"e-Chhawani"
Online Management of Cantonment Boards

Hall Booking

User Manual

Contents

About this Manual

The purpose of this document is to help citizen to submit online application for booking of halls available in cantonment board, make payment, Search for Halls and Download/Print Payment Receipts.

The Hall Booking module allows the citizens to:

   a. **Search and View Available Halls in Cantonment Board**

   b. **Submit online Application for Hall Booking**

   c. **Make Online Payment for Hall Booking**

   d. **Cancel or request for cancellation of Application**

   e. **Download/Print the Applications and Payment Receipts**

   f. **Request for Refund**

1. General Functions

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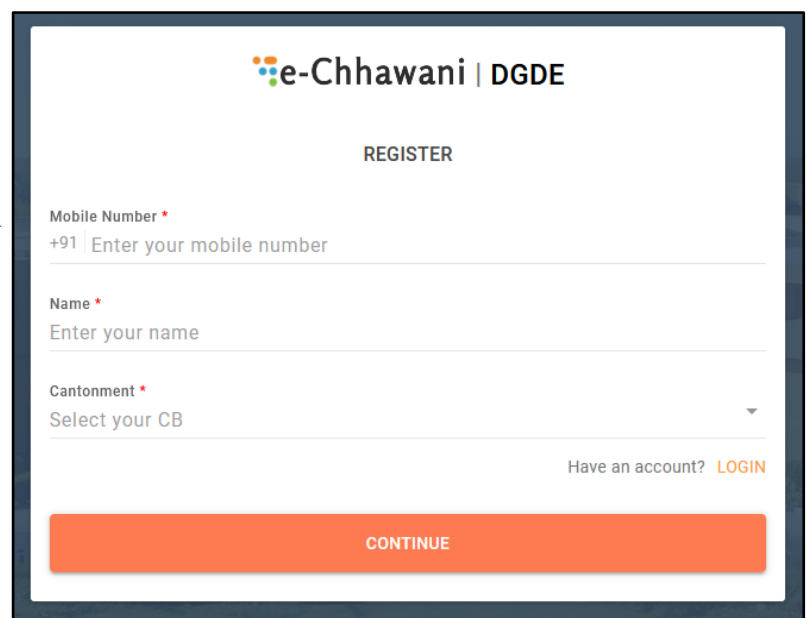
To login, please go to the following link:
https://echhawani.gov.in/citizen/

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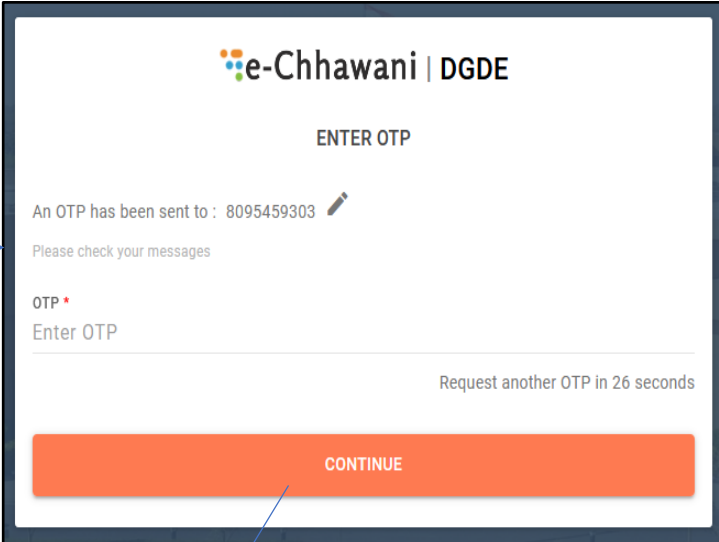
To Register,
Enters Mobile Number, Name and selects his/her CB and click on **Continue.**

An OTP will be sent to the entered Mobile Number.

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

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.

Citizen Services

| Complaints | Property Tax | Trade Licence | Water & Sewerage | Lease Renewal | Birth Certificate | Death Certificate | Building Plan Approval | Community Hall Booking | Water Tanker booking |

Local Information

My Cantonment

What's New   VIEW

WATER CONNECTION
Dear hfgfg, Your Application WS-AP-TEST/2021-05-02/001145 for a New Water Connection has been rejected. Click here for more details https://13.71.65.215.nip.io/egov-url-shortening/drZZ
3 weeks ago

WATER CONNECTION
Dear BSTC, Your New Water connection against the application WS-AP-TEST/2021-05-21/001401 has been activated. To check your connection details, click here https://13.71.65.215.nip.io/egov-url-shortening/b6fR.
3 months ago

WATER CONNECTION
Dear BSTC, Your Modify Water connection against the application WS-AP-TEST/2021-05-23/001405 has been activated. To check your connection details, click here https://13.71.65.215.nip.io/egov-url-shortening/b6fP.
3 months ago

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.**

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.
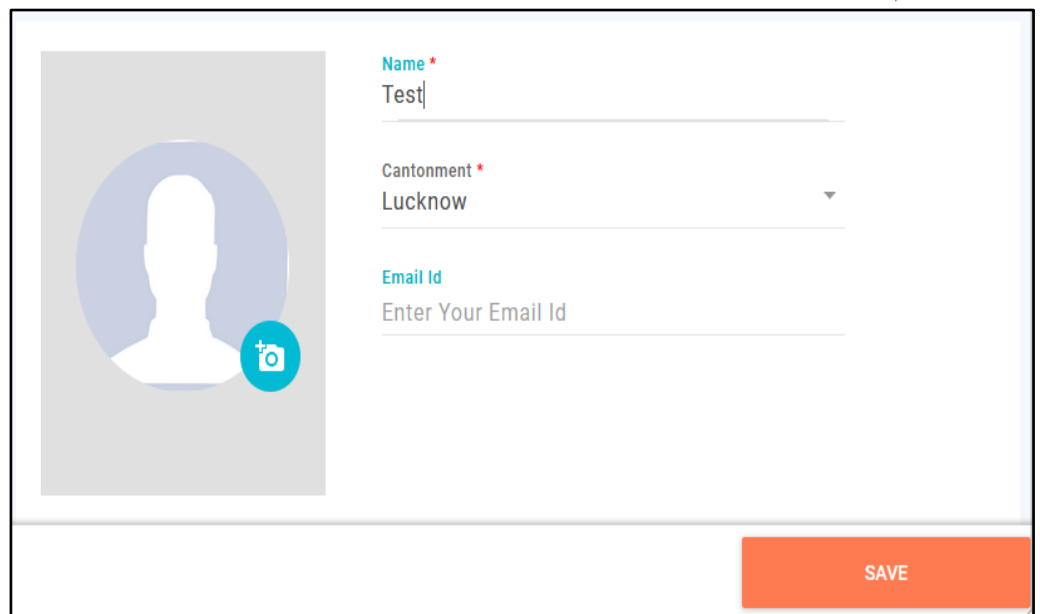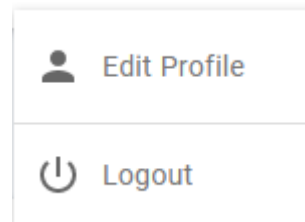
1.2 Editing the Profile

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.
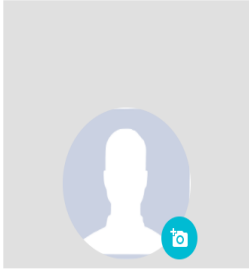
1.2.2   Update Profile Photo

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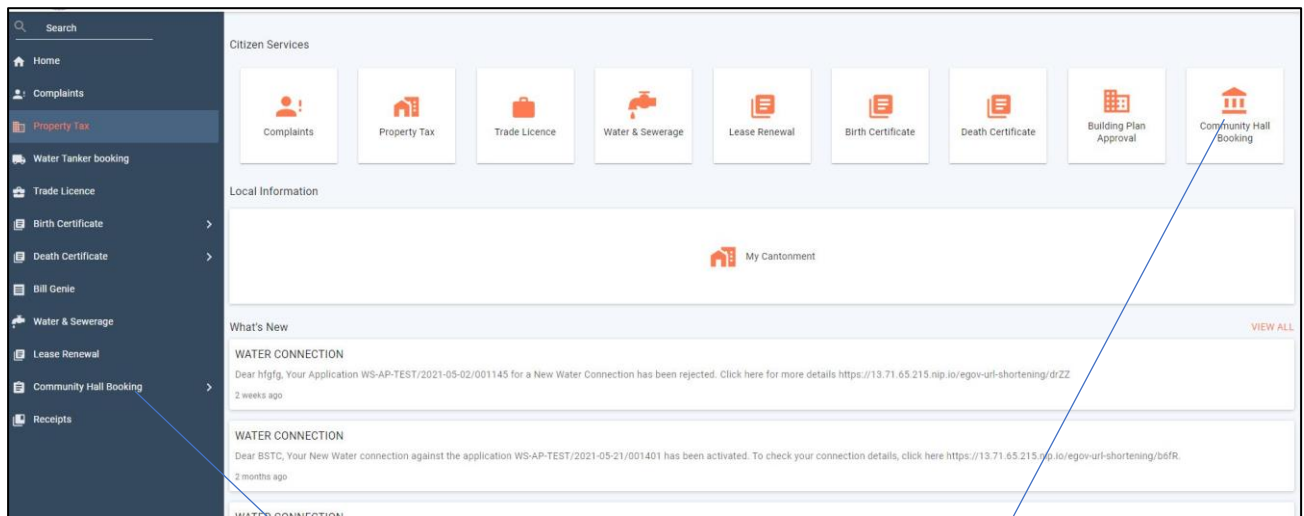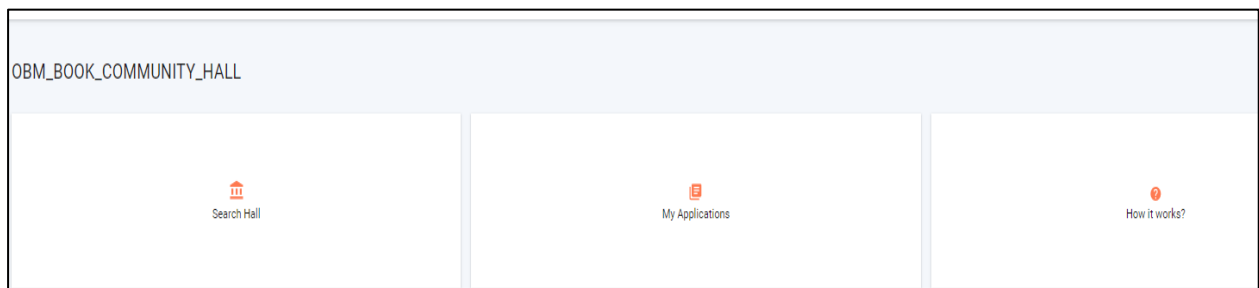Camera Icon and save
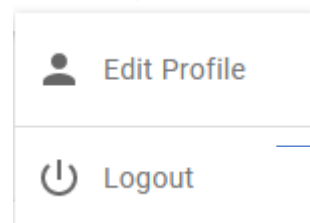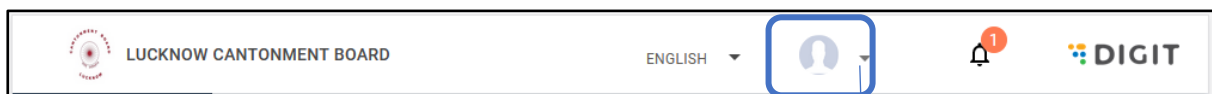
1.3   Logout

Click on "LOGOUT" to logout of the application

2.   Hall Booking
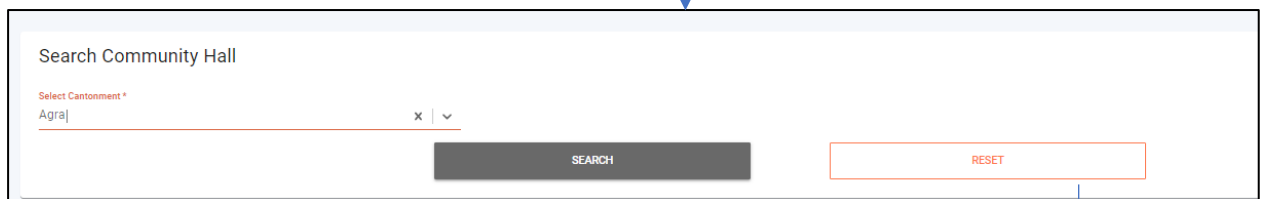

On the Landing page, click on "Hall Booking" to proceed.
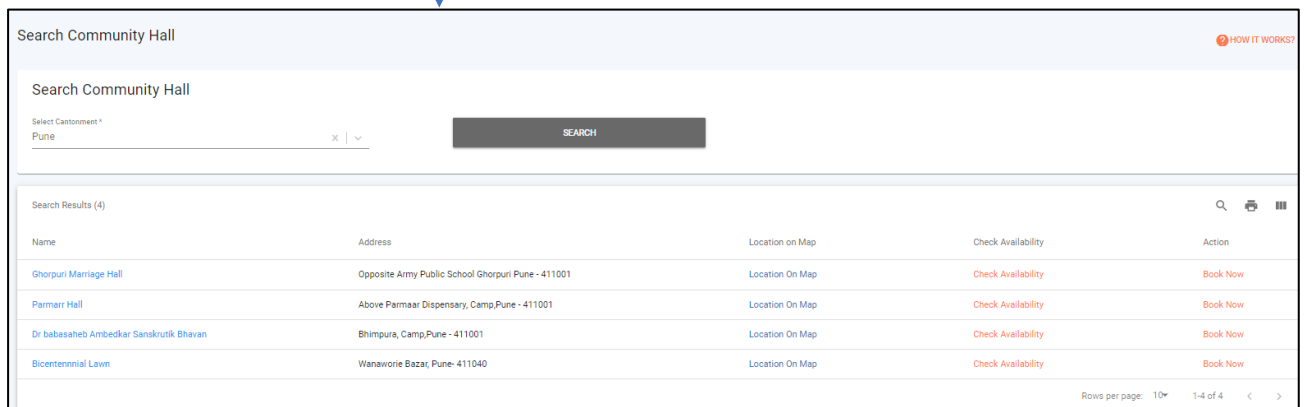
"Hall Booking" screen is displayed.

2.1   Search

OBM_BOOK_COMMUNITY_HALL

| 🏛 Search Hall | 📖 My Applications | ❓ How it works? |
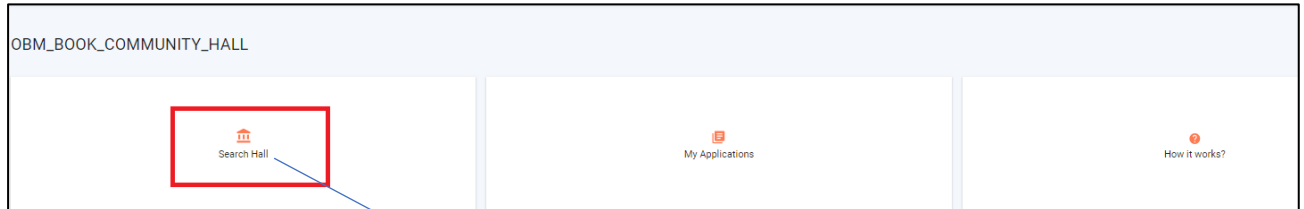
Click on "Search Hall": Search Screen is displayed

Search Community Hall

Select Cantonment *
Agra

SEARCH   RESET

Select Your CB, Click on "Search" Button to view the slots available

Click on Reset button to reset the values

Search Community Hall   ❓ HOW IT WORKS?

Search Community Hall

Select Cantonment *
Pune

SEARCH

Search Results (4)   🔍 🖨 ▥

Name	Address	Location on Map	Check Availability	Action
Ghorpuri Marriage Hall	Opposite Army Public School Ghorpuri Pune - 411001	Location On Map	Check Availability	Book Now
Parmarr Hall	Above Parmaar Dispensary, Camp,Pune - 411001	Location On Map	Check Availability	Book Now
Dr babasaheb Ambedkar Sanskrutik Bhavan	Bhimpura, Camp,Pune - 411001	Location On Map	Check Availability	Book Now
Bicentennial Lawn	Wanaworie Bazar, Pune- 411040	Location On Map	Check Availability	Book Now

Rows per page: 10▼   1-4 of 4   ‹ ›

2.2.1 Check Availability

Click on Check Availability to view the Available slots

Click on Book Now to Book the Hall

Shall Show the Available and booked slots

The Slots Available screen is displayed: View the Slots Available and click on "Book Now" to Book the Hall.

Click on CANCEL to exit from BOOK NOW Screen

2.2.2 Book Hall

I. Enter Booking Details

Select the date and enter the Booking details: Select the Slot, Resident Type, Special category, Purpose and Enter the Purpose Description

The Estimated Price is displayed. Note that the payment has to be made after the approval of your application by Cantonment Board.

II. Enter Bank Details

Bank Details

Account No: *	Repeat Account No: *	IFSC Code *
Account No:	Repeat Account No:	IFSC Code
Bank Name *	NOC_PAYMENT_BANK_BRANCH_LABEL *	Account Holder Name *
Enter Bank Name	Enter Branch Name	Account Holder Name

Note: This is for refund purposes

Enter the bank Details for refund purpose: Account No, IFSC Code and Account Holder Name. This is captured for the purpose of refund.

III. Upload Documents

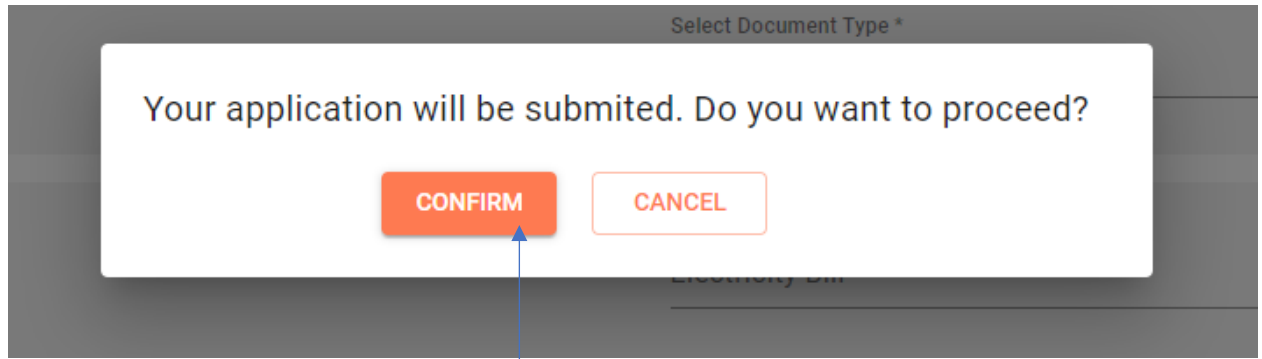Select "UPLOAD FILE" option to upload the required documents.

Upload Documents
Upload Documents

		Select Document Type *	
1	Identity Proof *	Aadhaar Card	UPLOAD FILE
2	Address Proof *		UPLOAD FILE
3	Bank Account Proof *	Bank Passbook	UPLOAD FILE
4	Special Category Proof *		UPLOAD FILE

OBM_SUBMIT_APPLICATION

After uploading the documents, click on "SUBMIT" Button

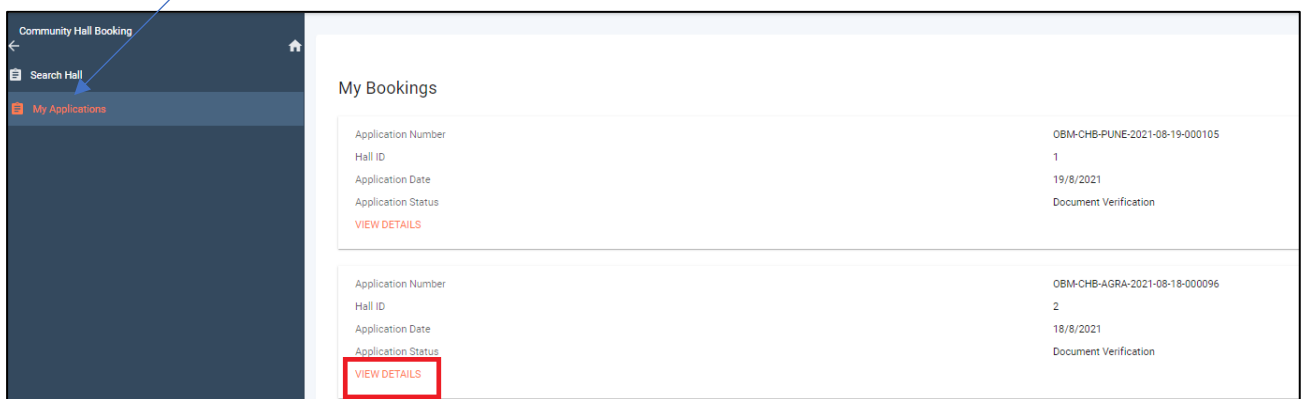Your application will be submited. Do you want to proceed?

CONFIRM   CANCEL

Click on "SUBMIT" Successful Message is displayed along with Application Number

✓ Application Submitted Successfully
You will be notified about the updates though SMS. You can also track the status of the application under 'My Applications'

Application Number
OBM-CHB-PUNE-2021-08-19-000105

2.2   My Bookings

2.2.1 View Details

To view the status of his/her previous applications click on "My Applications".

Click "View Details", to view the summary of the application.

Click "View", to download and view the documents.

2.2.2 View History

Click "View History, to view the History of Application.

Application History is displayed

Click on PAY button to Proceed with Payment

Task Status

Document Verification

| Date 26/08/2021 | Updated By Bhagya | Status Document Verification | Current Owner NA | Comments |

| Address Proof | Bank Account Proof | Identity Proof | Special Category Proof |
| VIEW | VIEW | VIEW | VIEW |

Pending Approval

| Date 26/08/2021 | Updated By Yashwanth | Status Pending Approval | Current Owner NA | Comments veriifed |

Pending Payment

| Date 26/08/2021 | Updated By Yashwanth | Status Pending Payment | Current Owner NA | Comments Approve |

Approved

| Date 26/08/2021 | Updated By Yashwanth | Status Approved | Current Owner NA | Comments |

2.2.3 PAY

Payment Information   Consumer Code OBM-CHB-AGRA-2021-08-16-000072

Payment Collection Details

Fee Estimate

| | | Total Amount ₹ 1600 |

CHB_RENT	1000
CHB_RENT_SGST	90
CHB_SEC_DEP	200
CHB_ELECT_FEE	200
CHB_RENT_CGST	90
CHB_WATER_FEE	10
CHB_CONSER_FEE	10
Total Amount	1600

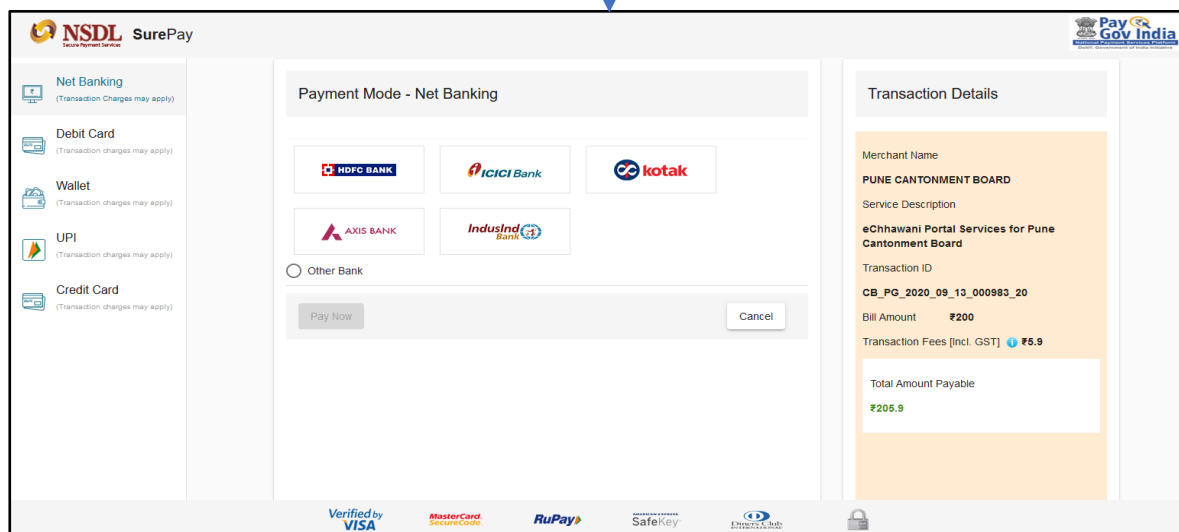**Payer Details**

Paid By *
Applicant

Payer Name *
Bhagya

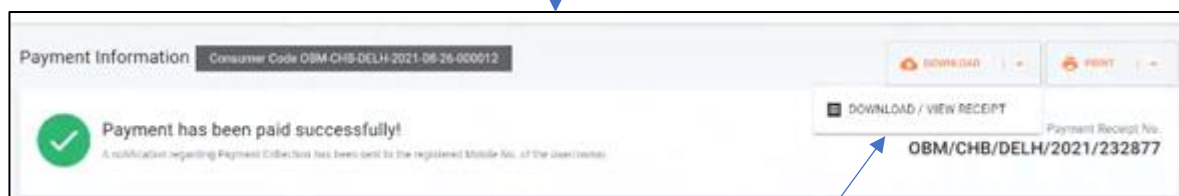Payer Mobile No. *
+91 | 9449810030

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

Payment Successful Message is displayed

The Citizen shall Download/Print the receipts after Successful Payment

Refund: After the completion of Event, the employee shall close the application and initiate for Refund if applicable. The citizen will get back the refund amount

2.2.3 Cancel Application

Before Payment – If you are willing to cancel the application any time before payment:

Click on My Applications: View Details, The application details screen is displayed

Click on CANCEL button to cancel the Application:
Cancel Application Screen is displayed

Enter Comments and upload
required documents if any:
Click on CANCEL

Application Updated Successfully
message shall be displayed

After Payment: If you have made payment, and now you are willing to cancel the application, you can send a request for cancellation. The cancellation request will be approved by the cantonment, and necessary refund (subject to the terms and conditions of the Cantonment Board) will be made initiated.

Click on My Applications: View Details, The application details screen is displayed

Click on DOWNLOAD/PRINT Application

Application Number: OBM-CHB-DANA-2021-08-26-000232

Task Status

Date	Updated By	Status	Current Owner	Comments
26/08/2021	Yashwanth	Approved	NA	

VIEW HISTORY

Booking Details

Name of Hall
Chhawani Sadan

Booking Dates
27-08-2021 08:00:00 to 28-08-2021 07:59:00

Resident Type
Non Cant Resident

Special Category
Retired Cant Staff

Purpose
Marriage

Purpose Desciption (Not less than 10 Characters)
birthday celebration

Applicant Basic Details

Mobile No.
9449810030

Name of Applicant
Bhagya

Bank Details

Account No
34122222222

IFSC Code
SBIN0000963

Bank Name
State Bank of India

Account Holder Name
bstc

Documents

Address Proof	Bank Account Proof	Identity Proof	Special Category Proof
Document - 2 VIEW	Document - 3 VIEW	Document - 1 VIEW	Document - 4 VIEW

Request Cancel

TAKE ACTION

Click on Request Cancel button to cancel the Application: Cancel Application Screen is

Request for Cancel Application   ✕

Comments *

Request for Refund

Supporting Documents

Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

REQUEST CANCEL

Enter Comments and upload required documents if any: Click on CANCEL

Application Updated Successfully message shall be displayed

Community Hall Booking
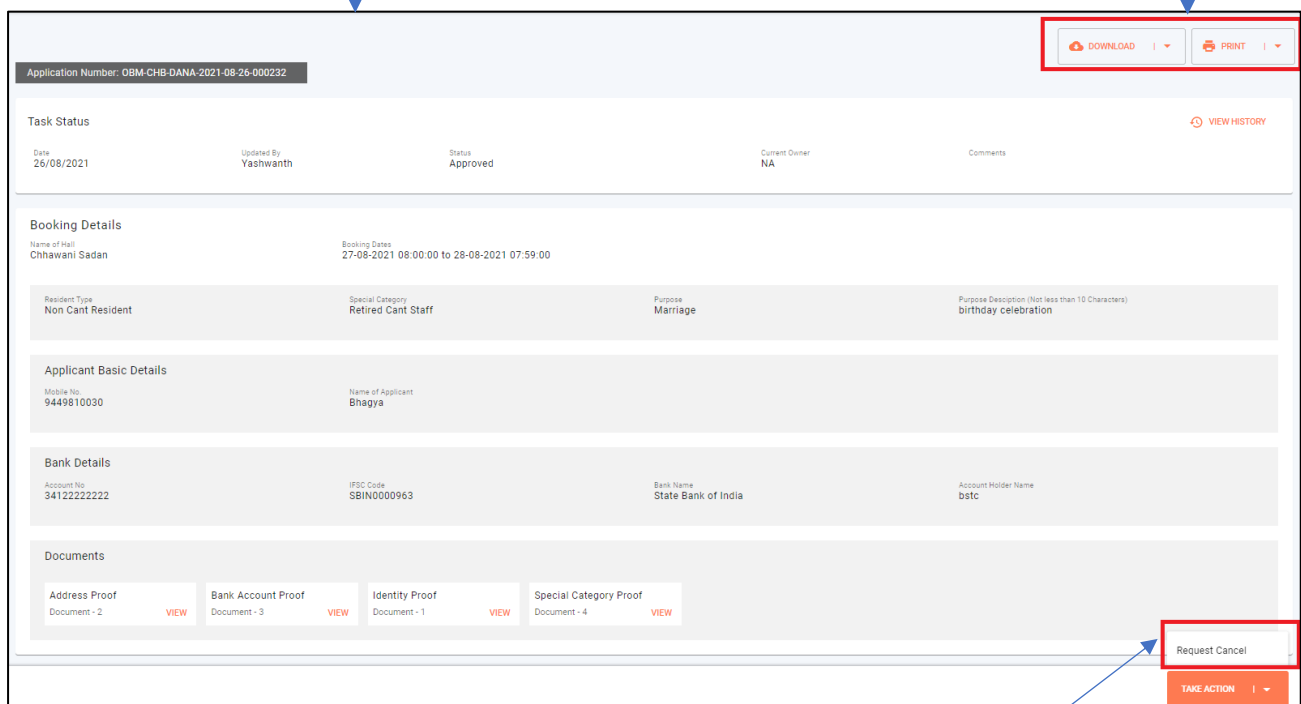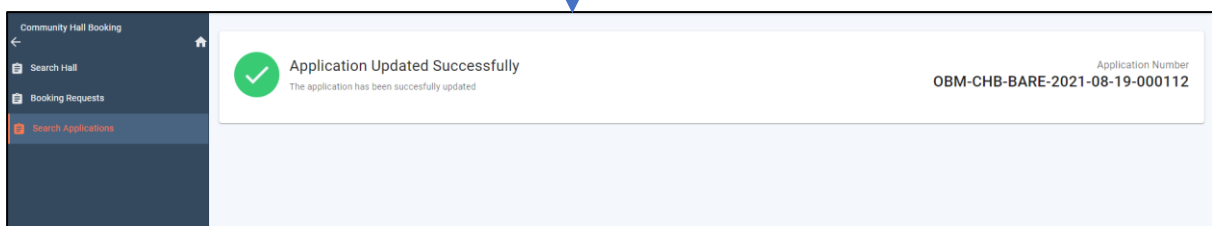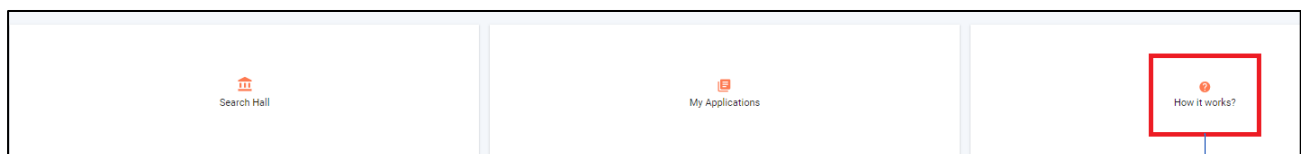
Search Hall

Booking Requests

Search Applications

✔ **Application Updated Successfully**
The application has been succesfully updated

Application Number
OBM-CHB-BARE-2021-08-19-000112

Refund: The employee shall close the application and initiate for Refund. The citizen will get back the refund amount

2.3   How it works?

Search Hall

My Applications

How it works?

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

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