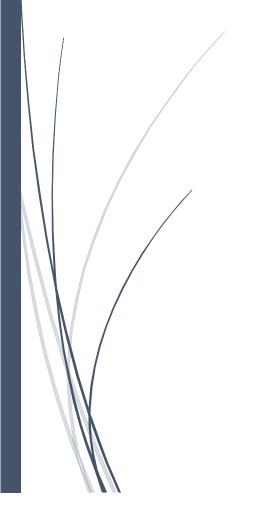
Fine & Penalty

USER MANUAL

Committee Logs In



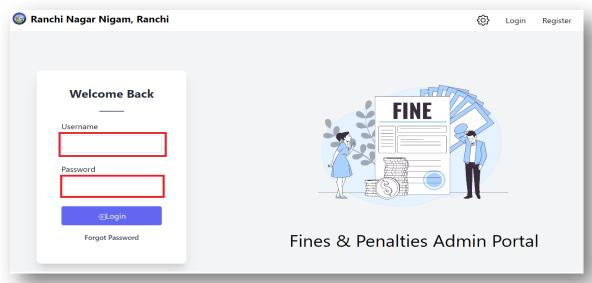
Ranchi Municipal Corporation

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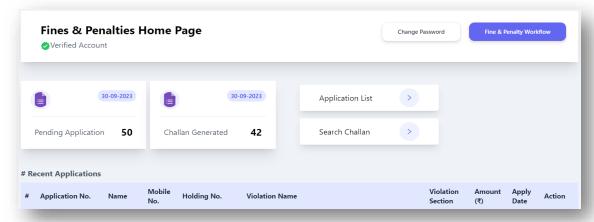
1. User Login with username and password in Fines & Penalty

A. Login -User should be able to enter valid username and password and click on Login button to login yourself.

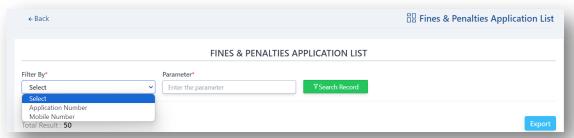


2. User Dashboard and View Fine & Penalty Home Page

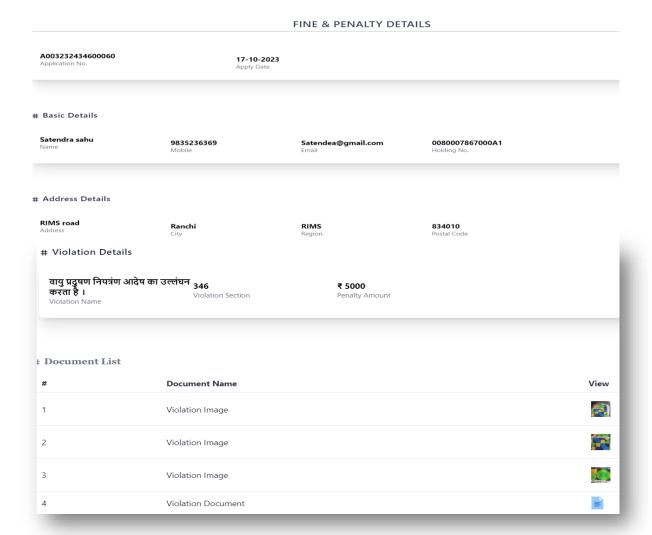
A. Dashboard-After login dashboard page displayed and user should be able to View Pending Application, Challan Generated, Application List, and Search Challan.



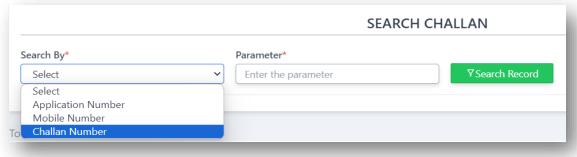
B. Application List- User should be able to View Application List applied by Enforcement Officer by clicking on Application List button.



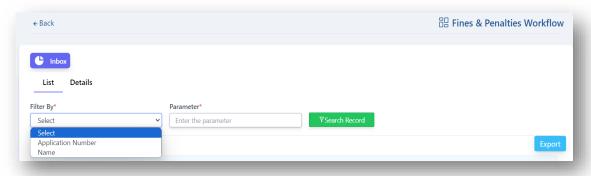
- User should be able to search Challan by Application Number, Mobile Number
 - Details: User should be able to view Fine and Penalty Details



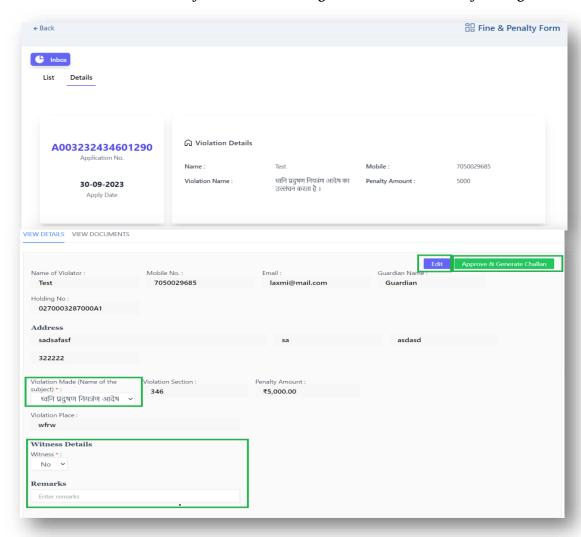
- Details: User can view applied details as on Application Number, Applied Date, Name, Mobile Number, and Email, Holding Number, Address Details, Locality, Violation Details, Violation Section & Penalty Amount and Documents.
- C. **Search Challan** User should be able to Search Challan by Application Number, Mobile Number, and Challan Number.

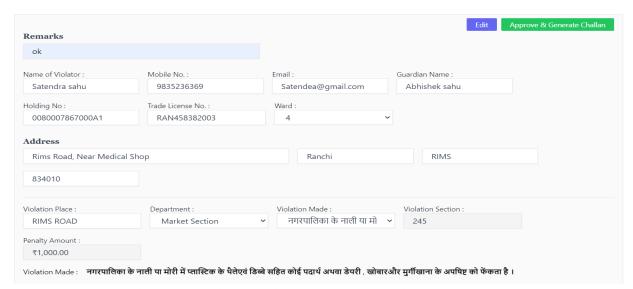


D. **Workflow**-User should be able to Search by Application number & Name and verify the Applied Fines & Penalty in Workflow inbox that displayed in Workflow.

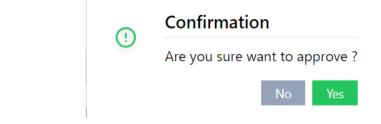


• **Workflow Verification**: User should be able to view the applied details or Edit to verification or Finally Generate Challan for Payment.

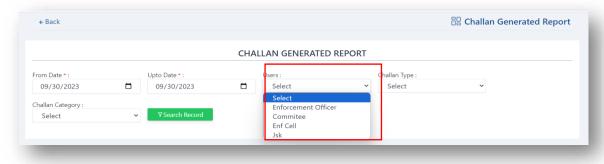




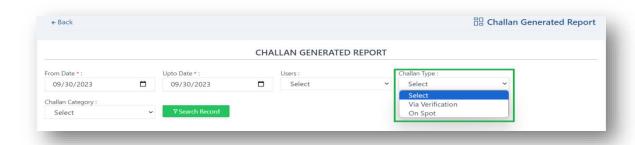
• **Edit:** user should able to edit the challan as per violation update click on Edit button.



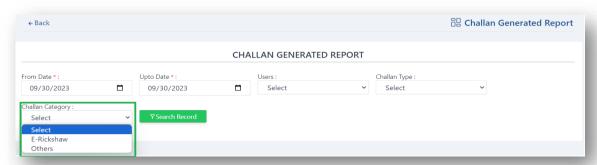
- **Approve & Generate Challan: user** should able to approve and generate challan click on Approve button.
 - 3. Reports: User able to view detail reports
 - A. **Challan Generated Report**:-User should be able to view Challan generated report by filter out by Fines & Penalty, From Date, To Date and by Users on view Users dropdown, Challan Type, Challan category, to view Challan Generated Report.



• Users: User should able to view & Search Generated by the Users



• **Challan Type**: User should able to view & Search Challan Generated by Challan Type



- **Challan Category**: User should able to view & Search Challan Generated by Challan Category
- B. **Collection Report:** User should be able to view Challan Collection report by filter out by Fines & Penalty, From Date, To Date and Payment Mode

