"e-Chhawani"
Online Management of Cantonment Boards

Freehold Mutation

User Manual

Contents

About this Manual

The purpose of this document is to help citizens to apply for mutation of freehold properties.

The Freehold Mutation module allows the citizens to:

    a.   **Apply for Mutation of Freehold Properties.**

    b.   **Make the fee payment.**

    c.   **Download/Print the Payment Receipt/Applications.**

1. General Functions

1.1 Login into the Application
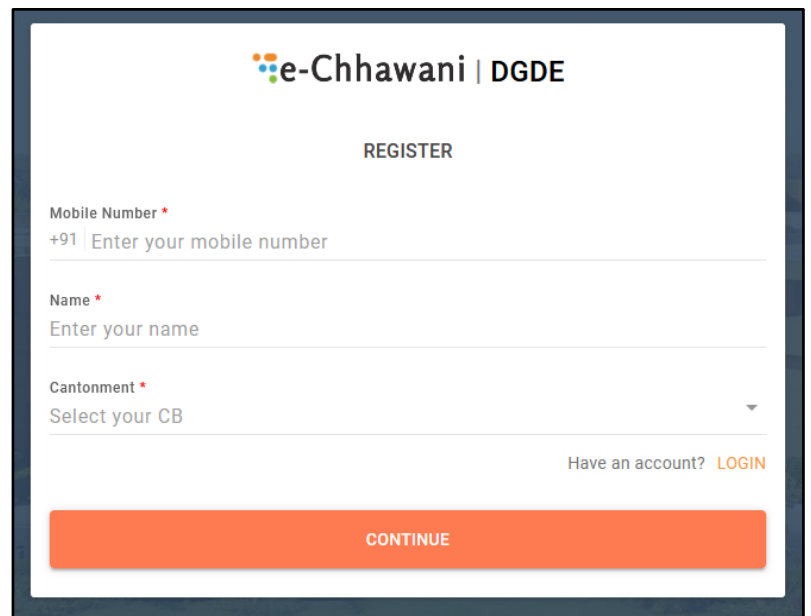
To login, please go to the following link:

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

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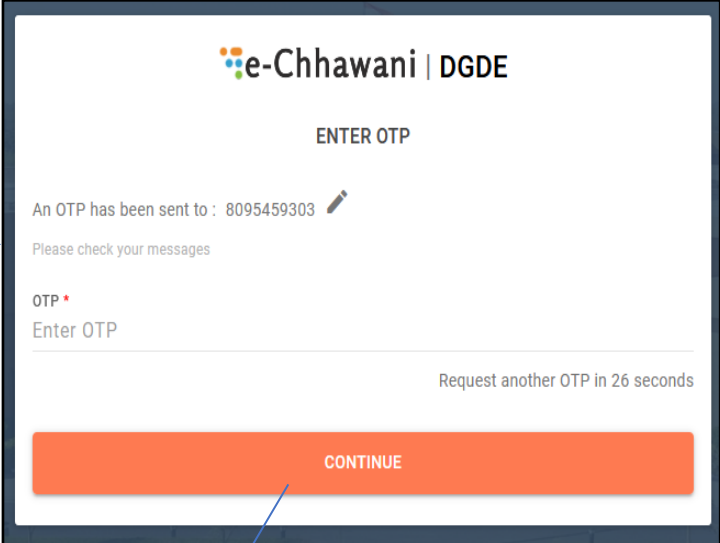
To Register,
Enters Mobile Number, Name and selects his/her CB and click on **Continue.**

An OTP will be sent to the entered Mobile Number.

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

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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.**

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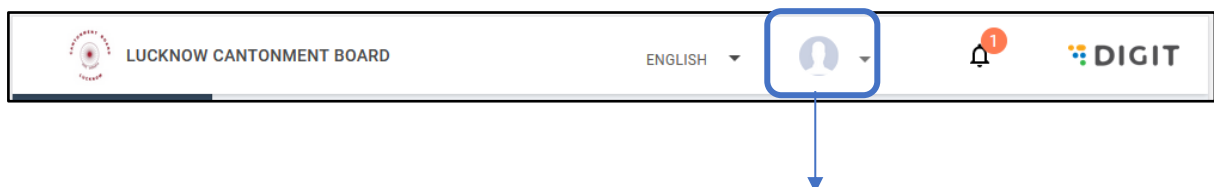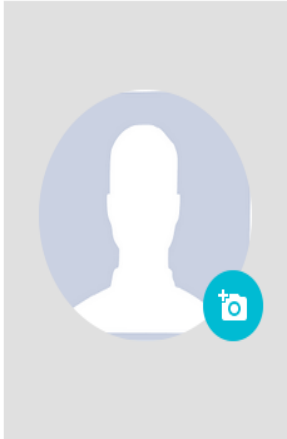
User sees the "Edit Profile" page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.
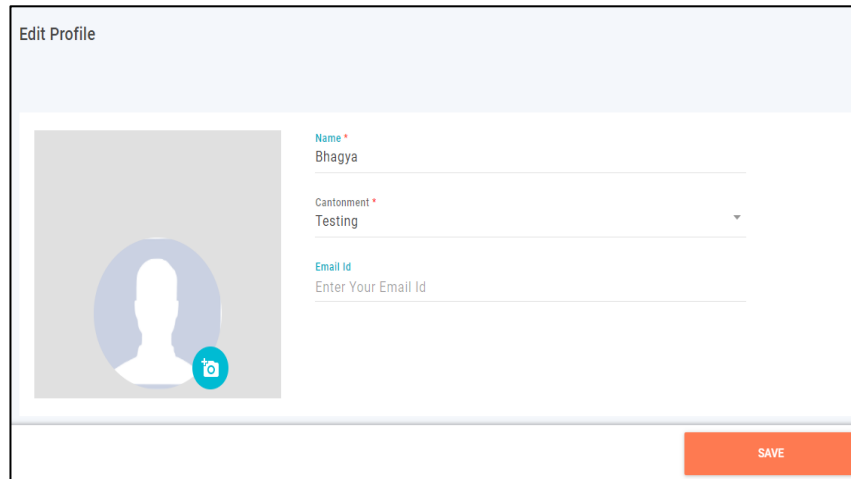
1.2.2   Update Profile Photo

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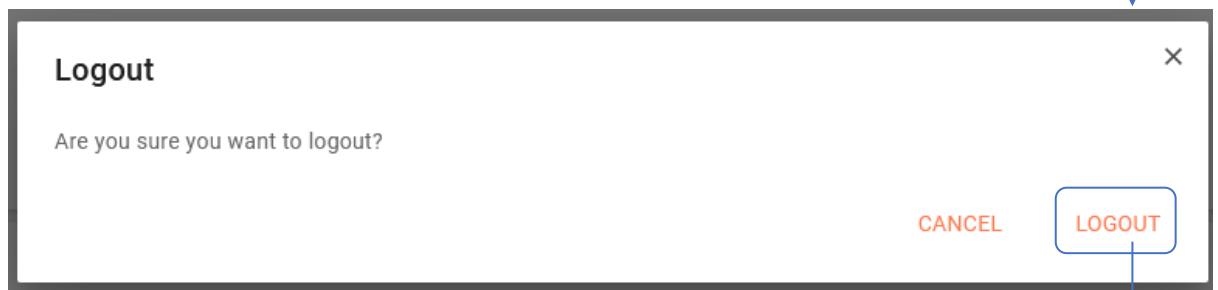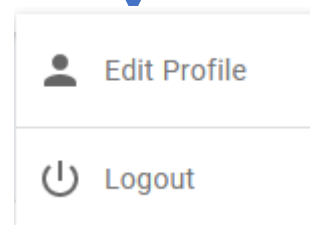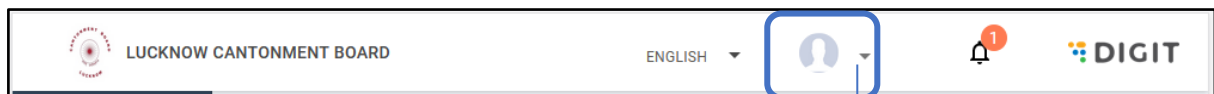
1.3   Logout

Click on "LOGOUT" to logout of the application

2. Apply for Mutation of Freehold Properties

2.1 Apply for Mutation
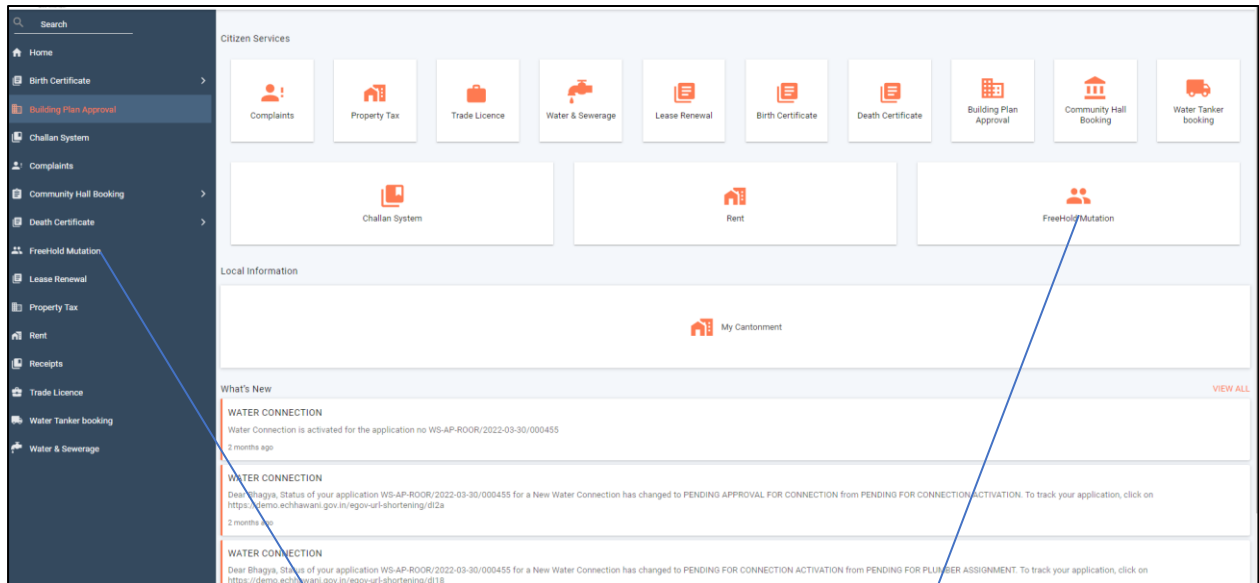
Click on "FreeHold Mutation" to
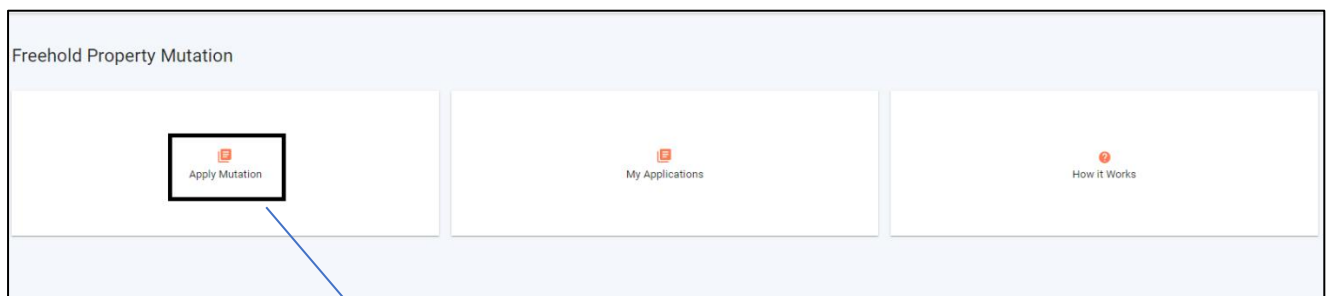
Click on "Apply Mutation" to proceed.

Verify the CB name, Select the Property Location (Inside Civil Area / Outside Civil Area): Survey No is displayed

Select the Survey No

Survey No details are displayed

Verify the Survey details , Select the Mode of Transfer and Click on NEXT

Property Owner details page is displayed
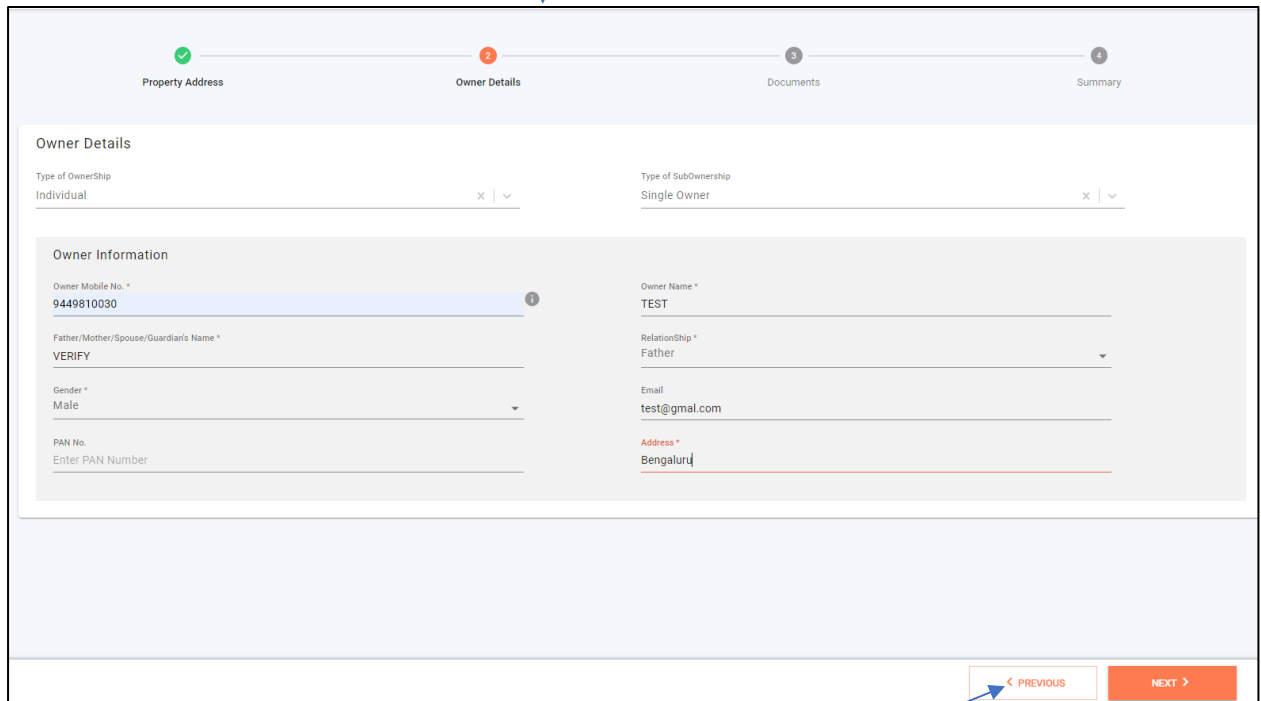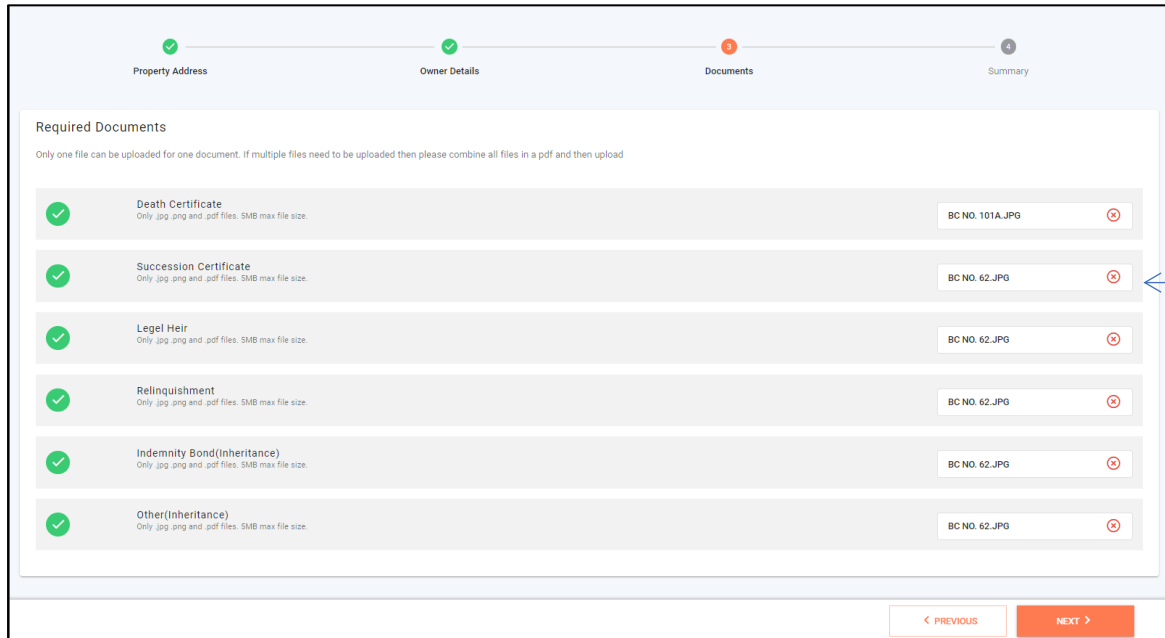
Enter Owner details:
Select Type of Ownership, type of Sub ownership, Enter owner Mobile* No,
Owner Name*, Father/Mother/Guardian Name*, Relationship *, Gender *,
Email ID , PAN No , Address*

Click on PREVIOUS button to go
to Owner details page
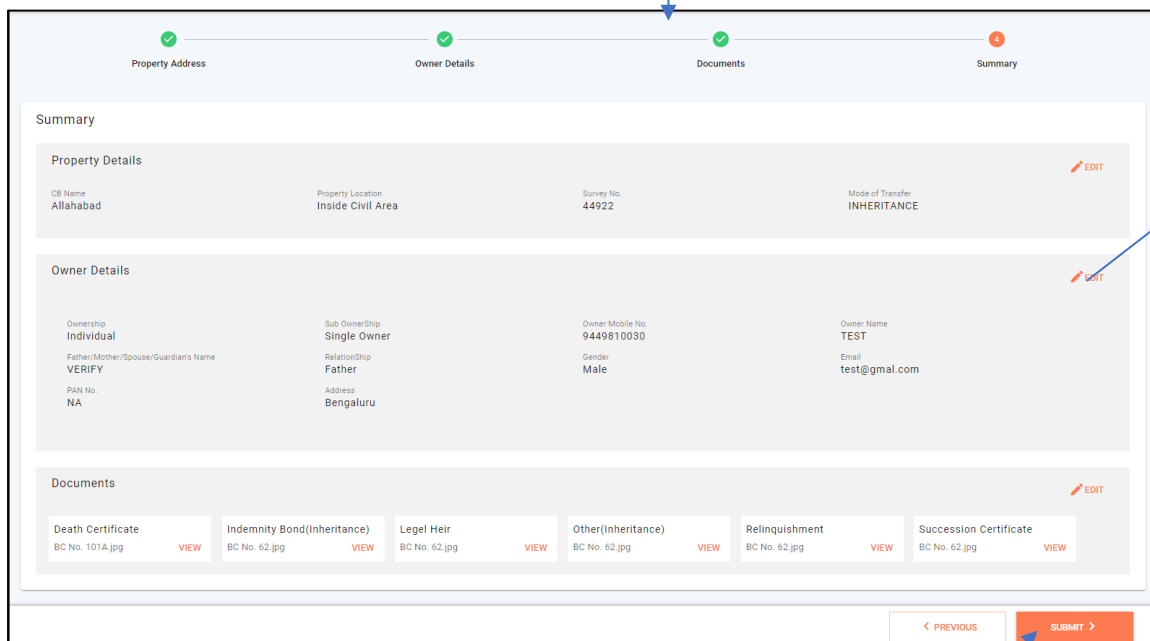
Click on NEXT button

Documents Upload page is
displayed

Upload the required documents and click on NEXT button

Summary page is displayed

Edit the details if required by using EDIT option button

Verify the Application details in Summary page is and Click on SUBMIT button

Application Submitted Successfully message is displayed

Application for FreeHold Property Mutation

✅ **Application Submitted Successfully**
A notification regarding new freehold property mutation application has been sent to property owner at registered Mobile No.

Application Number
FHM-ALLA-2022-06-10-000356

2.2   Upload Published Notice

Note: Once the Approver forwards draft notice to citizen, the citizen shall upload the published public notice.

My Applications

Survey No.	44922
Hor Name	Shri Sharda Prasad S/o Mahadeo
Application Number	FHM-ALLA-2022-06-10-000356
SanctionDate	NA
Applied Date	10-6-2022
Status	Pending for Notice Upload

VIEW DETAILS

In My Applications: Click on VIEW DETAILS

Application details page is displayed

Click on Forward option: Forward Application Screen is displayed

Enter the Comments and **upload Published Public Notice** and Click on FORWARD button

Application submitted successfully message is displayed

Application for FreeHold Mutation

✓ **Application submitted successfully with public notice**
A notification regarding above application status has been sent to the property owner at registered Mobile No.

Application Number
FHM-ALLA-2022-06-10-000356

2.3   Fee Payment

Note: Once the Approver approves the application, citizen shall proceed with payment of mutation fee.

My Applications

Survey No.	44922
Hor Name	Shri Sharda Prasad S/o Mahadeo
Application Number	FHM-ALLA-2022-06-10-000356
SanctionDate	NA
Applied Date	10-6-2022
Status	Pending for Notice Upload

VIEW DETAILS

In My Applications: Click on VIEW DETAILS

Application details page is displayed

DOWNLOAD | PRINT |

FreeHold Mutation Application

Approval Letter

Application Number: FHM-ALLA-2022-06-10-000356

Task Status

Date	Updated By	Status	Current Owner	Comments
10/06/2022	BEL Water Employee	Pending for Payment	BEL Water Employee	

VIEW HISTORY

Property Details

		Total Amount
		₹ 200
Other Fee	100	Not Paid
Freehold Mutation Fee	100	
Total Amount	200	

Property Details

CB Name	Property Location	Survey No.	Mode of Transfer
Allahabad	Inside Civil Area	44922	INHERITANCE

Owner Details

Ownership	Sub OwnerShip	Owner Mobile No.	Owner Name

TAKE ACTION |

Click on DOWNLOAD /PRINT button to download or print Application /Approval Letter

Application Number: FHM-ALLA-2022-06-10-000356

Task Status

Date	Updated By	Status	Current Owner	Comments
10/06/2022	BEL Water Employee	Pending for Payment	BEL Water Employee	

Property Details

Other Fee	100		Total Amount
Freehold Mutation Fee	100		₹ 200
Total Amount	200		Not Paid

Property Details

CB Name	Property Location	Survey No.	Mode of Transfer
Allahabad	Inside Civil Area	44922	INHERITANCE

Owner Details

| Ownership | Sub OwnerShip | Owner Mobile No. | Owner Name |

TAKE ACTION |

Click on Pay to proceed with Fee Payment

Payment Information   Consumer Code FHM-ALLA-2022-06-10-000356

Payment Collection Details

Fee Estimate			Total Amount
Freehold Mutation Fee	100		₹ 200.00
Other Fee	100		
Total Amount	200.00		

Payer Details

Paid By *	Payer Name *
Applicant	TEST

Payer Mobile No. *
+91 | 9449810030

MAKE PAYMENT >

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.

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

Click here to download/print Payment Receipt

2.4   My Applications

Freehold Property Mutation

Apply Mutation	My Applications	How it Works
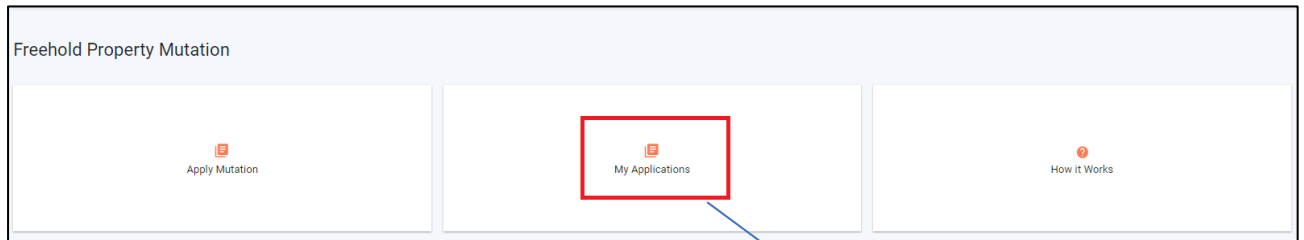
The List of Applications will be displayed

My Applications

Survey No.	44922
Hor Name	Shri Sharda Prasad S/o Mahadeo
Application Number	FHM-ALLA-2022-06-10-000356
SanctionDate	NA
Applied Date	10-6-2022
Status	Pending for Notice Upload
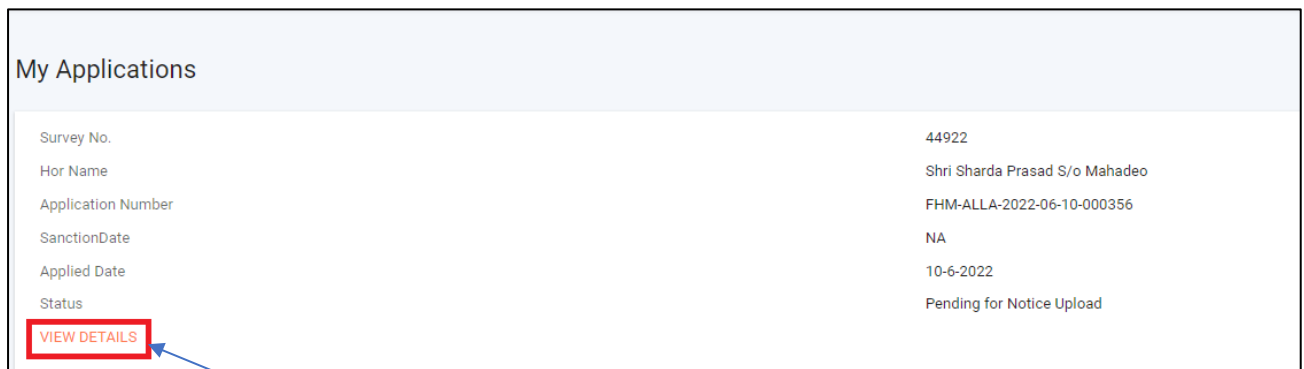
VIEW DETAILS

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

2.5   How It Works

Freehold Property Mutation

Apply Mutation	My Applications	How it Works
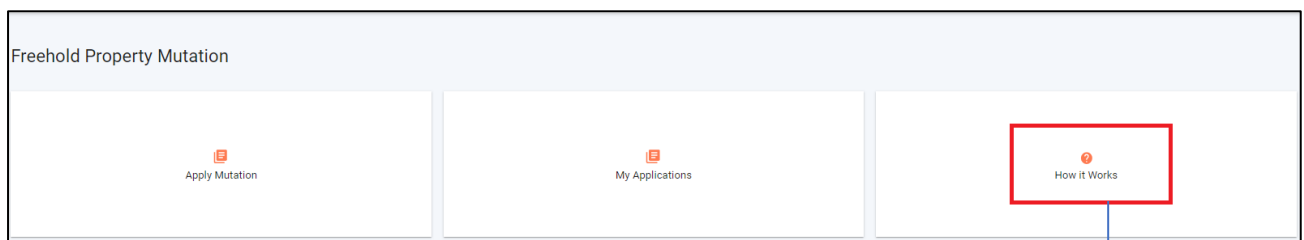
To view the user manual, click on "HOW IT WORKS"

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