

Help Document
PROPERTY TAX

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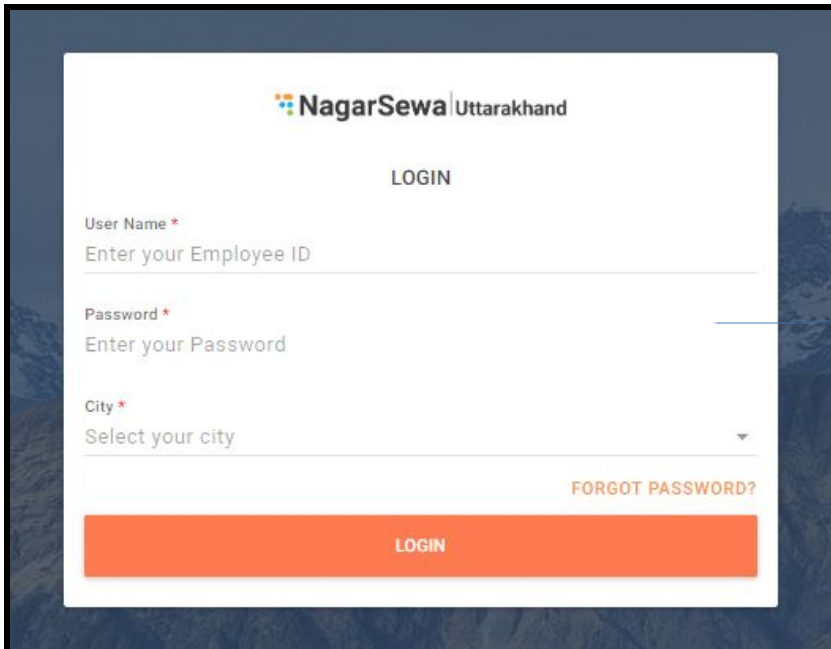
1. General Functions

Following are the general functions of the application:

1.1. Login into the application

To login, please go to the following link:

<https://nagarsewa.uk.gov.in/employee/>



The screenshot shows the login interface for Nagarsewa Uttarakhand. At the top, the logo 'NagarSewa Uttarakhand' is displayed. Below it, the word 'LOGIN' is centered. The form contains three input fields: 'User Name *' with the placeholder 'Enter your Employee ID', 'Password *' with the placeholder 'Enter your Password', and 'City *' with a dropdown menu showing 'Select your city'. To the right of the password field, there is a link 'FORGOT PASSWORD?'. At the bottom of the form is a large orange button labeled 'LOGIN'.

Employee (All Roles) enters credentials, Selects his/her city and logs in

On login in, the homepage will be displayed on the employee screen.

HALDWANI MUNICIPAL CORPORATION

SEARCH

Property Tax

Trade License

Welcome TLCreator

Property Tax

Trade License

My Worklist

24
Total Task

0
Nearing SLA

20
Over SLA

ASSIGNED TO ME (0) ALL (24)

Module/Service Task ID Status Assigned By Assigned To SLA (Days Remaining)

No results found !

Collapse

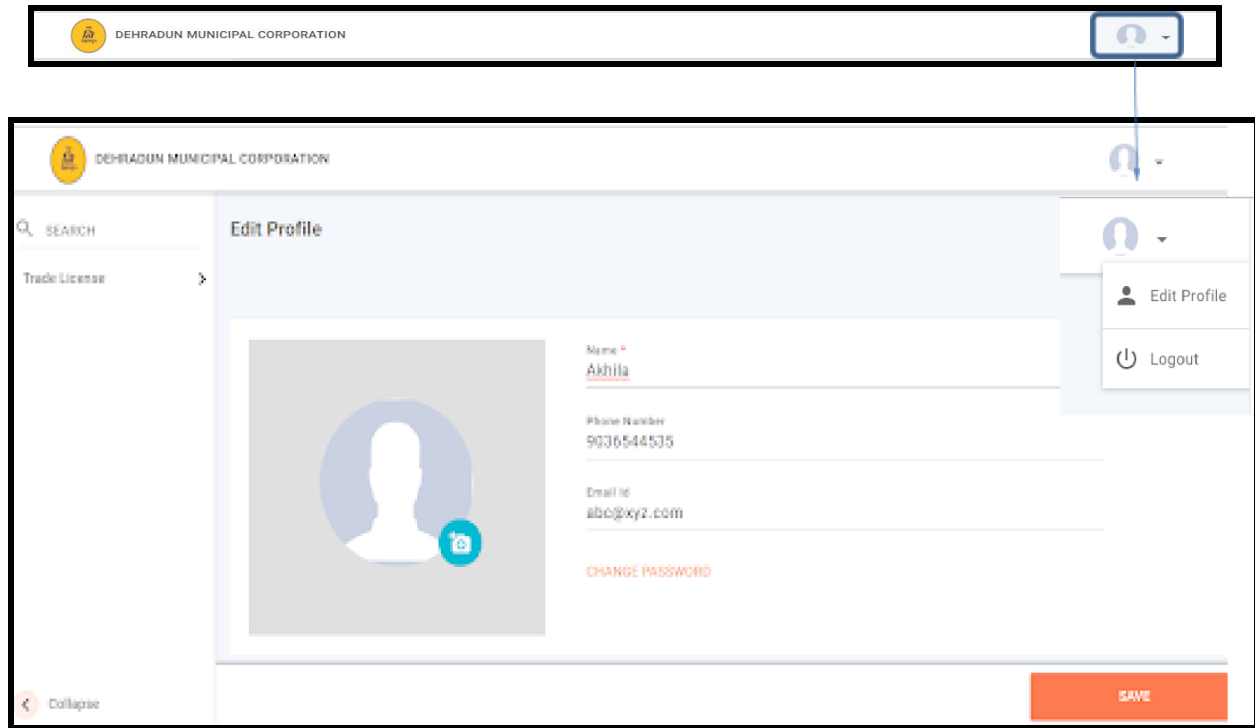
The Worklist represents the list of various tasks that exist/are assigned to a particular employee and what is the resolution time related to those tasks.

1.2. Editing the Profile

Follow the steps shown below to edit your profile. You can:

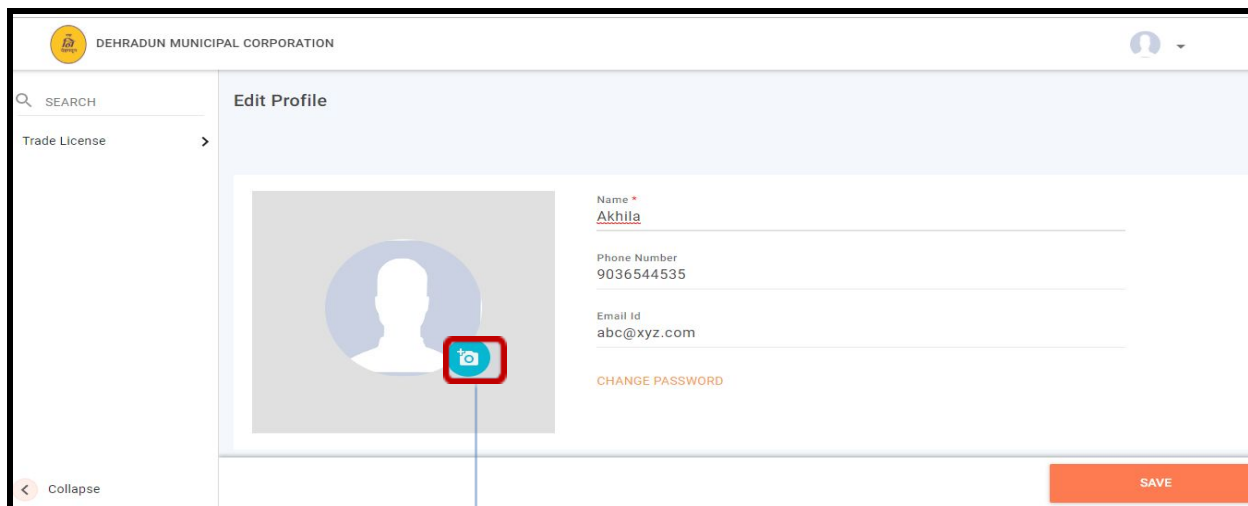
- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

1.3. Updating name, Mobile Number and Email id



User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id
To change or remove the Profile picture, user clicks on the camera icon on his/her picture

1.4. Uploading Profile Photo

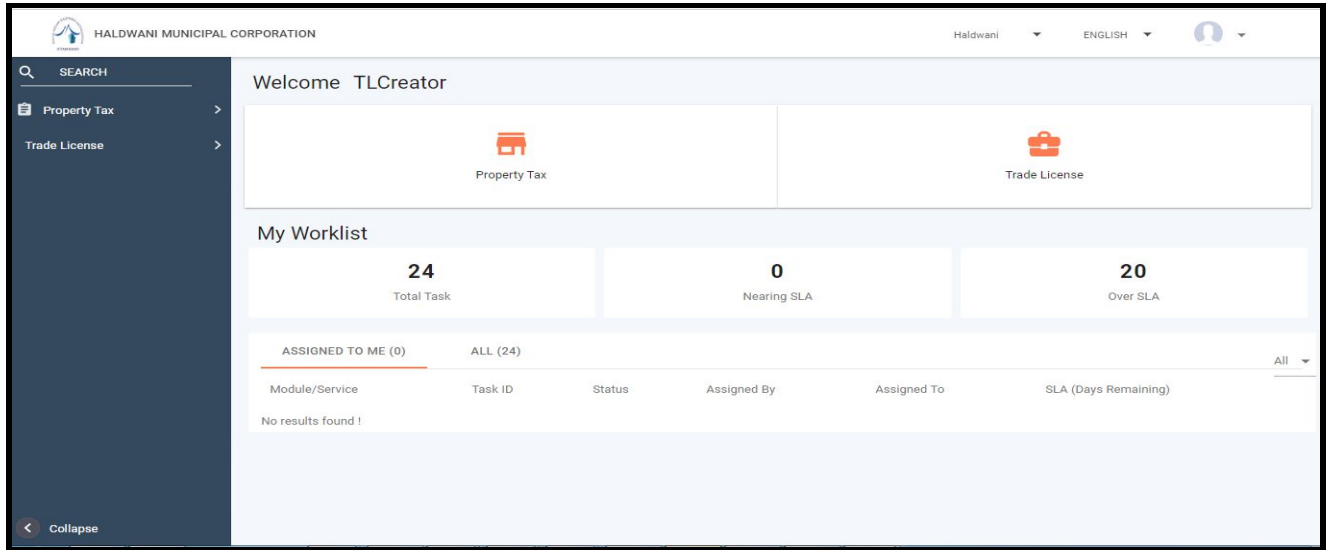


Two options appear on the screen: 'Gallery' and 'Remove'
User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

2. Search and Pay Property Tax

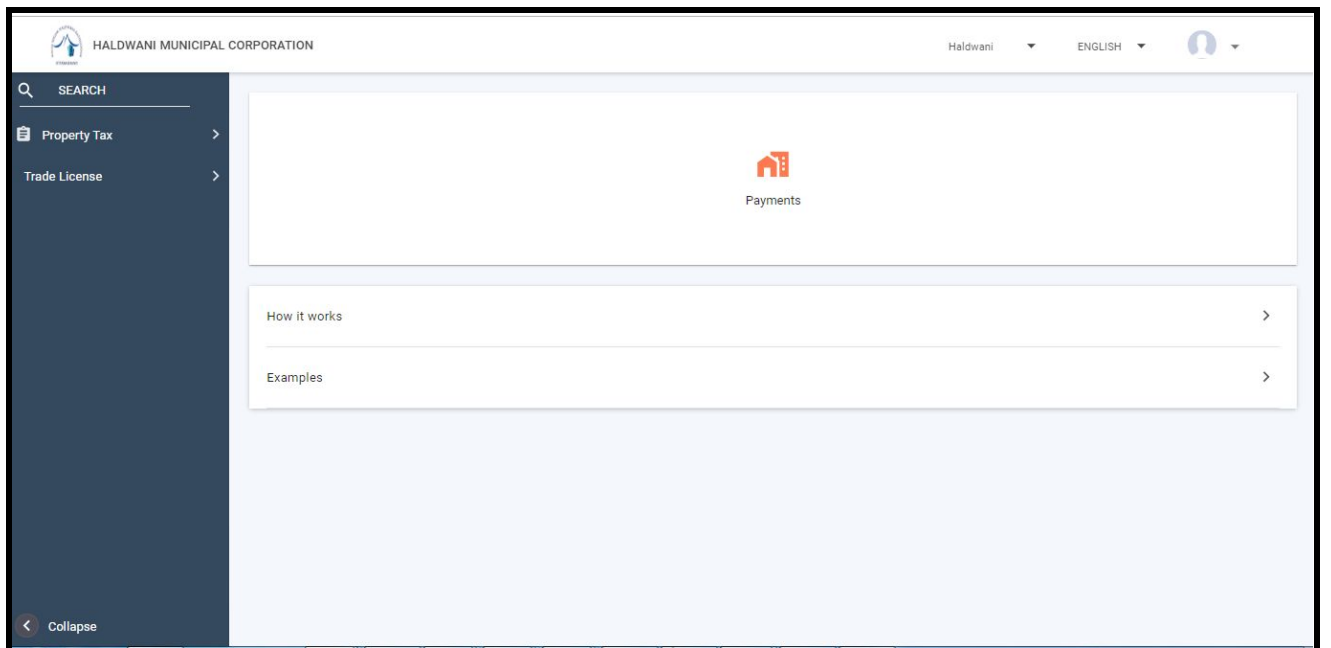
Follow the steps shown below to Search and Pay Property Tax:

2.1. Landing Page (My Worklist)



Employee logs into the system and sees the Landing page with two options, 'Trade License' and 'Property Tax'. User clicks on 'PROPERTY TAX'.

2.2. Property Tax Home Page



Employee sees the Property Tax Home page. Here he/she clicks on 'Payments'.

2.3. Search Property

The screenshot shows the 'Property Tax' section of the Haldwani Municipal Corporation website. The left sidebar contains a 'SEARCH' button and a 'Property Tax' menu item. The main content area is titled 'Property Tax' and contains a 'Search Property' form. The form has four input fields: 'City' (a dropdown menu with 'Select' as the current value), 'Owner Mobile No.' (a text field with the placeholder 'Enter owner mobile no.'), 'Property Tax Unique ID' (a text field with the placeholder 'Enter property tax unique ID'), and 'Existing Property ID' (a text field with the placeholder 'Enter existing property ID'). There are also two buttons at the bottom: 'RESET' and 'SEARCH'.

Employee has to select the city from the dropdown and enter any other search criteria shown in the above screen

2.4. Search Result


The screenshot shows the 'Property Tax' section of the Haldwani Municipal Corporation website after a search. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Property Tax' and contains the 'Search Property' form. The 'City' dropdown is now set to 'Haldwani'. The 'Property Tax Unique ID' field contains the value 'PT-248459-019044'. The 'SEARCH' button is highlighted. Below the form, there is a section titled 'Property Search Result (1)' which contains a table with the following data:


↑ S.No	Property Tax Unique ID	Owner Name	Guardian's Name	Existing Property ID	Address	Status
1	PT-248459-019044	कैलाश चंद्र पनेरु	प्रेमबल्लभ	HT01843901158	3-1139 पुराना 3-1060,	ACTIVE

At the bottom right of the page, there is a date stamp: 'Monday, November 25, 2019'.

On Searching with Property ID Employee's property details will be shown in the search result and on click of Property ID he will be navigated to the view screen as below

2.5. View Property

 HALDWANI MUNICIPAL CORPORATION

ENGLISH 

SEARCH

Home

Property Tax

Property Information

Property Tax Unique ID.: PT-248459-019044

Property Address

City:	House No:	Colony Name:	Street Name:
Haldwani	3-1139 पुराना 3-1060	NA	NA
Mohalla:	Pincode:	Existing Property ID	Road Type
UK_HALDWANI_REVENUE_M004 2	NA	HT01843901158	NA
	Thana		
	NA		

Assessment Information

Usage Type	Type of Building:	Plot Size:	No. of Floors
NA	Built Up	0 sq yards	1
Construction Date			
NA			

Ground Floor

Unit - 1

Unit Usage Type	Occupancy	Construction Type	Inner Dimensions Known
Residential	Self-Occupied	NA	NA
Room Area(sq ft)	Balcony ,Corridor, Kitchen ,store Area(sq ft)	Garage Area(sq ft)	Bathroom & Staircase Area(sq ft)
NA	NA	NA	NA
		Covered area (sq ft)	
		NA	

Ownership Information

Name:	Guardian's Name	Gender:	Type of Ownership
कैलाश चंद्र पनेरु	प्रेमबल्लभ	NA	NA
Mobile No:	Email ID:	User Category:	Correspondence Address:
9999999999	NA	NA	NA

Assessment History

Assessment Date: 22-Nov-2019

Assessment No.: AS-2019-11-22-019044

Assessment Year: 2019-20

Payment History

There is no payment history

Total Dues ⓘ


Rs 200

DUES PAYMENT

Collapse

Employee verify his property details and proceed to pay due amount by clicking on "DUES PAYMENT" and he will be redirected to the below screen

2.6. Collect Property Tax

HALDOWAN MUNICIPAL CORPORATION

HalodwanENGLISH

SEARCH

Property Tax

Trade License

Payment informationProperty Tax Unique ID: PT-248459-019044

Payment Collection Details

Fee Details

Property Tax	100
Total Amount	200

Total Amount
Rs 200

Amount to be paid

☒ Full Amount ☐ Partial Amount

Amount to pay (INR)
200

Capture Payment

CASH

CHEQUE

DD

Credit/DebitCard

Paid By *

Owner

Payer Name *

कैलाश चंद्र पांडे

Payer Mobile No. *

+91 | 9999999999

MSC5/MSC2 Receipt Details (Optional)

MSC5/MSC2 Receipt No.

Enter MSC5/MSC2 Receipt No.

MSC5/MSC2 Receipt Issue Date

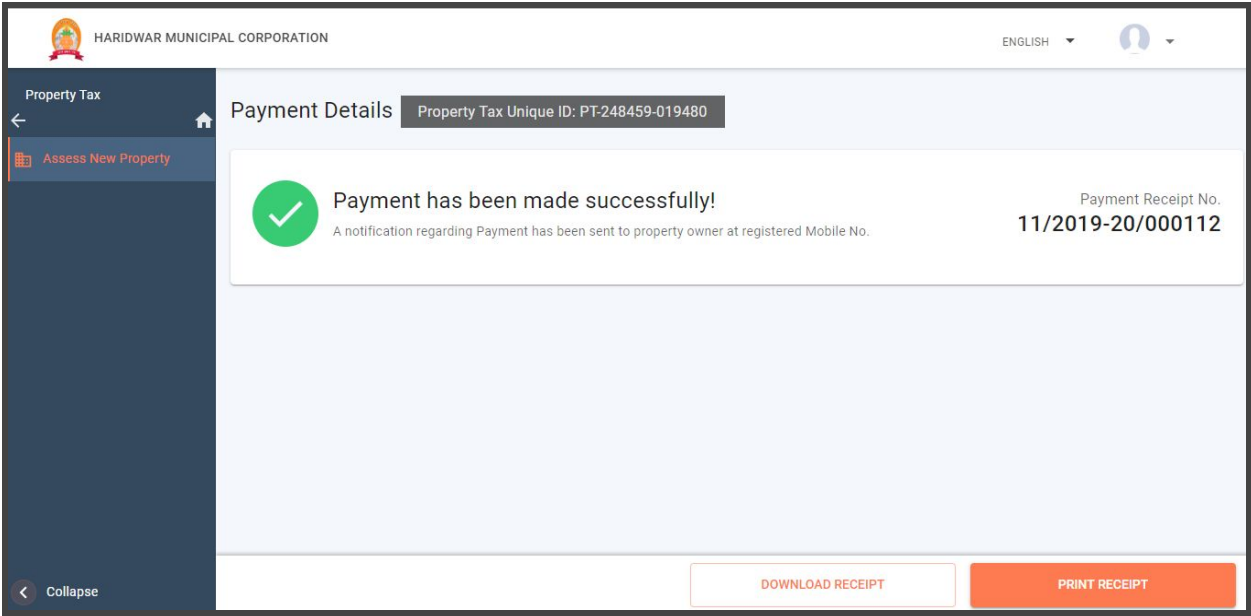
dd/mm/yyyy

Collapse

GENERATE RECEIPT >

On successful payment Employee will be redirected to his NagarSewa account where he can download receipt as below

2.7. Print Receipt




Employee can download or print the receipt by clicking DOWNLOAD RECEIPT/ PRINT RECEIPT

3 Data Entry Screen

This is a feature to enable the employees to enter information for the property tax already disbursed before the system came into effect.


Following are the steps to be followed in order to help the employee enter the information:


Step 1: The user lands on the below screen and clicks on Data Entry as show below:



RUDRAPUR MUNICIPAL CORPORATION

ENGLISH





Property Tax

←


Search Properties

Data Entry


Property Tax Report

Home

Welcome ओमकार घाटपांडे



Property Tax



Trade License

My Worklist

8
Total Task

2
Nearing SLA

6
Over SLA

ASSIGNED TO ME (0)


ALL (8)

All


Module/Service	Task ID	Status	Assigned By	Assigned To	SLA (Days Remaining)
No results found !					


10

Step 2: After clicking, a form would open as shown below:

RUDRAPUR MUNICIPAL CORPORATION

ENGLISH





Property Tax

Search Properties

Data Entry

Property Tax Report

Property Demand Assessment

1

2

3

4

5

Property AddressAssessment InformationOwnership InformationDemand And CollectionSummary

Collect information from the citizen to identify the property.

City *
Rudrapur

House/Shop No. *
Enter house no.

Street Name
Enter Street Name

Pincode
Enter area pincode

Road Type
Select

Building/Colony Name
Enter buiding/colony name

Locality/Mohalla *
Select

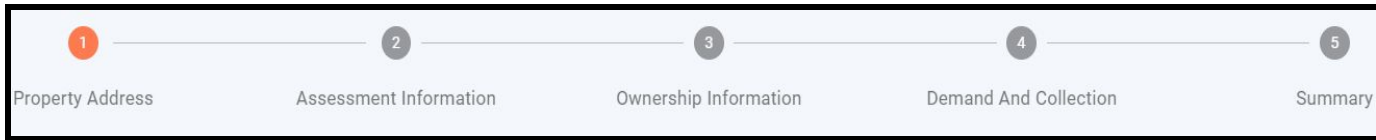
Existing Property ID
Enter existing property ID

Police Station
Select

GO BACK

NEXT

There are 5 steps as as shown below in order to collect the information



3.1 Property Address

This is the first part of the form, which asks for the below mentioned fields:

Collect information from the citizen to identify the property.

City *
Rudrapur

House/Shop No. *
Enter house no.

Street Name
Enter Street Name

Pincode
Enter area pincode

Road Type
Select

Building/Colony Name
Enter buiding/colony name

Locality/Mohalla *
Select

Existing Property ID
Enter existing property ID

Police Station
Select

Field	Description
House/Shop No.*	House No. or the Shop No. to be entered
Building/ Colony name	Building or colony name to be entered
Street Name	Name of the street to be entered
Locality/Mohalla*	Locality/Mohalla is to be selected from the drop down
Pin Code	Pin Code of the area where the shop/house is located
Existing Property ID	Any new/old property which was assigned
Road Type	Type of road to be selected from the drop down
Police Station	The nearest police station to the shop/house to be entered

*Mandatory fields

After filling the above fields click on the next button.

3.2 Assessment Information

This is the second part of the form where the employee enter the details to define the property.

Below are the required fields:

Property Usage Type *

Select

Property Type *

Select

Construction Date *

Select

Fields	Description
Property Usage Type*	The type of the property is selected from the drop down
Property Type*	The type of property is to be selected from the drop down with below options: <div>1) Flat/Part of Building</div> <div>2) Independent Building</div> <div>3) Vacant Land</div>
Construction Date*	When the construction of the property was finished

*Mandatory Fields

Another dialog box would open just below the above information card which is based on the selection of Property Type which would require the details of the unit to be filled in.

Below mentioned are the combinations which could be filled in.

3.2.1 Property Type: Flat Part of the building:

Property Usage Type *
Mixed

Property Type *
Flat/Part of the building

Construction Date *
Select

Unit-1

Unit Usage Type *
NonResidential

Sub Usage Type *
Select

Occupancy *
Select

Construction Type *
Select

Covered area (sq ft) *
Enter built-up area

Select Floor *
Select Floor

Annual Value *
Enter annual value

+ ADD ONE MORE UNIT

Click on " ADD ONE MORE UNIT" to add details about another unit in the s building/ ploit

Fields	Description
Unit Usage Type*	Type of usage for the unit: 1) Residential 2) Non Residential
Sub Usage Type*	Type of sub usage could be a hotel, lodge etc.
Occupancy*	Occupancy is to be selected from the drop down which could be: Rented, Self Occupied or Unoccupied
Construction Type*	Type of Construction is to be selected which could be: Kucha, Pukka etc
Covered Area*	Area of the property which is covered under the roof
Select Floor*	The floor no. has to be selected on which the unit is located
Annual Value*	Value of the unit is to be filled

*Mandatory Fields

3.2.2 Property Type: Building

Below are the 2 fields required to be filled:

Property Usage Type *

Mixed

Property Type *

Independent Building

Construction Date *

Select

Plot Size(sq ft) *

Enter plot size

No. of Floors *

Select

Field	Description
Plot Size(sq. ft)*	Size of the plot/building is to be filled
No. of Floors*	No. of floors to be selected from the drop down

* Mandatory Fields

3.2.3 Property Type: Vacant Land

Property Usage Type *

Mixed

Property Type *

Vacant Land

Plot Size(sq ft) *

Enter plot size

Field	Description
Plot Size*	Size of the plot is to be filled

*Mandatory Fields

After filling all the fields click on NEXT

3.3 Ownership Information

The next part would be filling the details of the owner.

The employee would land on the below form after filling all the details from the previous step:

Type of Ownership *
Single Owner

Name *
Enter Owner's Name

Mobile No. *
Enter Mobile No.

Special Category *
Not Applicable

Correspondence Address
Enter correspondence address

☐ Same as property address

Gender *
☒ Male ☐ Female ☐ Transgender

Guardian's Name *
Enter name

Relationship
Father

Email ID
Enter email ID

The above form would change based on the Type of Ownership selection.

Following would be the changes in the form according to the type of ownership selection:

3.3.1 Single Owner

Below are the fields required to be filled for single owner selection:

Type of Ownership *
Single Owner ▼

Name *
Enter Owner's Name

Gender *
☒ Male
☐ Female
☐ Transgender

Mobile No. *
Enter Mobile No.

Guardian's Name *
Enter name

Relationship
Father ▼

Special Category *
Not Applicable ▼

Email ID
Enter email ID

Correspondence Address
Enter correspondence address

☐ Same as property address

Field	Description
Name*	Owners name has to be entered
Gender*	One of the three mentioned genders has to be selected
Mobile No.*	Enter the mobile no. of the owner
Guardians Name*	Name of the Guardian
Special Category*	If the owner is from a special category such as: Freedom Fighter, Widow etc. If not any of the categories then click Not Applicable
Email Id	Owners Email id has to entered
Correspondence Address	If any other address of the owner is available
Same as Property Address	Tick the checkbox If the correspondence address is the same as property address

3.3.2 Multiple Owner

If there are multiple owners then there would be more no. of similar fields as in case of single owner to enter their details by the naming of Owner 1, Owner 2 ,Ownern

Owner -2

Name *

Enter Owner's Name

Mobile No. *

Enter Mobile No.

Special Category *

Not Applicable

Gender *

☒ Male

☐ Female

☐ Transgender

Guardian's Name *

Enter name

Email ID

Enter email ID

Relationship

Father

Correspondence Address

Enter correspondence address

☐ Same as property address

+ ADD OWNER

If there are more owners than the cards displayed then click on ADD OWNER button

3.3.3 Institutional - Private

If the ownership is private institution then the below fields need to be filled:

Type of Ownership * Institutional - Private ▼	
Institution Name * Select	Institution Type * Select ▼
Details of authorised person	
Name * Enter Owner's Name	Designation * Enter Designation
Mobile No. Enter Mobile No.	Landline Number * Enter landline number
Email ID Enter email ID	Correspondence Address * Enter correspondence address <input type="checkbox"/> Same as property address

Fields	Description
Institution Name*	Name of the institute
Institution Type*	Type of institute that is single owner, Partnership Firm etc
Name*	Name of the person responsible from the institute
Designation*	Designation of the person in the company
Mobile no.	Mobile no. of the person who is responsible
Landline no.*	Landline no. of the institute
Email ID	Email id of the person/ institute
Correspondence Address	Enter if there is any other address
Same as Property Address	Tick the check box if the correspondence address is similar to property address

3.4 Demand And Collection

Here the information has to be entered for the demands and collection which were made during the previous years.

2019-20

Demand

Property Tax
Please enter the Amount.

Swatchatha
Please enter the Amount.

Interest
Please enter the Amount.

Promotional Rebate
Please enter the Amount.

Rebate
Please enter the Amount.

Collected

Property Tax
Please enter the Amount.

Swatchatha
Please enter the Amount.

Interest
Please enter the Amount.

Promotional Rebate
Please enter the Amount.

Rebate
Please enter the Amount.

2018-19

Demand

Property Tax
Please enter the Amount.

Collected

Property Tax
Please enter the Amount.

Please note: The information has to be collected separately for every year starting from the current to the back.

The following are the fields to be filled for demand as well as collection:

Field	Description
Property Tax	Enter the Property Tax
Swatchta Tax	Enter the swatchta Tax
Interest	Enter the interest levied on the amount.
Promotional Rebate	Enter the promotional rebate offered/collected
Rebate	Enter the rebate amount

*Mandatory Fields

3.5 Summary

Last step is the summary where the summary of the filled form is displayed.

Property Address

Locality

Rastrapur

House No.

121

Owner Name

NA

Existing Property ID

NA

Street Name

NA

Pincode

BA

House Type

NA

House Status

NA

Mutualia

Jagatpura - Jagatpura

Assessment Information

Usage Type

Mixed

Type of Building

Flat/Part of the building

Floor Size

NA

Floor No.

0

Construction Date

03-02-2020

Built Usage Type

Residential

Occupancy

Unoccupied

Construction Type

Pucca building, with RCC roof or RR roof

Water Sanitation System

NA

Covered area (sq.ft)

121

Sub Usage Type

NA

Actual Value

1212121

Ownership Information

Name of Institution

Dnyanesh Institute

Designation

Head

Type of Institution

Proprietorship

Type of Ownership

Individual

Name of Authorized Person

Dnyanesh

Telephone Number

61292555628

Mobile No.

9698967912

Gender

NA

Demand And Collection

2019-20

Tax Head	Demand	Collected
Property Tax	100	0
Tax Head	Demand	Collected
Swachhetha	100	0
Tax Head	Demand	Collected
Interest	100	0
Tax Head	Demand	Collected
Promotional Rebate	-111	0
Tax Head	Demand	Collected
Rebate	-10	0

If something has to be edited at this step of the form then click on the edit option displayed sperately at each step of the form

Click on “ ADD PROPERTY “ button after reviewing the form

ADD PROPERTY

After clicking the Add property, the following message would be displayed and the property gets added:

Property Demand Assessment

Property Tax Unique ID.: PT-248471-000022

 Property Details Submitted Successfully.

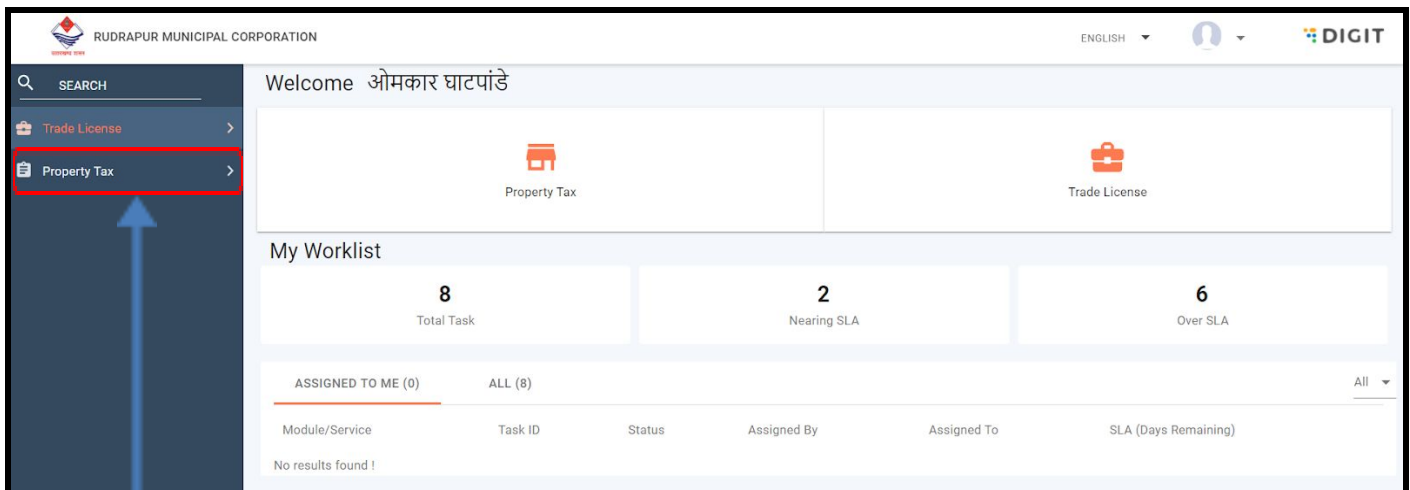
4 Edit Property

This feature can be used to edit details of any property, the information which had been entered through the Data Entry Screen.

Please Note: This feature has a precheck which states that receipt or certificate should not have been generated.

Below are the steps to Edit a Property:

Step 1:



Click on the Property Tax option after logging in and landing on the above page

Step 2:

Property Tax

←

Property Tax

Search Properties

Data Entry

Property Tax Report

Property Tax

Search Property

Search Property

City *

Rudrapur

Owner Mobile No.

Enter owner mobile no.

Property Tax Unique ID

Enter property tax unique ID

Existing Property ID

Enter existing property ID

Locality/Mohalla

Select

House/Shop No.

Enter house no.

RESET

SEARCH

Click on the Search Property option and then the dialog box adjacent to it would open

Step 3: Enter any one of the details apart from city which you know and hit search button

Property Tax

←

Property Tax

Search Properties

Data Entry

Property Tax Report

Property Tax

Search Property

Search Property

City *

Rudrapur

Owner Mobile No.

Enter owner mobile no.

Property Tax Unique ID

Enter property tax unique ID

Existing Property ID

Enter existing property ID

Locality/Mohalla

Select

House/Shop No.

Enter house no.

RESET

SEARCH


Step 4: Properties corresponding to the search criteria would open and then open the property by selecting the Property Id

Property Search Result (1)


↑ S.No	Property Tax Unique ID	Owner Name	Guardian's Name	Existing Property ID	Address	Status
1	PT-248471-000022	Divyansh	Divyansh		121,1,	ACTIVE


Rows per page: 5 1-1 of 1 < >

Step 5:

RUDRAPUR MUNICIPAL CORPORATION

ENGLISH





Property Tax

Search Properties

Data Entry

Property Tax Report

Property Information

Property Tax Unique ID.: PT-248471-000022

Property Address

City

Rudrapur

House No

121

Colony Name

1

Existing Property ID

NA

Street Name

NA

Pincode

NA

Road Type

NA

Police Station

NA

Mohalla

Sanjay Nagar - Sanjay Nagar

Assessment Information

Usage Type

NonResidential

Type of Building

Vacant Land

Plot Size

10101 sq ft

No. of Floors

1

Construction Date

NA

Ownership Information

EDIT PROPERTY

Click on "EDIT PROPERTY" buttonn

Step 6: A summary of the form would open as shown below:

Update Property

Property Tax Unique ID.: PT-248471-000022

Property Address

Assessment Information

Ownership Information

Demand And Collection

Summary

Property Address

City

Rudrapur

House No

121

Contry Name

1

Existing Property ID

NA

Street Name

NA

Pincode

NA

Road Type

NA

Police Station

NA

Mohalla

Sanjay Nagar - Sanjay Nagar

EDIT

Assessment Information

Usage Type

NonResidential

Type of Building

Vacant Land

Plot Size

10101 sq ft

No. of Floors

1

Construction Date

NA

EDIT

Ownership Information

Name

Divyansh

Guardians Name

Divyansh

Gender

Male

Type of Ownership

Single Owner

Mobile No

9898989919

Email ID

NA

User Category

None of the above

Correspondence Address

121, 1, Sanjay Nagar - Sanjay Nagar, rudrapur

EDIT

Demand And Collection

2019-20

Tax Head	Demand	Collected
Property Tax	100	100
Tax Head	Demand	Collected
Swachhatha	100	100
Tax Head	Demand	Collected
Interest	100	100
Tax Head	Demand	Collected
Promotional Rebate	0	0
Tax Head	Demand	Collected
Rebate	0	0

EDIT

Click on "EDIT" option in order edit the section you want to

Step 7: After entering the Edit screen edit the details and click on next as it was done in the previous section (Section - 3) for adding a property.

After which it would land on the same screen as in **Step 6:**

Step 8:

Update Property

Property Tax Unique ID.: PT-248471-000022

✓

Property Address

✓

Assessment Information

✓

Ownership Information

✓

Demand And Collection

5

Summary

Property Address

City

Rudrapur

House No

121

Colony Name

1

Existing Property ID

NA

Street Name

NA

Pincode

NA

Road Type

NA

Police Station

NA

Mohalla

Sanjay Nagar - Sanjay Nagar

EDIT

Assessment Information

Usage Type

NonResidential

Type of Building

Vacant Land

Plot Size

10101 sq ft

No. of Floors

1

Construction Date

EDIT

UPDATE ASSESSMENT

Click on " UPDATE ASSESSMENT " button after all the editing has been completed

After which a message would be displayed as shown and below and the property has been updated successfully

Update Property

Property Tax Unique ID.: PT-248471-000022



Property Update successfull

Property has been updated successfully!