

SELF-ASSESSMENT OF PROPERTY TAX

STEP BY STEP APPLICATION PROCEDURE

Application URL: https://cdma.cgg.gov.in/CDMA_PT/SelfAssessment/SelfAssessment

Step 1: Applicant can make application through above URL and need to go through the Mobile OTP Validation to access the Self-Assessment Application Form.

Step 2: Applicant needs to fill the details along with the property measurements & uploads required documents. Based on the measurements the system calculates the Half-yearly tax and displays on the screen.

Step 3: On selection of submit button the applicant is taken to the Payment screen where they can make payment through internet banking, Debit/Credit Card, UPI payment & QR code.

Step 4: On successful payment of the self-assessed property tax amount, instant assessment number will be generated and a SMS is sent to the applicant. The applicant can download the certificate/notice.

Step 5: The Applicant can make further yearly tax payments using the assessment number through MeeSeva, CSC Counters, Citizen Buddy Mobile App or Online at https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/PTMenu

Documents Required:

Registered Document/Court Decree/Patta and Building Permission Copy & Building Plan if Building Permission is available, Front Photo of the Building, Side Photo of the Building, Occupancy Certificate Optional.

The Self-Assessment will be issued subject to the following conditions:

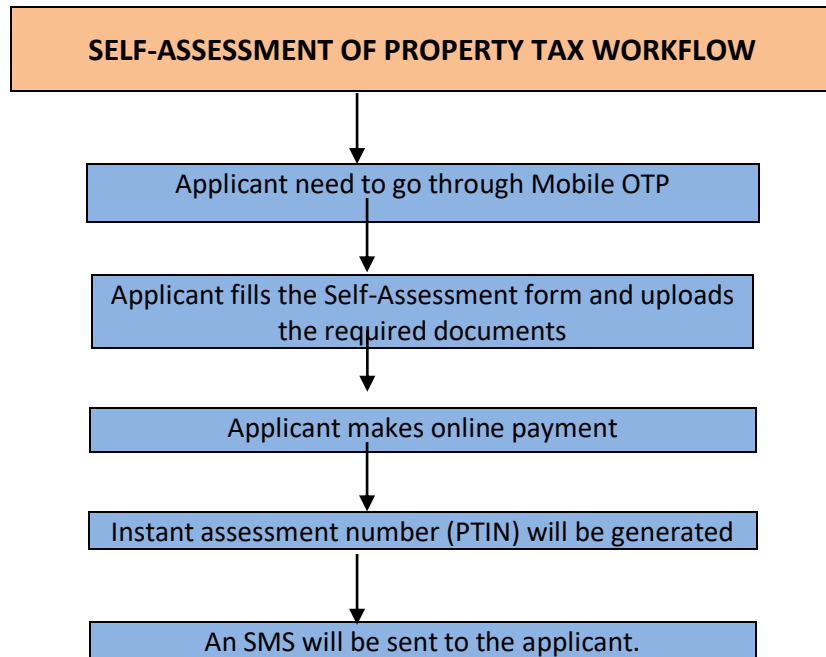
1. The Self-Assessment will be verified as per the Section 94(2) of the Telangana Municipalities Act, 2019 and action will be initiated under Section 94(3) of the Telangana Municipalities Act, 2019, if in case, any variation is found during the verification.
2. If in case of false declaration, the applicant is personally held responsible as per the Section 94(1) of the Telangana Municipalities Act, 2019.
3. The applicant or owner is personally held responsible and accountable in case of false or incorrect self-declaration if any found and shall be liable for penal action as per the provisions under the Section 94(3) of Telangana Municipalities Act, 2019.
4. On identification of wrong declaration, the Commissioner will correct the assessment and levy and collect the actual tax, along with one-time penalty of 25 times on corrected yearly Tax and initiate penal action under Section 94(3) of the Telangana Municipalities Act, 2019.
5. Where a building is constructed or re-constructed as unauthorized or with deviation it shall be competent to the assessing authority to levy property tax on such buildings or structure with a penalty as specified under section 94(4) of the Telangana Municipalities Act, 2019 till such unauthorized structure is demolished or regularized:
 - Upto 10% violation of permissible setbacks = 25% penalty on Property Tax.
 - More than 10% violation of permissible setbacks = 50% penalty on Property Tax.
 - Unauthorized floors over the permitted floors in the sanctioned plan = 100% penalty on Property Tax.

- Total unauthorized construction = 100% penalty on Property Tax
- Violation of usage = 100% penalty on Property Tax and revise rate based on new usage thereafter.

Click for Model application :

<https://cdma.cgg.gov.in/CDMA/Files/CitizenServices/PTSelfAssessmentModel.pdf>

Timelines: Instant



Technical Support: cdmasupport@cgg.gov.in | +914023120410
(10:00 AM to 5:00 PM on Working days)