

“e-Chhawani”
Online Management of Cantonment
Boards



Lease Renewal/Extension

User Manual

Contents

About this Manual	3
1. General Functions	4
1.1 Login into the Application	4
1.2 Editing the Profile	7
1.2.1 Enter/Update Name, Cantonment and Email ID	7
1.2.2 Update Profile Photo	8
1.3 Logout	8
2. Lease Renewal/Extension	9
2.1 Apply for Lease Renewal/Extension	9
2.1.1 Lease Details	10
2.1.2 Uploading Documents	11
2.2 My Applications	12

About this Manual

The purpose of this manual is to give an overview of the Lease Renewal Management System (LRMS). The LRMS product provides a digital interface, allowing citizens to apply for the Lease Renewal. The citizen can renew the lease the certificate thereby ensuring hassle-free and user-friendly process.

The LRMS allows the citizens to:

- a. **Apply for a Lease Renewal/Extension**
- b. **Keep a track of the status of the Lease Renewal**

This manual covers up the various features of LRMS and every feature is defined with a screenshot for user assistance.

1. General Functions

1.1 Login into the Application

To login, please go to the following link:

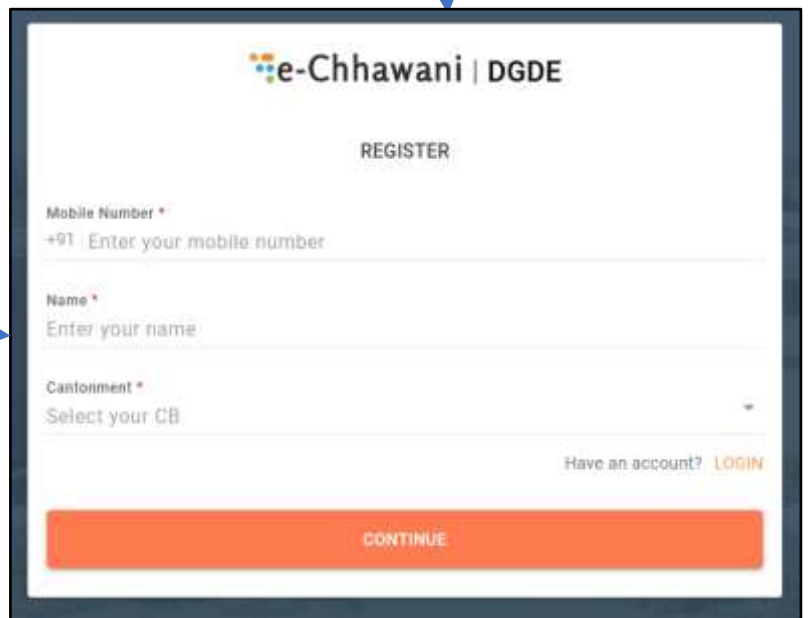
<https://echhawani.gov.in/citizen/>

The citizen lands on the following page. Select the language of choice and click on **Continue**.



The screenshot shows the 'e-Chhawani | DGDE' login interface. At the top, there are language selection buttons for 'English' and 'हिंदी'. Below these is a large orange button labeled 'CONTINUE'.

To Register, Enters Mobile Number, Name and selects his/her CB and click on **Continue**.

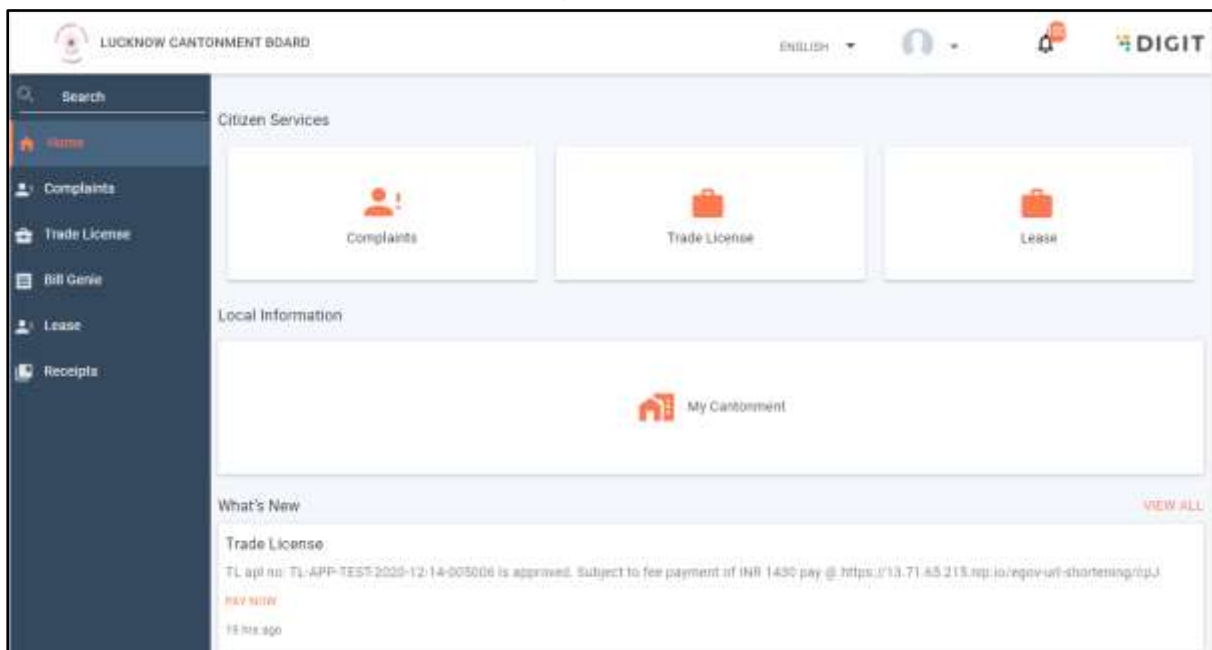


The screenshot shows the 'e-Chhawani | DGDE' registration interface. It has a 'REGISTER' heading. Below it are three input fields: 'Mobile Number *' with a placeholder '+91 | Enter your mobile number', 'Name *' with a placeholder 'Enter your name', and 'Cantonment *' with a placeholder 'Select your CB'. At the bottom right, there is a link 'Have an account? LOGIN'. A large orange button labeled 'CONTINUE' is at the bottom.

An OTP will be sent to the entered Mobile Number.

Enter the received OTP and click on **Continue**.

On login, the homepage will be displayed on the citizen screen.



For an already registered user, click on “Login”.

Enter the registered Mobile Number and click **CONTINUE**.

Enter the received OTP and click on **Continue**.

On login, the homepage will be displayed on the citizen screen.

1.2 Editing the Profile

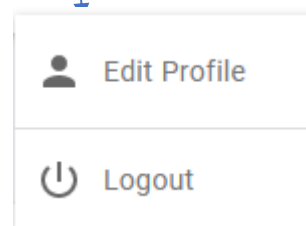
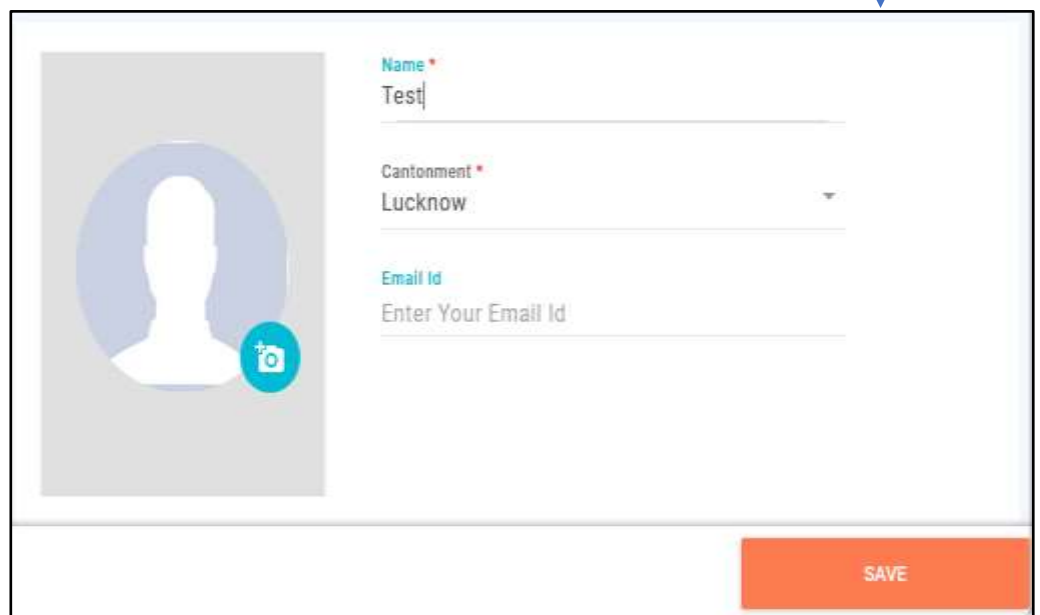
Follow the steps shown below to edit your profile. You can:

- Enter/Update Name, Cantonment and Email ID
- Upload Profile Photo

1.2.1 Enter/Update Name, Cantonment and Email ID

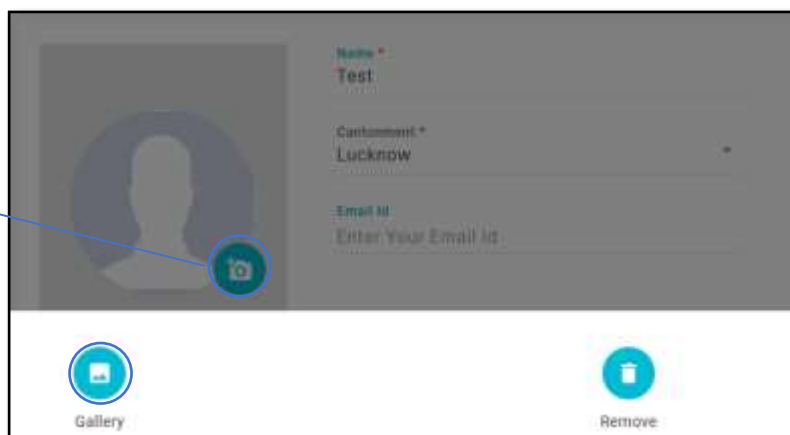


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

1.2.2 Update Profile Photo

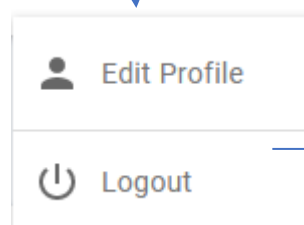
To update the profile photo, click on the Camera Icon.



Two options appear on the screen:
“Gallery” and “Remove”.

Click on “Remove” to remove the present Profile picture and click on “Gallery” to upload a new picture from the computer.
Once the user is done editing his/her profile, click on “SAVE” button in the bottom right of the page to save the changes.

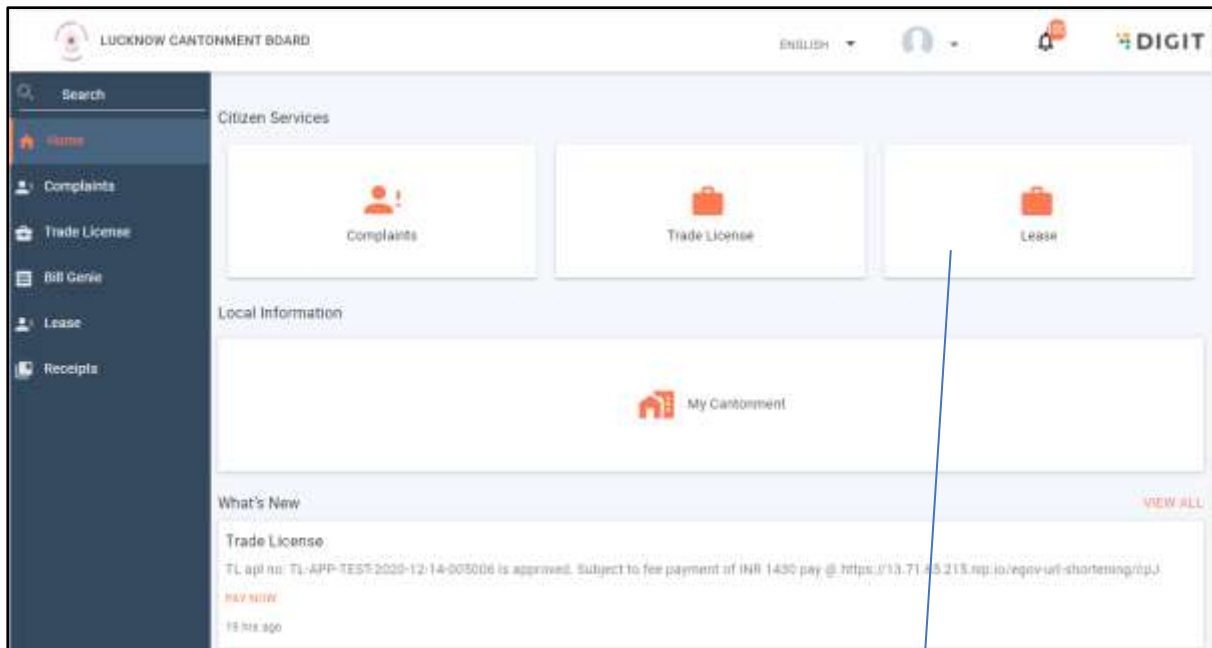
1.3 Logout



Click on “LOGOUT” to logout of the application.

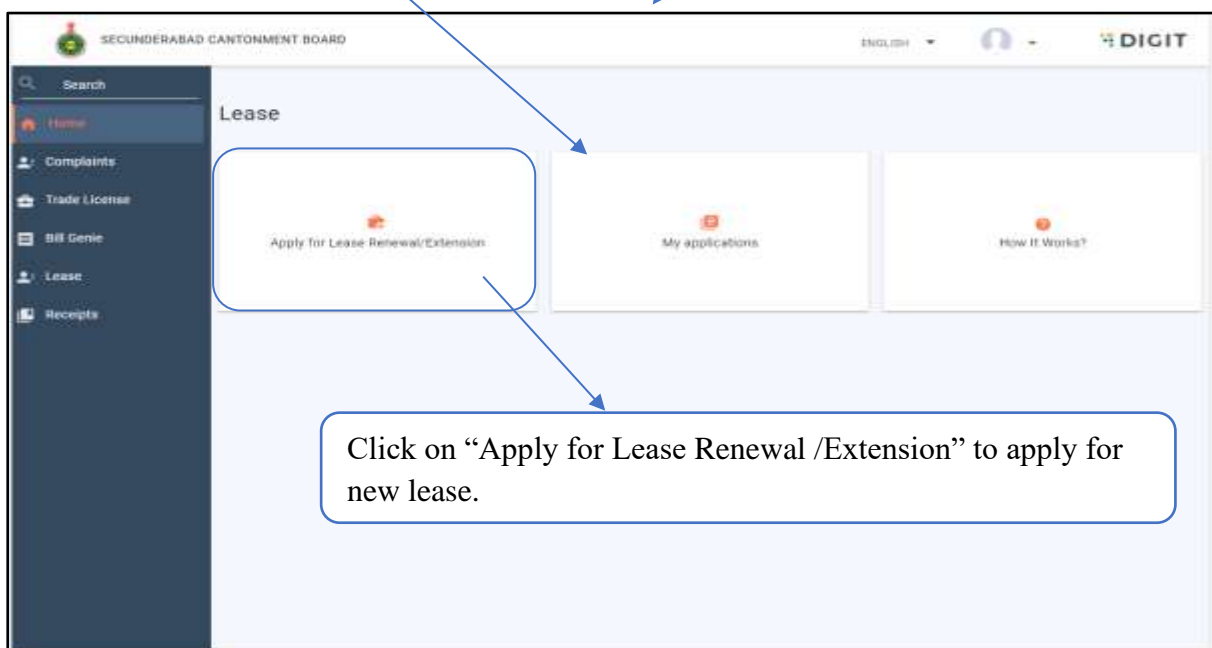
2. Lease Renewal/Extension

2.1 Apply for Lease Renewal/Extension



On the Landing page, click on “Lease” to proceed.

Three options appear on the screen:
“Apply for Lease Renewal/ Extension”,
“My Applications” and
“How it Works?”.



Click on “Apply for Lease Renewal /Extension” to apply for new lease.

Following are the sub sections in Lease Renewal/Extension Details:

2.1.1 Lease Details

Following are the fields

Type*	Select the type as <ul style="list-style-type: none"> RENEWAL EXTENSION
Cantonment*	Select the Cantonment Name
Located	Select type as <ul style="list-style-type: none"> Inside Civil Area Outside Civil Area
Survey No	For Inside Civil Area, enter the Survey No

Please Note: When the user clicks on the label of the type, the colour of the label changes to orange, specifying that action is taken on that label.

SECUNDERABAD CANTONMENT BOARD

Lease Details

Type * RENEWAL

Cantonment * Secunderabad

Lease * Inside Civil

Survey Number * 123

Lease Details

Term No.	Area	Term Expiry Date	Annual Rent
34	12344	19/01/1970	9999

Leasee is Per GLR
Mst.Ram Dulari d/o Sital Persad 1

Documents

Upload required documents

1 Application

1.00 MB PDF FILE

SUBMIT

After entering the details, the Lease Details will be displayed.

2.1.2 Uploading Documents

Select “UPLOAD FILE” option to upload the required documents.

SECUNDERABAD CANTONMENT BOARD

Lease Details

Term No. 34

Area 12344

Term Expiry Date 19/01/1970

Annual Rent 9999

Leasee is Per GLR
Mst.Ram Dulari d/o Sital Persad 1

Documents

Upload required documents

1 Application

The Lease Application
Only .jpg and .pdf files. Size max file size.

2 Lease/Renewal Deed or Affidavit

Original lease deed or renewal deed or affidavit from applicant
Only .jpg and .pdf files. Size max file size.

3 GLR Extract/ Plan

GLR Extract and GLR Plan
Only .jpg and .pdf files. Size max file size.

4 Building Plan

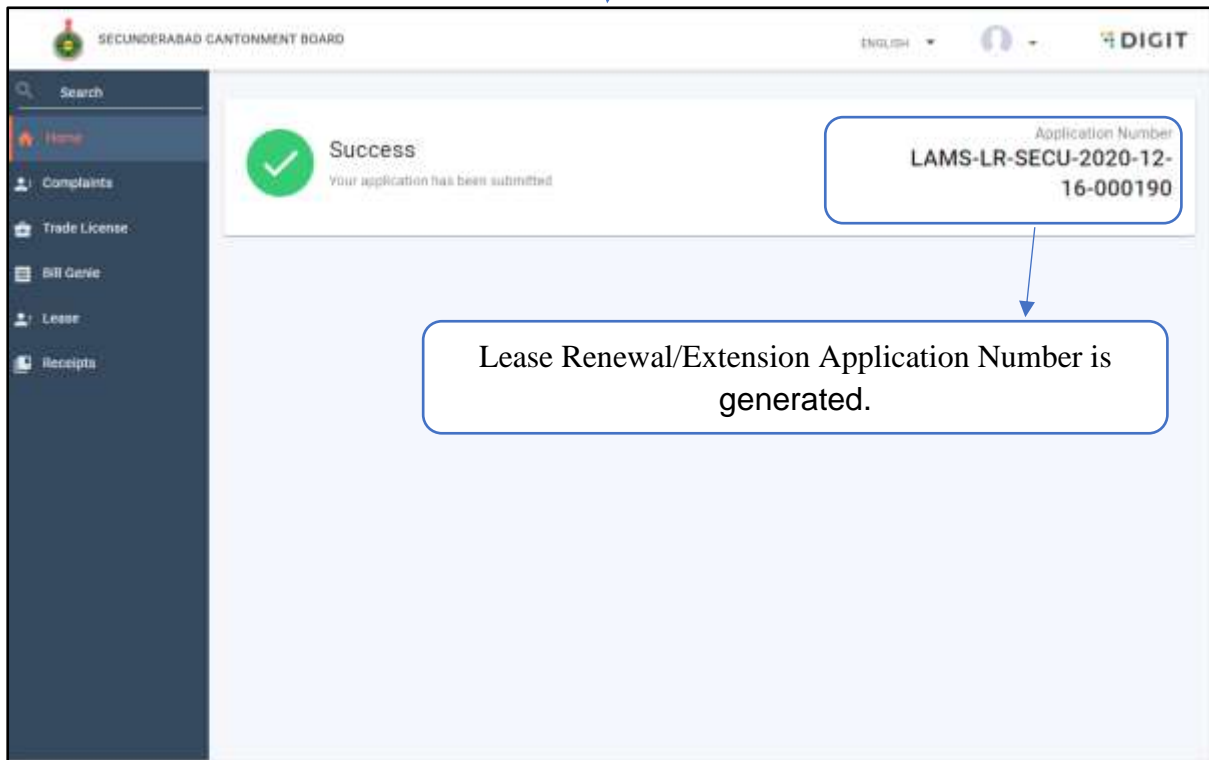
Sanctioned Building Plan
Only .jpg and .pdf files. Size max file size.

5 No Due Certificate

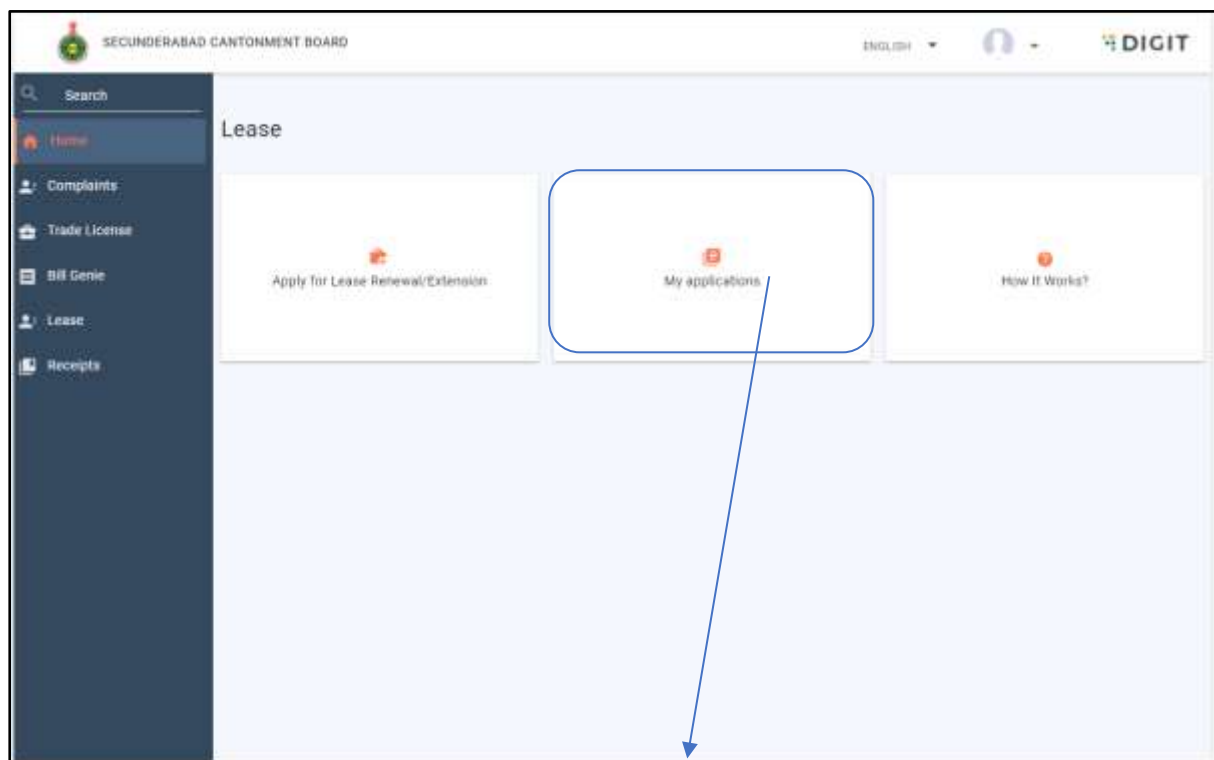
UPLOAD FILE

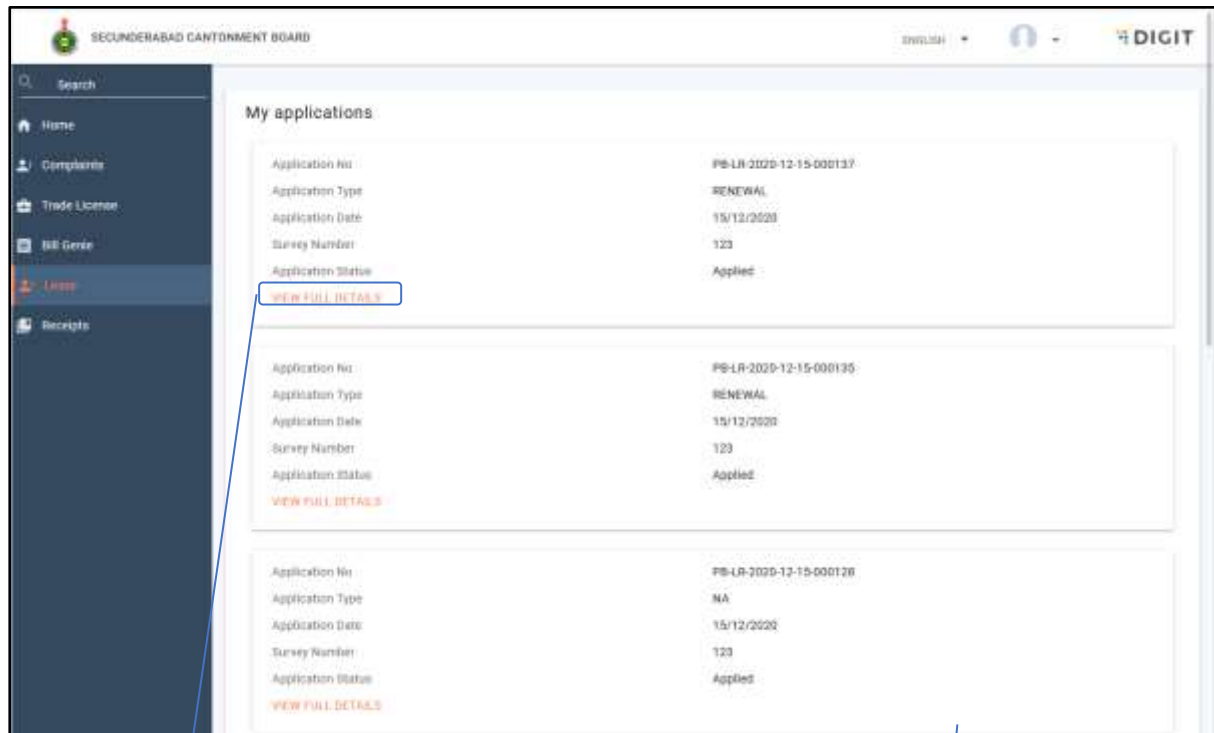
SUBMIT

After uploading the documents, click on “SUBMIT>” you will be redirected to the “Acknowledgement” screen.

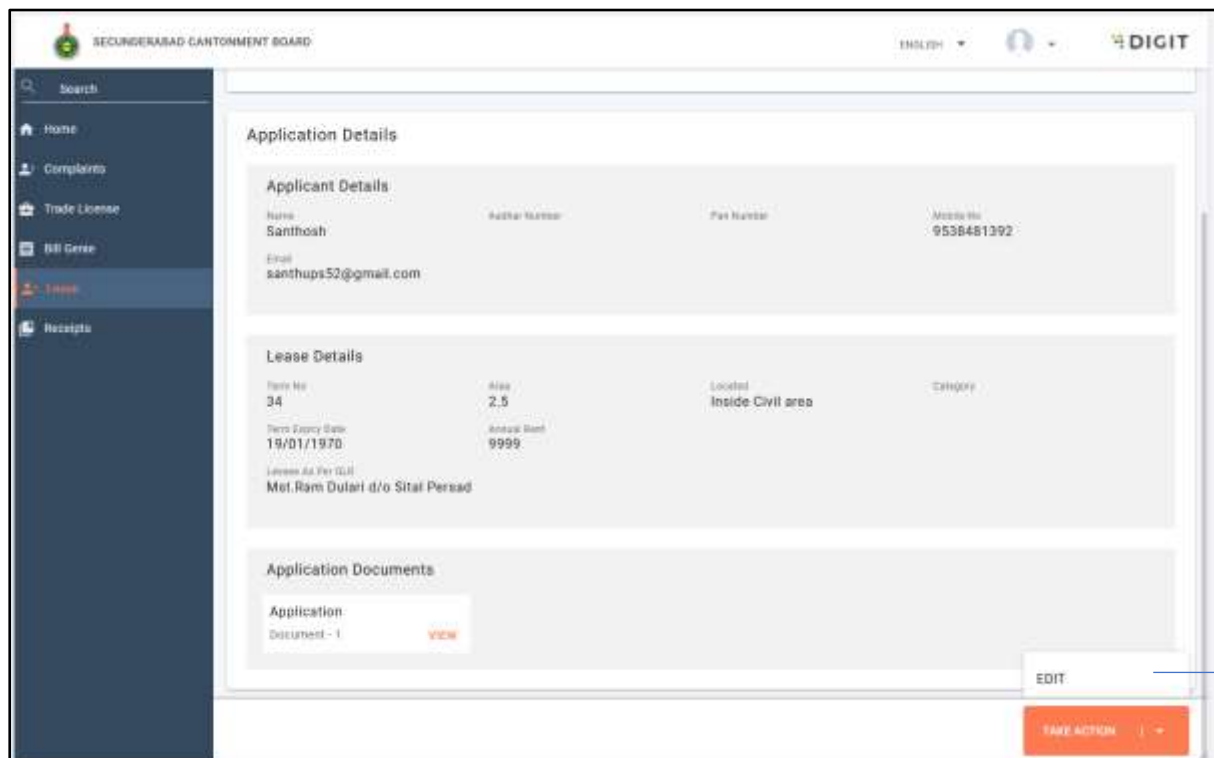


2.2 My Applications





Click "View Full Details", to view the summary of the application.



To edit the application, click on "Take Action ->EDIT". He/she will be directed to Documents

SECUNDERABAD CANTONMENT BOARD

ENGLISH

DIGIT

Search

Home

Complaints

Trade License

GIS Genie

LPR

Receipts

Documents

Upload required Documents.

1 Application
The Lease Application
Only .jpg .png and .pdf files, 5MB max file size

DOCUMENT - 1

2 Lease/Renewal Deed or Affidavit
Original lease deed or renewal deed or affidavit from applicant.
Only .jpg .png and .pdf files, 5MB max file size

SAMPLE.PNG

3 GLR Extract/ Plan
GLR Extract and GLR Plan
Only .jpg .png and .pdf files, 5MB max file size

UPLOAD FILE

4 Building Plan
Sanctioned Building Plan
Only .jpg .png and .pdf files, 5MB max file size

UPLOAD FILE

5 No Due Certificate
No dues certificate of Lease Hold
Only .jpg .png and .pdf files, 5MB max file size

UPLOAD FILE

6 Legal Rights
Documents supporting the legal rights of applicant on leased property
Only .jpg .png and .pdf files, 5MB max file size

UPLOAD FILE

Field Description

SUBMIT

After uploading the required documents, click on “SUBMIT>” you will be redirected to the “Acknowledgement” screen.

*****END OF DOCUMENT*****