

Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Property Tax

User Manual for GUDM

Version 1.0

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1 Introduction

The Property Tax module of e-Nagar 2.0 is developed to digitize and streamline the complete property tax administration process for Urban Local Bodies (ULBs) across Gujarat. The module facilitates efficient management of property assessment, tax calculation, billing, collection, exemptions, rebates, penalties, notices, warrants, ownership changes, and various property tax-related configurations through a centralized digital platform.

The system enables authorized users to configure property tax parameters such as property usage factors, age of building factors, occupancy types, educational cess, discounts, notice fees, warrant fees, government property concessions, vacant property discounts, and other tax-related rules that are required for accurate tax assessment and revenue management.

The module supports workflow-based operations for property registration, mutation processes, tax demand generation, payment tracking, and approval activities involving multiple user roles and authority levels for verification, validation, approval, and monitoring of property tax records and transactions.

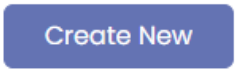
It also facilitates management of tax slabs, rate configurations, financial year-wise tax applicability, supporting document uploads, resolution management, and historical tracking of configuration changes to ensure transparency, compliance, and consistency in tax administration.

This user manual provides detailed instructions for ULB users to configure property tax parameters, manage tax-related master data, perform administrative activities, process approvals, maintain property tax records, and monitor taxation operations using the Property Tax module of the e-Nagar 2.0 system.

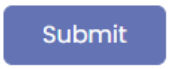
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete

- Removes the selected record from the system.
- Requires confirmation before deletion.

View

- Displays complete details of a selected record.
- Used for read-only access without editing.

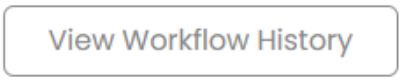
Search

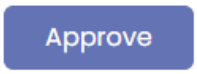
- Filters records based on entered keywords.
- Helps quickly locate specific entries.

- Used in transaction-based modules.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

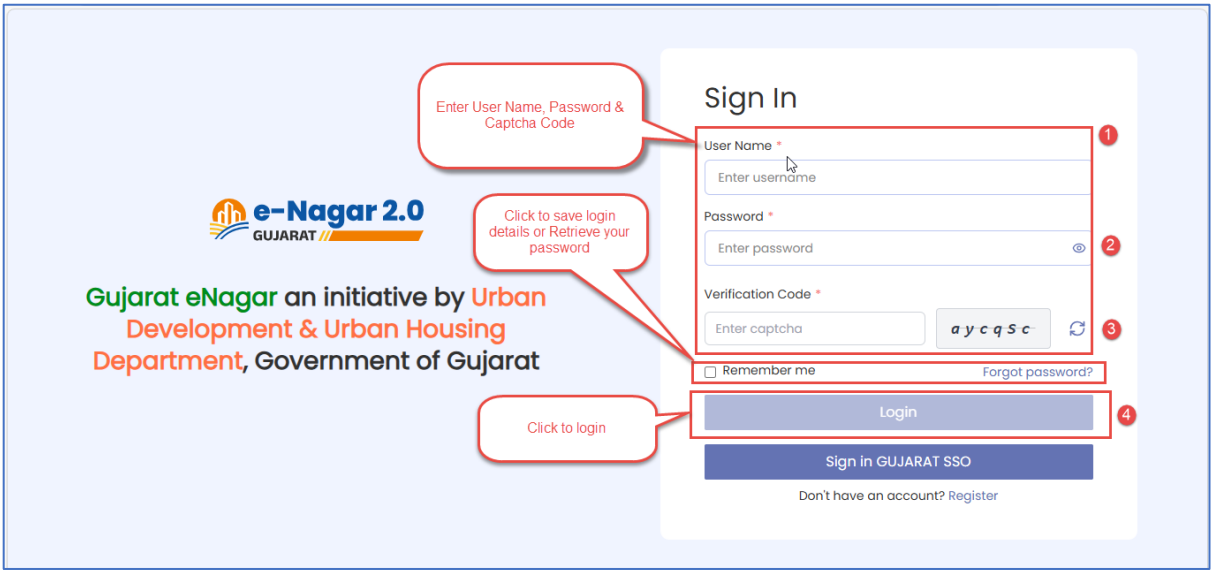


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Dashboard

Click on the **Property Tax** module from the Dashboard to open the Property Tax Dashboard page.

The Property Tax Dashboard provides a consolidated view of all property tax applications and their current processing status. It helps users monitor pending applications, applications under workflow processing, approved applications, and rejected applications.

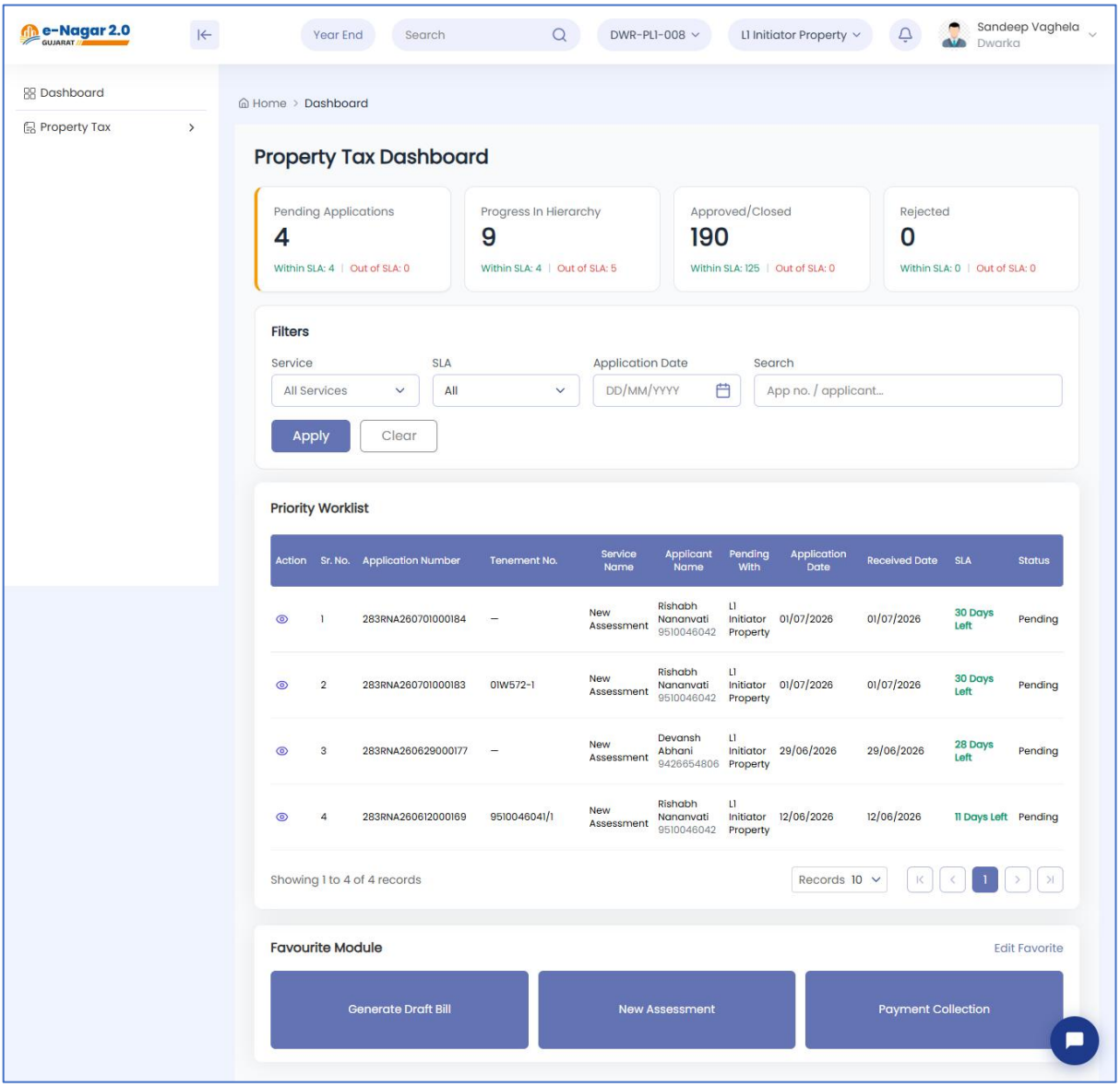


Figure 4-1

The dashboard displays the following summary cards:

- **Pending Applications** – Displays the total number of applications currently pending for action by the logged-in user.

- **Progress in Hierarchy** – Displays the number of applications currently under workflow processing at different hierarchy levels.
- **Approved/Closed** – Displays the total number of applications that have been successfully approved or completed.
- **Rejected** – Displays the total number of applications that have been rejected during the verification process.
- **Filters**

The dashboard provides filter options to search and refine application records.

- **Service** – Allows the user to filter applications based on the selected service type. (Dropdown)
- **SLA** – Allows the user to filter applications based on SLA status. (Dropdown)
- **Application Date** – Allows the user to search applications submitted on a specific date. (Date Picker)
- **Search** – Allows the user to search applications using the application number or applicant details. (Text)

Priority Worklist

The Priority Worklist section displays applications assigned to the logged-in user for further action.

The worklist displays details such as application number, tenement number, service name, applicant name, current workflow level, application date, received date, SLA information, and application status.

The user can click on the **View** icon to open and process the selected application.

Favourite Module

The Favourite Module section provides quick access to frequently used services.

The following shortcuts are available:

- **Generate Draft Bill** – Opens the draft bill generation functionality.
- **New Assessment** – Opens the New Assessment application listing page.
- **Payment Collection** – Opens the payment collection module for property tax payments.

After reviewing the dashboard information, the user can navigate to **Property Tax → Property Assessment → New Assessment** to create a new property assessment application

5 Property Tax

Click on **Property Tax → Property Assessment → New Assessment** from the Dashboard to access the New Assessment listing page.

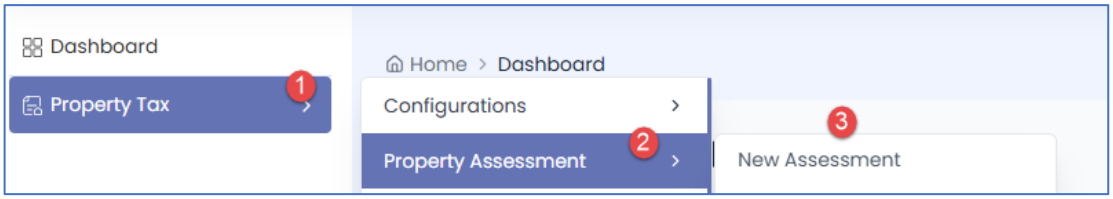


Figure 5-1

5.1 New Assessment

The New Assessment listing page displays all property assessment applications created by the user along with their application number, tenement number, request category, applicant name, application date, SLA status, and current application status.

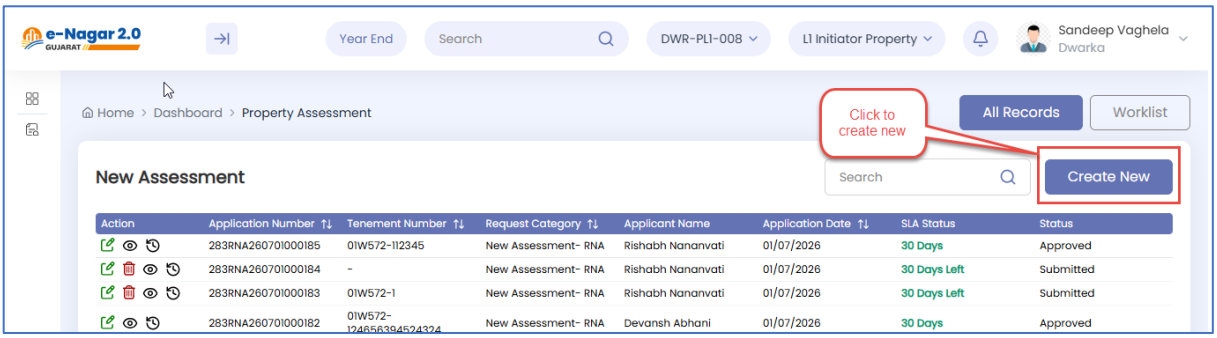


Figure 5-2

The user can click on the **Create New** button to initiate a new property assessment request.

Property Assessment Guidelines

After clicking on the **Create New** button, the Property Assessment Guidelines popup window is displayed.

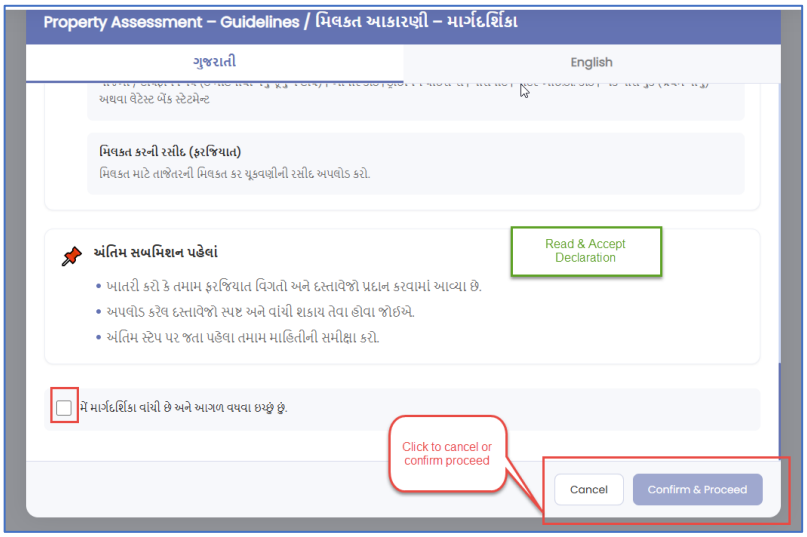


Figure 5-3

The user can review the assessment guidelines and declaration details before proceeding with the application.

The user must select the declaration checkbox to confirm that the guidelines have been read and accepted.

The following buttons are available on this page: Cancel Confirm & Proceed

- **Confirm & Proceed** – Opens the New Assessment application form.
- **Cancel** – Closes the guidelines window and returns the user to the listing page.

5.1.1 Property Details

The **Property Details** stage is the first step of the New Assessment process. This stage captures the basic property information, applicant details, postal address details, and request remarks required for creating a new property assessment application.

The stage is divided into the following sections:

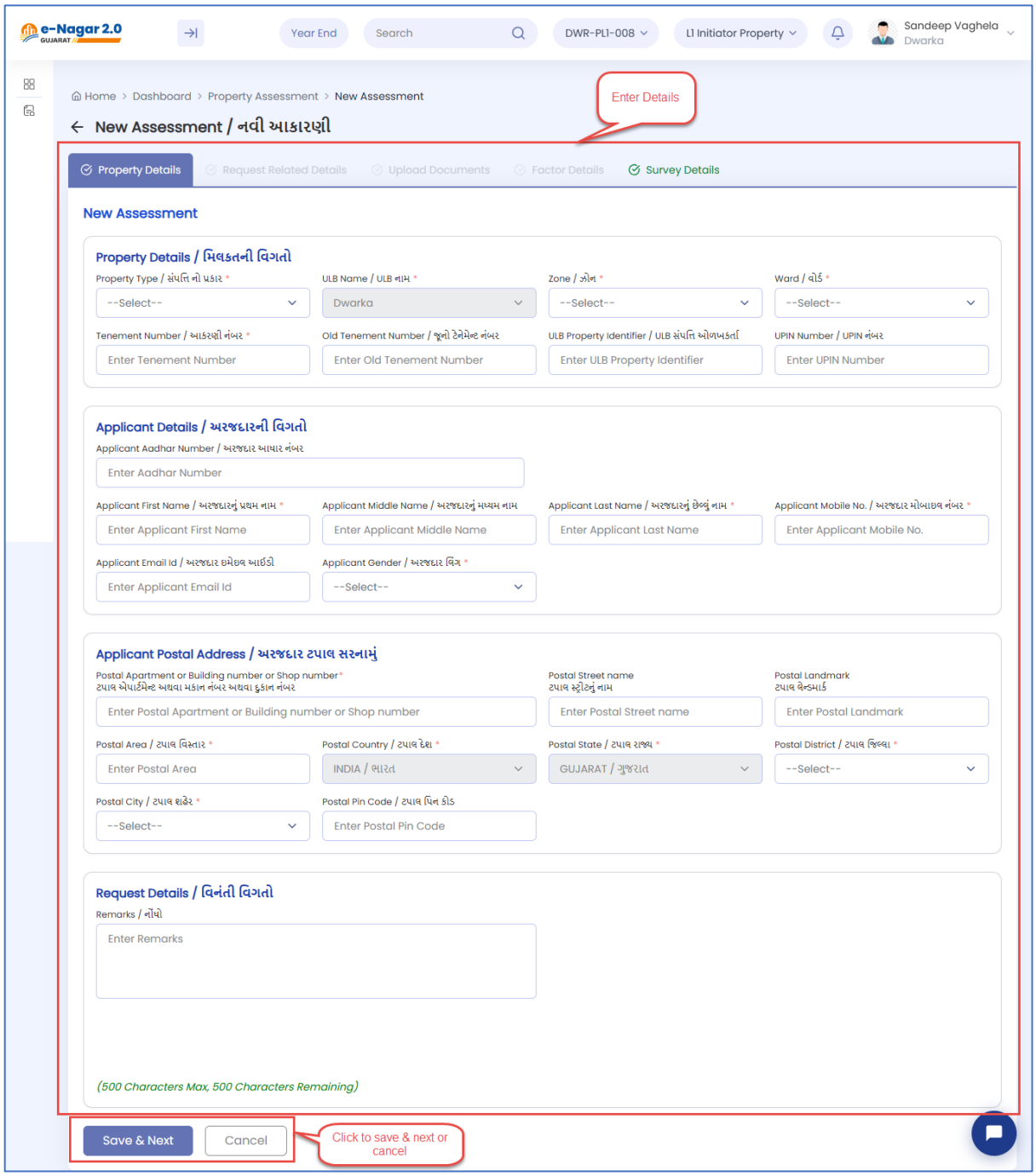


Figure 5-4

Property Details

This section captures the identification details of the property being assessed.

- **Property Type** – Select the type of property for which the assessment request is being created. (Dropdown)
- **ULB Name** – Displays the Urban Local Body under which the property falls. (Dropdown)
- **Zone** – Select the zone in which the property is located. (Dropdown)
- **Ward** – Select the ward associated with the property location. (Dropdown)
- **Tenement Number** – Enter the existing tenement number of the property, if available. (Text)
- **Old Tenement Number** – Enter the previous tenement number of the property, if applicable. (Text)
- **ULB Property Identifier** – Enter the unique property identifier assigned by the ULB. (Text)
- **UPIN Number** – Enter the Unique Property Identification Number of the property. (Text)

Applicant Details

This section captures the applicant's personal information.

- **Applicant Aadhaar Number** – Enter the Aadhaar number of the applicant. (Numeric)
- **Applicant First Name** – Enter the first name of the applicant. (Text)
- **Applicant Middle Name** – Enter the middle name of the applicant. (Text)
- **Applicant Last Name** – Enter the last name of the applicant. (Text)
- **Applicant Mobile Number** – Enter the contact number of the applicant. (Numeric)
- **Applicant Email ID** – Enter the email address of the applicant. (Text)
- **Applicant Gender** – Select the gender of the applicant. (Dropdown)

Applicant Postal Address

This section captures the correspondence address of the applicant.

- **Postal Apartment or Building Number or Shop Number** – Enter the building or shop number. (Text)
- **Postal Street Name** – Enter the street name. (Text)
- **Postal Landmark** – Enter the nearby landmark details. (Text)
- **Postal Area** – Enter the locality or area name. (Text)

- **Postal Country** – Select the country name. (Dropdown)
- **Postal State** – Select the state name. (Dropdown)
- **Postal District** – Select the district name. (Dropdown)
- **Postal City** – Select the city name. (Dropdown)
- **Postal Pin Code** – Enter the postal pin code. (Numeric)

Request Details

This section captures any additional remarks related to the application.

- **Remarks** – Enter remarks or additional information related to the assessment request. (Text Area)

The following buttons are available on this page:



- **Save & Next** – Saves the entered details and opens the Request Related Details stage.
- **Cancel** – Cancels the request creation process and returns the user to the listing page.

5.1.2 Request Related Details

The Request Related Details stage captures the actual property location, ownership details, occupier information, and billing information associated with the property.

The stage is divided into the following sections:

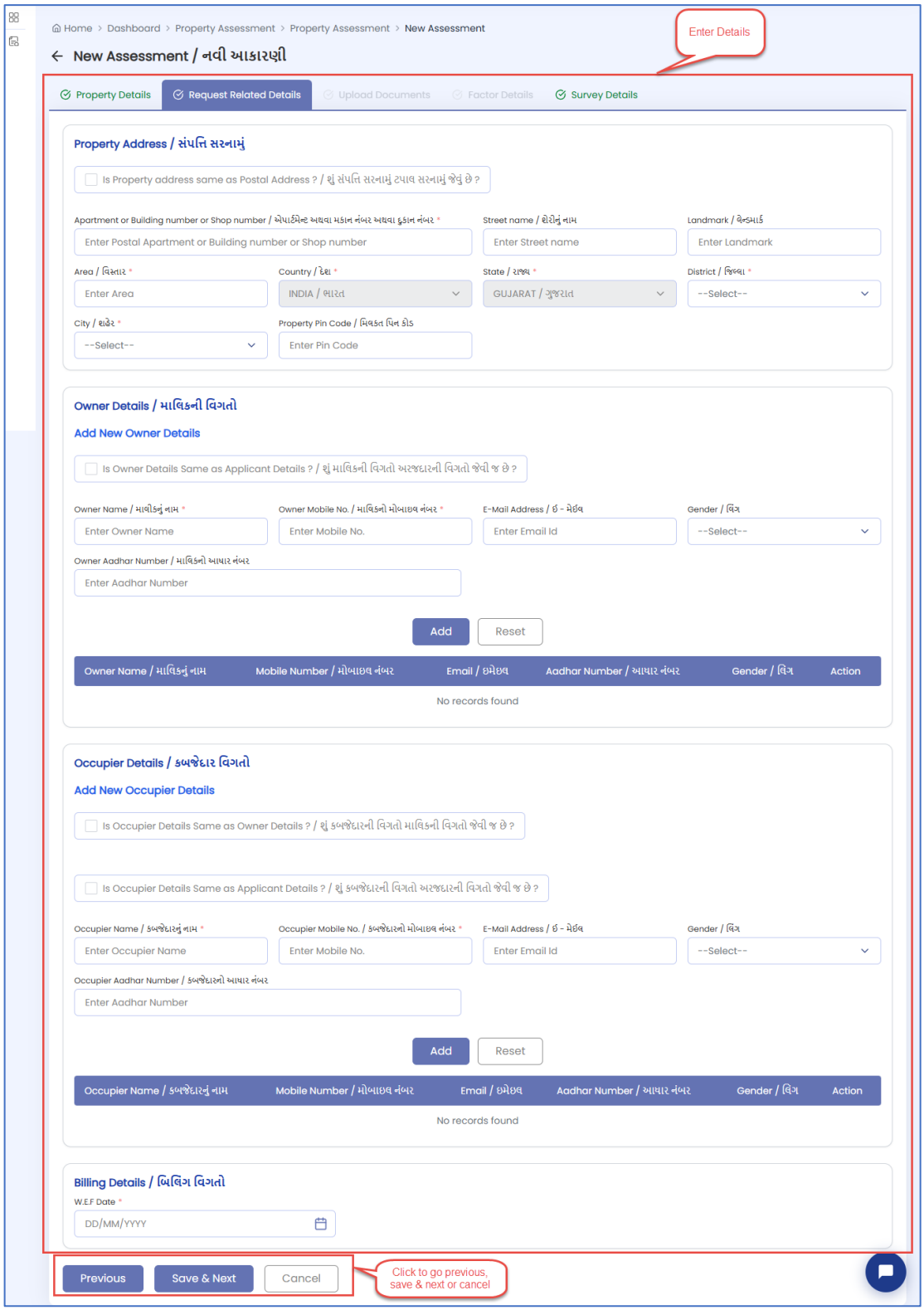


Figure 5-5

Property Address

This section captures the address details of the property being assessed.

- **Is Property Address Same as Postal Address?** – Copies the applicant postal address details into the property address section when selected. (Checkbox)
- **Apartment or Building Number or Shop Number** – Enter the property building or shop number. (Text)
- **Street Name** – Enter the street name of the property location. (Text)
- **Landmark** – Enter nearby landmark details. (Text)
- **Area** – Enter the locality or area name. (Text)
- **Country** – Select the country name. (Dropdown)
- **State** – Select the state name. (Dropdown)
- **District** – Select the district name. (Dropdown)
- **City** – Select the city name. (Dropdown)
- **Property Pin Code** – Enter the postal pin code of the property location. (Numeric)
- **Owner Details**

This section captures property owner information.

- **Is Owner Details Same as Applicant Details?** – Copies applicant information into owner details when selected. (Checkbox)
- **Owner Name** – Enter the owner's name. (Text)
- **Owner Mobile Number** – Enter the owner's contact number. (Numeric)
- **Email Address** – Enter the owner's email address. (Text)
- **Gender** – Select the owner's gender. (Dropdown)
- **Owner Aadhaar Number** – Enter the owner's Aadhaar number. (Numeric)

The **Add** button adds the owner information to the owner listing table.

Occupier Details

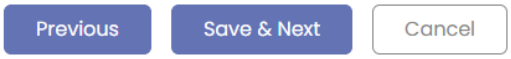
This section captures the details of the person currently occupying the property.

- **Is Occupier Details Same as Owner Details?** – Copies owner information into occupier details when selected. (Checkbox)

- **Is Occupier Details Same as Applicant Details?** – Copies applicant information into occupier details when selected. (Checkbox)
- **Occupier Name** – Enter the occupier's name. (Text)
- **Occupier Mobile Number** – Enter the occupier's contact number. (Numeric)
- **Email Address** – Enter the occupier's email address. (Text)
- **Gender** – Select the occupier's gender. (Dropdown)
- **Occupier Aadhaar Number** – Enter the occupier's Aadhaar number. (Numeric)

The **Add** button adds the occupier information to the occupier listing table.

- **Billing Details**
- **W.E.F Date** – Select the effective date from which the assessment should be applicable. (Date Picker)

The following buttons are available on this page: 

- **Previous** – Returns to the Property Details stage.
- **Save & Next** – Saves the entered details and opens the Upload Documents stage.
- **Cancel** – Cancels the request and returns to the listing page.

5.1.3 Upload Documents

The Upload Documents stage allows the user to upload all mandatory supporting documents required for the assessment process.

The user selects the document type, uploads the corresponding document, and verifies the upload status from the Uploaded Documents section.

The following document categories may be required depending on the assessment request:

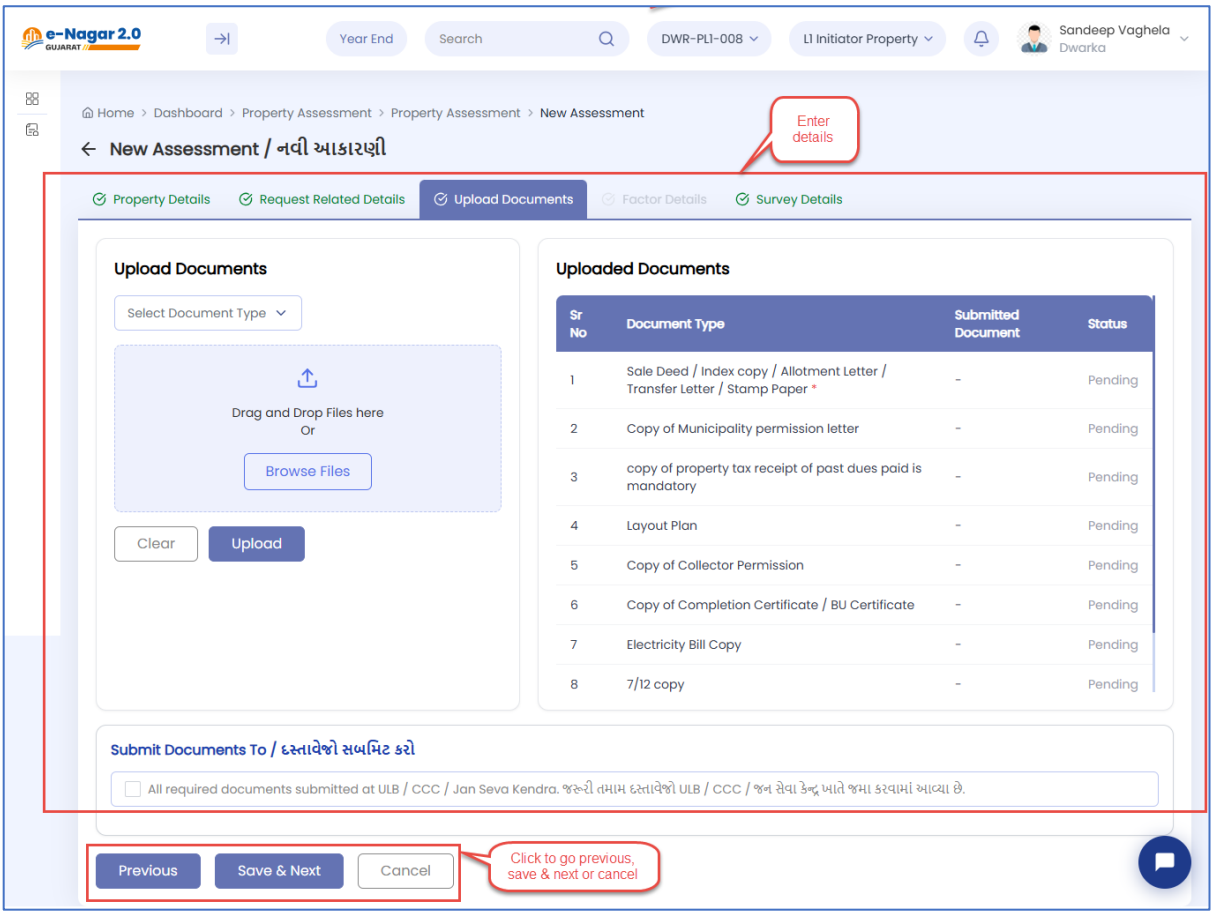


Figure 5-6

- Sale Deed / Index Copy / Allotment Letter / Transfer Letter / Stamp Paper
- Municipality Permission Letter
- Property Tax Receipt of Past Dues Paid
- Layout Plan
- Collector Permission Copy
- Completion Certificate / BU Certificate
- Electricity Bill Copy

- 7/12 Copy

The following buttons are available on this page: 

- **Previous** – Returns to the Request Related Details stage.
- **Save & Next** – Saves the uploaded documents and opens the Factor Details stage.
- **Cancel** – Cancels the request and returns to the listing page.

5.1.4 Factor Details

The Factor Details stage captures the parameters used for calculating the property tax demand.

The stage is divided into the following sections:

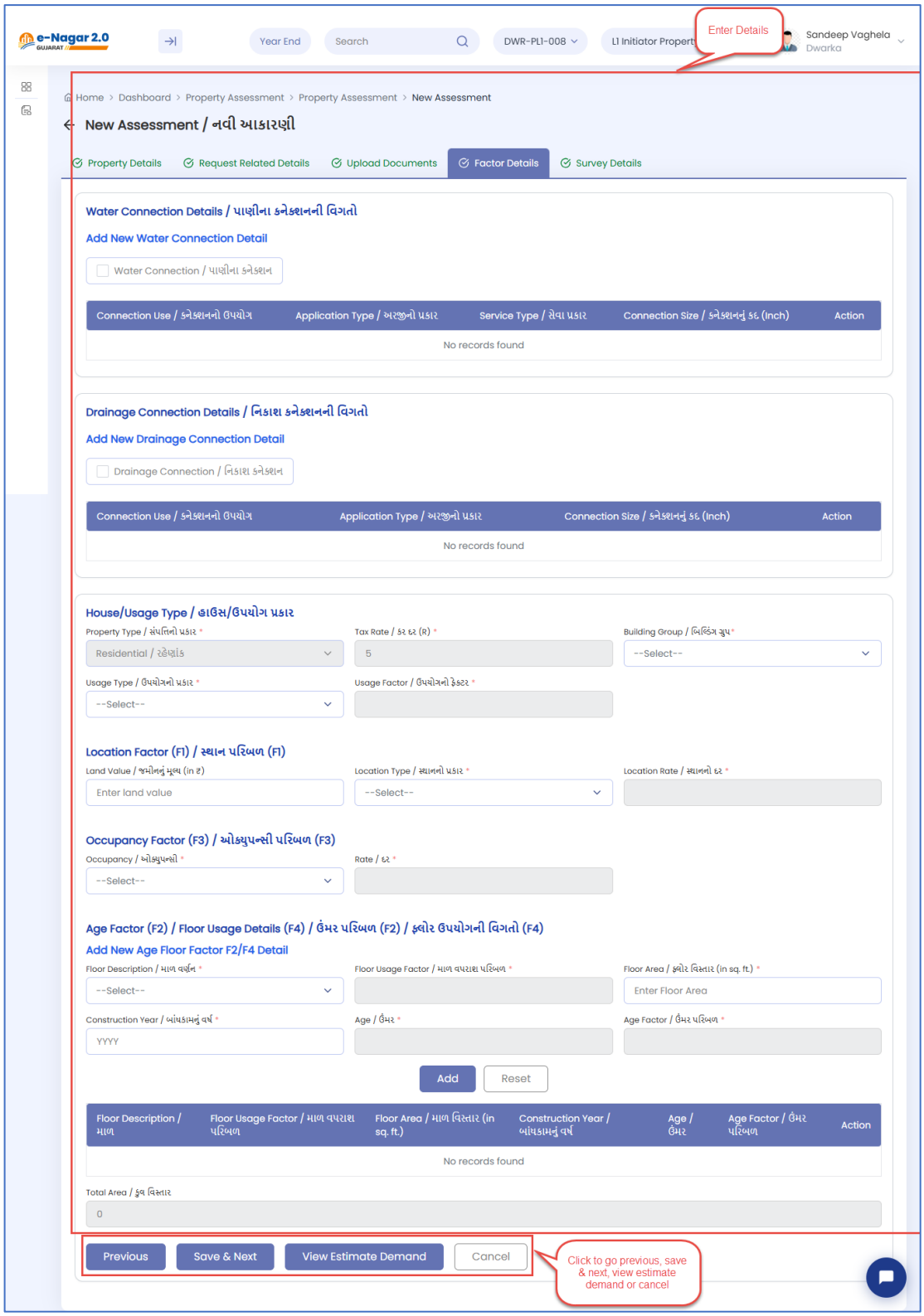


Figure 5-7

Water Connection Details

This section captures information related to water connections available for the property.

The user can add water connection records if applicable.

Drainage Connection Details

This section captures drainage connection information associated with the property.

The user can add drainage connection records if applicable.

House/Usage Type

This section captures the usage pattern of the property.

- **Property Type** – Displays the selected property type. (Dropdown)
- **Tax Rate** – Displays the applicable tax rate. (Numeric)
- **Building Group** – Select the applicable building group. (Dropdown)
- **Usage Type** – Select the property usage type such as residential or commercial usage. (Dropdown)
- **Usage Factor** – Displays the applicable usage factor value. (Numeric)
- **Location Factor (F1)**

This section determines the tax factor based on the property location.

- **Land Value** – Enter the land value of the property. (Numeric)
- **Location Type** – Select the location category. (Dropdown)
- **Location Rate** – Displays the applicable location factor rate. (Numeric)
- **Occupancy Factor (F3)**

This section determines the occupancy-related factor.

- **Occupancy** – Select the occupancy category. (Dropdown)
- **Rate** – Displays the applicable occupancy factor rate. (Numeric)
- **Age Factor (F2) / Floor Usage Details (F4)**

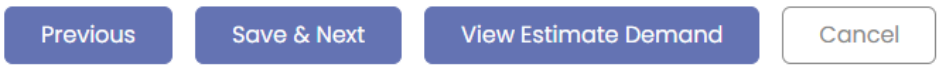
This section captures floor-level information for the property.

- **Floor Description** – Select the floor type or description. (Dropdown)
- **Floor Usage Factor** – Displays the applicable floor usage factor. (Numeric)

- **Floor Area** – Enter the floor area in square feet. (Numeric)
- **Construction Year** – Enter the year of construction. (Year)
- **Age** – Displays the calculated building age. (Numeric)
- **Age Factor** – Displays the applicable age factor value. (Numeric)

The **Add** button adds the floor information to the listing table.

The following buttons are available on this page:



- **Previous** – Returns to the Upload Documents stage.
- **Save & Next** – Saves the entered details and opens the Survey Details stage.
- **View Estimate Demand** – Displays the estimated property tax demand.
- **Cancel** – Cancels the request and returns to the listing page.

5.1.5 Survey Details

The Survey Details stage captures survey-related information required for assessment verification and site inspection activities.

The stage is divided into the following sections:

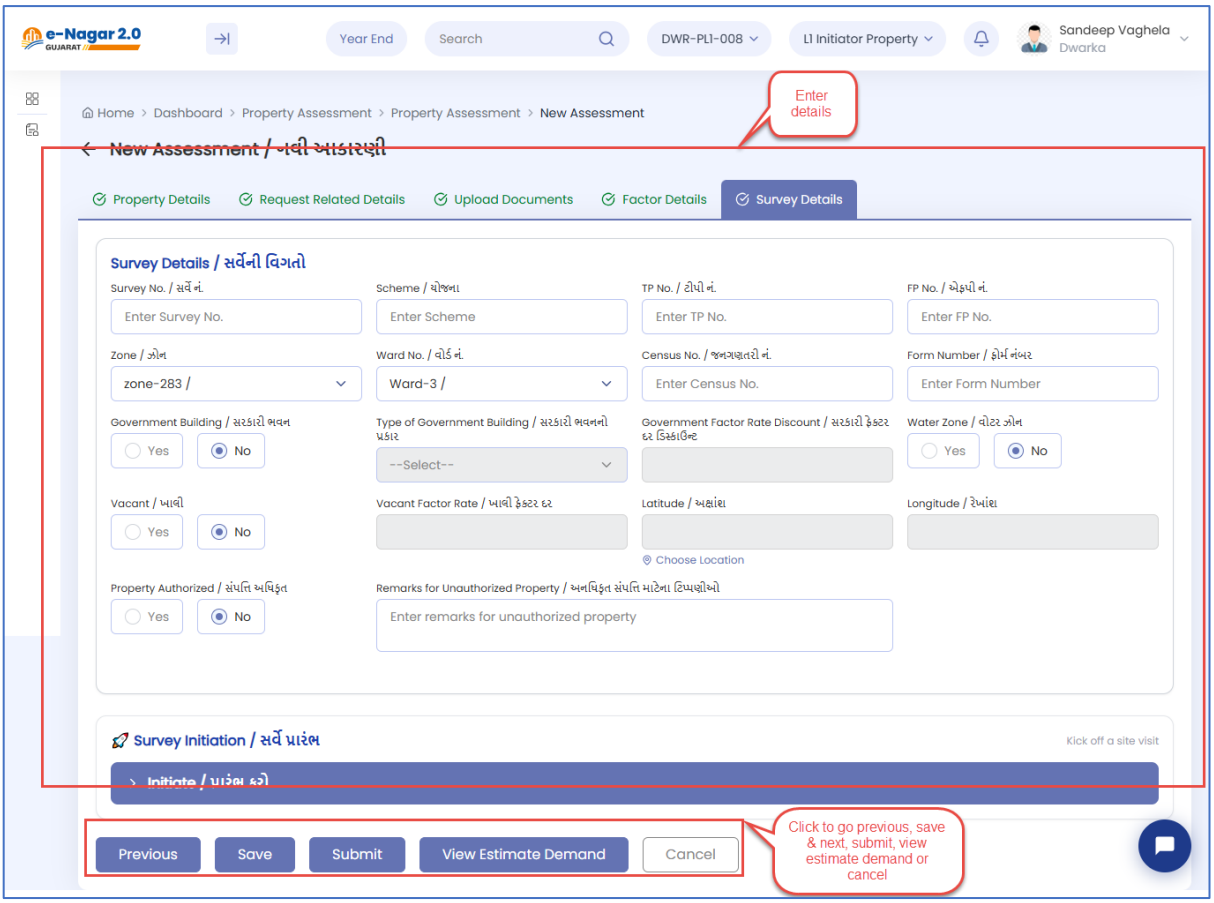


Figure 5-8

Survey Details

This section captures property survey information.

- **Survey Number** – Enter the survey number of the property. (Text)
- **Scheme** – Enter the applicable scheme details. (Text)
- **TP Number** – Enter the Town Planning number. (Text)
- **FP Number** – Enter the Final Plot number. (Text)
- **Zone** – Select the applicable zone. (Dropdown)
- **Ward Number** – Select the applicable ward. (Dropdown)
- **Census Number** – Enter the census number. (Text)
- **Form Number** – Enter the form number. (Text)

Property Classification Details

- **Government Building** – Specify whether the property belongs to a government organization. (Radio Button)
- **Type of Government Building** – Select the building type if the property is a government building. (Dropdown)
- **Government Factor Rate Discount** – Displays the applicable government discount factor. (Numeric)
- **Water Zone** – Specify whether the property falls under a water zone. (Radio Button)
- **Vacant** – Specify whether the property is vacant. (Radio Button)
- **Vacant Factor Rate** – Displays the vacant property factor rate. (Numeric)
- **Property Authorized** – Specify whether the property is authorized. (Radio Button)
- **Remarks for Unauthorized Property** – Enter remarks if the property is unauthorized. (Text Area)

Location Details

- **Latitude** – Displays the latitude coordinates of the property location. (Numeric)
- **Longitude** – Displays the longitude coordinates of the property location. (Numeric)
- **Choose Location** – Opens the map interface to capture the property location.
- **Survey Initiation**

The Survey Initiation section allows the user to initiate a site survey for the property assessment process.

The following buttons are available on this page:



- **Previous** – Returns to the Factor Details stage.
- **Save** – Saves the application as a draft.
- **Submit** – Submits the New Assessment application for workflow processing.
- **View Estimate Demand** – Displays the estimated property tax demand.
- **Cancel** – Cancels the request and returns to the listing page.

After clicking on **Submit**, the application is submitted successfully and forwarded to the **L1 Initiator Property** user for verification and further workflow processing. Once

verified by L1, the application is forwarded to the **L2 Verifier Property** user for subsequent verification and approval activities.

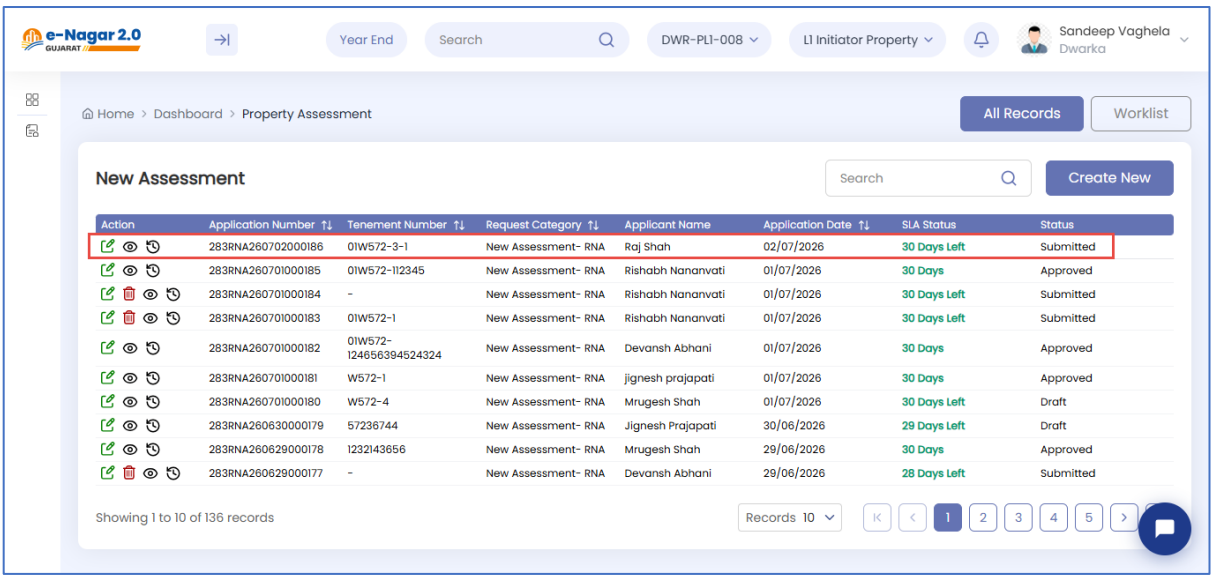


Figure 5-9

The submitted application is displayed on the New Assessment listing page with the status updated to **Submitted, approved, draft or rejected**.

The user can use the available action buttons to view, edit, or track the application based on the current workflow stage and assigned user role.

5.1.5.1 L2 Verifier Property Workflow

Once the application submitted by the **L1 Initiator Property** user is forwarded to the **L2 Verifier Property** user, the application becomes available in the L2 worklist for verification and further processing.

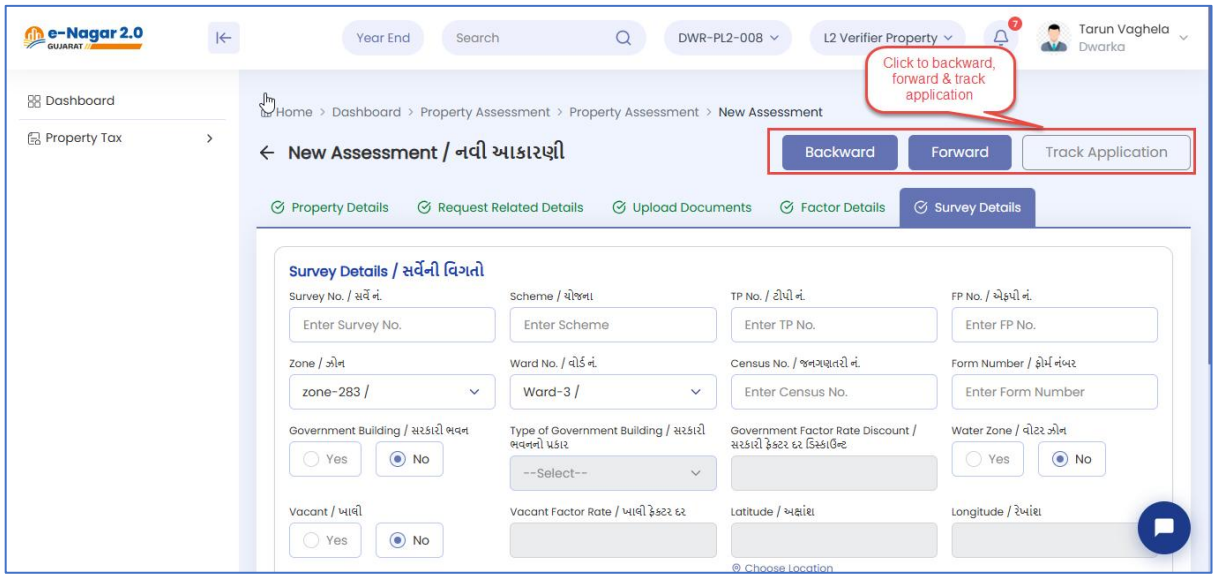
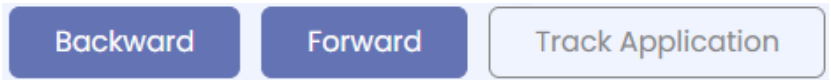


Figure 5-10

The L2 user can review all stages of the application, including:

The following workflow actions are available to the L2 user:



- **Backward** – Sends the application back to the previous workflow level for corrections or additional information.
- **Forward** – Forwards the application to the **L3 Approval** user for approval processing.
- **Track Application** – Displays the complete workflow history and movement of the application.

Forward Application

To forward the application to the next level, click the **Forward** button available on the application page.

The **Workflow - Forward from L2 to L3** pop-up window appears.

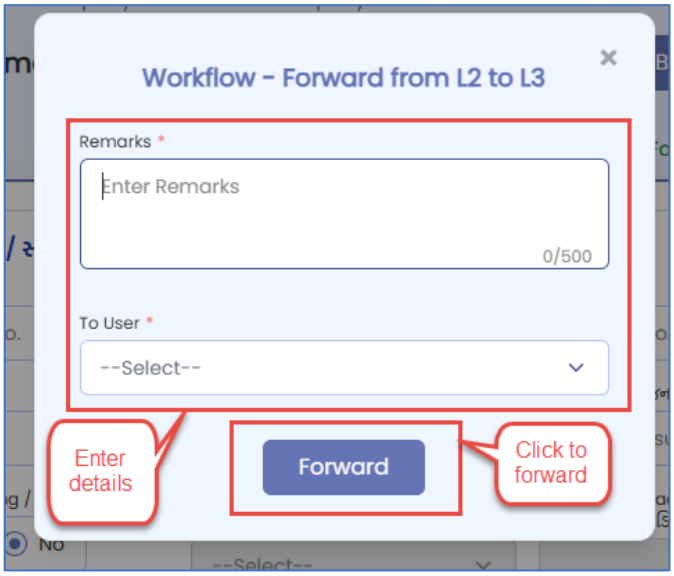


Figure 5-11

The following fields are available:

- **Remarks** – Enter remarks or comments related to the verification process. (Text Area)
- **To User** – Select the L3 Approval user to whom the application should be forwarded. (Dropdown)

The following button is available:

- **Forward** – 

Forwards the application to the selected L3 Approval user.

After clicking the **Forward** button, the application is successfully forwarded from **L2 Verifier Property** to **L3 Approval** for final approval processing.

5.1.5.2 L3 Approval Workflow

Once the application is forwarded by the **L2 Verifier Property** user, it becomes available in the worklist of the **L3 Approval** user.

The L3 user can review all application stages and supporting documents before taking the final decision.

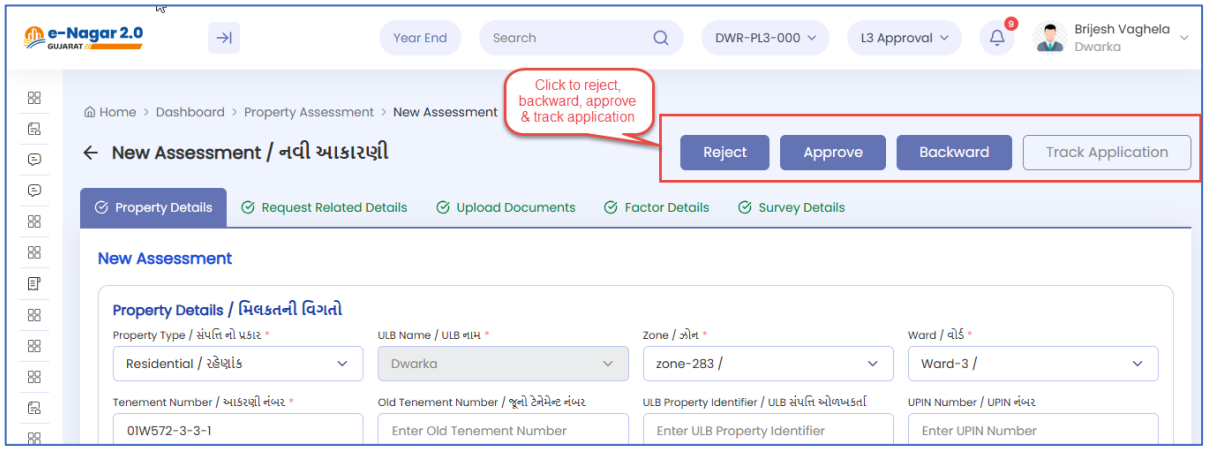
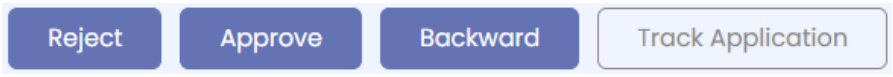


Figure 5-12

The following workflow actions are available:



- **Approve** – Approves the property assessment application.
- **Reject** – Rejects the application and terminates the workflow process.
- **Backward** – Sends the application back to the previous level for modifications or clarification.
- **Track Application** – Displays the complete application workflow history.

Approve Application

To approve the application, click the **Approve** button available on the application page.

The **Workflow - Approved by L3** pop-up window appears.

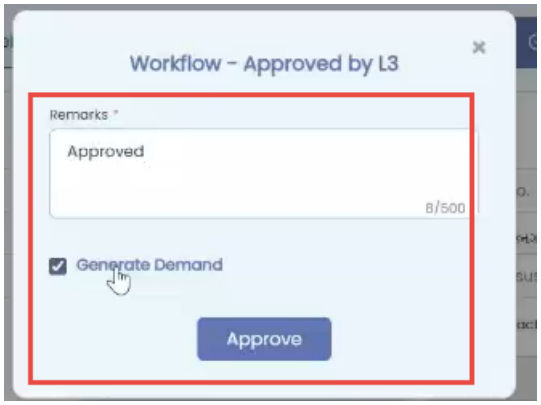


Figure 5-13

The following fields are available:

- **Remarks** – Enter approval remarks or comments. (Text Area)
- **Generate Demand** – Select this option to generate the property tax demand for the approved assessment application. (Checkbox)

The following button is available:

- **Approve** – 

Approves the application and completes the workflow process.

After clicking the **Approve** button, the property assessment application is approved successfully and the property tax demand is generated for the assessed property.

This completes the **New Assessment** workflow process under the **Property Assessment** module. The application flow is summarized below:

Citizen/Operator Submission → L1 Initiator Property → L2 Verifier Property → L3 Approval → Demand Generation → Assessment Completion.

5.2 Bill Generation

Click on **Property Tax → Bill Generation → Generate Draft Bill** to open the Draft Bill Generation page.

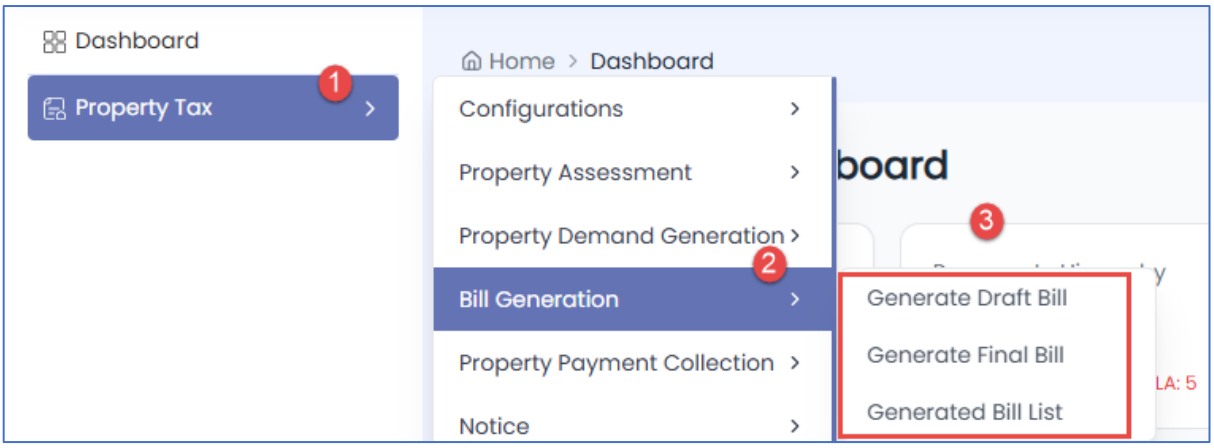


Figure 5-14

5.2.1 Draft Bill

The Draft Bill Generation page allows users to search assessed properties and generate draft property tax bills.

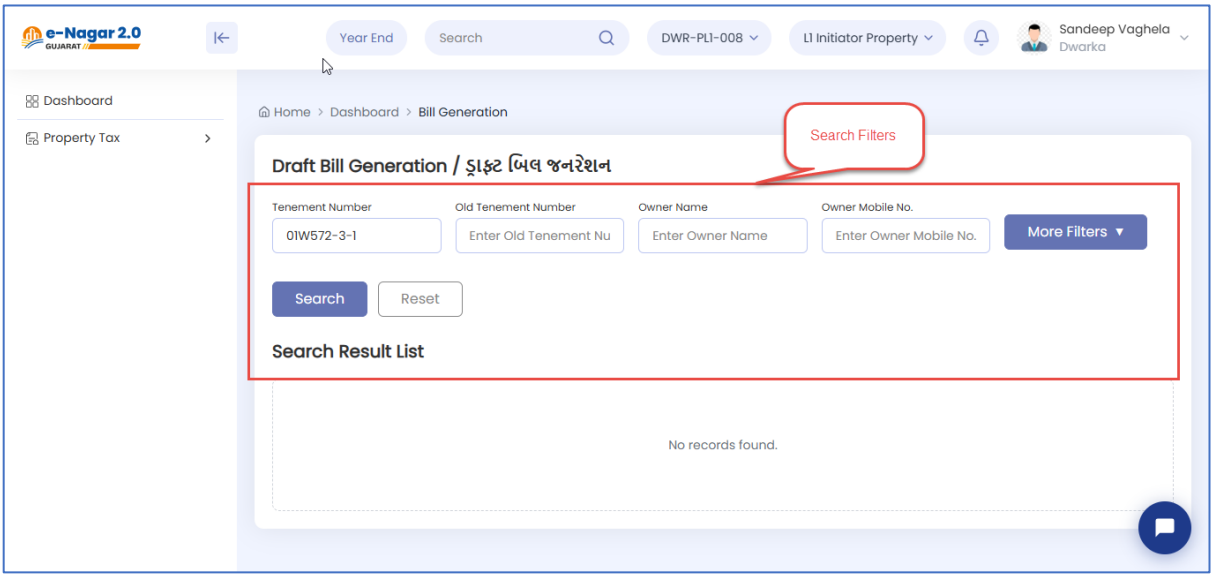


Figure 5-15

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number to search a specific property record. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the property owner's name to search records. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number for searching records. (Numeric)
- **More Filters** – Displays additional search parameters for advanced searching.

The following buttons are available:

- **Search** – Searches records based on the entered criteria.
- **Reset** – Clears all entered search criteria.

Search Result List

After searching, the system displays the matching property records in the Search Result List.

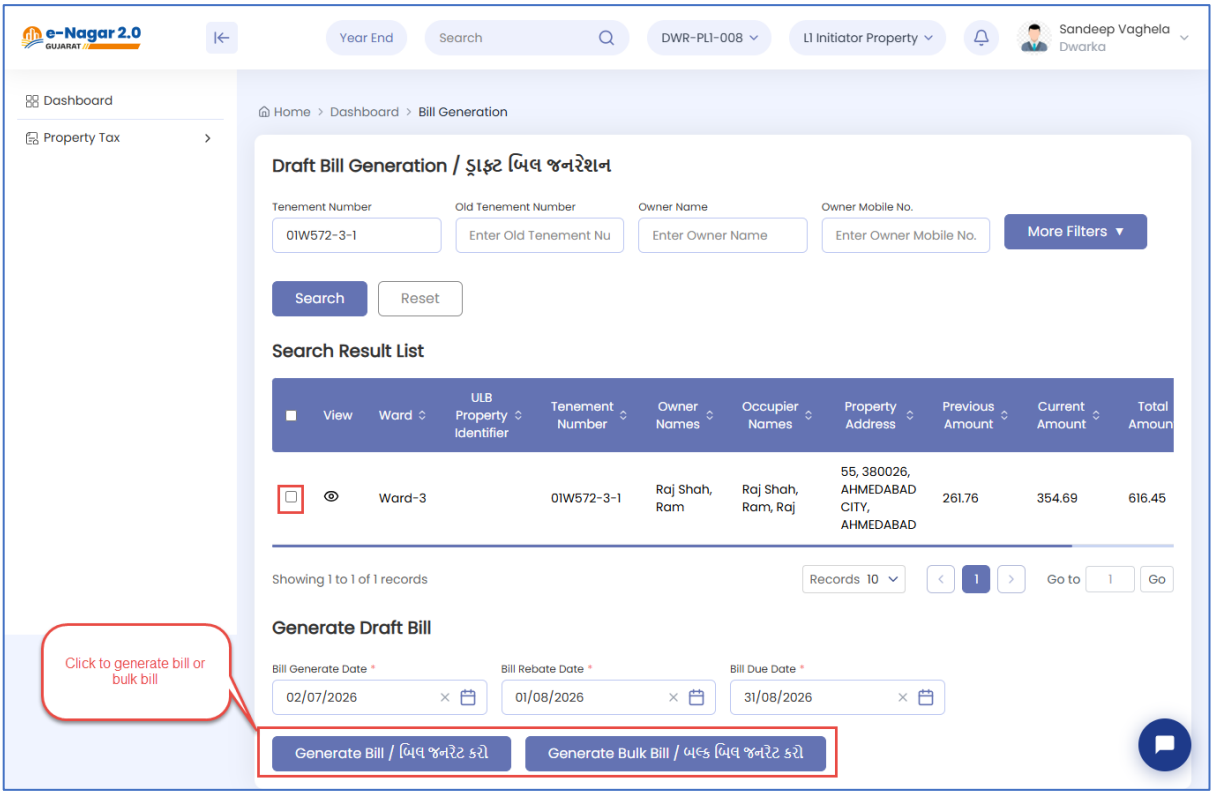


Figure 5-16

Select the required property record using the checkbox available beside the record.

Generate Draft Bill

The following fields are available:

- **Bill Generate Date** – Select the draft bill generation date. (Date Picker)
- **Bill Rebate Date** – Select the last date applicable for rebate benefits. (Date Picker)
- **Bill Due Date** – Select the final due date for bill payment. (Date Picker)

The following buttons are available:



- **Generate Bill** – Generates the draft bill for the selected property.
- **Generate Bulk Bill** – Generates draft bills for multiple selected properties simultaneously.

Here the **Generate Bill** button is clicked.

5.2.2 Generate Final Bill

Click on **Property Tax → Bill Generation → Generate Final Bill** to open the Generate Final Bill page.

The Generate Final Bill page allows users to convert draft bills into final property tax bills.

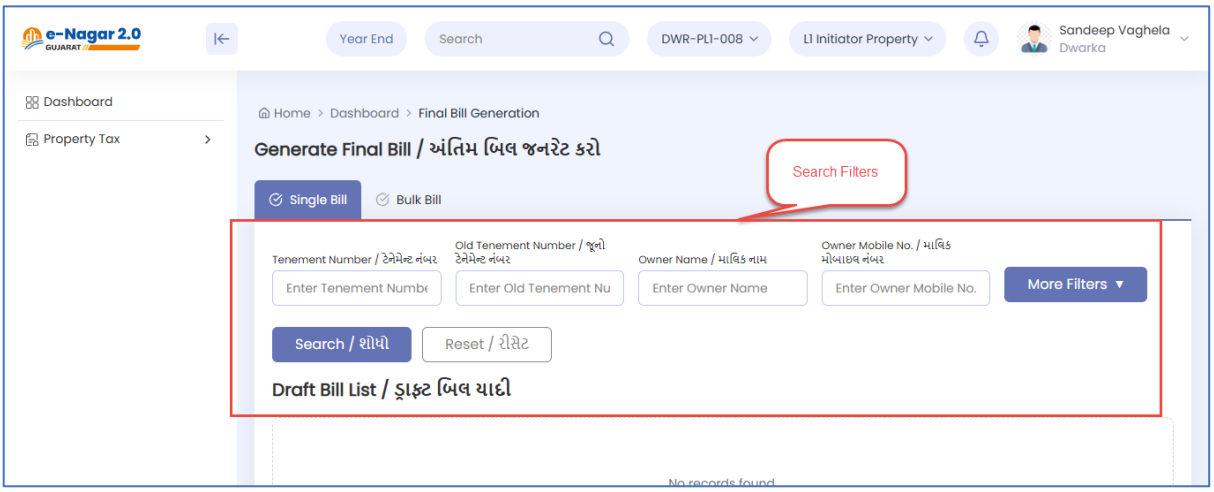


Figure 5-17

- **Search Filters**

The following search filters are available:

- **Tenement Number** – Enter the tenement number to search draft bills. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the property owner's name. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional search options.

The following buttons are available:

- **Search** – Searches draft bill records.
- **Reset** – Clears the entered search criteria.
- **Draft Bill List**

After searching, the system displays the list of draft bills available for final bill generation.



Figure 5-18

Select the required draft bill using the checkbox available beside the record.

The following button is available: 

- **Generate Final Bill** – Generates the final bill for the selected draft bill record.

Cancel Bill

If required, users can cancel a generated bill using the available cancellation options.

The following fields are available:

- **Cancel Reason** – Select the reason for bill cancellation. (Dropdown)
- **Remarks** – Enter cancellation remarks or comments. (Text Area)
- **Also Cancel Associated Demand** – Select this option to cancel the demand linked with the bill. (Checkbox)

The following buttons are available:

- **Send OTP** – Sends an OTP for bill cancellation authorization.
- **Cancel Bill** – Cancels the selected bill after successful verification.

5.2.3 Generated Bill List

Click on **Property Tax → Bill Generation → Generated Bill List** to open the Generated Bill List page.

The Generated Bill List page displays all generated property tax bills and allows users to search, view, cancel, and download bills.

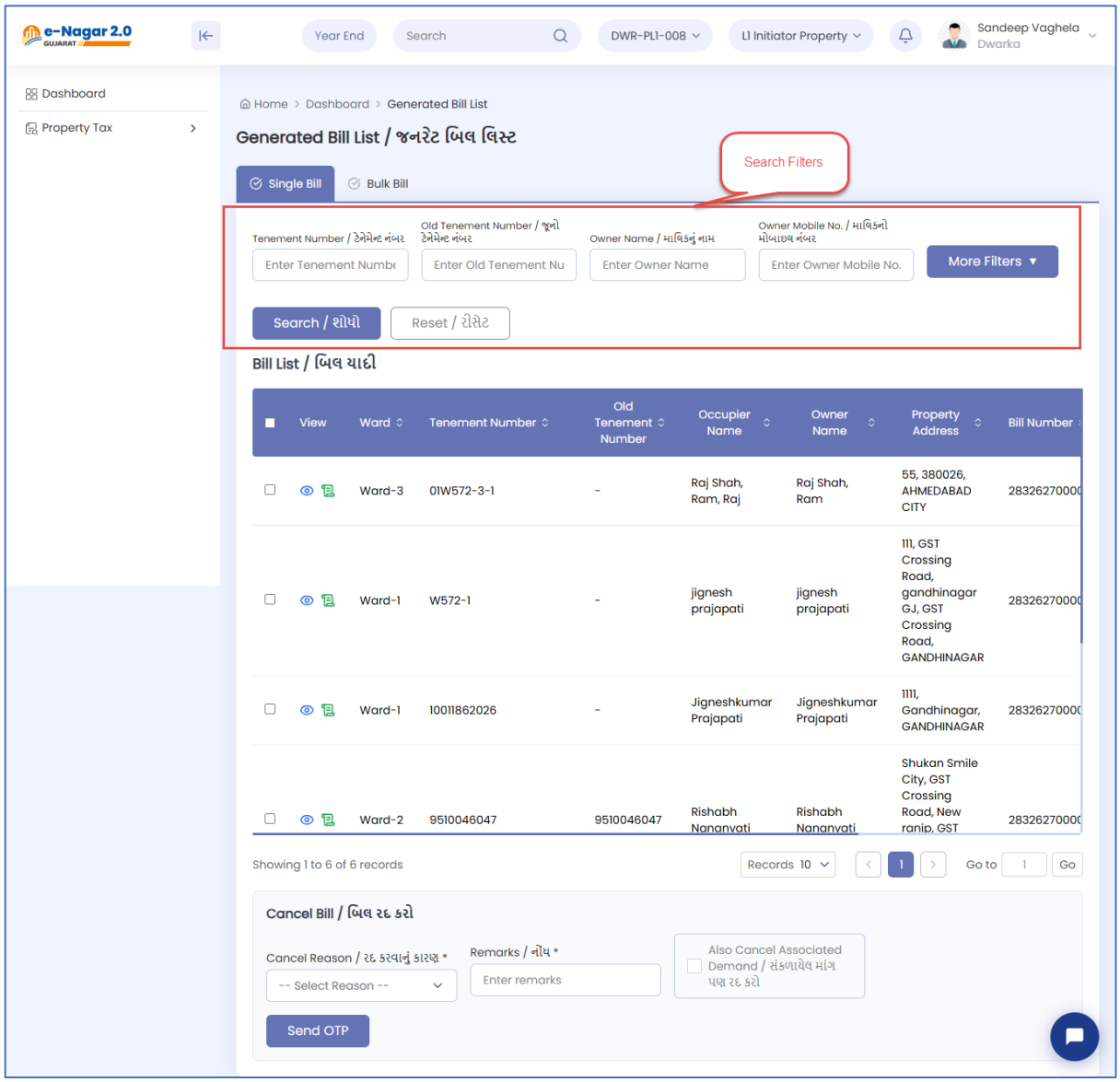


Figure 5-19

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number to search generated bills. (Text)
- **Old Tenement Number** – Enter the old tenement number. (Text)
- **Owner Name** – Enter the property owner's name. (Text)

- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional filtering options.

The following buttons are available:

- **Search** – Searches generated bill records.
- **Reset** – Clears the entered filter values.

Bill List -The bill list displays details such as of the tenement address.

- **View** – Opens the bill details page for viewing.

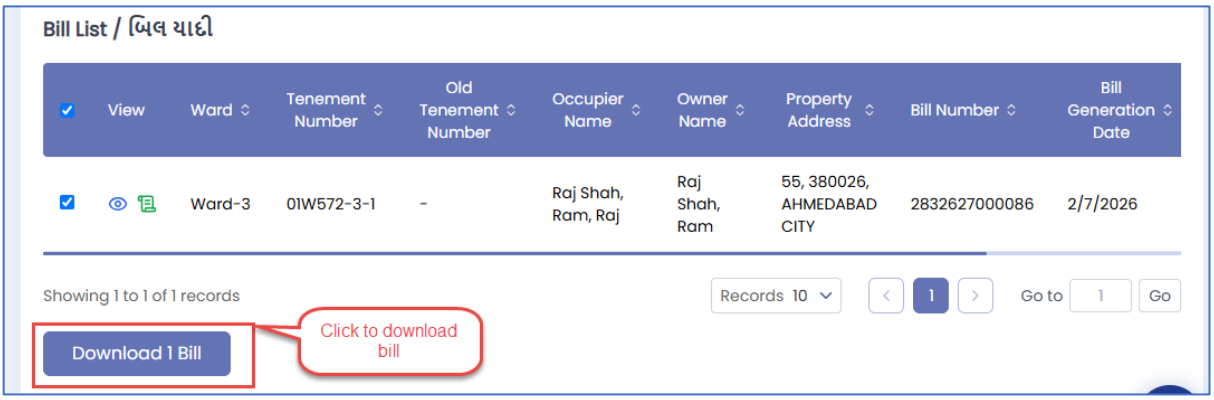
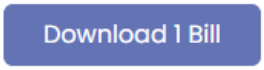
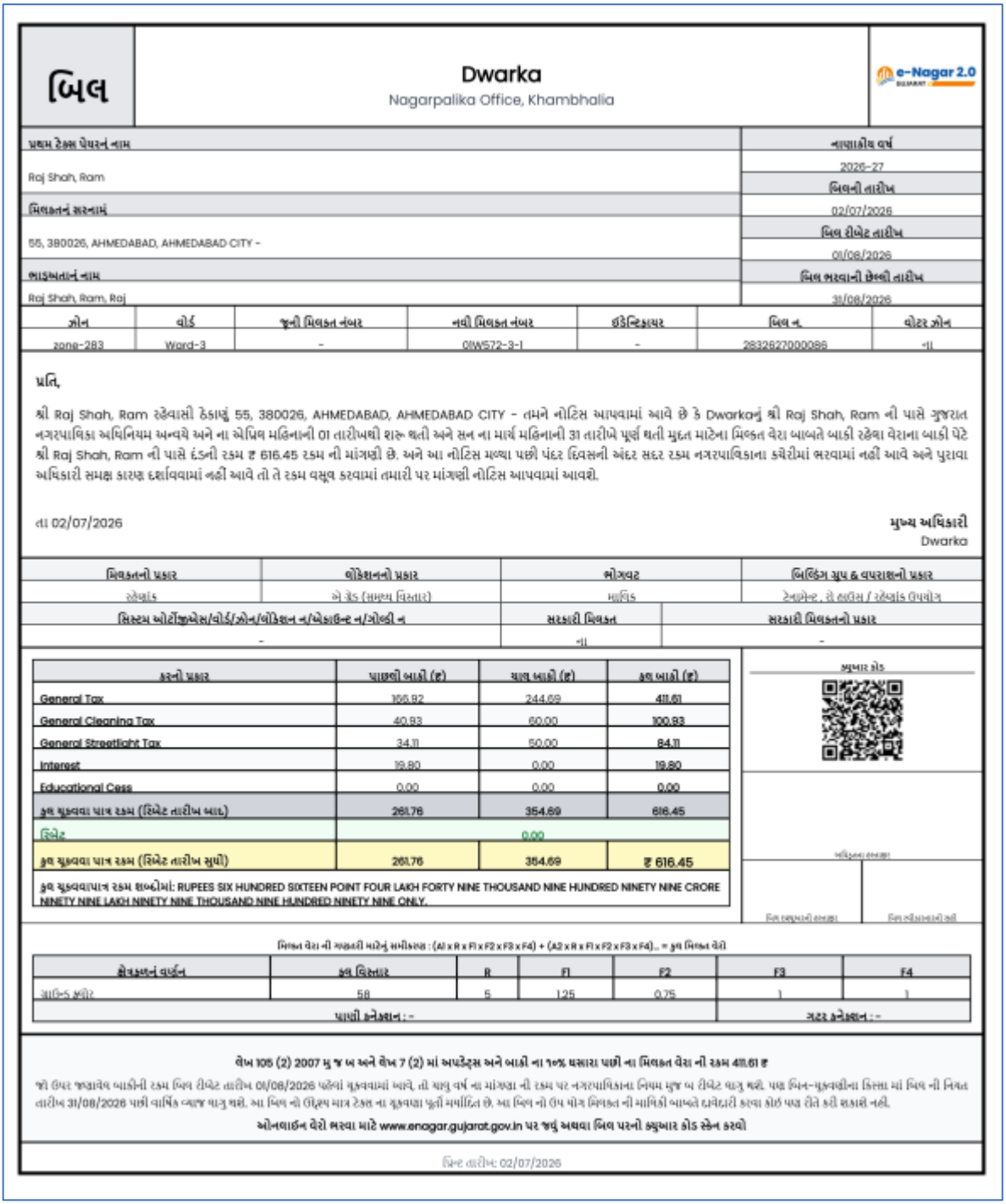


Figure 5-20

- **Download Bill** – 

Downloads the generated property tax bill in printable format.
- **Cancel Bill** – Initiates the bill cancellation process for the selected bill.

To download a bill, select the required bill using the checkbox and click the **Download Bill** button.



બિલ

Dwarka
Nagarpalika Office, Khambhalia

e-Nagar 2.0 GUJARAT

પ્રથમ ટેક્સ પેયરનું નામ	નાણાકીય વર્ષ
Raj Shah, Ram	2026-27
મિલકતનું સરનામું	બિલની તારીખ
55, 380026, AHMEDABAD, AHMEDABAD CITY -	02/07/2026
ભાડૂઆતનું નામ	બિલ રીબેટ તારીખ
Raj Shah, Ram, Raj	01/08/2026
	બિલ ભરવાની છેલ્લી તારીખ
	31/08/2026

ઝોન	વોર્ડ	જૂની મિલકત નંબર	નવી મિલકત નંબર	ઈડેન્ટિફાયર	બિલ નં.	વોટર ઝોન
zone-283	Ward-3	-	GWS72-3-1	-	2832827000086	-11

પ્રતિ,

શ્રી Raj Shah, Ram રહેવાસી ઠેકાણું 55, 380026, AHMEDABAD, AHMEDABAD CITY - તમને નોટિસ આપવામાં આવે છે કે Dwarkaનું શ્રી Raj Shah, Ram ની પાસે ગુજરાત નગરપાલિકા અધિનિયમ અન્વયે અને ના એપ્રિલ મહિનાની 01 તારીખથી શરૂ થતી અને સન ના માર્ચ મહિનાની 31 તારીખે પૂર્ણ થતી મુદત માટેના મિલ્કત વેરા બાબતે ભાડે રહેવા વેરાના ભાડે પેટે શ્રી Raj Shah, Ram ની પાસે દેડની રકમ ₹ 616.45 રકમ ની માંગણી છે. અને આ નોટિસ મળ્યા પછી પંદર દિવસની અંદર સદર રકમ નગરપાલિકાના કચેરીમાં ભરવામાં નહીં આવે અને પુરાવા અધિકારી સમક્ષ કારણ દર્શાવવામાં નહીં આવે તો તે રકમ વસુલ કરવામાં તમારી પર માંગણી નોટિસ આપવામાં આવશે.

તા 02/07/2026

મુખ્ય અધિકારી
Dwarka

મિલકતનો પ્રકાર	બાંધકામનો પ્રકાર	ભોગવટ	બિલ્ડિંગ ગ્રુપ & વપરાશનો પ્રકાર
રહેણાંક	એ ગ્રેડ (મધ્ય વિસ્તાર)	માલિક	રેસીડેન્સ , રો હાઉસ / રહેણાંક ઉપયોગ
સિસ્ટમ ઓટોજનરેટેડ વોર્ડ/ઝોન/બાંધકામ નં/એકાઉન્ટ નં/ગોલ્ડી નં		સરકારી મિલકત	સરકારી મિલકતનો પ્રકાર
-		-11	-

કરનો પ્રકાર	પાછળની બાકી (₹)	ચાલુ બાકી (₹)	કુલ બાકી (₹)
General Tax	166.92	244.69	411.61
General Cleaning Tax	40.93	60.00	100.93
General Streetlight Tax	34.11	50.00	84.11
Interest	19.80	0.00	19.80
Educational Cess	0.00	0.00	0.00
કુલ ચૂકવવા પાત્ર રકમ (રિબેટ તારીખ બાદ)	261.76	354.69	616.45
રિબેટ		0.00	
કુલ ચૂકવવા પાત્ર રકમ (રિબેટ તારીખ સુધી)	261.76	354.69	₹ 616.45

કુલ ચૂકવવાપાત્ર રકમ શબ્દોમાં: RUPEES SIX HUNDRED SIXTEEN POINT FOUR LAKH FORTY NINE THOUSAND NINE HUNDRED NINETY NINE CRORE NINETY NINE LAKH NINETY NINE THOUSAND NINE HUNDRED NINETY NINE ONLY.

સુધાર કોડ

મિલકત વેરા ની ગણતરી માટેનું સમીકરણ : (A1 x R x F1 x F2 x F3 x F4) + (A2 x R x F1 x F2 x F3 x F4)... = કુલ મિલ્કત વેરો

ક્ષેત્રફળનું વર્ણન	કુલ વિસ્તાર	R	F1	F2	F3	F4
બાંધેલ જગ્યા	58	5	1.25	0.75	1	1
પાણી કનેક્શન : -					ગટર કનેક્શન : -	

લેખ 105 (2) 2007 મુ જ બ અને લેખ 7 (2) માં અપડેટ્સ અને બાકી ના 10% ઘસારા પછી ના મિલકત વેરા ની રકમ 411.61 ₹

જો ઉપર જણાવેલ બાકીની રકમ બિલ રીબેટ તારીખ 01/08/2026 પહેલાં ચૂકવવામાં આવે, તો ચાલુ વર્ષ ના માંગણા ની રકમ પર નગરપાલિકાના નિયમ મુજ બ રીબેટ પાત્ર થશે. પણ બિન-ચૂકવણીના કિસ્સા માં બિલ ની નિયત તારીખ 31/08/2026 પછી વાર્ષિક વ્યાજ પાત્ર થશે. આ બિલ નો ઉદ્દેશ માત્ર ટેક્સ ના ચૂકવણા પૂર્તી મર્યાદિત છે. આ બિલ નો ઉપ યોગ મિલકત ની માલિકી બાબતે દાવેદારી કરવા કોઇ પણ રીતે કરી શકાશે નહી.

ઓનલાઈન વેરો ભરવા માટે www.enagar.gujarat.gov.in પર જવું અથવા બિલ પરનો સ્કુઆર કોડ સ્કેન કરવો

બિલ તારીખ: 02/07/2026

Figure 5-21

5.3 Notice Module

Click on **Property Tax → Notice** to access the Notice related functionalities.

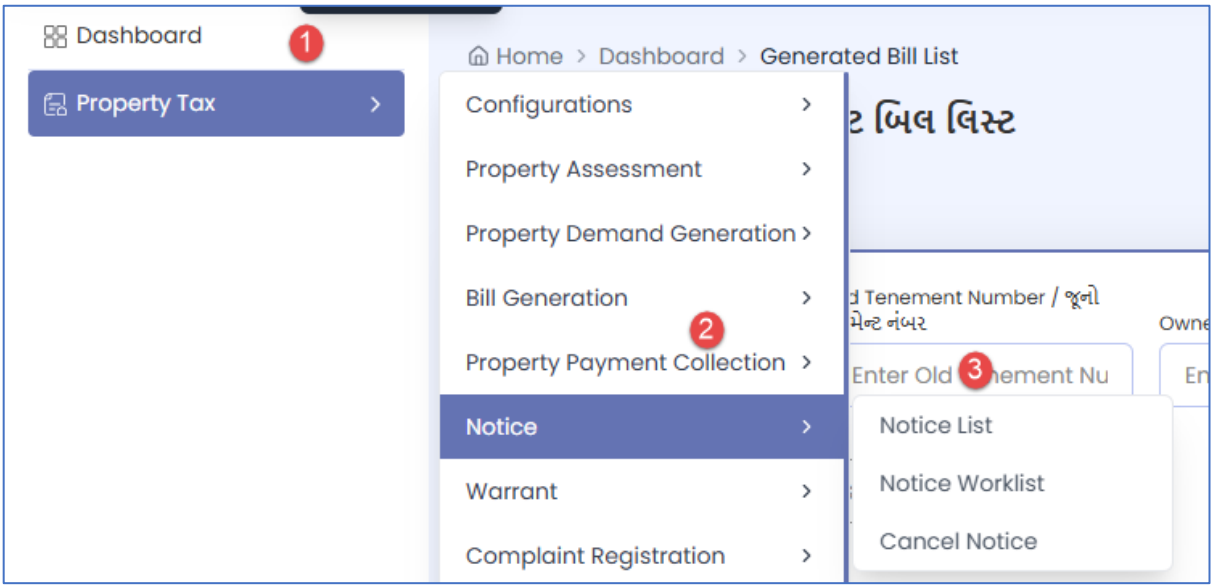


Figure 5-22

The Notice module consists of the following sub-modules:

- **Notice List**
- **Notice Worklist**
- **Cancel Notice**

5.3.1 Notice List

Click on **Property Tax → Notice → Notice List** to open the Notice List page.

The Notice List page displays all generated notices along with their status and billing information.

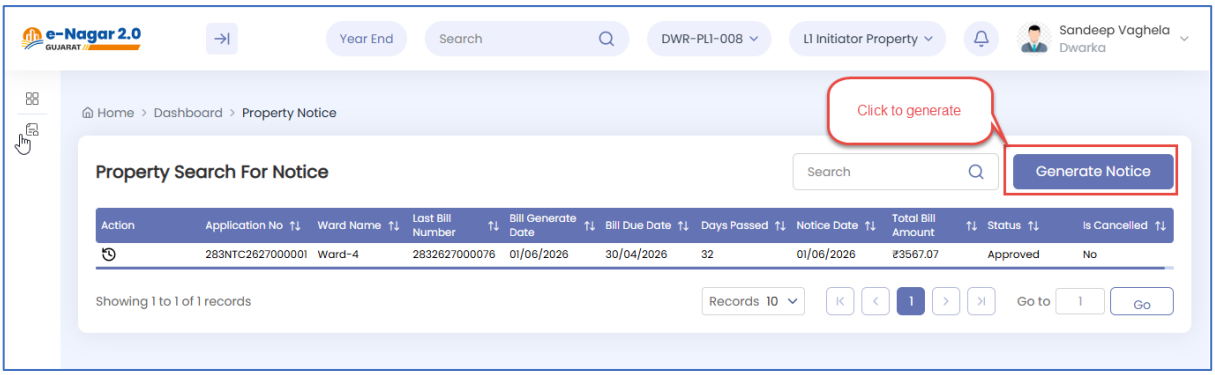
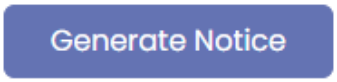


Figure 5-23

The list displays the following details:

- Application Number
- Ward Name
- Last Bill Number
- Bill Generate Date
- Bill Due Date
- Days Passed
- Notice Date
- Total Bill Amount
- Status
- Is Cancelled

The following actions are available:

- **View** – Opens the selected notice details for viewing.
- **Generate Notice** – 

Opens the notice generation page for creating a new notice.

5.3.1.1 Notice Worklist

Click on **Property Tax → Notice → Notice Worklist** to open the Notice Worklist page.

The Notice Worklist page allows users to search bill records and generate notices for overdue properties.

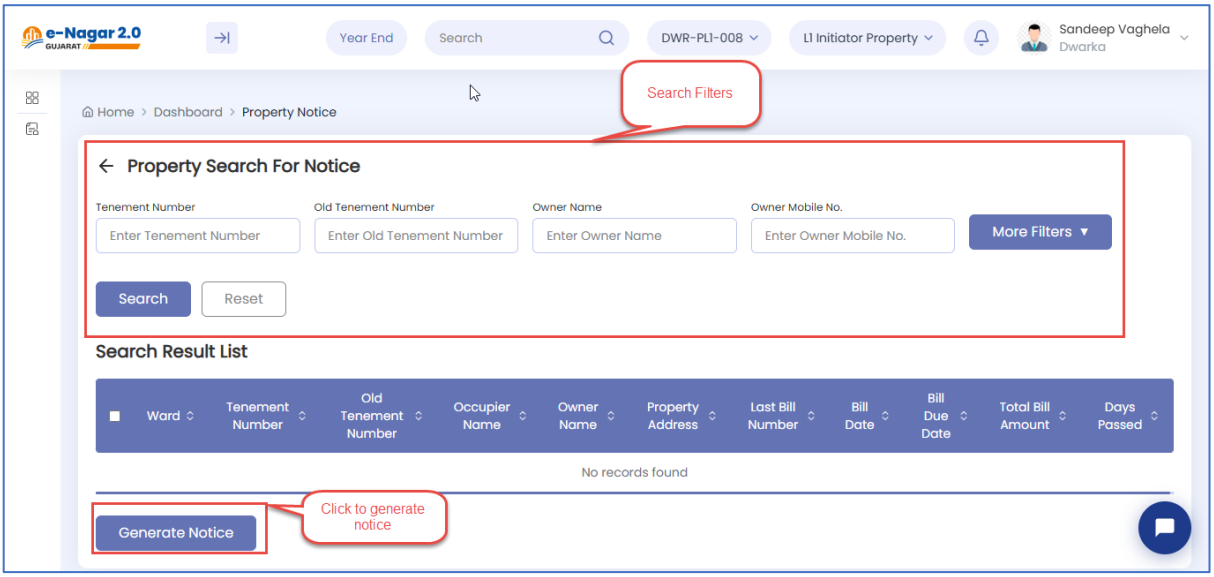


Figure 5-24

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number of the property. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the name of the property owner. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional filtering options.

The following buttons are available:

- **Search** – Searches records based on the entered criteria.
- **Reset** – Clears all entered search criteria.

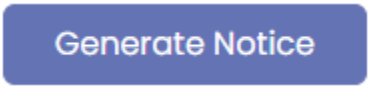
Search Result List

After searching, the system displays the matching property records in the Search Result List.

The list displays details such as:

- Ward
- Tenement Number
- Old Tenement Number
- Occupier Name
- Owner Name
- Property Address
- Last Bill Number
- Bill Date
- Bill Due Date
- Total Bill Amount
- Days Passed

Select the required property record using the checkbox available beside the record.

The following button is available: 

- **Generate Notice** – Generates a notice for the selected property record.

After successful generation, the notice becomes available in the **Notice List** module.

5.3.2 Notice Worklist

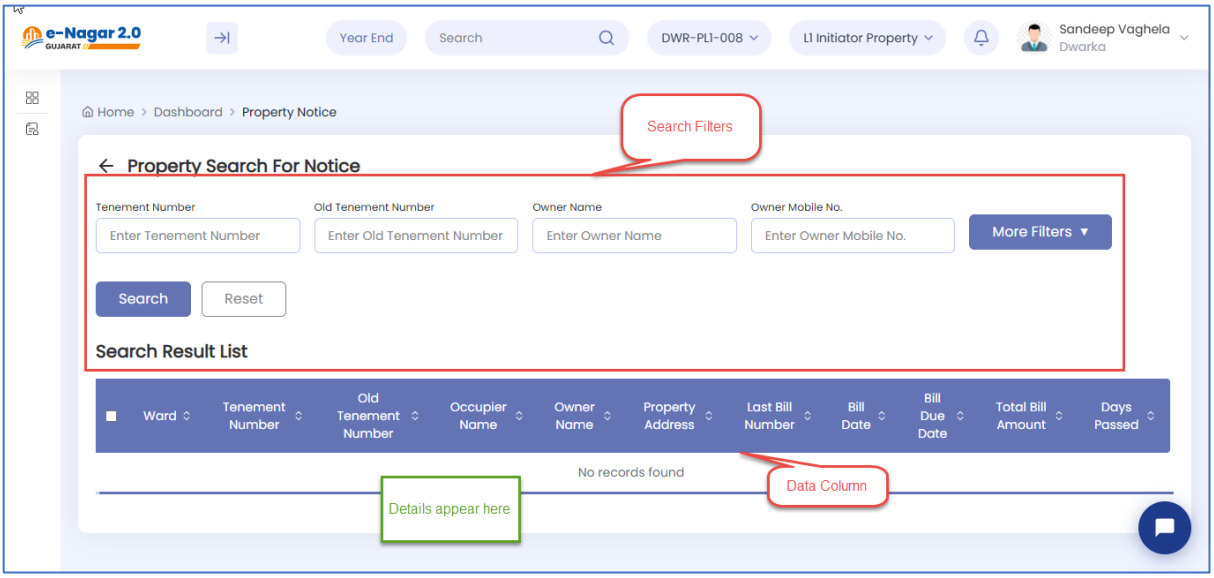


Figure 5-25

In notice worklist the user must enter the most specific details inside the search filters section & click on search button to view the specific record.

5.3.3 Cancel Notice

Click on **Property Tax → Notice → Cancel Notice** to open the Cancel Notice page.

The Cancel Notice page allows users to search and cancel previously generated notices.

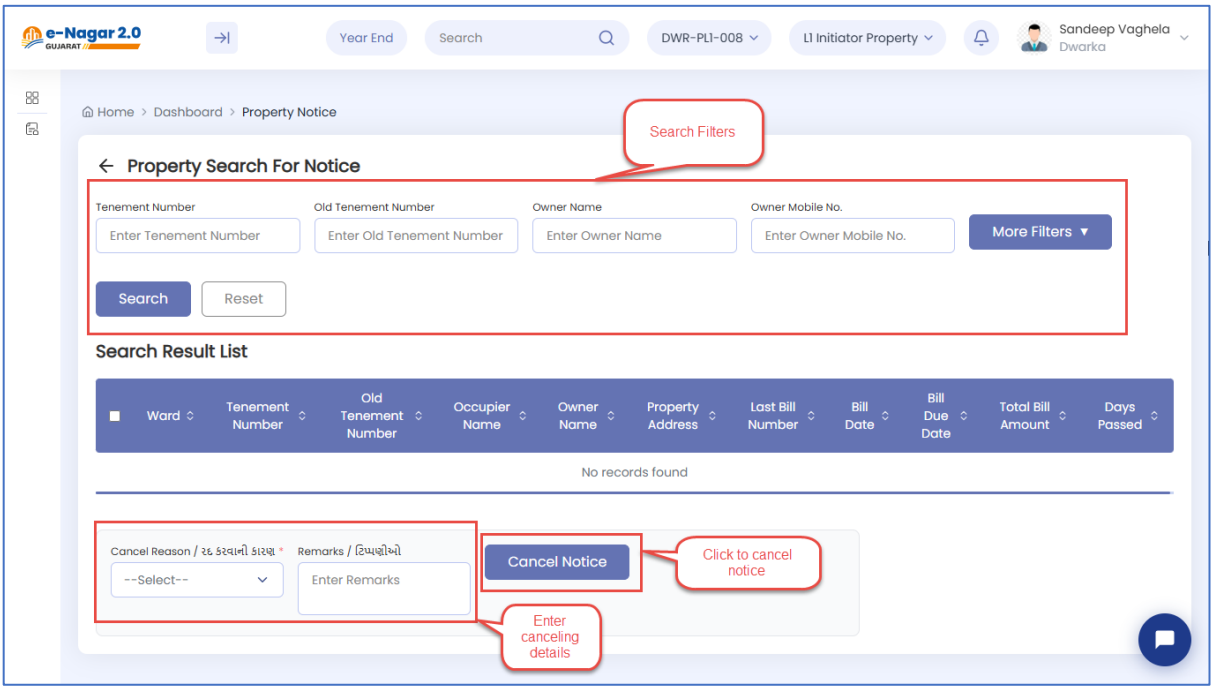


Figure 5-26

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number to search notices. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the property owner's name. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional search options.

The following buttons are available:

- **Search** – Searches notices based on the entered criteria.
- **Reset** – Clears the entered search filters.
- **Notice List**

The list displays details such as:

- Ward

- Tenement Number
- Old Tenement Number
- Occupier Name
- Owner Name
- Property Address
- Last Bill Number
- Bill Date
- Bill Due Date
- Total Bill Amount
- Days Passed

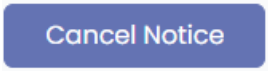
To cancel a notice, select the required notice record using the checkbox available beside the record.

- **Cancellation Details**

The following fields are available:

- **Cancel Reason** – Select the reason for notice cancellation. (Dropdown)
- **Remarks** – Enter remarks or comments for cancellation. (Text Area)

The following button is available:

- **Cancel Notice** – 

Cancels the selected notice after validation of the entered details.

5.4 Warrant Module

Click on **Property Tax → Warrant** to access the warrant management functionalities.

The Warrant module consists of the following sub-modules:

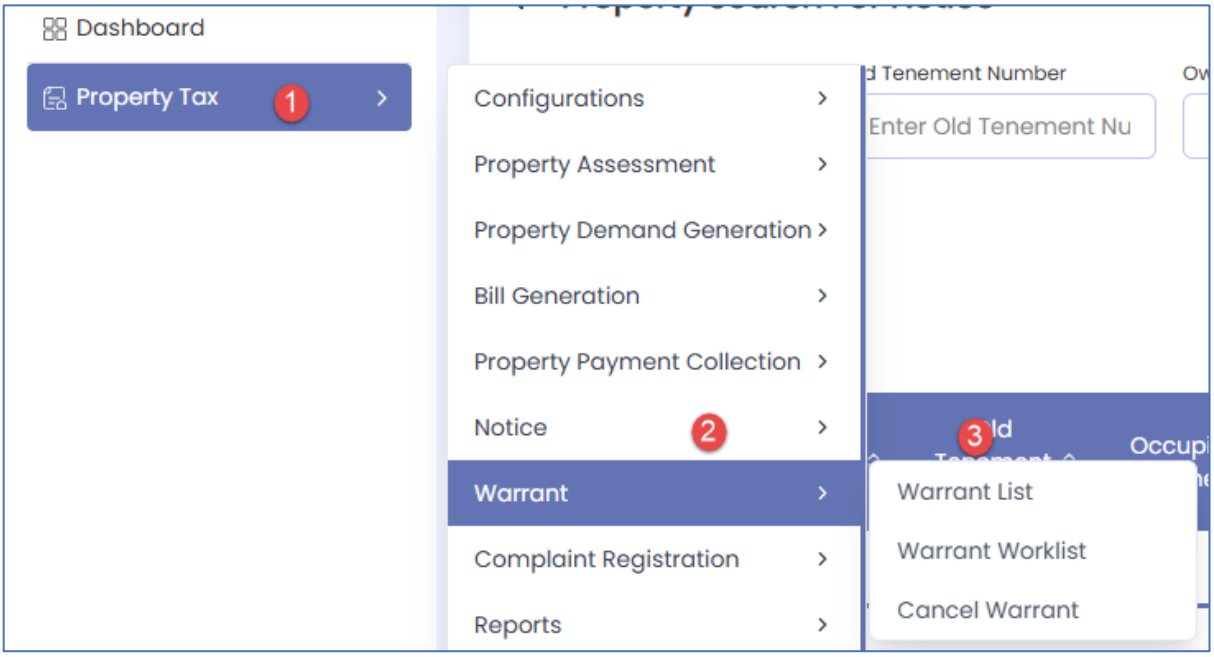


Figure 5-27

- **Warrant Generation**
- **Cancel Warrant**

5.4.1 Warrant Generation

Click on **Property Tax → Warrant → Warrant Generation** to open the Warrant Generation page.

The Warrant Generation page displays all generated warrants and allows users to initiate new warrant generation for eligible properties.

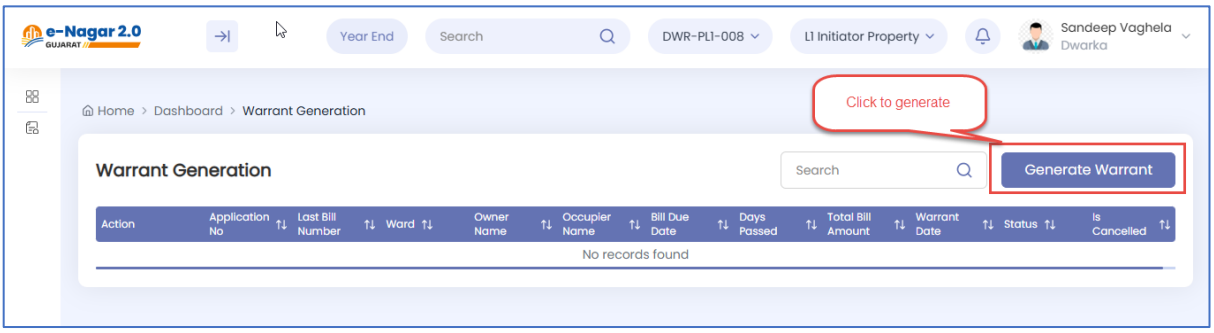


Figure 5-28

Warrant List

The list displays the following details:

- Application Number
- Last Bill Number
- Ward
- Owner Name
- Occupier Name
- Bill Due Date
- Days Passed
- Total Bill Amount
- Warrant Date
- Status
- Is Cancelled

The following actions are available:

- **View** – Opens the selected warrant details for viewing.
- **Generate Warrant** – Opens the warrant generation worklist page.

Generate Warrant

Click on the **Generate Warrant** button to open the warrant generation worklist page.

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number of the property. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the property owner's name. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional filtering options.

The following buttons are available:

- **Search** – Searches records based on the entered criteria.
- **Reset** – Clears all entered search values.
- **Search Result List**

After searching, the system displays matching property records in the Search Result List.

The list displays the following details:

- Ward
- Tenement Number
- Old Tenement Number
- Occupier Name
- Owner Name
- Property Address
- Bill Date
- Bill Due Date
- Total Bill Amount
- Days Passed
- Notice Date

Select the required property record using the checkbox available beside the record.

The following button is available: 

- **Generate Warrant** – Generates a warrant for the selected property.

After successful generation, the generated warrant record becomes available in the **Warrant Generation** listing page.

5.4.2 Warrant Worklist

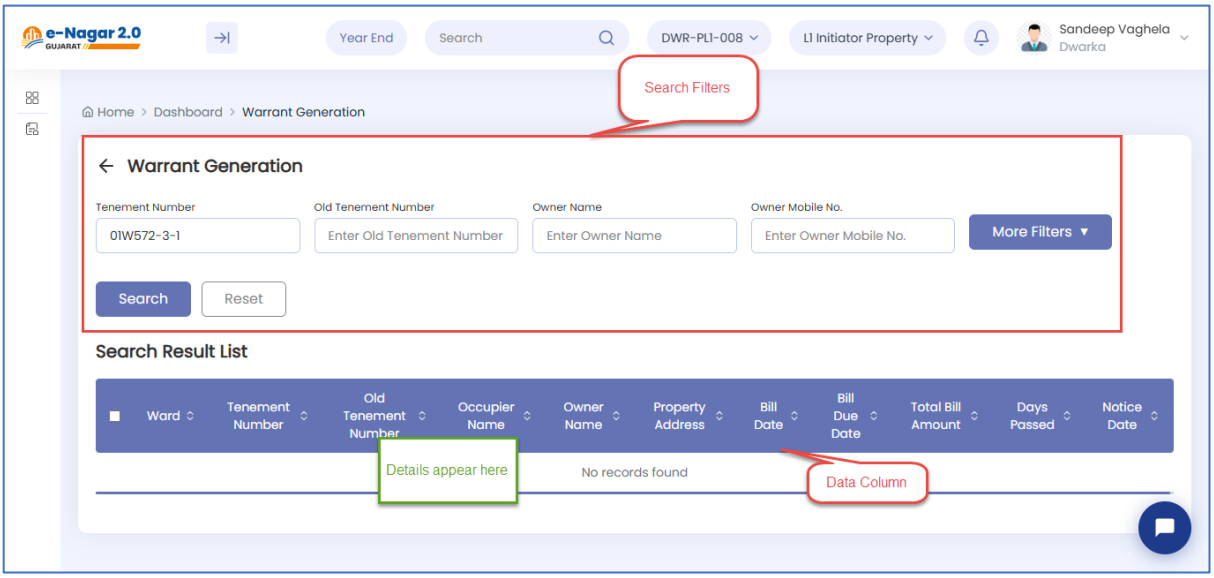


Figure 5-29

In warrant worklist the user must enter the most specific details inside the search filters section & click on search button to view the specific record.

5.4.3 Cancel Warrant

Click on **Property Tax → Warrant → Cancel Warrant** to open the Cancel Warrant page.

The Cancel Warrant page allows users to search and cancel previously generated warrants.

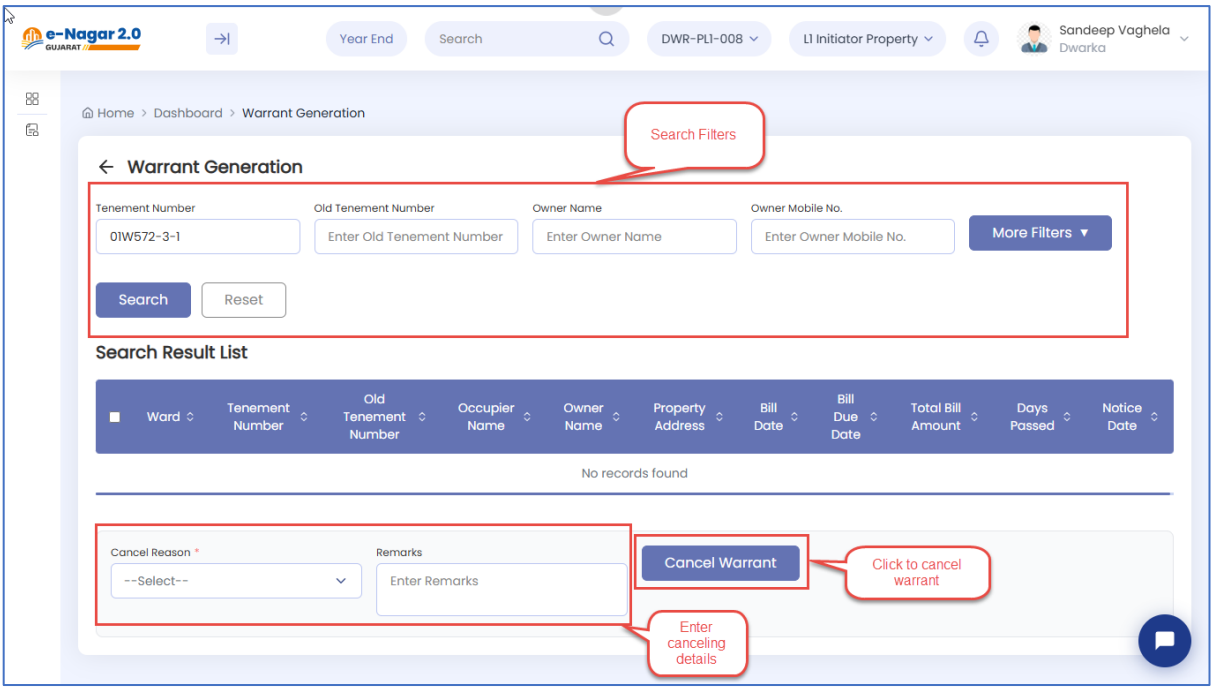


Figure 5-30

Search Filters

The following search filters are available:

- **Tenement Number** – Enter the tenement number of the property. (Text)
- **Old Tenement Number** – Enter the old tenement number associated with the property. (Text)
- **Owner Name** – Enter the property owner's name. (Text)
- **Owner Mobile No.** – Enter the owner's mobile number. (Numeric)
- **More Filters** – Displays additional search options.

The following buttons are available:

- **Search** – Searches warrants based on the entered criteria.
- **Reset** – Clears all entered search criteria.
- **Search Result List**

After searching, the system displays matching warrant records.

The list displays the following details:

- Ward
- Tenement Number
- Old Tenement Number
- Occupier Name
- Owner Name
- Property Address
- Bill Date
- Bill Due Date
- Total Bill Amount
- Days Passed
- Notice Date

Cancellation Details

To cancel a warrant, select the required warrant record using the checkbox available beside the record and provide cancellation details.

The following fields are available:

- **Cancel Reason** – Select the reason for warrant cancellation. (Dropdown)
- **Remarks** – Enter remarks for warrant cancellation. (Text Area)

The following button is available: 

- **Cancel Warrant** – Cancels the selected warrant after validating the entered details.

5.5 Complaint Registration Module

Click on **Property Tax → Complaint Registration → Property Complaint Registration** to access the complaint management functionality.

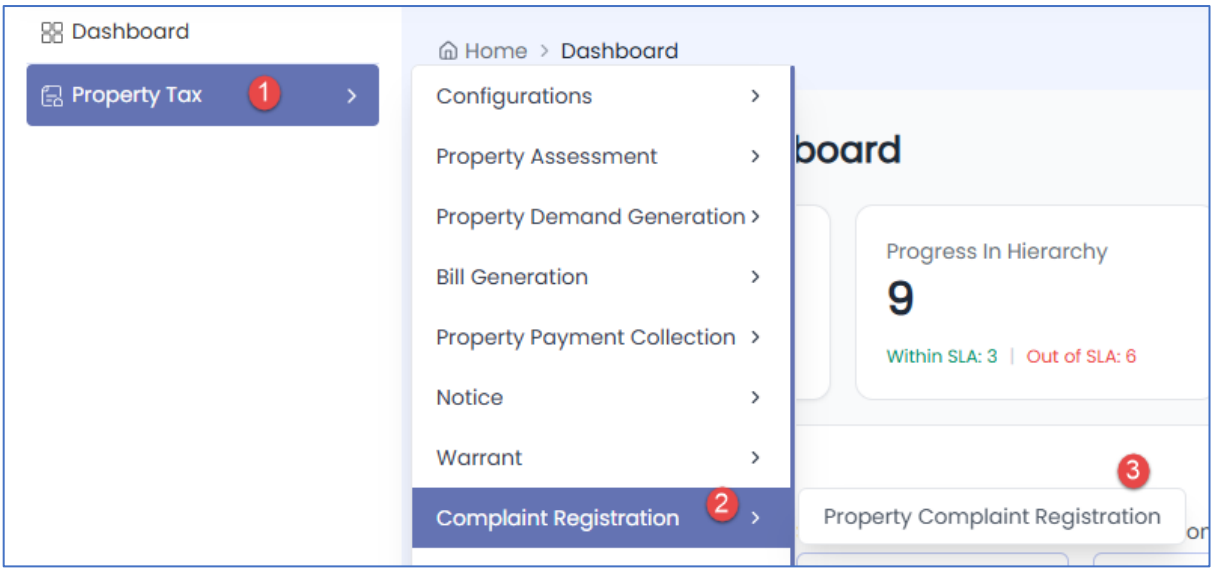


Figure 5-31

The Complaint Registration module allows users to create, track, approve, reject, and manage property-related complaints and correction requests.

5.5.1 Property Complaint Registration Listing Page

Click on **Property Tax → Complaint Registration → Property Complaint Registration** to open the listing page.

The listing page displays all submitted complaint requests along with their current workflow status.

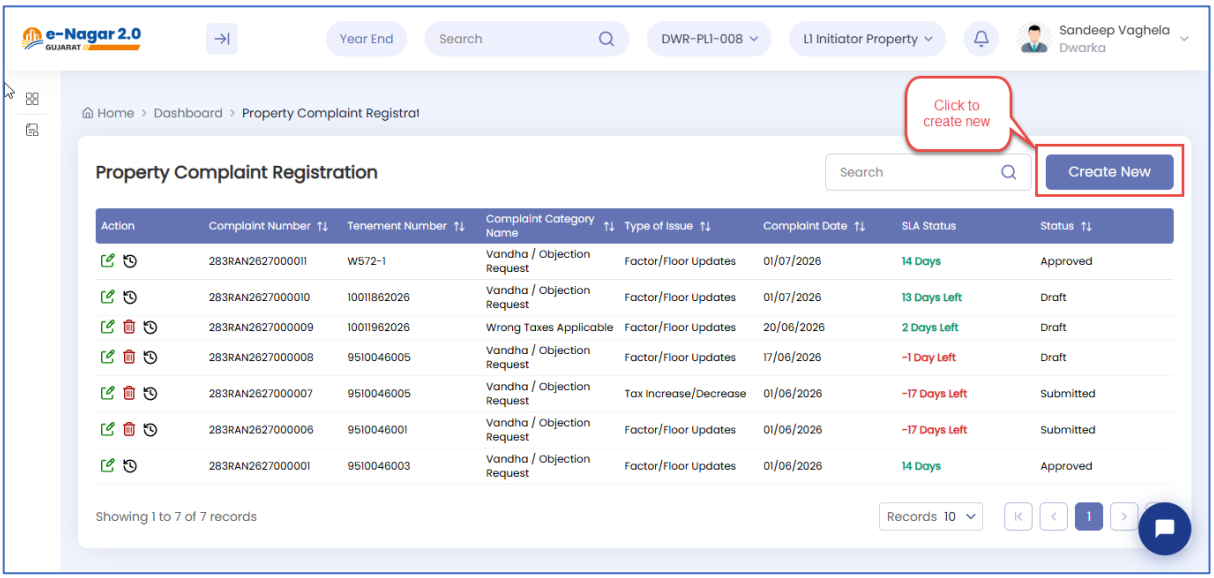


Figure 5-32

Search and Listing Details

The list displays the following information:

- Complaint Number
- Tenement Number
- Complaint Category Name
- Type of Issue
- Complaint Date
- SLA Status
- Status

The following actions are available:

- **Edit**– Opens the complaint request for editing.
- **Delete**– Deletes complaint requests that are in Draft status.
- **View History**– Displays workflow movement history of the complaint request.

- **Create New** – 

Opens the new complaint registration form.

Complaint Registration Guidelines

Before creating a complaint request, the system displays guidelines and instructions for users.

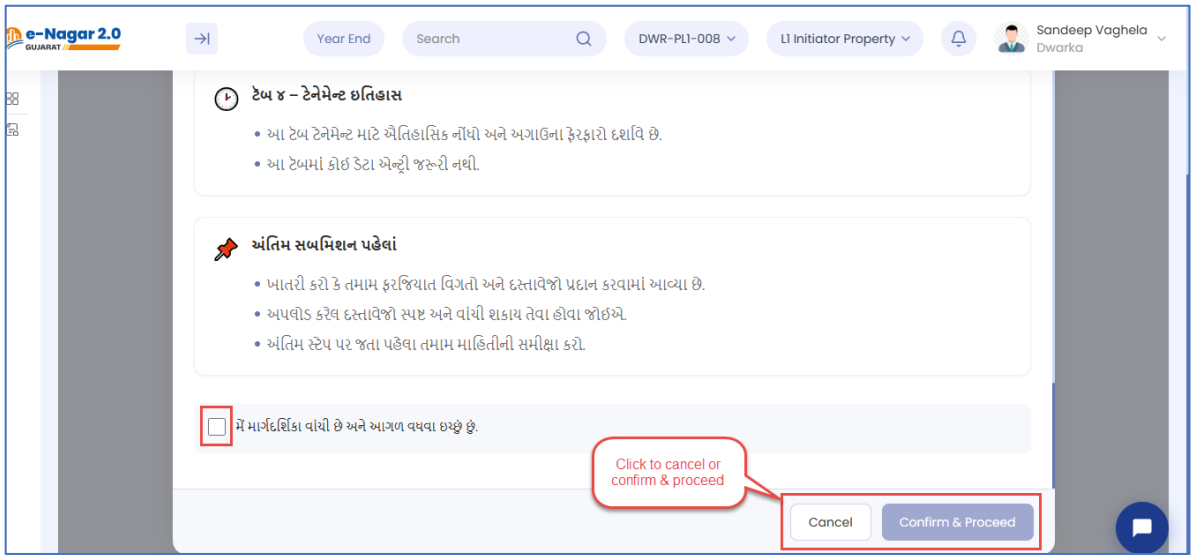


Figure 5-33

The following actions are available:

- **I have read and understood the guidelines** checkbox – Confirms that the applicant has reviewed the instructions.

Button 

- **Confirm & Proceed** – Opens the complaint registration form.
- **Cancel** – Closes the guideline page without proceeding.

5.5.2 Complaint Registration Workflow

The complaint registration process consists of the following stages:

1. Complaint / Property Correction Request
2. Factor Details / Tax Change
3. Survey Details
4. Documents
5. Existing Details
6. Tenement History

Stage 1: Complaint / Property Correction Request

This stage captures property information, complaint details, applicant information, and postal address details.

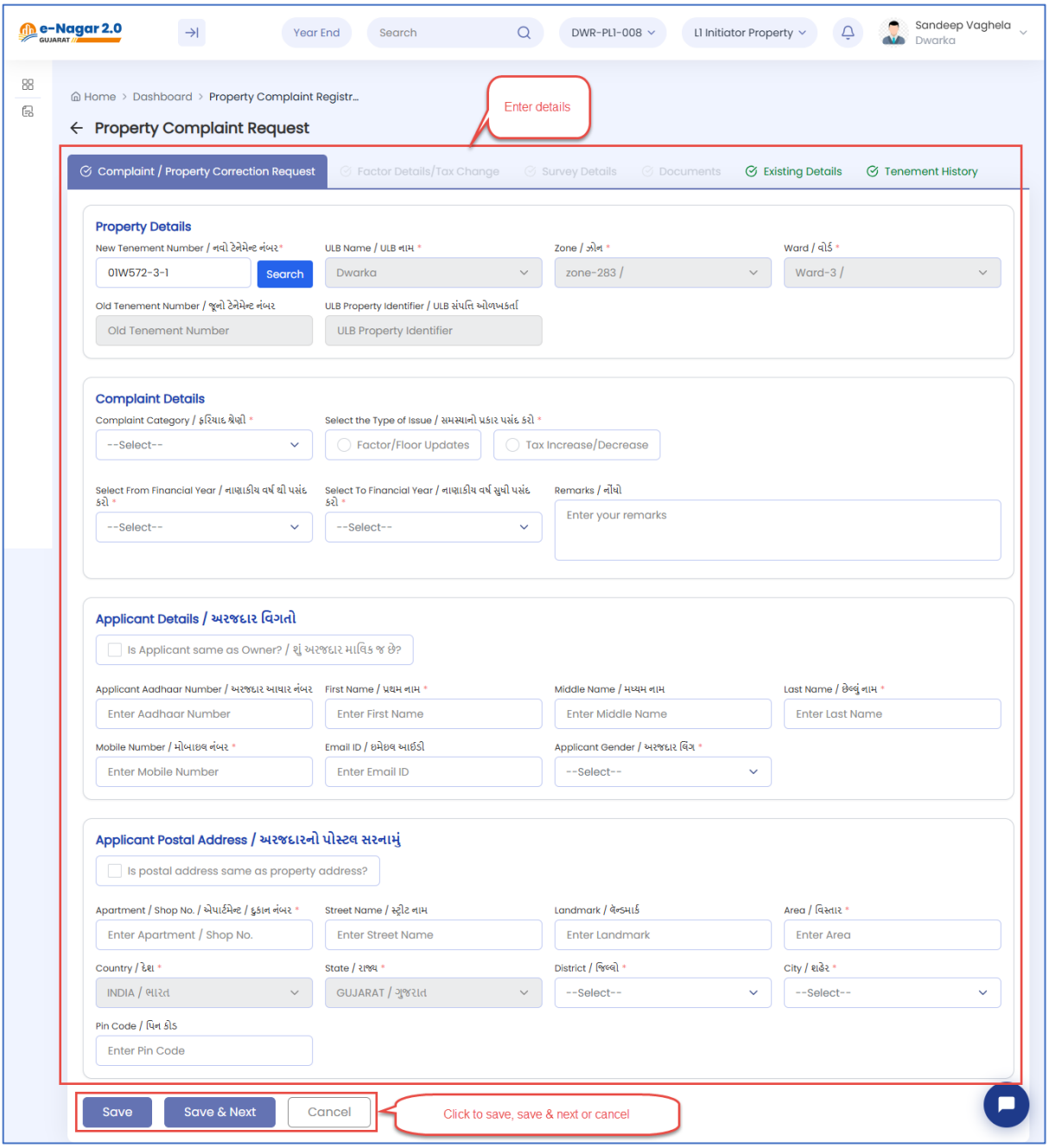


Figure 5-34

Property Details

- New Tenement Number – Enter the property tenement number and click Search to fetch property details. (Text)
- ULB Name – Displays the Urban Local Body name. (Dropdown)
- Zone – Displays the zone associated with the property. (Dropdown)

- Ward – Displays the ward associated with the property. (Dropdown)
- Old Tenement Number – Displays the previous tenement number if available. (Text)
- ULB Property Identifier – Displays the property identifier assigned by the ULB. (Text)

Complaint Details

- Complaint Category – Select the complaint category. (Dropdown)
- Type of Issue – Select the issue type such as Factor/Floor Updates or Tax Increase/Decrease. (Radio Button)
- Select From Financial Year – Select the financial year from which correction should be applied. (Dropdown)
- Select To Financial Year – Select the financial year up to which correction should be applied. (Dropdown)
- Remarks – Enter complaint-related remarks or explanations. (Text Area)

Applicant Details

- Is Applicant same as Owner – Copies owner details as applicant details when selected. (Checkbox)
- Applicant Aadhaar Number – Enter applicant Aadhaar number. (Numeric)
- First Name – Enter applicant first name. (Text)
- Middle Name – Enter applicant middle name. (Text)
- Last Name – Enter applicant last name. (Text)
- Mobile Number – Enter applicant mobile number. (Numeric)
- Email ID – Enter applicant email address. (Text)
- Applicant Gender – Select applicant gender. (Dropdown)

Applicant Postal Address

- Is postal address same as property address – Copies property address details into postal address fields. (Checkbox)
- Apartment/Shop Number – Enter apartment or shop number. (Text)
- Street Name – Enter street name. (Text)
- Landmark – Enter landmark details. (Text)
- Area – Enter area name. (Text)

- Country – Select country name. (Dropdown)
- State – Select state name. (Dropdown)
- District – Select district name. (Dropdown)
- City – Select city name. (Dropdown)
- Pin Code – Enter postal PIN code. (Numeric)

The following buttons are available:

- **Save** – Saves the entered information as draft.
- **Save & Next** – Saves the current stage and opens the next stage.
- **Cancel** – Cancels the complaint request creation process.

Stage 2: Factor Details / Tax Change

This stage allows modification of tax and factor values for the selected financial year.

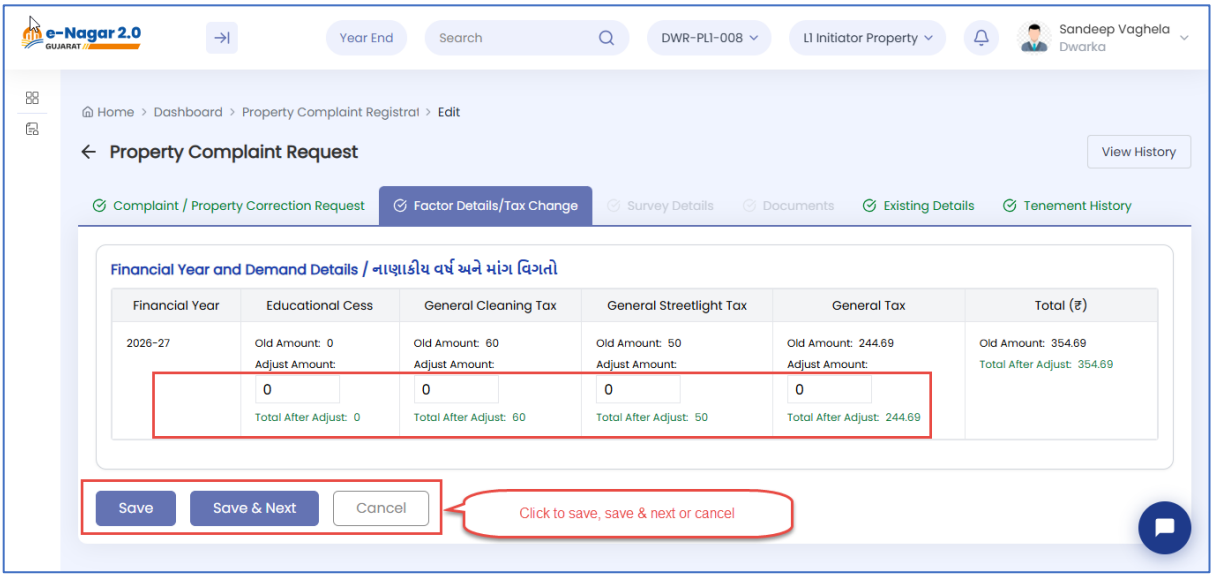


Figure 5-35

The following values are displayed:

- Educational Cess
- General Cleaning Tax
- General Streetlight Tax
- General Tax
- Total Amount

For each tax component, the following information is displayed:

- Old Amount
- Adjust Amount
- Total After Adjustment

The following buttons are available:

- **Save** – Saves entered values.
- **Save & Next** – Saves data and opens the next stage.
- **Cancel** – Cancels the current operation.

Stage 3: Survey Details

This stage captures survey and government property related information.

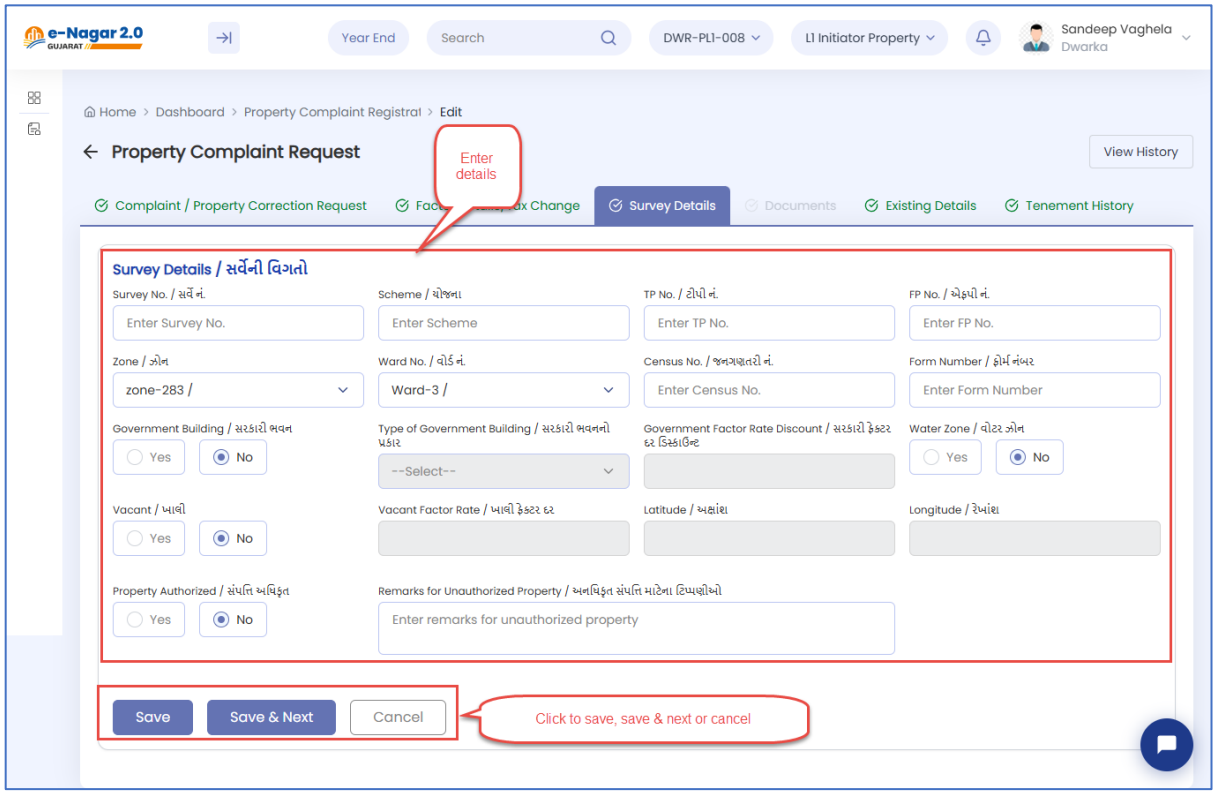


Figure 5-36

- Survey Number – Enter survey number. (Text)
- Scheme – Enter scheme details. (Text)
- TP Number – Enter TP number. (Text)
- FP Number – Enter FP number. (Text)
- Zone – Select property zone. (Dropdown)
- Ward Number – Select property ward. (Dropdown)
- Census Number – Enter census number. (Text)
- Form Number – Enter form number. (Text)
- Government Building – Specify whether the property belongs to a government building. (Radio Button)
- Type of Government Building – Select government building type if applicable. (Dropdown)
- Government Factor Rate Discount – Displays applicable government discount rate. (Numeric)

- Water Zone – Specify whether the property belongs to a water zone. (Radio Button)
- Vacant – Specify whether the property is vacant. (Radio Button)
- Vacant Factor Rate – Displays vacant factor rate. (Numeric)
- Latitude – Displays geographical latitude coordinates. (Numeric)
- Longitude – Displays geographical longitude coordinates. (Numeric)
- Property Authorized – Specify whether the property is authorized. (Radio Button)
- Remarks for Unauthorized Property – Enter remarks if the property is unauthorized. (Text Area)

The following buttons are available:

- **Save** – Saves survey information.
- **Save & Next** – Saves information and opens the next stage.
- **Cancel** – Cancels the current operation.

Stage 4: Documents

This stage allows users to upload supporting documents related to the complaint.

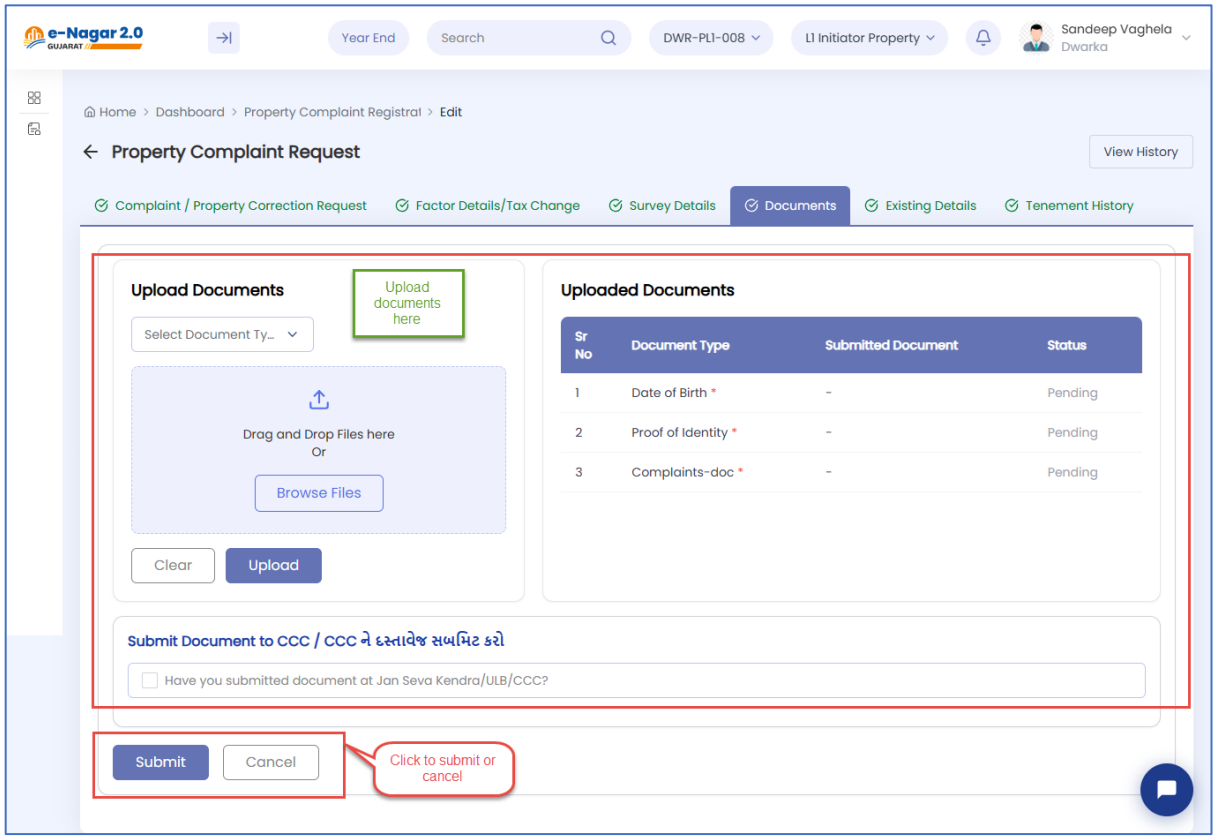


Figure 5-37

- **Upload Documents**
- Document Type – Select the document type to be uploaded. (Dropdown)
- Browse Files – Opens file explorer to select files.
- Upload – Uploads selected documents.
- Clear – Removes selected files before uploading.
- **Uploaded Documents**

The system displays:

- Serial Number
- Document Type
- Submitted Document
- Status
- **Submit Document to CCC**

- Have you submitted document at Jan Seva Kendra/ULB/CCC? – Indicates whether physical documents have already been submitted. (Checkbox)

The following buttons are available:

- **Submit** – Submits the complaint request into workflow.
- **Cancel** – Cancels the submission process.

5.5.2.1 Workflow

Workflow Movement from L1 to L2

After submission by the L1 Initiator, the complaint moves from **L1 Initiator** to **L2 Verification**.

Workflow Movement from L2 to L3

After verification at L2 level, the complaint is forwarded to L3 approval.

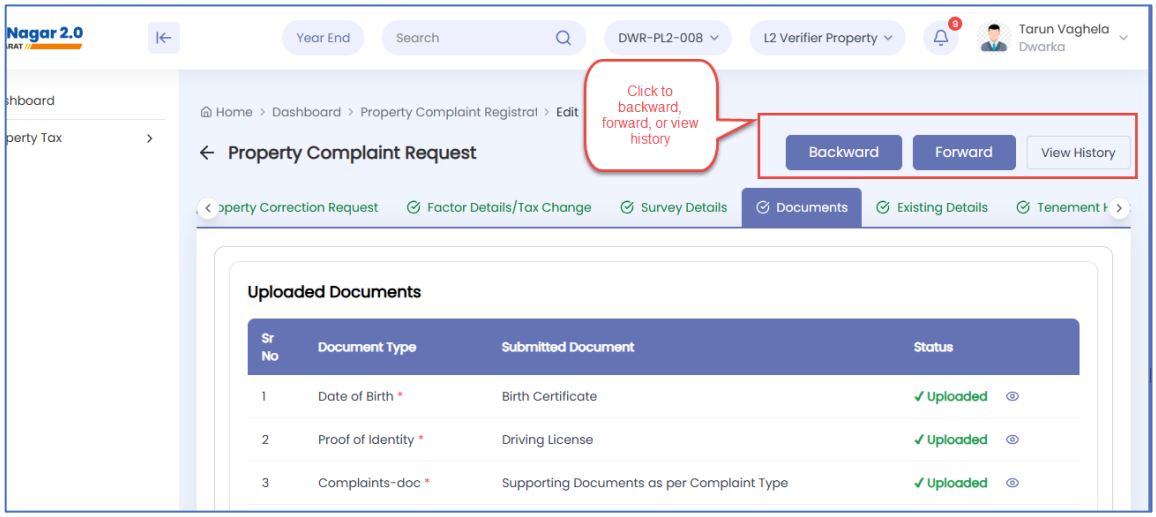


Figure 5-38

The forwarding popup contains:

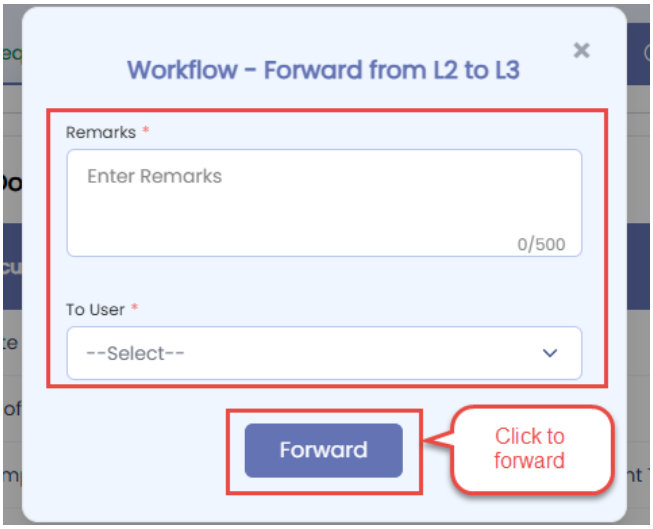


Figure 5-39

- Remarks – Enter remarks for forwarding. (Text Area)
- To User – Select the L3 user. (Dropdown)

The following button is available:

- **Forward** – 

Sends the complaint request to L3.

L3 Approval Process

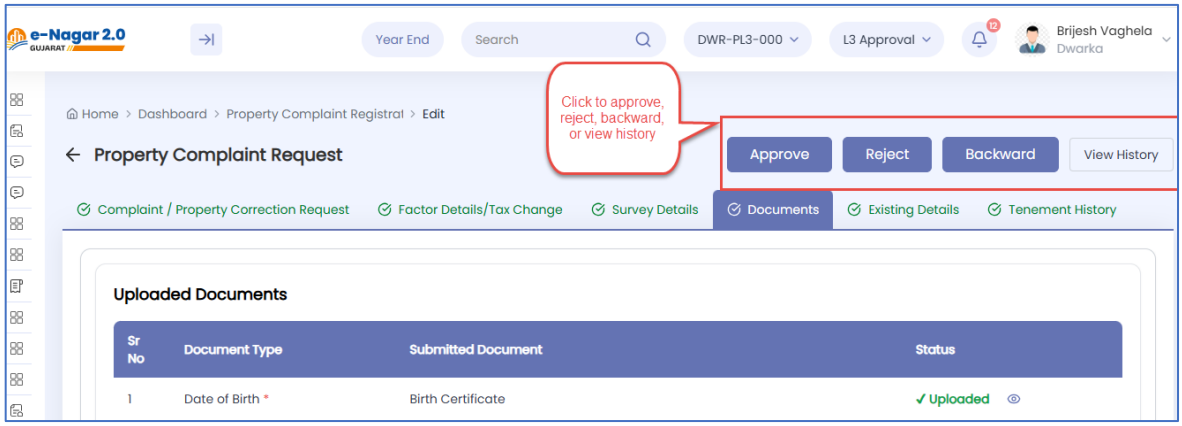


Figure 5-40

At L3 level, the following actions are available:

- **Approve** – Approves the complaint request.
- **Reject** – Rejects the complaint request.
- **Backward** – Returns the request to the previous level for correction.
- **View History** – Displays complete workflow history.
- **Approval Popup**

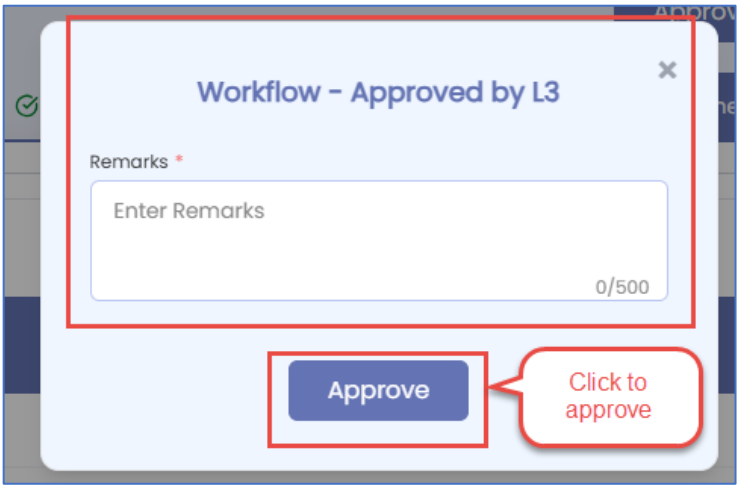


Figure 5-41

When the Approve button is clicked, the following field is displayed:

- Remarks – Enter approval remarks. (Text Area)

The following button is available:

- **Approve** – 

Approves the complaint request and completes the workflow.

Workflow Summary

- **L1 Initiator** creates and submits the complaint request.
- The request moves from **L1 → L2 Verification**.
- **L2 Verification** reviews the complaint and forwards it to L3.
- The request moves from **L2 → L3 Approval**.
- **L3 Approval** can Approve, Reject, or send the request Backward to previous levels.
- Once approved by L3, the complaint request is finalized and processed by the system.

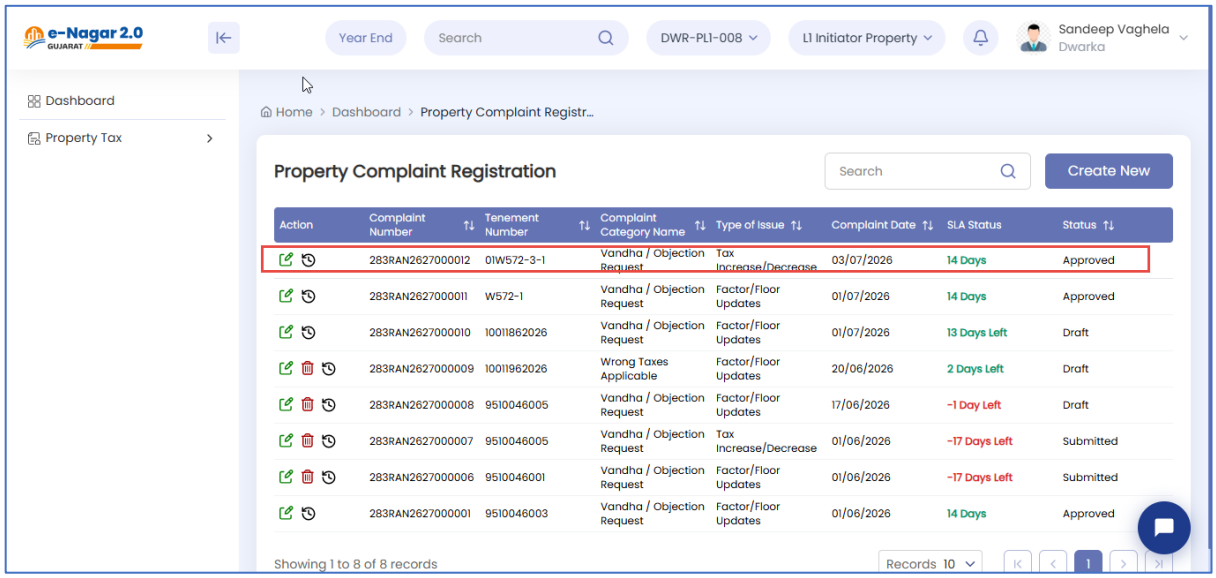


Figure 5-42

Here user can see the updated status of the complaint like, approve, draft, submitted or rejected.

5.6 Reports Module

Click on **Property Tax → Reports** to access the reporting and analytics section of the Property Tax module.

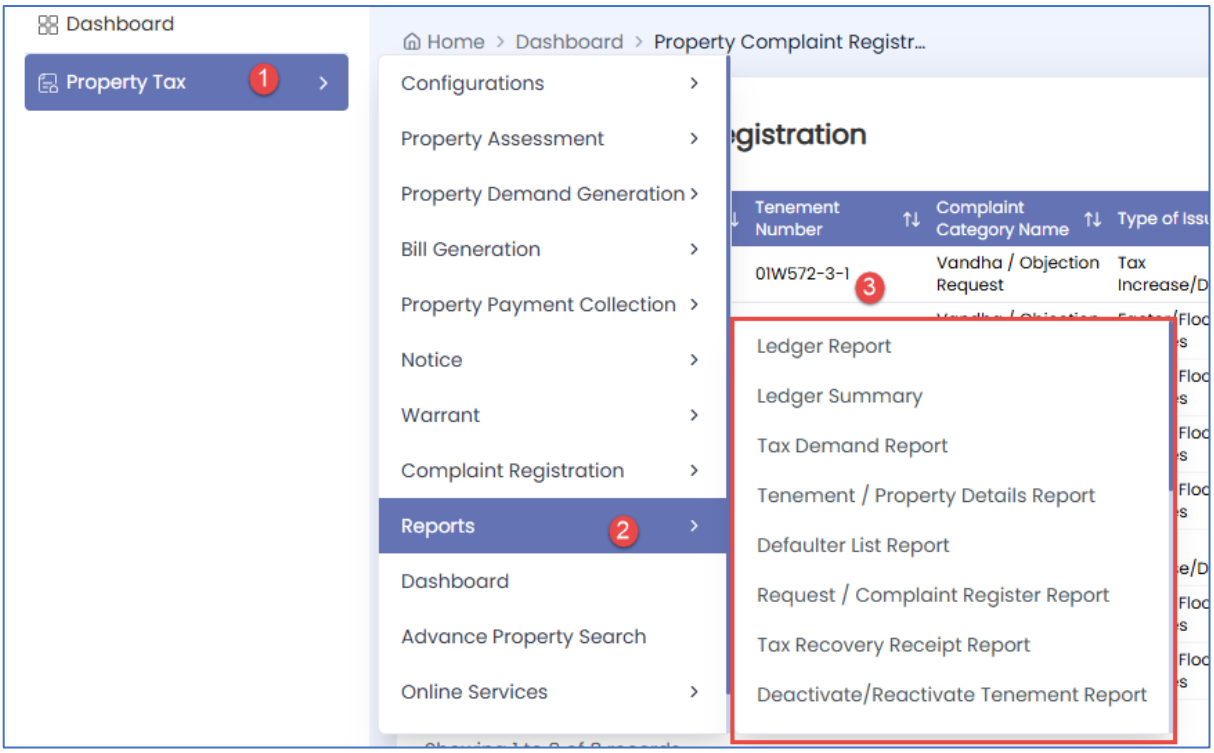


Figure 5-43

The Reports module provides various reports for property assessment, tax demand, recovery, complaints, ledger details, and property statistics.

5.6.1 Ledger Report

Click on **Property Tax → Reports → Ledger Report** to view detailed tax ledger information for a property.

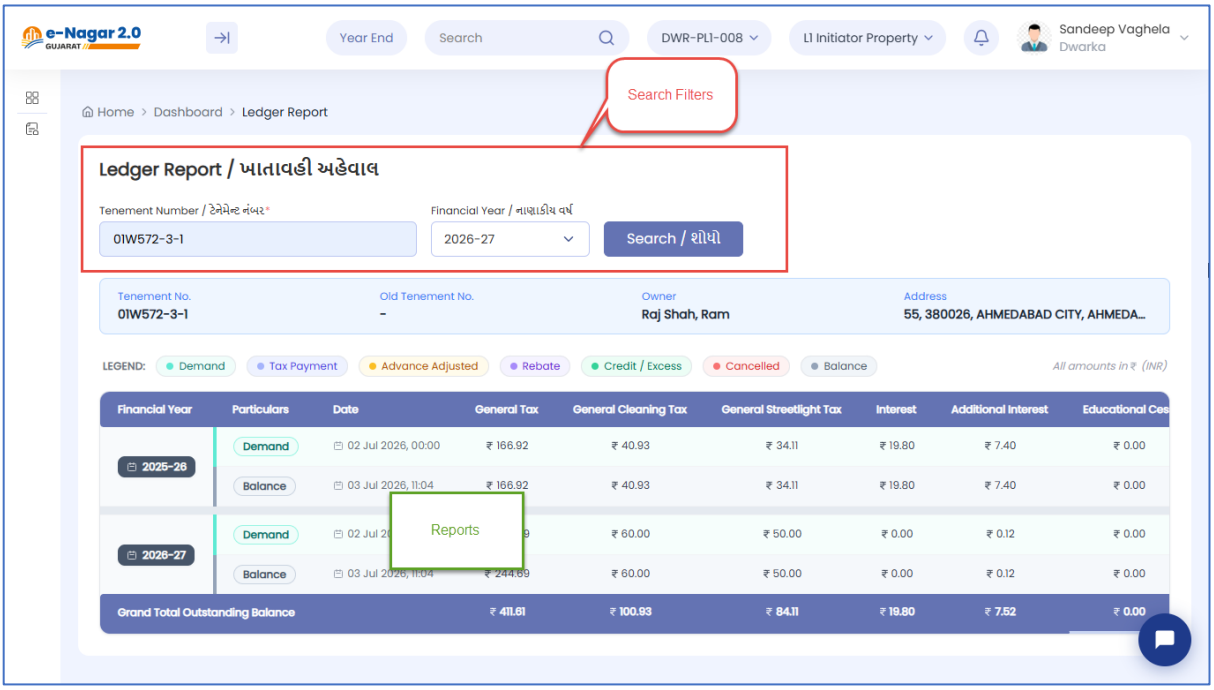


Figure 5-44

Search Filters

- Tenement Number – Enter the property tenement number. (Text)
- Financial Year – Select the financial year. (Dropdown)
- **Search Result**

The report displays:

- Tenement Number
- Old Tenement Number
- Owner Name
- Property Address
- Demand Entries
- Tax Payments
- Advance Adjustments
- Rebates
- Credit/Excess Amount

- Cancelled Transactions
- Outstanding Balance

The tax breakup includes:

- General Tax
- General Cleaning Tax
- General Streetlight Tax
- Interest
- Additional Interest
- Educational Cess

Ledger Report

The Ledger Report is used to view detailed tax ledger information of a property including demand, collection, adjustments, rebates, and outstanding balances for the selected financial year.

5.6.2 Ledger Summary Report

Click on **Property Tax → Reports → Ledger Summary** to view summarized transaction details of a property.

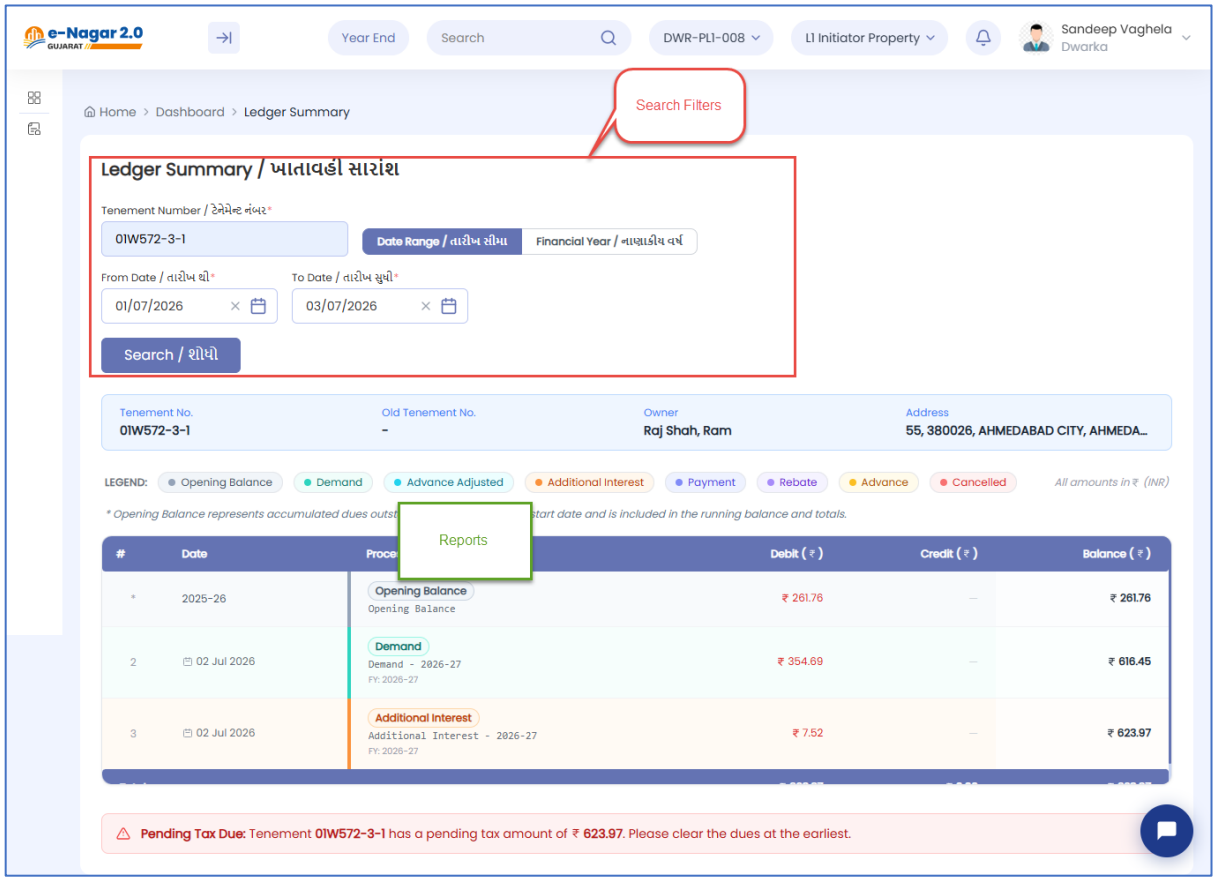


Figure 5-45

Search Filters

- Tenement Number – Enter tenement number. (Text)
- From Date – Select report start date. (Date Picker)
- To Date – Select report end date. (Date Picker)
- Financial Year – Select financial year for report generation. (Dropdown)

Search Result

The report displays:

- Opening Balance
- Demand Amount
- Additional Interest
- Payment Details

- Rebates
- Advances
- Cancelled Transactions
- Running Balance

The report also displays pending dues and outstanding balances for the selected property.

Ledger Summary

The Ledger Summary report is used to view summarized transaction details and running balance information of a property for a selected period.

5.6.3 Property Tax Demand Report

Click on **Property Tax → Reports → Tax Demand Report** to view property demand details.

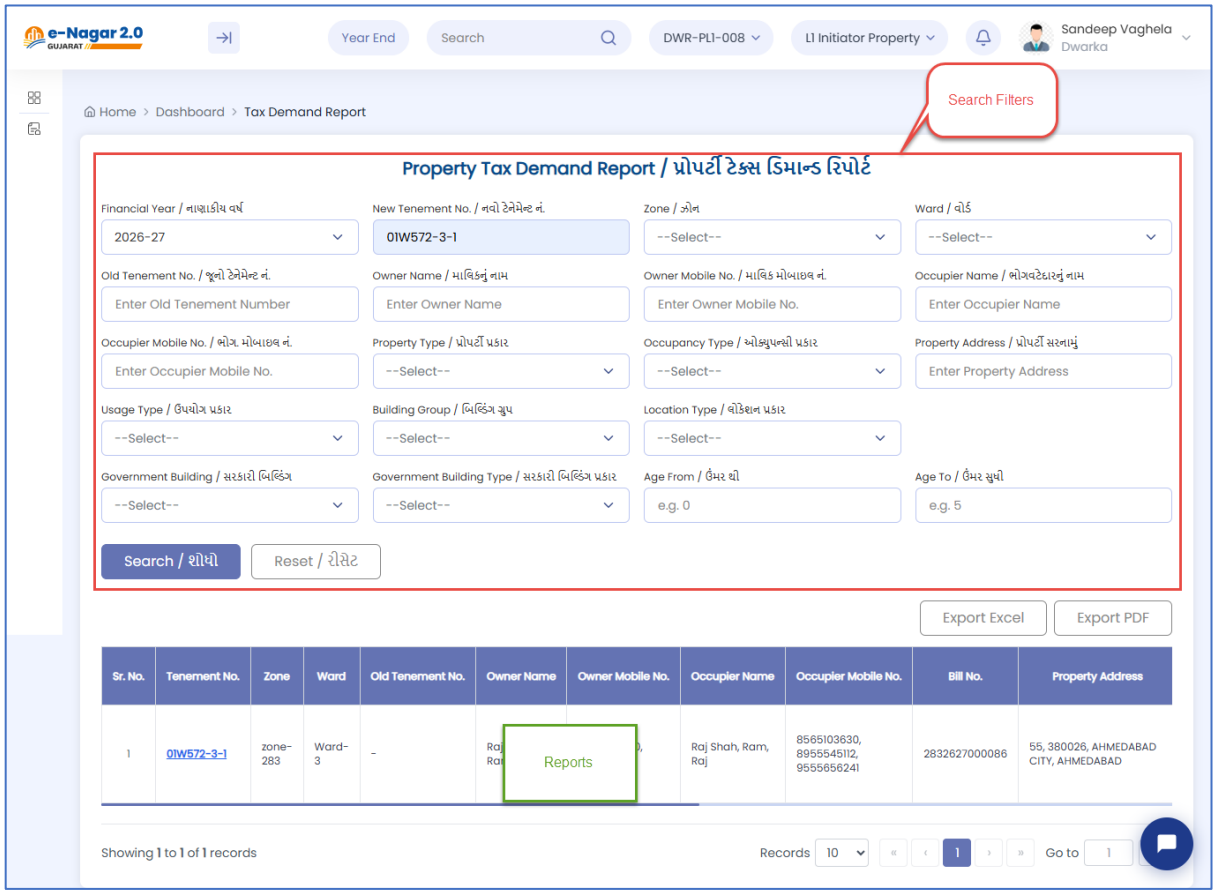


Figure 5-46

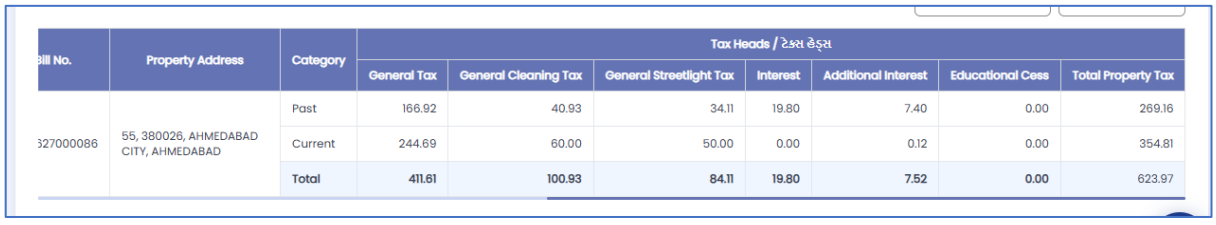


Figure 5-47

Search Filters

- Financial Year – Select financial year. (Dropdown)
- New Tenement Number – Enter new tenement number. (Text)
- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Old Tenement Number – Enter old tenement number. (Text)
- Owner Name – Enter owner name. (Text)

- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Property Type – Select property type. (Dropdown)
- Occupancy Type – Select occupancy type. (Dropdown)
- Property Address – Enter property address. (Text)
- Usage Type – Select usage type. (Dropdown)
- Building Group – Select building group. (Dropdown)
- Location Type – Select location type. (Dropdown)
- Government Building – Select government building option. (Dropdown)
- Government Building Type – Select government building type. (Dropdown)
- Age From – Enter minimum property age. (Numeric)
- Age To – Enter maximum property age. (Numeric)

Buttons

- Search – Retrieves matching records.
- Reset – Clears all applied filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Tenement Number
- Zone
- Ward
- Owner Name
- Owner Mobile Number
- Occupier Name
- Occupier Mobile Number
- Bill Number

- Property Address
- Tax Head-wise Demand Details
- Past Demand
- Current Demand
- Total Property Tax

Tax Demand Report

The Tax Demand Report is used to view tax demand details generated against properties including past demand, current demand, and total payable amounts.

5.6.4 Tenement / Property Details Report

Click on **Property Tax → Reports → Tenement / Property Details Report** to view detailed property information.

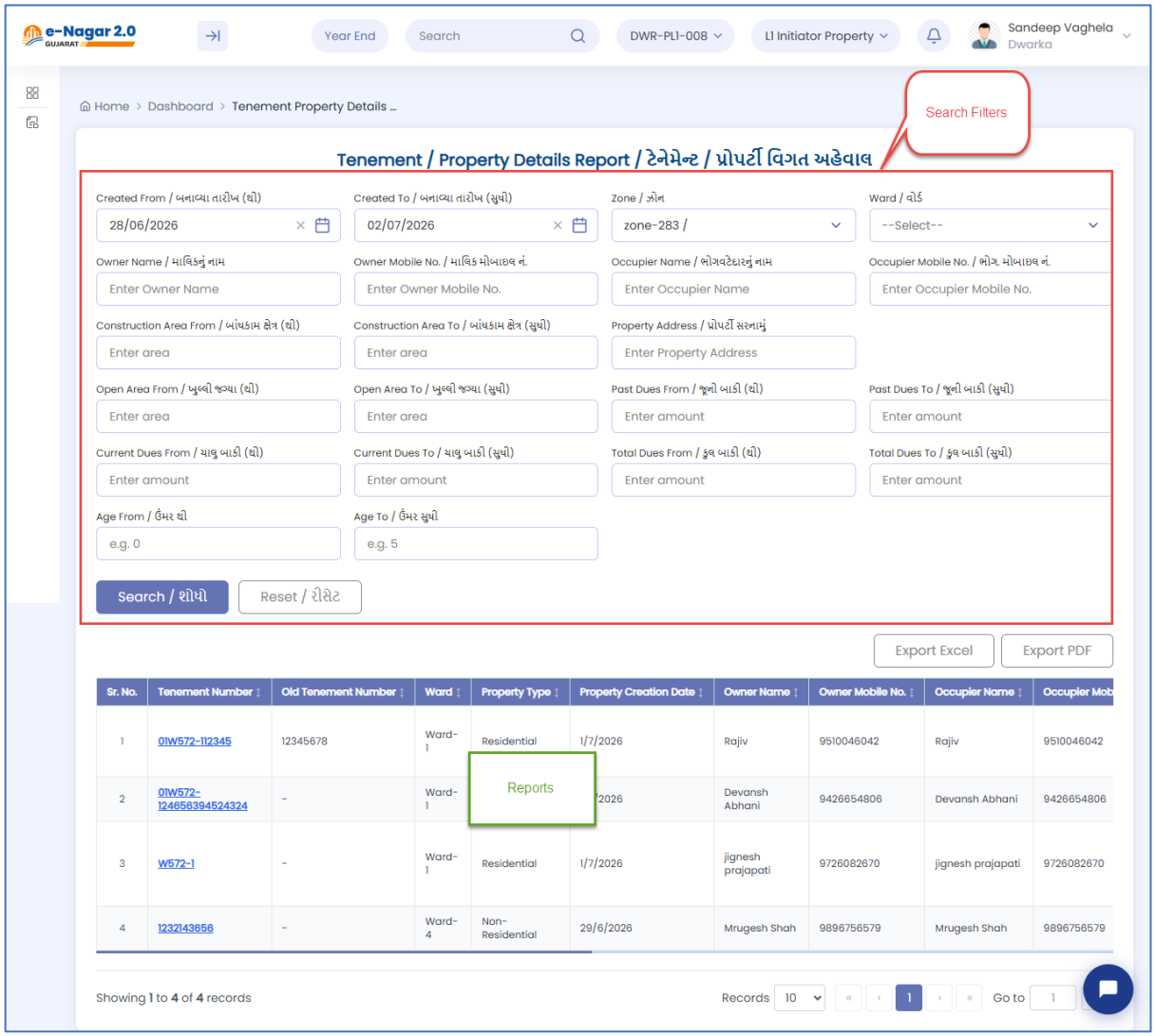


Figure 5-48



Occupier Mobile No.	Property Address	Postal Address	Water Connection	Drainage Connection	Construction Area	Open Area	Past Dues	Current Dues	Total Dues
9510046042	Shukan Smile City C6 301, Shukan Smile City GST Crossing Road New ranip, AHMEDABAD, AHMEDABAD	Shukan Smile City GST Crossing Road GST Crossing Road New ranip, AHMEDABAD, AHMEDABAD	-	-	100.00	0.00	0.00	0.00	0.00
9426654806	4 Area, AHMEDABAD, AHMEDABAD	4 Area, AHMEDABAD, AHMEDABAD	-	-	100.00	0.00	790.42	689.38	1479.80
9726082670	111 GST Crossing Road GST Crossing Road gandhinagar GJ, GANDHINAGAR, GANDHINAGAR	111 GST Crossing Road GST Crossing Road gandhinagar GJ, GANDHINAGAR, GANDHINAGAR	-	-	180.00	0.00	1022.77	892.44	1915.21
9896756579	54 Dwarka, DWARKA, DEVBHUMI DWARKA	54 Dwarka, DWARKA, DEVBHUMI DWARKA	-	-	54353.00	0.00	0.00	2219525.45	2219525.45

Figure 5-49

Search Filters

- Created From Date – Select start creation date. (Date Picker)

- Created To Date – Select end creation date. (Date Picker)
- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Construction Area From – Enter minimum construction area. (Numeric)
- Construction Area To – Enter maximum construction area. (Numeric)
- Property Address – Enter property address. (Text)
- Open Area From – Enter minimum open area. (Numeric)
- Open Area To – Enter maximum open area. (Numeric)
- Past Dues From – Enter minimum past dues amount. (Numeric)
- Past Dues To – Enter maximum past dues amount. (Numeric)
- Current Dues From – Enter minimum current dues amount. (Numeric)
- Current Dues To – Enter maximum current dues amount. (Numeric)
- Total Dues From – Enter minimum total dues amount. (Numeric)
- Total Dues To – Enter maximum total dues amount. (Numeric)
- Age From – Enter minimum property age. (Numeric)
- Age To – Enter maximum property age. (Numeric)
- **Buttons**
- Search – Retrieves matching records.
- Reset – Clears filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.
- **Search Result**

The report displays:

- Tenement Number

- Old Tenement Number
- Ward
- Property Type
- Property Creation Date
- Owner Details
- Occupier Details
- Postal Address
- Water Connection Details
- Drainage Connection Details
- Construction Area
- Open Area
- Past Dues
- Current Dues
- Total Dues

Tenement / Property Details Report

The Tenement / Property Details Report is used to view detailed information related to properties, owners, occupiers, construction details, and dues information.

5.6.5 Defaulter List Report

Click on **Property Tax → Reports → Defaulter List Report** to identify properties having outstanding tax dues.

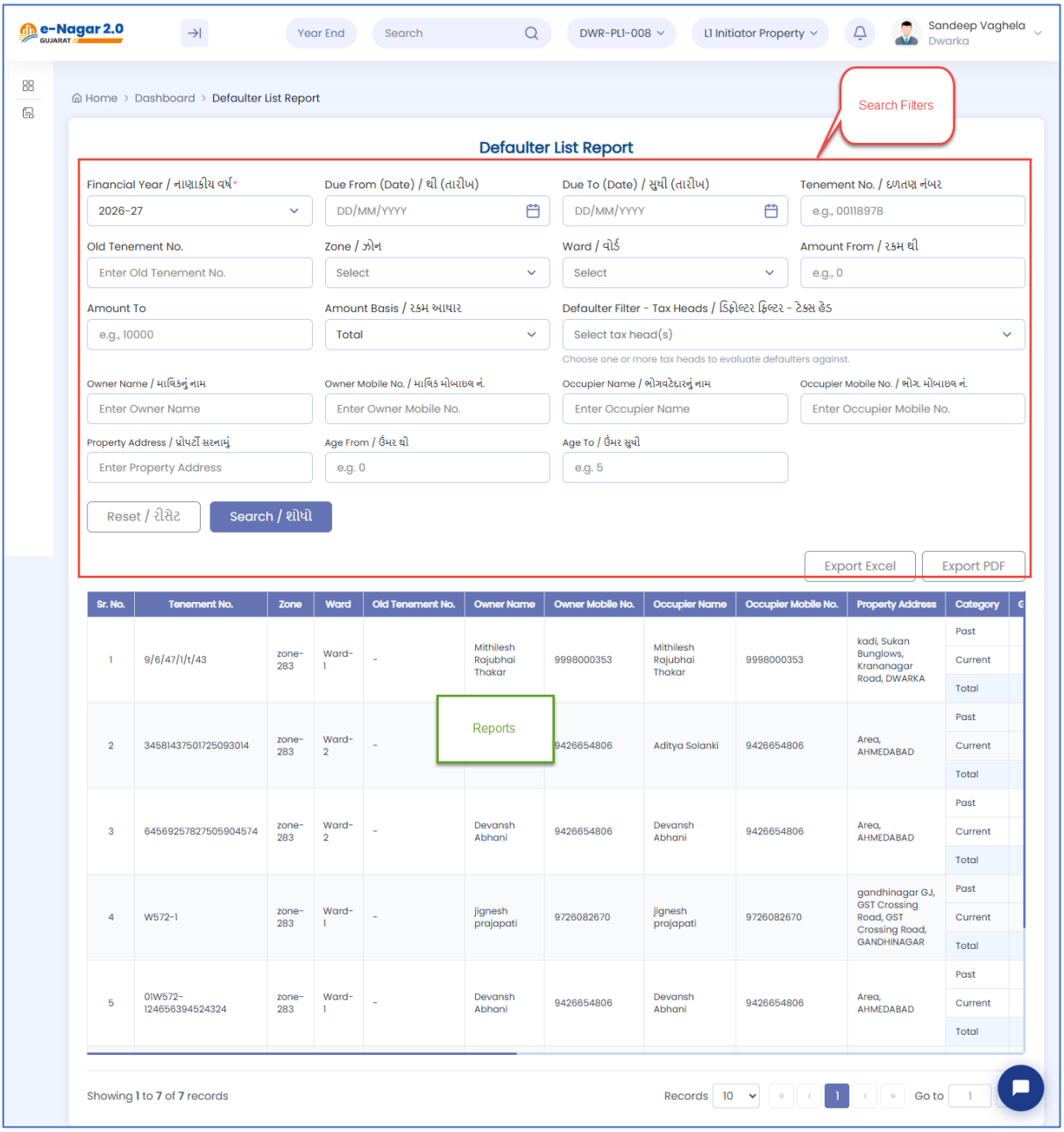


Figure 5-50



General Tax	General Water Tax	Special Water Tax	Special Drainage Tax	General Drainage Tax	General Cleaning Tax	General Streetlight Tax	Interest	Additional Interest	Educational Cess	Total
8,100.00	100.00	120.00	140.00	100.00	120.00	100.00	1,418.40	238.93	1,242.00	
7,425.00	50.00	60.00	70.00	50.00	60.00	50.00	0.00	53.61	1,485.00	
15,525.00	**150.00**	**180.00**	**210.00**	**150.00**	**180.00**	**150.00**	**1,418.40**	**292.54**	**2,727.00**	
562.50	50.00	0.00	0.00	50.00	60.00	50.00	92.70	17.66	16.88	
562.50	50.00	0.00	0.00	50.00	60.00	50.00	0.00	0.00	16.88	
1,125.00	**100.00**	**0.00**	**0.00**	**100.00**	**120.00**	**100.00**	**92.70**	**17.66**	**33.76**	
562.50	50.00	0.00	0.00	50.00	60.00	50.00	92.70	23.36	16.88	
562.50	50.00	0.00	0.00	50.00	60.00	50.00	0.00	0.00	16.88	
1,125.00	**100.00**	**0.00**	**0.00**	**100.00**	**120.00**	**100.00**	**92.70**	**23.36**	**33.76**	
759.37	0.00	0.00	0.00	0.00	60.00	50.00	104.32	26.30	22.78	
759.37	0.00	0.00	0.00	0.00	60.00	50.00	0.00	0.29	22.78	
1,518.74	**0.00**	**0.00**	**0.00**	**0.00**	**120.00**	**100.00**	**104.32**	**26.59**	**45.56**	

Figure 5-51

Search Filters

- Financial Year – Select financial year. (Dropdown)
- Due From Date – Select due start date. (Date Picker)
- Due To Date – Select due end date. (Date Picker)
- Tenement Number – Enter tenement number. (Text)
- Old Tenement Number – Enter old tenement number. (Text)
- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Amount From – Enter minimum outstanding amount. (Numeric)
- Amount To – Enter maximum outstanding amount. (Numeric)
- Amount Basis – Select amount calculation basis. (Dropdown)
- Defaulter Filter - Tax Heads – Select one or more tax heads. (Dropdown)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Property Address – Enter property address. (Text)
- Age From – Enter minimum age. (Numeric)
- Age To – Enter maximum age. (Numeric)
- **Buttons**
- Search – Retrieves report data.

- Reset – Clears applied filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.
- **Search Result**

The report displays:

- Tenement Number
- Zone
- Ward
- Owner Details
- Occupier Details
- Property Address
- Category
- Tax Head-wise Outstanding Amount
- Interest
- Additional Interest
- Total Outstanding Amount

Defaulter List Report

The Defaulter List Report is used to identify properties with pending tax dues and outstanding amounts for recovery purposes.

5.6.6 Request / Complaint Register Report

Click on **Property Tax → Reports → Request / Complaint Register Report** to view complaint and request records.

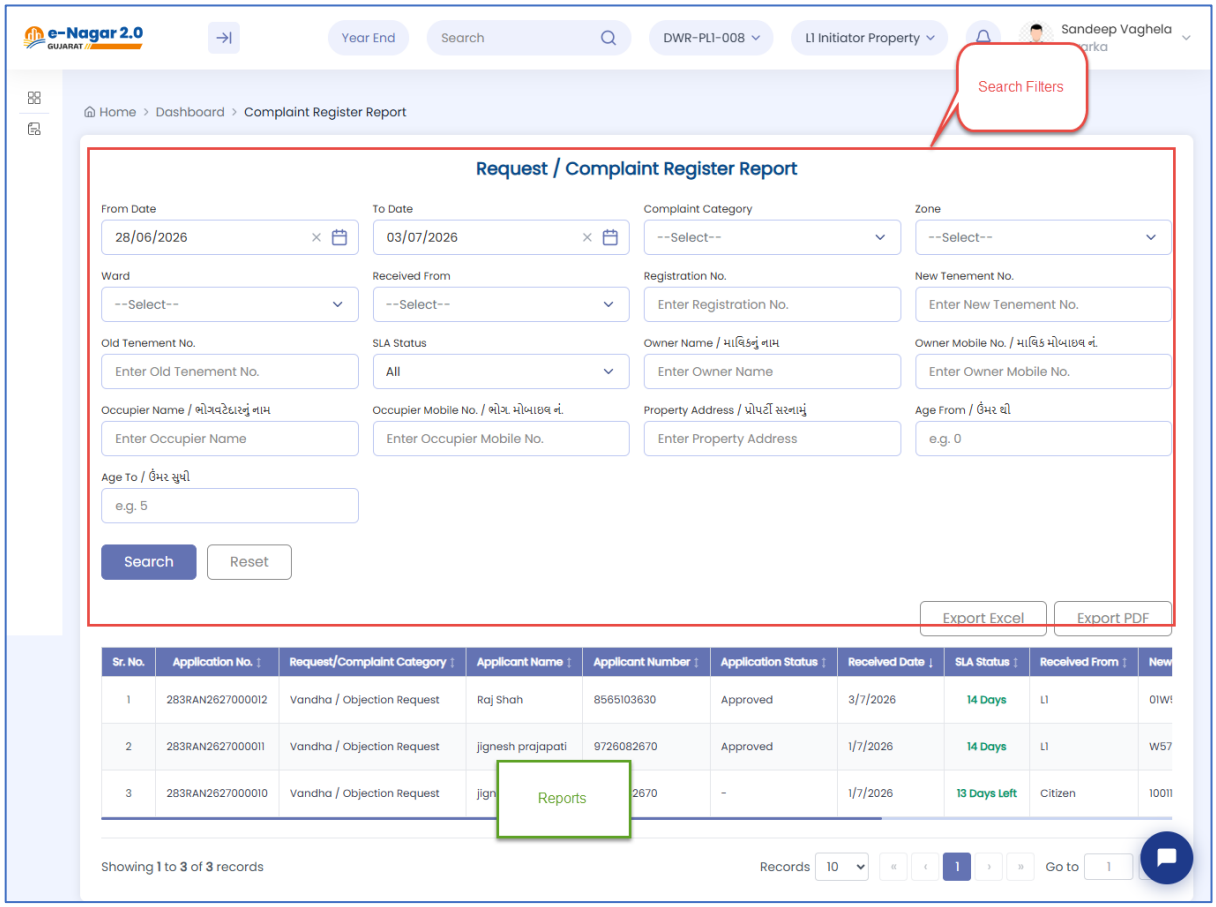


Figure 5-52

New Tenement No.	Old Tenement No.	Initiator User	Last Act User
01W572-3-1	-	Sandeep Vaghela	Sandeep Vaghela
W572-1	-	Sandeep Vaghela	Sandeep Vaghela
10011862026	-	Jignesh Prajapati	-

Figure 5-53

Search Filters

- From Date – Select start date. (Date Picker)
- To Date – Select end date. (Date Picker)
- Complaint Category – Select complaint category. (Dropdown)

- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Received From – Select request source. (Dropdown)
- Registration Number – Enter registration number. (Text)
- New Tenement Number – Enter new tenement number. (Text)
- Old Tenement Number – Enter old tenement number. (Text)
- SLA Status – Select SLA status. (Dropdown)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Property Address – Enter property address. (Text)
- Age From – Enter minimum age. (Numeric)
- Age To – Enter maximum age. (Numeric)

Buttons

- Search – Retrieves report data.
- Reset – Clears filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Application Number
- Request/Complaint Category
- Applicant Name
- Applicant Number
- Application Status
- Received Date
- SLA Status

- Received From
- New Tenement Number
- Old Tenement Number
- Initiator User
- Last Action User

Request / Complaint Register Report

The Request / Complaint Register Report is used to view complaint and request applications submitted by citizens along with their status and workflow details.

5.6.7 Tax Recovery Receipt Report

Click on **Property Tax → Reports → Tax Recovery Receipt Report** to view tax collection and receipt information.

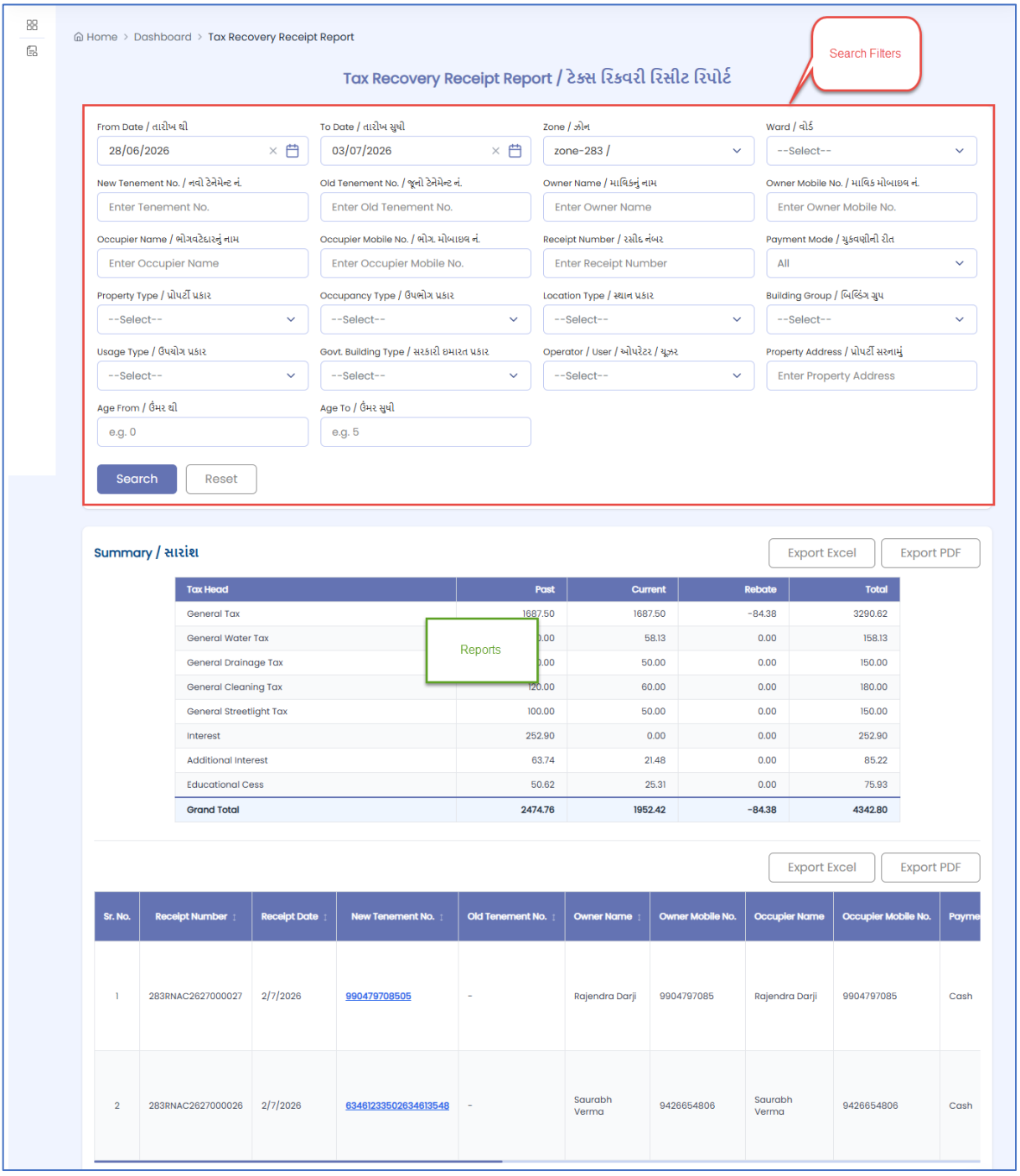


Figure 5-54

Payment Mode	Property Type	Category	Tax Heads / ટેક્સ હેડ્સ								
			General Tax	General Water Tax	General Drainage Tax	General Cleaning Tax	General Streetlight Tax	Interest	Additional Interest	Educational Cess	Total Amount
Cash	Residential	Past	843.75	50.00	50.00	60.00	50.00	126.45	31.87	25.31	1237.38
		Current	843.75	50.00	50.00	60.00	50.00	0.00	10.74	25.31	1089.80
		Total	**1687.50**	**100.00**	**100.00**	**120.00**	**100.00**	**126.45**	**42.61**	**50.62**	2327.18
		Rebate	-84.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-84.38
Cash	Residential	Past	843.75	50.00	50.00	60.00	50.00	126.45	31.87	25.31	1237.38
		Current	843.75	8.13	0.00	0.00	0.00	0.00	10.74	0.00	862.62
		Total	**1687.50**	**58.13**	**50.00**	**60.00**	**50.00**	**126.45**	**42.61**	**25.31**	2100.00
		Rebate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Figure 5-55

Search Filters

- From Date – Select start date. (Date Picker)
- To Date – Select end date. (Date Picker)
- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- New Tenement Number – Enter new tenement number. (Text)
- Old Tenement Number – Enter old tenement number. (Text)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Receipt Number – Enter receipt number. (Text)
- Payment Mode – Select payment mode. (Dropdown)
- Property Type – Select property type. (Dropdown)
- Occupancy Type – Select occupancy type. (Dropdown)
- Location Type – Select location type. (Dropdown)
- Building Group – Select building group. (Dropdown)
- Usage Type – Select usage type. (Dropdown)
- Government Building Type – Select government building type. (Dropdown)
- Operator/User – Select receipt operator. (Dropdown)
- Property Address – Enter property address. (Text)
- Age From – Enter minimum age. (Numeric)

- Age To – Enter maximum age. (Numeric)

Buttons

- Search – Retrieves matching records.
- Reset – Clears filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Receipt Number
- Receipt Date
- New Tenement Number
- Owner Details
- Occupier Details
- Payment Mode
- Property Type
- Tax Head-wise Collection Details
- Rebates Applied
- Total Amount Collected

Tax Recovery Receipt Report

The Tax Recovery Receipt Report is used to view property tax collection receipts and payment details for the selected period.

5.6.8 Deactivate / Reactivate Tenement Report

Click on **Property Tax → Reports → Deactivate/Reactivate Tenement Report** to view activation history of properties.

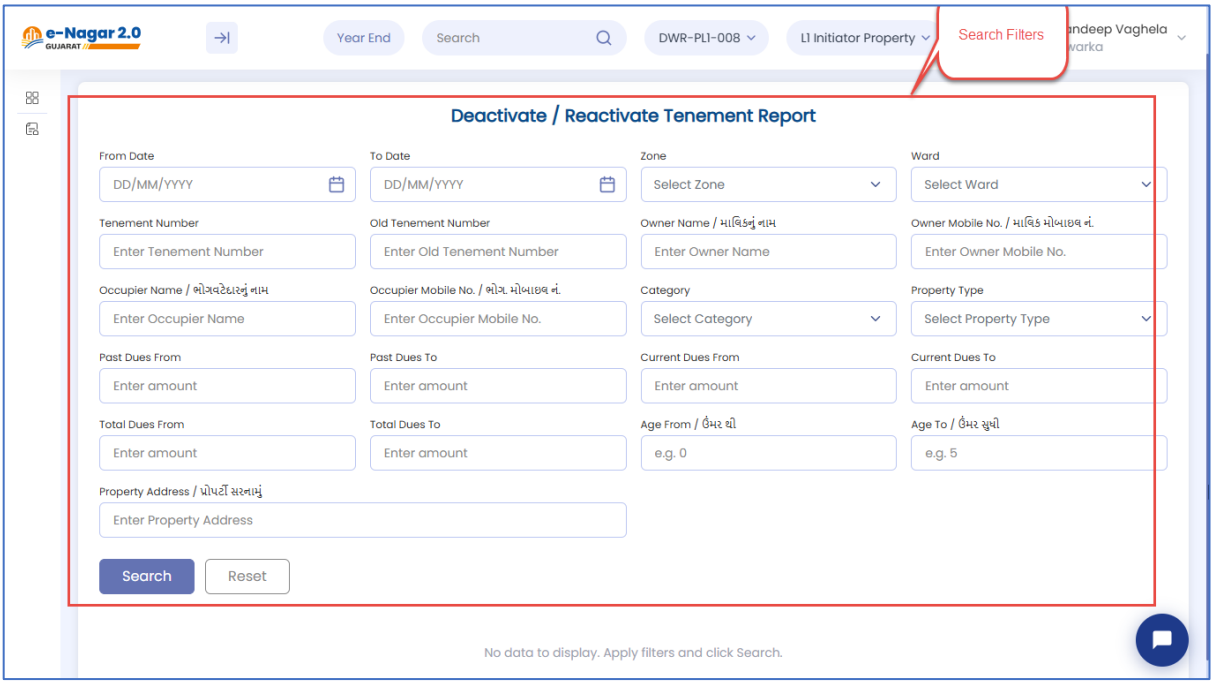


Figure 5-56

Search Filters

- From Date – Select start date. (Date Picker)
- To Date – Select end date. (Date Picker)
- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Tenement Number – Enter tenement number. (Text)
- Old Tenement Number – Enter old tenement number. (Text)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Category – Select activation category. (Dropdown)
- Property Type – Select property type. (Dropdown)
- Past Dues From – Enter minimum past due amount. (Numeric)

- Past Dues To – Enter maximum past due amount. (Numeric)
- Current Dues From – Enter minimum current due amount. (Numeric)
- Current Dues To – Enter maximum current due amount. (Numeric)
- Total Dues From – Enter minimum total due amount. (Numeric)
- Total Dues To – Enter maximum total due amount. (Numeric)
- Age From – Enter minimum age. (Numeric)
- Age To – Enter maximum age. (Numeric)
- Property Address – Enter property address. (Text)

Buttons

- Search – Retrieves report data.
- Reset – Clears filters.

Deactivate / Reactivate Tenement Report

The Deactivate / Reactivate Tenement Report is used to track properties that have been deactivated or reactivated along with their status history.

5.6.9 Demand Register Report

Click on **Property Tax → Reports → Demand Register Report** to view complete demand information for a property.

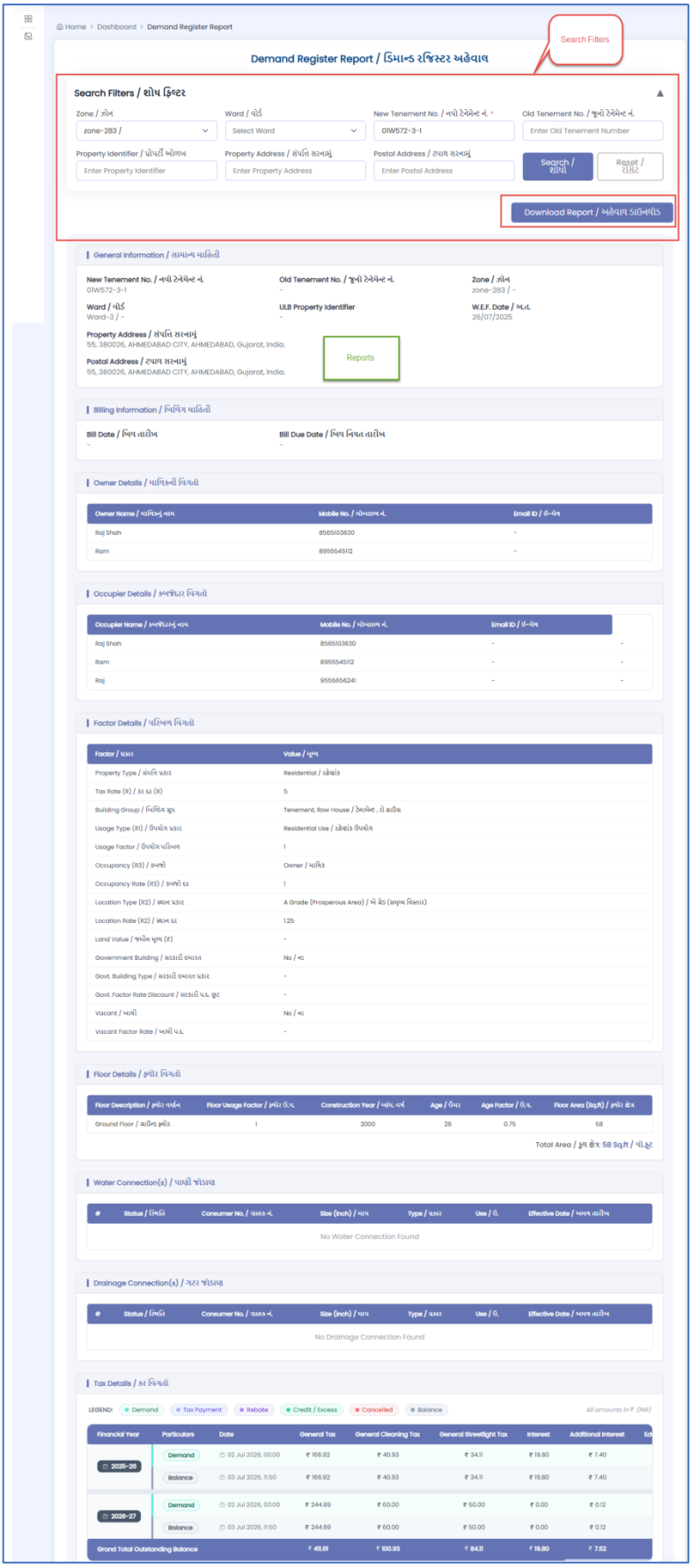

Home > Dashboard > Demand Register Report
Search Filters
Demand Register Report / ડિમાન્ડ રજિસ્ટર અહેવાલ
Search Filters / શોધ ફિલ્ટર
Zone / ઝોન
zone-283 /
Ward / વોર્ડ
Select Ward
New Tenement No. / નવો ટેનેમેન્ટ નં. *
01W572-3-1
Old Tenement No. / જૂનો ટેનેમેન્ટ નં.
Enter Old Tenement Number
Property Identifier / પ્રોપર્ટી ઓળખ
Enter Property Identifier
Property Address / સંપત્તિ સરનામું
Enter Property Address
Postal Address / ટપાલ સરનામું
Enter Postal Address
Search / શોધો
Reset / રીસેટ
Download Report / અહેવાલ ડાઉનલોડ
General Information / સામાન્ય માહિતી
New Tenement No. / નવો ટેનેમેન્ટ નં.
01W572-3-1
Old Tenement No. / જૂનો ટેનેમેન્ટ નં.
Zone / ઝોન
zone-283 / -
Ward / વોર્ડ
Ward-3 / -
ULB Property Identifier
W.E.F. Date / w.e.f.
26/07/2025
Property Address / સંપત્તિ સરનામું
55, 380026, AHMEDABAD CITY, AHMEDABAD, Gujarat, India.
Postal Address / ટપાલ સરનામું
55, 380026, AHMEDABAD CITY, AHMEDABAD, Gujarat, India.
Reports
Billing Information / બિલિંગ માહિતી
Bill Date / બિલ તારીખ
Bill Due Date / બિલ નિયત તારીખ
Owner Details / માલિકની વિગતો
Owner Name / માલિકનું નામ
Mobile No. / મોબાઇલ નં.
Email ID / ઈ-મેલ
Raj Shah
8565103630
Ram
8955545112
Occupier Details / ઓક્યુપાયર વિગતો
Occupier Name / ઓક્યુપાયરનું નામ
Mobile No. / મોબાઇલ નં.
Email ID / ઈ-મેલ
Raj Shah
8565103630
Ram
8955545112
Raj
9555656241
Factor Details / પરિબળ વિગતો
Factor / પરિબળ
Value / મૂલ્ય
Property Type / સંપત્તિ પ્રકાર
Residential / રહેવાસી
Tax Rate (₹) / કર દર (₹)
5
Building Group / બિલ્ડિંગ ગ્રૂપ
Tenement, Row House / ટેનામેન્ટ, રો હાઉસ
Usage Type (₹) / ઉપયોગ પ્રકાર
Residential Use / રહેવાસી ઉપયોગ
Usage Factor / ઉપયોગ પરિબળ
1
Occupancy (₹3) / ઓક્યુપન્સી
Owner / માલિક
Occupancy Rate (₹3) / ઓક્યુપન્સી દર
1
Location Type (₹2) / સ્થાન પ્રકાર
A Grade (Prosperous Area) / એ ગ્રેડ (સમૃદ્ધ વિસ્તાર)
Location Rate (₹2) / સ્થાન દર
1.25
Land Value / જમીન મૂલ્ય (₹)
-
Government Building / સરકારી ઇમારત
No / ના
Govt. Building Type / સરકારી ઇમારત પ્રકાર
-
Govt. Factor Rate Discount / સરકારી પ.દ. છૂટ
-
Vacant / ખાલી
No / ના
Vacant Factor Rate / ખાલી પ.દ.
-
Floor Details / ફ્લોર વિગતો
Floor Description / ફ્લોર વર્ણન
Floor Usage Factor / ફ્લોર ઉ.પ.
Construction Year / બાંધ. વર્ષ
Age / ઉંમર
Age Factor / ઉ.પ.
Floor Area (Sq.ft) / ફ્લોર ક્ષેત્ર
Ground Floor / ગ્રાઉન્ડ ફ્લોર
1
2000
26
0.75
58
Total Area / કુલ ક્ષેત્ર: 58 Sq.ft / ચો.ફૂ.
Water Connection(s) / પાણી જોડાણ
#
Status / સ્થિતિ
Consumer No. / ગ્રાહક નં.
Size (inch) / માપ
Type / પ્રકાર
Use / ઉ.
Effective Date / અમલ તારીખ
No Water Connection Found
Drainage Connection(s) / ગટર જોડાણ
#
Status / સ્થિતિ
Consumer No. / ગ્રાહક નં.
Size (inch) / માપ
Type / પ્રકાર
Use / ઉ.
Effective Date / અમલ તારીખ
No Drainage Connection Found
Tax Details / કર વિગતો
LEGEND: Demand Tax Payment Rebate Credit / Excess Cancelled Balance
All amounts in ₹ (INR)
Financial Year
Particulars
Date
General Tax
General Cleaning Tax
General Streetlight Tax
Interest
Additional Interest
2025-26
Demand
02 Jul 2026, 00:00
₹ 166.92
₹ 40.93
₹ 34.11
₹ 19.80
₹ 7.40
Balance
03 Jul 2026, 11:50
₹ 166.92
₹ 40.93
₹ 34.11
₹ 19.80
₹ 7.40
2026-27
Demand
02 Jul 2026, 00:00
₹ 244.69
₹ 60.00
₹ 50.00
₹ 0.00
₹ 0.12
Balance
03 Jul 2026, 11:50
₹ 244.69
₹ 60.00
₹ 50.00
₹ 0.00
₹ 0.12
Grand Total Outstanding Balance
₹ 411.61
₹ 100.93
₹ 84.11
₹ 19.80
₹ 7.52

Figure 5-57

Search Filters

- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- New Tenement Number – Enter new tenement number. (Text)
- Old Tenement Number – Enter old tenement number. (Text)
- Property Identifier – Enter property identifier. (Text)
- Property Address – Enter property address. (Text)
- Postal Address – Enter postal address. (Text)

Buttons

- Search – Retrieves demand details.
- Reset – Clears search criteria.
- Download Report – Downloads the report.

Report Sections

- General Information
- Billing Information
- Owner Details
- Occupier Details
- Factor Details
- Floor Details
- Water Connections
- Drainage Connections
- Tax Details

Demand Register Report

The Demand Register Report is used to view complete property demand information including owner details, factor details, floor details, and tax calculations.

5.6.10Tax Wise Property Count Report

Click on **Property Tax → Reports → Tax Wise Property Count Report** to view property count grouped by tax heads.

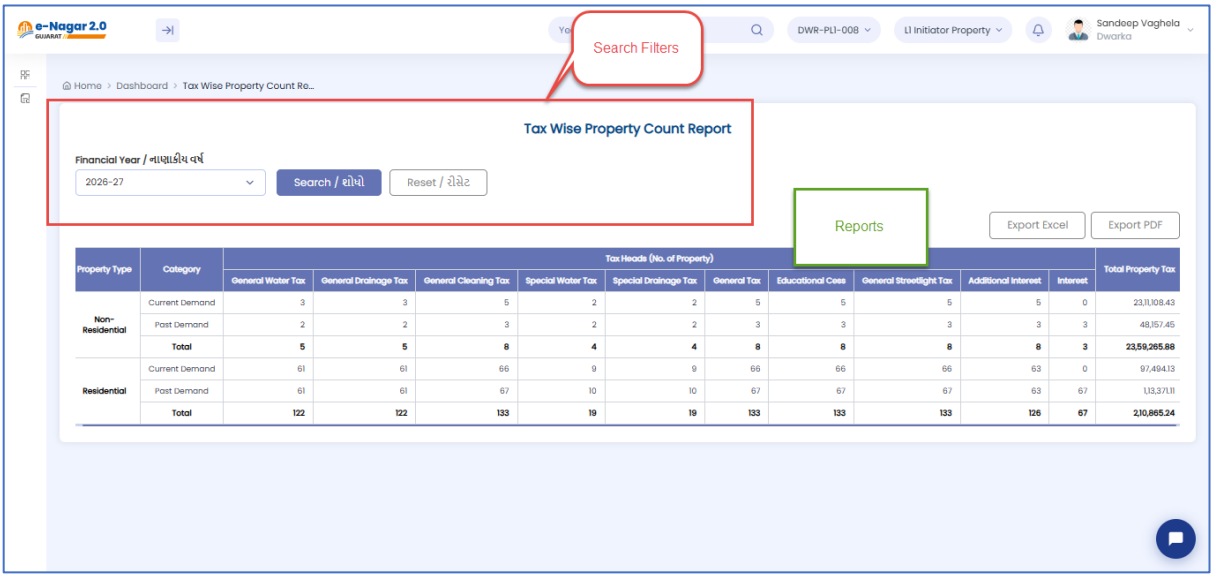


Figure 5-58

Search Filters

- Financial Year – Select financial year. (Dropdown)

Buttons

- Search – Retrieves report details.
- Reset – Clears selected financial year.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Property Type
- Demand Category
- Number of Properties under each Tax Head
- Total Property Tax Amount
- Interest Count
- Additional Interest Count

Tax Wise Property Count Report

The Tax Wise Property Count Report is used to view the number of properties contributing to different tax heads and tax categories.

5.6.11 Property Wise Floor Details Report

Click on **Property Tax → Reports → Property Wise Floor Details Report** to view floor-wise information of properties.

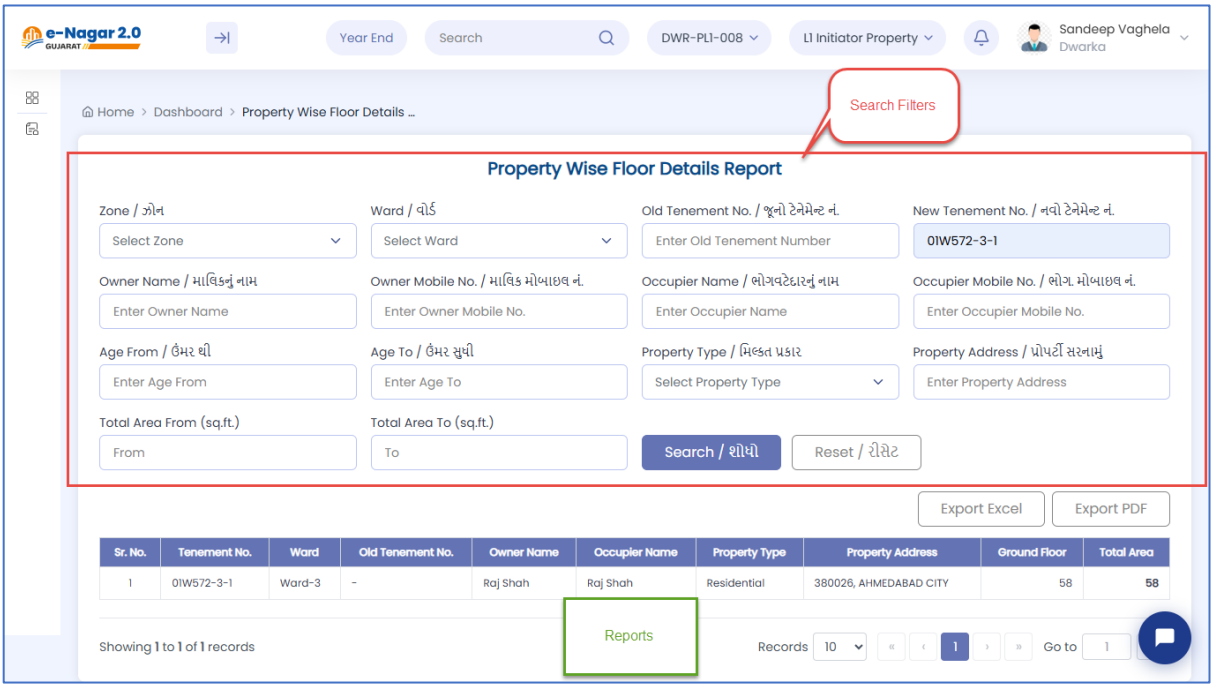


Figure 5-59

Search Filters

- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Old Tenement Number – Enter old tenement number. (Text)
- New Tenement Number – Enter new tenement number. (Text)
- Owner Name – Enter owner name. (Text)
- Owner Mobile Number – Enter owner mobile number. (Numeric)
- Occupier Name – Enter occupier name. (Text)
- Occupier Mobile Number – Enter occupier mobile number. (Numeric)
- Age From – Enter minimum property age. (Numeric)
- Age To – Enter maximum property age. (Numeric)
- Property Type – Select property type. (Dropdown)
- Property Address – Enter property address. (Text)
- Total Area From – Enter minimum area value. (Numeric)

- Total Area To – Enter maximum area value. (Numeric)

Buttons

- Search – Retrieves matching records.
- Reset – Clears filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Tenement Number
- Ward
- Owner Name
- Occupier Name
- Property Type
- Property Address
- Ground Floor Area
- Total Area

Property Wise Floor Details Report

The Property Wise Floor Details Report is used to view floor-wise construction details and area information for properties.

5.6.12 Property Assessment Report

Click on **Property Tax → Reports → Property Assessment Report** to view detailed assessment information of properties.

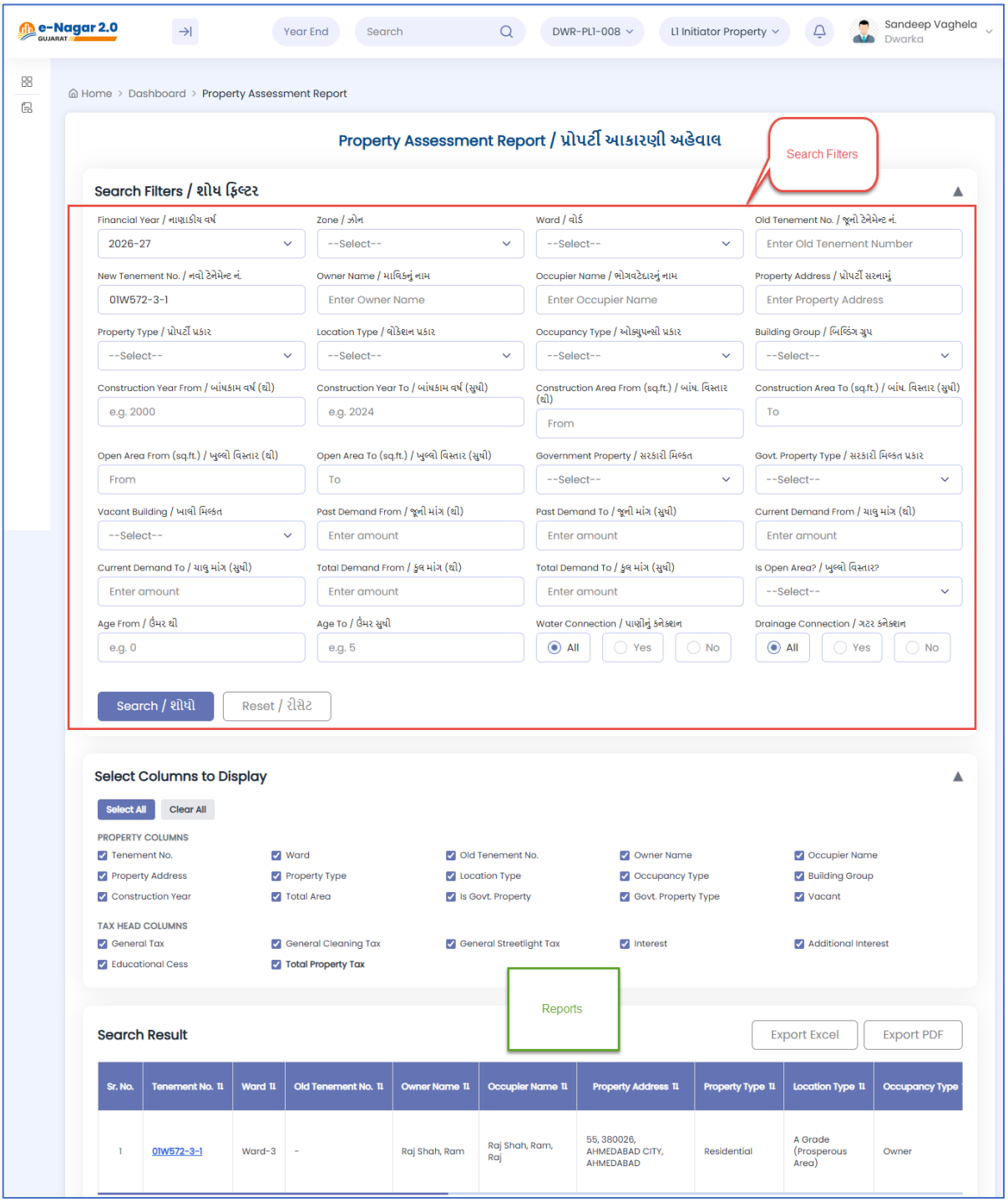


Figure 5-60

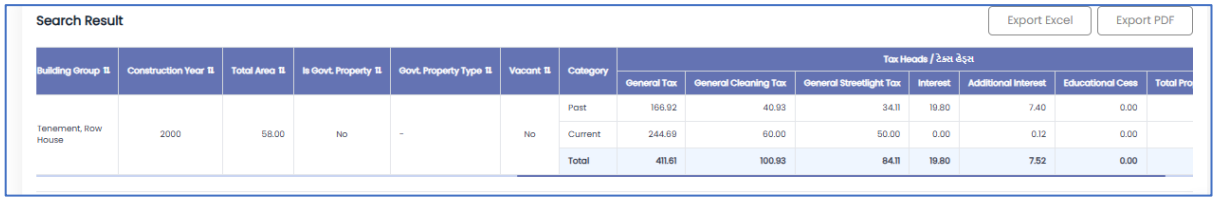


Figure 5-61

Search Filters

The report provides filters for:

- Financial Year
- Zone
- Ward
- Old Tenement Number
- New Tenement Number
- Owner Name
- Occupier Name
- Property Address
- Property Type
- Location Type
- Occupancy Type
- Building Group
- Construction Year Range
- Construction Area Range
- Open Area Range
- Government Property
- Government Property Type
- Vacant Building
- Demand Amount Range
- Water Connection Status
- Drainage Connection Status
- Age Range

Column Selection

The report allows users to select or deselect columns before generating the report using:

- Select All
- Clear All

Buttons

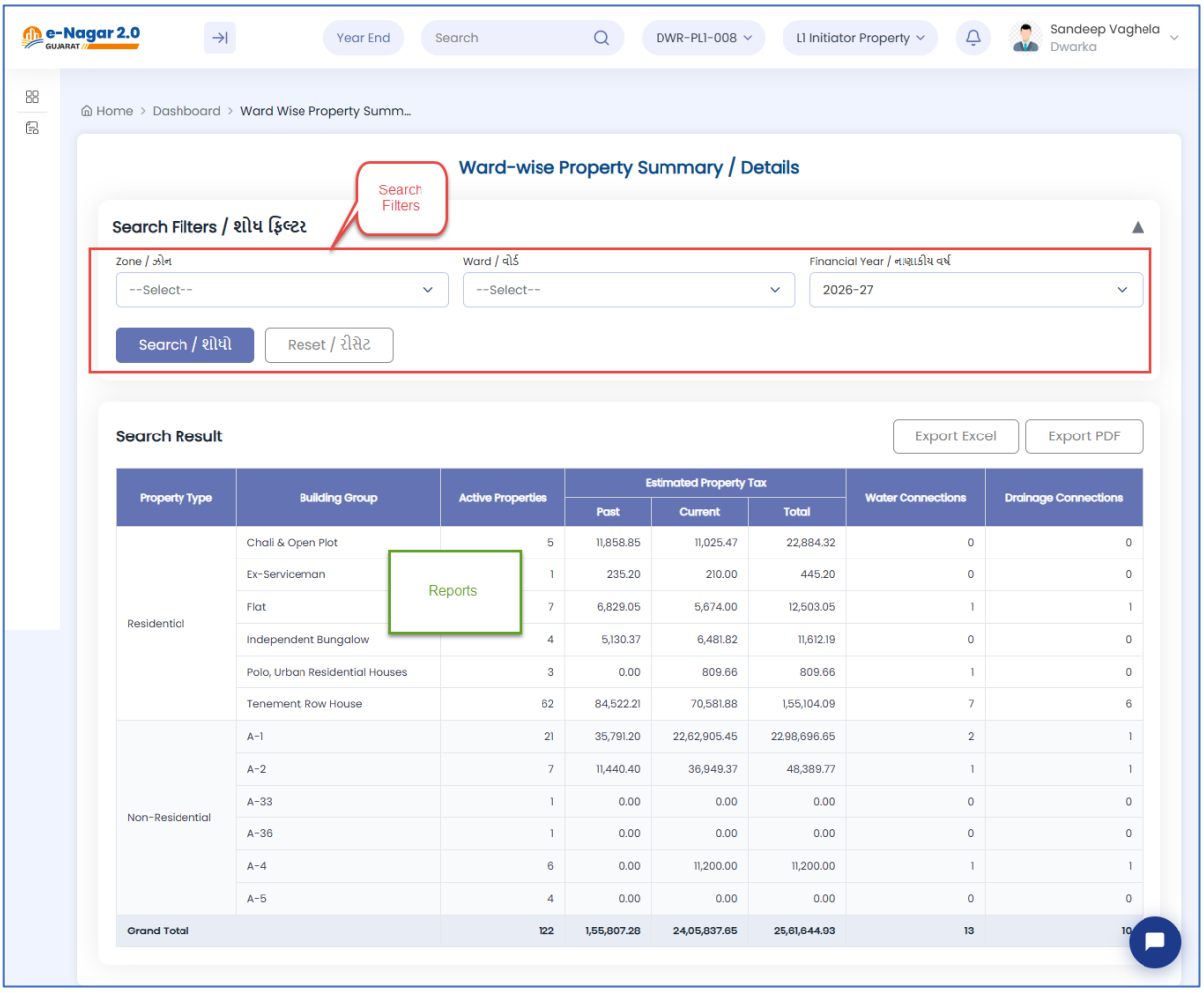
- Search – Retrieves report data.
- Reset – Clears filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Property Assessment Report

The Property Assessment Report is used to view detailed assessment information and taxation parameters associated with properties.

5.6.13 Ward-wise Property Summary / Details Report

Click on **Property Tax → Reports → Ward-wise Property Summary / Details** to view ward level property statistics.



Property Type	Building Group	Active Properties	Estimated Property Tax			Water Connections	Drainage Connections
			Past	Current	Total		
Residential	Chali & Open Plot	5	11,858.85	11,025.47	22,884.32	0	0
	Ex-Serviceman	1	235.20	210.00	445.20	0	0
	Flat	7	6,829.05	5,674.00	12,503.05	1	1
	Independent Bungalow	4	5,130.37	6,481.82	11,612.19	0	0
	Polo, Urban Residential Houses	3	0.00	809.66	809.66	1	0
	Tenement, Row House	62	84,522.21	70,581.88	1,55,104.09	7	6
Non-Residential	A-1	21	35,791.20	22,62,905.45	22,98,696.65	2	1
	A-2	7	11,440.40	36,949.37	48,389.77	1	1
	A-33	1	0.00	0.00	0.00	0	0
	A-36	1	0.00	0.00	0.00	0	0
	A-4	6	0.00	11,200.00	11,200.00	1	1
	A-5	4	0.00	0.00	0.00	0	0
Grand Total		122	1,55,807.28	24,05,837.65	25,61,644.93	13	10

Figure 5-62

Search Filters

- Zone – Select zone. (Dropdown)
- Ward – Select ward. (Dropdown)
- Financial Year – Select financial year. (Dropdown)

Buttons

- Search – Retrieves report data.
- Reset – Clears applied filters.
- Export Excel – Downloads report in Excel format.
- Export PDF – Downloads report in PDF format.

Search Result

The report displays:

- Property Type
- Building Group
- Active Properties Count
- Estimated Property Tax
- Past Demand Amount
- Current Demand Amount
- Total Demand Amount
- Water Connections Count
- Drainage Connections Count
- Grand Total Summary of selected ward data.

Ward-wise Property Summary Details Report

The Ward-wise Property Summary Details Report is used to view ward-wise statistics and summarized property information including demand and utility connection details.

5.6.14Notice / Warrant Register Report

This report is used to view and track notices and warrants issued against properties or tenements for outstanding dues or other tax-related actions. Users can search records using date range, tenement details, owner details, and location filters to monitor notice and warrant activities.

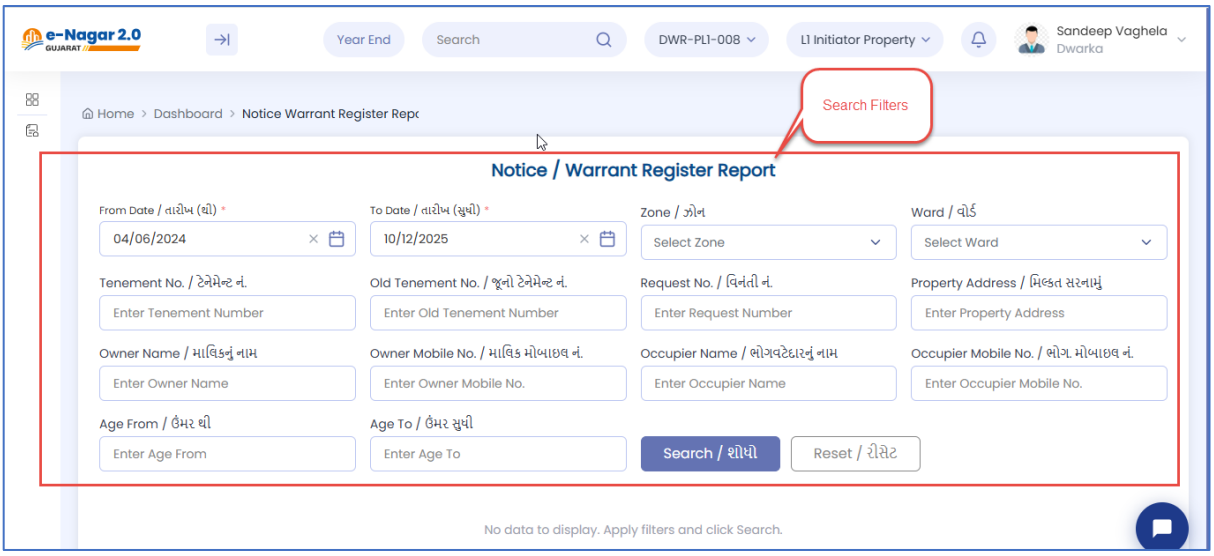


Figure 5-63

Available Filters:

- From Date – Specifies the start date for the search period. (Date Picker)
- To Date – Specifies the end date for the search period. (Date Picker)
- Zone – Filters records based on the selected zone. (Dropdown)
- Ward – Filters records based on the selected ward. (Dropdown)
- Tenement No. – Searches records using the tenement number. (Text)
- Old Tenement No. – Searches records using the old tenement number. (Text)
- Request No. – Searches records using the notice or warrant request number. (Text)
- Property Address – Searches records using the property address. (Text)
- Owner Name – Searches records using the owner's name. (Text)
- Owner Mobile No. – Searches records using the owner's mobile number. (Numeric)
- Occupier Name – Searches records using the occupier's name. (Text)
- Occupier Mobile No. – Searches records using the occupier's mobile number. (Numeric)
- Age From – Filters records based on minimum age criteria. (Numeric)

- Age To – Filters records based on maximum age criteria. (Numeric)

Buttons:

- Search – Retrieves records matching the entered criteria.
- Reset – Clears all entered filter values.

5.6.15 Demand Collection Percentage Report

This report provides a summary of demand, collection, pending amount, and collection percentages for different tax heads, enabling authorities to evaluate tax recovery performance.

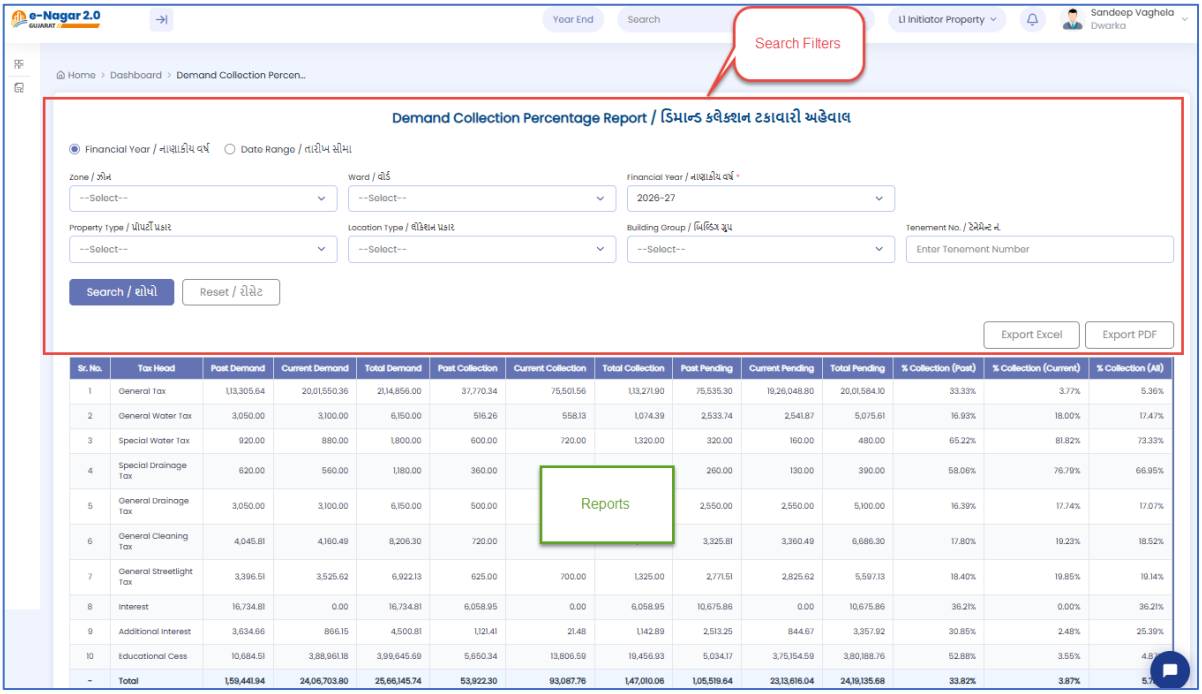


Figure 5-64

Available Filters:

- Financial Year / Date Range – Selects the reporting period. (Radio Button)
- Zone – Filters records based on zone. (Dropdown)
- Ward – Filters records based on ward. (Dropdown)
- Financial Year – Selects the financial year for the report. (Dropdown)
- Property Type – Filters records based on property type. (Dropdown)
- Location Type – Filters records based on location category. (Dropdown)
- Building Group – Filters records based on building group. (Dropdown)
- Tenement No. – Searches using the tenement number. (Text)

Report Columns

- Zone
- Ward
- Total Properties

- Past Demand
- Current Demand
- Total Demand
- Past Collection
- Current Collection
- Total Collection
- Past Pending
- Current Pending
- Total Pending
- Demand Collection Percentage (%)
- Recovery Percentage (%)
- Collection Efficiency (%)
- Financial Year

Buttons:

- Search – Generates the report.
- Reset – Clears filter values.
- Export Excel – Downloads the report in Excel format.
- Export PDF – Downloads the report in PDF format.

Purpose of Report

The Demand Collection Percentage Report is used to analyze property tax demand, collection, pending dues, and collection efficiency for the selected period. The report helps authorities evaluate revenue recovery performance and identify collection trends across different tax heads and geographical areas.

5.6.16Bill Register Report

This report provides bill generation details along with due amounts, rebate dates, receiver details, and billing information for properties.

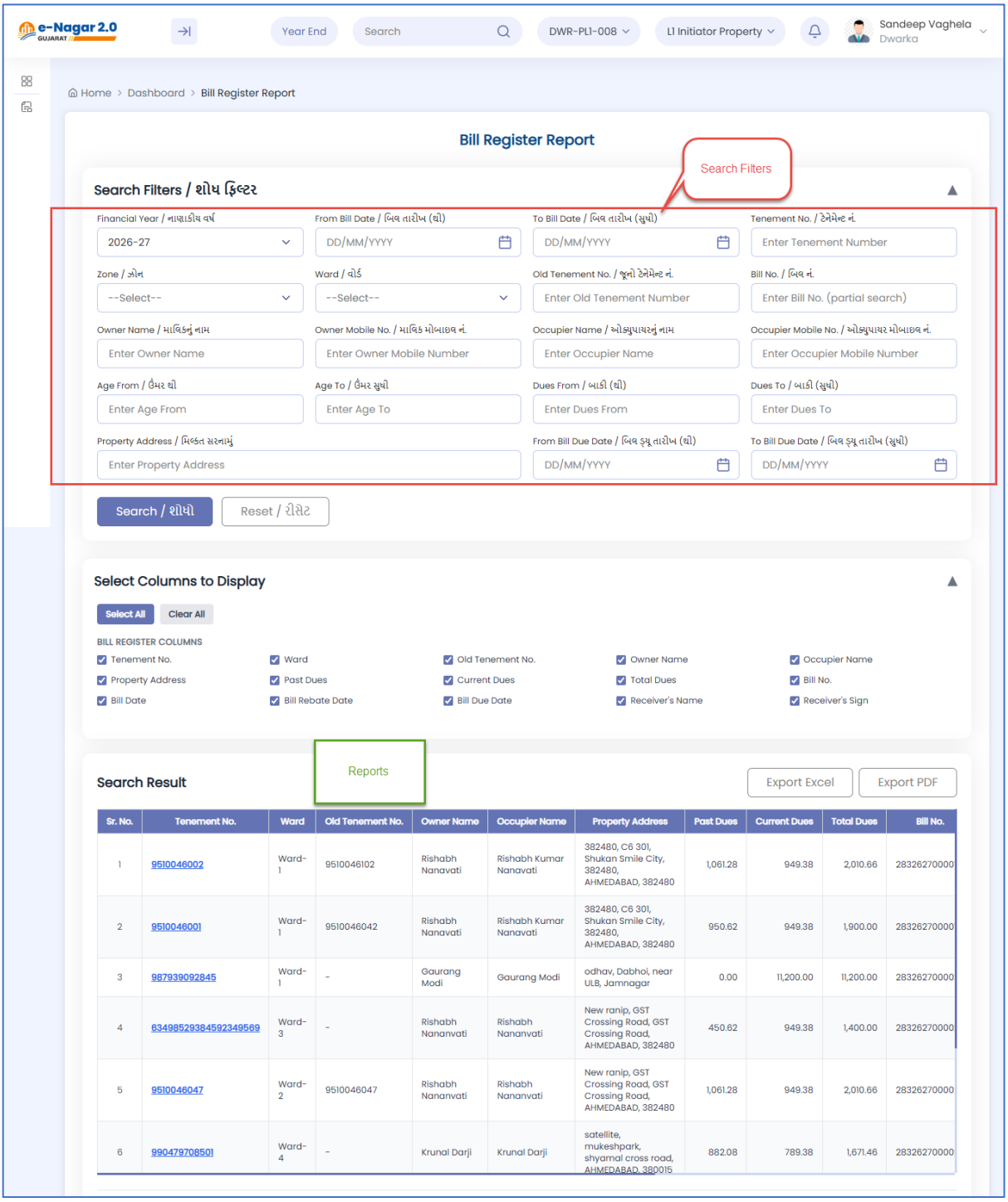


Figure 5-65

Bill Date	Bill Rebate Date	Bill Due Date	Receiver's Name	Receiver's Sign	Action
1/6/2026	10/6/2026	11/6/2026	Nananvati		
1/6/2026	30/6/2026	30/6/2026	Rishabh Nananvati		
1/6/2026	29/6/2026	30/6/2026	Krunal Darji		
1/6/2026	29/6/2026	30/6/2026	tanuj patel		
1/6/2026	29/6/2026	30/6/2026	Saurabh Verma		
1/6/2026	29/6/2026	30/6/2026	Harsh Tanna		
1/6/2026	29/6/2026	30/6/2026	Vivek Darji		

Figure 5-66

Available Filters:

- Financial Year – Selects the financial year. (Dropdown)
- From Bill Date – Filters records from the selected bill date onwards. (Date Picker)
- To Bill Date – Filters records up to the selected bill date. (Date Picker)
- Tenement No. – Searches using tenement number. (Text)
- Zone – Filters records by zone. (Dropdown)
- Ward – Filters records by ward. (Dropdown)
- Old Tenement No. – Searches using old tenement number. (Text)
- Bill No. – Searches using bill number. (Text)
- Owner Name – Searches using owner name. (Text)
- Owner Mobile No. – Searches using owner mobile number. (Numeric)
- Occupier Name – Searches using occupier name. (Text)
- Occupier Mobile No. – Searches using occupier mobile number. (Numeric)

- Age From – Filters records based on minimum age. (Numeric)
- Age To – Filters records based on maximum age. (Numeric)
- Dues From – Filters records with dues greater than the specified amount. (Numeric)
- Dues To – Filters records with dues less than the specified amount. (Numeric)
- Property Address – Searches using property address. (Text)

Report Columns

- Bill Number
- Bill Generation Date
- Rebate Date
- Due Date
- New Tenement Number
- Old Tenement Number
- ULB Property Identifier
- Owner Name
- Occupier Name
- Property Address
- Ward
- Zone
- Property Type
- Bill Amount
- Rebate Amount
- Net Payable Amount
- Payment Status
- Receipt Number
- Receipt Date
- Operator Name
- Bill Status

Buttons:

- Search
- Reset
- Export Excel
- Export PDF

Purpose of Report

The Bill Register Report is used to view details of generated property tax bills, bill amounts, rebate details, due dates, and billing information for properties within the selected criteria.

5.6.17Owner/Occupier TSF Payment Report

This report displays Transfer Service Fee (TSF) payment transactions associated with ownership or occupancy transfer requests.

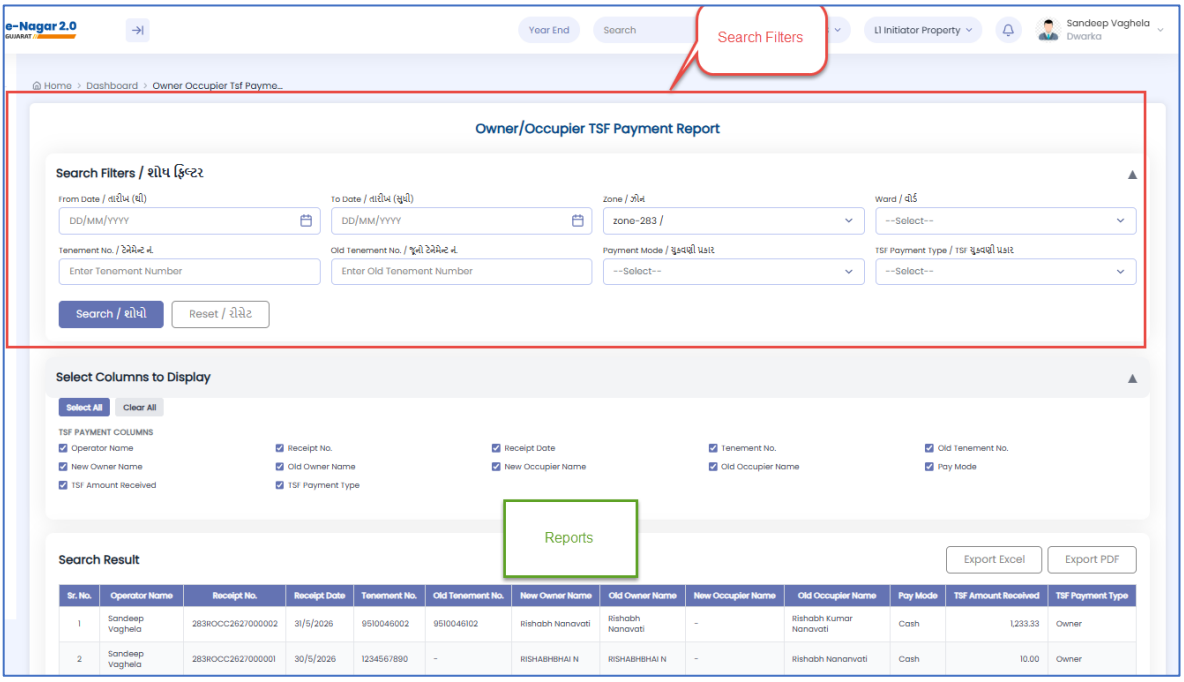


Figure 5-67

Available Filters:

- From Date – Specifies report start date. (Date Picker)
- To Date – Specifies report end date. (Date Picker)
- Zone – Filters records by zone. (Dropdown)
- Ward – Filters records by ward. (Dropdown)
- Tenement No. – Searches using tenement number. (Text)
- Old Tenement No. – Searches using old tenement number. (Text)
- Payment Mode – Filters records by payment method. (Dropdown)
- TSF Payment Type – Filters records by transfer fee type. (Dropdown)

Report Columns

- Receipt Number
- Receipt Date
- Application Number
- New Tenement Number
- Old Tenement Number
- Owner Name

- Occupier Name
- Old Owner Name
- New Owner Name
- Old Occupier Name
- New Occupier Name
- Property Address
- Payment Mode
- Transaction Reference Number
- TSF Amount
- Payment Status
- Operator Name
- Zone
- Ward

Purpose of Report

The report helps authorities track ownership and occupier transfer fee collections, monitor TSF payment transactions, verify transfer requests, and analyze transfer-related revenue generated within the Property Tax module.

Buttons:

- Search
- Reset
- Export Excel
- Export PDF

5.6.18Transaction Report

This report provides a summary of total demand and total collection for properties within selected zones and wards during a specified period.

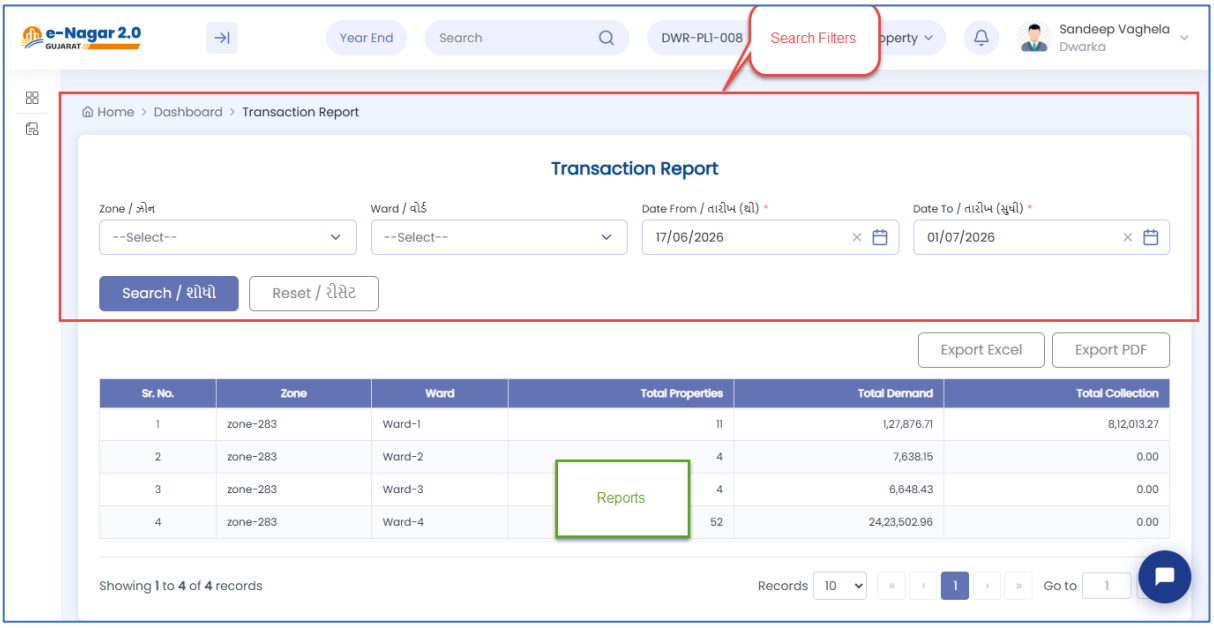


Figure 5-68

Available Filters:

- Zone – Filters records by zone. (Dropdown)
- Ward – Filters records by ward. (Dropdown)
- Date From – Specifies report start date. (Date Picker)
- Date To – Specifies report end date. (Date Picker)

Report Columns

- Zone
- Ward
- Total Properties
- Past Demand
- Current Demand
- Total Demand
- Past Collection
- Current Collection
- Total Collection
- Pending Amount
- Collection Percentage (%)

Buttons:

- Search

- Reset
- Export Excel
- Export PDF

Purpose of Report

The Transaction Report is used to view summarized property tax demand, collection, and pending transaction details for the selected reporting period. The report helps authorities monitor tax recovery performance and revenue generation across different zones and wards.

5.6.19Demand Register Ledger Report

This report provides a detailed ledger view of demand, collection, and pending amounts across various tax heads for individual properties.

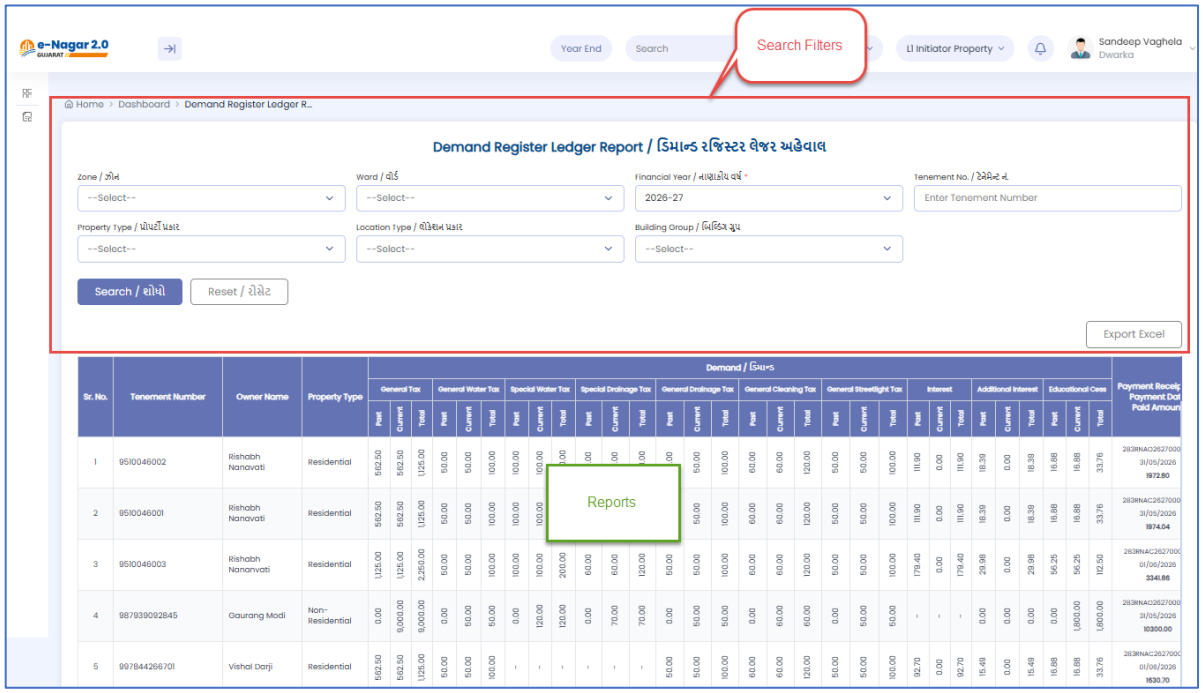


Figure 5-69

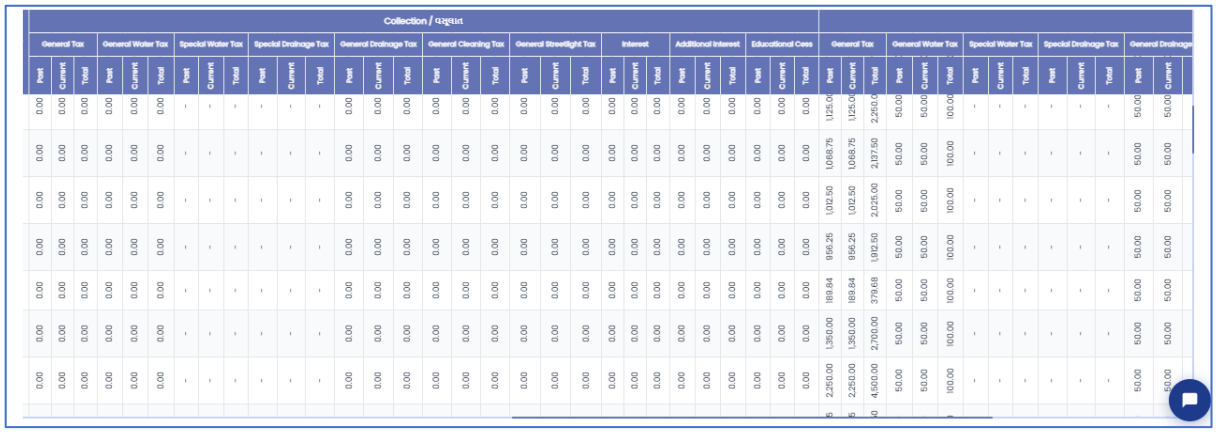
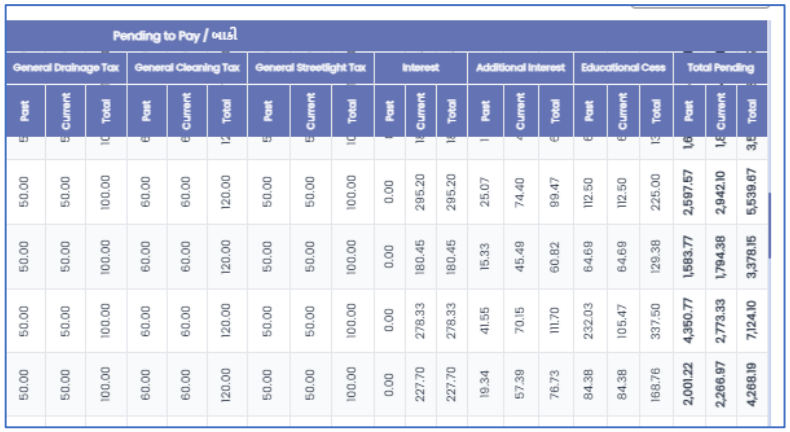


Figure 5-70



Pending to Pay / બાકી

General Drainage Tax			General Cleaning Tax			General Streetlight Tax			Interest			Additional Interest			Educational Cess			Total Pending		
Past	Current	Total	Past	Current	Total	Past	Current	Total	Past	Current	Total	Past	Current	Total	Past	Current	Total	Past	Current	Total
50.00	50.00	100.00	60.00	60.00	120.00	50.00	50.00	100.00	0.00	295.20	295.20	25.07	74.40	99.47	112.50	112.50	225.00	2,597.57	2,942.10	5,539.67
50.00	50.00	100.00	60.00	60.00	120.00	50.00	50.00	100.00	0.00	180.45	180.45	15.33	45.49	60.82	64.69	64.69	129.38	1,583.77	1,794.38	3,378.15
50.00	50.00	100.00	60.00	60.00	120.00	50.00	50.00	100.00	0.00	278.33	278.33	41.55	70.15	111.70	232.03	105.47	337.50	4,350.77	2,773.33	7,124.10
50.00	50.00	100.00	60.00	60.00	120.00	50.00	50.00	100.00	0.00	227.70	227.70	19.34	57.39	76.73	84.38	84.38	168.76	2,001.22	2,266.97	4,268.19

Figure 5-71

Available Filters:

- Zone – Filters records by zone. (Dropdown)
- Ward – Filters records by ward. (Dropdown)
- Financial Year – Selects financial year. (Dropdown)
- Tenement No. – Searches using tenement number. (Text)
- Property Type – Filters by property type. (Dropdown)
- Location Type – Filters by location category. (Dropdown)
- Building Group – Filters by building group. (Dropdown)

the report contains the following columns:

- **Basic Information Columns**
- Sr. No.
- Tenement Number
- Owner Name
- Property Type
- **Demand Columns**

For each tax head, the report displays **Past**, **Current**, and **Total** demand values:

- General Tax
    - Past
    - Current
    - Total

- General Water Tax
    - Past
    - Current
    - Total
- Special Water Tax
    - Past
    - Current
    - Total
- Special Drainage Tax
    - Past
    - Current
    - Total
- General Drainage Tax
    - Past
    - Current
    - Total
- General Cleaning Tax
    - Past
    - Current
    - Total
- General Streetlight Tax
    - Past
    - Current
    - Total
- Interest
    - Past
    - Current
    - Total

- Additional Interest
    - Past
    - Current
    - Total
- Educational Cess
    - Past
    - Current
    - Total
- **Payment Receipt Details**
- Payment Receipt Number
- Payment Date
- Paid Amount
- **Collection Columns**

The report then displays the amount collected against each tax head with **Past**, **Current**, and **Total** values:

- General Tax Collection
- General Water Tax Collection
- Special Water Tax Collection
- Special Drainage Tax Collection
- General Drainage Tax Collection
- General Cleaning Tax Collection
- General Streetlight Tax Collection
- Interest Collection
- Additional Interest Collection
- Educational Cess Collection

Each collection category contains:

- Past
- Current

- Total
- **Pending to Pay Columns**

The report finally displays pending amounts for each tax head with **Past**, **Current**, and **Total** values:

- General Tax Pending
- General Water Tax Pending
- Special Water Tax Pending
- Special Drainage Tax Pending
- General Drainage Tax Pending
- General Cleaning Tax Pending
- General Streetlight Tax Pending
- Interest Pending
- Additional Interest Pending
- Educational Cess Pending
- Total Pending

Each pending category contains:

- Past
- Current
- Total
- **Purpose of the Report**

The Demand Register Ledger Report provides a complete financial ledger for each property by showing:

- Total demand raised,
- Amount collected,
- Outstanding balance pending for recovery,

segregated into past dues, current dues, and cumulative totals for every tax component. This enables authorities to monitor tax recovery status and outstanding liabilities at the property level.

Buttons:

- Search
- Reset
- Export Excel

5.6.20Demand Recovery Summary Register

This report provides a consolidated summary of demand, collection, and pending amounts for all tax heads, helping authorities analyze revenue recovery status.

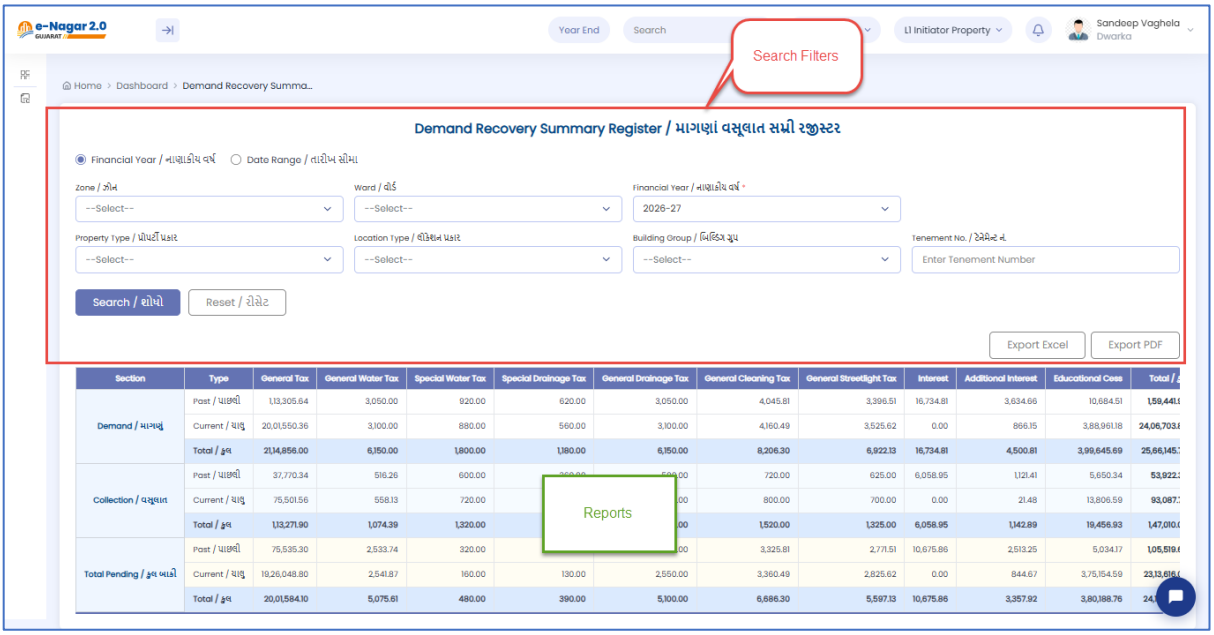


Figure 5-72

Available Filters:

- Financial Year / Date Range – Selects the reporting period. (Radio Button)
- Zone – Filters records by zone. (Dropdown)
- Ward – Filters records by ward. (Dropdown)
- Financial Year – Selects financial year. (Dropdown)
- Property Type – Filters by property type. (Dropdown)
- Location Type – Filters by location category. (Dropdown)
- Building Group – Filters by building group. (Dropdown)
- Tenement No. – Searches using tenement number. (Text)

Section

- Section

Demand Section

Displays total demand raised for each tax head.

- Type (Past, Current, Total)
- General Tax

- General Water Tax
- Special Water Tax
- Special Drainage Tax
- General Drainage Tax
- General Cleaning Tax
- General Streetlight Tax
- Interest
- Additional Interest
- Educational Cess
- Total Amount

Collection Section

Displays the amount collected against each tax head.

- Type (Past, Current, Total)
- General Tax
- General Water Tax
- Special Water Tax
- Special Drainage Tax
- General Drainage Tax
- General Cleaning Tax
- General Streetlight Tax
- Interest
- Additional Interest
- Educational Cess
- Total Amount

Total Pending Section

Displays the outstanding amount pending for recovery.

- Type (Past, Current, Total)
- General Tax

- General Water Tax
- Special Water Tax
- Special Drainage Tax
- General Drainage Tax
- General Cleaning Tax
- General Streetlight Tax
- Interest
- Additional Interest
- Educational Cess
- Total Amount

Buttons:

- Search
- Reset
- Export Excel
- Export PDF

Report Purpose

The Demand Recovery Summary Register provides a consolidated financial summary of:

- Total demand generated,
- Total amount collected, and
- Total amount pending for recovery,

segregated into **Past**, **Current**, and **Total** values for each tax head, helping authorities analyze overall revenue recovery performance for the selected criteria.

5.7 Advance Property Search

The **Advance Property Search** page is used to search and retrieve property records using basic or advanced search criteria such as tenement details, owner information, location details, and property attributes. It provides quick access to property information and enables users to proceed with actions such as bill download and payment collection.

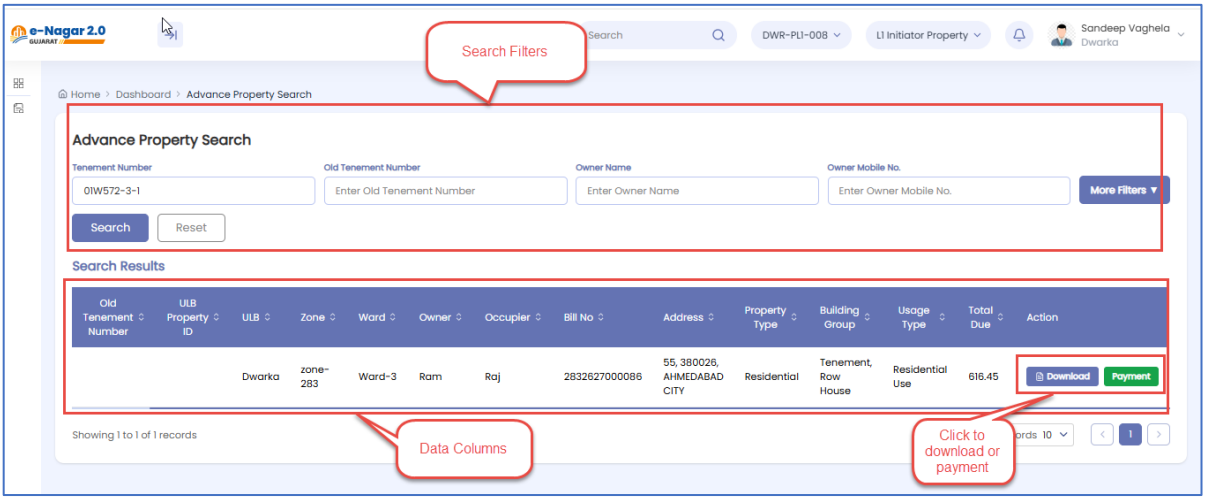


Figure 5-73

Search Fields

- Tenement Number – Searches properties using the new tenement number. (Text)
- Old Tenement Number – Searches properties using the old tenement number. (Text)
- Owner Name – Searches properties using the owner's name. (Text)
- Owner Mobile Number – Searches properties using the owner's mobile number. (Numeric)
- More Filters – Expands additional search criteria for advanced filtering. (Button)

Buttons

- Search – Retrieves property records matching the entered criteria. (Button)
- Reset – Clears all entered search values. (Button)

Search Result Columns

- Old Tenement Number
- ULB Property ID
- ULB
- Zone

- Ward
- Owner
- Occupier
- Bill Number
- Address
- Property Type
- Building Group
- Usage Type
- Total Due
- Action

Action Buttons 

- Download – Downloads the property bill or statement. (Button)
- Payment – Opens the Payment Collection page for the selected property. (Button)

5.7.1 Payment Collection

The **Payment Collection** page is used to collect property tax payments against outstanding dues and generate payment receipts.

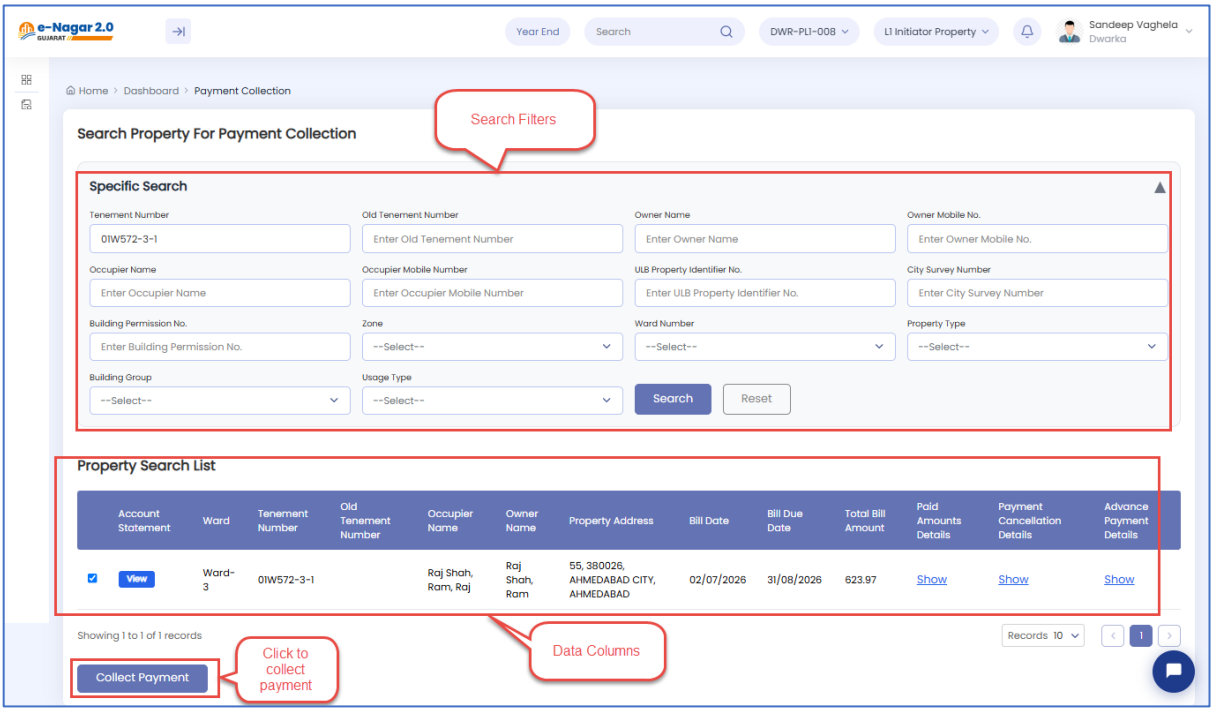


Figure 5-74

Property Search Filters

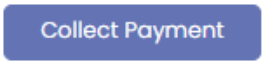
- Tenement Number
- Old Tenement Number
- Owner Name
- Owner Mobile Number
- Occupier Name
- Occupier Mobile Number
- ULB Property Identifier Number
- City Survey Number
- Building Permission Number
- Zone
- Ward Number
- Property Type
- Building Group

- Usage Type

Property Search List Columns

- Account Statement
- Ward
- Tenement Number
- Old Tenement Number
- Occupier Name
- Owner Name
- Property Address
- Bill Date
- Bill Due Date
- Total Bill Amount
- Paid Amount Details
- Payment Cancellation Details
- Advance Payment Details

Buttons

- View – Opens payment details for the selected property. (Button)
- Collect Payment – 

Opens the payment collection window for the selected property. (Button)

5.7.1.1 Property Due / Payment Details Popup

This popup is used to collect payment against outstanding tax dues.

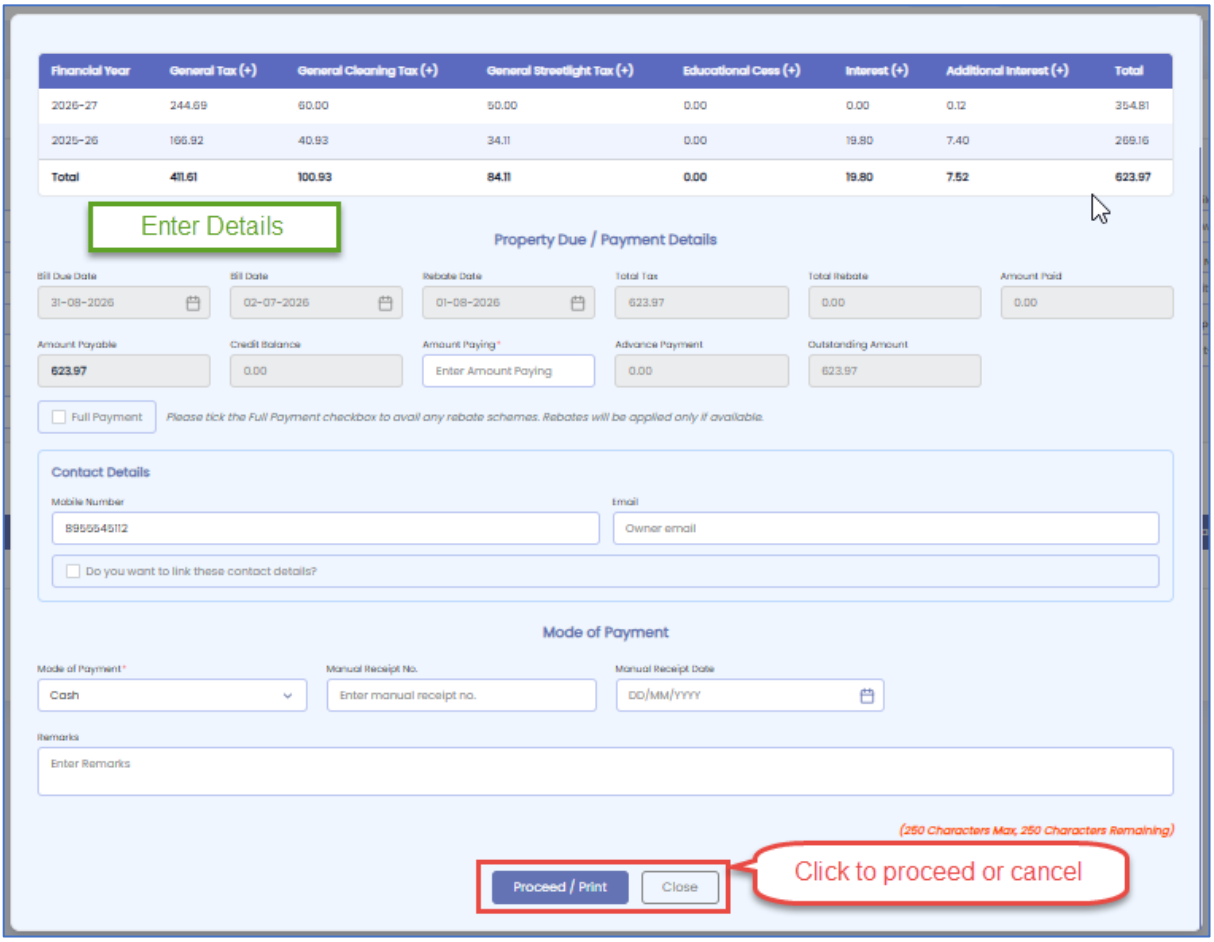


Figure 5-75

Tax Summary Table Columns

- Financial Year
- General Tax (+)
- General Cleaning Tax (+)
- General Streetlight Tax (+)
- Educational Cess (+)
- Interest (+)
- Additional Interest (+)
- Total

Property Due / Payment Fields – Fill the necessary data

- Bill Due Date

- Bill Date
- Rebate Date
- Total Tax
- Total Rebate
- Amount Paid
- Amount Payable
- Credit Balance
- Amount Paying
- Advance Payment
- Outstanding Amount

Contact Details Fields

- Mobile Number
- Email
- Link Contact Details Option

Payment Fields

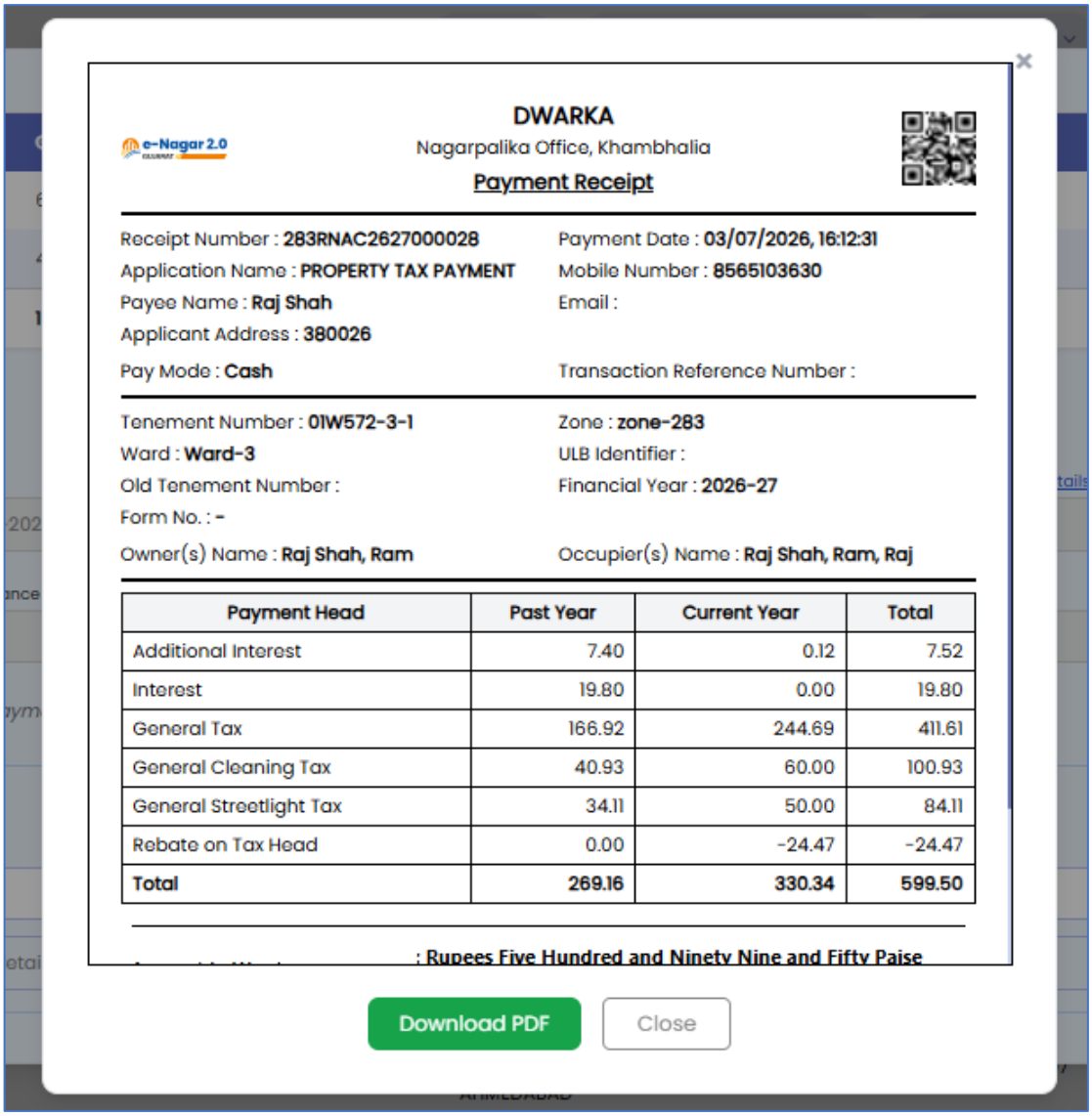
- Mode of Payment
- Manual Receipt Number
- Manual Receipt Date
- Remarks

Buttons 

- Full Payment – Marks the payment as full payment and applies eligible rebates if available. (Checkbox)
- Proceed / Print – Completes the payment transaction and generates the receipt. (Button)
- Close – Closes the payment window without saving changes. (Button)

Purpose

The Payment Collection module enables operators to collect property tax payments, apply rebates and advance payments, generate receipts, and maintain payment transaction records for the selected property.



DWARKA

Nagarpalika Office, Khambhalia

Payment Receipt

Receipt Number : **283RNAC2627000028**
Payment Date : **03/07/2026, 16:12:31**
Application Name : **PROPERTY TAX PAYMENT**
Mobile Number : **8565103630**
Payee Name : **Raj Shah**
Email :
Applicant Address : **380026**
Pay Mode : **Cash**
Transaction Reference Number :

Tenement Number : **01W572-3-1**
Zone : **zone-283**
Ward : **Ward-3**
ULB Identifier :
Old Tenement Number :
Financial Year : **2026-27**
Form No. : **-**
Owner(s) Name : **Raj Shah, Ram**
Occupier(s) Name : **Raj Shah, Ram, Raj**

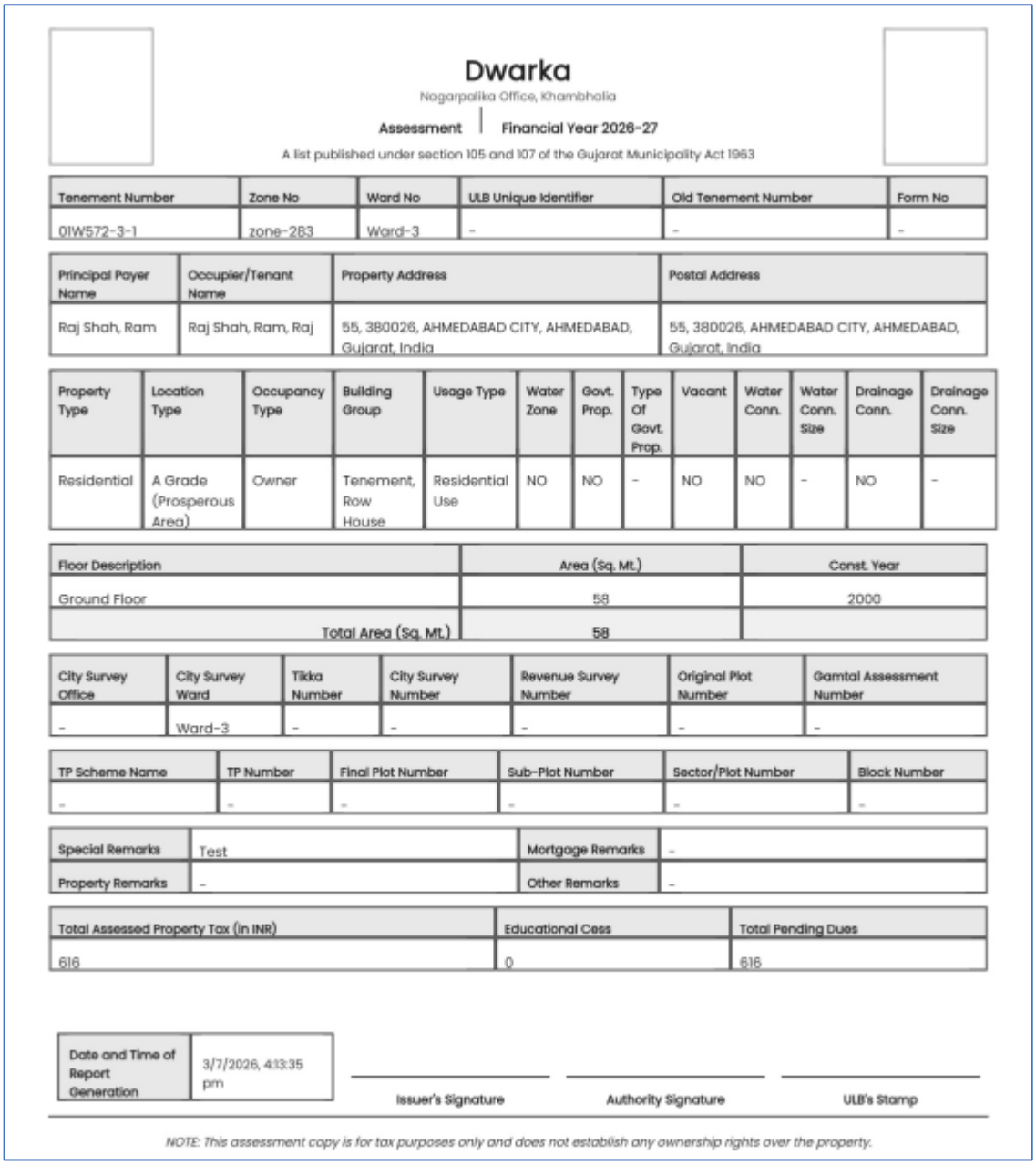
Payment Head	Past Year	Current Year	Total
Additional Interest	7.40	0.12	7.52
Interest	19.80	0.00	19.80
General Tax	166.92	244.69	411.61
General Cleaning Tax	40.93	60.00	100.93
General Streetlight Tax	34.11	50.00	84.11
Rebate on Tax Head	0.00	-24.47	-24.47
Total	**269.16**	**330.34**	**599.50**

: Rupees Five Hundred and Ninety Nine and Fifty Paise

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Figure 5-76

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Dwarka

Nagarpalika Office, Khambhalia

Assessment | **Financial Year 2026-27**

A list published under section 105 and 107 of the Gujarat Municipality Act 1963

Tenement Number	Zone No	Ward No	ULB Unique Identifier	Old Tenement Number	Form No
01W572-3-1	zone-283	Ward-3	-	-	-

Principal Payer Name	Occupier/Tenant Name	Property Address	Postal Address
Raj Shah, Ram	Raj Shah, Ram, Raj	55, 380026, AHMEDABAD CITY, AHMEDABAD, Gujarat, India	55, 380026, AHMEDABAD CITY, AHMEDABAD, Gujarat, India

Property Type	Location Type	Occupancy Type	Building Group	Usage Type	Water Zone	Govt. Prop.	Type Of Govt. Prop.	Vacant	Water Conn.	Water Conn. Size	Drainage Conn.	Drainage Conn. Size
Residential	A Grade (Prosperous Area)	Owner	Tenement, Row House	Residential Use	NO	NO	-	NO	NO	-	NO	-

Floor Description	Area (Sq. Mt.)	Const. Year
Ground Floor	58	2000
Total Area (Sq. Mt.)	58	

City Survey Office	City Survey Ward	Tikka Number	City Survey Number	Revenue Survey Number	Original Plot Number	Gamtal Assessment Number
-	Ward-3	-	-	-	-	-

TP Scheme Name	TP Number	Final Plot Number	Sub-Plot Number	Sector/Plot Number	Block Number
-	-	-	-	-	-

Special Remarks	Test	Mortgage Remarks	-
Property Remarks	-	Other Remarks	-

Total Assessed Property Tax (in INR)	Educational Cess	Total Pending Dues
616	0	616

Date and Time of Report Generation	3/7/2026, 4:13:35 pm

Issuer's Signature | Authority Signature | ULB's Stamp

NOTE: This assessment copy is for tax purposes only and does not establish any ownership rights over the property.

Figure 5-77

5.8 Online Services

The **Online Services** module provides citizen-facing services that allow users to view tax details, generate certificates, and search property information without visiting the municipal office.

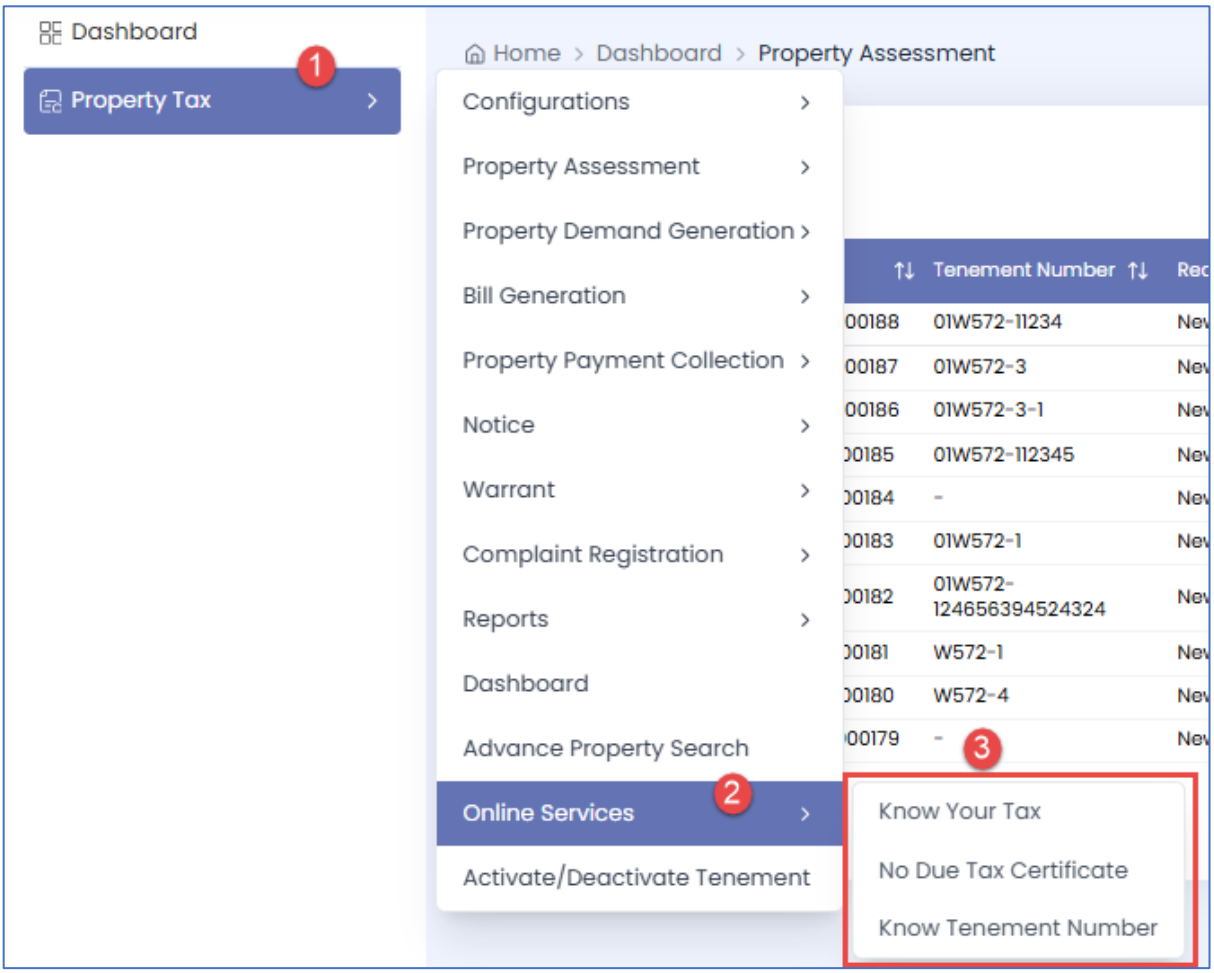


Figure 5-78

5.8.1 Know Your Tax

The **Know Your Tax** page allows users to search for a property and view the current and previous tax demand details for the selected property.

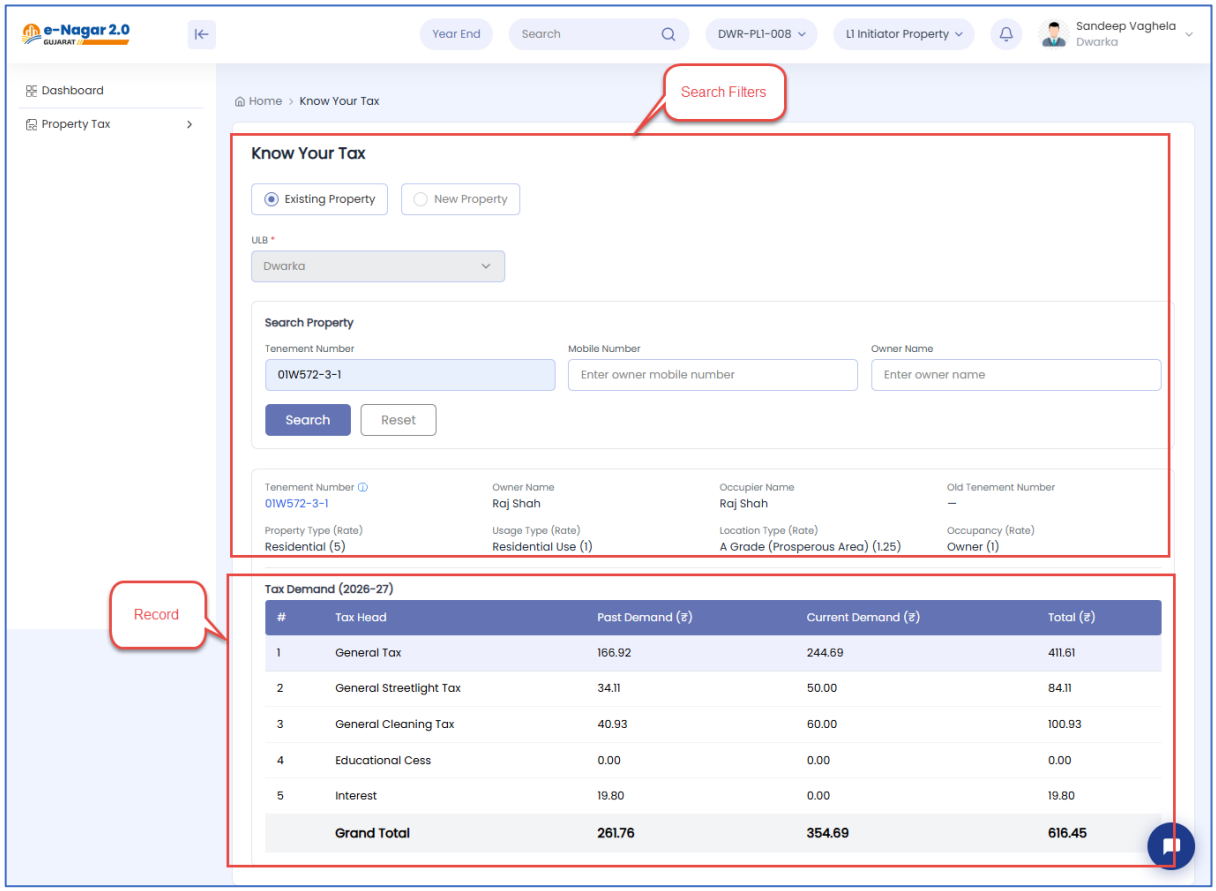


Figure 5-79

Search Filters

- Existing Property – Searches tax details for existing properties. (Radio Button)
- New Property – Calculates tax details for new properties. (Radio Button)
- ULB – Selects the Urban Local Body. (Dropdown)
- Tenement Number – Searches the property using the tenement number. (Text)
- Mobile Number – Searches the property using the owner's mobile number. (Numeric)
- Owner Name – Searches the property using the owner's name. (Text)

Buttons

- Search – Retrieves tax details for the matching property. (Button)
- Reset – Clears all entered search criteria. (Button)

Property Information Section

Displays the following details of the selected property:

- Tenement Number
- Owner Name
- Occupier Name
- Old Tenement Number
- Property Type
- Usage Type
- Location Type
- Occupancy

Tax Demand Record Columns

- Sr. No.
- Tax Head
- Past Demand (₹)
- Current Demand (₹)
- Total (₹)

Purpose

This service enables citizens to view the tax liability of a property, including past dues, current year demand, and total payable amount.

5.8.2 No Due Tax Certificate

The **No Due Tax Certificate** page allows users to verify whether a property has any outstanding dues and generate a No Due Certificate for eligible properties.

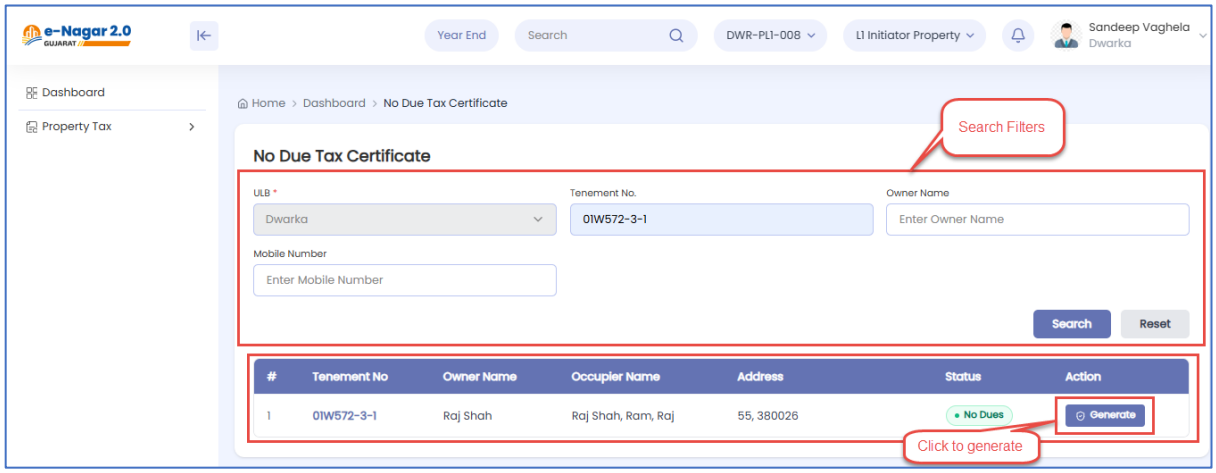


Figure 5-80

Search Filters

- ULB – Selects the Urban Local Body. (Dropdown)
- Tenement Number – Searches the property using the tenement number. (Text)
- Owner Name – Searches the property using the owner's name. (Text)
- Mobile Number – Searches the property using the owner's mobile number. (Numeric)

Buttons

- Search – Retrieves matching property records. (Button)
- Reset – Clears all entered search criteria. (Button)
- Generate – 

Generates the No Due Tax Certificate for the selected property. (Button)

Record Columns

- Sr. No.
- Tenement Number
- Owner Name
- Occupier Name
- Address

- Status

  Action

Purpose

This service enables citizens to verify tax clearance status and generate a No Due Tax Certificate for properties with no pending dues.

5.8.3 5.7.3 Know Your Tenement Number

The **Know Your Tenement Number** page allows users to search and identify their property tenement number using owner details, address information, or contact details.

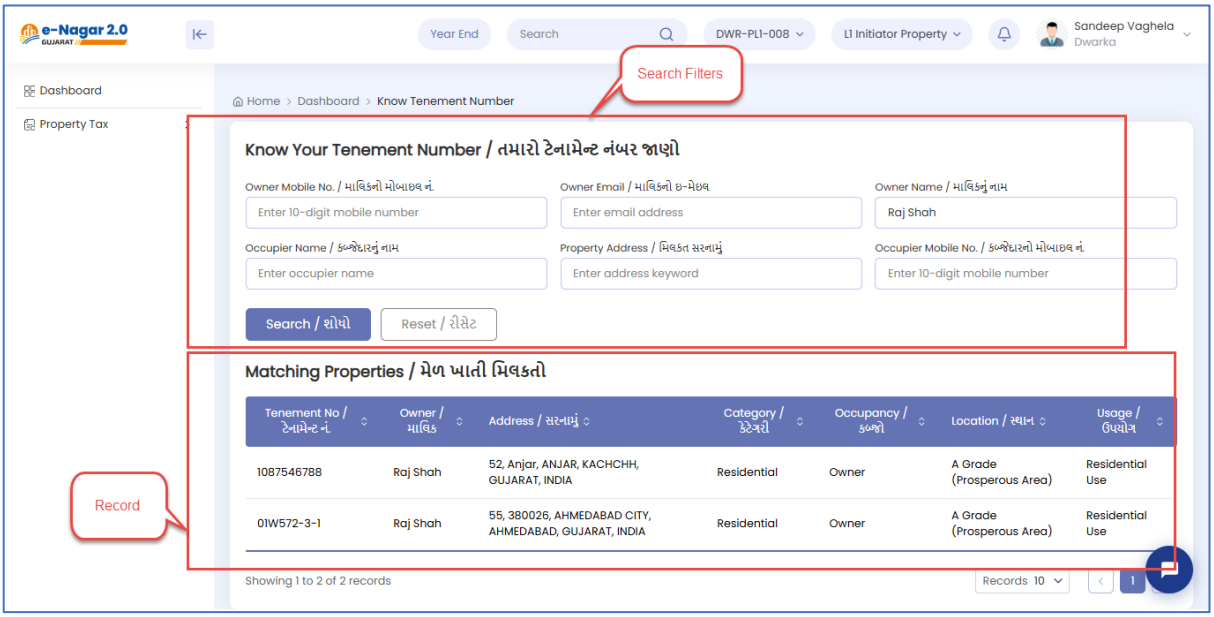


Figure 5-81

Search Filters

- Owner Mobile Number – Searches records using the owner's mobile number. (Numeric)
- Owner Email – Searches records using the owner's email address. (Email)
- Owner Name – Searches records using the owner's name. (Text)
- Occupier Name – Searches records using the occupier's name. (Text)
- Property Address – Searches records using property address keywords. (Text)
- Occupier Mobile Number – Searches records using the occupier's mobile number. (Numeric)

Buttons

- Search – Retrieves matching property records. (Button)
- Reset – Clears all entered search criteria. (Button)

Matching Property Record Columns

- Tenement Number
- Owner
- Address

- Category
- Occupancy
- Location
- Usage

Purpose

This service enables citizens to identify their property tenement number when it is not readily available, using owner, occupier, or address details.

5.9 Activate/Deactivate Tenement

The **Activate/Deactivate Tenement** module allows authorized users to activate inactive tenements or deactivate active tenements by providing remarks and supporting documents.

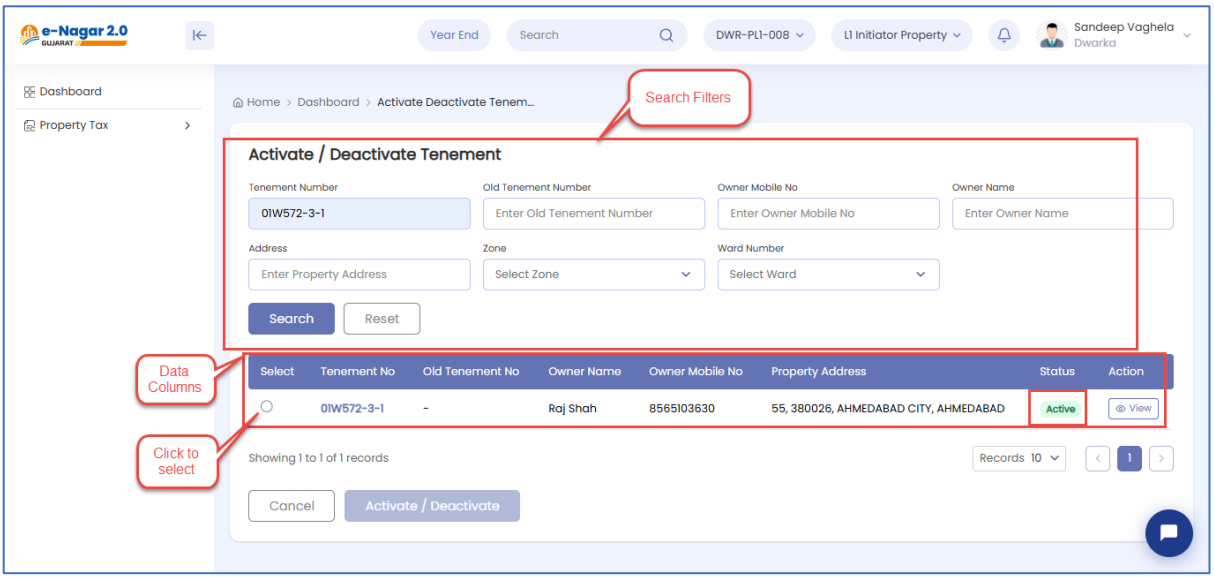


Figure 5-82

Search Filters

- Tenement Number – Searches the property using the tenement number. (Text)
- Old Tenement Number – Searches the property using the previous tenement number. (Text)
- Owner Mobile Number – Searches the property using the owner's mobile number. (Numeric)
- Owner Name – Searches the property using the owner's name. (Text)
- Address – Searches the property using the property address. (Text)
- Zone – Filters records based on the selected zone. (Dropdown)
- Ward Number – Filters records based on the selected ward. (Dropdown)

Buttons

- Search – Retrieves matching tenement records based on the entered criteria. (Button)
- Reset – Clears all entered search criteria. (Button)

Record Columns

- Select

- Tenement Number
- Old Tenement Number
- Owner Name
- Owner Mobile Number
- Property Address
- Status
- Action

Activation/Deactivation Details

After selecting a record, the system displays the activation/deactivation section where the user can provide the required information.

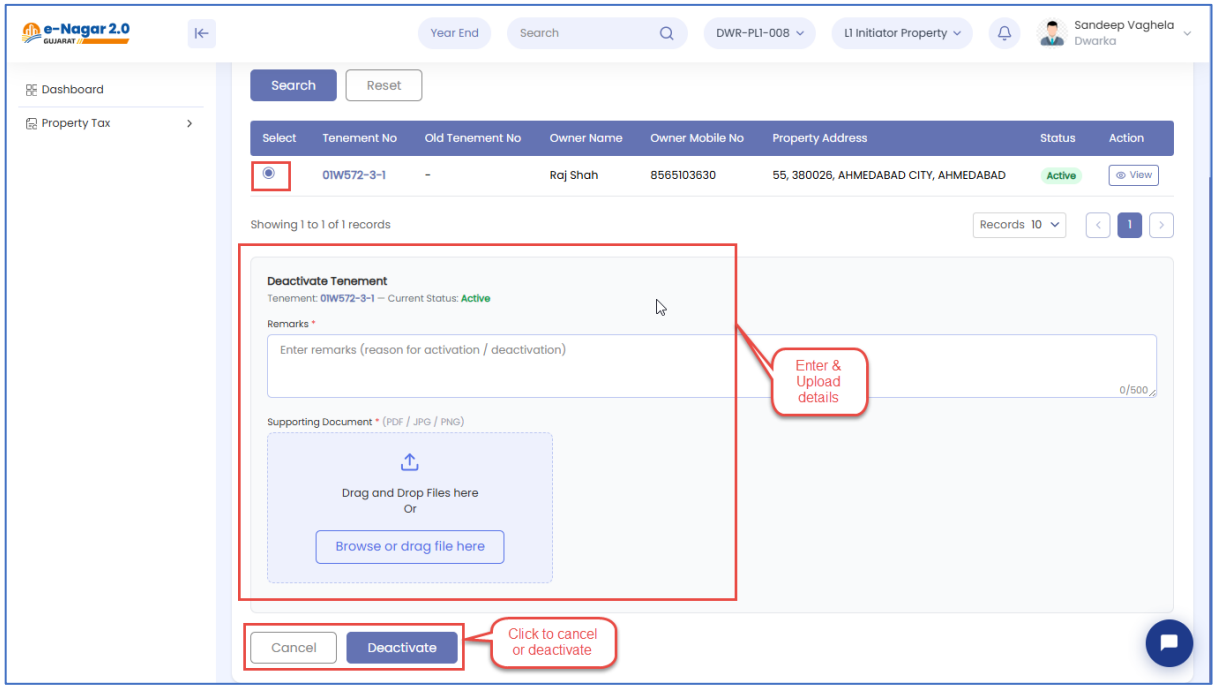


Figure 5-83

Fields

- Remarks – Captures the reason for activation or deactivation of the tenement. (Text Area)
- Supporting Document – Uploads supporting documents for the request such as notices, approvals, or verification documents. Supported formats include PDF, JPG, and PNG files. (File Upload)

Action Buttons 

- Cancel – Closes the operation without making any changes. (Button)
- Activate – Changes the selected inactive tenement to Active status. (Button)
- Deactivate – Changes the selected active tenement to Inactive status. (Button)

Purpose

This module enables authorized users to manage the operational status of tenements by activating or deactivating property records.

5.10Configurations

The **Configurations** module is used to manage master settings and taxation parameters required for property assessment, demand generation, billing, and tax collection processes. It enables administrators to configure property categories, tax heads, rates, rebates, interest rules, and other system-wide property tax settings.

Purpose

The Configurations module serves as the central repository for all property tax master data and business rules, ensuring accurate assessment, billing, and tax calculation across the system.

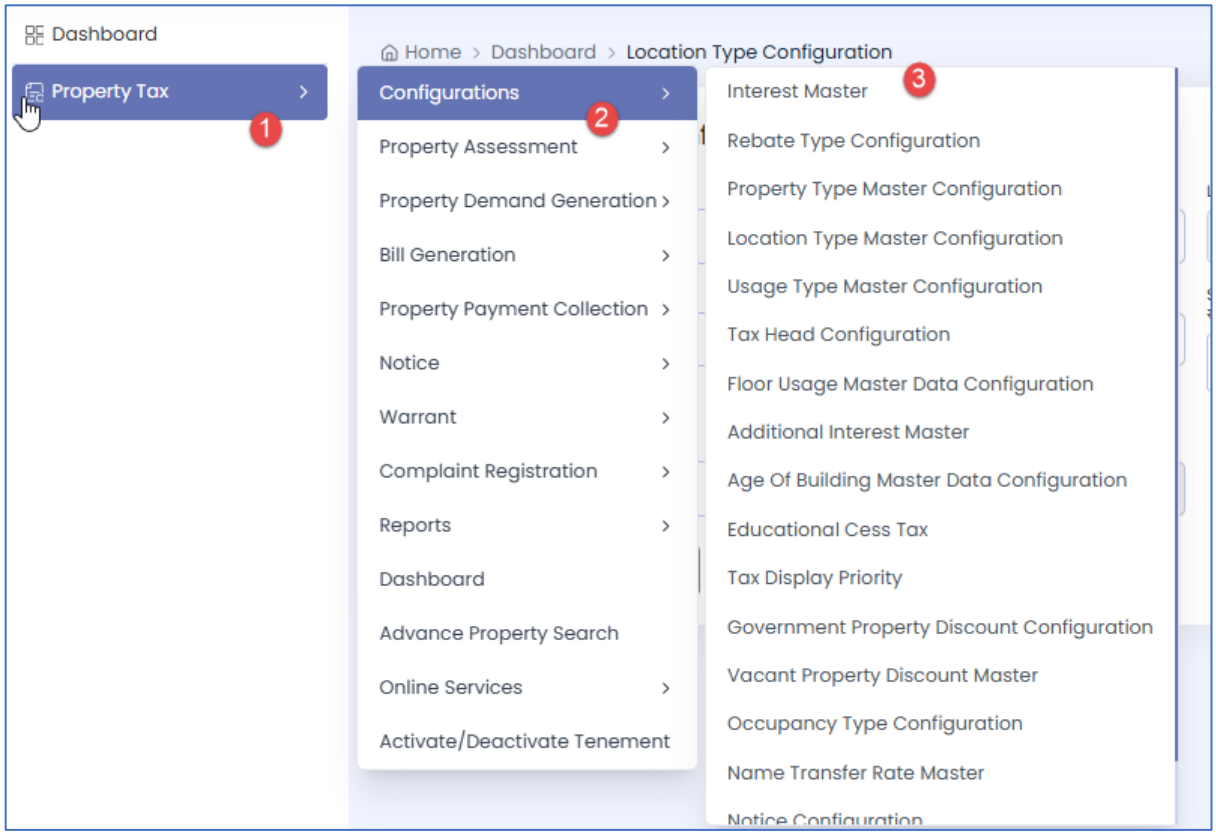


Figure 5-84

Available Configuration Modules

- Interest Master
- Rebate Type Configuration
- Property Type Master Configuration
- Location Type Master Configuration
- Usage Type Master Configuration
- Tax Head Configuration

- Floor Usage Master Data Configuration
- Age of Building Master Data Configuration
- Educational Cess Tax
- Tax Display Priority
- Government Property Discount Configuration
- Vacant Property Discount Master
- Occupancy Type Configuration
- Name Transfer Rate Master
- Notice Configuration
- Warrant Configuration
- Building Group Configuration
- Zone Configuration
- Ward Configuration
- ULB Configuration
- Payment Mode Configuration
- Document Type Configuration
- Penalty Configuration
- Property Assessment Parameters
- Demand Generation Parameters
- Bill Generation Parameters

These configuration modules collectively define the business rules and master values used throughout the Property Tax system.

5.10.1Interest Master

Purpose

The Interest Master module is used to configure the interest rate applicable on outstanding property tax dues for different property types and tax heads during a specific financial year period.

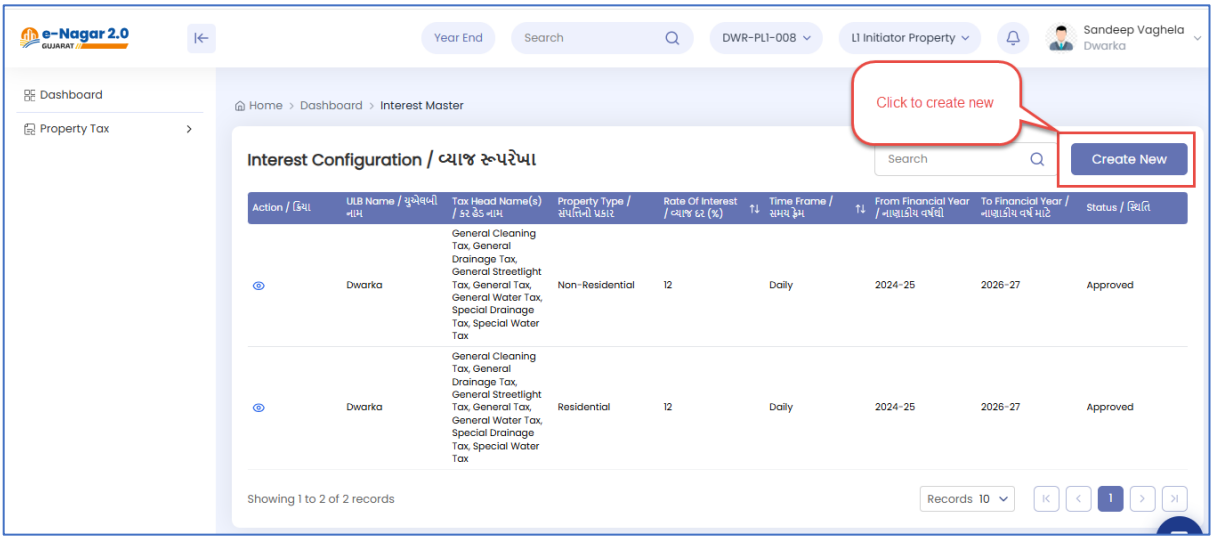


Figure 5-85

Listing Page Columns

- Action – Allows the user to view the configuration details.
- ULB Name – Displays the Urban Local Body for which the interest configuration is applicable.
- Tax Head Name(s) – Displays the tax heads on which interest is applicable.
- Property Type – Displays the property category for the configuration.
- Rate of Interest – Displays the configured yearly interest rate percentage.
- Time Frame – Displays the frequency of interest calculation such as Daily, Monthly, or Yearly.
- From Financial Year – Displays the starting financial year of applicability.
- To Financial Year – Displays the ending financial year of applicability.
- Status – Displays the approval status of the configuration.

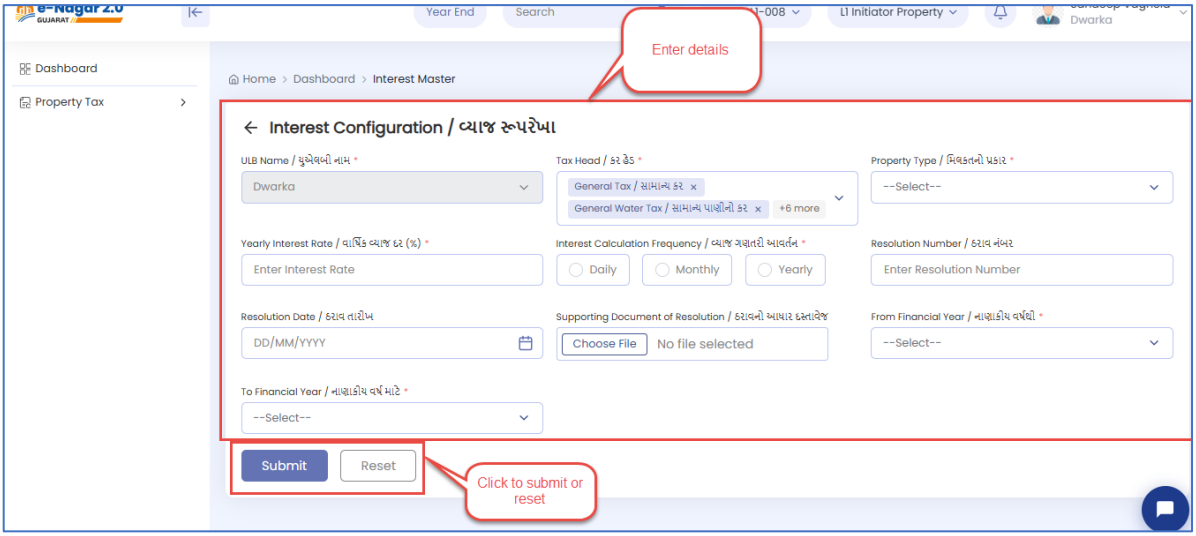


Figure 5-86

Field Details

- ULB Name – Select the Urban Local Body for which the interest configuration is applicable. (Dropdown)
- Tax Head – Select one or more tax heads on which interest will be applied. (Multi Select Dropdown)
- Property Type – Select the applicable property type. (Dropdown)
- Yearly Interest Rate – Enter the annual interest percentage to be charged on outstanding dues. (Numeric)
- Interest Calculation Frequency – Select whether interest will be calculated Daily, Monthly, or Yearly. (Radio Button)
- Resolution Number – Enter the governing resolution or approval number. (Text)
- Resolution Date – Select the resolution approval date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)

Buttons 

- Submit – Saves the configuration details.

- Reset – Clears all entered details.

5.10.2 Rebate Type Configuration

Purpose

The Rebate Type Configuration module is used to define and manage different rebate schemes applicable to property tax calculations.

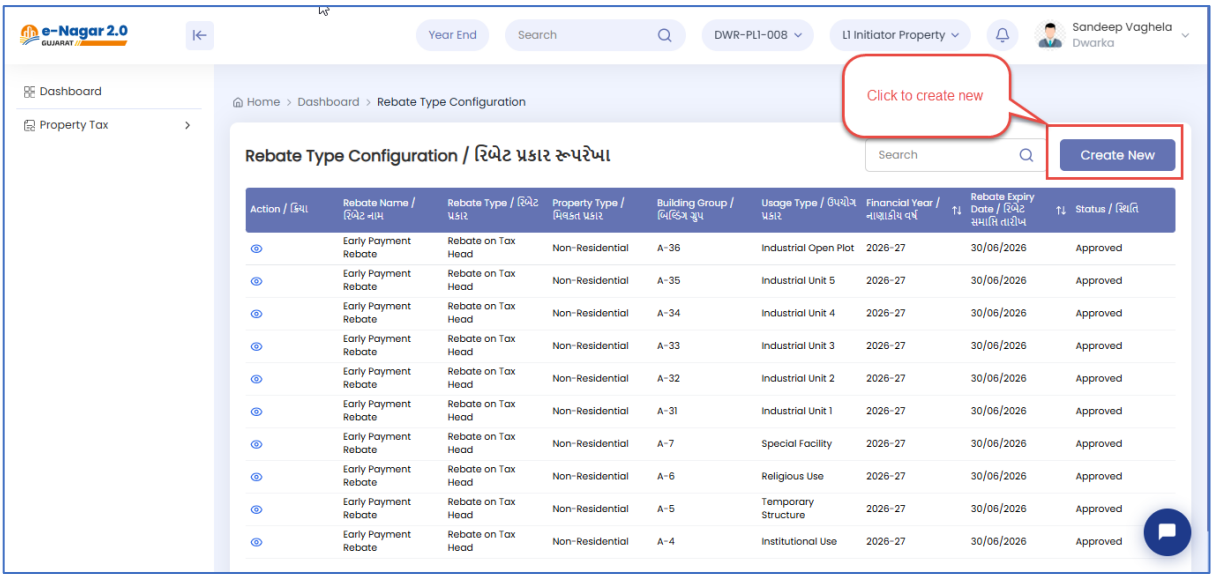


Figure 5-87

Listing Page Columns

- Action – Allows the user to view the configuration details.
- Rebate Name – Displays the configured rebate name.
- Rebate Type – Displays the type of rebate applied.
- Property Type – Displays the applicable property category.
- Building Group – Displays the applicable building group.
- Usage Type – Displays the applicable usage type.
- Financial Year – Displays the financial year of applicability.
- Rebate Expiry Date – Displays the validity end date of the rebate.
- Status – Displays the approval status.

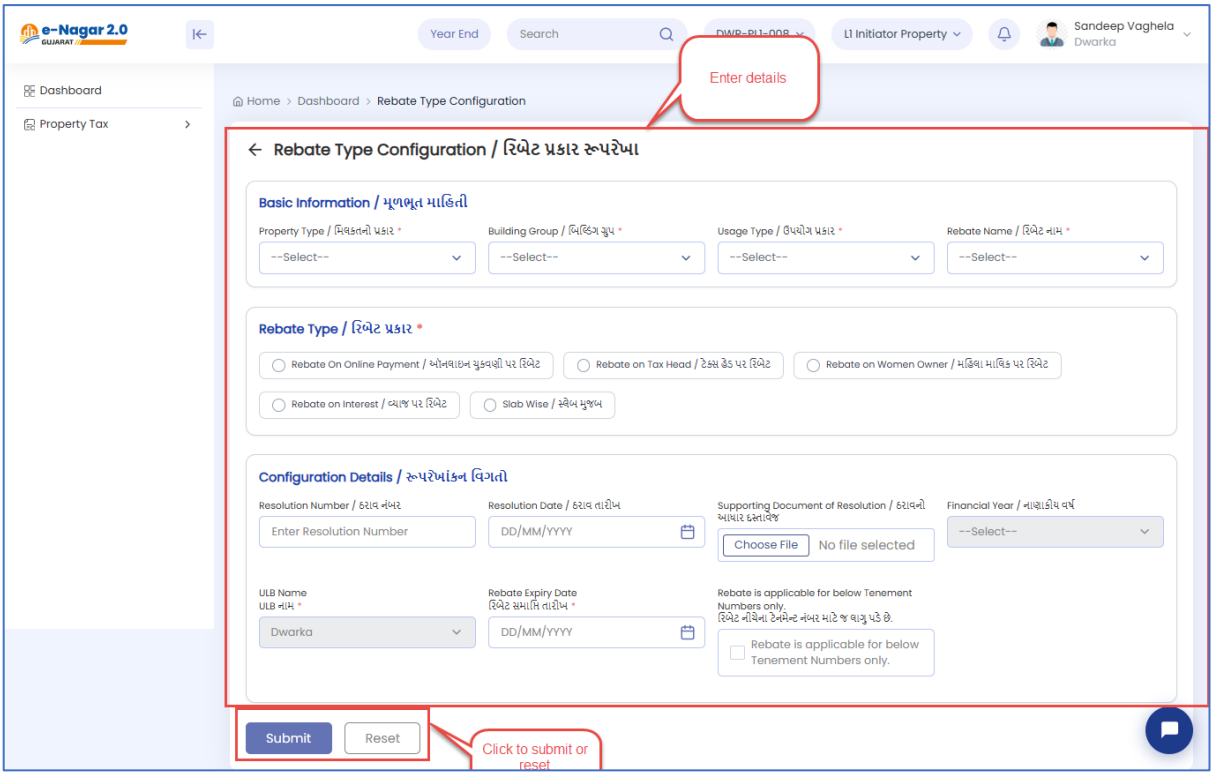


Figure 5-88

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Building Group – Select the applicable building group. (Dropdown)
- Usage Type – Select the applicable usage category. (Dropdown)
- Rebate Name – Select the rebate scheme name. (Dropdown)
- Rebate Type – Select the applicable rebate type. (Radio Button)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the resolution approval date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting document. (File Upload)
- Financial Year – Select the applicable financial year. (Dropdown)
- ULB Name – Select the applicable ULB. (Dropdown)
- Rebate Expiry Date – Select the rebate validity end date. (Date Picker)
- Rebate is applicable for below Tenement Numbers only – Enable if the rebate should apply only to selected tenements. (Checkbox)

Buttons 

- Submit – Saves the configuration details.
- Reset – Clears all entered values.

5.10.3 Property Type Master Configuration

Purpose

The Property Type Master Configuration module is used to configure property categories and define their fixed rate factors used during tax assessment.

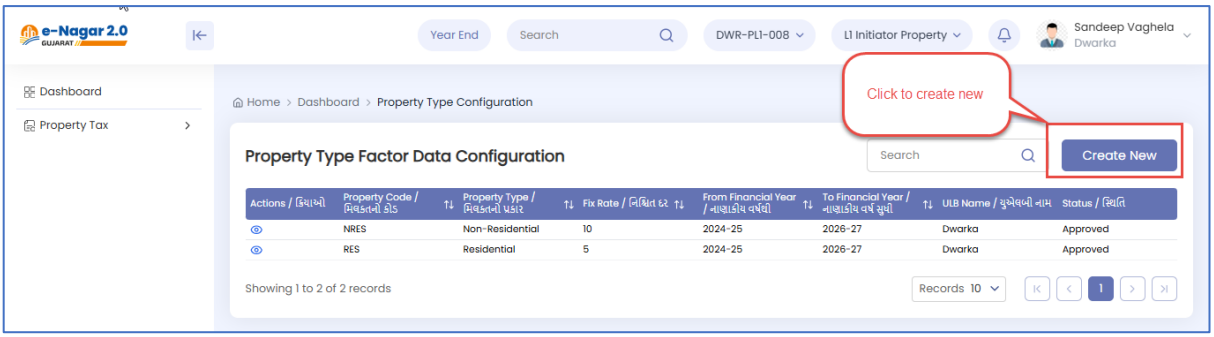


Figure 5-89

Listing Page Columns

- Action – Allows the user to view configuration details.
- Property Code – Displays the configured property code.
- Property Type – Displays the property category.
- Fix Rate – Displays the configured factor value.
- From Financial Year – Displays the starting year of applicability.
- To Financial Year – Displays the ending year of applicability.
- ULB Name – Displays the applicable ULB.
- Status – Displays the approval status.

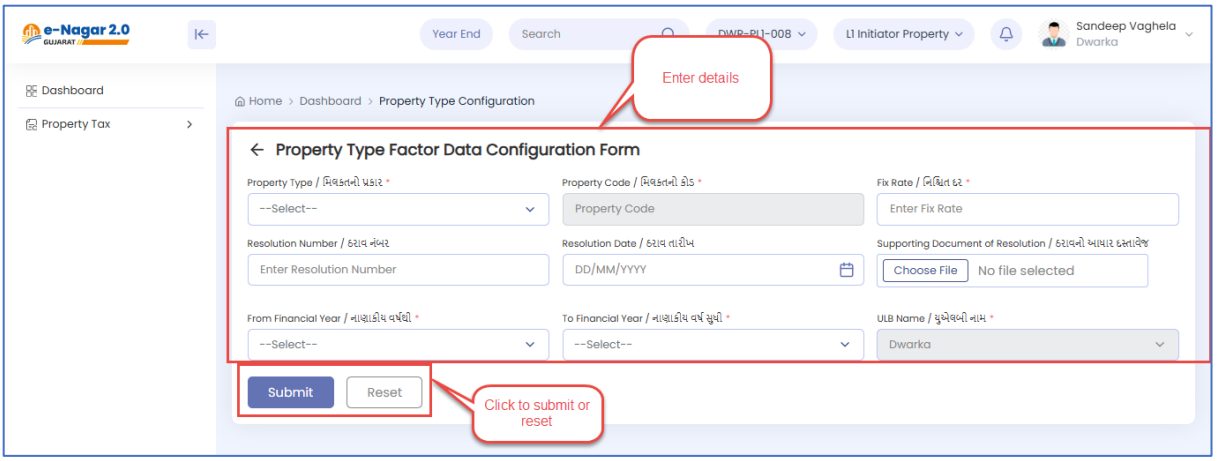


Figure 5-90

Field Details

- Property Type – Select the property category to be configured. (Dropdown)

- Property Code – Displays the generated property code. (Text)
- Fix Rate – Enter the fixed factor value for the selected property type. (Numeric)
- Resolution Number – Enter the resolution number. (Text)
- Resolution Date – Select the resolution date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting document. (File Upload)
- From Financial Year – Select the effective financial year. (Dropdown)
- To Financial Year – Select the ending financial year. (Dropdown)
- ULB Name – Select the applicable ULB. (Dropdown)

Buttons 

- Submit – Saves the configuration.
- Reset – Clears all entered details.

5.10.4Location Type Master Configuration

Purpose

The Location Type Master Configuration module is used to define location categories and their corresponding factors for property tax assessment calculations.

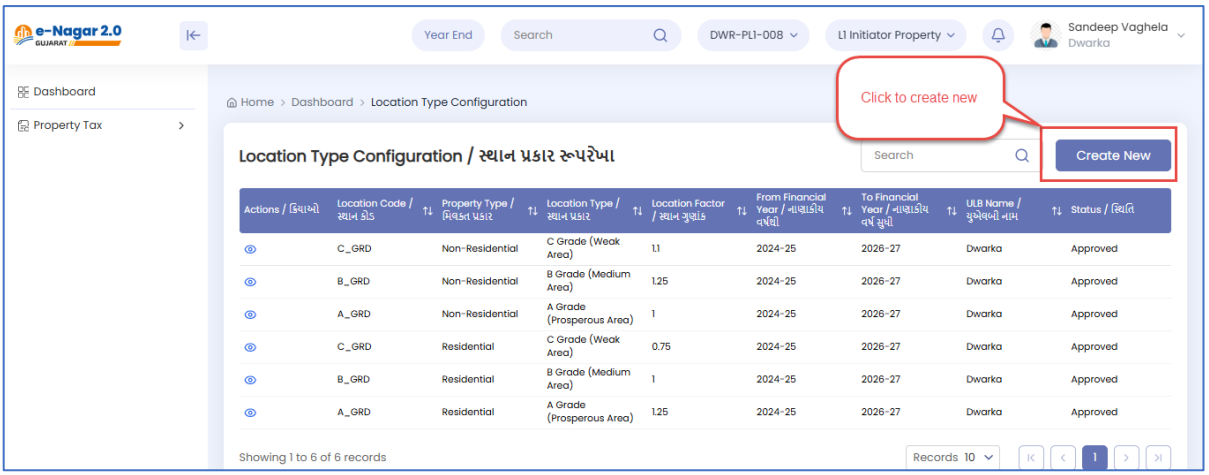


Figure 5-91

Listing Page Columns

- Action – Allows the user to view the configuration details.
- Location Code – Displays the location code.
- Property Type – Displays the applicable property category.
- Location Type – Displays the configured location category.
- Location Factor – Displays the applicable factor value.
- From Financial Year – Displays the starting financial year.
- To Financial Year – Displays the ending financial year.
- ULB Name – Displays the applicable ULB.
- Status – Displays the approval status.

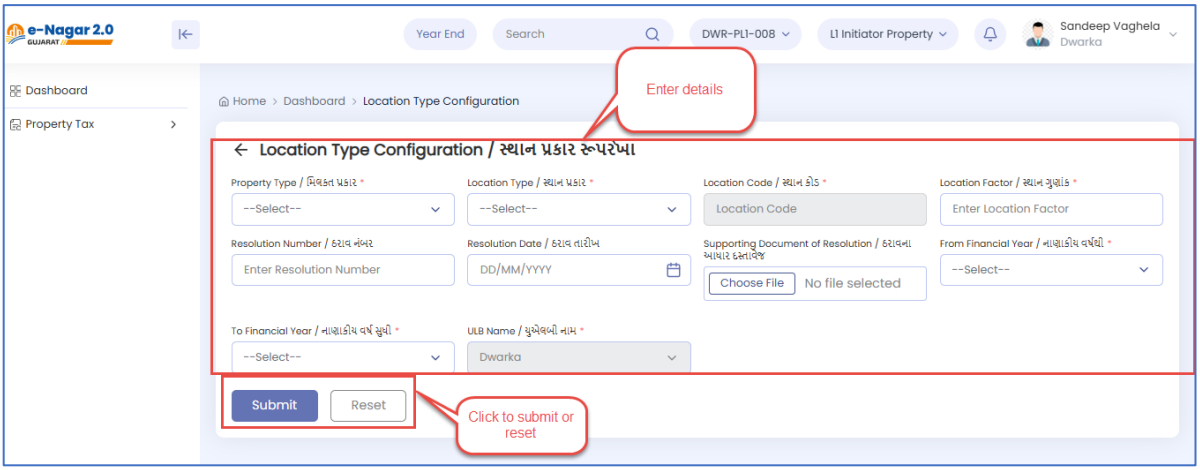


Figure 5-92

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Location Type – Select the location category. (Dropdown)
- Location Code – Displays the generated location code. (Text)
- Location Factor – Enter the factor value for the selected location type. (Numeric)
- Resolution Number – Enter the resolution number. (Text)
- Resolution Date – Select the resolution date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting document. (File Upload)
- From Financial Year – Select the effective financial year. (Dropdown)
- To Financial Year – Select the ending financial year. (Dropdown)
- ULB Name – Select the applicable ULB. (Dropdown)

Buttons 

- Submit – Saves the configuration details.
- Reset – Clears the entered details.

5.10.5 Usage Type Master Configuration

Purpose

The Usage Type Master Configuration module is used to configure different property usage categories and their corresponding rate factors for tax assessment purposes.

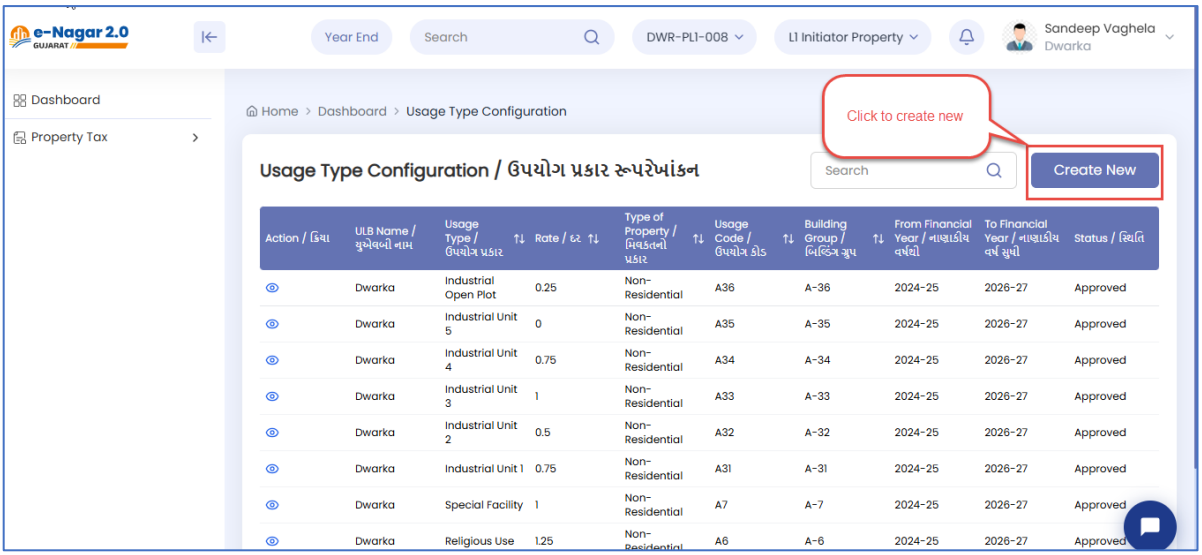


Figure 5-93

Listing Page Columns

- Action – Allows the user to view configuration details.
- ULB Name – Displays the applicable ULB.
- Usage Type – Displays the configured usage category.
- Rate – Displays the configured factor value.
- Type of Property – Displays the applicable property category.
- Usage Code – Displays the usage code.
- Building Group – Displays the applicable building group.
- From Financial Year – Displays the effective financial year.
- To Financial Year – Displays the ending financial year.
- Status – Displays the approval status.

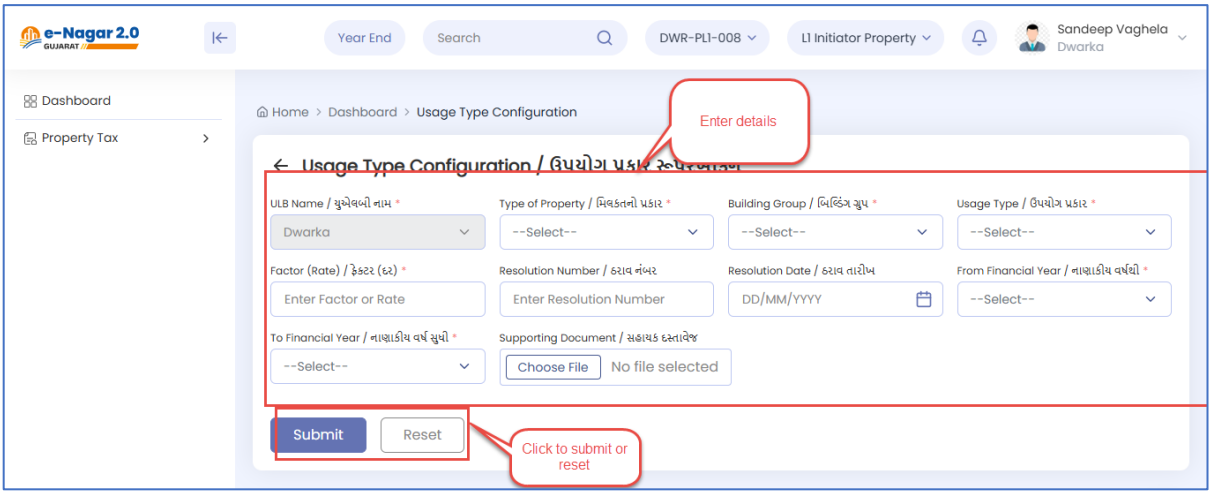


Figure 5-94

Field Details

- ULB Name – Select the applicable ULB. (Dropdown)
- Type of Property – Select the applicable property type. (Dropdown)
- Building Group – Select the building group. (Dropdown)
- Usage Type – Select the usage category. (Dropdown)
- Factor (Rate) – Enter the factor value for the usage type. (Numeric)
- Resolution Number – Enter the resolution number. (Text)
- Resolution Date – Select the resolution approval date. (Date Picker)
- From Financial Year – Select the starting financial year. (Dropdown)
- To Financial Year – Select the ending financial year. (Dropdown)
- Supporting Document – Upload the supporting document. (File Upload)

Buttons 

- Submit – Saves the configuration details.
- Reset – Clears all entered values.

5.10.6Tax Head Configuration

Purpose

The Tax Head Configuration module is used to define various tax heads and configure their calculation methodology for different property categories.

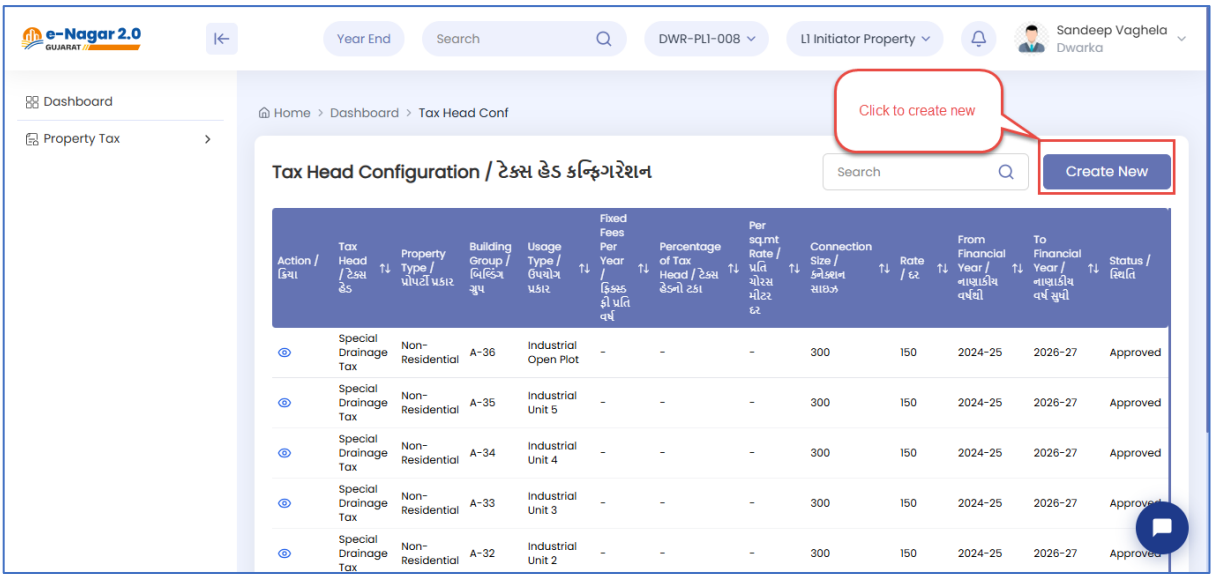


Figure 5-95

Listing Page Columns

- Action – Allows the user to view configuration details.
- Tax Head – Displays the configured tax head name.
- Property Type – Displays the applicable property category.
- Building Group – Displays the building group.
- Usage Type – Displays the usage category.
- Fixed Fees Per Year – Displays the annual fixed fee amount.
- Percentage of Tax Head – Displays the configured percentage value.
- Per sq.mt Rate – Displays the configured area-based rate.
- Connection Size – Displays the applicable connection size.
- Rate – Displays the configured charge amount.
- From Financial Year – Displays the effective financial year.
- To Financial Year – Displays the ending financial year.
- Status – Displays the approval status.

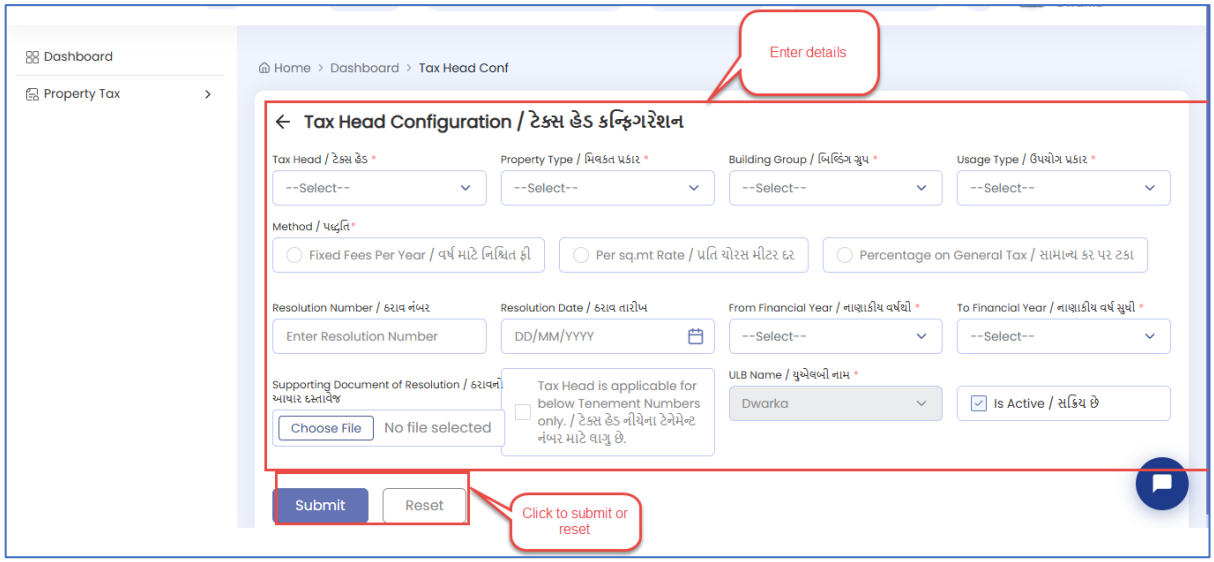


Figure 5-96

Field Details

- Tax Head – Select the tax head to configure. (Dropdown)
- Property Type – Select the applicable property category. (Dropdown)
- Building Group – Select the building group. (Dropdown)
- Usage Type – Select the usage category. (Dropdown)
- Method – Select the tax calculation methodology. (Radio Button)
- Resolution Number – Enter the resolution number. (Text)
- Resolution Date – Select the resolution approval date. (Date Picker)
- From Financial Year – Select the starting financial year. (Dropdown)
- To Financial Year – Select the ending financial year. (Dropdown)
- Supporting Document of Resolution – Upload the supporting document. (File Upload)
- Tax Head is applicable for below Tenement Numbers only – Enable to restrict applicability to selected tenements. (Checkbox)
- ULB Name – Select the applicable ULB. (Dropdown)
- Is Active – Enable or disable the configuration status. (Checkbox)

Buttons 

- Submit – Saves the configuration details.

- Reset – Clears entered values.

5.10.7Floor Usage Configuration

Purpose

The Floor Usage Configuration module is used to define floor descriptions and their corresponding factors for different building groups and usage types used during property tax assessment calculations.

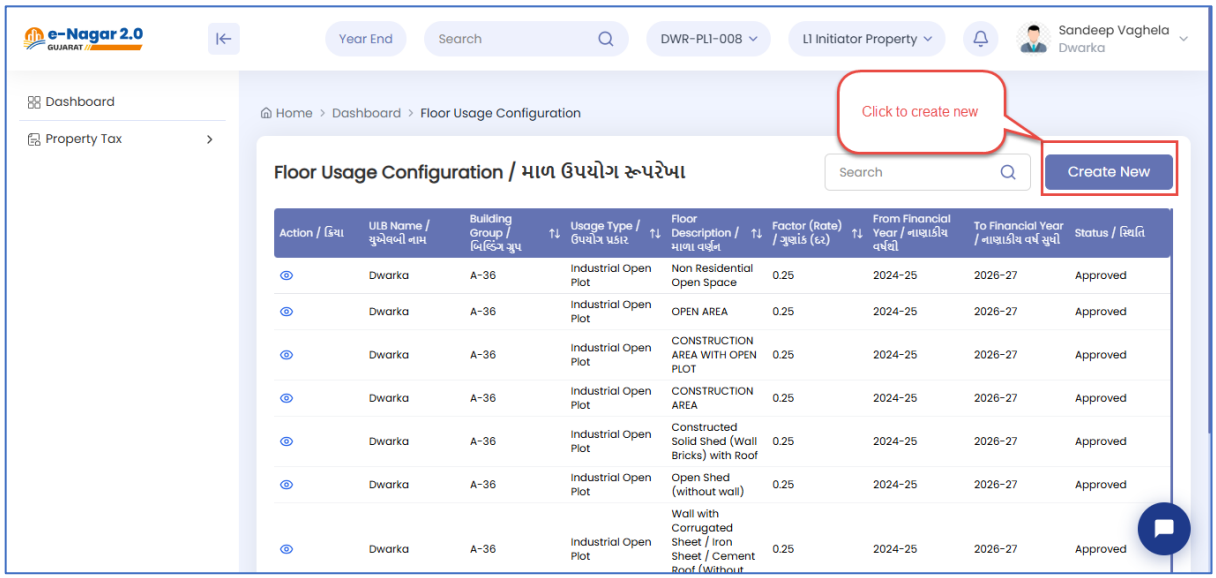


Figure 5-97

Listing Page

Click on **Create New** button to add a new Floor Usage Configuration entry.

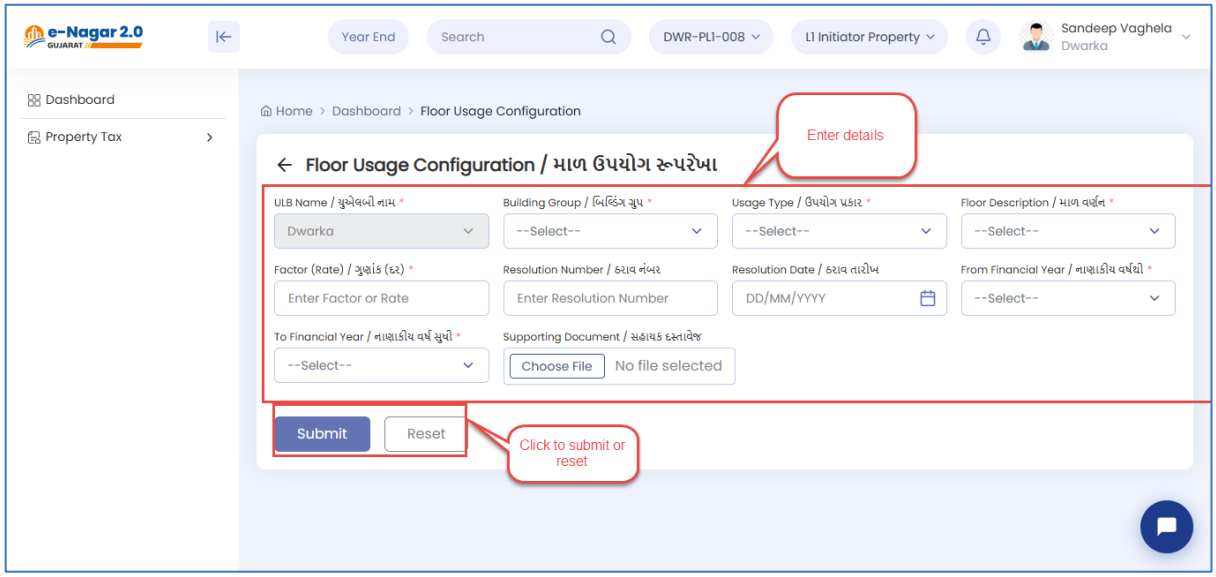


Figure 5-98

Field Details

- ULB Name – Displays the applicable Urban Local Body for the configuration. (Dropdown)

- Building Group – Select the building group for which the floor usage configuration is applicable. (Dropdown)
- Usage Type – Select the applicable usage category. (Dropdown)
- Floor Description – Select the floor description applicable for the selected usage type. (Dropdown)
- Factor (Rate) – Enter the factor value applicable for the selected floor description. (Numeric)
- Resolution Number – Enter the approval resolution number for the configuration. (Text)
- Resolution Date – Select the resolution approval date. (Date Picker)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- Supporting Document – Upload the supporting resolution or approval document. (File Upload)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.8Additional Interest Master

Purpose

The Additional Interest Master module is used to configure additional interest applicability rules for current dues, past dues, and special tax scenarios.



Figure 5-99

Listing Page

Click on **Create New** button to create a new Additional Interest configuration.

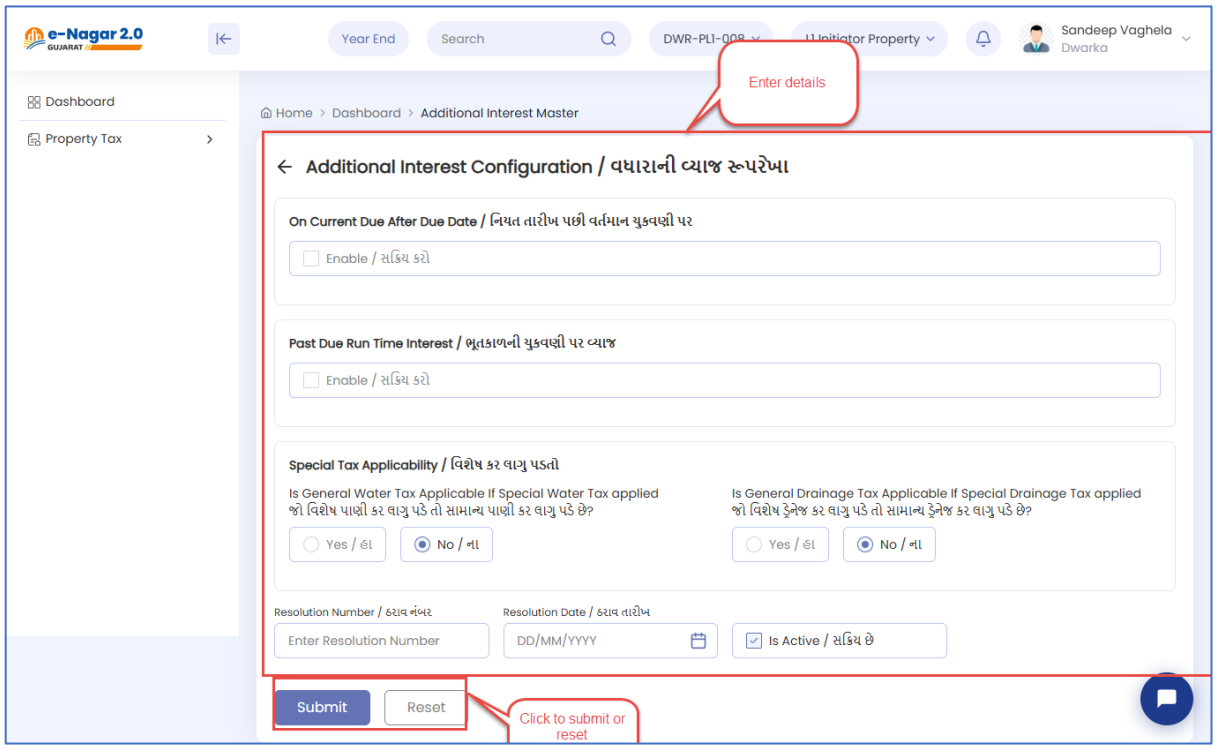


Figure 5-100

Field Details

- On Current Due After Due Date – Enable this option to apply additional interest on current dues after the due date has passed. (Checkbox)

- Past Due Run Time Interest – Enable this option to calculate interest on past outstanding dues during scheduled processing. (Checkbox)
- Is General Water Tax Applicable If Special Water Tax Applied – Select whether General Water Tax should also be charged when Special Water Tax is applicable. (Radio Button)
- Is General Drainage Tax Applicable If Special Drainage Tax Applied – Select whether General Drainage Tax should also be charged when Special Drainage Tax is applicable. (Radio Button)
- Resolution Number – Enter the governing resolution number for the configuration. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- Is Active – Enable or disable the configuration status. (Checkbox)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.9Age of Building Configuration

Purpose

The Age of Building Configuration module is used to define age slabs of buildings and configure depreciation or factor rates applicable during property tax assessment calculations.

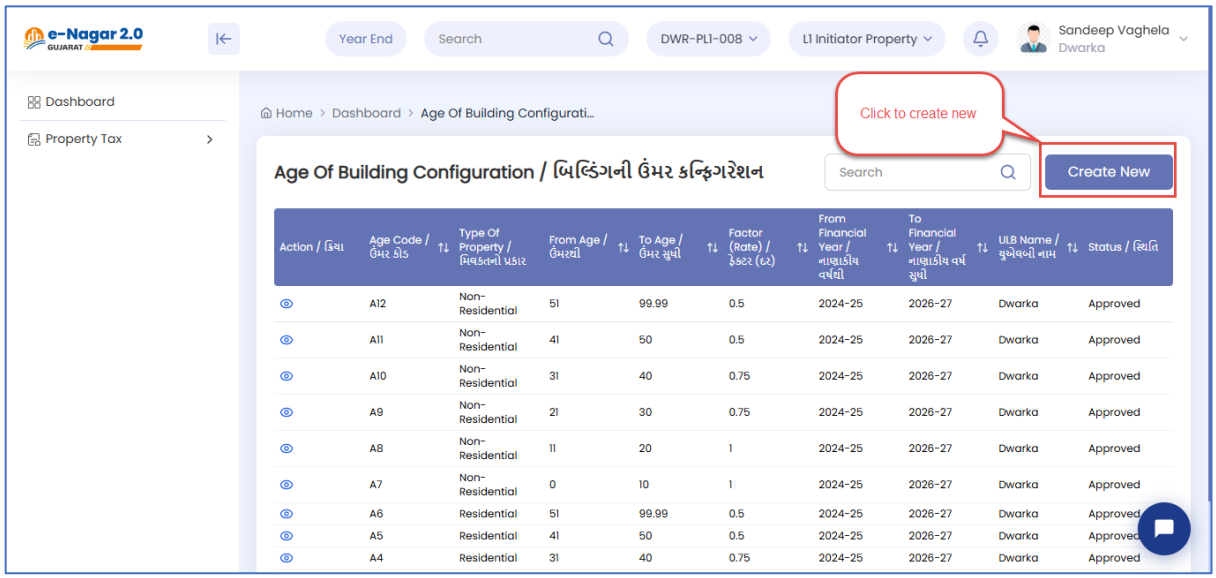


Figure 5-101

Listing Page

Click on **Create New** button to add a new Age of Building Configuration entry.

Field Details

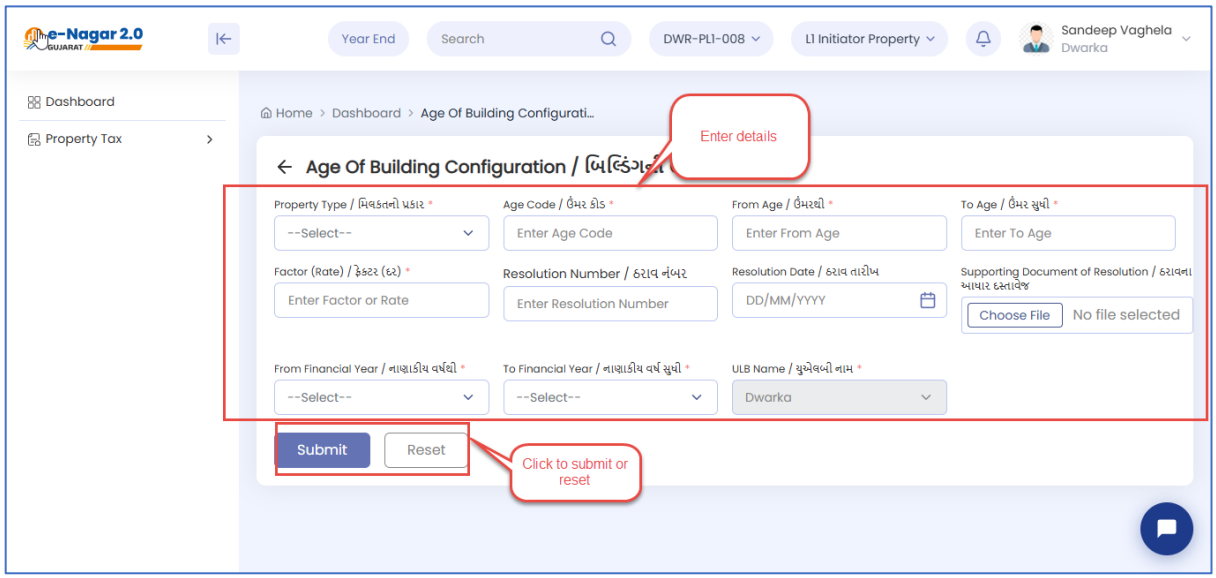


Figure 5-102

- Property Type – Select the property category for which the configuration is applicable. (Dropdown)

- Age Code – Enter the unique code representing the building age slab. (Text)
- From Age – Enter the minimum age limit for the slab. (Numeric)
- To Age – Enter the maximum age limit for the slab. (Numeric)
- Factor (Rate) – Enter the depreciation factor or rate applicable for the age slab. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.10 Educational Cess Tax Configuration

Purpose

The Educational Cess Tax Configuration module is used to define educational cess rates applicable for different property types and general tax ranges.

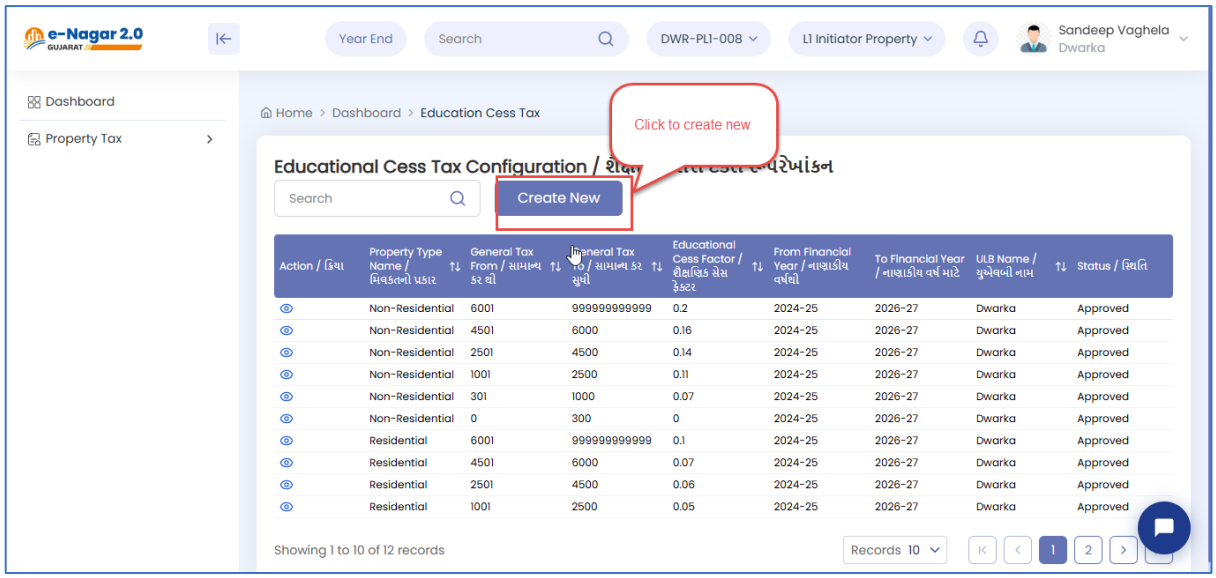


Figure 5-103

Listing Page

Click on **Create New** button to add a new Educational Cess Tax Configuration entry.

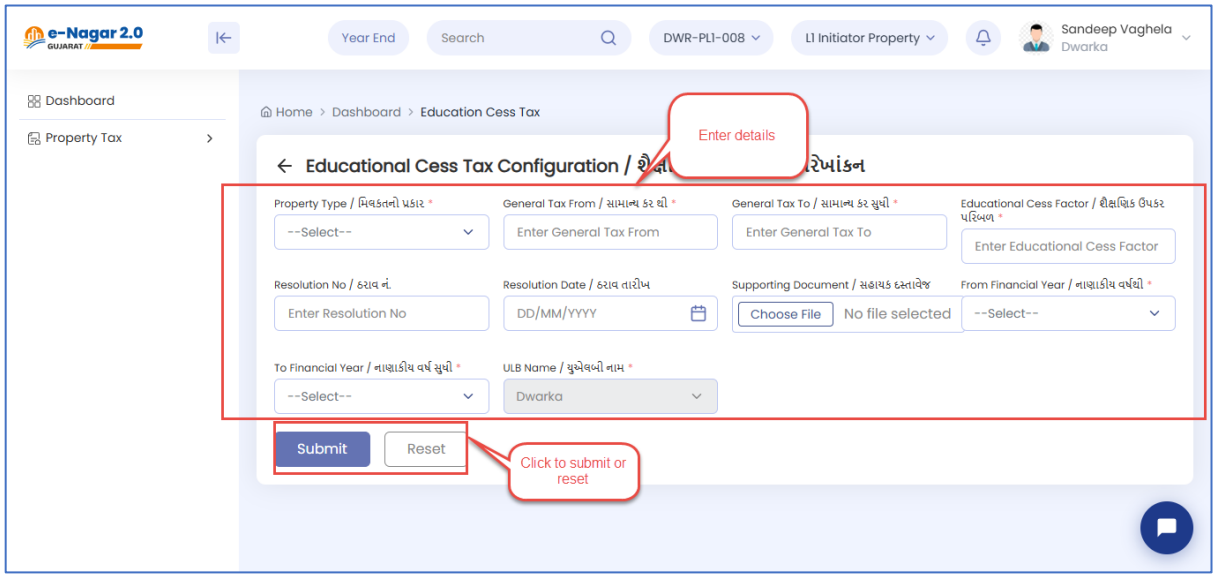


Figure 5-104

Field Details

- Property Type – Select the property category for which the cess configuration is applicable. (Dropdown)
- General Tax From – Enter the starting value of the general tax range. (Numeric)

- General Tax To – Enter the ending value of the general tax range. (Numeric)
- Educational Cess Factor – Enter the educational cess factor or percentage applicable for the selected tax range. (Numeric)
- Resolution No – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- Supporting Document – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.11 Tax Slab Priority

Purpose

The Tax Slab Priority module is used to define the execution order of tax slabs during tax calculation and billing processes.

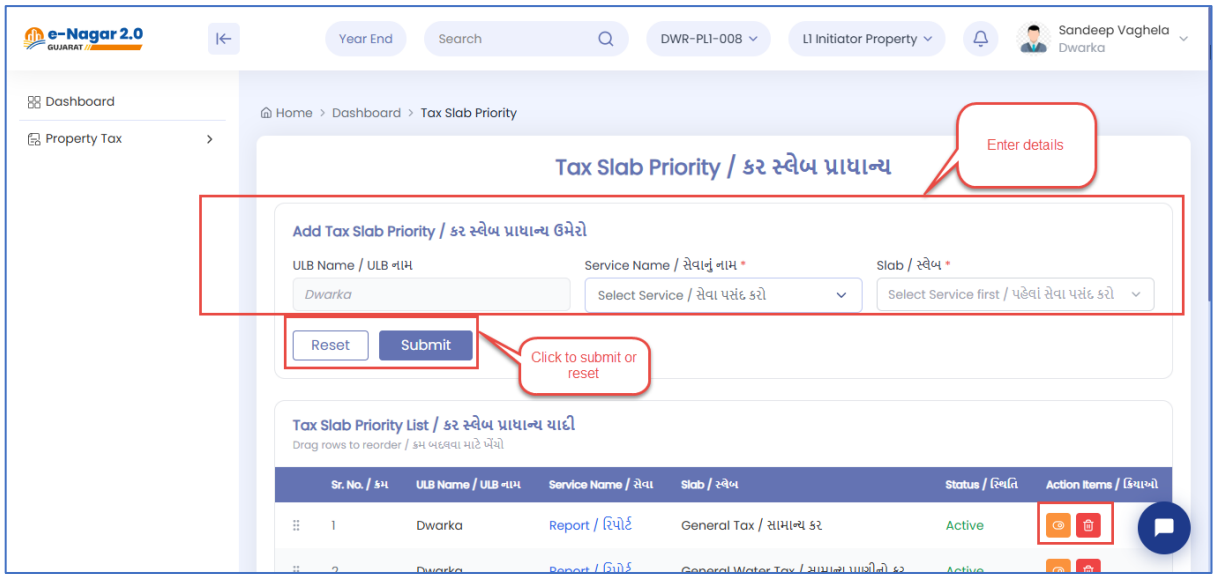


Figure 5-105

Field Details

- ULB Name – Displays the applicable Urban Local Body for which the priority is being configured. (Dropdown)
- Service Name – Select the service for which the tax slab priority is to be defined. (Dropdown)
- Slab – Select the tax slab associated with the selected service. (Dropdown)

Buttons 

- Submit – Saves the configured tax slab priority. (Button)
- Reset – Clears the entered values from the form. (Button)

Tax Slab Priority List

The configured priorities are displayed in the Tax Slab Priority List section. Users can drag and drop records to change the processing sequence of tax slabs. The system processes tax calculations according to the configured priority order.

5.10.12 Government Property Discount Configuration

Purpose

The Government Property Discount Configuration module is used to define discount percentages applicable for various government property categories.

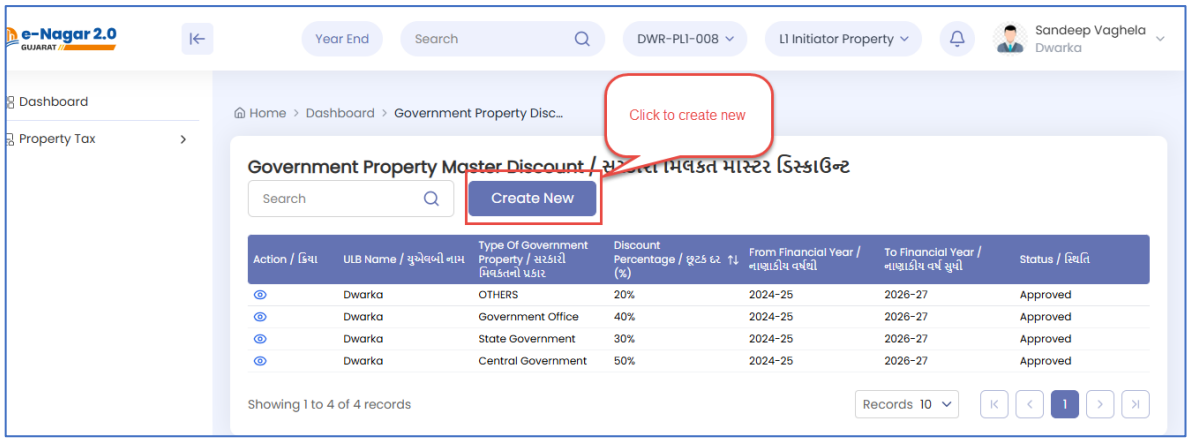


Figure 5-106

Listing Page

Click on **Create New** button to add a new Government Property Discount Configuration entry.

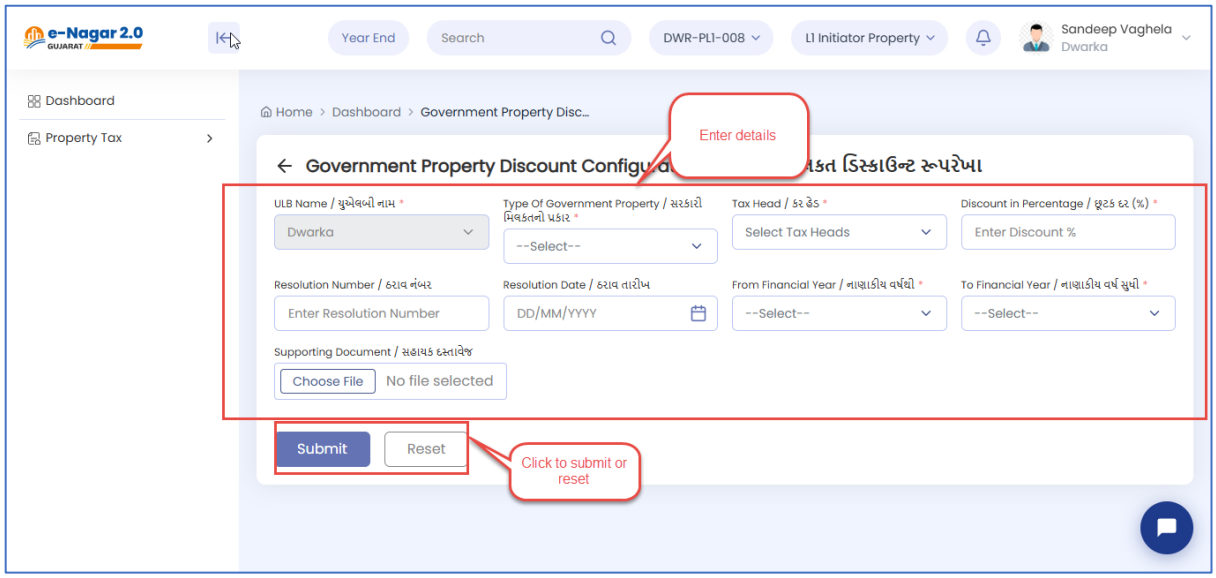


Figure 5-107

Field Details

- ULB Name – Displays the applicable Urban Local Body. (Dropdown)
- Type of Government Property – Select the government property category for which the discount is applicable. (Dropdown)
- Tax Head – Select the tax head on which the discount will be applied. (Dropdown)

- Discount in Percentage – Enter the discount percentage applicable for the selected property type and tax head. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- From Financial Year – Select the financial year from which the discount becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the discount remains effective. (Dropdown)
- Supporting Document – Upload the supporting approval document. (File Upload)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.13 Vacant Property Discount Configuration

Purpose

The Vacant Property Discount Configuration module is used to define discount percentages applicable for vacant residential and non-residential properties.

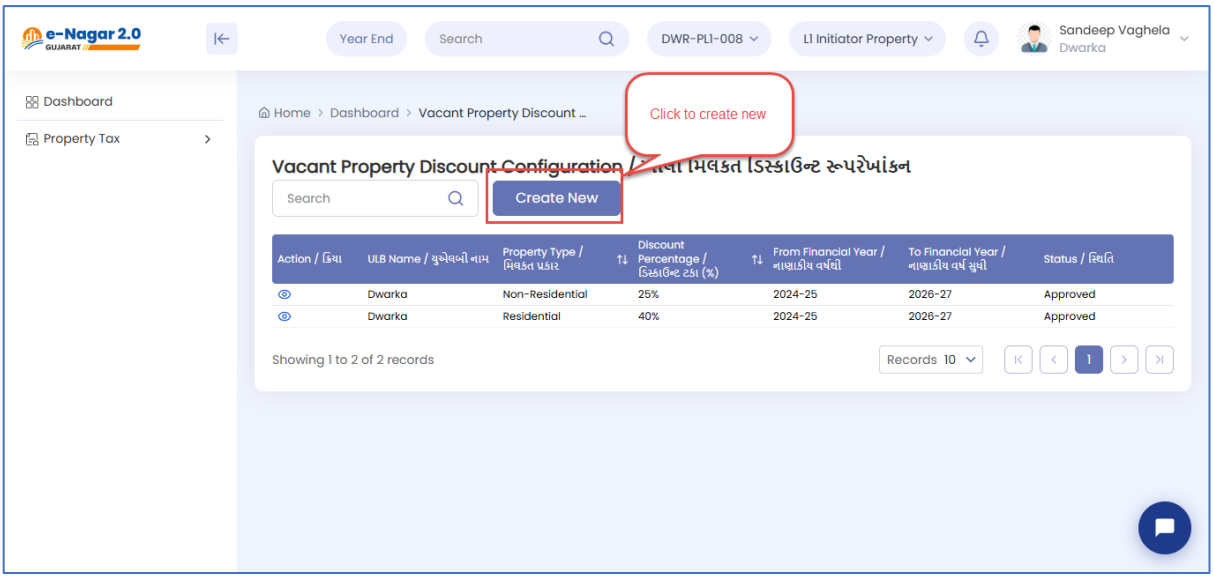


Figure 5-108

Listing Page

Click on **Create New** button to add a new Vacant Property Discount Configuration entry.

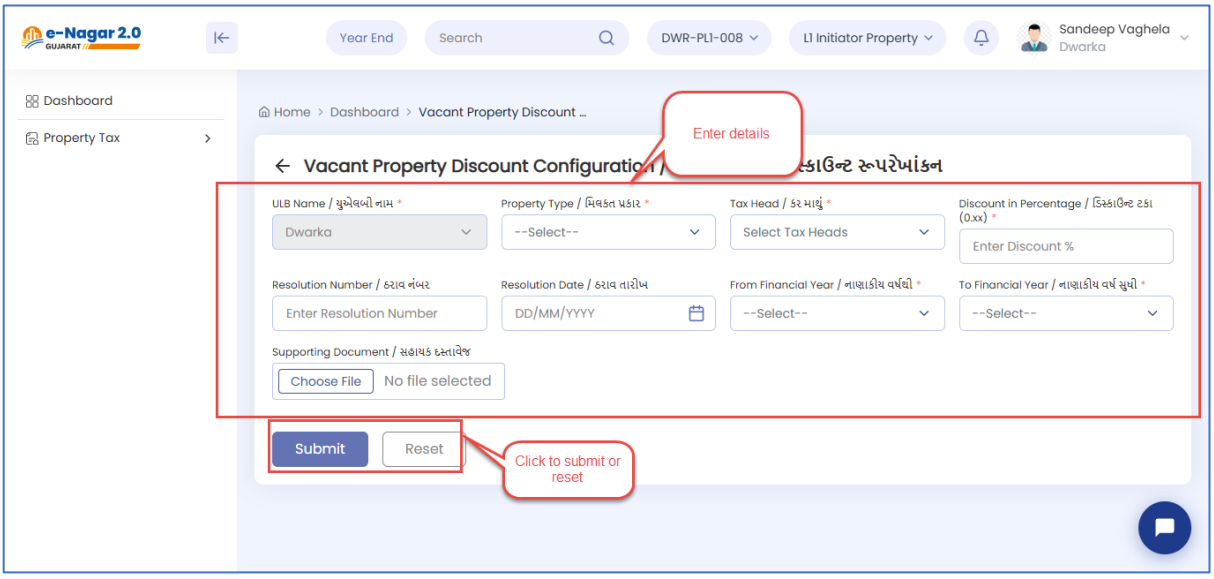


Figure 5-109

- **Field Details**
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)
- Property Type – Select the property category eligible for the discount. (Dropdown)

- Tax Head – Select the tax head on which the discount will be applied. (Dropdown)
- Discount in Percentage – Enter the discount percentage applicable for the selected property type. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- From Financial Year – Select the financial year from which the discount becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the discount remains effective. (Dropdown)
- Supporting Document – Upload the supporting approval document. (File Upload)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.14 Occupancy Type Configuration

Purpose

The Occupancy Type Configuration module is used to configure occupancy categories and their applicable factors used in property tax calculations.

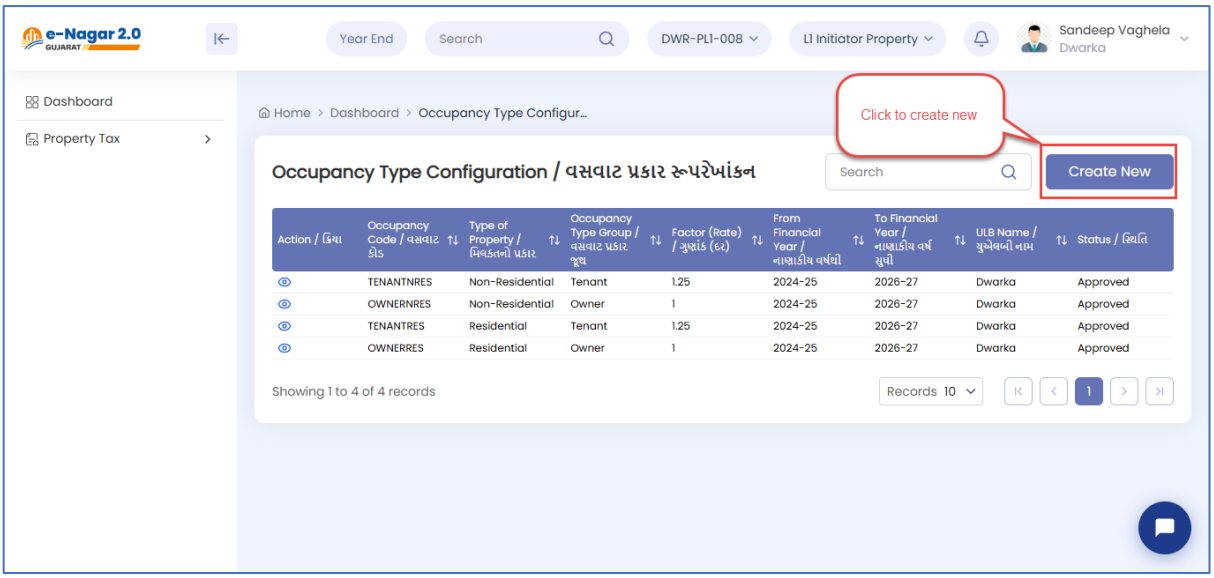


Figure 5-110

Listing Page

Click on **Create New** button to add a new Occupancy Type Configuration entry.

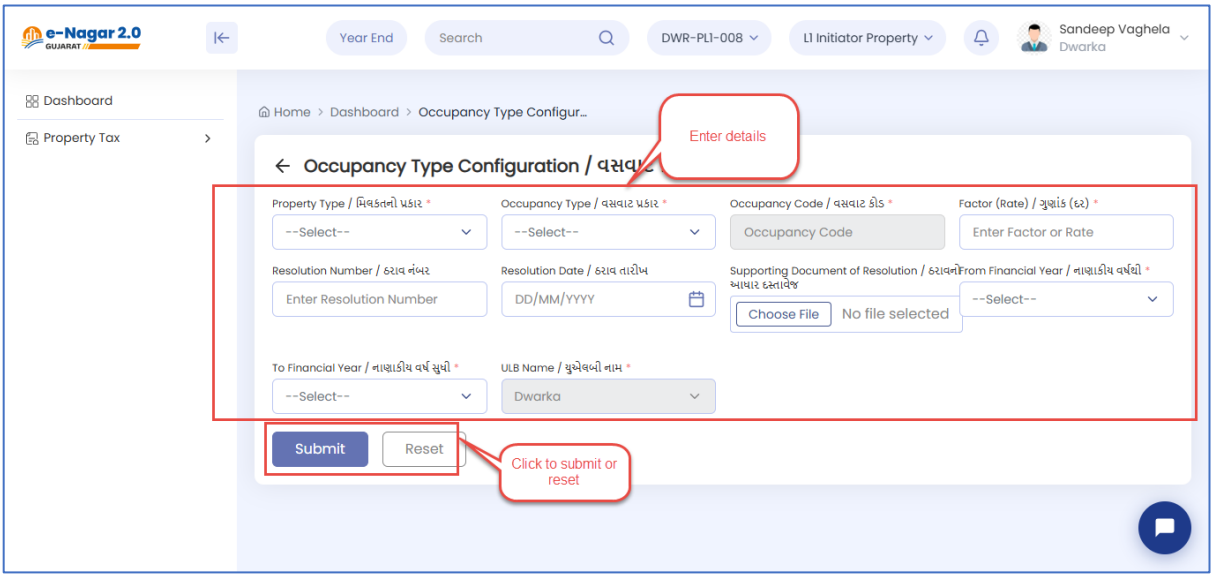


Figure 5-111

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Occupancy Type – Select the occupancy category such as Owner or Tenant. (Dropdown)

- Occupancy Code – Displays the code associated with the selected occupancy type. (Text)
- Factor (Rate) – Enter the factor applicable for the selected occupancy type. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.15 Name Transfer Rate Master

Purpose

The Name Transfer Rate Master module is used to configure minimum fees and percentage charges applicable during ownership or occupier name transfer processes.

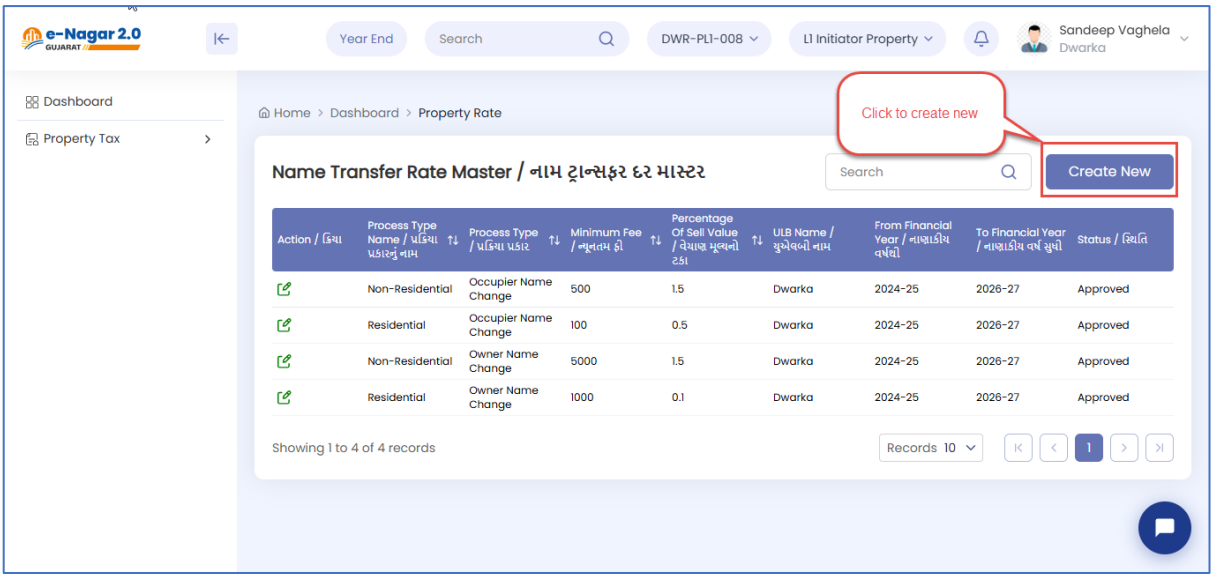


Figure 5-112

Listing Page

Click on **Create New** button to add a new Name Transfer Rate Master entry.

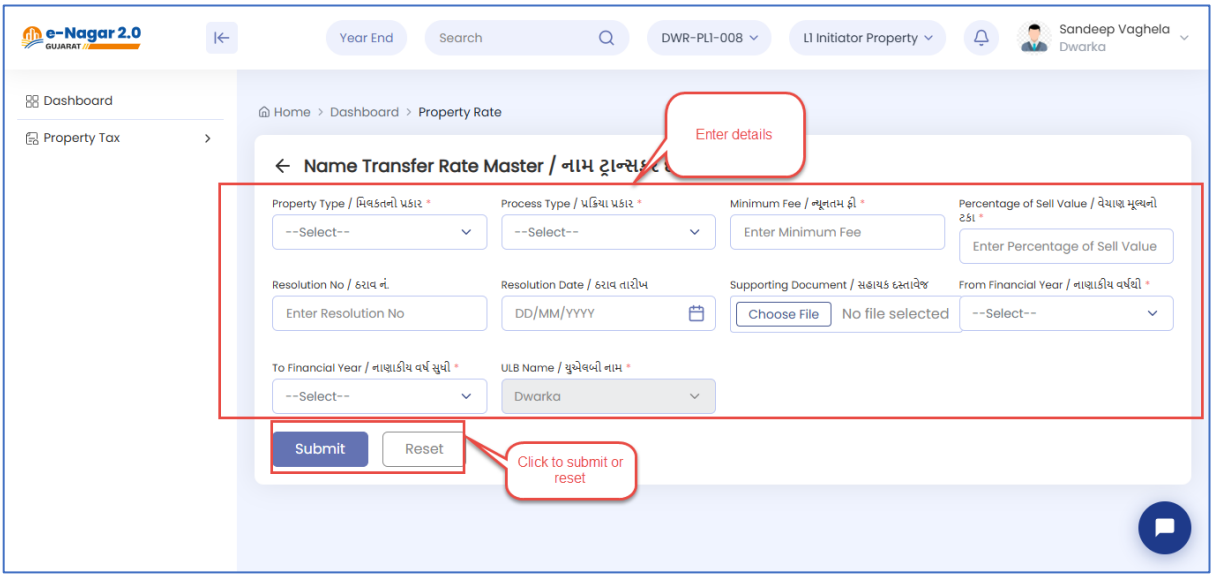


Figure 5-113

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Process Type – Select the name transfer process type such as Owner Name Change or Occupier Name Change. (Dropdown)

- Minimum Fee – Enter the minimum fee applicable for the selected process type. (Numeric)
- Percentage of Sell Value – Enter the percentage of property sale value applicable for the transfer process. (Numeric)
- Resolution No – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)
- Supporting Document – Upload the supporting approval document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.16 Notice Configuration

Purpose

The Notice Configuration module is used to define notice issuance timelines and notice fees applicable for different property categories.

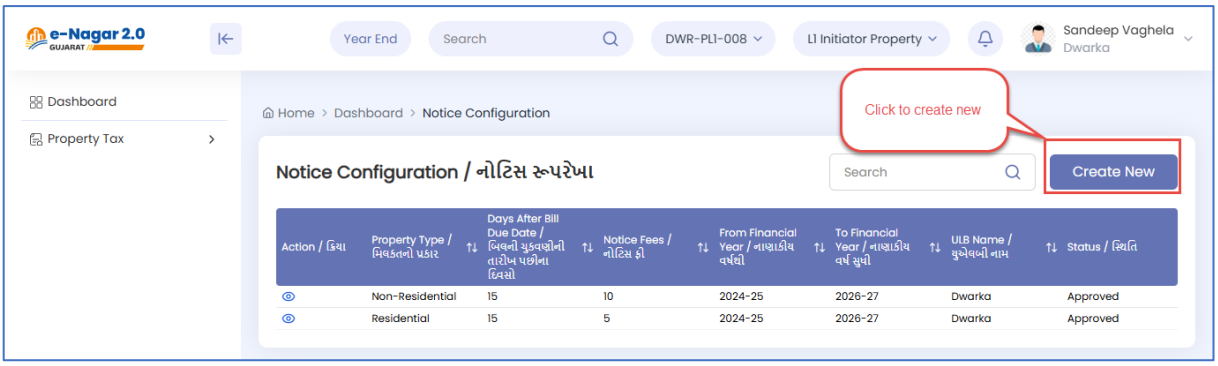


Figure 5-114

Listing Page

Click on **Create New** button to add a new Notice Configuration entry.

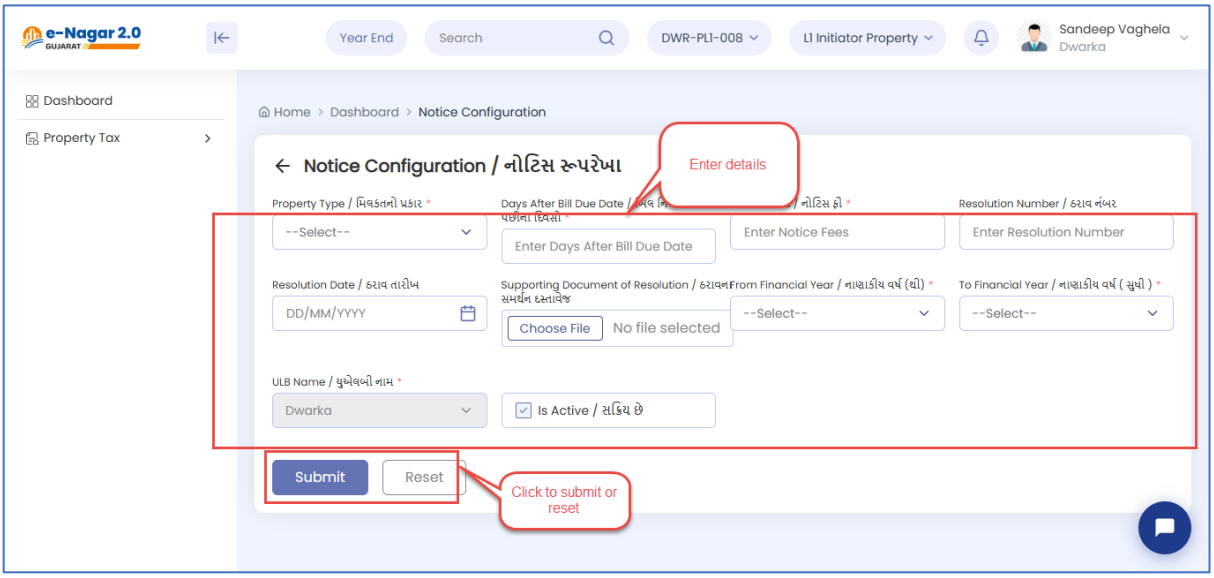


Figure 5-115

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Days After Bill Due Date – Enter the number of days after the bill due date when the notice should be generated. (Numeric)
- Notice Fees – Enter the fee amount applicable for notice generation. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)
- Resolution Date – Select the approval resolution date. (Date Picker)

- Supporting Document of Resolution – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)
- Is Active – Enables or disables the configuration. (Checkbox)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)

5.10.17 Warrant Configuration

Purpose

The Warrant Configuration module is used to define warrant issuance timelines and warrant fees applicable for different property categories.

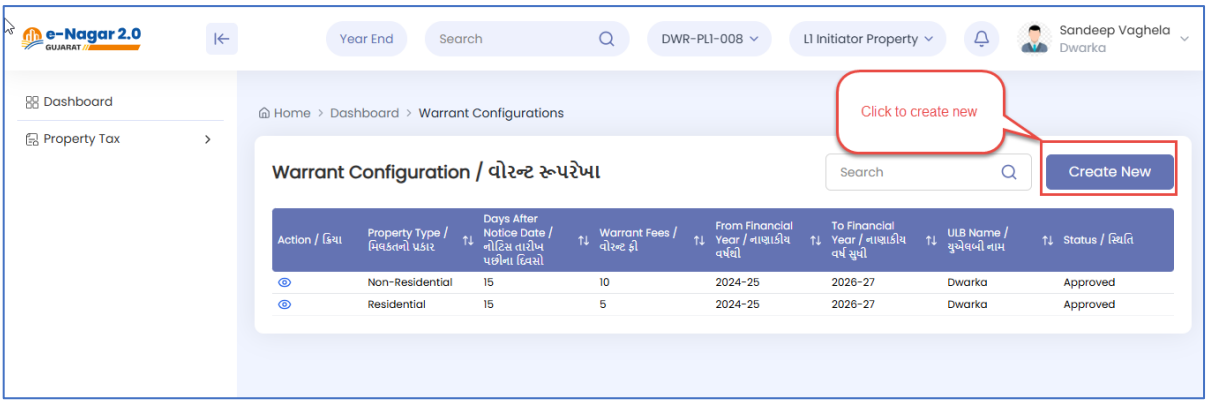


Figure 5-116

Listing Page

Click on **Create New** button to add a new Warrant Configuration entry.

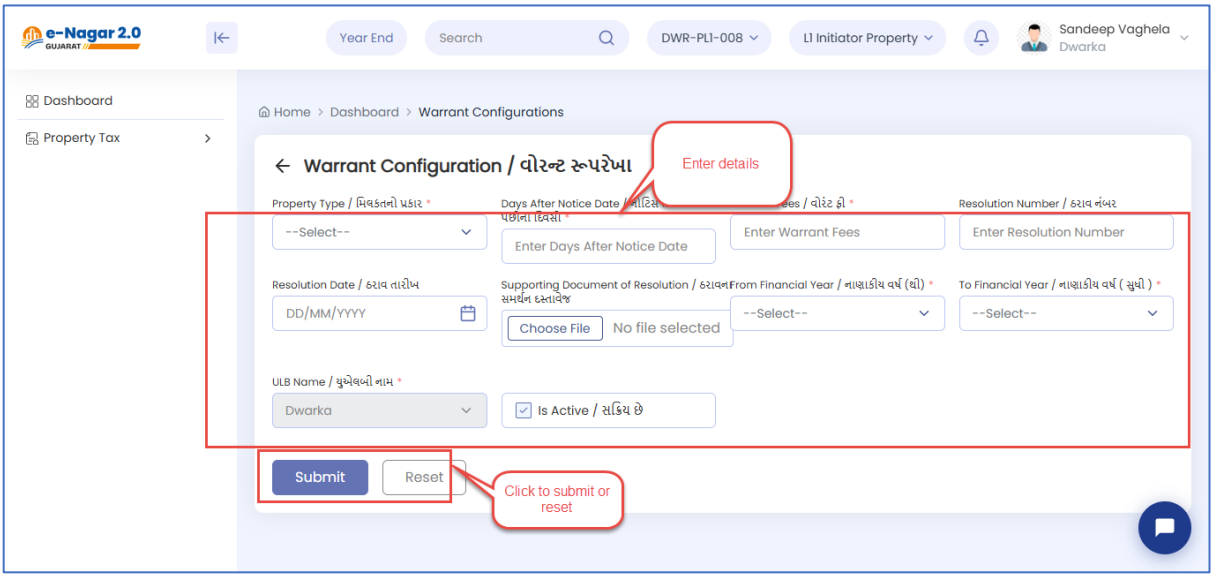


Figure 5-117

Field Details

- Property Type – Select the applicable property category. (Dropdown)
- Days After Notice Date – Enter the number of days after the notice date when the warrant should be generated. (Numeric)
- Warrant Fees – Enter the fee amount applicable for warrant generation. (Numeric)
- Resolution Number – Enter the approval resolution number. (Text)

- Resolution Date – Select the approval resolution date. (Date Picker)
- Supporting Document of Resolution – Upload the supporting resolution document. (File Upload)
- From Financial Year – Select the financial year from which the configuration becomes effective. (Dropdown)
- To Financial Year – Select the financial year until which the configuration remains effective. (Dropdown)
- ULB Name – Displays the applicable Urban Local Body. (Dropdown)
- Is Active – Enables or disables the configuration. (Checkbox)

Buttons 

- Submit – Saves the configuration details. (Button)
- Reset – Clears all entered values from the form. (Button)