

**GOVERNMENT OF MEGHALAYA  
MINING AND GEOLOGY DEPARTMENT**  
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No. MG.60/2014/Pt/435

Dated 25<sup>th</sup> March ,2021

**OFFICE MEMORANDUM**

**Sub: Procedure for applying to Director of Mineral Resources for undertaking the prospecting operation for coal.**

In accordance with the para 10 of the Office Memorandum notified vide No. MG.60/2014/Pt/398 dated 5<sup>th</sup> March 2021, the Government of Meghalaya hereby notify the following procedure to submit applications to the Director Mineral Resources for undertaking prospecting operations for coal under the provisions of second proviso to sub-section (1) of Section 4 of the Mines and Minerals (Development & Regulation) Act, 1957 and in accordance with.

1. The land owner shall submit an application in Triplicate to the Director Mineral Resources Meghalaya to undertake prospecting operations and prepare Geological Report for coal under the provisions of second proviso to sub-section (1) of Section 4 of the Mines and Minerals (Development & Regulation) Act, 1957.
2. A report of prospecting operation and Geological Report may be provided to such applicants who are interested in making applications for obtaining previous approval of the Central Government for mining lease subject to payment of fee as may be prescribed from time to time.
3. **Application Format and Details:** The application to request Director Mineral Resources to undertake prospecting operations shall be submitted in **Form I** duly accompanied by following documents :

Documents	Particulars
Land documents	<p>i. Certificate of Registration of Land under Indian registration Act, 1908; Or</p> <p>ii. Registered Sale Deed; Or</p> <p>iii. Registered Gift Deed; Or</p> <p>iv. Registered Lease deed; Or</p> <p>v. Land Holding Certificate; Or</p> <p>vi. Patta duly authenticated by the concerned authority; Or</p> <p>vii. Any other document admissible as proof of ownership of land.</p> <p><b>Note 1:</b> Wherever applicable, a Clearance from Revenue and Disaster Management Department under the Meghalaya Transfer of Land (Regulation) Act, 1971 shall also have to be provided.</p>

	<b>Note 2:</b> English Translated version of the land documents shall also be provided with the Application.
Maps	<p>i. A sketch plan should be submitted on scale showing the area applied for together with boundary, if any, of any other existing mining lease or prospecting licence area if the area applied for has any common point or line with the boundaries of existing prospecting licence or mining lease areas.</p> <p>ii. The area should be marked on sketch plan drawn to scale showing on this plan all important surfaces and natural features, the dimensions of the lines forming the boundary of the area and the bearing and distance of all corner points from any important, prominent and fixed point or points.</p> <p>iii. Toposheet of Survey of India depicting the proposed land.</p> <p><b>Note 1:</b> Maps of proposed mining areas are to be plotted on Survey of India map of 1:50,000 scale, accurately.</p> <p><b>Note 2:</b> Sketch plan of the proposed mining area should be made on a 1:4000 scale on which coordinates of all vertices of the mining area should be indicated in latitude- longitude as well as in Universal Transverse Mercator (UTM) coordinating system.</p>
KML Files	<p>Every application shall be accompanied with Soft copy of the KML files expressing geographic annotation and visualization within two-dimensional maps and three-dimensional Earth browsers.</p> <p>Printed copy of the KML file superimposed in the recent (<i>not older than one year from base date</i>) dated satellite image should also be part of the application.</p>
Statutory approvals	<p><b>Forest Clearance:</b></p> <p>i. Approval/Clearance under the provisions of the Forest Conservation Act, 1980 from competent authority, if applicable; or</p> <p>ii. A non-forest land certificate to be issued by PCCF &amp; Head of Forest Force, Meghalaya, or any other officer authorized in this behalf.</p>
Agreement between Landowner and applicant	Agreement between Landowner and applicant, where the applicant is not the owner of the land in question.
Power of Attorney	Power of Attorney, if application signed by an authorised agent.
Payment of fee	Fee for undertaking prospecting operations and preparation of Geological Report shall be paid by way of Demand draft or

	Cheque in favour of Director of Mineral Resources, Meghalaya, Shillong.
Schedule Tribe certificate	Schedule Tribe Certificate to exempt applicant from payment of income tax as per Section 10(26) of the Income Tax Act, 1966;

4. **Minimum area:** An application for undertaking prospecting operations shall be for an area not less than 100 Hectares.
5. **Payment of fee:** The applicants shall pay the fee prescribed for undertaking prospecting operation and preparation of Geological report before the start of prospecting operation.
6. **Inspection of area and verification of maps:** On receipt of the application, the DMR shall inspect the area and authenticate the maps.
7. **Assistance for conducting prospecting operation and preparation of Geological Report:** The DMR shall engage any firms/agencies having required qualification and experience to assist in the prospecting operation and preparation of Geological Report. The empanelled firm/agency shall provide technical assistance, equipment and any other support to the DMR for prospecting operation and preparation of Geological Report on payment of cost which will be charged from the applicant.
8. The DMR shall undertake prospecting operation and prepare Geological Report in accordance with Indian Standard Procedure for Coal Resource Estimation issued by the Central Geological Programming Board of Geological Survey of India or any other standard procedure specified by the Central Government.
9. The DMR shall provide the report of prospecting operation and Geological Report to applicant for making applications to obtain previous approval of Central Government for mining lease.
10. **Mining plan preparation:** Project proponent/applicant may engage persons having requisite qualification as per sub-rule (2) of Rule 22B of Mineral Concession (Amendment) rules, 2020 to prepare Mining Plan.
11. **Mining plan approval:** Mining plan shall be prepared and submitted for approval within a period of 6(six) months of the preparation of Geological Report.

Sd/-

(Dr Vijay Kumar D, IAS)  
Commissioner and Secretary to the Govt. of Meghalaya  
Mining and Geology Department

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**Copy to:-**

1. P.S to the Chief Minister of Meghalaya for kind information of the Hon'ble Chief Minister.
2. P.S to the Deputy Chief Minister of Meghalaya for kind information of the Hon'ble Deputy Chief Minister.
3. P.S to the Chief Secretary to the Government of Meghalaya for kind information of the Chief Secretary.
4. The Joint Secretary (P&S), Ministry of Coal, Government of India, Shastri Bhawan New Delhi for kind information.
5. The Law Department.
6. All the Deputy Commissioners, Meghalaya.
7. The Director of Mineral Resources, Meghalaya Shillong.
8. The Chairman-cum-Managing Director, Central Mine Planning and Design Institute (CMPDI), Ranchi, Jharkhand.
9. The Director, Printing and Stationary, Meghalaya, Shillong with a request to publish in the Meghalaya Gazette and supply 100 copies to this Department.
10. State Informatics Officer/Senior System Analyst, NIC, Meghalaya Shillong for uploading in the Meghalaya Website.

By order etc.,



(Dr Manjunatha C, IFS)  
Secretary to the Govt. of Meghalaya  
Mining and Geology Department

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To be submitted in Triplicate

Received at..... (Place)

On..... (Date)

Initial of Receiving Officer

**GOVERNMENT OF MEGHALAYA**

**FORM I**

**Application for undertaking Prospecting operations and Geological Report preparation**

Dated \_\_\_\_\_ day of \_\_\_\_\_ month, 20\_\_\_\_

To,

The Director of Mineral Resources  
Meghalaya Shillong

I/We request that the Director of Mineral Resources may kindly undertake prospecting operation for coal and prepare the Geological Report for making application to obtain previous approval of the Central Government to grant Mining lease.

1. Cheque No...../DD No..... for an amount Rs..... towards payment of Fee to undertake prospecting operation and preparation of Geological Report enclosed herewith.
2. The required particulars are given below:-
  - (i) Name of the Land owner/Grantor with complete address and contact number:
  - (ii) Is the Land owner /Grantor a private individual/private company/Co-operative/public company/firm or association?
  - (iii) In case land owner/grantor is:
    - a) an individual, his nationality,
    - b) a company, an attested copy of the certificate of registration of the company shall be enclosed,
    - c) firm or association, the nationality of all the partners of the firm or members of the association.
    - d) Cooperative, the nationality of all members.
  - (iv) Profession or nature of business of land owner/grantor:
  - (v) No. and date of the valid clearance certificate of payment of mining dues (copy attached).
  - (vi) Extent of the area for which Prospecting operation to be undertaken:
  - (vii) Details of the area:-
    - a) District

- b) Block
- c) Village
- d) Plot No
- e) Area
- f) Sketch plan with GPS coordinates
- g) The topographical map\* showing the proposed area
- h) Detailed plan

(viii) Brief description of area with particular reference to the following:

- a) The situation of the area in respect to natural features such as streams etc.
- b) In the case of village, areas, the name of the village and if only a part of the village is applied for, the khasra number, the area in hectares of each field or part thereof applied for.
- c) The area applied should be marked on sketch plan drawn to scale showing on this plan all important surface and natural features, the dimensions of the lines forming the boundary of the area and the GPS coordinates and distance of all corner points from any important, prominent and fixed point or points.

(ix) a) Does the area applied is a forest land:

b) In case it is a non-forest land, a Non-forest land certificate to be issued by PCCF &HoFF or any other officer authorized shall be enclosed:-

(x) Does the grantor is owner of proposed land for Prospecting operation?

(xi) (a) Does the grantor has surface right over the area for which he wants do prospecting operations ?

(b) If not, has he obtained the consent of the owner and the occupier of the land for undertaking prospecting operations. If so, the consent of the owner and occupier of land in writing be filed.

(xii) Details of lessee to whom Mining lease is proposed to be granted by the land owner/grantor after obtaining previous approval of Central Government:

(a) Name and address of the lessee with contact Number:

(b) Is the lessee a private individual/private company/public company/firm or association?

(c) In case lessee is:

- i. an individual, his nationality,
- ii. a company, an attested copy of the certificate of registration of the company shall be enclosed,

(iii) firm or association, the nationality of all the partners of the firm or members of the association.

(d) Profession or nature of business of lessee.

(e) Copy of MOU or agreement between Grantor and lessee for granting Mining lease be enclosed.

(f) Financial resources of lessee :

(xiii) An affidavit, that the up-to-date income tax returns, as prescribed under the Income Tax Act, 1961, have been filed, and tax due, including the tax on account of self-assessment has been paid, if applicable.

(xiv) Any other information.

I/we do hereby declare that the particulars furnished above are correct and am/are ready to furnish any other details including accurate plans as may be required by you

Yours faithfully,

Signature of the land owner

Place:

Date :

\*The topographical map of 1" = 1 mile scale [ or 1 : 50,000] is obtainable from the office of the Survey of India, North Eastern Zone, Malki, SHILLONG -793001.

1. If the application is signed by an authorised agent of the applicant, Power of Attorney should be attached.
2. The application should relate to one compact area only.
3. Such large-size map, as may be available.- should be attached for proper demarcation of the area specially when the area applied for is 40 hectares or less.
4. Maps of proposed prospecting areas are to be plotted on Survey of India map of 1:50,000 scale, accurately.
5. Sketch plan of the proposed mining area should be made on a 1:4000 scale on which coordinates of all vertices of the mining area should be indicated in latitude- longitude as well as in UTM and duly endorsed by an appropriate authority in the Government of Meghalaya.
6. KML files of prospecting license area shall be enclosed.

