

# **“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

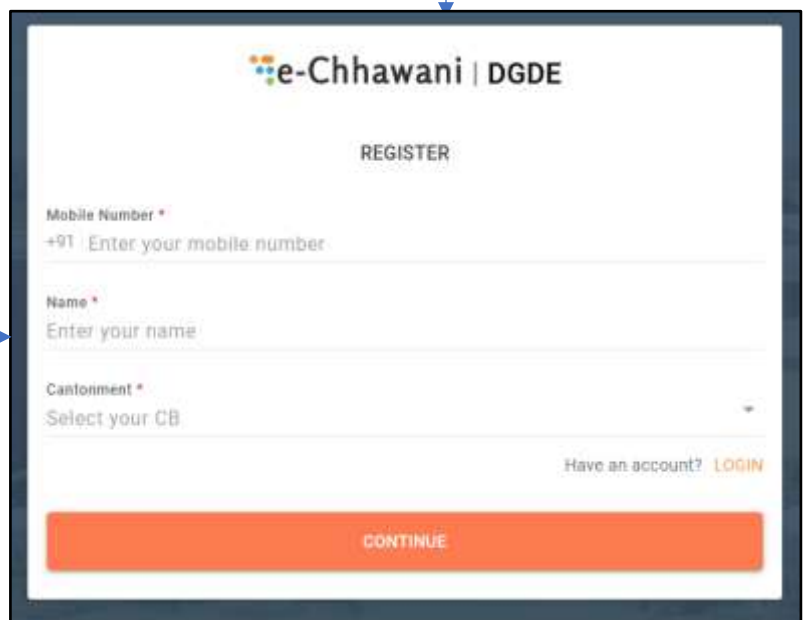
To login, please go to the following link:

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

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

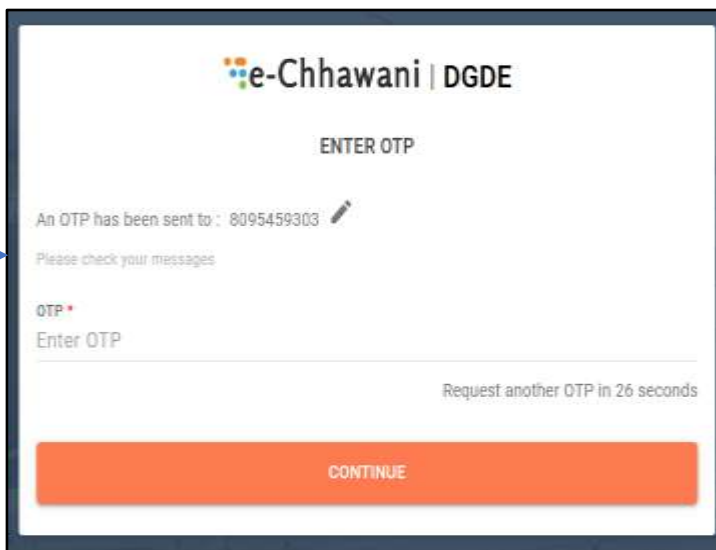


To Register, Enters Mobile Number, Name and selects his/her CB and click on **Continue**.



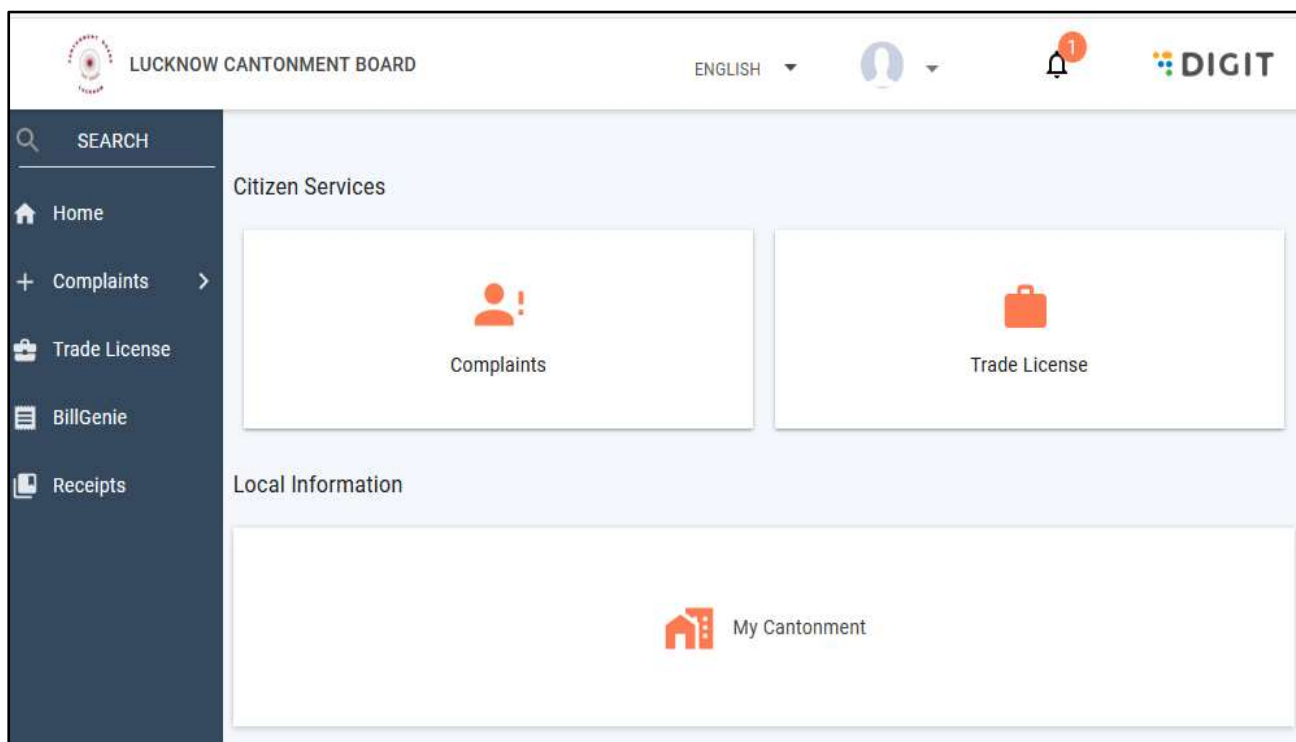
An OTP will be sent to the entered Mobile Number.

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



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 small icon of a hand holding a pen. A prompt 'Please check your messages' is displayed. There is a text input field labeled 'OTP \*' with the placeholder 'Enter OTP'. To the right of the input field, it says 'Request another OTP in 26 seconds'. At the bottom, there is a large orange button labeled 'CONTINUE'.

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



The screenshot shows the homepage of the LUCKNOW CANTONMENT BOARD. The header includes the board's logo, the name 'LUCKNOW CANTONMENT BOARD', a language dropdown set to 'ENGLISH', a user profile icon, a notification bell with a red '1', and the 'DIGIT' logo. A dark blue sidebar on the left contains a search bar and a list of menu items: Home, Complaints, Trade License, BillGenie, and Receipts. The main content area is titled 'Citizen Services' and features two large white boxes with orange icons: 'Complaints' (with a person icon) and 'Trade License' (with a briefcase icon). Below this, a section titled 'Local Information' contains a white box with an orange house icon and the text 'My Cantonment'.

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

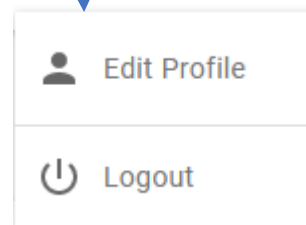
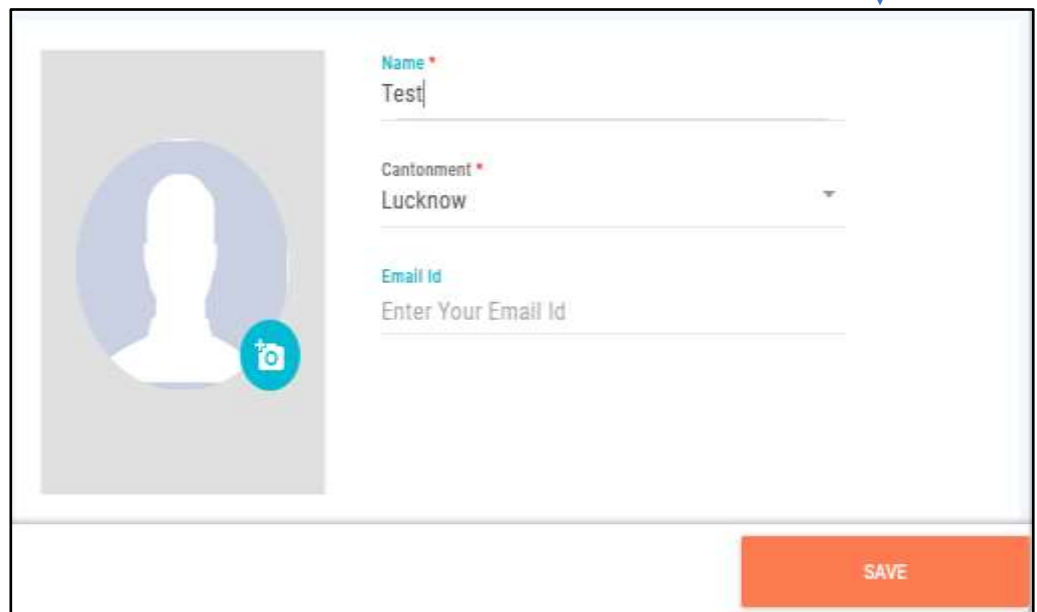
Follow the steps shown below to edit your profile. You can:

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

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

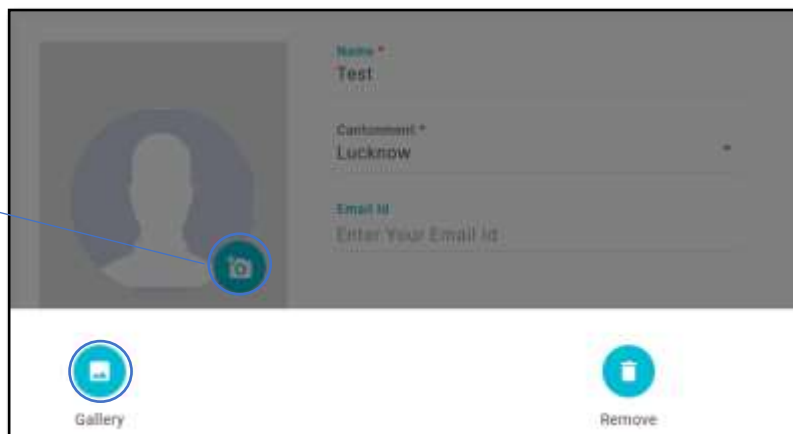


User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

### 1.2.2 Update Profile Photo

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

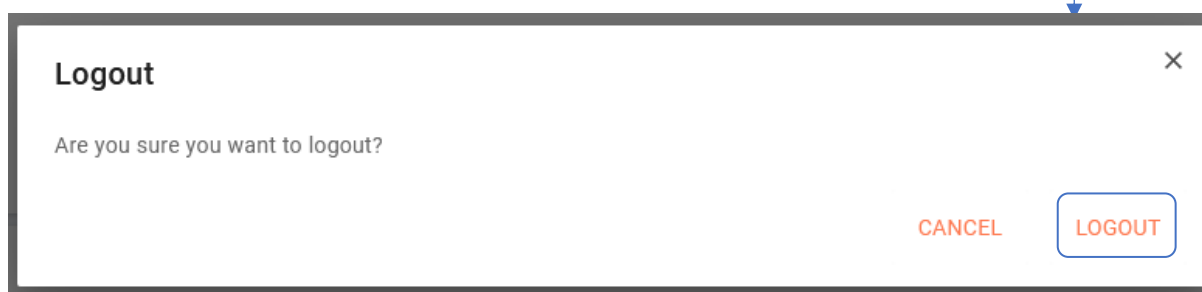
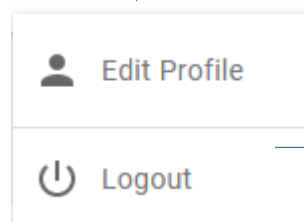


Two options appear on the screen:

**“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

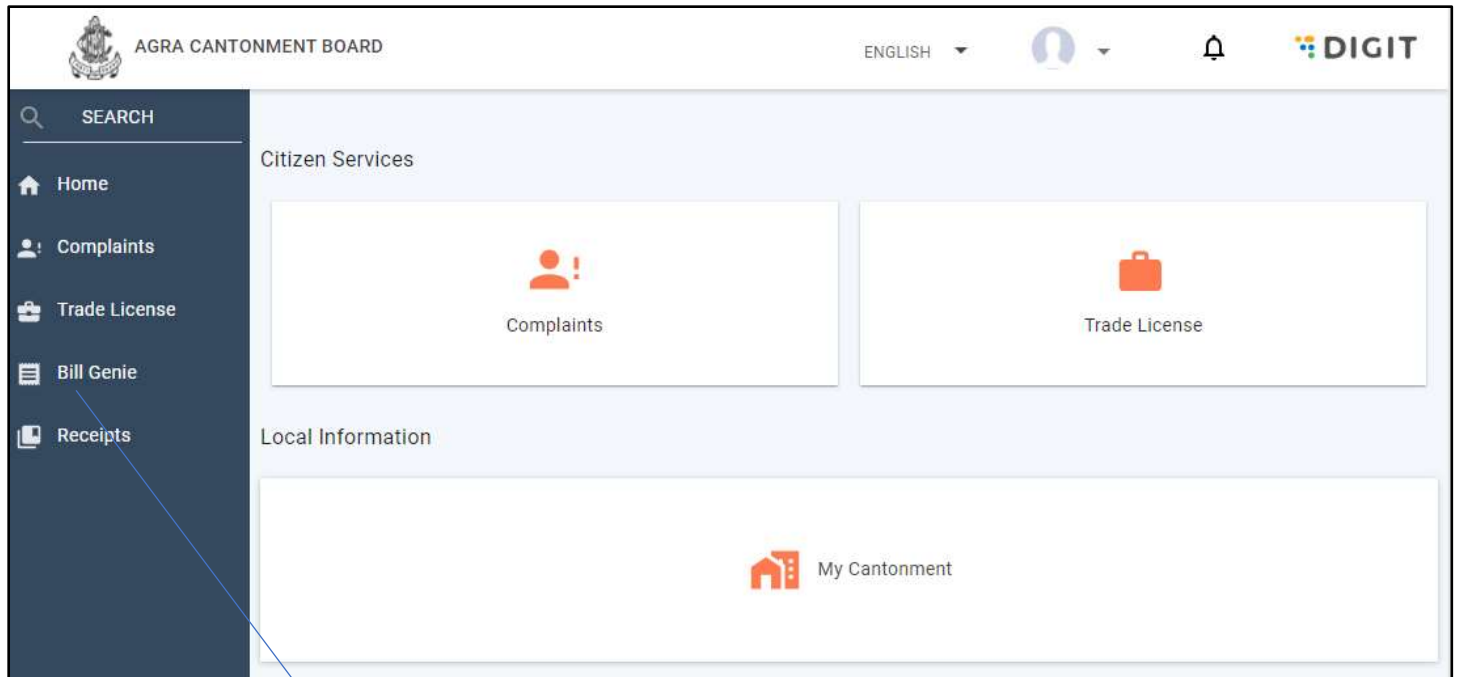
### 1.3 Logout





## 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
BILL-014624	Minju	14/09/2020	1600	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	<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.

The screenshot displays the NSDL SurePay payment gateway. On the left, a sidebar lists payment methods: Net Banking, Debit Card, Wallet, UPI, Credit Card, and NEFT/RTGS. The main area is titled 'Payment Mode - Net Banking' and shows logos for HDFC BANK, ICICI Bank, KOTAK, AXIS BANK, and IndusInd Bank. Below these is an 'Other Bank' option with a text input field and 'Pay Now' and 'Cancel' buttons. To the right, a 'Transaction Details' panel shows: 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 (₹11.8), and Total Amount Payable (₹1811.8).

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

The screenshot shows the payment acknowledgement screen. At the top, it says 'Payment Information' with a Challan No. CH-CB-AGRA-2020-001999. A green checkmark icon is next to the message 'Payment has been collected successfully!'. Below this, it states 'A notification regarding Payment Collection has been sent to the registered Mobile No. of the user owner.' On the right, there are 'DOWNLOAD' and 'PRINT' buttons, and a 'Payment Receipt No. UC/CB/AGRA/2020-0/000167'. At the bottom right, there is a red 'GO TO HOME' button.

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 *	Service Category *	Challan No. *
Cantonment Board Agra	Road cutting charges	CH-CB-AGRA-2020-001094
Bill No.	Mobile No.	
Enter Bill No.	+91: 9632643463	
<input type="button" value="RESET"/> <input type="button" value="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.