Municipal Corporations of Delhi Submission of
Property Tax Return (PTR) Standard Operating Procedure
(SOP)
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Let's Start

1. Open your system's browser, ensure your system is connected with internet
2. Type appropriate URL : https://**mcdonline.nic.in** and press Entre Key
3. Corporation portal appears, Click on "**Online Services**" Red-Icon at top right corner
4. **Online Services Catalog Page appears,** click on "**Property Tax**"
5. It will redirect you to **Citizen Login** page
6. If your Mobile number is registered, you can Login directly.
7. If your mobile No. is not registered, please "**Click here for Sign Up**" (at the bottom of the page)
8. Registration page will open, fill mandatory information and then click on "**Submit**" button
9. You will be redirected to **Citizen Login** Page with message "Registered successfully. Now, login with Registered Mobile No: 98xxxxxxxx.
10. On entering registered Mobile number and getting OTP by clicking on "Get OTP" you can Login in the system.
11. On successful login, you will be redirected to registered properties details if any, in your login account.
12. General instructions may also be read by the Taxpayer for self-help.
13. Subsequently, you will be prompted on the page asking following:

    a) If you have old UPIC, **Search Property on UPIC**, if property details found you can update/append property details, Owner's details and Calculate Tax and Pay Tax online. Keep your UPIC carefully.

    - If not found any property, the UPIC may be incorrect and try search with **Owner Name & Colony** etc. You may get multiple records searched on the Name, then you should choose your record correctly & update property and pay tax. If you pay Tax on some other property even by mistake, it will be your responsibility.
    - If you get a message that "UPIC is already in use" pl. contact MCD help Desk.
    - You may also search property using Last paid receipt No. and assessment year.
    - If you get "Your property doesn't have UPIC, kindly apply for new UPIC"

    b) If you don't have UPIC or the UPIC you have is incorrect, please apply for new UPIC

    c) **Apply for New UPIC** by filing online form and submitting is successfully; New UPIC ID will be generated automatically (message will show on the top of the page) also citizen will be notified via a SMS and Email. Also, at the same time the newly assigned UPIC will

Be available in your login portfolio with status as **'Draft'**. To make it final, you may ''Edit property/owner details'' by clicking on "Action", and save / submit for final status.

d) Click on "**Register Property with New UPIC**" on getting UPIC, update property and owner details as applicable and Pay tax.

e) 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 to register property. (message "ÜPIC is already in Use, if needed contact MCD Help-Desk"

Note: Without UPIC, property will not be registered and hence Tax will not be paid.

Caution: While searching & selecting property details from legacy data, please carefully check your Name & property address etc. When you are confident that the property search results are as per your details, only then update/append property and Pay Tax, Otherwise, you willbe responsible for the Tax Paid by you on wrong property details.

14. You can register property, by clicking on "**Property Detail**" option; following details of property shall need submission in the PTR

a) **Ownership Category** (Govt, Individual, Organization), Property **Type** (Commercial, Residential, Trust etc.), **Ownership Type** (depends on Ownership category)-

b) **In case Ownership category is "individual" and Property category is "Residential" then please Choose "Yes" or "No" for "Is your property among DDA/CGHS/Janta/Builder Flat"**

c) **Vacant Land Area (Total Area – Covered area).** Generally, in-case of a Flat Total Area=Covered area therefore Vacant Land area shall be Zero. In case this property type is not a "**DDA/CGHS/Janta/Builder Flat**", please fill vacant land details.

d) **Property Address details:** Please enter correct details of address of your property:

e) **Property Floor Area Details:** Fill the details of floors of the property one-by-one.

- In case a floor has more than one type of usage e.g. one room is used as shop, one room is used as beauty parlor and two rooms are for residence then such property has been covered in different **SECTIONS** and different Tax shall be calculated based on usage.

f) **Tax Factors entry for calculation of tax (**as asked kindly fill as your property)

g) Click on **Add/Remove button** to add more floor or delete any existing floor details

h) Provision for uploading property papers like Mutation, Registered deed, allotment letter etc.

i) Now, you can save as "**Save As draft**" the data you have filled so far.

j) If you want to quit without saving the data press **"Back"** button

k) After completion of entry of Property details, you will have to enter "**Ownerdetails**"

15. **Owner details of the Registered Property** are need to be filled. Following are the main parameters as per applicability

a) Owner's Name, Mobile No., email-Id.

b) Property Share %, In case of Joint ownership, Rebate Eligibility, etc. need to be entered

c) Owner's address, in case it is different than the property address. If same then, simply say **Yes that address is the same as of property**

d) Please enter your correct bank account details as per your bank passbook, enabling MCD to transfer money, If any as and required.

e) After filling all details, on click of "Submit" button, Citizen will be redirected to Pay Tax options.

16. Once property & Owner registration completed you can see more option on click of "**Actions**" **option available on Dashboard**

a) **View** to have complete view of entered details so far

b) **Edit** Property / Owner Details (complete details will be available to edit/modify)

c) **Tax Calculation and Pay Tax** (Tax shall be calculated, and details will be shown to you before payment),

- **Tax assessment Year** to be selected prior to calculate & pay Tax from the menu (presently Tax can be paid for AY 20-21)
- **Checklist of tax-calculation** generated to review the details which is downloadable
- After that, You will be directed on the bank's page for payment
- You can pay Tax Using your internet Banking account/ Debit card/ Credit Card/ UPI/ Internet Banking etc.

d) **Tax Paid details** (Year wise tax paid details will be shown as per availability of data)

e) Receipt of Tax-Payment can be generated on clicking the option **"Tax-paid details"**

f) **De-Register property (**when you are not the owner of the property, you can de-register)

17. Receipt will be generated after the payment process is completed successfully, you can print it or can save as PDF file on your Machine/Mobile

18. On successful Tax payment, you must **Log-Out** for safety of your data**, by** clicking on your "Name Icon" (top-right corner of the screen).

19. While paying Tax online, by-chance your bank-account is debited and you don't get Payment slip generated, Pl. don't worry, call help-desk or send eMail and also enquire from the bank once. Probably, within 2-3 days either your account will be credited-back or you will able to download your payment- slip. In such case avoid to pay again instantly.

20. **Help-Desk**

Telephone No.	01123227418/01123227409
eMail IDs	support-mcd@mcd.nic.in