



UP



User Manual

For Applicant

Building Development Projects



For
Directorate of Geology & Mining, GoUP

By



In association with



MARGSOFT Technologies (P) Ltd.
www.margsoft.com

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 the 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.

20yrs

Market
Experience

90+

Team



ISO 9001:2015
ISO/IEC 27001:2013



International
Presence



National
Award Winner



Empaneled with



Registered with

MSME
MICRO, SMALL & MEDIUM ENTERPRISES
उद्योग, छोटे और मध्यम उद्योग

About the Department



Directorate of Geology & Mining, GoUP

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

1. The applicant visits the departmental portal <https://www.upminemitra.in> and clicks on “Apply Now” button of the **Building/Development Projects** block, highlighted in Red in the following screenshot, to apply for disposal of minerals found during excavation in building/development projects.

Friday, 18 Sep, 2020 03:06:34 PM

About UPMine Mitra Register Login Support

UP MINE MITRA Online Services for Citizen
An Initiative of Directorate of Geology & Mining, GoUP

Apply For Online Services

Deed Execution (विलेख निष्पादन)

ऑनलाइन आवेदन एल० ओ० ऑय० से विलेख निष्पादन के लिए।

Apply Now

Building/Development Projects
भवन / विकास परियोजना

भवन विकास परियोजना के निर्माण की प्रक्रिया में खुदाई के दौरान प्राप्त उपखनिजों के निस्तारण हेतु।

Apply Now

Mineral Retailer Registration
फुटकर उपखनिज विक्रेता पंजीकरण

१०० घन मीटर से कम खनिज के भण्डारण के पंजीकरण हेतु।

Apply Now

Vehicle Registration
वाहन पंजीकरण

खनिजों के परिवहन के लिए वाहनों का पंजीकरण

Register Now

Krishi Bhoomi
कृषि भूमि

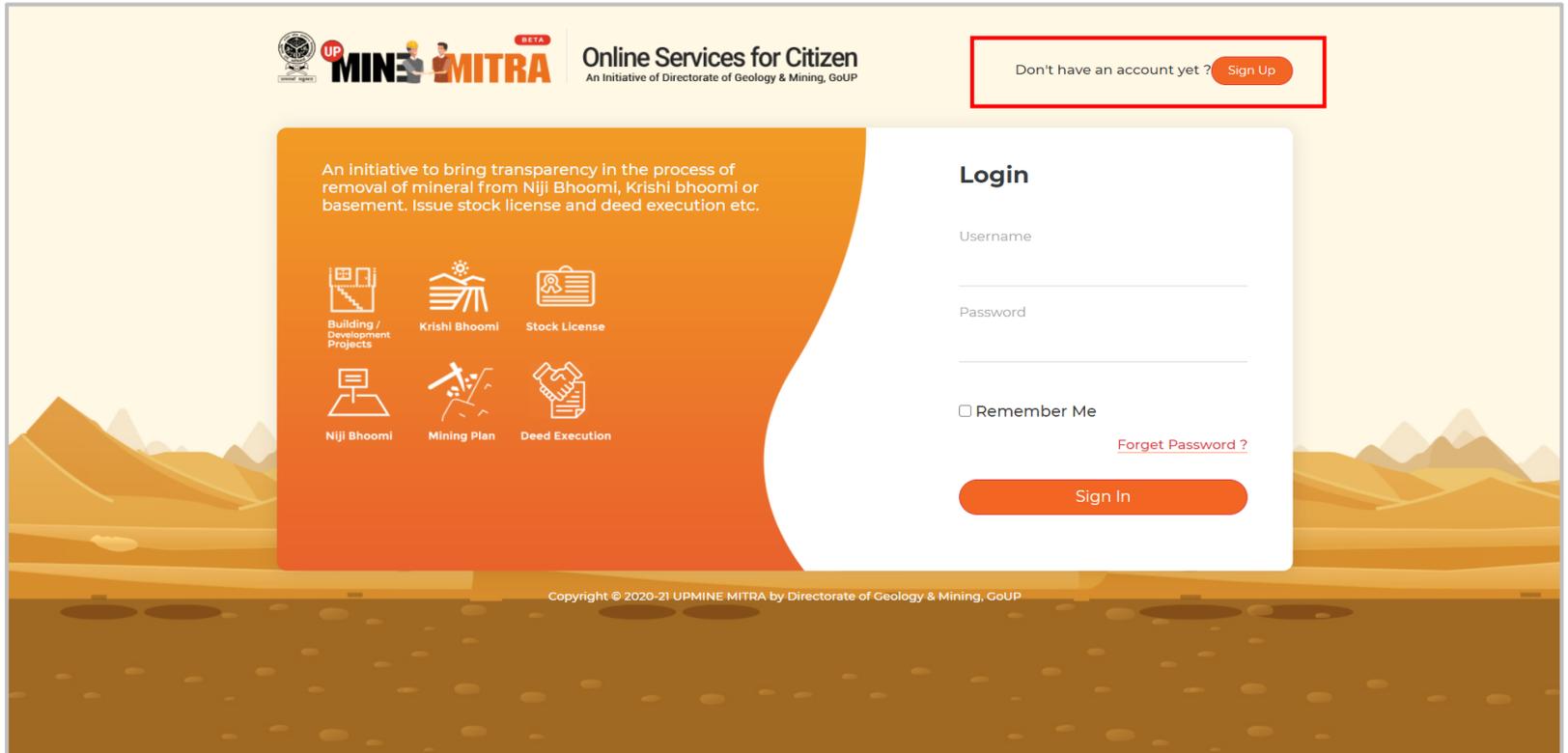
भूमिधरी कृषिकीया भूमि पर बाढ़ के कारण जमा बालू/मोरम/बजरी/बोल्डर या इनमे से कोई भी, को हटाकर भूमि को कृषि योग्य बनाने हेतु।

Apply Now

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 or found during excavation in building /development projects. After going through the requirements and when they are ready with the documents they will click on “Apply Now” button highlighted in Red.

The screenshot shows the UP Mine Mitra website interface. At the top, there is a navigation bar with the date 'Friday, 18 Sep, 2020 03:07:20 PM', 'About UPMine Mitra', and links for 'Register', 'Login', and 'Support'. Below this is the main header with the UP Mine Mitra logo and the text 'Online Services for Citizen - An Initiative of Directorate of Geology & Mining, GoUP'. A dropdown menu is open, showing 'Apply For Online Services'. The main content area features a banner with images of mining and construction, and a navigation path: 'Home > Building/Development Projects'. Below the banner, there is a section titled 'Building/Development Projects (भवन / विकास परियोजना)'. A specific service is highlighted: 'Disposal of Minerals obtained during excavation for Commercial Construction. भवन विकास परियोजना के निर्माण की प्रक्रिया में खुदाई के दौरान प्राप्त उपखनिजों के निस्तारण हेतु।'. A red-bordered button labeled 'APPLY NOW' is prominently displayed. Below this, there are two columns of text: 'Introduction' and 'परिचय'. The 'Introduction' column contains three paragraphs describing the process. The 'परिचय' column contains three paragraphs in Hindi. At the bottom, there are two buttons: 'Requirement' and 'Process Flow' on the left, and 'आवश्यकता' and 'प्रक्रिया प्रवाह' on the right.

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 or she can login using his/her email id and password. If he doesn't have a login they have to create a login for themselves by clicking on the **“Sign Up”** button highlighted in **Red** in the following screenshot.



4. On clicking the **Sign Up** button on login screen the applicant would land on this page. He or she will have to enter information sought 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.

The screenshot shows a registration form for MINE MITRA. The form is titled "Register" and is set against a background of a stylized landscape with orange and brown tones. The form contains the following fields:

- Name**: A text input field.
- Email**: A text input field.
- PhoneNumber**: A text input field.
- Password**: A text input field.
- Confirm password**: A text input field.
- District**: A dropdown menu with "Select" and a downward arrow.
- Address**: A large text area for entering the address.

At the bottom of the form is a green button labeled "SIGN UP". In the top right corner of the page, there is a link "Already have an account?" followed by a red "Login" button. The footer of the page contains the text "Copyright © 2020-21 UPMINE MITRA by Directorate of Geology & Mining, GoUP".

5. After registration the applicant will have to verify their mobile numbers using OTP sent to the phone number entered at the time of registration. If for any reason he or 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

The screenshot shows the 'Verify Phone Number' interface on the UPMINE MITRA website. At the top left is the UPMINE MITRA logo with 'UP' and 'BETA' tags. To its right is the text 'Online Services for Citizen' and 'An Initiative of Directorate of Geology & Mining, GoUP'. On the top right, there is a 'Sign Up' button. The main content area is a white card with the title 'Verify Phone Number'. Inside the card, there is a green success message: 'Success! You have registered successfully please verify your email and mobile number.' Below this is a form with an 'Enter OTP' label above a text input field (highlighted with a red border). To the right of the input field is a 'Resend OTP' button. Below the input field is a blue 'Verify OTP' button (highlighted with a blue border). At the bottom of the card, there is a copyright notice: 'Copyright © 2020-21 UPMINE MITRA by Directorate of Geology & Mining, GoUP'. The background of the page is a stylized orange and brown landscape.

6. After verification the applicant will have to login to proceed for filling the application form.

UP MINE MITRA BETA

Online 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.

- Building / Development Projects
- Krishi Bhoomi
- Stock License
- Niji Bhoomi
- Mining Plan
- Deed Execution

Login

Username

Password

Remember Me

[Forgot Password ?](#)

[Sign In](#)

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6. After login the applicant reaches 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 will have to click on the Green “Save” button in the bottom right corner of the page.

The screenshot shows the MINE MITRA application form for housing/development projects. The form is titled "भवन/विकास परियोजना" (Housing/Development Project). The form contains several fields for applicant information:

- आवेदन का जनपद *** (District): Banda
- आवेदक का नाम *** (Applicant Name): Vijay Sharma
- आवेदक का पता *** (Address): LS 2/43,SECTOR C,SITAPUR ROAD YOJNA,BANDA
- आवेदक की श्रेणी *** (Category): व्यक्ति (Individual)
- पिता का नाम *** (Father's Name): Laxmi Kant Sharma
- आवेदक की राष्ट्रीयता *** (Nationality): Indian
- लिंग** (Gender): पुरुष (Male) महिला (Female)
- व्यवसाय तथा कारोबार की प्रकृति *** (Business/Trade Nature): business

At the bottom, there is a section for "खनिज जिसका प्रार्थी निस्तारण करना चाहता है :-*" (Mineral which the applicant wants to be mined):

- बालू (Sand)
- मोरम (Clay)
- बजरी (Gravel)
- बोल्टर (Boulder)
- मिट्टी (Soil)
- गिट्टी (Grit)
- लाल मोरम (Red Clay)

Dashboard

Applications

Vehicle

खनिज जिसका प्रार्थी निस्तारण करना चाहता है :-*

बालू
 मोरम
 बजरी
 बोल्टर
 मिट्टी
 मिट्टी

लाल मोरम

खनिज की मात्रा (घन मी०)*

क्षेत्र का विवरण -

भूस्वामी/भूस्वामियों का नाम *

तम्बाई* **चोड़ाई*** **गहराई*** **+**

तहसील *

ग्राम/सेक्टर *

गाटा संख्या/खण्ड संख्या/प्लॉट संख्या *

क्षेत्रफल (हेक्टेयर) *

चौहद्दी

पूर्व	7322	6854
पश्चिम	7821	6981
उत्तर	7321	6326
दक्षिण	7562	6333

बिल्टअप एरिया (वर्ग मी०) *

आवश्यक अभिलेख

Dashboard

Applications

Vehicle

आवश्यक अभिलेख

1. आवेदन शुल्क -

चालान संख्या *

525662

चालान की दिनांक *

2020-09-21

चालान शुल्क *

2000

आवेदन शुल्क चालान अपलोड *

Choose File entry data.png

2. आधार कार्ड / डिन

आधार कार्ड नं० *

123456784444

आवेदक के आधार कार्ड की कॉपी अपलोड करें *

Choose File entry data.png

3. सक्षम प्राधिकारी द्वारा अनुमोदित मानचित्र (कवरिंग लेटर के साथ)

अनुमोदन सं० *

1104

अनुमोदन दिनांक *

2020-09-21

सक्षम प्राधिकारी द्वारा अनुमोदित मानचित्र (कवरिंग लेटर के साथ) *

Choose File entry data.png

4. खुदाई की योजना (Excavation Plan)

खुदाई की योजना (Excavation Plan) *

Choose File data profile.jpg

क्या भूमि निर्माण कार्य रिक्त है

नहीं

मैं/हम एलट्ट द्वारा घोषणा करता हूँ/करते हैं कि ऊपर दिये गये विवरण सही हैं और उपरोक्त के अतिरिक्त अन्य कोई वांछित अभिलेख/मानचित्र प्रस्तुत करने के लिए बाध्य रहूंगा। *

< Back

Save

7. After clicking the Green “Save” button applicant reaches the dashboard.

a) **Eye Icon**: - Used to view the details filled by him and others

b) **Edit Icon**: - Used to edit the application form.

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

The screenshot displays the UPMineMitra dashboard interface. At the top left, there is a logo for UPMineMitra and a navigation menu with options for Dashboard, Applications, and Vehicle. The main header is orange. Below the header, there is a search bar with three input fields: Application Name, Tehsil Name, and District Name, followed by a green Search button. The main content area features a table with the following columns: Application, Purpose, Applicant, Date, Status, and Action. The first row of the table is highlighted with a red border, and its Action column contains a green Eye icon and a black Edit icon. The table lists various applications with their respective details and status.

Application	Purpose	Applicant	Date	Status	Action
2020/9/21/465	Building/Development Projects	Vijay Sharma	21-09-2020	Saved	
2020/9/21/464	Building/Development Projects	Applicant User Project	21-09-2020	Saved	
2020/9/21/458	Building/Development Projects	Test Demo Test	21-09-2020	Approved	
2020/9/18/457	Building/Development Projects	Sidhart	18-09-2020	Chalan Rejected	
2020/9/18/456	Building/Development Projects	Testbasementshiva	18-09-2020	Submit Chalan	
2020/9/17/449	Building/Development Projects	Basementchallantest	17-09-2020	Chalan Submitted	
2020/9/21/462	Mitty<100 cubic meters	persontest22	21-09-2020	Approved	
2020/9/21/461	Mitty<100 cubic meters	partner	21-09-2020	Approved	
2020/9/21/460	Mitty<100 cubic meters	tt	21-09-2020	Approved	

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

अवेदनपत्र का विवरण

आवेदक:-
 आवेदक का नाम:- VIJAY SHARMA
 पिता का नाम:- LAXMI KANT SHARMA
 जनपद:- BANDA
 तहसील:- PAILANI
 आवेदक का पता:- LS 2/43,SECTOR C,SITAPUR ROAD
 YOJNA,BANDA
 आवेदक का लिंग:- MALE

खनिज जिसका प्रार्थी खनन करना चाहता है:-
 खनिज का नाम:- बाजु, मोरम, मिट्टी
 खनिज की मात्रा:- 500.00 (एन मी०)
 खनन का प्रयोजन:- (एन मी०)

प्रार्थी के अभिलेख:-
 सुदाई की योजना (Excavation Plan) की कॉपी
 आवेदक के आधार कार्ड/डिन न० की कॉपी
 एपीकेयान फीस चालान
 भू-कर सर्वेक्षण मानचित्र/प्रदिकरण द्वारा प्राप्त किया हुआ मानचित्र विध कवरिंग लेटर

क्षेत्र का विवरण :-

#	भूखामी/भूखामियों का नाम	तहसील	ग्राम	खसरा संख्या	गाटा संख्या/खण्ड संख्या	क्षेत्रफल(हेक्टर/घर मी)	अवस्थान
1	LAXMI KANT SHARMA	PAILANI	A-BLOCK		43543	155.00	
चौहद्दी		जिमोकाडिनेट					
	पूर्व			7322		2313	
	पश्चिम			7821		7851	
	उत्तर			7321		6542	
	दक्षिण			7562		6589	

Close Submit Application

9. After clicking on **Green “Submit Application”** button applicant reaches the dashboard where he/she will reach the **Eye Icons** used to view the details and applicant sees his application status forwarded to Mining Officer.

The screenshot displays the UPMineMitra dashboard interface. On the left is a dark sidebar with navigation options: Dashboard, Applications, and Vehicle. The main content area has an orange header with the UPMineMitra logo and a user profile icon labeled 'AP'. Below the header is a search bar with three input fields: 'Application Name', 'Tehsil Name', and 'District Name', followed by a green 'Search' button. The central part of the dashboard features a table with the following columns: Application, Purpose, Applicant, Date, Status, and Action. The table contains 13 rows of application data. The second row, corresponding to application ID 2020/9/21/465, is highlighted with a red border. This row shows a status of 'Forward To MO' and a single eye icon in the Action column, indicating that the application has been forwarded to the Mining Officer and can be viewed in detail.

Application	Purpose	Applicant	Date	Status	Action
2020/9/21/466	Building/Development Projects	Applicant User Project Test Basement	21-09-2020	Saved	View Edit
2020/9/21/465	Building/Development Projects	Vijay Sharma	21-09-2020	Forward To MO	View
2020/9/21/464	Building/Development Projects	Applicant User Project	21-09-2020	Saved	View Edit
2020/9/21/458	Building/Development Projects	Test Demo Test	21-09-2020	Approved	View Edit Approve
2020/9/18/457	Building/Development Projects	Sidhart	18-09-2020	Chalan Rejected	View Edit SChalan
2020/9/18/456	Building/Development Projects	Testbasementshiva	18-09-2020	Submit Chalan	View SChalan Edit
2020/9/17/449	Building/Development Projects	Basementchallantest	17-09-2020	Chalan Submitted	View Edit SChalan
2020/9/21/462	Mitty<100 cubic meters	persontest22	21-09-2020	Approved	View Details
2020/9/21/461	Mitty<100 cubic meters	partner	21-09-2020	Approved	View Details
2020/9/21/460	Mitty<100 cubic meters	tt	21-09-2020	Approved	View Details
2020/9/17/445	Mitty<100 cubic meters	hhhh	17-09-2020	Saved	View Edit Details
2020/9/21/463	Mitty>100 cubic meters	Pradeep Kumar888	21-09-2020	Saved	View Edit

10. MO entry begins here.

Friday, 18 Sep, 2020 03:06:34 PM

About UPMine Mitra [Register](#) [Login](#) [Support](#)

 **Online Services for Citizen**
An Initiative of Directorate of Geology & Mining, GoUP

[Apply For Online Services](#)

Deed Execution (विलेख निष्पादन)

ऑनलाइन आवेदन एल० ओ० ऑय० से विलेख निष्पादन के लिए।

[Apply Now](#)



Building/Development Projects

भवन / विकास परियोजना

भवन विकास परियोजना के निर्माण की प्रक्रिया में खुदाई के दौरान प्राप्त उपखनिजों के निस्तारण हेतु।

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१०० घन मीटर से कम खनिज के भण्डारण के पंजीकरण हेतु।

[Apply Now](#)



Vehicle Registration

वाहन पंजीकरण

खनिजों के परिवहन के लिए वाहनों का पंजीकरण

[Register Now](#)



Krishi Bhoomi

कृषि भूमि

भूमिधरी कृषिकीया भूमि पर बाढ़ के कारण जमा बालू/मोरम/बजरी/बोल्डर या इनमें से कोई भी, को हटाकर भूमि को कृषि योग्य बनाने हेतु।

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User Manual - Building Development Projects

18

THANKS



Directorate of Geology & Mining, GoUP

updesco

Uttar Pradesh Development Systems Corporation Ltd.

in association with

margsoft
TECHNOLOGIES

MARGSOFT Technologies (P) Ltd.



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