

“e-Chhawani”

Online Management of Cantonment Boards



Property Tax

User Manual

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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:

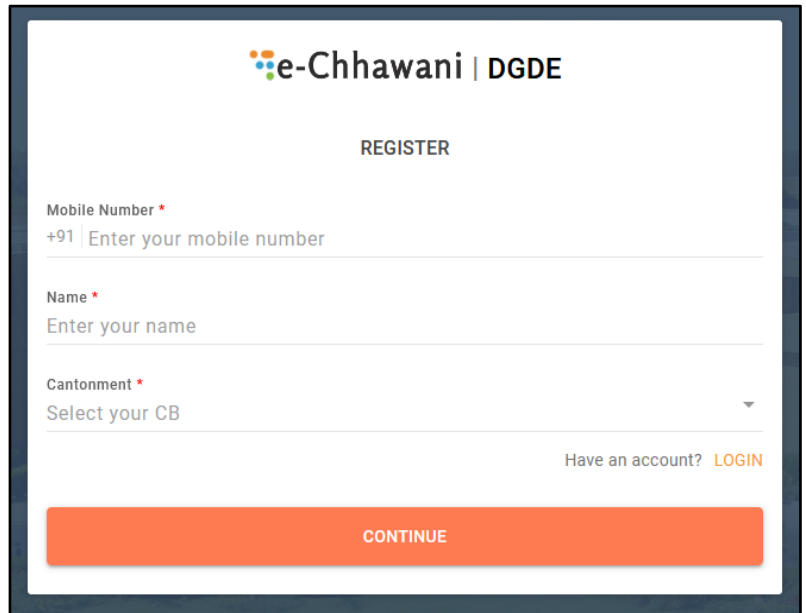
<https://echhawani.gov.in/citizen/>

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 is the eChhawani logo. 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 this is a 'Regional Language' dropdown menu with 'Select' as the current selection. At the bottom is a large orange 'CONTINUE' button.

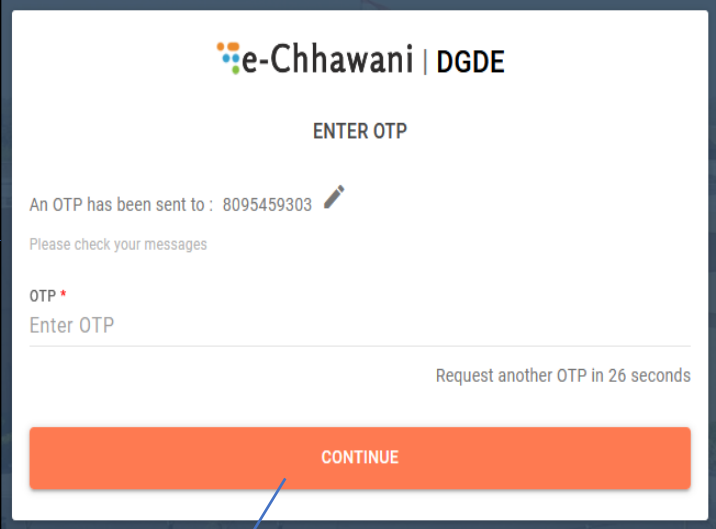
To Register,
Enters Mobile Number, Name and selects
his/her CB and click on **Continue**.



The screenshot shows the registration page for e-Chhawani | DGDE. The title is 'REGISTER'. There are three input fields: 'Mobile Number *' with a placeholder '+91 | Enter your mobile number', 'Name *' with a placeholder 'Enter your name', and 'Cantonment *' with a dropdown menu 'Select your CB'. At the bottom right, there is a link 'Have an account? LOGIN'. At the bottom 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

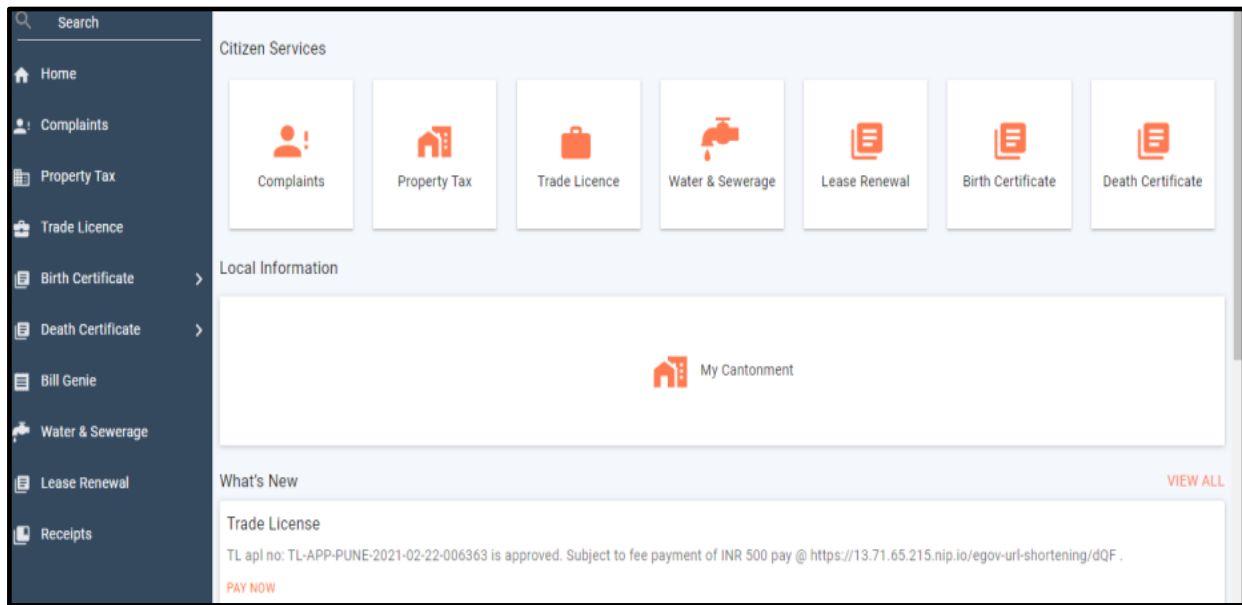
OTP *

Enter OTP

Request another OTP in 26 seconds

CONTINUE

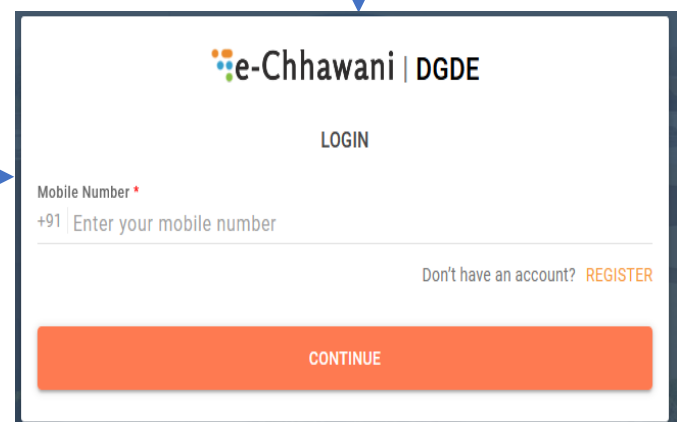
On login, the homepage will be displayed on the citizen
screen.




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



Enter the registered Mobile Number and click **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

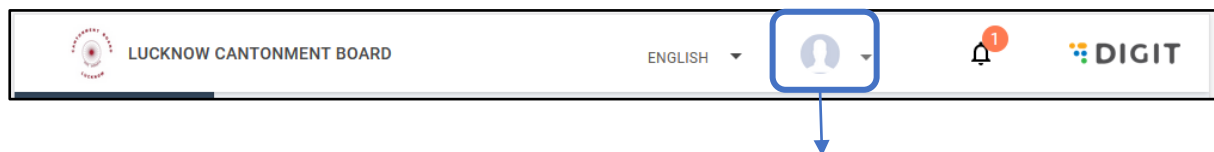
On login, the homepage will be displayed on the citizen screen.

1.2 Editing the Profile

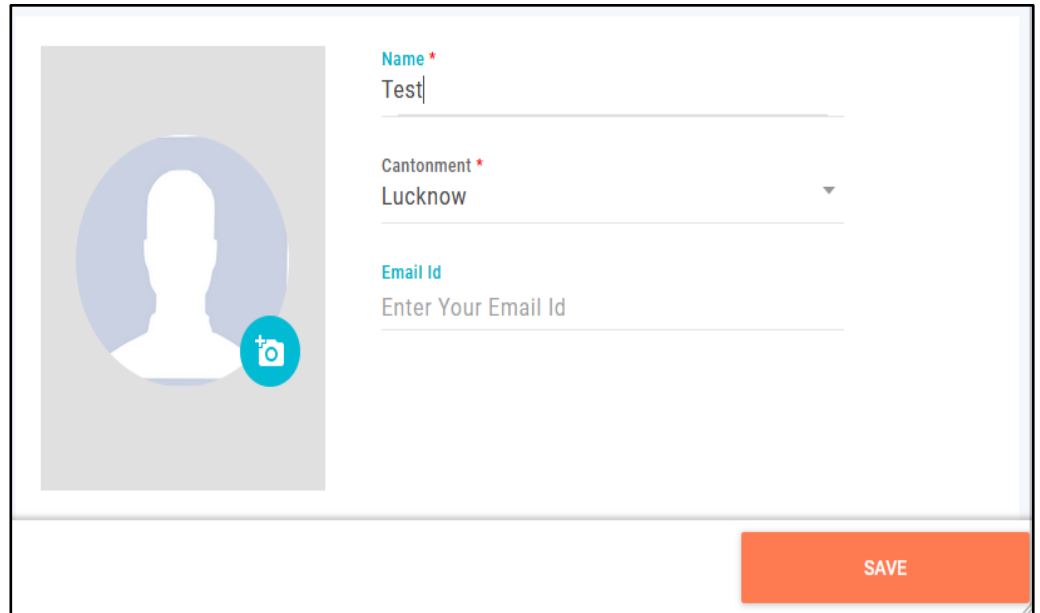
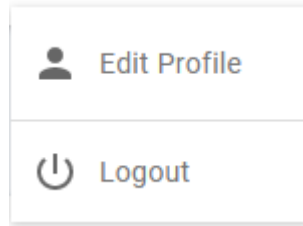
Follow the steps shown below to edit your profile. You can:

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

1.2.1 Enter/Update Name, Cantonment and Email ID



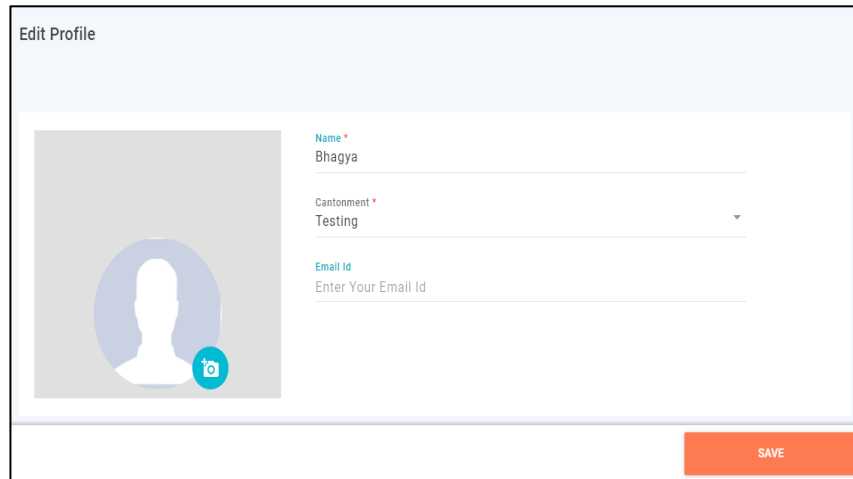
User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.



The 'Edit Profile' form contains a profile picture upload area on the left, which shows a placeholder image and a camera icon. To the right of the upload area are three input fields: 'Name' with a red asterisk, containing the text 'Test'; 'Cantonment' with a red asterisk and a dropdown arrow, containing the text 'Lucknow'; and 'Email Id' with a red asterisk, containing the placeholder text 'Enter Your Email Id'. At the bottom right of the form is an orange 'SAVE' button.

1.2.2 Update Profile Photo

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

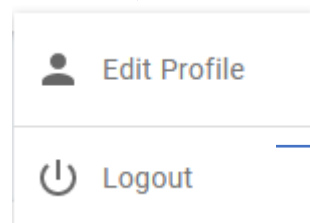


The 'Edit Profile' form contains the following fields:

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

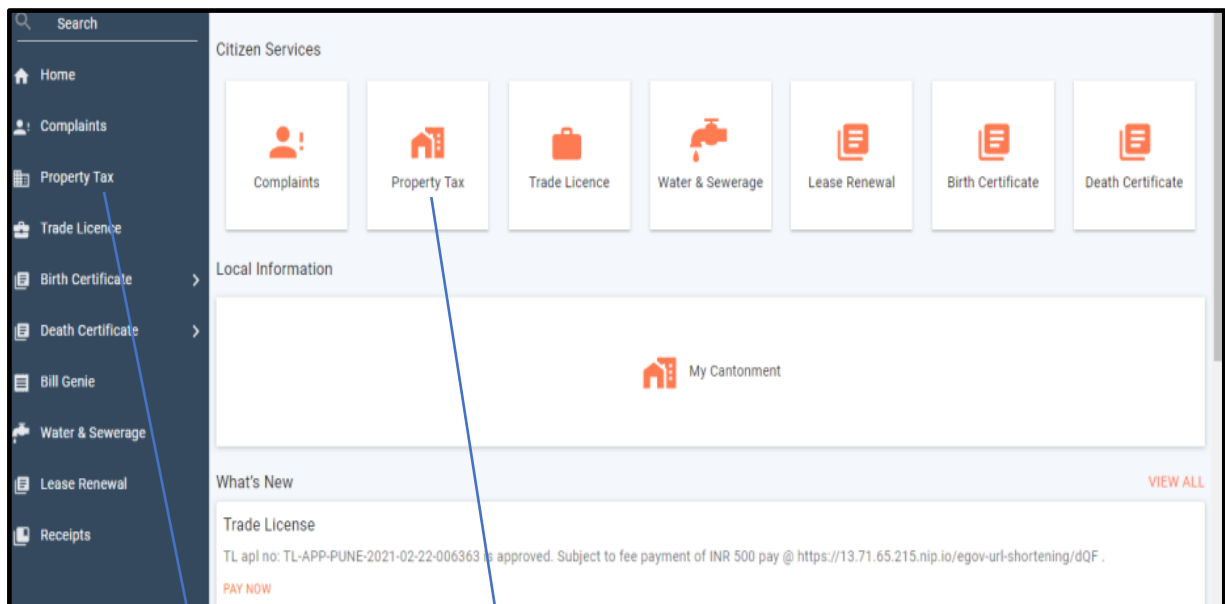
A camera icon is located at the bottom right of the profile picture placeholder. A red 'SAVE' button is at the bottom right of the form.

1.3 Logout



Click on "LOGOUT" to logout of the application

2. 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



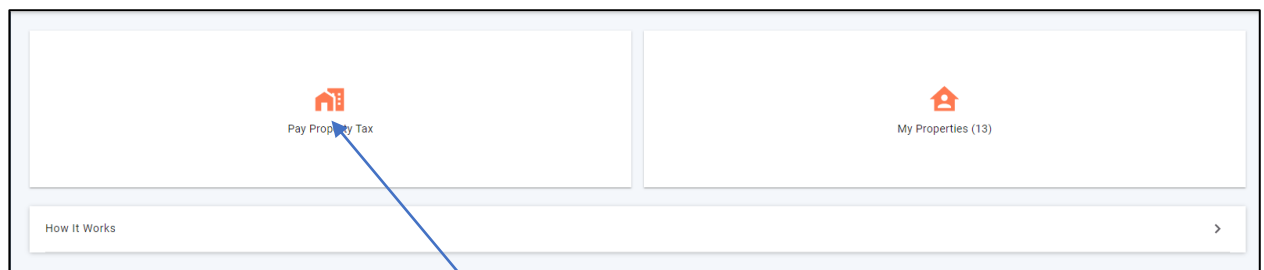
2.2 How it Works



click on “How It Works” to View the Help manual.

2.3 Pay Property Tax

2.3.1 Search Application



Click on “Pay Property Tax”, Property tax screen is displayed showing search options

Property Tax

Search Property

Search Application

Search Application

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

Application No:

Enter Application No.

Owner Mobile No.

+91 | Enter your mobile No.

Unique Property ID:

Enter Unique Property ID

RESET

SEARCH

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-2021-05-07-06376 76	New Property	TEST	102,ABODE,12J.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-2021-05-07-06376

DOWNLOAD | PRINT

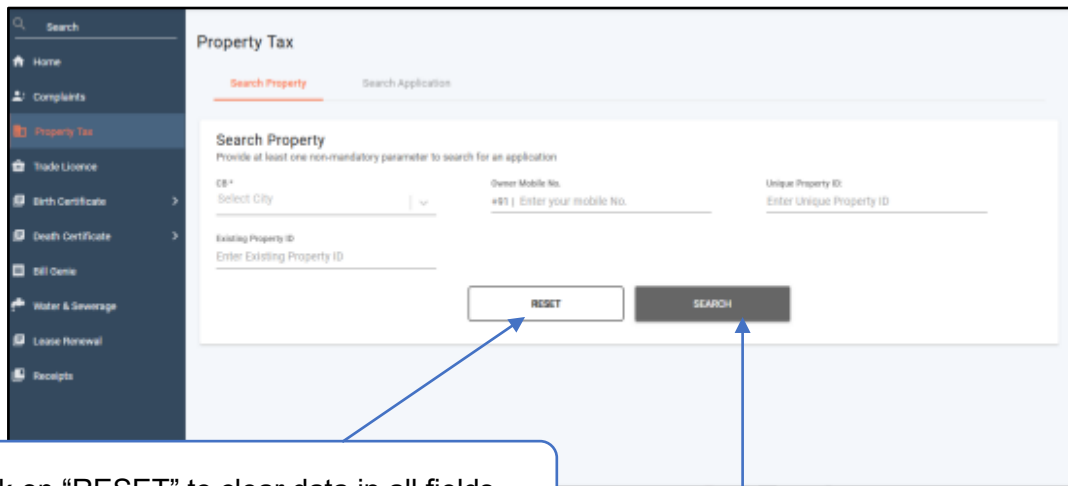
Total Amount Due ⓘ
Rs 1210

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



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-CH-MORA-2021-05-07-993 976	TEST	ABCD	-	102,ABCD,123,Lafipara - Ward No. 1, Maur	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-2021-05-07-999979

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	Mahalla	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

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

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

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, Lalitpara - 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

DOWNLOAD

PRINT

Total Amount Due

Rs 210

PAY

Property Address

City Morar	Property Location Inside Civil Area (Bazar Area)	Door/House No. 102	Building/Company Name ABCDE
Street Name 123	Mohalla PB_MORAR_REVENUE_LOC1	Pincode 560013	Existing Property ID NA

Property Details

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

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

DOWNLOAD

PRINT

Total Amount Due

Rs 210

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			

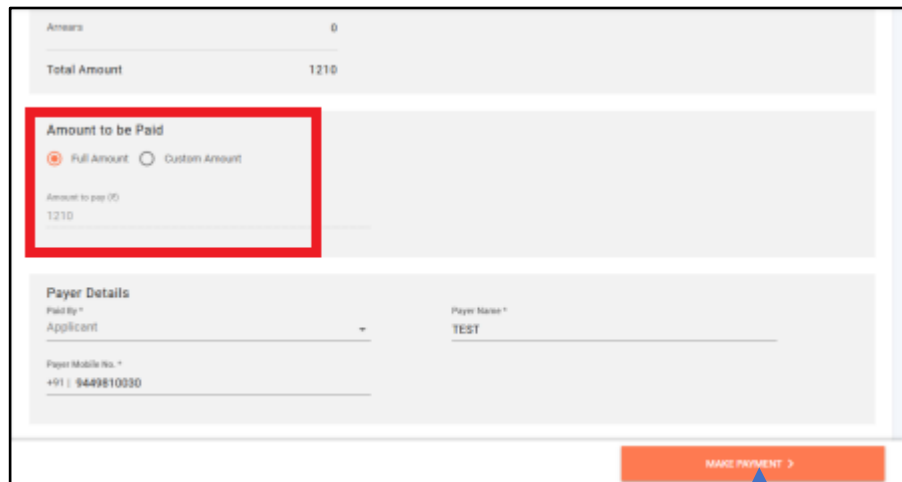
After Verifying the Total Amount Due, Click on PAY option, Payment Information Screen is

Payment Information

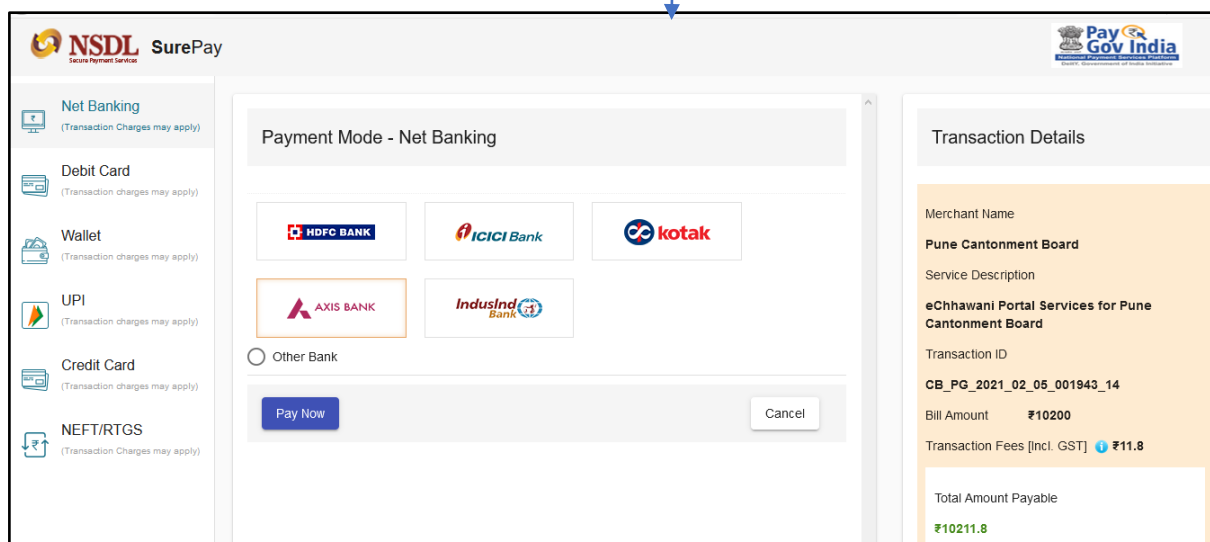
Unique Property ID PT-CB-MORA-2021-05-07-093976

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 Scavenging Tax	0	
Additional Water Tax	0	
Education Cess	0	
Drainage Tax	0	



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.

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

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.
PT/277296/2021-22/094276

DOWNLOAD PRINT

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	DOWNLOAD RECEIPT
Amount Paid	Rs 1000	
Payment Date	07-May-2021	
Bill No.	BILL-042503	
Bill Period	01-Apr-2021 to 31-Mar-2022	
Receipt No.	PT/277296/2021-22/093977	DOWNLOAD RECEIPT
Amount Paid	Rs 1000	
Payment Date	07-May-2021	
Bill No.	BILL-042502	
Bill Period	01-Apr-2021 to 31-Mar-2022	

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/27296/2022-22/09 8224	07/08/2022				
Received From	suma test test				
Payer Contact	7955695569				
Amount	220				
Amount in Words	Two Hundred and Ten Rupees Only				
Received on account of	PT-CS-MORA-2021-05-07-093976				
Mode of Receipt	Amount	Cheque No/Transaction ID	Bank Transaction No	Gs Receipt Date	Gs Receipt No
Online	220	CS_PG_2021_05_07_00255 2_23	pay_H7wx/qzYz2HKYj	NA	NA
Reference No./ Bill No.	Date of Bill	Receipt Head Details	Payable Amount	Amount Received	
BILL-042504	07/08/2022	Rebate	0	0	
BILL-042504	07/08/2022	Interest	0	0	
BILL-042504	07/08/2022	Penalty	0	0	
BILL-042504	07/08/2022	House Tax	220	220	
BILL-042504	07/08/2022	Water Tax	0	0	
BILL-042504	07/08/2022	Conservancy and Scavenging Tax	0	0	
BILL-042504	07/08/2022	Lighting And Drainage Tax	0	0	
BILL-042504	07/08/2022	Education Tax	0	0	
BILL-042504	07/08/2022	Consolidated Property Tax	0	0	
BILL-042504	07/08/2022	Sanitary Cess	0	0	
BILL-042504	07/08/2022	Education Cess	0	0	
BILL-042504	07/08/2022	Additional Water Tax	0	0	
BILL-042504	07/08/2022	Drainage 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	Coordinate'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 Morar	Property Location Inside Civil Area (Bazar Area)	Door/House No. 102	Building/Company Name ABCDE
Street Name 123	Mohalla Laltipara - Ward No. 1	Pincode 560013	Existing Property ID NA

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

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