# Instructions for Login of Mining Officer at District Level, DGMUP

## How to Login

1. Enter the Username and Password in the respective fields.
2. Fill Captcha and click on **Login** button.
3. Click on **Reset** button to reset all the fields.

## How to Add the Lease Details

1. After Login you will be redirected to Mineral Rate List page.
2. Click on **Add/Edit Mineral Lease** button and then click on **Add Mineral Lease** button.
3. Fill the details like District, Sub-Mineral, Name & Mobile Number of Lease Holder, Lease Gata Number, Address of Lease and other related information.
4. After filling all the details correctly click on **Save** button.
5. Added lease will display in the respective list.

## How to View/Edit the Lease Details

1. After Login you will be redirected to Mineral Rate List page.
2. To view the detail of any particular Lease click on **View** button of that particular lease and do the needful.
3. If you want to edit the lease details then click on **Edit** button of that particular lease.
4. You can edit the details of lease like Rate Per Cubic Meter, Dispatched Quantity of Minerals and Rate Per Cubic Feet.
5. After filling all the required details correctly click on **Update** button.

## How to Close/Active the Lease Details

1. After Login you will be redirected to Mineral Rate List page.
2. Click on **Add/Edit Mineral Lease** button after which list of leases of respective district will display on your screen.
3. Click on **View/Edit/Close/Active** button to perform the particular task.
4. Click on **Logout** button when your task is completed.