

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"> 1. Zonal Taxation Officer in Municipal Corporation. 2. Superintendent / Secretary in case of Municipal Council. 3. Tax Clerk in case of Municipal Committee.
3.	Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Identity Proof of Applicant (Any one of the following documents): <ul style="list-style-type: none"> a. Aadhar Card b. PAN Card c. Parivar Pehchaan Patra d. Passport e. Driving Licence f. Voter ID 2. Proof of Ownership (Anyone of the following): <ul style="list-style-type: none"> a. Sale deed/Conveyance deed/Lease deed b. Transfer deed/Relinquishment deed/release deed/Jamabandi/Farad c. Allotment Letter, re-allotment letter from any Govt. or semi-Govt. Dept. or Developer of Licensed Colony or Developer of Approved Group Housing d. Court decree (An affidavit or declaration regarding court decree no court case is pending in any court) 3. Site Plan showing Location of the site 4. Building Photograph 5. Additional documents required for properties under Lal-Dora areas (Any one of the following): <ul style="list-style-type: none"> 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. b. In death case, legal heir certificate issued from the competent revenue authority/civil court. c. Court Decree registered with the revenue authorities. d. Registry/Sale Deed
4.	Fee/Charges	A fee of Rs. 1000/- is charged for applications applied under Tatkal (Priority)
5.	Timeline	Normal - 10 Working days Tatkal – 02 Working days
6.	Procedure	<p>Apply on Property Tax Portal (https://property.ulbharyana.gov.in/)</p> <ol style="list-style-type: none"> 1. Applicant submits online application on https://property.ulbharyana.gov.in/ along with required scanned copy of documents. 2. The application will be verified by Maker along with the documents. <ol style="list-style-type: none"> a) If application/documents are found correct. <ol style="list-style-type: none"> i. The application is forwarded to Checker. ii. Checker will verify the application and approve. b) If any discrepancy is found in the application/documents: <ol style="list-style-type: none"> i. The application is reverted back to citizen and details of deficiency observed is informed to the applicant. ii. Applicant resubmits the application. <p>After approval, new PID is created.</p>