



User Manual:
Bihar Land Record
For Public Users

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DOCUMENT CONTROL

REVISION HISTORY

Date	Version	Description	Author
29/12/2021	1.0	User Manual for Public Logins	Nipun Jain
06/08/2022	3.0	Update Manual	Rahul Kumar
25/01/2023	3.1	Update Manual	Rahul Kumar
29/09/2023	3.2	Update Manual	Rahul Kumar

USER MANUAL

INTRODUCTION

The User Manual contains all the information required for the user to fully utilize the software. This manual describes the software system's functions and capabilities, as well as its modes of operation and step-by-step procedures for software access and use.

PUBLIC LOGIN SCREEN:

- Open a web browser on your device.
- Visit the official Bihar portal by navigating to the following URL:
<https://bhuabhilekh.bihar.gov.in/bhu-lekh/>
- On the portal's homepage, locate and click on the "Public Login" option.

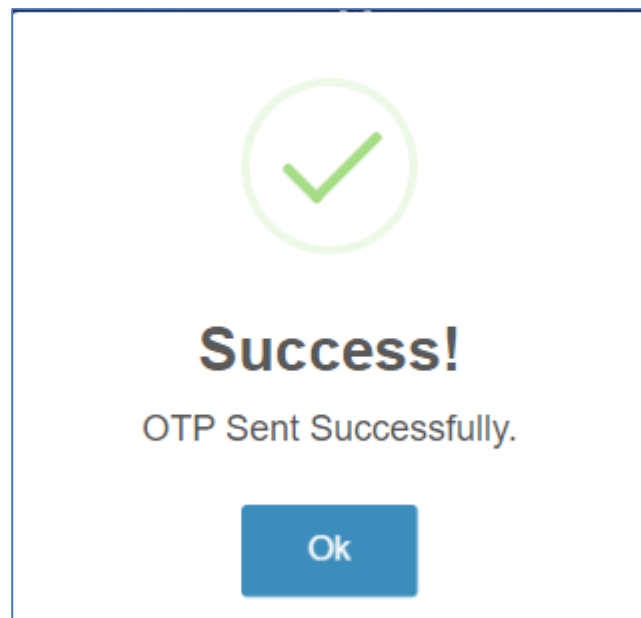


- If you are visiting the portal for the first time, click on the "Click here" to register link.
- You will be redirected to the registration process.



- Enter your mobile number in the provided field.

- Click on the "Submit" button to proceed with the registration.
- If you decide not to register at this time, you can click on the "Cancel" button to cancel the registration process.
- If you have already registered and have an account, click on the "Click here to sign in" link. This will allow you to log in using your existing credentials.
- When you click on the "Submit" button during the registration process and successfully enter your mobile number, a pop-up will appear with the message "OTP sent successfully." To proceed, click on the "OK" button in the pop-up.



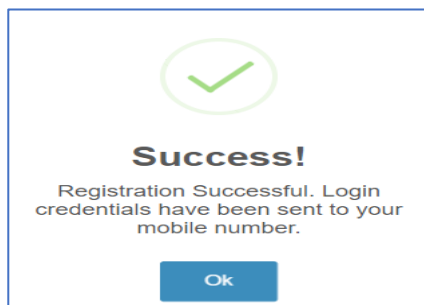
- After successfully receiving the OTP on your device and entering it in the provided field, click on the "Submit" button.



- If you wish to cancel the process at this point, you can click on the "Cancel" button.
- Once you submit the OTP, you will be redirected to the user detail page.

- On the user detail page, fill in the following required details:

- Enter your First Name.
- Enter your Last Name.
- Provide your Mobile Number.
- Enter your Email ID.
- Select your District Name from the dropdown menu.
- Select your Block/Anchal Name from the dropdown menu.
- Enter your Village Name.
- Provide your Post Office information.
- Enter the Pin Code for your location.
- After entering all the required information, click on the "Submit" button.
- To cancel the registration process at this point, click on the "Cancel" button.
- A pop-up message will appear, indicating "Registration Successful. Login credentials have been sent to your mobile number."

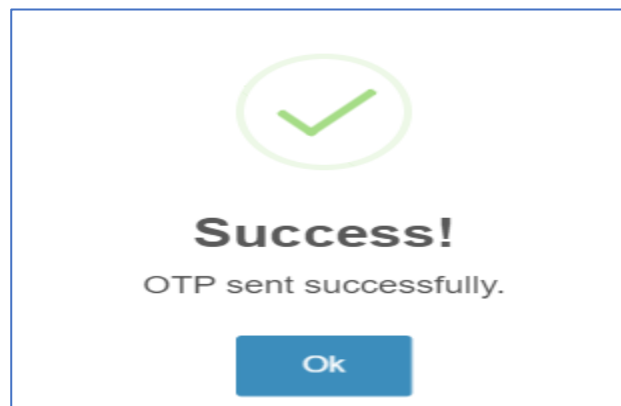


- Click on the "OK" button to confirm the successful registration and the user will be redirected to login page

LOGIN



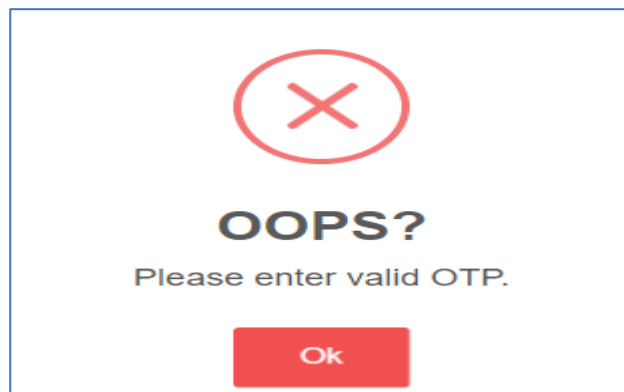
- Select "Public Login." And In the designated field, enter your mobile number.
- Check the checkmark next to the disclaimer to accept it.
- Click on the "Login" button.
- If you want the system to remember your login information for future sessions, click on the "Remember Me" option.



- After clicking "Login," a pop-up will appear with the message "OTP sent successfully."
- Click on the "OK" button to acknowledge the OTP sent to your mobile number.



- Enter the OTP received on your mobile device in the provided field.
- Click on the "Submit" button to proceed with login.



- If you entered an incorrect OTP, a pop-up will appear with the message "Please enter valid OTP."
- Click on the "OK" button to acknowledge the error.
- Enter the correct OTP received on your mobile device then click on the "Submit" button to successfully log in to the portal.
- To cancel the login process, click on the "Cancel" button.
- If you haven't received the OTP or it has expired, you can click on the "Resend OTP" button to request a new OTP.

First Screen upon Login: Online Application

After successful login this will be the first screen that will be visible to the user.

The fields for online application are:

- DOCUMENT TYPE*
- OFFICE NAME*
- DISTRICT (ZILA)*
- ANCHAL OFFICE*
- MAUZA NAME
- THANA NO.

राजस्व एवं भूमि सुधार विभाग
भू-अमिलेख एवं परिमाण निदेशालय, बिहार

Select Language WELCOME [User Name]

Directorate of Land Record & Survey
Directorate of Consolidation
Directorate of Land Acquisition

DOCUMENT TYPE*
Select Document Type

OFFICE NAME*
Select Office Name

DISTRICT (ZILA)*
Select District Name

ANCHAL OFFICE*
Select Anchal office

MAUZA NAME
Select Mauza

THANA NO.
Select Thana No.

Search Reset

S.No.	File Name	Anchal Office	District(Zila)	Mauza	Thana No.	Party Name	Action
Digital Copy of Desired Land Record Not Found !!!							

REQUESTING A DOCUMENT:

Fill in the required fields for your document request:

- **DOCUMENT TYPE:** Select the appropriate document type from the dropdown menu.
- **OFFICE NAME:** Select the appropriate office name from the dropdown menu.
- **DISTRICT (ZILA)*:** Choose the district from the available options.
- **ANCHAL OFFICE:** Select the anchal office from the dropdown menu.
- **MAUZA NAME:** Select the appropriate Mauza name from the dropdown menu.
- **THANA NO.:** Select the appropriate Thana No from the dropdown menu.
- After filling in the necessary fields, click on the **"Search"** button.
- The portal will process your request based on the provided information and display the relevant document results.

Note: The specific fields required for your document request may vary depending on the document type. Be sure to provide all the required information for the type of document you are requesting.

- If you need to start over or reset the fields, you can click on the **"Reset"** button to clear the form.
- When a user selects the upper options and clicks on the **"Search"** button to request a document, a list of documents meeting the specified criteria will be displayed. Here are the fields that appear in the list:

DOCUMENT TYPE* **OFFICE NAME*** **DISTRICT (ZILA)***

ANCHAL OFFICE* **MAUZA NAME** **THANA NO.**

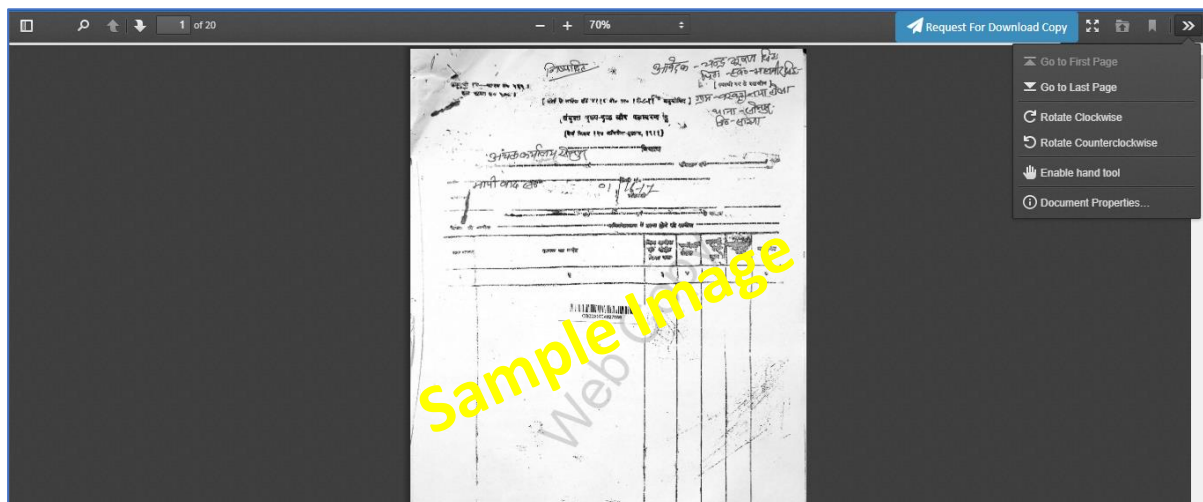
S.No.	File Name	Anchal Office	District(Zila)	Mauza	Thana No.	Party Name	Action
1.	CB0001004027889.pdf	Sonpur	Saran	पहाडीचक	96	CHANDRA BHUSHAN SINGH	Request For Download Copy
2.	CB0001004027890.pdf	Sonpur	Saran	पहाडीचक	107	KUMAR GOPAL SINGH	Request For Download Copy
3.	CB0001004027891.pdf	Sonpur	Saran	पहाडीचक	95	DHANANJAY KUMAR	Request For Download Copy
4.	CB0001004027892.pdf	Sonpur	Saran	पहाडीचक	107	ASHA DEVI	Request For Download Copy
5.	CB0001004027893.pdf	Sonpur	Saran	पहाडीचक	97	RINKU RAY	Request For Download Copy

Document Request List:

- S.No.: Serial Number
- File Name: Name of the file/document
- Anchal Office: Anchal Office associated with the document
- District (Zila): District name
- Mauza: Mauza name
- Thana No.: Thana number
- Party Name: Name of the party associated with the document

For each document in the list, there are two options:

Action: Clicking on the "Action" button will open a window displaying the PDF file associated with that document. When viewing the document, users have access to several options:



- Toggle Button: Show all the pages as thumbnails.
- Search Button: Allows users to search within the document.
- Previous Page and Next Page Buttons: Navigate between pages.
- Current Page and Total Pages: Users can enter the desired page number in the current page field.
- Zoom Options: Adjust the document's zoom level.
- Presentation Mode: Opt for a presentation-friendly display.
- Tools:
 - Go to First Page: Click to jump on the first page
 - Go to Last page: Click to jump to last page
 - Rotate Clockwise: Rotate the document clockwise.
 - Rotate Counter Clockwise: Rotate the document counterclockwise.
 - Enable Hand Tool: Activate the hand tool for document navigation.
 - Document Properties: Access properties related to the document.

Request For Download Copy: Clicking on this button will trigger a pop-up that allows the user to request a digital copy of the document. The information to be provided in the digital copy request includes:

Application For Digital Copy ×

Name :	██████████
Phone Number :	██████████
Email ID :	yagin58027@nicoimg.com
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY
Digital Copy Type :	<input checked="" type="radio"/> WITH DIGITAL SIGNATURE <input type="radio"/> WITHOUT DIGITAL SIGNATURE
Mention Page No. :	<input type="text" value="Enter Number and Comman only Like (e.g. 1-5, 8, 13-14)"/>
No. of page :	<input type="text" value="Total No. of Page"/>
Total Amount (Rs. 10 per page) :	<input type="text" value="Total Amount per page"/>
Service Fee (Rs. 10) :	10
Sub Total Amount :	<input type="text" value="10"/>

Close
Send Application

- Applicant Name
- Phone Number
- Email Address
- Anchal Office
- Box Barcode
- Case No
- District Name
- Document Type
- File Barcode
- Office Name
- Mauza Name
- Party Name
- Thana
- Year

- Request Type
- Request For
- Digital Copy Type (checkbox with options for digital signature or without digital signature; selecting "with digital signature" incurs a service fee of Rs. 10, while "without digital signature" doesn't include service fees)

Application For Digital Copy ✕

Name :	██████████
Phone Number :	██████████
Email ID :	yagin58027@nicoimg.com
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY
Digital Copy Type :	<input type="radio"/> WITH DIGITAL SIGNATURE <input checked="" type="radio"/> WITHOUT DIGITAL SIGNATURE
Mention Page No. :	<input type="text" value="Enter Number and Comman only Like (e.g. 1-5, 8, 13-14)"/>
No. of page :	<input type="text" value="Total No. of Page"/>
Total Amount (Rs. 10 per page) :	<input type="text" value="Total Amount per page"/>
Sub Total Amount :	0

Close
Send Application

- Mention Page No
- No. of Pages
- Total Amount (calculated at Rs. 10 per page)
- Total Amount per page
- Service Fee (Rs. 10)
- Subtotal Amount

After filling in and selecting all the required inputs for the digital copy request, the user can proceed to submit the application by clicking on the "Send Application" button. This action will send the request for a digital copy of the document to the relevant authorities for processing.

- After clicking the "Send Application" button and initiating the digital copy request, the user will be redirected to a new window where they will be asked to confirm the payment. The window will display the following information:
- ARE YOU SURE THAT YOU WANT TO MAKE PAYMENT?
 - TRANSACTION ID: [Transaction ID]
 - TOKEN NO.: [Token Number]
 - ORDER ID: [Order ID]
 - AMOUNT: [Amount]
 - APPLICANT NAME: [Applicant's Name]
 - APPLICANT MOBILE NO: [Applicant's Mobile Number]
 - APPLICANT EMAIL ID: [Applicant's Email Address]
- At this point, the user will have two options:
- **Make Payment:** Clicking on this button will proceed with the payment for the requested digital copy.
- **Cancel:** Clicking on this button will cancel the payment process, and the user will not be charged.

Make Payment






When the user clicks the "Make Payment" button to proceed with the payment, the payment process will begin. During this process, a timer will be displayed to indicate the time remaining to complete the transaction.

The screenshot displays the HDFC Bank payment interface. At the top, there's the HDFC Bank logo and SmartHub. Below that, a banner promotes enabling an HDFC Bank Debit Card with MyCards, listing transaction types (Online, Contactless, International) and a website link. A red bar indicates a 9:09 minute timer. The main area is divided into 'Billing Information' (Amount: INR 20.00, Order No: BHULEKH230929314 9013_1695960157, Merchant: Revenue And Land Reforms) and a payment section with a 'PAY WITH' dropdown and 'INR 20.00 Payable Amount'.

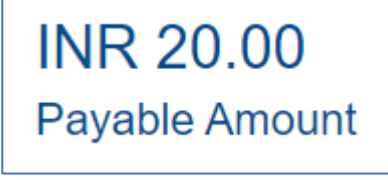
- The user will be presented with a dropdown menu to select the preferred payment method. The available payment options in the dropdown are:

PAY WITH

PAY WITH

-  HDFC BANK CREDIT CARD
-  HDFC BANK DEBIT CARD
-  OTHER BANK CREDIT CARD
-  OTHER BANK DEBIT CARD
-  UNIFIED PAYMENT INTERFACE (UPI)
- NET BANKING

- HDFC Bank Credit Card
- HDFC Bank Debit Card
- Other Bank Credit Card
- Other Bank Debit Card
- UPI (Unified Payments Interface)
- Net Banking
- The system will also display the "Payable Amount" for the transaction, indicating the amount that the user is required to pay.



- Depending on the selected payment method, the user will be prompted to provide the necessary payment details. Here are the specific requirements for certain payment methods:
 - **Credit Card or Debit Card (HDFC or Other Bank):** Users selecting this option will need to provide their card number, name on the card, expiry date (or month), and CVV (Card Verification Value).

- **UPI (Unified Payments Interface):** Users choosing UPI will be presented with various UPI payment apps to select from. They can choose their preferred UPI app for payment.

- **Net Banking:** If the user opts for net banking, an additional option will appear where they can select their bank from a dropdown menu.

Confirm Payment: After selecting the payment option, user can click on the "Confirm Payment" button to proceed with the net banking payment.

Cancel: To cancel the payment click on the "cancel" option

MUTATION CASE RECORD

To access the mutation case documents, follow these steps. Select "Mutation Case Record" from the dropdown menu.

- Choose the district and anchal (sub-district) from the respective dropdown menus.
- Enter the case number.
- Select the year session.
- Click on the "Search" button.

Upon completing these steps, a list of mutation case records that match your criteria will be displayed in the dropdown. The list will include the following details for each record:

S.No.	Applicant Name	District/Anchal Office	Case No./Year Session	Village Name	Action
1	BIBI RUKHSANA	Araria, Araria	Case No. [REDACTED]	RAMPUR MOHANPUR RAMPUR MOHANPUR	

- S.No.
- Applicant Name
- District/Anchal Office
- Case No./Year Session
- Village Name

You can take the following actions for each record:

- **View Case Record:** Click on the action button to view the detailed case record. A new window will open, displaying the case record.

बिहार सरकार
राजस्व एवं भूमि सुधार विभाग
अंचल अधिकारी का कार्यालय
Araria, Araria
दखिन खारिज याचिका की प्राप्ति की रसीद का प्रश्न

है। प्राप्त करने का क्रम निम्नवत है :-

याचिका संख्या	याचिका प्राप्त होने की तिथि	वाद संख्या वर्ष के साथ	याचिकाकर्ता (ओं) का नाम
[REDACTED]	[REDACTED]	[REDACTED] 2	[REDACTED]

भूमि का विवरण जिसके दखिन-खारिज के लिए याचिका दी गयी है

अंचल का नाम	राजस्व प्रान्त/राजस्व धान	खाला संख्या	खेसरा संख्या	भूमि का रकबा	पौहटी
[REDACTED]	रामपुर मोहनपुर /208	1237	3035	0 एक = 30.5 विसमीटर, 6हेक्टर	पूरुब, Array पश्चिम, Array उत्तर, Array दक्षिण, Array

पदाधिकारी/ कर्मों का नाम एवं पदनाम जिसके द्वारा याचिका प्राप्त की गयी

अनुरागों की सूची	अंचल अधिकारी
1	Araria
2	
3	
4	

यह प्रश्न केवल प्रार्थी की जानकारी के लिए है इसका उपयोग किसी भी न्यायालय में साक्ष्य के रूप में नहीं किया जा सकता है।

अंचल अधिकारी
Araria

यह एक कंप्यूटर जनित प्रति है

Request for Certified Copy: If you wish to request a certified copy of the case record, click on this option. A pop-up will appear, showing the necessary details for the request. You can select whether you want a digital signature on the copy or not. After making your selection, click on the "**Send Application**" button to submit the request.

Application For Digital Copy

Name :	██████████
Phone Number :	██████████
Email Address :	yagin58027@nicoimg.com
District Name :	Araria
Anchal Office :	Araria
Caseno :	██████████
Session Year :	2021 - 2022
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY
Digital Copy Type :	<input checked="" type="radio"/> WITH DIGITAL SIGNATURE <input type="radio"/> WITHOUT DIGITAL SIGNATURE
Fixed Fee (Rs. 10) :	10
Sub Total Amount :	Charge may apply according to requested copy page(10 Rupees per page.) Document With Digital Signature (10 Rupees per page + 15 Rupees Service Charge).

Close Send Application

REQUESTING MAP:

SEARCH & VIEW MAP GO BACK

AREA TYPE*

District Name* Revenue Thana* Mauza Name*

- Select "Map" from the dropdown menu of document types.
- Choose the "Area Type" by selecting either "Urban" or "Rural" from the dropdown menu.
- Select the district, thana, and mauza from their respective dropdown menus.
- Click on the "Search" button.

The system will then generate a list of maps that match your selected criteria. The list will include relevant details for each map. Please provide additional information about the fields in the list, and I will assist you further with the process.

S.No.	Survey Type	Sheet No.	Action
1.	Cadastral Survey	<input type="button" value="View Sheet - 1"/> <input type="checkbox"/> SHEET - 1 <input type="button" value="View Sheet - 2"/> <input type="checkbox"/> SHEET - 2 <input type="button" value="View Sheet - 3"/> <input type="checkbox"/> SHEET - 3 <input type="button" value="View Sheet - 4"/> <input type="checkbox"/> SHEET - 4 <input type="button" value="View Sheet - 5"/> <input type="checkbox"/> SHEET - 5	<input type="button" value="Request For Download Copy"/>
2.	Revisional Survey		
3.	Chakbandi		
4.	Special Survey		

Application For Digital Copy ×

Name :	██████████
Phone Number :	██████████
Email ID :	yagin58027@nicoimg.com
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY
Digital Copy Type :	<input checked="" type="radio"/> WITH DIGITAL SIGNATURE <input type="radio"/> WITHOUT DIGITAL SIGNATURE
Mention Page No. :	<input type="text" value="Enter Number and Comman only Like (e.g. 1-5, 8, 13-14)"/>
No. of page :	<input type="text" value="Total No. of Page"/>
Total Amount (Rs. 10 per page) :	<input type="text" value="Total Amount per page"/>
Service Fee (Rs. 10) :	10
Sub Total Amount :	<input type="text" value="10"/>

Close

 Send Application

- Applicant Name
- Phone Number
- Email Address
- Anchal Office
- Box Barcode
- Case No
- District Name
- Document Type
- File Barcode
- Office Name
- Mauza Name
- Party Name
- Thana
- Year
- Request Type
- Request For

- Digital Copy Type (checkbox with options for digital signature or without digital signature; selecting "with digital signature" incurs a service fee of Rs. 10, while "without digital signature" doesn't include service fees)

Application For Digital Copy ✕

Name :	██████████
Phone Number :	██████████
Email ID :	yagin58027@nicoimg.com
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY
Digital Copy Type :	<input type="radio"/> WITH DIGITAL SIGNATURE <input checked="" type="radio"/> WITHOUT DIGITAL SIGNATURE
Mention Page No. :	<input type="text" value="Enter Number and Comman only Like (e.g. 1-5, 8, 13-14)"/>
No. of page :	<input type="text" value="Total No. of Page"/>
Total Amount (Rs. 10 per page) :	<input type="text" value="Total Amount per page"/>
Sub Total Amount :	0

Close
Send Application

- Mention Page No
- No. of Pages
- Total Amount (calculated at Rs. 10 per page)
- Total Amount per page
- Service Fee (Rs. 10)
- Subtotal Amount

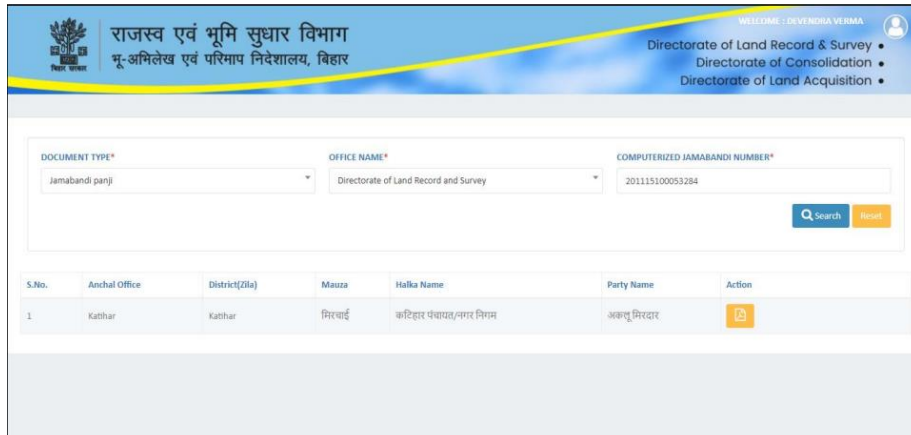
After filling in and selecting all the required inputs for the digital copy request, the user can proceed to submit the application by clicking on the "Send Application" button. This action will send the request for a digital copy of the document to the relevant authorities for processing.

- After clicking the "Send Application" button and initiating the digital copy request, the user will be redirected to a new window where they will be asked to confirm the payment. The window will display the following information:
- ARE YOU SURE THAT YOU WANT TO MAKE PAYMENT?
 - TRANSACTION ID: [Transaction ID]
 - TOKEN NO.: [Token Number]
 - ORDER ID: [Order ID]
 - AMOUNT: [Amount]
 - APPLICANT NAME: [Applicant's Name]
 - APPLICANT MOBILE NO: [Applicant's Mobile Number]
 - APPLICANT EMAIL ID: [Applicant's Email Address]
- At this point, the user will have two options:
- **Make Payment:** Clicking on this button will proceed with the payment for the requested digital copy.
- **Cancel:** Clicking on this button will cancel the payment process, and the user will not be charged.

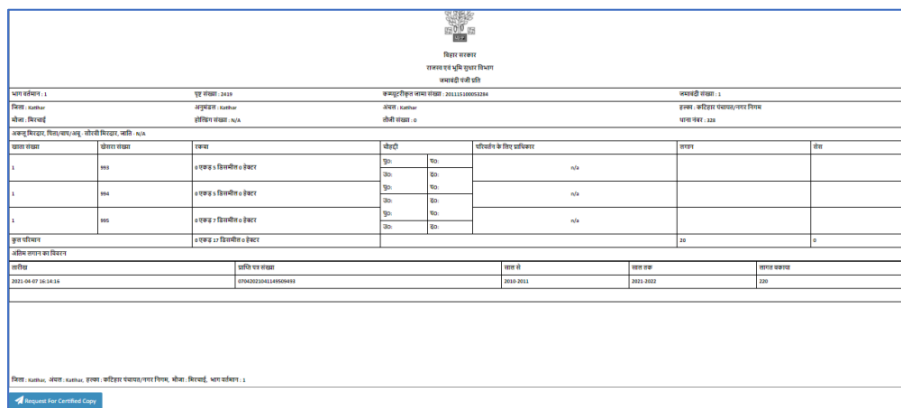
JAMABANDI PANJI DIGITIZED

- Jamabandi Panji Digidized documents can also be searched using this screen.
- When the user chooses "jamabandi Panji Digitized" as the Document Type from the dropdown option, the below mentioned screen will appear:
- The user must then select the fields listed below from the dropdown menu to obtain
- the required map.

- Document Type
- Office Name
- Computerized jamabandi number



A “Jamabandi Panji Digitized” document will appear in the browser after clicking on the Action button corresponding Party Name.



Upper Side of the Screen

Select Language: User can change the language by clicking on this option and then selecting from dropdown.



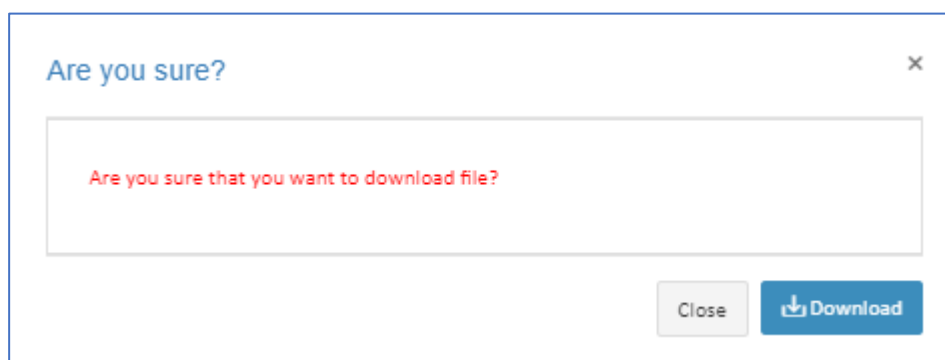
The "Profile" option provides users with access to various features. Here are the details of each option:



1. **Online Application:** This option allows users to submit online applications.
2. **Track Application:** Users can track their application status by clicking on this option. A new window will open, displaying a list with the following fields:

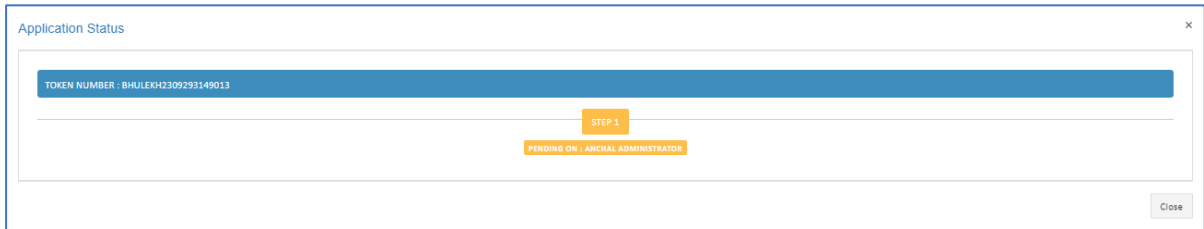
S.No.	Token No.	Application Status	Total Sheet	Mention Sheet	Amount Received	Payment Status	Request Type	Request For	Digital Sign(Y/N)	Action
1	BHULEKH23092614250421	APPROVED	7	1,2,3,4,5,6,7	80	SUCCESS	Online	Soft Copy	Yes	Download Copy Invoice

- S.No. (Serial Number)
- Track (Track Application button for each entry)
- Token No.
- Application Status (Pending, Processing, or Approved)
- Total Page
- Mention Page
- Amount Received
- Payment Status (Pending, Processing, or Approved)
- Request Type
- Request For
- Digital Sign (Y/N)
- Action (Download Applied Application Details, Download Copy or Pay Now button, depending on the status)
 - **Download Application:** A pop-up will appear when user click on the download application button, showing “Are you sure that you want to download file?” Click on download to download the application.



- **Download Copy:** User can download the approved document by this option. A pop-up will appear showing the total requested pages and expiry date of download. User can click on the download to download the document.
- **Invoice:** User can download the invoice by clicking on this option.
- **Pay Now:** User will be redirected to the payment page.

- Users can click on the "Track" button to view the details of their application.



Map Application Status: This option allows users to check the status of their map applications.

Log Out: Users can log out of their account by clicking on this option.