

# **INSTRUCTION MANUAL**

# **IBM REGISTRATION APPLICATION**

## USER MANUAL INDEX

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# Chapter 1: IBMREG Application Validation Rules Document

1. **Mobile Number:** Enter Mobile Number preferably linked with Aadhar.

**Email Id:** Enter email preferably linked with Aadhar.

## 2a. Personal Details

- a. Name of Company – Only Alphabet.
- b. Registered Address—Alphabet, Numeric, - / are allowed
- c. Pin Code – Numeric
- d. Office Telephone : STD Code –4 digit Phone: 7 digit
- e. Residence Telephone : STD Code –4 digit Phone: 7 digit
- f. Registration Number of Company: Alphabet and Numeric
- g. Date of Company Registration :- Less than current date
- h. GST Number --- Scan pdf less than 250 kb
- i. Detail of officer responsible for conduct of Business of the Company
  - Address - Alphabet, Numeric, - / are allowed
  - Name – Alphabet
  - Phone—7 Digit
  - STD Code: 4 Digit
  - PAN Scan – 250 KB upload size
  - Voter ID Scan—250 KB upload size
  - Passport Scan –250 KB upload size
  - Driving Licence Scan – 250 Kb upload size

## 2b. Director Detail

- Name – Alphabet
- PAN/VOTER ID /PASSPORT/DL –250 Kb
- Multiple Director –Multiple Director Allowed
- Detail of Nominated owner under section 76 of the Mines Act, 1952—  
Designation – Alphabet

3. **STATE Licence** Details (Only for State Licence Holder under section 23c of MMDR Act)

Issuing Authority—Alphabets

Date of Issue -- Less than Current Date

Valid up to – Greater than Current Date

**4. Mine Lease Details (Only for Mining Lease Holder)State/District/Sub**

District/Village—LG Directory Area held under ML (in hectares) –

Only Numeric and float

Topo-sheet Number- Alphanumeric , /

Date of Registration ML Date < Current Date

Date of Execution ML < Date of Registration ML Date

Period of Lease from\_\_\_\_\_To\_\_\_\_\_ **From** should be less than **To**

Upload Lease Deed Copy ( Pdf 10 MB)

EC Quantity – Numeric

EC Letter Number →Alphabet, Numeric, Hyphen, dot, comma

EC Valid up to > Current Date

EC Letter Scan (Max pdf size 250 kb)

PCB Quantity in Tons – Numeric

PCB Valid up to (DD-MM-YYYY) > Current Date

PCB Sanction Letter Scan – Max Size 250 Kb

Area Forest Clearance – Numeric and Dot only

Area Forest Clearance(Size) – Scan PDF 250 kb

Type Of Land Code	Type Of Land Name	Nature Of Land Code	Nature Of Land Name
1	Nonforest	1	Govt. Waste land
1	Nonforest	2	Govt. Grazing land
1	Nonforest	3	Pvt. Agriculture irrigated land
1	Nonforest	4	Pvt. Agriculture non-irrigated land
1	Nonforest	5	Pvt. Other land
2	Forest	6	Bird Sanctuary
2	Forest	7	Protected
2	Forest	8	Reserved
2	Forest	9	Village Forest
2	Forest	10	Wild Life Sanctuary

**5. PL Detail**

Prospecting Licence Details (Only for PL Holder)

Area under PL – Numeric and dot

Date of Grant Less than Current Date

Date of Execution Licence > Date of Grant

Period in Years—Numeric

**6. Composite Licence Details**

Area held under CL—Numeric and Dot

Date of Grant Less than Current Date

Date of Execution of Composite Licence > Date of Grant

Upload Licence Copy --- Pdf size 250 kb

## **7. Preferred Bidder**

Lat and Long (Same for ML, PL, CL, PB and RP)

Latitude :-

Longitude :-

Letter of Intent – Number, Alphabet, Numeric , forward slash, hyphen and dot

Letter of Intent—(Pdf Max Size 250 Kb)

## **8. Reconnaissance Permit**

Topo-Sheet Number- Numeric Only

Area held under RP—Numeric Only and Dot

Date of Grant:- Less than Current Date

Date of Execution Licence > Date of Grant

## **9. Mineral Consumption**

Average Consumption per year – Numeric only

## **Chapter 2**

### **Registration by Applicant**

Applicant enters GST Number and click on GO button. The category will automatically be displayed. Applicant will enter his mobile number and click on Get OTP. His mobile number will be get verified by entering OTP. Applicant will enter his email id and click on Get OTP and will receive OTP on his email ID and enter the OTP. Then click on Save and Next Button.

#### **2.1 PERSONAL DETAILS :-**

- i) Applicant will enter personal details.

And click on Save as Draft and Next Button. After clicking on Save as Draft and Next Button.

In case of Company, Applicant will enter Director Details and click on Save as Draft Director. Applicant can enter multiple Director Details

In case of Firm, Applicant will be able to enter Partner details and click on Save as Draft Partner details. Applicant can enter multiple partner details.

In case of Association of Individuals, Applicant will enter details of associates and click on Save as Details of Associates. Applicant can enter multiple details of Associates.

In case of Business Activity Mining and Category Company, Firm or Association of Individuals, Applicant will enter Details of Nominated Owner under Section 76 of the Mines Act 1952.

- ii) State License details (Only for State Licence Holder under Section 23 C of MMDR Act)

Applicant will enter State Licence details.

- iii) ML Details (Applicable only for Mining Lease Holder)  
Applicant will enter ML details. Applicant will have option to choose One Mine per One Lease/one Mine per Multiple or Multiple Mines/Single lease.
- iv) PL Details  
Applicant will enter PL Details (Applicable only for Prospecting Licence Holder)
- v) CL Detail (Composite Licence Details)
- vi) Preferred Bidder Details
- vii) Reconnaissance Permit Details (Only for Reconnaissance Permit Holder)
- viii) Storage Facilities Details (Only for Storage Facilities Holder)
- ix) Mineral Consumption Details

## Screenshots



MINISTRY OF MINES  
GOVERNMENT OF INDIA

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## IBM Registration

Welcome to IBM Registration under Rule 45 of MCDR 2017



IBM Registration



File Returns  
Miners



File Returns  
End Users



Scrutiny of Returns  
IBM/Ministry Officials

K

1359

Issue

546

Junk

437

Suspend

376

### Quick Link

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### Important Links

- [Ministry of Mines, Govt. of India](#)
- [Survey of India](#)
- [Director General of Mines Safety](#)
- [Mineral Exploration Corporation Ltd.](#)

### Addresss

Indian Bureau of Mines  
2 nd Floor, Indira Bhawan, Civil Lines,  
NAGPUR - 440 001 (INDIA)  
Tel No. 91 712 2560041,  
Fax No. 91 712 2565073,  
Email : [mms\[at\]ibm\[dot\]gov\[dot\]in](mailto:mms[at]ibm[dot]gov[dot]in)


### Location




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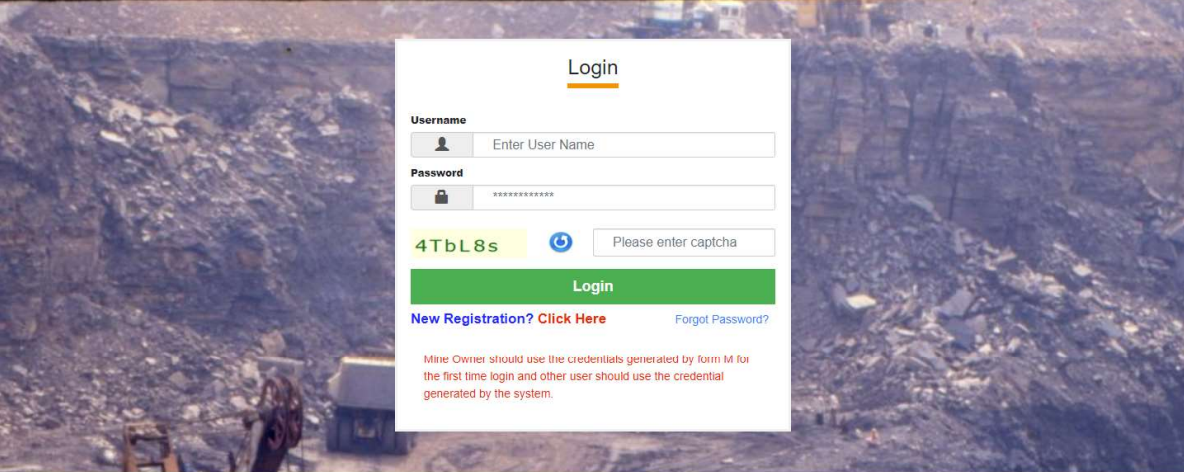



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## Login

**Username**










**Password**

4TbL8s 

**Login**

[New Registration? Click Here](#)
[Forgot Password?](#)

Mine Owner should use the credentials generated by form M for the first time login and other user should use the credential generated by the system.

### Quick Link

- [Home](#)
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- [Director General of Mines Safety](#)
- [Mineral Exploration Corporation Ltd.](#)

### Addresss

Indian Bureau of Mines  
 2 nd Floor, Indira Bhawan, Civil Lines,  
 NAGPUR - 440 001 (INDIA)  
 Tel.No. 91 712 2560041,  
 Fax.No. 91 712 2565073,  
 Email : mms[at]ibm[dot]gov[dot]in

### Location



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Click on Click here for New Registrations. For Older Registrations, Applicant have to enter his login credentials.


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● Yet to be Filled
● Currently Active
● Filled

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SL Detail
ML Detail
PL Detail
CL Detail
PB Detail
RP Detail
SF Detail
MC Detail

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### APPLICANT REGISTRATION

Enter GST Number \* :

Applicant Category \* :

Company

GST No.: 27AACCR7057F1Z6

Enter Mobile No. : \*

✓ Mobile Number verified

Enter Email ID : \*

Resend OTP

OTP

Verify

Reset


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Applicant will enter GST Number and automatically Category of the applicant will be displayed.

Applicant will enter mobile number and by entering his received OTP, his Mobile number is verified with OTP received.

Thereafter Applicant will enter email id and by entering the received OTP ,his email id will be verified.

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GST/Mobile
Personal Detail
Directors Detail
SL Detail
ML Detail
PL Detail
CL Detail
PB Detail
RP Detail
SF Detail
MC Detail

1
2a
2b
3
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Applicant Category: **Company**

Mobile No.: **8750510959** ✓

Business/Activity : \*

Mining
Trader

Title : \*      Name of Company : \*

M/s
G B Pant pvt ltd

Registered Address (Door/Building/Plot Number): \*

Sanjay Enclave Nangla Road NIT Faridabad

Taluka

Taluka

State : \*

HARYANA

Office Telephone : (STD Code should start with zero):

091      6353467

Alternate Email ID :

ufocarpoolservices@gmail.com

TAN No. :

HYDD00592E

GST Number : \*

27AACCR7057F1Z6

Date of Company Registration : \*

09-02-2022

GST No.: **27AACCR7057F1Z6**

Email ID: **dipkpant13@gmail.com** ✓

Category of Company : \*

Private Limited

Street Number/Block Number \*

Gali No 4

PIN Code : \*

121005

District : \*

NUH

Residence Telephone : (STD Code should start with zero):

091      3523466

Registration No. of Company : \*

1234567890

Name of the State where Registered : \*

JAMMU AND KASHMIR

GST No. Scan (pdf Max. 250kb) \*

Choose file

No file chosen

20220209133653\_gst\_8750510959.pdf

### DETAILS OF OFFICER RESPONSIBLE FOR CONDUCT OF BUSINESS OF THE COMPANY

Title : \*

Mr

Officer First Name : \*

Aman

Officer Middle Name :

Prasad

Officer Last Name : \*

Pant

Address : \*

Sanjay Enclave

Address 2 :

Nangla Road

Address 3 :

NIT Faridabad

Designation : \*

Developer

Mobile Number :

8750510959

Office Telephone : \*

091      8658457

Residence Telephone :

091      7635123

PAN Number : \*

AACCR7057F

PAN Scan (pdf Max. 250kb) \*

Choose file

No file chosen

20220209133653\_panno\_8750510959.pdf

Voter ID :

VOTER ID

Voter ID Scan (pdf Max. 250kb)

Choose file

No file chosen

Passport Number :

Passport Number

Passport Scan (pdf Max. 250kb)

Choose file

No file chosen

Driving Licence :

Driving Licence

Driving Licence Scan (pdf Max. 250kb)

Choose file

No file chosen

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Save as Draft & Next

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Applicant will enter personal details and “Details of officer responsible for conducting business of the company”.

## 2.2 State Licence Details

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● Yet to be Filled   ● Currently Active   ● Filled

STATE LICENCE DETAILS (ONLY FOR STATE LICENCE HOLDER UNDER SECTION 23 C OF MMDR ACT)

State Licence No. :  
State Licence Number

State :  
--Select State--

Area of Business (District) :  
click

Name of Minerals :  
click

Date of Issue :  
Date of Issue dd-mm-yyyy

Valid Upto :  
Valid Upto dd-mm-yyyy

Issuing Authority :  
Issuing Authority

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## 2.3 ML Details

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● Yet to be Filled   ● Currently Active   ● Filled

MINES LEASE DETAILS (ONLY FOR MINING LEASE HOLDER)

Please Select Mine/Lease Category :  
☒ One Mine/One Lease or One Mine/Multiple Leases   ☐ Multiple Mines/Single Lease

Location of Mining Lease Area  
Select the State where Mine is located :  
ANDAMAN AND NICOBAR ISLANDS

Mine Code :  
--Select District--

Search Mine by District :  
--Select District--

State :  
--Select State--

Name of Primary Mineral :  
--Select Minerals--

Primary District :  
--Select State--

Secondary District :  
Select

Primary Sub-District :  
--Select State--

Secondary Sub-District :  
Select

Primary Village :  
--Select State--

Secondary Village :  
Select

Name of Associated Mineral :  
Select

Type of Lease :  
☐ Captive   ☒ Non Captive  
Method of Grant :  
☒ Normal Grant   ☐ Auction Grant

Method of Mining :  
☒ Open Cast   ☐ Underground   ☐ Both

Category of Mines :  
☒ Mines Category 'A'   ☐ Mines Category 'B'

Topo-sheet number :  
Topo-sheet number

Area held under ML (in hectares) :  
Area held under ML (in hectares)

State GST Number :  
GST NUMBER

Date of Registration of ML Date :  
Date of Registration of ML Date dd-mm-yyyy

Date of Execution of ML :  
Date of execution of ML dd-mm-yyyy

Period of Lease From :  
Period of Lease From dd-mm-yyyy

Period of Lease To :  
Period of Lease To dd-mm-yyyy

Upload Lease Deed Copy (pdf Max size 10Mb) :  
Choose file   No file chosen

Statutory Clearances  
EC quantity :  
EC quantity   --Select Unit--

EC Letter No :  
EC Letter Number

EC Valid upto (dd-mm-yyyy) :  
EC Valid upto dd-mm-yyyy

EC Letter Scan (pdf Max size 250kb) :  
Choose file   No file chosen

PCB Quantity :  
PCB quantity   --Select Unit--

PCB Valid upto (dd-mm-yyyy) :  
PCB Valid upto dd-mm-yyyy

PCB Sanction Letter Scan (pdf Max size 250kb) :  
Choose file   No file chosen

Area Forest Clearance (in hectares) :  
Area Forest Clearance (in hectares)

Area Forest Clearance Scan (pdf Max size 250kb) :  
Choose file   No file chosen

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## 2.4 PL Details


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● Yet to be Filled

● Currently Active

● Filled

GST/Mobile

Personal Detail

SL Detail

ML Detail

PL Detail

CL Detail

PB Detail

RP Detail

SF Detail

MC Detail

### PROSPECTING LICENCE DETAILS (ONLY FOR PROSPECTING LICENCE HOLDER)

Location of PL Area

State:\*

--Select State--

Primary District:\*

Primary Sub-District:\*

Primary Village:\*

Name of Minerals:\*

click

Secondary District:

click

Secondary Sub-District:

click

Secondary Village:

click

Topo-sheet number:\*

Topo-sheet number

Area held under PL (in hectares):\*

Area held under PL (in hectares)

Date of Grant:\*

Date of Grant dd-mm-yyyy

Period (in Years):\*

Period (in Years)

Date of Execution of Licence:\*

Date of Execution of Licence dd-mm-yyyy

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## 2.5 Composite Licence Details


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● Currently Active

● Filled

GST/Mobile

Personal Detail

SL Detail

ML Detail

PL Detail

CL Detail

PB Detail

RP Detail

SF Detail

MC Detail

### COMPOSITE LICENCE DETAILS

Location of CL Area

State:\*

--Select State--

Primary District:\*

Primary Sub-District:\*

Primary Village:\*

Name of Minerals:\*

Select

Secondary Sub-District:

Select

Secondary Village:

Select

Topo-sheet number:\*

Topo-sheet number

Area held under CL (Ha):\*

Area held under CL (in hectares)

Date of Grant:\*

Date of Grant dd-mm-yyyy

Period (Year):\*

--Select--

Date of Execution of Composite Licence:\*

Date of Execution of dd-mm-yyyy

Upload Licence Copy (pdf Max size 250kb):\*

Choose file

No file chosen

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## 2.6 Preferred Bidder Details

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MC Detail

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Yet to be Filled

Currently Active

Filled

**PREFERRED BIDDER DETAILS**

Name of the Area:  
Name of the Area

Auctioned Area for ML (in hectares):  
Auctioned Area for ML (in hectares)

Preferred Bidder selected for:  
-- Select --

Topo-sheet number:  
Topo-sheet number

State:  
--Select State--

Primary District:  
--Select--

Primary Sub-District:  
--Select--

Primary Village:  
--Select--

Name of Primary Mineral:  
--Select Minerals--

Name of Associated Mineral:  
Select

Secondary Sub-District:  
Select

Secondary Village:  
Select

Letter of Intent Number:  
Letter of Intent Number


Letter of Intent Date:  
Letter of Intent Date dd-mm-yyyy

Letter of Intent (LOI) (pdf Max size 250kb):  
Choose file | No file chosen

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## 2.7 Reconnaissance Permit Details

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Yet to be Filled

Currently Active

Filled

**RECONNAISSANCE PERMIT DETAILS (ONLY FOR RECONNAISSANCE PERMIT HOLDER)**

Location of RP  
State:  
--Select State--

Primary District:  
--Select--

Primary Sub-District:  
--Select--

Primary Village:  
--Select--

Name of Minerals:  
Select

Secondary District:  
Select

Secondary Sub-District:  
Select

Secondary Village:  
Select

Topo-sheet number:  
Topo-sheet number

Area held under RP (in hectares):  
Area held under RP (in hectares)

GST Number of RP:  
GST NUMBER

Date of Grant:  
Date of Grant dd-mm-yyyy

Period (in Years):  
Period (in Years)

Date of Execution of Licence:  
Date of Execution of Licence dd-mm-yyyy

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## 2.8 Storage Facilities Details



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STORAGE FACILITIES DETAILS (ONLY FOR STORAGE FACILITIES HOLDER)

Location(s) of area used for storage

State:

--Select State--

District:

Sub-District of Storage Facilities:

Location:

☒ Village ☐ City

Village:

Name of Minerals:

Select

Area Owned / Held under Rent (in hectares):

Area Owned / Held under Rent (in hectares)

GST Number Area Owned / Held under Rent:

GST NUMBER AREA OWNED / HELD UNC

Business Activity:

Trader

Latitude & Longitude \*

Latitude (N):

(dd.mm.ss)

N

Latitude (dd.mm.ss)

Longitude (E):

(dd.mm.ss)

E

Longitude (dd.mm.ss)

+ Add Lat-Long

Delete Lat-Long

Remarks:

Remarks

< Previous

+ Save as Draft

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## 2.9 Mineral Consumption Details



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MINERAL CONSUMPTION DETAILS (ONLY FOR MINERAL BASED INDUSTRY)

Location(s) of Plant where Minerals is used

State:

--Select State--

District:

Sub-District of Mineral Consumption:

Location:

☒ Village ☐ City

Village:

Name of the Plant:

Name of the plant

Minerals Consumed:

AGATE  
AMETHYST  
ANDALUSITE  
APATITE  
AQUAMARINE

Average Consumption per Year:

Average Consumption per Year

Minerals with Average Consumption per Year:

+ Add Mineral

Delete Mineral

Latitude (N):

(dd.mm.ss)

N

Latitude (dd.mm.ss)

Longitude (E):

(dd.mm.ss)

E

Longitude (dd.mm.ss)

GST number of the plant:

GST NUMBER

Remarks:

Remarks

< Previous

+ Save as Draft

Next >



राष्ट्रीय सूचना विज्ञान केंद्र  
National Informatics Centre

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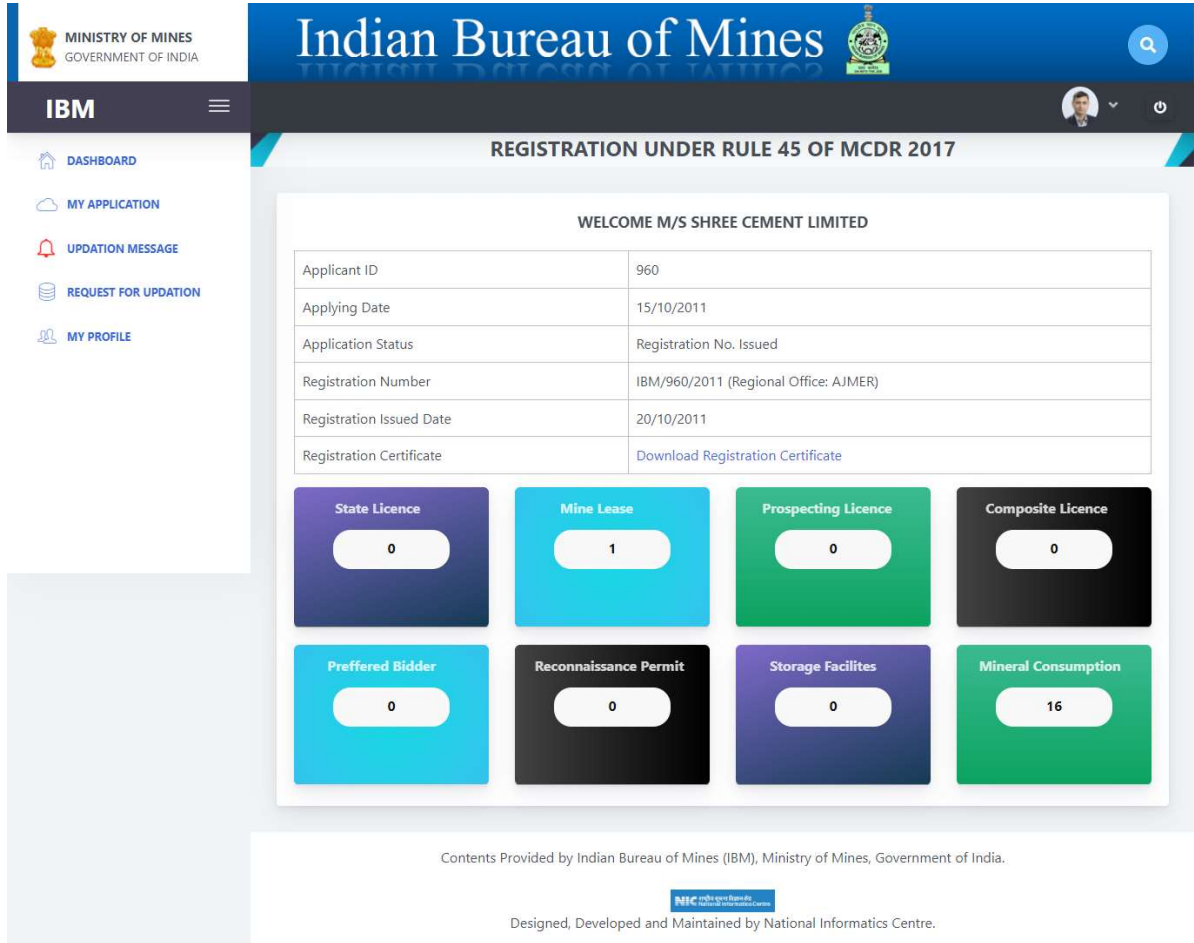
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Total Visitors: 11768

## Chapter 03

### Applicant Dashboard

Applicant dashboard shows the Application status including the option to download the Registration Certificate if issued.



**MINISTRY OF MINES**  
GOVERNMENT OF INDIA

**Indian Bureau of Mines**

**IBM**

**REGISTRATION UNDER RULE 45 OF MCDR 2017**

**WELCOME M/S SHREE CEMENT LIMITED**

Applicant ID	960
Applying Date	15/10/2011
Application Status	Registration No. Issued
Registration Number	IBM/960/2011 (Regional Office: AJMER)
Registration Issued Date	20/10/2011
Registration Certificate	<a href="#">Download Registration Certificate</a>

**State Licence**  
0

**Mine Lease**  
1

**Prospecting Licence**  
0

**Composite Licence**  
0

**Preferred Bidder**  
0

**Reconnaissance Permit**  
0

**Storage Facilities**  
0

**Mineral Consumption**  
16

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**3.1 My Profile Section:** It contains Applicant Profile details including the option to change password.



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Indian Bureau of Mines



IBM


REGISTRATION UNDER RULE 45 OF MCDR 2017

MY PROFILE


Applicant Name	: M/s SHREE CEMENT LIMITED
Mobile Number	: 0
Email ID	: shreebwr@shreecementltd.com
Address	: POST BOX NO. 33, BANGUR NAGAR, BEAWAR, BEAWAR MASUDA
	: AJMER, RAJASTHAN -305901
<a href="#">Change Password</a>	



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**MINISTRY OF MINES**  
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# Indian Bureau of Mines









**IBM**

 DASHBOARD

 MY APPLICATION

 UPDATE MESSAGE

 REQUEST FOR UPDATE

 MY PROFILE

**REGISTRATION UNDER RULE 45 OF MCDR 2017**

### REQUEST FOR UPDATION

Date : 13/02/2022

☐ Personal Detail
☐ State Licence
☐ Mines/Lease Detail
☐ Prospecting Licence

Select Module for Edit :

☐ Reconnaissance Permit
☐ Storage Facilities
☐ Mineral Consumption
☐ Composite Licence

☐ Preferred Bidder

Request Message :

\* Maximum 400 Characters

Submit

Reset

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**3.2. Request for Updation :** Applicant can choose fields for updation and thereafter can send request to RCOM for further action.

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GOVERNMENT OF INDIA

# Indian Bureau of Mines

rodhradun

IBM

- DASHBOARD
- APPLICATIONS
- RESUBMISSION REQUEST
- REGISTRATIONS
- LEASE TRANSFER
- CHANGE APPLICANT - NAME

Reports

## REGISTRATION UNDER RULE 45 OF MCDR 2017

### CHANGE NAME OF (INDIVIDUAL/ASSOCIATION INDIVIDUAL/FIRM/COMPANY)

Registratin No. \* Applicant ID \* Applicant Name \*

Search By:

Name To Be Changed :

Applicant ID	4453
Applicant Category	Firm
Registration Number	IBM/4453/2020
Email ID	abc@xyz.com

Proposed Detail :

Name:

Address:

Address2:

State Government Order Number  State Government Order Date :

Upload State Government Order File :  No file chosen

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**3.3 Change Name of Individual :** Applicant can fill the proposed details of Address and submit the request to RCOM.

**3.4 Lease Transfer:** Applicant can search Registration/Applicant wise/Applicant Name and Transfer lease to that applicant and also upload the State Government Letter

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- DASHBOARD
- APPLICATIONS
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- CHANGE APPLICANT - NAME

Reports

## REGISTRATION UNDER RULE 45 OF MCDR 2017

### LEASE TRANSFER

Registratin No. \* Applicant ID \* Applicant Name \*

Search By:

S.No.	App Id	Name of the Mine/Mine Code	Lease code	Primary Village / Sub-District	State / Primary District	Area Under ML (Ha)	Minerals	GST No.	Date of Registration	Period of Lease From	Period of Lease To	Select Lease
1	44453	DONKHERA 19HRN08002		Chakmuridika / Assandh	HARYANA / KARNAL	12312300	APATITE, BORAX	21AFFF7457Q1Z1	12/01/2022	12/01/2022	13/01/2022	<input type="checkbox"/>

Enter Applicant ID :

State Government Order Number  State Government Order Date :

Upload State Government Order File :  No file chosen

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