

# MUNICIPAL CORPORATION OF DELHI



## USER MANAUAL FOR UPIC MERGING FOR TAXPAYERS

## Table of Contents

Introduction .....	2
Checklist and Important instructions for taxpayers .....	2
Steps for UPIC Merging for Taxpayers .....	3
Appendix 1: Sample application format of UPIC merging .....	8
Appendix 2: 'UPIC merging' Certificate for Taxpayer .....	12

## Introduction

UPIC merging module is envisaged to provide facility to the taxpayers for merging multiple UPICs associated with their registered properties under the jurisdiction of Municipal Corporation of Delhi. Taxpayer may view the UPICs associated with their property and initiate request for merging through UPIC merging module. Final UPIC allotment is at the discretion of the MCD Officials and the same shall be communicated through SMS to their registered mobile number once approved by MCD Official. Objective of 'UPIC merging' module is to have single UPIC for the single registered property with MCD.

## Checklist and Important instructions for taxpayers

#	Checklist details
1.	Taxpayer may request merging of UPICs in a single request.
2.	Please ensure all UPICs belong to same registered property.
3.	Taxpayer ID proof.
4.	Property documents containing Property address related to Taxpayer.
5.	After merging of UPICs, no request shall be entertained for demerging of UPIC.

Important instructions related to UPIC merging module for taxpayer are as follows:

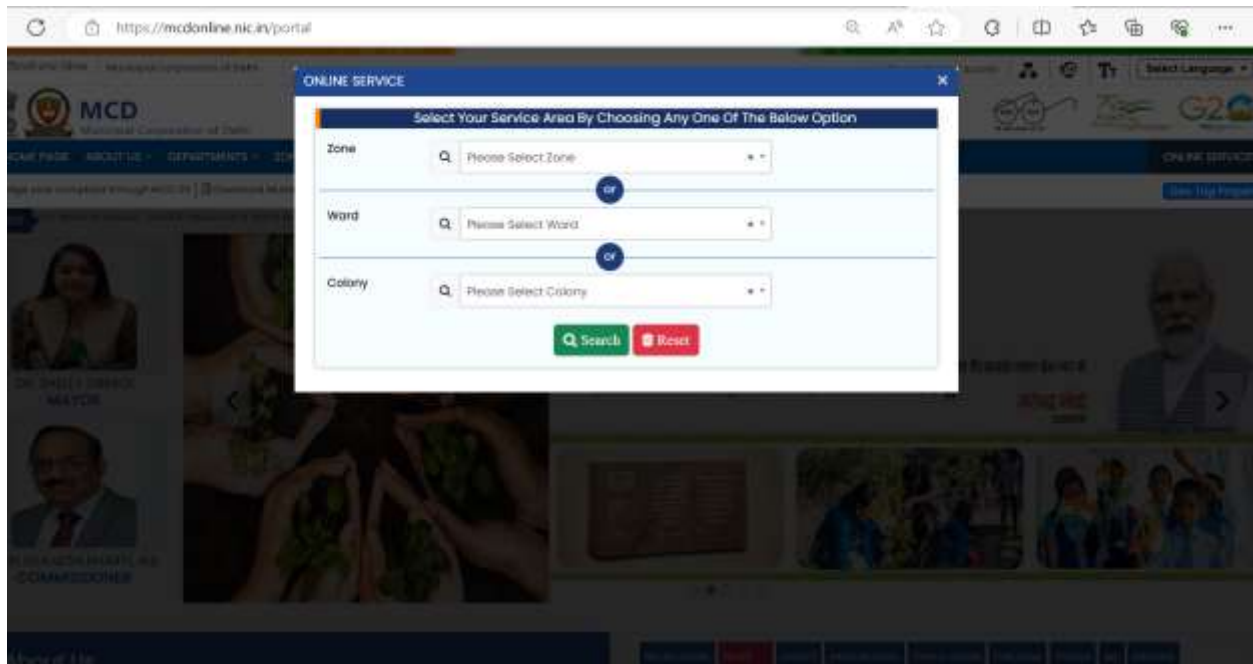
- From the list of UPICs associated with same registered property which are required to be merged, taxpayer need to select one UPIC as 'Primary UPIC' and others as 'Secondary UPICs' in the UPIC merging request. Please refer step 4 of [section: steps for UPIC merging of taxpayers](#) for reference.
- Taxpayer may use the Primary UPIC for submission of property tax, e-change of name in property records once request for UPIC merging is submitted and under-process or approved.
- Taxpayer may not be able to pay property tax further on the UPICs which are selected as 'Secondary UPICs'.
- Data corresponding to the selected 'Primary UPIC' shall be the final details corresponding to the taxpayers after the approval of UPIC merging request.
- In case another UPIC merging request is raised on same property, Primary UPIC will remain the same as of previous request.
- In case notices are issued on the UPICs which are marked as 'secondary UPICs', taxpayer need to pay the dues at the earliest so that notice gets closed and UPIC merging request by MCD Official can be further processed.
- In case E-change of Name is under process for a UPIC, new UPIC merging request cannot be raised unless E-Change of Name request is closed. Taxpayer will not be able to merge UPIC for which E-Change of Name application is under process with 100% transfer.
- After completion of all the ongoing process on 'Secondary UPICs', it will be archived, and all the new process like Payment Passbook, PTR Notices, E-Change of Name etc. will go through Primary UPIC only.

## Detailed steps for UPIC Merging for taxpayers

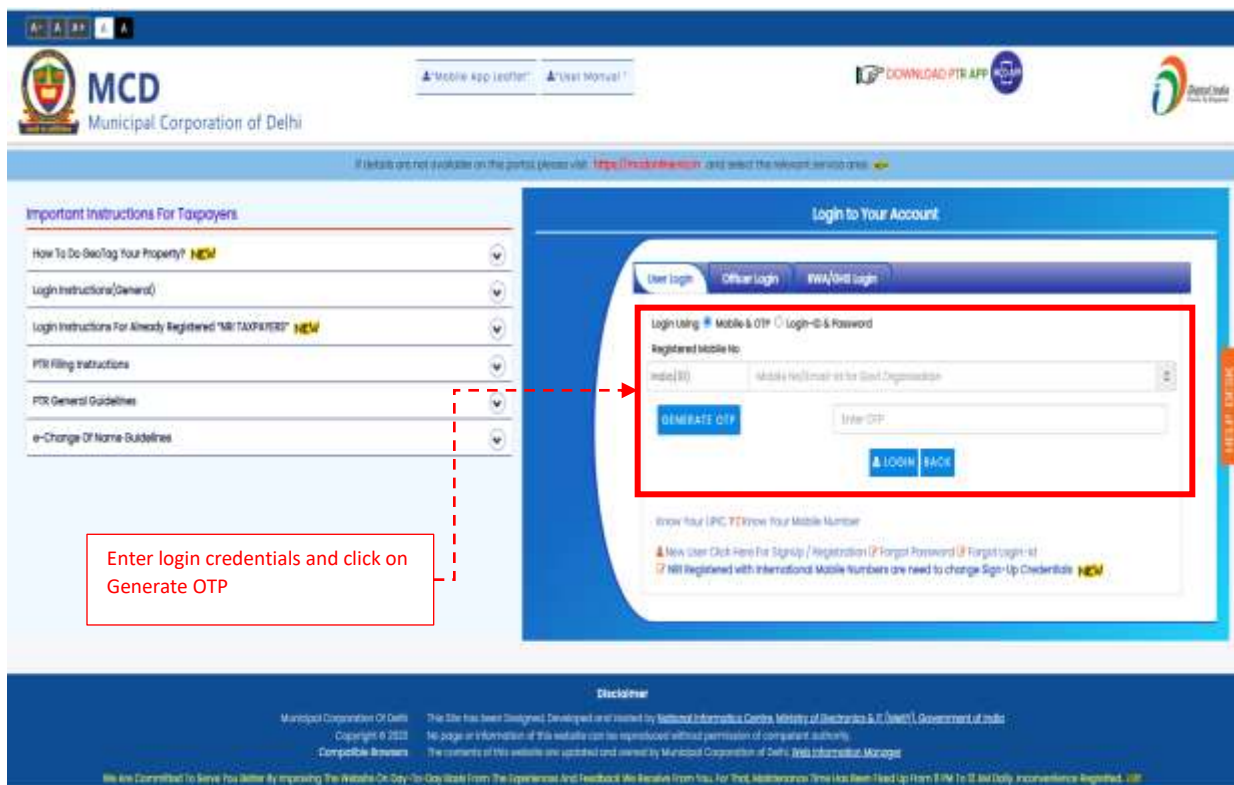
Please refer the steps for UPIC merging which may be accessed by the Taxpayer which are mentioned as under:

**Step 1:** 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.





Step 2: Taxpayer may need to login through “User Login” using “mobile &OTP” or “Login-ID & Password” as shown below.



Step 3: After login, PTR Dashboard is available to the taxpayer and “UPIC Merging” may be accessed.

The screenshot shows the MCD PTR Dashboard interface. At the top, there is a header with the MCD logo and 'Municipal Corporation of Delhi'. A navigation menu on the left includes 'MENU HOME' and 'MCD LOGIN'. The main content area displays 'YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)'. Below this is a table with columns: S.No, UPIC, Property Type, Owner Type, Owner Name, Address, Status, Registered On, and Action. The table contains three rows of property data. Below the table, there are several buttons for actions: 'Search And Apply for E-Change Of Name, After(31/01/2019)', 'E-Change Of Name Request (Dashboard)', 'Search Property', 'Register New Property', 'Apply For New UPIC', 'Link Notice To My Account', 'Request For Transfer UPIC', and 'UPIC Merging Request'. The 'UPIC Merging Request' button is highlighted with a red box. A red dashed line points from a text box above that says 'Click on UPIC merging Request' to the highlighted button.

Step 4: Taxpayer may view no. of UPICs associated to his/her profile. Taxpayer may need to select which UPIC to be merged and provide preference for primary and secondary UPIC on Merger screen. UPICs present on taxpayer’s dashboard only are applicable for merging. After selecting the UPICs to be merged, taxpayer must provide reason for merging and upload documents for ID Proof and Property Ownership Proof and submit the application.

- 1) Enter details in “**reason**” box.
- 2) Attach relevant documents to “**Applicant ID proof**” and “**Property documents containing Property address**”
- 3) Click “**Submit**” to initiate the UPIC merging request.

**Note:**

- 1) **In case a UPIC is not available on dashboard, first transfer request will be made and after that merging request should be created.**

**MCD**  
Municipal Corporation of Delhi

PROPERTY UPC MERGE DASHBOARD

SEARCH

SNO.	Application Number	Primary UPC	Primary Date	Status	Action
1	10000000000	10000000000	10/10/2018	Registered	
2	20000000000	20000000000	10/10/2018	Registered	
3	30000000000	30000000000	10/10/2018	Registered	
4	40000000000	40000000000	10/10/2018	Registered	
5	50000000000	50000000000	10/10/2018	Registered	
6	60000000000	60000000000	10/10/2018	Registered	
7	70000000000	70000000000	10/10/2018	Registered	
8	80000000000	80000000000	10/10/2018	Registered	
9	90000000000	90000000000	10/10/2018	Registered	
10	10000000000	10000000000	10/10/2018	Registered	
11	11000000000	11000000000	10/10/2018	Registered	
12	12000000000	12000000000	10/10/2018	Registered	

UPC MERGE DETAILS

SNO.	UPC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Select UPC to be merged	Primary UPC
1	10000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
2	20000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
3	30000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
4	40000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
5	50000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
6	60000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
7	70000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
8	80000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
9	90000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
10	10000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
11	11000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
12	12000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000

REASON\*

UPIC MERGE PROOF\*

PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS\*

Submit

Please select the UPICs which are required to be merged.

Select Primary UPIC

UPC MERGE DETAILS

SNO.	UPC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Select UPC to be merged	Primary UPC
1	10000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
2	20000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
3	30000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
4	40000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
5	50000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
6	60000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
7	70000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
8	80000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
9	90000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
10	10000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
11	11000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000
12	12000000000	RESIDENTIAL	Individual	Mr. Jai Singh	House number 100, Sector 10, Phase 1, Condo, Gurgaon	Registered	10/10/2018	<input type="checkbox"/>	10000000000

REASON\*

UPIC MERGE PROOF\*

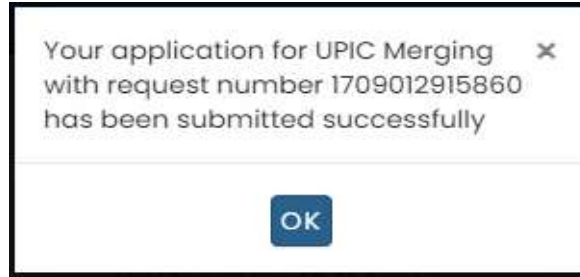
PROPERTY DOCUMENT CONTAINING PROPERTY ADDRESS\*

Submit

Please give reason related to UPIC merging request

Please upload Applicant ID proof and Property documents

**Step 5:** Taxpayer will receive message with details of Request Number created for UPIC Merging request. UPIC Merging request once created by taxpayer cannot be modified.



**Step 6:** Application will be submitted for processing at zonal office where MCD Officer will verify the details against each UPIC to be merged. Taxpayer may check the status of application on their dashboard. Once approved, the same is intimated to their registered mobile number.



**Note:** Taxpayer may refer the [system generated sample application format for UPIC merging](#). Once approved, the certification for the UPIC merging ([Please refer the sample for the system generated certificate](#)) is generated and available at UPIC merging dashboard of the taxpayer.



Appendix 1: Sample application format of UPIC merging



**Municipal Corporation of Delhi**  
 (ASSESSMENT & COLLECTION DEPARTMENT)  
 Civic Center, New Delhi-02  
UPIC MERGING REQUEST DETAILS

REQUEST NO.: 1708593750986  
 REQUEST DATE: 22/02/2024  
 REQUEST SUBMITTED BY(NAME): Rishabh Tyagi  
 MOBILE NO.: [REDACTED]  
 PRIMARY UPIC (AS REQUESTED BY CITIZEN): [REDACTED]  
 PRIMARY STATUS (DRAFT/REGISTERD/DE-RE): Registered

DETAILS OF UPICs TO BE MERGED (\*AS PER RECORDS AVAILABLE) (OLDEST/EARLIEST TO NEWEST/LATEST)

S.NO.	Property Details	UPIC 1	UPIC 2	UPIC 3
1	UPIC	20650511001180	00475110000100	196456210008400
2	WARD	ABUL FAZAL ENCLAVE	HARKESH NAGAR	KALKAJI
3	ZONE	CENTRAL ZONE	CENTRAL ZONE	CENTRAL ZONE
4	COLONY	ABUL FAZAL ENCLAVE	Ahera Kishan	CHITTARANJAN PARK (POCKET-40)
5	ADDRESS	T-44, ABUL FAZAL ENCLAVE, ABUL FAZAL ENCLAVE, KALKAJI, DELHI-110058	Plot no. A-7, Ahera Kishan, HARKESH NAGAR, STATE-DELHI PIN-110089	25 asok nagar, 21, CHITTARANJAN PARK (POCKET-40), KALKAJI STATE-DELHI PIN-110058
6	PROPERTY TYPE	REGISTERED	RESIDENTIAL PLOTTED	RESIDENTIAL PLOTTED
7	PROPERTY CATEGORY	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
8	NO. OF FLOORS			
9	CATEGORY	RESIDENTIAL	RESIDENTIAL	RESIDENTIAL
10	GROUND COVERED AREA	NA	1	0
11	AV VALUE	NA	200.0	18
12	REGISTERED MOBILE NUMBER	9911952619	9911952619	9911952619
13	GEO COORDINATES	NA	NA	NA

REASON FOR UPIC MERGING : test

**OWNER  
DETAILS**

S. NO.	UPIC	OWNER/AUTH PERSON NAME	ADDRESS	PROPERTY TYPE	CATEGORY	%SHARE	REBATE TYPE
1	206505110011800	TEST RSHABH	T-44,ABUL FAZAL ENCLAVE,ABUL FAZAL ENCLAVE,STATE-DELHPIN-110025	RESIDENTIAL	INDIVIDUAL - SINGLE OWNER	100	NA
2	200475110000100	VIKRANT	Plot no. A-7,Ahera Kshan,HARKESH NAGAR,STATE-DELHPIN-110089	RESIDENTIAL	INDIVIDUAL - SINGLE OWNER	100	0.0
3	196456210008400	TEST TEST	25 ashok nagar,21,CHITTARANJAN PARK (POCKET-40),KALKAJL,STATE-DELHPIN-110058	RESIDENTIAL	INDIVIDUAL - SINGLE OWNER	100	0

**TAX PAID DETAILS**

S. NO.	UPIC	FY	RECEIPT NO.	TAX AMOUNT	PAID ON	PAID BY
NA						
1	200475110000100	2020-2021	PT-426308	21.00	2020-09-141	Rishabh Tyagi
1	196456210008400	2020-2021	PT-352417	2.00	2020-124.074	Rishabh Tyagi

**NOTICE ISSUANCE DETAILS**

SAMPLE FORMAT



S.NO.	UPIC	REGISTERED MOBILE NUMBER	NOTICE NO.	NOTICE CATEGORY u/s	NOTICE ISSUE DATE	CURRENT STATUS
1	206505110011800	9911952619	TAX/MCD/CENTRAL/2023/065064	U/S 123 D	2023-11-14 15:52:05.418	NOTICE CLOSED
2	206505110011800	9911952619	TAX/MCD/CENTRAL/2023/065064	U/S 123 D	2023-11-14 15:52:05.418	NOTICE CLOSED
1	200475110000100	9911952619	TAX/MCD/CENTRAL/2023/065070	U/S 123 D	2023-11-18 22:08:43.226	NOTICE CLOSED
2	200475110000100	9911952619	TAX/MCD/CENTRAL/2023/065070	U/S 123 D	2023-11-18 22:08:43.226	NOTICE CLOSED
3	200475110000100	9911952619	TAX/MCD/CENTRAL/2023/065070	U/S 123 D	2023-11-18 22:08:43.226	NOTICE CLOSED
4	200475110000100	9911952619	TAX/MCD/CENTRAL/2023/065070	U/S 123 D	2023-11-18 22:08:43.226	NOTICE CLOSED
1	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
2	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
3	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
4	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
5	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
6	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
7	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
8	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
9	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
10	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL
11	196456210008400	9911952619	TAX/MCD/CENTRAL/2023/065073	U/S 123 A/B	2023-11-20 16:12:49.127	SUBMITTED TO AO FOR APPROVAL

**e-CHANGE OF NAME DEATILS**

S.NO.	UPIC	APPLICATION NO.	APPLIED DATE	APPLICATION STATUS
NA				
NA				
NA				

SAMPLE FORMAT

Appendix 2: 'UPIC merging' Certificate for Taxpayer

	<b>Municipal Corporation of Delhi</b> <b>Assessment &amp; Collection Department</b> <b>Civic Center, New Delhi - 02</b> <b><u>UPIC MERGED DETAILS</u></b>	
REQUEST NO	:	1709276827749
REQUEST DATE	:	01/03/2024
REQUEST SUBMITTED BY(NAME)	:	[REDACTED]
MOBILE NUMBER	:	[REDACTED]
PRIMARY UPIC (AS REQUEST BY CITIZEN)	:	[REDACTED]
<b>UPICs MERGED:</b>		
1.	:	[REDACTED]
2.	:	[REDACTED]
3.	:	[REDACTED]
REQUEST SANCTIONED DATE	:	01/03/2024
<b>DETAILS OF PRIMARY UPIC:</b>		
Zone	:	CENTRAL ZONE
Ward	:	Madanpur Khadar West
Colony	:	AALI
ADDRESS	:	house no 89,street number 6 ram nagar,,AALI, Madanpur Khadar West,STATE:-DELHI,PIN:-110095
TYPE OF PROPERTY	:	FARM HOUSE RESIDENTIAL
PROPERTY CATEGORY	:	FARM HOUSE
REQUEST RAISED BY CITIZEN	:	[REDACTED]
APPROVED BY OFFICER	:	[REDACTED]
<b>DETAIL OF UPIC TO BE DELETED :</b>		
	:	NA
	:	[REDACTED]

SAMPLE FORMAT