



Khanij Online (CHiMMS) Application



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Khanij Online 2.0

User Manual on End User Registration for Officer User

20.12.2022

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REVISION HISTORY

Version	Description	Author	Date
1.0	User Manual	Pipilika Kumari	20 th December, 2022
1.0	Initial Review	Rup Ranjan (Project Manager)	
1.0	User Manual - Updated	Pipilika Kumari	04 th April, 2025

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Khanij Online 2.0 (CHiMMS)

User Manual on End User Registration for Officer User

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1 OVERVIEW

The **State of Chhattisgarh** is endowed with variety of mineral wealth. Under MRD, the Directorate of Geology and Mining (DGM), Chhattisgarh is actively engaged in the development of minerals and mineral based industries in the state.

For the rapid and systematic investigation and conservation of minerals, the Directorate of Geology and Mining i.e. 3 Region and 28 Districts, 5 Check Post and Weigh Bridges; introduced the **Khanij 2.0** web based Mines and Mineral Management System in the mining system.

The **Khanij 2.0** administers and regulates the Mineral Reserves of the State using centralized web based online system. The application features various modules and sub-modules such as – Royalty & Mineral Mapping, User Information, Mineral Concession Application, Issuance of License, End User (Purchaser/Consignee), Transport & Individual Vehicle Owner Registration, e-Permit, e-Transit Pass, Trip Monitoring, Ongoing Trip, Trip End, Vehicle Breakdown, Check Post, Weighbridge Integration, e-Return, Demand/Credit Note, Payment Gateway, Geotagging & Geofencing, Provision of Maps, Real Time Tracking, Alerts, Fleet/Vehicle Information for Transporter, Public Grievance, Notice, Inspection, Grievance, Report, Star Rating, Helpdesk Support, Establishment, Change Request Management, Analytics, Desktop and Mobile Application.

All the Mines Owner and Dealer can access the application and do regular mining activity like applying application permit, applying for new dealer licensee, submitting their returns, generating transit pass for mineral transportation etc., through the application. The Mining Officer can access this information and verify and approve them as per the Rule.

The application enables the authorized user to track and trace the Mineral carrying vehicle equipped with Vehicle Tracking Device (VTD) through the centralized platform throughout the route after Trip generation from the system.

The Department of Geology and Mines is one of the important Departments of Government of Chhattisgarh, and aims at systematic assessment of the mineral deposits of the State, and **Khanij 2.0** is one big initiative towards the same.

1.1 PURPOSE

This document provides a step-by-step guideline to Officer User to access **End User Registration** requests submitted in the **Khanij 2.0** web application. The authorized users can view and verify End User Profile Request and Update applications and take action i.e. approve or reject the same. The document guides user to navigate easily through various links in the website. Users will find it extremely helpful while operating the application, as the user manual provided here guides them through each step.

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2 GETTING STARTED

To get started with the Khanij 2.0 application, enter the website link in the browser and get directed to the home page of the website.

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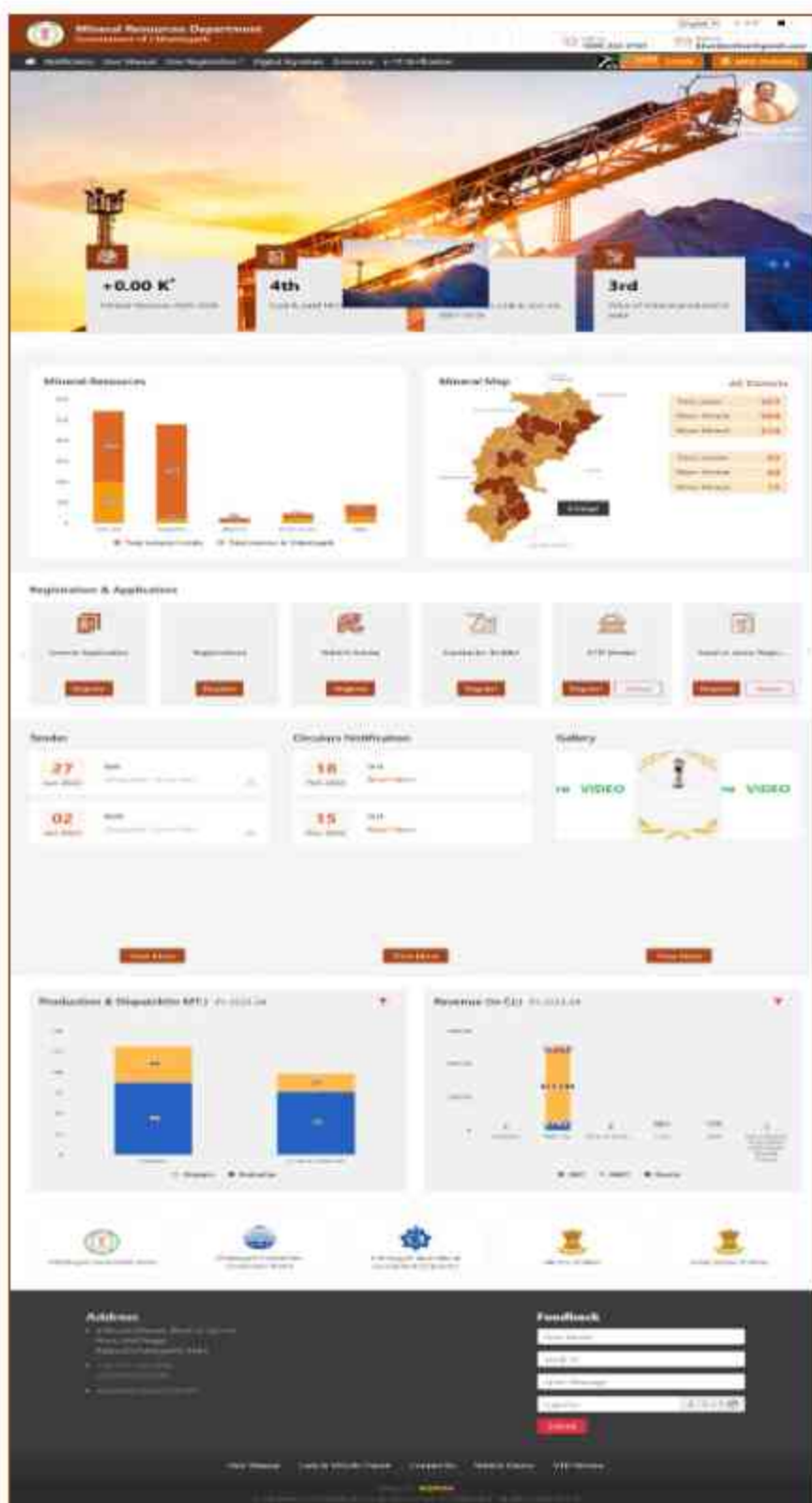


Figure 2-1 Home Page Screen (1)

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- The home page features the link to **About Us, Grievance, Staff Directory** and **Registration**.
- **About Us** – This link features detailed information about the Mineral Resource Department of Chhattisgarh.
- **Grievance** – To register any complaints against the service or department, click on the Grievance link and add the complaint and complainee details.
- **Staff Directory** – This link features the list and details of the Staffs working in the department.
- **Registration** – This link allows the end user to do –
 - License Application
 - Registration
 - Contractor Builder
 - VTD Vendor
 - Send Stone Registration
 - End User Registration
 - Tailing Dam
 - Commercial Lab Analysis
 - Weighbridge Analysis.

2.1 LOGIN

The authorized department user can login into the application. Take reference Fig 2-2.



Figure 2-2 Home Screen (2)

- Refer Fig 2-2, Click on the **Login** button as highlighted in the figure above.

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- On clicking, user is navigated to the Login page.



Figure 2-3 Login Screen (1)

- Refer to the Fig 2-3, enter the User ID provided to the authorized department user.
- Enter the password provided.
- Enter the unique Captcha Code.

Note: User can change the captcha by clicking the refresh (🔄) icon.

- Click on **Login** button.

With the successful login, user is navigated to the dashboard page.

2.2 FORGOT PASSWORD

In case the user has forgotten the password, then click on the **Forgot Password** option in the login page. Refer to the highlighted section in Fig 2-5.

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Figure 2-4 Login Screen (2)

- Click on the **Forgot Password**.



Figure 2-5 Forgot Password

Refer to the Fig 2-6,

- Enter the User Code.
- To receive one-time-password for user verification, click on **Fetch** button.

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- Enter the OTP received.
- Enter the captcha code.
- Click on **Retrieve Password** button.
- Get navigated to reset new password page.



Figure 2-6 Reset Password Screen

- Enter the New Password.

Note: Make sure the password features at least one - uppercase, lowercase, alphabet and number and should be minimum 8 characters long.

- Re-enter to confirm the same.
- Click on **Reset Password** button.
- On successful submission of the new password, login into the application.

3 MENU

With the successful login, system will navigate the user to the application menu page.

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Figure 3-1 Menu Screen

Refer to the Fig 3-1 shown above, i.e. the dashboard screen.

Herein, links to –

- Master
- Geology
- Star Rating
- Helpdesk
- Licensee Profile
- Grievance
- Notices & Letter
- Vehicle Owner
- Inspection
- Lessee Application Details
- Permit
- EC Capping
- Dashboard
- Licensee Application Details
- Weighbridge
- VTS Geofence Management
- VTS Tracking
- EPass

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- and others are displayed in a panel.

On clicking the respective link, user is navigated to the respective page.

4 DD USER LOGIN - DASHBOARD

The DD User is authorized to take action i.e. approve or reject the End User Registration request received under Industry Type registration category. The User is authorized to approve the profile verification and update request. To take action click, on the **Dashboard** in the list of menus, and navigate to the dashboard page.

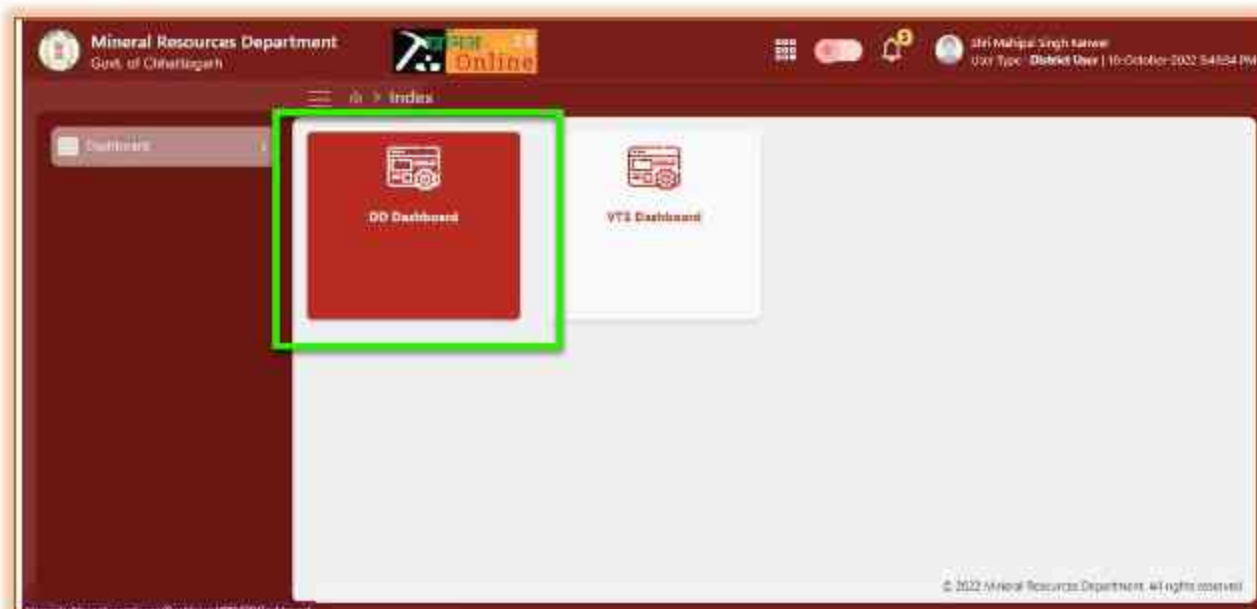


Figure 4-1 Dashboard Screen

- Refer to the Figure 4-1, the dashboard section shown above feature the User Details in the header part, along with Notification Icon, Change View Mode, and Menu Icon.
- The Right Menu features the link to **DD Dashboard** and **VTS or Vehicle Tracking System Dashboard**.
- To view the list of pending application, click on the **DD Dashboard** link, as highlighted in the Fig 4-1.

4.1 DISTRICT OFFICE DASHBOARD

The District Office Dashboard features analytical data on the various activities performed in the mines as per the user type.

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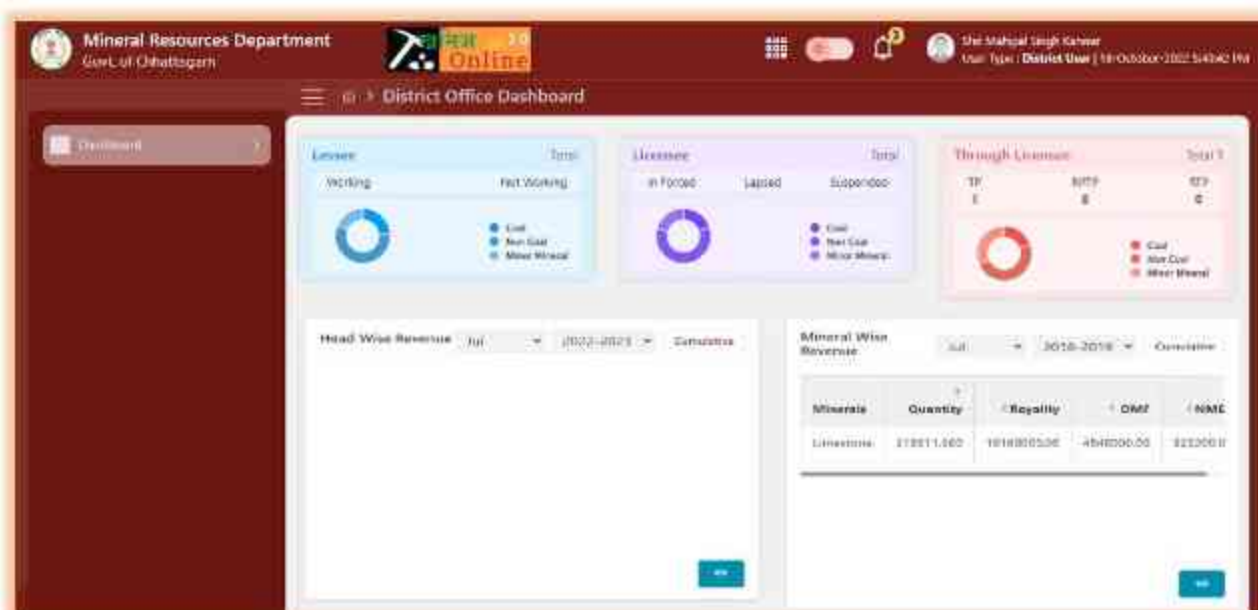


Figure 4-2 District Office Dashboard Screen (1)

Take reference from the Fig 4-2, The Dashboard contains

- The analytical data of total count of Lessee's Working and Not Working in Coal, Non Coal and Minor Mineral on pie-chart.
- The total count of licensee in force, lapsed and suspended per coal, non-coal and Minor Mineral.
- The total count of TP, RPTP, RTP through license per coal, non-coal and minor mineral.
- The Head Wise Revenue generated for selected month and year are displayed in this section.
- The Mineral Wise Revenue generated for selected month and year are displayed in this section.
- To view in details, click on the **View** (🔍) Icon.

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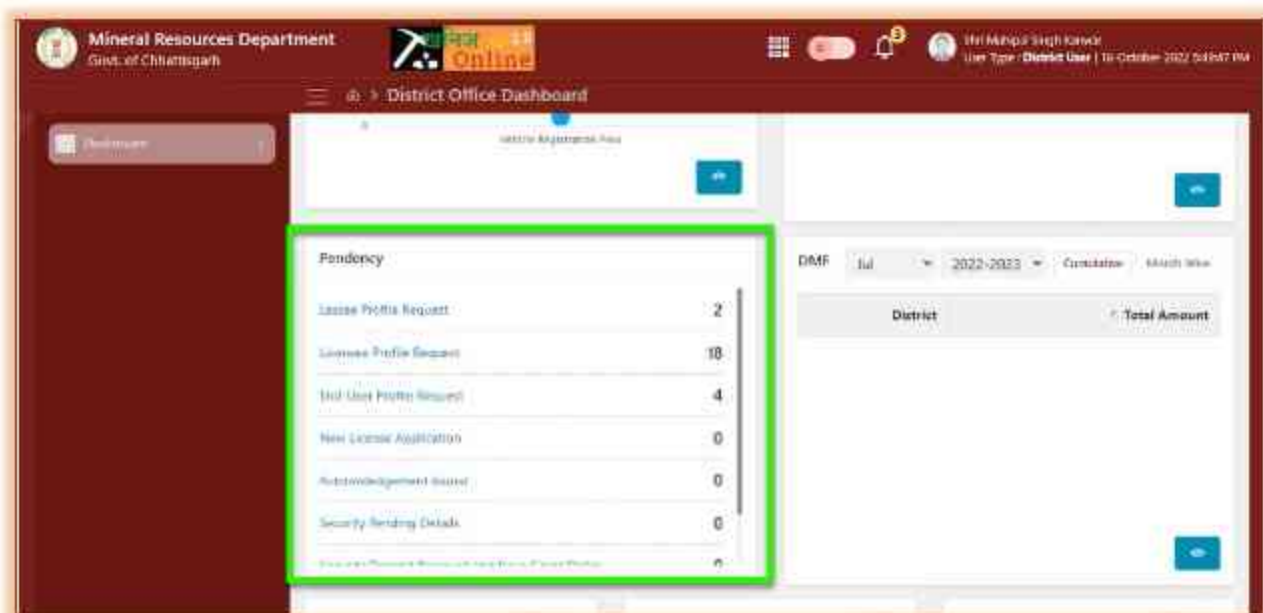


Figure 4-3 District Office Dashboard Screen (2)

On scrolling down, the Pendency section shows the total count of the Lessee Profile Request, Licensee Profile Request, End User Profile Request, New License Application, Acknowledgment Issued, Security Pending Details and others pending for approval at user end are shown.

- To view the pending applications in details, click on the total count of the respective request.

The DMF Section features the total amount of disbursement done per district wise for the selected month and year.

4.1.1 END USER PROFILE REQUEST

The DD User of the District is authorized to view and verify the profile details of the end user application registered under the Industry Category. The DD User needs to do approval, and on approval only the end user will receive login credentials and can proceed to submit request for mineral requirements.

To view the list of the profile request pending for approval at the DD user end, click on the total count of the **End User Profile Request** and navigate to the **New Request** page.

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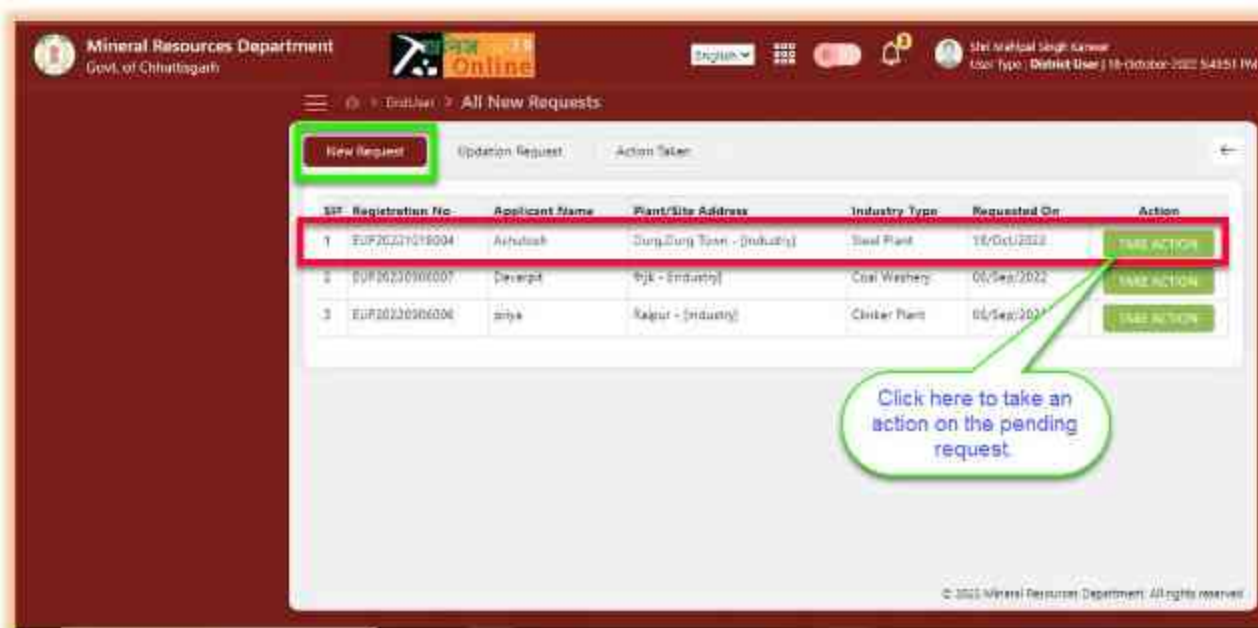


Figure 4-4 New Request Screen

Refer to the Fig 4-4, all new requests pending for action at the user end are displayed in a table with registration number, applicant's name, plant or site address, Industry type, date of request and take action option.

- To approve or reject the profile request, click on the Take Action button for respective pending record.

On clicking, get navigated to the details page. Refer to the Fig 4-5.



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Registration Details

Registration Type	: Industry	Industry Type	: Steel Plant	Registration No	: EUP20221018004
User Type	: Individual/Proprietor	Applicant's Name	: Ashutosh	E - mail ID	: soru.avid@gmail.com
Mobile Number	: 8908535518	Designation	: Developer		
Mineral Name	: Baunite				
Mineral Form	: For use in alumina and aluminium metal extraction				
Mineral Grade	: 45% to below 50% Al ₂ O ₃				
Purpose	: Captive	Use of the Mineral	: Construction	Aadhaar Card Number	: 650149219396

PAN Card Number	: ESKPL4457D	TIN Number	: 32146785560	GST Number	: 275308674663466
Electricity Bill of last 3 months	:	CTO (Consent To Operate) Letter	:	CTO Approval Number	: 67448904455566
CTO Order Date	: 16/Sep/2022	CTO Validity	: 01/Oct/2022	CTO Validity To	: 31/Oct/2022

IBM
Registration No : 4522976055

Plant Details

Address	: Durg,Durg Town		
State	: Chhattisgarh	District	: Raipur
		Pincode	: 751001
Latitude	: 20.347764	Longitude	: 77.210745

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Office Details

Address : Kolab, Kolab Town

State : Chhattisgarh

District : Raipur

Pincode : 720117

Take Action

Enter Remarks*

ok

Maximum 500 characters Remaining Characters: 488

DOWNLOAD

APPROVE

REJECT

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Figure 4-5 Registration Details Screen

With reference to the Fig 4-5, the registration details, plant information, office details and take action section are provided here.

- Check the details submitted, and then take action i.e. download, approve or reject.
- If the field details are correct, then add remarks for the action to be taken, then click on the **Approve** button.

On approval, the end user profile registration is completed.

4.1.2 UPDATION REQUEST

The District Officer is authorized to view and verify the profile updation request, received from the End User after addition of any changes in the profile details.

In order to view the list of application pending for action at the DD User end, click on Number of **End User Profile Request** in the District Officer Dashboard.

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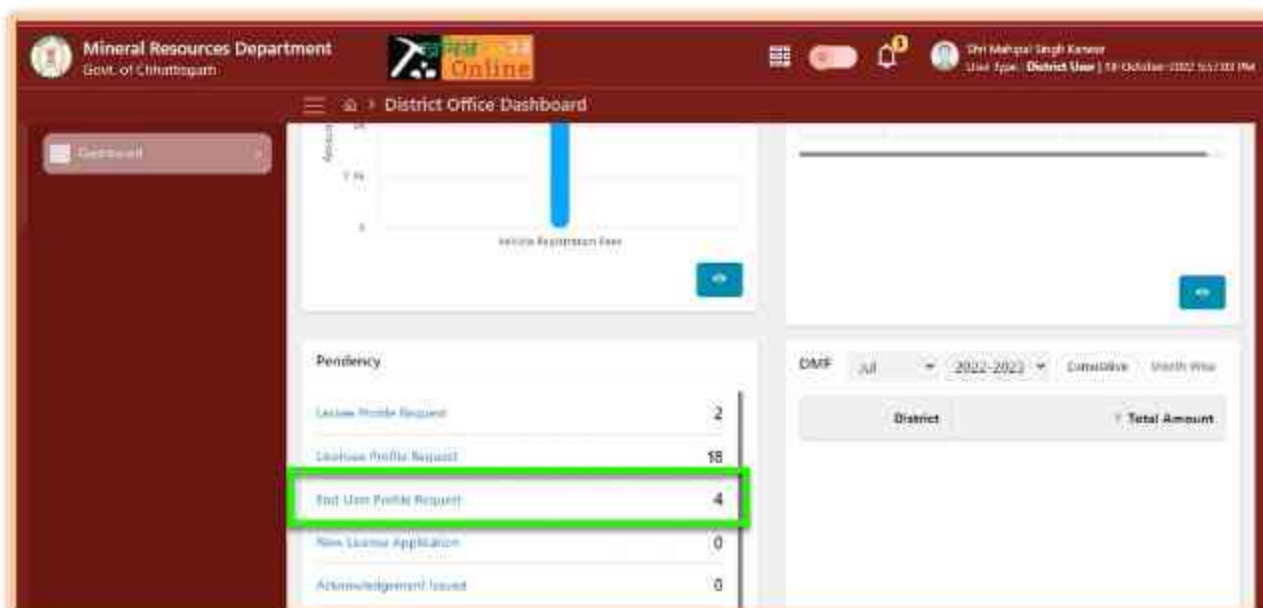


Figure 4-6 District User Dashboard Screen

Take reference from the highlighted section in Figure 4-6.

- Click on the Total Count in End User Profile Request under Pendency section of the dashboard and get navigated to the **New Request** page.
- To view the pending profile update request, click on the **Updation** tab and navigate to respective page.

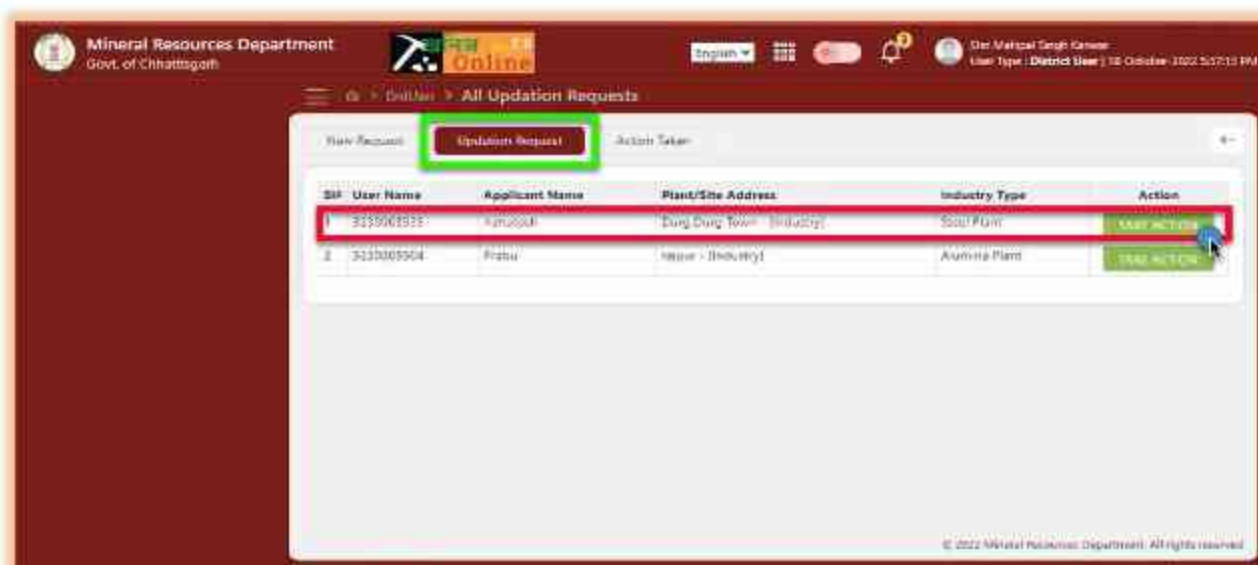


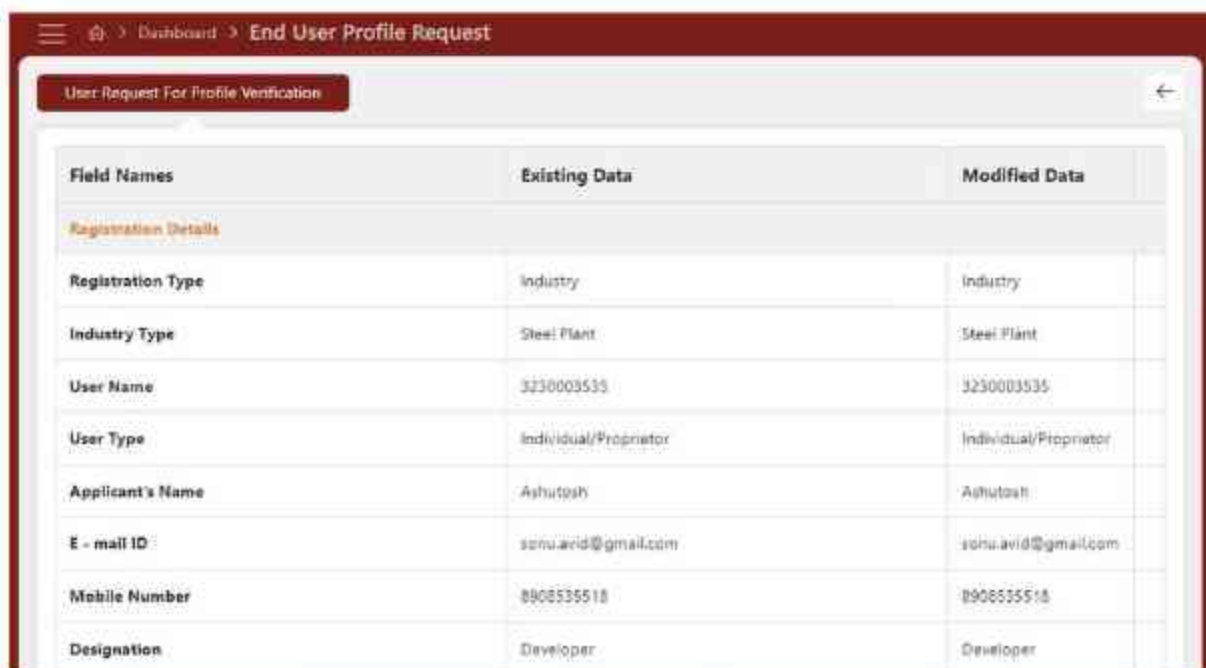
Figure 4-7 Updation Request Screen

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Refer to the Fig 4-7, where the User Name, Applicant Name, Plant or Site Address, Industry Type are provided with the Take Action option.

To approve or reject the profile update request, click on the **Take Action** button for respective application.

On clicking get navigated to the **User Request for Profile Verification**, as shown in Fig 4-8.



User Request For Profile Verification		
Field Names	Existing Data	Modified Data
Registration Details		
Registration Type	Industry	Industry
Industry Type	Steel Plant	Steel Plant
User Name	3230003535	3230003535
User Type	Individual/Proprietor	Individual/Proprietor
Applicant's Name	Ashutosh	Ashutosh
E - mail ID	sonu.avid@gmail.com	sonu.avid@gmail.com
Mobile Number	8908535518	8908535518
Designation	Developer	Developer

Figure 4-8 User Request for Profile Verification Screen (1)

Mineral Name	Bauxite	Bauxite
Mineral Form	For use in alumina and aluminium metal extraction	For use in alumina and aluminium metal extraction
Mineral Grade	45% to below 50% Al ₂ O ₃	45% to below 50% Al ₂ O ₃
Purpose	Captive	Captive
Use of the Mineral	Construction	Construction

Figure 4-9 User Request for Profile Verification Screen (2)

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Use of the Mineral	Construction	Construction
Aadhaar Card Number	650149219396	650149219396
Aadhaar Card Copy		
PAN Card Number	ESKPL4457D	ESKPL4457D
PAN Card Copy		
TIN Number	32146785560	32146785560
TIN Card Copy		
GST Number	275308674663466	275308674663466
GST Card Copy		
Electricity Bill of last 3 months		
CTO (Consent To Operate) Letter		
CTO Approval Number	67448904455566	67448904455566

Figure 4-10 User Request for Profile Verification Screen (3)

IBM Registration No	4522976055	4522976055
Plant Details		
Address	Durg,Durg Town	Durg,Durg Town
State	Chhattisgarh	Chhattisgarh
District	Raipur	Raipur
Pincode	751001	751001
Latitude	26.347764	26.347764
Longitude	77.210745	77.210745
Office Details		
Address	Kolab, Kolab Town	Kolab, Kolab Town
State	Chhattisgarh	Chhattisgarh

Figure 4-11 User Request for Profile Verification Screen (4)

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Office Details

Address	Kolab, Kolab Town	Kolab, Kolab Town
State	Chhattisgarh	Chhattisgarh
District	Raipur	Raipur
Pincode	720117	720117
User Remarks	ok	

Take Action

Enter Remarks*

Maximum 100 characters. Remaining Characters : 498

APPROVE

REJECT

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Figure 4-12 User Request for Profile Verification Screen (5)

Take reference from Fig 4-8, 4-9, 4-10, 4-11 and 4-12.

- Review the changes updated in the profile details.
- Scroll down and navigate to the Take Action.
- Add remarks for the action to be taken in the textbox.
- Click on **Approve** button, to approve the profile updation request received.
 - Or, Click on **Reject** button cancel the request and resend the application back to the applicant end.
- In case the DD user has approved the application, then the user needs to validate the action by uploading the digital signature.
- An alert message mentioning the requirement of digital signature appears on the display screen.

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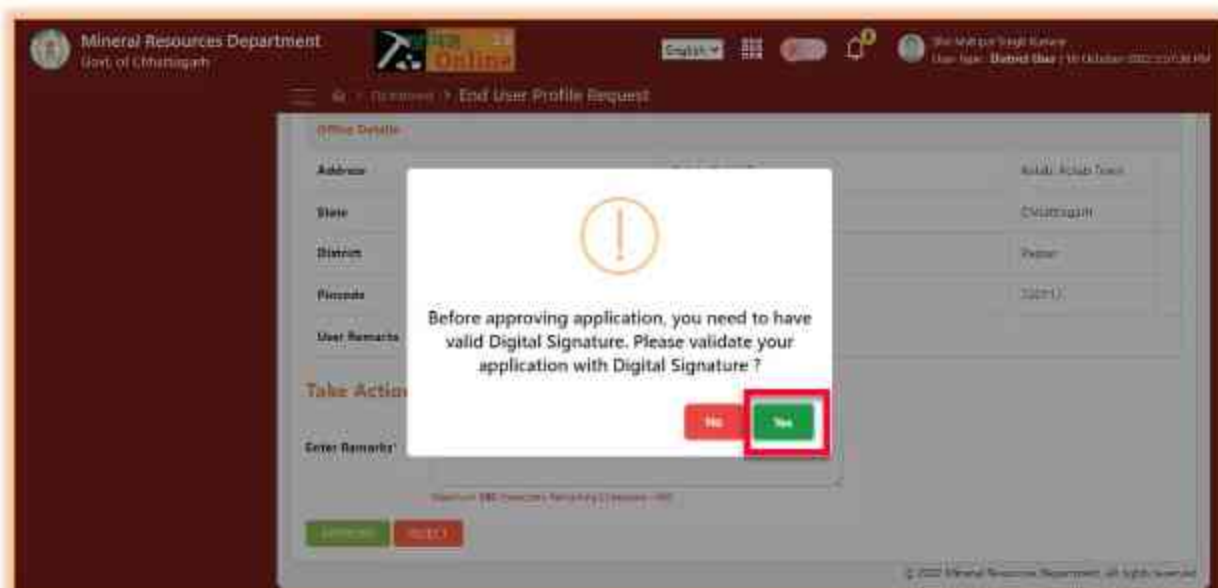


Figure 4-13 Update Approval Confirmation Alert Message Screen

For approving the application, the authorized DD User needs to validate with the digital signature.

- To confirm and proceed to upload the digital signature, click on the **Yes** button and proceed.
- Or, click on **No** option and cancel the approval and go back.

With the confirmation, option to select the digital signature saved in the emSigner populates on the display screen.

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Figure 4-14 emSigner - Upload Digital Signature Screen

- Refer to the Fig 4-14, select the signature to be uploaded from the list digital signature existing in the application.
- Click on **Sign In** button.
- On clicking the digital signature is uploaded and the profile update request is approved successfully.
- A confirmation message of the same also populates on the display screen.

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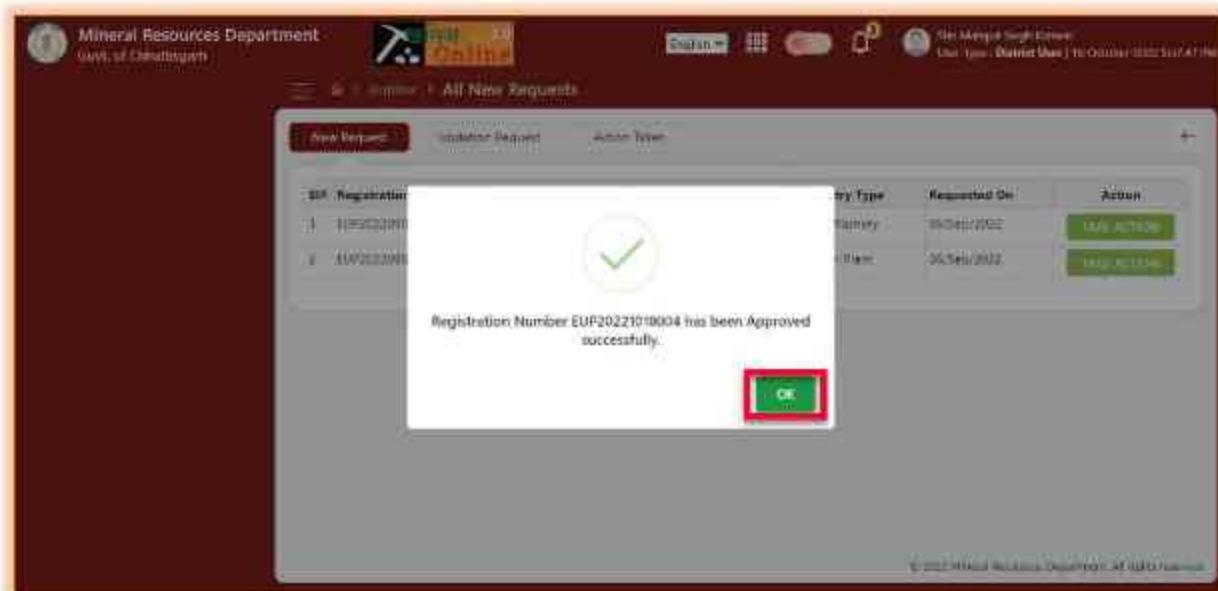


Figure 4-15 Confirmation Message Screen

Refer to the Fig 4-15, the update request is approved successfully.

- To close the pop-up window appeared, click on the **OK** button.

5 DGM USER LOGIN - DASHBOARD

The DGM User is authorized to validate the End User Registration Request received for the **Traders Outside Chhattisgarh** location. The DGM User has the authority to approve or reject the request, and validate the action taken by providing the digital signature.

For doing so, the DGM User needs to login into the application (Refer Sec 2.1) and get navigated to the menu section.

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Figure 5-1 Menu Screen - DGM User Login

Refer to the Fig 5-1, the list of modules are displayed in the menu screen.

Click on the Dashboard link and get navigated to the dashboard of the DGM page.

5.1 DGM DASHBOARD

The DGM User is authorized to validate the End User Profile Information received from the End User and approve or reject the request, based on the same.

In the Dashboard page, the DGM user has the option to choose the type of dashboard to proceed with.

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Figure 5-2 Dashboard - DGM User Screen

- Refer to the Fig 5-2, in the dashboard option to navigate to the DGM Dashboard and VTS Dashboard are provided.
- To navigate to the DGM Dashboard, click on the DGM Dashboard option as highlighted in the Fig 5-2.

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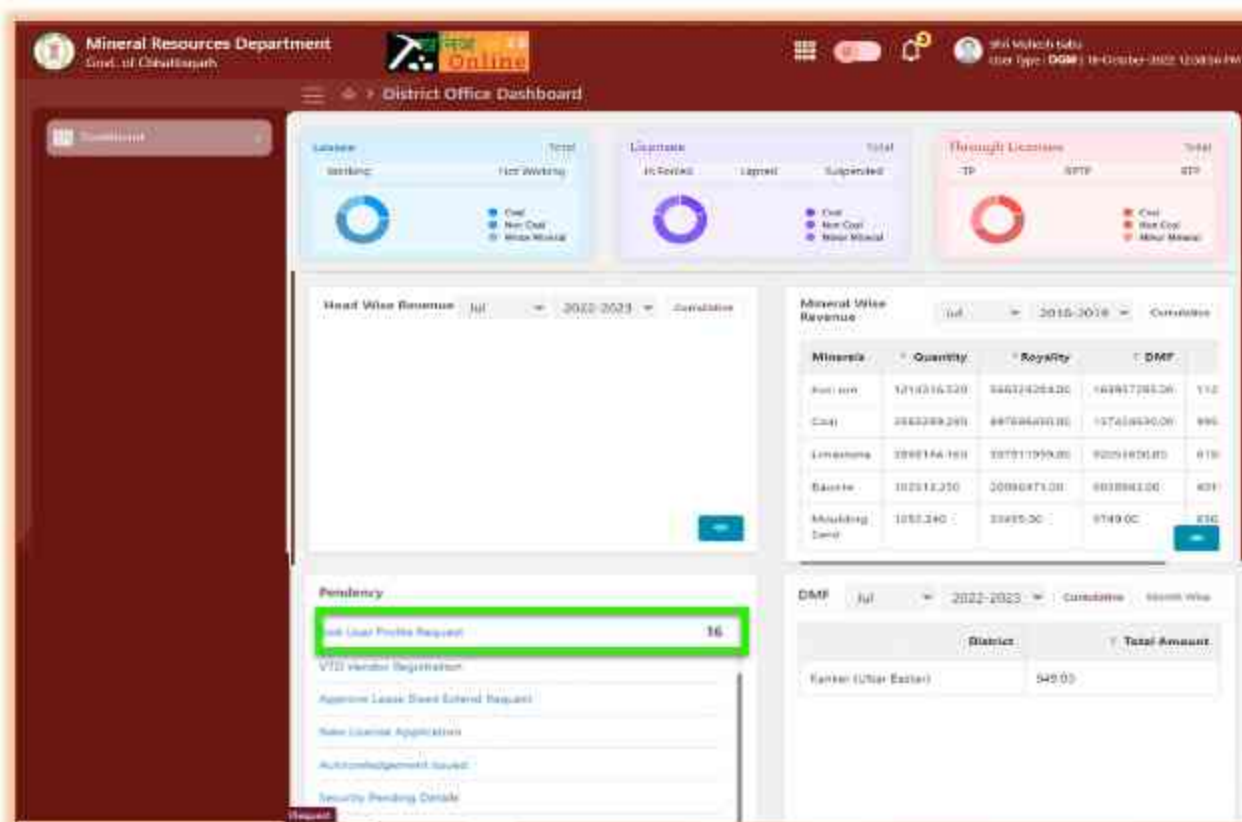


Figure 5-3 DGM Officer Dashboard Screen

The DGM Officer User Dashboard features statistical and analytical data on lessee, license, and other information on pie chart -

- The total count of Lessee's Working and Not Working in Coal, Non Coal and Minor Mineral.
- The total count of licensee in force, lapsed and suspended per coal, non-coal and Minor Mineral.
- The total count of TP, RPTP, RTP through license per coal, non-coal and minor mineral.
- The Head Wise Revenue generated for selected month and year are displayed in this section.
- The Mineral Wise Revenue generated for selected month and year are displayed in this section.
- To view in details, click on the **View** (🔍) Icon.

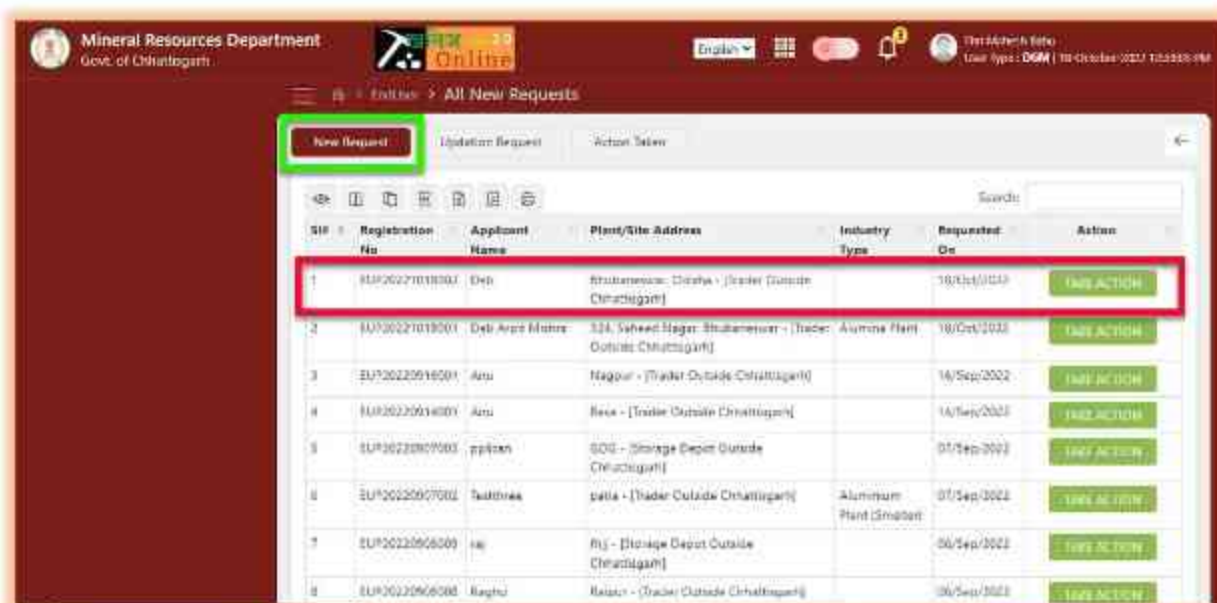
The Pendency section shows the total count of the Lessee Profile Request, Licensee Profile Request, End User Profile Request, New License Application, Acknowledgment Issued, Security Pending Details and others requests pending for approval at user end are shown.

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- To view the list of pending applications in details, click on the total count of the respective request.

5.1.1 END USER PROFILE REQUEST- NEW REQUEST

On clicking the End User Request, get navigated to the New Request where the user needs to take action and validate the approval with digital signature. Refer to the Fig 5-4.



S/N	Registration No	Applicant Name	Plant/Site Address	Industry Type	Requested On	Action
1	EU/2022/018001	Deb	Bhutanagar, Darya - (Trader Outside Chhattisgarh)		18/Oct/2022	TAKE ACTION
2	EU/2022/018001	Deb Arun Kumar	324, Seheed Nagar, Bhutanagar - (Trader: Alumina Plant Outside Chhattisgarh)		18/Oct/2022	TAKE ACTION
3	EU/2022/018001	Arav	Nagpur - (Trader Outside Chhattisgarh)		18/Sep/2022	TAKE ACTION
4	EU/2022/018001	Arav	Bela - (Trader Outside Chhattisgarh)		18/Sep/2022	TAKE ACTION
5	EU/2022/018001	Arav	SOG - (Storage Depot Outside Chhattisgarh)		01/Sep/2022	TAKE ACTION
6	EU/2022/018001	Arav	patla - (Trader Outside Chhattisgarh)	Aluminum Plant (Smelter)	01/Sep/2022	TAKE ACTION
7	EU/2022/018001	Arav	RUJ - (Storage Depot Outside Chhattisgarh)		01/Sep/2022	TAKE ACTION
8	EU/2022/018001	Arav	Relax - (Trader Outside Chhattisgarh)		01/Sep/2022	TAKE ACTION

Figure 5-4 New Request - DGM User Screen

Refer to the Fig 5-4, all new requests pending for action at the user end are displayed in a table with registration number, applicant's name, plant or site address, Industry type, date of request and take action option.

- To approve or reject the profile request, click on the **Take Action** button for respective pending record.

On clicking, get navigated to the details page. Refer to the Fig 5-5.

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Dashboard > End User Profile Request

User Request For Profile Verification

Registration Details

Registration Type	: Trader Outside Chhattisgarh	Registration No	: EUP20221018002	User Type	: Individual/Proprietor
Applicant's Name	: Deb	E - mail ID	: sonu.avid@gmail.com	Mobile Number	: 8248122238
Designation	: Developer				
Mineral Name	: Bauxite				
Mineral Form	: For use in alumina and aluminium metal extraction				
Mineral Grade	: 45% to below 50% Al ₂ O ₃				
Use of the Mineral	: Construction	Aadhaar Card Number	: 650149219396		

Mineral Grade	: 45% to below 50% Al ₂ O ₃				
Use of the Mineral	: Construction	Aadhaar Card Number	: 650149219396		
PAN Card Number	: EEKD51234F	TIN Number	: 45789033785	GST Number	: 457330853217788
IBM Registration No	: 5678362955				

Office Details

Address	: Bhubaneswar, Odisha				
State	: Odisha	District	: test	Pincode	: 750001

Take Action

Enter Remarks*

ch

Minimum 788 (check box, Remaining Characters : 188)

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Figure 5-5 User Request for Profile Verification - DGM User Screen

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With reference to the Fig 5-5, the registration details, plant information, office details and take action section are provided here.

- Check the details submitted, and then take action i.e. download, approve or reject.
- If the field details are correct, then add remarks for the action to be taken, then click on the **Approve** button.

On clicking, a confirmation alert message populates on the display screen. The DGM User needs to sign the application with digital signature to complete the approval.

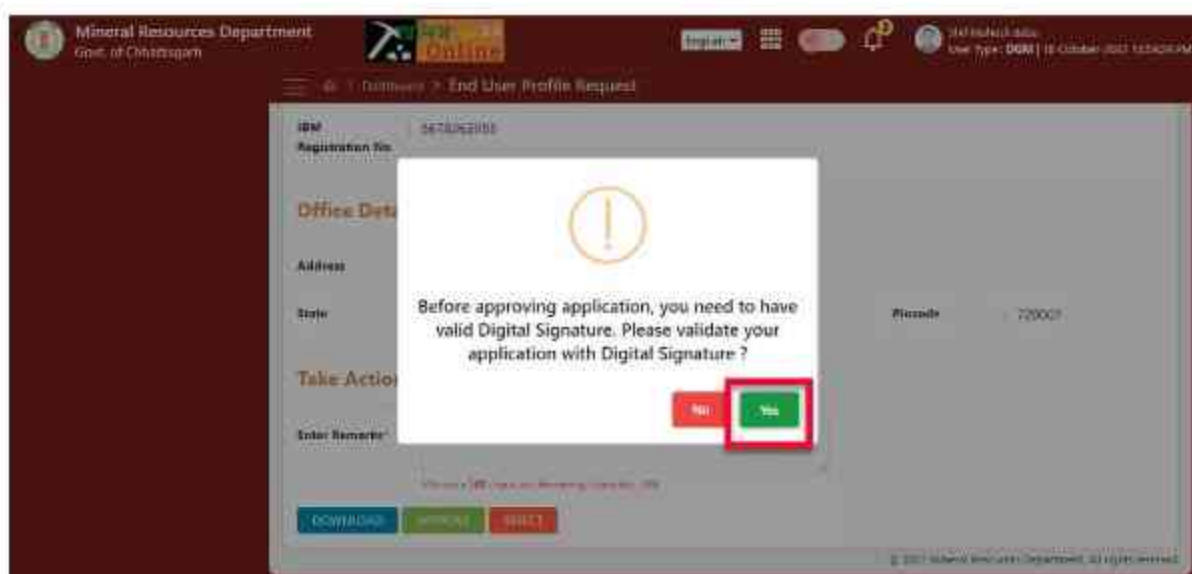


Figure 5-6 Approval Confirmation Alert Message - DGM User

Take reference from the Fig 5-6.

For approving the application, the authorized DGM User needs to validate with the digital signature.

- To confirm and proceed to upload the digital signature, click on the **Yes** button and proceed.
- Or, click on **No** option and cancel the approval and go back.

With the confirmation, option to select the digital signature saved in the emSigner populates on the display screen.

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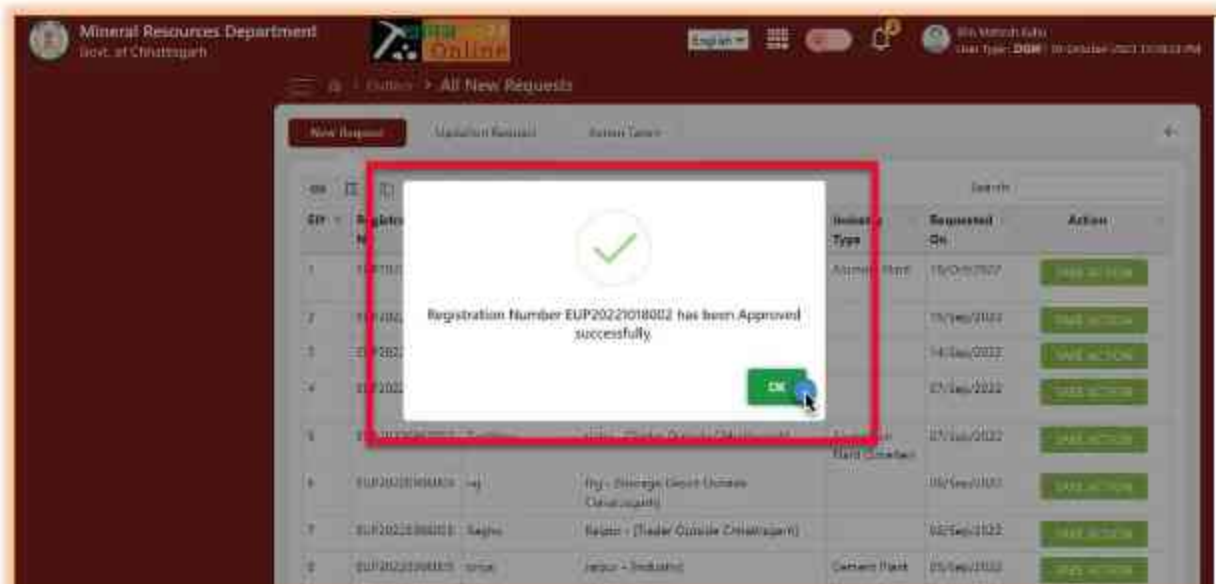


Figure 5-8 Profile Request Approval Message Screen

- Click on the **OK** button to close the pop-up window appeared.

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