

Mineral Administration System User Manual



Table of Contents

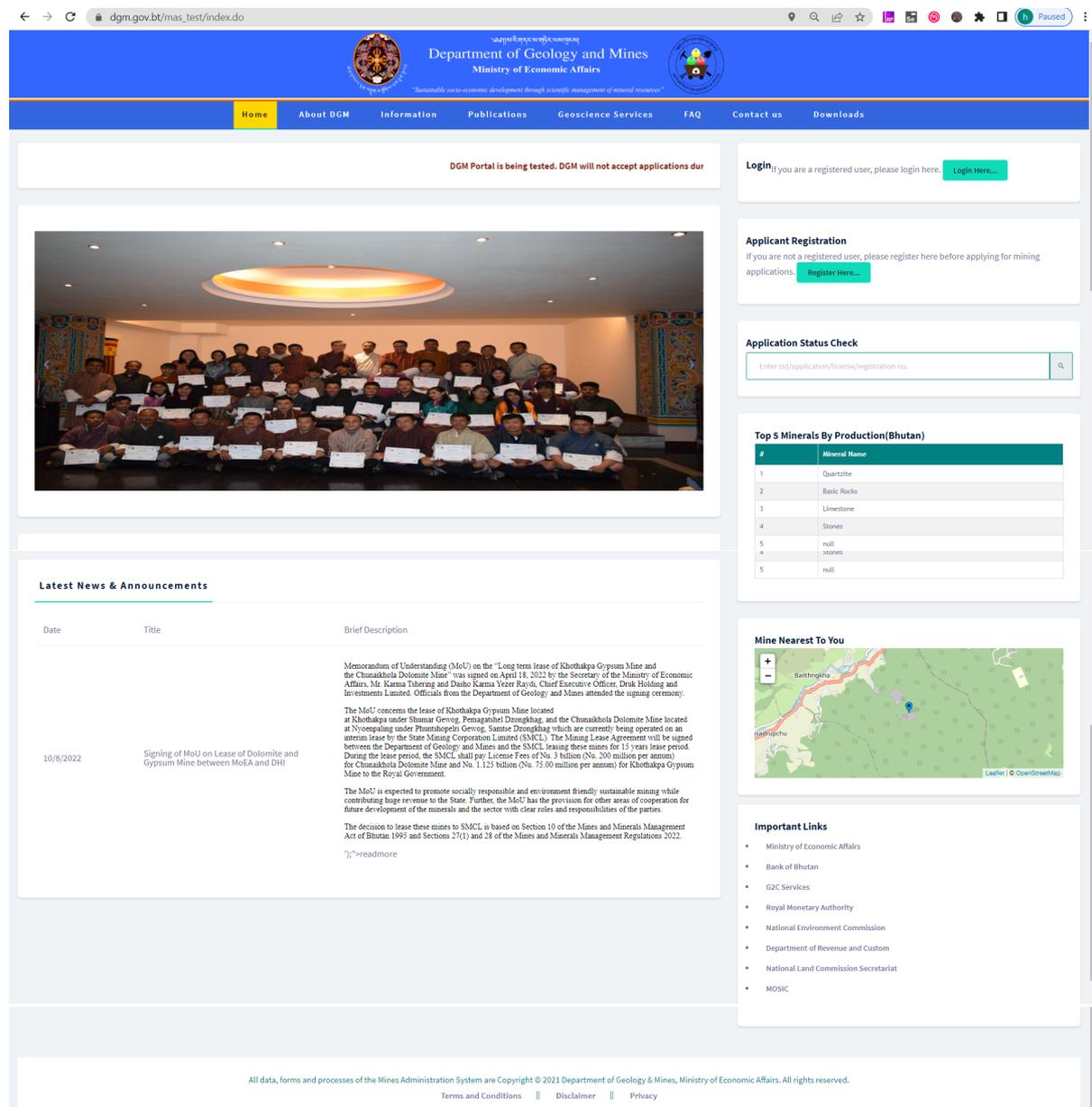
1. Portal Frontend	4
1.1. Landing Page / Home	4
1.2. About DGM	5
1.2.1. About DGM	5
1.2.2. Vision & Mission	5
1.2.3. Organogram	6
1.2.4. Who is Who	6
1.3. Information	7
1.3.1. Existing Mines	7
1.3.2. Annual Production	8
1.4. Publications	8
1.5. Geoscience Services	8
1.6. FAQ	9
1.7. Contact Us	9
1.8. Downloads	10
2. Applicant Registration	10
2.1. Individual Applicant	11
2.2. Business License	13
2.3. Registered Company	15
2.4. One Time Token	16
2.5. First Login	17
2.6. Subsequent Login	18
3. Submitting Service Applications	19
3.1. Geosciences & Laboratory Services Applications	19
3.1.1. New Service Application	20
3.1.2. Update Deposit Information	21
3.1.3. Access Service Deliverable Reports	23
3.2. Mine Lease Application	24
3.2.1. Mining Lease Check	24
3.2.2. Location Check	24
3.2.3. Activity Information	26
3.2.4. Documents	27
3.2.5. Application Submission Confirmation	28
3.3. Surface Collection Application	30
3.3.1. Mining Lease Check	30
3.3.2. Location Check	30
3.3.3. Activity Information	33
3.3.4. Documents	33
3.3.5. Application Submission Confirmation	34

3.4. Exploration Permit Application	34
3.4.1. Mining Lease Check	35
3.4.2. Location Check	35
3.4.3. Activity Information	37
3.4.4. Documents	38
3.4.5. Application Submission Confirmation	38
3.5. Short Term Mining Application	39
3.5.1. Mining Lease Check	39
3.5.2. Location Check	40
3.5.3. Activity Information	42
3.5.4. Documents	43
3.5.5. Application Submission Confirmation	43
4. Geoscience and Laboratory Services – DGM Process	43
4.1. Assign Focal Officer by Division Chief	43
4.2. Work Duration and Cost Estimation	46
4.2.1. First Time Determination of Scope and Cost	46
4.2.2. Resubmission of Scope and Estimates	48
4.3. Review of Scope and Estimates by Chief	48
4.4. Review by Head of Agency	49
4.5. Final Service Delivery	51
4.6. Account Settlement	52
4.7. Share Service Report	53
5. Mining Lease – DGM Process	54
4.8. Assign Focal Officer	54
4.9. Application Scrutiny	56

1. Portal Frontend

1.1. Landing Page / Home

When any anonymous site visitor accesses the URL <https://www.dgm.gov.bt> or <https://dgm.gov.bt> following landing page is provided. The Landing page provides public information related to minerals and mines. Information is organized as following menus: Home, About DGM, Information, Publications, Geoscience Services, FAQ, Contact Us and Downloads.



The screenshot shows the DGM Portal Home Page. At the top, there is a blue header with the Department of Geology and Mines logo and the text "Department of Geology and Mines, Ministry of Economic Affairs". Below the header is a navigation menu with links: Home, About DGM, Information, Publications, Geoscience Services, FAQ, Contact us, and Downloads. The main content area is divided into several sections:

- DGM Portal is being tested. DGM will not accept applications dur**
- Login**: If you are a registered user, please login here. [Login Here...](#)
- Applicant Registration**: If you are not a registered user, please register here before applying for mining applications. [Register Here...](#)
- Application Status Check**: Enter cid/application/license/registration no.
- Top 5 Minerals By Production(Bhutan)**:

#	Mineral Name
1	Quartzite
2	Basic Rocks
3	Limestone
4	Stones
5	null
6	stones
7	null
- Mine Nearest To You**: A map showing the location of mines near the user's location.
- Latest News & Announcements**:

Date	Title	Brief Description
10/8/2022	Signing of MoU on Lease of Dolomite and Gypsum Mine between MoEA and DHI	<p>Memorandum of Understanding (MoU) on the "Long term lease of Khotokpa Gypsum Mine and the Chamaikholo Dolomite Mine" was signed on April 18, 2022 by the Secretary of the Ministry of Economic Affairs, Mr. Karma Tshering and Dasho Karma Yezzer Rajdo, Chief Executive Officer, Druk Holding and Investments Limited. Officials from the Department of Geology and Mines attended the signing ceremony.</p> <p>The MoU concerns the lease of Khotokpa Gypsum Mine located at Khotokpa under Simumar Gewog, Pemungtsheh Dzongkhag and the Chamaikholo Dolomite Mine located at Nyemphaling under Phuntshoepel Gewog, Samtse Dzongkhag which are currently being operated on an interim lease by the State Mining Corporation Limited (SMCL). The Mining Lease Agreement will be signed between the Department of Geology and Mines and the SMCL, leasing these mines for 15 years lease period. During the lease period, the SMCL shall pay License Fees of Nu. 3 billion (Nu. 200 million per annum) for Chamaikholo Dolomite Mine and Nu. 1.125 billion (Nu. 75.00 million per annum) for Khotokpa Gypsum Mine to the Royal Government.</p> <p>The MoU is expected to promote socially responsible and environment friendly sustainable mining while contributing huge revenue to the State. Further, the MoU has the provision for other areas of cooperation for future development of the minerals and the sector with clear roles and responsibilities of the parties.</p> <p>The decision to lease these mines to SMCL is based on Section 10 of the Mines and Minerals Management Act of Bhutan 1995 and Sections 27(1) and 28 of the Mines and Minerals Management Regulation 2022.</p> <p>">readmore</p>
- Important Links**:
 - Ministry of Economic Affairs
 - Bank of Bhutan
 - G2C Services
 - Royal Monetary Authority
 - National Environment Commission
 - Department of Revenue and Custom
 - National Land Commission Secretariat
 - MOSIC

At the bottom, there is a footer with the text: "All data, forms and processes of the Mines Administration System are Copyright © 2021 Department of Geology & Mines, Ministry of Economic Affairs. All rights reserved." and links for Terms and Conditions, Disclaimer, and Privacy.

The page also provides the options to access the following:

- Registration of potential service seekers
- Login option for already registered service seekers
- Access to News and Announcements
- Mines Near You – If the Geo Location feature is enabled in the browser, mines nearby are plotted on OSM
- Important Links

Mineral Administration System User Manual

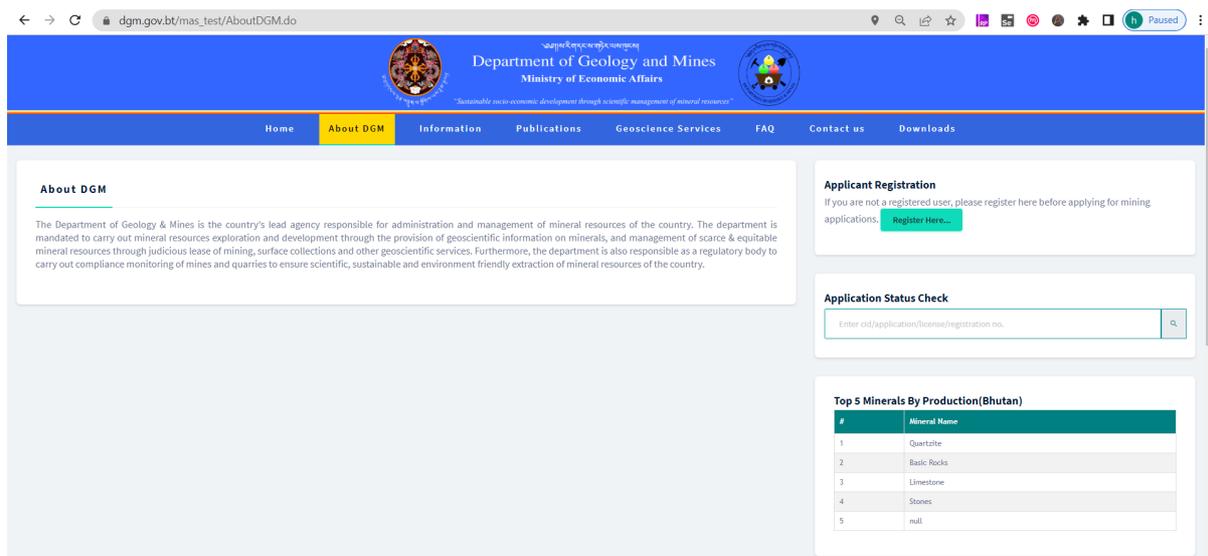
- Footer Details -Terms and Conditions, Disclaimer, Privacy

1.2. About DGM



About DGM is further categorized into About DGM, Vision and Mission, Organogram, and Who Is Who.

1.2.1. About DGM



About DGM provides background of the Department of Geology and Mines.

1.2.2. Vision & Mission

Vision and Mission of menu provides the details of Vision, Mission and Objectives of the Department of Geology and Mines.

Mineral Administration System User Manual

Department of Geology and Mines
Ministry of Economic Affairs

"Sustainable socio-economic development through scientific management of mineral resources"

Home About DGM Information Publications Geoscience Services FAQ Contact us Downloads

Vision & Mission

Vision :
To contribute to sustainable socio-economic development through geo-scientific studies and scientific management of mineral resources in the kingdom.

Mission :

- To enable optimal exploitation of the mineral resource in a scientific manner compatible with the social and economic policy of the Royal Government and within the framework of sustainable development, protection of environment, mineral conservation and preservation of the country's precious religious and cultural heritage.
- To provide input for national development and social welfare to the citizens of Bhutan by opening up venue for investment and employment;
- To apply geo-scientific expertise in prevention and mitigation of natural disasters resulting from geological hazards, thus contributing to the welfare of all Bhutanese citizens leading to Gross National Happiness

Objectives :

- To enhance economic growth through sector diversification.
- To enable legal and regulatory framework for sustainable, environment friendly & socially responsible mineral industry in the country.
- To reduce risk associated with geo-hazards.
- To enhance mines leasing, inspection and monitoring.
- To strengthen geo-scientific and mining institutional capacity.

Applicant Registration
If you are not a registered user, please register here before applying for mining applications. [Register Here...](#)

Application Status Check
Enter cid/application/license/registration no.

Top 5 Minerals By Production(Bhutan)

#	Mineral Name
1	Quartzite
2	Basic Rocks
3	Limestone
4	Stones
5	null

1.2.3. Organogram

The organogram section of the landing page provides the current organization structure of the Department of Geology and Mines.

Department of Geology and Mines

Geoscience & Mineral Division
Mapping & Exploration Section
Engineering Geology Section

Earthquake & Geophysics Division
Earthquake Monitoring Section
Network & Instrumentation
Exploration

Earthquake & Geophysics Division
Policy Section
Project Coordination Section

Earthquake & Geophysics Division
Mines Leasing Section
Compliance & Monitoring Section

Applicant Registration
If you are not a registered user, please register here before applying for mining applications. [Register Here...](#)

Application Status Check
Enter cid/application/license/registration no.

Top 5 Minerals By Production(Bhutan)

#	Mineral Name
1	Quartzite
2	Basic Rocks

1.2.4. Who is Who

Who is Who

Region / Division / Section *

#	Name	Designation	Photo
1	Chotten Wangchuk	Director General	
2	Tshering Yangzom	pa	
3	Heten Wangmo	Adm. Assistant	

Office of Director General
Mining Division
Mineral Development Division
Earthquake & Geophysics Division
Geological Survey Division
Chemical Laboratory Services Section
Survey Section
Drilling Section
Operational Level
Gomtu Regional Office
Samtse Regional Office
Samdrup Jongkhar Regional Office
Pemagatshel Area (S/Jongkhar Region)
Nganglam Area (S/Jongkhar Region)
Mongar Area (S/Jongkhar Region)
Trashigang Area (S/Jongkhar Region)
Thimphu Regional Office
Phuntsholing Region
Lhamoizhingkha Area (Phuntsholing Region)
Gelephu Region

Applicant Registration
If you are not a registered user, please register here before applying for mining applications. [Register Here...](#)

Application Status Check
Enter cid/application/license/registration no.

Top 5 Minerals By Production(Bhutan)

#	Mineral Name
1	Quartzite
2	Basic Rocks

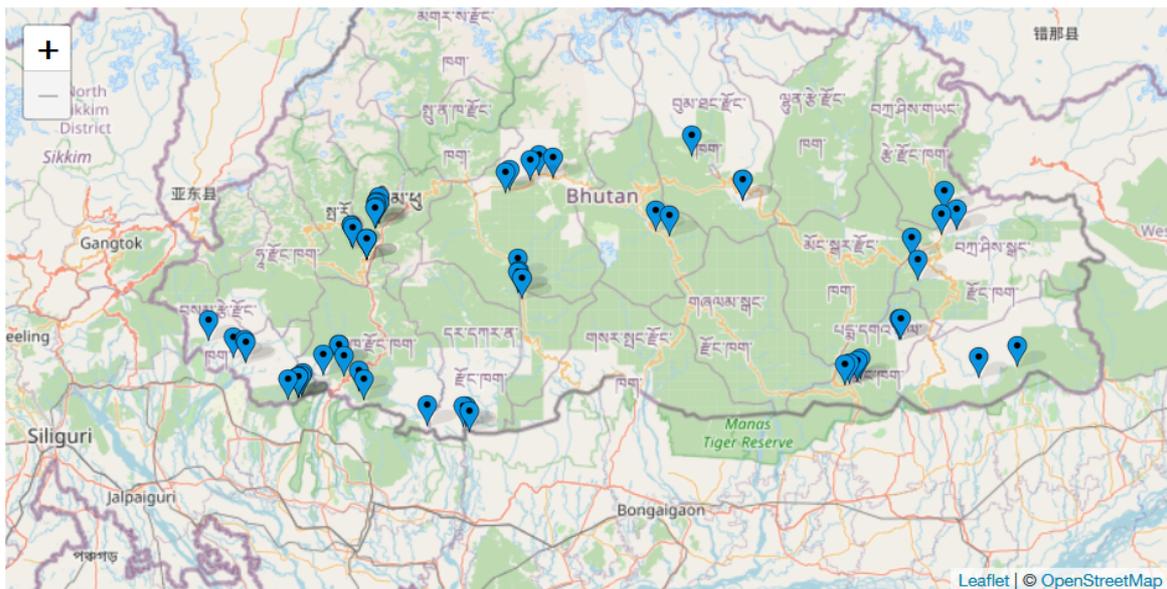
The Who Is Who Page provides the information of DGM Officials that can be filtered using Divisions and regional offices. Detail of each official includes Name, Designation, Telephone, Email, Mobile and Photo.

1.3. Information

Information Tab fetches the data updated in the system and is displayed in the form of Map (mine locations), Production data filtered based on year, production chart and revenue chart.

1.3.1. Existing Mines

All Existing Mines



The map is plotting of all the mines that are operational in Bhutan. Click on the location tag to see name of mine, location name and geo-coordinates (longitude and latitude).

Department of Geology and Mines
Ministry of Economic Affairs
"Sustainable socio-economic development through scientific management of mineral resources"

Home About DGM **Information** Publications Geoscience Services FAQ Contact us Downloads

All Existing Mines

Place : Bremungjuk
Name of Mine : Bremungjuk Stone Quarry
Latitude : 27.60729642537734
Longitude : 90.66462928473846

Applicant Registration
If you are not a registered user, please register here before applying for mining applications. [Register Here...](#)

Application Status Check
Enter cid/application/license/registration no.

Top 5 Minerals By Production (Bhutan)

#	Mineral Name
1	Quartzite

1.3.2. Annual Production

Annual Productions

Year *

2022
 2022
 2021
 2020
 2019
 2018
 2017

#	Mineral	Import Quantity(MT)	Export Quantity(MT)	Amount(Nu.)	Total Quantity(MT)	Total Sales Amount(Nu.)
1	Coal	0.000	0.000	183.360	183.360	156009.510
2	Construction Material	53.000	8072.000	0.000	53.000	8072.000
3	Quartzite	12.000	972.270	167.200	179.200	13137.450

The annual production figures are generated from the transport permits process in the system by the mine operators.

1.4. Publications

These are any publications done by the Department of Geology and Mines. Site visitors can click on the Download button to download the publication. The publication files are in PDF format.

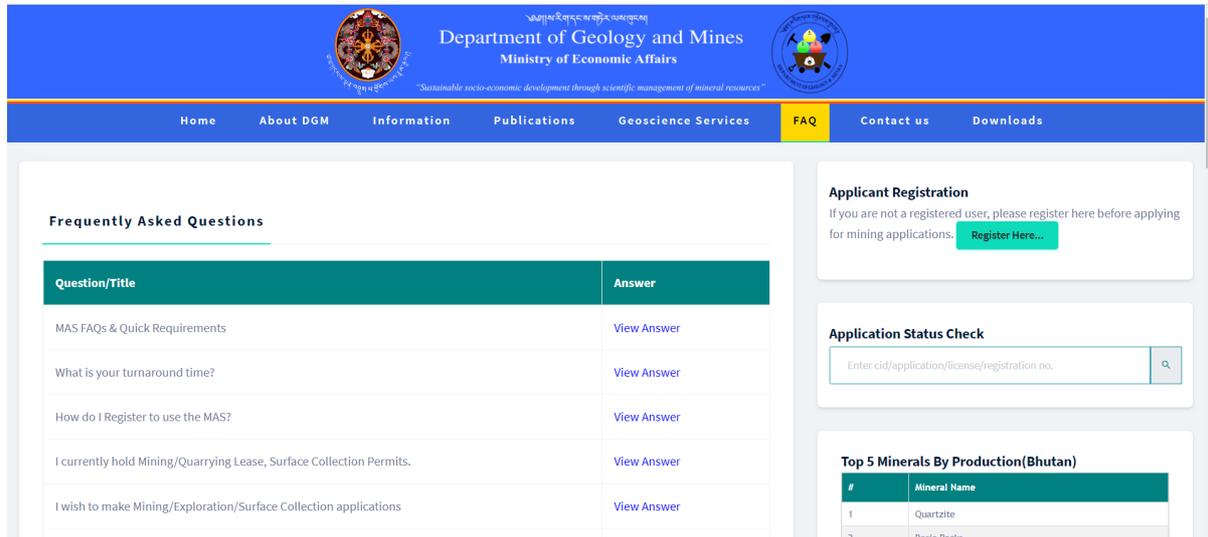
1.5. Geoscience Services

Mineral Administration System User Manual

This section provides details on the different services provided by the Department of Geology and Mines. DGM is also responsible to provide mine leasing and monitoring of mines operations.

1.6. FAQ

DGM will compile the Frequently Asked Questions and post in this section for site visitors to understand the services and other information related to mining sector in Bhutan.



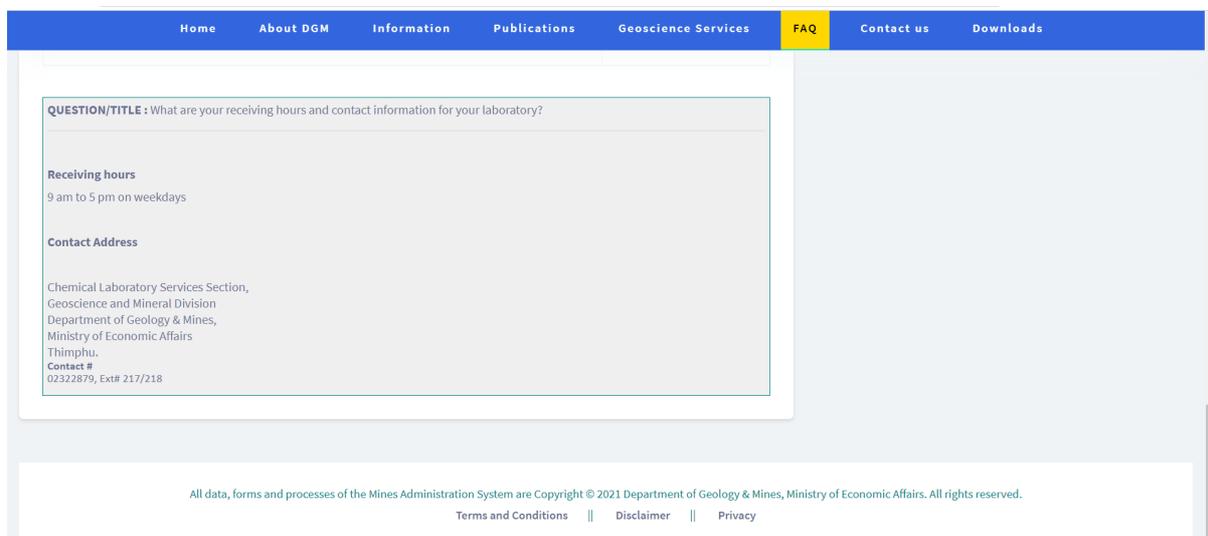
The screenshot shows the website header for the Department of Geology and Mines, Ministry of Economic Affairs. The navigation menu includes Home, About DGM, Information, Publications, Geoscience Services, **FAQ**, Contact us, and Downloads. The main content area is titled "Frequently Asked Questions" and contains a table with two columns: "Question/Title" and "Answer".

Question/Title	Answer
MAS FAQs & Quick Requirements	View Answer
What is your turnaround time?	View Answer
How do I Register to use the MAS?	View Answer
I currently hold Mining/Quarrying Lease, Surface Collection Permits.	View Answer
I wish to make Mining/Exploration/Surface Collection applications	View Answer

Other features on the page include "Applicant Registration" with a "Register Here..." button, "Application Status Check" with a search input field, and "Top 5 Minerals By Production(Bhutan)" table:

#	Mineral Name
1	Quartzite
2	Basic Rocks

When site visitor navigates to the FAQ menu, list of questions is provided as shown above. To access the Answer to any question, click on **View Answer** link under Answer column. **Question** and Answer is provided as follows



The screenshot shows the website header with the "FAQ" menu item highlighted. The main content area displays the answer to the question: "QUESTION/TITLE : What are your receiving hours and contact information for your laboratory?".

Receiving hours
9 am to 5 pm on weekdays

Contact Address
Chemical Laboratory Services Section,
Geoscience and Mineral Division
Department of Geology & Mines,
Ministry of Economic Affairs
Thimphu.
Contact #
02322879, Ext# 217/218

At the bottom of the page, there is a copyright notice: "All data, forms and processes of the Mines Administration System are Copyright © 2021 Department of Geology & Mines, Ministry of Economic Affairs. All rights reserved." and links for "Terms and Conditions", "Disclaimer", and "Privacy".

1.7. Contact Us

This section provides the official contact information of the Department of Geology and mines.

Mineral Administration System User Manual



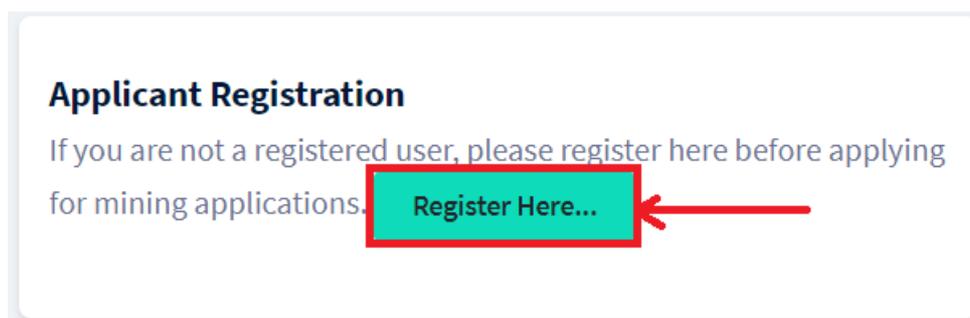
1.8. Downloads

Download section provides Forms, Legislations and Circulars / Notification that can be viewed on browser or download for future use.

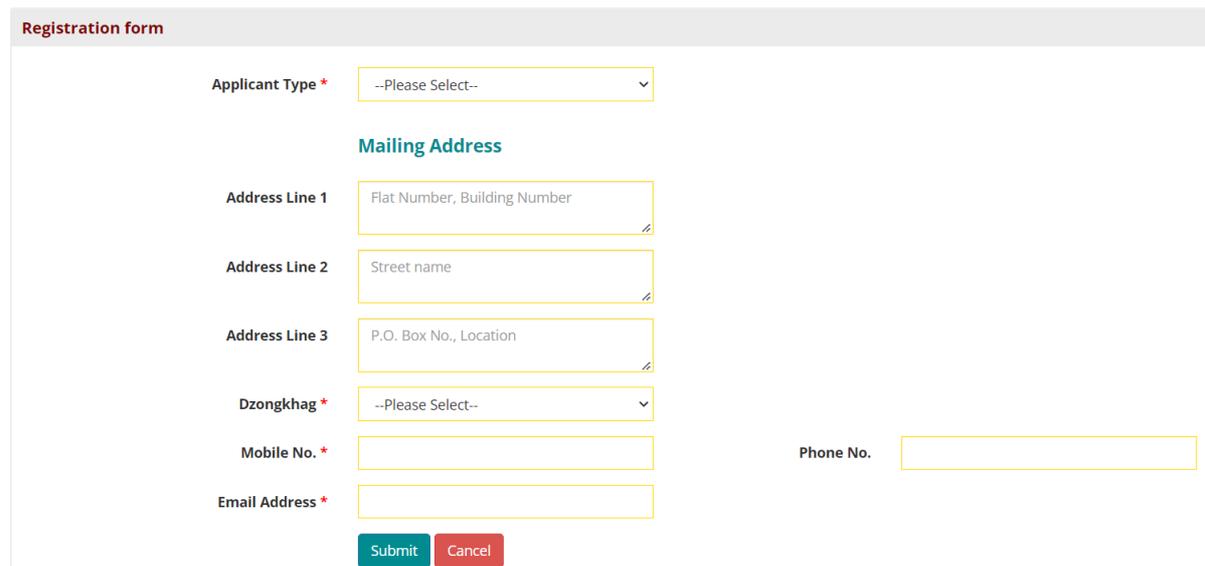


2. Applicant Registration

People and organizations requiring to avail services from Department of Geology and Mines are required to register in the system and obtain access credentials. Services that require registration are mine leasing services, GMD Services, EGD Services and Chemical Lab Services. To register in DGM system follow registration link.



When you click on the **Register Here** button, applicant registration form is provided as follows.



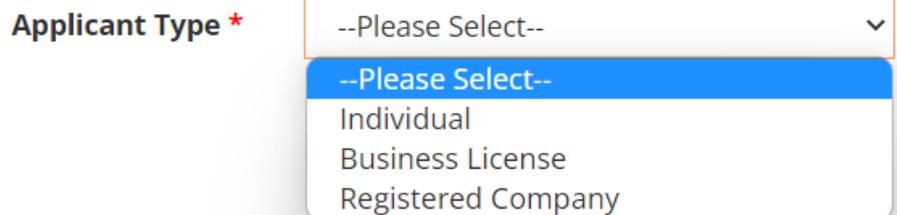
The registration form is titled "Registration form" and contains the following fields:

- Applicant Type ***: A dropdown menu with "--Please Select--" as the selected option.
- Mailing Address**: A section header for the address fields.
- Address Line 1**: A text input field with the placeholder "Flat Number, Building Number".
- Address Line 2**: A text input field with the placeholder "Street name".
- Address Line 3**: A text input field with the placeholder "P.O. Box No., Location".
- Dzongkhag ***: A dropdown menu with "--Please Select--" as the selected option.
- Mobile No. ***: A text input field.
- Phone No.**: A text input field.
- Email Address ***: A text input field.

At the bottom of the form, there are two buttons: "Submit" (green) and "Cancel" (red).

Details required is as per the applicant type. Applicant type can be:

- Individual – If your intent to avail the service as an individual, then select Individual.
- If you are representing a licensed business to process for services then select Business License
- If you are representing a registered company to process for services then select Registered Company.



The dropdown menu for "Applicant Type *" is shown with the following options:

- Please Select--
- Individual
- Business License
- Registered Company

2.1. Individual Applicant

If you are registering as an individual applicant then upon selection of Individual as applicant type, following information needs to be submitted for registration.

Mineral Administration System User Manual

Registration form

Applicant Type *

CID No. *

Name

Permanent Address

Dzongkhag

Gewog

House Number

Village

Thram Number

Mailing Address

Address Line 1

Address Line 2

Address Line 3

Dzongkhag *

Mobile No. *

Phone No.

Email Address *

Registration form

Applicant type *

Location

Dzongkhag *

Gewog/Thromde Village *

Dzongkhag

Chiwog *

To start creating registration application, enter your CID in the **CID No.** field and click on **Fetch** button.

CID No. *

Following details that match the entered CID in the Bhutan Civil Registration System (Department of Civil Registration and Census) is fetched and displayed:

- Name
- Dzongkhag
- Gewog
- Village

Mineral Administration System User Manual

- Thram No
- House No.

CID No. *	<input type="text" value="11811000419"/>	<input type="button" value="Fetch"/>
Name	<input type="text" value="Hari Prasad Kafley"/>	

Permanent Address

Dzongkhag	<input type="text" value="Tsirang"/>		
Gewog	<input type="text" value="Tsholingkhar"/>	Village	<input type="text" value="Drupchhugang(Harpaypani)"/>
House Number	<input type="text" value="Ba-11-14"/>	Thram Number	<input type="text" value="337"/>

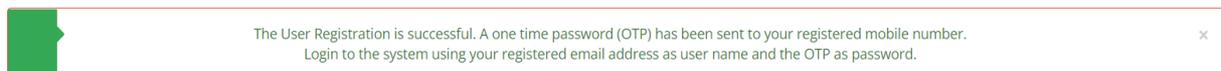
Verify the information to ensure correct details are submitted during the submission of registration application. You are required to enter and / or select additional information to enable communication in future. Following is information is required.

Mailing Address

Address Line 1	<input type="text" value="Flat Number, Building Number"/>	
Address Line 2	<input type="text" value="Street name"/>	
Address Line 3	<input type="text" value="P.O. Box No., Location"/>	
Dzongkhag *	<input type="text" value="--Please Select--"/>	
Mobile No. *	<input type="text"/>	Phone No. <input type="text"/>
Email Address *	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Note: Mobile No. and Email Address is used to send registration message and OTP for first time login.

You are required to enter the information and then click **Submit** to submit the registration or click **Cancel** to abort submitting the registration. Submission message is provided as follows.



Upon successful submission of the application, system access token is provided in email (the one entered during registration) and SMS in Mobile (the one entered during registration). You can use this token to access the system first time.

2.2. Business License

If you are representing a business (not registered company) then select the option **Business License** for Applicant Type. Following option is provided.

Registration form

Applicant Type *

Business License No. *

Fetch

Business Name

Business Owner

Enter the Business License and then click **Fetch** button.

Business License No. *

Fetch

Business name and Business Owner is fetched from G2C system that matches the License No entered.

Business License No. *

Fetch

Business Name

Business Owner

Enter other required information for communication purpose.

Mailing Address

Address Line 1

Address Line 2

Address Line 3

Dzongkhag *

Mobile No. *

Phone No.

Email Address *

Note: Mobile No. and Email Address is used to send registration message and OTP for first time login.

You are required to enter the information and then click **Submit** to submit the registration or click **Cancel** to abort submitting the registration. Submission message is provided as follows.

The User Registration is successful. A one time password (OTP) has been sent to your registered mobile number. Login to the system using your registered email address as user name and the OTP as password. x

Upon successful submission of the application, system access token is provided in email (the one entered during registration) and SMS in Mobile (the one entered during registration). You can use this token to access the system first time.

2.3. Registered Company

If you are representing a business (not registered company) then select the option **Business License** for Applicant Type. Following option is provided.

Applicant Type *	<input type="text" value="Registered Company"/>		
Company Registration No.*	<input type="text"/>	Fetch	
Company Name	<input type="text"/>	Company Type	<input type="text"/>
Email	<input type="text"/>	Contact No.	<input type="text"/>

Enter the Business License and then click **Fetch** button.

Company Registration No.*	<input type="text"/>	Fetch
---------------------------	----------------------	-------

Business name and Business Owner is fetched from G2C system that matches the License No entered.

Company Registration No.*	<input type="text" value="U20211216BHU0642"/>	Fetch	
Company Name	<input type="text" value="iTechnologies Private Limited"/>	Company Type	<input type="text" value="PRIVATE"/>
Email	<input type="text" value="tshogay@itechnologies.bt"/>	Contact No.	<input type="text" value="17113008"/>

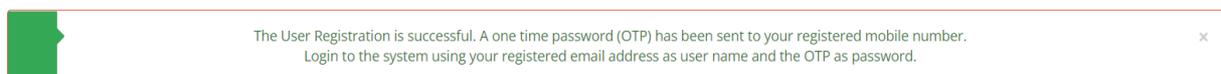
Enter other required information for communication purpose.

Mailing Address

Address Line 1	<input type="text" value="Flat Number, Building Number"/>	
Address Line 2	<input type="text" value="Street name"/>	
Address Line 3	<input type="text" value="P.O. Box No., Location"/>	
Dzongkhag *	<input type="text" value="--Please Select--"/>	
Mobile No. *	<input type="text"/>	Phone No. <input type="text"/>
Email Address *	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Note: Mobile No. and Email Address is used to send registration message and OTP for first time login.

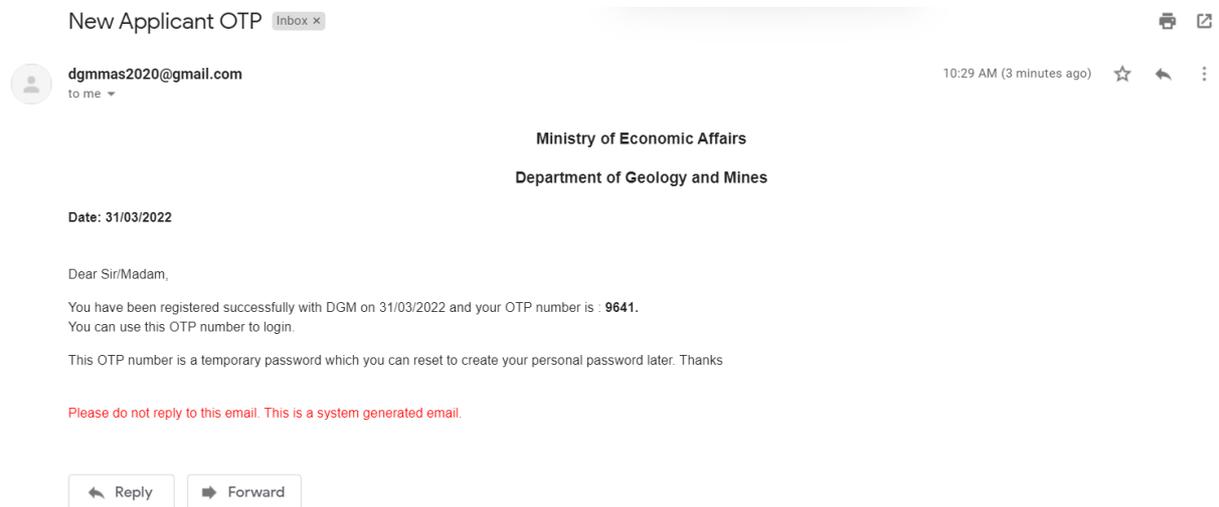
You are required to enter the information and then click **Submit** to submit the registration or click **Cancel** to abort submitting the registration. Submission message is provided as follows.



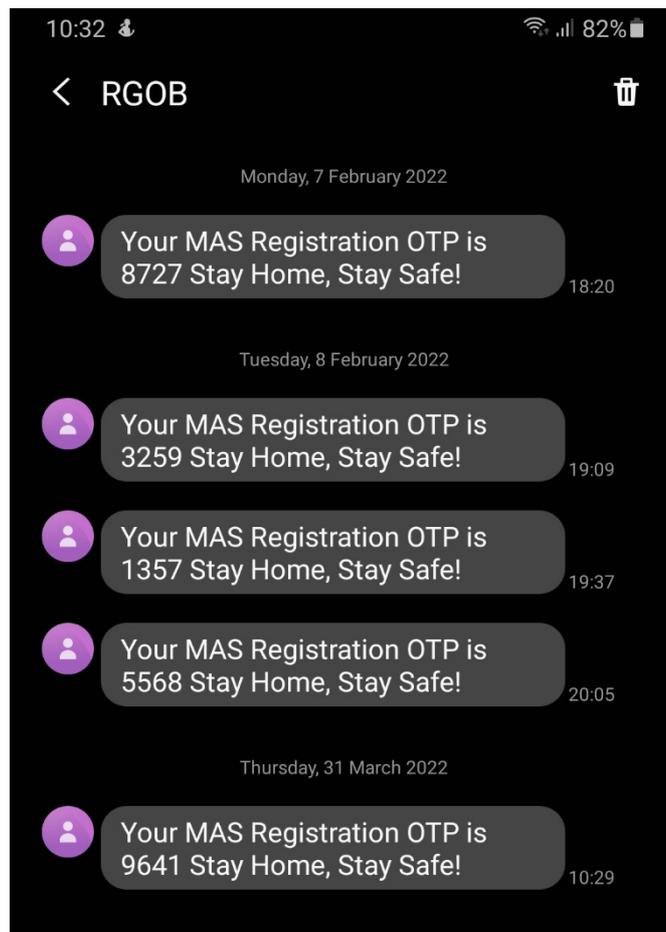
2.4. One Time Token

Upon successful submission of the application, system access token is provided in email (the one entered during registration) and SMS in Mobile (the one entered during registration). You can use this token to access the system first time.

Email with access token.



SMS with access token.

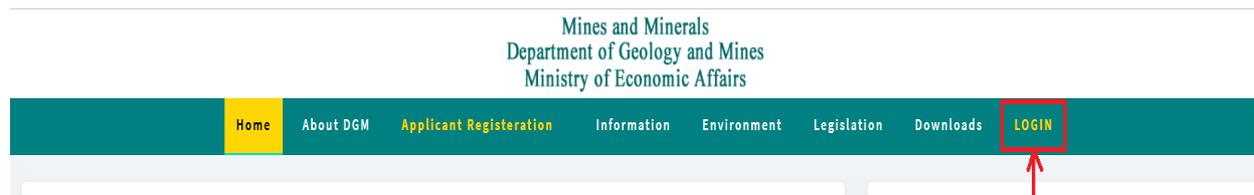


Note:

1. If you do not receive email in the **Inbox** then please check in the spam folder as sometimes emails from such information system will be in spam folder based on your security setting of the email client.
2. An email address can be used only once in the system. If same email is used more than one time then registration will not work.

2.5. First Login

To login into the system, navigate to the home page of the system and click on **Login** menu.



Following login page is provided.

LOGIN FORM

Username	<input type="text" value="Enter Username"/>	
Password	<input type="password" value="Enter Password"/>	

[Forgot Password?](#)

[Home](#)

Username is the email address provided during registration and for first time login token use the token received in SMS or email as password.

Enter the username and password and click **Login** button to submit login request. If you are logging in for the first time after registration then you are required to change the password.

Hari Prasad Kafley
(haripkafley@gmail.com)

Hello, I am Hari Prasad Kafley

PERSONAL DETAILS

Please change your password!

Full Name : Hari Prasad Kafley
Designation :
Email ID : haripkafley@gmail.com
Phone No : 17118424

Change Password

New Password Re-Password

Update

Enter new password, re-type the new password and click **Update** to change the password. New password will be recorded in the system. Message of successful password change is provided.

Change password successful! Your new password is:
~~12345678~~ **Please logout and login with new password!**

Note: Once the password is updated, then the token received in email / SMS will not work.

Log out from the system and login again with new password.

2.6. Subsequent Login

Upon successful login landing page with menu (on the left) and notification tiles (main window) is provided. Based on the registration and the activity trail in the system, menu access and notification tile access is provided.

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Dashboard

Menu

- Dashboard
- Application
- Mining Lease
- Approvals
- Transport
- Payment
- Exploration Permit
- Penalty
- Administration
- Explosive & Accessories

Notification Tiles

Update TADA Pending View Details 1	Site Visit Report Pending View Details 1	Mining Lease Approval Pending View Details 1	Temporary Closure Request Application
Geosciences & Laboratory Services Request Application	Mining Lease Application Application		

3. Submitting Service Applications

3.1. Geosciences & Laboratory Services Applications

One of the reasons for registering in DGM portal is to avail Geosciences and Laboratory Services. This set of services include:

Sl. No.	Major Services	Description and Sub-Services
1	Geological Mapping	Mapping of geology for: (1) discovery of mineral resources, and (2) mine and other land-use planning and development
2	Mineral Prospecting	Initial evaluation of geological potential of identified mineral resources
3	Mineral Exploration	Detailed geological exploration of mineral deposits to ascertain geological feasibility with high degree of accuracy and confidence.
4	Engineering Geology and Geotechnical Investigation	Investigation include preliminary to detailed study of landslide, slope stability and site suitability for construction of roads, bridges, buildings etc.
5	Study of Construction Material	Detailed geological study of construction material (boulders, aggregates, sand, slabs etc.) site to ascertain geological feasibility with high degree of accuracy and confidence.
6	Mineral and Rock Sampling	Random to drill core sampling for laboratory analysis depending on scope of work
7	Geological Core Logging	Detailed geological logging of drill cores of mineral and rocks for analysis and interpretation purpose
8	Survey and GIS	Topographical survey and GIS for geological and mining feasibility study of mineral and construction material deposits
9	Drilling	Diamond drilling for mineral exploration, geotechnical investigation and groundwater exploration
10	Identification of Minerals and Rocks	Identification of rocks and minerals based on physical and chemical property test. Test also include field XRF analyzer.
11	Chemical Laboratory Analytical Services	<p>1. Gravimetric, volumetric and spectrometric tests to determine major oxide composition of rock and mineral samples (silicates, carbonates, sulphides, oxides, rocks and ores) by acid digestion for identification of minerals and rocks, prospecting and exploration.</p> <p>2. Water quality analysis for parameters: pH, Calcium (Ca), Magnesium (Mg), Sulphate (SO₄), Chloride (Cl), Sodium (Na), Potassium (K), Total Hardness, Total Alkalinity, Total Solids (TS), Total Suspended Solids (TSS) & Total Dissolved Solids (TDS)</p>
12	Geotechnical Laboratory Tests	<p>Tests on Soil</p> <p>1. SPT for Bearing Capacity 2. PPT for Bearing Capacity 3. Sieve Analysis 4. Water Content 5. Specific Gravity 6. Bulk Density 7. Atterberg Limit 8. Plasticity 9. Hydrometer Test</p> <p>Tests on Rock</p> <p>1. Aggregate Impact Value (AIV) 2. Point Load Test 3. Porosity 4. Schmidt Hammer Rebound test</p>

13	Geological and Mineral Resources Information	<ol style="list-style-type: none"> 1. Geology of Bhutan 2. Geological Maps of Bhutan 3. Regional Geology Reports and Maps (Toposheet wise) 4. Dzongkhag Geology and Mineral resources Reports and Maps 5. Mineral Resources Map of Bhutan 6. Mineral Resources and Exploration Reports and Maps 7. Landslide Inventory Reports and Maps 8. Engineering Geology and Geotechnical Reports and Maps
14	Lecturing Services	Guest lecturing services to University and School Institutions on geoscience and mineral resources

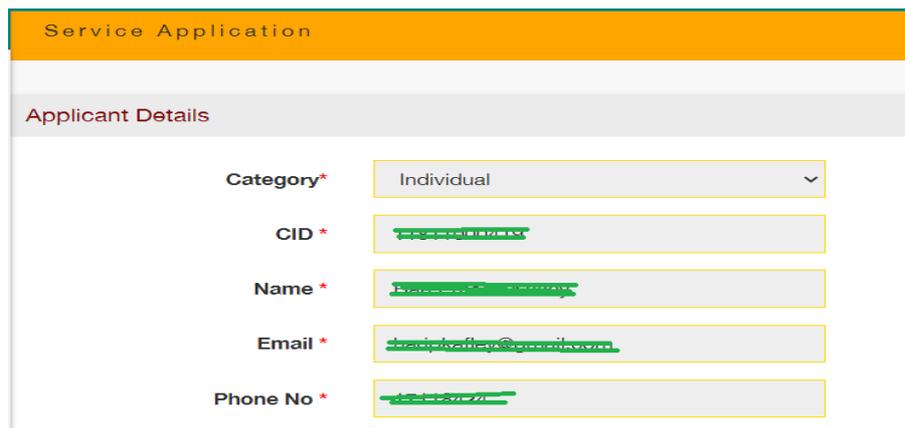
3.1.1. New Service Application

Application for Geosciences and Laboratory Services can be initiated after completing the registration process. Once registration is complete and password change (if first time login) is successful, you have two options to submit service request.

1. Click on the Geosciences and Laboratory Service Request box on the main window.
2. Navigate to Geoscience / Lab Service menu on the left. Menu expands and Service Application Sub Menu is accessible.



To get service request form, click on the Service Application (from menu) or Application (from the box). Service request form is provided. Applicant details is provided on the top and service request option is provided in lower section of the page.



Service Application

Applicant Details

Category* Individual

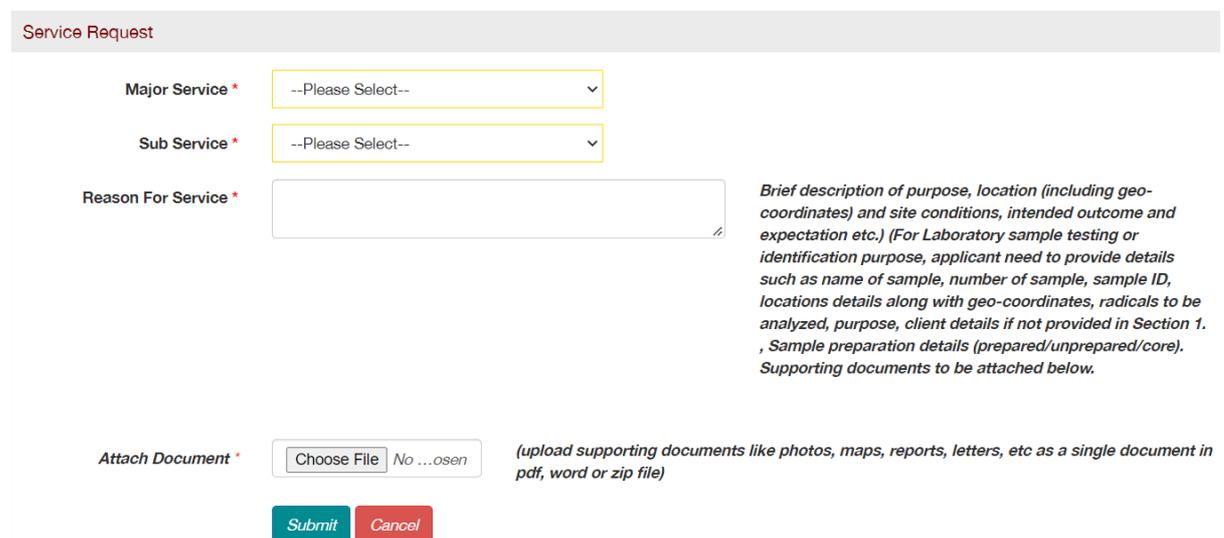
CID *

Name *

Email *

Phone No *

Applicant details is fetched based on the registration information and the access credentials generated during the registration. Service request submission requires following information to be submitted.



Service Request

Major Service * --Please Select--

Sub Service * --Please Select--

Reason For Service * *Brief description of purpose, location (including geo-coordinates) and site conditions, intended outcome and expectation etc.) (For Laboratory sample testing or identification purpose, applicant need to provide details such as name of sample, number of sample, sample ID, locations details along with geo-coordinates, radicals to be analyzed, purpose, client details if not provided in Section 1. , Sample preparation details (prepared/unprepared/core). Supporting documents to be attached below.*

Attach Document * No ...osen *(upload supporting documents like photos, maps, reports, letters, etc as a single document in pdf, word or zip file)*

You are required to fill up the information as per the instructions provided. Some Major Service will have Sub Service and some may not have. After enter required information and document attachment, click **Submit** to submit the service request or click **Cancel** to abort submission of service request.

Upon Successful submission, message is provided.



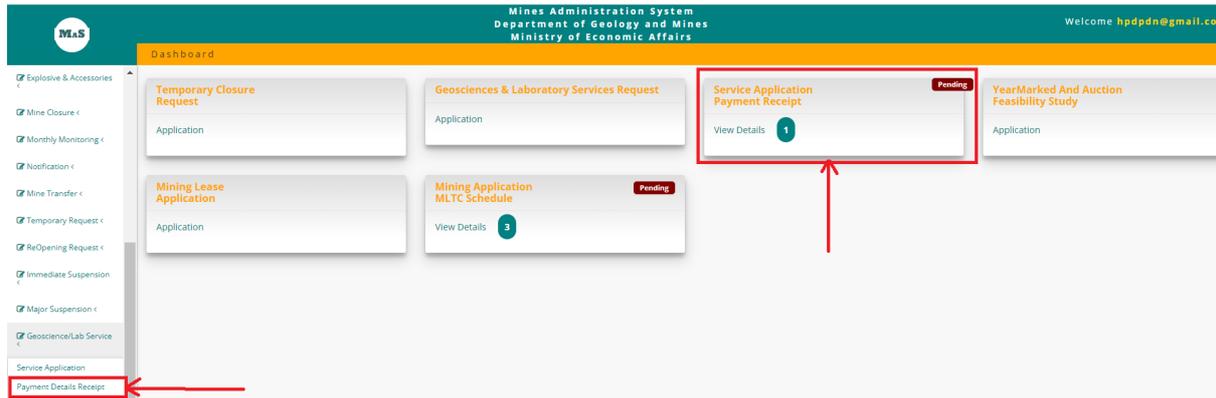
The service application will be received by the Chief of GMD or Chief of EGD depending on the type of service request submitted.

Review of Service Application by Chief GMD / EGD

3.1.2. Update Deposit Information

Once the application is approved by the Head of Department, notification is generated on the Dashboard for fees deposit. An email is also sent to the applicant with information on status and the fees deposit information. Upon successful login, following is available.

Mineral Administration System User Manual



Service Applicant can either access the notification by clicking on **Service Application Payment Receipt** or **Payment Details Receipt** on the left menu. Information is listed as below.

S.No	Applicant Name	Email	Phone No	Date	Action
1	Pratyga Pradhan	hpdpdn@gmail.com	17872400	08/May/2022	view

Showing 1 to 1 of 1 rows

Service applicant is required to click on **View** link under action column. Details of the application and information related to internal communication within DGM is provided.

SI.Nos	Cost Estimate (Nu)	Cost Estimated From	Cost Estimated Till	Cost Estimated Total Days	Cost Estimated Remarks	Cost Estimated Documents
1	30000	08/09/2022	08/09/2022	3	this is for testing	Download
2	40000	08/09/2022	22/09/2022	14	revised scope and estimate	Download

Showing 1 to 2 of 2 entries

Information in the red box above provides the service scoping and cost estimation information. Applicant can view other information related to the service application.

Applicant Details	
Category	Individual
CID	11203000144
Name	Pratyga Pradhan
Email	hpdpdn@gmail.com
Phone No.	17872400

Service Request	
Major Service	Survey and GIS
Sub Service	Topographical and GIS Services
Reason For Service	reason
Attached Document:	Download

Applicant is required to update the payment related details as follows.

Mineral Administration System User Manual

Payment Details

Payment Date: *

Remarks: *

Attach Receipt * Choose File | No file chosen

Submit Cancel

Applicant is required to attach the payment receipt / deposit slip as an evidence.

Once the applicant updates the payment information, Division chief can track the activities done to complete the service delivery and designated focal receives notification to complete the activities.

If initial deposit is less than the amount spent by DGM then applicant is required to make additional payment.

Service Application

Focal Officer : Additional Payment Required

Show 5 entries Search:

Sl.Nos	Status	Amount to pay (Nu)	Remarks	Date	Documents
1	Applicant to pay	1000	Applicant need to pay additional 1000 to be able to complete the service	01/09/2022	Download

Showing 1 to 1 of 1 entries Previous 1 Next

Focal Officer : Scope And Cost Estimate Details

Show 5 entries Search:

Sl.Nos	Cost Estimate (Nu)	Cost Estimated From	Cost Estimated Till	Cost Estimated Total Days	Cost Estimated Remarks	Cost Estimated Documents
1	30000	06/09/2022	08/09/2022	3	this is for testing	Download
2	40000	08/09/2022	22/09/2022	14	revised scope and estimate	Download

Showing 1 to 2 of 2 entries Previous 1 Next

Once the applicant makes remaining payment, application will be routed to focal official for updating the final deliverable information.

3.1.3. Access Service Deliverable Reports

Once the final deliverable is uploaded by the focal official then applicant can access the deliverable after logging into the system.

Dashboard

Temporary Closure Request Application

Geosciences & Laboratory Services Request Application

Service Application Access Reports View Details 1

YearMarked And Auction Feasibility Study Application

Mining Lease Application Application

Mining Application MLTC Schedule Pending View Details 3

Applicant is required to click **View Details** link in the box. Details is provided as follows.

Service Request List /

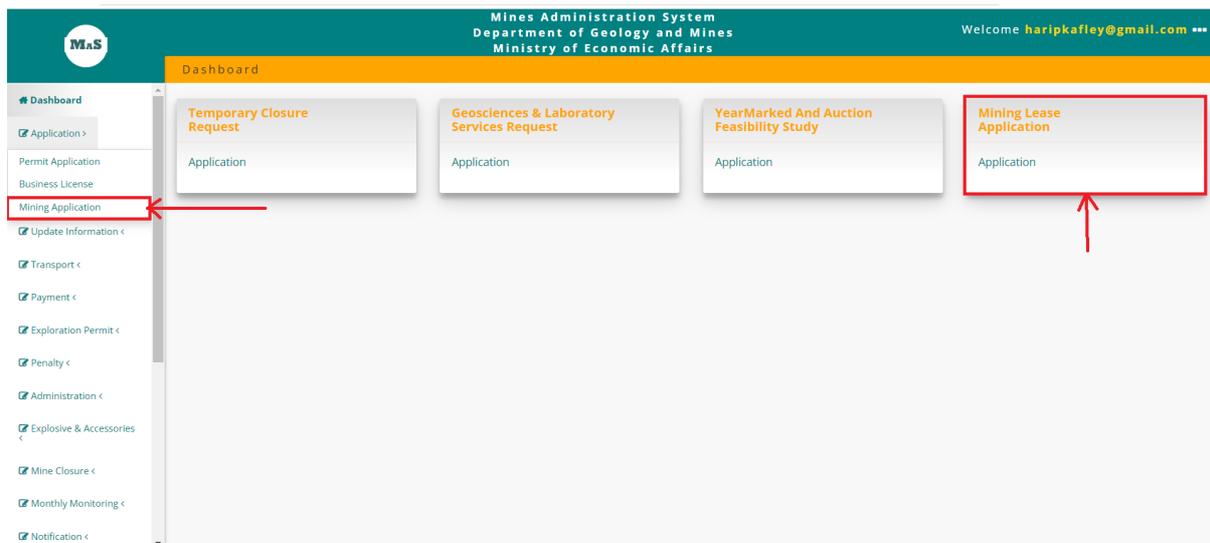
Search

Sl.No	Applicant Name	Email	Phone No	Date	Action
1	Pratigya Pradhan	hpdddr@gmail.com	17872400	09/May/2022	view

Showing 1 to 1 of 1 rows

Click on **View** action to view all the details and then option to download the service report and receipt.

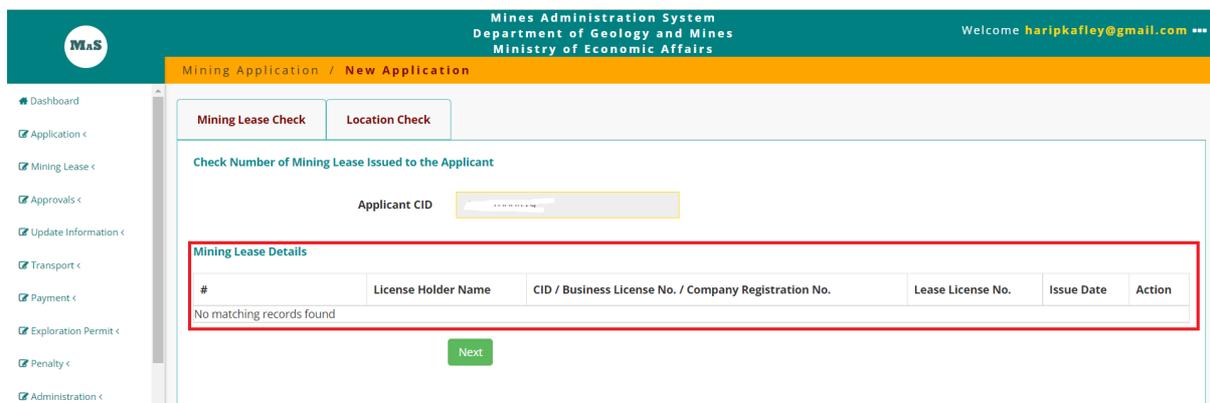
3.2. Mine Lease Application



Applicant can access the Mining lease application either by clicking on Application link in the Mining Lease Applications box or navigate to **Application** → **Mining Application** menu.

3.2.1. Mining Lease Check

First step in mining lease application process is checking whether the applicant already has application submitted or the applicant has operational mine / MLA signed, etc. Any such mines will be listed in the table – Mining Lease Details.



Note: Any applicant is eligible to operate only two mines at any point of time. If the Mining Lease Details contains the two mines then applicant should abort the application creation unless the entity is eligible for more than two mines at any time.

If the Mining Lease Details contains less than two records, Click **Next** to continue. Next step after verification of already leased mine to the application and if eligible, is to do location check.

3.2.2. Location Check

Applicant can either upload KMZ polygon map or enter the geo coordinates to check whether the location is available or not.

Mineral Administration System User Manual

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Mining Application / New Application

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Check Continue

To upload the KMZ map applicant is required to browse the map and upload is provided.

Select Mine Map *

Choose File No file chosen

Check Continue

If you want to enter the geo coordinates of the identified mine location map, then click the **Update Coordinates** option. Option to enter the coordinates in the form of Latitude (N xx.xxxxxx) and Longitude (E xx.xxxxxx).

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Mining Application / New Application

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *	
1			+

Check Continue

Enter the coordinates and then to add more, click **+ option**. Additional row is created add new values.

Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *	
1			+
2	23.454323	89.624353	-
3			-

Check Continue

Note: Please Do not enter the N and E.

After uploading the KMZ file of map or entering minimum of four coordinates, click **Check** button to check whether the mine is already leased or any application is submitted by other applicants on the same location.



Map is provided with the mine area plotted using the coordinates of the KMZ or the coordinates recorded. If the proposed mine overlaps with existing operational mine / MLA signed or application submitted, then map shows the overlap as shown above.

If the proposed mine location does not overlap with any existing application or leased location then separate plots of the map is provided as shown below.



Note: Application will be rejected if the proposed location overlaps with existing mine or with the location already submitted to DGM.

3.2.3. Activity Information

If the location is OK, application can click **Save** button to continue the creation of application. Applicant is required to click **Continue** button after saving the location and the map. Name of the

applicant and CID for individual, business license No for licensed business and company registration number for registered company is displayed.

Mining New Application

Activity *

Applicant Name : Hari Prasad Kafley, CID :11811000419

Location *

Select Mining Lease option for Activity. Based on the activity selection application form is loaded.

Mining New Application

Activity *

Location *

Select the location. Location is populated from the location saved in the location check phase. Option to record the activity description and provision to upload required document is provided.

Mining Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Activity Description

Type of Mining *

Minerals of Interest (For eligibility, refer the Regulations)*

Proposed Mine Class *

Required Investment Estimate (in Millions)*

Source of Finance (in Millions)*
Equity Amount (Nu.) Loan Amount (Nu.)

Technical Competence & Experience *

Workforce Requirement*

Land Ownership *
SRF Area (Acre) Private Land Area (Acre)

Proposed Lease Period Years *

Do you as an individual/family/household/firm/company have any mine/quarry in hand?* Yes No

3.2.4. Documents

Applicant is required to enter the details prescribed in the form and continue with uploading of the document. Following documents are required for captive mine.

Mineral Administration System User Manual

The screenshot shows the Mines Administration System (MAS) interface. The header includes the MAS logo, the system name "Mines Administration System", the department "Department of Geology and Mines", and the ministry "Ministry of Economic Affairs". A user is logged in as "haripkafley@gmail.com". The main content area contains a form for a standalone mine application. It starts with a question: "Do you as an individual/family/household/firm/company have any mine/quarry in hand?" with radio buttons for "Yes" and "No". Below this is a section titled "Upload Files(Only PDF)" with several file upload fields: "Location Map(KMZ file only)", "Consent of use of private land from land owner", "Industrial Proposal for minerals", "Exploration Report", "Organizational Structure of the Company with Technical Manpower", "Past Mining experience", "Description of Financial Capability", and "Household Information". Each field has a "Choose File" button and a "No file chosen" message. At the bottom of the form are "Submit" and "Cancel" buttons.

Standalone mine required the following documents.

This screenshot is similar to the previous one but shows the "Proposed Lease Period" field at the top, which is set to "0" years. The rest of the form, including the "Upload Files(Only PDF)" section with its various file upload fields and the "Submit" and "Cancel" buttons, is identical to the previous screenshot.

Note: All documents are required to be in Portable Document Format (PDF) except for location map which has to be in KMZ format.

After entering required details and attaching the required documents, applicant is required to click **Submit** button or click **Cancel** to abort submitting the application. Please note that if applicant clicks on **Cancel** then all data is removed. Anything entered will be available once **Cancel** is clicked.

3.2.5. Application Submission Confirmation

If saved application submission note is generated with option to print.

Mineral Administration System User Manual

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome **haripkafley@gmail.com**

Application Details For Print

Mineral **Mining Lease** Application with following details is successfully registered with Department of Geology and Mines on **16/08/2022** at **2:41:00 PM**. Your application no. is **AP-ML295**.

Applicant Details

Applicant Name	Hari Prasad Kafley
Phone	
Mobile	17118424
Email ID	hari@itechnologies.bt

Location Details

Dzongkhag	Samtse
Dungkhag	Dorokha
Gewog	Chargharey
Nearest Village	Chargharay B
Place	charghareay
Longitude	89.26145315904975
Latitude	26.834719652031588

The Application will be processed as per the provisions in Rules and Regulations. Applicants can check the status using the application number on the DGM website.

[Print](#) [Cancel](#)

Email is also sent to the applicant's email ID application number and other information.

1 of 5,409

New Application Creation External Inbox x

dgmms2020@gmail.com
to me

2:41 PM (3 minutes ago)

Ministry of Economic Affairs
Department of Geology and Mines

Date: 16/08/2022

Dear Sir/Madam,

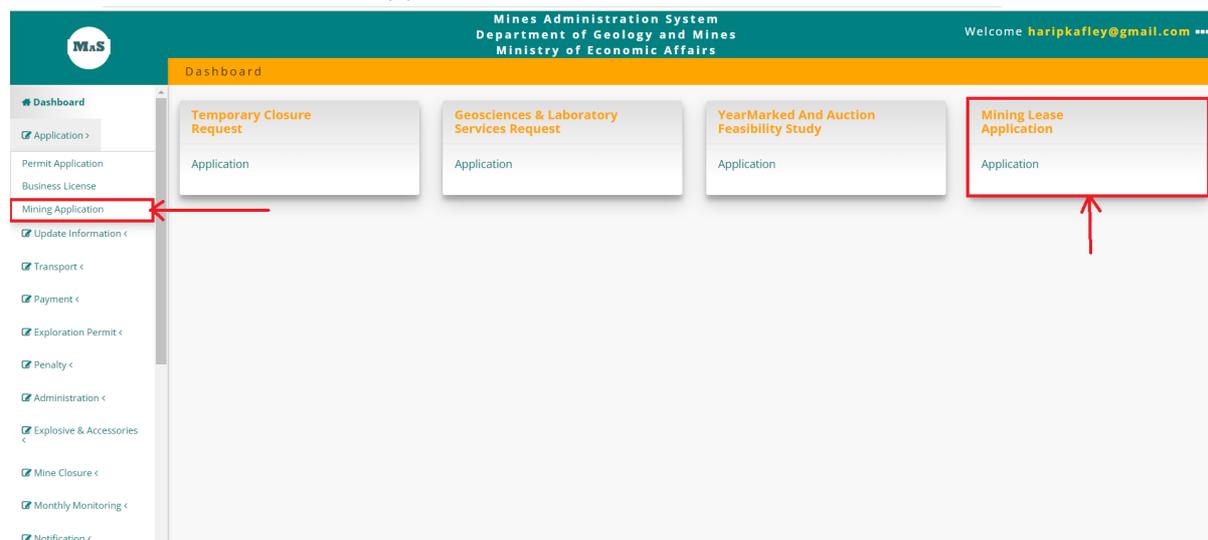
Your application has been registered successfully with DGM on 16/08/2022. Your application number is **Application_no**.
You can use this application number to track your application status in future.

Thank you

Please do not reply to this email. This is a system generated email.

[Reply](#) [Forward](#)

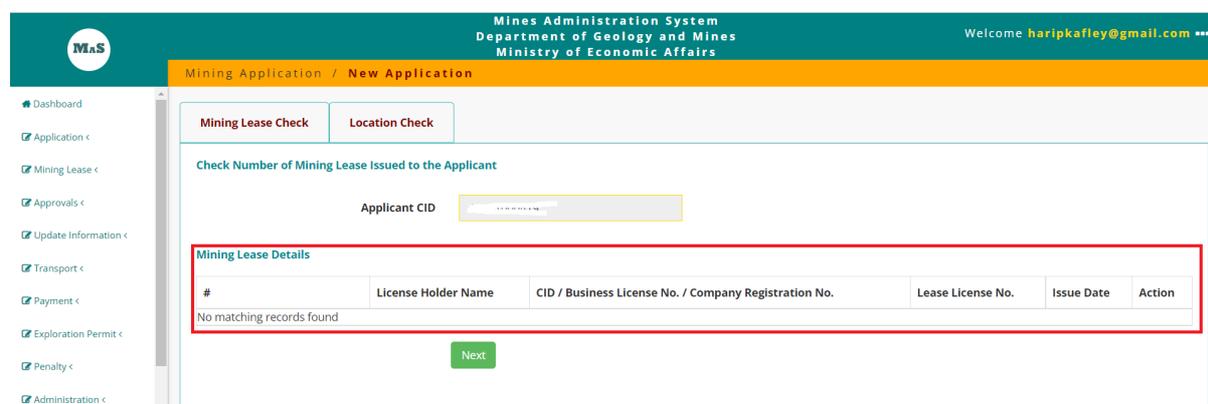
3.3. Surface Collection Application



Applicant can access the Mining lease application either by clicking on Application link in the Mining Lease Applications box or navigate to **Application** → **Mining Application** menu.

3.3.1. Mining Lease Check

First step in mining lease application process is checking whether the applicant already has application submitted or the applicant has operational mine / MLA signed, etc. Any such mines will be listed in the table – Mining Lease Details.



Note: Any applicant is eligible to operate only two mines at any point of time. If the Mining Lease Details contains the two mines then applicant should abort the application creation unless the entity is eligible for more than two mines at any time.

If the Mining Lease Details contains less than two records, Click **Next** to continue. Next step after verification of already leased mine to the application and if eligible, is to do location check.

3.3.2. Location Check

Applicant can either upload KMZ polygon map or enter the geo coordinates to check whether the location is available or not.

Mineral Administration System User Manual

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Mining Application / New Application

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Check Continue

To upload the KMZ map applicant is required to browse the map and upload is provided.

Select Mine Map *

Choose File No file chosen

Check

Continue

If you want to enter the geo coordinates of the identified mine location map, then click the **Update Coordinates** option. Option to enter the coordinates in the form of Latitude (N xx.xxxxxx) and Longitude (E xx.xxxxxx).

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Mining Application / New Application

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *	
1			+

Check Continue

Enter the coordinates and then to add more, click **+ option**. Additional row is created add new values.

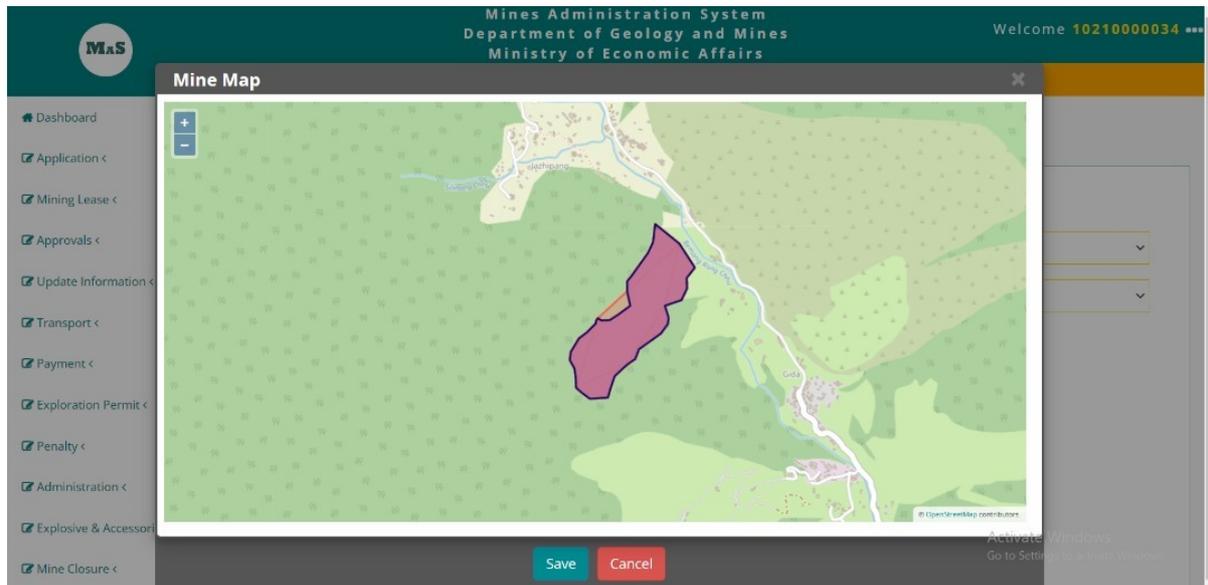
Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *	
1			+
2	23.454323	89.624353	-
3			-

Check Continue

Note: Please Do not enter the N and E.

After uploading the KMZ file of map or entering minimum of four coordinates, click **Check** button to check whether the mine is already leased or any application is submitted by other applicants on the same location.



Map is provided with the mine area plotted using the coordinates of the KMZ or the coordinates recorded. If the proposed mine overlaps with existing operational mine / MLA signed or application submitted, then map shows the overlap as shown above.

If the proposed mine location does not overlap with any existing application or leased location then separate plots of the map is provided as shown below.



Note: Application will be rejected if the proposed location overlaps with existing mine or with the location already submitted to DGM.

3.3.3. Activity Information

If the location is OK, application can click **Save** button to continue the creation of application. Applicant is required to click **Continue** button after saving the location and the map. Name of the applicant and CID for individual, business license No for licensed business and company registration number for registered company is displayed.

The screenshot shows the 'Mining New Application' form. At the top, there is a header 'Mining New Application'. Below it, there are two dropdown menus: 'Activity *' and 'Location *', both with '--Please Select--' as the selected option. A yellow highlighted bar displays the applicant information: 'Applicant Name : Hari Prasad Kafley, CID :11811000419'.

Select Mining Lease option for Activity. Based on the activity selection application form is loaded.

This screenshot shows the 'Mining New Application' form with the 'Activity *' dropdown menu open. The 'Mining Lease' option is highlighted in blue. The 'Location *' dropdown menu remains at '--Please Select--'. The applicant information bar is still visible in the background.

Select the location. Location is populated from the location saved in the location check phase. Option to record the activity description and provision to upload required document is provided.

The screenshot shows the 'Activity Description' form. It includes several input fields: 'Minerals of Interest *' with a dropdown set to 'Granite'; 'Proposed Area (Acre) *' as an empty text box; 'Land Ownership *' with two sub-fields for 'SRF Area (Acre)' and 'Private Land Area (Acre)', both containing the value '2'; 'Period of Permit Requested *' with a 'Years' label and an empty text box; and 'Proposed Surface Collection Area *' with a dropdown set to 'Riverbed/Riverbank'.

3.3.4. Documents

Applicant is required to enter the details prescribed in the form and continue with uploading of the document. Following documents are required for captive mine.

The screenshot shows the 'Upload Files' form. It contains four document upload fields, each with a 'Choose File' button and a text box: 'Location map with Proposed Boundary(KMZ file only) *' with 'Bjemina Stone Quarry.kmz'; 'Latest Tax Clearance *' with 'No file chosen'; 'Consent Letter' with 'No file chosen'; and 'Household Information *' with 'No file chosen'. At the bottom, there are 'Submit' and 'Cancel' buttons.

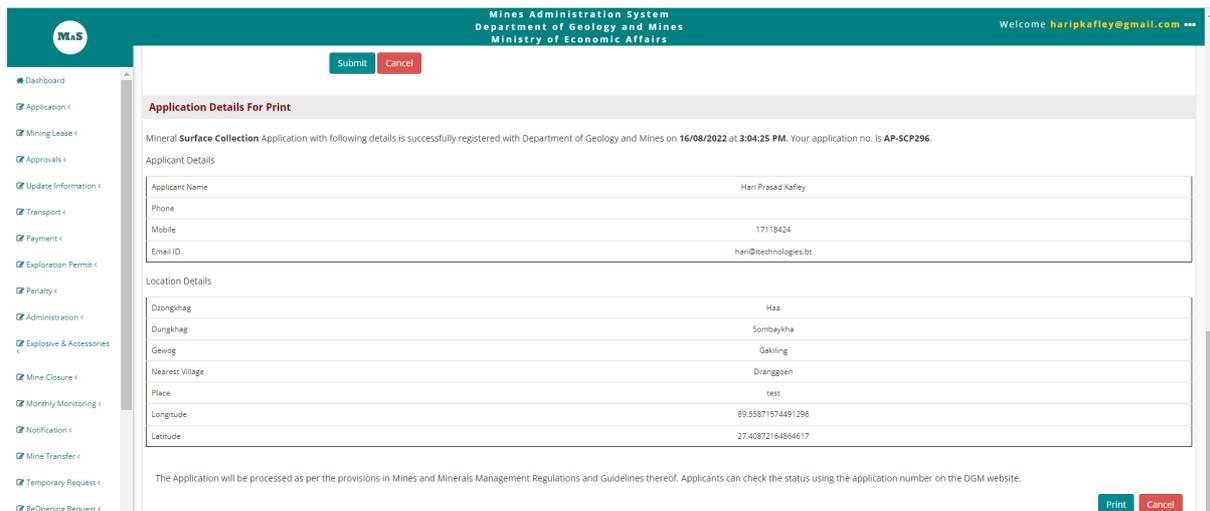
Note: All documents are required to be in Portable Document Format (PDF) except for location map which has to be in KMZ format.

After entering required details and attaching the required documents, applicant is required to click **Submit** button or click **Cancel** to abort submitting the application. Please note that if applicant clicks on **Cancel** then all data is removed. Anything entered will be available once **Cancel** is clicked.

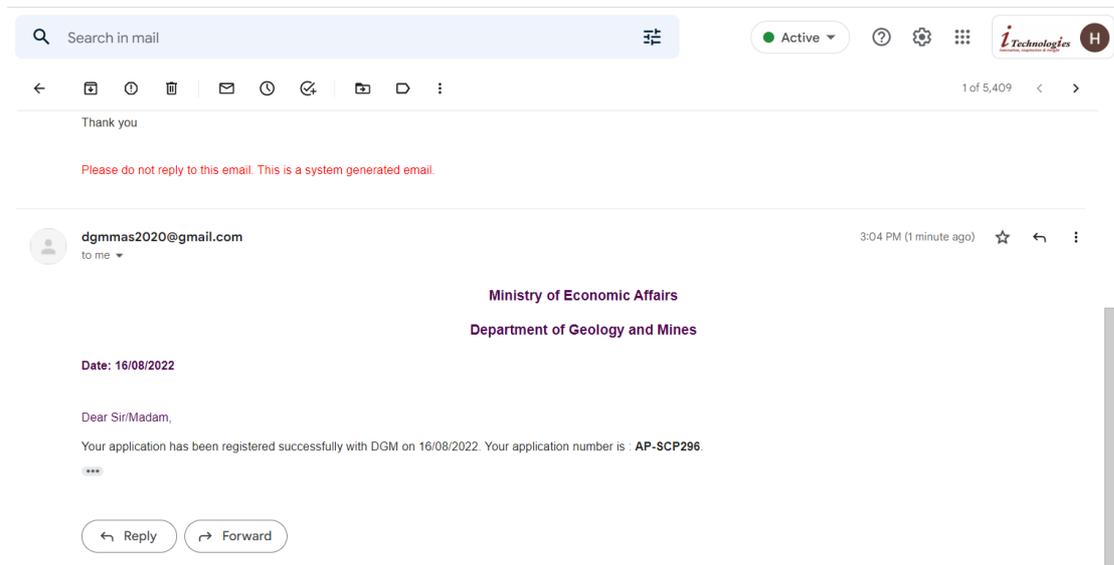
Mineral Administration System User Manual

3.3.5. Application Submission Confirmation

If saved application submission note is generated with option to print.



Email is also sent to the applicant's email ID application number and other information.



3.4. Exploration Permit Application



Applicant can access the Mining lease application either by clicking on Application link in the Permit Applications box or navigate to **Application** → **Mining Application** menu.

3.4.1. Mining Lease Check

First step in mining lease application process is checking whether the applicant already has application submitted or the applicant has operational mine / MLA signed, etc. Any such mines will be listed in the table – Mining Lease Details.

Note: Any applicant is eligible to operate only two mines at any point of time. If the Mining Lease Details contains the two mines then applicant should abort the application creation unless the entity is eligible for more than two mines at any time.

If the Mining Lease Details contains less than two records, Click **Next** to continue. Next step after verification of already leased mine to the application and if eligible, is to do location check.

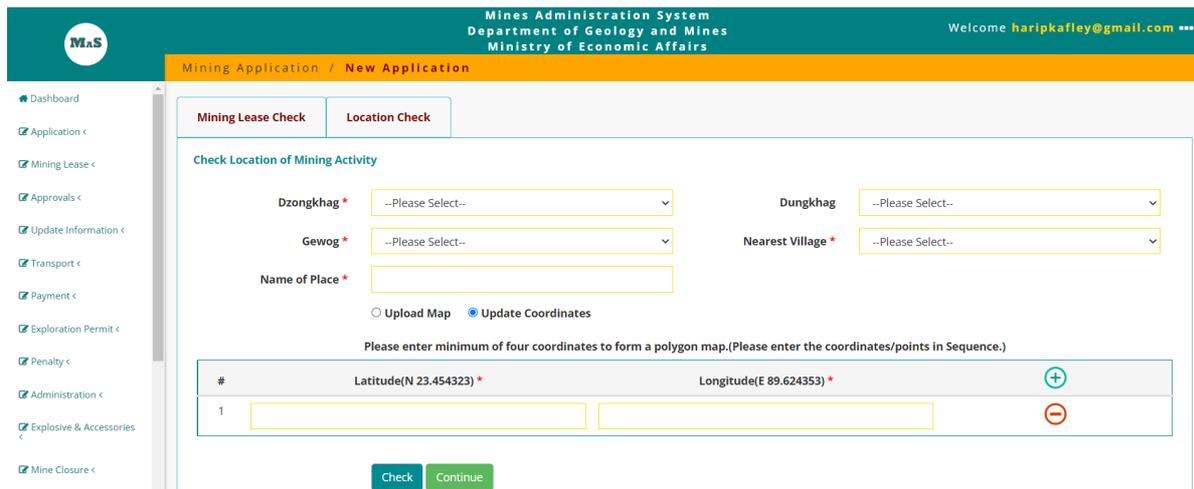
3.4.2. Location Check

Applicant can either upload KMZ polygon map or enter the geo coordinates to check whether the location is available or not.

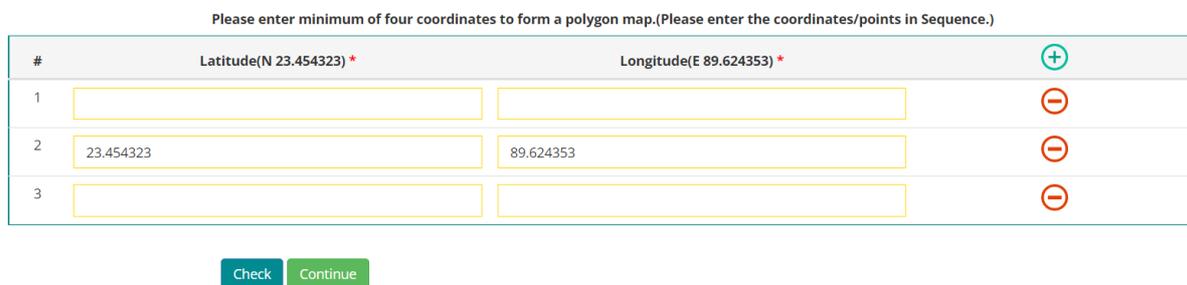
To upload the KMZ map applicant is required to browse the map and upload is provided.

Select Mine Map * No file chosen

If you want to enter the geo coordinates of the identified mine location map, then click the **Update Coordinates** option. Option to enter the coordinates in the form of Latitude (N xx.xxxxxx) and Longitude (E xx.xxxxxx).



Enter the coordinates and then to add more, click **+ option**. Additional row is created add new values.



Note: Please Do not enter the N and E.

After uploading the KMZ file of map or entering minimum of four coordinates, click **Check** button to check whether the mine is already leased or any application is submitted by other applicants on the same location.



Map is provided with the mine area plotted using the coordinates of the KMZ or the coordinates recorded. If the proposed mine overlaps with existing operational mine / MLA signed or application submitted, then map shows the overlap as shown above.

If the proposed mine location does not overlap with any existing application or leased location then separate plots of the map is provided as shown below.



Note: Application will be rejected if the proposed location overlaps with existing mine or with the location already submitted to DGM.

3.4.3. Activity Information

If the location is OK, application can click **Save** button to continue the creation of application. Applicant is required to click **Continue** button after saving the location and the map. Name of the applicant and CID for individual, business license No for licensed business and company registration number for registered company is displayed.

Select Surface Collection option for Activity. Based on the activity selection application form is loaded.

Select the location. Location is populated from the location saved in the location check phase. Option to record the activity description and provision to upload required document is provided.

Mineral Administration System User Manual

Activity Description

Minerals of Interest * Granite ▾

Proposed Duration * Years
0

Source of Finance * Equity Amount (Million Nu.) Loan Amount (Million Nu.)

Technical Competence & Experience * Workforce Requirement & Recruitment *

Land Ownership * SRF Area (Acre) Private Land Area (Acre)
2 2

3.4.4. Documents

Applicant is required to enter the details prescribed in the form and continue with uploading of the document. Following documents are required for captive mine.

Upload Files

Description of proposed Activity(description of area, exploration plan and value addition proposal) No file chosen

Location map with Proposed Boundary(KMZ file only) * Bjemina Stone Quarry.kmz

CV of Consulting Geologist * No file chosen

Consent Letter No file chosen

Household Information * No file chosen

Note: All documents are required to be in Portable Document Format (PDF) except for location map which has to be in KMZ format.

After entering required details and attaching the required documents, applicant is required to click **Submit** button or click **Cancel** to abort submitting the application. Please note that if applicant clicks on **Cancel** then all data is removed. Anything entered will be available once **Cancel** is clicked.

3.4.5. Application Submission Confirmation

If saved application submission note is generated with option to print.

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Application Details For Print

Mineral Exploration Permit Application with following details is successfully registered with Department of Geology and Mines on 16/08/2022 at 4:02:41 PM. Your application no. is AP-EP303.

Applicant Details

Applicant Name	Hari Prasad Kafley
Phone	
Mobile	17118424
Email ID	hari@biotechnologies.bt

Location Details

Dzongkhag	Samtse
Durmkhag	Dorokha
Gewog	Chargharney
Nearest Village	Chargharay B
Place	chargharkey
Longitude	89.26145315904975
Latitude	26.834719653031588

The Application will be processed as per the provisions in Mines and Minerals Management Regulations and Guidelines thereof. Applicants can check the status using the application number on the DGM website.

Email is also sent to the applicant's email ID application number and other information.

Mineral Administration System User Manual



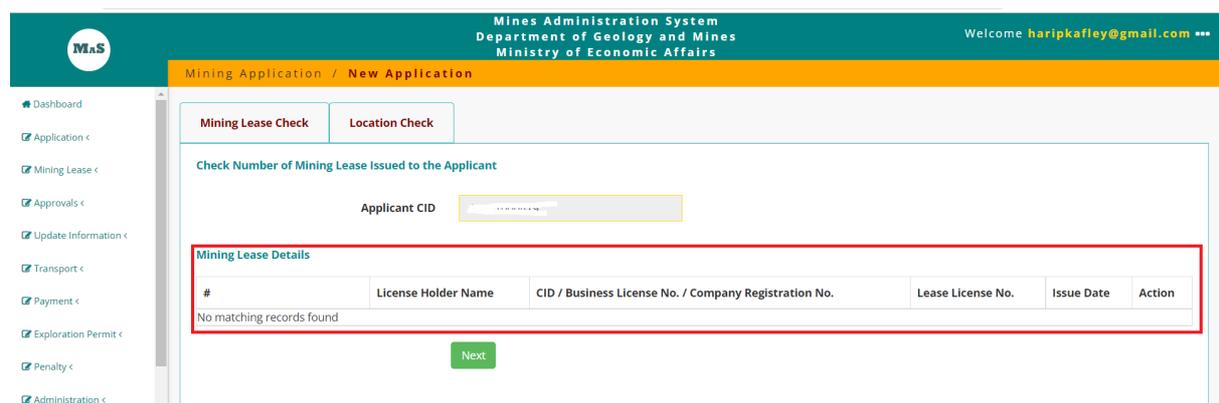
3.5. Short Term Mining Application



Applicant can access the Mining lease application either by clicking on Application link in the Permit Applications box or navigate to **Application** → **Mining Application** menu.

3.5.1. Mining Lease Check

First step in mining lease application process is checking whether the applicant already has application submitted or the applicant has operational mine / MLA signed, etc. Any such mines will be listed in the table – Mining Lease Details.



Note: Any applicant is eligible to operate only two mines at any point of time. If the Mining Lease Details contains the two mines then applicant should abort the application creation unless the entity is eligible for more than two mines at any time.

If the Mining Lease Details contains less than two records, Click **Next** to continue. Next step after verification of already leased mine to the application and if eligible, is to do location check.

3.5.2. Location Check

Applicant can either upload KMZ polygon map or enter the geo coordinates to check whether the location is available or not.

Mining Application / New Application

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Dashboard
Application
Mining Lease
Approvals
Update Information
Transport
Payment
Exploration Permit
Penalty
Administration

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Check Continue

To upload the KMZ map applicant is required to browse the map and upload is provided.

Select Mine Map *

Choose File No file chosen

Check Continue

If you want to enter the geo coordinates of the identified mine location map, then click the **Update Coordinates** option. Option to enter the coordinates in the form of Latitude (N xx.xxxxx) and Longitude (E xx.xxxxx).

Mining Application / New Application

Mines Administration System
Department of Geology and Mines
Ministry of Economic Affairs

Welcome haripkafley@gmail.com

Dashboard
Application
Mining Lease
Approvals
Update Information
Transport
Payment
Exploration Permit
Penalty
Administration
Explosive & Accessories
Mine Closure

Mining Lease Check Location Check

Check Location of Mining Activity

Dzongkhag * --Please Select--
Gewog * --Please Select--
Name of Place *
Dungkhag --Please Select--
Nearest Village * --Please Select--

Upload Map Update Coordinates

Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *
1		

Check Continue

Enter the coordinates and then to add more, click **+ option**. Additional row is created add new values.

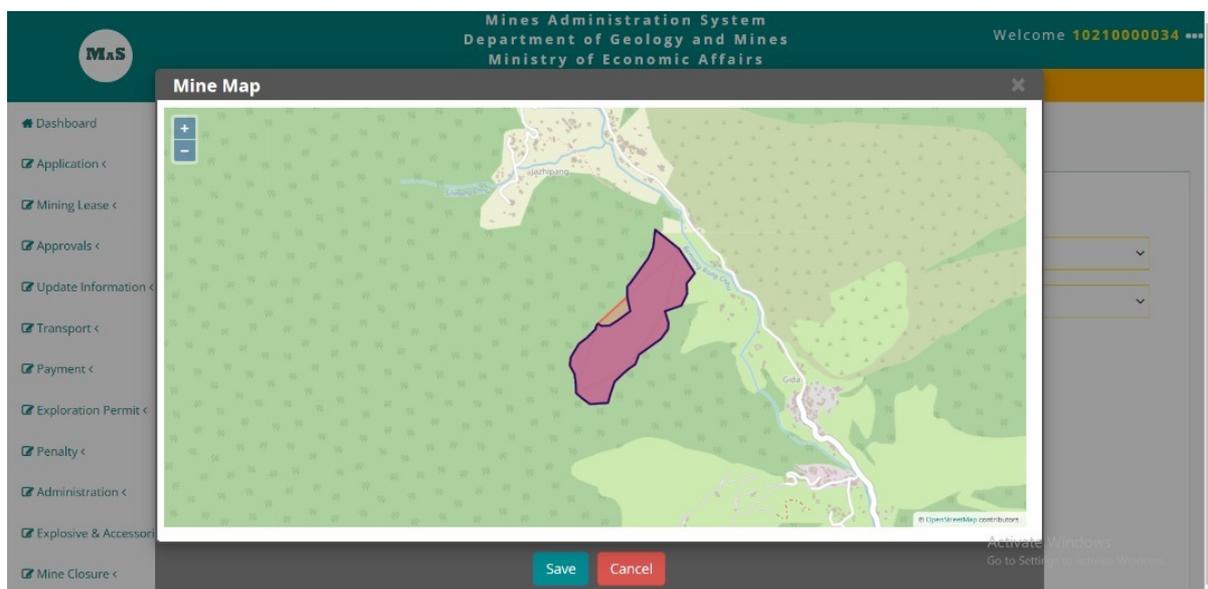
Mineral Administration System User Manual

Please enter minimum of four coordinates to form a polygon map.(Please enter the coordinates/points in Sequence.)

#	Latitude(N 23.454323) *	Longitude(E 89.624353) *	
1	<input type="text"/>	<input type="text"/>	<input type="button" value="⊕"/>
2	<input type="text" value="23.454323"/>	<input type="text" value="89.624353"/>	<input type="button" value="⊖"/>
3	<input type="text"/>	<input type="text"/>	<input type="button" value="⊖"/>

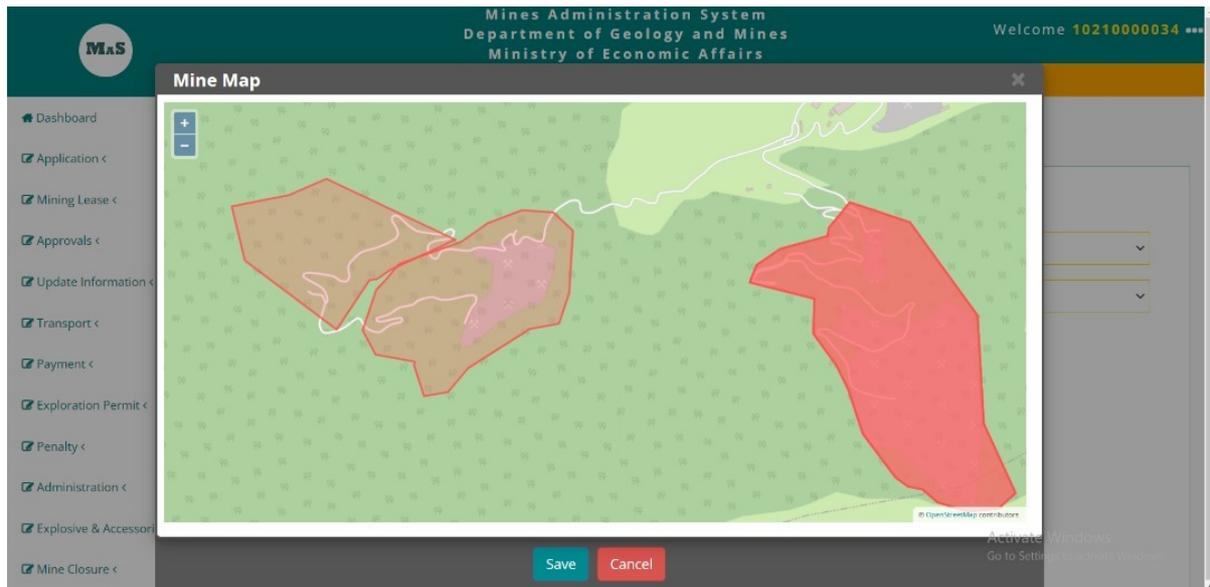
Note: Please Do not enter the N and E.

After uploading the KMZ file of map or entering minimum of four coordinates, click **Check** button to check whether the mine is already leased or any application is submitted by other applicants on the same location.



Map is provided with the mine area plotted using the coordinates of the KMZ or the coordinates recorded. If the proposed mine overlaps with existing operational mine / MLA signed or application submitted, then map shows the overlap as shown above.

If the proposed mine location does not overlap with any existing application or leased location then separate plots of the map is provided as shown below.



Note: Application will be rejected if the proposed location overlaps with existing mine or with the location already submitted to DGM.

3.5.3. Activity Information

If the location is OK, application can click **Save** button to continue the creation of application. Applicant is required to click **Continue** button after saving the location and the map. Name of the applicant and CID for individual, business license No for licensed business and company registration number for registered company is displayed.

Mining New Application

Activity *

Applicant Name : Hari Prasad Kalley, CID :11811000419

Location *

Select Short Term Quarry option for Activity. Based on the activity selection application form is loaded.

Add New Application

Activity *

Location *

Select the location. Location is populated from the location saved in the location check phase. Option to record the activity description and provision to upload required document is provided.

Activity Description

Minerals of Interest *

Proposed Area (Acre) *

Land Ownership * SRF Area (Acre) Private Land Area (Acre)

Brief Description of nationally important Project *

Describe the Urgency of project *

3.5.4. Documents

Applicant is required to enter the details prescribed in the form and continue with uploading of the document. Following documents are required for captive mine.

Upload Files

Location map with Proposed Boundary(KMZ file only) * No file chosen

Recommendation letter from Concerned Government Agency * No file chosen

Note: All documents are required to be in Portable Document Format (PDF) except for location map which has to be in KMZ format.

After entering required details and attaching the required documents, applicant is required to click **Submit** button or click **Cancel** to abort submitting the application. Please note that if applicant clicks on **Cancel** then all data is removed. Anything entered will be available once **Cancel** is clicked.

3.5.5. Application Submission Confirmation

If saved application submission note is generated with option to print.

Email is also sent to the applicant's email ID application number and other information.

4. Geoscience and Laboratory Services – DGM Process

4.1. Assign Focal Officer by Division Chief

All service applications submitted are accessible to respective chief based on the type of service. To access the service requests, chief can approach any one approach as follows.

1. Navigating to the Service Application Assign Official Box, or
2. Navigate to Geoscience / Lab Services and then Assign Official Menu on the left



When user clicks on the View Details (Service Application Assign Official box) or Assign Official menu, list of service requests is provided as follows.

Sl.no	Applicant Name	Email	Phone No	Date	Action
1	Nedup Wangmo	nwangmo@moea.gov.bt	17596496	29/Mar/2022	Assign Official
2	Hari Prasad Kafley	haripkafley@gmail.com	17118424	19/Apr/2022	Assign Official

Showing 1 to 2 of 2 rows

To review the service request application click **Assign Official** link under Action column. Details of the service application is provided. Details comprise of applicant details and the service request details.

Applicant Details

Category	Individual
CID	11811000419
Name	Hari Prasad Kafley
Email	haripkafley@gmail.com
Phone No.	17118424

Service request includes the service, sub service, reason and file attachment.

Service Request

Major Service Geological Mapping

Sub Service Geological Mapping

Reason For Service this is for testing

Attached Document:

[Download](#)

Click the download button to download the attached document. Depending on the format document may directly open or download. GMD / EGD chief can either reject the service application with reasons or accept the application and continue with the process.

Assign Official

Status: * Rejected

Remarks: * --Please Select--
Accepted
Rejected

[Submit](#) [Cancel](#)

If reject with reason, applicant is provided with notification on the rejection of the application. Applicant can access the notification in the system and also will receive email with the information.

If the application is accepted, then option to select the official is provided, enter instructions (remarks) and also indicate deadline to complete the required activities.

Assign Official

Status: *

Official: *

Remarks: *

Deadline *

After selecting relevant option, and entering required details, chief is required to click **Submit** button to proceed with recording of decision. User can click **Cancel** button to abort saving the information. Upon successful saving of the action, appropriate message is provided.

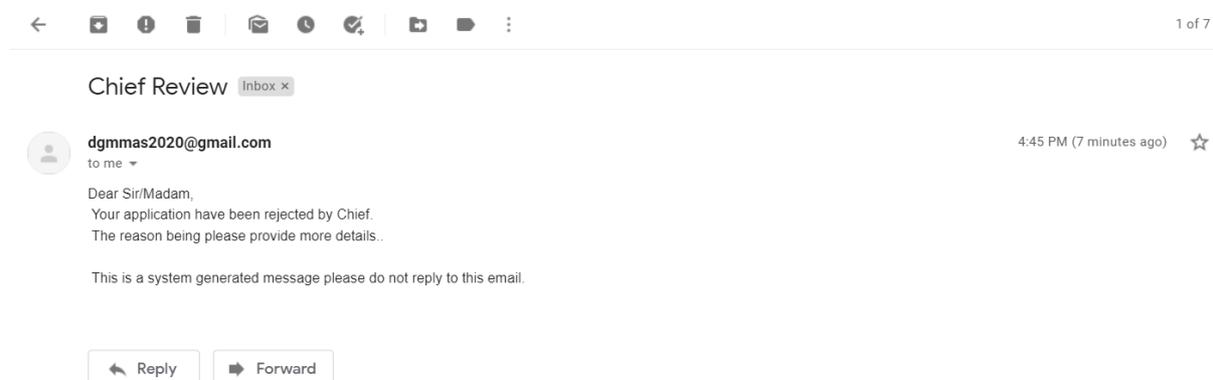


The service request will be removed from the list of requests once the action is successfully saved.

Rejection Information to Applicant

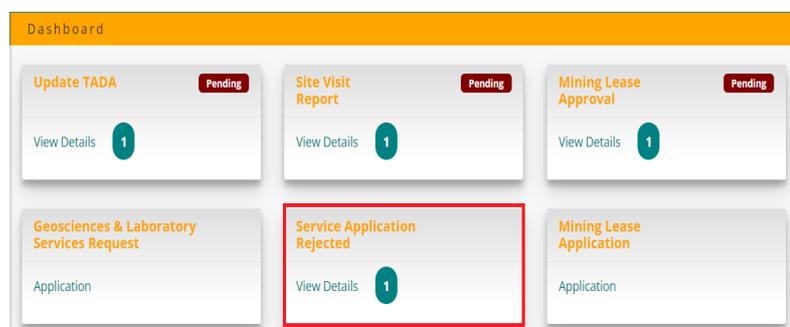
If the service application is rejected by Chief, applicant will be notified in email and also can access rejection information in the system.

Rejection information in email.



To access rejection information in the system, applicant is required to:

- Login into the system
- Navigate to the Service Application Rejected Box. This box is created if there is rejected application for the applicant.
- Click **View Details** link to view the application details and the reason for rejection.



Mineral Administration System User Manual

Sl.no	Applicant Name	Email	Phone No	Date	Action
1	Hari Prasad Kafley	haripkafley@gmail.com	17118424	19/Apr/2022	view

Showing 1 to 1 of 1 rows

To view further, click view action and then scroll down to view the reason for rejection.

Rejection Remarks

Status Rejected

Reason please provide more details.

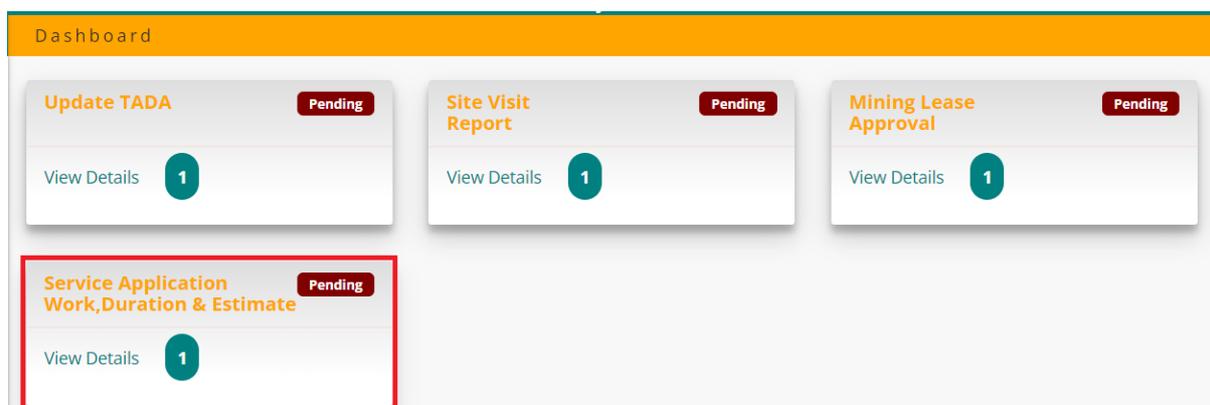
If relevant chief accepts the application, applicant receives email with acceptance information.



4.2. Work Duration and Cost Estimation

4.2.1. First Time Determination of Scope and Cost

Once the application is accepted and assigned to focal officer by relevant chief, focal officer will have access to the assigned applications. Notification is provided to the focal officer in the form of tile on the system.



To view the assigned application, focal officer is required to click on **View Details** link. List of assigned applications is provided.

Mineral Administration System User Manual

Service Request List /					
Sl.No	Applicant Name	Email	Phone No	Date	Action
1	Hari Prasad Kafley	haripkafley@gmail.com	17118424	20/Apr/2022	Update

Showing 1 to 1 of 1 rows

To continue tasks on the assigned application, focal official is required to click **Update** link under Action column. Details of the application is provided.

Applicant Details

Category Individual

CID 11811000419

Name Hari Prasad Kafley

Email haripkafley@gmail.com

Phone No. 17118424

Service Request

Major Service Geological Mapping

Sub Service Geological Mapping

Reason For Service Second record for manual preparation.

Attached Document:

[Download](#)

Deadline

Deadline 22/04/2022

Remarks Please do the needful.

Estimate and Scope

Cost Estimate (Nu.): *

From: *

To: *

Calculate Total Days/Duration:

Total Estimated Days:*

Remarks: *

Supporting Documents * No file chosen

(Upload cost breakdown and any relevant documents)

User is required to enter the estimated cost for delivering the service, start date and end date of conducting required activities. To calculate the duration of activities, user is required to click **Calculate Days / Duration**. The Total estimated days field will be populated with the duration calculated.

User is required to enter the remarks attach document which will have details of the cost breakdown and other information that is relevant to the service delivery.

After recording required information user is required to click **Submit** to complete the process or click **Cancel** to abort saving data.

4.2.2. Resubmission of Scope and Estimates

If chief marks for resubmission of scope and cost estimates then, the application will be listed in the pending list. When user clicks **Update** link, remarks by the chief is provided.



The screenshot shows a table titled "Chief Review Details" with a search bar and a table with columns: SL.Nos, Date, Status, and Remarks. A single entry is shown with SL.Nos 1, Date 01/09/2022, Status Re-Submit, and Remarks this does not seem to be correct. Navigation buttons for Previous, 1, and Next are visible at the bottom right.

SL.Nos	Date	Status	Remarks
1	01/09/2022	Re-Submit	this does not seem to be correct

User is required to prepare scope and estimates based on the comments by chief and re-submit.

4.3. Review of Scope and Estimates by Chief

Once the cost estimation and activities duration are submitted by the focal official, division chief is required to review the scope and estimates.

Upon successful login into the system, division chief is provided with the following page.



The screenshot shows the Mines Administration System Dashboard. The header includes the M.A.S. logo, the system name, and the user's name "Welcome tashit". The dashboard features several widgets: "Service Application HOD Approval Details" (7 items), "Service Application Review Scope & Estimate" (1 item, highlighted with a red box and an arrow), "Service Application Activity View" (4 items), and "Service Application Access Report" (4 items). A sidebar menu on the left includes "Review Scope and Estimate" (highlighted with a red box and an arrow).

User can either click on **Review Application Review Scope and Estimate** box or **Review Scope and Estimate** menu on the left. List of application for which dealing officer has updated scope and estimates is provided.



The screenshot shows the "Service Request List" table. It has a search bar and a table with columns: SL.No, Applicant Name, Email, Phone No, Date, and Action. A single entry is shown with SL.No 1, Applicant Name Pratigya Pradhan, Email hddpn@gmail.com, Phone No 11872400, Date 09/May/2022, and Action Review. Navigation buttons for Previous, 1, and Next are visible at the bottom right.

SL.No	Applicant Name	Email	Phone No	Date	Action
1	Pratigya Pradhan	hddpn@gmail.com	11872400	09/May/2022	Review

Click on the **Review** link under Action column. Details of the application with scope and estimation document is provided.

Service Application

Review Scope and Estimate HOD Details

SI.Nos	Date	HOD Status	HOD Remarks			
Focal Officer : Scope And Cost Estimate Details						
Show	5	entries	Search: <input type="text"/>			
SI.Nos	Cost Estimate (Nu)	Cost Estimated From	Cost Estimated Till	Cost Estimated Total Days	Cost Estimated Remarks	Cost Estimated Documents
1	30000	06/09/2022	08/09/2022	3	this is for testing	Download

Showing 1 to 1 of 1 entries

Previous **1** Next

To view the document attached by the focal officer, chief is required to click **Download** under Cost Estimate Document column. Document will either open or download or open save pop up if file download manager packages are used for downloading files from web. Chief can also view the applicant and application details by scrolling the page.

Applicant Details

Category: Individual

CID: 11203000144

Name: Pratigya Pradhan

Email: hpdpdn@gmail.com

Phone No.: 17872400

Service Request

Major Service: Survey and GIS

Sub Service: Topographical and GIS Services

Reason For Service: reason

Attached Document: [Download](#)

Chief can update status at the end of the page. Following option is available.

Chief Status

Status: *

Remarks: *

Chief can either endorse the scope and estimate or mark it for resubmit with remarks. If the status is **Re-Submit** then the application is routed to focal official with remarks to the focal official.

Those service requests for which chief endorses the scope and cost estimation are routed to Head of Department to review and accord approval.

4.4. Review by Head of Agency

Upon successful login into the system, Head of Department is provided with the following page.

Head of Department can access service requests pending approval either by clicking on the **Service Application Review Scope & Estimate HOD** box or **Approval of Service and Deposit** menu on the left. List of applications is provided as follows:

Mineral Administration System User Manual

Mineral Administration System Department of Geology and Mines Ministry of Economic Affairs						Welcome TaahiTenzin
Service Request List						
Search <input type="text"/>						
Sl.No	Applicant Name	Email	Phone No	Date	Action	
1	Pratigya Pradhan	hpcpdn@gmail.com	17872400	09/May/2022	Review	
Showing 1 to 1 of 1 rows						

Head of Department will click **Review** link under Action column to view the application details, the scope and the estimates.

Service Application						
Focal Officer : Scope And Cost Estimate Details						
Show 5 entries						
Sl.Nos	Cost Estimate (Nu)	Cost Estimated From	Cost Estimated Till	Cost Estimated Total Days	Cost Estimated Remarks	Cost Estimated Documents
1	30000	06/09/2022	08/09/2022	3	this is for testing	Download
2	40000	08/09/2022	22/09/2022	14	revised scope and estimate	Download
Showing 1 to 2 of 2 entries						

Applicant Details	
Category	Individual
CID	11203000144
Name	Pratigya Pradhan
Email	hpcpdn@gmail.com
Phone No.	17872400

Service Request	
-----------------	--

Service Request	
Major Service	Survey and GIS
Sub Service	Topographical and GIS Services
Reason For Service	reaon
Attached Document:	Download

Endorsement Details	
Status	Endorsed
Remarks	Endorsed Now

Head of Department will update the following information.

Approval Details	
Status: *	<input type="text" value="--Please Select--"/>
Remarks: *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

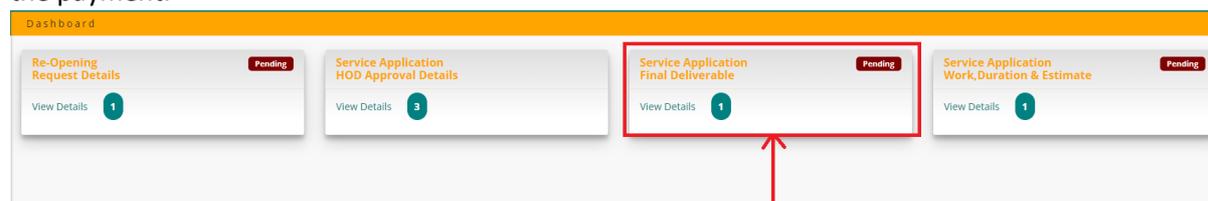
Available Status Options are:

- a. **Approved** – The application and the scope and estimate related to the application is approved and should continue with deposit of estimated amount.
- b. **Resubmit** – Application will be routed to Focal Official to re-submit the scope and estimate through Division Chief
- c. **Reject** – The service application is rejected and applicant is informed accordingly.

Once the information is updated by the Head of Department email notification is sent to applicant on the status of the application. If approved notification will provide details of deposit of service fees.

4.5. Final Service Delivery

After the service payment is updated by the applicant, designated focal officer of DGM is notified of the payment.



User is required to click on the box to view the list of application for which payment deposit is complete.



User is required to click **Update** link under action column. Application details and the information record till the time of payment deposit is provided. Further, the focal official is required to update the Deposited Amount

The screenshot shows the 'Submission of Completion Report and Bills' form with the following fields:

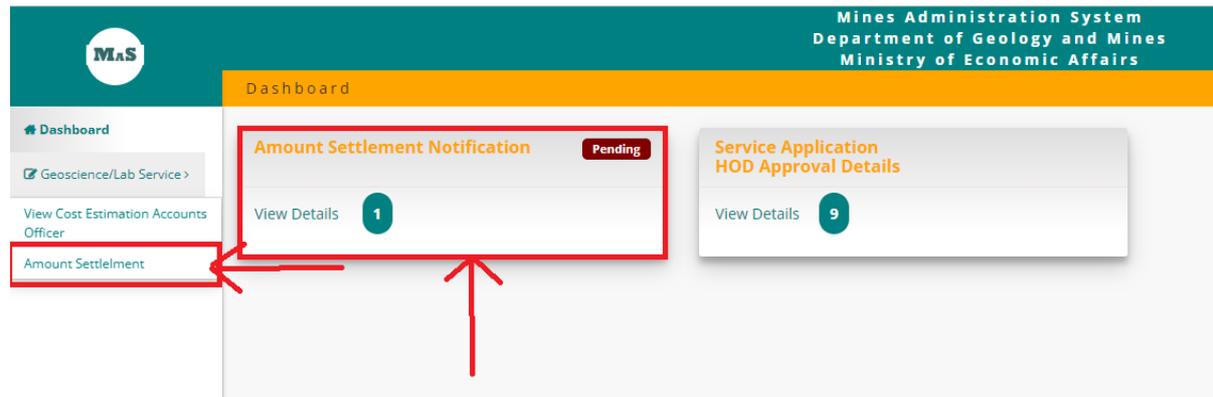
- Deposited Amount (Nu): *
- Actual Amount Spent(Nu): *
- Balance: *
- Payment Status: * (Dropdown menu with "--Please Select--")
- Remarks: *
- Choose File (No file chosen)
- Submit (Green button)
- Cancel (Red button)

Based on the amount spent by DGM following cases will happen:

- a. If the amount deposited by the applicant is more than the amount spent by DGM then the service request is routed to account officer for processing refund. Once the refund is complete accounts officer updates the status.
- b. If the amount deposited by the applicant is equal to the amount spent by the DGM, then application is routed to the accounts officer to update settlement status in the system.
- c. If the amount deposited by the applicant is less than the amount spent by DGM, then the applicant will be notified to make the balance payment. Once the balance payment is made then application is routed to accounts officer for verification and account settlement.

4.6. Account Settlement

Upon successful login into the system, Account Official is provided with the following page.



Accounts Official can access service requests pending accounts settlement either by clicking on the **Account Settlement Notifications** box or **Account Settlements** menu on the left. List of applications is provided as follows:

The screenshot shows the 'Service Request List' page with a teal header and a yellow bar. A search bar and a user profile icon are in the top right. The table below has the following data:

S/No	Applicant Name	Email	Phone No	Date	Action
1	Pratiya Pradhan	hdpdri@gmail.com	17872400	09/May/2022	view

Showing 1 to 1 of 1 rows

User is required to click on the **View** link under Action column. Details of the application and other information update till checking of payment deposit by the focal official is provided.

The screenshot shows the 'Service Application' details page. It has two main sections:

Focal Officer : Submission of Completion Report and Bills details

Sl.No	Status	Balance (Ru)	Remarks	Date	Documents
1	Payment done and Report submitted	0	done now	01/09/2022	Download
2	Applicant to pay	1000	Applicant need to pay additional 1000 to be able to complete the service	01/09/2022	Download

Showing 1 to 2 of 2 entries

Focal Officer : Scope And Cost Estimate Details

Sl.No	Cost Estimate (Ru)	Cost Estimated From	Cost Estimated Till	Cost Estimated Total Days	Cost Estimated Remarks	Cost Estimated Documents
1	30000	08/09/2022	08/09/2022	3	this is for testing	Download
2	40000	08/09/2022	22/09/2022	14	revised scope and estimate	Download

Showing 1 to 2 of 2 entries

Applicant Details

Category: Individual
 CID: 11203000144
 Name: Pratiya Pradhan
 Email: hdpdri@gmail.com
 Phone No.: 17872400

Service Request

Major Service: Survey and GIS
 Sub Service: Topographical and GIS Services
 Reason For Service: reason
 Attached Document: [Download](#)

Accounts official is required update the following details to complete settlement process.

Account Settlement

Balance: * 0

Payment Status: * Settled

Payment Date: *

Remarks: *

Upload Revenue or Non-revenue Receipt * Choose File No file chosen

Submit Cancel

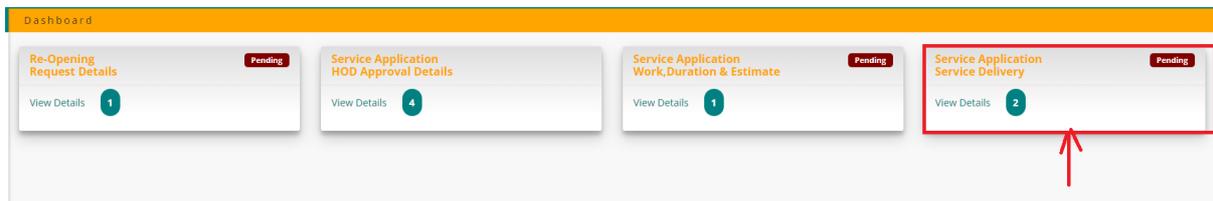
Follow case will be handled by the Accounts Officer:

- Amount Deposited by the applicant is equal to the amount spent by DGM. Here account officer just needs to enter remarks and upload the revenue receipt.
- Amount deposited by the applicant is more than the amount spend by DGM. Here accounts officer provides the refund and then settles the account in the system.

Once the account settlement details are updated then the application is routed to Focal Official for sharing the report and other documents to the applicant.

4.7. Share Service Report

Service applications that have accounts settled are routed to Focal Official to share the reports related to the service. Following option will be available to Focal Officer.



User is required to click on **View Details** of Service Application Service Delivery box. List of applications whose account settlement is complete is provided as follows.

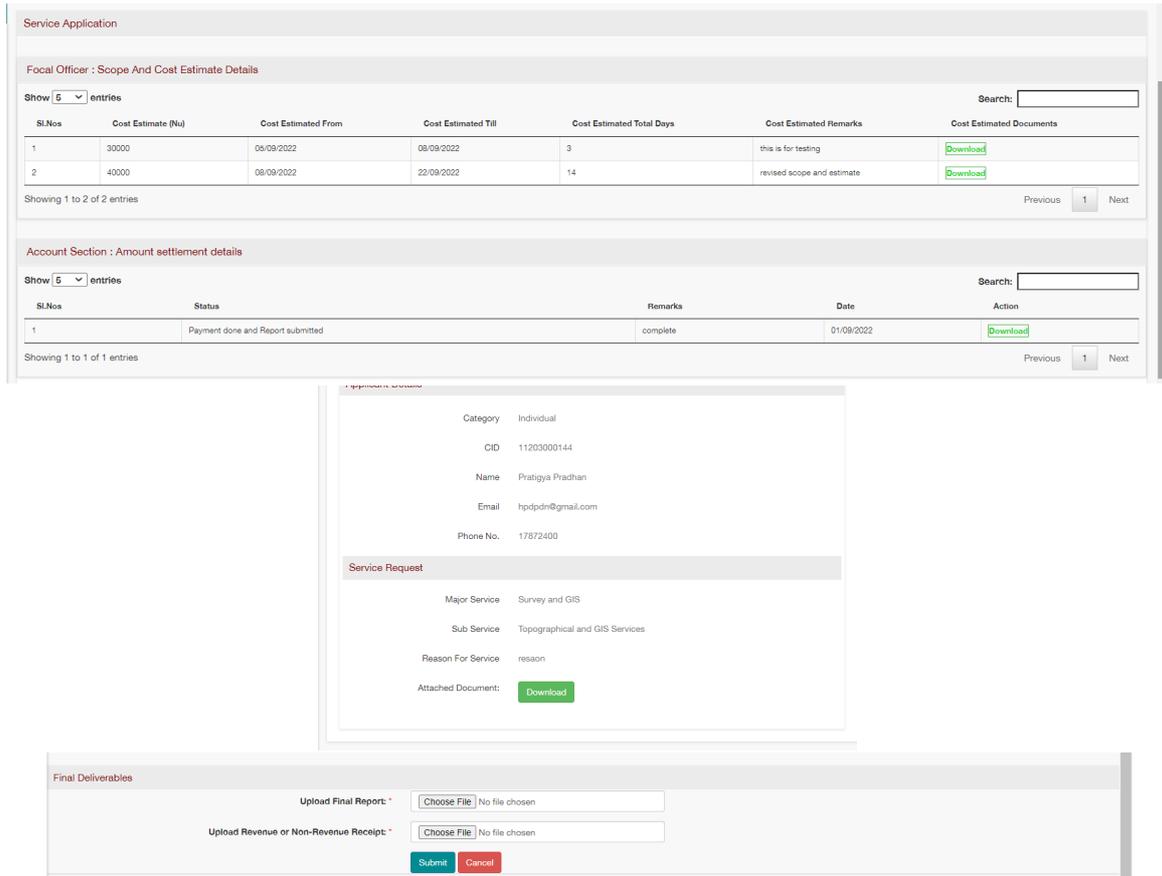
Service Request List /

Sl.No	Applicant Name	Email	Phone No	Date	Action
1	Pratigya Pradhan	hpdpdn@gmail.com	11872400	09/May/2022	view
2	Hari Prasad Kallej	harpkallej@gmail.com	11118424	01/Sep/2022	view

Showing 1 to 2 of 2 rows

User is required click on **View** link under action column to view the information related to application till account settlement. Email is sent to the applicant about the report upload.

Mineral Administration System User Manual



User is required to upload the final report and the Revenue or Non-revenue report which will be accessible to the application. Once the report is uploaded, applicant gets a tile (box) to access the report of the service.

5. Mining Lease – DGM Process

Once application is successfully submitted, the application is routed to Chief of Mineral Development Division (MDD) to review the application and assign focal officer to continue the process.

4.8. Assign Focal Officer

Upon successful login, the MDD chief is provided with eligible menus on the left and some boxes as per the activities happening in the system.



MDD Chief is required to either click the **Mining Chief Review** menu on the left or **MDD Chief Review** box. List of applications pending review by MDD Chief is provided.

Mineral Administration System User Manual

Mining Application / MDD Chief Review

MDD Chief Review

Search

#	Application No.	Mining Type	Application Date	Applicant / Business / Company Name	CID / Business License No. / Company Registration No.	Dzongkhag	Gewog	Action
1	AP-ML290	Captive	27/May/2022	Dilip Kumar Pradhan	11203000150	Bumthang	Ura	Review
2	AP-ML293	Captive	15/Aug/2022	Pratigya Pradhan	11203000144	Bumthang	Ura	Review
3	AP-ML294	Captive	15/Aug/2022	Pratigya Pradhan	11203000144	Bumthang	Ura	Review
4	AP-ML295	Captive	16/Aug/2022	Hari Prasad Kafley	11811000419	Samtse	Chargharey	Review
5	AP-ML315	Captive	17/Aug/2022	Pratigya Pradhan	11203000144	Bumthang	Ura	Review
6	AP-ML341	Captive	31/Aug/2022	Pratigya Pradhan	11203000144	Bumthang	Ura	Review
7	AP-ML342	Captive	31/Aug/2022	Pratigya Pradhan	11203000144	Bumthang	Ura	Review
8	AP-ML353	Captive	31/Aug/2022	Shyam Mishra	10308002362	Chukha	Chapcha	Review
9	AP-ML354	Captive	31/Aug/2022	Shyam Mishra	10308002362	Chukha	Chapcha	Review
10	AP-ML349	Captive	31/Aug/2022	Dawa	11312002175	Sarpang	Sengye	Review

Showing 1 to 10 of 21 rows 10 rows per page

MDD Chief is required to click **Review** link under Action column. Details of application along with documents attached is provided.

Search

#	Application No.	Mining Type	Application Date	Applicant / Business / Company Name	CID / Business License No. / Company Registration No.	Dzongkhag	Gewog	Action
21	AP-ML372	Standalone	02/Sep/2022	Hari Prasad Kafley	11811000419	Samtse	Chargharey	Review

Showing 21 to 21 of 21 rows 10 rows per page

Application Details

Applicant Details

CID 11811000419

Name Hari Prasad Kafley

Postal Address rr

Telephone

Fax No. null

Mobile No. 17118424

Email ID hari@itechnologies.bt

Location Details

Dzongkhag Samtse

Gewog Chargharey

Village Chargharay B

Place charghareay

Geographical Coordinates

	Degree	Minutes	Seconds
Latitude	26	50	4.99
Longitude	89	15	41.23

Mining Lease Activity Description

Minerals of Interest Granite

Proposed Mine Class Small

Investment Required(Million Nu.) 30.0

Source of Finance in Million Nu. :

1. Loan Amount 15.0

2. Equity Amount 15.0

Technical Competence & Experience This is test

Workforce Requirement this is test

Leased Duration (Years) 15

Land Ownership:

1. SRF Area (acres) 4.0

2. Private Land Area (acres) 6.0

Total Leased Area (acres) 10.00

Attached Documents

Show 5 entries

Search:

#	Document Name	Action
1	Location map	Download
2	Consent of use of private land from land owner	Download
3	Exploration Report	Download
4	Organizational Structure of the Company with Technical Manpower	Download
5	Past Mining experience	Download

Showing 1 to 5 of 7 entries

Previous 1 2 Next

Mineral Administration System User Manual

Application Details For Print

Mineral **Mining Lease** Application with following details is successfully registered with Department of Geology and Mines on 02/09/2022 at 03/09/2022. Your application no. is **AP-ML372**.

Activity Description

Minerals of Interest	Granite
Proposed Mine Class	Small
Investment Required(Million Nu.)	30.0
Loan Amount	15.0
Equity Amount	15.0
Technical Competence & Experience	This is test
Workforce Requirement	this is test
Leased Duration(Years)	10
SRF Area(aces)	4.0
Private Land Area(aces)	6.0
Total Area(aces)	10.00

Applicant Details

Applicant Name	Hari Prasad Kafley
Phone	
Mobile	17118424
Email ID	hari@technologies.bt

Location Details

Dzongkhag	Samtse
Dungkhag	Dorokha
Gewog	Chargharey
Nearest Village	Chargharay B
Place	charghareay
Longitude	89.26145319004975
Latitude	26.834719622031588

The Application will be processed as per the provisions in Rules and Regulations. Applicants can check the status using the application number on the DGM website.

[Print](#) [Cancel](#)

User can print the application details if required. After viewing the details MDD Chief is required to enter details to assign the application to the relevant official.

Appoint Focal Person

Focal Officer: *

Deadline: *

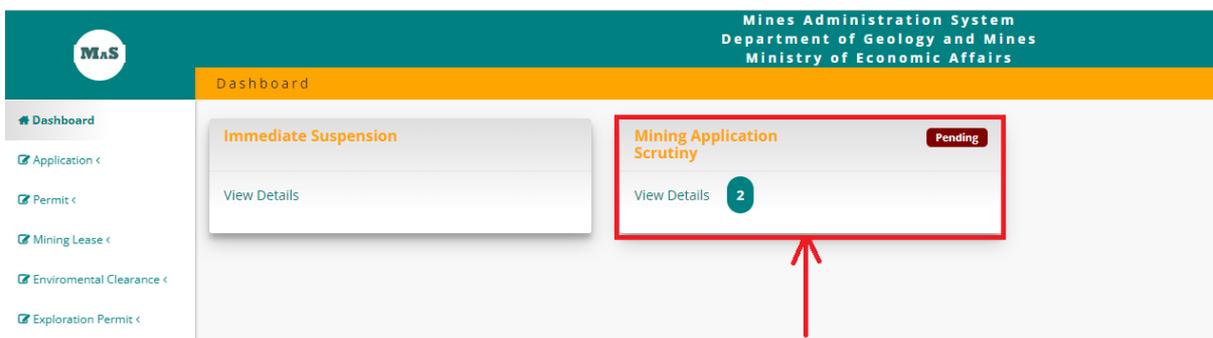
Instruction: *

[Submit](#) [Cancel](#)

After entering the required details, MDD Chief will **Submit** the application of **Cancel** to abort saving changes. Once assigned application will be routed to the selected focal official.

4.9. Application Scrutiny

Once the application is assigned to the focal official, it is listed in selected user's workspace.



User is required to click **View Details** in Mining Application Scrutiny box. List of applications assigned to the logged in user is provided as follows.

Mineral Administration System User Manual

Mining Application / Mining Application Scrutiny

Mining Application Scrutiny

Search

#	Application No.	Mining Type	Application Date	Applicant / Business / Company Name	CID / Business License No. / Company Registration No.	Dzongkhag	Gewog	Action
1	AP-ML291	Captive	27/May/2022	Dilip Kumar Pradhan	11203000150	Bumthang	Ura	Review
2	AP-ML372	Standalone	02/Sep/2022	Hari Prasad Kalle	11811000419	Semte	Charghaley	Review

Showing 1 to 2 of 2 rows

Aspiring applicant for submission