



# "e-Chhawani" Online Management of Cantonment Boards

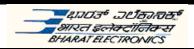


# Trade License

**User Manual** 

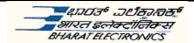






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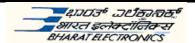
### **About this Manual**

The purpose of this maual is to give an overview of the Trade License System (TLS). The Trade License product provides a digital interface, allowing citizens to apply for the Trade License and subsequent online payment of application and license fee. The citizen can also download the payment receipt and the TL Certificate thereby ensuring hassle-free and user-friendly process.

The TLS allows the citizens to:

- a. Apply for New Trade License
- b. Complete the Payment for Application and Trade License
- c. Keep a track of the status of the Trade License
- d. Download Application/Trade License /receipts of TL
- e. Auto Renewal of Trade License

This manual covers up the various features of TL and every feature is defined with a screenshot for user assistance.



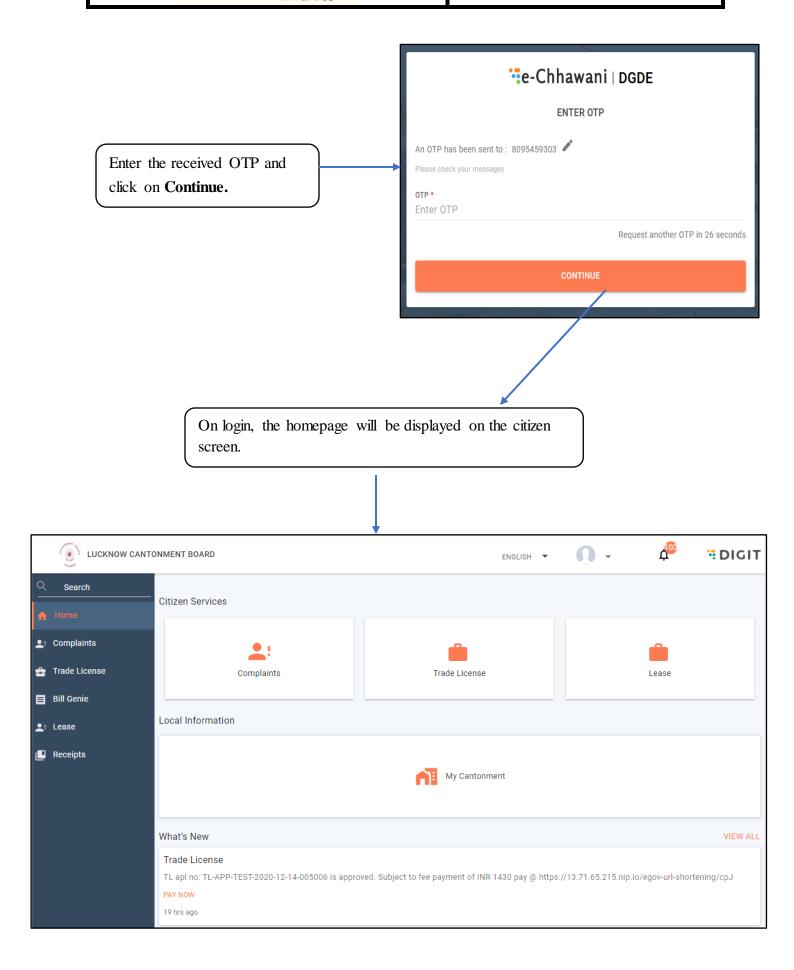
# 1. General Functions

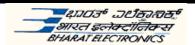
# 1.1 Login into the Application

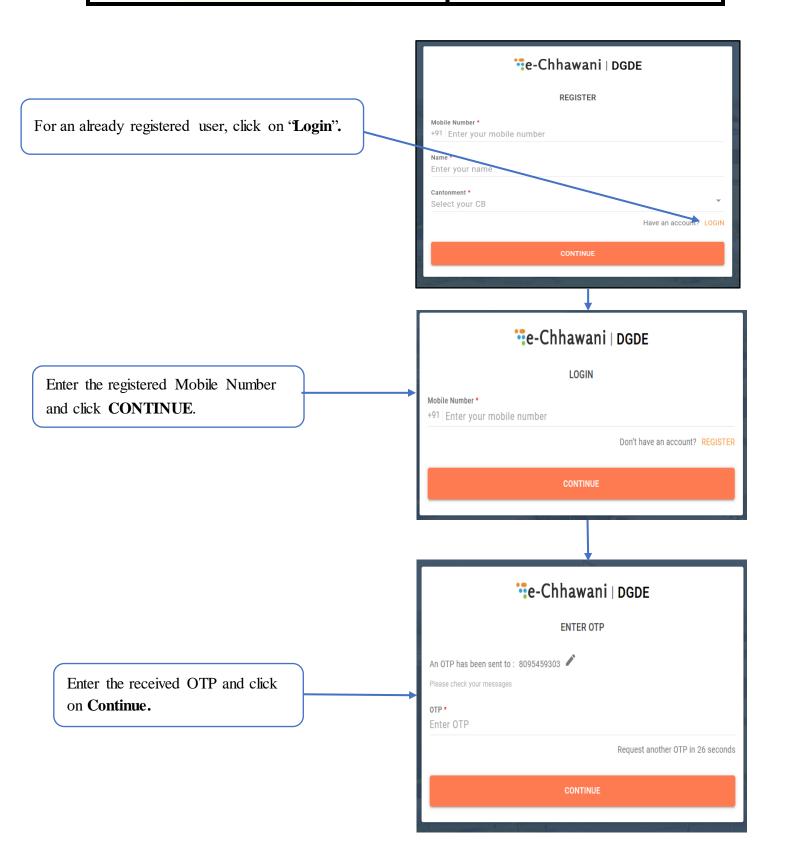
To login, please go to the following link: <a href="https://echhawani.gov.in/citizen/">https://echhawani.gov.in/citizen/</a>

e-Chhawani | DGDE The citizen lands on the following page. Select the language of choice and click English । हिंदी on Continue. re-Chhawani | DGDE REGISTER Mobile Number \* +91 Enter your mobile number To Register, Enters Mobile Number, Name and selects Enter your name his/her CB and click on Continue. Cantonment \* Select your CB Have an account? LOGIN An OTP will be sent to the entered Mobile Number.

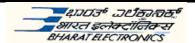








On login, the homepage will be displayed on the citizen screen.

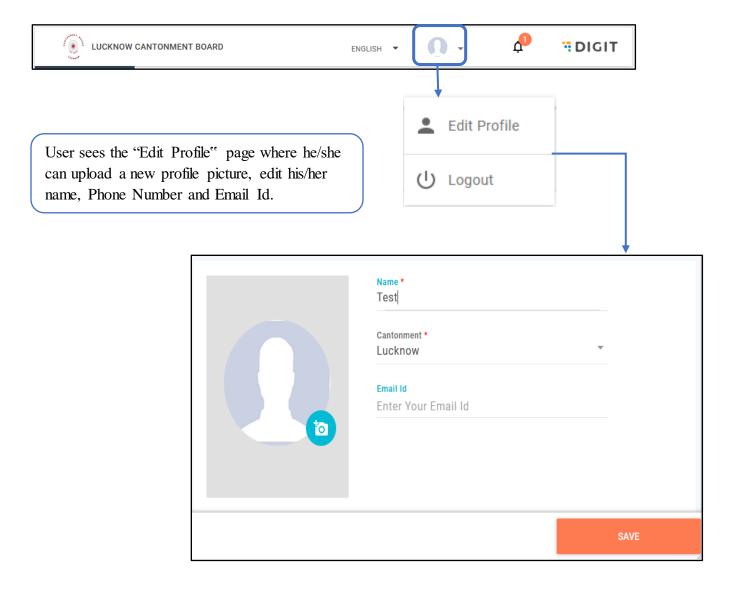


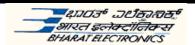
# 1.2 Editing the Profile

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

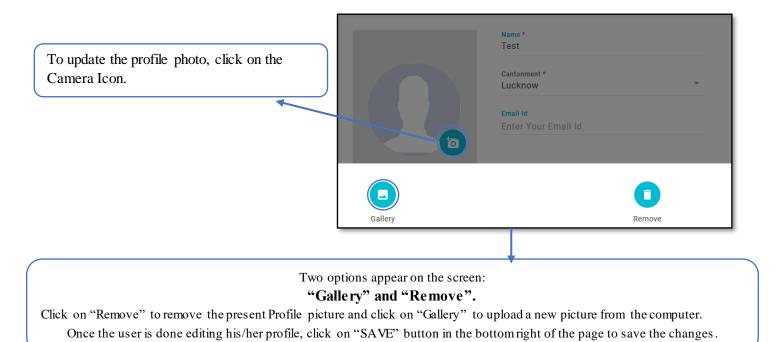
- a) Enter/Update Name, Cantonment and Email ID
- b) Upload Profile Photo

# 1.2.1 Enter/Update Name, Cantonment and Email ID

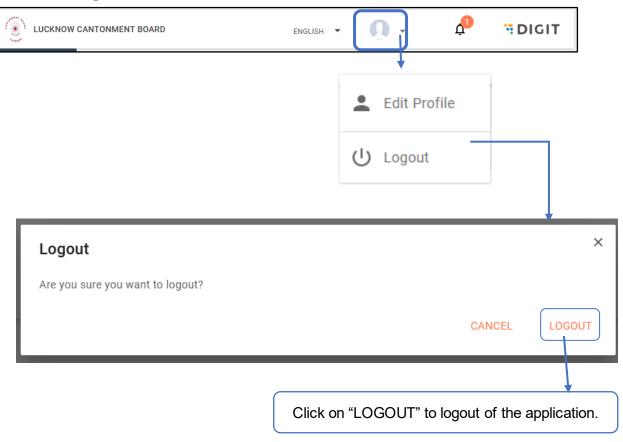


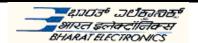


# 1.2.2 Update Profile Photo



# 1.3 Logout

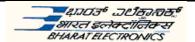


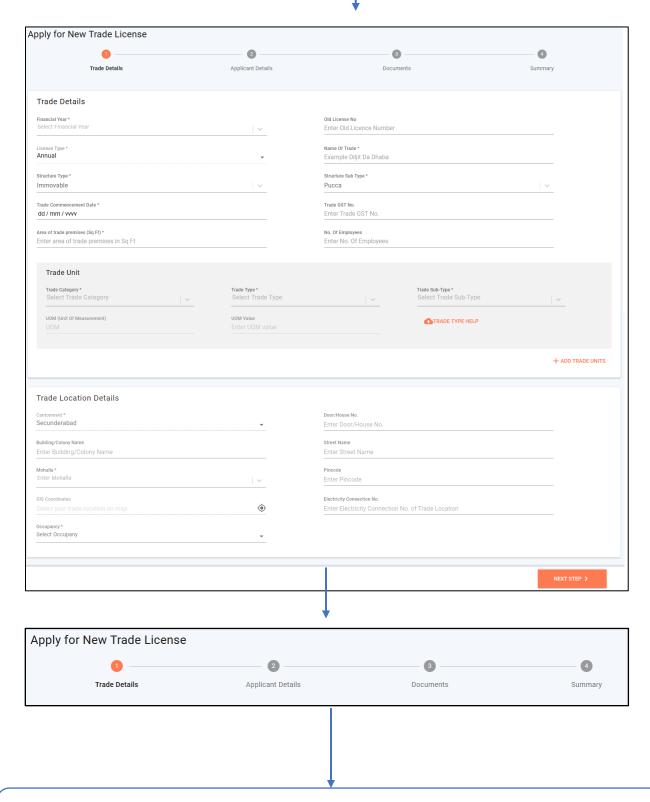


# 2. Trade License

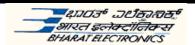
# 2.1 Apply for TL







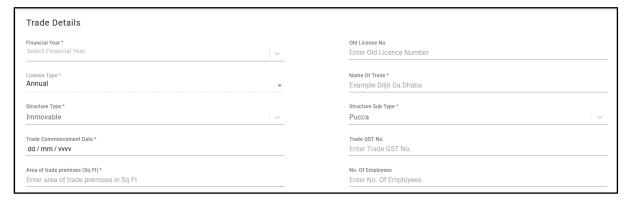
On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on "Trade Details" section.



Following are the sub sections in Trade Details:

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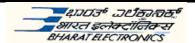
### 2.1.1 Trade Details



### Following are the fields in the Trade Details Subsection

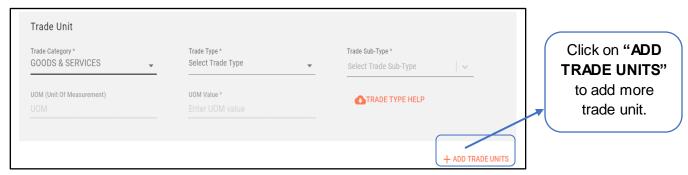
Financial Year*	Select the financial year for which the
	License is applied for.
License Type*	The Application Type as:
	Annual
Old License No	Enter the old License number (if
	available)
Name of the Trade*	Enter the name of the trade
Structure Type*	The Structure Type, Immovable is pre-
	selected from the drop down.
Structure Sub Type*	The Structure Subtype 'Pucca' is pre-
	selected from the drop down.
Trade Commencement Date*	Specifies the date from which the trade is
	operating. Here Citizen can also input the
	future date within a financial year.
Trade GST No	Requires inputting the GST No related
	with the Trade.
Operation Area (Sq Ft) *	Requires inputting the operational area of
	the premises/property where trade is
	conducted.
No of Employees	No. of employees employed in trade for
	which the license is applied.

Please Note: When the user clicks on the label of the trade, the colour of the label changes to orange, specifying that action is taken on that label.



### 2.1.2 Trade Unit

Following is screen for the Trade Unit Sub-section



Following are the fields in Trade Unit -section

Trade Category*	Select the appropriate category related with the Trade from the drop down.
Trade Type*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category.
Trade Sub Type*	The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.

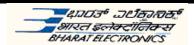
**NOTE:** UOM & UOM Value are mandatory only for the cantonment where fee will be calculated based on unit of measurement.

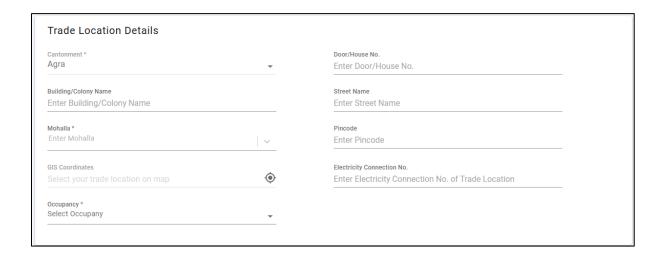


If you want help to check various trade type and its subtype available, clicks on "TRADE TYPE HELP". The trade master document gets downloaded.

### 2.1.3 Trade Location







Following are the fields in Trade Location Details Section:

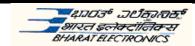
Cantonment *	Select the Cantonment name
Door/House No.	Enter the Door/House No.
Building/Colony Name	Enter the Building/Colony Name.
Street Name	Enter the Building/Colony Name.
Mohalla *	Select appropriate ward and locality name
Pin code	Enter appropriate pin code
GIS Coordinates	Select a location from the map
Electricity Connection	Enter appropriate Electricity Connection No. for the
No.	Property
Occupancy Type	Select Occupancy type as either 'Rented' or 'Self Occupied'

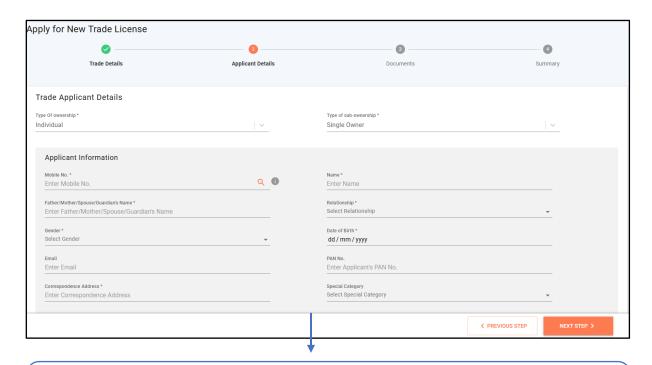
<sup>\*</sup>Mandatory Fields

After finalizing the details, click on "NEXT STEP" and user will be redirected to "Owner Details" screen.

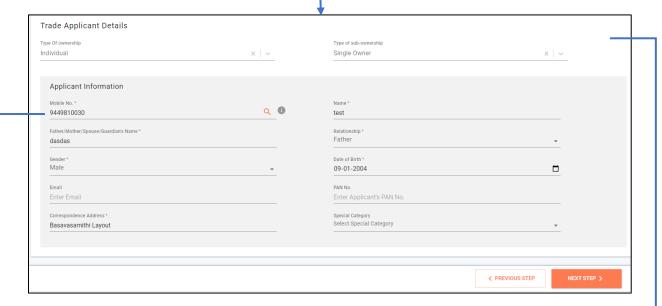
NEXT STEP >

# 2.1.4 Trade Applicant





Once the Trade Details are entered, the Citizens will be escalated to the "Trade Owner Details" Screen. Here the Citizen will enter the details about the owner/owners who are related in the Trade.



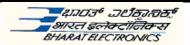
Following are the fields in Trade Owner Details Sub -section:

Type of Ownership*		Select the appropriate type of ownership related to the trade for which the license is being applied.
Type Sub-ownership*	of	Select the appropriate type of sub-ownership related to the trade for which the license is being applied.

\*Mandatory Fields

Enter the details about the owner/owners who are related in trade

Mobile Number\* Enter the mobile number of the primary owner.



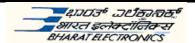
Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/ Husband name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter Date of birth of the owner.
Email	Enter trade owner email id
PAN No	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached in.
Special Owner Category	Select Special Owner Category from the drop down

+ ADD APPLICANT

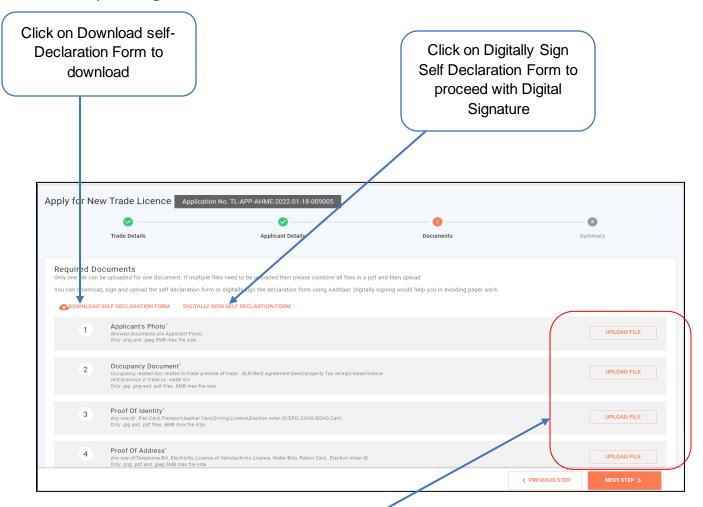
If "multiple owner" option is selected in "Type of sub-ownership" field then add the multiple owner's detail by clicking on "ADD APPLICANT".

After finalizing the details, click on "NEXT STEP" and user will be redirected to "Documents" screen.

NEXT STEP >

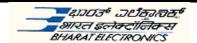


# 2.1.5 Uploading Documents

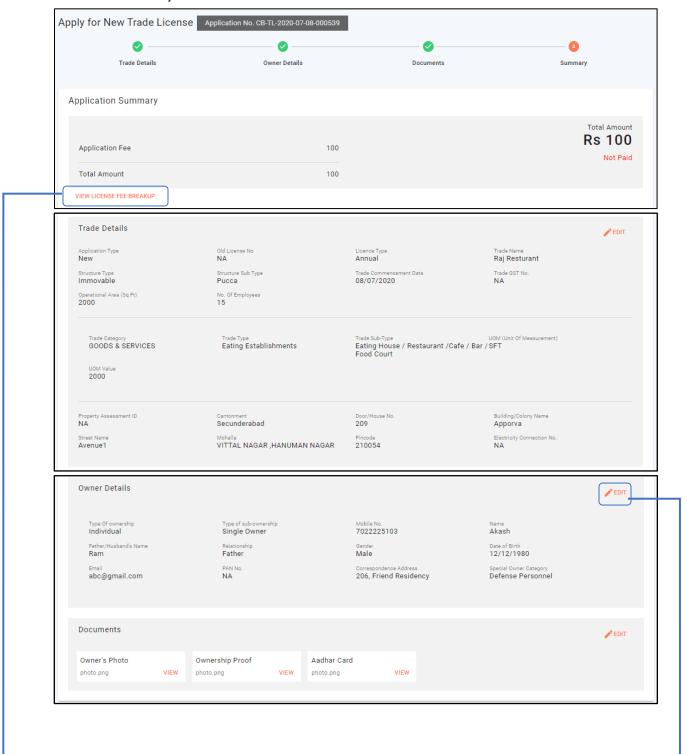


Select "UPLOAD FILE" option to upload the required documents.

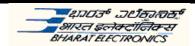
After uploading the documents, click on "NEXT STEP" your will be redirected to the "Summary" screen.

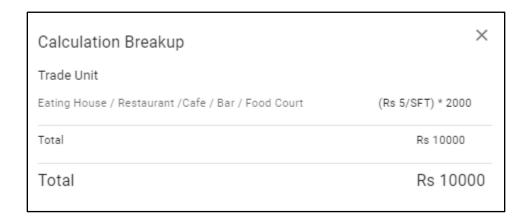


# 2.1.6 Summary

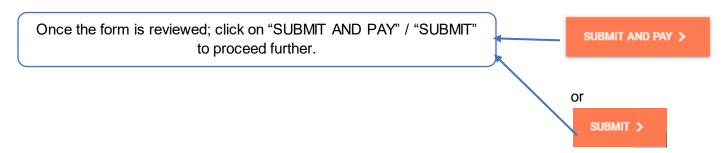


Click on "VIEW LICENSE FEE BREAKUP" option to view the fee details. Click on the Edit option in the section for which the details need to be edited.









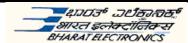
**NOTE:** "SUMBIT AND PAY" is only applicable and appears on screen for the Cantonment, where application fee is to be paid. For Cantonment Board, where in application fee is not applicable, they will get "SUBMIT" option to forward the application to next level for further processing.

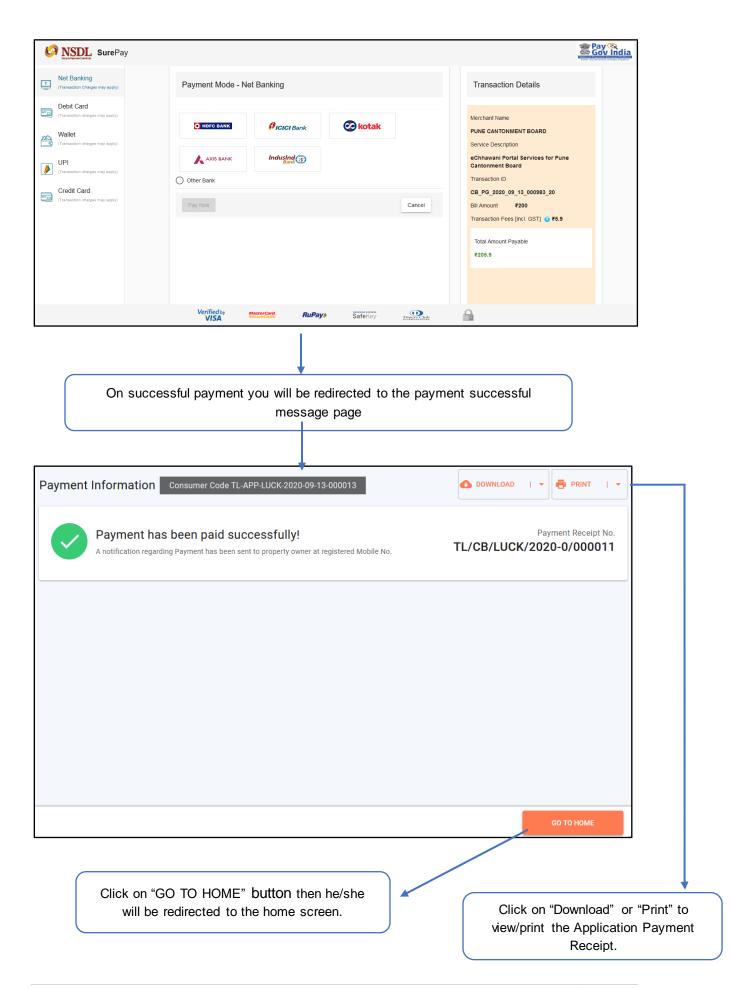
## 2.1.7 Payment of Application Fee

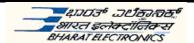
Once the citizen has clicked on to proceed the payment, following is the screen which will be displayed.





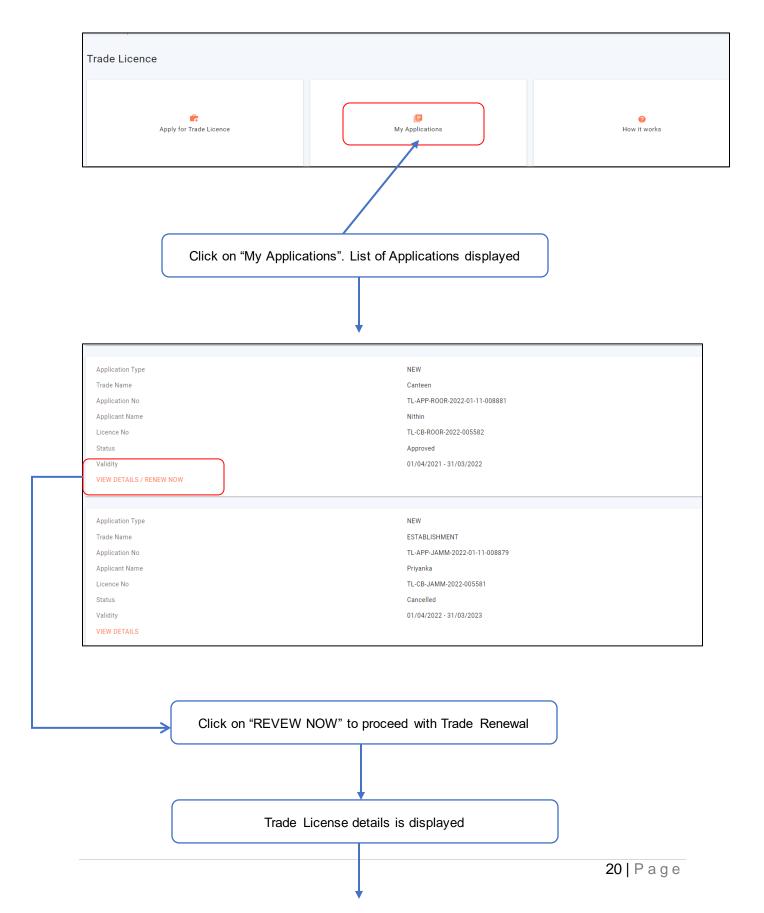


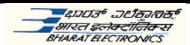


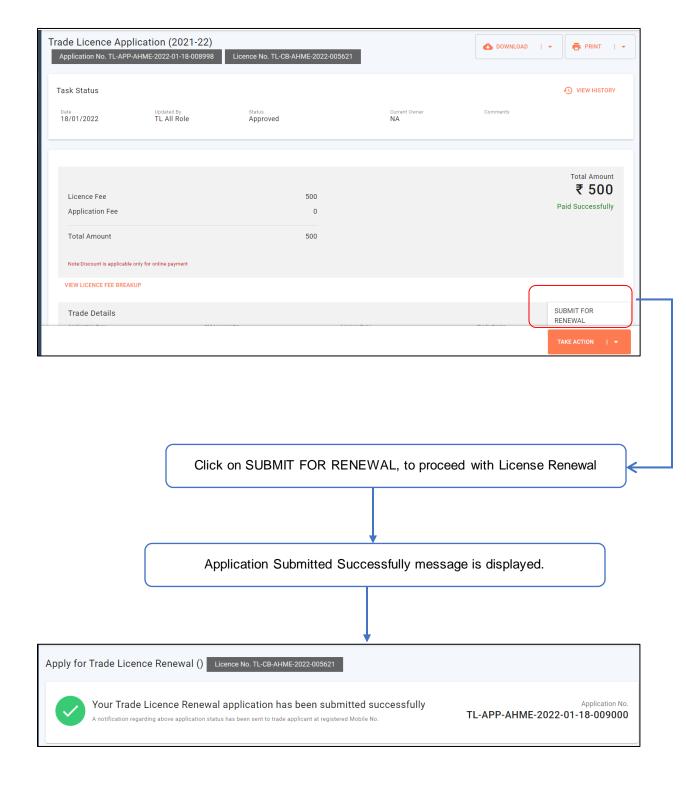


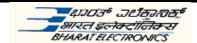
# 2.2 TRADE LICENCE RENEWAL

# 2.2.1 Apply for TL Renewal

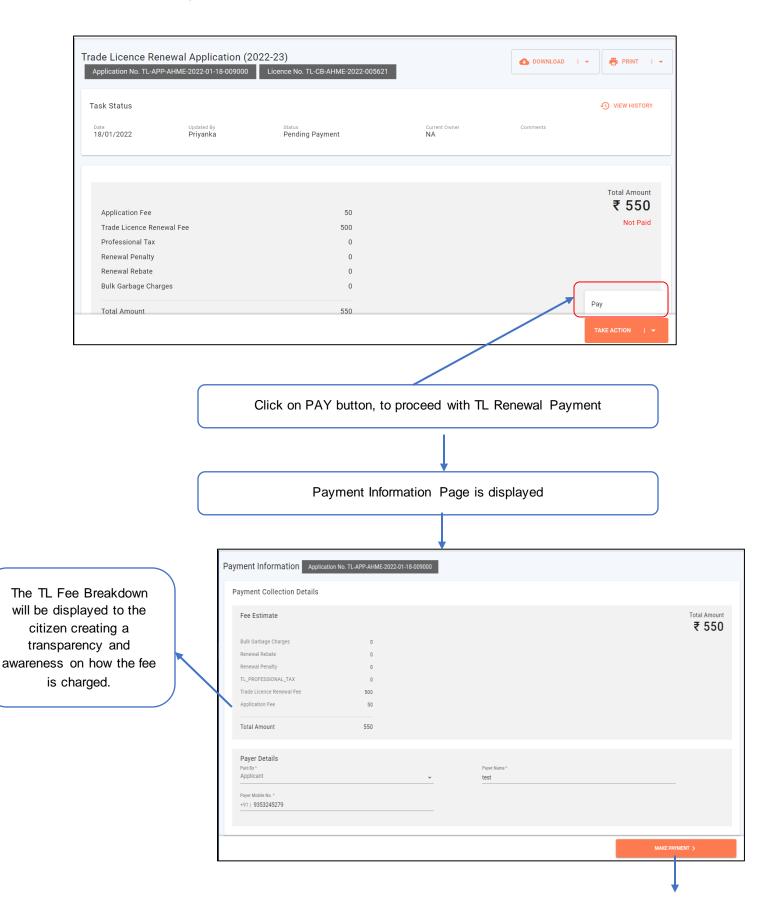


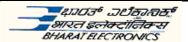




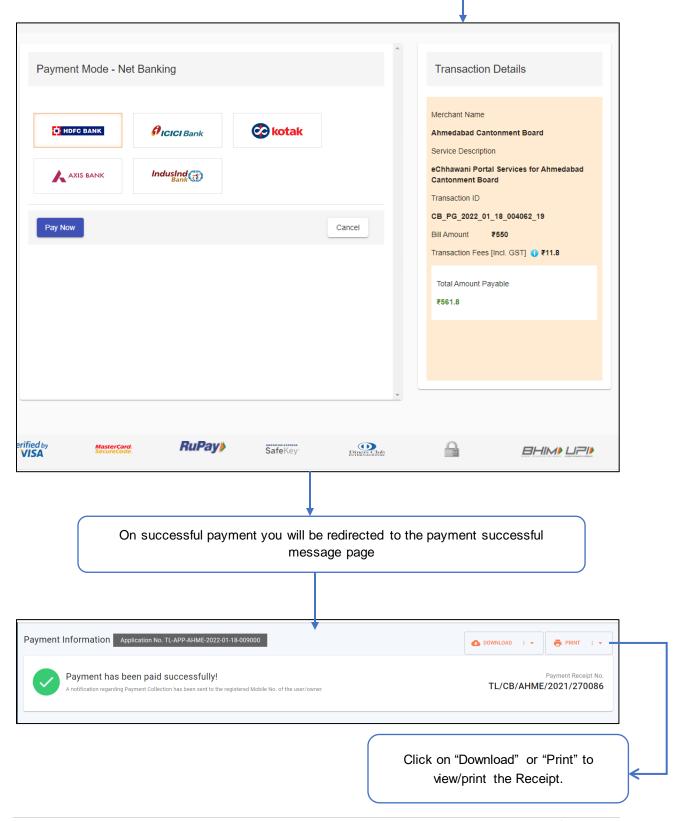


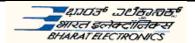
# 2.2.2 Payment for TL Renewal





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



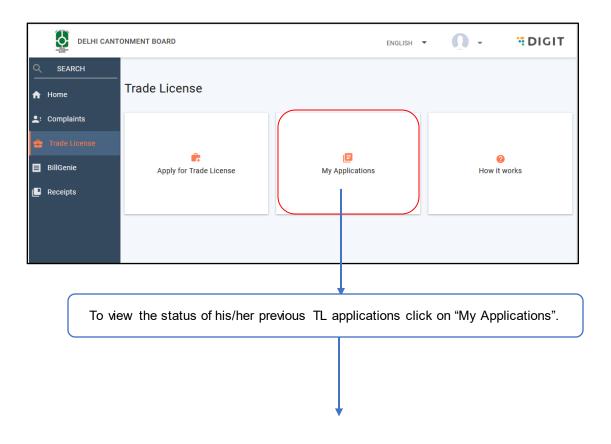


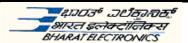
### Note:

- 1. For Trades under direct renewal, the system shall automatically renew the trade license after the citizen successfully makes the payment.
- 2. For Trades under Flow based renewal after the citizen successfully makes the payment, the application shall undergo document verification, filed inspection and approval process.
- 3. During Trade Renewal, the citizen or employee shall not be able to Edit the Application.

Direct Renewal (Trade Types)	Flow based Renewal (Trade Types)
VETERINARY TRADES	EATING ESTABLISHMENTS
OTHERS	M EDICAL ESTABLISHMENT
GENERAL	INFLAMMABLES
PRIVATE MARKETS	

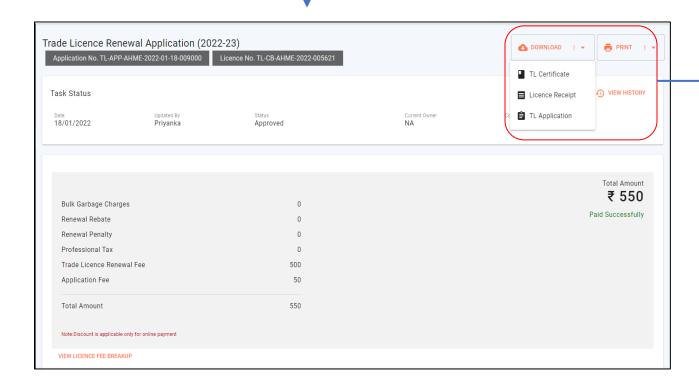
# 2.3 Download TL CERTIFICATE/RECEIPT/APPLICATION



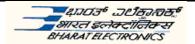




Click "View Details", to view the summary of the application.



Click on "Download" or "Print" to view/print the TL Certificate/Receipt/Application.



# 2.4 How it works?

