DIGIT

"e-Chhawani"
<u>Online Management of Cantonment Boards</u>

Trade Licence

User Manual

Contents

About this Manual

The purpose of this maual is to give an overview of the Trade Licence System (TLS). The Trade Licence product provides a digital interface, allowing citizens to apply for the Trade Licence and subsequent online payment of application and licence fee. The citizen can also download the payment receipt and the TL Certificate thereby ensuring hassle-free and user-friendly process.

The TLS allows the citizens to:

a. **Apply for a Trade Licence**
b. **Complete the Payment for Application and Trade Licence**
c. **Keep a track of the status of the Trade Licence**
d. **Download receipts of the payments made for any TL**

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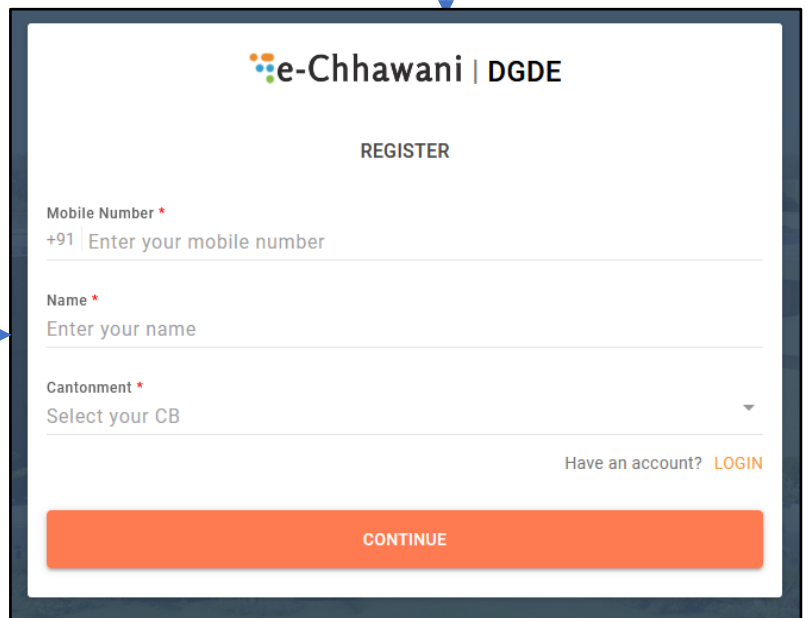
1. General Functions

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

ENGLISH ▾ 🔔103 **DIGIT**

🔍 Search

🏠 Home

👤 Complaints

💼 Trade License

📋 Bill Genie

👤 Lease

📒 Receipts

Citizen Services

👤! Complaints

💼 Trade License

💼 Lease

Local Information

🏢 My Cantonment

What's New   VIEW ALL

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

For an already registered user, click on "**Login**"**.**

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**.

LOGIN

Mobile Number *
+91 | Enter your mobile number

Don't have an account? REGISTER

CONTINUE

Enter the received OTP and click on **Continue.**

ENTER OTP

An OTP has been sent to : 8095459303

Please check your messages

OTP *
Enter OTP

Request another OTP in 26 seconds

CONTINUE

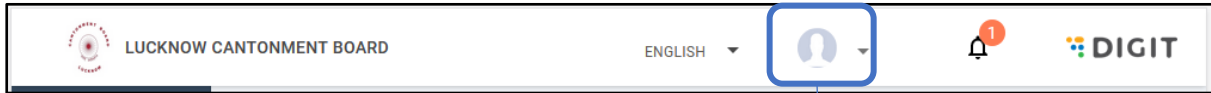On login, the homepage will be displayed on the citizen screen.

1.2   Editing the Profile

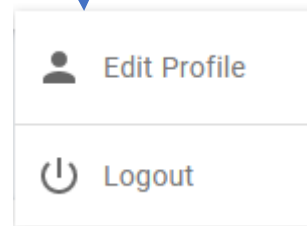Follow the steps shown below to edit your profile. You can:
   a) Enter/Update Name, Cantonment and Email ID

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.
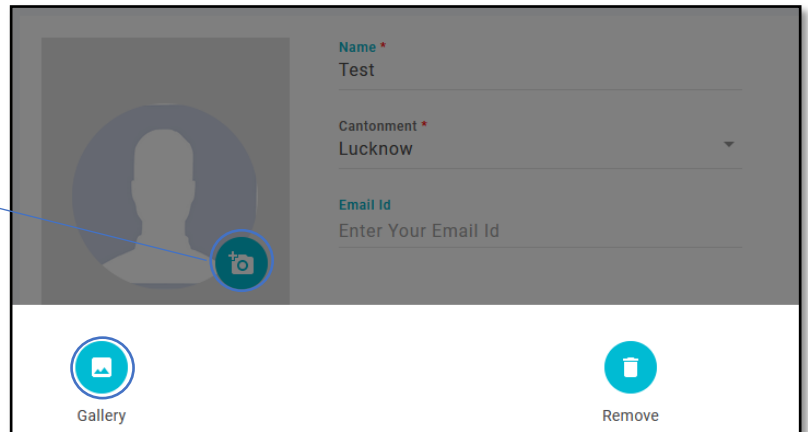
1.2.2 Update Profile Photo

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.
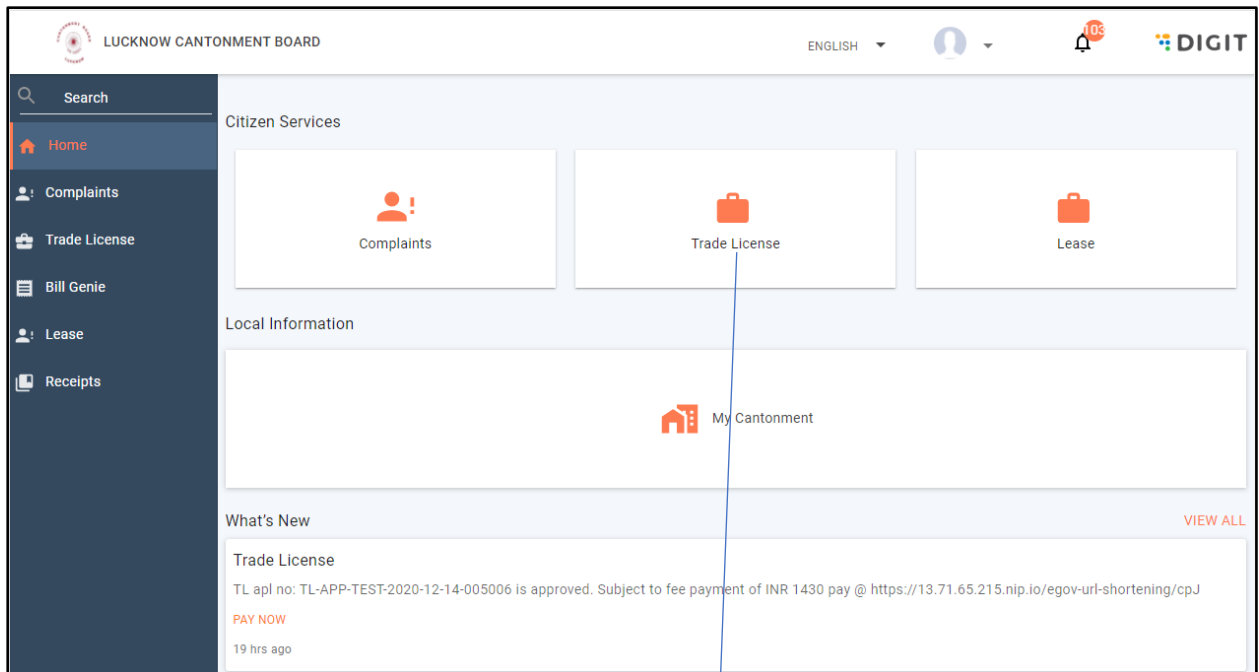
1.3   Logout

Edit Profile

Logout

Logout

Are you sure you want to logout?

CANCEL   LOGOUT
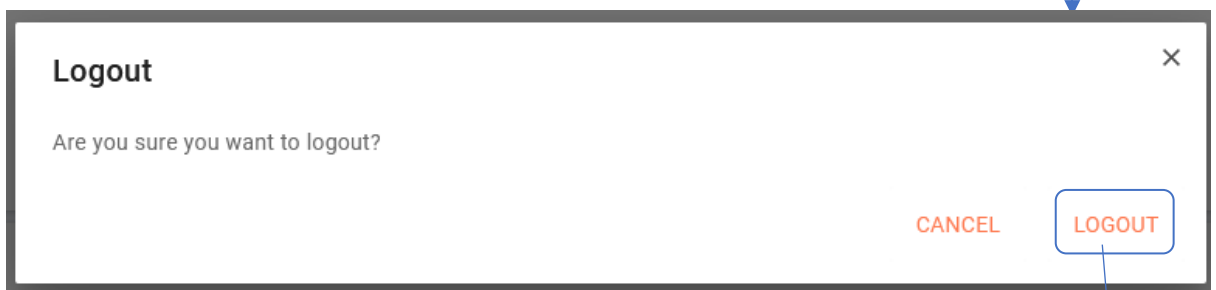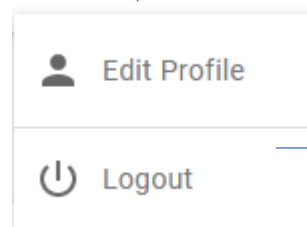
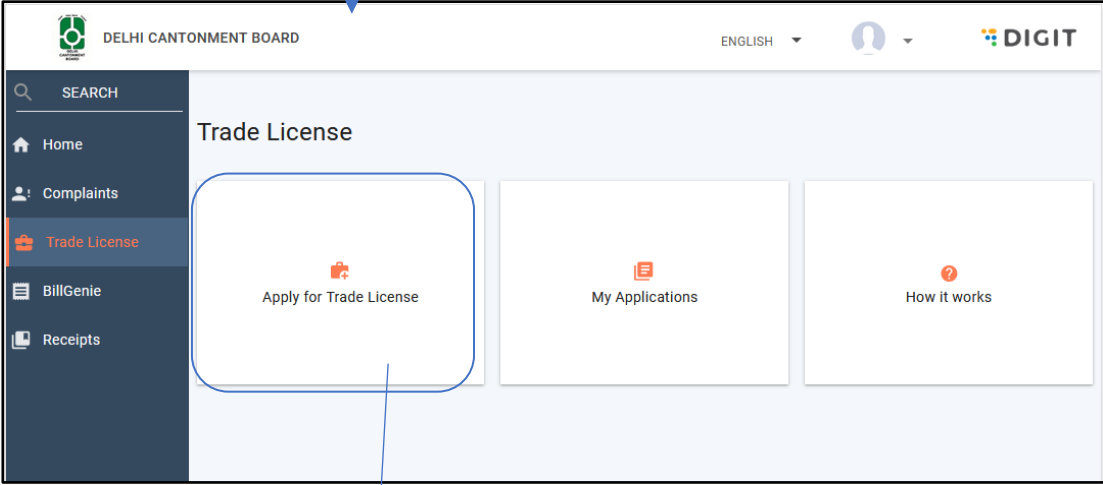Click on "LOGOUT" to logout of the application.

2. Trade Licence
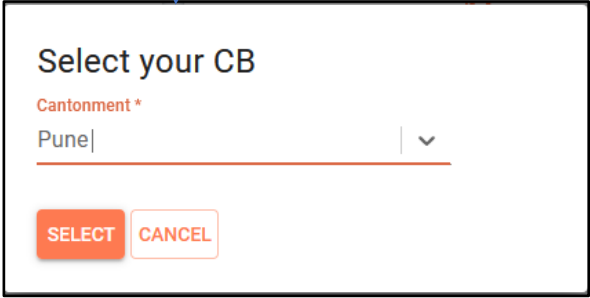
2.1 Apply for TL

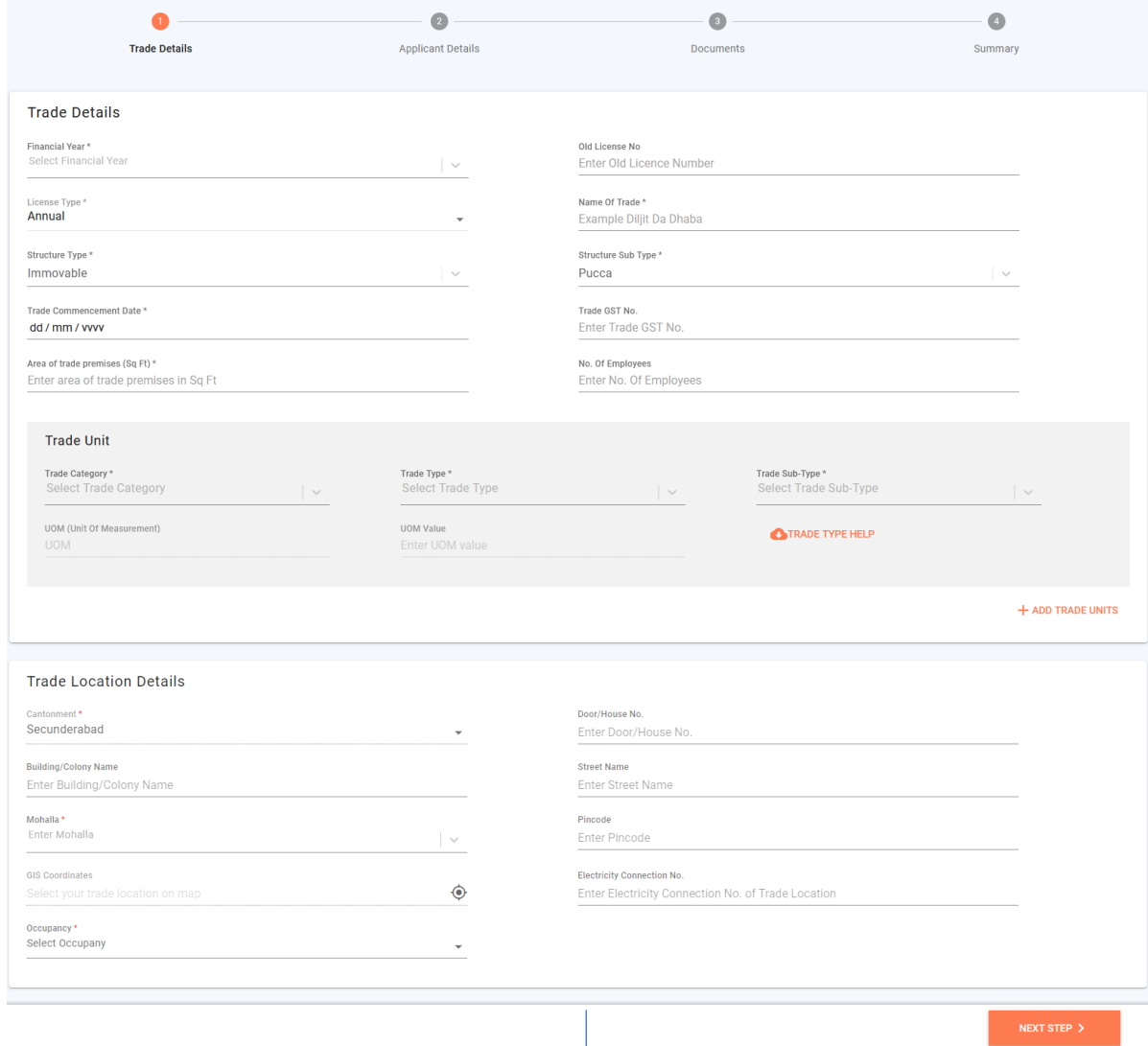

On the Landing page, click on "Trade Licence" to proceed.

Three options appear on the screen:
"Apply for Trade Licence", "My Applications" and "How it Works?".
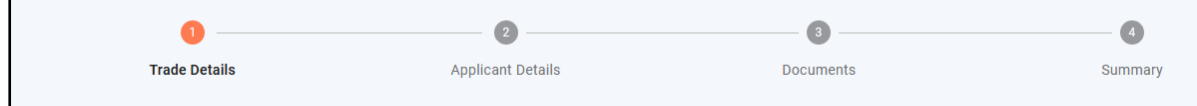
Select the required CB and click on "**Select**".

Apply for New Trade License

① Trade Details — ② Applicant Details — ③ Documents — ④ Summary

Trade Details

Financial Year *
Select Financial Year

Old License No
Enter Old Licence Number

License Type *
Annual

Name Of Trade *
Example Diljit Da Dhaba

Structure Type *
Immovable

Structure Sub Type *
Pucca

Trade Commencement Date *
dd / mm / yyyy

Trade GST No.
Enter Trade GST No.

Area of trade premises (Sq Ft) *
Enter area of trade premises in Sq Ft

No. Of Employees
Enter No. Of Employees

Trade Unit

Trade Category *
Select Trade Category

Trade Type *
Select Trade Type

Trade Sub-Type *
Select Trade Sub-Type

UOM (Unit Of Measurement)
UOM

UOM Value
Enter UOM value

⬆ TRADE TYPE HELP

+ ADD TRADE UNITS

Trade Location Details

Cantonment *
Secunderabad

Door/House No.
Enter Door/House No.

Building/Colony Name
Enter Building/Colony Name

Street Name
Enter Street Name

Mohalla *
Enter Mohalla

Pincode
Enter Pincode

GIS Coordinates
Select your trade location on map ◉

Electricity Connection No.
Enter Electricity Connection No. of Trade Location

Occupancy *
Select Occupany

NEXT STEP >

Apply for New Trade License

① Trade Details — ② Applicant Details — ③ Documents — ④ Summary

On the top of the page there are sectional timeline, which helps the citizen to identify the current section on which the citizen is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on "Trade Details" section.

Following are the sub sections in Trade Details:

Following are the sub sections in Trade Details:

2.1.1 Trade Details

Trade Details

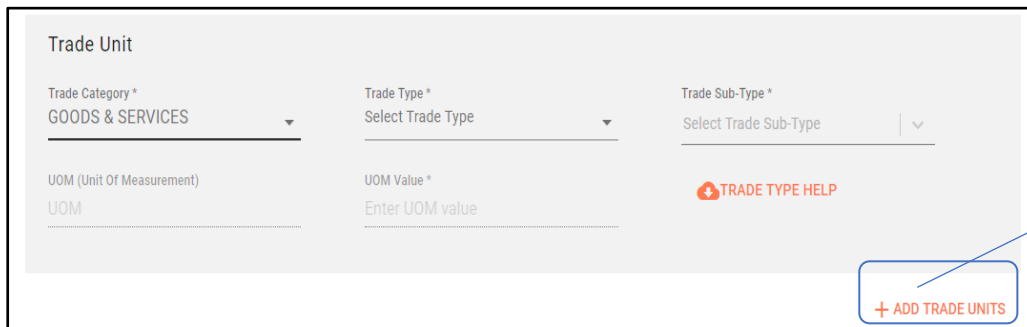|	
Financial Year * Select Financial Year	Old License No Enter Old Licence Number
License Type * Annual	Name Of Trade * Example Diljit Da Dhaba
Structure Type * Immovable	Structure Sub Type * Pucca
Trade Commencement Date * dd / mm / vvvv	Trade GST No. Enter Trade GST No.
Area of trade premises (Sq Ft) * Enter area of trade premises in Sq Ft	No. Of Employees Enter No. Of Employees

Following are the fields in the Trade Details Subsection

Financial Year*	Select the financial year for which the Licence is applied for.
Licence Type*	The Application Type as: ● Annual ● Renewal
Old Licence No	Enter the old Licence number (if available)
Name of the Trade*	Enter the name of the trade
Structure Type*	The Structure Type, Immovable is pre-selected from the drop down.
Structure Sub Type*	The Structure Subtype 'Pucca' is pre-selected from the drop down.
Trade Commencement Date*	Specifies the date from which the trade is operating. Here Citizen can also input the future date within a financial year.
Trade GST No	Requires inputting the GST No related with the Trade.
Operation Area (Sq Ft) *	Requires inputting the operational area of the premises/property where trade is conducted.
No of Employees	No. of employees employed in trade for which the licence is applied.

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

2.1.2 Trade Unit
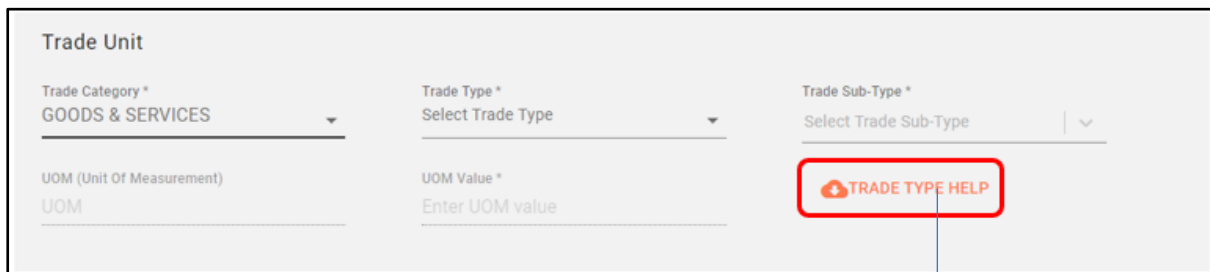
Following is screen for the Trade Unit Sub-section

Click on **"ADD TRADE UNITS"** to add more trade unit.

Following are the fields in Trade Unit -section

Trade Category*	Select the appropriate category related with the Trade from the drop down.
Trade Type*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category.
Trade Sub Type*	The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.

NOTE: UOM & UOM Value are mandatory only for the cantonment where fee will be calculated based on unit of measurement.

If you want help to check various trade type and its subtype available, clicks on "TRADE TYPE HELP". The trade master document gets downloaded.

2.1.3 Trade Location

Following are the fields in Trade Location Details Section:

Cantonment *	Select the Cantonment name
Door/House No.	Enter the Door/House No.
Building/Colony Name	Enter the Building/Colony Name.
Street Name	Enter the Building/Colony Name.
Mohalla *	Select appropriate ward and locality name
Pin code	Enter appropriate pin code
GIS Coordinates	Select a location from the map
Electricity Connection No.	Enter appropriate Electricity Connection No. for the Property
Occupancy Type	Select Occupancy type as either 'Rented' or 'Self Occupied'

*Mandatory Fields

After finalizing the details, click on "NEXT STEP" and user will be redirected to "Owner Details" screen.

2.1.4 Trade Owner

Apply for New Trade License

Once the Trade Details are entered, the Citizens will be escalated to the "Trade Owner Details" Screen. Here the Citizen will enter the details about the owner/owners who are related in the Trade.

Following are the fields in Trade Owner Details Sub -section:

Type of Ownership*	Select the appropriate type of ownership related to the trade for which the licence is being applied.
Type of Sub-ownership*	Select the appropriate type of sub-ownership related to the trade for which the licence is being applied.

*Mandatory Fields

Enter the details about the owner/owners who are related in trade

Mobile Number*	Enter the mobile number of the primary owner.

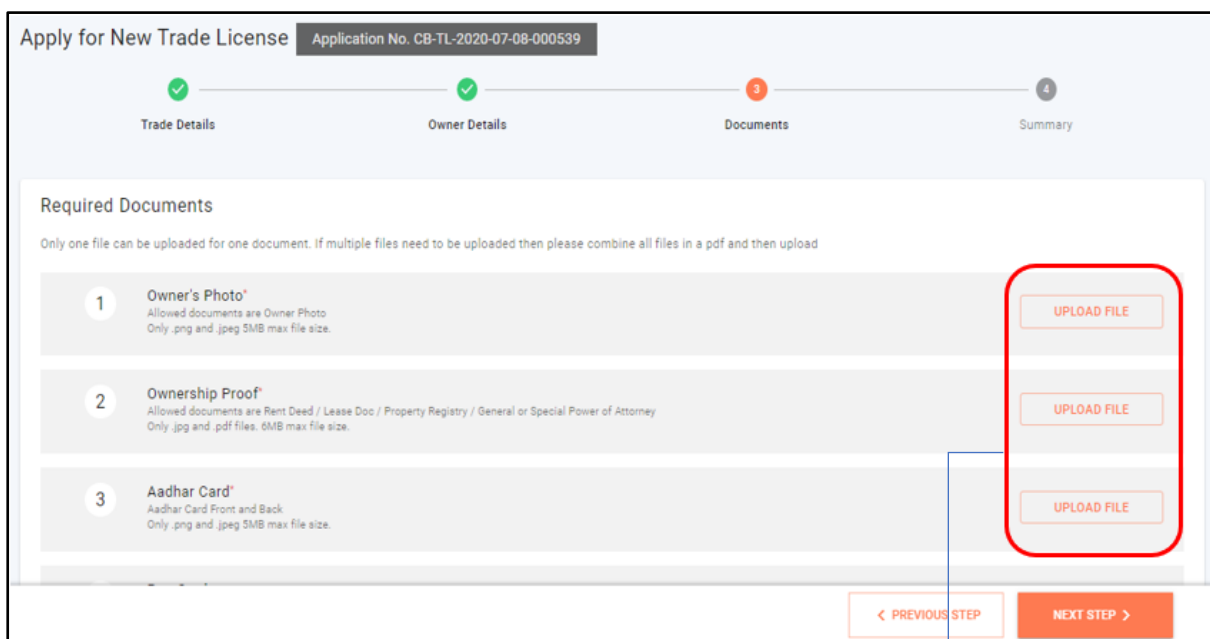| Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/ Husband name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter Date of birth of the owner.
Email	Enter trade owner email id
PAN No	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached in.
Special Owner Category	Select Special Owner Category from the drop down

If "multiple owner" option is selected in "Type of sub-ownership" field then add the multiple owner's detail by clicking on "ADD OWNER".

+ ADD OWNER

After finalizing the details, click on "NEXT STEP" and user will be redirected to "Documents" screen.

NEXT STEP >

2.1.5 Uploading Documents

Apply for New Trade License   Application No. CB-TL-2020-07-08-000539

Trade Details — Owner Details — Documents — Summary

Required 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

1. **Owner's Photo***
Allowed documents are Owner Photo
Only .png and .jpeg 5MB max file size.   UPLOAD FILE

2. **Ownership Proof***
Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files. 6MB max file size.   UPLOAD FILE

3. **Aadhar Card***
Aadhar Card Front and Back
Only .png and .jpeg 5MB max file size.   UPLOAD FILE

< PREVIOUS STEP   NEXT STEP >

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

After uploading the documents, click on "NEXT STEP" your will be redirected to the "Summary" screen.

2.1.6 Summary

Click on "VIEW LICENCE FEE BREAKUP" option to view the fee details.

Click on the Edit option in the section for which the details need to be edited.

Calculation Breakup ✕

Trade Unit

Eating House / Restaurant /Cafe / Bar / Food Court	(Rs 5/SFT) * 2000
Total	Rs 10000
Total	**Rs 10000**

NOTE: "SUMBIT AND PAY" is only applicable and appears on screen for the Cantonment, where application fee is to be paid. For Cantonment Board, where in application fee is not applicable, they will get "SUBMIT" option to forward the application to next level for further processing.

Once the form is reviewed; click on "SUBMIT AND PAY" / "SUBMIT" to proceed further.

SUBMIT AND PAY >

or

SUBMIT >

2.1.7 Payment of Application Fee

Once the citizen has clicked on to proceed the payment, following is the screen which will be displayed.

The TL Fee Breakdown will be displayed to the citizen creating a transparency and awareness on how the fee is charged.

Payment Information Consumer Code CB-TL-2020-07-08-000539

Payment Collection Details

Fee Estimate		Total Amount
		Rs 100
Application Fee	100	
Arrears	0.00	
Total Amount	100	

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

MAKE PAYMENT >
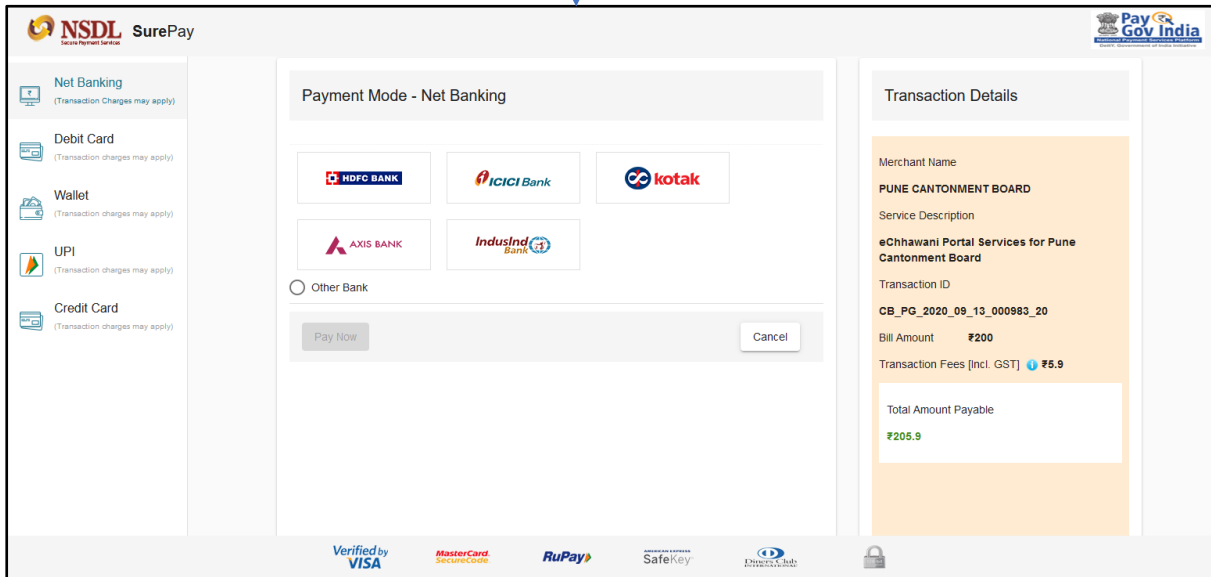
On successful payment you will be redirected to the following page.
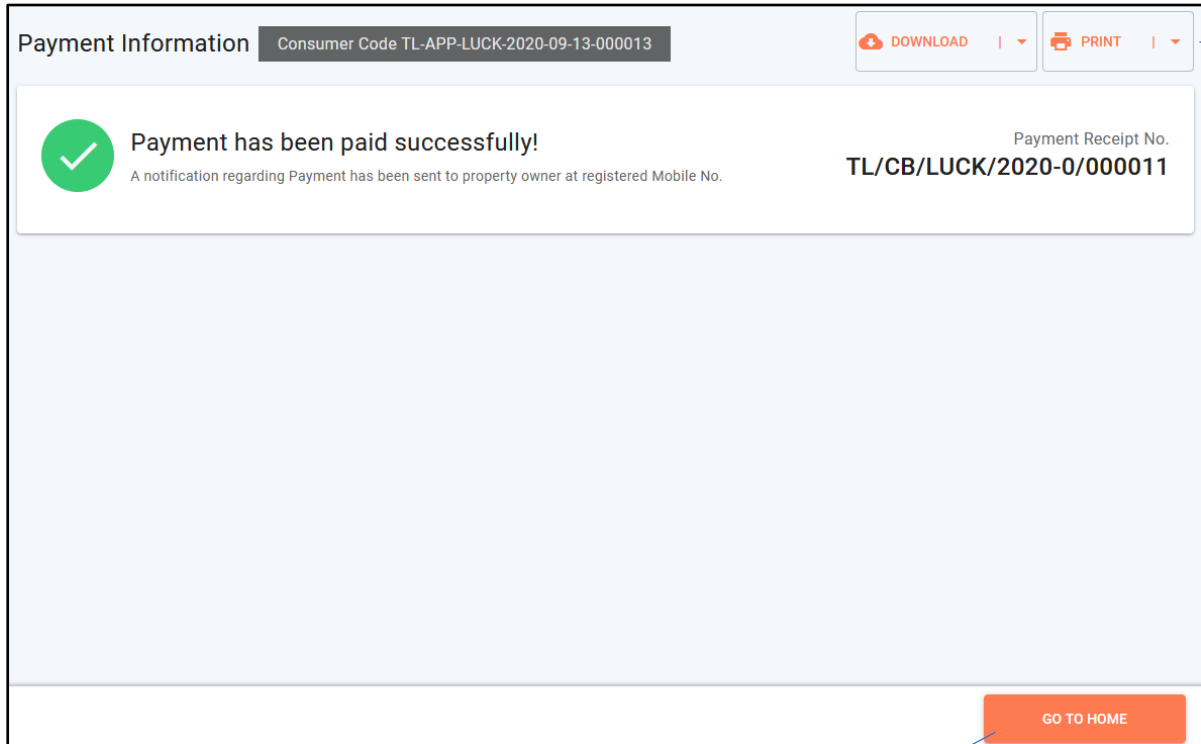
Click on "GO TO HOME" button then he/she will be redirected to the home screen.

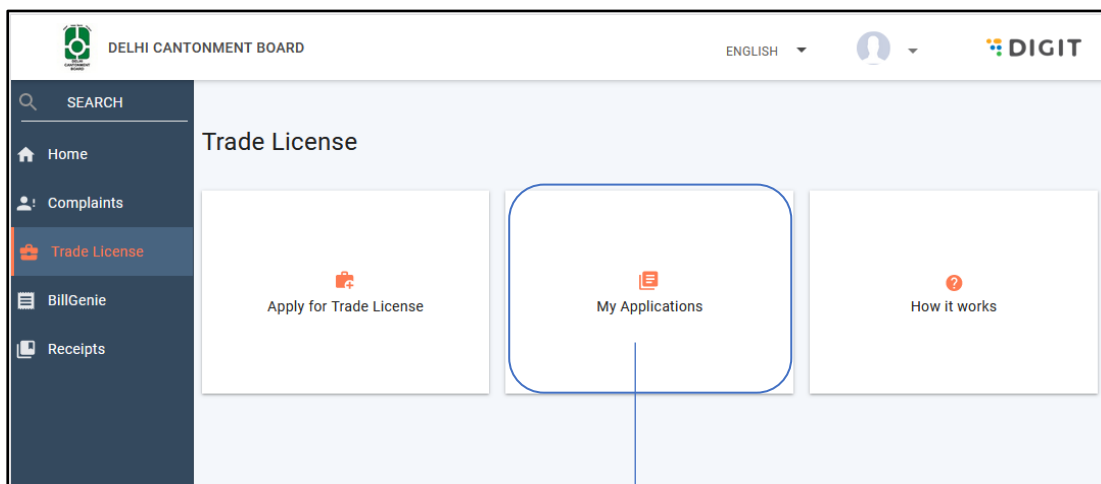Click on "Download" or "Print" to view/print the Application Payment Receipt.

2.2 My Applications

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

My Applications

Application Type	NEW
Trade Name	test
Application No	CB-TL-2020-09-11-003492
Applicant Name	Ajay
License No	NA
Status	Initiated
Validity	31/03/2020 - 31/03/2021

VIEW DETAILS

Application Type	NEW
Trade Name	Dhaba T
Application No	CB-TL-2020-09-10-003406
Applicant Name	Minju
License No	NA
Status	Pending for Document verification
Validity	31/03/2020 - 31/03/2021

VIEW DETAILS

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

Trade License Application
Application No. TL-APP-LUCK-2020-09-13-000014

DOWNLOAD | ▼   PRINT | ▼

Task Status
🕐 VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
13/09/2020	Amit Kumar Mishra	Pending for Payment	Ashish Dixit	

		Total Amount
		₹ 1100
Trade License Tax	1100	Not Paid
Application Fee	0	
Total Amount	1100	

VIEW LICENSE FEE BREAKUP

Trade Details

Application Type	Old License No	Licence Type	Trade Name
New	NA	Annual	Lucknow Rolls

TAKE ACTION | ▼

For TL applications which are pending for TL Fee payment click on "TAKE ACTION"
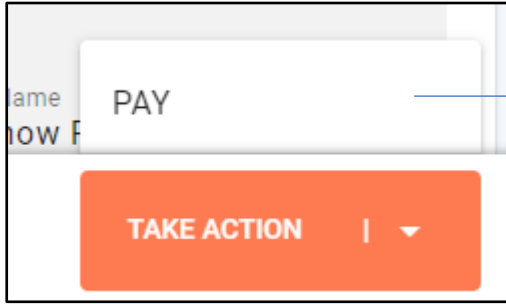
Payment Information Consumer Code TL-APP-LUCK-2020-09-13-000014

Payment Collection Details

Fee Details

		Total Amount
		₹ 1100
Trade License Tax	1100	
TL Application Fee	0	
Arrears	0	
Total Amount	1100	

MAKE PAYMENT >

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

TL fee Payment is similar to TL application fee payment. In 'My Applications' click on 'View Details'.

In 'My Applications' click on 'View Details'

Trade License Application

Application No. TL-APP-LUCK-2020-09-13-000010   License No. TL-CB-LUCK-2020-000008

DOWNLOAD | ▾   PRINT | ▾

▢ TL Certificate

▤ Receipt

▤ Application

▤ Application Fee receipt

Task Status

Date	Updated By	Status	Current Owner	
13/09/2020	Divya Chandran	Approved	NA	

HISTORY

			Total Amount
Trade License Tax	1100		₹ 1100
Application Fee	0		Paid Successfully
Total Amount	1100		

VIEW LICENSE FEE BREAKUP

On successful payment of licence fee citizen can download/print the TL Certificate, Payments Receipt, Application and Application fee Receipt.

2.3   How it works?

DELHI CANTONMENT BOARD   ENGLISH ▾   ⦿ ▾   ⋮⋮ DIGIT

🔍 SEARCH

🏠 Home

👥 Complaints

💼 Trade License

▤ BillGenie

▦ Receipts

Trade License

Apply for Trade License   My Applications   How it works

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

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