

User Manual

For Applicant

Krishi Bhoomi



Directorate of Geology & Mining, GoUP

By

For



margsoft TECHNOLOGIES

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Purpose of the Document

This User Manual aims to familiarize you with the functional processes of the Web-based Application of UP MineMitra. It will also explain all the information aspects related to the online services of the UP MineMitra. The document is intended for Applicant. This document shall enable you to understand the process flow along with functionality of the UP MineMitra.

ABOUT MARGSOFT



MARGSOFT Technologies (P) Ltd. is an ISO certified company, leading in the Information Technology Consulting, Services, and Business Process Outsourcing an organization that envisioned and instigated the adoption of flexible business practices which enable our clients to operate efficiently and effectively. Over the last 2 decades, MARGSOFT has established itself as a premier IT solution

and service provider with offices in India and abroad. Our breadth of experience comes from working extensively with central and state government departments as well as leading organizations in the private sector.



Experience



Team



ISO 9001:2015

ISO/IEC 27001.2013

International Presence







About the Department



The Directorate of Geology & Mining is actively engaged in search of mineral wealth as well as promotion of scientific development of mineral resources along with conservation development of mineral-based industries in the state of Uttar Pradesh. The Department aims to provide access of minerals for sustainable economic growth, equal benefit and prosperity to all the people of Uttar Pradesh, and to formulate policies legislations that effectively regulate the activities involved in the Mining and Geology sector.

Department Information

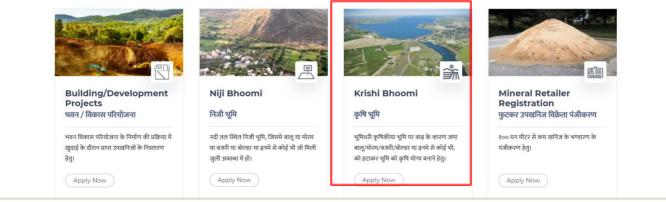
Directorate of Geology & Mining, Khanij Bhawan, 27/8 Raja Ram Mohan Rai Marg, Lucknow, U.P.

Dr. Roshan Jacob (IAS) Director, Geology and Mining, U.P, Lucknow

APPLICANT PANEL

 The applicant visits the departmental portal <u>https://www.upminemitra.in</u> and clicks on "Apply Now" button of the Krishi Bhoomi block, highlighted in red in the following screenshot, to apply for disposal of minerals deposited on agricultural land due to floods.





2. On clicking **Apply Now** the applicant lands on the page which describes the process flow, requirements and checklist of documents regarding the process of obtaining approval for removal of minerals deposited on their farming land due to floods. After going through the requirements and when he/she is ready with the documents he/she will click on "**Apply Now**" button highlighted in **Red**



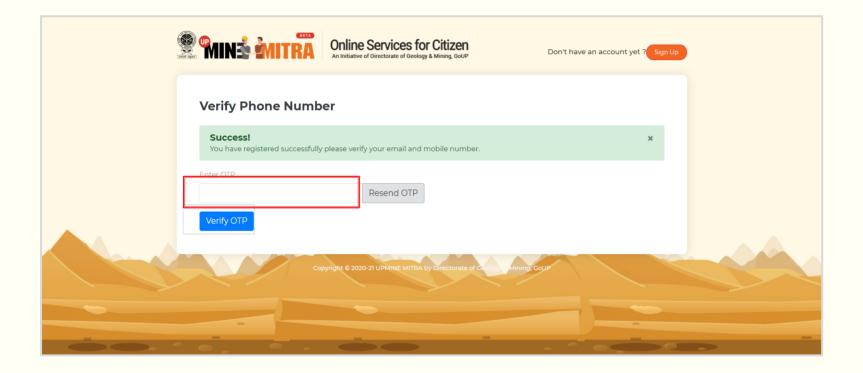
3. After clicking on Apply Now in the details page the applicant will land on the login page. If the applicant already has a login he/she can login using the email id and password. If he/she doesn't have a login he/she will have to create a login by clicking on the **"Sign Up"** button highlighted in **Red** in the following screenshot.

Services for Citizen An Initiative of Directorate of Geology & Mining, GoUP	Don't have an account yet ? Sign Up
An initiative to bring transparency in the process of removal of mineral from Niji Bhoomi, Krishi bhoomi or basement. Issue stock license and deed execution etc.	Login
Building / Provisionment Projects Krishi Bhoomi Stock License	Password
Niji Bhoomi Mining Plan Deed Execution	Remember Me Forget Password ?
	Sign In
 Copyright © 2020-21 UPMINE MITRA by Directorate of Ge	sology & Mining, CoUP

4. On clicking the Sign Up button on login screen the applicant would land on this page. The/she will have to enter details asked for, on the page. All fields are mandatory. Please note that phone number and email Id fields are Unique and Password must be at least 6 characters long.

😤 Minž Mitra	Online Services for Citizen An initiative of Directorate of Geology & Mining, GoUP	Already have an account ? Login	
Register Name	Email	PhoneNumber	
Password	Confirm password	District Select ~	
Address			
SIGN UP			
Сору	ight © 2020-21 UPMINE MITRA by Directorate of Geolo	gy & Mining, GoUP	

5. After registration the applicant will have to verify mobile number using OTP sent to the phone number entered at the time of registration. If for any reason he/she doesn't receive the OTP he/she can click on Resend OTP to get the OTP again on the mobile. After entering the OTP in "Enter OTP" box highlighted in Red he/she will have to click on the Blue "Verify OTP" button.



5. After verification the applicant has to login to proceed to fill up the application form.

	Services for Citizen An Initiative of Directorate of Geology & Mining, GOUP	Don't have an account yet ? Sign Up	
	An initiative to bring transparency in the process of removal of mineral from Niji Bhoomi, Krishi bhoomi or basement. Issue stock license and deed execution etc.	Login	
	*	Username applicantuser@margsoft.com	
		Password	
	Building / Krishi Bhoomi Stock License Development Projecta		
	NIJI Bhoomi Mining Plan Deed Execution	Remember Me <u>Forget Password ?</u>	
		Sign In	
	Copyright © 2020-21 UPMINE MITRA by Directorate of	f Geology & Mining, GoUP	
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6. After login in the applicant lands on the application form. All fields in the form are mandatory and the applicant has to fill them all and attach all required documents. After doing so he/she will have to click on the **Green "Save"** button at the bottom right corner of the page.

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ग्म ५२ (क) के अंतर्गत)				
भमिधरी कषिकीय भ	ामि पर बाढ के कारण जमा उप	गखनिजों को हटाने के लिए खनन अनुइ	गापत्र जारी किये जाने हेत आवेट-	न पत्र
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आवेदक की राष्ट्रीयता				व्यवसाय तथा कारोबार की प्रकृति
Indian				business
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	क्षेत्रफल (हेक्टेयर)	खसरा संख्या
	150	8945621
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चिन्हांकित हो		

- 7. After saving the form the applicant lands on his dashboard and see two icons
 - a) Eye Icon: Used to view details filled by him/her and others
 - b) Edit Icon: Used to edit the application form.

This option is available to the applicant till he/she have not clicked on **"Submit Application"** button on the screen which appears on clicking the **Eye Icon**.

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Dashboard Applications	Dashboard					
• Basement • KrushiBhoomi	Application Name		Tehsil Name	District Name		Q Search
 NijiBhoomi Mineral Retailer Registration 	Application	Purpose	Applicant	Date	Status	Action
_	2020/8/27/375	Krishi Bhoomi	KrushiBhoomiTwentyeightaugust	27-08-2020	Saved	View Edit
🕞 Vehicle 🔹	2020/8/27/370	Krishi Bhoomi	nn	27-08-2020	Saved	View Edit
	2020/8/26/366	Krishi Bhoomi	krushitwentysevenaugust	26-08-2020	Saved	View Lot
	2020/8/26/364	Krishi Bhoomi	ApplicantUserKrushiBhoomitwentysixA	August 26-08-2020	Saved	View Lat
	2020/8/21/355	Krishi Bhoomi	TestTwentyoneAugust	21-08-2020	Saved	View Edit
	2020/8/21/354	Krishi Bhoomi	Applicant UserTwetyoneaug	21-08-2020	Saved	View Edit

8. On clicking the **Eye Icon** he/she will see the popup as shown in the screen shot shown below. To submit the application for processing he/she will have to click on the **Green "Submit Application**" button.

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		/26/364 /21/355	Krishi Bhoomi Krishi Bhoomi	ApplicantUserKrus TestTwentyoneAu	shiBhoomitwentysixAug gust	ust	26-08-2020 Saved 21-08-2020 Saved	Ver Lat	

9. After clicking on **"Submit Application**" button applicant lands on his dashboard where he/she will have to use the **Eye Icons** to view the details and applicant sees his application status to forward to MO.

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	krushitwentysevenaugust	LS 2/43,SECTOR C,SITAPUR ROAD YOJNA,BANDA	प्राइवेट कंपनी	Banda	Tanda	Saved	02
	ApplicantUserKrushiBhoomitwentysixAugust	LS 2/43,SECTOR C,SITAPUR ROAD YOJNA,BANDA	व्यक्ति	Banda	Bara	Saved	02
	TestTwentyoneAugust	LS 2/43,SECTOR C,SITAPUR ROAD YOJNA,BANDA	व्यक्ति	Banda	PAILANI	Saved	0 6
	Applicant UserTwetyoneaug	LS 2/43,SECTOR C,SITAPUR ROAD YOJNA,BANDA	प्राइवेट कंपनी	Banda	PAILANI	Saved	02
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10. MO entry starts here



THANKS



Directorate of Geology & Mining, GoUP

