

# Advertisement Tax

## User Manual



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No. 18/2A, 2nd Floor, Ambalipura Village,

Sarjapur Main Road, Bellandur Gate,

Bangalore - 560102

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## About this manual

Advertisement tax system aims to improve the problem associated with manual maintenance of information related to tax and renewal fees collection the application computerizes the Advertisement taxes process by maintaining the master data, agreement details and Fees/Tax collection information. It generates the demand automatically every year and sends the data to collection section for collecting the fees

## Conventions

The Following table describes the conventions used in this manual

<b>Note:</b>	Note provides extra information about a step or concept. Notes are contained in grey boxes.
<b>UI Element</b>	To describe screen elements such as buttons, drop-down lists, the name of the element is in <b>bold</b> .
<b>References</b>	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
<b>Navigation &gt;</b>	Arrow ' > ' notation describes the flow of navigation in the application. For example, the following navigation means "on <b>the Left Panel</b> , Click <b>Application</b> and then click <b>Collection</b> ."  <i>Left Panel &gt; Application &gt;Collection</i>

Further help

In case you need further help, please call +91 80 4125 5708 or send an email to [contact@egovernments.org](mailto:contact@egovernments.org)

## Roles Involved in the system

Different roles are involved in creating a new advertisement tax.

Table1: Roles in process.

Role	Description
Clerk	Creates advertisement tax and forwards it to next level for validation
TPBO or TPO	Approves the advertisement tax and sends it to Commissioner/Approving Authority
Collection Operator	Collects the payment and creates the receipt, and gives it to customer
Commissioner/Approving Authority	Approved the license

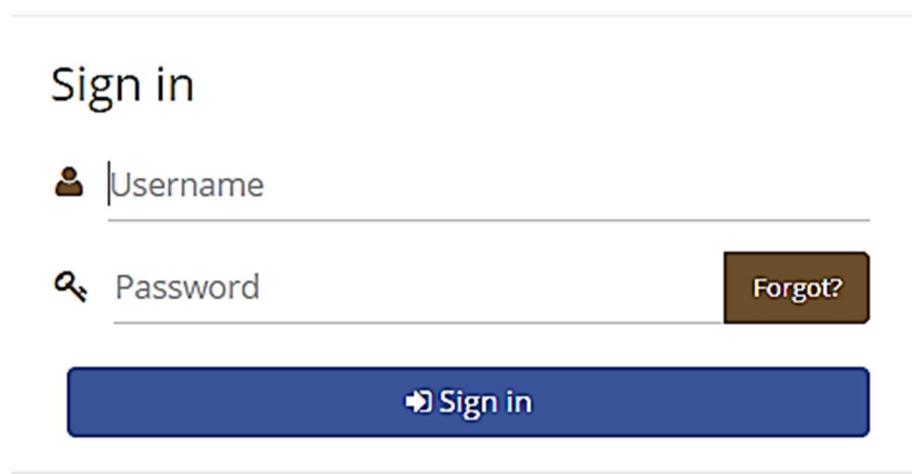
## Signing in to the system

You need to sign in before you can start using the system.

To sign in:

1. Enter the ULBName.emunicipal.ap.gov.in URL in the internet browser. The **Sign in** page appears, as shown in FIGURE 1.

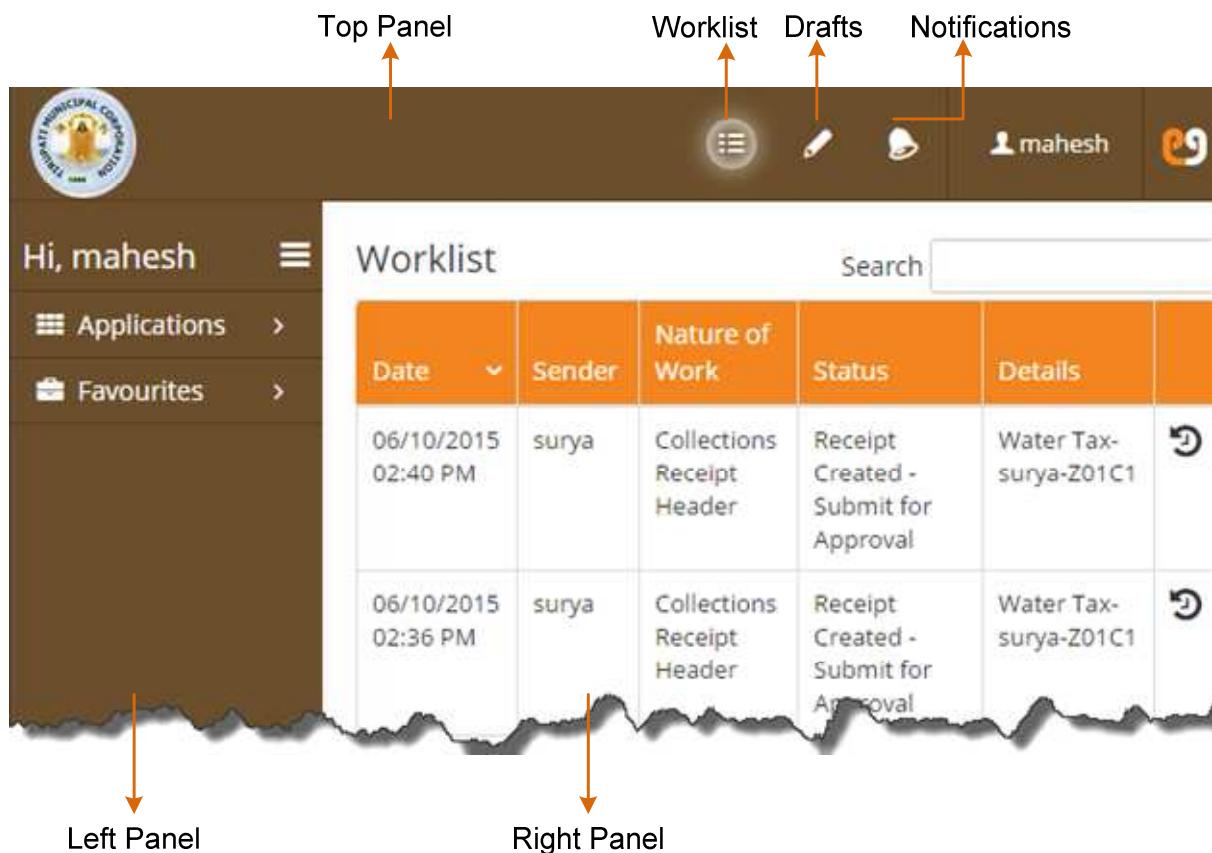
Figure 1: Signing into Advertisement Tax



The image shows a 'Sign in' form. At the top is the title 'Sign in'. Below it is a 'Username' field with a user icon and a 'Password' field with a key icon. To the right of the password field is a 'Forgot?' link. At the bottom is a large blue 'Sign in' button with a key icon.

After the signing in to the system with employee user credentials the home screen of advertisement tax appears

As shown in the Figure in 2



Create New Advertisement ta

## Transactions

Create New Advertisement Tax

A permission letter (i.e. license certificate) issued by the ULB to an individual to carry out Advertisement Tax in the said premises.

To **create advertisement**, perform the following steps:

1. Open **Create New Advertisement** screen, using the following navigation

*Left Panel > Applications >Advertisement Tax > Transactions > Create Advertisement Tax.*

Duration of Ad \*

### Locality

Property Assessment No.	<input type="text"/>	Locality * <input type="text" value="Select from below"/>
Revenue Ward *	<input type="text"/>	Block * <input type="text"/>
Street	<input type="text"/>	Election Ward * <input type="text" value="Select from below"/>
Address *	<input type="text"/>	

### Structure

Measurement (Number/SqMt/Sqft/Vol) *	<input type="text"/>	Unit of Measurement * <input type="text" value="Select from below"/>
Length	<input type="text"/>	Width <input type="text"/>
Total Height of Structure	<input type="text"/>	
Total Height of Structure	<input type="text"/>	

### Tax/Fee Details

Current Year Tax *	<input type="text"/>	Encroachment Fees <input type="text"/>
--------------------	----------------------	--

### Processing Details

Approver Department * <input type="text" value="Select from below"/>	Approver Designation * <input type="text" value="Select from below"/>
Approver * <input type="text" value="Select from below"/>	

Comments

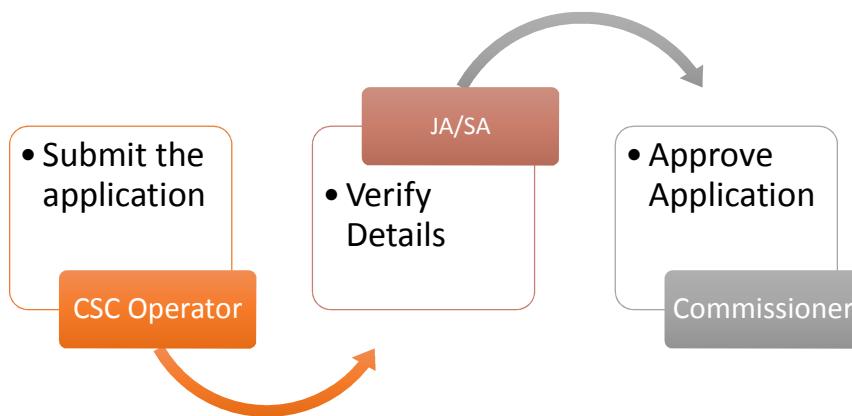
**Note:** Enter the all \* mandatory fields

Enter details in create new advertisement screen as described below.

<b>Advertisement Details</b>	
Category	Select the category of the advertisement of the category from the drop down
Sub category	Select the sub category of the advertisement from drop down.
Class	Select the class from drop
TPBO/ RI Number	Select the TPBO / RI number from drop down
Electricity Number	Enter the electricity number
Structure Type	Select the structure type radio button
Property Type	Select the property type from drop down
<b>Permission Details</b>	
Application Number	Enter the application Number
Application Date	Enter the application Date
Agency	Enter the agency name
Advertiser	Enter the advertiser
Ad Particulars	Add the advertiser ad particulars
Owner Details	Enter the owner details
Permission Starting Date	Select the permission starting date from calendar
Permission End Date	Select the permission end date from calendar
Duration of AD	Enter the deration of the advertisement
<b>Locality</b>	
Property Assessment Number	Enter the assessment number of the property
Locality	Select the locality from drop down
Revenue Ward	Select the revenue ward number from drop down
Block	Select the block number from drop down
Street	Select the street name from drop down
Election ward	Select the election ward number from drop down
Address	Enter the address
<b>Structure</b>	
Measurement(Number/SqMt/Sqft/vol)	Enter the measurements in Sqmt/Sqft/ Vole
Unit of Measurement	Enter the unit of measurement.
Length	Enter length
Width	Enter Width
Total height of Structure	Enter the total height of structure
<b>Tax Fee Details</b>	
Current Year Tax	Enter the current year tax
Encroachment Fee	Enter the encroachment fee
<b>Procession Details</b>	
Approver Department	Select the approver department name from drop down
Approver Designation	Select the approver designation name from drop down
Approver	Select the approver name from drop down
Comments	Enter the remarks for the approver

## Work flow for the creating New Advertisement Tax

The following diagram shows the review workflow for the new advertisement tax.



Once the new property details entered and forwarded by the CSC Operator/Meeseva Operator/Citizen from Portal, the following steps should be performed.

1. The application initiated by CSCUSER.
2. JA / SA Reviews the details, analyzes the remarks, and forwards for approval to the commissioner.
3. Commissioner approves application and digitally signs the certificate

Note: Transaction is closed once the application approved or rejected.

## Create Legacy Advertisement Tax

To Create Legacy Advertisement Tax perform the following steps

1. Open Create Legacy Advertisement Tax screen by using the following navigation

*Left Panel > Applications > Advertisement Tax > Transactions > Create Legacy Advertisement Tax*

A create legacy advertisement tax screen appears as shown following figure


Create Legacy Advertisement
cg

**ADVERTISEMENT DETAILS**

Category *	<input type="text" value="Select from below"/>	Subcategory *	<input type="text" value="Select from below"/>
Class *	<input type="text" value="Select from below"/>	TPBO/RI Number *	<input type="text" value="Select from below"/>
Electricity Service Number		<input type="text"/>	
Structure Type *	<input checked="" type="radio"/> Permanent <input type="radio"/> Temporary	Property Type *	<input type="text" value="Select from below"/>

**Permission Details**

Application Number	<input type="text"/>	Application Date *	<input type="text"/>
Permission Number	<input type="text"/>	Advertisement Number	<input type="text"/>
Agency	<input type="text"/>	Advertiser	<input type="text"/>
Ad Particulars *	<input type="text"/>	Owner Details	<input type="text"/>

**Structure**

Measurement (Number/SqMt/Sqft/Vol) *	<input type="text"/>	Unit of Measurement *	<input type="text" value="Select from below"/>
Length	<input type="text"/>	Width	<input type="text"/>
Total Height of Structure <input type="text"/>			

**Tax/Fee Details**

Current Year Tax *	<input type="text"/>	Encroachment Fees <input type="text"/>
Tax/Fee fully paid for current year * <input checked="" type="radio"/> Yes <input type="radio"/> No		

**Arrears Tax/Fee Details**

Pending Tax as on 31-03-2018 *	<input type="text"/>
--------------------------------	----------------------

**Enclosed Documents**

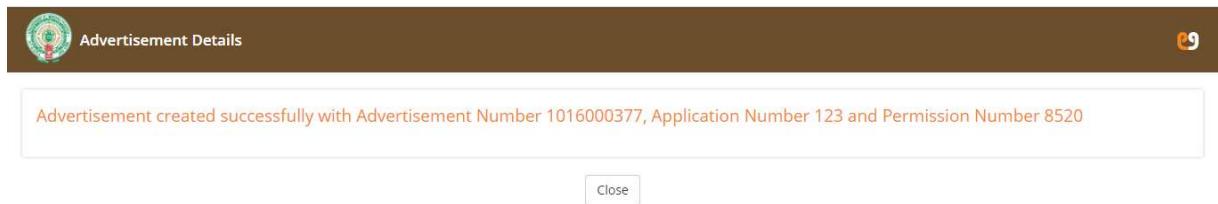
Enter details in create new advertisement screen as described below.

Field	Description
<b>Advertisement Details</b>	
Category	Select the category from drop down
Subcategory	Select the subcategory from drop down
Class	Select the class from drop down
TPBO/RI Number	Enter the TPBO/RI Number
Electricity Number	Enter the Electricity Number
Structure Type	Select the radio button of structure type

Property Type	Select the property type
<b>Permission Details</b>	
Application Number	Enter the application number
Application Date	Select the application date from calendar
Permission Number	Enter the permission number
Permission Date	Select the permission date from calendar
Agency	Enter the agency name
Advertiser	Enter the advertiser name
Add Particulars	Enter the advertisement particulars
Owner Details	Enter the owner details
Permission Starting Date	Select the permission starting date from drop down
Permission Ending Date	Select the permission ending date from drop down
Duration of Ad	Select the duration of the add from drop down
<b>Locality</b>	
Property Assessment No	Enter the property assessment number
Locality	Select the locality from drop down
Revenue Ward	Select the revenue ward number from drop down
Block	Select the block number from drop down
Street	Select the street name from drop down
Election Ward	Select the election ward number from drop down
Address	Enter the address of the advertisement
<b>Structure</b>	
Measurement(Number/SQMt/Sqft/vol)	Enter the measurement
Unit of Measurement	Select the unit of measurement from drop down
Length	Enter the length of structure
Width	Enter the width of structure
Total Height of Structure	Enter the total height of structure
<b>Tax /Fee Details</b>	
Current Tax	Enter the current tax amount
Encroachment Fees	Enter the encroachment fees
Tax/Fee Fully Paid for Current Year	Select the radio button of tax fully paid for current year
<b>Arrears Tax /Fee Details</b>	
Pending tax as on 31/03/2018	Enter the amount pending tax

Entering the all \* mandatory fields click on submit button,

On clicking on submit button the new window appears as shown in below figure.



## Update Legacy Advertisement Tax

To update the legacy advertisement tax perform the following steps

1. Open Update Legacy Advertisement Tax screen by using the following navigation

*Left Panel > Applications > Advertisement Tax > Transactions > Create Legacy Advertisement Tax*

A update legacy advertisement tax page appears as shown in below figure

Agency Name	<input type="text"/>	Advertisement Number	<input type="text"/>
Application No	<input type="text"/>	Permission Number	<input type="text"/>
Application From Date	<input type="text"/>	Application To Date	<input type="text"/>
Category	Select from below	Sub-category	Select from below
Locality	Select from below	Ward	Select from below
TPBO/RI No.	Select from below	Owner Detail	<input type="text"/>

**Submit** **Reset** **Close**

You can search for a Updated legacy advertisement tax by filtering through the list of records in the system. You can search using the following categories:

- 1) Agency Name
- 2) Advertisement number
- 3) Application No
- 4) Permission Number
- 5) Application Date

6) Application To Date

7) Category

8) Sub category

9) Locality

10) Ward

11) TPBO/RI

12) Owner Details

Search Advertisement						Print
Advertisement No.	Application No.	Application Date	Agency	Owner Details	Hoarding Status	Actions
1016000001	01664-2016-OE	18/03/2016		KHAJA MOHIDDIN	ACTIVE	 
1016000002	01665-2016-LP	18/03/2016	PRAKASH ARTS	H M D NAIM RAHIMAN	ACTIVE	 
1016000003	01666-2016-ID	18/03/2016	ANIL ADS		ACTIVE	 
1016000004	01667-2016-EN	18/03/2016	ANIL ADS		ACTIVE	 
1016000005	01668-2016-SW	18/03/2016	ANIL ADS		ACTIVE	 
1016000006	01669-2016-SL	18/03/2016	PRAKASH ARTS	M S KAMAL AHMED	ACTIVE	 
1016000007	01670-2016-AR	18/03/2016	ANIL ADS		ACTIVE	 
1016000008	01671-2016-VJ	18/03/2016	PRAKASH ARTS	M S KAMAL AHMED	ACTIVE	 
1016000009	01672-2016-KX	18/03/2016	ANIL ADS		ACTIVE	 
1016000010	01673-2016-TG	18/03/2016	ANIL ADS		ACTIVE	 

Showing 1 to 10 of 335 entries

Show  entries

Previous 1 2 3 4 5 ... 34 Next

To update the advertisement number select from action column EDIT button.

Update the advertisement details and click on submit button.

Once clicking on submit button acknowledge page appears as shown in below figure.

## Deactivate the Advertisement

Closing of an already registered advertisement tax in the said premises.

To **deactivate the advertisement tax**, perform the following steps in commissioner Login:-

1. Open **Search Advertisement Tax** screen, using the following navigation

*Left Panel > Applications > Advertisement Tax>  
Transactions > deactivate advertisement tax*

A search advertisement page appears, as shown in following figure

Search Advertisement
eG

Agency Name

Advertisement Number

Category

Sub-category

Locality

Ward

TPBO/RI No.

Owner Detail

Submit
Reset
Close

Advertisement No.	Application No.	Application Date	Agency	Owner Detail	Amount	Additional Tax (Service Tax and Cesses)	Penalty Amount	Hoardings Status	Actions
1016000107	01774-2016-IU	18/03/2016	CHANDHANA BROTHERS	0	0	0	ACTIVE	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e6eaf2;">Deactivate</span>	
1016000084	01751-2016-IT	18/03/2016	PRAKASH ARTS	44424	6663	25545	ACTIVE	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e6eaf2;">Deactivate</span>	
1016000263	01942-2016-YO	18/03/2016	RADHAKRISHNA THEATER	45000	6750	25875	ACTIVE	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e6eaf2;">Deactivate</span>	
1016000262	01941-2016-JD	18/03/2016	VICTORY THEATER	45000	6750	25875	ACTIVE	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #e6eaf2;">Deactivate</span>	

In Action Select, Deactivate Option. It will open the details of the advertisement. Enter deactivation Remarks and deactivation date click on submit. Application for Deactivate advertisement tax will created.

Deactivate Advertisement
eG

Deactivation Details

Deactivation Remarks \*

Deactivation Date \*

Pending Tax In Rupees

0

Submit
Reset
Close

ADVERTISEMENT DETAILS	ENCLOSED DOCUMENTS		
Application No	01774-2016-IU	Application Date	18/03/2016
Permission Number	1016000109	Advertisement Number	1016000107
Advertisement Type	PERMANENT		
Agency	CHANDHANA BROTHERS	Advertiser	CHANDHANA BROTHERS
Ad Particulars	CHANDHANA BROTHERS	Property Type	PRIVATE
Advertisement Status	ACTIVE	Owner Details	

## Search advertisement tax

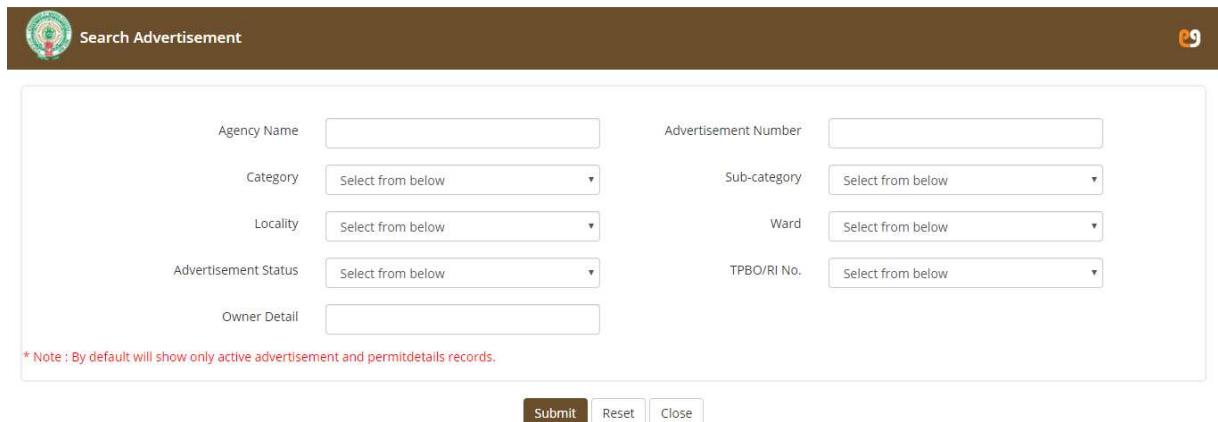
You can search for a License by filtering through the list of records in the system. You can search using the following categories:

- 1) Agency Name
- 13) Advertisement number
- 14) category
- 15) sub-category
- 16) locality
- 17) ward
- 18) TPBO/RI No.
- 19) Owner Details

To **Search**, perform the following steps:

2. Open a **Search advertisement** screen, by using the following navigation.

Left Panel > Applications > Advertisement Tax > Transactions > Search Advertisement Tax.



The screenshot shows the 'Search Advertisement' interface. At the top, there's a navigation bar with the title 'Search Advertisement'. Below it is a search form with the following fields:

- Agency Name: Text input field
- Advertisement Number: Text input field
- Category: Select from below (dropdown)
- Sub-category: Select from below (dropdown)
- Locality: Select from below (dropdown)
- Ward: Select from below (dropdown)
- Advertisement Status: Select from below (dropdown)
- TPBO/RI No.: Select from below (dropdown)
- Owner Detail: Text input field

At the bottom of the form, there is a note: *\* Note : By default will show only active advertisement and permitdetails records.* Below the note are three buttons: 'Submit' (dark brown), 'Reset' (light gray), and 'Close' (light gray).

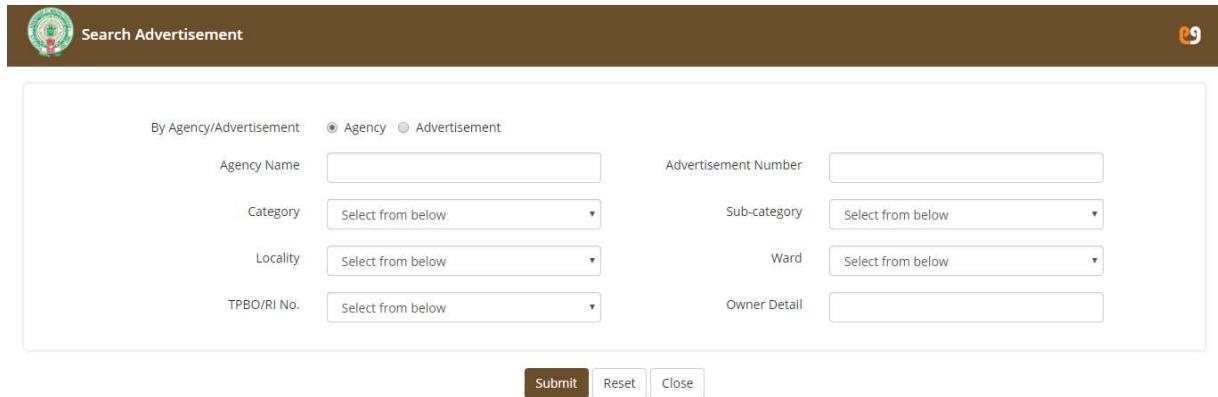
## Collect Advertisement Tax

Perform the following steps to collect the Advertisement Tax

Open Collect Tax screen from following navigation

*Left Panel > Applications > Advertisement Tax > Transactions > Collect Advertisement Tax*

A collect Advertisement tax page appears as shown below figure



Search Advertisement

By Agency/Advertisement  Agency  Advertisement

Agency Name

Advertisement Number

Category  Select from below

Sub-category  Select from below

Locality  Select from below

Ward  Select from below

TPBO/RI No.  Select from below

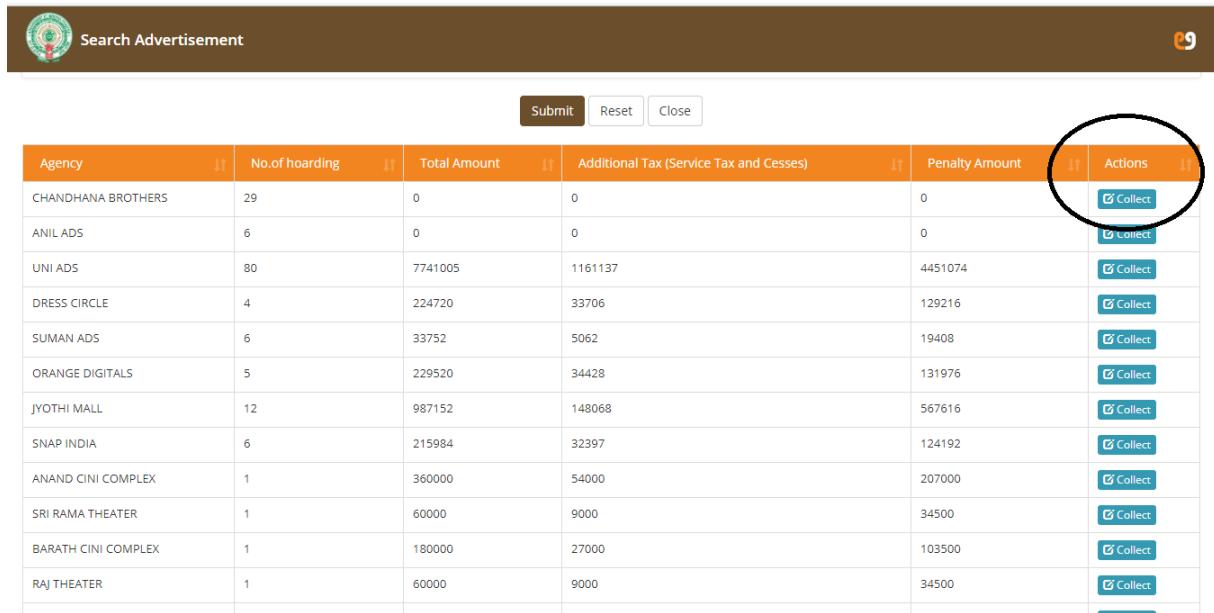
Owner Detail

**Submit** **Reset** **Close**

You can search for a License by filtering through the list of records in the system. You can search using the following categories

- 1) By Agency/ Advertisement
- 2) Agency name
- 3) Advertisement Number
- 4) Category
- 5) Sub-category
- 6) Locality
- 7) Ward
- 8) TPBO/RI Number
- 9) Owner Details

Enter the any of the filter criteria and click in search. From search result action column click on collect button



Agency	No.of hoarding	Total Amount	Additional Tax (Service Tax and Cesses)	Penalty Amount	Actions
CHANDHANA BROTHERS	29	0	0	0	
ANIL ADS	6	0	0	0	
UNI ADS	80	7741005	1161137	4451074	
DRESS CIRCLE	4	224720	33706	129216	
SUMAN ADS	6	33752	5062	19408	
ORANGE DIGITALS	5	229520	34428	131976	
JYOTHI MALL	12	987152	148068	567616	
SNAP INDIA	6	215984	32397	124192	
ANAND CINI COMPLEX	1	360000	54000	207000	
SRI RAMA THEATER	1	60000	9000	34500	
BARATH CINI COMPLEX	1	180000	27000	103500	
RAJ THEATER	1	60000	9000	34500	

Select the particular advertisement tax and click on collect.

Note: Partial payments are not allowed.

Once payment successfully done system generates the receipt.

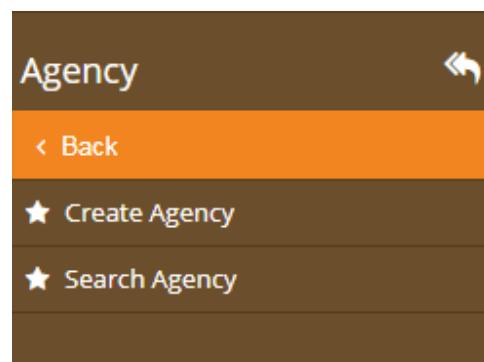
## Masters

### Agency

To view the Category options,

1. Click Agency on **Masters** pane, as shown in

A **Agency** pane appears, as shown in



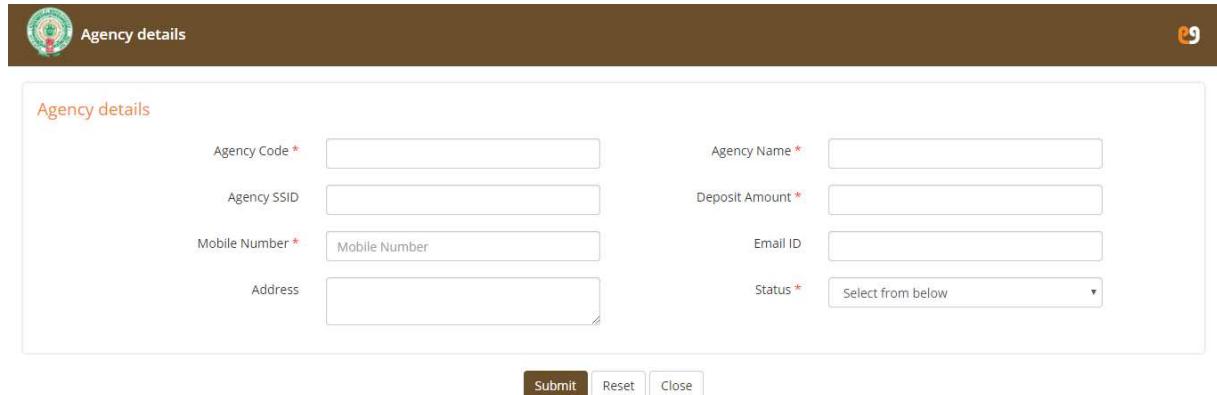
## Create Agency

To **Create Advertisement agency**, perform the following steps:

1. Open **Create Agency** screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > Agency > Create Agency

A **Create Agency** page appears, as shown in



The screenshot shows a web-based application interface for creating an agency. The title bar is dark brown with the text 'Agency details' in white. The main form area has a light gray background. It contains several input fields and dropdowns. The fields are arranged in pairs: Agency Code and Agency Name, Agency SSID and Deposit Amount, Mobile Number and Email ID, and Address and Status. Each pair has a red asterisk next to its label, indicating it is a required field. Below the form are three buttons: 'Submit' (dark brown), 'Reset' (light gray), and 'Close' (light gray). The status bar at the bottom right shows the number '89'.

Agency details	
Field	Description
Agency Code	Enter the agency code
Agency Name	Enter the agency Name
Agency SSID	Enter the Agency SSID
Deposit Amount	Enter the deposit Amount
Mobile Number	Enter the Mobile Number
Email ID	Enter the Email ID
Address	Enter the address
Status	Select the status of the advertisement tax

Search/Edit agency

1. Open **Search Agency** screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > Agency > search Agency

A **Search Agency** page appears, as shown in

Agency Name \*

Select the agency Name from drop down and click on view button.

Clicking view button agency details appears as shown below.

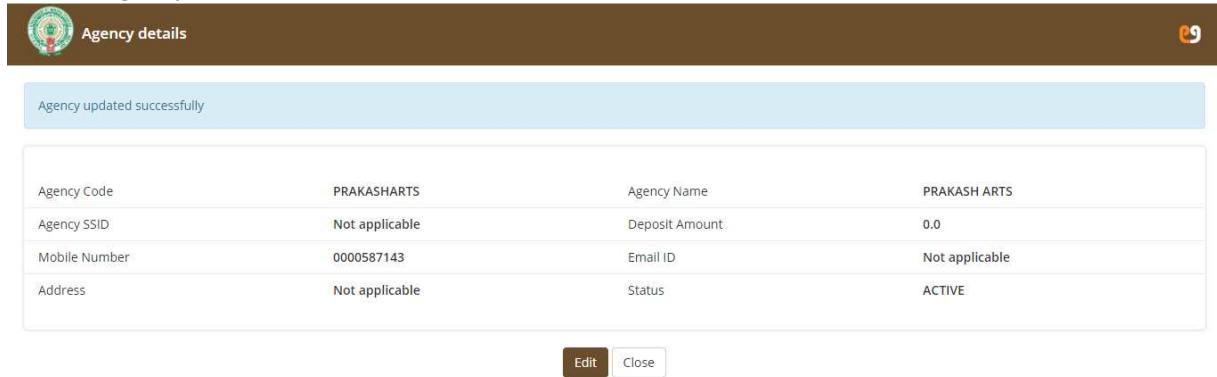
Agency Code	PRAKASHARTS	Agency Name	PRAKASH ARTS
Agency SSID	Not applicable	Deposit Amount	0.0
Mobile Number	0000587143	Email ID	Not applicable
Address	Not applicable	Status	ACTIVE

To edit the Agency select the agency name from drop down and click on the Edit button.

Clicking on the edit button the following page appears.

Agency Code *	PRAKASHARTS	Agency Name *	PRAKASH ARTS
Agency SSID	Not applicable	Deposit Amount *	0.0
Mobile Number *	0000587143	Email ID	Not applicable
Address	Not applicable	Status *	ACTIVE

Edit the agency details and click on submit button,



The screenshot shows a 'Agency details' page with a brown header. Below the header, a message 'Agency updated successfully' is displayed in a blue box. The main content is a table with the following data:

Agency Code	PRAKASHARTS	Agency Name	PRAKASH ARTS
Agency SSID	Not applicable	Deposit Amount	0.0
Mobile Number	0000587143	Email ID	Not applicable
Address	Not applicable	Status	ACTIVE

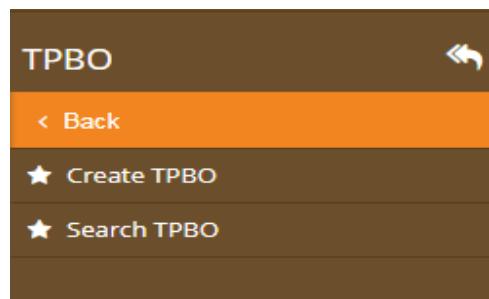
At the bottom right of the table are 'Edit' and 'Close' buttons.

## TPBO

To view the TPBO options,

1. Click TPBO on **Masters** pane, as shown in

A **TPBO** pane appears, as shown in



The screenshot shows a 'TPBO' pane with a brown header and an orange footer. The main content area contains the following options:

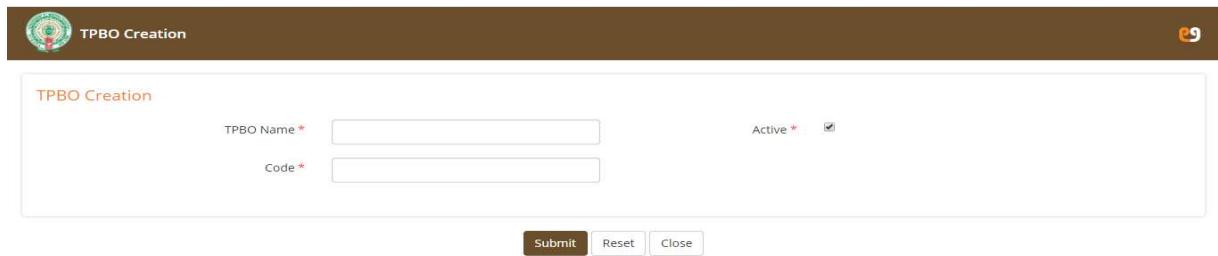
- < Back
- ★ Create TPBO
- ★ Search TPBO

To **Create TPBO**, perform the following steps:

1. Open **Create TPBO** screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > TPBO > Create TPBO

A **Create TPBO** page appears, as shown in



The screenshot shows the 'TPBO Creation' screen. At the top, there is a logo and the text 'TPBO Creation'. Below the header, there are two input fields: 'TPBO Name \*' and 'Code \*'. To the right of the 'TPBO Name' field is a checkbox labeled 'Active \*' with a checked box. At the bottom of the screen are three buttons: 'Submit' (dark brown), 'Reset' (light gray), and 'Close' (light gray).

Enter the TPBO Name, check the active and enter the code of the TPBO select the submit button.

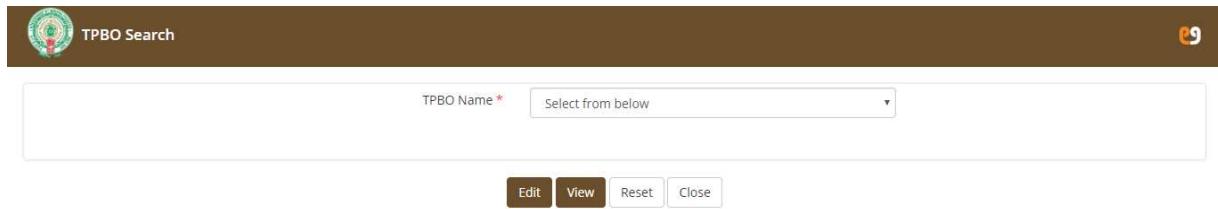
## Search/Edit TPBO

To **search/ Edit TPBO**, perform the following steps:

1. Open **search/Edit TPBO** screen, using the following navigation.

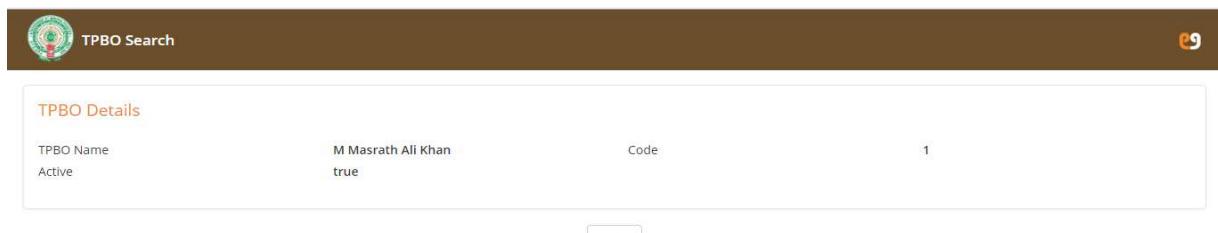
Left Panel > Applications > Advertisement Tax> Masters > TPBO> search TPBO

A **search TPBO** page appears, as shown in



The screenshot shows the 'TPBO Search' screen. At the top, there is a logo and the text 'TPBO Search'. Below the header, there is a dropdown menu labeled 'TPBO Name \*' with the placeholder 'Select from below'. At the bottom of the screen are four buttons: 'Edit' (dark brown), 'View' (light gray), 'Reset' (light gray), and 'Close' (light gray).

To view the TPBO details select the TPBO details from drop down and click on view button.



The screenshot shows the 'TPBO Details' screen. At the top, there is a logo and the text 'TPBO Search'. Below the header, there is a table with two rows. The first row contains 'TPBO Name' and 'M Masrath Ali Khan'. The second row contains 'Active' and 'true'. To the right of the table is the number '1'. At the bottom of the screen is a 'Close' button.

To edit the existing TPBO details select the TPBO Name from drop down and click on EDIT button

By clicking the edit button below image appears.

TPBO Update

TPBO Name \* M Masmrath Ali Khan Active \*

Code \* 1

Update Reset Close

## Penalty Rates

To **change penalty rates**, perform the following steps:

1. Open **Penalty rates** screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > Penalty Rates > Change Penalty Rates.

A **Penalty Rates** page appears, as shown in

Penalty Rates

Range From (In Days)	Range To (In Days)	Percentage	Actions
-999	60	0	
60	120	25	
120	999999	50	Delete Row

Add Row Save Close

## Schedule of Rate

To **Schedule of Rate**, perform the following steps:

1. Open schedule of Rate screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > Schedule of Rate > search schedule of Rate.

A Schedule of Rate page appears, as shown in

Selecting any of the search criteria and click on search button.

Clicking on the search button following page appears.

Financial Year	Unit Rate	Category	Sub Category	Unit Of Measure	Rate Class	Unit From	Unit To	Amount
2015-16	1	Balloons and Umbrellas	Balloons and Umbrellas	NUMBER	A	0	999999	0

## Create schedule of Rate

To **Create schedule of Rate**, perform the following steps:

1. Open create schedule of Rate screen, using the following navigation.

Left Panel > Applications > Advertisement Tax > Masters > Schedule of Rate > create schedule of Rate.

A create Schedule of Rate page appears, as shown in

Schedule of Rates

Category Name \* Select from below

Sub Category Name \* Select from below

Unit of Measure \* Select from below

Class \* Select from below

Financial Year \* Select from below

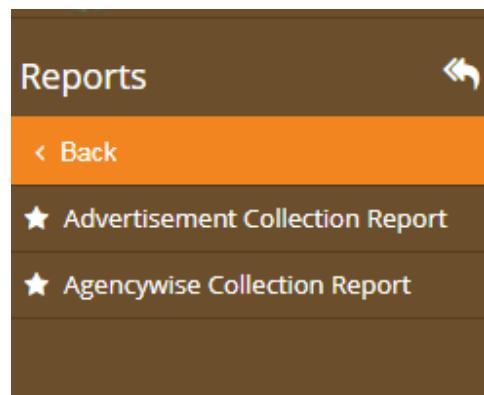
Search Close

To create the schedule of rate select the mandatory fields from drop down and click on search button.

## Reports

To view the Report options,

1. Click **Reports** pane, a **Reports** pane appears, as shown in

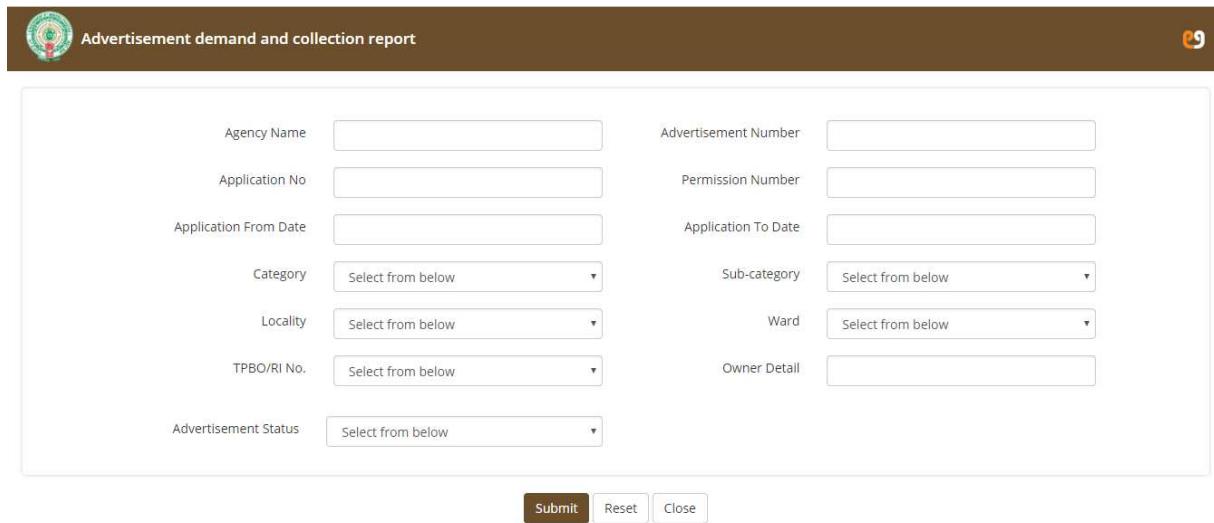


### Advertisement Collection Report

To generate **Advertisement Collection Report**, go through the following navigation:

Left Panel > Applications > Advertisement Tax > Reports >Advertisement Collection Report

An **Advertisement Collection Report** page appears, as shown below



The image shows a screenshot of a web-based application titled "Advertisement demand and collection report". The interface is in English. At the top, there is a dark header bar with the title and a small logo on the left. On the right side of the header, there is a small orange icon with the number "29". Below the header, there is a light-colored form area with various input fields and dropdown menus. The fields are arranged in two columns. The first column contains: "Agency Name" (input field), "Application No" (input field), "Application From Date" (input field), "Category" (dropdown menu), "Locality" (dropdown menu), "TPBO/RI No." (dropdown menu), and "Advertisement Status" (dropdown menu). The second column contains: "Advertisement Number" (input field), "Permission Number" (input field), "Application To Date" (input field), "Sub-category" (dropdown menu), "Ward" (dropdown menu), "Owner Detail" (input field), and a "Select from below" button. At the bottom of the form area, there are three buttons: "Submit" (dark brown button), "Reset" (light gray button), and "Close" (light gray button).

Advertisement demand and collection report gives the following details.

- 1) Advertisement Number.
- 2) Application Number.
- 3) Agency.
- 4) Owner Details.
- 5) Hoarding Status.

Report can generated for any or all of the following

- 1) Agency Name
- 2) Advertisement Number
- 3) Application Number
- 4) Application From Date
- 5) Application To Date.
- 6) Category
- 7) Sub- Category
- 8) Locality
- 9) Ward
- 10) TPBO/RI Number
- 11) Owner Details
- 12) Advertisement Status

After selecting the required parameters and click on search to generate the report

Report will look like this.

Advertisement demand and collection report						Actions	
Advertisement No.	Application No.	Agency	Owner Details	Hoarding Status		View DCB Report	
1016000001	01664-2016-OE		KHAJA MOHIDDIN	ACTIVE		<a href="#">View DCB Report</a>	
1016000002	01665-2016-LP	PRAKASH ARTS	H M D NAIM RAHIMAN	ACTIVE		<a href="#">View DCB Report</a>	
1016000003	01666-2016-ID	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	
1016000004	01667-2016-EN	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	
1016000005	01668-2016-SW	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	
1016000006	01669-2016-SL	PRAKASH ARTS	M S KAMAL AHMED	ACTIVE		<a href="#">View DCB Report</a>	
1016000007	01670-2016-AR	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	
1016000008	01671-2016-VJ	PRAKASH ARTS	M S KAMAL AHMED	ACTIVE		<a href="#">View DCB Report</a>	
1016000009	01672-2016-KX	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	
1016000010	01673-2016-TG	ANIL ADS		ACTIVE		<a href="#">View DCB Report</a>	

Showing 1 to 10 of 334 entries

Show 10 entries

Previous 1 2 3 4 5 ... 34 Next

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## Agency wise Collection Report

To generate **Agency Wise Collection Report**, go through the following navigation:

Left Panel > Applications > Advertisement Tax > Reports > Base Register Report

An Agency Wise Collection Report page appears, as shown below:

Agencywise demand and collection report

Agency Name	<input type="text"/>	Owner Detail	<input type="text"/>
Category	<input type="text"/> Select from below	Sub-category	<input type="text"/> Select from below
Locality	<input type="text"/> Select from below	Ward	<input type="text"/> Select from below

Submit Reset Close

Agency wise demand and collection report gives the following details.

- 1) Agency
- 2) Number of hoarding
- 3) Penalty amount

4) Additional tax (Service Tax and Cesses)

5) Total Demand

6) Collected Amount

7) Pending Amount

Report can be generated following search criteria

1) Agency Name

2) Owner details

3) Category

4) Sub-category

5) Locality

6) Ward

After selecting the required parameters and click on search to generate the report

Report will look like this.

Agencywise demand and collection report						
Agency	No.of hoarding	Penalty Amount	Additional Tax (Service Tax and Cesses)	TotalDemand	Collected Amount	Pending Amount
ANAND CINI COMPLEX	1	2,07,000	54,000	3,60,000	0	3,60,000
ANIL ADS	6	0	0	12,25,309	12,25,309	0
BARATH CINI COMPLEX	1	1,03,500	27,000	1,30,000	0	1,30,000
CHANDHANA BROTHERS	29	0	0	48,81,697	48,81,697	0
DEVI ADS	32	8,43,239	2,19,964	21,83,184	7,16,704	14,66,480
DRESS CIRCLE	4	1,29,216	33,706	3,37,080	1,12,360	2,24,720
INOX	1	1,03,500	27,000	1,30,000	0	1,30,000
JYOTHI MALL	12	5,67,616	1,48,068	14,80,728	4,93,576	9,87,152
ORANGE DIGITALS	5	1,31,976	34,428	3,44,280	1,14,760	2,29,520
PRAKASH ARTS	94	77,12,759	20,12,017	1,99,37,040	65,23,584	1,34,13,456
Total	185 (322)	97,98,806 (1,56,76,006)	25,56,183 (40,89,350)	3,11,09,318 (4,40,74,895)	1,40,67,990 (1,68,12,346)	1,70,41,328 (2,72,62,549)

Showing 1 to 10 of 20 entries

Show 10 entries

Show 10 entries

