

# **“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

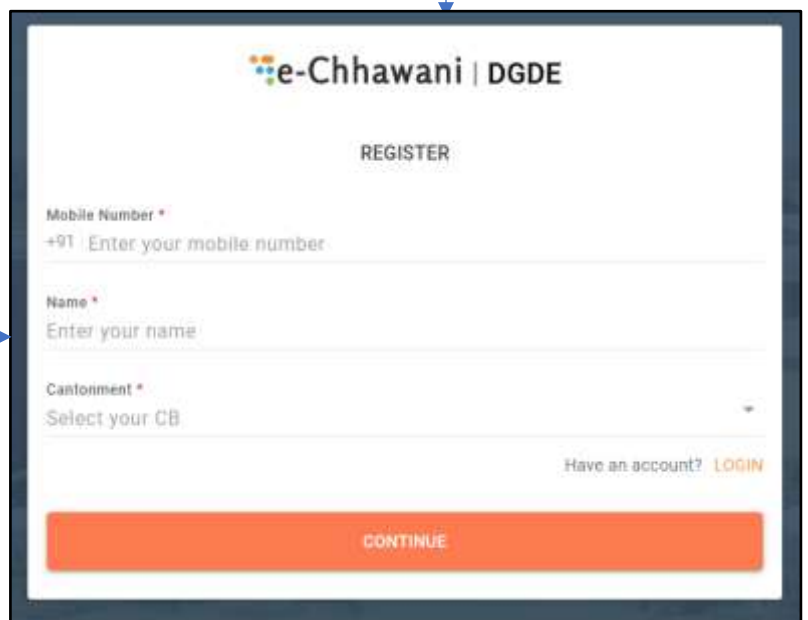
To login, please go to the following link:

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

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



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**.

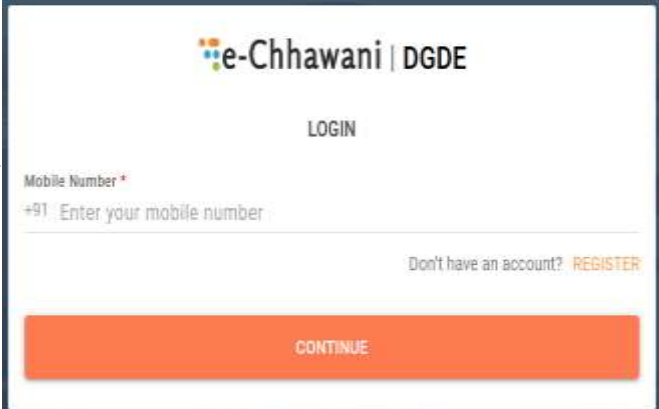
On login, the homepage will be displayed on the citizen screen.

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



The screen displays the registration form for e-Chhawani | DGDE. It includes fields for Mobile Number (with a +91 prefix), Name, and Cantonment. A 'Have an account? **LOGIN**' link is visible at the bottom right, with an arrow pointing to it from the instruction box. A large orange 'CONTINUE' button is at the bottom.

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



The screen displays the login form for e-Chhawani | DGDE. It includes a field for Mobile Number (with a +91 prefix). A 'Don't have an account? **REGISTER**' link is visible at the bottom right. A large orange 'CONTINUE' button is at the bottom.

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



The screen displays the OTP verification form for e-Chhawani | DGDE. It shows a message: 'An OTP has been sent to: 8095459303' with a copy icon. Below it, it says 'Please check your messages'. There is a field for 'OTP' with the label 'Enter OTP'. A link 'Request another OTP in 26 seconds' is at the bottom right. A large orange 'CONTINUE' button is at the bottom.

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

## 1.2 Editing the Profile

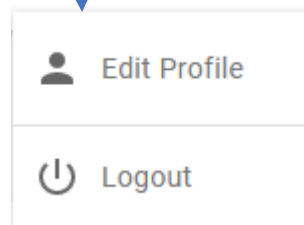
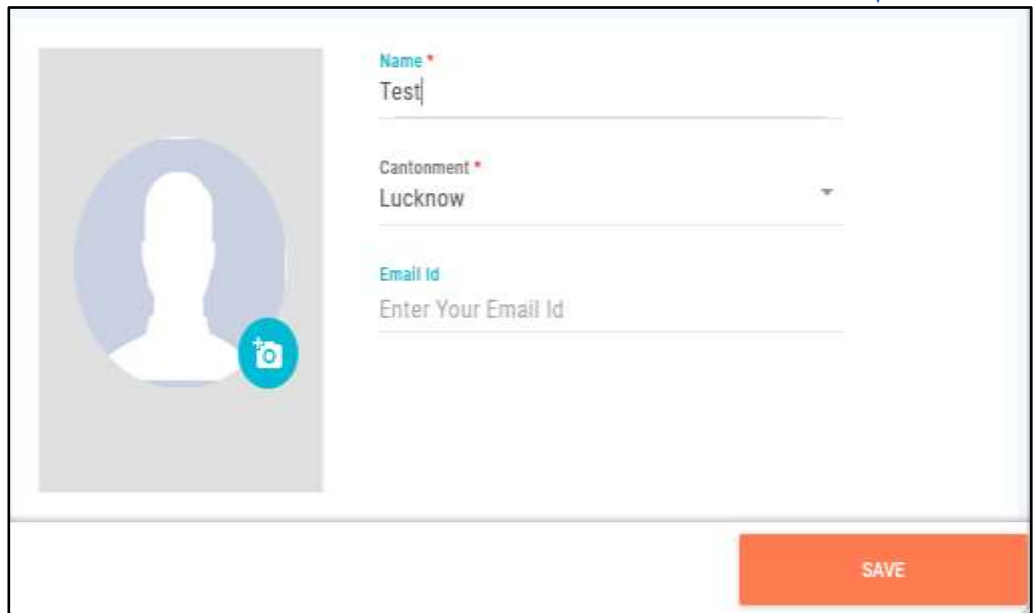
Follow the steps shown below to edit your profile. You can:

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

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

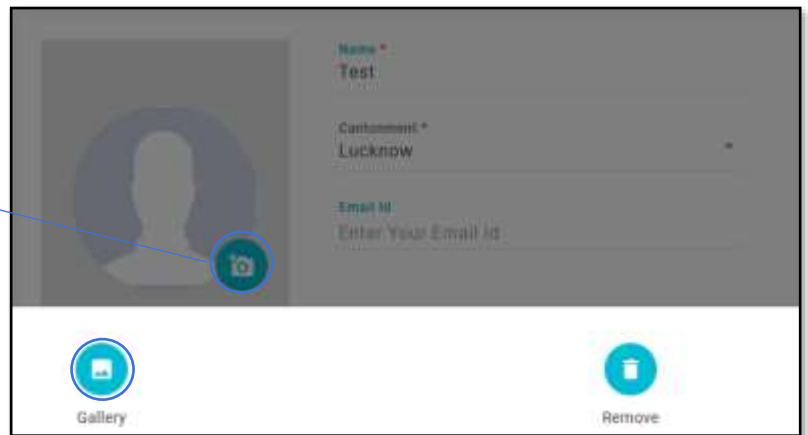


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

### 1.2.2 Update Profile Photo

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



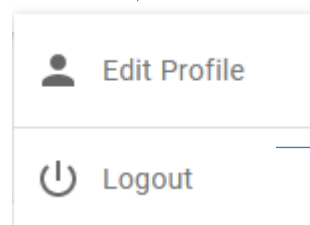
Two options appear on the screen:

**“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

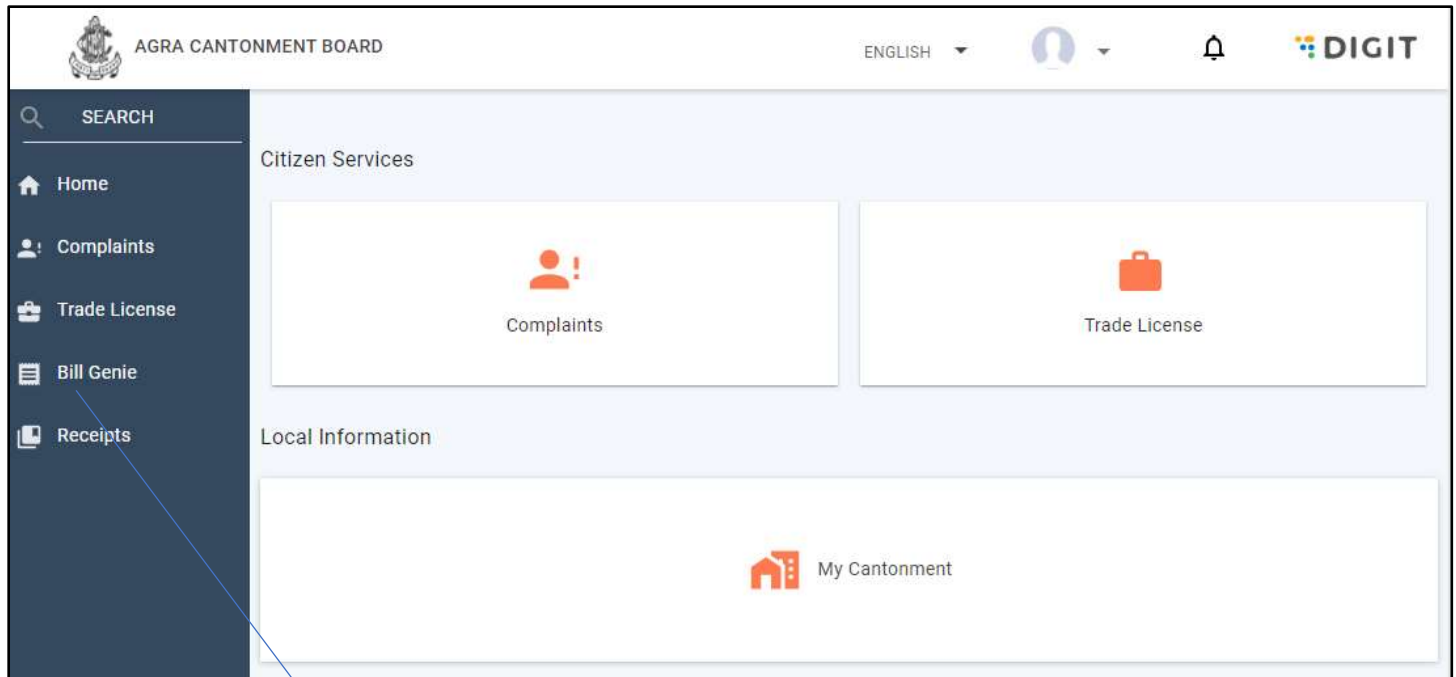


Click on “LOGOUT” to logout of the application



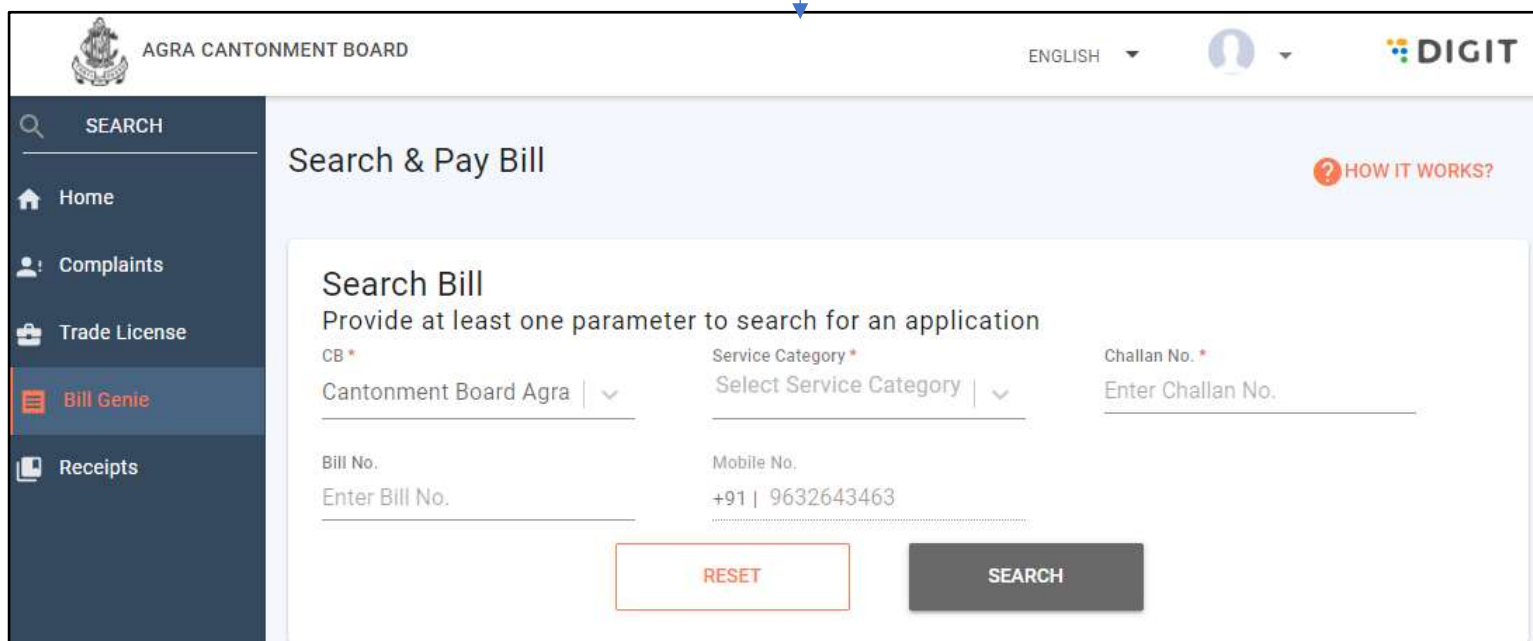
## 2. Bill Genie

### 2.1 Search and View Bill



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

“Search and Pay Bill” screen is displayed.



**Search Bill**  
Provide at least one parameter to search for an application

CS\*  
Cantonment Board Agra

Service Category\*  
Select Service Category

Challan No.\*  
Enter Challan No.

Bill No.  
Enter Bill No.

Mobile No.  
+91 | 9632643453

**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
<a href="#">BILL-014624</a>	Minju	14/09/2020	1600	Active	<a href="#">PAY</a>

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	<a href="#">PAY</a>

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	<b>₹ 1800</b>
Road cutting charges SGST	150	
Road cutting charges CGST	150	
Road cutting charges Security Deposit	0	
Road cutting charges Field Fee	0	
Arrears	0	
<b>Total Amount</b>	<b>1800</b>	

[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.

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

Click Download/Print to view or print the receipt.

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

## 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

RESET

SEARCH

Search Results for Bill (1)

Bill No.	Consumer Name	Bill Date	Bill Amount (Rs)	Status	Action
BILL-014624	Minju	14/09/2020	1800	Paid	<a href="#">DOWNLOAD RECEIPT</a>

Rows per page: 10

1 of 1

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

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

Manager