

# **Procedure and Checklist for application for Issue of letter of Intent (LOI) and Mining Lease**



**Geological Wing  
Department of Industries  
Government of Himachal Pradesh**

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## **Application for Issue of letter of Intent (LOI) and Mining Lease**

### **a) Checklist**

- Revenue paper viz Jamabandi of the proposed site
- Revenue paper viz Tatima of the proposed site
- Panchayat resolution (Consent)
- Self-attested Income Tax payee affidavit
- Site Plan
- Technical report (wherever applicable)
- Consent of landowners / co-sharers (wherever applicable)
- NoC of Bank (if any)

#### **To be uploaded after grant of Letter of Intent:**

- Mining Plan (Mining Lease)
- Environment Clearance (Mining Lease)
- FCA approval (Mining Lease)

### **b) Procedure/ Service Delivery Process**

#### **Issue of Letter of Intent (LOI):**

**Step-1:** Applicant/ Lessee first apply through the Single Window Clearance System (<http://emerginghimachal.hp.gov.in/miningstone/>). Applicant needs to get registered by providing email and mobile number.

**Step-2:** Lessee Submit the Application with all the required details and applicable fees.

**Step-3:** Application is submitted to the concerned Mining Officer, who will update the existing mining lease details (If any) and issue “No mining dues Certificate” along with his comments.

**Step-4:** Application along with No mining dues certificate will be submitted to Dealing hand for scrutiny

**Step-5:** If Discrepancy found, Application is return for correction to lessee, else forwarded.

**Step-6:** Application along with the comments of dealing hand will be submitted to Dealing Officer/ Geologist for further action

**Step-7:** If Discrepancy found, Application is return for correction, else forwarded

**Step-8:** Application along with the comments of dealing officer/ Geologist will be submitted to State Geologist for further action.

**Step-9:** If Discrepancy found, Application is return for correction, else forwarded

**Step-10:** State geologist then recommend the application to SDM/ DMO for Joint Inspection

**Step-11:** DMO will finalize the date of the inspection with SDM and update the same in the application

**Step-12:** After Inspection DMO will upload the scanned copy of the Joint Inspection and revert the application back to Dealing hand.

**Step-13:** Dealing hand create the LoI (Letter of Intent) and forward application to Geologist

**Step-14:** Geologist may forward to application to State Geologist for issuance of LoI or may revert to DH for the changes

**Step-15:**

- If Land Area is less than 1.5 hect. then SG will issue the LoI otherwise application will be forwarded to DI for the issuance of LoI.
- If Land Area is up to 3 Hect., then DI will issue the LoI otherwise application is will be forwarded to State Government (Secretary/ ACS) for issuance LOI
- If Land Area is more than 3 hect. then ACS will issue the Letter of Intent

**Step-16:** Applicant can download the issued Letter of Intent from the dashboard

**Mining Lease:**

**Step-17:** Once Letter of Intent is issued applicant prepare mining plan with “Registered Qualifies Person” registered with the Department and submit it to the Department.

**Step-18:** Application along with the comments of dealing hand will be submitted to Nodal officer for further action.

**Step-19:** Nodal Officer will scrutinize the mining plan if found any discrepancy then revert to applicant otherwise forward it to the Surveyor.

**Step-20:** Thereafter the application is submitted for physical verification to the Mining Officer. Mining officer will submit the report and the application is routed to Nodal officer for checking the table. If any discrepancy found, application is reverted to lessee else RQP is requested to submit the approved Mining Plan.

**Step-21:** Application is forwarded to Dealing Clerk for the generation of the Mining Plan Approval letter. Mining Plan letter is approved by the State Geologist.

**Step -22:** Applicant will submit the Approved Mining Plan to the Dealing Hand once he will receive the Approval letter from the department and process will be repeated from DH to State Geologist for Grant of Approval as mentioned above.

**c) Applicable Fees**

Mining lease – Rs. 5000/-

Mining lease and stone crusher – Rs. 2500/-