



# OFFICE OF MUNICIPAL CORPORATION KARNAL

Memo no:- 285/PA/MCK

Dated : 9/10/2026

## OFFICE ORDER

Annexure-A

For smooth functioning of Property Tax Branch, the Flow Chart of disposal of Online Objection as per user management on NDC Portal as follows: -

| Service                                                                                                                                                                                                                                                                                                                                                   | Level-1                                                                                                                                          | Level-2                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>5.1 Service 1.1:</b><br>Change of Name of owner in property Data or correction or name in property data- In non-Death Case.<br>Timeline :-(A) 15 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                                                                                    | Maker-1-Sh. Ritesh Nalwa, Clerk (1-10)<br>Maker-2-Sh. Shilender (11-20)                                                                          | Checker-1<br>Sh. Manoj Maan, Tax Supdt.<br>(01 to 10)<br><br>Checker-2<br>Sh. Jatinder Malik, Asstt.<br>(11 to 20) |
| <b>5.2 Service 1.2:</b><br>Change of Name of owner in property Data or correction or name in property data- In Death Case.<br>Timeline:- (A) 45 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                                                                                        |                                                                                                                                                  |                                                                                                                    |
| <b>5.3 Service2: Property details:</b><br>The correction in property details includes:-<br>(A) Size (Area) of the building.<br>(B) Image (Photo) of the building<br>(C) Address of the property.<br>(D) Correction of floor details.<br>(E) Category of property.<br>Timeline:- (A) 10 working days in normal case.<br>(B) 2 working days in Tatkal Case. | Maker-1-Sh. Ritesh Nalwa, Clerk (1-10)<br>Maker-2-Sh. Shilender (11-20)<br><br>Report of Land Branch from MC Patwari is to be taken, If required | Sh. Ankush Prashar, ZTO as checker                                                                                 |
| <b>5.4 Service 3.1</b> Authorized/Unauthorized Status of the colony.<br>All cases for updation of property status as "falling under Authorized/ Unauthorized colony" shall be approved at Headquarter by Town Planning Cell after recommendation of Maker and Checker of the concerned ULB.                                                               | Maker-1-Sh. Vivek Jain, BI (1 to 10)<br>Maker-2-Sh. Dalbir, BI (11-20)                                                                           | Checker:-<br>Sh. Ramandeep, ATP<br>(W-01 to 20)                                                                    |
| <b>5.4 Service3.2-Dues updation:</b><br>Regarding development Charges.<br>Timeline:- (A) 10 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                                                                                                                                            |                                                                                                                                                  |                                                                                                                    |
| <b>5.5 Service 4: Mobile Number:</b><br>This process defines updation required in mobile number.<br>Timeline:- (A) 10 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                                                                                                                  | Maker-1-Sh. Ritesh Nalwa, Clerk (1-10)<br>Maker-2-Sh. Shilender (11-20)                                                                          | Checker-1<br>Sh. Manoj Maan, Tax Supdt.<br>(01 to 10)<br><br>Checker-2<br>Sh. Jatinder Malik, Asstt.<br>(11 to 20) |
| <b>5.6 Service 5.1: Dues updation:</b><br>On the NDC portal, the following dues are shown:<br>i. Property Tax<br>ii. Fire Tax<br>Timeline:- (A) 10 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                                                                                     | Maker-1- Sh. Aditiya Dhiman, Clerk (1-20)<br>Add. Building Branch                                                                                | Checker:-<br>Sh. Ankush Prashar, ZTO<br>(on the recommendation of committee constituted)<br>(W- 1 to 20)           |
| <b>5.6 Service 5.2: Dues updation:</b><br>Garbage Collection Charges (only for the municipalities where the ULB Admin selects the option for including Garbage Collection Charges on NDC Portal).<br>Timeline:- (A) 10 working days in normal case.<br>(B) 2 working days in Tatkal Case.                                                                 | Maker-1- Sh. Ankit Bansal, Clerk (1 to 20)                                                                                                       | Checker-1<br>Smt. Usha, SI (01 to 20)                                                                              |

# OFFICE OF MUNICIPAL CORPORATION KARNAL

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| <p><b>5.7 Service 7: Creation of New Property ID:</b><br/>The process comprises of creation of new property ID.</p> <p><b>5.8 Service 8: Split PID:</b><br/>To split an existing PID and create a sub-Property ID.<br/>The property can be split in two ways:<br/>a) Horizontally i.e. where plot area is sub-divided.<br/>b) Vertically i.e. where the floor-wise sub-division takes place.<br/><b>Timeline:-</b>(A) 10 working days in normal case.<br/>(B) 2 working days in Tatkal Case.</p> | <p>Maker-1-Sh.Vivek Jain, BI (1 to 10)<br/>Maker-2-Sh. Dalbir, BI (11-20)</p> <p><b>Note: In Compliance of SOP BI shall visit the site and report to be uploaded well within timeline, The makers to make sure there is no violation of the sub division policy of planned scheme or any other rules/regulations.</b></p> | <p>Checker:-<br/>Sh. Ramandeep, ATP<br/>(W-01 to 20)</p> <p><b>The Checkers also to make sure there is no violation of the sub division policy of planned scheme or any other rules/regulations.</b></p> |
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Deputy Municipal Commissioner will be the all over in-charge (Admin).

1. Record of all objections will be maintained by ZTO. No files will be processed offline and all the files will be processed online through NDC portal.
2. Concerned Officers/Officials will be solely responsible for any act causing financial loss to MC Karnal. Checkers will be solely responsible for any correction in Property tax/charges to be paid/already paid by citizen. Hence, checkers are advised to approve the recommendations of maker's carefully.
3. Only area shall be redistributed among the above Officers/Officials by the Admin. Duty(s) to new Official/Officer shall be assigned under prior intimation to the undersigned.

This order shall come into force with immediate effect.

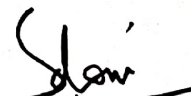
  
Commissioner  
Municipal Corporation  
Karnal

Endst No. :- 286/PA/MCK

Dated :- 9/10/2026..

A copy is forwarded to the following for information and necessary action please.

1. Mayor, Municipal Corporation, Karnal.
2. Additional Municipal Commissioner, Municipal Corporation, Karnal.
3. Joint Commissioner-I & II, Municipal Corporation, Karnal
4. Deputy Municipal Commissioner, Municipal Corporation, Karnal.
5. District Town Planner, Municipal Corporation, Karnal.
6. Zonal Taxation Officer, Municipal Corporation, Karnal.
7. All Concerned Official, Municipal Corporation, Karnal.

  
Commissioner  
Municipal Corporation  
Karnal