



UP

MINE  **MITRA**

User Manual

For Applicant

Ordinary Soil >100 Cubic Meters



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 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, मध्यम और बड़े 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 **Ordinary Soil > 100 Cubic Meter** block, highlighted in red in the following screenshot.

Monday, 21 Sep, 2020 06:08:14 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

UPMine Mitra

Online Services for Citizen, An initiative of Directorate of Geology & Mining, Government of Uttar Pradesh, India.

Know More

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 Registrations
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 इनमें से कोई भी, को हटाकर भूमि को कृषि योग्य बनाने हेतु।

Apply Now

अनुज्ञापि के लिए।

[Apply Now](#)

या बजरी या बाल्डर या इनमें से कोई भी जो मिली
जुली अवस्था में हो।

[Apply Now](#)

[Apply Now](#)

निष्यादन के लिए।

[Apply Now](#)



**Ordinary Soil < 100
Cubic Meters**

सा० मिट्टी १०० घन मी० तक

साधारण मिट्टी १०० घन मी० तक के खनन /
परिवहन के लिए पंजीकरण

[Apply Now](#)



**Ordinary Soil > 100
Cubic Meters**

सा० मिट्टी १०० घन मी० से अधिक

साधारण मिट्टी १०० घन मी० से ज्यादा के खनन /
परिवहन की अनुज्ञापि के लिए ।

[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 Ordinary Soil > 100 Cubic Meter.

The screenshot shows the website interface for UP Mine Mitra. At the top, there is a navigation bar with the date 'Thursday, 24 Sep, 2020 10:37:25 AM', the text 'About UPMine Mitra', and buttons 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 for 'Apply For Online Services' is visible. The main content area features a breadcrumb trail: 'Home > Ordinary Soil > 100 Cubic Meters'. The primary heading is 'Ordinary Soil > 100 Cubic Meters (सा० मिट्टी १०० घन मी० से अधिक)'. Below this, there is a document icon and the text: 'Permission for Mining/Transport of Ordinary Earth more than 100 cubic meters साधारण मिट्टी १०० घन मी० से ज्यादा के खनन / परिवहन की अनुज्ञप्ति के लिए ।'. A prominent 'APPLY NOW' button is highlighted with a red border. The page is divided into two columns: 'Introduction' on the left and 'परिचय' (Introduction) on the right. The 'Introduction' section contains three paragraphs detailing the application process, the required documents, and the timeline. The 'परिचय' section contains three paragraphs in Hindi, explaining the online application process, the required documents, and the timeline for the mining permit.

Introduction

Application for Mining Permit on the departmental portal upminemitra.in showing all the attachments such as name and address of the applicant, number no, e-mail ID, identity card, circular of the applied land, Khasra map displaying the application area , Application fee, tenant's consent letter and other necessary records will be submitted online along with the application.

In the order of the application form submitted by the applicant online, after examining the application form in view of the status of ownership in the land applied for by the District Magistrate, security of public property, etc., the application form will be displayed on the approved information portal approved / rejected.

Mining license will be issued online in the order of accepted application. The said action will be completed within 15 days from the date of submission of the application. In the event of non-issuance of license in the stipulated period, it will be deemed to be automatically issued.

After the issuance of license, the process of e-EM 11 generation will be done through the departmental online portal for transportation of ordinary soil.

The duration of the mining permit will be maximum 06 months, which will

परिचय

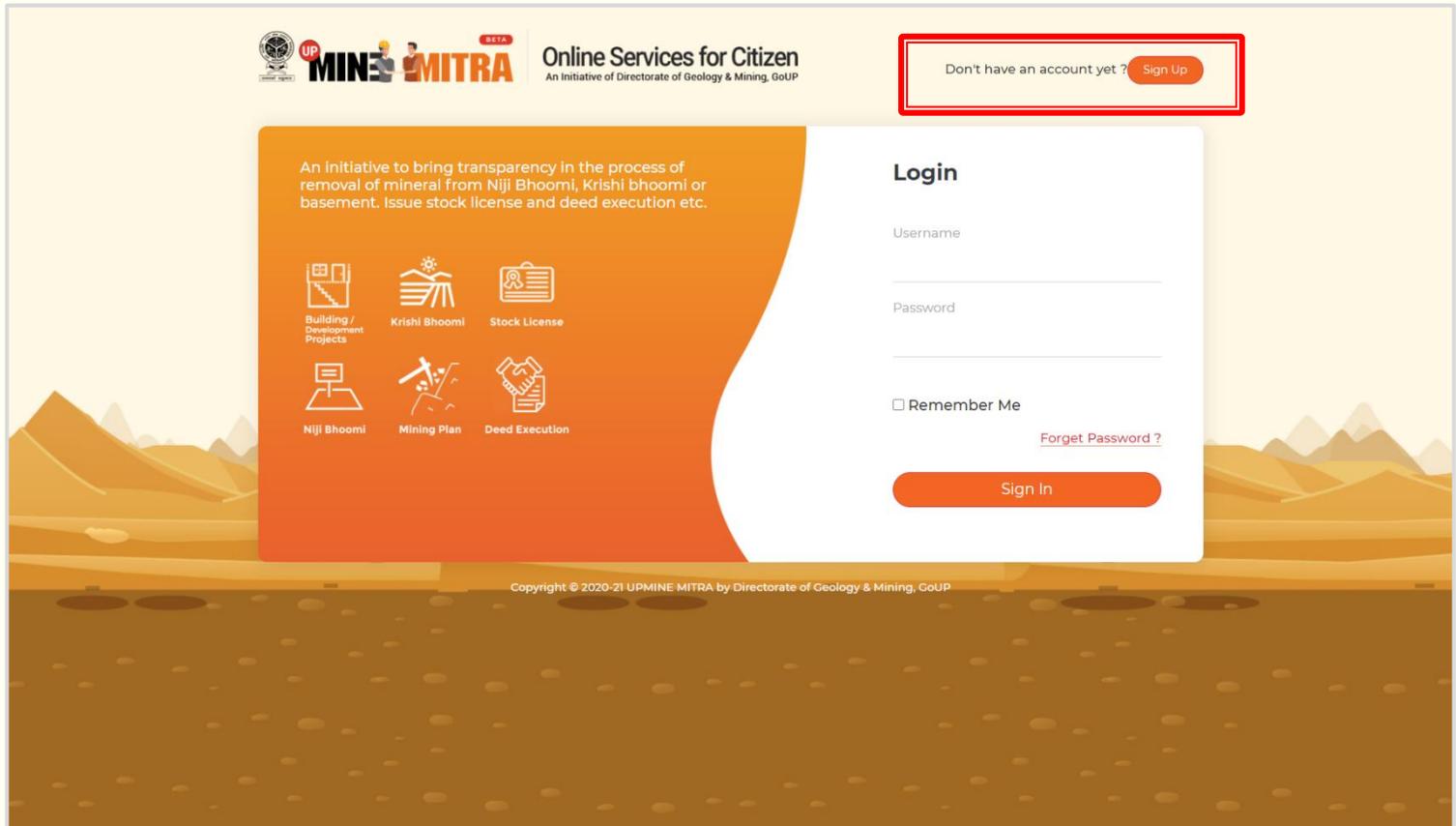
खनन अनुज्ञा पत्र हेतु विभागीय पोर्टल upminemitra.in पर समस्त संलग्नकों यथा आवेदक का नाम व पता, मो० न०, ई-मेल आई०डी०, पहचान पत्र आवेदित भूमि की खतोनी, आवेदित क्षेत्र को प्रदर्शित करते हुए खसरा मानचित्र, आवेदन शुल्क, काप्तकार की सहमति पत्र व अन्य आवश्यक अभिलेख सहित आनलाईन आवेदन पत्र प्रस्तुत किया जायेगा।

आवेदक द्वारा आनलाईन प्रस्तुत आवेदन पत्र के क्रम में जिलाधिकारी द्वारा आवेदित भूमि में स्वामित्व की स्थिति, सार्वजनिक सम्पत्ति की सुरक्षा आदि के दृष्टिगत आवेदन पत्र की जांच के उपरान्त आवेदन पत्र स्वीकृत/ अस्वीकृत सम्बन्धित सूचना विभागीय पोर्टल पर प्रदर्शित की जायेगी।

स्वीकृत आवेदन पत्र के क्रम में खनन अनुज्ञा पत्र आनलाईन निर्गत किया जायेगा। आवेदन पत्र प्रस्तुत करने की तिथि से 15 दिन के अन्दर उक्त कार्यवाही पूर्ण की जायेगी। नियत अवधि में अनुज्ञा पत्र निर्गत न होने की दशा में स्वतः निर्गत समझा जायेगा।

अनुज्ञा पत्र निर्गत होने के उपरान्त साधारण मिट्टी के परिवहन हेतु ई-एम०११ जनरेशन की कार्यवाही विभागीय आनलाईन पोर्टल के माध्यम से की जायेगी।

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 his/her 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.



4. On clicking the Sign Up button on login screen the applicant will land on this page. He/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.

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

Already have an account? [Login](#)

Register

Name	Email	PhoneNumber
<input type="text"/>	<input type="text"/>	<input type="text"/>
Password	Confirm password	District
<input type="text"/>	<input type="text"/>	Select <input type="button" value="v"/>
Address		
<input type="text"/>		

[SIGN UP](#)

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5. After registration the applicant will have to verify the 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 the/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 displays the 'Verify Phone Number' interface on the UPMINE MITRA website. At the top left, the logo for UPMINE MITRA (An Initiative of Directorate of Geology & Mining, GoUP) is visible. To the right, there is a 'Sign Up' button for users who do not have an account. The main content area is a white card with the title 'Verify Phone Number'. A green success message states: 'Success! You have registered successfully please verify your email and mobile number.' Below this, there is an input field labeled 'Enter OTP' which is 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. At the bottom of the card, the copyright notice reads: 'Copyright © 2020-21 UPMINE MITRA by Directorate of Geology & Mining, GoUP'. The background of the page is a stylized orange and brown landscape with mountains and a sun.

6. After verification the applicant will have to login to proceed to fill up the application form.

UP MINE MITRA 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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7. After login in the applicant lands on to 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 shown in the bottom right corner of the page.

The screenshot shows the 'साधारण मिट्टी' (Ordinary Soil) application form. The form is titled '१०० घन मी० से ऊपर सा० मिट्टी के खनन / परिवहन के लिए पंजीकरण।' (Registration for extraction/transport of soil >100 cubic meters). The form contains several fields for applicant and vehicle information, a text area for address, and a section for district details.

Field Label	Value
आवेदन का जनपद *	Banda
आवेदन का नाम	Mohan
आवेदन की श्रेणी *	व्यक्ति
पिता का नाम	ram sewak
व्यवसाय तथा कारोबार की प्रकृति *	business
मोबाइल *	09452314318
खनन का प्रयोजन *	Sale
ईमेल *	mo@gmail.com
आवेदक का पता *	HOUSE NO.6880,RAJENDRA NAGAR,NARAINI ROAD,ATARRA,DISTRICT-BANDA
लिंग	<input checked="" type="radio"/> पुरुष <input type="radio"/> महिला
आवेदक की राष्ट्रियता *	INDIAN
क्षेत्र का विवरण:-	
तहसील *	PAILANI
ग्राम/नगर *	Banda
मिट्टी की मात्रा (घन मी०) *	1000

PAILANI

Banda

1000

गाटा संख्या/खण्ड संख्या/प्लॉट संख्या*	कुल रकबा (हे०)*	आवेदित रकबा (हे०)*	भूस्वामी/भूस्वामियों का नाम* +
1018	50	40	Mohan

आवश्यक अभिलेख

1. आवेदन शुल्क -

चालान संख्या*	दिनांक*	शुल्क*	आवेदन शुल्क का चालान अपलोड*
54545	2020-09-21	2000	Choose File Web.config

2. आधार कार्ड / डिन

आधार कार्ड नं*	आवेदक के आधार कार्ड की कॉपी अपलोड करें*
121212564889	Choose File Web.config

3. अन्य अभिलेख

सभी भूस्वामियों की सहमति की कॉपी अपलोड करें*	खतौनी अपलोड करें*	भूमि का मानचित्र अपलोड*
Choose File Web.config	Choose File Web.config	Choose File Web.config

← Back

Save

8. After saving the form the applicant lands on his dashboard and sees two icons

a) **Eye Icon**: - This is used to view the details filled by him/her and the other

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 when clicking the **Eye Icon**.

The screenshot shows the UPMineMitra dashboard. At the top left is the logo and a navigation menu with 'Dashboard', 'Applications', and 'Vehicle'. The main content area has a search bar with fields for 'mohan', 'Tehsil Name', and 'District Name', and a green 'Search' button. Below the search bar is a table with columns: Application, Purpose, Applicant, Date, Status, and Action. The table contains two rows. The second row, with Application ID 2020/9/21/475, is highlighted in grey. In the Action column of this row, the 'View' and 'Edit' icons are highlighted with a red box. The 'View' icon is an eye, and the 'Edit' icon is a document with a pencil. At the bottom left of the table area, it says 'Page 1 of 1'. At the bottom right, there is a blue circle with the number '1'.

Application	Purpose	Applicant	Date	Status	Action
2020/9/21/467	Building/Development Projects	Mohan Singh	21-09-2020	Response From MO	
2020/9/21/475	Mitty>100 cubic meters	Mohan	21-09-2020	Saved	

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

आवेदनपत्र का विवरण

आवेदक:-
 आवेदक का नाम :- MOHAN
 पिता का नाम :- RAM SEWAK
 जनपद :- BANDA
 तहसील :- PAILANI
 आवेदक का पता :- HOUSE NO.6880,RAJENDRA NAGAR,NARAINI ROAD,ATARRA,DISTRICT-BANDA
 आवेदक का लिंग :- MALE
 आवेदक का व्यवसाय :- BUSINESS
 आवेदक का मोबाइल :- 09452314318
 आवेदक का ईमेल :- MO@GMAIL.COM
 आवेदक की राष्ट्रीयता :- INDIAN
 आधार कार्ड नं० :- 121212564889

खनिज जिसका प्रार्थी खनन करना चाहता है:-
 खनिज का नाम:- मिट्टी
 खनिज की मात्रा:- 1000.00 (घन मी०)
 खनन का प्रयोजन:- SALE (घन मी०)

आवश्यक अभिलेख:-

- भूस्वामी की सहमति की कॉपी अपलोड की कॉपी
- खतौनी अपलोड की कॉपी
- भूमि का मानचित्र अपलोड कॉपी
- आवेदक के आधार की कॉपी

क्षेत्र का विवरण :-

#	भूस्वामी/भूस्वामियों का नाम	तहसील	ग्राम	गाटा संख्या/खण्ड संख्या/प्लॉट संख्या	कुल रकबा (हे०)	आवेदित रकबा (हे०)	खनन का प्रयोजन
1	MOHAN	PAILANI	BANDA	1018	50.00	40.00	Sale

भागीदारों का विवरण :-

Close **Submit Application**

10. After clicking on “Submit Application” button, the applicant lands on his dashboard where he/she will have to use the **Eye Icons** to view the details and see if application status has been forwarded to MO.

The screenshot shows the UPMineMitra dashboard. At the top left is the logo and name 'UP MINE MITRA'. A navigation menu on the left includes 'Dashboard', 'Applications', and 'Vehicle'. The main content area is titled 'Dashboard' and features a search bar with three input fields: 'mohan', 'Tehsil Name', and 'District Name', followed by a green 'Search' button. Below the search bar is a table with the following columns: Application, Purpose, Applicant, Date, Status, and Action. The table contains two rows of data. The second row, representing an application with ID '2020/9/21/475' and purpose 'Mitty > 100 cubic meters', is highlighted with a red border. The 'View' icon in the 'Action' column of this row is also highlighted with a red box. The page number 'Page 1 of 1' is displayed at the bottom left, and a blue circle with the number '1' is at the bottom right.

Application	Purpose	Applicant	Date	Status	Action
2020/9/21/467	Building/Development Projects	Mohan Singh	21-09-2020	Response From MO	
2020/9/21/475	Mitty > 100 cubic meters	Mohan	21-09-2020	Forward To MO	

11. MO entry starts from here

The screenshot displays the UP Mine Mitra website interface. At the top, there is a navigation bar with the date 'Friday, 11 Sep, 2020 12:22:50 AM', the text 'About UPMine Mitra', and buttons for 'Register', 'Login', and 'Support'. Below this is the main header featuring the UP Mine Mitra logo, the text 'Online Services for Citizen', and 'An Initiative of Directorate of Geology & Mining, GoUP'. A dropdown menu for 'Apply For Online Services' is also visible.

The main content area features a large banner for 'Krishi Bhoomi (कृषि भूमि)'. The banner text reads: '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।' Below the banner is an 'Apply Now' button.

Below the banner are four service cards, each with an image, a title, a description, and an 'Apply Now' button:

- Building/Development Projects**: भवन / विकास परियोजना. भवन विकास परियोजना के निर्माण की प्रक्रिया में खुदाई के दौरान प्राप्त उपखनिजों के निस्तारण हेतु।
- Niji Bhoomi**: निजी भूमि. नदी तल स्थित निजी भूमि, जिसमें बालू या मोरम या बजरी या बोल्डर या इनमें से कोई भी जो मिली जुली अवस्था में हो।
- 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।
- Mineral Retailer Registration**: फुटकर उपखनिज विक्रेता पंजीकरण. १०० घन मीटर से कम खनिज के भण्डारण के पंजीकरण हेतु।

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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