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



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# **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.

























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.









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#### Sample email on registration















### **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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• 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!!"





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# 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
  - $\circ$  Document Type
  - Office Name
  - District (Zila)
  - $\circ$  Anchal office
  - o Mauza
  - $\circ$  Thana No.

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

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

	राजस्व मू-अभिले	व एवं भूमि सुधार नेख एवं परिमाप निदेशा	विभाग लय, बिहार		-	۹ Di	Select Language ♥ WILCOME : AIAZ ANEMAD rectorate of Land Record & Surv Directorate of Consolidation Directorate of Land Acquisition	ey • on • on •	
DOCUM	IENT TYPE*		OFFICE NAME*			DISTRICT (ZIL	A)*		
Select	Select Document Type		* Select Office Nan	ne		<ul> <li>Select Distr</li> </ul>	Select District 💌		
ANCHAI	L OFFICE*		MAUZA			THANA NO.			
Select	t Anchal office		<ul> <li>Select Mauza</li> </ul>			<ul> <li>Select Than</li> </ul>	Select Thana No.		
							Q Search Re	set	
S.No.	File Name	Anchal Office	District(Zila)	Mauza	Thana No.	Party Name	Action		
			Digital Co	py of Desired Land F	Record Not Found III				





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

A CONTRACTOR	राजस्व एवं भू-अभिलेख एवं	भूमि सुधार विभ परिमाप निदेशालय, f	<b>1ाग</b> बेहार			Select La Directoro [ Dire	anguage V WELCOME: ANZ AHEMAD ate of Land Record & Survey • Directorate of Consolidation • ectorate of Land Acquisition •		
DOCUM	MENT TYPE*		OFFICE NAME*			DISTRICT (ZILA)*			
Nam	Namantran Abhilekh 🔻		Revenue and Land Reform	ns Department	*	Saran	•		
ANCHA	ANCHAL OFFICE*		MAUZA			THANA NO.			
Sonp	Sonpur		Murthan			49			
CASE N	ю		YEAR			PARTY NAME			
Ente	r Case No		Enter Year			Enter Party Name			
6.No.	File Name	Anchal Office	District(Zila)	Mauza	Thana No.	Party Name	Q search Reset		
	MRRF110000002.pdf	Sonpur	Saran	Murthan	49		Request For Certified Copy		
	MRRF110000003.pdf	Sonpur	Saran	Murthan	49		Request For Certified Copy		

- 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)
  - $\succ$  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.

Hand Contraction	राजस्व मू-अमिले	। एवं भूमि सुधार ख एवं परिमाप निदेशा	वि लय,	भाग बिहार				Select Language Directorate Dir Direc	WELCOME : DEVENDIA VERMA     of Land Record & Survey     ectorate of Consolidation     torate of Land Acquisition	
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Bhumi				Select Mauza			Select Thana No.		v	
No	Eile Name	Anchal Office		District/7ila)	Машта	There No.		Party Name	Q Search Reset	
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When the user chooses Map as the Document Type from the dropdown option, the below mentioned screen will appear.

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District Name*		Revenue Thana*		Mauza Name*			
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No.	Survey Type	Sheet No.			Q Search Reset		
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	Revisional Survey	Map sheet not found			Click on sheet no, to		
	Chakbandi	Map sheet not found	Map sheet not found				





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# Jamabandi Panji

Jamabandi Panji documents can also be searched using this screen.

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DOCUM	ENT TYPE*		OFFICE NAME*			DISTRICT (ZILA)*		
Select Document Type			Select Office Name	1e		Select District	×	
jama	jama		MAUZA			THANA NO.		
Jamaba	andi panji		Select Mauza			Select Thana No.	*	
.No.	File Name	Anchal Office	District(Zila)	Mauza	Thana No.	Party Name	Q Search Reset	
			Digital Cor	y of Desired Land	Record Not Found III			

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

	राजस्व एवं स्वत्यस्व प्रि. अमिलेख एवं	भूमि सुधार विभाग परिमाप निदेशालय, बिहार				Directorate Dire Directo	WITCOME : DEVENDRA VERMA of Land Record & Survey • ctorate of Consolidation • prate of Land Acquisition •	
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	Select Document Type		Select Office Name			Computerized Jamabandi Number		
							Q Search Reset	
S.No.	. Anchal Office	District(Zila)	Mauza	Halka Name	Part	y Name	Action	
		(	Digital Copy of Desire	d Land Record Not Fo	und III			



- The user must then select the fields listed below from the dropdown menu to obtain the required map.
  - Document Type
  - $\circ \quad \text{Office Name} \quad$
  - Computerized jamabandi number

	राजस्व भू-अभिलेख	एवं भूमि सुधार वि एवं परिमाप निदेशालय,	WELCOME : DEVENDERA VERMA Directorate of Land Record & Survey • Directorate of Consolidation • Directorate of Land Acquisition •				
DOCU	MENT TYPE*		OFFICE NA	ME <sup>8</sup>	co	MPUTERIZED JA	AMABANDI NUMBER*
	and pull		Jan Color				Q Search Reset
S.No.	Anchal Office	District(Zila)	Mauza	Halka Name	Party	Name	Action
1	Katihar	Katihar	मिरचाई	कटिहार पंचायत/नगर निगम	अकल्	<u>ाू</u> मिरदार	

A "Jamabandi Panji" document will appear in the browser after clicking on the **Action button** corresponding Party Name.

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### **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.

		Document tipe .		Land Acquisition .
-		Filebarcode :	9876543	
		Office Name :	Revenue and Land Reforms Department	
DOCU	IMENT TYPE*	Mauza Name :	Murthan	
Nat	nantran Abhilekh	Party Name :	- In the second	
ANCH	IAL OFFICE*	Thana :	49	
Sor	ipur .	Year :	2014	<u></u>
CASE	NO	Request Type :	Online	-
	er Case No	Request For :	SOFT COPY O PHYSICAL COPY	
		Digital Copy Type :	WITH DIGITAL SIGNATURE     O WITHOUT DIGITAL SIGNATURE	Q Search Reser
		Mention Page No. :	EnterLike (e.g. 1-5, 8, 13-14)	
S.No.	File Name	No. of page :	Total No. of Page	
1	Sandbox_Guidelines	Total Amount (Rs. 10 per page) :	Total Amount per page	Request For Certified Copy
2	ticketapprovalieiturre	Fixed Fee (Rs. 15) :	15	Request For Certified Copy
3	Sandhow.pdf	Sub Total Amount :	15	Request For Certified Copy
4	ticketapprovalpdf.pd			Request For Certified Copy

- 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

राजस्व एवं भूमि सुधार म्हेल स्वर म्हेल स्वर	र विभाग लय, बिहार	Select Language ♥ With Over, Alv, Ale Mate Directorate of Land Record & Survey • Directorate of Consolidation • Directorate of Land Acquisition •
	ARE YOU SURE THAT, YOU WANT TO MAKE PAYMENT?	
TRANSECTION ID :	1640672102899	
ORDER ID :	BHULEKH211228310076	
AMOUNT :	25	
APPLICANT NAME :	- CONTRACT	
APPLICANT MOBILE NO. :	-10 miles.	
APPLICANT EMAIL ID :	ezeefseadmine	
	Make Dermant Cannel	





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#### **Transaction Page**

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

HDFC BANK	Smart <mark>Hub</mark> .
Time I	left to complete transaction 13:11 mins
Billing Information	PAY WITH
Amount INR 85.00	PAY WITH
⊕ Order No BHULEKH211229310	HDFC BANK CREDIT CARD
077	HDFC BANK DEBIT CARD
☆ Merchant Revenue And Land Reforms	OTHER BANK CREDIT CARD
Website     Metri//bhuabbilekb.bibar.gov.in	OTHER BANK DEBIT CARD
The state of the s	NET BANKING







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#### Track application

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

Rept. 10	हार स	जस्व एवं भूमि अभिलेख एवं परिमा	सुधार वि प निदेशालय,	भाग बिहार		-			Select La Directoro I Dire	nguage >) We ate of Land Directorate ectorate of	COME : MANOI SHAKYA Record & Survey • of Consolidation • Land Acquisition •
S.No.	Track	¢ Token No.	Application Status	Total 😄	Mention © Page	Amount Received	Payment 🗢 Status	Request 👙 Type	Request o For	Digital Sign(Y/N)	¢
1	C	BHULEKH211215310020	PENDING	2	1-2	35	SUCCESS	Online	Soft Copy	Yes	the second se
Showing 1 to	1 of 1 entries										Previous 1 Next
Powered By: C	BSL Group On	EzeeFile Platform		<b>L</b> 1800 -	212 - 1526 🖂	ezee.support@cl	bsl-india.com				Version 1.1.8

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

									Select		n (	
											×	
T	TOKEN NUMBER	: BHULEKH211008310020										
STEP 1					STEP 3 STEP 4							
	APPROVED BY : ANCHAL ADMINISTRATOR					APPROVED BY : ANCHAL ADMINISTRATOR						
	<b>C</b>	mment/Remark : sddsd										
	Ad	tion DateTime : 08 - Oct - 21, 16:44	PM									
											Class	
											Close	
49	0	BHOLEKH211019000021	APPROVED	1	4	23	PENDING	Online	Soft Copy			
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7	C	BHULEKH211008310019 BHULEKH211008310018	PENDING	4	1-4 3-4	35	PENDING	Online	Soft Copy Soft Copy			





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