# UTIS NON TAX

## I) NON TAX ANNUAL LEASE CREATION PROCEDURE (Property Number Already Available for that Asset)

| STEP | LEVEL -ULB ADMINISTRATOR |
|---|---|
| 1 | Check Whether Master Property Already<br>Assigned Or Not And Kindly Note The Property Code |
| 2 | Search The Property Code in The Property Master Search<br>And Update Vacancy Status |
| 3 | Create Property Master Fees For That Property Code Set<br>Security Deposit, Advance Rent Period , As Zero And<br>Minimum Rent Amount For Actual Tender Value ,<br>Renewal Percentage 5 %<br><br>Already Annual Lease Period Is One Year but now 3 Years<br>But in The System Fix One Year Only Next Year It Will<br>Increased By 5% |
| | **LEVEL -JUNIOR ASSISTANT – NON TAX** |
| 4 | Tender Proposal – Enter Tender Proposal Description<br>And Tender Proposal Date<br><br>Asset Details – Just Enter Property Code and Use Search Option and Submit. |
| 5 | Allotment Letter Issuance –<br>Tender Proposal Details Entered Then Enter Allotee<br>Details With Full Address and Rent Amount Finally<br>Submit. |
| 6 | When The Commissioner Approve at the time it gives<br>Letter Issuance No Then That Will Entered Through CFC<br>Counter. |
| 7 | CFC Counter – Non Tax Property Allotment Entry Over<br>Then Workflow Completed at The Time Annual Demand<br>Raised For That Lease. |

**II) Non Tax New Asst. Creation Procedure (Property Number Already Not Available for that Asset)**

| STEP | LEVEL – JUNIOR ASSISTANT – ASSET |
|---|---|
| 1 | Create asset and Authorise as per Workflow |
| | **LEVEL - ULB ADMINISTRATOR** |
| 2 | Check Whether Under This Property Grouping Is Wanted Or Not If It Is, Then Create Property Group |
| 3 | Create Property Master (Assign New Property No) |
| 4 | Create Property Master Fees For That Property Code Set Security Deposit , Advance Rent Period , as Zero (If You want To Collect Any Amount For Security And Advance, Then You Will Enter The Amount Otherwise Put It As Zero , Amount Collected In Cfc After Allotment Letter Issuance ) And Minimum Rent Amount For Actual Tender Value , Renewal Percentage 5 % (Annual) Or 15%(Three Years)<br>Already Annual Lease Period Is One Year |
| | **Level -Junior Assistant – Non Tax** |
| 5 | Tender Proposal – Enter Tender Proposal Description and Tender Proposal Date<br><br>Asset Details – Just Enter Property Code and Use Search Option And Submit |
| 6 | Allotment Letter Issuance –<br>Tender Proposal Details Entered Then Enter Allotee Details With Full Address And Rent Amount Finally Submit |
| 7 | When The Commissioner Approved At The Time It Gives Letter Issuance No Then That Will Entered Thru Cfc Counter |
| | **CFC Counter** |
| 8 | Cfc Counter – Non Tax Property Allotment Entry Over Then Workflow Completed. For Annual Lease Annual Demand Raised Automatically At The End Of Workflow But For Three Years You Will Generate Demand Monthly after Allotment Of Asst. No |

## I) Non Tax Renewal Procedure

| STEP | LEVEL -ULB ADMINISTRATOR |
|---|---|
| 1 | Create Property Master Fees For That Property Code set From Date and To Date (I.E) Three Years And Security Deposit, Advance Rent Period Value And Minimum Rent Amount For Actual Tender Value , Renewal Percentage 15 % . |
| | **LEVEL -JUNIOR ASSISTANT – NON TAX** |
| 2 | Renewal Letter Issuance – Create Option, Choose the From To Date Property And Tick The Lease And Type The Rent Amount In Check Box Already Assigned Minimum Rent Value Finally Submit ( This Renewal Tick One Or More Items But Renewal Letter Contains More Letters). |
| 3 | Renewal Letter Issuance – Search Option Choose , Choose The Property and Right Click and Print Renewal Letter Acceptance through That Number Cfc Counter Entry Over Then Flow Completed at The Time Monthly Demand to be Generated. |