

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-filing 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.

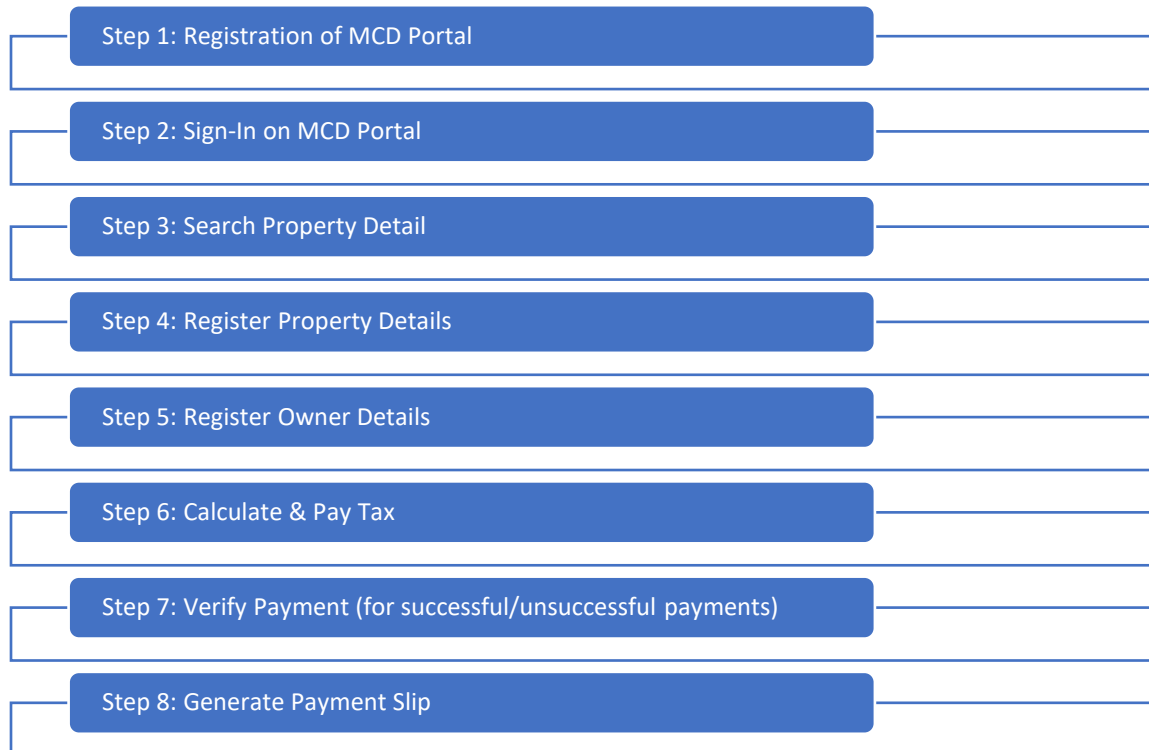
3. Impact of delimitation process on merged wards, zones, or colonies

During the unification process, Wards/Zones/Colonies are merged, and the details are listed in [Annexure 2: List of New Wards/Zones/Colonies after merging](#). 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 [section 7: Steps related to the merged zones, ward, or colonies for unified MCD](#).

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 <https://mcdonline.nic.in/> first. The main MCD Citizen centric Services are E-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 (<https://mcdonline.nic.in/>), 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

ONLINE SERVICE
✕

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

Zone ✕

or

Ward ✕

or

Colony ✕

🔍 Search
🗑️ Reset

🔗 Online Service

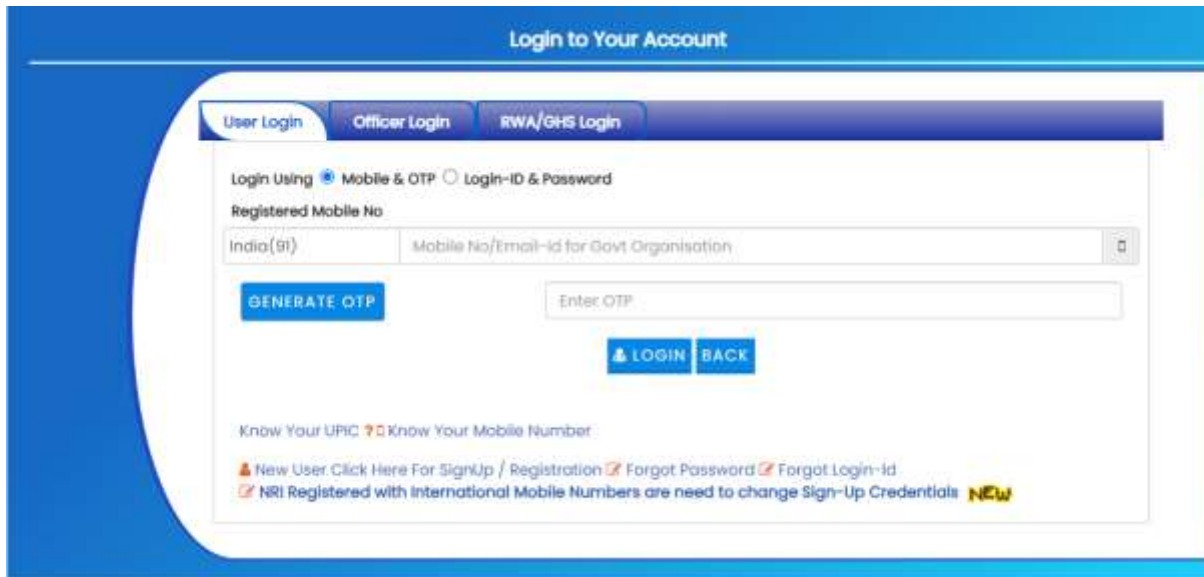
***Note : If Your Colony, Ward and Zone are not correct, search again.**

Screenshot 2: Selection of ward, colony or zone



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**’



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)
 - **'Name'**
 - **'Father/Husband Name'**
 - **'Mobile Number'**
 - **'Email Address'**
- Users need to validate Mobile Number using OTP and click **'submit'** to complete the Registration (*In case of international users, one needs to select Country Code and fill their Mobile Number.*)
- 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".

USER SIGN UP

**Form can only be submitted after either mobile or email is verified via OTP
 ***Preferably ,use your ADHAAR linked mobile number for SIGN-UP

FIELDS MARKED WITH * ARE MANDATORY

REGISTER AS *

SIGN-UP USING * MOBILE NUMBER & OTP EMAIL OTP LOGIN & PASSWORD

NAME *

FATHER/HUSBAND NAME *

MOBILE *

CAPTCHA **CIENZG**

ENTER OTP FROM MOBILE

EMAIL ID *

Screenshot 5: Sign-up page for new users

5.2 Sign-In on MCD Portal

- Visit MCD website (<https://mcdonline.nic.in/>), 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

ONLINE SERVICE [X]

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

Zone [Q] CENTRAL ZONE [X] ▾

or

Ward [Q] Please Select Ward [X] ▾

or

Colony [Q] Please Select Colony [X] ▾

[Q] Search [Reset]

[Online Service]

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

Screenshot 7: Selection of zone, colony or ward

Home | Online Services

Online Services

Search Service (eg. 'Water etc.') [Q]

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Citizen Centre | Learning | Public Utilities | Others

New Property Registration (Borough Council Council) | Registration of Birth & Death (BRD) | Permission for Small Structure (e.g., Small Apartment & Other Units) |

New Check/Board Login | Auto Renewal (Online Login) (X) | Mobile App |

Community Learning Department (Education) | Health Trade License | Holiday Cottage |

Street Vendor | eWaste Tracking and Monitoring | Tree Planting |

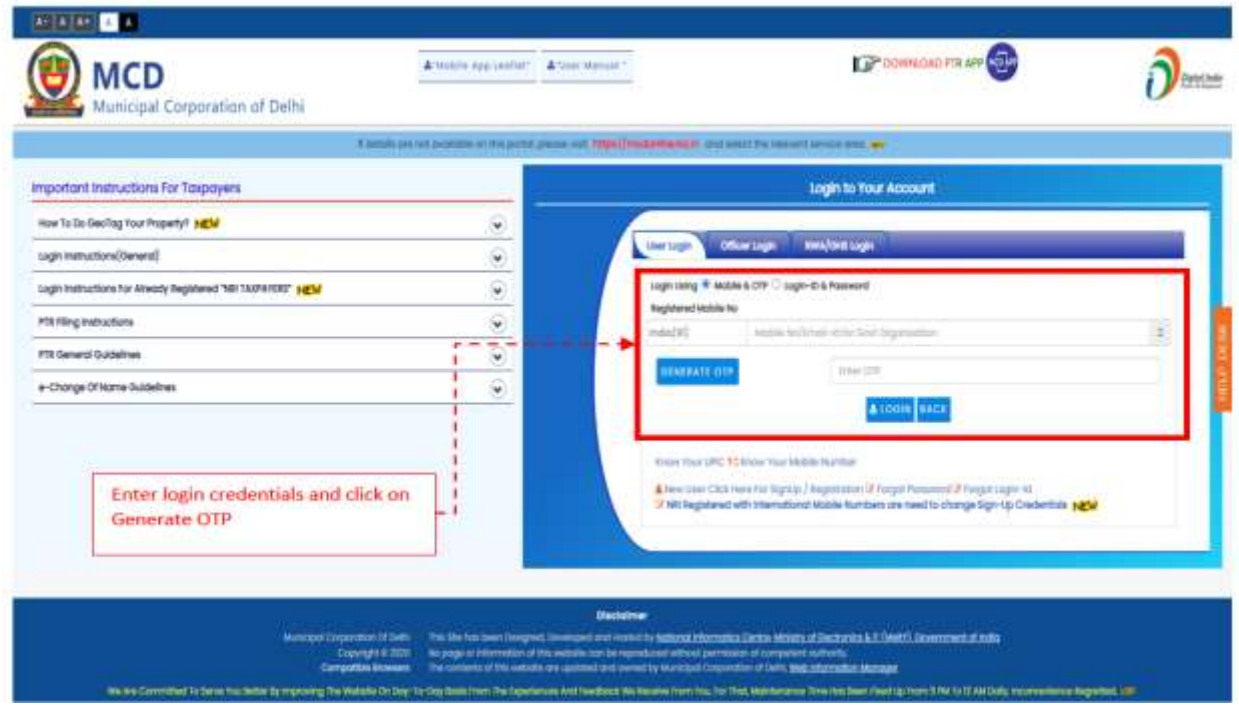
Veterinary Licenses | Pet Dog Registration |

New Trade / Storage License |

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.



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'**



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) [Property already registered on MCD Portal](#)

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

UPIC / PROPERTY ID
UPIC / PROPERTY ID

MOBILE NUMBER
MOBILE NUMBER

RECEIPT NO. OF TAX PAID
Enter Your Receipt Number

YEAR OF TAX PAID
-

COLONY NAME
-

OWNER NAME (MINIMUM 2 CHARACTER)
Owner Name

COLONY
SELECT COLONY NAME

PLOT NO./DOOR NO. (ONLY DIGIT ALLOWED)
PLOT NO./DOOR NO.

(e.g. search 321 for the addresses A-321, A 32L 321- A, 321/2 etc)

Back SEARCH RESET

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'**.

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
PROPERTY DETAIL IN LEGACY SYSTEM									
1	092290016010	02411529HYA9A00	SAT PAL KHANNA	Aram Park	GEETA COLONY	SHAHADRA SOUTH		Guest House / Lodge / Inn / Paying Guest (PG) Houses	<input type="checkbox"/> Use This Property To Pay Tax <input type="checkbox"/> Payment Detail

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.

- **PRIOR TO APPLY FOR NEW UPIC, MAKE SURE YOU HAVE NO UPIC ALLOTTED EARLIER FOR THIS PROPERTY.**
- **PLEASE SEARCH YOUR PROPERTY PAPERS, PREVIOUS G-8/TAX PAID RECEIPTS IF ANY.**
- **FOR NEW UPIC, KINDLY FILL THE DETAILS AND APPLY.**

CATEGORIZATION

OWNERSHIP CATEGORY * <input type="text" value="INDIVIDUAL"/>	OWNERSHIP TYPE * <input type="text" value="SINGLE OWNER"/>	PROPERTY CATEGORY * <input type="text" value="RESIDENTIAL"/>
OLD/PARENT UPIC/PROPERTYID <input type="text" value="UPIC"/>	MUTATION NUMBER <input type="text" value="MUTATION NUMBER"/>	MUTATION REGISTRATION DATE <input type="text" value="DD/MM/YYYY"/>

LOCATION DETAIL

COLONY * <input type="text" value="Amrit Nagar"/>	WARD * <input type="text" value="KOTLA MUBARAK PUR"/>	ZONE * <input type="text" value="CENTRAL ZONE"/>
--	--	---

ADDRESS DETAIL (Please Enter Floor Number Mandatory For Eg. Ground Floor , First Floor , Sixth Floor Etc. in Case Of Plot / Multiple Floor On Single Property Else Ground Floor.)

PLOT/HOUSE/FLAT/FLOOR/SHOP NUMBER * <input type="text" value="123"/>	<input type="checkbox"/> FARM HOUSE NUMBER *	
SECTOR/PHASE NUMBER <input type="text" value="Test"/>	BLOCK/POCKET/LANE/STREET <input type="text" value="Test"/>	
COUNTRY * <input type="text" value="INDIA"/>	STATE * <input type="text" value="DELHI"/>	PINCODE * <input type="text" value="110045"/>
LANDMARK/ADDITIONAL INFO <input type="text" value="Landmark/Additional info."/>		

Owner Name	Gender	Dob	Country Code	Mobile No	Ownership %	Rebate	Address Detail	Action
Test	MALE	01/01/2000	91	0123356699	100	NO REBATE	T23, TestTest , DELHI , NEW DELHI , INDIA 110045	EDIT REMOVE

USE BUTTONS TO SAVE/REMOVE OWNERS DETAILS + SAVE

UPLOAD DOCUMENTS (in Pdf Format And File Size Should Be Less Than 2MB)

UPLOAD PAN CARD	<input type="button" value="Choose File"/>	No file chosen
APPLICANT ID PROOF	<input type="button" value="Choose File"/>	No file chosen
PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS.	<input type="button" value="Choose File"/>	No file chosen
PHOTO ID (ISSUES BY GOVT. AGENCY)	<input type="button" value="Choose File"/>	No file chosen

DECLARATION *

I hereby declare that the above mentioned property has no UPIC, therefore new UPIC has been applied. In case any other UPIC of this property is found, I as (owner) shall be solely responsible for any kind of data mismatch and consequences thereof relating to this property.

← BACK
SUBMIT

Screenshot 13: Apply 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.



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.



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

***NOTE: PTR is Your Self Assessment Form And Onus Of Correctness Of Data Filled in Specially Lies On The Tax Payer.**

UPIC DETAILS

UPIC *
TS8265210014600

[View Old PTR Record](#)

CATEGORIZATION

OWNERSHIP CATEGORY *
INDIVIDUAL

OWNERSHIP TYPE *
SINGLE OWNER

PROPERTY CATEGORY *
RESIDENTIAL

Is Your Property Among DOA/COHS/JANTA/BULDER FLAT OR BULDER FLOOR: Yes No

LOCATION DETAIL

COLONY *
Amrit Nagar

WARD *
KOTLA MUBARAK PURI

ZONE *
CENTRAL ZONE

ADDRESS DETAIL

PLOT/HOUSE/FLAT/SHOP NUMBER *
123

FARM HOUSE NUMBER *

SECTOR/PHASE NUMBER
Test

BLOCK/POCKET/LANE/STREET
Test

COUNTRY *
INDIA

STATE *
DELHI

PINCODE *
110045

LANDMARK/ADDITIONAL INFO
Landmark/Additional Info

VACANT/LAND AREA DETAIL

TOTAL LAND AREA(IN SQ. MTR) (SCALE INFO) *
100

GROUND COVERED AREA(IN SQ. MTR) *
100

VACANT LAND(IN SQ. MTR) *
0.00

PROPERTY TYPE *
RESIDENTIAL PLOTTED

USE FACTOR *
Select Use Factor

OCCUPANCY FACTOR *
Select Occupancy Factor

EXEMPTION
NO EXEMPTION

TAX FACTORS FOR SECTION/FLOOR:

SELECT FLOOR *
1ST FLOOR

COVERED AREA(IN SQ. MTR) *
100

AGE FACTOR *
01/04/2000 - 31/03/2010

PROPERTY CATEGORY *
RESIDENTIAL

PROPERTY TYPE *
RESIDENTIAL PLOTTED

USE FACTOR *
RESIDENTIAL

STRUCTURE FACTOR *
PUCCA

OCCUPANCY FACTOR *
RESIDENTIAL - SELF OCCUPIED

EXEMPTION
NO EXEMPTION

[ADD FLOORS / SECTIONS](#) [+ ADD](#)

UPLOAD DOCUMENTS (in Pdf Format And File Size Should Be Less Than 2MB)

SALE DEED No file chosen

UPLOAD PROPERTY PHOTO No file chosen

[← BACK](#) [SAVE AND NEXT](#)

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.

PROPERTY DETAILS OWNER DETAILS

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Rebate	Address Detail	Action
------------	--------	-----	--------------	-----------	-------------	--------	----------------	--------

OWNER/INDIVIDUAL DETAIL

FIRST NAME * MIDDLE NAME LAST NAME

GENDER * DOB * AGE (AS ON 30TH JUNE OF FY)

COUNTRY CODE MOBILE NO *

EMAIL ID * PAN

OWNERSHIP PERCENTAGE * OWNER REBATE *

OWNER'S CORRESPONDENCE ADDRESS SAME AS PROPERTY ADDRESS YES NO

ADDRESS LINE 1 * ADDRESS LINE 2 PINCODE *

COUNTRY * STATE * DISTRICT *

DECLARATION

*Note:

1. I am aware of the penal provisions of the Delhi Municipal Corporation Act, 1957 (As amended) which are attracted on willful suppression and submission of false and incorrect particulars.

2. In case willful suppression or any discrepancy pointed out by the department, a notice under section 123 (d) shall be issued at any time for recovery of difference of property tax and action will be taken under section 156 (A) of DMC act by attachment of bank account or immovable property or sealing of the property u/s 446 of DMC Act.

I hereby declare that the information provided by me in the application is true to the best of my knowledge and belief, I shall be liable for any penal action for wrong information provided by me under the DMC Act. *

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

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

PROPERTY TAX PAYMENT

Your Property And Owner Detail Saved Successfully, You Can Now Proceed For Tax Calculation And Payment.

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](#).

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	Owner Name	Colony	Ward	Zone	Address	Property Type	Action
PROPERTY DETAIL IN LEGACY SYSTEM									
1	175807800550	194445100002900	Madan Lal Sabharwal	Armit Puri	East of Kalash	Central Zone	41FFEDDR1809H130E GARHI NEW DELHI-05	RESIDENTIAL Plotted	<div style="border: 1px solid green; padding: 2px;"> UPIC Already Available in Current System. Request for UPIC Release </div> <div style="border: 1px solid gray; padding: 2px;"> Payment Detail </div>

- 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 [section 1\) Search Property](#) to pay the property tax.

UPIC RELEASE APPLICATION

TO GET RELEASED THE UPIC 194445100002900, PLEASE UPLOAD SUPPORTING DOCUMENTS (PHOTO ID & PROPERTY DOCUMENT). IN CASE UPLOADED DOCUMENTS WERE FOUND INCORRECT OR INVALID, REQUEST WILL BE REJECTED.

REASON FOR RELEASE UPIC *

REASON

UPLOAD DOCUMENTS (in PDF format And File Size Should Be Less than 2MB)

PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS: No file chosen PHOTO ID (ISSUES BY GOVT. AGENCY): No file chosen

DECLARATION *

I hereby declare that submitted information & uploaded documents are correct as per my knowledge. In case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.

← BACK

SUBMIT

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

SEARCH UPIC TO GET TRANSFERRED

UPIC / PROPERTY ID:

REGISTERED MOBILE NUMBER OF TRANSFEROR

OR

← BACK

SEARCH RESET

Screenshot 20: UPIC tranfer_part1

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

The screenshot shows the 'TRANSFER UPIC' interface. At the top, there is a search section with two input fields: 'UPIC / PROPERTY ID' (containing '085059010021400') and 'REGISTERED MOBILE NUMBER OF TRANSFEROR' (with a placeholder 'Enter Your Mobile Number'). A red 'or' button is positioned between these fields. Below the search fields are 'BACK', 'SEARCH', and 'RESET' buttons. A 'SHOW 10 ENTRIES' dropdown is also present. The main part of the interface is a table with the following data:

S.No.	Property ID	UPIC	Owner Name	OwnerDetail	Address	Property Type	Action
1	085059010021400	085059010021400	test name one	INDIVIDUAL - SINGLE OWNER	test NEW DELHI	RESIDENTIAL	Request UPIC Transfer

At the bottom, there is a pagination bar showing 'Showing 1 to 1 of 1 entries' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'.

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 initiate the transfer request (UPIC transfer reference number is generated also to track the application). The same shall be validated/approved by MCD Officer.

The screenshot shows the 'UPIC TRANSFER APPLICATION' form. At the top, there is a warning message: 'TO GET TRANSFER THE UPIC 085059010021400, PLEASE UPLOAD SUPPORTING DOCUMENTS (PHOTO ID & PROPERTY DOCUMENT). IN CASE UPLOADED DOCUMENTS WERE FOUND INCORRECT OR INVALID, REQUEST WILL BE REJECTED.' Below this is a 'REASON FOR TRANSFER UPIC' section with an input field for 'REASON'. The 'UPLOAD DOCUMENTS' section has three rows, each with a 'Choose file' button and a 'No file chosen' label: 'PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS', and 'PHOTO ID (ISSUED BY GOVT. AGENCY)'. At the bottom, there is a 'DECLARATION' section with a checkbox and the text: 'I hereby declare that submitted information & uploaded documents are correct as per my knowledge, in case found incorrect or invalid, I shall be responsible to face consequences thereof, and my request may be rejected.' 'SUBMIT' and 'CANCEL' buttons are located at the bottom right.

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.



- Taxpayer may edit the 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	-	-	-	-	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:

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

***NOTE: PTR is Your Self Assessment Form And Onus Of Correctness Of Data Filled in Solely Lies On The Tax Payer.**

UPIC DETAILS

UPIC *

View Old PTR Record

CATEGORIZATION

OWNERSHIP CATEGORY * OWNERSHIP TYPE *

PROPERTY CATEGORY * Is Your Property Among DDA/CGHS/JANTA/BUILDER FLAT OR BUILDER FLOOR : Yes No

LOCATION DETAIL

COLONY * WARD * ZONE *

ADDRESS DETAIL

PLOT/HOUSE/FLAT/SHOP NUMBER * FARM HOUSE NUMBER *

SECTOR/PHASE NUMBER BLOCK/POCKET/LANE/STREET

COUNTRY * STATE * PINCODE *

LANDMARK/ADDITIONAL INFO

VACANT/LAND AREA DETAIL

TOTAL LAND AREA(IN SQ. MTR) (SCALE INFO) * GROUND COVERED AREA(IN SQ. MTR) * VACANT LAND(IN SQ. MTR) *

PROPERTY TYPE * USE FACTOR * OCCUPANCY FACTOR *

EXEMPTION

TAX FACTORS FOR SECTION/FLOOR

SELECT FLOOR * COVERED AREA(IN SQ. MTR) * AGE FACTOR *

PROPERTY CATEGORY * PROPERTY TYPE * USE FACTOR *

STRUCTURE FACTOR * OCCUPANCY FACTOR * EXEMPTION

ADD FLOORS / SECTIONS + ADD

UPLOAD DOCUMENTS (in Pdf Format And File Size Should Be Less Than 2MB)

SALE DEED No file chosen

UPLOAD PROPERTY PHOTO No file chosen

← BACK

SAVE AND NEXT

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	<ul style="list-style-type: none"> 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.

PROPERTY DETAILS OWNER DETAILS

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Rebate	Address Detail	Action
OWNER/INDIVIDUAL DETAIL								
FIRST NAME *	MIDDLE NAME	LAST NAME						
<input type="text" value="Test"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>						
GENDER *	DOB *	AGE (AS ON 30TH JUNE OF FY)						
<input type="text" value="MALE"/>	<input type="text" value="01/01/2000"/>	<input type="text" value="24"/>						
COUNTRY CODE	MOBILE NO *	GENERATE CITY						
<input type="text" value="India(91)"/>	<input type="text" value="0123356699"/>							
EMAIL ID *	PAN							
<input type="text" value="test123@gmail.com"/>	<input type="text" value="Enter 10 Digits PAN No."/>							
OWNERSHIP PERCENTAGE *	OWNER REBATE *							
<input type="text" value="100"/>	<input type="text" value="NO REBATE"/>							
OWNER'S CORRESPONDENCE ADDRESS SAME AS PROPERTY ADDRESS : <input type="radio"/> YES <input checked="" type="radio"/> NO								
ADDRESS LINE 1 *	ADDRESS LINE 2	PINCODE *						
<input type="text" value="123, TestFost"/>	<input type="text" value="Enter Address"/>	<input type="text" value="110045"/>						
COUNTRY *	STATE *	DISTRICT *						
<input type="text" value="INDIA"/>	<input type="text" value="DELHI"/>	<input type="text" value="NEW DELHI"/>						
USE BUTTONS TO SAVE/REMOVE OWNERS DETAILS SAVE								
DECLARATION								
<p>*Note:</p> <p>1. I am aware of the penal provisions of the Delhi Municipal Corporation Act, 1957 (As amended) which are attracted on willful suppression and submission of false and incorrect particulars.</p> <p>2. In case willful suppression or any discrepancy pointed out by the department, a notice under section 123 (d) shall be issued at any time for recovery of difference of property tax and action will be taken under section 158 (A) of DMC act by attachment of bank account or immovable property or sealing of the property u/s 446 of DMC Act.</p> <p><input type="checkbox"/> I hereby declare that the information provided by me in the application is true to the best of my knowledge and belief , I shall be liable for any penal action for wrong information provided by me under the DMC Act. *</p>								
<input type="button" value="BACK"/>								

Screenshot 24: Register Owner details

- 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.



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 (calculated tax is as per the provisions available in DMC Act, 1957 and MCD guidelines. The same is system-generated.), 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.

TAX CALCULATION FOR : 2023-2024

PROPERTY DETAILS OWNER DETAILS **TAX PAYABLE** [← BACK TO DASHBOARD](#) [PAY TAX](#)

VACANT LAND TAX DETAILS

TOTAL LAND AREA(IN SQ. MTR) *	GROUND COVERED AREA(IN SQ. MTR) *	VACANT LAND AREA (IN SQ. MTR) *
100	100	0.00
VACANT LAND USE FACTOR *	VACANT LAND OCCUPANCY FACTOR *	VACANT LAND EXEMPTION *
0.00	0.00	0.00
VACANT LAND FIXED FACTOR *	UAV(RS.) *	ANNUAL VALUE(RS.) *
0.00	320.00	0.00
TAX RATE(%) *	CURRENT DEMAND(RS.) *	
1.00	0.00	

COVERED AREA TAX DETAILS FOR FLOOR : [SET FLOOR], SECTION : []

COVERED AREA(IN SQ. MTR) *	USE FACTOR *	STRUCTURE FACTOR *
100	1.00	1.00
OCCUPANCY FACTOR *	AGE FACTOR *	EXEMPTION *
1.00	1.00	0.00
FIXED FACTOR *	UAV(RS.) *	ANNUAL VALUE(RS.) *
1.00	320.00	32000.00
COVERED TAX RATE(%) *	COVERED CURRENT DEMAND(RS.) *	
1.00	3520.00	


TAX CALCULATION

AV. TOTAL ANNUAL VALUE(RS.) *	CATEGORY *	A. CURRENT DEMAND (RS.) *
32000.00	0	3520.00
B. PREVIOUS ARREAR (RS.) *	C. INTEREST ON LATE PAYMENT (RS.) % OF (A-R1) *	D. FINES / PENALTIES (RS.) *
0.00	332.00	0.00
REBATE DESCRIPTION : *	REBATES : 1. OWNERSHIP REBATE(0.00%) = (0.00)	
R1. TOTAL REBATE (RS.) * ①	R2. ONLINE REBATE (RS.) (% OF (A-R1)) *	COVID REBATE (RS.) *
0.00	70.40	0.00
E. EDUCATION CESS (RS.) (% OF AV / CD) *	F. SERVICE CHARGE (RS.) (% OF D) *	G. TOTAL ANNUAL TAX (RS.) (A+B+C+D+E+F)-R1-R2-H *
35.20	0.00	365.00
H. TOTAL TAX PAID (RS.) *	J. ADJUSTMENT AMOUNT (RS.) *	I. NET TAX PAYABLE (RS.) (G) *
0.00	0.00	365

[Edit Property/Owner Details](#) [DOWNLOAD PDF](#) [PAY TAX](#)

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:
 - HDFC bank
 - Axis Bank
 - ICICI Bank
 - Paytm (QR Code payment)
 - South India Bank
 - Standard Chartered



Online Payment

Municipal Corporation of Delhi

** Please Do Not Refresh the Page Until Your Payment Process is Completed Successfully to avoid Multiple Charges.


** Keep Record For Future Reference.


Application Reference No. :	17082001004723020
Total Amount :	Rs. 3617
Application Code :	PTR


* For Credit Card Transactions, a fee @1.7143% for AXIS (inclusive of Service Tax and Education Cess) will be charged by payment gateway service providers.


Payment Gateway List *


You can pay by using Debit/Credit cards, UPI and Net banking of any Bank by using the given payment gateways










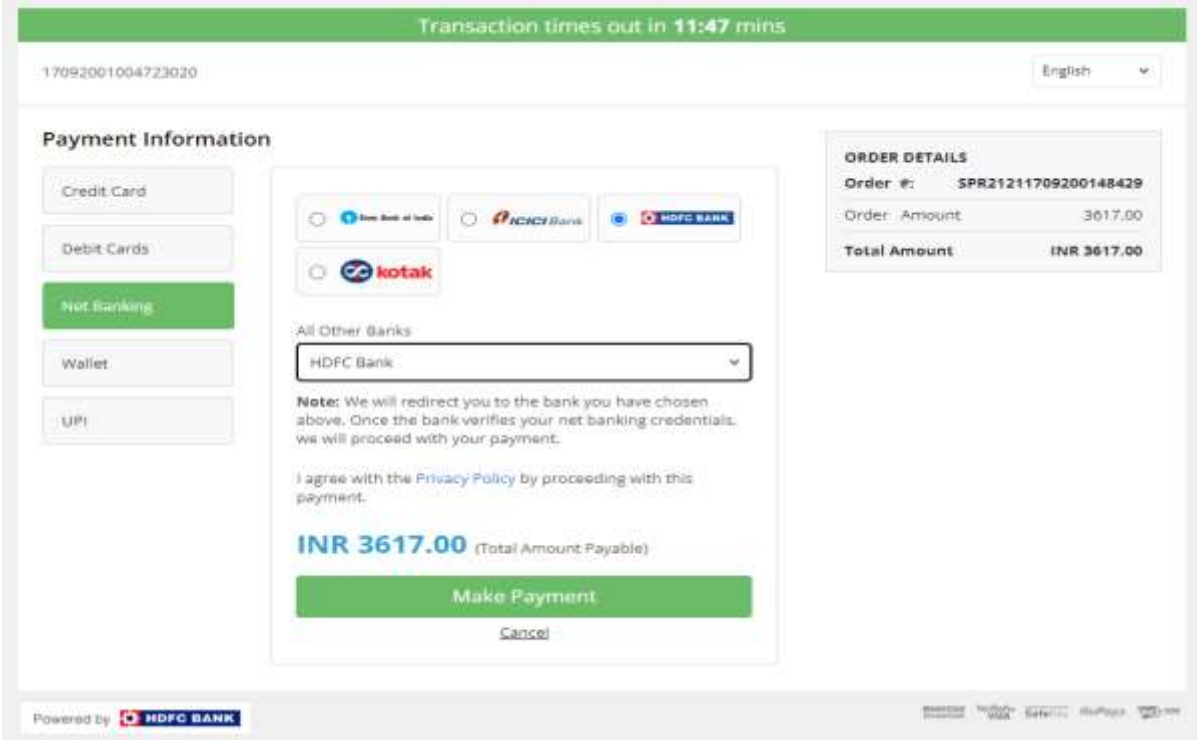




Screenshot 28: Payment Gateway

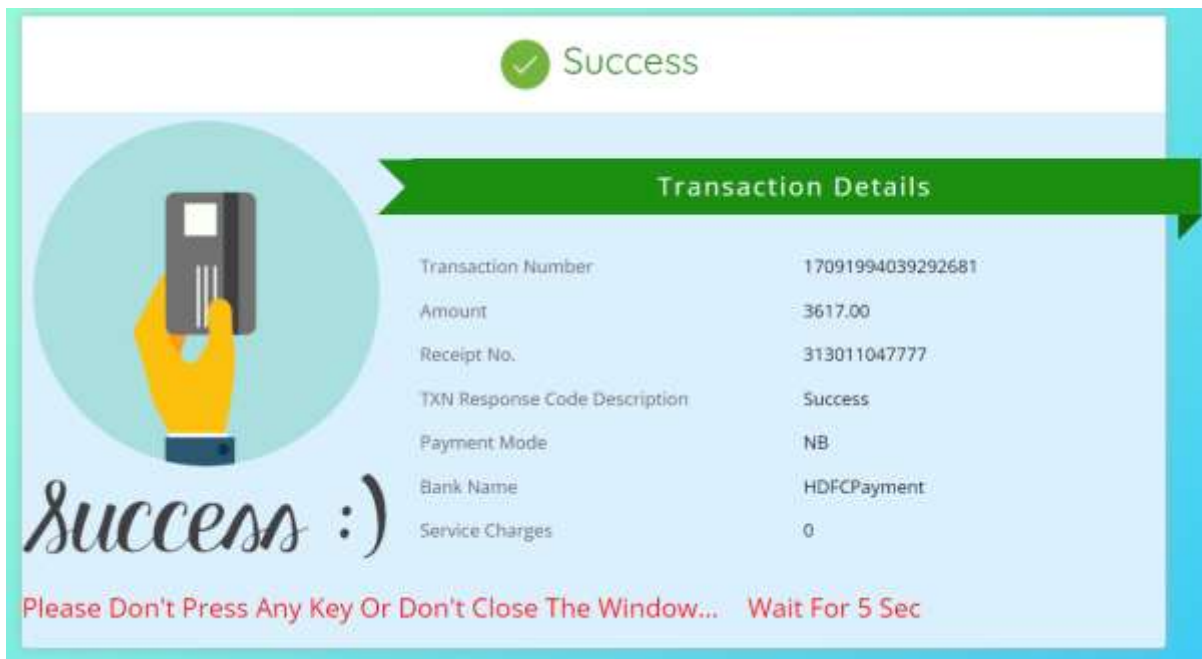
- Property Tax can be paid from any one of the payment modes available on payment gateway such as
 - Net Banking
 - Credit Card
 - Debit Card
 - UPI
 - Wallet
 - Cheque Mode*

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



Screenshot 29: Payment mode

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



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.



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.



Screenshot 32: Payment verification

5.8 Generate Payment Slip

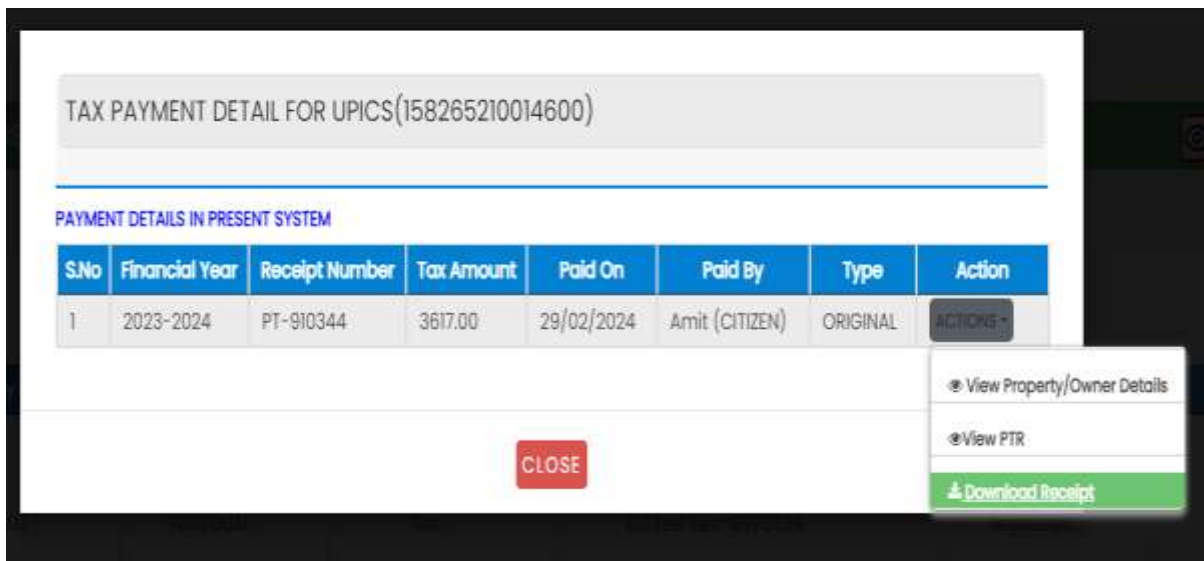
Payment Slip for the paid property tax can be downloaded by using '**Payment Passbook**' options under '**ACTION**' button on a UPIC through '**Taxpayer Dashboard**'.

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



Screenshot 33: Payment Passbook_part1

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



Screenshot 34: Download receipt

- A Specimen Payment receipt can be viewed as below:



MUNICIPAL CORPORATION OF DELHI

PROPERTY TAX RECEIPT NO : PT-580234

FINANCIAL YEAR : 2024-2025



A sum of Rs 1/- (ONE ONLY) has been received with thanks from Mr./Ms. VISHAL toward _____ of tax for the Financial Year _____

2024-2025 as per the details given below :

Property UPIC	0371801E0000100	
Property Address	PLOT/HOUSE/FLAT/ SHOP No.	
	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
Tax Detail	UPIC REGISTERED V	MK(8130088208)
	Total Tax(In Rs)	1.23 /-
	Exempted A	NIL
	Tax Paid	1 /-
	Exemp.	
Payment Mode	MODE	ONLINE (PAYMPayment)
	TRANSACTION	17131268027996698
	PAYMENT DATE	15-04-2024

☆ **Note** : For information of all concerned that the Property tax has been paid ONLINE , the receipt has been generated by the system and hence require no signature.

RECEIPT PRINTED ON : 15/4/2024

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

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

8		SECTION 115(1) (VII) OF DMC ACT (AS AMENDED)- VACANT LANDS AND BUILDINGS OWNED EXCLUSIVELY 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 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 WINNERSECTION 115(1) (VII) OF DMC ACT (AS AMENDED)- VACANT LANDS AND BUILDINGS OWNED EXCLUSIVELY 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 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
9		SECTION 115(1) (V) OF DMC ACT (AS AMENDED)- VACANT LANDS OR BUILDINGS EXCLUSIVELY USED FOR THE PURPOSE OF PUBLIC BURIAL OR AS CREMATION GROUND, OR ANY OTHER PLACE USED FOR THE DISPOSAL OF THE DEAD, DULY REGISTERED UNDER THIS ACT
10		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, 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).