



HOW TO SELF-CERTIFY PROPERTY

*Step by step guide for citizen to self-certify the
property*

शहरी स्थानीय
निकाय निदेशालय
हरियाणा

ब्लॉक सं. 11-14, सैक्टर-4, पंचकुला, हरियाणा
Bay No. 11-14, Sector 4, Panchkula, Haryana



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HOW TO SELF-CERTIFY THE PROPERTY

- i. Open your internet browser and open the website: <https://ulbhryndc.org/>
- ii. Now login on the portal.
- iii. After you login, the system will show the properties linked with the Mobile Number/email-id through which the user has logged-in.

The screenshot shows the user interface of the 'Property Tax Dues Payment & No Dues Certificate Management System'. At the top, there is a navigation bar with options like 'Make Payment/Generate NDC', 'Search Property', 'My Properties', 'Download NDC/Receipts', 'Verify Payment', 'My Objections', 'New PID Status', and 'User Manuals'. A notification banner indicates 'New PID Applications Reverted by Department: 1' with a 'Click Here To Reply' link. Below this, a message states 'The mobile number 98XXXX603 is linked with following properties'. A property card displays details: PID: 1FNNSJY6, Owner Name: Narayani Devi, Plot Area: 138.600 Sqm, Property Type: Vacant Plot, Status: Un-Authorized, and Address: # 235 Sector - 25 Panchkula... Below the card is a table of dues:

| PROPERTY & FIRE TAX DUES (RS.): | DEVELOPMENT CHARGES (RS.): | GARBAGE COLLECTION CHARGES (RS.): | TOTAL DUES: |
|---------------------------------|----------------------------|-----------------------------------|-------------|
| 83.23 | 0 | 0 | 83.23 |

Below the table are buttons for 'View Details/ Self Certify', 'Make Payment', 'Updation History', and 'Payment Details'. The 'View Details/ Self Certify' button is highlighted with a red box.

- iv. Now to self-Certify click on **View Details/Self Certify**
- v. In case there is no property linked with the logged in mobile number/email-id, the system will show the following message:

No property linked with Mobile no 9XXXXXXXX03. To search property and link with Mobile No. [Click Here](#)

The screenshot shows the user interface of the 'Property Tax Dues Payment & No Dues Certificate Management System'. At the top, there is a navigation bar with options like 'Make Payment/Generate NDC', 'Search Property', 'My Properties', 'Download NDC/Receipts', 'Verify Payment', 'My Objections', 'New PID Status', and 'User Manuals'. A message states 'No property linked with Mobile no 98XXXX603. To search property and link with Mobile No. [Click Here](#)'. At the bottom right, there are language selection buttons for 'हिन्दी' and 'English'.

- vi. To search your property, click on **Click Here** and Search your property with Owner Name, Mobile Number, Plot (Unit) Number, PID etc.

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The screenshot shows the search interface of the Property Tax Dues Payment & No Dues Certificate Management System. The header includes the system name and navigation links: Make Payment/Generate NDC, Search Property, My Properties, Download NDC/Receipts, Verify Payment, My Objections, New PID Status, and User Manuals. The user is identified as Rajiv Sehdev. The search form is titled "Search Your Property (All * fields are mandatory)" and includes fields for Select Municipality, Colony, Property Category, Search By Plot No, Property Id Eight Character ID (example: 1A23AR11), OLD Property Id, Owner / Occupier Name, and Mobile No. There are "Search" and "Search On Map" buttons. A red note at the bottom states: "In case, you could not locate your Property Id or its a subdivision of existing property, Please click here to create new property id."

vii. Once you have searched your property, click on **View Details/Self Certify**

The screenshot shows the search results page. The search form is filled with: Municipality: PANCHKULA, Colony: # 235 Sector - 25 Panchkula..., Property Category: Select, Search By Plot No: (empty), Property Id: 1FNNSJY6, and Owner Name: Narayani Devi. A "View Details/Self Certify" button is highlighted with a red box. Below the search form, the "Search Result" section displays a house icon and the following details: PID: 1FNNSJY6, # 235 Sector - 25 Panchkula..., Property Type: Vacant Plot, and Owner Name: Narayani Devi.

- viii. Details of the property will be shown in four different sections:
- Property Details
 - Mobile Number
 - Owner Details
 - Outstanding Dues
 - Property & Fire Tax Dues
 - Development Charges – This also includes status of the property as falling in **Authorised** Colony or **Unauthorised** Colony

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PID: 1F2CQUW9

Municipality: PANCHKULA PID: 1F2CQUW9 Old PID: NA Old Owner / Occupier Name:

Have Any Court Case, Stay/Legal Proceeding No


Property Details

Property Category: Residential Property Type: House Property SubType:

Plot No. / House No: NA Address: 3F- 257,Nimmi Singh.MT56.MDC Sector 6, 134109, ,134109 Colony Name: MDC Sector 6


Plot Size: 356.190 SqYard

| SR.NO | FLOOR | USAGE | COVERED AREA | REBATE |
|-------|-------|---------------|---------------|-----------|
| 1 | 3F | Self Occupied | 2083.00 Sq Ft | No Rebate |

Property Details and Property Images is Correct? * Yes No 


Mobile No

Mobile Number linked with the PID: 98XXXXX333

Mobile Number is Correct? * Yes No 

Owner Details

| SR.NO | OWNER NAME | GENDER | RELATION | FATHER/HUSBAND NAME | MOBILE NO |
|-------|-------------|--------|----------|---------------------|------------|
| 1 | Nimmi Singh | Female | Husband | Beant Singh | 98XXXXX333 |


Owner Details is Correct * Yes No 

OutStanding Dues Details(In Rupees)

Property & Fire Tax Dues

| PROPERTY TAX DEMAND | PROPERTY TAX ARREAR | PROPERTY TAX INTEREST ON ARREAR | FIRE TAX ARREAR | FIRE TAX DEMAND | PAYABLE AMOUNT TILL 31ST MARCH 2024 |
|---------------------|---------------------|---------------------------------|-----------------|-----------------|-------------------------------------|
| 1069.00 | 0 | 0 | 0 | 0 | 1069.00 |


Rebates will be applicable when user proceeds for payment through "Make payment" option.

Property & Fire Tax is Correct? * Yes No 

Development Charges & Authorized Status


Authorized Status: **Authorized**

| DEVELOPMENT CHARGES DEMAND | DEVELOPMENT CHARGES ARREAR | DEVELOPMENT CHARGES INTEREST | TOTAL DUES |
|----------------------------|----------------------------|------------------------------|------------|
| 0 | 0 | 0 | 0 |

Development Charges & Authorized Status is Correct? * Yes No 

Garbage Collection Charges

| SOLID WASTE DEMAND | SOLID WASTE ARREAR | TOTAL DUES |
|--------------------|--------------------|------------|
| 0 | 0 | 0 |

Garbage Collection Charges is Correct? * Yes No 

Under each section, the citizen needs to certify that whether the data shown in the section is correct or Not. In case all details are correct, select **Yes** Radio button in each section.

In case all details are correct and Yes radio button is selected.

- Now, system will prompt you to enter Family (Parivar Pehchan Patra) Id. Enter your Family ID. An OTP will be sent on your mobile number registered with the Family -id. Enter OTP and click on **Verify Details** button. Your property will be self-certified.
- If you do not have Family id, Enter Aadhar Number. An OTP will be sent on your mobile number registered with the Aadhar Number. Enter OTP and click on **Verify Details** button. Your property will be self-certified.

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- c. If you do not have Aadhar number also, click on No. Now system will ask you to certify that you do not have Family-id and Aadhar Number.
- d. Now an OTP will be sent on the mobile number registered with your property. Enter OTP and click on **Verify Details**. Your property will be self-certified.

Do you have Family Id? * Yes No

Do you have Aadhar Card? * Yes No

I certify that I do not have Family id (Parivar Pehchan Patra) and Aadhar Number. *

Verify Details

*****END*****