

# “e-Chhawani” Online Management of Cantonment Boards



## ***Lease Renewal/Extension***

### User Manual

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### About this Manual

The purpose of this manual is to give an overview of the Lease Renewal Management System (LRMS). The LRMS product provides a digital interface, allowing citizens to apply for the Lease Renewal. The citizen can renew the lease the certificate thereby ensuring hassle-free and user-friendly process.

The LRMS allows the citizens to:

- a. **Apply for a Lease Renewal/Extension**
- b. **Keep a track of the status of the Lease Renewal**

This manual covers up the various features of LRMS and every feature is defined with a screenshot for user assistance.

## 1. General Functions

### 1.1 Login into the Application

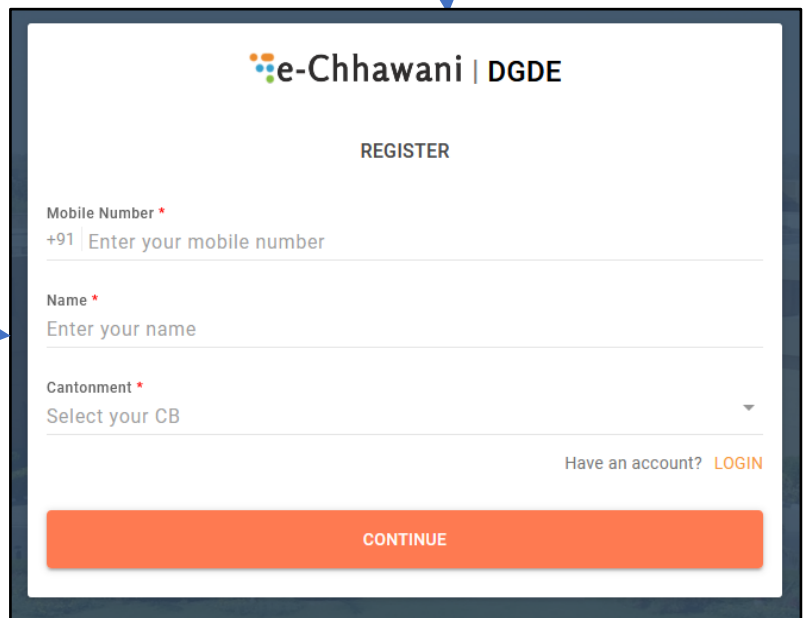
To login, please go to the following link:

<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

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

LUCKNOW CANTONMENT BOARD

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Trade License

Bill Genie

Lease

Receipts

Citizen Services

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Lease

Local Information

My Cantonment

What's New

Trade License

TL apl no: TL-APP-TEST-2020-12-14-005006 is approved. Subject to fee payment of INR 1430 pay @ <https://13.71.65.215.nip.io/egov-url-shortening/cpJ>

PAY NOW

19 hrs ago

VIEW ALL

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**.

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

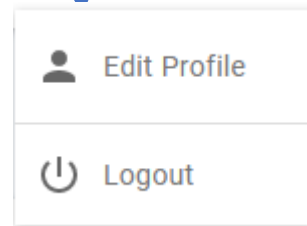
Follow the steps shown below to edit your profile. You can:

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

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



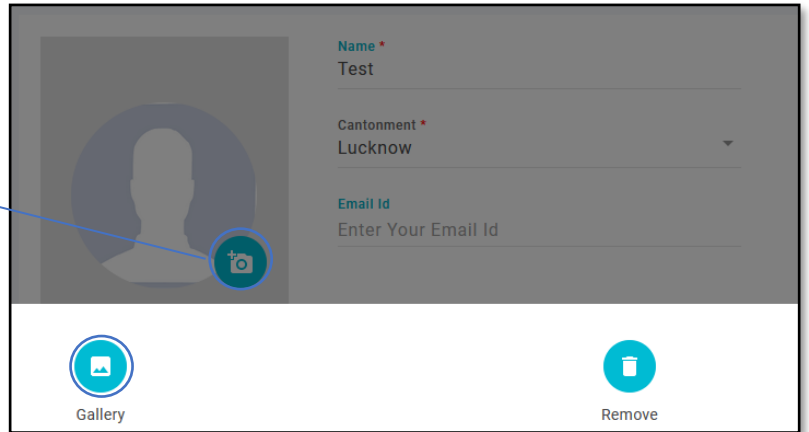
User sees the “Edit Profile” page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.



The 'Edit Profile' form is displayed. It features a profile picture placeholder on the left with a camera icon for uploading. To the right, there are three input fields: 'Name \*' with the text 'Test', 'Cantonment \*' with a dropdown menu set to 'Lucknow', and 'Email Id' with the placeholder text 'Enter Your Email Id'. An orange 'SAVE' button is located at the bottom right of the form.

### 1.2.2 Update Profile Photo

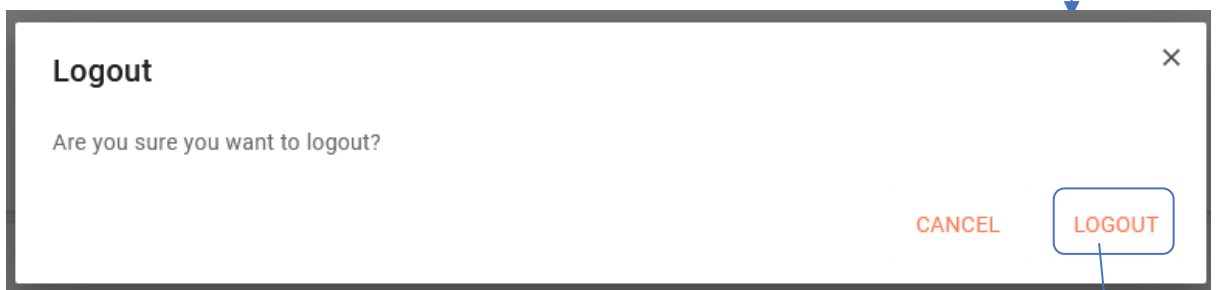
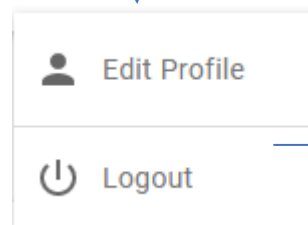
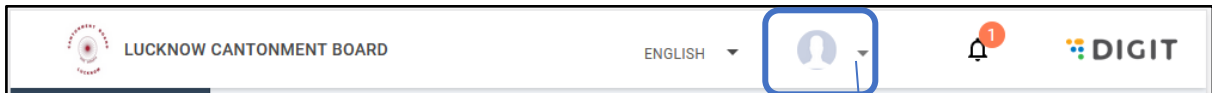
To update the profile photo, click on the Camera Icon.



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

Click on “Remove” to remove the present Profile picture and click on “Gallery” to upload a new picture from the computer.  
Once the user is done editing his/her profile, click on “SAVE” button in the bottom right of the page to save the changes.

### 1.3 Logout

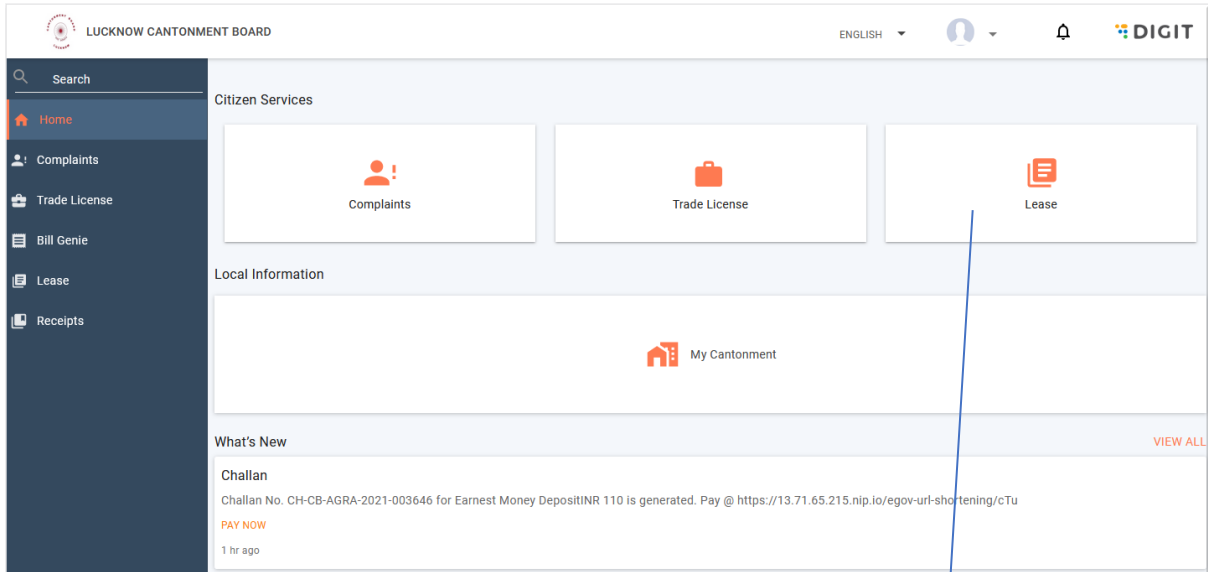


Click on “LOGOUT” to logout of the application.



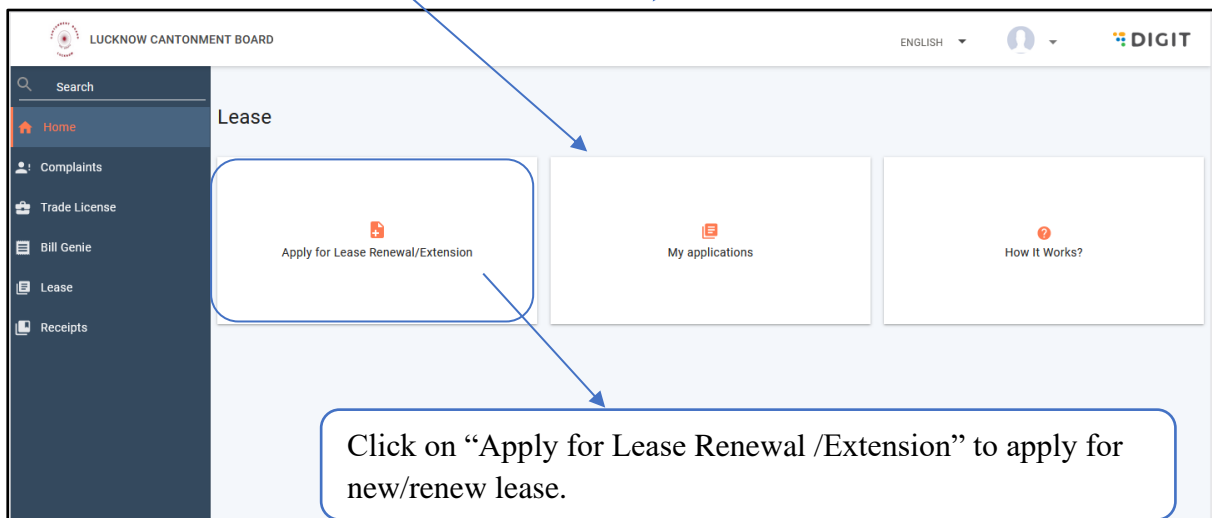
## 2. Lease Renewal/Extension

### 2.1 Apply for Lease Renewal/Extension

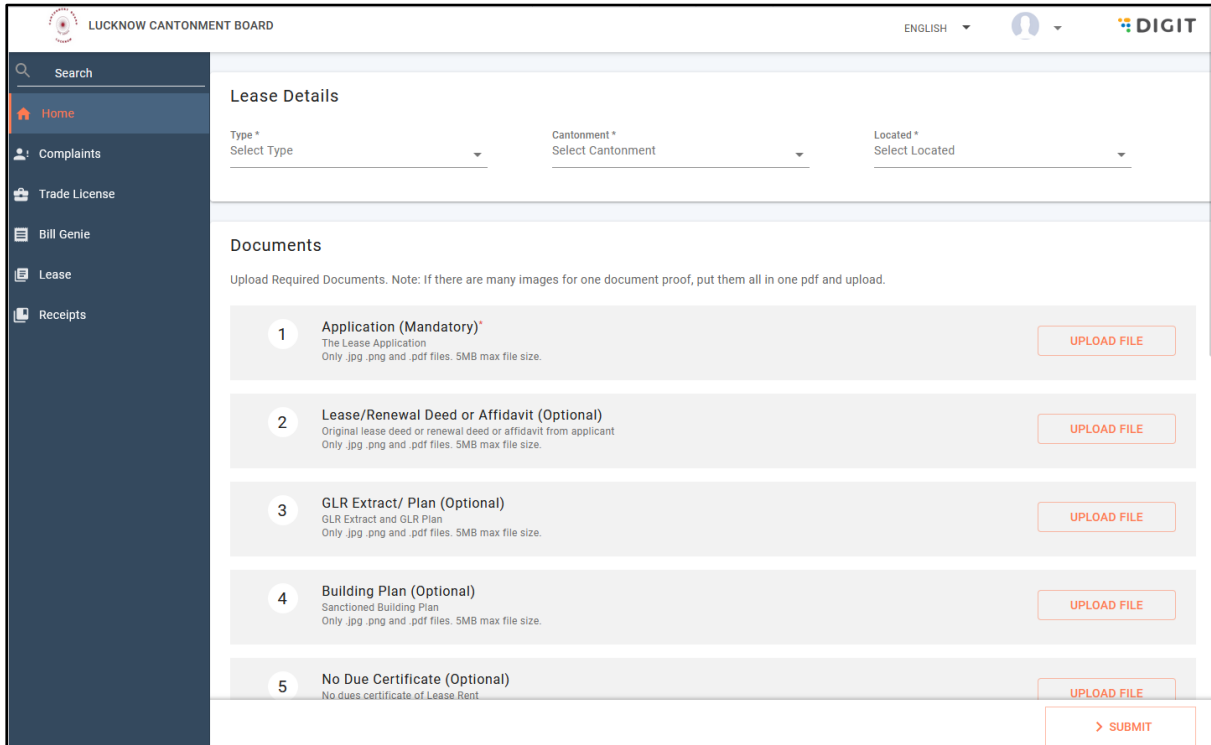


On the Landing page, click on “Lease” to proceed.

Three options appear on the screen:  
“Apply for Lease Renewal/ Extension”,  
“My Applications” and  
“How it Works?”.



Click on “Apply for Lease Renewal /Extension” to apply for new/renew lease.



The screenshot shows the 'LUCKNOW CANTONMENT BOARD' interface. On the left is a dark blue sidebar with navigation options: Home, Complaints, Trade License, Bill Genie, Lease, and Receipts. The main content area is titled 'Lease Details' and contains three dropdown menus: 'Type \*' (Select Type), 'Cantonment \*' (Select Cantonment), and 'Located \*' (Select Located). Below this is a 'Documents' section with the instruction: 'Upload Required Documents. Note: If there are many images for one document proof, put them all in one pdf and upload.' There are five document upload slots, each with a numbered title, a description, and an 'UPLOAD FILE' button:

- 1 Application (Mandatory)\***  
The Lease Application  
Only .jpg .png and .pdf files. 5MB max file size.
- 2 Lease/Renewal Deed or Affidavit (Optional)**  
Original lease deed or renewal deed or affidavit from applicant  
Only .jpg .png and .pdf files. 5MB max file size.
- 3 GLR Extract/ Plan (Optional)**  
GLR Extract and GLR Plan  
Only .jpg .png and .pdf files. 5MB max file size.
- 4 Building Plan (Optional)**  
Sanctioned Building Plan  
Only .jpg .png and .pdf files. 5MB max file size.
- 5 No Due Certificate (Optional)**  
No dues certificate of Lease/Rent

At the bottom right of the document list is a '> SUBMIT' button.

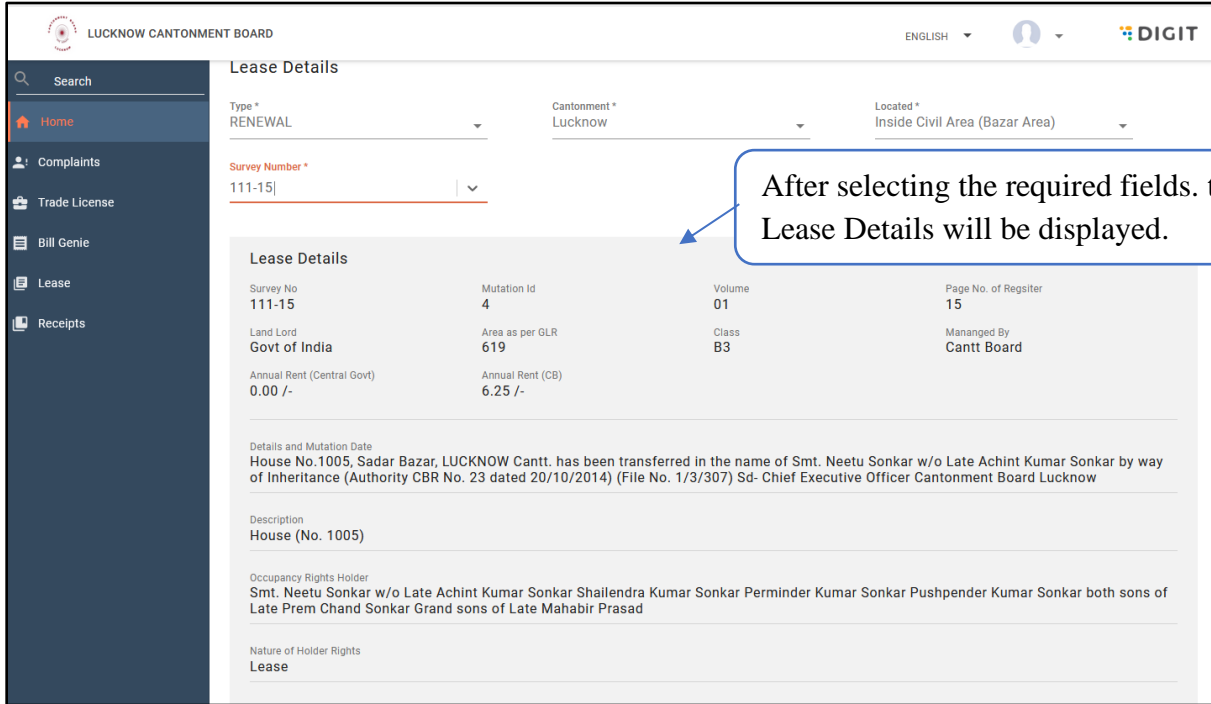
Following are the sub sections in Lease Renewal/Extension Details:

### 2.1.1 Lease Details

Following are the fields

Type*	Select the type as <ul style="list-style-type: none"> <li>● RENEWAL</li> <li>● EXTENSION</li> </ul>
Cantonment*	Select the Cantonment Name
Located	Select type as <ul style="list-style-type: none"> <li>● Inside Civil Area</li> <li>● Outside Civil Area</li> </ul>
Survey No	Select the Survey No based on the Location selected

Please Note: When the user clicks on the label of the type, the colour of the label changes to orange, specifying that action is taken on that label.



LUCKNOW CANTONMENT BOARD

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Lease Details

Type \* RENEWAL

Cantonment \* Lucknow

Located \* Inside Civil Area (Bazar Area)

Survey Number \* 111-15

Lease Details			
Survey No	Mutation Id	Volume	Page No. of Register
111-15	4	01	15
Land Lord	Area as per GLR	Class	Managed By
Govt of India	619	B3	Cantt Board
Annual Rent (Central Govt)	Annual Rent (CB)		
0.00 /-	6.25 /-		

Details and Mutation Date  
House No.1005, Sadar Bazar, LUCKNOW Cantt. has been transferred in the name of Smt. Neetu Sonkar w/o Late Achint Kumar Sonkar by way of Inheritance (Authority CBR No. 23 dated 20/10/2014) (File No. 1/3/307) Sd- Chief Executive Officer Cantonment Board Lucknow

Description  
House (No. 1005)

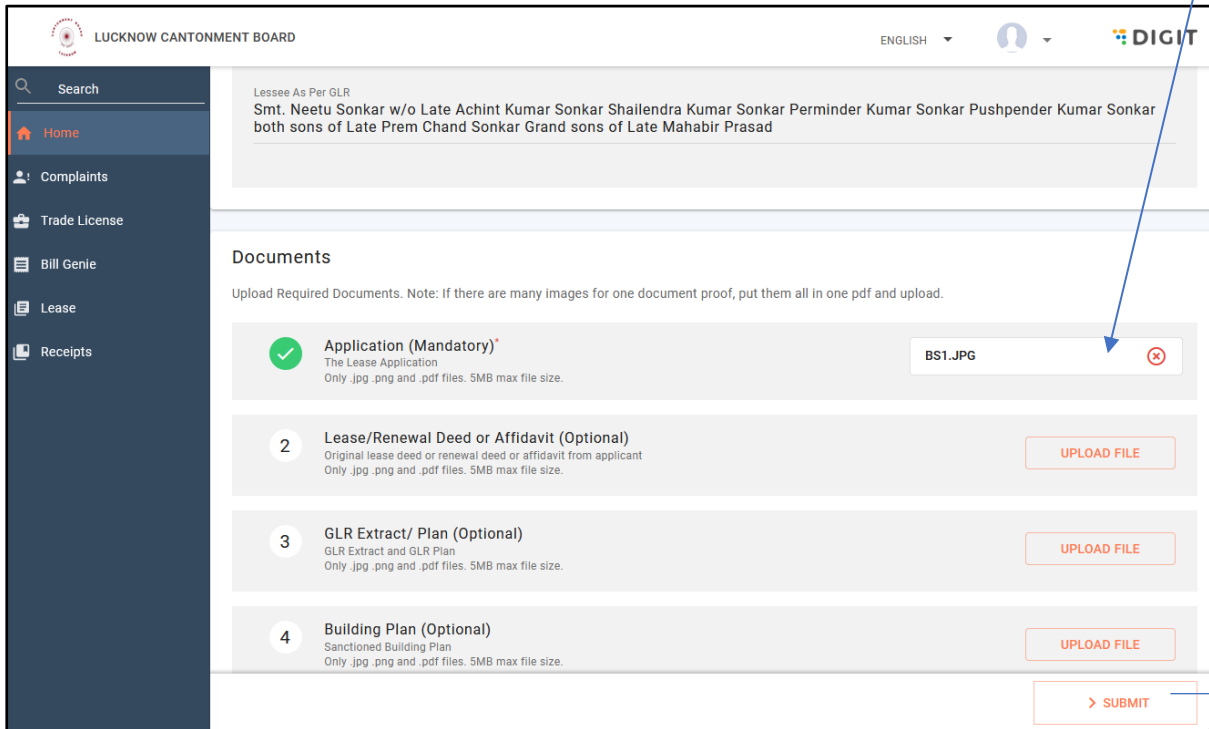
Occupancy Rights Holder  
Smt. Neetu Sonkar w/o Late Achint Kumar Sonkar Shailendra Kumar Sonkar Perminder Kumar Sonkar Pushpender Kumar Sonkar both sons of Late Prem Chand Sonkar Grand sons of Late Mahabir Prasad

Nature of Holder Rights  
Lease

After selecting the required fields, the Lease Details will be displayed.

## 2.1.2 Uploading Documents

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



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Lessee As Per GLR  
Smt. Neetu Sonkar w/o Late Achint Kumar Sonkar Shailendra Kumar Sonkar Perminder Kumar Sonkar Pushpender Kumar Sonkar both sons of Late Prem Chand Sonkar Grand sons of Late Mahabir Prasad

Documents

Upload Required Documents. Note: If there are many images for one document proof, put them all in one pdf and upload.

- Application (Mandatory)\*  
The Lease Application  
Only .jpg .png and .pdf files. 5MB max file size.

BS1.JPG
- Lease/Renewal Deed or Affidavit (Optional)  
Original lease deed or renewal deed or affidavit from applicant  
Only .jpg .png and .pdf files. 5MB max file size.

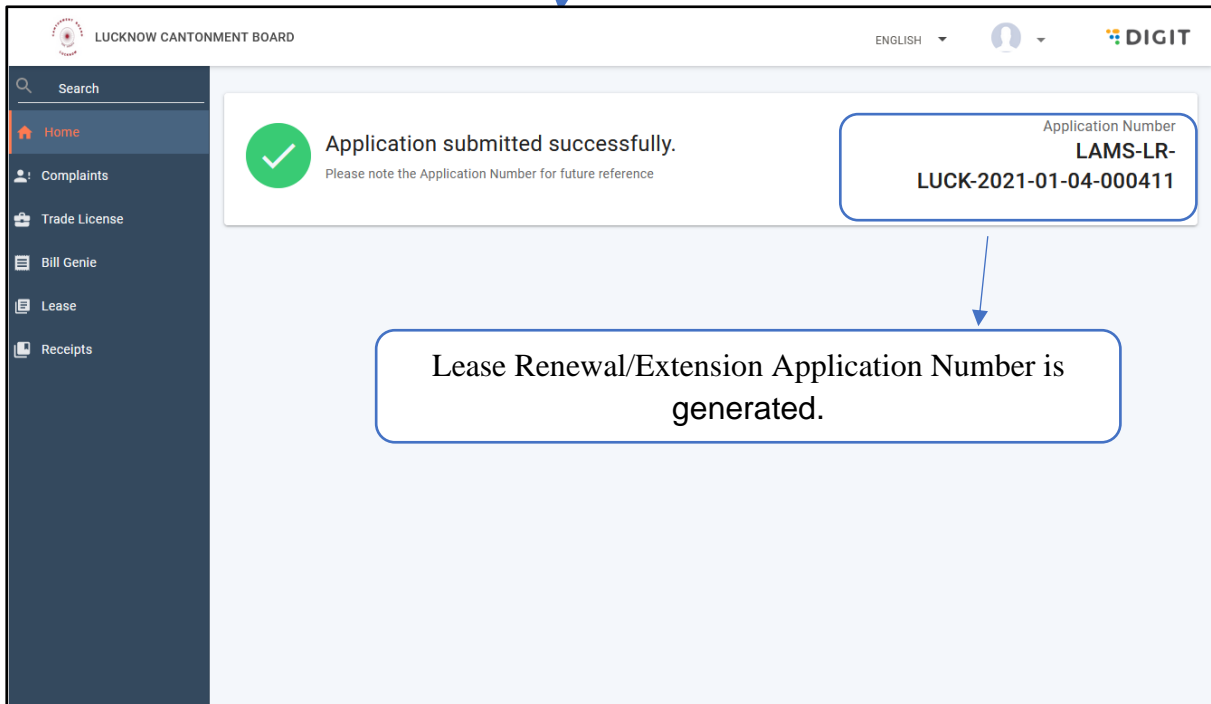
UPLOAD FILE
- GLR Extract/ Plan (Optional)  
GLR Extract and GLR Plan  
Only .jpg .png and .pdf files. 5MB max file size.

UPLOAD FILE
- Building Plan (Optional)  
Sanctioned Building Plan  
Only .jpg .png and .pdf files. 5MB max file size.

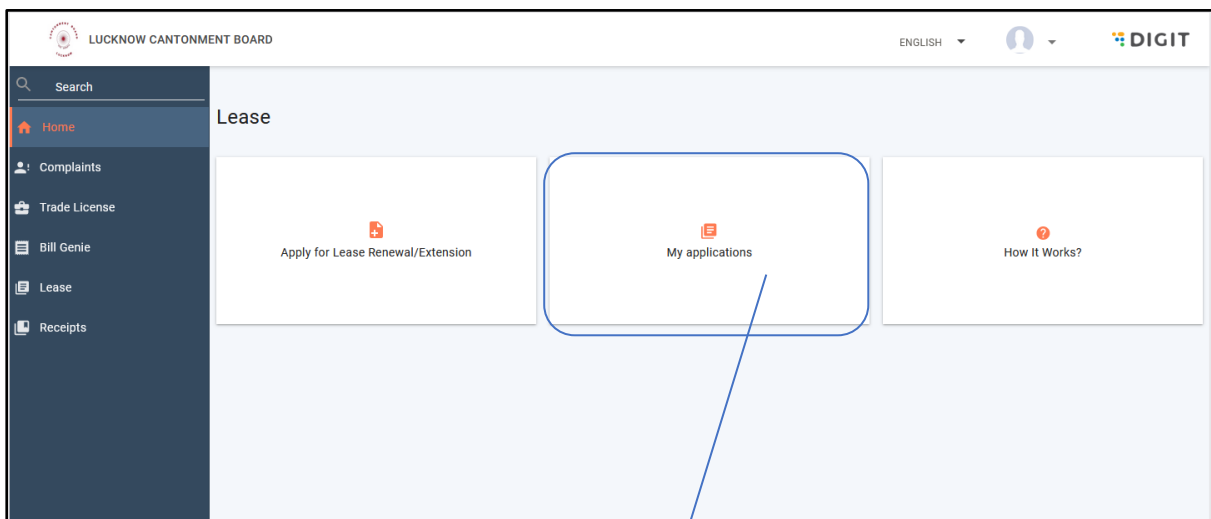
UPLOAD FILE

> SUBMIT

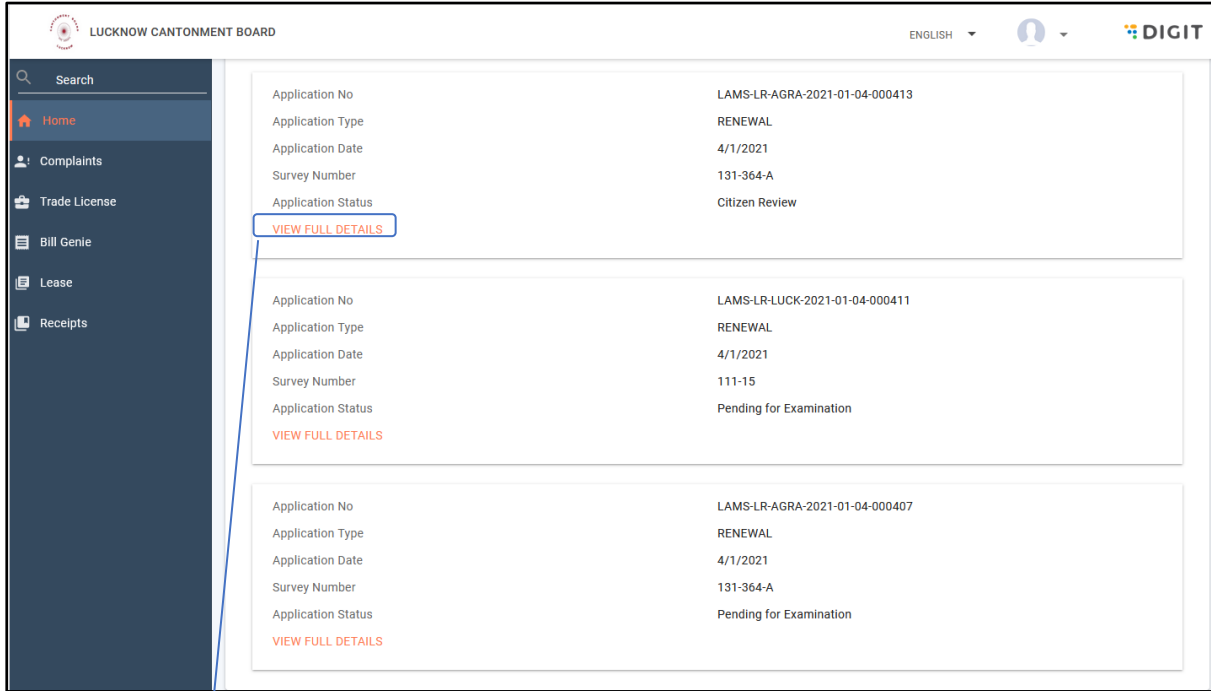
After uploading the required documents, click on "SUBMIT>" you will be redirected to the "Acknowledgement" screen.



## 2.2 My Applications



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



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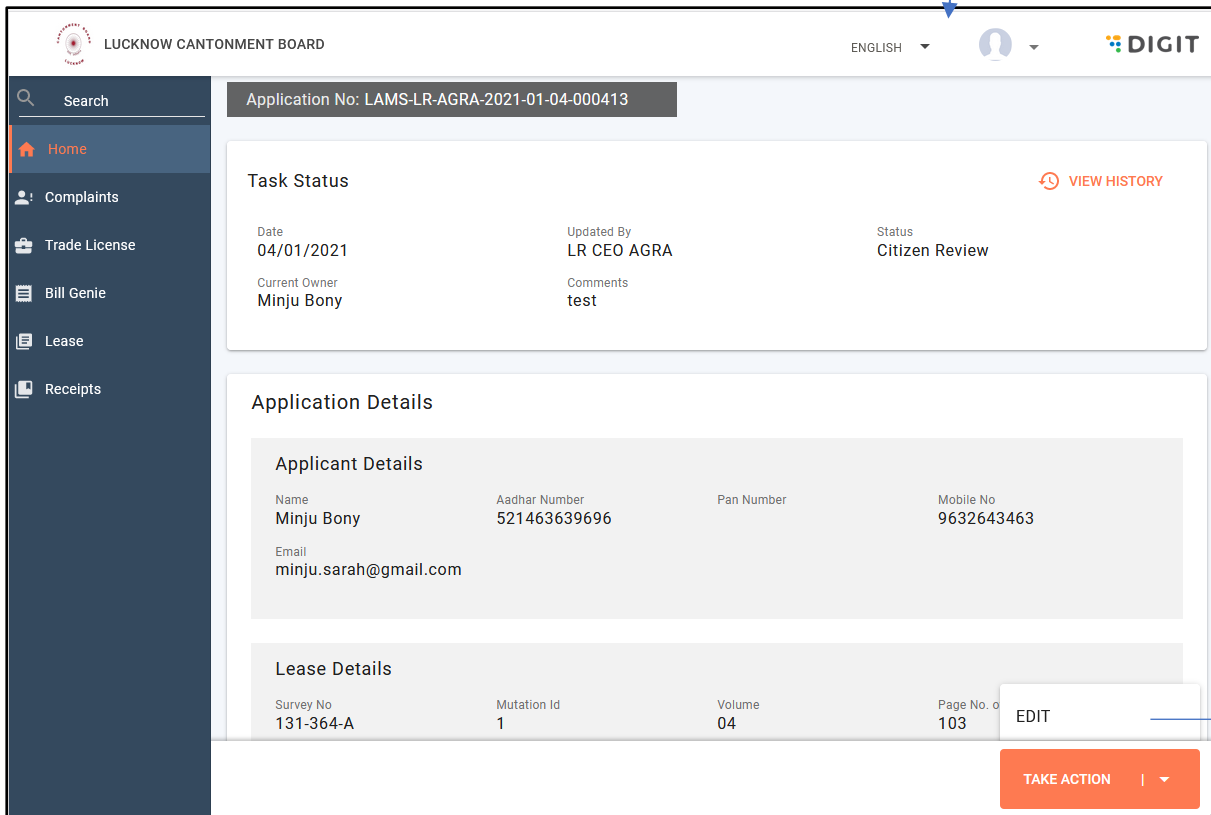
Receipts

Application No	LAMS-LR-AGRA-2021-01-04-000413
Application Type	RENEWAL
Application Date	4/1/2021
Survey Number	131-364-A
Application Status	Citizen Review
<a href="#">VIEW FULL DETAILS</a>	

Application No	LAMS-LR-LUCK-2021-01-04-000411
Application Type	RENEWAL
Application Date	4/1/2021
Survey Number	111-15
Application Status	Pending for Examination
<a href="#">VIEW FULL DETAILS</a>	

Application No	LAMS-LR-AGRA-2021-01-04-000407
Application Type	RENEWAL
Application Date	4/1/2021
Survey Number	131-364-A
Application Status	Pending for Examination
<a href="#">VIEW FULL DETAILS</a>	

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



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Application No: LAMS-LR-AGRA-2021-01-04-000413

**Task Status** [VIEW HISTORY](#)

Date	Updated By	Status
04/01/2021	LR CEO AGRA	Citizen Review
Current Owner	Comments	
Minju Bony	test	

**Application Details**

**Applicant Details**

Name	Aadhar Number	Pan Number	Mobile No.
Minju Bony	521463639696		9632643463
Email	minju.sarah@gmail.com		

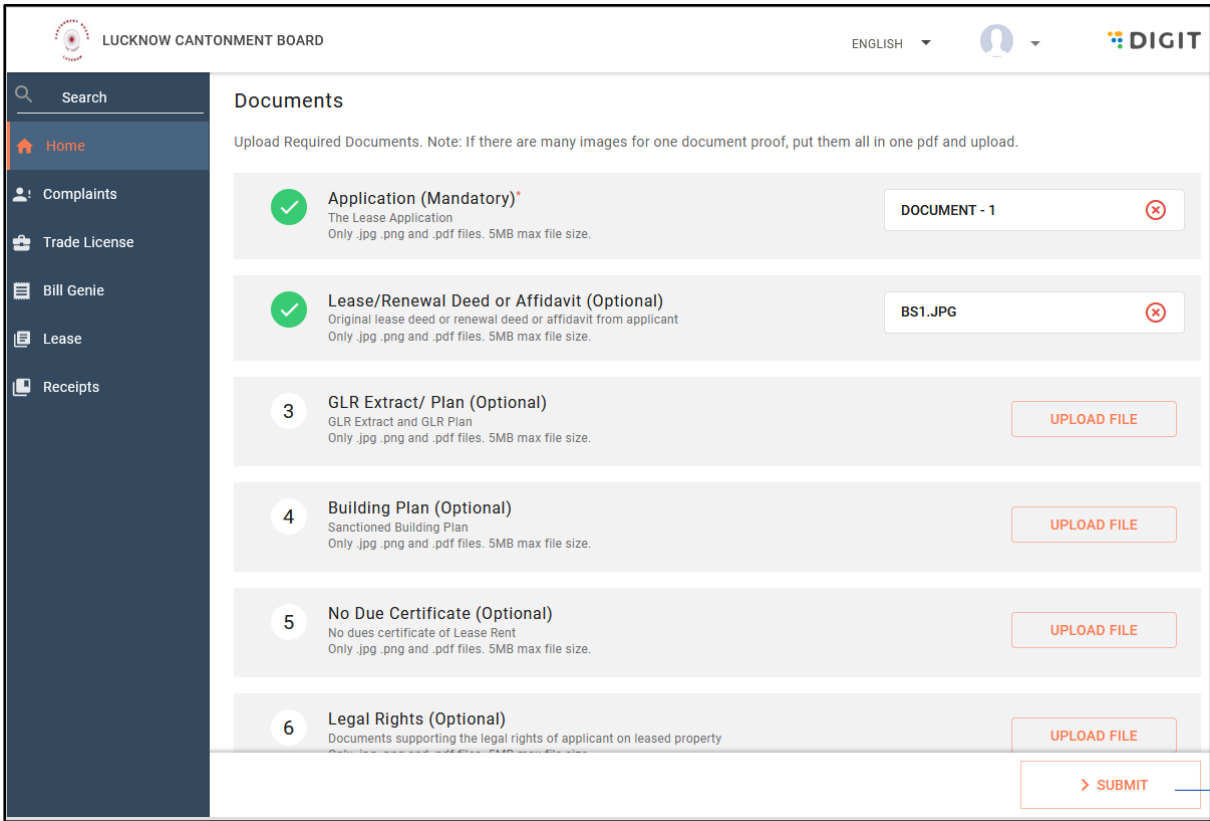
**Lease Details**

Survey No	Mutation Id	Volume	Page No. of
131-364-A	1	04	103

[EDIT](#)

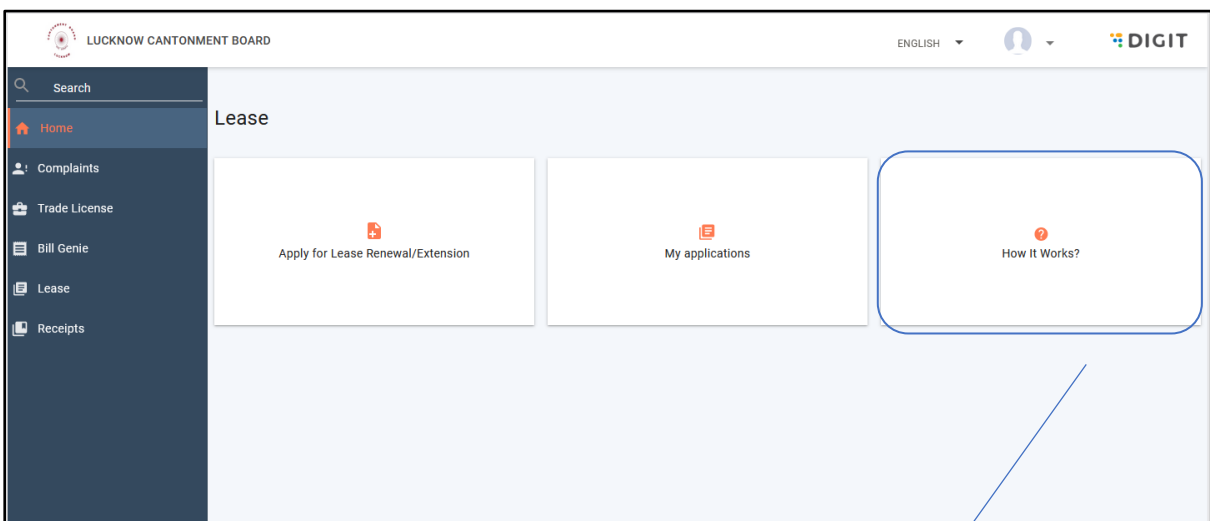
[TAKE ACTION](#)

For applications Sent Back to Citizen for further action, click on "Take Action ->EDIT". He/she will be directed to Documents Page.



After uploading the required documents, click on “SUBMIT>” you will be redirected to the “Acknowledgement” screen.

## 2.3 How It Works



To view the Lease User Manual, click on “How it Works?”.

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