

## Issuance/Creation of New PIDs

1.	Name of the Service	Issuance of new Property ID (PID)
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. Identity Proof of Applicant (Any one of the following documents): <ol style="list-style-type: none"> <li>a. Aadhar Card</li> <li>b. PAN Card</li> <li>c. Parivar Pehchaan Patra</li> <li>d. Passport</li> <li>e. Driving Licence</li> <li>f. Voter ID</li> </ol> </li> <li>2. Proof of Ownership (Anyone of the following): <ol style="list-style-type: none"> <li>a. Sale deed/Conveyance deed/Lease deed</li> <li>b. Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad</li> <li>c. Allotment Letter, re-allotment letter from any Govt. or semi-Govt. Dept. or Developer of Licensed Colony or Developer of Approved Group Housing</li> <li>d. Court decree (An affidavit or declaration regarding court decree no court case is pending in any court)</li> </ol> </li> <li>3. Site Plan showing Location of the site</li> <li>4. Building Photograph</li> <li>5. <b>Additional documents</b> required for properties under Lal-Dora areas (Any one of the following): <ol style="list-style-type: none"> <li>a. 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>b. In death case, legal heir certificate issued from the competent revenue authority/civil court.</li> <li>c. Court Decree registered with the revenue authorities.</li> <li>d. Registry/Sale Deed</li> </ol> </li> </ol>
4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority)
5.	Timeline	<p>Normal - 10 Working days</p> <p>Tatkal – 02 Working days</p>
6.	Procedure	<p><b>Apply on Property Tax Portal</b>  <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> </ol> <p>After approval, new PID is created.</p>