STEEL & MINES
Licensee Registration
USER MANUAL
Contents

1. Introduction .................................................................................................................. 3
  1.1 Purpose .................................................................................................................... 3
  1.2 Getting Started ........................................................................................................ 3

2. Form D ................................................................................................................................ 5
  2.1 New Applicant .......................................................................................................... 5
  2.2 DDM .......................................................................................................................... 22
  2.3 Verifying Officer ......................................................................................................... 24
  2.4 DDM/MO .................................................................................................................... 28
  2.5 Licensee/Applicant of New License ........................................................................... 32
  2.6 DDM/MO .................................................................................................................... 34

3. Renewal Form D ............................................................................................................. 37
  3.1 New Applicant .......................................................................................................... 38
  2.7 DDM/MO .................................................................................................................... 47
  2.8 Verifying Officer ......................................................................................................... 50
  2.9 DDM/MO .................................................................................................................... 54
  a. Licensee .................................................................................................................... 58
  b. DDM/MO .................................................................................................................... 59
1. Introduction

1.1 Purpose

The Steel & Mines Department is one of the important Departments of Government of Orissa. It works for the development of the mineral resources of the State while enjoining regulatory powers. The main functions and activities of the Department of Steel and Mines are systematic survey and assessment of the mineral deposits of the State, their exploitation, administration of mines and mineral concession, enforcement measures for prevention of illegal mining and smuggling of minerals, assessment and collection of mining revenue, study of the impact of mining operation on environment, formulation of appropriate environmental control measures and research and exploitation of areas and minerals for meeting the needs of mineral based industries in the State and Country. The Steel and Mines Department is the administrative Department of the Directorate of Mines, the Directorate of Geology and Orissa Mining Corporation Ltd.

There are a total of 14 Circles and 6 Chemical Labs present throughout the state. Among 14 Circles, 7 Circles are under Deputy Director Mines and the rest 7 Circles have separate Mining officers. The Circles under Deputy Director of Mines are Joda, Koida, Rourkela, Sambalpur, Talcher, Jajpur Road and Koraput. The Circles under Mines Officer are Cuttack, Berhampur, Baripada, Bhawanipatna, Keonjhar, Phulbani and Bolangir. The 6 chemical labs are Jajpur Road, Bolangir, Sambalpur, Joda, Berhampur and Bhubaneswar.

In Keonjhar District there are 2 Mines Circles, one is Joda which is coming under DDM (Deputy Director Mines) and another is Keonjhar which is coming under Mines Officer. There are 100 Mines under Joda Circle out of which 30 Mines are functioning and 70 mines are defunct. Similarly there are 15 mines are coming under Keonjhar Circle out of which 3-4 are functioning.

The Form D, issued to the new applicant after the final approval of DDM on payment of the security amount, is a license after which the applicant becomes a licensee.

1.2 Getting Started
To start with the application, enter the website url in the browser to display the following Home Page:

The list of mineral stakeholders in the State are displayed according to the circle name indicating the no. of lessee and licensee.

There are three types of applicants:

- **Individual**
2. Form D

An applicant has to apply for new license online through Form A by registering himself in I3ms. Then it goes for several approval processes. After final approval the applicant gets Form-D (License) and becomes licensee. Individual has to register himself thorough I3ms portal

The other supporting documents need to be submitted are

- Income Tax Clearance
- Certificate of Affidavit
- VAT clearance certificate.

2.1 New Applicant

To start applying for Form A by the new applicant, click the Apply Online button:

In the Online Registration screen, click the Registration for New License link to view the following registration confirmation screen:
If you are an existing Lessee or Licensee, you are required to log into the i3MS Portal using your existing User ID & Password. A new link has been added as License on the left menu for you to apply.

If you are a new user please Register Here to for New License.

For New license registration, click the Register Here hyperlink:

The user is redirected to the Apply for New License registration screen.
• Enter the **Applicant Name** in the textbox provided.
• Enter the **Applicant Address** for communication.
• Provide the name of the **District** where the applicant resides.
• Select the applicant’s **State** name from the drop down list.
• Enter the **Pin Code** of the locality.
• Enter the **PAN Card Number** of the applicant.
• Click the Browse button to search and upload **PAN Card**.
• Enter the applicant’s **Mobile Number** in the textbox provided.
• Enter the applicant’s **Mail ID** for mail conversation.
• From the secrecy point of view select the **Security Question** from the drop down list.
• Enter the **Answer** to the security question selected.
• Re-write the answer to the question for confirmation in the **Confirm Question** textbox.
• Enter the displayed characters in the textbox provided.
• Click the **Register** button to finish the registration process.

After completion of the registration process, the applicant receives a Registration Acknowledgement screen wherein the applicant receives a confirmation that he has successfully registered into the application and his user name and password are intimated to him through his mail:

The **Registration No** is noted down by the applicant for login.

For receiving the applicant’s login information, click the **Get Login Information** button:
Enter the Registration Number received in the textbox provided and click the Show button:

For confirmation, the user has to enter the Answer of the Security Question selected at the time of registration in the space provided and click the Get Login Info button:

The User Name and Password of the new applicant is displayed in the Login Information column using which the applicant can login and carry the further the procedures.
On choosing the **Click Here To Login** button the user is redirected to the following screen:

The New Applicant has to click the **Others** button for entering the details:

In the above displayed login screen enter the User ID and Passwords of the applicant as received.

On submitting the user name and password, the user can update its personal information in the screen displayed below:
A confirmation screen is displayed wherein the applicant can enter his/her personal details and change the password.

- The **User ID** is auto-generated.
• Enter the **New Password** in the textbox provided.
• Re-enter the new password to **Confirm New Password**.
• Enter the personal details of the applicant in the respective textboxes provided like the applicant’s **Name** and **Designation**.
• For communication enter the **Email** address and **Mobile Number**.
• Enter the name of the place where the applicant is stationed.
• In case the applicant wishes to mark a copy of communication to any additional person, then re-enter the same details.
• Click the **Submit** button.

After submitting, the user is redirected to the welcome screen of Odisha mines:

In the above displayed screen, the user can click the License link to expand the same wherein he/she can fill the necessary information.

The new applicant when applying for a new license, has to apply for the Form A which is sent to the DDM for approval.

Click on **Apply Form A** primary link:
Before applying for Form A, the applicant should have updated his/her MDCC in the database. If not done so, click the click here link in the above screen:

- Enter the MDCC No (Letter No) as issued in the textbox provided.
- Select the Applicant Type as Individual or Partnership from the given textbox.
- Enter the Name of Applicant Firm/Company of the applicant.
- Enter the PAN Card No either of the firm or applicant.
- Enter the Email Id either of the company or firm.
- Enter the Full Address of the firm.
- Enter the Contact No of the firm.
- Select the MDCC Issue Date from the calendar control.
- Select the name of the mineral in which the company deals with from the right column.
- Click the Browse button to search and Upload MDCC.
- Click the Submit button to finish the process.
- Select the Application Type and Applicant Type from the respective drop down list.
- Enter the Name of the Applicant in the given textbox.
- The MDCC No (Letter No) and MDCC Certificate as issued are displayed against the respective field.
- Enter the applicant’s Office Address along with the name of the Location Unit.
- Enter the applicant’s Correspondence Address along with his/her Financial Status in the respective textbox provided.
- Enter the details of the applicant’s Email ID, Phone No, Profession, etc.
- Select the name of the Circle from the drop down list for which the applicant has applied for.
- Enter the name of the Post Office and Police Station.
- Single click on the name of the district in the right column and move the selected names to the left column.

In the Other Details column:
• Select mostly used Mineral from the drop down list.
• Choose other Minerals from the list box.
• Select the License Type that the applicant has applied for from the drop down list.
• Select the purpose for which the license is applied from the given options.
• Select the Specific Activity of license application.
• Enter the applicant’s Registration Number along with uploading a file for the same.
• Choose either Yes or No for grant of license in favour of the applicant.
• Click the Next button to shift to the next screen.

After adding the basic information, the user is switched over to the next step of adding the ownership details:
• The Application no. of the applicant is generated.
• Enter the applicant’s Company Name in full in the textbox provided.
• Enter the applicant’s PAN Card No. and Upload a scanned copy of the same.
• Upload Power of Attorney, Upload Partnership Deed in case of Partnership firm, and Memorandum of Article in case of Company.
• Add Partners Details in case of Partnership firm, and Director’s details in case of Company.
• Enter the Mineral Procurement Source Details with respect to Mineral.
• Browse and upload a pdf scanned copy of the consent of the mine Owner/Licensee for supply of mineral ores.
• Choose Yes or No incase of depot for storing.
• Choose the type of land either Own Land or Hired Land.
• Select a Date of Consent of the Railway authority for using their service from the calendar control.
• Upload a pdf file for railway consent along with the Plot allotment letter of Port Authority.
• Click the Next button.

After the ownership details, the user is switched over to the next screen for entering Khata details:

- The name of the District and Block remains default.
- Select the Village name from the drop down list where the company needs to be set up.
- Enter the Khata No.
- Click the Add Khata No. button to add the details entered.

- The Khata details entered can be modified and deleted in the same screen itself on selecting the respective option.

- Click the Next button to finish adding the Khata details.

The next screen gives the provision to enter the Plot details:
Select the name of the Village along with the Khata No. for the selected block.

Enter the Plot No. under the Khata selected.

Select the Kisam name for the plot no.

Enter the Area in Hectare available.

Click the Add Plot No. button to save the plot details entered.

Upload area sketch map.

The plot details entered can be modified and deleted in the same screen itself on selecting the respective option.

Click the Next button to finish adding the plot details.

On submitting, the user is redirected to the final screen of adding the VAT and tax details:
The MDCC details as added are displayed.

In the OSPCB Clearance column:

- Enter the license Application No. along with the Date of issue.
- Browse and upload a scanned pdf copy of the application.
- For establishing consent,
  - Enter the Order No. selecting Date of issue.
  - Select the Validity date of the order uploading a scanned copy of the Clearance Order.
- For Consent to operate OSPCB,
  - Enter the Grant Order No., selecting the Grant Order Date.
  - Select the date upto which the consent is valid uploading a clearance order certificate in the respective field.
- Enter the VAT/TIN No along with selecting the Date of Deposit of the VAT.
- Browse and Upload the VAT document.
In the IT Return section, select the Financial Year for which the license is applied.
Browse and upload the IT Return document.
In the Other Details column,
  o Select the date when the Affidavit was issued uploading a pdf copy of the same.
  o Enter details of the Voter Id, Residential Certificate or passport along with uploading a copy of the same.
To save in the draft form, click the Save as Draft button.
To finish the process, click the Save & Proceed button.

After the details are added, the user is redirected to the application fees payment screen:

For making the application, the applicant has to pay Application fee. To make online payment, enter the Amount in the Textbox and on click the Online Payment button and to make enter Offline payment details click on Challan Payment:
On clicking the **Online Payment** option, one page is redirected to the **Directorate of Treasuries and Inspection** and the other opens for opening the payment details:

- The application **Request No.** remains default.
- Enter the payment **Challan Reference No.**, **Bank Transaction No.**, **Challan Date**, **Challan Amount** in the respective textbox provided with respect to Mineral.
- Click the **Submit** button to finish paying the amount.
Challan Payment

On clicking the **Challan Payment** option, one page is redirected to the Challan Entry page.

- The application **Request No.** remains default.
- Enter the payment **Challan No.**, **Challan Date**, **Challan Amount**, and upload the **Challan Copy** in the respective textbox provided with respect to Mineral.
- Click the **Submit** button to finish paying the amount.

On submitting, a final confirmation screen is displayed informing that the payment has been done successfully.

The rest of the payment details will be sent to the applicant’s email id as provided.

The application request made is sent to the DDM/MO for initial verification and taking action. The DDM/MO receives an auto generated mail notification, that new request has been received for verification.

Logout of the application.
2.2 DDM

To view the new applicant's requests, visit the i3ms help desk:

In the Help Desk, for the DDM to take action click the Government button:

In the Government Login screen, enter the User Id and Password of the DDM of the respective circle to enter into the application:
Various related global links are displayed at the right-hand side of the above displayed screen. Expand the License global link:

To view the new application received, click the New License Request primary link:
The application no along with the status of the same are displayed.

To take action on the new application, click the **Take Action** link against the application no.:

- The details of the application are displayed.
- Select the **Designation** of the officer who has to verify the request.
- Select the name of the **User** for the selected designation.
- Enter the **remarks** of DDM in the space provided.
- Click the **Forward** button to forward the application to the Special Mining Inspector (SMI) of the circle.

On forwarding, the Form B is generate as acknowledgment and forwarded to the Senior Surveyor/SIM for further field verification the concerned DDM/MO within 15 days.

### 2.3 Verifying Officer
For verification of the received requests by the circle Verifying Officer, visit the i3ms help desk.

Back to the Help Desk, click on the Government button for the Verifying Officer login:

![Government Login Screen]

Enter the User ID and Password of the mining inspector of the respective circle along with his password. Click the Submit button.

![Mines Portal Screen]

Click the License global link on the right hand side column of the above displayed screen to expand the same:
Click the New License Request primary link to view the list of license applications forwarded by the DDM of the circle.

The application no. and the date of supplication are displayed along with the firm name. For taking action click the Take Action link against the respective application no.:
Verify by Survey Department

<table>
<thead>
<tr>
<th>Application No</th>
<th>MLA1009/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>Gateway Commodities Pvt Ltd</td>
</tr>
<tr>
<td>Application Date</td>
<td>16-Aug-2012</td>
</tr>
<tr>
<td>Office Address</td>
<td>Flat No-28, 2nd Floor, 5A Raja Basant Roy Road, Kolkata, West Bengal</td>
</tr>
<tr>
<td>Correspondence Address</td>
<td>Flat No-28, 2nd Floor, 5A Raja Basant Roy Road, Kolkata, West Bengal</td>
</tr>
<tr>
<td>Applicant Profession</td>
<td>Gateway Commodities Pvt Ltd</td>
</tr>
<tr>
<td>Father's Name/Partnership Firm Name/Company Name</td>
<td>T2 - Procurement for Domestic Sale</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S/E</th>
<th>Name / Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Anand Kumar Gupta</td>
<td>Flat No-28, 2nd Floor, 5A Raja Basant Roy Road, Kolkata, West Bengal</td>
</tr>
<tr>
<td>2</td>
<td>Tapash Acharya</td>
<td>Flat No-28, 2nd Floor, 5A Raja Basant Roy Road, Kolkata, West Bengal</td>
</tr>
</tbody>
</table>

Specific purpose for which licence is applied for (Procurement/Storage/Processing/Selling/Trading):
- Iron Ore
- Procurement for Domestic Sale

Mineral | Procurement Source | Consent Agreement Copy |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Iron Ore</td>
<td>Tanti Mines Pvt Ltd/Ranamohi Iron Ore Ltd and Others</td>
<td></td>
</tr>
</tbody>
</table>

Any special ground for grant of licence in favour of the applicant:
- No

List of enclosures:
- View File

Select Officer to Whom to be Forwarded

Select Designation: [Select-

**Remarks**

<table>
<thead>
<tr>
<th>S/E</th>
<th>Remarks By</th>
<th>Remarks</th>
<th>Forwarded To</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>U.G. Jena</td>
<td>Please verify and report on the bonafides of the applicant</td>
<td>Basanta Kumar Setho</td>
<td>16-Aug-2012</td>
</tr>
</tbody>
</table>

Verified Documents

1. Certificate from competent authority for factory & boiler purpose
2. DSC Certificate
3. FRDC Certificate
4. ISM Registration Certificate
5. MBDC Clearance Certificate
6. OSPCB Clearance Application
7. Consent to Operate of OSPCB under Air/Water Act
8. VAT Clearance Certificate
9. IT Return
10. Consent to Operate of OSPCB under Air/Water Act
11. Affidavit
12. VISA ID / Passport / Residential Certificate
13. Registered power of Attorney
14. Partnership deed of the Firm
15. Memorandum of Articles of association of the company
16. Consent of owner/Owner/Licenses for supply of MineralOres
17. Consent of the RRB/Agreement copy of owner of the land & user agency for utilization of the land for Stockyard purpose
18. Consent of the Railway Authority for utilization of Railway
19. Plot allocation letter of Port Authority

Add Details for Other Documents

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Upload Document</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Browse...</td>
</tr>
</tbody>
</table>

Add Other Details

Upload Survey Report: [Browse...]

Any Objection?: [Yes] [No]

Forward | Cancel
The application details are displayed as entered by the applicant.

Select the Designation and Name of the User to whom the application is to be forwarded for approval from the respective drop down list.

Select the checkbox against the list of documents which are verified by the SIM like the

1. MDCC Clearance Certificate
2. VAT Clearance Certificate
3. IT Return, etc.

- The officer can add details and upload other documents required in the process.
- Click the Browse button to upload the Survey Report collected by Verifying Officer.
- Enter Remarks in the space provided.
- Choose either Yes or No radio button if there is any other objection regarding the applicant.
- Click the Forward button to forward the verification report to the circle DDM/MO.

On forwarding, an alert message is displayed showing that the application is forwarded successfully.

2.4 DDM/MO

To view the verification report sent by the Verifying Officer and to take action on the same, login with the DDM/MO’s user name and password.
Click on the License global link in the right hand side column of the page:

![License](image)

Click the New License Request primary link to display the list of new applications:
The application forwarded by the Verifying Officer is displayed along with the application no. and date.

Here the DDM/MO has to Issue Terms and Conditions to Applicant. For issuing term and conditions for the approval process, click the **Issue Terms & Conditions** link against the respective Application No:
Terms & Conditions

1. The licensee shall deposit an amount of rupees fifty thousand only for minerals listed in the PART B and PART C of the First Schedule to the Act and semi-precious stones; and rupees twenty thousand only for other minerals as security deposit in shape of National Savings Certificate duly pledged to the Competent Authority or deposit receipts of schedule banks/regional Rural Banks or in other manner prescribed by Government from time to time for due observance of terms and conditions of this license.

Provided that in the event of cancellation of the license or account of breach of terms and conditions the security deposit as well as the interest accrued thereon shall be forfeited.

2. The Licensee shall maintain a correct and intelligible account of minerals procured and transported daily to different destinations in the format prescribed in FORM-E.

3. In case of beneficiation plant or lapidary unit of factory the licensee will maintain a separate daily account of the minerals procured and fed to the factory or processing plant or lapidary unit and the processed minerals recovered and transported in FORM-F.

4. The Licensee shall submit the monthly return in FORM-E and FORM-F as the case may be, of the accounts maintained under clause (I) & (II) respectively for every month within the first week of the succeeding month to the Competent Authority.

5. All the reports returns and register shall be maintained by the Licensee and kept in the place of business and be made available to the inspecting officer.

6. While removing the Mineral from the store or factory or lapidary unit or beneficiation plant he shall obtain permission from the concerned Competent Authority and transport the material under prescribed transit pass form FORM-G obtained from the Competent Authority.

7. The Licensee shall not pollute the Environment by storing the minerals or while utilizing them in the processing plant or beneficiation plant or the factory and obtain no objection Certificate from oilsha state pollution board to that effect.

8. The Licensee shall allow the inspecting officers of the Directorate of Mines to inspect the store, factory, processing plant, beneficiation plant and lapidary unit to verify the stock of minerals and to take samples and extract the records.

9. The consumer or the trader shall procure or buy the minerals from the source or sources from which he has obtained the consent as specified in the license.

10. All the licensee (consumption industry) shall furnish monthly returns in the prescribed proforma as indicated in the guide line.

11. All the licensee to furnish annual returns of their minerals trade in the proforma furnished below.

<table>
<thead>
<tr>
<th>Name of the licensee/industry</th>
<th>Name of the mineral</th>
<th>Opening balance of the mineral at the industry</th>
<th>Qty. of renewal received during the month</th>
<th>Qty. of mineral consumed in the industry (MT)</th>
<th>Qty. of mineral utilized for other purpose if any (MT)</th>
<th>Closing balance of the industry (MT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the source</td>
<td>Qty. (MT)</td>
<td>Name of the source</td>
<td>Qty. (MT)</td>
<td>Name of the source</td>
<td>Qty. (MT)</td>
<td>Name of the source</td>
</tr>
</tbody>
</table>

12. The licensee should always upload the up-to-date dates of his license with all the statutory information(s)/document(s) in the website – www.orssmminerals.com immediately for issue of ONLINE Permit for effective monitoring of mineral transportation system in the interest of the public.

13. All the licensees have to submit the annual audit report on mineral transaction every year audited by a C. & A.G. empanelled Chartered Accountant to the Competent Authority.

14. The Competent Authority may impose such further condition as may be necessary in the interest of the public.

Other Conditions

Note: Your information about acceptance of above terms and conditions should reach this office within seven days from the date of receipt of such communication so as to consider your application for grant of license within the allowable time of one month from the date of receipt of your application.
The terms and conditions are already displayed in the screen. Enter Other Conditions if any for the approval process.

Click the **Send Terms & Conditions** button.

The user can either first click the **Take Action** link which ultimately redirects to the Terms and Conditions screen followed by Issue Terms and Conditions link or can directly click **Issue Terms and Conditions**.

DDM/MO may click on the **Take Action** link so as to view the Details sent by Verifying Officer.

On forwarding the application is sent to the applicant.

### 2.5 Licensee/Applicant of New License

After the DDM issues the terms and conditions, the new applicant receives the same and has to accept it.

To view the profile of the applicant, login with the license user name and password assigned to him:

![Profile Screenshot]

Expand the License global link and click the **View Form A Status** primary link:
For the respective applicant, click the **Download Form** hyperlink:

**View Status of Request for New License**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Application No</th>
<th>Applied Date</th>
<th>Applicant Name</th>
<th>Status</th>
<th>Check Profile</th>
<th>Download Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NLH3745/2012</td>
<td>10-Jul-2012</td>
<td>BDG METAL AND POWER LIMITED</td>
<td>Action To be Taken By U.C. Jain</td>
<td>Check Profile</td>
<td>Download Form</td>
</tr>
<tr>
<td>2</td>
<td>NLH3155/2012</td>
<td>08-Jun-2012</td>
<td>BDG METAL &amp; POWER LIMITED</td>
<td>Approved</td>
<td>Check Profile</td>
<td>Download Form</td>
</tr>
</tbody>
</table>

Here, take print of Terms and Conditions along with the NSC Copy of the application. These printed copies have to be duly signed by the applicant himself.

Back in the Request Status screen; click the View Profile hyperlink for the respective applicant:

In the above displayed screen, browse and upload the printed copy of terms and conditions & the NSC copy.
Provide the NSC/FD No., Amount and Post Office/Bank Name in the respective textboxes with respect to Mineral.

Click the **Add Nsc Details** button to add NSC Details. Click on **Accept Terms & Condition** button to finish saving the request details.

### 2.6 DDM/MO

The applicant on submitting the bank and NSC details, the application is forwarded to the respective DDM/MO of the circle.

Login with the user name and password of the DDM/MO:

Click the New License Request primary link under License global link:

After uploading the terms and conditions along with the NSC copy, the status of the Terms and Conditions appears as accepted.

Click the **Take Action** link for the respective applicant:
The details of the application can be viewed.

Provide details of any other documents and upload copies of the same.

The license period is by default set for 2 years.

Enter the Remarks of the DDM.

Click the Approve button.

A confirmation message is displayed showing that Form D is generated successfully. The applicant can download the application from the website.

Click the Request Status tab to view the application status:

![View Status of Request for New License](image)

The Form D can be generated on choosing the respective Download Form link.

Click the Approved button to view the remarks of various approving authorities:
## 3. Renewal Form D

The Form D issued by the respective circle DDM has a validity only for maximum of 2 years or less after which the same has to be renewed following the same process as in case of applying for a new license.
3.1 New Applicant
To start the renewal process of new license, login to the i3ms helpdesk:

Click the appropriate button. On doing so, the following login screen is displayed:

Enter the user name and password of the applicant in the respective textbox and click the Submit button.
In the above displayed screen, the user can click the License link to expand the same wherein he/she can fill the necessary information.

The new applicant when applying for a renewal of license, has to apply for the Form A1 which is sent to the DDM for approval.

Click on **Apply Form A1 primary link:**
- Select the **Application Type** and **Applicant Type** from the respective drop down list.
- **Name of the Applicant** will bind automatically with respect to the previous license in the given textbox.
- The **MDCC No (Letter No)** and **MDCC Certificate** as issued are displayed against the respective field.
- **Office Address** along with the name of the **Location Unit** will bind automatically with respect to the previous license in the given textbox.
- Enter the applicant's **Correspondence Address**.
- **Financial Status** will bind automatically with respect to the previous license in the given textbox.
- The **Email Id** and **Phone No.** of the applicant are auto-displayed.
- The **Profession** of the applicant is auto-displayed.
- The **Circle** is selected by default with the previous license in the Dropdown List.
• District is selected by default with the previous license in the List Box.
• The Post Office, Police Station is auto displayed.
• Single click on the name of the district in the right column and move the selected names to the left column.

In the Other Details column:

• License Type will selected automatically drop down list.
• The purpose for which the license is applied is also selected by default.
• Select the Specific Activity of license application.
• Enter the applicant’s Registration Number along with uploading a file for the same.
• The Mostly used mineral will be selected by default along with the other mineral.
• Upload DIC, PRC and IBM details
• Click the Next button to shift to the next screen.

After adding the basic information, the user is switched over to the next step of adding the ownership details:

• The Application no. of the applicant is generated.
• Enter the applicant’s **Company Name** in full in the textbox provided.
• Enter the applicant’s **PAN Card No.** and Upload a scanned copy of the same.
• Upload **Power of Attorney**, Upload **Partnership Deed** in case of Partnership firm, and **Memorandum of Article** in case of Company.
• Add **Partners Details** in case of Partnership firm, and **Director’s details** in case of Company.
• Enter the **Mineral Procurement Source Details** with respect to Mineral.
• Browse and upload a pdf scanned copy of the consent of the mine Owner/Licensee for supply of mineral ores.
• Choose **Yes** or **No** incase of depot for storing.
• Choose the type of land either **Own Land** or **Hired Land**.
• Select a Date of Consent of the Railway authority for using their service from the calendar control.
• Upload a pdf file for railway consent along with the Plot allotment letter of Port Authority.
• Click the **Next** button.

After the ownership details, the user are switched over to the next screen for entering Khata details:

- Select the name of the **District** and **Block** for which the license has to be renewed.
- Select the **Village** name from the drop down list where the company needs to be set up.
- Enter the **Khata No.**
- Click the **Add Khata No.** button to add the details entered.
The Khata details entered can be modified and deleted in the same screen itself on selecting the respective option.

Click the Next button to finish adding the Khata details.

The next screen gives the provision to enter the Plot details:

- Select the name of the District and Block from the respective drop down list.
- Select the name of the Village along with the Khata No. for the selected block.
- Enter the Plot No. under the Khata selected.
- Select the Kisam name for the plot no.
- Enter the Area in Hectare available.
- Click the Add Plot No. button to save the plot details entered.
- Upload sketch map.
- The plot details entered can be modified and deleted in the same screen itself on selecting the respective option.
- Click the Next button to finish adding the plot details.
On submitting, the user is redirected to the final screen of adding the VAT and tax details:

- The MDCC details as added are displayed.

In the OSPCB Clearance column:

- Enter the license **Application No.** along with the **Date** of issue.
- Browse and upload a scanned pdf copy of the application.
- For establishing consent,
  - Enter the **Order No.** selecting **Date** of issue.
  - Select the **Validity** date of the order uploading a scanned copy of the **Clearance Order**.
- For Consent to operate OSPCB,
  - Enter the **Grant Order No.** selecting the **Grant Order Date**.
  - Select the date upto which the consent is valid uploading a clearance order certificate in the respective field.
- Enter the **VAT/TIN No** along with selecting the **Date of Deposit of the VAT**.
- Browse and Upload the **VAT document**.
- In the IT Return section, select the **Financial Year** for which the license is applied.
- Browse and upload the **IT Return** document.
- In the Other Details column,
Select the date when the Affidavit was issued uploading a pdf copy of the same.
Enter details of the Voter Id, Residential Certificate or passport along with uploading a copy of the same.

- To save in the draft form, click the **Save as Draft** button.
- To finish the process, click the **Save & Proceed** button.

After the details are added, the user is redirected to the application fees payment screen:

For making the application, the applicant has to pay Application fee. To make online payment, enter the Amount in the Textbox and on click the **Online Payment** button and to make enter Offline payment details click on **Challan Payment**:

**Online Payment**
On clicking the **Online Payment** option, one page is redirected to the **Directorate of Treasuries and Inspection** and the other opens for opening the payment details:

- The application **Request No.** remains default.
- Enter the payment **Challan Reference No.** and **Bank Transaction No.**, **Challan Date**, **Challan Amount** in the respective textbox provided with respect to Mineral.
- Click the **Submit** button to finish paying the amount.

**Challan Payment**

On clicking the **Challan Payment** option, one page is redirected to the Challan Entry page.
• The application Request No. remains default.
• Enter the payment Challan No., Challan Date, Challan Amount, and Upload the Challan Copy in the respective textbox provided with respect to Mineral.
• Click the Submit button to finish paying the amount.

On submitting, a final confirmation screen is displayed informing that the payment has been done successfully.

The rest of the payment details will be sent to the applicant's email id as provided.

The application request made is sent to the DDM for initial verification and taking action. The DDM/MO receives an auto generated mail notification, that new request has been received for verification.

Logout of the application.

2.7 DDM/MO
To view the application renewal requests, visit the i3ms help desk:
In the Help Desk, for the DDM to take action click the **Government** button:

In the Government Login screen, enter the **User Id** and **Password** of the DDM of the respective circle to enter into the application:
Various related global links are displayed at the right hand side of the above displayed screen. Expand the **License** global link:

To view the new application received, click the **Renew License Request** primary link:

The application no along with the status of the same are displayed.

To take action on the new application, click the **Take Action** link against the application no.: 49
The details of the application are displayed.

- Select the Designation of the officer who has to verify the request.
- Select the name of the User for the selected designation.
- Enter the remarks of DDM in the space provided.
- Click the Forward button to forward the application to the Verifying Officer of the circle.

On forwarding, the Form B is generate as acknowledgment and forwarded to the Verifying Officer for further field verification the concerned DDM/MO within 15 days.

2.8 Verifying Officer

For verification of the received requests by the circle Verifying Officer, visit the i3ms help desk.

Back to the Help Desk, click on the Government button for the SIM login:
Enter the User ID and Password of the mining inspector of the respective circle along with his password. Click the **Submit** button.

Click the **License** global link on the right hand side column of the above displayed screen to expand the same:
Click the **Renew License Request** primary link to view the list of license applications forwarded by the DDM of the circle.

The application no. and the date of supplication are displayed along with the firm name.

For taking action click the **Take Action** link against the respective application no.:
The application details are displayed as entered by the applicant.

Select the **Designation** and Name of the **User** to whom the application is to be forwarded for approval from the respective drop down list.

Select the checkbox against the list of documents which are verified by the Vrifying Officer like the
4. MDCC Clearance Certificate
5. VAT Clearance Certificate
6. IT Return, etc.

- The officer can add details and upload other documents required in the process.
- Click the Browse button to upload the Survey Report collected by Verifying Officer.
- Enter Remarks in the space provided.
- Choose either Yes or No radio button if there is any other objection regarding the applicant.
- Click the Forward button to forward the verification report to the circle DDM/MO.

On forwarding, an alert message is displayed showing that the application is forwarded successfully.

2.9 DDM/MO
To view the verification report sent by the Verifying Officer and to take action on the same, login with the DDM/MO’s user name and password.
Click on the License global link in the right hand side column of the page:

Click the **Renew License Request** primary link to display the list of new applications:
The application forwarded by the Verifying Officer is displayed along with the application no. and date.

Here the DDM/MO has to Issue Terms and Conditions to Applicant. For issuing term and conditions for the approval process, click the **Issue Terms & Conditions** link against the respective Application No:
Terms & Conditions

1. The licensee shall deposit an amount of rupees fifty thousand only for minerals listed in the PART B and PART C of the First Schedule to the Act and semi-precious stones; and rupees twenty thousand only for other minerals as security deposit in shape of National Savings Certificate duly pledged to the Competent Authority or deposit receipts of schedule banks/regional Rural Banks in the manner prescribed by Government from time to time for due observance of terms and conditions of the license.

Provided that in the event of cancellation of the license or account of breach of terms and conditions the security deposit as well as the interest accrued thereon shall be forfeited.

2. The Licensee shall maintain a correct and intelligible account of minerals procured and transported daily to different destinations in the format prescribed in FORM-E.

3. In case of beneficiation plant or lapidary unit of factory the licensee will maintain a separate daily account of the minerals procured and fed to the factory or processing plant or lapidary unit and the processed minerals recovered and transported in FORM-F.

4. The Licensee shall submit the monthly return in FORM-G and FORM-F as the case may be, of the accounts maintained under clause (B) & (III) respectively for every month within the first week of the succeeding month to the Competent Authority.

5. All the reports returns and register shall be maintained by the Licensee and kept in the place of business and be made available to the inspecting officer.

6. While removing the mineral from the store or factory or lapidary unit or beneficiation plant he shall obtain permission from the concerned Competent Authority and transport the mineral under prescribed transit pass format (FORM-G) obtained from the Competent Authority.

7. The Licensee shall not pollute the Environment by storing the minerals or while utilizing them in the processing plant or beneficiation plant or the factory and obtain no objection Certificate from nearby state pollution board to that effect.

8. The Licensee shall allow the inspecting officers of the Directorate of Mines to inspect the store, factory, processing plant, beneficiation plant and lapidary unit to verify the stock of minerals and to take samples and extract the records.

9. The consumer or the trader shall procure or buy the minerals from the source or sources from which he has obtained the consent as specified in the license.

10. All the licensee consuming industrial shall furnish monthly returns in the prescribed proforma as indicated in the guide line.

Monthly return for the month of ............

11. All the licensee to furnish annual returns of their minerals traded in the proforma furnished below.

Name of the licensee
Name of the mineral
Opening balance of the mineral at the industry
Qty. of renewal received during the month
Name of the source
Name of the mineral
Consumed in the industry (MT)
Utilized for other purpose if any (MT)
Closing balance at the industry (MT)

12. The licensee should always upload the up-to-date data of his license with all the statutory information(s)/document(s) in the webite – www.osmminerals.com immediately for issue of ONLINE Permit for effective monitoring of mineral transportation system in the interest of the public.

13. All the licensees have to submit the annual audit report on mineral transaction every year to the C & A.O. empanelled Chartered Accountant to the Competent Authority.

14. The Competent Authority may impose such further condition as may be necessary in the interest of the public.

Other Conditions

Note: Your intimation about acceptance of above terms and conditions should reach this office within seven days from the date of receipt of such communication so as to consider your application for grant of licence within the allowable time of one month from the date of receipt of your application.
The terms and conditions are already displayed in the screen. Enter Other Conditions if any for the approval process.

Click the **Send Terms & Conditions** button.

The user can either first click the **Take Action** link which ultimately redirects to the Terms and Conditions screen followed by Issue Terms and Conditions link or can directly click **Issue Terms and Conditions**.

DDM/MO may click on the **Take Action** link so as to view the Details sent by Verifying Officer.

On forwarding the application is sent to the applicant.

### a. Licensee

After the DDM issues the terms and conditions, the new applicant receives the same and has to accept it.

To view the profile of the applicant, login with the license user name and password assigned to him:

Expand the License global link and click the **Click the View Form A1 Status** primary link:

For the respective applicant, click the **Download Form** hyperlink:
Here, download the pdf copy of Terms and Conditions along with the NSC Copy of the application.

These downloaded copies have to be duly signed by the applicant himself.

Back in the Request Status screen; click the **Check Profile** hyperlink for the respective applicant:

In the above displayed screen, browse and upload the printed copy of terms and conditions & the NSC copy.

Provide the NSC/FD No., Amount and Post Office/Bank Name in the respective textboxes with respect to Mineral.

Click the **Add Nsc Details** button to add NSC Details. Click on **Accept Terms & Condition** button to finish saving the request details.

---

**b. DDM/MO**

The applicant on submitting the bank and NSC details, the application is forwarded to the respective DDM of the circle.

Login with the user name and password of the DDM:
Click the **Renew License Request** primary link under License global link:

After uploading the terms and conditions along with the NSC copy, the status of the Terms and Conditions appears as accepted.

Click the **Take Action** link for the respective applicant:
### ODM Approval

<table>
<thead>
<tr>
<th>New Request</th>
<th>Request Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID</td>
<td>RA/074/2012</td>
</tr>
<tr>
<td>Name of Applicant for license</td>
<td>Slok Sahara Sponge Iron Ltd.</td>
</tr>
<tr>
<td>Profession</td>
<td>BUSINESS</td>
</tr>
<tr>
<td>Office Address</td>
<td>A1/PO-PANDARIS, VIA-SUKBALI DIST-MUKHYAHLI ODDHA</td>
</tr>
<tr>
<td>Correspondence Address</td>
<td>A1/PO-PANDARIS, VIA-SUKBALI DIST-MUKHYAHLI ODDHA</td>
</tr>
<tr>
<td>Specific place or Place of business (Location Unit)</td>
<td>A1/PO-PANDARIS, VIA-SUKBALI DIST-MUKHYAHLI ODDHA JURISDICTION MINING OFFICE, BARBADA CIRCLE, BARBADA</td>
</tr>
<tr>
<td>Father's Name/Partner's Name/Company Name</td>
<td>Slok Sahara Sponge Iron Ltd.</td>
</tr>
<tr>
<td>(in case of firm, give name and address of partners and person holding powers of attorney to act on behalf of the firm)</td>
<td></td>
</tr>
</tbody>
</table>

#### Specific purpose for which license is applied for (Procurement/Processing/Selling/Trading)
- Iron Ore, Coal, Dolomite

#### Name and Address of persons firms from which the mineral/C is to be purchased/process

#### Evidence of payment of application fee

#### Name and address of persons firms from whom the mineral/C is to be purchased/process

#### List of enclosures

- View File
  - Procurement & Storage for Self Consumption and sale of residual

#### Details of income Tax Clearance Certificate or Affidavit and value added Tax (VAT) Insurance certificate

- View File
  - View File

### For Office Use by ODM

<table>
<thead>
<tr>
<th>S#</th>
<th>Name/Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Amit Kumar Singh (Director)</td>
<td>AP/PO-PANDARIS VIA-SUKBALI DIST-MUKHYAHLI ODDHA</td>
</tr>
<tr>
<td>2</td>
<td>Arvind Singh (Director)</td>
<td>AP/PO-PANDARIS VIA-SUKBALI DIST-MUKHYAHLI ODDHA</td>
</tr>
<tr>
<td>3</td>
<td>Arvind Kumar Singh (Director)</td>
<td>AP/PO-PANDARIS VIA-SUKBALI DIST-MUKHYAHLI ODDHA</td>
</tr>
</tbody>
</table>

#### Mineral Procurement Source
- Coal: NCL, TACHIER
- Dolomite: NAL BHARAN MINERALS, SUNDERGARH, ODDHA

#### View Details
- Procurement of Iron Ore for manufacturing Sponge iron for sale and procuring Coal & Dolomite for consumption in our plant.
The details of the application can be viewed.

Provide details of any other documents and upload copies of the same.

The license period is by default set for 2 years.

Enter the Remarks of the DDM.

Click the Approve button.

A confirmation message is displayed showing that Form D is generated successfully. The applicant can download the application from the website.

Click the Request Status tab to view the application status:

The Form D can be generated on choosing the respective Download Form link.

Click the Approved button to view the remarks of various approving authorities:
Thus the application is renewed by the DDM of the respective circle.