

“e-Chhawani”

Online Management of Cantonment Boards



Challan Generation

User Manual

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About this Manual

The purpose of this document is to help citizen to Generate Challan, Edit Challan, and Pay Challan

The Challan system provides the following functions

- a. **Generate Challan**
- b. **Edit Challan**
- c. **Pay Challan**
- d. **View Applications**

1. General Functions

1.1 Login into the Application

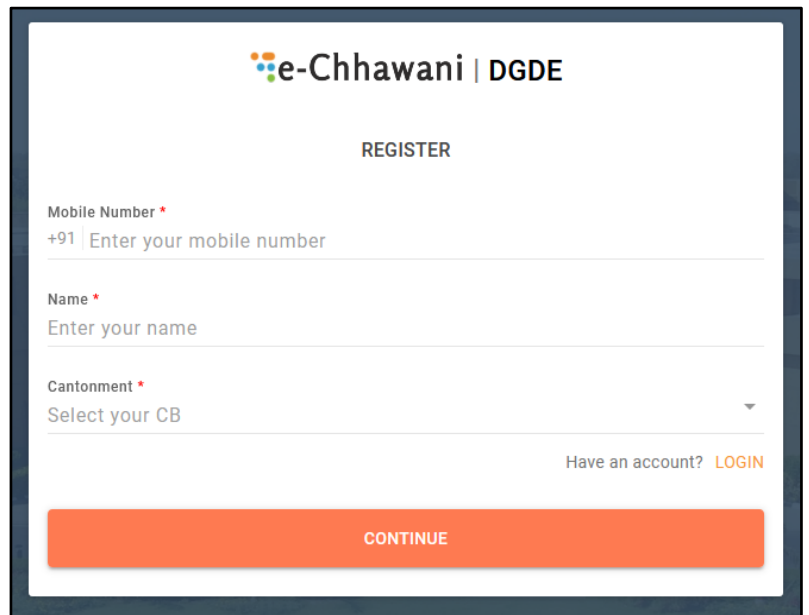
To login, please go to the following link:

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

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

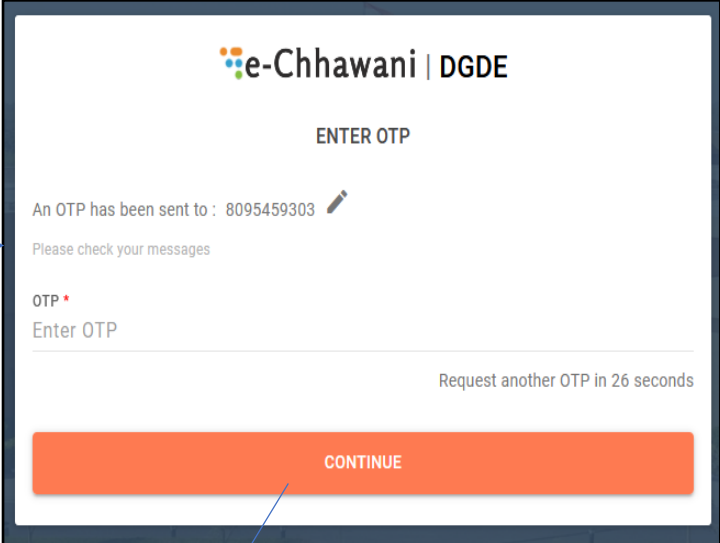


To Register,
Enters Mobile Number, Name and selects
his/her CB and click on **Continue**.



An OTP will be sent to the entered Mobile Number.

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



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ENTER OTP

An OTP has been sent to : 8095459303

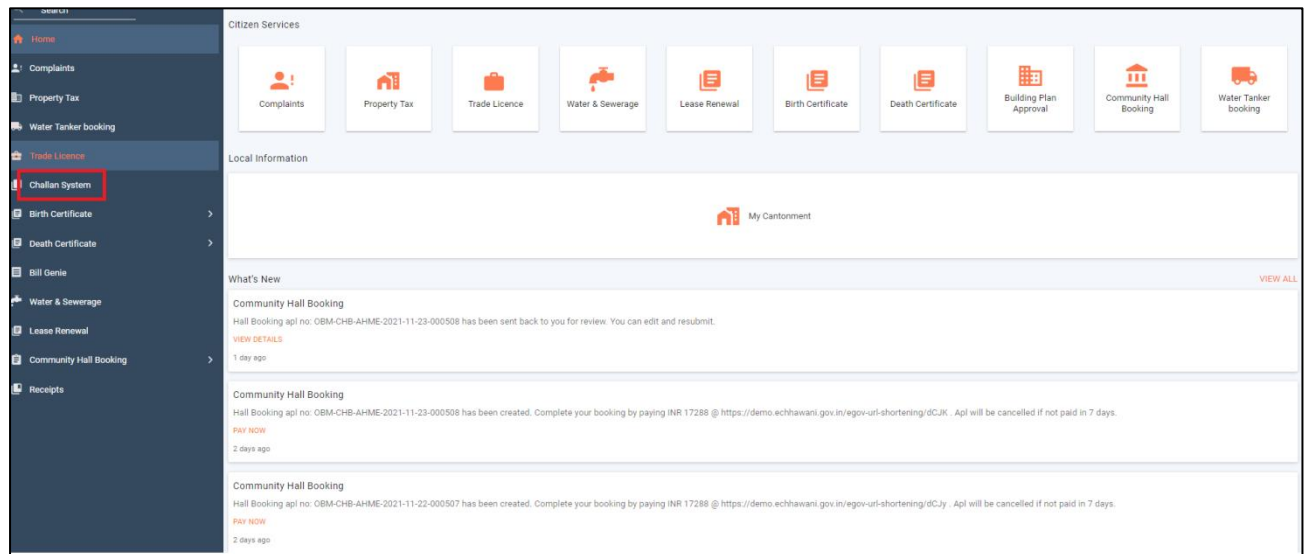
Please check your messages

OTP *
Enter OTP

Request another OTP in 26 seconds

CONTINUE

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



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

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REGISTER

Mobile Number *

+91 | Enter your mobile number

Name *

Enter your name

Cantonment *

Select your CB

Have an account? LOGIN

CONTINUE

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

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LOGIN

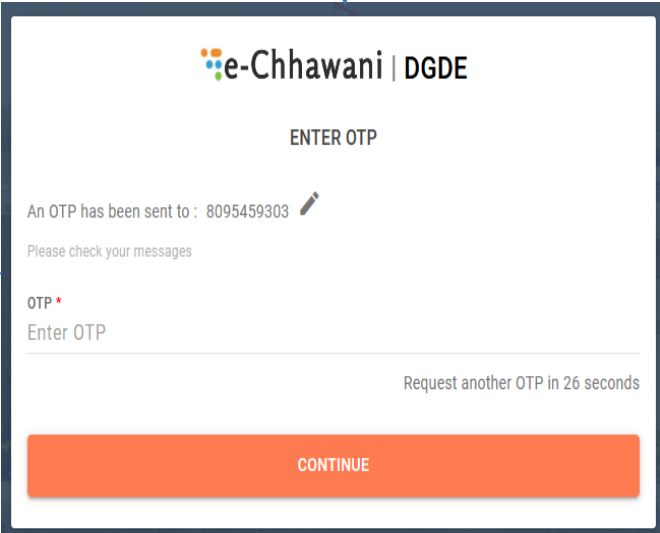
Mobile Number *

+91 | Enter your mobile number

Don't have an account? REGISTER

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

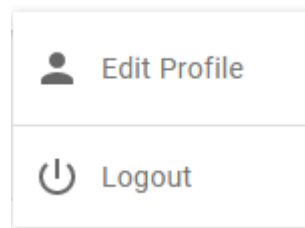
Follow the steps shown below to edit your profile. You can:

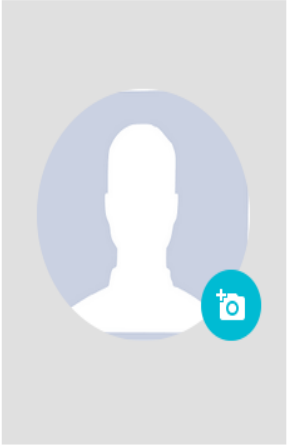
- Enter/Update Name, Cantonment and Email ID
- Upload Profile Photo

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.





Name *

Test

Cantonment *

Lucknow

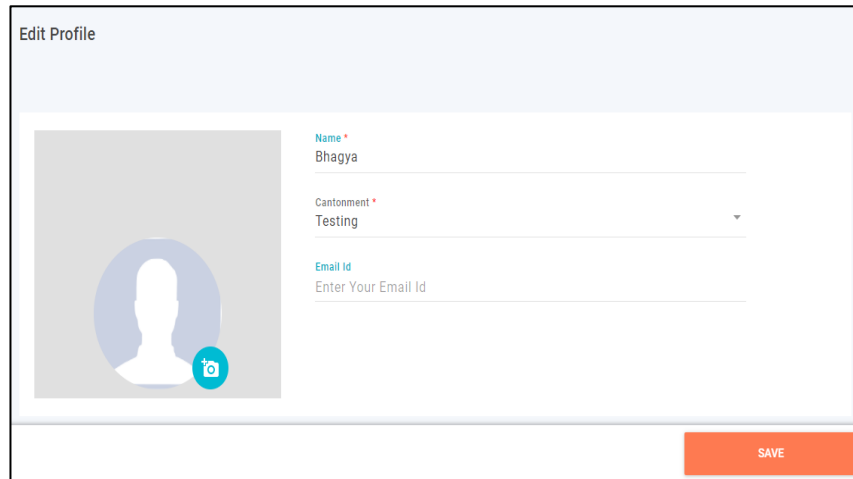
Email Id

Enter Your Email Id

SAVE

1.2.2 Update Profile Photo

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

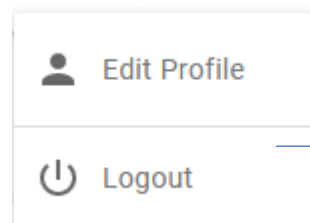
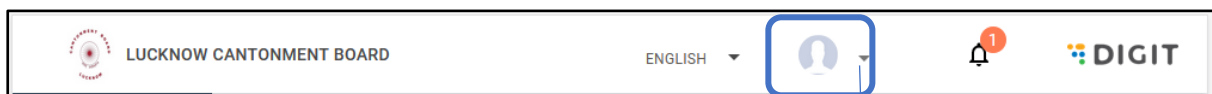


The 'Edit Profile' form contains the following fields:

- Name ***: Bhagya
- Cantonment ***: Testing
- Email Id**: Enter Your Email Id

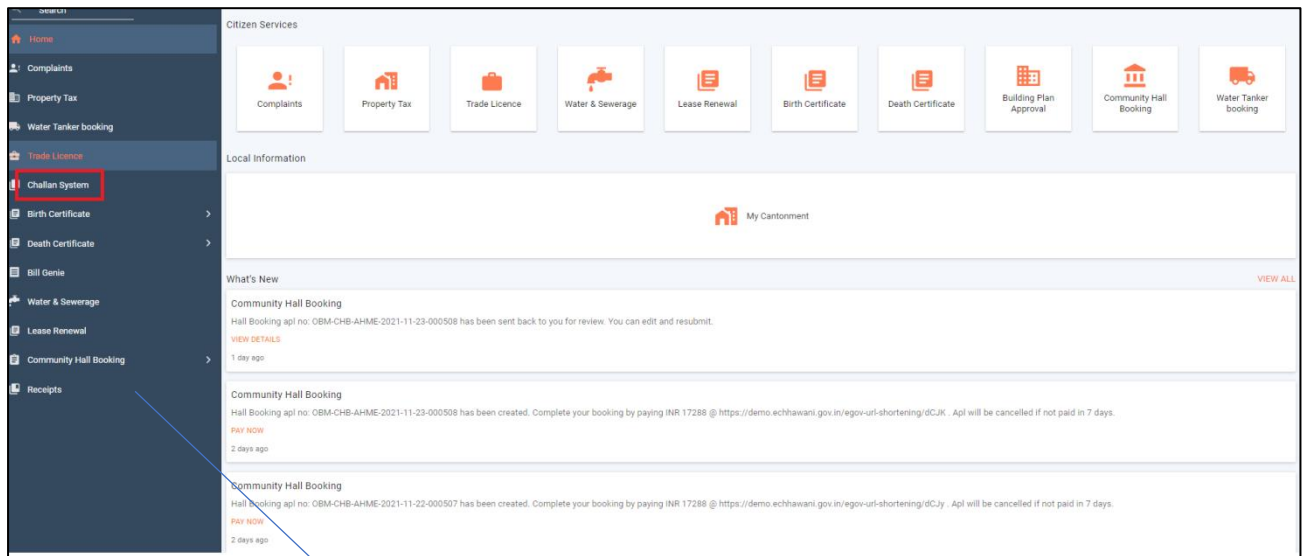
A camera icon is located at the bottom right of the profile picture placeholder. A red 'SAVE' button is at the bottom right of the form.

1.3 Logout



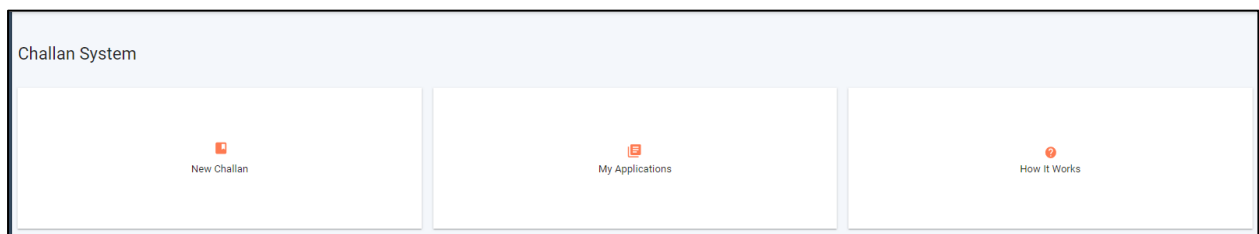
Click on "LOGOUT" to logout of the application

2. Generate Challan

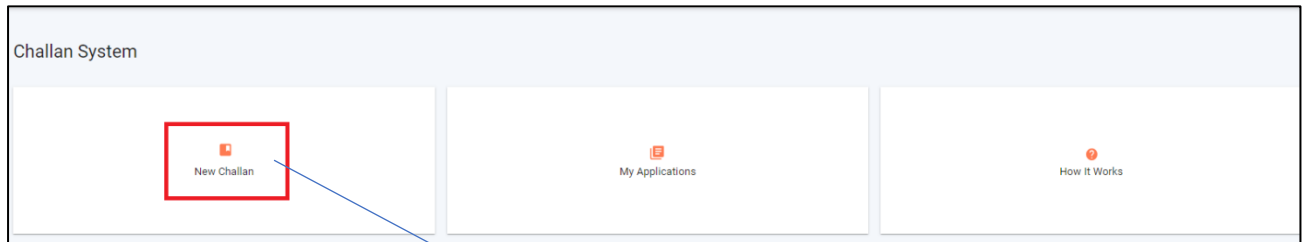


On the Landing page, click on “Challan System” to proceed.

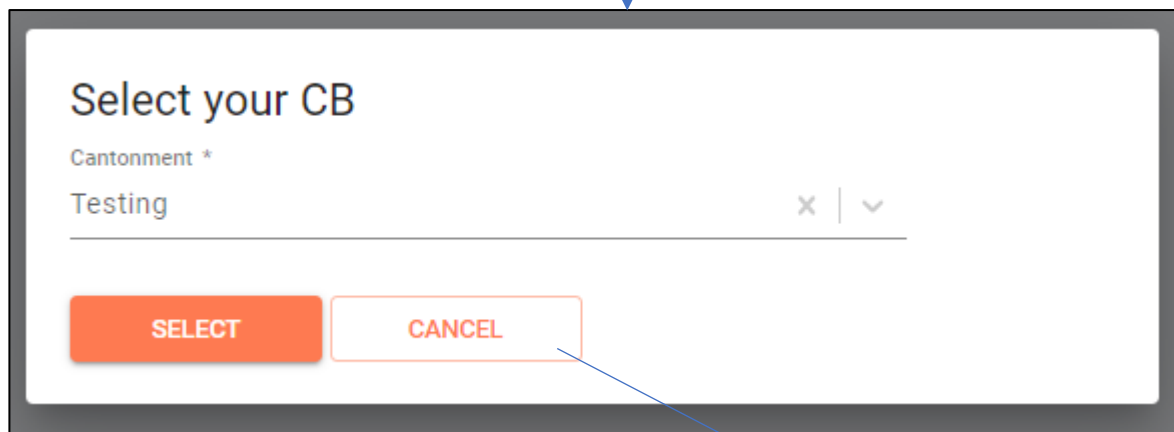
“Challan System” screen is displayed.



2.1 Create Challan



Click on "New Challan": Select CB Screen is displayed



Select you're CB, Click on
Select

Click on Cancel button to
Come out of the screen

Click on EDIT CHALLAN to edit Challan

New Challan

EDIT CHALLAN

PAY CHALLAN

Consumer Details

Consumer Name *

Enter Consumer Name

Door/House No.

Enter Door/House No.

Street Name

Enter Street Name

Pincode

Enter Pincode

Mobile No. *

+91 | Enter Mobile No.

Building/Colony Name

Enter Building/Colony Name

Mohalla *

Select Mohalla

Service Details

Complaint *

Testing

Service Category *

Select Service Category

From Date *

Enter from Date

Comments

Enter Comments

SERVICE CATEGORY LIST

Service Type *

Select Service Type

To Date *

Enter to Date

GENERATE CHALLAN >

Click on PAY CHALLAN to pay the challan amount

2.2.1 Enter Consumer details

Consumer Details

Consumer Name *

TEST

Door/House No.

123

Street Name

jalahalli

Pincode

560013

Mobile No. *

+91 | 9449810030

Building/Colony Name

BSTC

Mohalla *

Testing Mohalla

Enter Consumer Name , Mobile No, Door/House No , Building Name, Street name , Select Mohalla , Enter Pin code

2.2.2 Enter Service Details

Service Details

Cantonment *
Testing

Service Category *
Creditors Deposits

From Date *
26-11-2021

Field Fee
500

CGST
200

Security Deposit
1000

Comments
EMD

SERVICE CATEGORY LIST

Service Type *
Earnest Money Deposit

To Date *
28-11-2021

Earnest Money Deposit Amount *
5000

SGST
200

GENERATE CHALLAN >

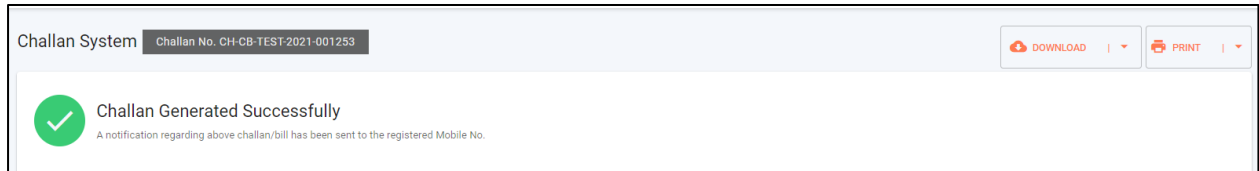
Select the cantonment, Service Category ,
Service Type , From date , To date

Enter the Field Fee, EMD Amount, CGST ,
SGST , Security Deposit and Comments if any

Note : Please Note that based on the Service type selected , the field of entry may vary.

Once the details are entered, click on
GENERATE CHALLAN

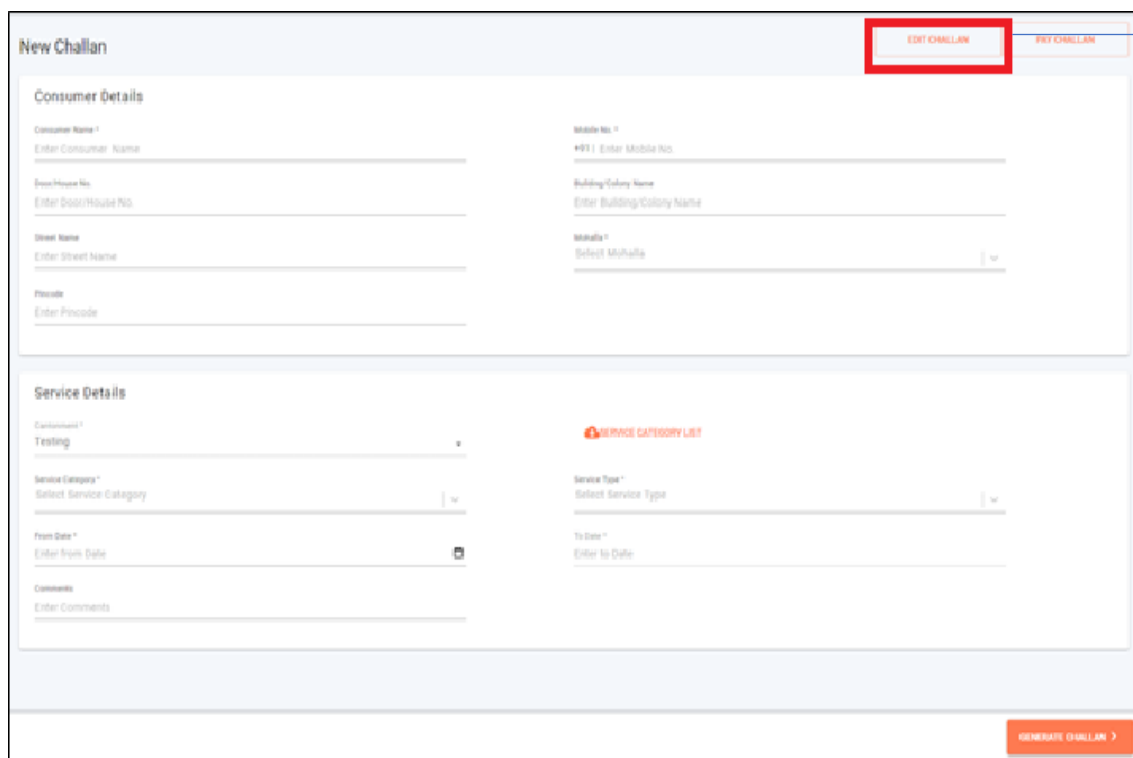
Challan Generated Successfully message is displayed



Challan System Challan No. CH-CB-TEST-2021-001253 DOWNLOAD PRINT

 **Challan Generated Successfully**
A notification regarding above challan/bill has been sent to the registered Mobile No.

2.2 EDIT CHALLAN



New Challan EDIT CHALLAN PAY CHALLAN

Consumer Details

Consumer Name *
Enter Consumer Name

House No.
Enter Door/House No.

Street Name
Enter Street Name

Pincode
Enter Pincode

Mobile No. **
+91 Enter Mobile No.

Building/Colony Name
Enter Building/Colony Name

Naturality **
Select Naturality

Service Details

Service Category *
Select Service Category

Service Type **
Select Service Type

From Date *
Enter From Date

To Date **
Enter To Date

Comments
Enter Comments

GENERATE CHALLAN

Click on EDIT CHALLAN to edit the Challan

Edit Challan Screen is displayed

Edit Challan

Provide at least one parameter to search for an application

Cantonment *
Testing x | v

Challan No
Enter Challan Number

Service Type
Select Service Type | v

Mobile No.
+91 | Enter Mobile No.

RESET SEARCH

Click on RESET button, to reset the values button

Enter Challan No / Service Type / Mobile No:
Click on Search button

Search Results are displayed

Edit Challan

Provide at least one parameter to search for an application

Cantonment *
Testing x | v

Challan No
Enter Challan Number

Service Type
Select Service Type | v

Mobile No.
+91 | 9449810030

RESET SEARCH

Search Results (1)

Challan No	Consumer Name	Service Type	Status
CH-CB-TEST-2021-001253	TEST	Earnest Money Deposit	Active

Rows per page: 10 1-1 of 1

Select the Challan: Challan details screen is displayed

Update Challan Detail Challan No. CH-CB-TEST-2021-001253 EDIT CHALLAN PAY CHALLAN

Consumer Details

Consumer Name *
TEST

Door/House No.
123

Street Name
Jalahalli

Pincode
560013

Mobile No. *
+91 | 9449810030

Building/Colony Name
BSTC

Mohalla *
Testing Mohalla

Service Details

Cantonment *
Testing

Service Category *
Creditors Deposits

From Date *
26-11-2021

Field Fee
100

CGST
10

Security Deposit

SERVICE CATEGORY LIST

Service Type *
Earnest Money Deposit

To Date *
28-11-2021

Earnest Money Deposit Amount *
1001

SGST
101

UPDATE CHALLAN >

Click on CANCEL CHALLAN to proceed with Challan cancellation

Click on UPDATE CHALLAN to update the details: Update Challan screen is displayed

Update Challan Detail
Challan No. CH-CB-TEST-2021-001253
EDIT CHALLAN
PAY CHALLAN

Consumer Details

Consumer Name *
TEST
Mobile No. *
+91 | 9449810030

Door/House No.
123
Building/Colony Name
BSTC

Street Name
Jalahalli
Mohalla *
Testing Mohalla

Pincode
560013

Service Details


Containerment *
Testing
Service Category *
Creditors Deposits
From Date *
26-11-2021
Field Fee
100
CGST
10
Security Deposit

SERVICE CATEGORY LIST
Service Type *
Earnest Money Deposit
To Date *
28-11-2021
Earnest Money Deposit Amount *
1001
SGST
101

UPDATE CHALLAN >

Update the required details and Click on
UPDATE CHALLAN: Challan Updated
Successfully Message is displayed

Challan System
Challan No. CH-CB-TEST-2021-001253
DOWNLOAD
PRINT


Challan Updated Successfully
A notification regarding above challan/bill has been sent to the registered Mobile No.

GO TO HOME
PROCEED TO PAYMENT

The Citizen may proceed with PAYMENT by
clicking on PROCEED PAYMENT option

2.3 PAY CHALLAN

NEW CHALLAN

EDIT CHALLAN

PAY CHALLAN

Consumer Details

Consumer Name *

Enter Consumer Name

Door/House No.

Enter Door/House No.

Street Name

Enter Street Name

Pincode

Enter Pincode

Mobile No. *

+91 | Enter Mobile No.

Building/Colony Name

Enter Building/Colony Name

Mohalla *

Select Mohalla

Service Details

Cantonment *

Testing

Service Category *

Select Service Category

From Date *

Enter from Date

Comments

Enter Comments

SERVICE CATEGORY LIST

Service Type *

Select Service Type

To Date *

Enter to Date

GENERATE CHALLAN >

Click on PAY CHALLAN to proceed with Challan Payment : Search & Pay screen is displayed

Search & Pay Bill

HOW IT WORKS?

Search Bill

Cantonment Board *

Testing

x | v

Service Type *

Select Service Type

| v

Challan No.

Enter Challan No.

Mobile No.

+91 | 9449810030

SEARCH

RESET

Search results will be displayed: Select PAY Option

18 | Page

Search Results for Bill (1)

Consumer Code	Consumer Name	Bill Date	Status	Action
CH-CB-TEST-2021-001254	TEST	25/11/2021	Active	PAY

Rows per page: 10 1-1 of 1

Payment Screen is displayed :

Payment Information Challan No. CH-CB-TEST-2021-001254

Payment Collection Details

Fee Estimate		Total Amount
SGST	2	₹ 26900
Earnest Money Deposit Amount	2312	
Field Fee	1233	
Round Off	0	
CGST	23121	
Security Deposit	232	
Total Amount	26900	

Payer Details

Paid By *
Applicant

Payer Name *
TEST

Payer Mobile No. *
+91 | 9449810030

MAKE PAYMENT >

Fee Estimate will be displayed to the citizen to view the fee breakup along with Payer details

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 shows the NSDL SurePay payment interface. On the left, there is a sidebar with payment options: Net Banking, Debit Card, Wallet, UPI, and Credit Card. The main area is titled 'Payment Mode - Net Banking' and displays logos for HDFC BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. Below these logos is an 'Other Bank' option and a 'Pay Now' button. On the right, the 'Transaction Details' section shows the Merchant Name as 'PUNE CANTONMENT BOARD', Service Description as 'eChhawani Portal Services for Pune Cantonment Board', Transaction ID as 'CB_PG_2020_09_13_000983_20', Bill Amount as ₹200, Transaction Fees as ₹5.9, and Total Amount Payable as ₹205.9. At the bottom, there are logos for Visa, MasterCard, RuPay, and SafeKey.

Payment Successful Message is displayed

The screenshot shows the 'Payment Information' screen. At the top, it displays the Challan No. CH-CB-TEST-2021-001254. Below this, there is a green checkmark icon and the text 'Payment has been paid successfully!'. A note 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. Below these buttons, the Payment Receipt No. is displayed as UC/CB/TEST/2021/000014.

The Citizen shall Download/Print the receipts after Successful Payment

2.4 Cancel Challan

Search and View the Challan

Challan Details Challan No. CH-CB-TEST-2021-001253 DOWNLOAD PRINT

Earnest Money Deposit Amount		Total Amount
Earnest Money Deposit Amount	1001	₹ 1212 Not Paid
SGST	101	
Field Fee	100	
CGST	10	
Round Off	0	
Security Deposit	0	
Total Amount	1212	

Service Details

Service Category	From Date	To Date	Comments
Earnest Money Deposit	26/11/2021	28/11/2021	EMD

Consumer Details

Consumer Name	Mobile No.	Door/House No.	Building/Colony Name
TEST	9449810030	123	BSTC

Street Name: jalahalli Mohalla: Testing Mohalla

CANCEL CHALLAN **UPDATE CHALLAN**

Click on CANCEL CHALLAN : Cancel Challan Screen is displayed

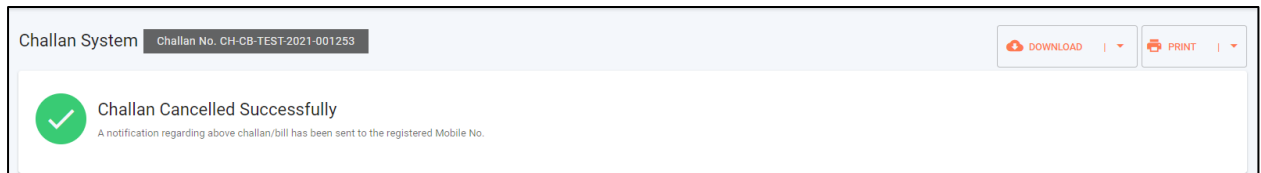
Cancel Challan

Reason for cancellation *

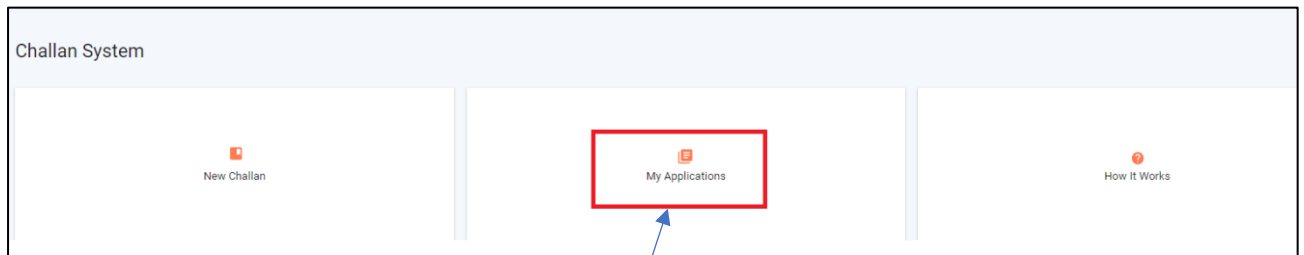
Duplicate

YES **NO**

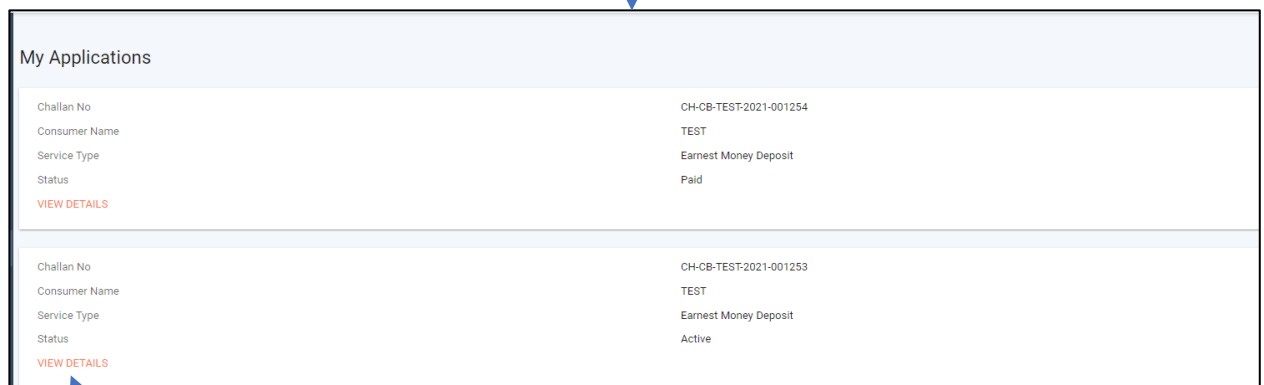
Enter the Reason for cancellation and
Click on YES



2.5 My Applications



To view the status of his/her previous Challans click on “My Applications”.



Click “View Details”, to view the summary the Challan.

Challan Details
Challan No. CHCB-TEST-2021-001253

Download
Print

Earnest Money Deposit Amount	1001	Total Amount ₹ 1212 Not Paid
SGST	101	
Field Fee	100	
CGST	10	
Round Off	0	
Security Deposit	0	
Total Amount	1212	

Service Details

Service Category	From Date	To Date	Comments
Earnest Money Deposit	26/11/2021	28/11/2021	EMD
Status	Active		

Consumer Details

Consumer Name	Mobile No.	Door/Module No.	Building/Gallery Name
TEST	9449810030	123	BSTC
Street Name	Mohalla	Testing Mohalla	
Jalahalli			

Cancel Challan
Update Challan

Click "CANCEL CHALLAN for proceeding with Challan cancellation

Click on UPDATE CHALLAN to Proceed with challan updating

2.6 How it works?

Challan System

New Challan

My Applications

How It Works

To view the user manual, click on "How it works?" option.

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