

e-Bhawan Portal

(Unified Portal for Bhawan and Guest House Booking)

Nodal Officer Usual Manual

1. Visit the URL - <http://e-bhawan.bihar.gov.in/login> and select 'Booking For -> District Guest House'.

विहार सरकार | मंत्रिमंडल सचिवालय विभाग
Government Of Bihar | Cabinet Secretariat Department

ई-भवन पोर्टल
e-Bhawan Portal

NATIONAL INFORMATICS CENTRE
Ministry of Electronics & IT
Government of India

Home | Contact Us | **Unified Portal for Bhawan and Guest House booking** | **Booking For** | District Guest House

Important instructions

- One Time Registration of Applicant using valid mobile no (OTP based)
- Registered mobile no is your Userid.
- Set your Password during one time Registration.
- If Password forgotten, Reset / Generate your Password
- Upload your ID Card for Identity verification.
- Booking System for both Room and Vehicles.
- Allotment of Room & Vehicle with proper SMS confirmation.

Guest Registered : 5264 | Total Application : 17900

User Login

Enter your id/mobile no | Your Password | Enter captcha... | Login

New User/ Forgot Password(Click here)

2. District Guest House dashboard will be displayed.

विहार सरकार | सामान्य प्रशासन विभाग
Government Of Bihar | General Administration Department

ई-भवन पोर्टल
e-Bhawan Portal

NATIONAL INFORMATICS CENTRE
Ministry of Electronics & IT
Government of India

Home | Contact Us | **Unified Portal for District Guest House booking** | **Booking For**

Patna
Registered Users : 4000
More info

Araria
Registered Users : 4000
More info

Gaya
Registered Users : 4000
More info

Darbhanga
Registered Users : 4000
More info

3. Select your district from the dashboard.
4. Login page for the district will be displayed.



District Guest House and Circuit House

District Administration administers the booking of District Guest House and Circuit House of Government of Bihar.

All the District Guest House and Circuit House have various types of rooms to cater to the different requirements of guests.

All the bookings are done online through the website and mobile app. **Please register yourself for booking of District Guest House and Circuit House**

Guest Personal Dashboard is provided for booking & cancellation. SMS with allotted Room no. is sent to guest registered mobile.

We offer services to the following:-

- Serving Judges/Retired Judges
- Hon?ble Ministers/ Ex Ministers/ MLA/MP
- Serving / Retired employees of Central / State PSUs / Autonomous Bodies / Statutory Bodies

Login

Enter your id/mobile no

Your Password

Enter captcha...

0G4M9



Login

[New User/ Forgot Password\(Click here\)](#)

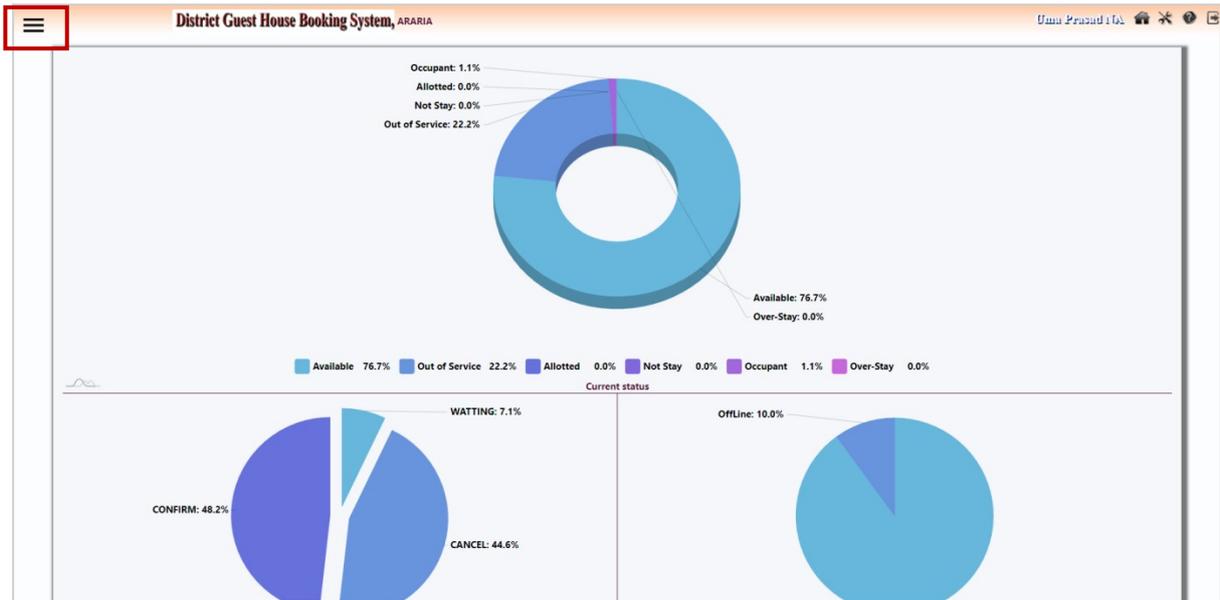
5. Login using received credentials in SMS (as per point no. 5).
6. Admin Dashboard will be displayed.

Complete the following necessary Tasks on the first login.

- ✓ Add Bhawan(s)
- ✓ Add Room(s)
- ✓ Other Settings
- ✓ User Creation

Add Bhawan(s) :-

7. Click on three horizontal bars from left. (i.e. highlighted in below image)



8. Select 'Project Management' -> 'Bhawan' from the menu.

9. Fill up/edit the details and save/update the form.

Bhawan Management System

Bhawan Name:

District Name:

Rent of Government Purpose:

Rent of Personal Purpose:

Rent of Extra Day:

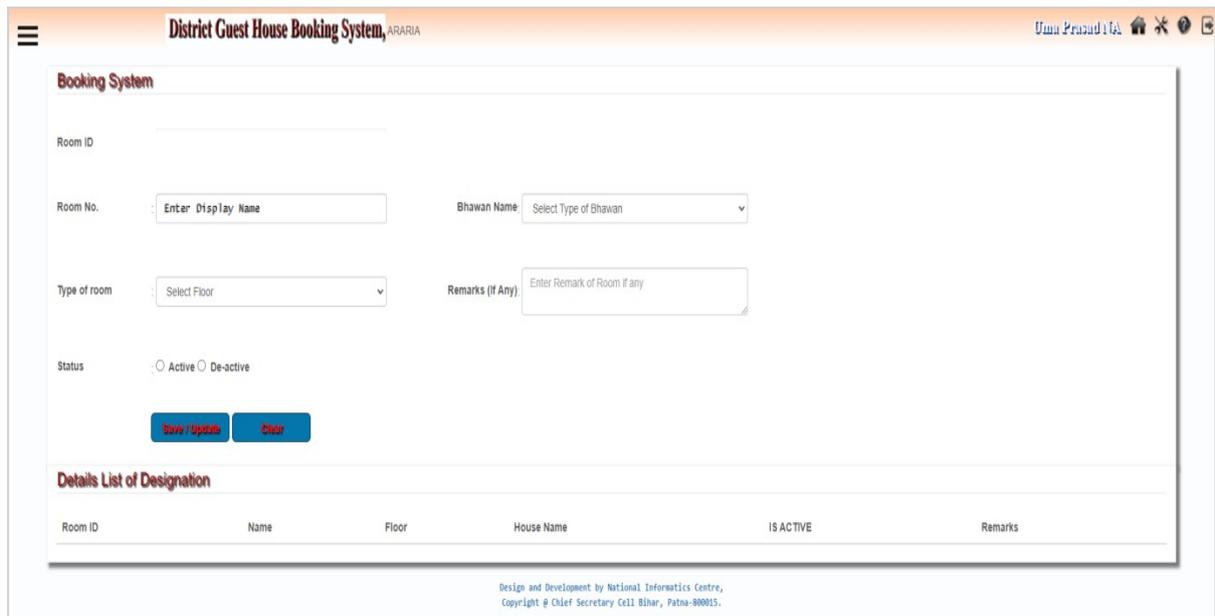
Details List of Bhawan

BHAWAN CODE	BHAWAN NAME	COST of Gov. Purpose	COST of Personal Purpose	COST of Extra Living	CITY

Design and Development by National Informatics Centre,
Copyright © Chief Secretary Cell Bihar, Patna-800015.

Add Room(s) :-

10. Click on the three horizontal bars from left and Select Project Management -> Room from the menu.



Booking System

Room ID:

Room No.: Bhawan Name:

Type of room: Remarks (if Any):

Status: Active De-active

Details List of Designation

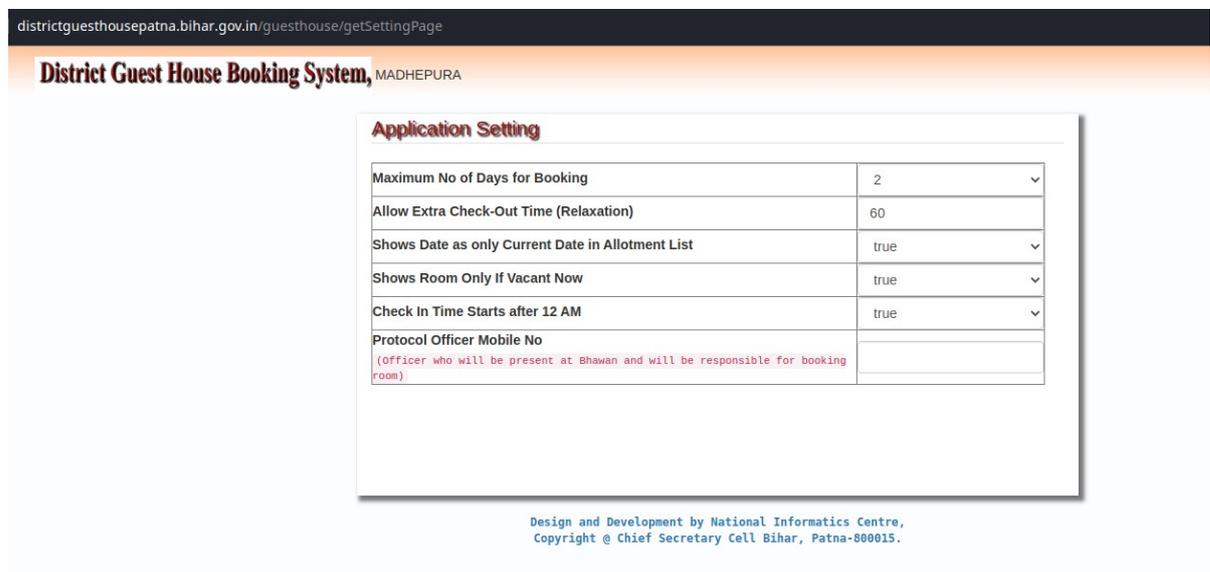
Room ID	Name	Floor	House Name	IS ACTIVE	Remarks

Design and Development by National Informatics Centre,
Copyright @ Chief Secretary Cell Bihar, Patna-800015.

11. Fill room details and click on **save/update** the form.

Other Settings :-

12. Click on the three horizontal bars from left and Select Project Management -> Default Setting from the menu.



districtguesthousepatna.bihar.gov.in/guesthouse/getSettingPage

District Guest House Booking System, MADHEPURA

Application Setting

Maximum No of Days for Booking	2	▼
Allow Extra Check-Out Time (Relaxation)	60	
Shows Date as only Current Date in Allotment List	true	▼
Shows Room Only if Vacant Now	true	▼
Check In Time Starts after 12 AM	true	▼
Protocol Officer Mobile No	<input type="text"/>	
<small>(Officer who will be present at Bhawan and will be responsible for booking room)</small>		

Design and Development by National Informatics Centre,
Copyright @ Chief Secretary Cell Bihar, Patna-800015.

13. Make appropriate changes in the Application Settings as above or according to your Guest House.

User Creation :- Go to :-> User Management :-> User Registration

User Account

User ID :

First Name :

Last Name :

Mobile No :

Email :

Address :

State :

City :

Date :

Designation :

Department :

User Type :

Valid till Date :

Role : Nodal Officer Officer Operator
 GH Operator Admin

Active Status : Yes No

Design and Development by National Informatics Centre,
Copyright @ Chief Secretary Cell Bihar, Patna-800015.

Note: User ID must contain alphabet characters only.

19. Create the user(s) for Operator (for Room Booking and Allotment) and GH (Guest House) operator.

User Update -

20. Select UserList from the Menu and Select the user which you want to update.

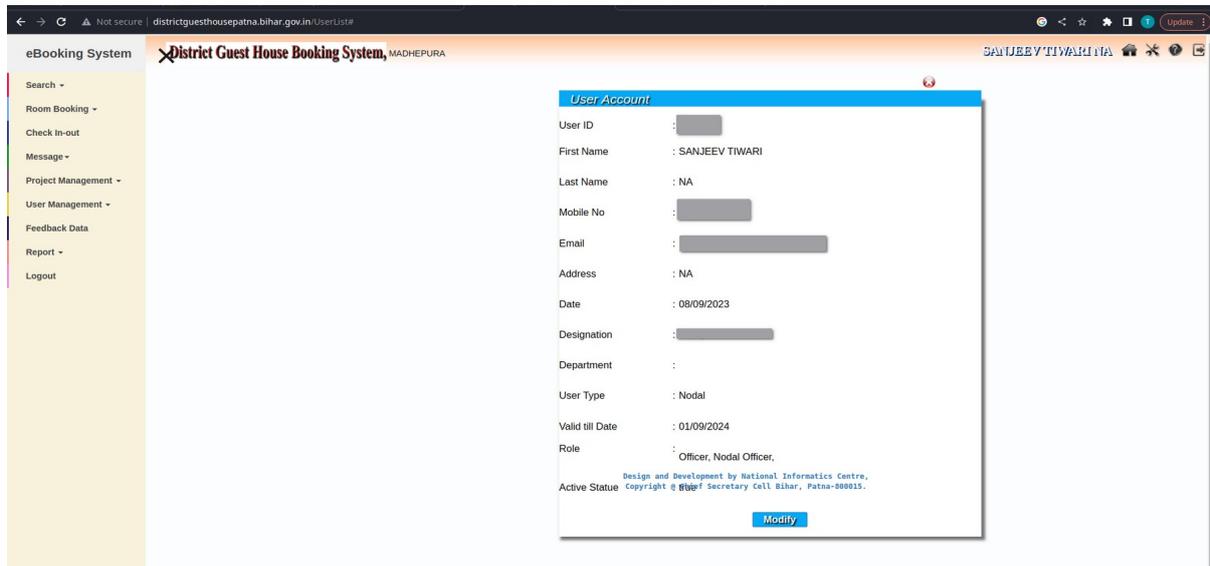
List of Users

User Id	Full Name	Designation	Email	Mobile	Exp. Date
	SANJEEV TIWARI NA	NDC.MADHEPURA			01 Sep 2024
	SIKANDAR KUMAR	Office Attendant			12 Sep 2024

Showing 1 to 2 of 2 entries

Design and Development by National Informatics Centre,
Copyright @ Chief Secretary Cell Bihar, Patna-800015.

21. Here you can update various user details i.e. name, mobile, email, user role etc.



For Confirmation of Room and Transport:->

Goto:-> " Room Booking" Option then click "Confirm".

<input type="button" value="Confirm"/>		Allotted List for Confirmation									
Select	Transport	Sl No	Booking ID	Room No	Guest Name	Designation	Category	B. Mode	Date (Day)	Stage	
<input type="checkbox"/>	<input type="checkbox"/>	1.	4633	BND205	ANIL SINGH	WHIP (WHIP SATTARUDH DAL, BIHAR VIDHAN SABHA)	BIHAR VIDHAN SABHA	OFFLINE	23-02-20 to 27-02-20 (4)	CONFIRM	
<input type="checkbox"/>	<input type="checkbox"/>	2.	4648	BND211	SANJEEVA SHYAM SINGH	MEMBER OF LEGISLATIVE COUNCIL (BIHAR LEGISLATIVE COUNCIL)	BIHAR VIDHAN PARISHAD	ONLINE	23-02-20 to 27-02-20 (4)	CONFIRM	
<input type="checkbox"/>	<input type="checkbox"/>	3.	4625	BND208	SHIWESH KUMAR	MEMBER OF THE LEGISLATIVE ASSEMBLY (FORMER BIHAR LEGISLATIVE ASSEMBLY)	EX. BIHAR VIDHAN SABHA	OFFLINE	23-02-20 to 27-02-20 (4)	CONFIRM	
<input type="checkbox"/>	<input type="checkbox"/>	4.	4627	BBD406	MANOJ KUMAR	SPECIAL SECRETARY (LAW DEPARTMENT)	STATE GOVERNMENT OFFICER	ONLINE	24-02-20 to 28-02-20 (4)	CONFIRM	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5.	4661	BBD102	DHURAT SAAYALI SAVLARAM	SUPERINTENDENT OF POLICE (SP Office, Araria)	CENTRAL GOVERNMENT SERVANT	ONLINE	25-02-20 to 26-02-20 (1)	CONFIRM	
<input type="checkbox"/>	<input type="checkbox"/>	6.	4666	BND207	DR. RAJESH KUMAR	MEMBER OF THE LEGISLATIVE ASSEMBLY (BIHAR LEGISLATIVE ASSEMBLY)	BIHAR VIDHAN SABHA	ONLINE	25-02-20 to 28-02-20 (3)	CONFIRM	
<input type="checkbox"/>	<input type="checkbox"/>	7.	4654	BND213	Dr. Vinod Kumar	OTHER OFFICER (FORMER KULPATI, B. N. Mandal University, Madhepura)	RETIRED STATE GOVERNMENT SERVENT	OFFLINE	25-02-20 to 28-02-20 (3)	CONFIRM	

Click check box which to be confirm then press "Confirm" button.

User Information Display :-> Go to :-> User Management :-> User List

User Id	Full Name	Designation	Email	Mobile	Exp. Date	Active
amamath	Amamath Thakur	NA			12 Jun 2020	
amitjha	Amit Jha	IT manager			18 May 2020	
astpatna	Saroj Kumar	assistant			15 May 2020	
CAObhawan	Shailendra Kumar	CAO Bihar Bhawan			30 Nov 2019	
dysecybr	Mahendra Pai	Deputy Secretary			14 May 2020	
gaurav	Gaurav Kumar	assistant			14 Oct 2020	
kanhaiya	Kanhaiya Kumar	NA			12 Jun 2020	
rajnish	Rajanish Kumar	Clerk BN Delhi			18 May 2020	
rcbihar	Vipin Sharma	Resident Commissioner			14 May 2020	
srivastava	VIMAL KUMAR SRIVASTAVA	GRATE II. C.O			12 Jun 2020	

For User Logs :-> Go to :-> User Management :-> User Logs

Showing 1 to 1000 of 11246 record [Next](#)

Show entries Search:

Id	User Id	Audit Action	Time	IP Address	Description	Success
10247		2	29 Jan 2020 16:01	223.230.129.223	LOGOUT	Success
10248		1	29 Jan 2020 16:01	157.35.224.227	LOGIN	Success
10249		2	29 Jan 2020 16:01	157.35.224.227	LOGOUT	Success
10250		1	29 Jan 2020 17:01	10.79.222.150	LOGIN	Success
10251		1	29 Jan 2020 17:01	10.76.99.46	LOGIN	Success
10252		1	29 Jan 2020 17:01	157.42.95.203	LOGIN	Success
10253		2	29 Jan 2020 17:01	157.42.95.203	LOGOUT	Success
10254		1	29 Jan 2020 17:01	10.79.222.150	LOGIN	Success
10255		2	29 Jan 2020 17:01	10.79.222.150	LOGOUT	Success
10256		1	29 Jan 2020 18:01	1.6.247.165	LOGIN	Success
10257		1	29 Jan 2020 18:01	117.237.193.233	LOGIN	Success
10258		1	29 Jan 2020 18:01	117.237.193.233	LOGIN	Success
10259		1	29 Jan 2020 21:01	117.237.219.81	LOGIN	Success
10260		2	29 Jan 2020 21:01	117.237.219.81	LOGOUT	Success

User Guest Information :->

Go to :-> User Management :-> Guest View

Show entries

Search:

User Status : <input type="radio"/> Active <input type="radio"/> De-Active		Document Status : <input type="radio"/> None <input type="radio"/> Pending <input type="radio"/> Verify		Verify Status : <input type="radio"/> None <input type="radio"/> Verified		<input type="button" value="Submit"/>	
Guest Id	Full Name	Mobile No	Designation	Category	Create Date	Verify By	Status
1	Shri B. Kartikey Dhanji		SECRETARY	CENTRAL GOVERNMENT SERVANT	29 Jan 2020	Ashwini Kumar	
2	Naredra Kumar Sinha		WHIP OFFICER	STATE GOVERNMENT SERVANT	27 Sep 2019	Saroj Kumar	
3	Amitabh Verma		WHIP OFFICER	STATE GOVERNMENT SERVANT	16 May 2019	Saroj Kumar	
4	MD. Moinuddin		JOINT SECRETARY	STATE GOVERNMENT SERVANT	16 May 2019	Saroj Kumar	
5	Dr Mahendra Pal		DEPUTY SECRETARY	STATE GOVERNMENT SERVANT	23 Aug 2019	Saroj Kumar	
6	Sanjay Kumar		PRINCIPAL SECRETARY	STATE GOVERNMENT SERVANT	16 May 2019	Saroj Kumar	
7	Dhurwa Narayan yadav		ADDITIONAL MISSION DIRECTOR	JUSTICE	17 May 2019	Saroj Kumar	

Change Password-

Go to top-right corner(as shown in the screenshot) -> Change Password

Password should be in one Upper case Alphabets letters and atleast one special character.

Change Password

Old Password

New Password

Confirm Password

The password must contain 6-20 characters. It should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and #, @, &, \$, %, -, %, +. Spaces are not permitted. The password is case sensitive.

Design and Development by National Informatics Centre,
Copyright © Chief Secretary Cell Bihar, Patna-000015.