

# **“e-Chhawani”**

## **Online Management of Cantonment Boards**



# ***Property Tax***

## **User Manual**

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## 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. **Reject/Reopen/Edit Property Mutation Application.**
- f. **Download/Print the Applications and Payment Receipts.**

## 1. General Functions

### 1.1 Login into the Application

To login, please go to the following link:

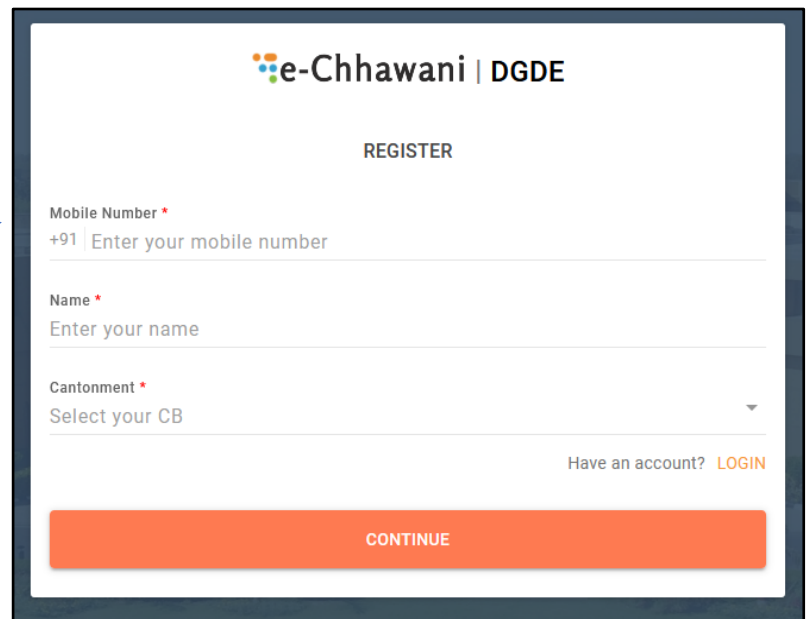
<https://echhawani.gov.in/citizen/>

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 the text 'Select'. At the bottom is a large orange 'CONTINUE' button.

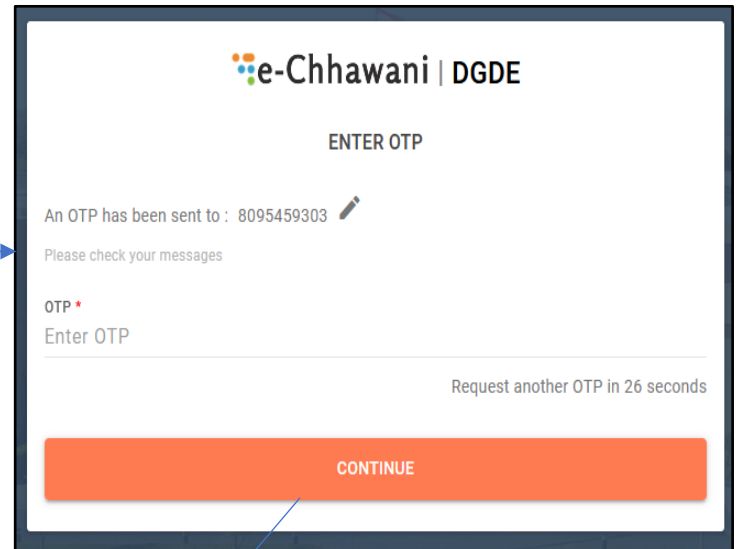
To Register,  
Enters Mobile Number, Name and selects  
his/her CB and click on **Continue**.



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 placeholder 'Select your CB' and a dropdown arrow. At the bottom right 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**.



**e-Chhawani | DGDE**

ENTER OTP

An OTP has been sent to : 8095459303 

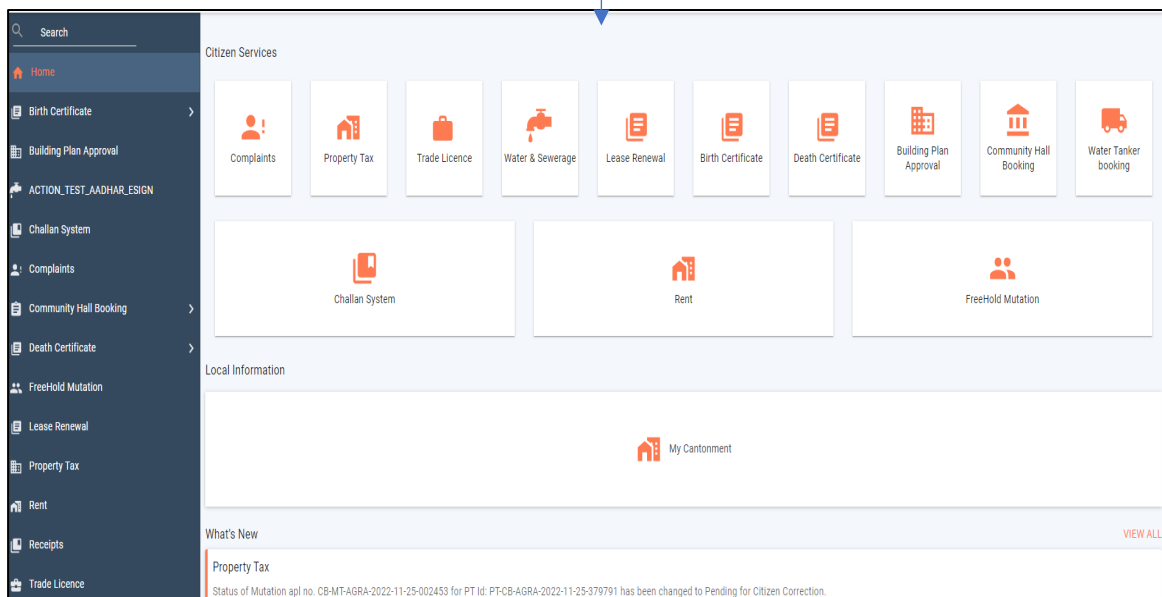
Please check your messages

OTP \*  
Enter OTP

Request another OTP in 26 seconds

**CONTINUE**

On login, 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**

- Challan System
- Rent
- FreeHold Mutation

**What's New**

Property Tax  
Status of Mutation apl no. CB-MT-AGRA-2022-11-25-002453 for PT Id: PT-CB-AGRA-2022-11-25-379791 has been changed to Pending for Citizen Correction.

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

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 ✎

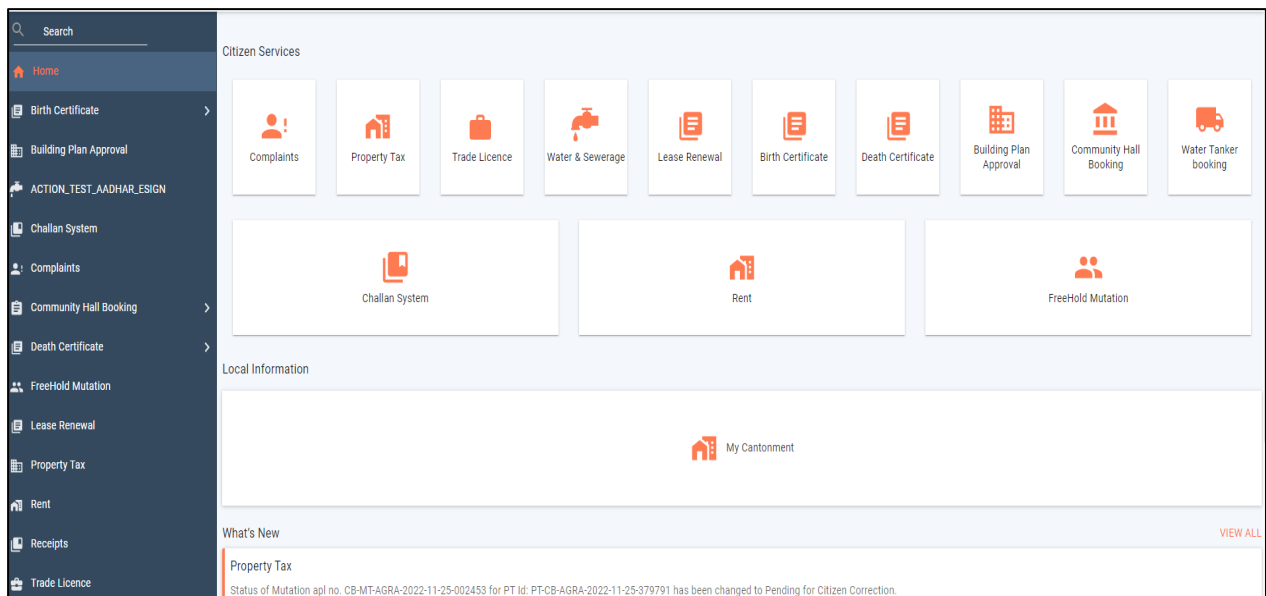
Please check your messages

OTP \*  
Enter OTP

Request another OTP in 26 seconds

CONTINUE

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

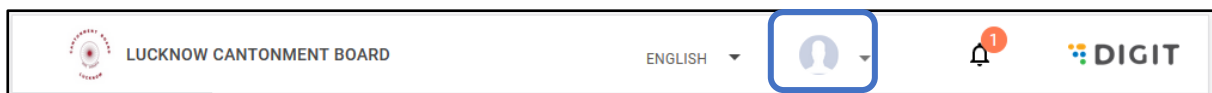


## 1.2 Editing the Profile

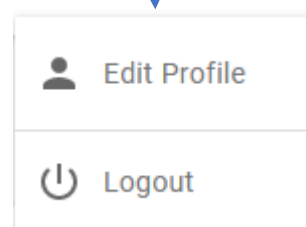
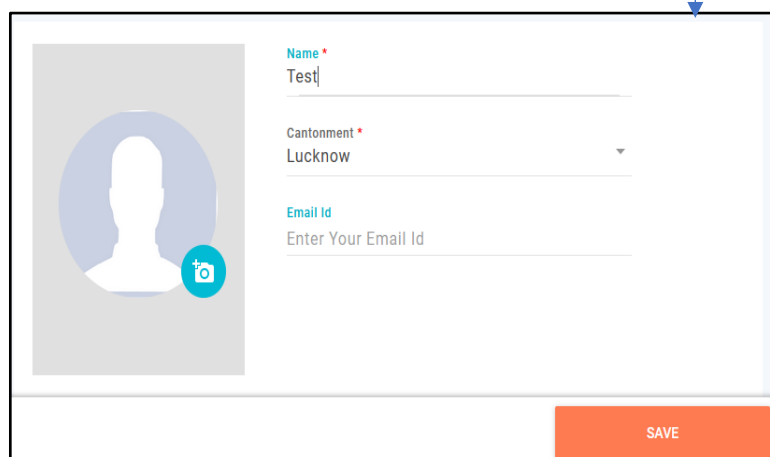
Follow the steps shown below to edit your profile. You can:

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

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



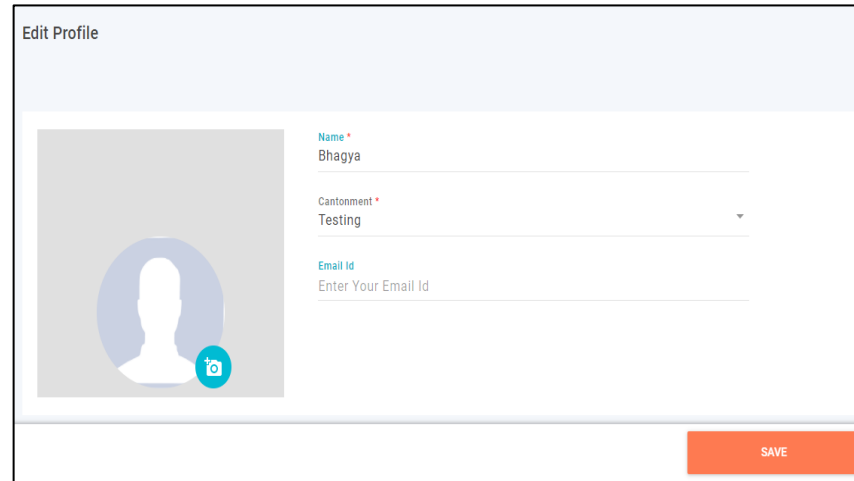
User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

The screenshot shows the 'Edit Profile' form. On the left is a large grey area for a profile picture with a camera icon. To the right are three input fields: 'Name' (containing 'Test'), 'Cantonment' (a dropdown menu set to 'Lucknow'), and 'Email Id' (with the placeholder text 'Enter Your Email Id'). A red asterisk is next to each field label. At the bottom right is an orange 'SAVE' button.

## 1.2.2 Update Profile Photo

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

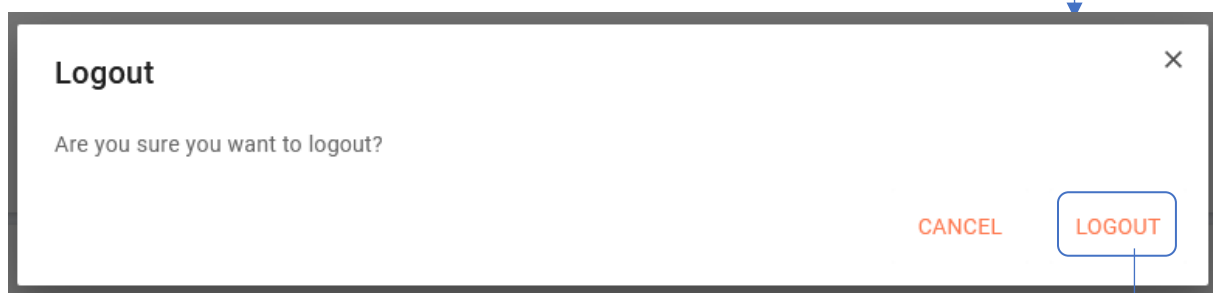
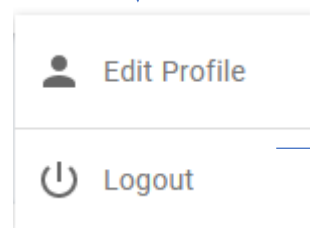


The 'Edit Profile' form contains the following fields:

- 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.

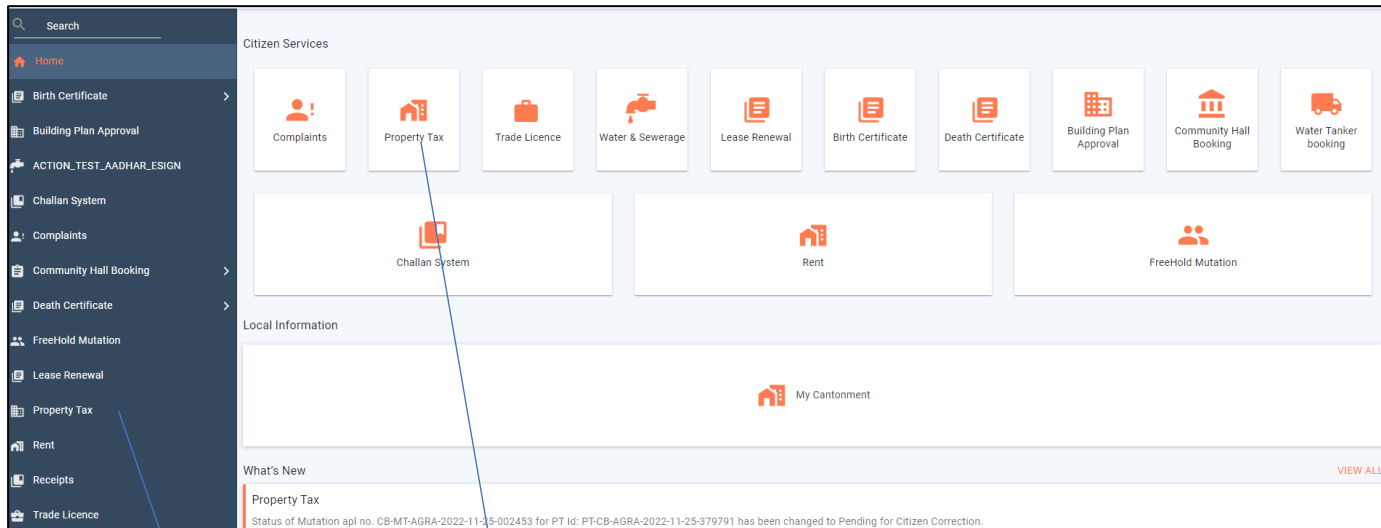
## 1.3 Logout



Click on "LOGOUT" to logout of the application



## 2. Property Tax



On the Landing page, click on “Property Tax” to proceed.

“Property Tax” screen is displayed.

## 2.1 My Properties



Click on “My Properties” to View the Property details.

“My Properties” Screen is displayed

Search	My Properties
Home	Regimental Bazar - Ward No. 1, Mathura Unique Property ID: PT-CB-MATH-2022-11-25-379792
Birth Certificate	Bungalow Area Part - Ward 1, Agra Unique Property ID: PT-CB-AGRA-2022-11-25-379791
Building Plan Approval	RB II - WARD NO 1, Babina Unique Property ID: PT-CB-BABI-2022-11-25-379788
ACTION_TEST_AADHAR_ESIGN	Pethiya Bazar - Ward No. 1, Danapur Unique Property ID: PT-CB-DANA-2022-11-24-379784
Challan System	RB II - WARD NO 1, Babina Unique Property ID: PT-CB-BABI-2022-11-24-379783
Complaints	Camp Sadar Bazaar - Ward-1, Ahmedabad Unique Property ID: PT-CB-AHME-2022-11-24-379782
Community Hall Booking	R.A. Bazar - Ward 8, Agra Unique Property ID: PT-CB-AGRA-2022-11-24-379781
Death Certificate	Bungalow Area Part - Ward 1, Agra Unique Property ID: PT-CB-AGRA-2022-11-24-379778
Freight Mutation	Bungalow Area Part - Ward 1, Agra Unique Property ID: PT-CB-AGRA-2022-11-24-379776
Lease Renewal	Camp Sadar Bazaar - Ward-1, Ahmedabad Unique Property ID: PT-CB-AHME-2022-11-24-379775
Property Tax	12, LRI COLONY, BN STREET, Camp Sadar Bazaar - Ward-1, Ahmedabad, 531240 Unique Property ID: PT-CB-AHME-2022-11-23-379774
Rent	Camp Sadar Bazaar - Ward-1, Ahmedabad
Receipts	
Trade Licence	
Water Tanker booking	
Water & Sewerage	

## 2.2 How it Works



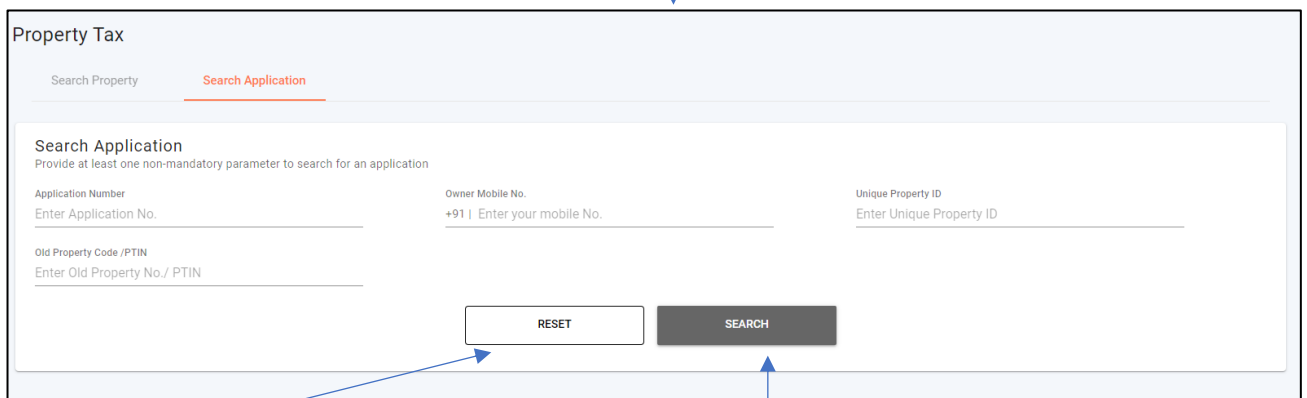
Click on “How It Works” to View the Help manual.

## 2.3 Pay Property Tax

### 2.3.1 Search Application



Click on “Pay Property Tax”, Property tax screen is displayed showing search options



The screenshot shows the 'Property Tax' screen with the 'Search Application' tab selected. The screen displays a form for searching applications. The form has three main sections: 'Application Number', 'Owner Mobile No.', and 'Unique Property ID'. Each section has a text input field. Below these sections is a 'RESET' button and a 'SEARCH' button. A blue arrow points from the 'RESET' button to a callout box below the screenshot.

Click on “RESET” to clear data in all fields.

Enter the Application No/Mobile No/Unique Property Id: Click on “**SEARCH**” to view the Property Application search results.

Search Result for Property Application (1)

Application No.	Unique Property ID	Application Type	Owner Name	Address	Status
PB-AC-2021-05-07-08873 4	PT-CB-MORA-2021-05-07-093976 76	New Property	TEST	102,ABCDE,12,Latipara - Ward No. 1,M orar	Active

Rows per page: 10 1 of 1

Click on “Application No / Unique Property id” to View the property details

Property Information Property ID: PT-CB-MORA-2021-05-07-093976

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

Total Amount Due **Rs 1210** [PAY](#)

Property Address	Property Location	Door/House No.	Building/Company Name
City Morar	Inside Civil Area (Bazar Area)	102	ABCDE
Street Name 123	Mohalla PB_MORAR_REVENUE_LOC1	Pincode 560013	Existing Property ID NA

### 2.3.1 Search Property

Property Tax

[Search Property](#) [Search Application](#)

**Search Property**  
Provide at least one non-mandatory parameter to search for an application

CB \*  
Agra| x | v

Owner Mobile No.  
+91 | Enter your mobile No.

Unique Property ID  
Enter Unique Property ID

Old Property Code /PTIN  
Enter Old Property No./ PTIN

ABAS Property Id  
Enter Existing Property ID

[RESET](#) [SEARCH](#)

Click on “RESET” to clear data in all fields.

Select the CB, Enter the Mobile No/Unique Property Id/Existing Property Id:  
Click on “**SEARCH**” to view the Properties.

Search Results for Properties (1)

Unique Property ID	Owner Name	Guardian Name	Existing Property ID	Address	Status
PT-CB-MORA-2021-05-07-993976	TEST	ABCD	-	102,ABCD,123,Lalitpara - Ward No. 1, Morar	Active

Rows per page: 10 1-1 of 1

Click on “Unique-Property Id”, Property Information Screen is displayed

Property Information Property ID: PT-CB-MORA-2021-05-07-993976

DOWNLOAD PRINT

Total Amount Due Rs 1210 PAY

Property Address

City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCD
Street Name	Mohalla	Pincode	Existing Property ID
123	PB_MORAR_REVENUE_LOC1	560013	NA

Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2

Whether rainwater harvesting structure provided on the property?  
No

Ground Floor

Unit - 1	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

First Floor

Unit - 1	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

Owner Details

Name	Guardian's Name	Gender	Type of Ownership
TEST	ABCD	MALE	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
9449810030	NA	None of the above	102, ABCD, 12, Lalitpara - Ward No. 1, morar, 560013

Payment History

Application History

## 2.3.1 Demand Payment

Property Information
Property ID: PT-CB-MORA-2021-05-07-093976

DOWNLOAD

PRINT

Total Amount Due
Rs 210

PAY

Property Address

City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCDE
Street Name	Mohalla	Pincode	Existing Property ID
123	PB_MORAR_REVENUE_LOC1	560013	NA

Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2

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

Property Information
Property ID: PT-CB-MORA-2021-05-07-093976

DOWNLOAD

PRINT

Total Amount Due
Rs 210

PAY

Property Address

City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCDE
Street Name	Mohalla	Pincode	Existing Property ID
123	PB_MORAR_REVENUE_LOC1	560013	NA

Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2

After Verifying the Total Amount Due, Click on PAY option, Payment Information Screen is

Payment Information
Unique Property ID PT-CB-MCRA-2021-05-07-993976

Payment Collection Details

Fee Estimate		Total Amount
House Tax	1000	₹ 1210
Consolidated Property Tax	200	
Penalty	10	
Water Tax	0	
Rebate	0	
Sanitary Cess	0	
Lighting And Drainage Tax	0	
Conservancy and Scavering Tax	0	
Additional Water Tax	0	
Education Cess	0	
Drainage Tax	0	

Area	0
Total Amount	1210

Amount to be Paid
☒ Full Amount ☐ Custom Amount

Amount to pay (₹)  
1210

Payer Details

Paid By *	Payer Name *
Applicant	TEST
Payer Mobile No. *	
+91   9449810030	

MAKE PAYMENT >

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.

### Payment Mode - Net Banking

☐ Other Bank

### Transaction Details

Merchant Name  
Cantonment Board Agra

Service Description  
eChhawani Portal Services for Agra Cantonment Board

Transaction ID  
CB\_PG\_2022\_01\_04\_001925\_14

Bill Amount ₹204000

Transaction Fees [Incl. GST] ₹11.8

Total Amount Payable  
₹204011.8

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

### Payment Information

Unique Property ID PT CB MORA-2021-05-07-093976

DOWNLOAD
 PRINT

Payment Receipt No.  
PT/277296/2021-22/094276

Payment has been paid successfully!

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

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



## 2.4 PAYMENT HISTORY

Owner Details			
Name	Owner's Name	Gender	Type of Ownership
TEST	ABCD	MALE	Single Owner
Mobile No.	Email	Special Category	Correspondence Address
9449810830	NA	None of the above	102, ABCD, 12, Laltipara - Ward No. 1, morar, 560013
<div>Payment History</div>			
<div>Application History</div>			

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

Payment History	
Receipt No.	PT/277296/2021-22/094276
Amount Paid	Rs 1000
Payment Date	07-May-2021
Bill No.	BILL-042503
Bill Period	01-Apr-2021 to 31-Mar-2022
	<a href="#">DOWNLOAD RECEIPT</a>
Receipt No.	PT/277296/2021-22/090977
Amount Paid	Rs 1000
Payment Date	07-May-2021
Bill No.	BILL-042502
Bill Period	01-Apr-2021 to 31-Mar-2022
	<a href="#">DOWNLOAD RECEIPT</a>

Click here to download payment Receipt

Sample Receipt

Morar Cantonment Board  
Form no. 46S  
Receipt Voucher  
(See Rule no. 161)

Receipt No	Date of Receipt				
PT/277296/2021-22/09 8284	07/08/2021				
Received From	suma test test				
Payer Contact	7985698569				
Amount	210				
Amount in Words	Two Hundred and Ten Rupees Only				
Received on account of	PT-CB-MORA-2021-08-07-093976				
Mode of Receipt	Amount	Cheque No/Transaction ID	Bank Transaction No	Gs Receipt Date	Gs Receipt No
Online	210	CB_PG_2021_08_07_00255 1_23	pay_H7mVqzYsZHKyJ	NA	NA
Reference No./ Bill No.	Date of Bill	Receipt Head Details	Payable Amount	Amount Received	
BILL-042804	07/08/2021	Rebate	0	0	
BILL-042804	07/08/2021	Interest	0	0	
BILL-042804	07/08/2021	Penalty	0	0	
BILL-042804	07/08/2021	House Tax	210	210	
BILL-042804	07/08/2021	Water Tax	0	0	
BILL-042804	07/08/2021	Conservancy and Scaffolding Tax	0	0	
BILL-042804	07/08/2021	Lighting And Drainage Tax	0	0	
BILL-042804	07/08/2021	Education Tax	0	0	
BILL-042804	07/08/2021	Consolidated Property Tax	0	0	
BILL-042804	07/08/2021	Sanitary Cess	0	0	
BILL-042804	07/08/2021	Education Cess	0	0	
BILL-042804	07/08/2021	Additional Water Tax	0	0	
BILL-042804	07/08/2021	Fire Insurance Tax	0	0	
Total				210	

Note: Receipt by Cheque/DD will be valid subject to Realization of Cheque/ DD

## 2.5 APPLICATION HISTORY

**Owner Details**

Name TEST	Owner's Name ABCD	Gender MALE	Type of Ownership Single Owner
Mobile No. 9449810030	Email NA	Special Category None of the above	Correspondence Address 102, ABCD, 12, Leftipara - Ward No. 1, morar, 560013

Payment History

**Application History**

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

Application History	
Application No:	PB-AC-2021-05-07-088734
Property ID No:	PT-CB-MORA-2021-06-07-099976
Application Type	UPDATE
Creation Date	07/05/2021
	Active
<a href="#">View Details</a>	

Click on “VIEW DETAILS” option, Property Application details screen is displayed

Property Application
Application No: PB-AC-2021-05-07-088734

Property Address			
City	Property Location	Door/House No.	Building/Company Name
Morar	Inside Civil Area (Bazar Area)	102	ABCDE
Street Name	Mohalla	Pincode	Existing Property ID
123	Lalipara - Ward No. 1	560013	NA

Property Details			
Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Non Residential	Independent Building	20000 sq ft	2
Whether rainwater harvesting structure provided on the property?			
No			
Ground Floor			
Unit - 1			
Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant
First Floor			
Unit - 1			
Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Commercial	Self-Occupied	97200	AC Restaurant

## 2.6 Apply for Property Mutation

Click on Property Tax Menu

Property Tax

Search Property Search Application

**Search Property**  
Provide at least one non-mandatory parameter to search for an application

CB \*  
Ranikhet x | v

Owner Mobile No.  
+91 | Enter your mobile No.

Unique Property ID  
Enter Unique Property ID

Old Property Code /PTIN  
Enter Old Property No./ PTIN

ABAS Property Id  
Enter Existing Property ID

RESET SEARCH

Click on "RESET" to clear data in all fields.

Select the CB, Enter the Mobile No/Unique Property Id/Old Property Code /PTIN/ABAS Property Id:  
Click on "**SEARCH**" to view the Property

Search Results for Properties (1)

Property ID	Owner Name	Guardian Name	Old Property Code /PTIN	ABAS Property Id	Address	Status
PT-CB-ALLA-2022-01-07-234588	sadhana	bhanu	-	-	#22,bel colony,B.I. Bazar - Ward No. 2,allahabad	Active

Rows per page: 10 1-1 of 1

Click on "Unique-Property Id", Property Information Screen is displayed

## Property Information

Property ID : PT-CB-ALLA-2022-01-07-234588

### Property Address

City	Property Location	Door/House No.	Building/Company Name
Allahabad	Inside Civil Area (Bazar Area)	#22	bel colony
Street Name	Mohalla	Pincode	Old Property Code /PTIN
NA	B.I. Bazar - Ward No. 2	NA	NA
ABAS Property Id			
NA			

### Property Details

Property Usage Type	Property Type	Plot Size(sq ft)	No. of Floors
Industrial	Independent Building	1000 sq ft	5

Whether rainwater harvesting structure provided on the property?

No

### Ground Floor

#### Unit - 1

Unit Usage Type	Occupancy	Built-up area (sq ft)	Sub Usage Type
Industrial	Self-Occupied	NA	Manufacturing Facility
Annual Rated Value			
4256			

## Owner Details

VIEW HISTORY

TRANSFER OWNERSHIP

Name	Parent/Spouse/Guardian Name	Gender	Type of Ownership
sadhana	bhanu	Female	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
6666666010	NA	Freedom Fighter	NA

## Documents

### Payment History

### Application History

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

## Required Documents - Transfer of Ownership

### Address Proof

One of these documents is needed to apply for this Service

1. Electricity Bill
2. Water Bill
3. Gas Bill

\* In case of multiple/institutional Applicant please provide ID of primary or authorized person

### Identity Proof

One of these documents is needed to apply for this Service

1. Aadhar Card
2. Voter Id
3. Driving Licence
4. Pan Card

\* In case of multiple/institutional Applicant please provide ID of primary or authorized person

### Registration Proof

One of these documents is needed to apply for this Service

1. Sale Deed
2. Gift Deed
3. Partition Certificate
4. Registered Will Deed
5. Partition Deed
6. Court Decree
7. Property Auction
8. Succession or Death Certificate
9. Family Settlement
10. Unregistered will Deed

\* In case of multiple Registration please provide Registration Proof for all Registration

PRINT

TRANSFER OWNERSHIP

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

Transfer of Ownership
Unique Property ID: PT-CB-ALLA-2022-01-07-234588

1
2
3
Transfer Details
Document Upload
Summary

Transferor Details

Name  
sadhana
Parent/Spouse/Guardian Name  
bhanu
Gender  
FEMALE
Type of Ownership  
Single Owner
Mobile No:  
6666666010
Email  
NA
Special Category  
FREEDOMFIGHTER
Correspondence Address  
NA

Transferee Details

Ownership Type \*  
Select Ownership Type

Name \*  
Enter Name
Gender \*  
☐ Male
☐ Female
☐ Transgender

Mobile No. \*  
Enter Mobile No.
Guardian's Name \*  
Enter Guardian's Name

Relationship with Guardian \*  
Select Relationship with Guardian
Email  
Enter Email

Special Applicant Category \*  
Select Special Applicant Category
correspondence address \*  
Enter Correspondence Address

Mutation Details

Is Mutation Pending in Court? \*  
☐ Yes
☐ No
Detail of Court Case  
Enter Detail of Court Case

Is Property or part of property under state/central government acquisition? \*  
☐ Yes
☐ No
Detail of government acquisition  
Enter Detail of Govt. Acquisition

Registration Details

Reason for property Transfer \*  
Select Reason for property Transfer
Registration Document No. \*  
Enter Registration Document No.

Registration Document Issue Date \*  
dd-mm-yyyy
Registration Document Value \*  
Enter Registration Document Value

Remarks  
Remarks

NEXT STEP >

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

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload  
If incorrect and incomplete documents are submitted, the application will be rejected.

[DOWNLOAD INDEMNITY BOND](#)

1	Address Proof *	Select Document * Select Document	UPLOAD FILE
2	Identity Proof *	Select Document * Select Document	UPLOAD FILE
3	Registration Proof *	Select Document * Sale Deed	UPLOAD FILE
4	Special Category Proof *	Select Document * Select Document	UPLOAD FILE
5	Indemnity Bond *	Select Document * Select Document	UPLOAD FILE

[< PREVIOUS STEP](#) [NEXT STEP >](#)

Click on NEXT STEP after uploading the required documents

Summary Page is displayed

Transfer of Ownership
Unique Property ID: PT-CB-ALLA-2022-01-07-234588

✓

Transfer Details

✓

Document Upload

3

Summary

Transferor Details

Name sadhana	Parent/Spouse/Guardian Name bhanu	Gender FEMALE	Type of Ownership Single Owner
Mobile No: 6666666010	Email NA	Special Category FREEDOMFIGHTER	Correspondence Address NA
Document Type NA	Document Id NA		

Transferee Details

Name Bhagya	Parent/Spouse/Guardian Name BSTC	Gender FEMALE	Type of Ownership Single Owner
Mobile No: 9449810030	Email NA	Special Category NONE	Correspondence Address Basavasamithi Layout

Is Mutation Pending in Court? NO	Detail of Court Case NA	Is Property or part of Property under state/central government acquisition? NO	Detail of government acquisition NA
-------------------------------------	----------------------------	---	--

Registration Details

Reason for property Transfer  
Sale deed

Registration Document No.  
14

Document Issue Date  
30/09/2022

Registration Document Value  
1020

Remarks  
NA

EDIT

Document

Address Proof  
Capture2.PNG  
VIEW

Identity Proof  
7-2-2022.PNG  
VIEW

Indemnity Bond  
7-2-2022.PNG  
VIEW

Special Category Proof  
Capture2.PNG  
VIEW

Registration Proof  
Capture2.PNG  
VIEW

EDIT

☐ I hereby declare that the information I shall provide in the form here into property tax department of my cantonment board.

< PREVIOUS STEP

SUBMIT >

Select the declaration and Click on SUBMIT button

Application submitted successfully and Proceed with Fee payment



## 2.6.1 Property Mutation fee Payment

Application Details
Application No CB-MT-ALLA-000253

Download
Print

Mutation Application
View History

Task Status

Date	Updated By	Status	Current Owner	Comments
10/05/2022	PT Doc Verifier	Pending for Payment	NA	

Property Address

City	Door/House No.	Building/Company Name	Street Name
Allahabad	#22	bel colony	NA
Mohalla	Pincode	Old Property Code /PTIN	
B.I. Bazar - Ward No. 2	NA	NA	

Transferor Details

Name	Parent/Spouse/Guardian Name	Gender	Type of Ownership
sadhana	bhanu	FEMALE	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
6666666010	NA	FREEDOMFIGHTER	NA
Document Type	Document Id		
NA	NA		

Take Action

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

Application Details
Application No CB-MT-ALLA-000253

Download
Print

Mutation Application
View History

Task Status

Date	Updated By	Status	Current Owner	Comments
10/05/2022	PT Doc Verifier	Pending for Payment	NA	

Property Address

City	Door/House No.	Building/Company Name	Street Name
Allahabad	#22	bel colony	NA
Mohalla	Pincode	Old Property Code /PTIN	
B.I. Bazar - Ward No. 2	NA	NA	

Transferor Details

Name	Parent/Spouse/Guardian Name	Gender	Type of Ownership
sadhana	bhanu	FEMALE	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
6666666010	NA	FREEDOMFIGHTER	NA
Document Type	Document Id		
NA	NA		

Take Action

Click on “View” the Application History

Task Status

Inworkflow

Date

30/09/2022

Updated By

Rohan

Status

Pending For Payment

Current Owner

NA

Comments

Mutation Fee Details

Application cum Processing Fee	1200
Publication Fee	5000
<b>Total Amount</b>	<b>6200.00</b>

Total Amount

₹ 6200.00

Not Paid

Property Address

City	Door/House No.	Building/Company Name	Street Name
Agra	NA	NA	NA
Mohalla	Pincode	Old Property Code /PTIN	
PB_AGRA_REVENUE_LOC01A01	NA	NA	

Transferor Details

Name	Parent/Spouse/Guardian Name	Gender	Type of Ownership
SUSHU	SHRII	Female	Single Owner
Mobile No:	Email	Special Category	Correspondence Address
9353245279	NA	WIDOW	Bungalow Area Part - Ward 1, Agra
Document Type	Document Id		
None of the above	NA		

Reject

Pay

TAKE ACTION

Click on "Pay" to Proceed to Payment of Property Mutation Fee

Click on "Reject" to reject the application before payment

Reject Application

Comments

Enter Comments

Supporting Documents

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

UPLOAD FILES

REJECT

Payment Information screen is displayed

Payment Information
Application No :CB-MT-JUTO-2022-09-30-002207

Payment Collection Details

Fee Estimate

Application-cum-Processing Fees
0

Mutation Fee
3500

Publication Fee
0

Total Amount
3500.00

Total Amount
₹ 3500.00

Payer Details

Paid By \*
Applicant

Payer Name \*
sadhana

Payer Mobile No.\*
+91 | 9353245279

MAKE PAYMENT >

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

NSDL SurePay
Pay Gov India

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

HDFC BANK

ICICI Bank

kotak

AXIS BANK

IndusInd Bank

Other Bank

Pay Now
Cancel

Transaction Details

Merchant Name
Pune Cantonment Board

Service Description
eChhawani Portal Services for Pune Cantonment Board

Transaction ID
CB\_PG\_2021\_02\_05\_001943\_14

Bill Amount
₹10200



Transaction Fees [Incl. GST]
₹11.8


Total Amount Payable
₹10211.8

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

Payment has paid successfully.

Payment Information
Property Tax Unique Id: CB-MT-ALLA-000253

 DOWNLOAD
 PRINT


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

DOWNLOAD / VIEW RECEIPT
Payment Receipt No  
PT/MU/CB/ALLA/2022-23/000337

Click on “Download” or “Print” to view/print the Receipt.

## 2.6.2 Reject/Reopen/Edit Application

Note: When the application is sent back to citizen from Document Verifier, option to Reject /Reopen or Edit is available to citizen

Property Tax

Search Property
Search Application
Triennial Assessment
Bulk Arv Update

Search Application  
Provide at least one non-mandatory parameter to search for an application

Application Number  
CB-MT-AGRA-2022-11-25-002453

Owner Mobile No.  
+91 | Enter your mobile No.

Unique Property ID  
Enter Unique Property ID

Old Property Code /PTIN  
Enter Old Property No./ PTIN

RESET
SEARCH

Click on “RESET” to clear data in all fields.

Select the CB, Enter the Mobile No/Unique Property Id/Old Property Code /PTIN/ABAS Property Id:  
Click on “SEARCH” to view the Property

Search Result for Property Application (1)

Application No.	Property ID	Application Type	Owner Name	Address	Status
CB-MT-AGRA-2022-11-25-002453	PT-CB-AGRA-2022-11-25-379791	Transfer of Ownership	SUSHUUU	Bungalow Area Part - Ward 1,Agra	In Workflow

Rows per page: 10 1-1 of 1

Click on "Application Number", Property Information Screen is displayed

Task Status VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
25/11/2022	AGRA	Citizen Correction Pending	SUSHU	

Mutation Fee Details

Application cum Processing Fee	1200	Total Amount <b>₹ 6200.00</b> Paid
Publication Fee	5000	
Total Amount	6200.00	

Property Address

City Agra	Door/House No. NA	Building/Company Name NA	Street Name NA
Mohalla PB_AGRA_REVENUE_LOC01A01	Pincode NA	Old Property Code /PTIN NA	

Property Address			
City Ahmedabad	Door/House No. NA	Building/Company Name NA	Street Name NA
Mohalla Camp Sadar Bazaar - Ward-1	Pincode NA	Old Property Code /PTIN NA	

Transferor Details			
Name SHRISHA	Parent/Spouse/Guardian Name BHANU	Gender Female	Type of Ownership Single Owner
Mobile No. 9353245279	Email NA	Special Category FREEDOMFIGHTER	Correspondence Address Camp Sadar Bazaar - Ward-1, Ahmedabad
Document Type None of the above	Document Id NA		

Transferee Details			

Reopen  
 Reject  
 Edit  
 TAKE ACTION

Citizen shall Select any of the following option

- Reopen
- Reject
- Edit

## REOPEN

Comments

Enter Comments

---

Supporting Documents

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

UPLOAD FILES

REOPEN

Click on reopen to Reopen the Application

Transferor Details			
Name SUSHU	Parent/Spouse/Guardian Name SHRII	Gender Female	Type of Ownership Single Owner
Mobile No. 9353245279	Email NA	Special Category WIDOW	Correspondence Address Bungalow Area Part - Ward 1, Agra
Document Type None of the above	Document ID NA		

Transferee Details			
Name SUSHUUU	Parent/Spouse/Guardian Name SHRIII	Gender Female	Type of Ownership Single Owner
Mobile No. 9353245279	Email NA	Special Category NONE	Correspondence Address HJKH
Document Type None of the above	Document ID NA		

Mutation Details			

[< PREVIOUS STEP](#)
[RESUBMIT >](#)

Click on Edit to edit the application and click on next

Parent/Spouse/Guardian Name

Gender

### Reject Application

Comments  
Enter Comments

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

[UPLOAD FILES](#)

[REJECT](#)

Parent/Spouse/Guardian Name

Gender

Click on Reject to Reject the Application

**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.

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