

# **“e-Chhawani” Online Management of Cantonment Boards**



## ***Rent Collection*** **User Manual**

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## About this Manual

The purpose of this document is to help citizens to Pay Rent for the properties are taken on Lease.

The Rent Collection module allows the citizens to:

- a. **Search for Rental Property/Applications**
- b. **Online Payment for Rent**
- c. **Download/Print the Payment Receipt/Applications**

## 1. General Functions

### 1.1 Login into the Application

To login, please go to the following link:

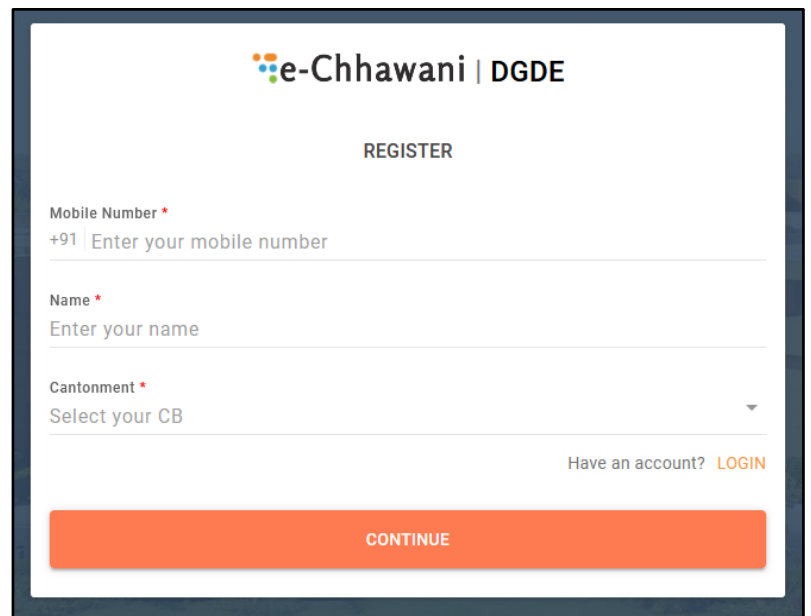
<https://echhawani.gov.in/citizen/>

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



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.

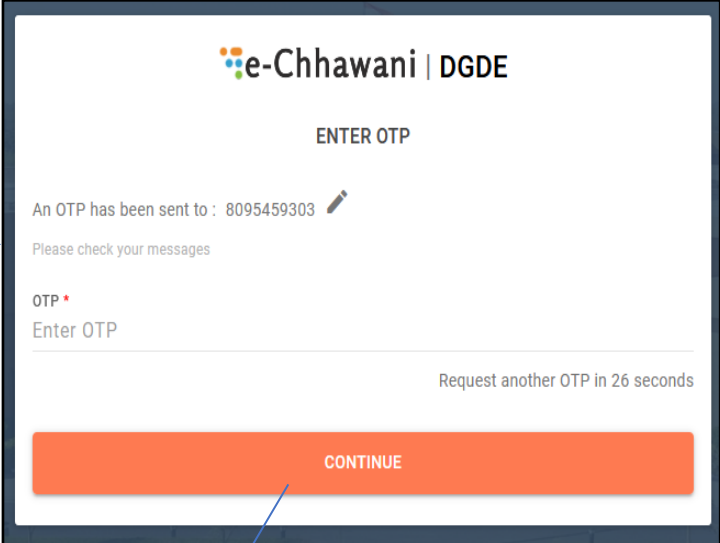
To Register,  
Enters Mobile Number, Name and selects  
his/her CB and click on **Continue**.



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.

Citizen Services

Complaints

Property Tax

Trade Licence

Water & Sewerage

Lease Renewal

Birth Certificate

Death Certificate

Building Plan Approval

Community Hall Booking

Water Tanker booking

Challan System

Rent

Local Information

My Cantonment

What's New

Challan  
Challan No: CH-CB-ALLA-2021-004662 for Pay & Use Toilets Charges INR 80 generated. Pay @ <https://echh-dev.in/egov-url-shortening/dvUb> .  
[PAY NOW](#)  
4 months ago

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**.



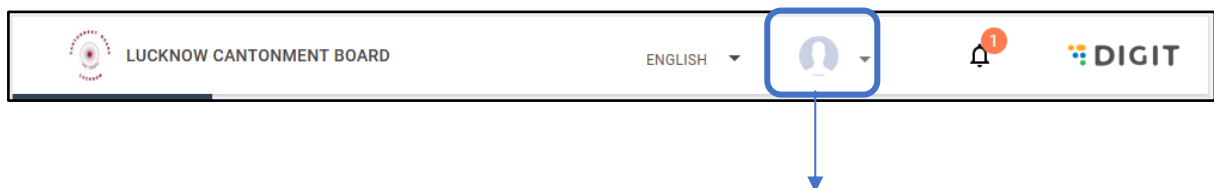
On login, the homepage will be displayed on the citizen screen.

## 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

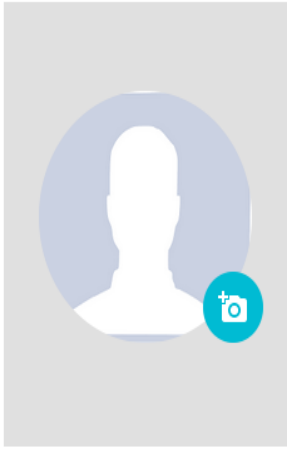
### 1.2.1 Enter/Update Name, Cantonment and Email ID



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

 Edit Profile

 Logout



Name \*

Test

Cantonment \*

Lucknow

Email Id

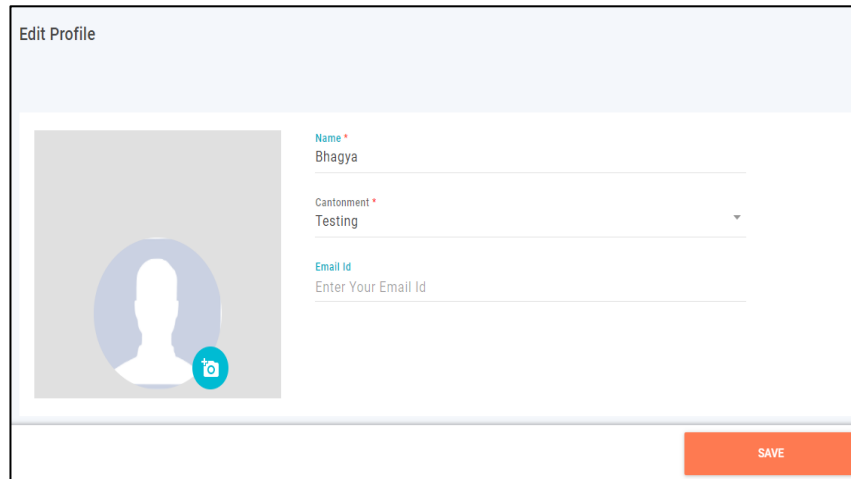
Enter Your Email Id

SAVE



### 1.2.2 Update Profile Photo

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



Edit Profile

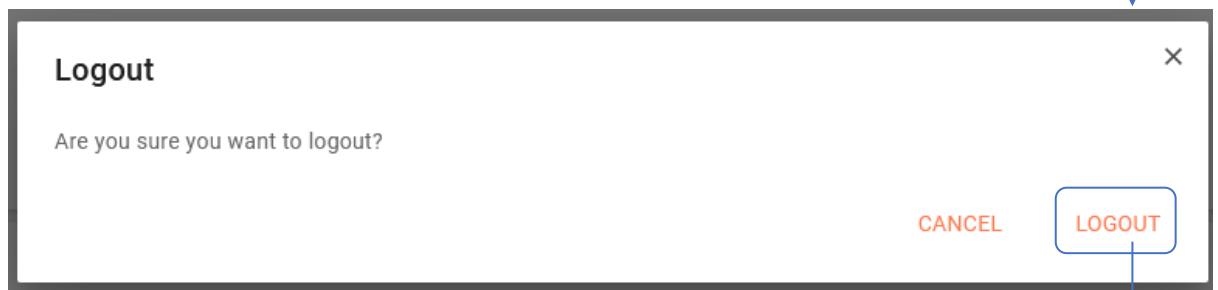
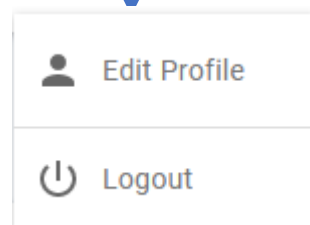
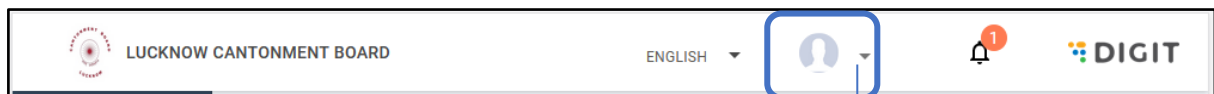
**Name \***  
Bhagya

**Cantonment \***  
Testing

**Email Id**  
Enter Your Email Id

SAVE

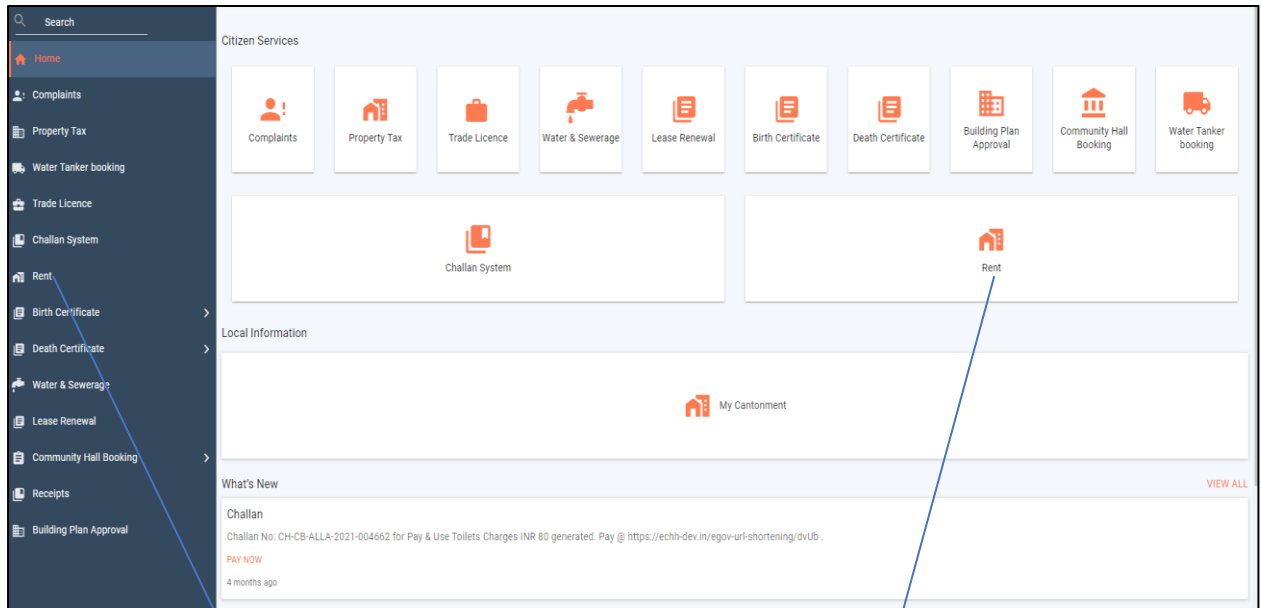
### 1.3 Logout



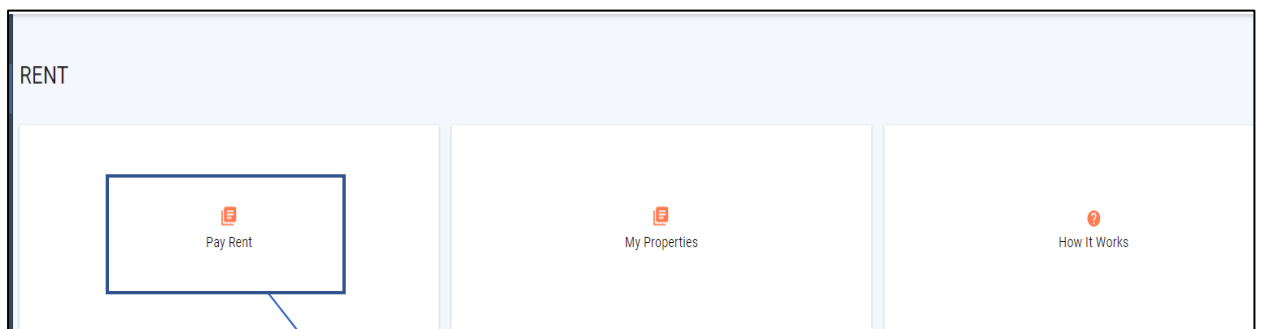
Click on "LOGOUT" to logout of the application

## 2. Pay Rent

### 2.1 Search Rental Application



Click on "Rent" to proceed.



Click on "Pay Rent" to proceed.

## Rent

Search Rental Property

Search Rental Application

### Search Rental Application

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

CB \*  
Testing

Lessee Mobile No.  
+91 | Enter Mobile No.

Application Number  
Enter Application Number

Rent ID  
Enter Rent ID

Lessee Name  
Enter Tenant Name

RESET

SEARCH

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

Select the CB, Enter Lessee Mobile Number/Application Number / Lessee name /Rent Id  
Click on "**SEARCH**" to view the Details. **Application search results is displayed**

## Rent

Search Rental Property

Search Rental Application

### Search Rental Application

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

CB \*  
Testing

Lessee Mobile No.  
+91 | 9449810030

Application Number  
Enter Application Number

Rent ID  
Enter Rent ID

Lessee Name  
Enter Tenant Name

RESET

SEARCH

Search Results for Properties (1)

🔍 🖨️ ☰

Application Number	Lessee Name	Lessee Mobile No.	Mohalla	Status
RENT-TEST-2022-03-01-000980	Bhagya	9449810030	Testing Mohalla	In Workflow

Rows per page: 10 1-1 of 1 < >

## 2.2 Search Rental Property

Rent

**Search Rental Property** Search Rental Application

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

CB \*  
Testing

Lessee Mobile No.  
+91 | Enter Mobile No.

Rent ID  
Enter Rent ID

Lessee Name  
Enter Tenant Name

RESET SEARCH

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

Select the CB, Enter Mobile Number/Rent Id / Lessee name  
Click on "**SEARCH**" to view the Details.

Rent

**Search Rental Property** Search Rental Application

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

CB \*  
Testing

Lessee Mobile No.  
+91 | 9449810030

Rent ID  
Enter Rent ID

Lessee Name  
Enter Tenant Name

RESET SEARCH

Search Results for Properties (1)

Rent ID	Lessee Name	Lessee Mobile No.	Mohalla	Action
RENT-CB-TEST-2022-000830	Bhagya	9449810030	Testing Mohalla	Pay

Rows per page: 10 1 of 1

Click on Pay to proceed with Rent Payment

## 2.3 Pay Rent

Rent

Search Rental Property
Search Rental Application

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

CB \*
Testing

Lessee Mobile No.
+91 | 9449810030

Rent ID
Enter Rent ID

Lessee Name
Enter Tenant Name

RESET
SEARCH

Search Results for Properties (1)

Rent ID	Lessee Name	Lessee Mobile No.	Mohalla	Action
RENT-CB-TEST-2022-000051	Bhagya	9449810030	Testing Mohalla	Pay

Rows per page: 10
1-1 of 1

Click on Pay to proceed with Rent Payment

Rent details is displayed

Rent ID: RENT-CB-TEST-2022-000051

DOWNLOAD
PRINT
RENT BILL

Rent Details

SGST	24
Other	20
Security Deposit	100
Maintenance/ Sanitation Charges	200
Rental Fee/ License Fee/ Lease Rent/ Damage Charge	100
Round Off	0.4
Online discount	-6.4
CGST	24
Total Amount	462

Total Amount  
₹ 462  
Not Paid

Note Discount is applicable only for online payment

Click on  
DOWNLOAD /PRINT  
button to download or  
print the Rent bill

**Property Details**  
 CB Name  
Testing  
 Mohalla  
Testing Mohalla  
 Pincode  
560097  
 Penalty (Rs per day / Percentage)  
100

Shop Name  
Coffee  
 Shop No.  
123  
 Bill Type  
Rental Fee  
 GSTIN

Lessee Name  
Bhagya  
 Building Name  
TEST  
 Other Bill Type  
NA

Lessee Mobile No.  
9449810030  
 Street Name  
Basavasamithi Layout  
 Penalty Type  
Fixed Charge

**Documents**  

Aadhar Card  
Document - 1  
VIEW

Rental Agreement  
Document - 2  
VIEW

Application History

Payment History

PAY

Click on PAY button

Payment Information Screen is displayed

**Payment Information**
Consumer Code RENT-CB-TEST-2022-000051

**Payment Collection Details**

Fee Estimate		Total Amount
SGST	24	₹ 462.00
Other	20	
Security Deposit	100	
Maintenance/ Sanitation Charges	200	
Rental Fee/ License Fee/ Lease Rent/ Damage Charge	100	
Round Off	0.4	
Online discount	-6.4	
CGST	24	
<b>Total Amount</b>	<b>462.00</b>	

**Payer Details**  
 Paid By \*  
 Applicant  
 Payer Mobile No. \*  
 +91 | 9449810030  
 Payer Name \*  
 Bhagya

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.

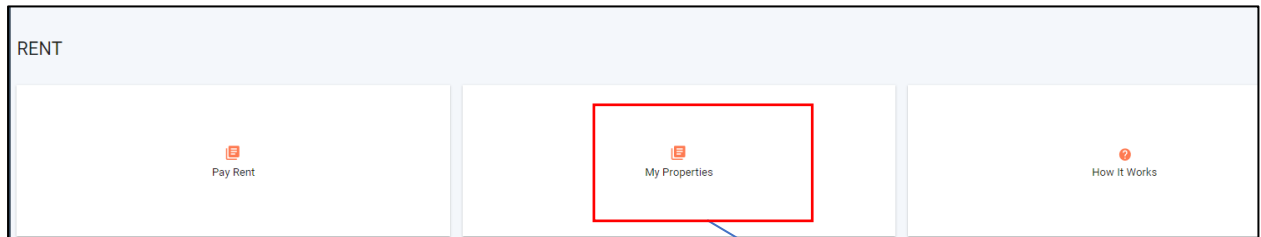
The screenshot shows the NSDL SurePay payment gateway. On the left is a sidebar with payment methods: Net Banking, Debit Card, Wallet, UPI, Credit Card, and NEFT/RTGS. The main area is titled 'Payment Mode - Net Banking' and displays logos for HDFC BANK, ICICI Bank, Kotak, AXIS BANK, and IndusInd Bank. Below these is an 'Other Bank' option and 'Pay Now' and 'Cancel' buttons. On the right, the 'Transaction Details' section shows: Merchant Name (Cantonment Board Agra), Service Description (eChhawani Portal Services for Agra Cantonment Board), Transaction ID (CB\_PG\_2020\_09\_14\_000985\_12), Bill Amount (₹1800), Transaction Fees (₹11.8), and Total Amount Payable (₹1811.8).

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

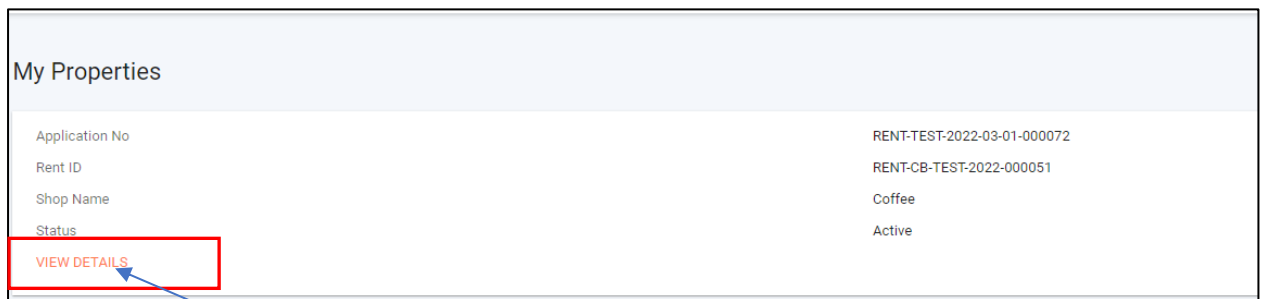
The acknowledgement screen shows 'Payment Information' with 'Consumer Code RENT-CB-TEST-2022-000051'. A green checkmark icon is next to the text 'Payment has been paid successfully!'. Below this, it states 'A notification regarding Payment Collection has been sent to the registered Mobile No. of the user/owner.' On the right, there are 'DOWNLOAD' and 'PRINT' buttons. Below these, the 'Payment Receipt No.' is displayed as 'RENT/CB/TEST/2021-22/235823'.

Click here to download/print  
Payment Receipt

## 2.4 My Properties

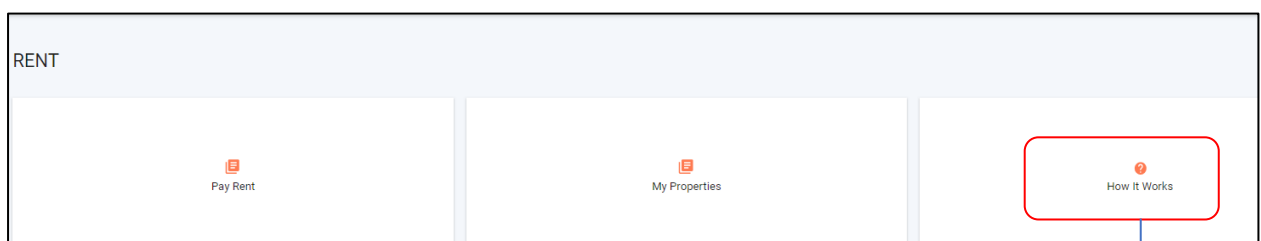


The List of Rent Properties will be displayed



Click on "VIEW DETAILS" to view the details of Rent.

## 2.5 How It Works



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