

## 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)

**Submit Application**

Application Summary

Occupancy Information

Document Checklist

**PT Assessment Form**

Site Progress

GIS Information

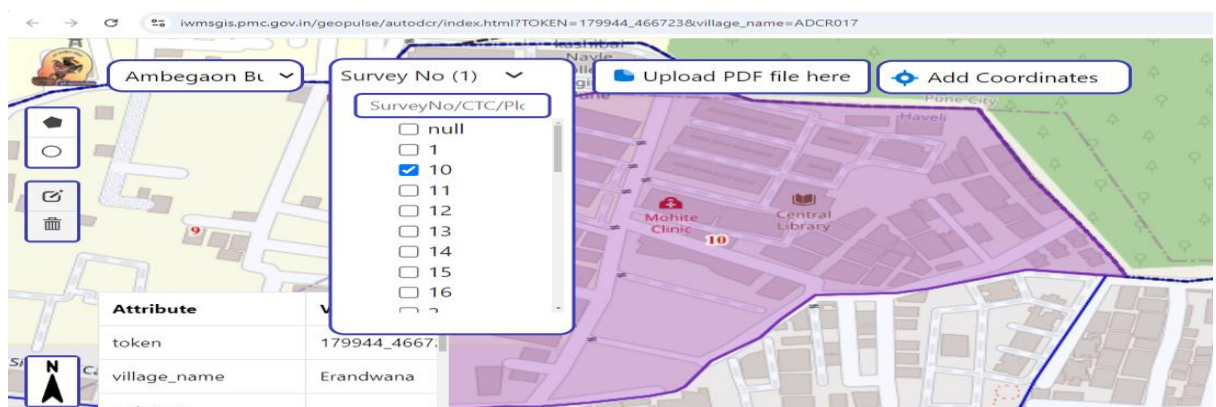
Select/View Map Particulars

Area : Ambegaon **Find Plot on Map**


Certificate Details

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’.



Session Ends In : 11:19

PMC  AutoDCR SACHIN PRABHAT MUJUMDAR Architect

Occupancy Application  
OCN/0547/24 (ABE/0014/24)

**Submit Application**

- Application Summary
- Occupancy Information
- Document Checklist
- PT Assessment Form**
- Site Progress

Select/View Map **Particulars**

**Plot Details from GIS**

Location	Survey No.	Plot No.
Ambegaon Budruk-Ext	[*658 *]	2

**Land Use Zone**

**Geo Points**


	Latitude	Longitude
Point 1	73° 52' 29.19"	18° 27' 44.81"
Point 2	73° 52' 29.19"	18° 27' 44.81"
Point 3	73° 52' 17.16"	18° 27' 44.06"
Point 4	73° 52' 15.32"	18° 27' 50.18"

**Geo Summary**

Code	Description
Village Mapping	Area Code Identified
Survey Number Mapping	Survey Number Successfully Selected in Map
Plot Number	Plot Number Information

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

Session Ends In : 9:05

PMC  AutoDCR SACHIN PRABHAT MUJUMDAR Architect

Occupancy Application  
OCN/0547/24 (ABE/0014/24)

**Submit Application**


- Application Summary
- Occupancy Information
- Document Checklist
- PT Assessment Form**
- Site Progress

GIS Information

Certificate Details


Property Details

Property Id:  Property Type:

Delete	Property Tax No.
	<input type="text" value="22"/>

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

Session Ends In : 13:23

PMC  AutoDCR WASIM DHERI License Engineer

Occupancy Application  
OCN/0365/21 (yew/0008/17)

**Submit Application**

- Application Summary
- Occupancy Information
- Document Checklist
- PT Assessment Form**
- Site Progress

Area :- Yevlewadi, Vibhag No :- 0, HissaNo :- 3A,4,1B, SurveyNo :- 33 **Find Rate**

Please fill 'Find Rate' before Proceeding.

Residential  Non-Residential

OP  OP Commercial

Parking Residential  Parking Non-Residential

**Download template** **Import Data**

Residential/Non Residential area Details (In sqm) as per sanction plan:

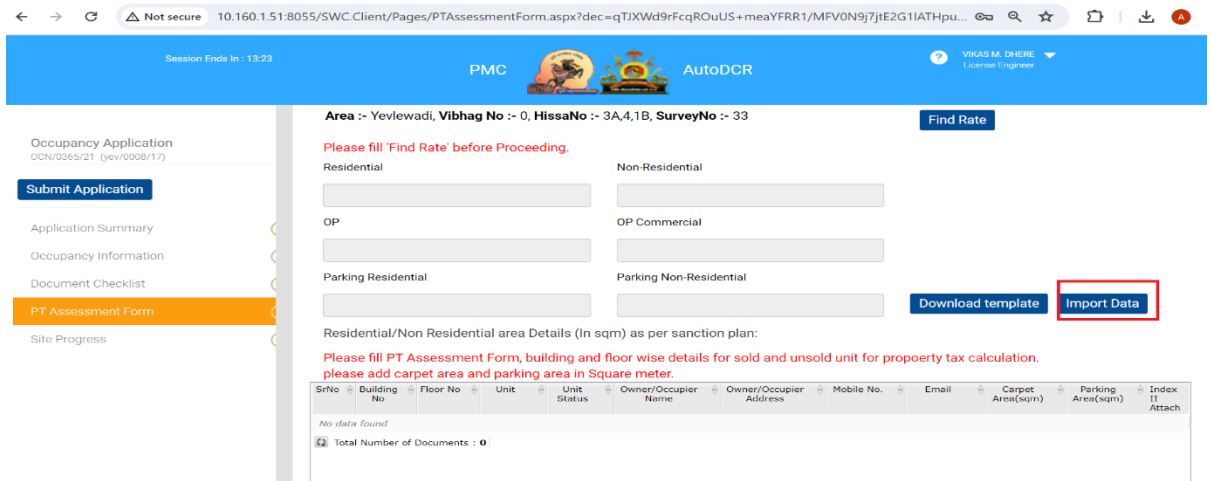
Please fill PT Assessment Form, building and floor wise details for sold and unsold unit for property tax calculation. please add carpet area and parking area in Square meter.

SrNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sqm)	Parking Area(sqm)	Index II Attach
No data found											
Total Number of Documents : 0											

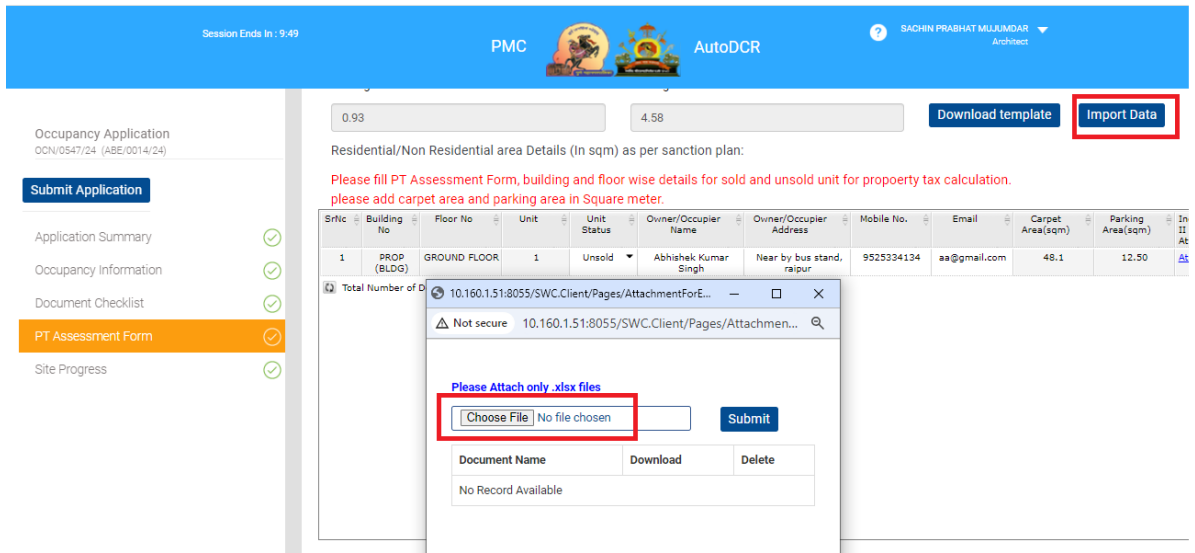
- 5) For Property tax Assessment data import, first use download excel template by clicking on 'Download Template' Button.

- 6) Downloaded template will be shown as below.

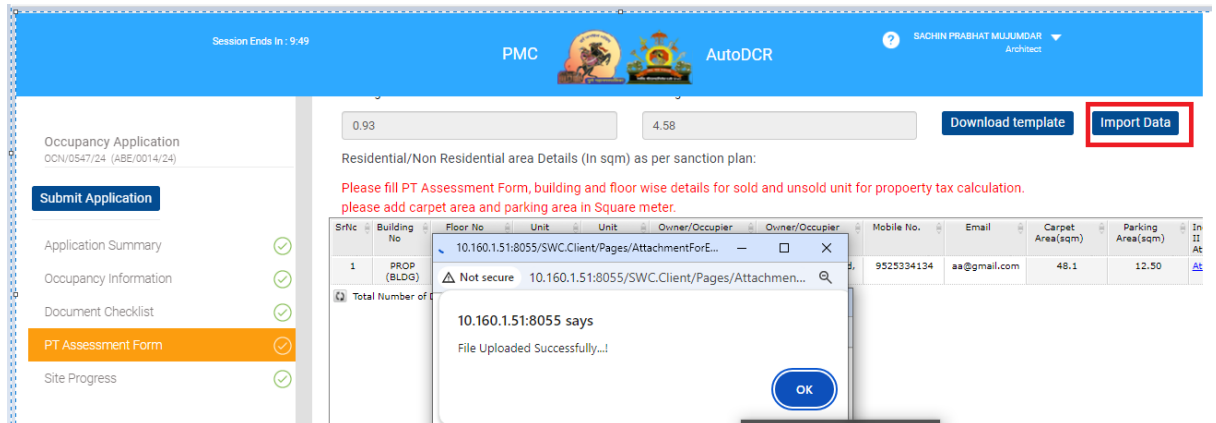
- 7) You can add details as column mentioned in template, data should be in same format. If you made any changes in template, data shall not be import in PT Assessment table.
- 8) Carpet area and parking area should be square meter. On 'Common Form A' that area converted into square feet to calculate 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.



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



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



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.

The screenshot shows the AutoDCR application interface. On the left, there is a sidebar with a menu including 'Occupancy Application', 'Application Summary', 'Occupancy Information', 'Document Checklist', 'PT Assessment Form' (highlighted in orange), and 'Site Progress'. The main content area displays 'Residential/Non Residential area Details (In sqm) as per sanction plan:' with input fields for 0.93 and 4.58. A modal dialog box is open, titled 'Please Attach only .xlsx files', with a 'Choose File' button and a 'Submit' button. Below the buttons is a table with columns 'Document Name', 'Download', and 'Delete'. The 'Delete' column contains a trash icon, which is highlighted with a red box. The background shows a table with columns 'SrNo', 'Building No', 'Floor No', 'File No.', 'Email', 'Carpet Area(sqm)', 'Parking Area(sqm)', and 'Index II Attach'.

14) Imported data shall be reflect as below,

The screenshot shows the AutoDCR application interface with the 'PT Assessment Form' highlighted in the sidebar. The main content area displays 'Residential/Non Residential area Details (In sqm) as per sanction plan:' with input fields for 0.74 and 3.78. Below this, there is a table with columns: SrNo, Building No, Floor No, Unit, Unit Status, Owner/Occupier Name, Owner/Occupier Address, Mobile No., Email, Carpet Area(sqm), Parking Area(sqm), and Index II Attach. The table contains 11 rows of data. At the bottom, it says 'Total Number of Documents : 11'.

SrNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sqm)	Parking Area(sqm)	Index II Attach
1	Building A	2nd Floor	212	Sold	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	<a href="#">Attach</a>
2	Building A	2nd Floor	211	Sold	Shubham	Nagpur	9657689494	shubham@gmail	20.23	12.52	<a href="#">Attach</a>
3	Building C	1st Floor	305	Sold	Alice Johnson	789 Pine St. Apt 103	345-678-9012	alice.johnson@ei	900	130.52	<a href="#">Attach</a>
4	Building C	1st Floor	303	Sold	Alice Johnson	789 Pine St. Apt 103	345-678-9012	alice.johnson@ei	900	130.52	<a href="#">Attach</a>
5	Building C	1st Floor	301	Sold	Alice Johnson	789 Pine St. Apt 103	345-678-9012	alice.johnson@ei	900	130.52	<a href="#">Attach</a>
6	Building B	1st Floor	203	Unsold	Jane Smith	456 Oak St. Apt 202	234-567-8901	jane.smith@exar	850	120.32	<a href="#">Attach</a>
7	Building B	1st Floor	202	Unsold	Jane Smith	456 Oak St. Apt 202	234-567-8901	jane.smith@exar	850	120.32	<a href="#">Attach</a>
8	Building B	1st Floor	201	Unsold	Jane Smith	456 Oak St. Apt 202	234-567-8901	jane.smith@exar	850	120.32	<a href="#">Attach</a>
9	Building A	1st Floor	103	Sold	John Doe	123 Elm St. Apt 101	123-456-7890	john.doe@exami	950.2	150	<a href="#">Attach</a>
10	Building A	1st Floor	102	Sold	John Doe	123 Elm St. Apt 101	123-456-7890	john.doe@exami	950.2	150	<a href="#">Attach</a>
11	Building A	1st Floor	101	Sold	John Doe	123 Elm St. Apt 101	123-456-7890	john.doe@exami	950.2	150	<a href="#">Attach</a>

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