USER GUIDE

Jan Suvidha Kendra(JSK)

JHARKHAND MUNICIPAL SERVICES

Sparrow Softech Pvt. Ltd

Imp Note: Web Slides shown in this guide is for illustrative purpose only, actual website may differ…

Preface – About This Guide

This guide is intended for new users with little or no experience using the JHARKHAND MUNICIPAL Web Interface. The goal of this document is to give a broad overview of the summary of functions listed in JHARKHAND MUNICIPAL Web Interface and some basic instructions on how to set up and administer a list. This document will concentrate on demonstrating interaction with JHARKHAND MUNICIPAL Web Interface.

The following documentation conventions have been used in this manual:

- Web Screen Shots are provided of some randomly selected functions.
- Numbers with indicating arrows in red, blue, green and white are shown to understand the concept of interface.
- Clickable buttons will be bold.
- Screen Captures have been cropped and or edited for emphasis or descriptive purposes.

Contacting Sparrow Softech Pvt. Ltd

<u>Support</u>

Sparrow Softech recognizes that the information in this guide are not going to solve every problem you may face. We are always willing to help diagnose and correct problems you be having with your JHARKHAND MUNICIPAL web interface.
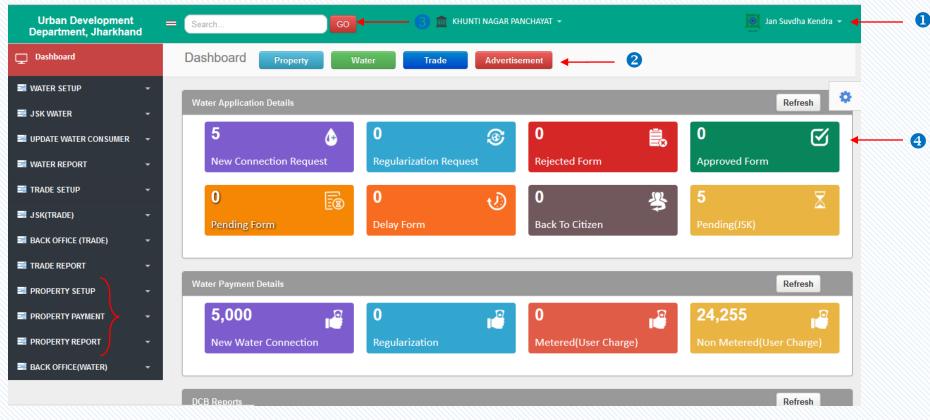
Should you have any queries please feel free to contact our technical team, we will be glad to provide you an all-round support.

Visiting the home screen…

- Visit the admin panel by logging to Jharkhandsuda.net/login

❶ Enter the admin user id and password

❷ Click **Submit** button to view the dashboard

Dashboard's View...

Urban Development Department, Jharkhand

Search... | GO | ③ 🏛 KHUNTI NAGAR PANCHAYAT ▾ | 🔘 Jan Suvdha Kendra ▾ | ❶

Dashboard

Dashboard | Property | Water | Trade | Advertisement | ← ❷

Sidebar menu:
- 🖥 Dashboard
- ☰ WATER SETUP ▾
- ☰ JSK WATER ▾
- ☰ UPDATE WATER CONSUMER ▾
- ☰ WATER REPORT ▾
- ☰ TRADE SETUP ▾
- ☰ JSK(TRADE) ▾
- ☰ BACK OFFICE (TRADE) ▾
- ☰ TRADE REPORT ▾
- ☰ PROPERTY SETUP ▾
- ☰ PROPERTY PAYMENT ▾
- ☰ PROPERTY REPORT ▾
- ☰ BACK OFFICE(WATER) ▾

Water Application Details | Refresh | ⚙ | ← ❹

| 5 New Connection Request | 0 Regularization Request | 0 Rejected Form | 0 Approved Form |
| 0 Pending Form | 0 Delay Form | 0 Back To Citizen | 5 Pending(JSK) |

Water Payment Details | Refresh

| 5,000 New Water Connection | 0 Regularization | 0 Metered(User Charge) | 24,255 Non Metered(User Charge) |

DCB Reports | Refresh

❶ Click the downwards pointer to see the user profile, settings etc.

❷ Click on Your desired module i.e . Property etc.

❸ Search the web application by entering keywords and click **GO** button.

❹ Click **on individual tabs** to see the required details.

PROPERTY SETUP

Occupancy Type…

❶ Click on **Occupancy Type** to see the list of occupancy type.

Usage Type…

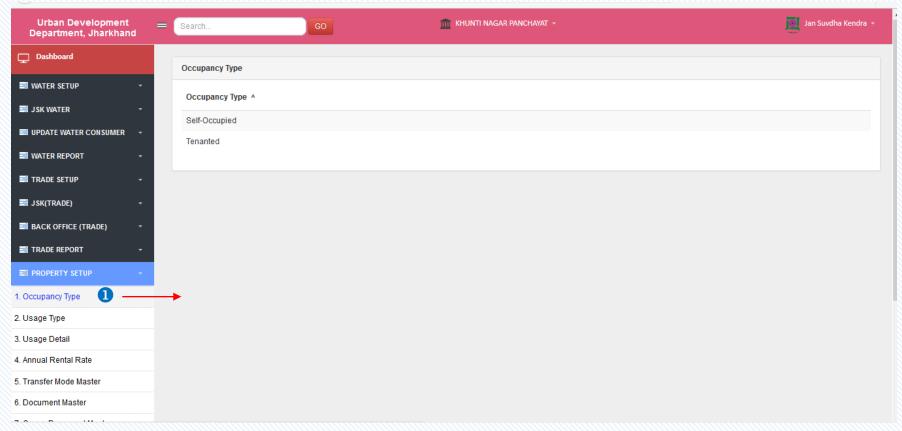| Usage Code ^	Usage Type ^
A	Residential
C	Shops With Less Than 250 Sq Feet
M	Others
F	Industries,Workshops,Storage,Godown,Ware House
B	Hotels,Bars,Club,Health club,Marrage Hall
D	Shop with more than 250 Sq. Ft. like show room , Shopping malls,Cinema housws , Multiplexes ,Dispens
E	Commercial Offices ,Financial Institutions,Bank,Insurance Office,Private Hospitals,Nursing Houses
G	Commercial Establishments and Undertaking of State and central government
H	Coaching Classes,Guidance & Training Centers & their Hospitals
I	State and Central Government Offices

❶ Click on **Usage Type** to see the listing of code wise usage type.

Usage Details…

Urban Development Department, Jharkhand

Search...　GO

🏛 KHUNTI NAGAR PANCHAYAT ▾

Jan Suvdha Kendra ▾

- 🖥 Dashboard
- ☰ WATER SETUP ▾
- ☰ JSK WATER ▾
- ☰ UPDATE WATER CONSUMER ▾
- ☰ WATER REPORT ▾
- ☰ TRADE SETUP ▾
- ☰ JSK(TRADE) ▾
- ☰ BACK OFFICE (TRADE) ▾
- ☰ TRADE REPORT ▾
- ☰ PROPERTY SETUP ▾

1. Occupancy Type
2. Usage Type
3. Usage Detail　❶
4. Annual Rental Rate
5. Transfer Mode Master
6. Document Master

Usage Detail

Usage Code ^	Usage Type ^	Multiplication Factor ^	Date Of Effect ^
A	Residential	1.00	22-03-2016
M	Others	1.50	01-04-2014
F	Industries,Workshops,Storage,Godown,Ware House	2.00	01-04-2014
B	Hotels,Bars,Club,Health club,Marrage Hall	3.00	01-04-2014

❶ Click on **Usage Details** to view the usage details.

Annual Rental Rate...

Urban Development Department, Jharkhand

Search... | GO

🏛 KHUNTI NAGAR PANCHAYAT ▾

Jan Suvdha Kendra ▾

🖥 Dashboard

- WATER SETUP ▾
- JSK WATER ▾
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- TRADE SETUP ▾
- JSK(TRADE) ▾
- BACK OFFICE (TRADE) ▾
- TRADE REPORT ▾
- PROPERTY SETUP ▾

1. Occupancy Type
2. Usage Type
3. Usage Detail
4. Annual Rental Rate ❶
5. Transfer Mode Master
6. Document Master

Annual Rental Rate

Construction Type ^	Road Type ^	Multiplication Factor ^	Date of Effect ^

❶ Click on **Annual Rental Rate** to view the annual rental rate.

Transfer Mode Master…

❶ Click on **Transfer Mode Master** to see the transfer modes.

Document Master…

Urban Development Department, Jharkhand	Search... GO	🏛 KHUNTI NAGAR PANCHAYAT ▾

🖥 Dashboard

🔳 WATER SETUP ▾
🔳 JSK WATER ▾
🔳 UPDATE WATER CONSUMER ▾
🔳 WATER REPORT ▾
🔳 TRADE SETUP ▾
🔳 JSK(TRADE) ▾
🔳 BACK OFFICE (TRADE) ▾
🔳 TRADE REPORT ▾
🔳 PROPERTY SETUP ▾
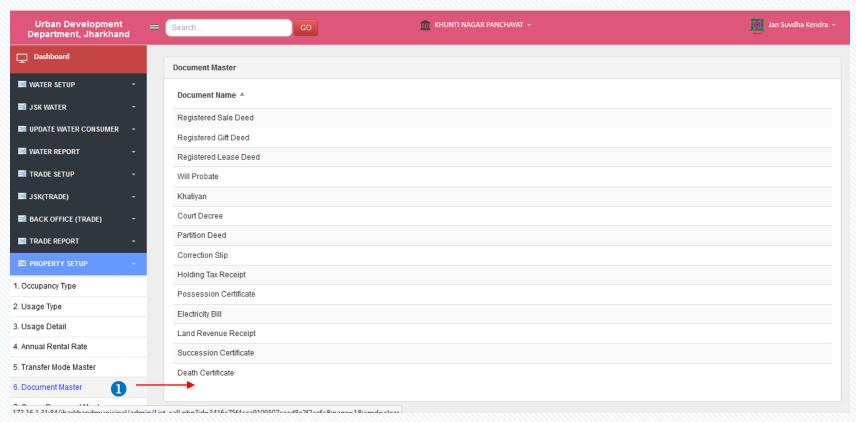
1. Occupancy Type
2. Usage Type
3. Usage Detail
4. Annual Rental Rate
5. Transfer Mode Master
6. Document Master ❶

Jan Suvdha Kendra ▾

Document Master

Document Name ^

Registered Sale Deed
Registered Gift Deed
Registered Lease Deed
Will Probate
Khatiyan
Court Decree
Partition Deed
Correction Slip
Holding Tax Receipt
Possession Certificate
Electricity Bill
Land Revenue Receipt
Succession Certificate
Death Certificate

172.16.1.31:84/jharkhandmunicipal/admin/List-call.php?id=3416a75f4cca9190507cacd8e2f2acfc&page=1&cmd=clear

❶ Click on **Document Master** to see the document types.

Owner Document Master…

Owner Document Master

Document name ^
Address Proof
PAN Card

Menu items:
- WATER SETUP
- JSK WATER
- UPDATE WATER CONSUMER
- WATER REPORT
- TRADE SETUP
- JSK(TRADE)
- BACK OFFICE (TRADE)
- TRADE REPORT
- PROPERTY SETUP
  1. Occupancy Type
  2. Usage Type
  3. Usage Detail
  4. Annual Rental Rate
  5. Transfer Mode Master
  6. Document Master
  7. Owner Document Master ❶
  8. Property Tax Rate
  9. Add New Property

❶ Click on **Owner Document Master** to see the owner document type.

Property Tax Rate…

Property Tax Rate								
Holding tax ^	Water Tax Type 1 ^	Water Tax Type 2 ^	Water Tax Type 3 ^	Latrine Tax ^	Education Cess ^	Health Cess ^	Date Of Effect ^	
2.50	0.00	2.00	0.00	2.00	0.00	0.00	01-06-1992	
2.50	0.00	2.00	0.00	2.00	6.50	0.00	01-04-2008	

Side menu:

- WATER SETUP
- JSK WATER
- UPDATE WATER CONSUMER
- WATER REPORT
- TRADE SETUP
- JSK(TRADE)
- BACK OFFICE (TRADE)
- TRADE REPORT
- PROPERTY SETUP
  1. Occupancy Type
  2. Usage Type
  3. Usage Detail
  4. Annual Rental Rate
  5. Transfer Mode Master
  6. Document Master
  7. Owner Document Master
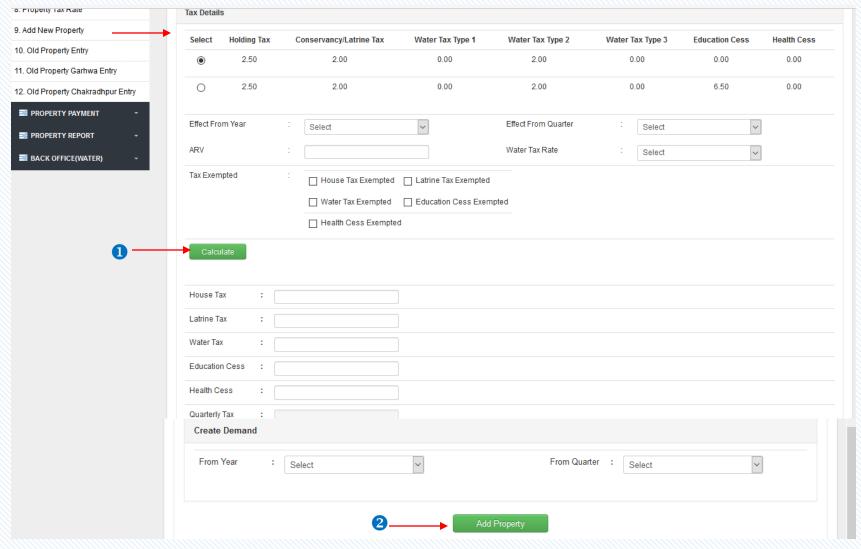 8. Property Tax Rate ❶
  9. Add New Property

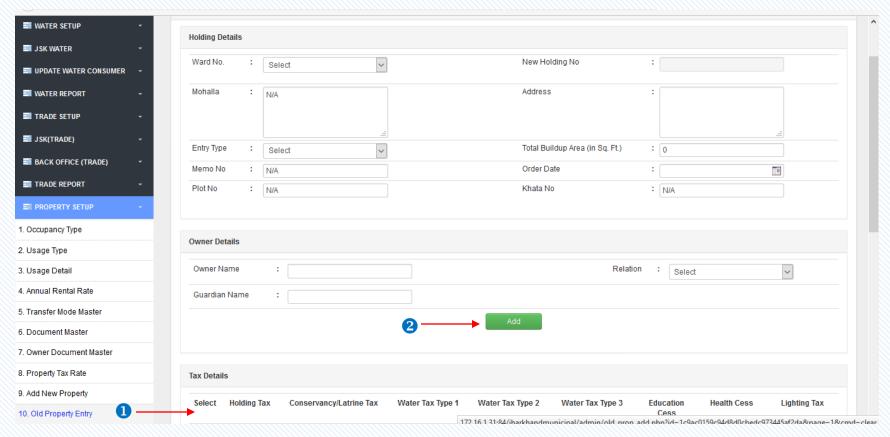❶ Click on **Property Tax Rate** to see the rate of property Tax .

Add New Property…

① Click on **Add New Property** to add new properties.

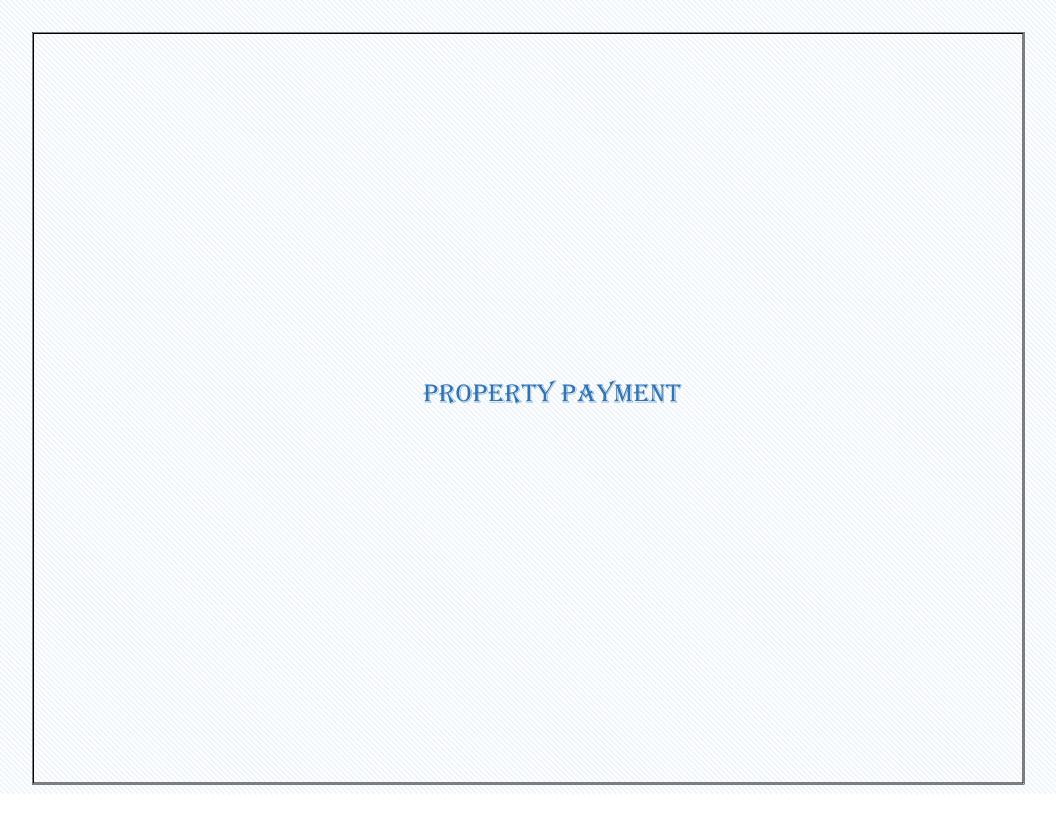② Click on **Add** button to add the owner details.

Add New Property…

PROPERTY PAYMENT

PROPERTY REPORT

BACK OFFICE(WATER)

Tax Details

Select	Holding Tax	Conservancy/Latrine Tax	Water Tax Type 1	Water Tax Type 2	Water Tax Type 3	Education Cess	Health Cess
⦿	2.50	2.00	0.00	2.00	0.00	0.00	0.00
○	2.50	2.00	0.00	2.00	0.00	6.50	0.00

Effect From Year : Select

Effect From Quarter : Select

ARV :

Water Tax Rate : Select

Tax Exempted :

☐ House Tax Exempted ☐ Latrine Tax Exempted

☐ Water Tax Exempted ☐ Education Cess Exempted

☐ Health Cess Exempted

❶ Calculate

House Tax :

Latrine Tax :

Water Tax :

Education Cess :

Health Cess :

Quarterly Tax :

Create Demand

From Year : Select

From Quarter : Select

❷ Add Property

❶ Click on **Calculate button** to get the calculated value in the text boxes. **❷** Click on **Add Property** to add new property.

Old Property Entry…

Holding Details

Ward No.	:	Select	New Holding No	:	
Mohalla	:	N/A	Address	:	
Entry Type	:	Select	Total Buildup Area (in Sq. Ft.)	:	0
Memo No	:	N/A	Order Date	:	
Plot No	:	N/A	Khata No	:	N/A

Owner Details

Owner Name	:		Relation	:	Select
Guardian Name	:				

② → Add

Tax Details

Select	Holding Tax	Conservancy/Latrine Tax	Water Tax Type 1	Water Tax Type 2	Water Tax Type 3	Education Cess	Health Cess	Lighting Tax

172.16.1.31:84/jharkhandmunicipal/admin/old_prop_add.php?id=1c9ac0159c94d8d0cbedc973445af2da&page=1&cmd=clear

Sidebar menu:
- WATER SETUP
- JSK WATER
- UPDATE WATER CONSUMER
- WATER REPORT
- TRADE SETUP
- JSK(TRADE)
- BACK OFFICE (TRADE)
- TRADE REPORT
- PROPERTY SETUP
  1. Occupancy Type
  2. Usage Type
  3. Usage Detail
  4. Annual Rental Rate
  5. Transfer Mode Master
  6. Document Master
  7. Owner Document Master
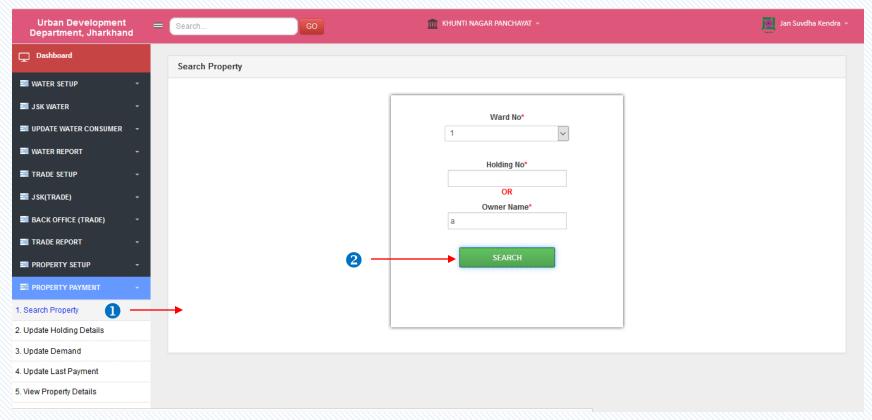 8. Property Tax Rate
  9. Add New Property
  10. Old Property Entry ❶

❶ Click on **Add New Property** to add old properties entry.
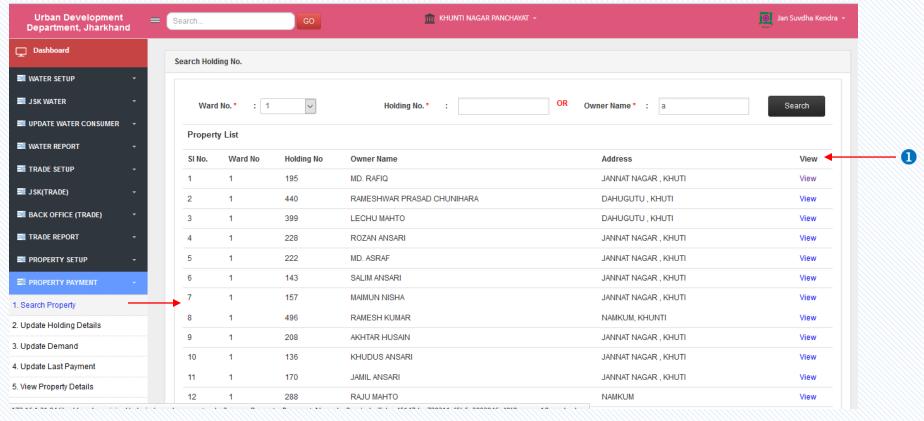
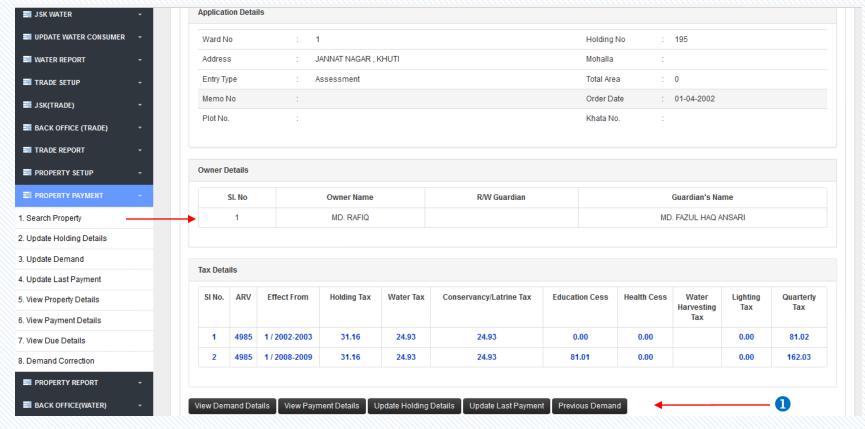❷ Click on **Add** button to add the owner details.

PROPERTY PAYMENT

Search Property…

❶ Click on **Search Property** to see the property list.

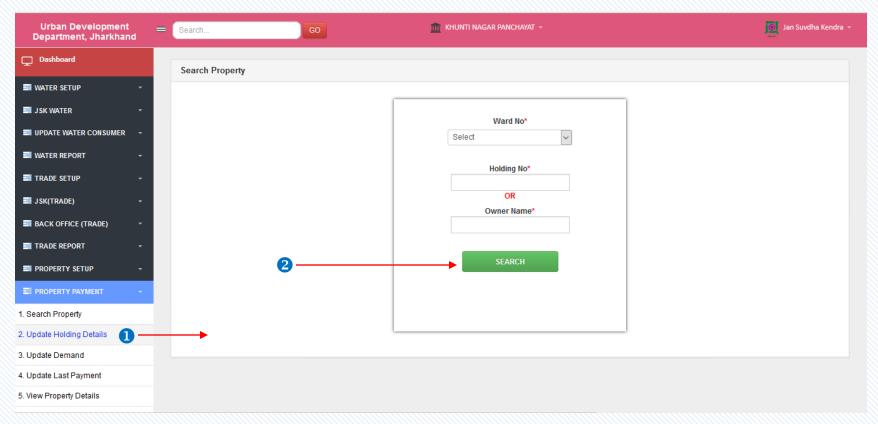❷ Click On **Search** button to search the applications.

Search…

❶ Click on **View** button to get the application form details.

View…

Application Details

Ward No	:	1	Holding No	:	195
Address	:	JANNAT NAGAR , KHUTI	Mohalla	:	
Entry Type	:	Assessment	Total Area	:	0
Memo No	:		Order Date	:	01-04-2002
Plot No.	:		Khata No.	:	

Owner Details

Sl. No	Owner Name	R/W Guardian	Guardian's Name
1	MD. RAFIQ		MD. FAZUL HAQ ANSARI

Tax Details

Sl No.	ARV	Effect From	Holding Tax	Water Tax	Conservancy/Latrine Tax	Education Cess	Health Cess	Water Harvesting Tax	Lighting Tax	Quarterly Tax
1	4985	1 / 2002-2003	31.16	24.93	24.93	0.00	0.00		0.00	81.02
2	4985	1 / 2008-2009	31.16	24.93	24.93	81.01	0.00		0.00	162.03

[View Demand Details] [View Payment Details] [Update Holding Details] [Update Last Payment] [Previous Demand] ← ❶

Sidebar menu:
- JSK WATER
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- TRADE SETUP
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- TRADE REPORT
- PROPERTY SETUP
- PROPERTY PAYMENT
  1. Search Property
  2. Update Holding Details
  3. Update Demand
  4. Update Last Payment
  5. View Property Details
  6. View Payment Details
  7. View Due Details
  8. Demand Correction
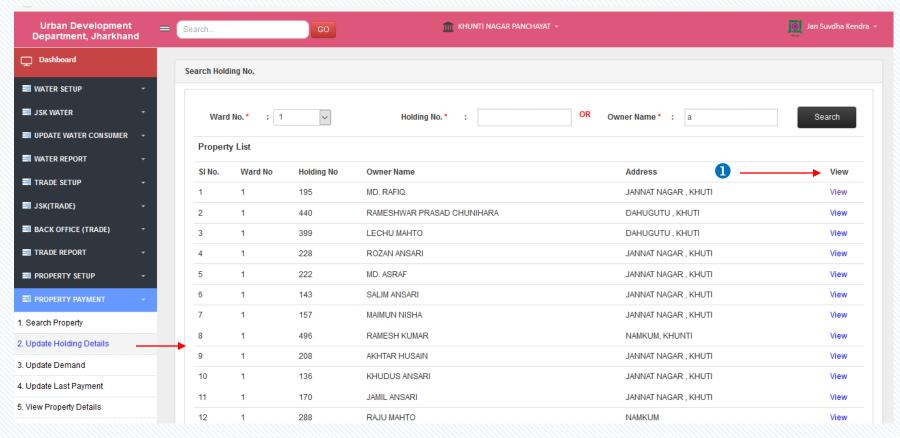- PROPERTY REPORT
- BACK OFFICE(WATER)

❶ Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.
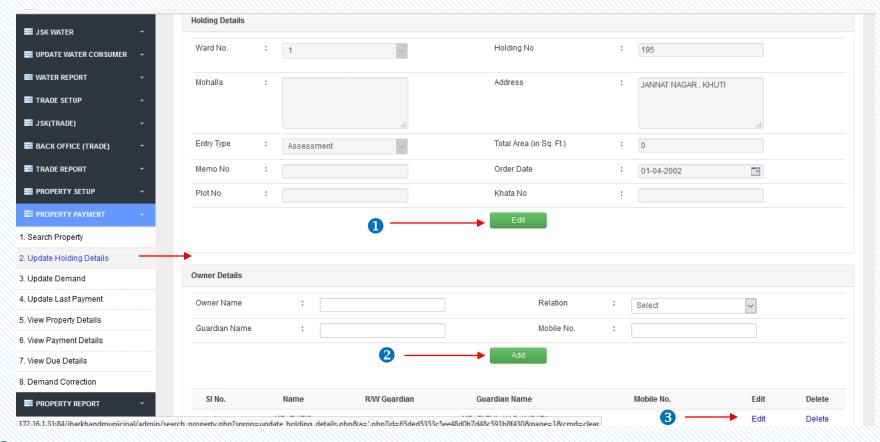
Update Holding Details...

❶ Click on **Update Holding Details** to see the list of consumers holding details.

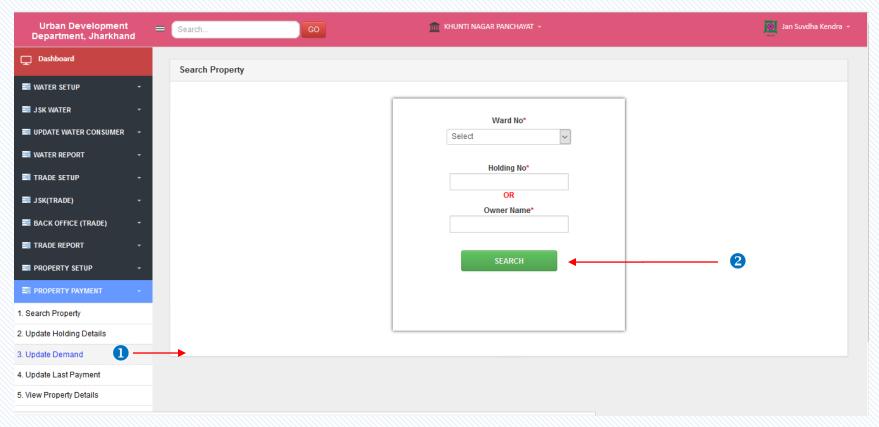❷ Click On **Search** button to search the applications.

Search…

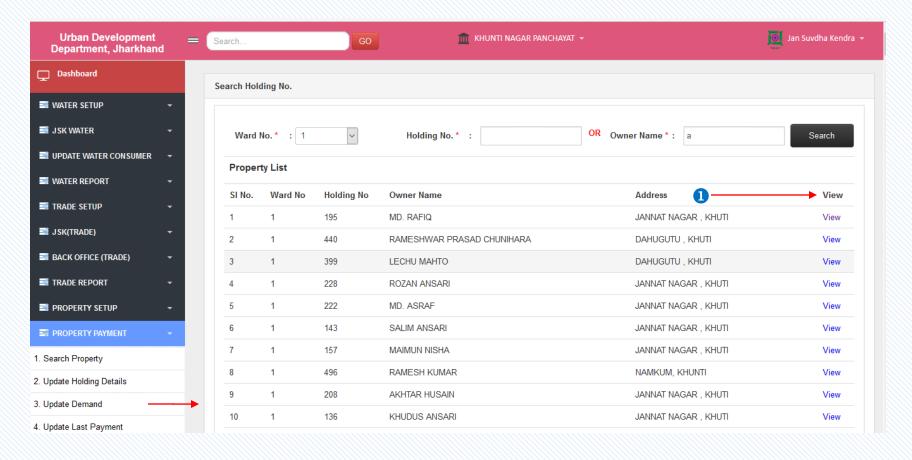❶ Click on **View** button to get the application form details.

View…

❶ Click on **Edit** button to edit the holding details.

❷ Click on **Add** button to add owner details.

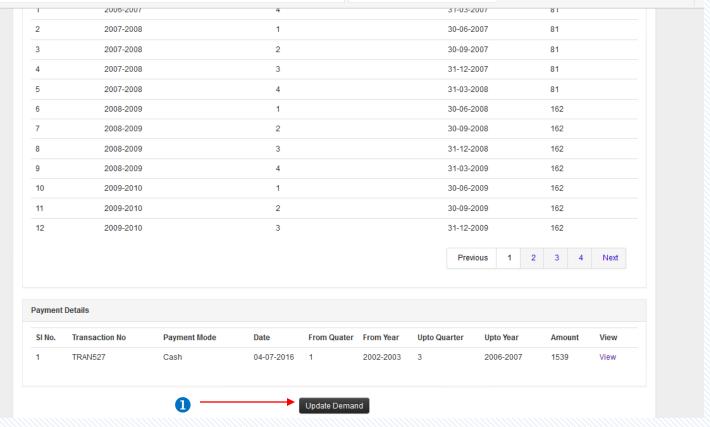❸ Click on **Edit/Delete** to edit or remove the owner details .

Update Demand…

❶ Click on **Update Demand** to see the list of consumers details.

❷ Click On **Search** button to search the applications.

Search…

❶ Click on **View** button to get the application form details.

1	2006-2007	4	31-03-2007	81
2	2007-2008	1	30-06-2007	81
3	2007-2008	2	30-09-2007	81
4	2007-2008	3	31-12-2007	81
5	2007-2008	4	31-03-2008	81
6	2008-2009	1	30-06-2008	162
7	2008-2009	2	30-09-2008	162
8	2008-2009	3	31-12-2008	162
9	2008-2009	4	31-03-2009	162
10	2009-2010	1	30-06-2009	162
11	2009-2010	2	30-09-2009	162
12	2009-2010	3	31-12-2009	162

Previous 1 2 3 4 Next

Payment Details

Sl No.	Transaction No	Payment Mode	Date	From Quater	From Year	Upto Quarter	Upto Year	Amount	View
1	TRAN527	Cash	04-07-2016	1	2002-2003	3	2006-2007	1539	View

❶ ⟶ Update Demand

❶ Click on **Update Demand** button to update the demand details.

Update Last Payment…

① Click on **Update Last Payment** to see the list of consumers details.

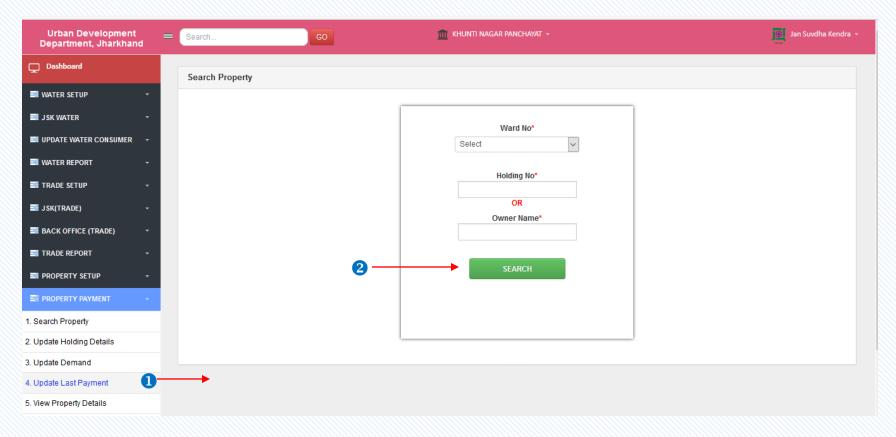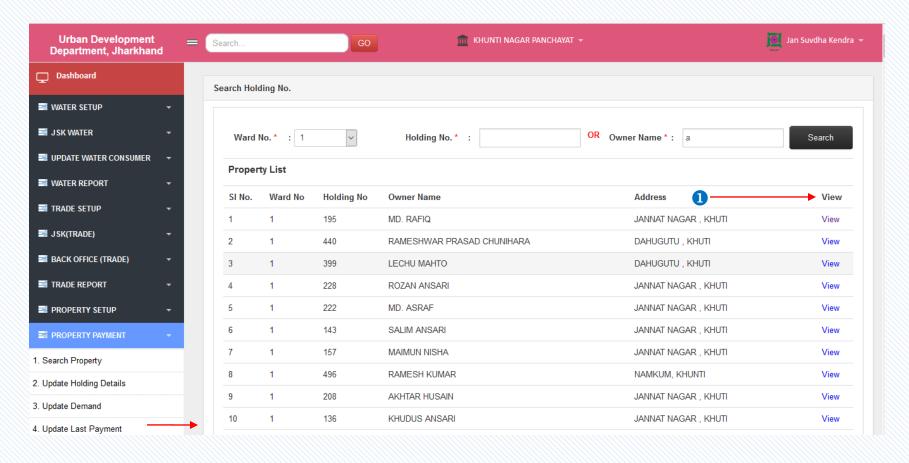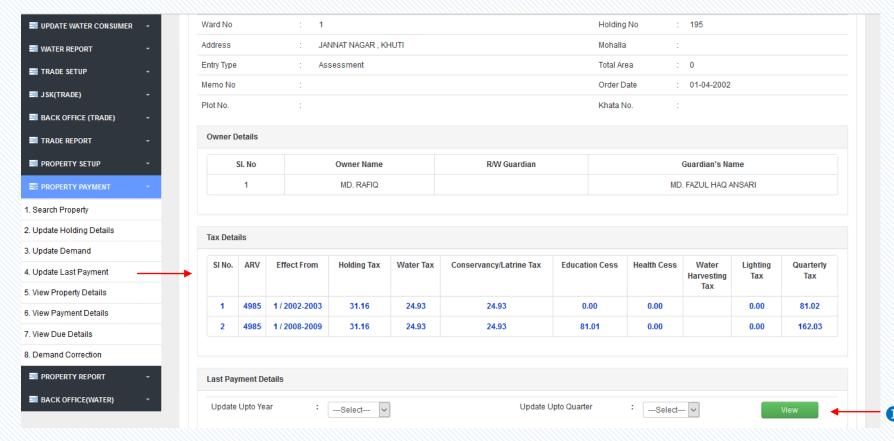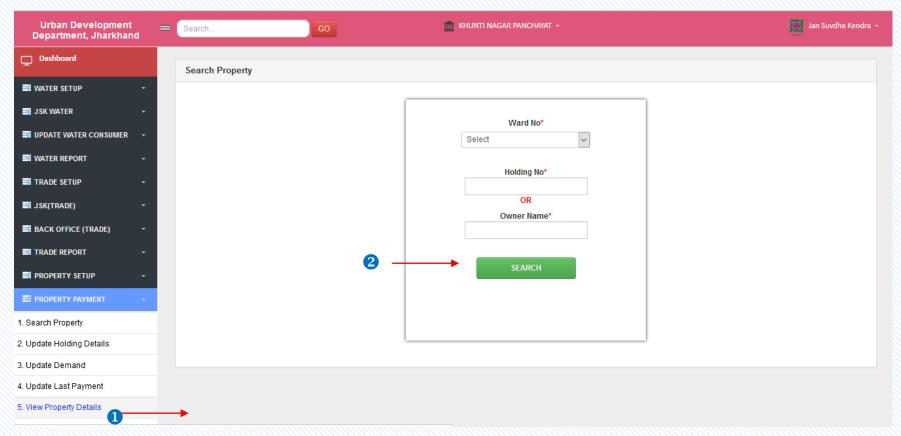② Click On **Search** button to search the applications.

Search…

❶ Click on **View** button to get the application form details.

View...

UPDATE WATER CONSUMER ▾									

Ward No : 1   Holding No : 195

Address : JANNAT NAGAR , KHUTI   Mohalla :

Entry Type : Assessment   Total Area : 0

Memo No :   Order Date : 01-04-2002

Plot No. :   Khata No. :

Owner Details

Sl. No	Owner Name	R/W Guardian	Guardian's Name
1	MD. RAFIQ		MD. FAZUL HAQ ANSARI

Tax Details

Sl No.	ARV	Effect From	Holding Tax	Water Tax	Conservancy/Latrine Tax	Education Cess	Health Cess	Water Harvesting Tax	Lighting Tax	Quarterly Tax
1	4985	1 / 2002-2003	31.16	24.93	24.93	0.00	0.00		0.00	81.02
2	4985	1 / 2008-2009	31.16	24.93	24.93	81.01	0.00		0.00	162.03

Last Payment Details

Update Upto Year : ---Select--- ▾   Update Upto Quarter : ---Select--- ▾   [View] ❶

Left menu:

- UPDATE WATER CONSUMER ▾
- WATER REPORT ▾
- TRADE SETUP ▾
- JSK(TRADE) ▾
- BACK OFFICE (TRADE) ▾
- TRADE REPORT ▾
- PROPERTY SETUP ▾
- PROPERTY PAYMENT ▾
  1. Search Property
  2. Update Holding Details
  3. Update Demand
  4. Update Last Payment
  5. View Property Details
  6. View Payment Details
  7. View Due Details
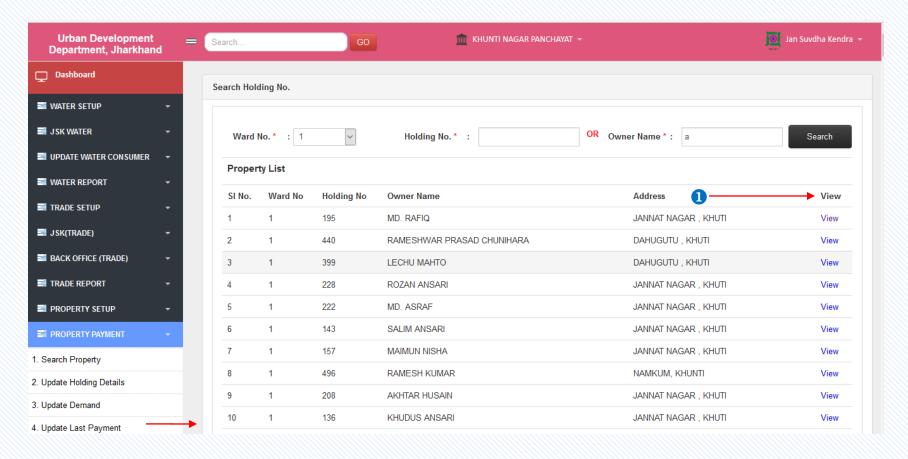 8. Demand Correction
- PROPERTY REPORT ▾
- BACK OFFICE(WATER) ▾

❶ Click on **View** button to view the last payment details**.**
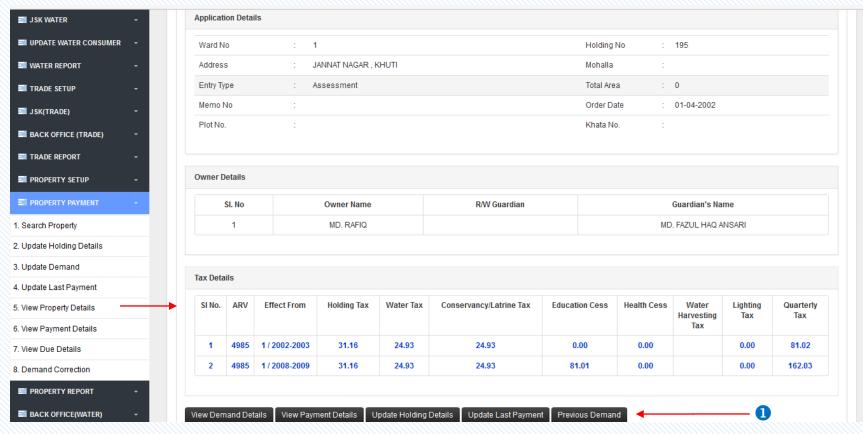
❶ Click on **View Property Details** to see the list of consumers details.

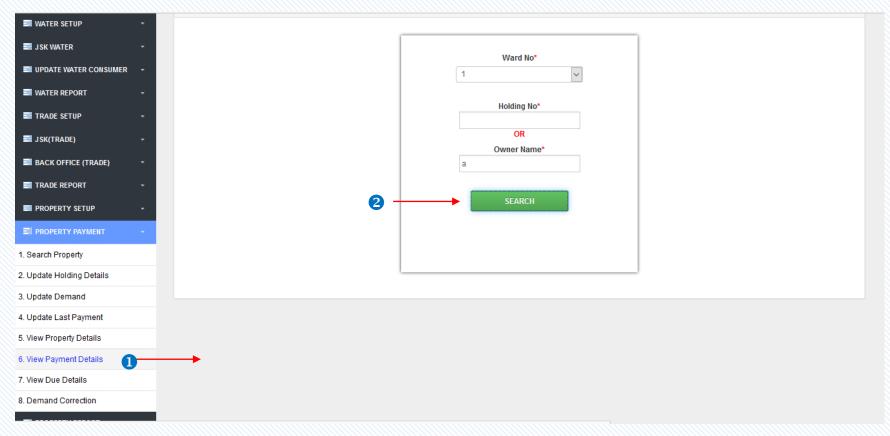❷ Click On **Search** button to search the applications.

Search…

Urban Development Department, Jharkhand

Search… | GO

KHUNTI NAGAR PANCHAYAT

Jan Suvdha Kendra

Dashboard

- WATER SETUP
- JSK WATER
- UPDATE WATER CONSUMER
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- TRADE REPORT
- PROPERTY SETUP
- PROPERTY PAYMENT

1. Search Property
2. Update Holding Details
3. Update Demand
4. Update Last Payment

Search Holding No.

Ward No. * : [1]   Holding No. * :   OR   Owner Name * : [a]   Search

Property List

SI No.	Ward No	Holding No	Owner Name	Address	View
1	1	195	MD. RAFIQ	JANNAT NAGAR , KHUTI	View
2	1	440	RAMESHWAR PRASAD CHUNIHARA	DAHUGUTU , KHUTI	View
3	1	399	LECHU MAHTO	DAHUGUTU , KHUTI	View
4	1	228	ROZAN ANSARI	JANNAT NAGAR , KHUTI	View
5	1	222	MD. ASRAF	JANNAT NAGAR , KHUTI	View
6	1	143	SALIM ANSARI	JANNAT NAGAR , KHUTI	View
7	1	157	MAIMUN NISHA	JANNAT NAGAR , KHUTI	View
8	1	496	RAMESH KUMAR	NAMKUM, KHUNTI	View
9	1	208	AKHTAR HUSAIN	JANNAT NAGAR , KHUTI	View
10	1	136	KHUDUS ANSARI	JANNAT NAGAR , KHUTI	View

❶ Click on **View** button to get the application property details.

JSK WATER

UPDATE WATER CONSUMER

WATER REPORT

TRADE SETUP

JSK(TRADE)

BACK OFFICE (TRADE)

TRADE REPORT

PROPERTY SETUP

PROPERTY PAYMENT

1. Search Property
2. Update Holding Details
3. Update Demand
4. Update Last Payment
5. View Property Details
6. View Payment Details
7. View Due Details
8. Demand Correction

PROPERTY REPORT

BACK OFFICE(WATER)

Application Details

Ward No	:	1	Holding No	:	195
Address	:	JANNAT NAGAR , KHUTI	Mohalla	:	
Entry Type	:	Assessment	Total Area	:	0
Memo No	:		Order Date	:	01-04-2002
Plot No.	:		Khata No.	:	

Owner Details

Sl. No	Owner Name	R/W Guardian	Guardian's Name
1	MD. RAFIQ		MD. FAZUL HAQ ANSARI

Tax Details

Sl No.	ARV	Effect From	Holding Tax	Water Tax	Conservancy/Latrine Tax	Education Cess	Health Cess	Water Harvesting Tax	Lighting Tax	Quarterly Tax
1	4985	1 / 2002-2003	31.16	24.93	24.93	0.00	0.00		0.00	81.02
2	4985	1 / 2008-2009	31.16	24.93	24.93	81.01	0.00		0.00	162.03

[View Demand Details] [View Payment Details] [Update Holding Details] [Update Last Payment] [Previous Demand] ← ❶
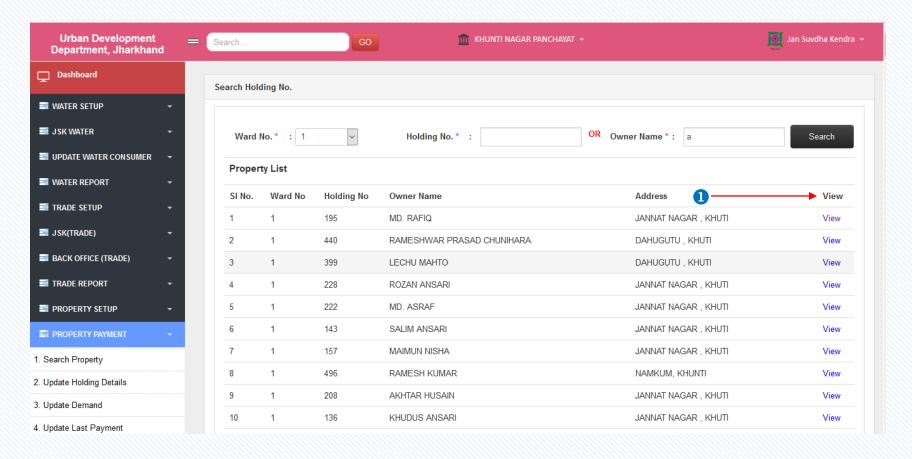
❶ Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.
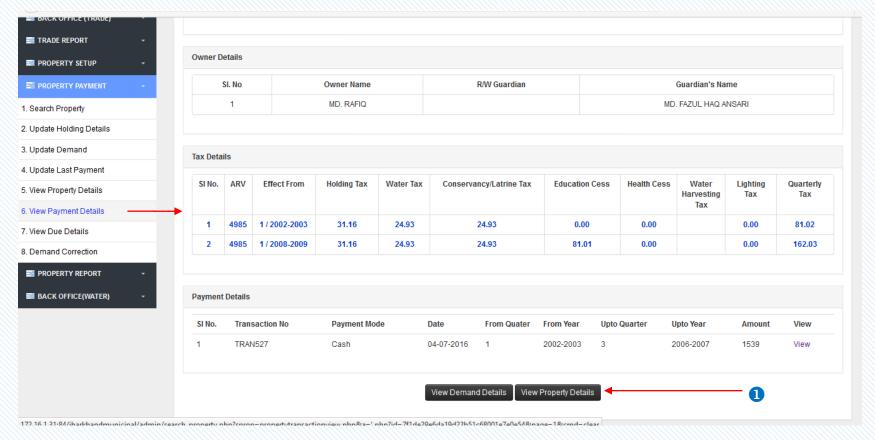
View Payment Details…

WATER SETUP

JSK WATER

UPDATE WATER CONSUMER

WATER REPORT

TRADE SETUP

JSK(TRADE)

BACK OFFICE (TRADE)

TRADE REPORT

PROPERTY SETUP

PROPERTY PAYMENT

1. Search Property

2. Update Holding Details

3. Update Demand

4. Update Last Payment

5. View Property Details

6. View Payment Details ❶

7. View Due Details

8. Demand Correction

Ward No*

1

Holding No*

OR

Owner Name*

a

❷ → SEARCH

❶ Click on **View Payment Details** to see the list of consumers details.

❷ Click On **Search** button to search the applications.

Search…

Urban Development Department, Jharkhand

Search… [GO]

🏛 KHUNTI NAGAR PANCHAYAT ▾

Jan Suvdha Kendra ▾

- 🖥 Dashboard
- ☰ WATER SETUP ▾
- ☰ JSK WATER ▾
- ☰ UPDATE WATER CONSUMER ▾
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- ☰ TRADE REPORT ▾
- ☰ PROPERTY SETUP ▾
- ☰ PROPERTY PAYMENT ▾
  1. Search Property
  2. Update Holding Details
  3. Update Demand
  4. Update Last Payment

Search Holding No.

Ward No. * : [1 ▾]   Holding No. * : [   ]   **OR**   Owner Name * : [a]   [Search]

Property List

SI No.	Ward No	Holding No	Owner Name	Address	❶	View
1	1	195	MD. RAFIQ	JANNAT NAGAR , KHUTI		View
2	1	440	RAMESHWAR PRASAD CHUNIHARA	DAHUGUTU , KHUTI		View
3	1	399	LECHU MAHTO	DAHUGUTU , KHUTI		View
4	1	228	ROZAN ANSARI	JANNAT NAGAR , KHUTI		View
5	1	222	MD. ASRAF	JANNAT NAGAR , KHUTI		View
6	1	143	SALIM ANSARI	JANNAT NAGAR , KHUTI		View
7	1	157	MAIMUN NISHA	JANNAT NAGAR , KHUTI		View
8	1	496	RAMESH KUMAR	NAMKUM, KHUNTI		View
9	1	208	AKHTAR HUSAIN	JANNAT NAGAR , KHUTI		View
10	1	136	KHUDUS ANSARI	JANNAT NAGAR , KHUTI		View

❶ Click on **View** button to get the application property details.

View…

❶ Click on **View Demand Details/View Property Details** button to view demand/ payment details of the consumers**.**
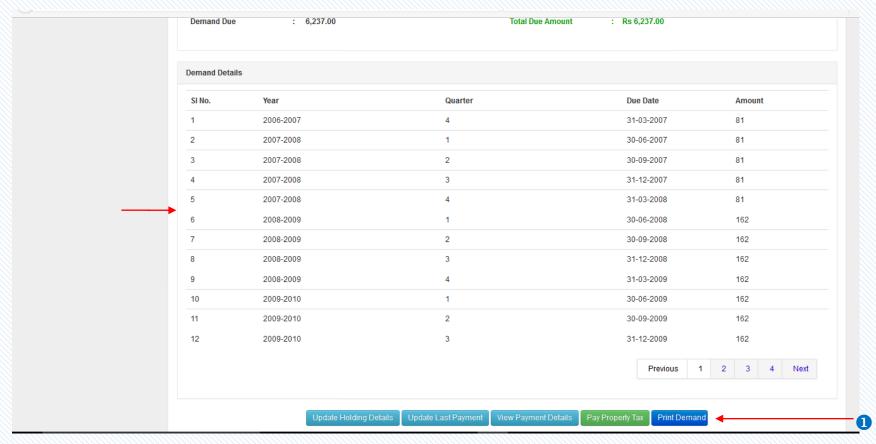
❶ Click on **View Due Details** to see the list of consumers details.

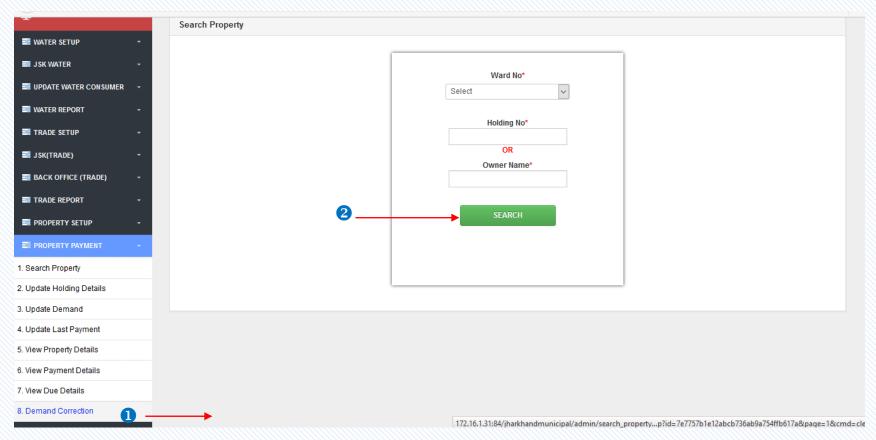❷ Click On **Search** button to search the applications.

Search…

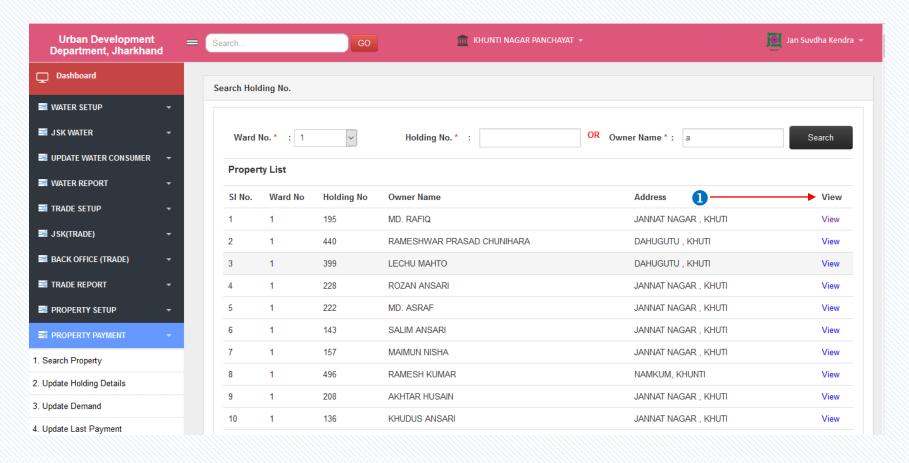❶ Click on **View** button to get the application due details.

| Demand Due | : 6,237.00 | | Total Due Amount | : Rs 6,237.00 |

Demand Details

SI No.	Year	Quarter	Due Date	Amount
1	2006-2007	4	31-03-2007	81
2	2007-2008	1	30-06-2007	81
3	2007-2008	2	30-09-2007	81
4	2007-2008	3	31-12-2007	81
5	2007-2008	4	31-03-2008	81
6	2008-2009	1	30-06-2008	162
7	2008-2009	2	30-09-2008	162
8	2008-2009	3	31-12-2008	162
9	2008-2009	4	31-03-2009	162
10	2009-2010	1	30-06-2009	162
11	2009-2010	2	30-09-2009	162
12	2009-2010	3	31-12-2009	162

Previous 1 2 3 4 Next

Update Holding Details | Update Last Payment | View Payment Details | Pay Property Tax | Print Demand ← ❶

❶ Click on **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/**Pay Property Tax** to pay the property taxes /**Print Demand** to print the demand receipt.
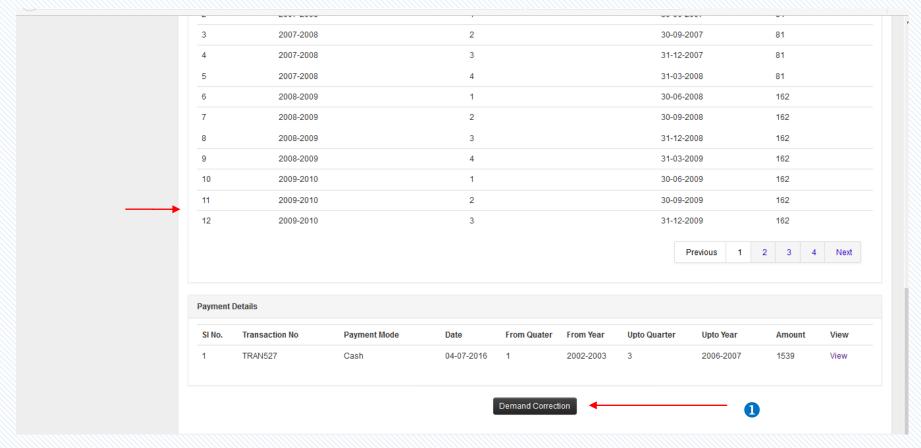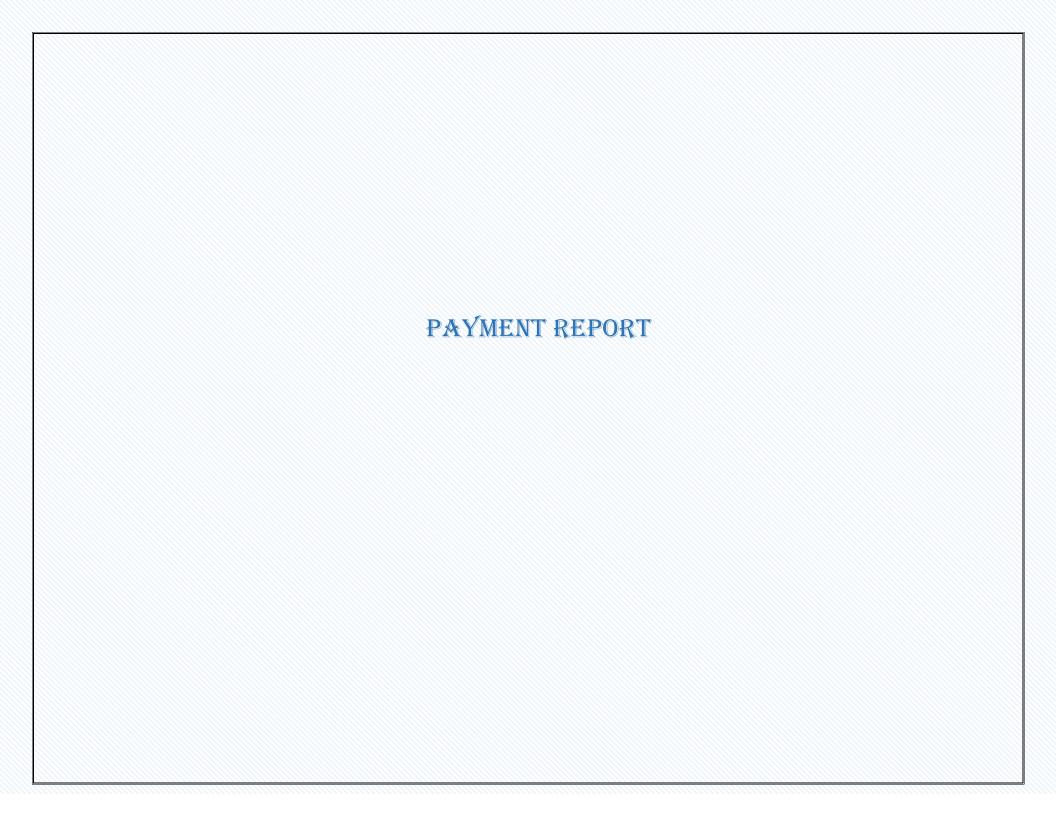
Demand Correction...

Search Property

WATER SETUP
JSK WATER
UPDATE WATER CONSUMER
WATER REPORT
TRADE SETUP
JSK(TRADE)
BACK OFFICE (TRADE)
TRADE REPORT
PROPERTY SETUP
PROPERTY PAYMENT

1. Search Property
2. Update Holding Details
3. Update Demand
4. Update Last Payment
5. View Property Details
6. View Payment Details
7. View Due Details
8. Demand Correction ❶

Ward No*
Select

Holding No*

OR

Owner Name*

❷ SEARCH

172.16.1.31:84/jharkhandmunicipal/admin/search_property...p?id=7e7757b1e12abcb736ab9a754ffb617a&page=1&cmd=cle

❶ Click on **Demand Correction** to see the list of consumers details.

❷ Click On **Search** button to search the applications.

Search…

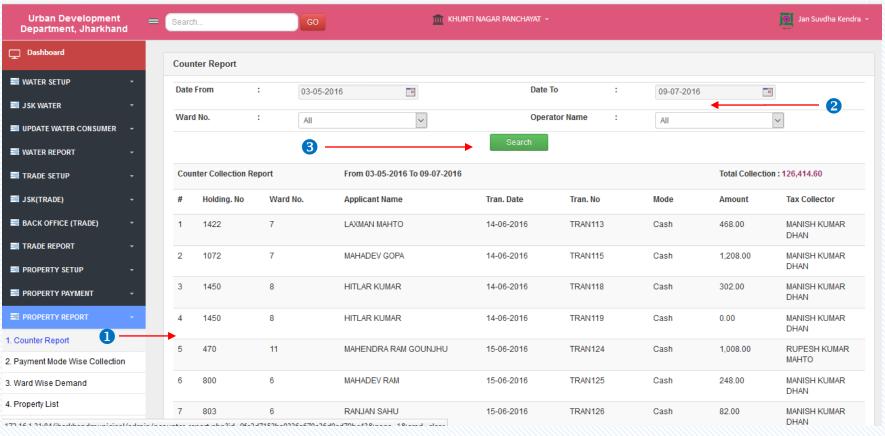❶ Click on **View** button to get the application details.

3	2007-2008	2	30-09-2007	81
4	2007-2008	3	31-12-2007	81
5	2007-2008	4	31-03-2008	81
6	2008-2009	1	30-06-2008	162
7	2008-2009	2	30-09-2008	162
8	2008-2009	3	31-12-2008	162
9	2008-2009	4	31-03-2009	162
10	2009-2010	1	30-06-2009	162
11	2009-2010	2	30-09-2009	162
12	2009-2010	3	31-12-2009	162

Previous 1 2 3 4 Next

Payment Details

SI No.	Transaction No	Payment Mode	Date	From Quater	From Year	Upto Quarter	Upto Year	Amount	View
1	TRAN527	Cash	04-07-2016	1	2002-2003	3	2006-2007	1539	View

Demand Correction ◄———————— ❶

❶ Click on **Demand Correction** to correct the demand details.
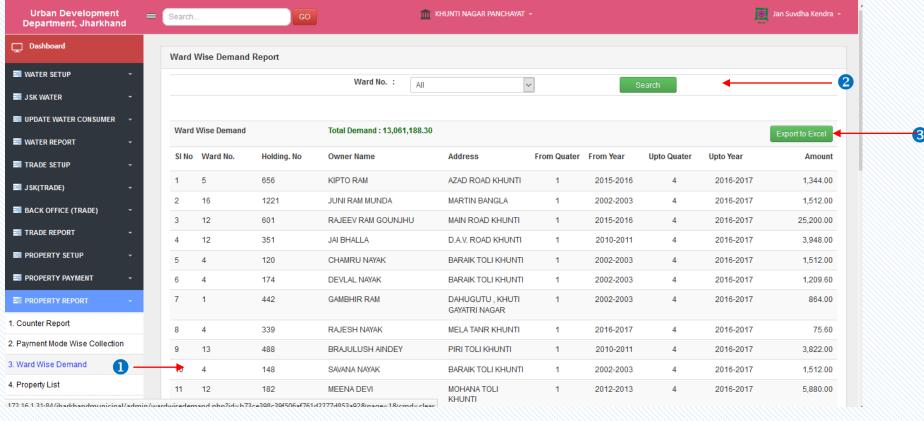
PAYMENT REPORT

Counter Report…

❶ Click on **Counter Report** to see the counter report details.

❷ Enter the date range, ward no. and operator name from the dropdown.

❸ Click on **Search** button to get the details of the choosen fields.
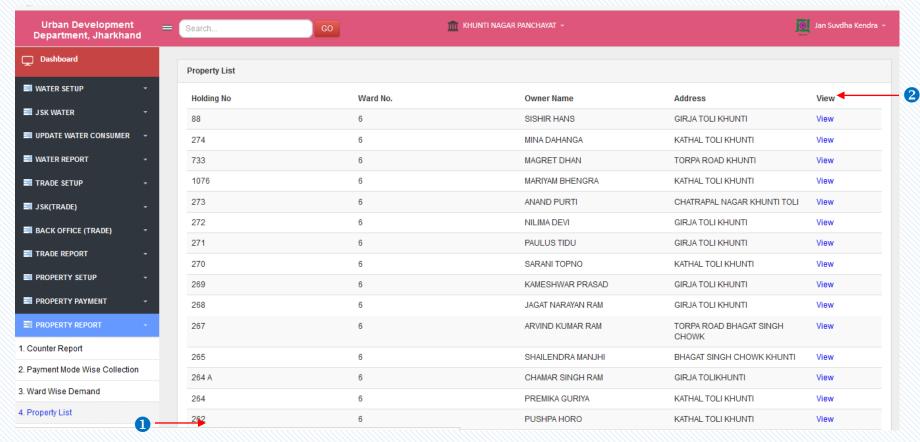
Payment Mode Wise Collection…

① Click on **Payment Mode Wise Collection** to see the collection report details.

② Enter the date range and ward no. from the dropdown.

③ Click on **View Report** button to get the payment details of the choosen fields.

④ Click on **Print** to take a print copy of report.
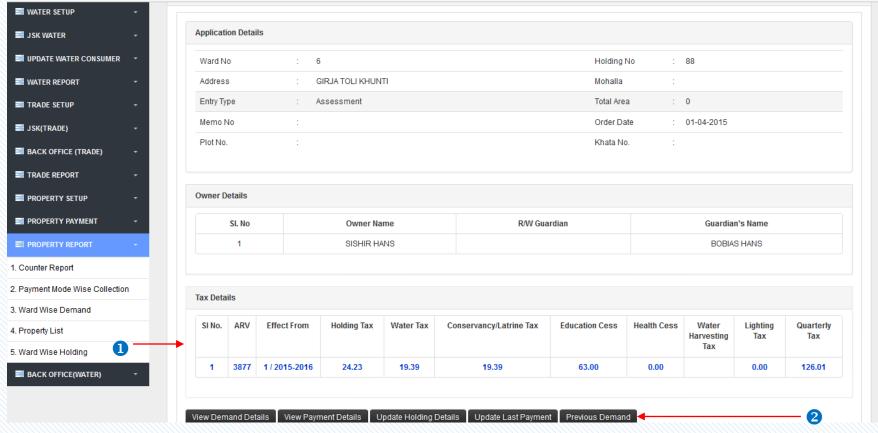
Ward Wise Demand…

❶ Click on **Ward Wise Demand** to see the demand ward wise report.

❷ Enter the ward no. from the dropdown and Click on **Search** button to get the collection report.

❸ Click on **Export to excel** to take a copy of report in excel.

Property List…

Property List

Holding No	Ward No.	Owner Name	Address	View
88	6	SISHIR HANS	GIRJA TOLI KHUNTI	View
274	6	MINA DAHANGA	KATHAL TOLI KHUNTI	View
733	6	MAGRET DHAN	TORPA ROAD KHUNTI	View
1076	6	MARIYAM BHENGRA	KATHAL TOLI KHUNTI	View
273	6	ANAND PURTI	CHATRAPAL NAGAR KHUNTI TOLI	View
272	6	NILIMA DEVI	GIRJA TOLI KHUNTI	View
271	6	PAULUS TIDU	GIRJA TOLI KHUNTI	View
270	6	SARANI TOPNO	KATHAL TOLI KHUNTI	View
269	6	KAMESHWAR PRASAD	GIRJA TOLI KHUNTI	View
268	6	JAGAT NARAYAN RAM	GIRJA TOLI KHUNTI	View
267	6	ARVIND KUMAR RAM	TORPA ROAD BHAGAT SINGH CHOWK	View
265	6	SHAILENDRA MANJHI	BHAGAT SINGH CHOWK KHUNTI	View
264 A	6	CHAMAR SINGH RAM	GIRJA TOLIKHUNTI	View
264	6	PREMIKA GURIYA	KATHAL TOLI KHUNTI	View
262	6	PUSHPA HORO	KATHAL TOLI KHUNTI	View

❶ Click on **Property List** to see the list of property details.

❷ Click on **View** to view the property details.

❶ Click on **Ward Wise Holding** to see the application details ward wise.

❷ Click on **View Demand Details** to view the demand details/ **View Payment Details** to see the payment summary/ **Update Holding Details** to make changes in the holding details/ **Update Last Payment** to make changes in the last payment/ **Previous Demand** to view the previous demand details.

SSPL