

**ANNUAL ACTION PLAN FOR THE YEAR 2010-11 OF THE MINISTRY OF MINES**  
For Review at level of Secretary (Mines)

<b>SPECIAL SECRETARY (MINES) / ADDITIONAL SECRETARY (MINES)</b>					
	<b>ACTION POINT</b>	<b>QUARTERS</b>			
		<b>1<sup>st</sup> April 10 - June 10</b>	<b>2<sup>nd</sup> July 10 - Sept. 10</b>	<b>3<sup>rd</sup> Oct.10 -Dec.10</b>	<b>4<sup>th</sup> Jan. 11- March 11</b>
<b>Mines – I a) (GSI-Tech)</b>	CGPB meetings, of the 12 Committees and finalization of Base Documents and follow up.	Monitor holding of Committee meetings	Hold pre-CGPB meeting in 1 <sup>st</sup> week of August, 10.	Monitor holding of thematic Committee meetings.	Hold pre 48 <sup>th</sup> CGPB Committee meeting in January, 11 to check holding of SGPBs, MTR and Stage Reviews.
	<b>b)</b> Portal Phase-III	Report to be finalized in consultation with NIC for estimates etc.	Process for implementation (EFC).	Monitor through Committee.	Monitor through Committee.
	<b>c)</b> Operationalization of Policy Admn. and S&T Support System	Orders issued	Review of Policy Support System and Revival of Liaison and DG Camp Office New Delhi.	Review of PSS/ASS and S&TSS	- Do -
	<b>d)</b> Standaradization of Briefing Books for Regions	Finalize Briefing Books for the Regions upto March.	Updation of Briefing Books of the Regions upto June.	Updation of Briefing Books of the Regions upto September.	Updation of Briefing Books of the Regions upto December.

<b>e)</b>	Briefing Book for GSI	Finalize Briefing Books for GSI upto March	Updation of Briefing Books of GSI upto June	Updation of Briefing Books of GSI upto September.	Updation of Briefing Books of the GSI upto December.
<b>f)</b>	Revision of Detailed Information Dossiers (DID) on important minerals and Misc. Publication	Selection of nodal officers for assignments of compilation and updation	Updating DID and publishing on portal	Updating DID and publishing on Portal	Updating DID and publishing on Portal.
<b>g)</b>	Increment to National Mineral Inventory and UNFC adoption	Issue directions	Monitor alongwith IBM	Monitor alongwith IBM	Monitor alongwith IBM.
<b>h)</b>	Plan Fund Outlays/ Expenditure FSP and RCA Management	Monitor in meeting with Director (TC) and Director (F).	Monitor in meeting with Director (TC) and Director (F).	Monitor in meeting with Director (TC) and Director (F).	Monitor in meeting with Director (TC) and Director (F).
<b>i)</b>	Holding of Plan Project Review Committee (PPRC) meeting.	Hold Meeting	Hold Meeting	Hold Meeting	Hold Meeting
<b>j)</b>	Modernization Committee of GSI. Holding of QPR meeting.	Examine report	Approve and Monitor.	Approve and Monitor.	Approve and Monitor.

<b>k)</b>	Holding of Regular Quarterly Regional Advisor Council (RAC) meeting, MTRs and HOD meetings	Formulate guidelines for effective outcomes and to participate through video conferencing.	Participate through video conferencing and visit one Regional RAC in person (with Dir (T)) and consultant.	Participate through video conferencing and visit one Regional RAC in person (with Dir (T)) and consultant.	Participate through video conferencing and visit one Regional RAC in person (with Dir (T)) and consultant.
<b>l)</b>	Increment to National Mineral Inventory and UNFC adoption	Issue directions	Monitor alongwith GSI	Monitor alongwith GSI	Monitor alongwith GSI
<b>m)</b>	Quality Management Issues.	Review Meeting for evolving guidelines on standard operating procedures	Follow-up meeting.	Follow-up meeting.	Finalization of annual document for implementation
<b>n)</b>	Geoscience Partnership and Collaborations; Geoscience Congress.	Meetings and MoUs(with States and Central Govt.) of Geoscientific activities and data sharing	Meetings and MoUs of Geoscientific activities and data sharing, Geoscience Congress formation.	Implementation / Meetings, MoUs of Geoscientific activities and data sharing, Geoscience Congress formation	Implementation / Meetings MoUs of Geoscientific activities and data sharing, Geoscience Congress formation.
<b>o)</b>	Review of IC and International MOUs of GSI	Monitor with IC division of GSI.	Monitor with IC division of GSI.	Monitor with IC division of GSI.	Monitor with IC division of GSI.
<b>p)</b>	TPCC meetings to improve GSI training and capacity building	Visit GSITI for OCG and review.	TPCC meetings to improve GSI training and capacity building	Visit GSITI for OCG and review.	TPCC meetings to improve GSI training and capacity building.

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		1 <sup>st</sup> April 10 - June 10	2 <sup>nd</sup> July 10 - Sept. 10	3 <sup>rd</sup> Oct.10 -Dec.10	4 <sup>th</sup> Jan. 11- March 11
<b>MINES – II (GSI/ ESTT.)</b>	Monitoring of Departmental Promotion – <b>ACC cases</b>	SrDDG/ADG- Getting proposal from GSI	SrDDG/ADG - Clearance of DPC proposal for the vacancy year 2010-11 from ACC in case of ADG and UPSC in case of Sr. DDG	SrDDG/ADG - Clearance of DPC proposal of for the vacancy year 2010-11 from ACC in case of Sr. DDG and getting proposal from GSI for FY 2011-12	SrDDG/ADG - UPSC to be followed up for holding DPC for ADG. On receipt of DPC minutes, proposal to be sent to the DOPT for ACC's approval. Issue of appointment order for Sr. DDG.
		DDG- Getting proposal from GSI after relaxation of DoPT	DDG- Getting proposal from GSI and forward to UPSC.	DDG- Getting approval of DoPT and sending to ACC	DDG- Simultaneously getting relaxation for 2011-12 if any for eligibility criteria
<b>b)</b>	Monitoring of Departmental Promotion – <b>Non ACC cases</b>	Status of DPC cases to be Monitored by GSI as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored by GSI as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored by GSI as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored by GSI as reflected in the monthly DO letter from GSI.

c)	Direct Recruitment (Group-A)	Tentative vacancies intimated to UPSC for Geologist Examination.	Firm vacancies for Engineering Services Examination, to be intimated to UPSC.	Subject to availability of vacancies DR proposals to be sent to UPSC for the post of i) Geophysicist (Jr.) ii) Chemist (Jr.) UPSC to be pursued for expediting the recruitment process.	Final Tentative vacancies intimated to UPSC for Geologist Examination, Subject to availability of vacancies DR proposals to be sent to UPSC for support systems, Administrative and Stores Streams.
d)	ACC Vacancy Monitoring System (AVMS)	Position to be updated on DOPT's web portal every month	Position to be updated on DOPT's web portal every month	Position to be updated on DOPT's web portal every month	Position to be updated on DOPT's web portal every month
	<u>Major works</u> (a) Construction of GSI, Training Institute, Hyderabad.	To be reviewed for additional budget provisions, if required.	To be reviewed for additional budget provisions, if required.	To be reviewed for additional budget provisions, if required.	To be reviewed for additional budget provisions, if required.
	(b) Construction of Office-cum-lab complex, Shillong	GSI has been reminded twice to forward revised cost estimate of CPWD. GSI forwarded revised proposal to the Ministry.	Revised in principle approval likely to be taken from the Planning Commission.	SFC meeting to be held and funds to be released.	To be reviewed for revision of revised budget estimates, if any, required.

	(c) Construction of Office-cum-lab complex, Chennai.	GSI was asked to construct high rise building. GSI forwarded revised proposal to the Ministry now constructing a seven storied building.	Proposal to be sent to the Planning Commission for obtaining <i>in principle</i> approval. A detailed appraisal of the proposal needed to be carried to determine actual usage before placing proposal for administrative approval.	Administrative approval and financial sanction shall be obtained from Secretary (Mines). To be reviewed for revision of revised budget estimates, if any, required.	-do-
e)	Cadre Restructuring GSI Cabinet Note.	Issues regarding Organized Service to Geology and others to be resolved with DOPT	Issues pending with DOPT to be resolved and Note to be sent.	Receipt of approval of Cabinet to be pursued.	Implementation of the recommendations.
f)	<b>Recruitment Rules</b> Recruitment Rules of Group 'A'	Approval of UPSC on RRs of Geology stream to be obtained.	RRs of Geology stream to be notified.	Benefits to be conferred to Geology stream Depending on the outcome of Cabinet Note the action of Recruitment Rules of other S&T Streams to be decided.	Benefits to be conferred to Geology stream Depending on the outcome of Cabinet Note the action of Recruitment Rules of other S&T Streams to be decided.

	(ii) Recruitment Rules of Group B Gazetted,	Follow up with GSI for RRs	Delegation to GSI of RRs based on the Standard proforma be granted. Proposal along with notified copies of existing Recruitment Rules to be obtained from GSI.	After obtaining approval of Administrative Head AS/SS(M) RRS shall be referred to DOPT/UPSC and Ministry of Law for vetting.	Follow up with DOPT/UPSC.
	(iii) Recruitment Rules of Group B Non-Gazetted	GSI has been reminded to furnish proposed RRs along with notified copies of existing Recruitment Rules.	Proposal along with notified copies of existing Recruitment Rules to be obtained from GSI.	Processing of Recruitment Rules Ministry of Law for vetting.	Processing of Recruitment Rules Ministry of Law for vetting.
<b>g)</b>	Selection of Group 'B' & 'C' Non-Gazetted post from SSC	Tentative vacancies reported by GSI to SSC for various stream.	Status of DR cases to be monitored by GSI. The Ministry to be informed by monthly DO letter from DDG(P), GSI to DIR(SK) and DG to Secretary.	Status of DR cases to be monitored by GSI. The Ministry to be informed by monthly DO letter from DDG(P), GSI to DIR(SK) and DG to Secretary	Status of DR cases to be monitored by GSI. The Ministry to be informed by monthly DO letter from DDG(P), GSI to DIR(SK) and DG to Secretary

h)	Condemnation of Vehicles, hiring of vehicles, redeployment of workshop personnel in Drilling Field disposal of workshop machinery.		Status report being sent to the Ministry by monthly DO letter from Sr. DDG (SSTS), GSI to Dir (SK). It may be ensured that these task is completed finally by 31.10.2010. The disciplinary action taken against defaulting officers may be highlighted		
i)	Monitoring of implementation of HPC	Quarterly review	Quarterly review	Quarterly review	Quarterly review
j)	CPGRAMs for GSI	Quarterly meeting with Region & review of data	Quarterly meeting with Region & review of data	Quarterly meeting with Region & review of data	Quarterly meeting with Region & review of data



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<b>Metal – IV (S &amp; T)</b>	a) Standing Scientific Advisory Group (SSAG)	Standing Scientific Advisory Group (SSAG)	Mid-Term Reviews	Standing Scientific Advisory Group (SSAG) and follow-up	Review / evaluate Project Reports / Outcomes. Monitoring progress of S&T Projects.
	b) Project Evaluation and Review Committees(PERC)	-	Enhance receipt of good quality project proposals	PERC meeting	Review and monitor
	c) Plan Outlays and Expenditure	Processing allocation of funds.	Monitor	Monitor	Monitor

<b>C-Tempo a)</b>	<b>Technology Sub-Sector :</b>				
	<b>(i)</b> Undertake study on status and strategy for exploration and development of nickel and PGE resources in India jointly with Geological Survey of India and IMMT, Bhubaneswar	Interaction with IMMT & GSI and Expert were finalized	Finalizing the outline of the study	Consultation on the Study	Preparation of Final Report
	<b>(ii)</b> Study on all aspects of strategic metals, and super specialty alloys in India	Interaction with Dr. Balasubramanian, Director, NFTDC, Hyderabad	Discussion in CGPB Committee	Recommendation	Follow up
<b>(iii)</b> Study on Exploration Techniques and Technology for location and Development of Deep Seated Metals in India	Theme paper to be developed through Dr. Anupendu Gupta, Former DDG(GSI)	Discussions in CGPB Committee	Recommendation	Follow up.	

<p><b>C-Tempo b)</b></p>	<p><b>Economic Sub-Sector:</b></p>				
<p><b>(i)</b></p>	<p>Preparation of Country Dossiers on Geology and Mineral Resources of mineral rich countries and MoUs countries - with Support to IC Cell</p>	<p>Format Finalized</p>	<p>Country Dossiers for Australia &amp; Canada</p>	<p>Country Dossiers of China &amp; others</p>	<p>---</p>
<p><b>(ii)</b></p>	<p>Coordination of efforts for raw material assets and knowledge assets abroad.</p>	<p>1<sup>st</sup> Meeting held, for holding the event during fall of 2011</p>	<p>Create forum with CII, FICCI, FIMI etc.</p>	<p>Get specific recommendation</p>	<p>Follow up</p>
<p><b>(iii)</b></p>	<p>Holding of <b>Asian Mining MAZMA</b> (on the lines of African Mining INDABA) Jointly with FIMI</p>		<p>Create forum with FIMI, CII, FICCI, etc.</p>	<p>Meetings of forum</p>	<p>Discussion with Indaba LLC</p>

	<p><b>c) Techno Economic Policy Sub-Sector:</b></p> <p><b>(i)</b> Study on field of Pelletization of Iron Ore Fines in India as well as world scenario, its domestic utilization demand and growth trend.</p> <p><b>(ii)</b> Preparation of Technology roadmap of Indian Aluminium Industry ' under the Technology Information Forecasting &amp; Assessment Council (TIFAC), DST, Govt. of India and AAI</p>	<p>Theme paper to be developed through Dr. Deepak Kashiva, Former Industrial Advisor, Ministry of Steel</p> <p>-----</p>	<p>Outline of the Study approved</p> <p>One Day Seminar on Mission Plan on Aluminium</p>	<p>Consultation on the Study</p> <p>Consultation on the Study Draft</p>	<p>Final Report will be Submitted</p> <p>Final Report will be Submitted</p>
	<p><b>d) Social Sub-Sector:</b></p> <p>Create a Forum for Development of Corporate Social Responsibility Policies in Mining sector with special reference to PSU's</p>	<p>Meeting on CSR Plan of NALCO &amp; HCL taken by Secretary (Mines)</p>	<p>Follow up on the CSR meeting</p>	<p>CSR Plan to be reviewed</p>	<p>Model CSR for PSUs to be developed.</p>

e) (i)	<b>Environmental Sector :</b> Document and publicise success stories in sustainable development initiatives in mining in India	To be carried out in consultation with FIMI & IBM	---	Consultation on the Study	Final Report will be Submitted
(ii)	To implement annual <b>National Geosciences Awards -2009</b> of the Ministry of Mines and to service the Award Making Authority	Nomination received and field wise scrutiny	Selection of Experts Committees, Meeting of Experts	Meeting of High Level of Experts, Award Making Authority	Presentation Ceremony of NGA-2009
f)	<b>Standing Scientific Advisory Group (SSAG) &amp; PERC</b> of the Ministry of Mines for Performance Audit of completed S&T projects and in technical evaluation of new S&T proposals	40 <sup>th</sup> SSAG Meeting held	Holding of 7 <sup>th</sup> PERC to evaluate new project	41 <sup>st</sup> SSAG Meeting	To hold 8 <sup>th</sup> PERC

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<b>CDN. SECTION</b>	a) RFD	Review	Review	Start work on RFD 2011-12	Finalise
	b) Annual Report	-	-	Initiating action	Publishing of Annual Report
	c) Website	Update	Launch New website	Update	Update
	d) Parliament Assurances	Review	Review	Review	Review
	e) Preparation of strategy of Mineral Sector w.r.t RFD requirement.	Initiating action	Appointment of Consultant	Completion	Transforming in RFD 2011-12

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<b>NIC</b>	a) Website (New)		Launch New Website make it GIGW compliant	Updation of contents in website / new page	Updation of contents in website / new page
	b) Revision Application System	Development of Reports / Forms completed (Operational on Intranet)  1 <sup>st</sup> level of Security Audit (completed)	2 <sup>nd</sup> level of Security Audit followed by 3 <sup>rd</sup> level of Security Audit (if required)  Rollout on internet	Any new Requirement of Reports / Forms	Any new Requirement of Reports / Forms
	c) Mineral Concession Approval System	IBM N=Module of MCAS Launched on internet	Reopening of Cases in MCAS  Design / Development of Registration Module  Modify Query Module of MCAS	Launch Registration Module  Any new Requirement of Reports / Forms in MCAS / IBM Module	Any new Requirement of Reports / Forms in MCAS / IBM Module / Registration Module
	d) e-Lekha & PAO /COMPACT 2000		Implement		

<b>Mines-IV</b>	<b>a)</b>	Revision of guidelines for submission of maps, joint ventures and MOUs	Finalization and issue of guidelines on maps	Finalization and issue of guidelines on Maps, JVs and MOUs	--	--
	<b>b)</b>	Processing of mineral concession proposals	Reducing pendency of proposals as on 31 <sup>st</sup> Dec, 2009 to nil.	Reducing pendency of proposals as on 31 <sup>st</sup> March, 2010 to nil	Reducing pendency of proposals as on 30 <sup>th</sup> June 2010 to nil	Reducing pendency of proposals as on 31 <sup>st</sup> September 2010 to nil
	<b>c)</b>	Conducting meeting of Central Empowered Committee	Meeting to held in June, 2010	--	Meeting to held in December, 2010	--
		Develop Internet based online Mineral Concession application for submission of proposals by the SGs.	--	--	--	--
	<b>d)</b>	Publish simple compendium / Guidelines for use of all stake holders.	--	Publish English version	Publish Hindi version	--



**JOINT SECRETARY (MINERAL & REGULATION)**

SECTIONS	ACTION POINT	QUARTERS			
		1 <sup>st</sup> April 10 - June 10	2 <sup>nd</sup> July 10 - Sept. 10	3 <sup>rd</sup> Oct.10 -Dec.10	4 <sup>th</sup> Jan. 11- March 11
<b>Mines-V (Policy)</b>	a) Implementation of United Nations Framework Classification (UNFC)	Identifying the agencies and setting the targets for implementation of UNFC	Follow up meetings with the identified agencies to commence the implementation	Monitoring of the implementation of the targets set for IBM and GSI	IBM-To ensure completion of preparation of NMI for 18 minerals GSI- To complete re-evaluation of the exploration reports identified.
	b) Review implementation of Non-Legislate elements of NMP	Review Meeting	Review Meeting	Review Meeting	Review Meeting
	c) Implementation of IBM report on new threshold values.	Identifying targets for IBM and GSI	Monitoring implementation of the targets by IBM and GSI	Same as previous quarter	Analysis of the data for inclusion in the NMI
	d) Hold Policy & Investors meet with Steel and State Governments		Preparatory meeting	Conduct meeting in November, 2010	

	<b>e)</b> Policy on Iron Ore Exports	Identify the issues	Prepare background paper	Consultation with stakeholders	Publish policy
<b>Mines-VI (Act / Rules)</b>	<b>a)</b> Drafting of the New Act.	Finalization of Cabinet Note	Follow up action on Cabinet Note on MMDR Act.	do	do
	<b>b)</b> Rates of royalty of major minerals	Dissemination of revised rates of Royalty and guidelines	Study on the method adopted by IBM for calculation of average price of minerals for computation of ad valorem royalty	Guidelines for miner, State Governments and IBM for calculation of average price of minerals	Dissemination of guidelines through workshops with stakeholders
	<b>c)</b> Sustainable Development Framework	Monitoring the progress of preparation of draft SDF with active participation in workshops conducted by ERM	Evaluation of the draft SDF paper	Obtaining approval of the Ministry for draft SDF  Operationalisation of SDF	
	<b>d)</b> Amendment of Rule 45 of MCDR	Ensuring IBM consultation with the stakeholders on draft amendments for modifying the formats for reporting	Evaluation of the draft amendments suggested by IBM  Notification of amendments in MCDR Dissemination of amendments through workshops		
	<b>e)</b> Preparation of Rules for the new draft Act	Setting up of Working Group for the drafting Rules based on draft Act.	Preparation of draft Rules and evaluation by the Working Group	Consultations with stakeholders on draft Rules	Notification of the draft Rules if the new MMDR Act is passed by the Parliament

	f)	Report of the IBM review Committee on restructuring of IBM	Preparation of the draft Report	Consultation with stakeholders and finalisation of Report	Obtaining approval of the Ministry on Report	Preparation of Implementation schedule
<b>Mines-III (IBM)</b>	a)	Finalisation of DPR for implementation of MTS	Sending TOR for DPR to NIC.	Report to be given by NIC indicating different milestones to be covered in finalization of DPR and timelines for the same.  Appointment of Consultant by NIC for preparation of DPR.	Process of consultation with stake-holders by the Consultant and preparation of DPR.	Preparation of DPR and its submission.
	b)	Filling up of 86 S&T posts revived by Ministry of Finance	IBM to work out detailed DR and DPC proposals and forward to Ministry for consideration.	Forwarding of DR proposals to UPSC; holding of DPCs and issue of orders.	Action by UPSC for DR; issue of Appointment orders on UPSC's recommendations.	
	c)	Implementation of HPC recommendations relating to restructuring of IBM and manpower optimization	--	Submission and acceptance of HPC report.	Constitution of separate Task Forces for implementation of HPC recommendations and proceedings of the Task Forces.	Issue of Administrative orders and implementation.

	d) Operationalisation of MCAS	Instructions issued to IBM to ensure feeding of data in MCAS by all Regional Offices	Implementation in respect of Regional Offices of major mineral bearing States and its linkage to IBM Portal.	Implementation in respect of all Regional Offices and its linkage to IBM Portal.	Implementation in respect of all Regional Offices and its linkage to IBM Portal.
	e) Creation of IBM portal	<p>Study on web portals of GSI and other Government Departments; shortlisting of vendor and award of contract for design and operationalisation of IBM portal.</p> <p>(No need for shortlisting of vendor and award of contract, as NIC, Nagpur has designed a Portal for IBM with adequate memory capacity.)</p>	Security testing by NIC; preparation of wish-list ; vetting of wish-list by Screening Committee; Preparation of software for all kinds of data entry in consultation with NIC	Data entry in consultation with NIC.	Completion of data entry work and operationalisation of Portal.

f)	Publication of Mineral Year Book	--	Ensuring compilation of information and data	Ensuring compilation of information and data	Ensuring timely publication
g)	Publication of Bulletin and Periodicals	--	Ensuring compilation of information and data	Ensuring compilation of information and data	Ensuring timely publication
h)	Revision of regular book	--	Ensuring compilation of information and data	Ensuring compilation of information and data	Ensuring timely publication
i)	Revision of monographs on various subjects	--	Ensuring compilation of information and data	Ensuring compilation of information and data	Ensuring timely publication
j)	Formulation of transparent Transfer Policy for Group 'A' officers of IBM	Submission of a draft Transfer Policy by IBM with suitable modifications of earlier draft	Consideration of the draft policy by Ministry in the light of Transfer Policies of similar organizations.  Approval of the Transfer Policy	Implementation of Transfer Policy by IBM	--
k)	Regulation of Plan and Non-Plan Expenditure	--	Review of expenditure during the quarter	Review of expenditure during the quarter	Review of expenditure during the quarter

<b>HINDI</b> हिंदी	क	मंत्रालय की हिंदी सलाहकार समिति की बैठक का आयोजन	मंत्रालय की हिंदी सलाहकार समिति का पुनर्गठन करना	सलाहकार समिति की पहली बैठक का आयोजन	--	सलाहकार समिति की दूसरी बैठक ।
	ख	राजभाषा कार्यान्वयन समिति की बैठक	पहली	दूसरी	तीसरी	चौथी
<b>Metal-III (Copper)</b>	a)	Follow-on Public Offer (FPO) of Hindustan Copper Limited	Processing approval of CCEA	Monitoring of FPO	Monitoring of FPO	
	b)	Corporate Social Responsibility (CSR) Plan of Hindustan Copper Limited	Reviewing of CSR plan preparation	Reviewing of CSR plan preparation	Monitoring of CSR plan	Monitoring of CSR plan
	c)	Development of Vision & Corporate Plan of Hindustan Copper Limited	Preparation of Vision & Corporate Plan of HCL	Finalisation of Vision & Corporate Plan of HCL	Monitoring of implementation of Vision & Plan of HCL	Monitoring of implementation of Vision & Plan of HCL

<b>JOINT SECRETARY (METAL)</b>					
<b>SECTIONS</b>	<b>ACTION POINT</b>	<b>QUARTERS</b>			
		<b>1<sup>st</sup> April 10 - June 10</b>	<b>2<sup>nd</sup> July 10 - Sept. 10</b>	<b>3<sup>rd</sup> Oct.10 -Dec.10</b>	<b>4<sup>th</sup> Jan. 11- March 11</b>
<b>IC</b>	<b>a)</b> International cooperation with countries	Review of ongoing MoUs	Review of ongoing MoUs	Review of ongoing MoUs	Review of ongoing MoUs
	<b>b)</b> New initiatives for international cooperation		New MoUs/Agreements in new areas. Explore bilateral and multilateral bodies/UN system for cooperation	New MoUs/Agreements in new areas. Explore bilateral and multilateral bodies/UN system for cooperation	New MoUs/Agreements in new areas. Explore bilateral and multilateral bodies/UN system for cooperation
	<b>c)</b> Action on MoUs and ongoing IC initiatives	Updating on status of the progress of the points discussed in the minutes of the Joint Working Group or Steering Committee meetings held under MoUs/Agreements..	Follow-up action to be taken on Working Group discussion/ meetings.  Second meeting of the India-Iran Sub-Group on Mining.	Coordination with other Ministries/ Departments and subordinate offices and PSUs under Ministry of Mines and review of progress of follow up action. JWG in Australia.	Coordination with other Ministries/ Departments and subordinate offices and PSUs under Ministry of Mines and review of progress of follow up action. JWG in Australia. Steering Committee of NR Can.

<p><b>d)</b></p>	<p><i>International Conferences:</i></p> <ul style="list-style-type: none"> <li>• PDAC- 2011</li> <li>• China Mining 2010</li> <li>• Indaba, Cape Town 2011</li> <li>• CIF, Toronto</li> <li>• Sydney</li> </ul>	<p>Preparatory meetings for participation and setting up India-Pavilion and preliminary discussions for participation and setting up booths for next PDAC Conference in March, 2011.</p>	<p>To coordinate with Indian Embassy, Beijing for participation in China Mining 2010 and visit of Minister of Mines. Preparatory meeting for participation in PDAC 2011.</p>	<p>Participation in China Mining 2010. Preparatory meetings for the participation of PSUs and subordinate offices for the booths and India Day for the PDAC Conference in March, 2010.</p>	<p>Finalization of Indian delegation and display material for the India booths and inalization of arrangements for India Day Seminar at PDAC.</p>
<p><b>e)</b></p>	<p>Take up new initiatives for co-operation with Latin American and African Countries. Follow-up action on MoUs signed.</p>	<p>Collecting information on the mineral sector of Peru, Bolivia, Mexico, etc.</p> <p>Follow-up action on MoU signed with Chile.</p>	<p>To move Cabinet note for approval for signing MoU with Mozambique</p>	<p>To interact with Indian Mission in Mexico, DR Congo, Argentina, Russia, Brazil, Bolivia, Peru and MEA and conduct visits, if necessary, for finalization of the cooperation programme.</p>	<p>To interact with Indian Mission in Mexico, DR Congo, Argentina, Russia, Brazil, Bolivia, Peru and MEA and conduct visits, if necessary, for finalization of the cooperation programme.</p>



	<b>f)</b> Follow-up on Minister's and Secretary's visits abroad, meetings with foreign organisations/countries, PMO/MEA directions.	Follow-up meeting of Minister of Mines with Canadian Minister	Follow-up action in Afghanistan, Canada, USA and Argentina.	Secretary's visits and meetings. Minister's visit to Tianjin for China Mining. Follow up with Canada, USA, Argentina, Afghanistan.	Follow up with Mongolia, China, Canada, USA, Argentina and Afghanistan.
<b>Met. I (Aluminium)</b>	<b>a)</b> To monitor implementation of Corporate Plan particularly with respect to (i) Pottangi Bauxite Mines (ii) Utkal E coal block (iii) Completion of 2 <sup>nd</sup> phase expansion	To take necessary action on the basis of outcome of review of monthly DO letters and QPR meetings.	To take necessary action on the basis of outcome of review of monthly DO letters and QPR meetings.	To take necessary action on the basis of outcome of review of monthly DO letters and QPR meetings.	To take necessary action on the basis of outcome of review of monthly DO letters and QPR meetings.
	<b>b)</b> Preparation of Aluminium Mission Plan	Process/circulate the Aluminium Mission Plan document submitted by AAI to all stakeholders.	Organizing one day conference to solicit views of concerned stakeholders.	Frame draft Aluminium Mission Plan.	Finalization of Aluminium Mission Plan.
	<b>c)</b> To monitor CSR activities of NALCO	Oversee status of CSR activities including setting up of NALCO CSR Foundation on monthly/quarterly basis.	Oversee status of CSR activities including setting up of NALCO CSR Foundation on monthly/quarterly basis.	Oversee status of CSR activities including setting up of NALCO CSR Foundation on monthly / quarterly basis.	Oversee status of CSR activities including setting up of NALCO CSR Foundation on monthly/quarterly basis.

	<b>d)</b>	Monitoring of RFD targets	Follow up the matter with NALCO on the basis of progress made on monthly basis towards accomplishment of targets.	Follow up the matter with NALCO on the basis of progress made on monthly basis towards accomplishment of targets.	Follow up the matter with NALCO on the basis of progress made on monthly basis towards accomplishment of targets.	Follow up the matter with NALCO on the basis of progress made on monthly basis towards accomplishment of targets.
<b>Met. II (Gold)</b>	<b>a)</b>	Winding up of BGML	Convene meetings of IMG as and when required for global tender for disposal of assets of BGML / of COS if Cabinet Note for revival of BGML through NALCO is approved.			
	<b>b)</b>	Settlement of Dispute in respect of HZL	Convene meetings of Committee of Officers during the mediation process and if required further action to be taken for arbitration process.			
<b>Mines –I (MECL)</b>	<b>a)</b>	To ensure that expenditure targets for Promotional grant are achieved.	Target set for 1 <sup>st</sup> Quarter (2.24 cr.) has been achieved.	Target fixed for this quarter is 2.40 cr.	Target fixed for this quarter is 0.6 cr.	Target fixed for this quarter is 1.76 cr.
	<b>b)</b>	Inclusion of certain aspects in the scheme like digitization of Geological reports and core preservation on actual cost basis.	Submission of report by the Committee constituted for evaluation of the promotional project scheme under which grant in aid is given to MECL.	Obtaining consent of IF Division for inclusion of digitization of Geological reports and core preservation in the scheme	Ensure that the 'A' category reports are digitized.	Review progress in sale of reports after the reports are digitized.
	<b>e)</b>	Repositioning of MECL	---	Hiring a reputed consultant by MECL for developing its marketing & expansion plans	Submission of report by the consultant	Study of report and initiating action by MECL as per its recommendation.

<b>Admn</b>	<b>a)</b>	Procurement & installation of Online UPSs (will be booked under the Head of Office Expenses and also as per approval of Hon'bel MoM for NALCO)	CPWD has already been requested to provide point to point electrical wiring / connection at all necessary locations	As soon as the CPWD complete the work, the process for procurement & installation of Online UPSs in the phased manner.		
	<b>b)</b>	Renovation of Section and Record Room (will be booked under the Head of Office Expenses ARPG as applicable)	CPWD has already been asked to provide drawings for the renovation of Sections. After getting the proposed expenditure concurred with by JS&FA the proposal will be forwarded to DOAR&G for approval	As soon as the approval of DOAR&PG received, the work will be start in the phased manner.		
	<b>c)</b>	Installation of Biometric machine (will be booked under the Head of Office Expenses)	The process for implementation for Biometric Attendance System is being envisaged. For this purpose, necessary steps have already been initiated.	The Biometric System will be processed.	The System to be functional.	

<b>Estt.</b>	<b>a)</b>	Maintenance & updation of e. service book.	The data regarding e-service book, 80% has been completed. Rest of the data will be completed by the end of last quarter,			
	<b>b)</b>	Create the post of JS in M/o Mines.	The matter has already been taken up with M/o Finance and a Cabinet note is being sent in this regard.			
<b>RC</b>	<b>a)</b>	Finalization and implementation of revision software	Implementation of Module and updation of data	Implementation of Module and updation of data	Implementation of Module and updation of data	Implementation of Module and updation of data
	<b>b)</b>	Liquidation of pendency / reduction of pendency	500 net cases by January, 2011	500 net cases by January, 2011	500 net cases by January, 2011	500 net cases by January, 2011
		<b>Disposal Target</b>	<b>April 10-June 10</b>	<b>July 10-Sept.10</b>	<b>Oct.10-Dec.10</b>	<b>Jan. 11-Mar. 11</b>
		<b>Revisionary Authority</b>				
		JS(MR)	39	55	60	35
		JS(M)	40	60	60	53
		Sir(SK)	36	60	60	35
		Dir(S)	0	0	3	0
		Dir(AN)	13	50	33	0
		Dir(BN)	31	60	60	14
	DS(M)	44	60	60	10	
	DS(G)	41	60	60	60	
	<b>Total</b>	<b>244</b>	<b>405</b>	<b>396</b>	<b>207</b>	