

MUDA: MYSURU URBAN DEVELOPMENT AUTHORITY

USER MANUAL: PRIVATE LAYOUT

Flow-Chart :

Private Layout Vacant Site



- If Citizen selects Housing Society/Society Allotted/Private Layout, In order to search the Khata Details citizen has to follow the manual instruction provided, i.e., Search by using required Criteria [based on Society, Layout, Site number, and PID]. Upon search criteria brief details will be displayed at the below section in the grid.
- If citizen doesn't have Khata, he can **register New Khata** by clicking on **Register New Khata** button. Then the Khata Registration Page will be displayed with some mandatory fields .

- In Khata registration page, Citizen will get an option to select their property type. If property type is **Vacant Site** citizen has to fill the following details i.e., Layout Name, Taluk, Hobli, villege, , Survey Number site number, Name of Khata Holder, Measurements of the site, Khata Number etc.. and upload required documents like soft copy of adhar card, Khata copy, Id proof (Driving License, PAN Card, Bank Passbook, Voter Id and Pension Record), Document Register copy and Last Paid Challan copy. After entering all these mandatory fields and uploading documents click on **Save** button then citizen will get **successful registration message with PID**.



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Khata Registration

[Home](#) / [Khata Registration](#)

English

Private Layout / Society Details To Be Registered

Property Type : VACANT SITE CONSTRUCTED

Layout Name :

Taluk :

Hobli :

Village :

Society Name :

Survey Number :

Site Number :

Measurements (Meters) : Feet Meter

North-South(Length) East-West(Breadth)

Total Site Area (Sq. Meters) :

Name of Khata Holder :

Khata Number :

Khata Transfer/Reg Date :

Khata Holder Address :

Mobile Number :

E-Mail ID :

Aadhar Number :

NOTE : Aadhar card is Mandatory
Aadhar Card :

NOTE : Upload Recent ID card (Any one)
Select ID Card Type :

ID Proof :

Khata Copy Upload :

Previous Financial Year Tax Paid Details

Financial Year :

Tax Paid Challan Number :

Tax Paid Challan Date :

Tax Paid Amount :

Last Paid Challan :

Private Layout Construct



Visit portal
<http://www.mudamysuru.co.in>



Click on Pay tax online



Select private layout & click on
Register your property



Select construct & fill all the
required data & upload all



Click on Add floor option
& Add floor details details



Click save button and accept the
terms & condition then click
conform button



Collect the MUDA PID on
top of the screen



Click on calculate & see Tax
amount



Click on calculate and
print challan



Click on pay online



Enter your details " Adhaar no &
email id& mob number" click pay



Select mode of payment
(cards , net banking ,upi id)



Payment successful



Click on print button
and get the receipt

- If property type is **constructed** Site citizen has to fill the following details i.e., Layout Name, Taluk, Hobli, village, , Survey Number site number, Name of Khata Holder, Measurements of the site, Khata Number etc.. and upload required documents like soft copy of adhar card, Khata copy, Id proof (Driving License, PAN Card, Bank Passbook, Voter Id and Pension Record), Document Register copy and Last Paid Challan copy. Along with above details fill **House Tax Khata Details** fields i.e., **Tax fixation copy, Tax Fixation Date, CR copy,** (if issued), and **Last challan details.**
- Here Citizen can also **add floor** (If citizen selects CR Not Issued option) by clicking on **Add Floor option**. Added floor details will be displayed in the grid below. After entering all these mandatory fields and uploading documents click on **Save** button then citizen will get **successful registration message with PID**. Find the reference screen below.



Khata Registration

Home / Khata Registration English

Private Layout / Society Details To Be Registered

Property Type: VACANT SITE CONSTRUCTED

Layout Name: Taluk:

Habit: Village:

Society Name: Survey Number:

Site Number: Measurements (Meters): Feet Meter

North-South(Length): East-West(Breadth):

Name of Khata Holder: Khata Number:

Khata Transfer/Reg Date: Khata Holder Address:

Mobile Number: E-Mail ID:

Aadhar Number: **NOTE: Aadhar card is Mandatory**
Aadhar Card:

NOTE: Upload Recent ID card (Any one)
Select ID Card Type: ID Proof:

Khata Copy Upload:

House Tax - Khata Details

Owner Type: House Tax Assessed House Tax To Be Assessed

CR: CR Issued CR Not Issued

CR Copy: CR Date:

Occupation Copy:

Tax Fixation Copy: Tax Fixation Date:

Last Paid Challen Amount: Challen Number:

Challen Date: Upload Challen:

Number of Floor:

Floor Details

Upload Property Images

Front Image:

Right Image:

Right Image:



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