

# **“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	6
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
2.3 How It Works	14

### 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:

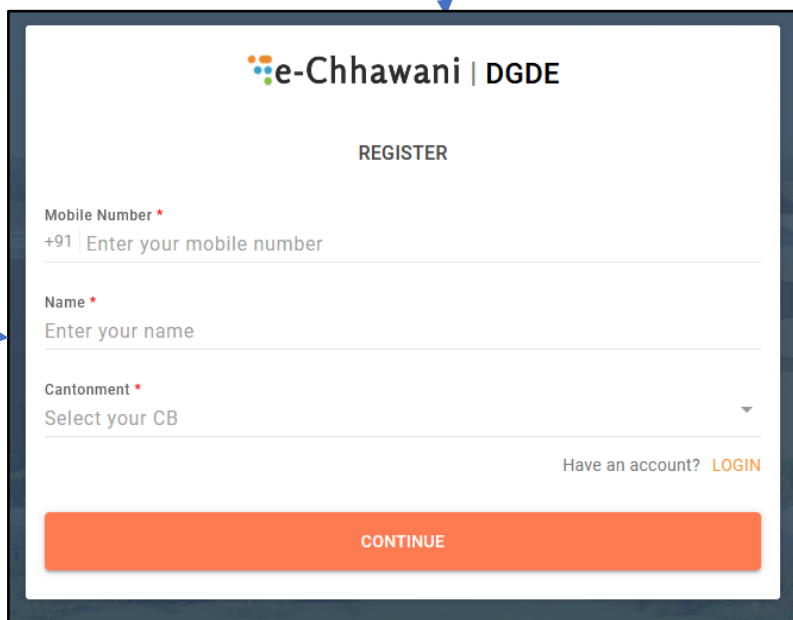
<https://echhawani.gov.in/citizen/>

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's a header with the logo and text. Below it, there are two buttons for language selection: 'ENGLISH' (highlighted in orange) and 'हिंदी'. At the bottom, there is a large orange 'CONTINUE' button.

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




The screenshot shows the 'e-Chhawani | DGDE' registration interface. The title is 'REGISTER'. 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 dropdown menu labeled 'Select your CB'. At the bottom right, there is a link 'Have an account? LOGIN'. At the bottom, there is a large orange 'CONTINUE' button.

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.

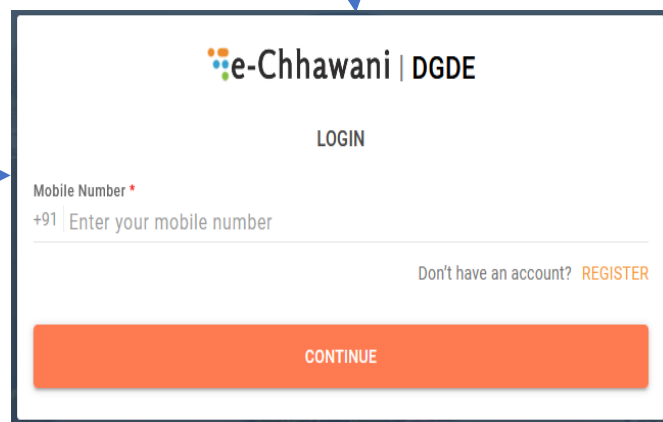
For an already registered user, click on “**Login**”.



The REGISTER screen displays the following fields and options:

- Mobile Number \***: +91 | Enter your mobile number
- Name \***: Enter your name
- Cantonment \***: Select your CB
- Have an account?**: **LOGIN** (button)
- CONTINUE** (button)

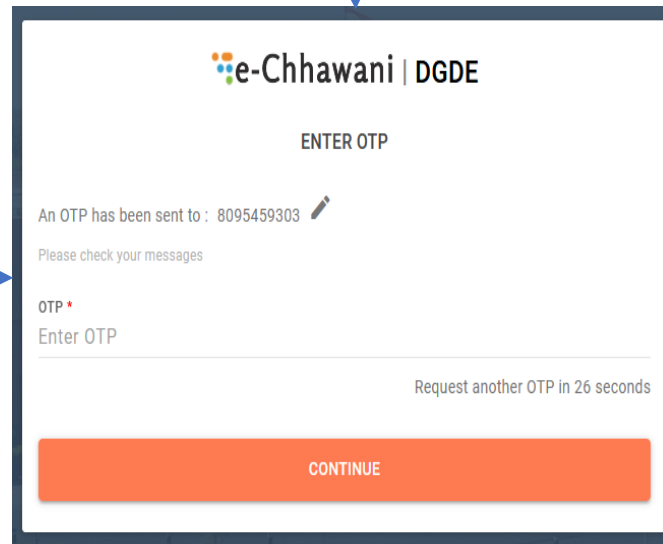
Enter the registered Mobile Number and click **CONTINUE**.



The LOGIN screen displays the following fields and options:

- Mobile Number \***: +91 | Enter your mobile number
- Don't have an account?**: **REGISTER** (link)
- CONTINUE** (button)

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



The ENTER OTP screen displays the following information and fields:

- An OTP has been sent to :** 8095459303 (with a copy icon)
- Please check your messages**
- OTP \***: Enter OTP
- Request another OTP in 26 seconds** (link)
- CONTINUE** (button)

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

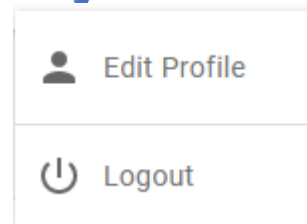
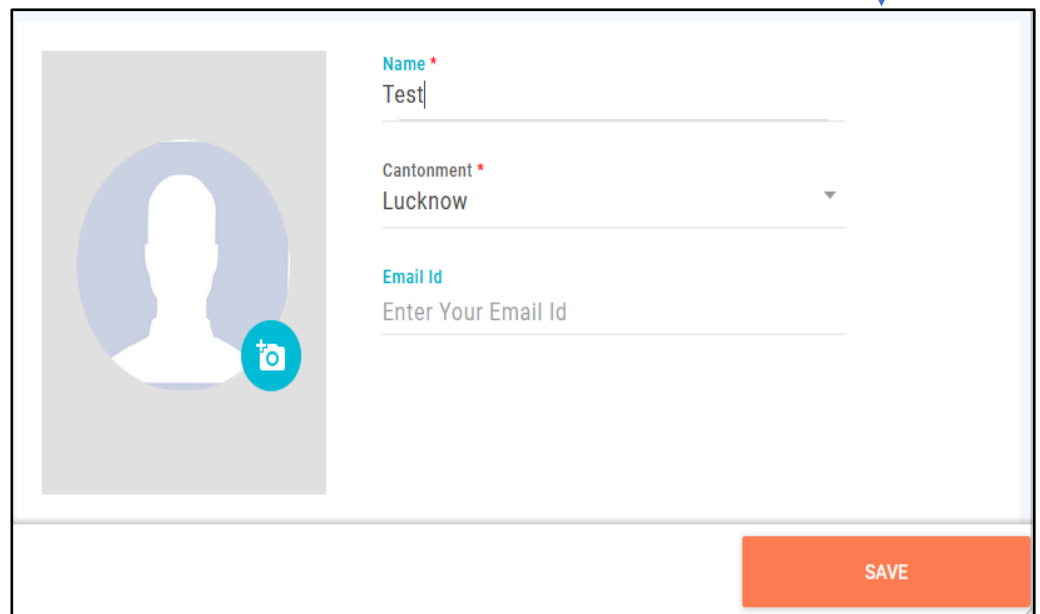


## b) Upload Profile Photo

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

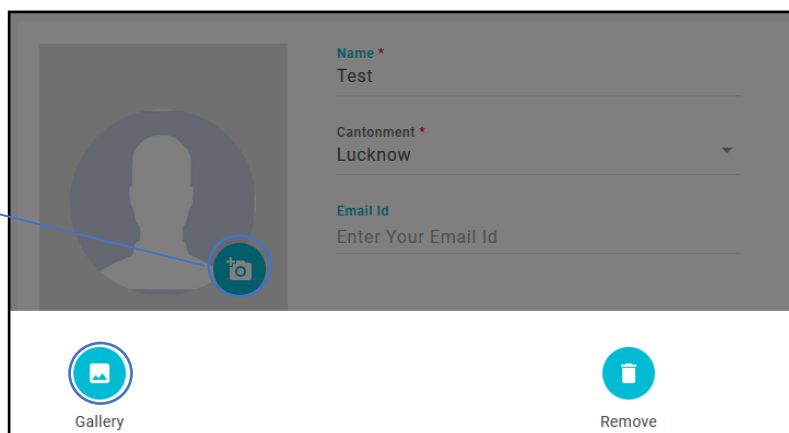


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

## 1.2.2 Update Profile Photo

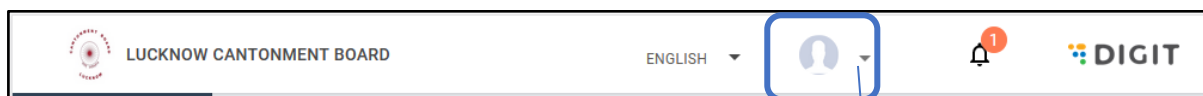
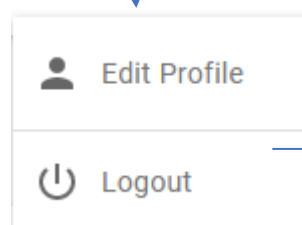

To update the profile photo, click on the Camera Icon.



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

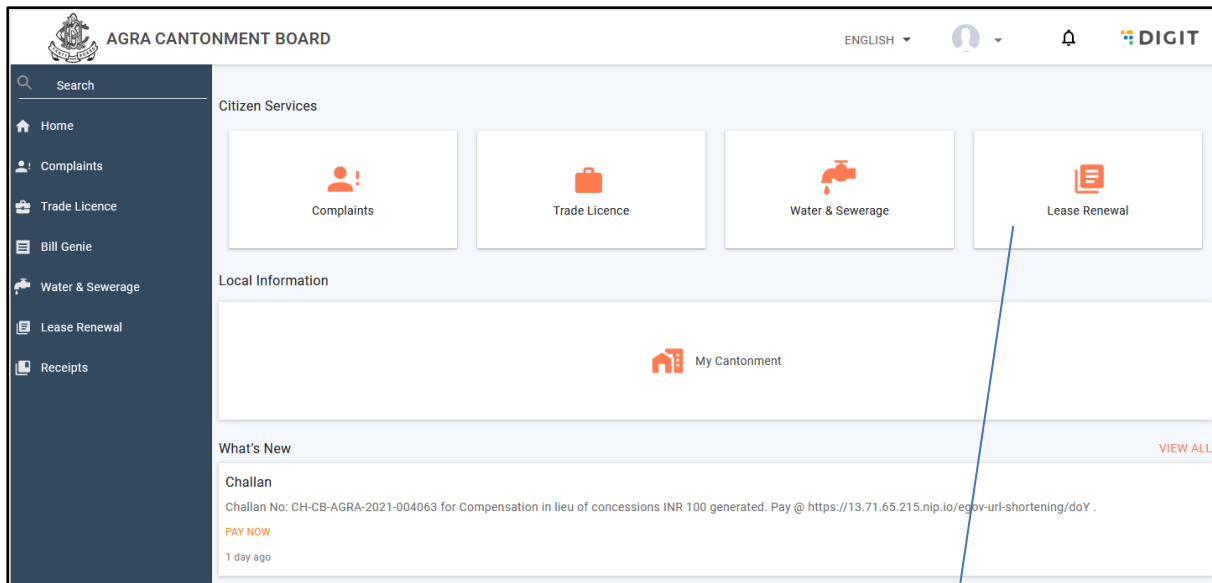




Click on “LOGOUT” to logout of the application.



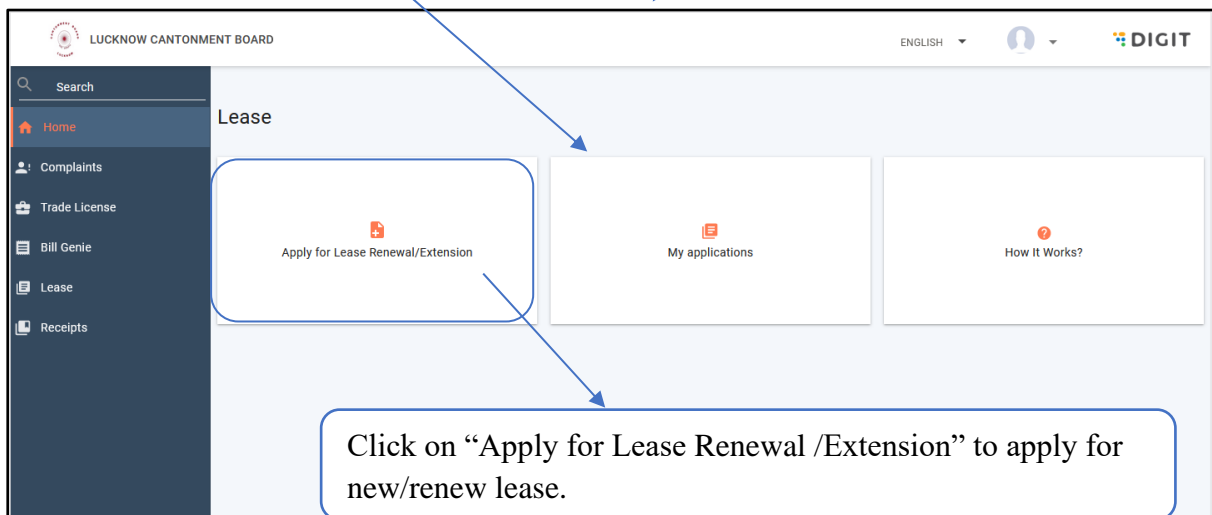
## 2. Lease Renewal/Extension

### 2.1 Apply for Lease Renewal/Extension

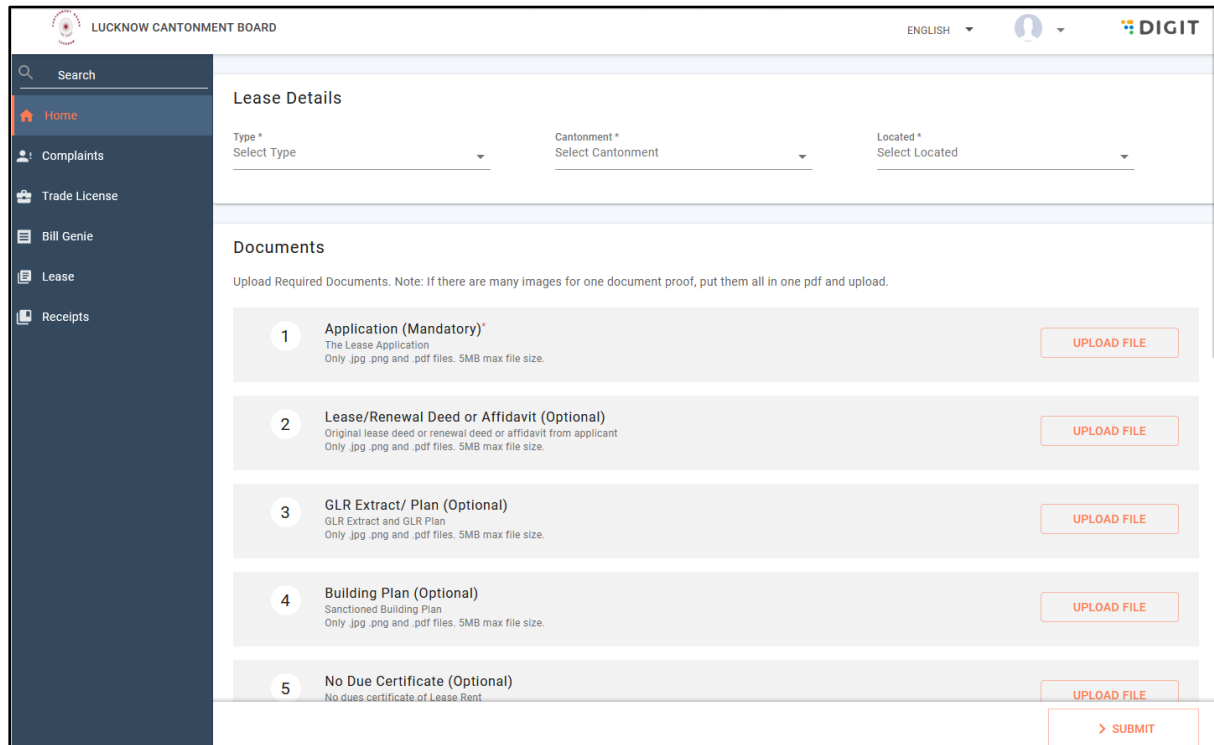


On the Landing page, click on “Lease” to proceed.

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/renew lease.



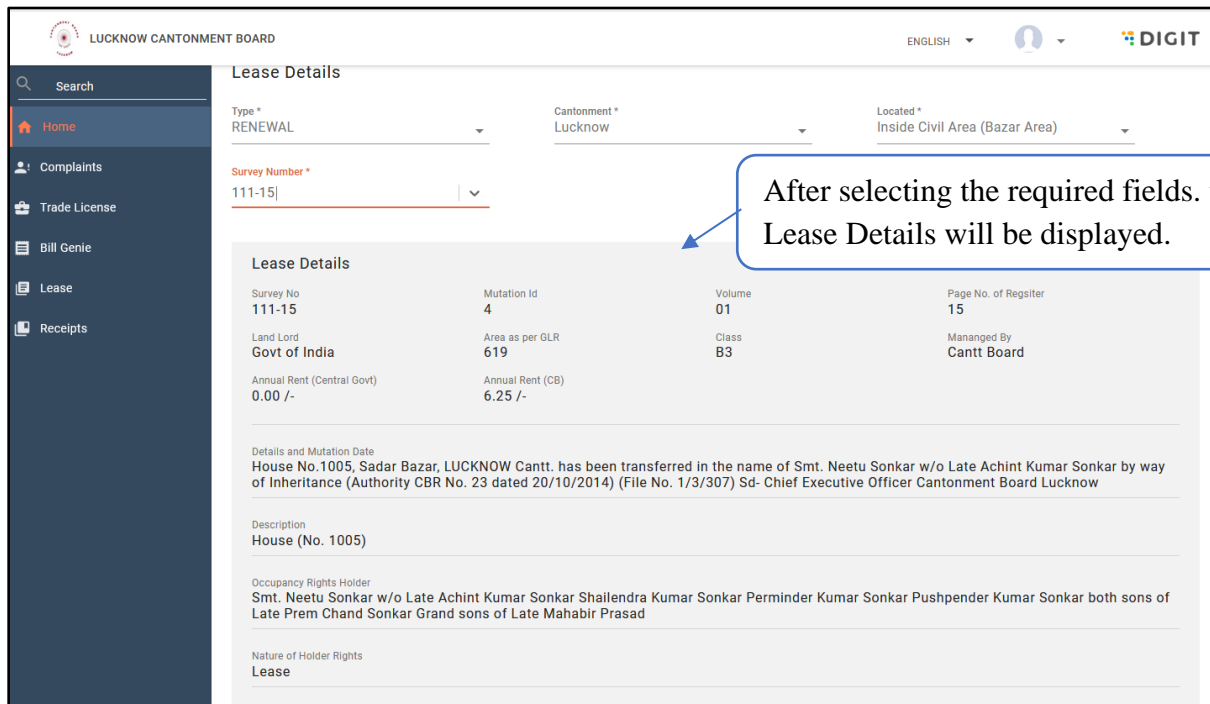
Following are the sub sections in Lease Renewal/Extension Details:

### 2.1.1 Lease Details

Following are the fields

Type*	Select the type as <ul style="list-style-type: none"> <li>RENEWAL</li> <li>EXTENSION</li> </ul>
Cantonment*	Select the Cantonment Name
Located	Select type as <ul style="list-style-type: none"> <li>Inside Civil Area</li> <li>Outside Civil Area</li> </ul>
Survey No	Select the Survey No based on the Location selected

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.



LUCKNOW CANTONMENT BOARD

ENGLISH

Search

Home

Complaints

Trade License

Bill Genie

Lease

Receipts

Lease Details

Type \* RENEWAL

Cantonment \* Lucknow

Located \* Inside Civil Area (Bazar Area)

Survey Number \* 111-15

Lease Details

Survey No 111-15	Mutation Id 4	Volume 01	Page No. of Register 15
Land Lord Govt of India	Area as per GLR 619	Class B3	Managed By Cantt Board
Annual Rent (Central Govt) 0.00 /-	Annual Rent (CB) 6.25 /-		

Details and Mutation Date  
House No.1005, Sadar Bazar, LUCKNOW Cantt. has been transferred in the name of Smt. Neetu Sonkar w/o Late Achint Kumar Sonkar by way of Inheritance (Authority CBR No. 23 dated 20/10/2014) (File No. 1/3/307) Sd- Chief Executive Officer Cantonment Board Lucknow

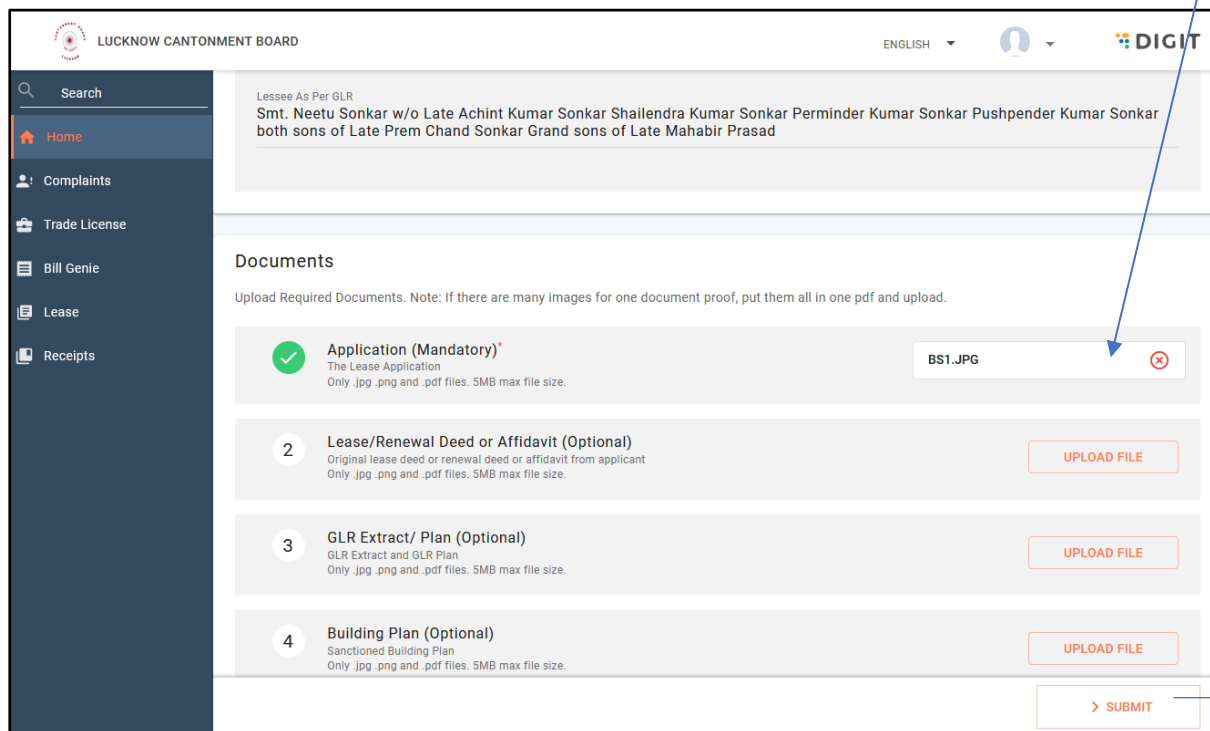
Description  
House (No. 1005)

Occupancy Rights Holder  
Smt. Neetu Sonkar w/o Late Achint Kumar Sonkar Shailendra Kumar Sonkar Perminder Kumar Sonkar Pushpender Kumar Sonkar both sons of Late Prem Chand Sonkar Grand sons of Late Mahabir Prasad

Nature of Holder Rights  
Lease

## 2.1.2 Uploading Documents

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



LUCKNOW CANTONMENT BOARD

ENGLISH

Search

Home

Complaints

Trade License

Bill Genie

Lease

Receipts

Documents

Upload Required Documents. Note: If there are many images for one document proof, put them all in one pdf and upload.

1 Application (Mandatory)\*  
The Lease Application  
Only .jpg .png and .pdf files. 5MB max file size.

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

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

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

BS1.JPG

UPLOAD FILE

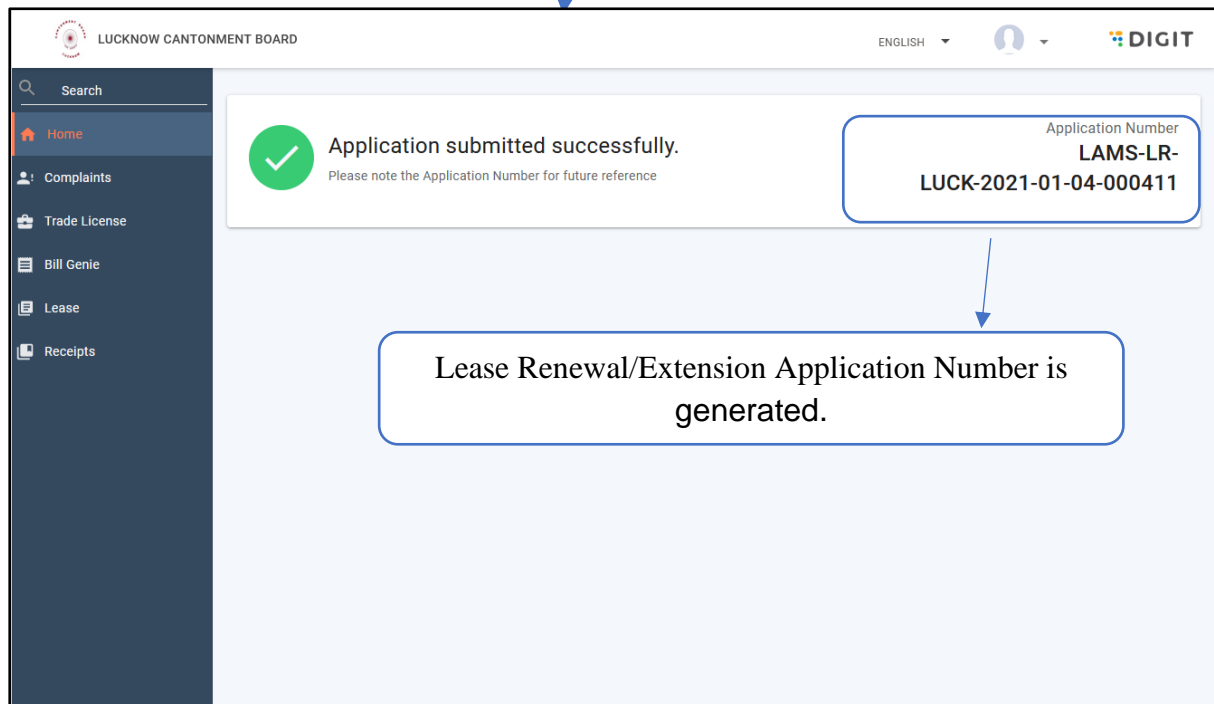
UPLOAD FILE

UPLOAD FILE

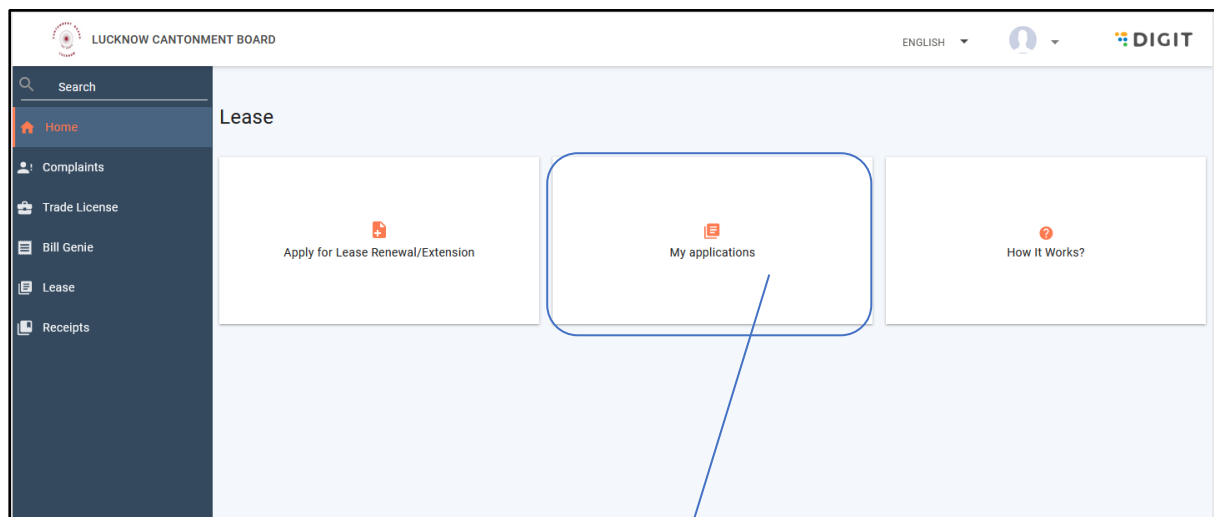
UPLOAD FILE

> SUBMIT

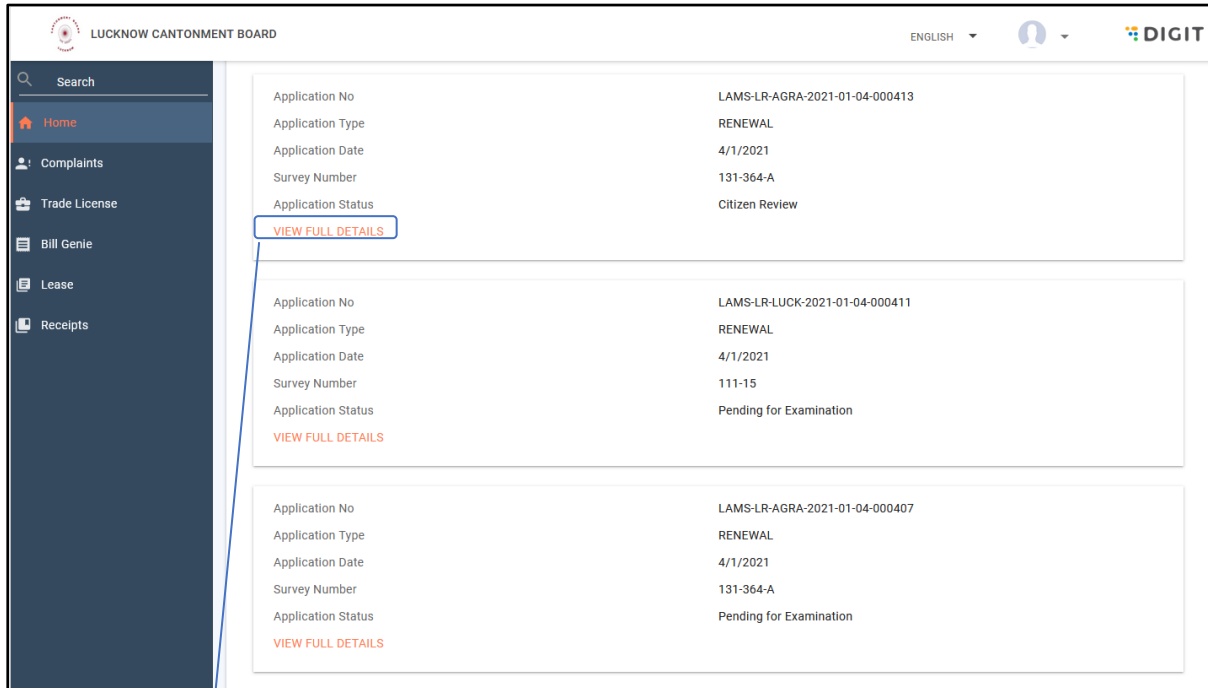
After uploading the required documents, click on “SUBMIT>” you will be redirected to the “Acknowledgement” screen.



## 2.2 My Applications

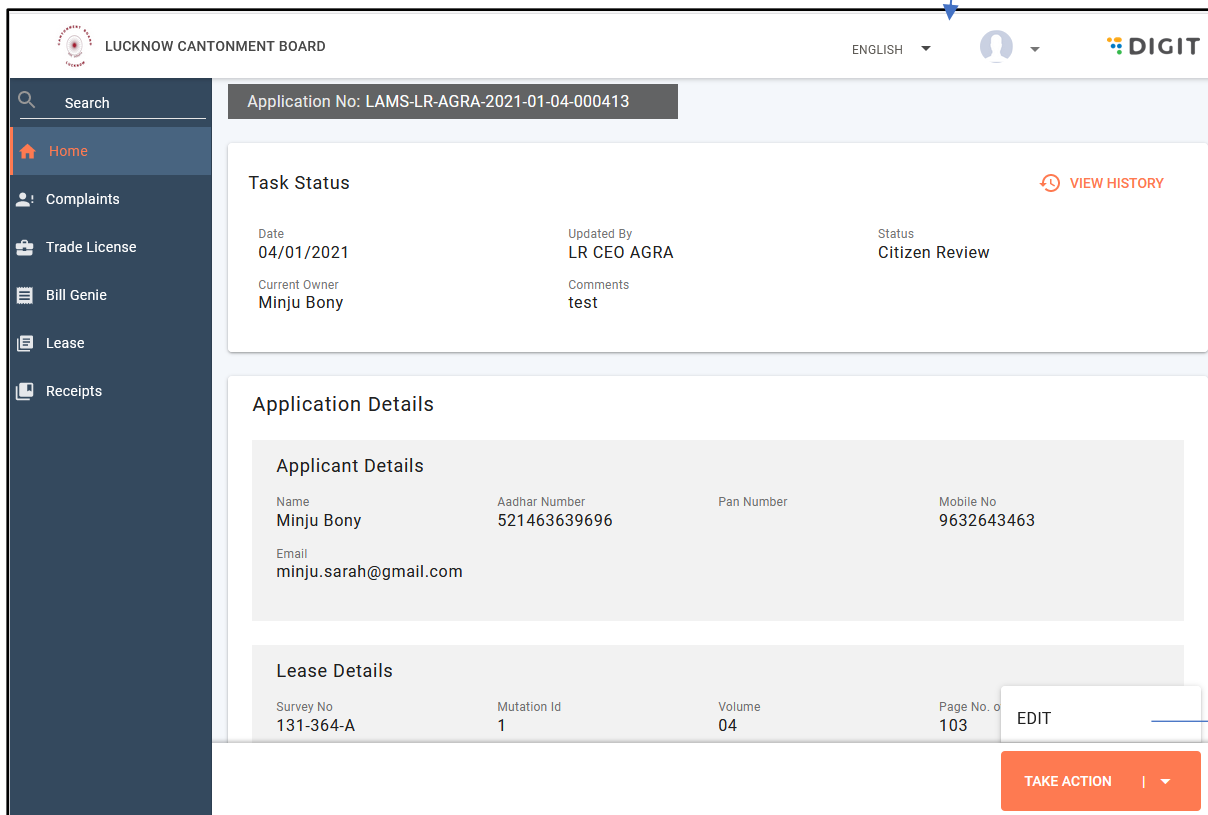


To view the status of his/her previous Lease Renewal applications click on "My Applications".



Application No	Application Type	Application Date	Survey Number	Application Status
LAMS-LR-AGRA-2021-01-04-000413	RENEWAL	4/1/2021	131-364-A	Citizen Review
<a href="#">VIEW FULL DETAILS</a>				
LAMS-LR-LUCK-2021-01-04-000411	RENEWAL	4/1/2021	111-15	Pending for Examination
<a href="#">VIEW FULL DETAILS</a>				
LAMS-LR-AGRA-2021-01-04-000407	RENEWAL	4/1/2021	131-364-A	Pending for Examination
<a href="#">VIEW FULL DETAILS</a>				

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



Application No: LAMS-LR-AGRA-2021-01-04-000413

**Task Status** [VIEW HISTORY](#)

Date: 04/01/2021 Updated By: LR CEO AGRA Status: Citizen Review

Current Owner: Minju Bony Comments: test

**Application Details**

**Applicant Details**

Name: Minju Bony Aadhar Number: 521463639696 Pan Number: Mobile No: 9632643463

Email: minju.sarah@gmail.com

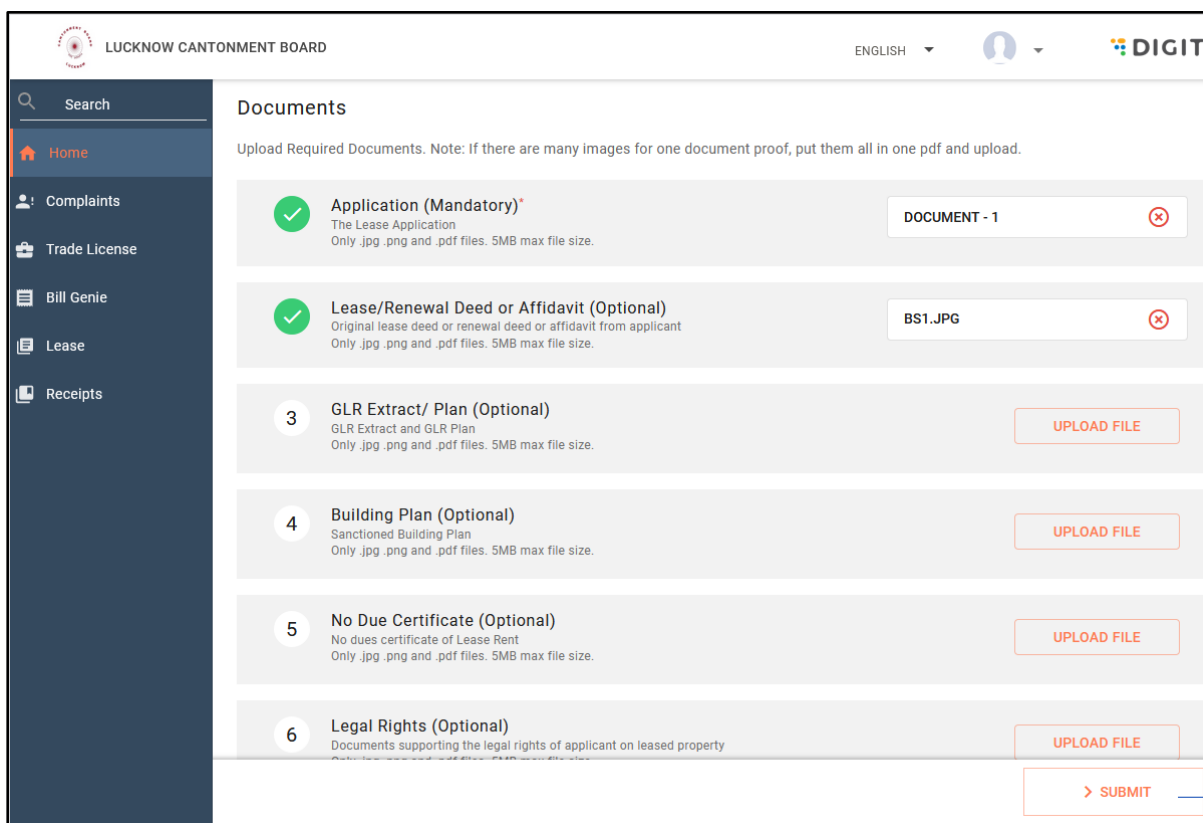
**Lease Details**

Survey No: 131-364-A Mutation Id: 1 Volume: 04 Page No. 103

[EDIT](#)

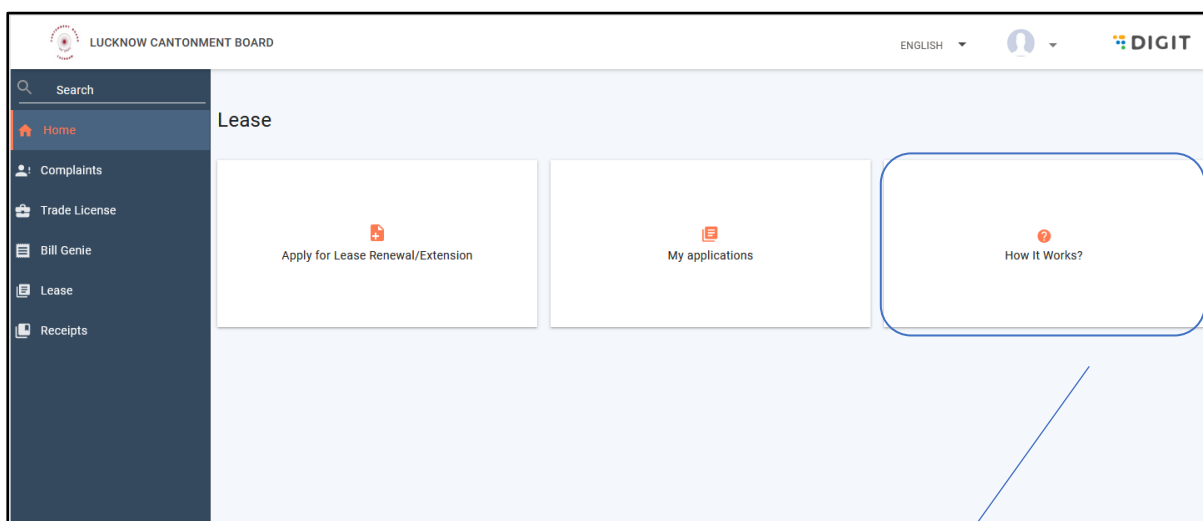
[TAKE ACTION](#)

For applications Sent Back to Citizen for further action, click on “Take Action ->EDIT”. He/she will be directed to Documents Page.



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

## 2.3 How It Works



To view the Lease User Manual, click on “How it Works?”.

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