Mineral Management System (Nodal Officer – User Manual)

*"The **Mineral Management System** is a digital platform for tracking, regulating, and optimizing mineral exploration, extraction, and distribution processes to ensure transparency, efficiency, and compliance with regulations."*

Prepared For

Directorate of Geology and Mining,
Uttarakhand

Prepared By

ITI LIMITED
(A Government of India Undertaking)

ITI Limited

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1.0 Introduction to Mineral Management System (MMS)

The **Mineral Management System** is a digital platform developed by the Directorate of Geology & Mining, Government of Uttarakhand. It is designed to make the process of managing minerals more transparent, efficient, and paperless.

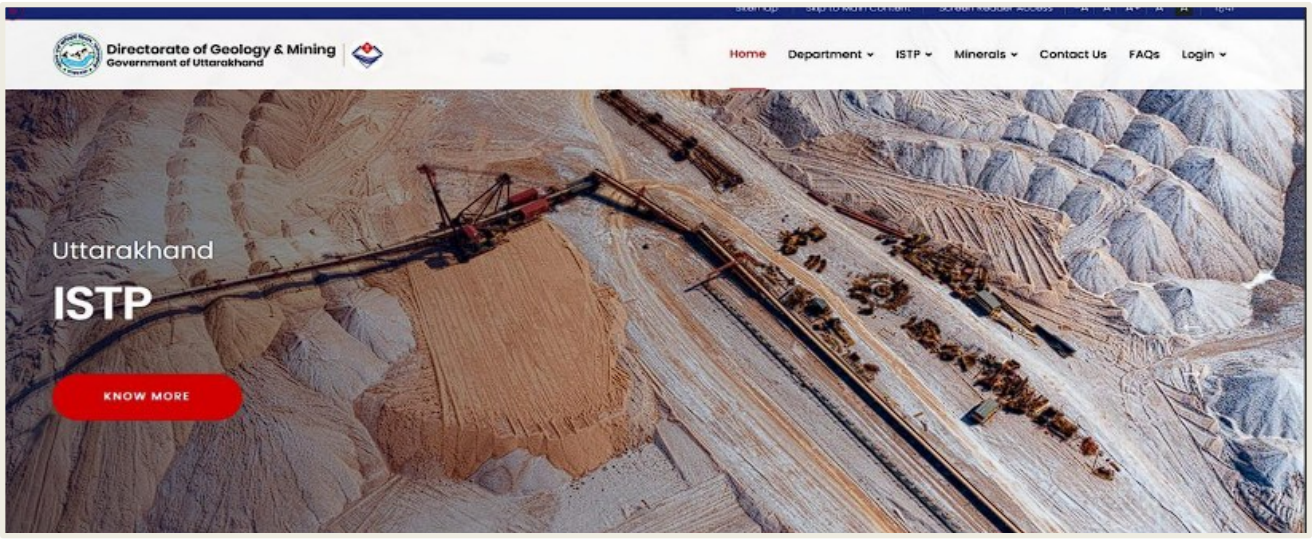
This system helps in tracking and controlling the movement of minerals from mining sites to their final destination, ensuring that everything happens legally and in an organized way.

1.1.1 Steps how to portal & interface

Go to search engine like **Google** & **Bing**

Enter url: *https://mms.ukmdtss.in/*

After that, you will see the portal screen

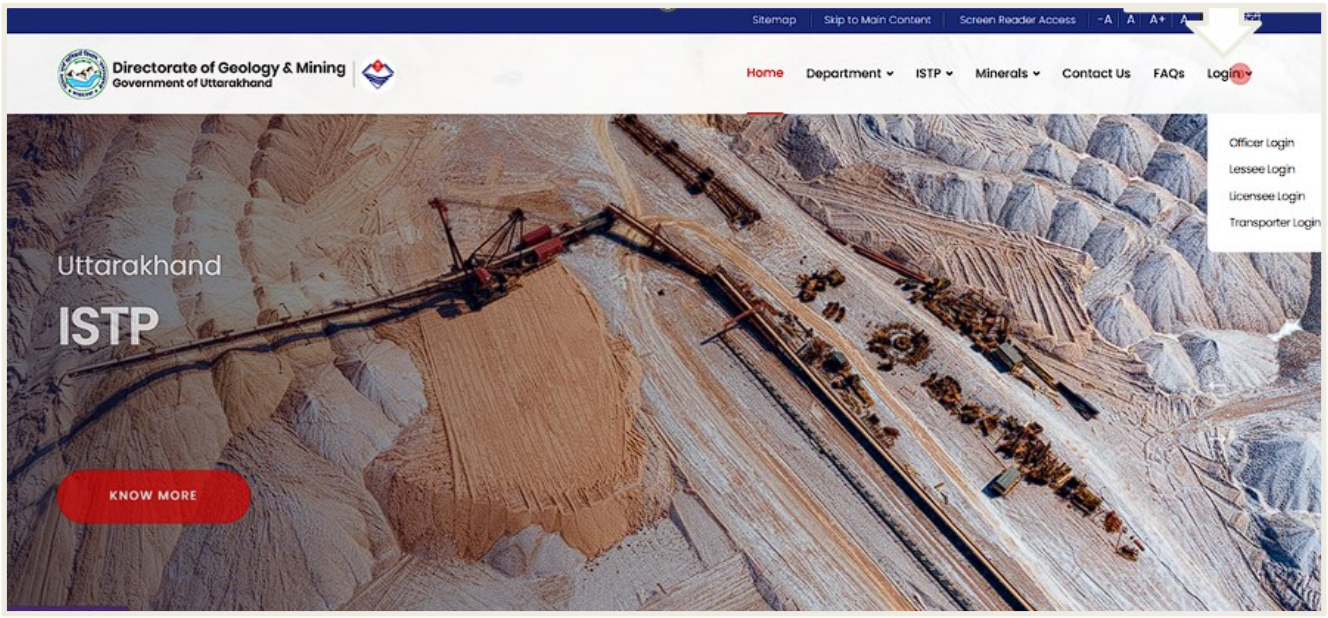


1.1.1.1 Understanding what's displayed in the screen

S#	Element	Description
1	Header area	Shows the logo of the Directorate and the Government of Uttarakhand.
2	Top menu bar	Contains navigation links like Home, Department, ISTP, Minerals, Contact Us, FAQ, and Login.
3	Main image (banner)	Displays a real-life image of a mining site, which visually represents the system's purpose.
4	Title	Clearly says "Uttarakhand ISTP" to show the purpose of the page.
5	Red button (call to action)	"Know More" button – lets users click to learn more about ISTP services.

Login options screen (after click)

When a user clicks on the **Login** menu on the top-right of the ISTP homepage, a dropdown appears with **four distinct login options**. These options are meant to serve different types of users who interact with the mining system.



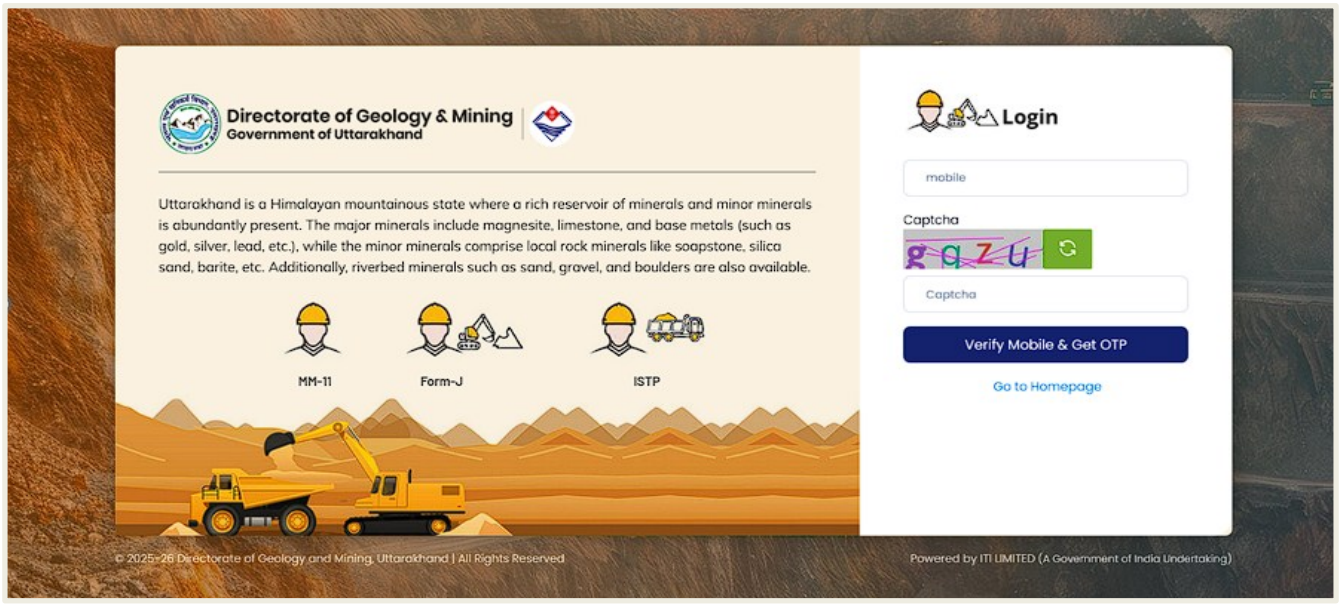
1.1.1.2 Analysis of User Interface Elements – Login Screen

S#	Element	Description
1	Login tab	Located at the top-right corner of the navigation menu. Clicking it shows a dropdown.
2	Dropdown Menu	White box dropdown with four login roles: Officer, Lessee, Licensee, and Transporter.

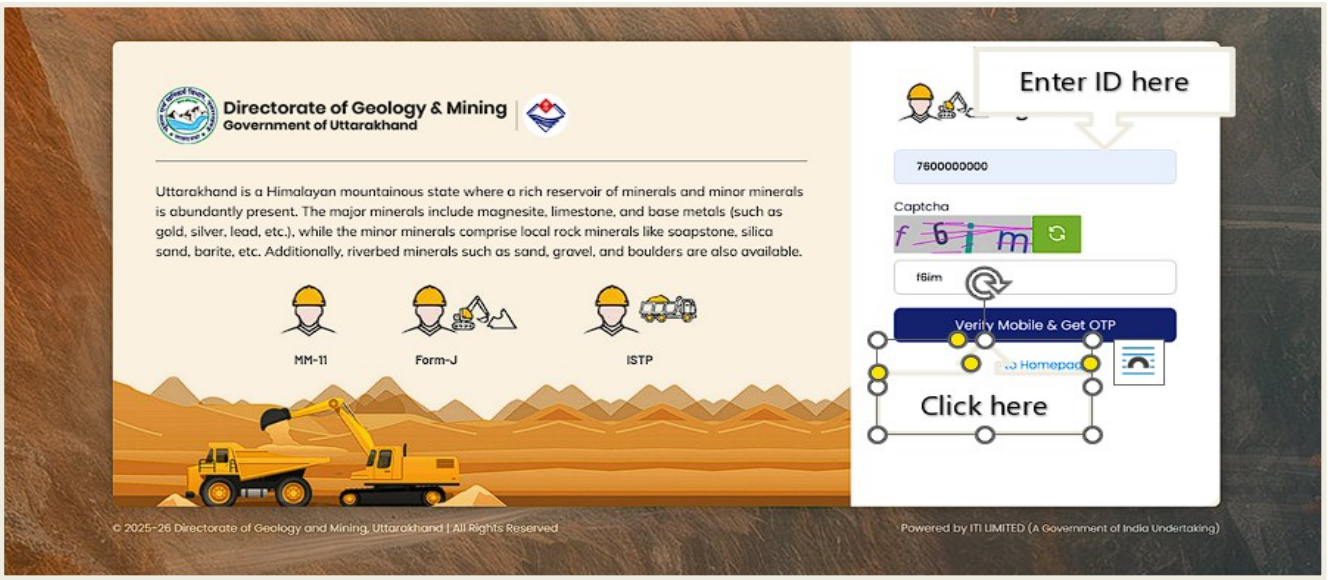
1.1.1.3 Explanation of Each Login Option

S#	Login Type	Who Should Use It	Functions
1	Officer Login	Government mining officers (MO, DM, DGM, Nodal etc.)	Approve permits, verify documents, view reports
2	Lessee Login	Companies or individuals with mining leases	Apply for mineral lifting/transit permits
3	Licensee Login	Those who have obtained stockist/dealer licenses	Manage stock entries, generate sale details
4	Transporter Login	Vehicle owners/operators transporting minerals	Generate/track vehicle passes, check trip status

Nodal Officer Login Interface Overview



When you click on the Officer Login option, a simple login screen opens up. Here, you just need to enter your registered mobile number and the captcha code shown on the screen. Your **mobile number works as your login ID**. After filling in the details, you'll get an **OTP (One-Time Password)** on your mobile, which you can use to log in securely.

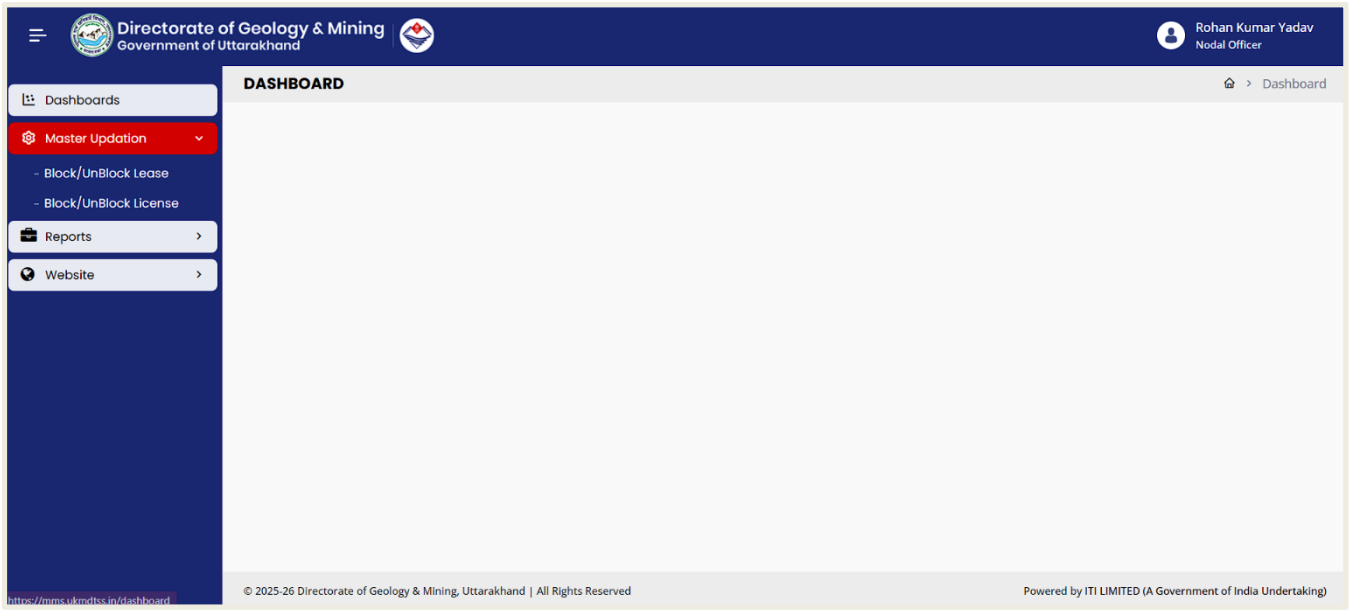


The OTP will then be sent to your registered mobile number. enter the OTP to complete the verification process.

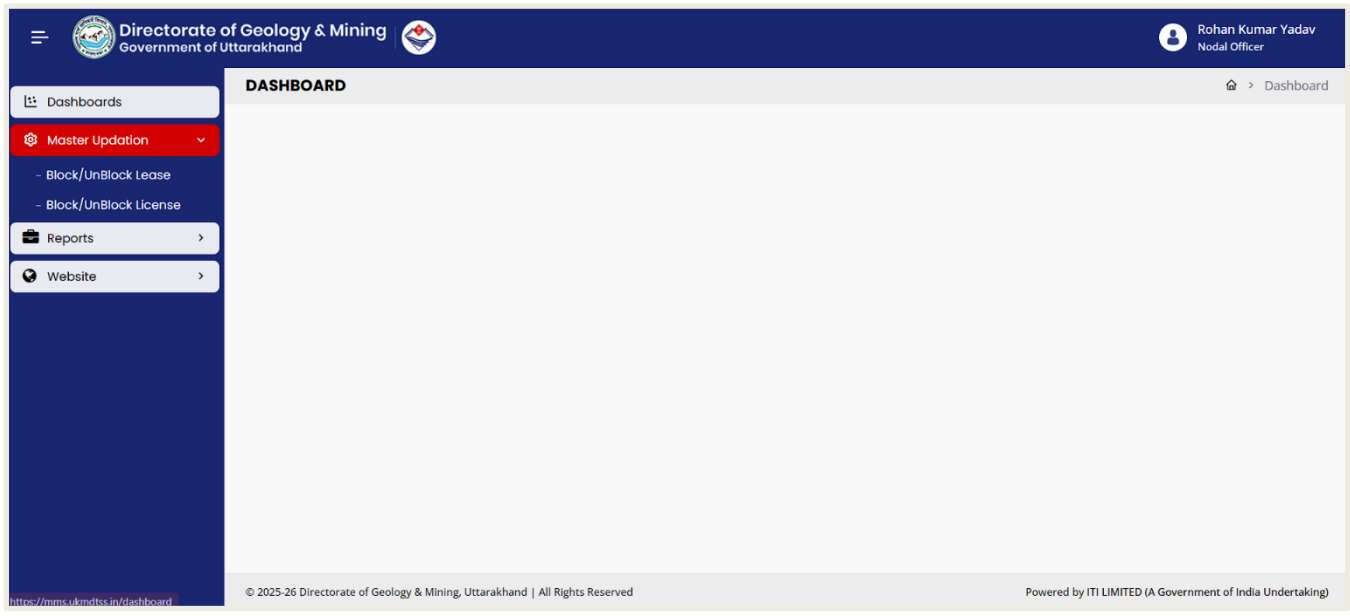
Interface displayed after successful OTP verification (officer login)

Once a district officer logs in to the Uttarakhand Mineral Management System , they land on this form titled "Lessee Master**".**

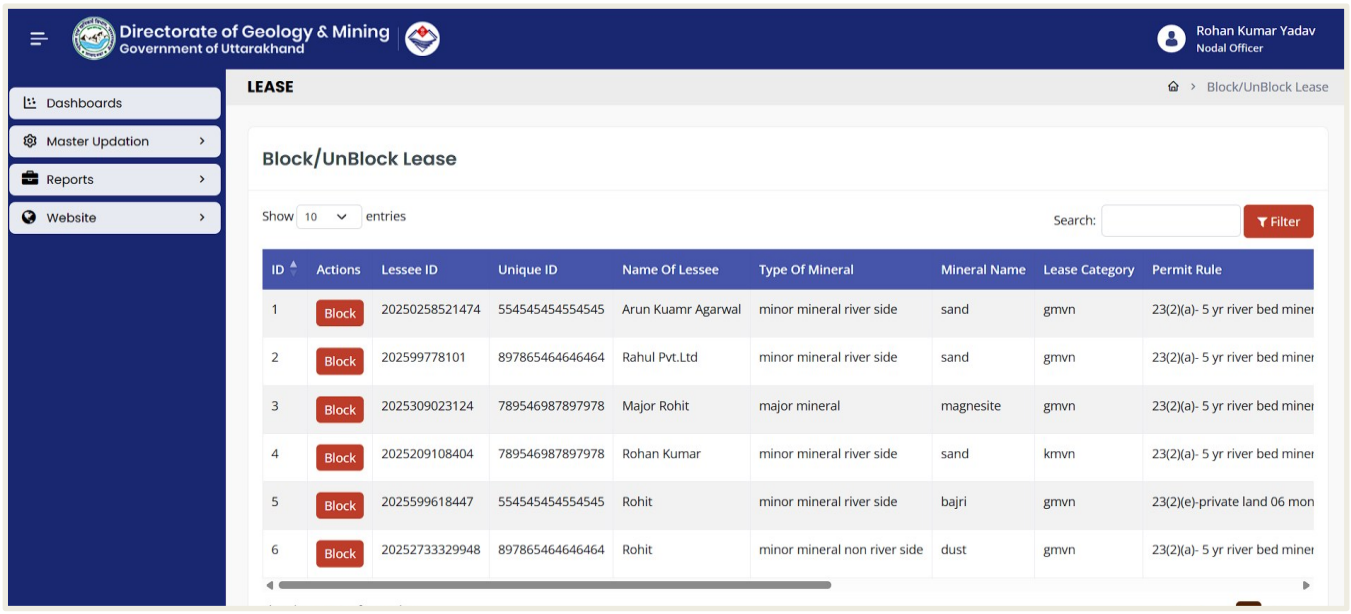
This form is used to **register or update details of a mining lessee** (a person or company who holds the right to extract minerals from a specific site).

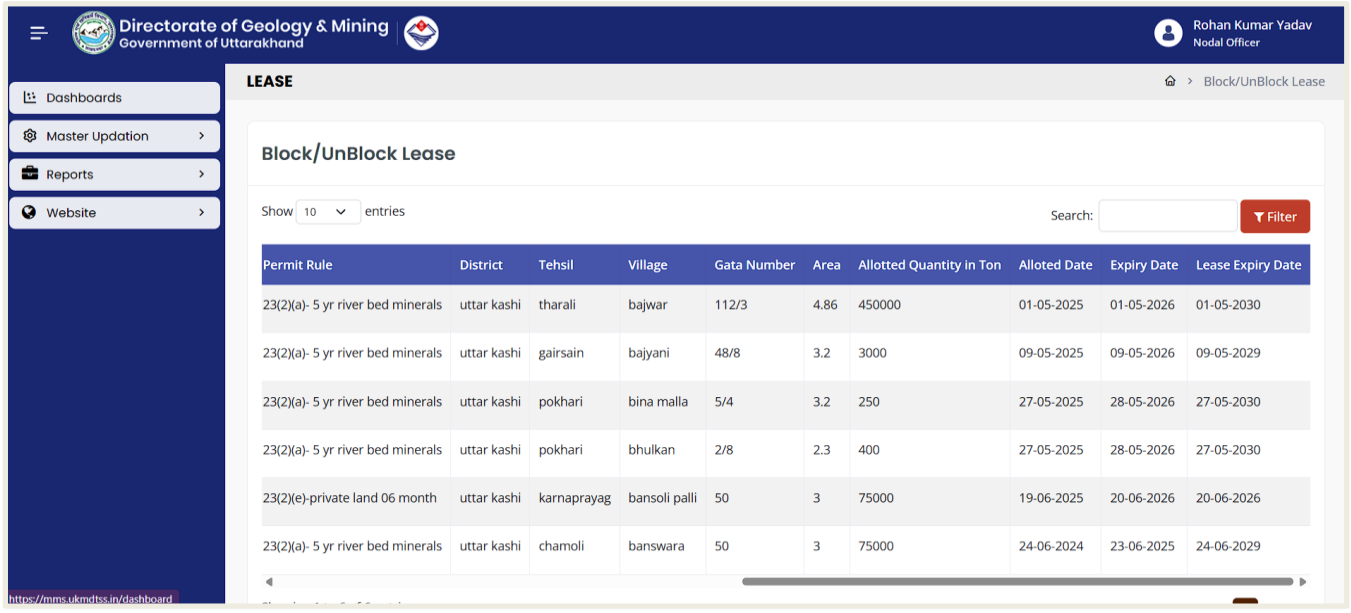


Click Master Updation



Click Block/Unblock Lease inside Master Updation





Nodal Officer (Block/Unblock Lease)

1. Login & Navigation

Nodal Officer logs into the Directorate of Geology & Mining portal.

From the left navigation menu, user selects:
Master Updation → Block/Unblock Lease.

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1.1.1.4 Viewing the Lease List

S#	Column Name	Description
1	ID	Unique serial number for the lease record.
2	Actions (Block/Unblock button)	Button to change lease status between Block and Unblock.
3	Lessee ID	Unique identification number assigned to the lessee.
4	Unique ID	System-generated unique identifier for the lease.
5	Name of Lessee	Full name or registered company name of the leaseholder.
6	Type of Mineral	Classification of the mineral (e.g., minor mineral river side, major mineral).
7	Mineral Name	Specific mineral being leased (e.g., sand, magnesite, bajri, dust).
8	Lease Category	Category code or classification (e.g., gmvn, kmvn).
9	Permit Rule	Rule under which the lease is issued (e.g., 23(2)(a)- 5 yr river bed minerals).
10	District	Name of the district where the lease area is located.
11	Tehsil	Name of the tehsil within the district.
12	Village	Name of the village where mining activity is permitted.
13	Gate Number	Land plot number associated with the lease.
14	Area	Size of the leased land in hectares.
15	Allotted Quantity in Ton	Quantity of mineral allocated under the lease.
16	Allotted Date	Date when the lease was allotted.

2. Filtering & Searching

Nodal Officer can:

Search for a lessee by ID, name, or mineral type using the Search bar.

Apply Filters to narrow down records.

3. Blocking/Unblocking a Lease

For a lease entry, click on the Block button (or "Unblock" if already blocked).

System Prompt: Confirmation message appears:

"Are you sure you want to Block/Unblock this lease?"

User Confirms → System updates the lease status.

Table Refreshes to show the updated status.

4. Post-action Display

After blocking/unblocking, system displays:

Updated lease action status.

Same report table with refreshed data.

Officer can continue managing other leases without leaving the page.

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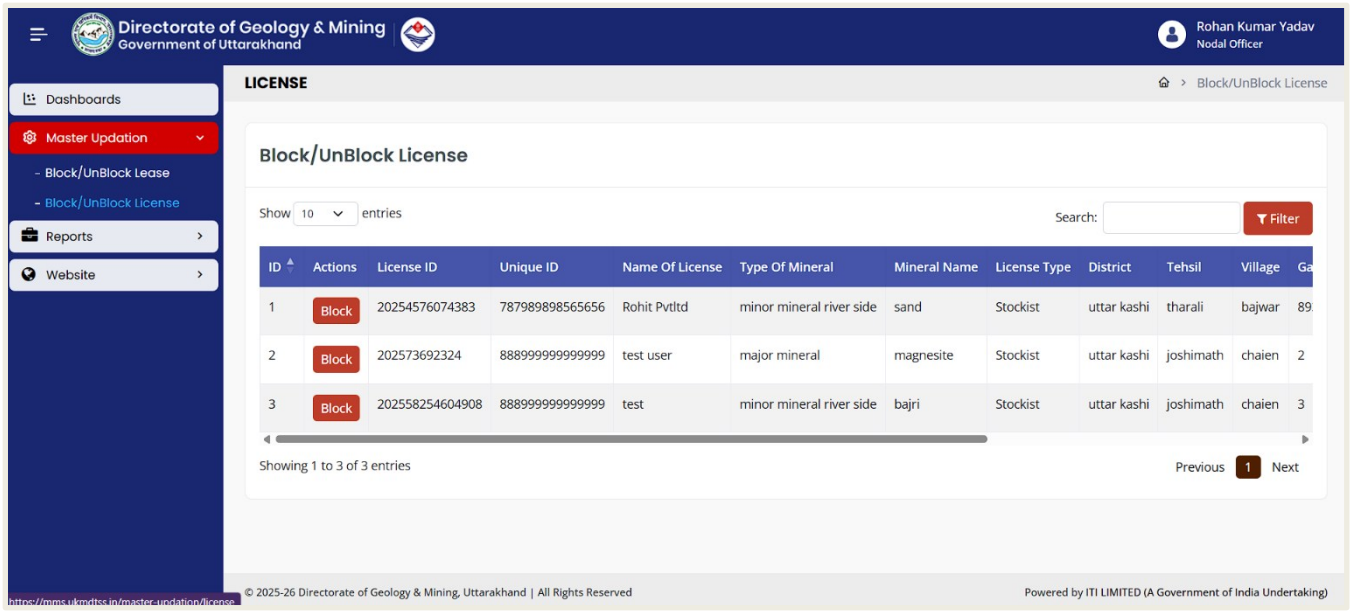
5. End of Session

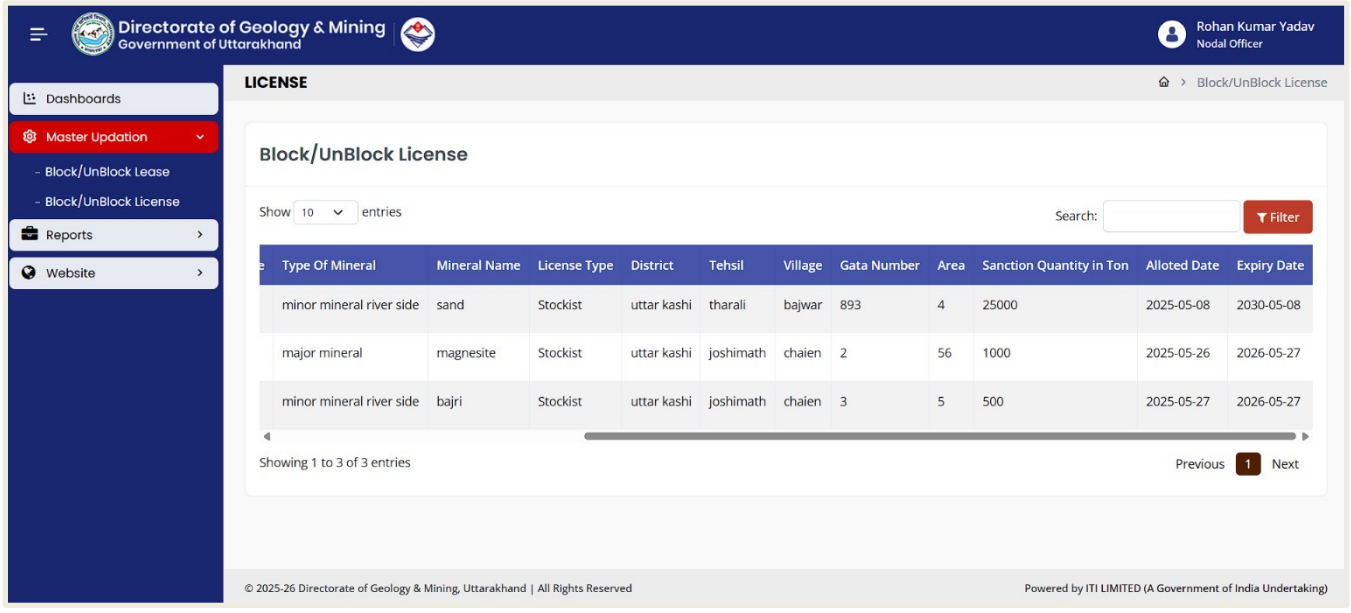
Once all required actions are completed, Nodal Officer may:

Navigate back to the **Dashboard**, or

Log out from the system.

Click Block/Unblock License inside Master Updation





1. Login & Navigation

Nodal Officer logs into the Directorate of Geology & Mining portal.

From the left navigation menu, user selects:
Master Updation → Block/Unblock License.

1.1.1.5 Viewing the License List

S#	Column Name	Description
1	ID	Unique serial number for the license record.
2	Actions (Block/Unblock)	Button to change license status between Block and Unblock.
3	Lessee ID	Unique identification number assigned to the lessee.
4	Unique ID	System-generated unique identifier for the license.
5	Name of Lessee	Full name or registered company name of the license holder.
6	Type of Mineral	Category of mineral (e.g., Major, Minor).
7	Mineral Name	Specific mineral name (e.g., Sand, Limestone).
8	Lease Category	Classification of lease (e.g., GMVN, KMVN, Private).
9	Permit Rule	Rule under which the license is issued.
10	District	District name of the license location.
11	Tehsil	Tehsil name of the license location.
12	Village	Village name of the license location.
13	Gata Number	Plot number of the mining land.
14	Area	Size of the leased area (in hectares).
15	Allotted Quantity (Ton)	Quantity of mineral allotted in tons.
16	Allotted Date	Date the license was allotted.

2.Search or Filter Records (Optional)

User Action: Use the Search box to find a license by ID, Name, or other keywords, or apply advanced filters for District, Tehsil, Mineral Type, etc.

System Response: Table updates to show only matching results.

3.View Complete Details (Optional)

User Action: Scroll horizontally to view all table columns.

System Response: Displays full license details without affecting other records.

Open Block/UnBlock License

User action: From left menu choose Master Updation → Block/UnBlock License.

System response: Load the Block/UnBlock License page and display the license table.

Adjust view / Pagination (optional)

User action: Change "Show [10] entries" to view more rows if needed.

System response: Table updates to show selected number of rows per page.

Search for license / licensee

User action: Enter License ID, Name, or other keyword in Search box.

System response: Filter table live to matching rows.

Apply advanced filters (optional)

User action: Click Filter, select criteria (District, Tehsil, Mineral Type, Date range, etc.), then Apply.

System response: Table refreshes showing only rows matching filter criteria.

Locate the correct row

User action: Find the target license row. Verify columns like License ID, Name, Permit Rule, Allotted/Expiry Date before acting.

System response: Row data remains visible and selectable.

Initiate Block / Unblock

User action: Click the red Block button (or Unblock if currently blocked) in the Actions column of the selected row.

System response: Open a confirmation modal/dialog (shows License ID, Name, and action being taken).

Confirm action

User action: Read details; optionally enter a Reason if the dialog requests one; click Confirm/Yes — or click Cancel to abort.

System response (Confirm): Process request, update license status in database; show a temporary success message (e.g., "*License blocked successfully*").

System response (Cancel): Close dialog with no change.

Refresh / reflect status

User action: Wait or manually refresh the table (or the system auto-refreshes).

System response: Table refreshes — action button toggles (Block → Unblock or vice versa) and, if present, a Status column updates to reflect new state.

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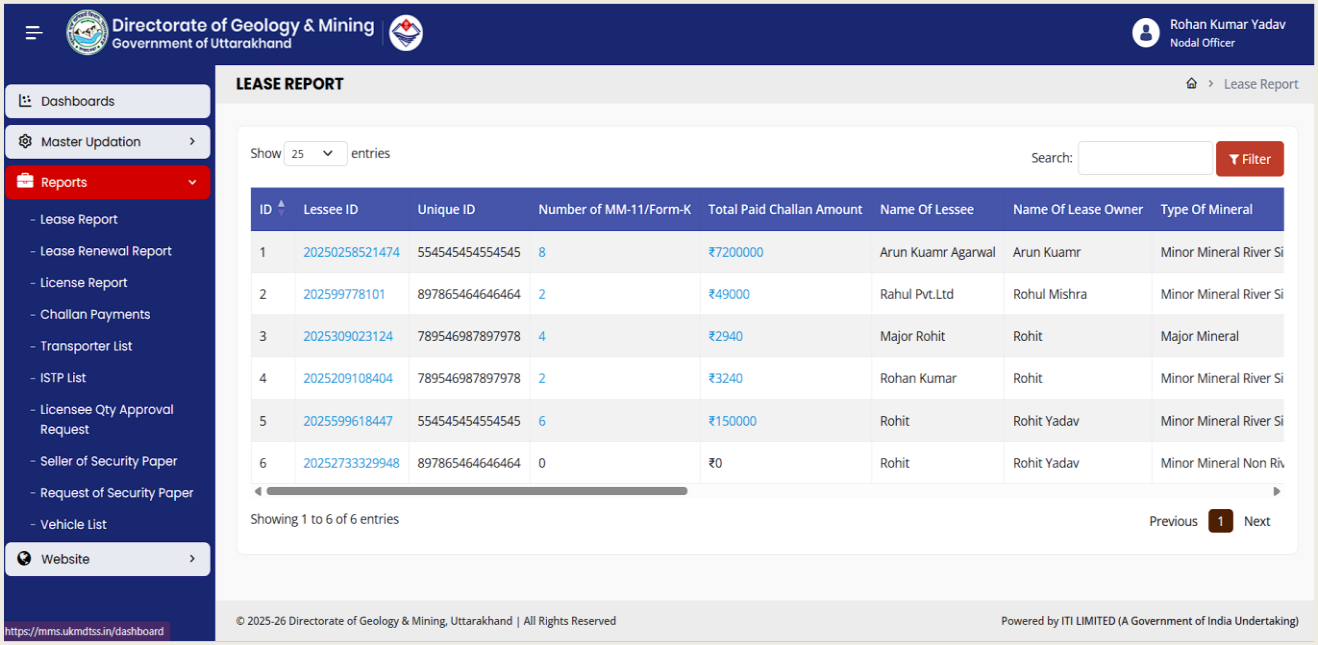
Click on **Report** option to continue

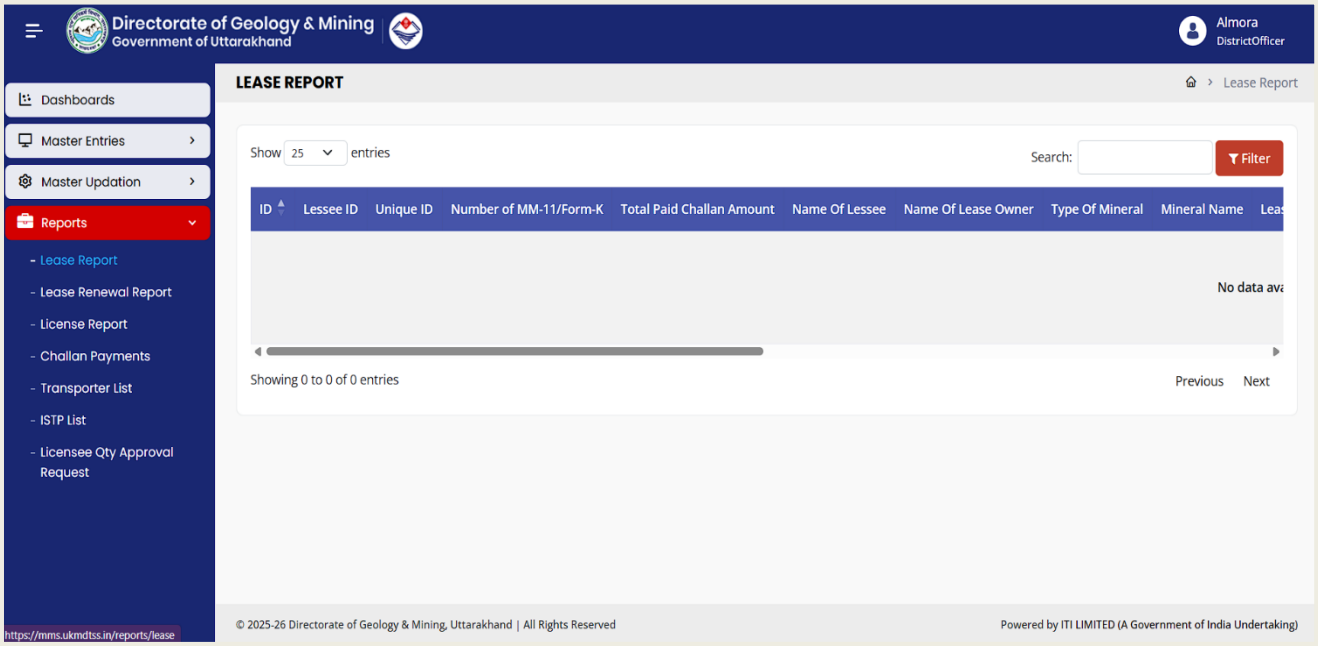


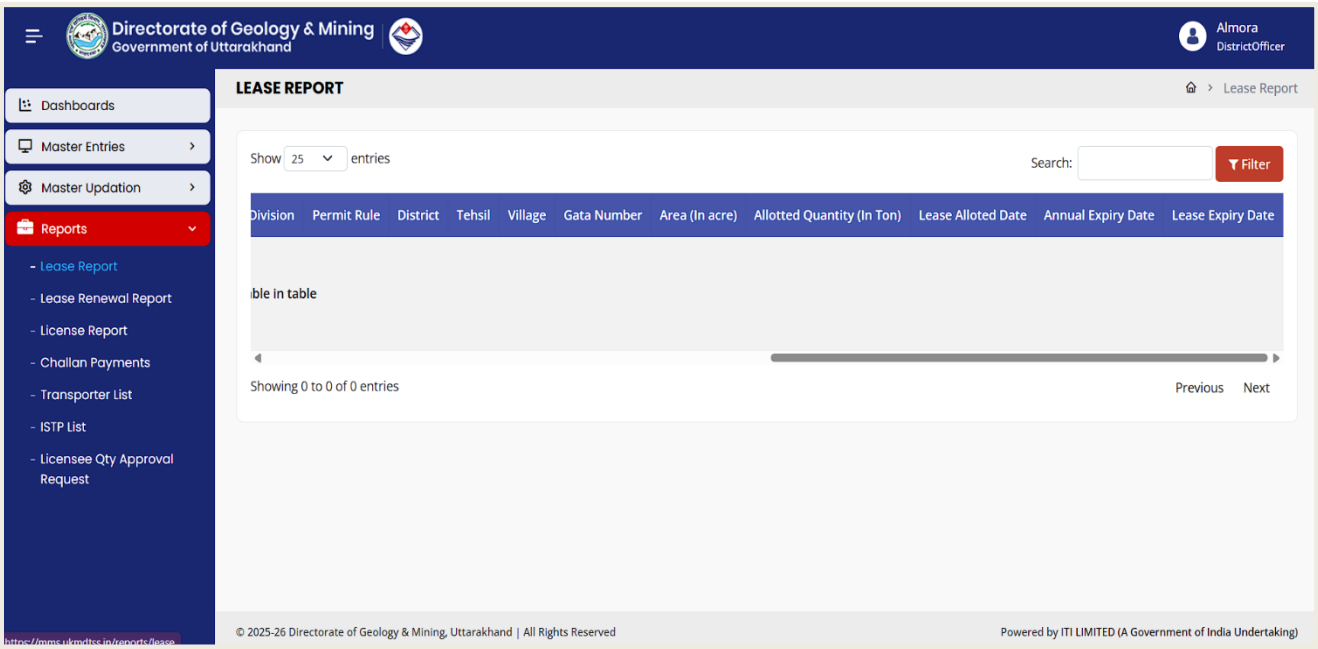
1.1.1.6 Reports Section

S#	Report Name	Description
1	Lease Report	Shows detailed information of lessees including ID, challan payments, mineral type, lease owner, etc.
2	Lease Renewal Report	Displays reports on lease renewal requests, renewal dates, and their statuses.
3	License Report	Shows license-wise data such as license holder name, mineral details, sanctioned quantity, area, etc.
4	Challan Payments	Summarizes all challans issued and paid by lessees or licensees.
5	Transporter List	Contains a list of all registered transporters with their respective details.
6	ISTP List	Lists records of ISTPs (Integrated Stone Transport Permits) issued, their validity, and usage.
7	Licensee Qty Approval Request	Shows the list of quantity requests submitted by license holders that are pending or approved by the District Officer.
8	Lease Report	Shows detailed information of lessees including ID, challan payments, mineral type, lease owner, etc.
9	Lease Renewal Report	Displays reports on lease renewal requests, renewal dates, and their statuses.
10	Seller of Security Paper	Lists the authorized sellers of security paper along with their contact details and license status.
11	Request of Security Paper	Displays all security paper requests made by users, including request date, requester details, and approval status.

12	Vehicle List	Shows the list of all registered vehicles used for mineral transportation, along with registration numbers and ownership details.

Click on **Lease Report** option to continue





Purpose of Lease Report

The **Lease Report** allows District Officers to view comprehensive information about all mining lease holders (Lessees). This includes payment details, lease owner name, type of mineral, approved quantity, area covered, allotment and expiry dates, and more.

1.1.1.7 Displayed Fields in the Table

S#	Report Name	Description
1	ID	System-generated serial number
2	Lessee ID	Unique ID of the leaseholder
3	Unique ID	Unique reference number for the record
4	Number of MM-11/Form-K	Details of MM-11 or Form-K
5	Total Paid Challan Amount	Total amount paid via challans
6	Name Of Lessee	Name of the person/entity holding the lease
7	Name Of Lease Owner	Name of the land or lease owner
8	Type Of Mineral	Category of the mineral (e.g., sand, stone)
9	Mineral Name	Specific mineral name being mined
10	Lease Type	Type of lease (Temporary / Permanent)
11	Division	Administrative mining division
12	Permit Rule	Rule under which the permit is granted
13	District	District where the lease is located
14	Tehsil	Sub-district (Tehsil) location of lease
15	Village	Village name of the mining area
16	Gata Number	Land plot number
17	Area (In Acre)	Total leased area in acres
18	Allotted Quantity (In Ton)	Sanctioned mineral quantity (in tons)
19	Lease Alloted Date	Date when the lease was granted
20	Annual Expiry Date	Expiry date for annual compliance
21	Lease Expiry Date	Final expiry date of the lease

Search & Filter Functionality

- Users can use the Search bar to instantly find any specific record by keyword.
- The Filter button allows advanced filtering based on selected criteria like district, date, mineral type, etc.

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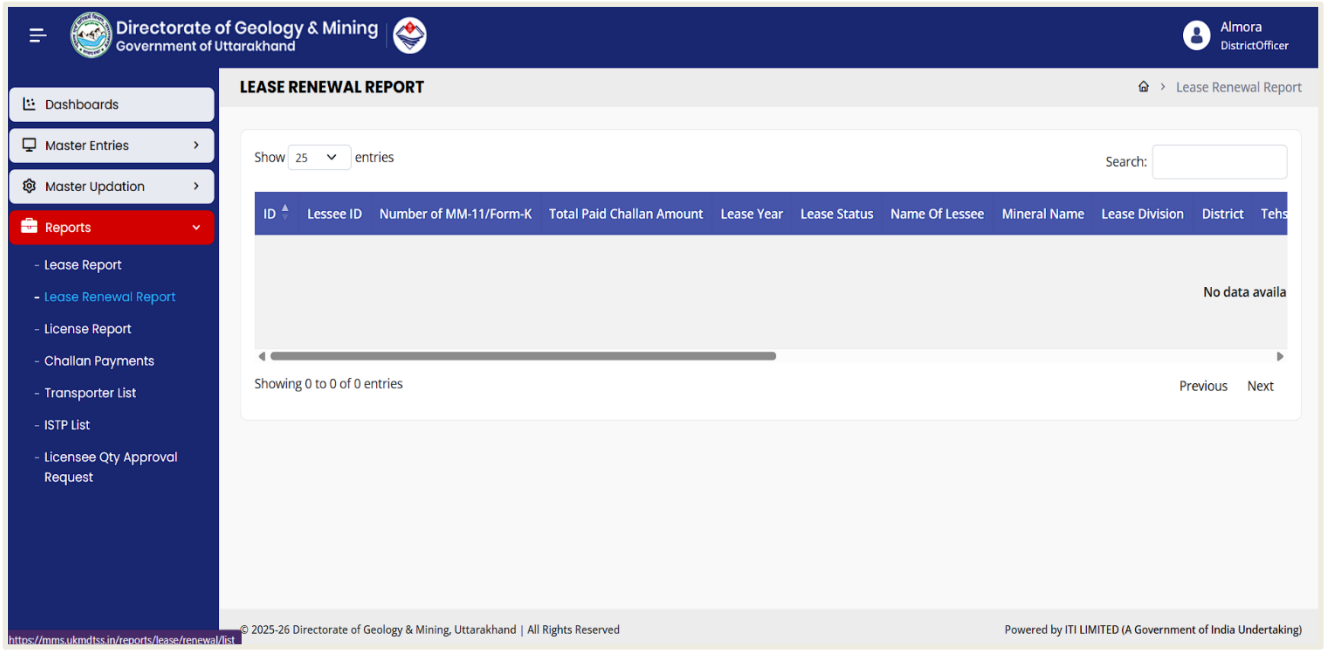
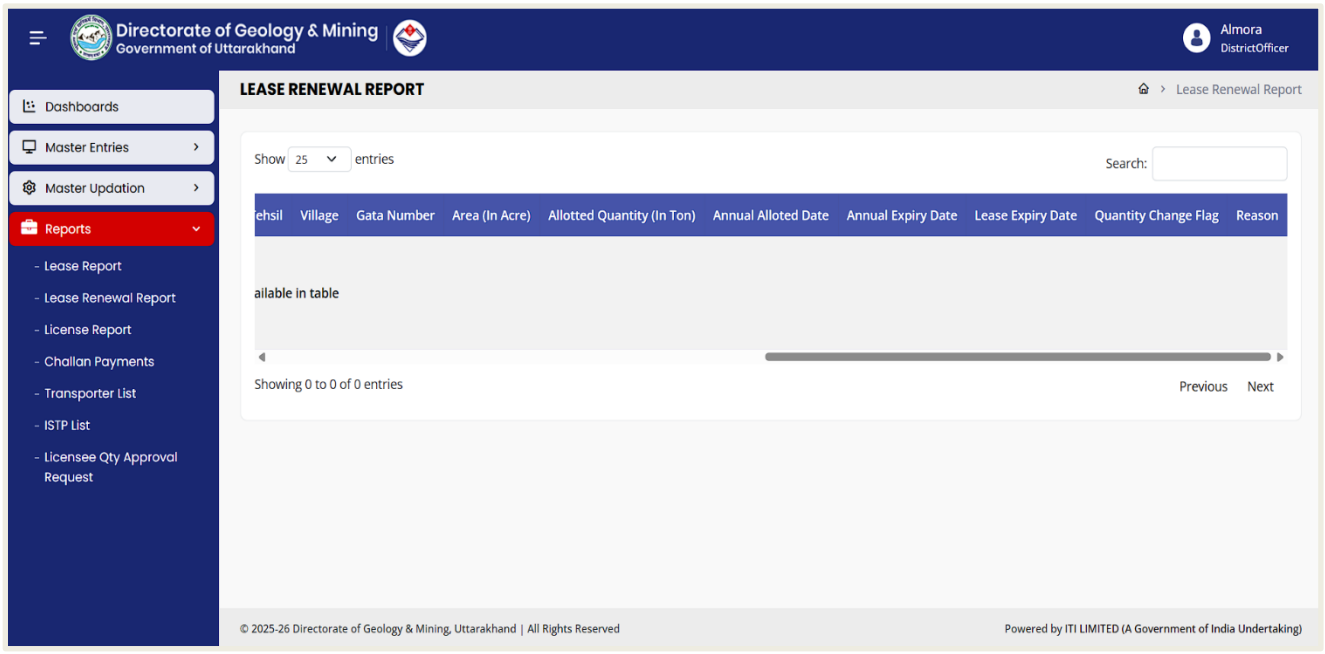
Click on **Lease Renewal Report** option to continue





Purpose

The **Lease Renewal Report** module allows the District Officer to view, search, and monitor details related to lease renewal applications and statuses for various mining leases.

1.1.1.8 Displayed Fields in the Table

S#	Report Name	Description
1	ID	Unique serial number for the record.
2	Lessee ID	Unique ID assigned to the lessee (the person/company holding the lease).
3	Number of MM-11/Form-K	Official form or challan number submitted by lessee.
4	Total Paid Challan Amount	Total amount paid through challans for the renewal.
5	Lease Year	Lease validity year.
6	Lease Status	Current status of the lease (active, expired, under review, etc.).
7	Name Of Lessee	Name of the lease holder.
8	Mineral Name	Type of mineral allowed for extraction.
9	Lease Division	Administrative division managing the lease.
10	District	District name where mining is happening.
11	Tehsil	Sub-district name.
12	Village	Name of the village associated with the lease.
13	Gata Number	Plot or survey number assigned to the mining land.
14	Area (In Acre)	Total area allotted for mining (in acres).
15	Allotted Quantity (In Ton)	Quantity of minerals allowed to be mined (in tons).
16	Annual Alloted Date	Date when the annual allotment was approved.
17	Annual Expiry Date	Date when the annual allotment will expire.
18	Lease Expiry Date	End date of the lease agreement.
19	Quantity Change Flag	Indicator if any change was made in quantity allotted.
20	Reason	Reason for quantity change (if any).

Using the Search Function

At the top-right corner of each report, there is a Search Box.
You can type any keyword (e.g., Lessee Name, Gata Number, District, Mineral Name, etc.) to quickly filter and find records.

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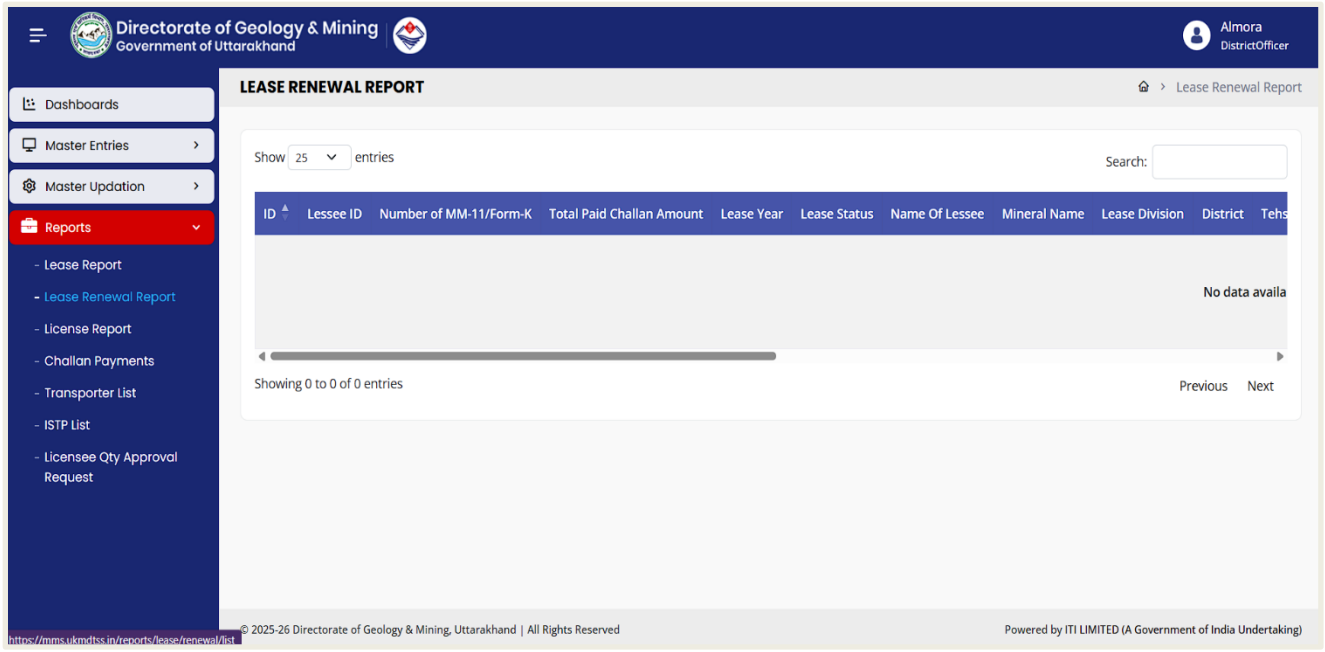
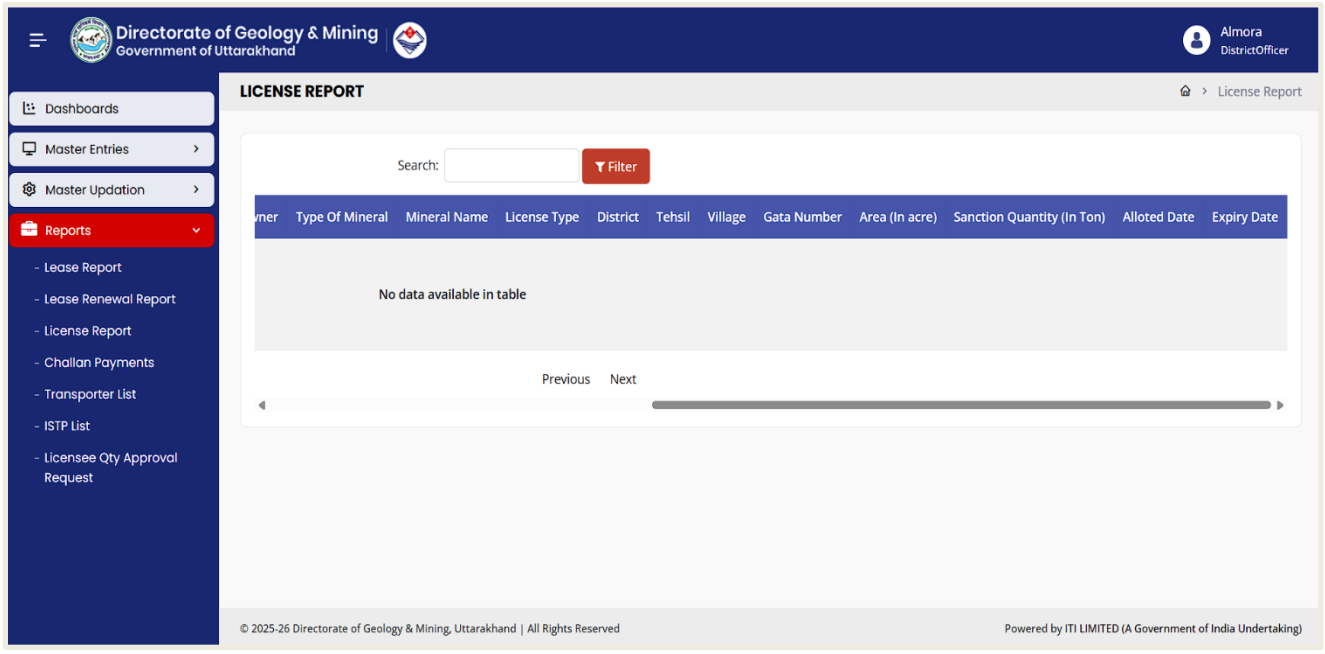
Click on **License Report** option to continue





Purpose

The **License Report** module helps the District Officer view detailed records of licenses issued for mineral extraction. This module allows tracking of:

- License ownership

- Types of minerals licensed
- License validity and quantity sanctioned

1.1.1.9 Displayed Fields in the Table

S#	Column Name	Description
1	Owner	Name of license holder (individual or company).
2	Type of Mineral	Category of mineral (e.g., building stone, sand, boulder, etc.).
3	Mineral Name	Specific name of the mineral permitted.
4	License Type	The type of license issued (e.g., minor mineral license, prospecting license).
5	District	District where the license is applicable.
6	Tehsil	Sub-district under which mining area falls.
7	Village	Name of village related to license area.
8	Gata Number	Survey or land parcel number allotted for mining.
9	Area (In Acre)	Total mining area assigned under license.
10	Sanction Quantity (InTon)	Approved quantity of mineral extraction permitted (tons).
11	Alloted Date	Date when license allotment was made.
12	Expiry Date	Validity expiry date of the license.

Search & Filter Functionality

- Users can use the **Search** bar to instantly find any specific record by keyword.
- The **Filter** button allows advanced filtering based on selected criteria like district, date, mineral type, etc.

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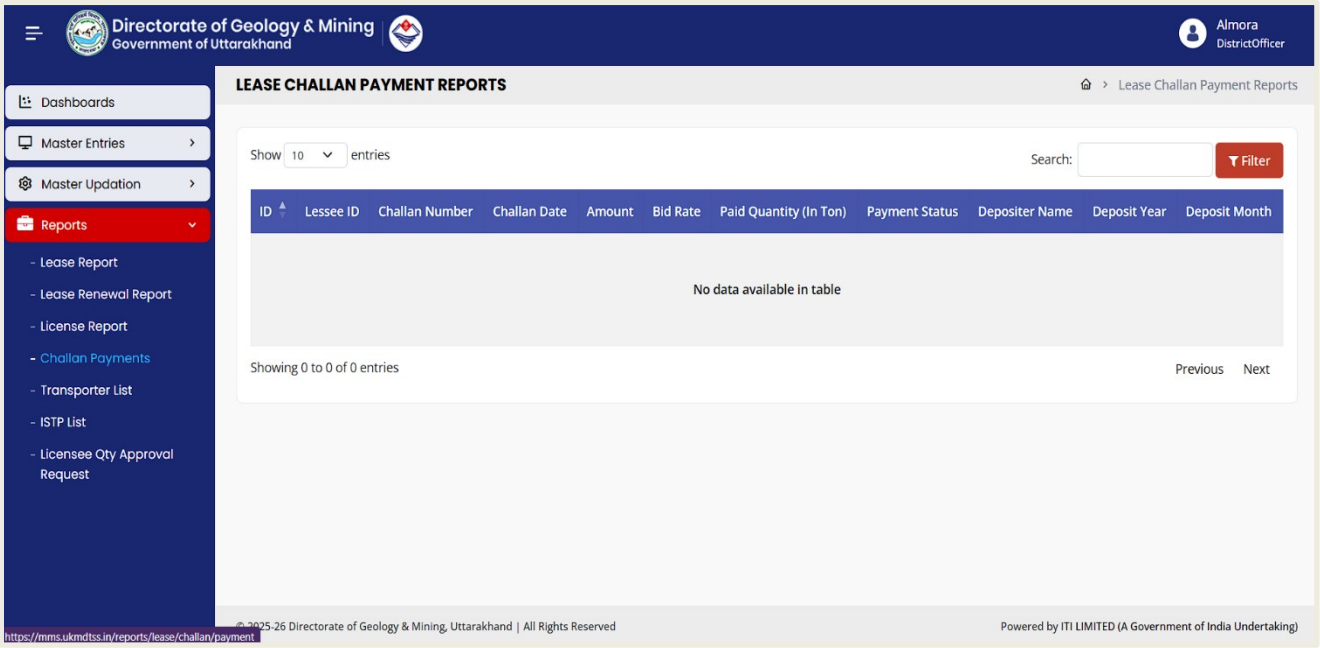
Click on **Lease Challan Payment Reports** option to continue



Purpose

This module allows the District Officer to monitor and verify all **Challan payments** submitted by lessees towards lease renewal or license fee. It gives a transparent view of financial transactions linked with mining operations.

1.1.1.10 Displayed Fields in the Table

S#.	Column Name	Description
1	Lessee ID	System-generated serial number
2	Unique ID	Unique ID of the leaseholder
3	Number of MM-11/Form-K	Unique reference number for the record
4	Total Paid Challan Amount	Details of MM-11 or Form-K
5	Name Of Lessee	Total amount paid via challans
6	Name Of Lease Owner	Name of the person/entity holding the lease
7	Type Of Mineral	Name of the land or lease owner
8	Mineral Name	Category of the mineral (e.g., sand, stone)
9	Lease Type	Specific mineral name being mined
10	Division	Type of lease (Temporary / Permanent)
11	Permit Rule	Administrative mining division
12	District	Rule under which the permit is granted
13	Tehsil	District where the lease is located
14	Village	Sub-district (Tehsil) location of lease
15	Gata Number	Village name of the mining area
16	Area (In Acre)	Land plot number
17	Allotted Quantity (In Ton)	Total leased area in acres
18	Lease Alloted Date	Sanctioned mineral quantity (in tons)
19	Annual Expiry Date	Date when the lease was granted
20	Lease Expiry Date	Expiry date for annual compliance

Search & Filter Functionality

- Users can use the **Search** bar to instantly find any specific record by keyword.
- The **Filter** button allows advanced filtering based on selected criteria like district, date, mineral type, etc.

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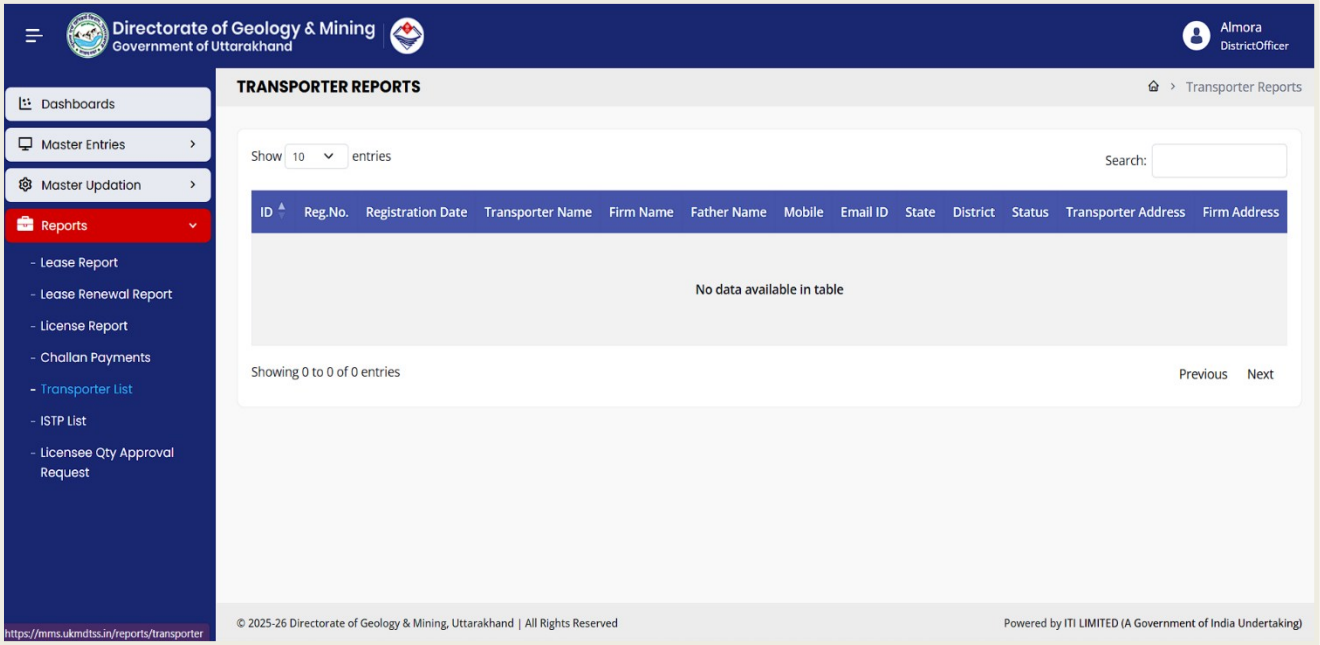
Click on **Transporter Reports** option to continue



Purpose

The **Transporter Reports** module allows the District Officer to monitor and verify registered transporters involved in mineral transportation. This ensures proper documentation and tracking of transport companies and individuals engaged in mineral transport operations.

1.1.1.11 Displayed Fields in the Table

S#.	Column Name	Description
1	ID	System-generated unique identifier for each transporter record.
2	Reg. No.	Transporter's Registration Number assigned by the department.
3	Registration Date	Date when the transporter was registered in the system.
4	Transporter Name	Name of the individual transporter.
5	Firm Name	Name of the transporting firm or company.
6	Father Name	Father's name of the transporter (used for personal identification).
7	Mobile	Registered mobile phone number of transporter.
8	Email ID	Official email address of the transporter.
9	State	State of operation for the transporter.
10	District	District where transporter operates.
11	Status	Current registration status (e.g., Active, Inactive, Pending).
12	Transporter Address	Complete address of the individual transporter.
13	Firm Address	Official address of the transport firm or company.
14	ID	System-generated unique identifier for each transporter record.
15	Reg. No.	Transporter's Registration Number assigned by the department.
16	Registration Date	Date when the transporter was registered in the system.
17	Transporter Name	Name of the individual transporter.
18	Firm Name	Name of the transporting firm or company.
19	Father Name	Father's name of the transporter (used for personal identification).
20	Mobile	Registered mobile phone number of transporter.

Search & Filter Functionality

- Users can use the **Search** bar to instantly find any specific record by keyword.
- The **Filter** button allows advanced filtering based on selected criteria like district, date, mineral type, etc.

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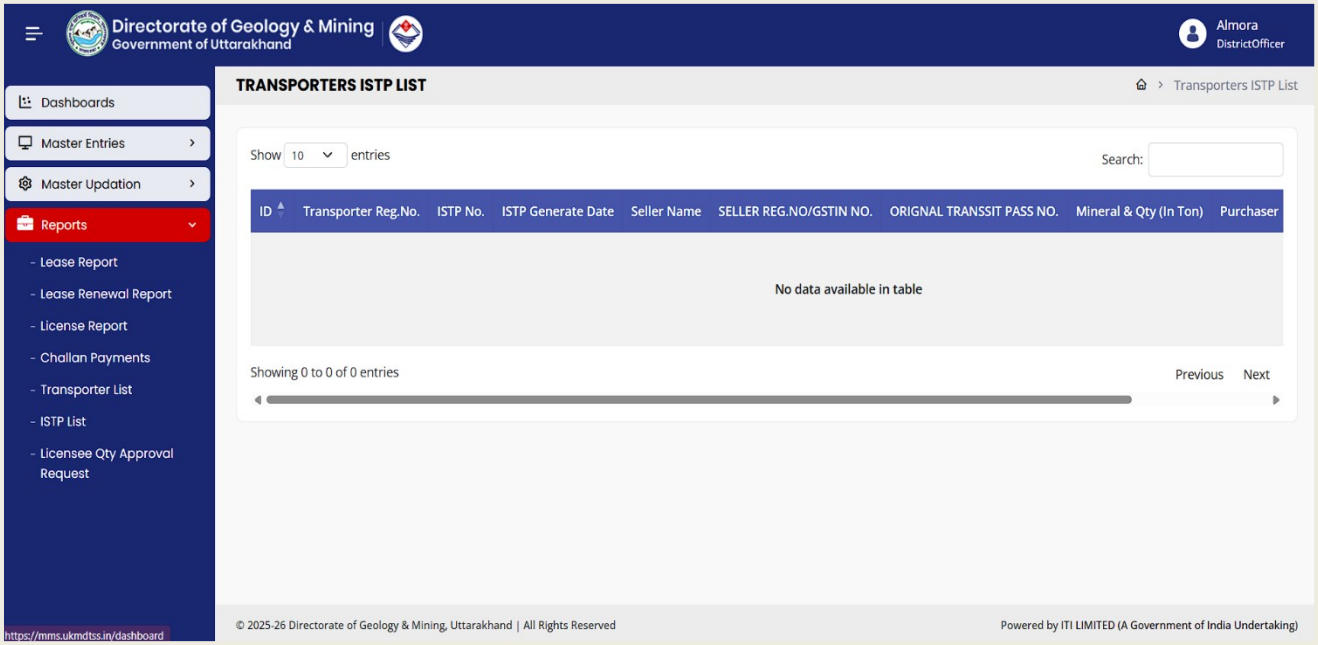
Click on **Transporters ISTP List** option to continue



Purpose

The **Transporter Reports** module allows the District Officer to monitor and verify registered transporters involved in mineral transportation. This ensures proper documentation and tracking of transport companies and individuals engaged in mineral transport operations.

1.1.1.12 Displayed Fields in the Table

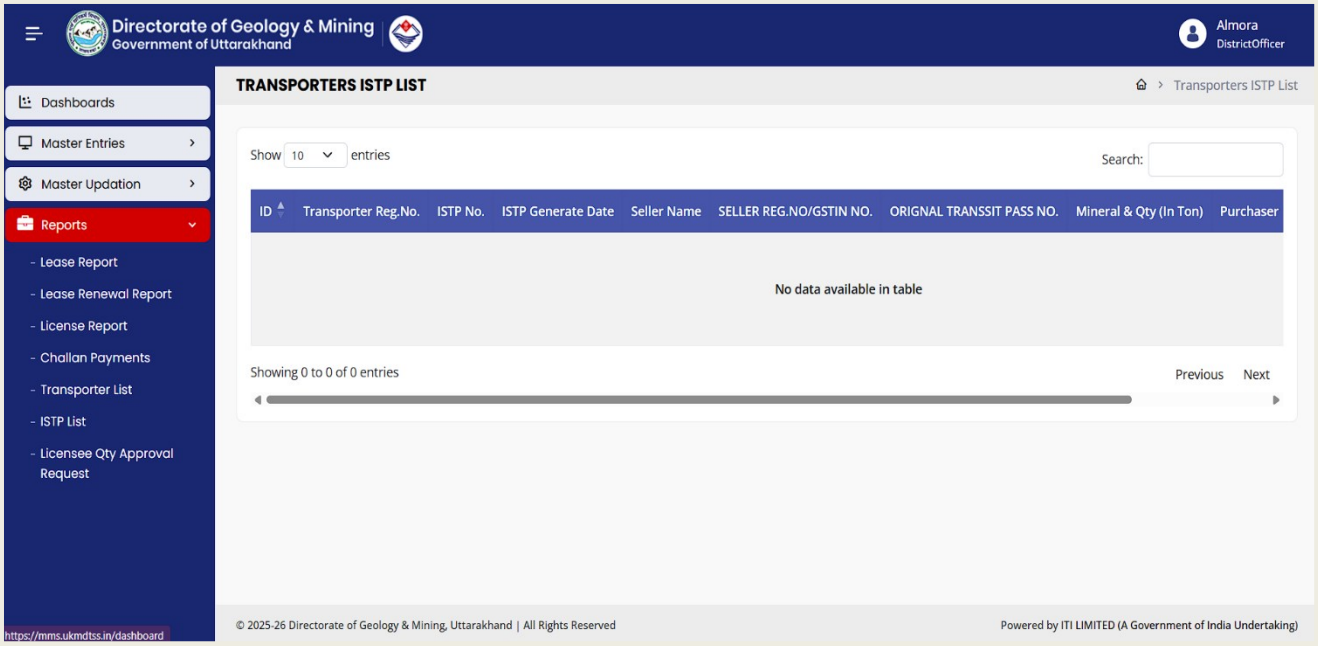
S#.	Column Name	Description
1	ID	System-generated unique identifier for each transporter record.
2	Reg. No.	Transporter's Registration Number assigned by the department.
3	Registration Date	Date when the transporter was registered in the system.
4	Transporter Name	Name of the individual transporter.
5	Firm Name	Name of the transporting firm or company.
6	Father Name	Father's name of the transporter (used for personal identification).
7	Mobile	Registered mobile phone number of transporter.
8	Email ID	Official email address of the transporter.
9	State	State of operation for the transporter.
10	District	District where transporter operates.
11	Status	Current registration status (e.g., Active, Inactive, Pending).
12	Transporter Address	Complete address of the individual transporter.
13	Firm Address	Official address of the transport firm or company.
14	ID	System-generated unique identifier for each transporter record.
15	Reg. No.	Transporter's Registration Number assigned by the department.
16	Registration Date	Date when the transporter was registered in the system.

17	Transporter Name	Name of the individual transporter.
18	Firm Name	Name of the transporting firm or company.
19	Father Name	Father's name of the transporter (used for personal identification).
20	Mobile	Registered mobile phone number of transporter.

Search Functionality

- Users can use the **Search** bar to instantly find any specific record by keyword.

Click on **Licensee Qty Approval Request** option to continue



Purpose

To view and verify additional quantity requests submitted by licensees. These requests are reviewed by the District Officer for approval based on justification and compliance.

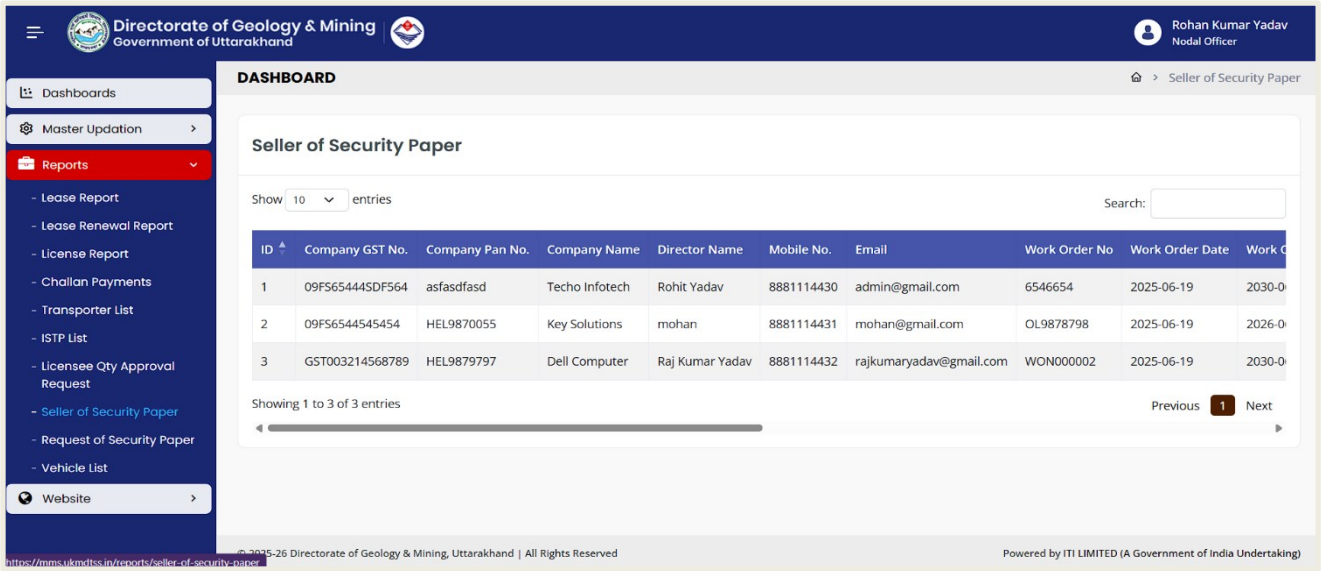
1.1.1.13 Displayed Fields in the Table

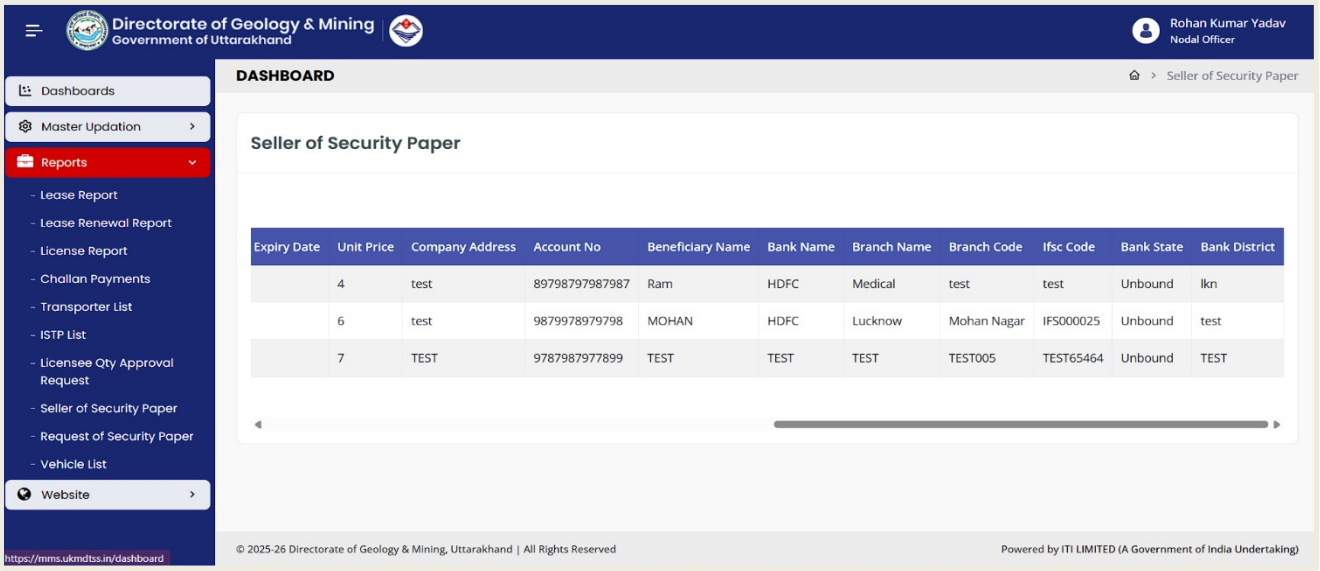
S#.	Column Name	Description
1	ID	System-generated unique identifier for each request.
2	License Reg. No.	The registration number of the license under which the request was submitted.
3	Lessee/Transporter Reg. No.	Registration number of the associated lessee or transporter.
4	Delivery By	Name or ID of the delivery person/agent responsible for material delivery.
5	MM-11/Form-K/ISTP Reg. No.	Reference document number for MM-11, Form-K, or ISTP related to the request.
6	Request Qty	The additional quantity (in tons) being requested by the licensee.
7	Status	Shows the current status – Pending, Approved, or Rejected.
8	Request Date	Date on which the request was submitted by the licensee.

Search Functionality

- Users can use the **Search** bar to instantly find any specific record by keyword.

Click on **Seller Of Security Paper** option to continue





1.1.1.14 View Seller Details (First Screen)

S#.	Field / Feature	Description
1	ID	Serial number of the seller record.
2	Company GST No.	Registered GST number of the seller.
3	Company PAN No.	Registered PAN number of the seller.
4	Company Name	Name of the seller company.
5	Director Name	Name of the company director.
6	Mobile No.	Contact number of the seller.
7	Email	Official email ID of the seller.
8	Work Order No	Unique number assigned to the work order.
9	Work Order Date	Date when the work order was issued.
10	Work Order Expiry Date	Date when the work order validity ends.
11	Search Bar	Allows filtering sellers by any field.
12	Pagination Controls	Navigate between different pages of sellers.

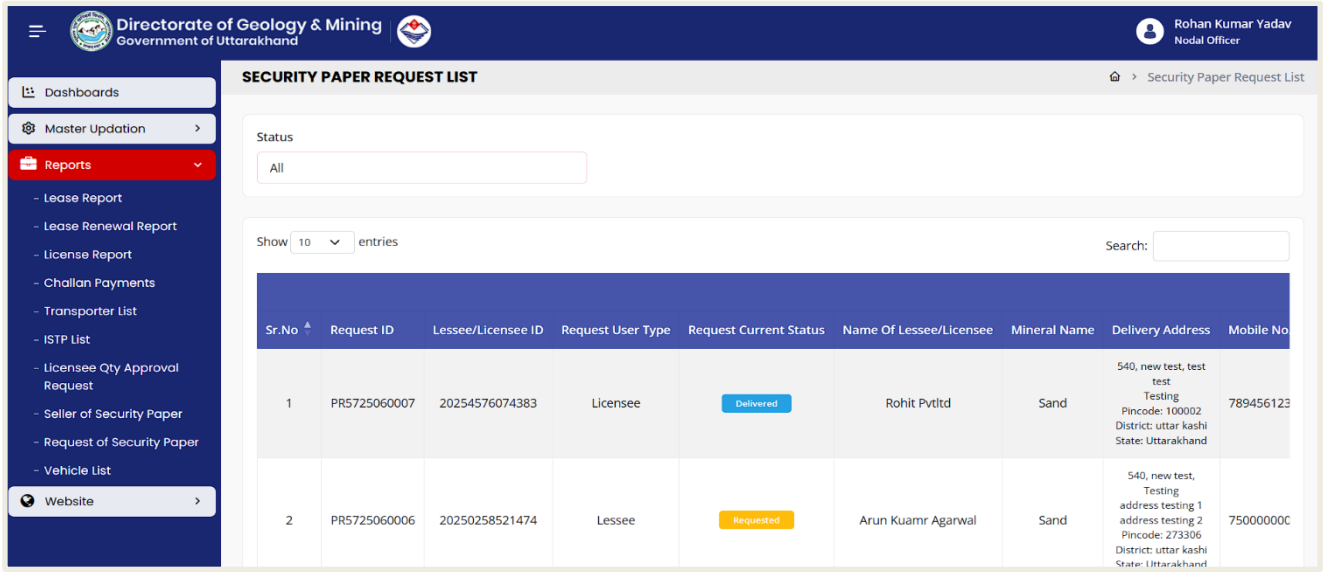
User can use the **Search bar** to filter sellers by any field.

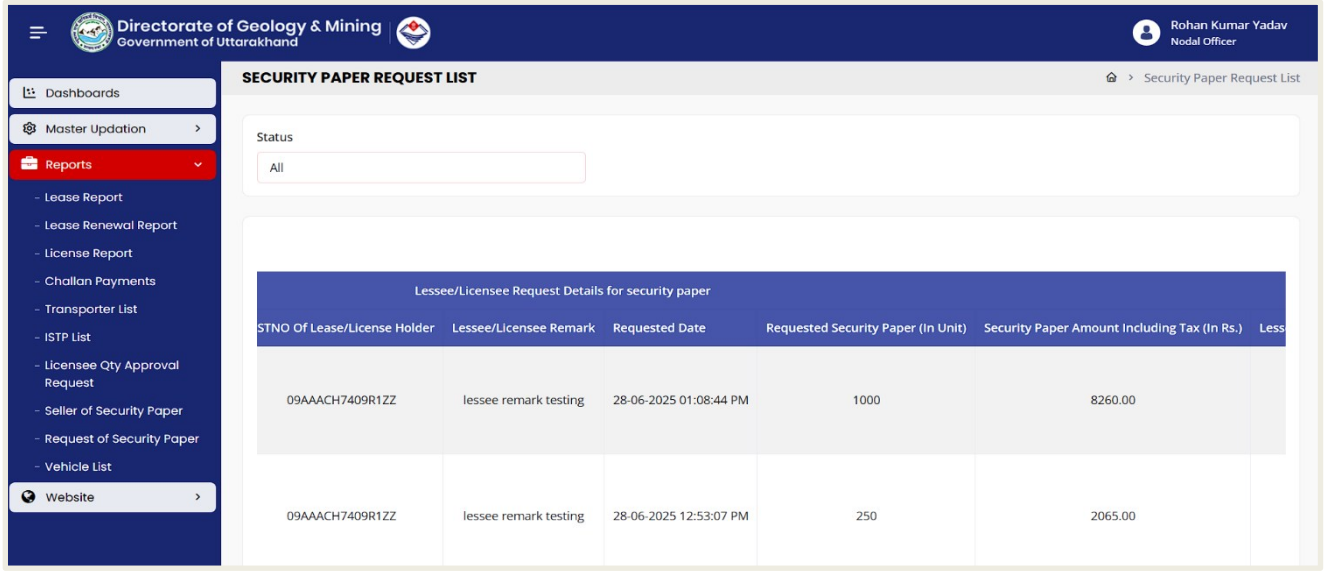
Pagination controls allow navigation between pages.

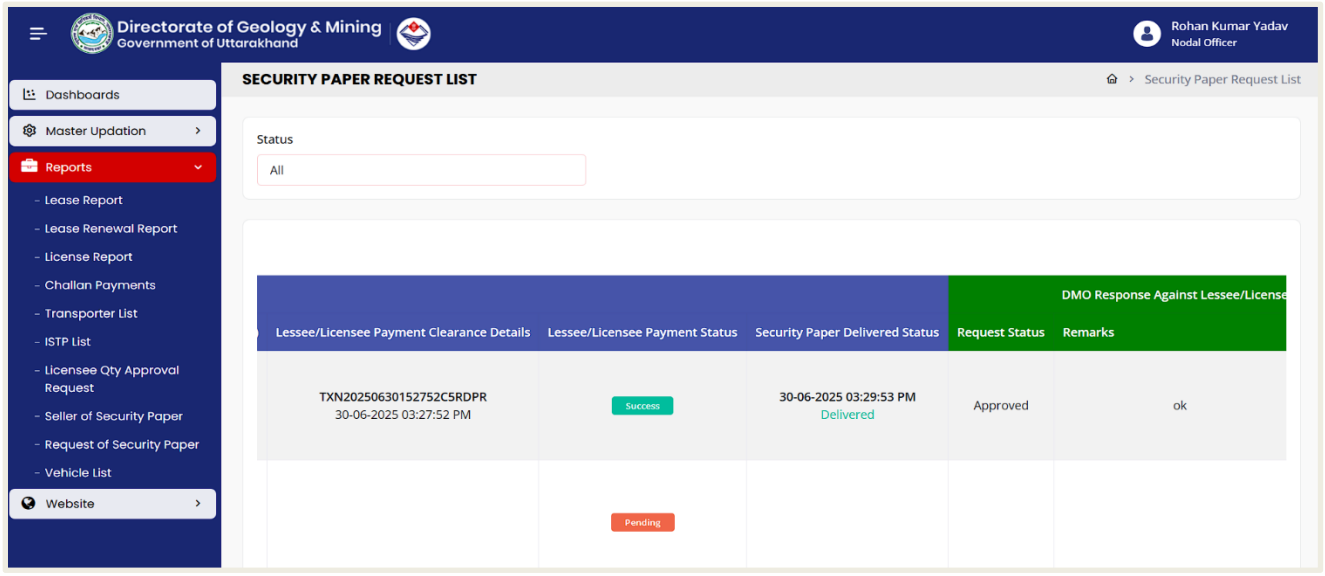
1.1.1.15 Drill Down to Seller's Bank & Pricing Details (Second Screen)

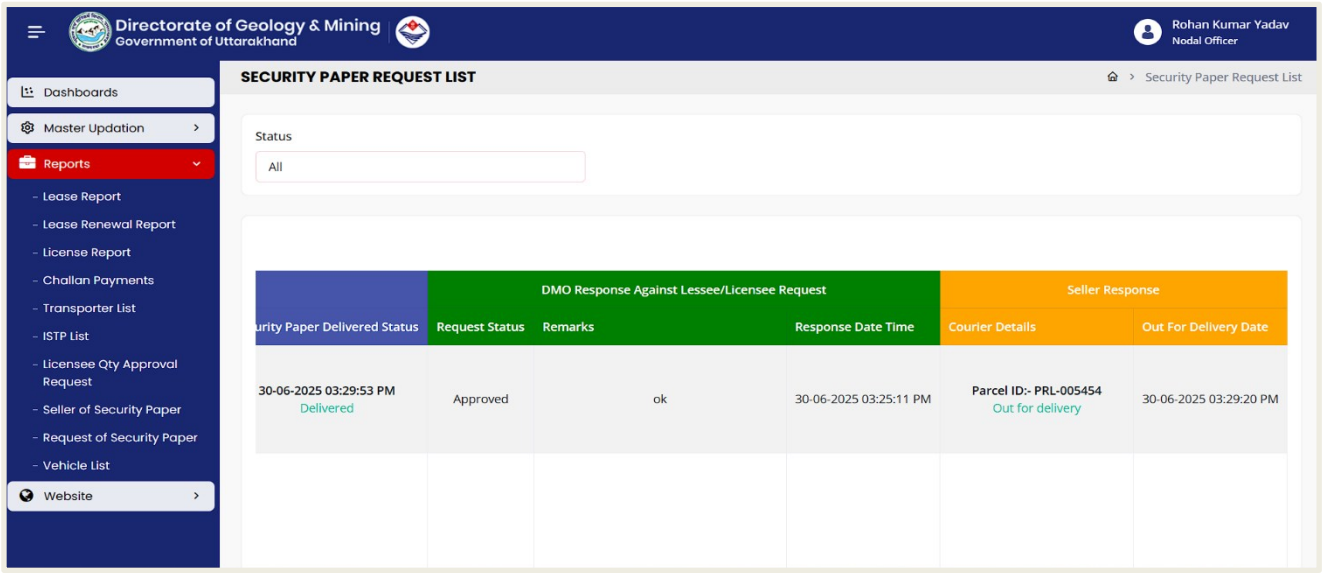
S#.	Field / Feature	Description
1	Expiry Date	Security paper validity expiry date.
2	Unit Price	Price per unit of security paper.
3	Company Address	Registered address of the seller company.
4	Account No.	Seller's bank account number.
5	Beneficiary Name	Name of the account holder/beneficiary.
6	Bank Name	Name of the seller's bank.
7	Branch Name	Name of the bank branch.
8	Branch Code	Unique code of the bank branch.
9	IFSC Code	Indian Financial System Code of the branch.
10	Bank State	State where the bank branch is located.
11	Bank District	District where the bank branch is located.
12	Horizontal Scroll	Allows viewing of all columns if they don't fit on the screen.
13	Possible Actions	View seller details only (no edit/add/delete options visible).
14	Navigation	Option to go back to the seller list screen.
15	Search	Search for a specific seller's bank details.

Click on **Request Of Security Paper** option to continue




Directorate of Geology & Mining
Government of Uttarakhand
Rohan Kumar Yadav
Nodal Officer
SECURITY PAPER REQUEST LIST
Security Paper Request List
Dashboards
Master Updation
Reports
Lease Report
Lease Renewal Report
License Report
Challan Payments
Transporter List
ISTP List
Licensee Qty Approval Request
Seller of Security Paper
Request of Security Paper
Vehicle List
Website
Status
All
Lessee/Licensee Request Details for security paper
STNO Of Lease/License Holder
Lessee/Licensee Remark
Requested Date
Requested Security Paper (In Unit)
Security Paper Amount Including Tax (In Rs.)
09AAACH7409R1ZZ
lessee remark testing
28-06-2025 01:08:44 PM
1000
8260.00
09AAACH7409R1ZZ
lessee remark testing
28-06-2025 12:53:07 PM
250
2065.00


Directorate of Geology & Mining
Government of Uttarakhand
Rohan Kumar Yadav
Nodal Officer
SECURITY PAPER REQUEST LIST
Security Paper Request List
Dashboards
Master Updation
Reports
Lease Report
Lease Renewal Report
License Report
Challan Payments
Transporter List
ISTP List
Licensee Qty Approval Request
Seller of Security Paper
Request of Security Paper
Vehicle List
Website
Status
All
Lessee/Licensee Payment Clearance Details
Lessee/Licensee Payment Status
Security Paper Delivered Status
DMO Response Against Lessee/License
Request Status
Remarks
TXN20250630152752C5RDPR
30-06-2025 03:27:52 PM
Success
30-06-2025 03:29:53 PM
Delivered
Approved
ok
Pending


Directorate of Geology & Mining
Government of Uttarakhand
Rohan Kumar Yadav
Nodal Officer
SECURITY PAPER REQUEST LIST
Security Paper Request List
Dashboards
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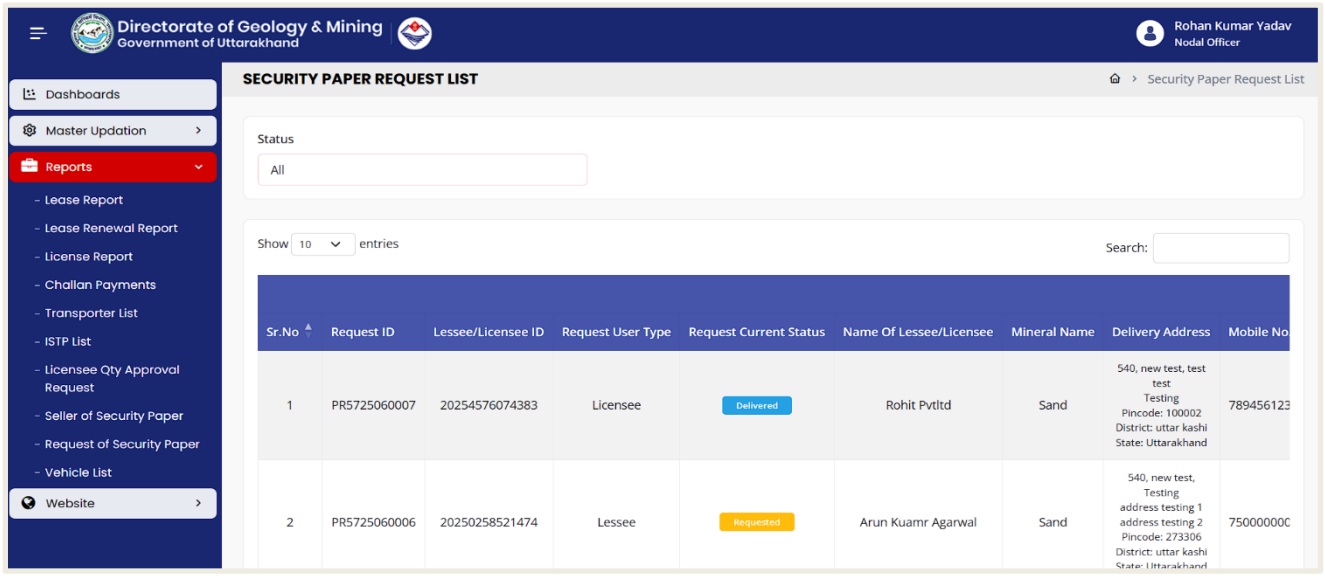
Reports
Lease Report
Lease Renewal Report
License Report
Challan Payments
Transporter List
ISTP List
Licensee Qty Approval Request
Seller of Security Paper
Request of Security Paper
Vehicle List
Website
Status
All
DMO Response Against Lessee/Licensee Request
Seller Response
urity Paper Delivered Status
Request Status
Remarks
Response Date Time
Courier Details
Out For Delivery Date
30-06-2025 03:29:53 PM
Delivered
Approved
ok
30-06-2025 03:25:11 PM
Parcel ID:- PRL-005454
Out for delivery
30-06-2025 03:29:20 PM

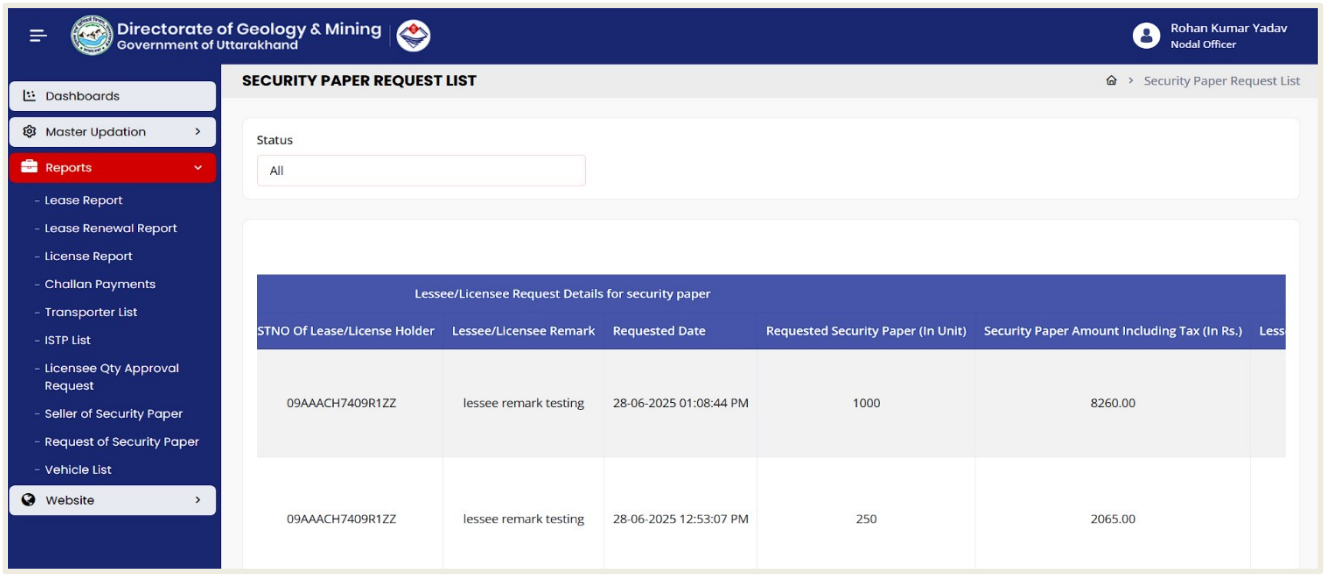
1.1.1.16 Drill Down to Seller's Bank & Pricing Details (Second Screen)

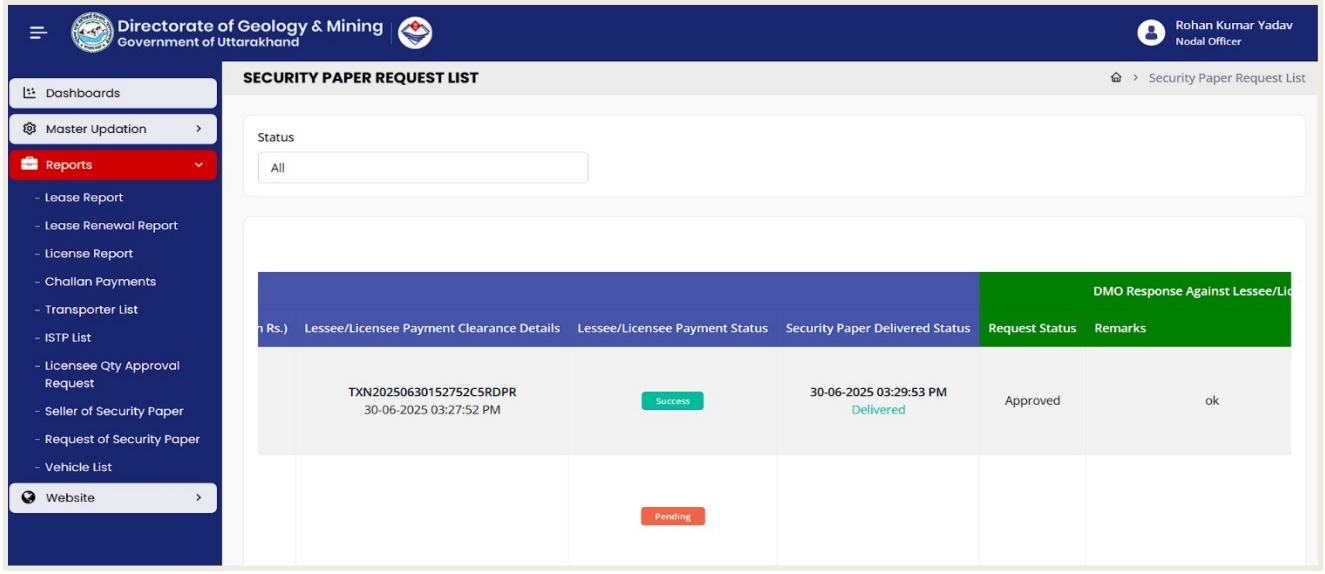
S#.	Step Name	Screen / Section	Details Displayed	User Actions
1	Accessing Module	Reports → Seller of Security Paper	- Menu on left side with Reports section - Option for "Seller of Security Paper	- Login as Nodal Officer/Seller - Click **Reports**- Select **Seller of Security Paper**
2	Viewing Security Paper Requests	Default Request List Screen	- Sr. No.- Request ID - Lessee/Licensee ID- Request User Type (Lessee / Licensee) - Request Current Status (Delivered / Requested) - Name of Lessee/Licensee - Mineral Name- Delivery Address- Mobile No.	- Filter by **Status** (dropdown) - Search using **Search Bar** - Click on a **Request ID** to open details
3	Checking Request Details	Lessee/Licensee Request Details Screen	- GST No. of Lessee/Licensee - Lessee/Licensee \Remark - Requested Date & Time - Requested Security Paper Quantity (Units) - Security Paper Amount Including Tax	- Verify order quantity & amount - Cross-check remarks
4	Payment & Approval Tracking	Payment & Approval Status Screen	- Payment Clearance Details (Transaction ID & Date-Time) - Payment Status (Success / Pending) - Security Paper Delivery Status (Delivered / Not Delivered) - Request Status (Approved / Pending)- DMO Remarks	-Confirm payment status- Ensure request is approved before dispatch
5	Courier & Dispatch Details	Courier Tracking & Dispatch Info Screen	- Response Date & Time from DMO - Courier Details (Parcel ID & tracking link "Out for delivery")- Out for Delivery Date & Time	- Update courier details- Track parcel movement
6	Seller Actions in the Flow	Operational Actions Taken by Seller	N/A	**Step1:** Review Request **Step2:** Verify Payment **Step3:**Approve & Update Status

				Step4: Provide Courier Info **Step5:** Mark Delivered

Click on **Request Of Security Paper** option to continue






Directorate of Geology & Mining
Government of Uttarakhand
Rohan Kumar Yadav
Nodal Officer
Dashboards
Master Updation
Reports
Lease Report
Lease Renewal Report
License Report
Challan Payments
Transporter List
ISTP List
Licensee Qty Approval Request
Seller of Security Paper
Request of Security Paper
Vehicle List
Website
SECURITY PAPER REQUEST LIST
Security Paper Request List
Status
All
Lessee/Licensee Payment Clearance Details
Lessee/Licensee Payment Status
Security Paper Delivered Status
DMO Response Against Lessee/Lic
Request Status
Remarks
TXN20250630152752C5RDPR
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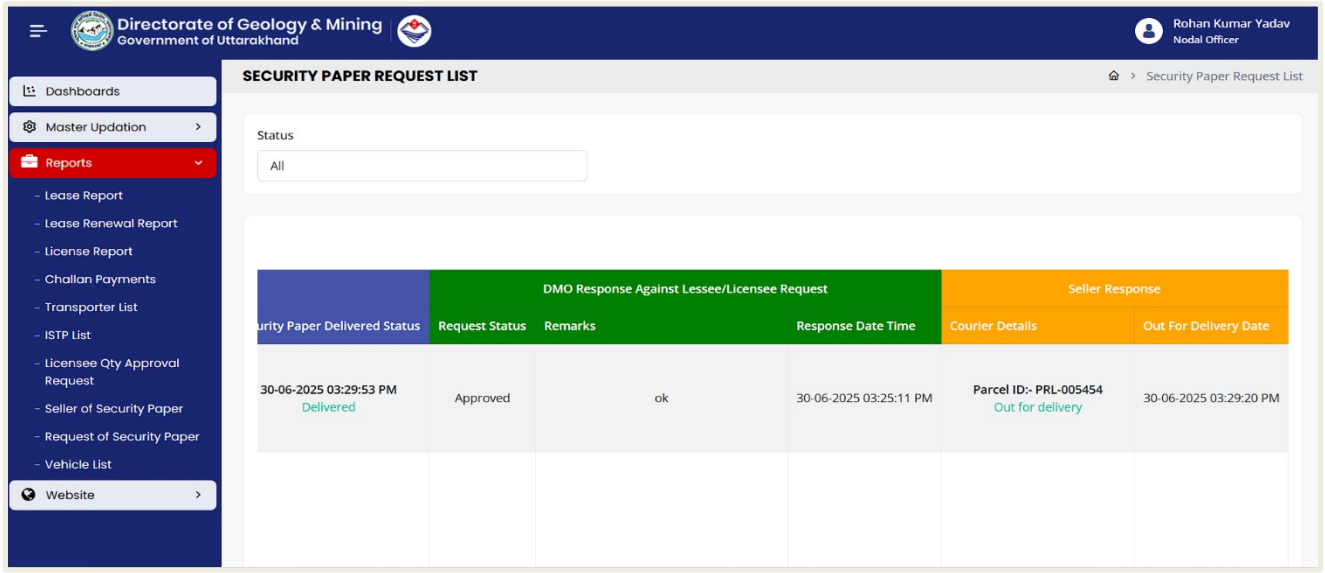
Success
30-06-2025 03:29:53 PM
Delivered
Approved
ok
Pending


Directorate of Geology & Mining
Government of Uttarakhand
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Master Updation
Reports
Lease Report
Lease Renewal Report
License Report
Challan Payments
Transporter List
ISTP List
Licensee Qty Approval Request
Seller of Security Paper
Request of Security Paper
Vehicle List
Website
SECURITY PAPER REQUEST LIST
Security Paper Request List
Status
All
DMO Response Against Lessee/Licensee Request
Seller Response
Request Status
Remarks
Response Date Time
Courier Details
Out For Delivery Date
30-06-2025 03:29:53 PM
Delivered
Approved
ok
30-06-2025 03:25:11 PM
Parcel ID:- PRL-005454
Out for delivery
30-06-2025 03:29:20 PM

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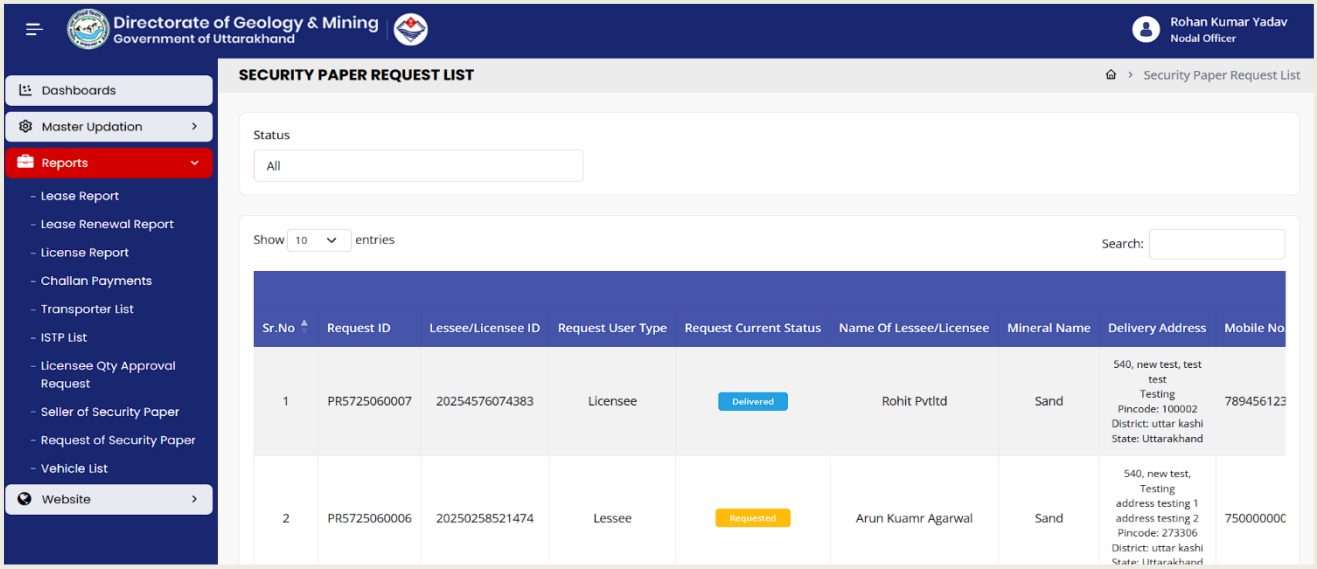
1.1.1.17 Security Paper Overview

S#.	Step Name	Screen / Section	Details Displayed	User Actions
1	Access Seller of Security Paper List	Reports → Seller of Security Paper	- ID- Company GST No. - Company PAN No. - Company Name- Director Name - Mobile No.- Email - Work Order No. - Work Order Date - Work Order Expiry Date	- Search by keyword - Select company entry to view more details
2	View Seller Details & Pricing	Seller of Security Paper – Pricing/Bank Info Screen	- Expiry Date- Unit Price- Company Address- Account No.- Beneficiary Name- Bank Name- Branch Name- Branch Code- IFSC Code- Bank State- Bank District	- Verify seller's pricing & bank details for payments
3	View Security Paper Requests	Security Paper Request List Screen	- Sr. No.- Request ID - Lessee/Licensee ID - Request User Type - Request Current Status (Delivered / Requested - Name of Lessee/Licensee - Mineral Name - Delivery Address- Mobile No.	- Filter by **Status**- Search using search bar - Click Request ID to open details
4	Check Request Details	Lessee/Licensee Request Details Screen	- GST No. of Lessee/Licensee- Lessee/Licensee Remark- Requested Date & Time- Requested Security Paper Quantity (Units)- Security Paper Amount Including Tax	- Verify order quantity, remarks, and total amount
5	Payment & Approval Tracking	Payment & Approval Status Screen	- Payment Clearance Details (Transaction ID & Date -Time)- Payment Status (Success / Pending) - Security Paper Delivery Status (Delivered / Not Delivered) - Request Status (Approved / Pending) - Remarks from DMO	- Ensure payment is cleared - Confirm approval before dispatch

6	Courier & Dispatch Details	Courier Details & Dispatch Status Screen	- Response Date & Time from DMO - Courier Details (Parcel ID & "Out for delivery" link) - Out for Delivery Date & Time	- Enter courier details - Mark status as "Out for delivery"

Click on **Vehicle List** option to continue



1.1.1.18 Vehicle List

S#	Step Name	Screen / Section	Details Displayed	User Actions
1	Access Seller of Security Paper List	Reports → Seller of Security Paper	- ID- Company GST No. - Company PAN No. - Company Name- Director Name - Mobile No.- Email - Work Order No. - Work Order Date- Work Order Expiry Date	- Search by keyword - Select company entry to view more details
2	View Seller Details & Pricing	Seller of Security Paper – Pricing/Bank Info Screen	- Expiry Date- Unit Price - Company Address - Account No. - Beneficiary Name - Bank Name - Branch Name - Branch Code - IFSC Code- Bank State- Bank District	- Verify seller's pricing & bank details for payments

3	View Security Paper Requests	Security Paper Request List Screen	- Sr. No.- Request ID- Lessee/Licensee ID- Request User Type- Request Current Status (Delivered / Requested)- Name of Lessee/Licensee- Mineral Name- Delivery Address- Mobile No.	- Filter by **Status**- Search using search bar - Click Request ID to open details
4	Check Request Details	Lessee/Licensee Request Details Screen	- GST No. of Lessee/Licensee - Lessee/Licensee Remark- Requested Date & Time - Requested Security Paper Quantity (Units) - Security Paper Amount Including Tax	- Verify order quantity, remarks, and total amount
5	Payment & Approval Tracking	Payment & Approval Status Screen	- Payment Clearance Details (Transaction ID & Date -Time)- Payment Status (Success / Pending) - Security Paper Delivery Status (Delivered / Not Delivered)- Request Status (Approved / Pending) - Remarks from DMO	- Ensure payment is cleared - Confirm approval before dispatch
6	Courier & Dispatch Details	Courier Details & Dispatch Status Screen	- Response Date & Time from DMO- Courier Details (Parcel ID & "Out for delivery" link)- Out for Delivery Date & Time	- Enter courier details- Mark status as "Out for delivery"