

User Manual Document for Public User
For
MRR Bihar Project
Version 3.1

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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

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:

This screen is the first interface.

- User will select the public login tab from the login screen.
- User can login with valid credentials to enter the application.



- Enter the user's name
- Enter the password
- Click on login button.

Note: For first-time users, they need to click on the "New user registration link" at the bottom left of the login page.

Registration For first time users

- click on the "New user registration link" at the bottom left of the login page.
- Enter the mobile number and click on the submit button.



- When users click the submit button, an OTP will be sent to the mobile number they entered.



- Enter the OTP received on the mobile no entered and click the submit button



After entering the OTP, you will be directed to a new registration screen where the user has to input the below mentioned details.

- First name,
- Last name,
- Email address.



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Select Language ▼

अंचल अभिलेख भवन भू अभिलेख एवं परिमाण निदेशालय, बिहार में आपका स्वागत है



Enter First Name*

Enter Last Name*

Enter Email Address

Already have an account? [click here for sign in.](#)

Powered by On Ezeefile Platform

On clicking on submit button, User will receive the OTP on the registered mobile number and registration details on your email ID.

Note: After receiving login credentials and completing registration, the public user can now log in to the portal.



Sample email on registration

Modern Record Room

Registration Successful

Name :- ABC user

Username :- abc@gmail.com

Password :- 022190cwks%

Mobile Number :- - 9876543210

Thank You,

Department of Revenue & Land Reforms, Govt. of Bihar.

This is a system generated mail please do not reply. <http://www.bhuabhilekh.bihar.gov.in>

PUBLIC LOGIN SCREEN:

This screen is the first interface.

- User will select the public login tab from the login screen.
- User can login with valid credentials receiver after registration to enter the Portal.



- Enter the user's name
- Enter the password
- Click on login button.
- An OTP will be sent to the registered mobile number when you click on the login button.


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Select Language ▾

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Success!
 OTP sent successfully.

Ok

Public Login Deptt. Login

ezeefilead

.....

Remember Me Forgot Password?

Login

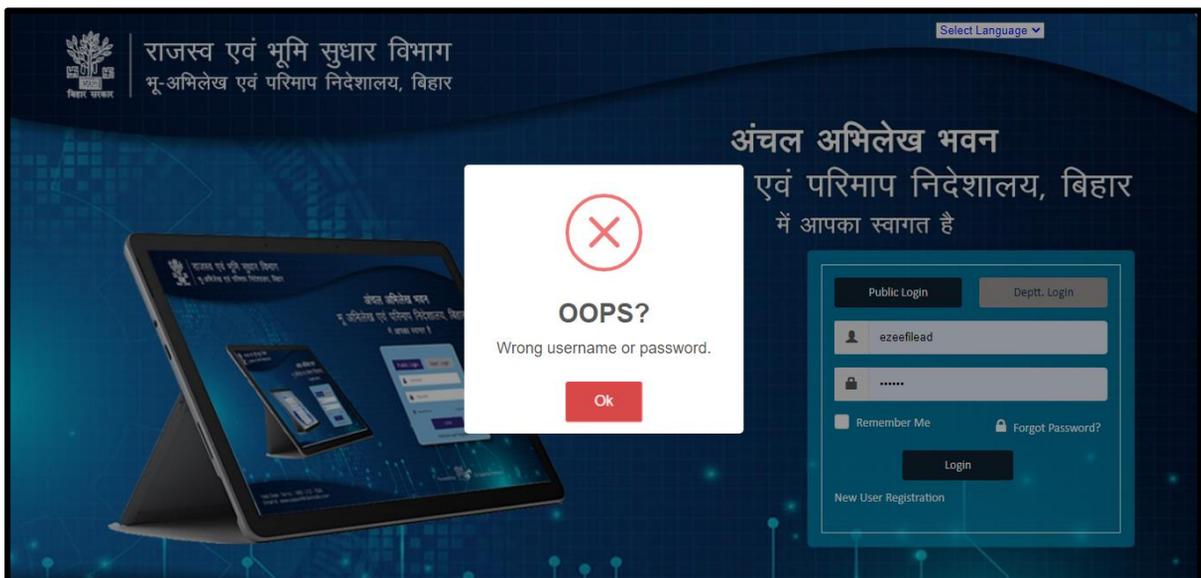
New User Registration

- Enter the OTP sent on the mobile and click on the submit button.



Invalid Credentials

If a user enters a wrong username or password, a message will appear on the screen saying, “*Wrong Username or Password*”.



Forget Password

- On the Home Page, the user will select the Forget Password option.
- The user must enter the mobile number or email address associated with the account.



- Click the Password reset button



- User will receive an OTP on Mobile /email, entered in the last step



- Enter the OTP received on Mobile /email.
- Enter the New Password
- Re- enter the New Password.
- Click on Submit Button

Note: The user will receive a notification that **"Password Reset Successfully!!"**

First Screen upon Login: Online Application

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

- Select the required Parameters given on the screen.
- **Parameters**
 - Document Type
 - Office Name
 - District (Zila)
 - Anchal office
 - Mauza
 - Thana No.

Note: At-least one parameter is selected to conduct the search process.

- Click on Search button, to search the desired document.

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Select Language WELCOME : AJAZ AHMED

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

DOCUMENT TYPE* OFFICE NAME* DISTRICT (ZILA)*
Select Document Type Select Office Name Select District

ANCHAL OFFICE* MAUZA THANA NO.
Select Anchal office Select Mauza 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 !!!							

- A grid will appear at the bottom showcasing the details of document searched

- Based on the value entered in the advanced search section, the Grid will also display the details corresponding to:
 - File Name
 - Anchal Office,
 - District (Zila)
 - Thana No.
 - Mauza
 - Party Name

View Application

In action section, public user can view the Web copy of Land record document.

Maps

Maps can also be searched using this screen.

When the user chooses Map as the Document Type from the dropdown option, the below mentioned screen will appear.

Jamabandi Panji

Jamabandi Panji documents can also be searched using this screen.

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Select Language WELCOME : DEVENDRA VERMA

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Directorate of Consolidation
Directorate of Land Acquisition

DOCUMENT TYPE*
Select Document Type
jamabandi panji

OFFICE NAME*
Select Office Name
MAUZA
Select Mauza

DISTRICT (ZILA)*
Select District
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 !!!							

When the user chooses “jamabandi Panji” as the Document Type from the dropdown option, the below mentioned screen will appear.

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WELCOME : DEVENDRA VERMA

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

DOCUMENT TYPE*
Select Document Type

OFFICE NAME*
Select Office Name

COMPUTERIZED JAMABANDI NUMBER*
Computerized Jamabandi Number

Search Reset

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

- 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**” document will appear in the browser after clicking on the **Action button** corresponding Party Name.

Request for Certified Copy

The user can request a certified copy of the land record document by clicking on the action tab. "[Request a certified copy](#)".

This option is also available while the user is viewing the document in its web version.

When you click the "[Request a certified copy](#)" button, the page below will appear.

Filebarcode :	9876543
Office Name :	Revenue and Land Reforms Department
Mauza Name :	Murthan
Party Name :	[REDACTED]
Thana :	49
Year :	2014
Request Type :	Online
Request For :	<input checked="" type="radio"/> SOFT COPY <input type="radio"/> PHYSICAL COPY
Digital Copy Type :	<input checked="" type="radio"/> WITH DIGITAL SIGNATURE <input type="radio"/> WITHOUT DIGITAL SIGNATURE
Mention Page No. :	Enter Like (e.g. 1-5, 8, 13-14)
No. of page :	Total No. of Page
Total Amount (Rs. 10 per page) :	Total Amount per page
Fixed Fee (Rs. 15) :	15
Sub Total Amount :	15

- The user can double-check the information and fill in the details.
- Select one of the choices. It might be either a soft copy or a hard copy.
- Select one of the choices. It's either a document having a digital signature or a document that doesn't have one.
- Users must provide the number of pages, such as 1–5, 7-9.
- The page count and Sub total amount will be computed automatically based on the number of pages entered.
- Click on the "send application" button at the bottom left corner of the page.
- The public user will be directed to the payment page.

Payment Page

When you click the "[Send application](#)" button, you will be directed to the payment page, where the details listed below will be displayed to public users.

- Transaction ID
- Order id
- Amount
- Applicant Name

- Applicant Mobile Number
- Applicant email-id



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Select Language ▼
WELCOME : AMZ AHMED


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ARE YOU SURE THAT, YOU WANT TO MAKE PAYMENT?

TRANSACTION ID :	1640672102899
ORDER ID :	BHULEKH211228310076
AMOUNT :	25
APPLICANT NAME :	[REDACTED]
APPLICANT MOBILE NO. :	[REDACTED]
APPLICANT EMAIL ID :	ezeefleadmin@[REDACTED]

Make Payment
Cancel

Transaction Page

The user can select the desired payment option from the payment options and complete the transaction.

HDFC BANK SmartHub

Time left to complete transaction **13:11 mins**

Billing Information

- Amount: **INR 85.00**
- Order No: **BHULEKH211229310 077**
- Merchant: Revenue And Land Reforms
- Website: <http://bhuabhilekh.bihar.gov.in>

PAY WITH

- HDFC BANK CREDIT CARD
- HDFC BANK DEBIT CARD
- OTHER BANK CREDIT CARD
- OTHER BANK DEBIT CARD
- NET BANKING

Privacy - Terms

Screen 1

Time left to complete transaction **12:30 mins**

Billing Information

- Amount: **INR 85.00**
- Order No: **BHULEKH211229310 077**
- Merchant: Revenue And Land Reforms
- Website: <http://bhuabhilekh.bihar.gov.in>

HDFC BANK CREDIT CARD

Card Number

Your Name

MM/YY CVV ?

INR 85.00
Payable Amount

CONFIRM PAYMENT

Cancel

Privacy - Terms

Screen 2

Track application

In the track application area, a user can keep track of the status of their application.

S.No.	Track	Token No.	Application Status	Total page	Mention Page	Amount Received	Payment Status	Request Type	Request For	Digital Sign(Y/N)	Action
1		BHULEKH211215310020	PENDING	2	1-2	35	SUCCESS	Online	Soft Copy	Yes	

When you click the track button on the tracking screen, the following screen will appear, displaying the application's status.

TOKEN NUMBER : BHULEKH211008310020

STEP 1 APPROVED BY : ANCHAL ADMINISTRATOR

STEP 3

STEP 4 APPROVED BY : ANCHAL ADMINISTRATOR

Comment/Remark : sddsd
Action DateTime : 08 - Oct - 21, 16:44 PM

Close

