

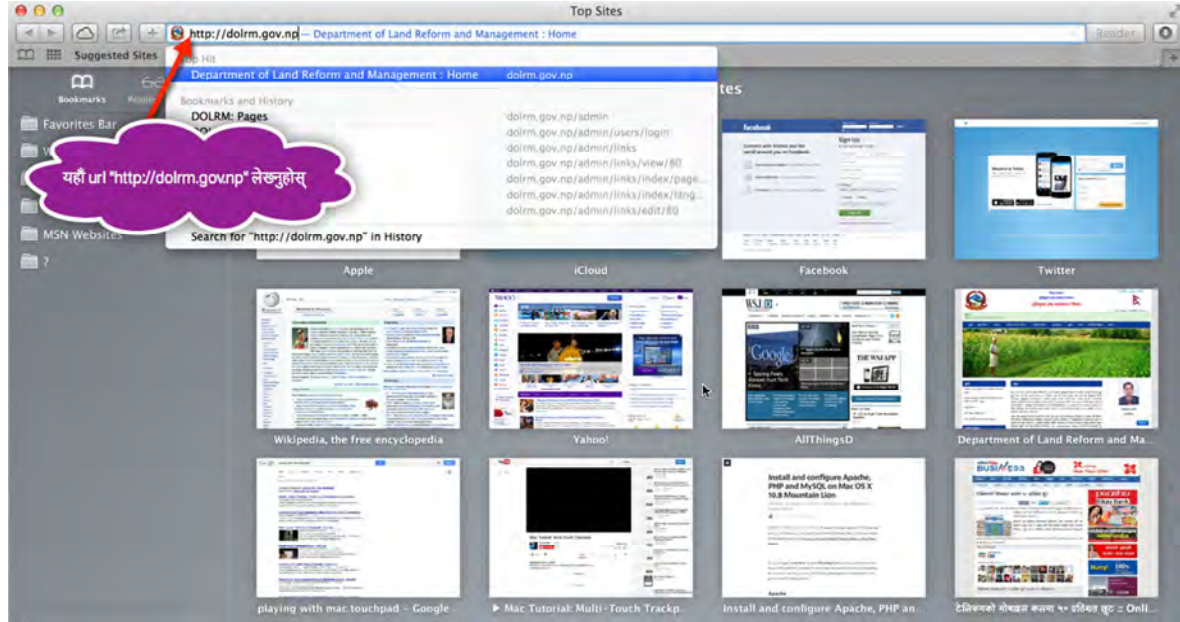
Manual for accessing official email created for land revenue offices.

Following are two methods to access official mail.

1. Method to access email through web browser.

Steps:

1. Go to the web browser and type on "http://dolrm.gov.np" the address bar of the browser.



2. Click on "मेल हेर्नुहोस्" link on the top of the page as shown below:



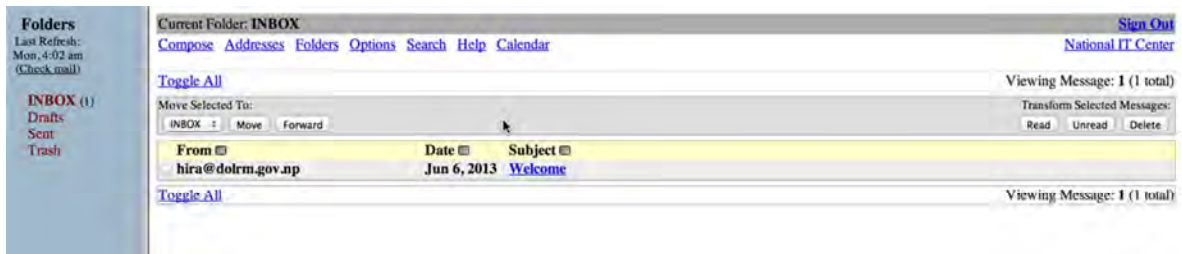
3. Security warning will be show please proceed clicking on "continue anyway" button.



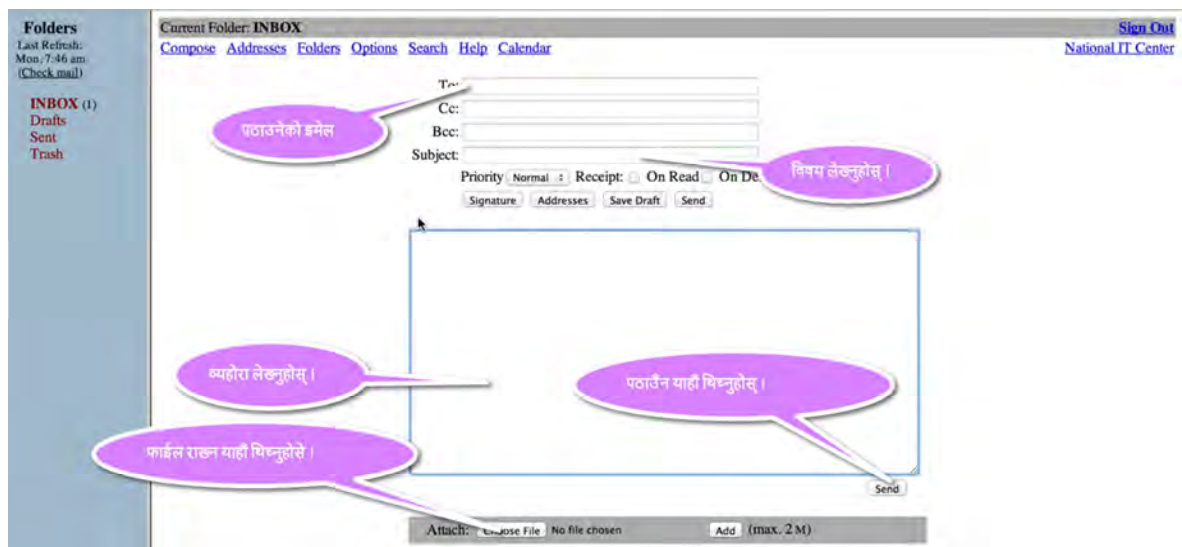
4. Provide username and password provided by DOLRM in the respective fields.



5. You will see following dashboard after login.

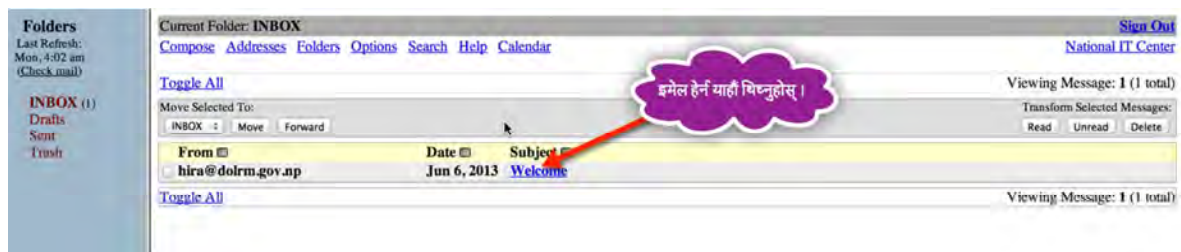


6. To send email follow following steps:



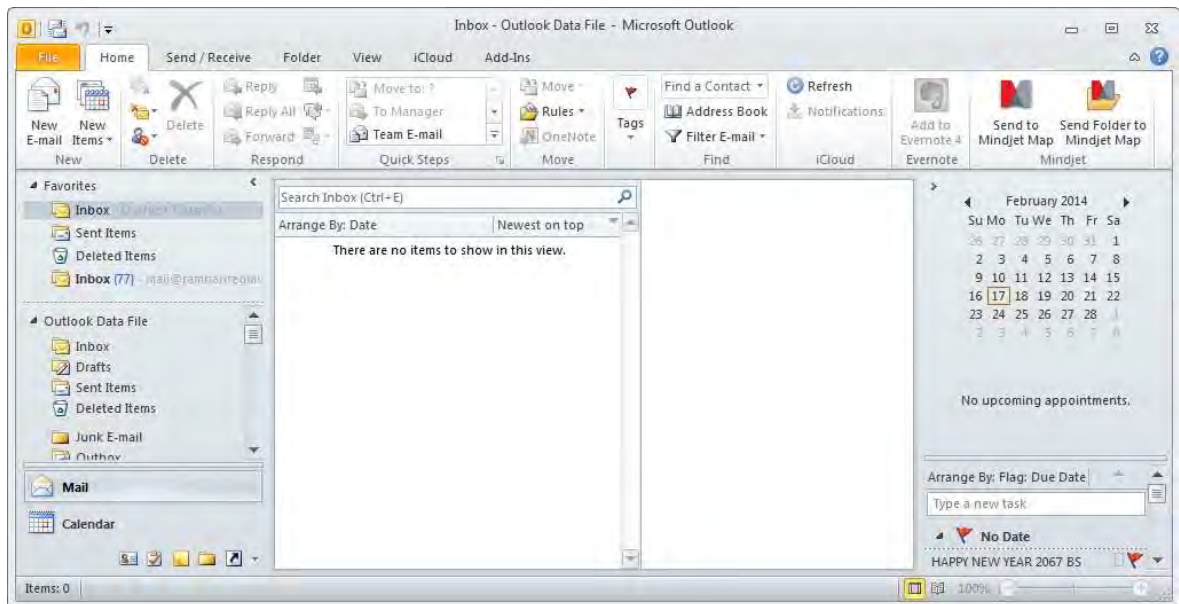
After providing proper information into particular fields click "send" button to send the email to the particular address.

7. To view email details click on email link as shown below:

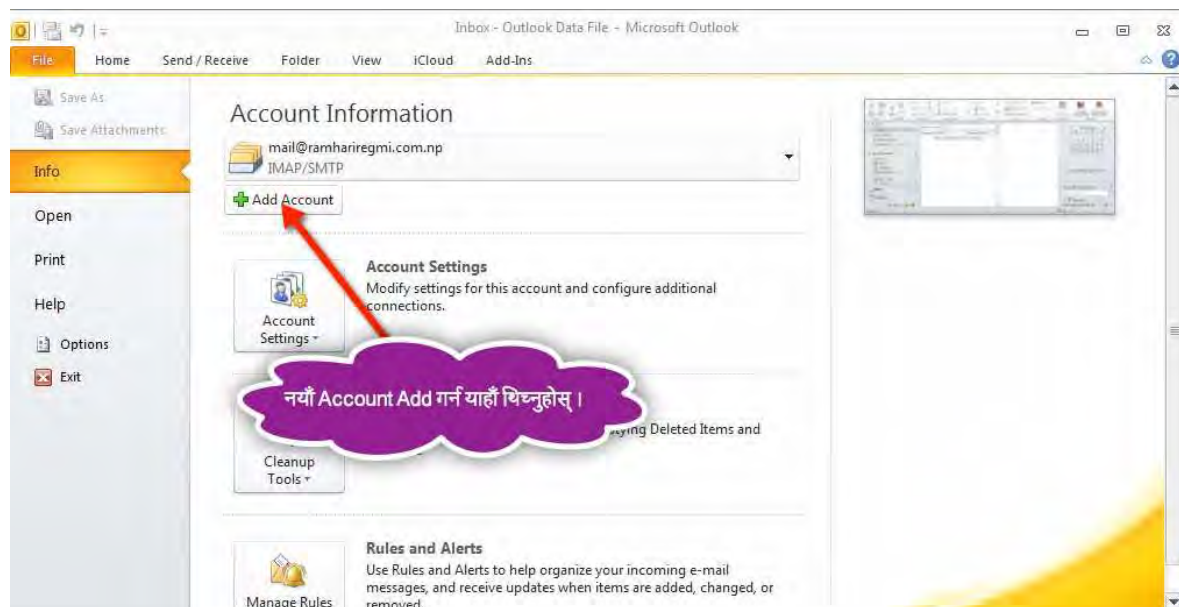


2. Method to access through outlook express:

Steps 1. Open outlook express. New window will be as below



2. Click on File and choose "Add Account" as shown below:



3. Select as shown and click on "Next" button.

Add New Account ✕

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

E-mail Address:

Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

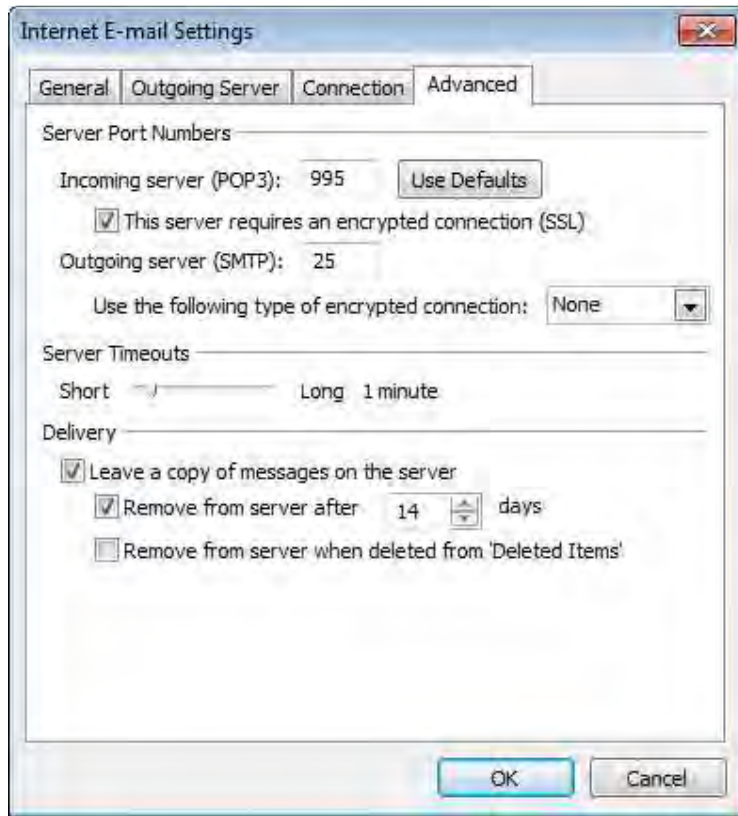
Manually configure server settings or additional server types

< Back **Next >** Cancel

Select Manually Configure server option

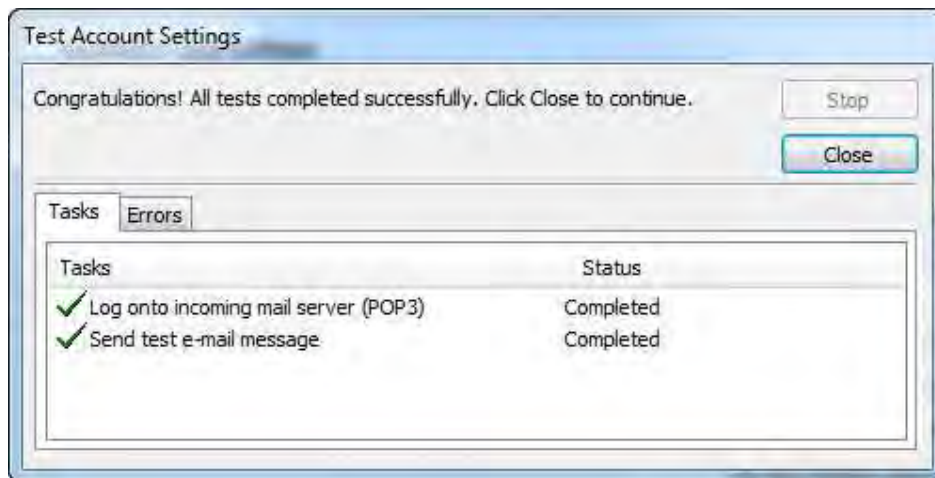
यहाँ थिचुहोस्।

4. Click "Advance Tab" and provide following information:

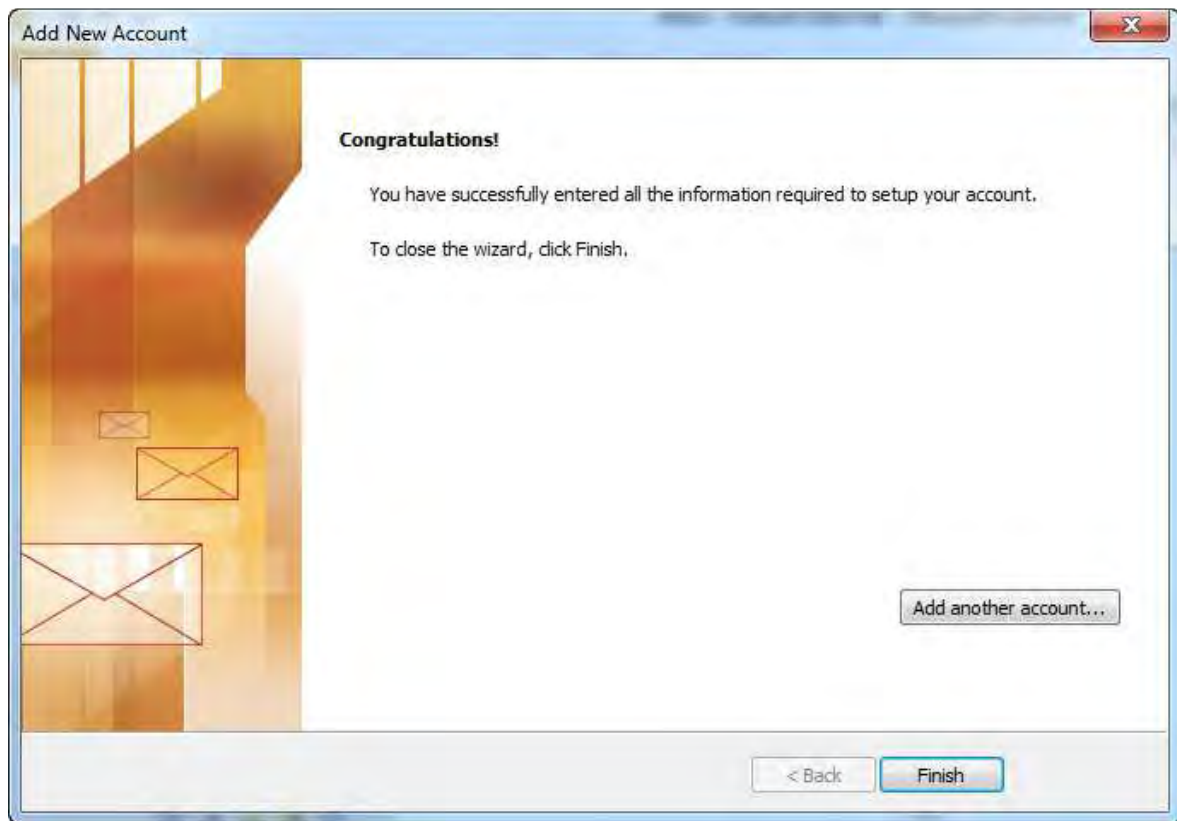


Click "Ok" button

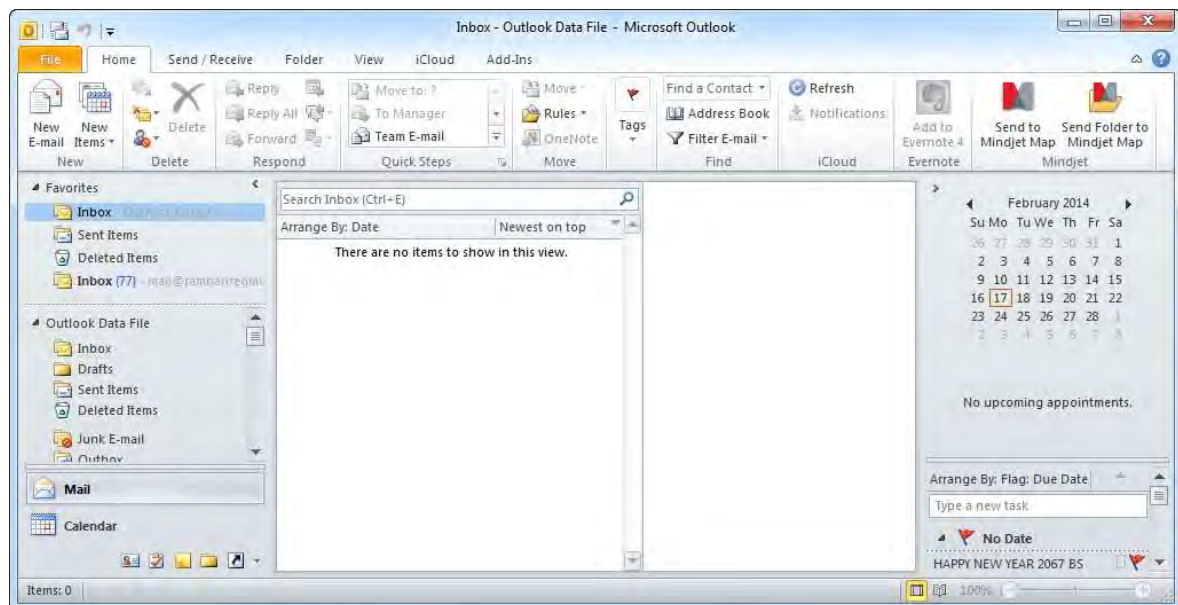
5. Following success message will be displayed as below.



6. Click close following message window will be displayed.

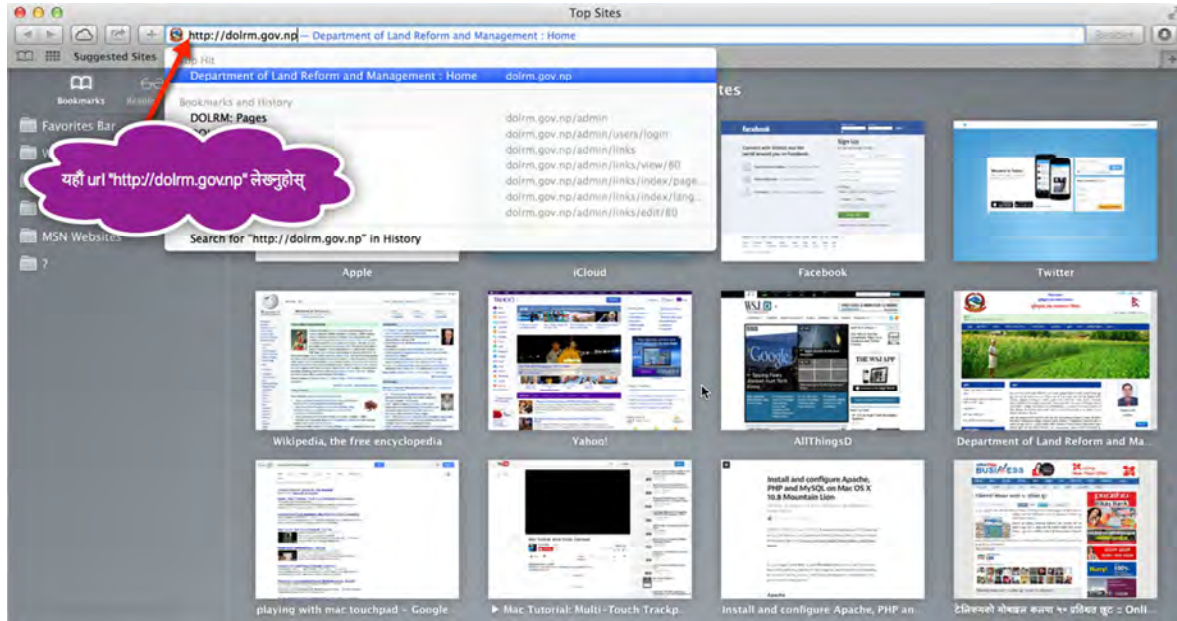


7. Click finish and start using outlook for official email.



To use website admin page to view Paripatra, submit reports and government land information.

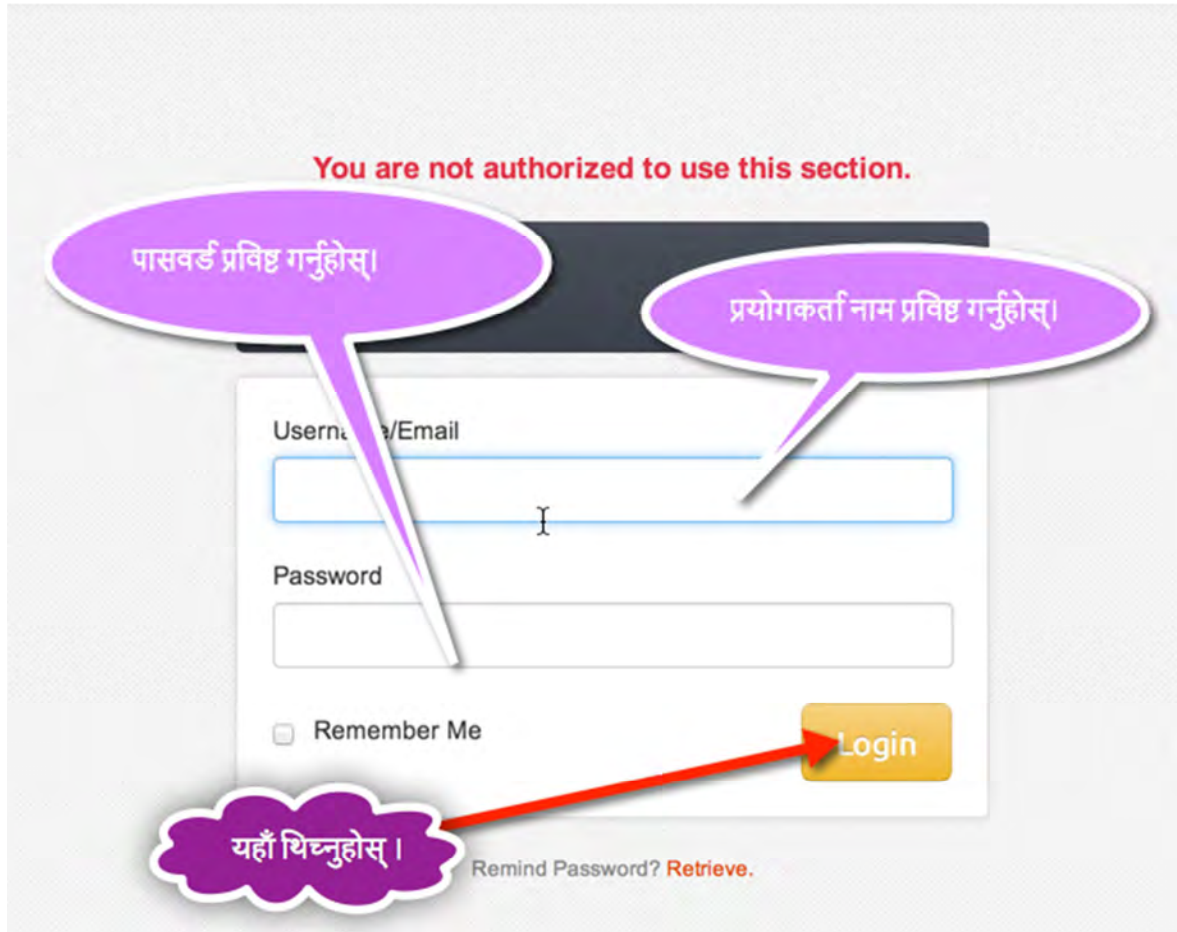
1. Go to website of DOLRM "http://dolrm.gov.np" by typing this link on web browser.



2. Click on "सदस्य" on the menu of the website and click "विवरण" on submenu as shown below:



3. Provide user name and password provided to login to the admin page of website by DOLRM.



4. You will see the admin page as shown below.



5. Go to menu as required. To view report submitted press "रिपोर्ट्स हेनुस्" on above screen. You will see all reports you have submitted.



6. You can add new reports by clicking "रिपोर्ट्स थप्नुहोस" on dashboard.

7. Provide all information and click on submit. Your reports will be submitted.

Add Document

नाम

Attach File

Description

Choose File No file chosen

सबमि

सबै विवरण भरी यही पिचनुहोस् ।

8. Click on "Paripatra Icon" to view all the Paripatra issued by Department.

9. Click on "Government land icon" to view and add information about government land.

नेपाल सरकार
भूमिसुधार तथा व्यवस्था मन्त्रालय
भूमिसुधार तथा व्यवस्थापन विभाग

DOLRM Dashboard My Reports Submit Reports Government Lands kalanki@dolrm.gov.np

सार्वजनिक जग्गाको दर्ता अभिलेख

सार्वजनिक जग्गाको दर्ता अभिलेख यहाँ देखिन्छन् ।

दि.नं.	किरा.नं.	विराट	जग्गाको किसिम	क्षेत्रफल	प्रमाण रकेट (मोटा / पाना नं)	कैफि	Actions
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Page 1 of 1, showing 0 records out of 0 total, starting on record 0, ending on 0

← PREVIOUS NEXT →

सबै विवरण भरी यही पिचनुहोस् ।

सार्वजनिक जग्गाको दर्ता अभिलेख थप्नको लागि यहाँ क्लिक गर्नुहोस् ।

10. Click "Add New" to add new information.

किता नं.	<input type="text"/>
तिरह	<input type="text"/>
जग्गाको किसिम	<input type="text"/>
क्षेत्रफल	<input type="text"/>
प्रमाण संकेत (मोड/याना नं)	<input type="text"/>
कैफियत	<input type="text"/>

सबमिट

सबै विवरण भरी यहाँ पिट्नुहोस् ।

11. Fill all required fields and press "Submit".