



# "e-Chhawani" **Online Management of Cantonment Boards**

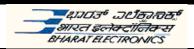


**Property Tax** 

**User Manual** 

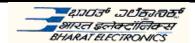
भारत इलेक्ट्रॉनिक्स BHARAT ELECTRONICS





# Contents

Abou	ıt this Manual	3
1. Ge	neral Functions	4
1.1	Login into the Application	4
1.2	Editing the Profile	7
1.2	.1 Enter/Update Name, Cantonment and Email ID	7
1.2	.2 Update Profile Photo	9
1.3	Logout	9
2. Pro	operty Tax	10
2.1	My Properties	11
2.2	How it Works	12
2.3	Pay Property Tax	12
2.3	.1 Search Application	12
2.3	.1 Search Property	14
2.3	.1 Demand Payment	15
2.4	PAYMENT HISTORY	18
2.5	APPLICATION HISTORY	19
2.6	Apply for Property Mutation	21
2.6.1	Property Mutation fee PaymentErro	or! Bookmark not defined.

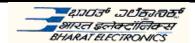


#### **About this Manual**

The purpose of this document is to help citizen to make property demand payment, Apply for Property Mutation, Search Property/Applications and Download/Print Payment Receipts

The Property Tax module allows the citizens to:

- a. Search and View Property Applications/Property details
- b. Online Payment of Property Demand
- c. Apply for Property Mutation
- d. Pay Property Mutation Fee
- e. Download/Print the Applications and Payment Receipts



### 1. General Functions

### 1.1 Login into the Application

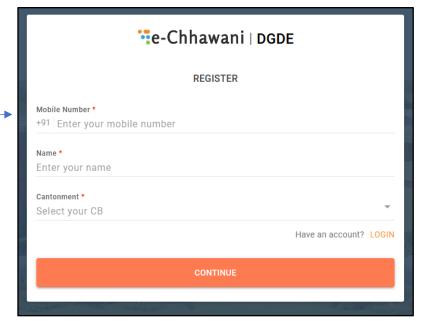
To login, please go to the following link: <a href="https://echhawani.gov.in/citizen/">https://echhawani.gov.in/citizen/</a>

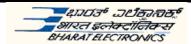
The citizen lands on the following page. Select the language of choice and click on **Continue.** 



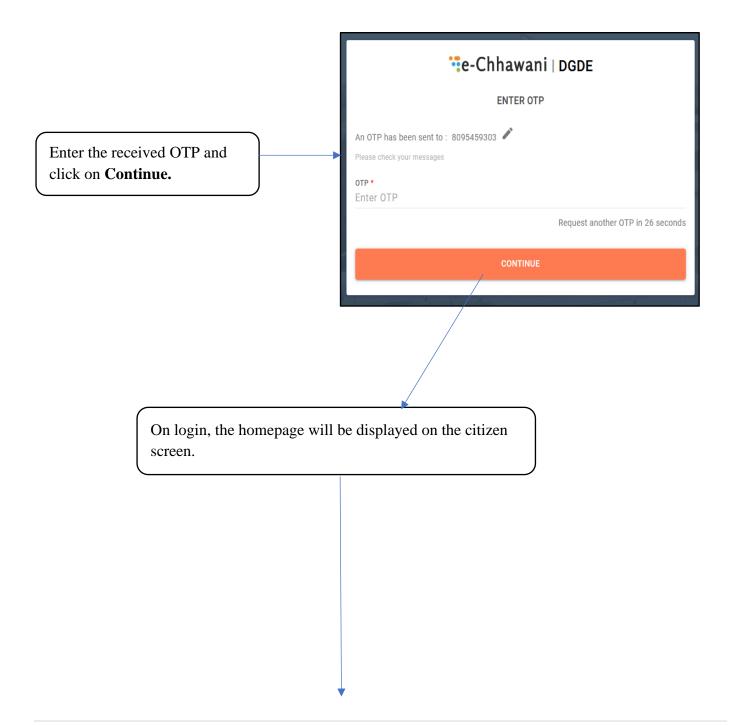
To Register,

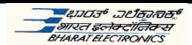
Enters Mobile Number, Name and selects his/her CB and click on **Continue.** 

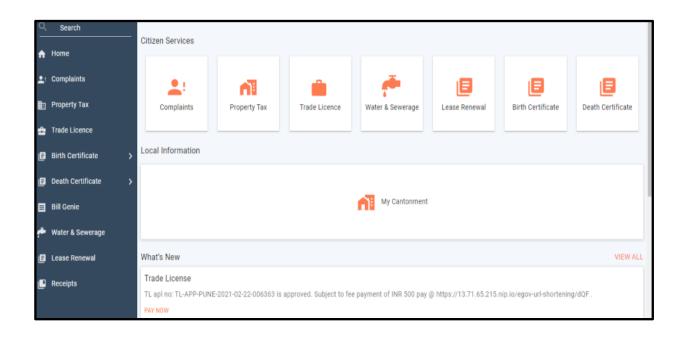


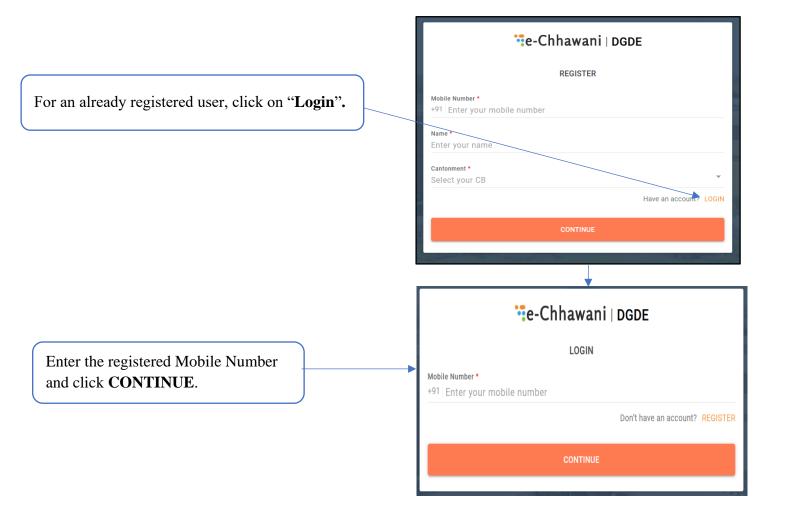


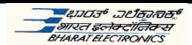
An OTP will be sent to the entered Mobile Number.













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

### 1.2 Editing the Profile

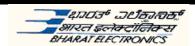
Follow the steps shown below to edit your profile. You can:

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

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

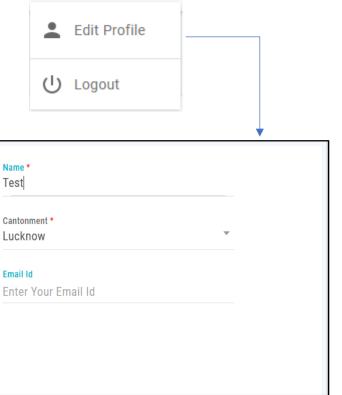


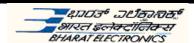




User sees the "Edit Profile" page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

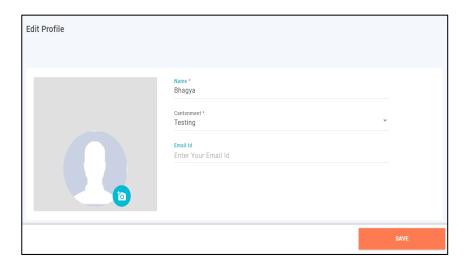
o



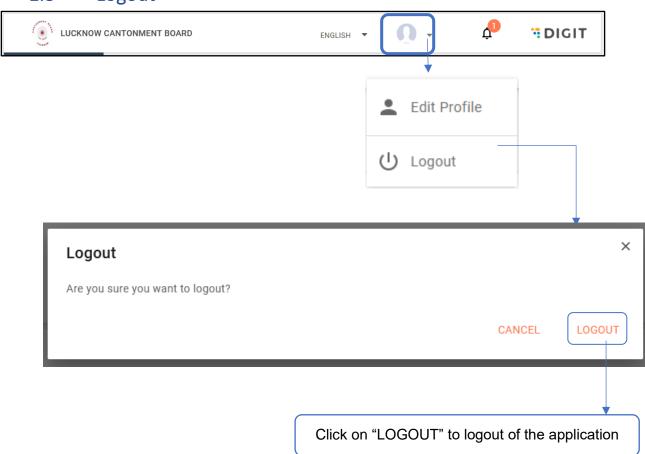


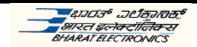
#### 1.2.2 Update Profile Photo

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



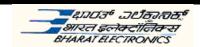
# 1.3 Logout



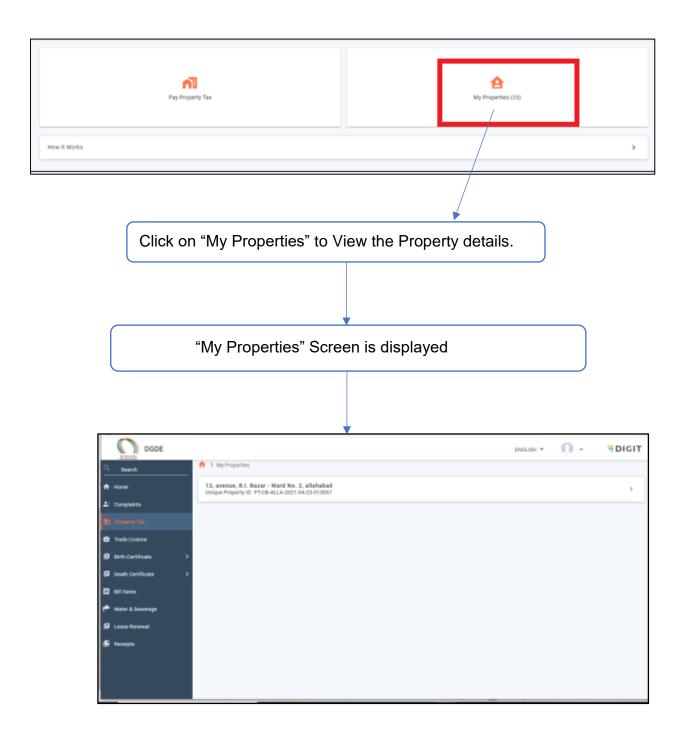


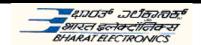
# 2. Property Tax



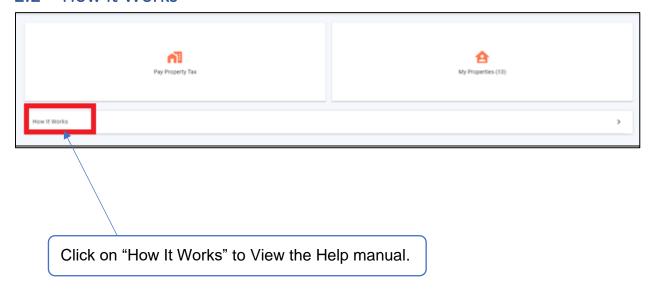


# 2.1 My Properties



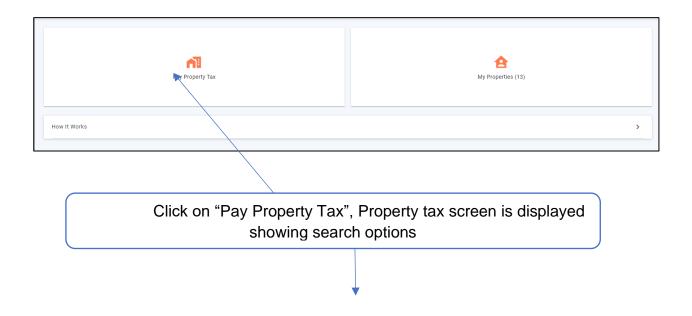


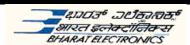
### 2.2 How it Works

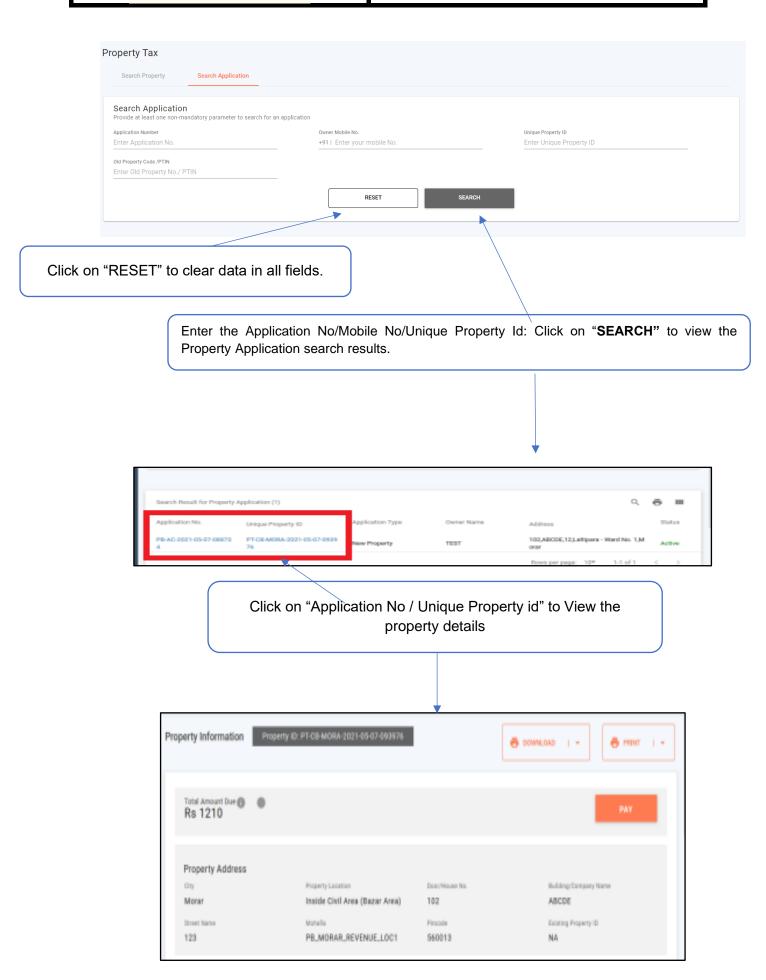


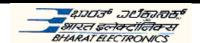
### 2.3 Pay Property Tax

# 2.3.1 Search Application



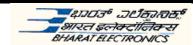


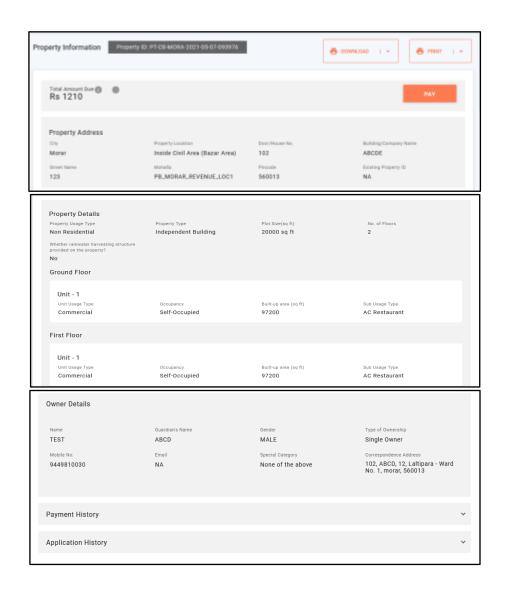




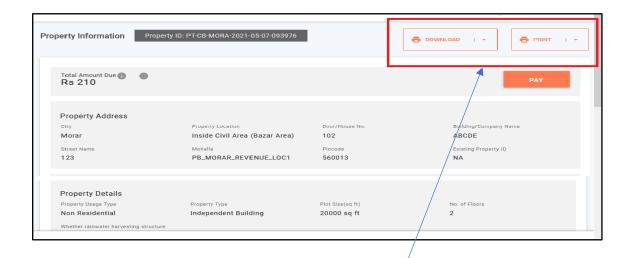
# 2.3.1 Search Property



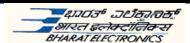


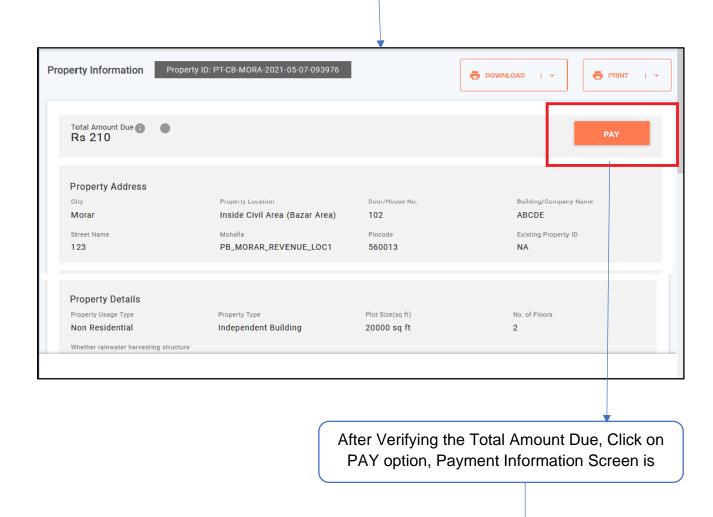


# 2.3.1 Demand Payment

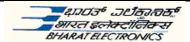


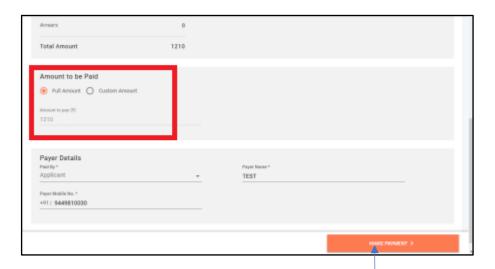
In the Property Information Screen Click on "Download" or "Print" to view/print the Application.



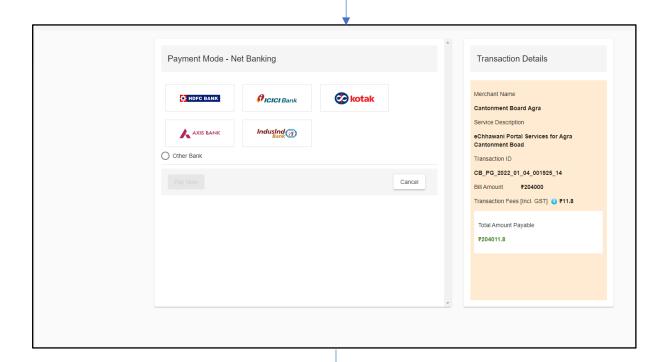




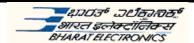




Once the fee is verified, select the payment option either Full Amount or Custom Amount, click on "Make Payment" for completing the payment. You will be redirected to the Online Transaction Gateway.

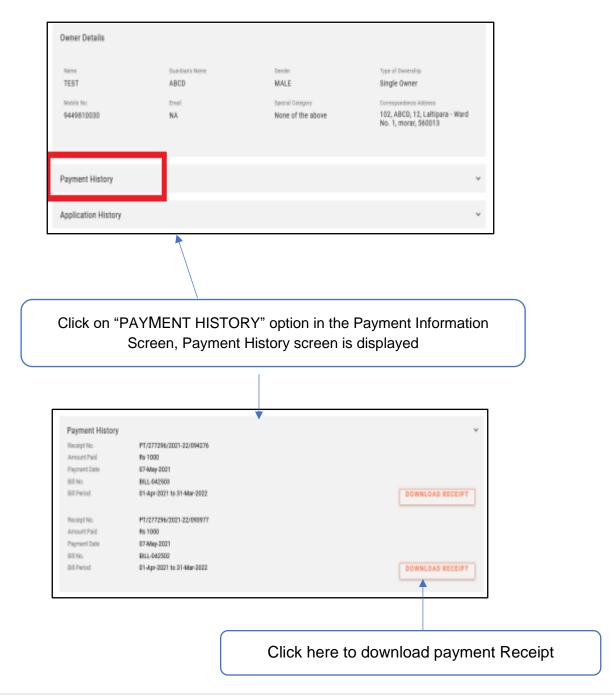


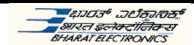
After successful payment collection you will be redirected to Acknowledgement Screen.



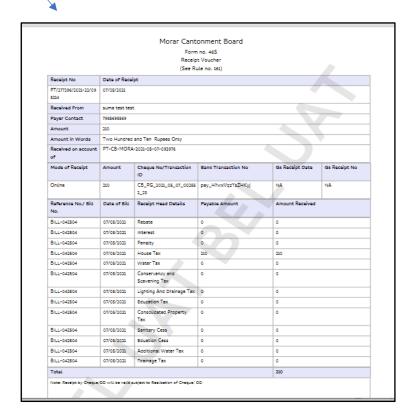


#### 2.4 PAYMENT HISTORY





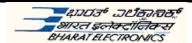




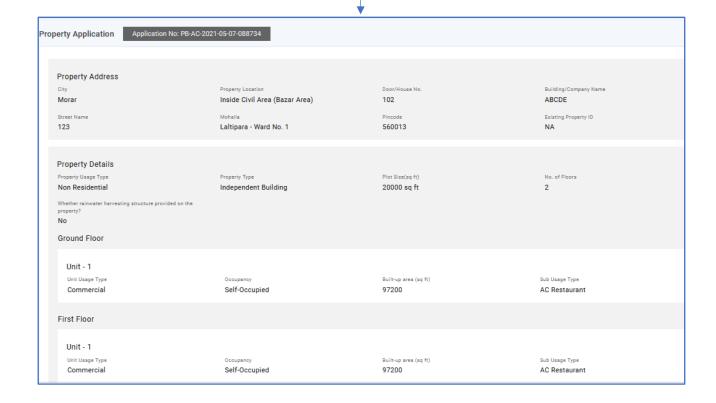
#### 2.5 APPLICATION HISTORY

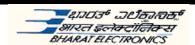


Click on "APPLICATION HISTORY" option in the Payment Information Screen, Application History screen is displayed

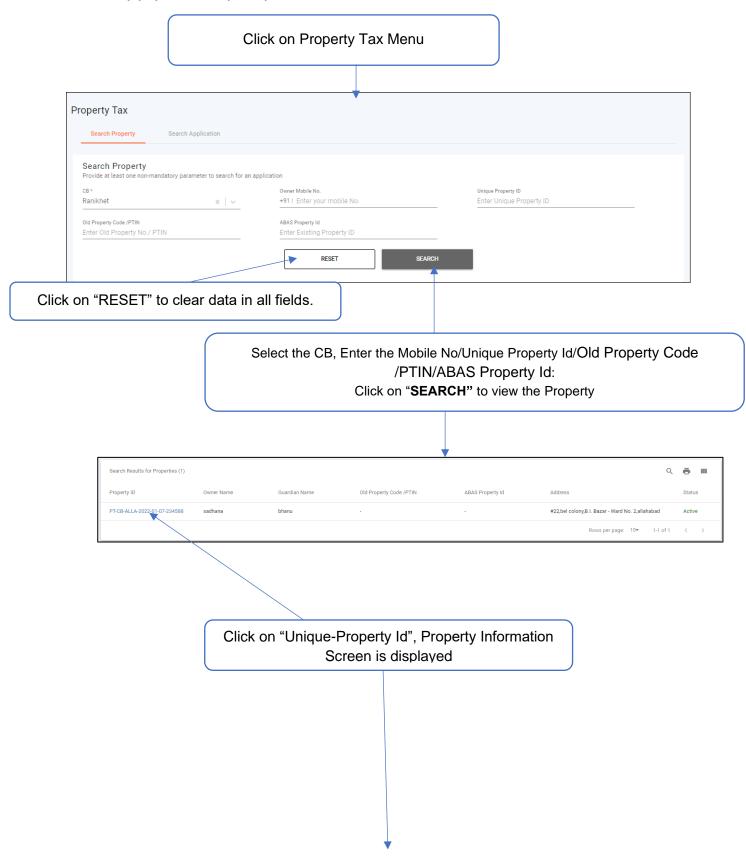


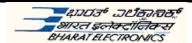


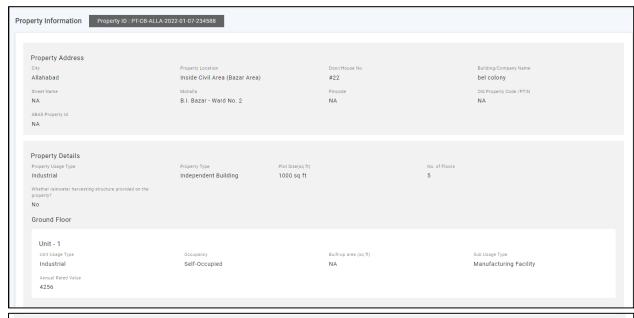




### 2.6 Apply for Property Mutation



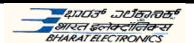




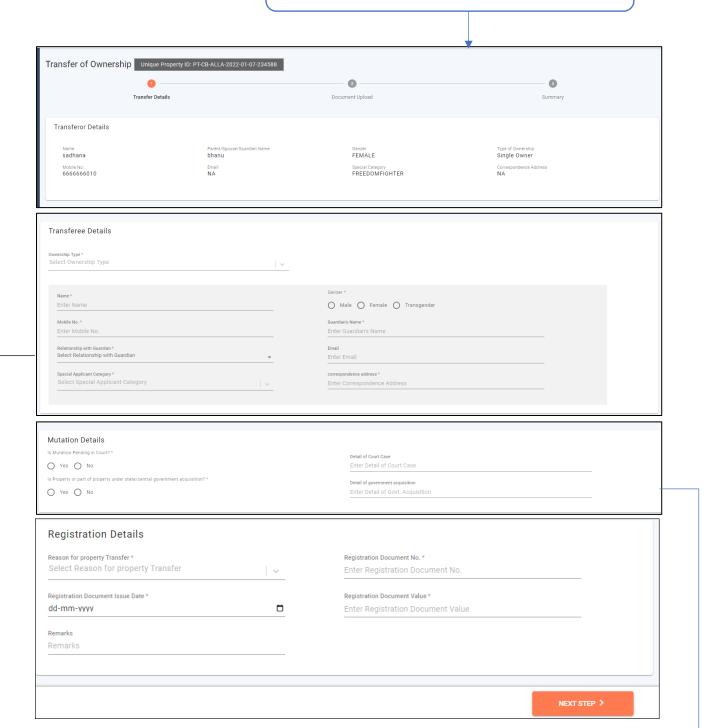


Click on "Transfer Ownership", in the Owner details, Documents required screen is displayed



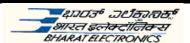


Click on "Transfer Ownership" button, Transfer of Ownership Screen is displayed



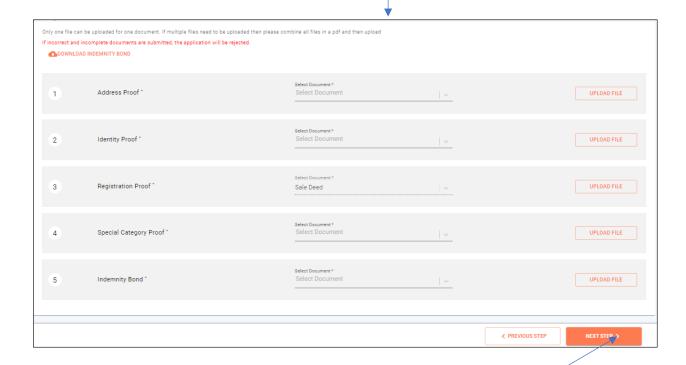
In Transferee Details: Select the Ownership Type, Enter the Name, Mobile Number, Guardian Name, Select the Gender, Relationship with Guardian, email id, Select the Special Applicant Category, Enter the correspondence address

In Mutation details: Select Whether Mutation is Pending in Court (Yes/No) if Yes, enter the details of Court case, Select is Property or part of property is under state/Central government acquisition (Yes/No), if yes enter details of government acquisition



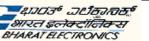
In Registration details: Select reason for property transfer, Registration document no, registration document issue date, Registration Document Value and enter the remarks if any and Click on NEXT STEP

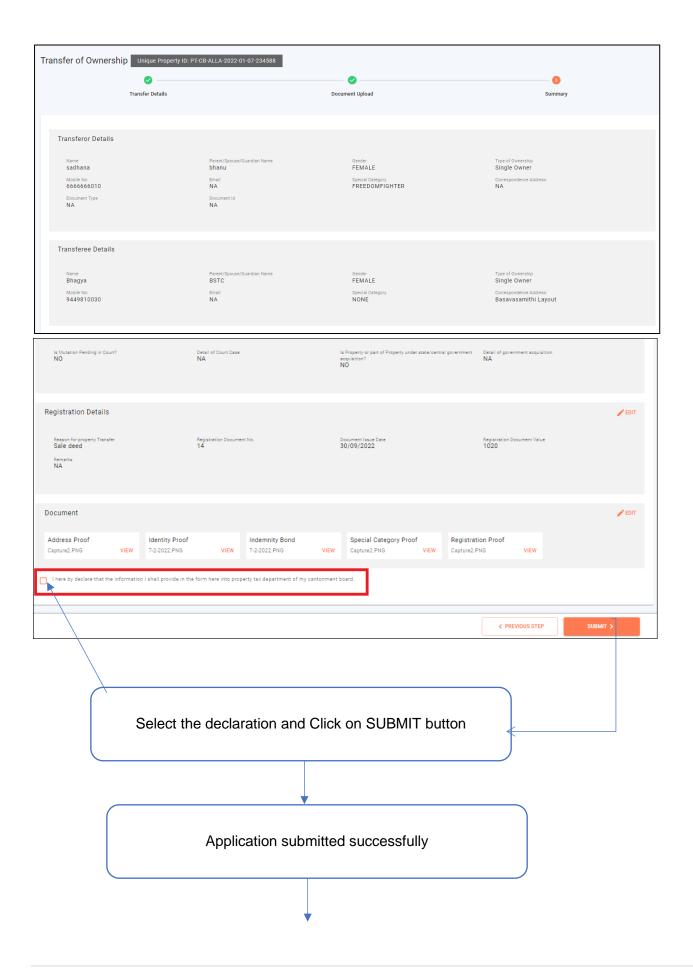
Documents upload screen is displayed; the citizen may upload Address proof, Identify Proof, Special category proof, Indemnity proof and Registration proof documents

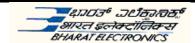


Click on NEXT STEP after uploading the required documents

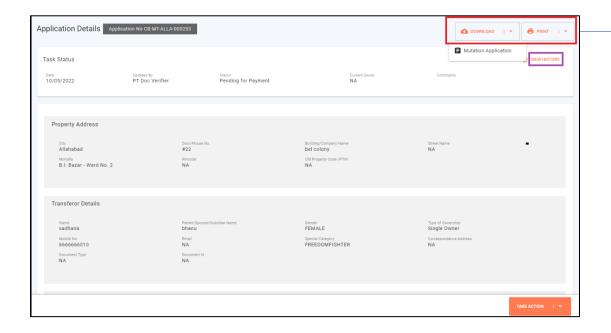
Summary Page is displayed



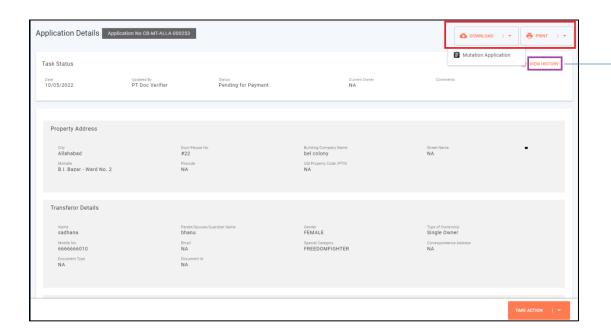




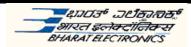
# 2.6.1 Property Mutation fee Payment

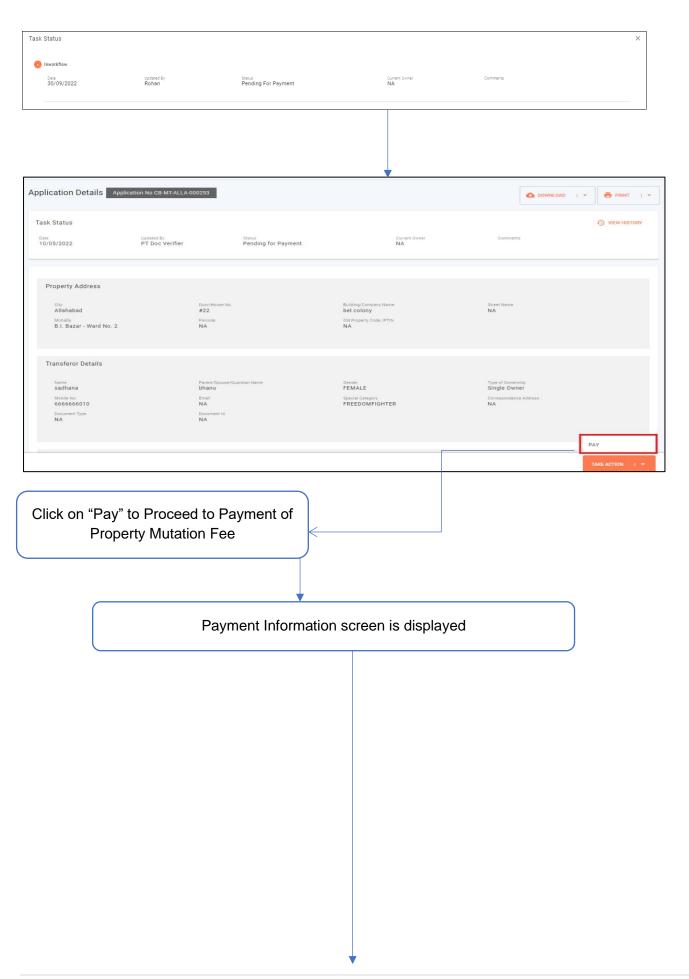


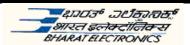
Click on "Download" or "Print" to view/print the Application.

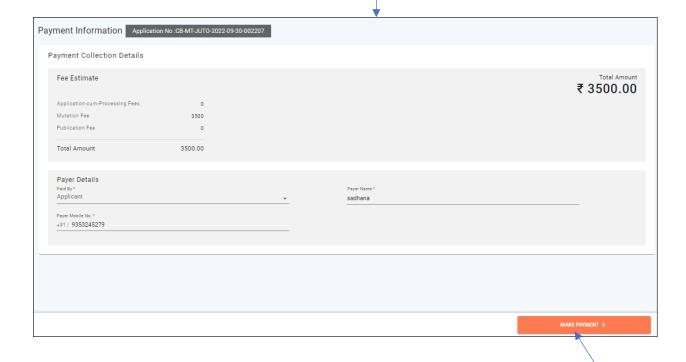


Click on "View" the Application History

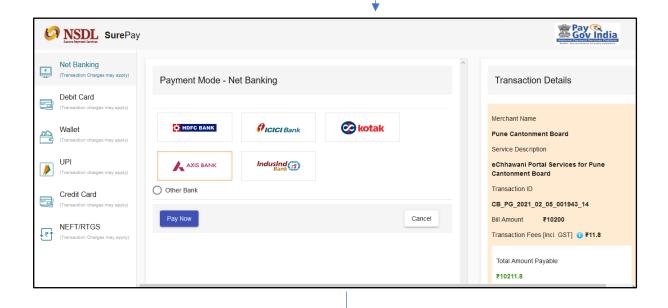




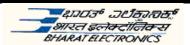




Once the fee is verified, click on "Make Payment" for completing the payment. You will be redirected to the Online Transaction Gateway.



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





Note: To edit the registration details after submitting the application, reject the current application. Document Verifier will have the provision to refund the paid Mutation fee. Re apply the application with the changed registration details.