



# ***Lease Renewal/Extension***

User Manual

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## About this Manual

The purpose of this module is to give an overview of the Lease Renewal/Extension Module. The Lease Renewal module provides a digital interface allowing citizens to apply for Lease Renewal or Extension of Lease, by making the payment online, and track the status of the application.

The Lease Renewal Module allows the citizens to:

- a. Apply for Lease Renewal/Extension**
- b. Make Online Payment**
- c. Keep a track of the status of the Application**
- d. Download Application/License /receipts of payment**

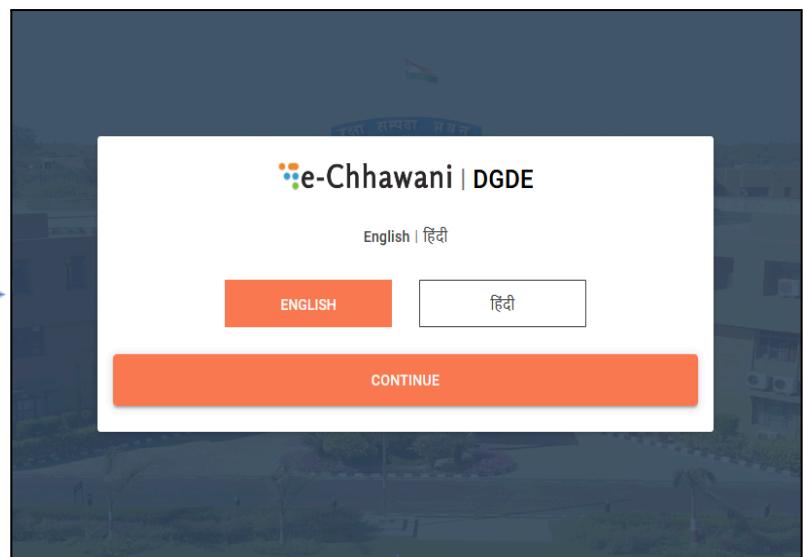
## 1. General Functions

### 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

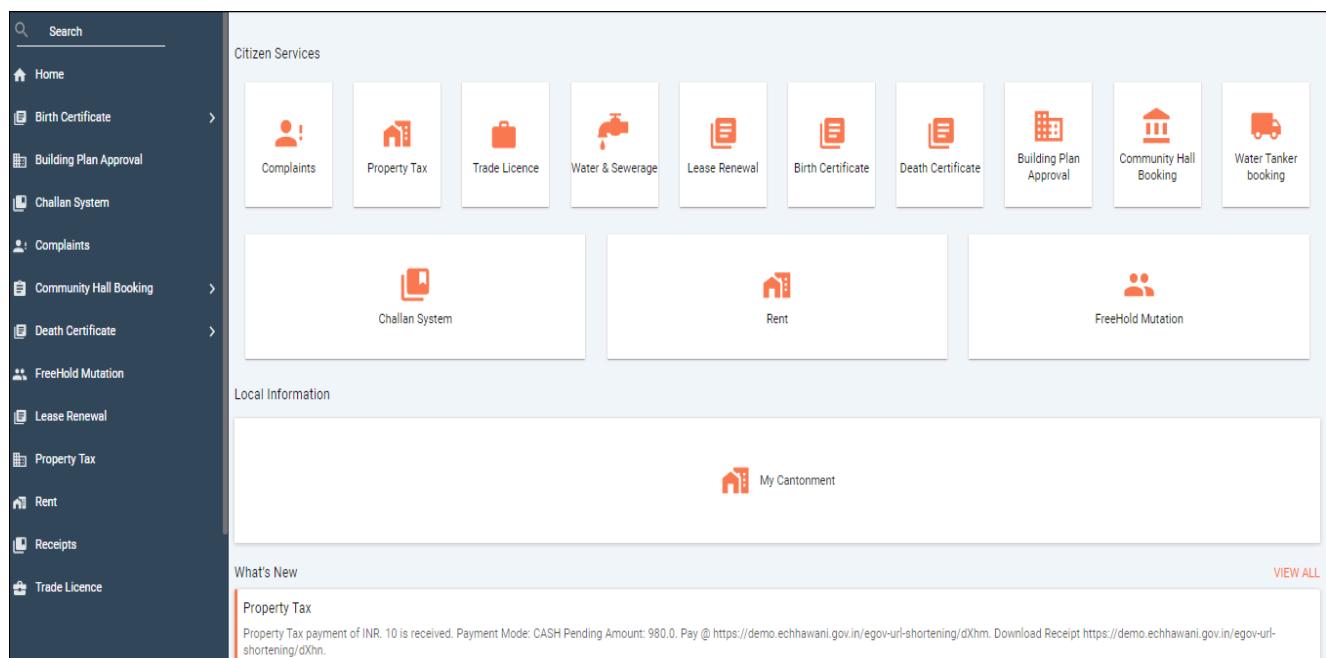
OTP \* 

Enter OTP

Request another OTP in 26 seconds

CONTINUE

Home Page shall be displayed.



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 **CONTINUES**.

**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**.

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 in, the homepage will be displayed on the citizen screen.

Search

Home

Birth Certificate

Building Plan Approval

Challan System

Complaints

Community Hall Booking

Death Certificate

FreeHold Mutation

Lease Renewal

Property Tax

Rent

Receipts

Trade Licence

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

FreeHold Mutation

Local Information

My Cantonment

What's New

Property Tax

Property Tax payment of INR. 10 is received. Payment Mode: CASH Pending Amount: 980.0. Pay @ <https://demo.echhawani.gov.in/egov-url-shortening/dXhm>. Download Receipt <https://demo.echhawani.gov.in/egov-url-shortening/dXhn>.

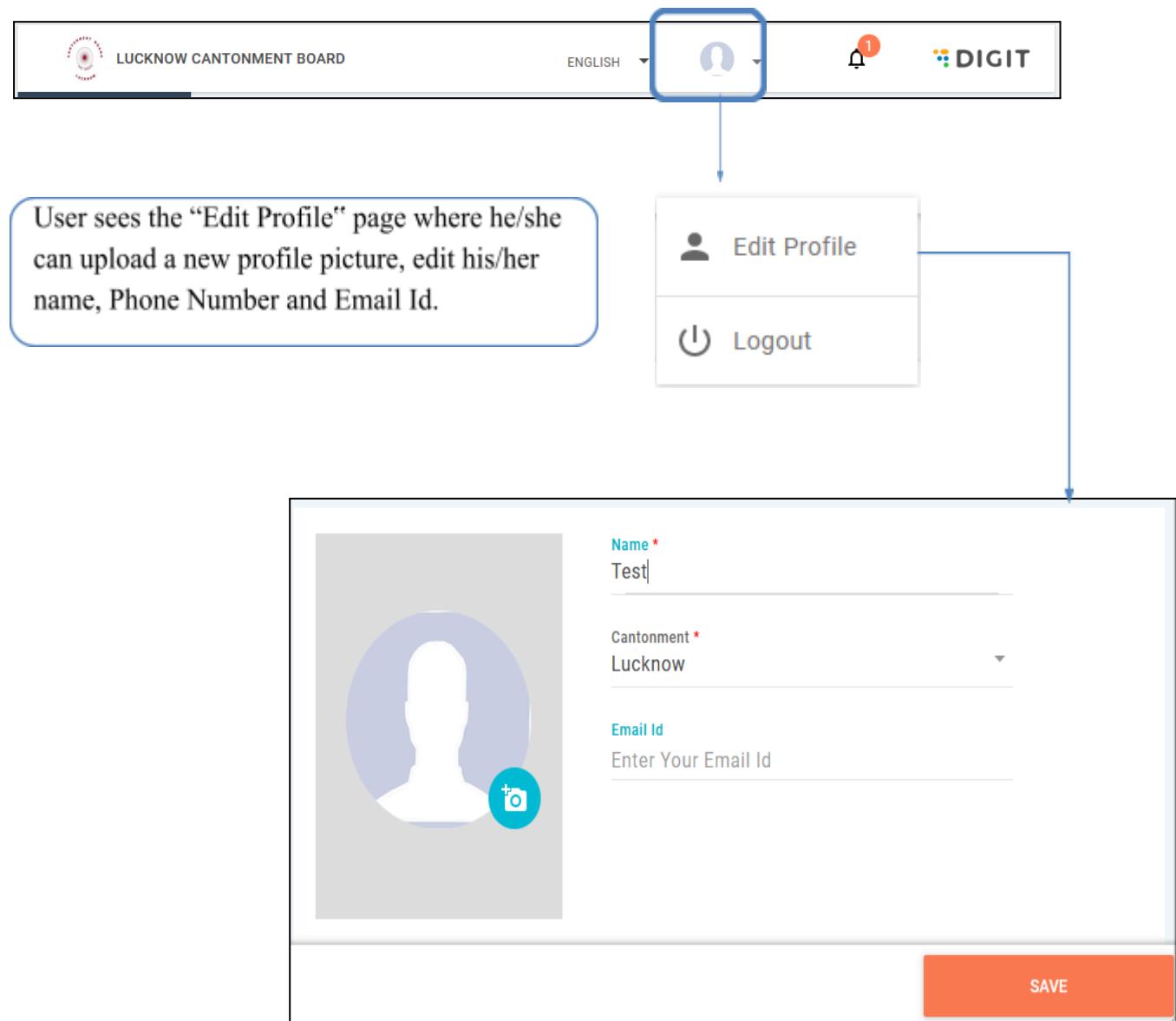
VIEW ALL

## 1.2 Editing the Profile

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

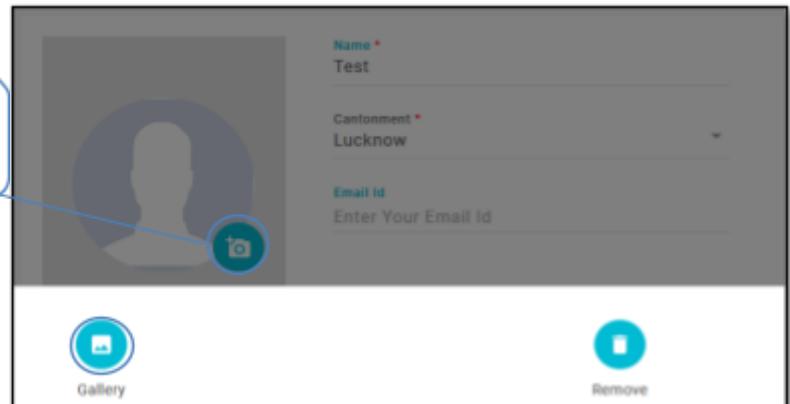
- Enter/Update Name, Cantonment and Email ID
- Upload Profile Photo

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



### 1.2.2 Update Profile Photo

To update the profile photo, click on the Camera Icon.

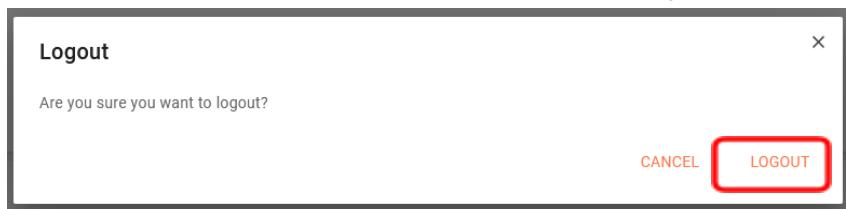
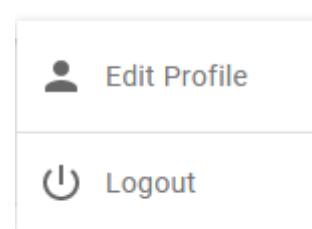


Two options appear on the screen:  
“Gallery” and “Remove”.

User clicks on “Remove” to remove the present Profile picture and clicks on “Gallery” to upload a new picture from the computer.

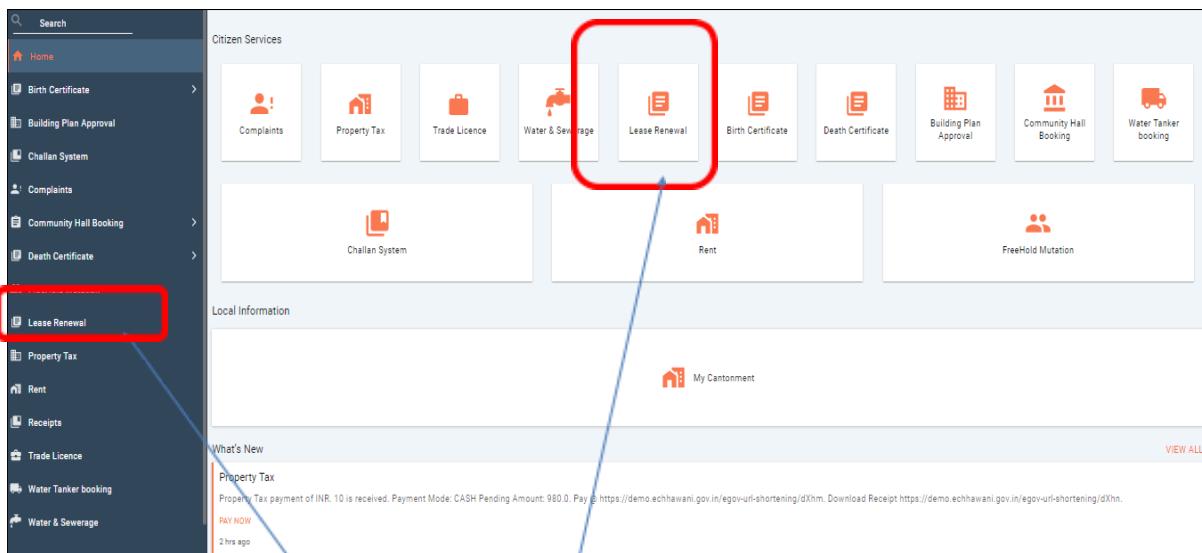
Once the user is done editing his/her profile, user clicks on “SAVE” button in the bottom right of the page to save the changes

### 1.2.3 Logout



## 2. Lease Renewal / Extension

### 2.1. Apply for Lease Renewal/Extension



In the Home Page: Click on **Lease Renewal Option.**

Three Options are displayed: Apply for "**Lease Renewal**", "**My Application**" & "**How it works**" as shown below.

### Lease Renewal

Apply for Lease Renewal/Extension

My applications

How It Works?

Click on “Apply for Lease Renewal/Extension” to Proceed.

A Page with Lease Details will be displayed.

### Lease Details

Cantonment \*

Wellington

Unique Property ID \*

PT-CB-WELL-2021-07-15-089368

SEARCH

Select Cantonment, Enter Unique Property Id and click on Search option,  
Lease Details will be displayed based on searched criteria.

**Lease Details**

Cantonment *	Wellington	Unique Property ID *	PT-CB-WELL-2021-07-15-089368	SEARCH
--------------	------------	----------------------	------------------------------	--------

Lease Details (1)

Lease Id	Lessee As Per GLR	Area as per GLR	Expiry Date	EXTENSION	RENEWAL
4730	1. Shri .C. Ramaswamy s/o late Shri.Chenni.2. Shri .C. Palaniswamy s/o late Shri .Chenni	0.1000000000001772 acre	31/10/2019	<a href="#">Extend Now</a>	Marked for extension

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

A list of applications appears that has the Lease ID, Lessee as per GLR, Area as per GL, Expiry Date, Extension and Renewal.

Click on “Extend Now” option to apply lease extension for the selected property and lease details will be displayed.

### For Renewal of the lease:

Lease Details (1)

Lease Id	Lessee As Per GLR	Area as per GLR	Expiry Date	EXTENSION	RENEWAL
4675	A Lingamiah	0.0165748393021414 acre	30/04/1985	Surrendered lease, Additional information does not exist	<a href="#">Renew Now</a>

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

Click on “Renew Now” option to apply lease renewal for the selected property and lease details will be displayed.

### Lease Details

Survey No NA	Area (Original Units) 4356.0 Square Feet	Area (Sq M) 404.6860	Class NA
Managed By DEO Chennai	Land Lord Government of India	First Time Lease Type CLAR 1925	Zone A
Zone Date 01/11/2016	Str Rate 43.2	Expiry Date 31/10/2019	Extension From 01/11/2019
Extension To 31/12/2022	Final Term Exp Date before Extension 31/10/2019	<a href="#">TERM DETAILS</a>	

Lessee As Per GLR  
1. Shri .C. Ramaswamy s/o late Shri.Chenni.2. Shri .C. Palaniswamy s/o late Shri .Chenni

LAMS\_GLR  
NA

Revenue Survey No *	House No *	Bunglow *
Revenue Survey No	House No	Bunglow
Mobile Number *		
9353245279		

Revenue Survey No*	Enter Revenue Survey Number
House No*	Enter House Number
Bunglow*	Enter Bunglow Number
Mobile Number*	Enter Mobile Number

\*Mandatory Fields

### 2.1.1 Add Applicant Details

Enter the Applicant Details



#### Applicant Details

Applicant Name <hr/> Applicant Name	Relation * <hr/> Relation	Name of relative <hr/> Name of relative	Type * <hr/> Type
<input type="checkbox"/> Name Mismatch			
<a href="#">+ ADD ANOTHER APPLICANT</a>			

Applicant Name*	Enter Applicant Name
Relation*	Select Relation <ul style="list-style-type: none"><li>● S/O</li><li>● D/O</li><li>● W/O</li></ul>
Name of relative*	Enter Name of relative
Type *	Select Type <ul style="list-style-type: none"><li>● Lessee</li><li>● On behalf of Lessee</li><li>● Successor in interest</li><li>● On behalf of successor in interest</li></ul>

Name Mismatch

Select "Name Mismatch" option any changes in the name

+ ADD ANOTHER APPLICANT

Click on "Add another Applicant" option to add more applicants.

## **2.1.2 Documents Upload**

Use digital signatures to avoid paperless applications. This avoids downloading, printing, physically signing, scanning and uploading.

Click on "Digital Sign Now" Option to proceed with digitally signing the name mismatch self-declaration file.

Click on "Download" option to download self-declaration in case of name mis-match self-declaration file.

**Documents**  
 Upload Required Documents. Note: If there are many images for one document proof, put them all in one pdf and upload.  
 Use aadhar-authentication to digitally sign and really auto upload self-declaration forms

Name Mismatch Self-Declaration	<b>DIGITALLY SIGN NOW</b>	<b>DOWNLOAD</b>
Provisional Sanction Self-Declaration	<b>DIGITALLY SIGN NOW</b>	<b>DOWNLOAD</b>

Click on "Digital Sign Now" Option to proceed with digital signing Provisional sanction self-declaration file.

Click on "Download" option to download self-declaration for fully expired leases.

- a) For downloading/ digitally signing Provisional Sanction self declaration form, enter the details as shown in the form and click proceed.

I We give the following information and declare the same to be correct to the best of my knowledge:

(a)That there has been a transfer/sale purchase of the leasehold rights of the land in question or the part thereof	YES
(b) That the rights in land so transferred are more than the leasehold rights for which the lease was originally sanctioned	YES
(c) That the leasehold rights so transferred or sub-leased or assignment of the leasehold has been done without obtaining prior permission of the Cantonment Board/DEO	Select

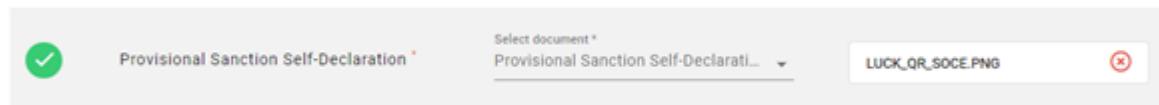
Note : The document should be signed by the applicant only.

<b>PROCEED</b>	<b>CANCEL</b>
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If you have selected Download, the form will be downloaded. You can take the print and upload the form after signing.

If you have selected Digitally Sign, you will be redirected to aadhaar authentication page. Enter your aadhaar number or aadhaar virtual id, and click on Get OTP.

After entering the OTP, submit the form. You will be redirected to the echhawani.gov.in page, and your signed file is uploaded automatically and also a copy is downloaded for your reference.



- b) For downloading/ digitally signing Name mismatch self-declaration form follow the same steps as done previously.
- c) Fill all other documents which is required to be submitted by selecting the document and uploading the document as shown below.

<input checked="" type="checkbox"/> Provisional Sanction Self-Declaration *	Select document * Provisional Sanction Self-Declarati... ▾	LUCK_QR_SOCE.PNG 
<input checked="" type="checkbox"/> Name Mismatch Self-Declaration	Select document Name Mismatch Self-Declaration ▾	LUCK_SCANNER.PNG 
<input checked="" type="checkbox"/> Inheritance	Select document Select document ▾	LUCK_SCANNER.PNG 
<input checked="" type="checkbox"/> Will	Select document Select document ▾	LUCK_QR_SOCE.PNG 
<input checked="" type="checkbox"/> Family Settlement	Select document Select document ▾	LUCK_SCANNER.PNG 

Select the number of instalments in which you wish to pay.

Payment Details

No. of Instalments \*

No. of Instalments ▾

Select Number of Instalments from the dropdown. For Renewal Application one installment and For Extension application there are 4 installments.

No. of Instalments

1  
2  
3  
4

Note: Number of instalments cannot be changed after the application is submitted. Make sure you select the correct number of instalments that suits you.

Click on "Submit" Option, Terms and Conditions details is shown

### Terms and Condition

I hereby declare that information provided by me is true to the best of my knowledge. I understand that the application is liable for cancellation, in case of any non conformity found in this regard at any stage.

I agree and wish to continue

SUBMIT

CANCEL

Read the Terms and Condition, Check "I Agree and Wish to Continue" Check box and click on "Submit".

Lease Application submitted successfully



Application submitted successfully.

Please note the Application Number for future reference

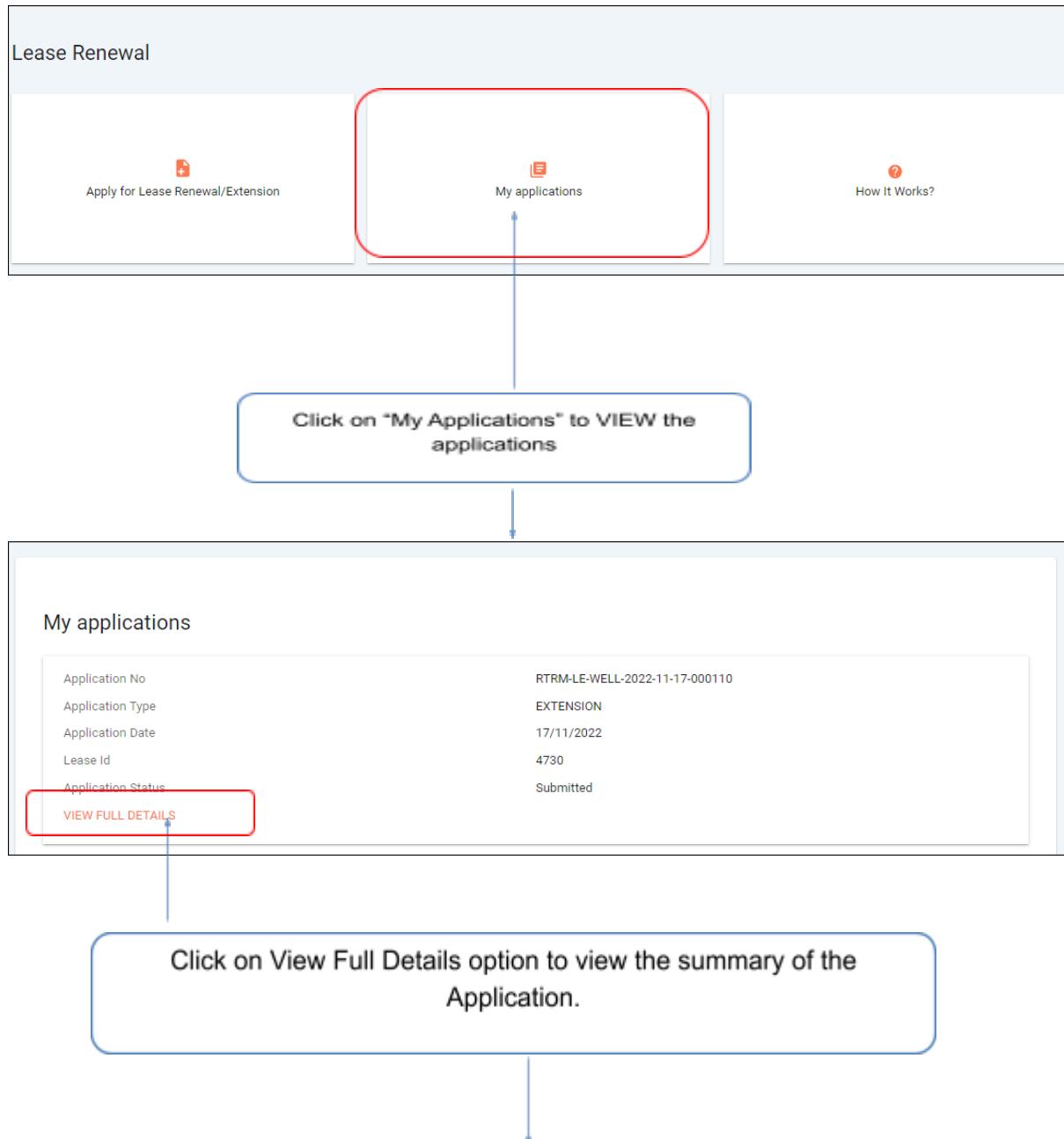
Application Number

RTRM-LE-SECU-2024-11-28-000346

After Submitting the Application payment has to be initiated by the RTRM.

To View Application Details Click on My Applications.

### 3. My Application



[DOWNLOAD](#) | [PRINT](#)
[DELETE THIS APPLICATION \(PROVIDED ONLY FOR TESTING\)](#)

Application No: RTRM-LE-SECU-2024-11-26-000336

[Initiate the Payment](#)
**Lease Details**

 Survey No  
NA

 Area (Original Units)  
826.31 Sq Ft

 Area (Sq M)  
76.7668

 Class  
B3

 Managed By  
Secunderabad Cantt

 Land Lord  
Government of India

 First Time Lease Type  
CLAR 1930

 Zone  
NA

Zone Date

 Str Rate  
NA

 Expiry Date  
31/03/2024

Extension From

Extension To

Final Term Exp Date before Extension

[TERM DETAILS](#)

 Lessee As Per GLR  
Andhra Pradesh State Electricity Board

 LAMS\_GLR  
NA

 Revenue Survey No  
4534

 House No  
22

 Bunglow  
nivas

**Applicant Details**

 Applicant Name  
ragav

 Relation  
S/O

 Name of relative  
shyam

 Type  
Lessee

 Lessee Name  
raj

 Name Mismatch  
Yes

**Documents**

Provisional Sanction Self-Declaration

Document - 1

[VIEW](#)
**Payment Details**

No. of Installments

4

**Installments**

Installment No 1	Rent arrears <b>Rs. 2500.0</b>	Rs. 6000.0 /- <span style="color: green;">Paid</span>
Due From 26/11/2024	Year rent <b>Rs. 2500.0</b>	
Due To 26/11/2024	Interest <b>Rs. 1000.0</b>	
Installment No 2	Rent arrears <b>Rs. 2500.0</b>	Rs. 6000.0 /- <span style="color: green;">Paid</span>
Due From 27/11/2024	Year rent <b>Rs. 2500.0</b>	
Due To 26/12/2024	Interest <b>Rs. 1000.0</b>	
Installment No 3	Rent arrears <b>Rs. 2500.0</b>	Rs. 6000.0 /- <span style="color: green;">Paid</span>
Due From 27/12/2024	Year rent <b>Rs. 2500.0</b>	
Due To 25/01/2025	Interest <b>Rs. 1000.0</b>	
Installment No 4	Rent arrears <b>Rs. 2500.0</b>	Rs. 6000.0 /- <span style="color: green;">Paid</span>
Due From 26/01/2025	Year rent <b>Rs. 2500.0</b>	
Due To 24/02/2025	Interest <b>Rs. 1000.0</b>	

**Additional Demand**

1	Rent arrears <b>Rs. 2000.0</b>
Created on 26/11/2024	Year rent <b>Rs. 0.0</b>
	Interest <b>Rs. 0.0</b>

 Rs. 2000.0 /-  
[PAY NOW](#)
**Refund Details**

After Initiating the Payment from RTRM the payment details will display on the view application page.

Verify the Instalments or additional demand details and click on Pay Now option to pay.

Downloaded PDF Application



## Wellington Cantonment Board

### Application (Mandatory)

Application No:RTRM-LE-WELL-2022-11-17-000110	APPLICATION DATE:17-11-2022
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**Lease Details**

STATUS	Type	LEASE_ID	Revenue Survey No
SUBMITTED	EXTENSION	4730	22
House No	Bungalow		
2	33		

**APPLICANTS**

Applicant Name	Relation	Name of relative	Type
priyanka	D/O	vishwanatha	Successor in interest
Name Mismatch			
Yes			

**Payment Details**

Installments - 1			
Due From	Due To	Rent arrears	Year rent
02/01/2023	15/02/2023	18455.03	0.0
Interest	TOTAL_AMOUNT	LAMS_PAID	
0.0	18455.03	NO	

Application No: RTRM-LE-WELL-2022-11-17-000110
Submitted

<b>Lease Details</b>			
Survey No	Area (Original Units)	Area (Sq M)	Class
NA	4356.0 Square Feet	404.6860	B3
Managed By	Land Lord	First Time Lease Type	Zone
DEO Chennai	Government of India	CLAR 1925	NA
Zone Date	Str Rate	Expiry Date	Extension From
	NA	31/10/2019	
Extension To	Final Term Exp Date before Extension		

Click on TERM DETAILS to view the term details of the Lease Application

Term Details			
Term No	Renewal From - To	Annual Rent	Status
1	30/04/1985-30/04/2045	12	Completed
2	02/11/2022-31/12/2022	10	Pending

Verify the Term Details such as Term no, Renewal From-To, Annual Rent and Status

Documents					
Court Order Document - 6	<a href="#">VIEW</a>	Family Settlement Document - 5	<a href="#">VIEW</a>	Inheritance Document - 3	<a href="#">VIEW</a>
Name Mismatch Self-Declaration Document - 2	<a href="#">VIEW</a>	Provisional Sanction Self-Declaration Document - 1	<a href="#">VIEW</a>	Transfer by gift Document - 8	<a href="#">VIEW</a>
Will Document - 4	<a href="#">VIEW</a>			Transfer by sale Document - 7	<a href="#">VIEW</a>

Click on View Option to view all your uploaded Document

## Additional Payments (Additional Demand)

When the Additional payment has to be initiated by the RTRM, which will be shown under Additional demand section.

**Additional Demand**

1	Created on 25/11/2022	Rent arrears Rs. 15200.0	Rs. 17232.0 /-
		Year rent Rs. 2022.0	<b>PAY NOW</b>
		Interest Rs. 10.0	
2	Created on 25/11/2022	Rent arrears Rs. 500.0	Rs. 2532.0 /-
		Year rent Rs. 2022.0	
		Interest Rs. 10.0	
3	Created on 25/11/2022	Rent arrears Rs. 1000.0	Rs. 1200.0 /-
		Year rent Rs. 200.0	
		Interest Rs. 0.0	Paid

View the Additional Demand details. Click on pay now to pay the additional demand

**Refund Details**

**View the Refunded Amount Details**

If there is a refund from the board the details will come under the Refund Details section. Amount will be refunded in 5-7 working days after it has been initiated by the board.

## View History

VIEW HISTORY		
Date 26/11/2024	Status ADDITIONAL-PAYMENT	Comments Additional demand added
Additional Demand Doc Document - 1	<a href="#">VIEW</a>	
Date 26/11/2024	Status Paid	Comments PAID for installmentnum 4
0		
Date 26/11/2024	Status Paid	Comments PAID for installmentnum 3
0		
Date 26/11/2024	Status INITIATE-PAYMENT	Comments Payment Initiated for installment no. 4
LAMS_INITIAL_PAYMENT_DOC Document - 1	<a href="#">VIEW</a>	

view the application History in view Application page.

## 4. Make Payment

Payment Information		Consumer Code :RTRM-LE-WELL-2022-11-17-000110
Payment Collection Details		
Fee Estimate		Total Amount <b>₹ 18457.00</b>
Rent Arrears	18457	
Year Rent	0	
Interest	0	
Total Amount	18457.00	

Citizen shall verify the Payment details.

Payer Details

Paid By \*  
Applicant

Payer Name \*  
Priyanka

Payer Mobile No. \*  
+91 | 9353245279

**MAKE PAYMENT >**

Enter Payer Details such as Select Paid By,  
Enter Payer Name and Payer

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

Payment Mode - Net Banking

HDFC BANK ICICI Bank kotak

AXIS BANK IndusInd Bank

Other Bank

Pay Now Cancel

Transaction Details

Merchant Name  
Cantonment Board Wellington

Service Description  
eChhawani Portal Services for Wellington Cantonment Board

Transaction ID  
CB\_PG\_2022\_11\_17\_007469\_22

Bill Amount ₹18457

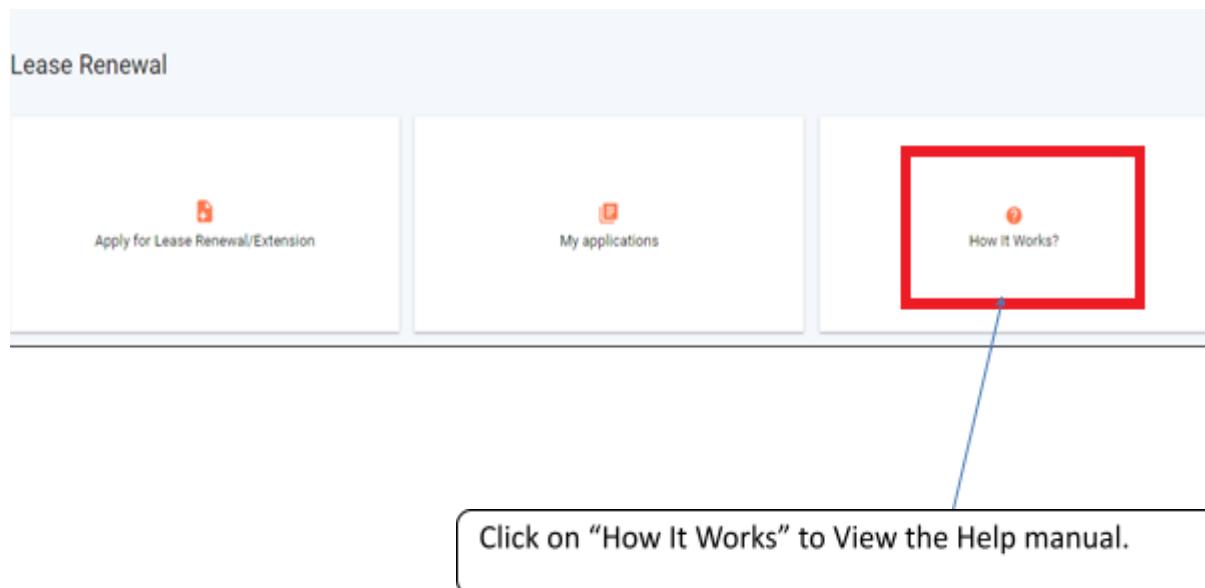
Transaction Fees [Incl. GST] ₹11.8

Total Amount Payable  
₹18468.8

After successful payment collection you will be redirected to Acknowledgement Screen.



#### 4. How it Works



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