"e-Chhawani"
Online Management of Cantonment Boards

User Manual

Property Tax

Contents

About this Manual

The purpose of this document is to help citizen to make property demand payment, 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.   **Download/Print the Applications and Payment Receipts**

1. General Functions

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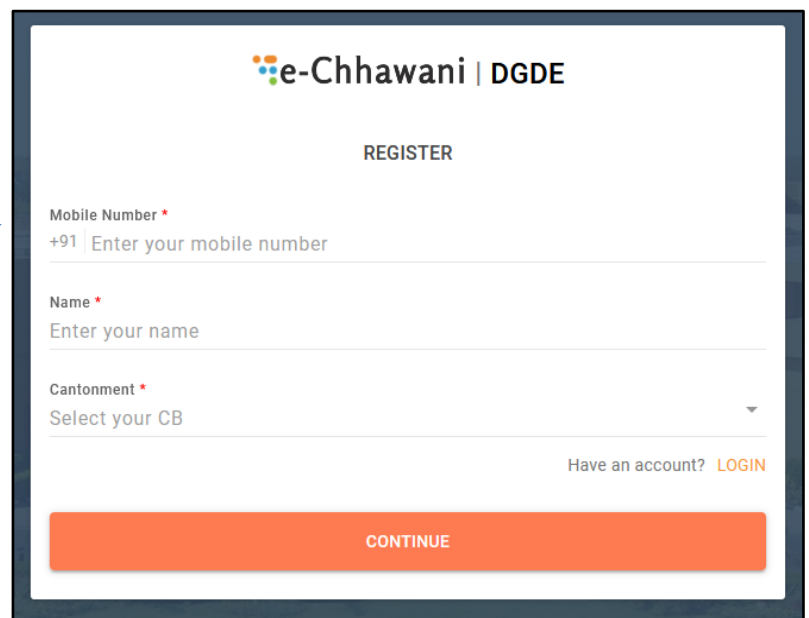
To login, please go to the following link:
https://echhawani.gov.in/citizen/

The citizen lands on the following page. Select the language of choice and click on **Continue.**
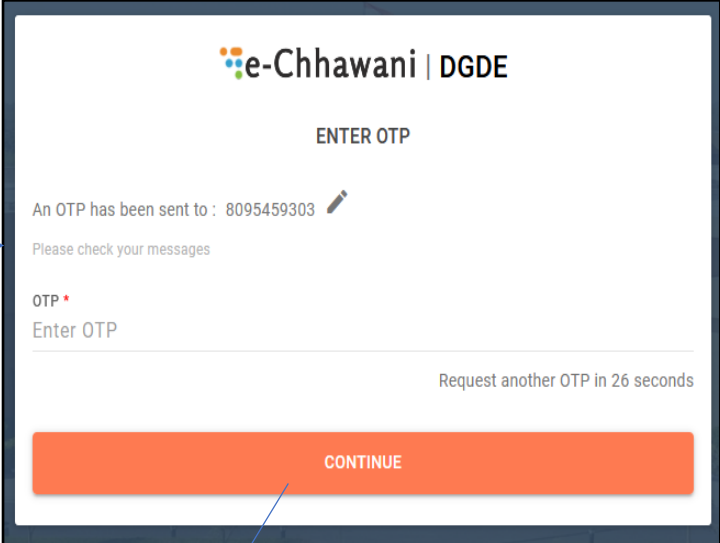
To Register,
Enters Mobile Number, Name and selects his/her CB and click on **Continue.**

An OTP will be sent to the entered Mobile Number.

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

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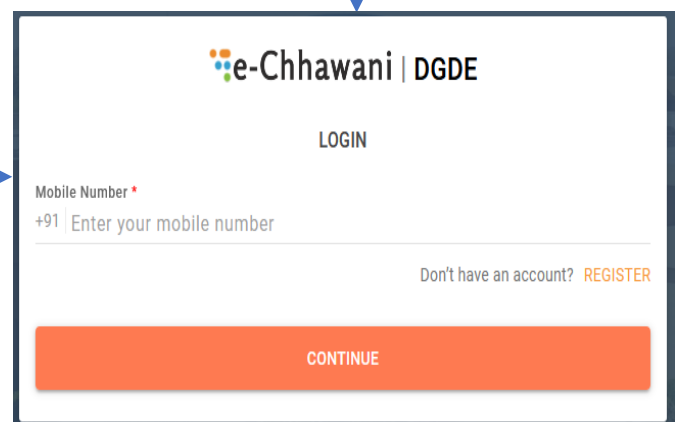
Enter the registered Mobile Number and click **CONTINUE**.

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

e-Chhawani | DGDE

ENTER OTP

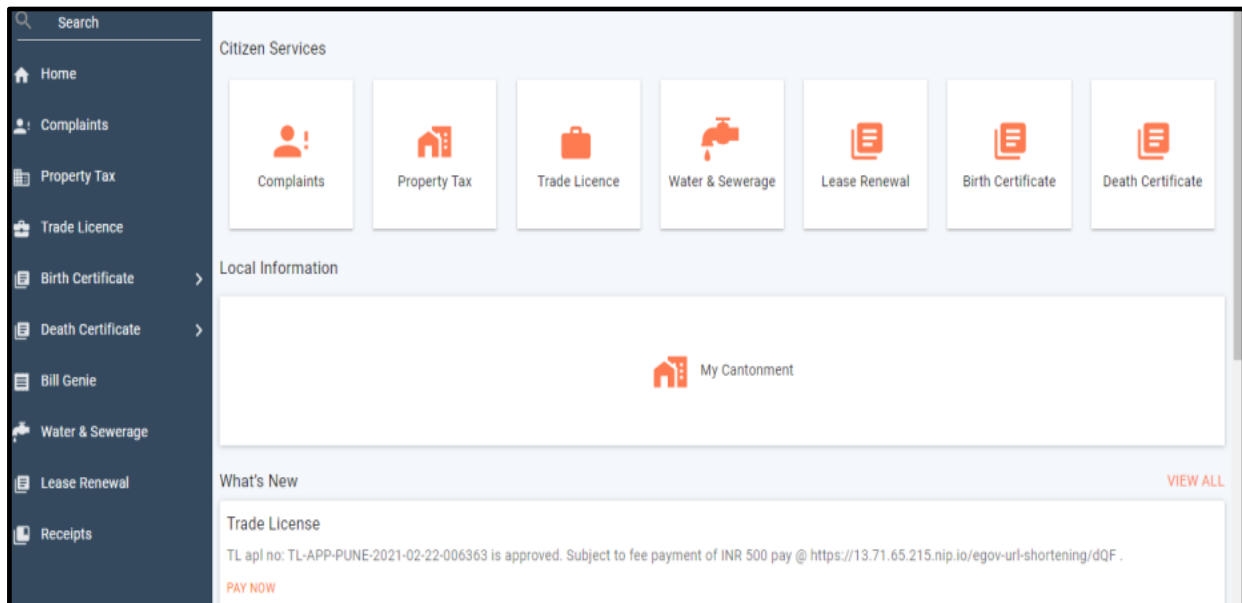An OTP has been sent to : 8095459303

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.

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

LUCKNOW CANTONMENT BOARD   ENGLISH   DIGIT

BHARAT ELECTRONICS
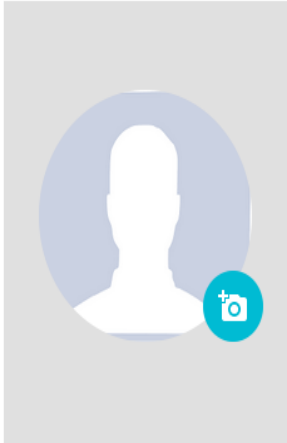
👤 Edit Profile

⏻ Logout

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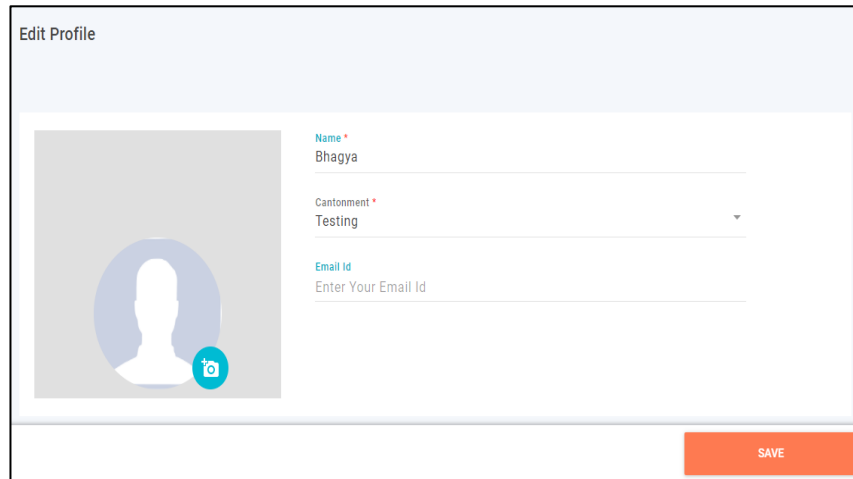
Name *
Test

Cantonment *
Lucknow

Email Id
Enter Your Email Id

SAVE

1.2.2 Update Profile Photo

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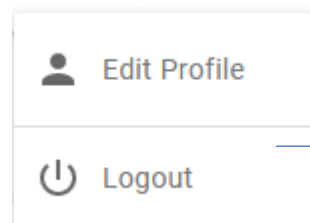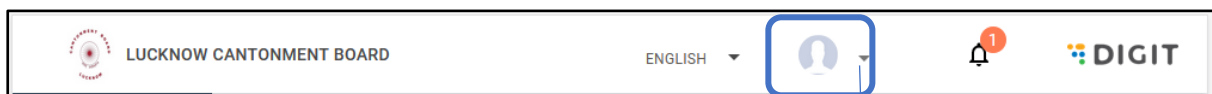
1.3 Logout

Click on "LOGOUT" to logout of the application

2. Property Tax
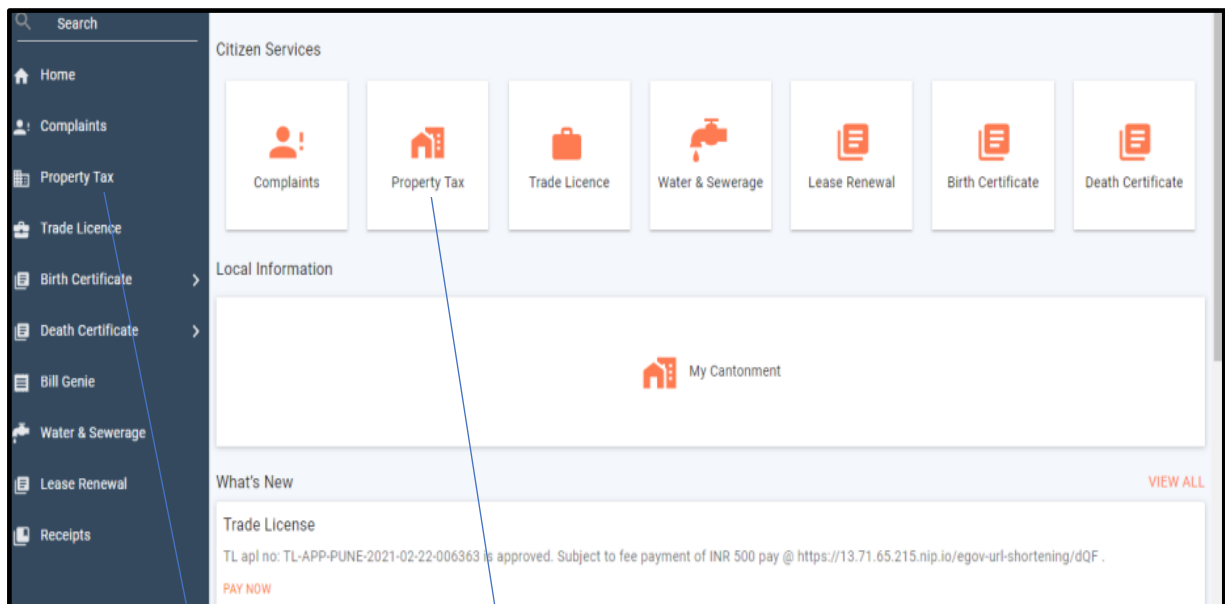
On the Landing page, click on "Property Tax" to proceed.

"Property Tax" screen is displayed.

2.1   My Properties

Click on "My Properties" to View the Property details.

"My Properties" Screen is displayed

2.2 MY Application
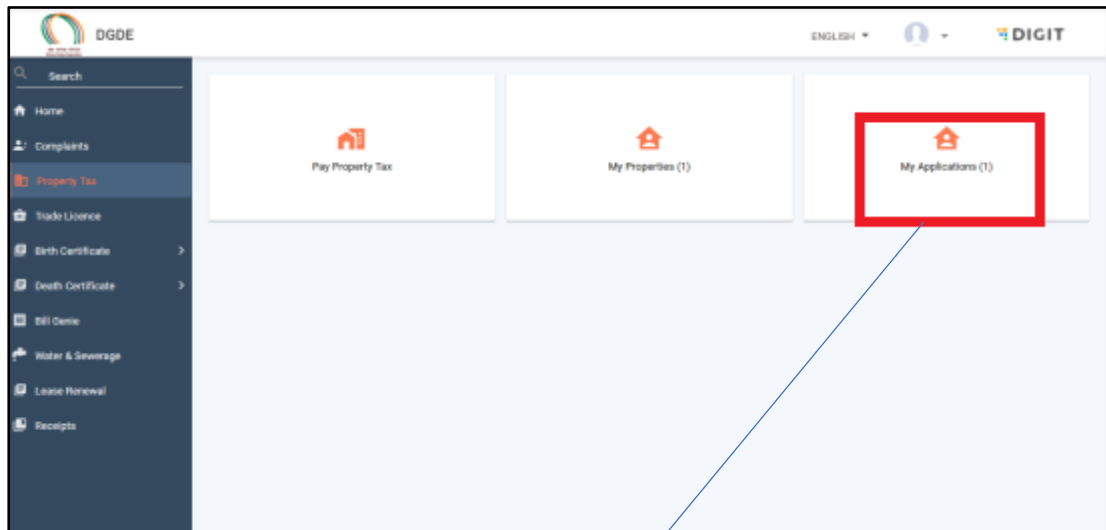
Click on "My Applications" to View the Property details. My Application screen is displayed
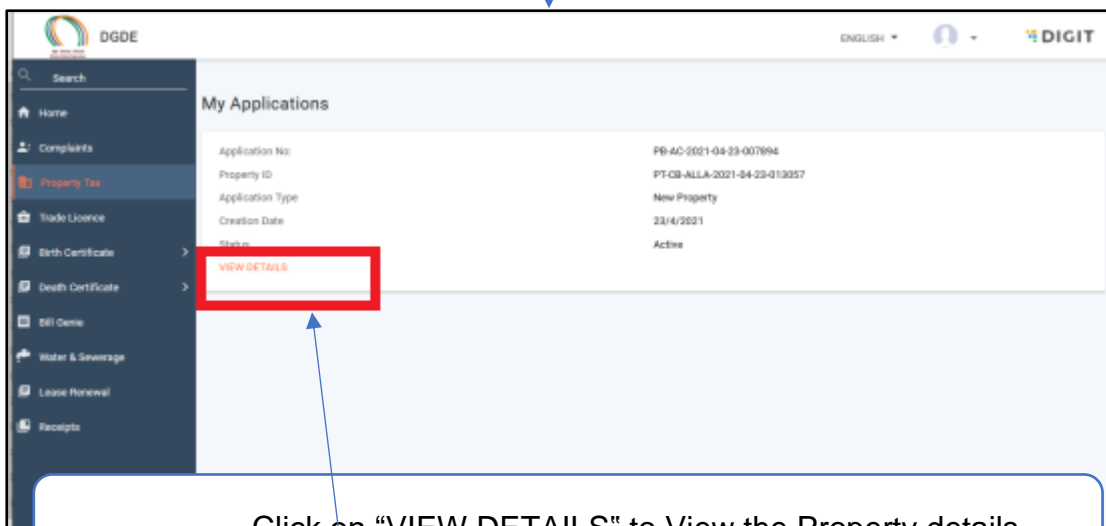
Click on "VIEW DETAILS" to View the Property details.

2.3   Pay Property Tax

2.3.1 Search Application

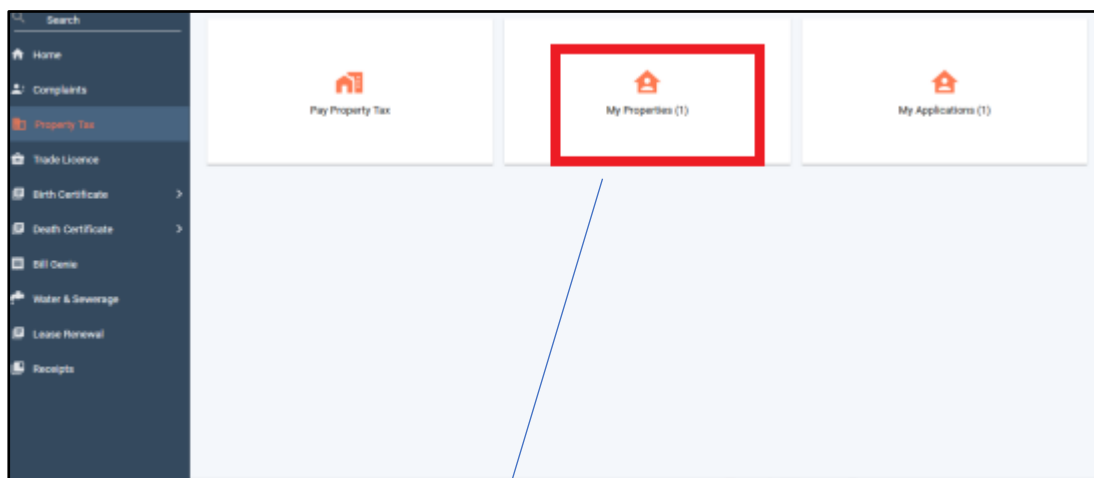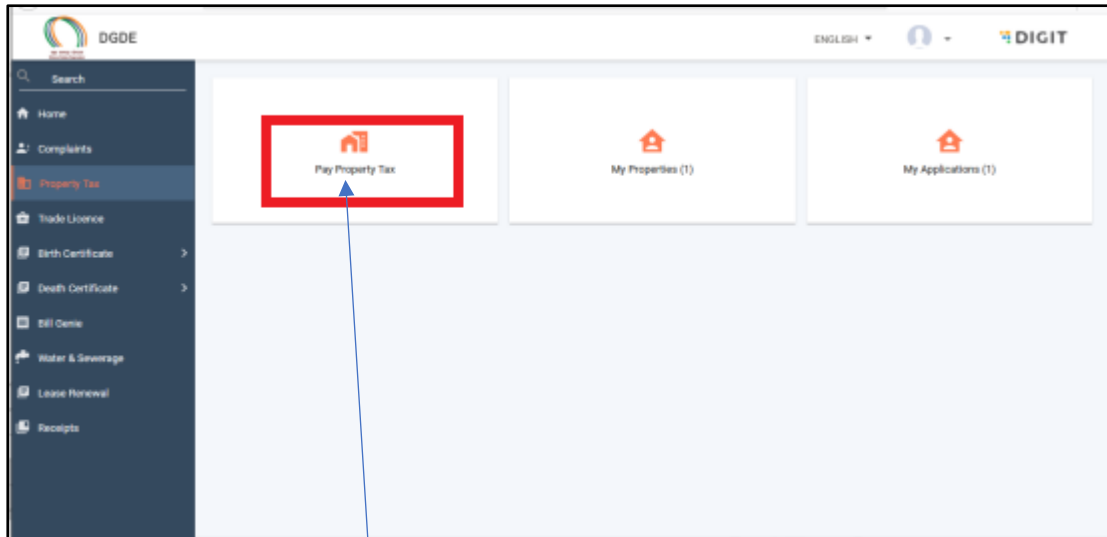Cclick on "Pay Property Tax", Property tax screen is displayed showing search options

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

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

2.3.1 Search Property

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

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

Search Results for Properties (1)

Unique Property ID	Owner Name	Guardian Name	Existing Property ID	Address	Status
PT-CB-MORA-2021-05-07-093 976	TEST	ABCD	-	102,ABCDE,123,Laltipara - Ward No. 1, Morar	Active

Rows per page: 10 ▾ 1-1 of 1 < >

Click on "Unique-Property Id", Property Information Screen is displayed

Property Information Property ID: PT-CB-MORA-2021-05-07-093976

DOWNLOAD ▾   PRINT ▾

Total Amount Due ⓘ ●
Rs 1210

PAY

Property Address

City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCDE

Street Name	Mohalla	Pincode	Existing Property ID
123	PB_MORAR_REVENUE_LOC1	560013	NA

Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2

Whether rainwater harvesting structure provided on the property?
No

Ground Floor

Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

First Floor

Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

Property Details

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Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

Owner Details

Name	Guardian's Name	Gender	Type of Ownership
TEST	ABCD	MALE	Single Owner

Mobile No:	Email	Special Category	Correspondence Address
9449810030	NA	None of the above	102, ABCD, 12, Laltipara - Ward No. 1, morar, 560013

Payment History ⌄

Application History ⌄

2.3.1 Demand Payment

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

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

Payment Information   Unique Property ID PT-CB-MORA-2021-05-07-093976

Payment Collection Details

Fee Estimate		Total Amount
		₹ 1210
House Tax	1000	
Consolidated Property Tax	200	
Penalty	10	
Water Tax	0	
Rebate	0	
Sanitary Cess	0	
Lighting And Drainage Tax	0	
Conservancy and Scavening Tax	0	
Additional Water Tax	0	
Eduation Cess	0	
Drainage Tax	0	

Arrears	0
Total Amount	1210

Amount to be Paid

( ) Full Amount   ( ) Custom Amount

Amount to pay (₹)
1210

Payer Details

Paid By *
Applicant

Payer Name *
TEST

Payer Mobile No. *
+91 | 9449810030

MAKE PAYMENT >

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.

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

2.4   PAYMENT HISTORY

Owner Details

Name	Guardian's Name	Gender	Type of Ownership
TEST	ABCD	MALE	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
9449810030	NA	None of the above	102, ABCD, 12, Laltipara - Ward No. 1, morar, 560013

Payment History

Application History

Click on "PAYMENT HISTORY" option in the Payment Information Screen, Payment History screen is displayed

Payment History

Receipt No.	PT/277296/2021-22/094276
Amount Paid	Rs 1000
Payment Date	07-May-2021
Bill No.	BILL-042503
Bill Period	01-Apr-2021 to 31-Mar-2022

DOWNLOAD RECEIPT

Receipt No.	PT/277296/2021-22/093977
Amount Paid	Rs 1000
Payment Date	07-May-2021
Bill No.	BILL-042502
Bill Period	01-Apr-2021 to 31-Mar-2022

DOWNLOAD RECEIPT

Click here to download payment Receipt

Sample Receipt

2.5 APPLICATION HISTORY

Click on "APPLICATION HISTORY" option in the Payment Information Screen, Application History screen is displayed

Application History

Application No: PB-AC-2021-05-07-088734
Property ID No.: PT-CB-MORA-2021-05-07-093976
Application Type: UPDATE
Creation Date: 07/05/2021
Active

View Details

Click on "VIEW DETAILS" option, Property Application details screen is displayed

Property Application   Application No: PB-AC-2021-05-07-088734

Property Address

City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCDE

Street Name	Mohalla	Pincode	Existing Property ID
123	Laltipara - Ward No. 1	560013	NA

Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2

Whether rainwater harvesting structure provided on the property?
No

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Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

First Floor

Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

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