

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



## ***Lease Renewal/Extension*** **User Manual**

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### 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

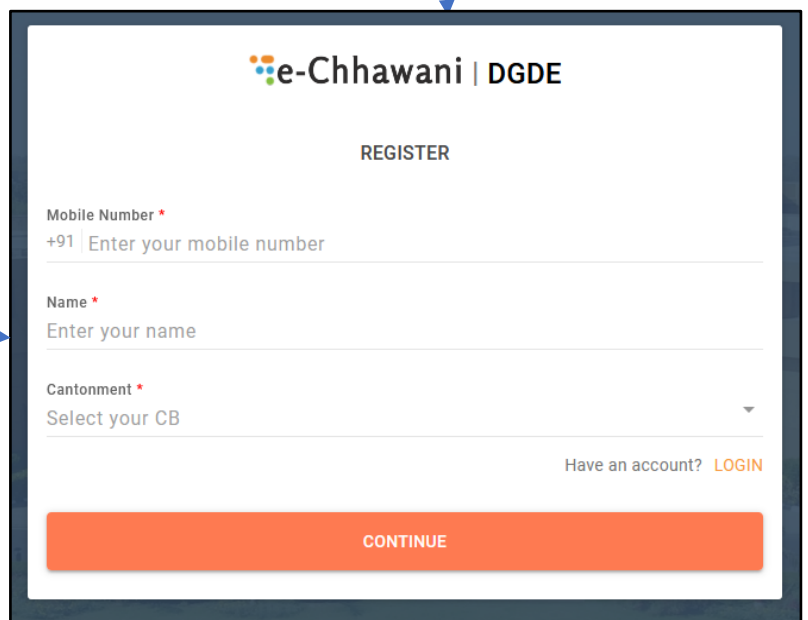
To login, please go to the following link:

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

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



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**.

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

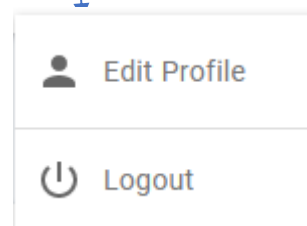
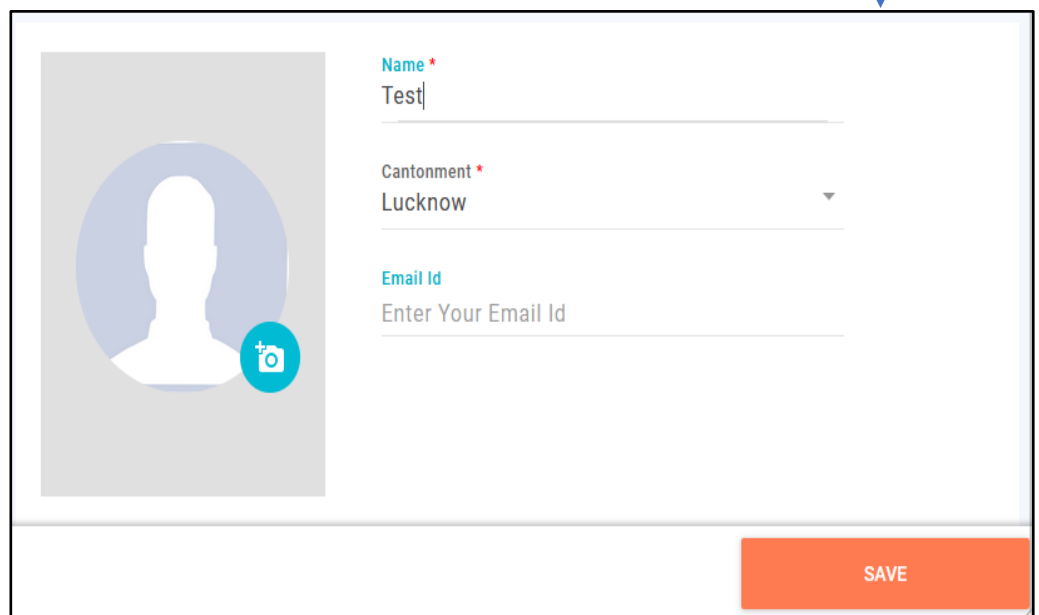
Follow the steps shown below to edit your profile. You can:

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

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

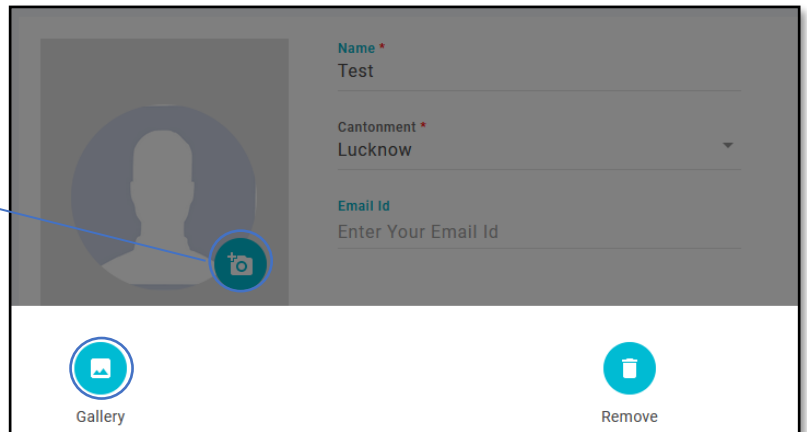


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

## 1.2.2 Update Profile Photo

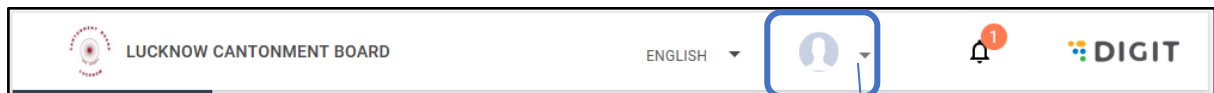
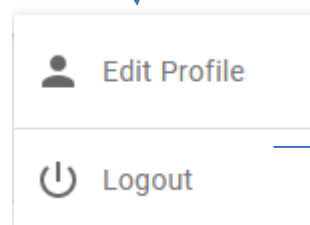

To update the profile photo, click on the Camera Icon.



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

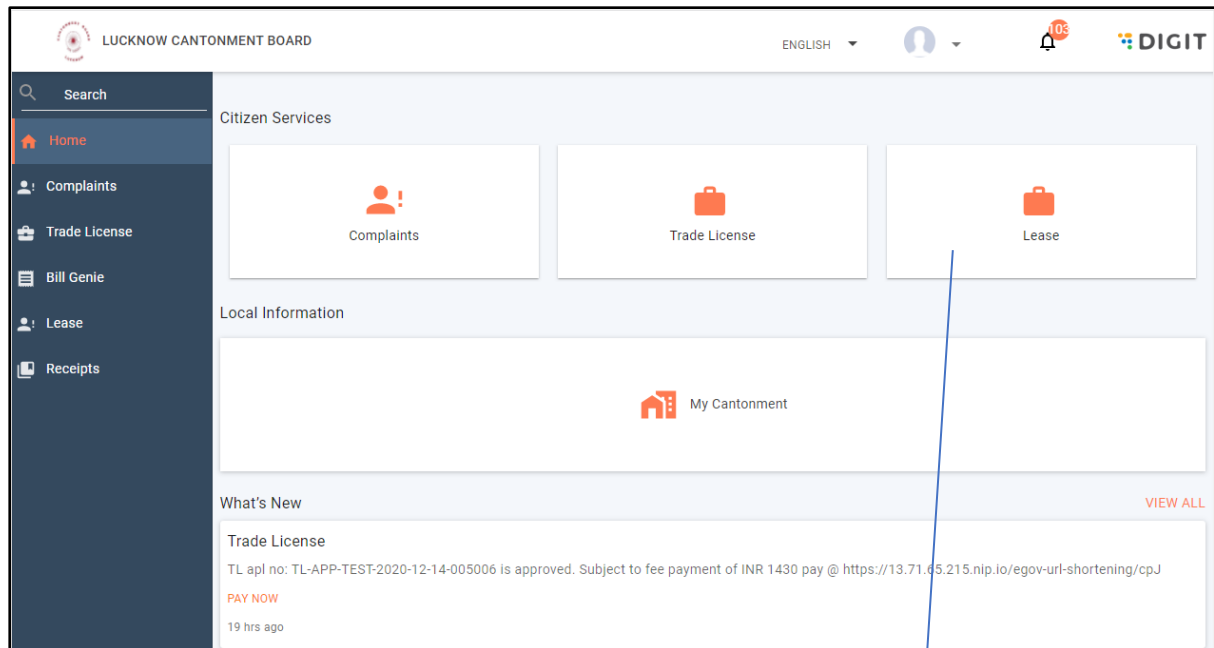




Click on “LOGOUT” to logout of the application.



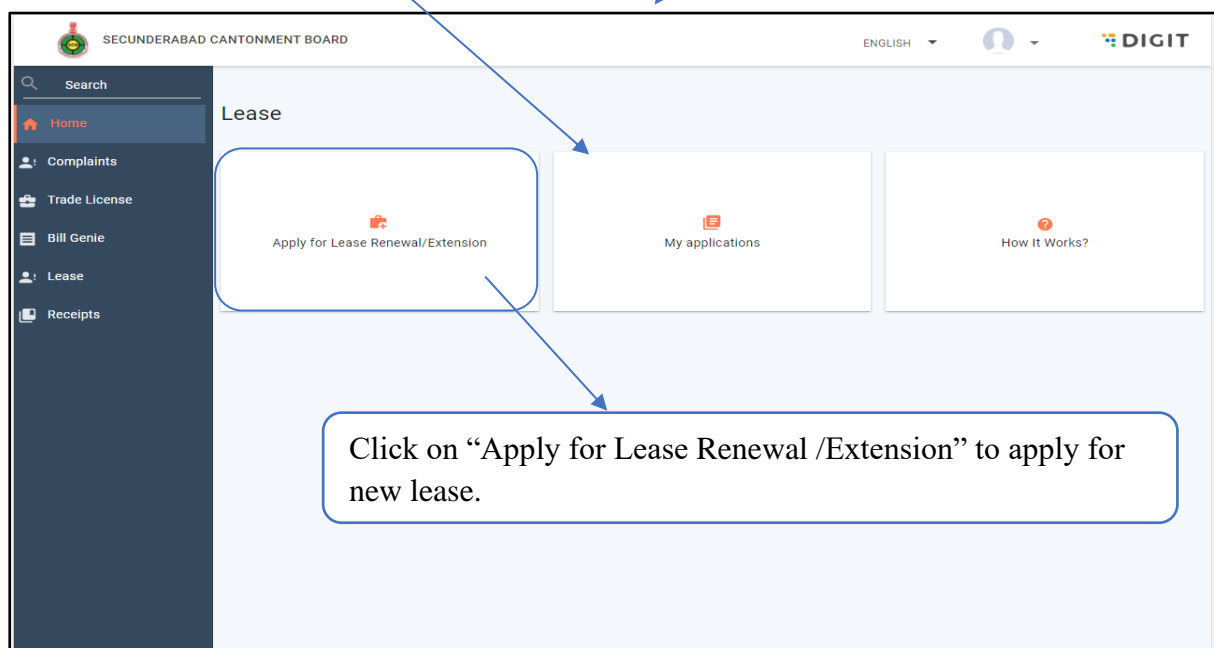
## 2. Lease Renewal/Extension

### 2.1 Apply for Lease Renewal/Extension

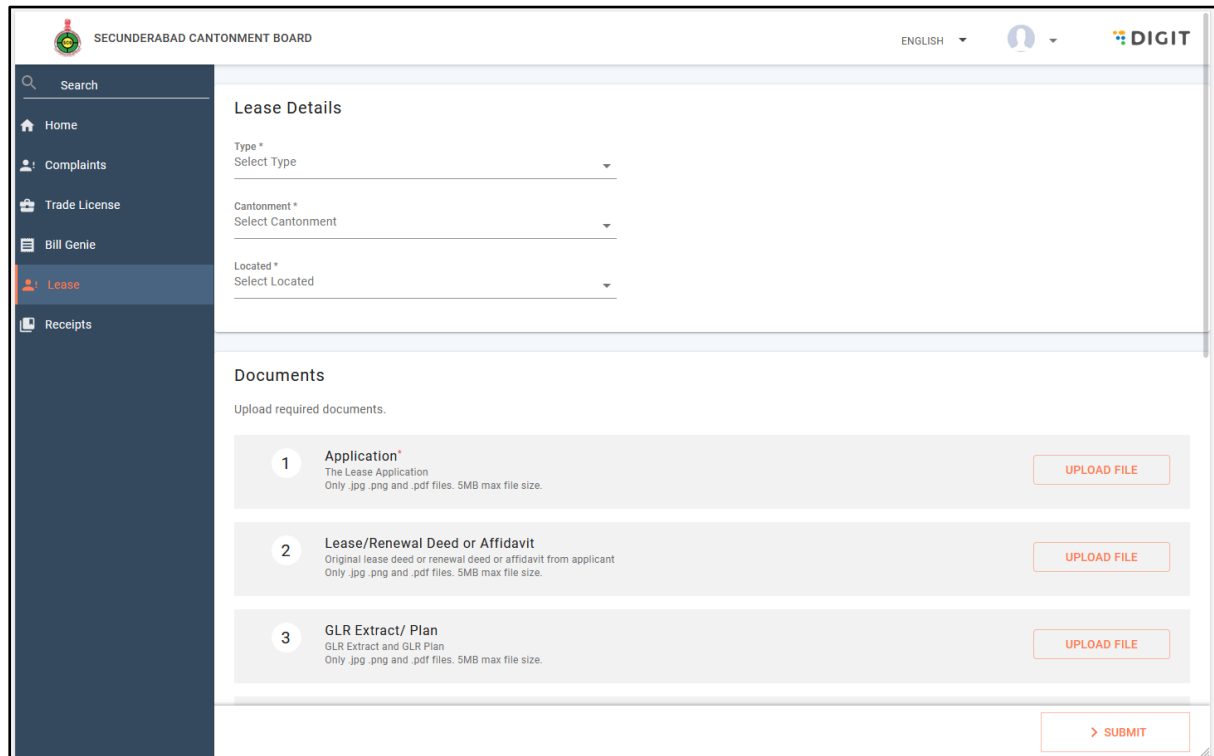


On the Landing page, click on “Lease” to proceed.

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.



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**Lease Details**

Type \*  
Select Type

Cantonment \*  
Select Cantonment

Located \*  
Select Located

**Documents**

Upload required documents.

- 1 Application\***  
The Lease Application  
Only .jpg, .png and .pdf files. 5MB max file size. [UPLOAD FILE](#)
- 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. [UPLOAD FILE](#)
- 3 GLR Extract/ Plan**  
GLR Extract and GLR Plan  
Only .jpg, .png and .pdf files. 5MB max file size. [UPLOAD FILE](#)

[> SUBMIT](#)

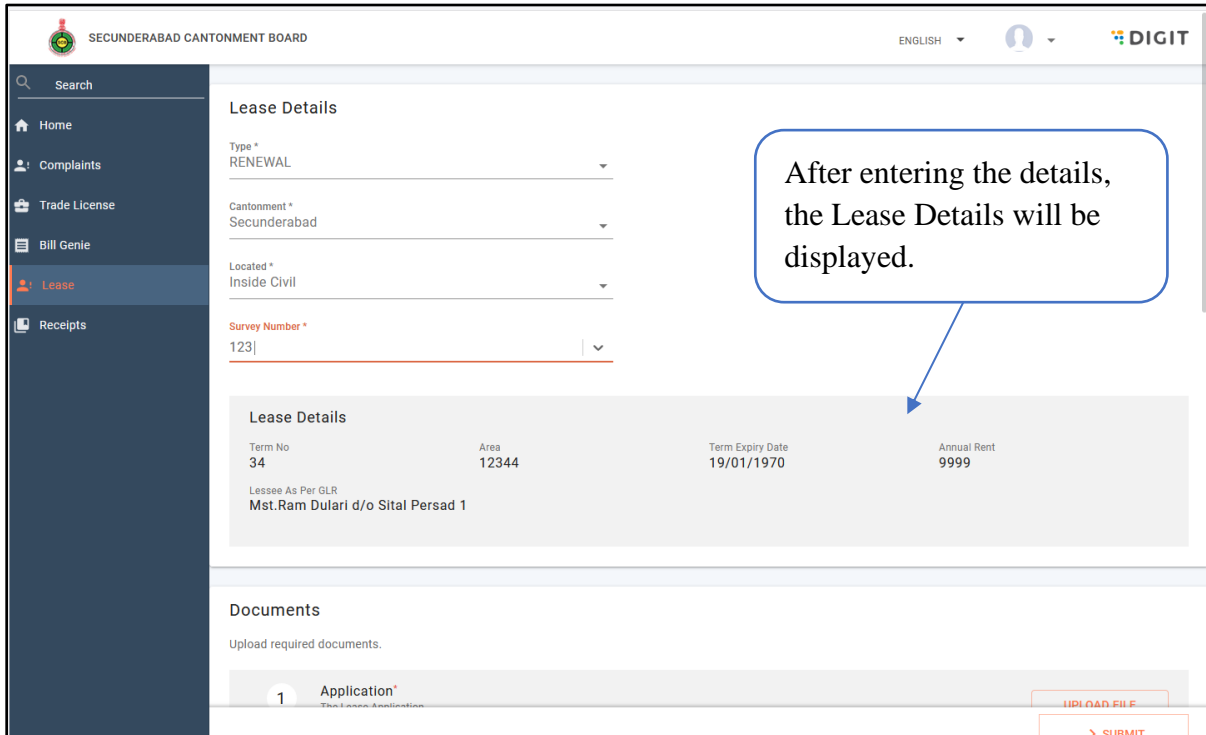
Following are the sub sections in Lease Renewal/Extension Details:

### 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	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.



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Lease

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Lease Details

Type \*  
RENEWAL

Cantonment \*  
Secunderabad

Located \*  
Inside Civil

Survey Number \*  
123

Lease Details

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

Lessee As Per GLR  
Mst.Ram Dulari d/o Sital Persad 1

Documents

Upload required documents.

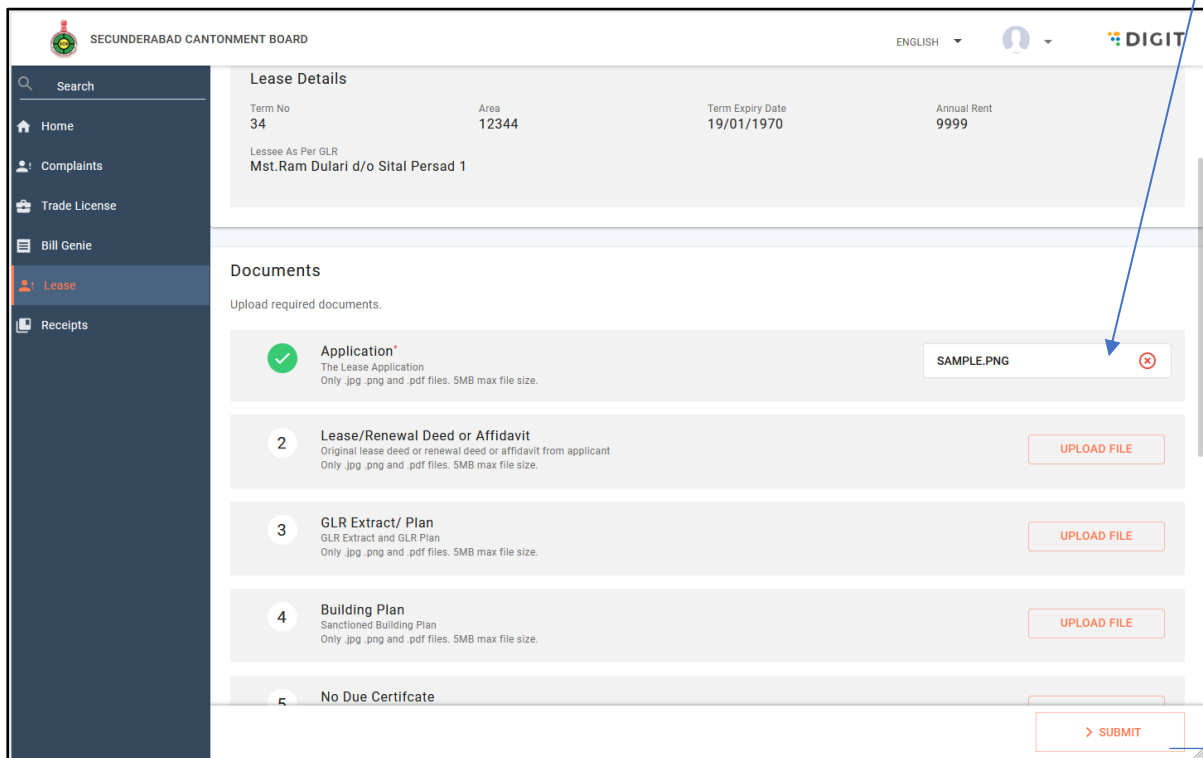
1 Application\*

UPLOAD FILE

SUBMIT

## 2.1.2 Uploading Documents

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



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Lease Details

Term No  
34

Area  
12344

Term Expiry Date  
19/01/1970

Annual Rent  
9999

Lessee As Per GLR  
Mst.Ram Dulari d/o Sital Persad 1

Documents

Upload required documents.

1 Application\*

2 Lease/Renewal Deed or Affidavit

3 GLR Extract/ Plan

4 Building Plan

5 No Due Certificate

UPLOAD FILE

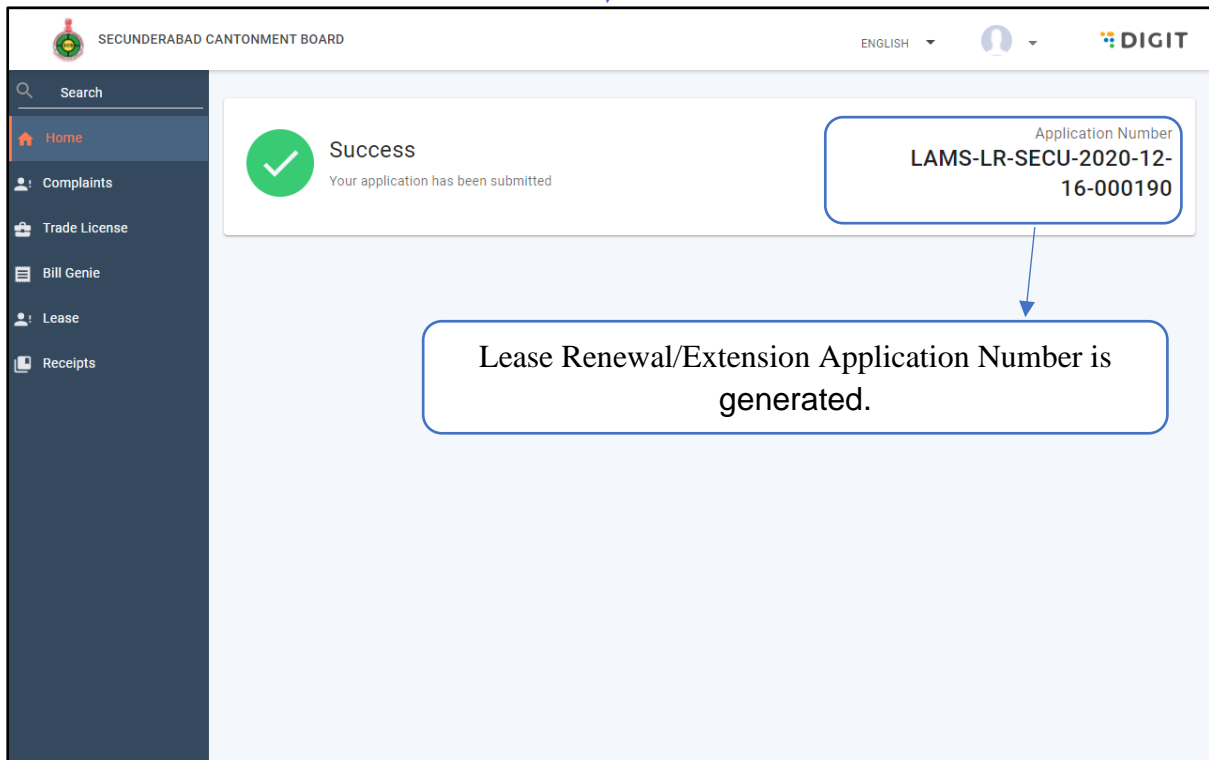
UPLOAD FILE

UPLOAD FILE

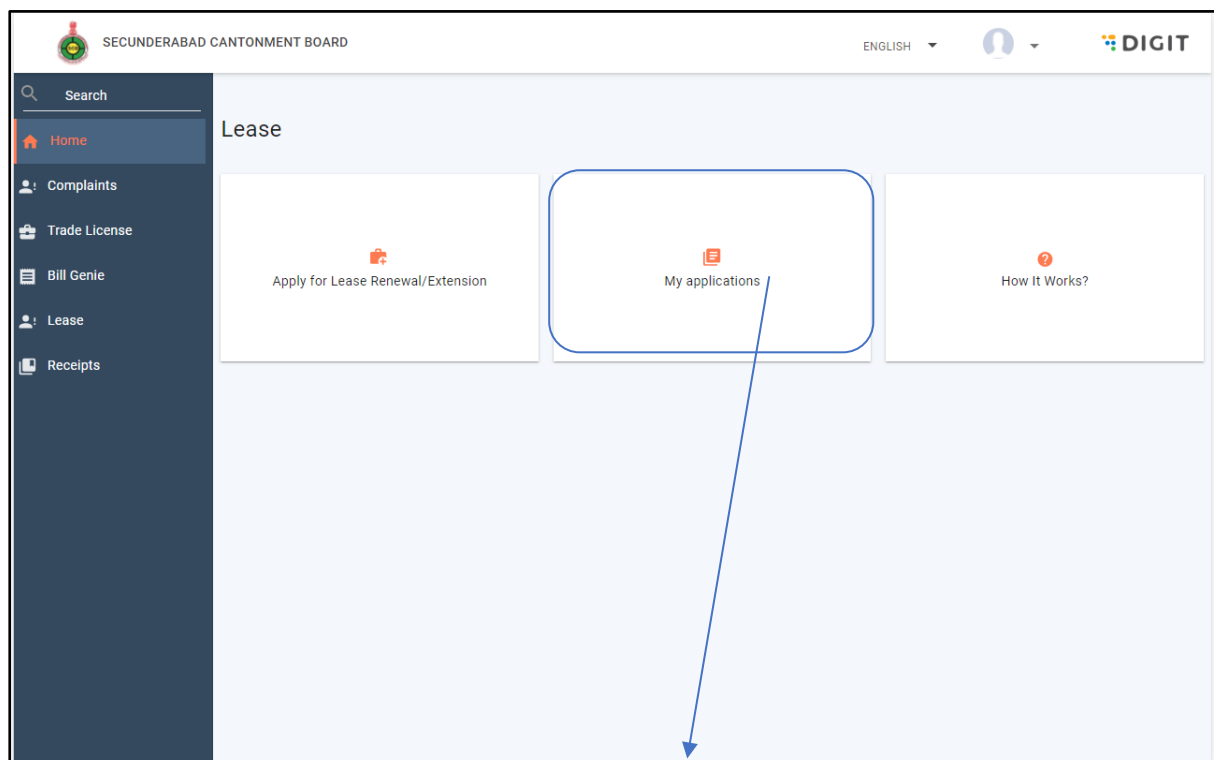
UPLOAD FILE

SUBMIT

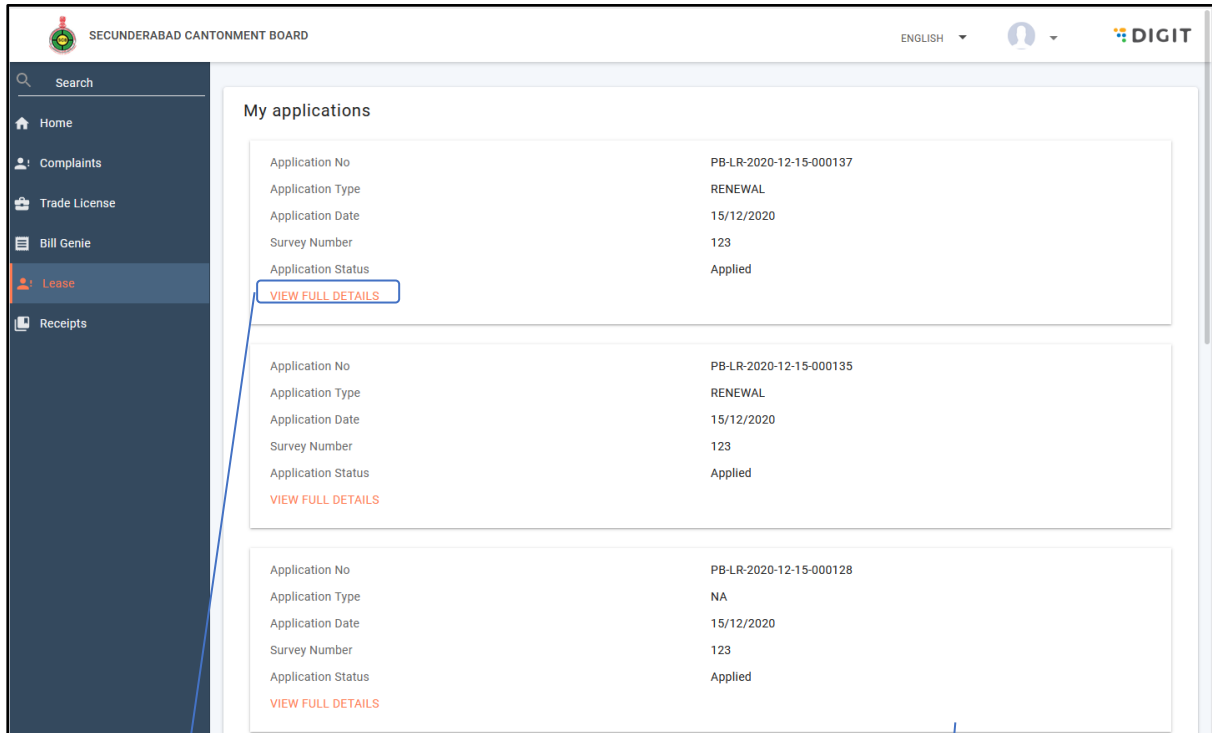
After uploading the documents, click on “SUBMIT>” you will be redirected to the “Acknowledgement” screen.



## 2.2 My Applications



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



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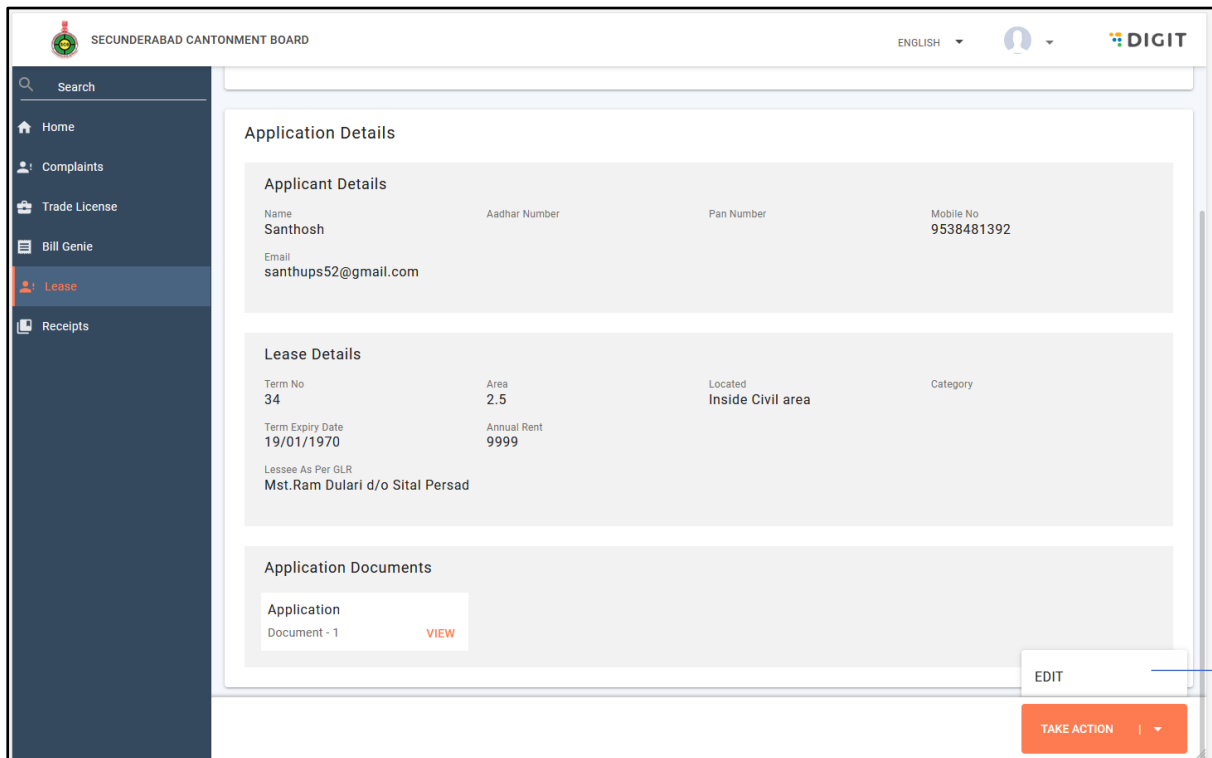
### My applications

Application No	PB-LR-2020-12-15-000137
Application Type	RENEWAL
Application Date	15/12/2020
Survey Number	123
Application Status	Applied
<a href="#">VIEW FULL DETAILS</a>	

Application No	PB-LR-2020-12-15-000135
Application Type	RENEWAL
Application Date	15/12/2020
Survey Number	123
Application Status	Applied
<a href="#">VIEW FULL DETAILS</a>	

Application No	PB-LR-2020-12-15-000128
Application Type	NA
Application Date	15/12/2020
Survey Number	123
Application Status	Applied
<a href="#">VIEW FULL DETAILS</a>	

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



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### Application Details

#### Applicant Details

Name	Aadhar Number	Pan Number	Mobile No
Santhosh			9538481392
Email	santhups52@gmail.com		

#### Lease Details

Term No	Area	Located	Category
34	2.5	Inside Civil area	
Term Expiry Date	Annual Rent		
19/01/1970	9999		
Lessee As Per GLR			
Mst.Ram Dulari d/o Sital Persad			

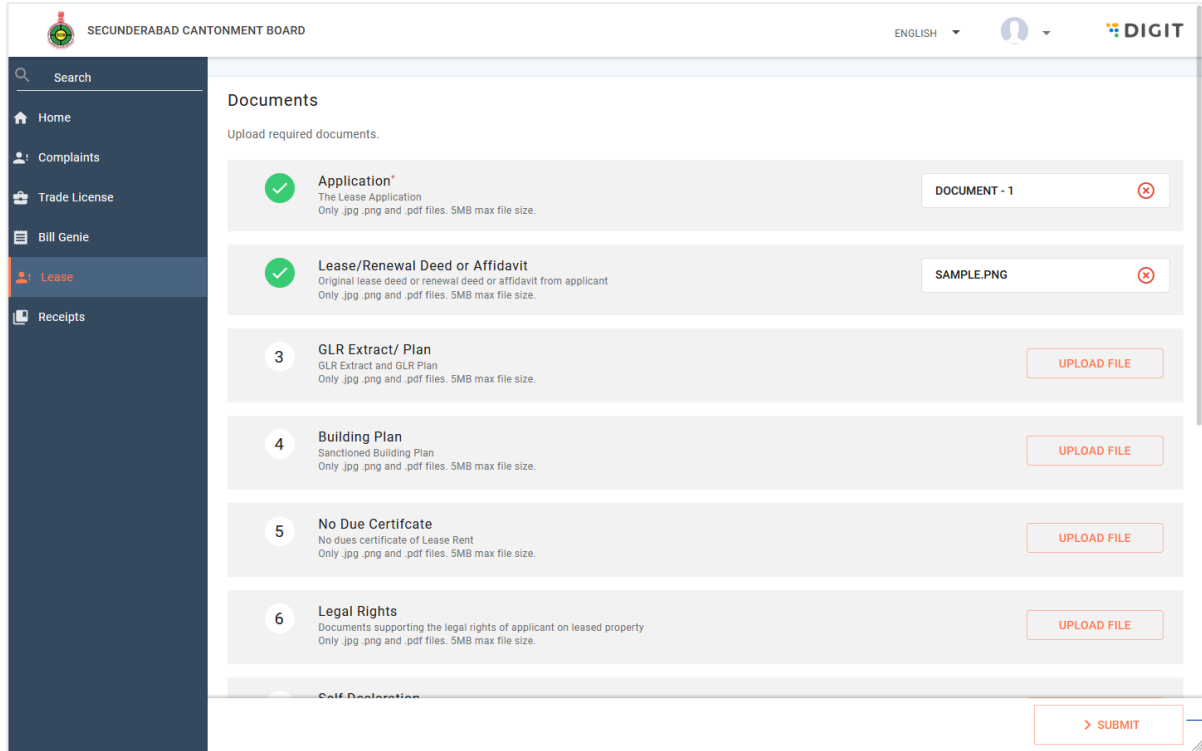
#### Application Documents

Application	
Document - 1	<a href="#">VIEW</a>

[EDIT](#)

[TAKE ACTION](#)

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



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**Documents**

Upload required documents.

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

DOCUMENT - 1

**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 Rent  
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.

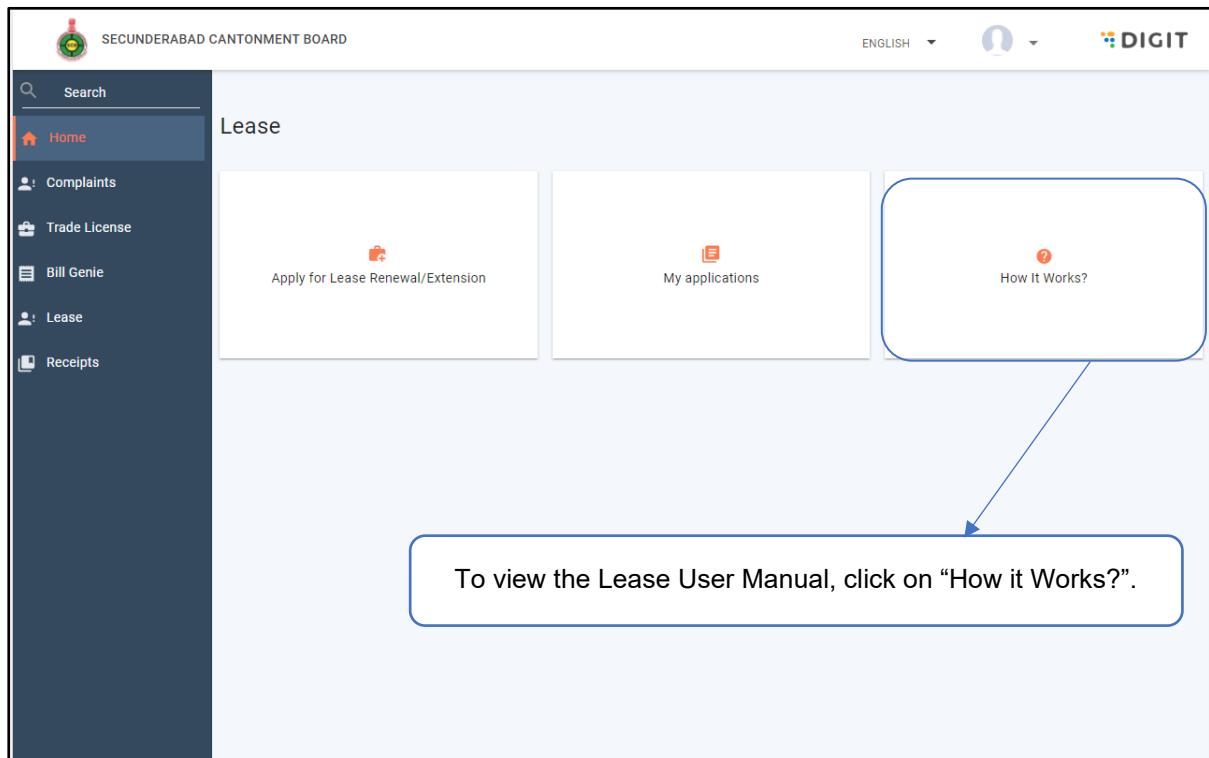
UPLOAD FILE

Self Declaration

> SUBMIT

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

## 2.3 How It Works



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**Lease**

Apply for Lease Renewal/Extension

My applications

How It Works?

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

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