

## **Guidelines for submission of Monthly returns (Form F1 to F8)**

**General guidelines:** The owner, agent, manager or mining engineer should submit monthly returns in F1 – F8 on or before 10<sup>th</sup> of every month in respect of the preceding month. The forms for different minerals are:- Iron ore (F1), manganese (F2), bauxite and laterite (F3), chromite (F4); copper, lead, zinc, pyrites, gold, tin and tungsten (F5); Mica (F6), precious and semi precious stones (F7) and all other minerals (F8). The returns are to be submitted as per the specified forms with all relevant details duly filled-in. In case of ‘Nil’ entry, ‘0’ should be entered as confirmation thereof. In case more than one mineral for one mine, the return is to be submitted with part – I & II completed for the principal mineral and Part – II separately for each of the associate minerals.

Part I of all forms F1 to F8 is same except the name of the mineral. Part II of the forms is specific to the mineral specified in Part I thereof. Part II of forms F1, F2, F3, F4 and F8 are also similar with minor variations between the forms.

### **PART – I (All Forms) (General and Labour)**

<b>1. Details of the Mine:</b>	
(a) Registration number allotted by Indian Bureau of Mines	Registration Number of the owner as per form M
b) Mine Code	As assigned by IBM
c) Name of the Mineral	As specified
d) Name of Mine	Auto generated as per IBM data base In case change is required contact IBM Regional Office.
e) Name(s) of other mineral(s), if any, produced from the same mine	Name of the associated mineral(s) produced from the same mine. Auto generated as per IBM data base In case change is required contact IBM Regional Office.
<b>f) Location of the Mine :</b>	
Village	Details of location of Mine auto generated as per IBM data base In case change is required contact IBM Regional Office.
Post Office	
Tahsil/Taluk	
District	
State	
PIN Code	
Fax no: Fax No. of the mine; can be updated on the form	E-mail: E-mail of the mine; can be updated on the form
Phone no:	Phone No. of the mine; can be updated on the form
<b>2. Name and Address(s) of Lessee/Owner (along with fax no. and e-mail):</b>	
Name of Owner	Name of the Company/person declared as owner of the mine. Auto generated as per form M. In case change is required contact IBM Regional Office to update in Form - M.
Street/Village	Auto generated as per Form M. In case change is required contact IBM
Post Office	

Tahsil/Taluk	Regional Office to update in Form - M.	
District		
State		
PIN Code		
Fax no: Fax No. of the owner; can be updated on the form	E-mail: E-mail of the owner; can be updated on the form	
Phone No:	Phone no. of the owner; can be updated on the form	
<b>3. Details of Rent/ Royalty / Dead Rent paid in the month</b>		
(i) Rent paid for the period (Rs.)	Rent paid during the month irrespective of the period for which it is paid.	
(ii) Royalty paid for the period (Rs.)	Royalty paid during the month irrespective of the period for which it is paid.	
(iii) Dead Rent paid for the period (in Rs)	Dead Rent paid during the month irrespective of the period for which it is paid.	
<b>4. Details on working of mine:</b>		
(i) Number of days the mine worked:	Number of days during the month in which the mine actually worked.	
(ii) Reasons for work stoppage in the mine during the month (due to strike, lockout, heavy rain, non-availability of labour, transport bottleneck, lack of demand, uneconomic operations, etc) and the number of days of work stoppage for each reason separately	Reasons	No of days
	Select the reason in the order of maximum number of days the work stopped and report the corresponding days. In case of more than 4 different reasons in a month or reasons not specified in the list, the same may be combined and be reported against others.	

### 5. (i) Average Daily Employment and Total Wages paid:

Enter the average daily employment against each category (total number of man days worked divided by the total number of days the mine worked). All mining workers should be given against below ground/open cast. Others should be given against 'Above ground'. Total wages paid/payable against direct /contract workers of each category during the month should be reported against total wages (Here average daily wages should not be entered). Wage includes all cash payments including bonus, PF, welfare activities etc. However concession in kind should not be included. If the mine is of 'Opencast Category' it must be ensured that no entry is made against 'Below ground'.

Example for computation of average daily employment in any category:- If 19 persons worked for 11 days, 25 for 6 days and 26 for 8 days then average daily employment would be  $(19 \times 11 + 25 \times 6 + 26 \times 8) / (11 + 6 + 8) = 22.7$

**5.(ii) Total number of technical and supervisory staff employed in the mine during the month :** This item covers Mining Engineer, Geologist, Surveyor and other Administrative supervisory officers. Report the total number against this item. This number should not be part of item 5(i).

**(iii) Total salaries paid to technical and supervisory staff employed in the mine during the month in Rs:-** Total salary paid to the technical and other supervisory staff is to be reported. This corresponds to item 5(ii).

**PART-II (All Forms)**  
**(PRODUCTION, DESPATCHES AND STOCKS)**  
(Unit of Quantity as specified in the Forms)

**1. Type of ore produced:**

(Tick mark, whichever is applicable)

(a) Hematite

(b) Magnetite

Select one or both the options (only for Iron ore)

**2. Production and Stocks of ROM ore at Mine-head**

Opening Stock, Production and Closing Stock of ROM for different categories is to be reported. Closing stock should be less than or equal to sum of opening stock and production.

**3. Grade-wise Production, Despatches, Stocks and Ex-mine prices of Processed ore:**

Production of ore as per the grade should be given in this table. In case no grade is specified for the mineral, then production details is to be made in a single line. For each case closing stock should be equal to 'opening stock + production – dispatch'. Further opening stock for the current month should be equal to the closing stock of the previous month.

Ex-mine price: This stands for the sale price of the mineral at mine head. If sales taken place beyond mine head i.e. FOB, FOR, CIF etc. then ex-mine price is to be determined by deducting expenditure incurred beyond mine head i.e. loading/unloading, transportation and freight. The details of deduction to be reported against item 4 of Part II for F1&F8, against item 3 of part II for F2, F3, F4&F7, item 6 for F5 and item 2 for F6.

Ex mine price should be reported whenever production is reported. In case no sale for a particular grade during the reference month the previously available price should be reported. In case no sale till date, then the latest available IBM published price for that grade should be quoted. In case of captive mines, Cost of Production should be quoted as Ex-mine price. The price of higher grade should generally be greater than that of lower grade; if not reasons may be indicated. The price of lumps should generally be greater than same grade fines; if not mention the reasons. Opening Stock of each grade should be equal to closing stock of same grade in the previous month.

For Form F-5, (minerals copper, lead, zinc, pyrites, gold, tin and tungsten), the metal content, details concentrates, etc. are also to be reported wherever required. For F-7, 'the no of stones' may also be reported along with quantity for different items while reporting production details.

**4. Details of Deductions used for computation of Ex-Mine Sale price**

Entry is expected against these items only if sale is occurred beyond mine head. For example, if export is reported in the return, then entry is expected in this block. The expenditure incurred by the mine owner beyond mine head only is to be reported in this block. Exploration cost, mining cost or any other costs within the mine area are not part of deductions. The deductions should be reported per tonne, kg etc (as per the specified mineral) for each of the items.

## **5. Sales/ Despatches effected for Domestic Consumption and for Exports:**

For each grade, the details of nature of dispatch, registration number of the buyer, quantity and sale value/F.O.B value to be reported. The sale value/F.O.B value refers to the total amount and not the unit price. In case of more than one buyer for the same grade the details are to be furnished separately. Transfer of ore between any persons or associations of persons or companies and where the seller has a substantial interest in the association of persons or company buying the mineral or where the buyer has a substantial interest in the association of persons or company selling the mineral shall be treated as Domestic (transfer) for reporting in this block. Captive consumption refers to use of mineral by end-use industry owned by the same management.

## **6. Give reasons for increase/decrease in production/nil production (of primary or associate mineral), if any, during the month compared to the previous month.**

Enter the reason mandatorily if more than 20% variation in production of any grade is reported.

## **7. Give reasons for increase/decrease in grade wise ex-mine price (of primary or associate Mineral), if any, during the month compared to the previous month.**

Enter the reason mandatorily if more than 20% variation in ex-mine price of any grade is reported.

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