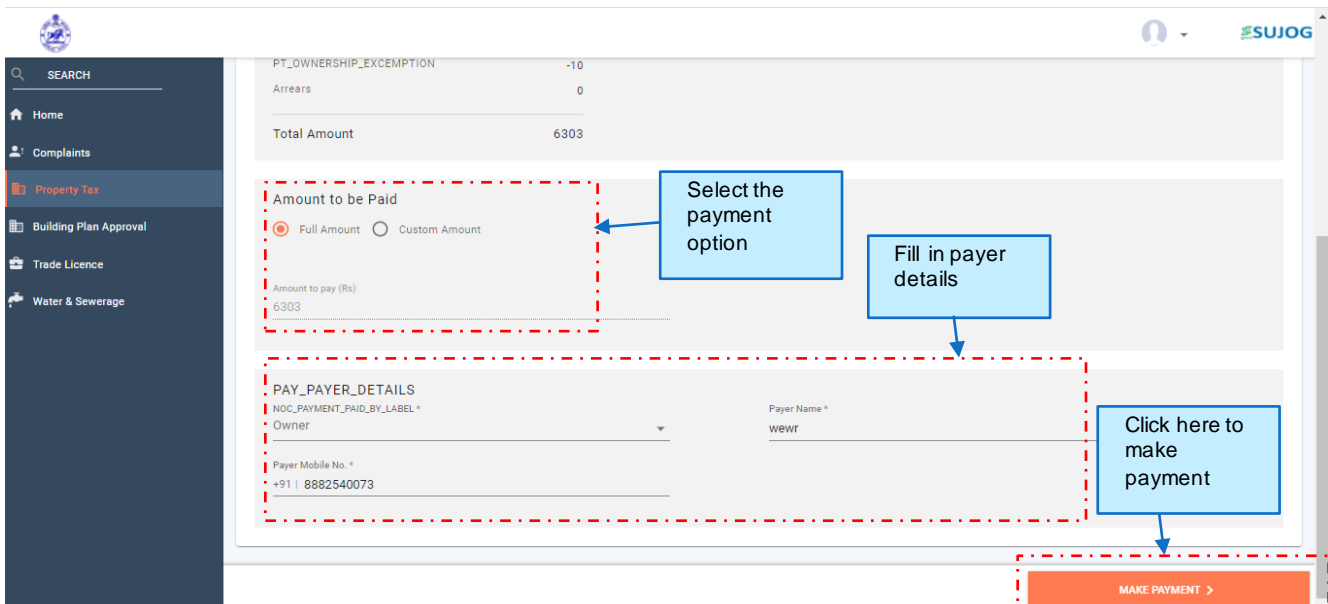
Payment Information **Unique Property Id PG-PT-2021-06-09-000067**

Payment Collection Details

Fee Estimate		Total Amount
Holding Tax	5000	Rs 6303
Light Tax	998	
Water Tax	100	
PT_SOLID_WASTE_USER_CHARGES	75	
Drainage Tax	75	
Parking Tax	55	
Latrine Tax	10	
PT_OWNERSHIP_EXEMPTION	-10	
Arrears	0	
Total Amount	6303	

Amount to be Paid

MAKE PAYMENT >



PT_OWNERSHIP_EXEMPTION -10
Arrears 0
Total Amount 6303

Amount to be Paid
☒ Full Amount ☐ Custom Amount
 Amount to pay (Rs) 6303

PAY_PAYER_DETAILS
 NOC_PAYMENT_PAID_BY_LABEL *
 Owner
 Payer Mobile No. * +91 | 8882540073
 Payer Name * WWF

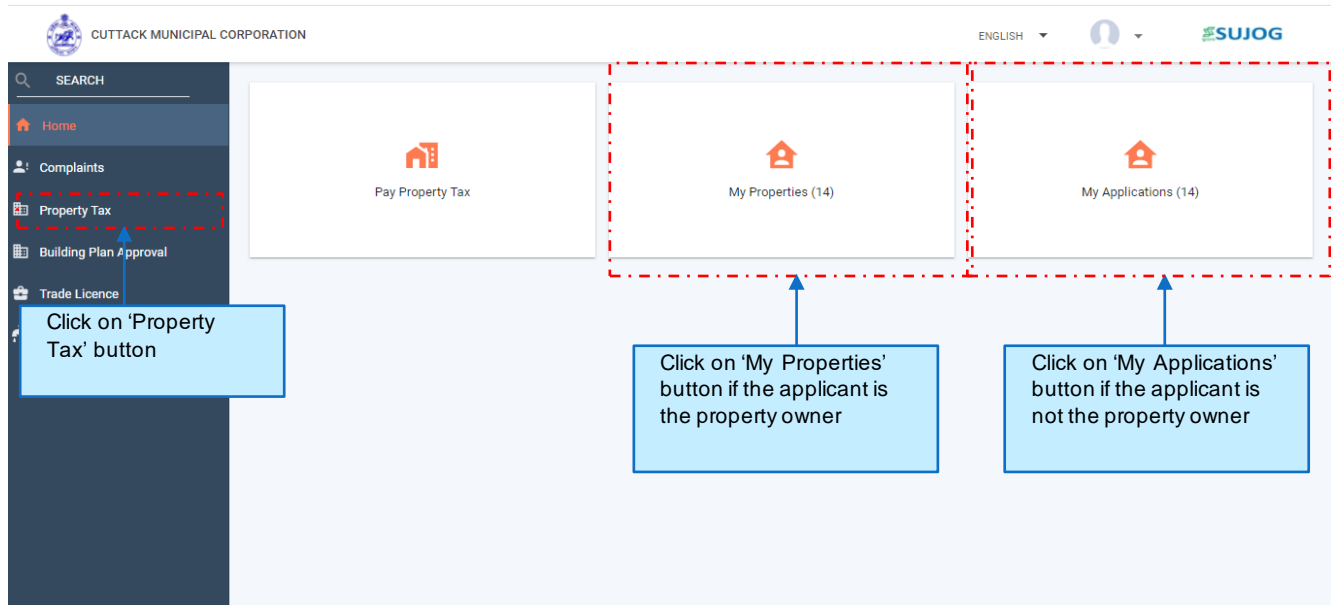
MAKE PAYMENT >

3.3 Send back to citizen

In case approving authority finds any discrepancy/correction required with any document uploaded or if any document specific to the property has not been uploaded by the applicant, then the authority can send the application back to the applicant so that he/she can upload the correct/missing document and submit the application back to the authority.

Please follow the bellow steps if ‘Send back to citizen’ has been initiated by the authority.

Step 1: PropertyTax Service

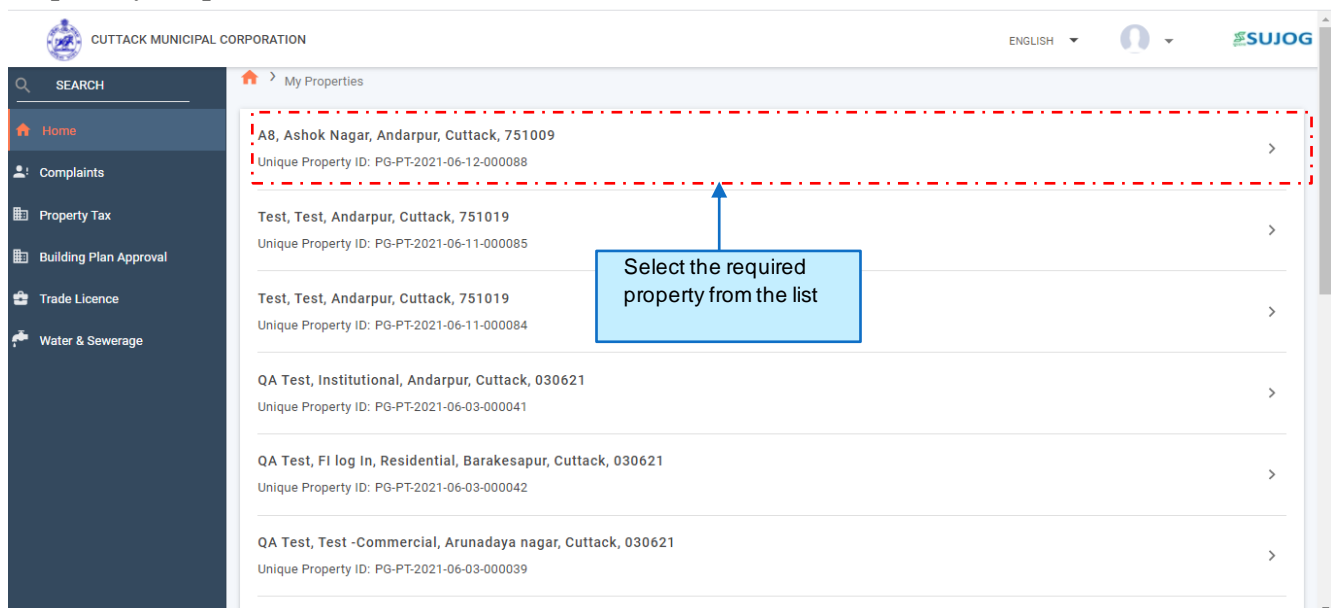


Click on 'Property Tax' button

Click on 'My Properties' button if the applicant is the property owner

Click on 'My Applications' button if the applicant is not the property owner

Step 2: My Properties



Select the required property from the list

Address	Unique Property ID
A8, Ashok Nagar, Andarpur, Cuttack, 751009	PG-PT-2021-06-12-000088
Test, Test, Andarpur, Cuttack, 751019	PG-PT-2021-06-11-000085
Test, Test, Andarpur, Cuttack, 751019	PG-PT-2021-06-11-000084
QA Test, Institutional, Andarpur, Cuttack, 030621	PG-PT-2021-06-03-000041
QA Test, FI log In, Residential, Barakesapur, Cuttack, 030621	PG-PT-2021-06-03-000042
QA Test, Test -Commercial, Arunadaya nagar, Cuttack, 030621	PG-PT-2021-06-03-000039

Step 3: Application details

CUTTACK MUNICIPAL CORPORATION ENGLISH USER **SUJOG**

Property Application Application No: PG-AC-2021-06-12-000100

Task Status

Date	Updated By	Status	Current Owner	Comments
12/06/2021	PT-DOC-VERIFIER	Send Back	NA	Upload Correct ID Proof

[VIEW HISTORY](#)

Property Address

City	Door/House No.	Building/Company Name
Cuttack	A81	

Property Details

Mohalla	Pincode	Existing Property ID
Andarpur	751009	

[Click here to edit Application](#)

[ReSubmit](#) [EDIT](#)

[TAKE ACTION](#)

Owner Details

Name	Guardian's Name	Gender	Type of Ownership
Freddy L	Luckose	MALE	Single Owner

Owner Contact

Mobile No.	Email	Special Category	Correspondence Address
8882540073		Not Applicable	A81, Ashok Nagar, Andarpur, cuttack, 751009

Documents

Document Name	File Name	Action
Aadhar	AfQmQenqTg.pdf	VIEW
Aadhar	PZxQpHifJC.pdf	VIEW
Court Decree	ZqqEVYQUwc.pdf	VIEW

[Click on the required section to edit](#)

[EDIT](#)

DECLARATION

☒ I hereby declare and affirm that the above-furnished information is true and correct. If any information is found false/incorrect, the authorities are at liberty to take appropriate action. I am also aware of the fact that in case this information is found false/incorrect, the authorities are at liberty to impose penalty/fine as provided in Odisha Municipal Act 1950 & Odisha

[Click here to submit updated application](#)

[UPDATE PROPERTY](#)

Step 4: Application submission confirmation

CUTTACK MUNICIPAL CORPORATION ENGLISH USER **SUJOG**

Update Property Property Id: PG-PT-2021-06-12-000087

[DOWNLOAD](#) [PRINT](#)

Update Property Application Submitted Successfully

A notification regarding update property application has been sent to property owner at registered Mobile No.

Application No: PG-AC-2021-06-12-000100

[Application Submission confirmation](#)

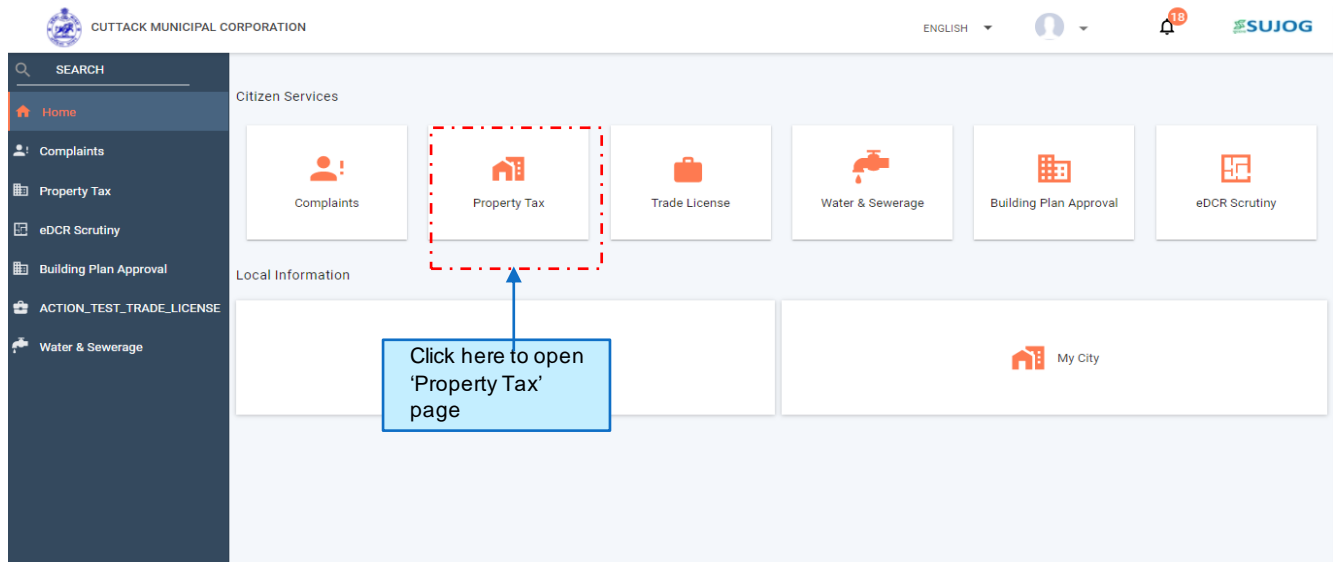
[Review comments updated by Authority employee](#)

[HOME](#)

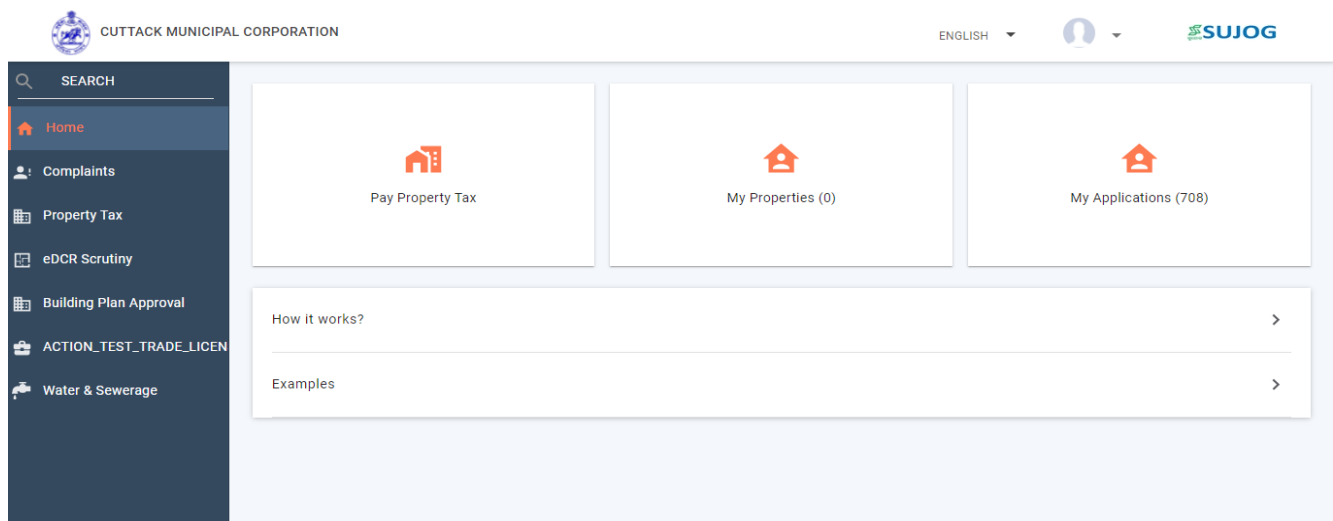
3.4 Track Application Progress

Follow the steps below to track application progress after submission to authority.

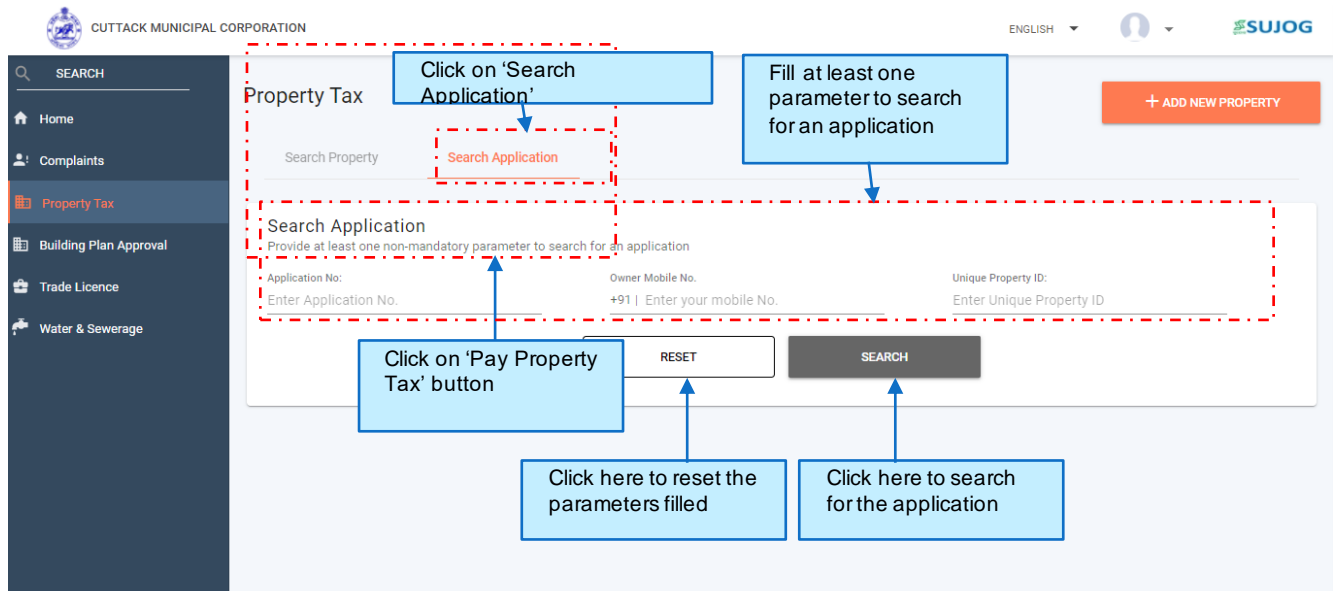
Step 1: Citizen Service page

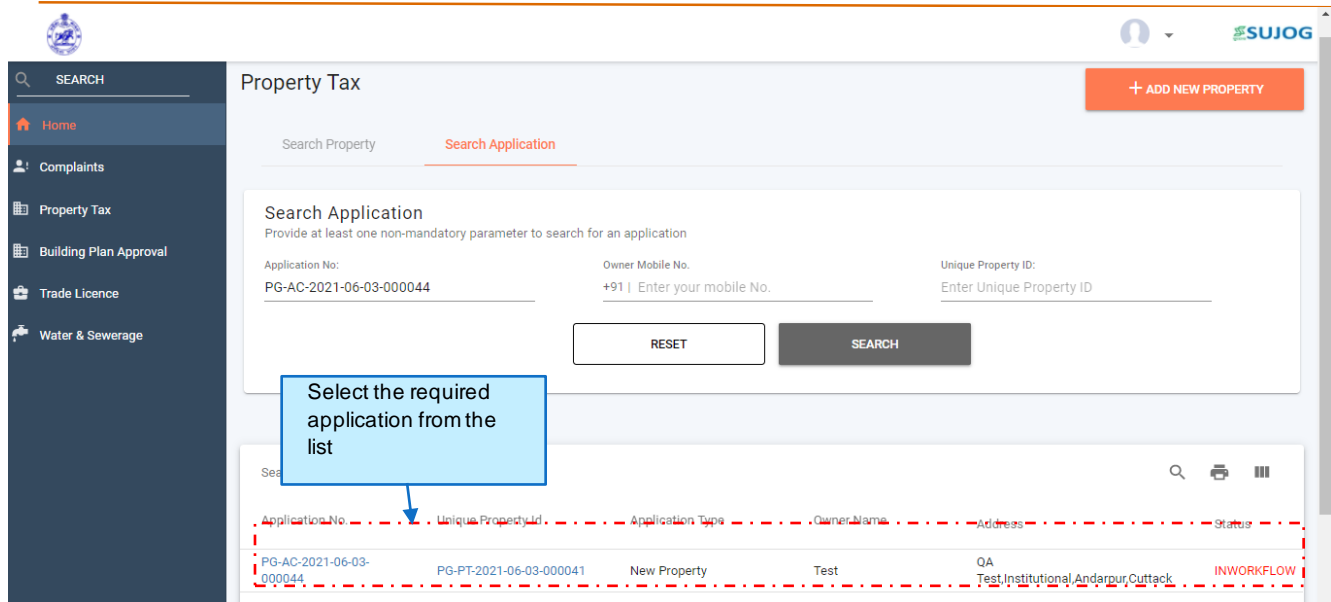


Step 2: Property Tax Service



Step 3: Search Application





Property Tax

Search Property **Search Application**

Search Application
Provide at least one non-mandatory parameter to search for an application

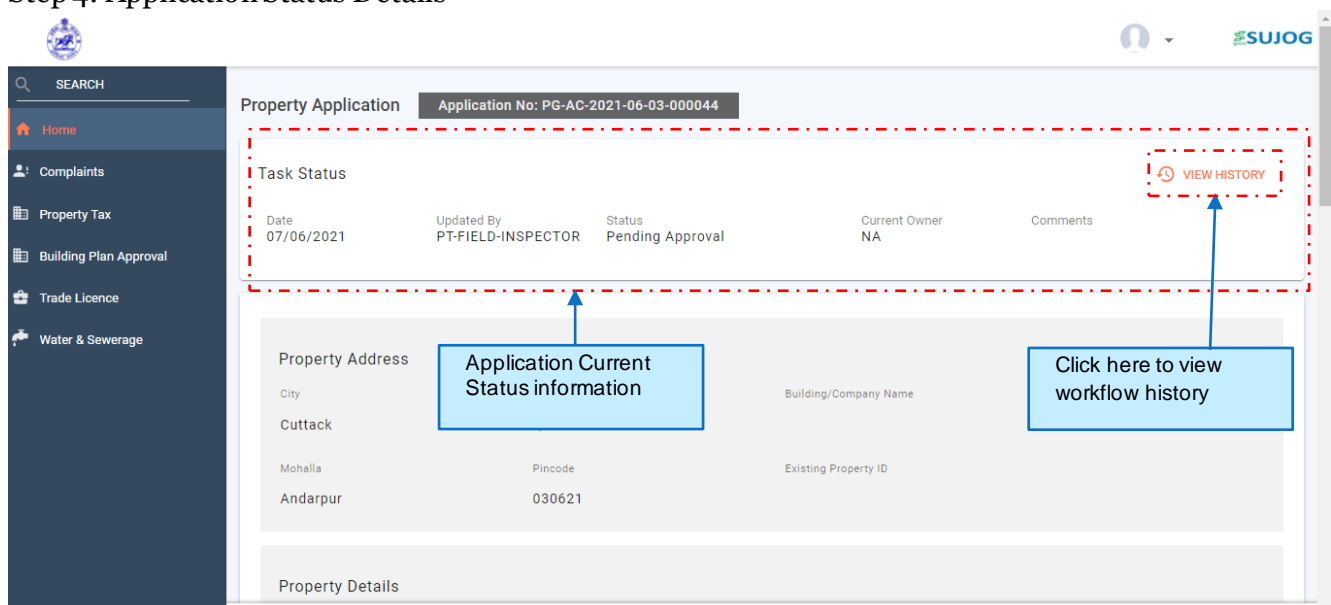
Application No: PG-AC-2021-06-03-000044 Owner Mobile No: +91 | Enter your mobile No. Unique Property ID: Enter Unique Property ID

RESET SEARCH

Select the required application from the list

Application No.	Unique Property Id.	Application Type	Owner Name	Address	Status
PG-AC-2021-06-03-000044	PG-PT-2021-06-03-000041	New Property	Test	QA Test Institutional Andarpur, Cuttack	INWORKFLOW

Step 4: Application Status Details



Property Application Application No: PG-AC-2021-06-03-000044

Task Status

VIEW HISTORY

Date: 07/06/2021 Updated By: PT-FIELD-INSPECTOR Status: Pending Approval Current Owner: NA Comments:

Property Address

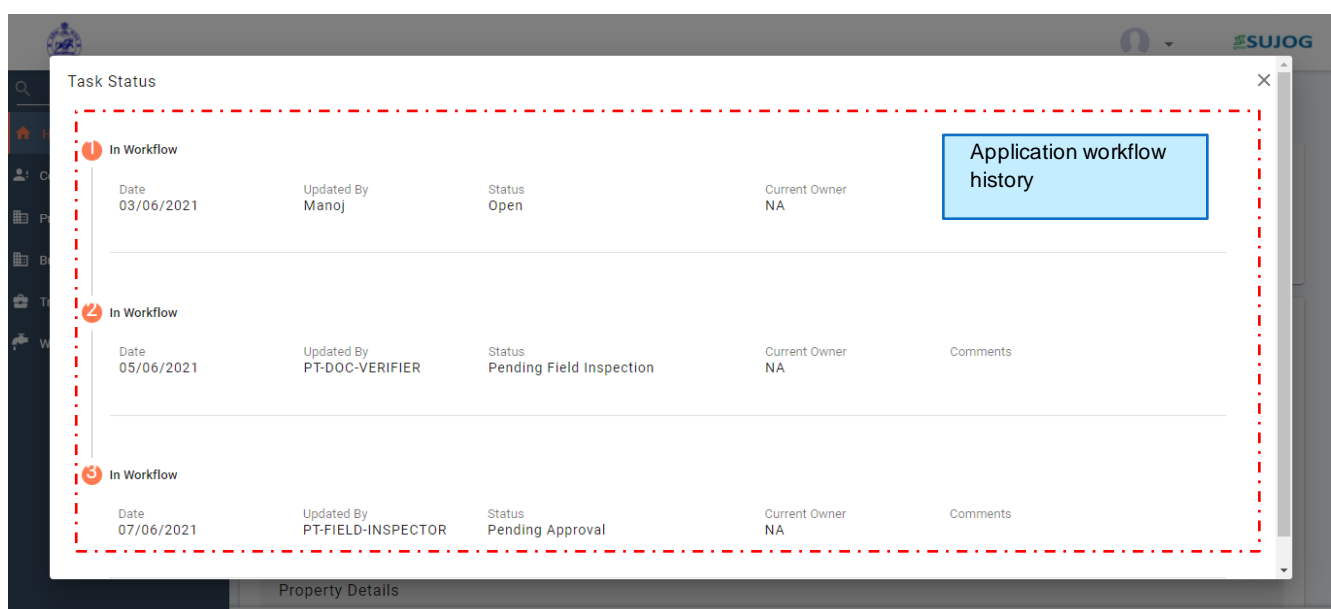
City: Cuttack Building/Company Name:

Mohalla: Andarpur Pincode: 030621 Existing Property ID:

Property Details

Application Current Status information

Click here to view workflow history



Task Status

Application workflow history

1 In Workflow	Date: 03/06/2021	Updated By: Manoj	Status: Open	Current Owner: NA	
2 In Workflow	Date: 05/06/2021	Updated By: PT-DOC-VERIFIER	Status: Pending Field Inspection	Current Owner: NA	Comments
3 In Workflow	Date: 07/06/2021	Updated By: PT-FIELD-INSPECTOR	Status: Pending Approval	Current Owner: NA	Comments

Property Details

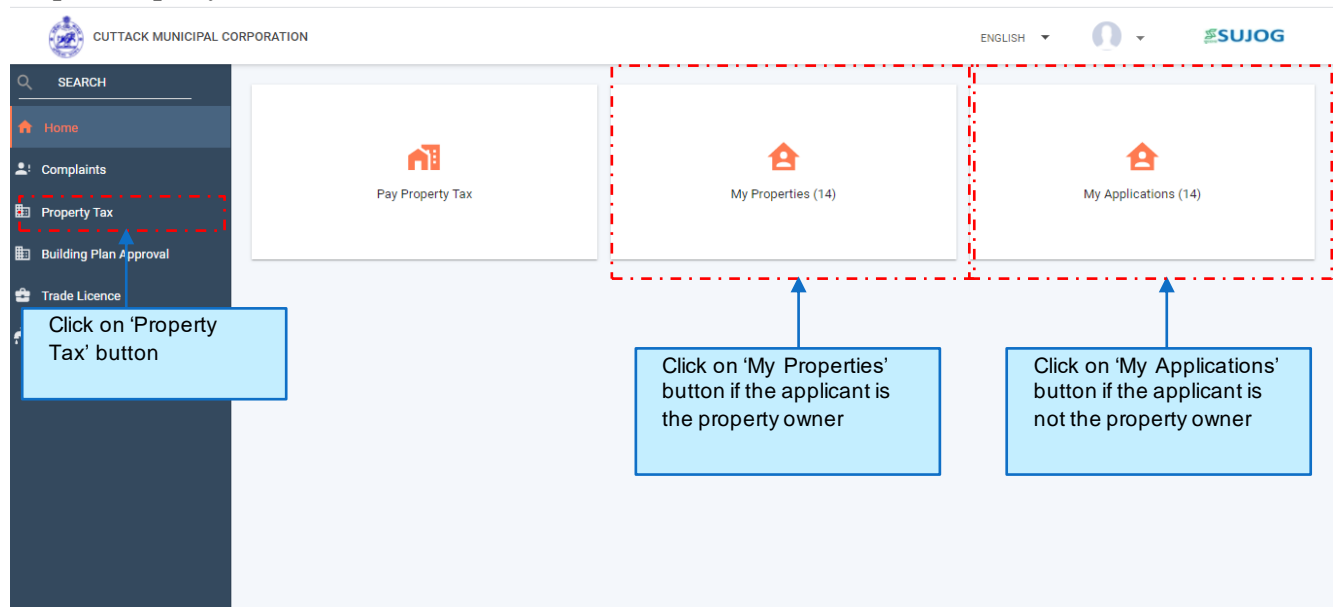
4 Re-Assessment of Property

4.1 Property Re-Assessment Application

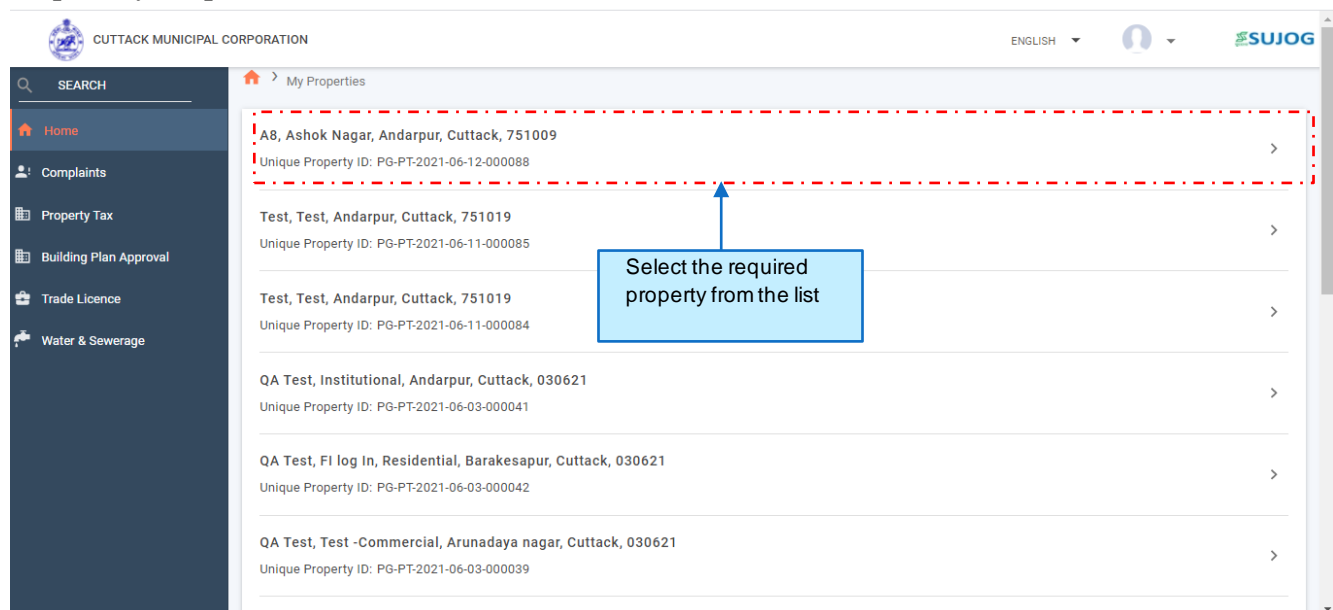
Using the Property Tax system, the citizen can submit application for re-assessment of property by the concerned authority online.

Below steps must be followed to apply for property Re-assessment.

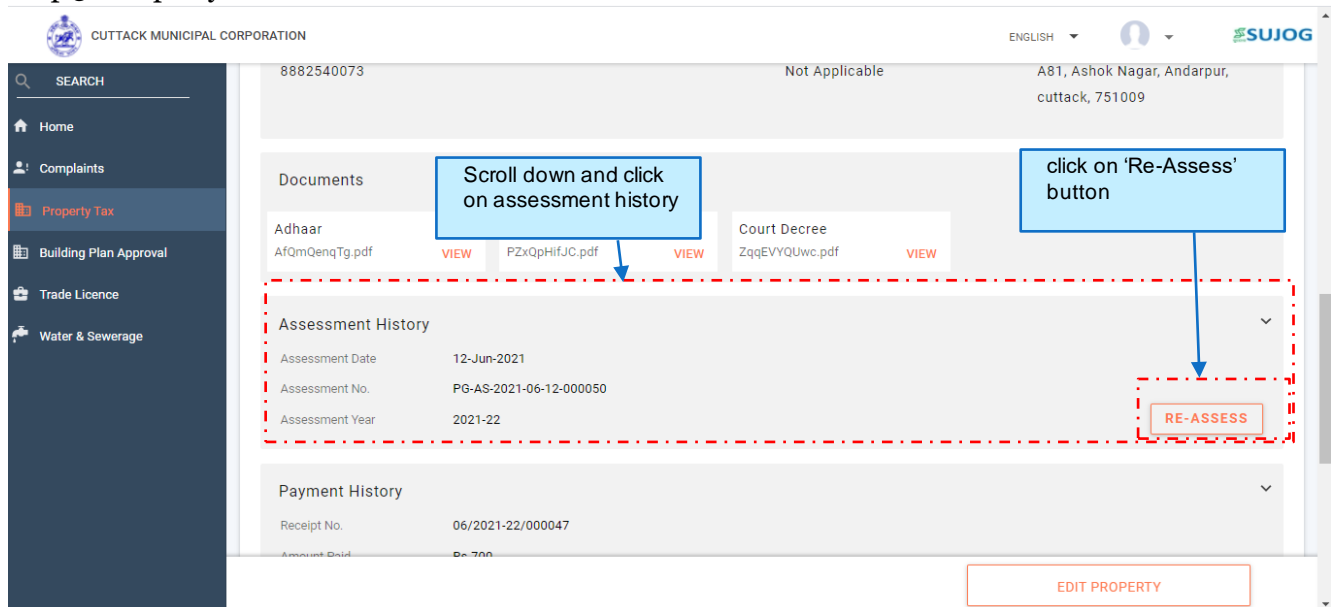
Step 1: Property Tax Service



Step 2: My Properties



Step 3: Property details



CUTTACK MUNICIPAL CORPORATION ENGLISH USER PROFILE SUJOG

8882540073 Not Applicable A81, Ashok Nagar, Andarpur, cuttack, 751009

Documents

Adhaar AfQmQenqTg.pdf	VIEW	PZxQpHifJC.pdf	VIEW	Court Decree ZqgEVYQUwc.pdf	VIEW
--------------------------	----------------------	----------------	----------------------	--------------------------------	----------------------

Assessment History

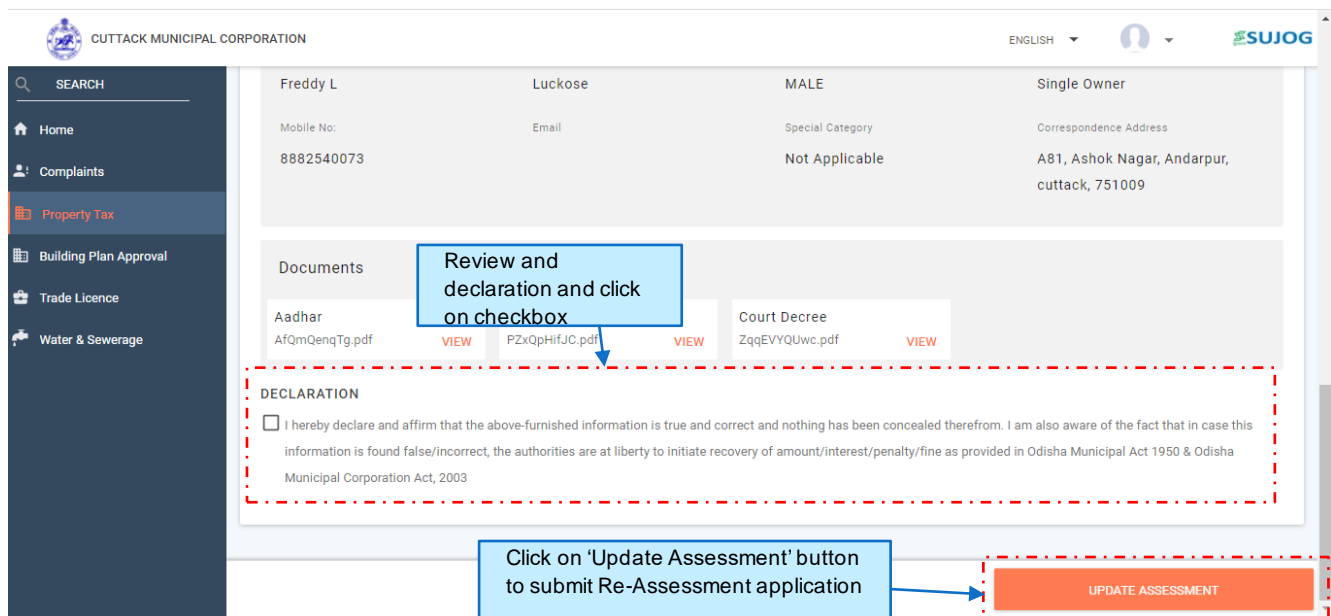
Assessment Date	12-Jun-2021
Assessment No.	PG-AS-2021-06-12-000050
Assessment Year	2021-22

Payment History

Receipt No.	06/2021-22/000047
Amount Paid	Rs. 700

[RE-ASSESS](#)

[EDIT PROPERTY](#)



CUTTACK MUNICIPAL CORPORATION ENGLISH USER PROFILE SUJOG

Freddy L Luckose MALE Single Owner

Mobile No: 8882540073 Email Special Category Correspondence Address

Not Applicable A81, Ashok Nagar, Andarpur, cuttack, 751009

Documents

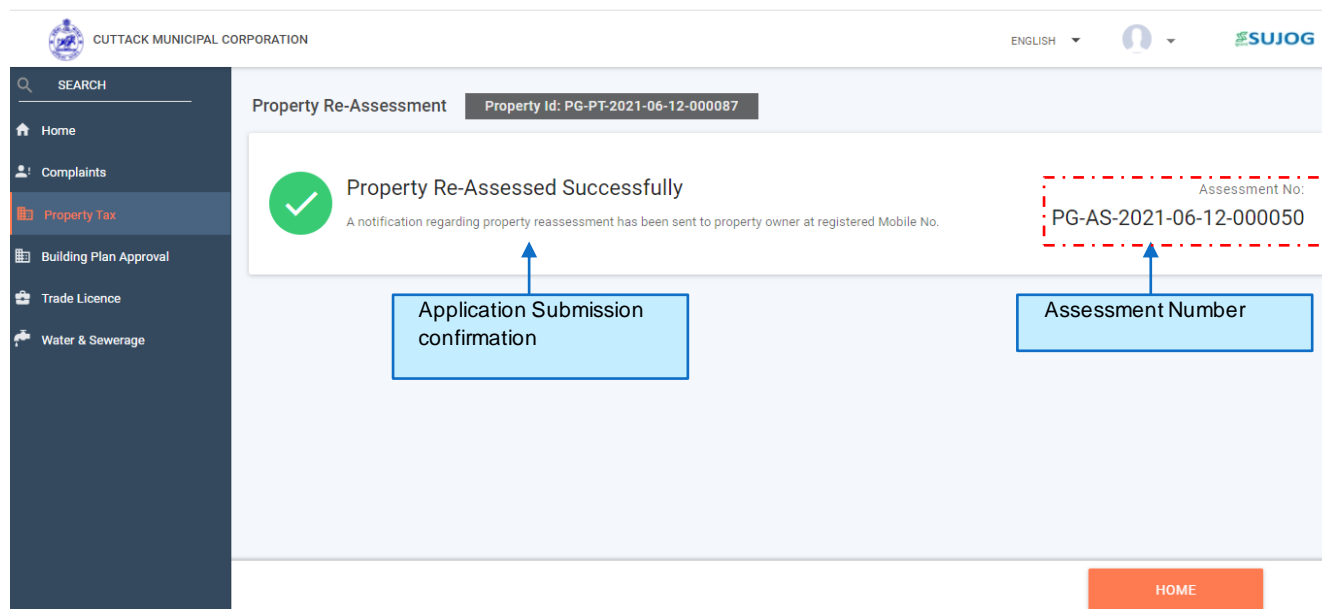
Aadhar AfQmQenqTg.pdf	VIEW	PZxQpHifJC.pdf	VIEW	Court Decree ZqgEVYQUwc.pdf	VIEW
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DECLARATION

☐ I hereby declare and affirm that the above-furnished information is true and correct and nothing has been concealed therefrom. I am also aware of the fact that in case this information is found false/incorrect, the authorities are at liberty to initiate recovery of amount/interest/penalty/fine as provided in Odisha Municipal Act 1950 & Odisha Municipal Corporation Act, 2003

[UPDATE ASSESSMENT](#)

Step 4: Re-Assessment Application Submission Confirmation



The screenshot shows the 'Property Re-Assessment' page on the CUTTACK MUNICIPAL CORPORATION website. The page header includes the logo, 'CUTTACK MUNICIPAL CORPORATION', 'ENGLISH', a user profile icon, and the 'SUJOG' logo. A left sidebar contains navigation links: SEARCH, Home, Complaints, Property Tax (highlighted), Building Plan Approval, Trade Licence, and Water & Sewerage. The main content area is titled 'Property Re-Assessment' with a 'Property Id: PG-PT-2021-06-12-000087'. A green checkmark icon and the text 'Property Re-Assessed Successfully' are displayed, followed by a sub-message: 'A notification regarding property reassessment has been sent to property owner at registered Mobile No.'. To the right, the 'Assessment No.' is shown as 'PG-AS-2021-06-12-000050'. Two blue callout boxes with arrows point to these elements: 'Application Submission confirmation' points to the success message, and 'Assessment Number' points to the assessment number. An orange 'HOME' button is located at the bottom right.

4.2 Property Re-Assessment Payment

Citizen has the option to make online payment through the SUJOG Property Tax system or he/she can make payment offline by visiting the ULB.

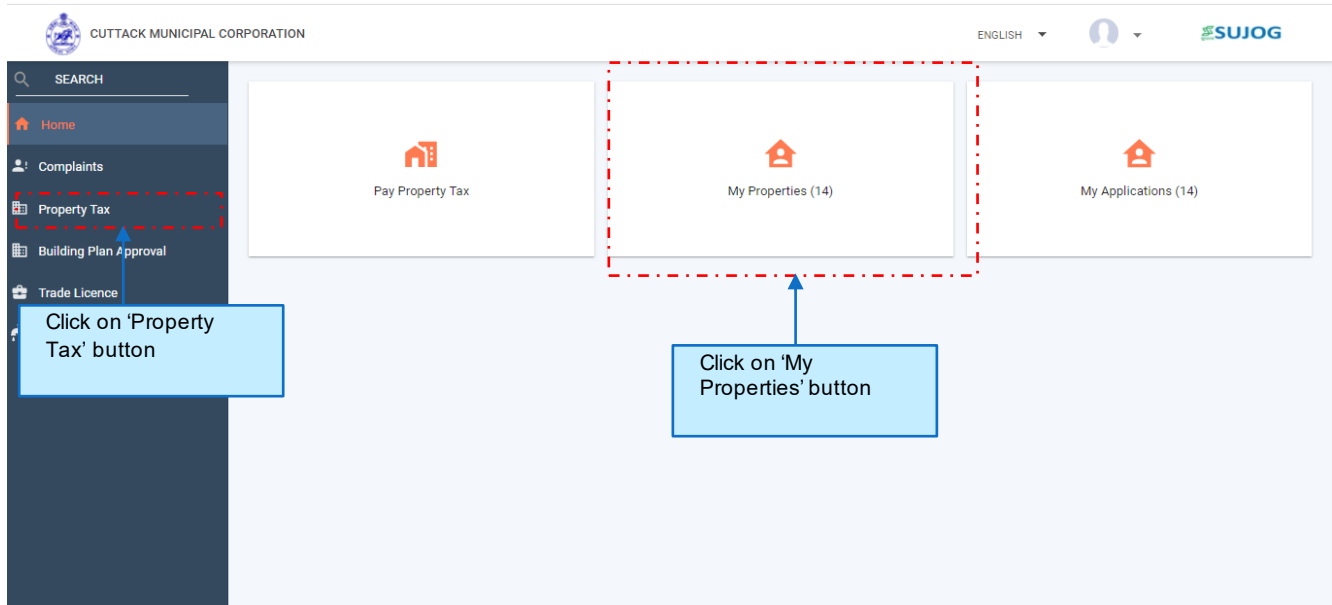
Follow steps mentions in section [3.2 Property Tax Payment](#) to make online payment.

5 Transfer of Property Ownership

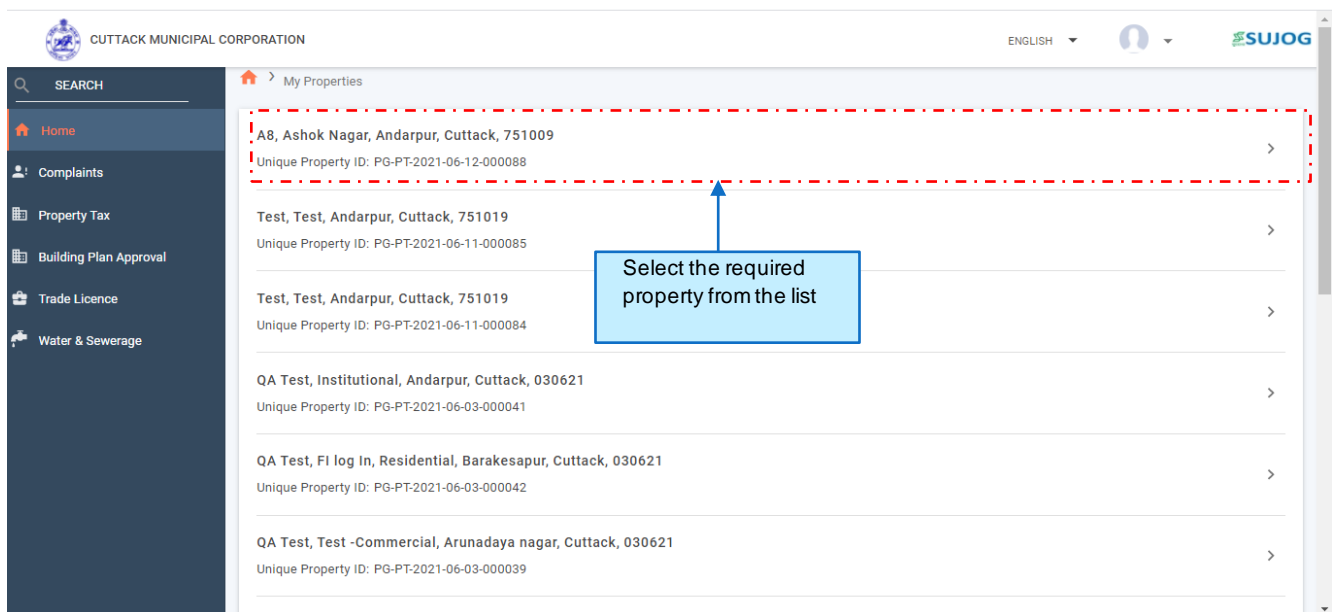
5.1 Application form

Follow the steps below to transfer property ownership.

Step 1: Property Tax Service




Step 2: My Properties



Step 3: Property Details

CUTTACK MUNICIPAL CORPORATION

ENGLISH



SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade Licence

Water & Sewerage

Ground Floor

Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)
RESIDENTIAL	SELFOCCUPIED	9999

click on 'Transfer Ownership' button

Owner Details

VIEW HISTORY

TRANSFER OWNERSHIP


Name	Guardian's Name	Gender	Type of Ownership
Manoj	m	MALE	Single Owner

Mobile No:	Email	Special Category	Correspondence Address
8457088494		Not Applicable	A8, Ashok Nagar, Andarpur, cuttack, 751009

EDIT PROPERTY

CUTTACK MUNICIPAL CORPORATION

ENGLISH



PT_REQUIRED_DOC_TRANSFER_OWNERSHIP

Address Proof

1. Electricity Bill 2. Water Bill 3. Gas Bill

OWNER.ADDRESSPROOF.ADDRESSPROOF_DESCRIPTION

Identity Proof

1. Aadhaar Card 2. Voter ID 3. OWNER.IDENTITYPROOF.DRIVING 4. OWNER.IDENTITYPROOF.PAN

OWNER.IDENTITYPROOF.IDENTITYPROOF_DESCRIPTION

Transfer Reason Proof

1. Sale Deed 2. Gift Deed 3. Patta Certificate 4. Registered Will Deed 5. Partition Deed 6. Court Decree 7. Property Auction 8. Succession

10. Unregistered Will Deed

OWNER.TRANSFERREASONDOCUMENT.TRANSFERREASONDOCUMENT_DESCRIPTION

Review list of documents required for application submission

Click here to go to application page

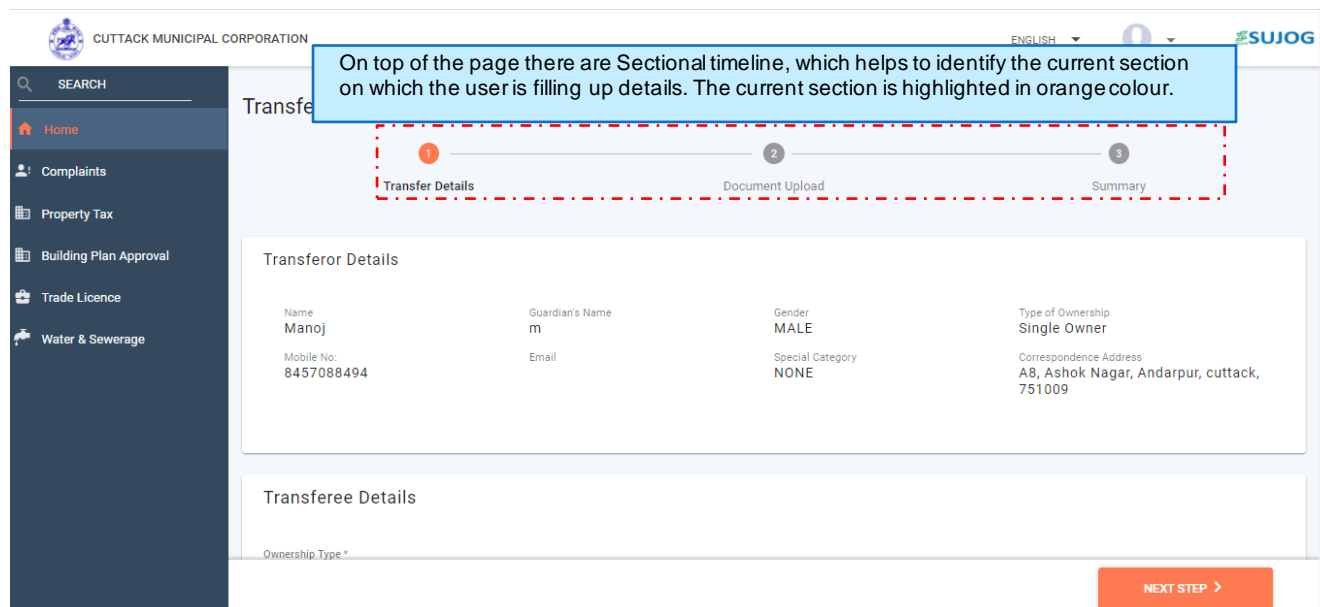
PRINT

TRANSFER OF OWNERSHIP

5.1.1 Transfer Details

Step 4: Application details

On top of the page there are Sectional timeline, which helps to identify the current section on which the user is filling up details. The current section is highlighted in orange colour.



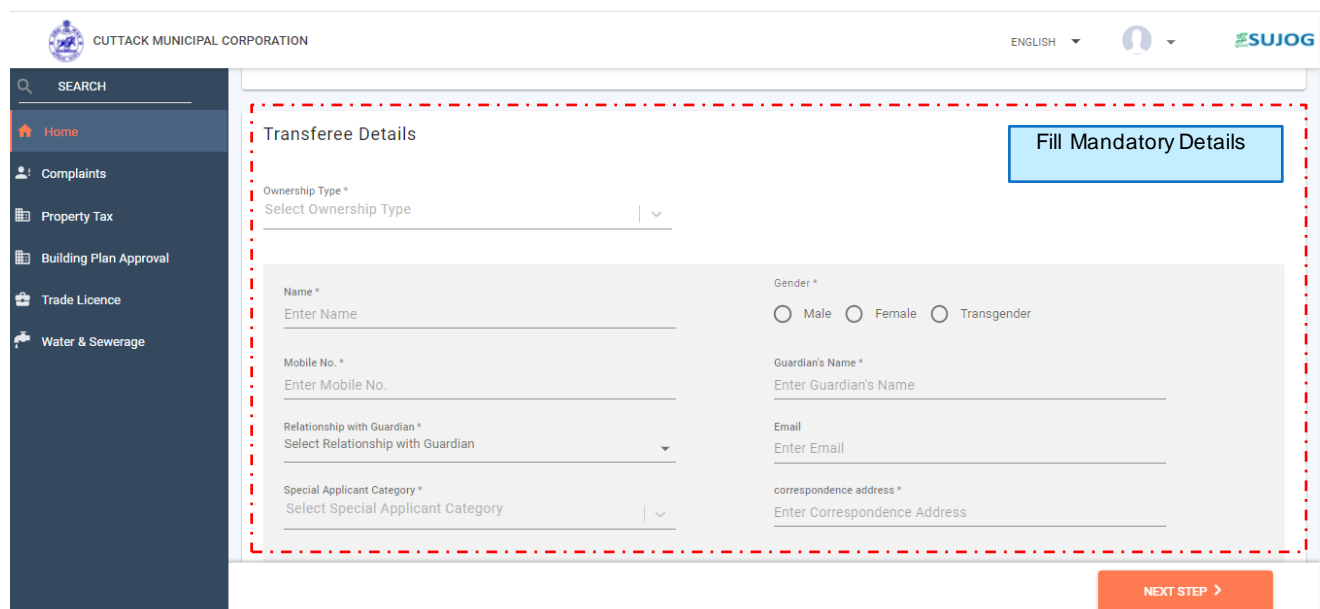
Transferor Details

Name Manoj	Guardian's Name m	Gender MALE	Type of Ownership Single Owner
Mobile No: 8457088494	Email	Special Category NONE	Correspondence Address A8, Ashok Nagar, Andarpur, cuttack, 751009

Transferee Details

Ownership Type *

NEXT STEP >



Transferee Details

Ownership Type *
Select Ownership Type

Fill Mandatory Details

Name *
Enter Name

Gender *
☐ Male
 ☐ Female
 ☐ Transgender

Mobile No. *
Enter Mobile No.

Guardian's Name *
Enter Guardian's Name

Relationship with Guardian *
Select Relationship with Guardian

Email
Enter Email

Special Applicant Category *
Select Special Applicant Category

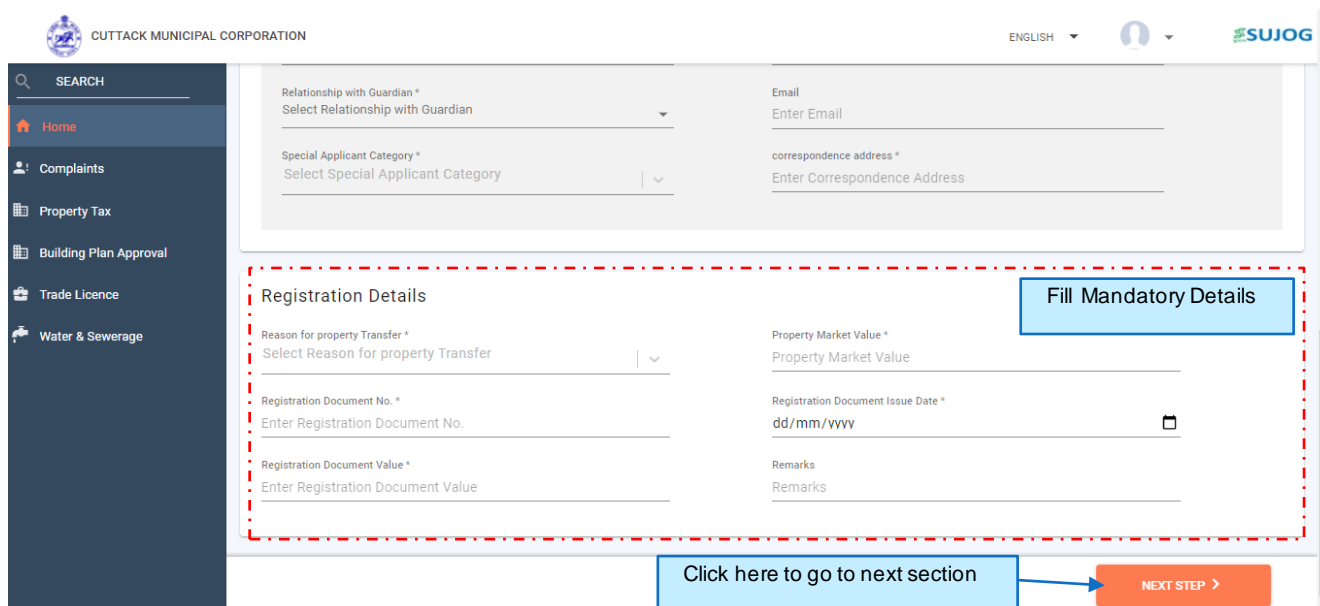
correspondence address *
Enter Correspondence Address

NEXT STEP >

Following are the fields in transferee details section

Field Name	Field Type	Purpose
Ownership Type	Mandatory Field	Select the ownership Type from the dropdown
Name	Mandatory Field	Enter Transferee name
Gender	Mandatory Field	Select Transferee gender
Mobile No.	Mandatory Field	Enter Mobile number

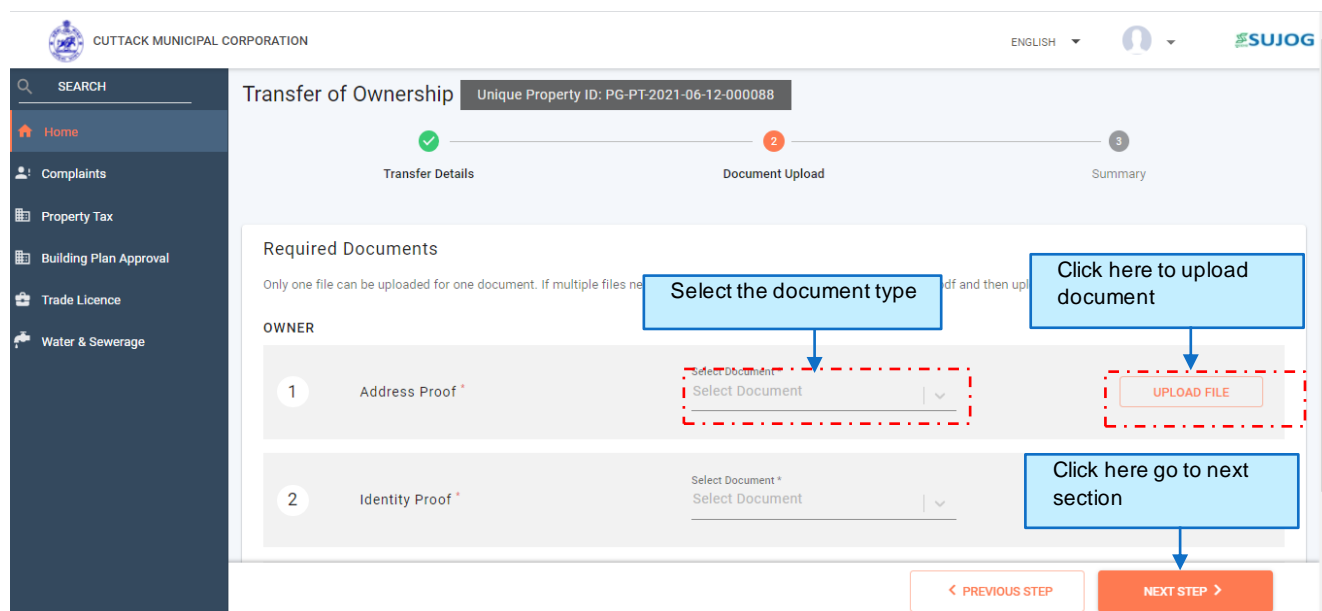
Guardian's Name	Mandatory Field	Enter Transferee guardian name
Relationship with Guardian	Mandatory Field	Select the guardian relationship type from the dropdown
Email	Optional Field	Enter Email Id
Special Applicant Category	Mandatory Field	Select special applicant category from the dropdown if applicable
correspondence address	Mandatory Field	Enter correspondence address of the transferee



Following are the fields in Registration details section

Field Name	Field Type	Purpose
Reason for property Transfer	Mandatory Field	Select the Reason for property Transfer from the dropdown
Property Market Value	Mandatory Field	Enter property market value
Registration Document No	Mandatory Field	Enter Registration Document No
Registration Document Issue Date	Mandatory Field	Select Registration Document Issue Date
Registration Document Value	Mandatory Field	Enter Registration Document Value
Remarks	Optional Field	Enter remarks if any

5.1.2 Document Upload



Transfer of Ownership Unique Property ID: PG-PT-2021-06-12-000088

Progress: 1. Transfer Details (Completed) 2. Document Upload (Current) 3. Summary

Required Documents
Only one file can be uploaded for one document. If multiple files need to be uploaded, upload them one by one and then upload the next file.

OWNER

1 Address Proof *
Select Document *
Select Document | v
UPLOAD FILE

2 Identity Proof *
Select Document *
Select Document | v

Click here to upload document

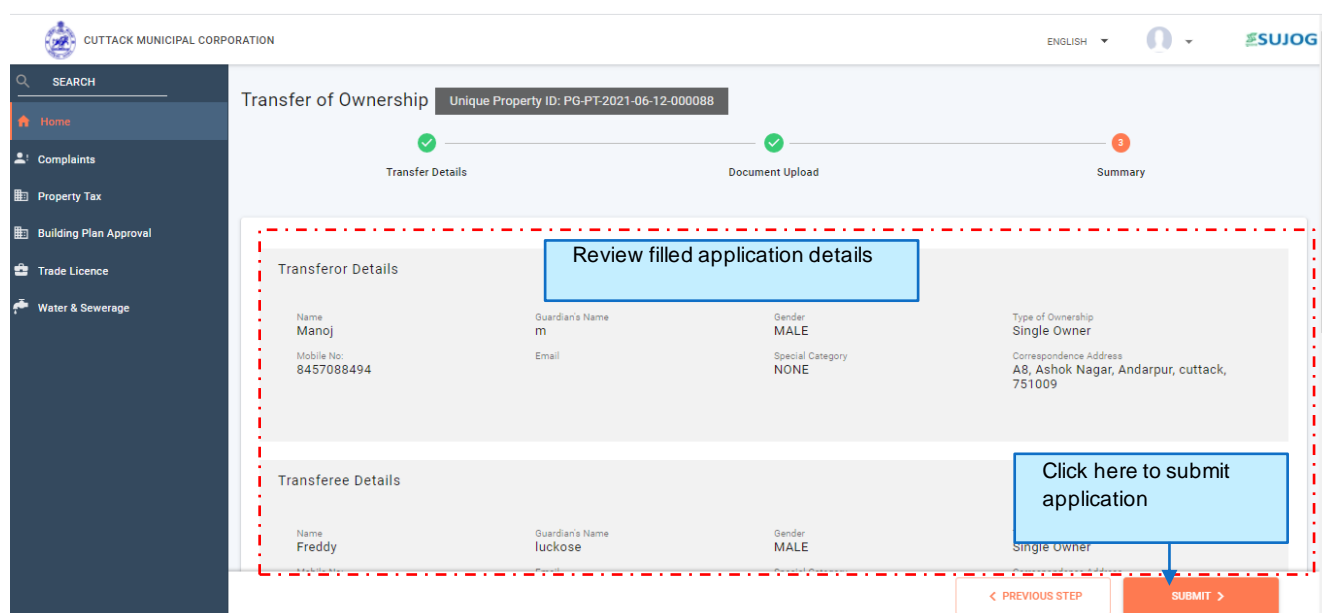
Click here go to next section

PREVIOUS STEP NEXT STEP

Following are the fields in document upload section

Field Name	Field Type	Purpose
Address Proof	Mandatory Field	Upload copy of address proof
Identity Proof	Mandatory Field	Upload copy of identity proof
Registration Proof	Mandatory Field	Upload copy of registration proof

5.1.3 Summary



Transfer of Ownership Unique Property ID: PG-PT-2021-06-12-000088

Progress: 1. Transfer Details (Completed) 2. Document Upload (Completed) 3. Summary (Current)

Transferor Details

Name: Manoj
Guardian's Name: m
Gender: MALE
Mobile No.: 8457088494
Email:
Special Category: NONE
Type of Ownership: Single Owner
Correspondence Address: A8, Ashok Nagar, Andarpur, cuttack, 751009

Transferee Details

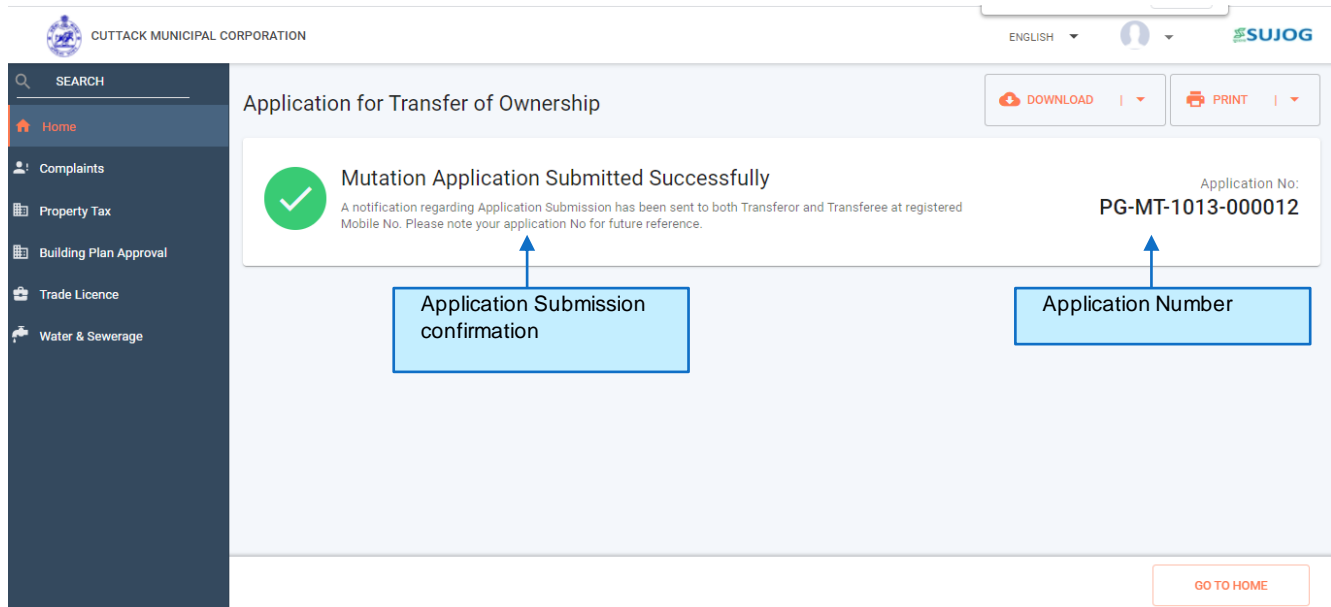
Name: Freddy
Guardian's Name: lucose
Gender: MALE
Type of Ownership: Single Owner

Review filled application details

Click here to submit application

PREVIOUS STEP SUBMIT

Step 5: Application Submission Confirmation



Application for Transfer of Ownership

Mutation Application Submitted Successfully

A notification regarding Application Submission has been sent to both Transferor and Transferee at registered Mobile No. Please note your application No for future reference.

Application No: PG-MT-1013-000012

Application Submission confirmation

Application Number

GO TO HOME

5.2 Mutation Fee Payment

Citizen has the option to make online payment through the SUJOG Property Tax system or he/she can make payment offline by visiting the ULB.

Follow steps mentions in section [3.2 Property Tax Payment](#) to make online payment.