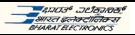


## Contents

Abou	ut this Manual	3
1. Ge	neral Functions	4
1.1	Login into the Application	4
1.2	Editing the Profile	7
1.2	2.1 Enter/Update Name, Cantonment and Email ID	7
1.2	2.2 Update Profile Photo	9
1.3	Logout	9
2. Pro	operty Tax	10
2.1	My Properties	11
2.2	How it Works	12
2.3	Pay Property Tax	12
2.3	3.1 Search Application	12
2.3	3.1 Search Property	14
2.3	3.1 Demand Payment	16
2.4	PAYMENT HISTORY	19
2.5	APPLICATION HISTORY	20
2.6	Apply for Property Mutation	22
2.6.1	Property Mutation fee Payment	27



#### **About this Manual**

The purpose of this document is to help citizen to make property demand payment, Apply for Property Mutation, Search Property/Applications and Download/Print Payment Receipts

The Property Tax module allows the citizens to:

- a. Search and View Property Applications/Property details
- b. Online Payment of Property Demand
- c. Apply for Property Mutation
- d. Pay Property Mutation Fee
- e. Download/Print the Applications and Payment Receipts

Commented [A1]: Bold to be removed

Commented [A2]: Bold to beremoved



## 1. General Functions

## 1.1 Login into the Application

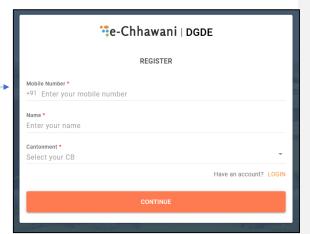
To login, please go to the following link: https://echhawani.gov.in/citizen/

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

Regional Language
Select

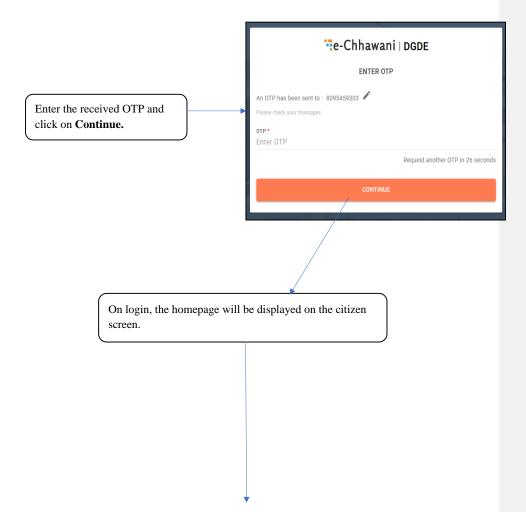
CONTINUE

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



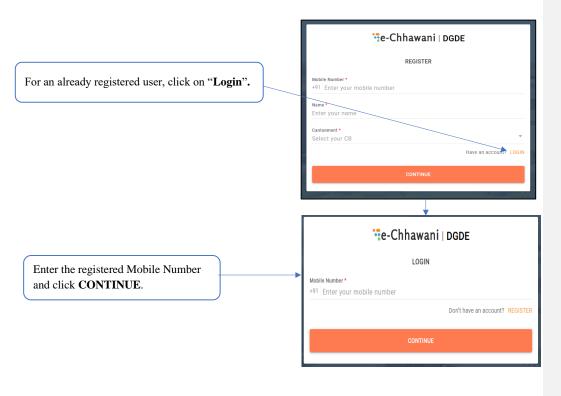


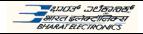
An OTP will be sent to the entered Mobile Number.













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:

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

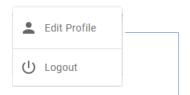
#### 1.2.1 Enter/Update Name, Cantonment and Email ID

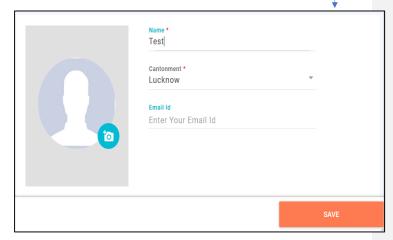


7 | Page



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

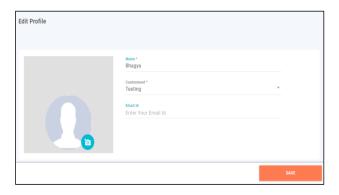




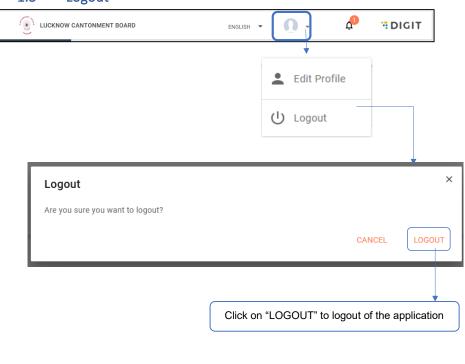


## 1.2.2 Update Profile Photo

To update the profile photo, click on the Camera Icon and save



## 1.3 Logout

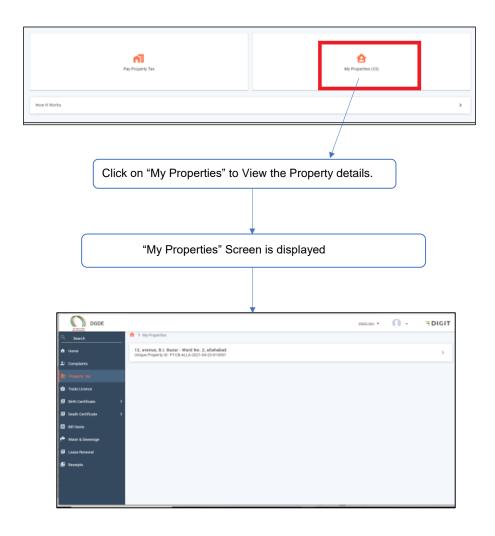


# 2. Property Tax



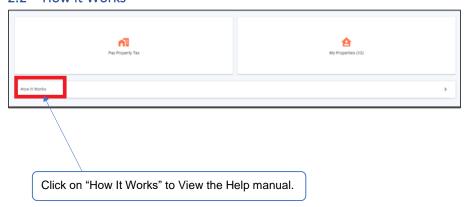


## 2.1 My Properties



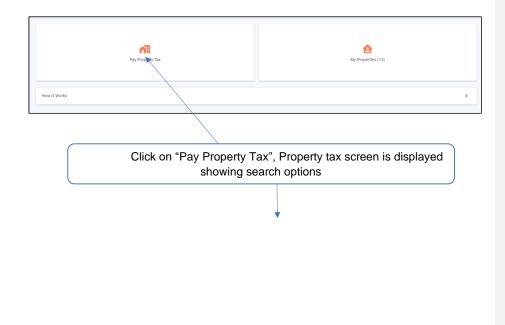


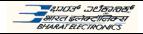
## 2.2 How it Works



# 2.3 Pay Property Tax

# 2.3.1 Search Application



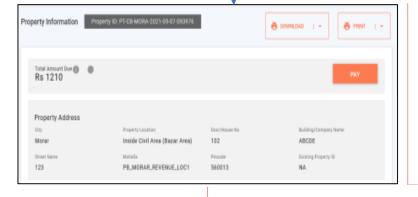




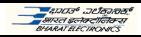
Enter the Application No/Mobile No/Unique Property Id: Click on "SEARCH" to view the Property Application search results.



Click on "Application No / Unique Property id" to View the property details



**Commented [A3]:** Sample property preview page to be added with PAY option enabled .

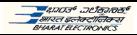


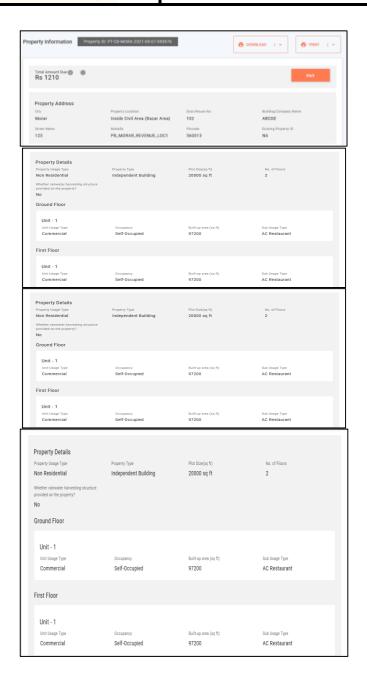
## 2.3.1 Search Property



Select the CB, Enter the Mobile No/Unique Property Id/Existing Property Id: Click on "SEARCH" to view the Properties.











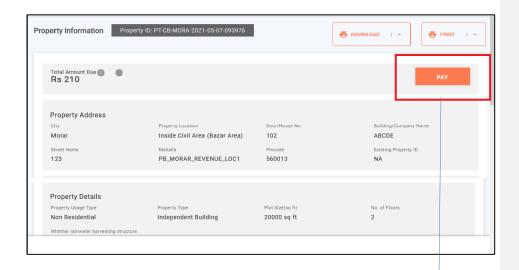
# 2.3.1 Demand Payment



In the Property Information Screen Click on "Download" or "Print" to view/print the Application.

Commented [A4]: This is to be part of PAY Property Tax

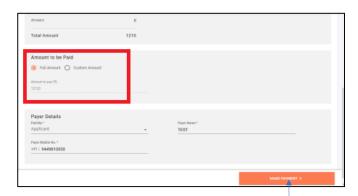




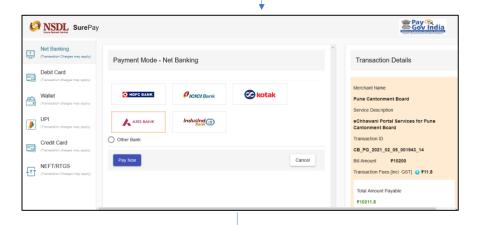
After Verifying the Total Amount Due, Click on PAY option, Payment Information Screen is







Once the fee is verified, select the payment option either Full Amount or Custom Amount, click on "Make Payment" for completing the payment. You will be redirected to the Online Transaction Gateway.

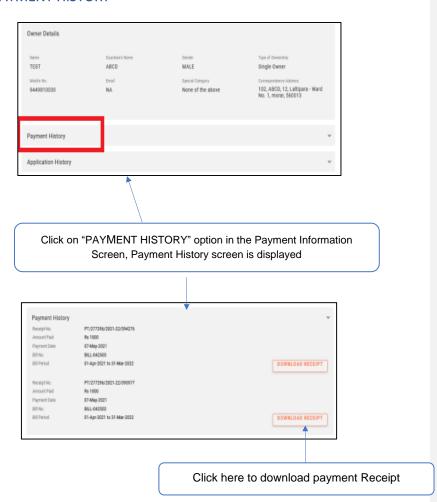


After successful payment collection you will be redirected to Acknowledgement Screen.

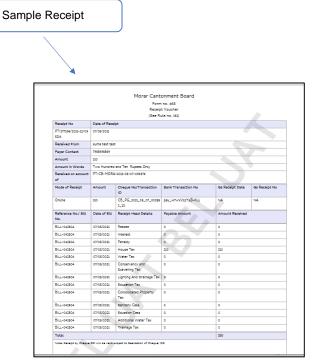




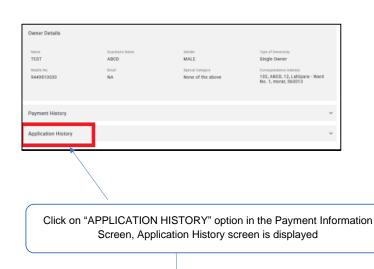
## 2.4 PAYMENT HISTORY



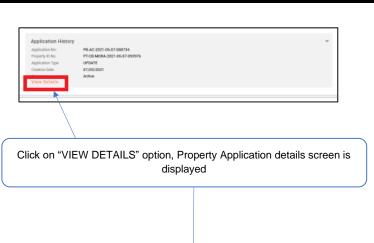


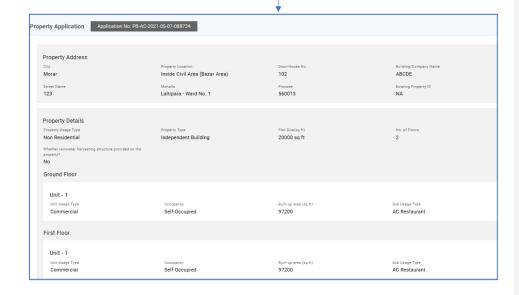


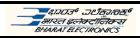
## 2.5 APPLICATION HISTORY



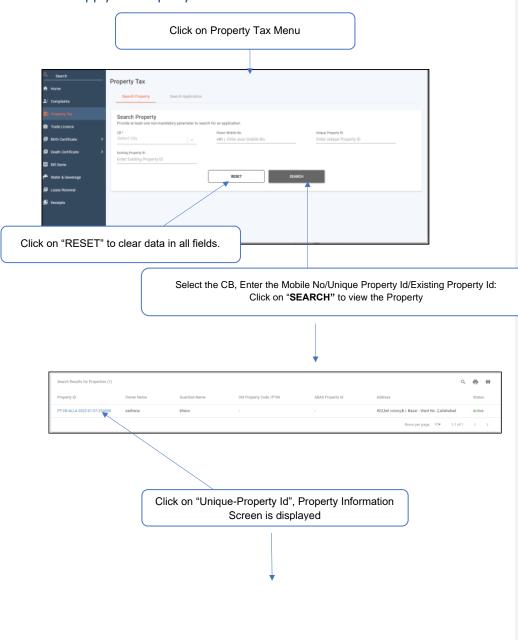




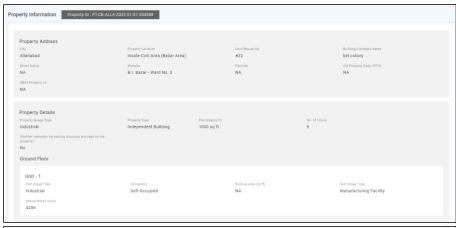




# 2.6 Apply for Property Mutation



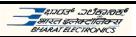




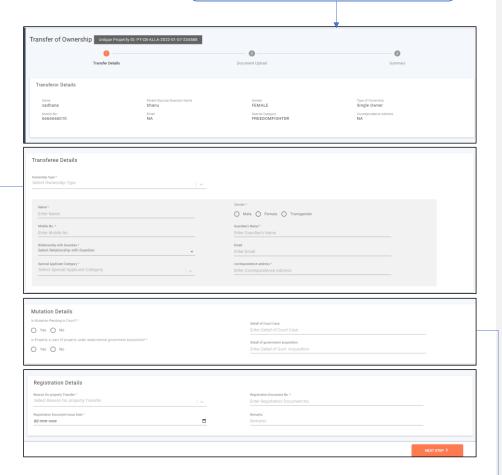


Click on "Transfer Ownership", in the Owner details, Documents required screen is displayed



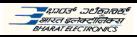


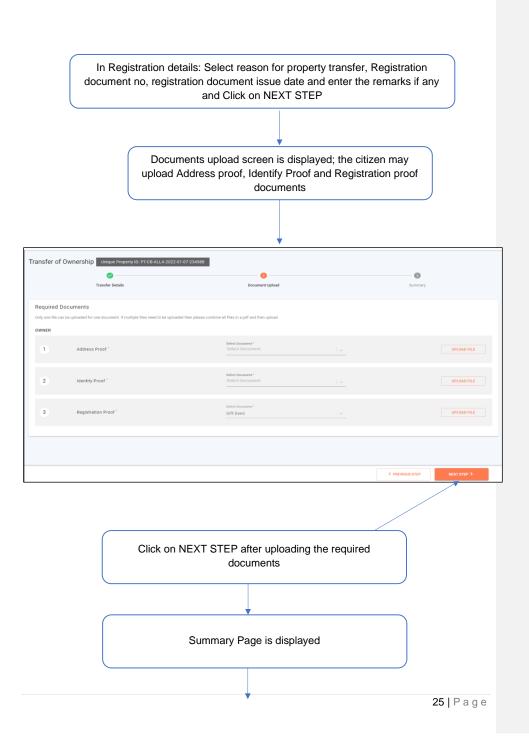
Click on "Transfer Ownership" button, Transfer of Ownership Screen is displayed



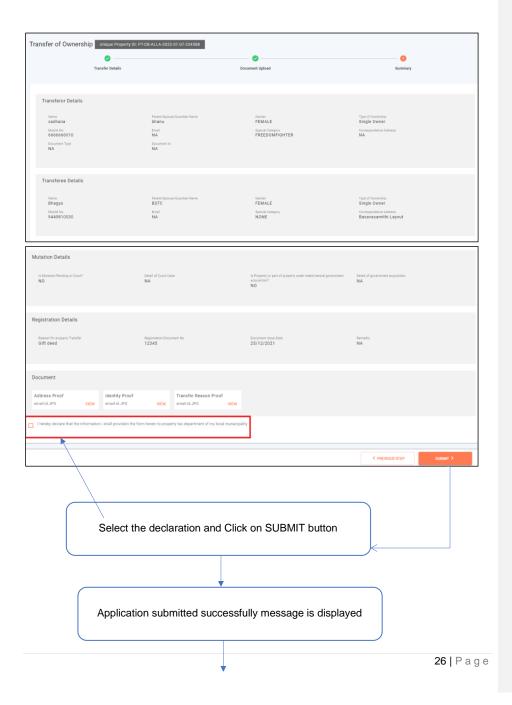
In Transferee Details : Select the Ownership Type , Enter the Name , Mobile Number , Guardian Name , Select the Gender , Relationship with Guardian, email id , Select the Special Applicant Category , Enter the correspondence

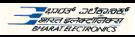
In Mutation details: Select Whether Mutation is Pending in Court (Yes/No) if Yes , enter the details of Court case , Select is Property or part of property is under state/Central government acquisition(Yes/No) , if yes enter details of





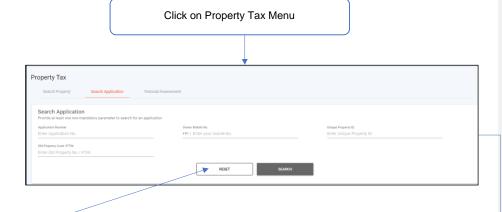








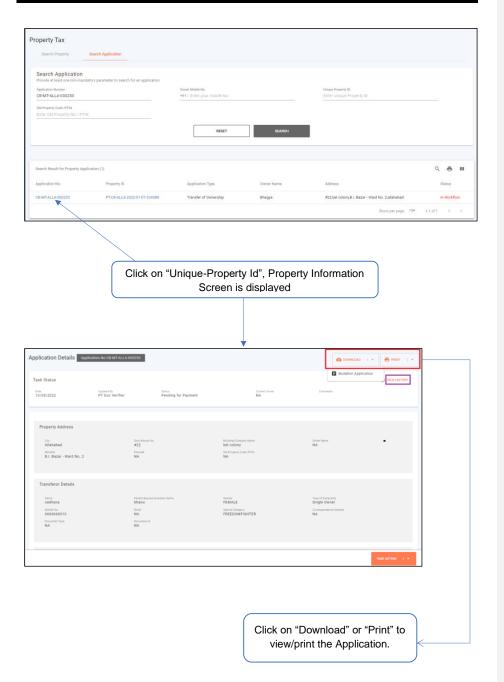
# 2.6.1 Property Mutation fee Payment



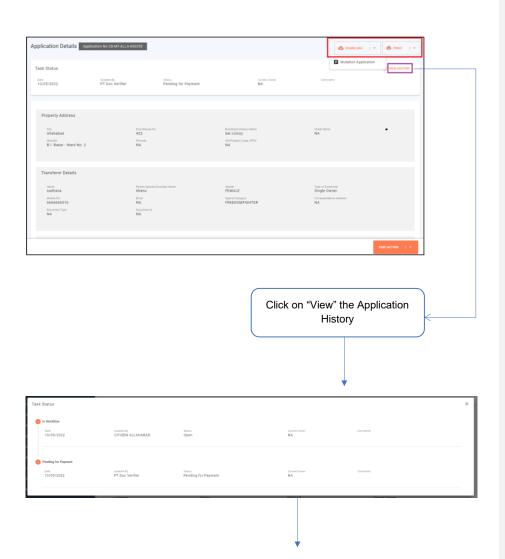
Click on "RESET" to clear data in all fields.

Enter the Mobile No/Unique Property Id/Existing Property Id: Click on "SEARCH" to view the Property

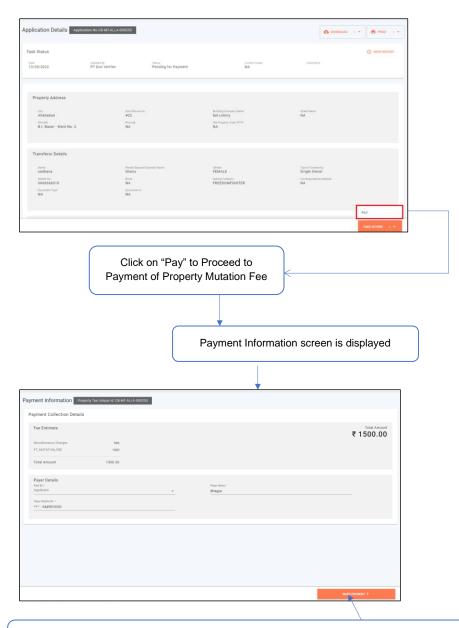






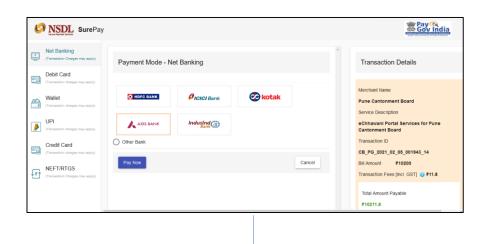






Once the fee is verified, click on "Make Payment" for completing the payment. You will be redirected to the Online Transaction Gateway.





After successful payment collection you will be redirected to Acknowledgement Screen.



Click on "Download" or "Print" to view/print the Receipt.