

**GOVERNMENT OF ASSAM
MINES & MINERALS DEPARTMENT
DISPUR ::: GUWAHATI-6**

No. PEM.50/2020/Pt/21

Dated Dispur, the 21st August, 2021

From: Shri Arpan Kumar Saikia, ACS,
Secretary to the Government of Assam,
Mines & Minerals Department,
Dispur, Guwahati-6.

To: 1. All Principal Secretaries of 6th schedule areas.
2. All Deputy Commissioners, Assam.

Sub: Standard Operating Procedure for administration and management of the 'Y' schedule minerals 'Ordinary clay'.

Ref: This department notification No. PEM.8/84/Pt-III/14 dated 03/08/2021.

Sir/ Madam,

With reference to the subject cited above, I am directed to enclose herewith an Standard Operating Procedure (SOP) in respect of administration and management of the 'Y' schedule minerals 'Ordinary clay' by the Deputy Commissioners/ Principal Secretaries of 6th schedule areas.

This is for favour of your kind information and necessary action.

Yours Faithfully,



Addl. Secretary to the Govt. of Assam,
Mines and Minerals Department,
Dispur, Guwahati-6.

Memo No. PEM. 50/2020/Pt/21-A

Dated Dispur, the 21st August, 2021

Copy to:-

1. The PS to Hon'ble Minister, Mines & Minerals Department for kind appraisal of Hon'ble Minister.
2. The PA to Principal Secretary to the Govt. of Assam for kind appraisal of Principal Secretary.

By order etc.,



Addl. Secretary to the Govt. of Assam,
Mines and Minerals Department,

Standard operating procedure for extraction of ordinary clay:

1. As per Rule 27 of Assam Minor Minerals Concession Rules, 2013, competent authority may grant permit for lifting of Ordinary clay from an area not already granted on any mineral concession.
2. For permit of ordinary clay, contractor shall have to apply to the competent authority in Form PIM-3 of Assam Minor Minerals Concession Rules, 2013.
3. After allotment of site to the contractor, as per Rule 48 of Assam Minor Minerals Concession Rules, 2013, competent authority will write to the Director, Directorate of Geology and Mining for preparation of a mining plan with all records of the area for scientific extraction of mineral.
4. As per Rule 50 of Assam Minor Minerals Concession Rules, 2013, Director will nominate a Recognised Qualified Person (RQP) to prepare the mining plan of the area.
5. Recognised Qualified Person (RQP) will prepare the mining plan as per Rule 52 of Assam Minor Minerals Concession Rules, 2013 and submit the same to the Director.
6. After approval of the mining plan by the Director or any other authorised officer of the Directorate, the mining plan holder shall have to apply for environment clearance.
7. After getting the Environment Clearance, Contractor shall have to submit the documents to the competent authority.
8. The permit for extraction of ordinary clay shall be granted only up to a maximum depth of 9 (nine) feet measured from the natural ground level of the said area.
9. For extraction of ordinary clay, competent authority shall issue LOI to the contractor as per Form PIM-4.
10. The royalty shall be charged on the basis of quantity/ volume for which the permit is applied/ granted as per rates prescribed in the First schedule of AMMCR, 2013. Other charges i.e. 10% of royalty to MMDRR fund, 10% of royalty to DMF etc. shall be paid by the contractor.
11. For transportation of the mineral, contractor shall have to obtain transit pass from the competent authority.
12. Regarding issue of transit pass, previous system of Environment and Forest dept. may be adopted.
13. The amount of royalty is to be deposited under the head of account 0853-102-2295 through the portal [https:// assamgras.gov.in](https://assamgras.gov.in). The detail of the head is given below:

- Major Head-0853-Non ferrous Mining and Metallurgical industries

Minor head-102- Mineral Concession Fees Rents and Royalties

Sub head - 2295- royalty on minor minerals in respect of minerals under Y schedule such as gravel, ordinary clay, ordinary sand, boulder, brick earth etc. published in Assam Minor Minerals Concession Rules.