

Office of the Commissioner of Municipal  
Administration, Chennai - 28

CIRCULAR

Roc. No. 20555/2018/R1

Dated. 13.08.2021

**Sub:** Property Tax – City Municipal Corporations and Municipalities – Property Tax and Property Tax Name Transfer - Urban Tree Information System - Services to be delivered only through online – Instructions issued – Regarding.

**Reg:** 1. This office circular Roc. No. 15940/2015/WB, dated 09.08.2017.  
2. This office circular Roc. No. 12503/2018/R1, dated 23.03.2021.

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In the circular 1<sup>st</sup> cited above, the Commissioners of Corporation (except Greater Chennai Corporation) and Municipalities were informed to make accessible the services provided by the City Municipal Corporations and Municipalities online. The delivery of various services have been made available to the public at affordable cost under "Urban Tree Information System" through centralized web based software which is being monitored by the Directorate of Municipal Administration. The services delivered by the City Municipal Corporations and Municipalities pertaining to Property Tax, Profession Tax, Non-Tax, Water Charges, Trade License, Under Ground Drainage user charges have already been brought online and all the Commissioners of Corporations and Municipalities were informed to provide citizen's services such as Profession Tax and Trade License only through online vide this office circular referred 1<sup>st</sup> above..

In continuation of the instructions issued in circular cited 1<sup>st</sup> above, issued further instructions to all the Commissioners of Corporation<sup>s</sup> (except GCC) and Municipalities vide circular cited 2<sup>nd</sup> above to ensure delivery of services namely profession tax registration, payment, filing of returns and downloading signed certificates etc., online.

The Government of India has initiated the Business Reform Action Plan, 2019 to minimize the compliance burden on citizen services, wherein, it has been entrusted to ensure the compliance of online delivery of services namely, filing of self-assessment of Property Tax returns, levy and collection of Property Tax, application for name transfer of Property Tax and issue of name transfer orders, etc.

Hence, all the Commissioners of Corporations (except Greater Chennai Corporation) and Municipalities are hereby instructed to ensure delivery of online services in case of filing of self-assessment of Property Tax returns, levy and collection of Property Tax, application for name transfer of Property Tax and issue of name transfer orders via Urban Tree Information System website (<https://tnurbanepay.tn.gov.in>). The Commissioners of all Corporations and Municipalities are requested to implement the online delivery of above services through UTIS without any lapse in view of complying the requirement for Reduction on Regulatory Burden to facilitate Ease of Doing Business.

Sd/-P.Ponniah  
Director of Municipal Administration.

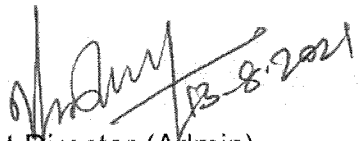
**To:**

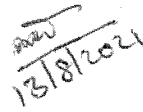
1. All the Corporation Commissioners.
2. All the Municipal Commissioners
3. All the Regional Directors of Municipal Administration

**Copy to:**

The Additional Chief Secretary to Government,  
Municipal Administration and Water Supply Department,  
Chennai – 9.

//Forwarded by order//

  
Joint Director (Admin)

  
13/8/2021