

Dos and Don'ts for online registration with Indian Bureau of Mines and submission of online returns under Rule 45 of MCDR, 1988

DOs

1. Register online in Form M (www.ibmreg.nic.in). This is a pre-requisite to file online returns. Use correct and complete address and e-mail ID as the same will be used for future communication.
2. After Registration, await confirmation from IBM for approval of your application or approach respective IBM Regional Office for follow up.
3. Application once approved will be allotted a user name and password and the same will be sent to the registered e-mail address given in FORM - M. The user name here is referred as Registration ID of Form M.
4. You must change the password frequently and it must be a combination of Character / Numeric and Special Characters.
5. In case the password of Registration ID is lost / forgotten use the link 'forgot password' given on www.ibmreg.nic.in to regenerate the password. Remember the ANSWER to the SECURITY QUESTION for this purpose.
6. For change in e-mail address a proper application along with justification should be given to IBM Regional Office / IBM HQ, Nagpur.
7. In case of miner, add all the mines owned and their mine code(s) in the 'Mine Held Details' in Form M. For easiness, a search option is provided for locating the Mine Code and Mine Name. Please be careful in selecting your own Mine Code (Ensure correctness of Mine codes, if the mine code is not known contact IBM Regional Office). Add the mines held only against the form M registration of the Lessee/Owner. Online returns can be filed only for those mines included under 'Mine Held Details' in Form M.
8. In case of trader, stockiest and exporter add the locations of the storage facilities in 'Storage Facilities Details' in Form M
9. In case of mineral based industry (End User) add the details of plants in 'Mineral Consumption Details' in Form M.
10. Use the User ID and Password given at the time of registration in Form M for logging into the system for online submission of the return (www.ibm.gov.in) and generate the user IDs for each mine/storage location/plant.
11. Use the mine/storage location/plant level User ID and Password to file the return online.
12. If the password of mine/storage location/plant level User ID is forgotten/lost, regenerate a new password by logging in using the Form M User ID and Password and then visiting the 'Manage User' link available on the login page.
13. Furnish all details as per user profile, as that information is taken to complete 'certificate portion' of the return.
14. Preferably use Mozilla Firefox version 21.0 and above to file the returns.
15. Submit monthly returns before 10th of every month for the preceding month and annual returns before 1st July of every year for the preceding financial year. (For details of pending returns please see the dash board).
16. Whenever there is any change in the Owner Address update it in Form M and send a scanned copy of Form I through e-mail also to mms@ibm.gov.in with a copy to IBM Regional Office.
17. In case of transfer of Mining Lease send a scanned copy of Form L through e-mail also to mms@ibm.gov.in with a copy to IBM Regional Office.

18. In case of any discrepancies in the identification particulars of the mine displayed in the online returns (F and H) inform the correct details by e-mail to mms@ibm.gov.in with a copy to IBM Regional Office.
19. Always update correct Phone/Fax/Mobile numbers and e-mail ID on the returns.
20. Once a selection is made (in fields where selection option is available) do fill the entire linked field(s) invariably. Otherwise leave the selection option as the default one displayed.
21. For form F & H when mining activities are carried out the labour engaged for the purpose should be filled against the corresponding fields even if labour contract is given to outside party.
22. In sales/dispatches section of F & H returns remove the default row in case no sale/dispatch for captive consumption occurred during the period under reference.
23. Whenever there is significant variation (say 20%) from previous period (month/year) in Production/Ex-mine price do mention the reason for the same in the space provided for the same in the F & H returns.
24. Information against different items to be reported as per the specified units. The units may be numbers, rupees, kg, tonnes, liters, etc.
25. Ensure that the information filed in Annual returns, wherever applicable, should be consistent with the same furnished in monthly returns for the year.
26. Ensure that opening stock of a month/year is equal to the closing stock of the previous month/year.
27. Do verify each entry in the return by going through each section before Final Submit.
28. Returns referred back due to inconsistency, be rectified and to be **resubmitted** within 2-3 days of receipt.
29. Even in case of no production/ activity return should be filed in relevant forms.
30. Go through guidelines before, for registration in ibmreg.nic.in and for submission of returns in ibm.gov.in.

Don'ts

1. Don't use any e-mail ID other than the one registered with IBM for any correspondence regarding online returns.
2. Don't change information without intimation
3. Don't attempt to register without having valid documents.
4. Don't leave any relevant field blank in the return.
5. Don't submit the return without verifying the details filled in.