



FAQ on format of Mining Plans issued vide CCOM Circular 1/2021

- 1. The Mining Plan submission in the draft stage is to be mandatorily done in the .xls format?**

It should preferably be submitted in excel (.xls) format. However, it can be submitted in other file formats subject to the condition that template should not be altered in any case.

- 2. The plates/plans to be submitted at draft stage of submission of mining plan are to be in which format?**

At the draft stage submission of the Mining Plan all the plates/plans are to be submitted in the .kml/.kmz/.shp format. A few sections may be submitted in .pdf format as indicated in the CCOM Circular 1/2021.

- 3. At the time of final submission of Mining plan the plates/plans are to be submitted in which kind of format?**

At the time of final submission of mining plan the plates/plans are to be submitted in hard copies. All the plans as indicated in the CCOM Circular 1/2021 are to be submitted covering all the features as stipulated in the Rule 32 of MCDR 2017. The plates/plans are to be output of AutoCAD software as presently in vogue.

- 4. In the mining plan template issued with the Circular no. 1/2021 at many places drop down menu has been indicated is it mandatory to use the fields from those drop down menus?**

The drop down menus have been inserted to facilitate the stakeholder however if the stakeholder wants to insert any other field apart from available drop down menu the stakeholders are at liberty to do so. By double clicking in the cell the desired value can be inserted in the cell in excel sheet.

- 5. The excel version of the mining plan template is not printable in A4 size paper?**

The excel & word version attached in the link at the end of this document is redrafted format of Mining Plan annexed to CCOM Circular 1/2021 that is readily printable in the A4 size paper. The print settings may vary slightly from machine to machine and needs to be adjusted locally at the time of printing. The issue has been thus addressed and is readily available for printing of A4 size paper. The link for downloading the template has been provided at the end of this document.

- 6. Inserting additional rows in a table?**

An add row tab has been provide in the top header of the excel sheet. To add rows select any cell below with the rows are to be inserted and click add row tab. The added row shall have the formatting identical to the cell falling immediately above the selected cell.



7. What need to be done in case any additional information needs to be provided apart from the format?

In case any additional information is required to be furnished which is not included in the format or even if some additional information is required to be provided (such as detailed calculation for reserved or production etc.), it may be provided in form of Annexure which may be added in the Index part.

8. Which type of digital signature is required for submission of the documents?

Basic purpose of the provisions for digital signature is authentication of digitally submitted document that establishes the identity of the sender filing the document. In accordance to the guidelines of IT-Act and the Certificate Policy for India, there are 3 classes of Digital Signature Certificates, namely: Class 1, Class 2 and Class 3. Each class of digital signature certificate is associated with specific security features and corresponds to a specific level of trust. Leaseholders and QPs are advised to follow necessary guidelines in this regard and may acquire digital signature certificate as per their category and eligibility.

9. Whether sequence of chapters in the Mining Plan format needs a review?

No. The format is drafted keeping in view legal provisions for Mining Plan. In this regard, it is clarified that contents of a Mining Plan document are defined in Rule 13(2) of MCR'16 in which "Review of earlier proposals" is not incorporated. Thus, the chapter has been included after the detailed proposals as per rule. Further, Mineral processing chapter has been included prior to mining as post Geology and Exploration, it is required to ascertain the beneficiation or processing techniques, if any, adopted at mine level for upgradation of mineral rejects available in the lease area. It is also required to clearly identify actual production from the lease area as previously, mineral rejects mentioned in mining chapter were proposed for beneficiation in Mineral Processing chapter and thus actual grade wise production come out to be higher than what proposed in mining chapter (which is verified while approval of mining plan document and RCOM/OIC affix their signatures on the proposals).

10. Submission of Geo-referenced plans?

It is to clarify that presently all plans bear the declaration that the plan has been prepared on the basis of authenticated lease map provided by the State Government. Since the implementation of CCOM Circular 2/2010 and subsequent legal amendments, basic lease plan of the map on which other maps are prepared is a Geo-referenced map. Thus being so, all the maps stand Geo-referenced and necessarily be a Geo-referenced map.

11. Format of submission of maps in final copies?

In line with the basic objective of the circular, at the time of final submission of the document, AutoCAD print of the maps may be accepted, however, the maps need to be essentially on UTM grid instead of local grid. This will facilitate correlation of lease area with any prominent surface features on actual ground. Soft copy of the maps (plans) shall continue to be in the format prescribed in the circular i.e. kml/kmz/shp.



12. Are annexures & maps to be uploaded in the excel file?

The annexures and maps are not to be uploaded in the excel sheet of the mining plan template. All the annexures in a single pdf/zipped file and all the maps in a zipped file are to be mailed in soft copy at the time of submission of the Mining plan.

13. What is the process to submit the Financial Assurance/Bank Guarantee, if any?

The Bank Guarantee is to be submitted in original at the respective Regional Office at time of final submission. A scanned copy is also to be submitted along with annexures.

14. Plans and sections to be carried along by the project proponent during the field visit?

The project proponent/lessee/QP shall carry along hard copies of plates/maps (auto-cad output) during the field visit.

[Excel Format: Click Here](#)

[Word Format: Opencast](#)

[Word Format: Underground](#)
