MUNICIPAL CORPORATION OF DELHI



USER MANAUAL FOR FILING PROPERTY TAX RETURN FOR TAXPAYERS





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1. Purpose

The purpose of user manual of Property Tax Return is to list down the step for e-filing of Property Tax and its other related functionalities for the taxpayers. This shall be useful for the taxpayers which will help to be conversant with the process of following functionalities:

- 1) Steps for E-filling of property tax
- 2) E-change of Name
- 3) UPIC Merging
- 4) Geotagging your property
- 5) UPIC Transfer
- 6) UPIC release

2. About Property Tax

All the three erstwhile corporations, i.e., South Delhi Municipal Corporation (SDMC), North Delhi Municipal Corporation (NDMC) and East Delhi Municipal Corporation (EDMC) were unified as one Municipal Corporation of Delhi vide a notification from Ministry of Home Affairs, Government of India dated 22nd May 2022.

With the mandate of merging of erstwhile civic bodies, it is required to integrate the IT systems of all three erstwhile MCDs to provide the citizen centric services to the people of Delhi. The scope of services includes property tax filing, registration of Birth and death, Licensing applications, logging and boarding applications and others. However, this document covers the steps for e-filing of property tax on the integrated application and its related functionality.

3. Impact of delimitation process on merged wards, zones, or colonies

During the unification process, Wards/Zones/Colonies are merged, and the details are listed in <u>Annexure 2: List of New Wards/Zones/Colonies after merging</u>. Taxpayer belongs to the merged Wards/Zones/Colonies will get the pop once they initiated the Pay Property Tax and steps for paying Property Tax are detailed in <u>section 7: Steps related to the merged zones, ward, or colonies for unified MCD</u>.

4. Workflow for e-filing of Property Tax

MCD Online Portal provide Single Sign-up Authentication (SSO) Services using which Citizens need to register on MCD Portal <u>https://mcdonline.nic.in/</u> first. The main MCD Citizen centric Services are E-filing filing of Property Tax, Registration of Birth / Death details, Issuance or Renewal of Factory Licenses, Heath Trade Licenses, General Trade Licenses, Veterinary Licenses, Filling of Property Tax Return etc.

The scope of this document is limited to the e-filing of Property tax and taxpayer may follow the simple steps as showing below in the diagram:



Process Flow for payment of Property Tax

5.1 Registration of MCD Portal

 Visit MCD website (<u>https://mcdonline.nic.in/</u>), click on 'ONLINE SERVICES' at top right corner on the page. Select 'WARD/ ZONE/ COLONY' and click on 'Search'. Select 'Pay Property Tax' option.



Screenshot 1: MCD portal

Zone	٩	CENTRAL ZONE	× *	
Ward	٩	Please Select Ward	× -	
Colony	٩	Please Select Colony	x *	
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Screenshot 2: Selection of ward, colony or zone

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Screenshot 3: Selection of Property Tax Return application

- Citizen who are registering first time need to create account by clicking 'New User Click Here for Sign Up / Registration'. Registered users may login directly using the following available options:
 - 'Mobile & OTP'
 - **'Login & Password'**

User Login	Officer Login RWA/GHS Login
Login Using 💌 N	Nobile & OTP 🔿 Login-ID & Password
Registered Mobil	
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GENERATE C	Enter OTP
	& LOGIN BACK
Know Your UP	C ?D Know Your Mobile Number
A New User Ci	ck Here For SignUp / Registration 🕼 Forgot Password 🕼 Forgot Login-Id

Screenshot 4: Citizen Login page

- After clicking 'New User Click Here for Sign Up / Registration', user need to fill the Mandatory details on Signup form such as
 - 'Register as' (individual/ Government organizations or institutions)
 - o **'Name'**
 - 'Father/Husband Name'
 - 'Mobile Number'
 - o 'Email Address'
- Users need to validate Mobile Number using OTP and click 'submit' to complete the Registration (<u>In case of international users, one needs to select Country Code and fill their</u> <u>Mobile Number.</u>)
- On successful login, you will be redirected to Online Services Page. After Registration Citizen can Sign in using Mobile Number & OTP or "Login Id and Password".

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Screenshot 5: Sign-up page for new users

5.2 Sign-In on MCD Portal

 Visit MCD website (<u>https://mcdonline.nic.in/</u>), click on 'ONLINE SERVICES' at top right corner on the page. Select 'WARD/ ZONE/ COLONY' and click on 'Search'. Select 'Pay Property Tax' option.



Screenshot 6: MCD Portal

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Colony	Q	Please Select Colony	x *	
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Screenshot 7: Selection of zone, colony or ward

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Screenshot 8: Selection of Property Tax Return application

• Taxpayer may need to login through "User Login" using "mobile &OTP" or "Login-ID &Password" as shown below.

Note: *For Login through Mobile Number & OTP, International users need to select Country Code and fill their Mobile Number*.

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Screenshot 9: Citizen login page

- Taxpayer shall be landed to the 'Dashboard' screen after login to MCD portal where multiple related functionalities to Property Tax Returns may be accessed as per the need basis. These are listed as:
 - 1) 'E-change of name (Dashboard)'
 - 2) 'Search Property'
 - 3) 'Register New Property'
 - 4) 'Apply for new UPIC'
 - 5) 'Link Notice to my account'
 - 6) 'Request for Transfer UPIC'
 - 7) 'UPIC merging request'

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Screenshot 10: Taxpayer Dashboard

5.3 Search Property Detail

After Sign-up, **'Taxpayer dashboard**' will display details of all the registered properties for the registered taxpayers. In case first time registered citizens on MCD Portal for filling of Property Tax, two scenarios may prevail, which are mentioned as under:

- 1) Property not registered on MCD Portal
- 2) <u>Property already registered on MCD Portal</u>

5.3.1 Property not registered on MCD Portal

First time registered citizens may have the following options to pay the property tax:

- 1) Search Property (in case UPIC/property-ID is known)
- 2) Apply for New UPIC

Both options may be accessed through the 'taxpayer dashboard' as depicted in 'Screenshot 10: Taxpayer Dashboard'.

1) SEARCH PROPERTY ON UPIC

• Search the property through 'Search property' (using 'UPIC/Property ID' detail or 'Receipt Number of Taxpayer' and 'Year of Tax Paid' or 'Colony Name' and 'Owner Name')

	SEARCH PROPERTY DETAILS	
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MOBILE NUMBER	<u></u>	
III MORE NUMBER		
RECEIPT NO. OF TAX PAID	YEAR OF TAX PAID	
III Enter Your Reciept Number		
COLONY NAME	OWNER NAME (MINIMUM. 2 CHARACTER)	
	Owner Nome	
COLONY	PLOT ND/DOOR NO (DHLY DIGIT ALLOWED)	
III SELECT COLONY NAME	PLOT NO/DOOK NO	(e.g. search 321 for the addresses A-321, A 321, 321- A, 321/2 etc)
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Screenshot 11: Search Property option_part1

• If property details are available, citizen may directly pay property tax by clicking 'Action' button and select 'Use this property to pay tax'.

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Screenshot 12: Search property option_part2

2) APPLY FOR NEW UPIC

- If property details are not available using 'search property' option, user may use 'APPLY FOR NEW UPIC' option through 'Taxpayer dashboard' for generating new UPIC for his/her property and then pay property tax accordingly.
- In 'APPLY FOR NEW UPIC' option available at 'Taxpayer dashboard', user needs to fill Property detail and attach the requisite documents (Pan card, Applicant ID proof, Property document, Photo ID proof) which are listed as under:
 - 1. Ownership Category
 - 2. Ownership Type
 - 3. Property Category
 - 4. Location Detail
 - a. Colony
 - b. Ward
 - c. Zone
 - 5. Address Details
 - a. Plot Number or House Number or Flat Number or Farmhouse Number
 - b. Sector or Phase Number or Block/Pocket or Lane or Street
 - c. State
 - d. District
 - e. Country
 - 6. Owner Detail consist of Name, Address, Age , Email , Phone Number etc.
 - 7. After entering above details, user need to click 'Save' button first to add the details and then attach the required documents which are mentioned as under:
 - a. 'UPLOAD PAN CARD'
 - b. 'Applicant ID proof'
 - c. 'Property Document containing Property address'
 - d. 'Photo ID proof'
 - 8. Click **'submit'** to generate UPIC for the property.

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Screenshot 13: Appy New UPIC option

• Once UPIC allotted Property detail made available on Dashboard automatically in Draft Mode. Users need to edit property details for giving additional information. Afterwards only, citizen may pay property tax.

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Screenshot 14: Taxpayer Dashboard with newly created UPIC in draft mode

• Under 'Action' Button, use 'Edit Property/Owner details' to fill additional Property / Owner detail.

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Screenshot 15: Taxpayer dashboard for newly created UPIC

• Taxpayer needs to provide additional details related to the property which are as follows:

#	Categorization	Location details	Address details	Vacant/Land Area Details	Tax Factor for section/Floor
1	Ownership category	Colony	PINCODE	Property Type	Select Floor
2	Ownership type	-	-	-	Covered area (in sq.
					mtr)
3	Property Category	-	-	-	Age factor
4	-	-	-	-	Property category
5	-	-	-	-	Property type
6	-	-	-	-	Use factor
7	-	-	-	-	Structure factor
8	-	-	-	-	Occupancy factor
9	-	-	-	-	Exemption

• Users need to add tax factor details for each floor/ section by clicking 'ADD' option. After adding all details click 'Save and next' for editing owners details.

Note:

- 1) <u>Please refer 'screenshot 16: Edit property details page of newly created UPIC' for the</u> additional details only field which are marked as green may be edited.
- 2) <u>Please refer 'Appendix 1: Exemptions and rebates' for getting the details related to</u> <u>exemptions and rebates to be exercised by the taxpayer, if applicable.</u>

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w Old PTR Record						
CATEGORIZATION						
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PROPERTY CATEGORY *						
RESIDENTIAL	÷	s Your Property Among I	DOA/COHS/JANTA/BURDER FLAT	OII BLAD	EFFLOOR Yes C No 🗣	
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E ADDRESS DETAIL						
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H 173						
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	E NFO)* 0	COVERED AREA(COVERED AREA(IN SQ. MT COVERED AREA(I	(N SQ. MTX) * * * * * * * * * * * * * * * * * * *	VAC/ B OCCC OCC OCC OCC OCC OCC OCC	NAT LAND (IN SQ, MTR) * 0.00 UPANCY FACTOR * Select Decoponcy Factor ACTOR * (m/oa/2000 - 31/03/2010 ACTOR * (m/oa/2000 AT/03/2010 ACTOR * (NO EXEMPTION ADD FLOORS / SECTION	• • • •

Screenshot 16: Edit property details page of newly created UPIC

 In 'Owner details' module, user may add the owner details as mentioned in 'Screenshot 16: Edit owner's details for newly created UPIC' and click 'submit' to save the edited property and Owner details for the newly created UPIC.

Owne	r Name Gender Doß Cox	untry Cod	e Mobile No Ownenship 3		(intpat	le Address Detail Activ	n
OWN	IER/INDIVIDUAL DETAIL						
FIRST N	NAME *	MIDDL	ENAME	L	AST I	NAME	
	Tost		Middle Name		۸	Last Namo	
GENDE	R *	DOB *		,	NGE (AS ON 30TH JUNE OF FY)	
+	MALE +	01/0	91/2000	-	0	24	
COUN	TRY CODE MOBILE NO *						
	India(91) 0123356899		OTHERATE UP	1991			
EMAIL	،	PAN					
-	test123@gmail.com	-	Enter 10 Digits PAN No.				
OWNE	RSHIP PERCENTAGE *	OWNE	R REBATE *				
%	100	Φ	NO REBATE	-			
ADDRE	INE 1*	ADDR	ESS LINE 2	P	INCO	DDE •	
ADDRE	SS LINE 1 *	ADDR	ESS LINE 2	F	INCO	DDE *	
	123, restrost		Litter Address		T	10045	
COUN	IRY -	STATE			111		
	INDIA		DELHI			NEW DELHI	
				US		TONS TO SAVE/REMOVE OWNERS DETAILS	+ 5/
				11.000	a 1152		_
DECLAR	TATION						
vote:		81	and the second second second		8		10.1
nd ince	ware of the penal provisions of the Deihi Munici orroct particulars.	ibal colt	poration Act, 1957 (As amondod) which (are attract	6d 0	n willful suppression and submission (of toleo
In cas roperty MC Ac	e willful suppression or any discrepancy pointe y tax and action will be taken under section 156 t.	d out by (A) of D	the department, a notice under section MC act by attachment of bank account	123 (d) sho or immovo	all be able j	e issued at any time for recovery of dil property or sealing of the property u/s	ference : 446 of
Dib	ereby declare that the information provided by	me in th	ne application is true to the best of my kr	nowledge o	and t	belief , I shall be liable for any penal a	tion for

Screenshot 17: Edit owner's details for newly created UPIC

• User may click 'next' to proceed for payment of property tax.



Screenshot 18: property and owner details edited and saved page

• Select 'financial year to pay tax' and follow the steps as mentioned in section 4.6 Calculate and Pay Tax.

		PROPERTY TAX PAYMENT		
S Your Pro	perty And Gwner Detoil Sc	ived Successfully. You Can Now Proceed Fr	or Tax Calculation And Poyment	
SACK TO DASHBOARD				
		SELECT FINANCIAL YEAR TO PAY TAX *		
		2023-2024		
		SUBMIT		

Screenshot 19: Selection of FY to pay property tax

5.3.2 Property already registered on MCD Portal

If the registered property details are not available on citizen dashboard, taxpayer may search the property detail using 'SEARCH PROPERTY' option through 'taxpayer dashboard'.

- 1) SEARCH PROPERTY ON UPIC
- This option is for the taxpayers who already have UPIC i.e., 15 digit/alphanumeric Number assigned to their property. Citizen can search the registered property on the combination of parameters mentioned below:
 - > UPIC / Property ID
 - Colony / Ward / Zone
 - > Owner Name
 - Property Address
- Please refer section 1) Search Property for the detailed steps for using this option.

Note: If user search registered property on the same UPIC again, user will get property details, but if user would like to register property again using same UPIC, system will not allow and show notification that "UPIC is already in use" as One-UPIC-One property pattern has been allowed in the application.

2) REQUEST FOR UPIC RELEASE

After clicking 'Action' button on the searched property by using 'Search property' option through 'taxpayer dashboard', user gets the 'UPIC already available in the current system. Request for UPIC release' instead of 'Use this property to pay tax', the same shall be initiated first to proceed for payment of property tax.

• Click 'UPIC RELEASE' option to initiate the release the UPIC.

S.No.	Property ID 🛊	UPIC 8	Owner Name	1 Colong	Word #	Zone t	Address	+ Property Type	Action_8
			PR	OPERTY DET	AIL IN LEGAC	Y SYSTEM	Payment Detail	and a second second	OF UPIC BIRGOOD
T.	175807900550	194445100002900	Madan tal Sabharwal	Arneit Puri	East of Kailash	Central Zone	41HT000R180HT SDE GARHI NEW DELHI-65	Residential Plotted	ACCOUNT!

- Supporting documents ('Property document' and 'Photo ID proof') are required to be uploaded with the 'reason' by taxpayer.
- Tick the declaration check box and press 'Submit'.
- After Submission of request of UPIC release, MCD Officer will examine the request and the same shall be approved/rejected. Once approved, taxpayer shall be intimated through SMS and further, taxpayer need to follow the steps as mentioned <u>section 1</u>) <u>Search Property</u> to pay the property tax.

17°	TO GET RELEASED DOCUMENT). IN C	THE UPIC 194445100002900, PU CASE UPLOADED DOCUMENTS WI	EASE UPLOAD SUPPORTING DOCUMENT: ERE FOUND INCORRECT OR INVALID, REC	S (PHOTO ID & PROPERTY QUEST WILL BE REJECTED.
E REASON F	OR RELEASE UPIC *			
REASON	Erster R	ectory.		
UPLOAD D	OCUMENTS (In Pal Forma	r And File tilze Should De Lets Than 2M8		1577 0110-00
PROPERTY DO PROPERTY ADD	CUMENT CONTAINING DRESS.	Choose File No file chosen	PHOTO ID (ISSUES BY GOVT. AGENCY)	Choose File No file chosen
-	TION TO			

3) REQUEST FOR UPIC TRANSFER

In case registered property is linked with the user credentials (Mobile number/Email-ID) which are not available/used by the user, citizen may initiate the transfer request by using 'Request for UPIC transfer' option using 'taxpayer dashboard'. Steps for UPIC transfer are as follows:

• Search on 'UPIC/Property' OR 'Registered mobile number of transferor'.

	TRANSFER UPIC	
UNIC / PROPERTY ID		
на инс / лисициту вз		
REDISTENED MOBILE NUMBER OF TRANSFEROR		
111 Inthe Sour Mobile Number		
BACK		Q SEARCH 2 HIL



• Click on 'Action' button and select 'Request UPIC transfer'.

	CHUPIC TO GET TRANSP	ENRED					
UHC/	PROPERTY ID						
=	085055010021400						
REGIST	TERED MOBILE NUMBER OF	TRANSFEROR)	 		
ш	Triffer Your Mitble Nur	niser.					
BAC	×					Q. 51	ARCH O PES
	- ENTRIES					SEARCH	
N 10			Owner Name	 OwnerDetail	Address	Property Typ	e i Actio
w 10	Property ID #	UNC					

Screenshot 21: UPIC transfer_Part2

- Supporting documents ('**Property document**'and '**Photo ID**' proof) with the '**reason**' for UPIC transfer need to be added by taxpayer.
- Tick the declaration and click on submit to intiate the transfer request (UPIC transfer reference number is generated also to track the application). The same shall be validated/approved by MCD Officer.

137	TO GET TRANSFER THE UPIC 08505000021400, PLEASE UPLOAD SUPPORTING DOCUMENTS (PHOTO ID & PROPERTY DOCUMENT). IN CASE UPLOADED DOCUMENTS WERE FOUND INCORRECT OR INVAUD, REQUEST WILL BE REJECTED.					
I REASON P	OR TRANSFER UPIC *-					
REASON	FIVINI TEQL	01				
E UPLOAD D	OCUMENTS (#) PUT PORTIDE A	of Pile Nile Challel Re Lease Their 2560 (
PROPERTY	OCUMENT CONTAINING	Choose Be No Be shown				
PHOTO ID (BUER BY OONT. AGENCY) *	Choose Be No Be choose				
B DECLARA	TION					
T thereby	Sectore that submitted inform	nation & uploaded documents are correct as per my knowledge. In case found incorrect or invalid, I shall be responsible to face				

Screenshot 22: UPIC transfer_Part3

5.4 Register property details

- Property details gets registered in the following scenarios:
 - Searched his/her property successfully from the Legacy Repository.
 - Successfully Got UPIC Transferred in his/her name.
 - Request for new UPIC approved.
- Property details shall be displayed on the dashboard of taxpayer and the options 'EDIT Property / Owner Detail' under 'Action Button' to change details if required.

			DP-OH-Dates	OF NAME # TOOR UPC 200	ITS ON CALIFICATE PROCEED THEO	decention activity	
w x - men	8 UPC 1	movini tope 1	Overen Type 1	Owner tearras 1	ACCOMM	1	Blascot Bagetand Ch. B Bclief
a - 1	han an a		-		jate frank frank frank balant	mail 10 her her	

• Taxpayer may edit the details related to the property which are as follows:

#	Categorization	Location	Address	Vacant/Land	Tax Factor for
		details	details	Area Details	section/Floor
1	Ownership category	Colony	PINCODE	Property Type	Select Floor
2	Ownership type	-	-	-	Covered area (in sq.
					mtr)
3	Property Category	-	-	-	Age factor
4	-	-	-	-	Property category
5	-	-	-	-	Property type
6	-	-	-	-	Use factor
7	-	-	-	-	Structure factor
8	-	-	-	-	Occupancy factor
9	-	-	-	-	Exemptions

• Users need to add tax factor details for each floor/ section by clicking 'ADD' option. After adding all details click 'Save and next' for editing owners details.

Note:

- 3) <u>Please refer 'Screenshot 23: Register Property Details' for the property details. Only fields</u> which are marked as green may be edited.
- 4) <u>Please refer 'Appendix 1: Exemptions and rebates' for getting the details related to</u> <u>exemptions and rebates to be exercised by the taxpayer, if applicable.</u>

STREET, STREET,						
UPIC *						
# 158265210014600						
w Old PTR Record						
CATEGORIZATION						
OWNERSHIP CATEGORY *		OWNERSHIP TYPE				
INDIVIDUAL	3	👙 SINGLE D	WHER.			
PROPERTY CATEGORY *						
RESDENTIAL		Is Your Property J	Imong DDA/CGHS	JANTA/BUILDER FLA	OR BURLD	er floor : Yes 🔾 No 🗮
LOCATION DETAIL						
COLONY *		WARD *			ZONE	E ***
# Ameti Nogar	*	III KOTLA M	UBARAK PUR		=	CENTRAL ZONE
ADDRESS DETAIL						
PLOT/HOUSE/FLAT/SHOP NUMBE	R*		0.11	IRM HOUSE NUMBER	•	
# 123			=			
SECTOR/PHASE NUMBER			BLOC	K/POCKET/LANE/STR	EET	
III Test				Test		
COUNTRY *		STATE *			PINC	ODE *
III INDIA	-	III DELIG				90045
LANDMARK/ADDITIONAL INFO		1997 (B. 1992) (B. 1997)				
In Constant Additional Inde						
······································						
VACANT/LAND AREA DETAIL						
TOTAL LAND AREA (IN SQ. MTR) (SCA	LE INIFO)+	GROUND COVERE	D AREA (IN SQ. MTR))*	VAC	ANT LAND (IN SQ. MTR) *
· 100		· @ 100			.0	0.00
PROPERTY TYPE *		USE FACTOR *			occ	UPANCY FACTOR *
RESIDENTIAL PLOTTED	*	Select Us	e Factor	÷	•	Select Occupancy Factor
EXEMPTION						
4. NO EXEMPTION						
E TAX FACTORS FOR SECTION/FLO	DOR					
SELECT FLOOR *		COVERED AREA()	N SQ. MTR) *		AGE	FACTOR*
IST FLOOR	+	@ 100			-	01/04/2000 - 31/03/2010
PROPERTY CATEGORY *		PROPERTY TYPE*	4		USE F	ACTOR *
A RESIDENTIAL		-	NAL PLOTTED	*	0	HESIDENTIAL
and the second s		OCCUPANCY FAC	TOR*		DOM	PTION
STRUCTURE FACTOR *		· RESIDENT	IAL - SELF OCCUP	ED +	4	NO EXEMPTION .
STRUCTURE FACTOR *			and a set of the set of the set of the			
STRUCTURE FACTOR *	*	the lands				ADD FLOORS / SECTIONS * +
STRUCTURE FACTOR *	*	a del Regione Property	on i			ADD FLOORS / SECTIONS
STRUCTURE FACTOR *	* mat And File Size Shi Chase file	naid Be Less Than 3 No file choses	ME (_	ADO FLOORS / SECTIONS

Screenshot 23: Register Property Details

• Click on 'Save and next' for editing the owner's details.

5.5 Register Owners Details

• W.r.t the 'Owner Details' tab, please refer the below instructions to the taxpayer for the different scenarios which are mentioned as under:

#	Scenarios	Instructions to Taxpayer
1	Citizen search property through 'Search Property' option	Modify the details as depicted in 'Screenshot 24: Register Owner details'
2	In case of Joint Ownership	 Detail of owner's percentage need to be filled carefully. Factors like Owner Age, Email, Mobile Number, Owner's Rebate Category, Address, Correspondence Address need to be filled carefully.

• Details related to each owner can be added using 'ADD' button. Once Owner Details are saved using 'Save' Button, the owner information is automatically added to the top panel.

OWNER/INDIVIDUAL DETAIL						
FIRST NAME *		MIDDU	ENAME		LAST	NAME
A Tost			Middle Name		A	Last Namo
GENDER *		DOB *			AGE (AS ON 30TH JUNE OF FY)
1 MALE	*	01/0	1/2000	1.	0	24
COUNTRY CODE MOBILE NO *						
© India(91) © 0123:	156699		0110	NATE LITY		
EMAIL ID *		PAN				
s test123@gmail.com		-	Enter 10 Digits PAN No.			
OWNERSHIP PERCENTAGE *		OWNER	R REBATE *			
% 100		φ.	NO REBATE	·*.		
		181	Enter Address		T	110045
III 123, TestYost						
III 123, TestYest		STATE	ind Lot report		DISTR	
HI 123, TestYost COUNTRY * INDIA	×	STATE	DELHI	*	III	NEW DELHI
HI 123, TestYost COUNTRY * INDIA	×	STATE	DELHI	*		NEW DELHI *
III 123, TestTest COUNTRY * ************************************	• te Delhi Municij	STATE III	DELHI Decision Act, 1957 (As amended	•) which are attr	USE BUT	NEW DELHI * TONS TO SAVE/REMOVE OWNERS DETAILS S N willful suppression and submission of false
III 123, TestTest COUNTRY * • Image: Internet	v ne Delhi Municip apancy pointee ler section 156	STATE III Dail Corp d out by (A) of Di	• DELHI boration Act, 1957 (As amended the department, a notice under MC act by attachment of bank o	*) which are attr r section 123 (d) account or imm	USE BUT USE BUT acted o shall be ovable j	NEW DELHI * TONS TO SAVE/REMOVE OWNERS DETAILS IN Willful suppression and submission of false p issued at any time for recovery of difference property or sealing of the property u/s 446 of

- After adding the Owners details, tick the Declaration Box and press "FINAL SUBMIT" button to Save all the added/modified property / owner Details.
- Property & Owner's Details gets saved/edited/registered.



Screenshot 25: Completion of registration of property and owner details

5.6 CALCULATE AND PAY TAX

- After filling the Property / Owners details, taxpayer needs to click on 'Next' button and select 'Financial Year' for which taxpayer needs to pay the property tax.
- System will ask to select FY to which Citizen want to pay property tax.

		PROPERTY TAX PAYMENT						
	Your Property And Owner Detoil Sc	Your Property And Owner Detail Saved Successfully. You Can Naw Proceed For Tax Calculation And Payment						
BACK-TO DASHBO	DIA							
		SELECT FINANCIAL YEAR TO PAY TAX *						
		2023-2024						
		SUBMIT						
		Restance of the						
		1						

Screenshot 26: Selection of Financial year for which property tax is required to be paid

- Taxpayer may use 'TAX PAYABLE' tab to view all Tax calculation details (<u>calculated tax is as</u> per the provisions available in DMC Act, 1957 and MCD quidelines. The same is systemgenerated.), Covered Area Details, Vacant Land Details etc.
- 'Edit Property and Owner details' option may be exercised by the taxpayer if they found any details are required to be edited. For details, please refer 'section 4.4 register property details' and 'section 4.5 register property details'.
- Taxpayer may download the page by using 'Download PDF' to have the record before paying the property tax.
- If all the details are found to be correct by taxpayer, click on 'PAY TAX' option and system will forward to payment gateway.

PRETY DETAILS OWNER DETAILS TAX PAYABLE		+ BACK TO DASHBOARD PAY
I VACANT LAND TAX DETAILS		
TOTAL LAND AREA (IN SQ. MTR) *	GROUND COVERED AREA (IN SQ. MTR) *	VACANT LAND AREA (IN SQ. MTR) *
HI 100	III 100	HI 0.00
VACANT LAND USE FACTOR *	VACANT LAND OCCUPANCY FACTOR *	VACANT LAND EXEMPTION *
III 0.00	III 0.00	III 0.00
VACANT LAND FIXED FACTOR *	uav(RS) *	ANNUAL VALUE(RS.) *
III 0.05	HI 320.00	III DON
TAX RATE(%) *	CUHRENT DEMAND(RS.) *	
III 11.00		
B COVERED AREA TAX DETAILS FOR FLOOR	LOOR], SECTION : [.]	
COVERED AREA (IN SQ. MTR) *	USE FACTOR *	STRUCTURE FACTOR *
H 100	III 100	III 100
OCCUPANCY FACTOR *	AGE FACTOR *	EXEMPTION *
III 100	001 0	III 0.00
FIXED FACTOR *	UAV(RS.) *	ANNUAL VALUE(RS.) *
H 100	III 330.00	H 32000.00
COVERED TAX RATE(%) *	COVERED CURRENT DEMAND(RS.) *	
III 1.05	III 3520,00	
E TAX CALCULATION		
AV. TOTAL ANNUAL VALUE(RS.) *	CATEGORY *	A. CURRENT DEMAND (RS.) *
M 32000-00	m 0	m 3620.00
B. PREVIOUS ARREAR (RS.) *	C. INTEREST ON LATE PAYMENT (RS.) % OF (A-RI) *	TD. FINES / PENALITIES (RS.) *
III 0.00	## 00.00	III 0.00
REBATE DESCRIPTION .*		
H	REBATES : 1. OWNERSHIP REBATE(0.00%) = (0.00)	
RL TOTAL REBATE (RL) * 0	R2. ONLINE REBATE (R5.) (% OF (A-R1)) *	COVID REBATE (RS.) *
III 0.00	III -70.40	III 0.00
E EDUCATION CESS (RS.) (% OF AV / CD) *	F. SERVICE CHARGE (RS.) (% OF G) *	G.TOTAL ANNUAL TAX (RS.) (A+E+C+D+E+F)-RI-R2-H*
III 3620	m 0.00	H 36%.00
H. TOTAL TAX PAID (RS.) *	J. ADJUSTMENT AMOUNT (RS.) *	L NET TAX PAYABLE (RS.) (G) *
III 0.00	· · · · · · · · · · · · · · · · · · ·	H 360

Screenshot 27: Tax Calculation page

- On the Online Payment Page, select any one of the Payment Gateway to pay property tax. The listed bank details are as follows:
 - 1) HDFC bank
 - 2) Axis Bank
 - 3) ICICI Bank
 - 4) Paytm (QR Code payment)
 - 5) South India Bank
 - 6) Standard Chartered

			Print
" Keep Record For Future Refer	ence.	ed successfully to avoid Multiple Charges.	
Application Reference No. :		17092001004723020	
Total Amount :		Rs. 3617	
Application Code :		PTR	
For Credit Card Transactions, a fe	ee @1.7143% for AXIS (inclusive of Service Ta	x and Education Cess) will be charged by pays	ment gateway service providers.
Payment Gateway Lis	t *		
foe can pay by using Debit/Credit	cards, UPI and Net benking of any Benk by u	sing the given payment gateways	
			· Aurora
• 🔁 HDFC BANK	Pay Market Brand Cards	Axis BANK	ICICI Bank

Screenshot 28: Payment Gateway

- Property Tax can be paid from any one of the payment modes available on payment gateway such as
 - Net Banking
 - Credit Card
 - > Debit Card
 - > UPI
 - ➤ Wallet
 - Cheque Mode*

Note: <u>For payment through Cheque facility, please use AXIS Card Easy Payment Gateway to</u> <u>Generate Challan and fill the cheque detail. Make sure to Deposit the Cheque along with Challan</u> <u>to nearest AXIS Bank Branch.</u>

095001004753020		English
ayment Informatio	On O Company and the O Prever Barry Company and Compa	ORDER DETAILS Order #: SPR21211709200148429 Order Amount 3017.00 Total Amount INR 3617.00
Not Banking	All Other Banks	
Wallet	HDFC Bank 👻	
UPI	Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment. I agree with the Privacy Policy by proceeding with this payment. INR 3617.00 (Total Amount Payable)	
	TWEATERST F ALVELTED IN	
	Cancel	

Screenshot 29: Payment mode

• Once the transaction authenticated, status of payment transaction received from payment gateway (SUCCESS / FAILURE / PENDING) will be displayed.

	Success		
	Transa	action Details	
	Transaction Number	17091994039292681	
	Amount	3617.00	
	Receipt No.	313011047777	
	TXN Response Code Description	Success	
	Payment Mode	NB	
9	Bank Name	HDFCPayment	
VACCEVU :	Service Charges	0	
Please Don't Press Any Key	Or Don't Close The Window	Wait For 5 Sec	

Screenshot 30: Payment status

• Taxpayer may get the notification on the taxpayer dashboard once the payment against the property tax is done. Payment Receipt can be downloaded from notification directly also.

			YOUR REGISTERED	ROPERTY DETAILS ARE SH	OWN BELOW (USE THEM TO PAY 1	nat)		
			DPices-connect	ar weak, of vision laws, bitters on	ilika-sukal perdinin ti-konai ko-on	10 10 1 ⁻¹⁻¹		
-	And an and							
	Derivers.	And an effected	The second second second	AMONGAL A	1004E		ance p	00
		Programming Typical	* Character * 1	Outermane 1	California -		Regulared Line 1	
	and a second			6.1			1.	

Screenshot 31: Transaction notification to Taxpayer Dashboard

5.7 VERIFY PAYMENTS (for successful/unsuccessful payments)

- In case payment transaction become unsuccessful and payment has been deducted from the citizen account, taxpayer may use 'Verify Payment Status' option on the dashboard under 'Action' button for the selected UPIC.
- System will verify the payment detail from the payment gateway and update the transaction status as [Success / Pending / Failure] at MCD Portal based on the status (Success / Pending / Failure).
- In case Payment Gateway return transaction status "Success" Payment Slip immediately become available for view and download purpose.

3 ×	turbers							MARCH
LNe	100	Property System 1	OwnerType 1	Ownersterner	1 Althym	f Batar f	Registered	On I Action
'n	TAREATARD BILLING	arriven a	annerse fair	the local local data cause	August.	second	-	
								en Property (Secret Salad)
-							10	https://winetistuk
i at the	of Energeduce						30.4	9.18
							100	a leagent fragers
	discharge of feature lies	same Constituted Same	th Property Departer 1	And Property Andre	For new sime line surner to by sur	aunt Request For Transfer	und lun	with Property Make
	ACCURATE A DAMAGE AND A DAMAGE AND A	and the second second second	CONTRACTOR DESCRIPTION	CONTRACTOR OF STREET, ST.		COLUMN TRAVELING STREAM	100	Apresent Property and
							1.0	pply to a Charge II from 1
							101	to the therein

Screenshot 32: Payment verification

5.8 Generate Payment Slip

Payment Slip for the paid property tax can be downloaded by using 'Payment Passbook' options under 'ACTION' button on a UPIC through 'Taxpayer Dashboard'.

• System will display all the FY-wise payment made by the citizen on the selected property Details.

(3 y ()	THES						RANDY	
No 1	UNC 1	Property Type 1	OwnerType 1	Owner Harrie 1	Address	i Data i	Registered On 8	Action
	HH20020034665	aratituta.	4040aa	het	113 Sect Sect Adds 2014	legittest	nalita)/seaa eritea Ingenty/Daver De Algat-hopety/Daver De	
Ang 1so Edd	Lindson						IS Pay fas	
	(Inclusion of the local data	and the second second	The second second second	a burner from the			Si Verby Haynest Balan	

Screenshot 33: Payment Passbook_part1

• Select FY and Click 'Download Receipt' to view the payment Receipt.

Cancial Year Receipt Number Tax Amount Paid On Paid By Type Action 23-2024 PT-910344 3617.00 29/02/2024 Amit (CITIZEN) ORIGINAL Action	Paid By Type Action Amit (CITIZEN) ORIGINAL ACTIONS*	er Tax Amount Paid On Paid				
23-2024 PT-910344 3617.00 29/02/2024 Amit (CITIZEN) ORIGINAL ACTORS	Amit (CITIZEN) ORIGINAL ACTIONS		teceipt Number Tax Amou	ncial Year Receipt Nun	Financial Yea	S.No
		3617.00 29/02/2024 Amit (CIT	91-910344 3617.00	3-2024 PT-910344	2023-2024	1
View Property/Owner Detail	Wiew Property/Owner Detail					

Screenshot 34: Download receipt

• A Specimen Payment receipt can be viewed as below:

तमसो मा ज्योतिर्गमय	FINANCIAL N	YEAR : 2024-2025
24-2025 as per th	e details given below :	4
Property UPIC	0371801E0000100	
Property Address	PLOT/HOUSE/FLAT/ SHOP No.	
(ē. 15)	FARM HOUSE No.	XYZ
	SECTOR/PHASE No.	
	BLOCK/POCKET/ LINE/STREET No.	GANPAT NAGAR NEAR DHARUARA CHUNGI (REWARI)
	COLONY	KAROL BAGH
	WARD	RAJENDER NAGAR
	ZONE	KAROL BAGH ZONE
	LANDMARK	GANPAT NAGAR NEAR DHARUARA CHUNGI (REWARI)
	PAYMENT FOR	PROPERTY TAX
	UPIC REGISTERED W	мк(8130088208)
Tax Detail	Total Tax(In Rs)	1.23 /-
	Exempted A	NIL
	Tax Paid/	1/-
	Exemp. Jer	
Payment Mode	MODE	ONLINE (PAYTMPayment)
	TRANSACTION .	17131268027996698
	PAYMENT DATE	15-04-2024
Tax Detail Payment Mode ☆ Note : For informat	Total Tax(In Rs' Exempted A- Tax Paid/ Exemp. Jer MODE TRANSACTION. PAYMENT DATE	1.23 /- NIL 1 /- ONLINE (PAYTMPayment) 17131268027996698 15-04-2024 ten paid ONLINE , the receipt has been generated by the system

6. Details related to the merged zones, ward, or colonies for unified MCD

Please find the updated list of Colony/Ward/Zones as per the new 250 wards and its mapping with 272 wards on MCD portal.

7. Annexure_1: Rebates & Exemptions

	Rebates details for Property Tax Return as on			
#	Rebate Name	Factor value	Applicable area (sqm)	
1	EX-SERVICE MEN	30 %	100	
2	OWNED BY WOMEN	30 %	100	
3	PHYSICALLY CHALLENGED	30 %	100	
4	SR. CITIZENS	30 %	100	
Note: Above rebates are applicable up to the area of 100 sq. mtr. only				

Exemp		tion categories for Property Tax Return as on
#	Exemption category	Description
1	No exemption	NO EXEMPTION
		SECTION 115(1) (VI) OF DMC ACT (AS AMENDED) - HERITAGE LANDS OR
	Exemption related to Heritage Lands	BUILDINGS AS ARE SPECIFICALLY NOTIFIED FOR EXEMPTION BY A
2		CORPORATION AS ALSO SUCH PREMISES AS ARE SO SPECIFIED BY THE
		ARCHAEOLOGICAL SURVEY OF INDIA, EXCEPT THE AREA UNDER COMMERCIAL
		USE
		SECTION 115(1) (VIII) OF DMC ACT (AS AMENDED)- VACANT LANDS AND
	Exemptions related	BUILDINGS OWNED BY OR VESTED IN A CORPORATION BUT NOT LEASED OUT
3	to the properties	OR RENTED OUT, AND IN RESPECT OF WHICH THE PROPERTY TAX, IF LEVIED,
	owned by Corporation.	WOULD, UNDER THE PROVISIONS OF THIS ACT, BE LEVIABLE PRIMARILY ON A
		CORPORATION.
		SECTION 115(1) (III) OF DMC ACT (AS AMENDED)- VACANT LANDS OR
4		BUILDING OR PORTIONS THEREOF, EXCLUSIVELY USED FOR THE PURPOSES OF
		PUBLIC WORSHIP
		SECTION 115(1) (II) OF DMC ACT (AS AMENDED)- ANY VACANT LAND OR
5		BUILDING INCLUDED IN ANY VILLAGE ABADI, WHICH IS OCCUPIED FOR
•		RESIDENTIAL PURPOSE BY ANY ORIGINAL OWNER OR HIS LEGAL HEIR,
	F	SUBJECT TO A MAXIMUM OF 100 SQ. MTR. OF THE COVERED SPACE
	Exemptions related to	SECTION 115(1) (I) OF DMC ACT (AS AMENDED) - VACANT LANDS AND
6	Gallantry Award	BUILDINGS (OTHER THAN DWELLING HOUSES) EXCLUSIVELY USED FOR
		AGRICULTURAL PURPOSES IN ACCORDANCE WITH THE GUIDELINES
		PRESCRIBED IN THE BYE- LAWS
		SECTION 115(1) (IV) OF DMC ACT (AS AMENDED)- VACANT LAND OR
_		BUILDINGS OR PORTIONS THEREOF, EXCLUSIVELY OCCUPIED AND USED, WITH
/		
		AS MAY BE SPECIFIED IN THE BYE- LAWS OR FOR THE PURPOSE OF MEDICAL
		RELIEF TO, OR EDUCATION OF THE POOR, FREE OF CHARGE

	SECTION 115(1) (VII) OF DMC ACT (AS AMENDED)- VACANT LANDS AND
	BUILDINGS OWNED FXCLUSIVELY BY WAR WIDOWS GALLANTRY AWARD
	WINNERS IN DEFENCE FORCES. POLICE AND PARAMILITARY FORCES AS ALSO
	CIVILIANS WHO HAVE RECEIVED BRAVERY AWARDS OF THE HIGHEST ORDER
	FROM THE GOVERNMENT INCLUDING ANNUAL BRAVERY AWARDS GIVEN BY
	THE PRESIDENT- PROVIDED THAT THE EXEMPTION SHALL BE SUBJECT TO THE
	CONDITION THAT - (A)THE PREMISES IN OUESTION IS IN SELF-OCCUPATION
	FOR RESIDENTIAL LISE AND NO PORTION THEREOF IS LET OUT FOR ANY
	PURPOSES, WHATSOEVER (B)IN CASE THE PERSON CONCERNED HAS MORE
	THAN ONE PROPERTY IN DELHI THE EXEMPTION SHALL BE APPLICABLE TO
	ONLY ONE PROPERTY WHICH IS PERMANENTLY LISED FOR SELE-RESIDENCE (C)
	THE BENEFIT OF EXEMPTION SHALL BE LIMITED TO THE LIFE-TIME OF THE
	WIDOW OF THE CALLANITRY AWARD WINNEDSECTION 115(1) (VII) OF DAC
8	
	DI WAR WIDOWS, GALLANTRI AWARD WINNERS IN DEFENCE FORCES,
	INCLUDING ANNUAL BRAVERY AWARDS GIVEN BY THE PRESIDENT- PROVIDED
	THAT THE EXEMPTION SHALL BE SUBJECT TO THE CONDITION THAT - (A)THE
	PREMISES IN QUESTION IS IN SELF-OCCUPATION FOR RESIDENTIAL USE AND
	NO PORTION THEREOF IS LET OUT FOR ANY PURPOSES, WHATSOEVER (B)IN
	CASE THE PERSON CONCERNED HAS MORE THAN ONE PROPERTY IN DELHI,
	THE EXEMPTION SHALL BE APPLICABLE TO ONLY ONE PROPERTY WHICH IS
	PERMANENTLY USED FOR SELF-RESIDENCE (C) THE BENEFIT OF EXEMPTION
	SHALL BE LIMITED TO THE LIFE-TIME OF THE PERSON CONCERNED, EXCEPT
	WHERE THE AWARD HAS BEEN GRANTED POSTHUMOUSLY, IN WHICH CASE
	THE EXEMPTION WILL BE GRANTED TO THE WIDOW OF THE GALLANTRY
	AWARD WINNER
	SECTION 115(1) (V) OF DMC ACT (AS AMENDED)- VACANT LANDS OR
9	BUILDINGS EXCLUSIVELY USED FOR THE PURPOSE OF PUBLIC BURIAL OR AS
5	CREMATION GROUND, OR ANY OTHER PLACE USED FOR THE DISPOSAL OF
	THE DEAD, DULY REGISTERED UNDER THIS ACT
	SECTION 177 OF DMC ACT (AS AMENDED)- EXEMPTION IN ADDITION TO
	EXEMPTION GIVEN UNDER SUB-SECTION (1) (VII) OF SECTION 115 OF THE
	DMC ACT, 1957 (AS AMENDED), IF SUCH PROPERTY IS JOINTLY OWNED WITH
	THE SPOUSE BY THE GALLANTRY AWARD WINNER IN DEFENCE FORCES,
10	POLICE AND PARAMILITARY FORCES, AS ALSO CIVILIANS WHO HAVE RECEIVED
	BRAVERY AWARDS OF THE HIGHEST ORDER FROM THE GOVERNMENT
	INCLUDING ANNUAL BRAVERY AWARDS GIVEN BY PRESIDENT, THEN THE
	SPOUSE OF THE ABOVE SAID PERSONS SHALL ALSO BE EXEMPTED FROM THE
	PROPERTY TAX SUBJECT TO CONDITIONS AS STIPULATED U/S 115 (1)(VII).