



Govt. of India/ भारत सरकार  
Ministry of Labour and Employment  
श्रम एवं रोजगार मंत्रालय  
Directorate General of Mines Safety  
खान सुरक्षा महानिदेशालय  
DHANBAD - 826001, JHARKAND



No. DGMS/ S&T/ Cir. (General) No.01 Dhanbad,

02/03/2015

To:

**The Owner, Agent, Manager of All Coal, Metalliferous and Oil Mines**

**Subject: Submission of Annual Returns in Shram Suvidha - unified portal of Ministry of Labour and Employment under the Mines Act, 1952 and allied legislations framed thereunder.**

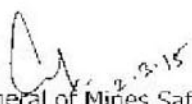
1. Presently, Annual Returns are required to be submitted under Regulation 5 of the Coal Mines Regulations (CMR), 1957, Regulation 5 of the Metalliferous Mines Regulations (MMR), 1961, and Regulation 5 of the Oil Mines Regulations (OMR), 1984 by Owner, Agent or Manager of the Mines in form-III under the above respective regulations. The returns are also submitted in respect of medical examination in form-T under the rule 29P of the Mines Rules, 1955 and summary of the report of yearly training work under Rule 21(2) of the Mines Vocational Training Rules (MVTR), 1966.

2. Now, in view of launching of Shram Suvidha- unified portal of Ministry of Labour and Employment on 16.10.2014 by the Hon'ble Prime Minister of India, it has been advised to make provision for submission of a consolidated single Annual Return for a particular mine with a unique Labour Identification Number (LIN) on-line in the above web portal, for which suitable amendments in the relevant provisions of the above mentioned regulations and rules framed under the Mines Act, 1952 are under process. The forms for the online submission of Annual Returns for Coal, Metal and Oil Mines have been reformulated, which are enclosed as Annexure I, II and III respectively.

3. Pending the necessary amendment in the relevant provisions of the above mentioned regulations and rules framed under the Mines Act, 1952, all Owners, Agents and Managers of Coal, Metal and Oil mines are requested to submit Annual Return (Provisional) of mines online, in the aforesaid form in Shram Suvidha - unified portal of Labour and Employment for the calendar year 2014 and, a copy of the same shall also be forwarded to the following email addresses:

- i. Annual return of coal mine to [sso.coal@dgms.gov.in](mailto:sso.coal@dgms.gov.in)
- ii. Annual return of metalliferous mine to [sso.metal@dgms.gov.in](mailto:sso.metal@dgms.gov.in)
- iii. Annual return of oil mine to [jso.oil@dgms.gov.in](mailto:jso.oil@dgms.gov.in)

4. The annual return(s) for the calendar year 2014 as mentioned above may be e-submitted on or before 31<sup>st</sup> March 2015.

  
Director General of Mines Safety

**ANNUAL RETURN OF COAL MINE FOR THE YEAR ENDING ON THE 31<sup>ST</sup> DECEMBER, 20\_\_**  
**(Under the Mines Act, 1952 and allied legislations framed thereunder)**

**PART-A : The Coal Mines Regulations, 1957 (See Regulation 5):**

1. Name of mine : \_\_\_\_\_
2. Postal address of mine : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_
3. Date of opening : \_\_\_\_\_
4. Labour Identification No. (LIN) : \_\_\_\_\_
5. Name of Owner : \_\_\_\_\_

- (a) Contact details of Owner : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
- (b) e-mail Id of Owner : \_\_\_\_\_
- (c) Postal address of Owner : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

6. Name of Agent (if any) as defined in section 2(c) of the Mines Act, 1952 : \_\_\_\_\_

- (a) Contact details of Agent : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
- (b) e-mail Id of Agent : \_\_\_\_\_
- (c) Postal address of Agent : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

7. Name of Manager : \_\_\_\_\_

- (a) Contact details of Manager : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
- (b) e-mail Id of Manager : \_\_\_\_\_
- (c) Postal address of Manager : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

8. Statutory personnel employed in the mine

Sl. No.	Designation	No. required	No. available	Shortage/surplus

9. No. of contractors engaged : \_\_\_\_\_

10. EMPLOYMENT

(1) Number of persons employed on roll in the mine :

Classification	Departmental			Contractual		
	Male	Female	Total	Male	Female	Total
Belowground						
Opencast						
Aboveground						

- (2) Maximum number of persons employed on any one day during the year 20\_\_\_\_  
 (i) in workings belowground on \_\_\_\_\_ (specific day) : \_\_\_\_\_  
 (ii) in all in the mine on \_\_\_\_\_ (specific day) : \_\_\_\_\_

(3) Details of mandays worked and average employment:

Classification	Departmental						Contractual					
	Total mandays worked			Average daily number of persons employed			Total mandays worked			Average daily number of persons employed		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
(a) Belowground												
(b) Opencast												
(c) Aboveground												

11. No. of days worked : \_\_\_\_\_  
 No. of shift worked : \_\_\_\_\_

12 DETAILS OF COAL RAISED, MATERIAL HANDLED, ETC.

(a) COAL RAISED ETC. (for all mines) :

All figures in Tonnes

Grade	Opening stock on 1 <sup>st</sup> January, 20____	Coal raised during the year						Total of Columns (2) and (7)	Coal Dispatched	Closing stock on 31 <sup>st</sup> December 20____ {Diff. of Column (9) & (10)}
		Belowground				Open-cast	Sub-Total of (3) to (7)			
		Bord & Pillar Method		Method other than Bord & Pillar {____ (Specify Method)}						
		Dev.	Depillar.	Dev.	Extraction					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

(b) MATERIAL HANDLED (for Opencast mines only) :

Coal raised during the year {Column (7) of 12(a) converted in cubic metre}	Stone, debris, etc. handled during the year (cubic metre)	Total material handled during the calendar year (cubic metre) {Col.(1)+(2)}
(1)	(2)	(3)

13. (a) AGGREGATE HORSE-POWER OF MACHINERY AND EQUIPMENT USED/INSTALLED IN THE MINE

Place	Electrical	Oil/natural gas/steam	Compressed air
(a) Underground			
(b) Opencast			
(c) Aboveground			
Total			

(b) Voltage(s) at which current is used:

- (i) Lighting : \_\_\_\_\_  
 (ii) Power : \_\_\_\_\_

14. ACCIDENT STATISTICS (during last three years)

Year	Fatal accident			Serious accident		Reportable accident		Minor accident	
	Number	Number of person(s) killed	Number of person(s) seriously injured	Number	Number of person(s) seriously injured	Number	Number of person(s) injured	Number	Number of person(s) injured
20__									
20__									
20__									

**PART-B : The Mines Rules, 1955:**

1. INITIAL/PERIODICAL MEDICAL EXAMINATION (IME/PME) CONDUCTED DURING THE YEAR  
{Rules 29B and 29P(1) of the Mines Rules, 1955}

Number of persons employed		Number of persons required to undergo IME/PME		Number of persons actually undergone IME/PME		No. of persons declared medically unfit
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual	
<b>Initial Medical Examination (IME)</b>						
<b>Periodical Medical Examination (PME)</b>						

2. APPOINTMENT OF WORKMEN'S INSPECTORS  
{Rules 29Q of the Mines Rules, 1955}

(i) No. of Workmen's Inspector required : \_\_\_\_\_  
(ii) No. of Workmen's Inspector provided : \_\_\_\_\_

3. Number of Safety Committee meeting conducted during the year {Rule 29V of the Mines Rules, 1955} : \_\_\_\_\_

**PART-C : Mines Vocational Training Rules, 1966**

1. VOCATIONAL TRAINING

Number of persons employed		Number of persons required to undergo vocational training		Number of persons actually undergone vocational training	
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual
<b>Basic Vocational Training (under Rule 6)</b>					
<b>Refresher Training (under Rule 8)</b>					

Certified that the information submitted in the Annual Return (in page 1, 2 and 3) is correct to the best of my knowledge.

Signature (with date and official seal) \_\_\_\_\_

Designation : Owner/Agent/Manager

**ANNUAL RETURN OF METALLIFEROUS MINE FOR THE YEAR ENDING ON THE  
31<sup>ST</sup> DECEMBER, 20\_\_\_\_  
(Under the Mines Act, 1952 and allied legislations framed thereunder)**

**PART-A : The Metalliferous Mines Regulations, 1957 (See Regulation 5):**

1. Name of mine : \_\_\_\_\_  
 2. Postal address of mine : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_  
 3. Date of opening : \_\_\_\_\_  
 4. Labour Identification No. (LIN) : \_\_\_\_\_  
 5. Name of Owner : \_\_\_\_\_

- (d) Contact details of Owner : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (e) e-mail Id of Owner : \_\_\_\_\_  
 (f) Postal address of Owner : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

6. Name of Agent (if any) as defined in section 2(c) of the Mines Act, 1952 : \_\_\_\_\_

- (d) Contact details of Agent : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (e) e-mail Id of Agent : \_\_\_\_\_  
 (f) Postal address of Agent : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

7. Name of Manager : \_\_\_\_\_

- (d) Contact details of Manager : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (e) e-mail Id of Manager : \_\_\_\_\_  
 (f) Postal address of Manager : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_

8. Statutory personnel employed in the mine

Sl. No.	Designation	No. required	No. available	Shortage/surplus

9. No. of contractors engaged : \_\_\_\_\_

10. EMPLOYMENT

(1) Number of persons employed on roll in the mine :

Classification	Departmental			Contractual		
	Male	Female	Total	Male	Female	Total
Belowground						
Opencast						
Aboveground						

- (2) Maximum number of persons employed on any one day during the year 20\_\_  
 (iii) in workings below ground on \_\_\_\_\_ (specific day) :  
 (iv) in all in the mine on \_\_\_\_\_ (specific day) :

(3) Details of mandays worked and average employment:

Classification	Departmental						Contractual					
	Total mandays worked			Average daily number of persons employed			Total mandays worked			Average daily number of persons employed		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total
(d) Belowground												
(e) Opencast												
(f) Aboveground												

11. No. of days worked : \_\_\_\_\_  
 No. of shift worked : \_\_\_\_\_

12 DETAILS OF OUTPUT, MATERIAL HANDLED, ETC.

(c) OUTPUT (for all mines) :

Name of mineral raised	Opening stock on 1 <sup>st</sup> January, 20__		Output of the Mineral during the year			Despatches		Closing stock on 31 <sup>st</sup> December 20__		Metal Extracted, if any	
	Run-off Mine (ROM)	Processed Mineral	ROM		Processed Mineral	ROM	Processed Mineral	ROM {Col.2+4+5-7}	Processed Mineral {Col.3+6-8}	Name	Quantity
			Below-ground	Open-cast							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

(d) MATERIAL HANDLED (for Opencast mines only) :

ROM raised during the year {Column (5) of 12(a) converted in cubic metre}	Stone, debris, etc. handled during the year (cubic metre)	Total material handled during the calendar year (cubic metre) {Col.(1)+(2)}
(1)	(2)	(3)

13. Whether Explosive(s) used in the mine (Yes/No):

14. (I) AGGREGATE HORSE-POWER OF MACHINERY AND EQUIPMENT USED/INSTALLED IN THE MINE

Place	Electrical	Oil/natural gas/steam	Compressed air
(d) Underground			
(e) Opencast			
(f) Aboveground			
Total			

(II) Voltage(s) at which current is used:

- (i) Lighting : \_\_\_\_\_  
 (ii) Power : \_\_\_\_\_

15. ACCIDENT STATISTICS (during last three years)

Year	Fatal accident			Serious accident		Reportable accident		Minor accident	
	Number	Number of person(s) killed	Number of person(s) seriously injured	Number	Number of person(s) seriously injured	Number	Number of person(s) injured	Number	Number of person(s) injured
20__									
20__									
20__									

**PART-B : The Mines Rules, 1955:**

1. INITIAL/PERIODICAL MEDICAL EXAMINATION (IME/PME) CONDUCTED DURING THE YEAR  
{Rules 29B and 29P(1) of the Mines Rules, 1955}

Number of persons employed		Number of persons required to undergo IME/PME		Number of persons actually undergone IME/PME		No. of persons declared medically unfit
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual	
<b>Initial Medical Examination (IME)</b>						
<b>Periodical Medical Examination (PME)</b>						

2. APPOINTMENT OF WORKMEN'S INSPECTORS  
{Rules 29Q of the Mines Rules, 1955}

(j) No. of Workmen's Inspector required : \_\_\_\_\_  
(iii) No. of Workmen's Inspector provided : \_\_\_\_\_

3. Number of Safety Committee meeting conducted during the year {Rule 29V of the Mines Rules, 1955} : \_\_\_\_\_

**PART-C : Mines Vocational Training Rules, 1966**

1. VOCATIONAL TRAINING

Number of persons employed		Number of persons required to undergo vocational training		Number of persons actually undergone vocational training	
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual
<b>Basic Vocational Training (under Rule 6)</b>					
<b>Refresher Training (under Rule 8)</b>					

Certified that the information submitted in the Annual Return (in page 1, 2 and 3) is correct to the best of my knowledge.

Signature (with date and official seal) \_\_\_\_\_  
Designation : Owner/Agent/Manager

**ANNUAL RETURN OF OIL MINE FOR THE YEAR ENDING ON THE 31<sup>ST</sup> DECEMBER, 20\_\_**  
**(Under the Mines Act, 1952 and allied legislations framed thereunder)**

**PART-A : The Oil Mines Regulations, 1984 (See Regulation 5):**

1. Name of mine : \_\_\_\_\_
2. Postal address of mine : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_
3. Date of opening : \_\_\_\_\_
4. Labour Identification No. (LIN) : \_\_\_\_\_
5. Name of Owner : \_\_\_\_\_  
 (a) Contact details of Owner : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (b) e-mail Id of Owner : \_\_\_\_\_  
 (c) Postal address of Owner : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_
6. Name of Agent (if any) as defined in Section 2(c) of the Mines Act, 1952 : \_\_\_\_\_  
 (a) Contact details of Agent : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (b) e-mail Id of Agent : \_\_\_\_\_  
 (c) Postal address of Agent : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_
7. Name of Manager : \_\_\_\_\_  
 (a) Contact details of Manager : Tel. No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_  
 (b) e-mail Id of Manager : \_\_\_\_\_  
 (c) Postal address of Manager : Village/Area/Road \_\_\_\_\_  
 Tehsil/Taluka/Sub-division \_\_\_\_\_  
 District \_\_\_\_\_ PIN \_\_\_\_\_  
 State \_\_\_\_\_
8. Statutory personnel employed in the mine

Sl.No.	Designation	No. required	No. available	Shortage/surplus

9. No. of contractors engaged : \_\_\_\_\_

10. EMPLOYMENT

(1) Number of persons employed on roll in the mine:

Classification	Departmental			Contractual		
	Male	Female	Total	Male	Female	Total



(2) Maximum number of persons employed on any one day during the year 20\_\_ in all in the mine on \_\_\_\_\_ (specific day): \_\_\_\_\_

(3) Details of mandays worked and average employment:

Classification	Departmental						Contractual					
	Total mandays worked			Average daily number of persons employed			Total mandays worked			Average daily number of persons employed		
	Male	Female	Total	Male	Female	Total	Male	Female	Total	Male	Female	Total

11. No. of days worked : \_\_\_\_\_

No. of shifts worked : \_\_\_\_\_

12. (I) AGGREGATE HORSE-POWER OF MACHINERY AND EQUIPMENT USED/INSTALLED IN THE MINE

Place	Electrical	Oil/natural gas/steam	Compressed air
Total			

(II) Voltage(s) at which current is used:

(i) Lighting : \_\_\_\_\_

(ii) Power : \_\_\_\_\_

13. Drilling and other rigs, oil wells and gas wells and pipelines

Item No.	Classification	Type of Rig	Total No. of units in use
(1)	(2)	(3)	(4)
<b>1</b>	<b>Drilling, Workover and other rigs</b>		
1.1	Drilling		
1.2	Workover		
1.3	Other Rigs		
<b>2</b>	<b>Oil, gas and other wells</b>		
2.1	Wells drilled		
2.2	Wells abandoned		
2.3	Gas wells completed		
2.4	Oil wells completed		
2.5	Gas wells on production		
2.6	Oil wells on production		
2.7	Oil wells where production discontinued		
<b>3</b>	<b>Pipelines</b>	<b>Length in metres</b>	<b>Diameter in metres</b>
3.1	Flow lines laid from wells to gathering station		
3.2	Pipelines laid from gathering station to central storage tanks		
3.3	Others (Specify)		

14. Details of production:

Item No.	Type of Product	Opening stock as on 1 <sup>st</sup> January	Production	Value (in Rs.)	Despatches			Closing stock as on 31 <sup>st</sup> December
					To refinery	To market	For house consumption	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>1</b>	<b>Oil (in Metric Tonnes)</b>							
<b>2</b>	<b>Gas (in M<sup>3</sup>)</b>							

15. ACCIDENT STATISTICS (During last three years)

Year	Fatal accident			Serious accident		Reportable accident		Minor accident	
	Number	Number of person(s) killed	Number of person(s) seriously injured	Number	Number of person(s) seriously injured	Number	Number of person(s) injured	Number	Number of person(s) injured
20__									
20__									
20__									

**PART-B : The Mines Rules, 1955:**

1. INITIAL/PERIODICAL MEDICAL EXAMINATION (IME/PME) CONDUCTED DURING THE YEAR {Rules 29B and 29P(1) of the Mines Rules, 1955}

Number of persons employed		Number of persons required to undergo IME/PME		Number of persons actually undergone IME/PME		No. of persons declared medically unfit
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual	
<b>Initial Medical Examination (IME)</b>						
<b>Periodical Medical Examination (PME)</b>						

2. APPOINTMENT OF WORKMEN'S INSPECTORS {Rules 29Q of the Mines Rules, 1955}

(k) No. of Workmen's Inspector required : \_\_\_\_\_  
 (iv) No. of Workmen's Inspector provided : \_\_\_\_\_

3. Number of Safety Committee meeting conducted during the year {Rule 29V of the Mines Rules, 1955} : \_\_\_\_\_

**PART-C : Mines Vocational Training Rules, 1966**

1. VOCATIONAL TRAINING

Number of persons employed		Number of persons required to undergo vocational training		Number of persons actually undergone vocational training	
Departmental	Contractual	Departmental	Contractual	Departmental	Contractual
<b>Basic Vocational Training (under Rule 6)</b>					
<b>Refresher Training (under Rule 8)</b>					

Certified that the information submitted in the Annual Return (in page 1, page 2, and page 3) is correct to the best of my knowledge.

Signature (with date and official seal) \_\_\_\_\_  
 Designation: Owner/Agent/Manager