

ASSESSMENT OF VACANT LAND TAX

STEP BY STEP APPLICATION PROCEDURE

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

Step 1: Applicant goes through the Mobile OTP Validation to access the Assessment Application Form

Step 2: Applicant needs to fill the required details & uploads and submit the application.

Step 3: On Submit, an Application ID is generated and an SMS is sent to the applicant for further reference. On submit the application is forwarded to the Revenue Inspector (RI) login for Inspection

Step 4: The Revenue Inspector (RI) does the inspection and submits the field report. The application is forwarded to the Revenue Officer (RO) for verification & approval

Step 5: The Revenue Officer (RO) does the verification & approves. The application is forwarded to the Municipal Commissioner (MC) for approval

Step 6: The Municipal Commissioner (MC) verifies and approves. Upon approval by the MC, the payment link will be SMSed to the applicant/citizen for payment

Step 7: On successful payment a 10-digit assessment number is generated with Assessment Certificate and an SMS is sent to the applicant

Documents Required: Registered Document/Court Decree/Patta (or) Registered Document Copy, Approved Layout Sanction Copy, Vacant Land Photo (Zoom In), Vacant Land Photo (Zoom Out),

Timelines: 15 Days

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

CDMA

SELF-ASSESSMENT OF VACANT TAX WORKFLOW


