

Procedure to get online Services of AMC

1. Property Tax

Steps to pay Property Tax and Water Tax through online:

- a. First go to AMC Website: www.agartalacity.tripura.gov.in
- b. Scroll and Click **Services Online**.
- c. Click on [Property Tax Online Payment](#).
- d. Select '**New Payment**'.
- e. Put your **House No** and Click on '**Show Tax Due**'.
- f. Go to **Pay** as per your choice and pay.
- g. And Print your payment receipt.

2. Trade License:

Steps apply for Trade License through online:

- a. First go to AMC Website: www.agartalacity.tripura.gov.in
- b. Scroll and Click **Services Online**.
- c. Click on [New Trade License](#).
- d. There are more two option for apply for Renew and to see the status.
- e. Filled the application form for New License along with any ID proof like Aadhar Card Or Voter ID Card in pdf or JPEG format and submit.
- f. An application No. will be generate. You can see your application position. After approval you can make online payment OR offline payment in the concerned AMC Zonal Counter.
- g. After payment it will go the Asstt. Municipal Commissioner for Digital Signature.
- h. After Digital Signature applicant can download digitally signed Trade License through online using application No.
- i. For Renew option applicant can apply in the same process putting old license number and attaching any photo ID and Old License in pdf or JPEG format and submit.

3. Online Building Plan Permission :

Steps apply for Online Building Plan Permission through online:

- a. First you go the AMC Website
https://agartalacity.tripura.gov.in/sites/default/files/APlanner_1.pdf
and communicate with AMC approved Planner as per your choice and you prepare Plan.
- b. Now go to AMC Website: www.agartalacity.tripura.gov.in
- c. Scroll and Click **Services Online**.
- d. Click on [New Online Building Plan](#).
- e. There are two option for apply for New Building Plan permission and other is to see the status of application.
- f. Filled application for as per application and attach necessary documents in pdf format and submit.
- g. An application No. will be generate. You can see your application status from status option. After approval you can make online payment OR offline payment in the concerned AMC Zonal Counter
- h. After payment it will go the Asstt. Municipal Commissioner for Digital Signature.
- i. After Digital Signature applicant can download digitally signed Permission letter and Plan copy trough online using application No.

4. Touji :

Steps apply for Touji Mutation through online:

- a. First you go the AMC Website
www.agartalacity.tripura.gov.in
- b. Scroll and Click **Services Online**.
- c. Click on Touji -> [New Application](#) for getting new Touji allotment and [Apply for Mutation](#) for Touji Mutation.
- d. After filling the prescribed online form and attached necessary documents in pdf format.

- e. An touji application No. will be generate. You can see your application status from View Application Status. After approval you can make online payment OR offline payment in the concerned AMC Zonal Counter.
- f. After payment approval certificate generated with touji no. and signed by Asstt. Municipal Commissioner.
- g. Online touji payment also available on AMC website. URL:
https://emunicipality.tripura.gov.in/touji/Online/frm_online_pending.aspx

5. ONLINE HOARDING APPLICATION:

Steps apply for Hoarding/Advertisement through online:

- a. First you go the AMC Website
www.agartalacity.tripura.gov.in
- b. Scroll down and Click **Services Online**.

Click on [ONLINE HOARDING APPLICATION](#)

- c. After filling the prescribed online form and attached documents like ID Proof, Trade Licence and Content photo.
- d. An application No. will be generate. You can see your application status from View Application Status. After approval you can make online payment OR offline payment in the concerned AMC Zonal Counter.
- e. After payment certificate generated with unique code signed by Asstt. Municipal Commissioner.

6. Booking For Septic Tank Clearance:

Steps to pay Property Tax and Water Tax through online:

- a. First go to AMC Website: www.agartalacity.tripura.gov.in
- b. Scroll and Click **Services Online**.
- c. Click on [Booking For Septic Tank Clearance](#).
- d. And filled the necessary information and submit.
- e. A automatic number will be generate, and write down the number and pay to the Cash Counter of AMC Head Office.