

# **“e-Chhawani”**

## **Online Management of Cantonment Boards**



# ***Freehold Mutation***

## **User Manual**

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## 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:

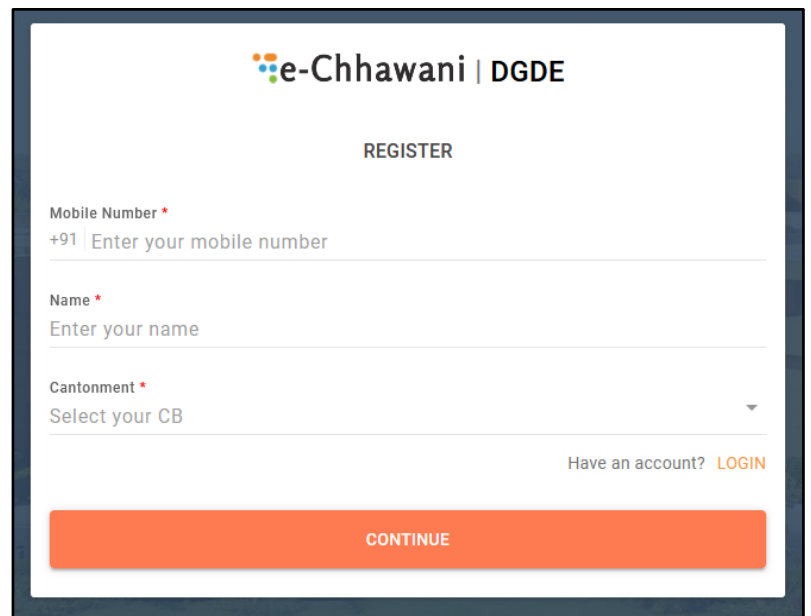
<https://echhawani.gov.in/citizen/>

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



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 these is a 'Regional Language' dropdown menu with 'Select' as the current option. At the bottom is a large orange 'CONTINUE' button.

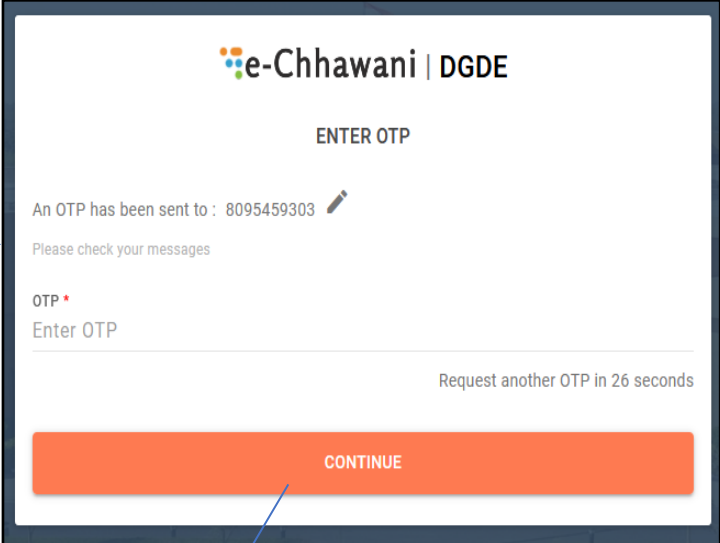
To Register,  
Enters Mobile Number, Name and selects  
his/her CB and click on **Continue**.



The screenshot shows the e-Chhawani | DGDE registration page. At the top is the e-Chhawani | DGDE logo. Below it is the title '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**.



The screenshot shows the 'e-Chhawani | DGDE' login interface. At the top, it says 'ENTER OTP'. Below this, a message states 'An OTP has been sent to : 8095459303' with a small icon of a hand holding a pen. Underneath, it says 'Please check your messages'. There is a text input field labeled 'OTP \*' with the placeholder text 'Enter OTP'. To the right of the input field, it says 'Request another OTP in 26 seconds'. At the bottom, there is a large orange button labeled '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

FreeHold Mutation

Local Information

My Cantonment

What's New

VIEW ALL

WATER CONNECTION

Water Connection is activated for the application no WS-AP-ROOR/2022-03-30/000455

2 months ago

WATER CONNECTION

Dear Bhagya, Status of your application WS-AP-ROOR/2022-03-30/000455 for a New Water Connection has changed to PENDING APPROVAL FOR CONNECTION from PENDING FOR CONNECTION ACTIVATION. To track your application, click on <https://demo.echhawani.gov.in/egov-url-shortening/dt2a>

2 months ago

WATER CONNECTION

Dear Bhagya, Status of your application WS-AP-ROOR/2022-03-30/000455 for a New Water Connection has changed to PENDING FOR CONNECTION ACTIVATION from PENDING FOR PLUMBER ASSIGNMENT. To track your application, click on <https://demo.echhawani.gov.in/egov-url-shortening/dt18>

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**.



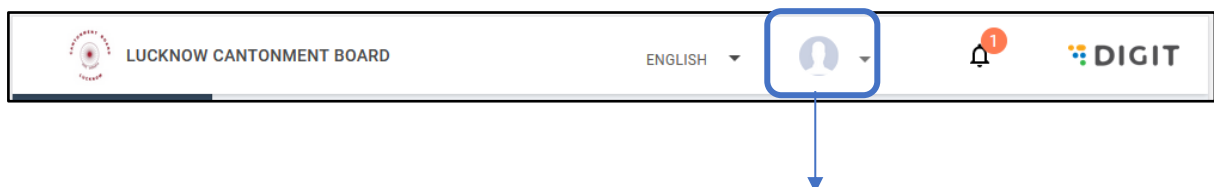
On login, the homepage will be displayed on the citizen screen.

## 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

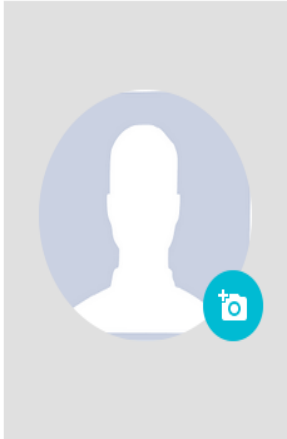




User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

 Edit Profile

 Logout



Name \*

Test

Cantonment \*

Lucknow

Email Id

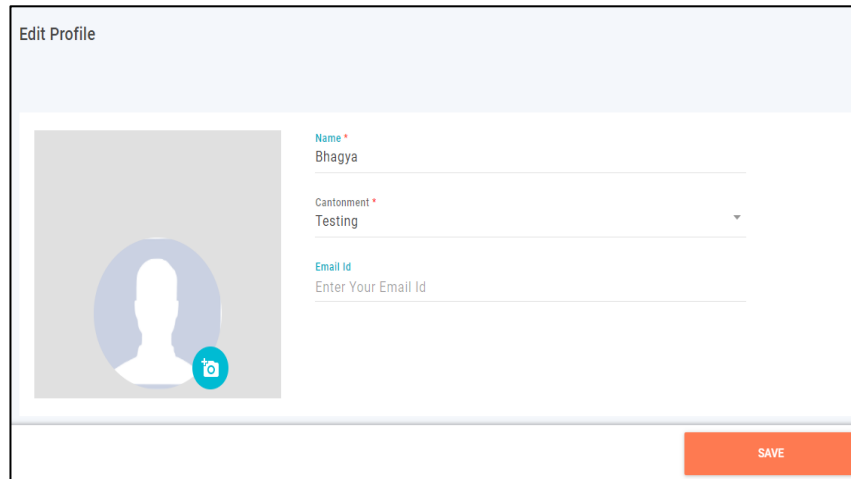
Enter Your Email Id

SAVE



## 1.2.2 Update Profile Photo

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

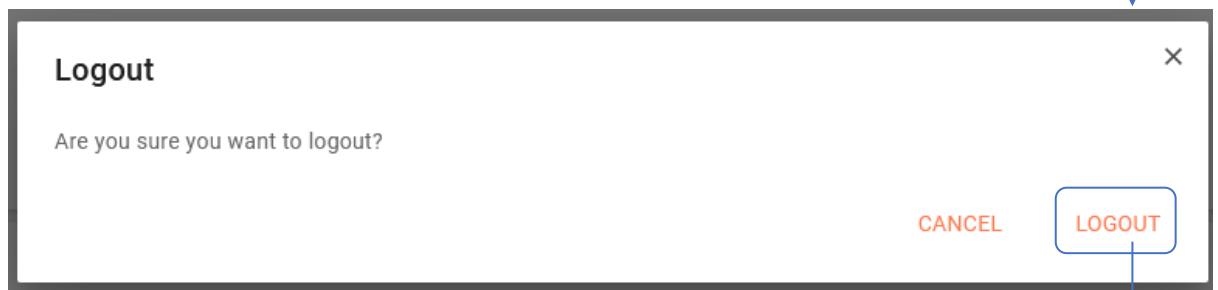
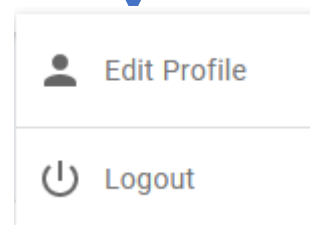
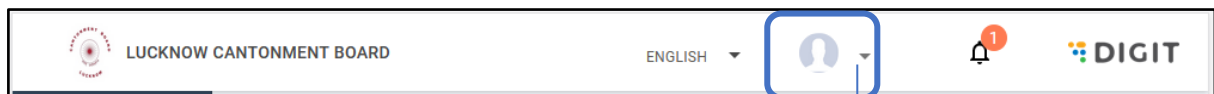


The 'Edit Profile' form contains the following fields:

- 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.

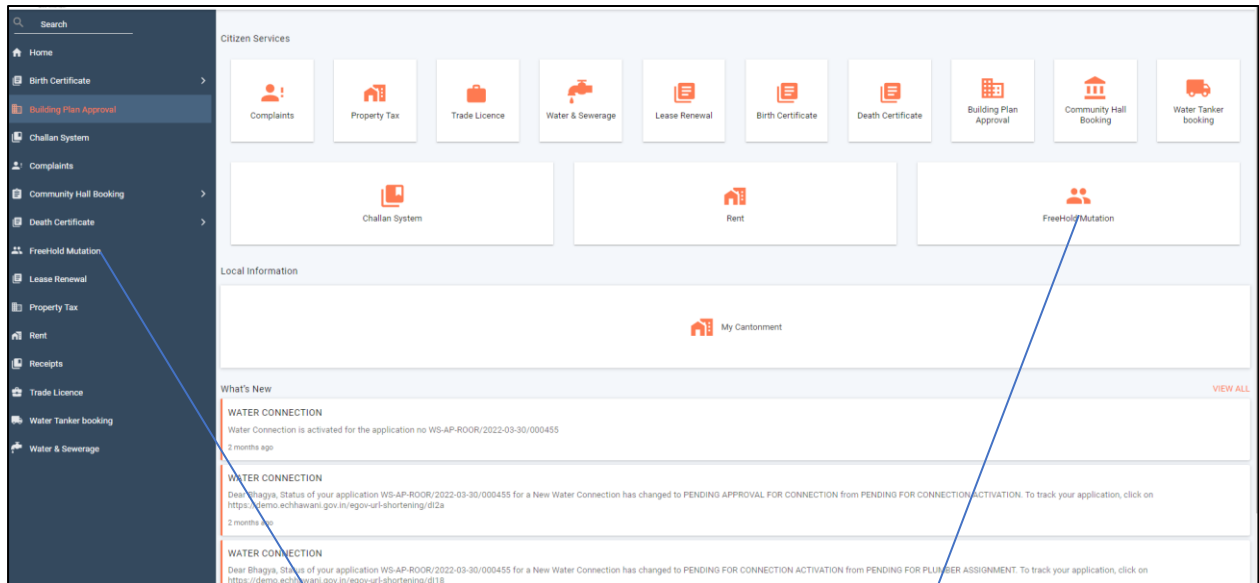
## 1.3 Logout



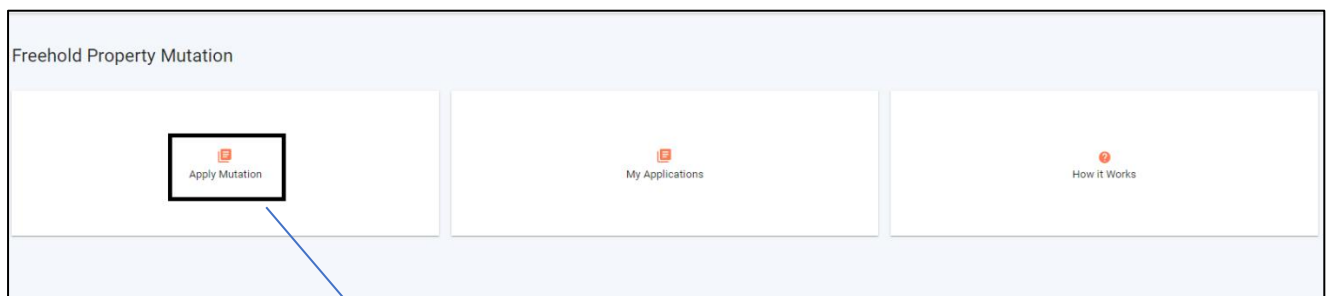
Click on "LOGOUT" to logout of the application

## 2. Apply for Mutation of Freehold Properties

### 2.1 Apply for Mutation



Click on "FreeHold Mutation" to



Click on "Apply Mutation" to proceed.

1 Property Address 2 Owner Details 3 Documents 4 Summary

Property Details

CB Name \*  
Roorkee

Enter Property Location  
Inside Civil Area  
Outside Civil Area

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

1 Property Address 2 Owner Details 3 Documents 4 Summary

Property Details

CB Name \*  
Roorkee

Property Location \*  
Inside Civil Area

Survey No. \*  
Enter Survey No.

NEXT >

Select the Survey No

Survey No details are displayed

1
Property Address

2
Owner Details

3
Documents

4
Summary

Property Details

CB Name \*
Allahabad

Property Location \*
Inside Civil Area

Survey No. \*
44922

Mode of Transfer \*
Inheritance

Land Details

Survey No.
44922

RB ID
AALBAD00419

House No.
House

Area (in Sqmtr)
629

Cost (in Rs.)
1004992.74

Sanction Letter Detail
No. 702/30/L&C/81 dt.21.12.1983

Mutation Detail
The property has been mutated in favour of Shri Sharda Prasad S/o Mahadeo vide C.B. Res No. 3(3) dated 27.5.71 (Z-139) Sd/-xxx CANTONMENT EXECUTIVE OFFICER ALLAHABAD

Hor Name
Shri Sharda Prasad S/o Mahadeo

Mutation Favour Purchase
NA

Balance Deposited
NA

Government Sanction
NA

Remarks
NA

NEXT >

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

Property Owner details page is displayed

✓
Property Address

2
Owner Details

3
Documents

4
Summary

Owner Details

Type of Ownership
Individual

Type of SubOwnership
Single Owner

Owner Information

Owner Mobile No. \*
Enter Mobile no.

Father/Mother/Spouse/Guardian's Name \*
Enter Guardian Name

Gender \*
Select Gender

PAN No.
Enter PAN Number

Owner Name \*
Enter Owner Name

Relationship \*
Select Relationship

Email
Enter Email

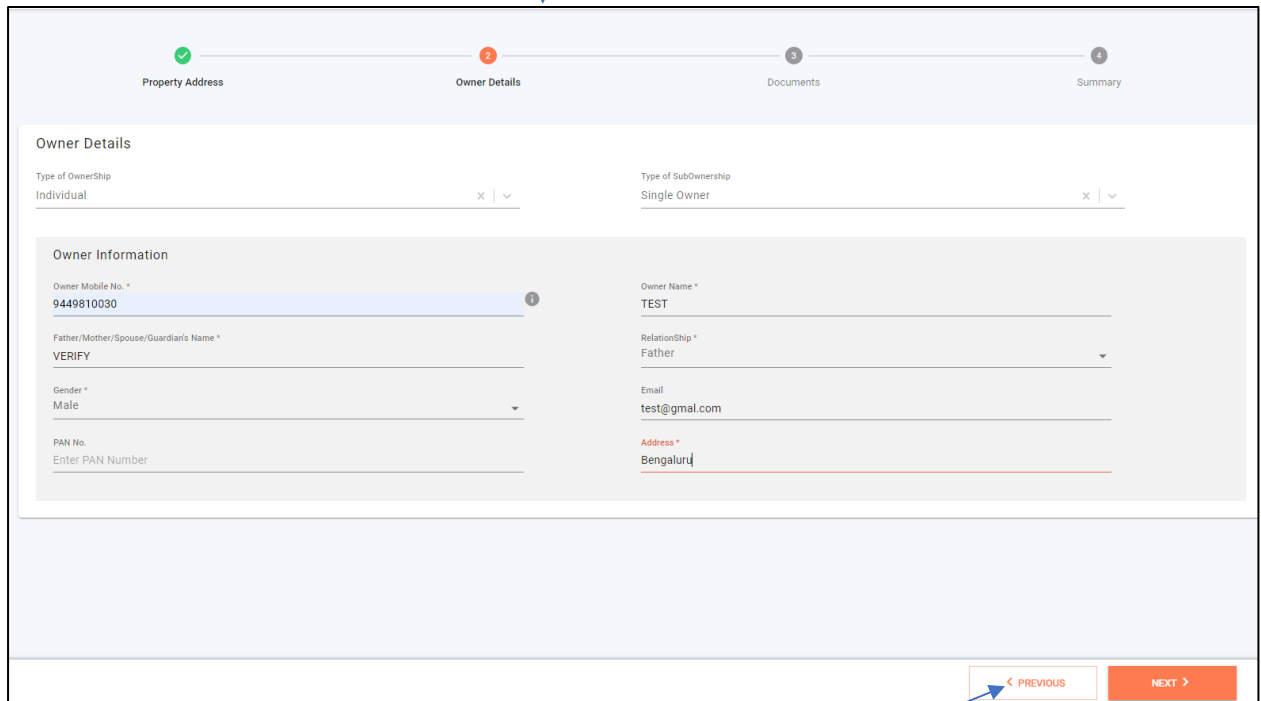
Address \*
Enter Address

< PREVIOUS

NEXT >

Enter Owner details:

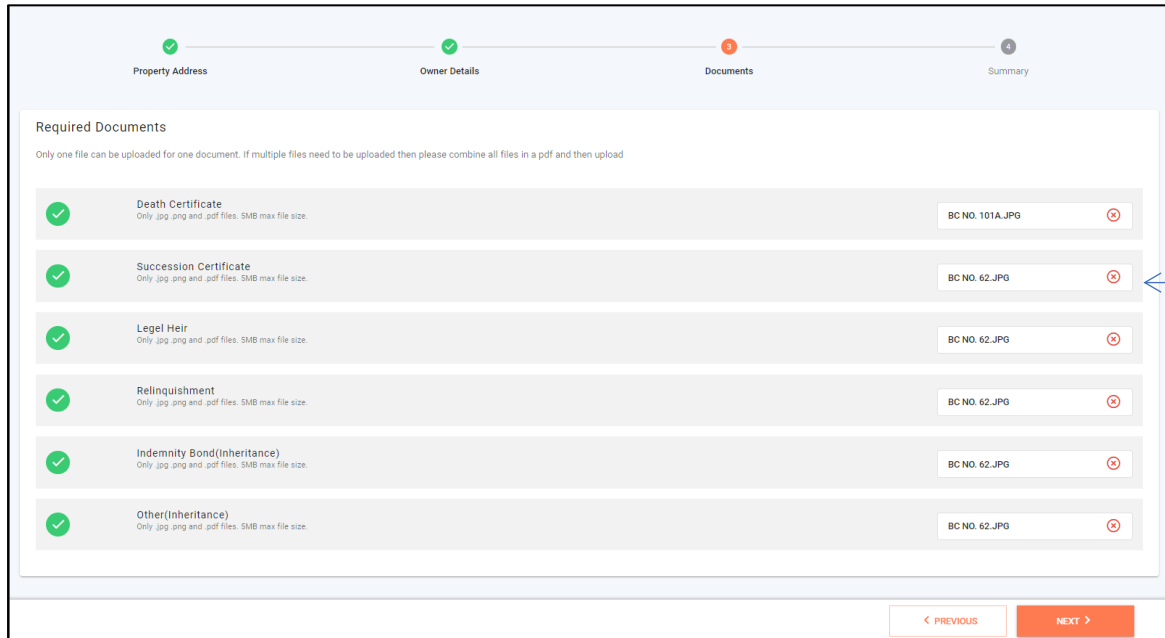
Select Type of Ownership, type of Sub ownership, Enter owner Mobile\* No, Owner Name\*, Father/Mother/Guardian Name\*, Relationship \*, Gender \*, Email ID , PAN No , Address\*



Click on PREVIOUS button to go to Owner details page

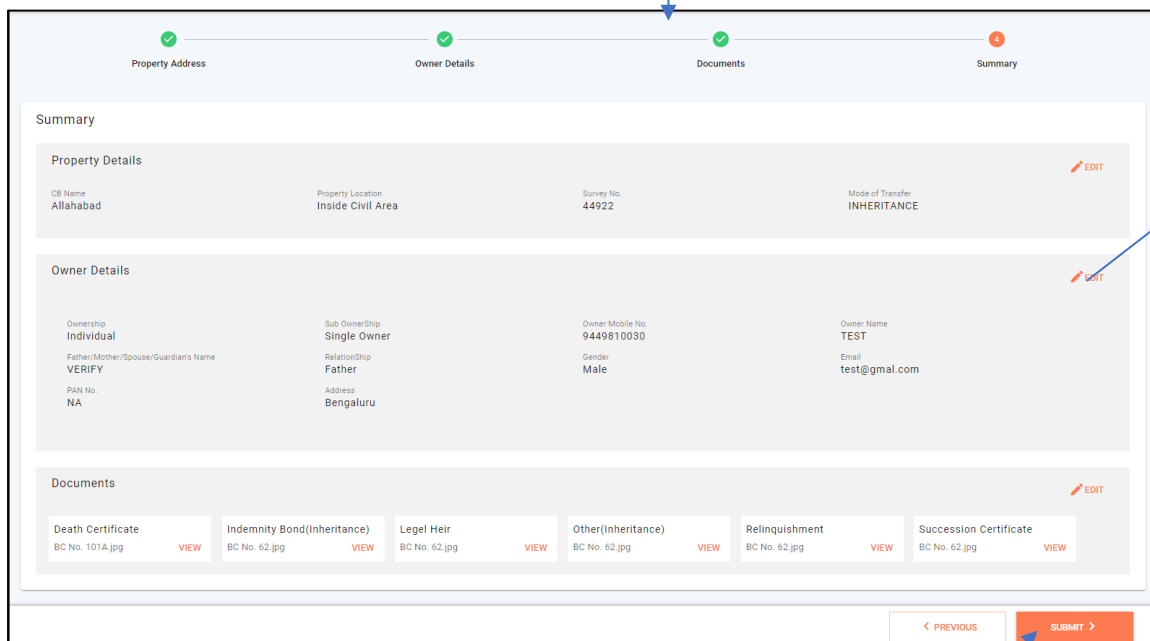
Click on NEXT button

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



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

[DOWNLOAD](#)
[PRINT](#)

Task Status

Date: 10/06/2022

Updated By: BEL Water Employee

Status: Pending for Notice Upload

Current Owner: BEL Water Employee

Comments

Document 1

VIEW

VIEW HISTORY

Property Details

Property Details

CB Name: Allahabad

Property Location: Inside Civil Area

Survey No: 44922

Mode of Transfer: INHERITANCE

Owner Details

Ownership: Individual  
Father/Mother/Spouse/Guardian's Name: VERIFY  
PAN No: NA

Sub Ownership: Single Owner  
Relationship: Father  
Address: Bengaluru

Owner Mobile No: 9449810030  
Gender: Male

Owner Name: TEST  
Email: test@gmail.com

Forward

TAKE ACTION

Click on Forward option: Forward Application Screen is displayed

Forward Application

Comments

Published Notice demand

Upload Published Public Notice \*

Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

FORWARD

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

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

DOWNLOAD

PRINT

FreeHold Mutation Application

Approval Letter

SW HISTORY

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 ₹ 200 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

Download
Print

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

**Task Status** VIEW HISTORY

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

**Property Details**

Item	Amount	Total Amount
Other Fee	100	₹ 200 Not Paid
Freehold Mutation Fee	100	
<b>Total Amount</b>	<b>200</b>	

**Property Details**

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

**Owner Details**

Ownership	Sub Owner/Ship	Owner Mobile No.	Owner Name	Pay
				Pay

TAKE ACTION

Click on Pay to proceed with Fee Payment

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

**Payment Collection Details**

Item	Amount	Total Amount
Freehold Mutation Fee	100	₹ 200.00
Other Fee	100	
<b>Total Amount</b>	<b>200.00</b>	



**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.

**Net Banking**  
(Transaction Charges may apply)

**Debit Card**  
(Transaction charges may apply)




**Wallet**  
(Transaction charges may apply)



**UPI**  
(Transaction charges may apply)

**Credit Card**  
(Transaction charges may apply)

**NEFT/RTGS**  
(Transaction Charges may apply)

**Payment Mode - Net Banking**

☐ Other Bank

[Pay Now](#) [Cancel](#)

**Transaction Details**

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 [Incl. GST] **₹11.8**

Total Amount Payable  
**₹1811.8**

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

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

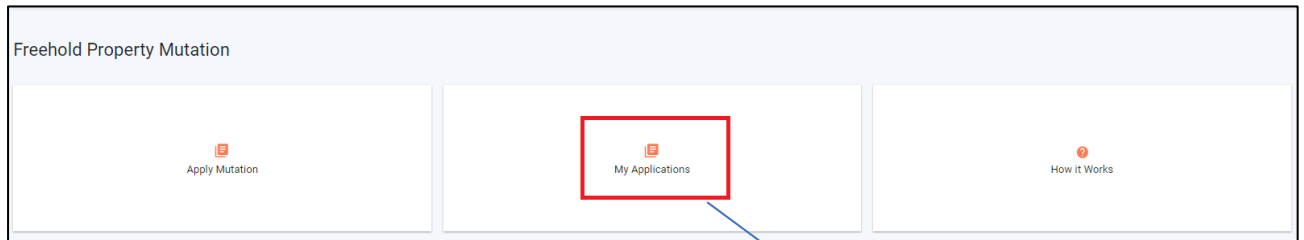
 **Payment has been paid successfully!**  
A notification regarding Payment Collection has been sent to the registered Mobile No. of the user/owner.

[DOWNLOAD](#) [PRINT](#)

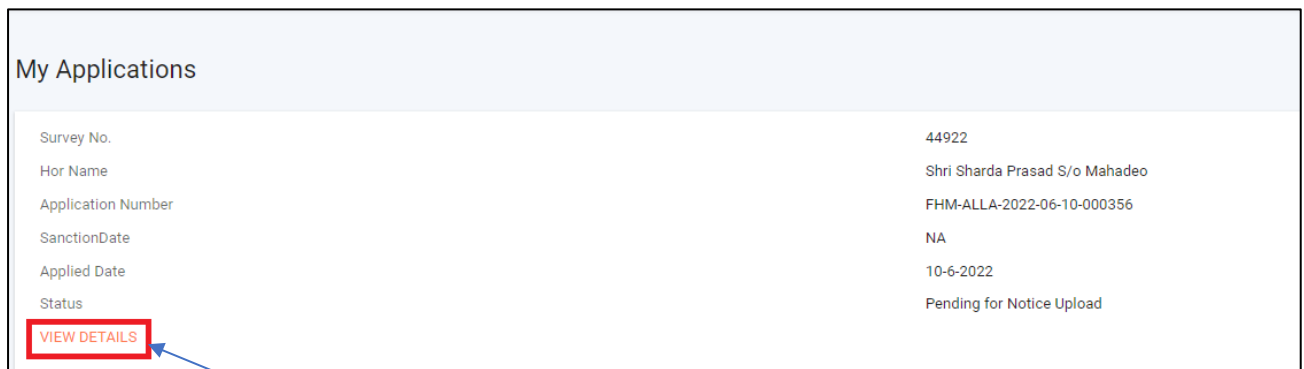
[DOWNLOAD / VIEW RECEIPT](#) [Payment Receipt No.](#)  
**FHM/CB/ALLA/2022-23/000361**

Click here to download/print  
Payment Receipt

## 2.4 My Applications

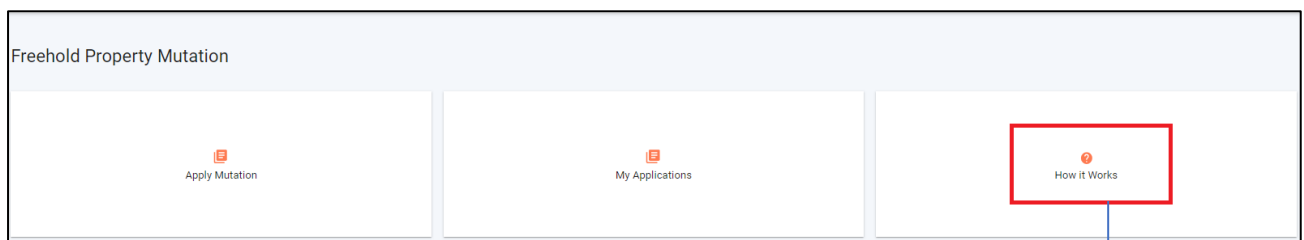


The List of Applications will be displayed



Click on “VIEW DETAILS” to view the details of Application.

## 2.5 How It Works



To view the user manual, click on “HOW IT WORKS”