

Samarth Panchayat Portal

Standard operating Procedure for

Tax Payer Profile Updation

Created on: 27/02/2026

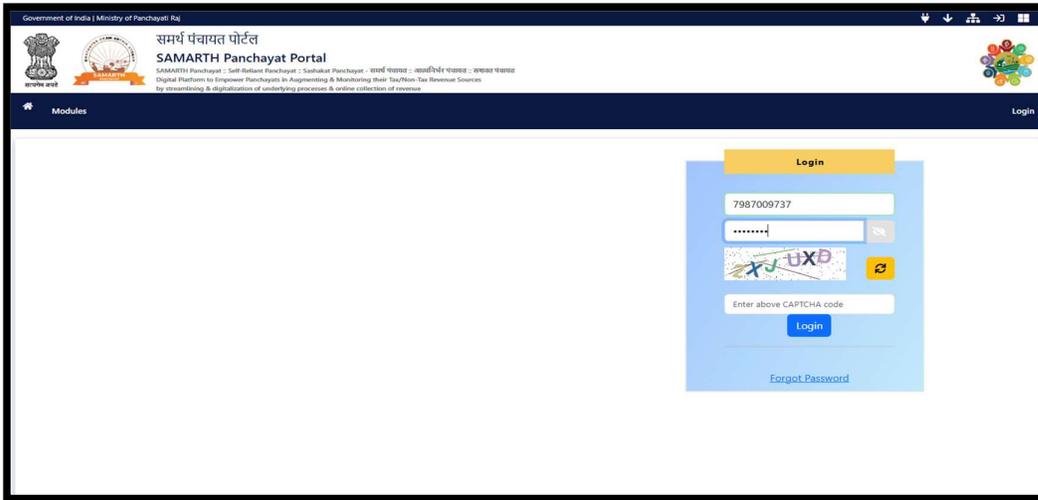
Contents

1. Tax Payer Login	3
1.1. Tax Payer Login Page.....	3

1. Tax Payer Login

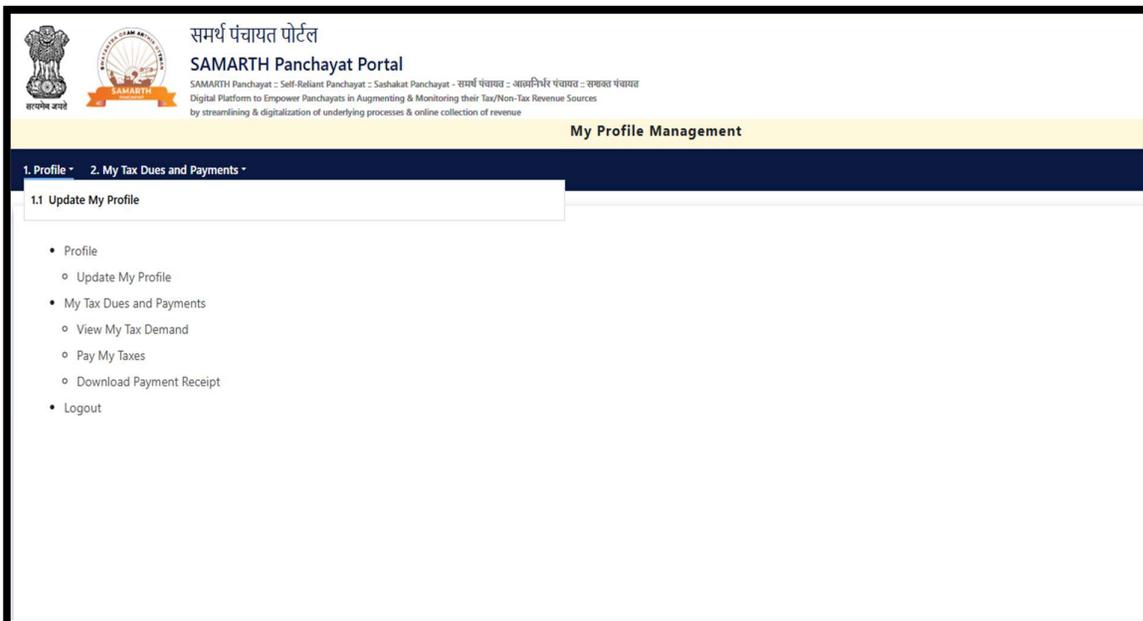
1.1. Tax Payer Login Page

- Step 1 Enter the registered Tax Payer Mobile Number on the Login Page



The screenshot shows the SAMARTH Panchayat Portal login interface. At the top, there are logos for the Government of India and the Ministry of Panchayati Raj. The header text includes 'समर्थ पंचायत पोर्टल' and 'SAMARTH Panchayat Portal'. Below the header, there is a 'Modules' section with a 'Login' button. The login form contains a text input field with the number '7987009737', a password field with masked characters, a CAPTCHA image, and a text input field for the CAPTCHA code. A 'Login' button is positioned below the CAPTCHA field, and a 'Forgot Password' link is located at the bottom of the form.

- Step 2: Select Update my Profile and update the required details



The screenshot displays the 'My Profile Management' section of the SAMARTH Panchayat Portal. The header includes the portal's name and a description: 'SAMARTH Panchayat : Self-Reliant Panchayat : Sashakt Panchayat - समर्थ पंचायत - जागरणिय पंचायत - सशक्त पंचायत Digital Platform to Empower Panchayats in Augmenting & Monitoring their Tax/Non-Tax Revenue Sources by streamlining & digitalization of underlying processes & online collection of revenue'. Below the header, there is a navigation menu with '1. Profile' and '2. My Tax Dues and Payments'. Under '1. Profile', there is a sub-menu '1.1 Update My Profile' which is expanded to show a list of options: Profile, Update My Profile, My Tax Dues and Payments, View My Tax Demand, Pay My Taxes, Download Payment Receipt, and Logout.

Step 5 Update the required details from the Tax payer Profile and click on Update Details



समर्थ पंचायत पोर्टल
SAMARTH Panchayat Portal

SAMARTH Panchayat - Self-Reliant Panchayat - Sashakt Panchayat - समर्थ पंचायत - वामननिर्भर पंचायत - समस्त पंचायत
Digital Platform to Empower Panchayats in Augmenting & Monitoring their Tax/Non-Tax Revenue Sources
by streamlining & digitalization of underlying processes & online collection of revenue

My Profile Management

1. Profile - 2. My Tax Dues and Payments

Update Tax Payer Profile Details:

Name (in english)*:	Name (in local language)*:	Gender*:	Category*:
<input type="text" value="Ramesh Kumar"/>	<input type="text" value="Ramesh Kumar"/>	<input type="text" value="Male"/>	<input type="text" value="General"/>
S/o, W/o ,D/o*:	Father/Spouse Name*:	Mobile No*:	
<input type="text" value="Son of"/>	<input type="text" value="Anand Kumar"/>	<input type="text" value="7987009737"/>	
Email :	Address*:	PIN Code*:	
<input type="text" value="anand_kumar321@gmail.com"/>	<input type="text" value="Ashima anupama city"/>	<input type="text" value="462023"/>	
Village*:	Exemption Category*:		
<input type="text" value="Khanda Khedi [476140]"/>	<input type="text" value="Not Exempted"/>		
<input type="button" value="Update Details"/>			