Property Tax Assessment Form- Help manual (For New Fatures)

"As per Pune Municipal corporation suggested, new changes made in Property tax assessment form in Occupancy application".

1) If latitude and longitude not available in occupancy application user can add Lat-long details by using 'Find plot on Map'.

Session Ends In : 14:22	PMC AutoDCR
Occupancy Application OCN/0547/24 (ABE/0014/24)	✓ GIS Information
Submit Application	* Select/View Map Particulars
Application Summary Occupancy Information	Area : Ambegaon V Find Plot on Map
Document Checklist PT Assessment Form	✓ Certificate Details
Site Progress	✓ Property Details

2) Once click on 'Find Plot on Map' GIS map will be open and you can draw plot polygon on map, latitude and longitude details will be reflect in 'GIS information'.

Ambegaon BL V Survey No (1) V Upload PDF file here Add Coordinates	
SurveyNo/CTC/Plc	4
	9
Monite Chirary Clinic 10	4
Attribute V D2	11
token 179944_4667.	E
village_name Erandwana	7

	Session Ends In : 11:19		PMC			AutoDCR		3 SACHIN PRABHAT MUJUMI Archi
Occupancy Application OCN/0547/24 (ABE/0014/24)		 Select/View 	Map Particula	rs				
Submit Application		Plot Deta	ils from GIS				Land Use Zone	
Application Summary	\bigcirc	Location	i	Survey No.	Plot No.			
Occupancy Information	\bigcirc	Ambega	on Budruk-Ext	["658 "]	2			
Document Checklist	\bigcirc					1		
PT Assessment Form		Geo Point	S				Geo Summary	
Site Progress	\bigcirc		Latitude	Longitu	de		Code	Description
		Point 1	73° 52' 29.19"	18° 27'	44.81"		Village	Area Code Identified
		Point 2	73° 52' 29.19"	18° 27'	44.81"		Mapping	
		Point 3 Point 4	73° 52' 17.16" 73° 52' 15.32"	18° 27'			Survey Number Mapping	Survey Number Succe Selected in Map
		Point 4	75 52 15.52	10 27	50.15		Plot Number	Plot Number Informat

3) Need to add appropriate 'Property ID' for your project, further your property tax will be calculate according to this Property ID.

				DCR	Architect
	✓ GIS Information				
	✓ Certificate Details				
	✓ Property Details				
\oslash	Property Id		Property Type		
\oslash	22			Open	~
\bigcirc			J		
\bigcirc	Delete		Property	Tax No.	
\oslash	â	22			
	© © ©	 Certificate Details Property Details Property Id 22 Delete 	Certificate Details Property Details Property Id 22 Delete Delete		

4) If sanction data(Building, Floors, Units) not available you can add this Property tax assessment table data Unsing 'Import Excel' features

← → C ▲ Not secure 10.160.1.51:	8055/SWC.Client/Pages/PTAssessmentForm.aspx?	dec=qTJXWd9rFcqROuUS+meaYFRR1/MFV0N9	j7jtE2G1IATHpu 🖘 🍳 🛧 🖸 🛃 🔕
	РМС	AutoDCR	VIKAS M. DHERE
	Area :- Yevlewadi, Vibhag No :- 0, HissaNo	: - 3A,4,1B, SurveyNo :- 33	Find Rate
Occupancy Application OCN/0365/21 (vev/0008/17)	Please fill 'Find Rate' before Proceeding.		
UCIVU363/21 (/ev/0008/17)	Residential	Non-Residential	
Submit Application			
Application Summary	OP	OP Commercial	
Occupancy Information			
Document Checklist	Parking Residential	Parking Non-Residential	
PT Assessment Form (Download template Import Data
Site Progress (Residential/Non Residential area Details (I	n sqm) as per sanction plan:	
	Please fill PT Assessment Form, building a please add carpet area and parking area ir	nd floor wise details for sold and unsold unit f Square meter.	for propoerty tax calculation.
	SrNo ⊕ Building ⊕ Floor No ⊕ Unit ⊕ Unit No		No. Hold Email Carpet Area(sqm)
	No data found		
	Total Number of Documents : 0		

5) For Property tax Assessment data import, first use download excel template by clicking on 'Download Template' Button.

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		РМС	AutoDCR	VIKAS M. DHERE License Engineer	-
	Area :- Yevlewadi, Vib	hag No :- 0, HissaNo :- 3A,4	,1B, SurveyNo :- 33	Find Rate	
Occupancy Application OCN/0365/21 (yev/0008/17)	Please fill 'Find Rate' b		on-Residential		
Submit Application					
Application Summary	OP	OF	Commercial		
Occupancy Information					
Document Checklist	Parking Residential	Pa	rking Non-Residential		
PT Assessment Form				Download template	Import Data
Site Progress	Residential/Non Resid	lential area Details (In sqm)	as per sanction plan:		•
		nent Form, building and floor a and parking area in Square		old unit for propoerty tax calculation.	
	SrNo ⊜ Building ⊜ Floor No No	9 ⊕ Unit ⊕ Unit ⊕ Ov Status	Name Owner/Occupier Address	Mobile No. Email Carpet Area(sqm)	
	No data found				
	Total Number of Document	its : 0			

6) Downloaded template will be shown as below.

Fil	le Home Insert	Page Layout I	Formulas Data	Review \	View Help P	ower Pivot 🛛 🖉 Tell me v	what you want to do					
Pas	Calibri		A* A* = =	-	êb Wrap Text	General		nat as Cell Insert Delete For				e d-ins
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Clip	pboard 🕠	Font	5	Alignme	nt	Number	r⊊ Style	s Cells		Editing	Add	d-ins
10	5 • I ×	√ f _×										
1	A	B	с	D	E	F	G	н	I	J	к	L
			C UnitName		E OwnerName	F OwnerMobile	G OwnerAddress	H OwnerEmail	l CarpetAre	J ParkingArea		L
E	A	В			E OwnerName John Doe				l CarpetAre 950.2	J ParkingArea 150		L
E	A BuildingName	B	UnitName	UnitStatu		123-456-7890	OwnerAddress	OwnerEmail				L
E	A BuildingName Building A	B FloorName 1st Floor	UnitName 101,102,103	UnitStatu Sold	John Doe	123-456-7890 234-567-8901	OwnerAddress 123 Elm St, Apt 101	OwnerEmail john.doe@example.com	950.2	150		L
2 E 3 E 4 E	A BuildingName Building A Building B	B FloorName 1st Floor 1st Floor	UnitName 101,102,103 201,202,203	UnitStatu Sold Unsold	John Doe Jane Smith	123-456-7890 234-567-8901	OwnerAddress 123 Elm St, Apt 101 456 Oak St, Apt 202 789 Pine St, Apt 103	OwnerEmail john.doe@example.com jane.smith@example.com	950.2 850	150 120.32		L

- 7) You can add details as column mentioned in template, data should be in same format. If you made any changes in template, data shall not be import in PT Assessment table.
- 8) Carpet area and parking area should be square meter. On 'Common Form A' that area converted into square feet to calculate property tax.
- 9) Kindly Note: In excel template, If you add unit status unsold, mandatory to fill Proposal owner details in template as well and if select sold unit status, then need to add new owner details.
- 10) Once Excel ready with all necessary data, you click on 'Import data' button to add in PT assessment table.

🗧 🔶 🖸 🙆 Not secure 10.160.1.51:8055/SWC.Client/Pages/PTAssessmentForm.aspx?dec=qTJXWd9rFcqROuUS+meaYFRR1/MFV0N9j7jtE2G1IATHpu 📾 🍳 🛧	Ď	⊻		A
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		РМС		AutoDCR		VIKAS M. DHERE License Engineer	
		Area :- Yevlewadi, Vibhag No :- (0, HissaNo :- 3A,4,1B,	SurveyNo :- 33		Find Rate	
Occupancy Application		Please fill 'Find Rate' before Proc Residential		sidential			
Submit Application	c	OP	OP Cor	nmercial			
Occupancy Information Document Checklist	n (Parking Residential	Parking	g Non-Residential			
	C					Download template	Import Data
Site Progress	Ċ	Residential/Non Residential area Please fill PT Assessment Form, please add carpet area and park SrNo = Dunit No data found Total Number of Documents : 0	, building and floor wis ing area in Square me	se details for sold and uns	eld unit for propo	Email Garpet Area(sqm)	Parking Parking Index II Area(sqm) Attach

11. Once click on 'Import Data' below window will be open, you choose file from to upload data

			PM			AutoD	CR	? SACHI	N PRABHAT MUJUME Archi			
Occupancy Application OCN/0547/24 (ABE/0014/24)		0.93 Residential	l/Non Residential are	ea Details (In so	4.5 qm) as per		1:		Download ter	nplate	Import Data	
Submit Application			PT Assessment Form I carpet area and par ng 🗧 Floor No 😝		uare mete		Owner/Occupier	or propoerty t	ax calculation.	Carpet Area(sgm)	Parking Area(sqm)	⊖ In II
Application Summary Occupancy Information	\bigcirc	1 PRC (BLD	DG)	1 Uns	iold 🔻 A	bhishek Kumar Singh	Near by bus stand, raipur	9525334134	aa@gmail.com	48.1	12.50	At At
Document Checklist PT Assessment Form	⊘ ⊘	to local numb	0.100.1.51:8	055/SWC.Client/P 10.160.1.51:80			ttachmen Q					
Site Progress	\odot						ubmit Delete					

12. After selection of data template file click on 'Submit' button, later 'data uploaded successfully' message will be reflect.

	Session Ends In : 9:49		PMC 🔬 🚉 AutoDCR	③ SACHIN PRABHAT MULUMDAR Architect
Occupancy Application		0.93	4.58	Download template Import Data
OCN/0547/24 (ABE/0014/24) Submit Application		Please fill P	Ion Residential area Details (In sqm) as per sanction plan: Assessment Form, building and floor wise details for sold and unsold unit arpet area and parking area in Square meter.	it for propoerty tax calculation.
Application Summary Occupancy Information	\odot	1 PRO (BLD)	-	5, 9525334134 aa@gmail.com 48.1 12.50
Document Checklist PT Assessment Form	\odot	(2) Total Numbe	10.160.1.51:8055 says File Uploaded Successfully!	
Site Progress	\odot		ОК	

13) Kindly note: User can add this data import through excel template only in draft and only one file can import, multiple files not allowed.

Whenever, if you want to change selected file in draft, first need to delete existing file and then select new file.

	Session Ends In : 14:10	PMC AutoDCR ³ BACHINI FRABBILIT MLIANDAR Archineet
Occupancy Application CON/0547/24 (ABE/0014/24) Submit Application Application Summary Occupancy Information Document Checklist PT Assessment Form Site Progress	© © © ©	0.93 4.58 Download template Import Data Residential/Non Residential area Details (In sqm) as per sanction plan: Please fill PT Assessm please add carpet area Since Building Floor (acco) 0.160.1.51:8055/SWC.Client/Pages/AttachmentForE Import Data Since Building Floor (acco) A Not secure 10.160.1.51:8055/SWC.Client/Pages/Attachment Import Data Please Attach only.xisx files Import Data Area(smm) Or total Number of Document Name Download Delete Download Delete Import Data

14) Imported data shall be reflect as below,

OCN/0942/23 (kdb/0048/14)		0.74						3.78			Download template		Import Data	
ubmit Application		Resi	dential/Nor	n Residenti	al area Det	ails (In s	qm)	as per sanction p	lan:					
Application Summary	\oslash				Form, buil d parking a				sold and unsold un	it for propoer	ty tax calculati	on.		
Occupancy Information	\odot	SrNc 🤅	Building () No	Floor No 🔒	Unit 🖯	Unit Status	8	Owner/Occupier	Owner/Occupier 🔒 Address	Mobile No. 🖯	Email 🖯	Carpet (Area(sqm)	Parking Area(sqm)	 Inde: II Attac
Document Checklist		1	Building A	2nd Floor	212	Sold	•	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	Atta
	\odot	2	Building A	2nd Floor	211	Sold	•	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	Atta
PT Assessment Form	\odot	3	Building C	1st Floor	305	Sold	•	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e:	900	130.52	Atta
	\odot	4	Building C	1st Floor	303	Sold	•	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e:	900	130.52	Atta
Site Progress	\bigcirc	5	Building C	1st Floor	301	Sold	•	Alice Johnson	789 Pine St, Apt 103	345-678-9012	alice.johnson@e:	900	130.52	Atta
	\odot	6	Building B	1st Floor	203	Unsold	•	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Atta
		7	Building B	1st Floor	202	Unsold	•	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Atta
		8	Building B	1st Floor	201	Unsold	•	Jane Smith	456 Oak St, Apt 202	234-567-8901	jane.smith@exar	850	120.32	Atta
		9	Building A	1st Floor	103	Sold	•	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@examp	950.2	150	Atta
		10	Building A	1st Floor	102	Sold	•	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@exam;	950.2	150	Atta
		11	Building A	1st Floor	101	Sold	•	John Doe	123 Elm St, Apt 101	123-456-7890	john.doe@examp	950.2	150	Atta

15) Once all data got imported, please attach 'Index II' document according to unit status sold/unsold.