

“e-Chhawani”

Online Management of Cantonment Boards



Hall Booking

User Manual

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About this Manual

The purpose of this document is to help citizen to submit online application for booking of halls available in cantonment board, make payment, Search for Halls and Download/Print Payment Receipts.

The Hall Booking module allows the citizens to:

- a. **Search and View Available Halls in Cantonment Board**
- b. **Submit online Application for Hall Booking**
- c. **Make Online Payment for Hall Booking**
- d. **Cancel or request for cancellation of Application**
- e. **Download/Print the Applications and Payment Receipts**
- f. **Request for Refund**

1. General Functions

1.1 Login into the Application

To login, please go to the following link:

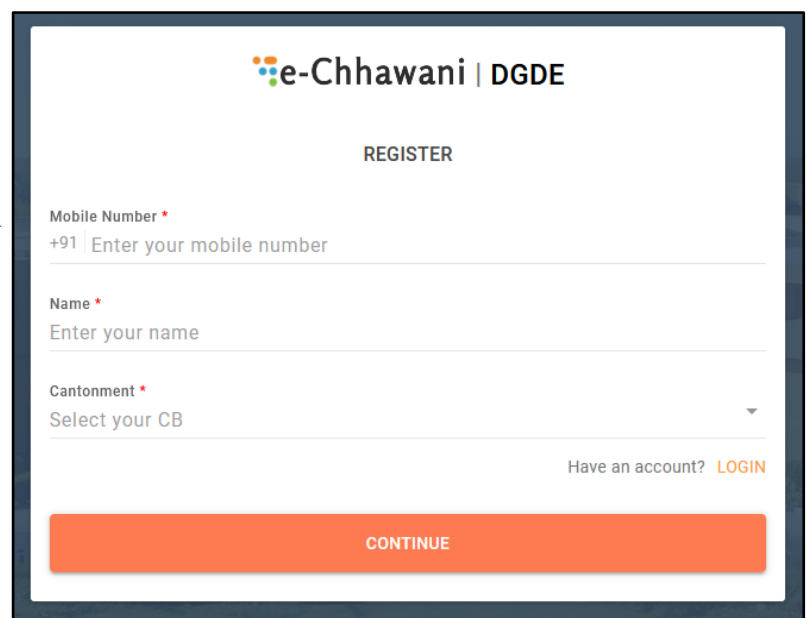
<https://echhawani.gov.in/citizen/>

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, the text 'Language | भाषा |' is displayed. There are two buttons: 'ENGLISH' (highlighted in orange) and 'हिंदी' (Hindi). Below these buttons is a 'Regional Language' dropdown menu with 'Select' as the current selection. At the bottom is a large orange 'CONTINUE' button.

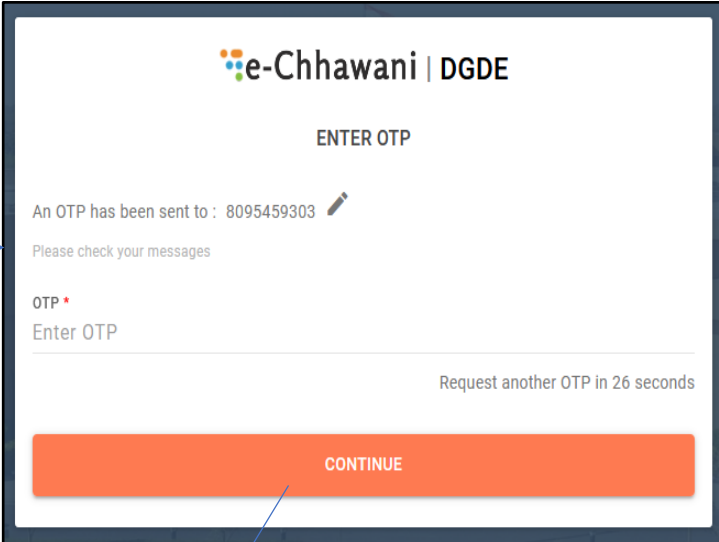
To Register,
Enters Mobile Number, Name and selects
his/her CB and click on **Continue**.



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



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

Local Information

My Cantonment

What's New [VIEW](#)

WATER CONNECTION
Dear Hfgls, Your Application WS-AP-TEST/2021-05-02/001145 for a New Water Connection has been rejected. Click here for more details <https://13.71.65.215.nip.io/egov-ur-shortening/d/ZZ>.
3 weeks ago

WATER CONNECTION
Dear BSTC, Your New Water connection against the application WS-AP-TEST/2021-05-21/001401 has been activated. To check your connection details, click here <https://13.71.65.215.nip.io/egov-ur-shortening/b/6R>.
3 months ago

WATER CONNECTION
Dear BSTC, Your Modify Water connection against the application WS-AP-TEST/2021-05-23/001405 has been activated. To check your connection details, click here <https://13.71.65.215.nip.io/egov-ur-shortening/b/6P>.
3 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

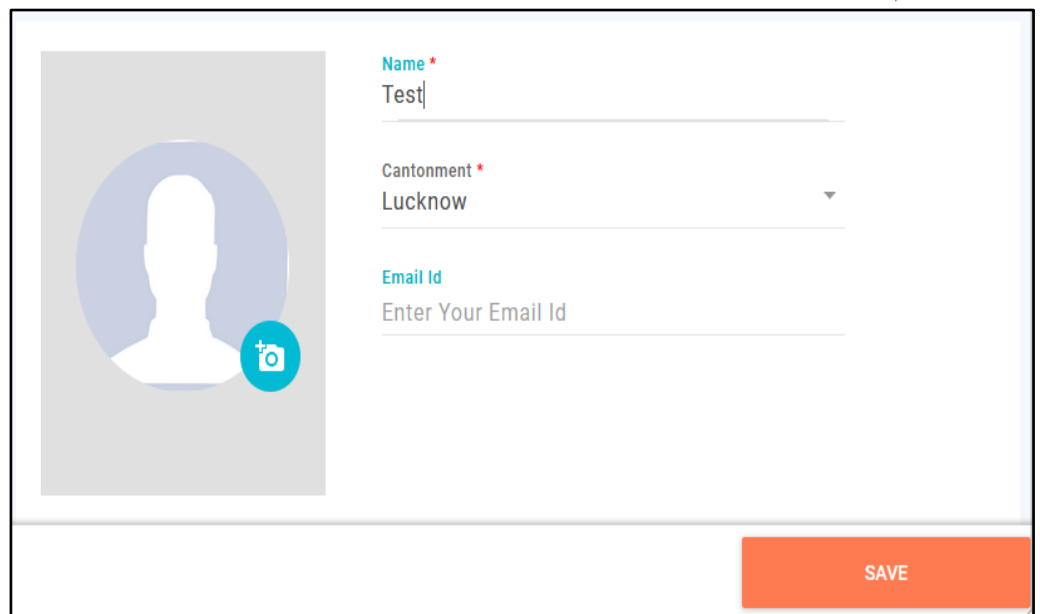
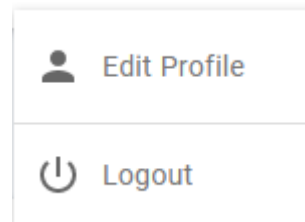
Follow the steps shown below to edit your profile. You can:

- 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.

The 'Edit Profile' form contains a profile picture upload area on the left with a camera icon. On the right, there are three input fields: 'Name' with a red asterisk and the text 'Test'; 'Cantonment' with a red asterisk, a dropdown menu showing 'Lucknow', and a downward arrow; and 'Email Id' with the placeholder text 'Enter Your Email Id'. An orange 'SAVE' button is located at the bottom right of the form.

Name *

Test

Cantonment *

Lucknow

Email Id

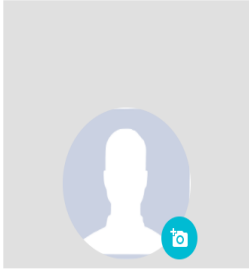
Enter Your Email Id

SAVE

1.2.2 Update Profile Photo

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

Edit Profile



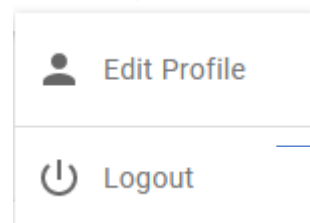
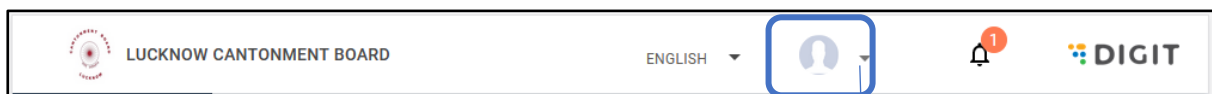
Name *
Bhagya

Cantonment *
Testing

Email Id
Enter Your Email Id

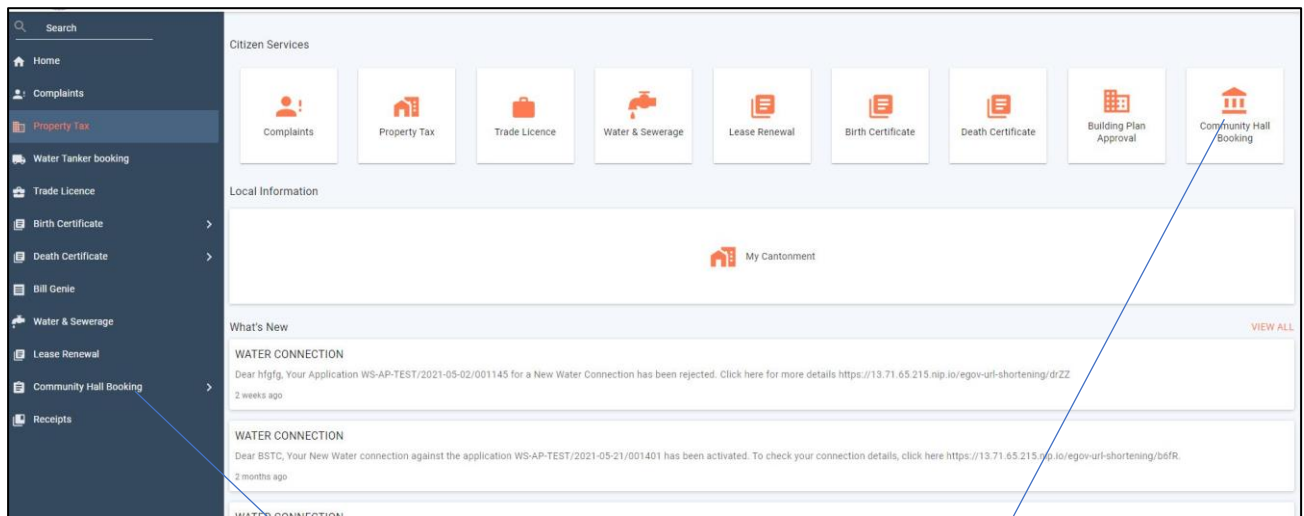
SAVE

1.3 Logout



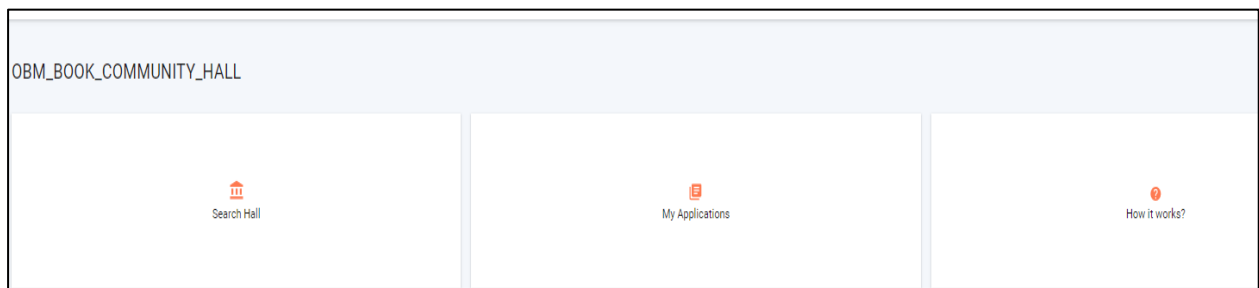
Click on "LOGOUT" to logout of the application

2. Hall Booking

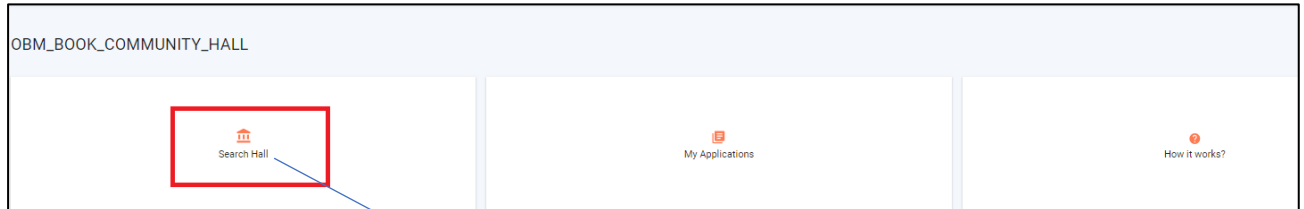


On the Landing page, click on “Hall Booking” to proceed.

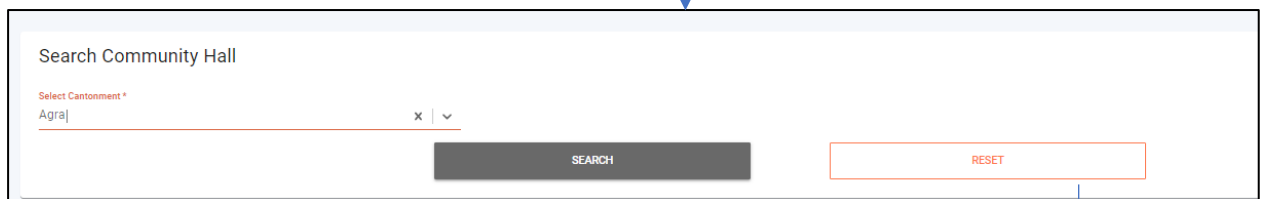
“Hall Booking” screen is displayed.



2.1 Search

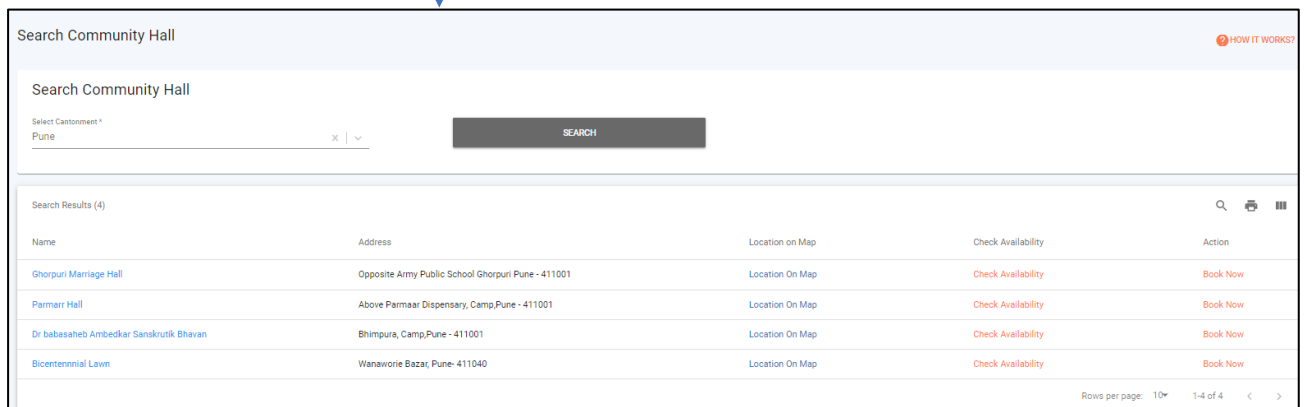


Click on "Search Hall": Search Screen is displayed



Select Your CB, Click on "Search" Button to view the slots available

Click on Reset button to reset the values



2.2.1 Check Availability

Search Community Hall

Search Community Hall

Select Cantonment *
Pune

SEARCH

Search Results (4)

Name	Address	Location on Map	Check Availability	Action
Ghorpuri Marriage Hall	Opposite Army Public School Ghorpuri Pune - 411001	Location On Map	Check Availability	Book Now
Parmari Hall	Above Parmar Dispensary, Camp Pune - 411001	Location On Map	Check Availability	Book Now
Dr Babasaheb Ambedkar Sanskrutik Bhavan	Bhimpura, Camp Pune - 411001	Location On Map	Check Availability	Book Now
Bicentennial Lawn	Wanaworie Bazar, Pune- 411040	Location On Map	Check Availability	Book Now

Rows per page: 10 1-4 of 4

Click on Check Availability to view the Available slots

Click on Book Now to Book the Hall

Name of Hall : Cantonment Marriage Palace

Address : Sadar Bazar New Cantt Allahabad-211001

On Map Lat: 25.467248 , Long: 81.817147

Description : Marriage Hall is 55610 sq ft. AC rooms with Dining Hall, Kitchen and Storeroom.

Contact No: 9415348012

Rs 102000/- for 23 Hrs Slot from 06:00

August 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Color Code

- Slots Available
- Booked Slots

BOOK NOW CANCEL

Shall Show the Available and booked slots

The Slots Available screen is displayed: View the Slots Available and click on "Book Now" to Book the Hall.

Click on CANCEL to exit from BOOK NOW Screen

2.2.2 Book Hall

I. Enter Booking Details

Booking Details

Name of Hall
Ghorpuri Marriage Hall

Select a date from the calendar below

August 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Color Code
■ Slots Available
■ Booked Slots

Selected Date
Tue Aug 24 2021

Fill the details to know the price

Select Slot *
24-Aug-2021 (06:00) to 25-Aug-2021 (04:00) x | v

Resident Type *
Cant Resident x | v

Special Category *
Cantonment Staff x | v

Purpose *
Marriage | v

Purpose Description (Not less than 10 Characters) *
birthday celebration

Select the date and enter the Booking details: Select the Slot, Resident Type, Special category, Purpose and Enter the Purpose Description

The Estimated Price is displayed. Note that the payment has to be made after the approval of your application by Cantonment Board.

Fill the details to know the price

Select Slot *
24-Aug-2021 (06:00) to 25-Aug-2021 (04:00) x | v

Resident Type *
Cant Resident x | v

Special Category *
Cantonment Staff x | v

Purpose *
Marriage | v

Purpose Description (Not less than 10 Characters) *
birthday celebration

Estimated price (To be paid after approval)
Rs 2500/-

II. Enter Bank Details

Bank Details

Account No: *

Account No:

Repeat Account No: *

Repeat Account No:

IFSC Code *

IFSC Code

Bank Name *

Enter Bank Name

NOC_PAYMENT_BANK_BRANCH_LABEL *

Enter Branch Name

Account Holder Name *

Account Holder Name

Note: This is for refund purposes

Enter the bank Details for refund purpose: Account No, IFSC Code and Account Holder Name. This is captured for the purpose of refund.

III. Upload Documents

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

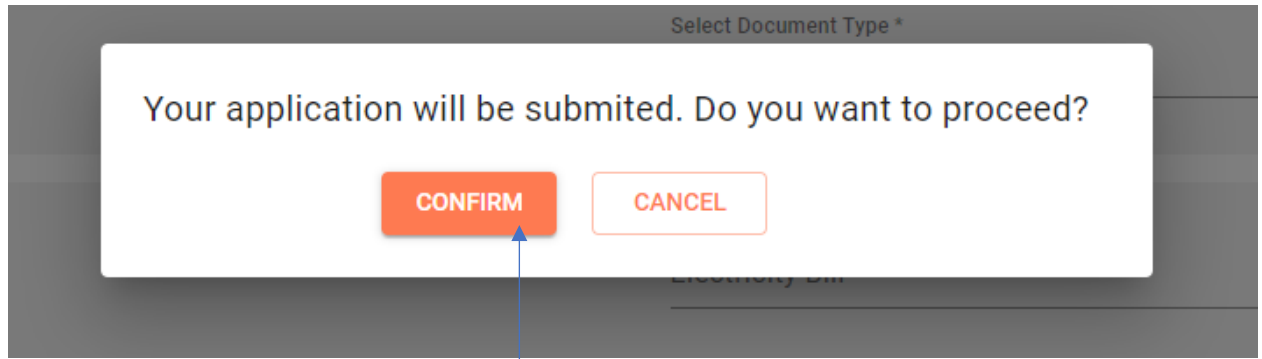
Upload Documents

Upload Documents

1	Identity Proof *	<div>Select Document Type *</div> <div>Aadhaar Card</div>	<div>UPLOAD FILE</div>
2	Address Proof *	<div>Select Document Type *</div> <div></div>	<div>UPLOAD FILE</div>
3	Bank Account Proof *	<div>Select Document Type *</div> <div>Bank Passbook</div>	<div>UPLOAD FILE</div>
4	Special Category Proof *	<div>Select Document Type *</div> <div></div>	<div>UPLOAD FILE</div>

OBM_SUBMIT_APPLICATION

After uploading the documents, click on "SUBMIT" Button



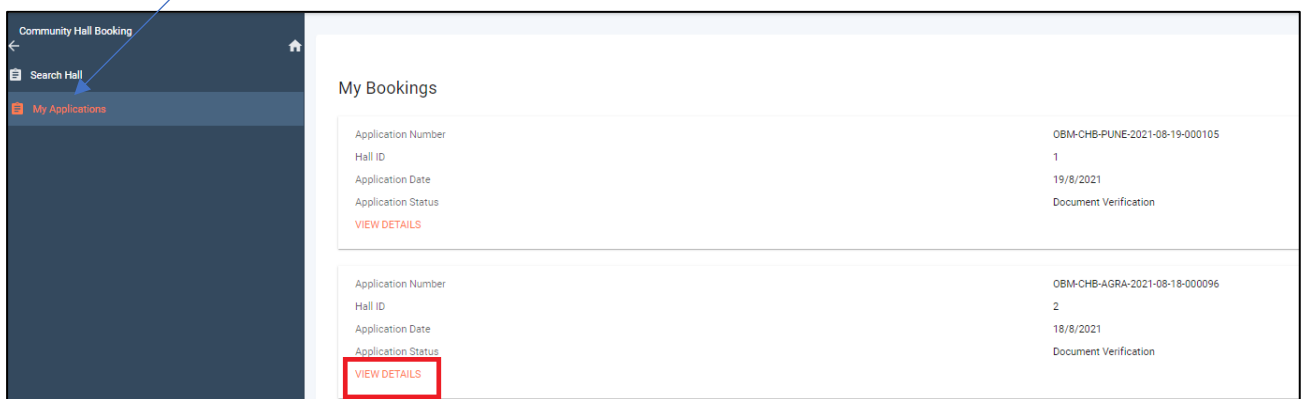
Click on "SUBMIT" Successful Message is displayed along with Application Number



2.2 My Bookings

2.2.1 View Details

To view the status of his/her previous applications click on "My Applications".



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

Task Status

Date: 19/08/2021

Updated By: Bhagya

Status: Document Verification

Current Owner: NA

Comments:

Address Proof [VIEW](#)

Bank Account Proof [VIEW](#)

Identity Proof [VIEW](#)

Special Category Proof [VIEW](#)

Booking Details

Name of Hall: Ghorpuri Marriage Hall

Booking Dates: 24-08-2021 06:00:00 to 25-08-2021 04:00:00

Resident Type: Cant Resident

Special Category: Cantonment Staff

Purpose: Marriage

Purpose Description (Not less than 10 Characters): birthday celebration

Applicant Basic Details

Mobile No: 9449810030

Name of Applicant: Bhagya

Bank Details

Account No: 3412222222

IFSC Code: 3412423141324234

Bank Name:

Account Holder Name: bsc

Documents

Address Proof [OBM_VIEW](#)

Bank Account Proof [OBM_VIEW](#)

Identity Proof [OBM_VIEW](#)

Special Category Proof [OBM_VIEW](#)

TAKE ACTION

Click "View", to download and view the documents.

2.2.2 View History

Click "View History, to view the History of Application.

Application Number: OBM CHB-ACIRA-2021-08-16-000072

Task Status

Date: 16/08/2021

Updated By: OBM APPROVER

Status: Pending Payment

Current Owner: NA

Comments: Approved

OBM_Document - 1 [VIEW](#)

Booking Details

Name of Hall: Elain Convention Center

Booking Dates: 17-08-2021 11:00:00 to 17-08-2021 14:00:00

Resident Type: OBM_RESIDENTTYPE_NONCANTRESIDENT

Special Category: Cantonment Staff

Purpose: Marriage

Purpose Description (Not less than 10 Characters): marriage

Applicant Basic Details

Mobile No: 9449810030

Name of Applicant: Bhagya

Bank Details

Account No: 3412222222

IFSC Code: 3412423141324234

Bank Name:

Account Holder Name: bsc

Documents

Address Proof [OBM_VIEW](#)

Bank Account Proof [OBM_VIEW](#)

Identity Proof [OBM_VIEW](#)

Special Category Proof [OBM_VIEW](#)

Pay

Cancel

TAKE ACTION

Application History is displayed

Click on PAY button to Proceed with Payment

Task Status					
1	Document Verification				
	Date 26/08/2021	Updated By Bhagya	Status Document Verification	Current Owner NA	Comments
	Address Proof	Bank Account Proof	Identity Proof	Special Category Proof	
	VIEW	VIEW	VIEW	VIEW	
2	Pending Approval				
	Date 26/08/2021	Updated By Yashwanth	Status Pending Approval	Current Owner NA	Comments verified
3	Pending Payment				
	Date 26/08/2021	Updated By Yashwanth	Status Pending Payment	Current Owner NA	Comments Approve
4	Approved				
	Date 26/08/2021	Updated By Yashwanth	Status Approved	Current Owner NA	Comments

2.2.3 PAY

Payment Information
Consumer Code OBM-CHB-AGRA-2021-08-16-000072

Payment Collection Details

Fee Estimate

CHB_RENT	1000
CHB_RENT_SGST	90
CHB_SEC_DEP	200
CHB_ELECT_FEE	200
CHB_RENT_CSGT	90
CHB_WATER_FEE	10
CHB_CONSER_FEE	10
Total Amount	1600

Total Amount
₹ 1600

Payer Details

Paid By *
Applicant

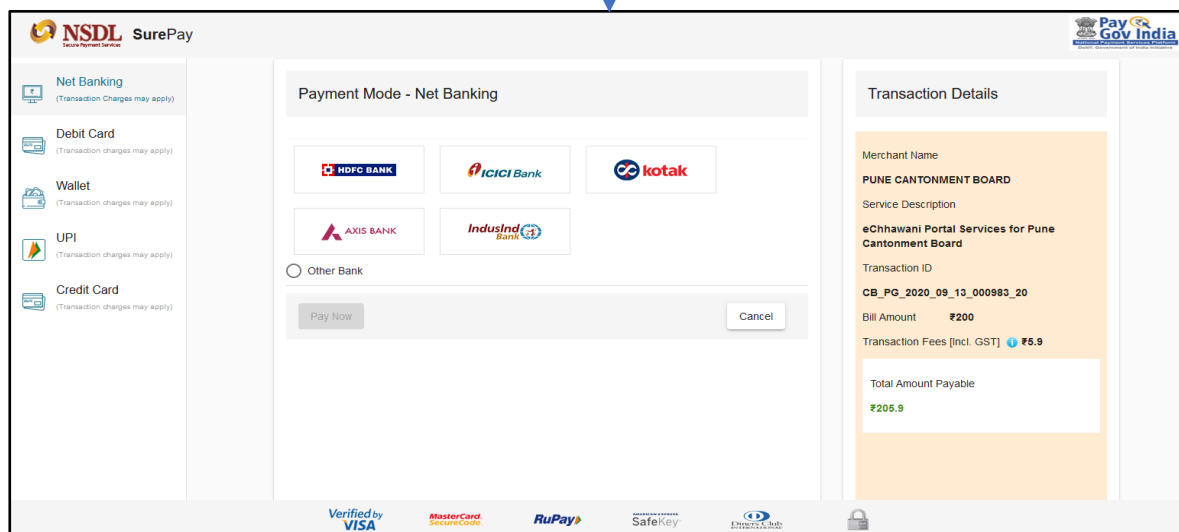
Payer Name *
Bhagya

Payer Mobile No. *
+91 | 9449810030

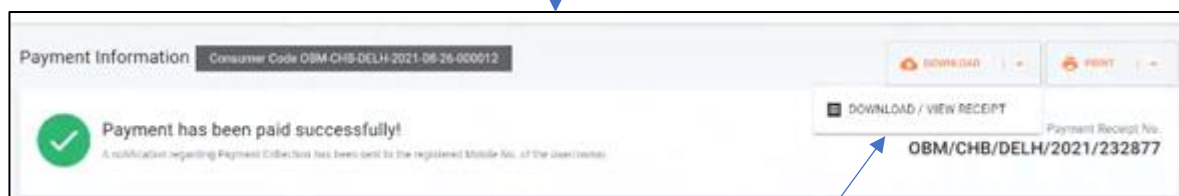
MAKE PAYMENT >

Fee Estimate will be displayed to the citizen to view the fee breakup along with Payer details

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



Payment Successful Message is displayed



The Citizen shall Download/Print the receipts after Successful Payment

Refund: After the completion of Event, the employee shall close the application and initiate for Refund if applicable. The citizen will get back the refund amount

2.2.3 Cancel Application

Before Payment – If you are willing to cancel the application any time before payment:

Click on My Applications: View Details, The application details screen is displayed

Application Number: OBM-CHB-ACRA-2021-08-16-000072

Task Status

Date: 16/08/2021 | Updated By: OBM APPROVER | Status: Pending Payment | Current Owner: NA | Comments: Approved

OBM_Document - 1 [VIEW](#)

Booking Details

Name of Hall: Elaan Convention Center | Booking Dates: 17-08-2021 11:00:00 to 17-08-2021 14:00:00

Resident Type: OBM_RESIDENTTYPE_NONCANTTRESIDENT	Special Category: Cantonment Staff	Purpose: Marriage	Purpose Description (Not less than 10 Characters): maeoooooooooooo
--	------------------------------------	-------------------	--

Applicant Basic Details

Mobile No: 9449810030 | Name of Applicant: Bhagya

Bank Details

Account No: 3412222222 | IFSC Code: 3412423141324234 | Bank Name: | Account Holder Name: bstc

Documents

Address Proof Document - 2 [OBM_VIEW](#) | Bank Account Proof Document - 3 [OBM_VIEW](#) | Identity Proof Document - 1 [OBM_VIEW](#) | Special Category Proof Document - 4 [OBM_VIEW](#)

[Pay](#) [Cancel](#) [TAKE ACTION](#)

Click on CANCEL button to cancel the Application:
Cancel Application Screen is displayed

Cancel Application

Comments *

Enter Comments

Supporting Documents

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

[UPLOAD FILES](#)


[CANCEL](#)

Enter Comments and upload required documents if any:
Click on CANCEL

Application Updated Successfully
message shall be displayed

Community Hall Booking

Search Hall | Booking Requests | Search Applications

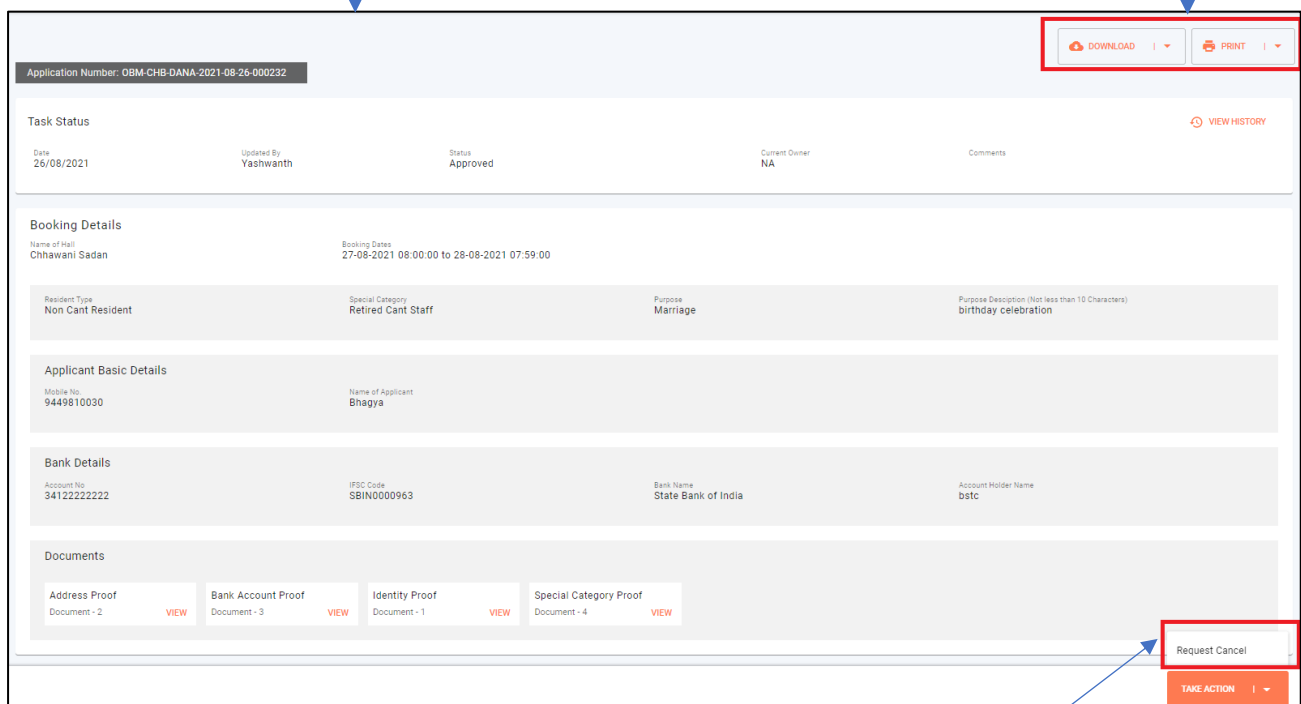
 **Application Updated Successfully**
The application has been successfully updated

Application Number: OBM-CHB-BARE-2021-08-19-000112

After Payment: If you have made payment, and now you are willing to cancel the application, you can send a request for cancellation. The cancellation request will be approved by the cantonment, and necessary refund (subject to the terms and conditions of the Cantonment Board) will be made initiated.

Click on My Applications: View Details,
The application details screen is
displayed

Click on DOWNLOAD/PRINT
Application



The screenshot shows the application details for Application Number: OBM-CHB-DANA-2021-08-26-000232. It includes sections for Task Status, Booking Details, Applicant Basic Details, Bank Details, and Documents. Annotations highlight the 'DOWNLOAD' and 'PRINT' buttons in the top right, and the 'Request Cancel' button in the bottom right.

Task Status				
Date 26/08/2021	Updated By Yashwanth	Status Approved	Current Owner NA	Comments

Booking Details				
Name of Hall Chhawani Sadan		Booking Dates 27-08-2021 08:00:00 to 28-08-2021 07:59:00		
Resident Type Non Cant Resident	Special Category Retired Cant Staff	Purpose Marriage	Purpose Description (Not less than 10 Characters) birthday celebration	

Applicant Basic Details				
Mobile No. 9449810030		Name of Applicant Bhagya		

Bank Details				
Account No. 3412222222	IFSC Code SBIN0000963	Bank Name State Bank of India	Account Holder Name Bstc	

Documents				
Address Proof Document - 2 VIEW	Bank Account Proof Document - 3 VIEW	Identity Proof Document - 1 VIEW	Special Category Proof Document - 4 VIEW	

Request Cancel
TAKE ACTION

Click on Request Cancel button to cancel the
Application: Cancel Application Screen is

Request for Cancel Application X

Comments *

Request for Refund

Supporting Documents

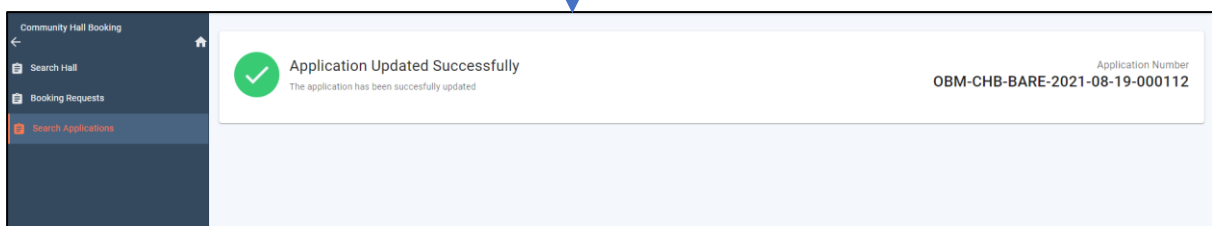
Only .jpg and .pdf files, 5MB max file size.

UPLOAD FILES

REQUEST CANCEL

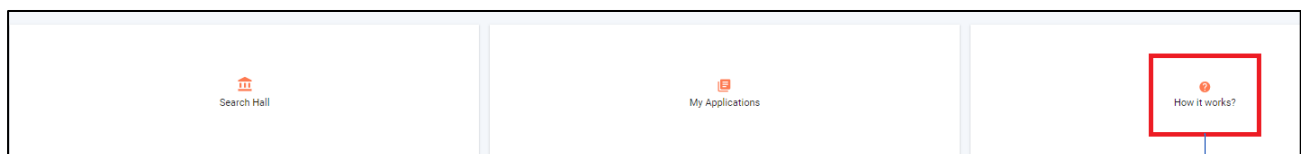
Enter Comments and upload required documents if any:
Click on CANCEL

Application Updated Successfully
message shall be displayed



Refund: The employee shall close the application and initiate for Refund. The citizen will get back the refund amount

2.3 How it works?



To view the user manual, click on “How it works?” option.

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