

STEPS FOR ONLINE FEE PAYMENT FOR ISSUE OF DUPLICATE LICENSE FOR CINEMA OPERATOR

- Step 1: Open browser. (Google chrome is preferred). Please make the payment on a laptop or desktop computer preferably.
- Step 2: Open the link <https://www.karuvoolam.tn.gov.in/challan/echallan>
- Step 3: Enter the remitter and period details in the respective fields. Fields marked * are mandatory. In the field "Remitter's name", please enter the **Consumer's name**.
- Step 4: Enter department details as detailed below:
- Step 4a: Select **PAO Chennai South** from the drop down list in the field "District name".
- Step 4b: Select **"01402 Chief Electrical Inspectorate"** from the drop down list in the field, "Department Receiving Receipts".
- Step 4c: Select the **"Chief Accountant"** from the drop down list of DDO name to whom payments has to be made.
- Step 4d: The DDO code corresponding to the DDO name selected already will get auto populated.
- Step 5: Click Generate OTP. You will receive an One Time Password (OTP) on the above mentioned Mobile Number, Enter the OTP and click on Continue.
- Step 6: Enter the service details as follows:
- Step 6a: Choose **"Fees"** from the drop down list under the field "Receipt Type".
- Step 6b: Choose **"Fees for Electrical Inspection of Cinema Theaters"** from the drop down list under the field "Sub Type".
- Step 6c: The account code corresponding to the Receipt type and sub type will get auto populated. Please check whether the account code **"004300103AA21672"** is auto populated.
- Step 6d: Enter the amount to be paid in Rupees.
- Step 6e: Enter reference number of this office in the field "Department Ref. no."
- Step 6f: Enter the purpose of payment as **"Fee for Issue of duplicate license for Cinema Operator"** in the field "Remarks"

Step 7: The total chalan amount gets auto populated. Choose payment for single service type only and avoid adding multiple rows.

Step 8: Choose the payment gateway.

Step 9: Choose the payment method.

Step 10: Double-check the information displayed and you will have to submit the request to the bank by clicking the "Submit" button. Then, you will be redirected to your bank's payment page in case of online payment. Once the payment is made and payment status of e-chalan is updated as "Success", download the e-chalan receipt and submit the same to the respective office.

Step 11: In case of Offline payment type, then select any one of the Payment Type as follows:

There are three types of payment, namely, cheque, demand draft and cash.

Step 11a: Enter details of cheque / demand draft number, date, and name of the bank in case of payment by demand draft/cheque. Then click "Submit" button. Once the payment is made and payment status of e-chalan is updated as "Success", download the e-chalan receipt and submit the same to the respective office.

Step 11b: In case of cash payment, the payment has to be paid directly at bank by generating the chalan. When the payment status is updated as "Success", download the e-chalan receipt and submit the same to the respective office.