

“e-Chhawani” Online Management of Cantonment Boards



Bill Genie User Manual

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About this Manual

The purpose of this document is to help citizen to operate the Bill Genie. The product provides a digital interface, allowing viewing and online payment of Challan.

The Bill Genie allows the citizens to:

- a. **Search Challan**
- b. **View the Challan Details**
- c. **Online Payment of Challan**
- d. **View the Payment Receipt**

This manual covers up the various features of Bill Genie 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:

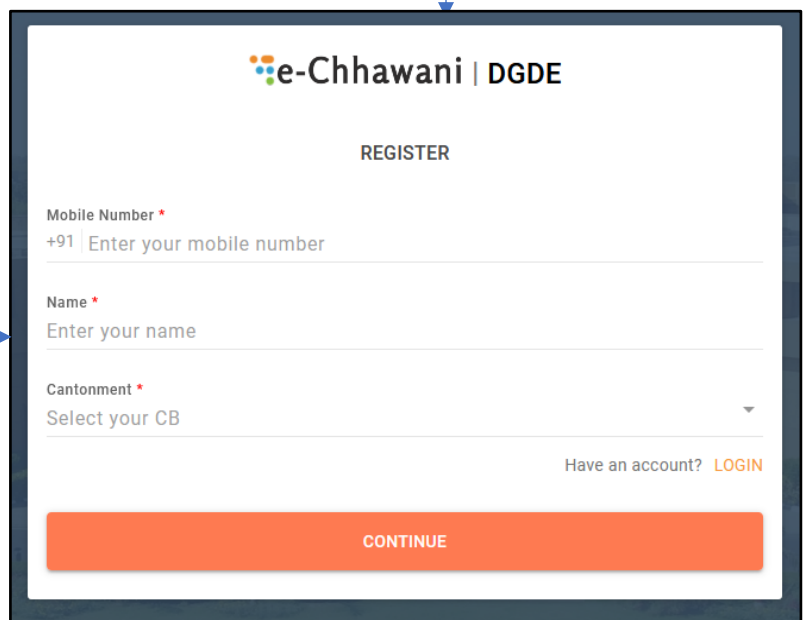
<https://echhawani.gov.in/citizen/>

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, the language selection is shown as 'English | हिंदी'. There are two buttons: 'ENGLISH' (orange) and 'हिंदी' (white with black border). At the bottom, there is a large orange 'CONTINUE' button.

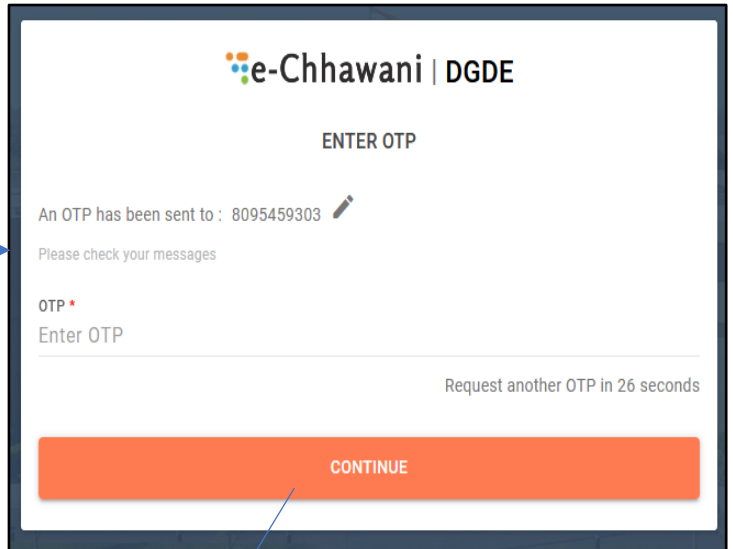
To Register, Enters Mobile Number, Name and selects his/her CB and click on **Continue**.



The screenshot shows the 'e-Chhawani | DGDE' registration interface. The title is 'REGISTER'. It has 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 '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**.



e-Chhawani | DGDE

ENTER OTP

An OTP has been sent to : 8095459303 

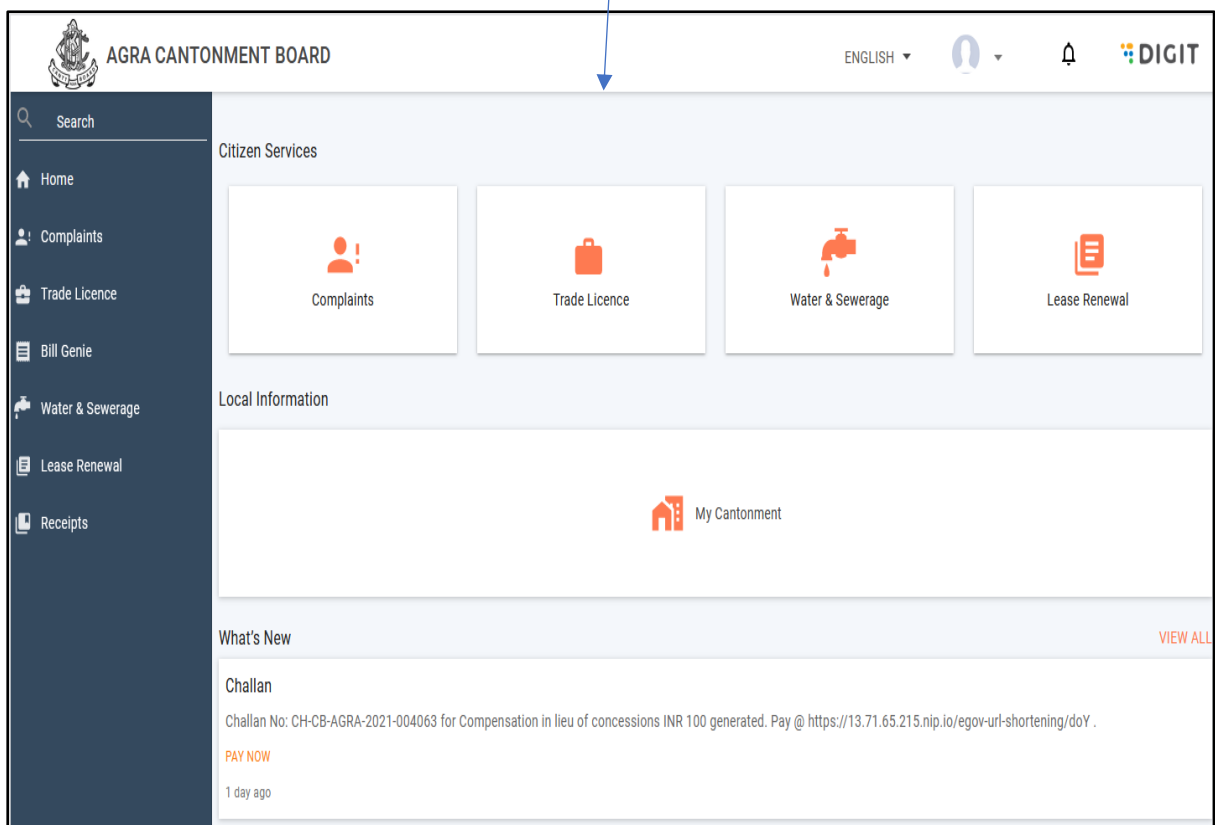
Please check your messages

OTP *
Enter OTP




Request another OTP in 26 seconds

CONTINUE

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



AGRA CANTONMENT BOARD

ENGLISH   

Search

Home

Complaints

Trade Licence

Bill Genie

Water & Sewerage

Lease Renewal

Receipts

Citizen Services

Complaints

Trade Licence

Water & Sewerage

Lease Renewal

Local Information

My Cantonment

What's New VIEW ALL

Challan

Challan No: CH-CB-AGRA-2021-004063 for Compensation in lieu of concessions INR 100 generated. Pay @ <https://13.71.65.215.nip.io/egov-url-shortening/doY>.

PAY NOW

1 day ago

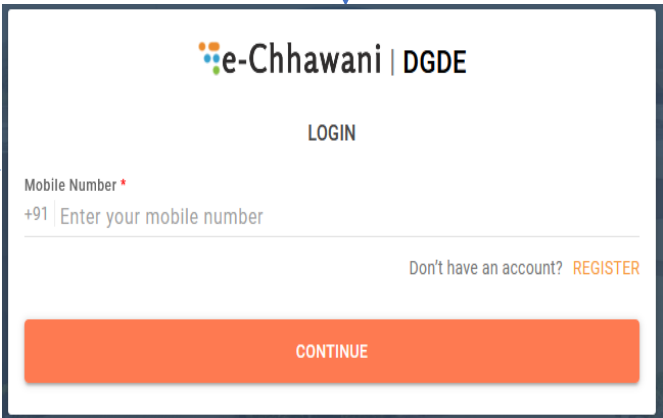
For an already registered user, click on “**Login**”.



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](#)
- CONTINUE** button

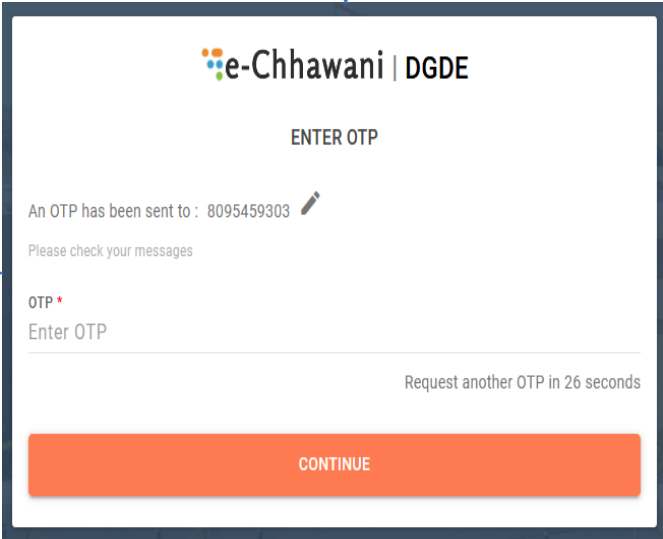
Enter the registered Mobile Number and click **CONTINUE**.



The LOGIN screen displays the following fields and options:

- Mobile Number ***: +91 | Enter your mobile number
- Don't have an account?**: [REGISTER](#)
- 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
- Please check your messages**
- OTP ***: Enter OTP
- Request another OTP in 26 seconds**
- CONTINUE** button

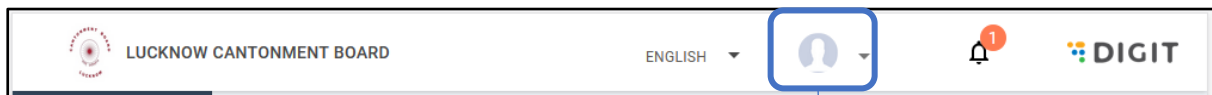
On login, the homepage will be displayed on the citizen screen.

1.2 Editing the Profile

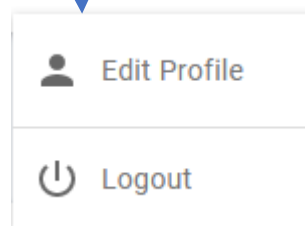
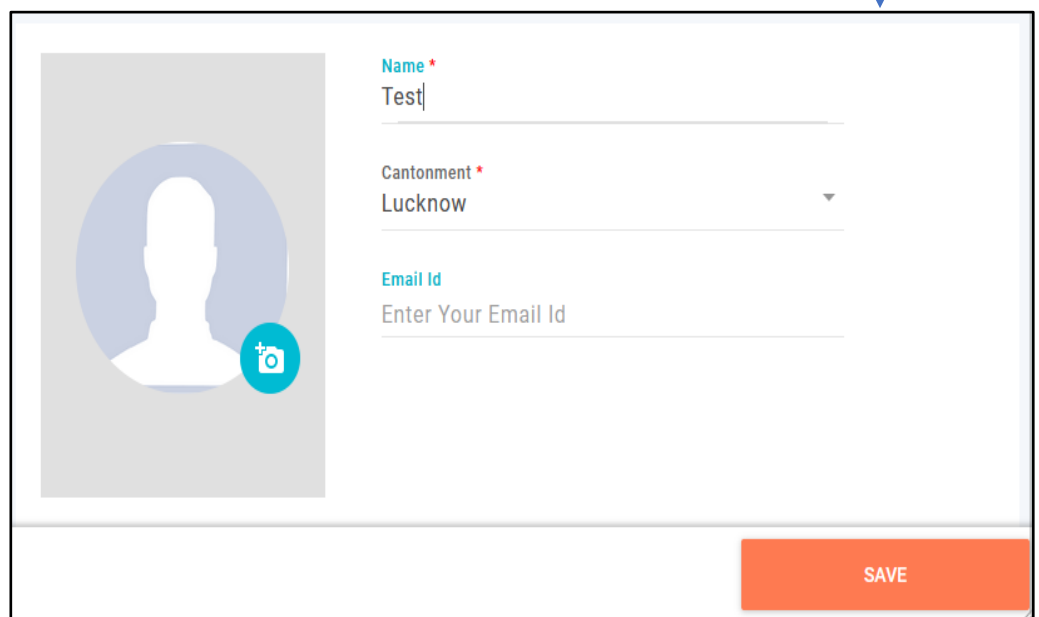
Follow the steps shown below to edit your profile. You can:

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

1.2.1 Enter/Update Name, Cantonment and Email ID

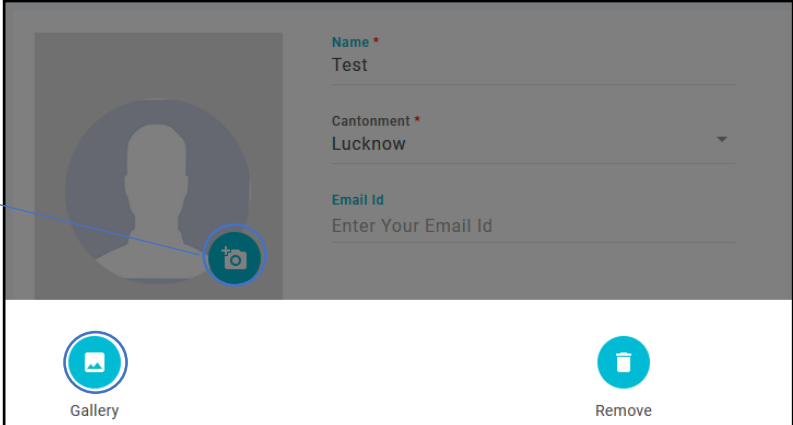


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

1.2.2 Update Profile Photo

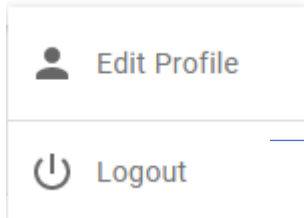
To update the profile photo, click on the Camera Icon.



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

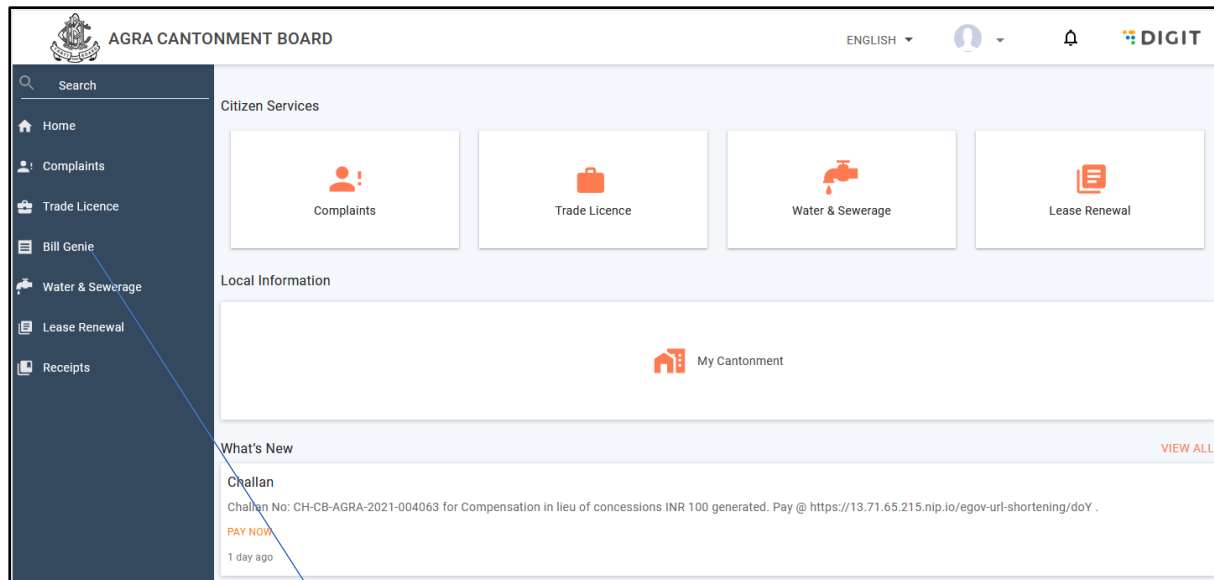
1.3 Logout


Click on “LOGOUT” to logout of the application

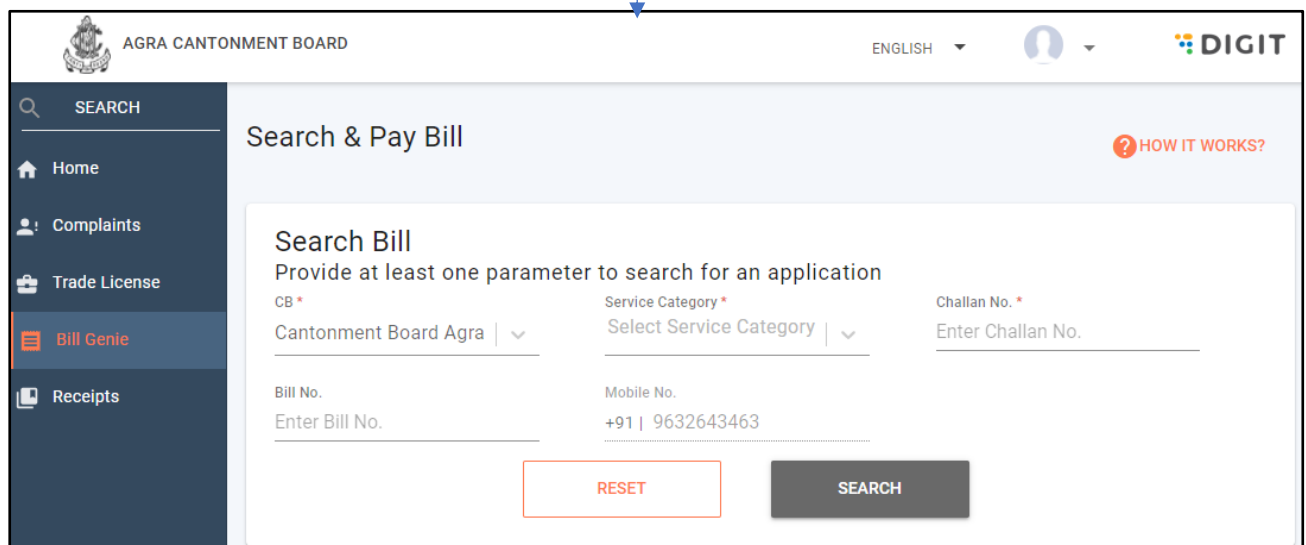
2. Bill Genie

2.1 Search and View Bill



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

“Search and Pay Bill” screen is displayed.



The screenshot shows the 'Search & Pay Bill' screen. The left sidebar is the same as the landing page, but 'Bill Genie' is now the active section. The main content area has a header 'Search & Pay Bill' with a 'HOW IT WORKS?' link. Below is a 'Search Bill' section with the instruction 'Provide at least one parameter to search for an application'. There are three input fields: 'CB *' (Cantonment Board Agra), 'Service Category *' (Select Service Category), and 'Challan No. *' (Enter Challan No.). Below these are two more input fields: 'Bill No.' (Enter Bill No.) and 'Mobile No.' (+91 | 9632643463). At the bottom are 'RESET' and 'SEARCH' buttons.

Search Bill

Provide at least one parameter to search for an application

CB *
Cantonment Board Agra

Service Category *
Select Service Category

Challan No. *
Enter Challan No.

Bill No.
Enter Bill No.

Mobile No.
+91 | 9632643463

RESET

SEARCH

Click on “RESET” to clear data in all fields.

Select the Service Category and enter the Challan No. You can also enter the Bill No. Click on “**Search**” to view the Challan Details.

“Search Results for Bill” is displayed.

Search Results for Bill (1)					
Bill No.	Consumer Name	Bill Date	Bill Amount (Rs)	Status	Action
BILL-014624	Minju	14/09/2020	1800	Active	PAY
Rows per page: 10 1-1 of 1					

Click on the Bill No to view the Challan/Bill.

2.2 Pay Bill

Search Results for Bill (1)

Bill No.	Consumer Name	Bill Date	Bill Amount (Rs)	Status	Action
BILL-014624	Minju	14/09/2020	1800	Active	PAY

Rows per page: 10 1-1 of 1

In the search results for Bill, click on 'PAY' to pay the Challan/Bill.

Payment Information Challan No. CH-CB-AGRA-2020-001094

Payment Collection Details

Fee Details		Total Amount
Road cutting charges	1500	₹ 1800
SGST	150	
CGST	150	
Security Deposit	0	
Field Fee	0	
Total Amount	1800	

[MAKE PAYMENT >](#)

The Challan 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.

Net Banking
(Transaction Charges may apply)

Debit Card
(Transaction charges may apply)

Wallet
(Transaction charges may apply)

UPI
(Transaction charges may apply)

Credit Card
(Transaction charges may apply)

NEFT/RTGS
(Transaction Charges may apply)

Payment Mode - Net Banking

☐ Other Bank

Pay Now

Cancel

Transaction Details

Merchant Name
Cantonment Board Agra

Service Description
eChhawani Portal Services for Agra Cantonment Board

Transaction ID
CB_PG_2020_09_14_000985_12

Bill Amount **₹1800**

Transaction Fees [Incl. GST] **₹11.8**

Total Amount Payable
₹1811.8

On successful payment you will be redirected to the acknowledgement screen.

Payment Information

Challan No. CH-CB-AGRA-2020-001099

DOWNLOAD

PRINT

Payment has been collected successfully!

A notification regarding Payment Collection has been sent to the registered Mobile No. of the user owner.

Payment Receipt No.
UC/CB/AGRA/2020-0/000167

Click Download/Print to view or print the receipt.

GO TO HOME

2.3 View Receipt

In Search & Pay Bill, select the Service Category and enter the Challan No then click “SEARCH” button.

Search & Pay Bill

Search Bill

Provide at least one parameter to search for an application

CB * Cantonment Board Agra	Service Category * Road cutting charges	Challan No. * CH-CB-AGRA-2020-001094
Bill No. Enter Bill No.	Mobile No. +91 9632643463	
<div style="border: 1px solid red; padding: 5px; display: inline-block;">RESET</div> <div style="background-color: #555; color: white; padding: 10px 20px; margin-left: 20px;">SEARCH</div>		


Search Results for Bill (1)

Bill No.	Consumer Name	Bill Date	Bill Amount (Rs)	Status	Action
BILL-014624	Minju	14/09/2020	1800	Paid	DOWNLOAD RECEIPT

Rows per page: 10 1-1 of 1



For already paid Challan/Bill the action is changed to “Download Receipt”. Click on “DOWNLOAD RECEIPT” option to view the receipt.


2.4 How It Works





AGRA CANTONMENT BOARD


ENGLISH






 SEARCH

 Home

 Complaints

 Trade License

 Bill Genie

 Receipts

Search & Pay Bill

? HOW IT WORKS?

Search Bill

Provide at least one parameter to search for an application

CB * Cantonment Board Agra	Service Category * Select Service Category	Challan No. * Enter Challan No.
Bill No. Enter Bill No.	Mobile No. +91 9632643463	
<div style="border: 1px solid red; padding: 5px; display: inline-block;">RESET</div> <div style="background-color: #555; color: white; padding: 10px 20px; margin-left: 20px;">SEARCH</div>		

To view the user manual, click on “HOW IT WORKS”

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