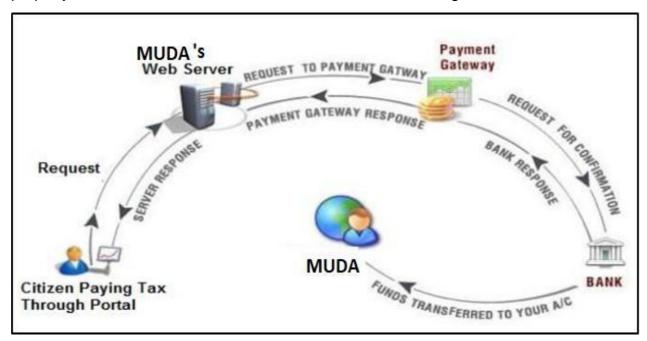
MUDA: MYSURU URBAN DEVELOPMENT AUTHORITY

USER MANUAL: ONLINE PROPERTY TAX PAYMENT

The Online payment gateway enables MUDA to receive money from citizens by redirecting them to MUDA's web server. This feature enables citizen to pay their property tax online with Debit card, Credit card and net banking.



Features of the Product:

- 1. Online property tax calculator with payment gateway integration to pay the taxes for the specific assessment year.
- 2. This Module provides online payment facility for both the properties which are having layout name and site no.
- 3. This module provides online property tax calculator with generation of challan and then citizen can proceed to pay the tax.
- 4. Email notifications after successful payments.
- 5. Automatic Updation of Property Tax after successful payments.

Process Flow:

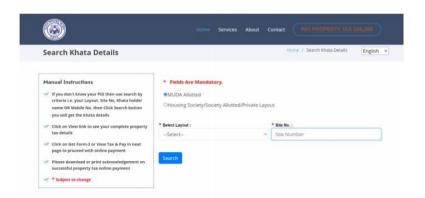
MUDA alloted vacant site



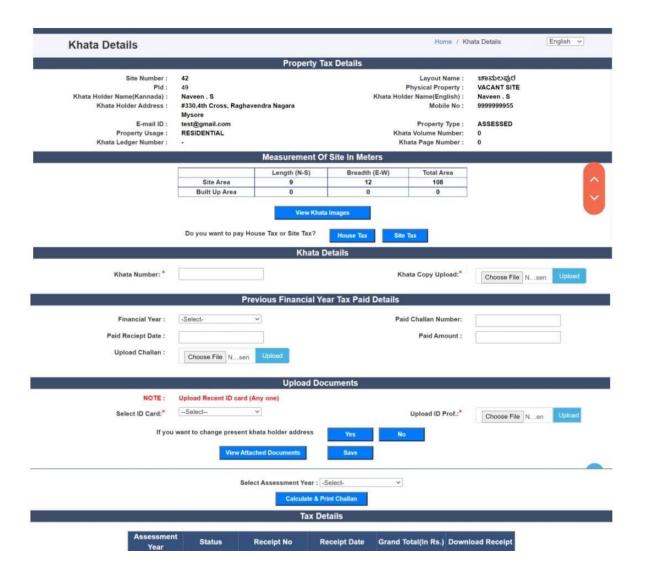
- Citizen should visit the portal :_ https://mudamysuru.co.in
- Click on 'Pay Tax Online' for the online property tax payment as shown below.



In the next screen there will be two options i.e., MUDA Allotted and Housing Society/Society Allotted/Private Layout. If Citizen selects MUDA Allotted, In order to search the Khata Details citizen has to follow the manual instruction provided, i.e., Search by using required Criteria [based on Layout and Site number]. Upon search criteria brief details will be displayed at the below section in the grid. By clicking on View, entire details related to that Khata/Property will be displayed in new window.

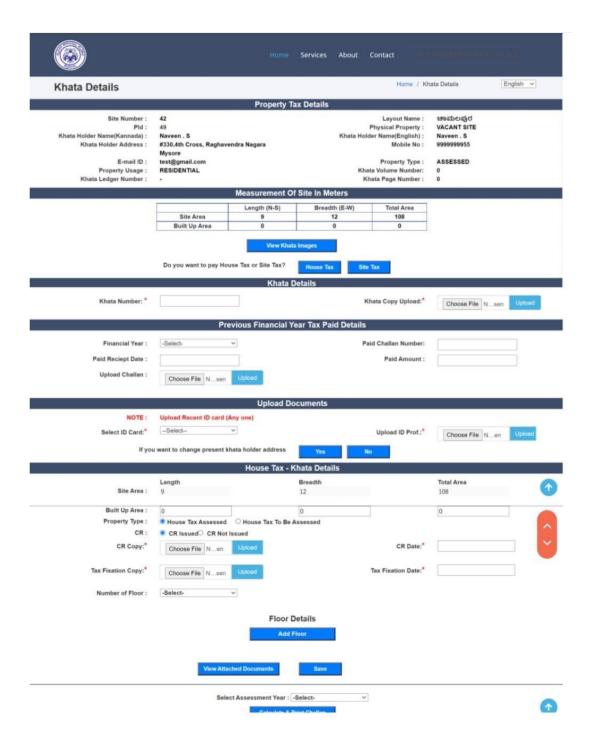


 Here entire Property details will be displayed along with View Khata Images, Khata Details, Tax details section, and also provided with an option for Calculating the generation of the Form for respective year. By selecting the assessment year and clicking on the Calculate & Print Challan button detailed tax will be displayed at challan screen.



- In this screen citizen has an option to Pay House Tax. When citizen selects the House Tax option, House Tax- Khata Details will be displayed with some mandatory fields in the same screen. Along with built up area details, citizen needs to upload CR copy and Tax Fixation copy if citizen has the documents. To upload these documents the Property Type should be House Tax Assessed. When citizen selects House Tax Assessed option, citizen will be provided with options to upload CR copy and Tax Fixation copy along with view attached documents option. If citizen doesn't have CR and Tax Fixation copies then citizen should select Property Type as House Tax To Be Assessed.
- Here Citizen can also add floor details by clicking on Add Floor details.
 Added floor details will be displayed in the grid below.
- In select Assessment Year: Only To Be Paid(payment pending)
 assessment years drop down will be displayed. Citizen can select the the
 assessment year from the drop down list and click on the Calculate & Print
 Challan option. Tax will be

calculated internally for the selected year and tax details will be displayed in challan.

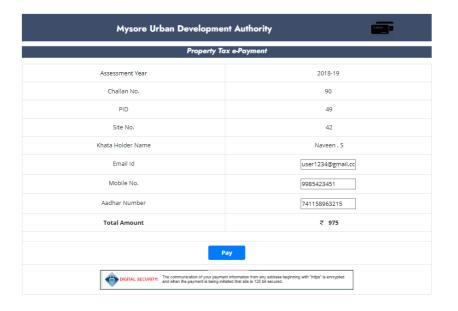


In the challan, detailed breakup of the individual income heads like Tax,
 Cess, Penalty will be displayed and by clicking PayOnline button page will be redirected to the payment details page.

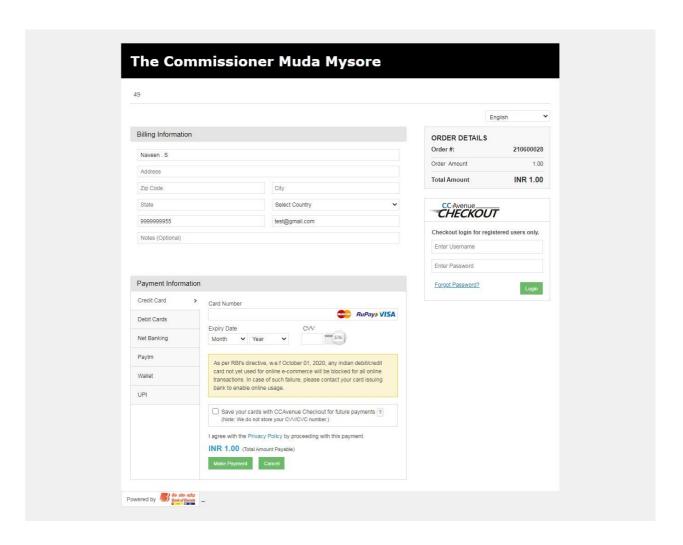
NOTE: If citizen doesn't have CR copy House Tax will be paid doubled.



 In payment details screen citizen has to enter his details like Mobile Number, Email Id, Adhar Number to get the payment status. By clicking on Pay button. Payment for the particular transaction will be initiated and redirected to the payment gateway page.



 At Payment gateway page customer has to choose the relevant payment mode. Citizen has to enter his banking details to make payment. After successful / failure of payment page will be redirected back to MUDA portal with payment status.



• After payment, system will generate the **e-Payment Receipt** with Print option and same will be sent to the **customer mail** as well as shown below.



-----END OF THE DOCUMENT-----

