

**Clearance of objections related to property dues, size, floor details, property authorized/ unauthorized status and Property category on No Dues Certificate Portal**

1.	Name of the Service	Clearance of objections related to property dues, size, floor details, property authorized/ unauthorized status and Property category on No Dues Certificate Portal
2.	Designated Officer	<ol style="list-style-type: none"> <li>1. Zonal Taxation Officer in Municipal Corporation.</li> <li>2. Superintendent / Secretary in case of Municipal Council.</li> <li>3. Tax Clerk in case of Municipal Committee.</li> </ol>
3.	Documents to be enclosed with the request	<ol style="list-style-type: none"> <li>1. <b>Correction in Dues:</b> <ul style="list-style-type: none"> <li>• Receipt of payment paid (in case payment already made by citizen is not adjusted on the portal against the outstanding dues)</li> </ul> </li> <li>2. <b>Authorised/Unauthorised Status of the Colony:</b> <ul style="list-style-type: none"> <li>• Ownership Proof (Conveyance deed/Sale deed or allotment letter issued in case of planned schemes/Group Housing)</li> </ul> </li> <li>3. <b>Correction in Property Details includes:</b> <ol style="list-style-type: none"> <li>A. <b>For correction of area -</b> <ul style="list-style-type: none"> <li>• Anyone of sale deed/Conveyance deed, Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad, Allotment letter, Re-allotment letter in planned schemes, Court decree.</li> </ul> </li> <li>B. <b>Address of the property -</b> <ul style="list-style-type: none"> <li>• Sale deed/Conveyance deed, Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad, Allotment letter, Re-allotment letter in planned schemes</li> <li>• Copy of Electricity/water Bill</li> <li>• Copy of the approved building plan/Occupation certificate showing address if available</li> </ul> </li> <li>C. <b>For correction of category, floor details and property Image –</b> <ul style="list-style-type: none"> <li>• Property Image</li> <li>• Sale deed/Conveyance deed, Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad, Allotment letter, Re-allotment letter in planned schemes, Court decree/Group Housing.</li> </ul> </li> </ol> <p><b>Additional documents</b> required for properties under Lal-Dora areas (Any one of the following):</p> <ul style="list-style-type: none"> <li>• Where owner details are Null or NA, the required details to be updated based on the ULBs old property data record (property register) or Panchayat record.</li> <li>• Court Decree registered with the revenue authorities.</li> <li>• Registry/Sale Deed</li> </ul> </li> </ol>
4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority).
5.	Timeline	Normal Case - 10 Working days Tatkal Case - 02 Working days
6.	Procedure	<p>Apply on Property Tax Portal (<a href="https://property.ulbharyana.gov.in/">https://property.ulbharyana.gov.in/</a>)</p> <ol style="list-style-type: none"> <li>1. Applicant submits online application on <a href="https://property.ulbharyana.gov.in/">https://property.ulbharyana.gov.in/</a> along with required scanned copy of documents.</li> <li>2. The application will be verified by Maker along with the documents. <ol style="list-style-type: none"> <li>a. If application/documents are found correct. <ol style="list-style-type: none"> <li>i. The application is forwarded to Checker.</li> <li>ii. Checker will verify the application and approve.</li> </ol> </li> <li>b. If any discrepancy is found in the application/documents: <ol style="list-style-type: none"> <li>i. The application is reverted back to citizen and details of deficiency observed is informed to the applicant.</li> <li>ii. Applicant resubmits the application.</li> </ol> </li> </ol> </li> <li>3. After approval, details are corrected in the Record.</li> </ol>