

“e-Chhawani” Online Management of Cantonment Boards



Property Tax

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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:

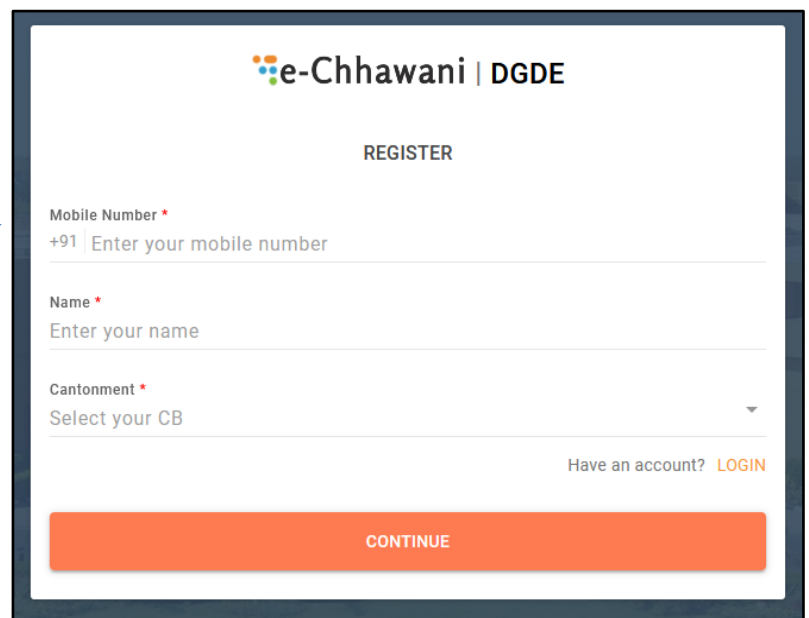
<https://echhawani.gov.in/citizen/>

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



The screenshot shows the eChhawani login page. At the top, the eChhawani logo is displayed. Below it, there is a language selection section with the text 'Language | भाषा |'. There are two buttons: 'ENGLISH' (highlighted in orange) and 'हिंदी' (in a white box). Below these, there is a 'Regional Language' dropdown menu with 'Select' as the current selection. At the bottom, there is a large orange 'CONTINUE' button.

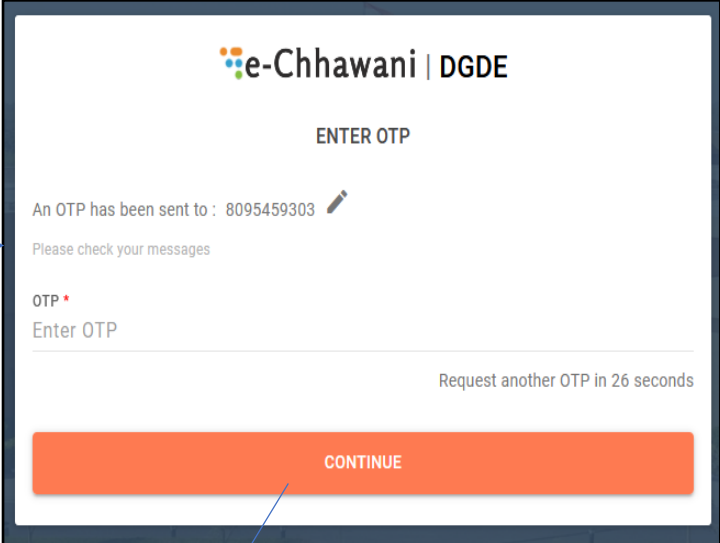
To Register,
Enters Mobile Number, Name and selects
his/her CB and click on **Continue**.



The screenshot shows the e-Chhawani | DGDE registration page. At the top, the e-Chhawani | DGDE logo is displayed. Below it, the word 'REGISTER' is centered. There are three input fields: 'Mobile Number *' with a red asterisk and '+91 | Enter your mobile number', 'Name *' with a red asterisk and 'Enter your name', and 'Cantonment *' with a red asterisk and 'Select your CB' (a dropdown menu). At the bottom right, there is a link 'Have an account? LOGIN'. At the bottom, there is a large orange 'CONTINUE' button.

An OTP will be sent to the entered Mobile Number.

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



e-Chhawani | DGDE

ENTER OTP

An OTP has been sent to : 8095459303

Please check your messages

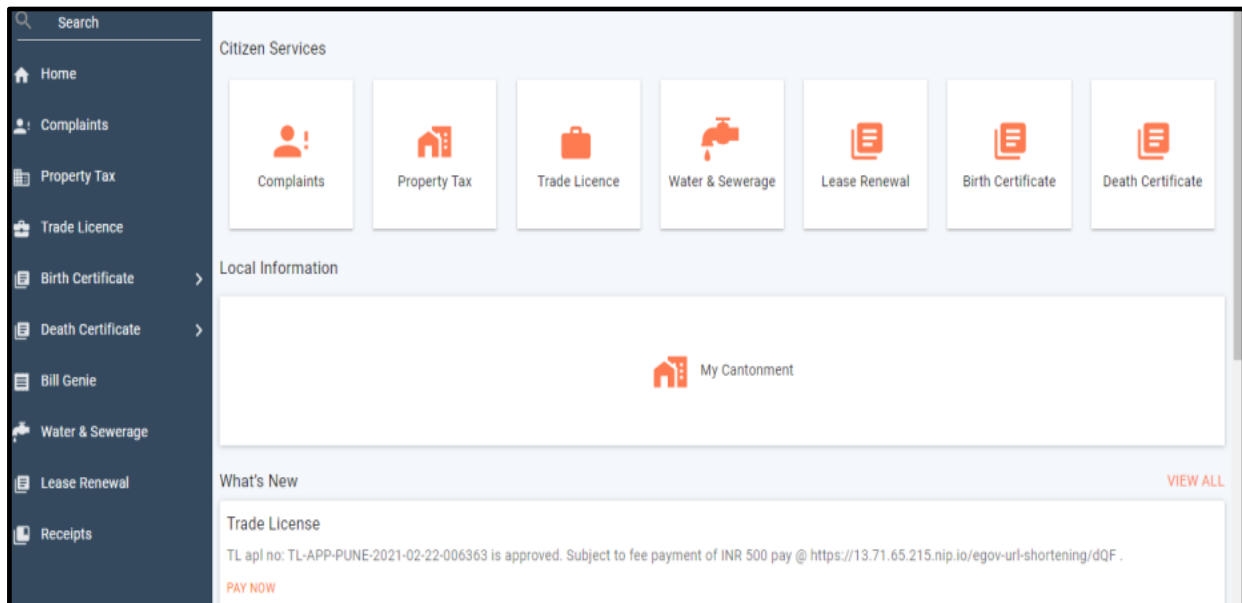
OTP *

Enter OTP

Request another OTP in 26 seconds

CONTINUE

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



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



e-Chhawani | DGDE

REGISTER

Mobile Number *
+91 | Enter your mobile number

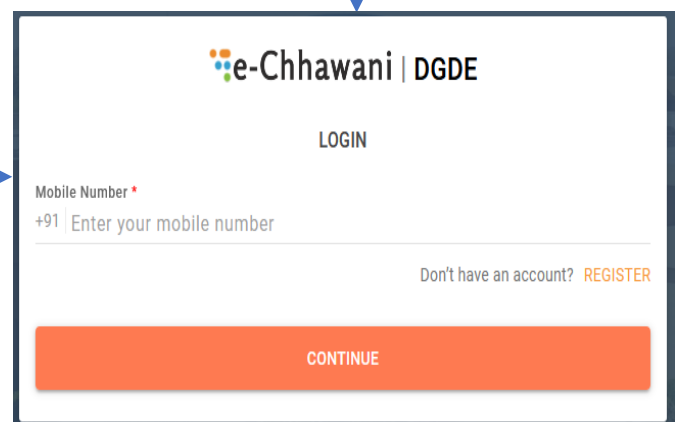
Name *
Enter your name

Cantonment *
Select your CB

Have an account? [LOGIN](#)

CONTINUE

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



e-Chhawani | DGDE


LOGIN

Mobile Number *
+91 | Enter your mobile number


Don't have an account? [REGISTER](#)

CONTINUE

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



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

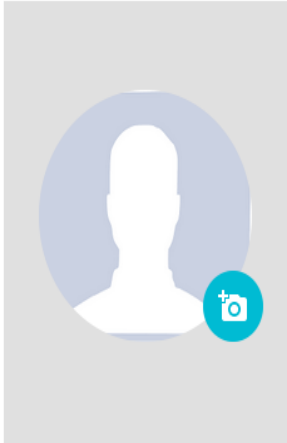
1.2.1 Enter/Update Name, Cantonment and Email ID



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

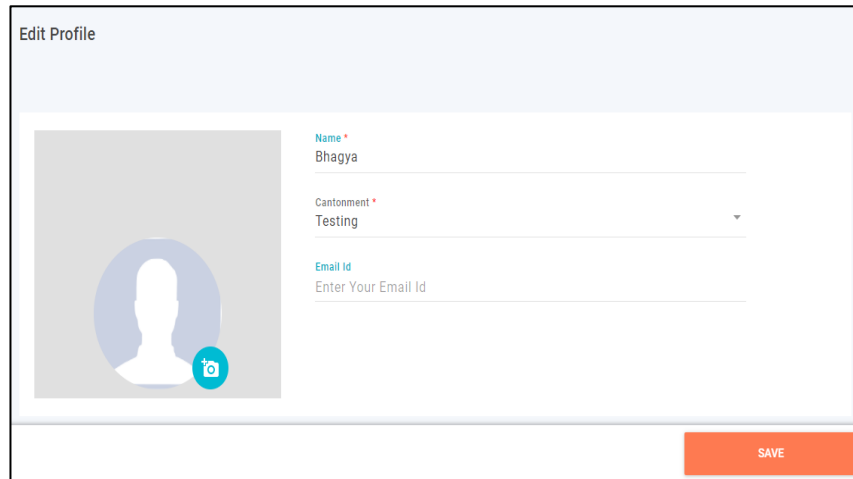
Email Id

Enter Your Email Id

SAVE

1.2.2 Update Profile Photo

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

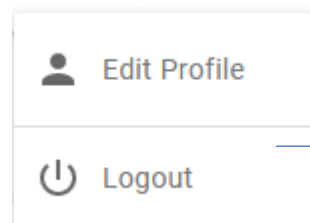
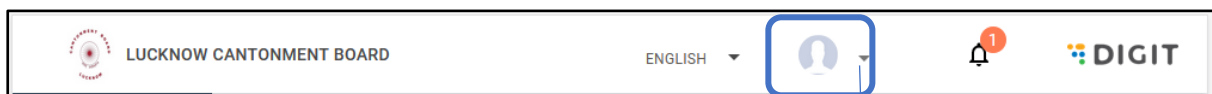


The 'Edit Profile' form contains the following fields:

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

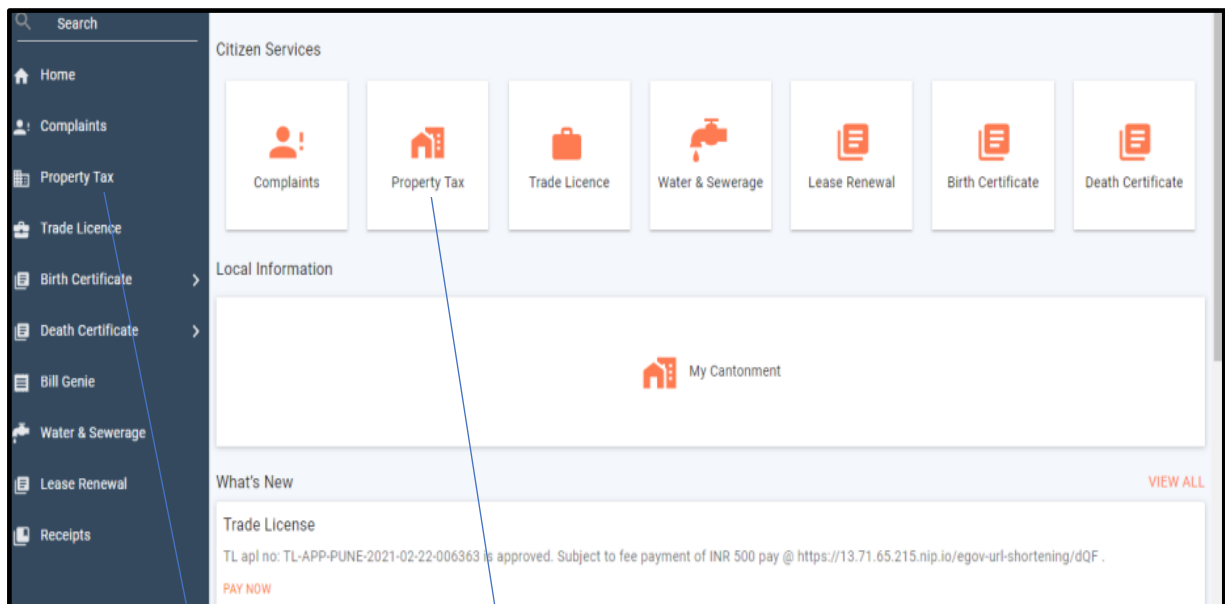
A camera icon is located at the bottom right of the profile photo placeholder. A red 'SAVE' button is at the bottom right of the form.

1.3 Logout



Click on "LOGOUT" to logout of the application

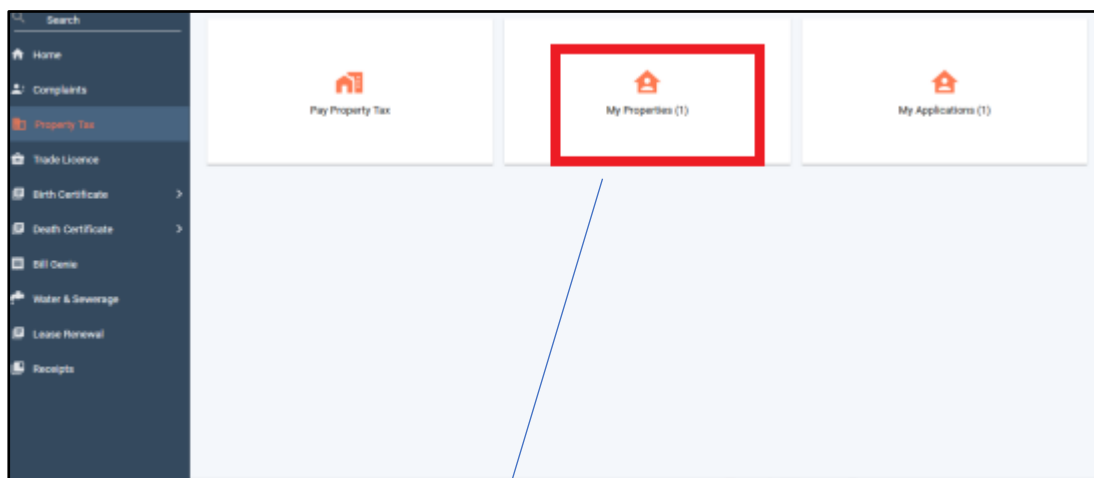
2. Property Tax



On the Landing page, click on “Property Tax” to proceed.

“Property Tax” screen is displayed.

2.1 My Properties

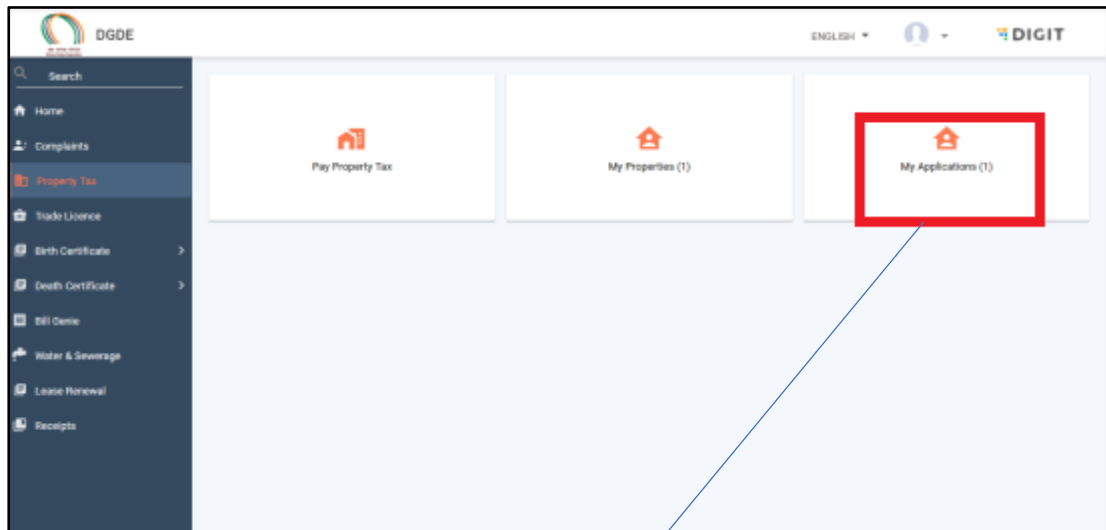


Click on “My Properties” to View the Property details.

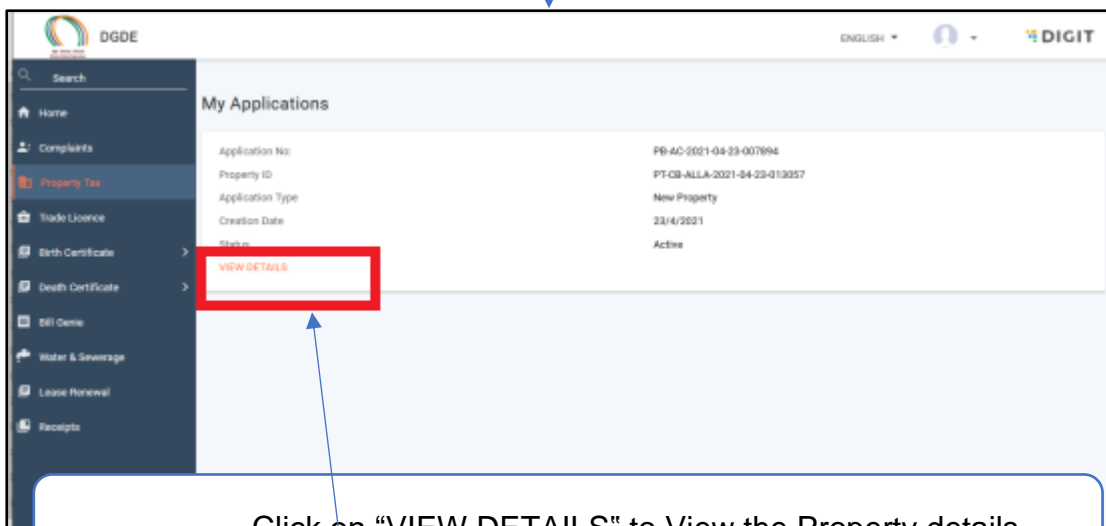
“My Properties” Screen is displayed



2.2 MY Application



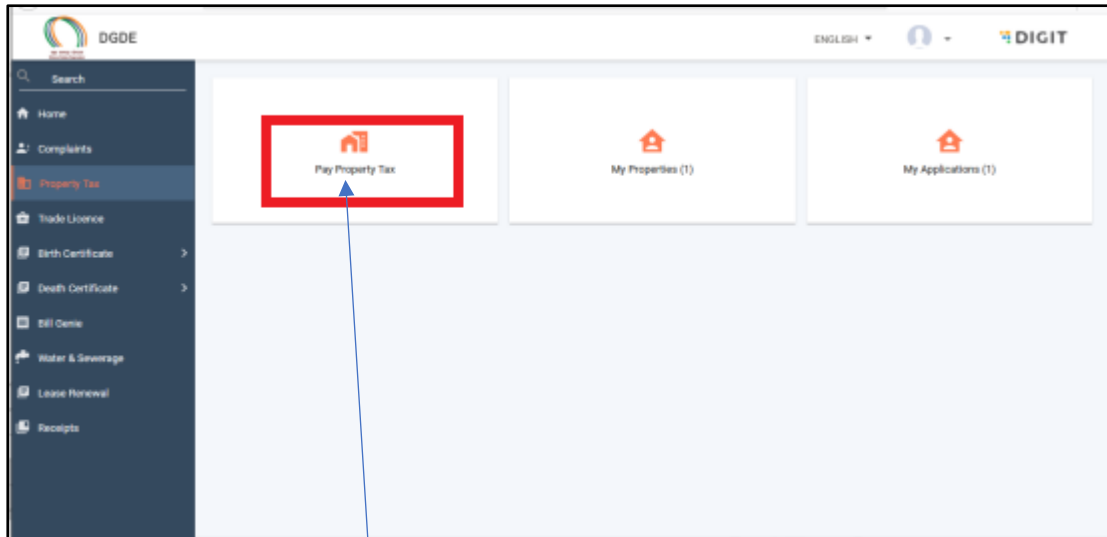
Click on “My Applications” to View the Property details. My Application screen is displayed



Click on “VIEW DETAILS” to View the Property details.

2.3 Pay Property Tax

2.3.1 Search Application



Click 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.

Search Result for Property Application (1)

| Application No. | Unique Property ID | Application Type | Owner Name | Address | Status |
|-----------------------------|----------------------------------|------------------|------------|---|--------|
| PB-AC-2021-05-07-06873 4 | PT-CB-MORA-2021-05-07-0939 76 | New Property | TEST | 102,ABODE,12,Lalipara - Ward No. 1,M ORR | Active |

Rows per page: 10* 1.1 of 1

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

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 | ABODE |
| Street Name | Mohalla | Pincode | Existing Property ID |
| 123 | PB_MORAR_REVENUE_LOC1 | 560013 | NA |

2.3.1 Search Property

Search

Home

Complaints

Property Tax

Trade Licence

Birth Certificate

Death Certificate

Bill Genie

Water & Sewerage

License Renewal

Receipts

Property Tax

Search Property

Search Application

Search Property

Provide at least one non-mandatory parameter to search for an application

CB* Select City

Owner Mobile No. +91 | Enter your mobile No.

Unique Property ID: Enter Unique Property ID

Existing Property ID: Enter Existing Property ID

RESET

SEARCH

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-CS-MORA-2021-05-07-993976 | TEST | ABCD | - | 102,ABCD,123,Lalitpura - 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-CS-MORA-2021-05-07-993976 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 | ABCD |
| 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 | Occupancy | Built-up area (sq ft) | Sub Usage Type |
| Unit Usage Type | Self-Occupied | 97200 | AC Restaurant |
| Commercial | | | |

First Floor

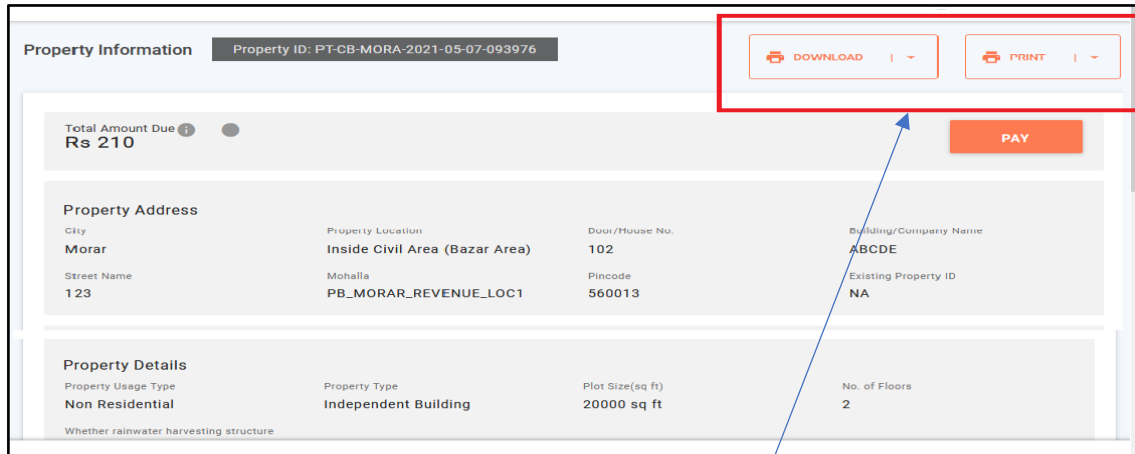
| | | | |
|-----------------|---------------|-----------------------|----------------|
| Unit - 1 | Occupancy | Built-up area (sq ft) | Sub Usage Type |
| Unit Usage Type | Self-Occupied | 97200 | AC Restaurant |
| Commercial | | | |

| Property Details | | | |
|---|--|--|--|
| Property Usage Type Non Residential | Property Type Independent Building | Plot Size(sq ft) 20000 sq ft | No. of Floors 2 |
| Whether rainwater harvesting structure provided on the property? No | | | |
| Ground Floor | | | |
| Unit - 1 | | | |
| Unit Usage Type Commercial | Occupancy Self-Occupied | Built-up area (sq ft) 97200 | Sub Usage Type AC Restaurant |
| First Floor | | | |
| Unit - 1 | | | |
| Unit Usage Type Commercial | Occupancy Self-Occupied | Built-up area (sq ft) 97200 | Sub Usage Type AC Restaurant |

| Property Details | | | |
|---|--|--|--|
| Property Usage Type Non Residential | Property Type Independent Building | Plot Size(sq ft) 20000 sq ft | No. of Floors 2 |
| Whether rainwater harvesting structure provided on the property? No | | | |
| Ground Floor | | | |
| Unit - 1 | | | |
| Unit Usage Type Commercial | Occupancy Self-Occupied | Built-up area (sq ft) 97200 | Sub Usage Type AC Restaurant |
| First Floor | | | |
| Unit - 1 | | | |
| Unit Usage Type Commercial | Occupancy Self-Occupied | Built-up area (sq ft) 97200 | Sub Usage Type AC Restaurant |

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

2.3.1 Demand Payment



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

Total Amount Due ⓘ ●
Rs 210

Property Address

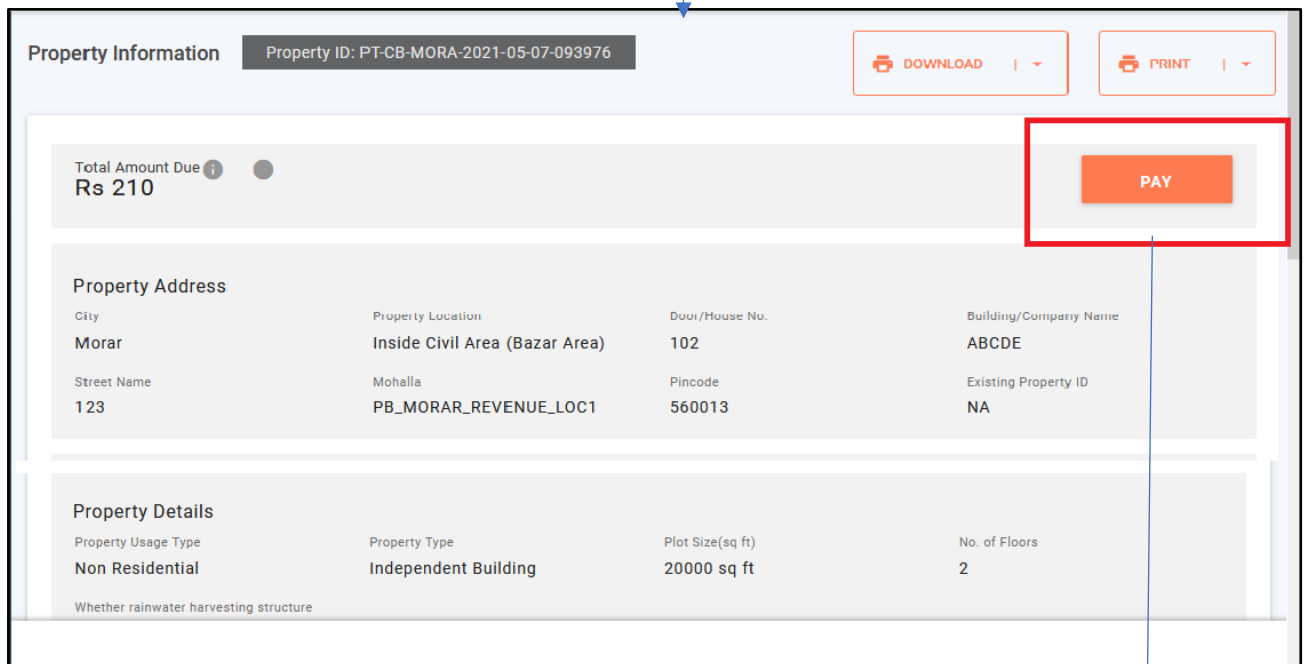
| | | | |
|-------------|--------------------------------|----------------|-----------------------|
| City | Property Location | Door/House No. | Building/Company Name |
| Morar | Inside Civil Area (Bazar Area) | 102 | ABCDE |
| Street Name | Mohalla | Pincode | Existing Property ID |
| 123 | PB_MORAR_REVENUE_LOC1 | 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

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



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

Total Amount Due ⓘ ●
Rs 210

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

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

Payment Information
Unique Property ID PT-GS-MORA-2021-05-07-993976

Payment Collection Details

Fee Estimate

House Tax
1000

Consolidated Property Tax
200

Penalty
10

Water Tax
0

Rebate
0

Sanitary Cess
0

Lighting And Drainage Tax
0

Conservancy and Scavenging Tax
0

Additional Water Tax
0

Education Cess
0

Drainage Tax
0

Total Amount
₹ 1210

Amears
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.

The screenshot shows the NSDL SurePay payment gateway. On the left is a sidebar with payment methods: Net Banking, Debit Card, Wallet, UPI, Credit Card, and NEFT/RTGS. The main area is titled 'Payment Mode - Net Banking' and lists banks: HDFC BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. There is an 'Other Bank' option and 'Pay Now' and 'Cancel' buttons. On the right, the 'Transaction Details' section shows: Merchant Name (Pune Cantonment Board), Service Description (eChhawani Portal Services for Pune Cantonment Board), Transaction ID (CB_PG_2021_02_05_001943_14), Bill Amount (₹10200), Transaction Fees (₹11.8), and Total Amount Payable (₹10211.8).

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

The screenshot shows the 'Payment Information' screen. It displays a green checkmark and the message 'Payment has been paid successfully!'. Below this, it says 'A notification regarding Payment Collection has been sent to the registered Mobile No. of the user/owner.' The 'Unique Property ID' is PT CB MDRA 2021-05-07-033976. In the top right corner, there are 'DOWNLOAD' and 'PRINT' buttons, which are highlighted with a red box. Below the message, the 'Payment Receipt No.' is PT/277296/2021-22/094276.

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-042500 |
| Bill Period | 01-Apr-2021 to 31-Mar-2022 |
| DOWNLOAD RECEIPT | |
| Receipt No. | PT/277296/2021-22/090977 |
| 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

Morar Cantonment Board
Form no. 46S
Receipt Voucher
(See Rule no. 161)

| | | | | | |
|------------------------------|---------------------------------|--------------------------------|---------------------|-----------------|---------------|
| Receipt No | Date of Receipt | | | | |
| PT/277296/2021-22/09 8204 | 07/08/2021 | | | | |
| Received From | suma test test | | | | |
| Payer Contact | 7966698669 | | | | |
| Amount | 220 | | | | |
| Amount In Words | Two Hundred and Ten Rupees Only | | | | |
| Received on account of | PT-CB-MORA-2021-08-07-093976 | | | | |
| Mode of Receipt | Amount | Cheque No/Transaction ID | Bank Transaction No | Gs Receipt Date | Gs Receipt No |
| Online | 220 | CB_PG_2021_08_07_00258 2_23 | pay_H7wxVqpYz2HkYj | NA | NA |
| Reference No./ Bill No. | Date of Bill | Receipt Head Details | Payable Amount | Amount Received | |
| BILL-042504 | 07/08/2021 | Rebate | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Interest | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Penalty | 0 | 0 | |
| BILL-042504 | 07/08/2021 | House Tax | 220 | 220 | |
| BILL-042504 | 07/08/2021 | Water Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Conservancy and Scavenging Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Lighting And Drainage Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Education Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Consolidated Property Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Sanitary Cess | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Education Cess | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Additional Water Tax | 0 | 0 | |
| BILL-042504 | 07/08/2021 | Tramway Tax | 0 | 0 | |
| Total | | | | 220 | |

Note: Receipt by Cheque/DD will be valid subject to Realization of Cheque/DD

2.5 APPLICATION HISTORY

Owner Details

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

Payment History ▼

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-2021-06-07-090976 |
| 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 | | | |
| 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 |

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