

# **“e-Chhawani” Online Management of Cantonment Boards**



## ***Trade License*** **User Manual**

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### About this Manual

The purpose of this module is to give an overview of the Trade License System (TLS). The Trade License product provides a digital interface, allowing citizens to apply for the Trade License and subsequently make the payment online.



The TLS allows the citizens to:

- a. **Apply for a Trade License**
- b. **Complete the Payment for Application and Trade License**
- c. **Keep a track of the status of the Trade License**
- d. **Download receipts of the payments made for any TL**

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

## 1. General Functions

### 1.1 Login into the Application

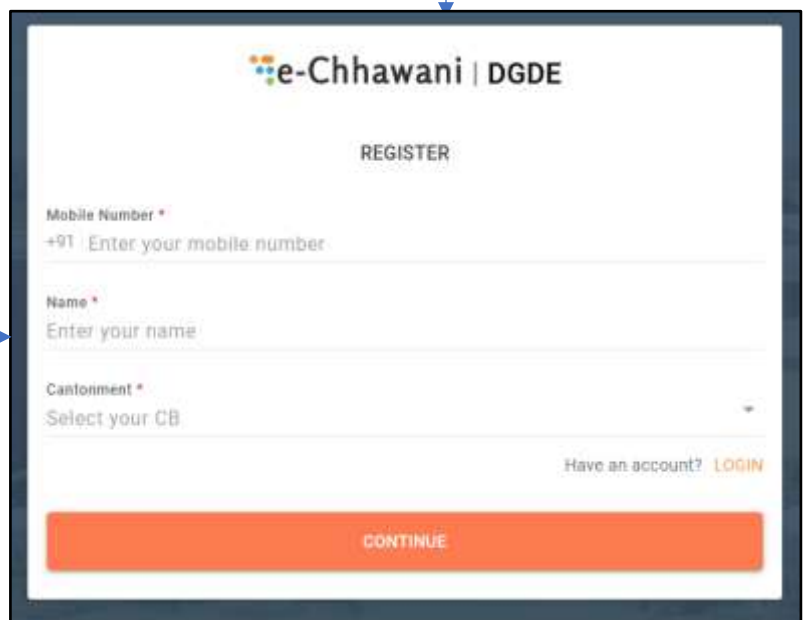
To login, please go to the following link:

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

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

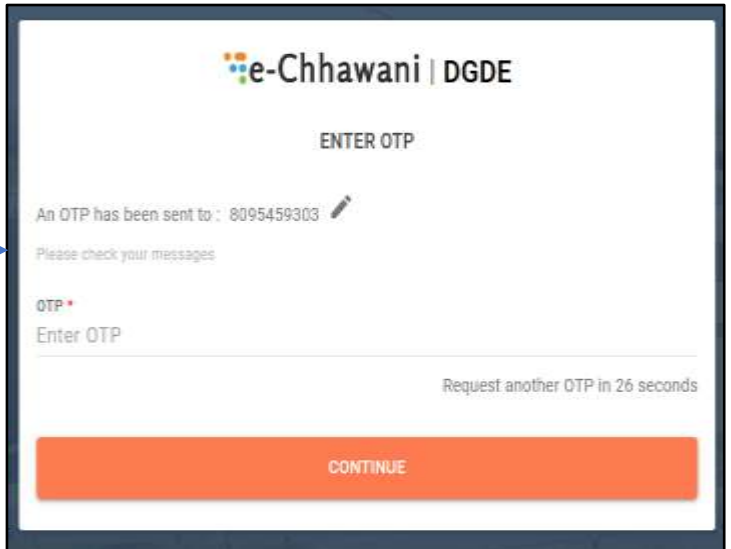


To Register, Enters Mobile Number, Name and selects his/her CB and click on **Continue**.



An OTP will be sent to the entered Mobile Number.

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



e-Chhawani | DGDE

ENTER OTP

An OTP has been sent to : 8095459303 ✎

Please check your messages

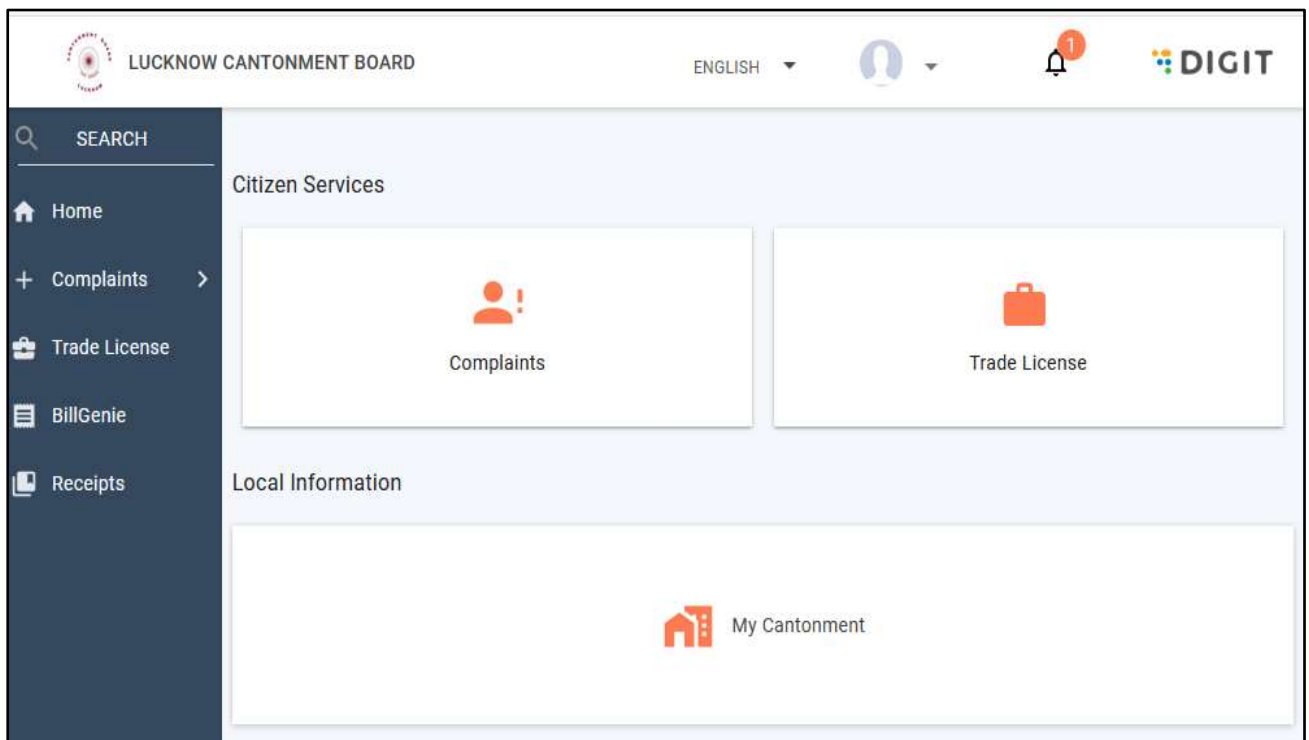
OTP \*

Enter OTP

Request another OTP in 26 seconds

CONTINUE

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



LUCKNOW CANTONMENT BOARD

ENGLISH

1

DIGIT

SEARCH

Home

+ Complaints >

Trade License

BillGenie

Receipts

Citizen Services

Complaints

Trade License

Local Information

My Cantonment

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 in, the homepage will be displayed on the citizen screen.

## 1.2 Editing the Profile

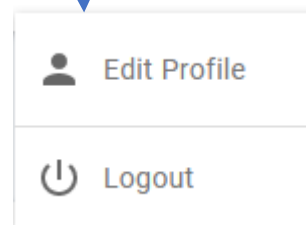
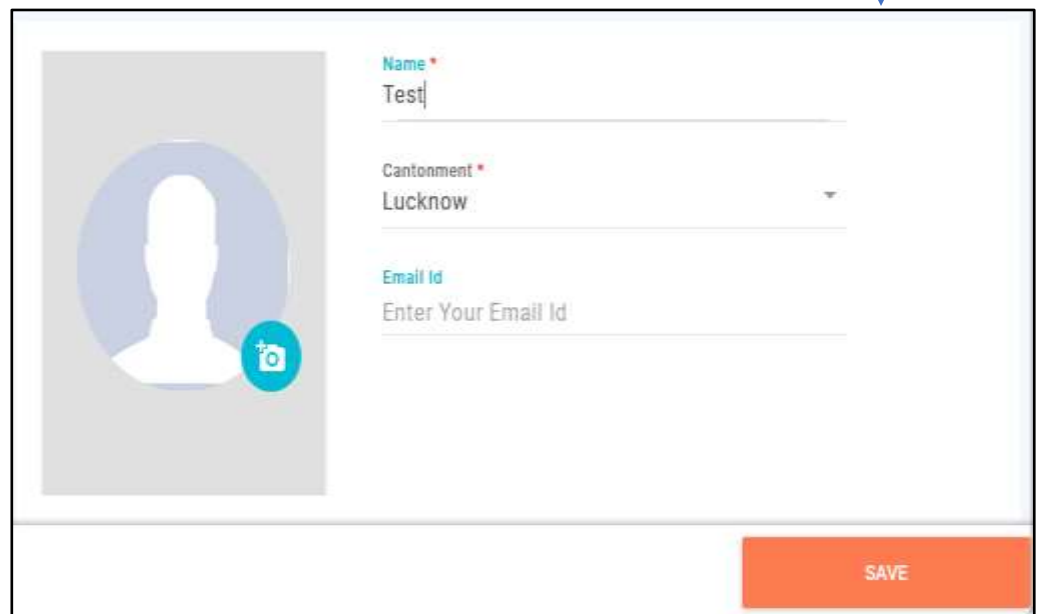
Follow the steps shown below to edit your profile. You can:

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

### 1.2.1 Enter/Update Name, Cantonment and Email ID

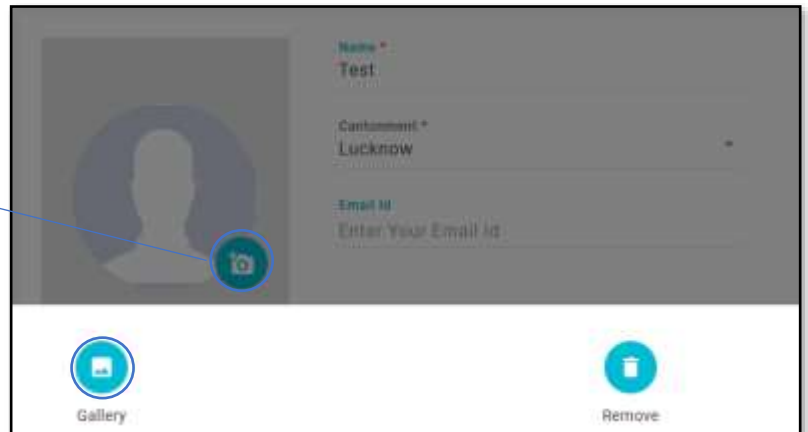


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

## 1.2.2 Update Profile Photo

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



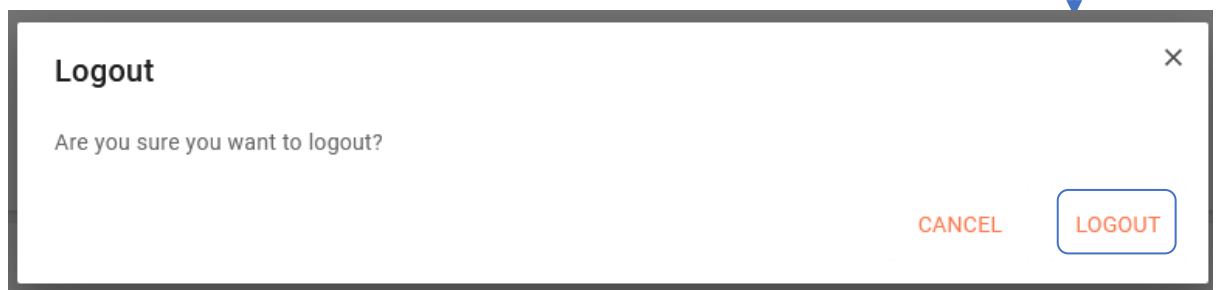
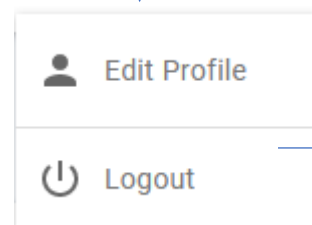
Two options appear on the screen:

**“Gallery” and “Remove”.**

User clicks on “Remove” to remove the present Profile picture and clicks on “Gallery” to upload a new picture from the computer.

Once the user is done editing his/her profile, user clicks on “SAVE” button in the bottom right of the page to save the changes

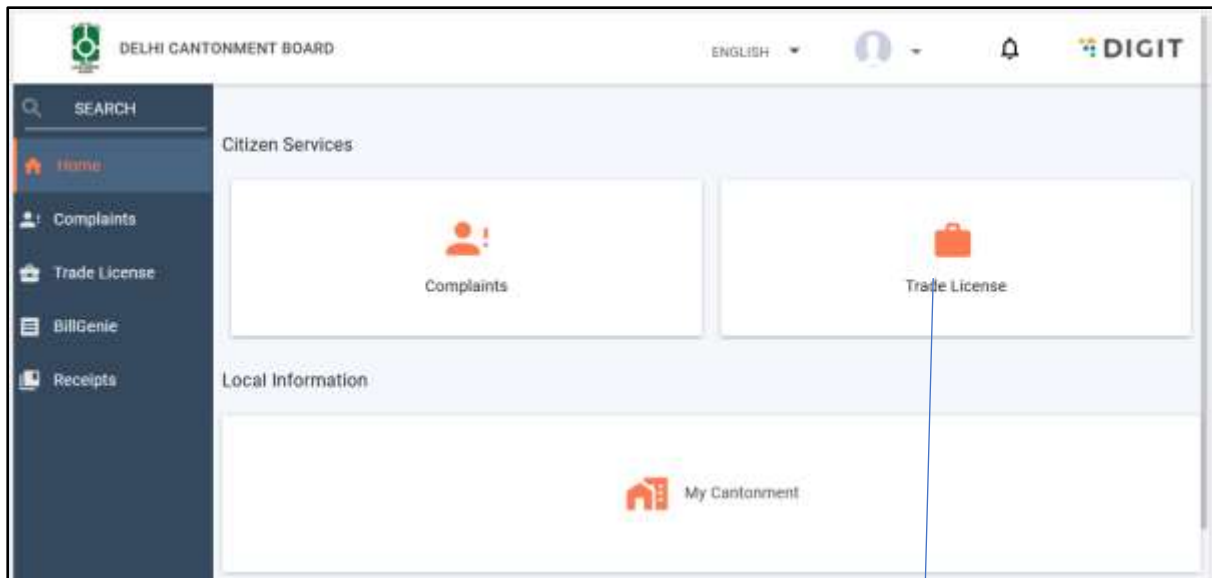
## 1.3 Logout



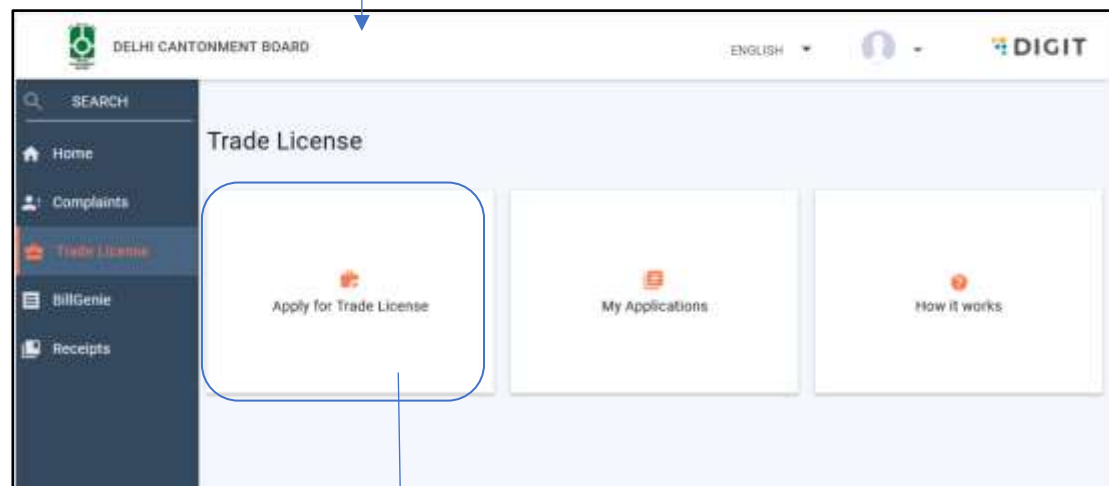


## 2. Trade License

### 2.1 Apply for TL



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



Three options appear on the screen:  
“Apply for Trade License”,  
“My Applications” and  
“How it Works?”.

Select the required CB and click “Select”

Select your CB

Cantonment \*

Pune|

SELECT CANCEL

**Apply for New Trade License**

Trade Details    Applicant Details    Documents    Summary

**Trade Details:**

Financial Year \*  
Select Financial Year

License Type \*  
Annual

Business Type \*  
Manufacturing

Trade Commencement Date \*  
dd / mm / yyyy

Area of State premises (Sq Ft) \*  
Enter area of trade premises in Sq Ft

Old License No.  
Enter Old License Number

Name Of Trade \*  
Example: Chai Da Dhaba

Structure Sub Type \*  
Pucca

Trade GST No.  
Enter Trade GST No.

No. of Employees  
Enter No. of Employees

**Trade Unit**

Trade Category \*  
Select Trade Category

Trade Type \*  
Select Trade Type

Trade Sub Type \*  
Select Trade Sub-Type

ICDA (Sq Ft Measurement)  
ICDA

ICDA Value  
Enter ICDA value

[TRADE TYPE HELP](#)

[+ ADD TRADE UNITS](#)

**Trade Location Details**

Consent \*  
LUCKNOW

Shop/Office No.  
Enter Shop/Office No.

Street Name  
Enter Street Name

Pincode  
Enter Pincode

Electricity Connection No.  
Enter Electricity Connection No. of Trade Location

Property ID/NO  
Enter Property ID/NO

Building/Colony Name  
Enter Building/Colony Name

Address \*  
Enter Address

Lat/Latitude  
Select your trade location on map

Occupancy \*  
Select Occupancy

[NEXT STEP](#)

Once the citizen clicks on Apply, a form will open up asking about various details related to the trade for which citizen needs the license

**Apply for New Trade License**

Trade Details    Applicant Details    Documents    Summary

On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on "Trade Details" section

Following are the sub sections in Trade Details:

### 2.1.1 Trade Details

Trade Details	
Financial Year* Select Financial Year	Old License No. Enter Old License Number
License Type* Annual	Name of Trade* Example Chhatra Chhatra
Structure Type* Immovable	Structure Sub Type* Pucca
Trade Commencement Date* dd / mm / yyyy	Trade GST No. Enter Trade GST No.
Area of trade premises (sq Ft)* Enter area of trade premises in Sq Ft	No. of Employees Enter No. of Employees

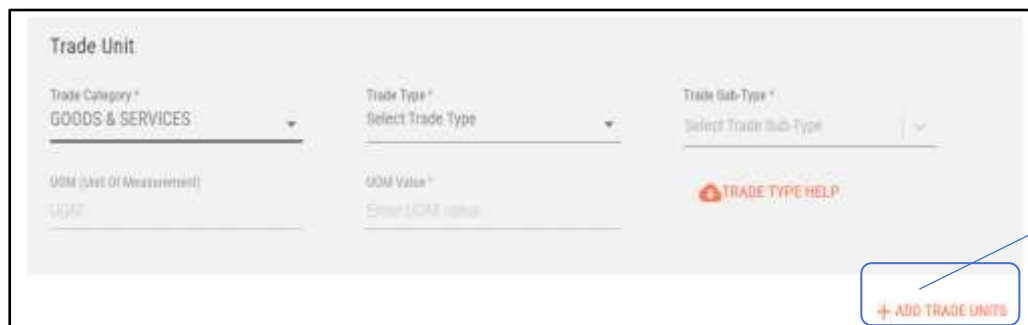
Following are the fields in the Trade Details Subsection

Financial Year*	Select the financial year for which the License is applied for.
License Type*	The Application Type as: <ul style="list-style-type: none"> <li>Annual</li> <li>Renewal</li> </ul>
Old License No	Enter the old License number (if available)
Name of the Trade*	Enter the name of the trade
Structure Type*	The Structure Type, Immovable is pre-selected from the drop down.
Structure Sub Type*	The Structure Subtype 'Pucca' is pre-selected from the drop down.
Trade Commencement Date*	Specifies the date from which the trade is operating. Here Citizen can also input the future date within a financial year.
Trade GST No	Requires inputting the GST No related with the Trade.
Operation Area (Sq Ft)*	Requires inputting the operational area of the premises/property where trade is conducted.
No of Employees	No. of employees employed in trade for which the license is applied.

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

### 2.1.2 Trade Unit

Following is screen for the Trade Unit Sub-section

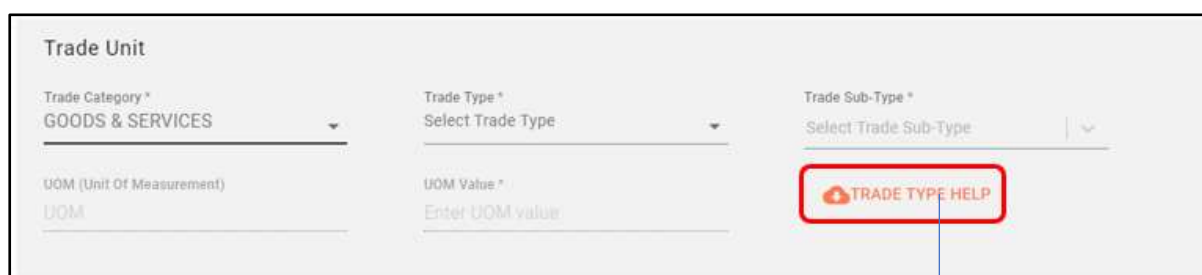


Click on “**ADD TRADE UNITS**” to add more trade unit.

Following are the fields in Trade Unit -section

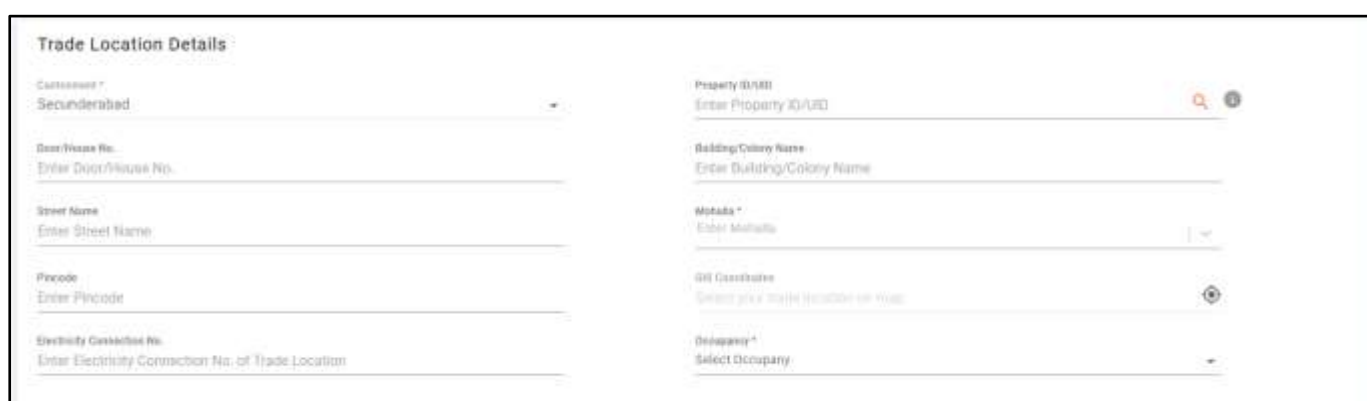
Trade Category*	Select the appropriate category related with the Trade from the drop down.	
Trade Type*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category.	
Trade Sub Type*	The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.	

**NOTE:** UOM & UOM Value are mandatory only for the cantonment where fee will be calculated based on unit of measurement. It is optional for the cantonment where Trade License charges are fixed.



If you want help to check various trade type and its subtype available, clicks on “TRADE TYPE HELP”. The trade master document gets downloaded.

### 2.1.3 Trade Location



Following are the fields in Trade Location Details Section:

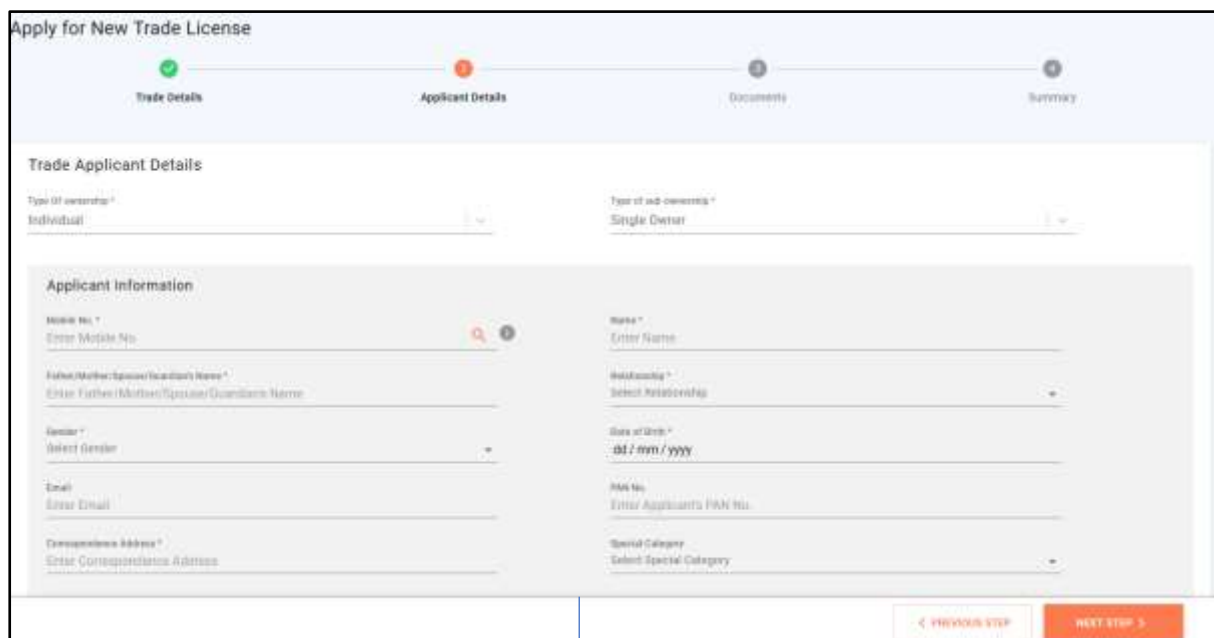
Cantonment *	Select the Cantonment name
Property ID/UID	Enter appropriate Property ID/UID
Door/House No.	Enter the Door/House No.
Building/Colony Name	Enter the Building/Colony Name.
Street Name	Enter the Building/Colony Name.
Mohalla *	Select appropriate ward and locality name
Pin code	Enter appropriate pin code
GIS Coordinates	Select a location from the map
Electricity Connection No	Enter Electricity Connection No. of Trade Location
Electricity Connection No.	Enter appropriate Electricity Connection No. for the Property
Occupancy Type	Select Occupancy type as either 'Rented' or 'Self Occupied'

\*Mandatory Fields

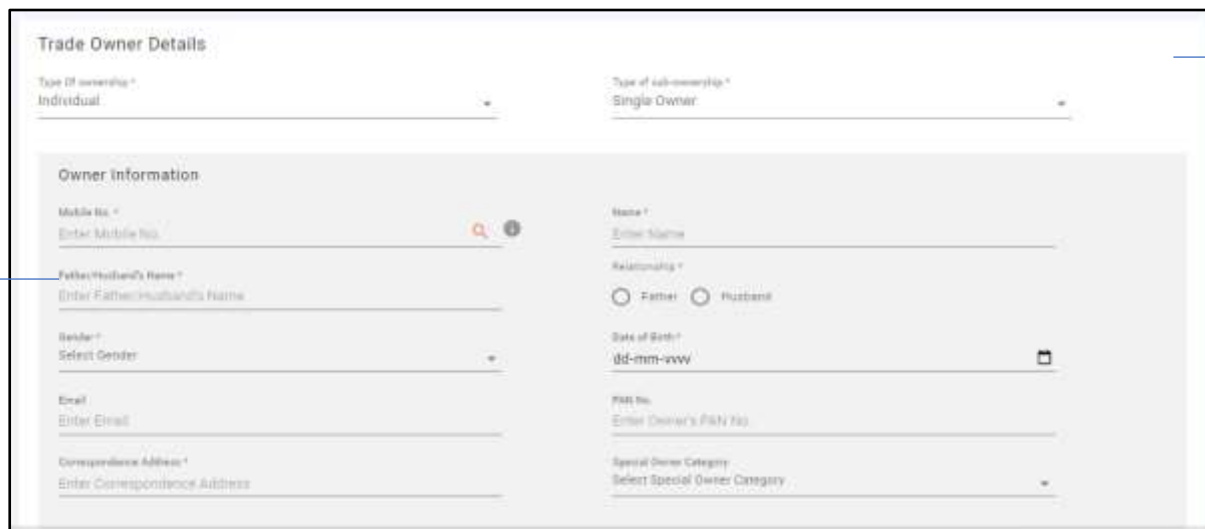
After finalizing the details, click on “NEXT STEP” and user will be redirected to “Owner Details” screen.

NEXT STEP >

## 2.1.4 Trade Owner



Once the Trade Details are entered, the Citizens will be escalated to the „Trade Owner Details” Screen. Here the Citizen will enter the details about the owner/owners who are related in the Trade



Following are the fields in Trade Owner Details Sub -section:

Type of Ownership*	Select the appropriate type of ownership related to the trade for which the license is being applied.
Type of Sub-ownership*	Select the appropriate type of sub-ownership related to the trade for which the license is being applied.

\*Mandatory Fields

Enter the details about the owner/owners who are related in trade

Mobile Number*	Enter the mobile number of the primary owner.
Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/ Husband name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter Date of birth of the owner.
Email	Enter trade owner email id
PAN No	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached in.
Special Owner Category	Select Special Owner Category from the drop down

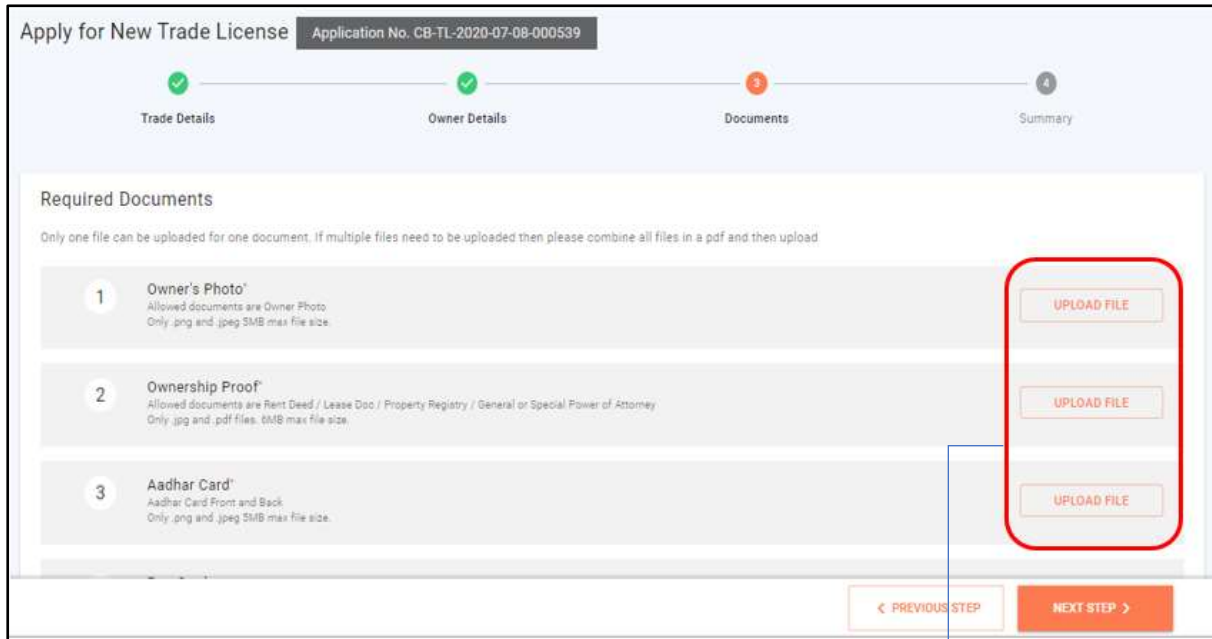
If "multiple owner" option is selected in "Type of sub-ownership" field then add the multiple owner's detail by clicking on "ADD OWNER".

[+ ADD OWNER](#)

After finalizing the details, click on “NEXT STEP” and user will be redirected to “Documents” screen.

NEXT STEP >

## 2.1.5 Uploading Documents



Apply for New Trade License Application No. CB-TL-2020-07-08-000539

Trade Details Owner Details Documents Summary

**Required Documents**

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

- Owner's Photo\***  
Allowed documents are Owner Photo  
Only .png and .jpeg 5MB max file size.
- Ownership Proof\***  
Allowed documents are Rent Deed / Lease Doo / Property Registry / General or Special Power of Attorney  
Only .jpg and .pdf files. 6MB max file size.
- Aadhar Card\***  
Aadhar Card Front and Back  
Only .png and .jpeg 5MB max file size.

UPLOAD FILE

UPLOAD FILE

UPLOAD FILE

PREVIOUS STEP NEXT STEP >

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

After uploading the documents, click on “NEXT STEP” your will be redirected to the “Summary” screen.

## 2.1.6 Summary

Apply for New Trade License Application No. CB-TL-2020-07-08-000539

Trade Details Owner Details Documents Summary

Application Summary

Application Fee	100	Total Amount <b>Rs 100</b> Not Paid
Total Amount	100	

[VIEW LICENSE FEE BREAKUP](#)

Trade Details [EDIT](#)

Application Type New	Old License No. NA	License Type Annual	Trade Name Raj Restaurant
Structure Type Immovable	Structure Sub Type Pucca	Trade Commencement Date 08/07/2020	Trade GST No. NA
Operational Area (Sq Ft) 2000	No. Of Employees 15		

Trade Category GOODS & SERVICES	Trade Type Eating Establishments	Trade Sub-Type Eating House / Restaurant / Cafe / Bar / SFT Food Court	UOI (Sq Ft Measurement) UOI Value 2000
------------------------------------	-------------------------------------	--	--

Property Assessment ID NA	Garrison Secunderabad	Door/House No. 209	Building/Colony Name Apporva
Street Name AvenueT	Block VITTAL NAGAR HANUMAN NAGAR	Pincode 210054	Electricity Connection No. NA

Owner Details: [EDIT](#)

Type Of ownership Individual	Type of sub-ownership Single Owner	Aadhar No. 7022225103	Name Akash
Father/Husband's Name Ram	Relationship Father	Gender Male	Date of Birth 12/12/1990
Email abc@gmail.com	Pass No. NA	Correspondence Address 206, Friend Residency	Special Owner Category Defense Personnel

Documents [EDIT](#)

Owner's Photo photo.png <a href="#">VIEW</a>	Ownership Proof photo.png <a href="#">VIEW</a>	Aadhar Card photo.png <a href="#">VIEW</a>
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< PREVIOUS STEP [SUBMIT AND PAY >](#)

Click on "VIEW LICENSE FEE BREAKUP" option to view the fee details

Click on the Edit option in the section for which the details need to be edited.



### Calculation Breakup



Trade Unit

Eating House / Restaurant / Cafe / Bar / Food Court

(Rs 5/SFT) \* 2000

Total

Rs 10000

Total

Rs 10000

**NOTE:** “SUMBIT AND PAY” is only applicable and appears on screen for the Cantonment, where application fee is to be paid. For Cantonment Board, where in application fee is not applicable, they will get “SUBMIT” option to forward the application to next level for further processing.

Once the form is reviewed; click on “SUBMIT AND PAY” / “SUBMIT” to proceed further.

SUBMIT AND PAY >

or

SUBMIT >

### 2.1.7 Payment of Application Fee

Once the citizen has clicked on to proceed the payment, following is the screen which will be displayed.

The TL Fee Breakdown will be displayed to the citizen creating a transparency and awareness on how the fee is charged.

Once the fee is reviewed, the citizen can click on “Make Payment” for completing the payment. You will be redirected to the Online Transaction Gateway.

Payment Information
Consumer Code CB-TL-2023-07-08-000338

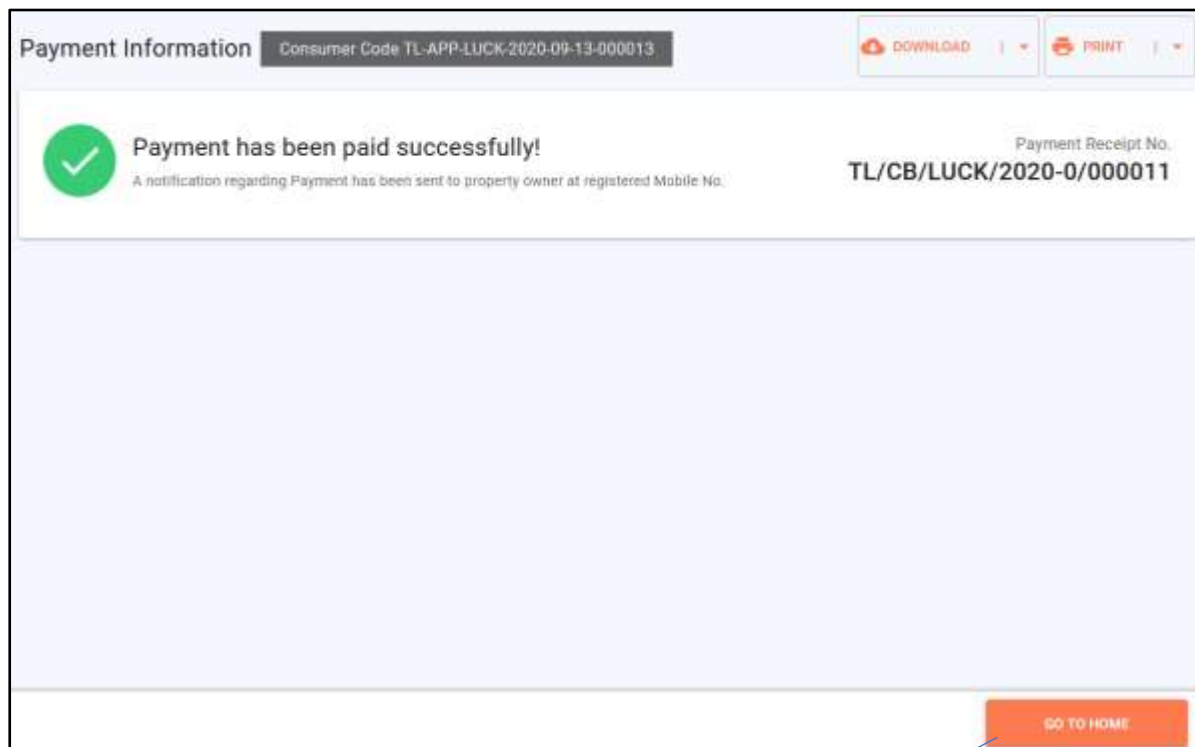
Payment Collection Details

Fee Estimate		Total Amount
Application Fee	100	Rs 100
Arrears	0.00	
Total Amount	100	

MAKE PAYMENT >

The screenshot displays the NSDL SurePay payment gateway interface. On the left, a sidebar lists payment methods: Net Banking, Debit Card, Wallet, UPI, and Credit Card. The main area is titled 'Payment Mode - Net Banking' and shows logos for HSBN BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. Below these is an 'Other Bank' option and a 'Pay Now' button. To the right, the 'Transaction Details' section shows: Merchant Name: PUNE CANTONMENT BOARD, Service Description: eChakram Portal Services for Pune Cantonment Board, Transaction ID: CB\_PG\_2020\_09\_15\_000985\_20, Bill Amount: ₹266, Transaction Fees (incl. GST): ₹5.9, and Total Amount Payable: ₹271.9. The bottom of the page features logos for Verified by VISA, Mastercard, RuPay, SafePay, and PRECO, along with a lock icon.

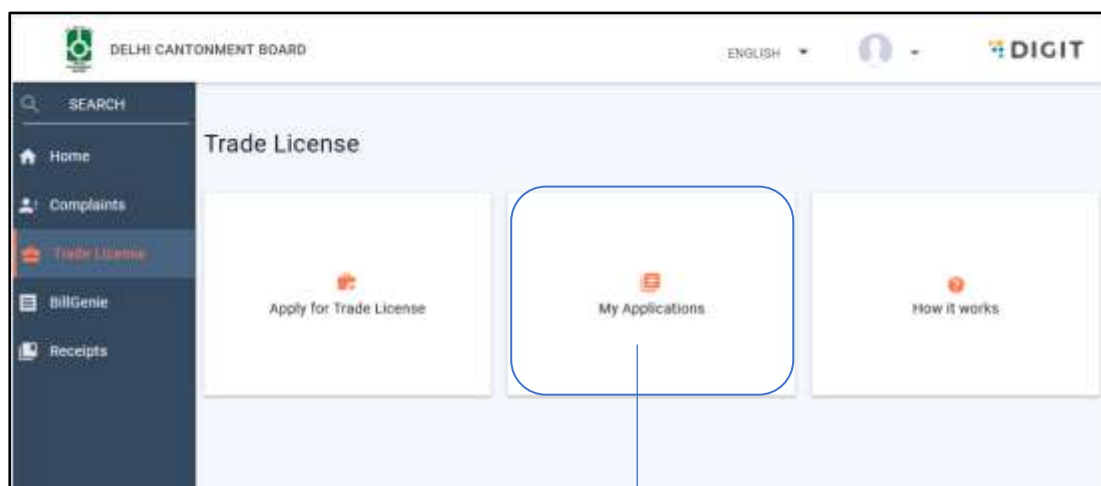
On successful payment you will be redirected to the following page.



Click on “GO TO HOME” button then he/she will be redirected to the home screen.

Click on “Download” or “Print” to view/print the Application Payment Receipt.

## 2.2 My Applications



To view the status of his/her previous TL applications click on “My Applications”.

### My Applications

Application Type	NEW
Trade Name	test
Application No	CB-TL-2020-09-31-003492
Applicant Name	Ajay
License No	NA
Status	Initiated
Validity	31/03/2020 - 31/03/2021
<a href="#">VIEW DETAILS</a>	

Application Type	NEW
Trade Name	Dhaba T
Application No	CB-TL-2020-09-10-003409
Applicant Name	Mishra
License No	NA
Status	Pending for Document verification
Validity	31/03/2020 - 31/03/2021
<a href="#">VIEW DETAILS</a>	

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

### Trade License Application

Application No. TL-APP-LUCK-2020-09-13-000014

[DOWNLOAD](#)

[PRINT](#)

#### Task Status

[VIEW HISTORY](#)

Date	Updated By	Status	Current Owner	Comments
13/09/2020	Amit Kumar Mishra	Pending for Payment	Ashish Dixit	

		Total Amount
Trade License Tax	1100	₹ 1100
Application Fee	0	
Total Amount		1100

Not Paid

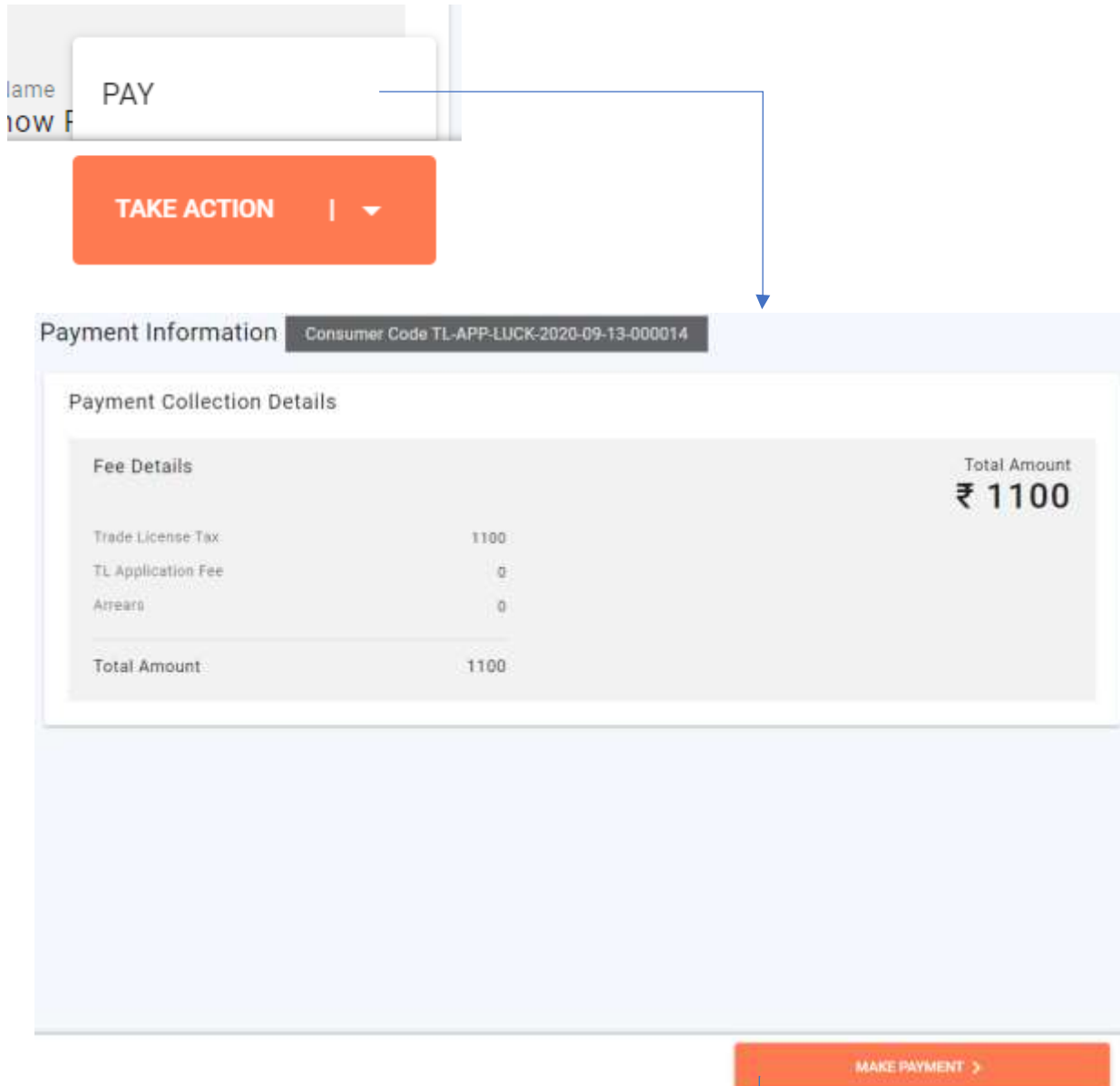
[VIEW LICENSE FEE BREAKUP](#)

#### Trade Details

Application Type	Old License No	License Type	Trade Name
New	NA	Annual	Lucknow Rolls

[TAKE ACTION](#)

For TL applications which are pending for TL Fee payment then click on "TAKE ACTION"



ame  
ow F

PAY

TAKE ACTION | ▼

Payment Information Consumer Code TL-APP-LUCK-2020-09-13-000014

Payment Collection Details

Fee Details		Total Amount
Trade License Tax	1100	₹ 1100
TL Application Fee	0	
Arrears	0	
Total Amount:	1100	

MAKE PAYMENT >

Once the fee is reviewed, click on "Make Payment" for completing the payment. You will be redirected to the Online Transaction Gateway.

TL fee Payment is similar to TL application fee payment. In 'My Applications' click on 'View Details'

## Trade License Application

Application No. TL-APP-LUCK-2020-09-13-000010

License No. TL-CB-LUCK-2020-000008

DOWNLOAD

PRINT

### Task Status

Date  
13/09/2020

Updated By  
Divya Chandran

Status  
Approved

Consent Given  
NA

Can

- TL Certificate
- Receipt
- Application
- Application Fee receipt

HISTORY

Trade License Tax	1100
Application Fee	0
Total Amount	1100

Total Amount

**₹ 1100**

Paid Successfully

[VIEW LICENSE FEE BREAKUP](#)

On successful payment of license fee citizen can download/print the TL Certificate, Payments Receipt, Application and Application fee Receipt.