



**MINISTRY
OF
MINES**

INDUCTION MATERIAL

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Administrative Structure of the Ministry of Mines

Secretary: Secretary (Mines) is the administrative head of the Ministry of Mines. He is the principal advisor to the Minister on all matters of policy and administration within the Ministry of Mines.

Additional Secretary / Joint Secretary: For smooth functioning, the Ministry has been divided into five wings and these have been placed under the control of Additional Secretary/ Joint Secretaries/ Economic Advisor/ Joint Secretary & Financial Advisor. These officers are vested with the maximum measure of independent functioning and responsibility in respect of the business falling within their wings, subject to the overall responsibility of the Secretary for the administration of the Department.

Director / Deputy Secretary: The wings have 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 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 other higher officers 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 (A.S.O., U.D.C. and L.D.C.) posted in section.

ALLOCATION OF WORK AMONGST THE SECTIONS

1. MINES - I (Exploration Matters)

This section deals with GSI, MECL and all matters pertaining to exploration and survey of minerals and metals. The subjects are:

(a) GSI EXPLORATION AND SURVEY OF MINERALS & METALS

- (i) All matters relating to survey and exploration of minerals and metals.
- (ii) Annual programme of GSI.
- (iii) Antarctica, marine geology and other GSI technical programmes.
- (iv) Budget matters of GSI
- (v) Procurement of goods and services of GSI
- (vi) Construction, Acquisition of land/ building of GSI
- (vii) Monitoring of Joint Working Group meetings to resolve issues about auctioning
- (viii) Organizing the Central Geological Programming Board (CGPB) meeting
- (ix) Organizing the CGPB Committee XII meeting

(b) MECL

- (i) All issues related to appointment of Director, CMD, and constitution of Board of Directors of the Company. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)
- (ii) Release of funds.
- (iii) Monitoring the performance of the Company,
- (iv) Correspondence with other Ministries regarding work allocated to MECL.

(c) OTHERS

- (i) Representation of the Ministry in other Ministries meeting regarding exploration and survey.
- (ii) Parliament question related to the subject allocated.
- (iii) National Geoscience Awards.
- (iv) Disaster Management Plan (DMP)
- (v) Monitoring of the allocation of budget for the Development Action Plan for Schedule Castes/ Schedule Tribes (DAPSC/DAPST)
- (vi) Monitoring of the mandatory 10% Gross Budgetary Support for NER
- (vii) Notification of the Accredited Private Exploration Agencies (Executed through QCI-NABET)
- (viii) Monitoring of the National Geoscience Data Repository (NGDR)
- (ix) Monitoring of the OCBIS portal of GSI
- (x) Drafting of the Geoheritage Sites and Geo-relics (Preservation & Maintenance) Bill
- (xi) Organizing the meeting of Technical Advisory Committee (TAC) on Landslides Mitigation and Management in India

2. MINES - II (GSI Establishment)

This Section deals with establishment matters of GSI.

- (i) Recruitment, Promotion including NFU/NFSG, confirmation in Group (A & B Gaztt.) posts in GSI. (Note: ACC related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)
- (ii) Cadre review of GSI officials.
- (iii) Framing and Amendment of recruitment rules of all cadres for GSI.
- (iv) Combined Geoscientist examination through UPSC.
- (v) Delegation of financial and administrative powers to GSI.
- (vi) Medical reimbursement, lump Sum incentive to GSI officials.
- (vii) All court cases regarding establishment matters pertaining to GSI.
- (viii) Complaints and disciplinary cases of GSI.
- (ix) Cases pertaining to GSI officers/staff participation in various trainings programmes / workshops / seminars etc. inland or abroad including deputation/delegation abroad of GSI officials.
- (x) Formation of committees and review of the report of committees regarding GSI.
- (xi) Service and staff matters, .ACM, Unions/Associations of GSI.

3. MINES - III (IBM Matters)

This Section deals with IBM establishment, budget and other misc. issues.

(a) IBM

- (i) All establishment matters including recruitment, promotion confirmation etc. (Note: ACC related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)
- (ii) Framing of recruitment rules for all categories.
- (iii) DPC proceedings.
- (iv) Training/deputation of officers of IBM abroad.
- (v) All court cases related to service matters of IBM,
- (vi) Representation from Association etc. regarding IBM.
- (vii) Construction and hiring of office/residential buildings etc. of IBM.
- (viii) All parliament questions and reports etc.

(b) OTHERS

UNDP programme of IBM, joint ventures, cooperation and assistance from IBM, technical committee, Mineral Development Board, enlistment of consultants, MTS.

4. MINES - IV (Auctions & State Coordination)

- (i) Monitoring of Auctions being conducted in states. Coordination with states for facilitation.
- (ii) Monitoring of operationalization of auction Mines
- (iii) DMF/PMKKKY Monitoring of its following with states.
- (iv) Conveying CCEC meeting with states on regular basis.
- (v) Parliament Questions, VIP references/representation etc, pertaining thereto.
- (vi) Auction monitoring, 2020 MLs & sand mining.

5. MINES - V (Mining & Mineral Policy)

The Section deals with all policy matters pertaining to development of minerals, and any other general policy issues regarding mineral and metal sector.

(i) Mineral policy

- a) All aspects pertaining to National Mineral Policy, 2019.
 - b) All other general policy issues regarding metal and mineral development in the country.
 - c) Matters relating to environmental issues regarding mining sector.
- (ii) All matters pertaining to policy/Plan regarding mineral sector.
 - (iii) Matters pertaining to Justice M. B. Shah Commission of Inquiry.
 - (iv) Matters pertaining to Sustainable Development.

6. MINES - VI (MMDR Act, 1957, OAMDR Act, 2002 and Subordinate Legislations)

This section is dedicated to managing Acts, Rules, and Regulations related to the mineral and metal sector in India.

- (i) Amendment to the MMDR Act 1957 and framing of Rules/ subordinate legislations under MMDR Act
- (ii) Amendment to the OAMDR Act 2002 and framing of Rules/ subordinate legislations under OAMDR Act
- (iii) Clarification/interpretation of the various provisions of MMDR Act, OAMDR Act and Rules framed thereunder
- (iv) Revision of rates of royalty.
- (v) Matters related to Beach Sand Minerals
- (vi) All Court Cases/Legal matters challenging various provisions of MMDR Act, OAMDR Act and Rules framed thereunder.

- (vii) Notification of Government/ Private entities for the purposes of second proviso to section 4(1) of MMDR Act
- (viii) Matters pertaining to Acts, rules of the State Government related to mineral development.
- (ix) Tendering advice/directions to State Government, Central Ministries, mining associations related to above Acts and Rules.

7. METAL - I (Aluminium, Bauxite and related matters)

This Section deals with all matters pertaining to aluminium.

(a) PSU (NALCO)

- (i) All matters of NALCO such as appointment of Directors reconstitution of Board of Directors etc. (Note., ACC/PESB related appointment cases to be initiated by the section and forwarded to US(Establishment) for further processing).
- (ii) PIB proposals and other proposals for new projects.
- (iii) Monitoring and review of performance of NALCO.
- (iv) All other matters related to NALCO.
- (v) GTE (Global Tender Enquiry) proposals related to NALCO

(b) General Matters relating to Aluminum/Bauxite

- (i) Production, promotion and distribution of aluminum, alumina and bauxite
- (ii) Matters pertaining to Aluminium Association and aluminium industry.
- (iii) Collection of basics statistical information regarding aluminium.
- (iv) Seminars/conferences with regard to aluminium.
- (v) Requirement of power for aluminium industry and related issues.
- (vi) Disinvestment of residual shareholding of GoI in BALCO (Bharat Aluminium Company Ltd.)
- (vii) Appointment of Govt. Nominee Directors in BALCO

8. METAL - II (All other metals and related issues)

This Section deals mainly with zinc, lead, gold, cadmium, silver, tungsten, cobalt and tin.

(a) Bharat Gold Mines Limited (BGML) & Hindustan Zinc Limited (HZL)

- (i) All matters pertaining to BGML such as constitution/appointment of Government nominees on Board of Directors, winding up/liquidation of BGML. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing).
- (ii) Release of funds/grant in the case of BGML.
- (iii) Matters related to the disinvested company viz. HZL- including nominating Government Directors on HZL Board, sale of remaining 29.54% shares held by Government etc.

- (iv) All matters pertaining to magnesium.
- (b) METALS**
 - (i) All issues pertaining to development of zinc, lead, gold, silver, tungsten and related metals.
- (c) OTHERS**
 - (i) International Lead Zinc Study Group. (ii) Matters pertaining to international conferences on lead and zinc.

9. METAL - III (Copper and related matters)

This section deals with copper, Hindustan Copper Ltd.

- (a) PSU**
 - (i) All matters pertaining to HCL such as appointment of Directors, reconstitution of Board of Directors, etc. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing).
 - (ii) Release of funds/equity to HCL.
 - (iii) New projects by HCL.

(b) METAL'S DEVELOPMENT

- (i) All aspects related to development of copper in the country except trade and taxation matters.
- (ii) International Copper Study Group.

10. METAL - IV

(S&T Programme of Ministry of Mines, R&D Autonomous Bodies, Promotion of Research and Innovation in Start-ups, MSMEs and Individual Innovators, Circular Economy)

This Section deals with Science and Technology projects, all Science and Technology institutions.

(a) INSTITUTIONS

- (i) JNARDDC, NIRM
- (ii) Matters pertaining to release of grant, constitution of committee, review and monitoring of these institutions.
- (iii) Deputation of officers of these institutions abroad. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)
- (iv) Matters related to erstwhile NIMH and arising out of merger of erstwhile NIMH with ICMR-NIOH.

(b) SCIENCE AND TECHNOLOGY PROGRAMME OF MINISTRY OF MINES

- (i) **Science and Technology Programme of Ministry of Mines** has following **three** components –

S.N.	Component	Brief
1	Research and Development (R&D) component	Under this component, funds are released to Academic institutions, universities, national institutes and R&D institutions recognized with the Department of Scientific and Industrial Research, Government of India for undertaking research and development projects
2	Information Education and Communication (IEC) component	Under this component, funds are released to Industry Associations, recognised Universities, recognized Academic and Research Bodies having at least three years' experience in the mining and mineral sector by organizing or being associated with promotional events
3	Promotion of Research and Innovation in Startups and MSMEs in Mining, Mineral Processing, Metallurgy and Recycling Sector (S&T-PRISM) component	Under this component, funds are released to Startups, MSMEs and individual innovators to ensure timely availability of the seed support to the deserving startups.

- (i) Review and monitoring of Science and Technology Programme of the Ministry and CPSUs
- (ii) All matters pertaining to technology missions.
- (iii) Promotion and development of Science and Technology with regard to non-ferrous metals and minerals.
- (iv) All UNDP projects.
- (v) NFTDC

(c) CIRCULAR ECONOMY

- (i) National Non-ferrous Metal Scrap Recycling Framework, 2020
- (ii) Promotion of Circular Economy in non-ferrous metal sector

11. VIGILANCE CELL

This section deals with

- (i) Examination of complaints having vigilance angle and disciplinary proceedings in respect of vigilance cases for:
 - a) officials of the main secretariat;
 - b) Group-A officials of GSI;
 - c) Group-A officials of IBM;
 - d) Presidential appointees of the CPSUs under the administrative control of the Ministry of Mines.
- (ii) Appeals: Review and Revision petition relating to vigilance cases.
- (iii) Court cases relating to vigilance cases.
- (iv) Appointments of CVOs of the organisations under the Ministry of Mines.
- (v) Vigilance clearance in respect of employees of the main Secretariat, Group - A officers of GSI and IBM, Board-level appointees of the CPSUs.

11. INTERNATIONAL COOPERATION

International Cooperation Section deals with the following works:

- (i) Signing of G2G and B2B MoU with various Foreign Countries- At present total active MoUs are 21 MoUs with various countries, viz. Australia, Zambia, Peru, Zimbabwe, Bolivia, Morocco, Mali, Afghanistan, Colombia, Chile, Mozambique, Malawi, United Kingdom, Brazil, Argentina, Bangladesh, China, USA and Russia.
- (ii) Processing of Bilateral and Multilateral Agreements under various active MoUs for taking up Mining/Exploration/Research & Development Projects. It includes obtaining necessary approvals, vetting and follow-up activities.
- (iii) Continuous engagements with other countries for potential cooperation keeping in view of the emerging future requirements of the country - MoUs with the Cote d'Ivoire, Italy and many more are in the Pipeline or waiting to be signed.
- (iv) Convening the meeting of Inter-Ministerial Committee (IMC) constituted for coordination and participation in exploration and mining industry events abroad.
- (v) Coordinating participation of Indian delegation in various International Mining events abroad- In year 2023, so far Indian delegation participated in total 11 international events namely- 'Mining Indaba- 2023' Cape Town, South Africa, I2U2 Business Forum, Abu Dhabi, UAE, 'PDAC- 2023' Toronto, Canada, CRU's World Copper Conference-2023 at Santiago, ILZSG and ICSG meeting, Lisbon, Portugal, DRC Mining Week

Expo & Conference' held at Lubumbashi, International Oil and Mining Expo 2023 held at Ulaanbaatar, Mongolia, "London Metal Week", United Kingdom, "IMARC"- 2023', Sydney, Australia, 'Mining Show-2023' held in Dubai, UAE.

(vi) Khanij Bidesh India Ltd. (KABIL) related work-

- a) Preparing proposal of KABIL for acquisition of minerals abroad.
- b) Administrative work viz. Pay Revision, Deputation Appointments, Monitoring of
- c) Capital Expenditure Projects etc.
- d) Board Restructuring and Capital Restructuring of KABIL.

(vii) Monitoring and Execution of Critical Mineral related work-

- a) Constitution of Committee for identification of Critical Minerals for the country.
- b) Minerals Security Partnership (MSP)
- c) Critical Raw Material (CRM) Club
- d) Conducting regular meetings of Inter-Ministerial Group (IMG) constituted for Critical Minerals.

(viii) G20 related work- Holding meetings, preparing inputs, outreach of Voluntary Principals.

(ix) Providing Inputs, ATR and Follow-up etc. for various Joint Commissions of M/o Commerce and Industry and Foreign Office Consultations (FOCs) of Ministry of External Affairs.

(x) Other Miscellaneous Works like RTI, Parliament Questions and other references etc.

12. PAY & ACCOUNTS OFFICE

- (i) **Internal compilation & consolidation of accounts of the Ministry:-** The monthly A/C in respect of all the PAOs (Ministry / GSI / IBM) are consolidated in Pr. Accounts Section and submitted to O/o the CGA by 8th of the following month ensuring no delay in the process.
- (ii) **Internal Audit:-** Matter pertains to the internal Audit Wing, Ministry of Steel and Mines.
- (iii) Maintenance of loan registers in respect of long-term loans granted to Ministry of Mines.
- (iv) Maintenance of GPF accounts of officers & staff of Ministry of Mines and GSI offices located at New Delhi/Faridabad and final payment of GPF amount on retirement/and resignation, excluding MTS.
- (v) Payment of all personal claims of officers and staff of Ministry of Mines/GSI offices located at New Delhi and Faridabad.
- (vi) Payment of loan/equity to PSUs under the Ministry.
- (vii) Preparation of appropriation and finance accounts of the Ministry of Mines,
- (viii) Issue of pension payment order to officers and staff of Ministry of Mines and GSIOffices located at New Delhi and Faridabad on retirement.

13. HINDI

The Ministry of Mines continues to take steps to ensure compliance of the Official Language Policy of the Government of India in the Ministry of Mines as well as in its attached / subordinate offices and PSUs. The compliance of Section 3(3) of the Official Languages Act, 1963 is ensured.

- (i) Hindi Advisory Committee
- (ii) Official Language Implementation Committee (OLIC)
- (iii) Official Language Inspection
- (iv) Inspection by the Committee of Parliament on Official Language
- (v) Implementation Measures of Official Language Policy
- (vi) Organizing Official Language Fortnight/Month
- (vii) Translation work

14. CASH

- (i) DDO (Mines) Controlling Officer for payment to employees and vendors.
- (ii) Preparing salary bills.
- (iii) Preparing contingency bills.
- (iv) Preparing of Advances/Loan Bills including GPF Advance/withdrawals/final/transfer.
- (v) TA/FTA/LTC Advance/ Claims bills
 - (vi) Reimbursement of Medical / Tution fee etc.
 - (vii) Calculation Income Tax of TDS each employees.
 - (viii) Deduction of TDS and Submission of ITR file to Income Tax Department.
 - (ix) Deduction of Licence fee and electronically transfer to e-sampada of Estate Office.
 - (x) Deduction of subscription and advances relating to All India Services (IAS) officers and depositing them with their respective AG Offices.
 - (xi) TDS Salary/Non-salary and quarterly submission of ITR file to Income Tax Department. .
 - (xii) Entries of salary and allowances updated in Pay Bill Register (PBR),
 - (xiii) Opening up of fresh Ledger (PBR, Bill Register, Cash Book and etc.) of accounts for the FY-2023-24.
 - (xiv) Updation of General Provident Fund (GPF) subscription and Tax Deduction each employees.
 - (xv) Issue Form – 16/Form-16A and yearly GPF Statement.
 - (xvi) Coordinate with audit teams both External and Internal Audit teams.
 - (xvii) Reconciliation of accounts with PAO and Pr.AO.
 - (xviii) Timely payment of retirement dues.

15. ESTABLISHMENT SECTION

This Section mainly deals with service and personnel matters, SC/ST Cell and other related issues.

(a) SERVICE MATTERS

- (i) All service matters related to gazetted and non-gazetted staff in the Ministry.
- (ii) Preparation of pension papers for gazetted and non-gazetted officers.
- (iii) Holding of DPC.
- (iv) Appointment of staff in Minister's office.
- (v) Maintenance of property returns.

(b) PERSONNEL MATTERS

- (i) Medical examination and verification of character antecedents.
- (ii) Annual Performance Appraisal report of gazetted and non-gazetted staff.
- (iii) Maintenance of Service Books of officers and staff.

(c) OTHER ESTABLISHMENT MATTERS

- (i) Matters related to Office Council/Departmental Council.
- (ii) Training of officers, staff in India and abroad.
- (iii) Framing of Recruitment Rules for ex-cadre posts, drivers, Class IV etc.
- (iv) Implementation of e-HRMS

(d) SC/ST CELL

Monitoring, collecting and submitting information regarding grievances of SC/ST employees received from National Commission for SC/ST. The concerned Administrative Section will be fully responsible for monitoring and marking the required information pertaining to all SC/ST grievances concerning the respective PSU/Subordinate Organisation to this Cell regularly every month. The other matters about SC/ST Cell will continue to be looked after by concerned Administrative Sections dealing with PSU/Attached Office/ Subordinate Office/ Autonomous Bodies:

(e) MISCELLANEOUS

- (i) Reservation of post for ex-Servicemen, handicapped etc. for Ministry and other subordinate offices including PSUs, maintenance of roster and implementation of other policies of reservation by various offices,
- (ii) Insurance schemes,
- (iii) Adhaar Based Biometric Attendance System,
- (iv) SPARROW portal in r/o employees of Ministry of Mines,
- (v) Issues pertaining to training institutes,
- (vi) Implementation of Mission Karmayogi; etc.
- (vii) Appointment of contractual e.g. consultants, Young Professionals, Legal Assistants etc.

16. ADMINISTRATION SECTION

(a) GENERAL ADMINISTRATION

- (i) General maintenance and upkeep of office premises & equipment's.
- (ii) Providing logistic support for smooth functioning of the Ministry.
- (iii) Sanction LTC and all other advances under GFR.
- (iv) Settlement of air travel bills for journeys in India and abroad.

(b) PERSONAL MATTERS

Matters relating to allotment of Government accommodation to employees, liveries to Class III and MTS employees. Issue of identity cards and CGHS cards, reimbursement of medical claims.

(c) WELFARE ACTIVITIES

- (i) Assistance to Welfare Officer.

(d) OTHERS

- (i) All matters regarding library.
- (ii) Matters relating to R&I Section.

17. COORDINATION SECTION

This section mainly deals with original work and other issues which require coordination between various sections not specifically allotted.

(a) ORIGINAL MATTERS

- i. Examination of Cabinet Notes from other Ministries.
- ii. Issues pertaining to the Committee of Secretaries.
- iii. Monthly D.O. letter to Cabinet Secretary.

(b) COORDINATION WORK

- (i) Preparation of Annual Report.
- (ii) MOU and guidelines/instructions related thereto.
- (iii) Senior Officers Meeting (soM).
- (iv) Instructions for DPE (other than financial).
- (v) Policy instructions and Information related to Procurement through GeM
- (vi) Monitoring of items pending on e-Samiksha
- (vii) Special Campaign for disposal of pending matters
- (viii) India Reference Annual

18. PARLIAMENT SECTION

- (i) Supply of information from Ministry of Parliamentary Affairs, Lok / Rajya Sabha Secretariat to this Ministry.
- (ii) Meetings of the Consultative Committee for Ministry of Mines.
- (iii) Review and monitoring of Government Assurances, Rule 377 matters, Special Mention matters and Zero Hour Matters.
- (iv) Facilitation in laying of Papers on the Table of the House of Parliament.
- (v) Coordination with Lok / Rajya Sabha Secretariat, Ministry of Parliamentary Affairs, O/o the Hon'ble Minister of Mines and O/o Hon'ble MoS for Mines, during the Parliament Session.

19. PUBLIC INFORMATION at PUBLIC GRIEVANCE CELL

1. Central Public Information Officers (CPIOs) and Appellate Authorities (AAs) have been appointed in the Ministry of Mines and various Organizations under its administrative control, The Ministry has also constituted a 'Public Information Cell' for processing and monitoring of the RTI Requests and RTI Appeals. After analyzing the RTI Applications/Appeals (Physical/Online Requests), they are forwarded to the concerned Central Public Information Officers (CPIOs) and Appellate Authorities (AAs) well in time. Quarterly Reports on RTI Progress have been submitted/updated in the Central Information Commission (CIC)'s Website. A Facilitation Counter for depositing of RTI fees by the applicants is also functioning in the Ministry of Mines.

2. Public Grievance Cell looks after the complaints/grievances related to Ministry of Mines as well as its Attached/Subordinate Offices and PSU under its administrative control. The complaints/grievances received are settled in consultation with the concerned Subordinate Office/PSU and reply is sent to the aggrieved person in a reasonable time. The pending grievances are reviewed in periodical meetings taken by the Grievance Officer.

3. PG/PI Cell prepared material for Public Grievance for providing monthly DO/information to Cabinet Secretariat. Hindi Timahi Report is prepared on quarterly basis. Instructions related to PG and RTI received from DoPT and CIC respectively are circulated well within time. RTI and PG content are updated in the Website of Ministry of Mines regularly.

20. INTEGRATED FINANCE UNIT

This section deals with preparation of budget, supplementary, budget proposal, plan discussions, matters regarding financial aspects related to the Ministry and the PSUs. The following are the items of work:

- (i) Proposals regarding customs and excise and other duties.
- (ii) Instructions on economy measures.
- (iii) Proposals of deputation abroad etc.

- (iv) CAG / Internal Audit Paras /Pending Utilization Certificates
- (v) Matters relating to Administrative Mechanism for Resolution of CPSEs Disputes (AMRCD)
- (vi) Matters related to its investment of shares/equity in PSUs, All instructions received from Ministry of Finance on financial matters and instructions received from other agencies including DPE regarding economy measures and other financial aspects related to Government/PSUs,
- (vii) All cases of financial concurrence for release of funds against the budget provision and advice on financial implication of the policy matters.
- (viii) All cases involving financial implication to be referred to other ministries. Ministry of Finance and Department of Personnel and Training etc.
- (ix) All cases involving financial implication of CNE/SFS/EFC/PIB/Cabinet and Cabinet Sub Committee etc.

(a) PLAN-BUDGET PREPARATION

- (i) Budget formulation (a) Non-plan, (b) Plan
- (ii) Outcome Budget and Performance Budget
- (iii) Submission of financial proposals of Five Year Plan/Annual Plan of the Ministry to Planning Commission.
- (iv) Detailed Demands for Grants.
- (v) Examination of Detailed Demands for Grants by Department Related Parliamentary Standing Committee.
- (vi) Appropriation/re-appropriation of funds.
- (vii) Resource generation by PSUs.
- (viii) Declaration of dividend by PSUs.
- (ix) All matters pertaining to formulation, implementation and monitoring etc. of:
 - a) Parliamentary Committee on the welfare of Scheduled Castes and Scheduled Tribes working of Scheduled Castes Sub Plan (SCSP).
 - b) Parliamentary Committee on the welfare of Scheduled Castes and Scheduled Tribes -working of Tribal Sub Plan (TSP) in the Ministry of Mines.

(b) OTHER WORK

- a) Public Accounts Committee, matters pertaining to COPU, Estimates Committee.
- b) Audit review and monitoring the settlement of audit objections/paragraphs including PAC paragraphs, inspection reports and draft audit paragraphs.
- c) Review and monitoring of C&AG report of PSU/organization laid in the Parliament.
- d) Review and Monitoring of progress of expenditure against the approved Budget provisions.

21. REVISION CELL

- (i) Revision Cell deals with revision applications made before the Central Government under Section 30 of MMDR Act 1957. Any party aggrieved of any order made by the State

Government may submit a revision application (RA) before the Central Government in the prescribed form Schedule XI.

- (ii) Revision application is first checked for its completeness in all respect. Thereafter, if the R.A. is admitted by the Revisionary Authority, comments of all concerned i.e. State Government, petitioner and impleaded party, if any, are called in the matter. After receiving the same from all quarters, the case is heard by the Revisionary Authority comprising officer of the rank of Additional Secretary/Joint Secretary from Ministry of Mines and final orders are passed on the Revision Application.
- (iii) A copy each of the final order passed by the Revisionary Authority is kept in the section for record in the Guard file All R.A. disposed off by the Tribunals are mentioned in the website of the Ministry (ras.nic.in).

22. ECONOMIC AND STATISTICAL SECTION

- (i) Vision 2029 and Vision 2047.
- (ii) SGoS-3 (Resources) group.
- (iii) Analysis of production and trade data on minerals and non-ferrous metals.
- (iv) Monthly summary on minerals & non-ferrous metals.
- (v) Comments for Free trade agreement (FTAs).
- (vi) Technical Regulations / Quality Control Order.
- (vii) Examination of important representations from the industry, including for the Union Budget.
- (viii) Public procurement under Make in India Order.
- (ix) State Mining Sector Readiness Index and Rankings.

23. INFORMATION TECHNOLOGY (IT) SECTION

- (i) Maintenance of Website of Ministry of Mines with the help of NIC.
- (ii) Co-ordination with NIC officials in connection to E-Governance, e-Office etc.
- (iii) All other work related to IT matters and Implementation of directions received from MeitY and other concerned organizations

24. NATIONAL MINERAL EXPLORATION TRUST (NMET)

Functions of NMET: - NMET funds to carry out regional and detailed exploration for minerals to Notified Exploration Agencies (both Public and Private)

- i. Fund special studies and projects designed to identify, explore, extract, beneficiate and refine deep-seated or concealed mineral deposits;
- ii. undertakes studies for mineral development, sustainable mining adoption of advanced scientific and technological practices and mineral extraction metallurgy;

- iii. takes up exploration of areas for regional and detailed exploration, giving priority particularly to strategic and critical minerals;
- iv. consults Central Geological Programming Board to decide the priorities for exploration of the Trust;
- v. facilitates exploration activities in such a manner that areas explored can be taken up for grant of mineral concessions in accordance with the provisions of the Act and the rules made thereunder;
- vi. facilitates completion of brownfield regional exploration projects in obvious geological potential areas (G3) including conducting high-risk exploration for deep-seated mineral deposits through modern technologies;
- vii. promotes completion of detailed exploration (G2 or G1) across India in the areas where G3 stage exploration has been completed;
- viii. facilitates geophysical, ground and aerial, survey and geochemical survey of obvious geological potential areas and rest of India;
- ix. facilitates a national core repository for encouraging research in earth sciences and for evaluation of the mineral prospects;
- x. organizes capacity building programmes to raise technical capability of personnel engaged in or to be engaged in exploration; and
- xi. Uses the Trust Fund for other purposes that are necessary or expedient in the interest of conservation, development and exploitation of mineral resources of India, not inconsistent with the provisions of the MMDR Act.
