

# MINES RETURN

Following Steps are for the ones who are filling mines return for the first time (Part 1)

## Step 1

1. Log In to khanan-portal using **Stock Id** and **Password**.
2. Click on home button.
3. From the menu click on **Minor Mineral Return** and then select **Add Minor Stock**.
4. In the current page, fill the details as shown in the image below.
5. When filling the Mines Return for a given month, the user must select the previous month of lease starting date. (For example, if the return is for July, the month selected should be June.)
6. In current stock the user will select the **weight** as **0**.
7. Product Category shall be selected as **ROM**.
8. Click on **Submit** button.

The screenshot shows the 'Add Minor Stock' form in the Mines & Geology Department portal. The form is titled 'Add Minor Stock' and includes a breadcrumb trail: Home > Minor Mineral Return > Add Minor Stock. The form fields are as follows:

- DMO: PATNA
- Financial Year: 2024-2025
- Mineral: -Select-
- Mineral Size: -Select-
- Product Category: -Select-
- Settlement/Contractor Name: SAHABAD CONSTRUCTION LLP(MAUZA-MAHUA)
- On Month: June
- Mineral Type: -Select-
- Current Stock: 0 MT

Annotations on the form include:

- A callout pointing to the 'On Month' dropdown with the text 'Select the previous month'.
- A callout pointing to the 'Product Category' dropdown with the text 'Select Product Category as ROM'.
- A callout pointing to the 'Current Stock' field with the text 'Fill Current Stock as 0'.

## Step 2

1. Go to the menu and select **Add Minor Dispatch**.
2. In this step, the user must choose the month for which the Mines Return is to be submitted.
3. After filling required details, Inside State Dispatch Quantity, Outside State Dispatch Quantity, Inside State Challan Count and Outside State Challan will be filled as 0 ( Point : Screen shots below shows other value ,since the particular id had already filled mines return . In your case it shall be automatically filled as 0 because you are filling it for the first time.)
4. Fill up the remaining details.
5. Click on Submit button.

Important Notice

Related Activities

Lease Profile

ePass

Mines Minor Return

Add Minor Stock

Add Minor Production

Add Minor Processing

Add Minor Recovery

**Add Minor Dispatch**

Confirm Return

Generate Report

Lessee Return New 24

Home » Minor Mineral Return » Add Minor Stock

Add View

DMO : PATNA

Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP(MAUZA-MAHUA)

Financial Year : 2024-2025

On Month : June

Mineral : SAND

Mineral Type : YELLOW SAND (B)

Mineral Size : No Size

Product Category : ROM

Current Stock : 0.000 MT

Submit Reset

Click on Add Minor Dispatch

Mines & Geology Department  
Government of Bihar

Welcome SAHABAD CONSTRUCTION LLP  
Tuesday, August 12, 2025 3: 06 PM

Important Notice

Change Password Help Logout

Home » Minor Mineral Return » Add Minor Dispatch

Add View

DMO : PATNA

Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP

Mineral : SAND

Mineral Size : No Size

Year : 2025

Inside State Dispatch Quantity : 0 MT

Inside State Challan Count : 0

Remark : (Maximum 200 Characters)

Type : YELLOW SAND (BALU GHAT)

Month : --Select--

Other State Dispatch Quantity : 0 MT

Other State Challan Count : 0

Total Challan Count : 0

Submit Reset

Indicates mandatory field

January

February

March

April

May

June

July

August

September

October

Home » Minor Mineral Return » Add Minor Dispatch

Add View \* Indicates mandatory field

DMO :	PATNA *	Settlee/Contractor Name :	SAHABAD CONSTRUCTION LLP *
Mineral :	SAND *	Type :	YELLOW SAND (BALU GHAT) *
Mineral Size :	No Size *	Month :	July *
Year :	2025 *	Other State Dispatch Quantity :	0.000 * MT
Inside State Dispatch Quantity :	21666.890 * MT	Other State Chalan Count :	0 *
Inside State Chalan Count :	1869 *	Total Chalan Count :	1869 *
Remark :	(Maximum 200 Characters) *		

Submit
Reset
Click on Submit Button

### Step 3

1. For the next step, click on **Add Minor production**.
2. In this step, the user must choose the month for which the Mines Return is submitted.
3. Production quantity shall be filled automatically filled 0 .
4. Click on Submit Button

Important Notice Change Password Help Logout

Related Activities

- Lease Profile
- Pass
- Mines Minor Return
- Add Minor Stock
- Add Minor Production**
- Add Minor Processing
- Add Minor Recovery
- Add Minor Dispatch
- Confirm Return
- Generate Report
- Lessee Return New 24

Home » Minor Mineral Return » Add Minor Dispatch

Add View \* Indicates mandatory field

DMO :	PATNA *	Settlee/Contractor Name :	SAHABAD CONSTRUCTION LLP *
Mineral :	SAND *	Type :	YELLOW SAND (BALU GHAT) *
Mineral Size :	No Size *	Month :	July *
Year :	2025 *	Other State Dispatch Quantity :	0.000 * MT
Inside State Dispatch Quantity :	21666.890 * MT	Other State Chalan Count :	0 *
Inside State Chalan Count :	1869 *	Total Chalan Count :	1869 *
Remark :	(Maximum 200 Characters) *		

Submit
Reset
Click on Add Minor Production

Important Notice Change Password Help Logout

Home » Minor Mineral Return » Add Minor Production

Add View \* Indicates mandatory field

DMO :	PATNA *	Settlee/Contractor Name :	SAHABAD CONSTRUCTION LLP(MAUZA-MAHU2) *
Date of Transaction :	12-Aug-2025	Product Category :	ROM *
Mineral :	SAND *	Mineral Type :	YELLOW SAND (BALU) *
Mineral Size :	No Size *	Month of Production :	July *
Year of Production :	2025 *	Production Quantity :	0.000 * MT

Submit
Reset
Click on Submit Button

## Step 4

Click on **Confirm Return**.

Fill up the details.

Click on check box to choose the transaction.

Click on **Confirm** button.

**Mines & Geology Department**  
Government of Bihar

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Tuesday, August 12, 2025 3:08 PM

Change Password Help Logout

**Important Notice**

**Related Activities**

- Lease Profile
- ePass
- Mines Minor Return
  - Add Minor Stock
  - Add Minor Production
  - Add Minor Processing
  - Add Minor Recovery
  - Add Minor Dispatch
  - Confirm Return**
  - Generate Report
  - Lessee Return New 24

**Home > Minor Mineral Return > Add Minor Production**

Add View

\* Indicates mandatory field

DMO : PATNA \* Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP(MAUZA-MAHUAR) \*

Date of Transaction : 12-Aug-2025 Product Category : ROM \*

Mineral : SAND \* Mineral Type : YELLOW SAND (BALU) \*

Mineral Size : No Size \* Month of Production : July \* Year of Production : 2025 \*

Production Quantity : 0.000 \* MT

Submit Reset

Click on Confirm Return

**Important Notice**

Change Password Help Logout

**Home > Minor Mineral Return > Confirm Minor Transaction**

DMO : PATNA \* Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP(MAUZA-MAHUAR) \* Mineral : SAND \*

Financial Year : 2024-2025 \* Month : July \* Show

Select the below checkbox to choose the trasaction

Sr#	Mineral Type	Mineral Size	Year	Month	OB in (mt)	Production in (mt)	Processing in (mt)	Recovery in (mt)	Dispatch in (mt)	in (mt)
1	YELLOW SAND (BALU GHAT)	No Size	2024	July	0.000	8097.910	0.000	0.000	8097.910	0.000

Confirm

Click on Confirm

## Step 6

1. Click on **Generate Report**. Fill the year and month.
2. Select blue icon to view the report.
3. Since the mines return has yet to be filled the report will show mines return as 0 .

**Mines & Geology Department**  
Government of Bihar

Welcome SAHABAD CONSTRUCTION LLP  
Tuesday, August 12, 2025 3: 09 PM

Important Notice

Related Activities

Lease Profile

ePass

Mines Minor Return

Add Minor Stock

Add Minor Production

Add Minor Processing

Add Minor Recovery

Add Minor Dispatch

Confirm Return

**Generate Report**

Lessee Return New 24

Home > Minor Mineral Return > Confirm Minor Transaction

DMO : PATNA

Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP(MAUZA-M/

Mineral : SAND

Financial Year : 2024-2025

Month : July

Show

SI#	Mineral Type	Mineral Size	Year	Month	OB in (mt)	Production in (mt)	Processing in (mt)	Recovery in (mt)	Dispatch in (mt)	3 in (mt)
1	YELLOW SAND (BALU GHAT)	No Size	2024	July	0.000	8097.910	0.000	0.000	8097.910	0.000

Confirm

Click on Generate Report

Important Notice

Home > Minor Mineral Return > Generate Monthly Report

View

DMO : PATNA

Settlee/Contractor Name : SAHABAD CONSTRUCTION LLP(MAUZA-MAHUAR)-263C

Financial Year : 2024-2025

Mineral : SAND

Show

Month	Mineral	Production	Processing	Recovery	Dispatch	Generate	Status	Remarks
April	SAND							
May	SAND							
June	SAND							
July	SAND							
August	SAND							
September	SAND							
October	SAND							
November	SAND							
December	SAND							
January	SAND							
February	SAND							

Click on this icon to generate report

**You can watch the video below for tutorial.**

[https://drive.google.com/file/d/19WiIVkzeEutt60\\_yAMmasb7kDB6QSKce/view?usp=sharing](https://drive.google.com/file/d/19WiIVkzeEutt60_yAMmasb7kDB6QSKce/view?usp=sharing)