User Guidelines for Registration for Legacy Users

MTS

INDIAN BUREAU OF MINES
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Registration Module User Guide - MTS

- Registration “Form K” details to be entered in case fields are empty
- Access to URL – Type the address in your web browser: [http://mitra.ibm.gov.in/Pages/about-MTS.aspx#](http://mitra.ibm.gov.in/Pages/about-MTS.aspx#)
- Click on “External Login”

- Below screen will open

- Enter User Name and default password which is sent to the Users on their registered email ids
- Enter Captcha as displayed in the screen. If user gets confused in ‘0’ or ‘O’ they can click the refresh button to fetch the new captcha code and then click on “Login”

System will prompt for changing the password when user logs in for the first time. Enter the user name, current password and new password and confirm new password and click “reset”
Update Email id
Enter user credentials and click on submit

Select Yes or No. If selected “Yes” old email id will be retained and on clicking “No” system will prompt to Enter New email id and click on submit
Documents (Soft Copy) which needs to be uploaded in different screens based on the category:

- All applicants have to keep ready the soft copies of following documents to be uploaded in jpg / pdf format.
- GST number copy for all types of applicant
- TAN Number / TIN Number copy for companies and Firms
- PAN, Passport and Aadhar Number copies for all types of applicants including all the directors of company and partners in firms
- PAN Card and Passport copy of Nominated Owner
- PAN Card and Passport copy of Mines Agent
- Latitude and longitude of all boundary pillars in excel sheet for RP, PL, Composite License, Auctioned Area, Mining Lease
- Copy of RP license, PL license, Composite License, Letter of Intent for auctioned area and Mining Lease deed, as applicable
- Khasra Numbers Wise License / Lease details, Type of land, Nature of Land, Area of each Khasra Number
- Copies of State License for business activity Trading, End User, Stockiest and Exporter. GST copy is required, if located in State other than State, where registered office of applicant.
- Copy of Import Export License Number, in case of exporter
- Copy of Registration under Company Act or Registration of the Firm as per Indian Partnership Act 1932

Types of documents to be uploaded for various category

Registration number copy - Companies/Firm

GST number copy – Individual/Association of Individual/Company/Firm

TAN and TIN number – Company/Firm
- Login with new user credentials

- Following screen will appear

- Click on “View Form K Details”

Below screen will appear and select the required types of Business Activity
- Applicant has to upload soft copies of GST number, PAN, TAN, TIN, and IE code whatever is applicable for Individual, Association Of Individual, Firm or Company
- Applicant has to enter the State, District, and GST number in case the fields are empty, name of the state where registered and upload all attachments as shown in the screen below and then click on "save & next"
- Upload Company Registration copy
- Enter Details of Director in the Company and upload PAN and virtual ID copy and then click on add and then click save & next

Edit of record. Select the record user wishes to edit and then click on edit button as displayed in below screen
Reconnaissance License Details- - Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique RP code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within RP area.

Select State, District, Taluka, Village, Enter Toposheet number, Area held under RP, Date of grant, Date of Execution of license, Select name of Minerals, Enter Period, and download Latitude and Longitude and enter the details as mentioned below format and upload License copy in the above RP License details.

Add Latitude and Longitude and click on add button by downloading Latitude and Longitude and and enter the details as mentioned below format

In case of multiple boundary pillar enter the details one by one as displayed below
4 Pillar 4  
N 32° 32’ 23.23”
E 76° 54’ 23.67”

5 Pillar 5  
N 32° 32’ 23.23”
E 76° 54’ 23.67”

Upload excel

Add Land Details

Then click on “add” and close the screen.

Then click on “Save & Next”.

**Note:** Edit functionality is same for all screens as mentioned above for all subsequent screens.

It will take to **Prospecting License Details**.

**PL** - Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique PL code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within PL area.

Below screen will appear after adding the records for PL.
- Select State, District, Taluka, Village, Enter Toposheet number and upload toposheet, Area held under PL, Date of grant, Date of Execution of license, Select name of Minerals, Enter Period, and upload License copy in the above PL License details.
- Add Latitude and Longitude and click on add button by downloading Latitude and Longitude and and enter the details as mentioned below format

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Landmark Name</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pillar 1</td>
<td>N 32° 32’ 23.23”</td>
<td>E 76° 54’ 23.67”</td>
</tr>
<tr>
<td>2</td>
<td>Pillar 2</td>
<td>N 25° 32’ 23.23”</td>
<td>E 76° 54’ 23.67”</td>
</tr>
</tbody>
</table>

- Upload the excel

Enter Land Details
Then click on “add” and the close the screen.

Then click on “Save & Next”. This will take to the Nominated Owner Screen

**Enter Nominated Owner Details**

Enter Name, Address, Telephone number Email, Mobile number, PAN number, passport number, Date of Appointment and Date of Termination and upload PAN copy then click on “save and next”. This will take to **Mines Agent Details Screen**
Enter Name, Address, Telephone number Email, Mobile number, PAN number, passport number, Date of Appointment and Date of Termination, Bank Details and upload PAN copy then click on “save and next”. This will take to Mines Held Details Screen

Miners Held Details- Please note that all the details to be entered should be as per lease agreement under MCR. In case of one lease-multiple mines or multiple leases - one mine relationship exist, its all details has to be provided to MTS cell for updating from backend, so that applicant can file returns suitably as per rule 45 of MCDR 2017. Please also note that unique lease code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within lease area.
Enter the required details and download Latitude and Longitude and enter the details in below format and upload the excel sheet. In case of multiple boundary pillars add the details one by one as displayed below and then upload the excel sheet

<table>
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</table>

Upload Lease Deed Copy
Enter Land Details and Mines Details click on “Add” and then “Save and
Click on “Save and Next”. This will take to **Preferred Bidder Details Screen**

**Preferred Bidder**- Here applicant has to update following details for the new auctioned area. Please note that all the details to be entered should be as per LOI issued by State Govt under MCR. Please note that unique lease code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very much important for the applicant. Prominent village has to be selected, in case of multiple villages within auctioned block area.

Enter all the fields and download Latitude and Longitude enter the details in below format and upload the excel sheet. In case of multiple boundary pillars add the details one by one as displayed below and then upload the excel sheet

<table>
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</tbody>
</table>

Add Land Details
Click on “Add” and then click “Save and Next”. This will take to **State License Details Screen**

Enter the following fields:

- State License Number
- Enter State
- Select Area of Business
- Enter Date of Issue
- Enter Valid upto
- Enter Issuing Authority
- Select Name of Minerals
- Upload License Copy

Click on “Add”. Click on “Save & Next”. Below screen of **Mineral Trading – Storage and Export** will open
Enter the details like

- Select State, District, Taluka, Village
- Location of the area used for storage (latitude, longitude)
- Area owned held under rent, Name of minerals, Remark, and Business Activity.
- Upload License copy and click on add and then click “Save & Next”
- Select Name of Minerals
- Enter Authorized Officer details
- Select Business Activity (for trading without storage, Lat./Long. area are optional)
Click on “Add” and then click “Save and Next”

Click on “Add or Update”. And then click on “Save & Next”. This will take to Mineral Consumption details screen.

Enter the following fields

- Select State, District, Taluka, Village
- Enter Name of the Plant
- Location of the Plant where mineral is consumed (latitude, longitude)
- Area owned held under rent, Name of minerals, Remark, and Business Activity.
- Select Name of Minerals and Avg. Mineral consumed per year and then click on “Add”
- Upload License copy and click on add and then click “Save & Next”
- Enter Remarks

- Add Authorized Officer Details click on add and close the window

- Click on “Add” and then click save & Next then **Composite License** details screen will appear

**Composite License** - Please note that all the details to be entered should be as per agreement under MCR. Please also note that unique CL code will generate from the system based on village selected as per Village Census Code. Therefore, selection of correct State, District, Taluka and Village is very
much important for the applicant. Prominent village has to be selected, in case of multiple villages within CL area

Enter the following fields

- Select State, District, Taluka, Village
- Enter Topo sheet number and upload topo sheet and latitude and longitude
- Area owned held under PL
- Enter Date of Grant
- Enter Date of Execution of License- Composite License
- Select Name of Minerals
- Enter Period
- Upload License copy
- Enter Land Details click on “Add” and close the screen

Click on “Save and Next”. This will take to the verification screen
Enter the desired fields then click on “Submit”. Below screen will appear

Click on “Print” and save as PDF