

# **Summary of Instructions/Guidelines for NLRMP data submission and for Trial Run by Tahasils**

1. Offline Work Certification Module (OFC) revision 2 NLRMP software has been already Installed by NIC at all Tahasils. This should be used for generation of the Reports and Certificates for the Data submission.
  - a. There are two certificates.
  - b. Certificate – 1 should be used for data submission for Trial Run
  - c. Certificate- 2 should be used for going online before starting e-mutation.
2. For NLRMP data CD submission Tahasils should contact to Mr. Reddy (Mobile no-8275002282), Nodal Officer, NLRMP cell, Settlement commissioner office.
3. Before Sumiton of the data backup CD to Settlement Commissioner office, pune, whether the backup taken is correct or not, this should be confirmed by tahasils with the NIC Hingoli
4. Tahasils should kindly make sure following during trial run.
  1. Mutation cell is operational
  2. VPNoBB Connectivity issues should be resolved by BSNL
  3. Tahasils Should needs to ensure that VPNoBB connectivity is operational. (Circular issued by Settlement commissioner office date 14/08/2013 regarding LAN connectivity setup for VPNoBB should be referred by all Tahasils. )
5. BSNL VPN over Broad Band or MTNL connectivity provided by SC & DLR office ONLY has to be used for TRIAL run.
6. TRIAL runs are to be taken by Talathi, SRO, DBA, CIRCLE, DDE. **from TEHSIL office (mutation cell & SRO offices) NOT from NIC - DIO offices.**
7. Trial Run should be done for taking all types of mutations Registered and Non Registered documents) with complete mutation flow including Notice generation, Certification, checking updated 7/12 after certification etc.)
8. Data card VPN or other USER ID etc. should not be used.
9. Digital signatures are not needed for taking TRIAL runs
10. All Tahasils are supposed to use the web sites for execution of TRIAL Run is as follows FOR TRIAL RUN:  
URL for Online Mutations is : <https://10.187.203.132/emutation/pglogin.aspx>  
URL for upadation for last Mutation number is : <https://10.187.203.132/trial/pglogin.aspx>
11. After taking trial run feedback should be submitted at the earliest to NIC Hingoli and

NIC Pune so that NLRMP data of your Tahasil will be made available for further online e-mutation operations. Tahasils should update on the status of trial run every day so that same can be forwarded to NIC pune team. (preferable DBA/Tehsildars DDE should send status to SC & DLR office)

12. **Proper instructions should be given to** respective DBA and all concerns in this regards and concerns should needs to be remain in touch with NIC pune and settlement commissioner office. So that as early as possible the online e-mutations operations for the respective Tahasil can be initiated.

13. Trial run should be done for taking all types of mutations (Registered and Non Registered documents) with complete mutation flow including Notice generation, Certification, checking updated 7/12 after certification etc.

14. **For Trail run related queries Tahasils should contact to the Help Desk [ Aurangabad division] details given as follows:**

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