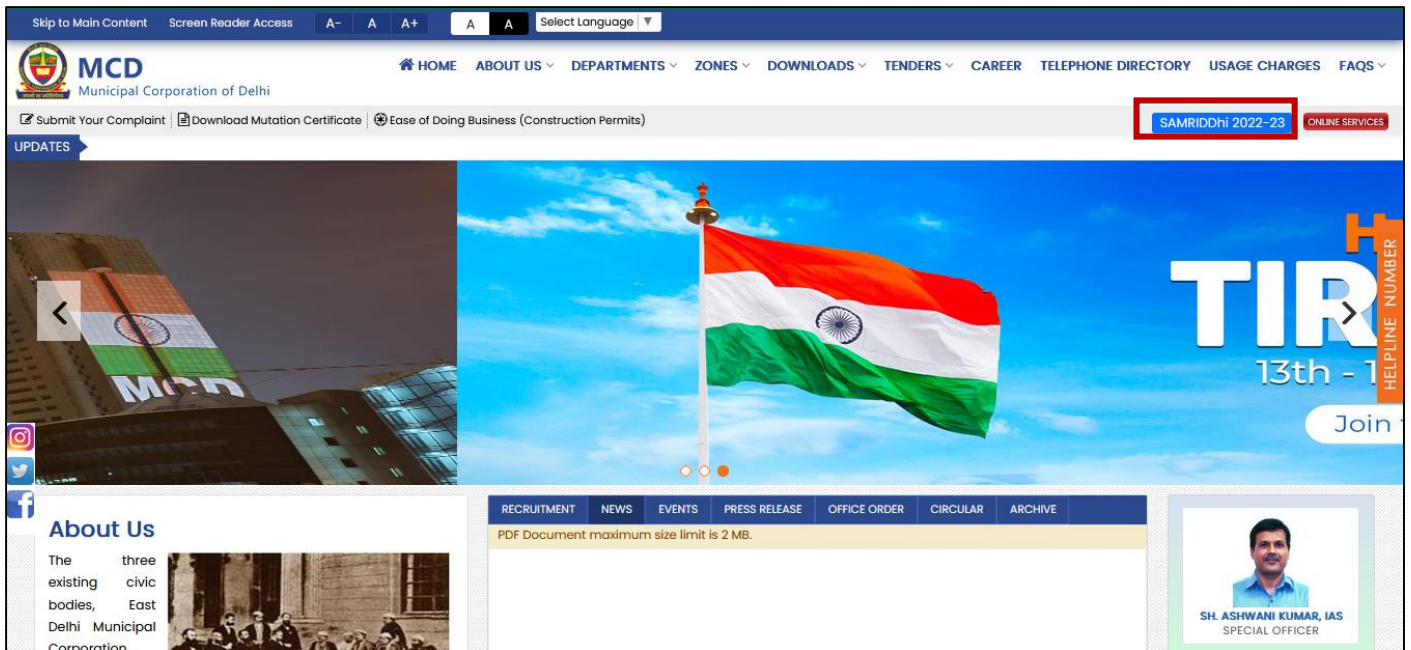


Municipal Corporation of Delhi SAMRIDH 2022-23 (PTR) Standard Operating Procedure (SOP)

Let's start...

1. Open your system's browser, ensure your system is connected to the internet.
2. Type appropriate URL: <https://mcdonline.nic.in/> and press Enter Key.
3. Click on the **SAMRIDH 2022-23** (SAMRIDH 2022-23) button, as shown below:



4. A pop-up will appear, as shown below:

ONLINE SERVICE
✕

Select Your Service Area By Choosing Any One Of The Below Option

Zone

or

Ward

or

Colony

5. Select your service area by selecting your **Zone OR Ward OR Colony** and click on **"Search"** button.
6. On clicking the **"Search"** button, the following buttons will appear:

ONLINE SERVICE
✕

Select Your Service Area By Choosing Any One Of The Below Option

Zone

or

Ward

or

Colony

🔍 Search
🗑️ Reset

🏠 Pay Property Tax (SAMRIDHhi 2022-23)

📄 Registration of Birth / Death

🌐 Online Service

*Note : If Your Colony, Ward and Zone are not correct, search again.

7. Click on the **Pay Property Tax (SAMRIDHhi 2022-23)** button.
8. It will redirect you to **the Citizen Login page**
9. If your Mobile number is registered, you can log in directly.
10. If your mobile No. is not registered, please click on **“New user click here for Sign Up”** (at the bottom of the page)
11. Registration page will open, fill mandatory information and then click on the **“Submit”** button
12. You will be redirected to the Citizen Login Page with the message **“Registered successfully. Now, login with Registered Mobile No: 98xxxxxxx.”**
13. On entering the registered Mobile number and getting OTP by clicking on **“Get OTP”** you can log in to the system.
14. On successful login, you will be redirected to registered properties details if any, in your login account.
15. Click on the **“Actions”** button and click on **Pay Tax (SAMRIDHhi 2022-23)** to avail benefit under the Amnesty Scheme, as shown below:



WELCOME HEMANT BHARGAV

MCD Municipal Corporation of Delhi

View Old Receipt prior to 2020 || View Old PTR Record Prior to 2020
To avail benefits under Amnesty scheme FY(2022-2023) for
To avail benefits under SAMRIDHhi scheme FY(2022-23) now

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
1	0924751S0000600	RESIDENTIAL	INDIVIDUAL	raj	R-123 near hanuman mandir SO	Registered	View Property/Owner Detail Edit Property/Owner Details Pay Tax De-Register Property Verify Payment Status Payment Passbook Apply for a Mutation Pay Tax (SAMRIDHhi SCHEME 2022-23)
2	128135100000600	RESIDENTIAL	INDIVIDUAL	Adarsh	1008 NORTH	Registered	Actions
3	1015159S0000200	FARM HOUSE	INDIVIDUAL	nic test hq	farm house hq SOUTH	Registered	Actions

Showing 1 to 3 of 5 entries

Emutation Requests Search Property Register New Property Apply For New UPIC Link Notice To My Account Request For Transfer UPIC

16. **Subsequently**, if you don't have UPIC or the UPIC you have is incorrect, please **apply for a New UPIC**.

- Apply for a New UPIC** by filing an online form and submitting it successfully; New UPIC ID will be generated automatically (message will show on the top of the page) also citizens will be notified via SMS and Email. Also, at the same time, the newly assigned UPIC will be available in your login portfolio with the status as 'Draft'. To make it final, you may "Edit property/owner details" by clicking on "Action", and save/submit for final status.
- Click on "**Register Property with New UPIC**" on getting UPIC, update property and owner details as applicable and pay the tax.
- In case the same UPIC is used again to search or register a property, it may only show the property details from legacy data but will not allow registering property. (message "**UPIC is already in Use if needed contact MCD Help-Desk**")

Note: Without UPIC, the property will not be registered and hence Tax payment will not take place.

Caution: While searching & selecting property details from legacy data, please carefully check your Name & property address etc. When you are sure that the property search results are as per your details, only then update/append property, Otherwise, you will be responsible for the actions performed by you on wrong property details.

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