Municipal Corporation Delhi

MC Suite App

Property Tax Payment Mobile App (user Manual)

mcdonline.nic.in

NDMC

SDMC

EDMC

Digital India
Power To Empower

NIC एनआईसी
National Informatics Centre

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1. Introduction

Citizen of Delhi, who owns any property, needs to pay property tax to the government on yearly basis. This property Tax is applicable to all type of Properties (Residential / Commercial / Individual / Government / Institutions) etc.

The Delhi Municipal Corporation has launched its new online platform (https://mcdonline.nic.in) for paying Property Taxes in FY 2020-21 for South Delhi Municipal Corporation (SDMC) and North Delhi Municipal Corporation (NDMC). From FY FY2021-22 East Delhi Municipal Corporation (EDMC) got on board for payment of Property Tax by its citizens. Any Citizen can register himself on the portal and pay the Property Tax.

2. Property Tax

Property Tax is one of the online citizen services available to public for paying taxes on time which cashless, paperless and faceless for ease of the tax payer.

For the convenience of Citizens a Mobile Application is launched available for Android and IOS devices where Citizen can pay the property tax using this Mobile App. Some of its benefits and scope mentioned below:

- This is a 24X7 facility and people of Delhi can pay their taxes on anytime and anywhere basis.
- The payment processing becomes handy in terms of mobility of the application.
- It helps getting information easily and applicant do not need to visit repeatedly for status check as it will be conveyed on their mobile numbers through SMS and push notifications.
- The online application is environment friendly as it helps us to save papers by uploading documents in online systems.
- The mobile application's payments systems are secure and safe to make the payment.
- Citizen need to be already registered user on MCD portal.

2.1   Non-Registered Tax Payer

For accessing the app and paying tax, it's very mandatory for the tax payers to register their mobile number with Property Tax under Online Services on the portal https://mcdonline.nic.in and search/provide their property and calculate their property tax for first time.

2.2   Registered Tax Payer

For accessing the app and paying tax, registered tax payer need to download the app from https://mcdonline.nic.in available **for Android or IOS** and install in their device.

2.2.1 Login using Registered Mobile number

After installation, open the app and **Select the Corporation** for which you want to pay the property tax as shown in **Fig. 1.**

Fig. 1

Enter your **Mobile Number** registered with the above mentioned portal. Click **Generate OTP** and enter the OTP received on your entered registered mobile number as shown in **Fig.2**

Fig. 2

2.2.2 View Registered Property Details

With Click **Login** and successful OTP authentication, below screen appears showing **Property Tax icon** as per **Fig. 3**.

Fig. 3

Below screen **Fig. 4** will appear on Clicking **Property Tax Icon** with Registered Property Details

Fig. 4

2.2.3 Pay Tax for Registered Property

View you **Registered Property Details** and Select **Pay Tax Icon** for respective **UPIC No.** for which tax need to be paid and below screen **Fig.5** will appear
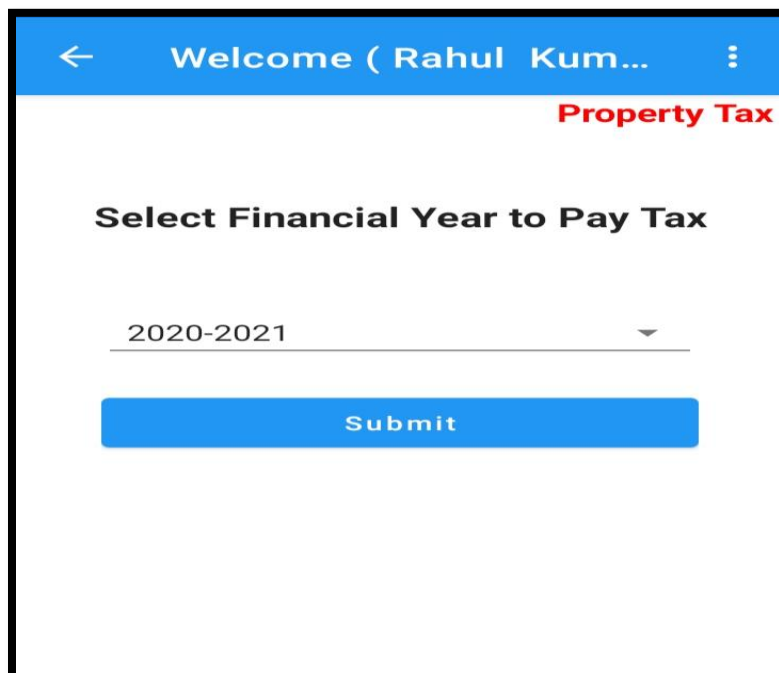

Fig. 5

2.2.4 Verify Tax Calculation Sheet

After selecting **Financial Year to Pay Tax** and **Submit**, **Tax Calculation Sheet** for that FY will as per **Fig 6.**

Fig. 6

Check all details like **Vacant Land Tax, Cover Area and Tax Calculation**, and click **Pay Tax** to proceed as shown in **Fig 7**.

Fig. 7

2.2.5 Bank Gateway & Payment

If any modification made in the property during the year, Click **CANCEL** and visit portal **mcdonline.nic.in** else proceed with **PAYTAX** to get Online Payment page as shown in **Fig.8**
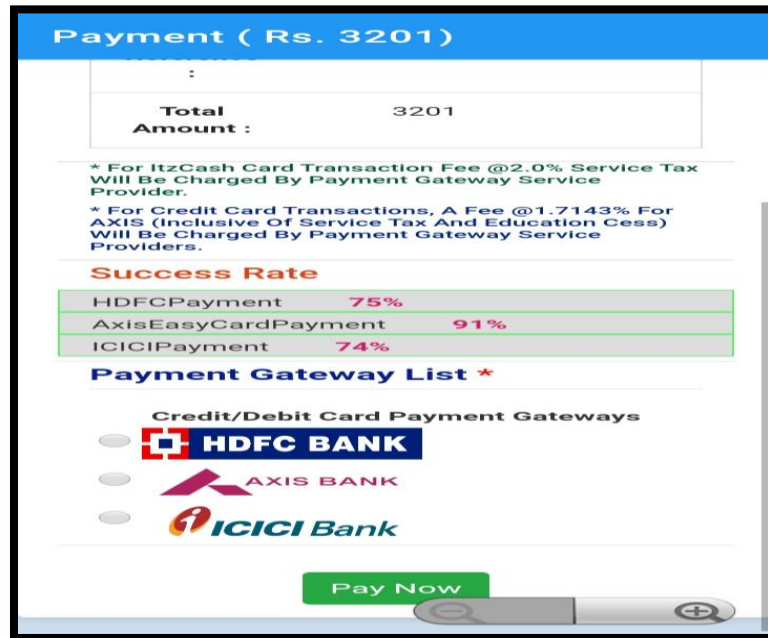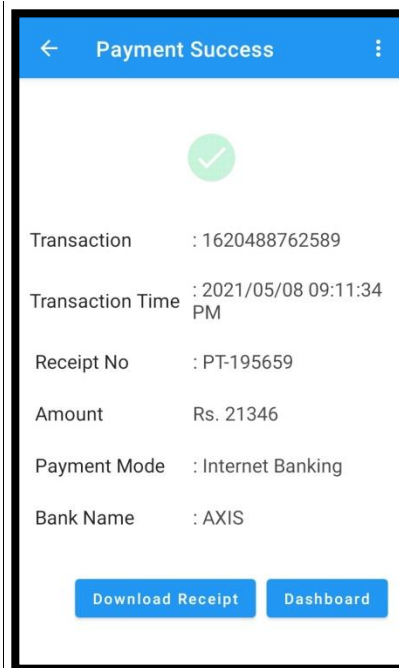

Fig. 8

Proceed further to make payment using different mode like Internet Banking, Credit Card, Debit Card etc. and on successful transaction below you will redirected to **Payment Success** page as shown in **Fig. 9 & 10**.

Fig. 9 **Fig. 10**

2.2.6 Download Receipt

With click **Download Receipt** below shown receipt will be downloaded in .pdf format shown in **Fig 11**. For returning to **Registered Property Details** Page click **Dashboard Icon**

Fig. 11

3. Verify Payment

The **Verify Payment** option is available with every registered property/UPIC on Registered Property Details. Tax Payer can use this to verify/reconcile the previous transactions which got aborted or remain pending to update their status. Once an unsuccessful payment verified, citizen can download the receipt
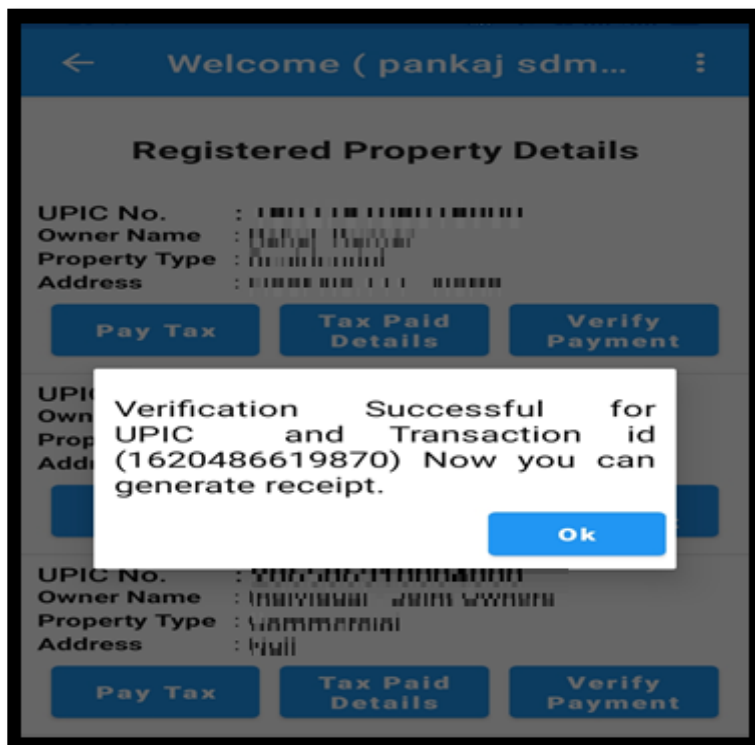

Fig. 12

4. View Previous Tax Paid Details

The **Tax Paid Details** option is available with every registered property/UPIC on Registered Property Details page. Tax Payer can use this to view the transactions made for paying tax for all the financial years for particular Property/UPIC.
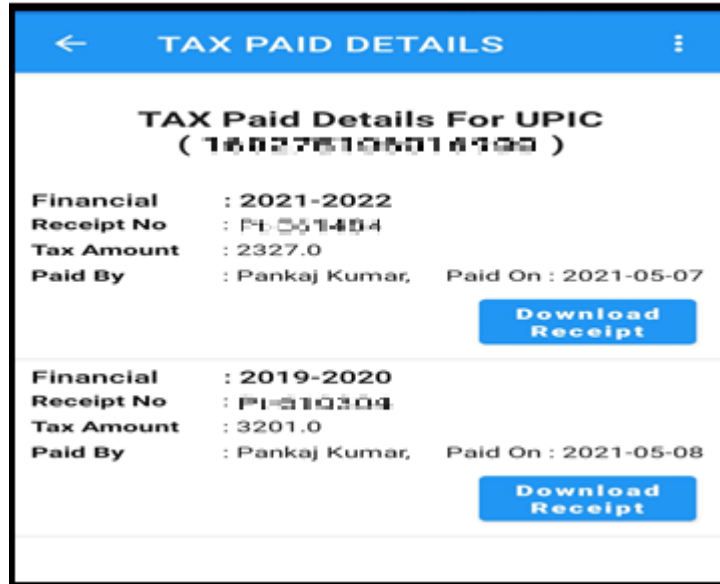

Fig. 13

5. Download Previous Receipts

As shown above in **Fig.13**, **Download Receipt** is available successful transaction for each financial year for each registered property/ UPIC in **Tax Paid Details Page.** Tax Payer can use this to download receipts for their successful transactions at any point of time.

For any support/assistances, Tax payers may write or contact us at our helpdesk support numbers and emails available on the portal https://mcdonline.nic.in for the any of the Municipal Corporation of Delhi.

---Thank you---

MCD Informatics Division, New Delhi