

Mobile App FAQ'S

1. How to know my Property Tax?

Answer:- Step 1: Go to know your property tax from menu bar

Step 2: Fill the required property details to know your tax.

2.How to make my online payment?

Answer:- Step 1: Go to Quick Pay Option.

Step 2: Click on paynow button, select Nagarpalika name.

Step 3: Select options from Type of application. (Property tax, Marriage Registration Payment, Professional Tax Payment, Shops Establishment Payment, Water Drainage Payment)

Step4: Enter required details.

Step5: Make an online payment with selection on payment gateway.

3.What should I do if Property Tax amount is not correct?

Answer:-Contact respective Nagarpalika

4.How to fill my professional tax - Applicant Registration form?

Answer:-Step 1: Go to Professional tax option.

Step2: Select Applicant Registration (EC) and fill the form

5.How to fill my professional tax - Employee Registration form?

Answer:-Step 1: Go to Professional tax option.

Step 2: Select Employee Registration (RC) and fill the form

6.How to update Applicant Name, Professional category, address, Bank details?

Answer:-Step 1: Go to Professional tax option.

Step 2: Select the option as per requirement.

Step 3:Fill up the details

7.How to add “New Complaint”/Track Complaint status?

Step 1: Go to “Complaint “ option.

Step 2: Provide the necessary details of complainant, Category and also upload the document(if required).

Step 3:Check your complaint status by providing the Complaint registration number

8.How to close/reopen the complaint?

Answer:-Step 1: Go to “Complaint “ module.

Step 2:Click on “ track status”.

Step 3: click on “ Reopen“ button. If complaint not resolved

9.How to register marriage?

Answer:-Step 1: Go to “Marriage Registration “ option.

Step 2: Provide the required details of marriage registration.

10.How to search marriage registration status?

Answer:-Step 1: Go to “Marriage Registration “ option.

Step 2: Press “Search” .

Step 3: Provide the required details of registration

11.How to get new water/drainage connection or closure of water /drainage connection to my house?

Answer:-Step 1: Go to “Water and Drainage “ option.

Step 2: Select Water Connection / Drainage Connection as per requirement.

Step 3: Select Water/Drainage connection Registration OR Close Water/Drainage Connection

12.How to get my certificates (Professional tax, Building Permission, Marriage, Shops & Establishment)?

Answer:-Step 1:Go to “Certificate” option.

Step 2:Select required category.

Step 3:Provide Application number to download certificate

13.How to get my Receipts of my payments?

Step 1: Go to “My services”.

Step 2: Select the option as per requirement.

Step 3: Fill the required details to link.

Step 4: If required, Delink the details

14.How to link/Delink registered property, marriage, Professional organisations ,Shops and establishment, Water/ drainage connections?

Step 1: Go to “My services”.

Step 2: Select the option as per requirement.

Step 3: Fill the required details to link.

Step 4: If required, Delink the details