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# 1 Visit NKDA Website

Enter <a href="https://nkdamar.org">https://nkdamar.org</a> URL and press Enter.



## 2 Pay Bills

Go to the **Pay Bills submodule** and select the **NKDA Shop Rental Charges** option from the **dropdown list**.



## 2.1 Pay Rental Charges

#### Select Pay Rental Charges.



Enter Shop Code and click on Fetch Bill button.

NEW TOWN KOLKA Development authority west ben	<b>FA</b> FAL	JAN SAN IN	Had North Ar
	Get	Your Rental Bill	
	Enter your Shop Code	Fetch Bill Click	

#### 2.1.1 Download Bill

Click on the Download Bill option	n to download or <b>Demand invoice</b> .
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Pa	y Your Rental Bill	
	Shop Details	
To : BIRIYANI BAR NOWAPARA, HATIARA, 700156 OSTIN : PAN :	Bill Date Due Date Unit Address	: 20-12-2023 : 11-08-2023 : TEST, TESTO1, NEWTOWN 700156
Shop : 40123151 Code		
Bill From	Bill To	Rent Amount
01-08-2023	31-12-2023	Rs. 100.00
	Total amount to be paid (INR)	Rs. 100.00

#### 2.1.2 Pay Now

#### 2.1.2.1 Pay Offline

Select **Pay Offline** mode of payment to download a challan and make offline payment. Upon selecting the **Pay Offline option**, the challan automatically gets downloaded to the device. The user can then obtain the **Challan Number** from there or upload the challan as per their requirement.

Ра	y Your Rental Bill	
	Shop Details	
To : BIRIYANI BAR NOWAPARA, HATIARA, 700156 GSTIN : PAN :	Bill Date : Due Date : Unit Address :	20-12-2023 11-08-2023 TEST, TESTO1, NEWTOWN 700156
Shop : 40123151 Code		
Bill From	Bill To	Rent Amount
01-08-2023	31-12-2023	Rs. 100.00
	Total a Pay Offline	Rs. 100.00
	Selec	t Rs. One Hundred Only

## 2.1.2.2 Pay Online

The user can choose to **Pay Online**.

NICAN NEW TOWN KC	DLKATA Vest Bengal		the contract of the the
	Рау	Your Rental Bil	
		Shop Details	
	To : BIRIYANI BAR NOWAPARA, HATIARA, 700156 GSTIN : PAN :	Bill Date Due Date Unit Address	: 20-12-2023 : 11-08-2023 : TEST, TESTO1, NEWTOWN 700156
	Shop : 40123151 Code		
	Bill From	Bill To	Rent Amount
	01-08-2023	31-12-2023	Rs. 100.00
		Total ar Pay Offline	Rs. 100.00
	Note:The to	atal amount is row Pay Online Sel	Rs. One Mundred Only

If the user chooses for online payment, they will be redirected to the **Bill Desk Page**. Choose any of the payment option and make the payment.

C :: billing.nkdamar.org/rentaluser/process-payment	ବ 🖈	6	•	Ð	Ŧ	•	<b>a</b> :	
× Pay ₹100								
Credit / Debit Cards > Met Banking > Constructions of the set options and make payment >								
🕲 BillDesk								

## 2.2 Upload Offline Challan

Step 1: Select the Upload Offline Challan option.



Step 2: Enter your Challan Number and click on the Submit button.

NEW TOWN KOLK	ATA Ngat
	Upload Offline Rental Bill Payment Document
	Enter Your Challan Number Enter your Challan Number
	Submit Enter Click

**Step 3:** The Application Details and Bill details will be displayed on the screen. **Upload Challan** and click on the **Submit button**.

	Haland	Upload Offline Rental Bill Payment Document   Application Details   License Name BIRYANI BAR Mebile 9830555096   Rental Zono test Shop Code 40123151   Address NOWAPARA, HATLARA, 700156 Address NOWAPARA, HATLARA, 700156   Dipload challan   Upload challan   Chalte NowaPARA, HATLARA, 700156				
	Upload	Omine Rent	al Bill Payn	nent Document		
		Ap	plication Details			
	License Name	BIRIYANI BAR	Mobile	9830555096		
	Rental Zone	test	Shop Code	40123151		
	Address	NOWAPARA, HATIARA, 700	156			
			Bill Details			
	Challan Date	Valid Date	Amount	Rental Document		
	20-12-2023	31-12-2023	100.00			
		Upload challan				
	Choose Fife No f	ile chosen				
	Submit	- Click	Application Details APPLICATION DETAILS APPLICATI			
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The challan gets uploaded. The admin can either Approve or Reject the challan. The user can check the status of their challan by following the given below steps:

Step 1: Select NKDA Shop Rental Charges under the Pay Bills module.

Step 2: Select Upload Offline Challan.

Step 3: Enter Your Challan Number and click on the Submit button.

The user can then, view the challan status as shown in the following screen.

BIRIY Your Cl Reason :	ANI BAR nallan Ha	as been Rejecte	ed		
		Chall	lan status		
		Ар	plication Details		
License Nan	ne Bi	RIYANI BAR	Mobile	9830555096	
Rental Zone	te	st	Shop Code	40123151	
Address	N	DWAPARA, HATIARA, 70	0156		
			Bill Details		
Chailan Date		Valid Date	Amount	Rental Document	
20-12-2023		31-12-2023	100.00	▲ Download	
Choose File	No file cho:	sen			
© 2023 Copyright By New Town Kelkata Development Au	thority	1		Powered By - Websten Technologies Private Limitad	