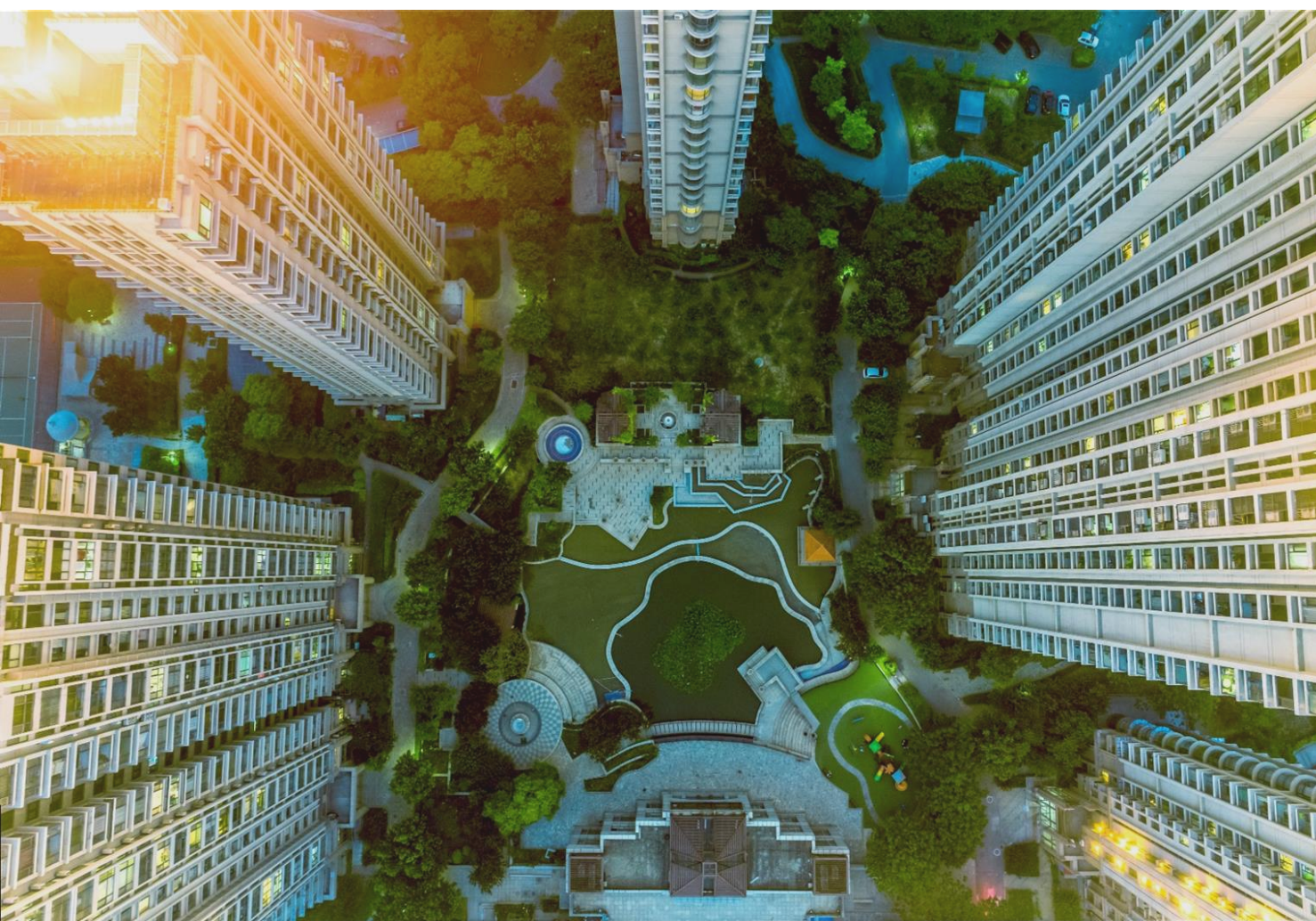


SUJOG - Sustainable Urban Services in a Jiffy by Odisha Government



Property Tax Module

- *Citizen User manual*

Document History

Date	Version	Author	Review by	Approved By	Description
16 June 2021	1.0	Freddy Luckos	Manoj Sahu	H&UDD	Final Draft

Contents

1	Introduction.....	3
1.1	<i>Background.....</i>	3
1.2	<i>Scope of this Document.....</i>	3
1.3	<i>Intended Audience and Functionalities.....</i>	3
2	General Functions.....	4
2.1	Registering into the system.....	4
2.2	Citizen service homepage.....	5
2.3	Editing the Profile.....	5
3	New Property Addition and Assessment.....	7
3.1	Application Form.....	7
3.1.1	Property Address.....	9
3.1.2	Property Details.....	10
3.1.3	Owners Details.....	12
3.1.4	Document Info.....	13
3.1.5	Summary.....	16
3.2	Property Tax Payment.....	18
3.3	Send back to citizen.....	21
3.4	Track Application Progress.....	24
4	Re-Assessment of Property.....	27
4.1	Property Re-Assessment Application.....	27
4.2	Property Re-Assessment Payment.....	29
5	Transfer of Property Ownership.....	30
5.1	Application form.....	30
5.1.1	Transfer Details.....	32
5.1.2	Document Upload.....	34
5.1.3	Summary.....	34
5.2	Mutation Fee Payment.....	35

1 Introduction

1.1 Background

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 113 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Property Tax is one of the focus areas for the HuDD to help all stakeholders and citizen get building plan approvals through end to end automation of the processes involved.

The Property Tax System (PT) provides a digital interface to make property assessments, pay property tax, generate payment receipts and monitor tax collection. It can be used by the citizens, Urban Local Body (ULB) counter and field employees, and ULB Administrators to accomplish their specific tasks.

1.2 Scope of this Document

The purpose of this document is to help the Citizens in operating the Property Tax System. It provides a digital interface, allowing the citizens to assess a property, transfer property, make online payments and monitor application progress.

This manual covers the various features of PT System and every feature is defined with a screenshot for user assistance.

1.3 Intended Audience and Functionalities

This manual can be used by citizens who use the software for following functionalities -

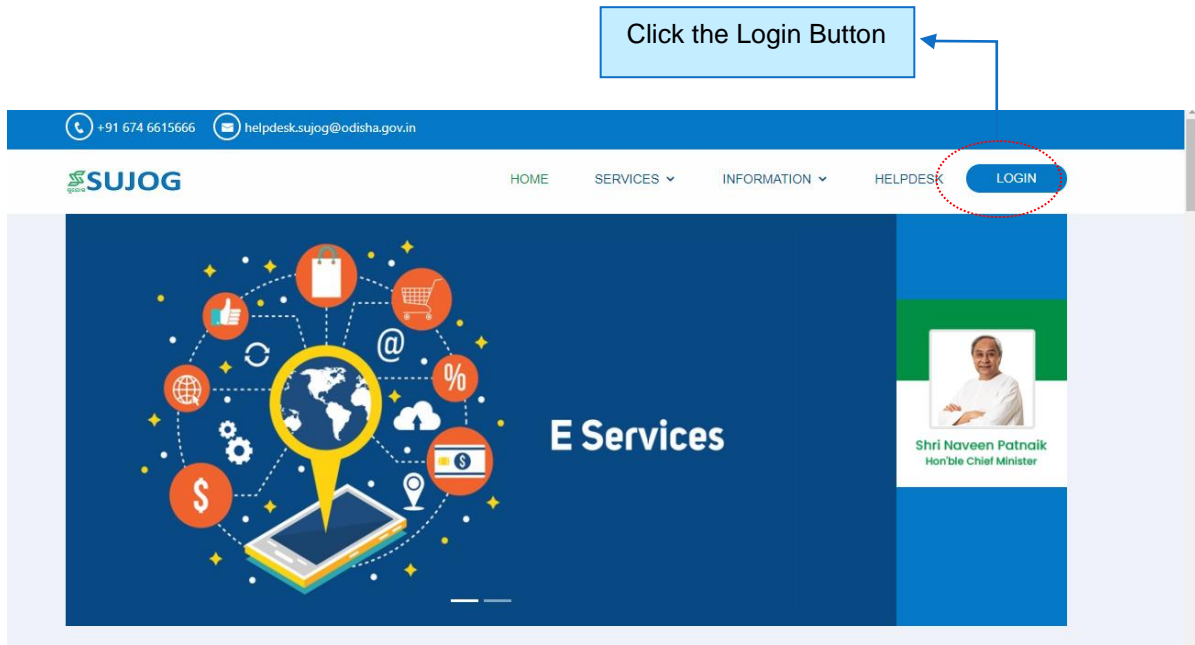
1. Registration, Login and Creation of User Profile
2. Filling an Assessment for a Property
3. Searching for a Property
4. Modifications to a Property
5. Generate Demand Notice
6. Payments collection and Receipts
7. Dashboards and Reports
8. General Features

2 General Functions

2.1 Registering into the system

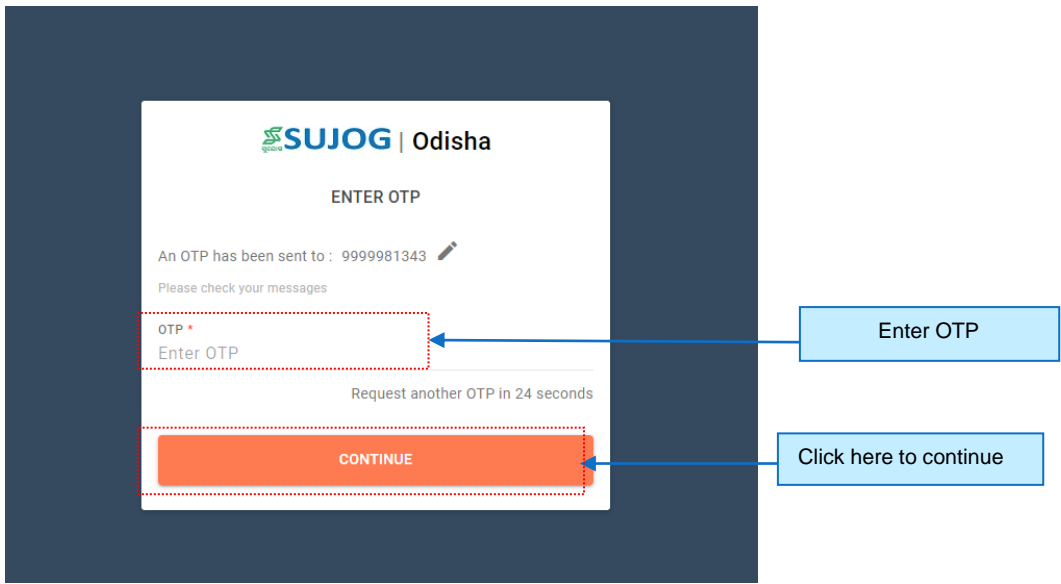
To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



Once the citizen clicks the login button, the following screen will appear

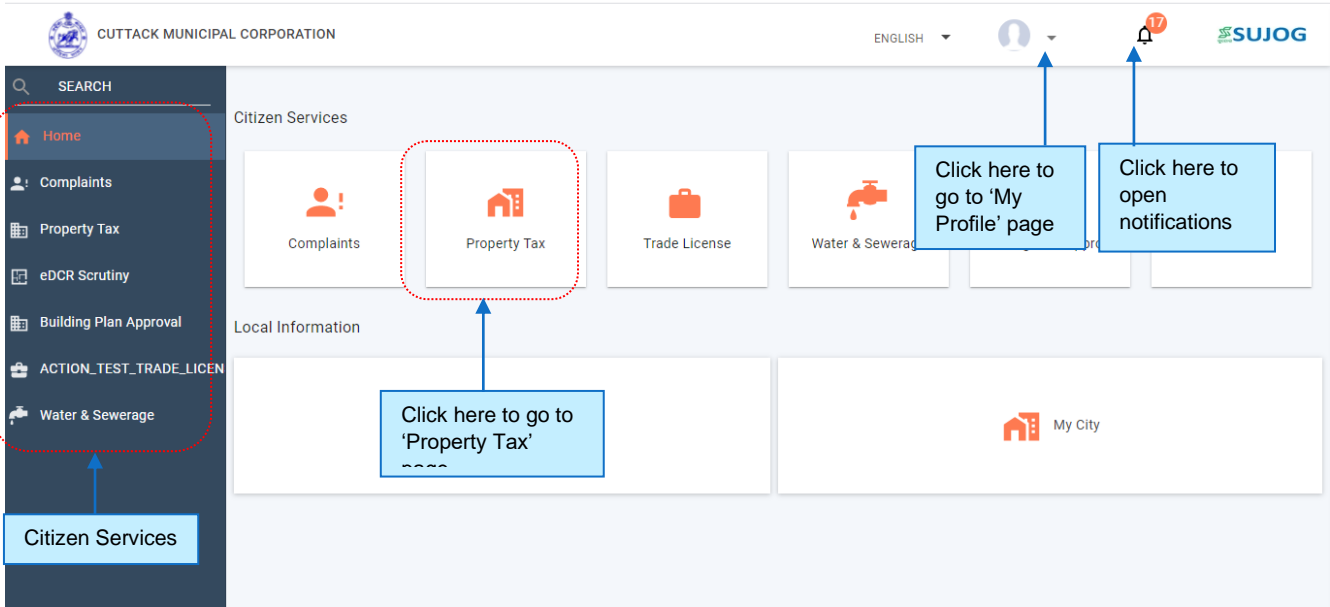
The image shows the 'REGISTER' form on the SUJOG Odisha website. The form is titled 'REGISTER' and includes the SUJOG Odisha logo. It contains three input fields: 'Mobile Number *' with a placeholder '+91 | Enter your mobile number', 'Name *' with a placeholder 'Enter your name', and 'City *' with a placeholder 'Select your city'. Below these fields is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button. Three blue callout boxes with arrows point to the input fields: 'Enter your mobile number' points to the Mobile Number field, 'Enter name' points to the Name field, and 'Select your city from the dropdown' points to the City field.



The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP, he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the OBPAS homepage will appear.

2.2 Citizen service homepage

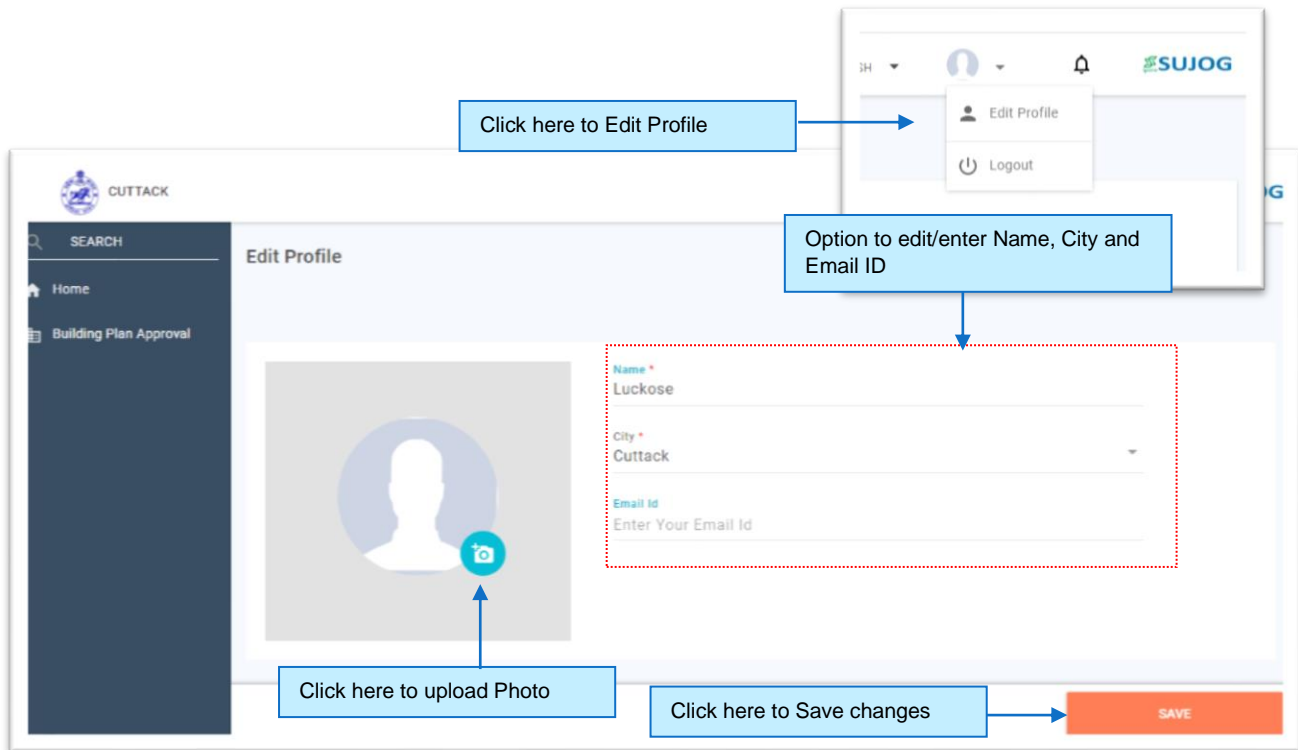
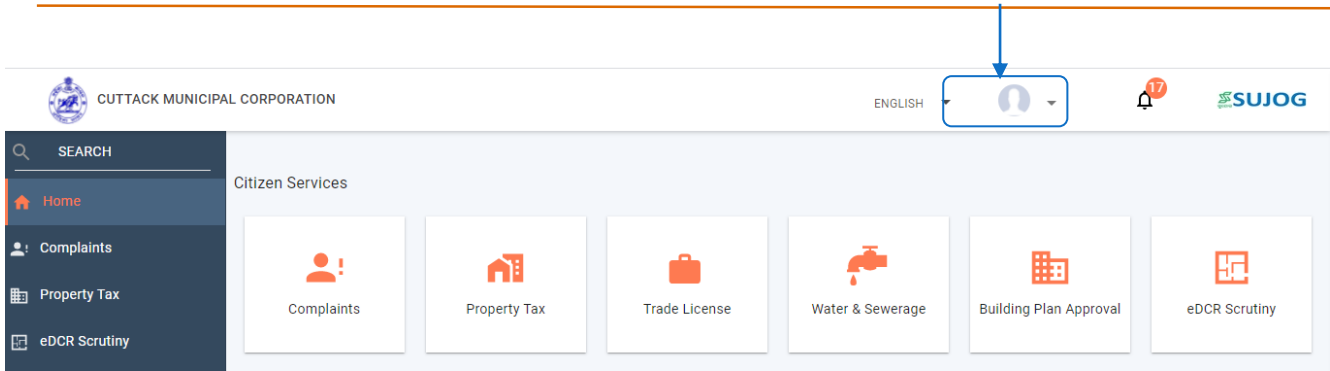
On Login/Register, the homepage will appear to the citizen.



2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



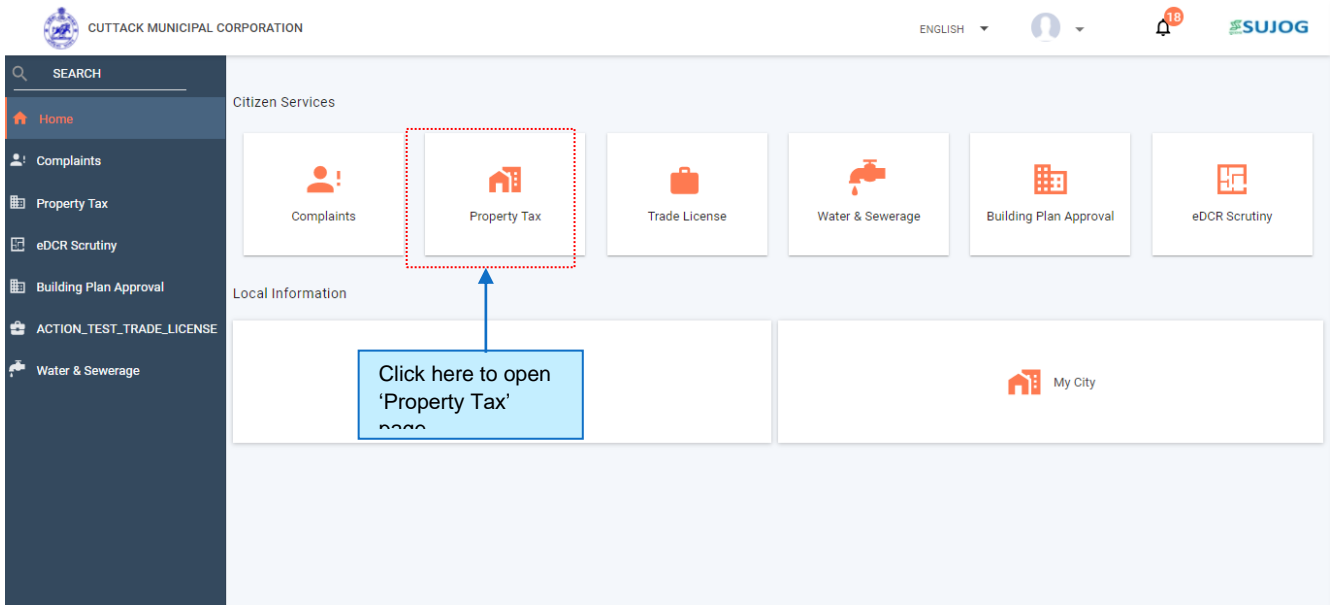
3 New Property Addition and Assessment

Using the PT system, the citizen can add a new property and get it assessed by the concerned authority online. The application form along with the mandatory documents is required to be submitted by the citizen for processing.

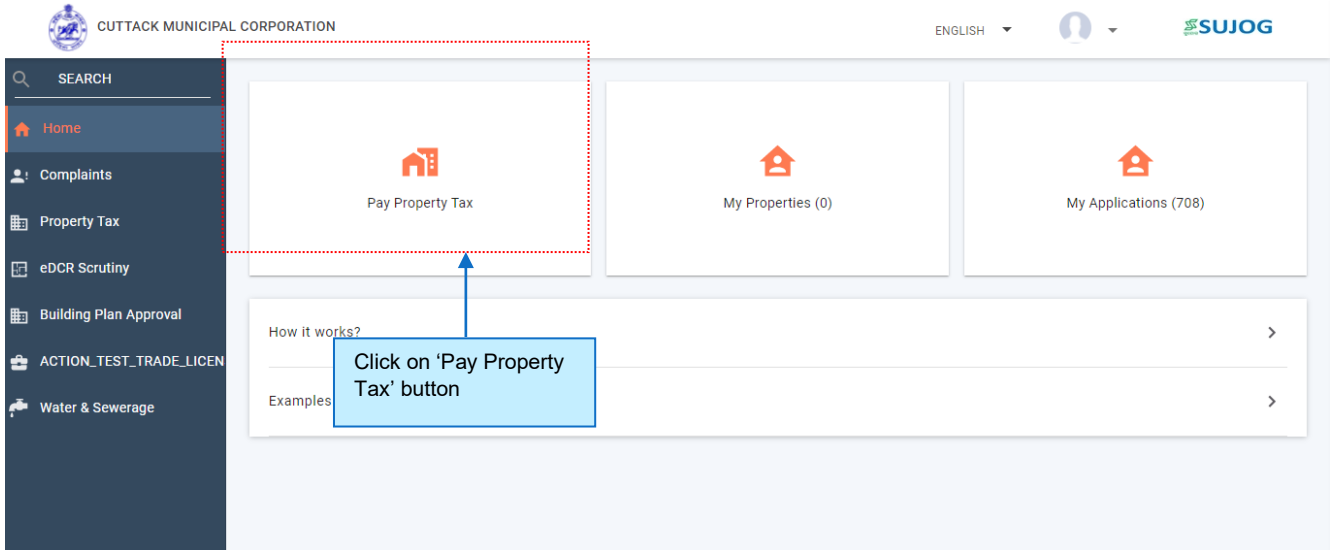
3.1 Application Form

Follow the steps below to apply for new property addition and assessment.

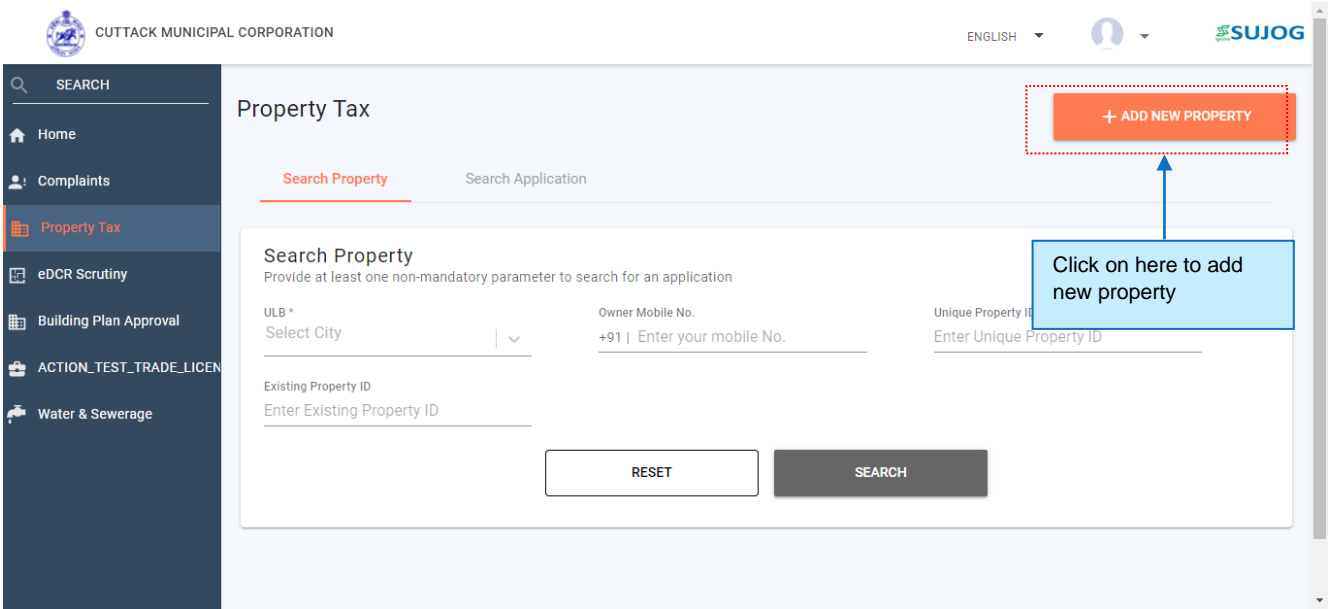
Step 1: Citizen Service page



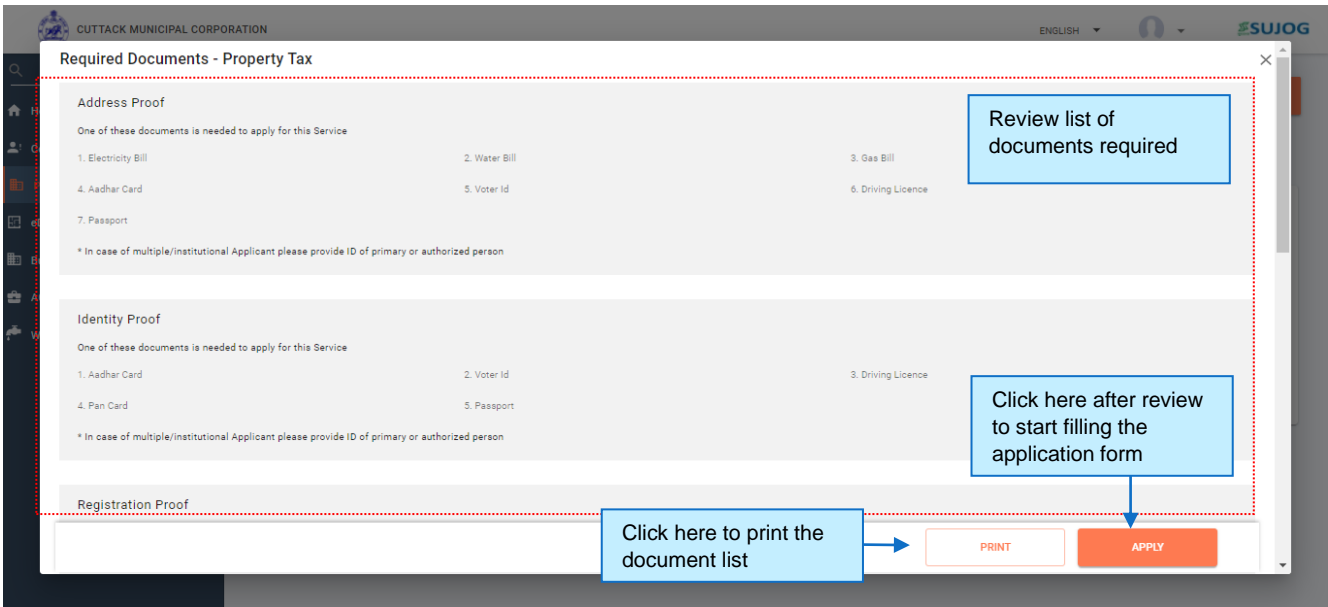
Step 2: Property Tax Service



Step 3: New property addition

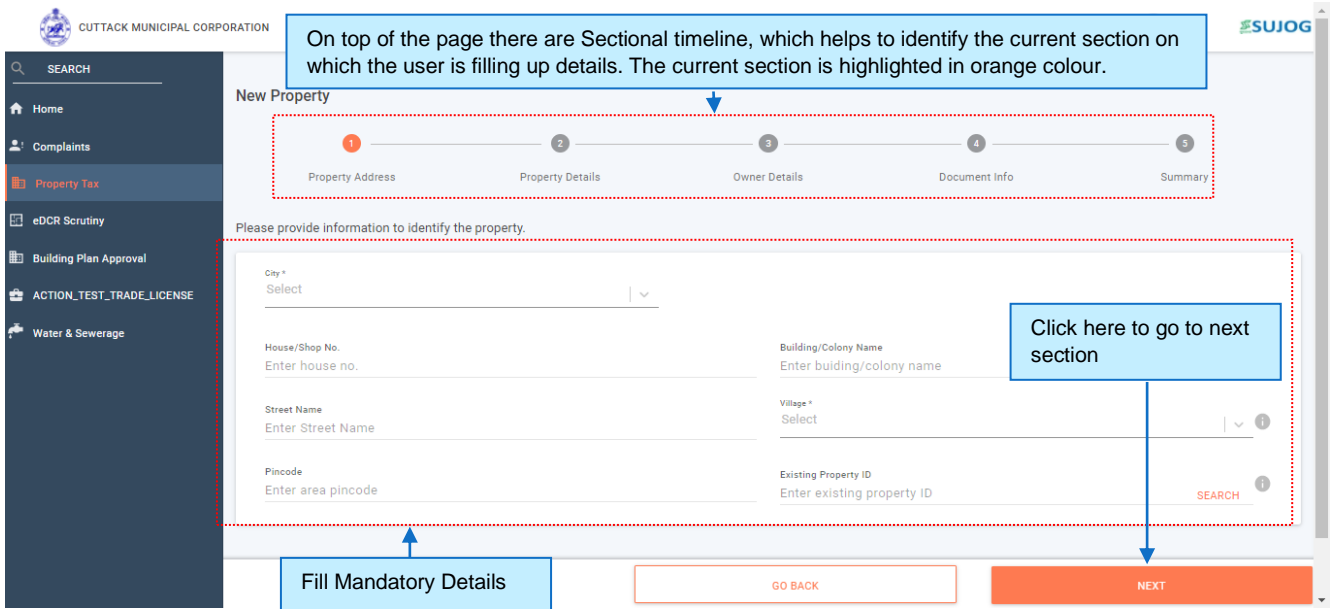


Step 4: Review required list of documents to be uploaded for application submission



Step 5: Application form details

3.1.1 Property Address



Following are the fields in property Address section

Field Name	Field Type	Purpose
City	Mandatory Field	Select the City from the dropdown
House/Shop No.	Optional Field	Enter House/Shop number
Building/Colony Name	Optional Field	Enter Building/Colony details
Street Name	Optional Field	Enter street details
Village	Mandatory Field	Select the Village name from the dropdown
Pincode	Optional Field	Enter pincode
Existing Property ID	Optional Field	Enter existing property Id

3.1.2 Property Details

Following are the fields in property details section

Field Name	Field Type	Purpose
Property Usage Type	Mandatory Field	Select the Property Usage Type from the dropdown- Residential/Mixed/Commercial/Industrial/Institutional/Government Facilities/Others
Property Type	Mandatory Field	Select the Property Type from the dropdown- Flat or Part of the building/Independent Building/Vacant Land
Whether rainwater harvesting structure provided on the property?	Optional Field	Select Yes/No as per project applicability

As per the selection in 'Property Type' the following field will appear

Flat/Part of the building

Field Name	Field Type	Purpose
Unit Usage Type	Mandatory Field	Select the Unit Usage Type from the dropdown
Sub Usage Type	Mandatory Field	Select the Property Type from the dropdown
Occupancy	Mandatory Field	Select the applicable Occupancy from the dropdown
Total Super built up area (in sq. ft)	Mandatory Field	Enter the Total super built up area in sq. ft
Select Floor	Mandatory Field	Select the applicable floor from the dropdown
Total Annual Rent (INR)	Mandatory Field	Enter Annual Rent in INR

Independent building

Field Name	Field Type	Purpose
------------	------------	---------

Plot Size (sq. ft)	Mandatory Field	Enter the area of the plot in sq. ft
No of Floors	Mandatory Field	Select the No of floors from the dropdown

Vacant Land

Field Name	Field Type	Purpose
Plot Size (sq. ft)	Mandatory Field	Enter the area of the plot in sq. ft

3.1.3 Owners Details

Following are the fields in owners’ details section

Field Name	Field Type	Purpose
Type of ownership	Mandatory Field	Select the Type of ownership from the dropdown- Institutional – Government/Institutional – Private/Multiple Owners/Single Owner
Name	Mandatory Field	Enter owner’s name
Gender	Mandatory Field	Select the gender
Mobile No.	Mandatory Field	Enter owner’s mobile number
Guardian’s Name	Mandatory Field	Enter guardian’s name
Relationship	Mandatory Field	Select the guardian’s relationship from the dropdown
Special Category	Mandatory Field	Select special category from the dropdown
Email ID	Optional Field	Enter Email ID
Correspondence Address	Optional Field	Enter Correspondence Address

3.1.4 Document Info

The screenshot displays the 'New Property' document upload interface. It features a progress bar with three steps: 'Property Address' (completed), 'Property Details' (completed), and 'Document Info' (active). The 'Document Info' step is highlighted with a red circle and a blue box containing the text 'Click here and Upload applicable document'. Below the progress bar, there is a 'Required Documents' section with the following instructions: 'Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload'. The 'Required Documents' section contains three rows: 1. Address Proof, 2. Identity Proof, and 3. Registration Proof. Each row has a 'Select Document' dropdown menu and an 'UPLOAD FILE' button. A blue box with an arrow points to the 'Select Document' dropdown in the first row, with the text 'Select applicable Document name from dropdown'. Another blue box with an arrow points to the 'NEXT' button at the bottom right, with the text 'Click here to go to next section'. At the bottom left, there is a 'GO BACK' button.

Following are the fields in Documents Info section

Field Name	Field Type	Purpose
Address Proof	Mandatory Field	<p>Select the applicable Address Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Electricity Bill 2. Water Bill 3. Gas Bill 4. Aadhar Card 5. Voter Id 6. Driving Licence 7. Passport
Identity Proof	Mandatory Field	<p>Select the applicable Identity Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Aadhar Card 2. Voter Id 3. Driving License 4. Pan Card 5. Passport
Registration Proof	Mandatory Field	<p>Select the applicable Registration Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Sale Deed 2. Gift Deed 3. Patta Certificate 4. Registered Will Deed 5. Partition Deed 6. Court Decree 7. Property Auction 8. Succession or Death Certificate 9. Family Settlement 10. Unregistered will Deed
Usage Proof	Optional Field	<p>Select the applicable Usage Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Electricity Bill 2. Trade License 3. Institution Registration Document
Occupancy Proof	Optional Field	<p>Select the applicable Occupancy Proof from the dropdown and upload file –</p> <ol style="list-style-type: none"> 1. Rent Agreement 2. Occupancy Certificate
Construction Proof	Optional Field	<p>Select the applicable Construction Proof from the dropdown and upload file –</p>

		Building Permit Certificate
--	--	-----------------------------

3.1.5 Summary

New Property

Property Address Property Details Owner Details Document Info Summary

Application Summary

Property Address

City	Door/House No.	Building/Company Name
Cuttack	A8	med
Mohalla	Pincode	Existing Property ID
Andarpur	110064	

Property Details

Property Usage Type	Property Type	Plot Size(sq yards)	No. of Floors
---------------------	---------------	---------------------	---------------

ADD PROPERTY

Summary

Name	Guardian's Name	Gender	Type of Ownership
wevr	tty	Male	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
09811165595	abc@gmail.com	Not Applicable	A8, med, Andarpur, cuttack, 110064

Documents

Low Risk & Other Than Low Risk Criterias.pdf	Low Risk & Other Than Low Risk Criterias.pdf	Court Decree Low & Other Than Low Risk Criterias.pdf
--	--	--

DECLARATION

I hereby declare and affirm that the above-furnished information is true and correct and nothing has been concealed therefrom. I am also aware of the fact that in case this information is found false/incorrect, the authorities are at liberty to initiate recovery of amount/interest/penalty/fine as provided in Odisha Municipal Act 1950 & Odisha Municipal Corporation Act, 2003

ADD PROPERTY

Step 6: Application submission confirmation

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Trade Licence

Water & Sewerage

New Property

Property ID: PG-PT-2021-06-08-000065

Property ID

DOWNLOAD

PRINT

New Property Application Submitted Successfully
A notification regarding new property application has been sent to property owner at registered Mobile No.

Application No:
PG-AC-2021-06-08-000069

Application submission confirmation

Application submission confirmation

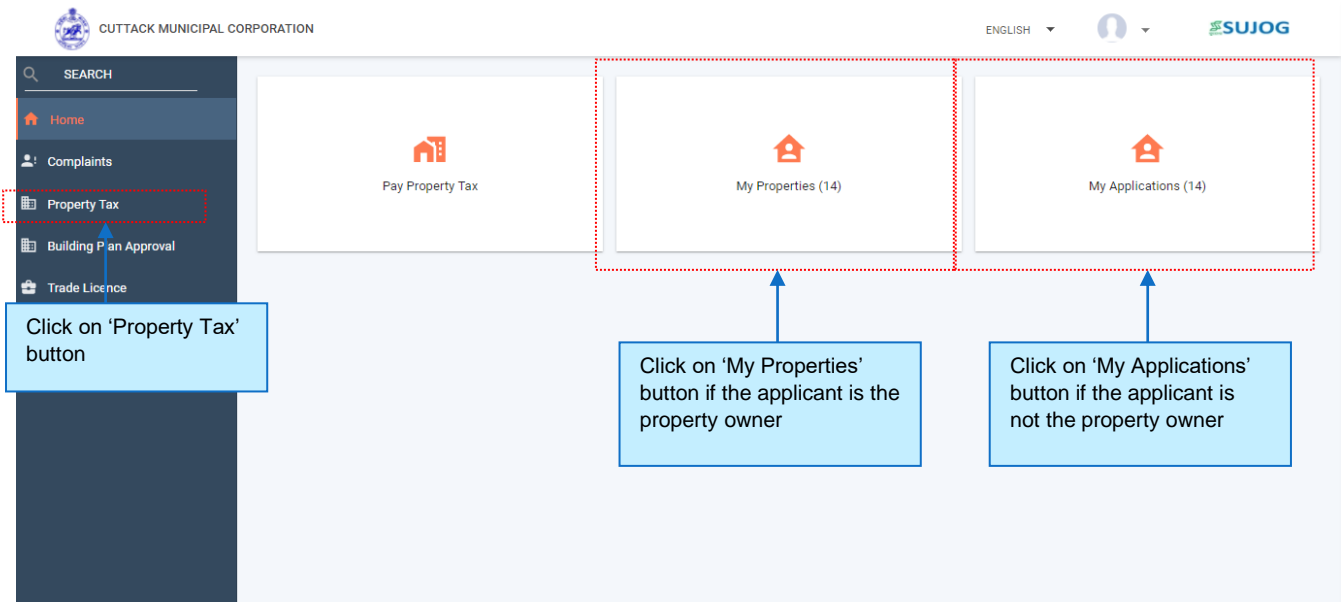
HOME

3.2 Property Tax Payment

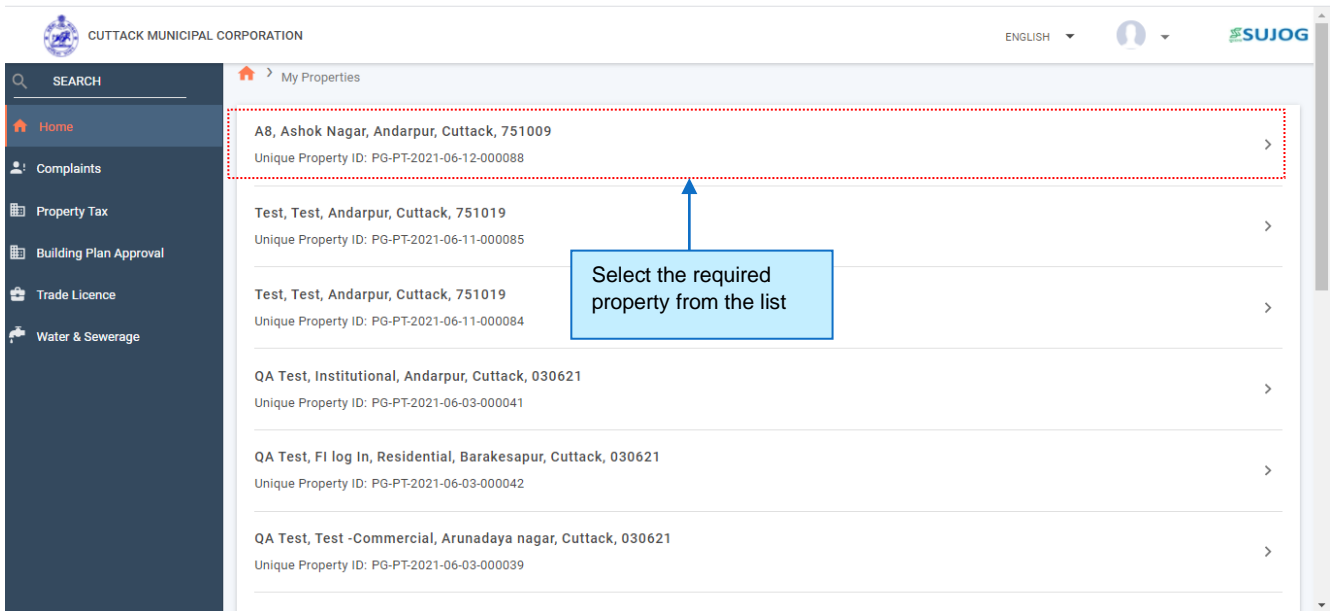
The citizen has the option to make online payment through the Sujog PT system or He/She can make payment offline to the authority directly

Below steps have to be followed to make online payment.

Step 1: Property Tax Service



Step 2: My Properties



Step 3: Application details

The screenshot shows the 'Property Information' page for Property ID: PG-PT-2021-06-09-00067. A sidebar on the left contains navigation options: Home, Complaints, Property Tax (highlighted), Building Plan Approval, Trade Licence, and Water & Sewerage. The main content area displays the total dues as 'Rs 6303'. A 'PAY' button is visible in the top right. Below the total dues, there are fields for Door/House No. (a8), Building/Company Name, Mohalla (Andarpur), Pincode (110064), and Existing Property ID. An 'EDIT PROPERTY' button is located at the bottom right. Annotations include a red dashed box around the 'Total Dues' text, a blue box pointing to it with the text 'Estimated total Amount to be paid', a red dashed box around the 'PAY' button, and a blue box pointing to it with the text 'Click here to go to payment details'.

Step 4: Payment details

The screenshot shows the 'Payment Information' page for Unique Property id PG-PT-2021-06-09-00067. The sidebar is the same as in the previous screenshot. The main content area is titled 'Payment Collection Details' and shows a 'Fee Estimate' table. The 'Total Amount' is 'Rs 6303'. The table lists various taxes and charges: Holding Tax (5000), Light Tax (998), Water Tax (100), PT_SOLID_WASTE_USER_CHARGES (75), Drainage Tax (75), Parking Tax (55), Latrine Tax (10), PT_OWNERSHIP_EXEMPTION (-10), and Arrears (0). The 'Total Amount' is 6303. A 'MAKE PAYMENT >' button is at the bottom right. Annotations include a red dashed box around the 'Fee Estimate' table, a blue box pointing to it with the text 'Payment details with breakdown of components', a red dashed box around the 'MAKE PAYMENT >' button, and a blue box pointing to it with the text 'Click here to make payment'.

The screenshot shows the 'Payment Details' page. The sidebar is the same. The main content area shows the 'Amount to be Paid' section with radio buttons for 'Full Amount' (selected) and 'Custom Amount'. The 'Amount to pay (Rs)' is 6303. Below this is the 'PAY_PAYER_DETAILS' section with fields for 'NOC_PAYMENT_PAID_BY_LABEL *' (Owner), 'Payer Name *' (WEWT), and 'Payer Mobile No. *' (+91 | 8882540073). A 'MAKE PAYMENT >' button is at the bottom right. Annotations include a red dashed box around the 'Amount to be Paid' section, a blue box pointing to it with the text 'Select the payment option', a red dashed box around the 'PAY_PAYER_DETAILS' section, a blue box pointing to it with the text 'Fill in payer details', a red dashed box around the 'MAKE PAYMENT >' button, and a blue box pointing to it with the text 'Click here to make payment'.

3.3 Send back to citizen

In case approving authority finds any discrepancy/correction required with any document uploaded or if any document specific to the property has not been uploaded by the applicant, then the authority can send the application back to the applicant so that he/she can upload the correct/missing document and submit the application back to the authority.

Please follow the bellow steps if ‘Send back to citizen’ has been initiated by the authority.

Step 1: Property Tax Service

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

- Home
- Complaints
- Property Tax**
- Building Plan Approval
- Trade Licence

Pay Property Tax

My Properties (14)

My Applications (14)

Click on 'Property Tax' button

Click on 'My Properties' button if the applicant is the property owner

Click on 'My Applications' button if the applicant is not the property owner

Step 2: My Properties

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

My Properties

- A8, Ashok Nagar, Andarpur, Cuttack, 751009
Unique Property ID: PG-PT-2021-06-12-000088
- Test, Test, Andarpur, Cuttack, 751019
Unique Property ID: PG-PT-2021-06-11-000085
- Test, Test, Andarpur, Cuttack, 751019
Unique Property ID: PG-PT-2021-06-11-000084
- QA Test, Institutional, Andarpur, Cuttack, 030621
Unique Property ID: PG-PT-2021-06-03-000041
- QA Test, FI log In, Residential, Barakesapur, Cuttack, 030621
Unique Property ID: PG-PT-2021-06-03-000042
- QA Test, Test -Commercial, Arunadaya nagar, Cuttack, 030621
Unique Property ID: PG-PT-2021-06-03-000039

Select the required property from the list

Step 3: Application details

The screenshot shows the 'Property Application' page for application number PG-AC-2021-06-12-000100. The page includes a sidebar with navigation options like Home, Complaints, Property Tax, Building Plan Approval, Trade Licence, and Water & Sewerage. The main content area displays 'Task Status' with fields for Date (12/06/2021), Updated By (PT-DOC-VERIFIER), Status (Send Back), and Current Owner (NA). A 'Comments' section shows 'Upload Correct ID Proof' with a 'VIEW HISTORY' link. Below this is the 'Property Address' section with fields for City (Cuttack), Door/House No. (A81), Building/Company Name, Mohalla (Andarpur), Pincode (751009), and Existing Property ID. A 'ReSubmit' button with an 'EDIT' option is visible. A 'TAKE ACTION' button is at the bottom right. Annotations include a blue box pointing to the 'Comments' section with the text 'Review comments updated by Authority employee' and another blue box pointing to the 'EDIT' button with the text 'Click here to edit Application'.

The screenshot shows the 'Owner Details' section of the application. It lists personal information for Freddy L, including Name, Guardian's Name (Luckose), Gender (MALE), Type of Ownership (Single Owner), Mobile No. (8882540073), Email, Special Category (Not Applicable), and Correspondence Address (A81, Ashok Nagar, Andarpur, cuttack, 751009). Below this is the 'Documents' section with three entries: Aadhar (AfQmQenqTg.pdf), Aadhar (PZxQpHifJC.pdf), and Court Decree (ZqqEYVQUwc.pdf), each with a 'VIEW' link. A 'DECLARATION' section contains a checked checkbox and text: 'I hereby declare and affirm that the above-furnished information...'. An 'UPDATE PROPERTY' button is at the bottom right. Annotations include a blue box pointing to an 'EDIT' button in the Documents section with the text 'Click on the required section to edit' and another blue box pointing to the 'UPDATE PROPERTY' button with the text 'Click here to submit updated application'.

Step 4: Application submission confirmation

The screenshot displays the 'Update Property' page for property ID PG-PT-2021-06-12-00087. The page features a dark blue sidebar with navigation options: Home, Complaints, Property Tax (highlighted), Building Plan Approval, Trade Licence, and Water & Sewerage. The main content area shows a green checkmark icon and the message 'Update Property Application Submitted Successfully'. Below this, a notification states that a message has been sent to the property owner. The application number PG-AC-2021-06-12-000100 is displayed. Two blue callout boxes with arrows point to the success message and the application number. The top right of the page includes 'ENGLISH' and user profile icons, and buttons for 'DOWNLOAD' and 'PRINT'. A 'HOME' button is located at the bottom right.

Update Property Property Id: PG-PT-2021-06-12-00087

Update Property Application Submitted Successfully

A notification regarding update property application has been sent to property owner at registered Mobile No.

Application No: PG-AC-2021-06-12-000100

Application Submission confirmation

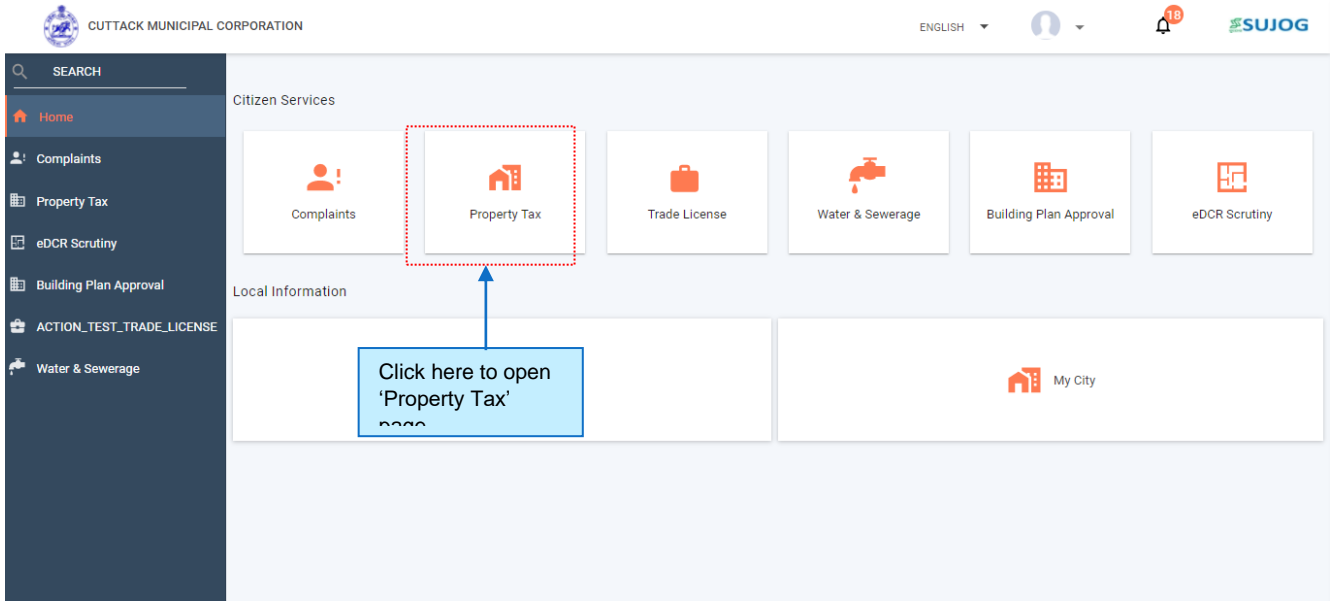
Review comments updated by Authority employee

HOME

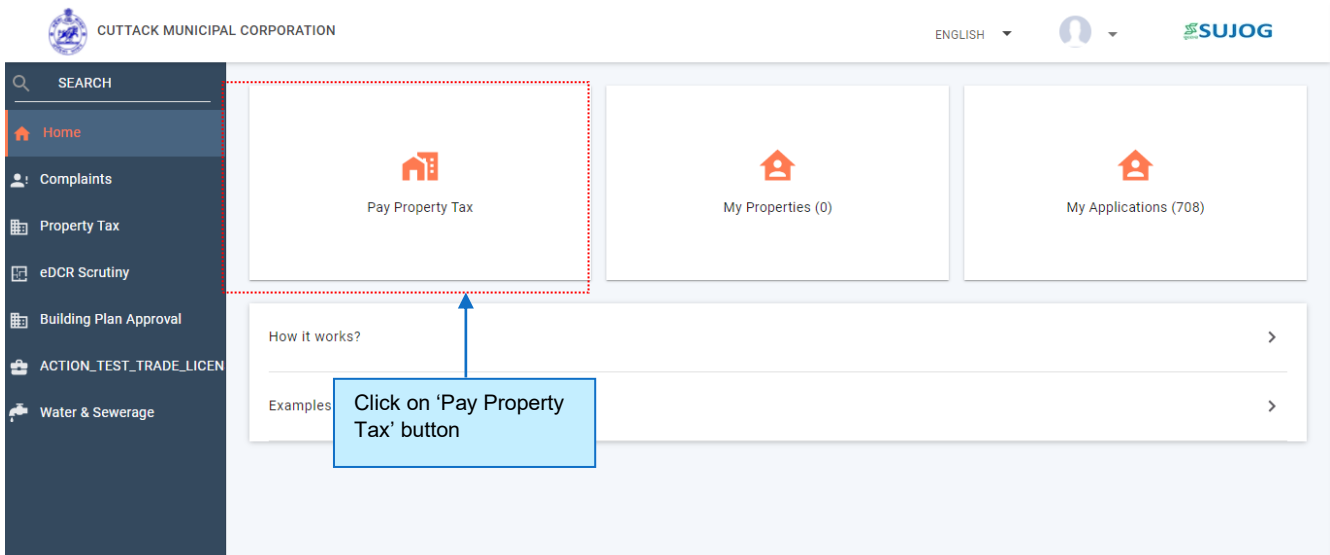
3.4 Track Application Progress

Follow the steps below to track application progress after submission to authority.

Step 1: Citizen Service page



Step 2: Property Tax Service



Step 3: Search application

The screenshot shows the 'Search Application' form in the Property Tax section. The form includes three input fields: 'Application No.', 'Owner Mobile No.', and 'Unique Property ID'. Below the form are 'RESET' and 'SEARCH' buttons. Annotations with blue boxes and arrows provide instructions: 'Click on 'Search Application'' points to the 'Search Application' link; 'Fill at least one parameter to search for an application' points to the input fields; 'Click here to reset the parameters filled' points to the 'RESET' button; and 'Click here to search for the application' points to the 'SEARCH' button.

The screenshot shows the search results table. The table has columns for Application No., Unique Property Id, Application Type, Owner Name, Address, and Status. A single row of results is displayed, highlighted with a red dashed border. An annotation box with the text 'Select the required application from the list' has an arrow pointing to the first row of the table.

Application No.	Unique Property Id	Application Type	Owner Name	Address	Status
PG-AC-2021-06-03-000044	PG-PT-2021-06-03-000041	New Property	Test	QA Test,Institutional,Andarpur,Cuttack	INWORKFLOW

Step 4: Application status details

Property Application Application No: PG-AC-2021-06-03-000044

Task Status				
Date	Updated By	Status	Current Owner	Comments
07/06/2021	PT-FIELD-INSPECTOR	Pending Approval	NA	

Property Address: Cuttack, Mohalla: Andarpur, Building/Company Name: Institutional, Existing Property ID: 030621

Task Status

- In Workflow**
Date: 03/06/2021, Updated By: Manoj, Status: Open, Current Owner: NA
- In Workflow**
Date: 05/06/2021, Updated By: PT-DOC-VERIFIER, Status: Pending Field Inspection, Current Owner: NA, Comments:
- In Workflow**
Date: 07/06/2021, Updated By: PT-FIELD-INSPECTOR, Status: Pending Approval, Current Owner: NA, Comments:

4 Re-Assessment of Property

4.1 Property Re-Assessment Application

Using the PT system, the citizen can send application for re-assessment of property by the concerned authority online.

Below steps have to be followed to apply for property Re-assessment.

Step 1: Property Tax Service

The screenshot shows the 'CUTTACK MUNICIPAL CORPORATION' dashboard. On the left is a navigation menu with 'Property Tax' highlighted. The main area contains three cards: 'Pay Property Tax', 'My Properties (14)', and 'My Applications (14)'. Red dashed boxes highlight the 'Property Tax' menu item and the two right-hand cards. Blue callout boxes provide instructions: 'Click on 'Property Tax' button', 'Click on 'My Properties' button if the applicant is the property owner', and 'Click on 'My Applications' button if the applicant is not the property owner'.

Step 2: My Properties

The screenshot shows the 'My Properties' page. The left navigation menu is visible. The main content area displays a list of properties with the following details:

A8, Ashok Nagar, Andarpur, Cuttack, 751009	>
Unique Property ID: PG-PT-2021-06-12-000088	
Test, Test, Andarpur, Cuttack, 751019	>
Unique Property ID: PG-PT-2021-06-11-000085	
Test, Test, Andarpur, Cuttack, 751019	>
Unique Property ID: PG-PT-2021-06-11-000084	
QA Test, Institutional, Andarpur, Cuttack, 030621	>
Unique Property ID: PG-PT-2021-06-03-000041	
QA Test, FI log In, Residential, Barakesapur, Cuttack, 030621	>
Unique Property ID: PG-PT-2021-06-03-000042	
QA Test, Test -Commercial, Arunadaya nagar, Cuttack, 030621	>
Unique Property ID: PG-PT-2021-06-03-000039	

A blue callout box with an arrow points to the first property entry, containing the text: 'Select the required property from the list'.

Step 3: Property details

8882540073 Not Applicable A81, Ashok Nagar, Andarpur, cuttack, 751009

Documents

Adhaar AfQmQenqTg.pdf [VIEW](#) PZxQpHifJC.pdf [VIEW](#) Court Decree ZqqEVYQUwc.pdf [VIEW](#)

Assessment History

Assessment Date	12-Jun-2021
Assessment No.	PG-AS-2021-06-12-000050
Assessment Year	2021-22

[RE-ASSESS](#)

Payment History

Receipt No.	06/2021-22/000047
Amount Paid	₹ 700

[EDIT PROPERTY](#)

Freddy L Luckose MALE Single Owner

Mobile No: 8882540073 Email: Not Applicable Correspondence Address: A81, Ashok Nagar, Andarpur, cuttack, 751009

Documents

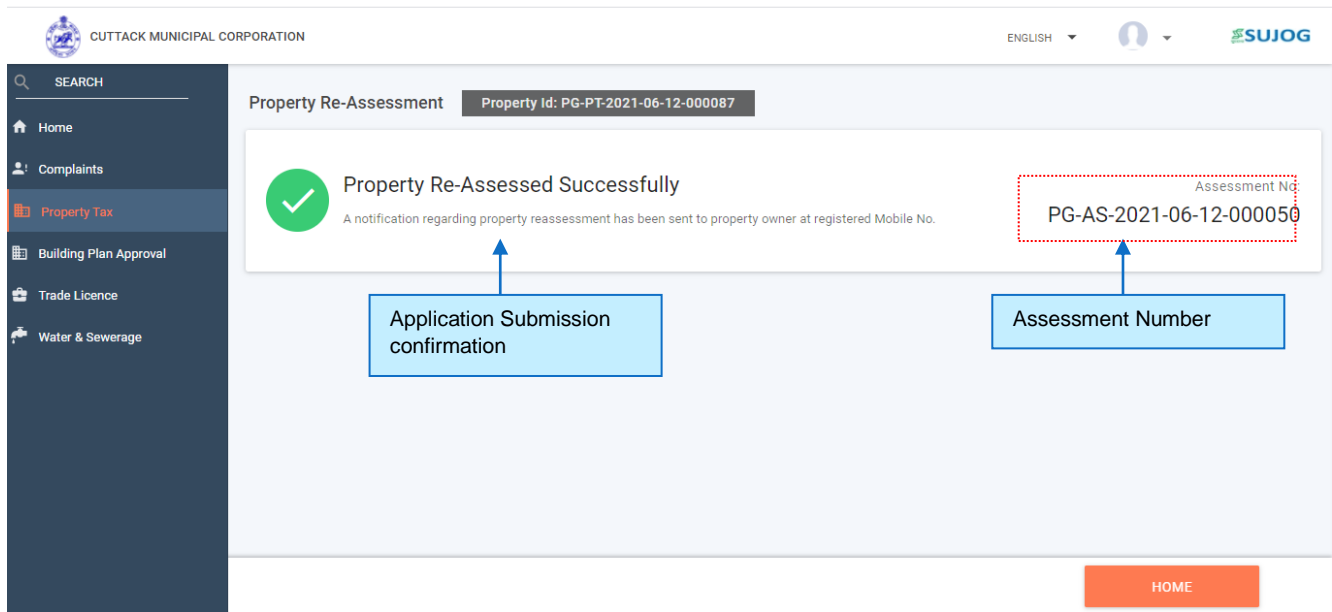
Aadhar AfQmQenqTg.pdf [VIEW](#) PZxQpHifJC.pdf [VIEW](#) Court Decree ZqqEVYQUwc.pdf [VIEW](#)

DECLARATION

I hereby declare and affirm that the above-furnished information is true and correct and nothing has been concealed therefrom. I am also aware of the fact that in case this information is found false/incorrect, the authorities are at liberty to initiate recovery of amount/interest/penalty/fine as provided in Odisha Municipal Act 1950 & Odisha Municipal Corporation Act, 2003

[UPDATE ASSESSMENT](#)

Step 4: Re-Assessment application submission confirmation



4.2 Property Re-Assessment Payment

The citizen has the option to make online payment through the Sujog PT system or He/She can make payment offline to the authority directly.

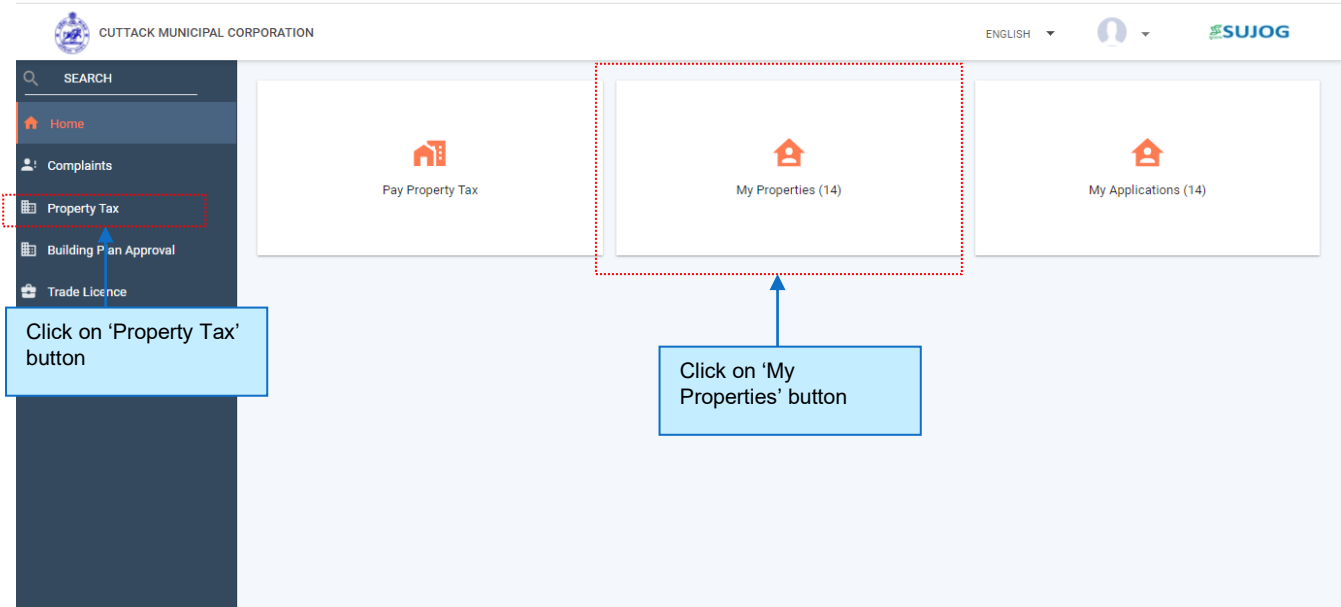
Follow steps mentions in section [3.2 Property Tax Payment](#) to make online payment.

5 Transfer of Property Ownership

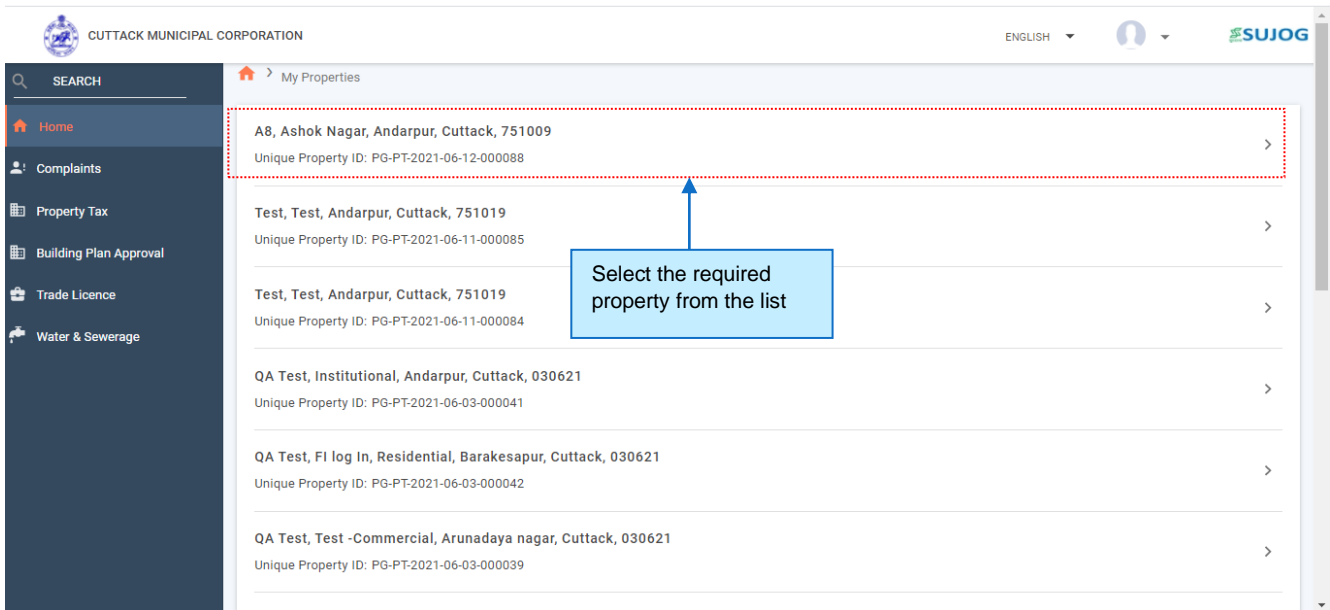
5.1 Application form

Follow the steps below to transfer property ownership.

Step 1: Property Tax Service



Step 2: My Properties



Step 3: Property details

Ground Floor

Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)
RESIDENTIAL	SELFOCCUPIED	9999

Owner Details

Name	Guardian's Name	Gender	Type of Ownership
Manoj	m	MALE	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
8457088494		Not Applicable	A8, Ashok Nagar, Andarpur, cuttack, 751009

VIEW HISTORY

TRANSFER OWNERSHIP

EDIT PROPERTY

PT_REQUIRED_DOC_TRANSFER_OWNERSHIP

Address Proof

1. Electricity Bill 2. Water Bill 3. Gas Bill

OWNER.ADDRESSPROOF.ADDRESSPROOF_DESCRIPTION

Identity Proof

1. Aadhaar Card 2. Voter ID 3. OWNER.IDENTITYPROOF.DRIVING 4. OWNER.IDENTITYPROOF.PAN

OWNER.IDENTITYPROOF.IDENTITYPROOF_DESCRIPTION

Transfer Reason Proof

1. Sale Deed 2. Gift Deed 3. Patta Certificate 4. Registered Will Deed 5. Partition Deed 6. Court Decree 7. Property Auction 8. Succession Deed 10. Unregistered Will Deed

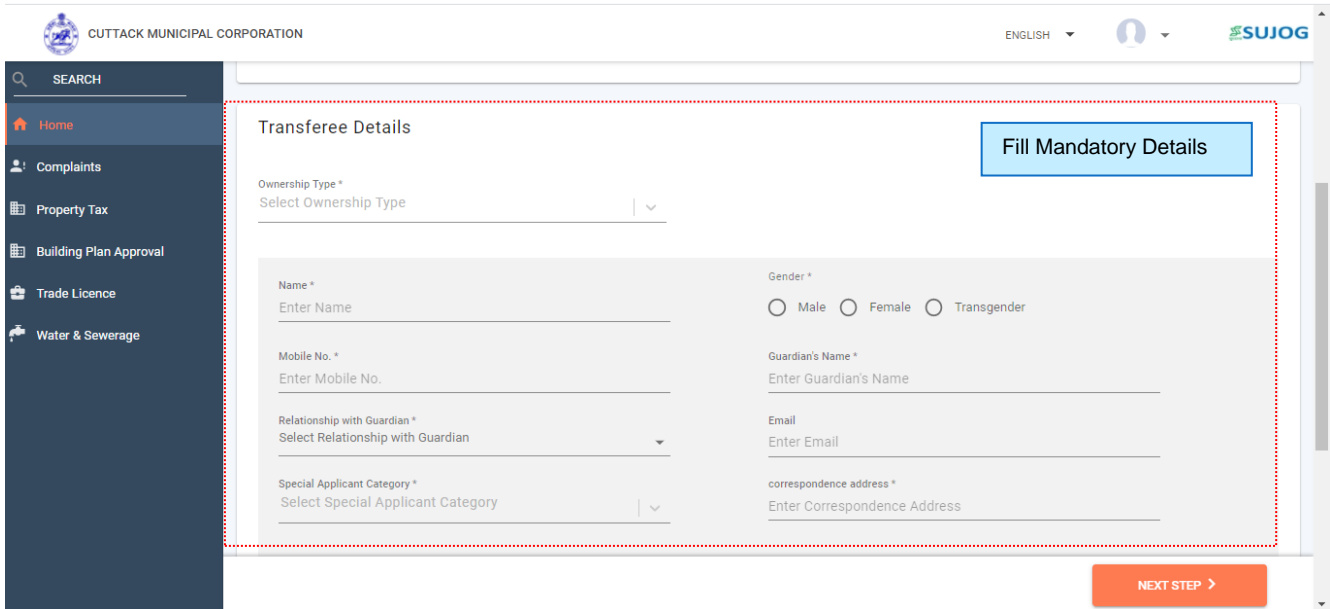
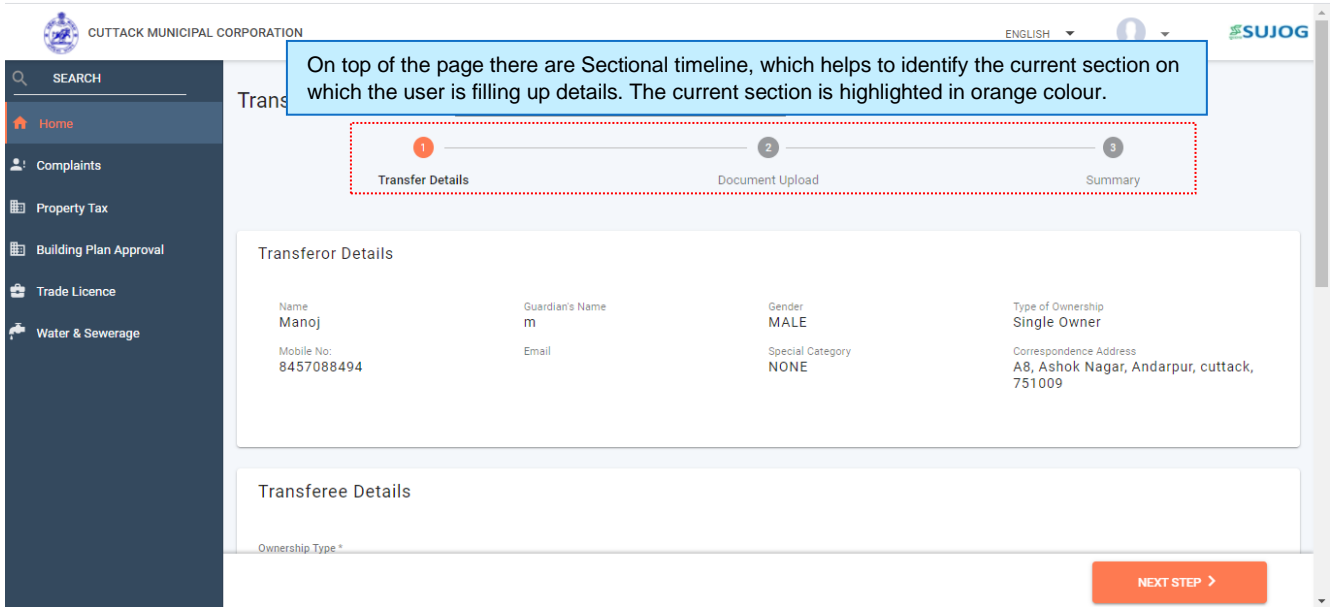
OWNER.TRANSFERREASONDOCUMENT.TRANSFERREASONDOCUMENT_DESCRIPTION

PRINT

TRANSFER OF OWNERSHIP

5.1.1 Transfer Details

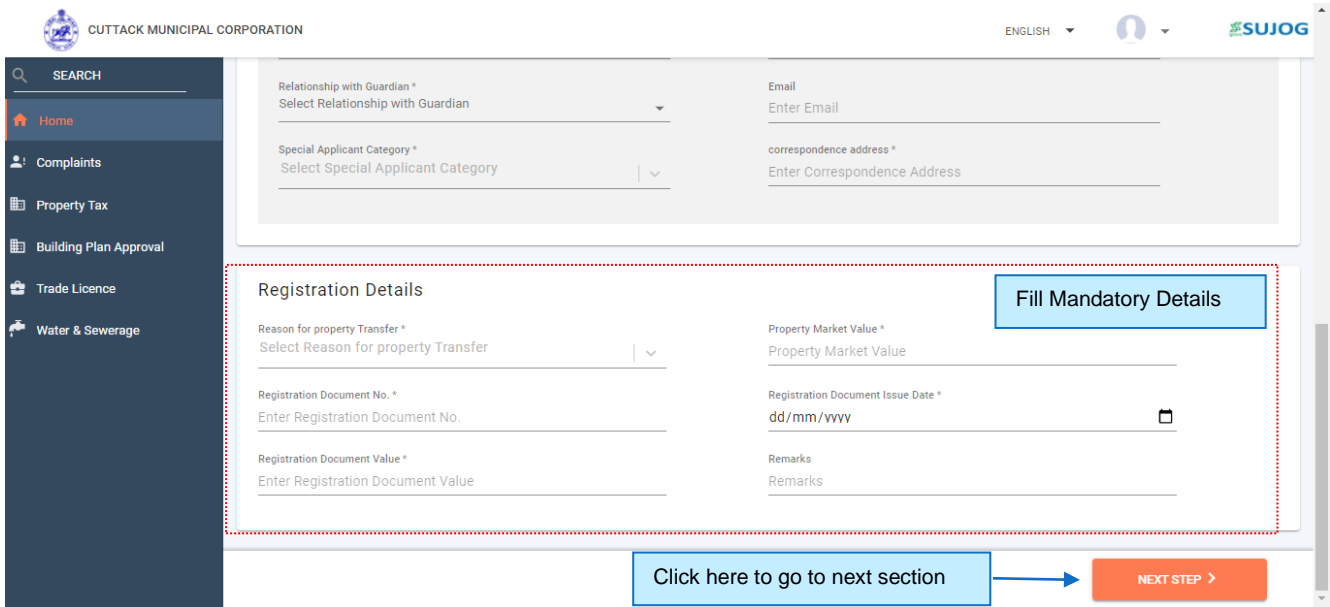
Step 4: Application details



Following are the fields in transferee details section

Field Name	Field Type	Purpose
Ownership Type	Mandatory Field	Select the ownership Type from the dropdown
Name	Mandatory Field	Enter Transferee name
Gender	Mandatory Field	Select Transferee gender
Mobile No.	Mandatory Field	Enter Mobile number

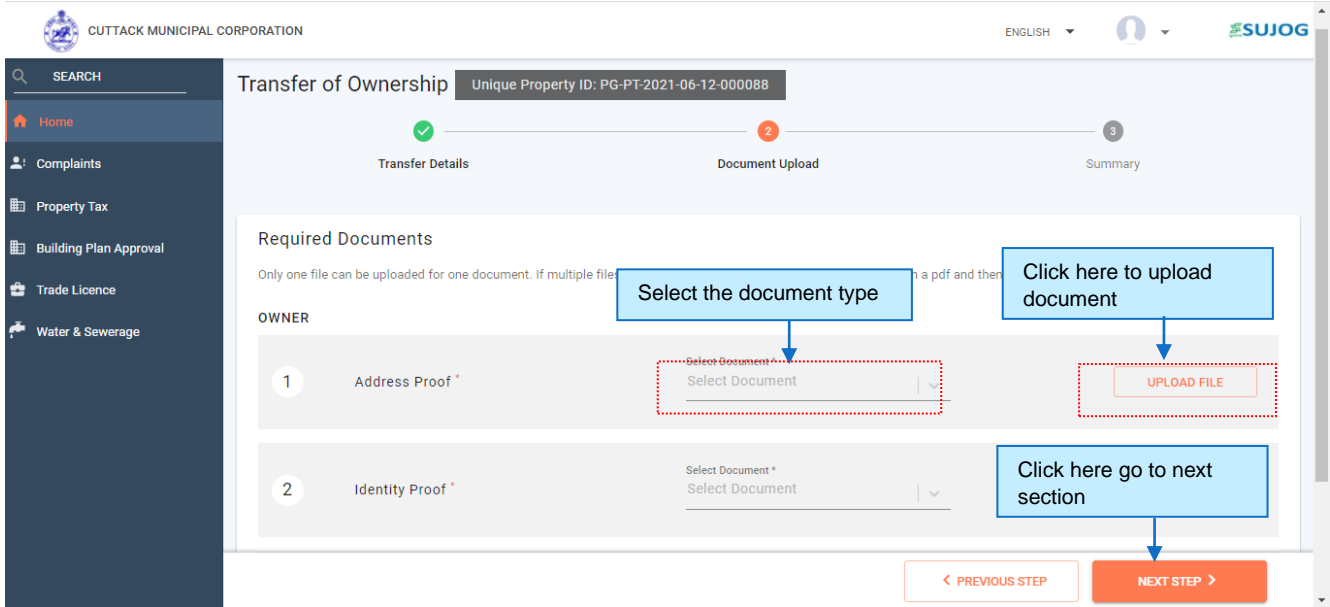
Guardian's Name	Mandatory Field	Enter Transferee guardian name
Relationship with Guardian	Mandatory Field	Select the guardian relationship type from the dropdown
Email	Optional Field	Enter Email Id
Special Applicant Category	Mandatory Field	Select special applicant category from the dropdown if applicable
correspondence address	Mandatory Field	Enter correspondence address of the transferee



Following are the fields in Registration details section

Field Name	Field Type	Purpose
Reason for property Transfer	Mandatory Field	Select the Reason for property Transfer from the dropdown
Property Market Value	Mandatory Field	Enter property market value
Registration Document No	Mandatory Field	Enter Registration Document No
Registration Document Issue Date	Mandatory Field	Select Registration Document Issue Date
Registration Document Value	Mandatory Field	Enter Registration Document Value
Remarks	Optional Field	Enter remarks if any

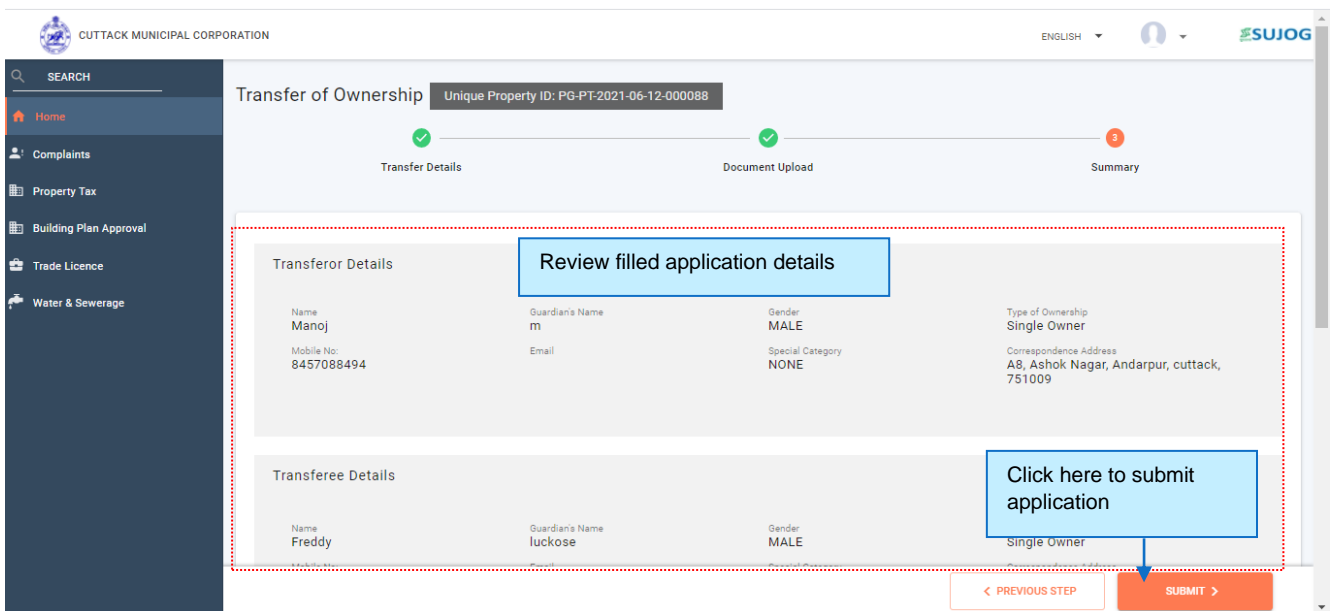
5.1.2 Document Upload



Following are the fields in document upload section

Field Name	Field Type	Purpose
Address Proof	Mandatory Field	Upload copy of address proof
Identity Proof	Mandatory Field	Upload copy of identity proof
Registration Proof	Mandatory Field	Upload copy of registration proof

5.1.3 Summary



Step 5: Application submission confirmation

5.2 Mutation Fee Payment

The citizen has the option to make online mutation fee payment through the Sujog PT system or He/She can make payment offline to the authority directly.

Follow steps mentions in section [3.2 Property Tax Payment](#) to make online payment.