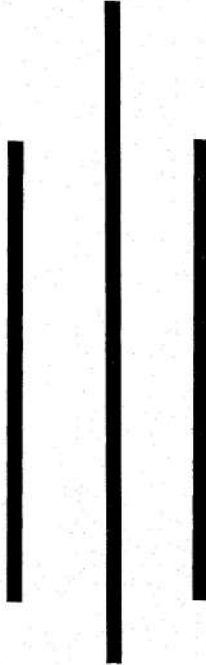
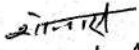
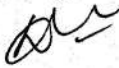


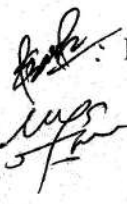
**A REVISED GUIDELINE FOR GEOLOGICAL RESEARCH FIELD  
WORK AND SAMPLE SHIPPING PERMIT IN NEPAL 2081/2024**



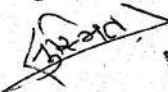
Submitted By:

Ms. Shova Singh (Superintendent Geologist) 

Mr. Dharma Raj Khadka (Senior Divisional Geologist) 

 Mr. Shiva Kumar Baskota (Senior Divisional Geologist)

Mr. Thakur Kandel (Senior Divisional Geologist)

Dr. Sushmita Bhandari (Geologist) 



**Department of Mines and Geology (DMG)  
Ministry of Industry, Commerce and Industry**

**Government of Nepal  
Shrawan, 2081 (Jul, 2024)**

# A REVISED GUIDELINE FOR GEOLOGICAL RESEARCH-FIELD WORK AND SAMPLE SHIPPING PERMIT IN NEPAL 2081/2024

## 1. Introduction

In exercise of the legal arrangements conferred by Rule 49 of Mines and Minerals Rules, 2056 (1999) Department of Mines and Geology has framed the following Guideline:

Nepal, situated centrally in the Himalayas, constitutes a vital mid-segment of the active India-Eurasia collision zone. This geotectonic setting makes it a prime destination for those intrigued by the active processes of mountain-building through collision. Nepal's geological exploration began with classical observations, focusing on mapping and mineral exploration in the Himalayas. In recent years, there has been a notable shift towards laboratory work, involving substantial geological samples shipping out of the country. According to Rule 49 of Mines and Minerals Rules, 2056 (1999) the **Department of Mines and Geology (DMG)** may grant approval to export geological samples (stone, soil, sand, rock, fossils) in abroad collected by any person in the course of geological and mining exploration of Nepal, for laboratory analysis and other relevant works. With hundreds of researchers and students annually conducting geological fieldwork, many groundbreaking discoveries in geology emerge from Nepal. The burgeoning global interest is reflected in the increasing number of published geological research articles. In light of this, it becomes crucial for researchers to understand Nepal's government policies and instructions governing geological fieldwork.

**Geological Research Permit is required for conducting geological field work in Nepal. The Department of Mines and Geology (DMG) is responsible for granting such permit and facilitating geological fieldwork in the country.** This revised guideline offers a concise overview, guiding researchers step-by-step through the essential aspects of the geological fieldwork environment and procedures in Nepal. This revised guideline also incorporates the procedure for geological sample export for laboratory analysis purpose from construction, development and agricultural sectors.

## 2. Procedure for Geological Research Permit Application (No Commercial Interest)

To streamline the process, **it is advisable** to submit the application along with required documents at least three months in advance (for foreign researchers) or one month in advance (for Nepalese researchers) to the Department of Mines and Geology (DMG) for Geological Research Permit to conduct geological fieldwork in Nepal.

Application Materials:

Category A: Researchers at Nepali Institutions

- 1) Pre-field permission Application duly signed (Annex 1)
- 2) Research Proposal with Field plan and GPS coordinates of Study area (Annex 2)
- 3) Copy of applicant and Field team members Citizenship/National ID/Passport and Institutional Affiliation ID.
- 4) Recommendation letter from Supervisor (for student) from affiliated organization (for researchers) (Annex 3)



- 5) Letter of Intent from foreign Institutions/Laboratory, if samples require analysis overseas (Annex 4)
- 6) Permission from the relevant authority for field visits and sampling if the study area falls within protected areas.
- 7) Self-Declaration Form duly signed (Annex 5)

Category B: Nepalese Researchers at Foreign Institutions

- 1) Pre-field permission Application duly signed (Annex 1)
- 2) Research Proposal with Field plan and GPS coordinates of Study area (Annex 2)
- 3) Copy of applicant and Field team members Citizenship/National ID/Passport and Institutional Affiliation ID (where applicable).  
**\*For Field Team involving foreign researchers, refer to Category C.**
- 4) Recommendation letter from Supervisor (for student) from affiliated organization (for researchers) (Annex 3)
- 5) Letter of Intent from Institutions/Laboratory, if samples require analysis at **other than researcher's host Country** (Annex 4)
- 6) Permission from the relevant authority for field visits and sampling if the study area falls within protected areas.
- 7) Self-Declaration Form duly signed (Annex 5)

Category C: Foreign Researchers

- 1) Pre-field permission Application duly signed (Annex 1)
- 2) Research Proposal (duly signed) with Field plan and GPS coordinates of Study area (Annex 2)
- 3) Copy of applicant and Field team members Citizenship/National ID/Passport and Institutional Affiliation ID (where applicable).
- 4) Recommendation letter from Supervisor (for student), from affiliated organization (for researchers) (Annex 3)
- 5) Letter of Intent from Institutions/Laboratory, if samples require analysis at other than researcher's host Country (Annex 4)
- 6) **MOU / Research Agreement / Invitation Letter (duly signed and stamped) from Government institutions / Recognized Nepali Universities / Registered Research Institutions in Nepal (Annex 6)**
- 7) Permission from the relevant authority for field visits and sampling if the study area falls within protected areas.
- 8) Self-Declaration Form duly signed (Annex 5)

**Geological Research Permit for geological fieldwork will be valid for one Nepali fiscal year.** If there is a need to ship geological samples overseas for analysis, please refer to the Sample Shipping procedure outlined below.

**3. Application Procedure for Geological Sample Shipping (No Commercial Interest)**

Please apply online at the <https://nns.gov.np/trade/> for a sample shipping permit (Annex 7), and upload the mentioned documents. Once the requested sample shipping approval is granted, please

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deposit Rs. 5000/- for research sample shipping royalty to the bank address provided below.

Payee details:

Payee: Department of Mines and Geology  
Bank: Rastriya Baniya Bank, Thamel  
Account No: 1000100200010000  
Office code: 307023501  
Title: 14229 Sample shipping.

Application Materials:

Category A: With Geological Research Permit from DMG

- 1) Sample Shipping Application form (Annex 8)
- 2) Geological Research Permit for Fieldwork from DMG (Annex 9)
- 3) Preliminary Field Completion report with field photographs sample list with GPS coordinates (Annex 10)
- 4) Research Proposal with Field plan and GPS coordinates of Study area (Annex 2)
- 5) Letter of Intent from Institutions/Laboratory, if samples require analysis at other than researcher's host Country (Annex 4)

Category B: Without Geological Research Permit from DMG

- I) Institutions/Projects (for eg. DMG, NAARC, NAST, Construction and Development projects, National Pride Projects or equivalent)

Documents required

- 1) Sample Shipping Application in letter pad (Annex 8)
- 2) Recommendation letter in official letter pad from government related institutions
- 3) Project Description with GPS Coordinates of Project area and sampling sites (Annex 11).
- 4) Applicant ID/Passport and Institutional Affiliation ID.
- 5) Letter of Intent for Lab analysis from concerned Laboratory (Annex 4)
- 6) Courier Information
- 7) Permission from the relevant authority for field visits and sampling if the study area falls within protected areas.
- 8) Project License, Company Registration, Tax clearance, Pan number (Not applicable for government Institutions)
- 9) Self-Declaration Form

- II) Person (for e.g. agricultural soil, sand test purpose)

Documents required

- 1) Sample Shipping Application (Annex 8)
- 2) Recommendation letter in official letter pad from local government body
- 3) Citizenship/Pan card

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- 4) Project Description with GPS Coordinates of Project area and sampling sites (Annex 11).
- 5) Letter of Intent for Lab analysis from concerned Laboratory (Annex 4)
- 6) Courier Information
- 7) Permission from the relevant authority for field visits and sampling if the study area falls within protected areas.
- 8) Self-Declaration Form

Upon receipt of the application along with all required documents, a geologist from DMG will conduct an inspection of the samples. Following this, the sample box will be securely sealed, and an Recommendation letter for export of geological samples for academic research from DMG will be dispatched to the international airport or border custom duty offices within 2-3 working days. It is essential to pack the samples in either a wooden box or a metallic container if they are to be sent through cargo.

#### 4. Reporting and Acknowledging DMG

DMG reserves the right to access information regarding geological samples taken from Nepal for scientific purposes. Hence, we urge researchers to provide updates on progress made with previously acquired samples or share publications. This collaboration will enhance international cooperation, enrich the DMG database, and facilitate monitoring of all geological research conducted in Nepal.

**The preliminary report or research status should be updated with DMG within two years of receiving sample shipping permission from DMG. Failure to submit the preliminary report will result in the denial of new Geological Research Permit for the respective research team. The final report must be submitted upon completion of the research work, in the form of scientific publications, Thesis, or scientific reports. It is advisable to acknowledge DMG in the aforementioned final reports.**

DMG will maintain records of researchers and support geoscientists for future fieldwork, as well as provide platforms to present findings alongside local geoscientists at various platforms. Samples not registered in our database will be deemed illegal, and it is our responsibility to take strict measures against such illicit smuggling of rock/soil samples. **DMG will retract research articles if it is determined that samples were illegally shipped and will blacklist the respective researchers.**

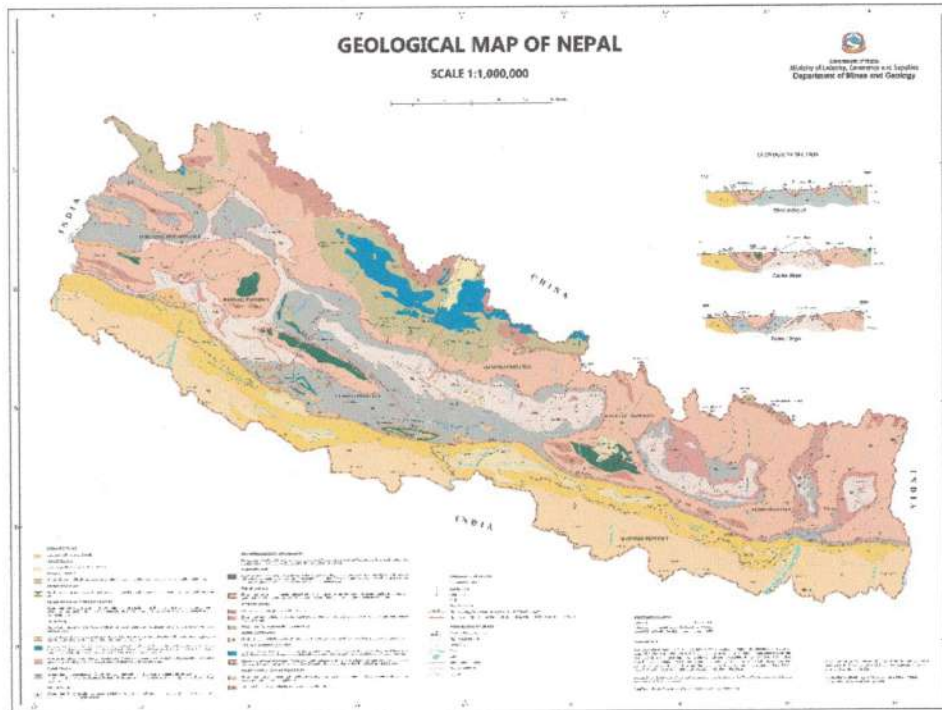
#### 5. Beforehand information of Nepal

##### 5.1. Geology of Nepal

Nepal is situated in the central part of the Himalayas and encompassing approximately one-third of the total Himalaya. Tectonically, Nepal represents a significant portion of the active Indo-Eurasian collision mountain belt and Nepal Himalayas provide an ideal setting for those interested in understanding the active mountain-building processes on Earth. The unique topography ranges from 100 meters in the south to 8848.86 meters in the north. There are numerous high mountain peaks, including the world's highest peak, Mount Everest, making the Nepal Himalayas a desired destination for mountaineers.



The entire territory of Nepal is divided into five different geological zones from north to south: 1) Tethys Himalaya, 2) High Himalaya, 3) Lesser Himalaya, 4) Siwalik (Chure), and 5) Terai. These five geological zones of Nepal have different characteristics as they were formed by different processes at different times. These geological units have been folded and piled atop one another by faults and thrusts at different periods, making the present geography with simultaneous upheaval and erosional activities in the Himalayas.



Geological Map of Nepal (DMG 1994, modified 2023)

Click here to download image: <https://dmgnepal.gov.np/en/pages/general-geology-4128>

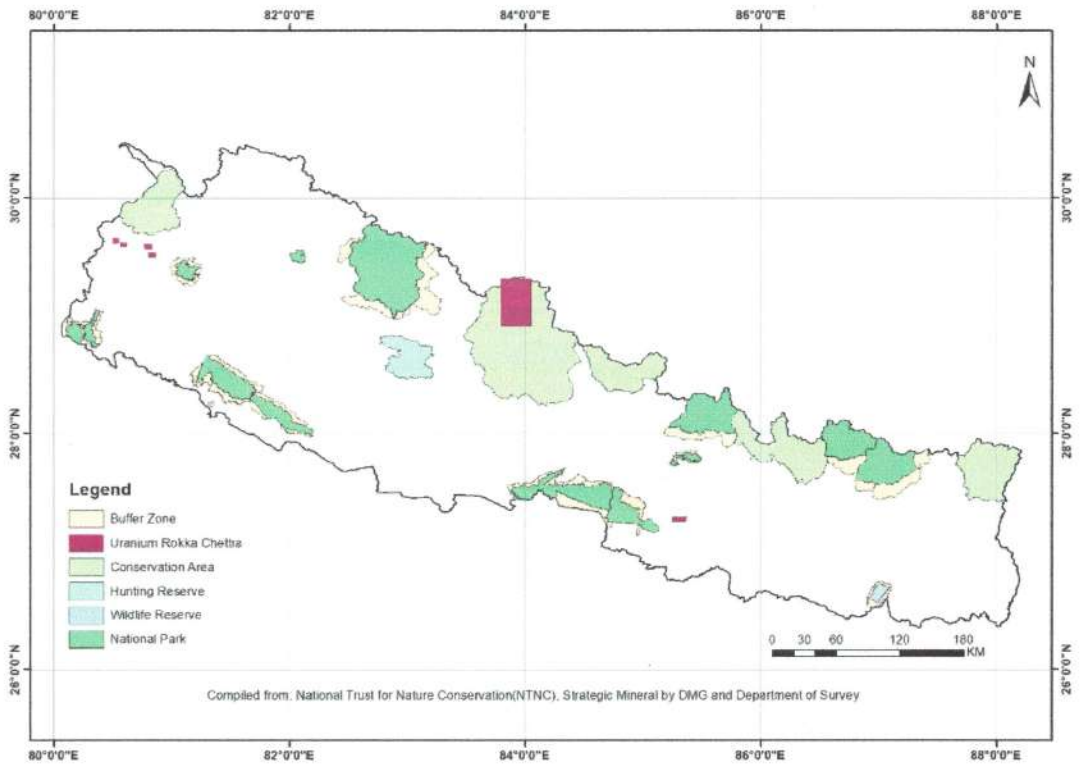
## 5.2. Protected areas of Nepal

The Government of Nepal has marked protected areas such as national parks, wild life reserve, hunting reserve, conservation areas, chure, strategic minerals rokka areas etc. Working in these areas requires prior-approval from the relevant authorities. In addition, areas demarcated for strategic mineral exploration by DMG has been prohibited for any kind of field work and sampling.

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**Protected Areas of Nepal (compiled from data provided by NTNC, DMG, and DoS)**

*\*Note: Subject to change, most recent map will prevail.*

### 5.3. Climate

Nepal exhibits a varied climatic range, largely influenced by its topographical variations, from the subtropical Terai plains to the towering peaks of the Himalayas. The lowland Terai experiences a tropical climate with hot summers and milder winters, while the hilly regions boast temperate conditions. The high-altitude areas, including the mountainous terrain, encounter alpine and tundra climates. The distinct monsoon season, characterized by heavy rainfall between June and September, significantly impacts various aspects of life and agriculture. The seasonal variations in temperature and precipitation patterns directly influence agriculture practices, livelihoods, and local economies.

The rainfall map of Nepal can be checked at <http://dhm.gov.np/weather/>

### 5.4. Natural disasters/Hazards (landslides, earthquake, flood and GLOF)

Nepal is one of the most disaster prone countries in the world due to its topography and climatic condition. Landslides is one of the very common natural hazards in the hilly region of Nepal. The hilly districts of Nepal located in the Siwalik, Mahabharat range, Mid-land, and also fore and higher Himalayas are more susceptible to landslide because of steep topography and fragile ecosystem.

Flood is another frequent, highly damaging and wide spread natural hazard occur on

6

more than 6,000 rivers and rivulets in Nepal flowing from north to south. During the monsoon (June-September), these rivers enlarge and cause damage to the villages, cultivation, and people and livestock within the river basins. Historical data has shown that Nepal flooding along major rivers have claimed lives of thousands of people.

There are also more than 15 glacial lakes located in the in the foot hill of high altitude mountain which have potential outbreak hazard, called glacial lake outburst flood (GLOF) and can cause great damage towards downstream.

Furthermore, seismological data and tectonic setting of the Nepal Himalaya suggest that the entire region of Nepal is prone to earthquake and related hazards. Any researcher in Nepal should be aware of all the mentioned field hazards while planning and working in the field.

### 5.5. Socio-religious aspect

Nepal is known not only for the rich diversity landscape, flora and fauna but also for the unique multicultural, multilingual, multi religious and multi ethnic harmony. There are more than 82 languages, 100 castes and ethnic groups, and 10 religions in Nepal. This unity in diversity, is considered as Nepal's most important assets and should always be enjoyed and respected. Social structures, traditions, and rituals are deeply rooted in religious beliefs, and caste dynamics play a significant role in shaping interpersonal relationships and community structures. Understanding the cultural nuances, religious practices, and the interplay between social and religious elements is essential for researchers to navigate the complexities of Nepalese society and engage meaningfully with local communities during fieldwork.

### 5.6. Field planning

While doing research work in Nepal, following points should be taken into consideration.

- While working in the mountainous terrain you may need porters to carry logistics or assist you. You can hire local porters or take them from the nearby cities. You can also sponsor local geology students to participate in your team who can learn and assist you in the field and lab works.
- The field seasons in Nepal depends on the terrain to be studied. For high Himalaya (above 3000m) the best season is during summer as temperature will be warm and there will be tea houses to accommodate travelers which is abandoned during winter. For hilly regions (1500- 3000m) field is best during dry season because of road conditions and less vegetation. For Plains the best field season is during winter (~1500-100m) (<http://dhm.gov.np/weather/>).
- About 60% of the Nepalese roads are hard-surface (gravel or blacktopped) roads, and most of them connect with the main cities in the Kathmandu Valley ([www.dor.gov.np](http://www.dor.gov.np)).
- The motorways in the rural regions, are poorly-maintained and have narrow lane, hairpin switchbacks, steep gradient and no safety barriers. Potholes are normal even



in cities. Roads become even more risky and dangerous during monsoon rains because of landslides. Pavements are either nonexistent or pedestrians do not have priority. Therefore, be vigilant while walking on the road as pedestrians account for 40% of road fatalities in Nepal.

- Despite the road condition most of the local Nepali bus and jeep drivers are experts, so it's usually safe to explore Nepal on bus or hire a jeep. You can easily hire private jeeps from your hotel or at any tourist agency and the prices are negotiable.
- Always wear masks to protect you from Air pollution and seat belt for road safety and never ride on bus roof.

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**LIST OF ANNEXES**

**ANNEX 1**

Application for Geological Research Permit in Nepal

**ANNEX 2**

Research Proposal

**ANNEX 3**

Recommendation Letter from Supervisor/Affiliated organization

**ANNEX 4**

Letter of Intent (LOI) for sample analysis from foreign Institutions/Laboratory

**ANNEX 5**

Self-Declaration

**ANNEX 6**

MOU/Research Agreement/Invitation Letter

**ANNEX 7**

Step by Step Guide to Sample Shipping Permit Application

**ANNEX 8**

Sample Shipping Permit Application

**ANNEX 9**

Geological Research Permit

**ANNEX 10**

Preliminary Field Completion Report

**ANNEX 11**

Project Description

**ANNEX 12**

Online generated Sample Shipping Permit

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ANNEX 1

Application for Geological Research Permit in Nepal

Date:

To,  
The Director General,  
Department of Mines and Geology,  
Lainchaur, Kathmandu

Subject: Request for Geological Research Permit in Nepal

Dear Sir,

I am writing to seek Geological Research Permit in Nepal [on behalf of Your Organization]. I/We plan to conduct geological fieldwork in [specific locations] of Nepal from [start date] to [end date]. Our objectives include [briefly explain the purpose and goals, e.g., mineral exploration, geological mapping, seismic survey, geophysical survey and sample collections]. We are committed to ensuring compliance with all rules, regulations and guidelines.


Please find the required documents attached herewith.

Thank you for your prompt attention to this matter.

Sincerely,

.....  
Signature  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]

Attachments:



**ANNEX 2**  
**Research Proposal**

**SECTION A**  
**RESEARCH PROPOSAL**

**Research Title:**

**1. Introduction:**

Introduce your research project in brief.

1.1 Background:

1.2 Study area:

Delineate your study area in map of Nepal, provide the GPS coordinates of four corners of study area in Table.

1.3 Objectives:

**2. Methodology:**

Explain in brief the field work methods, laboratory analysis, data analysis methods.

**3. Research Plan:**

Explain in brief different phases of your research work.

**4. Expected Outcomes:**

**5. Timeline:**

Outline a realistic timeline for the completion of each phase of the research, from the preliminary survey to the final analysis.

**6. Funding Source:**

Enlist the funding source

**SECTION B**  
**FIELD WORK PLAN**

**Field work Title:**

**1. Field Team**

Enlist all the Field Team members with their Title/position, Organization, and email address.

**2. Geology**

Explain in brief regional geology of field area

**3. Field Area**

Describe and delineate your field area and traverse route in geological map of Nepal (<https://dmgnepal.gov.np/en/pages/general-geology-4128>) and provide the GPS coordinates of

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four corners of Field area and tentative sampling sites in table.

**4. Fieldwork Objectives**

List the objectives of the fieldwork.

**5. Method**

Provide a detailed description of the fieldwork and sampling methods, including an introduction to any instruments intended for field data collection.

**6. Expected outcomes**

List the expected outcomes of the fieldwork.

**7. Time Schedule**


Outline your tentative field work itinerary

**Agreed Terms and Conditions**

- This permission is granted solely for geological work and scientific research sampling purposes. The samples obtained will not be utilized for any commercial purposes.
- The fieldwork team is responsible for management and safety.
- The results of the research will be provided to the Department of Mines and Geology.
- Fieldwork in protected areas needs prior approval from relevant ministries and departments and will be conducted without harming the natural environment.
- Based on research proposal, history of research and documents provided, Department of Mines and Geology reserves all the right to approve/disprove/dismiss the field work permission at any time without any reason
- The preliminary report of research should be updated with DMG within two years of receiving sample shipping permission from DMG. Failure to submit the preliminary report will result in the denial of new research approvals for the respective research team.
- If any strategic minerals, as defined by current laws in Nepal, are discovered during geological research activities in any region of Nepal, DMG must be notified before publication.

.....  
Signature  
Date:  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]

*\*Note: Applicant should duly sign in each page of Research Proposal*

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**ANNEX 3**  
**Recommendation Letter from Supervisor/Affiliated organization**

Organization Letter  
head and official  
stamp

Date:

To Whom it may concern

This is to certify the enrollment/affiliation of [Student/Researcher Name], [Student/Researcher ID No], at our institution, [Your Organization], since [Date]. [He/She] holds the position of [Your Position] and is actively engaged in [Research Title]. [he/she] will be conducting fieldwork in Nepal, commencing from [Start Date] until [End Date].

I endorse [Student/Researcher Name], participation in fieldwork in Nepal and believe that [he/she] will make significant contributions to [his/her] field of study. Please do not hesitate to contact me should you require any further clarification.

Sincerely,

.....  
Signature  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email:]

*[Handwritten signatures]*



*[Handwritten signature]*

**ANNEX 4**

**Letter of Intent (LOI) for sample analysis from foreign Institutions/Laboratory**

Laboratory/Institute  
Letter head and  
stamp

[Date]

[Applicant's Name]  
[Applicant's Address]  
[City, State, Zip Code]

Subject: Letter of Intent for Geological Sample Analysis

We are delighted for the opportunity to collaborate on geological sample analysis at the [Laboratory/Institute Name]. Your research project, [Your Project Title], aligns seamlessly with our laboratory's expertise and capabilities. With our extensive experience in geological analysis, we are committed to providing high-quality results that contribute to advancing scientific understanding in the field. We look forward to a fruitful collaboration that yields valuable insights and discoveries.

**Summary of Test Requirement**

Samples: [Specify number and type]  
Analysis: [Detail specific analyses/tests/procedures]  
Timeline: [Estimated timeline for sample analysis after sample submission]

S. N	Sample Type	No of samples	Test	Procedure	Requirements
1	Quartzite, schist, sandstone rock	32	Thin section preparation	Cutting polishing	2 thin sections
2	Sandstone, Schist	12	Mineral separation and mounting	Mounting of 200 grains after mineral separation	Zircon, garnet, feldspar mounting separately
3	Zircon Mount (M203)	1	U/Pb dating	LA-ICPMS	24µm size, Durango Standard Reference



[Name of the Laboratory Personnel]  
[Title/Position]  
[Laboratory/Institute Name]  
[Email Address]  
[Phone Number]




ANNEX 5

Self-Declaration

[Date]

I, [Full Name of Applicant], hereby declare that my fieldwork team members will conduct the geological fieldwork in [Area], Nepal from [Start Date] to [End Date] without causing harm to the natural environment. I confirm that the study area in Nepal does not encompass any protected areas.

The geological samples collected during this fieldwork will be used solely for educational and research purposes. A copy of the research findings will be submitted to the Department of Mines and Geology (DMG), and proper acknowledgment of DMG's contribution will be made in any publication showcasing the study's results.

Furthermore, I affirm that all documents submitted to DMG are authentic, and I take full responsibility for any discrepancies.

.....  
Signature  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email:]

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**ANNEX 6**  
**MOU/Research Agreement/Invitation Letter**

MEMORANDUM OF UNDERSTANDING (MOU)/ RESEARCH AGREEMENT  
BETWEEN

[Your Organization Name and Logo]  
[Your Organization Address]  
[City, State, ZIP Code]

AND

[Counterparty Organization Name and Logo]  
[Counterparty Organization Address]  
[City, State, ZIP Code]

1. Introduction
2. ....
3. ....
4. ....

Signature:

[Your Organization Name]

By: \_\_\_\_\_  
[Name, Title]

Date: \_\_\_\_\_

[Official Stamp]

Signature:

[Counterparty Organization Name]

By: \_\_\_\_\_  
[Counterparty Name, Title]

Date: \_\_\_\_\_

[Official Stamp]

*\*Note: Should be duly signed and stamped in each page of MOU/Research Agreement*

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**Invitation Letter**

Organization Letter  
head and official  
stamp

[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Organization/Institution]  
[Address]  
[City, State, Zip Code]

Subject: Invitation to Collaborate on Research Project in Nepal

Dear [Recipient's Name],

I am pleased to invite you/your team to collaborate on a research project focusing on [theme of the research] in the [area/region] region of Nepal. Our organization, [Inviting Organization Name], is eager to engage with you under [areas of research collaboration], aiming to benefit both the global community and Nepal. Fieldwork will be scheduled from [start date] to [end date]. We understand that [clarify which party will arrange accommodation] and [clarify which party will arrange financial support] for the duration of your stay in Nepal. I believe your expertise will greatly contribute to Nepal's development, and we are enthusiastic about the potential impact of our joint efforts. Looking forward to your positive response and the opportunity to work together closely.

Sincerely,

.....  
[Inviter's Signature]  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]



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## ANNEX 7

### Step by Step Guide to Sample Shipping Permit Application

1. To obtain Geological samples Shipping Permission from the DMG, please visit <https://nns.gov.np/trade/> and send an email from your registered email to [nns@webbfontaine.com](mailto:nns@webbfontaine.com).
2. In the email, include the Geological Research Permit letter issued by the DMG, your Permanent Account Number (PAN) card, and the sample. Additionally, please provide the name, address, and LOI letter of the exporting laboratory.
3. One day later, you will receive a link via email from <https://nns.gov.np/trade/>. Follow the link and enter your PAN Number as the username and a password of your choice.
4. Login to the Online Portal of NNSW by entering username and password.
5. Go to the Home Screen.
6. Click on "License, Permit, Certificate, and Others" in the Online Submission option.
7. Click on "New LPCO" and type Code "924" under Type of LPCO.
8. Fill in the content on the Header Tab.
9. Under the Name and Parties Tab, fill in the information of the person/company receiving the material.
10. Click the "+" button under the Items Tab and provide detailed information about the items you want to send.
11. Under the Attached Documents Tab, upload the required pdf file of the document.
12. Press Submit to submit the application.
13. Track the application progress to see if anything is missing.
14. If something is missing, add the required documents.
15. Upon approval of the application, access your account and navigate to the "Pay" option to settle the Sample shipping Royalty of Rs. 5000.
16. Print the approved letter.
17. Bring the sealed sample to the department in a steel box or wooden box as specified.

**For further inquiry please contact:**

01-5917010  
16600160016 (Toll free)  
[nns@webbfontaine.com](mailto:nns@webbfontaine.com)

*Sub*  
*Sub*



**ANNEX 8**  
**Sample Shipping Permit Application**

Date:

To  
The Director General,  
Department of Mines and Geology,  
Lainchaur, Kathmandu

Subject: Request for Geological Samples rock/ sand/ soil Shipping Permit

Dear Sir,

Following the fieldwork permission granted (Permission number and date) for conducting geological fieldwork, our team has successfully completed the fieldwork in [location] from [start date] to [end date]. We have collected [number] samples of [rock/sand/soil], stored in sample bags/bottles, with a total weight of [weight] kg, contained in [number] boxes/bottles. We intend to ship these samples via [self/cargo carrier's name] to [name and address of the laboratory].

I hereby declare that these samples are intended solely for research and educational purposes. A copy of the results from the sample analysis will be submitted to the Department of Mines and Geology for record-keeping.

.....  
Signature  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]

**Attached documents:**



ANNEX 9

**Geological Research Permit**

**भौगर्भिक अध्ययन अनुमति**

खानी तथा भुगर्भ विभागको मिति \_\_\_\_\_ को विभागीय निर्णयानुसार निम्न उल्लेखित स्थानमा निम्न सर्तको आधारमा अध्ययन अनुसन्धान कार्यको लागि मात्र सहमति प्रदान गर्ने व्यहोरा निर्णयानुसार अनुरोध छ। It is informed that based on decision of the Department of Mines and Geosciences dated \_\_\_\_\_, a consent has been given to following team only for the study and research purpose to work at the mentioned place following the terms and conditions.

मुख्य अनुसन्धानकर्ताको परिचय Identity Of Principal Researcher				
नाम/Name:				निवेदकको पद/Designation:
ठेगाना/Address:				
	ईमेल/Email:	फोन नं: Phone no:		
संस्था/Organizati on				
अध्ययनमा संलग्न अन्य व्यक्तिको विवरण Information of Research Team Members				
नाम/ Name	ठेगाना/Address	राष्ट्रियता/Nationality	नागरिकता नं/passport	
अध्ययनको विवरण Research Information				
शिर्षक/ Title				
समय/ Schedule				
अध्ययनको स्थान/ Location of Study area			गा.पा. न.पा/village	
जिल्ला/District				
विवरण/ Coordinates	अक्षांश/Latitude (DMS)		देशान्तर/Longitude (DMS)	
	देखि/From	सम्म/To	देखि/From	सम्म/To
अनुमानित परिमाण/ Sample estimate kg/nos/ नमुना संकलन विधि Sampling method	माटो/soil	चट्टान/rock	पानी/water	अन्य (खुलाउने)
अनुसन्धानको विधि Testing method				

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### Terms and Conditions

- यस अनुमति शैक्षिक तथा वैज्ञानिक अनुसन्धानको निम्ति भौगर्भिक नमूनाहरू संकलनको लागी मात्र प्रदान गरिएको हो। कुनै व्यावसायिक प्रयोजनको लागी प्रयोग गरिने छैन। This permission is granted solely for geological work and scientific research sampling purposes. The samples obtained will not be utilized for any commercial purposes.
- सुरक्षा र व्यवस्थापनको जिम्मेवारी स्वयं फिल्ड टोलीको हुनेछ। The fieldwork team is responsible for management and safety.
- अनुसन्धानको नतिजा खानी तथा भुगर्भ विभागमा उपलब्ध गराइनेछ। The results of the research will be provided to the Department of Mines and Geology.
- संरक्षित क्षेत्रमा फिल्डकार्य गर्दा सम्बन्धित मन्त्रालय र विभागहरूको स्वीकृति लिई प्राकृतिक वातावरणलाई हानी नगरी फिल्डकार्य गरिनेछ। Fieldwork in protected areas needs prior approval from relevant ministries and departments and will be conducted without harming the natural environment.
- अनुसन्धान प्रस्ताव, विगतका प्रतिवेदन, र उपलब्ध कागजात चित्त नबुझेमा DMG ले थप कागजात माग्नु वा कुनै पनि कारण बिना अनुमति स्वीकृत/अस्वीकृत/बदर गर्ने अधिकार सुरक्षित गर्दछ। Based on research proposal, history of research and documents provided, Department of Mines and Geology reserves all the right to approve/disprove/dismiss the field work permission at any time without any reason.
- अनुसन्धानको प्रारम्भिक प्रतिवेदन नमूना डुवानी अनुमति प्राप्त गरेको दुई वर्ष भित्र DMG सँग अद्यावधिक गरिनुपर्छ। प्रारम्भिक प्रतिवेदन पेश गर्न असफल भएमा सम्बन्धित अनुसन्धान टोलीको लागि नयाँ अनुसन्धान अनुमति जारी गरिने छैन। The preliminary report of research should be updated with DMG within two years of receiving sample shipping permission from DMG. Failure to submit the preliminary report will result in the denial of new research approvals for the respective research team.
- नेपालको वर्तमान कानूनले परिभाषित गरेअनुसार कुनै पनि रणनीतिक खनिज भूवैज्ञानिक अनुसन्धान गतिविधिको क्रममा नेपालको कुनै पनि क्षेत्रमा फेला परेमा, प्रकाशन पूर्व DMG लाई सूचित गरिनु पर्दछ। If any strategic minerals, as defined by current laws in Nepal, are discovered during geological research activities in any region of Nepal, DMG must be notified before publication.

Officer On behalf of DMG

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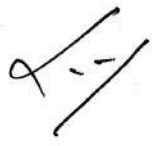
QUICK CHECK LIST		
Step 1	Fieldwork Planning	Prepare Research Proposal
Step 2	Geological Research Permission	<ol style="list-style-type: none"> <li>1. Submit Application for Research Permit in Letter Head (proving their involvement in the university/research center in Nepal or abroad).</li> <li>2. Submit Research proposal (Duly signed Hard copy) stating the need, purpose and reason for sampling.</li> <li>3. Submit verified copy of ID/passport of the persons involved in research</li> <li>4. Submit copy of MOU (not mandatory) with the Nepalese Government Office or any recognized Nepalese University.</li> <li>5. Submit A self-declaration letter</li> </ol>
Step 3	Field work	
Step 4	Sample preparation	<ol style="list-style-type: none"> <li>1. Cleaning and Housing samples in boxes/trunks</li> <li>2. Weighting and Listing Samples and Preparing Field completion report</li> </ol>
Step 5	Sample Shipping Application	<ol style="list-style-type: none"> <li>1. Field completion Report</li> <li>2. Sample list (including field observation and photographs and the list of samples (sample numbers), along with the location (GPS coordinates) of samples, and their total sample weight.)</li> <li>3. Application for sample shipment (affixed with 10 NRs. ticket)</li> </ol>
Step 6	Application Approval	Sample inspection packing and Official Seal at DMG Wait for Application Approval
Step 7	Sample Release to Cargo	<ol style="list-style-type: none"> <li>1. Pay Royalty voucher of Rs.5000/- (Payee: Department of Mines and Geology; RastriyaBanijya Bank, Thamel Account No: 1000200010000, office code: 307023501, Title: 14229 Sample sipping). <i>Payment is to be made after approval</i></li> <li>2. Get the Sample shipping permission letter</li> <li>3. Send samples through cargo company/individual</li> </ol>
Step 8	Reporting and Acknowledging DMG	<ol style="list-style-type: none"> <li>1. Sample testing and results analysis</li> <li>2. Send research findings to DMG through email</li> <li>3. Acknowledge DMG in your articles</li> </ol>











**ANNEX 10**  
**Preliminary Field Completion Report**

**1. Introduction**

Provide a general overview of how the fieldwork was conducted, including the route taken, itinerary, and methods utilized for data collection.

**2. Geology**

Explain in brief regional and local geology of field area. Refer to <https://dmgnepal.gov.np/en/pages/general-geology-4128> for regional geological map of Nepal.

**3. Location Map**

Sample location map

**4. Sample List**

S.N	Name of sample	Location	GPS coordinates		Rock/Soil type	No. of samples
1	KN56	Tadi River	27°52'30''	85°07'30''	Quartzite	2

**5. Preliminary findings**

**6. Field and Sample Photographs**

.....  
Signature  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]

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## ANNEX 11

### Project Description

#### **Project Name:**

#### **1. Project Introduction:**

Introduce your project in brief.

##### 1.1 Background:

##### 1.2 Project area:

Delineate your project area in map of Nepal, provide the GPS coordinates of four corners of study area in Table.

##### 1.3 Objectives:

#### **2. Geology**

Explain in brief regional geology of project area

#### **3. Sampling Site**

Describe and delineate your sampling sites in geological map of Nepal (<https://dmgnepal.gov.np/en/pages/general-geology-4128>) and provide the GPS coordinates of sample collection locations in table.

#### **4. Laboratory analysis Method and Objectives**

Provide a detailed description of the laboratory analysis methods and objectives

#### **5. Expected outcomes of Project**

List the expected outcomes of the fieldwork.

### Agreed Terms and Conditions

- This permission is granted solely for geological work and scientific research sampling purposes. The samples obtained will not be utilized for any commercial purposes.
- The fieldwork team is responsible for management and safety.
- The results of the research will be provided to the Department of Mines and Geology.
- Fieldwork in protected areas needs prior approval from relevant ministries and departments and will be conducted without harming the natural environment.
- Based on research proposal, history of research and documents provided, Department of Mines and Geology reserves all the right to approve/disprove/dismiss the field work permission at any time without any reason
- The preliminary report of research should be updated with DMG within two years of receiving sample

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shipping permission from DMG. Failure to submit the preliminary report will result in the denial of new research approvals for the respective research team.

- If any strategic minerals, as defined by current laws in Nepal, are discovered during geological research activities in any region of Nepal, DMG must be notified before publication.

.....  
Signature  
Date:  
[Full Name]  
[Title/Position]  
[Organization]  
[Contact No]  
[Email]

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**ANNEX 12**  
**Online generated Sample Shipping Permit**



**Government of Nepal**  
**Ministry of Industry, Commerce and Supplies**  
**Department of Mines and Geology**  
**(Minerology and Gemology Section)**

**Subject: Recommendation letter for export of minerals for academic research**

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APPROVAL REFERENCE	A23183190	REQUEST REFERENCE	R23193281
APPROVAL DATE	05/12/2023	REQUEST DATE	05/12/2023
VALIDITY PERIOD	05/12/2023 - 16/07/2024	PRE-PERMISSION LETTER NUMBER	1135
COMPANY CODE / PAN		CARRIER INFORMATION	

It is recommended to release the sealed inspected items for export, after required checking, with the related details mentioned below.

Exporter Name and Address		Name and Address of Consignee	Ajirkot R.M 05, Gorkha
Exit Point	TIA Customs Office	Country of Destination	United States

Items

S. No	H.S Code	Commercial Description	Country of Origin	Amount / Quantity	Number and Type of Package
1	2506200000	Kulekhani Schist from Kulekhani Formation, Markhu area, central Nepal	Nepal	4.42 KGM	1 Box, steel

Submit one copy of your final report to the Department of Mines and Geology, Ministry of Industry, Commerce and Supplies, Government of Nepal, Lainchour, Kathmandu.