

**Procedure for submission of Mineral Concession Proposals in respect of
Major Minerals**

A. Reconnaissance Permit : A Permit granted for the purpose of undertaking Reconnaissance Operation as per the guidelines of UNFC.

Sl. No.	Subject	Rule Applicable (M.C. Rule, 1960 as amended up to date)	Documents to be submitted	To whom
1.	Application for Reconnaissance Permit	Rule 4	<p>(i) Form A</p> <p>(ii) Non-Refundable Fee @ Rs. 5/- per sq. m. to be deposited through Treasury Challan (T. R. Form 7) under the Head of A/C "0853-Non Ferrous Mining and Metallurgical Industries-00-102-Mineral Concession Fees, Rent & Royalties" in Reserve Bank of India/any branch of State Bank of India.</p> <p>(iii) Valid Clearance Certificate of Mining Dues (CCMD) from the concerned DL&LRO or an Affidavit stating that no dues are outstanding and/or the applicant does not hold any RP/PL/ML.</p> <p>(iv) An Affidavit stating that the applicant has a) filed Income Tax Returns, b) paid Income Tax assessed on him and c) paid the Income Tax on the basis of his assessment as provided in the Income Tax Act, 1961.</p> <p>(v) An Affidavit showing the particulars of the area, minerals wise in the state which the applicant or any person jointly with him : - a) already holds under a Reconnaissance Permit, b) has applied for but not granted, and c) being applied for simultaneously.</p> <p>(vi) Georferenced maps</p>	<p>The Principal Secretary to the Government of West Bengal, Commerce & Industries Department, through</p> <p>(i) the Chief Mining Officer for Coal [in case of all districts of West Bengal] AND for Non-Coal [in case of Burdwan district only]</p> <p>(ii) the Mining Officer-in-Charge of Purulia Zone for Non-Coal [in case of Purulia, Bankura and East & West Midnapur districts]</p> <p>(iii) the Mining Officer-in-Charge of Suri Zone for Non-Coal [in case of Birbhum district]</p> <p>(iv) the Mining Officer-in-Charge of Siliguri Zone for Non-Coal [in case of</p>

			showing latitude and longitude of the area as per guidelines of IBM, MoM, GoI, vide Circular No. 7/76/2009 - M IV, dated 13.10.2010.	Darjeeling, Jalpaiguri etc. districts] (v) the Mining Officer-in-Charge of Hoogly Zone for Non-Coal [in case of Howrah, Hoogly, North & South 24 Prgs. etc. districts]
--	--	--	--	---

N.B. : (1) An applicant generally can have Reconnaissance Permit for any mineral or prescribed group of associated minerals for an area not exceeding 5000 sq. km. under a single Reconnaissance Permit and not exceeding 10000 sq.km. covering more than a single Reconnaissance Permit (Section 6 of MMDR Act, 1957).

(2) The period of Reconnaissance Permit shall not exceed 3 (three) years (Section 7 of MMDR Act, 1957).

B. Prospecting License :

A License granted for the purpose of undertaking Prospecting Operations as per the guidelines of UNFC.

Sl. No.	Subject	Rule Applicable (M.C. Rule, 1960 as amended up to date)	Documents to be submitted	To whom
1.	Application For Prospecting License	Rules 9 & 11	(i) Form B (for fresh application) AND Form E (for Renewal application) (ii) Non-Refundable Fee of Rs. 250/- for first sq. km. and Rs. 50/- for each additional sq. km. through Treasury Challan (T. R. Form 7) under the Head of A/C "0853-Non Ferrous Mining and Metallurgical Industries-00-102-Mineral Concession Fees, Rent & Royalties" in Reserve Bank of India/any branch of State Bank of India. (iii) Valid Clearance Certificate of Mining Dues (CCMD) from the concerned	The Principal Secretary to the Government of West Bengal, Commerce & Industries Department, through (i) the Chief Mining Officer for Coal [in case of all districts of West Bengal] AND for Non-Coal [in case of Burdwan district only] (ii) the Mining

			<p>DL&LRO or an Affidavit stating that no dues are outstanding and/or the applicant does not hold any RP/PL/ML.</p> <p>(iv) An Affidavit stating that the applicant has a) filed Income Tax Returns, b) paid Income Tax assessed on him and c) paid the Income Tax on the basis of his assessment as provided in the Income Tax Act, 1961.</p> <p>v) An Affidavit showing the particulars of the area, minerals wise in the state which the applicant or any person jointly with him : - a) already holds under a Prospecting License, b) has applied for but not granted, and c) being applied for simultaneously.</p> <p>(vi) A statement in writing stating that the applicant where land is not owned by him has obtained overall Right over the area or has obtained the consent of the owner for starting the Prospecting Operation.</p> <p>(vii) Georeferenced maps showing latitude and longitude of the area as per guidelines of IBM, MoM, GoI, vide Circular No. 7/76/2009 - M IV, dated 13.10.2010.</p>	<p>Officer-in-Charge of Purulia Zone for Non-Coal [in case of Purulia, Bankura and East & West Midnapur districts]</p> <p>(iii) the Mining Officer-in-Charge of Suri Zone for Non-Coal [in case of Birbhum district]</p> <p>(iv) the Mining Officer-in-Charge of Siliguri Zone for Non-Coal [in case of Darjeeling, Jalpaiguri etc. districts]</p> <p>(v) the Mining Officer-in-Charge of Hoogly Zone for Non-Coal [in case of Howrah, Hoogly, North & South 24 Prgs. etc. districts]</p>
--	--	--	--	---

- N.B. :**
- (1) An applicant can have the Prospecting License for any mineral or prescribed group of minerals for an area not exceeding 25 sq. km. in all under one or more PL (Section 6 of MMDR Act, 1957).
 - (2) The period of license shall not exceed 3 (three) years (Section 7 of MMDR Act, 1957).
 - (3) Consent of the Owner for undertaking Prospecting Operations in the area or part thereof may be furnished after execution of the Prospecting License but before taking entry into the said area. No further consent would be required in case of Renewal.

C. Mining Lease :

A lease granted for the purpose of undertaking operation for exploitation of mineral from leasehold area.

Sl. No.	Subject	Rule Applicable (M.C. Rule, 1960 as amended up to date)	Documents to be submitted	To whom
1.	Application For Mining Lease	Rules 22 & 24A	<p>(i) Form I (for fresh application) AND Form J (for Renewal application)</p> <p>(ii) Non-Refundable Fee of Rs. 2500/- (for both Fresh and Renewal applications) and of Rs. 1000/- as Preliminary Expenses (for Fresh applications) are to be deposited through Treasury Challan (T. R. Form 7) under the Head of A/C "0853-Non Ferrous Mining and Metallurgical Industries-00-102-Mineral Concession Fees, Rent & Royalties" in Reserve Bank of India/any branch of State Bank of India.</p> <p>(iii) Valid Clearance Certificate of Mining Dues (CCMD) from the concerned DL&LRO or an Affidavit stating that no dues are outstanding and/or the applicant does not hold any RP/PL/ML.</p> <p>(iv) An Affidavit stating that the applicant has a) filed Income Tax Returns, b) paid Income Tax assessed on him, and c) paid the Income Tax on the basis of his assessment as provided in the Income Tax Act, 1961.</p> <p>v) An Affidavit showing the particulars of the area, minerals wise in the state which the applicant or any person jointly with him : - a) already holds under a Mining Lease, b) has applied for but not</p>	<p>The Principal Secretary to the Government of West Bengal, Commerce & Industries Department, through</p> <p>(i) the Chief Mining Officer for Coal [in case of all districts of West Bengal] AND for Non-Coal [in case of Burdwan district only]</p> <p>(ii) the Mining Officer-in-Charge of Purulia Zone for Non-Coal [in case of Purulia, Bankura and East & West Midnapur districts]</p> <p>(iii) the Mining Officer-in-Charge of Suri Zone for Non-Coal [in case of Birbhum district]</p> <p>(iv) the Mining Officer-in-Charge of Siliguri Zone for Non-Coal [in case of Darjeeling, Jalpaiguri etc. districts]</p>

		<p>granted, and c) being applied for simultaneously.</p> <p>(vi) A statement in writing stating that the applicant where land is not owned by him has obtained overall Right over the area or has obtained the consent of the owner for starting the Mining Operation.</p> <p>(vii) Georferenced maps showing latitude and longitude of the area by way of DGPS Survey as per guidelines of IBM, MoM, GoI, vide Circular No. 7/76/2009 - M IV, dated 13.10.2010.</p>	<p>(v) the Mining Officer-in-Charge of Hoogly Zone for Non-Coal [in case of Howrah, Hoogly, North & South 24 Prgs. etc. districts]</p>
--	--	--	--

- N.B. :
- (1) Mining lease can be obtained for a total area of not exceeding 10 sq. km. in one or more lease (Section 6 of MMDR Act, 1957).
 - (2) Period of Mining lease shall not exceed 30 (thirty) years. Mining lease may not be Renewed not exceeding 20 (twenty) years (Section 8 of MMDR Act, 1957).
 - (3) Minimum area of Mining lease shall not be less than : -
 - a) 1 (one) Hect. In case of small deposit, shallow in nature, isolated and not more 200 m. (two hundred metres) strike length,
 - b) 2 (two) Hect. In case of Beach Sand or Placer deposit,
 - c) 4 (four) Hect. In case of all mineral deposits other than as specified above (Rule 22D of M.C. Rules, 1960).
 - (4) Consent of Owner for starting Mining Operation in the area or part thereof may be furnished after execution of lease deed but before taking entry into the said area. No such consent would be required further in case of Renewal of lease where consent has already been obtained during grant of lease.