

**GUIDELINES FOR
SURFACE COLLECTION
OF MINERALS 2020**

CHAPTER 1

STANDARDS OF SURFACE COLLECTION

1. Surface collection of minerals shall be permitted only in areas where materials are lying on land surface, riverbanks or riverbeds.
2. In this Guideline, the surface collection season for minerals on riverbeds, riverbanks and land shall for a period of 1 year.
3. The Surface Collection Permit of minerals on earmarked riverbeds and riverbanks shall not be renewable.
4. Notwithstanding Clause 3 of this Guidelines, other permits shall be renewed for not more than one term subject to no application from other applicants in the same area and fulfillment of requirements for renewals as specified under Clause 25 of this Guideline.
5. The Department shall maintain and update inventory of all potential riverbanks and riverbeds for surface collection of minerals, and earmark riverbeds and riverbanks.
6. The maximum area for surface collection of minerals and stones in riverbeds and riverbanks to a person shall not exceed 7.5 acres.
7. The use of machineries in surface collection of mineral shall be confined to removal of boulders buried up to a depth of 2 meters.
8. The permit holder shall not transfer, sublet or contract out the Surface Collection Permit to any other person.
9. Any permit holder violating the Clause 8 of this Guidelines, the permit shall be terminated and the permit holder shall be barred from applying for surface collection for next 3 years.
10. The Department shall allow sale of minerals generated from approved land developmental activities.
11. The permit holders shall reclaim and maintain proper channels in excavated area to ensure natural flow of water while undertaking surface collection of minerals in riverbeds and riverbanks.

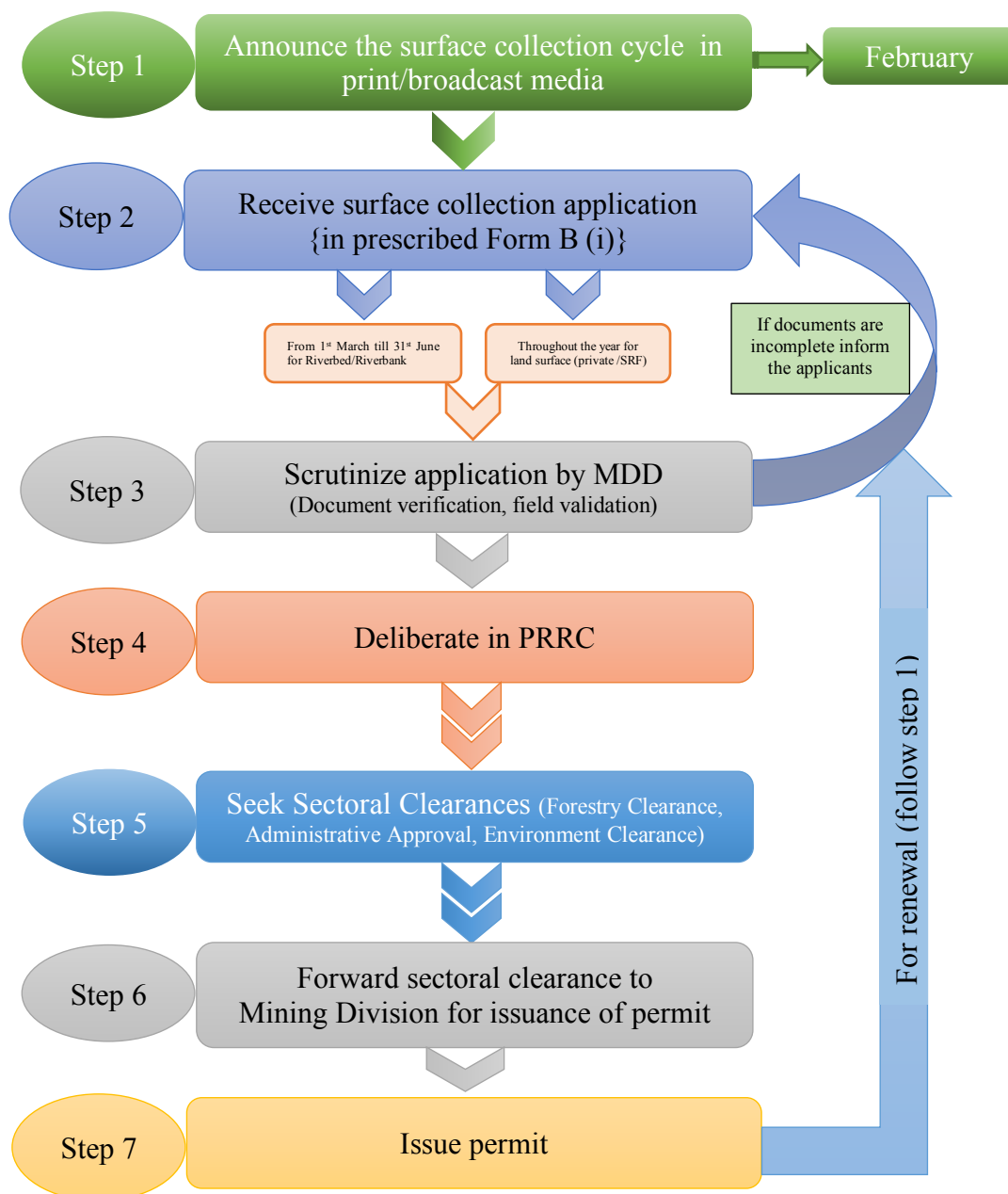
CHAPTER 2

GENERAL APPLICATION

12. A person shall apply for the for surface collection of minerals to the Department of Geology and Mines in person as prescribed in Form B(i) of this Guidelines.
13. The Department of Geology and Mines shall receive application for surface collection from riverbank and riverbed from 1st March to 30th June and shall be permitted for surface collection for a year.
14. A person may apply for surface collection on the surface of the land at any time of the year and shall be permitted for surface collection for a year.
15. The Mineral Development Division shall scrutinize the application received under Clause 12 of this Guidelines considering the requirements as prescribed in application Form B(i).
16. In line with Clause 15 of this Guidelines, Mineral Development Division shall accept or reject the application.
17. For the complete application, the Mineral Development Division shall:
 - a. direct the concerned Regional Office of the Department to conduct feasibility study of proposed surface collection site where the area is vacant within 1 working days; or
 - b. seek directives of Project Proposal Review Committee (PPRC) where the area is earmarked by the Department or the area is allotted or processed for other applicants. The Mineral Development Division shall convey the decision of PPRC to the applicant in writing.
18. The Regional Office of the Department shall visit the proposed surface collection site to verify the feasibility and submit a report in format prescribed under Annex II of this Guidelines to the MDD within 5 working days.
19. The MDD shall review the feasibility study report and present with recommendation on approval of allotment to the PPRC within 5 working days from the receipt of the report from the Regional Office.
20. On approval of allotment by PPRC, the Department shall seek, within 1 working day, the:
 - a. Forestry and Environmental Clearance from the Department of Forest and Park Services;
21. On rejection of allotment by PPRC, the MDD shall inform the applicant in writing within 1 working day.
22. Upon obtaining all the clearances, the MDD shall forward related documents to the Mining Division for issuance of the Surface Collection Permit within 1 working day.
23. The Mining Division shall issue Surface Collection Permit as prescribed in Annex III of this Guidelines for a period of 1 year within 2 working days on receipt of intimation from MDD.

24. A surface collection permit holder shall apply for the renewal of surface collection permit to the Department of Geology and Mines in person as prescribed in Form B(i) of Annex I of this Guidelines in the month of February along with latest Tax Clearance Certificate.
25. The Department on behalf of the applicant shall seek renewal of Forestry Clearance and Environmental Clearance from the Department of Forest and Park Services.
26. The Department may renew the permit for surface collection based on feasibility of the site and past performance of the permit holder.

Flow Chart for Surface Collection of Minerals (General Application)

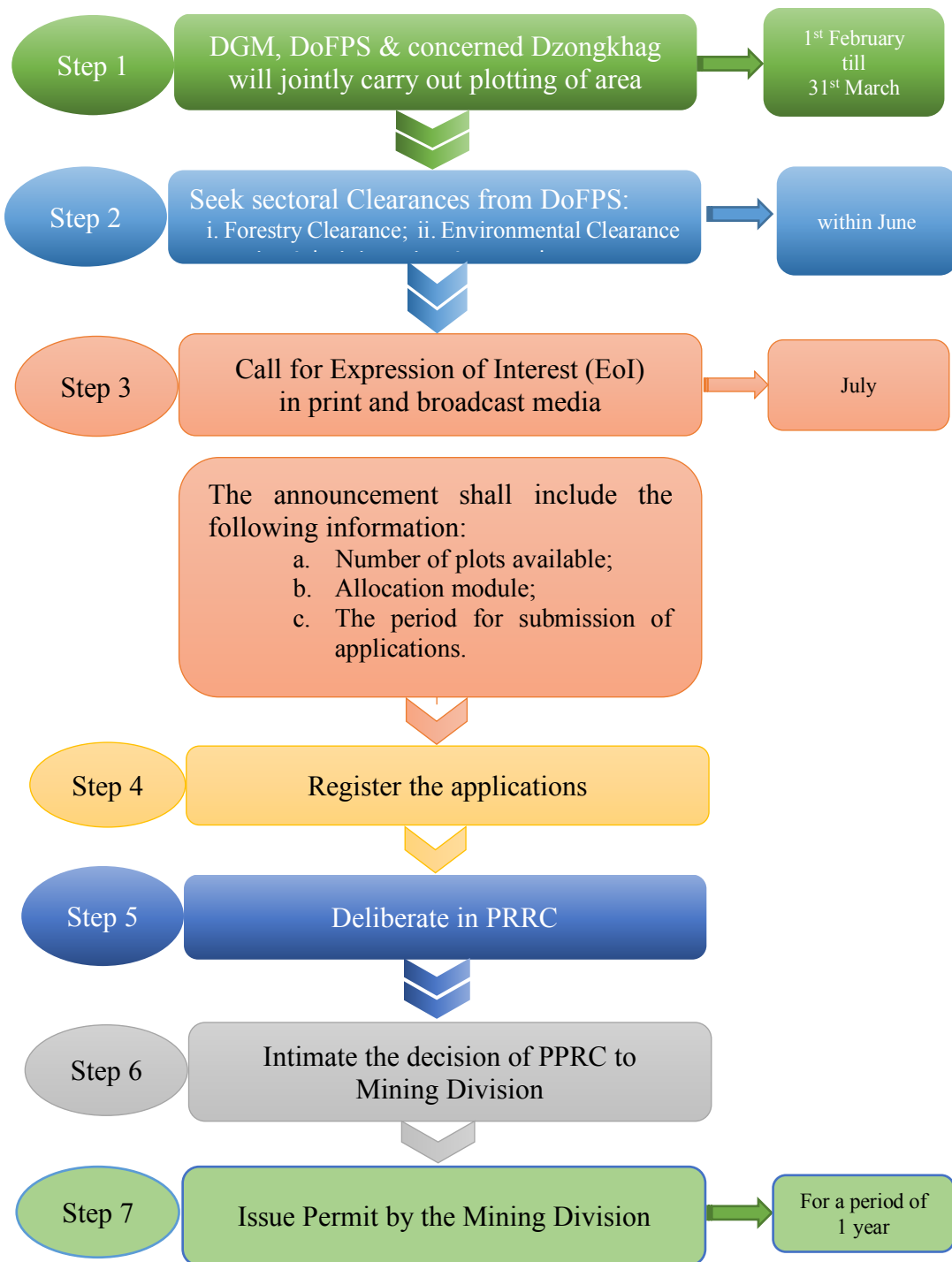


CHAPTER 3

SURFACE COLLECTION OF MINERALS FROM ACTIVE RIVERBEDS AND RIVERBANKS EARMARKED BY THE DGM

27. The DGM shall undertake feasibility study on those active riverbeds and riverbanks for surface collection of minerals.
28. The DGM in collaboration with the concerned dzongkhag administration and Department of Forest and Park Services shall jointly carryout plotting of those active riverbeds and riverbanks in the month of February and March.
29. The DGM shall seek Forestry and Environmental Clearance from the Department of Forest and Park Services.
30. All the clearances shall be sought and obtained by the end of June.
31. Upon obtaining all the necessary clearances, DGM shall call for expression of interest for surface collection of minerals in a particular riverbeds and riverbanks through broadcast or print media. The announcement shall include the following information:
 - a. Number of plots available;
 - b. Allocation module; and
 - c. The period for submission of applications.
32. Start date for submission of application shall be two weeks from the date of announcement and shall be kept open for 10 working days.
33. Any interested person shall submit the application in prescribed Form B(i) of this Guidelines to the Department of Geology and Mines in person within the given period.
34. The Department of Geology and Mines shall receive all application till the last date of the submission and MDD shall scrutinize the application received under Clause 33 of this Guidelines, and submit the recommendations along with allocation to the PPRC.
35. The PPRC shall review the recommendations of the MDD and decide on allotment.
36. Upon obtaining approval for allotment from the PPRC, the MDD shall forward related documents to the Mining Division for issuance of the Surface Collection Permit within 1 working day.
37. The Mining Division shall issue Surface Collection Permit as prescribed in Annex III of this Guidelines for a period of 1 year within 2 working days on receipt of intimation from MDD.
38. The permits issued under Clause 37 of this Guidelines shall not be renewable.

Flow Chart for Surface Collection of Minerals (earmarked by DGM)

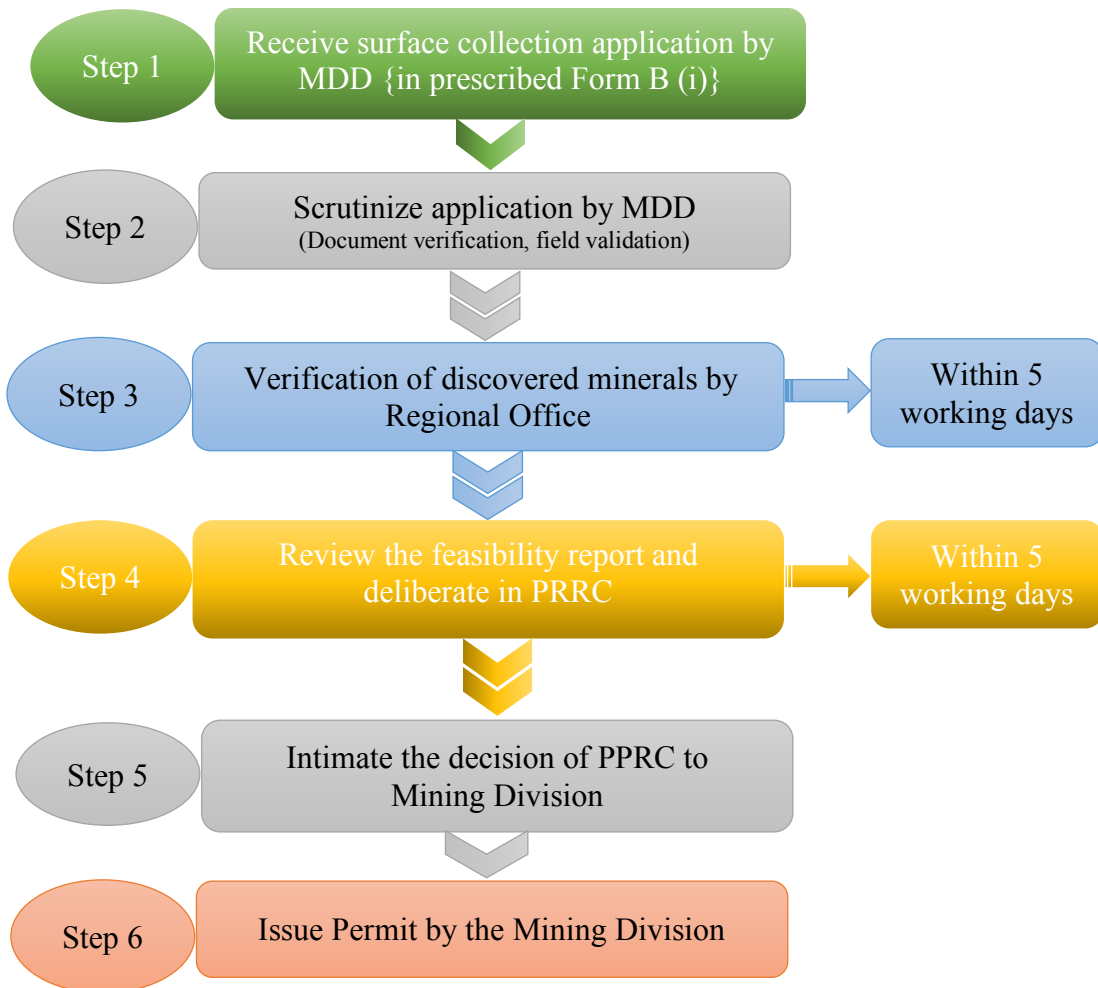


CHAPTER 4

COLLECTION OF MINERALS FROM EXCAVATION FOR LAND DEVELOPMENT

39. A person may discover minerals while undertaking approved land developmental activities for agriculture or construction related excavations in the private registered land or SRF land.
40. A person shall apply for sale of minerals discovered to the Department of Geology and Mines in person as prescribed in Form B(i) of this Guidelines along with approval for land development from the concerned authority.
41. The Mineral Development Division shall scrutinize the application received under Clause 40 of this Guidelines.
42. The Mineral Development Division shall direct the concerned Regional Office of the Department to verify the discovered minerals within 1 working day.
43. The Regional Office of the Department shall visit the proposed land development site and submit a report in format prescribed under Annex II of this Guidelines to the MDD within 5 working days.
44. The MDD shall review the verification report and present with recommendation to the PPRC within 5 working days from the receipt of the report from the Regional Office.
45. The MDD shall forward related documents to the Mining Division for issuance of the Permit for Sale of mineral within 1 working day.
46. The Mining Division shall issue Permit for Sale of mineral as prescribed in Annex IV of this Guidelines within 2 working days on receipt of intimation from MDD.

FLOW CHART FOR COLLECTION OF MINERALS FROM EXCAVATION FOR LAND DEVELOPMENT



CHAPTER 5
MONITORING OF SURFACE COLLECTION

47. The concerned Regional Office shall carryout the following monitoring activities:
- a. Ensure that the permit holder executes operation only within the approved area and prescribed depth of 2 metres;
 - b. Inspect the requisite permit for transport and sale of minerals;
 - c. Conduct monitoring to ensure compliance to terms and conditions of Permit, Forestry Clearances and Environmental Clearance;
 - d. Conduct monitoring to ensure compliance to standards of Guidelines for Surface Collection of Minerals 2020;
 - e. Issue Transport Permit for dispatch of minerals;
 - f. Ensure that all mitigation works are carried out to reduce the environmental and social impacts; and
 - g. Any other works assigned by the Head Office.
48. The concerned Regional Office shall submit monthly report to the Head Office on production, export and operation of the surface collection.



For Official Use

Application ID No.:

Date received:

Annex 1 – Form B (i)

Application for Surface Collection of Minerals

Application type (tick)	New				Renewal		
Types of Surface Collection (tick)	DGM Earmarked		General Application			Land development	
APPLICANT DETAILS							
a. INDIVIDUALS							
Title (tick)	Mr.	Mrs.	Ms.	Dasho	Dr.	Others	
Name							
Postal Address							
Telephone No.:				Mobile No.:			
CID No.:				Email ID:			
b. ENTITY (licensed firms, institutions, organizations, communities, etc)							
Name							
Postal Address							
Telephone No.:				Mobile No.:			
License No. where applicable				Email ID:			
DETAILS OF PROPOSED SURFACE COLLECTION							
Type of Minerals (tick)	<i>Dolomite</i>	<i>Limestone</i>	<i>Talcose phyllite</i>	<i>Phyllite</i>	<i>Clay</i>	<i>Gypsum</i>	<i>Others (specify)</i>
Place/village:				Gewog:			
Dungkhag:				Dzongkhag:			
Collection site (tick)	Land surface				Riverbeds / Riverbanks		
Proposed area (Acre)							
Land ownership	SRF (Acre)				Private (Acre)		
Number of surface collection permits in hand							
Number of application under process							

DECLARATION

I hereby declare that the information provided herewith are true to the best of my knowledge and in the event of false or misleading information, I shall be liable for any action under the Mines and Minerals Management Act and Rules and Regulations thereof.

SIGNATURE OF THE APPICANT

Signature	
Date:	
Place:	

Required documents:

Sl. No.	Documents	Appendix No.	Tick (✓) mark if enclosed
1	Google location map with polygon of proposed site and coordinates	A	
2	Consent for use of private land from land owner (if applicable)	B	
3	Copy of CID in case of individual and business license in case of firm or company	C	
4	Copy of latest Tax Clearance Certificate in case of licensed business firm or company	D	
5	Approval for land development from concerned authority	E	

Note:

- i. *Appendix A, B, C and D is applicable to application for surface collection of minerals from riverbed, riverbanks and land surface; and*
- ii. *For land development, only Appendix C and E are required.*

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Ministry of Economic Affairs
Department of Geology and Mines
Thimphu

FEASIBILITY STUDY REPORT ON SURFACE COLLECTION OF MINERALS

Regional Office:

1. Details of applicant:

Name of applicant:

Postal address:

Mobile No.:

2. Location of the proposed surface collection site:

Place name/village:

Gewog :

Dzongkhag:

3. Assessment report of the team:

i. What types of minerals are available at the proposed surface collection site (area with coordinates proposed by the applicant)? (*tick*)

- a. Limestone b. Dolomite c. Gypsum d. Talc
- e. Talcose phyllite f. Phyllite
- g. Others (specify)

ii. Briefly describe on the availability of the minerals in the proposed area.

Minerals	Approximate quantity in MT	Composition %	Size distribution

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Ministry of Economic Affairs
Department of Geology and Mines
Thimphu

iii. Likely impact of the proposed surface collection with reference to:

	<i>Name</i>	<i>Distance(m)</i>	<i>Direction</i>	<i>Impact (describe the impact, if YES)</i>
Roads				
Agriculture				
Human settlement				
Water bodies				
Health and safety to the community				
<i>Others(specify)</i>				

4. Recommendation of the Inspection team:

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Submitted by:

Name and Signature of the Team

Required attachments:

- i. Photographic evidence of surface collection site.
- ii. Samples, where relevant.

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Ministry of Economic Affairs
Department of Geology and Mines
Thimphu

VERIFICATION REPORT ON COLLECTION OF MINERALS FROM LAND DEVELOPMENT

Regional Office:

1. Details of applicant:

Name of applicant:

Postal address:

Mobile No.:

Application No.:

2. Location of the collection site:

Place name/village:

Gewog :

Dzongkhag:

3. Assessment report of the team:

i. What types of minerals are available at the proposed surface collection site (area with coordinates proposed by the applicant)? (*tick*)

a. Limestone b. Dolomite c. Gypsum d. Talc

e. Talcose phyllite f. Phyllite

g. Others (specify)

ii. Briefly describe on the availability of the minerals in the proposed area.

Minerals	Approximate quantity in MT	Composition %	Size distribution

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Ministry of Economic Affairs
Department of Geology and Mines
Thimphu

4. Recommendation of the Inspection team: Yes No

If No, justify:

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Submitted by:

Name and Signature of the Team

Required attachments:

- i. Photographic evidence of land development site.
- ii. Samples, where relevant

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Ministry of Economic Affairs
Department of Geology and Mines
Thimphu

Annexure V

Permit No.:

Date:

Application Number:

Types of Surface Collection: Land development

Permit for Sale of minerals

1. Details of the permit holder

- a. Name:
- b. CID/License No.:
- c. Postal Address

2. Details of Permit

a. Mineral (s):

b. Location:

Place: Gewog:
Dzongkhag

c. Period

Start date: End date:

Duration:

3. Permit terms and condition:

- a. To lift and despatch above mentioned minerals stocked while undertaking approved land developmental activity only;
- b. Not excavate beyond the depth as approved in land development plan by the concerned authority;
- c. To pay the Royalty and Mineral rent at the prescribed rate in advance;
- d. To produce a copy of revenue receipts of Royalty and Mineral rent payment to the respective Regional Office of DGM;
- e. To transport the minerals with a valid Transport Permit issued by the DGM only; and
- f. To abide by the provisions of the Mines and Mineral Management Act 1995 and Mines and Mineral Management Regulation 2002, and Guidelines for Surface Collection of Minerals 2020.

Chief Engineer
Mining Division