



USER GUIDE

Tax Collector

SUDA-CHHATISGARH(WEB)

Sparrow Softech Pvt .Ltd.

Imp Note: Web Slides shown in this guide is for illustrative purpose only, actual website may differ...

Login...

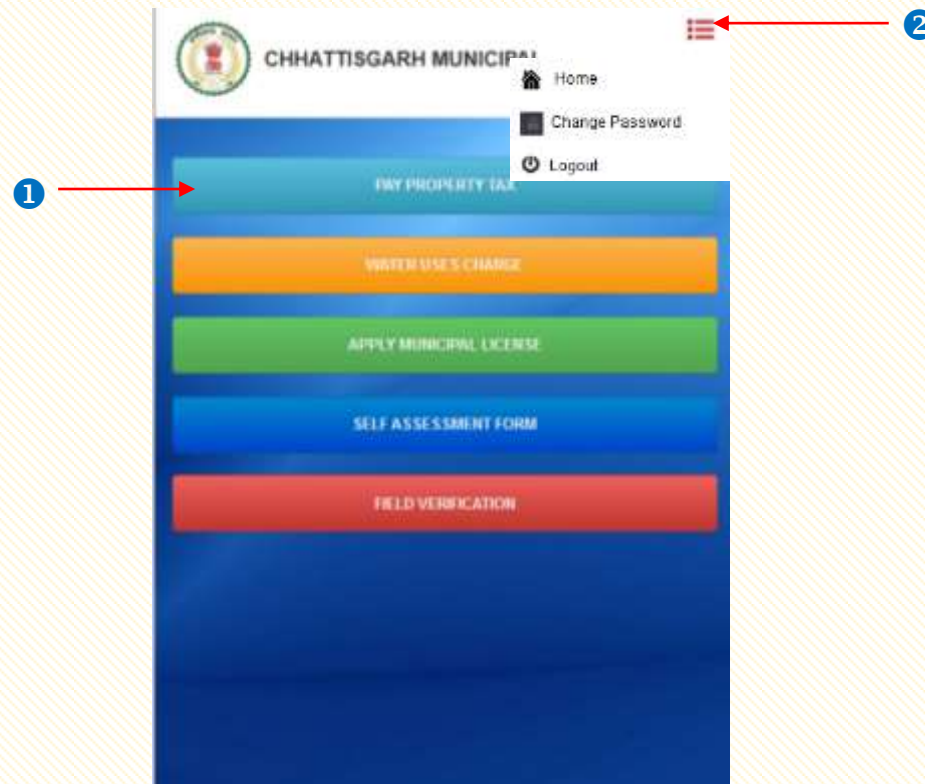
CHHATTISGARH MUNICIPAL CORPORATION

dmc_user tc_tc18

....

1 → SIGN IN

- Open your internet browser and login to the website –jharkhandsuda.net/web
 1. Click on **Sign In** button to enter the system dashboard with a valid user name and password.

Dashboard...

1. Select your desired option, clicking on **Pay Property Tax**
2. Click on the pattern at right-top corner to get options 1. Home 2. Change Password 3. Logout

Property Services...



1. Select your desired option, clicking on **Pay Property**
2. Click **Back** button to go back to previous menu .

Pay Property-Search...

The image displays two screenshots of a mobile application interface for property search. The left screenshot shows the search form with a 'Search' button highlighted by a red arrow and a blue circle labeled '1'. The right screenshot shows the search results table with a 'View' button highlighted by a red arrow and a blue circle labeled '3', and a 'Back' button in the top right corner highlighted by a red arrow and a blue circle labeled '2'.

Search Holding No. Back

Ward No.
Select

Enter Holding No.
[Input Field]

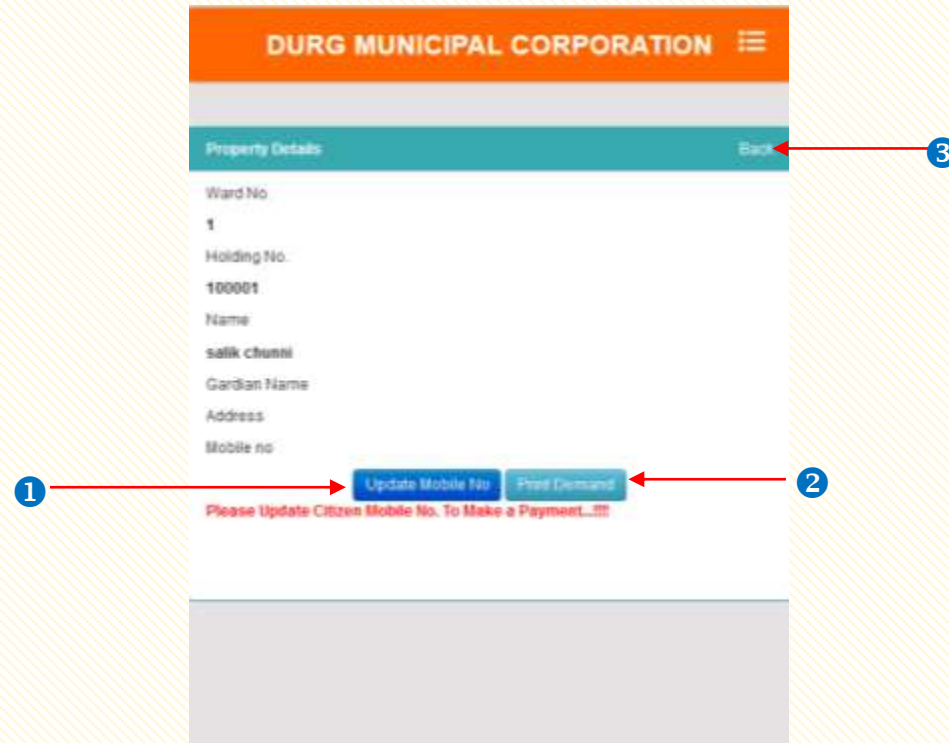
Search

Holding List

Holding No	Ward No.	Owner Name	Contact No.	View
100001	1	salik chunni		View
100002	1	prem lal		View
100003	1	guhan		View
100004	1	gopi		View

1. Click on **Search** button to get the holding list after entering the ward no and holding no., the list gets opened as per the filled data.
2. Click **Back** button to go back to previous menu.
3. Click on **View** button to view the holding details.

View Details...



1. If the mobile number is not updated then, first it needs to be updated .Click on **Update Mobile No.** button to update the no..
2. Click **Print Demand** button to print the demand.
3. Click on **Back** button to go back to previous menu.

Update Mobile No....

CHHATTISGARH MUNICIPAL

Update Mobile No Back

Ward No.
1

Property No.
100001

Name
salk chunni

Gardian Name

Address

Mobile no

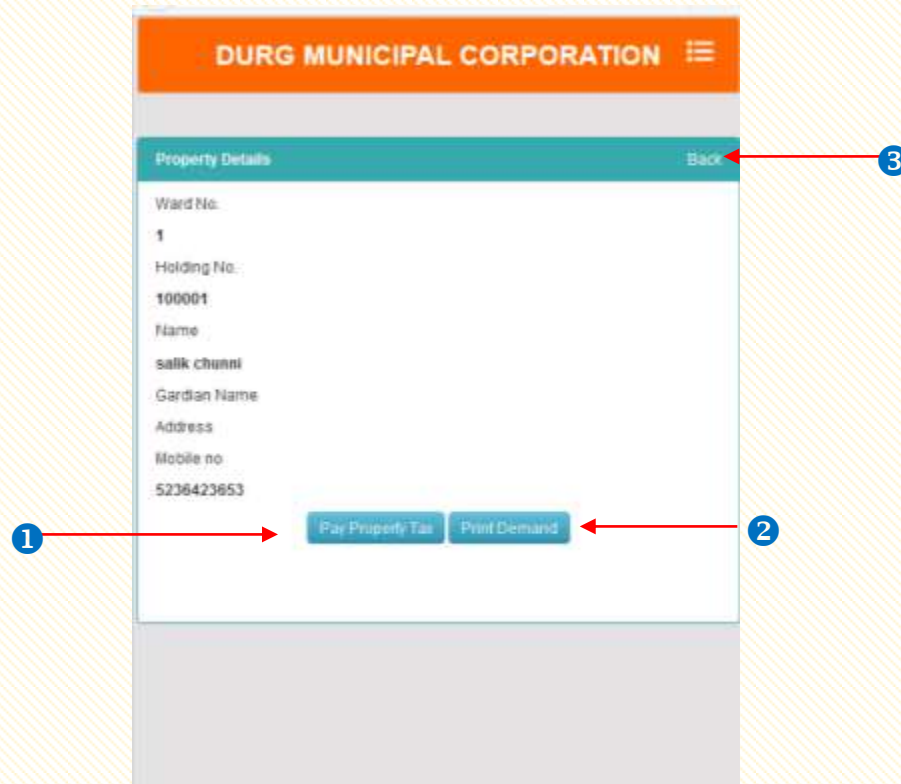
Update Mobile No

Enter Mobile No :

Update

Back

1. Click on **Update** button to update the no., once the number is entered.
2. Click on **Back** button to go back to previous menu.

Update....

1. Click on **Pay Property Tax** button to pay the holding tax.
2. Click **Print Demand** button to print the demand.
3. Click on **Back** button to go back to previous menu.

Pay Property Tax...

Pay Property Tax

Ward No.
1

Holding No.
100001

Name
salik chunni

Address

Due From Year
2015-2016

Due Upto Year
2016-2017 ▼

Penalty
0.00

Demand Amount
2,040.00

Payable Amount
2040

Payment Mode
Cash ▼

Remarks

1 →

- Clicking on **Pay Property Tax** gives various fields which needs to be filled i.e Due upto year , payment mode and Remarks
1. After filling , Click on **Pay Now** to make the payment.

Print Demand...

DURG MUNICIPAL CORPORATION

Payment Receipt

DURG MUNICIPAL CORPORATION
Holding Tax Payment Receipt

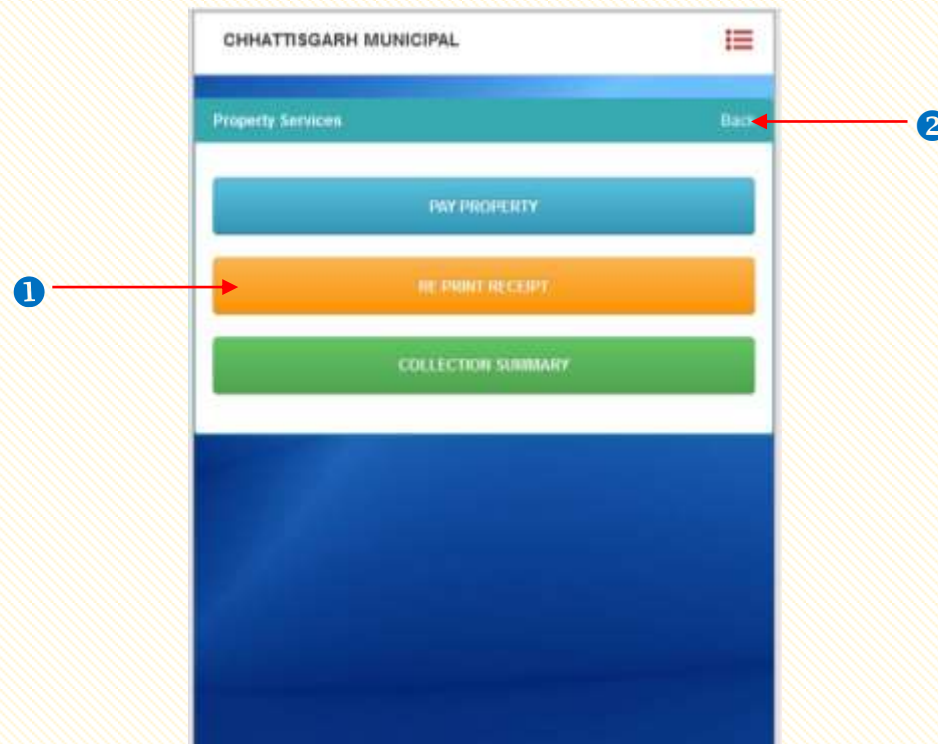
Date : 12-05-2017
POS ID : XXXXXXXXXX
Transaction No. : 11494532197
Payment Mode : Cash
Ward No. : 1
Holding No. : 100001
Name : salik chunni
Address :
Dues From : FY: 2015-2016
Dues Upto : FY: 2016-2017
Total Dues : Rs 2,040.00

Paid Amount : 2,040.00 Rs

TC Name : USER TC
Mobile No. : 0000000007

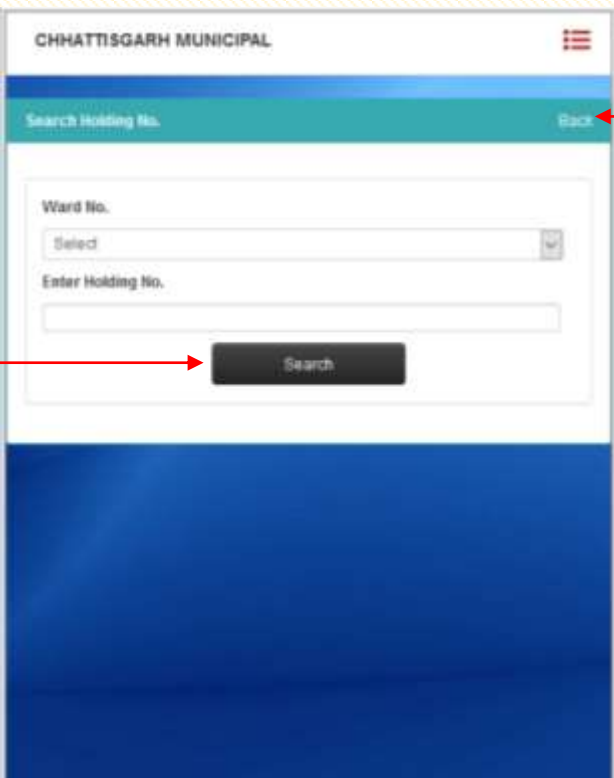
1. Print the receipt.

Property Services...



1. Select your desired option, clicking on **Re-print Receipt**.
2. Click **Back** button to go back to previous menu.

Re-print Receipt- Search...



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Search Holding No. Back

Ward No.
Select

Enter Holding No.

Search

1. Click on **Search** button to get the receipt after entering the ward no and holding no.
2. Click **Back** button to go back to previous menu.

Re-Print Receipt...



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Payment Receipt

DURG MUNICIPAL CORPORATION
Holding Tax Payment Receipt

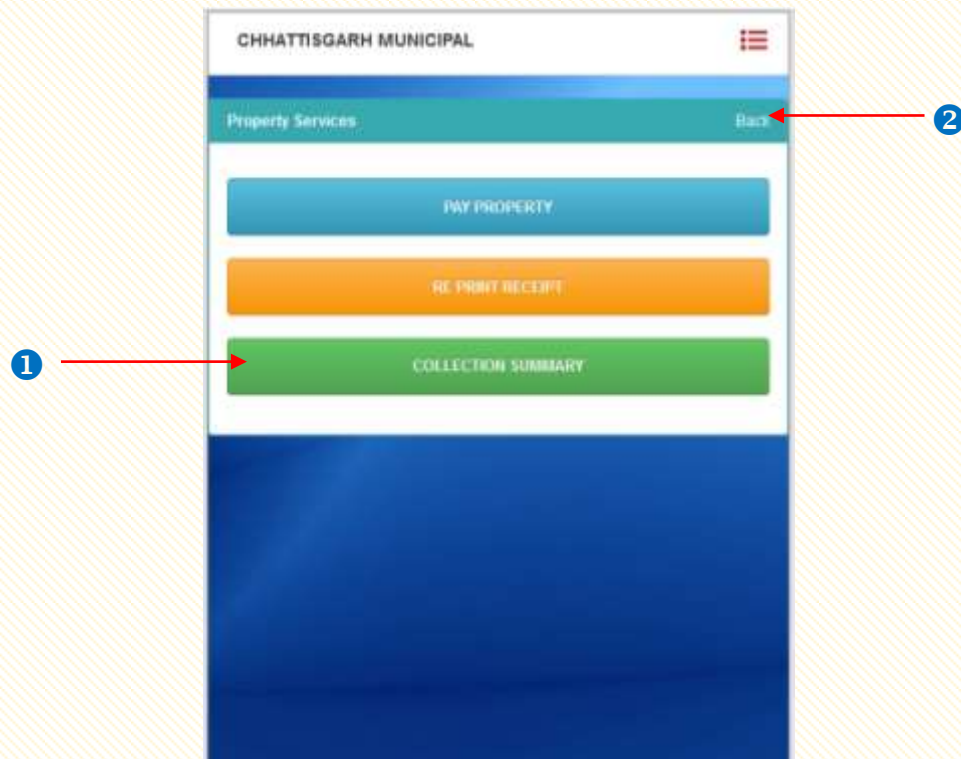
Date : 12-05-2017
POS ID : XXXXXXXXXX
Transaction No : 11494532197
Payment Mode : Cash
Ward No : 1
Holding No : 100001
Name : salik chunni
Address :
Dues From : FY : 2015-2016
Dues Upto : FY : 2016-2017
Total Dues : Rs. 2,040.00

Paid Amount : 2,040.00 Rs.

TC Name : USER TC
Mobile No : 0000000007

1. Print the receipt.

Property Services...



1. Select your desired option, clicking on **Collection Summary**
2. Click **Back** button to go back to previous menu.

Collection Summary...

CHHATTISGARH MUNICIPAL

Home
Change Password
Logout

Collection Summary

Collection Summary
DURG MUNICIPAL CORPORATION
Holding Tax

Date : 12-05-2017
TC Name : USER TC
POS No. : XXXXXXXXXXXXXXXX
Mobile No. : 0000000007

Sl	Trans No.	Mode	Amount
1	11484532197	Cash	2,040.00

Cash (1) : 2,040.00
Cheque (0) : 0.00
DD (0) : 0.00
Total(1) : 2,040.00

- Clicking on Collection Summary will provide the TC wise payment collection.
 - TC will now take the collection to the Jan Suvidha Kendra and all the applicant details will be updated there.
1. TC will click on **Logout**.



Sparrow Softech Pvt Ltd.