

# Property Tax

## Property Tax>>Transactions>>

### Property Registration/ New Assessment

Enter the following details for New Assessment

#### In Step 1 Property Location Details:

City Survey No.	CSN0012	CSN0012
Property Status	Authorized	अधिकृत
Flat / House No.	B/204	बी/२०४
House / Apartment Name	Shri Apartment	श्री अपार्टमेंट
Street / Road	Railway station road	रेल्वे स्टेशन रोड
Area / Locality	Kalwa West	कळवा पश्चिम
PIN Code	400706	400706
Landmark	Thane	Thane
Country	India	भारत
State	Maharashtra	Maharashtra
District	Thane	Thane
Taluka	Thane	Thane
City	Thane	Thane
Revenue Boundaries	Ward 1 & Zone 1	प्रभाग १ आणि झोन १
Administrative Boundaries	Ward B	प्रभाग बी

Verify the entered details and click on Next, Note that Property Saved successfully message will be shown and Property No will get generate like TMC000000026

#### In Step 2 Property Owner Details:

Owner Name (In English)	Mr. Amol Anant Dabholkar	Mr. Amol Anant Dabholkar
Owner Name (In Marathi)	श्री. अमोल अनंत दाभोलकर	श्री. अमोल अदाभो नंत लकर
Organization		
Mobile No.	9876543210	9980231400
Email Id	<a href="mailto:afak.pangarkar@gmail.com">afak.pangarkar@gmail.com</a>	<a href="mailto:afak.pangarkar@gmail.com">afak.pangarkar@gmail.com</a>

Aadhar No.	213425675490	213425675490
PAN No.	ADEBU1394B	ADEBU1394B
Gender	Male	पुरुष
Owner Type	Primary	प्राथमिक

### In Step 3 Property Building / Assessment Details:

Plot Area(Sq/Meter)	1000	1000
Property Type	Building	इमारत
Property Sub Type	House	घर
Property Usage Type	RESIDENTIAL	निवासी
Property Usage Sub Type	NOT APPLICABLE	बिगर निवासी
Bill Type	Whole(1bill only)	संपूर्ण बील
Delivery Type	ALL	सर्व
Current Assessment	01/04/2018	01/04/2018
First Assessment	01/04/2018	01/04/2018
Re-Assessment	01/04/2018	01/04/2018
Last Assessment	01/04/2018	01/04/2018

### In Step 4 Floor wise Details:

Total Floors	First Floor	पहिला मजला
Total Flats	1	1

### In Step 5 Flat Details:

For "Room Details" click on check box "Do you want to Enter Room Details"  
For Manual RV click on check box(Currently auto calculation not working)

Room Type	Hall	हॉल
Assessment Date	20/08/2018	20/08/2018
Usage Type	RESIDENTIAL	निवासी

Usage Sub Type	RESIDENTIAL	निवासी
Room Width	50	50
Room Length	50	50
Construction Area	2500 (Auto calculated)	2500 (Auto calculated)
Carpet Area	2300	2300
Exempted Area	100	100
Total Area	2200 (Auto calculated)	2200 (Auto calculated)
Monthly Rent	1000	1000
Total Annual Rent	12000	12000
ALV	15000 (For auto calculated manual RV will get automatically)	15000 (For auto calculated manual RV will get automatically)
RV	13500 (For auto calculated manual RV will get automatically)	13500 (For auto calculated manual RV will get automatically)
Remark	Add Room Details	खोलिची माहिती

Click on Add button and verify the details and the click on close button

Floor No	First Floor	पहिला मजला
Flat No	1	1
Occupancy Type	Owner	मालक
Construction Class	R.C.C.	आ सी र.सी.
Construction Area	2500 (Auto fetchvalue)	2500 (Auto fetchvalue)
Carpet Area	2300 (Auto fetchvalue)	2300 (Auto fetchvalue)
Exempted Area	100 (Auto fetchvalue)	100 (Auto fetchvalue)
Total Area	2200 (Auto fetchvalue)	2200 (Auto fetchvalue)
Usage Type	RESIDENCIAL	निवासी
Usage Sub Type	RESIDENCIAL	निवासी
Plot Area(Sq/Meter)	1000	1000
Land Cost	100000	100000
Tax Start Date	20/08/2018	20/08/2018
Remarks		

Flat No	1	1
Occupancy Type	Owner	मालक
Construction Class	R.C.C.	आर.सी.सी.

#### Flat Owner Details

Owner Name(In English)	Mr. Amol Anant Dabholkar	Mr. Amol Anant Dabholkar
Owner Name(In Marathi)	श्री. अमोल अनंत दाभोळकर	श्री. अमोल अनंत दाभोळकर
Organization		
Mobile No.	9876543210	9849332392
Email Id	<a href="mailto:afak.pangarkar@gmail.com">afak.pangarkar@gmail.com</a>	<a href="mailto:afak.pangarkar@gmail.com">afak.pangarkar@gmail.com</a>
Aadhar No.	231453234756	787749512300
PAN No	QWSRD1546C	BISPD1300T
Gender	Male	पुरुष
Owner Type	Primary	प्राथमिक

Add/Verify Flat Owner Details and then click on save button note that Flat Saved Successfully message will be shown

Click on Finish.

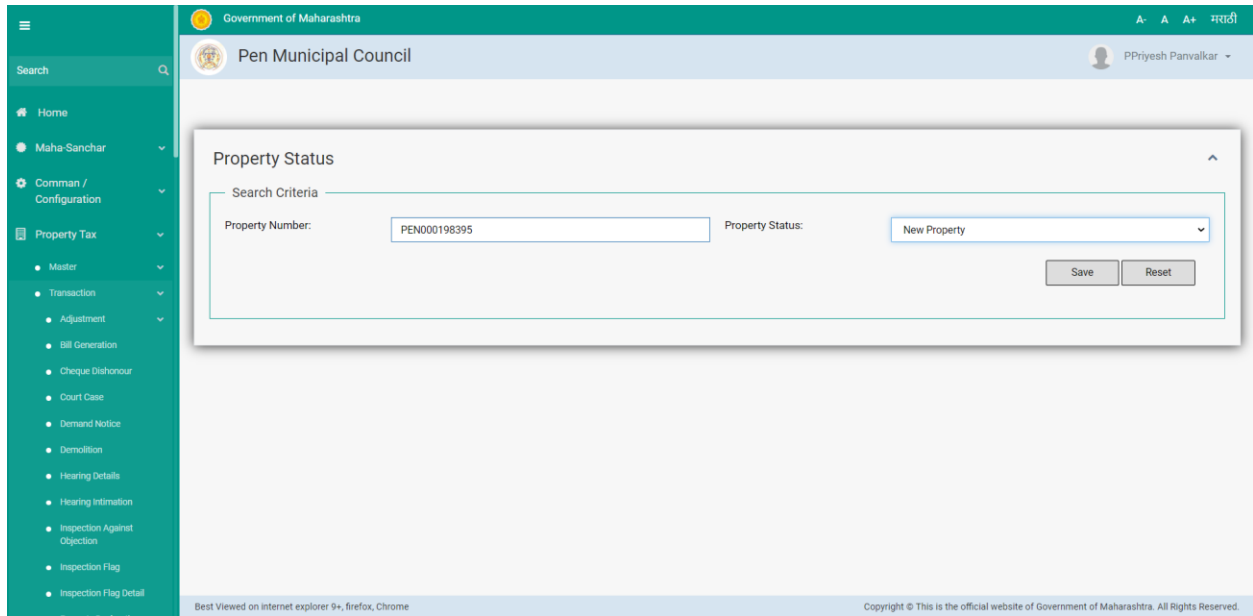
## Property Status Updation

For Property Status Updation go to following path:  
Property Tax >> Transaction >> Property Status Updation

Enter number and status of the property

Property Number	PEN000198395
Property Status	New Property

Click on Save.



## Special Notice Generation

For Special Notice Generation go to following path:  
Property Tax >> Transaction >> Special Notice Generation

Enter following details to generate special notice

Single Property	Yes(select radio button)	Yes(select radio button)
New Property	Yes(select radio button)	Yes(select radio button)
Property Number	PEN000198395	PEN000198395

Verify the details entered and click on Generate Special Notice, it'll give message as 'Notice Generation'

Click on Print Report, Special Notice PDF file will download

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- Tax Collector Target Collection
- Worked Notice

Special Notice Generation

Property Selection

Generate Notice     Print Notice     Valuation list report  
 New Property     Revaluated Property     Revised Property     Property Objection  
 Single Property     Multiple Properties     All

Property Selection

Property No.	Flat No.	Status	Add / Remove
PEX00198395		<input type="checkbox"/>	+

Generate Special Notice    Reset

Activate Windows  
Go to Settings to activate Windows.

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Special Notice Generation

Property Selection

Generate Notice     Print Notice     Valuation list report  
 New Property     Revaluated Property     Revised Property     Property Objection  
 Single Property     Multiple Properties     All

Property Selection

Property No.	Flat No.	Status	Add / Remove
PEX00198395		<input type="checkbox"/>	+

Generate Special Notice    Reset

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Special Notice Generation

Property Selection

Generate Notice     
  Print Notice     
  Valuation list report  
 New Property     
  Revaluated Property     
  Revised Property     
  Property Objection  
 Single Property     
  Multiple Properties     
  All

Property Selection

Property No.	Flat No.	Status	Add / Remove
PEN00198394		<input type="checkbox"/>	⊕/⊖

Print Report    Report

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Pen Municipal Council / पेण नगरपरिषद

Property Tax Department / करनिर्धारण विभाग

Special Notice / विशेष नोटीस



(मुंबई प्रांतिक महानगरपालिका अधिनियम 1949 चे अनुसूचीतील प्रकरण 8 अधिनियम 44, 45 व 46 अन्वये )

Notice No/नोटीस क्रमांक PEN0/SP/2223/000245

Date/दिनांक 12/09/2022

To/प्रति,

Rupesh Sase  
307,I-02 Gokul Garden  
Powai,Sardar Patel Road,hello  
mahaULB,Pen 400612

Subject/विशेष नोटीस नविन / सुधारित कर आकारणीबाबत

Respected Sir/Mam,

In reference to the above subject it is informed that the valuation of the property is been revised.

Property No.PEN000198395 is registered on the owner name Rupesh Sase and the details of the taxes are as

Floor	Flat	Usage/वापर	Construction	Accessible	ALV/ए.एल.व्ही	RV/आर.वी.
Ground	401	RESIDENTIAL/इमारत	R.C.C	599.00	8985.00	8975.00
Total/एकूण				599.00	8985.00	8975.00

Tax Details/कर तपशील

Tax Description/कर विवरण	Amount/रकम
General Tax	1975.00
Education Cess Tax	539.00
Municipal Education Cess	269.00
Employment Guaranty Cess	450.00
Total tax amount/एकूण कर रकम	3233.00

If you do not agree with the charge, you should apply for a re-examination to the Chief Inspector within the 15day notice.  
If the complaint application is not received within 1 month, the charge will be made as per the above mentioned record.



*Signature*

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## Bill Generation

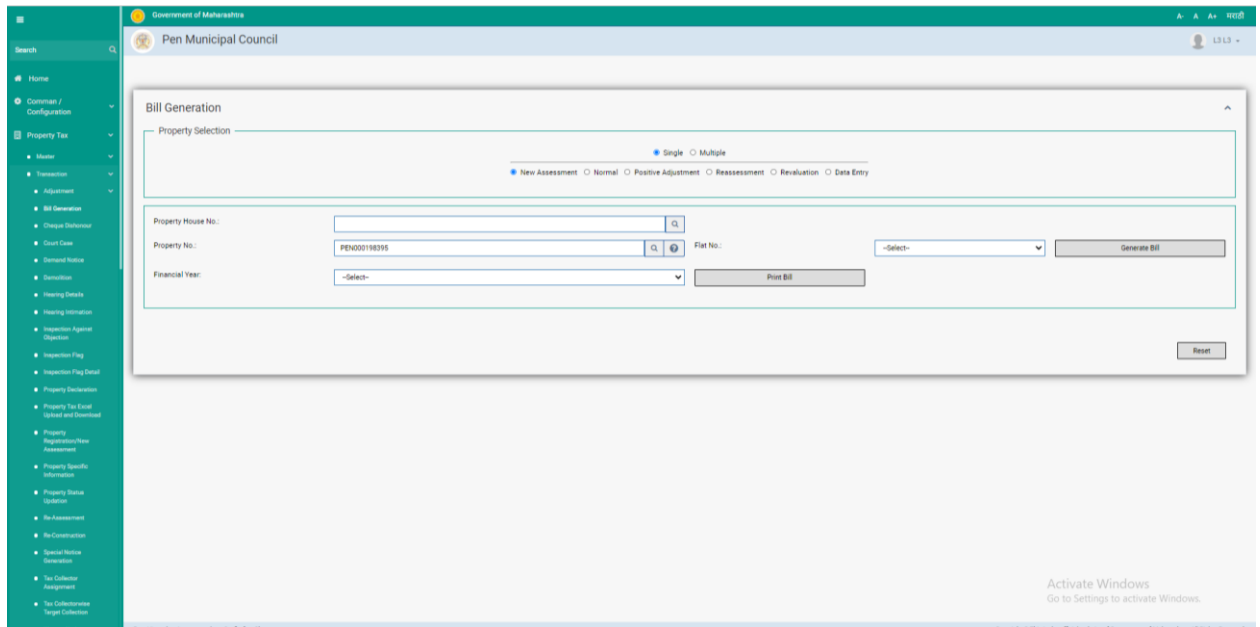
For Billing of Property go to following path:

Property Tax >> Transaction >> Bill Generation

Enter following details in the Bill generation page:



Property Selection	Single / Multiple	Single / Multiple
Property status	New assessment / Normal / Positive Adjustment	नवीन मूल्यांकन / सामान्य सकारात्मक समायोजन
Property No	PEN000198395	PEN000198395
Select Flat no	XXX	XXX
<b>Click on Generate Bill, It'll generate Bill</b>		
<b>For Print Bill</b>		
Financial Year	2021-21	
<b>Click on Generate Bill, It'll generate Bill</b>		



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Bill generated Successfully

### Bill Generation

Property Selection

Single Multiple

New Assessment Normal Positive Adjustment Reassessment Revaluation Data Entry

Property House No: [ ]

Property No: PEN000180395 Flat No: -Select- Generate Bill

Financial Year: -Select- Print Bill

Reset

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### Bill Generation

Property Selection

Single Multiple

New Assessment Normal Positive Adjustment Reassessment Revaluation Data Entry

Property House No: [ ]

Property No: PEN000180395 Flat No: -Select- Generate Bill

Financial Year: 2021-2022 Print Bill

Reset

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Pen Municipal Council  
Assessment Department / कर निगारण विभाग  
Year 01/04/2022 To 31/03/2023  
Form No. : FROM NO. 54 (See Rule 75,87, 476)



Bill

Property No. / मालम ा मॉंकु: PEN000198395 Bill Date / विबल दनांक: 06/07/2022 Bill No. / विबल नं: PEN0202200000071  
Ward / वॉर्ड: Ward 1 / वॉर्ड 1 | Zone / झोन: Zone 1 / झोन 1 Owner  
Name/मालकाचे नाव: Rupesh Sase  
Occupier Name / भोगवटादाराचे नाव:  
Flat No. / घर मॉंकु: House No. / घर मॉंकु: 152  
Property Address / मालम ा प ा: 307, I-02 Gokul Garden Powai, Sardar Patel Road, local11, Pen 444526

	Residential / िनवासी	Non Residential / विबगरिनवासी	Other / इतर	Total / एकूण
Carpet Area / चटई ढे	1000.00	0.00	0.00	1000.00
Rateable Value / कर यो य	1652.00	0.00	0.00	1652.00

Tax Name / करुंने नाव	Arrears / मागील यक्रवाक (₹)	Current Demand / चालू मागणी (₹)		Total Demand / एकूण मागणी (₹)
		PEN020220000007110 01/04/2022-30/09/2022	PEN020220000007120 01/10/2022-31/03/2023	
General Tax	0.00	182.00	182.00	364.00
Education Cess Tax	0.00	33.00	33.00	66.00
Municipal Education Cess	0.00	25.00	25.00	50.00
Employment Guaranty Cess	0.00	225.00	225.00	450.00
Total Demand / एकूण मागणी (₹)	0.00	465.00	465.00	930.00
Due Date / देय दनांक		04/10/2022	30/12/2022	
Excess Adjusted / मागील जमा र म		0.00	0.00	0.00
Adjustable Amount / समायोजित र म		0.00	0.00	0.00
Rebate / सबलत		0.00	0.00	0.00
Total Outstanding Amount / एकूण िश लक र म (₹)				930.00
In Words / अ री र म	Nine Hundred and Thirty Only			



Signature

Property No. / मालम ा मॉक : PEN000198395

Property Owner / मालम ा धारक : Rupesh sase

Bill Date / िव्रल वनॉक : 06/07/2022

Bill Amount / िव्रल र म : 930.00

Recieved By / ता यात वेणा याचे नाव :

Recieved Date / ा िी वनॉक :