

# SELF-ASSESSMENT OF PROPERTY TAX

## STEP BY STEP APPLICATION PROCEDURE

**Application URL:** [https://cdma.cgg.gov.in/CDMA\\_PT/SelfAssessment/SelfAssessment](https://cdma.cgg.gov.in/CDMA_PT/SelfAssessment/SelfAssessment)

**Step 1:** Applicant goes 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 Submit the applicant is taken to the Payment screen.

**Step 4:** On successful payment of the self-assessed property tax amount, an SMS is sent to the applicant.

**Step 5:** The self-assessment application will be verified by the municipality and confirm the same within 15 days.

**Step 6:** On confirmation by the municipality, an SMS will be sent to the applicant. The applicant can download the certificate/notice.

**Step 7:** 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](https://cdma.cgg.gov.in/cdma_arbs/CDMA_PG/PTMenu)

### **Documents Required:**

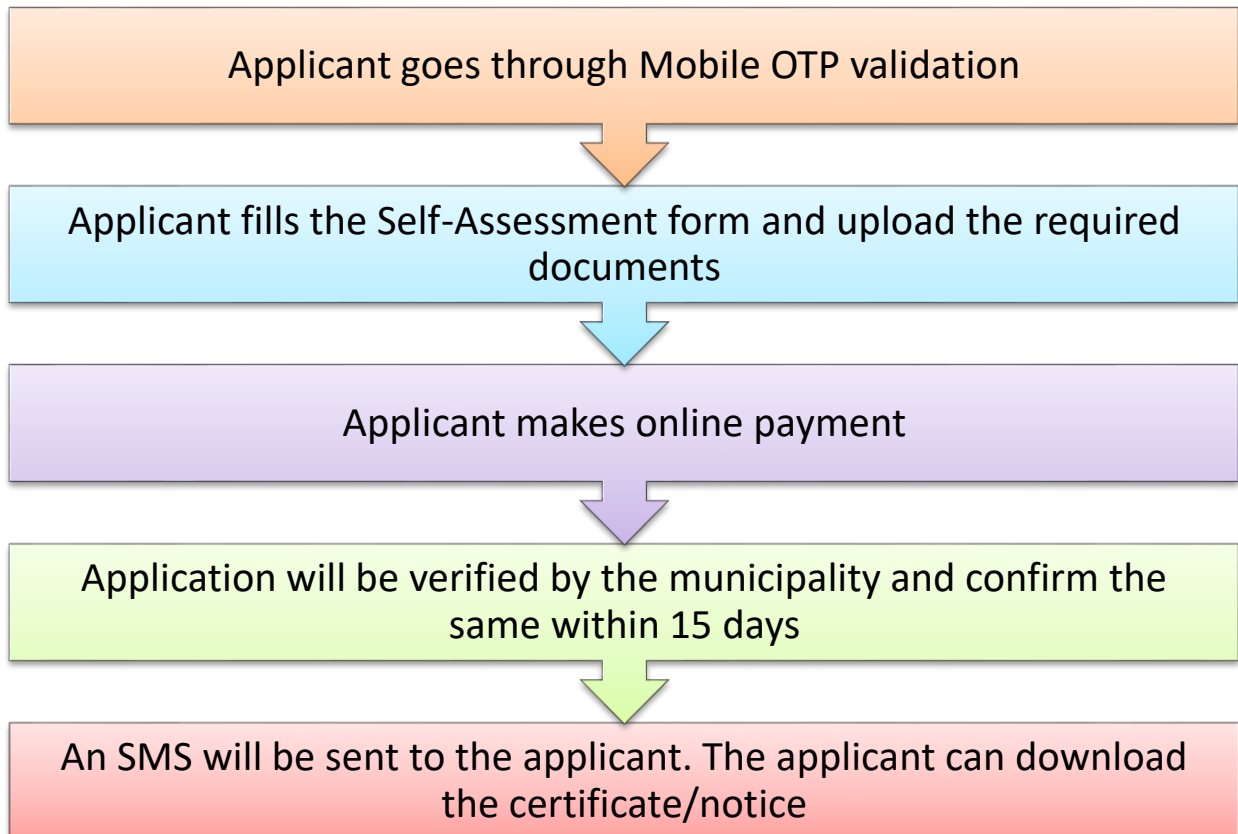
Registered Document/Court Decree/Patta (or) Holder of the Premises Affidavit, Building Permission Copy & Building Plan if Building Permission is available, Front Photo of the Building, Side Photo of the Building, Occupancy Certificate Optional

### **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 shall 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. Any Self-Assessment, if made on wrong declaration or on the basis of baseless documents, the same will be cancelled and the penal action will be initiated under Section 94(3) of the Telangana Municipalities Act, 2019.

**Timelines: 15 days**

## SELF-ASSESSMENT OF PROPERTY TAX WORKFLOW



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(10:00 AM to 5:00 PM on Working days)