

# **User Manual**

**for**

# **No Dues Certificate for Property Tax**

**Department of Urban Development and Municipal Affairs**

## Annexure I

Implement a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for No Dues Certificate for Property Tax and mandate that all applications are submitted online.

**URL:**

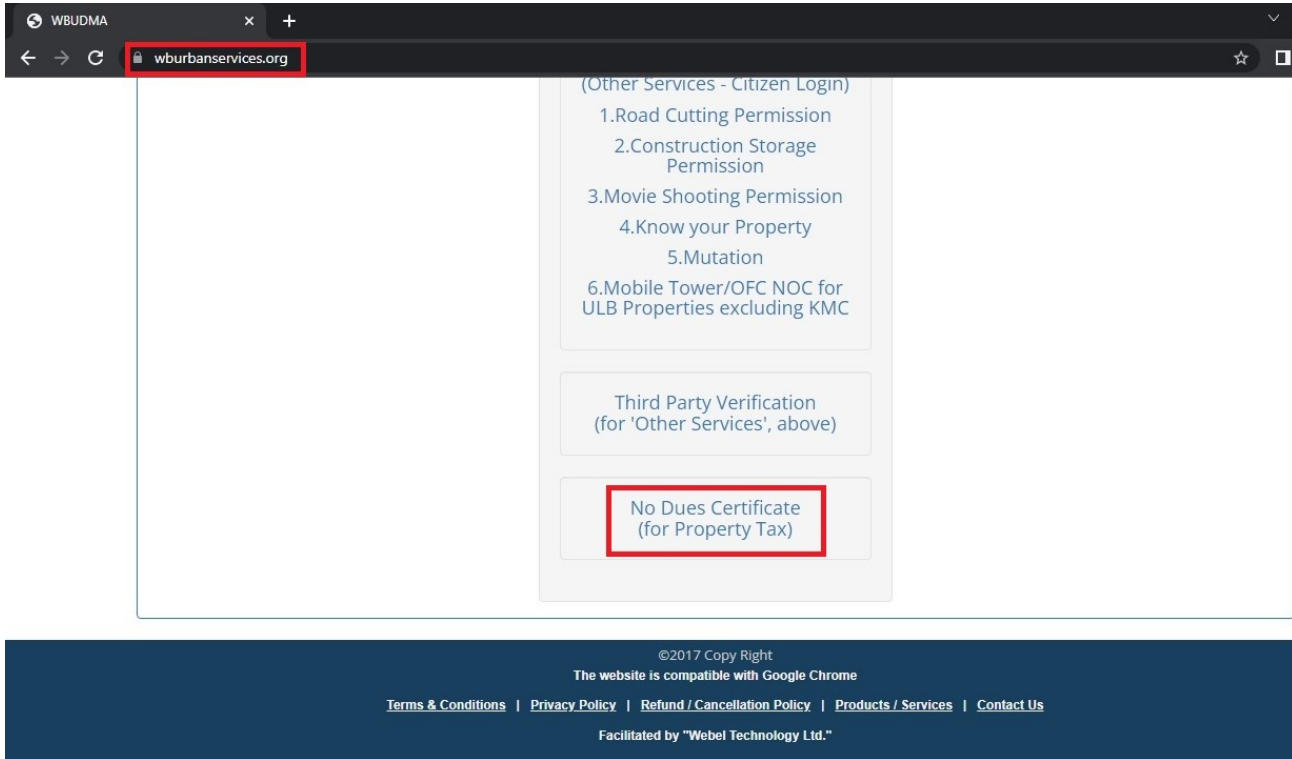
<https://wburbandservices.org/>

**Supporting Documents Details:**

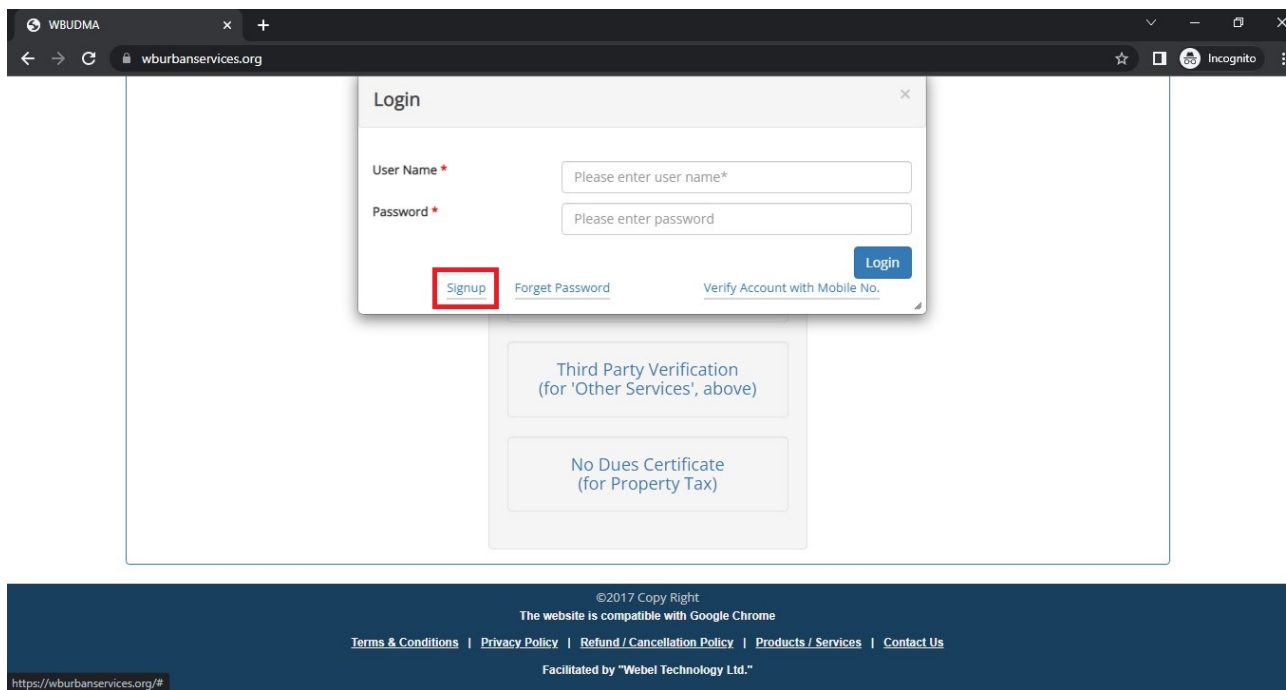
Sl. No.	DESCRIPTION	Page No (s).
1.	Login Details Page	3 - 4
2.	Submission of Forms, along with details & uploading of documents	5 - 7
5.	Final Certificate	8

## Login Details:

Applicant needs to visit the URL [www.wburbanservices.org](http://www.wburbanservices.org) , and click on the link tab “No Dues Certificate (for Property Tax)”



Before using the service the Applicant needs to register to use the service.



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The Applicant needs to click on Signup.

The Applicant needs to Fill up the Registration details.

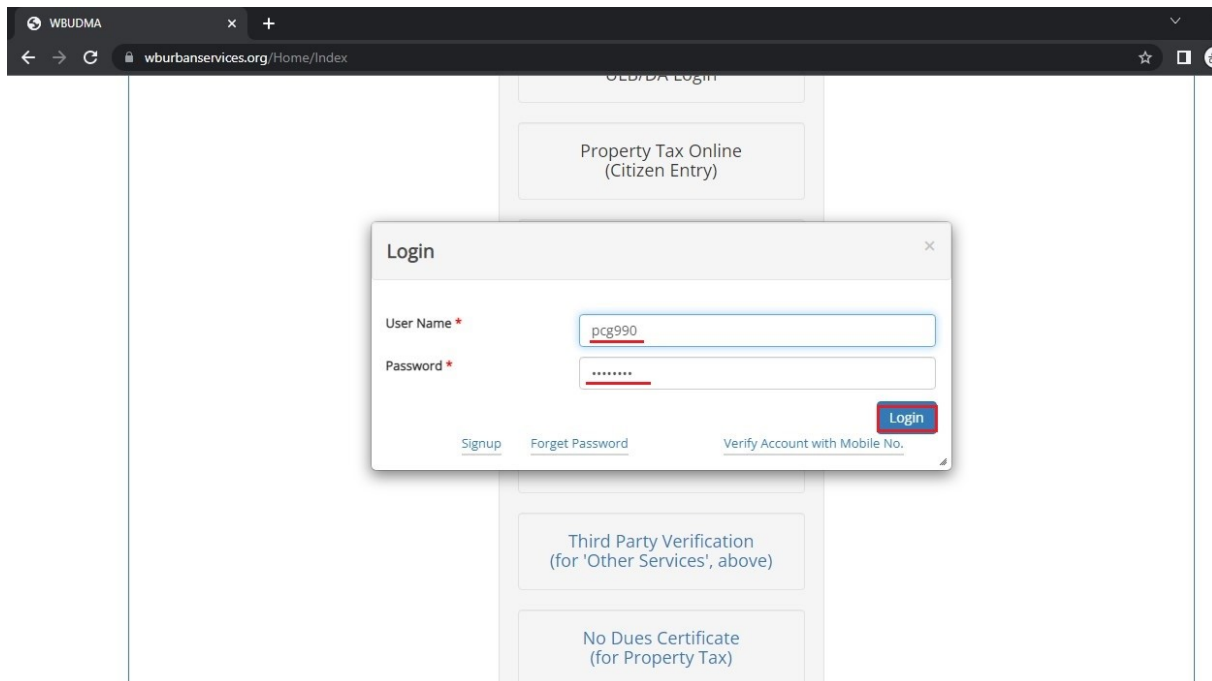
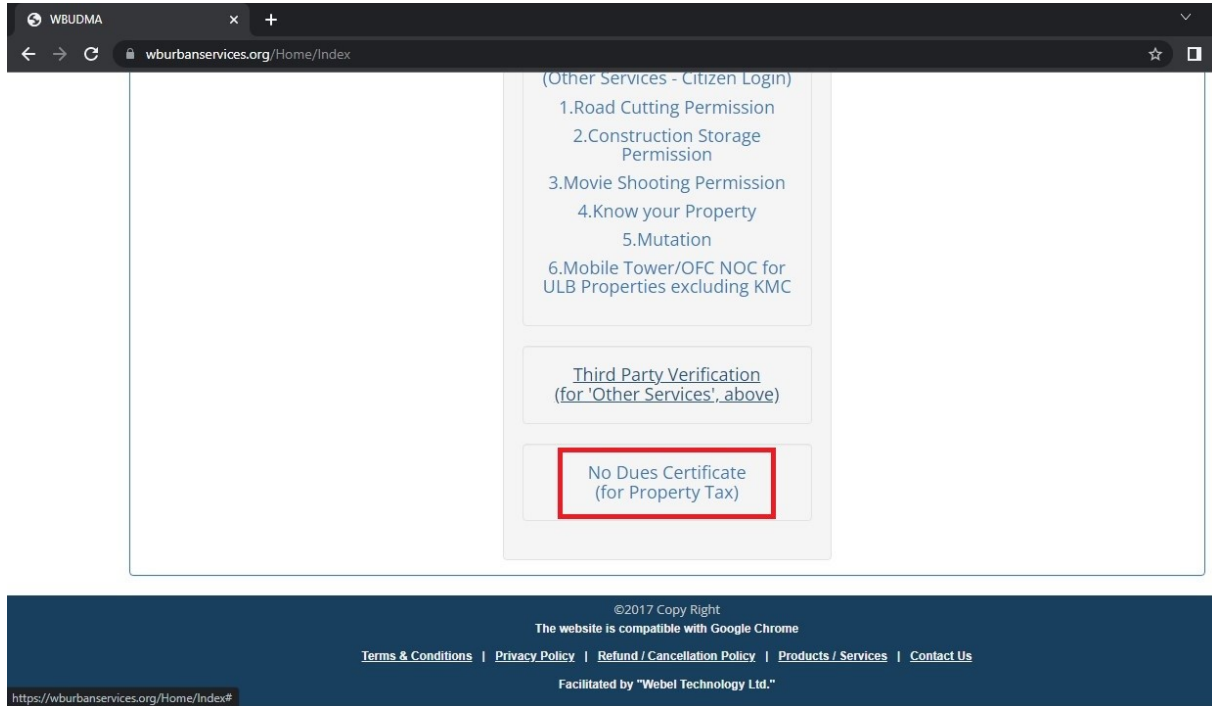
The screenshot shows the 'Citizen Login / Registration' form on the website. The form includes the following fields: Type of Registration (Individual selected), Name of Applicant (Ish Roy Chowdhury), Email (350@gmail.com), Mobile No (9922), Father/Husband Name (Ish Roy Chowdhury), Address (Jeb Road, Kolbata 700048), User Name (pqr990), Password, Confirm Password, and a Captcha (g#jPIZ). A red box highlights the 'Register' button. Below the form, there is a 'Third Party Verification' section.

After the Registration is done the system will verify the Mobile No through OTP Once Mobile No is verified the registration is complete and the system will go back to the login page.

The screenshot shows the 'OTP Verification' form on the website. The form includes the following fields: Mobile No (980), Enter OTP (Please enter OTP), and a 'Verify OTP' button highlighted with a red box. Below the form, there is a 'Property Tax Online (Citizen Entry)' section and a list of other services: Road Cutting Permission, Construction Storage Permission, Movie Shooting Permission, Know your Property, and Mutation. Below the list, there is a 'Third Party Verification' section.

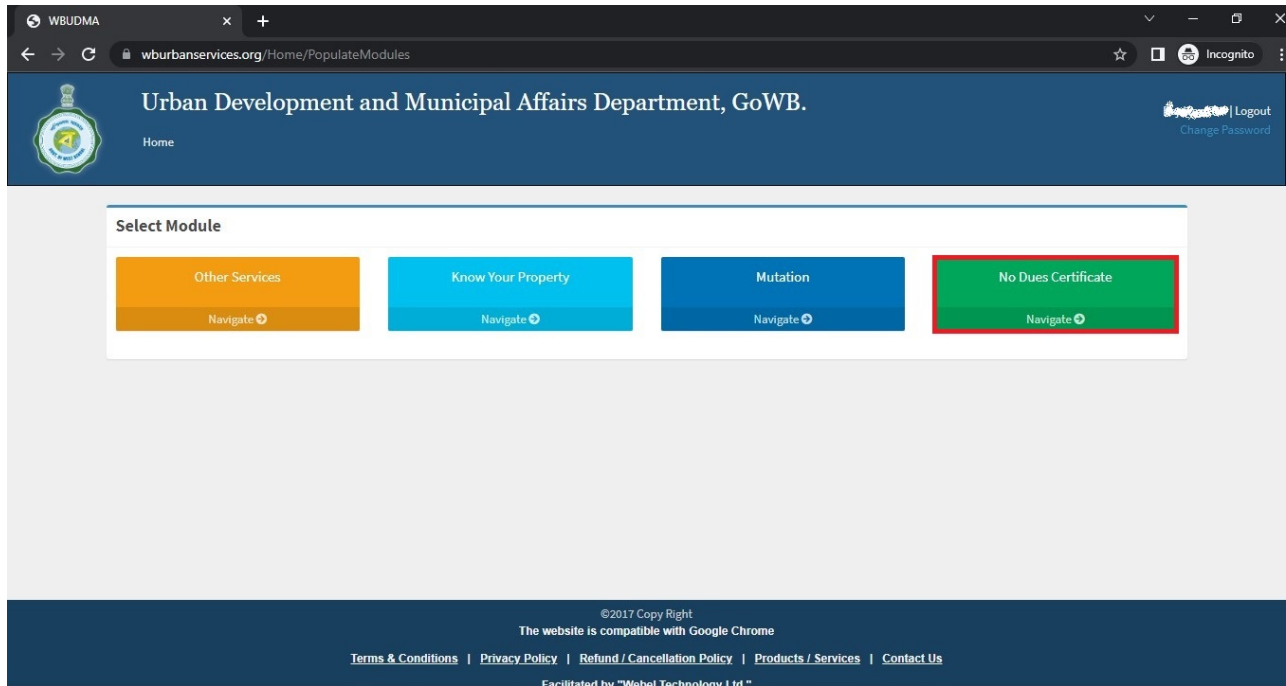
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The Applicant needs to click on the No Dues Certificate (for Property Tax) Tab to login to the page with the newly created User ID and Password.

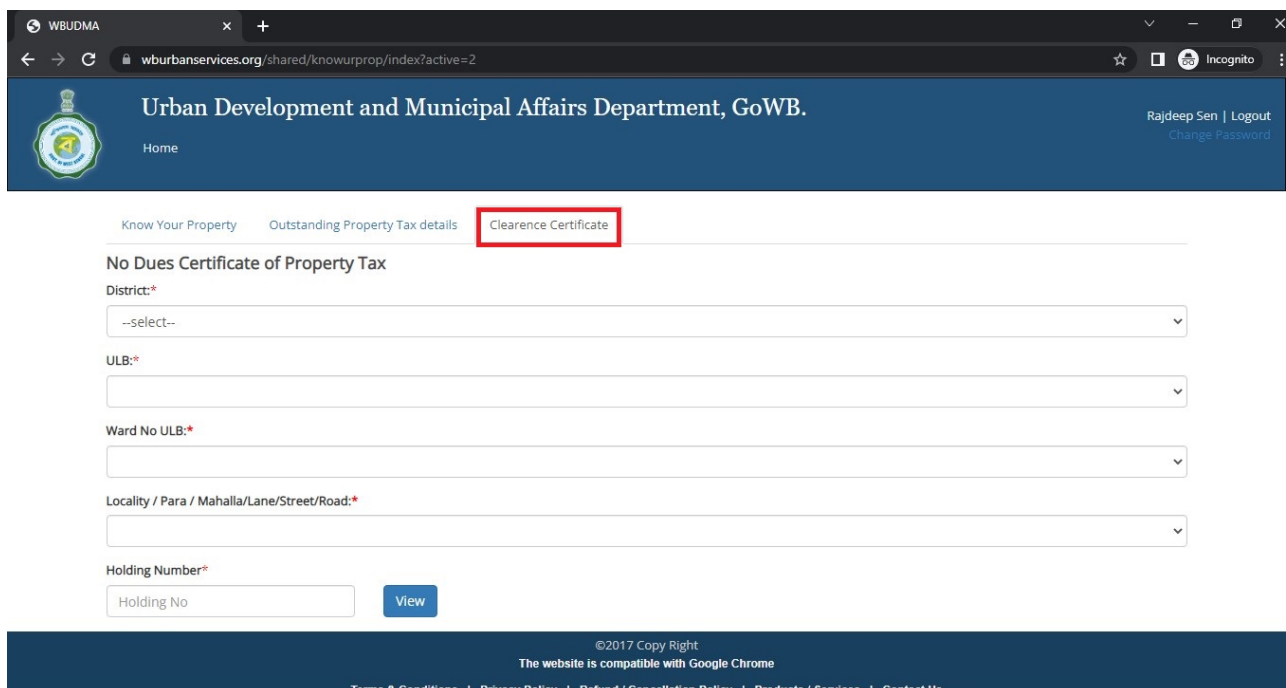


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Once the Login is complete the system will direct to the Module Selection Page where the Applicant needs to click on the “Navigate” link to open the No Dues Certificate modules for the Applicant.



Once the No Dues Certificate tab is clicked on the Module, a new window is open showing Clearance Certificate.



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Fill up the details as in shown in the screen from the Drop down menu. Click on the View tab.

WBUDMA  
wurbanservices.org/shared/knowurprop/index?active=2  
Incognito

Urban Development and Municipal Affairs Department, GoWB.  
Rajdeep Sen | Logout  
Change Password

Home

Know Your Property Outstanding Property Tax details Clearance Certificate

No Dues Certificate of Property Tax

District:\*  
NORTH 24-PARGANAS

ULB:\*  
PANIHATI MUNICIPALITY

Ward No ULB:\*  
12

Locality / Para / Mahalla/Lane/Street/Road:\*  
NILGANJ ROAD

Holding Number\*  
45

**View**

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After click on View tab, a popup dialog will be shown in the screen if there is no dues of Property Tax for that holding. Click on “**Download Certificate**”.

WBUDMA  
wurbanservices.org/shared/knowurprop/index?active=2  
Incognito

Home

Know Your Property Outstanding Property Tax details Clearance Certificate

No Dues Certificate of Property Tax

District:\*  
NORTH 24-PARGANAS

ULB:\*  
PANIHATI MUNICIPALITY

Ward No ULB:\*  
12

Locality / Para / Mahalla/Lane/Street/Road:\*  
NILGANJ ROAD

Holding Number\*  
45

**View**

**Payment Clear**

There is no outstanding dues against the aforesaid holding number.

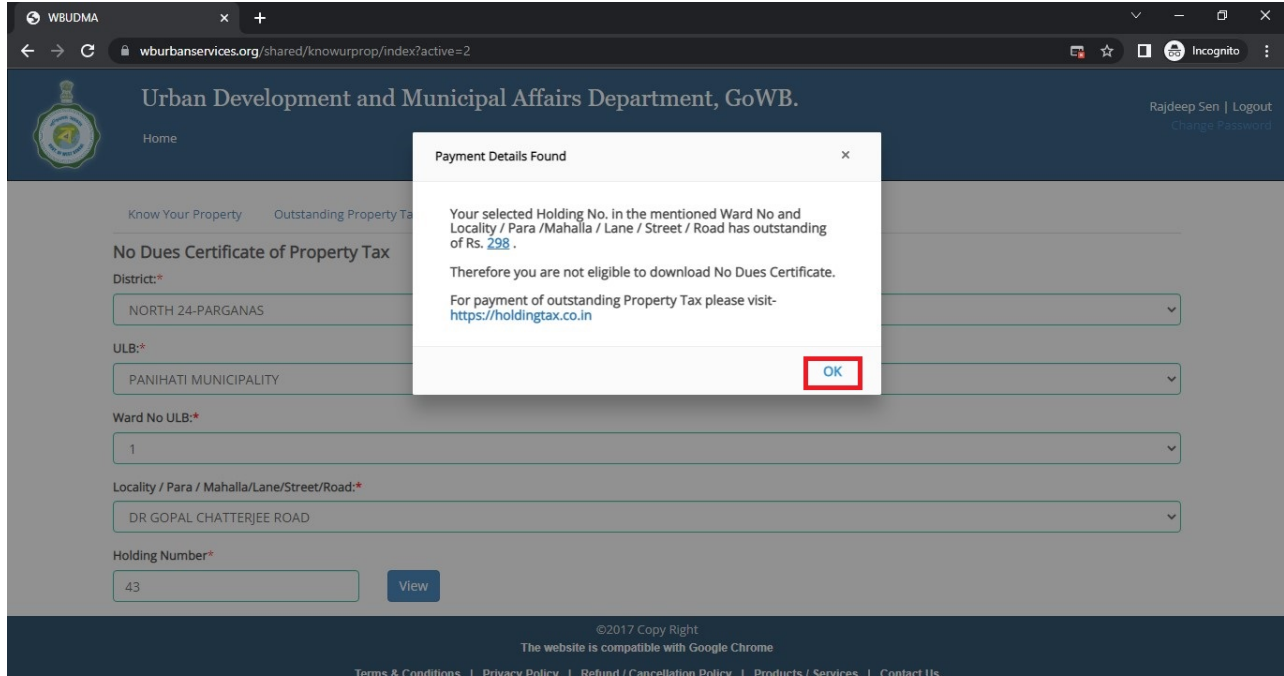
Cancel **Download Certificate**

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Facilitated by "Webel Technology Ltd."

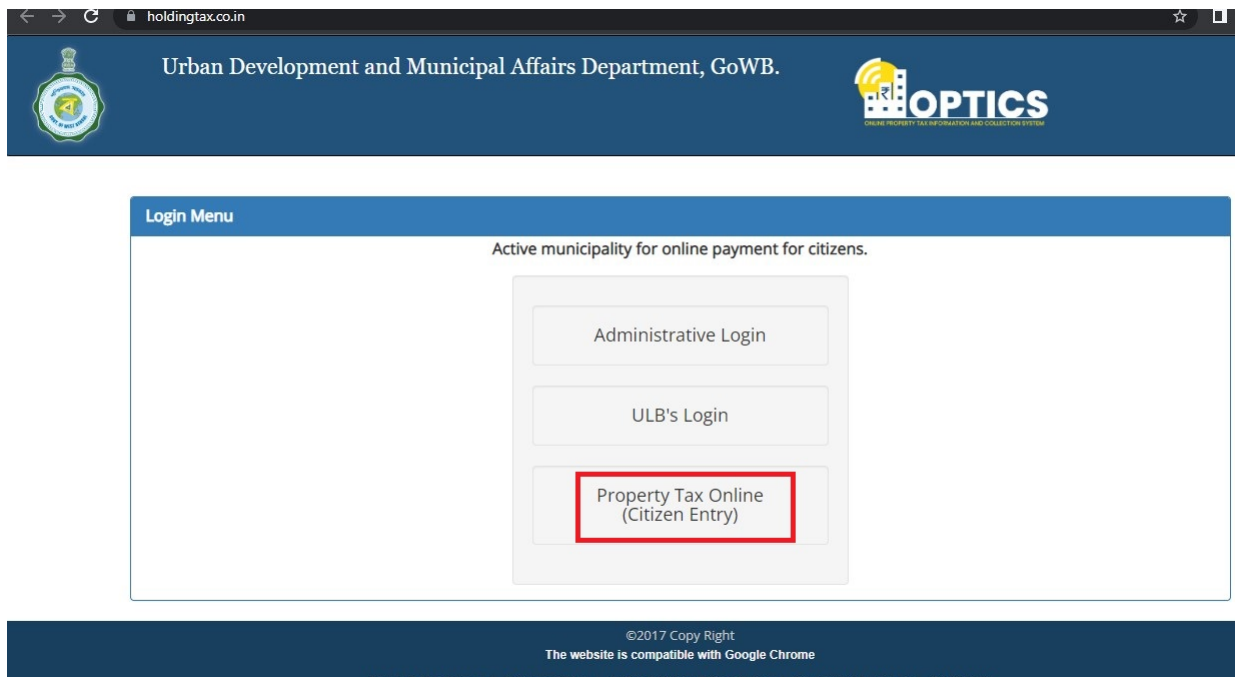


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If Property Tax is outstanding then on clicking View tab, a popup dialog box is shown and in which the hyperlink of payment of Property Tax link can be found.



After clicking the hyper link, the url of OPTICS i.e. [www.holdingtax.co.in](http://www.holdingtax.co.in) opens. Click on Property Tax Online tab.



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Fill up the following details. Click on Proceed tab.

Please Enter The Following Details To Proceed

District: NORTH 24-PARGANAS

ULB: PANIHATI MUNICIPALITY

Ward: 1

Location: DR GOPAL CHATTERJEE ROAD

Holding Number: 43

**Proceed**

The information provided online is updated, and no physical visit is required.

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After click on proceed tab, open the Citizen Profile and Property Tax Collection details. Click on **Proceed** tab for payment of the outstanding amount.

**Citizen Profiles**

Name	: SWAPAN KUMAR SARKAR.	Municipality	: PANIHATI MUNICIPALITY	Block	:
Assessee No	: 1201000000528	Ward	: 1	Mouja	:
Address	:	Location	: DR GOPAL CHATTERJEE ROAD	Plot	:
Phone No	:	HoldingNo	: 43	Khatian	:
Email	:			JL No.	:
				Deed No.	:

[View land record](#)

**Property Tax Collection**

Fin Year	Qtr	Property Tax	Surcharge	Outstanding		Rebate/ Interest	Paying		Action	Line Total	Payment Flow
				P. Tax	Surcharge		P. Tax	Surcharge			
+ 2022-2023				304.52	0.00	-6.99	304.52	0.00	<input checked="" type="checkbox"/>	297.53	
Summary				304.52	0.00	-6.99	304.52	0.00	4	297.53	
				Total PTax./SChrg.:304.52 Rs/-		Net Payable:298 RS/-					
				Total Rbt./Int. : -6.99 Rs/-							
				Total Adjst. Amnt.: 0 Rs/-							
				Rounded Off : 0.47 Rs/-							

**Proceed**