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GOVERNMENT OF MEGHALAYA
DEPARTMENT OF FORESTS AND ENVIRONMENT
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS (HoFF):
MEGHALAYA



No.MFG.30/153/2016/Vol-II / 12, 112

Dated Shillong, the 8th November, 2023
RECEIVED ON

To,

The Deputy Director General,
State Information Officer
National Informatics Centre, Meghalaya, Shillong.

Sub: Application format for services Notified under the Meghalaya Right to Public Services Act, 2020.

Sir,

With reference to the subject cited above, I am directed to enclose herewith a copy of letter No.SPSDC/MRPSA/2022/Vol-I/26, dated 05.10.2023 from the Under Secretary to the Government of Meghalaya State Public Services Delivery Commission. In this regard, you are requested to kindly process for online delivery of Public Service delivered by Forest Department regarding grant of Mining lease/Quarry permit for Minor Minerals for uses other than industrial under Schedule III of the Meghalaya Minor Minerals Concession Rules (MMMCR), 2016 which has been notified at Sl.No. 96 & 97 of the Meghalaya Right to Public Services Act, 2020. The details of the Application form alongwith the list of documents (copy enclosed) relating to the Service for grant of Mining Lease and Quarry permits are as below:-

1. Application Form for Mining Lease - Annexure A
2. Application Form for Quarry Permit - Annexure B

Documents required for application of Mining Lease and Quarry Permits are as under:-

I. Documents for application of Mining Lease.

1. Form-A
2. GPS Map of the area applied
3. Non Forest Land Certificate
4. Land documents
5. NOC from the Concern Autonomous District Council
6. Treasury challan paid as application fee
7. Treasury challan paid as a fee for grant of mining

II. Documents for Application of Quarry Permit.

1. Form F
2. Treasury Challan deposited as an application fee
3. Non Forest Land Certificate

This is for your kind information and necessary action.

Encl: As above.

Yours faithfully,

(N. Luikham, IFS)
Chief Conservator of Forests (T)
Meghalaya, Shillong.

VS/-

Sylvan House, Lower Lachumiere
Shillong 793001

Phone: 91 364 2220414
Fax: 91 364 2504068

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Memo.No.MFG.30/153/2016/Vol-II /12, 113-114

Dated Shillong, the 8th November, 2023

Copy to:-

ISSUED ON

1. The Under Secretary to the Government of Meghalaya, Meghalaya State Public Services Delivery Commission Shillong alongwith enclosure for kind information with reference to his letter stated above.
2. The Joint Secretary to the Government of Meghalaya, Forests and Environment Department for kind information with reference to his letter NO.FOR.106/2014/Pt.I/141, dated 12.10.2023.


Chief Conservator of Forests (T)
Meghalaya, Shillong.

VS/-

Sylvan House, Lower Lachumiere
Shillong 793001

Phone: 91 364 2220414
Fax: 91 364 2504068

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FORM -A
APPLICATION FOR MINING LEASE
[see rule 6]

Received at..... (Place)
On..... (Time)

Initial of Receiving Officer

To

Sir,

1. I/We request that a mining lease under the Meghalaya Minor Mineral Concession Rules, 2016 may be granted to me/us.
2. A sum of Rs. 5000/- (Rupees five thousand only) being the application fee and Rs.....(in words.....) [@Rs. 5000/- per hectare] being the fee for the grant of mining lease payable under clauses (r) and (s) respectively of Rule 6 of the said Rules, have been deposited (vide Treasury Challan No..... dated..... and Treasury Challan No..... dated..... ofTreasury).
3. The required particulars are given below:
 - (a) In case the applicant is an individual:
 - (i) Name of the applicant-
 - (ii) Nationality-
 - (iii) Profession-
 - (iv) Permanent address-
 - (b) In case the applicant is a co-operative society/firm/company:
 - (i) Name-
 - (ii) Nature of business-
 - (iii) Place of business-
 - (iv) Place of registration or incorporation-
 - (v) Nationality of Members/Partners/Directors-

(Attested copy of certificate of registration/Partnership deed/Certificate of Incorporation and Memorandum & Articles of Association, as the case may be, and Power of Attorney shall be enclosed)
4. Whether up-to-date clearance certificate from Income Tax Department have been obtained? (Yes/No). If so, copy shall be enclosed.
5. Mineral or minerals which the applicant intends to mine

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6. Period for which mining lease is required
7. Extent of the area for which mining lease is required
8. Location of the area applied for mining lease:
 - a) Village/locality:
 - b) Post office/Thana:
 - c) Pin Code:
 - d) Block/Sub-Division/ District:
9. a) Name/names of land owner/land owners:
 - b) An affidavit shall be enclosed to the effect that the applicant has, where the land is not owned by him, obtained surface rights over the area or has obtained the consent of the landowner/ landowners for the grant of mining lease.
 - c) A Certificate of Registration (under the Registration Act, 1908) in respect of the land applied for mining lease shall be enclosed.
10. A certificate as to the status of land whether it is forest or non-forest from the PCCF&HOFF shall be enclosed.
11. Whether No-objection Certificate from the concerned Autonomous District Council for land use have been obtained (Yes/No)..... (If so, copy shall be enclosed).
12. Reference of valid and up-to-date clearance certificate of payment of mining dues obtained from the Director or PCCF&HOFF or competent officer (copy to be enclosed):

Please specify serially below:

- (i)
- (ii)
- (iii)

13. (a) Brief description of the applied area:

Please indicate the situation of the area in respect of the following:

 - (i) any natural features such as river, streams, lakes, ponds or natural caves.
 - (ii) any village, community/sacred forest, burial ground/cemetery, important place of worship or place of archeological or tourist importance.
 - (iii) any bridge/culvert/road/national highway or any permanent structures like power transmission line/mobile tower etc.
- (b) The area should be marked on a sketch plan drawn to scales showing all important surface 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. In addition, GPS coordinates of all the aforesaid points are to be indicated.
14. The purpose for which the mineral/minerals will be used.....
15. Expected consumers and places of consumption of the mineral/minerals.....

(Please give details in case the applicant has set-up or intends to set-up a mineral based industry in the State for consumption of the applied mineral/minerals).

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16. Whether mining is to be done manually or by mechanized means.....
(Furnish details of the strength of labour or extent of mechanization to be deployed)
17. The tentative programme of production of the mineral/minerals yearwise.....
18. Past experience of the applicant:
 - (a) Experience of the applicant in mining.....
 - (b) Financial resources and financial stability of applicant.....
 - (c) Technical qualifications possessed by the applicant.....
 - (d) Special knowledge of geology and mining of the technical staff already employed or to be employed for the work
19. The amount of money proposed to be invested.....
20. Details of mining leases held by the applicant or any person joint in interest with him in Meghalaya:

S.No.	Grant order No. and date	Location of mining lease area	Mineral in respect of which lease is held	Extent of area held	Period of lease	
					From	To

21. Details of mining leases already applied for but not granted and applied for simultaneously
 1.
 2.
 3.
22. Any other particulars which the applicant wishes to furnish.

I/We declare that particulars given above are correct and I/We will furnish any other details as required in this connection.

Date:
Place:

Yours faithfully

()
Name:
Address:

N.B: If the application is signed by an authorized agent of the applicant, Power of Attorney should be attached.

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FORM F
APPLICATION FOR QUARRY PERMIT
[see rule 23(1)]

Received at..... (Place)
On..... (Time)

Initial of Receiving Officer

To

Sir,

1. I/We request that a quarry permit under the Meghalaya Minor Mineral Concession Rules, 2016 may be granted to me/us.
2. A sum of Rs. _____ (in words.....) being the fees in respect of this application under clause (a) of sub-rule (1) of Rule 23 of the said Rules, have been deposited (vide Treasury challan No.....dated.....ofTreasury)
3. (i) Name of the applicant:

(iii) Profession:

(iv) Address:
4. Details of the area in respect of which the permit is applied.....
5. Mineral/minerals which the applicant intends to quarry.....
6. Quantity of mineral/minerals to be removed.....
7. Period during which the extraction of the mineral/minerals is/are to be completed.....
8. The purpose for which the mineral/minerals will be used.....

9. An affidavit should be enclosed to the effect that the applicant has, where the land is not owned by him, obtained surface rights over the area or has obtained the consent of the landowner/ landowners for the grant of quarry permit.
10. A Certificate of Registration (under the Registration Act, 1908) in respect of the land applied for quarry permit shall be enclosed.
11. A certificate as to the status of land whether it is forest or non-forest from the PCCF&HOFF shall be enclosed.
12. Whether No-objection Certificate from the concerned Autonomous District Council for the grant of quarry permit have been obtained (Yes/No)..... (If so, copy should be enclosed).

I/We declare that particulars given above are correct and I/We will furnish any other details as required in this connection. I/We do further declare that I/We shall adhere to the terms and conditions as laid down in the Rules and any other condition as imposed by competent authority.

Yours faithfully

Signature

Date:

Name:

Place:

Address:

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- (b) the PCCF & HOFF or competent officer in respect of minor minerals for uses other than in industries as specified in Schedule III.
- (2) Notwithstanding anything contained in sub-rule (1), a mining lease shall be granted by:-
- (a) a competent officer for any area upto five hectares;
 - (b) the Director or PCCF&HOFF for any area above five hectares but not exceeding fifty hectares;
 - (c) the Director or PCCF&HOFF for any area above fifty hectares with prior approval of the State Government.

6. Application for mining lease .-

- (1) An application for mining lease shall be made in triplicate in Form A as appended in the Rules to the competent authority. The application shall be affixed with a court fee stamp of the value of rupees one thousand and shall contain the following particulars:-
- (a) if the applicant is an individual, his name, nationality, profession and address;
 - (b) if the applicant is a company, cooperative society, private firm or partnership firm, its name, nature and place of business and place of registration or incorporation;
 - (c) a description of the area applied for, illustrated with a map (in triplicate) showing as accurately as possible, the situation, boundaries connecting one of the corner pillars

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with a fixed reference point in the vicinity and area of the land along with the GPS coordinates;

- (d) a certificate as to the status of land whether it is forest or non-forest from the PCCF&HOFF or any other officer authorized in this behalf;
- (e) a certificate of registration of the land under the Indian Registration Act, 1908.
- (f) an affidavit that the applicant has, where the land is not owned by him, obtained surface rights over the area or has obtained the consent of the landowner or landowners for grant of mining lease;
- (g) a no objection certificate from the concerned Autonomous District Council for land use;
- (h) the name or names of minor minerals which the applicant intends to mine;
- (i) the area and the minor mineral for which the applicant or any person joint in interest with him already holds a mining lease;
- (j) the period for which the lease is required subject to Rule 17;
- (k) the purpose for which the minor mineral will be used;
- (l) the tentative programme of production of the minor mineral year-wise;

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- (m) the amount of money proposed to be invested;
 - (n) the degree or scale of mechanization, if any, contemplated;
 - (o) expected consumers and places of consumption of the minor mineral or minerals;
 - (p) past experience of the applicant in the profession of mining;
 - (q) a valid and up-to-date clearance certificate of payment of mining dues such as royalty or dead rent obtained from the competent authority;
 - (r) a Treasury Challan for rupees five thousand paid as application fee in connection with the grant of mining lease which shall be non- refundable; and
 - (s) a Treasury Challan for rupees five thousand per hectare paid as a fee for the grant of such lease and paid in the manner prescribed by the competent authority, subject to a minimum area of two hectares.
- (2) For the purpose of sub-rule (1) of this rule, any person found to have entered into any benami transaction relating to the application of mining lease or quarry permit shall be penalized under the Meghalaya (Benami Transactions Prohibition) Act, 1980.

7. Acknowledgment of application.-

- (1) Where an application for grant or renewal of a mining lease is delivered personally, its receipt shall be acknowledged forthwith.

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Annexure - B
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CHAPTER IV
QUARRY PERMIT

22. Power to grant quarry permit .- A quarry permit shall be granted by the competent authority on any minor mineral:

Provided that before granting such permit, the competent authority shall satisfy himself regarding the end use of the minor mineral and that it does not obviate the necessity of obtaining a mining lease in the area in respect of which the permit for extraction of the mineral has been applied for.

23. Application for grant of quarry permit .-

(1) An application for grant of quarry permit shall be submitted in Form F to the competent authority duly affixed with a court fee stamp of rupees one hundred and accompanied by:-

- (a) a Treasury challan of rupees five hundred deposited as an application fee in respect of each minor mineral which shall be non-refundable; and
- (b) a certificate as to the status of land whether it is forest or non-forest from the PCCF & HOFF or any other competent officer authorized in this behalf.

(2) The competent authority shall dispose of the application for grant of quarry permit within a period of fifteen days:

Provided that the said period of fifteen days shall be applicable only if the application for quarry permit is complete in all respects.

- (3) The competent authority may refuse to grant the quarry permit for reasons to be recorded in writing.

24. Conditions for the grant of quarry permit.- A quarry permit shall be granted by the competent authority subject to submission of the documents as specified below,-

- (a) forest clearance under the Forest Conservation Act, 1980, in case the status of land is forest;
- (b) environmental clearance under the Environmental (Protection) Act, 1986;
- (c) consent to establish under the Water (Prevention and Control of Pollution) Act, 1974 and the Air (Prevention and Control of Pollution) Act, 1981;
- (d) clearance from Revenue and Disaster Management Department.
- (e) clearance from Labour Department for occupational health and labour laws including child labour; and
- (f) mining plan duly approved by the Director of Mineral Resources.
- (g) a certificate of registration of the land under the Indian Registration Act, 1908.

25. Conditions of a quarry permit. - (1) Quarry permit shall be granted in Form G and subject to the terms and conditions stipulated therein.

- (2) The period for which a quarry permit may be granted shall not exceed three years.

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- (3) The depth of the quarry below the surface shall not be more than three meters.
- (4) The extent of the quarry permit area shall not exceed two hectares.
- (5) A quarry permit shall not be transferable.

26. Challan for transport of minor minerals . -

- (1) The competent authority shall issue transport challans in Form H to any lessee or permit holder who intends to dispatch minor minerals from the lease or permit area.
- (2) No person shall transport or carry away any minor mineral from any place without a transport challan issued in accordance with sub-rule (1).
- (3) Any person who transports any minor mineral shall allow the competent authority or any other officer authorized in this behalf to inspect the minor mineral in transit and to examine the transport challan in possession of such person.

CHAPTER V

DEAD RENT AND ROYALTY

27. Dead rent.-

- (1) The lessee shall pay, for every year except the first year of the lease, dead rent in respect of the area covered by the mining lease at the rate for the time being specified in Schedule V.

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