Municipal Corporation of Delhi

User Manual

for

Property Tax Application

Version 1.0

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Contents

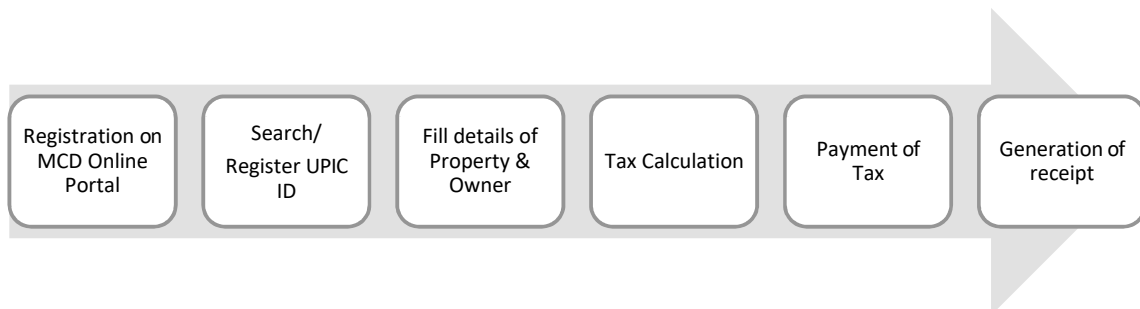**INSTRUCTION MANUAL FOR PROPERTY TAX APPLICATION**

1. PURPOSE

The purpose of this document is to list down all the functionalities of property tax application, after reading this document citizen will be conversant with the process of e-filling of property tax.

2. ABOUT PROPERTY TAX

Property tax is an annual amount paid by a property owner to the municipal corporations of the respective area. The property includes all tangible establishments (residential and non-residential) owned by public, private and government institutions. Property tax is a principal source of revenue of municipal corporation to upkeep the basic civic services in the city. The municipal corporation of an area assesses and imposes the property tax annually or semi-annually. The property tax is calculated based on unit area value method which was implemented from 1st Aug 2003. The DMC Act of 1957 also provide provisions of rebates and exemptions to the taxpayer based on pre-defined criteria.

3. STEPS FOR E-FILING THE PROPERTY TAX

Property tax can be filled by user by following 5 simple steps on portal as showing below in the diagram.

| Registration on MCD Online Portal | Search/ Register UPIC ID | Fill details of Property & Owner | Tax Calculation | Payment of Tax | Generation of receipt |

4. HOW TO REGISTER ON MCD ONLINE PORTAL

To file property tax, the taxpayer must register on MCD Online Portal by following below steps:

a. Log on to the registration page of MCD Portal by clicking on the following link:

https://mcdonline.nic.in

b. You will get MCD citizen portal. Click on "" Online Services"" icon on right top corner. You will get catalogue of services and click on "" Property Tax"".

c. If You & Your Mobile No. is not registered, click on *"Click here to Sign up"* link and follow the registration process as shown below. Or otherwise enter your registered Mobile No and OTP to get into the application directly.

d. The registration can be done by filling the required details as shown in the below picture. In case the taxpayer is already register on the portal, he/she can directly login by entering the registered mobile number, OTP and captcha to start filling property tax. On successful registration the highlighted message will be displayed.

e. Once the taxpayer is registered, he/she needs to login in the portal by entering the registered mobile number and generating an OTP followed by entering captcha

5. HOW TO FILE PROPERTY TAX

Once the taxpayer is registered in the portal, he/she would be able to see all the online services offered by MCD as shown below. The taxpayer must click on "Property Tax" tab to continue filling the tax.
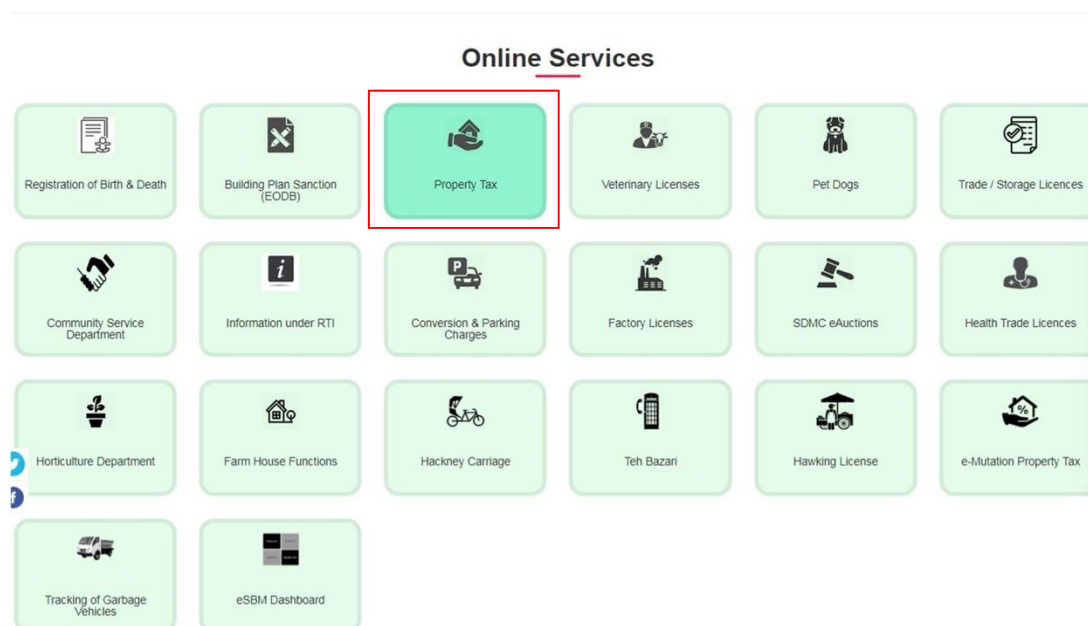
On clicking the "Property Tax" tab, the taxpayer would be able to see the below screen with 3 options to select

- **Search Property on UPIC** : This option is for the taxpayers who already have UPIC i.e. 15 digit/alphanumeric No. assigned to their property. Enter UPIC correctly, check once again and then pross Ok/Submit button. Details of your property, year wise tax paid etc will be displayed. You will find a "" Action"" button of green colour, click it and select option choose property to pay tax.
  Caution: If you search on the same UPIC again, you will get property details, but if you would like to Register property again using this UPIC it will refuse and may say that UPIC is already in use. Because One-UPIC-One property pattern has been followed.

- **Register new property for tax payment** (after obtaining new UPIC)

- **Apply for new UPIC** (ONLY for new property or never before you possess/took UPIC)

 UPIC (Unique Property Identification Code) is necessary to register the property and pay Tax.

In case, The taxpayer does not possess UPIC for a new property , please **"Apply for New UPIC"** by clicking the tab to generate UPIC ID. If you have UPIC pl. don't apply for it et al.

(A standard and short Step-by-Step procedure (SOP) is also attached herewith for your help, on Gen. Guideline page. Also read it to understand the flow.)

This would direct to the new UPIC generation request screen and would be forwarded to the department. On approval by the department new UPIC will be communicated to the taxpayer.
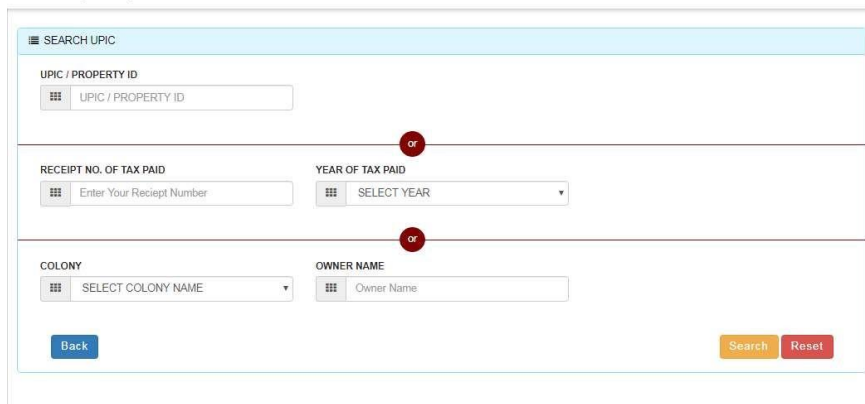

Following details are required to apply for UPIC ID:

- Ownership Category
- Ownership Type
- Property Category
- Location Details

- Colony
- Ward
- Zone
- Address Details
  - Plot Number or House Number or Flat Number or Farmhouse Number
  - Sector or Phase Number or Block/Pocket or Lane or Street
  - State
  - District
  - Pin-Code
  - Country
- Landmark/Additional Info

Once the details are submitted, the system will send a SMS to the user for confirmation.

In case, the taxpayer has paid the property tax using the online property tax application earlier and UPIC ID is available. Click on **Search Property on UPIC** and following page would be displayed

The taxpayer must enter one of the following information to search the registered property and click on search tab to continue.

- **Search on UPIC/Property ID (exact search)**
  OR
- **Search on Receipt number of the last tax paid and Year of tax paid (exact search)**
  OR
- **Search on Colony and owner Name** (This search may show you multiple records. You are advised to select carefully your own record and pay tax. If you pay tax for somebody else property by choosing incorrectly then you are responsible for it , matter shall need be brought to the Notice of concerned MCD, Zone office.)

Important Tip!

Once the result populates, make sure to carefully check all the details of the registered property including name, address of the property and so on.

The result of the search would be displayed as shown in the below picture and the taxpayer must click on the tab **"Actions"** to proceed further:

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
1	029805800710	126125200000100	Ashwani Kumar. Kaushal	Anand Vihar, Gurpreet Nagar	Nawada	West Zone	A-51B,,Anand Vihar, Gurpreet Nagar,Delhi..110059	Residential Plotted	‹ Actions
2	029806000710	126125200000300	KAILASH . DEVI	Anand Vihar, Gurpreet Nagar	Nawada	West Zone	C-34,,Anand Vihar, Gurpreet Nagar,Delhi..110059	Residential Plotted	‹ Actions
3	177119000710	126125200000400	Kuldip SIngh Basa	Anand Vihar, Gurpreet Nagar	Nawada	West Zone	Uttam Nagar Nd-59	Residential Plotted	‹ Actions
4	229785900710	126125200000600	SEEMA SHRIVASTAVA	Anand Vihar, Gurpreet Nagar	Nawada	West Zone	R- 3 GURPREET NAGAR, UTTAM NAGAR, NEW DELHI 110059	Residential Plotted	‹ Actions

Note: Choose correct entry, otherwise if you choose wrong entry and Pay Tax, you are responsible.

- On clicking the **"Actions"** tab, taxpayer must click on the link **"Use This Property to Pay Tax"** as shown in the below picture and this will direct the taxpayer for *filing the property tax*.

Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Financial Year	Paid Money	Payment Date	Action
4476906	NULL	MADAN LAL	Dwarka	Matiala	Najafgarh Zone	E-162,SECTOR-6 PLOT NO -2 GURU APARTTMENT DWARKA DELHI,.110075	Residential Group Housing	2008-0	☑ Use This Property To Pay Tax		‹ Actions

In case the taxpayer requires to register new property using New UPIC he/she must click on **"Register New Property"** to continue. Following screen will appear to select from 3 options.

- Search on UPIC
- Apply for new UPIC
- Already have new UPIC

Once UPIC is received, the taxpayer would be able to register the property under **"Property Details"** tab (as highlighted below) and be able to verify the details of the registered property.

In case, taxpayer is registering the property following details are required:

- UPIC ID
- Ownership Category (Govt, Individual, Organization)

- Property Type (Commercial, Residential, Trust etc.)
- Ownership Type (depends on Ownership category)
- Location details
    - Address details of the property (The taxpayer needs to provide the correct address details of the property)
- Vacant land details: Area of property which is not constructed (Total area of constructed area)
- Tax Factor for constructed section/floor:
    - Details of the constructed floor and section and use and area of constructed floor and section.
    - There is add/remove button is also available on the screen where the taxpayer can add and remove the rows (As mentioned in the picture below).

In case the taxpayer is not sure about some information and chooses to fill the form later, he/she can select the option "Save as draft". This will allow the application to save the provided information and the taxpayer can later continue filling rest of the information.

Once all the information is filled, the taxpayer must click on **"Submit"**

On submission of the information, the taxpayer would be required to update the owner details:

- Owner/Individual detail
  - Owner's Name, Mobile No., email-Id, PAN No
  - Property Share %, In case of Joint ownership, Rebate Eligibility, etc. need to be entered
- Owner's address detail

In case it is different then the property address. If same then, click on radio button Yes.

Once all the information is filled in the form, it will show following page as shown below, the taxpayer would be allowed to edit the information provided earlier by clicking on **"Edit"**

First Name	Middle Name	Last Name	Gender	DOB	Age	Mobile No	Email ID	PAN Number	Ownership Percent	Rebate	Address Detail	Action
test	**For Reference Only**		MALE	17/10/1989	30	9999999999	ss@gmail.com	DHYEU3098L	100	NO REBATE	1, 1, s1,110022 INDIA DELHISOUTH	EDIT

The taxpayer would then be required to provide the bank account details as shown in the below picture

On submission of the details, the system will display the message as shown in the picture below and this will confirm that the property has been registered successfully

The taxpayer must click on **"Actions"** tab to move forward, clicking on this will provide below mentioned options as shown in the picture

- **"View"** to view the filled information
- **"Edit Property / Owner Details"** to edit the filled information
- **"Tax Calculation and Pay Tax"** to calculate and pay tax

- **"Tax Paid Details"** to check the details of paid tax
- **"De-Register property"** to remove the registered property

Once **"Tax Calculation and Pay Tax"** is selected, the taxpayer is required to select the assessment year of the property tax

Once above step is completed, the details of the registered property would be shown on the screen as below and the taxpayer may click on **"Calculate"** to calculate the property tax for the selected assessment year and move forward to pay the calculated tax

The calculation of the tax would be shown as per the below picture, the taxpayer is expected to verify all the calculations and click on **"PAY TAX"** to move forward.

Once the calculations are verified, taxpayer is required to certify that all the information provided is true to the knowledge of taxpayer and he/she agrees to the terms are

conditions mentioned. Clicking on "Submit" would direct the taxpayer to the payment gateway to process the payment.

Once the payment has been made, the taxpayer will receive a system generated receipt on the screen. The receipt could be downloaded to the device for further communication and reference. Also, the same will be available for download, under ""Action"" button .

Transaction Successful

Transaction Number	1580451185▮
Amount	105▮.0
Receipt No.	003117▮▮83
TXN Response Code Description	Transaction Successful

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For Reference Only