"e-Chhawani"
Online Management of Cantonment Boards

Birth & Death

User Manual

Contents

About this Manual

The purpose of this document is to help citizens to download Birth and Death Certificates.

The Birth & Death module allows the citizens to:

   a.   **Search Birth and Death records**
   b.   **Download Birth and Death Certificate**
   c.   **Online Payment for second download onwards**
   d.   **Download/Print the Payment Receipt**

1. General Functions
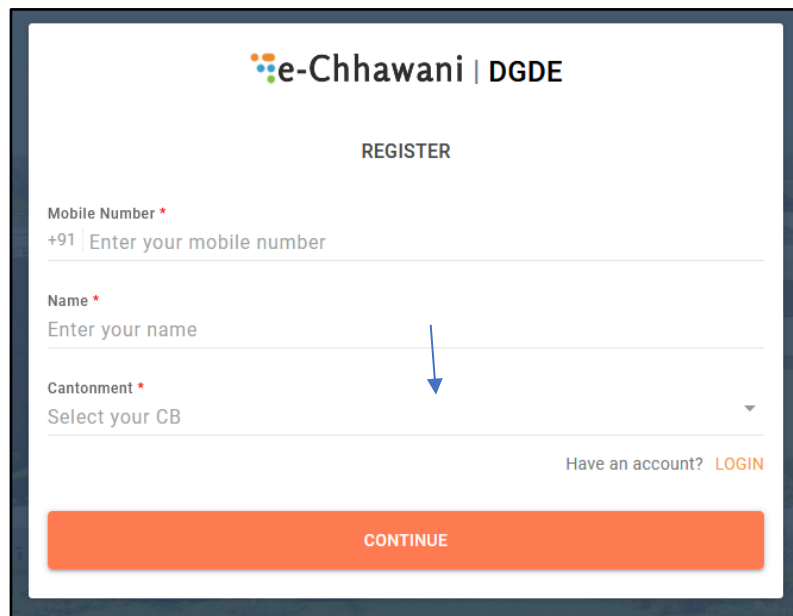
1.1 Login into the Application

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.**

eChhawani

Language | भाषा |

ENGLISH   हिंदी

Regional Language
Select
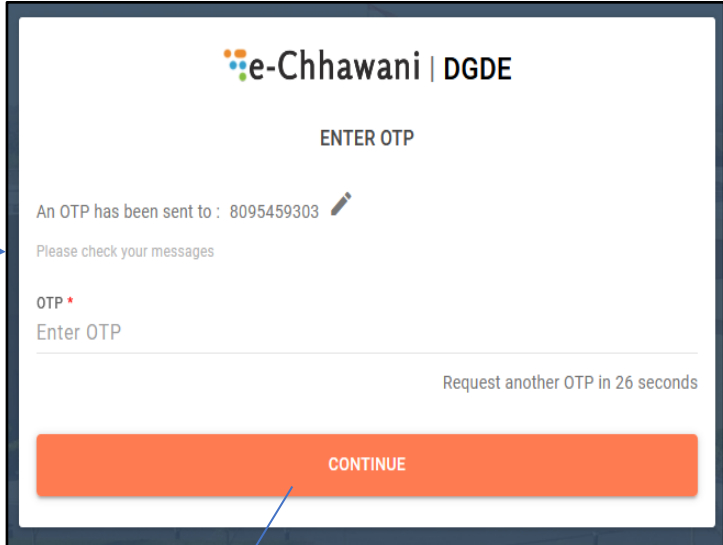
CONTINUE

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

e-Chhawani | DGDE

REGISTER

Mobile Number *
+91 | Enter your mobile number

Name *
Enter your name

Cantonment *
Select your CB

Have an account? LOGIN

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**".

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 ▼   🔔¹   ∷DIGIT
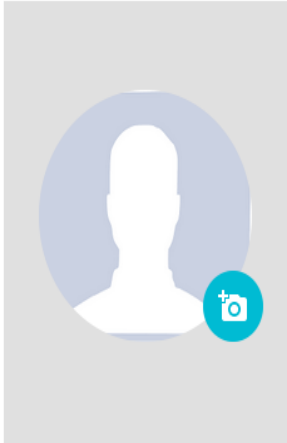
User sees the "Edit Profile" page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

👤 Edit Profile

⏻ Logout

Name *

Test

Cantonment *

Lucknow ▾
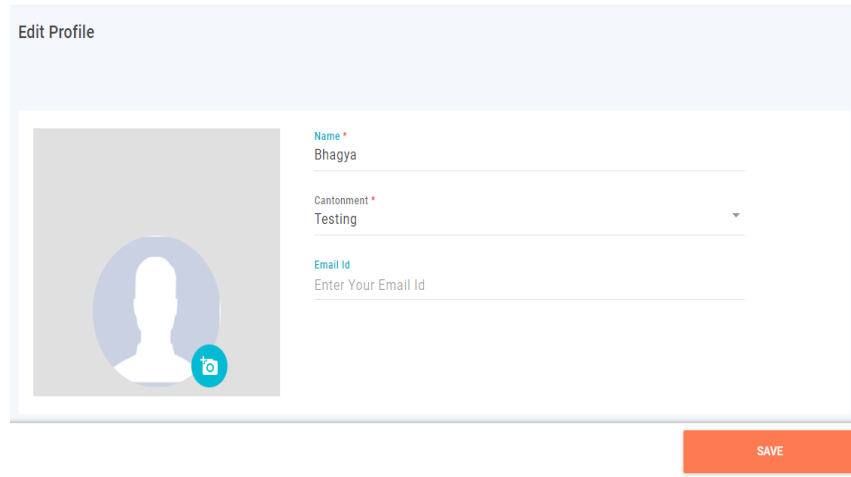
Email Id

Enter Your Email Id

SAVE

1.2.2 Update Profile Photo

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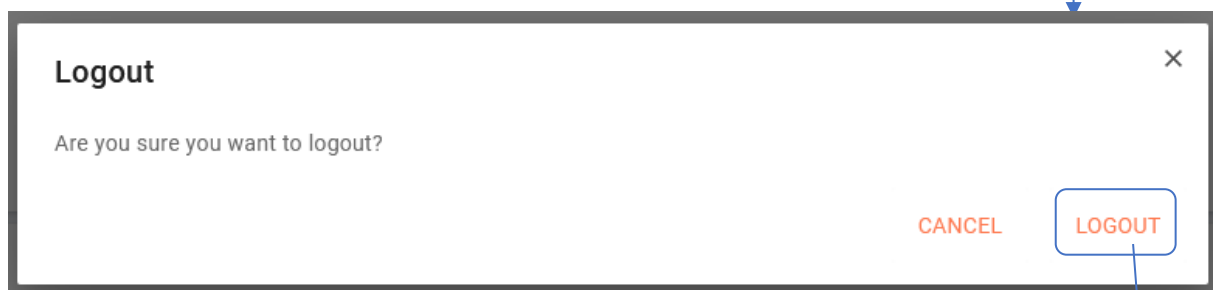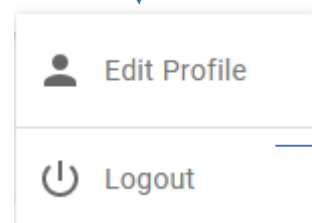
1.3   Logout

Click on "LOGOUT" to logout of the application

2. Birth Certificate

2.1 Search and Download Birth Record
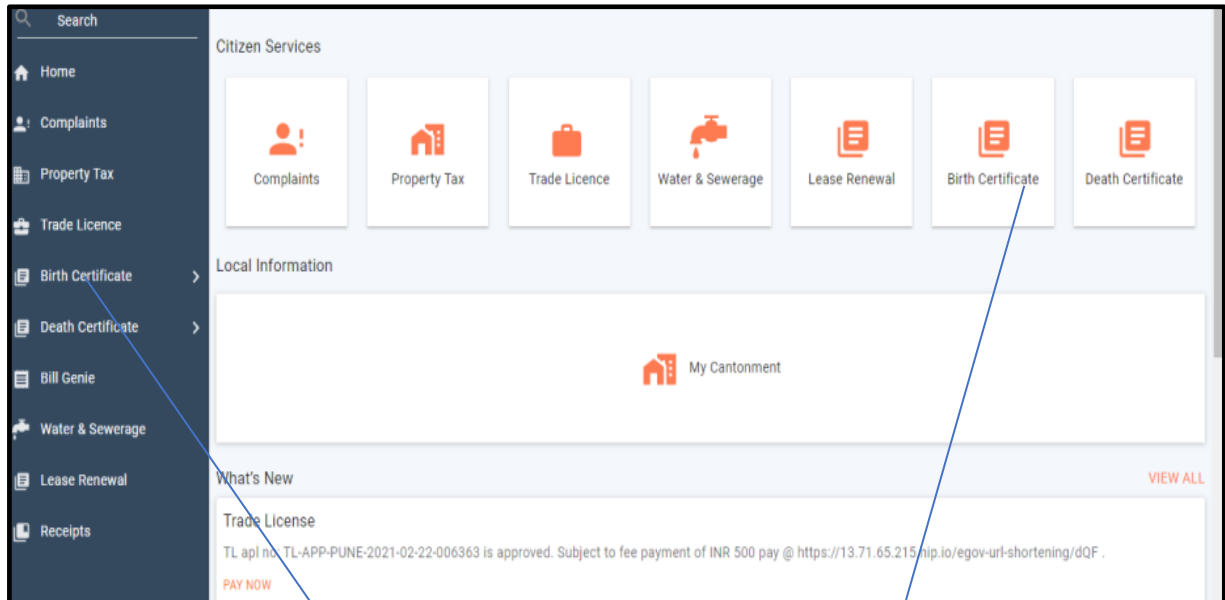
On the Landing page, click on "Birth Certificate" to proceed.

"Birth Certificate" screen is displayed.
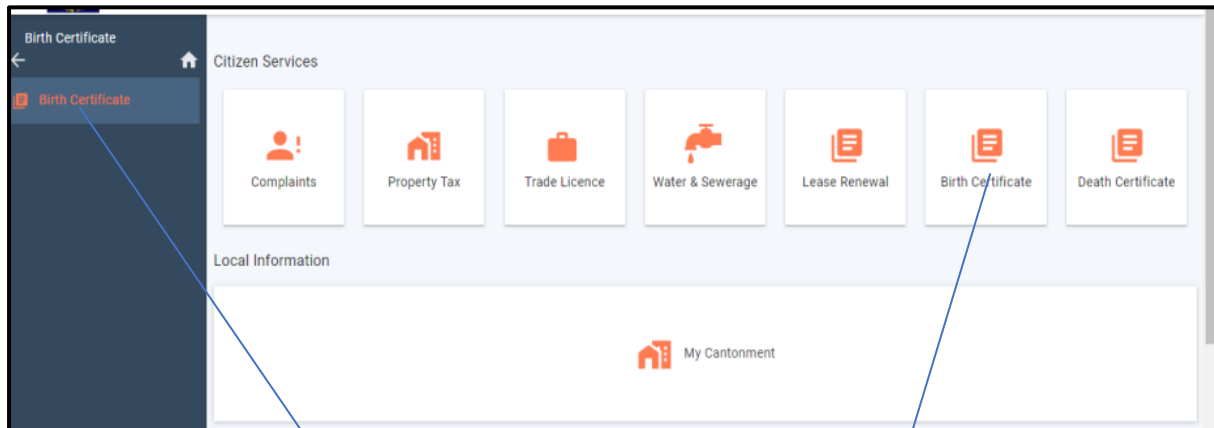
Click on "Birth Certificate" to proceed.

"Download Birth Certificate" Screen is displayed.
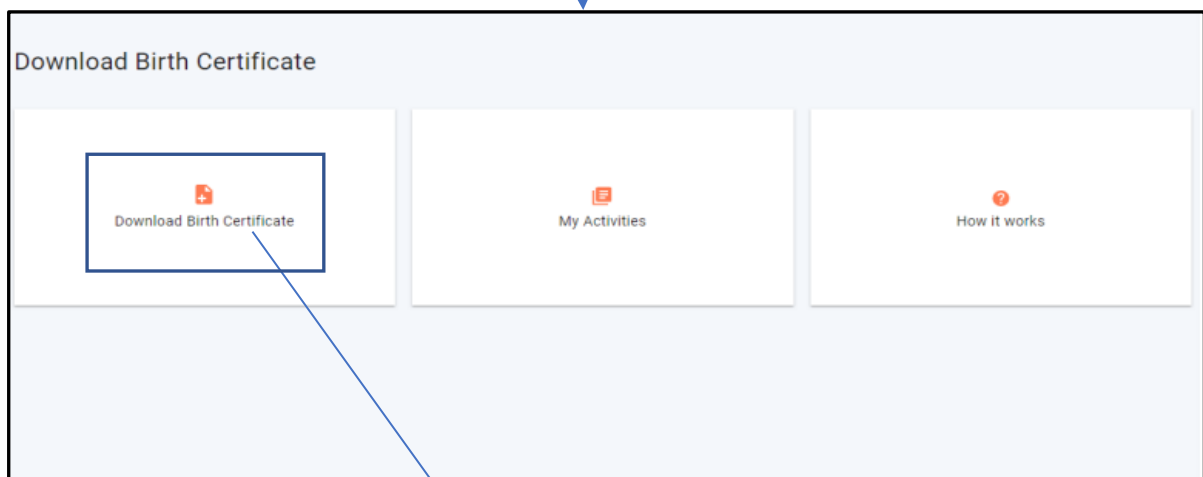
Click on "Download Birth Certificate" to proceed.

Search and Download Birth Certificate

❓HELP

Search Registry

Date of Birth *	Gender *	Cantonment *
dd-mm-yyyy 📅	Select Gender ▾	Select Cantonment ⌄

Use advanced search options provided below if required.

Registration Number	Place of Birth	Father's Name
Registration Number	If not at hospital select others ⌄	Enter father's name

Mother's Name
Enter mother's name

SEARCH REGISTRY   **RESET SEARCH**

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

Select the Date of Birth, Gender and Cantonment Board. You can also use the Advanced Search options: Registration Number, Place of Birth, Father's Name, Mother's Name

"Search Results for Birth Records" is displayed.

Search Results (2)						🔍 🖨 ▥
Registration No	Name	Birth Date	Gender	Mother's Name	Father's Name	Action
2000-01-39	-	31/01/2000	Male	PHOOLMAYA RANA	N.K. T.B RANA	Download
2008-01-01	SHIVAM KUMAR	31/01/2000	Male	RANJANA DEVI	JAI PRAKASH	Download
					Rows per page: 10▼ 1-2 of 2 ‹ ›

In Search results, click Download option to download the Certificate

"Declaration" Screen is displayed

Declaration

I hereby certify that I am the authorised person to obtain this certificate under the provisions of the relevant law and that the certificate is being obtained for bona-fide purposes only. I am liable for consequences, In case of any non conformity found in this regard at any stage.

☑ I agree and wish to conitnue

PROCEED   CANCEL

Select on I Agree and Wish to Continue, Click on Proceed button to Download the Birth Certificate

2.2   Search and Download Birth Record(2nd Download onwards)

Search Results (2)

Registration No	Name	Birth Date	Gender	Mother's Name	Father's Name	Action
2000-01-39	-	31/01/2000	Male	PHOOLMAYA RANA	N.K. T.B RANA	Download
2008-01-01	SHIVAM KUMAR	31/01/2000	Male	RANJANA DEVI	JAI PRAKASH	Pay and Download

Rows per page: 10▾   1-2 of 2   ‹ ›

Search Result is displayed with "Pay and Download" Option

Click on Pay and Download , Declaration Screen is displayed

Declaration

I hereby certify that I am the authorised person to obtain this certificate under the provisions of the relevant law and that the certificate is being obtained for bona-fide purposes only. I am liable for consequences, In case of any non conformity found in this regard at any stage.

☑ I agree and wish to conitnue

PROCEED   CANCEL

Select on I Agree and Wish to Continue , Click on Proceed button

Payment Information Screen is displayed

Payment Information Application No. PB-BR-2021-04-30-002066   15 | Page

Payment Collection Details

Fee Estimate

Total Amount
₹ 50

BIRTH_CERT_FEE   50
Arrears   0

Total Amount   50

Payer Details
Paid By *
Applicant

Payer Name *
CITIZEN SECUNDERBAD

MAKE PAYMENT >

Fee Breakup details will be
displayed to the Citizen

**Once the fee estimate is reviewed, the citizen can click on "Make Payment" for completing the payment.
You will be redirected to the Online Transaction Gateway.**

NSDL SurePay

Pay Gov India

Net Banking	(Transaction Charges may apply)
Debit Card	(Transaction charges may apply)
Wallet	(Transaction charges may apply)
UPI	(Transaction charges may apply)
Credit Card	(Transaction charges may apply)
NEFT/RTGS	(Transaction Charges may apply)

Payment Mode - Net Banking

HDFC BANK   ICICI Bank   kotak

AXIS BANK   IndusInd Bank

○ Other Bank

Pay Now   Cancel

Transaction Details

Merchant Name
Cantonment Board Agra
Service Description
eChhawani Portal Services for Agra Cantonment Boad
Transaction ID
CB_PG_2020_09_14_000985_12
Bill Amount   ₹1800
Transaction Fees [Incl. GST] ⓘ ₹11.8

Total Amount Payable
₹1811.8

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

Payment Information   Application No. PB-BR-2021-04-30-002066

⬇ DOWNLOAD | ▾   🖨 PRINT | ▾

✓ **Payment has been paid successfully!**
A notification regarding Payment Collection has been sent to the registered Mobile No. of the user/owner.

Payment Receipt No.
BR/CB/ALLA/2021/020077

Birth Certificate is Successfully Downloaded

Click here to download/print Payment Receipt

2.3   My Activities

Download Birth Certificate

Download Birth Certificate	My Activities	How it works

The List of Activities displayed

My applications

Application Number	PB-BR-2021-04-30-002066
Application Date	30/4/2021
Certificate Registration Number	2008-01-01
Name on the Certificate	SHIVAM KUMAR
Application Type	Certificate Download
Status	Paid and Downloaded
GET RECIEPT	

Click on "GET RECEIPT" to download payment receipt

2.4　How It Works

Download Birth Certificate

Download Birth Certificate　　My Activities　　How it works
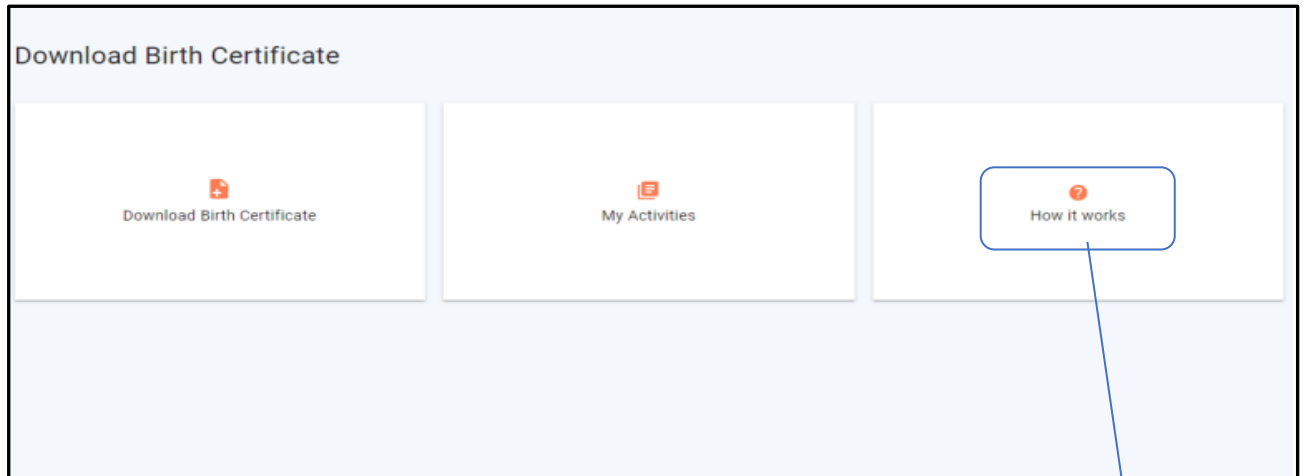
To view the user manual, click on "HOW IT WORKS"

3. Death Certificate

3.1 Search and Download Death Record
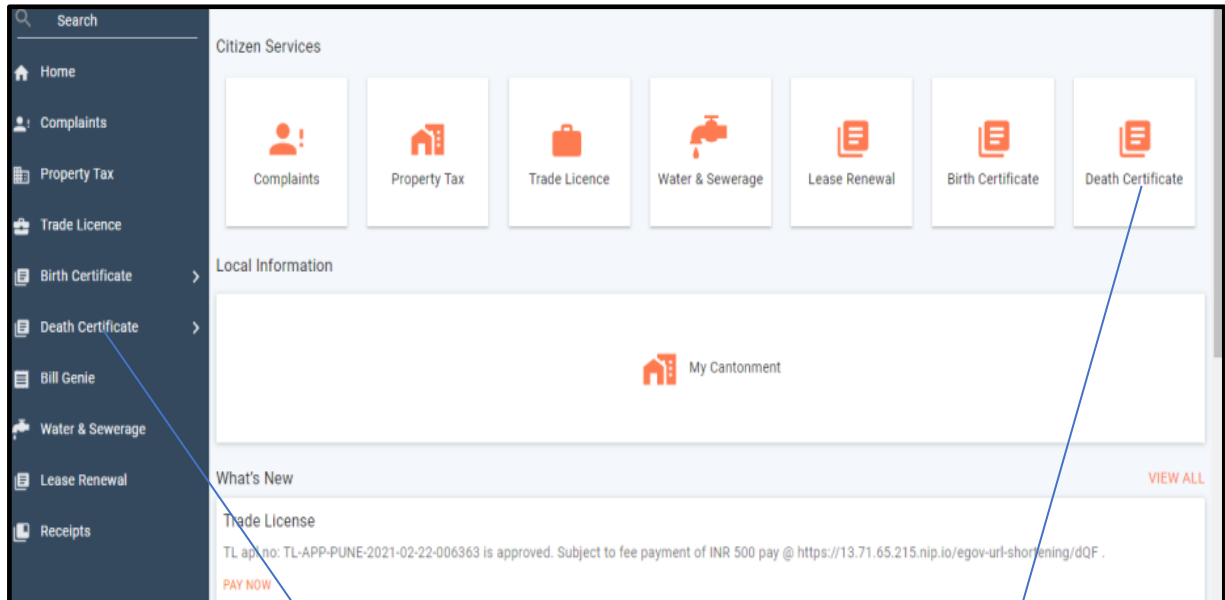
On the Landing page, click on "Death Certificate" to proceed.

"Death Certificate" screen is displayed.

Click on "Death Certificate" to proceed.

" Download Death Certificate" Screen is displayed

Download Death Certificate

Download Death Certificate

My Activities

How it works
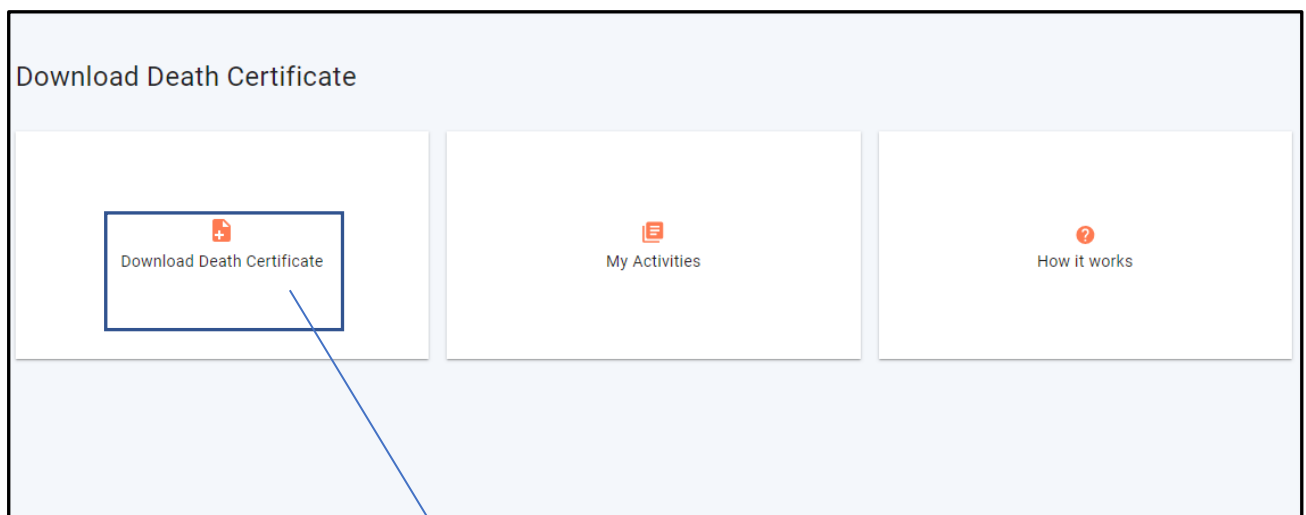
Click on "Download Death Certificate" to proceed.

Search and Download Death Certificate   ? HELP
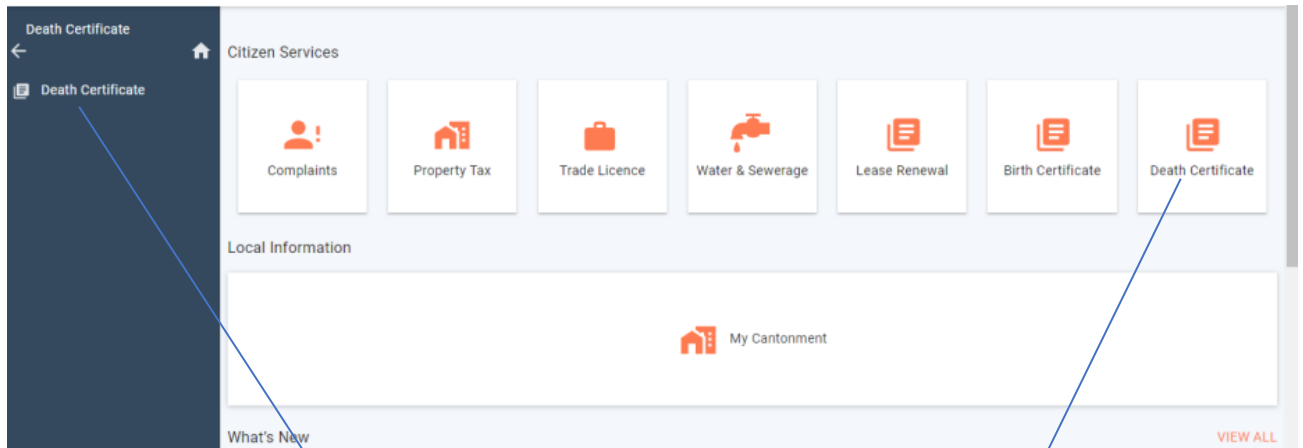
Search Registry

Death Date *
dd-mm-yyyy

Gender *
Select Gender

Cantonment *
Select Cantonment

Use advanced search options provided below if required.

Name of person
Name of person

Name of Spouse
Name of Husband/Wife

Place of Death
If not at hospital select others

Registration Number
Registration Number

Father's Name
Enter father's name

Mother's Name
Enter mother's name

SEARCH REGISTRY   RESET SEARCH

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

Select the Date of Death, Gender, Cantonment Board. You can also use the Advanced Search options: Name of Person, Name of Spouse, Place of Death, Registration Number, Father's Name, Mother's Name

"Search Results for Death Records" is displayed.

Registratio n No	Name	Death D ate	Gend er	Mother's N ame	Father's N ame	Name of Sp ouse	Actio n
D:2015/96/950	Naresh Kumar G upta	25/12/2015	Male		Shiv Dutt Gupta		Downlo ad
D:2015/96/959	Mohammad Sa meed	25/12/2015	Male		Dhannu		Downlo ad
D-2016: 9-90924-0 00001	NARESH KUMA R GUPTA	25/12/2015	Male		LT.SHIVDUTT GU PTA		Downlo ad

In Search results, Download option is displayed to download the Certificate

Click on the Download to download the Death Certificate

"Declaration" Screen is displayed

Declaration

I hereby certify that I am the authorised person to obtain this certificate under the provisions of the relevant law and that the certificate is being obtained for bona-fide purposes only. I am liable for consequences, In case of any non conformity found in this regard at any stage.

☑ I agree and wish to conitnue

PROCEED   CANCEL

Select on I Agree and Wish to Continue, Click on Proceed button to Download the Death Certificate

3.2 Search and Download Death Record (2nd Download onwards)

Registration No	Name	Death Date	Gender	Mother's Name	Father's Name	Name of Spouse	Action
D:2015/96/950	Naresh Kumar Gupta	25/12/2015	Male		Shiv Dutt Gupta		Pay and Download
D:2015/96/959	Mohammad Sameed	25/12/2015	Male		Dhannu		Download
D-2016: 9-90924-000001	NARESH KUMAR GUPTA	25/12/2015	Male		LT.SHIVDUTT GUPTA		Download

Search Result is displayed with "Pay and Download" Option

Click on Pay and Download , Declaration Screen is displayed

Declaration

I hereby certify that I am the authorised person to obtain this certificate under the provisions of the relevant law and that the certificate is being obtained for bona-fide purposes only. I am liable for consequences, In case of any non conformity found in this regard at any stage.

☑ I agree and wish to conitnue

PROCEED   CANCEL

Select on I Agree and Wish to Continue, Click on Proceed button

Payment Information Screen is displayed

Payment Information   Application No. PB-DT-2021-04-30-002068

Payment Collection Details

Fee Estimate   Total Amount
                                                                  ₹ 50

DEATH_CERT_FEE   50
Arrears   0

Total Amount   50

Payer Details
Paid By *   Payer Name *
Applicant   ▼   CITIZEN SECUNDERBAD

MAKE PAYMENT >

Fee Breakup details will be
displayed to the Citizen

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

NSDL SurePay

Pay Gov India
National Payment Services Platform

Net Banking
(Transaction Charges may apply)

Debit Card
(Transaction charges may apply)

Wallet
(Transaction charges may apply)

UPI
(Transaction charges may apply)

Credit Card
(Transaction charges may apply)

NEFT/RTGS
(Transaction Charges may apply)

Payment Mode - Net Banking

HDFC BANK   ICICI Bank   kotak

AXIS BANK   IndusInd Bank

○ Other Bank

Pay Now   Cancel

Transaction Details

Merchant Name
Cantonment Board Agra
Service Description
eChhawani Portal Services for Agra Cantonment Boad
Transaction ID
CB_PG_2020_09_14_000985_12
Bill Amount   ₹1800
Transaction Fees [Incl. GST] ℹ ₹11.8

Total Amount Payable
₹1811.8

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

Payment Information   Application No. PB-DT-2021-04-30-002068

⬇ DOWNLOAD | ▼   🖨 PRINT | ▼

✓ Payment has been paid successfully!
A notification regarding Payment Collection has been sent to the registered Mobile No. of the user/owner.

Payment Receipt No.
DT/CB/AGRA/2021/021386

Death Certificate is Successfully Downloaded

Click here to download/print Payment Receipt

2.5   My Activities

Download Death Certificate

Download Death Certificate

My Activities

How it works

The List of Activities displayed

My applications

Application Number	PB-DT-2021-04-30-002068
Application Date	30/4/2021
Certificate Registration Number	D:2015/96/950
Name on the Certificate	Naresh Kumar Gupta
Application Type	Certificate Download
Status	Paid and Downloaded
GET RECIEPT	

Click on "GET RECEIPT" to download payment receipt

2.6   How It Works

Download Death Certificate

Download Death Certificate

My Activities

How it works

To view the user manual, click on "HOW IT WORKS"

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