Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Estate Management

User Manual for GUDM

Version 1.0

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1 Introduction

The Estate Management Module is designed to manage all activities related to estate properties in a structured and efficient manner. It enables users to maintain property records, conduct auctions, manage tenancy details, and handle rent collection through a single integrated system.

This module ensures a transparent and traceable workflow by capturing every action performed at different stages, including data entry, verification, approval, and payment processing. It facilitates seamless coordination between multiple user levels, ensuring that all estate-related transactions are processed accurately and systematically.

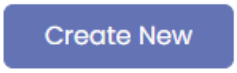
The system supports end-to-end operations such as property addition and modification, auction management, agreement creation, rent tracking, and online payment collection. It also maintains complete workflow history and transaction records, enabling users to monitor progress and verify actions at each stage.

Overall, the Estate Management Module helps streamline estate operations, improve data accuracy, and ensure accountability through a well-defined workflow and centralized management system.

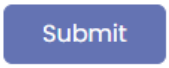
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete

- Removes the selected record from the system.
- Requires confirmation before deletion.

View

- Displays complete details of a selected record.
- Used for read-only access without editing.

Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Level dropdown

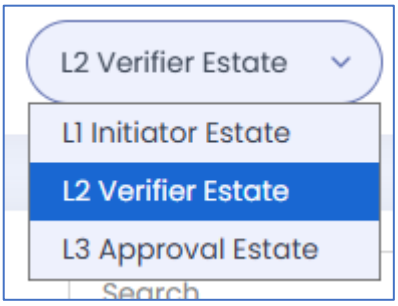


Figure 2-1

Level Selection Dropdown – Used to select the user role or workflow level (e.g., L1 Initiator, L2 Verifier, L3 Approval) for performing actions in the e-Nagar 2.0 system. This option is located on top-right side of the system screen.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. Backward

Backward – Sends the record back to the previous level for correction or re-verification. Forward

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. View Workflow History

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. Approve

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

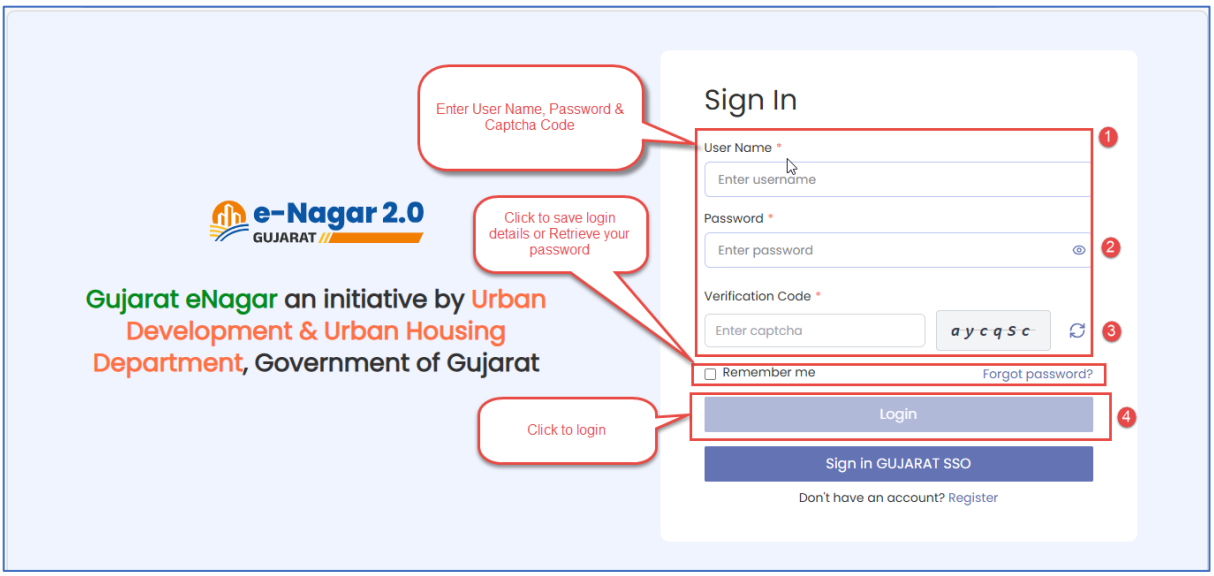


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Estate Management

Estate Management module helps in managing, maintaining, and administering land, properties, and assets owned by an organization or authority within the e-Nagar 2.0 system.

4.1 Master

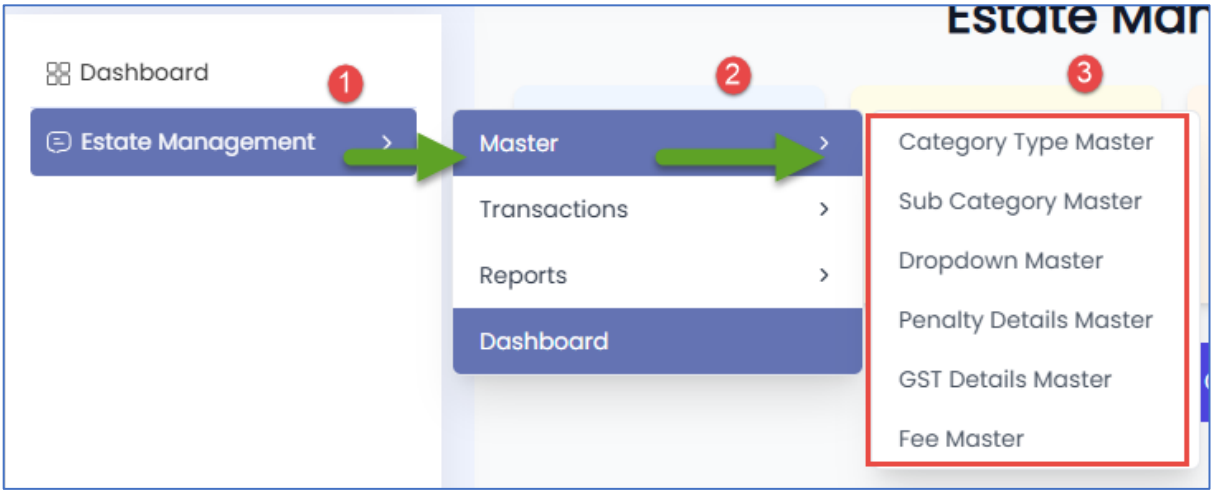


Figure 4-1

Master Module – Overview

This section allows users to manage all master data required for estate-related processes in the e-Nagar 2.0 system.

Estate Management → Master from the left menu to access the Master module.

Available Masters

The following master options are available for configuration:

- Category Type Master – Define and manage different estate categories.
- Sub Category Master – Configure sub-categories under each category.
- Dropdown Master – Manage values used in dropdown fields across the system.
- Penalty Details Master – Define penalty rules and charges applicable to processes.
- GST Details Master – Configure GST rates and related tax details.
- Fee Master – Set up fees applicable for different services and transactions.

4.1.1 Category Type Master

This page is used to view, manage, and maintain all estate category types in the **e-Nagar 2.0** system.

Estate Management → Master → Category Type Master

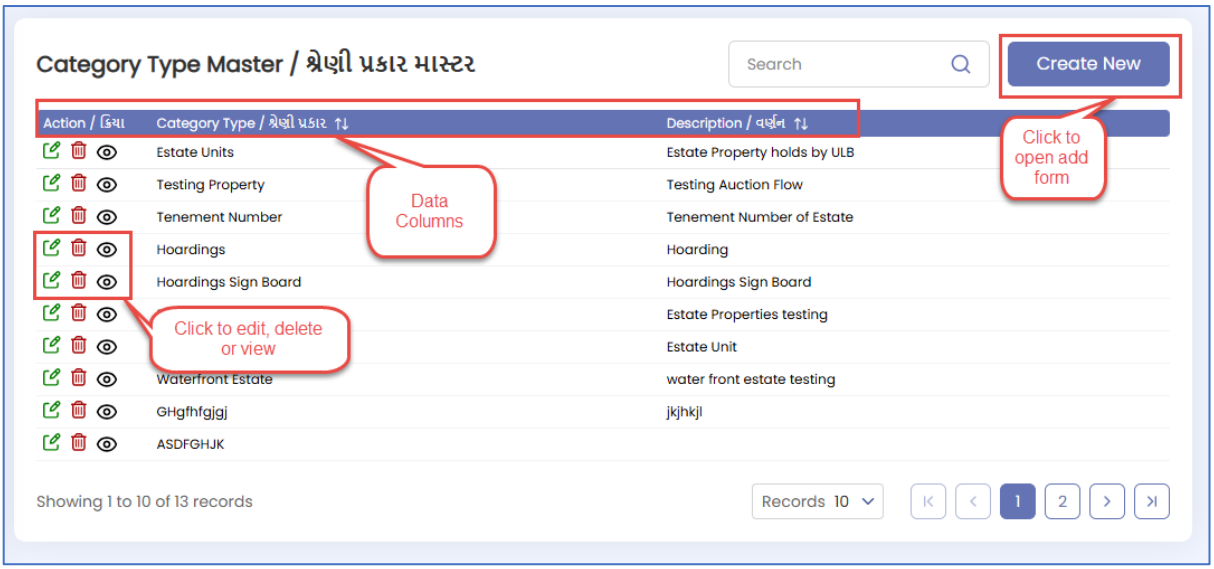


Figure 4-2

Page Functions

The page displays a list of all created category types along with their descriptions and available actions.

Fields / Columns

- **Action** – Provides options to manage the selected record. (Icons)
- **Category Type** – Displays the name of the estate category. (Text)
- **Description** – Shows details about the category type. (Text)

Action Buttons (Per Record)

- **Edit** – Click to modify the selected category type.
- **Delete** – Click to remove the selected category type.
- **View** – Click to view details of the selected category type.

Top Controls

- **Search** – Enter keywords to filter category records. (Text)
- **Create New** – Click Create New to add a new category type.

4.1.1.1 Add

This page is used to create and manage estate categories in the **e-Nagar 2.0** system.

Click on **Category Type Master → Category Type Master → Add** to open the Estate Category Form.

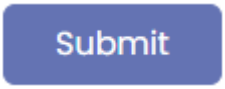


Figure 4-3

Fields

- **Category Name** – Enter the name of the estate category. (Text)
- **Category Description** – Enter a brief description of the category. (Text)

Buttons

- **Submit** – Click 

to save the category details.
- **Reset** – Click 

to clear all entered fields.

4.1.1.2 Edit

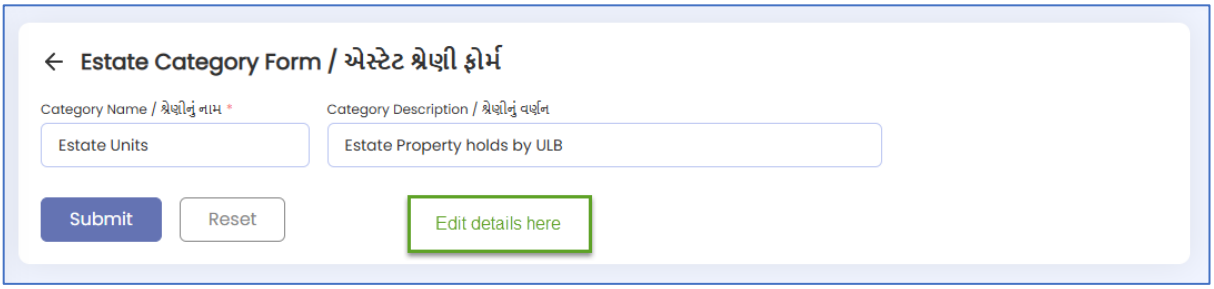


Figure 4-4

Here you can edit details.

4.1.2 Sub Category Master – Overview

This page is used to view, manage, and maintain all estate sub category types in the **e-Nagar 2.0** system.

Estate Management → Master → Category Type Master

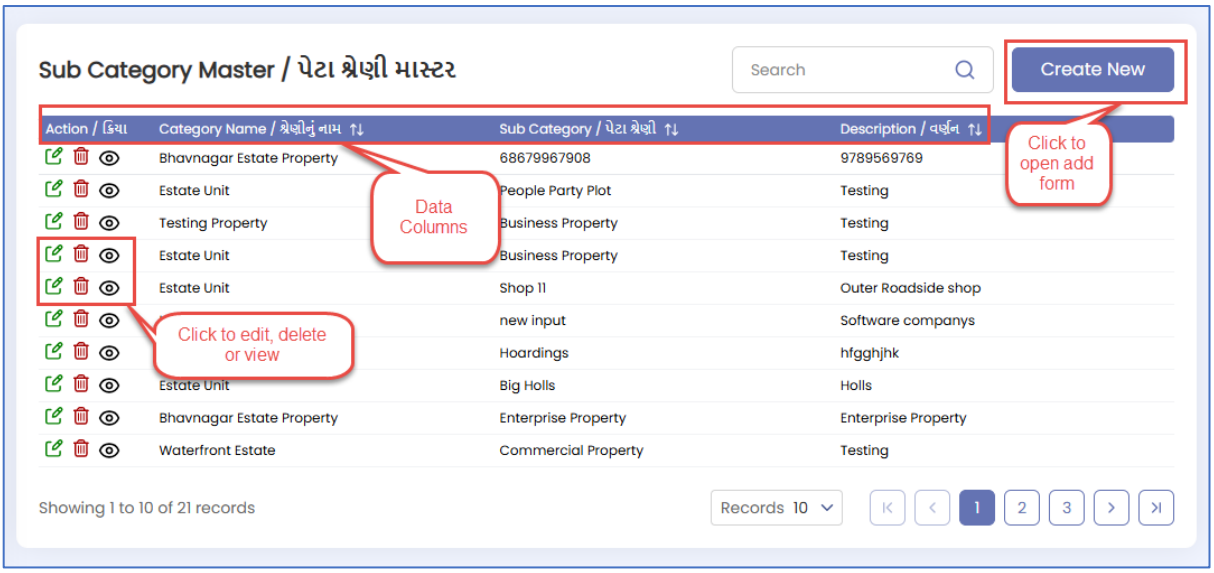


Figure 4-5

Page Functions

The page displays a list of all created sub category types along with their descriptions and available actions.

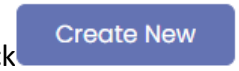
Fields / Columns

- **Action** – Provides options to manage the selected record. (Icons)
- **Category Type** – Displays the name of the estate sub category. (Text)
- **Description** – Shows details about the sub category type. (Text)

Action Buttons (Per Record)

- **Edit** – Click to modify the selected sub category type.
- **Delete** – Click to remove the selected sub category type.
- **View** – Click to view details of the selected sub category type.

Top Controls

- **Search** – Enter keywords to filter sub category records. (Text)
- **Create New** – Click 

to add a new sub category type.

4.1.2.1 Sub Category Master – Overview

This page opens when the **Create New** button is clicked. It is used to add a new sub-category under a selected sub category.

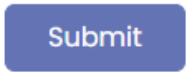


Figure 4-6

Fields

- **Estate Category** – Select the sub category under which the sub-category will be created. (Dropdown)
- **Sub Category Name** – Enter the name of the sub-category. (Text)
- **Sub Category Description** – Enter a brief description. (Text)

Buttons

- **Submit** – Click  to save the sub-category details.
- **Reset** – Click  to clear all entered fields.

4.1.2.2 Edit



Figure 4-7

Here you can edit details.

4.1.3 Dropdown Master – Overview

This page is used to manage all dropdown values used across different modules in the **e-Nagar 2.0** system.

Estate Management → Master → Dropdown Master

Click on any dropdown name or action icon to open the Dropdown Form.

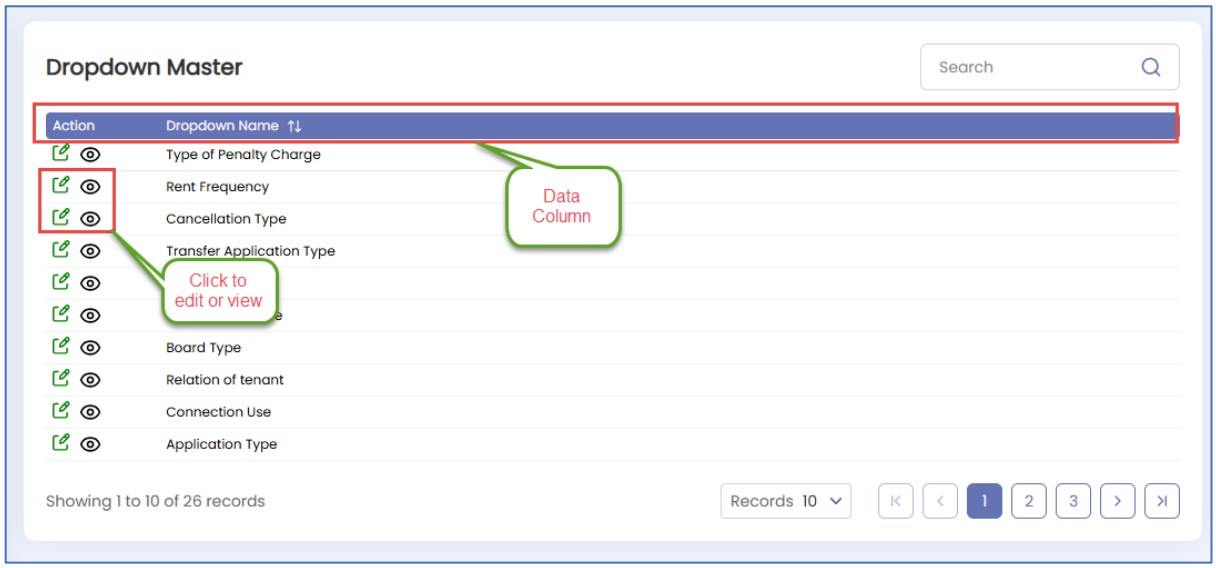


Figure 4-8

Dropdown Master – List Page

Fields / Columns

- Action – Provides options to manage the selected dropdown. (Icons)
- Dropdown Name – Displays the name of the dropdown used in the system. (Text)
- Action Buttons
- Edit – Click to modify dropdown values.
- View – Click to view dropdown options.

4.1.3.1 Add

Dropdown Form – Overview

This page is used to add and manage options under a selected dropdown.

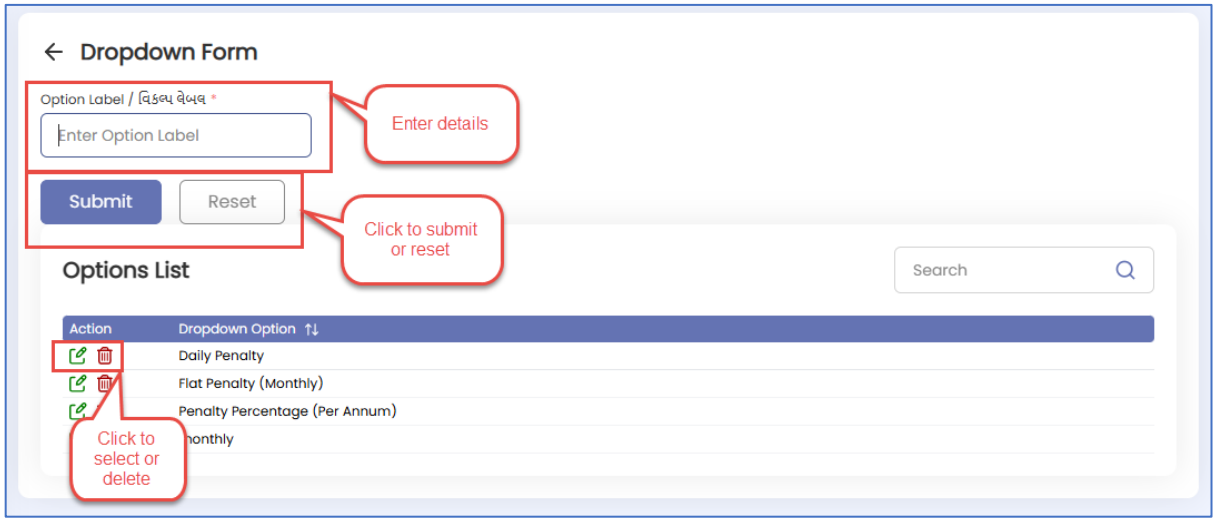


Figure 4-9

Fields

- **Option Label** – Enter the value to be displayed in the dropdown. (Text)

Buttons

- **Submit** – Click Submit to save the dropdown option.
- **Reset** – Click Reset to clear the entered value.

Options List

Fields / Columns

- **Action** – Provides options to manage dropdown options. (Icons)
- **Dropdown Option** – Displays the added option values. (Text)

Action Buttons

- **Edit** – Click to modify the option.
- **Delete** – Click to remove the option.

4.1.3.2 Edit

Click to open the edit page to update the selected dropdown option.

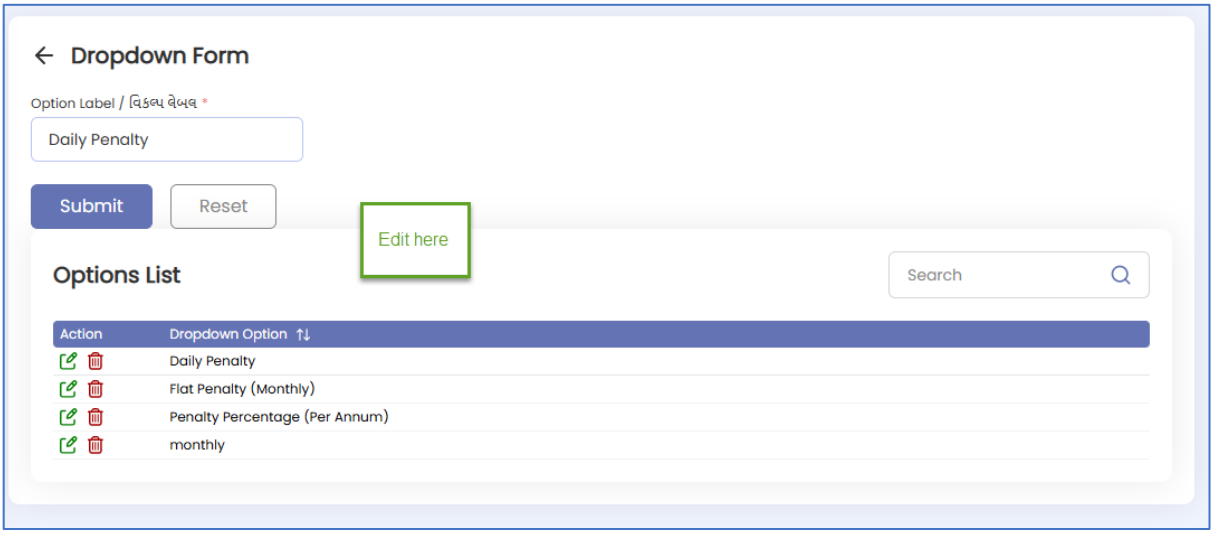


Figure 4-10

4.1.4 Penalty Master – Overview

This module is used to define, process, and approve penalty rules for estate-related transactions in the **e-Nagar 2.0** system.

Estate Management → Master → Penalty Master

Click on Create New to open the Penalty Master Form.



Figure 4-11

Penalty Master – List Page

Fields / Columns

- **Action** – Provides options to manage the penalty record. (Icons)
- **ULB Name** – Displays the selected urban local body. (Text)
- **Financial Year** – Shows the applicable financial year. (Text)
- **Estate Category** – Displays the selected estate category. (Text)
- **Penalty Type** – Shows the type of penalty applied. (Text)
- **Penalty Value** – Displays the penalty amount or rate. (Text)
- **Grace Period** – Shows allowed days before penalty applies. (Text)
- **Status** – Displays current workflow status (Pending/Verified/Approved). (Text)

Top Controls

- **Search** – Enter keywords to filter records. (Text)
- **Create New** – Click Create New to add a new penalty rule.

4.1.4.1 Add

Penalty Master Form – Overview

This page is used to create and process penalty details.

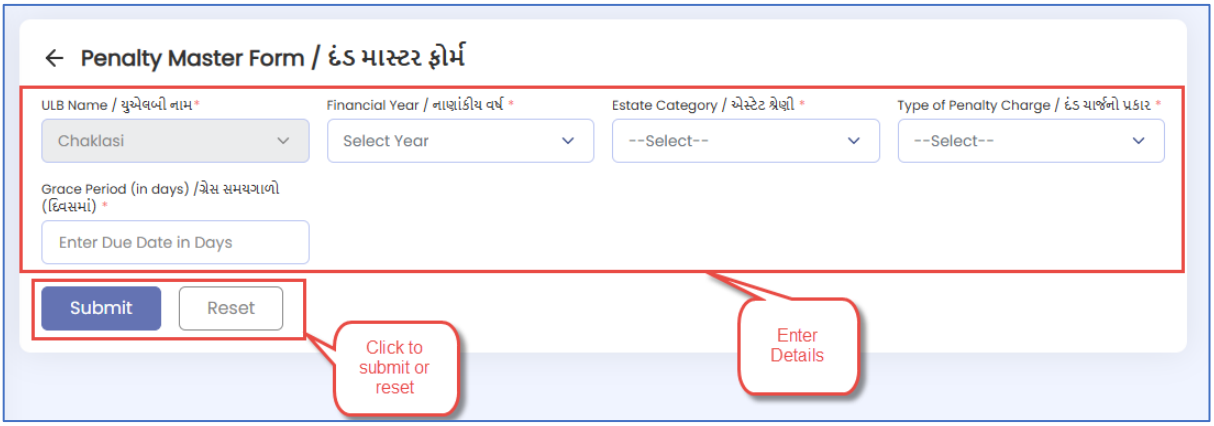


Figure 4-12

Fields

- **ULB Name** – Select the urban local body. (Dropdown)
- **Financial Year** – Select the applicable year. (Dropdown)
- **Estate Category** – Select the estate category. (Dropdown)
- **Type of Penalty Charge** – Select penalty type (e.g., Daily, Monthly). (Dropdown)
- **Penalty Value** – Enter penalty amount or rate. (Numeric)
- **Grace Period (in days)** – Enter allowed days before penalty is applied. (Numeric)

Buttons

- **Submit** – Click Submit to save the penalty details.
- **Reset** – Click Reset to clear entered data.

4.1.4.1.1 Workflow Actions

This section explains how records move across different levels in the **e-Nagar 2.0** system based on the actions visible on the screen.

L1 – Initiator Stage

- **Submit** – After entering all penalty details, the user submits the record.
    - Status changes to **Pending**.
    - Record is forwarded to L2 Verifier for review.

L2 – Verifier Stage

At this level, the user reviews the submitted record and performs the following actions:

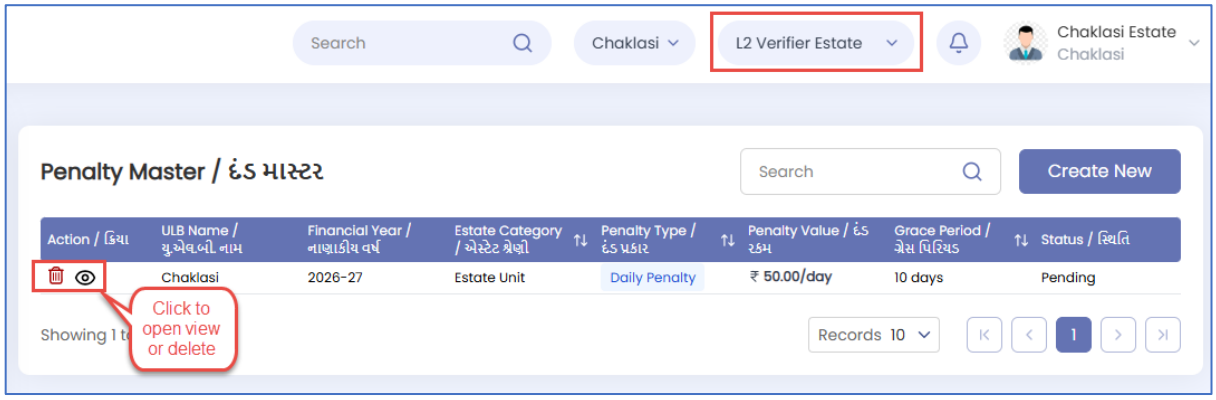


Figure 4-13

L2 user will click on view icon to open view page.

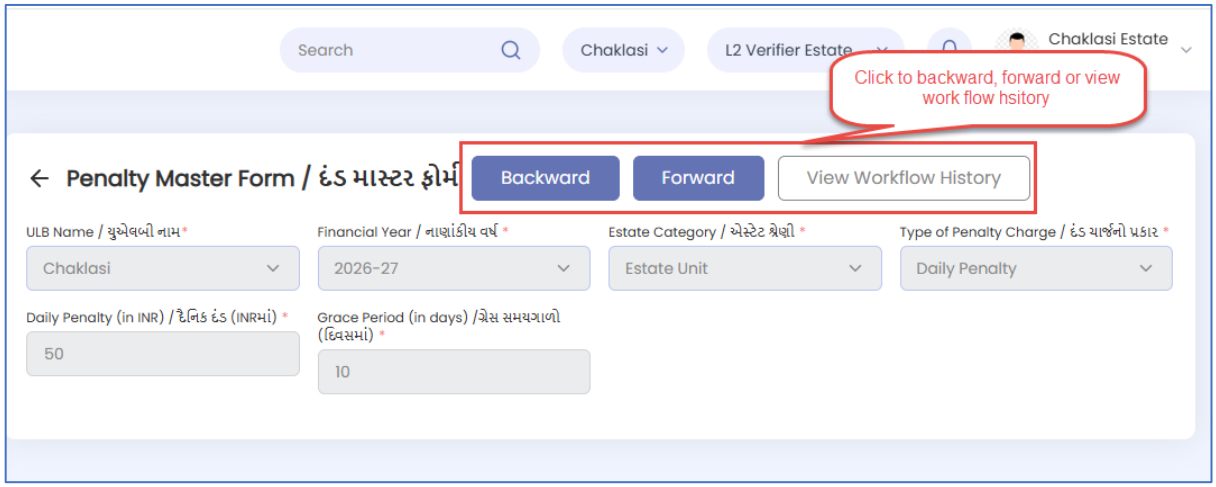


Figure 4-14

Forward – Click  button.

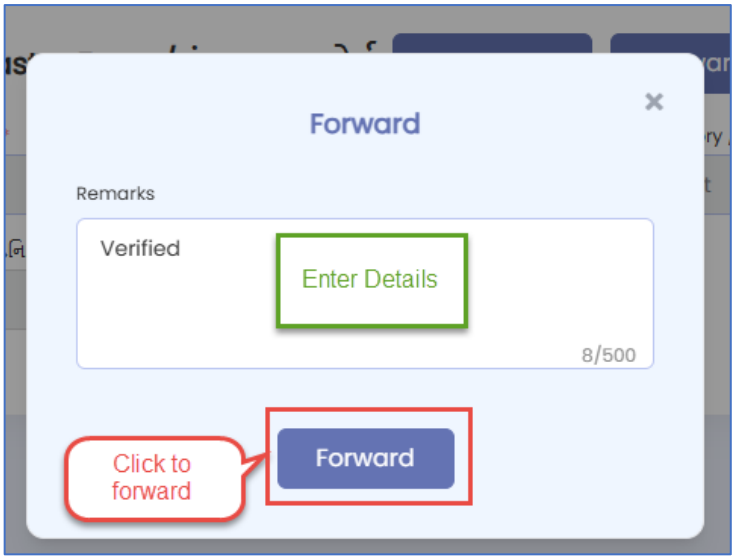


Figure 4-15

- Opens a remarks popup.
- Enter verification remarks.
- Click **Forward** to send the record to L3.
- Status changes to **Verified**.

- **Backward** – Click  button.

  - Sends the record back to L1 Initiator.
  - Used when corrections are required.
  - Status moves back for re-submission.
- **View Workflow History** –
  - Displays all previous actions including submission and verification details.

Status Updated

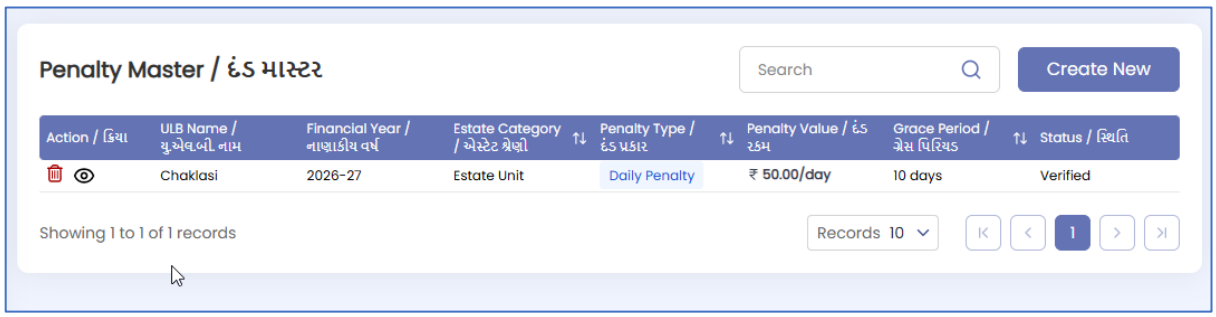


Figure 4-16

L3 – Approver Stage

At this level, final decision is taken on the record:

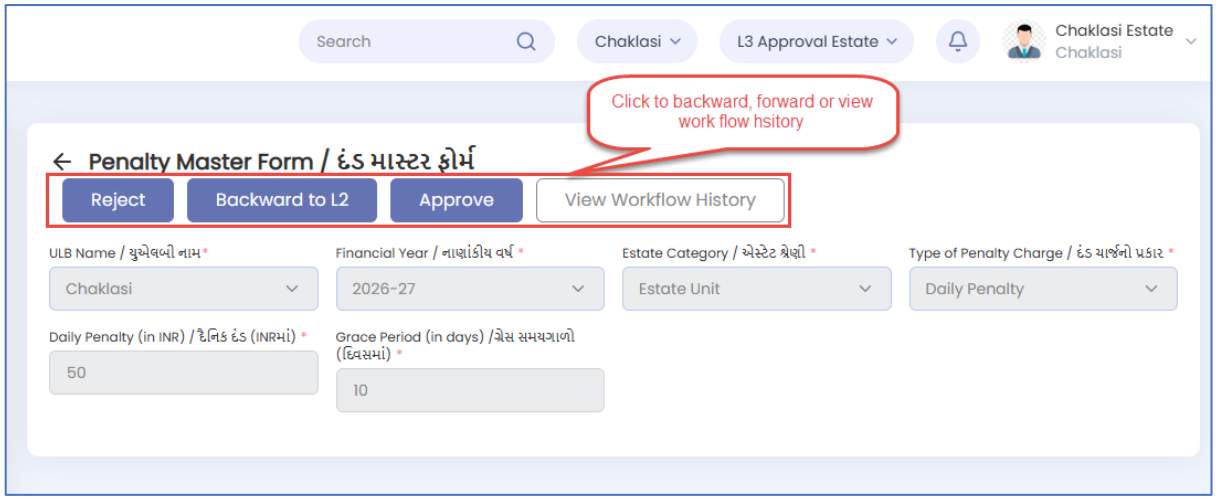
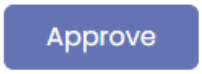


Figure 4-17

Approve – Click  button.

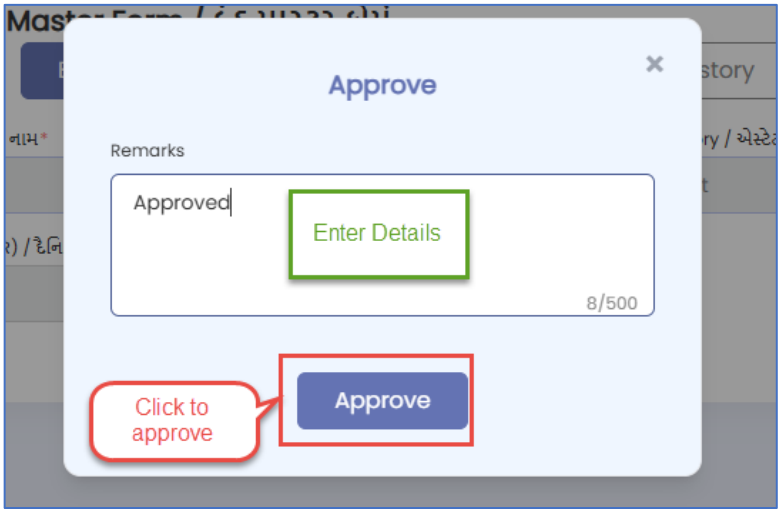


Figure 4-18

- Opens a remarks popup.
- Enter approval remarks.
- Click **Approve** to finalize the record.
- Status changes to **Approved**.

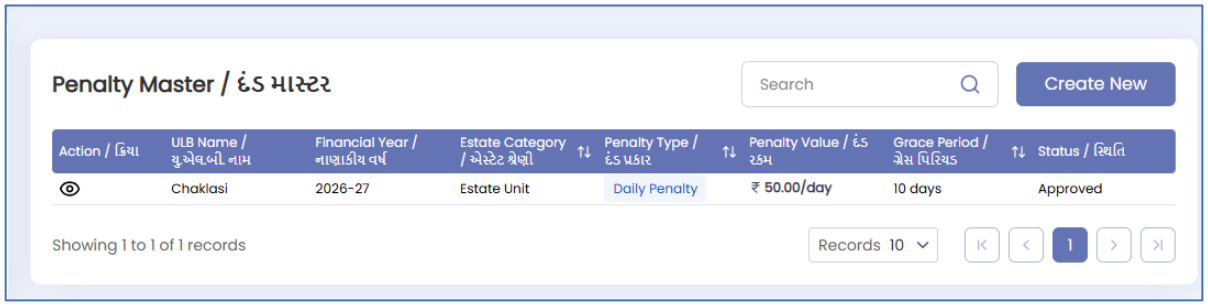
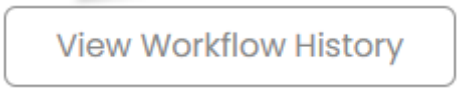


Figure 4-19

- **Reject** –
    - Rejects the record with remarks.
    - Record is not approved and workflow ends.
- **Backward to L2** –
    - Sends the record back to L2 for re-verification or corrections.
- **View Workflow History**



    - Displays complete workflow trail including all actions, users, remarks, and timestamps.

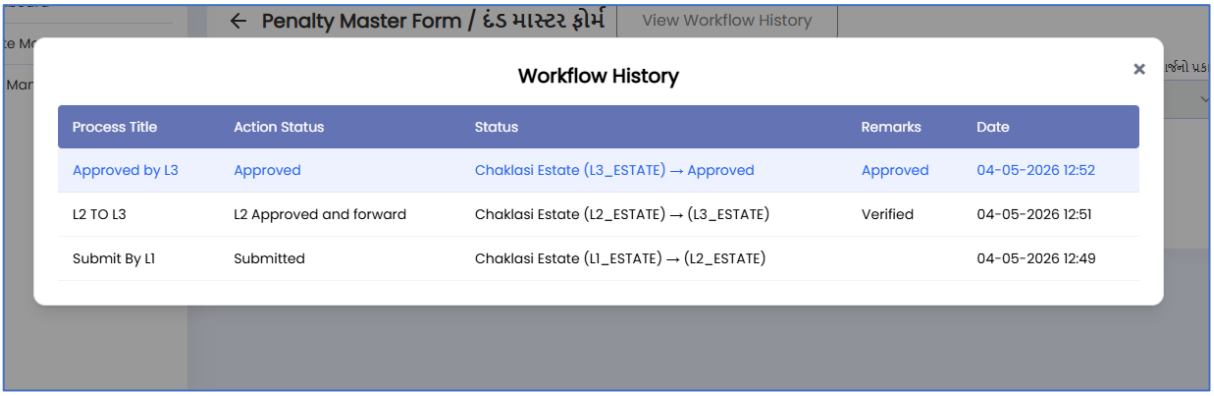


Figure 4-20

Workflow Status Flow

- **Submitted (L1) → Pending**
- **Forwarded (L2) → Verified**
- **Approved (L3) → Approved**
- **Rejected (L3) → Rejected**
- **Backward (L2/L3)** → Moves to previous level for correction

4.1.5 GST Details Master – Overview

This module is used to configure GST rates for different estate categories and manage them through a workflow in the **e-Nagar 2.0** system.

Estate Management → Master → GST Details Master



Figure 4-21

GST Details Master – List Page

Fields / Columns

- Action – Provides options to manage GST records. (Icons)
- Category – Displays the estate category. (Text)
- Sub Category – Displays the estate sub-category. (Text)
- CGST (%) – Shows CGST percentage. (Numeric)
- SGST (%) – Shows SGST percentage. (Numeric)
- Effective Start Date – Displays start date of GST applicability. (Date)
- Effective End Date – Displays end date of GST applicability. (Date)
- Status – Displays current workflow status (Pending/Verified/Approved). (Text)

Top Controls

- Search – Enter keywords to filter records. (Text)
- Create New – Click Create New to add new GST details.

4.1.5.1 Add

GST Details Form – Overview

This page is used to add and process GST configuration details.

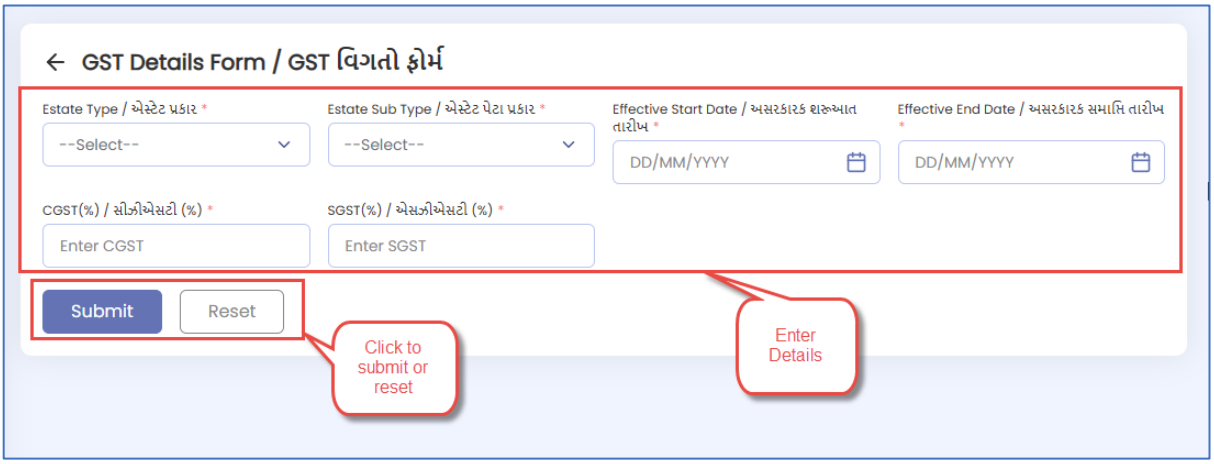
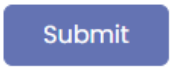


Figure 4-22

Fields

- **Estate Type** – Select the estate category. (Dropdown)
- **Estate Sub Type** – Select the sub-category. (Dropdown)
- **Effective Start Date** – Select the start date. (Date Picker)
- **Effective End Date** – Select the end date. (Date Picker)
- **CGST (%)** – Enter CGST percentage. (Numeric)
- **SGST (%)** – Enter SGST percentage. (Numeric)

Buttons

- **Submit** – Click 

to save GST details.
- **Reset** – Click 

to clear entered data.

4.1.5.1.1 Workflow Actions

This workflow defines how a GST record moves across levels in the **e-Nagar 2.0** system.

L1 – Initiator (Record Creation)

Navigation: Estate Management → Master → GST Details Master → Create New

- Enter all GST details (Category, Sub Category, Dates, CGST, SGST).

- Click **Submit**.
- Record is created.
- Status becomes **Pending**.
- Record moves to L2 Verifier.

L2 – Verifier (Review & Verification)

Navigation: Estate Management → Master → GST Details Master → View Icon

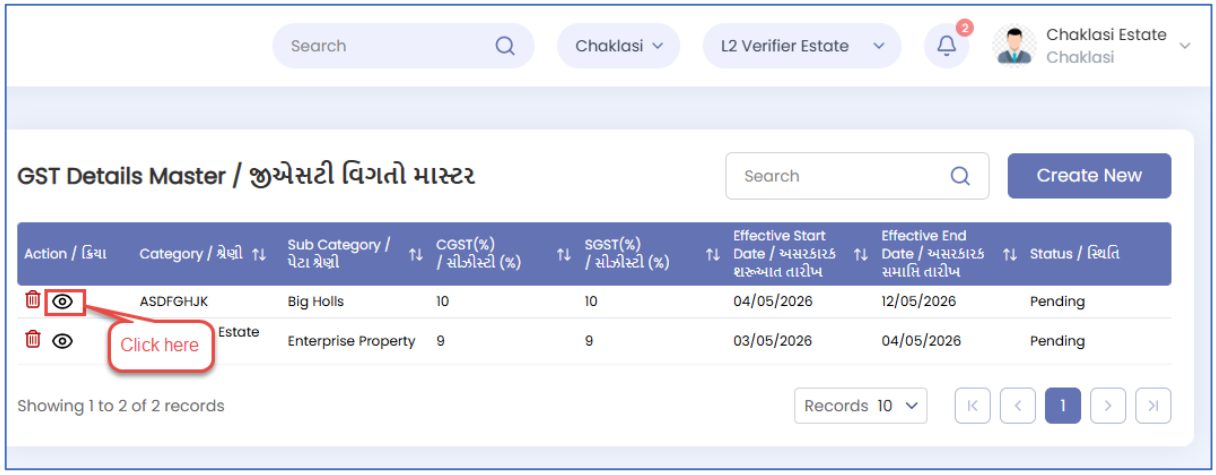


Figure 4-23

L2 reviews the submitted record and performs one of the following:

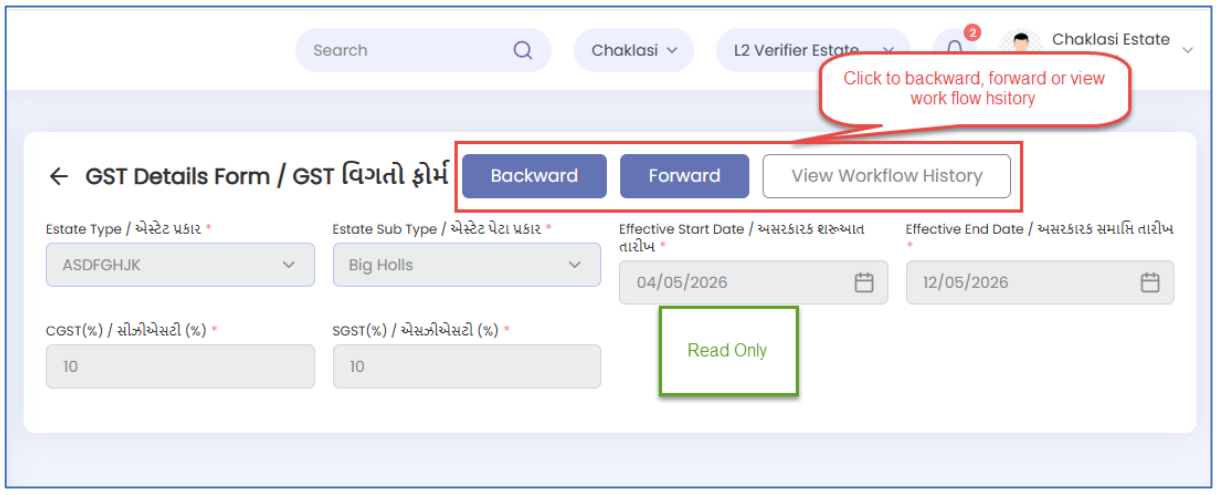


Figure 4-24

Option A: Forward

- Click Forward 

.

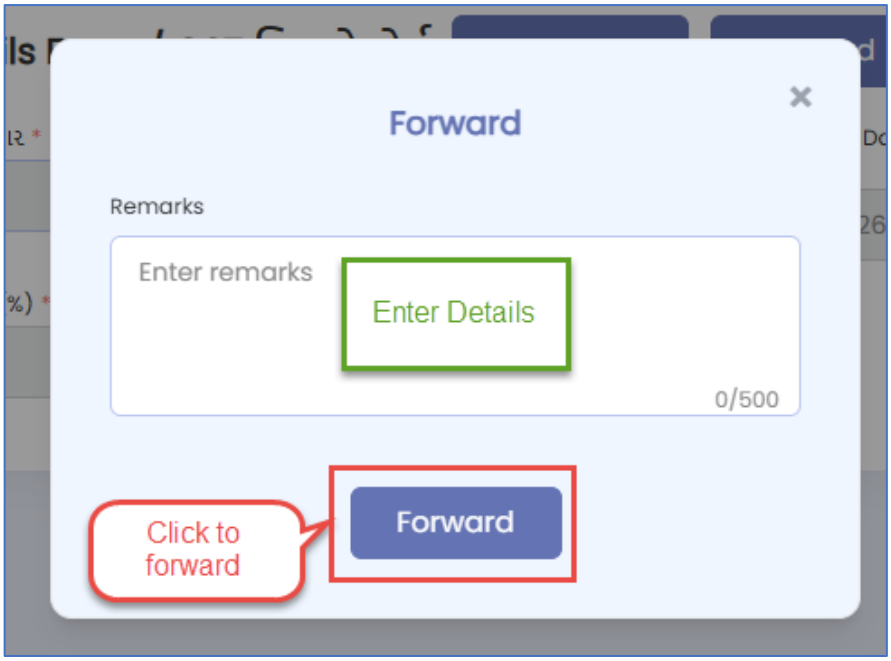


Figure 4-25

- Enter remarks in popup.
- Click forward Forward.
- Record moves to L3.
- Status becomes **Verified**.

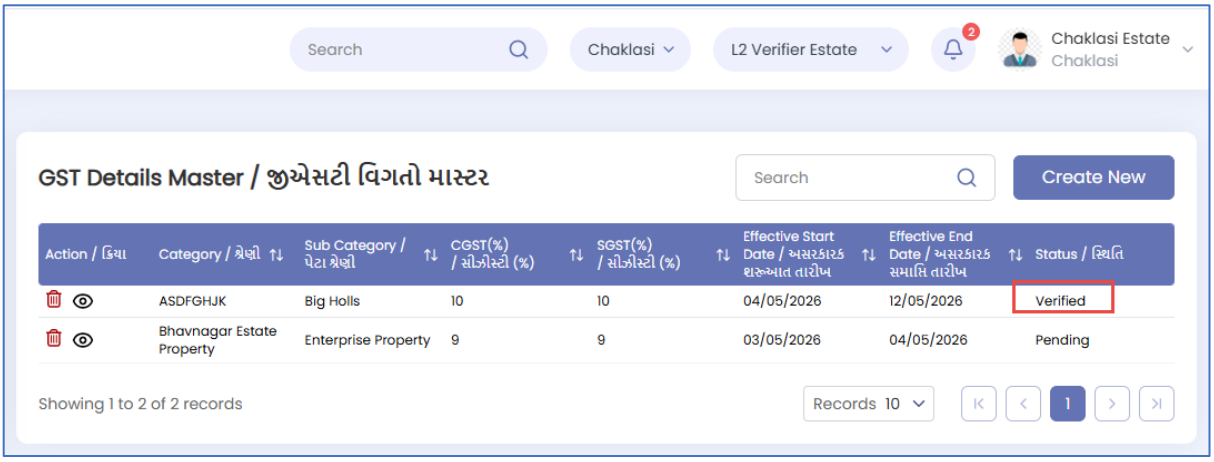


Figure 4-26

Option B: Backward

- Click Backward Backward.

System Behaviour:

- Record is sent back to L1.

- Status moves back for correction.
- L1 must update and re-submit.

Option C: View Workflow History

- Click **View Workflow History**.
- View all previous actions, users, remarks, and timestamps.

L3 – Approver (Final Decision)

Navigation: Estate Management → Master → GST Details Master → View Icon

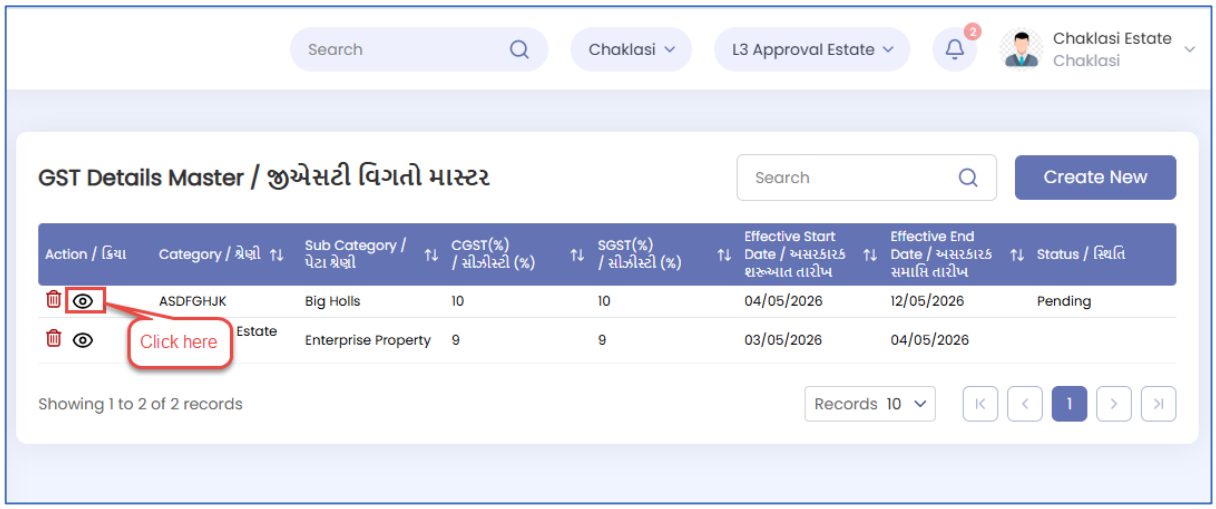


Figure 4-27

L3 performs final action & review the details:

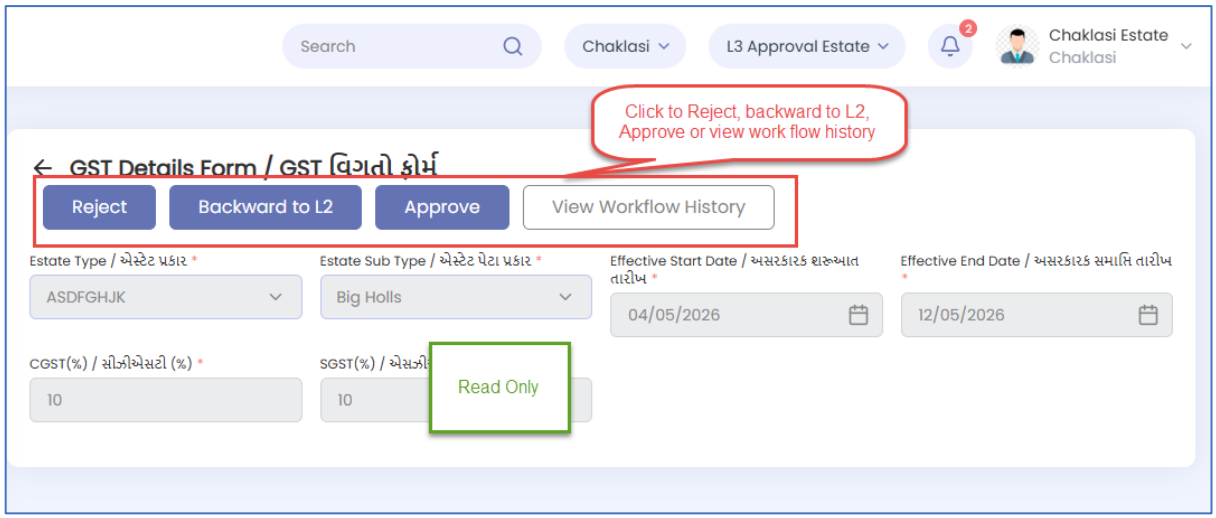


Figure 4-28

Option A: Approve

- Click Approve.

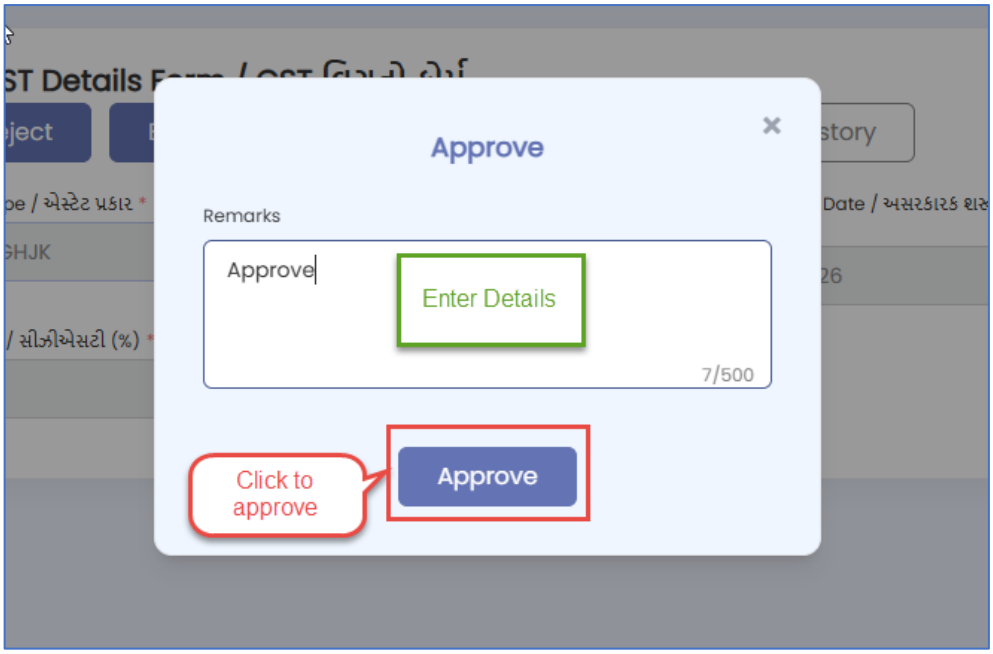
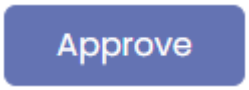


Figure 4-29

- Enter remarks.
- Click Approve 

.
- Record is finalized.
- Status becomes **Approved**.

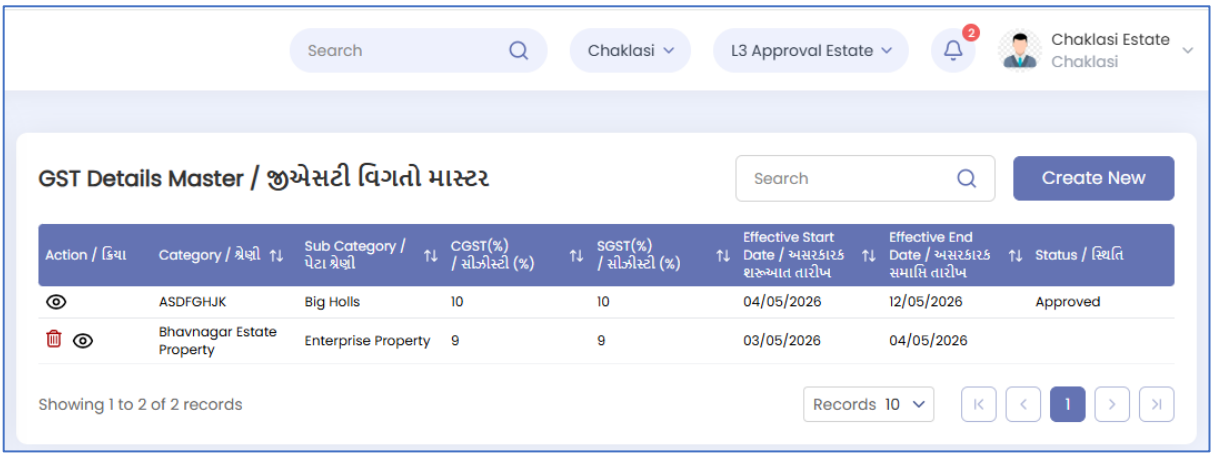


Figure 4-30

Option B: Reject

- Click **Reject**.
- Enter remarks.

System Behaviour:

- Record is rejected.

- Workflow ends.

Option C: Backward to L2

- Click **Backward to L2**.
- Record is sent back to L2 for re-verification.

Option D: View Workflow History



- View complete audit trail of the record.

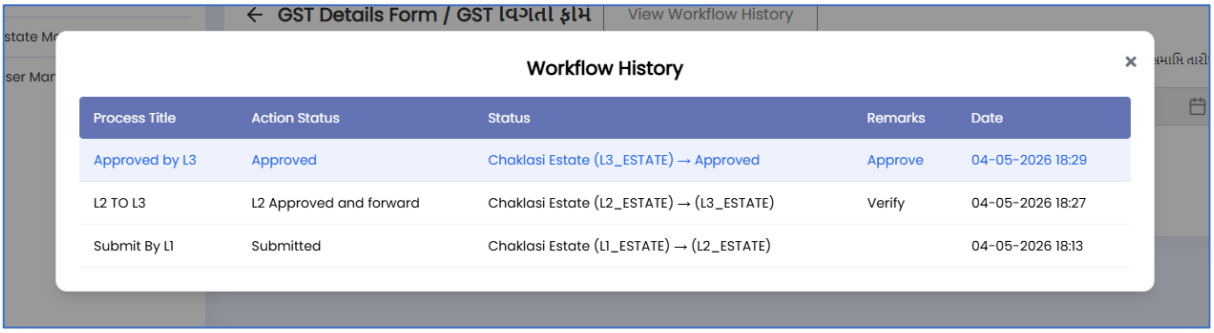


Figure 4-31

Workflow Status Flow

- **L1 Submit** → Pending
- **L2 Forward** → Verified
- **L3 Approve** → Approved
- **L3 Reject** → Rejected
- **Backward (L2/L3)** → Returns to previous level

4.1.6 Fee Master Form – Overview

This page is used to view, manage, and track all fee records in the **e-Nagar 2.0** system.

Estate Management → Master → Fee Master

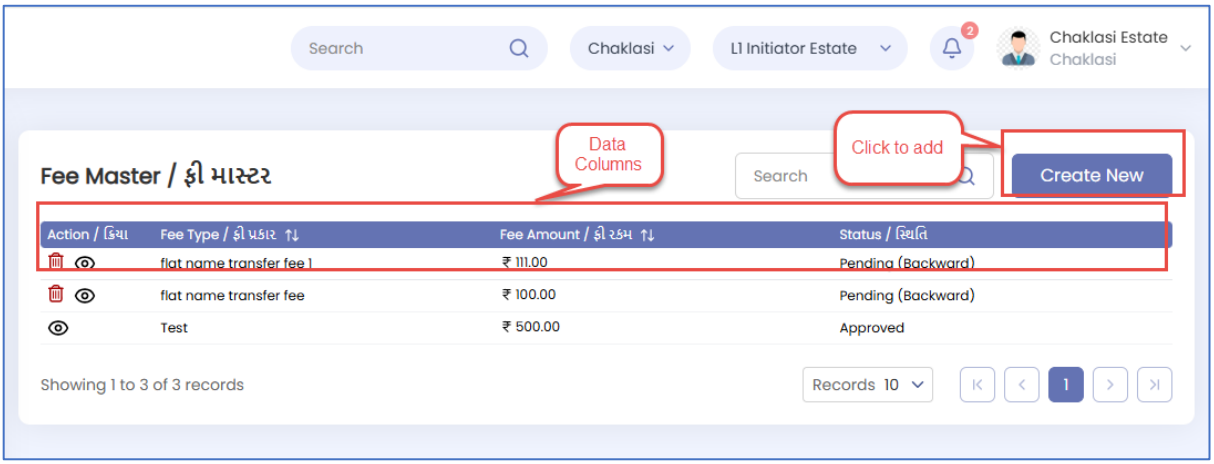
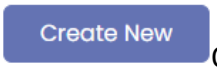


Figure 4-32

Fields – Description. (Field type)

- **Action** – Provides options to manage the selected record. (Icons)
- **Fee Type** – Displays the name/type of fee. (Text)
- **Fee Amount (₹)** – Shows the defined fee amount. (Numeric)
- **Status** – Displays current workflow status. (Text)

Buttons – Description

- **Create New** – 

Opens the Fee Master Form to add a new fee record.
- **Search** – Filters records based on entered keywords.

4.1.6.1 Add

This page is used to add fee details in the **e-Nagar 2.0** system.

Estate Management → Master → Fee Master → Create New

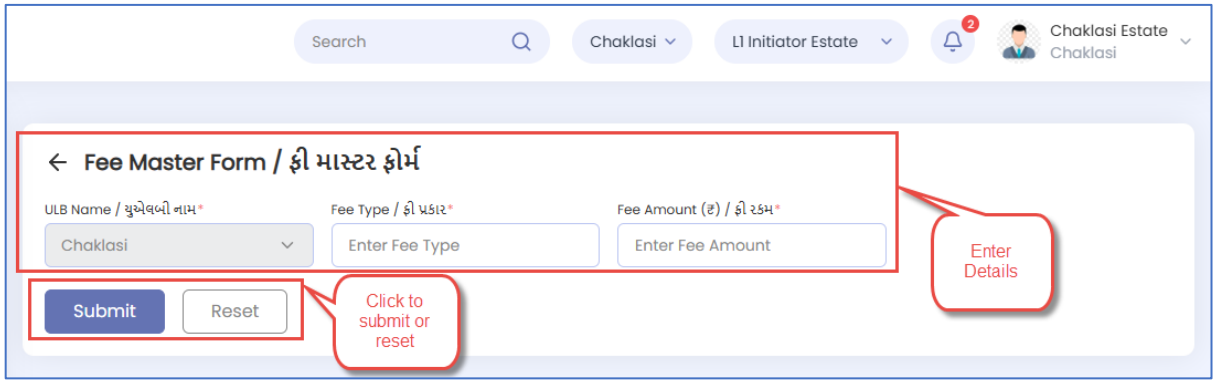


Figure 4-33

Fields

- **ULB Name** – Displays or selects the Urban Local Body for which the fee is applicable. (Dropdown)
- **Fee Type** – Enter the name/type of fee (e.g., transfer fee, service fee). (Text)
- **Fee Amount (₹)** – Enter the applicable fee amount. (Numeric)

Buttons

- **Submit** – Click to save and submit the fee details for further processing.
- **Reset** – Click to clear all entered values.

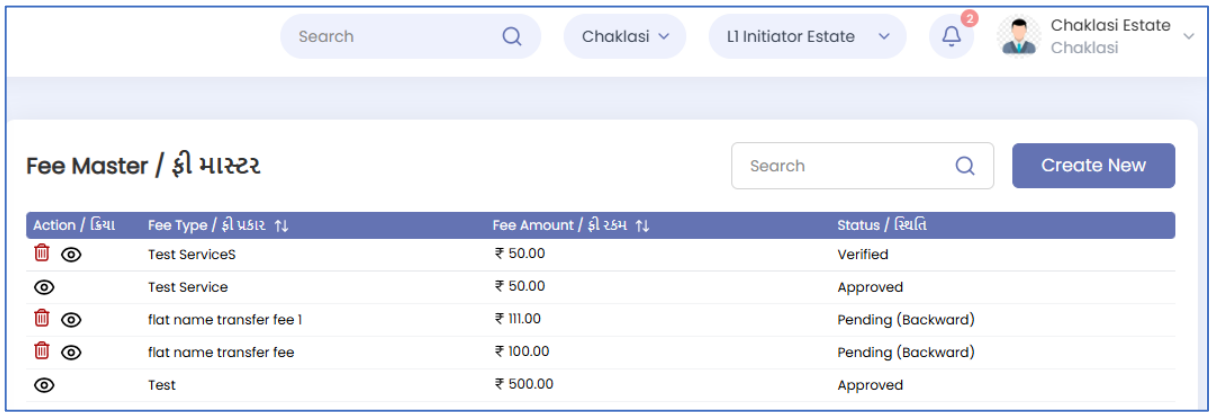


Figure 4-34

4.1.6.1.1 Workflow Levels – Overview

L1 – Initiator

- Creates and submits the fee record using the form.
- After submission, the record moves forward.

- Status becomes **Pending**.

L2 – Verifier

Estate Management → Master → Fee Master → View

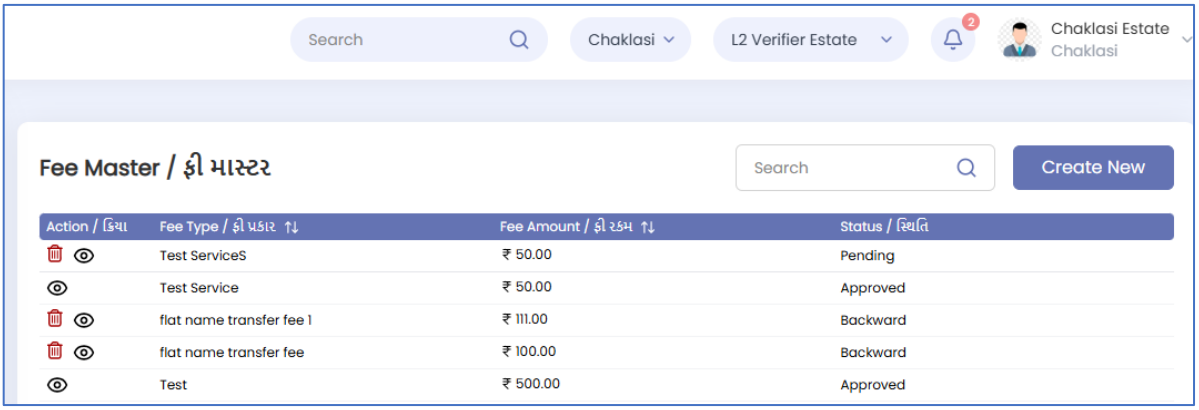


Figure 4-35

- Reviews the submitted record in read-only mode.

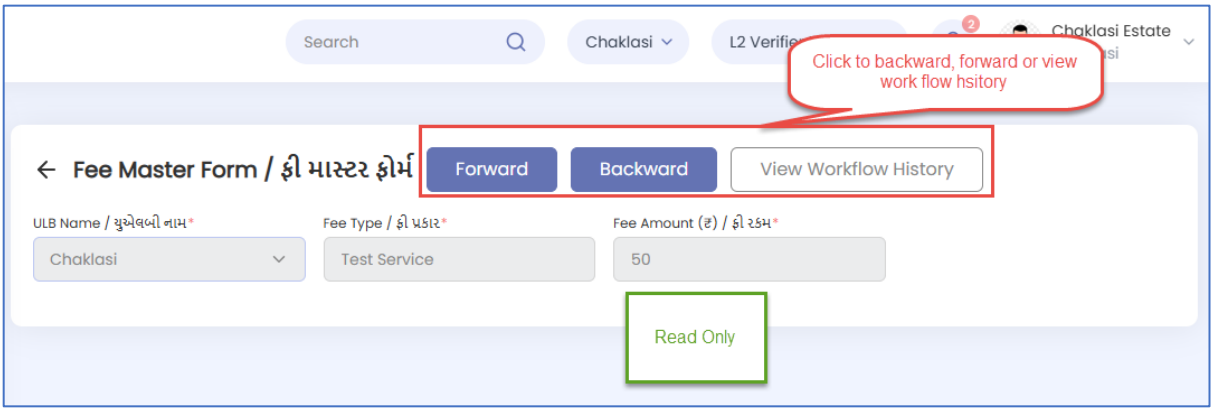


Figure 4-36

- **Forward** –  Sends the record to L3 with remarks and marks it as **Verified**.

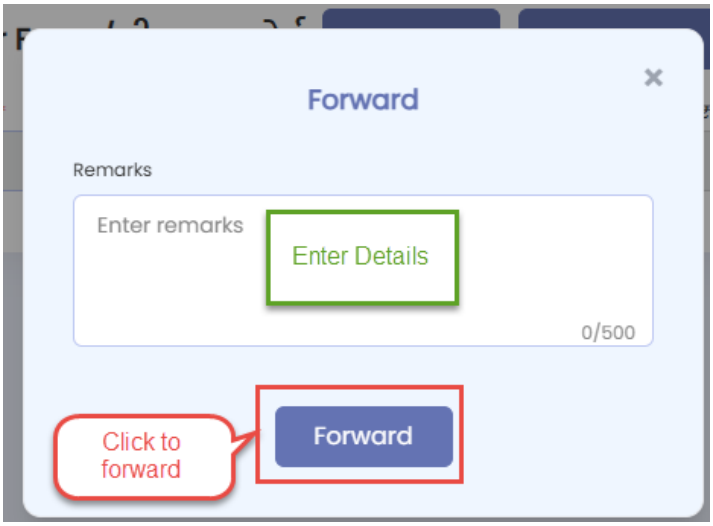


Figure 4-37

- **Backward** – Backward Sends the record back to L1 for correction.
- **View Workflow History** – Shows previous actions and remarks.

L3 – Approver

Estate Management → Master → Fee Master → View



Figure 4-38

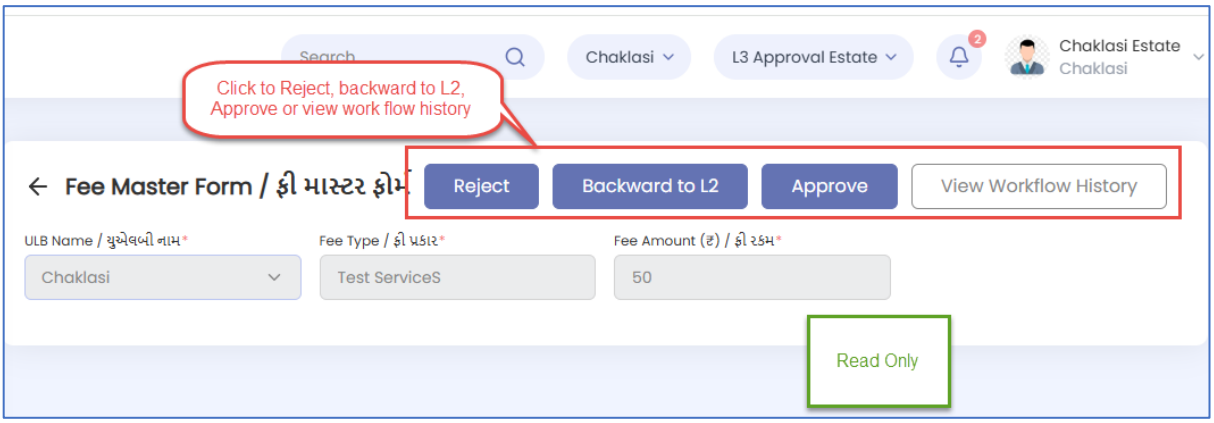


Figure 4-39

- Review the details & enter the remarks.

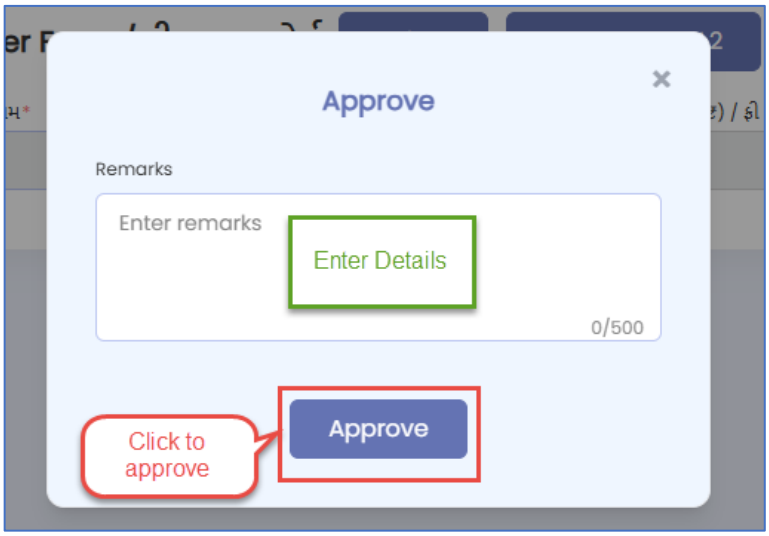
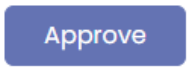


Figure 4-40

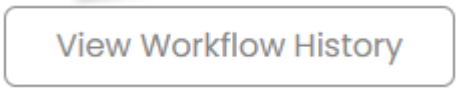
- Performs final action on the record.

- **Approve** – 

Finalizes the record and marks it as **Approved**.
- **Reject** – 

Rejects the record with remarks.

Backward to L2 – Sends the record back for re-verification.

View Workflow History – 

Displays complete workflow details.

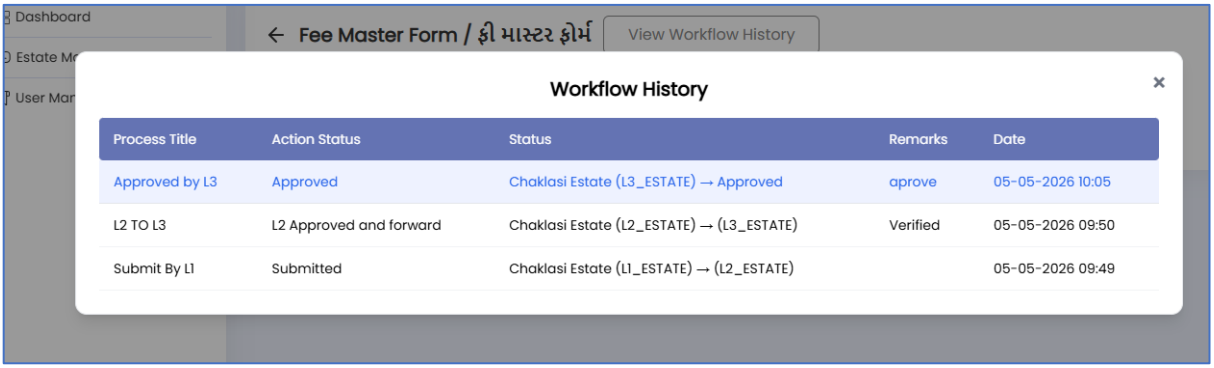


Figure 4-41

4.2 Transactions Module – Overview

This sub-module provides access to all operational (transaction-based) activities related to estate management, allowing users to perform day-to-day processing tasks efficiently. This shows how to access different transaction-related services in the **e-Nagar 2.0** system.

Navigation Flow (as shown in image)

- Click on **Estate Management** from the left menu.
- Select **Transactions** from the submenu.
- A list of transaction modules will be displayed on the right panel.

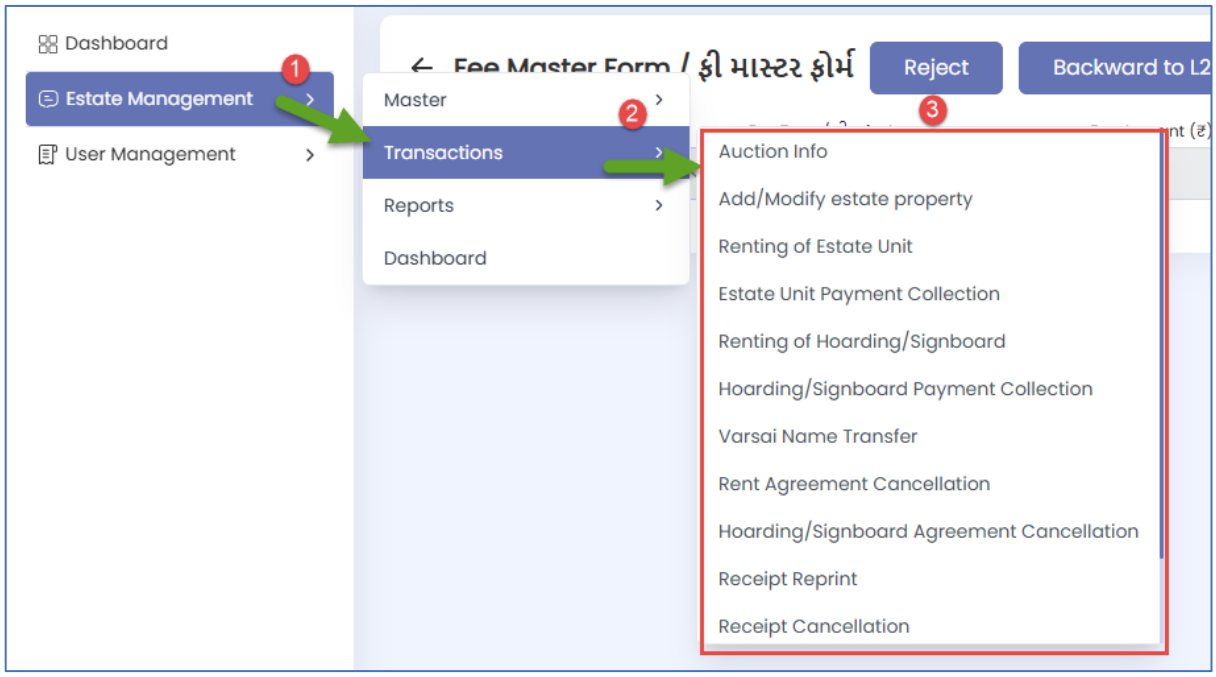


Figure 4-42

Available Transaction Modules

- **Auction Info** – Manage auction-related activities and details.
- **Add/Modify Estate Property** – Create or update estate property information.
- **Renting of Estate Unit** – Handle renting process for estate units.
- **Estate Unit Payment Collection** – Manage payment collection for estate units.
- **Renting of Hoarding/Signboard** – Manage allotment and renting of hoardings.
- **Hoarding/Signboard Payment Collection** – Handle payments related to hoardings.
- **Varsai Name Transfer** – Process ownership/name transfer requests.
- **Rent Agreement Cancellation** – Cancel rent agreements.

- **Hoarding/Signboard Agreement Cancellation** – Cancel hoarding agreements.
- **Receipt Reprint** – Reprint payment receipts.
- **Receipt Cancellation** – Cancel issued receipts.
- **Renew Rent Agreement** – Used to renew an existing rent agreement by extending the contract duration and updating rent details.
- **Vechan Name Transfer** – Used to transfer ownership or registered holder details from one person to another for a Vechan property record.

4.2.1 Auction Info

This page is used to view and manage all auction records in the **e-Nagar 2.0** system.

Estate Management → Transactions → Auction Info

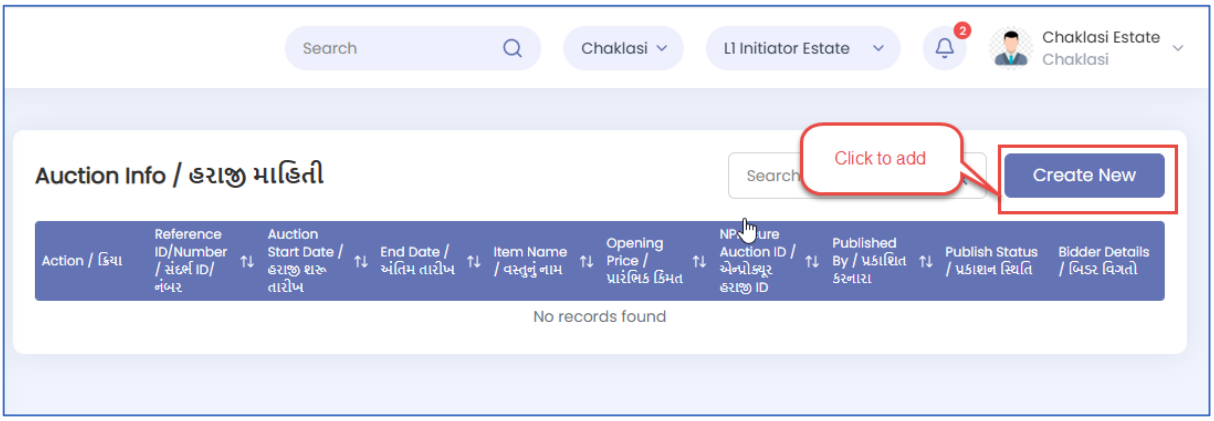
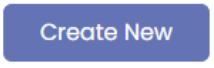


Figure 4-43

Fields – Description. (Field type)

- **Action** – Provides option to view auction details. (Icons)
- **Reference ID/Number** – Displays unique auction ID. (Text)
- **Auction Start Date** – Shows auction start date and time. (Date)
- **End Date** – Displays auction end date and time. (Date)
- **Item Name** – Shows name of auction item. (Text)
- **Opening Price** – Displays starting price of auction. (Numeric)
- **N Procure Auction ID** – Shows external auction reference ID. (Text)
- **Published By** – Displays user who published the auction. (Text)
- **Publish Status** – Shows status (Published/Not Published). (Text)
- **Bidder Details** – Displays bidder-related details. (Text)

Buttons – Description

- **Create New** – 

Opens Add Auction Form to create a new auction.
- **Search** – Filters auction records.

4.2.1.1 Add

This page is used to create auction details.

Click on **Create New** button to open Add Auction Form.

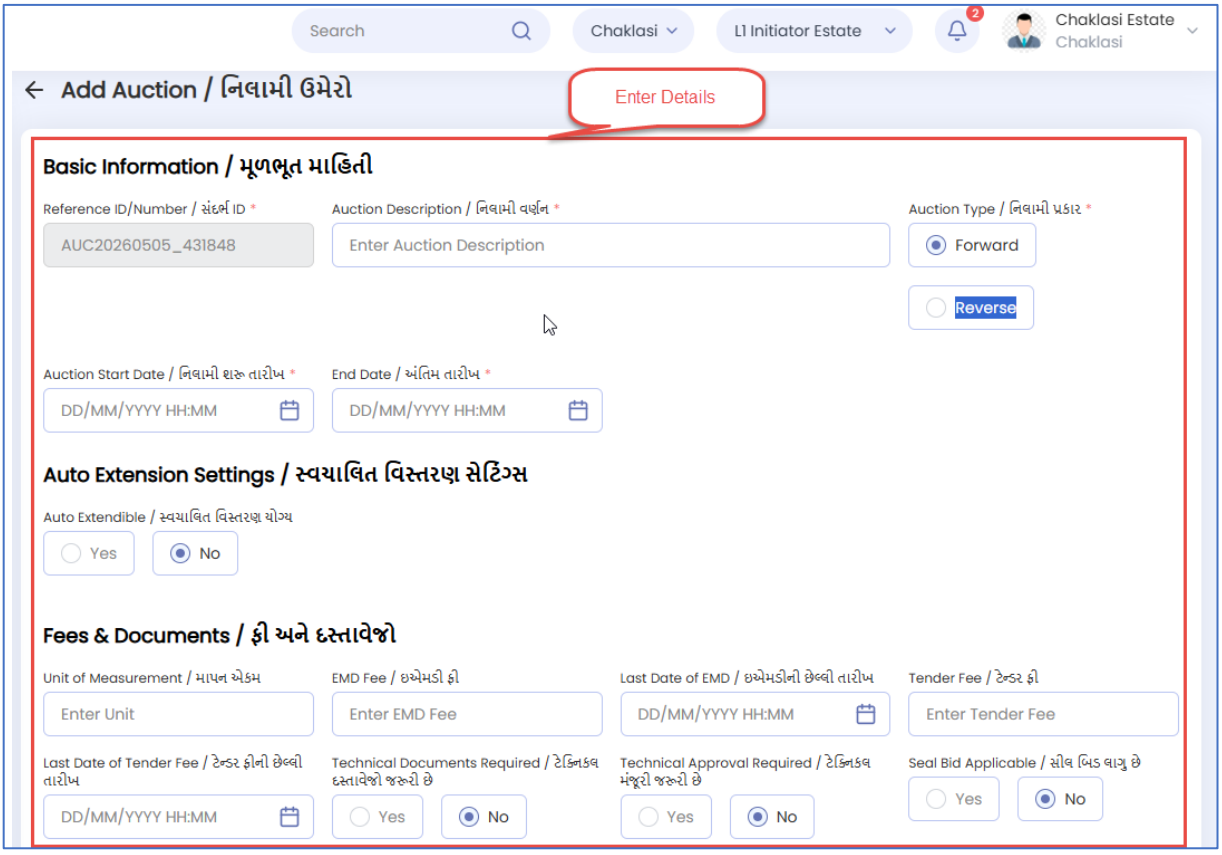


Figure 4-44

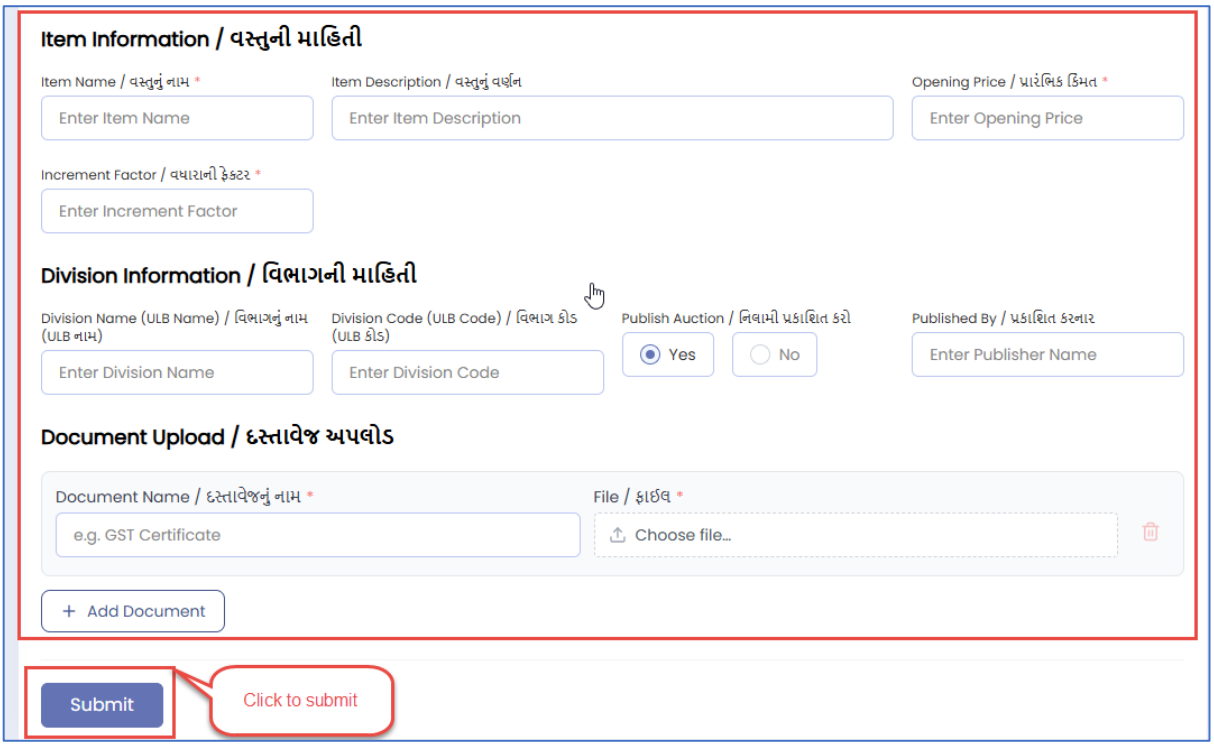


Figure 4-45

Fields – Description. (Field type)

Basic Information

- **Reference ID/Number** – Auto-generated unique auction ID. (Text)
- **Auction Description** – Enter description of auction. (Text)
- **Auction Type** – Select auction type (Forward/Reverse). (Selection)
- **Auction Start Date** – Select start date and time. (Date Time)
- **End Date** – Select end date and time. (Date Time)

Auto Extension Settings

- **Auto Extendible** – Enable or disable auto extension by clicking on Yes or No. (Selection)

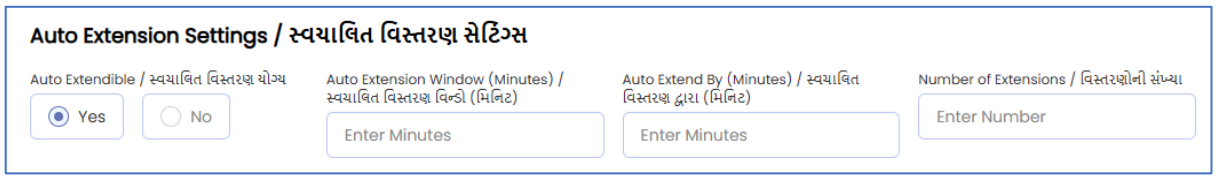


Figure 4-46

If **Yes** is selected

- **Auto Extension Window** – Enter time window for extension. (Numeric)
- **Auto Extend By** – Enter extension duration. (Numeric)
- **Number of Extensions** – Enter number of allowed extensions. (Numeric)

Fees & Documents

- **Unit of Measurement** – Enter unit. (Text)
- **EMD Fee** – Enter earnest money deposit amount. (Numeric)
- **Last Date of EMD** – Select last date for EMD. (Date Time)
- **Tender Fee** – Enter tender fee. (Numeric)
- **Technical Documents Required** – Select requirement. (Selection)

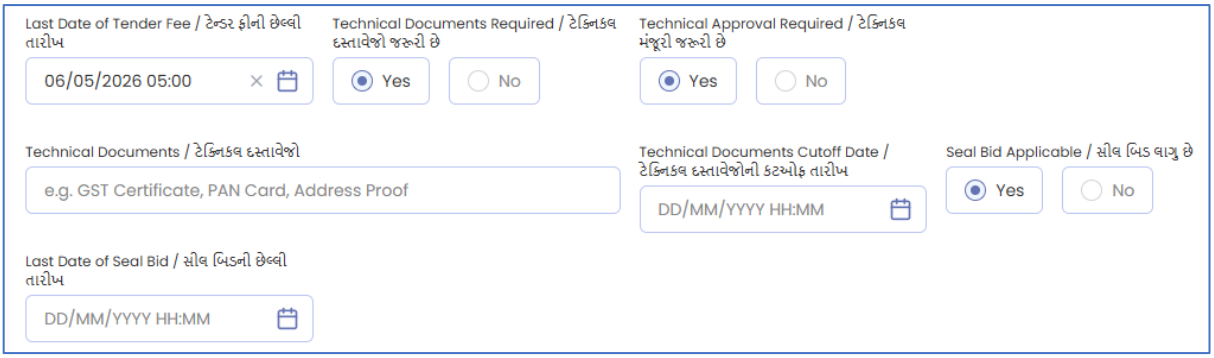


Figure 4-47

If Yes is selected:

- Technical Documents – Enter required document names/details. (Text)
- Technical Documents Cutoff Date – Select the last date for document submission. (Date Time)

- **Technical Approval Required** – Select requirement. (Selection)
- **Seal Bid Applicable** – Select applicability. (Selection)

If Yes is selected:

- Last Date of Seal Bid – Select the last date for sealed bid submission. (Date Time)

Item Information

- **Item Name** – Enter item name. (Text)
- **Item Description** – Enter item description. (Text)
- **Opening Price** – Enter starting price. (Numeric)
- **Increment Factor** – Enter increment value. (Numeric)

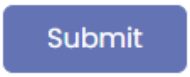
Division Information

- **Division Name** – Enter ULB division name. (Text)
- **Division Code** – Enter division code. (Text)
- **Publish Auction** – Select whether to publish. (Selection)
- **Published By** – Enter publisher name. (Text)

Document Upload

- **Document Name** – Enter document name. (Text)
- **File** – Upload document file. (File Upload)

Buttons – Description

- **Submit** – 

Saves auction details and submits for workflow.

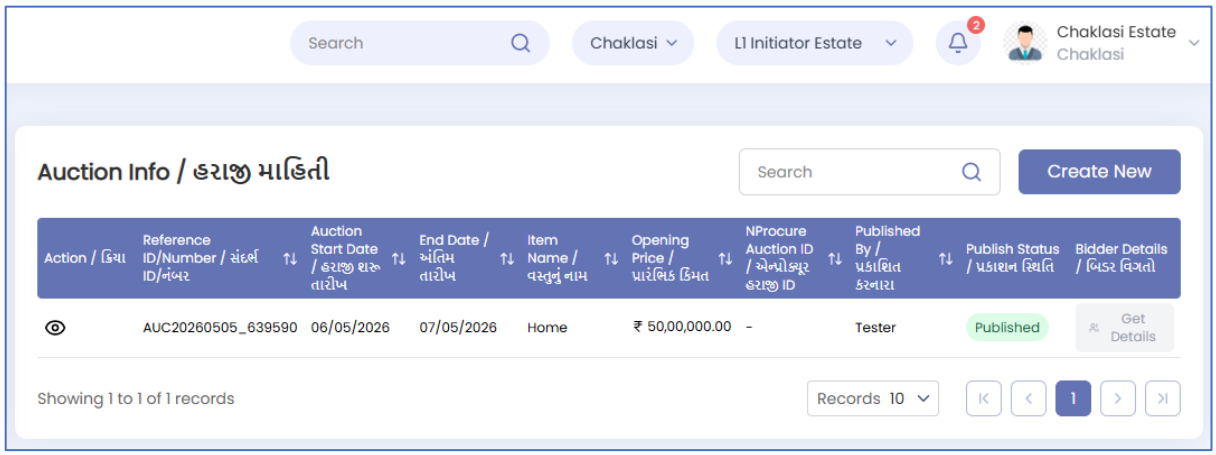


Figure 4-48

4.2.1.1.1 Workflow Levels – Overview

L1 – Initiator

- Creates auction details using the Add Auction Form.
- Fills all required sections including Basic Information, Fees & Documents, Item Details, and uploads documents.
- Clicks **Submit**.
- Record is created and appears in listing.
- Status moves forward for verification (**Pending**).

L2 – Verifier

Estate Management → Transactions → Auction Info → ***View***

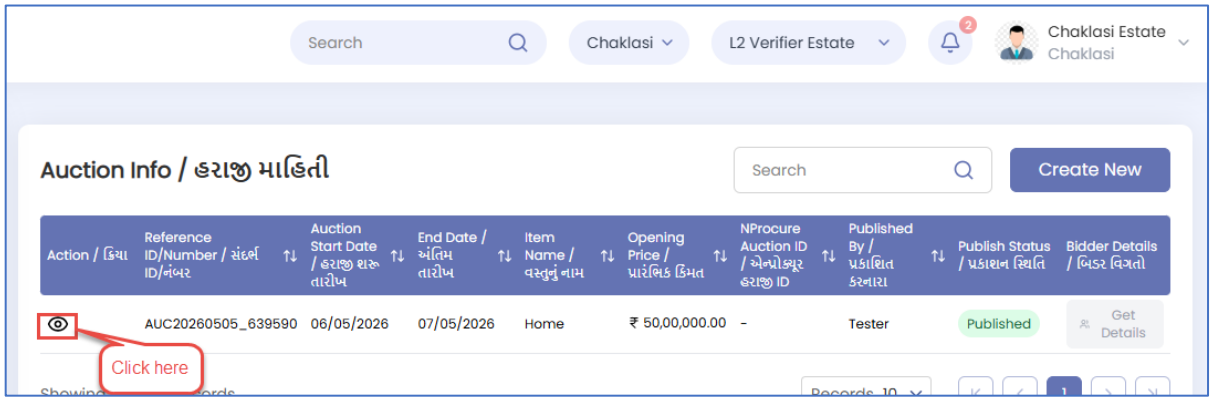


Figure 4-49

- Opens the auction record in read-only mode.

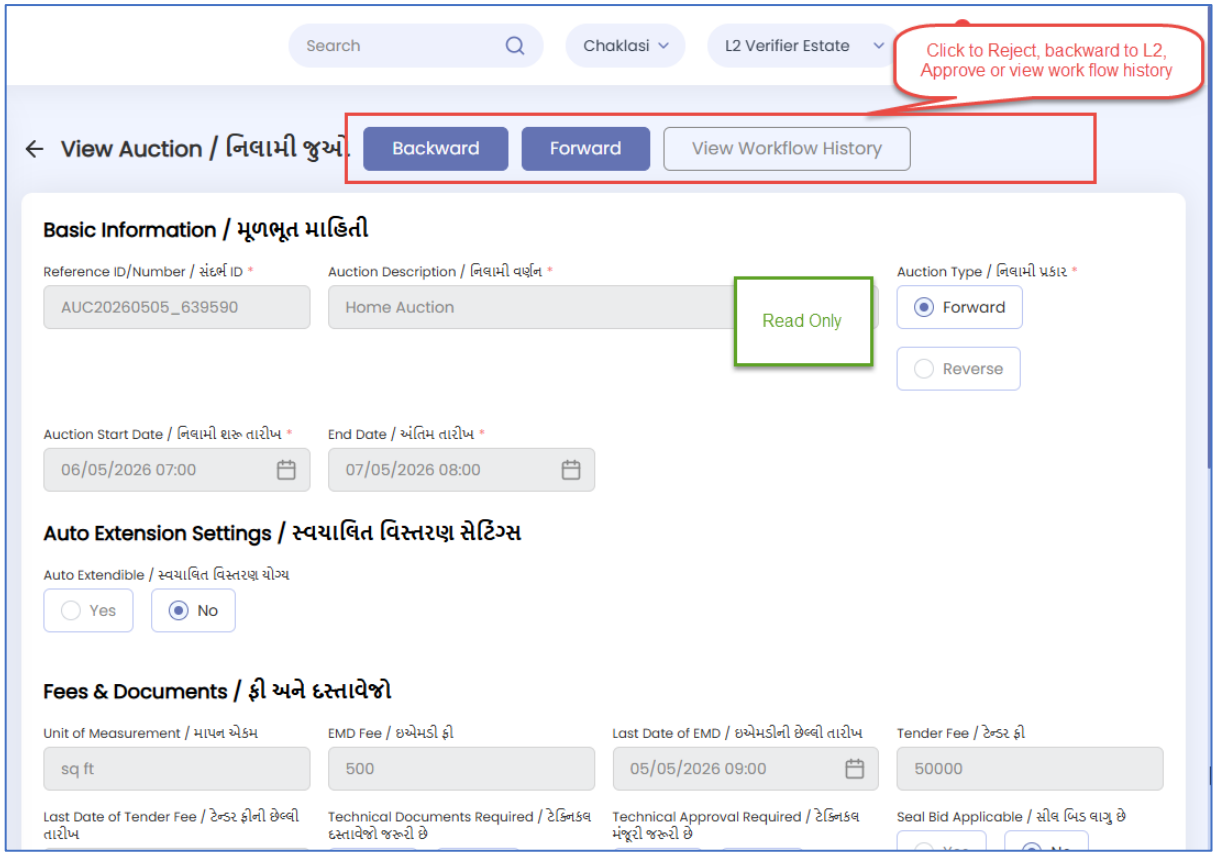


Figure 4-50

- **Forward** – 

    - Opens remarks popup.

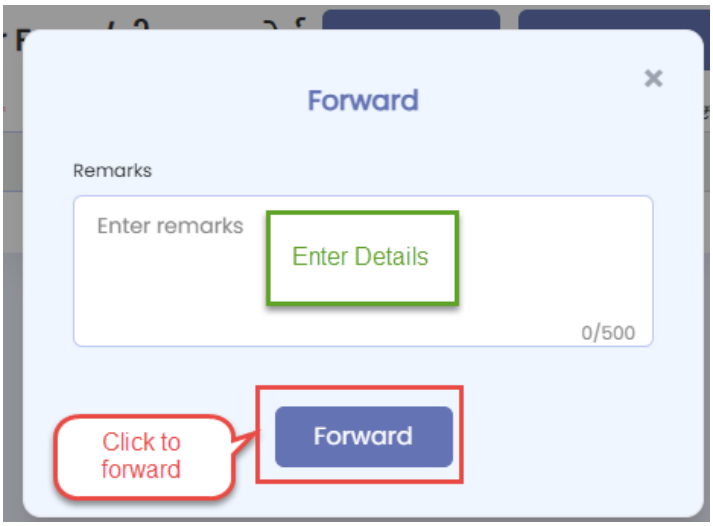
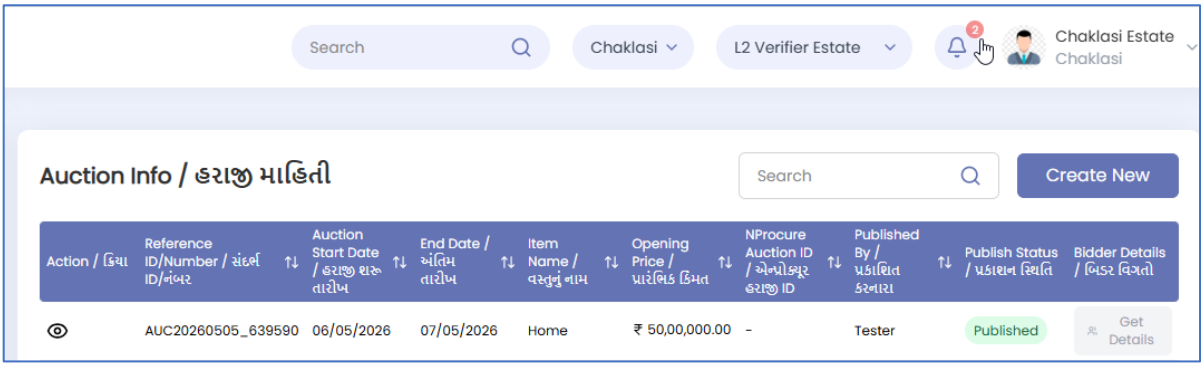


Figure 4-51

    - After submission, record moves to L3.
    - Status becomes **Verified**.
- **Backward** – 

- Sends record back to L1 for correction.
- Status reflects backward movement.



- **View Workflow History** –
  - Displays complete record trail including submission and verification details.

L3 – Approver

Estate Management → Transactions → Auction Info → ***View***

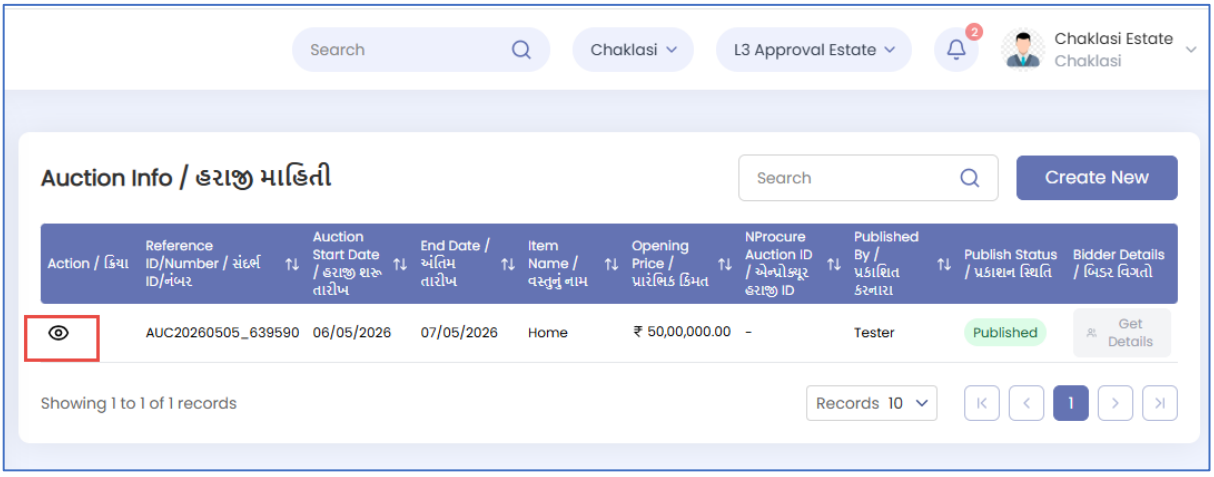


Figure 4-52

- Opens verified auction record.

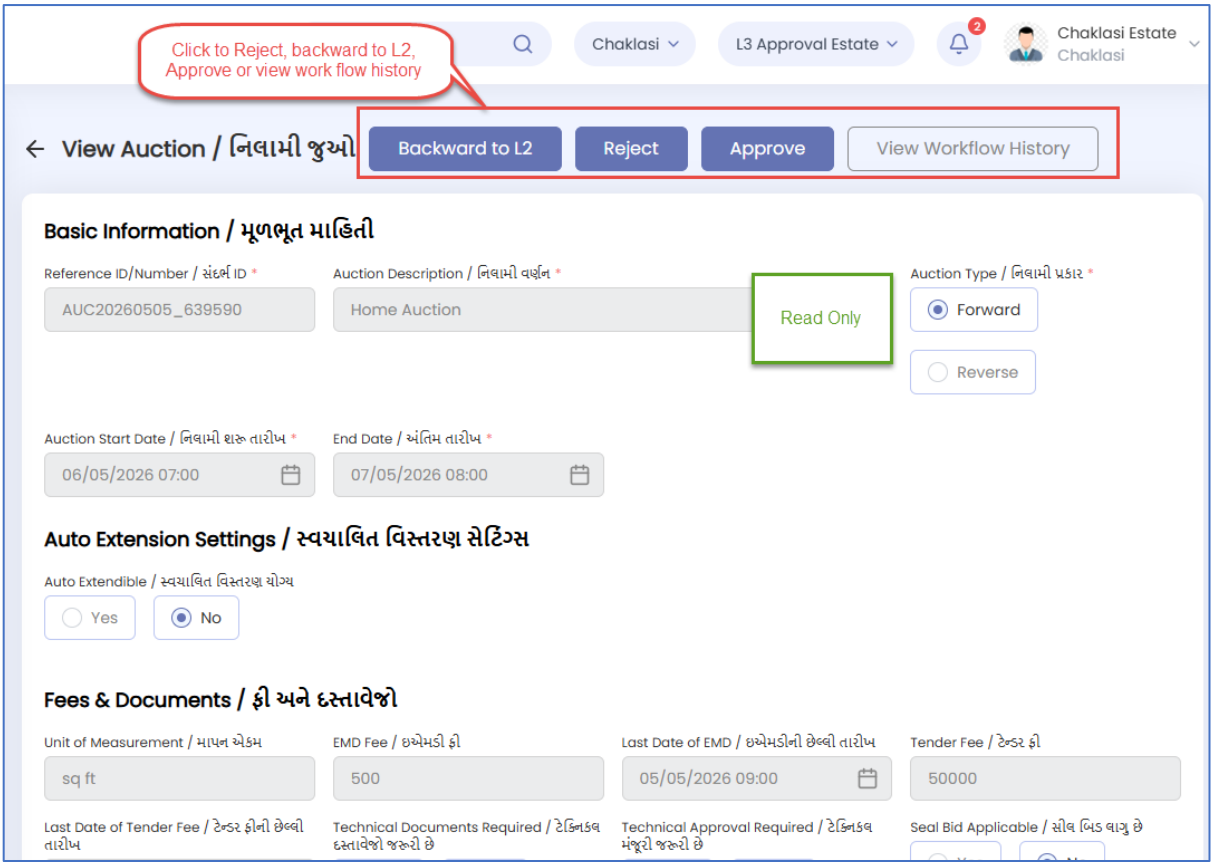
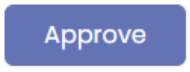


Figure 4-53

- **Approve –** 

  - Opens remarks popup.

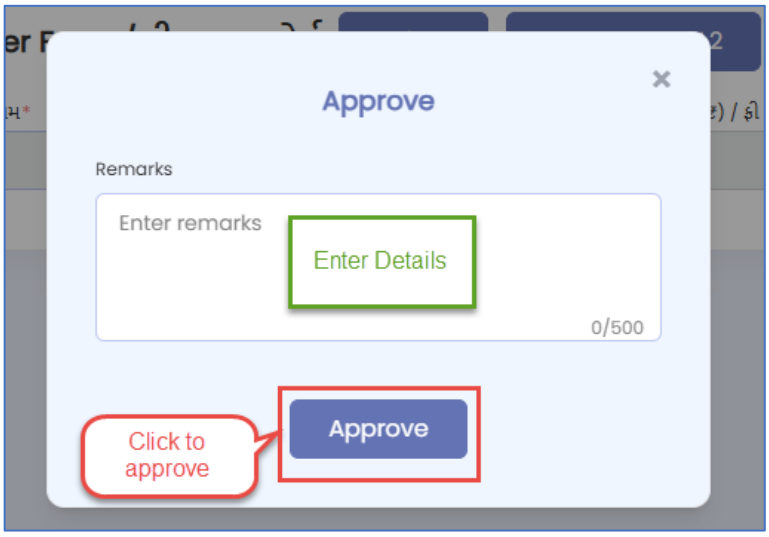


Figure 4-54

  - Finalizes and publishes the auction.
  - Status becomes **Approved / Published**.

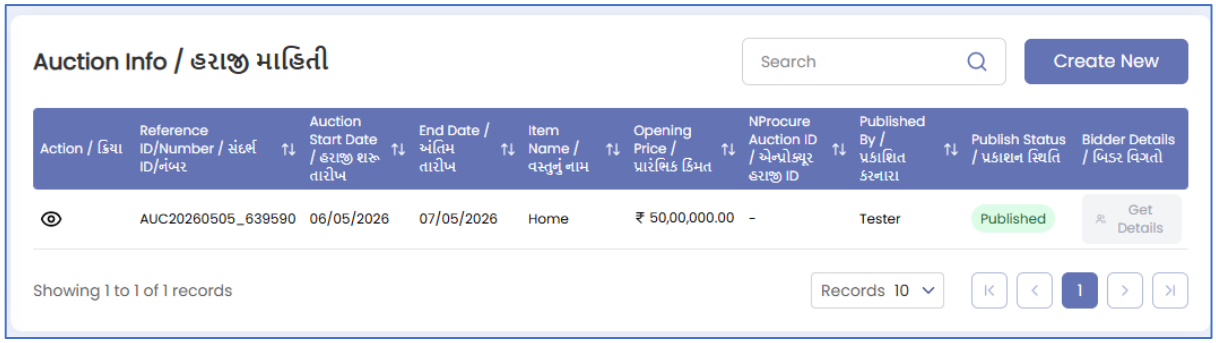
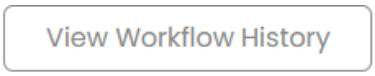


Figure 4-55

- **Reject** – 

    - Rejects the auction with remarks.
    - Workflow ends.
- **Backward to L2** –
    - Sends record back for re-verification.
- **View Workflow History** – 

    - Displays complete workflow including all levels, remarks, and timestamps.

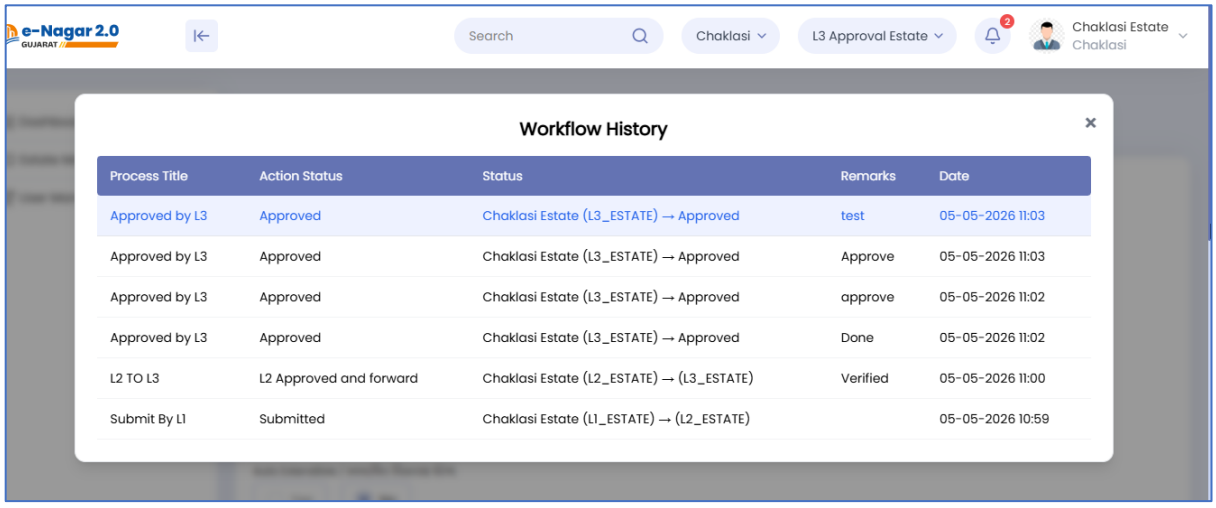


Figure 4-56

Workflow Behaviour

- Record flows sequentially from **L1 → L2 → L3**.
- **Forward** moves record ahead, **Backward** returns it for correction.
- Every action is recorded in workflow history with user, remarks, and time.

4.2.1.2 E-Auction

eAuction – Bidder Workflow

This module allows bidders to securely log in, view available auctions, access documents, and participate in bidding activities.

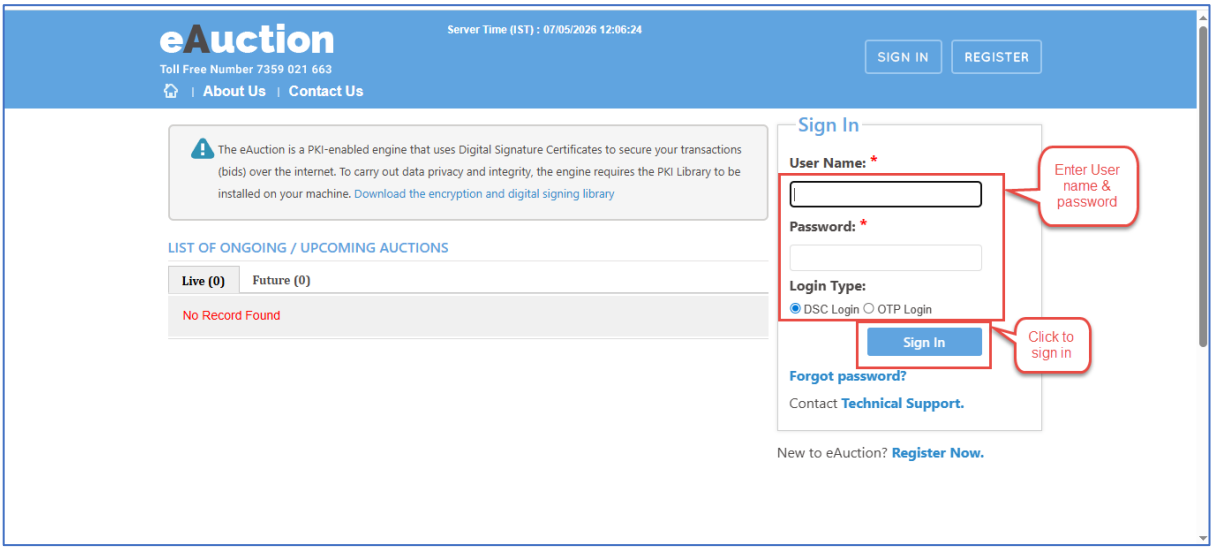


Figure 4-57

Login

Enter your credentials to access the eAuction system.

- **User Name** – Enter your registered user ID. (Text)
- **Password** – Enter your password. (Password)
- **Login Type** – Select login method (DSC Login or OTP Login). (Option)
- **Sign In** – Click to proceed with login. (Button)

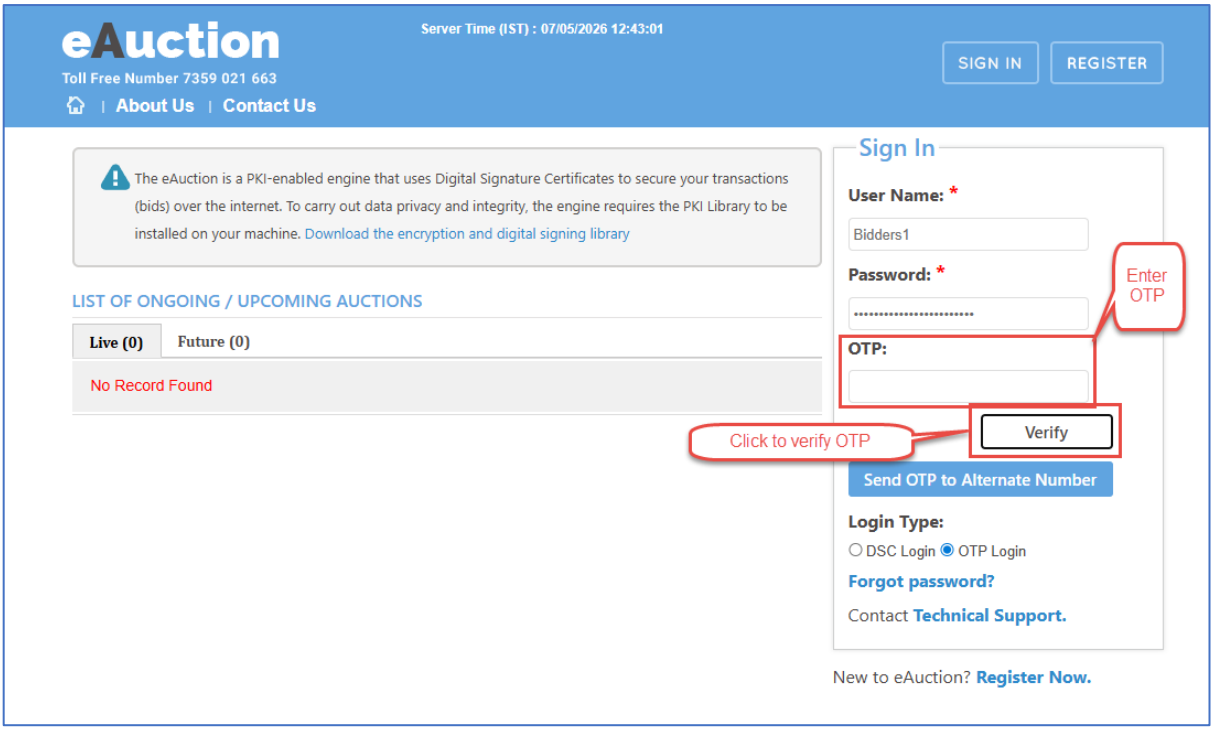


Figure 4-58

OTP Verification (if applicable)

Required when OTP login is selected.

- **OTP** – Enter the OTP received on your registered mobile number. (Numeric)
- **Verify** – Click to validate the OTP and complete login. (Button)
- **Send OTP to Alternate Number** – Click to receive OTP on alternate registered number. (Button)

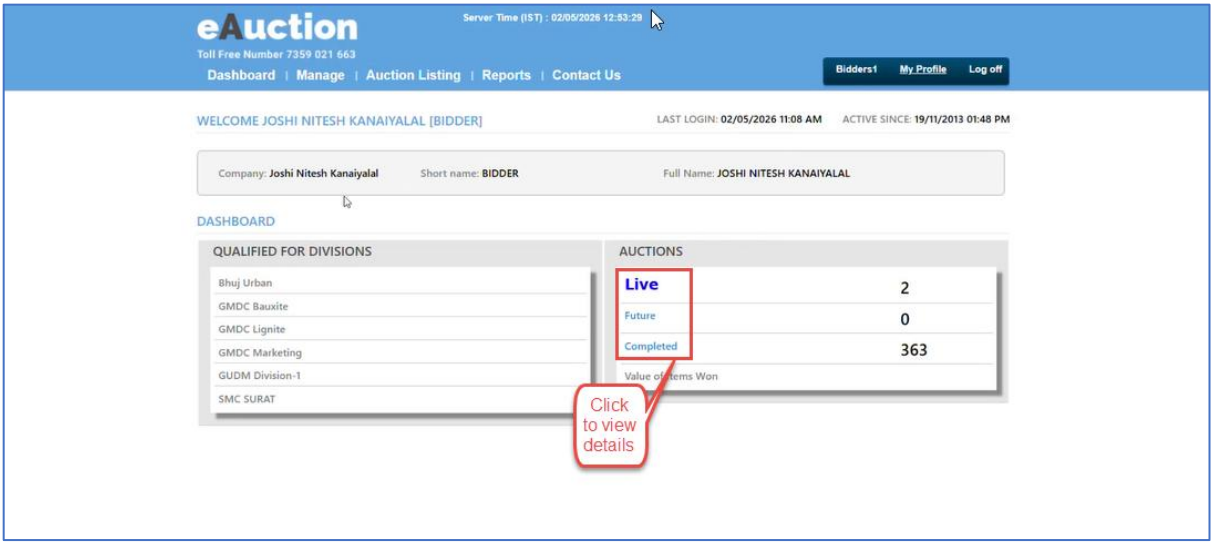


Figure 4-59

Dashboard

After successful login, the dashboard provides a summary of auction participation.

- **Qualified for Divisions** – Displays divisions in which the bidder is eligible.
- **Auctions Summary** – Shows count of:
    - Live Auctions
    - Future Auctions
    - Completed Auctions
- Click on **Live / Future / Completed** to view detailed auction listings.

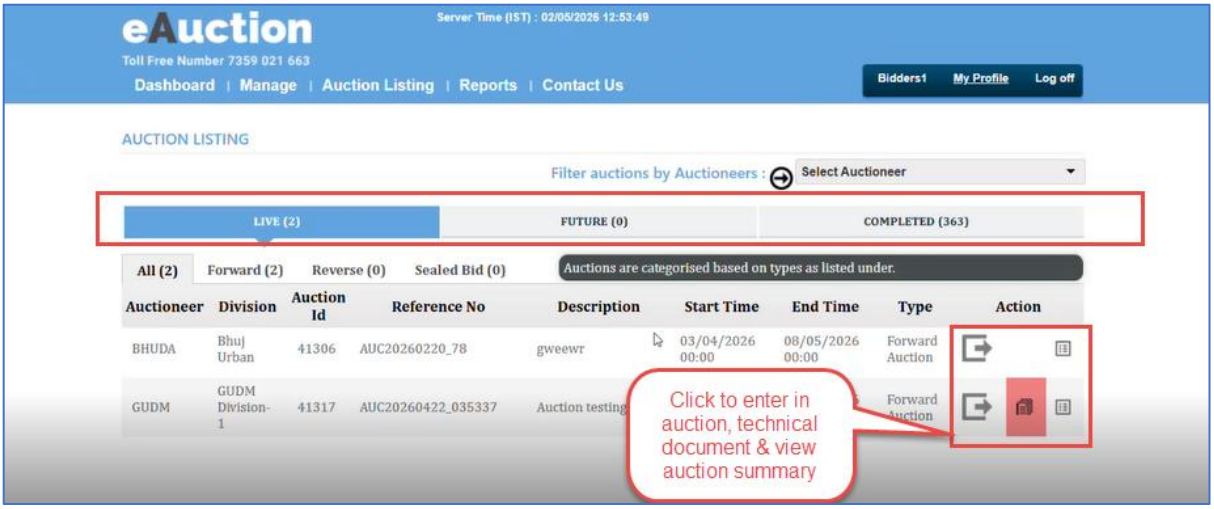


Figure 4-60

Auction Listing

Displays all auctions based on selected category.

- **Tabs (Live / Future / Completed)** – Switch between auction statuses.
- **Filters** – Filter auctions by auctioneer.
- **Auction Details Columns** include:
    - Auctioneer
    - Division
    - Auction ID
    - Reference Number
    - Description
    - Start Time & End Time
    - Type

Action Options:

- **Enter Auction** – Click to participate in the auction.
- **Technical Document** – View required documents.
- **Auction Summary** – View complete auction details.

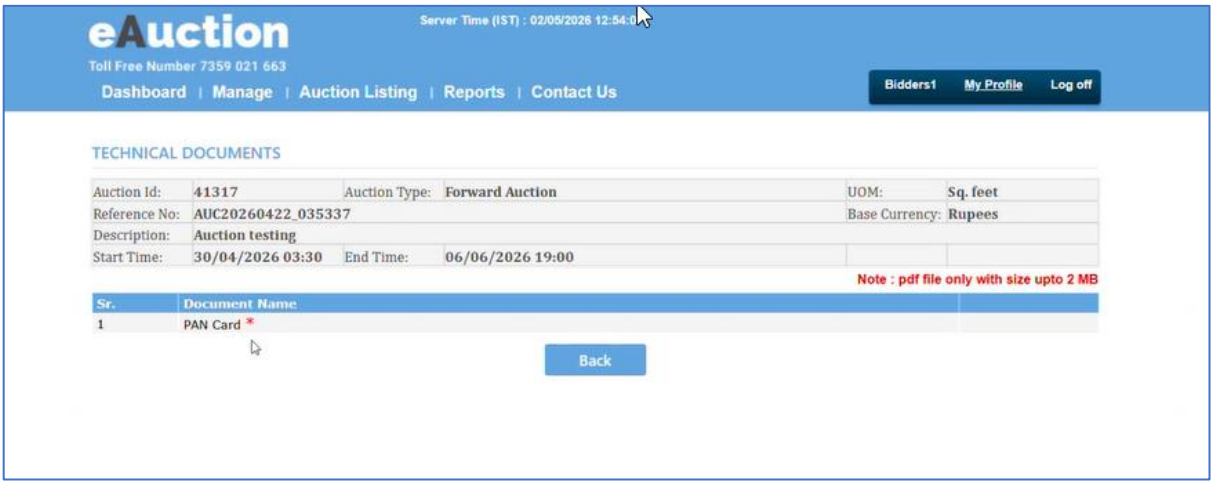


Figure 4-61

Technical Documents

Displays required documents for the selected auction.

- **Document Name** – Shows list of documents (e.g., PAN Card).
- **Back** – Click to return to previous page. (Button)

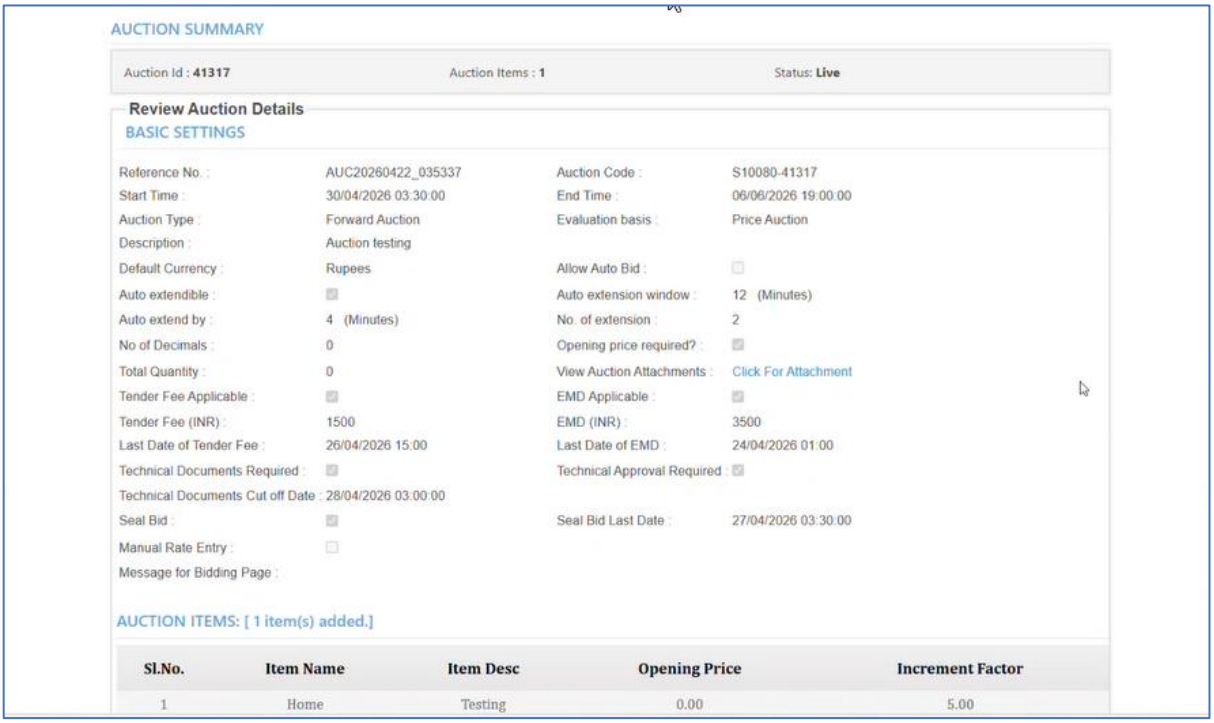


Figure 4-62

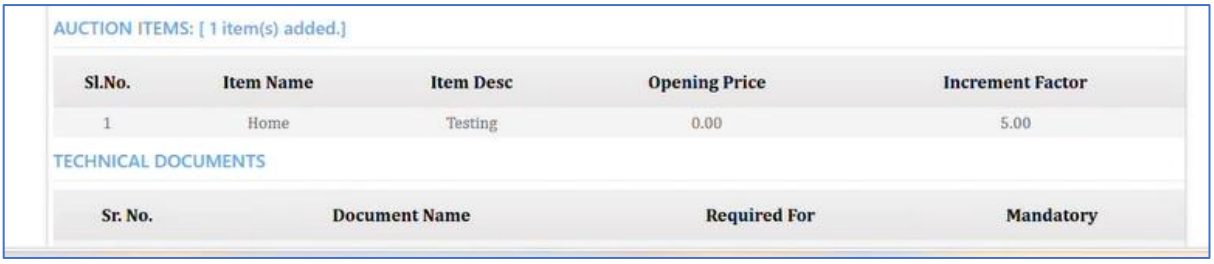


Figure 4-63

Auction Summary

Provides detailed information about the auction.

- **Basic Settings** – Includes auction type, start/end time, description, evaluation method, etc.
- **Financial Details** – Includes EMD amount, tender fee, currency, etc.
- **Auto Extension Settings** – Displays extension rules for bidding.
- **Auction Items**
    - Item Name
    - Description
    - Opening Price
    - Increment Factor
- **Technical Documents**
    - Item Name
    - Document Name
    - Required For
    - Mandatory

Enter Auction

Click on  button to enter inside the bid.

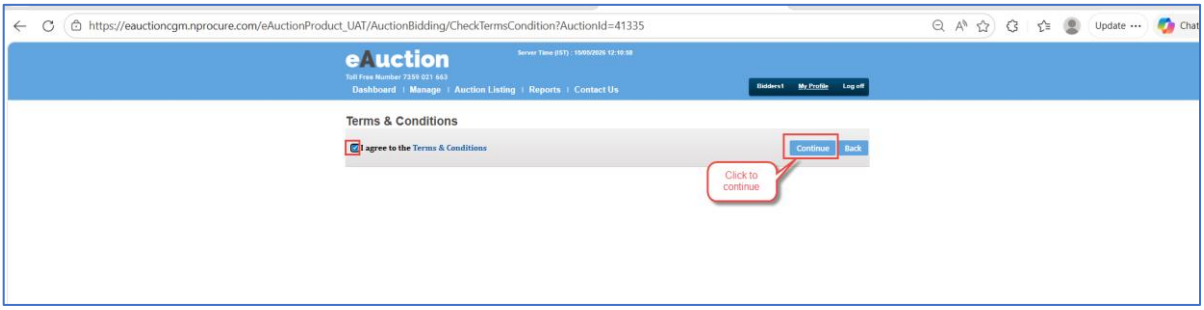


Figure 4-64

- Agree with the **Terms & Condition** by check marking the declaration checkbox
- Click on **Continue** button to continue or **Back** button to go back.

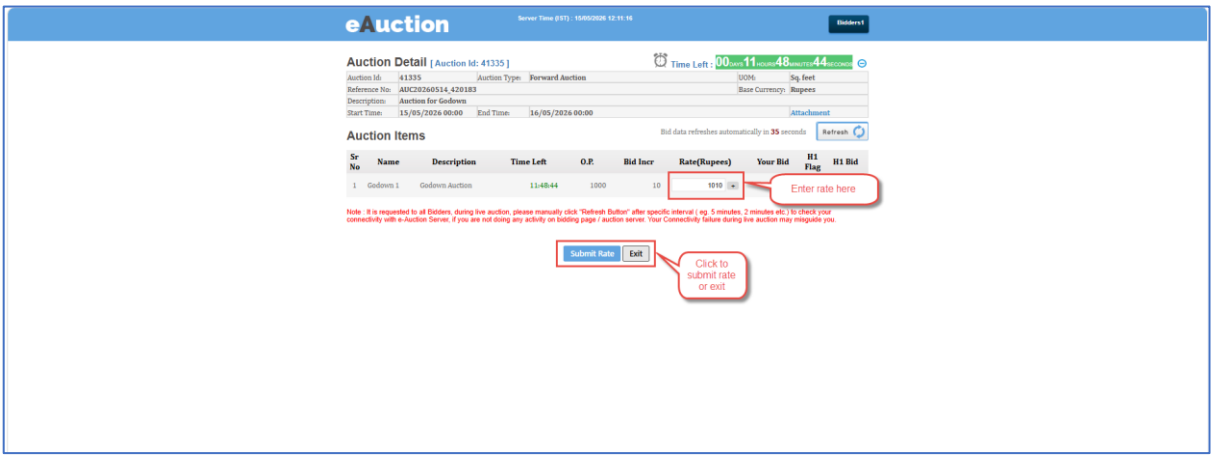


Figure 4-65

- Review the Bid details.
- Enter the rate inside **Rate (Rupees).**
- Click on **Submit Rate** button to submit rate or **Exit** button to exit the process.

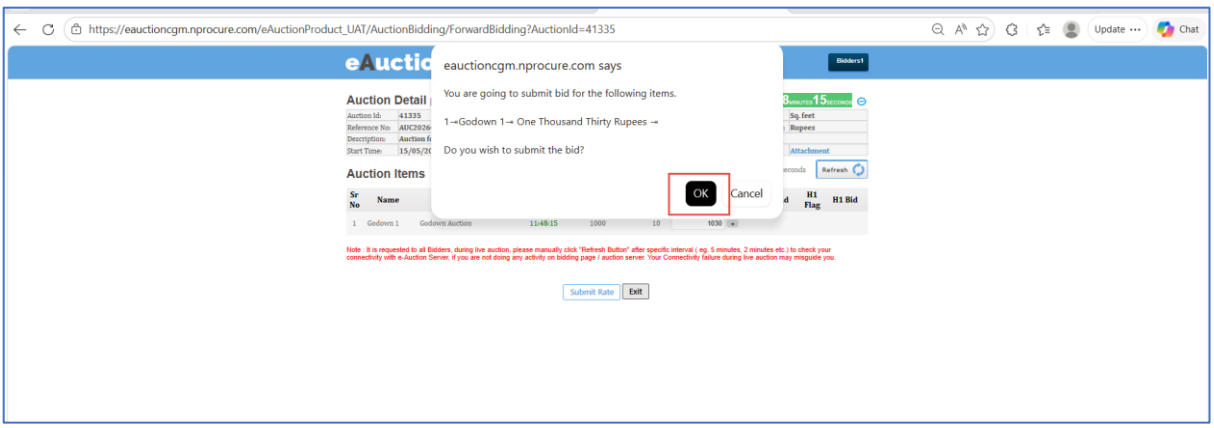


Figure 4-66

- Click **OK** to accept the submission or click **Cancel** button.

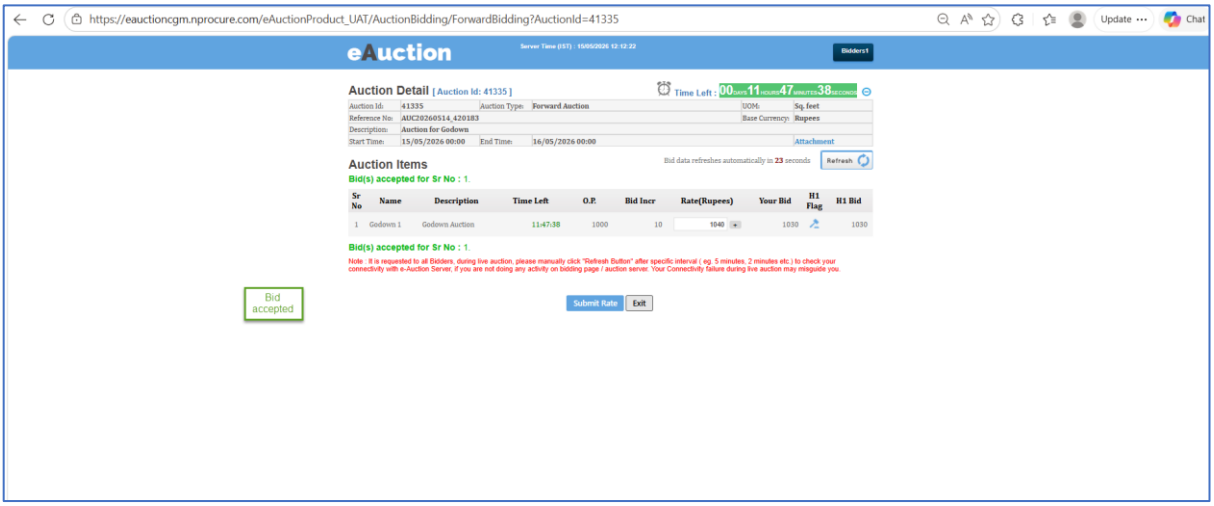


Figure 4-67

- Bid accepted status will appear for selected Bid.

4.2.2 Add/Modify Estate Property – Listing Page

Overview

This page displays all estate property records and allows users to create, view, or manage property entries.

Navigation

Estate Management → Transactions → Add/Modify Estate Property

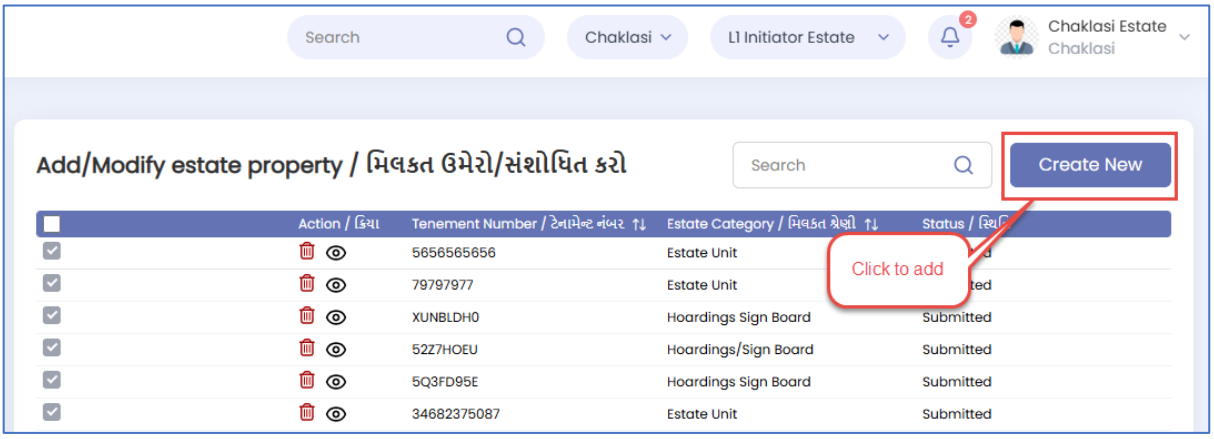
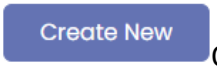


Figure 4-68

Fields / Columns

- **Action** – Displays icons to perform actions such as view or delete record.
- **Tenement Number** – Shows the unique tenement/property number.
- **Estate Category** – Displays the type of estate (e.g., Estate Unit, Hoardings).
- **Status** – Shows current status such as Pending, Submitted, or Approved.

Buttons

- **Create New** – 

Opens the Add/Modify Estate Property form page to create a new record.
- **Search** – Filters the records based on entered keyword.

4.2.2.1 Add/Modify Estate Property – Form Page

Overview

This page is used to add a new estate property or modify existing property details.

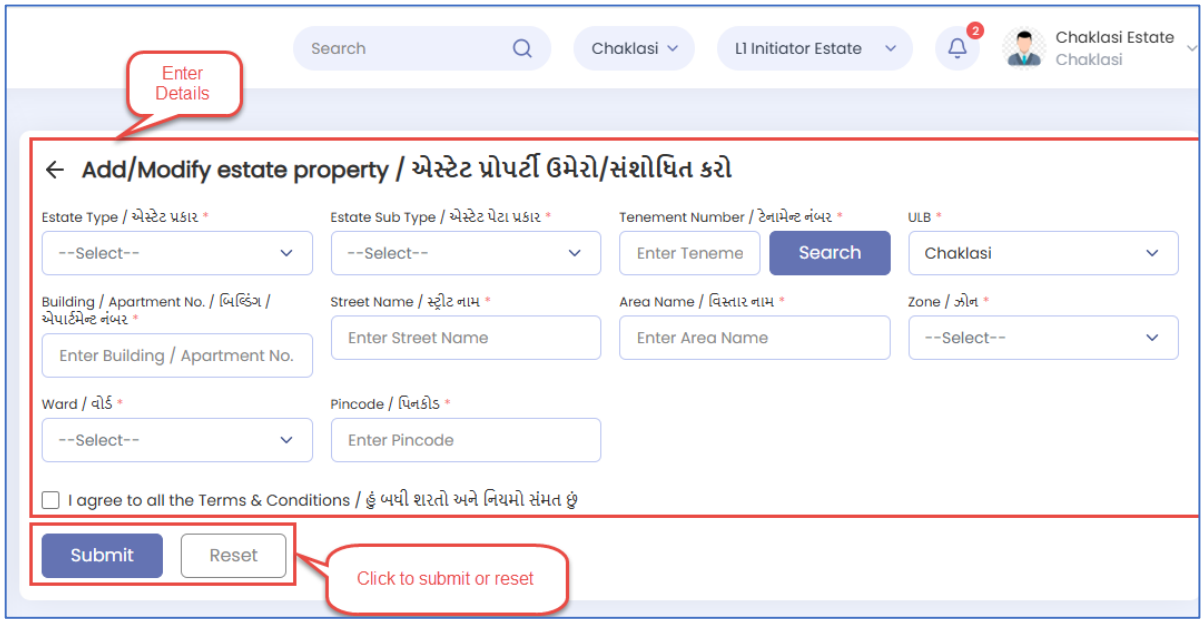
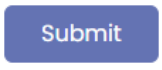


Figure 4-69

Fields

- **Estate Type** – Select the type of estate.
- **Estate Sub Type** – Select the sub-category of the estate.
- **Tenement Number** – Enter the unique property/tenement number.
- **ULB** – Displays the selected Urban Local Body.
- **Building / Apartment No** – Enter building or apartment details.
- **Street Name** – Enter the street name of the property.
- **Area Name** – Enter the area/locality of the property.
- **Zone** – Select the zone of the property.
- **Ward** – Select the ward number.
- **Pincode** – Enter the area pincode.
- **Terms & Conditions Checkbox** – Confirms acceptance before submission.

Buttons

- **Submit** – 

Saves the entered details and submits the record for further processing.

- **Reset** – Clears all entered data from the form.

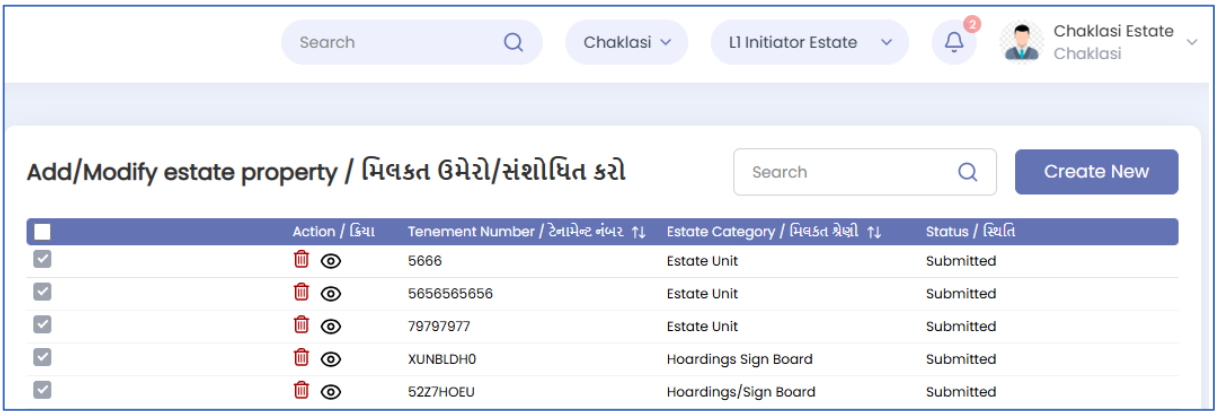


Figure 4-70

Add/Modify Estate Property – Workflow Levels

L1 – Initiator

Estate Management → Transactions → Add/Modify Estate Property

- **Create New** – Opens form to add property details.
- **Submit** – Submits the record and moves it to L2 for verification.

L2 – Verifier

Estate Management → Transactions → Add/Modify Estate Property → View

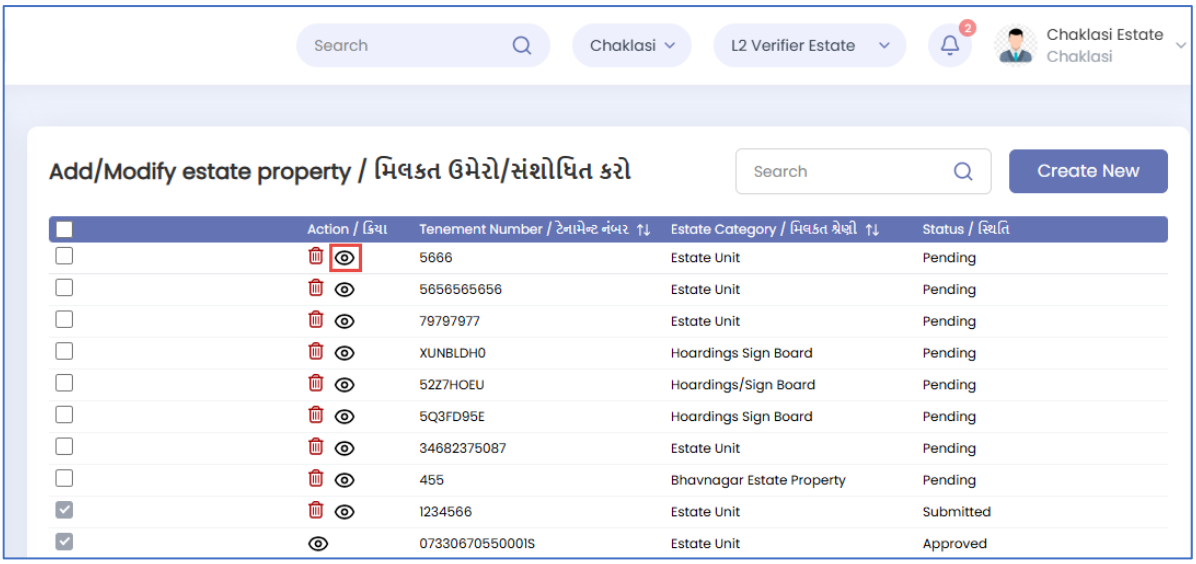


Figure 4-71

- Open in read only mode.

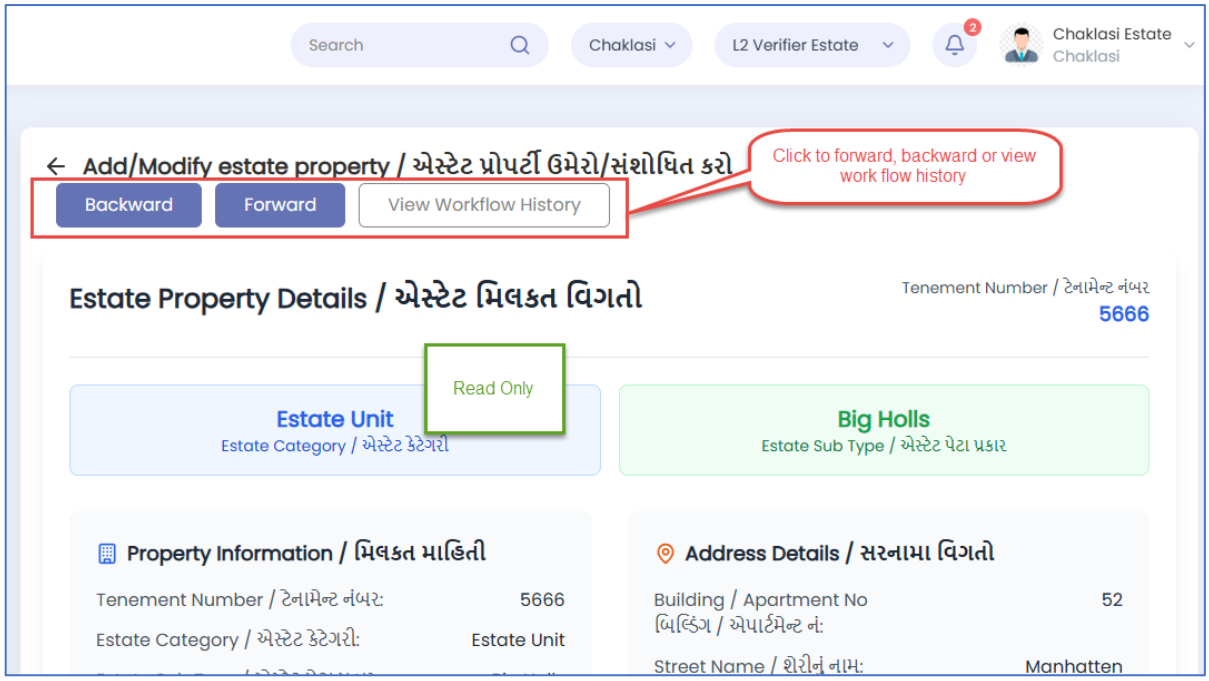


Figure 4-72

- **Forward** – 

Sends the verified record to L3 for approval with remarks.

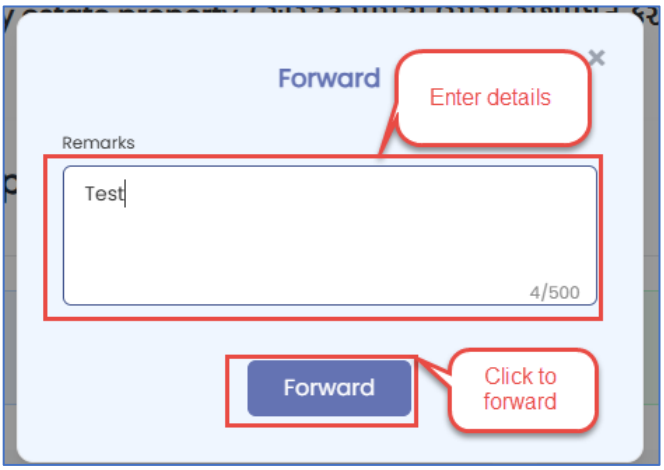


Figure 4-73

- **Backward** – 

Sends the record back to L1 for correction with remarks.

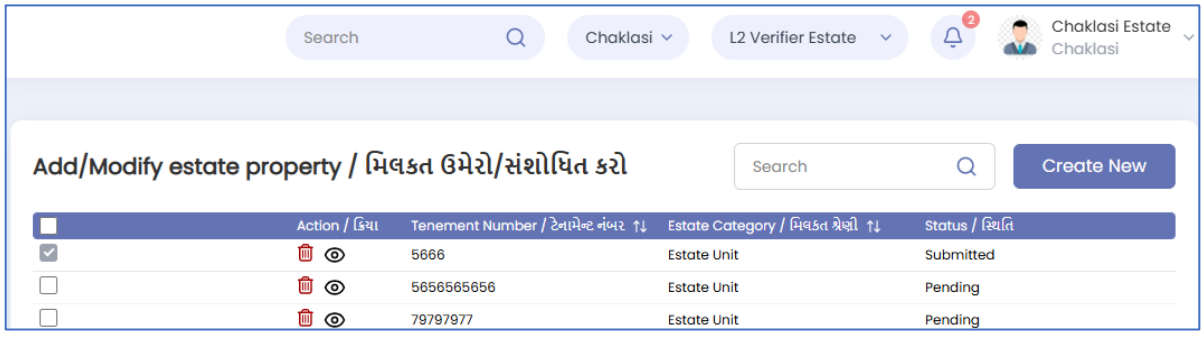


Figure 4-74

- **View Workflow History** – Displays complete workflow actions with remarks and timestamps.

L3 – Approver

Estate Management → Transactions → Add/Modify Estate Property → View

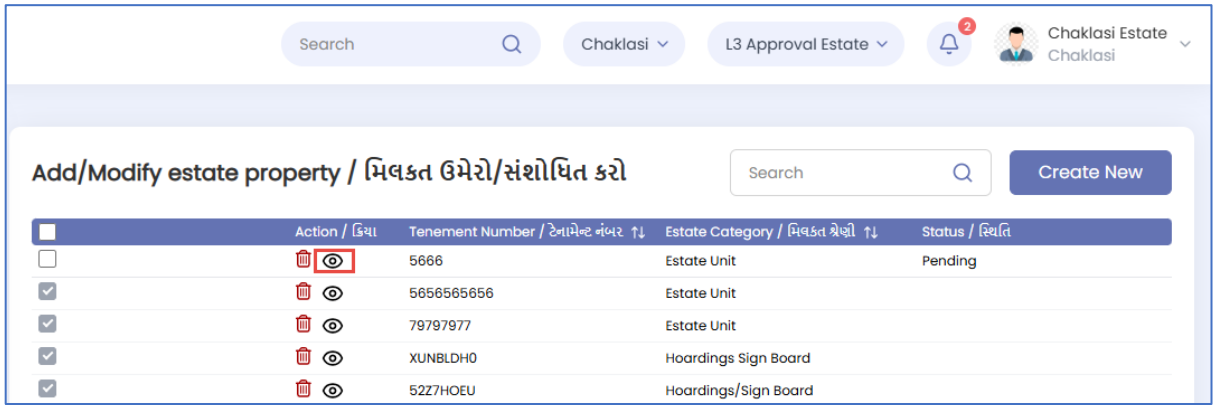


Figure 4-75

- Opens in read only mode

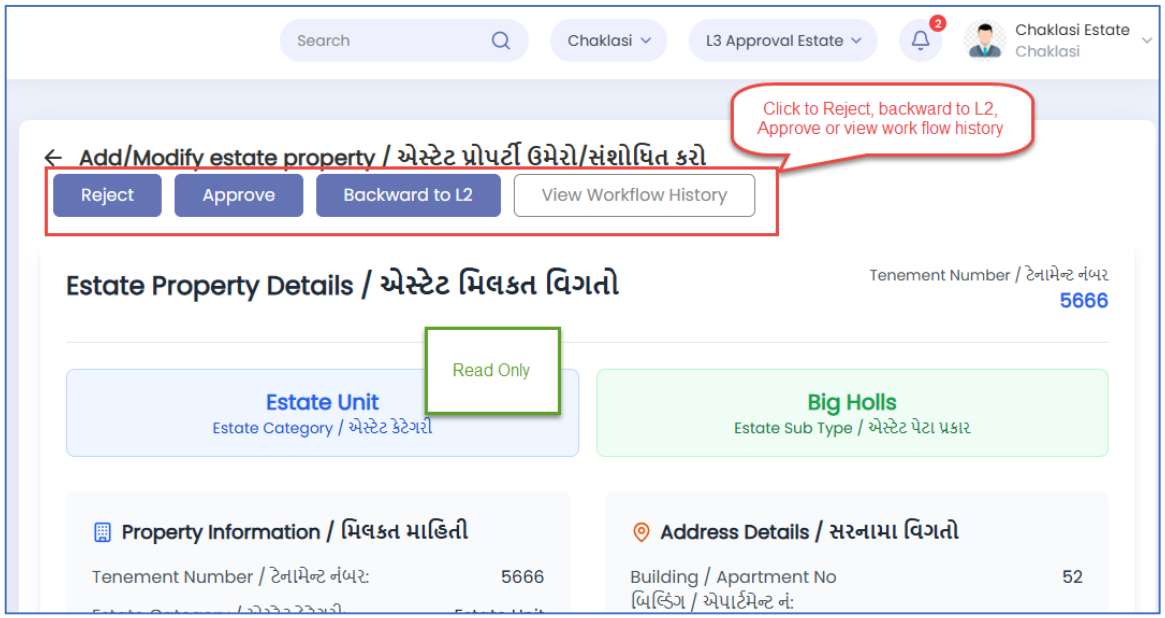
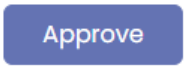


Figure 4-76

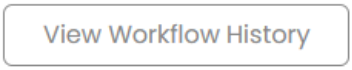
- **Approve** – 

Approves and finalizes the record.



Figure 4-77

- **Reject** – 

Rejects the record with remarks.
- **Backward to L2** – Sends the record back to L2 for re-verification.
- **View Workflow History** – 

Displays full workflow audit trail.

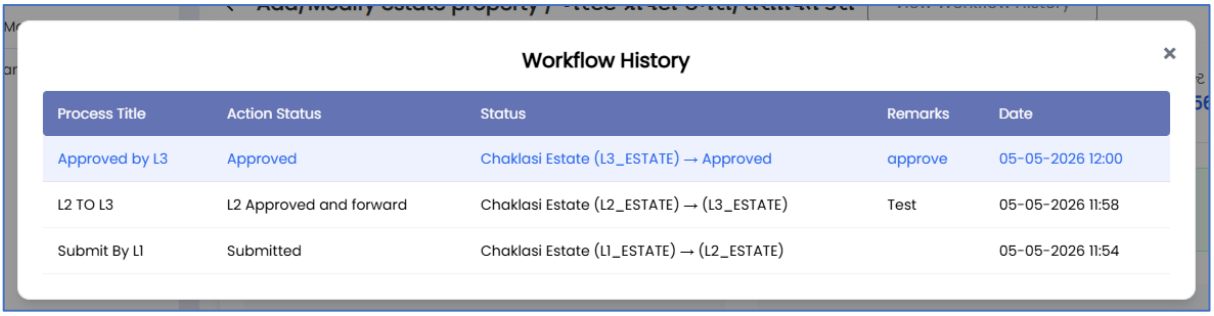


Figure 4-78

4.2.3 Estate Unit Renting – Listing Page

Overview

This page displays all estate unit renting records, including tenant details, agreement information, and rent status. It allows users to create new renting entries and view existing records.

Navigation

Estate Management → Transactions → Renting of Estate Unit

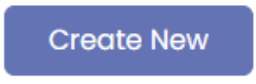


Figure 4-79

Fields / Columns

- **Action** – Displays the view (👁) icon to open record details.
- **Agreement No** – Shows the unique agreement number.
- **Tenement No** – Displays the property/tenement number.
- **Tenant Name** – Displays the tenant or firm name.
- **Tenant Mobile Number** – Shows tenant contact number.
- **Tenant Email ID** – Displays email address of tenant.
- **Agreement Start Date** – Shows agreement start date.
- **Agreement End Date** – Shows agreement end date.
- **Basic Rent Amount** – Displays monthly rent amount.
- **Status** – Shows current status such as Pending, Submitted, or Approved.
- **Rent Payment** – Displays action like “Collect Rent” when applicable.

Buttons

- **Create New** – 

Opens the Estate Unit Renting form.

- **Search** – Filters records based on input.

4.2.3.1 Add

Overview

This is a multi-step form used to capture estate renting details including property, tenant, rent, documents, and final submission.

Navigation

Click on **Create New** button from the listing page to open the form.

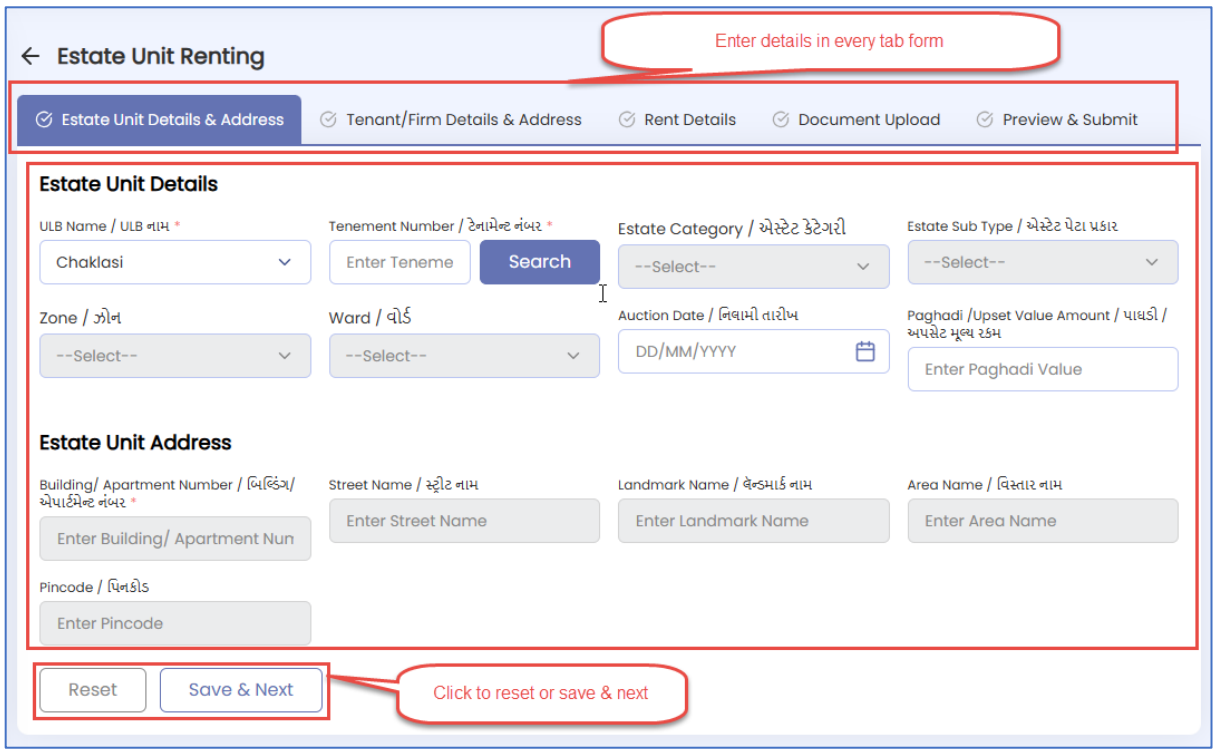


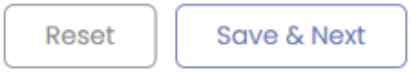
Figure 4-80

Estate Unit Details & Address

Fields

- **ULB Name** – Displays selected ULB.
- **Tenement Number** – Enter and search property details.
- **Estate Category** – Select estate category.
- **Estate Sub Type** – Select sub type.
- **Zone** – Select zone.
- **Ward** – Select ward.
- **Auction Date** – Enter auction date.
- **Paghadi / Upset Value Amount** – Enter amount if applicable.

- **Building / Apartment No** – Enter building details.
- **Street Name** – Enter street name.
- **Landmark Name** – Enter nearby landmark.
- **Area Name** – Enter area.
- **Pincode** – Enter pincode.

Buttons 

- **Save & Next** – Saves details and moves to next step.
- **Reset** – Clears entered data.

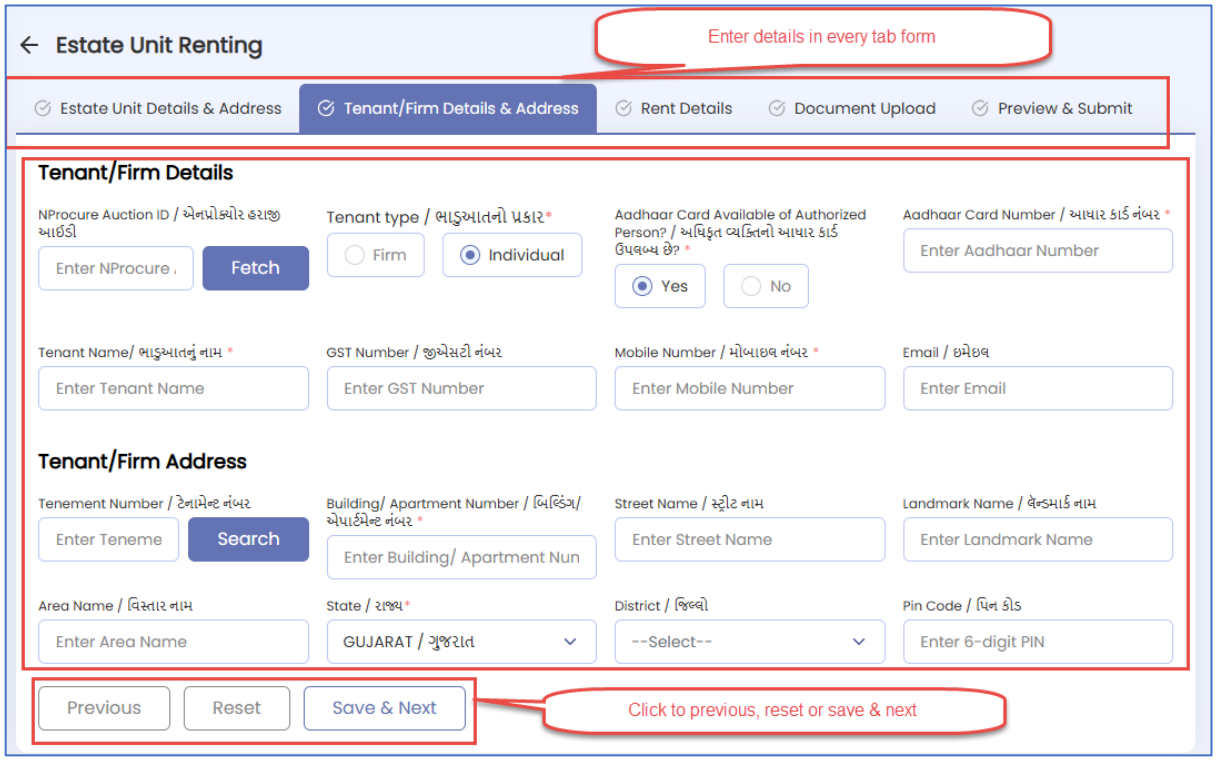


Figure 4-81

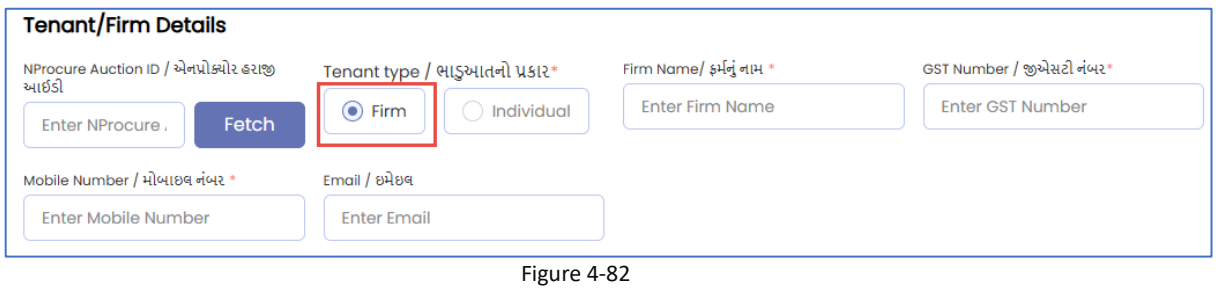


Figure 4-82

Tenant/Firm Details & Address

Fields

- **NProcure Auction ID** – Enter and fetch auction details.
- **Tenant Type** – Select Firm or Individual.
- **Firm Name / Tenant Name** – Enter name based on selection, Firm or Individual.
- **GST Number** – Enter GST number (if firm).
- **Aadhaar Available** – Confirm availability.
- **Aadhaar Number** – Enter Aadhaar number.
- **Mobile Number** – Enter contact number.
- **Email** – Enter email address.
- **Tenement Number (Address)** – Search property for address.
- **Building / Apartment No** – Enter building details.
- **Street Name** – Enter street.
- **Landmark Name** – Enter landmark.
- **Area Name** – Enter area.
- **State** – Displays state.
- **District** – Select district.
- **Pincode** – Enter pincode.

Buttons 

- **Previous** – Goes to previous step.
- **Save & Next** – Saves and proceeds.
- **Reset** – Clears data.

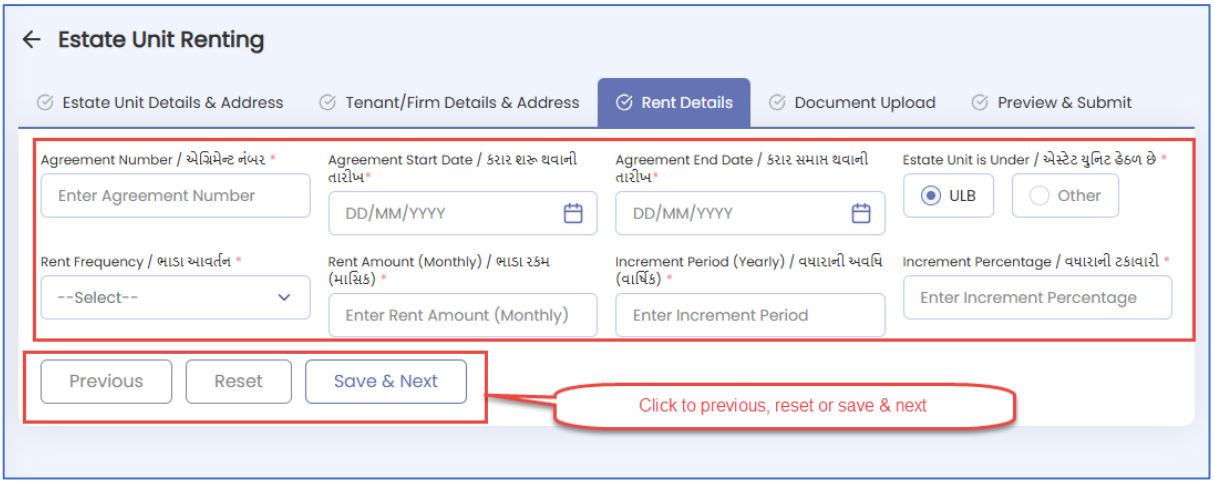


Figure 4-83

Rent Details

Fields

- **Agreement Number** – Enter agreement number.
- **Agreement Start Date** – Enter start date.
- **Agreement End Date** – Enter end date.
- **Estate Unit is Under** – Select ownership type.
- **Rent Frequency** – Select rent cycle.
- **Rent Amount (Monthly)** – Enter monthly rent.
- **Increment Period (Yearly)** – Enter increment duration.
- **Increment Percentage** – Enter increment percentage.

Buttons 

- **Previous** – Goes back.
- **Save & Next** – Saves and proceeds.
- **Reset** – Clears data.

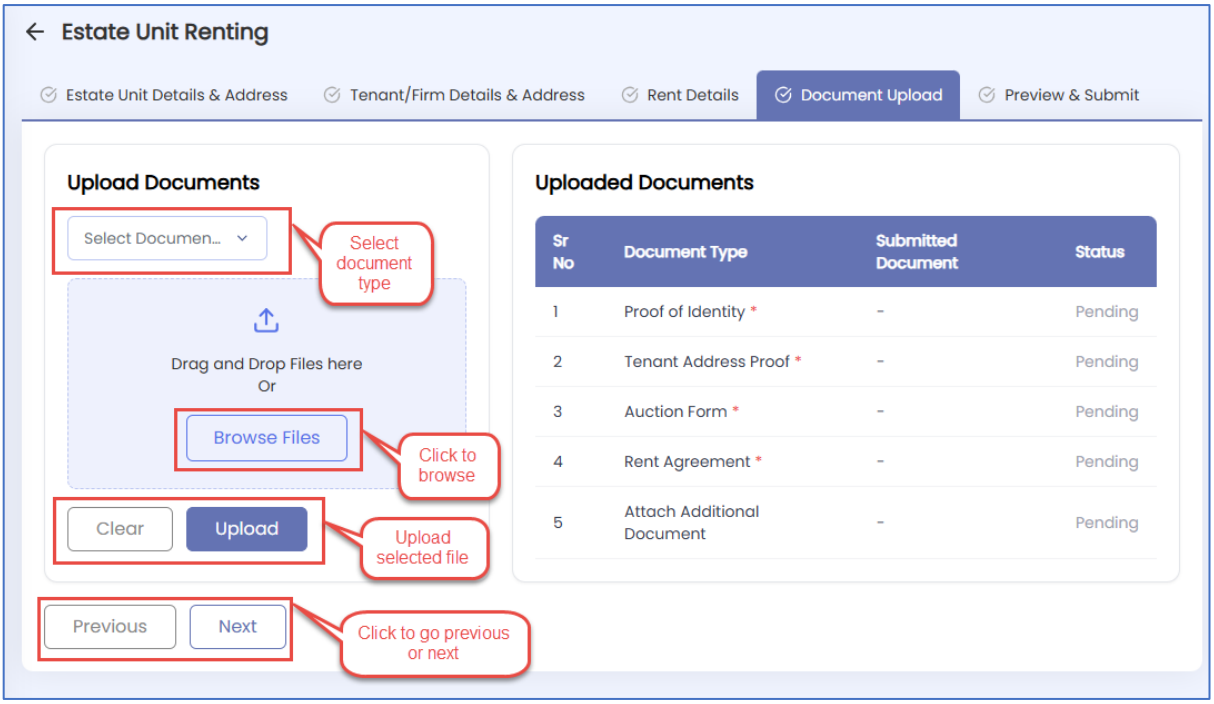


Figure 4-84

Document Upload

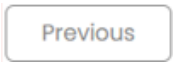
Fields

- **Document Type** – Select document type.
- **File Upload** – Upload required document.
- **Upload Document** – Select the document based on selected type.
- **Uploaded Documents List** – Displays uploaded files with status.

Buttons

- **Upload** – Upload selected document. 

- **Clear** – Removes selected file. 

- **Previous** – Goes back. 

- **Next** – Proceeds further. 

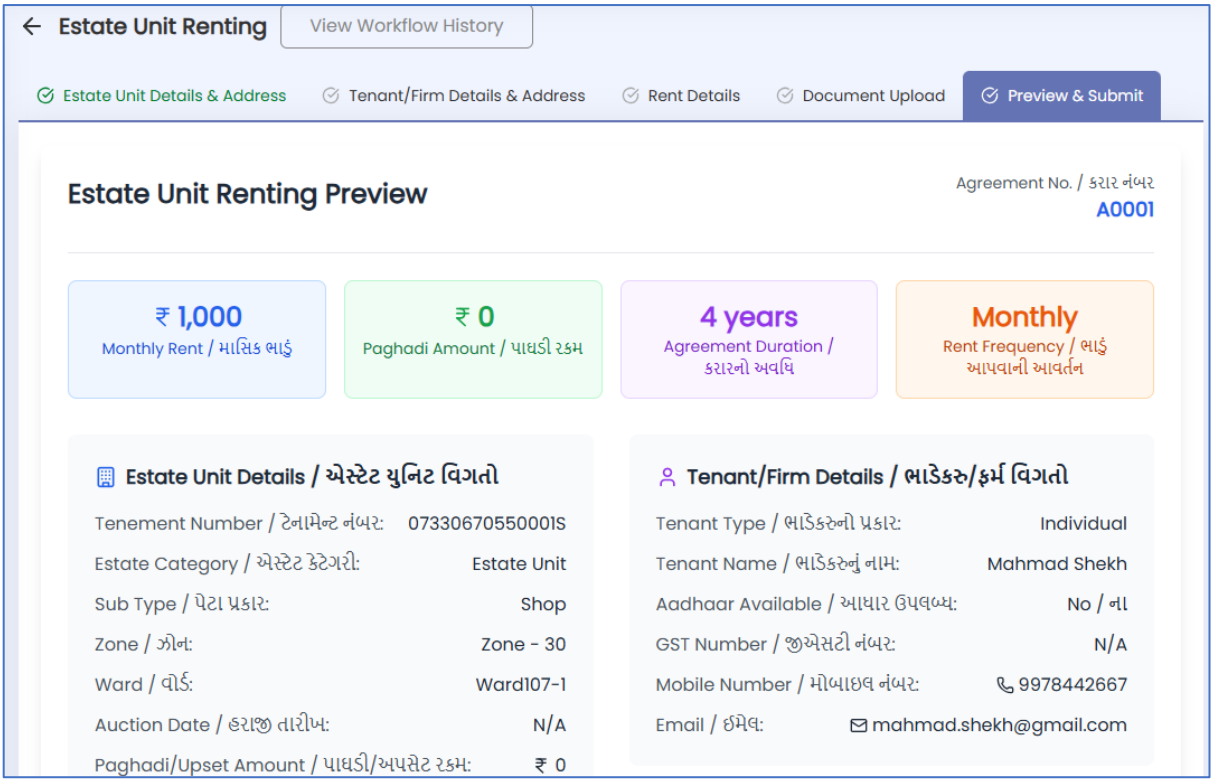


Figure 4-85

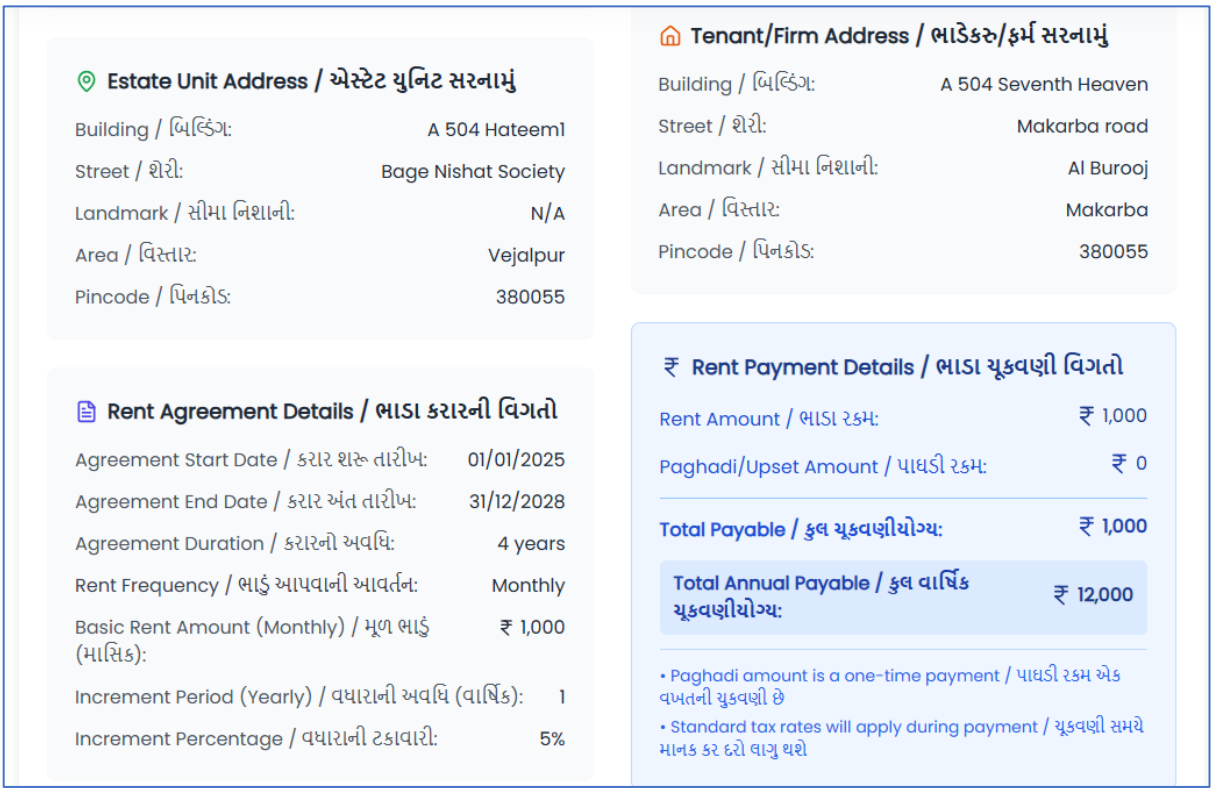


Figure 4-86

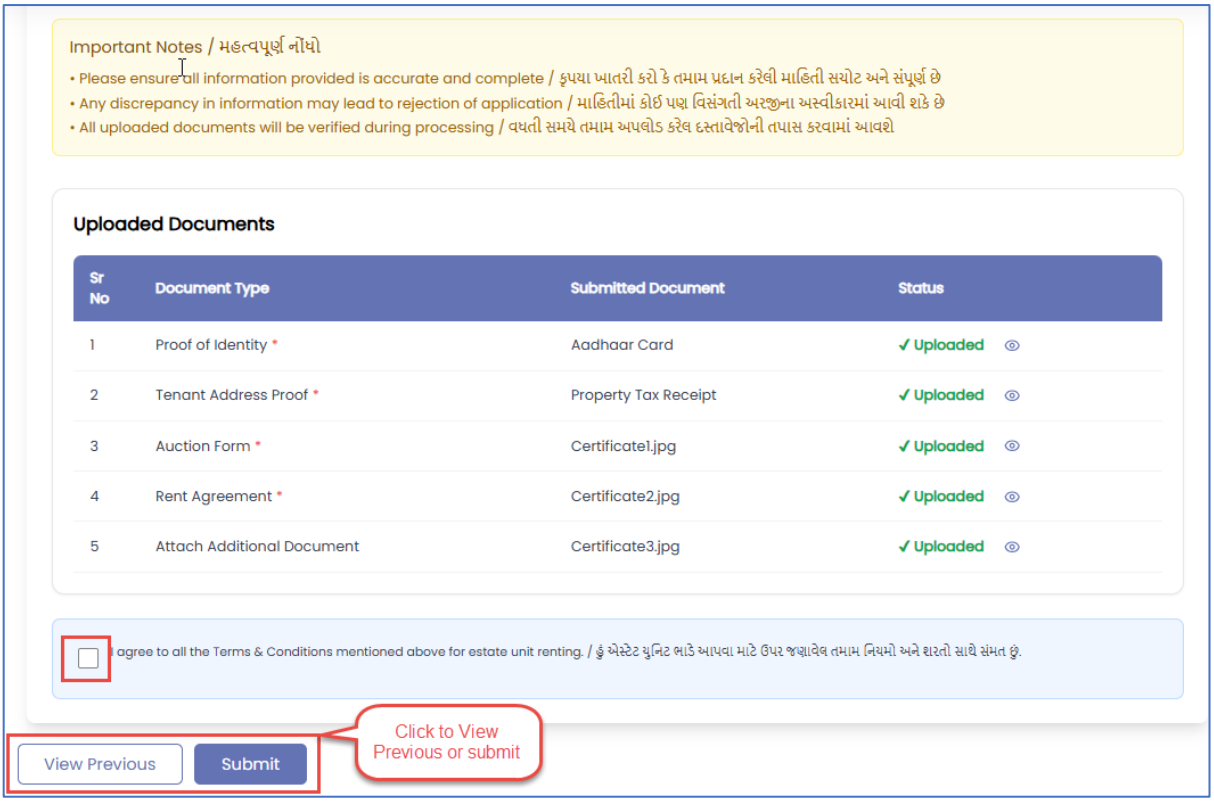


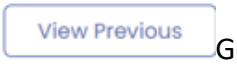
Figure 4-87

Preview & Submit

Fields

- **Estate Unit Details** – Displays entered property details.
- **Tenant/Firm Details** – Displays tenant information.
- **Address Details** – Displays address information.
- **Rent Payment Details** – Displays rent calculations.
- **Uploaded Documents** – Shows uploaded documents with status.
- **Terms & Conditions Checkbox** – Confirms agreement before submission.

Buttons

- **View Previous** – 

Goes back to previous step.
- **Submit** – 

Final submission of the record.

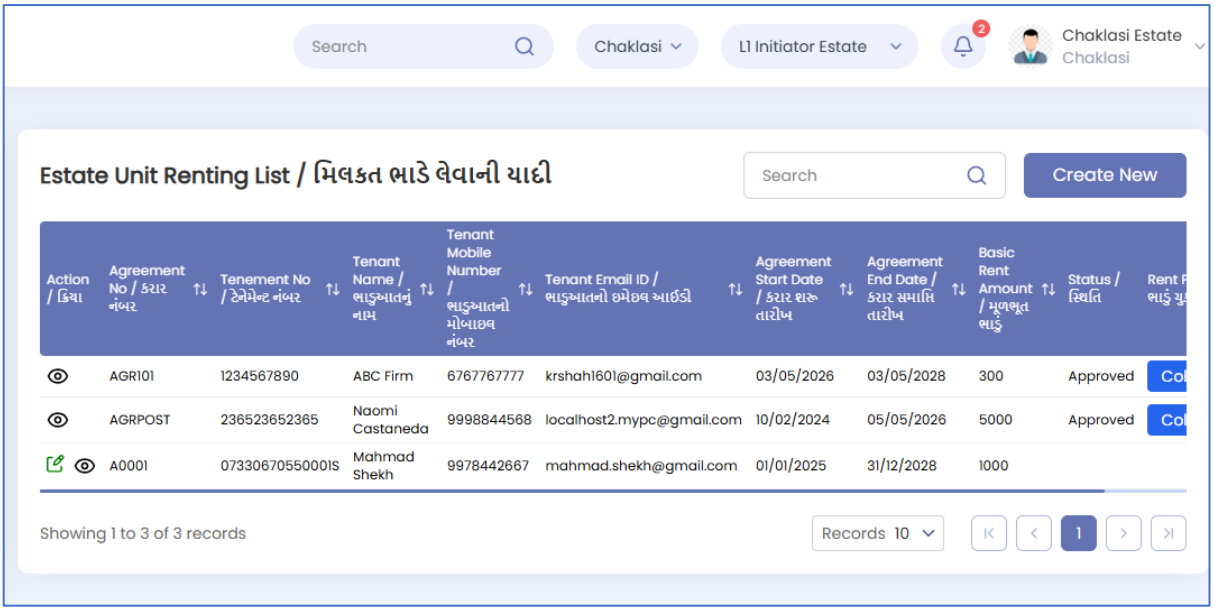


Figure 4-88

4.2.3.1.1 Estate Unit Renting – Workflow Levels

L1 – Initiator

Path: Estate Management → Transactions → Renting of Estate Unit

- **Create New** – Opens multi-step form.
- **Submit** – Submits record to L2.

L2 – Verifier

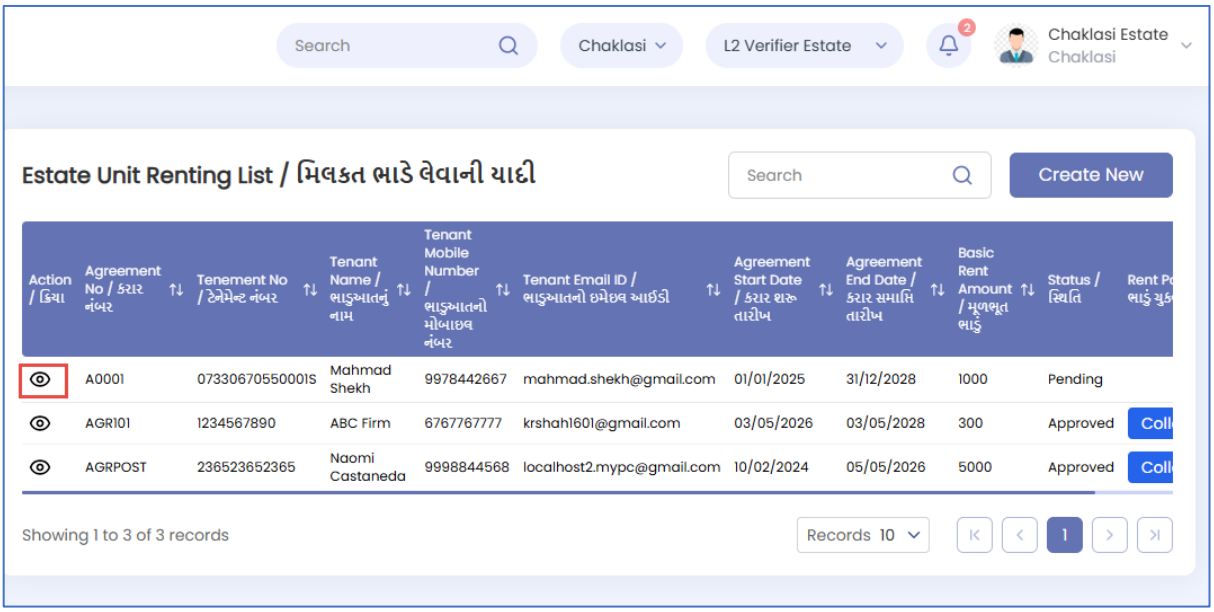


Figure 4-89

Estate Management → Transactions → Renting of Estate Unit → View

- Open in read only mode.

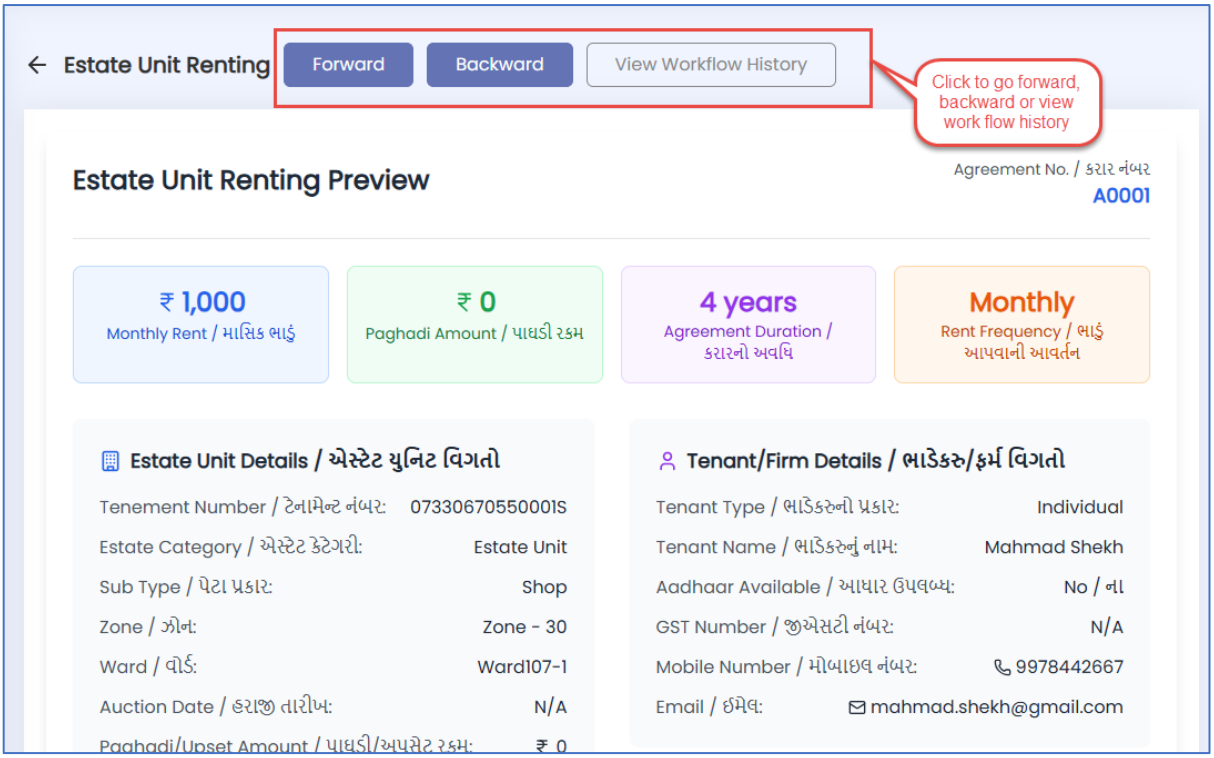


Figure 4-90

- **Forward** – Sends record to L3 with remarks. 



Figure 4-91

- **Backward** – Sends record back to L1 for correction 
.
- **View Workflow History** – Displays complete workflow trail.

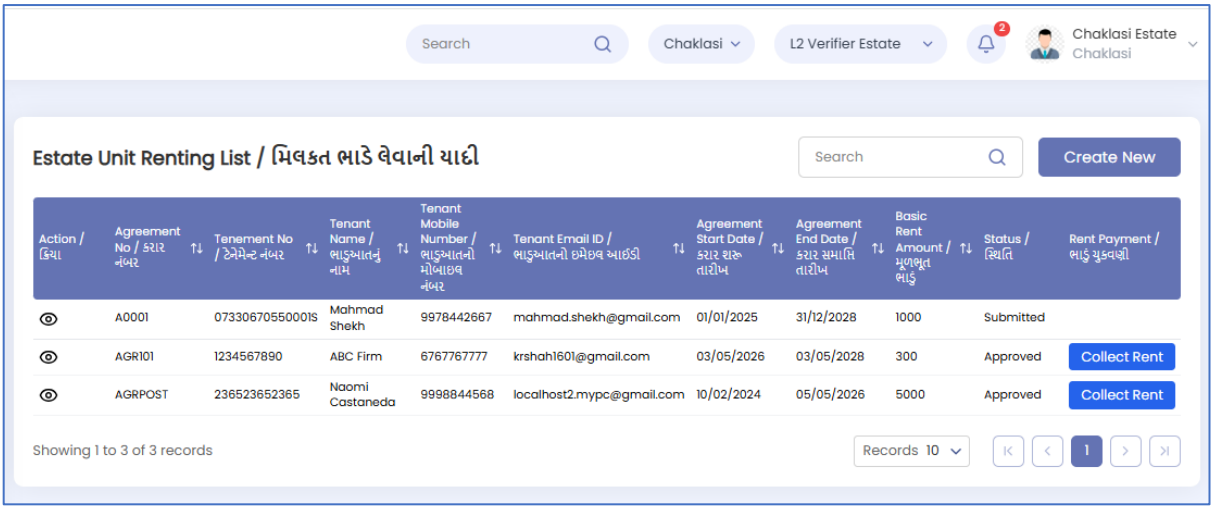


Figure 4-92

L3 – Approver

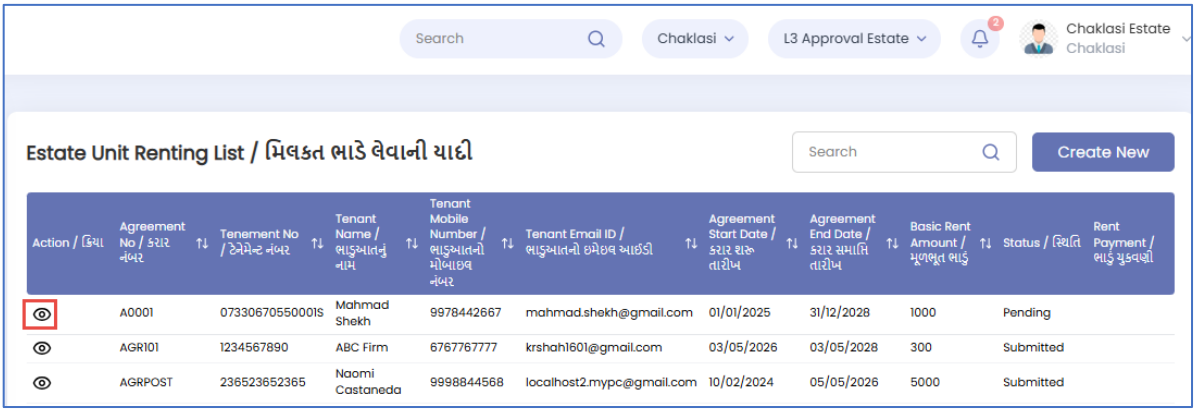


Figure 4-93

Estate Management → Transactions → Renting of Estate Unit → View

- Open in read only mode.

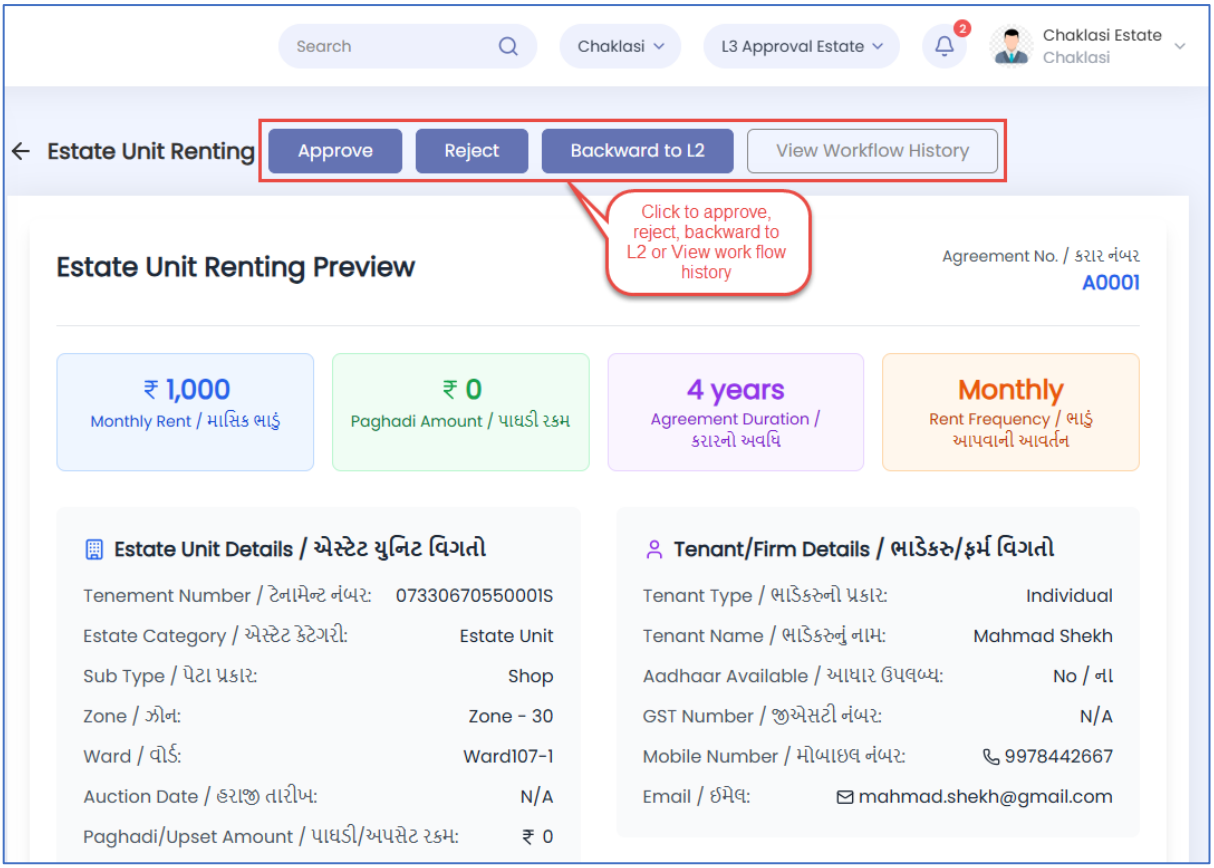


Figure 4-94

- **Approve** – Final approval of record. 



Figure 4-95

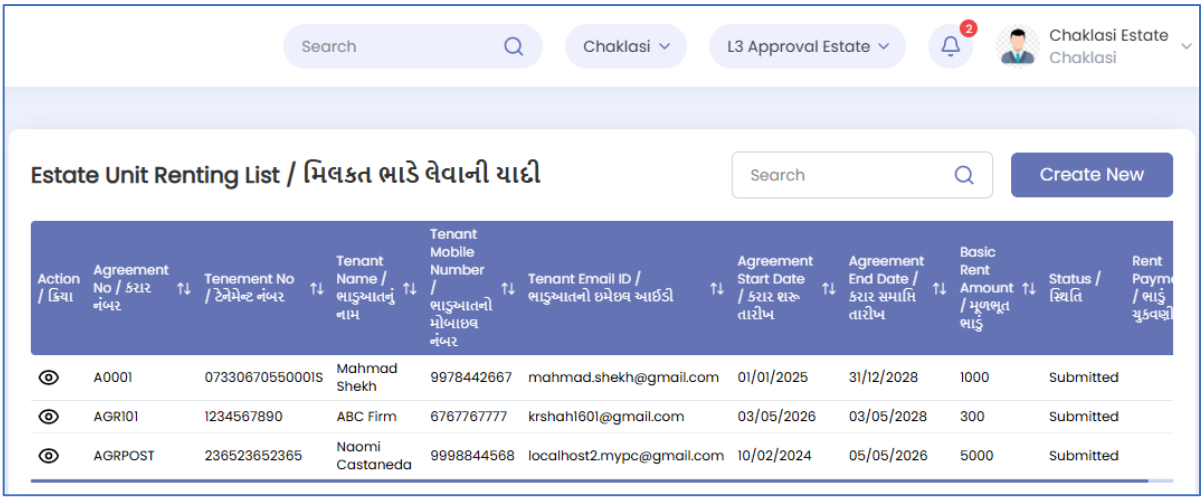


Figure 4-96

- **Reject** – Rejects record with remarks. 

- **Backward to L2** – Sends back for re-verification.
- **View Workflow History** – Displays audit trail.

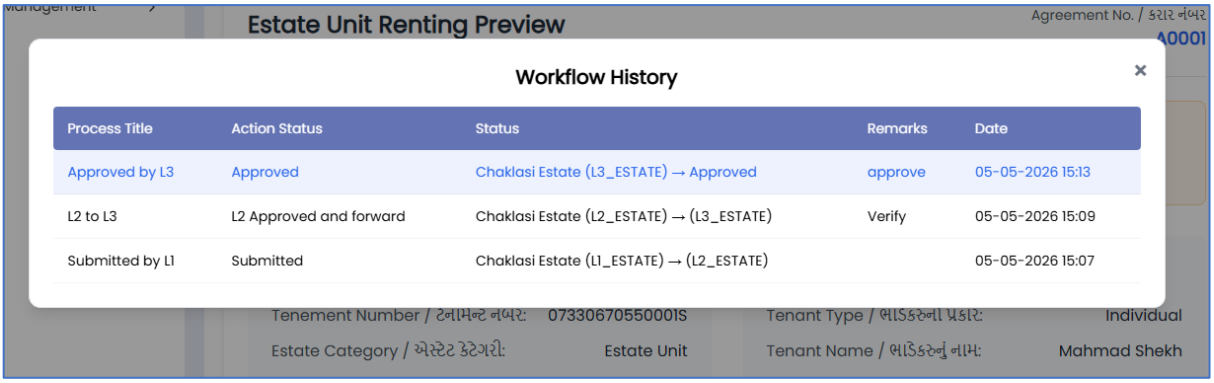


Figure 4-97

You can collect/pay rent by clicking on Collect rent button or Using very next sub-module on next page.

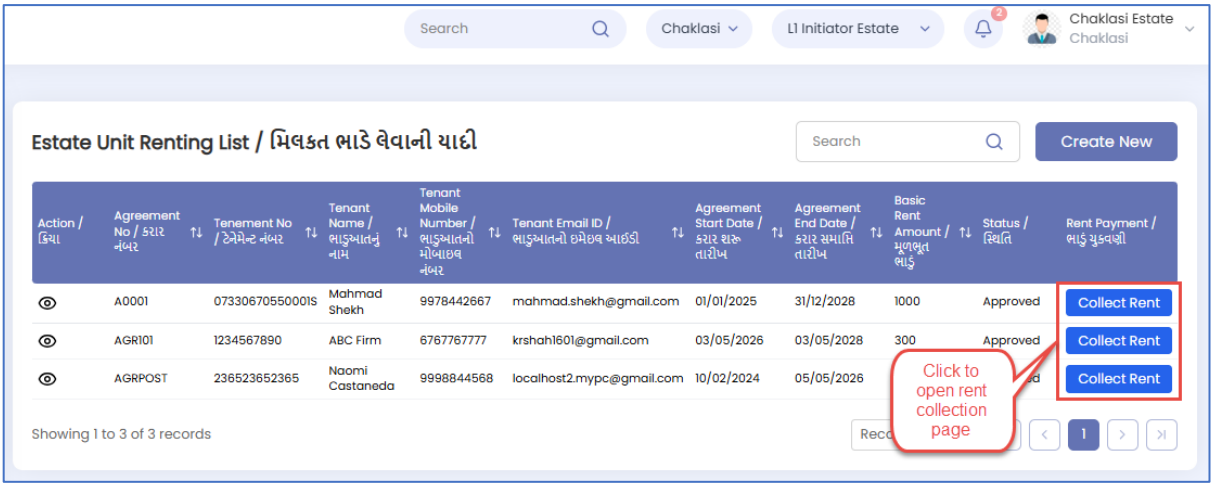


Figure 4-98

4.2.4 Estate Unit Payment Collection

Rent Payment Details – Form Page

Overview

This page is used to search agreement details, view pending rent instalments, calculate payable amount, and proceed with rent payment.

Navigation

Estate Management → Transactions → Estate Unit Renting List → Collect Rent



Figure 4-99

Basic Details Section

Fields

- **Agreement Number** – Enter agreement number to fetch rent details.
- **Search** – Fetches agreement and tenant information.
- **Tenement Number** – Displays property number after search.
- **Tenant Name** – Displays tenant name.
- **Agreement Start Date** – Shows agreement start date.
- **Agreement End Date** – Shows agreement end date.
- **Paghadi / Upset Value** – Displays entered value if applicable.
- **Payment Mode** – Select payment mode.
- **Payment Status** – Displays current payment status.
- **Submit –** Submit Click to save and submit the fee details for further processing.
- **Reset –** Click Reset to clear all entered values.

Rent Instalment Details Section

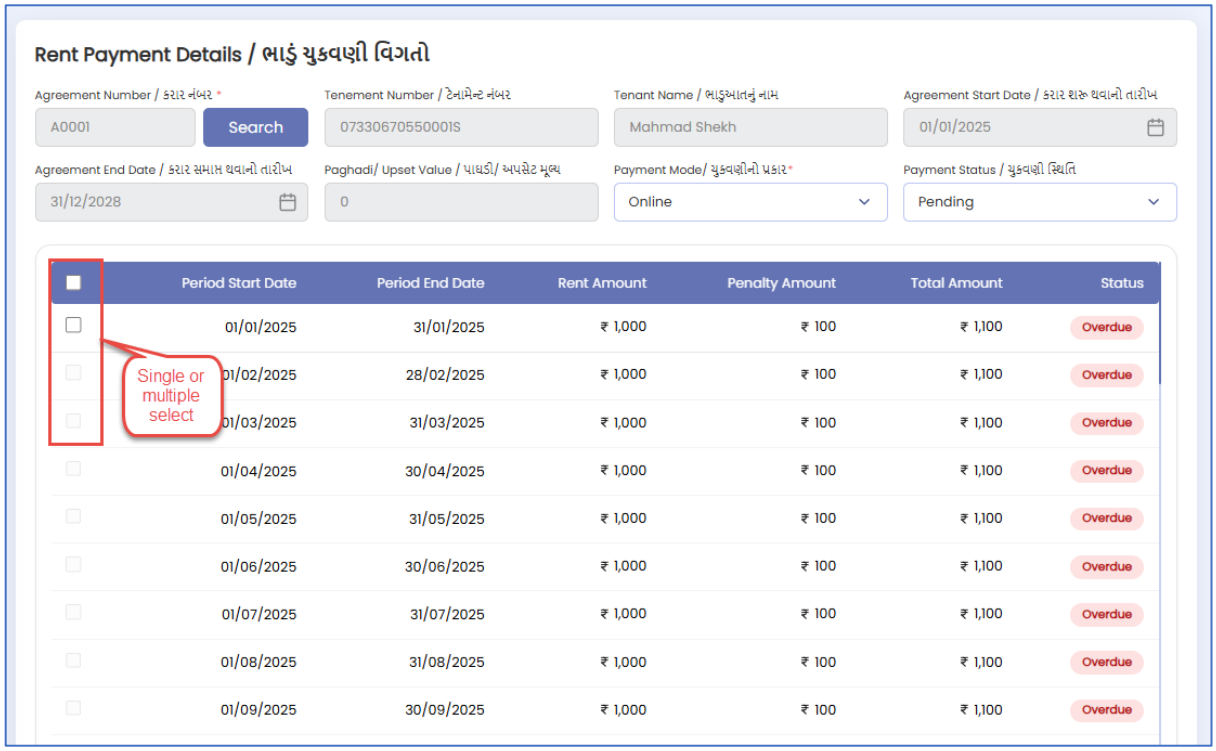


Figure 4-100

Fields / Columns

- **Selection Checkbox** – Select installment(s) to pay.
- **Period Start Date** – Start date of rent period.
- **Period End Date** – End date of rent period.
- **Rent Amount** – Monthly rent amount.
- **Penalty Amount** – Applicable penalty for overdue.
- **Total Amount** – Total payable amount for that period.
- **Status** – Shows status such as Overdue or Pending.

Payment Summary Section

Fields

- **Total Rent** – Sum of selected rent amounts.
- **CGST** – Calculated CGST amount.
- **SGST** – Calculated SGST amount.
- **Total Penalty** – Total penalty amount.

- **Total Payable** – Final payable amount.

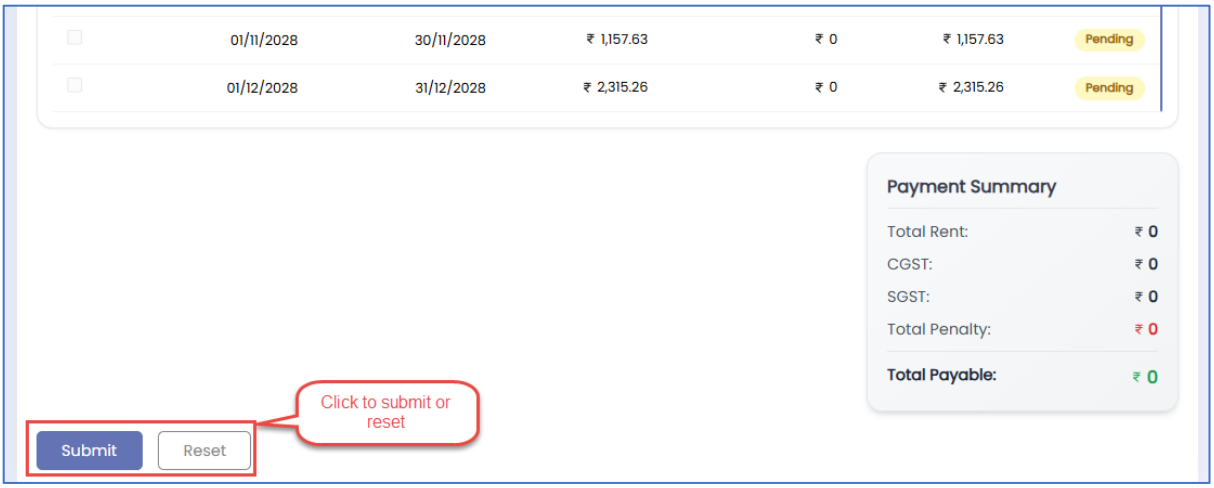


Figure 4-101

Buttons

- **Submit** – Proceeds to payment gateway.
- **Reset** – Clears selection and details.
- **No Pending Dues** – Displays when no payment is required.

Payment Gateway Flow

After clicking Submit, the system redirects to the online payment gateway for completing the transaction.

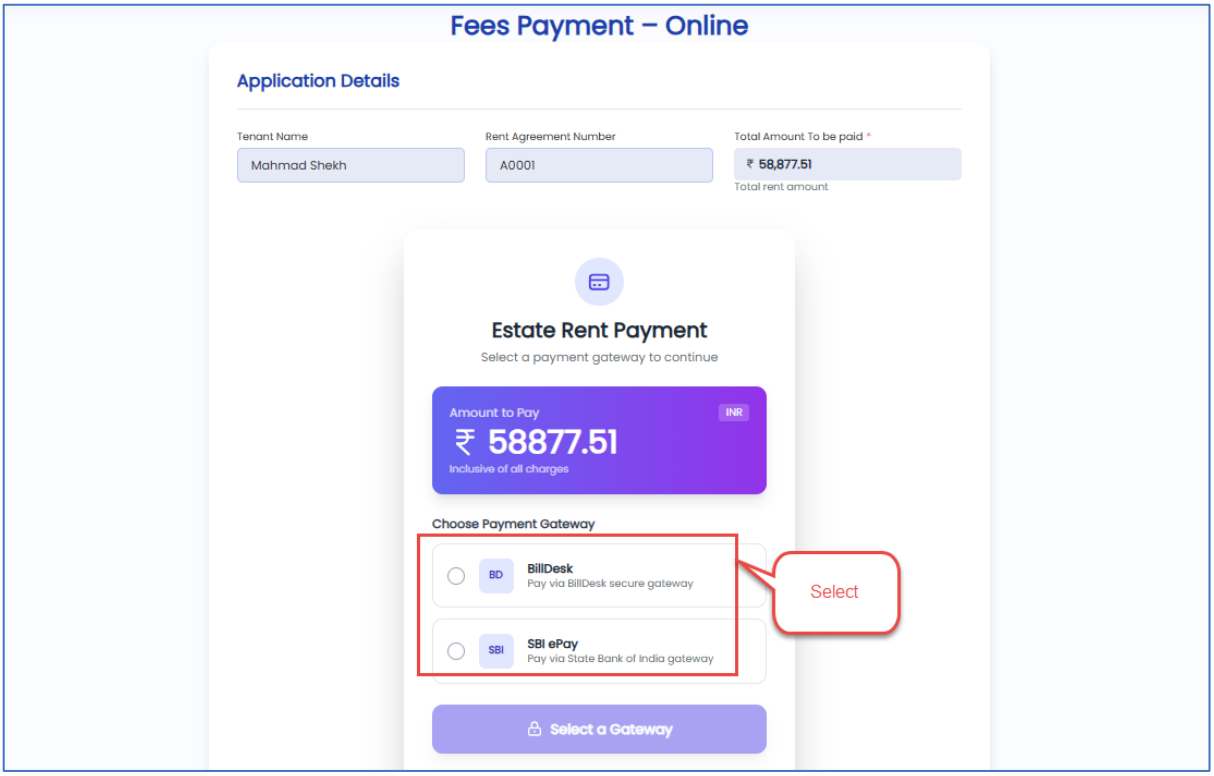


Figure 4-102

Process Details

- Displays Tenant Name, Agreement Number, Total Amount.
- User selects payment gateway such as BillDesk or SBI ePay, Here BillDesk has been selected.
- User chooses payment method (Card / Net Banking / QR / NEFT), Net banking has been selected.

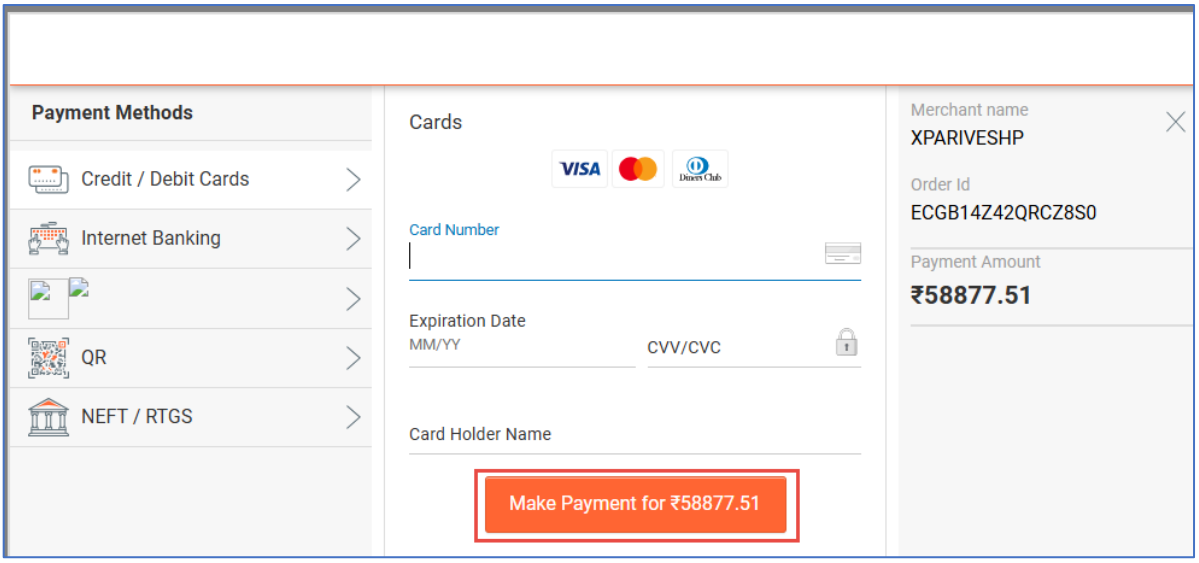


Figure 4-103

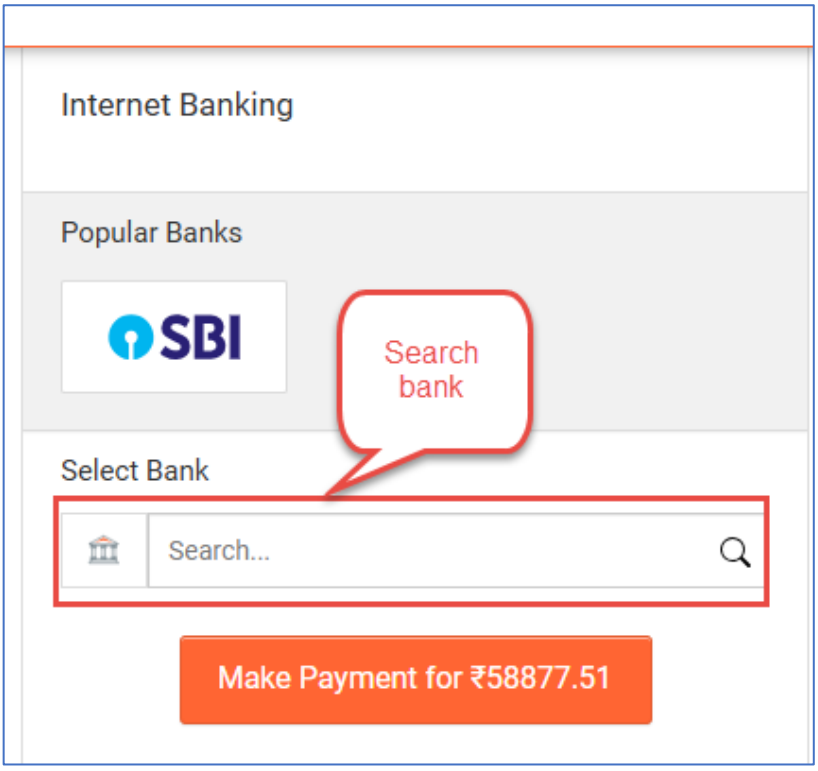


Figure 4-104

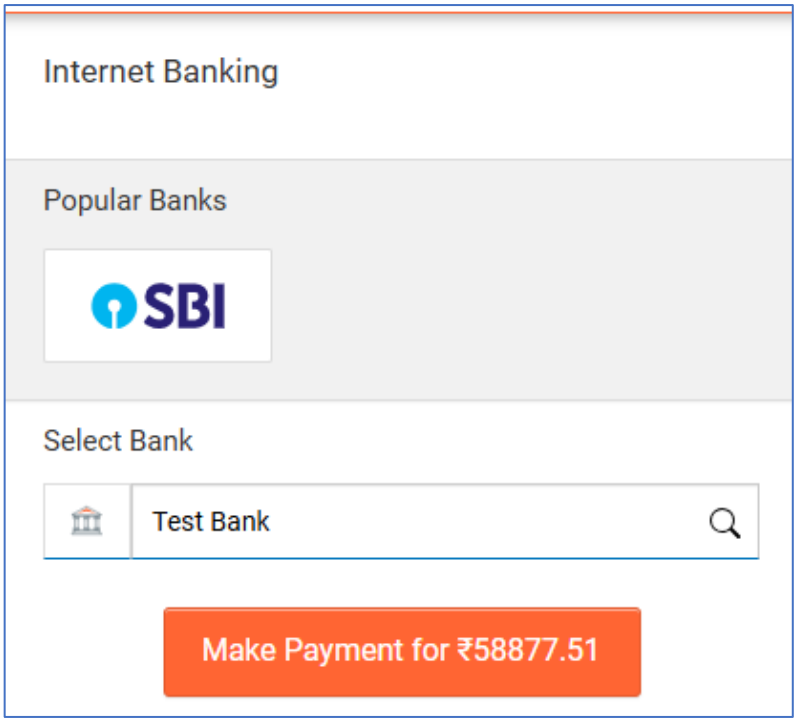


Figure 4-105

- Search & Select bank.
- User enters payment details and confirms payment.

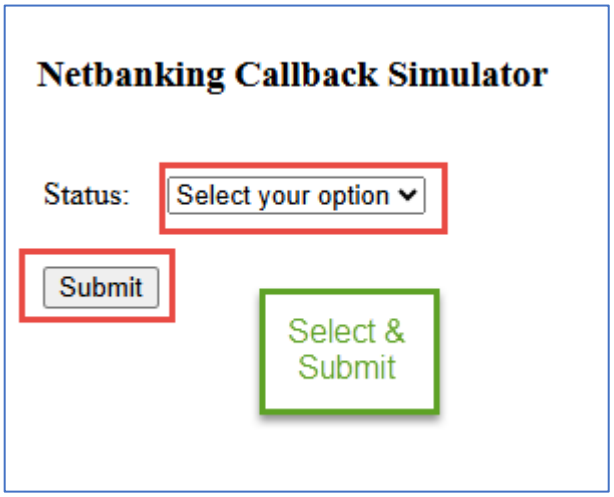


Figure 4-106

- Select the status & click on submit button.

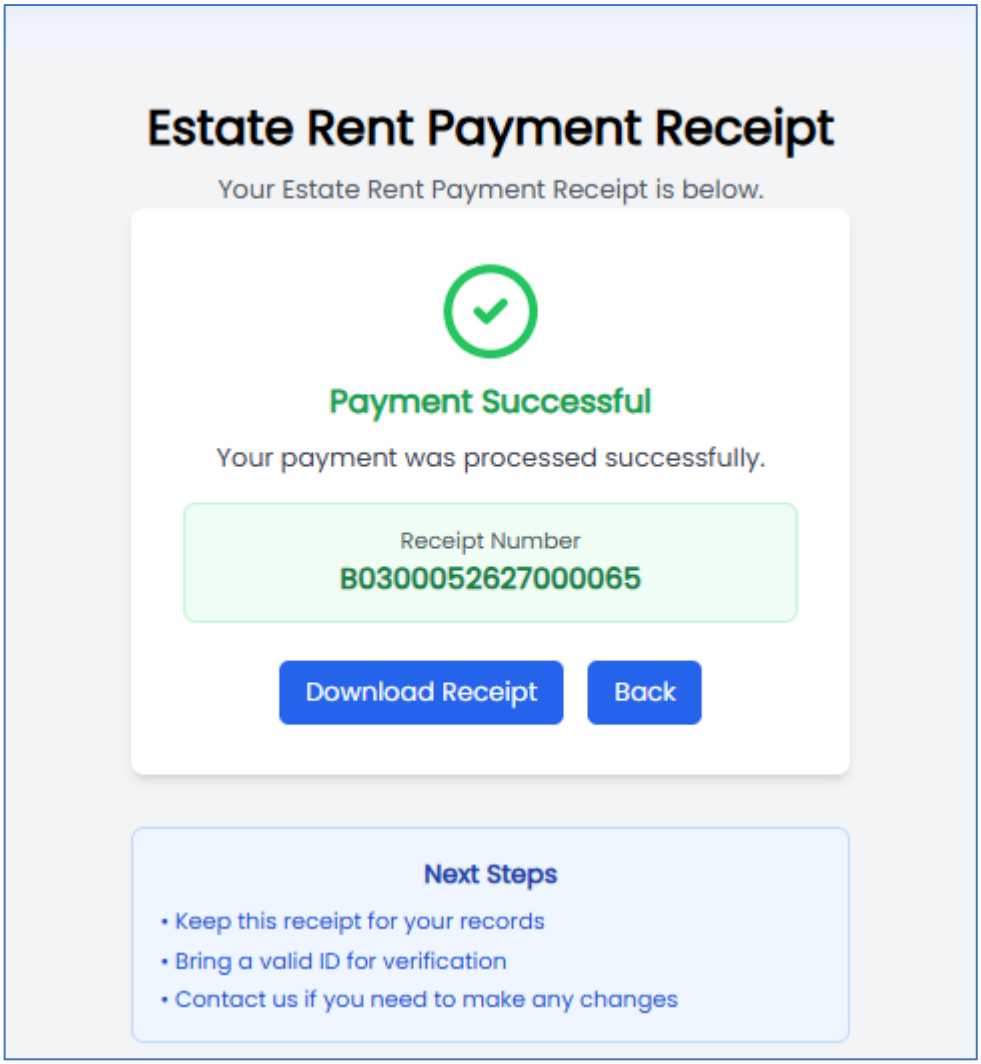


Figure 4-107

Payment Receipt

Overview

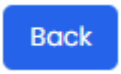
After successful payment, the system generates a receipt for record and download.

Details Available

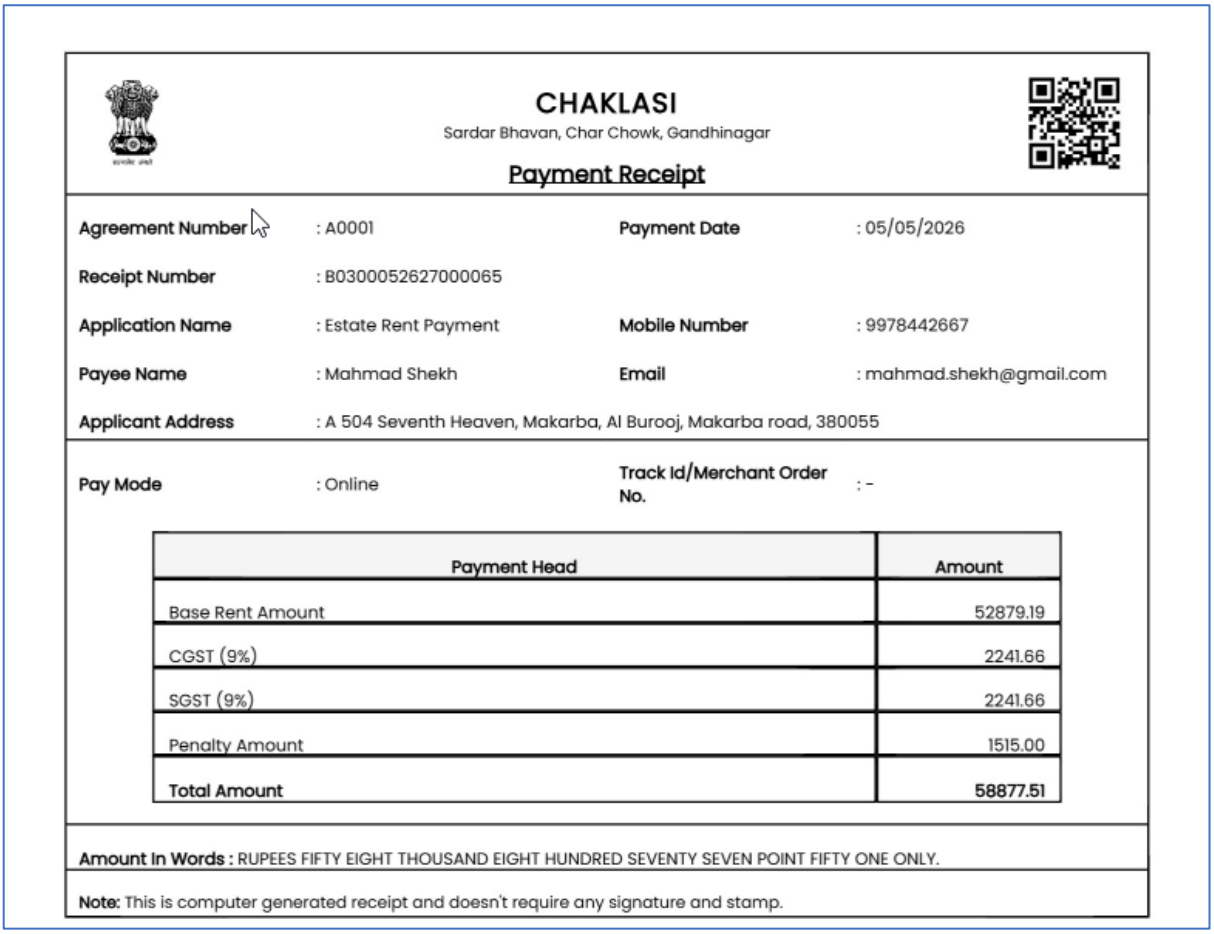
- **Receipt Number** – Unique transaction ID.
- **Agreement Number** – Linked agreement reference.
- **Payment Date** – Date of transaction.
- **Applicant / Tenant Details** – Name, mobile, email.
- **Payment Breakdown** – Rent, CGST, SGST, penalty, total.

Buttons

- **Download Receipt** – Download Receipt Downloads payment receipt.

- **Back** – 

Returns to previous page.



CHAKLASI
Sardar Bhavan, Char Chowk, Gandhinagar

Payment Receipt

Agreement Number	: A0001	Payment Date	: 05/05/2026
Receipt Number	: B0300052627000065		
Application Name	: Estate Rent Payment	Mobile Number	: 9978442667
Payee Name	: Mahmad Shekh	Email	: mahmad.shekh@gmail.com
Applicant Address	: A 504 Seventh Heaven, Makarba, Al Burooj, Makarba road, 380055		
Pay Mode	: Online	Track Id/Merchant Order No.	: -

Payment Head	Amount
Base Rent Amount	52879.19
CGST (9%)	2241.66
SGST (9%)	2241.66
Penalty Amount	1515.00
Total Amount	**58877.51**

Amount In Words : RUPEES FIFTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY SEVEN POINT FIFTY ONE ONLY.

Note: This is computer generated receipt and doesn't require any signature and stamp.

Figure 4-108

- No pending dues for this agreement number will be shown on the rent payment details page, if the all the payments have been cleared.

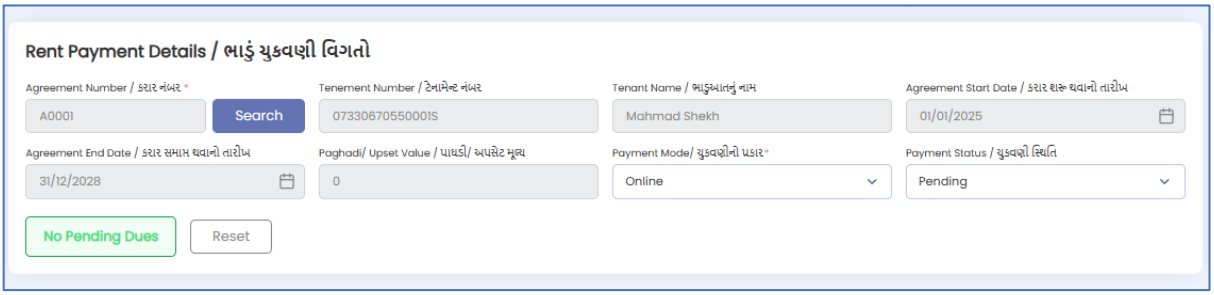


Figure 4-109

4.2.5 Hoarding Signboard Renting

Click on **Estate Management** module from the Dashboard and open the **Hoarding Signboard Renting List** page to view all submitted hoarding renting applications along with their workflow and rent collection status.

Hoarding Signboard Renting List – Overview

This page displays all Hoarding Signboard Renting records submitted in the system. Users can review application details, check workflow status, view records, and collect rent for approved applications.

Estate Management → Hoarding Signboard Renting

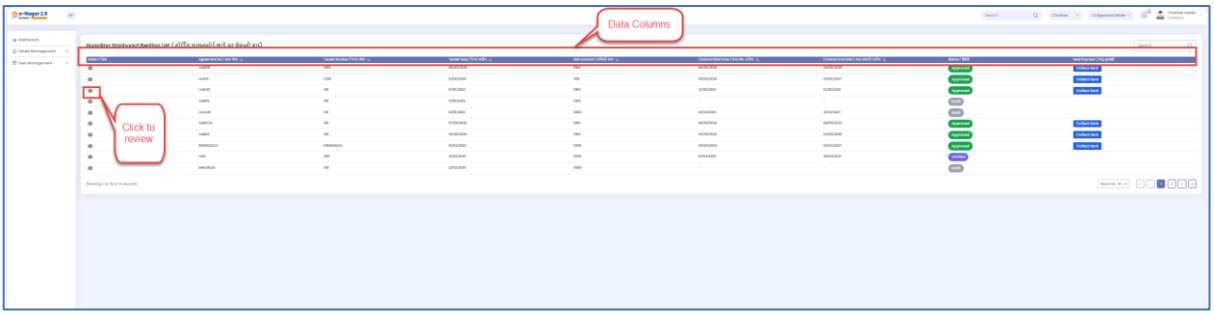


Figure 4-110

Data Columns

- **Action** – Provides the view icon to open and review the application details.
- **Agreement No** – Displays the agreement number of the hoarding rental application.
- **Tender Number** – Shows the tender reference number linked to the application.
- **Tender Date** – Displays the date of the tender submission.
- **EMD Amount** – Shows the Earnest Money Deposit amount entered for the application.
- **Contract Start Date** – Displays the starting date of the contract period.
- **Contract End Date** – Displays the ending date of the contract period.
- **Status** – Shows the current workflow status such as Draft, Verified, or Approved.
- **Rent Payment** – Provides the **Collect Rent** button for approved applications to initiate rent collection.
- **Search Option**
- **Search** – Allows users to search and filter records from the list using available keywords or values.
- **Action**

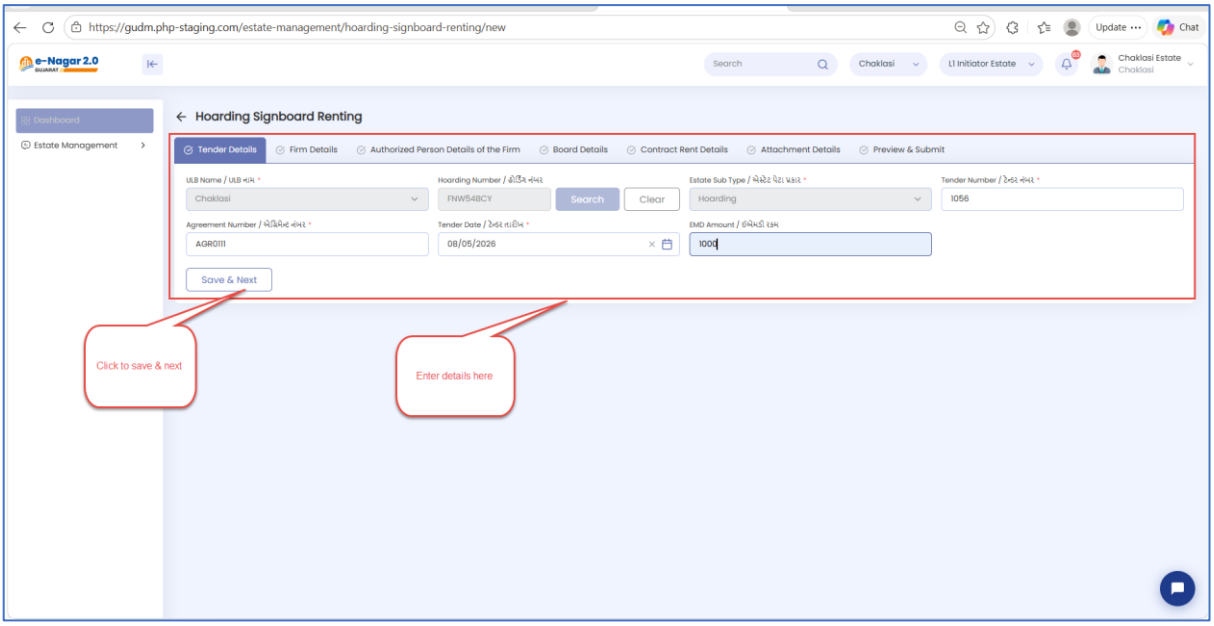
- **View Icon** – Opens the complete Hoarding Signboard Renting application in view mode for review and verification.

Status Indicators

- **Draft** – Application is saved but not fully approved in workflow.
- **Verified** – Application has been verified by the verifier level.
- **Approved** – Application has been approved and is available for rent collection processing.

Rent Collection

- **Collect Rent** – Opens the rent collection process for approved hoarding renting applications.



Tender Details

This section is used to enter basic tender and agreement information related to hoarding renting.

Fields

- **ULB Name –** Displays the selected Urban Local Body.
- **Hoarding Number –** Enter or search the hoarding/signboard number.
- **Search –** Click to fetch hoarding details.
- **Clear –** Click to clear searched data.
- **Estate Sub Type –** Select the estate subtype.
- **Tender Number –** Enter tender reference number.

- **Agreement Number –** Enter agreement number.
- **Tender Date –** Select tender date.
- **EMD Amount –** Enter earnest money deposit amount.

Buttons

- **Save & Next –** Saves entered details and opens the next tab.
- **View Workflow History –** Displays workflow movement and approval history.

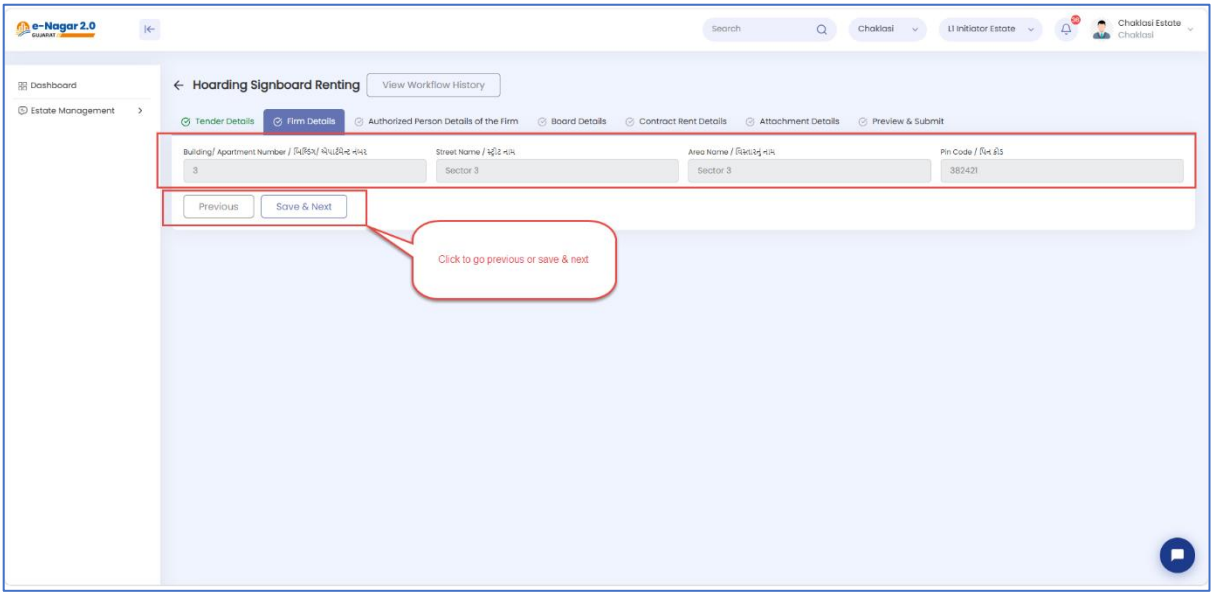


Figure 4-111

Firm Details

This section is used to enter address details of the firm.

Fields

- **Building/Apartment Number –** Enter building or apartment number.
- **Street Name –** Enter street name.
- **Area Name –** Enter locality or area name.
- **Pin Code –** Enter area pin code.

Buttons

- **Previous –** Opens previous section.
- **Save & Next –** Saves details and opens next section.

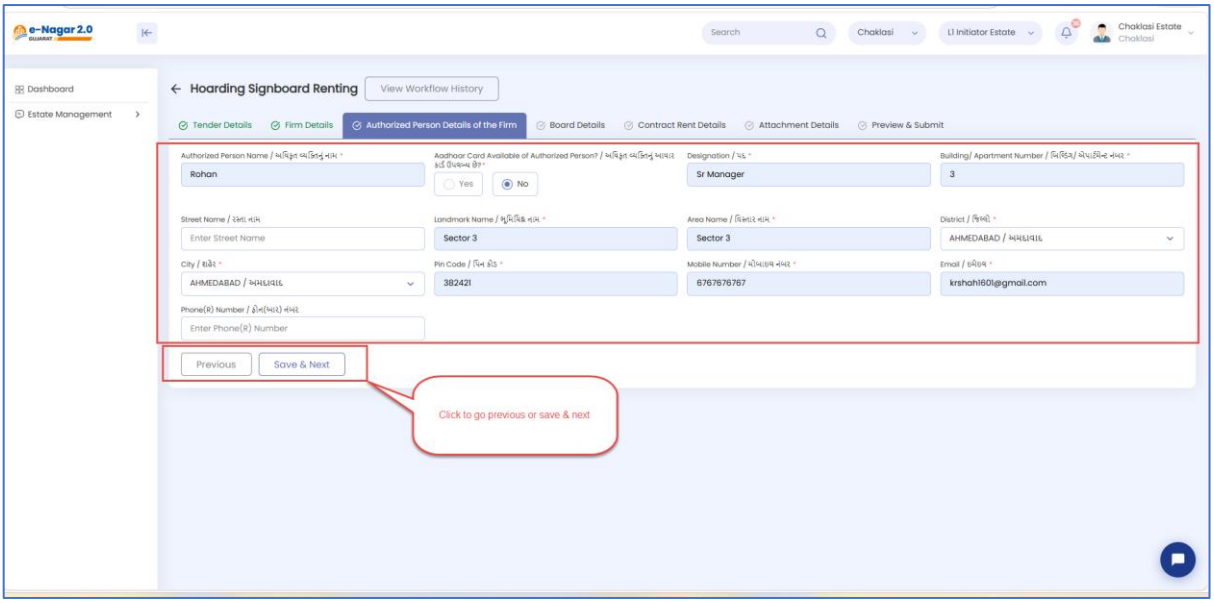


Figure 4-112

Authorized Person Details of the Firm

This section is used to capture details of the authorized representative.

Fields

- **Authorized Person Name –** Enter representative name.
- **Aadhaar Card Available –** Select whether Aadhaar is available.
- **Designation –** Enter designation of authorized person.
- **Building/Apartment Number –** Enter building number.
- **Street Name –** Enter street name.
- **Landmark Name –** Enter nearby landmark.
- **Area Name –** Enter area/locality name.
- **District –** Select district name.
- **City –** Select city name.
- **Pin Code –** Enter postal code.
- **Mobile Number –** Enter mobile number.
- **Email –** Enter email address.
- **Phone(R) Number –** Enter residence phone number.

Buttons

- **Previous –** Opens previous section.

- **Save & Next –** Saves details and opens next section.

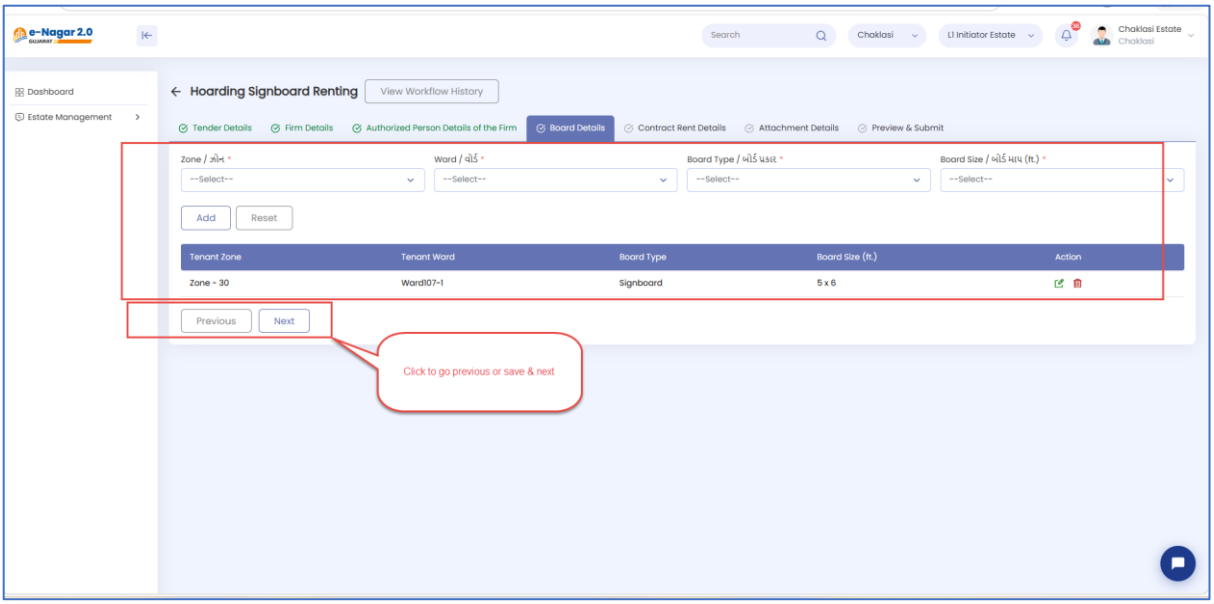


Figure 4-113

Board Details

This section is used to configure board location and type details.

Fields

- **Zone –** Select zone name.
- **Ward –** Select ward name.
- **Board Type –** Select type of hoarding/signboard.
- **Board Size –** Select board dimension/size.

Buttons

- **Add –** Adds board details into the list.
- **Reset –** Clears selected values.
- **Previous –** Opens previous section.
- **Next –** Opens next section.

Data Columns

- **Tenant Zone –** Displays selected tenant zone.
- **Tenant Ward –** Displays selected ward.
- **Board Type –** Displays selected board type.
- **Board Size –** Displays selected board size.

Action

- **Edit –** Click to modify board details.
- **Delete –** Click to remove board details.

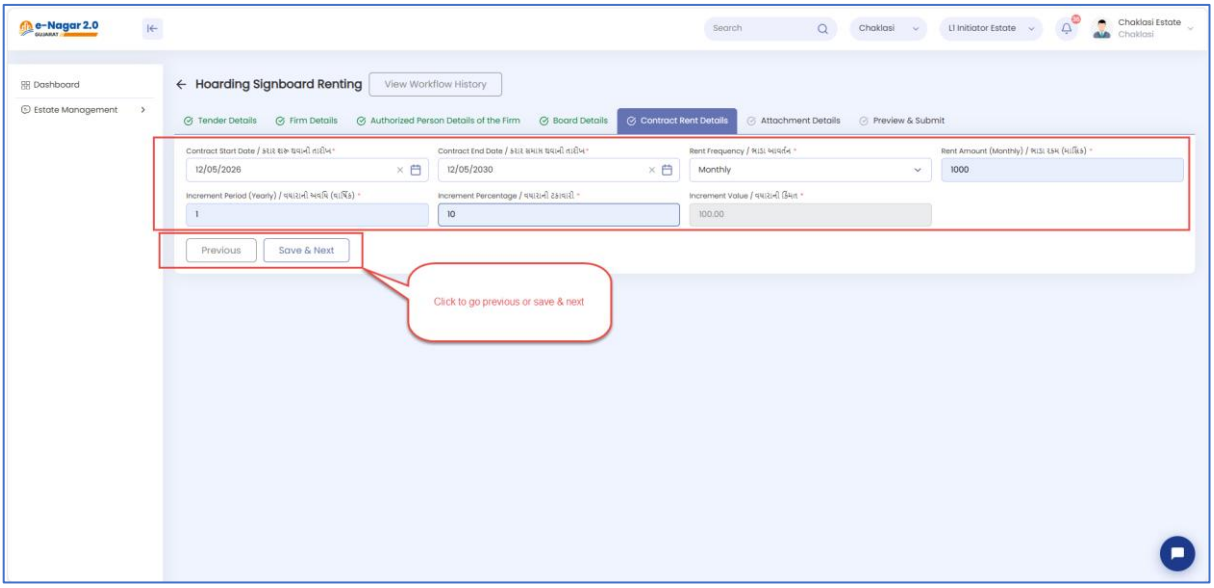


Figure 4-114

Contract Rent Details

This section is used to define rental contract duration and rent calculation details.

Fields

- **Contract Start Date –** Select contract start date.
- **Contract End Date –** Select contract end date.
- **Rent Frequency –** Select rent collection frequency.
- **Rent Amount (Monthly) –** Enter monthly rent amount.
- **Increment Period (Yearly) –** Enter increment duration in years.
- **Increment Percentage –** Enter yearly increment percentage.
- **Increment Value –** Displays calculated increment value.

Buttons

- **Previous –** Opens previous section.
- **Save & Next –** Saves details and opens next section.

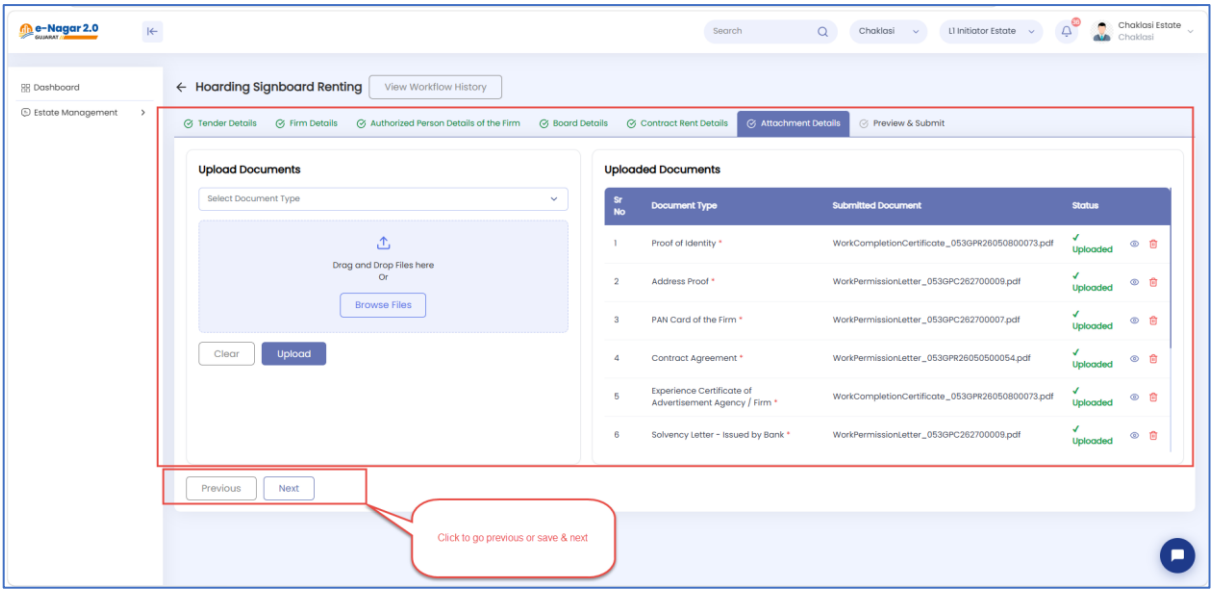


Figure 4-115

Attachment Details

This section is used to upload required supporting documents.

Upload Section Fields

- **Document Type –** Select document category.
- **Browse Files –** Select file for upload.

Buttons

- **Clear –** Clears selected file.
- **Upload –** Uploads selected document.
- **Previous –** Opens previous section.
- **Next –** Opens next section.

Uploaded Documents Data Columns

- **Sr No –** Displays serial number.
- **Document Type –** Displays uploaded document category.
- **Submitted Document –** Displays uploaded file name.
- **Status –** Displays upload status.

Action

- **View –** Click to preview uploaded document.
- **Delete –** Click to remove uploaded document.

Preview & Submit

This section displays all entered details for verification before final submission.

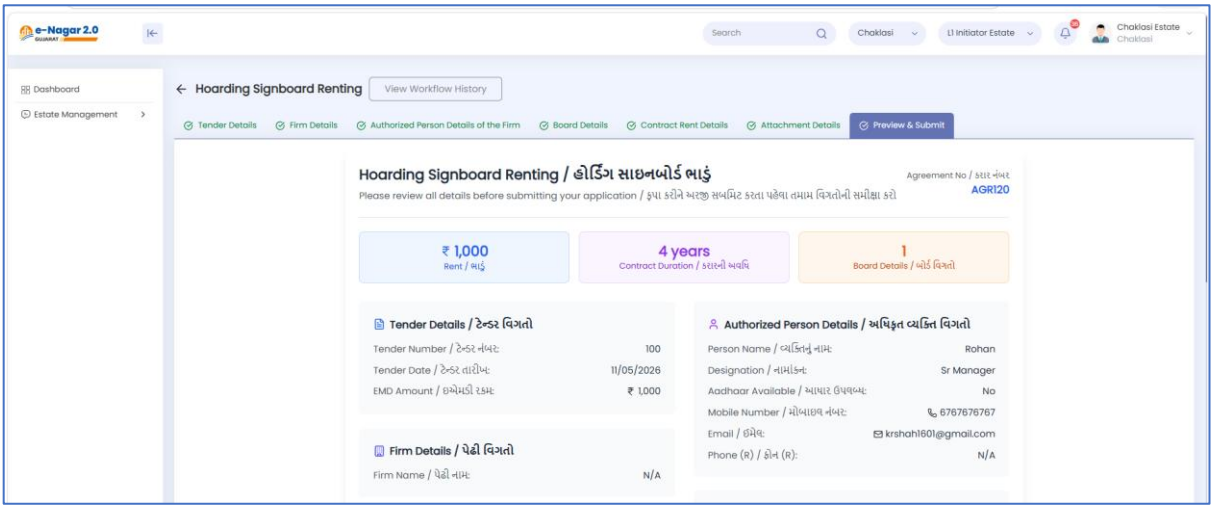


Figure 4-116

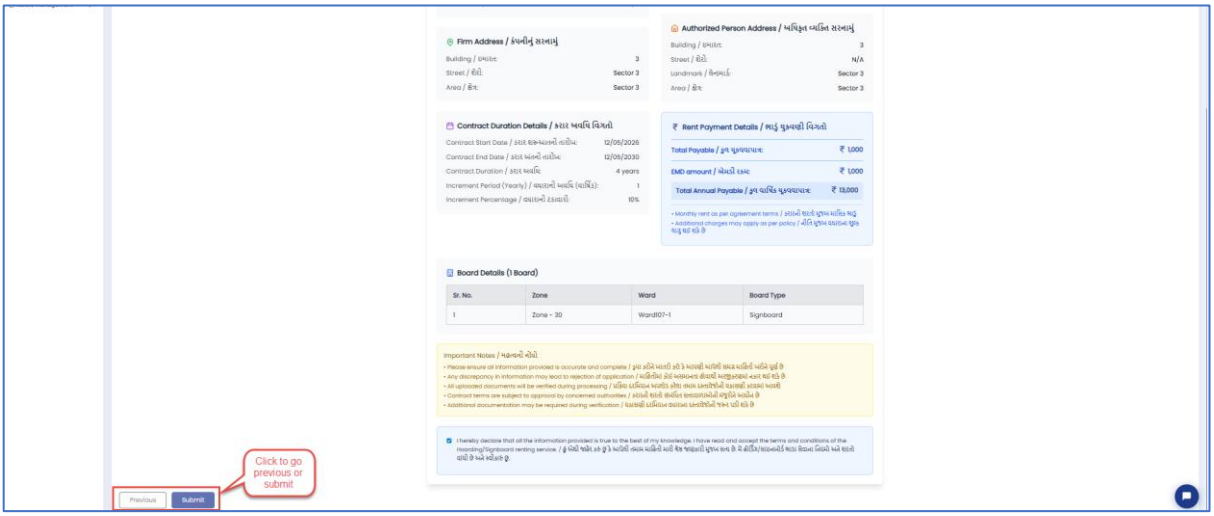


Figure 4-117

Information Sections

- **Tender Details –** Displays tender information.
- **Firm Details –** Displays firm details.
- **Authorized Person Details –** Displays representative details.
- **Firm Address –** Displays firm address information.
- **Authorized Person Address –** Displays representative address details.
- **Contract Duration Details –** Displays contract duration and increment information.
- **Rent Payment Details –** Displays payable rent summary.
- **Board Details –** Displays configured board information.

- **Important Notes –** Displays important instructions and conditions.

Declaration

- **Declaration Checkbox –** Confirms that all entered information is correct and accepted by the applicant.

Buttons 

- **Previous –** Opens previous section.
- **Submit –** Submits the hoarding signboard renting application.

4.2.5.1.1 Workflow

L2 – Verifier

Estate Management → Transactions → Hoarding Signboard → View

- Open in read only mode.

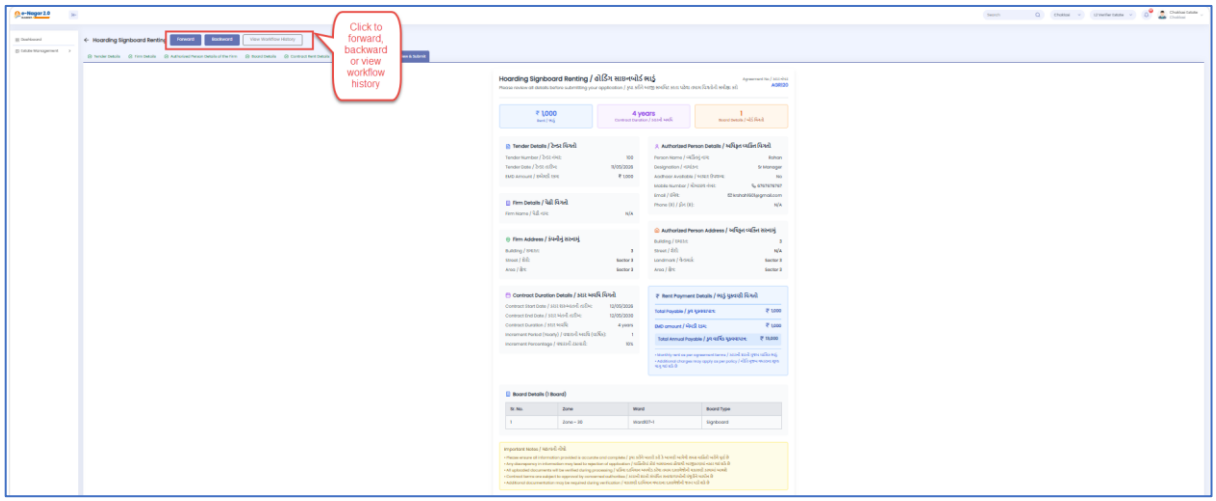


Figure 4-118

- **Forward** – Sends record to L3 with remarks. 



Figure 4-119

- **Backward** – Sends record back to L1 for correction .
- **View Workflow History** – Displays complete workflow trail.

L3 – Approver Estate

Estate Management → Hoarding Signboard Renting → View

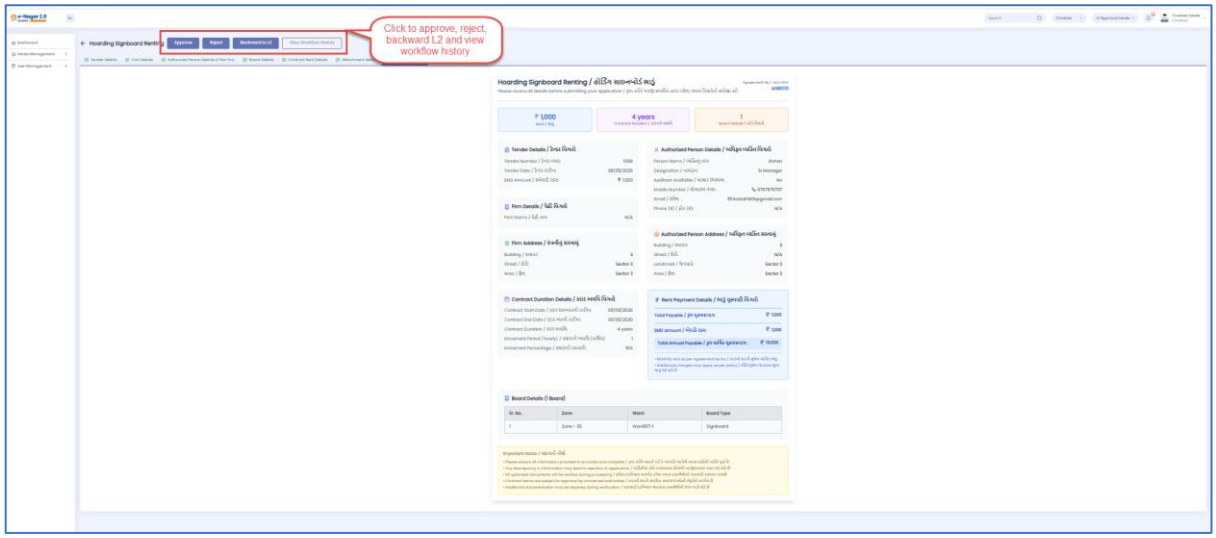
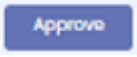
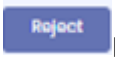
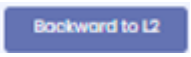


Figure 4-120

- Reviews complete application details and uploaded documents.
- Reviews previous workflow remarks and verification details.
- Enters approval or rejection remarks before taking final action.
- **Approve** –  Finalizes the application and marks it as Approved.
- **Reject** – Rejects the application with remarks.

- **Backward to L2** – 

Sends the application back for re-verification or correction.

- **View Workflow History** – 

Displays complete workflow movement details and user remarks.

4.2.6 Inheritance Name Transfer

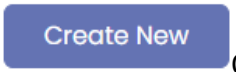
This section allows users to manage inheritance-based tenant name transfer requests, including creating new applications, updating details, uploading documents, and completing the approval and payment process.

Inheritance Name Transfer Listing Page

This page displays all existing inheritance transfer records along with their current status and available actions.



Figure 4-121

- **Search** – Allows users to search records using keywords. (Text)
- **Create New** – 

Opens the application form to initiate a new inheritance name transfer request. (Button)
- **Action (View/Edit)** – Allows users to view or edit the selected record. (Icon)
- **Transfer Application Type** – Displays the type of transfer (e.g., Inherited / Varsai Transfer). (Display)
- **Old Agreement Number** – Shows the existing agreement number. (Display)
- **New Agreement Number** – Shows the updated agreement number after transfer. (Display)
- **Occupier Name** – Displays the name of the current occupier. (Display)
- **Basic Rent Amount** – Displays the rent amount associated with the agreement. (Display)
- **Agreement Start Date** – Shows the start date of the agreement. (Display)

- **Agreement End Date** – Shows the end date of the agreement. (Display)
- **Status** – Indicates the current status such as Pending, Approved, or Verified. (Display)
- **Transfer Fee Status** – Displays whether the transfer fee is Paid or Pending. (Display)
- **Rent Payment / Collect Rent** – Allows rent collection if applicable. (Button)

4.2.6.1 Inheritance Transfer Forms

Estate & Tenant Details

This page opens when the user clicks on **Create New** and is used to enter basic application and existing tenant details.

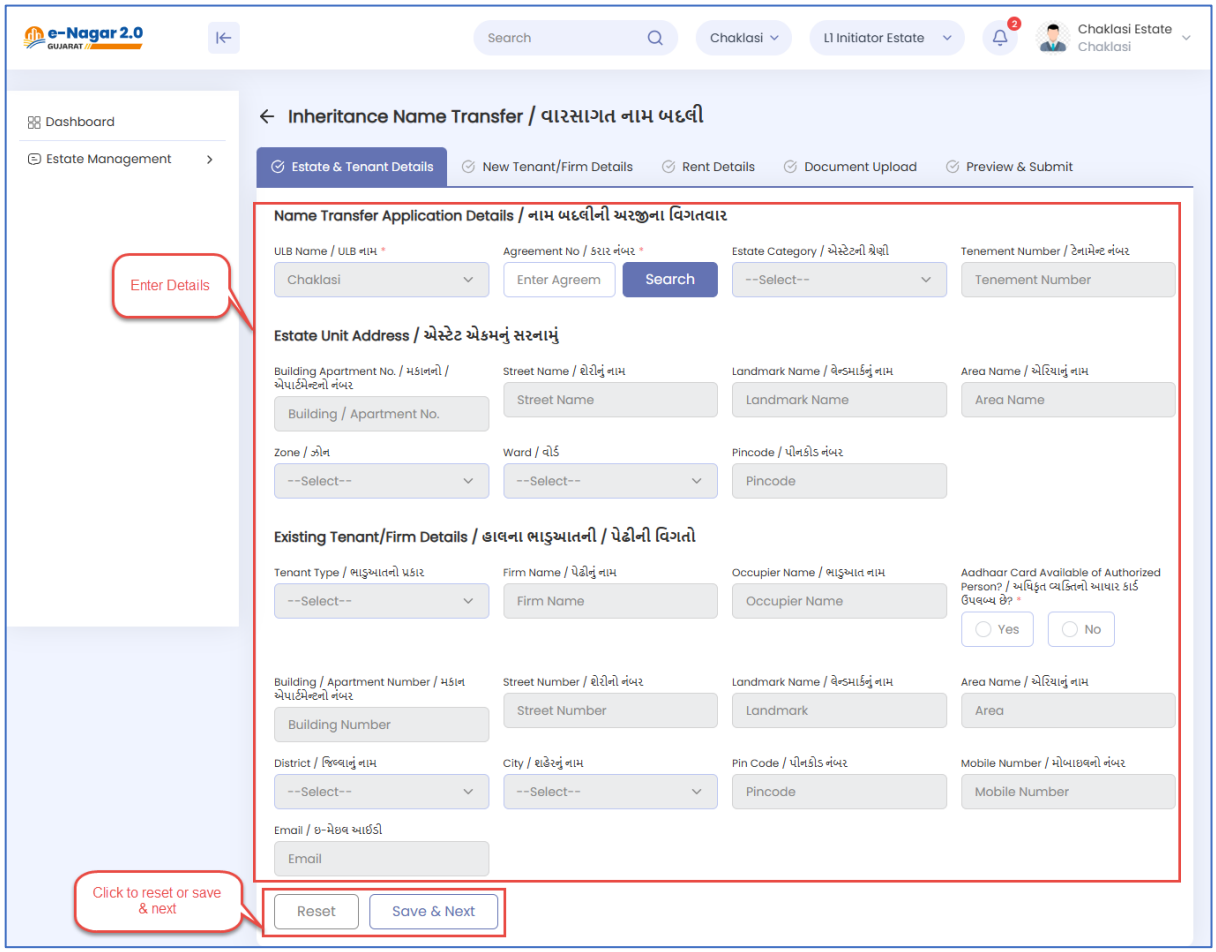


Figure 4-122

- **ULB Name** – Displays the selected ULB. (Dropdown)
- **Agreement No** – Enter and search the agreement number to fetch details. (Text + Button)

All the Fields after entering agreement no. will be auto fetched.

- **Estate Category** – Select the category of the estate. (Dropdown)
- **Tenement Number** – Displays or fetches the tenement number. (Text)

Estate Unit Address

- **Building/Apartment No** – Displays building or apartment number. (Text)
- **Street Name** – Displays the street name. (Text)
- **Landmark Name** – Displays nearby landmark details. (Text)
- **Area Name** – Displays the area name. (Text)
- **Zone** – Displays the zone. (Dropdown)
- **Ward** – Displays the ward. (Dropdown)
- **Pincode** – Displays the pincode. (Numeric)

Existing Tenant/Firm Details

- **Tenant Type** – Displays the tenant type. (Dropdown)
- **Firm Name** – Displays firm name if applicable. (Text)
- **Occupier Name** – Displays the occupier name. (Text)
- **Aadhaar Availability** – Displays whether Aadhaar is available. (Radio)
- **Address Details** – Displays building, street, landmark, and area details. (Text)
- **District/City/Pincode** – Displays or enter location details. (Dropdown/Text)
- **Mobile Number** – Displays contact number. (Numeric)
- **Email** – Displays email address. (Text)
- **Reset** – 

Clears entered data. (Button)
- **Save & Next** – 

Saves details and moves to the next section. (Button)

New Tenant/Firm Details

This page is used to enter details of the new tenant or firm to whom the ownership is being transferred.

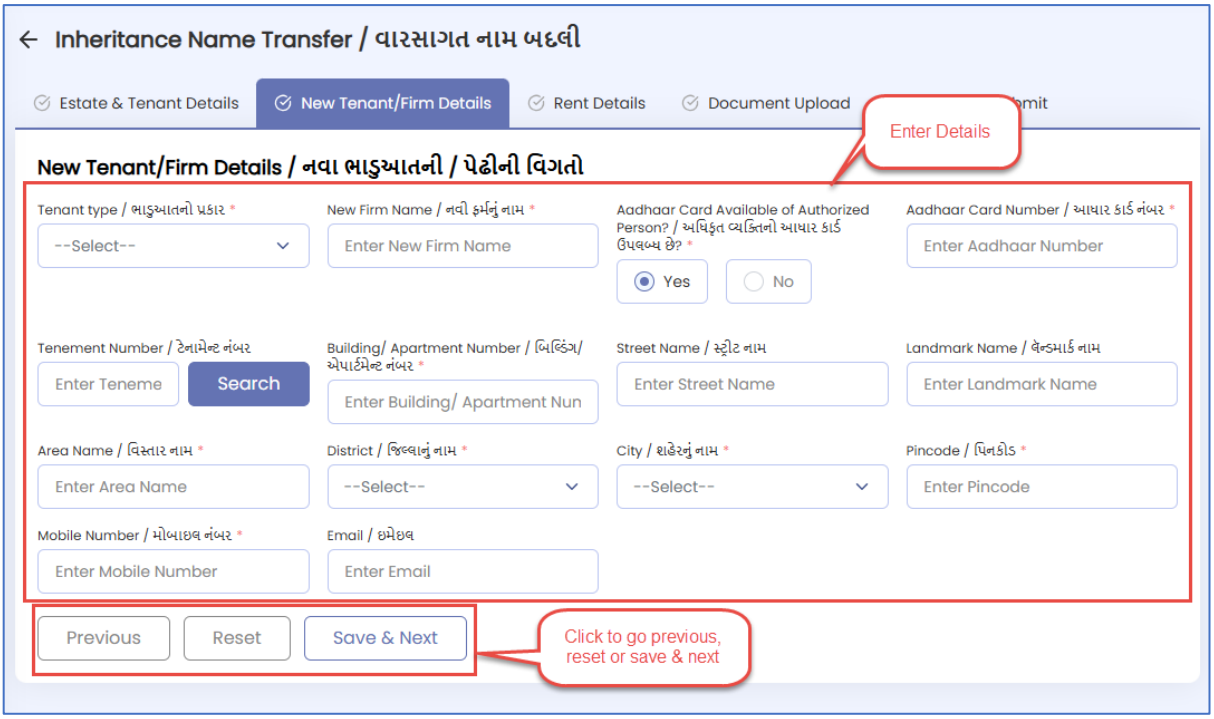


Figure 4-123

- **Tenant Type** – Select type of new tenant. (Dropdown)
- **New Firm Name** – Enter new firm or tenant name. (Text)
- **Aadhaar Availability** – Select availability of Aadhaar. (Radio)
- **Aadhaar Number** – Enter Aadhaar number. (Numeric)
- **Tenement Number** – Enter and search tenement details. (Text + Button)
- **Address Details** – Enter building, street, landmark, and area details. (Text)
- **District/City/Pincode** – Select or enter location details. (Dropdown/Text)
- **Mobile Number** – Enter contact number. (Numeric)
- **Email** – Enter email address. (Text)
- **Previous** – Previous Navigates to the previous section. (Button)
- **Reset** – Reset Clears entered data. (Button)
- **Save & Next** – Save & Next Saves details and moves forward. (Button)

Rent Details

This page is used to define agreement duration and rent-related information.

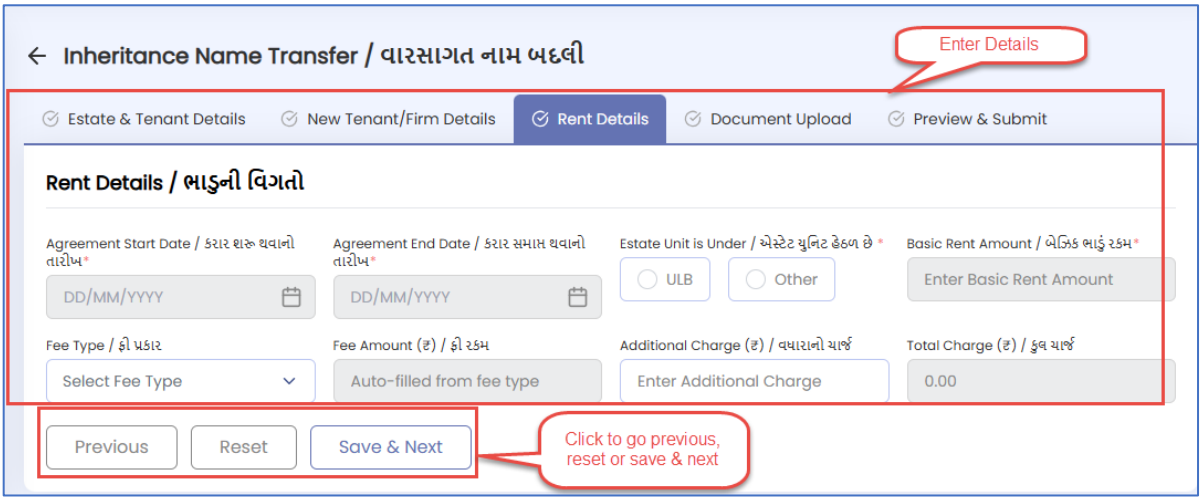


Figure 4-124

- **Agreement Start Date** – Select the start date of the agreement. (Date Picker)
- **Agreement End Date** – Select the end date of the agreement. (Date Picker)
- **Estate Unit is Under** – Select whether under ULB or Other. (Radio)
- **Basic Rent Amount** – Enter monthly rent amount. (Numeric)
- **Fee Type** – Select applicable fee type. (Dropdown)
- **Fee Amount** – Auto-filled based on selected fee type. (Display)
- **Additional Charge** – Enter any additional charges. (Numeric)
- **Total Charge** – Displays total calculated amount. (Display)
- **Previous** – Previous Navigates back. (Button)
- **Reset** – Reset Clears entered values. (Button)
- **Save & Next** – Save & Next Saves and proceeds. (Button)

Document Upload

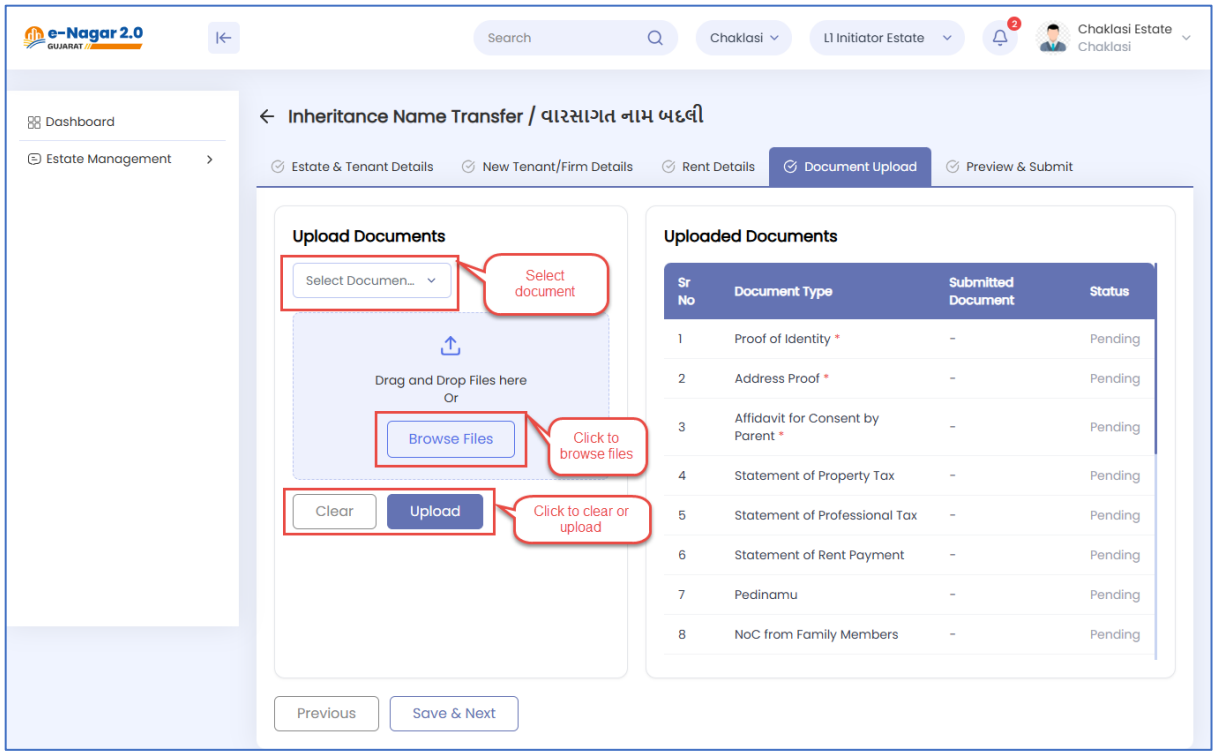


Figure 4-125

This page allows uploading required documents for verification.

- **Select Document** – Choose document type to upload. (Dropdown)
- **Drag & Drop / Browse Files** – Upload document files. (File Upload)
- **Clear** – Removes selected file. (Button)
- **Upload** – Uploads the selected document. (Button)
- **Uploaded Documents Table** – Displays list of uploaded documents with status. (Table)
- **Previous** –  Navigates back. (Button)
- **Save & Next** –  Saves and proceeds. (Button)

Preview & Submit

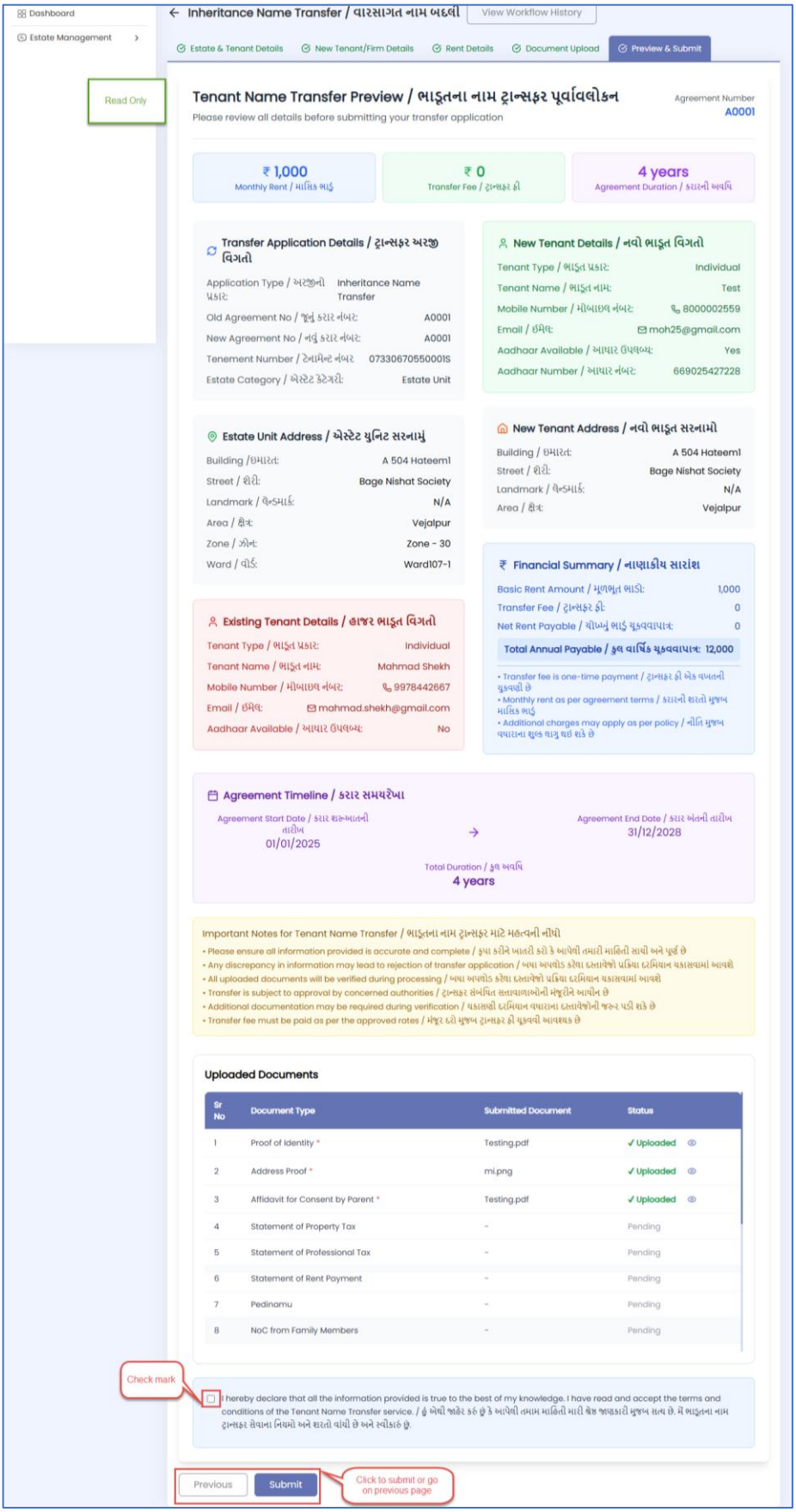
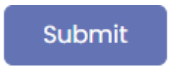


Figure 4-126

This page displays all entered details for final review before submission.

- **Application Summary** – Displays transfer details, tenant information, and agreement summary. (Display)
- **Financial Summary** – Shows rent, transfer fee, and total payable. (Display)
- **Agreement Timeline** – Displays agreement duration. (Display)
- **Uploaded Documents** – Shows uploaded document list with status. (Table)
- **Declaration Checkbox** – Confirms correctness of provided information. (Checkbox)
- **Previous** – 

Navigate back for changes. (Button)
- **Submit** – 

Final submission of the application. (Button)

4.2.6.1.1 Workflow – Inheritance Name Transfer

This section explains the complete level-wise workflow followed in the Inheritance Name Transfer process, from application creation to final payment.

Application Initiation (L1 – Initiator)

The process begins when the user creates a new inheritance transfer application.

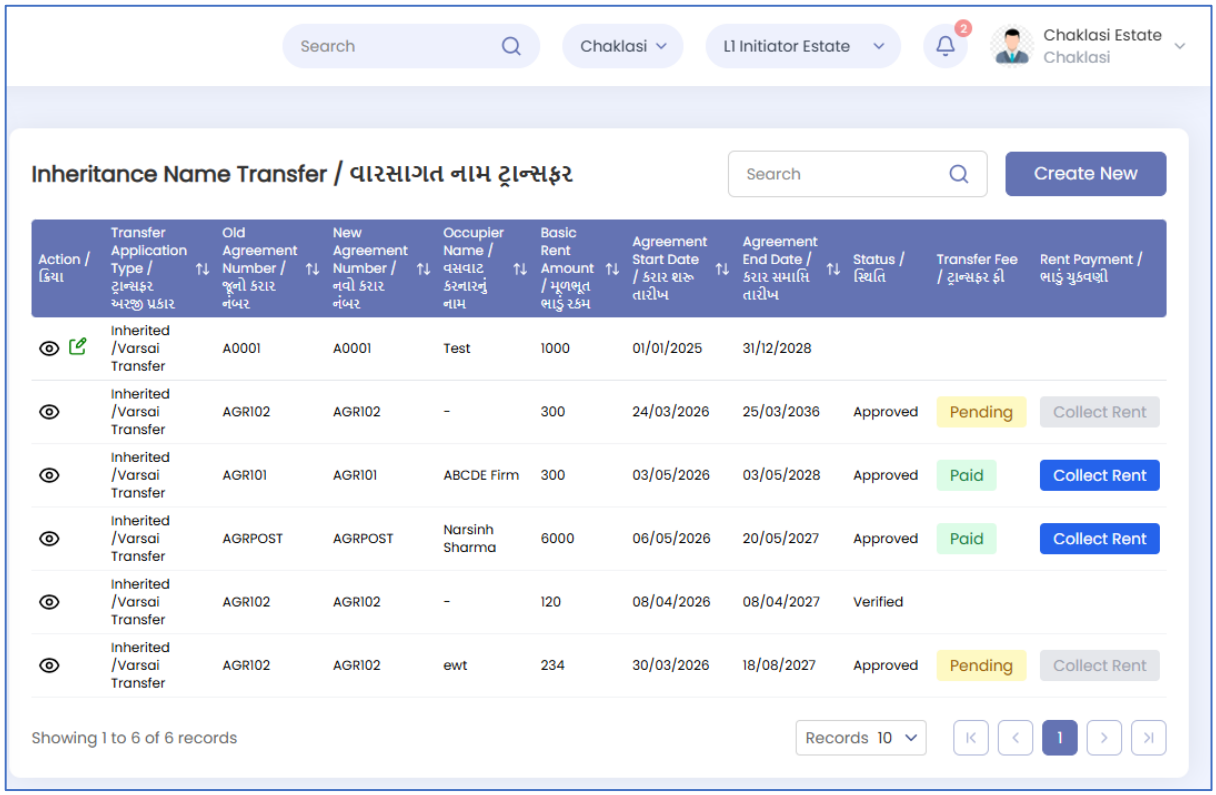


Figure 4-127

- **Create New** – Initiates a new inheritance name transfer request. (Button)
- **Fill Application Details** – Enter estate details, existing tenant details, new tenant details, and rent details. (Process)
- **Upload Documents** – Attach all required supporting documents. (Process)
- **Preview & Submit** – Review all entered information before submission. (Process)
- **Submit** – Submits the application into the workflow for verification. (Button)

Once submitted, the application status becomes **Pending** and moves to the next level.

Verification Stage (L2 – Verifier)

At this stage, the application is reviewed for accuracy and completeness.

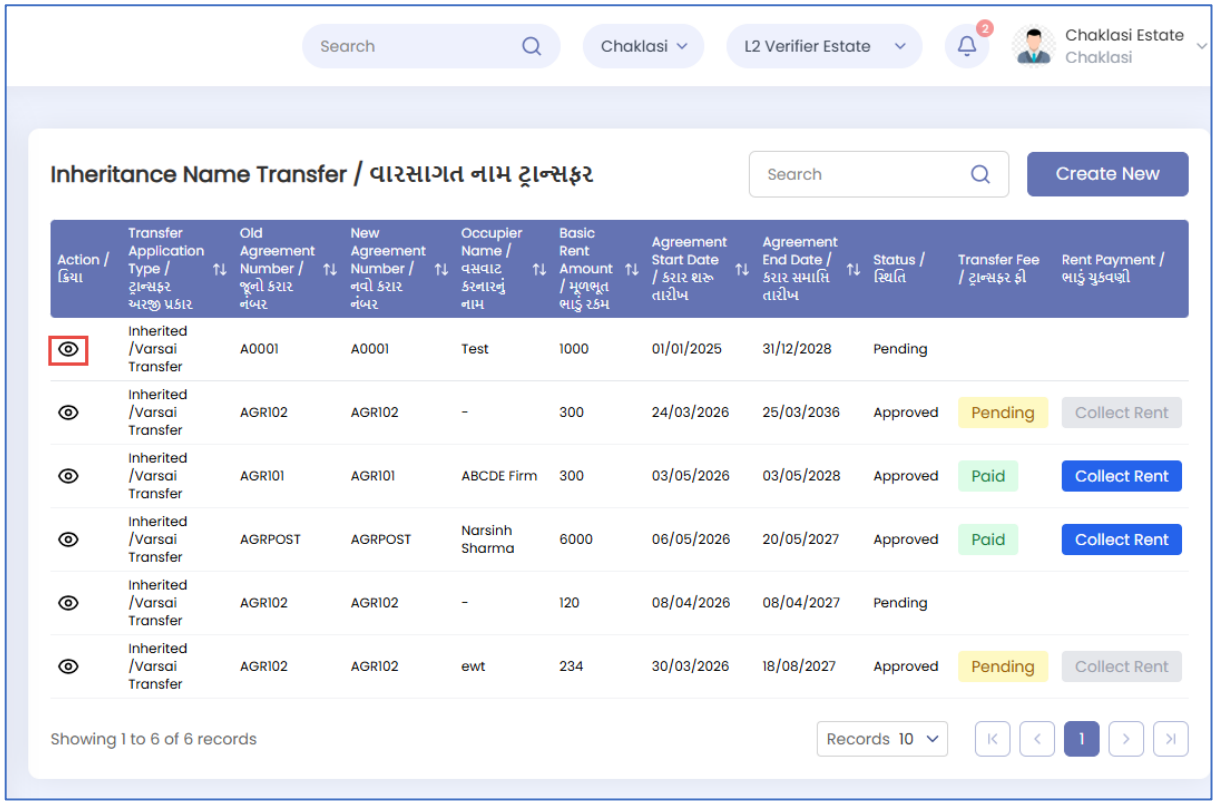


Figure 4-128

- **View Application** – Allows verifier to review all submitted details and documents. (Action)

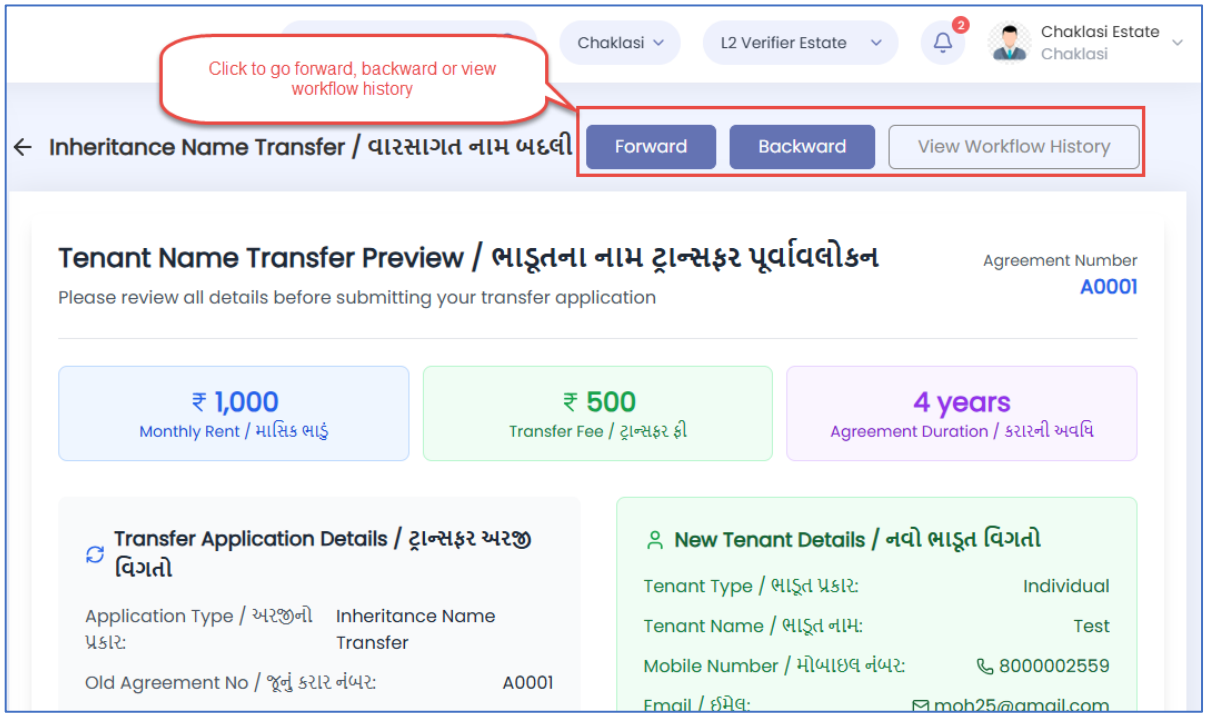


Figure 4-129

- **Check Documents** – Verifies uploaded documents such as ID proof, address proof, and declarations. (Process)



Figure 4-130

- **Forward** – 

Sends the application to the next level (Approver) if everything is correct. (Button)

- **Backward** – 

Sends the application back to the Initiator for corrections. (Button)

- **View Workflow History** – Displays complete processing history. (Button)
- **Remarks** – Enter comments or reasons while forwarding or sending back. (Text)

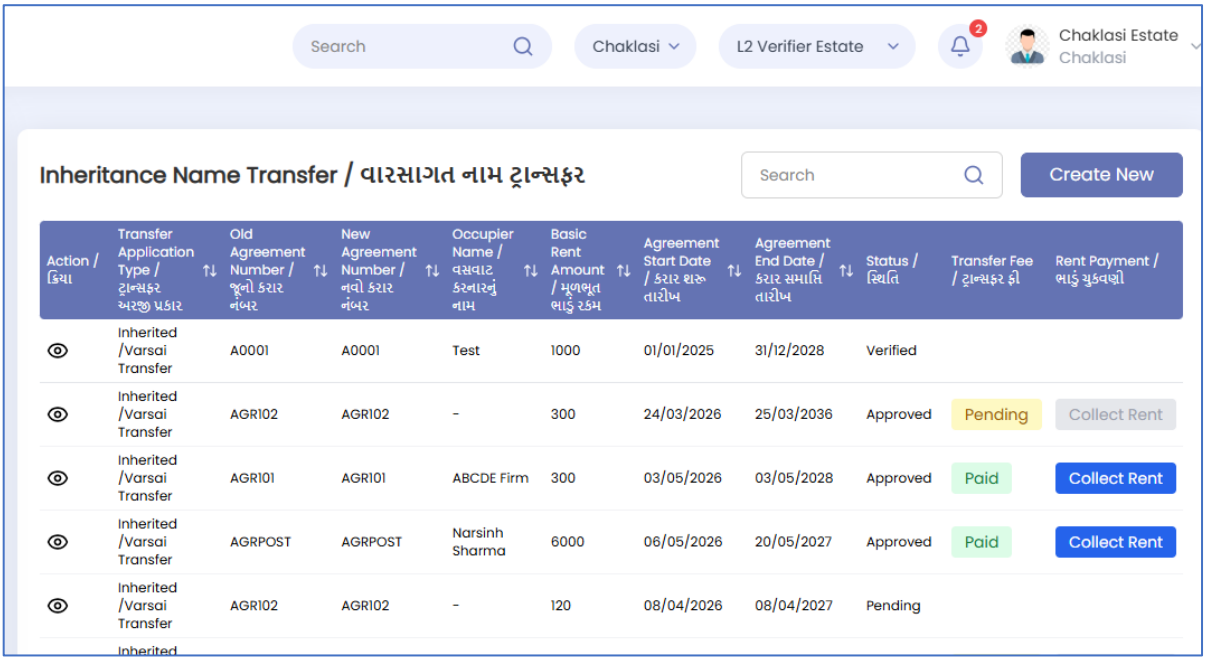


Figure 4-131

If sent back, the application returns to L1 for correction and re-submission

Approval Stage (L3 – Approver)

This is the final decision-making stage of the workflow.

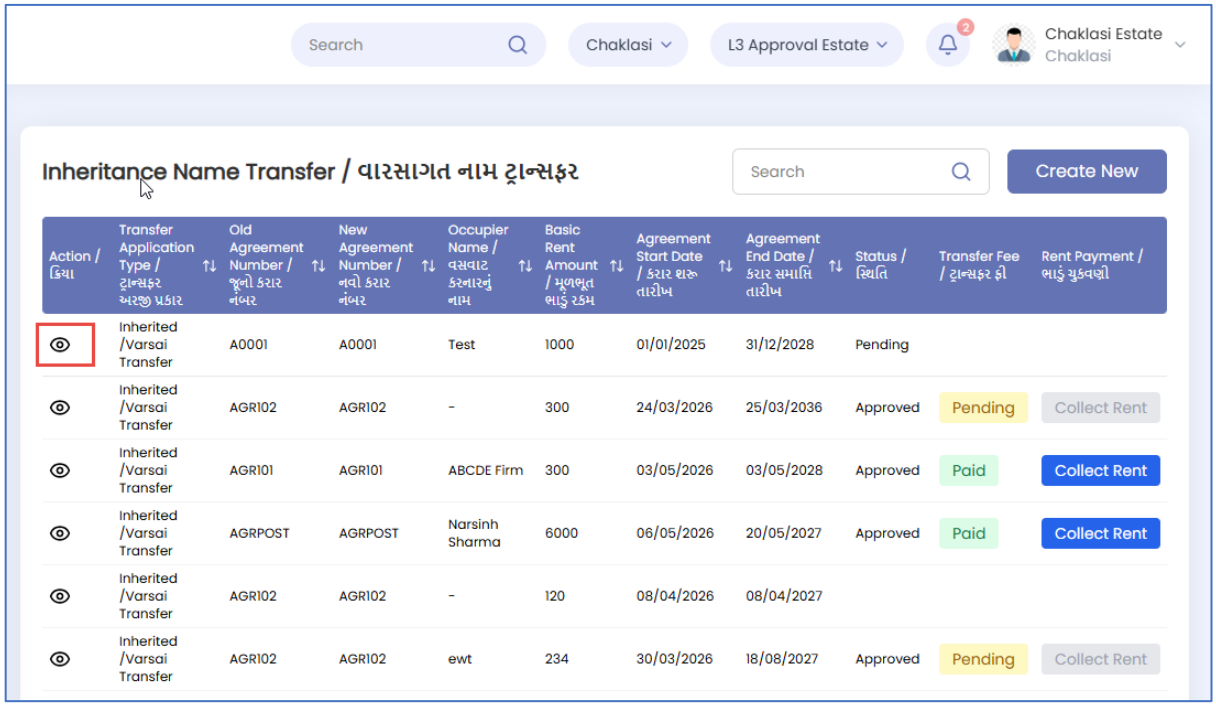


Figure 4-132

- **Review Application** – Approver reviews all verified details and remarks. (Action)

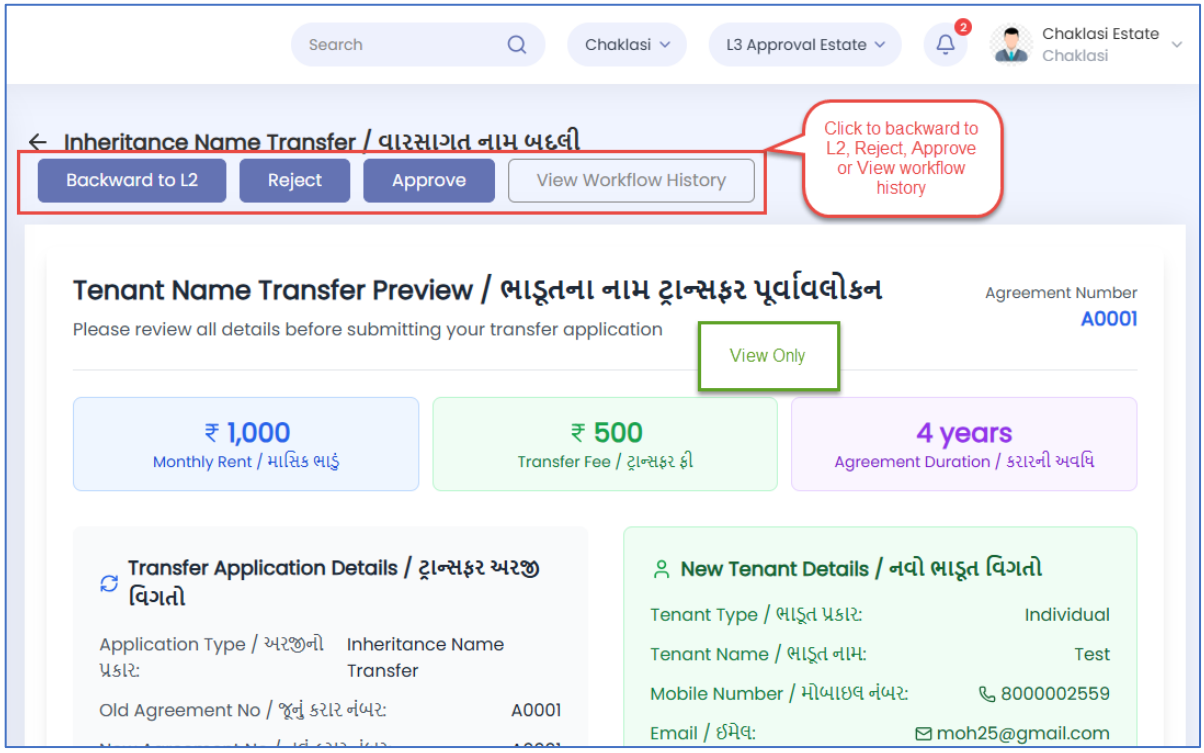


Figure 4-133

- **Approve** – Approve Approves the application if all conditions are satisfied. (Button)
- **Reject** – Reject Rejects the application if discrepancies are found. (Button)
- **Backward to L2** – Backward to L2 Sends the application back to verifier for re-check if required. (Button)

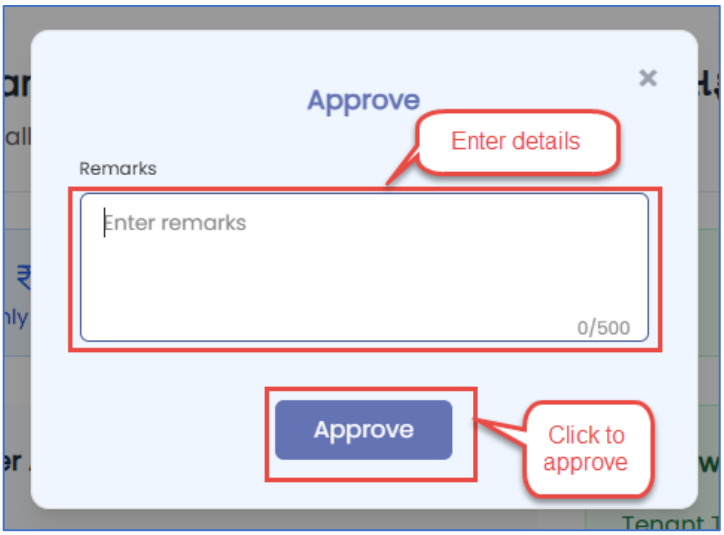


Figure 4-134

- **Remarks** – Mandatory comments during approval or rejection. (Text)

After approval, the application status becomes **Approved**.

- **View Workflow History** – View Workflow History Click this button to view workflow history.

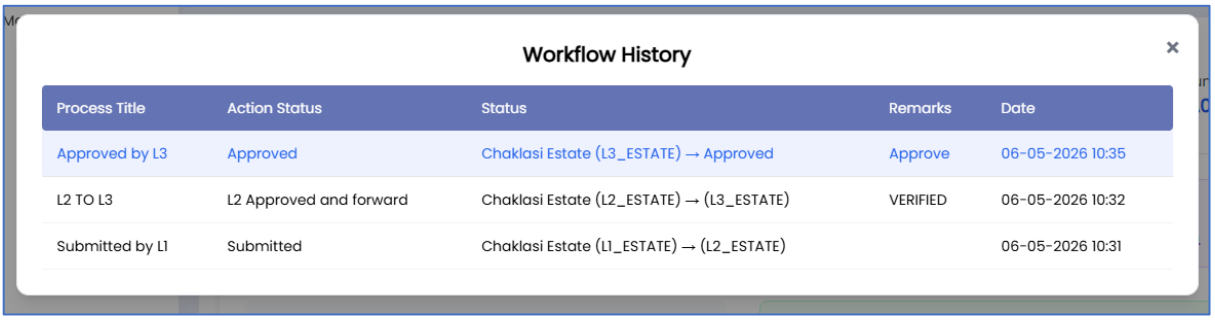


Figure 4-135

Now, the L1 User will get an option to Pay fees



Figure 4-136

Click on **Pay** button

4.2.6.1.2 Transfer Fee Payment

This section allows users to pay the transfer fee.

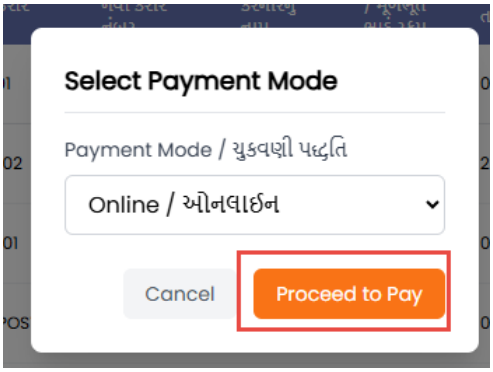


Figure 4-137

- **Payment Mode** – Select payment mode (Online). (Dropdown)

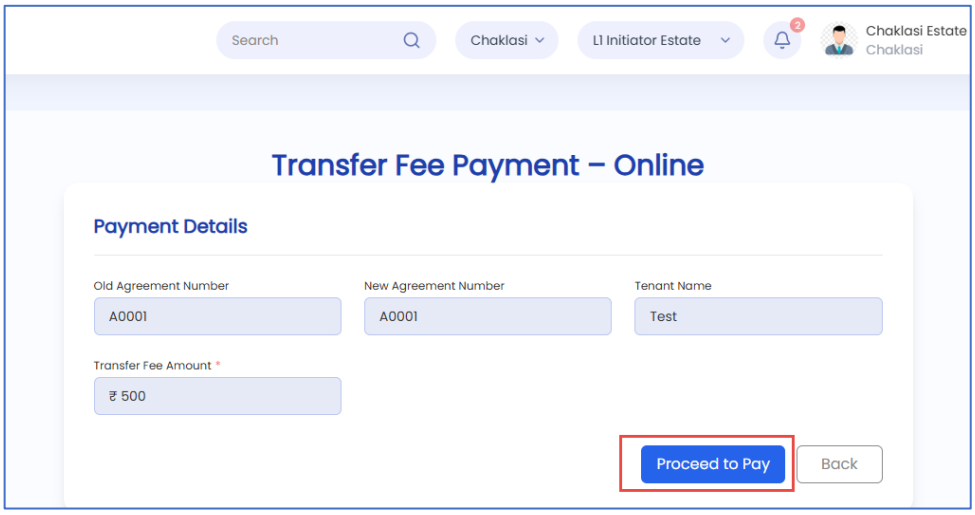


Figure 4-138

- **Proceed to Pay** – Initiates payment process. (Button)

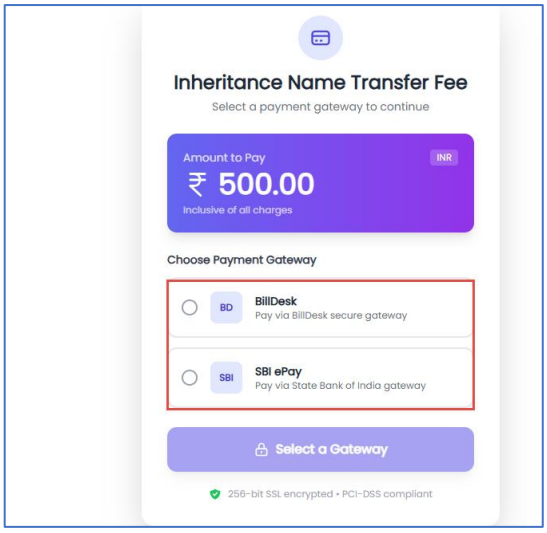


Figure 4-139

- **Payment Gateway Selection** – Choose gateway like BillDesk or SBI ePay. Here its bill desk. (Option)

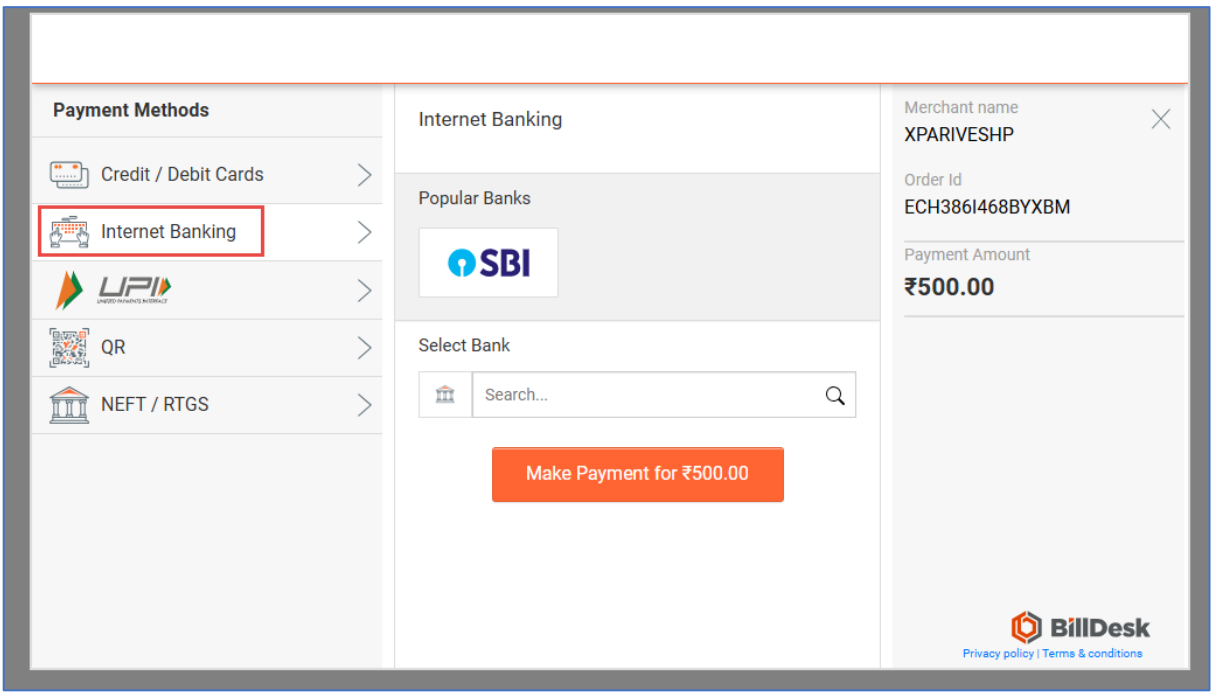


Figure 4-140

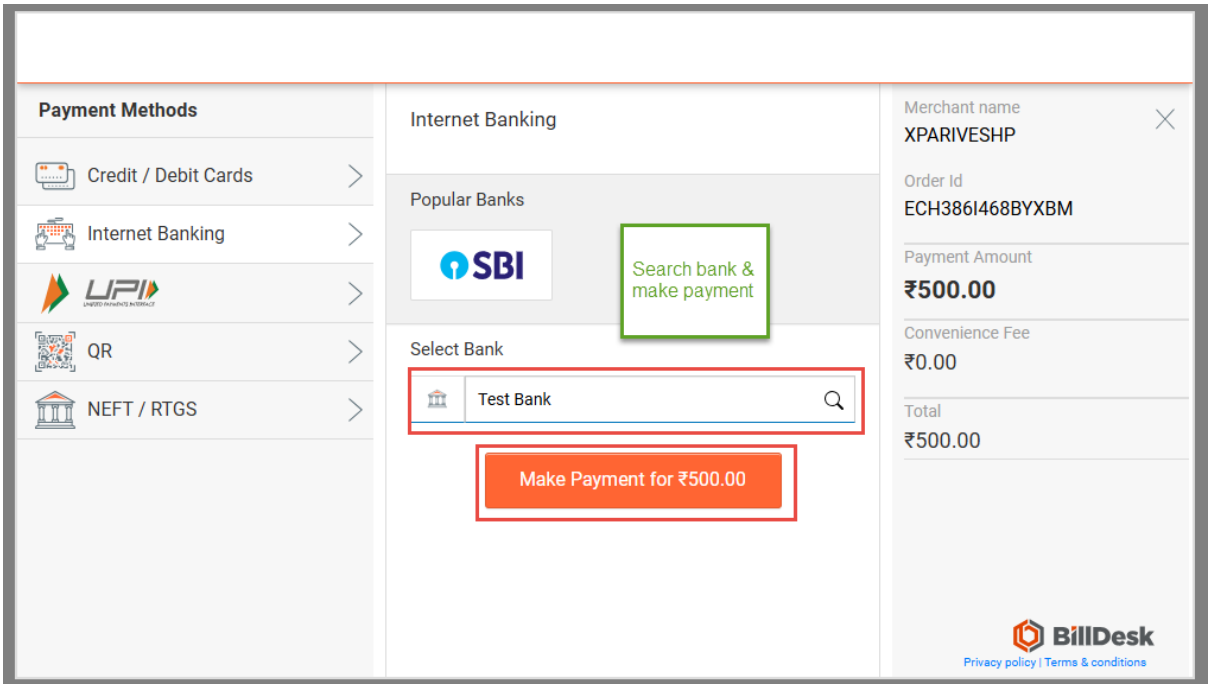


Figure 4-141

- **Make Payment** – Complete payment using selected method. (Button)

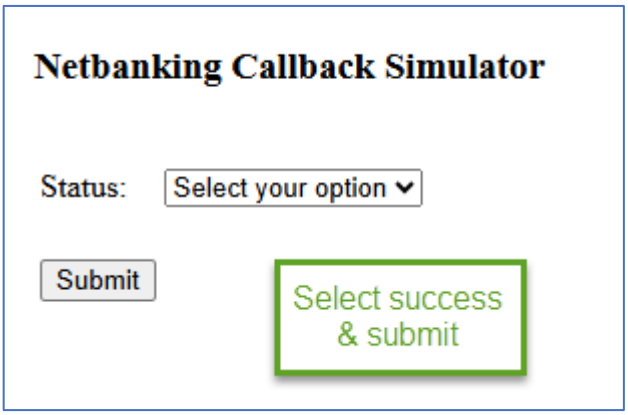


Figure 4-142

Payment Receipt

This page confirms successful payment and allows receipt download.

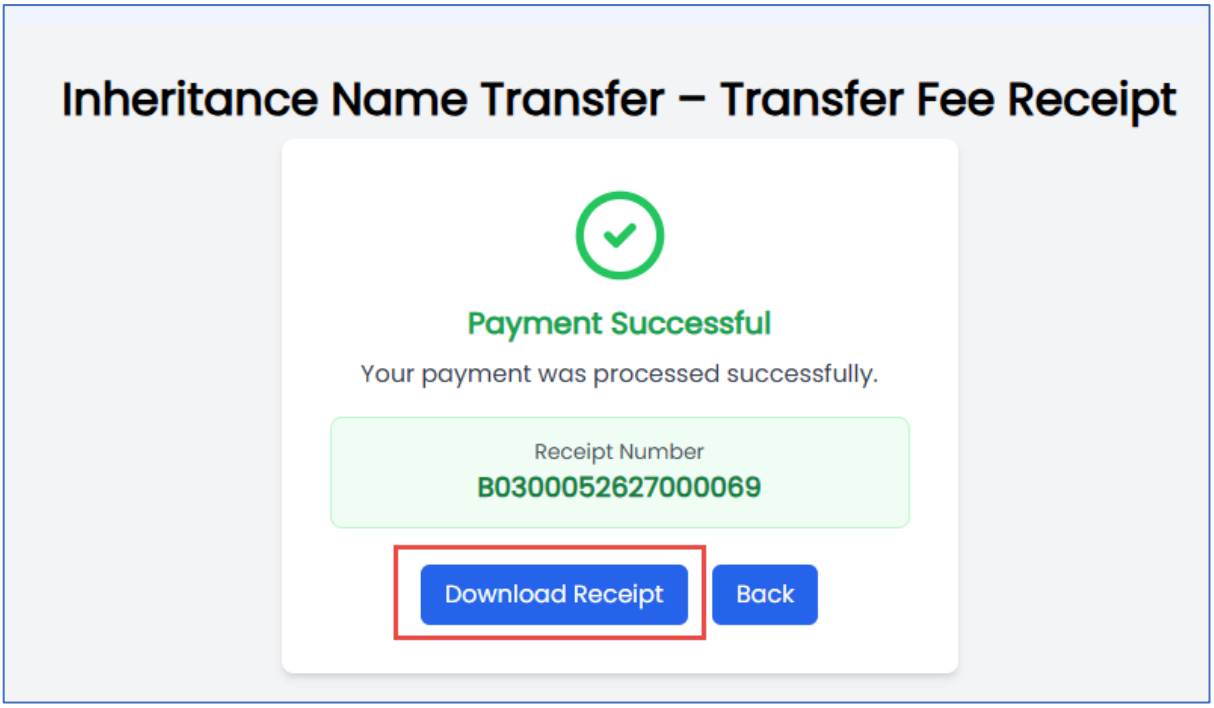


Figure 4-143



CHAAKLASI
Sardar Bhavan, Char Chowk, Gandhinagar

Payment Receipt

Agreement Number	: A0001	Payment Date	: 06/05/2026
Receipt Number	: B0300052627000069		
Application Name	: Inheritance Name Transfer – Transfer Fee Payment	Mobile Number	: 8000002559
Payee Name	: Test	Email	: moh25@gmail.com
Applicant Address	: A 504 Hateem1, Bage Nishat Society, Vejalpur, 380055		
Pay Mode	: Online	Track Id/Merchant Order No.	: -

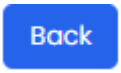
Payment Head	Amount
Total Amount	500

Amount In Words : RUPEES FIVE HUNDRED ONLY.

Note: This is computer generated receipt and doesn't require any signature and stamp.

Figure 4-144

- **Payment Status** – Displays payment success confirmation. (Display)
- **Receipt Number** – Shows generated receipt number. (Display)
- **Download Receipt** – Download Receipt Downloads payment receipt. (Button)

- **Back** – 

Returns to previous screen. (Button)

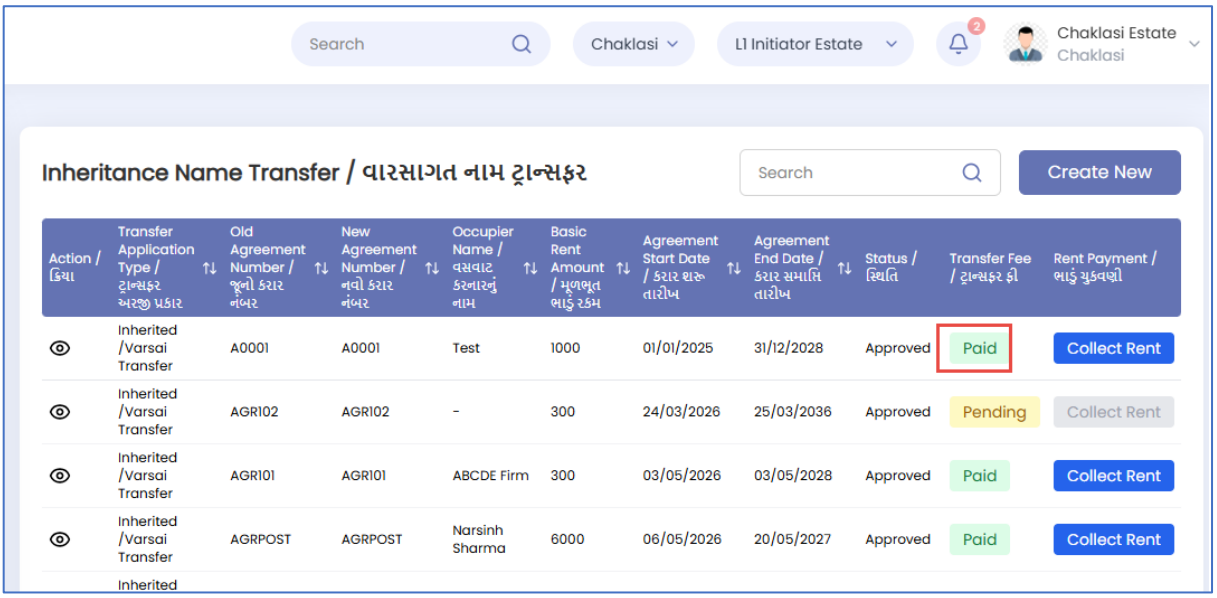


Figure 4-145

Transfer fee status will appear as paid on screen of L1 user, now rent can be collected.

4.2.7 Rent Agreement Cancellation Master

This page displays the list of all rent agreement cancellation records and allows users to create and track cancellation requests.

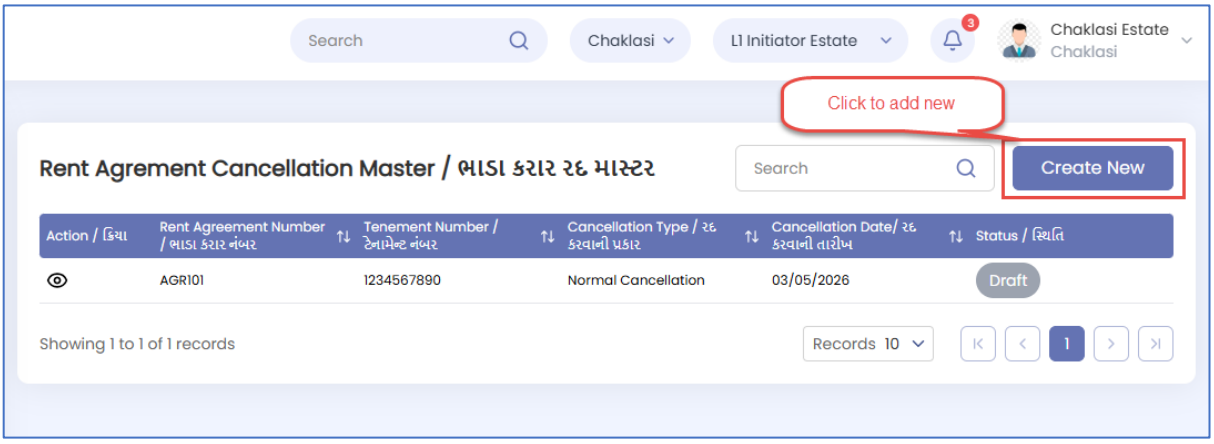


Figure 4-146

- **Search** – Allows the user to search existing cancellation records. (Text)
- **Create New** – Opens the Agreement Cancellation Form to initiate a new cancellation request. (Button)
- **Action** – View icon to open and review the selected cancellation record. (Icon)
- **Rent Agreement Number** – Displays the agreement number for which cancellation is initiated. (Text)
- **Tenement Number** – Shows the associated tenement number. (Text)
- **Cancellation Type** – Indicates the type of cancellation selected. (Text)
- **Cancellation Date** – Displays the selected cancellation date. (Date)
- **Status** – Shows the current status such as Draft, Submitted, Pending, or Approved. (Text)

4.2.7.1 Agreement Cancellation Form

Click on **Create New** button from the Rent Agreement Cancellation Master page to open this form and initiate a cancellation request.

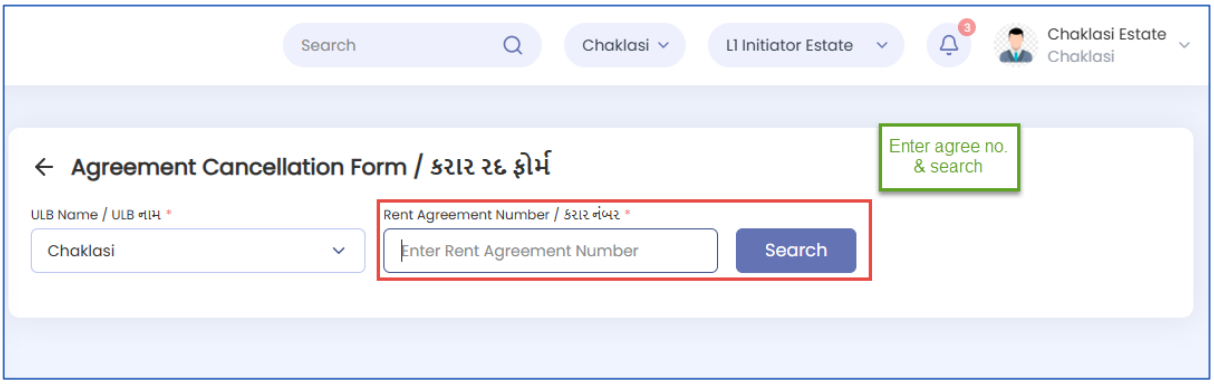


Figure 4-147

- **ULB Name** – Displays the selected ULB for which cancellation is being processed. (Text)
- **Rent Agreement Number** – Enter the agreement number and click Search to fetch details. (Text)
- **Search** – Retrieves agreement, tenant, and estate details based on the entered agreement number. (Button)

Estate Details

Displays the details of the estate linked with the agreement.

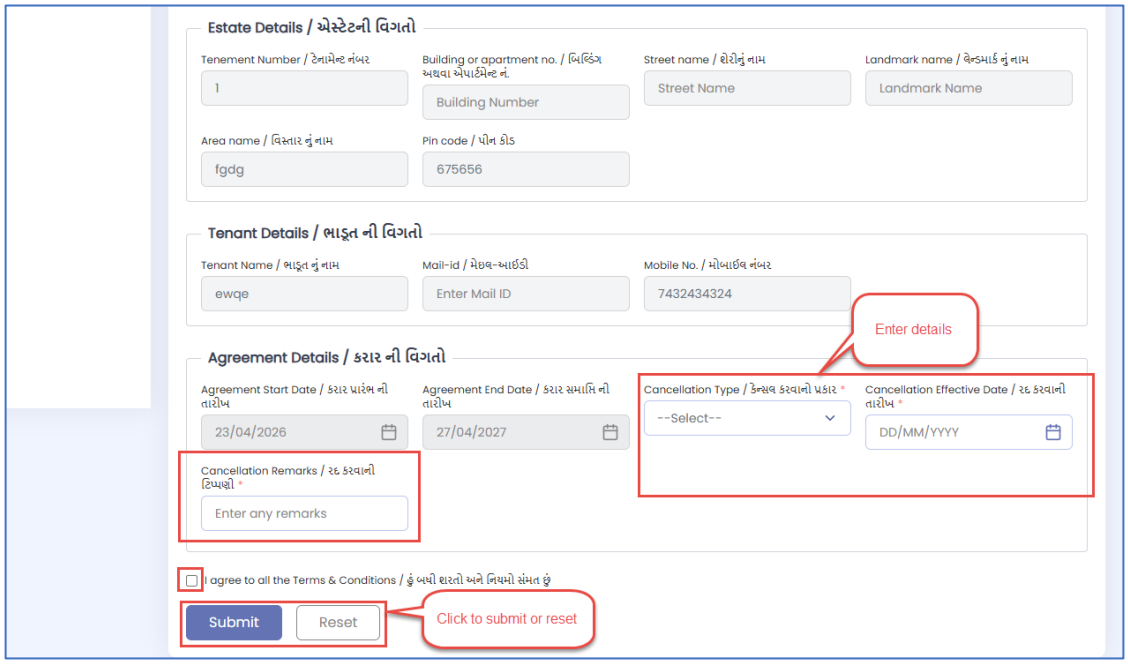


Figure 4-148

- Tenement Number – Shows the tenement number of the property. (Text)

- Building / Apartment No. – Displays building or apartment number. (Text)
- Street Name – Shows the street name of the property. (Text)
- Landmark Name – Displays nearby landmark details. (Text)
- Area Name – Shows the area of the property. (Text)
- Pin Code – Displays the postal code of the property. (Text)

Tenant Details

Displays the tenant information associated with the agreement.

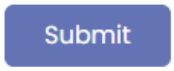
- **Tenant Name** – Shows the name of the tenant. (Text)
- **Mail-id** – Displays or allows entry of tenant email ID. (Text)
- **Mobile No.** – Shows the registered mobile number of the tenant. (Text)

Agreement Details

Provides agreement and cancellation-specific details.

- **Agreement Start Date** – Displays the start date of the agreement. (Date)
- **Agreement End Date** – Displays the end date of the agreement. (Date)
- **Cancellation Type** – Select the type of cancellation. (Text)
- **Cancellation Effective Date** – Select the effective date of cancellation. (Date)
- **Cancellation Remarks** – Enter remarks or reason for cancellation. (Text)

Declaration & Actions

- **Terms & Conditions Checkbox** – Confirms that the user agrees to the provided terms and conditions. (Checkbox)
- **Submit** – 

Submits the cancellation request into the workflow. (Button)
- **Reset** – 

Clears all entered details in the form. (Button)

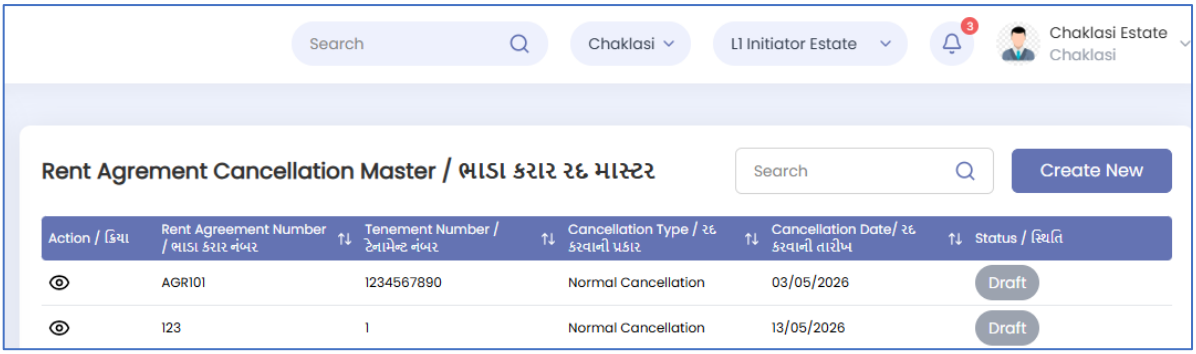


Figure 4-149

4.2.7.1.1 Workflow – Agreement Cancellation

Initiation (L1 – Initiator)

- User fills the cancellation form and submits the request.
- Status changes to **Submitted**.

Verification (L2 – Verifier)

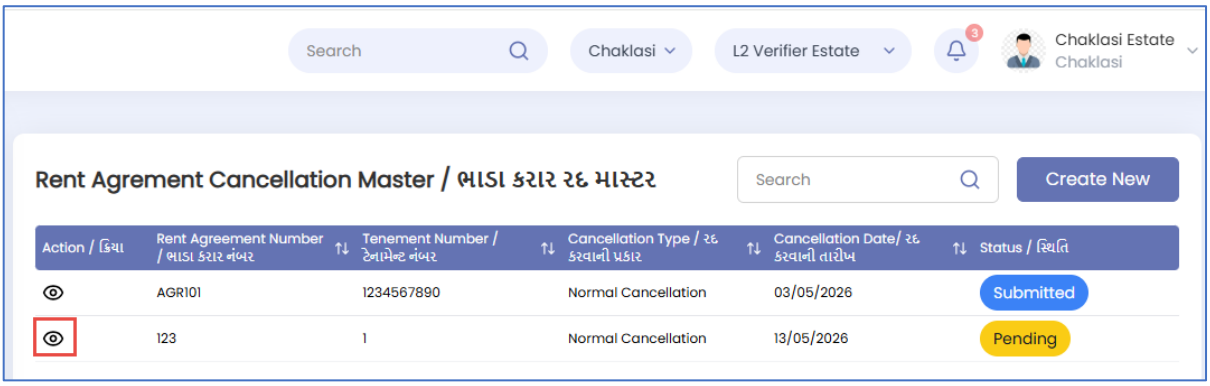


Figure 4-150

- **View Record** – Verifier reviews submitted details. (Action)

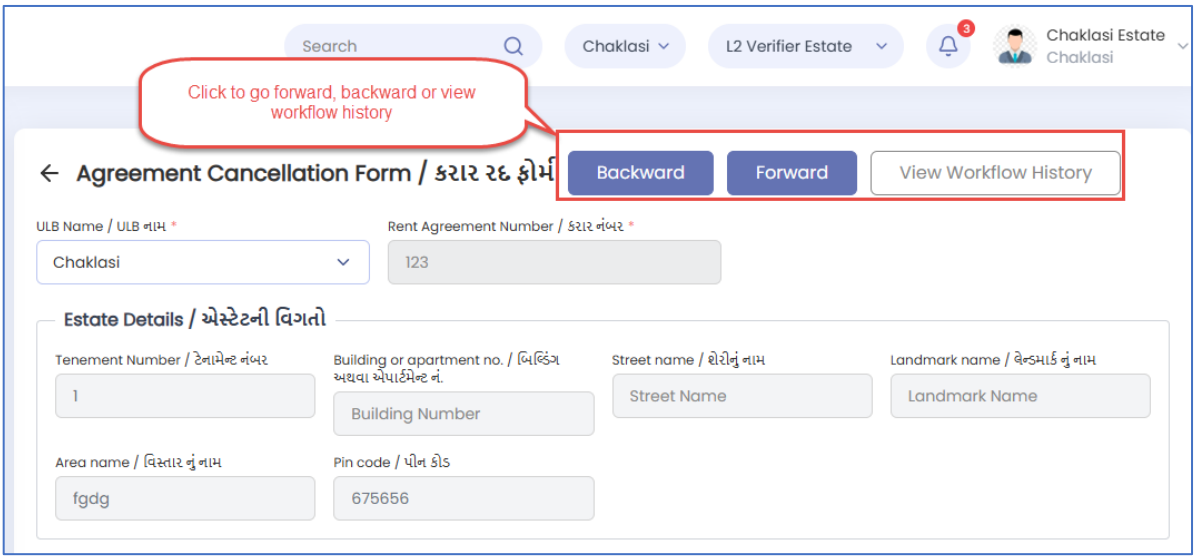


Figure 4-151

- **Forward** – Forward Moves the request to the approval level. (Button)
- **Backward** – Backward Sends the request back to L1 for correction. (Button)

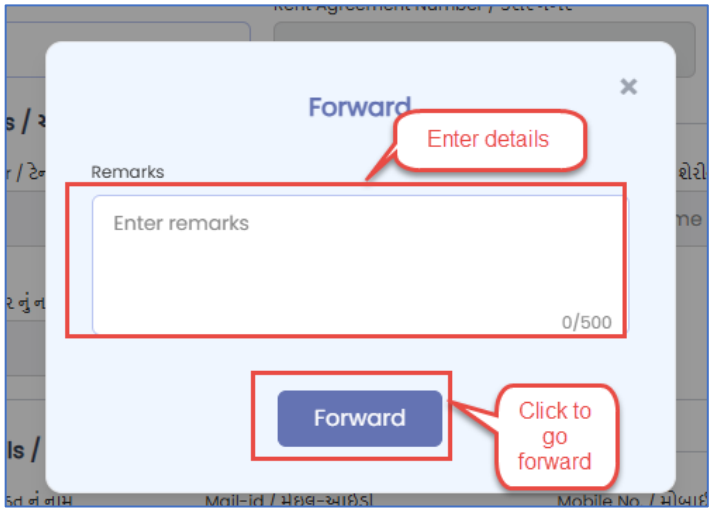


Figure 4-152

- **Remarks** – Enter verification comments. (Text)
- Status becomes **Pending**.
- View Workflow History – Click this button to view workflow history.

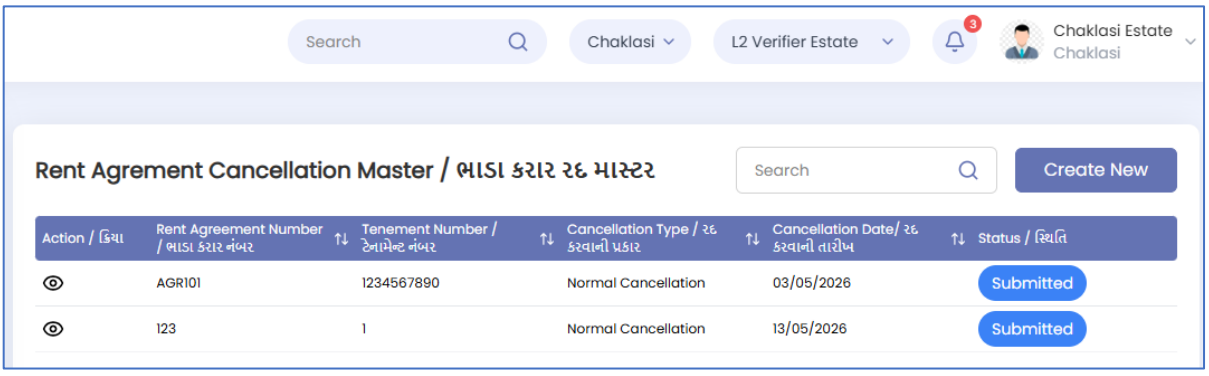


Figure 4-153

Approval (L3 – Approver)

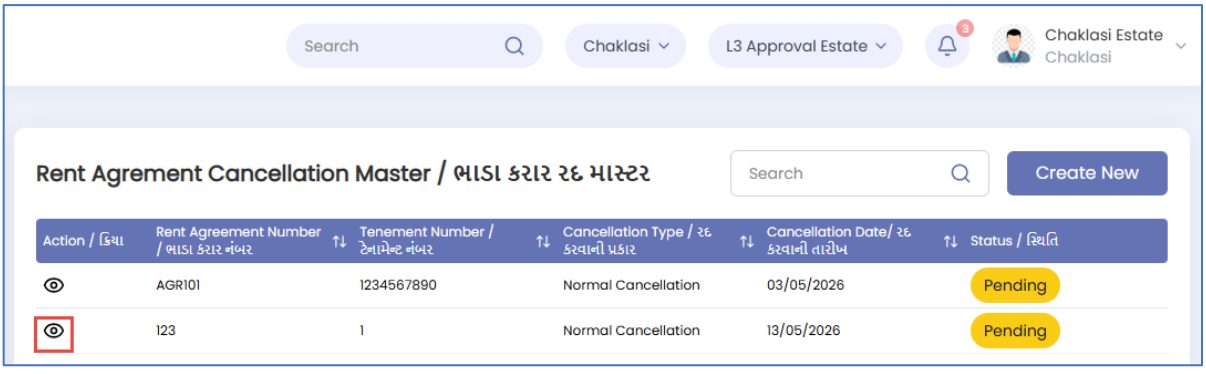


Figure 4-154

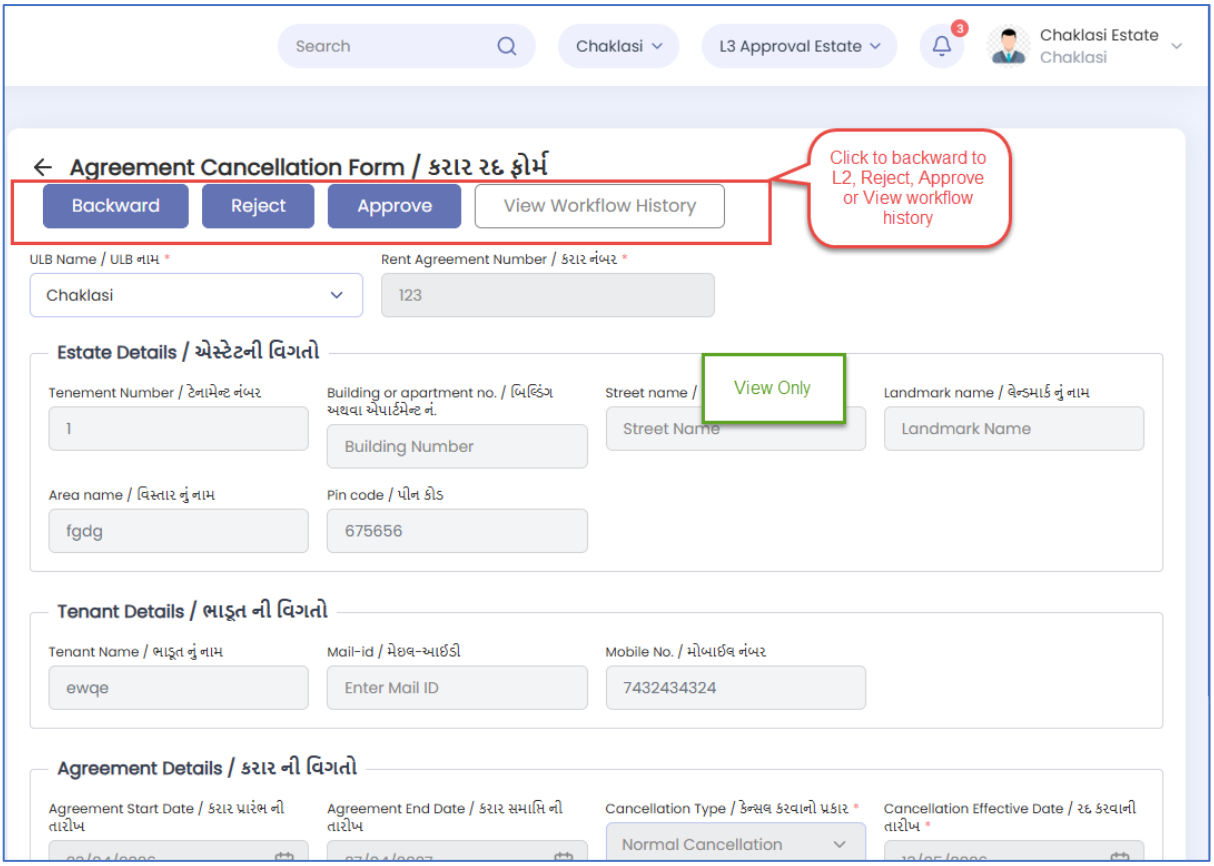
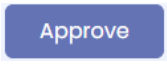


Figure 4-155

- **Approve** – 

Approves the cancellation request. (Button)
- **Reject** – 

Rejects the request if required. (Button)
- **Backward to L2** – Sends back for re-verification. (Button)

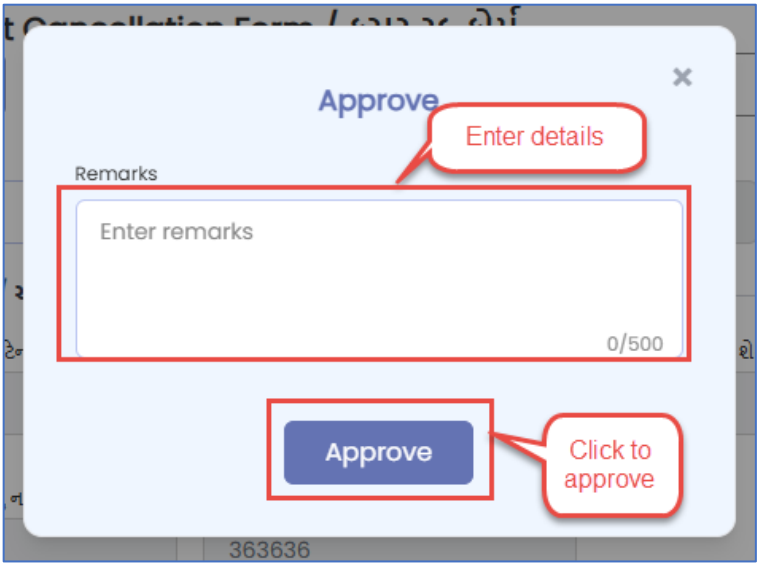


Figure 4-156

- **Remarks** – Enter approval/rejection comments. (Text)

- Status becomes **Approved**.

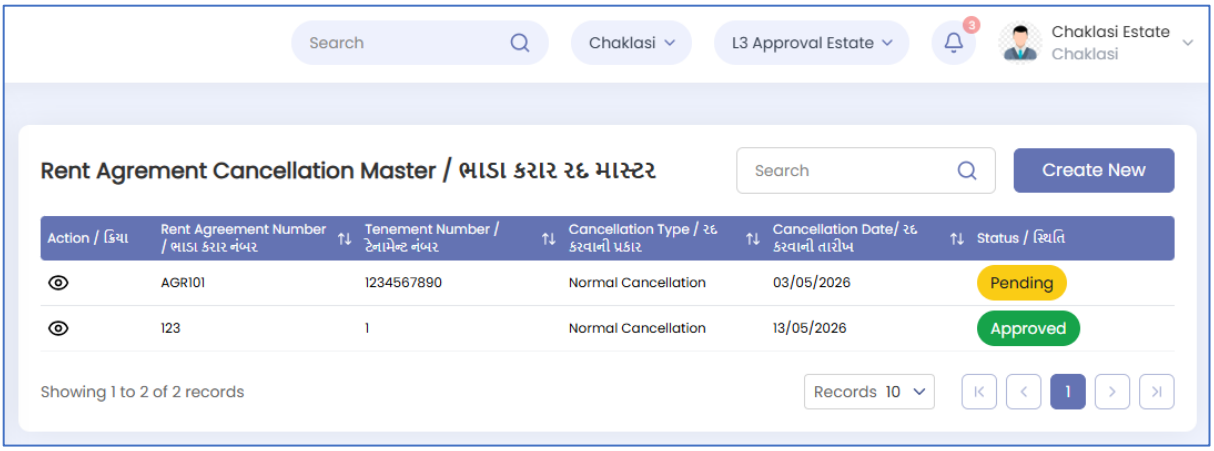
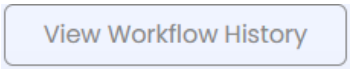


Figure 4-157

- **View Workflow History** – 

Click this button to view workflow history.

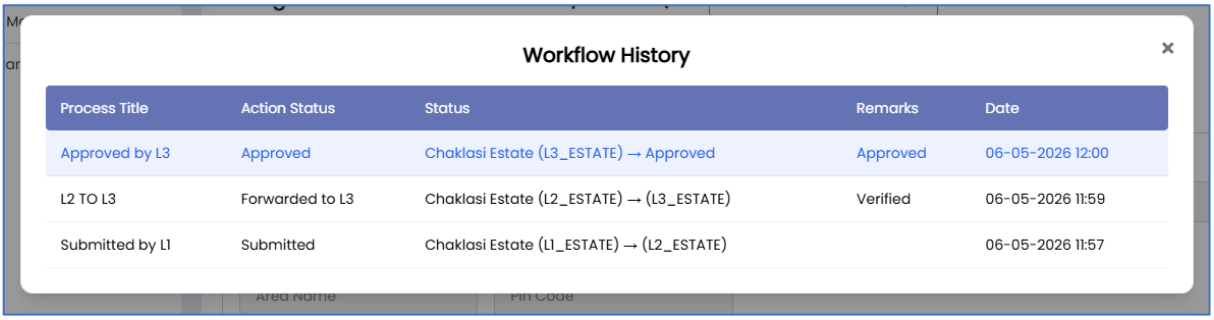


Figure 4-158

4.2.8 Contract Agreement Cancellation

Click on **Estate Management** module from the Dashboard and open the **Contract Agreement Cancellation Master** page to view and manage all contract agreement cancellation records.

Contract Agreement Cancellation Master – Overview

This page displays all submitted contract agreement cancellation records along with their cancellation type, cancellation date, and workflow status. Users can search records, create new cancellation requests, and view submitted records.

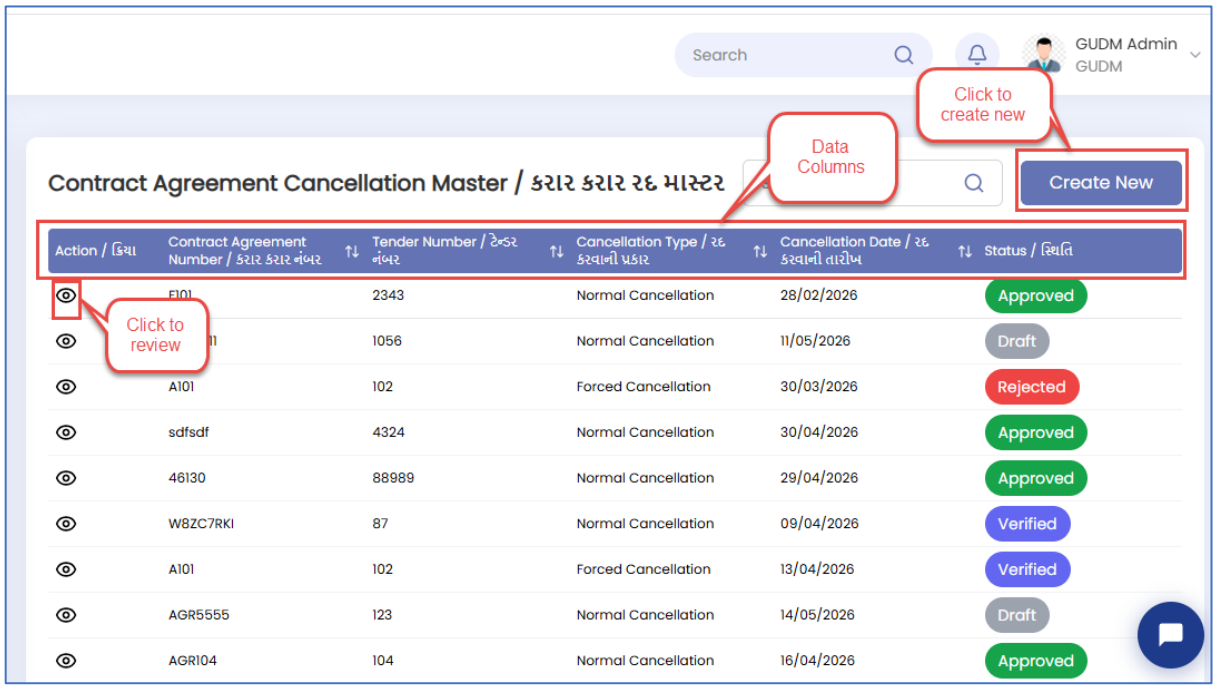


Figure 4-159

Data Columns

- **Action** – Provides the view icon to open and review the cancellation record details.
- **Contract Agreement Number** – Displays the agreement number linked with the cancellation request.
- **Tender Number** – Displays the tender reference number associated with the agreement.
- **Cancellation Type** – Shows the selected cancellation type such as Normal Cancellation or Forced Cancellation.
- **Cancellation Date** – Displays the effective cancellation date entered during submission.
- **Status** – Displays the current workflow status of the cancellation request.

Search Option

- **Search** – Allows users to search and filter cancellation records using keywords or agreement details.

Buttons

- **Create New** – Opens the Contract Agreement Cancellation Form page to create a new cancellation request. (Button)
- **Action**
- **View Icon** – Opens the selected cancellation record in view mode for review and workflow action processing.

Status Indicators

- **Draft** – Indicates the cancellation request is saved but workflow approval is pending.
- **Verified** – Indicates the request has been verified by the verifier level.
- **Approved** – Indicates the cancellation request has been fully approved.
- **Rejected** – Indicates the cancellation request has been rejected during workflow processing.

Tender Search Details

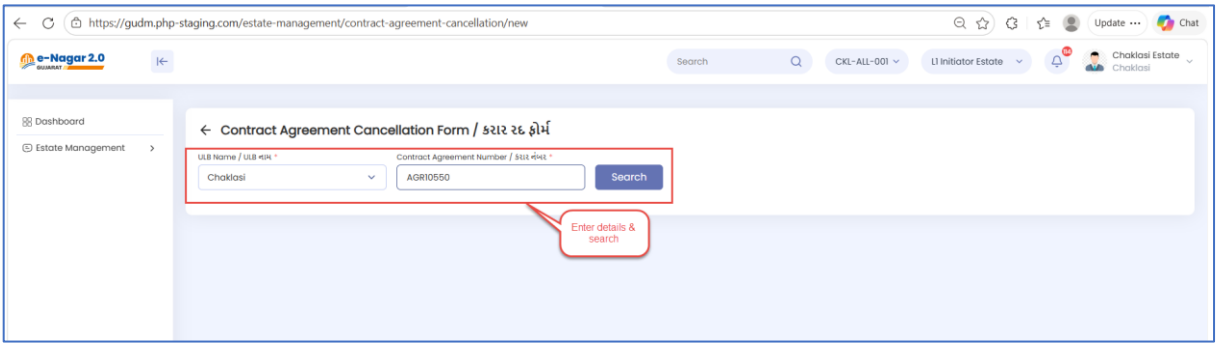


Figure 4-160

- **ULB Name** – Select the ULB for which the agreement cancellation is to be processed. (Dropdown)
- **Contract Agreement Number** – Enter the agreement number to fetch the agreement details. (Text)
- **Search** – Retrieves the agreement details linked with the entered agreement number. (Button)

4.2.8.1 Tender Details

Tender Details – Overview

This section displays the tender information linked with the selected agreement record.

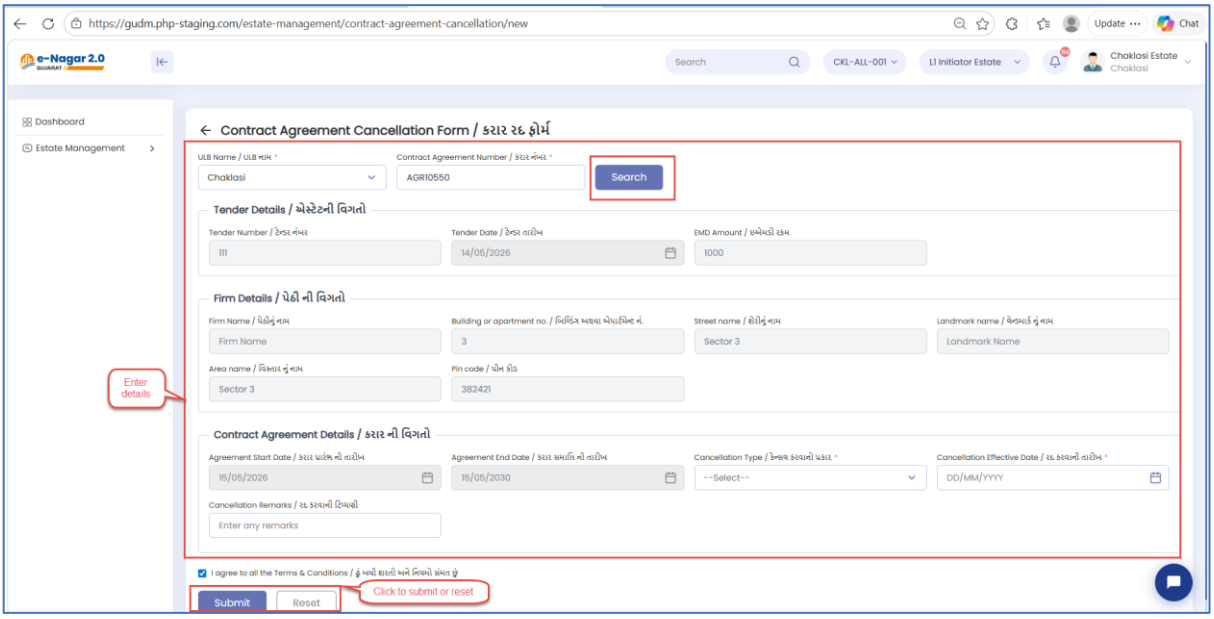


Figure 4-161

- **Tender Number** – Displays the tender reference number. (Text)
- **Tender Date** – Displays the tender date of the agreement. (Date Picker)
- **EMD Amount** – Displays the EMD amount linked with the agreement. (Numeric)

Firm Details

Firm Details – Overview

This section displays the firm and address details associated with the agreement.

- **Firm Name** – Displays the registered firm name. (Text)
- **Building or Apartment No.** – Displays the building or apartment number. (Text)
- **Street Name** – Displays the street name of the firm address. (Text)
- **Landmark Name** – Displays the nearby landmark details. (Text)
- **Area Name** – Displays the area name of the firm address. (Text)
- **Pin Code** – Displays the pin code of the firm location. (Numeric)

Contract Agreement Details

Contract Agreement Details – Overview

This section allows users to enter agreement cancellation details.

- **Agreement Start Date** – Displays the start date of the agreement. (Date Picker)
- **Agreement End Date** – Displays the end date of the agreement. (Date Picker)
- **Cancellation Type** – Select the cancellation type for the agreement. (Dropdown)
- **Cancellation Effective Date** – Select the effective cancellation date. (Date Picker)
- **Cancellation Remarks** – Enter remarks or reason for cancellation. (Text Area)

Buttons

- **Submit** – Submits the contract agreement cancellation request for workflow processing. (Button)
- **Reset** – Clears entered cancellation details from the form. (Button)

4.2.8.1.1 Workflow Levels – Contract Agreement Cancellation

- **L1 – Initiator Estate**
- Searches the agreement record using the Contract Agreement Number.
- Reviews tender and firm details fetched from the agreement.
- Enters cancellation details such as cancellation type, effective date, and remarks.
- Submits the cancellation request for verification.
- Status becomes Pending.

L2 – Verifier Estate

Estate Management → Contract Agreement Cancellation → View

- Reviews the submitted cancellation request in read-only mode.
- Verifies agreement details and cancellation information.
- Reviews cancellation remarks entered by the initiator.
- **Forward –** Sends the cancellation request to L3 with remarks and marks it as Verified.
- **Backward –** Sends the request back to L1 for correction or modification.
- **View Workflow History –** Displays workflow movement details and previous remarks.

L3 – Approver Estate

Estate Management → Contract Agreement Cancellation → View

- Reviews the complete agreement cancellation request.
- Verifies cancellation details and workflow remarks.
- Performs final workflow action on the request.
- **Approve –** 

Finalizes the agreement cancellation and marks the request as Approved.

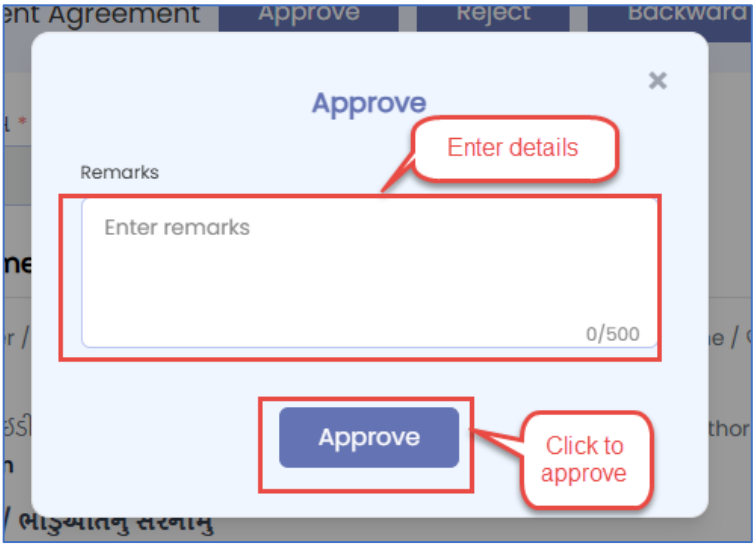
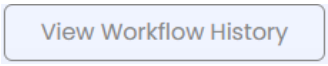


Figure 4-162

- **Reject –** 

Rejects the cancellation request with remarks.
- **Backward to L2 –** 

Sends the request back for re-verification or correction.
- **View Workflow History –** 

Displays complete workflow history and user remarks.

4.2.9 Receipt Reprint

This page allows users to search and download previously generated payment receipts based on agreement and tenant details.

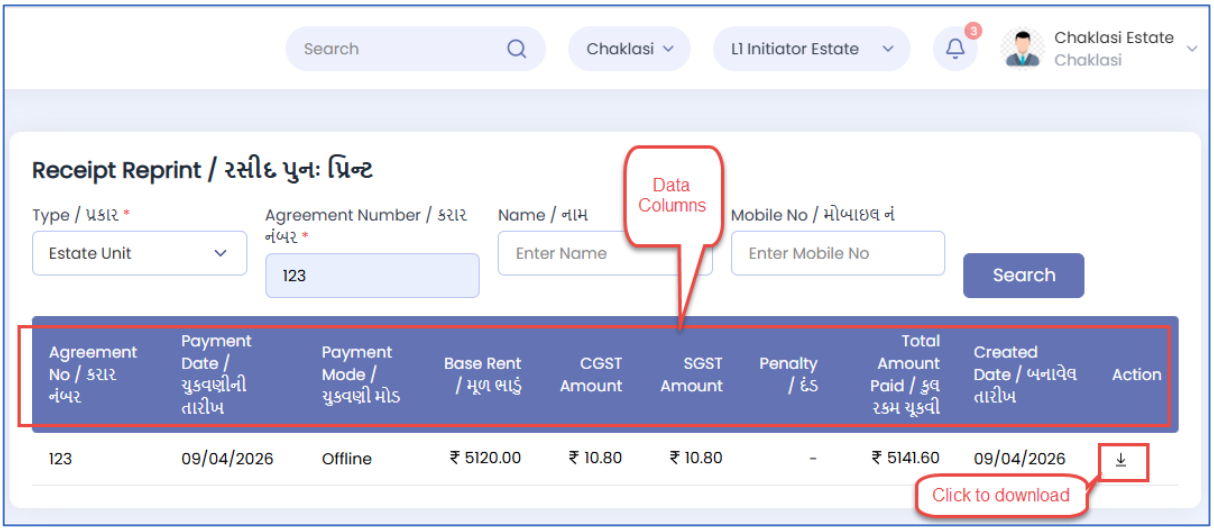


Figure 4-163

Search Section

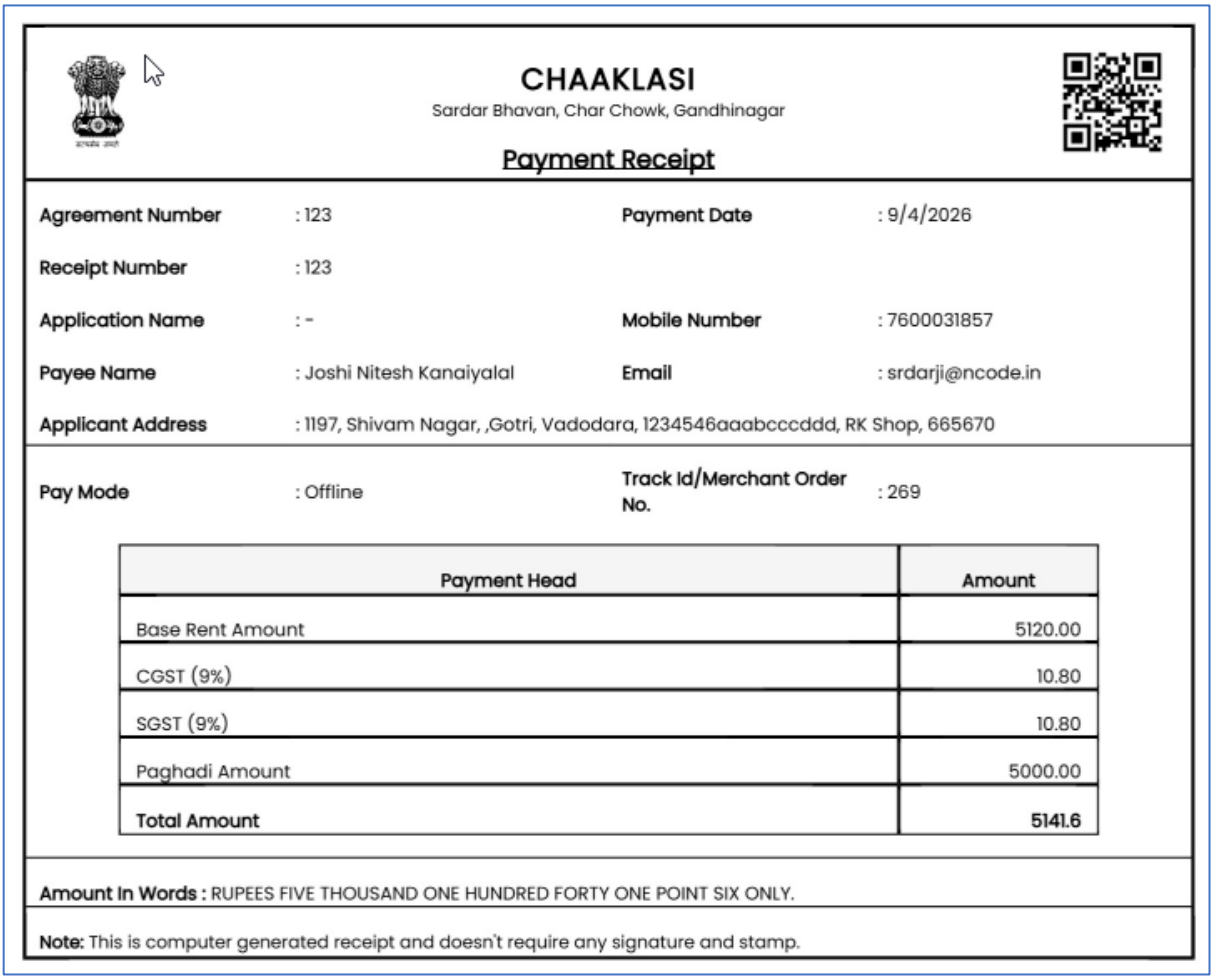
- **Type** – Select the type of record for which the receipt needs to be searched (e.g., Estate Unit). (Dropdown)
- **Agreement Number** – Enter the agreement number to fetch related payment receipts. (Text)
- **Name** – Enter the tenant or applicant name for filtering records. (Text)
- **Mobile No.** – Enter the registered mobile number for additional filtering. (Text)
- **Search** – Retrieves the receipt details based on entered criteria. (Button)

Receipt Details Table

Displays the list of available receipts after performing the search.

- **Agreement No.** – Shows the agreement number linked to the payment. (Text)
- **Payment Date** – Displays the date on which payment was made. (Date)
- **Payment Mode** – Indicates the mode of payment (e.g., Online/Offline). (Text)
- **Base Rent** – Shows the base rent amount. (Amount)
- **CGST Amount** – Displays the CGST applied on the rent. (Amount)
- **SGST Amount** – Displays the SGST applied on the rent. (Amount)
- **Penalty** – Shows any penalty amount applied, if applicable. (Amount)

- **Total Amount** – Displays the total paid amount including taxes and penalty. (Amount)
- **Created Date** – Shows the date when the receipt was generated. (Date)
- **Action** – Click the ⬇ download icon to download or reprint the receipt. (Icon)



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Payment Receipt

Agreement Number	: 123	**Payment Date**	: 9/4/2026
Receipt Number	: 123		
Application Name	: -	**Mobile Number**	: 7600031857
Payee Name	: Joshi Nitesh Kanaiyalal	**Email**	: srdarji@ncode.in
Applicant Address	: 1197, Shivam Nagar, ,Gotri, Vadodara, 1234546aaabcccddd, RK Shop, 665670		
Pay Mode	: Offline	**Track Id/Merchant Order No.**	: 269

Payment Head	Amount
Base Rent Amount	5120.00
CGST (9%)	10.80
SGST (9%)	10.80
Paghadi Amount	5000.00
Total Amount	**5141.6**

Amount In Words : RUPEES FIVE THOUSAND ONE HUNDRED FORTY ONE POINT SIX ONLY.

Note: This is computer generated receipt and doesn't require any signature and stamp.

Figure 4-164

Process Flow

1. Select the **Type** and enter the **Agreement Number** or other details.
2. Click on **Search** to view available receipts.
3. Review the displayed receipt details in the table.
4. Click on the **Download icon** under Action to download or reprint the receipt.

4.2.10Renew Rent Agreement

This module allows users to create, manage, and process renewal of existing rent agreements along with workflow approval.

Renew Rent Agreement List

Click on **Estate Management → Renew Rent Agreement** module from the Dashboard to view the list of all renewal records.

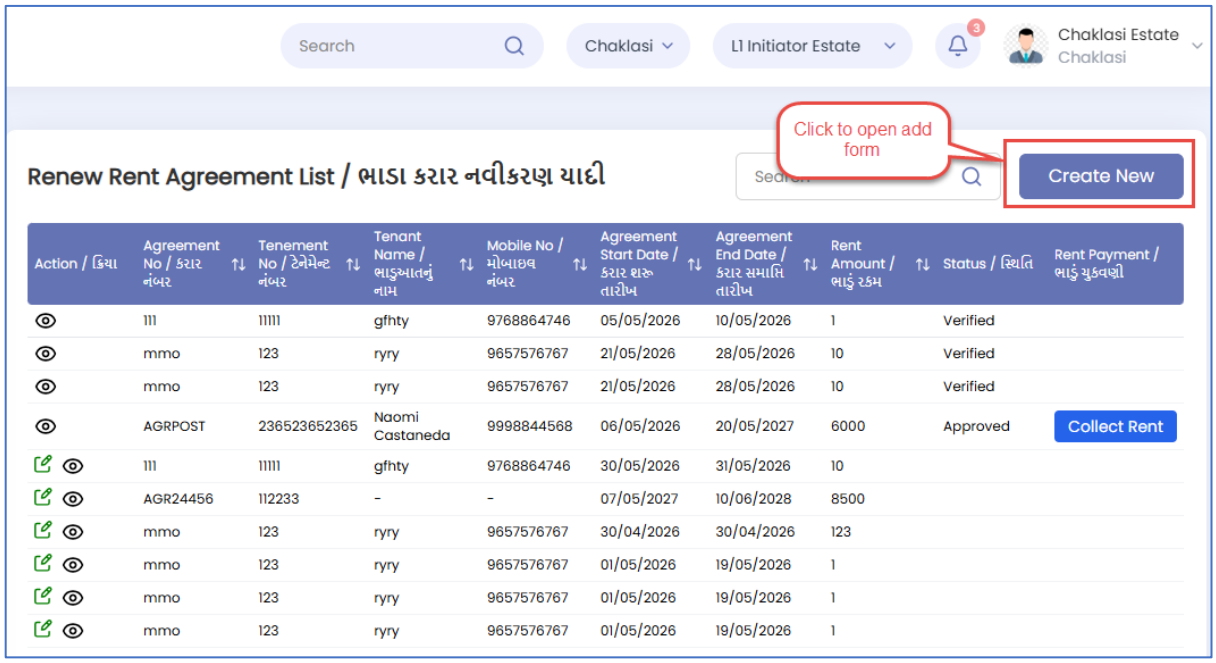
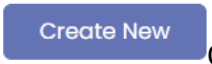


Figure 4-165

- **Create New** – 

Opens the New Renew Rent Agreement form to initiate a new renewal entry. (Button)
- **Search** – Allows users to search records from the list. (Button)
- **View (Eye Icon)** – Opens the selected record in view mode. (Icon)
- **Edit (Pencil Icon)** – Allows modification of renewal details before submission. (Icon)
- **Collect Rent** – Redirects to rent collection for approved agreements. (Button)

Table Columns:

- **Agreement No.** – Displays the agreement number. (Text)
- **Tenement No.** – Shows the tenement number. (Text)
- **Tenant Name** – Displays tenant name. (Text)
- **Mobile No.** – Shows tenant mobile number. (Text)
- **Agreement Start Date** – Displays agreement start date. (Date)

- **Agreement End Date** – Displays agreement end date. (Date)
- **Rent Amount** – Shows rent amount. (Amount)
- **Status** – Displays current workflow status (Pending, Submitted, Verified, Approved). (Status)
- **Rent Payment** – Shows rent collection option/status. (Text/Button)

4.2.10.1 New Renew Rent Agreement

Click on **Create New** button to open the renewal form.

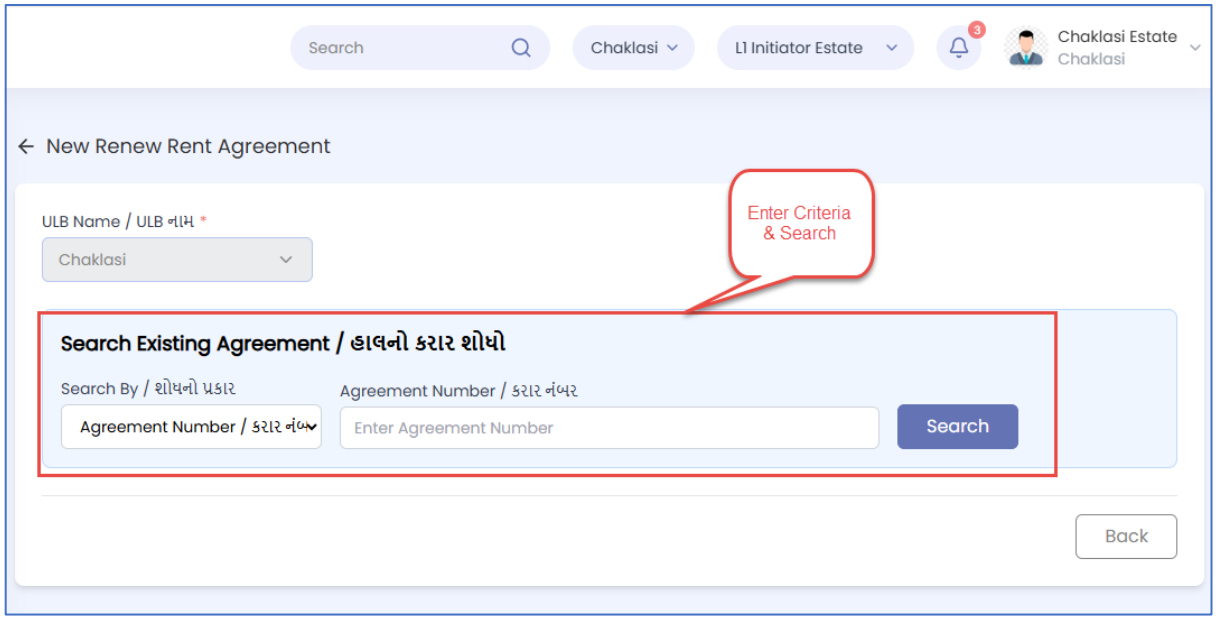


Figure 4-166

- Search Existing Agreement
- ULB Name – Displays the selected ULB. (Dropdown)
- Search By – Select criteria to search existing agreement. (Dropdown)
- Agreement Number – Enter agreement number to fetch details. (Text)
- Search – Retrieves agreement details. (Button)
- Reset – Clears entered values. (Button)

Existing Agreement Details

This section displays previously saved agreement information in read-only mode.

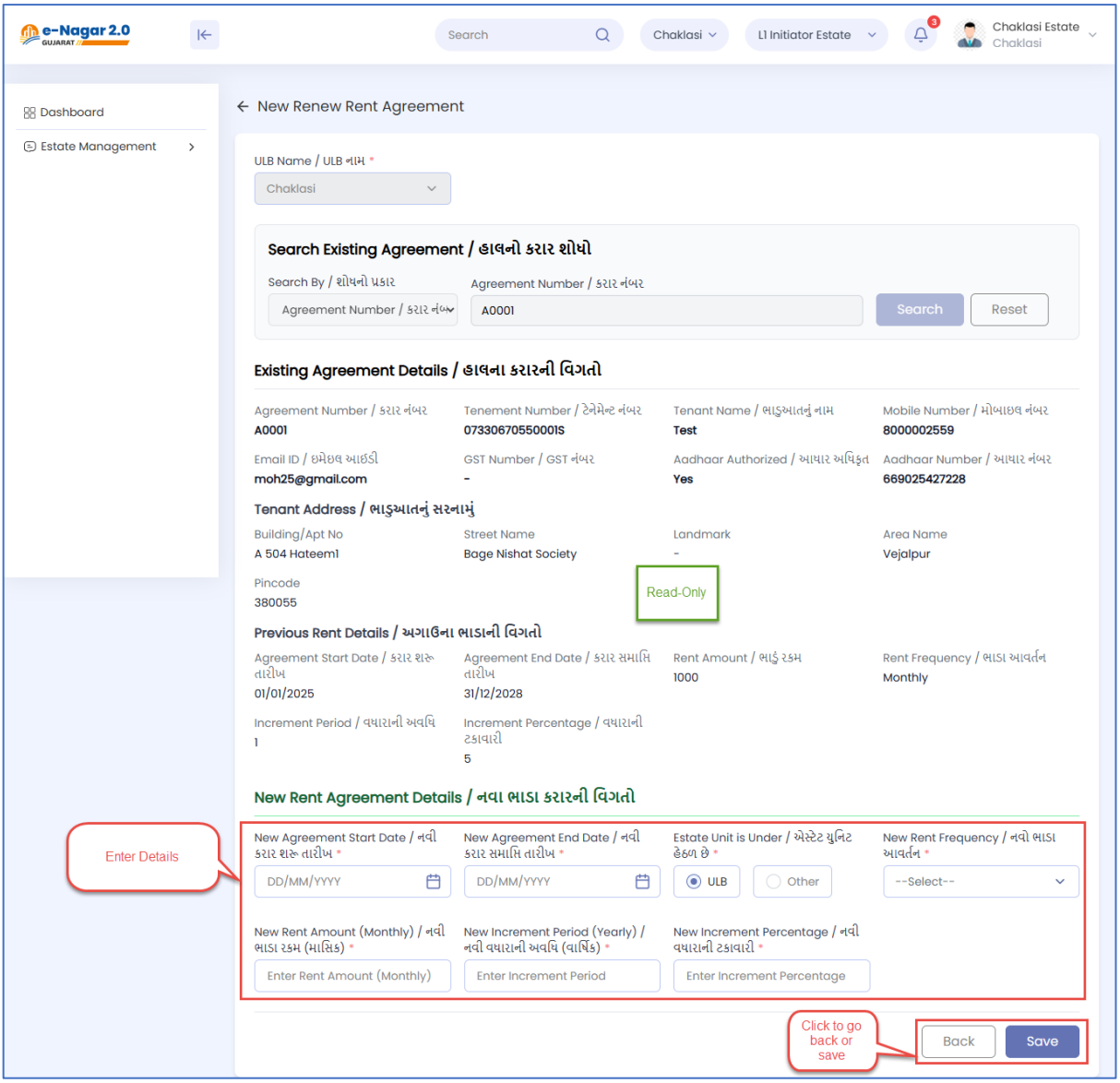
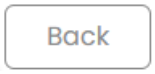


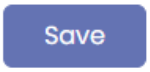
Figure 4-167

- Agreement Number, Tenement Number, Tenant Name, Mobile Number – Shows basic agreement details.
- Email ID, Aadhaar Details, GST Number – Displays tenant identification details.
- Tenant Address – Shows address information.
- Previous Rent Details – Displays previous agreement period, rent amount, increment details.

New Rent Agreement Details

This section allows entering updated renewal details.

- **New Agreement Start Date** – Enter new agreement start date. (Date)
- **New Agreement End Date** – Enter new agreement end date. (Date)
- **Estate Unit is Under** – Select whether the unit belongs to ULB or other category. (Option)
- **New Rent Frequency** – Select rent frequency (e.g., Monthly). (Dropdown)
- **New Rent Amount (Monthly)** – Enter revised rent amount. (Amount)
- **New Increment Period (Yearly)** – Enter increment period. (Numeric)
- **New Increment Percentage** – Enter increment percentage. (Numeric)
- **Back** – 

Returns to previous screen. (Button)
- **Save** – 

Saves the renewal details. (Button)

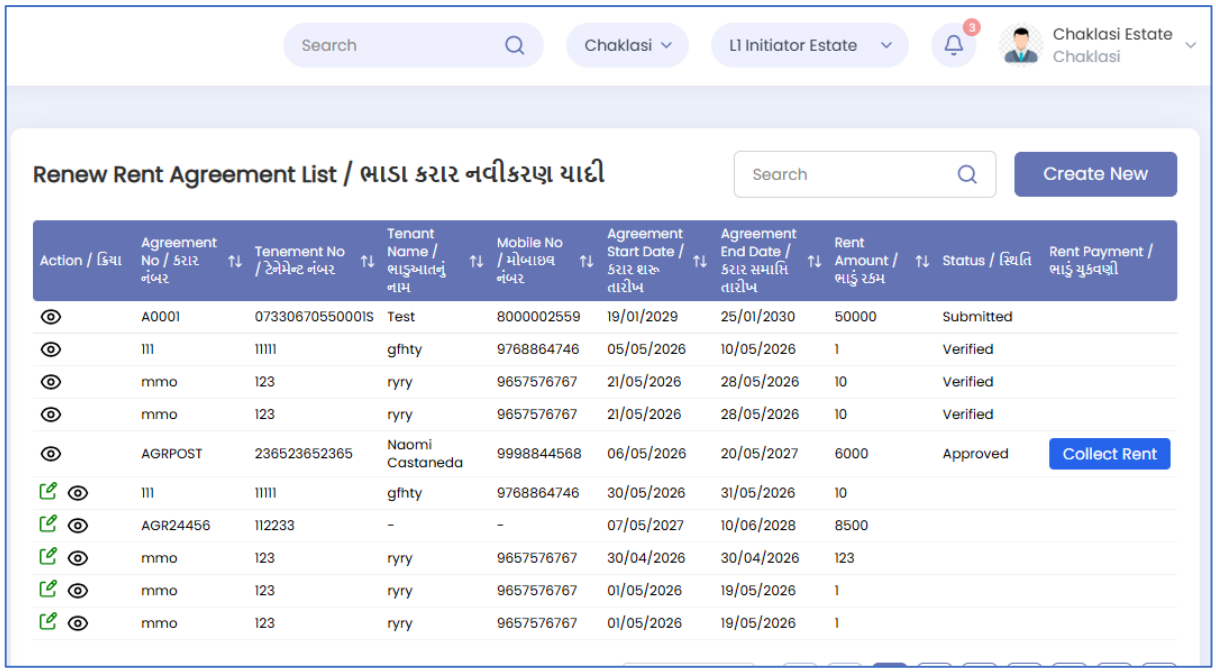


Figure 4-168

Workflow Actions (L1 / L2 / L3 Levels)

- L1 Initiator
- Creates and saves renewal record.
- Submits the application to next level.

L2 Verifier

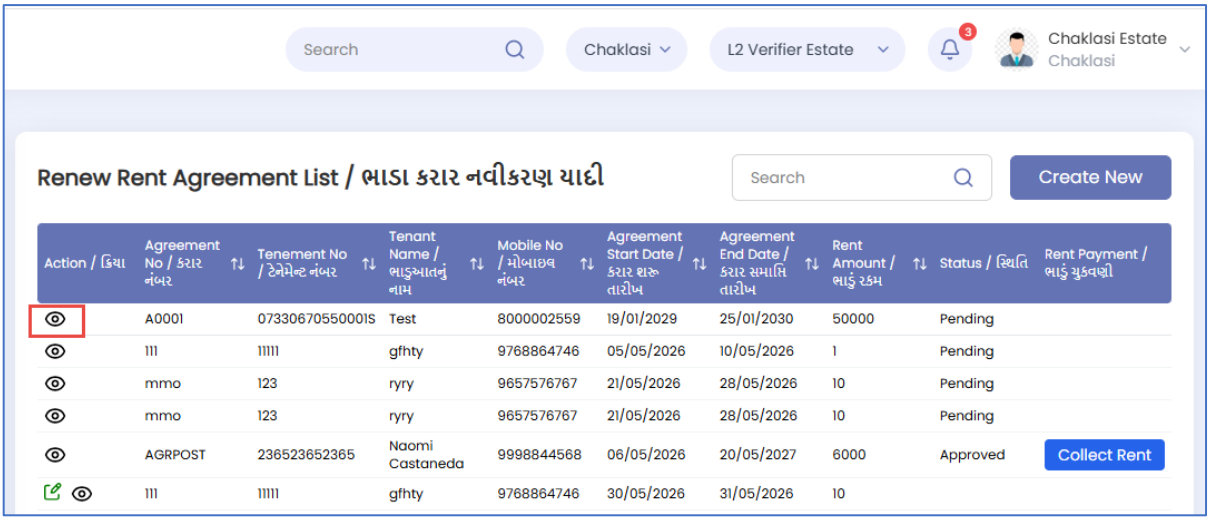


Figure 4-169

- Review the details.

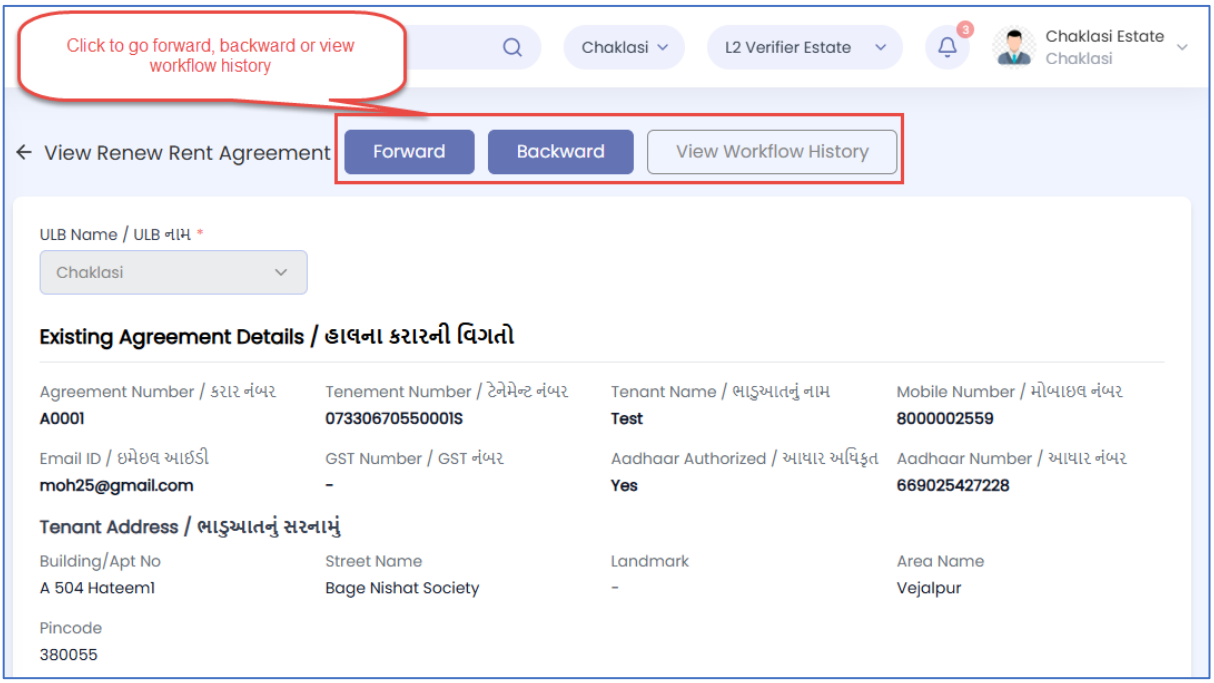
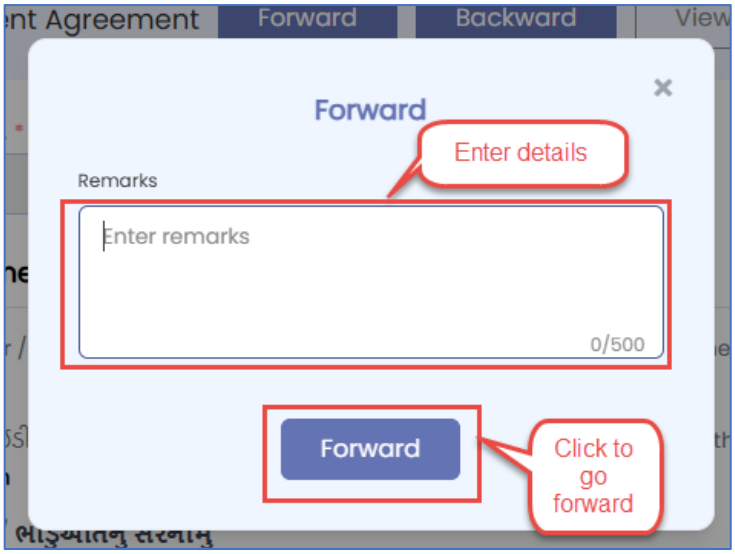


Figure 4-170



- **Forward** – Sends application to L3 for approval.
- **Backward** – Sends back to L1 for correction.

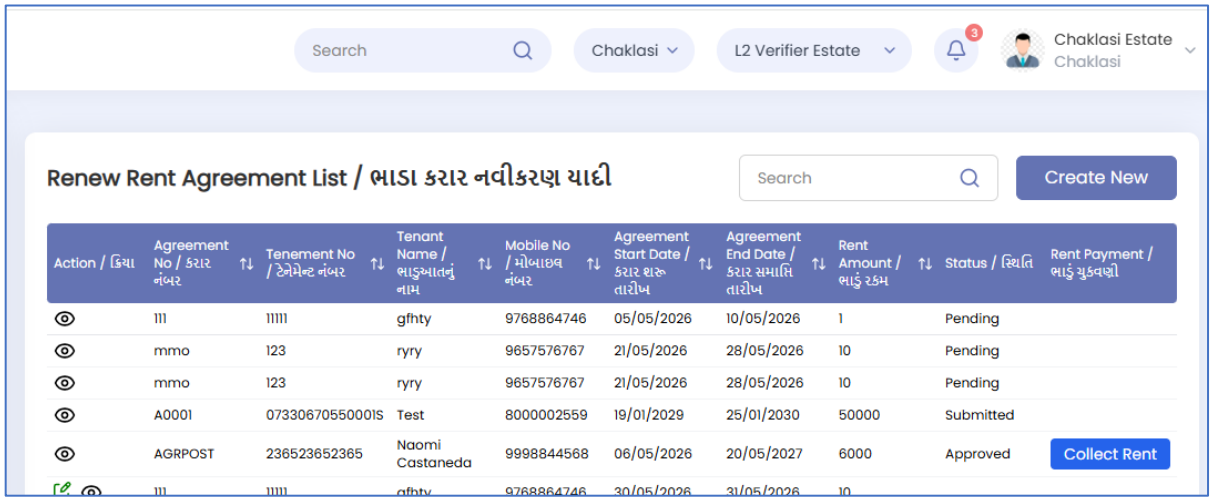


Figure 4-171

- **View Workflow History** – Displays complete action history.

L3 Approver

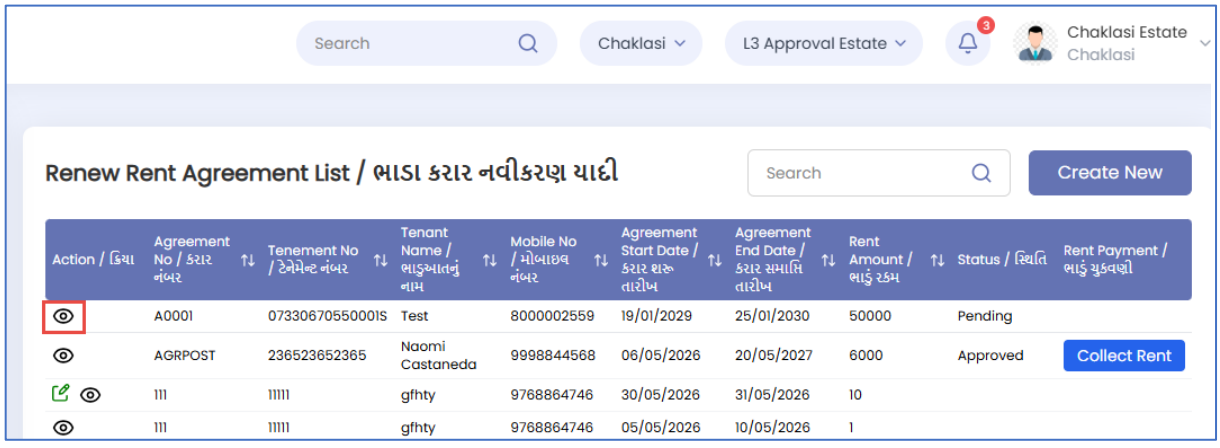


Figure 4-172

- Review the details.

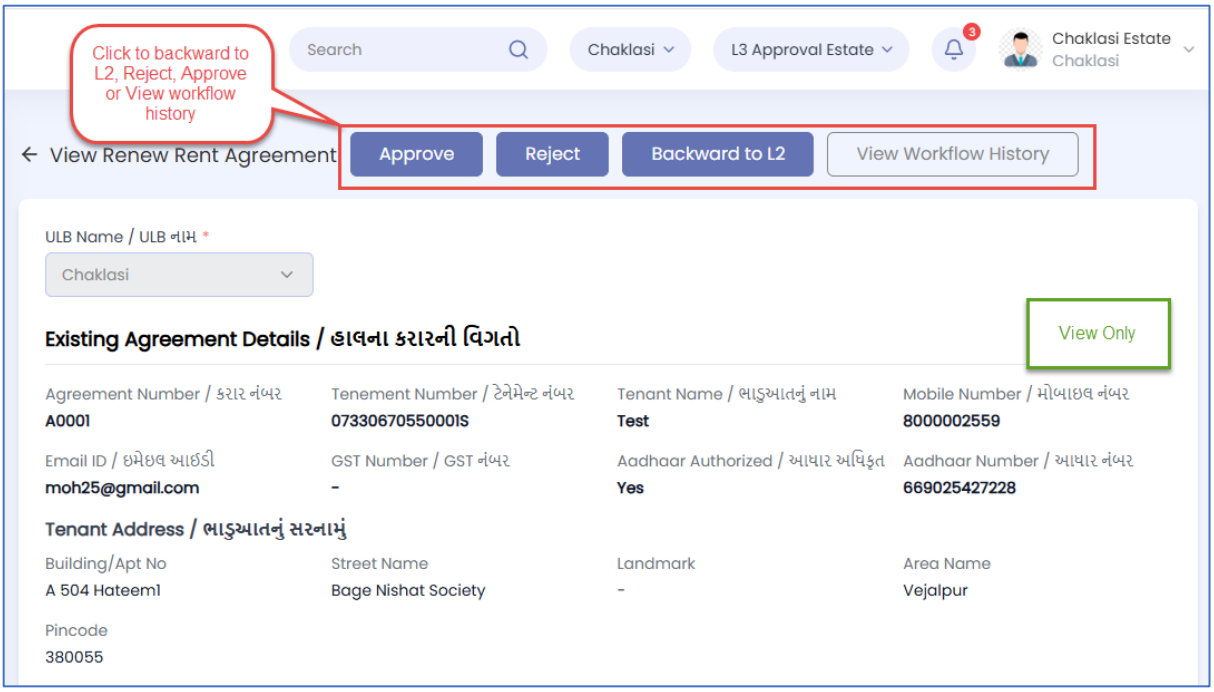


Figure 4-173

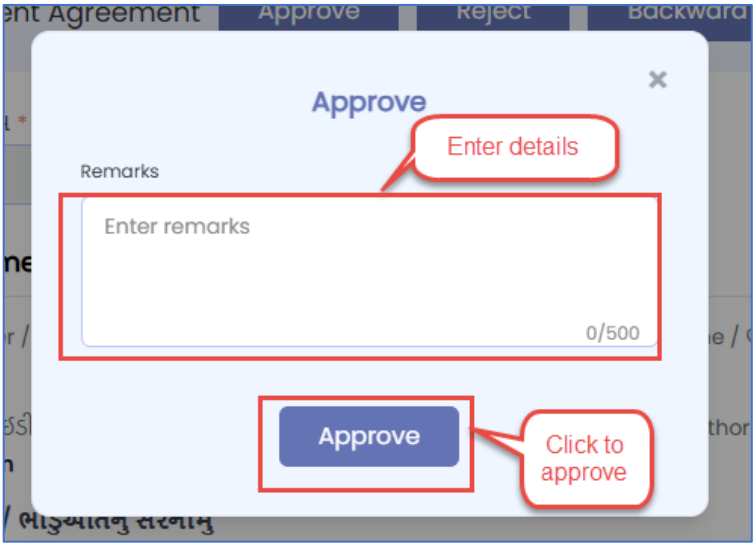


Figure 4-174

- **Approve** – Approves the renewal request.
- **Reject** – Rejects the request.
- **Backward to L2** – Sends back for re-verification.

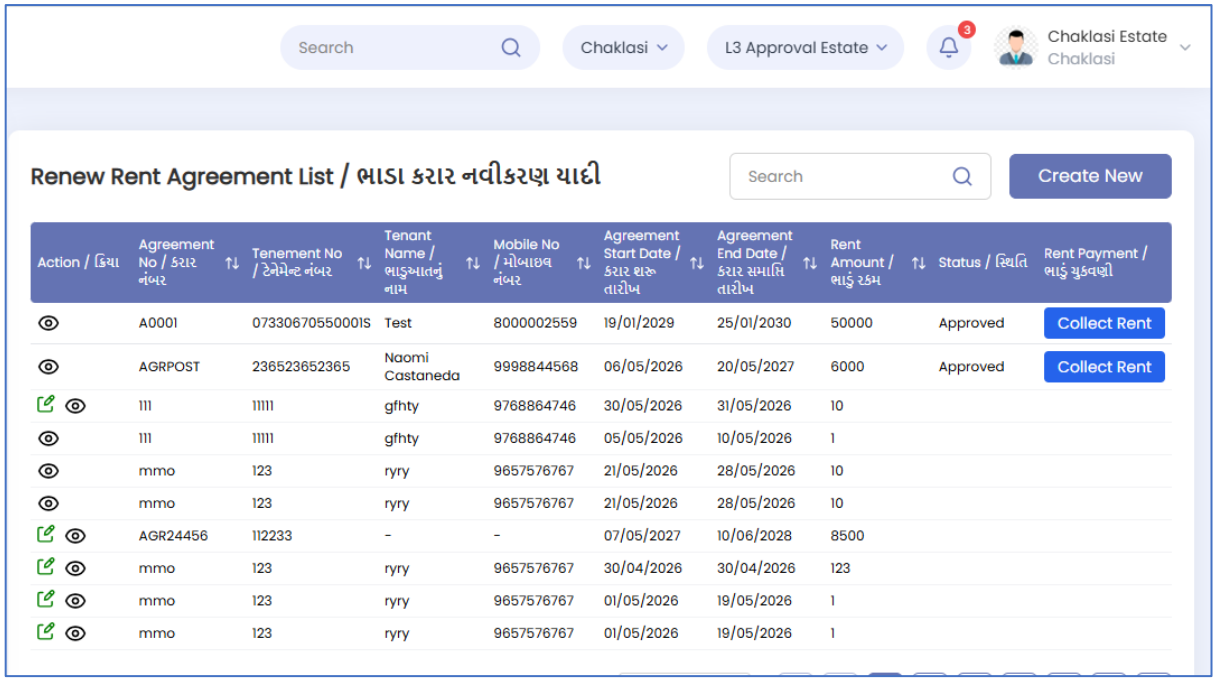
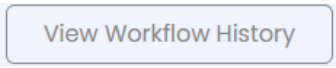


Figure 4-175

- **View Workflow History** – 

Displays approval trail.

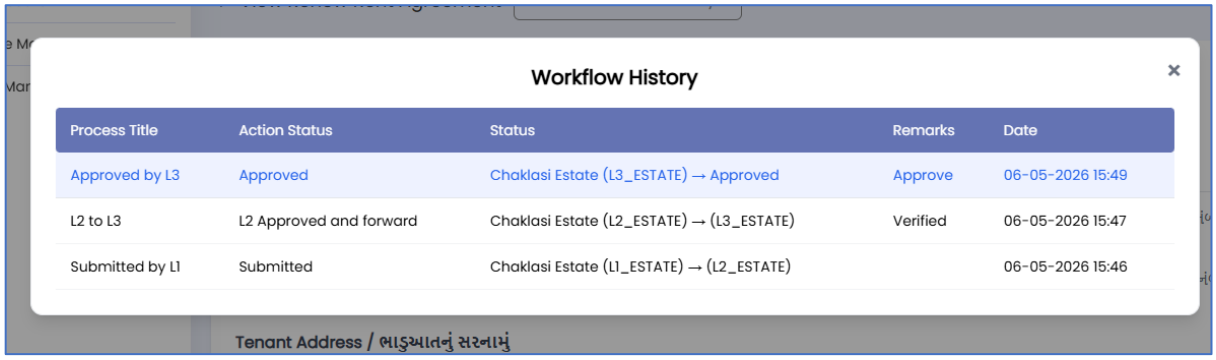


Figure 4-176

4.2.11 Receipt Cancellation

This module allows users to cancel rent receipts either instantly (within 24 hours) or through a workflow approval process (L1 → L3).

Receipt Cancellation List

Click on **Estate Management → Receipt Cancellation** module from the Dashboard to view all cancellation requests.

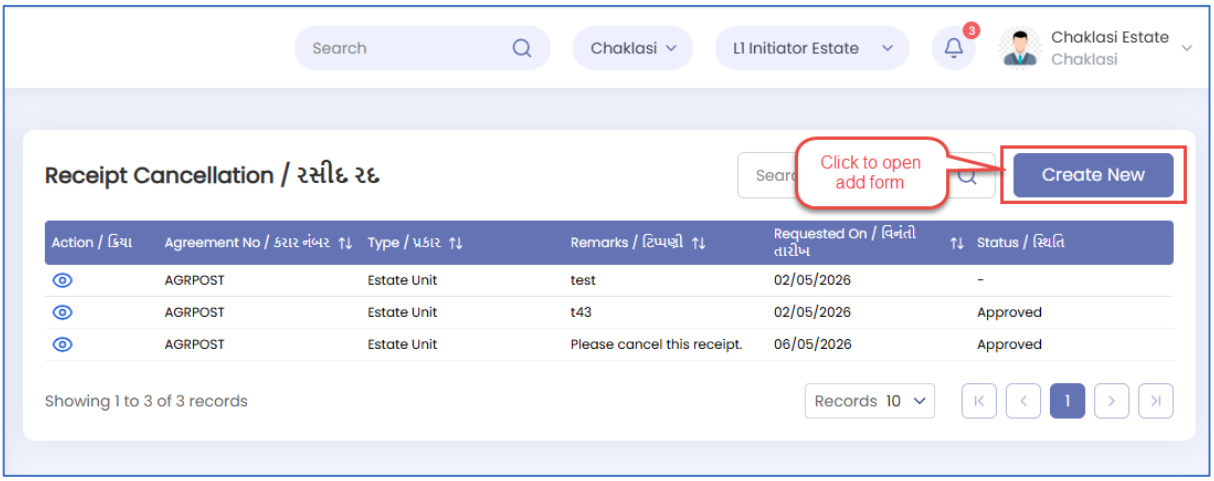


Figure 4-177

- **Create New** – Opens the New Receipt Cancellation form to initiate a new cancellation request. (Button)
- **Search** – Allows users to search existing cancellation records. (Button)
- **View (Eye Icon)** – Opens the selected cancellation record in view mode. (Icon)

Table Columns:

- **Agreement No.** – Displays agreement number. (Text)
- **Type** – Shows type of receipt (e.g., Estate Unit). (Text)
- **Remarks** – Displays cancellation remarks entered by user. (Text)
- **Requested On** – Shows date of cancellation request. (Date)
- **Status** – Displays current status (Approved / Pending). (Status)

New Receipt Cancellation

Click on **Create New** button to open the cancellation form.

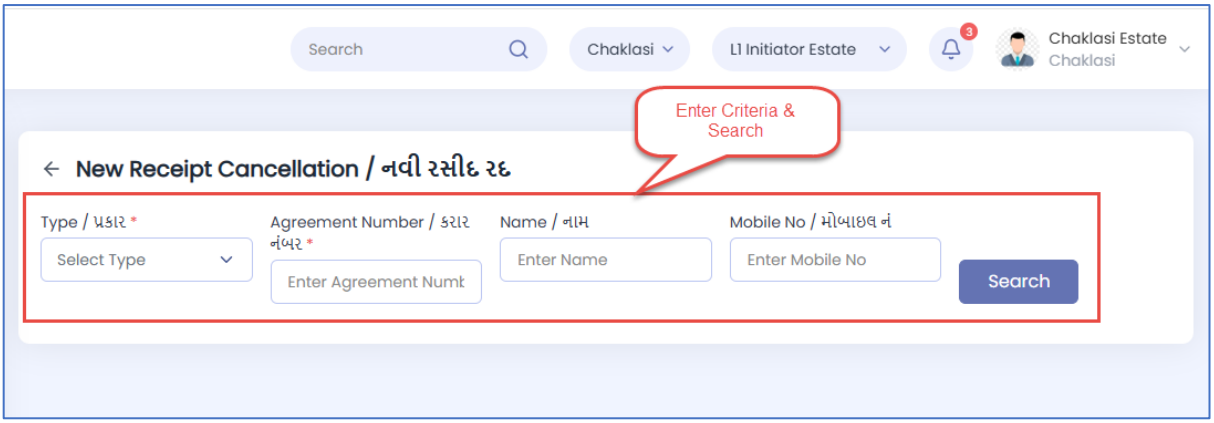


Figure 4-178

Search Receipt

- **Type** – Select receipt type. (Dropdown)
- **Agreement Number** – Enter agreement number to fetch receipts. (Text)
- **Name** – Enter tenant name (optional for filtering). (Text)
- **Mobile No.** – Enter mobile number (optional for filtering). (Text)
- **Search** – Retrieves receipt details. (Button)

Receipt Details

After searching, the system displays all receipts linked to the agreement.

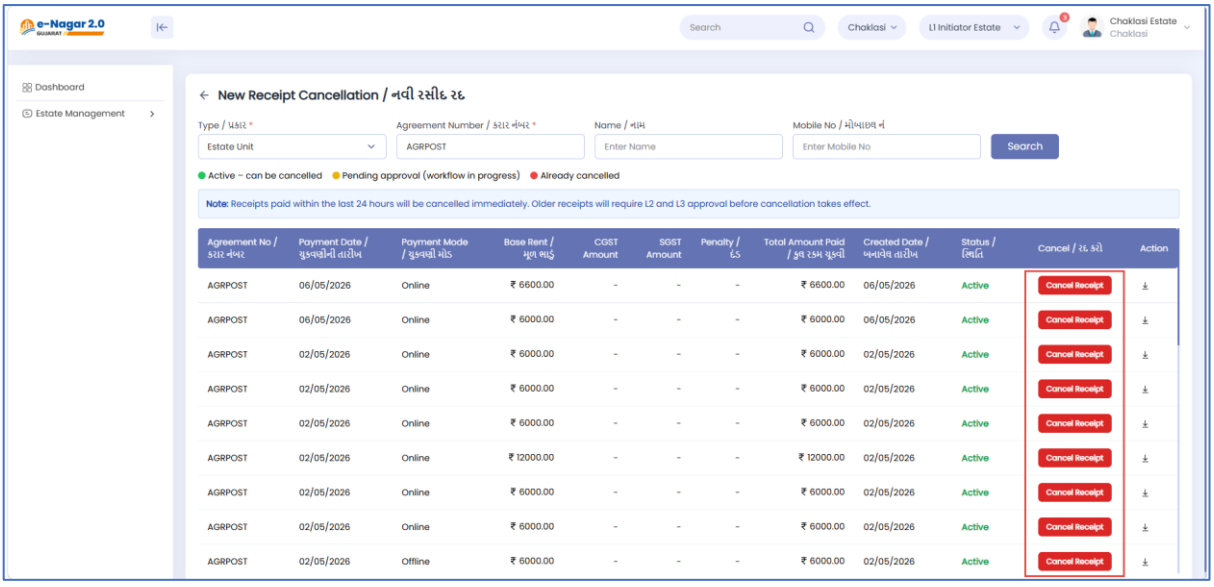


Figure 4-179

- **Agreement No.** – Displays agreement number.
- **Payment Date** – Shows payment date of receipt.
- **Payment Mode** – Displays mode (Online/Offline).

- **Base Rent, CGST, SGST, Penalty** – Displays payment breakdown.
- **Total Amount Paid** – Shows total paid amount.
- **Created Date** – Displays receipt creation date.
- **Status** – Indicates receipt status:
    - **Active** – Can be cancelled
    - **Pending** – Cancellation under process
    - **Cancelled** – Already cancelled
- **Cancel Receipt** – Initiates cancellation process. (Button)
- **Action** – Click to download receipt.

Cancellation Rules

- Receipts **within 24 hours** of payment are cancelled **immediately**.
- Receipts **older than 24 hours** require **workflow approval (L1 → L3)**.

Confirm Cancellation Popup

If receipt is new, less than 24 hours

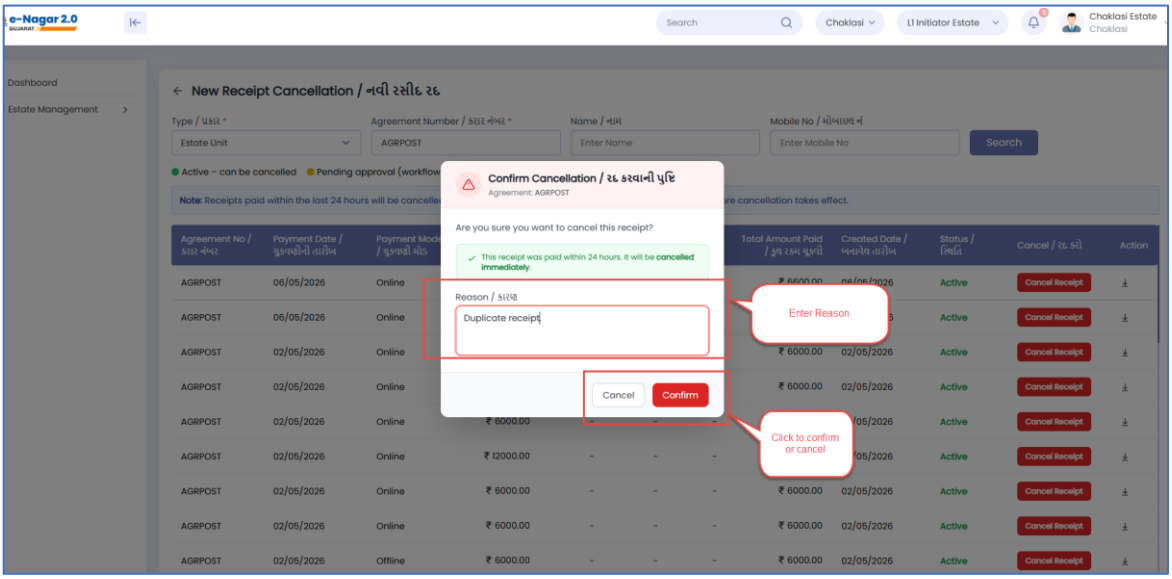


Figure 4-180

If receipt is old, more than 24 hours

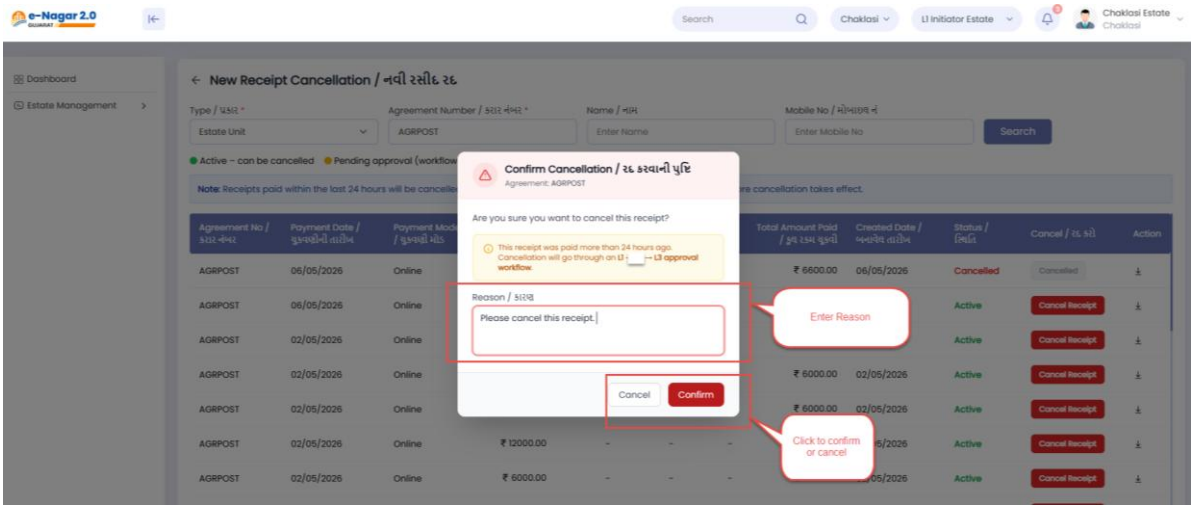


Figure 4-181

- **Reason** – Enter reason for cancellation. (Text Area)
- **Cancel** – Closes the popup without action. (Button)
- **Confirm** – Proceeds with cancellation. (Button)

System Behaviour:

- If receipt is within 24 hours → Status changes to **Cancelled instantly**.
- If receipt is older than 24 hours → Request moves to workflow for approval.

Workflow (For Receipts Older than 24Hrs)

L1 Initiator

- Initiates cancellation request with reason.
- Status becomes Pending.

L3 Approver

- Approves or rejects the cancellation request.

Process Flow

1. Click **Create New**.
2. Search receipt using agreement details.
3. Select receipt and click **Cancel Receipt**.
4. Enter reason and click **Confirm**.
5. If within 24 hours → receipt is cancelled instantly.
6. If older → request moves through L1 → L3 workflow.
7. Final status updates as **Cancelled** after approval.

4.2.12Vechan Name Transfer

Click on Estate Management → Transaction → Vechan Name Transfer module from the Dashboard to transfer an existing agreement from one tenant/firm to another tenant/firm through the approval workflow process.

Agreement Name Transfer List Page

The Agreement Name Transfer List page displays all created transfer applications along with their agreement details, transfer fee status, rent payment status, and workflow status.

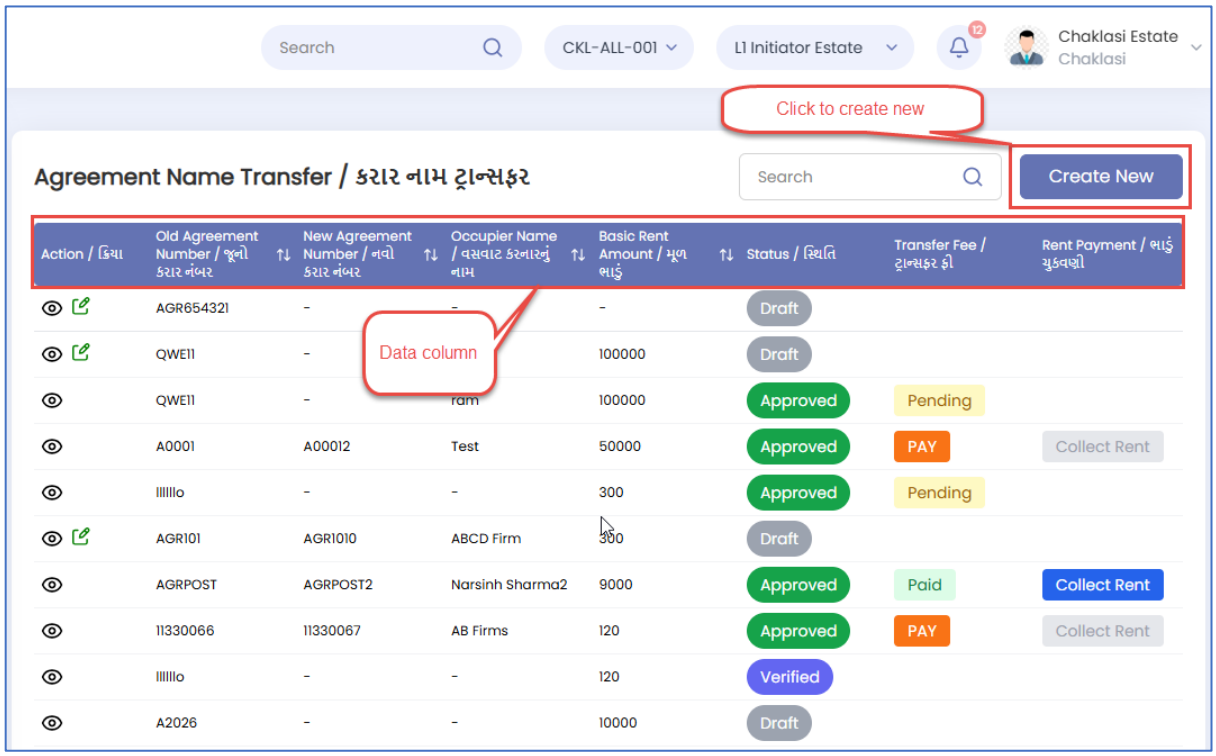


Figure 4-182

Buttons

- Create New – Opens the Agreement Name Transfer entry page to create a new transfer request.
- View (Eye Icon) – Opens the selected transfer application in view mode.
- Edit (Pencil Icon) – Opens the draft record for modification.

Columns

- Old Agreement Number – Displays the existing agreement number.
- New Agreement Number – Displays the newly generated agreement number after transfer.
- Occupier Name – Displays the tenant/firm name linked with the transfer.

- Basic Rent Amount – Displays the monthly rent amount.
- Status – Displays workflow status such as Draft, Verified, or Approved.
- Transfer Fee – Displays transfer fee payment status.
- Rent Payment – Displays rent collection status.

Agreement Name Transfer Entry Process

4.2.12.1 Basic Estate Information

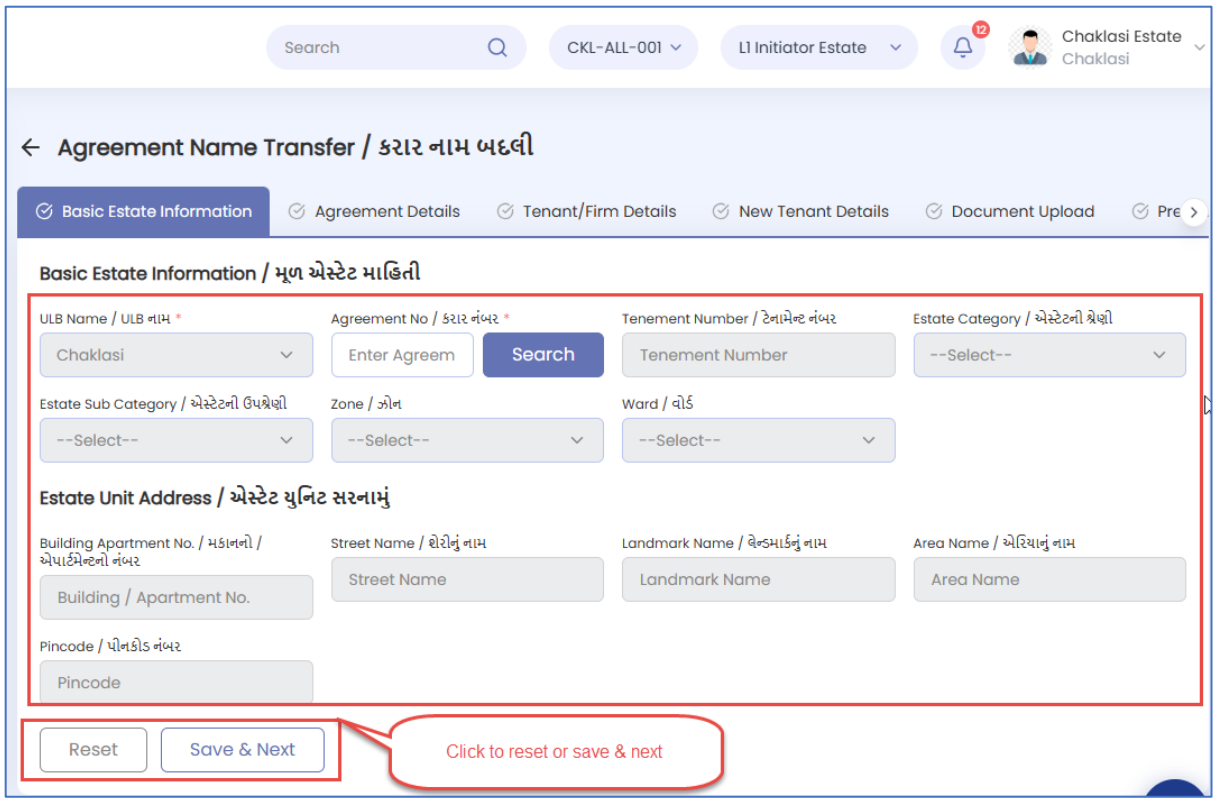


Figure 4-183

The Basic Estate Information page is used to search and fetch existing estate and agreement details for transfer processing.

Fields

- ULB Name – Select the ULB for the transfer process. (Dropdown)
- Agreement No – Enter the existing agreement number. (Text)
- Search – Fetches agreement and estate details based on the entered agreement number. (Button)
- Tenement Number – Displays the linked tenement number. (Text)
- Estate Category – Select the estate category. (Dropdown)
- Estate Sub Category – Select the estate sub-category. (Dropdown)

- Zone – Select the estate zone. (Dropdown)
- Ward – Select the ward details. (Dropdown)
- Building Apartment No. – Displays building/apartment information. (Text)
- Street Name – Displays street details. (Text)
- Landmark Name – Displays landmark details. (Text)
- Area Name – Displays area information. (Text)
- Pincode – Displays area pincode. (Numeric)

Buttons 

- Reset – Clears entered details from the page.
- Save & Next – Saves the details and opens the Agreement Details page.

4.2.12.2 Agreement Details

The Agreement Details page is used to define rent agreement duration, rent frequency, increment details, and applicable transfer fee details.

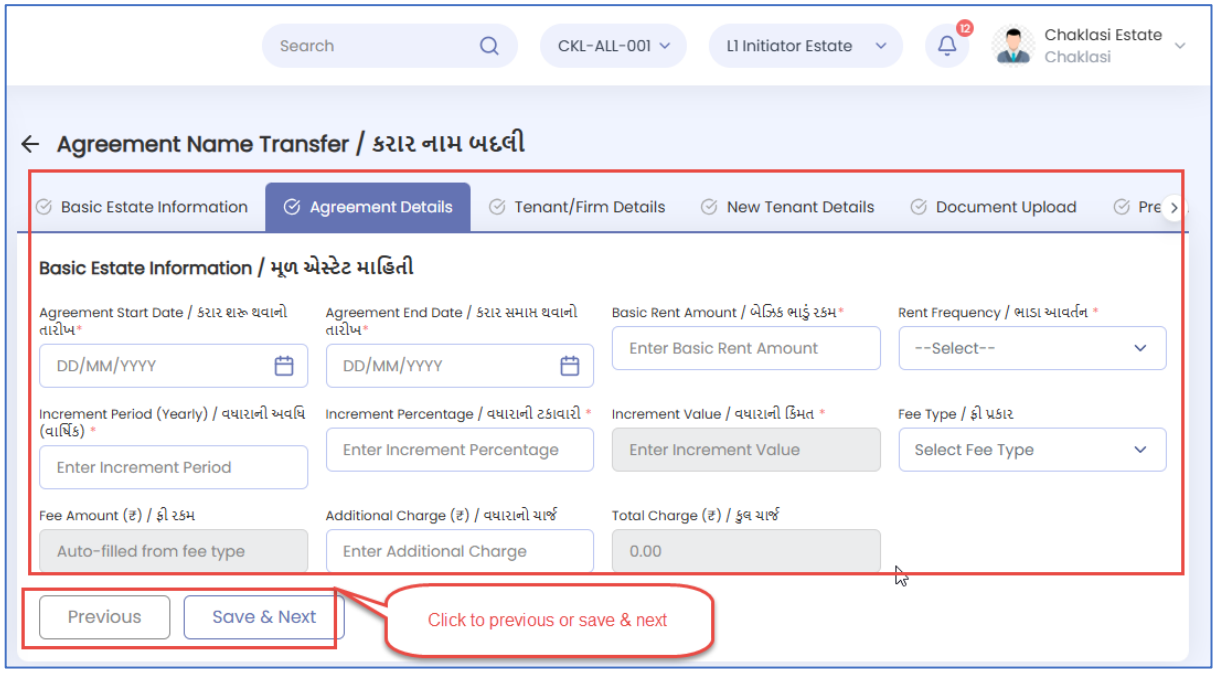


Figure 4-184

Fields

- Agreement Start Date – Select the new agreement start date. (Date Picker)
- Agreement End Date – Select the agreement end date. (Date Picker)
- Basic Rent Amount – Enter the monthly rent amount. (Numeric)

- Rent Frequency – Select the rent payment frequency. (Dropdown)
- Increment Period (Yearly) – Enter yearly increment period. (Numeric)
- Increment Percentage – Enter percentage of yearly increment. (Numeric)
- Increment Value – Displays calculated increment value. (Numeric)
- Fee Type – Select applicable transfer fee type. (Dropdown)
- Fee Amount (₹) – Displays fee amount based on selected fee type. (Numeric)
- Additional Charge (₹) – Enter additional applicable charges. (Numeric)
- Total Charge (₹) – Displays total payable charge amount. (Numeric)

Buttons 

- Previous – Opens the previous page.
- Save & Next – Saves details and opens the Tenant/Firm Details page.

4.2.12.3 Tenant/Firm Details

The Tenant/Firm Details page is used to view or enter details of the existing tenant or firm associated with the agreement.

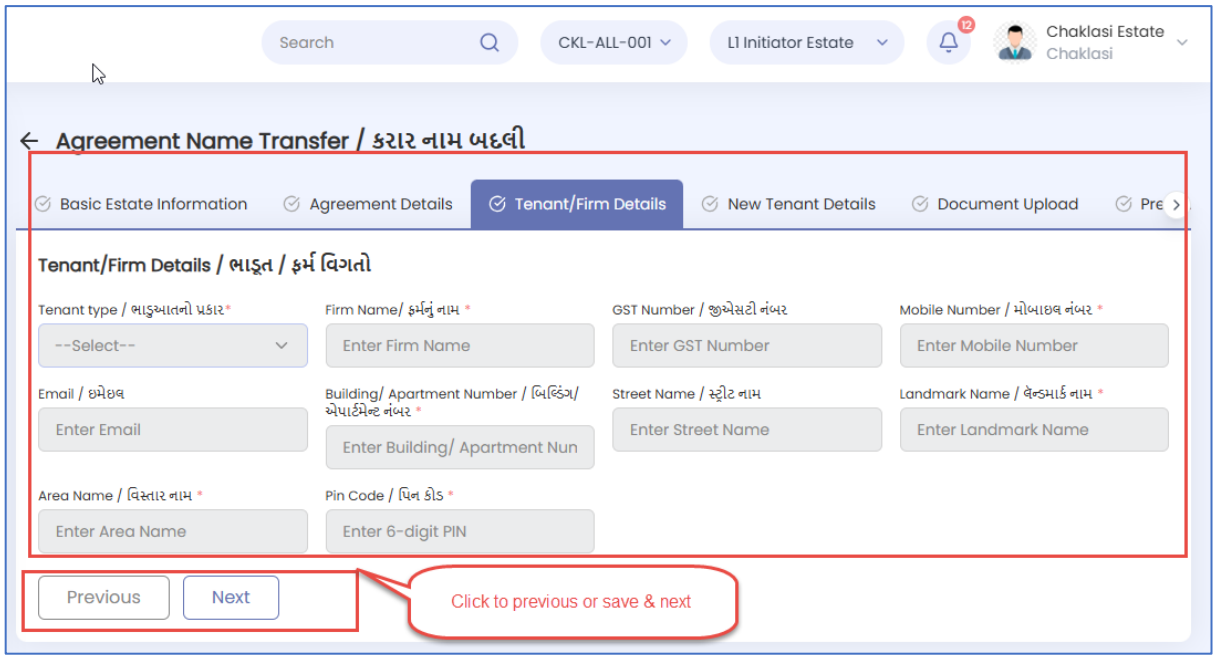


Figure 4-185

Fields

- Tenant Type – Select tenant type. (Dropdown)
- Firm Name – Enter firm or tenant name. (Text)

- GST Number – Enter GST number details. (Text)
- Mobile Number – Enter contact mobile number. (Numeric)
- Email – Enter email address details. (Text)
- Building/Apartment Number – Enter building or apartment details. (Text)
- Street Name – Enter street details. (Text)
- Landmark Name – Enter landmark details. (Text)
- Area Name – Enter area information. (Text)
- Pin Code – Enter 6-digit area pincode. (Numeric)

Buttons 

- Previous – Opens the previous page.
- Next – Saves details and opens the New Tenant Details page.

4.2.12.4 New Tenant Details

The New Tenant Details page is used to capture information of the new tenant or firm to whom the agreement will be transferred.

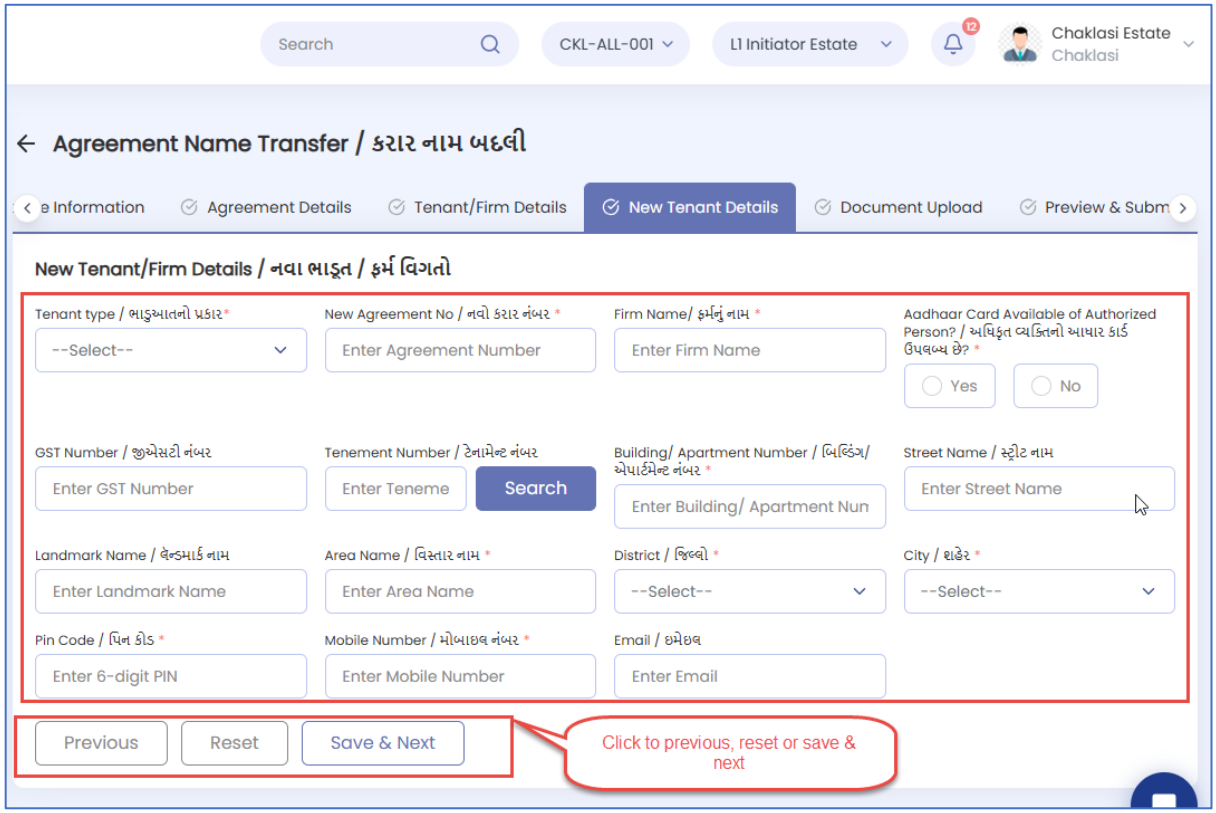


Figure 4-186

Fields

- Tenant Type – Select the new tenant type. (Dropdown)
- New Agreement No – Enter the new agreement number. (Text)
- Firm Name – Enter new tenant or firm name. (Text)
- Aadhaar Card Available of Authorized Person – Select whether Aadhaar is available. (Radio Button)
- GST Number – Enter GST number. (Text)
- Tenement Number – Enter tenement number. (Text)
- Search – Fetches linked estate details. (Button)
- Building/Apartment Number – Enter building details. (Text)
- Street Name – Enter street details. (Text)
- Landmark Name – Enter landmark details. (Text)
- Area Name – Enter area information. (Text)
- District – Select district details. (Dropdown)
- City – Select city details. (Dropdown)
- Pin Code – Enter area pincode. (Numeric)
- Mobile Number – Enter mobile number details. (Numeric)
- Email – Enter email address. (Text)

Buttons 

- Previous – Opens the previous page.
- Reset – Clears entered details.
- Save & Next – Saves details and opens the Document Upload page.

4.2.12.5 Document Upload

The Document Upload page is used to upload required supporting documents for the transfer process.

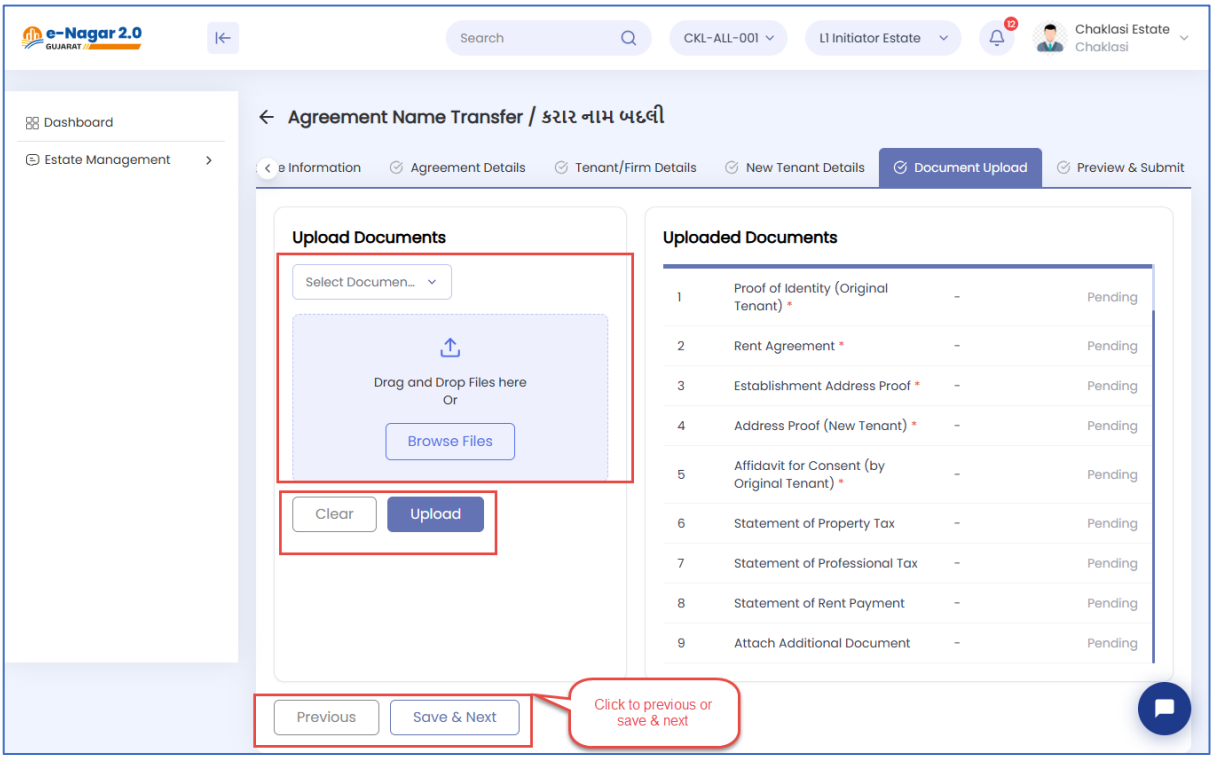


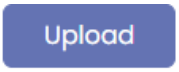
Figure 4-187

Fields

- Select Document – Select the document type to upload. (Dropdown)
- Browse Files – Select files from the system for upload. (Button)
- **Uploaded Documents List**
- Proof of Identity (Original Tenant)
- Rent Agreement
- Establishment Address Proof
- Address Proof (New Tenant)
- Affidavit for Consent (by Original Tenant)
- Statement of Property Tax
- Statement of Professional Tax
- Statement of Rent Payment
- Attach Additional Document

- **Buttons**

- Clear – Removes selected files before upload 

.
- Upload – Uploads the selected document 

.
- Previous – Opens the previous page. 

- Save & Next – Saves uploaded documents and opens the Preview & Submit page 

.

4.2.12.6 Preview & Submit

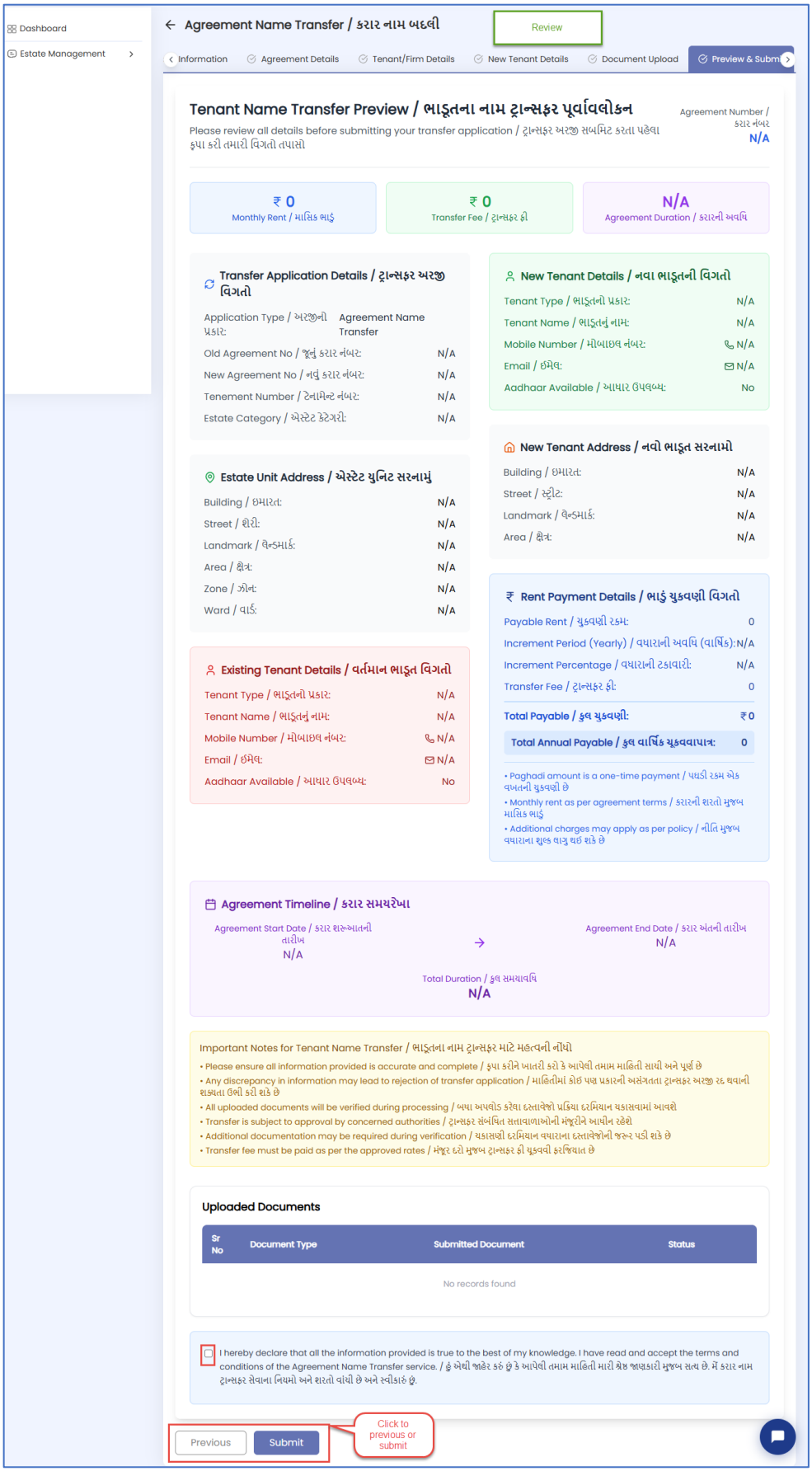


Figure 4-188

This page is used to review all entered transfer information before final submission.

Sections

- Transfer Application Details – Displays agreement and transfer information.
- Estate Unit Address – Displays estate address details.
- Existing Tenant Details – Displays current tenant details.
- New Tenant Details – Displays new tenant details.
- New Tenant Address – Displays new tenant address information.
- Rent Payment Details – Displays payable rent, increment details, transfer fee, and annual payable amount.
- Agreement Timeline – Displays agreement duration timeline.
- Uploaded Documents – Displays uploaded document details.

Fields

- Declaration Checkbox – Confirms that all entered details are correct before submission. (Checkbox)

Buttons 

- Previous – Opens the previous page.
- Submit – Submits the transfer application into workflow processing.

4.2.12.7 Workflow Levels – Overview

L1 – Initiator

- Creates and submits the Agreement Name Transfer application.
- Enters estate, agreement, tenant, transfer, and document details.
- After submission, the application moves to L2 for verification.
- Status becomes Pending.

L2 – Verifier

Estate Management → Transaction → Agreement Name Transfer → View

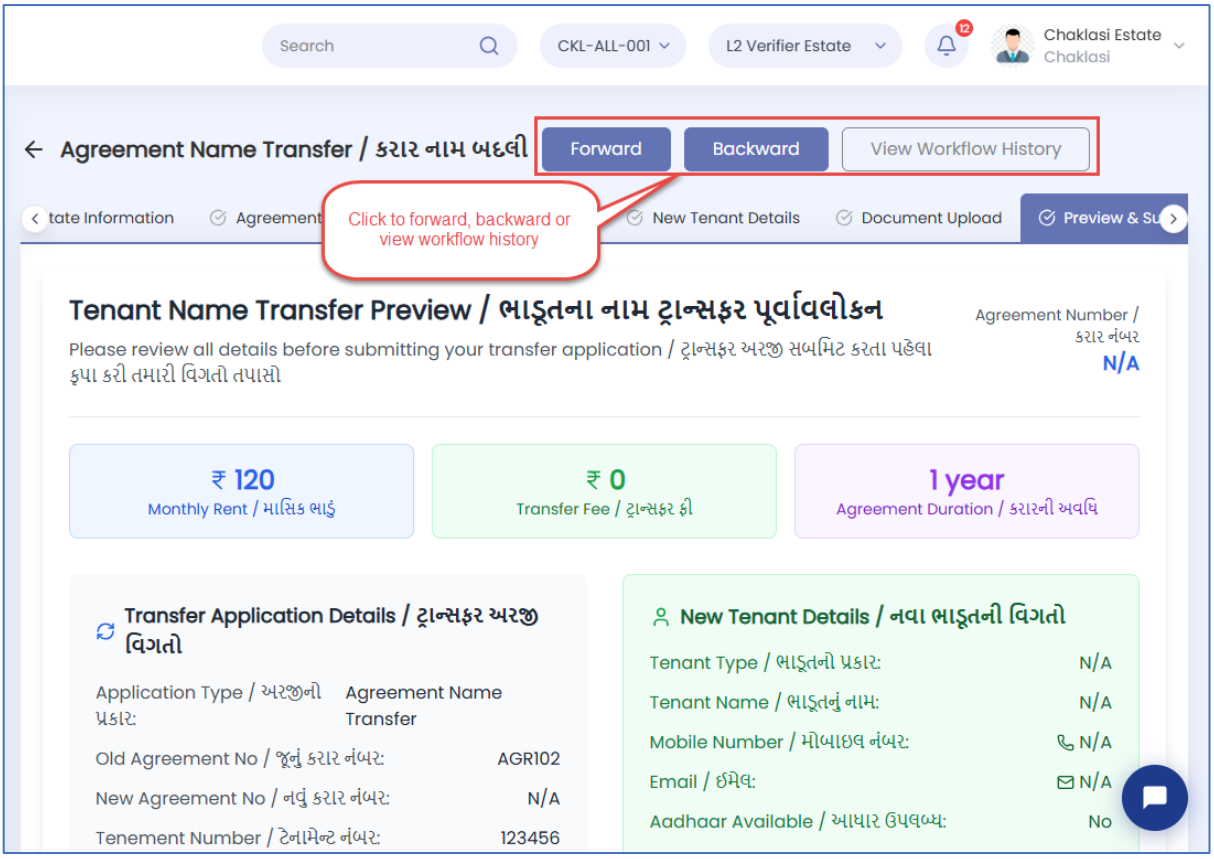


Figure 4-189

- Reviews submitted transfer details in read-only mode.

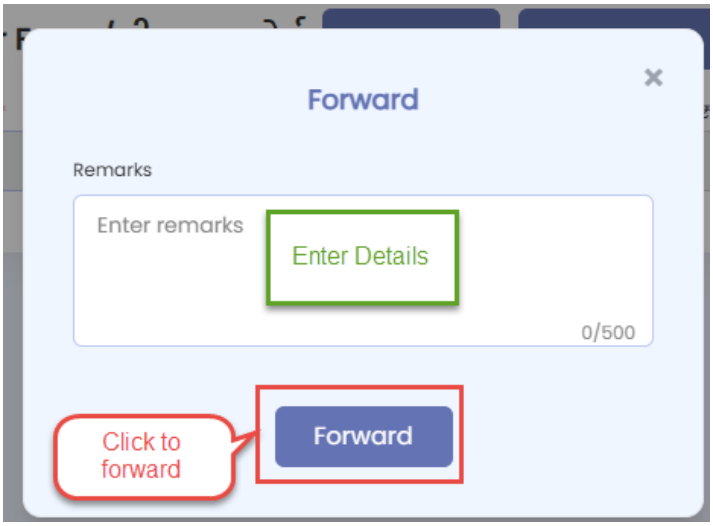


Figure 4-190

- Verifies tenant, agreement, and uploaded document details.

Buttons

- Forward – Sends the application to L3 with remarks and marks it as Verified.
- Backward – Sends the application back to L1 for correction.
- View Workflow History – Displays previous workflow actions and remarks.

L3 – Approver

Estate Management → Transaction → Agreement Name Transfer → View

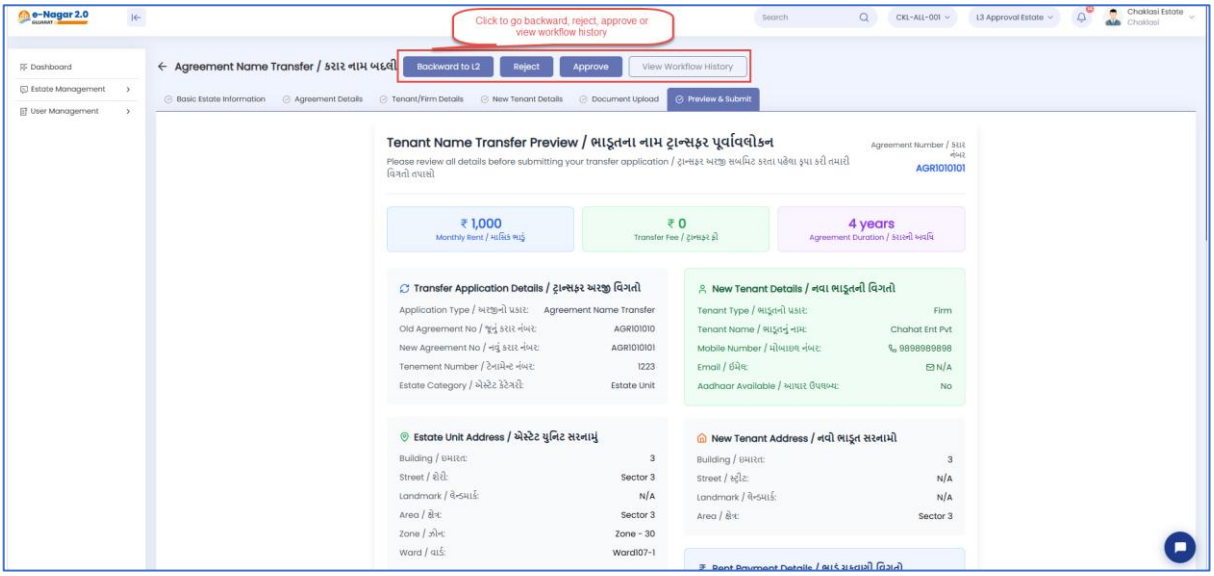


Figure 4-191

- Reviews complete transfer application details.
- Verifies rent, transfer fee, agreement details, and uploaded documents.

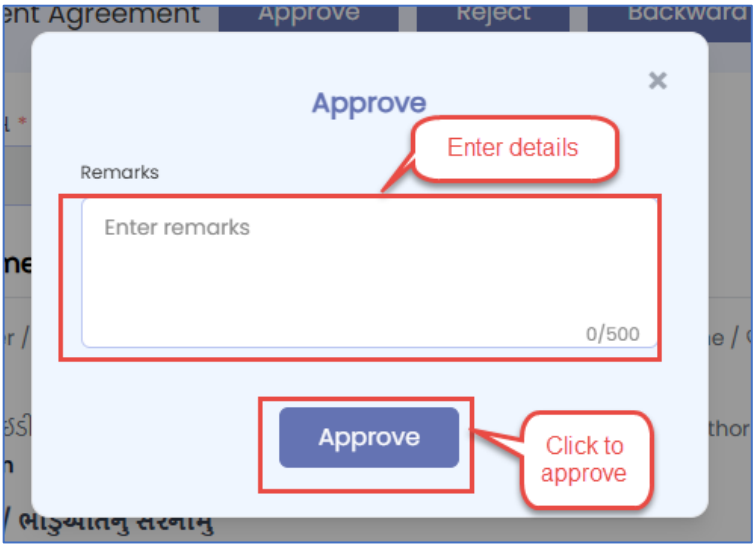
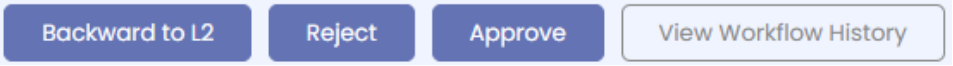


Figure 4-192

- Performs final approval actions on the transfer request.

Buttons 

- Approve – Finalizes the transfer request and marks it as Approved.
- Reject – Rejects the transfer request with remarks.
- Backward – Sends the application back to L2 for re-verification.

- View Workflow History – Displays complete workflow history and remarks.

Go to the agreement name transfer page & check the updated status.

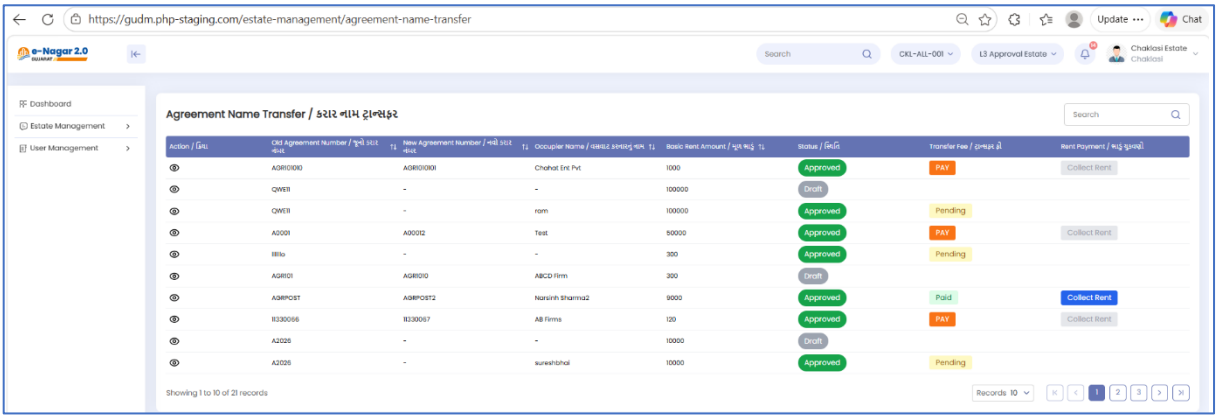


Figure 4-193

4.3 Reports

This section allows users to generate and view various reports related to estate management activities such as agreements, payments, and collections.

Estate Management → Reports

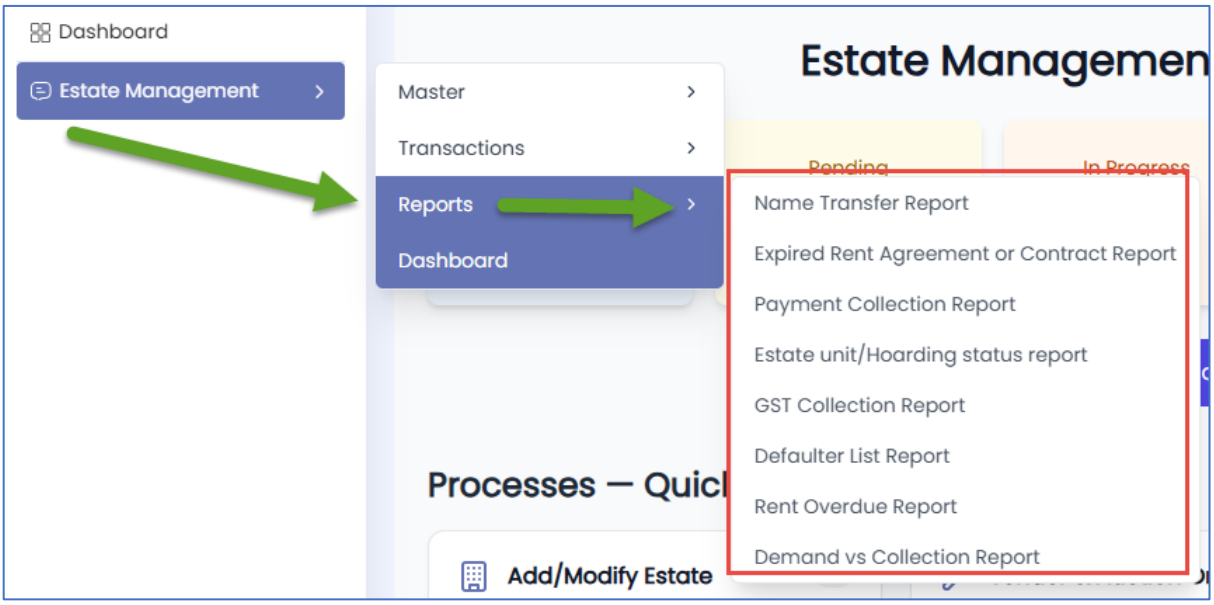


Figure 4-194

Available Reports

- Name Transfer Report – Displays details of all name transfer transactions carried out in the system.
- Expired Rent Agreement or Contract Report – Shows agreements that have expired or are nearing expiry.

- Payment Collection Report – Provides details of rent payments collected, including transaction information.
- Estate Unit/Hoarding Status Report – Displays status of estate units or hoardings (occupied, vacant, etc.).
- GST Collection Report – Shows GST amounts collected from rent payments.
- Defaulter List Report – Lists tenants who have pending or overdue payments.
- Rent Overdue Report – Displays details of overdue rent cases.
- Demand vs Collection Report – Compares total demand generated versus actual collection received.

4.3.1 Transfer Report

This report provides details of all name transfer transactions including previous and current occupier information, agreement details, and transfer type.

Estate Management → Reports → Name Transfer Report

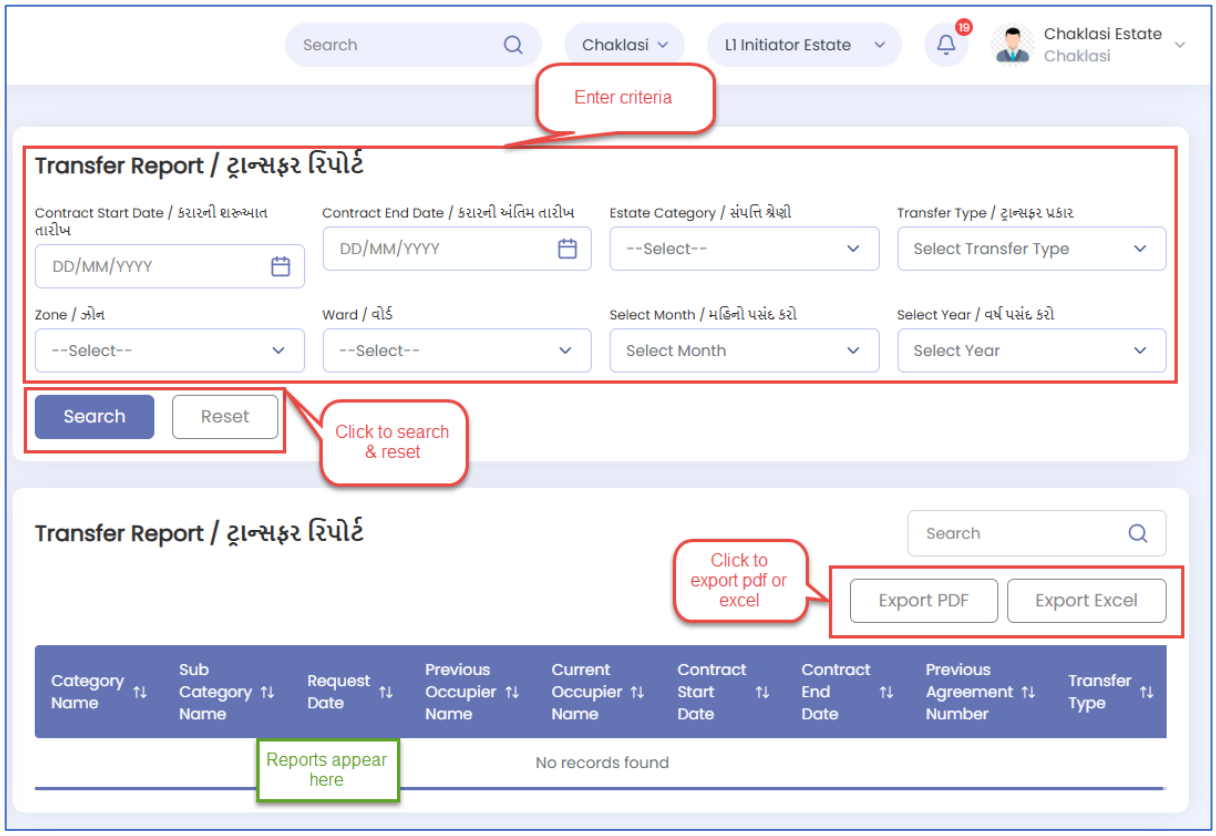


Figure 4-195

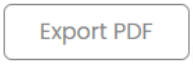
Search Filters

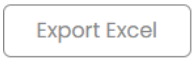
Use the below filters to generate the required report.

- **Contract Start Date** – Select start date to filter records based on agreement start. (Date)
- **Contract End Date** – Select end date to filter records based on agreement end. (Date)
- **Estate Category** – Select estate category (e.g., Estate Unit, Waterfront Estate). (Dropdown)
- **Transfer Type** – Select type of transfer (e.g., Agreement Name Transfer, Inheritance). (Dropdown)
- **Zone** – Select zone to filter records. (Dropdown)
- **Ward** – Select ward for more specific filtering. (Dropdown)
- **Select Month** – Filter records based on month. (Dropdown)
- **Select Year** – Filter records based on year. (Dropdown)
- **Search** – Displays report data based on selected filters. (Button)
- **Reset** – Clears all selected filters. (Button)

Transfer Report List

Displays the filtered transfer records.

- **Search (Table Level)** – Allows quick search within displayed records. (Search Box)
- **Export PDF** – 

Downloads the report in PDF format. (Button)
- **Export Excel** – 

Downloads the report in Excel format. (Button)

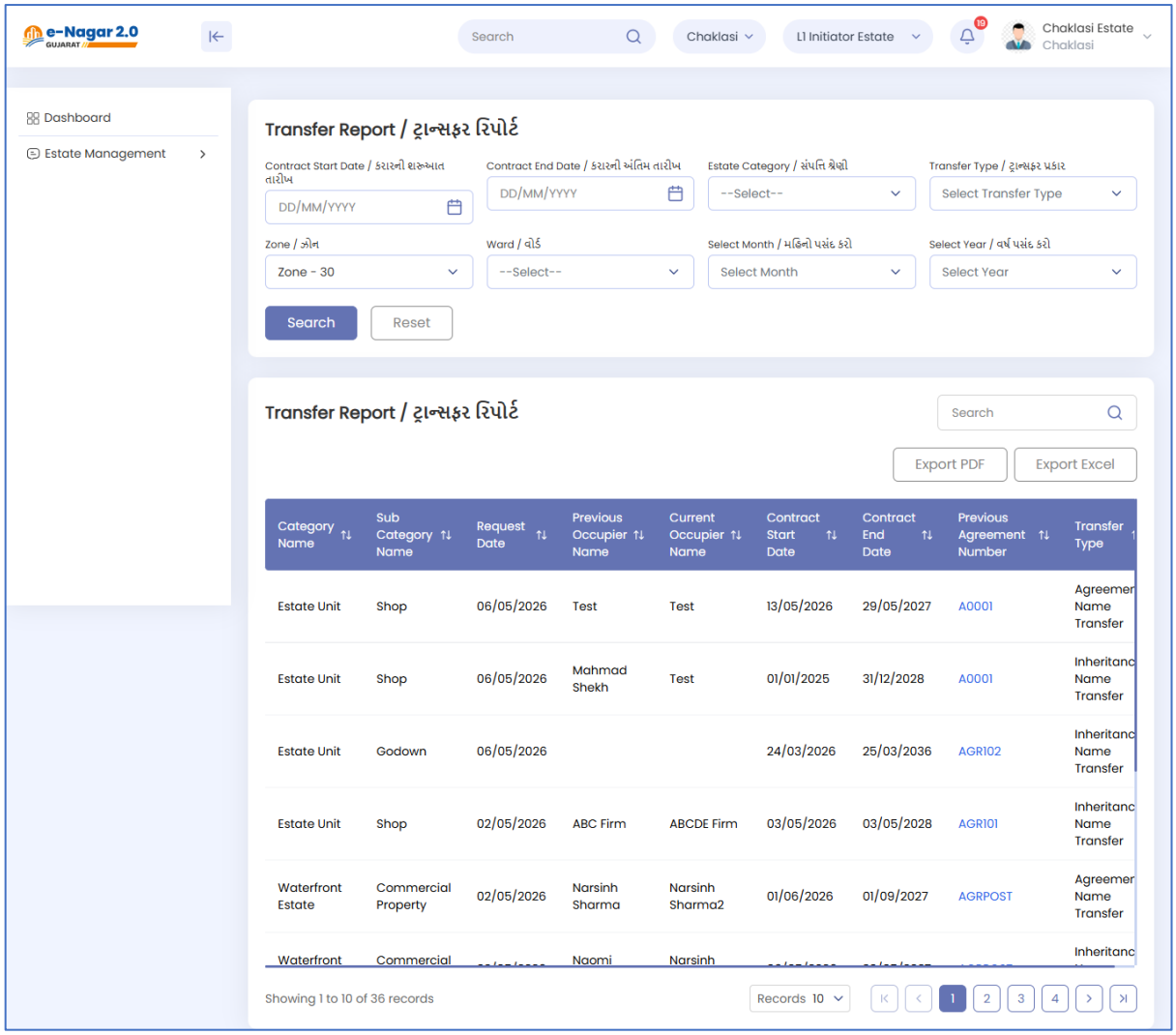


Figure 4-196

Table Columns: Reports Appear Here

- **Category Name** – Displays estate category. (Text)
- **Sub Category Name** – Shows sub-category (e.g., Shop, Godown). (Text)
- **Request Date** – Displays date of transfer request. (Date)
- **Previous Occupier Name** – Shows previous tenant/occupier. (Text)
- **Current Occupier Name** – Displays new tenant/occupier. (Text)
- **Contract Start Date** – Shows agreement start date. (Date)
- **Contract End Date** – Shows agreement end date. (Date)
- **Previous Agreement Number** – Displays previous agreement reference. (Text)
- **Transfer Type** – Shows type of transfer. (Text)

4.3.2 Expired Contract Agreement Report

This report displays details of agreements whose contract period has expired based on the selected criteria.

Click on **Estate Management → Reports → Expired Rent Agreement or Contract Report** module from the Dashboard to open the report page.

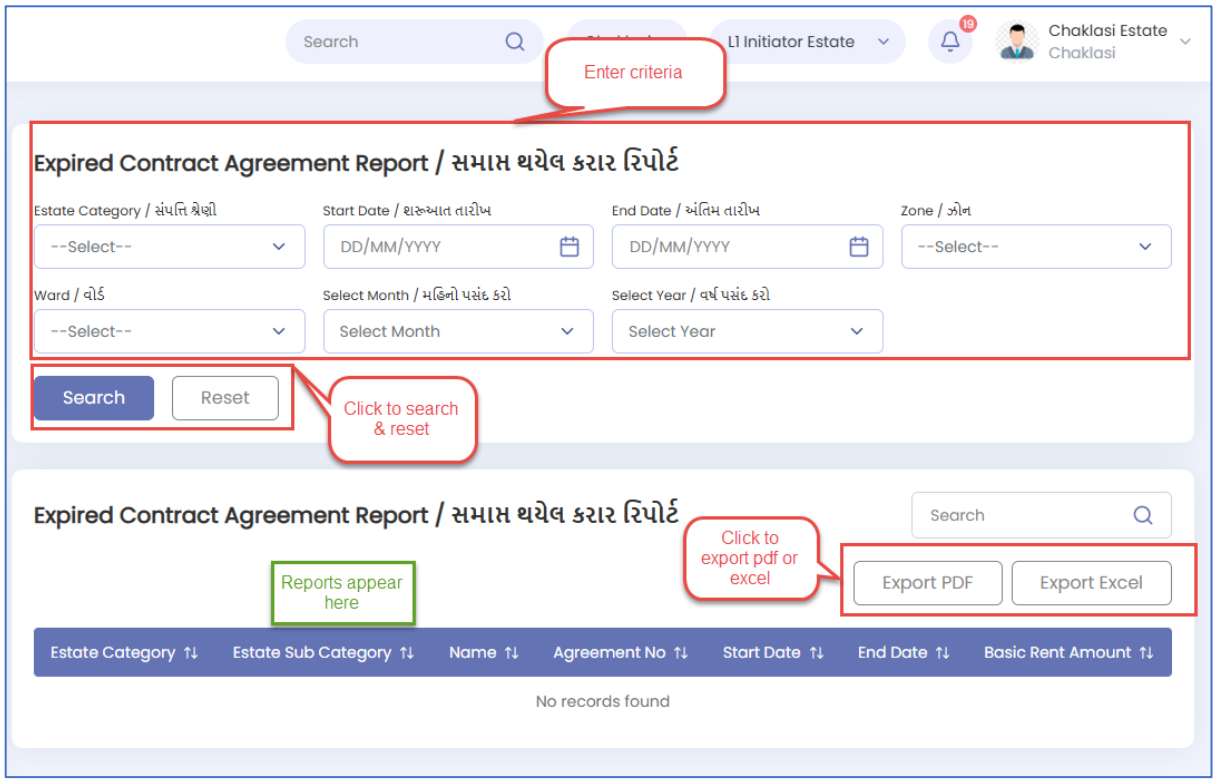


Figure 4-197

Search Filters

Use the below filters to fetch expired agreement records.

- **Estate Category** – Select the estate category to filter records. (Dropdown)
- **Start Date** – Select the start date to define the range. (Date)
- **End Date** – Select the end date to define the range. (Date)
- **Zone** – Select zone to narrow down the records. (Dropdown)
- **Ward** – Select ward for more specific filtering. (Dropdown)
- **Select Month** – Filter records based on month. (Dropdown)
- **Select Year** – Filter records based on year. (Dropdown)
- **Search** – Retrieves records based on selected filters. (Button)
- **Reset** – Clears all selected filters. (Button)

Expired Contract Agreement Report List

Displays the list of expired agreements based on applied filters.

- **Search (Table Level)** – Allows searching within displayed records. (Search Box)
- **Export PDF** – Downloads the report in PDF format. (Button)
- **Export Excel** – Downloads the report in Excel format. (Button)

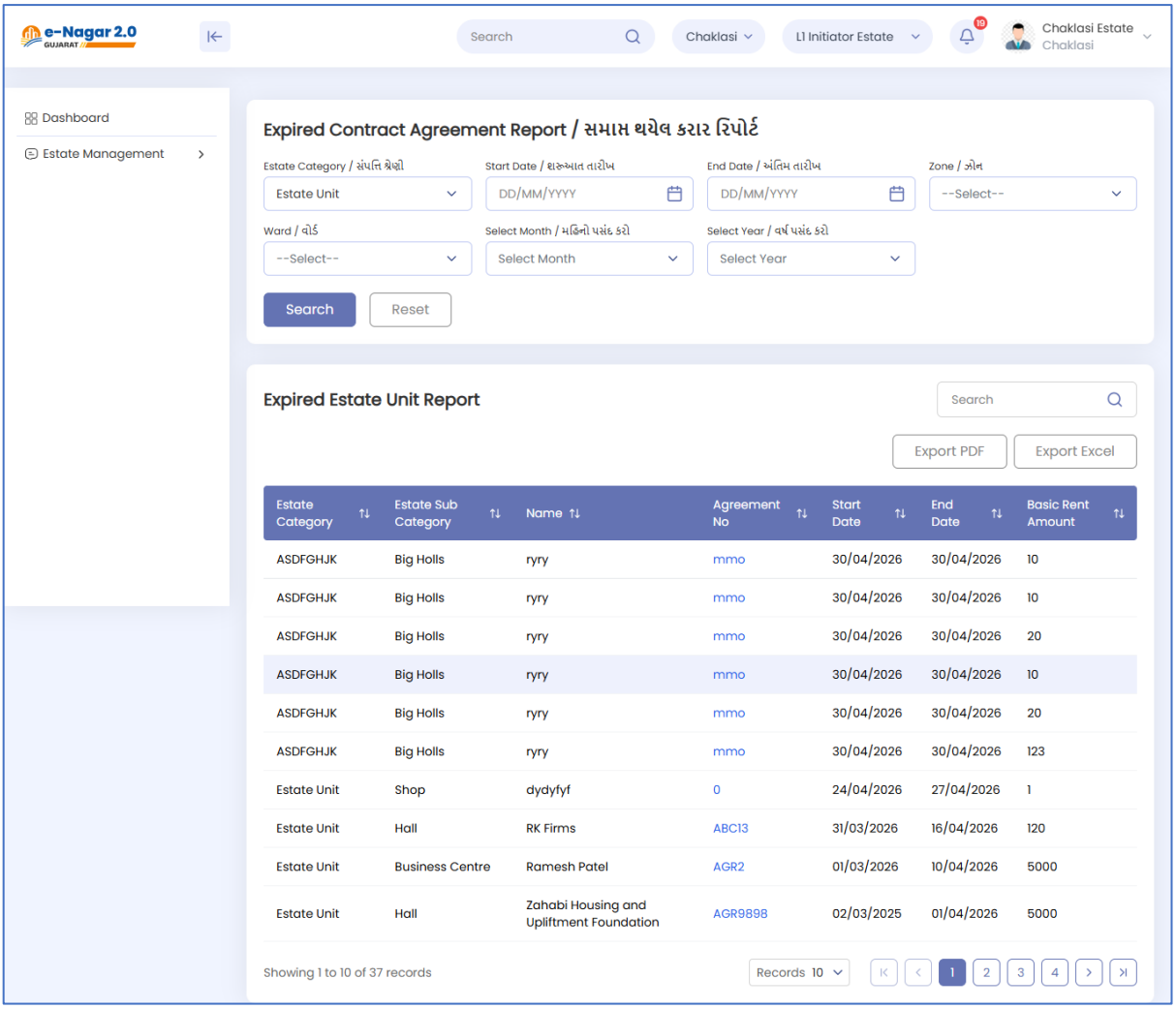


Figure 4-198

Table Columns:

- **Estate Category** – Displays the category of estate. (Text)
- **Estate Sub Category** – Shows sub-category details. (Text)
- **Name** – Displays tenant or occupier name. (Text)
- **Agreement No** – Shows agreement reference number. (Text)
- **Start Date** – Displays agreement start date. (Date)

- **End Date** – Displays agreement end date (used to identify expiry). (Date)
- **Basic Rent Amount** – Displays the rent amount of the agreement. (Numeric)

4.3.3 Estate Unit / Hoarding Status Report

This report provides the status of estate units or hoardings based on selected criteria such as category, location, duration, and status.

Estate Management → Reports → Estate Unit/Hoarding Status Report

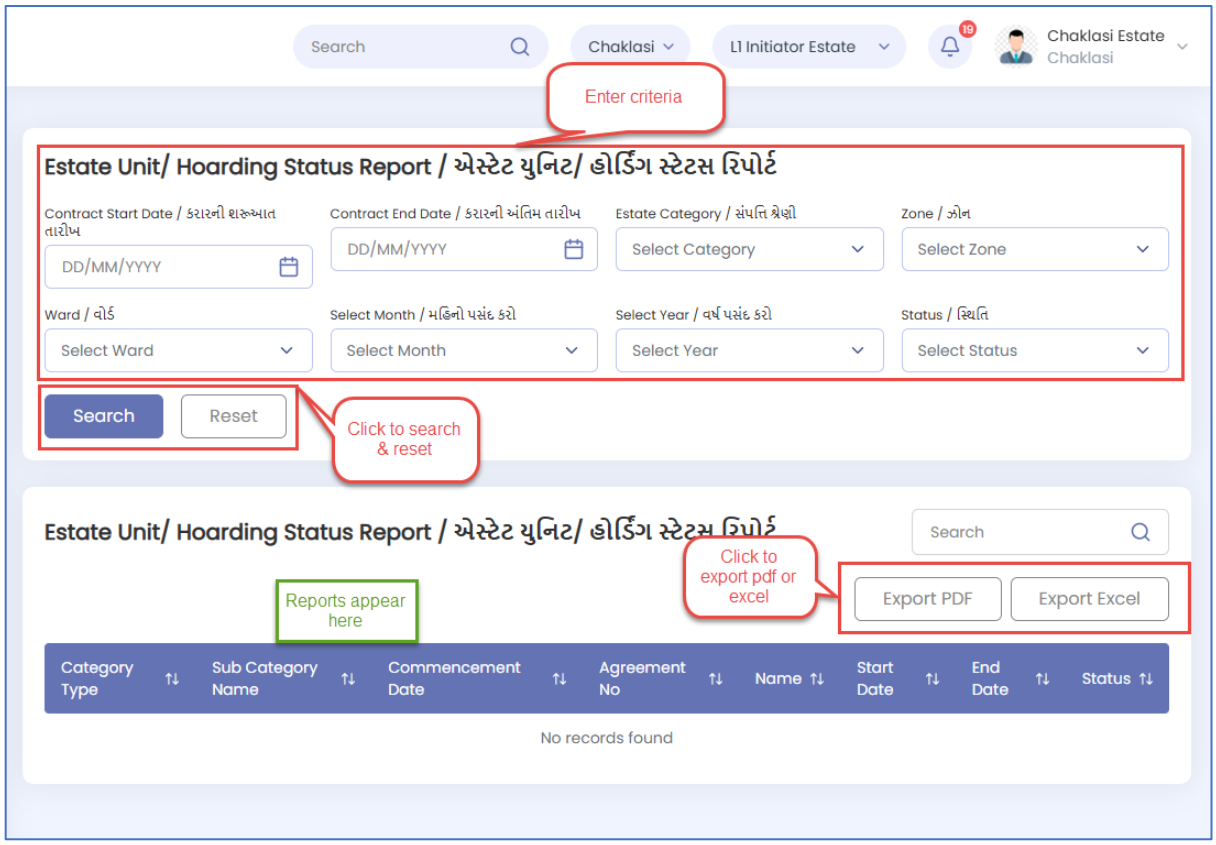


Figure 4-199

Search Filters

Use the below filters to fetch status-wise records.

- **Contract Start Date** – Select the start date to define the contract period. (Date)
- **Contract End Date** – Select the end date to define the contract period. (Date)
- **Estate Category** – Select the category of estate or hoarding. (Dropdown)
- **Zone** – Select the zone to filter records location-wise. (Dropdown)
- **Ward** – Select the ward for more specific filtering. (Dropdown)
- **Select Month** – Filter records based on a specific month. (Dropdown)
- **Select Year** – Filter records based on a specific year. (Dropdown)
- **Status** – Select the current status (e.g., Active, Vacant, Expired). (Dropdown)
- **Search** – Retrieves records based on selected criteria. (Button)

- **Reset** – Clears all selected filter values. (Button)

Estate Unit / Hoarding Status Report List

Displays the list of records based on applied filters.

- **Search (Table Level)** – Allows searching within displayed records. (Search Box)
- **Export PDF** – Downloads the report in PDF format. (Button)
- **Export Excel** – Downloads the report in Excel format. (Button)

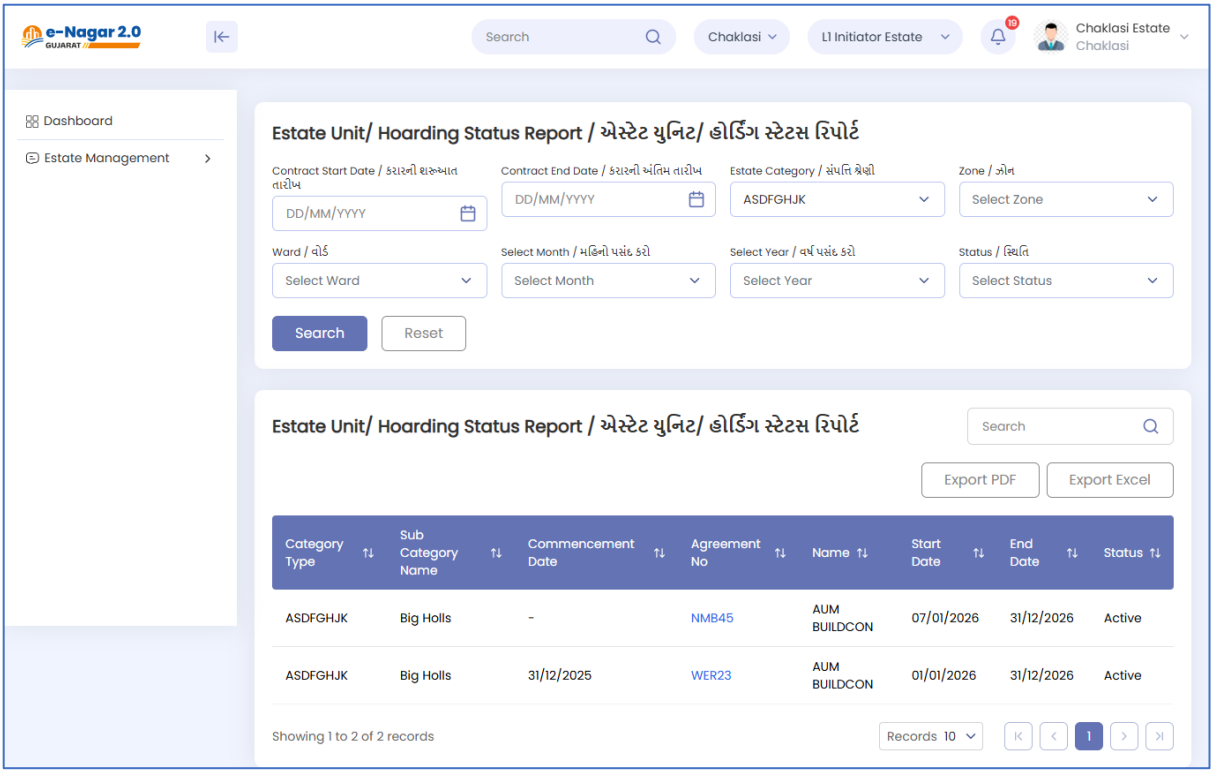


Figure 4-200

Table Columns:

- **Category Type** – Displays the type of estate category. (Text)
- **Sub Category Name** – Shows the sub-category of the estate. (Text)
- **Commencement Date** – Displays the agreement or occupancy start date. (Date)
- **Agreement No** – Shows the agreement reference number. (Text)
- **Name** – Displays tenant or occupier name. (Text)
- **Start Date** – Displays agreement start date. (Date)
- **End Date** – Displays agreement end date. (Date)
- **Status** – Shows the current status of the unit/hoarding. (Text)

4.3.4 GST Collection Report

This report provides details of GST collected (CGST and SGST) for estate units based on selected filters such as category, location, and time period.

Estate Management → Reports → GST Collection Report

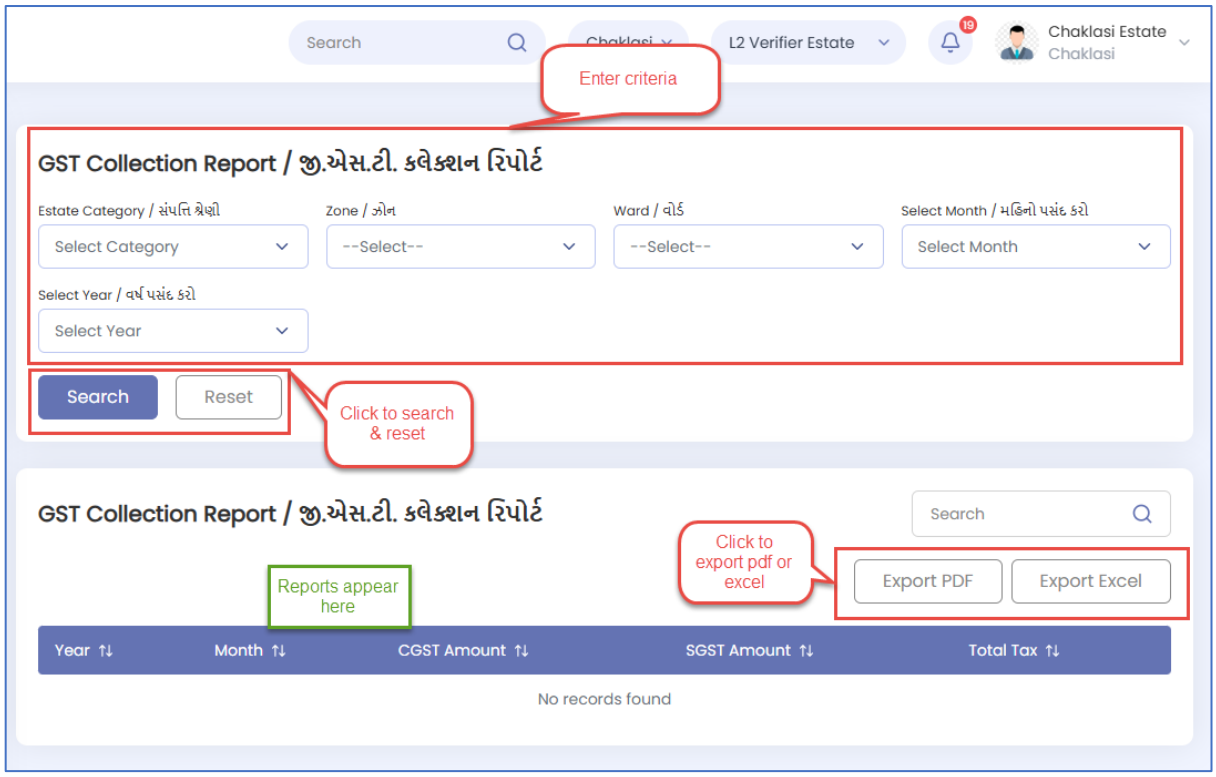


Figure 4-201

Search Criteria

Enter the required details to generate the GST collection report.

- **Estate Category** – Select the estate category for which GST data is required. (Dropdown)
- **Zone** – Select the zone to filter records location-wise. (Dropdown)
- **Ward** – Select the ward for more refined filtering. (Dropdown)
- **Select Month** – Choose the month for which GST data is to be viewed. (Dropdown)
- **Select Year** – Choose the year for which GST data is to be viewed. (Dropdown)
- **Search** – Click to retrieve GST collection data based on selected criteria. (Button)
- **Reset** – Click to clear all selected filters. (Button)

GST Collection Report List

Displays the GST collection details based on applied filters.

- **Search (Table Level)** – Used to search within displayed report records. (Search Box)
- **Export PDF** – Click to download the report in PDF format. (Button)
- **Export Excel** – Click to download the report in Excel format. (Button)

Table Columns:

- **Year** – Displays the year of GST collection. (Numeric)
- **Month** – Displays the month of GST collection. (Text)
- **CGST Amount** – Displays the Central GST amount collected. (Numeric)
- **SGST Amount** – Displays the State GST amount collected. (Numeric)
- **Total Tax** – Displays the total GST amount (CGST + SGST). (Numeric)

4.3.5 Defaulter List Report

This report displays the list of defaulters based on overdue payments for estate units, helping track pending dues within a selected period.

Estate Management → Reports → Defaulter List Report

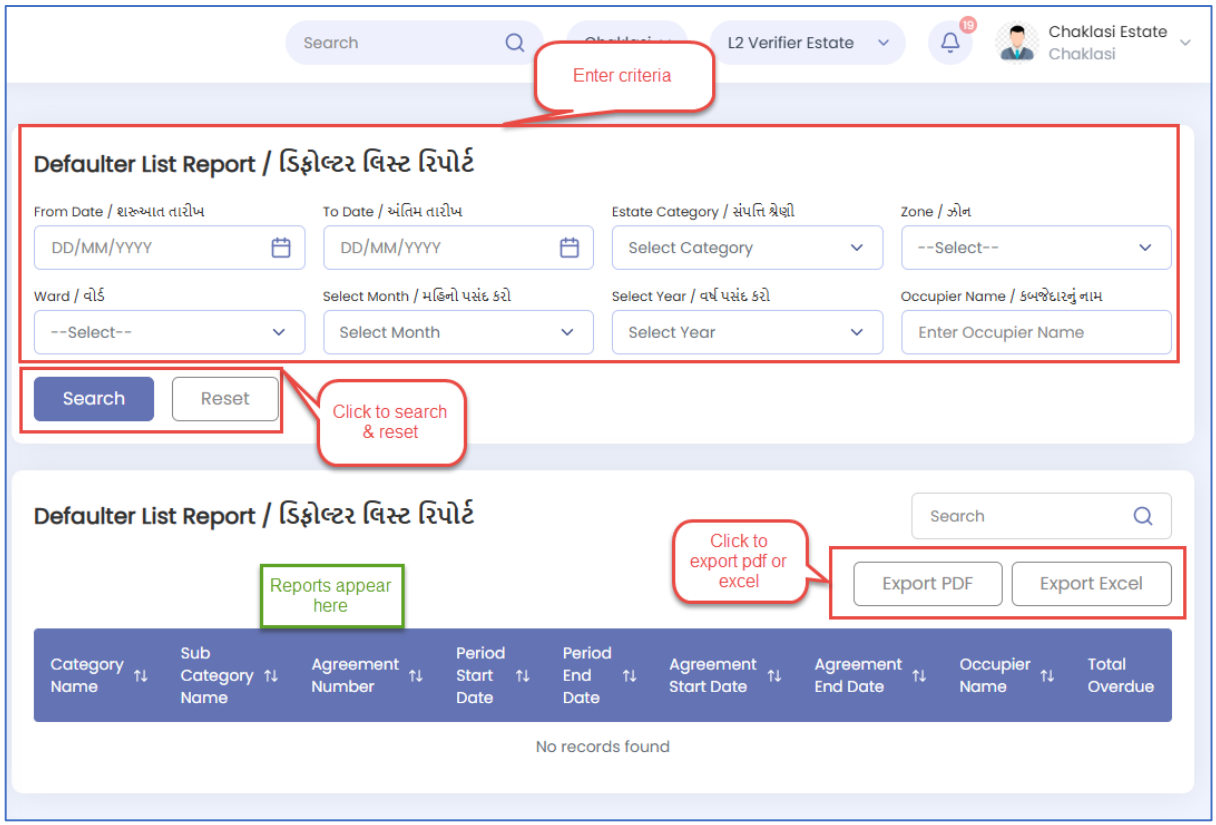


Figure 4-202

Search Criteria

Enter the required details to generate the defaulter list.

- **From Date** – Select the start date to define the overdue period. (Date)
- **To Date** – Select the end date to define the overdue period. (Date)
- **Estate Category** – Select the estate category to filter records. (Dropdown)
- **Zone** – Select the zone for location-based filtering. (Dropdown)
- **Ward** – Select the ward to refine the results. (Dropdown)
- **Select Month** – Choose the month for filtering records. (Dropdown)
- **Select Year** – Choose the year for filtering records. (Dropdown)
- **Occupier Name** – Enter the name of the occupier to search specific records. (Text)
- **Search** – Click to retrieve defaulter records based on selected criteria. (Button)

- **Reset** – Click to clear all entered criteria. (Button)

Defaulter List Report

Displays the list of defaulters based on applied filters.

- **Search (Table Level)** – Used to search within displayed report records. (Search Box)
- **Export PDF** – Click to download the report in PDF format. (Button)
- **Export Excel** – Click to download the report in Excel format. (Button)

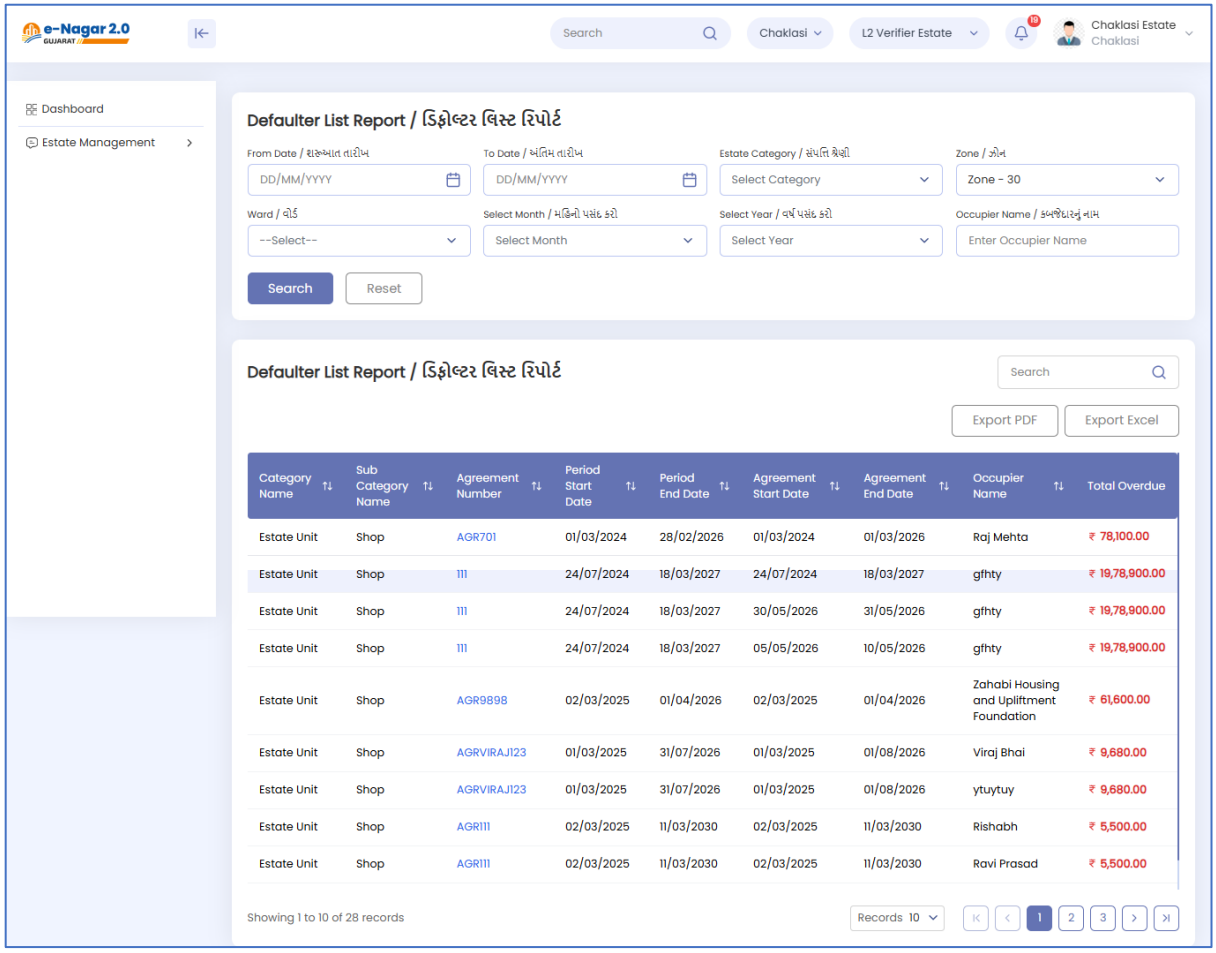


Figure 4-203

Table Columns:

- **Category Name** – Displays the estate category. (Text)
- **Sub Category Name** – Displays the sub-category details. (Text)
- **Agreement Number** – Shows the agreement reference number. (Text)
- **Period Start Date** – Displays the start date of the overdue period. (Date)
- **Period End Date** – Displays the end date of the overdue period. (Date)
- **Agreement Start Date** – Shows agreement start date. (Date)

- **Agreement End Date** – Shows agreement end date. (Date)
- **Occupier Name** – Displays the name of the occupier. (Text)
- **Total Overdue** – Displays the total pending amount. (Numeric)

4.3.6 Rent Overdue Report

This report displays the list of rent overdue records for estate units based on selected criteria, helping identify pending rent amounts.

Estate Management → Reports → Rent Overdue Report

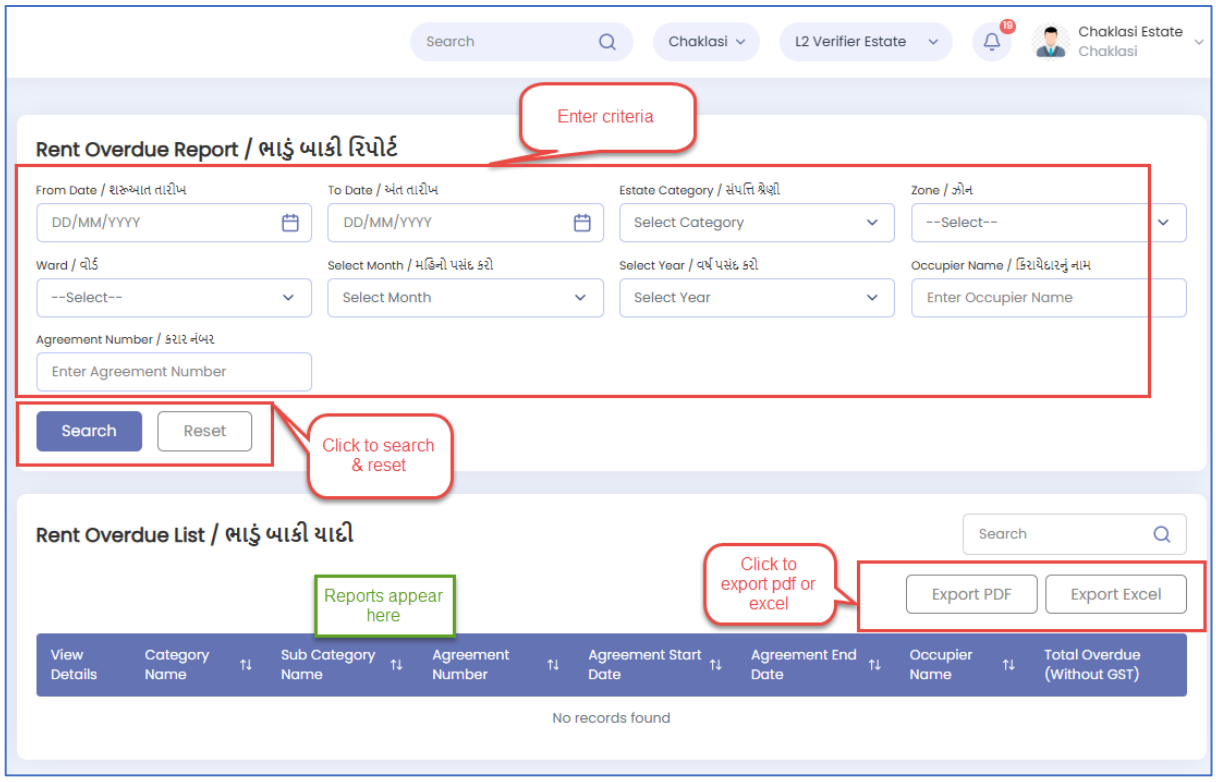


Figure 4-204

Search Criteria

Enter the required details to generate the overdue report.

- **From Date** – Select the start date to define the overdue period. (Date)
- **To Date** – Select the end date to define the overdue period. (Date)
- **Estate Category** – Select the estate category to filter records. (Dropdown)
- **Zone** – Select the zone for location-based filtering. (Dropdown)
- **Ward** – Select the ward to refine the results. (Dropdown)
- **Select Month** – Choose the month for filtering records. (Dropdown)
- **Select Year** – Choose the year for filtering records. (Dropdown)
- **Occupier Name** – Enter the occupier name to search specific records. (Text)
- **Agreement Number** – Enter the agreement number to fetch specific overdue details. (Text)

- **Search** – Click to retrieve overdue records based on selected criteria. (Button)
- **Reset** – Click to clear all entered criteria. (Button)

Rent Overdue List

Displays the list of overdue rent records.

- **Search (Table Level)** – Used to search within displayed records. (Search Box)
- **Export PDF** – Click to download the report in PDF format. (Button)
- **Export Excel** – Click to download the report in Excel format. (Button)

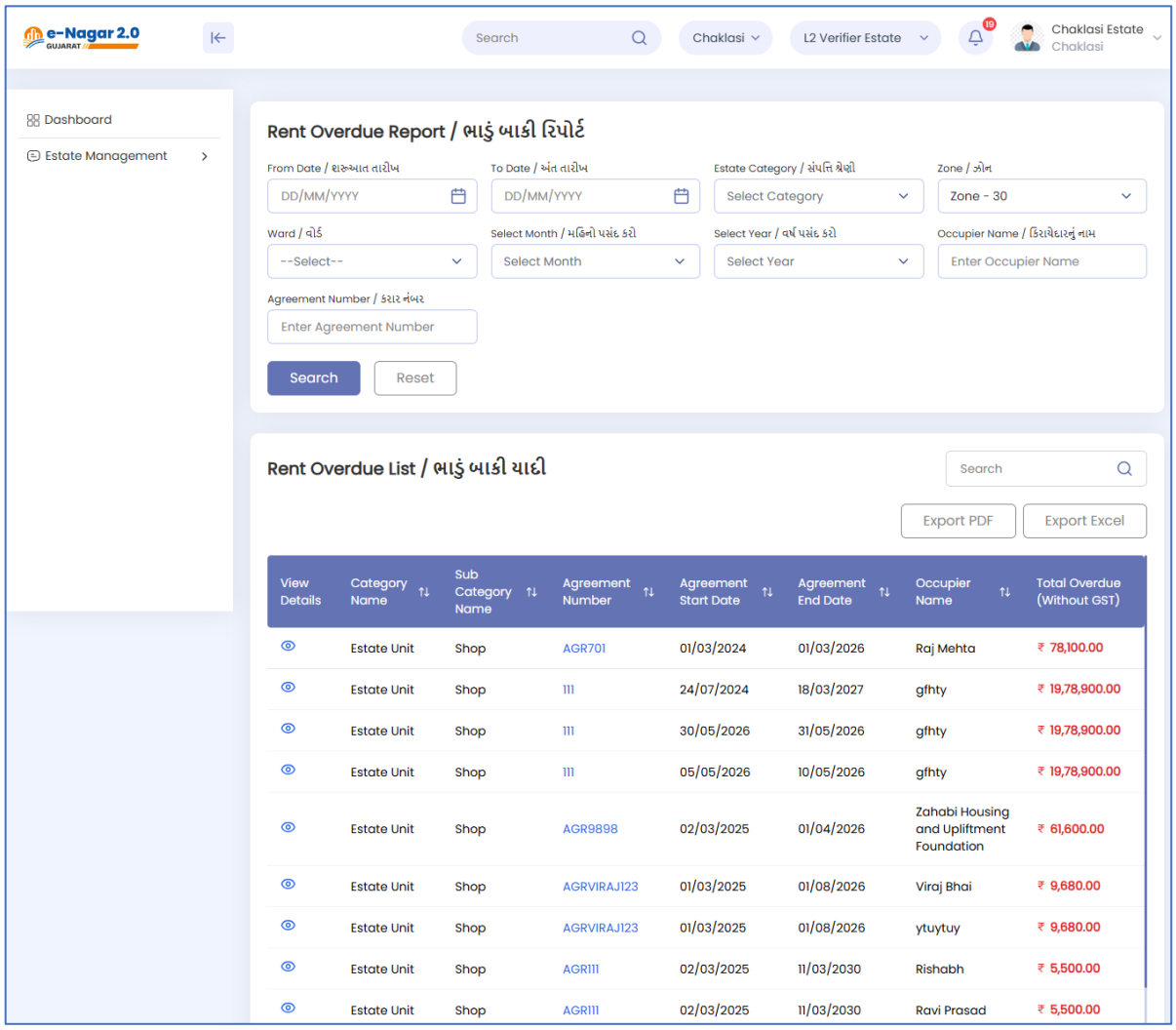


Figure 4-205

Table Columns:

- **View Details** – Click to view detailed overdue information. (Action)
- **Category Name** – Displays the estate category. (Text)
- **Sub Category Name** – Displays the sub-category. (Text)

- **Agreement Number** – Shows the agreement reference number. (Text)
- **Agreement Start Date** – Displays agreement start date. (Date)
- **Agreement End Date** – Displays agreement end date. (Date)
- **Occupier Name** – Displays the occupier name. (Text)
- **Total Overdue (Without GST)** – Displays total pending rent amount excluding GST. (Numeric)

4.3.7 Demand vs Collection Report

This page is used to view and compare demand, collection, and pending amounts for estate categories for a selected financial year.

Estate Management → Reports → Demand vs Collection Report

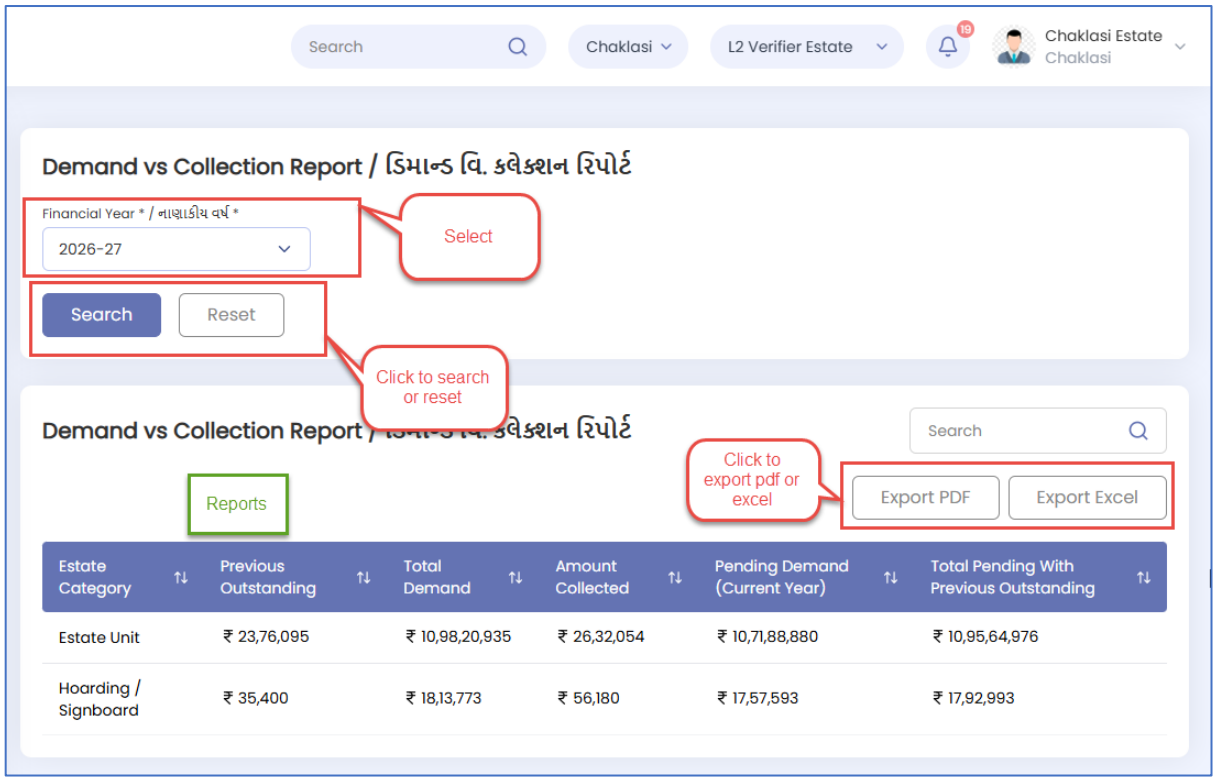


Figure 4-206

Search Criteria

Select the required financial year to generate the report.

- **Financial Year** – Select the financial year for which demand and collection details are to be viewed. (Dropdown)
- **Search** – Click to generate the report based on selected financial year. (Button)
- **Reset** – Click to clear the selected financial year. (Button)

Report Results

Displays summarized financial data category-wise.

- **Search (Table Level)** – Used to search within displayed report records. (Search Box)
- **Export PDF** – Click to download the report in PDF format. (Button)
- **Export Excel** – Click to download the report in Excel format. (Button)

Table Columns:

- **Estate Category** – Displays the estate category (e.g., Estate Unit, Hoarding/Signboard). (Text)
- **Previous Outstanding** – Displays pending amount carried forward from previous period. (Numeric)
- **Total Demand** – Displays total billed/demand amount for the selected financial year. (Numeric)
- **Amount Collected** – Displays total amount collected. (Numeric)
- **Pending Demand (Current Year)** – Displays remaining unpaid amount for the current year. (Numeric)
- **Total Pending With Previous Outstanding** – Displays total pending including previous outstanding and current dues. (Numeric)