

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



## ***Trade Licence*** **User Manual**

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## About this Manual

The purpose of this manual 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 subsequent online payment of application and license fee. The citizen can also download the payment receipt and the TL Certificate thereby ensuring hassle-free and user-friendly process.

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

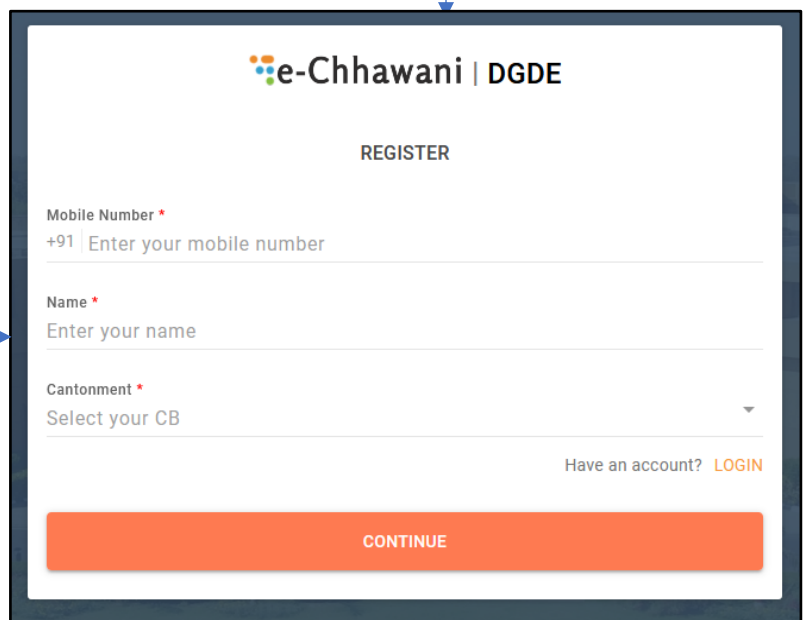
To login, please go to the following link:

<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**.

The screenshot shows the 'e-Chhawani | DGDE' login interface. At the top, it says 'ENTER OTP'. Below this, a message states 'An OTP has been sent to : 8095459303' with a pencil icon. A prompt 'Please check your messages' follows. There is an 'OTP \*' label and an 'Enter OTP' input field. A link 'Request another OTP in 26 seconds' is visible. At the bottom, there is a large orange button labeled 'CONTINUE'.

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

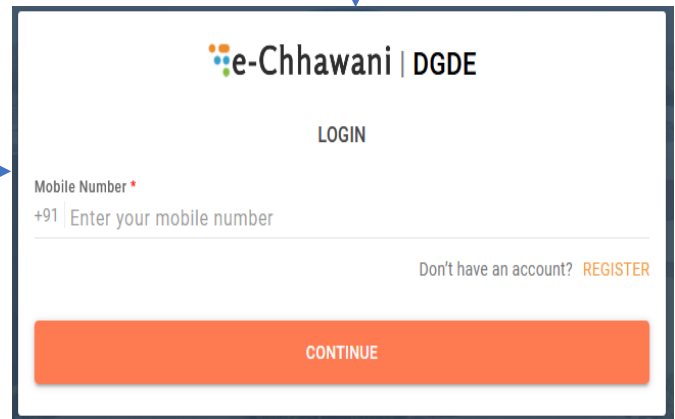
The screenshot displays the 'AGRA CANTONMENT BOARD' homepage. The header includes the board's logo, the name 'AGRA CANTONMENT BOARD', and options for 'ENGLISH', a user profile, a bell icon, and the 'DIGIT' logo. A left sidebar contains a search bar and a list of services: Home, Complaints, Trade Licence, Bill Genie, Water & Sewerage, Lease Renewal, and Receipts. The main content area is divided into sections: 'Citizen Services' with four tiles for Complaints, Trade Licence, Water & Sewerage, and Lease Renewal; 'Local Information' with a 'My Cantonment' tile; and 'What's New' featuring a 'Challan' notice with a 'PAY NOW' button and a timestamp of '1 day ago'. A 'VIEW ALL' link is present at the end of the 'What's New' section.

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

The screenshot shows the 'e-Chhawani | DGDE' registration interface. At the top, it says 'REGISTER'. Below this, there 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' and a dropdown arrow.



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



e-Chhawani | DGDE

LOGIN

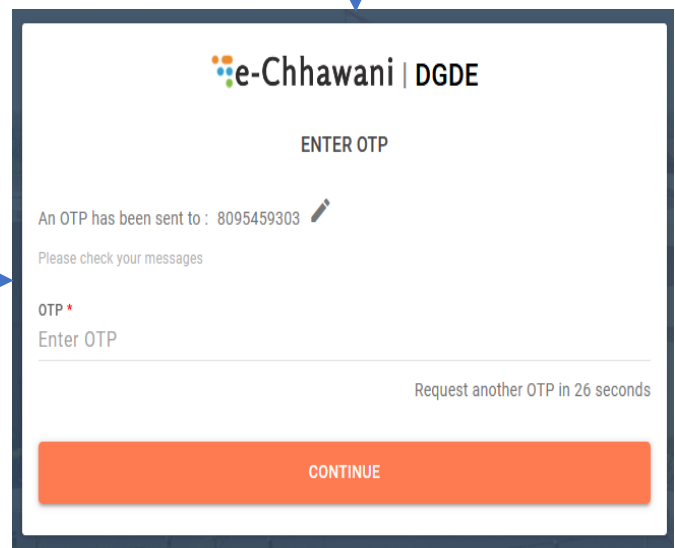
Mobile Number \*

+91 | Enter your mobile number

Don't have an account? [REGISTER](#)


CONTINUE

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, 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





LUCKNOW CANTONMENT BOARD


ENGLISH ▾

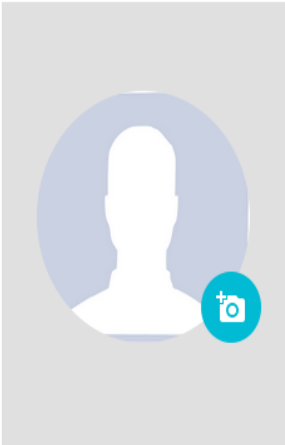


DIGIT

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

 Edit Profile

 Logout



**Name \***

Test

---

**Cantonment \***

Lucknow

---

**Email Id**

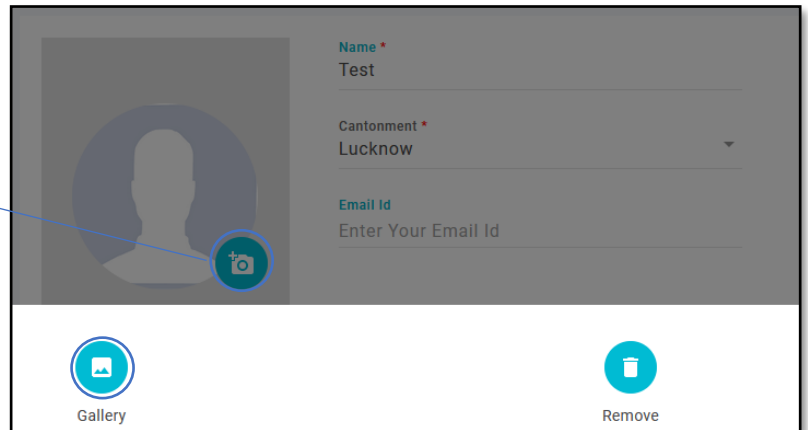
Enter Your Email Id

---

SAVE

## 1.2.2 Update Profile Photo

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



The form displays a profile picture placeholder with a camera icon. Below the form, there are two buttons: 'Gallery' and 'Remove'.

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



The user menu shows options for 'Edit Profile' and 'Logout'.



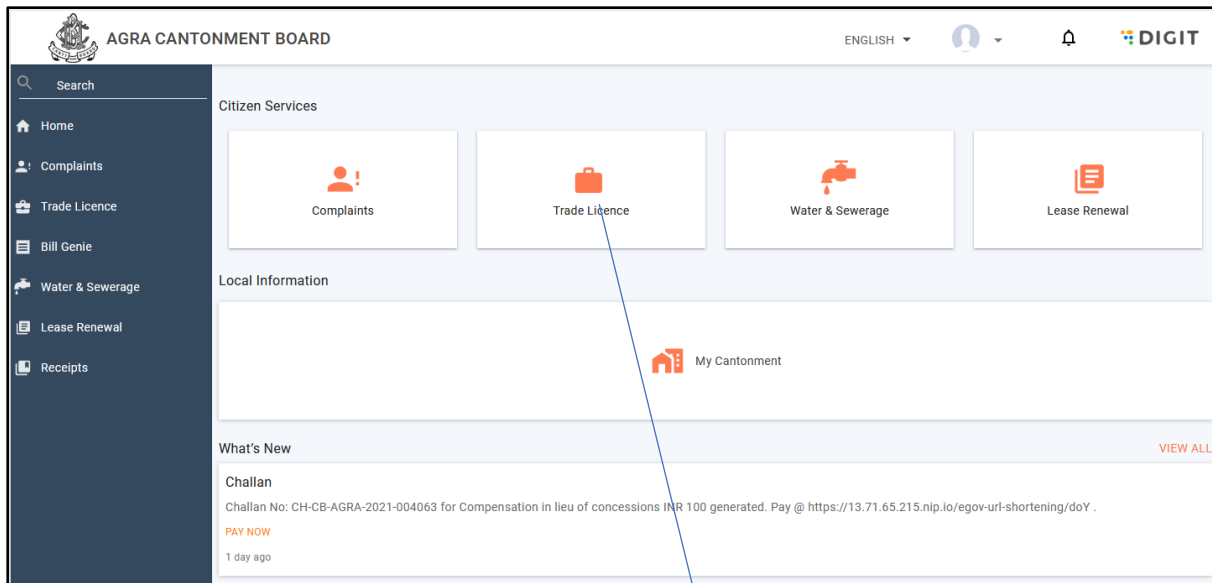
The dialog asks 'Are you sure you want to logout?' and provides 'CANCEL' and 'LOGOUT' buttons.

Click on “LOGOUT” to logout of the application.

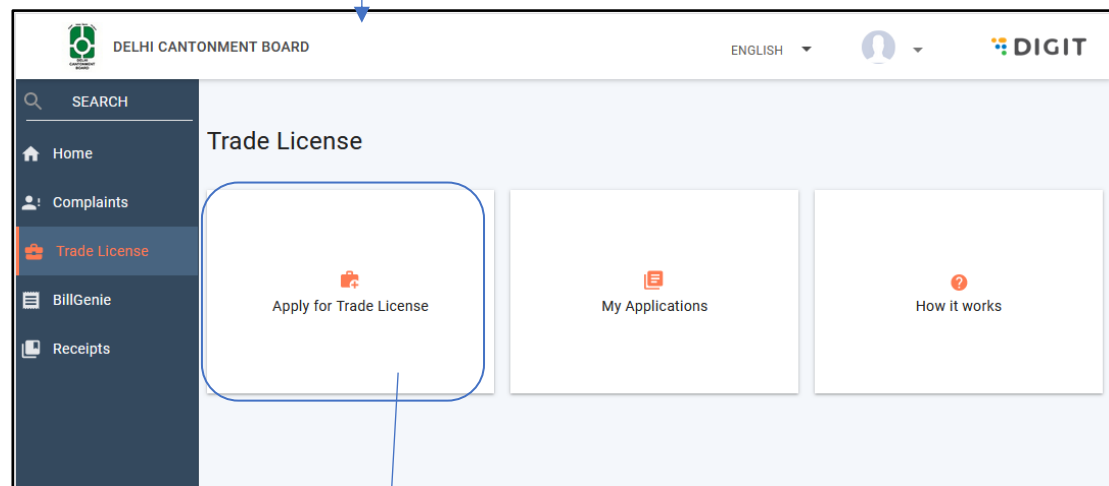


## 2. Trade License

### 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 your CB

Cantonment \*

Pune|

SELECT CANCEL

Select the required CB and click on “Select”.

## Apply for New Trade License

1
Trade Details
2
Applicant Details
3
Documents
4
Summary

### Trade Details

Financial Year \*  
Select Financial Year

License Type \*  
Annual

Structure Type \*  
Immovable

Trade Commencement Date \*  
dd / mm / yyyy

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

Old License No.  
Enter Old Licence Number

Name Of Trade \*  
Example Diljit 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

UOM (Unit Of Measurement)  
UOM

UOM Value  
Enter UOM value

TRADE TYPE HELP

+ ADD TRADE UNITS

### Trade Location Details

Cantonment \*  
Secunderabad

Building/Colony Name  
Enter Building/Colony Name

Mohalla \*  
Enter Mohalla

GIS Coordinates  
Select your trade location on map

Occupancy \*  
Select Occupancy

Door/House No.  
Enter Door/House No.

Street Name  
Enter Street Name

Pincode  
Enter Pincode

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

NEXT STEP >

## Apply for New Trade License

1
Trade Details
2
Applicant Details
3
Documents
4
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:

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 Licence Number
License Type * Annual	Name Of Trade * Example Diljit Da Dhaba
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

Trade Unit

Trade Category \*  
GOODS & SERVICES

Trade Type \*  
Select Trade Type

Trade Sub-Type \*  
Select Trade Sub-Type

UOM (Unit Of Measurement)  
UOM

UOM Value \*  
Enter UOM value

TRADE TYPE HELP

+ ADD TRADE UNITS

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.

Trade Unit

Trade Category \*  
GOODS & SERVICES

Trade Type \*  
Select Trade Type

Trade Sub-Type \*  
Select Trade Sub-Type

UOM (Unit Of Measurement)  
UOM

UOM Value \*  
Enter UOM value

TRADE TYPE HELP

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

Trade Location Details

Cantonment \*  
Agra

Door/House No.  
Enter Door/House No.

Building/Colony Name  
Enter Building/Colony Name

Street Name  
Enter Street Name

Mohalla \*  
Enter Mohalla

Pincode  
Enter Pincode

GIS Coordinates  
Select your trade location on map

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

Occupancy \*  
Select Occupancy

Following are the fields in Trade Location Details Section:

Cantonment *	Select the Cantonment name
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 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

Apply for New Trade License

1 Trade Details
2 Applicant Details
3 Documents
4 Summary

**Trade Applicant Details**

Type Of ownership \*  
Individual

Type of sub-ownership \*  
Single Owner

**Applicant Information**

Mobile No. \*  
Enter Mobile No.

Father/Mother/Spouse/Guardian's Name \*  
Enter Father/Mother/Spouse/Guardian's Name

Gender \*  
Select Gender

Email  
Enter Email

Correspondence Address \*  
Enter Correspondence Address

Name \*  
Enter Name

Relationship \*  
Select Relationship

Date of Birth \*  
dd / mm / yyyy

PAN No.  
Enter Applicant's PAN No.

Special Category  
Select Special Category

< PREVIOUS STEP
NEXT STEP >

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.

**Trade Owner Details**

Type Of ownership \*  
Individual

Type of sub-ownership \*  
Single Owner

**Owner Information**

Mobile No. \*  
Enter Mobile No.

Father/Husband's Name \*  
Enter Father/Husband's Name

Gender \*  
Select Gender

Email  
Enter Email

Correspondence Address \*  
Enter Correspondence Address

Name \*  
Enter Name

Relationship \*  
☐ Father ☐ Husband

Date of Birth \*  
dd-mm-yyyy

PAN No.  
Enter Owner's PAN No.

Special Owner Category  
Select Special Owner Category

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 Doc / 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 >

Select “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](#)





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-2020-07-08-000539

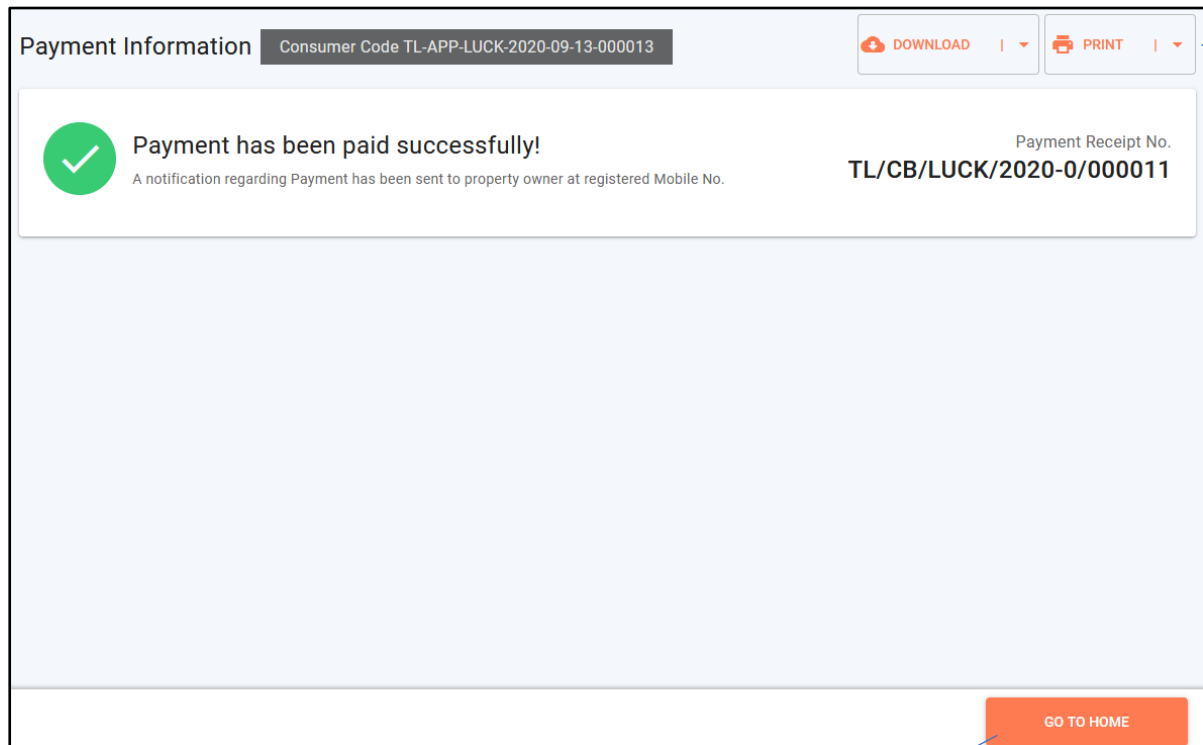
Payment Collection Details

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. On the left, a sidebar lists payment methods: Net Banking, Debit Card, Wallet, UPI, and Credit Card, each with a note that transaction charges may apply. The main area is titled 'Payment Mode - Net Banking' and features logos for HDFC BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. Below these is an 'Other Bank' option. At the bottom of this section are 'Pay Now' and 'Cancel' buttons. On the right, the 'Transaction Details' panel shows the Merchant Name as 'PUNE CANTONMENT BOARD', the Service Description as 'eChhawani Portal Services for Pune Cantonment Board', the Transaction ID as 'CB\_PG\_2020\_09\_13\_000983\_20', the Bill Amount as ₹200, and Transaction Fees (Incl. GST) as ₹5.9. The Total Amount Payable is highlighted as ₹205.9. The footer includes security logos for Verified by VISA, MasterCard SecureCode, RuPay, SafeKey, and eMulex.

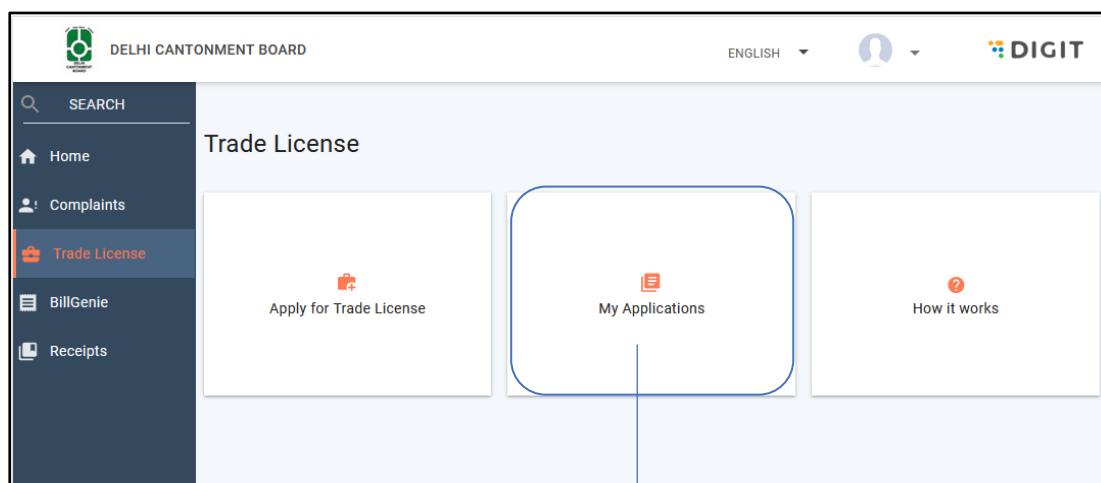
On successful payment you will be redirected to the following page.



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-2020-09-11-003492
Applicant Name	Ajay
License No	NA
Status	Initiated
Validity	31/03/2020 - 31/03/2021

[VIEW DETAILS](#)

Application Type	NEW
Trade Name	Dhaba T
Application No	CB-TL-2020-09-10-003406
Applicant Name	Minju
License No	NA
Status	Pending for Document verification
Validity	31/03/2020 - 31/03/2021

[VIEW DETAILS](#)

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	

Trade License Tax	1100
Application Fee	0
<b>Total Amount</b>	<b>1100</b>

Total Amount  
**₹ 1100**  
Not Paid

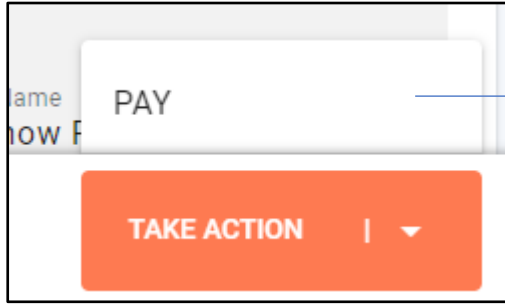
[VIEW LICENSE FEE BREAKUP](#)

### Trade Details

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

[TAKE ACTION](#)

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



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

**Payment Collection Details**

Fee Details		Total Amount
Trade License Tax	1100	<b>₹ 1100</b>
TL Application Fee	0	
Arrears	0	
<b>Total Amount</b>	<b>1100</b>	

**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'.

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

### Task Status

Date	Updated By	Status	Current Owner
13/09/2020	Divya Chandran	Approved	NA

DOWNLOAD

PRINT

TL Certificate

Receipt

Application

Application Fee receipt

HISTORY

Trade License Tax	1100
Application Fee	0
<b>Total Amount</b>	<b>1100</b>

VIEW LICENSE FEE BREAKUP


Total Amount



**₹ 1100**

Paid Successfully

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

## 2.3 How it works?



DELHI CANTONMENT BOARD


ENGLISH




SEARCH

Home
Complaints
Trade License
BillGenie
Receipts

### Trade License


Apply for Trade License


My Applications


How it works

To view the user manual, click on “How it works?” option.

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

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