User Manual of Offline e-Transit Pass (Lessee)

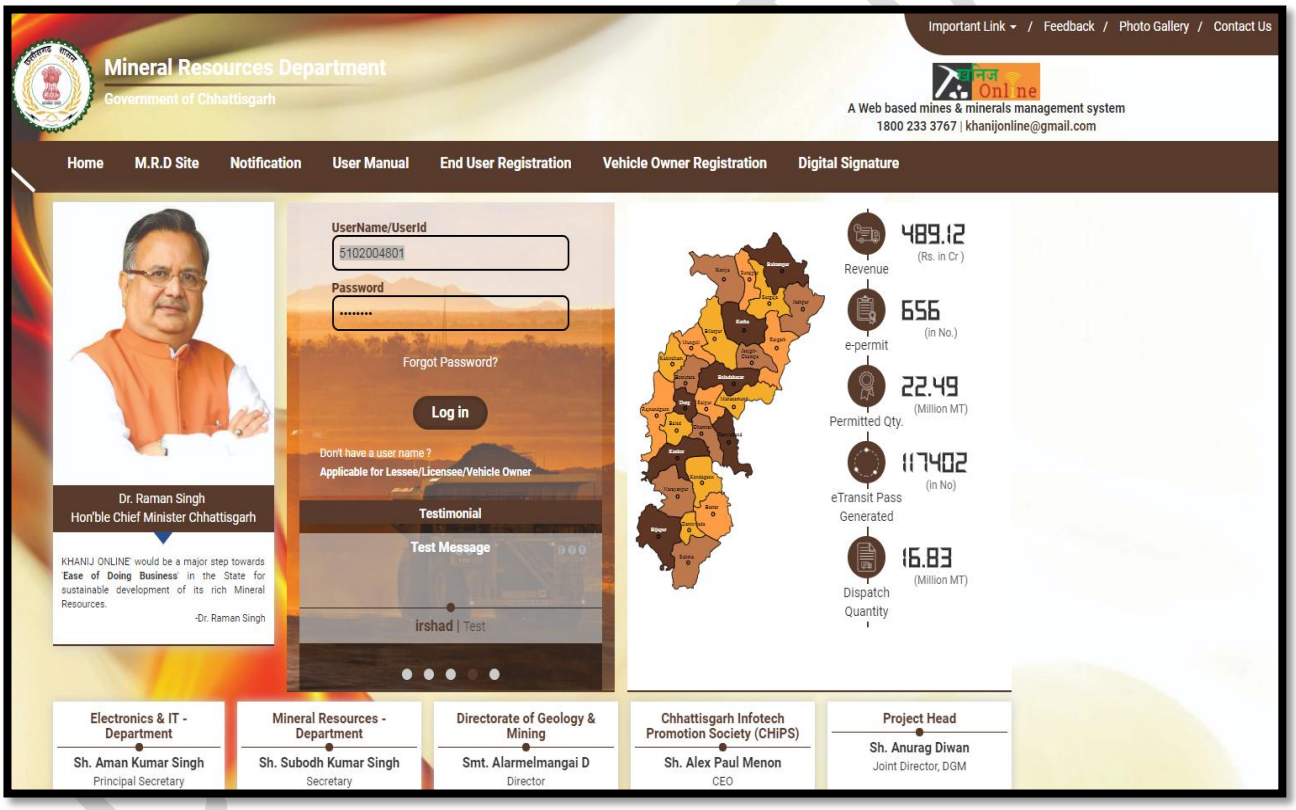
How to Generate and Update Offline e-Transit Pass-TP?

1. Introduction

- Offline e- Transit Pass (TP) will be available for by those users where they don't have the internet connectivity at their dispatch point. In that case they will generate TP at their office where internet is available and the TP will be printed with some blank fields.

2. Getting Started

- To start with the application, enter the website URL https://khanijonline.cgstate.gov.in in the browser .
- Home page will open showing as per below screen.
- Lessee has to enter user-name and password to login into the system.



3. Generation of multiple offline e-Transit Pass (Lessee)

- After login, go with e-Transit Pass –TP from left side menu as per mentioned below screen.

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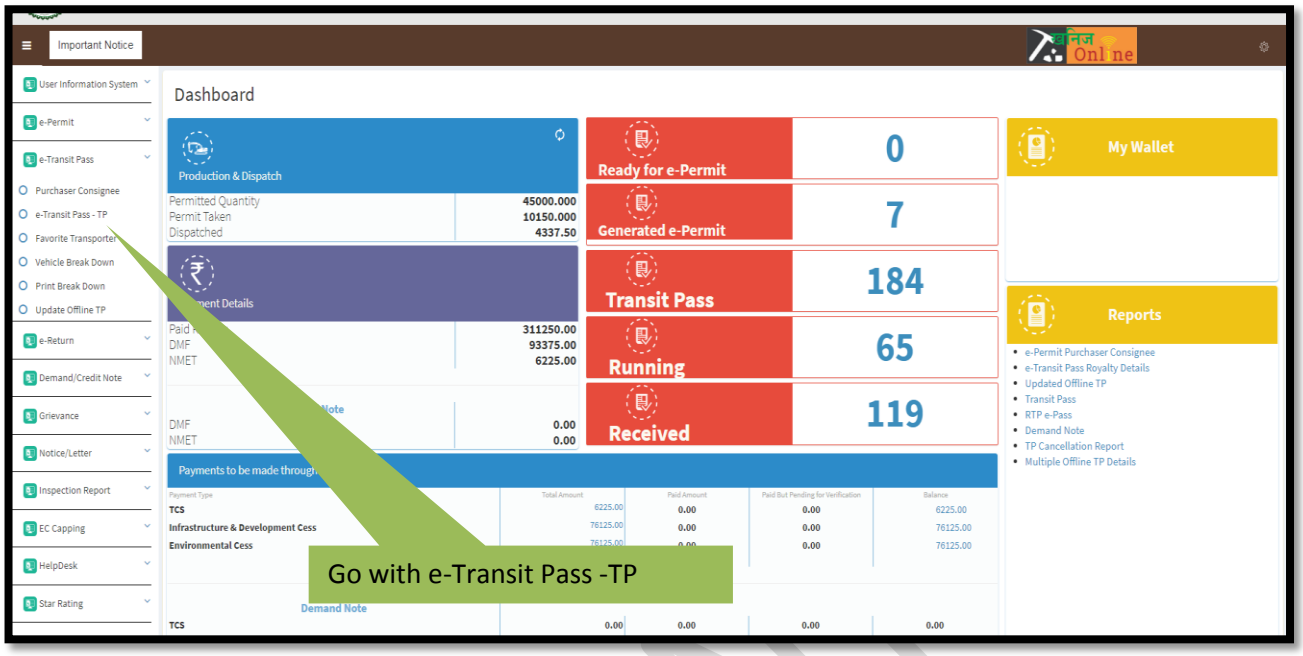

- E-Transit Pass (Form-1) will be open where lessee need to enter below information and rest of information will be fetched.

  - Number of TP Required (System will allow maximum 20 Nos. of e-TP)
  - Sale Value of Mineral

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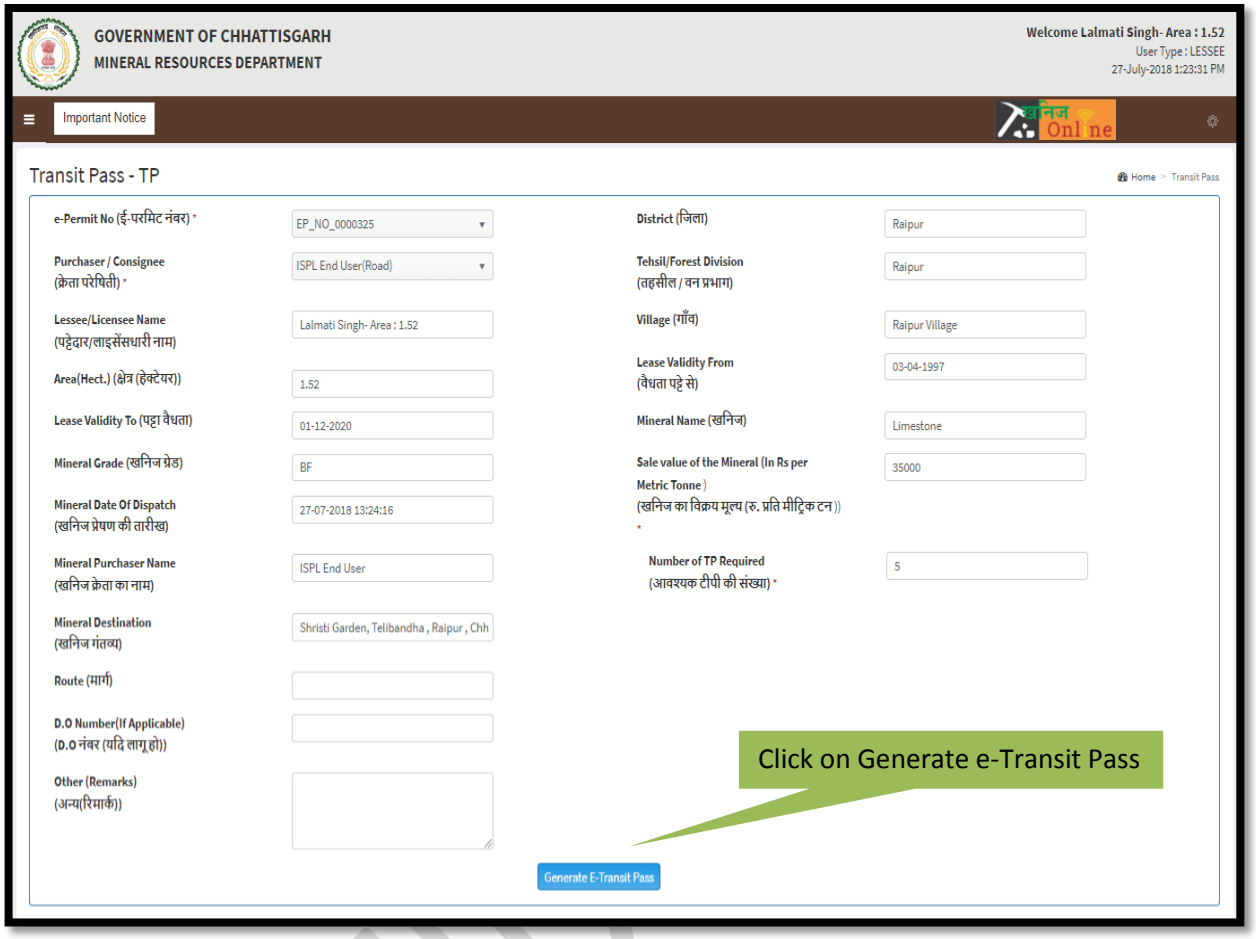

- On clicking generate e-Transit Pass, System will generated e-Transit Passes as per entered No. of TP required

4. Printing of multiple offline e-Transit Pass (Lessee)

- Go and open Screen of **Multiple Offline TP Details** from the right side menu Reports as per below screen

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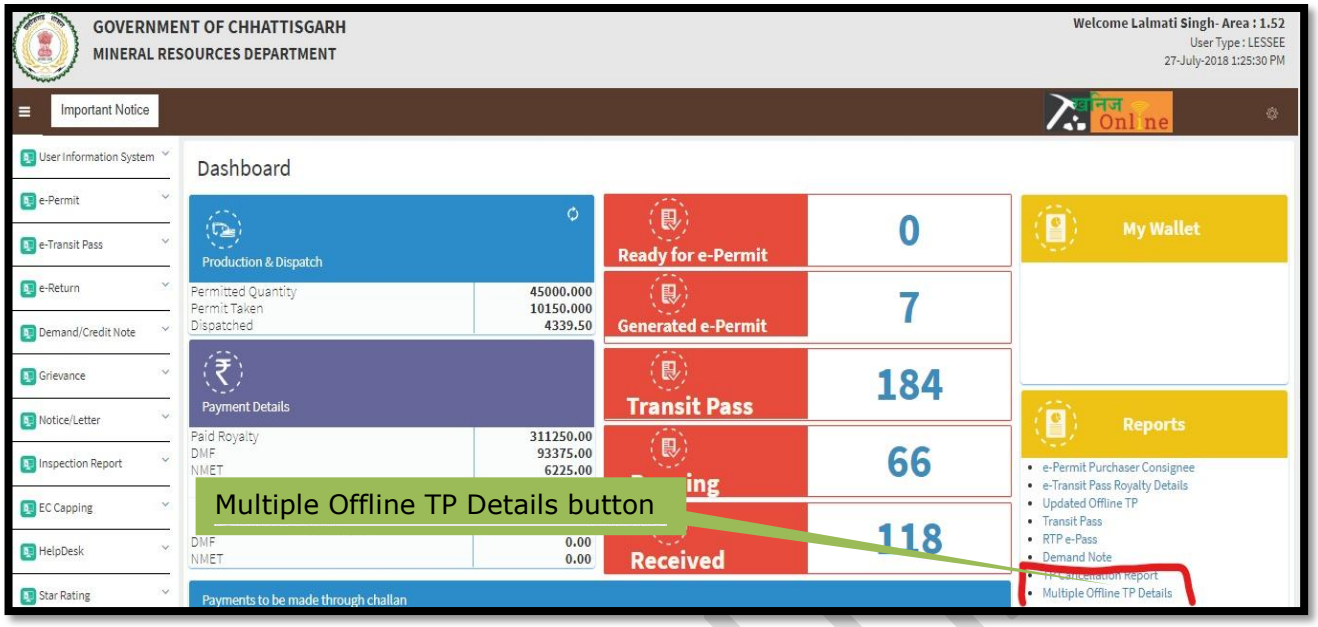
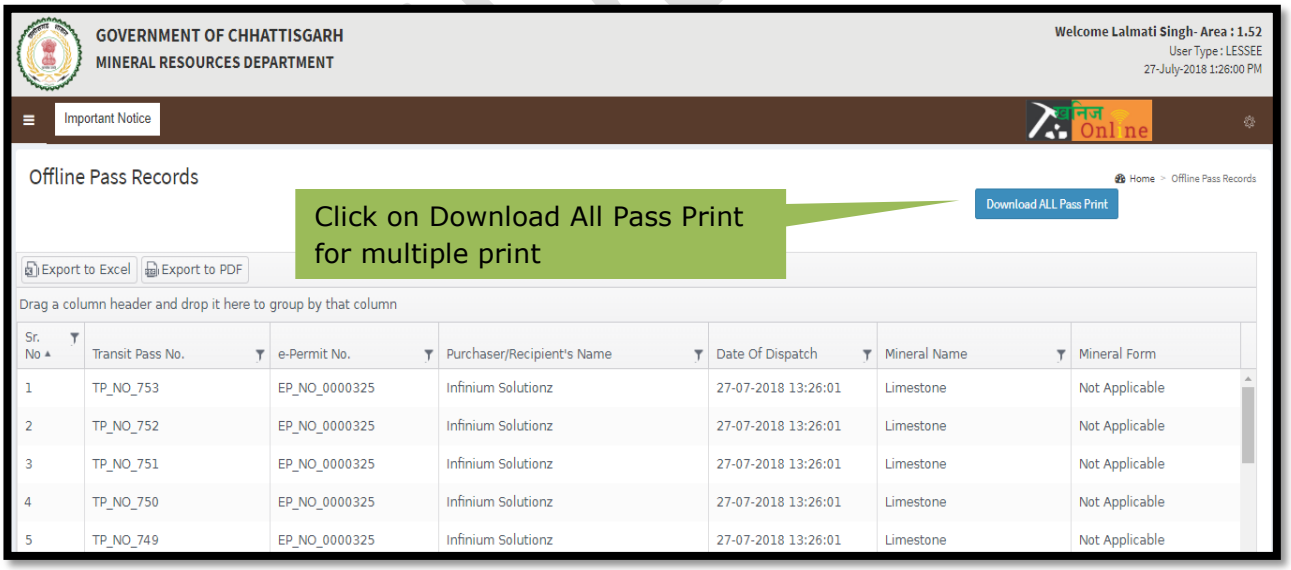


- Offline e-Pass Records will display on screen (Shown as below).
- **Option-1 - Print all generated e-Transit Pass**
- For the same, go and click with Download All Pass Print button.



- **Option-2 Print single generated e-Transit Pass**
- For the same, go and click with Download button.

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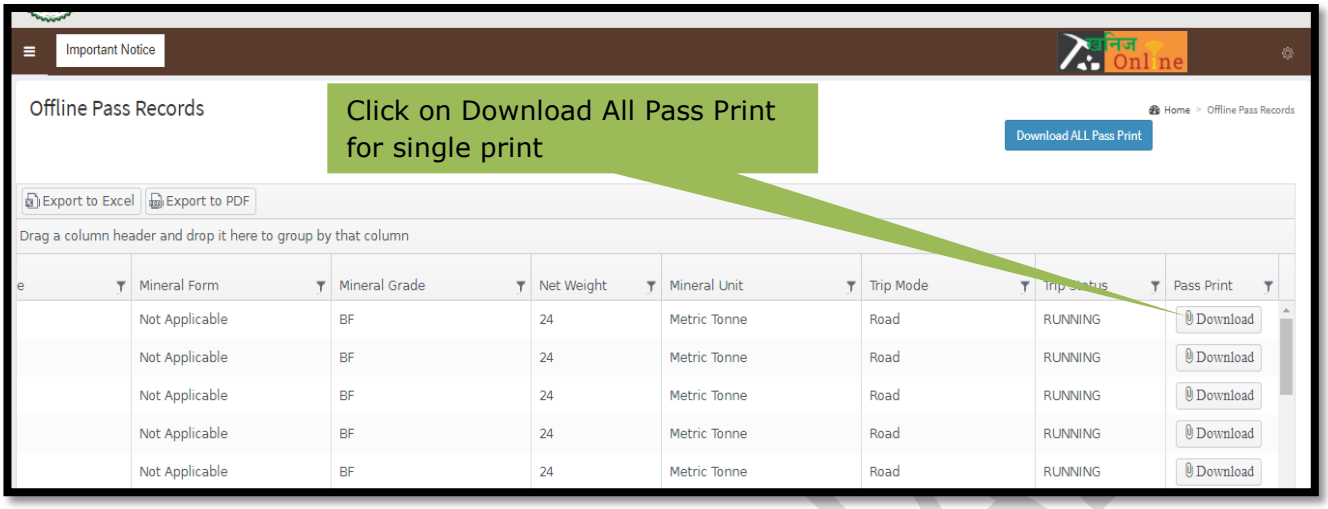
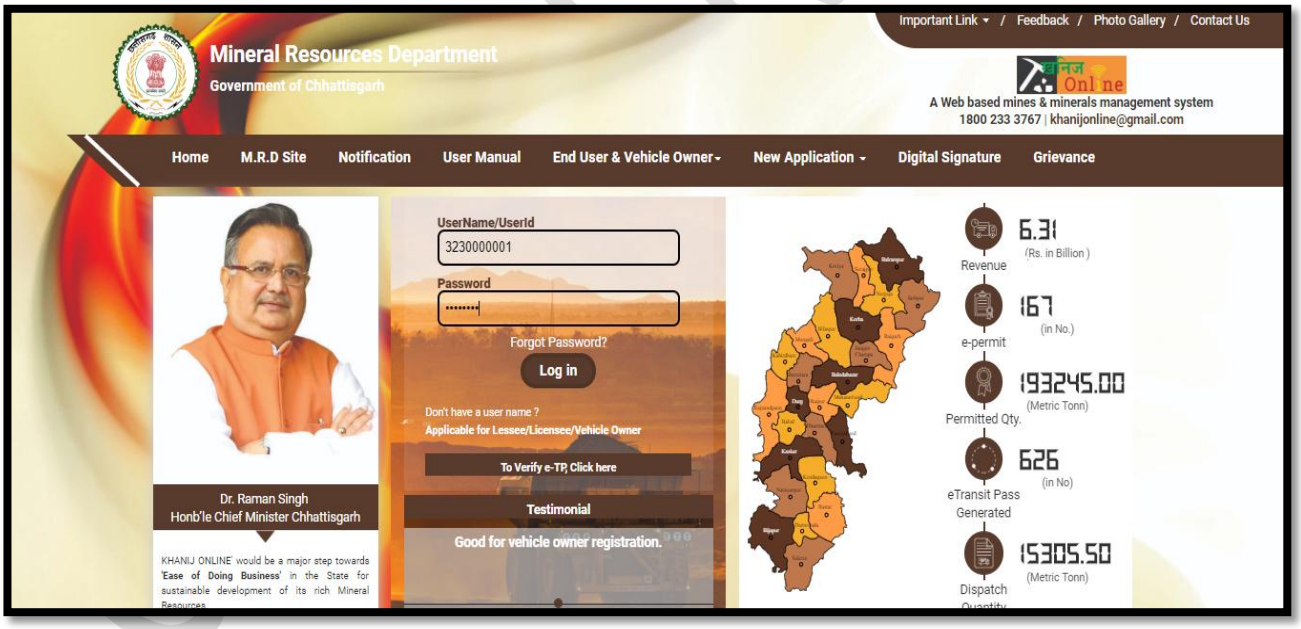


5. Receiving of e-Transit Pass (By Destination User)

- Enter the website URL https://khanijonline.cgstate.gov.in in the browser .
- Home page will open showing as per below screen.
- Login into the system by providing their username and password.



- After login, Click on Mineral Receive Link
- Mineral Receipt screen will be open.
- Enter or Select e- Transit Pass Number.
- Click on Get info button and get Details below. (Shown as below).
- Enter Received Weight
- And Click on save button for Received TP.

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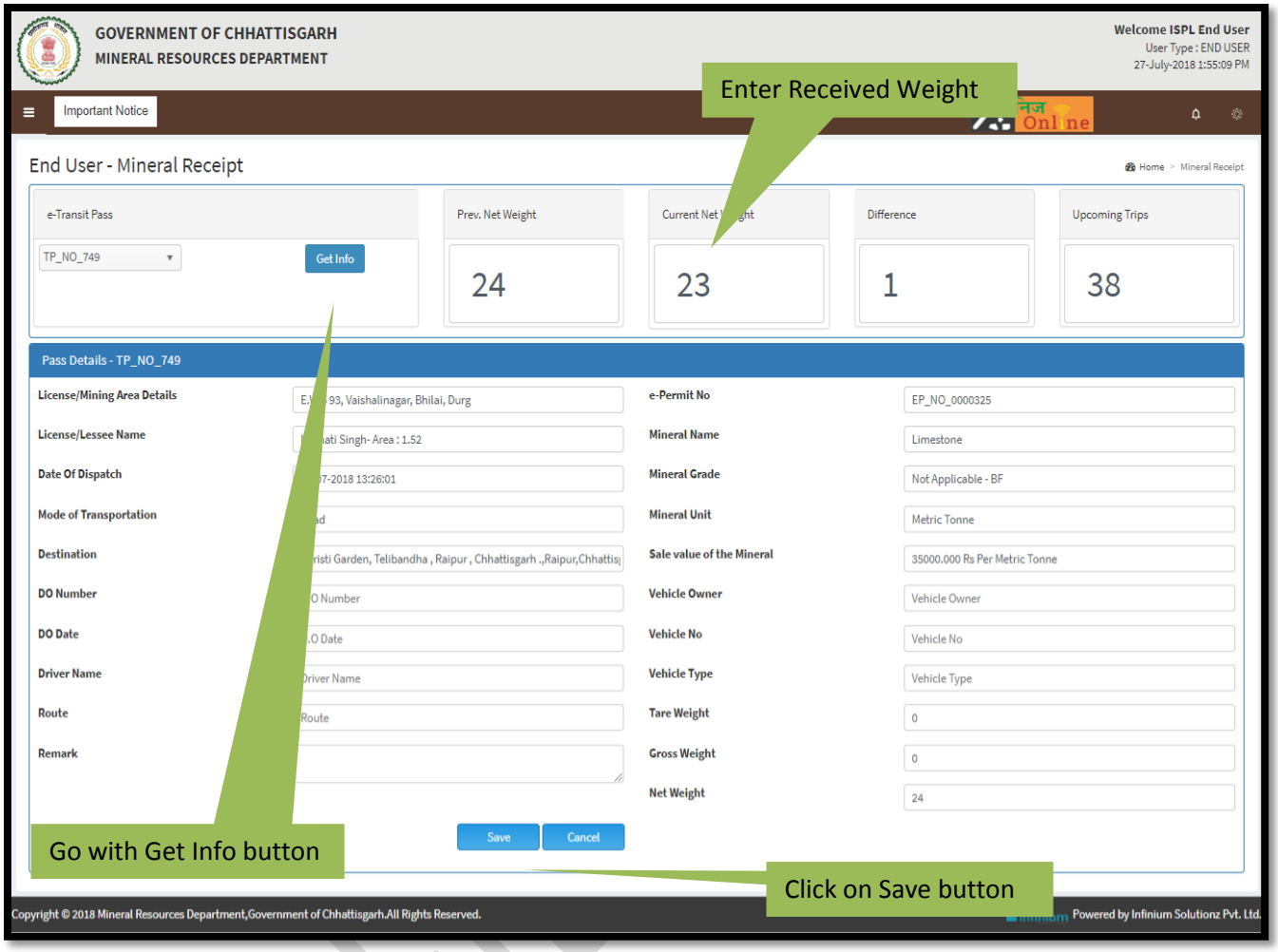
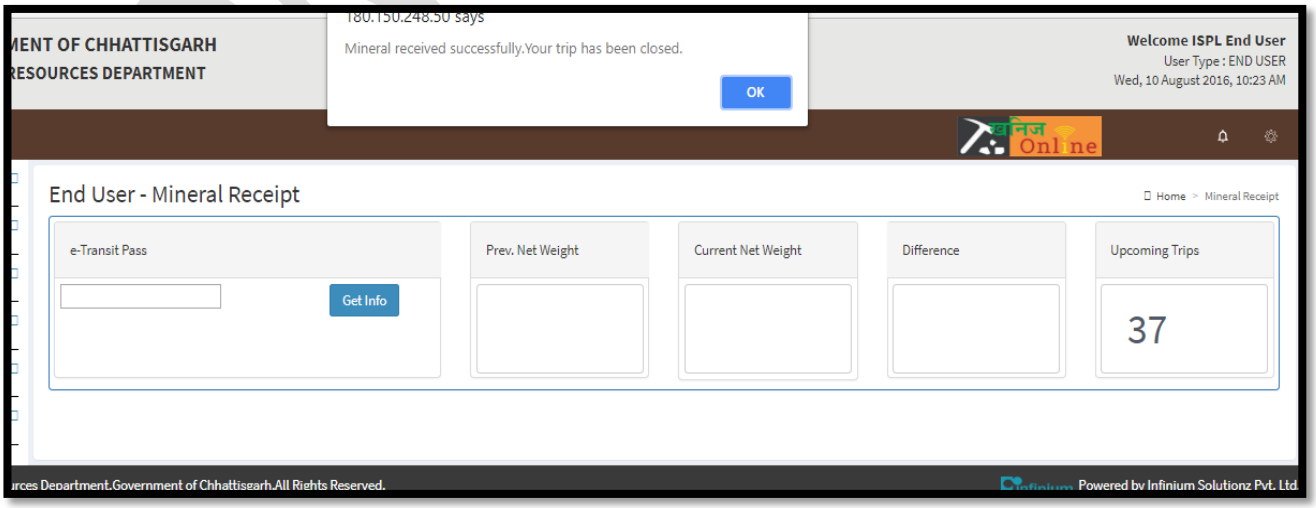


- After click on Save Button Success alert will be displayed. (Shown as below).
- Again Click on OK button.



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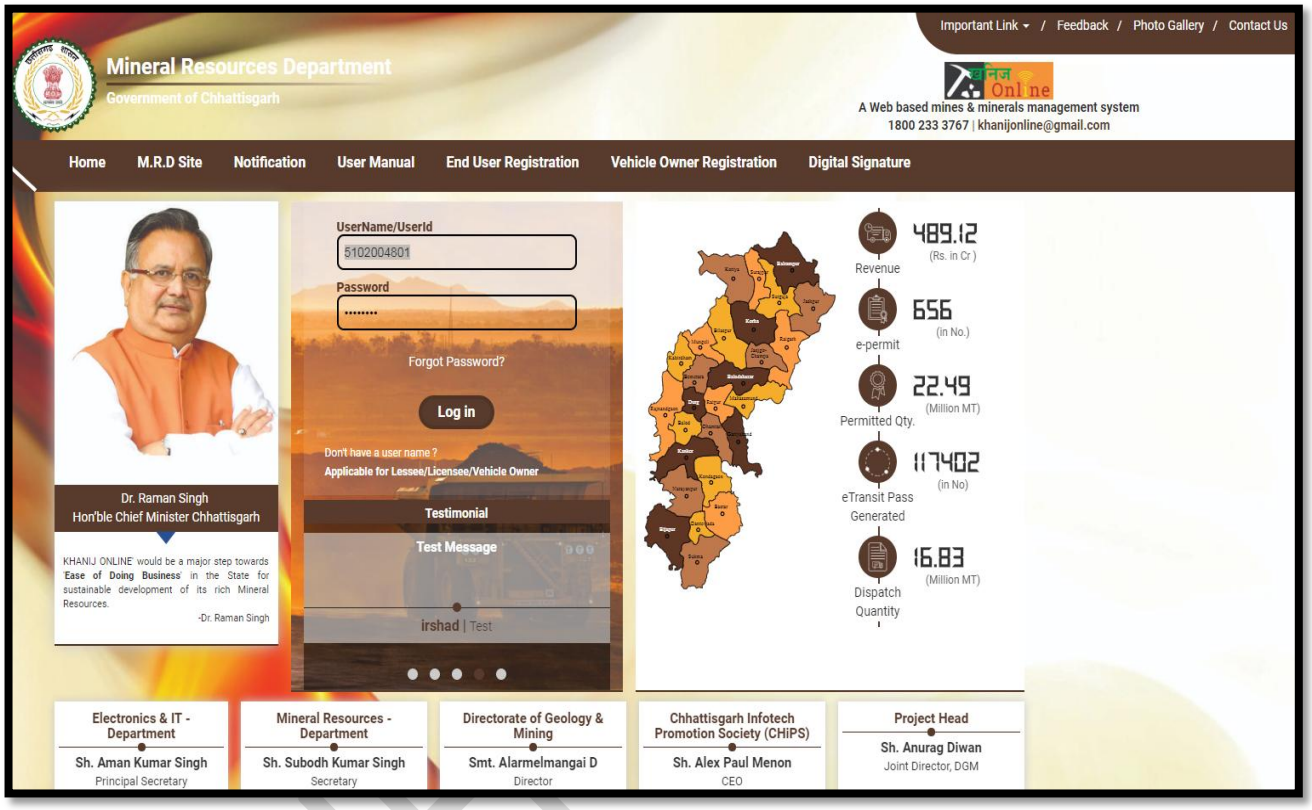
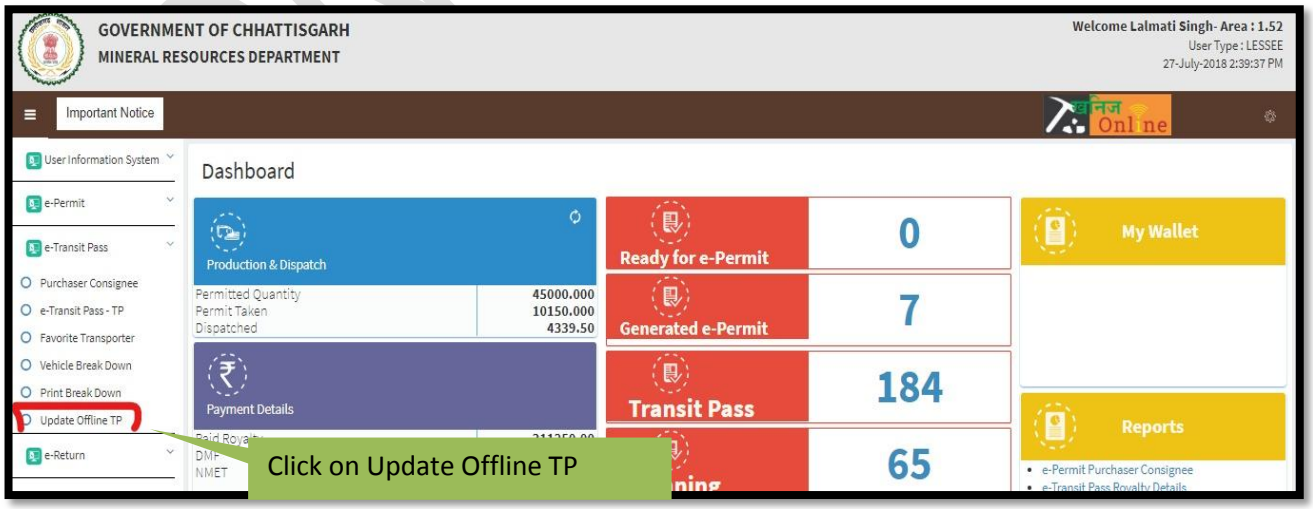
6. Update e-Transit Pass (TP) (Lessee)

- Enter the website URL https://khanijonline.cgstate.gov.in in the browser .
- Home page will open showing as per below screen.
- Lessee has to again login into the system to update the remaining details of e-TP



- After login, Go with Left Side Menu and click on Update Offline TP. (Shown as below).



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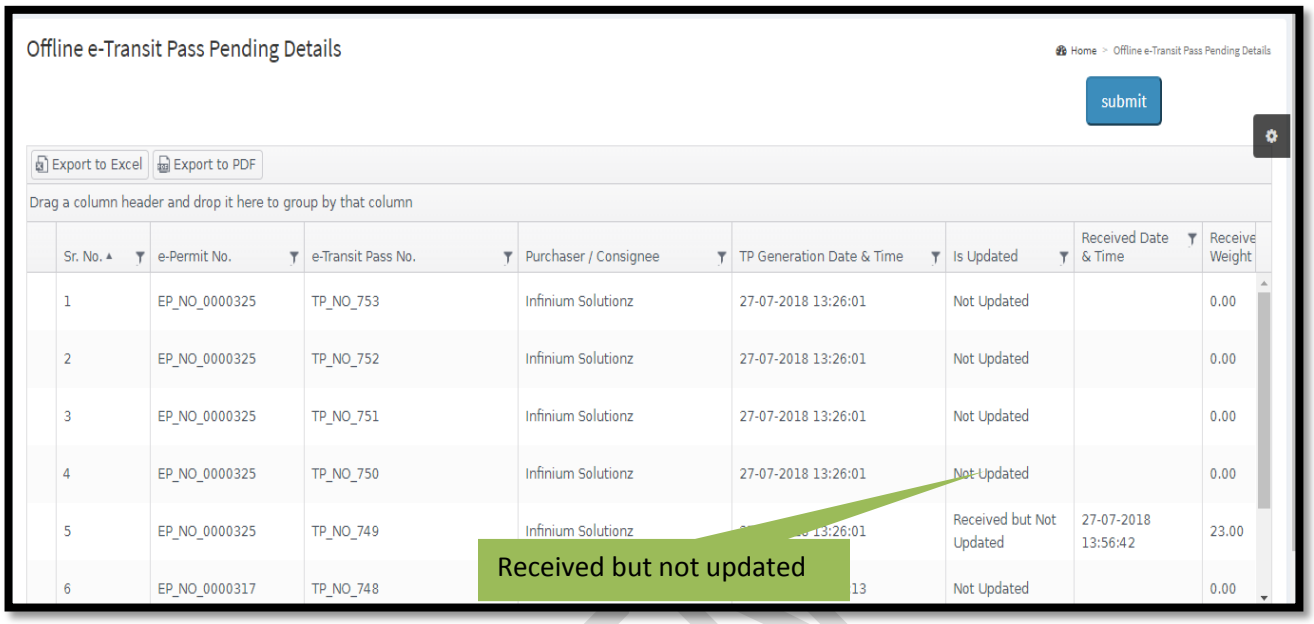
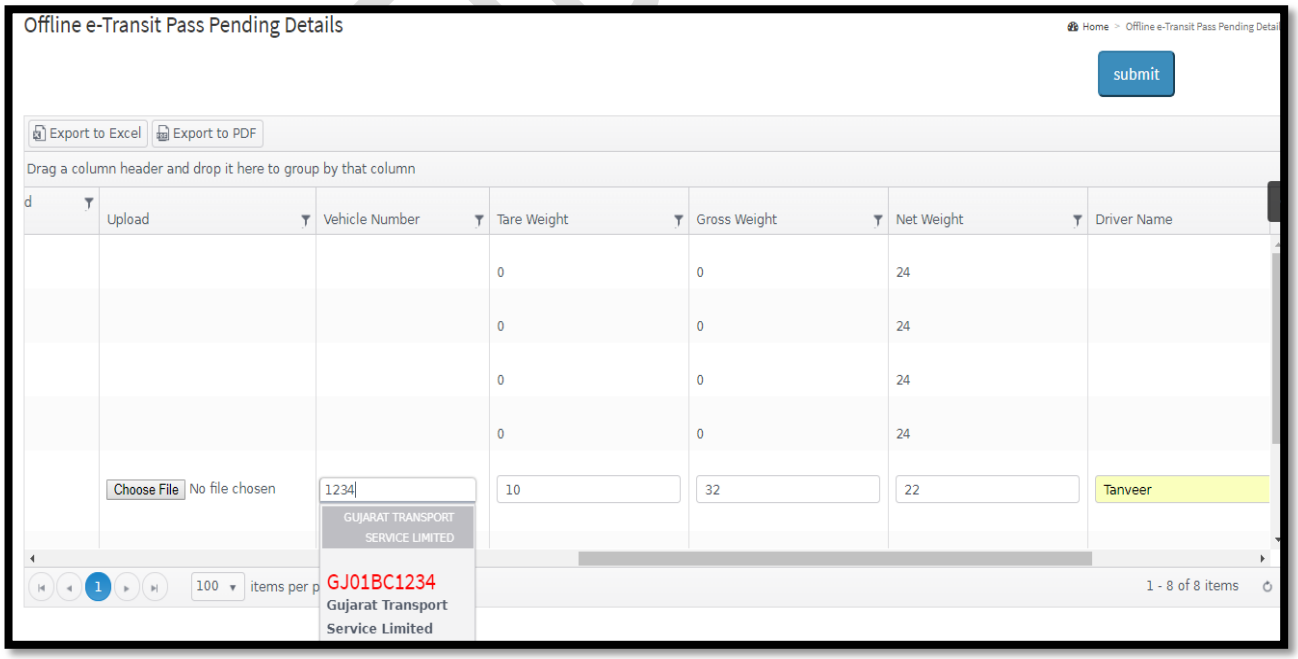
- After click on Update Offline TP, You can view the status of TP as Receiving but not updated



- To Update the TP, Tick Transit Pass
- System will ask to enter remaining details of e-TP
- If you want to update multiple e-TP simultaneously then you need to tick multiple pass then enter the details of multiple pass then after click on submit button



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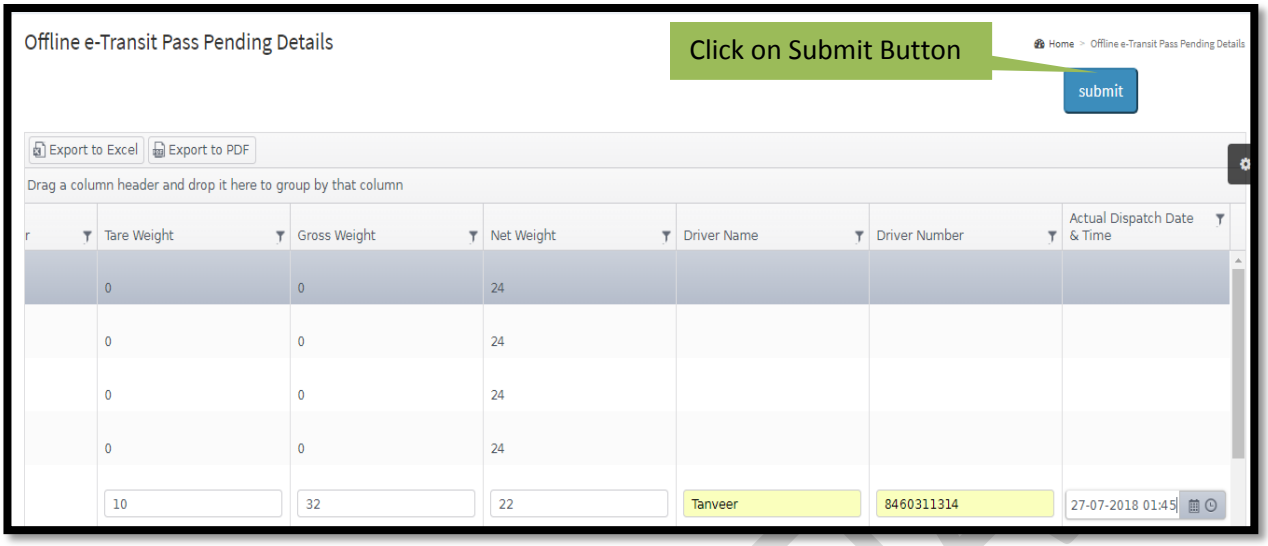
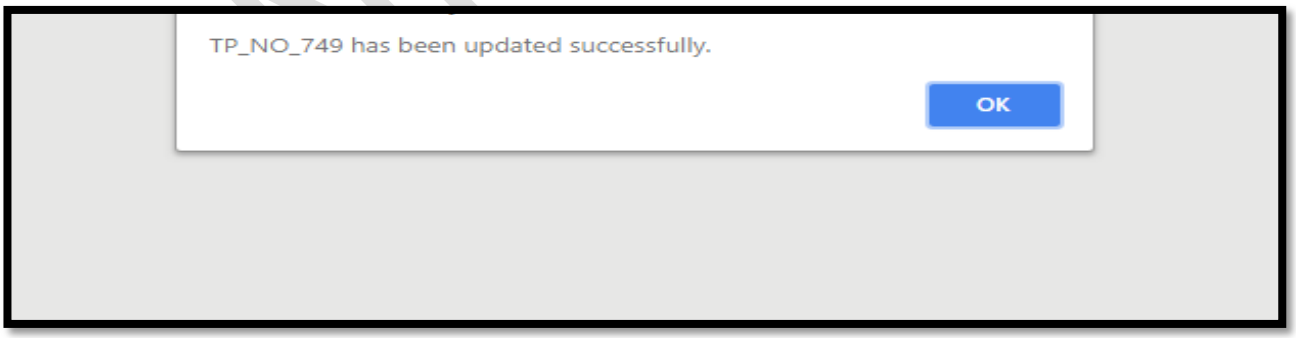


- Need to enter below mentioned details (All fields are mandatory)

  - Select Vehicle by Search Functionality
  - Enter Tare weight and Gross weight (Net weight=Gross weight-Tare weight will be calculated automatically)
  - Enter Driver Name and Driver Contact Number
  - Select Actual Dispatch Date and Time (This filed must be between the print date and time and receiving date and time)
  - Upload e-TP (Ensure to upload correct e-TP)

- Click on Submit to Update Offline TP.
- After click on Submit Button Success alert display. (Shown as below).
- Again Click on OK button



- **Updated Offline TP Report**

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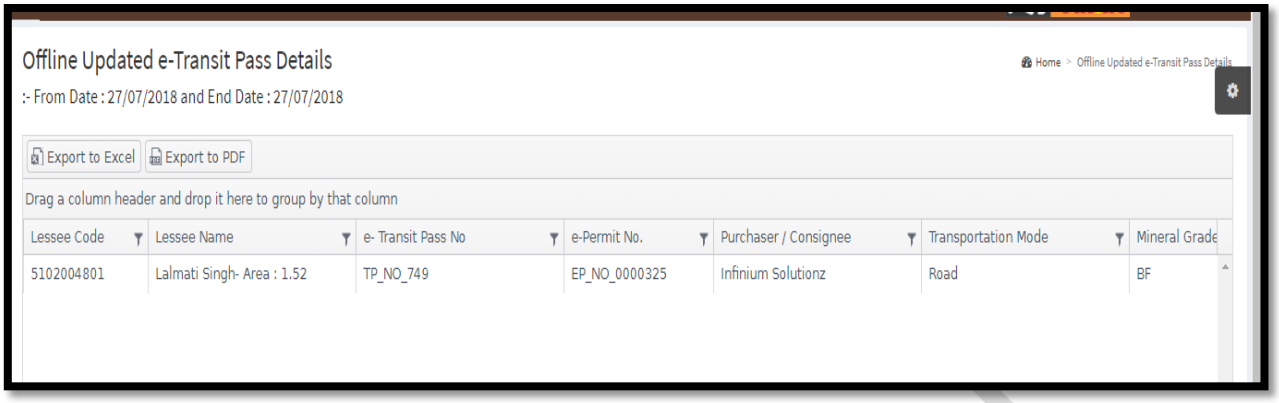

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