

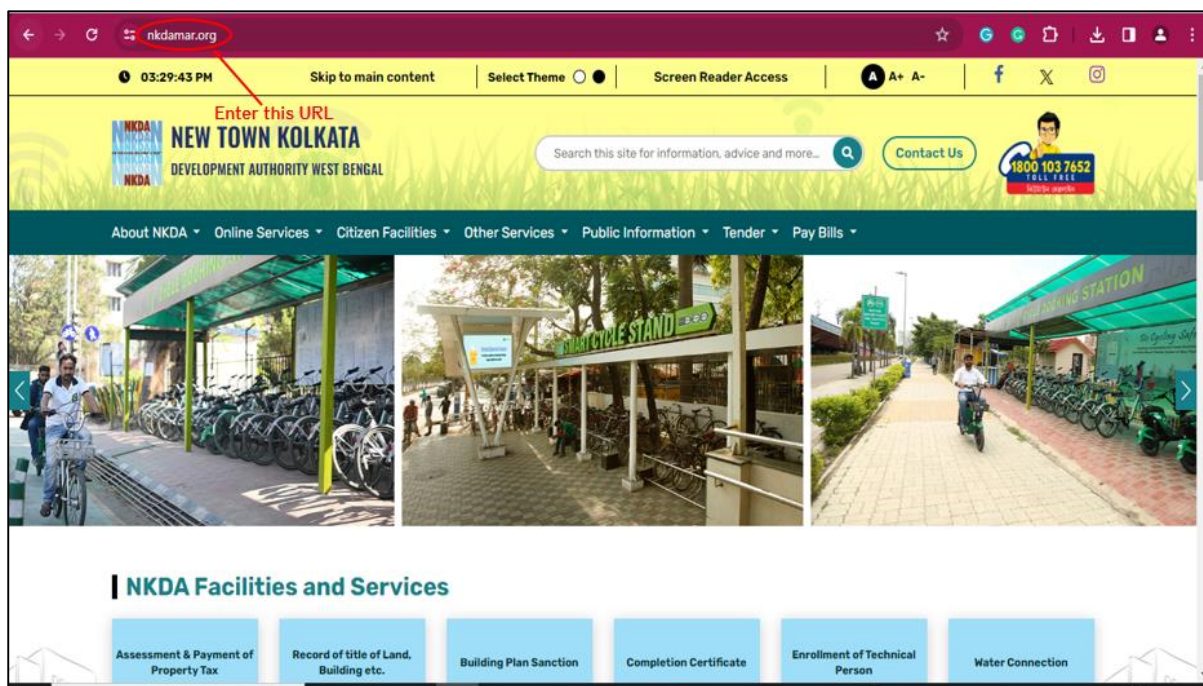
**User Manual for Shop  
Rental Module of The  
Newtown Kolkata  
Development Authority  
Website**

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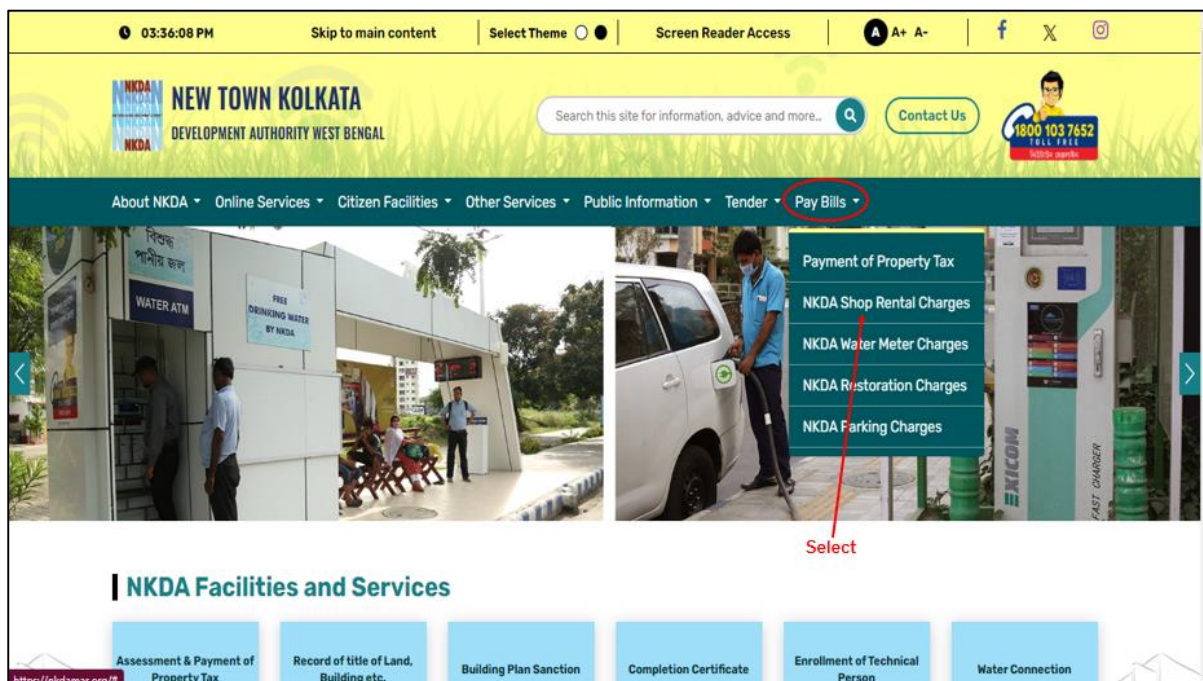
## 1 Visit NKDA Website

Enter <https://nkdamar.org> URL and press Enter.



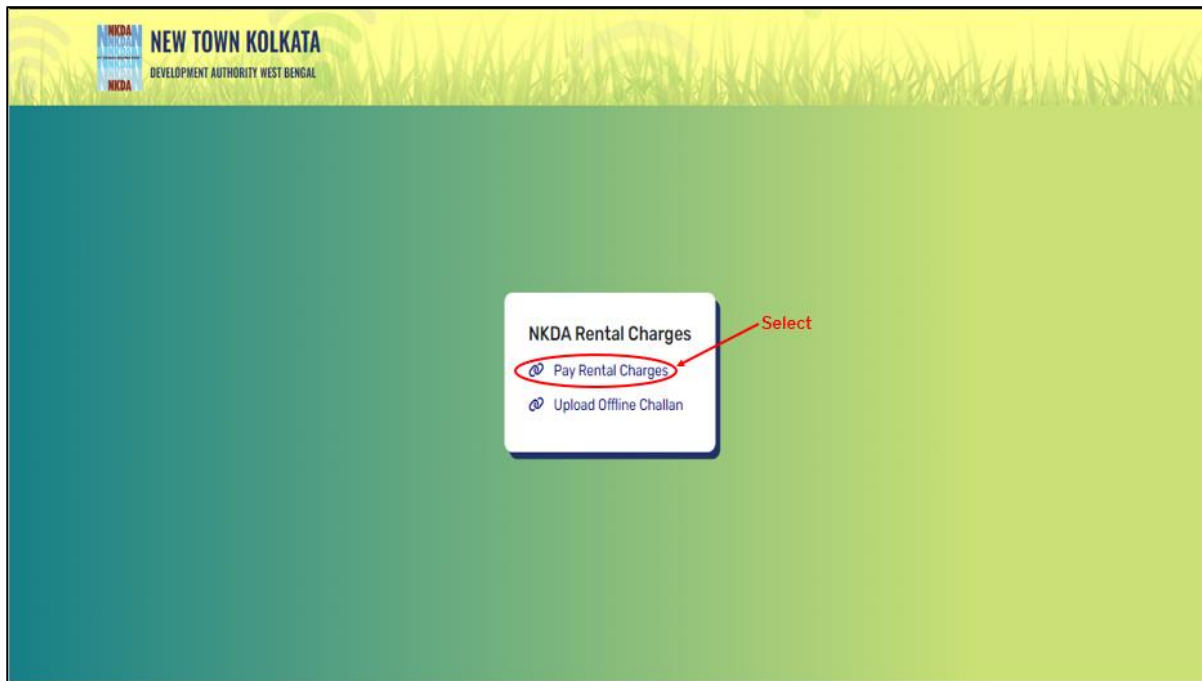
## 2 Pay Bills

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

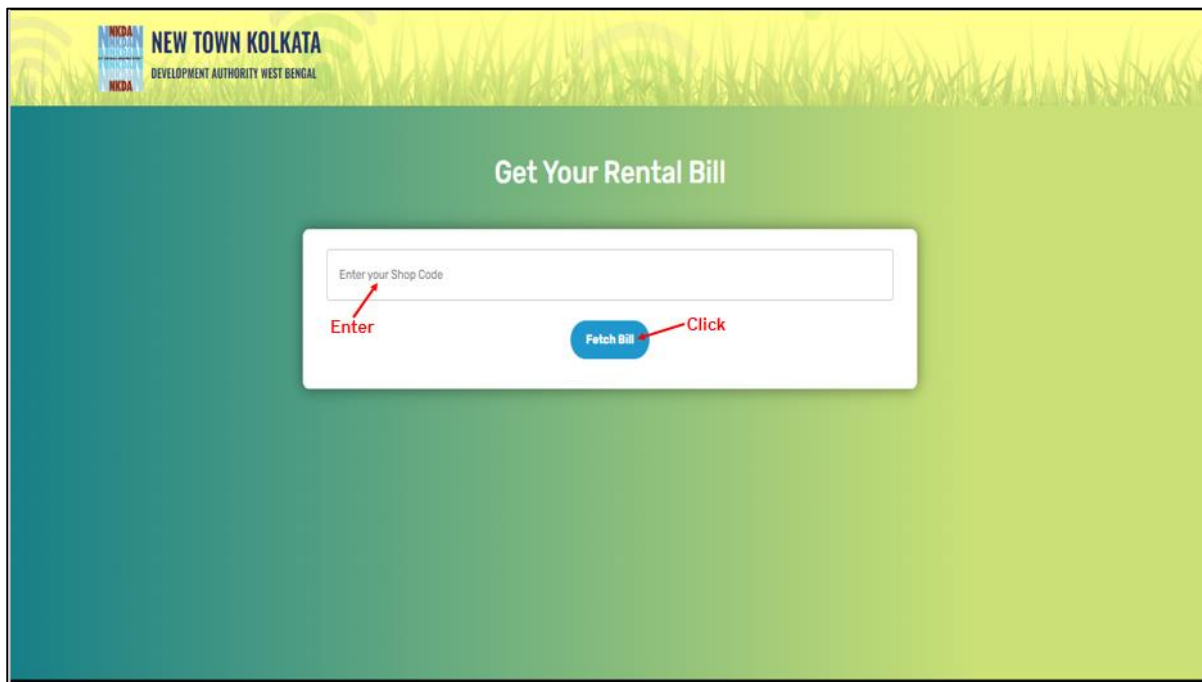


## 2.1 Pay Rental Charges

Select **Pay Rental Charges**.

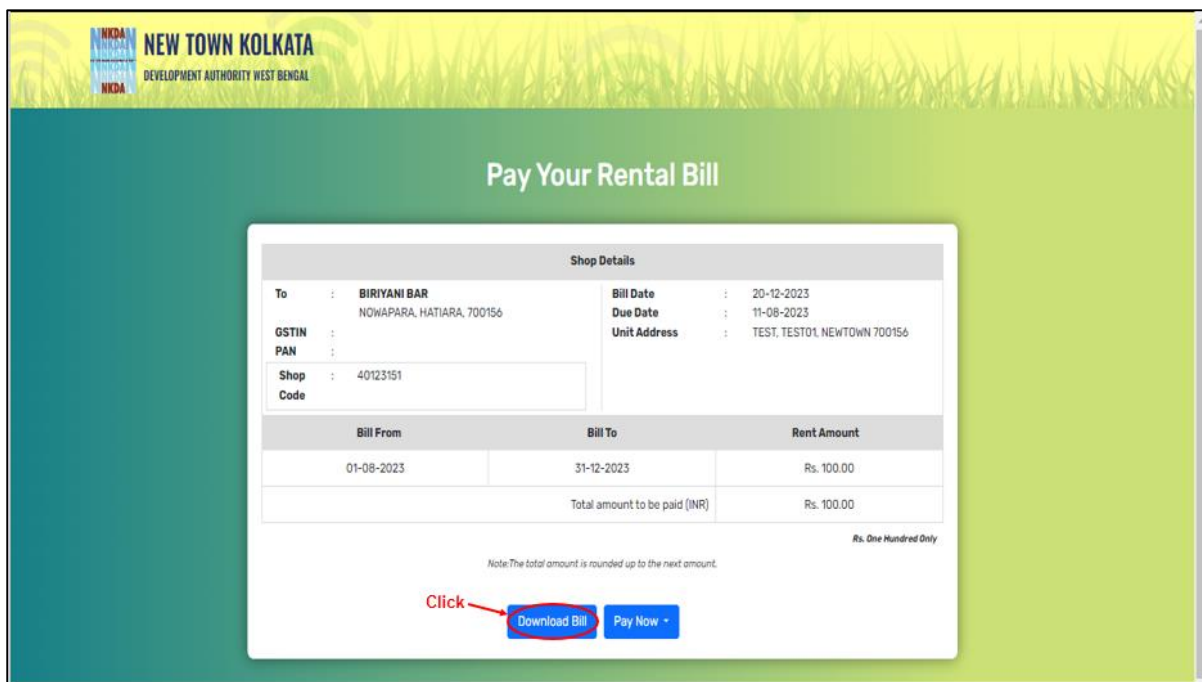


Enter **Shop Code** and click on **Fetch Bill** button.



## 2.1.1 Download Bill

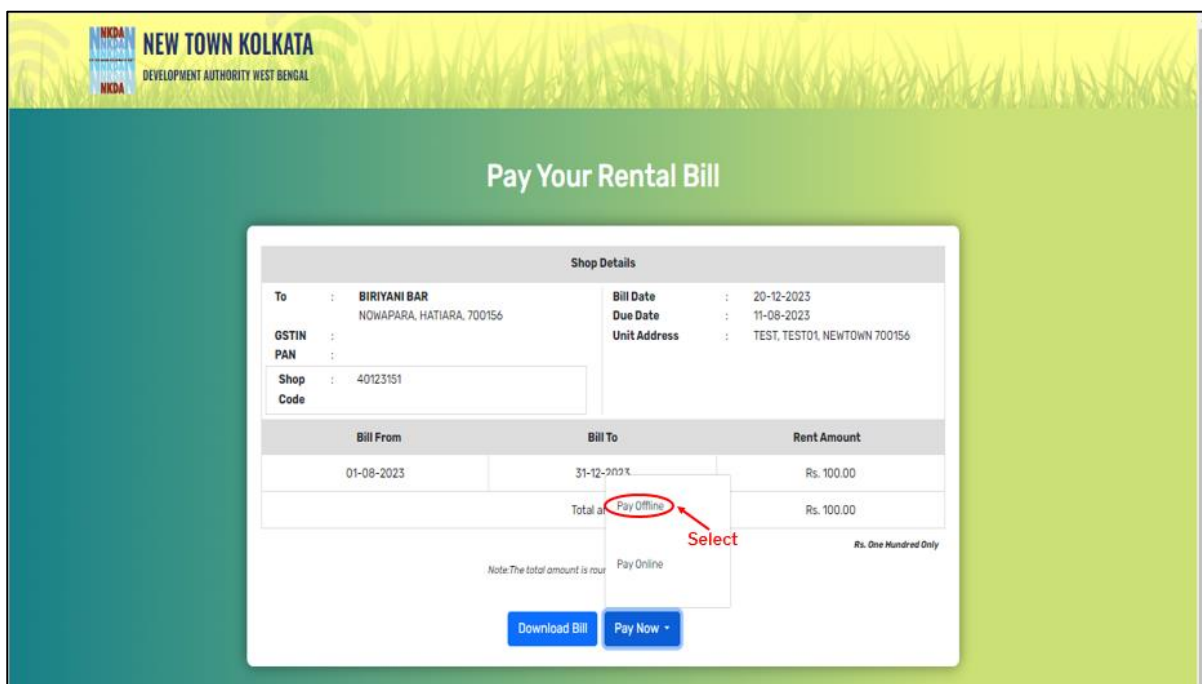
Click on the **Download Bill** option to download or **Demand invoice**.



## 2.1.2 Pay Now

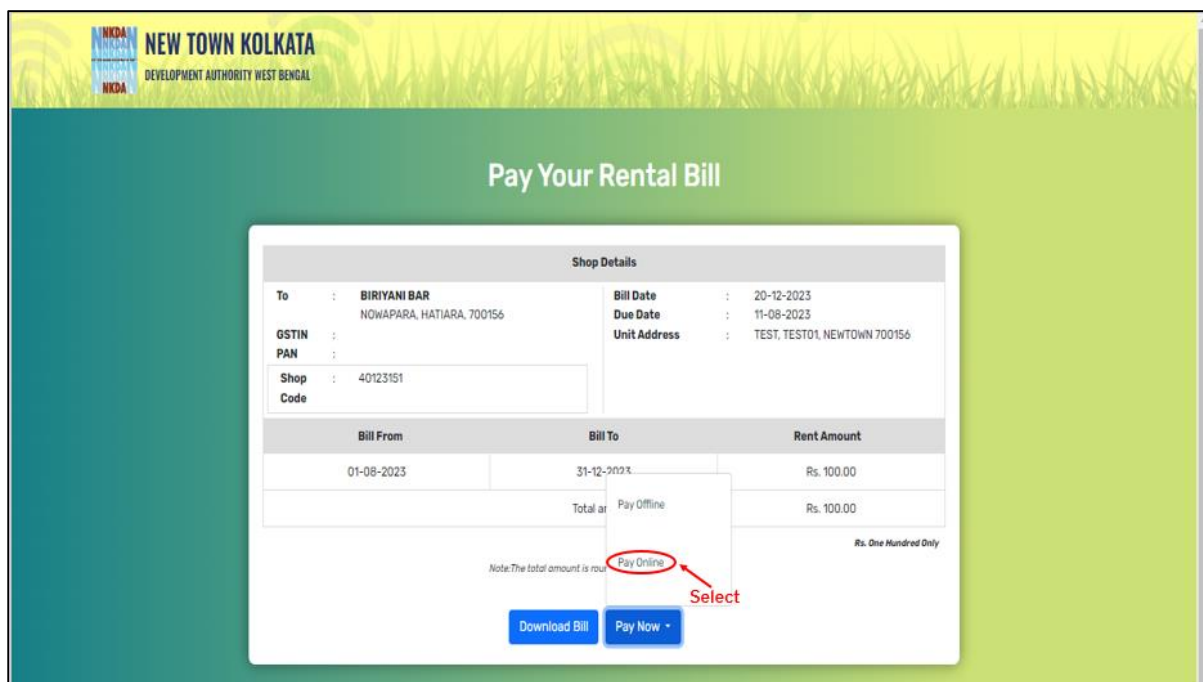
### 2.1.2.1 Pay Offline

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.

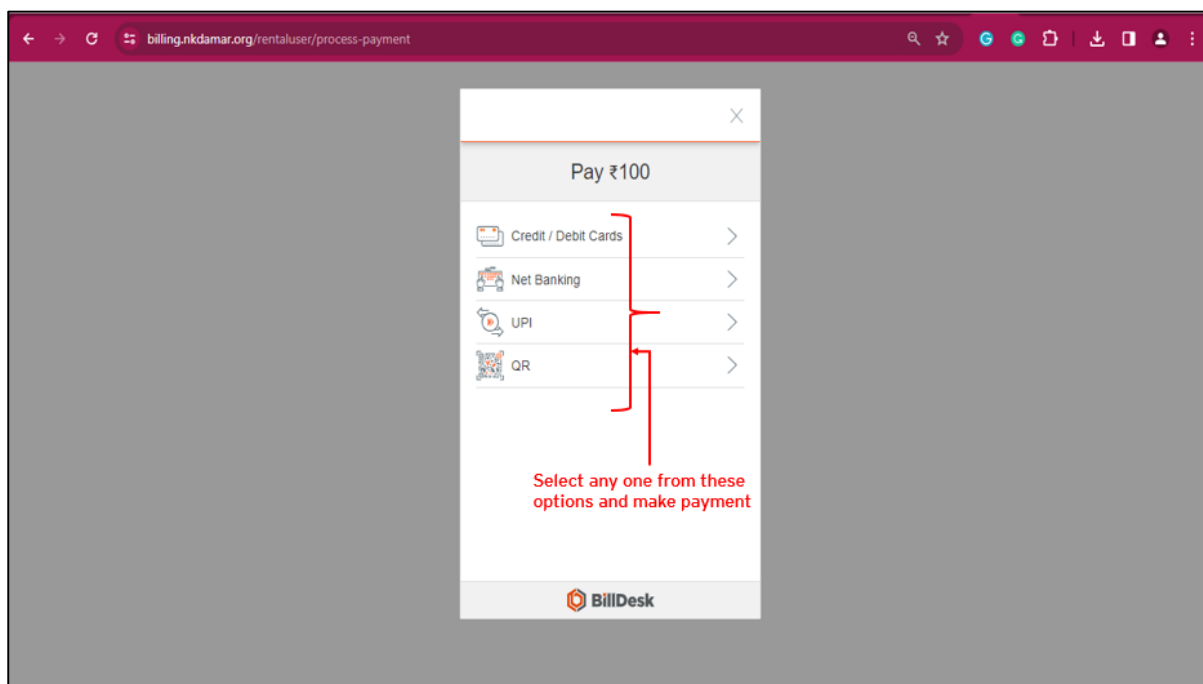


### 2.1.2.2 Pay Online

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

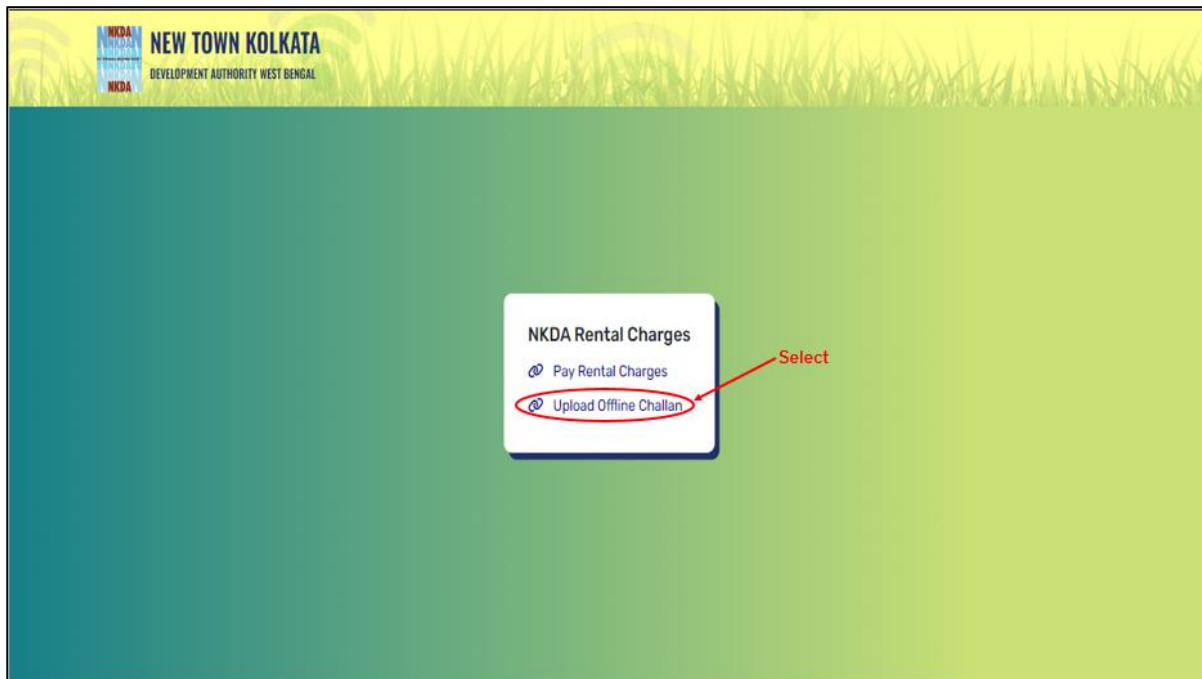


If the user chooses for online payment, they will be redirected to the **Bill Desk Page**. Choose any of the payment option and make the payment.

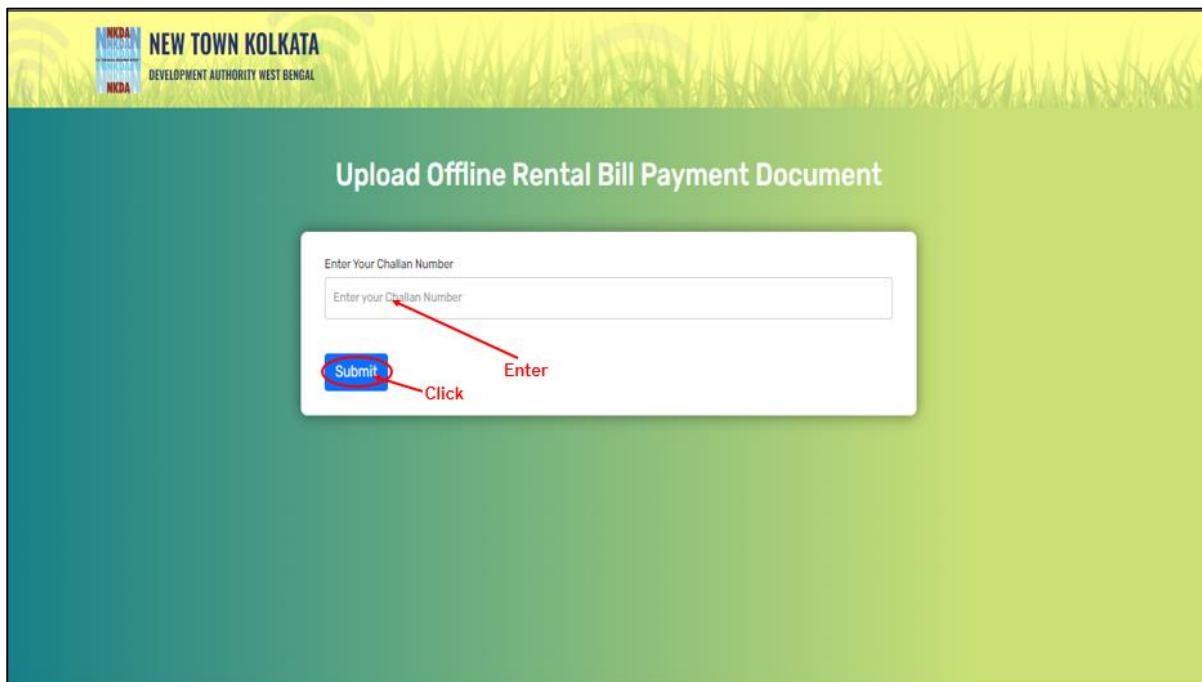


## 2.2 Upload Offline Challan

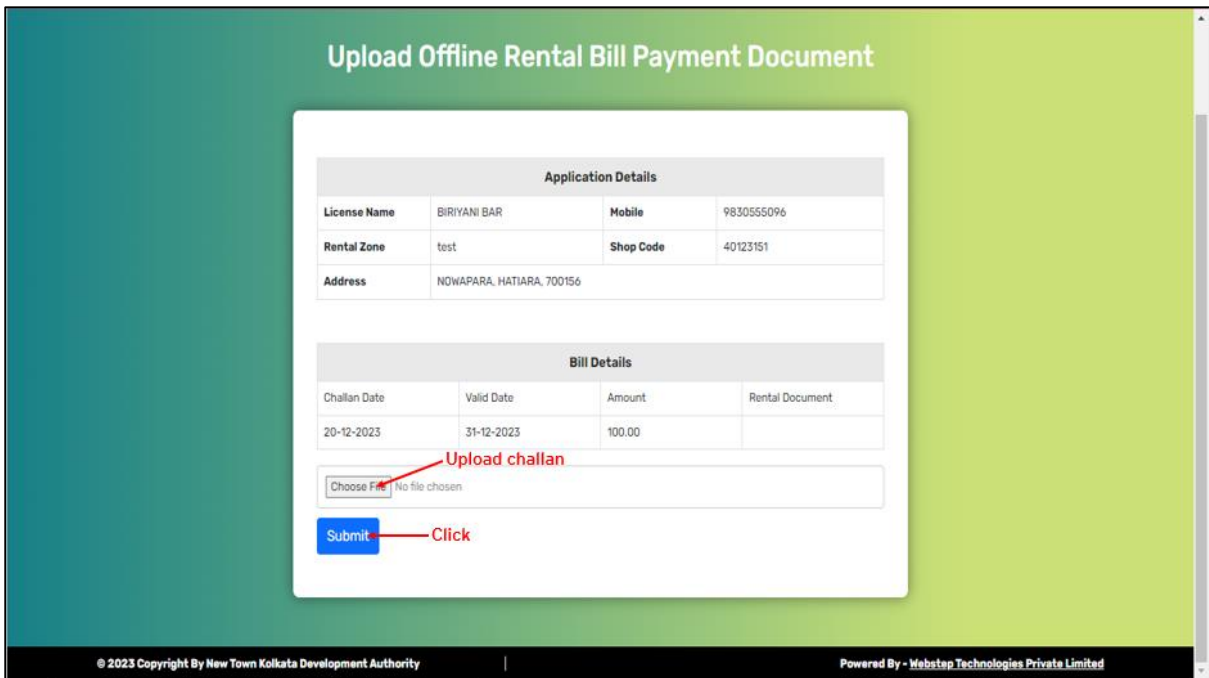
**Step 1: Select the Upload Offline Challan option.**



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



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



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.

