VOLUME

1

COMMISSIONERATE OF MUNICIPAL ADMINISTRTION

Information Technology Department

Operating Manual



Profession Tax

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Change Record

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Name	Role
Tharmaraj V	Practice Head – e-Governance

1.0 Introduction

Commissionerate of Municipal Administration, (herein referred to as CMA) provides municipal services to a diverse population in Tamilnadu. Its work includes urban planning and supervision of construction, environmental protection and improvement, conservation of Profession Tax, Public Health and Revenue items.

CMA wishes to have an enhanced automated solution to control the financial collection of its various fees, fines, deposits and any related payments using Process of implementing the CMA product of Bahwan Cybertek (BCT) to deliver an "Enterprise Integrated System which will offer secured and trusted Application.

The product broadly caters to the following user groups:

1. Super Administrators (CMA)
2. ULB Administrators (CMA)
3. Operations Users (CMA)
4. Citizen Portal
5. Dashboard

1.1 Objective of This Document

This document is to define for the **CMA functionality**, and to describe the features of each function by defining the access rights, initiation and processing conditions, as well as the responsibilities of each type of users while they are using the different functions of this service.

1.1.1 Profession Tax

Profession Tax is the tax imposed by the Urban Local Body on Professionals, Traders and Organizations on a half yearly basis. Every company that transact business and every person who is doing a profession or trade have to pay the half-yearly tax. A 'half-year' shall be from the 1st day of April to the 30th day of September and from the 1st day of October to the 31st day of March of a year.

Profession Tax is a source of income for the ULB. The ULBs assess the profession tax based on the Citizen's/ Organization's half-yearly income and the submitted documents.

The amount of tax collected in an ULB, helps them to manage various activities of the municipal corporation. Further, based on the revenue generated, the Municipal Corporation will be in a position to forecast the future needs of the Municipality and plan ahead its activities based on the income generated.

Citizens/ Organizations need to submit the half yearly income and tax details and necessary documents along with the initial tax to register their respective Profession or Trade with the Urban Local Body. After successful registration, based on the generated Assessment Number the Citizens/ Organizations can pay the half yearly tax through Citizen Facilitation Centre (CFC) or Citizen Portal by providing the half yearly income or tax details and by submitting the necessary documents.

Depending on the source of income, the profession tax is categorized as below:

1. Tax for an Organization

2. Tax for Individual (Traders, Professionals, etc.)

1.2 User Access Levels

Users/Actors: Following are the list of users/ actors classified according to their activities / business processes they handle. The users are registered in the ULB Administrator user management.

1.3 Types of Users

This service will serve the following types of users:

User Type	Definition of User Type
CMA Administrator	The person who has a full privileges and rights (view, search, modify, add, cancel, reset) over the service functionalities as per the function properties.
ULB Administrator Internal User	CMA Internal user is an employee of a DM department, who has the right to support his department customers for selected. This user can be considered as an administrator for the selected services.
Citizen Facilitation Center	This user create request for New Assessment and make payment for already created assessments.
Revenue Assistant	This user captures information for creating New Assessment and also initiates Assessment cancellation if required.
Revenue Inspector	This user verifies the information captured for New assessment and Assessment Cancellation and forwards to Revenue Officer.
Revenue Officer	This user verifies the information captured for New assessment and Assessment Cancellation and forwards to Commissioner for Approval.
Commissioner	This user Approves/Rejects New Assessment Request and Assessment Cancellation Request

1.4 Functions of This Service

The functions covered in this module are listed below:

1. New Profession Tax Assessment
2. Profession Tax Payment
3. Professional Tax Demand generation
4. Professional Tax Defaulter Notice generation
5. Profession Tax Assessment cancellation
6. Issue of No Dues Certificate/ Duplicate Receipt

Below is the list of the different functions available to for define the Profession Tax

Function Name	Users	Responsibilities
New Assessment	CFC	This user creates the New Assessment service request with Applicant information details and checklist details.
	Revenue Assistant	This user submits below mentioned details for creating New Assessment a. Assessment Details b. Profession Information c. Demand
	Revenue Inspector	This user verifies the data submitted by Revenue Assistant
	Revenue Officer	This user verifies the data submitted by Revenue Assistant
	Commissioner	This user Approves/Rejects the New Assessment creation request
	Revenue Assistant	This user closes the request after commissioner Approval/Reject
Payment:		

Make Payment	CFC Operator	This user makes the Payment for the created assessment if any Demand pending.
Demand Generation:		
Demand Generation	ULB Admin	This user generates the demand for particular financial year.
Defaulter Notice :		
Defaulter Notice	Revenue Assistant	This user generates and takes print out the defaulter notice for Assessment if any demand is pending.
Assessment Cancellation :		
Assessment Cancellation	Revenue Assistant	This user submits the request for Cancelling the created Assessment along with cancellation reason.
	Revenue Inspector	This user verifies the data submitted by Revenue Assistant
	Revenue Officer	This user verifies the data submitted by Revenue Assistant
	Commissioner	This user Approves/Rejects the cancellation request received after verification.
	Revenue Assistant	This user closes the request after commissioner Approval/Reject

Business Process Detailing

1.4.1 CMA Operational Users

- CFC Operator-This user create request for New Assessment and make payment for already created assessments.
- Revenue Assistant-This user captures information for creating New Assessment and also initiates Assessment cancellation if required.
- Revenue Inspector-This user verifies the information captured for new assessment and Assessment Cancellation and forwards to Revenue Officer.
- Revenue officer-This user verifies the information captured for new assessment and Assessment Cancellation and forwards to Commissioner for Approval.
- Commissioner -This user Approves/Rejects New Assessment Request and Assessment Cancellation Request

Process Step	Input	Remarks / Validation Criteria
New Profession Tax Assessment Request	CFC Operator and Citizen portal. New Assessment Request Application Form (Form 1 for Organization (Ref: 7.3.1) and Form 2 for Traders/ Professionals (Ref: 7.3.2)) (If it is applied through CFC) 2. Details entered by the citizen (Applicable to Citizen Portal) 3. The required checklists are: Any valid proof for previous year income, if the requestor is Trader/ Professional. 2. Document which contains the income details of employees in the organization, if the requestor is Organization.	1. The System will enable the CFC-Operator to select the 'New Assessment of Profession Tax Request' option. 2. The System will enable the CFC - Operator to enter the details such as Applicant Name, Address, Ward number, Mobile Number, E-Mail Id, Nature of Profession/ Trade, Half Yearly Income details etc. for generating the new assessment request for Professionals/ Traders. 3. The system will enable the CFC - Operator to enter the details such as Organization Name, Organization Address, Nature of Business, Number of employees, details about the income of the employees, half yearly tax etc., for generating the new assessment request for Organizations. 4. The System will enable the CFC - Operator to upload the required documents (refer input section of process decomposition matrix) based on requestor type specified. 5. The System will calculate the profession tax based on

		the half yearly income provided by the requestor, if the requestor is Trader/ Professional. 6. The System will enable the CFC - Operator to submit the request. 7. The System will generate a unique service request number (Format: ULB Code/Year/Seven Digit Number) and acknowledgement and receipt (Ref: 7.3.11) 8. The System will send an E-Mail (Ref: 7.3.3) and SMS (Ref: 7.3.7) to the citizen, stating the status of the request. 9. The System will route/ direct the request to the Revenue Assistant's dashboard (If the request is submitted by the CFC – Operator).
Information Capture	Revenue Assistant 1. RA receives the request from the CFC – Operator/ Citizen and does document verification and site inspection and increases/ confirms the tax based on the verification and site inspection. 2. RA forwards the request to the Revenue inspector (RI) after updating his/ her remarks.	System will show the entire new assessment requests in the Revenue Assistant's dashboard, submitted by the CFC-Operator 2. System will enable the Revenue Assistant to open and view the details of the request. 3. System will enable the Revenue Assistant to save or update the request (If available in the draft box). 4. System will enable the Revenue Assistant to update the tax, if required. 5. System will enable the Revenue Assistant to submit the request. 6. System will show the Revenue Assistant to whom the request is forwarded and the status for the same while submitting the request.
Verification	Revenue Inspector	1. System will route/direct the request to the Revenue Inspector's dashboard (After submitted by the Revenue Assistant). 2. System is enabled the Revenue Inspector to open and view the details of the request (It includes the remarks of the Revenue Assistant). 3. System is enabled the Revenue Inspector to revert

		the request. 4. System is enabled Revenue Inspector to re-assign the request to the Revenue Assistant and send the same to his/her dashboard (If the request is revered by the Revenue Inspector). 5. System is enabled the Revenue Inspector to submit the request after entering his/her remarks. 6. System will route/direct the Revenue Inspector's request to the Revenue Officer/Assistant Revenue Officer's dashboard.
Verification	Revenue Officer	1. System will enable the Revenue Officer/Assistant Revenue Officer to enter his/her remarks on the request. 2. System will enable the Revenue Officer/ Assistant Revenue Officer to submit the request. 3. System will route/ direct the request to the Commissioner/ Asst. Commissioner's dashboard. **Request is revert** 1. System is enabled the Revenue Officer/Assistant Revenue Officer to open and view the details of the request (It includes the remarks of the Revenue Inspector). 2. System is enabled the Revenue Officer/ Assistant Revenue Officer to revert the request. 3. System will re-assign the request to the Revenue Inspector and send the same to his/her dashboard (If the request is revert by the Revenue Officer/Assistant Revenue Officer)
New Profession Tax Assessment Approval	Commissioner	1. System will enable the Commissioner/ Asst. Commissioner to enter his/ her remarks on the request. 2. System will enable the Commissioner/ Asst. Commissioner to APPROVE/ REJECT the request. 3. System will generate an assessment number (Format: ULB code/ seven digit number), if the request is approved.

		4. System will send an E-Mail and SMS to the citizen stating that the status of the request and assessment number. **<u>Request is revert</u>** 1. System will enable the Commissioner/ Asst. Commissioner to open and view the details of the request (It includes the remarks given by the previous hierarchies). 2. System will enable the Commissioner/ Asst. Commissioner to revert the request. 3. System will re-assign the request to the Revenue Officer/ Assistant Revenue Officer and send the same to his/ her dashboard (If the request is revered by the Commissioner/ Asst. Commissioner).
Close	Revenue Assistant	1. System will link the collected tax at the time of submission of the new assessment request to the generated assessment number.

Demand Generation:

Process Step	User	Remarks / Validation Criteria
Demand Generation	ULB Admin	1. The System will enable the ULB Admin to schedule the demand generation process. 2. The System will start generating the demand as per the schedule/ time provided by the ULB Admin. 3. The System will adjust the demand and deduct the tax (If the citizen has paid the tax in advance). 4. The System will send an E-Mail notification to the Trader/ professional/ Organization stating

		that the demand and tax is adjusted as per the payment of the advance amount. (If the Trader/ professional/ Organization paid the tax in advance). 5. The System will route/ direct the generated demand to the ULB Admin's dashboard.

Defaulter Notice:

Process Step	User	Remarks / Validation Criteria
Create	Revenue Assistant	1. The System will enable the Revenue Assistant (RA) to select the 'Create Default Notice' option. 2. The System will enable the Revenue Assistant to search the list of defaulters based on the inputs such as Half Year Tax from, Half year Tax To, Zone/ Ward, Profession Category etc. 3. The System will enable the Revenue Assistant to submit the request. 4. The System will generate the Defaulter Notice for the selected list of defaulters. 5. The System will send an E-Mail notification to the Professionals/ Traders/ Organizations stating the information about the defaulter notice.
Print	Revenue Assistant	In search screen, the defaulter notice record will be displayed based on the notice number and upon submitting, the defaulter notice will be printable.

Assessment Cancellation:

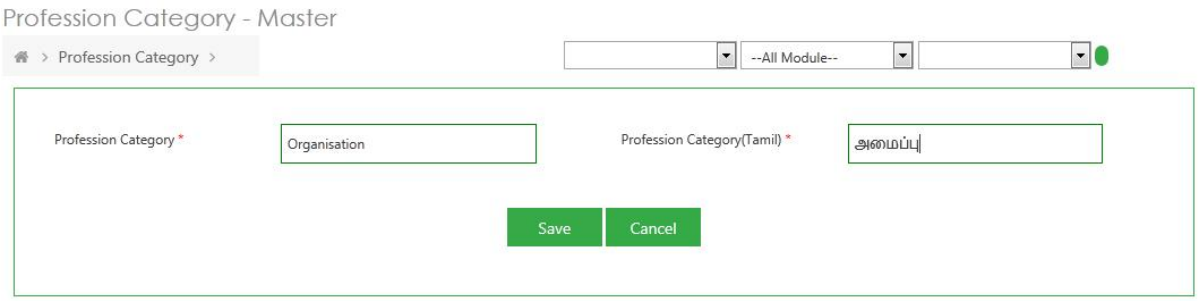
Process Step	User	Remarks / Validation Criteria
Cancellation Request	Revenue Assistant	1. System will enable the Revenue Assistant to select the assessment/ list of assessments to be cancelled. 2. System will enable the Revenue Assistant select the date from which the selected assessments need to be cancelled. 3. System will enable the Revenue Assistant to capture the reason for the assessment cancellation, remarks etc. 4. System will enable the Revenue Assistant to submit the request. 5. System will show the Revenue Assistant, the status of the request and to whom the request will be forwarded next.
Verification	Revenue Inspector	1. System will enable the Revenue Inspector to open and view the details of the request (It includes the remarks given by the Revenue Assistant). 2. System will enable the Revenue Inspector to revert the request. 3. System will enable the Revenue Inspector to submit the request after entering his/ her remarks. 4. System will route/ direct the request to the Revenue Officer/ Assistant Revenue Officer's dashboard (If it is submitted by the Revenue Inspector). **Request is Revert** 1. System will re-assign the request to the Revenue Assistant and send the same to his/ her dashboard (If the request is revert by the Revenue Inspector).

Verification	Revenue Officer	1. System will enable the Revenue Officer/ Assistant Revenue Officer to open and view the details of the request (It includes the remarks given by the Revenue Inspector). 2. System will enable the Revenue Officer/ Assistant Revenue Officer to revert the request. 3. System will allow the Revenue Officer/ Assistant Revenue Officer to enter his/her remarks on the request. 4. System will allow the Revenue Officer/ Assistant Revenue Officer to submit the request. 5. System will route/ direct the request to the Commissioner/ Asst. Commissioner's dashboard. **request is revert** 1. System will re-assign the request to the Revenue Inspector and send the same to his/ her dashboard (If the request is revert by the Revenue Officer/Assistant Revenue Officer).
Approval	Commissioner	1. System will enable the Commissioner/ Asst. Commissioner to open and view the details of the request (It includes the remarks given by the previous hierarchies). 2. System will enable the Commissioner/ Asst. Commissioner to enter his/her remarks on the request. 3. System will enable the Commissioner/ Asst. Commissioner to APPROVE/ REJECT the request. 4. System will de-activate/ cancel the assessment number (If the request is approved by Commissioner/ Asst. Commissioner). **request is revert** 1. System will enable the Commissioner/ Asst.

		Commissioner to revert the request. 2. System will re-assign the request to the Revenue Officer/ Assistant Revenue Officer and send the same to his/her dashboard (If the request is revert by the Commissioner/Asst. Commissioner).
Close	Revenue Assistant	1. System will cancel the demand for the cancelled assessment based on the specified from date by Revenue Assistant.

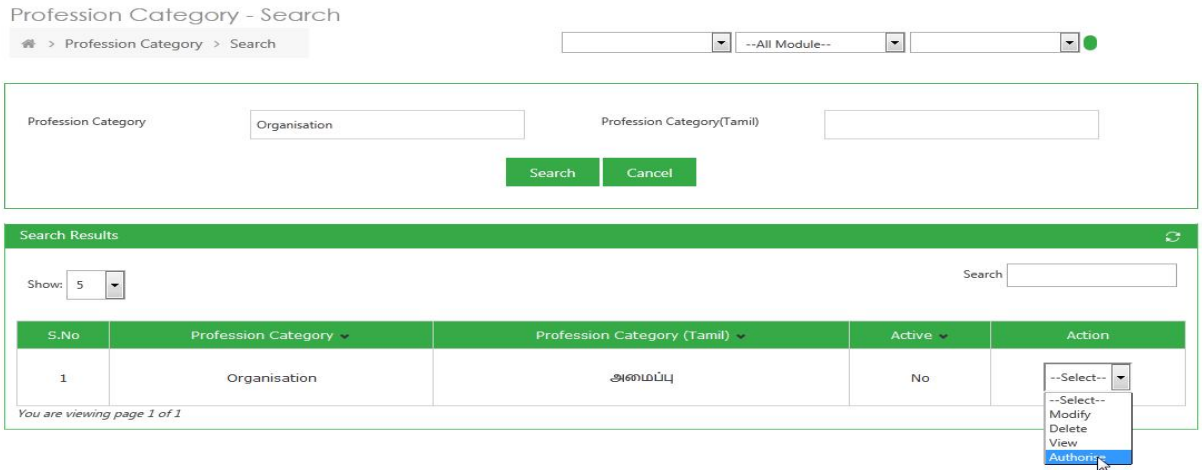
1.5 Function Layouts

1.5.1 New Profession Tax Assessment Request

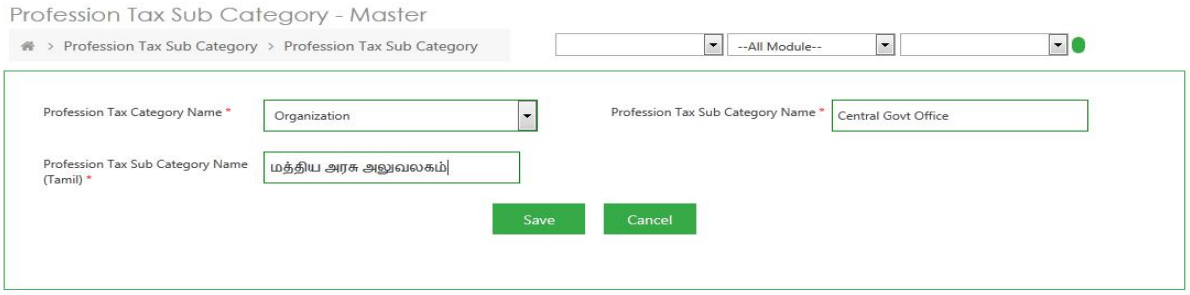


1.5.1.1 Profession Category

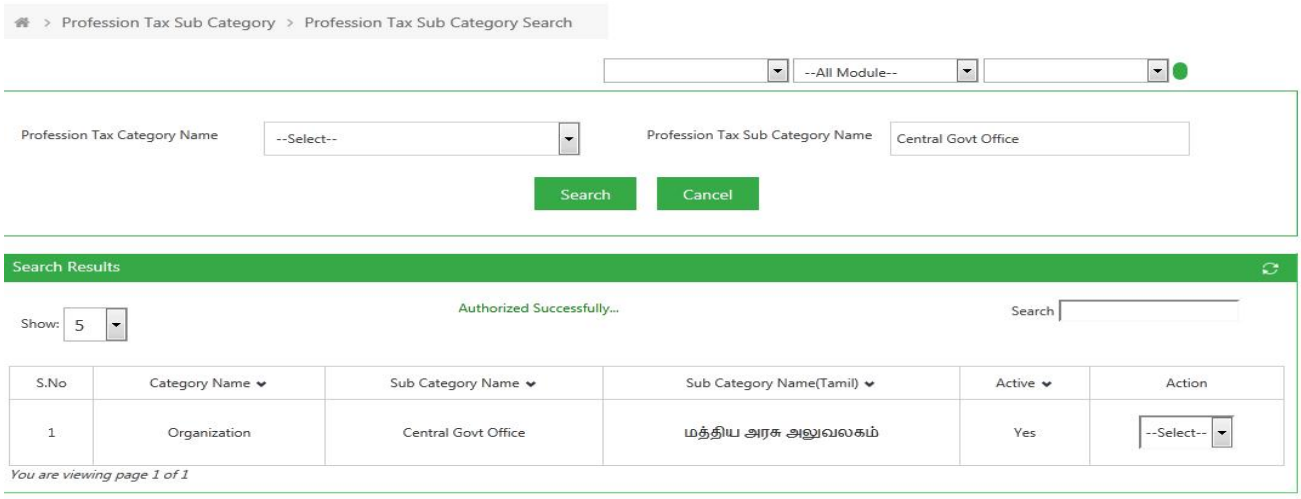
1. Select Work List➔ Professional Tax➔ Category → Create.
2. In Category, administrator users can -
    - Add Category (English & Tamil)
    - Click “Save” button
    - Search existing Category
    - Select the Currently entered Category
    - Authorize the Category



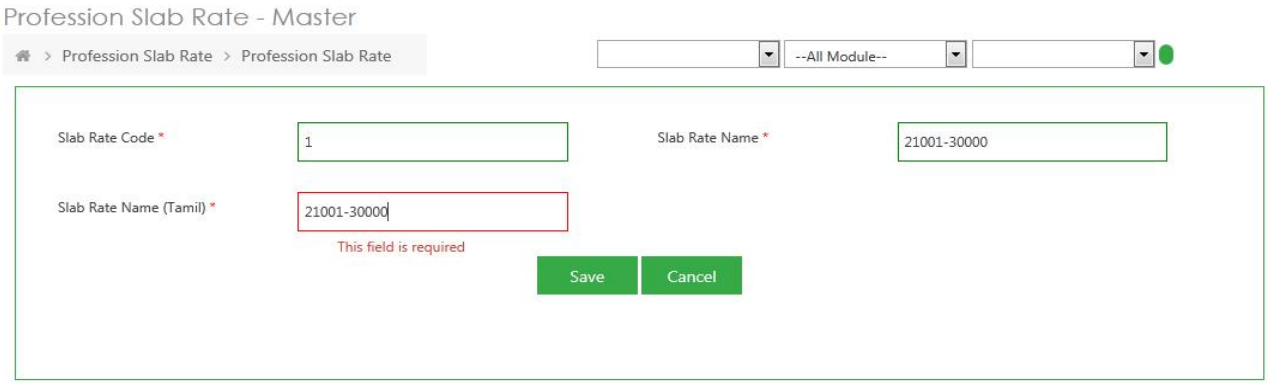
1.5.1.2 Profession Sub Category



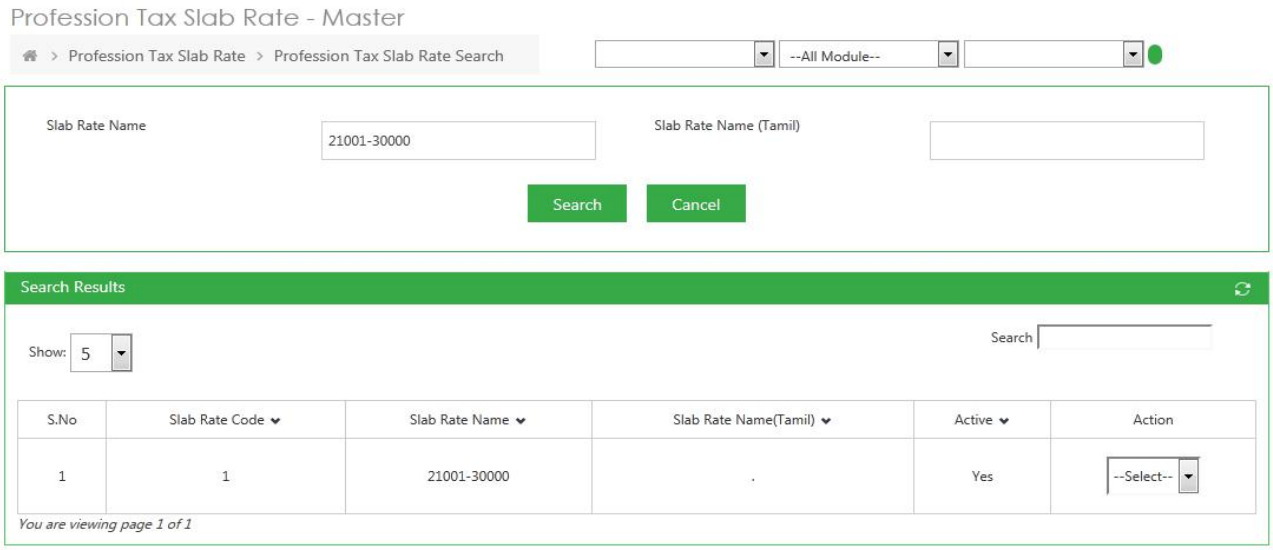
1. Select Work List➔ Professional Tax➔ Sub Category → Create
2. Select the Profession tax Sub Category Name
3. Enter Profession Tax Sub Category Name (English and Tamil)
4. Click “Save” button
5. Search existing Sub Category
6. Select the Currently entered Sub Category
7. Authorize the Sub Category



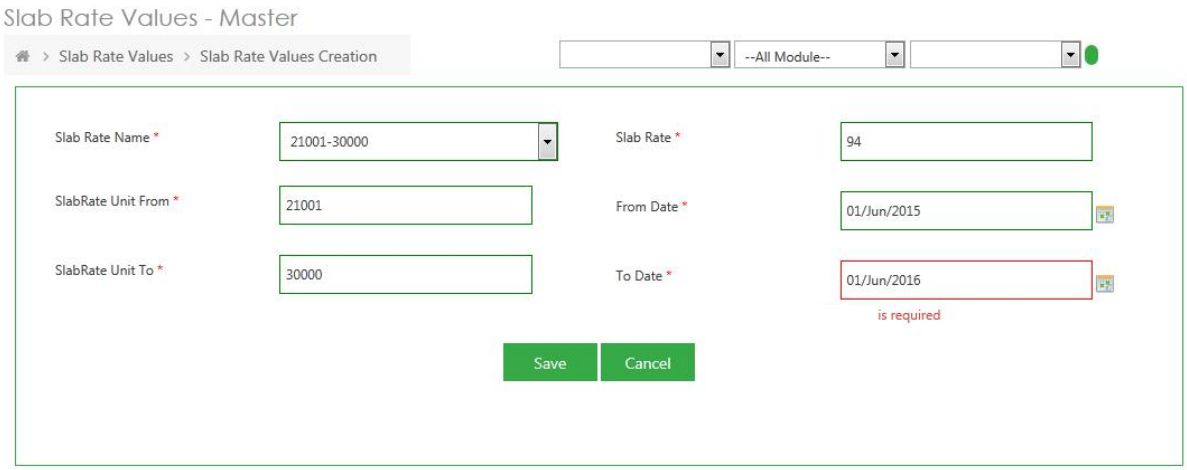
1.5.1.3 Profession Slab Rate



1. Select Work List➔ Professional Tax➔ Slab Rate → Create
2. Enter the Profession tax Slab Rate Code.(English and Tamil)
3. Click “Save” button
4. Search existing Slab Rate
5. Select the Currently entered Slab Rate
6. Authorize the Slab Rate

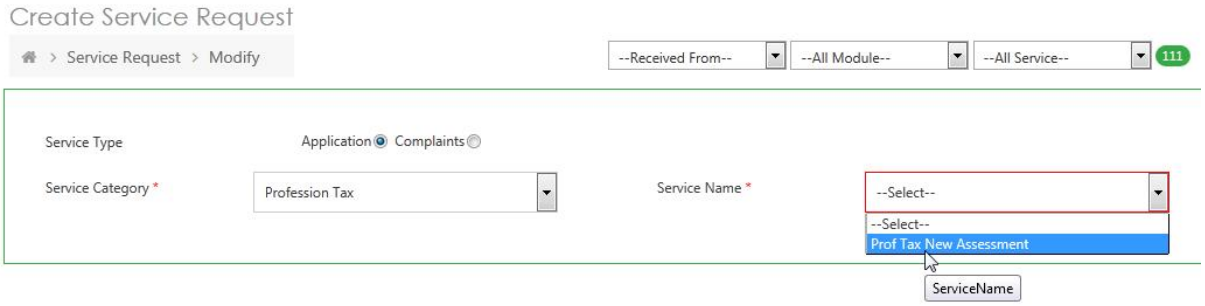


1.5.1.4 Profession Slab Rate Values

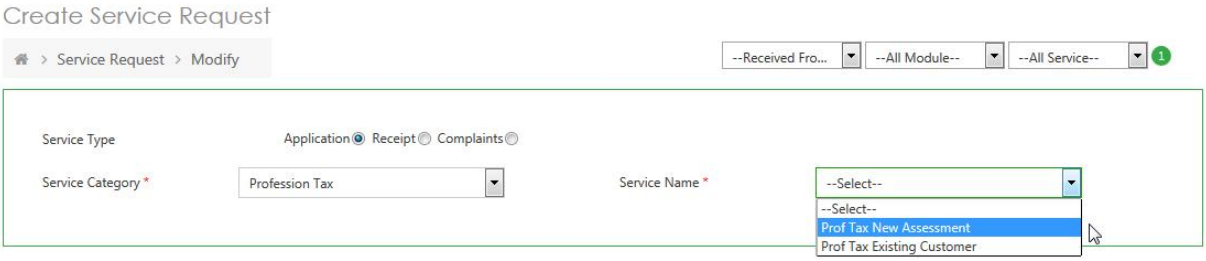


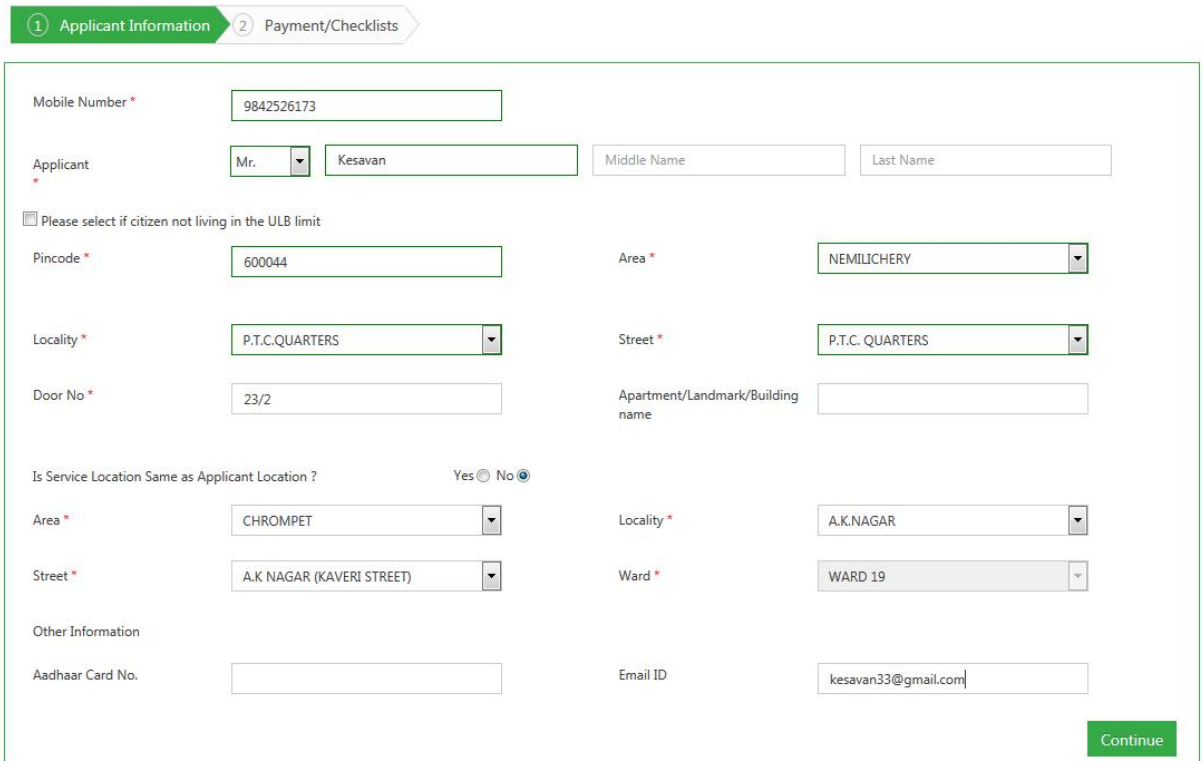
1. Login as a ULB Administrator
2. Select Work List➔ Professional Tax➔ Slab Rate Value → Create
3. Select the Slab Rate Name.
4. Enter the Slab Rate.
5. Enter Slab Rate Unit From and Unit To.
6. Enter Slab Rate From Date and To Date
7. Click “Save” button

1.5.1.5 Profession Service Request Create



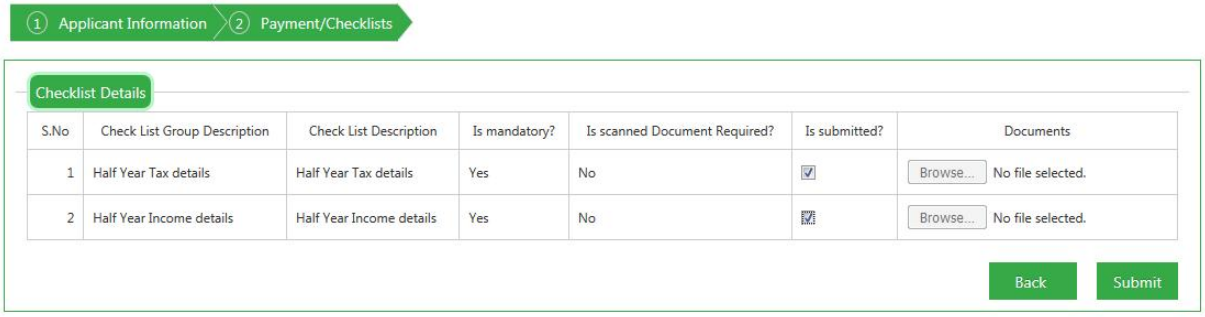
1. Login as a CFC Operator
2. Select Work List➔ Service Request➔ Create
3. Select the Service Category and Service Name.





4. Select Applicant Information and enter the Data available in the new profession tax form (Form 1 for Organization (Ref: 7.3.1) and Form 2 for Traders/ Professionals (Ref: 7.3.2)) orderly.

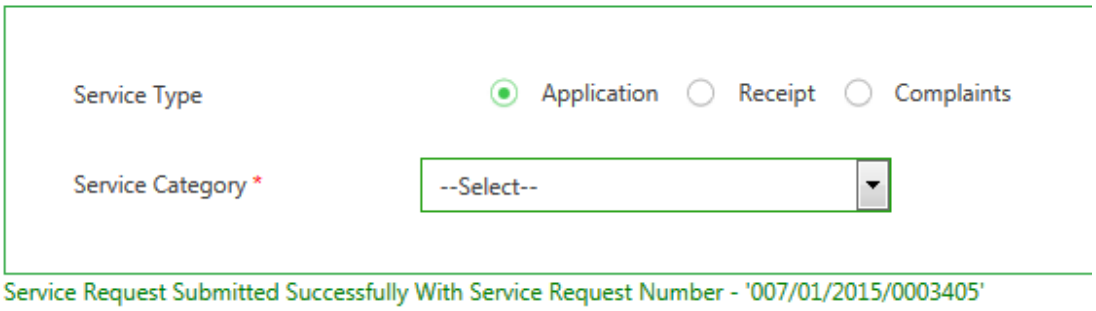
5. Select Continue Button for moving Payment Tab



6. Select the Is Submitted? Check box

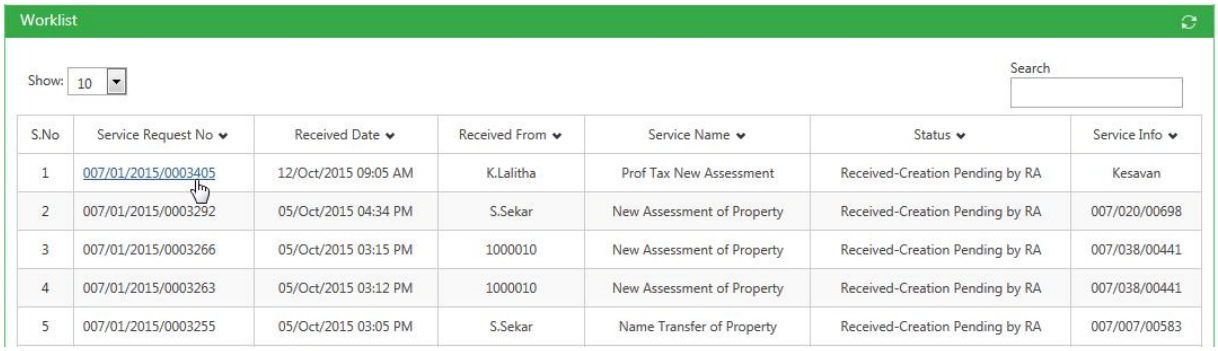
7. Select Browse button and upload below mention Necessary supporting documents for verification and approval by the next higher official.

    1. Any valid proof for previous year income, if the requestor is Trader/ Professional.
    2. Document which contains the income details of employees in the organization, if the requestor is Organization.



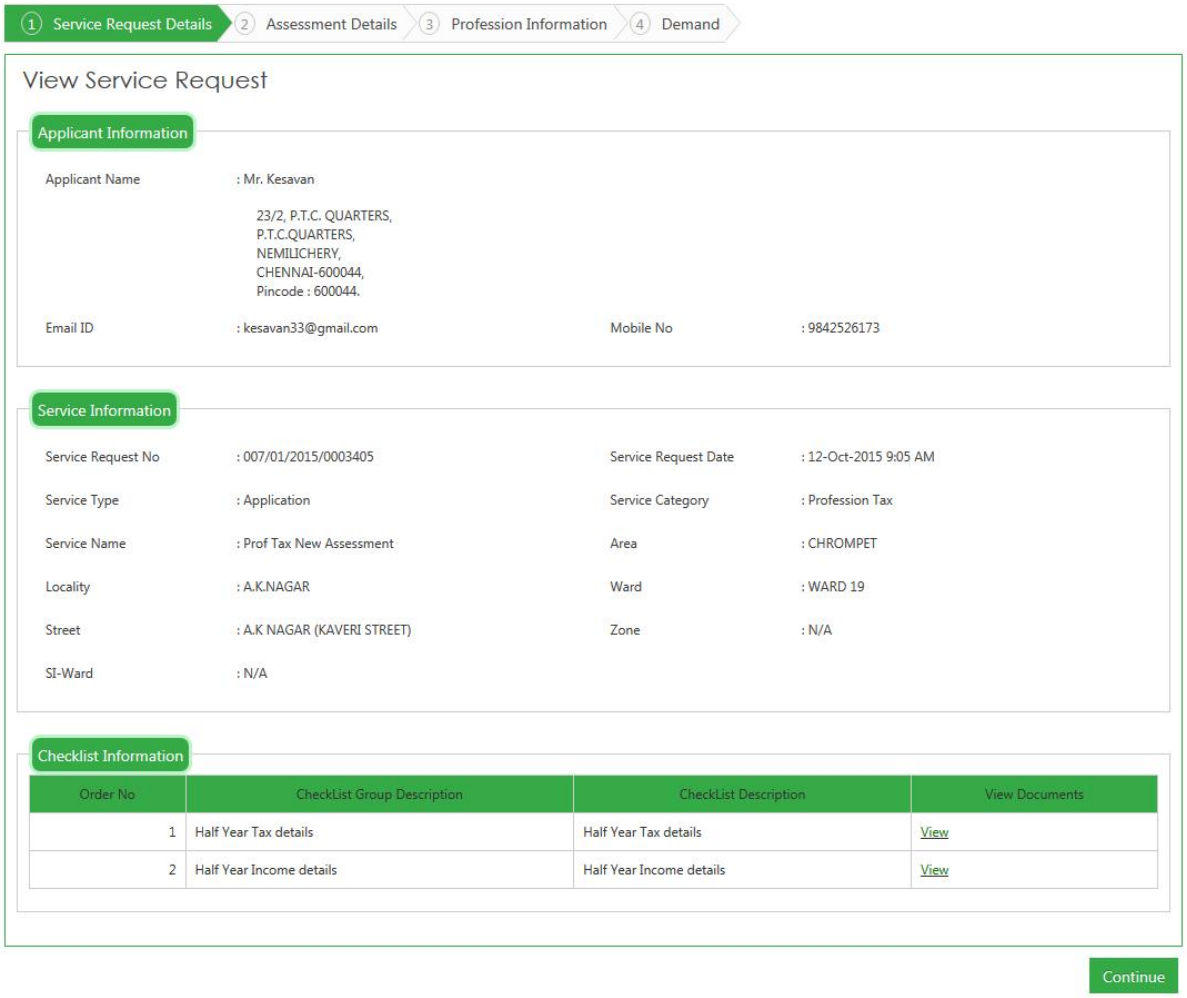
8. Select Submit button, the System will generate a unique service request number (Format: ULB Code/Year/Seven Digit Number) and acknowledgement and receipt
9. The System will send an E-Mail to the citizen, stating the status of the request.
10. The System will route/ direct the request to the Revenue Assistant's dashboard (If the request is submitted by the CFC – Operator).

1.5.1.6 Profession Service Request Create

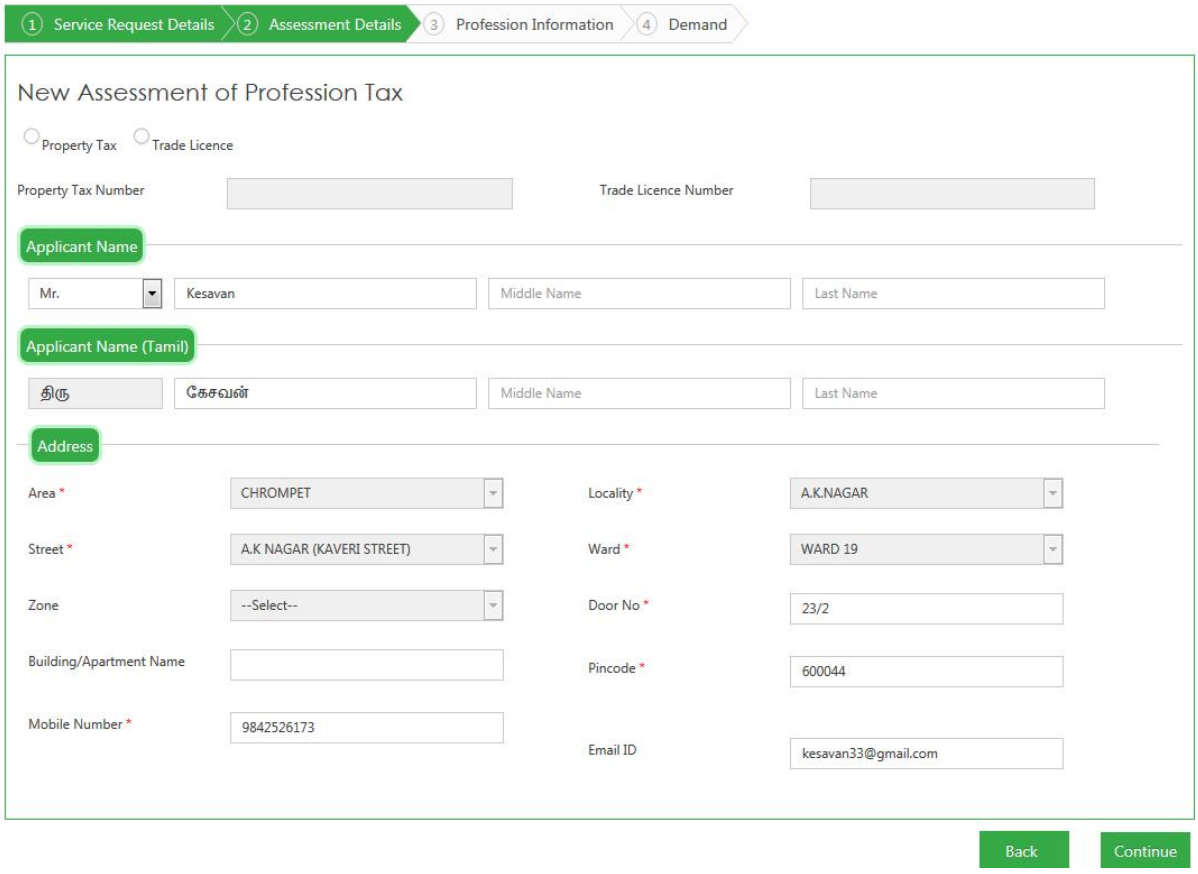


S.No	Service Request No	Received Date	Received From	Service Name	Status	Service Info
1	007/01/2015/0003405	12/Oct/2015 09:05 AM	K.Lalitha	Prof Tax New Assessment	Received-Creation Pending by RA	Kesavan
2	007/01/2015/0003292	05/Oct/2015 04:34 PM	S.Sekar	New Assessment of Property	Received-Creation Pending by RA	007/020/00698
3	007/01/2015/0003266	05/Oct/2015 03:15 PM	1000010	New Assessment of Property	Received-Creation Pending by RA	007/038/00441
4	007/01/2015/0003263	05/Oct/2015 03:12 PM	1000010	New Assessment of Property	Received-Creation Pending by RA	007/038/00441
5	007/01/2015/0003255	05/Oct/2015 03:05 PM	S.Sekar	Name Transfer of Property	Received-Creation Pending by RA	007/007/00583

1. Login as a RA Operator
2. Click the respective new assessment requests in the dashboard
3. Open and view the details of the Service Request.



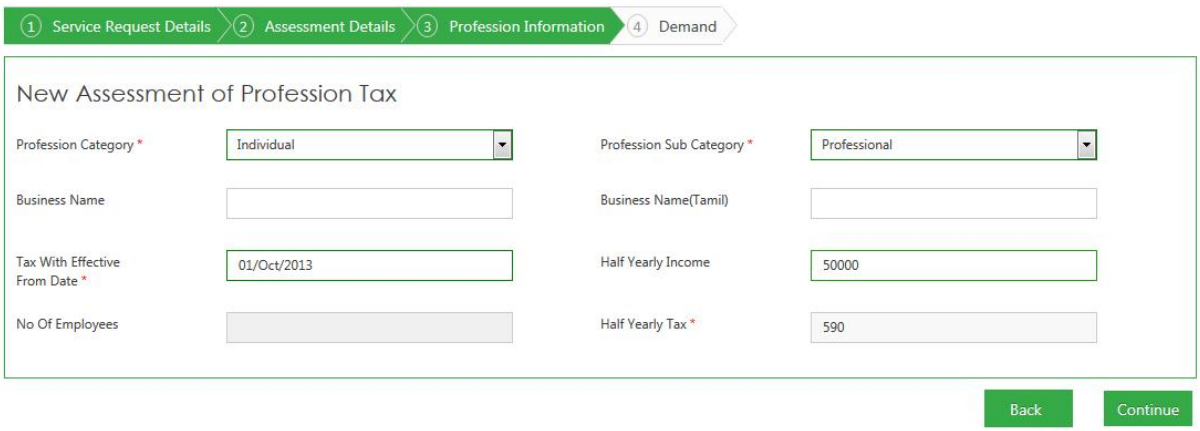
4. Select continue button or Assessment Details Tab
5. Select Applicant Information and enter the Applicant Name (TAMIL) in the new profession tax form (Form 1 for Organization (Ref: 7.3.1) and Form 2 for Traders/ Professionals (Ref: 7.3.2)) orderly.
6. If Existing Property Tax or Trader License Holder
7. Select Property Tax and Browse Property tax number and click or Select Trade License and Enter the Trade License number.



8. Select continue button or Profession Information Tab

9. Select Profession Category Individual and Enter the Details available in the new profession tax form (Form 1 for Organization (Ref: 7.3.1) and Form 2 for Traders/ Professionals

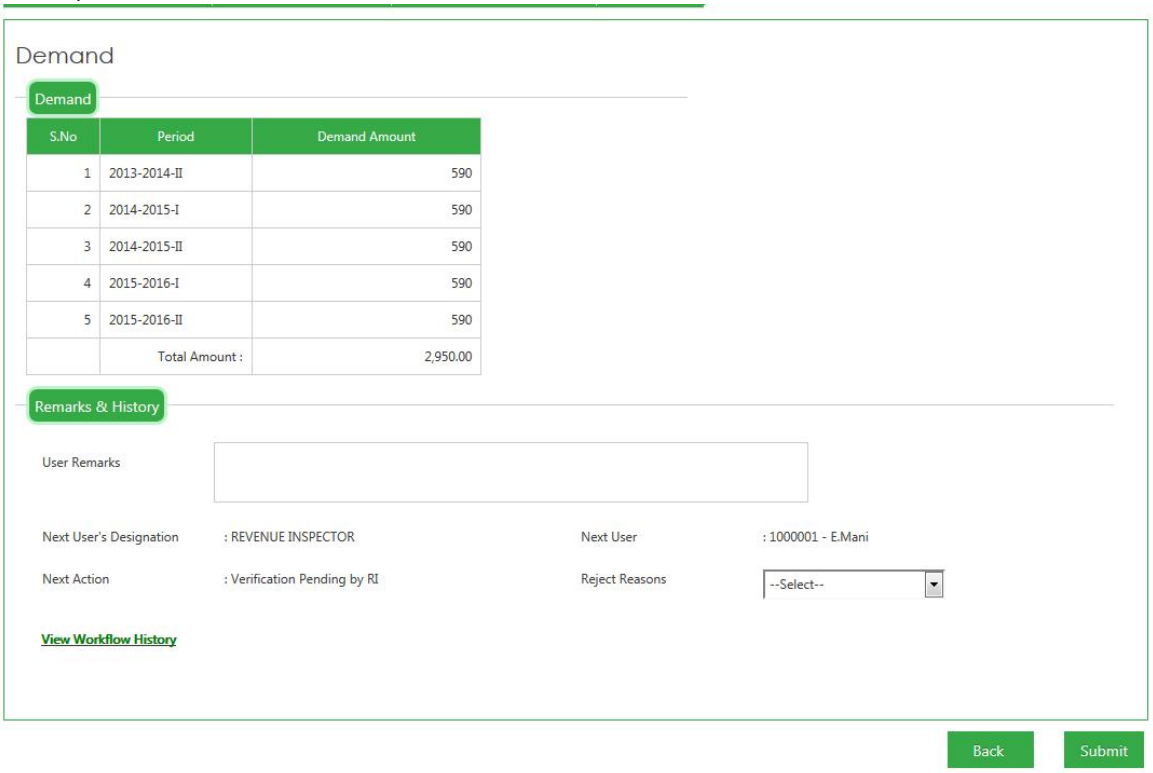
10. If Organization Select Profession Category Organization and Enter the Details available in the new profession tax form (Form 1 for Organization (Ref: 7.3.1) and Form 2 for Traders/ Professionals

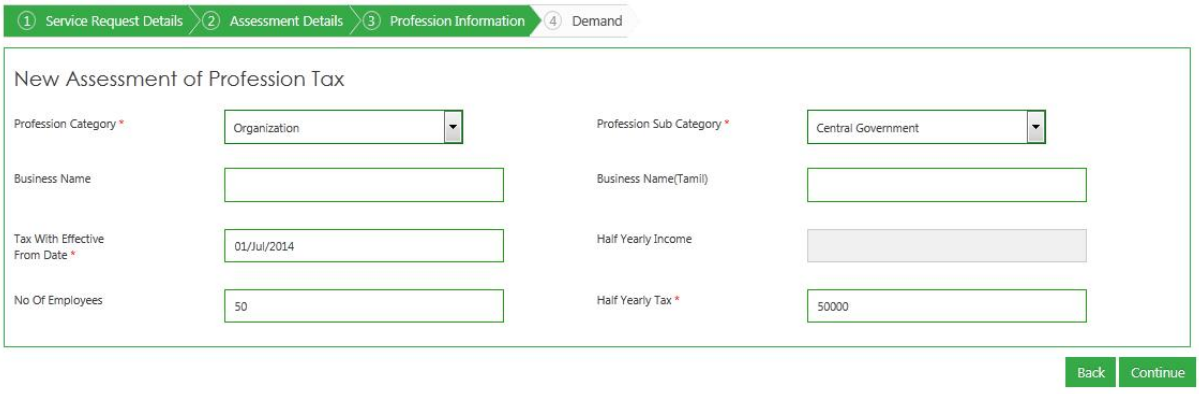


11. Select continue button or Demand Tab

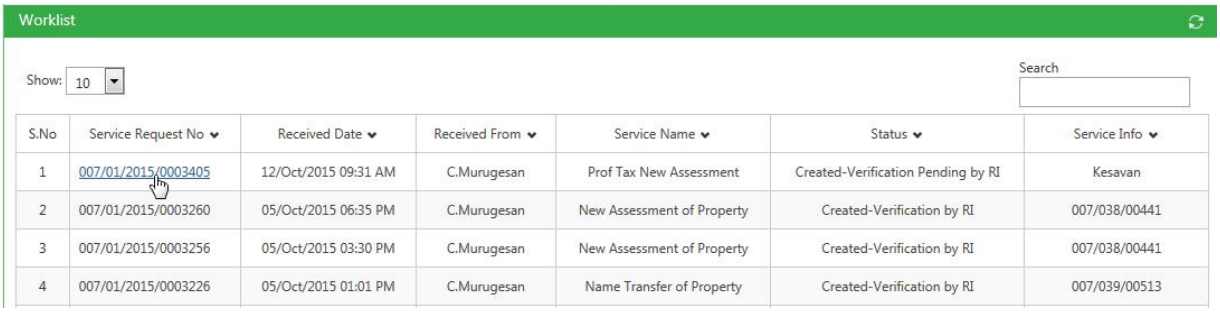
12. Automatically amount will calculate, verify the details and Click Submit Button.

13. System will route/direct the request to the Revenue Inspector's dashboard (If submitted by the Revenue Assistant).





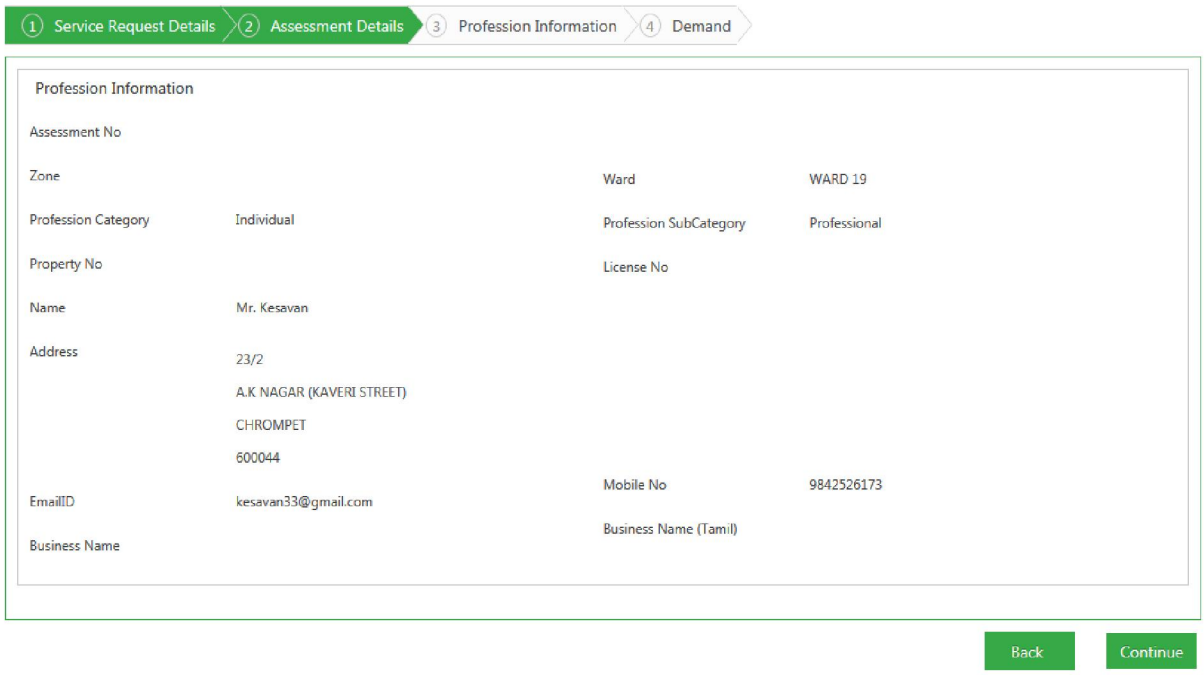
1. Login as a RI Operator

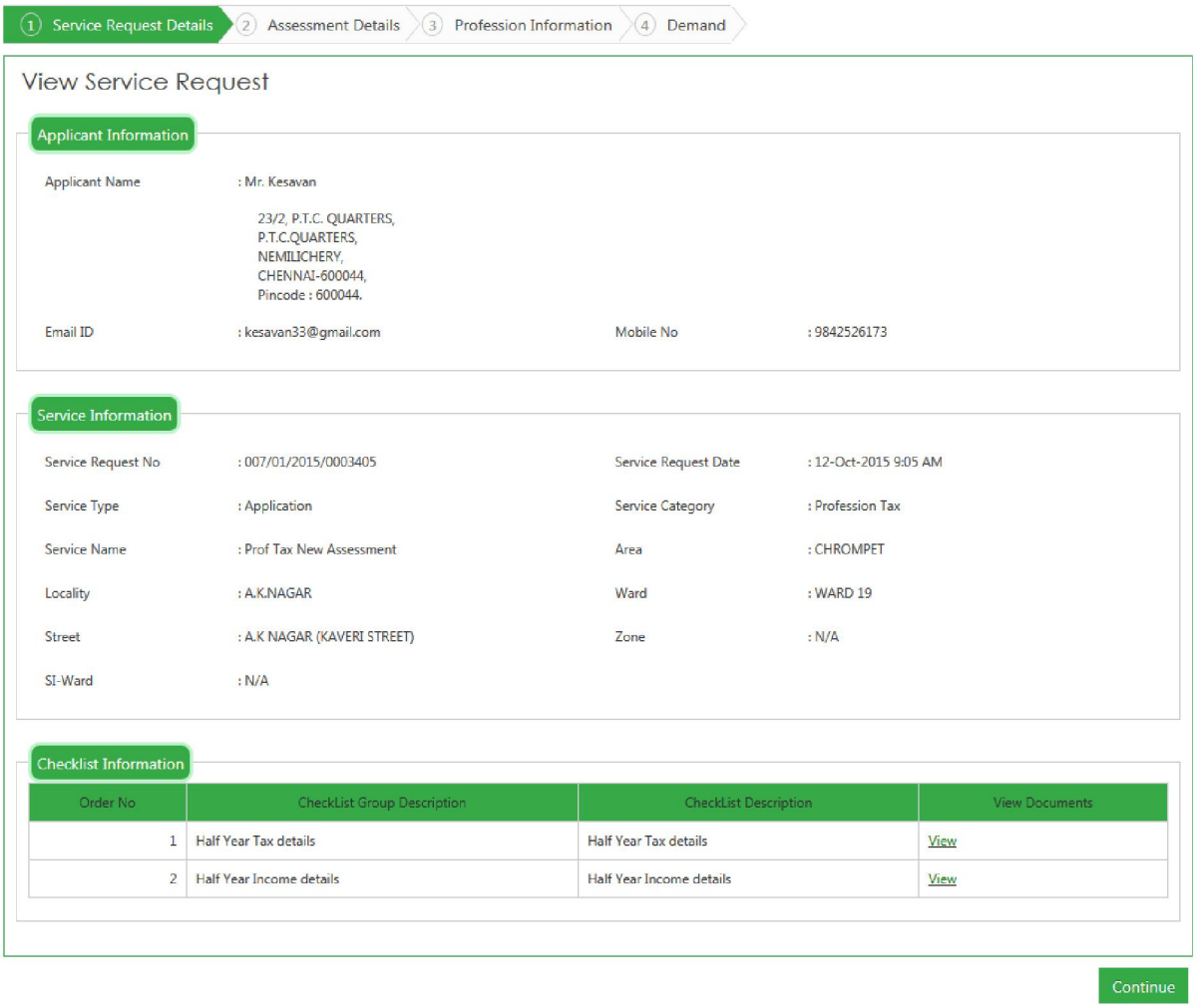


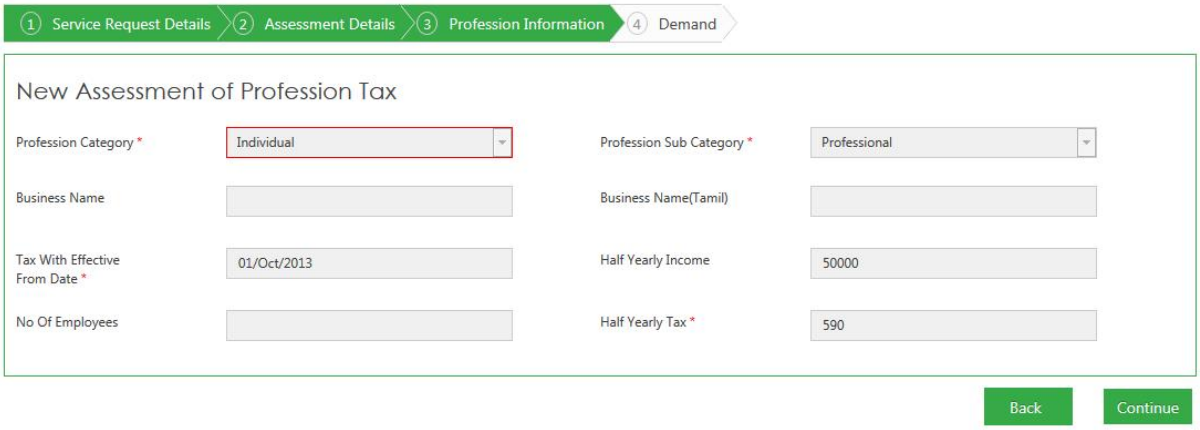
S.No	Service Request No	Received Date	Received From	Service Name	Status	Service Info
1	007/01/2015/0003405	12/Oct/2015 09:31 AM	C.Murugesan	Prof Tax New Assessment	Created-Verification Pending by RI	Kesavan
2	007/01/2015/0003260	05/Oct/2015 06:35 PM	C.Murugesan	New Assessment of Property	Created-Verification by RI	007/038/00441
3	007/01/2015/0003256	05/Oct/2015 03:30 PM	C.Murugesan	New Assessment of Property	Created-Verification by RI	007/038/00441
4	007/01/2015/0003226	05/Oct/2015 01:01 PM	C.Murugesan	Name Transfer of Property	Created-Verification by RI	007/039/00513

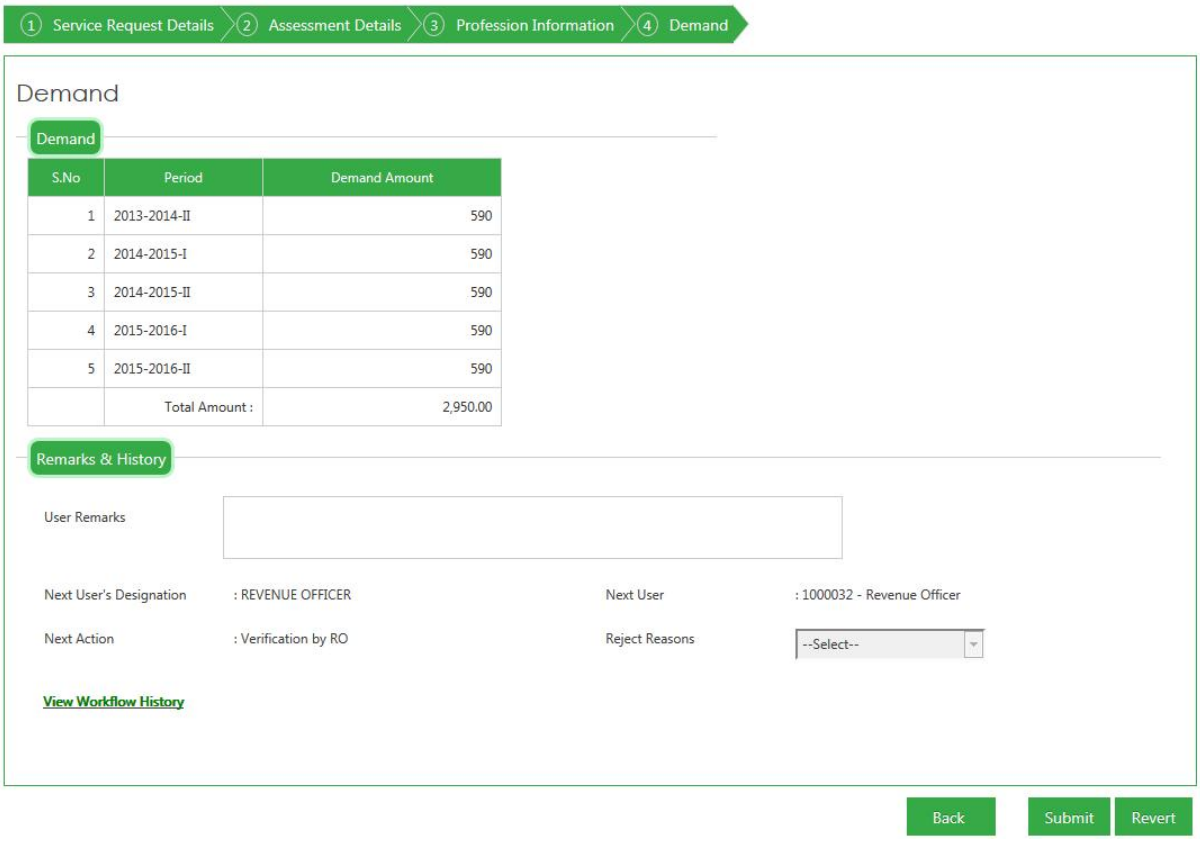
2. Click the respective new assessment requests in the dashboard

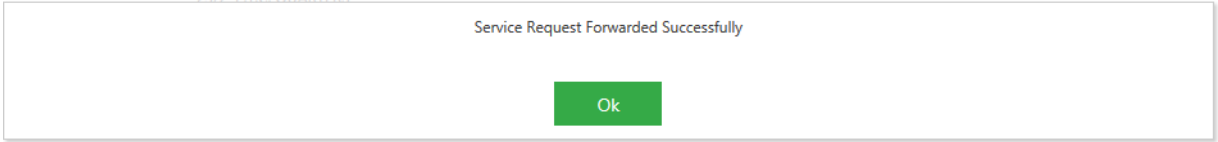
3. Open and view the details of the Service Request, Assessment details, profession Information and Demand details.


1 Service Request Details
2 Assessment Details
3 Profession Information
4 Demand
Profession Information
Assessment No
Zone
Ward
WARD 19
Profession Category
Individual
Profession SubCategory
Professional
Property No
License No
Name
Mr. Kesavan
Address
23/2
A.K NAGAR (KAVERI STREET)
CHROMPET
600044
EmailID
kesavan33@gmail.com
Mobile No
9842526173
Business Name
Business Name (Tamil)
Back
Continue

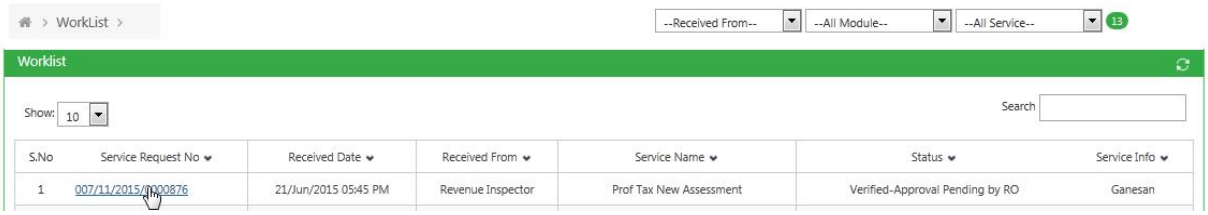

1 Service Request Details
2 Assessment Details
3 Profession Information
4 Demand
View Service Request
Applicant Information
Applicant Name
: Mr. Kesavan
23/2, P.T.C. QUARTERS,
P.T.C.QUARTERS,
NEMILICHERY,
CHENNAI-600044,
Pincode : 600044.
Email ID
: kesavan33@gmail.com
Mobile No
: 9842526173
Service Information
Service Request No
: 007/01/2015/0003405
Service Request Date
: 12-Oct-2015 9:05 AM
Service Type
: Application
Service Category
: Profession Tax
Service Name
: Prof Tax New Assessment
Area
: CHROMPET
Locality
: A.K.NAGAR
Ward
: WARD 19
Street
: A.K NAGAR (KAVERI STREET)
Zone
: N/A
SI-Ward
: N/A
Checklist Information
Order No
CheckList Group Description
CheckList Description
View Documents
1
Half Year Tax details
Half Year Tax details
View
2
Half Year Income details
Half Year Income details
View
Continue


1 Service Request Details
2 Assessment Details
3 Profession Information
4 Demand
New Assessment of Profession Tax
Profession Category *
Individual
Profession Sub Category *
Professional
Business Name
Business Name(Tamil)
Tax With Effective From Date *
01/Oct/2013
Half Yearly Income
50000
No Of Employees
Half Yearly Tax *
590
Back
Continue

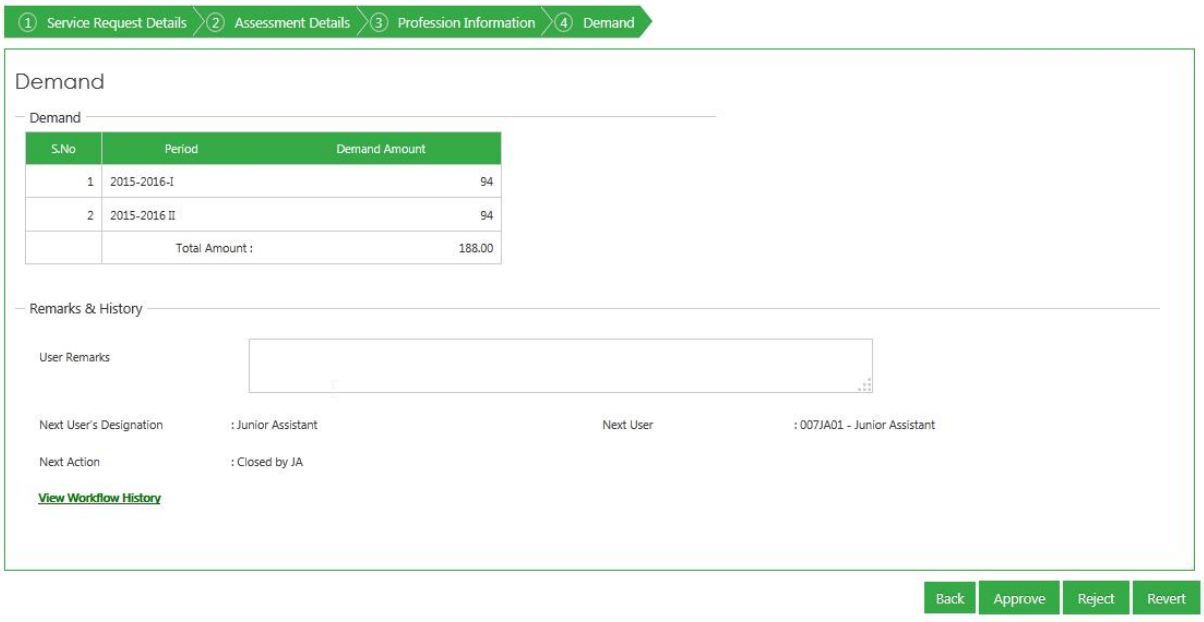

1 Service Request Details
2 Assessment Details
3 Profession Information
4 Demand
Demand
Demand
S.No
Period
Demand Amount
1 2013-2014-II 590
2 2014-2015-I 590
3 2014-2015-II 590
4 2015-2016-I 590
5 2015-2016-II 590
Total Amount : 2,950.00
Remarks & History
User Remarks
Next User's Designation : REVENUE OFFICER
Next User : 1000032 - Revenue Officer
Next Action : Verification by RO
Reject Reasons
--Select--
View Workflow History
Back
Submit
Revert


Service Request Forwarded Successfully
Ok

4. Enter his/her remarks and Click Submit the request.
5. System will route/direct the request to the Revenue Officer/Assistant Revenue Officer's dashboard.
6. If Revenue Inspector want to revert the request. Click Revert Button and re-assign the request to the Revenue Assistant and send the same to his/her dashboard

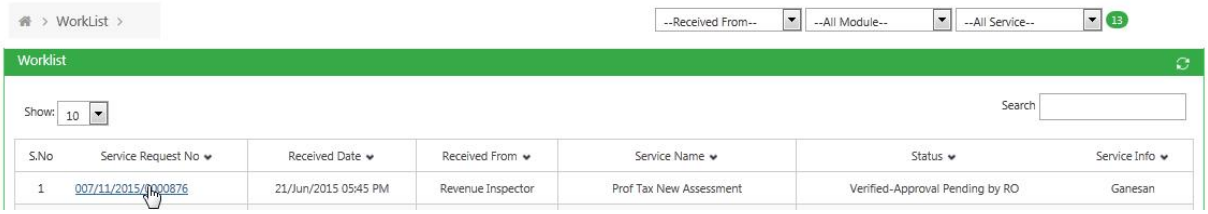


1. Login as a RO Operator
2. Click and open the respective new assessment requests in the dashboard
3. Open and view the details of the Service Request.

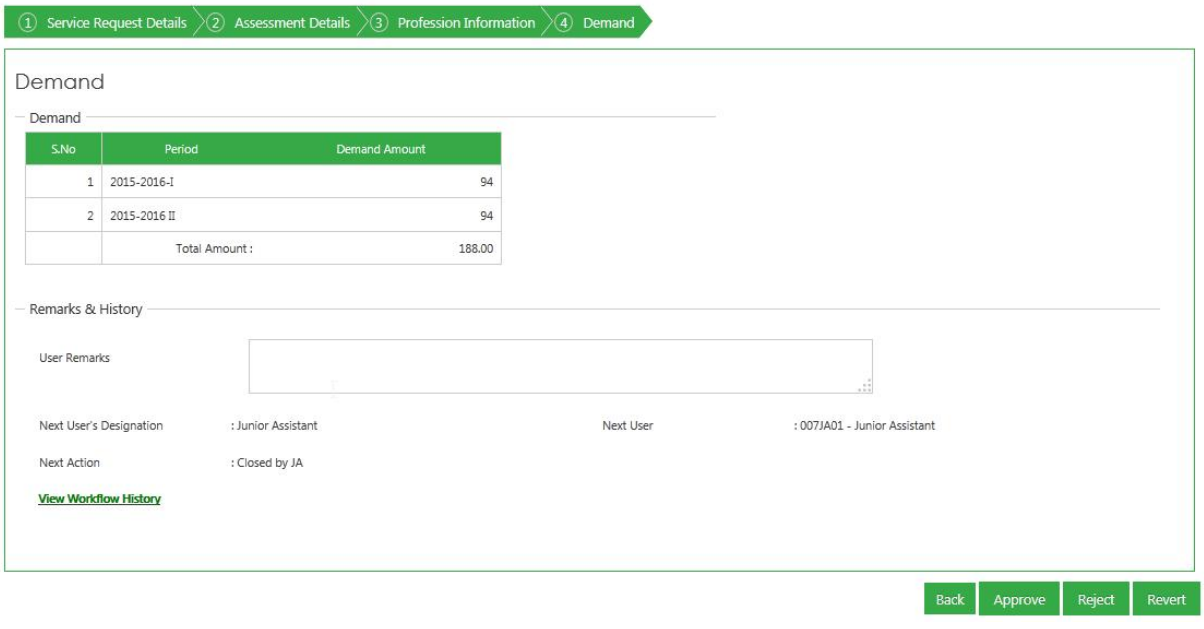


4. Click the respective new assessment requests in the dashboard

5. Open and view the details of the Service Request, Assessment details, profession Information and Demand details.
6. Enter his/her remarks, Click Submit the request.
7. System will route/direct the request to the Commissioner/ Asst. Commissioner's dashboard.
8. If Revenue Officer want to revert the request. Click Revert Button and re-assign the request to the Revenue Inspector and send the same to his/her dashboard



1. Login as a Commissioner/ Asst. Commissioner's Operator
2. Click the respective new assessment requests in the dashboard
3. Open and view the details of the Service Request.



4. Click the respective new assessment requests in the dashboard

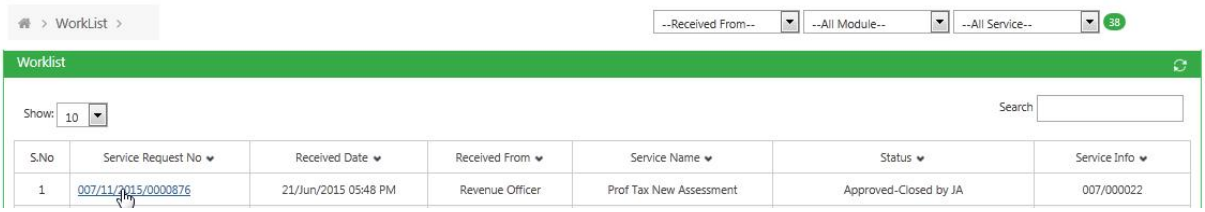
5. Open and view the details of the Service Request, Assessment details, profession Information and Demand details.

6. Enter his/her remarks, Click APPROVE/ REJECT the request. System Will generate an assessment number (Format: ULB code/ seven digit number), if the request is approved.

7. If Commissioner/ Asst. Commissioner's want to revert the request. Click Revert Button and re-assign the request to the Revenue Officer/Assistant Revenue Officer and send the same to his/her dashboard

8. System will send an E-Mail and SMS to the citizen stating that the status of the request and assessment number.

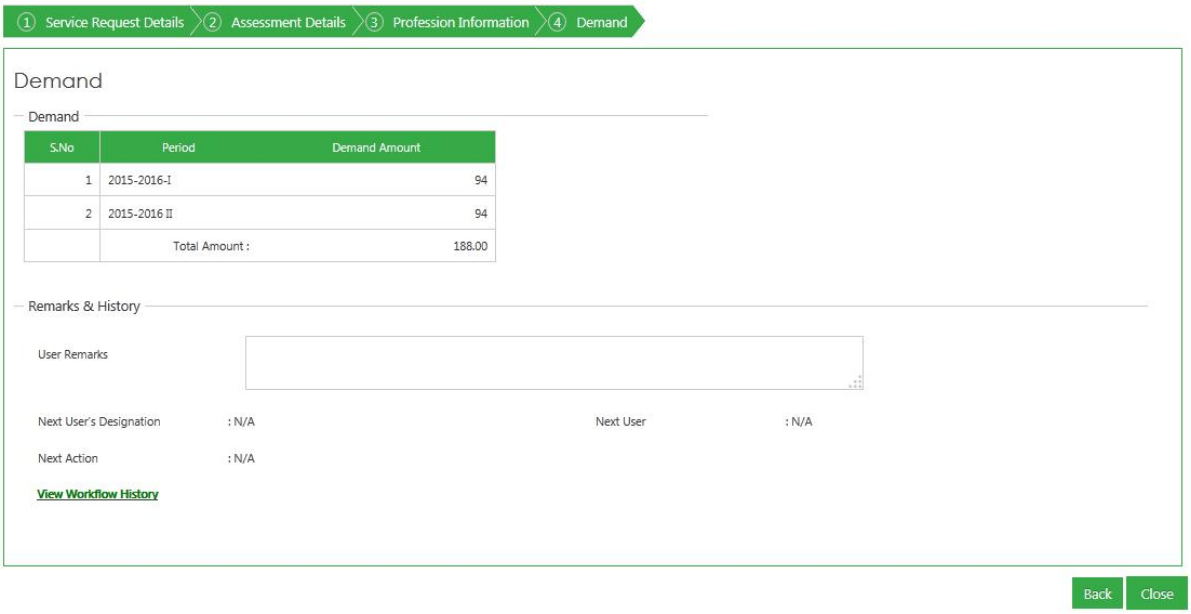
9. System will route/direct the request to the Revenue Assistant dashboard



1. Login as a RA Operator

2. Click the respective new assessment requests in the dashboard

3. Open and view the details of the Service Request, Assessment details, profession Information and Demand details.

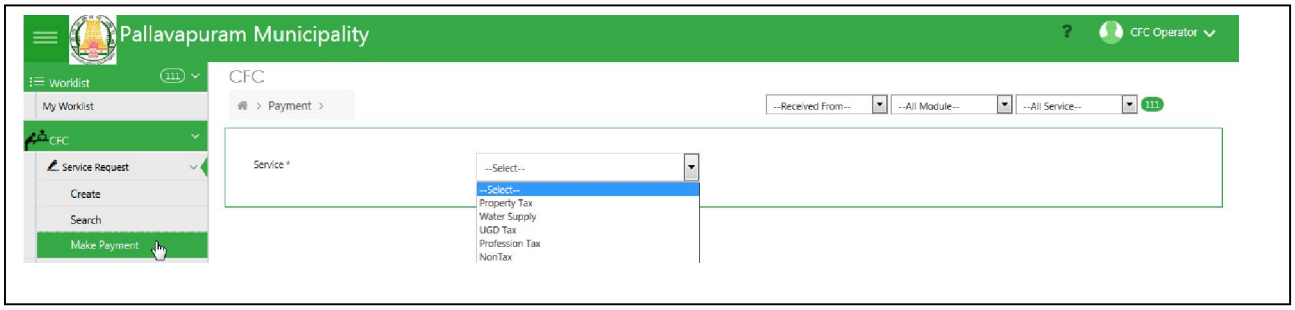


4. Enter his/her remarks, Click Close the request.

1.5.2 Payment

1.5.2.1 Make Payment

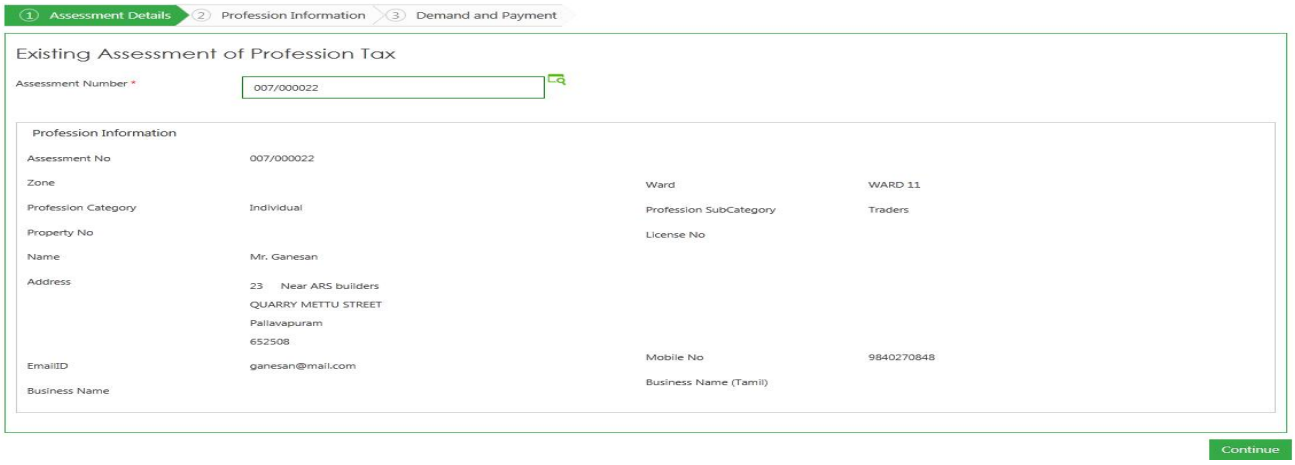
1. Login as a CFC Operator
2. Select Work List➔ CFC→Service Request➔Make Payment
3. Select the Service.



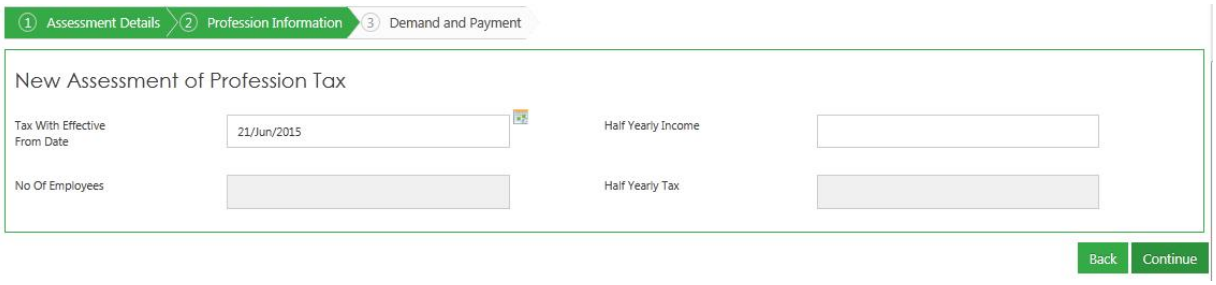
4. Enter the Existing Assessment Number or click browse button and select in the Assessment details tab and Select



5. Click Continue button or Click Profession Information tab and verify the Data



6. Click Continue button or Click Demand and Payment Tab

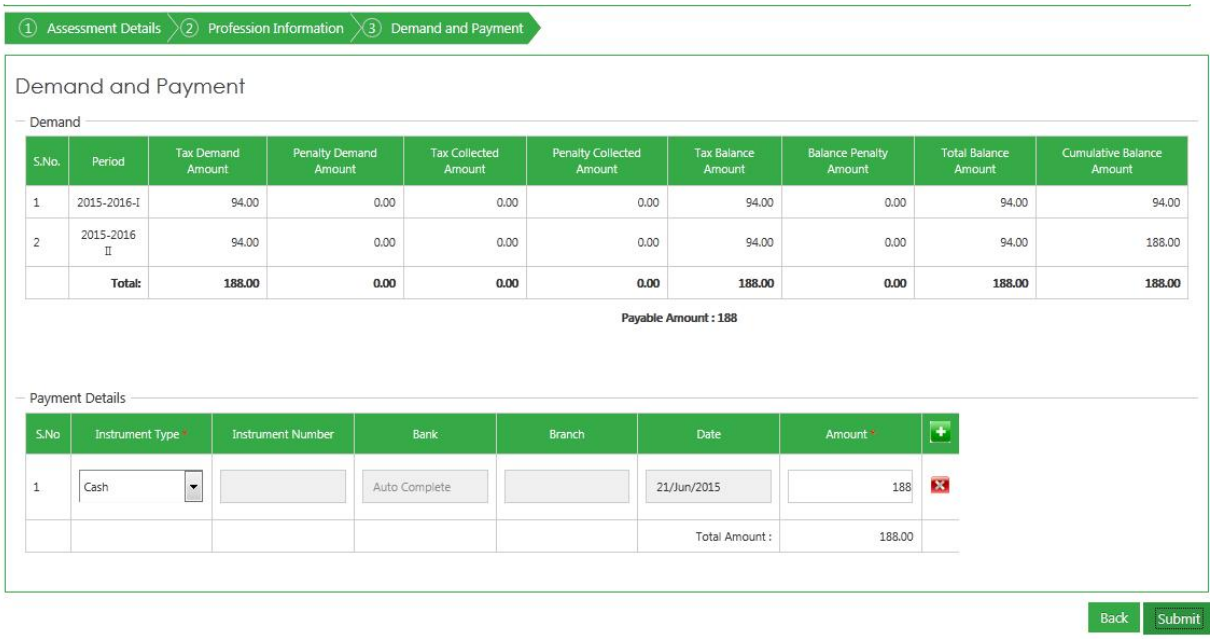


7. Individual Assessment of Profession Tax Payer Select “Tax With Effective from Date” and “Half Yearly Income”.

8. Tax automatically calculate and loaded in the Half Yearly Tax box.

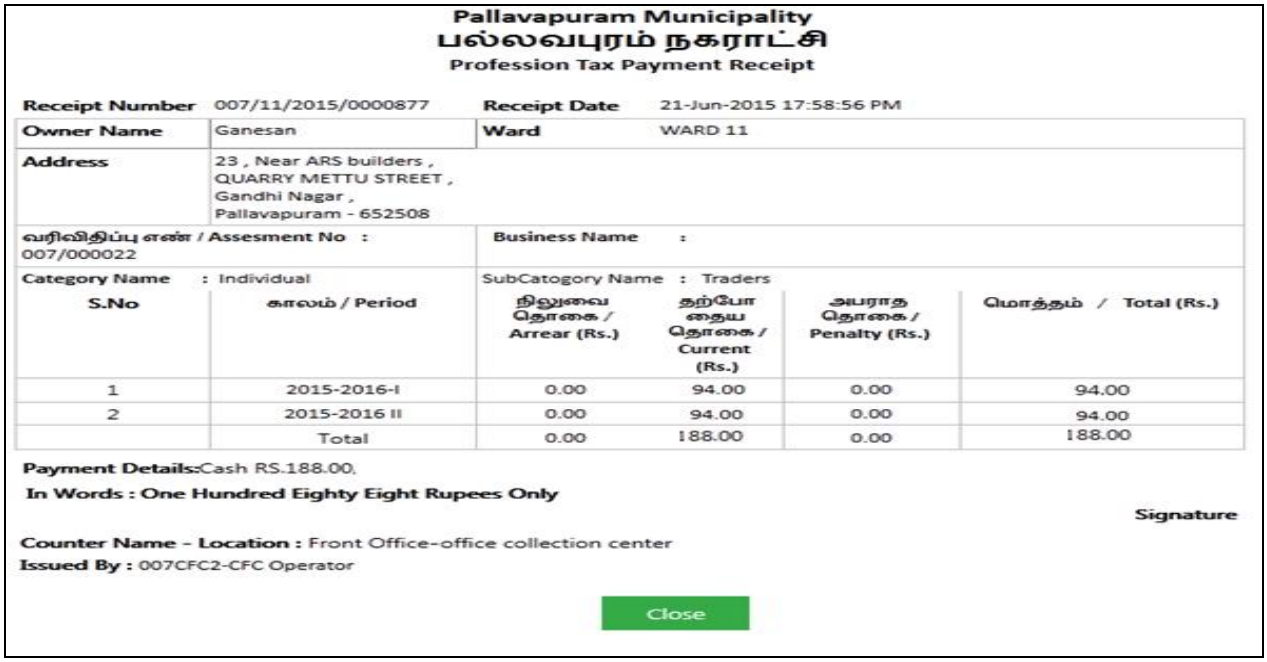
9. Verify the Data and Click Continue or Press Demand and Payment

10. If Organization Assessment of Profession Tax Payer Select “Tax with Effective From Date”, “No Of Employees” and Half Yearly Tax, Click Continue or Press Demand and Payment.



11. Verify Demand Period and Tax Payable Amount
12. Select Payment Details Instrument Type.
13. Select cash and enter tax Payable amount in amount and Click Submit.
14. If Cheque or DD enter the Bank, Branch, Date and payable amount and Click Submit
15. System will generate Profession Tax payment Receipt number and display the receipt.

1.5.2.2 Profession Tax Payment Receipt



Pallavapuram Municipality
பல்லவபுரம் நகராட்சி
Profession Tax Payment Receipt

Receipt Number	007/11/2015/0000877	**Receipt Date**	21-Jun-2015 17:58:56 PM
Owner Name	Ganesan	**Ward**	WARD 11
Address	23 , Near ARS builders , QUARRY METTU STREET , Gandhi Nagar , Pallavapuram - 652508		
வரிவிதிப்பு எண் / Assesment No : 007/000022		**Business Name :**	
Category Name : Individual		SubCatogory Name : Traders	

S.No	காலம் / Period	நிலுவை தொகை / Arrear (Rs.)	தற்போதைய தொகை / Current (Rs.)	அபராத தொகை / Penalty (Rs.)	மொத்தம் / Total (Rs.)
1	2015-2016-I	0.00	94.00	0.00	94.00
2	2015-2016 II	0.00	94.00	0.00	94.00
	Total	0.00	188.00	0.00	188.00

Payment Details: Cash RS.188.00,
In Words : One Hundred Eighty Eight Rupees Only

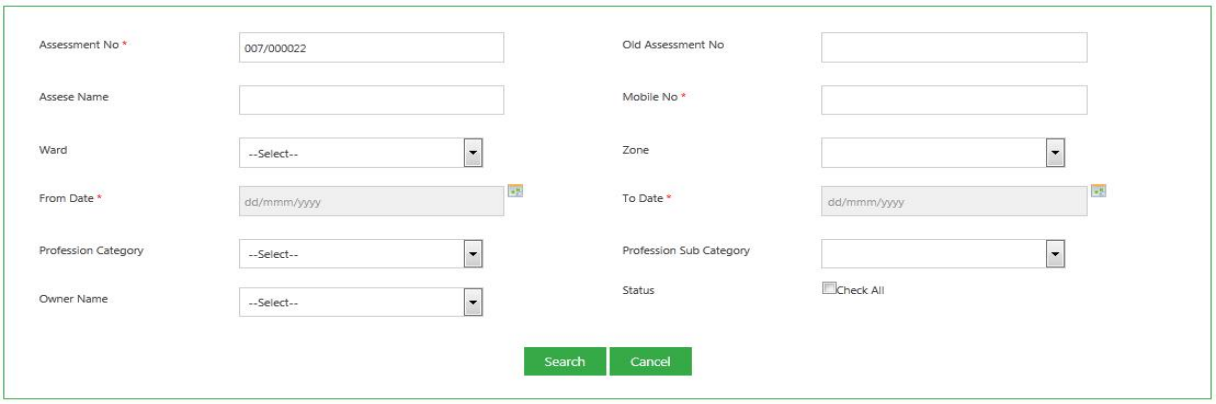
Signature

Counter Name - Location : Front Office-office collection center
Issued By : 007CFC2-CFC Operator

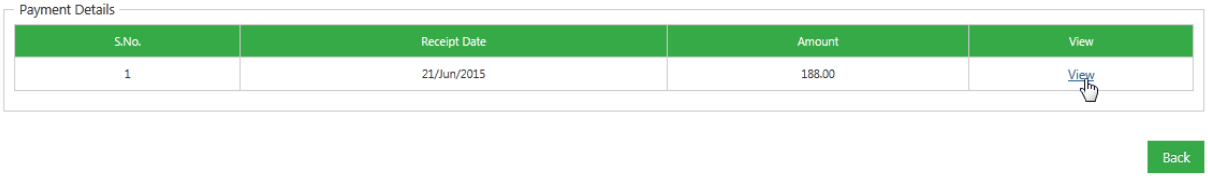
Close

1.5.2.3 View and Re-Print Receipts

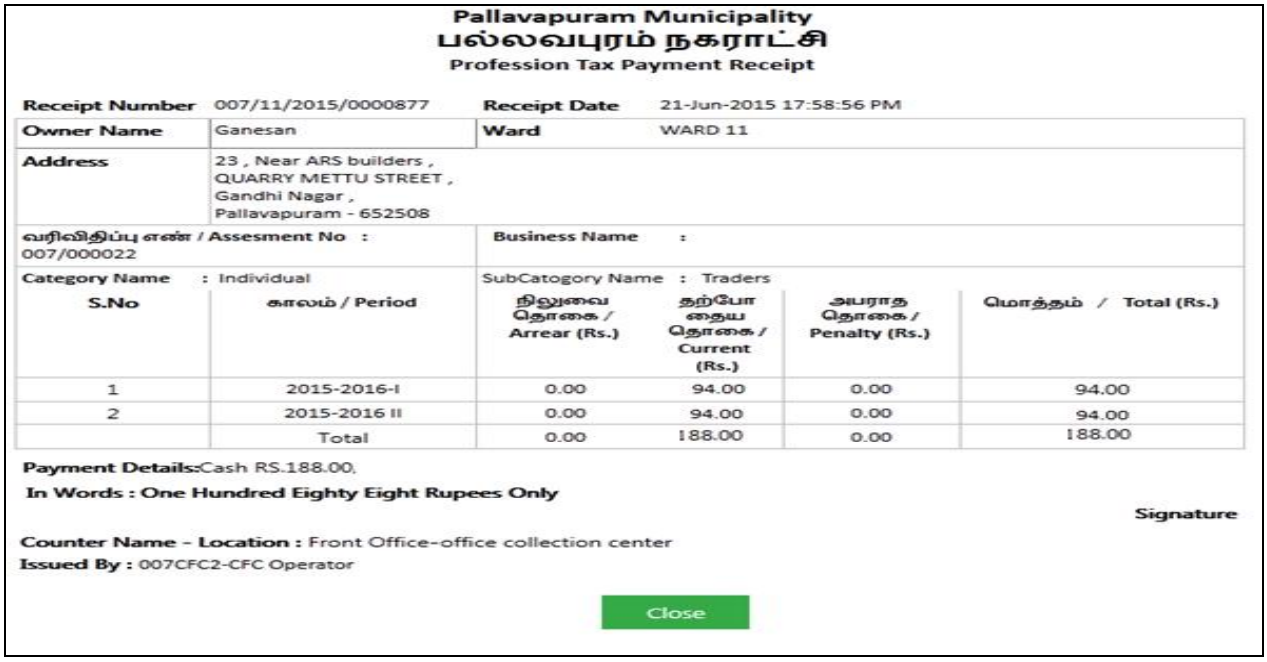
1. Login as a RA operator
2. Select Work List➔ Professional Tax→Existing Assessment➔Search
3. Enter the Assessment number and search
4. In the Search Results select “View Payment Receipt” and Payment Details click “View”







5. System will show the Profession Tax payment Receipt



Pallavapuram Municipality
பல்லவபுரம் நகராட்சி
Profession Tax Payment Receipt

Receipt Number	007/11/2015/0000877	**Receipt Date**	21-Jun-2015 17:58:56 PM
Owner Name	Ganesan	**Ward**	WARD 11
Address	23 , Near ARS builders , QUARRY METTU STREET , Gandhi Nagar , Pallavapuram - 652508		
வரிவிதிப்பு எண் / Assesment No : 007/000022		**Business Name :**	
Category Name : Individual		SubCatogory Name : Traders	

S.No	காலம் / Period	நிலுவை தொகை / Arrear (Rs.)	தற்போதைய தொகை / Current (Rs.)	அபராத தொகை / Penalty (Rs.)	மொத்தம் / Total (Rs.)
1	2015-2016-I	0.00	94.00	0.00	94.00
2	2015-2016 II	0.00	94.00	0.00	94.00
	Total	0.00	188.00	0.00	188.00

Payment Details: Cash RS.188.00,

In Words : One Hundred Eighty Eight Rupees Only

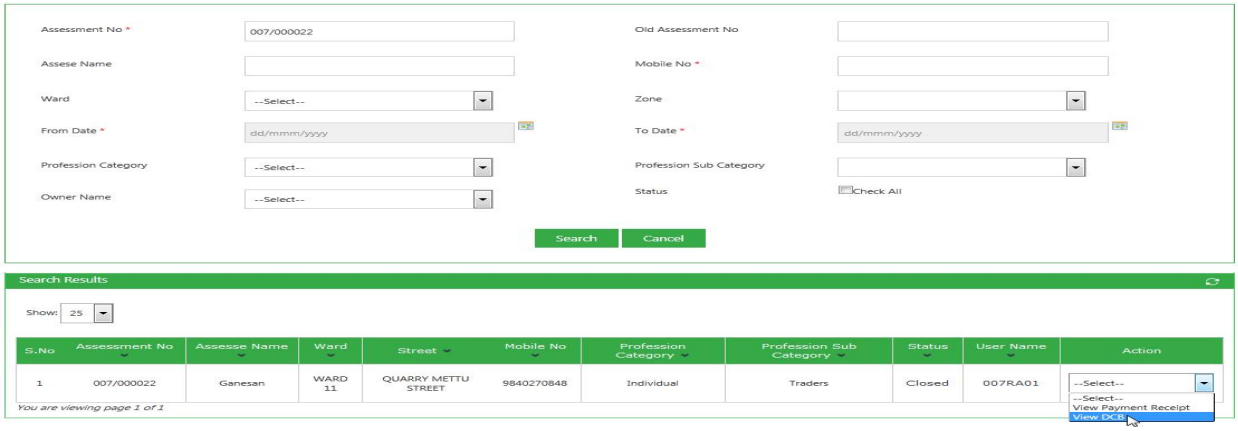
Signature

Counter Name - Location : Front Office-office collection center
Issued By : 007CFC2-CFC Operator

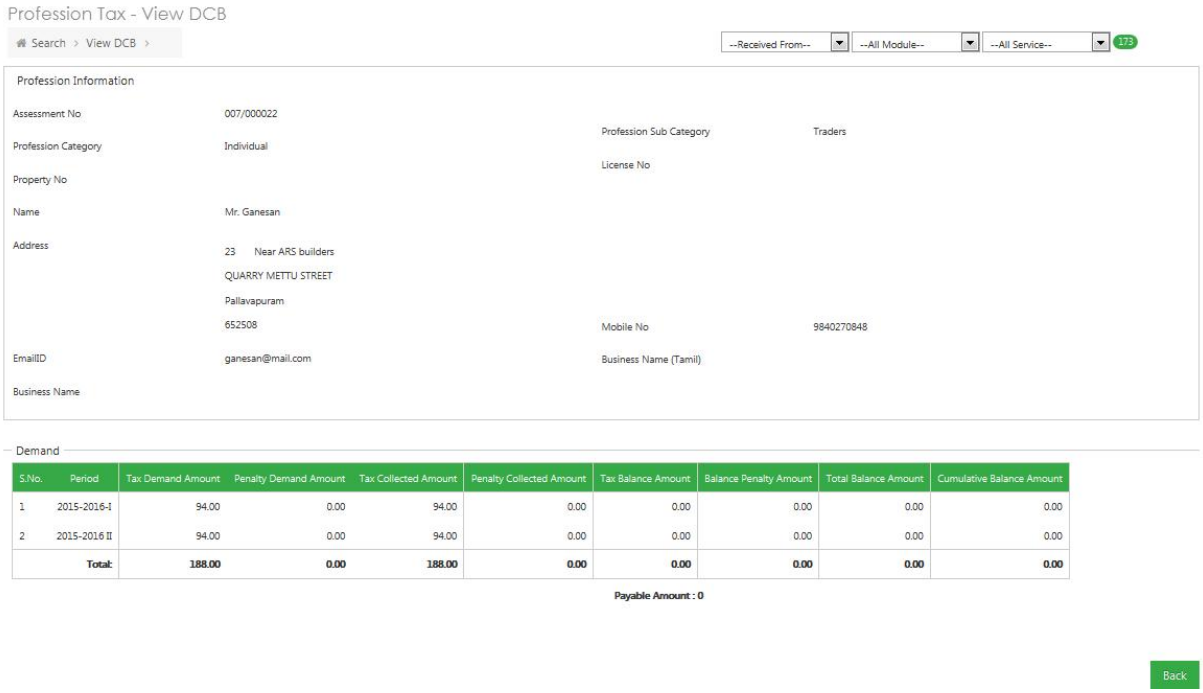
Close

1.5.2.4 Demond Collection Balance

1. Select Work List➔ Professional Tax→Existing Assessment➔Search
2. Enter the Assessment number and search
3. In the Search Results select “View DCB” and Payment Details click “View”



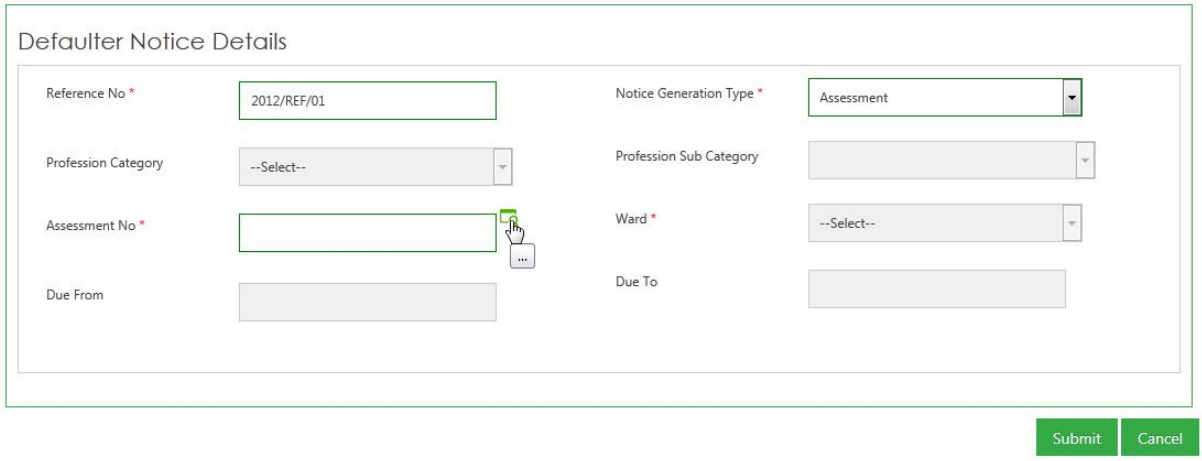
4. View Demand Collection Balance amount

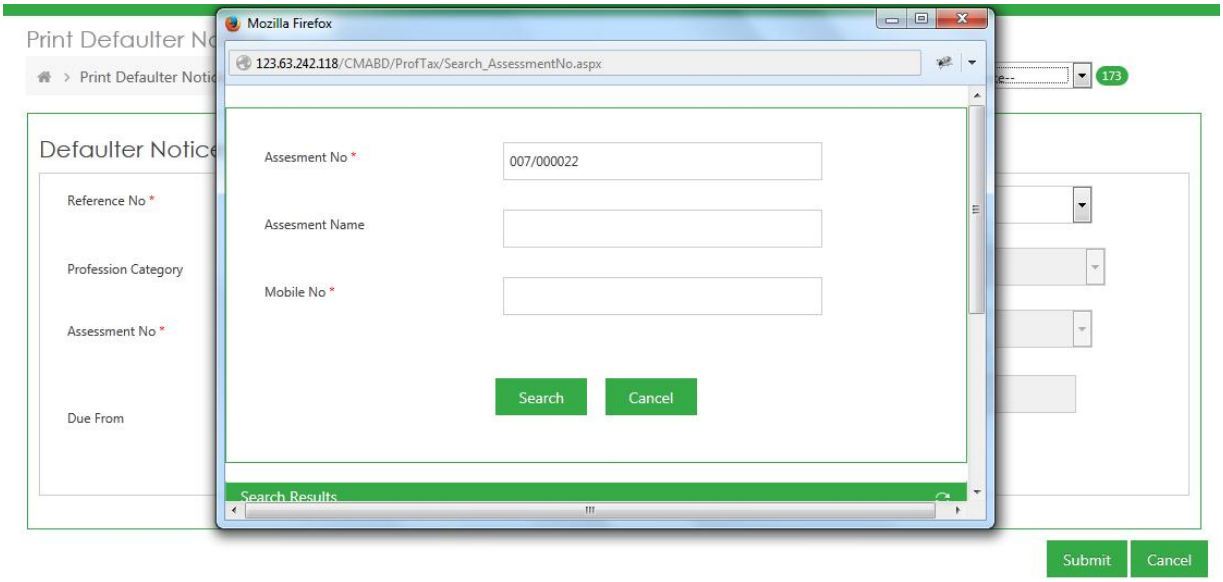


1.5.3 Defaulter Notice

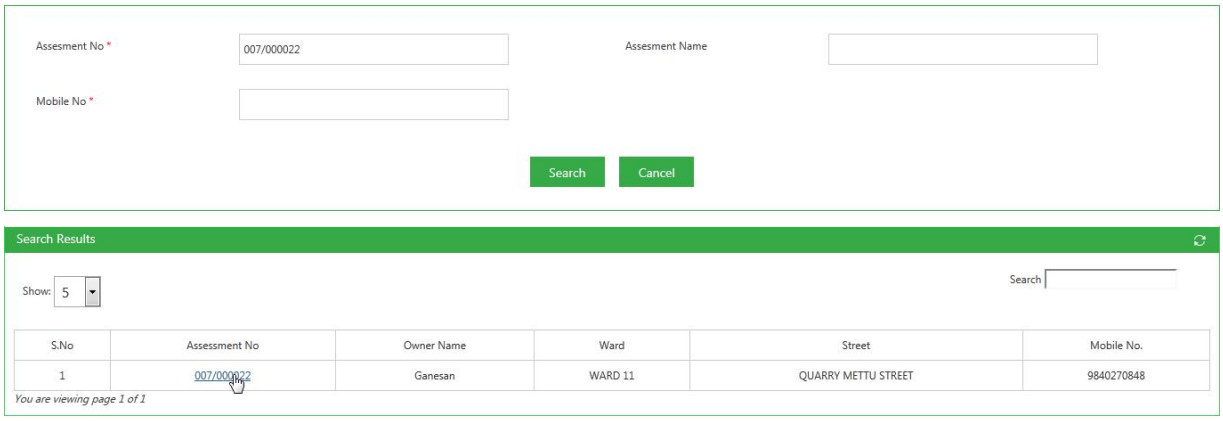
1.5.3.1 Defaulter Notice Create

1. Login as a RA Operator
2. Select Work List➔ Professional Tax→Defaulter Notice➔Create
3. Enter the Unique Reference number and Select "Notice Generation Type" as Assessment
4. Click Browse and enter the Assessment number and Search

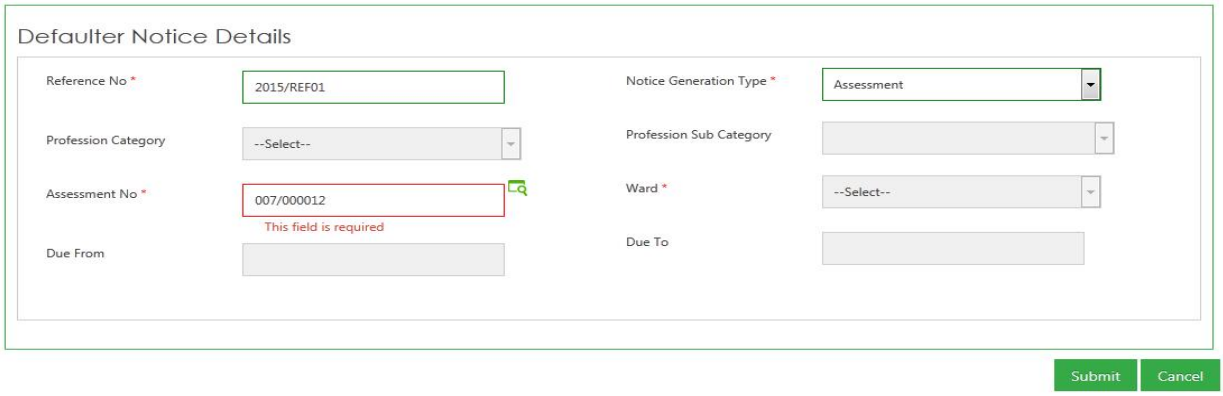




5. In Search Results page Assessment details will display.

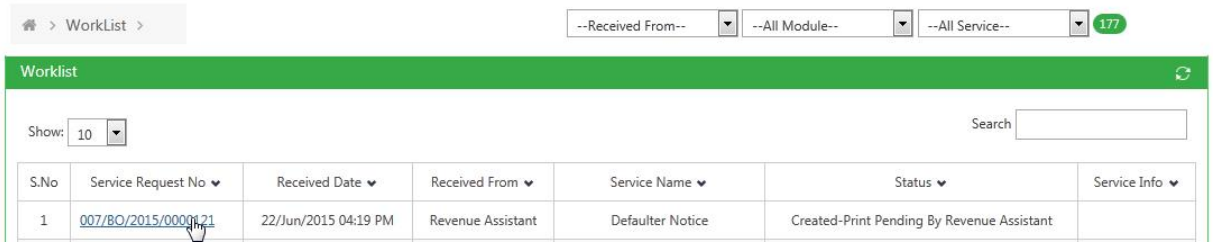


6. Select the Assessment number and Submit, Data Saved message will display.

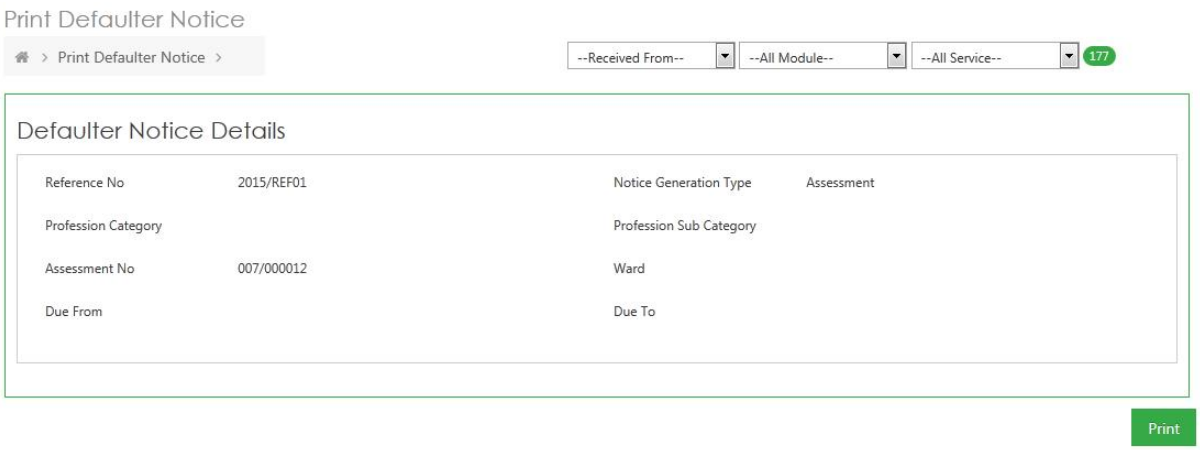


7. Verify Defalter Notice is Pending in Print

8. Select the Service Request number



9. Verify the DATA and Click Print button



10. System will show the Defaulter Notice Receipt



ஒப்புதல் ரசீது

நோட்டீஸ் எண் : 007/0000184
வார்டு எண் : WARD 08
வரி விதிப்பு எண் : 007/000012

பெயர் : J POONKODI
முகவரி : 15, ,
PALLAVAN COLONY ,
Pallavaram ,
Pallavaram - 600035

தொழில்வரி கட்டணத்திற்கான நிலுவை மற்றும் கேட்பு அறிவிப்பு பெற்று கொள்ளப்பட்டதற்கான ஒப்புதல்

பல்லவபுரம் நகராட்சி
அறிவிப்பு

பல்லவபுரம் நகராட்சிக்குட்பட்ட வார்டு எண் : WARD 08
வரி விதிப்பு எண் : 007/000012
க.எண்/தெருவின் பெயர் : 15, / PALLAVAN COLONY
திரு./திருமதி : J POONKODI
என்பவரால் இந்நகராட்சி தொழில்வரி கட்டணமாக : 288.00
இதுவரை செலுத்தாமல் நிலுவையில் உள்ளது.

எனவே இந்த அறிவிப்பு கிடைக்கபெற்ற பதினான்கு நாட்களுக்குள் தொழில்வரி கட்டணம் செலுத்துமாறு அறிவிக்கப்படுகிறது.

நாள் : 22-Jun-2015 04:18:24 PM
இடம் : பல்லவபுரம் நகராட்சி

ஆணையாளர்
பல்லவபுரம் நகராட்சி

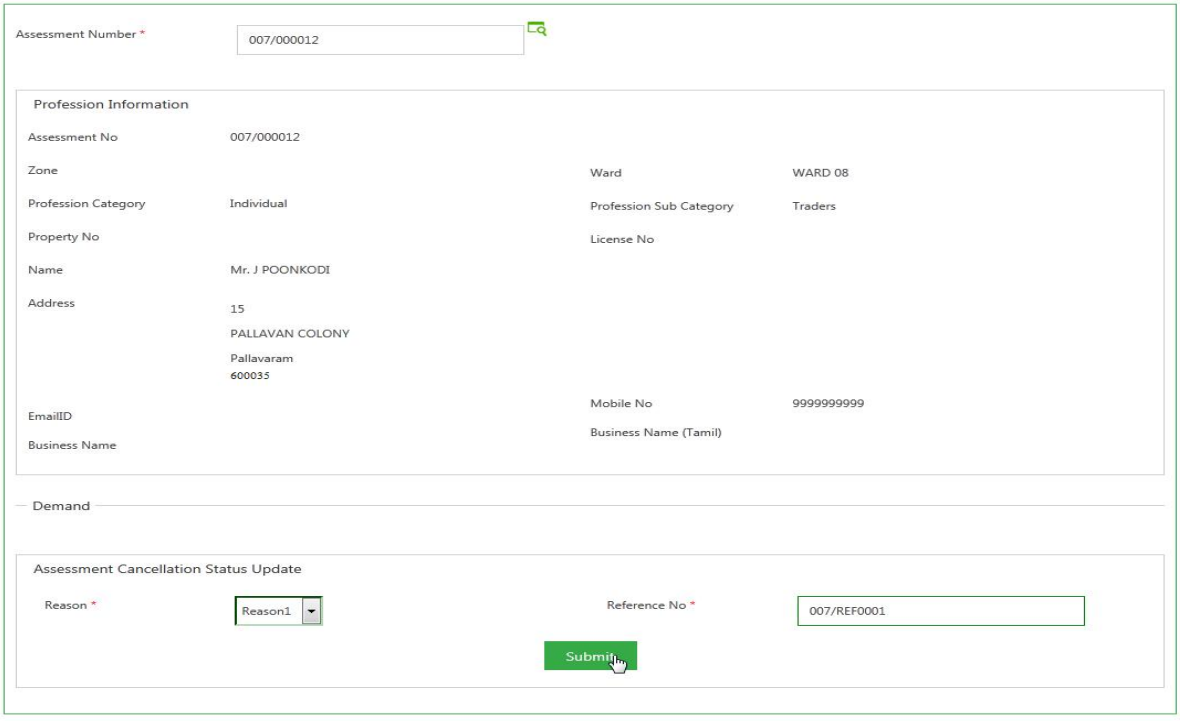
இந்த அறிவிப்பில் உள்ள வரித்தொகை ஏற்கனவே செலுத்தி இருந்தாலோ அல்லது வழக்கு நிலுவைலிருதாலோ இந்த அறிவிப்பை பொருட்படுத்த வேண்டாம்.

Close

1.5.4 Assessment Cancellation

1. Login as a RA Operator
2. Select Work List➔ Professional Tax→Assessment Cancellation➔Create
3. Brose and select or Enter the Assessment number which is want to cancel
4. Verify Professional information
5. Select the Reason and enter unique Reference number.

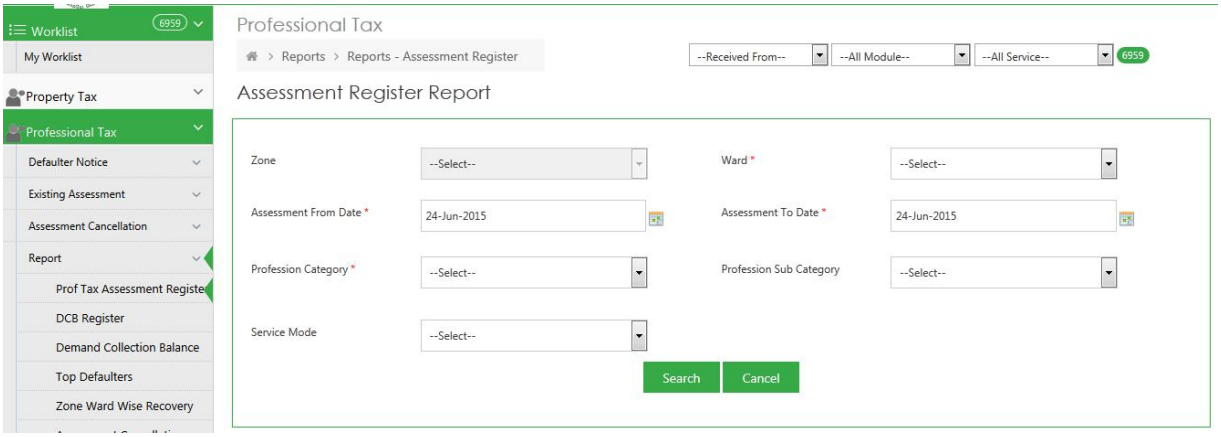
1.5.4.1 Create Assessment Cancellation



6. Select submit button and system will display Assessment cancellation data Submitted successfully.

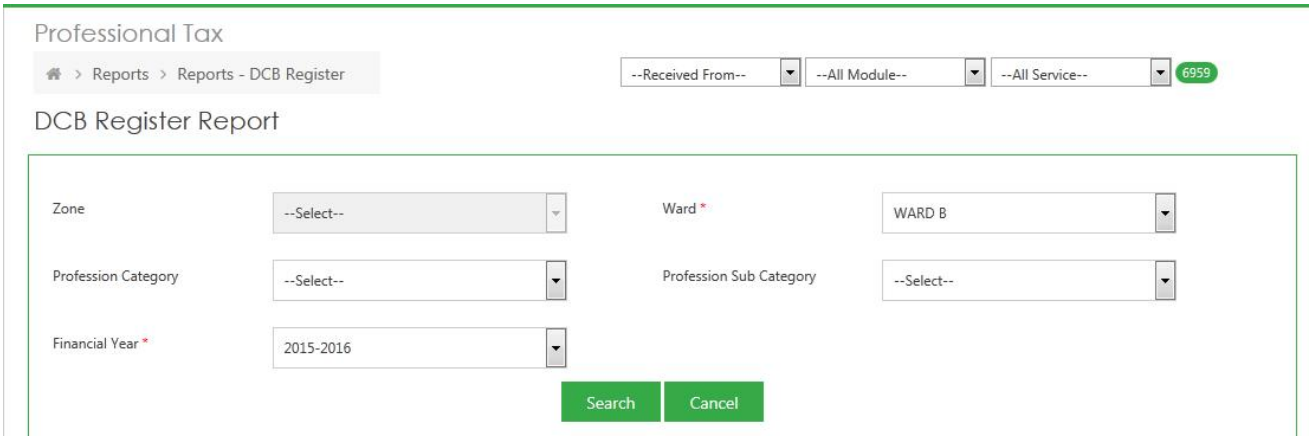
1.5.5 Assessment Register Report

1. Login as a CFC Operator
2. Select Work List➔ Professional Tax→Report→ Prof Tax Assessment Register
3. Enter the “Assessment From Date” and “Assessment To Date”



1.5.6 DCB Register Report Search

1. Login as a CFC Operator
2. Select Work List➔ Professional Tax→Report→ DCB Register
3. Select the Financial Year, Profession Category and Profession Sub Category.



4. System will generate the DCR Register Report.

1.5.7 DCR Register Report

DCB Register

Printed Date :24-Jun-2015 10:01:37 AM

Input Parameter : Ward : WARD B; Financial Year : 2015-2016;

S.No.	Assessment No.	Assesee Name	Mobile No.	Period	Demand			Collection			Balance		
					Tax	Penalty	Total	Tax	Penalty	Total	Tax	Penalty	Total
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Ward Name : WARD B													
Street Name : Third street													
1	102/0000114	Rahul raja	9087017070										
				2009-2010-II	545.00	0.00	545.00	0.00	0.00	0.00	545.00	0.00	545.00
				2012-2013-II	555.00	0.00	555.00	0.00	0.00	0.00	555.00	0.00	555.00
				Assesment Total:	1100.00	0.00	1100.00	0.00	0.00	0.00	1100.00	0.00	1100.00
2	102/0000117	Selvam	9629700557										
				2013-2014-I	100.00	0.00	100.00	235.00	0.00	235.00	100.00	0.00	100.00
				2013-2014-II	200.00	0.00	200.00	235.00	0.00	235.00	200.00	0.00	200.00
				2014-2015-I	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
				2014-2015-II	400.00	0.00	400.00	235.00	0.00	235.00	400.00	0.00	400.00
				2015-2016 II	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
				2015-2016-I	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00	500.00
				Assesment Total:	2200.00	0.00	2200.00	705.00	0.00	705.00	2200.00	0.00	2200.00
3	102/0000139	Bhavi	9940128042										

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1.6 Abbreviations

1.6.1 General Abbreviations

AC	Assessment Cancellation
APR	Advance Payment Report
AR	Assessment Register
ARO	Assistant Revenue Officer
AS	Assessment Summary
BCT	Bahwan CyberTeks
BPM	Business Process Management
BPMN	Business Process Modelling Notation
CFC	Citizen Facilitation center
CMA	Commissionerate of Municipal Administration
CSS	Cascading Style Sheet
DCB	Demand Collection Balance
DCBR	Demand Collection Balance Register
DN	Defaulter Notice
DG	Demand Generation
ID	Identifier
MIS	Management Information System
NA	New Assessment
NAA	New Assessment Approval
NAR	New Assessment Request
NDDR	No Dues/ Duplicate Receipt
PFT	Profession Tax
PPT	Payment of Profession tax
RA	Revenue Assistant
RDMA	Regional Director of Municipal Administration
RI	Revenue Inspector
RO	Revenue Officer
SLA	Service Level Agreement
SMS	Short Message Service
S. No	Serial Number
SRS	System Requirement Specification
SSDG	State Service Delivery Gateway
TDR	Top Defaulters Report
UI	User Interface
ULB	Urban Local bodies
WF	Work Flow
WFH	Work Flow History
WZRR	Ward – Wise/ Zone – Wise Recovery Report