

## Establishment Section

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

### **I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	Pertains to Cdn. Section
2	Brief history of the Public Authority	The requisite information are placed on the Website of Ministry of Mines ( <a href="http://www.mines.gov.in">www.mines.gov.in</a> ).
3	Duties of the Public Authority	
4	Main activities/functions of the Public Authority	
5	List of services being provided by the Public Authority with a brief write-up on them.	
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
8	Arrangements and methods made for seeking public participation/contribution	Pertains to Admn. Section
9	Mechanism available for monitoring the service delivery and public grievance resolution.	Pertains to P.G. Cell

### **II. Please provide details of the powers and duties of officers and employees of the organization.**

#### **POWERS AND DUTIES OF OFFICERS**

**Secretary:-** Secretary (Mines) is the administrative head of the Ministry of Mines. He is the principal adviser of the Minister on all matters of Policy and administration within the Ministry of Mines.

**Additional Secretary /Joint Secretary:** For smooth functioning of the Ministry of Mines, it has been divided into three wings. The wings have been placed under the control of an Additional Secretary and two Joint Secretaries. These officers are entrusted with the responsibility in respect of all business falling within their wing's subject to the general responsibility of Secretary (Mines) for the administration of the wing as a whole.

**Director / Deputy Secretary:-** The wing has been further divided into divisions. These divisions are placed under the charge of Director / Deputy Secretary. Director / Deputy Secretary is responsible for the disposal of Government business dealt within the division under his charge.

**Under Secretary:** The divisions are further divided into branches and is placed under the administrative control of an Under Secretary. The branch consists two or more sections. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes cases under the delegated areas at his own level, but he takes the order of Deputy Secretary/ Director or higher officer on important cases.

**Section Officer:** He is overall in-charge of a section and is responsible for training, helping and advising the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Section officer disposes the work of section with the help of staff (Assistant, UDC and LDC) posted in section.

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<b>Type of Document</b>	Rules and Regulations
<b>Brief Write-up on the document</b>	Govt. Instructions issued from time to time regarding the following rules & regulations  i) Central Civil Services (Conduct) Rules, 1964 ii) Central Civil Services (CCA) Rules, 1965 iii) Central Civil Service (Leave) Rules, 1972 iv) Central Civil Service (Pension) Rules, 1972 (v) Fundamental Rules and Supplementary rules vi) Manual of Office Procedure of Central Secretariat
<b>From where can get copy of records</b>	Ministry of Mines (Establishment Section, Room No. 339-A, Shastri Bhavan, New Delhi. Tele No. 011-23389345
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	As per Government Rules

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

**NOT APPLICABLE**

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

**NOT APPLICABLE**

**VIII. Please provide contract information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

**NOT APPLICABLE**

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Joint Secretary/ Secretary/ Hon'ble Minister of Mines depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, MoF, etc. from time to time. In addition, Central Civil Service Rules, Leave Rules, Conduct Rules, FR, SR etc. etc. As mentioned in item IX, decisions are taken at different levels.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XIV. What are the offices at various levels whose opinions are sought for the process of decision making.**

DOP&T, MoF, DOLA, Legislative Department etc. etc.

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Administration Section.

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

The matter pertains to IF Section

**XVIII. The Manner of Execution of Subsidy Programmes**

Please provide the information as per the following format

NIL

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it . Please provide the information as per the following format**

NOT APPLICABLE

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

NOT APPLICABLE

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

NOT APPLICABLE

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequency Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. Related to seeking Information.**

NIL

**xxv. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

**Annexure – Estt. Section****Brief history of Ministry****Main Function**

Ministry of Mines is responsible for survey and exploration of all minerals, other than natural gases, petroleum and atomic minerals; for mining and metallurgy of non-ferrous metals like aluminium, copper, zinc, lead, gold, nickel etc. and for administration of the Mines and Minerals (Regulation and Development) Act, 1957 in respect of all mines and minerals other than coal, natural gas and petroleum. A list of subjects allocated to the Ministry of Mines, attached office, subordinate office, Public Sector Undertakings and Research Institutions under the administrative control of Ministry of Mines is given at Annexure I and II, respectively.

## **List of subject allocated to the Ministry of Mines:**

1. (a) Legislation for regulation of mines and development of minerals within the territory of India, including mines and minerals underlying the ocean within the territorial waters or the continental shelf, or the exclusive economic zone and other maritime zones of India as may be specified, from time to time by or under any law made by Parliament.

(b) Regulation of mines and development of minerals other than Coal, Lignite and Sand for stowing and any other mineral declared as prescribed substances for the purpose of the Atomic Energy Act, 1962 (33 of 1962) under the control of the Union as declared by law, including questions concerning regulation and development of minerals in various States and the matters connected therewith or incidental thereto.

2.. All other metals and minerals not specifically allotted to any other Ministry/Department, such as Aluminium, Zinc, Copper, Gold, Diamonds, Lead and Nickel.

3. Planning, development and Control of, and assistance to, all industries dealt with by the Ministry.

4. Geological Survey of India

5. Indian Bureau of Mines

6. Metallurgical Grade Silicon.

### **ATTACHED OFFICE**

At present there is only one attached office of this Ministry:-

Geological Survey of India (HQ, Kolkata)

### **SUBORDINATE OFFICE**

At present there is one subordinate office of this Ministry:-

Indian Bureau of Mines (HQ, Nagpur)

### **PUBLIC SECTOR UNDERTAKINGS**

There are three Public Sector Undertakings under the Ministry of Mines namely:-

1. National Aluminium Company Limited (NALCO), Bhubaneswar
2. Hindustan Copper Limited (HCL), Kolkata
3. Mineral Exploration Corporation Limited (MECL), Nagpur

- **AUTONOMOUS BODIES**

There are three Research Institutions which are Autonomous Bodies of this Ministry namely:-

- Jawaharlal Nehru Aluminium Research Development and Design Centre (JNARDDC) Nagpur.
- \* National Institute of Rock Mechanics, (NIRM), and
- National Institute of Miners' Health (NIMH), Kolar

## ***ORGANISATIONAL STRUCTURE***

1.2 The Secretariat of Ministry of Mines is headed by the Secretary having other officers: an Additional Secretary, two Joint Secretaries, one Joint Secretary & Financial Adviser common for Ministries of Coal, Ministry of Mines & Ministry of Youth Affairs & Sports, nine Directors / Deputy Secretaries, five Under Secretaries, two Principal Private Secretaries, one Junior Scientific Officer, twenty-five Section Officers, Ten Private Secretaries, one Assistant Librarian and Information Officer in addition to a Joint Director and Assistant Director each for Official language. Besides this, the Ministry has one Development Officer. The total number of sanctioned posts for the Secretariat of the Ministry of Mines is 60 Gazetted and 166 for Non-Gazetted. In addition, there is a Chief Controller of Accounts assisted by a Pay and Accounts Officer and Assistant Accounts Officer and 31 Non-Gazetted Staff in the Pay & Accounts Office.

2. For the welfare of SC/ST/OBC, this Ministry has constituted a SC/ST Cell, which looks after the Welfare of SC/ST/OBC employees. A Committee has been constituted in this Ministry to look into the complaints, if any, regarding sexual harassment of women working in the secretariat proper of this Ministry.

3. To ensure transparency in the functioning of the Ministry of Mines, Public Information Cell has been constituted under Right to Information Act comprising of a Nodal Public Information Officer, Central Public Information Officers, Section Officer and one Assistant.

### **Welfare Measures**

Welfare of Scheduled Castes (SCs), Scheduled Tribes (STs), Women and other Weaker Sections.

The Ministry of Mines, its attached office, subordinate office and the Public Sector Undertakings under its administrative control, have already strived to fill up the backlog vacancies in respect of SC/ST. For upliftment of weaker Sections of society, PSUs identify and implement a number of programmes in the peripheral area of their units/locations. A number of activities like community education programmes, facilitating availability of drinking water, repair development of approach roads of

surrounding areas, arranging health awareness programmes, and medical camps in rural areas, were undertaken by the PSUs for upliftment of the community in and around their townships as part of their social responsibility.

For the Welfare of Persons with Disabilities in the Ministry, due attention was given to Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation), Act 1995, which provides that every appropriate Government shall appoint in every establishment such percentage of vacancies not less than three per cent for persons or class of persons with disability, of which one per cent shall each shall be reserved for persons suffering from (i) blindness or low vision; (ii) hearing impairment; and (iii) locomotor disability or cerebral palsy; in the posts identified for each disability.

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## ADMINISTRATION SECTION

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

### **I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	
2	Brief history of the Public Authority	
3	Duties of the Public Authority	
4	Main activities/functions of the Public Authority	
5	List of services being provided by the Public Authority with a brief write-up on them.	
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
8	Arrangements and methods made for seeking public participation/contribution	
9	Mechanism available for monitoring the service delivery and public grievance resolution.	

### **II. Please provide details of the powers and duties of officers and employees of the organization.**

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<b>Name/Title of document</b>	General Financial Rules 2005.
<b>Type of Document</b>	Rules
<b>Brief Write-up on the document</b>	Government instructions issued from time to time regarding GFR 2005.
<b>From where can get copy of records</b>	Ministry of Mines (Administration Section, Room No.338-A), Shastri Bhawan, New Delhi. Tel. No.011-23381631.
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Name/Title of document</b>	Delegation of Financial Power Rules
<b>Type of Document</b>	Rules
<b>Brief Write-up on the document</b>	Government instructions issued from time to time regarding DFPR.
<b>From where can get copy of records</b>	Ministry of Mines (Administration Section, Room No.338-A), Shastri Bhawan, New Delhi. Tel. No.011-23381631.
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Name/Title of document</b>	GPR Rules
<b>Type of Document</b>	Rules
<b>Brief Write-up on the document</b>	Government instructions issued from time to time regarding GPF Rules.
<b>From where can get copy of records</b>	Ministry of Mines (Administration Section, Room No.338-A), Shastri Bhawan, New Delhi. Tel. No.011-23381631.
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Name/Title of document</b>	CS(MA) Rules
<b>Type of Document</b>	Rules
<b>Brief Write-up on the document</b>	Government instructions issued from time to time regarding CS(MA) Rules.
<b>From where can get copy of records</b>	Ministry of Mines (Administration Section, Room No.338-A), Shastri Bhawan, New Delhi. Tel. No.011-23381631.
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Name/Title of document</b>	LTC Rules
<b>Type of Document</b>	Rules
<b>Brief Write-up on the document</b>	Government instructions issued from time to time regarding LTC Rules.
<b>From where can get copy of records</b>	Ministry of Mines (Administration Section, Room No.338-A), Shastri Bhawan, New Delhi. Tel. No.011-23381631.
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
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	NIL	NIL	NIL
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**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”)**

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1. Name and address of the Affiliated Body.
2. Type of Affiliated Body
3. Brief Introduction of the Affiliated Body
4. Role of the Affiliated Body
5. Structure and Member Composition
6. Head of the Body
7. Address and main office and its Branches
8. Frequency of Meetings
9. Can public participate in the meetings?
10. Are minutes of the meetings prepared?
11. Not applicable

**VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, MoF, etc. from time to time. In addition, DFPR, GFR, CS(MA) Rules, LTC Rules, etc. As mentioned in item IX, decisions are taken at different levels.

**XI. What are the arrangements to communicate the decision to the public?**

**XII & XIII. What are the offices at various levels whose opinions are sought for the process of decision making.**

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

A copy of telephone directory available on the website of this Ministry is enclosed

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

**XVIII. The Manner of Execution of Subsidy Programmes**

**Please provide the information as per the following format**

**NIL**

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it  
Please provide the information as per the following format**

1	Name of the Programme	
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	NIL
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

S. No.	Item work	Prescribed Norms
1	Receipt of communication/case	Processing within one week
2	Submission of cases to higher-ups	Within 15 days from the date of receipt(s)
3	Receipts of files from higher-ups	Within 3 weeks from date of receipt(s)
4	Communication to the concerned about approval etc.	Within a month from date of receipt(s)

**XXI.** Please provide the details of the information related to the various schemes which are available in the electronic format.

mines.nic.in

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequency Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. With relation to training imparted to public by Public Authority**

1. Name of training programme with brief description
2. Time period for Training Programme/ Scheme

3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	NIL
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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## CO-ORDINATION SECTION

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

### I. Objective/purpose of the public authority

1	Mission/Vision Statement of the Public Authority	<p><b>Vision:</b></p> <p>Promote optimal utilization of India's mineral resources for its industrial growth and socio-economic development, through scientific exploration, sustainable mining practices and geo scientific Research and development.</p> <p><b>Mission:</b></p> <p>1. To develop geo-scientific partnerships with State Government, Industry and other Stakeholders for management of mineral resources and development of mineral based industries on an eco-friendly basis.</p> <p>2. To achieve and maintain transparency in allotment / transferability of mineral concessions</p> <p>3. To ensure that the Geological Survey of India (GSI) and Indian Bureau of Mines (IBM), provide the expected standards of service to stakeholders.</p>
2	Brief history of the Public Authority	AsPertains to Estt. Section of the Ministry of Mines.
3	Duties of the Public Authority	
4	Main activities/functions of the Public Authority	
5	List of services being provided by the Public Authority with a brief write-up on them.	
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	
7	Expectation of the public authority	

	from the public for enhancing its effectiveness and efficiency.	public for enhancing its effectiveness and efficiency have been determined as per timelines and service standards prescribed in the Citizen's / client charter and Result Framework Document (RFD) of Ministry of Mines for the year 2010-11 and 2011-12 respectively
8	Arrangements and methods made for seeking public participation/contribution	Before formulation of Citizen's / clients charter 2010-11 and RFD 2011-12, consultation with all stakeholders / clients have taken place and comments of the stakeholders on the charter and RFD has been taken.
9	Mechanism available for monitoring the service delivery and public grievance resolution.	Citizen's Charter and Result Framework Document (RFD) of Ministry of Mines are available on the website.

**II. Please provide details of the powers and duties of officers and employees of the organization.**

Pertain to Estt. Section / Public Information Cell of the Ministry of Mines .

**III. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<b><u>Type of Document</u></b>	
i) Annual Report of Ministry of Mines and its Citizen's / Client Charter and Results Framework Document (RFD) Ministry of Mines.	

<p><b><u>Brief Write-up on the document</u></b></p> <p>ii) CDN Section deals with Annual Report , Citizen's / Client Charter and Results Framework Document (RFD) of Ministry of Mines and are already on the website of the Ministry of Mines.</p> <p>There is no particular arrangement in the section for consultation with public as it does not formulate any policy nor implement it .</p>	<p>i) Annual Report is printed bilingually i.e in English and Hindi every year and placed on the website of Ministry of Mines (<a href="http://mines.gov.in">http://mines.gov.in</a> )</p> <p>ii) Citizen's / Client Charter of Ministry of Mines for the year 2010-2011 is available on the website <a href="http://mines.gov.in">http://mines.gov.in</a>.</p> <p>iii) Results Framework Document (RFD) of Ministry of Mines for the year 2010-11 is available on the website <a href="http://mines.gov.in">http://mines.gov.in</a></p>
<p><b><u>III) Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</u></b></p>	<p>Fees will be charged @ Rs.2/- per page for photocopying of the Annual Report, Citizen's / Client Charter and Results Framework Document (RFD) as provisioned under the RTI Act and Government rules in force. However, these are available on the website of the Ministry of Mines.</p>

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	'NIL'	No.	N.A

V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	No.	N.A

VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")

N.A

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :

1.	Name and address of the Affiliated Body.	Coordination Section, Ministry of Mines.
2.	Type of Affiliated Body	Central Government Ministry
3.	Brief Introduction of the Affiliated Body	N.A
4.	Role of the Affiliated Body	Ministry of Mines, Coordination Section.
5.	Structure and Member Composition	N.A
6.	Head of the Body	Secretary (Ministry of Mines)
7.	Address and main office and its Branches	Ministry of Mines (Coordination Section, Room No. 305-D, Shastri Bhavan, New Delhi. Tele No. 011-23389513
8.	Frequency of Meetings	As per the instruction of the Government.
9.	Can public participate in the meetings?	No
10.	Are minutes of the meetings prepared?	No
11.	Not applicable	-----

**VIII. Please provide contract information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is already available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to all concerned in the matter. Decisions' are taken at the level of Deputy Secretary / Additional Secretary ( Mines) / Secretary (Mines) / Hon'ble Minister of State for Mines (I.C.), depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, and other Government agencies.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XII. What are the offices at various levels whose opinions are sought for the process of decision making.**

Government Department and all Stakeholders of Ministry of Mines.

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

As available on the website of Ministry of Mines. i.e <http://mines.gov.in>

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

Not Applicable

**XVIII. The Manner of Execution of Subsidy Programmes  
Please provide the information as per the following format**

**NIL**

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it**

**Please provide the information as per the following format**

1	Name of the Programme	NIL
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

S. No.	Item work	Prescribed Norms
1	Receipt of communication/case	Processing within one week
2	Submission of cases to higher-ups	Within 15 days from the date of receipt(s)
3	Receipts of files from higher-ups	Within 3 weeks from date of receipt(s)
4	Communication to the concerned about approval etc.	Within a month from date of receipt(s)

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

N.A

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequency Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	NIL
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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**Mines I Section (MECL)**

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

**I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	Pertains to CDN Section
2	Brief history of the Public Authority	For Estt. Section
3	Duties of the Public Authority	-do-
4	Main activities/functions of the Public Authority	-do-
5	List of services being provided by the Public Authority with a brief write-up on them.	-do-
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	-do-
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
8	Arrangements and methods made for seeking public participation/contribution	Not related with public issues directly
9	Mechanism available for monitoring the service delivery and public grievance resolution.	For PG cell

**II. Please provide details of the powers and duties of officers and employees of the organization.**

This is a matter related with Estt. Section

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<i>Type of Document</i>	<i>Records</i>
<i>Brief Write-up on the document</i>	Records relating to : (i) appointment of Director, CMD, constitution of Board of Directors of

	Mineral Exploration Corporation Ltd. (MECL) (ii) Release of funds to MECL's promotional projects approved by Standing Committee for Promotional Project (SCPP) (iii) Quarterly performance Review Meetings for monitoring the performance of MECL (iv) Presidential Directives issued to MECL
<i>From where can get copy of records</i>	Ministry of Mines, Mines-I Section, Room No. 302-D, Shastri Bhavan, New Delhi. Telephone No. 011-23389211
<i>Fee charged by the department for a copy of records (if any)</i>	As per RTI Act, 2005.

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

Secretariat level and at Headquarters of Mineral Exploration Corporation Ltd., Nagpur – a PSU under Ministry of Mines.

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1.	Name and address of the <b>Affiliated Body.</b>	Nil
2.	Type of Affiliated Body	
3.	Brief Introduction of the Affiliated Body	
4.	Role of the Affiliated Body	
5.	Structure and Member Composition	
6.	Head of the Body	
7.	Address and main office and its Branches	
8.	Frequency of Meetings	
9.	Can public participate in the meetings?	
10.	Are minutes of the meetings prepared?	
11.	Not applicable	

**VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Joint Secretary to Hon'ble Minister of Mines depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, DPE, PESB , etc. from time to time. As mentioned in item IX, decisions are taken at different levels.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XIII. What are the offices at various levels whose opinions are sought for the process of decision making.**

DOP&T, DPE, PESB etc.

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Administration Section.

**XVII. Please provide information about the details of the budget for different activities**

**under different schemes in the given format:**

MECL carries out promotional mineral exploration programme on behalf of and funded by Ministry of Mines. The exploration schemes are prepared in conformity with the national priorities considering the results of regional exploration carried out by Geological Survey of India (GSI). For the year 2011-12, a provision of Rs. 8.00 crores has been proposed under promotional scheme.

**XVIII. The Manner of Execution of Subsidy Programmes**

**Please provide the information as per the following format :**

1	Name of the programme/scheme	
2	Duration of the programme/scheme	
3	Objective of the programme	
4	Physical and financial targets of the programme (for the last year)	
5	Eligibility of Beneficiary	

6	Pre-requisites for the benefit	<b>NIL</b>
7	Procedure to avail the benefits of the programme	
8	Criteria for deciding eligibility	
9	Details of the benefits given in the programme (also mention the amount of subsidy or other help given)	
10	Procedure for the distribution of the subsidy	
11	Where to apply or whom to contact in the office for applying	
12	Application fee (where applicable)	
13	Other fees (where applicable)	
14	Application format (where applicable, if the application is made on plain paper please mention it along with what the applicant should mention in the application)	
15	List of attachments (certificates/documents)	
16	Format of Attachments	
17	Where to contact in case of process related complaints	
18	Details of the available fund (At various levels like District level, Block level etc. )	

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it**

**Please provide the information as per the following format**

1	Name of the Programme	<b>NIL</b>
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

As per Government instructions from time to time.

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

MECL's, Nagpur's website – <http://www.mecl.gov.in>

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Post etc.

**XXIII. Frequently Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	

20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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## MINES-II SECTION

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

### **I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	To provide RTI information as sought by the applicant
2	Brief history of the Public Authority	For smooth flow of work Mines-II Section has been devised as Mines-II(A), (B), (C) and (D)
3	Duties of the Public Authority	Looking after Establishment matter of Geological Survey of India
4	Main activities/functions of the Public Authority	<p>Representation against all matters of Non-ACC cases, monitoring of recruitment of Gr C and D through SSC, Liaison with various Ministries and Departments, Holding of DPCs with UPSC etc., Confidential Reports of Gr-A officers, Reference from DOPT,DOE etc., CPIO/RTI cases, monitoring of APC of non-ACC cases including relaxation of eligibility criteria etc, cadre restructuring, DPC proposals to the posts of DG GSI,ADG/Sr.DDG and DDG of various streams, ACC returns, AVMS, four monthly reports to Co-ordination section, concerned VIP cases.</p> <p>Direct Recruitment Group A&amp;B, deputation, Geologists' Examination and Engg. Services Examination/Transfers &amp; Postings of DDGs &amp; above.</p> <p>Disciplinary cases for group A,B,C &amp; D, Suspension cases &amp; Public Grievance matters relating to GSI, ACP. MACP/Pay Commission &amp; anomaly matters.</p> <p>Court Cases/Contempt Cases/Slp. In Supreme Court relating to A,B,C&amp; D in establishment matters.</p>

		<p>Administrative &amp; Financial delegation, Condemnation of vehicles, winding up of Workshops, re-employment of Staff and disposal of Workshop machinery, Deputation and delegation of GSI officials abroad and Cases pertaining to GSI officers/Staff participation in various trainings programmes/workshops/seminars etc.</p> <p>VIP/RTI matters relating to compassionate appointment/transfer &amp; posting/promotion/seniority etc.</p>
	List of services being provided by the Public Authority with a brief write-up on them.	Representation against all matter of Non-ACC cases, monitoring of recruitment of Gr C and D through SSC, Liaison with various Ministries and Departments, Holding of DPCs with UPSC etc., Confidential Reports of Gr-A officers, Reference from DOPT,DOE etc., CPIO/RTI cases, monitoring of APC of non-ACC cases including relaxation of eligibility criteria etc, cadre restructuring, DPC proposals to the posts of DG GSI,ADG/Sr.DDG and DDG of various streams, ACC returns, AVMS, four monthly reports to Co-ordination section, concerned VIP cases
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	Secretary, Additional Secretary, Deputy Secretary, Section Officer, Dealing hand
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	NA
8	Arrangements and methods made for seeking public participation/contribution	NA
9	Mechanism available for monitoring the service delivery and public grievance resolution.	By letter, e-mail

**II. Please provide details of the powers and duties of officers and employees of the organization.**

As per Govt. of rules and regulation

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to filling up of posts by promotion/deputation.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Telefax No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to amendment of Recruitment Rules.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to Cabinet/HPC

	matters.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to cadre restructuring.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating DPC proposals DDGs/Sr.DDG & ADGs etc..
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to monitoring of recruitment of Gr.C & D through SSC etc.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating DPC and non-ACC cases including relaxation of eligibility criteria et proposals and approval etc..
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to direct recruitment cases of Group A & B.

<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to Geologists Examination & Engg. Services Examination.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to transfer/postings of DDGs and above.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating ACP, MACP (Gr.a,b,c &d) confirmation/probation.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to pay fixation,pension/pay commission/abnomoly matters.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files Resignations/VRs etc. (a,b,c&d)
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223

<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.
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<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files Disciplinary cases/suspension cases etc.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files to Court Cases/Slp. In Supreme Court & Contempt cases relating to A,B,C,& D in establishment matters.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files Administration and financial delegation of powers.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New

	Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files Construction and hiring of buidings etc.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating Condementation of vehicles, winding up of workshops, re-employment of staff and disposals of workshop machinery
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files to Foreign trainings/deputation/visits related matters

	inland or abroad.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to compassionate appointments.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to public grievances matters.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to Service and Staff matters, JCM, Union/Associations of GSI.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	Records
<b>Brief Write-up on the document</b>	Nil. Files relating to miscellaneous matters and those not covered in above.
<b>From where can get copy of records</b>	Ministry of Mines (Mines-II Section, Room No. 302-D, Shastri Bhavan, New Delhi. Tele. No. 011-23384223
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI. Otherwise can be personally seen in the Section.

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

Secretariat level and at Headquarters of Indian Bureau of Mines, Nagpur and subordinate of Ministry of Mines.

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1.	Name and address of the Affiliated Body.	Geological Survey of India
2.	Type of Affiliated Body	Attached Office under Ministry of Mines
3.	Brief Introduction of the Affiliated Body	N.A.
4.	Role of the Affiliated Body	N.A.
5.	Structure and Member Composition	N.A.
6.	Head of the Body	N.A.
7.	Address and main office and its Branches	N.A.
8.	Frequency of Meetings	N.A.
9.	Can public participate in the meetings?	N.A.
10.	Are minutes of the meetings prepared?	N.A.
11.	Not applicable	N.A.

**VIII. Please provide contract information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Additional Secretary/ Secretary to Hon'ble Minister of Mines depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, MoF, etc. from time to time. In addition, Central Civil Service Rules, Leave Rules, Conduct Rules, Appeal Rules, DFPR, GFR, FR, SR etc. etc. As mentioned in item IX, decisions are taken at different levels.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XII. What are the offices at various levels whose opinions are sought for the process of decision making.**

DOP&T, MoF, DOLA, Legislative Department etc. etc.

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Administration Section of GSI.

**XVII. Please provide information about the details of the budget for different activities**

**under different schemes in the given format:**

Mines-2 Section does not deal the budget of GSI.

**XVIII. The Manner of Execution of Subsidy Programmes**

**Please provide the information as per the following format**

**NIL**

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it**

**Please provide the information as per the following format**

1	Name of the Programme	NIL
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

S. No.	Item work	Prescribed Norms
1	Receipt of communication/case	Processing within one week
2	Submission of cases to higher-ups	Within 15 days from the date of receipt(s)
3	Receipts of files from higher-ups	Within 3 weeks from date of receipt(s)
4	Communication to the concerned about approval etc.	Within a month from date of receipt(s)

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

Geological Survey of India, Kolkata website – [portal.gsi.gov.in](http://portal.gsi.gov.in)

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequency Asked Questions and their Answers related to seeking information.**

**NIL**

**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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## MINES IV SECTION

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**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

### **I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	<p><b>Vision:</b></p> <p>Promote optimal utilization of India's mineral resources for its industrial growth and socio-economic development, through scientific exploration, sustainable mining practices and geo scientific Research and development.</p> <p><b>Mission:</b></p> <p>1. To develop geo-scientific partnerships with State Government, Industry and other Stakeholders for management of mineral resources and development of mineral based industries on an eco-friendly basis.</p> <p>To achieve and maintain transparency in allotment / transferability of mineral concessions</p> <p>To ensure that the Geological Survey of India (GSI) and Indian Bureau of Mines (IBM), provide the expected standards of service to stakeholders.</p>
2	Brief history of the Public Authority	
3	Duties of the Public Authority	Processing of mineral concession proposals recommended by the State Governments for approval of the Central Government.
4	Main activities/functions of the Public Authority	
5	List of services being provided by the Public Authority with a brief write-up on them.	Processing of mineral concession proposals in the light of the provisions of the MMDR Act, 1957 and the rules and guidelines framed thereunder;

		Using the Mineral Concession Approval System (MCAS) so as to bring about efficiency and transparency in processing the mineral concession proposals.
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	Section > Under Secretary> Director>AS>Secretary>Minister
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	Processing mineral concession proposals received from the State Government for prior approval, in an efficient and transparent manner.
8	Arrangements and methods made for seeking public participation/contribution	RTI, web-based MCAS system.
9	Mechanism available for monitoring the service delivery and public grievance resolution.	-do-

**II. Please provide details of the powers and duties of officers and employees of the organization.**

To be given for the Ministry as a whole.

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

Type of Document	Records
<b>Brief Write-up on the document</b>	Mines IV Section deals with grant of prior approval of the Central Government for mineral concessions. The mineral concessions proposals recommended by the State Government are processed in the light of the MMDR Act, 1957, MCR, 1960 and guidelines framed thereunder.
<b>From where can get copy of records</b>	Ministry of Mines, Mines-IV Section, Shastri Bhavan, New Delhi. Tele No. 011-23387919
<b>Fee charged by the department for</b>	Fee if it is under RTI. Otherwise can be

a copy of rules, regulations, instructions manual and records (if any)	personally seen in the Section.
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**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such provisions in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	No.	N.A

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

Mineral Concession Access System (MCAS) available on the website of the Ministry;  
Files and records available in Mines IV Section, Ministry of Mines.

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1.	Name and address of the Affiliated Body.	Central Coordination-cum-Empowered Committee (CEC) to monitor and minimize delays at various levels in grant of approvals for mineral concession applications.
2.	Type of Affiliated Body	Committee
3.	Brief Introduction of the Affiliated Body	A Central Coordination-cum-Empowered Committee

		(CEC) has been constituted on 4.3.2009 in the Ministry of Mines under the chairmanship of Secretary (Mines) to monitor and minimize delays at various levels in grant of approvals for mineral concession applications.
4.	Role of the Affiliated Body	Monitoring
5.	Structure and Member Composition	Besides the Ministry of Mines, the CEC comprises representatives of the Ministry of Environment and Forests, Ministry of Defence, Ministry of Home Affairs, Ministry of Steel and Directorate General of Civil Aviation, Geological Survey of India and Indian Bureau of Mines. Representatives of the State Government Departments dealing with Mining and Geology in mineral-rich States are also co-opted in the Committee. Mineral-rich States are being regularly invited for the CEC meetings.
6.	Head of the Body	Secretary (Ministry of Mines)
7.	Address and main office and its Branches	Ministry of Mines, Mines IV Section, Shastri Bhavan, New Delhi.
8.	Frequency of Meetings	Quarterly
9.	Can public participate in the meetings?	No
10.	Are minutes of the meetings prepared?	Yes

**VIII. Please provide contract information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Not applicable.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Not applicable.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XII. What are the offices at various levels whose opinions are sought for the process of decision making.**

State Governments, Indian Bureau of Mines, Geological Survey of India, Department of Atomic Energy, Mines VI Section and Revision Cell.

**XIV. Who is the final authority that vests the decision?**

Hon'ble Minister of State (I/C).

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Establishment Section.

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

Not applicable.

**XVIII. The Manner of Execution of Subsidy Programmes**

Please provide the information as per the following format

1	Name of the programme/scheme	<b>NIL</b>
2	Duration of the programme/scheme	
3	Objective of the programme	
4	Physical and financial targets of the programme (for the last year)	
5	Eligibility of Beneficiary	
6	Pre-requisites for the benefit	
7	Procedure to avail the benefits of the programme	
8	Criteria for deciding eligibility	
9	Details of the benefits given in the programme (also mention the amount of subsidy or other help given)	
10	Procedure for the distribution of the subsidy	
11	Where to apply or whom to contact in the office for applying	
12	Application fee (where applicable)	
13	Other fees (where applicable)	
14	Application format (where applicable, if the application is made on plain paper please mention it along with what the applicant should mention in the application)	
15	List of attachments (certificates/documents)	
16	Format of Attachments	
17	Where to contact in case of process related complaints	
18	Details of the available fund (At various levels like District level, Block level etc. )	

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it**

Please provide the information as per the following format

1	Name of the Programme	<b>NIL</b>
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the	

	concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

S. No.	Item work	Prescribed Norms
1	Receipt of communication/case	Preliminary scrutiny within one month of the receipt of recommendation.
2	Submission of cases to higher-ups	No such norms have been prescribed.
3	Receipts of files from higher-ups	
4	Communication to the concerned about approval etc.	

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

N.A.

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequently Asked Questions and their Answers related to seeking information.**

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**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial	

	help, if any)	NIL
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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**MINES-V SECTION**

**Compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

<b>Name/Title of Document</b>	<b>NATIONAL MINERAL POLICY, 2008</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	National Mineral Policy, 2008
Brief Write-up on the document	The National Mineral Policy, 2008 has enunciated policy measures like assured right to next stage mineral concession, transferability of mineral concessions and transparency in allotment of concessions and measures to reduce delays which are seen as impediments to investment and technology flow in the mining sector in India. The Policy also seeks to develop a sustainable framework for optimum utilisation of the country's natural mineral resources for the industrial growth in the country and at the same time improving the life of people living in the mining areas, which are generally located in the backward and tribal regions of the country.
From where one can get a copy of the National Mineral Policy, 2008	Ministry of Mines, (Mines-V Section, Room No. 301-D, Shastri Bhavan, New Delhi) , Phone No. 011-23384225 Fax: 011-23383946, Also available on website of the Ministry ( <a href="http://mines.ni.in">http://mines.ni.in</a> )
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	As per RTI Rules, if the information called for under the RTI Act,2005.

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**MINES- VI- SECTION**

<b>Name/Title of Document</b>	<b>MINES AND MINERALS (DEVELOPMENT AND REGULATION) ACT, 1957.</b>	
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Mining Code</b>	
Brief Write-up on the document	In exercise of powers vested in terms of Entry 54 of List-I of the Seventh Schedule of the Constitution of India, the Parliament has legislated the Mines and Miners (Development and Regulation) Act, 1957 laying down the statutory framework for regulation of Mines and the development of mines (excluding mineral oils)	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.200/- per copy.	

<b>Name/Title of Document</b>	<b>CESS AND OTHER TAXES ON MINERALS (VALIDATION) ACT, 1992</b>	
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Mining Code</b>	
Brief Write-up on the document	Considering the frequent position arising out of judgment of Supreme Court setting down the powers of State Government to collect cess or other taxes on minerals, carried immense financial obligation on the State Government, the Parliament intervene as a one time measure, to allow relief to State Government by validated the cess and other taxes collected by the State Government, thus exempted the State Government from refunding the cess and other taxes collected prior to 4 <sup>th</sup> April, 1991.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan,	

	Nagpur-440 102
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.200/- per copy.

<b>Name/Title of Document</b>	<b>OFFSHORE AREAS MINERAL (DEVELOPMENT AND REGULATION) ACT, 2002</b>	
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Mining Code</b>	
Brief Write-up on the document	In exercise of powers conferred under Section 4 of the Offshore Areas Mineral (Development and Regulation) Act, 2002, the Central Government notifies the Controller General in the Indian Bureau of Mines for development and regulation of minerals resources in the territorial waters, continental shelf, exclusive economic zone and other maritime zones of India and for matters connected therewith or incidental thereto.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	

	Telephone No. <b>011-23070396</b>
	Fax: <b>011-23384682</b>
	E-Mail : <b>fc.dom@sb.nic.in</b>
	<b>Others</b>
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.200/- per copy.
<b>Name/Title of Document</b>	<b>GOA, DAMAN AND DIU MINING CONCESSIONS (ABOLITION AND DECLARATION AS MINING LEASES) ACT, 1987</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Mining Code</b>
Brief Write-up on the document	In exercise of powers vested in terms of Entry 54 of List-I of the Seventh Schedule of the Constitution of India, the Parliament has legislated the, Goa, Daman and Diu Mining Concessions (Abolition and Declaration as Mining Leases) Act, to provide for the abolition of mining concessions in operations in the Union Territory of Goa, Daman and Diu and for declaration of such mining concessions as mining leases under the Mines and Minerals (Development and Regulation) Act, 1957 with view to the

	regulation of the mines.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.200/- per copy.	

<b>Name/Title of Document</b>	<b>MINERAL CONCESSIONS RULES 1960.</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Rules</b>
Brief Write-up on the document	In exercise of powers vested with Central Government under Section 13 of Mines and Minerals (Development and Regulation) Act, 1957, the Government has framed Mineral Concessions Rules, 1960 for regulation of

	grant of mineral concessions and matters related thereto.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.195/- per copy.	

<b>Name/Title of Document</b>	<b>MINERAL CONSERVATION AND DEVELOPMENT RULES 1988.</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Rules</b>
Brief Write-up on the document	In exercise of powers vested with Central Government under Section 18 of Mines and Minerals (Development and Regulation) Act, 1957, the Government has framed Mineral

	Conservation and Development Rules, 1988 for scientific development of Mining and Minerals.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.195/- per copy.	

<b>Name/Title of Document</b>	<b>MARBLE DEVELOPMENT AND CONSERVATION RULES, 2002</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Rules</b>
Brief Write-up on the document	In exercise of powers vested with Central Government under Section 18 of Mines and Minerals (Development and Regulation) Act, 1957, the Government has framed Marble

	Development and Conservation Rules, 2002 for conservation and systematic development of and scientific mining to conserve, the granite resources and to prescribe a uniform frame-work with regard to systematic and scientific exploitation of granite through out the country.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre, Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.195/- per copy.	

<b>Name/Title of Document</b>	<b>GRANITE CONSERVATION AND DEVELOPMENT RULES, 1999</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records others)	<b>Rules</b>

Brief Write-up on the document	In exercise of powers vested with Central Government under Section 18 of the Mines and Minerals (Development and Regulation) Act, 1957, the Government has framed Granite Conservation and Development rules, 1999 for conservation and systematic development of and scientific mining to conserve, the granite resources and to prescribe a uniform frame-work with regard to systematic and scientific exploitation of granite through out the country.	
From where one can get a copy of rules, regulations, instructions, manual and records	<b>Address</b>	<b>Open Market</b>
	Ministry of Mines Government of India Facilitation Centre Dr. Rajindra Prasad Road, Garage No.23, Near Gate No.2, Shastri Bhawan, New Delhi-110 001	
	Telephone No. <b>011-23070396</b>	
	Fax: <b>011-23384682</b>	
	E-Mail : <b>fc.dom@sb.nic.in</b>	
	<b>Others</b>	
	Indian Bureau of Mines Civil Lines, Indira Bhawan, Nagpur-440 102	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	Rs.195/- per copy.	

<b>Sl. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangement for seeking public participation</b>
1	Mineral Policy	As a convention stakeholders including Industry Associations and Civil Rights Groups are consulted before the policy is enunciated.	Consultations and meetings are held with Stakeholders.

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**METAL-I SECTION**

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

**I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	Pertains to CDN Section
2	Brief history of the Public Authority	For Estt. Section
3	Duties of the Public Authority	-do-
4	Main activities/functions of the Public Authority	-do-
5	List of services being provided by the Public Authority with a brief write-up on them.	-do-
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	-do-
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
8	Arrangements and methods made for seeking public participation/contribution	Not related with public issues directly
9	Mechanism available for monitoring the service delivery and public grievance resolution.	For PG cell

**II. Please provide details of the powers and duties of officers and employees of the organization.**

This is a matter related with Estt. Section

III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.

<b><i>Type of Document</i></b>	<b><i>Records</i></b>
<b><i>Brief Write-up on the document</i></b>	<p>Records relating to :</p> <p>(i) appointment of Director, CMD, constitution of Board of Directors of National Aluminium Company Ltd.(NALCO)</p> <p>(ii) appointment of Director of Jawaharlar Nehru Aluminium Research Development and Design Centre(JNARDDC)</p> <p>(iii) Release of funds to JNARDDC from Non-Plan salary grant</p> <p>(iv) Quarterly performance Review Meetings for monitoring the performance of NALCO &amp; JNARDDC.</p> <p>(v) Presidential Directives issued to NALCO.</p>
<b><i>From where can get copy of records</i></b>	<p>Ministry of Mines, Metal-I Section, Room No. 302-D, Shastri Bhavan, New Delhi - 110001.</p> <p>Telephone No. 011-23384223</p>
<b><i>Fee charged by the department for a copy of records (if any)</i></b>	<i>As per RTI Act, 2005 instructions.</i>

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")**

Secretariat level and at Headquarters of National Aluminium Company Ltd., at Bhubaneswar– a PSU and Jawaharlal Nehru Research, Development and Design Centre at Nagpur- an autonomous body, both under Ministry of Mines.

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1.	Name and address of the <b>Affiliated</b> Body.	Jawaharlal Nehru Research, Development and Design Centre,  Amravati Road, Wadi, Nagpur – 440023.
2.	Type of Affiliated Body	Autonomous Body
3.	Brief Introduction of the Affiliated Body	The Centre was conceived as the major R&D support system for emerging modern Aluminium industry in India, supported by Ministry of Mines and United Nations Development Programme (UNDP).
4.	Role of the Affiliated Body	The Centre's principal preoccupation is with all aspects of Bayer process of alumina manufacture, electrolytic smelting of Alumina, downstream processing, product development and recycling of aluminium.
5.	Structure and Member Composition	Available on the website of JNARDDC.
6.	Head of the Body	Director
7.	Address and main office and its Branches	Amravati Road, Wadi, Nagpur – 440023.
8.	Frequency of Meetings	
9.	Can public participate in the meetings?	NA
10.	Are minutes of the meetings prepared?	Yes
11.	Not applicable	

**VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extant Government's instructions and put up to Higher Officers for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Joint Secretary to Hon'ble Minister of Mines depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, DPE, PESB , etc. from time to time. As mentioned in item IX, decisions are taken at different levels.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XIII. What are the offices at various levels whose opinions are sought for the process of decision making.**

DOP&T, DPE, PESB etc.

**XIV. Who is the final authority that vests the decision?**

As mentioned at item IX.

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Administration Section.

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

JNARDDC gets budgetary support from the Ministry for salary & allowances. For the year 2011-12, a provision of Rs.290 Lakhs has been proposed under Non-Plan Salary Grant.

**XVIII. The Manner of Execution of Subsidy Programmes**

**Please provide the information as per the following format :**

1	Name of the programme/scheme	<b>NIL</b>
2	Duration of the programme/scheme	
3	Objective of the programme	
4	Physical and financial targets of the programme (for the last year)	
5	Eligibility of Beneficiary	
6	Pre-requisites for the benefit	
7	Procedure to avail the benefits of the programme	
8	Criteria for deciding eligibility	
9	Details of the benefits given in the programme (also mention the amount of subsidy or other help given)	
10	Procedure for the distribution of the subsidy	

11	Where to apply or whom to contact in the office for applying	
12	Application fee (where applicable)	
13	Other fees (where applicable)	
14	Application format (where applicable, if the application is made on plain paper please mention it along with what the applicant should mention in the application)	NIL
15	List of attachments (certificates/documents)	
16	Format of Attachments	
17	Where to contact in case of process related complaints	
18	Details of the available fund (At various levels like District level, Block level etc. )	

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it .  
Please provide the information as per the following format**

1	Name of the Programme	NIL
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	

10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

As per Government instructions from time to time.

**XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.**

NALCO website – [www.nalcoindia.com](http://www.nalcoindia.com)

JNARDDC website – [www.jnarddc.gov.in](http://www.jnarddc.gov.in)

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Post etc.

**XXIII. Frequently Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if	

	any)	
8	Procedure of giving help	
9	Contact information for applying	
10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

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**METAL-II SECTION**

**Suggested format for compliance of direction issued by the Central Information Commission U/s. 19 (8) (a)**

**I. Objective/purpose of the public authority**

1	Mission/Vision Statement of the Public Authority	<b>Vision:</b> <b>Annexure-I may please be seen</b> <b>Mission:-</b>
2	Brief history of the Public Authority	
3	Duties of the Public Authority	
4	Main activities/functions of the Public Authority	
5	List of services being provided by the Public Authority with a brief write-up on them.	
6	Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc.	
7	Expectation of the public authority from the public for enhancing its effectiveness and efficiency.	
8	Arrangements and methods made for seeking public participation/contribution	
9	Mechanism available for monitoring the service delivery and public grievance resolution.	

**II. Please provide details of the powers and duties of officers and employees of the Organization**

Annexure-II may please be seen.

**III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format.**

<b>Type of Document</b>	NIL as BGML is a closed company and HZL is disinvested company.
<b>Brief Write-up on the document</b>	Nil..
<b>From where can get copy of records</b>	-
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Fee if it is under RTI.

<b>Type of Document</b>	NIL as BGML is a closed company and HZL is disinvested company
<b>Brief Write-up on the document</b>	Nil.
<b>From where can get copy of records</b>	-
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Prescribed fee if it is under RTI.

<b>Type of Document</b>	NIL as BGML is a closed company and HZL is disinvested company.
<b>Brief Write-up on the document</b>	Nil.
<b>From where can get copy of records</b>	-
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Prescribed fee if it is under RTI. Otherwise can be personally seen in the Section.

<b>Type of Document</b>	NIL as BGML is a closed company and HZL is disinvested company.
<b>Brief Write-up on the document</b>	Nil.
<b>From where can get copy of records</b>	-
<b>Fee charged by the department for a copy of rules, regulations, instructions manual and records (if any)</b>	Prescribed fee if it is under RTI.

**IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in following format.**

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (yes/no)	Arrangements for seeking public participation.
	NIL	NIL	NIL

**VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”)**

Not-Applicable.

**VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format :**

1.	Name and address of the Affiliated Body.	-
2.	Type of Affiliated Body	-
3.	Brief Introduction of the Affiliated Body	-
4.	Role of the Affiliated Body	-
5.	Structure and Member Composition	-
6.	Head of the Body	-
7.	Address and main office and its Branches	-
8.	Frequency of Meetings	-
9.	Can public participate in the meetings?	No
10.	Are minutes of the meetings prepared?	-
11.	Not applicable	-

**VIII. Please provide contract information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority.**

List is available on the website of Ministry of Mines.

**IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made)**

Cases are processed as per extent Government's instructions and put up to Higher Officer for orders/approval. Thereafter, the same are communicated to the concerned. Decisions' are taken at the level of Joint Secretary to Hon'ble Minister of Mines depending upon the nature of each case and the powers delegated to/vested in them for according approval to the same.

**X. What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?**

Rules/Orders/Instructions issued by DOP&T, MoF, etc. from time to time.

**XI. What are the arrangements to communicate the decision to the public ?**

By Postal mode.

**XII & XII. What are the offices at various levels whose opinions are sought for the process of decision making.**

DOP&T, MoF, D/O L.A, Legislative Department etc. etc.

**XIV. Who is the final authority that vests the decision?**

As pre Annexure-II..

**XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.**

Not applicable.

**XVI. Directory of Officers and Employees.**

The matter pertains to Administration Section.

**XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:**

The matter does not pertain to MET-II Section.

**XVIII. The Manner of Execution of Subsidy Programmes Please provide the information as per the following format.**

NIL

**XIX. Particulars of Recipients of concessions, permits or authorization granted by it**

**Please provide the information as per the following format**

1	Name of the Programme	NIL
2	Type (Concession/Permits/Authorization)	
3	Objective	
4	Targets set (for the last year)	
5	Eligibility	
6	Criteria for the eligibility	
7	Pre-requisites	
8	Procedure to avail the benefits	
9	Time limit for the concession/Permits/Authorizations	
10	Application fee (where applicable)	
11	Application format (where applicable)	
12	List of attachments (certificates/documents)	
13	Format of attachments	

**XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.**

S. No.	Item work	Prescribed Norms
1	Receipt of communication/case	Processing within one week

2	Submission of cases to higher-ups	Within 15 days from the date of receipt(s)
3	Receipts of files from higher-ups	Within 3 weeks from date of receipt(s)
4	Communication to the concerned about approval etc.	Within a month from date of receipt(s)

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format-

Not Applicable

**XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.**

By Postal mode and through website i.e. mines.gov.in

**XXIII. Frequency Asked Questions and their Answers related to seeking information.**

NIL

**XXIV. With relation to training imparted to public by Public Authority**

1.	Name of training programme with brief description	NIL
2	Time period for Training Programme/ Scheme	
3	Objective of training	
4	Physical and Financial Targets (Last Year)	
5	Eligibility for training	
6	Pre requisite for training (if any)	
7	Description of help (Mention the amount of Financial help, if any)	
8	Procedure of giving help	
9	Contact information for applying	

10	Application fee (wherever applicable)	
11	Other fee (wherever applicable)	
12	Application form (In case the application is made on plain paper please mention the details which the applicant has to provide)	
13	List of enclosures/documents	
14	Format of enclosures/documents	
15	Procedure of application	
16	Process followed in the Public Authority after the receipt of application	
17	Normal time taken for issuance of certificate	
18	Validity period of certificate (If applicable)	
19	Process of renewal (if any)	
20	Selection Procedure	
21	Time table of training programme (in case available)	
22	Process to inform the trainee about the training schedule	
23	Arrangement made by the Public Authority for creating public awareness about the training programme	
24	List of Beneficiary of the training programme at various levels like district level, block level etc.	

**Annexure-I**

**Vision and Mission of METAL-II SECTION**

This section mainly responsible for the work deals with Zinc ,Lead, Gold, Cadmium, Silver, Tungsten, Cobalt, and Tin.

## **PSU**

1. All matters pertaining to BGML such as constitution/appointment of Government nominees on Board of Directors, winding up/liquidation of BGML.
- (ii) Release of funds/grant in the case of BGML.
- (iii) Matter related to the disinvested company viz HZL-including nominating Government directors on HZL Board,sale of remaining 29.54% shares held by Govt. etc.
- (iv) All matters pertaining to Magnesium.

## **METALS**

- (i) All issues pertaining to development of Zinc,lead Gold,Silver,Tungsten and related metals.
- (ii) Issues regarding raw material requirement for development of industries pertaining to its metals.

## **Others**

- (i) International Lead Zinc Study Group.

Matter pertaining to International lead and international zinc conferences

## **Annexure-II**

### **Powers and duties of the officers-**

Metai-II Section follows the procedure indicated in Manual of Office Procedure (MOP) for decision making. The Section Officer proposes action with the help of staff (Assistant, UDC and LDC) posted in the section in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. The Section Officer normally submits the file to Under Secretary who in turn submits the file to concerned Deputy Secretary/Director, D.S/ Director submits the file to Concerned Joint Secretary/Additional Secretary. Efforts have been made that cases pass through Additional Secretary or Secretary before it is submitted to MoS/MoM-

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