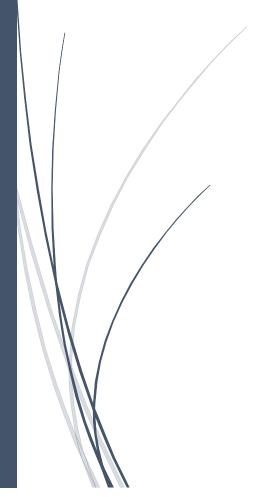
Fine & Penalty

## **USER MANUAL**

**Enforcement cell** 



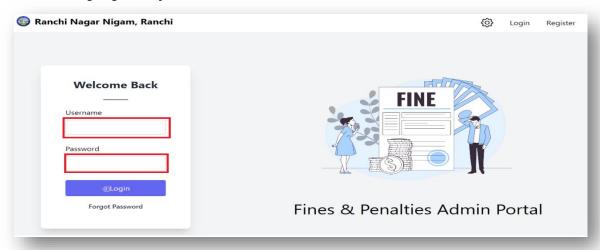
Ranchi Municipal Corporation

## **Table of Contents**

1.	User login with Municipal Fines & Penalty	2
	A. Open E-Municipal site for Municipal Fines& Penalty login	2
	B. Select Fine & Penalty Login	2
	C. Login	2
2.	User Dashboard and View Fine & Penalty Home Page	2
	A. Application List	2
	B. Search Challan	3
	C. Violation Master	4
	a) Department Master	5
	b) Section Master	5
	i) Add Section	5
	ii) Delete Section	5
	c) Violation Master	5
	(a) Add Violation	5
	(b) Assign Spot Violation	6
	D. Reports	6
3.	User Role Master	6
	A. Role Master	6
	a) Add Role	6
	b) Edit	6
	b) Edit c) Delete	
	·	6
	c) Delete	6 .7
	c) Delete  B. User Master	6 .7 7
	c) Delete  B. User Master  a) Add user	6 .77
	c) Delete	6 .777
4.	c) Delete  B. User Master  a) Add user  b) Edit	6 .7777
	c) Delete  B. User Master	677777
	c) Delete	677777
	c) Delete  B. User Master.  a) Add user.  b) Edit.  c) Delete.  d) Assign Role.  Cash Verification  Reports.	67777788
	c) Delete  B. User Master.  a) Add user.  b) Edit.  c) Delete  d) Assign Role.  Cash Verification  Reports  A. Challan Generated Report.	67777888
	c) Delete  B. User Master  a) Add user  b) Edit  c) Delete  d) Assign Role  Cash Verification  Reports  A. Challan Generated Report  B. Violation wise Report	6 .7777888

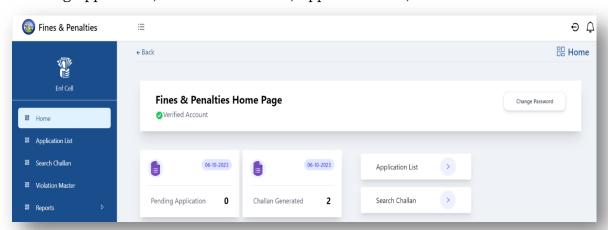
## 1) User Login with username and password in Fines & Penalty

- a) Open E-Municipal site for Municipal Fines & Penalty login as on <a href="https://www.ranchimunicipal.com"><u>www.ranchimunicipal.com</u></a>
- b) Select Fine and Penalty Login
- c) Login User should be able to enter valid username and password and click on Login button to login yourself

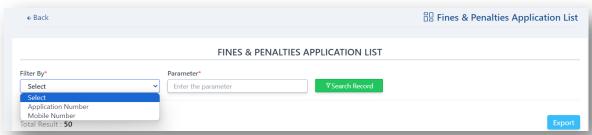


## 2) User Dashboard and View Fine & Penalty Home Page

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

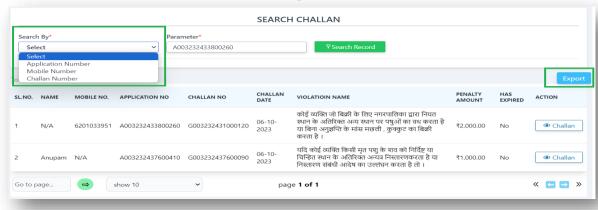


A. **Application List**- User should be able to View Application List applied by Enforcement Officer by clicking on Application List button.



• User should be able to search Challan by Application Number, Mobile Number

- Details: User should be able to view Fine and Penalty Details
- B. **Search Challan** User should be able to Search Challan by Application Number, Mobile Number, and Challan Number as well as export the data.



• Challan View: User should be able to click Challan for view the generated challan

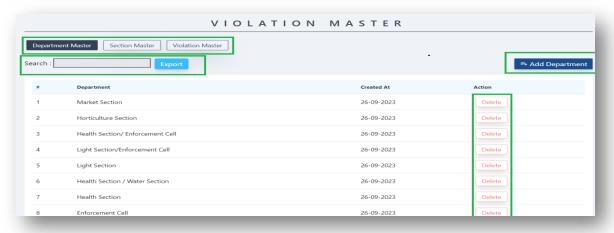
# Violation Details			
वायु प्रदुषण नियत्रंण आदेष का उल्लंघन करता है । Violation Name		<b>5000</b> Penalty Amount	
# Witness Details			
	<b>N/A</b> Witness Mobile		
# Document List			
# Doo	cument Name		View



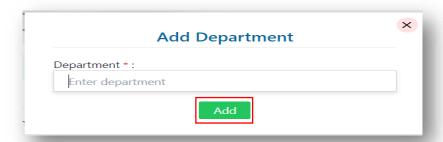
- Print: User should be able to Print the challan click on Print Button
- Receipt: User should be able to view and Print the challan Receipt click on Receipt Button



**C)** Violation Master- User should be able to create master menus as on three sections, Department Master, Section Master, Violation Master, as well as Add Department, Remove Department & Export Data.



a) **Department Master**-User should be able to Search Department, Add Department.



• Fill the Name of Department and Click to Submit Add Button for add the Department

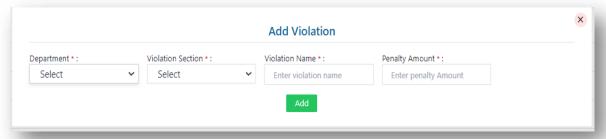
- b) **Section Master**: User should able to Add Section Master click on Add Section as well as delete the Section Master.
- i. Add Section: User should able to add Section Master Click on Add Section Button.



- ii. Delete Section: User should able to delete Section Master Click on Delete Button.
- c) Violation Master: User should be able to Add violation and Assign on Spot violation.



a) Add Violation: User should be able to Add violation click on add violation button.



1. Select Department, Violation Section, Violation Name, Penalty amount and Click Add to Adding the Violation.

Confirmation

Are you sure want to delete?

No Yes

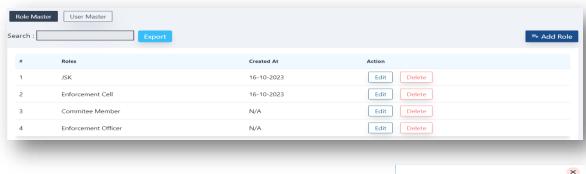
(!)

Confirmation Pop-Up for delete
 if "Yes" then Violation should be deleted.

b) **Assign Spot Violation**: User should be able to Assign on spot violation click on assign on spot violation button



- 1. User should able to Slide to manage penalty amount range
- 2. User should able to Fill the manually penalty amount.
- User should able to select / deselect as per order and assignment for on spot challan generation
- 3) User Role Master: user should able to add roll and users.
  - A. Role Master: User can add or delete as per requirement roles.



a) Add Role: user can add role as per requirements.



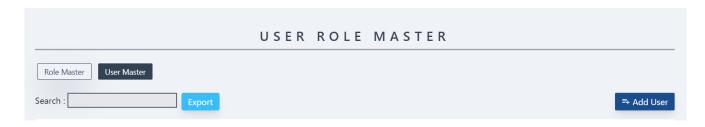
b) Edit: User can Edit for any changes if required he will be update click on edit button.



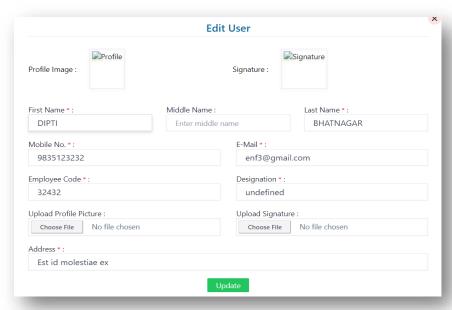
c) Delete: user can delete for any changes if required, and then he will be update click on delete button.



B. User Role Master: User should be able to add user Assign, Editor Delete as per requirement.



- a) Add User: User should be able to add user as per requirement click on Add user.
- b) Edit: user should be able to edit user details



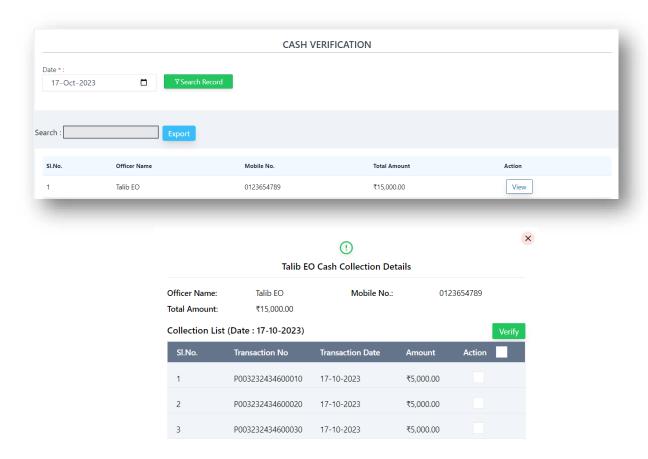
c) Delete: User should able to delete un-necessary user click on Delete Button



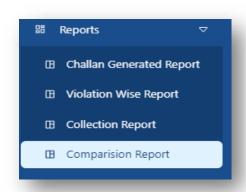
d) Assign: user should able to assign role as per requirement.



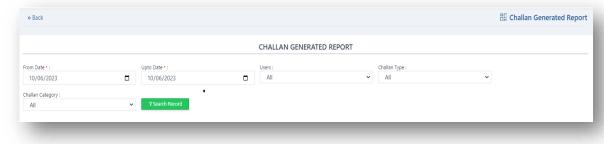
4) Cash Verification: user should able to cash verification



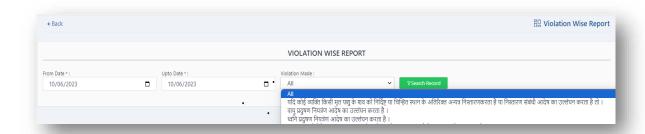
**5) Reports**: User should able to view different types of report like, Challan Generated Report, Violation Wise Report, Collection Report, and Comparison Report.



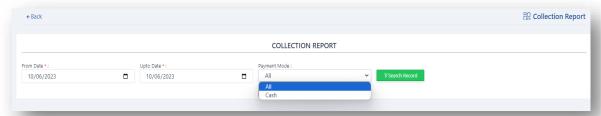
**A. Challan Generated Report: User** should able to view by select from date, User and Challan Type.



**B. Violation Wise Report**: User should able to view by select from date, Violation Mode wise.



**C. Collection Report:** User should able to view collection report by date and Payment Mode Wise.



**D. Comparison Chart:** User should able to view comparison report by Application Number, Mobile Number, and Challan Number.



a) **Comparison Chart**: User should able to view comparison chart for differences between applied or approval.

