

Instructions to fill Online Mutation **Form for Citizens**

इस मॉड्यूल के माध्यम से प्रॉपर्टी के टाइटल का नामान्तरण किया जाता है। इसको निम्न वजहों के होने से प्रयोग में लाया जाता है।

1. Due to Death of Recorded Owner
2. Registered Will Deed
3. Family Settlement
4. By Order of Court
5. Registered Hibba
6. Due to Registered Sale Deed
7. Due to Registered Gift Deed

इस मॉड्यूल के अंदर तीन प्रकार के लॉगिन बनाए गए हैं :

- नागरिक लॉगिन
- वेरीफायर लॉगिन
- साइनर लॉगिन

1. नागरिक लॉगिन :

नागरिक <http://e-nagarsewaup.gov.in/onlinepay/> पर क्लिक करके लॉगिन पेज पर जायेंगे। नागरिक **Register** बटन पर क्लिक करके स्वयं को रजिस्टर कर सकते हैं और उसके बाद लॉगिन कर सकते हैं (पहले से रजिस्टर नागरिक अपना मोबाइल नंबर और पासवर्ड डालकर लॉगिन कर सकते हैं।)

E- NAGARSEWA PORTAL
Urban Local Bodies, Government of Uttar Pradesh
E-MAAS (e-Municipality As A Service)
Atal Mission for Rejuvenation & Urban Transformation (AMRUT)

e-NagarSewa Portal Home Citizen Home AMRUT Cities

Citizen Login

Available Services Login Here!

Registered Mobile:

password:

If you are unable to login Please [Click here](#) and login again

[Login](#)

[Register](#) | [Forgot Password](#) | [What you get after registration?](#)

Not Registered Yet? Click Below to Register

[Register](#)

*For Urban Local Bodies tied up with eNagarSewa

Select Services for tracking applications filled online can also be accessed through the [eNagarSewa Citizen App](#)

Citizen Services

Online Payment Facility Available.

This is the citizen login for citizens on the e-Nagarsewa Portal. Learn all what you can do from this portal and more.

- [View Your Property Bill & Pay Online*](#)
View Your Property Bill, Property Detail & Pay it online.
- [Apply for New Water/Sewerage Connection Online*](#)
Apply for Water/Sewerage Connection Online & Pay Connection fees online.
- [Apply for Property Mutation Online*](#)
Apply for Property Mutation Online & Pay Online.
- [Apply for New Trade Licence Online*](#)
Apply for New Trade Licence online & Renew online & Pay online.
- [Online Birth and Death Certificate Registration*](#)
Will be Available soon.

रजिस्ट्रेशन करने की प्रक्रिया : Register बटन पर क्लिक करने के बाद नागरिक को निम्न पेज दिखाई देगा।

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New Citizen User Registration

- In order to avail various citizen centric services linked with e-nagarsewaup.gov.in like birth registration, death registration, property tax payment, property mutation, water/sewerage connection and licence registration, citizen has to register on e-NagarSewa portal.
- Once you are registered, a login id (Your registered mobile number) and a password is created and will be sent on your mobile phone via SMS.
- You can seek services of the city to which you are registered.
- Select Services for tracking applications filled online can also be accessed through the [eNagarSewa Citizen App](#)

[eNagarSewa Citizen](#) [GET IT ON Google Play](#)

- IMPORTANT:** All services available for Amrut cities only. [Click Here](#)
- Already have login but forgot password? [Click Here](#)
- * marked fields are compulsory.

Online Registration

Name * : [Max Char 100]

Father/Husband Name * : [Max Char 100]

Address 1 * : [Max Char 100]

Address 2 * : [Max Char 100]

City * : --Select City--
You will get the services for selected city only.

Mobile No.(This is your Login ID) * : [Max Char 10, Only Number]

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[Click Here](#)

- Already have login but forgot password? [Click Here](#)
- * marked fields are compulsory.

Mobile No. (This is your Login ID) * :
[Max Char 10, Only Number]

Enter Password * :
[Password Policy] [Click to See](#)

Confirm Password * :

E-mail:
[Max Char 50]

Enter Image Text *
3 8 5 9 5

फॉर्म को भरकर Submit बटन दबायें

नोट – एक मोबाइल नंबर से एक ही नागरिक रजिस्टर हो सकता है

लॉगिन करने के बाद नागरिक को बाँए हाथ की तरफ Property Mutation पर क्लिक करना होगा।

Browser address: e-nagarsewaup.gov.in/onlinepay/securelogin.java

E-NAGARSEWA PORTAL
Urban Local Bodies, Government of Uttar Pradesh
E-MAAS (e-Municipality As A Service)
Atal Mission for Rejuvenation & Urban Transformation (AMRUT)

Citizen User
Nagar Nigam, Kanpur
16:24:17

Dashboard (Home)
Online Services

- Water Connection
- Property Tax Payment
- Property Mutation**
- Licence Registration
- SBI Transaction History
- Print Payment Receipts
- View Profile
- Change Password

All Services Gallery
View All your transactions here. These transactions automatically populated with applications linked with your Registered Mobile Number.

S. No.	Application ID	Application Date	Amount(Rs.)	Date of Transaction	Status	View / Download
Property Mutation Requests						
1.	PM307201900001	07/09/2019	5000	07/09/2019	Payment Due	View Make Payment
Water Connection Requests						
2.	WC307201900012	11/01/2019	0	11/01/2019	Application Verified	View

Property Mutation पर क्लिक करने के बाद नागरिक को निम्न पेज दिखाई देगा।

Browser address: e-nagarsewaup.gov.in/onlinepay/propertymutationapply.action

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Urban Local Bodies, Government of Uttar Pradesh
E-MAAS (e-Municipality As A Service)
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Citizen User
Nagar Nigam, Kanpur

Dashboard (Home)
Online Services

- Water Connection
- Property Tax Payment
- Property Mutation**
- Licence Registration
- SBI Transaction History
- Print Payment Receipts
- View Profile
- Change Password
- Logout

Apply for Property Mutation

Submit a request with your Urban Local Body for Property Mutation. After Submit, you have to Pay Fee Online.
संपत्ति नामान्तरण के लिए अपने नगरीय स्थानीय निकाय को एक अनुरोध सबमिट करें। सबमिट करने के बाद ऑनलाइन फीस का भुगतान करना होगा।

What happens once this application is submitted?
इस आवेदन के जमा होने के बाद क्या होता है? ▶▶▶▶▶ [Learn the Application Flow.](#) आवेदन प्रक्रिया जाने

[Download Manual](#)

Apply for Property Mutation

Selected City: Kanpur

Enter Property ID:

[Show Property Detail](#)

Search Property ID (External Website)
[Search Property ID](#)

If property tax not paid. Pay it before mutation
[Proceed to pay property tax](#)

उसके बाद नागरिक को अपनी Property ID भरकर Show Property Details पर क्लिक करना होगा।

इसके बाद नागरिक को निम्न पेज दिखाई देगा।

The screenshot displays the E-NAGARSEWA PORTAL interface. The header includes the portal name, logo, and navigation links like 'Logout'. The left sidebar lists 'Citizen User' services such as 'Dashboard (Home)', 'Water Connection', 'Property Tax Payment', 'Property Mutation', 'Licence Registration', 'SBI Transaction History', 'Print Payment Receipts', 'View Profile', 'Change Password', and 'Logout'. The main content area is titled 'Application for Property Mutation' and shows 'Old Property ID: NA' and 'Property ID: 2029DBG00574001'. Below this, there are two tables: 'House Details' and 'Owner Details'. The 'House Details' table lists fields like Zone, Ward, Mohalla, House No., House Category, Road Width, and Construction Year. The 'Owner Details' table lists fields like Owner Name, Father/Husband Name, Mobile No., Email ID, Aadhaar No., and Address. Below these tables is the 'Property Mutation Form' which includes a dropdown for 'Property Occupied By', a text input for 'Property Cost (as per registry in Rs.):', and a text input for 'Registry Date (as per registry)'. The 'Property Occupied By' dropdown is currently set to '--Select--'.

इस पेज में नागरिक को

- House Detail
- Owner Details दिखाई देगा।

उनके नीचे दिये गये Mutation Application Form को भरकर संलग्नक लगाकर Submit बटन पर क्लिक करें।

← → ↻ 🏠 e-nagarsewaup.gov.in/onlinepay/propertymutationapply 🔍 Search

Property Mutation Form

Property Occupied By: *

Property Cost (as per registry in Rs.): *

Registry Date (as per registry): *

Select Mutation Cause: *

Fees (In Rs.): [ARV : 14515] Note: Of this total amount 1000/- will be payable during application submission. This amount will be non-refundable if application is rejected. If application is accepted, it will be adjusted in final amount.

Evidence:

ID Proof Type: *

(Only One ID Proof is needed)

Scan Copy of ID Proof: * No file selected. (Only PDF or JPG File, Max Size: 200 KB)

Scan Copy of Affidavit: * No file selected. (Only PDF or JPG File, Max Size: 200 KB), Affidavit should be self signed and along with Photo

Select Occupier Photo: * No file selected. (Passport Size JPG File (1.5 x 2 cm, Max Size:50 KB))

← → ↻ 🏠 e-nagarsewaup.gov.in/onlinepay/propertymutationapply 🔍 Search

and along with Photo

Select Occupier Photo: * No file selected. (Passport Size JPG File (1.5 x 2 cm, Max Size:50 KB))

First page of Registry: * No file selected. (Only PDF or JPG File, Max Size: 200 KB)

Back of Page: No file selected. (Only PDF or JPG File, Max Size: 200 KB)

Last page of Registry: * No file selected. (Only PDF or JPG File, Max Size: 200 KB)

Back of Page: No file selected. (Only PDF or JPG File, Max Size: 200 KB)

NEW OWNER DETAILS

Occupier Name: * **Don't put Mr./Mrs. etc before Name.**

Father's / Husband's Name: *

Mobile No: * SMS will be sent to this Mobile No.

Email Id:

Aadhaar No:

I hereby state and undertake that I have no objection in linking my aadhaar no with my online application for Property Mutation and I hereby give my voluntary consent for identity authentication purposes.

Communication Address: *

Pin Code: *

अपलोड किए जाने वाले संलग्नक निम्नलिखित हैं :

- ID Proof (Driving Licence, Voter ID, PAN Card, Ration Card and Aadhaar Card)
- Affidavit
- New Owner Photograph
- First Page of Registry (Front and Back)
- Last Page of Registry (Front and Back)

इसके उपरांत नागरिक का फॉर्म वेरीफिकेशन के लिए वेरीफायर के पास चला जाएगा ।

Verification:

1. एप्लीकेशन को वेरीफाई किया जाता है। यदि वेरिफिकेशन में उपयुक्त पाया जाता है तो डॉक्यूमेंट वेरीफिकेशन के लिए दिन व समय निर्धारित कर दिया जाता है अन्यथा उसे निरस्त कर दिया जाता है।
2. डॉक्यूमेंट वेरीफिकेशन के लिए नागरिक को नगर निगम के जोनल अधिकारी से मिलना होता है। यदि डॉक्यूमेंट्स उपयुक्त पाए जाते हैं तो एप्लीकेशन को अप्रूवल के लिए भेज दिया जाता है।

Approval:

नोटिस जारी किया जाता है। न्यूज़ पेपर में विज्ञापन दिया जाता है। यदि प्रॉपर्टी म्यूटेशन के विरोध में कोई आपत्ति आती है तो उसे अंकित किया जाता है अन्यथा एप्लीकेशन को म्यूटेशन आर्डर के लिए भेज दिया जाता है।

1. अंकित की गयी आपत्तियों की सुनवाई की जाती है। यदि सभी आपत्तियां गलत पायी जाती है तो एप्लीकेशन को म्यूटेशन आर्डर के लिए भेज दिया जाता है। यदि उन आपत्तियो में कोई भी एक सही पायी जाती है तो एप्लीकेशन को निरस्त कर दिया जाता है।
2. म्यूटेशन आर्डर जेनरेट कर दिया जाता है।