

Guidelines for Submission of Monthly/Annual Returns under Rule 45 of MCDR online by the Registered Mine Owners (registered in Form M)

1. The User can login to the application only after registration by submission of an application in form 'M' in accordance with Rule 45 of MCDR 1988 (vist www.ibmreg.nic.in if not registered already). The registration no. of the owner along with the password received after registration in Form M is the first requirement for filing returns online. Also ensure that all the mines (*coming under MCDR*) owned by the owner are registered in for M.

2. Generating mine-wise user ID and Password:

Go to IBM website www.ibm.gov.in. Click on the Link "Online Submission of Returns" (See Figure I below)

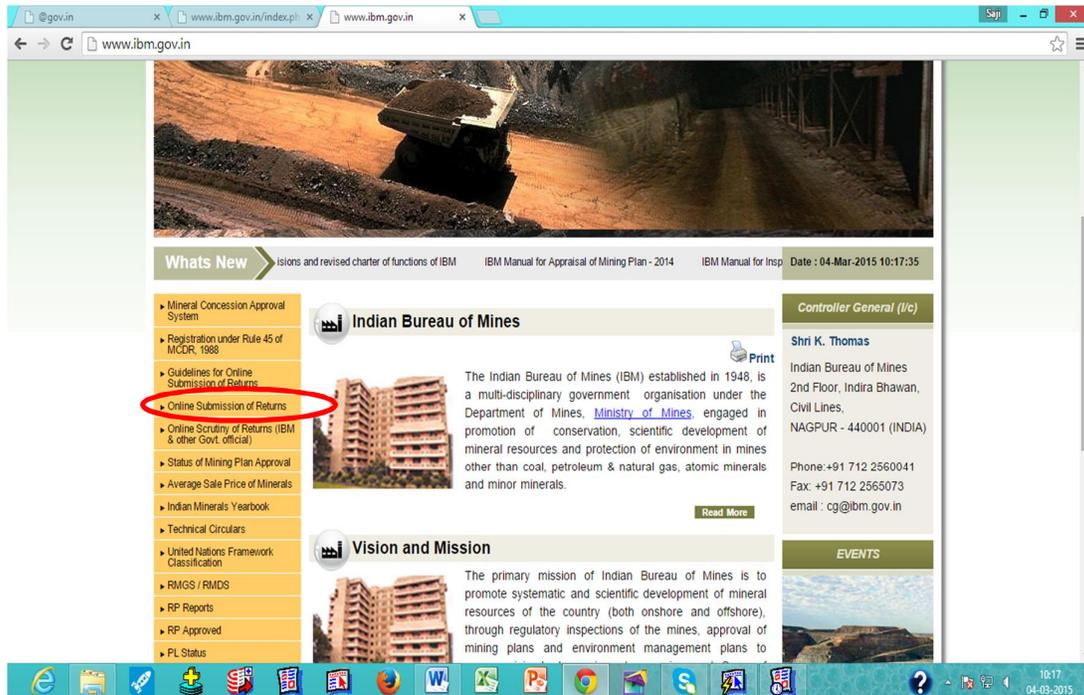


Figure I

The Owner level user ID and password would be the same mentioned in Para 1 above. For example, the user name in case of registration number IBM/57/2011 will be 57.

Enter the user name and password in the login screen as shown below (See Figure II).

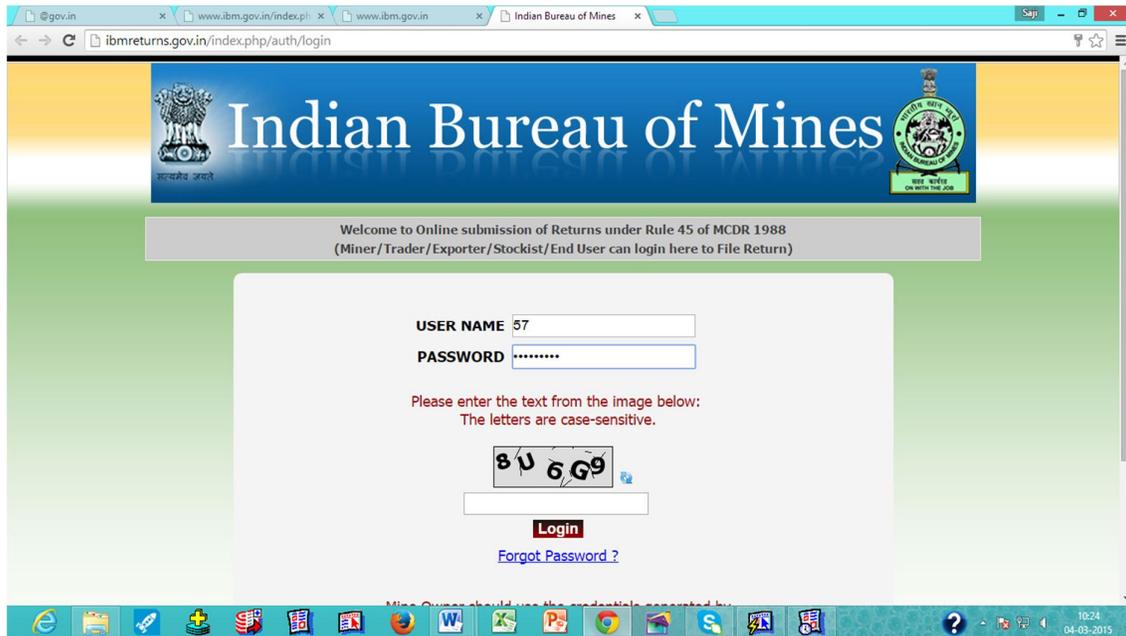


Figure II

After entering the user name and password of form M followed by the Captcha code click on the login button, then a screen (See Figure III) will be displayed as below which will be referred to as Dashboard hereinafter.

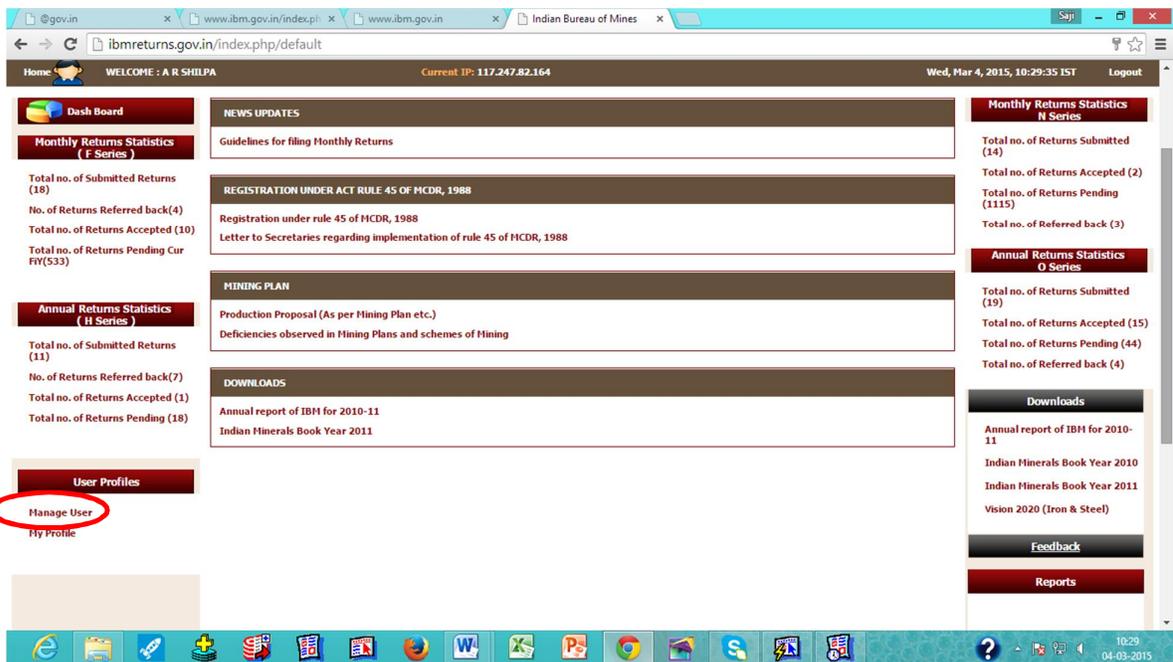


Figure III

User ID and password for individual mines as registered in form M can be generated by clicking the link **Manage User** under User Profiles as marked in the previous screen. After clicking the following screen will appear with details of mines registered in Form M (See Figure IV) .

The screenshot shows a web browser window with the URL `ibmreturns.gov.in/index.php/profile/createUser`. The page title is "REGISTER" and it contains the following text: "Generation/Regeneration of second level user(s) credentials as per Mines registered in Form M. Generated credentials will be mailed on the registered e-mail id in form M".

Miner	Exporter (E)/Trader (T)/Storage (S)/ Trader without Storage (W)	End User
1 GOPAL LAL (54RAJ22011)	1 (S-Fetri-Nagpur-NAGPUR-MAHARASHTRA)	1 test2
2 KADAVAL (22HSH28001)	2 (S-fetri-nagpur-NAGPUR-MAHARASHTRA)	2 test
3 KADADRA(6) (49GUJ12042)	3 (T-abal-kalaneswar-NAGPUR-MAHARASHTRA)	3 ABC steel plant
4 KADADRA QUARTZ MINE (49GUJ12040)	4 (T-Kamptee-Kamptee-NAGPUR-MAHARASHTRA)	4 XYZ & Co ltd
5 KADWAL (54HSH28060)	5 (S-Wadi-Nagpur-NAGPUR-MAHARASHTRA)	5 testmineral
6 ASRAFFULLA KHAN (16APR02003)	6 (W-KAMPTEE-KAMPTEE-NAGPUR-MAHARASHTRA)	6 M/s ASD Enterprises
7 JAMOLI (41RAJ06148)	7 (T---BISHNUPUR-MANIPUR)	7 Birla White
8 DEDAR (86ORI07007)	8 (T---CHANDEL-MANIPUR)	8 Rawan Cement Works
9 OBULAPURAM(222 HEC) (30APR02003)	9 (E-Moth-Moth-JHANSI-UTTAR PRADESH)	9 Rajashree Cement Works
10 MADUKONDA (40APR20060)		10 Panipat cement Works
11 SARGIPALLI (34ORI13001)		11 Aligarh Cement Works
12 A. S. JAGIR (39THN11017)		12 Awarpur Cement Works
13 ADITYANA(S.NO.281/2/1&2) (10GUJ21029)		13 Andhra Pradesh cement works
14 A. B. ASOTA 238 (07GUJ07001)		14 Reddipalayam Cement Works
15 A. ESWARA KUMAR (49APR15040)		

Figure IV

Click the generate (*it becomes Regenerate if password already generated*) button against the mine for which user ID and password is to be generated. The user ID(s) and the password(s) shall be communicated to the email-id of the owner registered in form M. Logout from the current session and check the email for the user ID and password. In case not seen in Inbox, check your trash or junk or spam boxes also. ***In case company specific mail servers are used, ensure that mail.gov.in is entered in the trusted URLs of your company's mail server so that the mails are not bounced back.***

3. **Filing returns online:** Login by using the User ID and Password of the respective mines, as received in your email (See Figure V below).

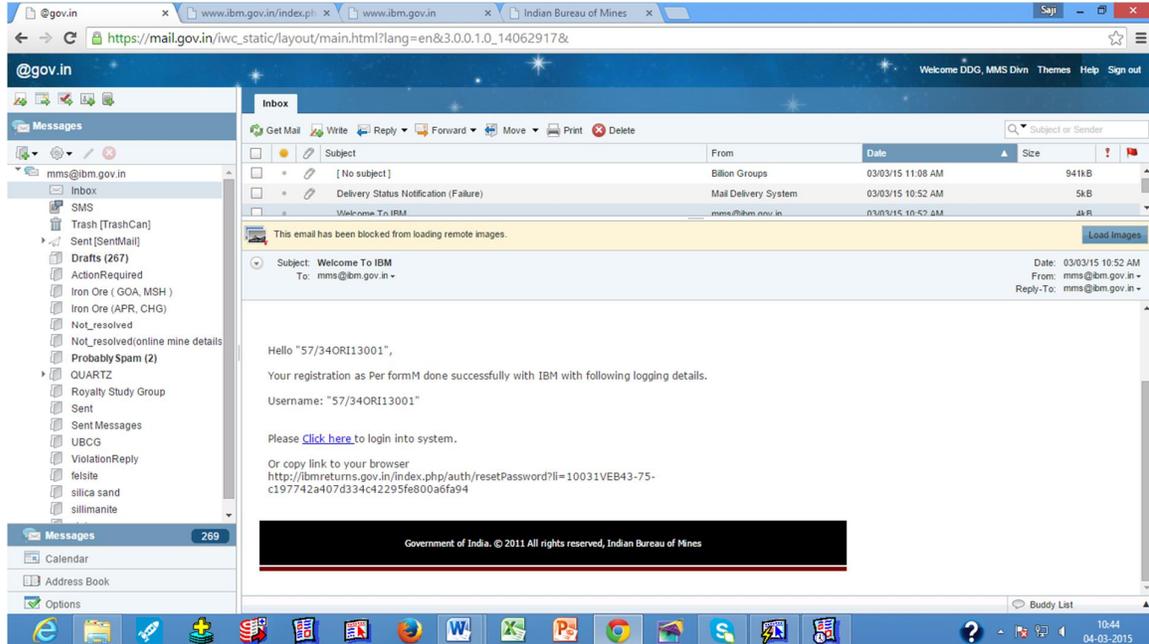


Figure V

Once logged in, the user can file “F Series Returns” by clicking on the link “File Monthly Return” on the right side panel of the Dash Board (See Figure VI below)

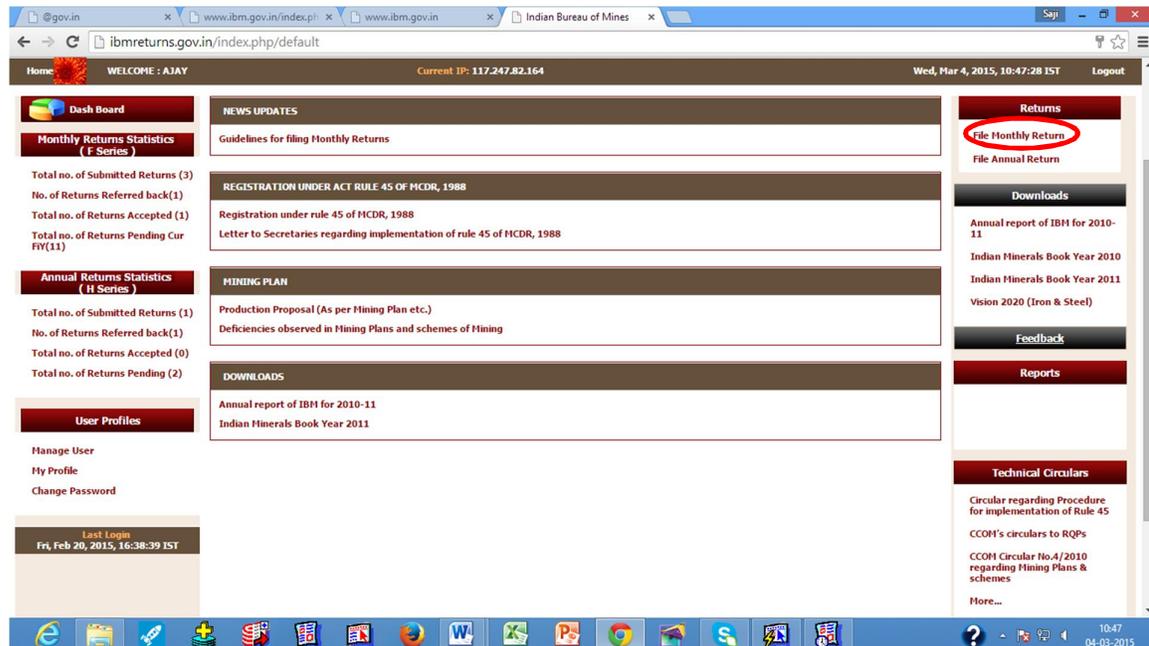


Figure VI

Similarly Annual Return can be filed by clicking the link “File Annual Return”

User ID and password for further 5 more users (for the same mine) can be generated by clicking the link Manage User under User Profiles. After clicking this link the following screen will appear (See Figure VII).

The screenshot shows a web browser window with the URL `ibmreturns.gov.in/index.php/profile/createLevel3`. The page header includes a navigation bar with 'Home', 'WELCOME : AJAY', 'Current IP: 117.247.82.164', 'Wed, Mar 4, 2015, 10:53:42 IST', and 'Logout'. The main content area is titled 'CREATE USER' and contains a form with five rows, each for an email ID. Each row has a text input field and a dropdown menu with options: 'View', 'Edit / Update', and 'Delete'. At the bottom of the form are three buttons: 'Create', 'Skip', and 'Back'. The footer of the page reads 'Government of India, © 2015 All rights reserved, Indian Bureau of Mines'. The Windows taskbar at the bottom shows various application icons and the system clock displaying '10:53 04-03-2015'.

Figure VII

You can generate up to 5 sub user IDs by giving email addresses and clicking Create button or you can skip and start filing your monthly/annual returns. At this stage it is recommended to use the mine level user ID and password for submission of returns. Ensure that the information entered on each section of the return is saved. Once all pages are saved click on the Print All button to see a preview of the return. Verify the returns for its correctness before finally submitting it. **Once submitted modifications are not allowed normally.** The status of the submitted returns can be viewed on the Dash Board. The submitted returns can be viewed using the link given on the Dash Board.

4. Setting up user profile: Click on the “My Profile” link on the Dash Board to set up the user profile (See Figure VII). It would be useful in case you forgot your password. You can use the e-mail ID given there to get the link for resetting the password.

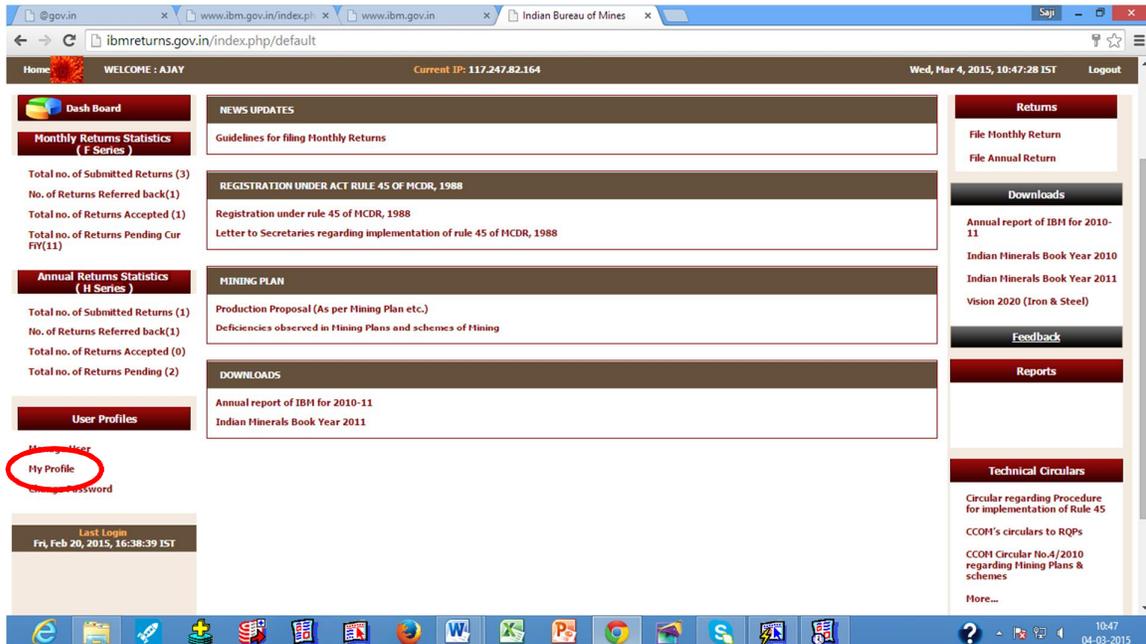


Figure VIII

On clicking the link the following screen will appear (See Figure IX). Enter a valid E-mail ID as it is where the referred back notifications (in respect of scrutinised returns) are sent. You may be required to select a photo of the user also for uploading which will be reflected on the Dash Board.

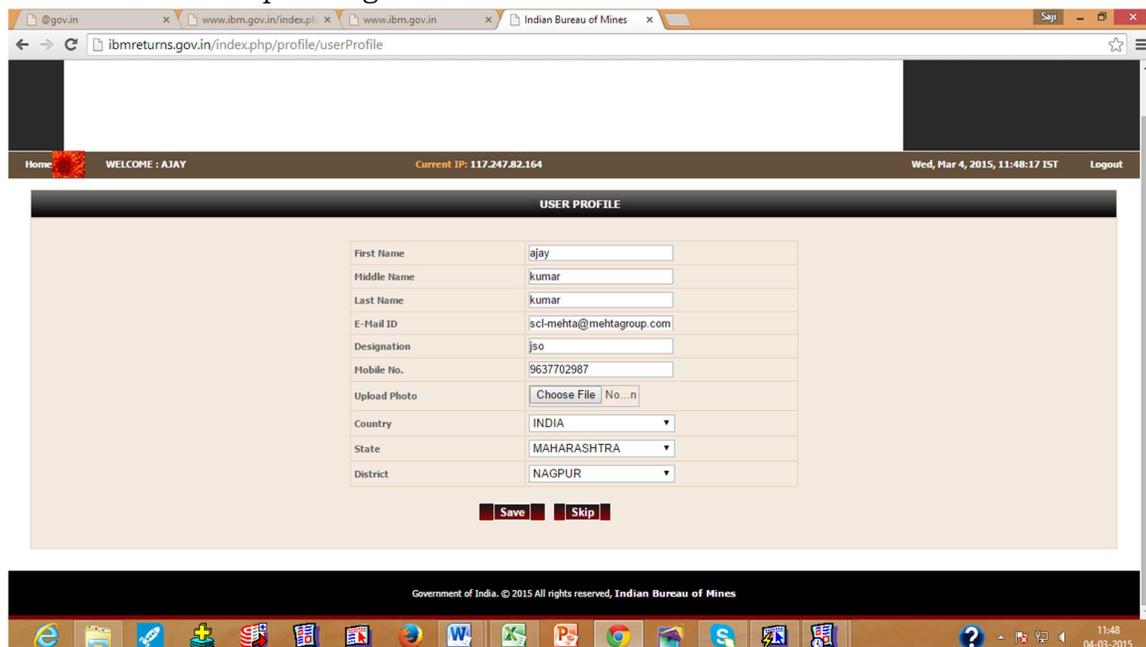


Figure IX

5. Entering Mining Plan Production Proposal Details: The production targets mentioned in Mining Plan/Scheme (Or the modified Plan/Scheme) as approved by IBM needs to be entered by the user and accepted by Regional Office of IBM so that it will be reflected correctly in the system/returns. Click on the link “Production Proposal (as per Mining Plan etc.)” on the middle portion of the Dash Board (See Figure X below) to enter the details.

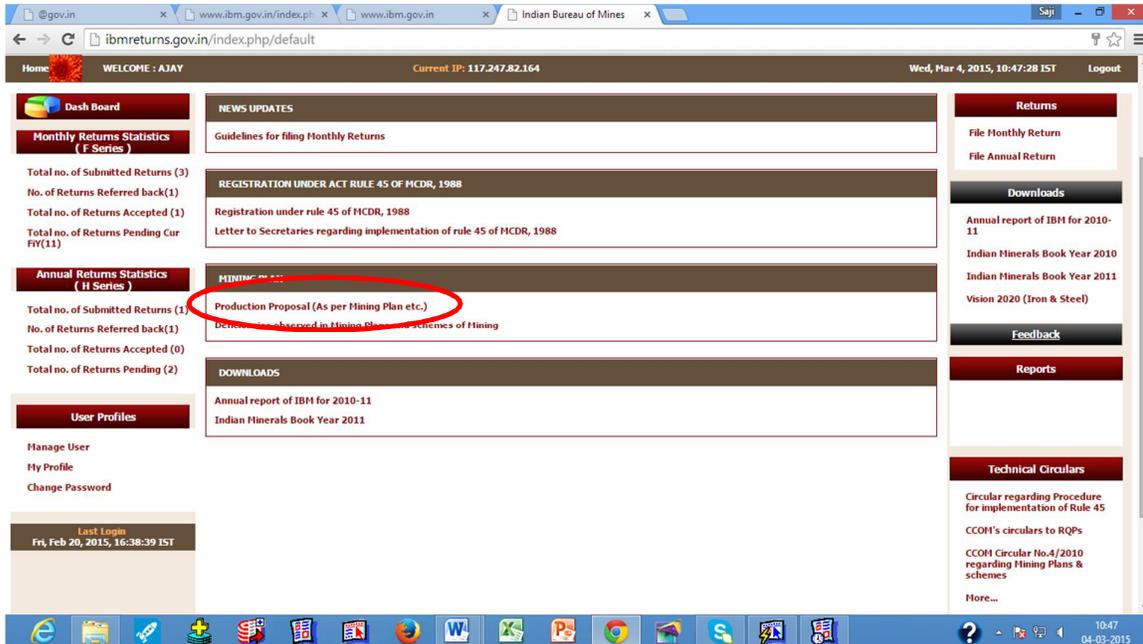


Figure X

On clicking the details the following screen will appear (See Figure XI). Enter the details as per the latest approved document and submit. Once the data is submitted send an intimation mail to the concerned Regional Office for speedy processing and acceptance.

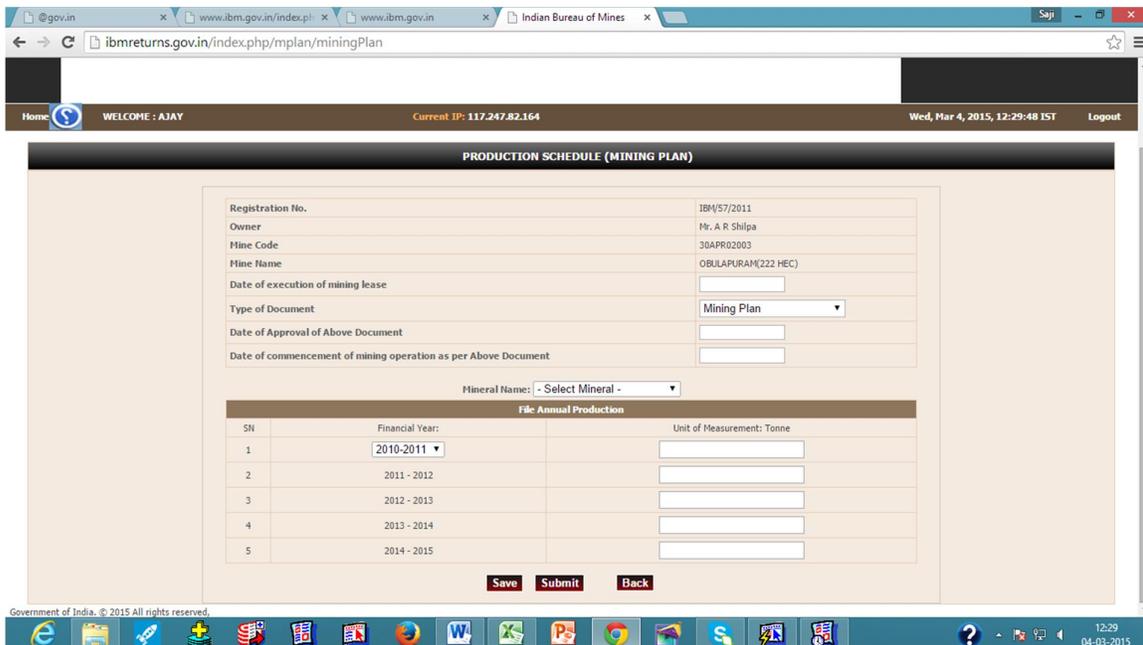


Figure XI

6. Resubmission of referred back returns:

Sometimes a few sections of submitted returns are referred back to you for clarification / rectification. The reason for such referred back is mentioned in the concerned section itself. The referred back returns are shown in a separate link available on the Dash Board itself (See Figure XII below). A notification in this regard will be sent to the e-mail ID mentioned in your profile page.

The screenshot shows the IBM Returns Dashboard. The top navigation bar includes 'Home', 'WELCOME : AJAY', 'Current IP: 117.247.82.164', 'Wed, Mar 4, 2015, 10:47:28 IST', and 'Logout'. The dashboard is divided into several sections:

- Monthly Returns Statistics (F Series):** Total no. of Submitted Returns (3), No. of Returns Referred back (1), Total no. of Returns Accepted (1), Total no. of Returns Pending Cur FY(11).
- Annual Returns Statistics (H Series):** Total no. of Submitted Returns (1), No. of Returns Referred back (1), Total no. of Returns Accepted (0), Total no. of Returns Pending (2).
- User Profiles:** Manage User, My Profile, Change Password.
- Last Login:** Fri, Feb 20, 2015, 16:38:39 IST.
- NEWS UPDATES:** Guidelines for filing Monthly Returns.
- REGISTRATION UNDER ACT RULE 45 OF MCDR, 1988:** Registration under rule 45 of MCDR, 1988; Letter to Secretaries regarding implementation of rule 45 of MCDR, 1988.
- MINING PLAN:** Production Proposal (As per Mining Plan etc.); Deficiencies observed in Mining Plans and schemes of Mining.
- DOWNLOADS:** Annual report of IBM for 2010-11; Indian Minerals Book Year 2010; Indian Minerals Book Year 2011; Vision 2020 (Iron & Steel).
- Returns:** File Monthly Return; File Annual Return.
- Feedback:** Feedback.
- Reports:** Reports.
- Technical Circulars:** Circular regarding Procedure for implementation of Rule 45; CCOH's circulars to RQPs; CCOH Circular No.4/2010 regarding Mining Plans & schemes.

Figure XII

The referred back returns need to be resubmitted after rectifying the return/giving the clarifications in the reply box available in the concerned sections of the return.

Note: Screen Shots are for illustration purpose only. This application works best on Mozilla Firefox web browser version 23.0 onwards.