

# MUNICIPAL CORPORATION OF DELHI



## User Manual

[Property Tax Application]

Version 2.0

[April'23]



# Table of Contents

<b>S. No.</b>		<b>Content</b>	<b>Page</b>
1		Purpose	3
2		About Property Tax	3
3		Steps for e-filing of Property Tax	3
	3.1	Registration on MCD Portal	4
	3.2	Sign In on the MCD Online Portal	6
	3.3	Search Property Details	7
	3.3.1.1	Search Property on UPIC	8
	3.3.1.2	Request for UPIC Transfer	9
	3.3.1.3	Request for UPIC Release	10
	3.3.2.1	Apply for new UPIC	11
4		Register Property Detail	13
5		Fill Owner Detail	15
6		Calculate & Pay Tax	16
	6.1	Calculate Tax	16
	6.2	Pay Tax	18
	6.3	Verify unsuccessful Payment	21
7		Detail of Help Desk	23

## 1. PURPOSE

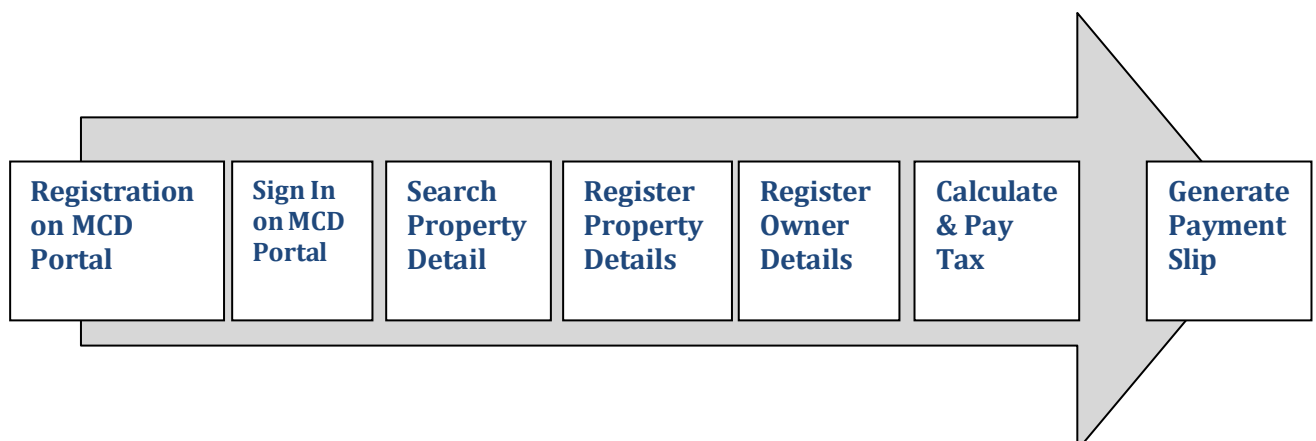
The purpose of this document is to list down all the functionalities of property tax application, after reading this document citizen will be conversant with the process of e-filing of property tax.

## 2. ABOUT PROPERTY TAX

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

## 3. STEPS FOR E-FILING THE PROPERTY TAX

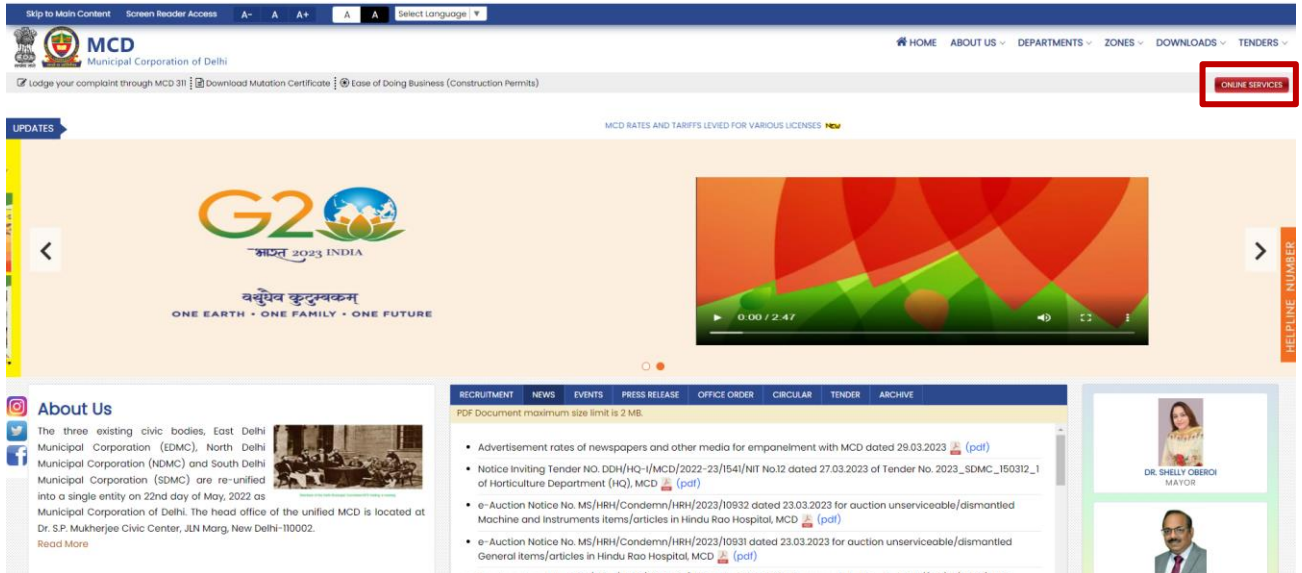
MCD Online Portal provide Single Sign up Authentication (SSO) Services using which Citizens need to Register on MCD Portal <https://mcdonline.nic.in/> first . The main MCD Citizen centric Services are Registration of Birth / Death detail , Issuance or Renewal of Licenses for different licensing application like ( Factory Licenses , Heath Trade Licenses , General Trade Licenses , Veterinary Licenses etc) , Filling of Property Tax Return etc. Property tax can be filled by user by following simple steps on portal as showing below in the diagram.



[PROCESS FLOW FOR PAYMENT OF PROPERTY TAX]

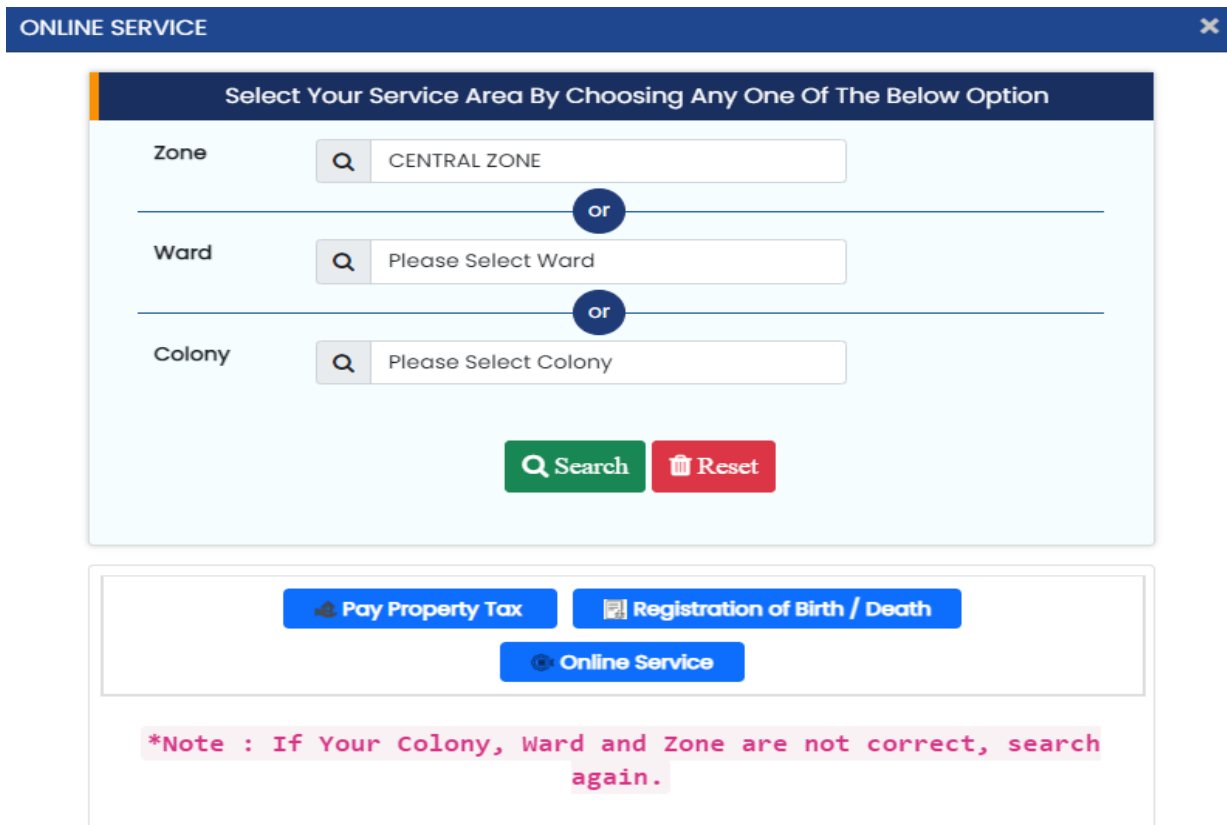
### 3.1 REGISTRATION ON MCD PORTAL

- Visit MCD portal <https://mcdonline.nic.in>
- Click Online Services -> Citizen Login



SCR-1: MCD ONLINE WEB PORTAL

- Please select your colony/ward/zone.



SCR-2: ONLINE SERVICE

- For **One time Registration**, Citizen Need to Select Option “**New User Click Here for Sign Up / Registration**”.

**SCR-2: SIGN-IN FORM**

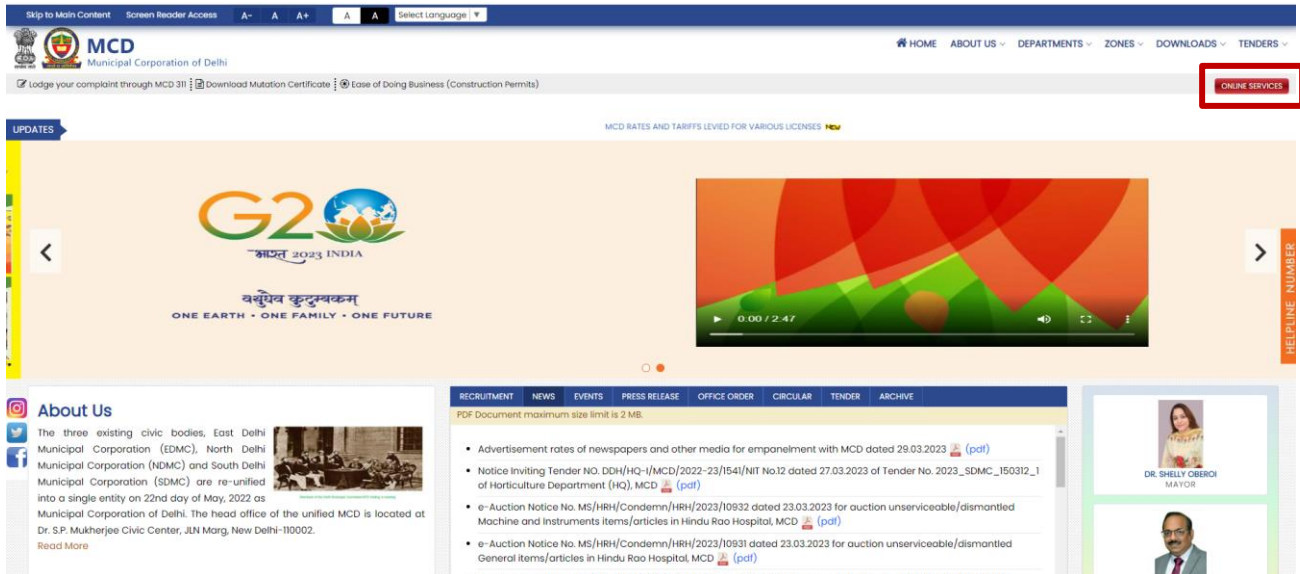
- To avail the Online Services of Respective Corporation Citizen need to register on each Corporation portal separately.
- Citizen can **Sign Up** using “**Mobile Number “& OTP “** or “**Login Id and Password**”.
- Fill the Mandatory Details like Name / Father Name / Mobile Number / Email Address etc on Signup form.
- For Login through **Mobile Number & OTP** , **International User** need to select **Country Code** and fill their **Mobile Number**.

**SCR-3 : USER SIGNUP FORM**

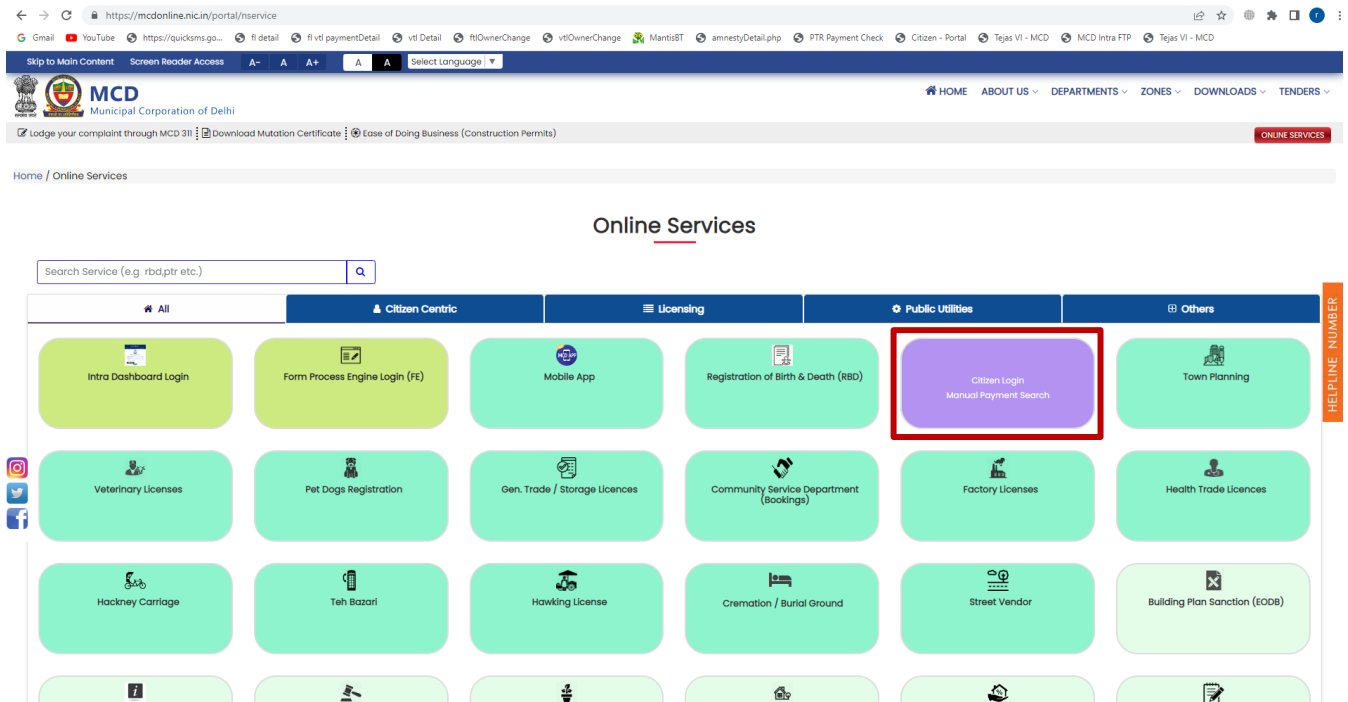
- Get Validate Mobile Number using OTP and press **Submit** to Complete the Registration. In case of **International User** need to select **Country Code** and fill their **Mobile Number**.
- After Registration Citizen can **Sign in** using **Mobile Number & OTP** or “**Login Id and Password**”.
- To Change Mobile number and other details use “Edit Profile” option .
- On successful login, you will be redirected to Online Services Page.

## 3.2 Sign In on the MCD Online Portal

- Go to MCD portal <https://mcdonline.nic.in>



- Click Online Services -> Property Tax -> Citizen Login



SCR-4 : ONLINE SERVICES MENU

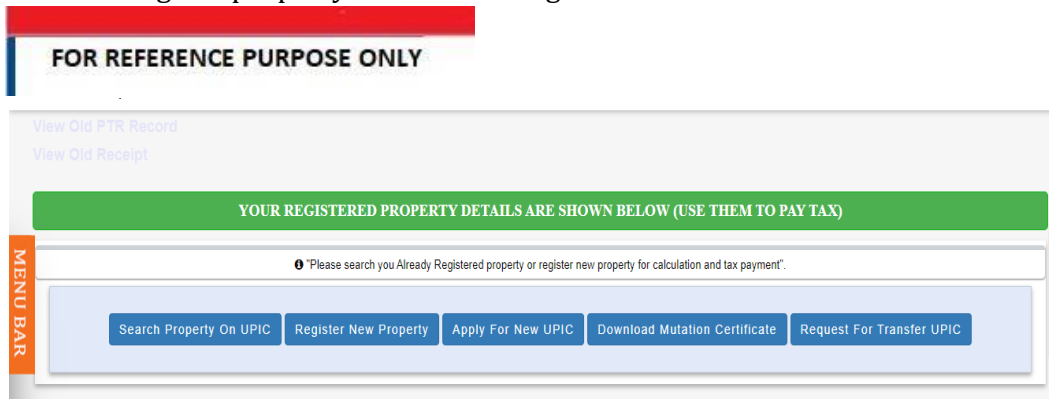
#### SCR-5 : SIGN-IN FORM

- If You & Your Mobile No. is not registered, click on **“Click here to Sign up”** link and follow the registration process as shown below. Or otherwise enter your registered Mobile No and OTP to get into the application directly.
- 
- Sign in using Registered **Mobile Number & OTP** or **Login ID and Password** .
- For Login through **Mobile Number & OTP** , **International User** need to select **Country Code** and fill their **Mobile Number**.
- System will validate the Citizen Credentials and after successful Login Property Tax Dashboard will appear.

### 3.3 Search Property Detail

- After Sign up , Dashboard will display **Detail of all the property Registered** by Citizen.
- In case citizen visit first time on MCD Portal for filling of Property Tax two scenario can prevail , which are as under :
- Citizen brought purchased a property which is already registered with MCD.

- Citizen brought a property which is not registered with MCD.



### SCR-5 : CITIZEN DASH BOARD

### 3.3.1 Citizen brought purchased a property which is already registered with MCD.

In case property detail not available on Citizen Dash Board , he/she can search the property detail using **SEARCH PROPERTY ON UPIC** Option. In case citizen already know the UPIC Detail than he can make the request for **UPIC TRANSFER**.

#### 3.3.1.1 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 his/her property on any one / on all / on Combination of parameters mentioned below :

- UPIC / Property ID
- Colony / Ward / Zone
- Owner Name
- Property Address

Enter Detail correctly and check once again and then press Ok/Submit button.

**Caution:** If you search on the same UPIC again, you will get property details, but if you would like to Register property again using this UPIC it will refuse and may say that UPIC is already in use. Because One-UPIC-One property pattern

has been followed.

**FOR REFERENCE PURPOSE ONLY**

The screenshot shows a web form titled "SEARCH PROPERTY DETAILS". The form is divided into three main sections by horizontal lines. The first section has a label "UPIC / PROPERTY ID" and a text input field with a placeholder "UPIC / PROPERTY ID". The second section has two fields: "RECEIPT NO. OF TAX PAID" with a placeholder "Enter Your Receipt Number" and "YEAR OF TAX PAID" with a dropdown arrow. The third section has two fields: "COLONY" with a dropdown arrow and "OWNER NAME" with a placeholder "Owner Name". There are red circles with the word "or" between the first and second sections, and between the second and third sections. At the bottom left, there is a blue "Back" button. At the bottom right, there are two buttons: a blue "SEARCH" button with a magnifying glass icon and a green "RESET" button with a refresh icon.

**SCR-6 : SEARCH PROPERTY DETAIL**

- Details of your property, year wise tax paid etc will be displayed. You will find a “ Action” button of green colour, click it and select option choose property to pay tax.

**FOR REFERENCE PURPOSE ONLY**

**SCR-7 : DASHBOARD AFTER USING SEARCH PROERTY DETAIL**

- Citizen need to Select the option **USE THIS PROPERTY TO PAY TAX** under Action Button.

**3.3.1.2 REQUEST FOR UPIC TRANSFER**

- In case citizen already knew UPIC than he/she can search detail . For the searched property request for **UPIC TRANSFER** can be made by using Option **REQUEST UPIC TRANSFER** under Action button

**FOR REFERENCE PURPOSE ONLY**

**SCR-8 : REQUEST FOR UPIC TRANSFER**

- After Submission of UPIC Transfer MCD Officer will examine the request and Transfer the UPIC based on the facts submitted . After UPIC Transfer request approved Property Detail will be available on dashboard to pay tax.

### 3.3.1.3 REQUEST FOR UPIC RELEASE

In case option appear as “UPIC Already in Use .Apply for Release UPIC” , citizen require to apply for UPIC release using **UPIC RELEASE Option.**

**FOR REFERENCE PURPOSE ONLY**

S.No.	Property ID	UPIC	Owner Name	Colony	Ward	Zone	Address	Property Type	Action	
<b>PROPERTY DETAIL IN LEGACY SYSTEM</b>										
1	042118010250	01205539A3A5F02	RAMA KANSAL	Amar Jyoti Kunj	PATPAR GANJ	SHAHAD SOUTH	K-9, PATPARGANJ		<input type="checkbox"/> UPIC Already in Use ,Request for upic Release <input type="checkbox"/> Payment Detail	<input type="button" value="ACTIONS"/>

#### SCR-9 : REQUEST FOR UPIC RELEASE

- To Get UPIC Release upload the requisite documents , if any . Select the Declaration Check box and press **Submit**. After Submission of Request of UPIC Release MCD Officer will examine the request and Release the UPIC based on the facts . After UPIC Release Property Detail will be available in Legacy data repository and Citizen can Search and use it to pay tax.

**FOR REFERENCE PURPOSE ONLY**

**UPIC RELEASE APPLICATION**

**TO GET RELEASED THE UPIC 103010100013300, PLEASE UPLOAD SUPPORTING DOCUMENTS (PHOTO ID & PROPERTY DOCUMENT). IN CASE UPLOADED DOCUMENTS WERE FOUND INCORRECT OR INVALID, REQUEST WILL BE REJECTED.**

**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.

#### SCR-10 : FORM FOR UPIC RELEASE REQUEST

### 3.3.2. Citizen brought a property which is not registered with MCD

In case citizen not found any property through **SEARCH PROPERTY ON UPIC** or citizen brought a new property Citizen can use **APPLY FOR NEW UPIC** option for making a request to MCD Official for allocation of new UPIC for his/her property.

#### 3.3.2.1 APPLY FOR NEW UPIC

- In case no property detail found based on the search criteria than citizen need to use **APPLY FOR NEW UPIC** option. Fill Property Detail and attach the requisite Documents , if any. Following details are required to apply for UPIC ID:
  - Ownership Category
  - Ownership Type
  - Property Category
  - Location Detail
    - Colony
    - Ward
    - Zone
  - Address Details
    - Plot Number or House Number or Flat Number or Farmhouse Number
    - Sector or Phase Number or Block/Pocket or Lane or Street
    - State
    - District
    - Country

Owner Detail Consist of Name , Address , Age , Email , Phone Number etc.

- System will allocate the new UPIC automatically for SDMC & NDMC .  
In Case of EDMC , UPIC allotted by MCD Officials.



## 4. Register property detail

- In all the following possibilities may occur where Citizen :

Searched his/her property successfully from the Legacy Repository

Or

Successfully Got UPIC Transferred in his/her name

Or

Request for new UPIC approved

- Citizen got the property detail on his/her dashboard and can use the Option EDIT Property / Owner Detail under Action Button.

### 4.1 For the cases where Citizen already paid property Tax for previous FYs

property Detail will be available on dash board . The Property Tax for Current FY can be paid using **Edit Property/Owner details** option under **Actions** Button.

FOR REFERENCE PURPOSE ONLY



The screenshot shows a dashboard interface with a green header bar containing the text "YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)". Below the header, there is a search bar with the value "027" and a "SHOW 10 ENTRIES" dropdown. A table displays property details with columns: S.No, UPIC, Property Type, Owner Type, Owner Name, Address, Status, and Action. The first row shows S.No: 2, UPIC: 02713021234DE02, Property Type: COMMERCIAL, Owner Type: INDIVIDUAL, Owner Name: test test, Address: R-123/2, and Status: Register... The Action menu is open, showing options: View, Edit Property/Owner Details, Pay Tax (highlighted), Tax Paid Details, De-Register Property, Verify Payment Status, and Apply for e-Mutation. There are "Next" and "Last" buttons at the bottom right of the table.

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
2	02713021234DE02	COMMERCIAL	INDIVIDUAL	test test	R-123/2	Register...	<ul style="list-style-type: none"><li>View</li><li>Edit Property/Owner Details</li><li>Pay Tax</li><li>Tax Paid Details</li><li>De-Register Property</li><li>Verify Payment Status</li><li>Apply for e-Mutation</li></ul>

### SCR-12 : USE PAY TAX OPTION FOR PROPERTY DETAIL ON DASHBOARD

- "De-Register property" Option can be sued to remove the registered property.



## 5 FILL OWNER DETAIL

- **On Owner Detail tab** , In case Citizen search property through Legacy Repository , he /she can Modify details . In case of **Joint owners** the detail of owner’s percentage need to be specified. Factors like **Owner Age , Email , Mobile Number , Owner’s Rebate Category , Address , Correspondence Address** need to filled carefully.
- Detail of each owner can be added using **ADD** button . **EDIT** Option can be used to update the Owner Detail . Once Owner Detail is saved using **Save** Button the detail automatically added to the top panel.

### FOR REFERENCE PURPOSE ONLY

PROPERTY DETAILS
OWNER DETAILS

Owner Name	Gender	DoB	Country Code	Mobile No	Ownership %	Rebate	Address Detail	Action
TESTR	MALE	15/06/1977	91	9650066454	100	EX-SERVICE MEN	1 NEW DELHI DELHI INDIA 112132	<a href="#" style="color: #007bff; text-decoration: none;">EDIT</a> <a href="#" style="color: red; text-decoration: none; margin-left: 10px;">REMOVE</a>

**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 \***

USE BUTTONS TO SAVE/REMOVE OWNERS DETAILS
+ SAVE

**BANK DETAILS OF PROPERTY OWNER**

**ACCOUNT NUMBER**

**BANK NAME**

**BRANCH NAME**

**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 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 rules. \*

← BACK

### SCR14- REGISTER OWNER DETAIL

- After adding the Owners detail Check the Declaration Box and press “**FINAL SUBMIT**” button to Save all the added/modified property / owner Detail.

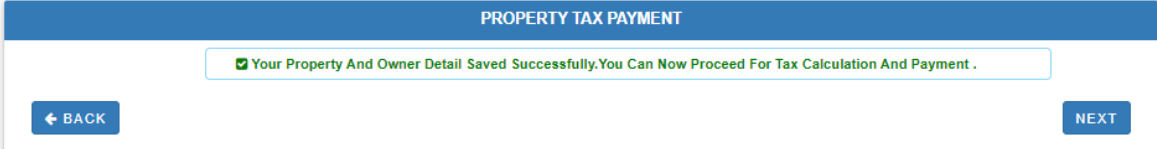
Page | 17

## 6 CALCULATE AND PAY TAX

### 6.1 CALCULATE TAX

- After filling the Property / Owners Detail , Citizen need to calculate and pay tax for a FY.

**FOR REFERENCE PURPOSE ONLY**

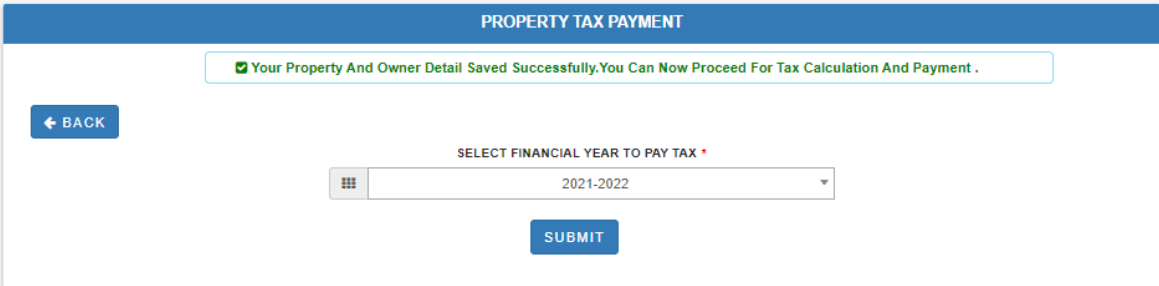


The screenshot shows a web interface titled "PROPERTY TAX PAYMENT". At the top, there is a blue header bar with the title. Below the header, a green message box contains the text: "✔ Your Property And Owner Detail Saved Successfully.You Can Now Proceed For Tax Calculation And Payment .". On the left side, there is a blue button labeled "← BACK". On the right side, there is a blue button labeled "NEXT".

#### SCR15- PROCEED TO PAY TAX

- System will ask to select FY to which Citizen want to pay property tax.

**FOR REFERENCE PURPOSE ONLY**



The screenshot shows a web interface titled "PROPERTY TAX PAYMENT". At the top, there is a blue header bar with the title. Below the header, a green message box contains the text: "✔ Your Property And Owner Detail Saved Successfully.You Can Now Proceed For Tax Calculation And Payment .". On the left side, there is a blue button labeled "← BACK". In the center, there is a dropdown menu with the label "SELECT FINANCIAL YEAR TO PAY TAX \*" and the selected value "2021-2022". Below the dropdown menu, there is a blue button labeled "SUBMIT".

#### SCR16- SELECT FY TO PAY TAX

- Use **TAX PAYABLE** tab to view all Tax calculation detail , Covered Area Details , Vacant Land Details etc.

**FOR REFERENCE PURPOSE ONLY**

**TAX CALCULATION FOR : 2021-2022**

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

**VACANT LAND TAX DETAILS**

TOTAL LAND AREA *	GROUND COVERED AREA *	VACANT LAND *
1500	400	1100.00
VACANT LAND USE FACTOR *	VACANT LAND OCCUPANCY FACTOR *	VACANT LAND EXEMPTION *
4.00	1.00	0.00
VACANT LAND FIXED FACTOR *	UAV *	ANNUAL VALUE *
0.50	230.00	506000.00
TAX RATE *	CURRENT DEMAND *	
20.00	101200.00	

**SCR17- TAX CALCULATION DETAIL**

- Use **DOWNLOAD PDF** button to download Tax Calculation Sheet in PDF form for future reference purpose .

**FOR REFERENCE PURPOSE ONLY**

**COVERED AREA TAX DETAILS FOR FLOOR : [ GROUND FLOOR ] , SECTION : [ ]**

COVERED AREA *	USE FACTOR *	STRUCTURE FACTOR *
111	4.00	1.00
OCCUPANCY FACTOR *	AGE FACTOR *	EXEMPTION *
1.00	0.80	0.00
FIXED FACTOR *	UAV *	ANNUAL VALUE *
0.00	230.00	81696.00
COVERED TAX RATE *	COVERED CURRENT DEMAND *	
20.00	16339.20	

**TAX CALCULATION**

AV. TOTAL ANNUAL VALUE *	CATEGORY *	A. CURRENT DEMAND (RS.) *
587696.00	F	117539.20
B. PREVIOUS ARREAR (RS.) *	C. INTEREST ON LATE PAYMENT (RS.) % OF (A-R1) *	D. FINES / PENALTIES (RS.) *
0.00	0.00	0.00
REBATE DESCRIPTION : *		
+ LUMP SUM REBATE(15.00%) = 17630.88		
R1. TOTAL REBATE (RS.) * ⓘ	R2. ONLINE REBATE (RS.) (% OF (A-R1)) *	COVID REBATE (RS.) *
17630.88	0.00	0.00
E. EDUCATION CESS (RS.) (% OF AV) *	F. SERVICE CHARGE (RS.) (% OF G) *	G.TOTAL ANNUAL TAX (RS.) (A+B+C+D+E+F)-R1-R2 *
0.00	0.00	99908.32
H. TOTAL TAX PAID (RS.) *	I. NET TAX PAYABLE (RS.) (G-H) *	
0.00	99908	

[Edit Details](#) [DOWNLOAD PDF](#) [PAY TAX](#)

**SCR18-NET TAX CALCULATION DETAIL**

## 6.2 PAY TAX

- Click on **PAY TAX** option



### Online Payment

\*\*\* Please Do Not Refresh The Page Until Your Payment Process Is Completed Successfully To Avoid Multiple Charges.

Application Reference : 1622961139247

Total Amount : Rs. 3

\* 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.

Success Rate	HDFCPayment	AxisEasyCardPayment	ICICIPayment
	69%	44%	57%

**Payment Gateway List \***

**HDFC BANK**       **AXIS BANK**       **ICICI Bank**

### SCR19-SELECT PAYMENT GATEWAY TO MAKE PAYMENT

- On the Online Payment Page Select any one of the Payment Gateway to pay Tax from the list of
  - ✓ **HDFC BANK**
  - ✓ **AXIS EASY CARD PAYMENT**
  - ✓ **ICICI PAYMENT**
- Tax can be paid from any one of the payment modes available on payment gateway such as
  - Net Banking
  - Debit / Credit Card
  - RUPay Card
  - UPI
  - Cheque Mode\*

**\*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.**

**FOR REFERENCE PURPOSE ONLY**

Time left to complete transaction 11:24 mins

**Billing Information**

Amount  
**INR 3.00**

Order No  
**EPR1622962168366**

Merchant  
EDMC COLLECTION ACCOUNT

Website  
https://mcdonline.nic.in

OTHER BANK DEBIT CARD

Visa Debit Card

45678 9876 2344 0000

A B C D SHAM

11/21

\*\*

INR 3.00
CONFIRM PAYMENT

**SCR-20 : PAYMENT GATEWAY INTERFACE**

- After the selection of payment Gateway make the payment from your preferred mode .

**FOR REFERENCE PURPOSE ONLY**

Merchant	: EDMC COLLECTION ACCOUNT
Transaction Amount	: ₹ 3.00
SBI Debit Card	: 4592xxxx xxxx xx73

**Authenticate Payment**

OTP sent to your mobile number ending **96xx0xxx54**

Enter One Time Password (OTP)

Make Payment

[Resend OTP](#)

[Click here to abort transaction and go back to merchant site](#)

PCI DSS Certified

**Important** - To activate your SBI debit card for online transactions (if you are a new SBI customer or haven't transacted online after June 01, 2015), please send an sms **SWON<space>ECOM<space>XXXX** to **09223966666** (where XXXX is the last 4 digits of your SBI Debit Card) from your registered mobile number.

**SCR-21 : AUTHENTICATE TRANSACTION AT PAYMENT GATEWAY INTERFACE**

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

FOR REFERENCE PURPOSE ONLY

✓ Success



### Transaction Details

Transaction Number	1622962160778
Amount	3.00
Receipt No.	110178237673
TXN Response Code Description	Success
Payment Mode	O
Bank Name	HDFCPayment
Service Charges	0

SCR-22 : TRANSACTION STATUS AT MCD PORTAL FROM PAYMENT GATEWAY

FOR REFERENCE PURPOSE ONLY



**PAYMENT SUCCESSFUL WITH TRANSACTION NUMBER : 1622962160778 , UPIC[02713021234DE02], FY :2021-2022**

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)

SHOW 10 ENTRIES

SEARCH: 027

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Registered On	Action
2	02713021234DE02	RESIDENTIAL	INDIVIDUAL	test test	R-123/2	Registered:	25/05/2021	<a href="#">← ACTIONS</a>

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

First Previous 1 Next Last

SCR-23: TRANSACTION STATUS AT DASHBOARD

### 6.3 VERIFY UNSUCCESSFUL PAYMENT

- In case payment transaction become unsuccessful and payment has been deducted from the Citizen Account than use **Verify Payment Status** Option on the Dashboard Under Action Button for the selected UPIC .

**FOR REFERENCE PURPOSE ONLY**

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	View	Action
2	02713021234DE02	COMMERCIAL	INDIVIDUAL	test test	R-123/2	Register...	<ul style="list-style-type: none"><li>Edit Property/Owner Details</li><li>Pay Tax</li><li>Tax Paid Details</li><li>De-Register Property</li><li><b>Verify Payment Status</b></li><li>Apply for e-Mutation</li></ul>	<b>ACTIONS</b>

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

#### SCR-24: VERIFY OPTION AT DASHBOARD UNDER ACTION BUTTON

- 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.

### 6.4 DOWNLOAD THE TAX RECEIPT

On dashboard use the option **TAX PAID DETAILS** under ACTION button on a UPIC.

- System will display all the FY wise payment made by the Citizen on the selected property Detail.
- Select **FY** and Click **Download Receipt** to view the payment Receipt.

FOR REFERENCE PURPOSE ONLY



PAYMENT SUCCESSFUL WITH TRANSACTION NUMBER : 1622962160778 , UPIC[02713021234DE02], FY :2021-2022

YOUR REGISTERED PROPERTY DETAILS ARE SHOWN BELOW (USE THEM TO PAY TAX)

SHOW 10 ENTRIES

SEARCH: 027

S.No	UPIC	Property Type	Owner Type	Owner Name	Address	Status	Action
2	02713021234DE02	RESIDENTIAL	INDIVIDUAL	test test	R-123/2	Registered:	<a href="#">View</a> <a href="#">Edit Property/Owner Details</a> <a href="#">Pay Tax</a> <a href="#">Tax Paid Details</a> <a href="#">De-Register Property</a> <a href="#">Verify Payment Status</a> <a href="#">Apply for e-Mutation</a>

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Next Last

### SCR-24: TAX PAID DETAIL AT DASHBOARD UNDER ACTION BUTTON

FOR REFERENCE PURPOSE ONLY

TAX PAYMENT DETAIL FOR UPIC(02713021234DE02)

SHOW 10 ENTRIES

SEARCH:

S.No	Financial Year	Receipt Number	Tax Amount	Paid On	Paid By	Type	Action
1	2021-2022	PT-990526	3.00	06/06/2021	RainishEDMC		<a href="#">View Property/Owner Details</a> <a href="#">View PTR</a> <a href="#">Download Receipt</a>

Showing 1 to 1 of 1 entries

Next Last

CLOSE

### SCR-25: DOWNLOAD RECEIPT OPTION AT DASHBOARD UNDER ACTION BUTTON

- A Specimen Payment Slip can be view as below :



EAST DELHI MUNICIPAL CORPORATION  
PROPERTY TAX RECEIPT NO : PT-990526  
FINANCIAL YEAR : 2021-2022

A sum of Rs. 3/- (THREE ONLY) has been received with thanks from Mr./Ms. TESTER RAM towards the payment of tax for the Financial Year 2021-2022 as per the details given below :

Property UPIC	XXXXXXXXXX	
Property Address	PLOT/HOUSE/SHOP No.	R-123/2
	FARM HOUSE No.	
	<b>REFERENCE</b>	
	<b>PURPOSE ONLY</b>	
	WARD	ANAND SOHALLA
	ZONE	RAGHUBARPURA
Payment Mode	LANDMARK	SHAHDARA SOUTH ZONE
	MODE	SHIV TEMPLE
	TRANSACTION ID	ONLINE
	PAYMENT DATE	1622962160778
		06-06-2021

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 : 6/6/2021



SCR-26: A SAMPLE PAYMENT RECEIPT OF PROPERTY TAX