

MINISTRY OF MINES

ANNUAL ACTION PLAN

2011-12

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

ADDITIONAL SECRETARY (MINES)					
SECTIONS Mines – I (GSI-Tech)	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	CGPB meetings, of the 12 Committees and finalization of Base Documents and follow up.	Monitor holding of 12 CGPB Committee meetings	Hold 49 th CGPB meeting in Sept. 2011	Monitor holding of 12 thematic Committee meetings of CGPB.	Hold 50 th CGPB Committee meeting in January, 12 to check holding of SGPBs, MTR and Stage Reviews.
B)	Portal Phase-III	<ul style="list-style-type: none"> • Implementation / completion of last mile bandwidth enhancement through BSNL • Mail service migration to NIC • Monitor 1:50K map service for GSI Users and 1:250K Raster map service for public access • Acceptance of revised Completion Report of Phase I & II 	<p>Monitor Operationalisation of bandwidth enhancement</p> <p>Monitor Network service migration to NIC Net</p> <p>Monitor 1:50K map service for GSI Users</p>	<p>Monitor Operationalisation of bandwidth enhancement</p> <p>Monitor Network service migration to NIC Net</p> <p>Monitor 1:50K map service for GSI Users</p> <p>EFC Submission of OCBIS proposal for EFC approval</p>	<p>Monitor 1:50K map service for GSI Users</p>

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C)	Updation of Standaradized Briefing Books for Central Head Quarters (CHQ) and Regions in GSI	Updation of Briefing Books of the Regions upto March 2011.	Updation of Briefing Books of the Regions upto June 2011.	Updation of Briefing Books of the Regions upto September 2011.	Updation of Briefing Books of the Regions upto December 2011.
D)	Updating / Revision of Detailed Information Dossiers (DID) on important minerals [Chromite, PGE, Molybdenum, REE (and Lithium) Manganese, Gold, Bauxite and Tungsten] and Misc. Publications of States	Monitor progress of updating DID and publishing on portal of GSI [Chromite, PGE, Molybdenum and REE (and Lithium)] Revision of Misc. Pubs. of selected States	Monitor progress of updating DID and publishing on portal of GSI [Chromite, PGE, Molybdenum and REE (and Lithium)] Revision of Misc. Pubs. of selected States	Monitor progress of updating DID and publishing on portal of GSI [Manganese, Gold, Bauxite and Tungsten] Revision of Misc. Pubs. of selected States	Monitor progress of updating DID and publishing on portal of GSI [Manganese, Gold, Bauxite and Tungsten] Revision of Misc. Pubs. of selected States
E)	Increment to National Mineral Inventory and UNFC adoption	Monitor alongwith IBM	Monitor alongwith IBM	Monitor alongwith IBM	Monitor alongwith IBM.

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Mines – I (GSI-Tech)					
F)	National Aeromagnetic Mapping Programme	Monitor finalisation of document	Submission of proposal for approval of NNRMS Plann. Comm.	Submission of proposal for EFC approval	Finalisation of Cabinet Note for approval
G)	Plan Fund Outlays/ Expenditure FSP and RCA Management	Monitor in meeting with Regional Director (TC) and Director (F).	Monitor in meeting with Regional Director (TC) and Director (F).	Monitor in meeting with Regional Director (TC) and Director (F).	Monitor in meeting with Regional Director (TC) and Director (F).
H)	Holding of Plan Project Review Committee (PPRC) meeting.	Hold Meeting	Hold Meeting	Hold Meeting	Hold Meeting
I)	Modernization Committee of GSI.	Examine and update the report and obtain approval of MoS	Monitor Implementation	Monitor Implementation	Monitor Implementation
J)	Holding of QPR meeting.	Hold Meeting	Hold Meeting	Hold Meeting	Hold Meeting
K)	Holding of Regular Quarterly Regional Advisor Council (RAC) meeting, MTRs and HOD meetings	Participate through video conferencing and visit one Regional RAC in person with Dir (T).	Participate through video conferencing and visit one Regional RAC in person with Dir (T).	Participate through video conferencing and visit one Regional RAC in person with Dir (T).	Participate through video conferencing and visit one Regional RAC in person with Dir (T).

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ACTION POINT					
L)	Quality Management (QM) Issues.	<ul style="list-style-type: none"> • Monitor: <ul style="list-style-type: none"> (i) Quality Check of 20 % Reports of FS 2008-09 (ii) Finalisation of SOPs (iii) Quality check on chemical analyses of duplicate NGCM samples (iv) Finalisation of Base Documents of 12 CGPB Committees • Carry out independent evaluation of GSITI • Carry out independent evaluation of FSP system including Stage Review and Term Review 	<ul style="list-style-type: none"> • Monitor: <ul style="list-style-type: none"> (i) Quality Check of 20 % Reports of FS 2008-09 (ii) Quality check on chemical analyses of duplicate NGCM samples (iii) Finalisation of Base Documents of 12 CGPB Committees • Holding QM meeting. • Appoint evaluation agencies 	<ul style="list-style-type: none"> • Monitor: <ul style="list-style-type: none"> (i) Quality Check of 20 % Reports of FS 2008-09 (ii) Quality check on chemical analyses of duplicate NGCM samples (iii) Implementation of Base Documents of 12 CGPB Committees • Coordinate Evaluation Process 	<ul style="list-style-type: none"> • Monitor: <ul style="list-style-type: none"> (i) Quality Check of 20 % Reports of FS 2008-09 (ii) Quality check on chemical analyses of duplicate NGCM samples (iii) Implementation of Base Documents of 12 CGPB Committees • Hold QM meeting. • Analyse evaluation and feedback
M)	Field Investigations with respect to the number of field days spent by Geoscientists and Supervisory officers	Monitor report submission for FS 2009-10 and pre-field preparatory work	Monitor Field days spent by Geoscientists and Supervisory officers	Monitor Field days spent by Geoscientists and Supervisory officers	Monitor Field days spent by Geoscientists and Supervisory officers

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N)	Geoscience Partnership and Collaborations.	Meetings and MoUs(with States and Central Govt.) of Geoscientific activities and data sharing.	Meetings and MoUs of Geoscientific activities and data sharing,	Implementation / Meetings, MoUs of Geoscientific activities and data sharing,	Implementation / Meetings MoUs of Geoscientific activities and data sharing,
O)	Indian Geoscience Congress/Geoscience Advisory Council.	Formation of Indian Geoscience Congress/ Geoscience Advisory Council	Formation of Indian Geoscience Congress First Meeting of Geoscience Advisory Council	First Meeting of IGC Follow up of GAC Meeting	Follow up of IGC Meeting
P)	Review of IC and International MOUs of GSI (Netherlands, China, Argentina, Saudi Arabia)	Monitor with IC division of GSI.	Monitor with IC division of GSI.	Monitor with IC division of GSI.	Monitor with IC division of GSI.
Q)	MOUs of IC Division, MoM which have specific Role for GSI (Canada, Australia, Mongolia, Chile, Malawi, Mozambique, Namibia, Uzbekistan)	Review progress and Monitor with IC division of GSI [DGCO].	Review progress and Monitor with IC division of GSI [DGCO].	Review progress and Monitor with IC division of GSI [DGCO].	Review progress and Monitor with IC division of GSI [DGCO].

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R)	TPCC meetings to improve training and capacity building in GSI	TPCC meetings to improve training and capacity building in GSI.	Visit GSITI for OCG and review.	TPCC meetings to improve training and capacity building in GSI.	Visit RTI/FTC for OCG and review.
S)	World Bank TA for making GSI World class	Discussions on TA	Identification of consultant	Finalize TA Project document	Initiate Implementation

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Mines – II (GSI-Estt)		1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
A)	Monitoring of Departmental Promotion – ACC cases	Getting proposal from GSI for promotion to the post of Sr.DDG/ ADG for the vacancy year 2011-12 and to forward the DPC proposal to UPSC to hold DPC for the year 2011-12.	After getting recommendation for promotion to the post of Sr.DDG/ ADG for the year 2011-12 from UPSC the same will be forwarded to DOPT for approval of ACC. Getting proposal from GSI for promotion to the post of Sr.DDG/ADG for the vacancy year 2012-13	After getting approval from ACC the same will be conveyed to GSI for promotion to the post of Sr.DDG/ ADG for the year 2011-12. DPC proposal to be sent UPSC after getting relaxation from DOPT to hold DPC for the year 2012-13	After DPC approval from ACC is to be obtained and on approval Office Order to be issued to GSI.
		DDG- Getting proposal from GSI for the 2011-12. Simultaneously getting relaxation for 2011-12 if any for eligibility criteria and to forward the proposal to UPSC	After getting recommendation for promotion to the post of DDG for the year 2011-12 from UPSC the same will be forwarded to DOPT for approval of ACC	After getting approval from ACC the same will be conveyed to GSI for promotion to the post of DDG for the year 2011-12	Getting proposal from GSI for promotion to the post of DDG for the vacancy year 2012-13 and to forward the DPC proposal to UPSC after getting relaxation from DOPT to hold DPC for the year 2012-13.

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B)	Monitoring of Departmental Promotion – Non ACC cases	Status of DPC cases to be Monitored as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored as reflected in the monthly DO letter from GSI.	Status of DPC cases to be Monitored as reflected in the monthly DO letter from GSI.
C)	CR management software of GSI	CR management software for GSI to be customized for GSI from standard NIC application for IAS.	Upload CR details in respect of Gr. 'A' employees of GSI.	Upload CR details in respect of Gr. 'B' employees of GSI.	Monitoring of CR details for Gr. 'A' & 'B' employees of GSI for the year 2010-11.
D)	Direct Recruitment (Group-A)	On receipt of communication from UPSC, draft rules for comments and tentative number of vacancies to be sent by GSI. Tentative vacancies to be intimated to UPSC for Geologist Exam. 2011.	Firm vacancies for Engineering Services Examination 2011, 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.	Firm number of vacancies to be intimated to UPSC for Geologist Examination 2011. Subject to availability of vacancies DR proposals for Administrative and Stores Streams for the vacancy year 2012-13 to be called from GSI..
E)	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

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Mines – II (GSI-Estt)					
F)	<u>Major works</u> (a) Construction of GSI, Training Institute, Hyderabad.	90-95 % of work of Administrative Block is completed and Officer's Hostel & Mess is completed. CPWD shall give possession by mid of May 2011. Rs. 2.00 Crore are allocated for the year 2011-12	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.
G)	(b) Construction of Office-cum-lab complex, Shillong	DG, GSI has approved revised layout plan. Cost estimate of CPWD and revised SFC note to be furnished by GSI. A fresh "in principle" approval to be obtained from Planning commission. Rs. 1.00 Crore are allocated for the year 2011-12	SFC meeting to be held and funds to be released.	To be reviewed for revision of revised budget estimates, if any, required.	To monitor the progress in construction.

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Mines – II (GSI-Estt)					
H)	(c) Construction of Office-cum-lab complex, Chennai.	So far no construction work has started, to monitor the progress in construction and to review for additional budget provisions, if required. Rs. 2.00 Crore are allocated for the year 2011-12	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.
I)	(d) Construction of phase II lab complex, Bangalore	GSI was asked to construct high-rise building. GSI has to forward revised cost estimate and SFC proposal to the Ministry.	Proposal to be sent to the Planning Commission for obtaining <i>in principle</i> approval.	SFC meeting to be held and funds to be released.	Administrative approval and financial sanction shall be obtained from Secretary (Mines). To be reviewed for revision of revised budget estimates, if any, required.

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Mines – II (GSI-Estt)					
J)	Recruitment Rules (i) Recruitment Rules of Administrative support system (ASS) Group 'A'	RRs of ASS viz Admn., Finance , Stores,, Stenos & Library etc. are to be submitted by GSI. Ministry to examine these RRs before referring to DOPT.	RRs to be sent to DOPT for approval and thereafter concurrence of UPSC.	To take followup action with DOPT & UPSC to obtain their approval / Concurrence.	RRs to be sent to Ministry of Law for vetting before notification.
K)	(ii) Recruitment Rules of Group B Gazetted and "B" 'C' Non-Gazetted.	RR for six S&T streams examined by the Ministry, on approval shall be sent to GSI for uploading in GSI portal for comments, thereafter DDG (P) shall resubmit RRs for the approval of the Ministry.	GSI has to furnish proposed RRs along with notified copies of existing Recruitment Rules for other support streams of GSI. After examination and approval by the Ministry, shall be sent to GSI for uploading in GSI portal for comments,	After obtaining administrative approval RRS shall be referred to DOPT/ UPSC.	To follow up with the DOPT/UPSC and Ministry of Law for vetting.

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Mines – II (GSI-Estt)					
L)	Selection of Group 'B' & 'C' Non-Gazetted post from SSC	Status of DR cases to be monitored by GSI. The Ministry to be informed by 10 th day of each month by DO letter from DDG (P).	Status of DR cases to be monitored by GSI. The Ministry to be informed by 10 th day of each month by DO letter from DDG (P).	Status of DR cases to be monitored by GSI. The Ministry to be informed by 10 th day of each month by DO letter from DDG (P).	Status of DR cases to be monitored by GSI. The Ministry to be informed by 10 th day of each month by DO letter from DDG (P).
M)	Condemnation of Vehicles, hiring of vehicles.	A) GSI to provide profile of vehicles available with them along with present strength of Drivers and B) To prepare standard module outsourcing document for Office & Field going vehicles.	** Annual Action Plan 2011-12 from GSI is awaited. The target will be provided on the basis of GSI AAP.	** Annual Action Plan 2011-12 from GSI is awaited. The target will be provided on the basis of GSI AAP.	** Annual Action Plan 2011-12 from GSI is awaited. The target will be provided on the basis of GSI AAP.
** Meeting held in Ministry on 27.4.2011. GSI was asked to submit perspective Plan for outsourcing of Vehicle and Comprehensive Report on profile of LCV, HCV of GSI.					

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Mines – II (GSI-Estt)					
N)	CPGRAMs for GSI	GSI has about 226 pending grievance cases. Matter regarding deletion of pending grievance cases from CPGRAMs of GSI will be put up for the approval of higher authority.	On the basis of cases disposed by GSI in CPGRAMs, the same will be examined and be put up for the approval of higher authority.	On the basis of cases disposed by GSI in CPGRAMs, the same will be examined and be put up for the approval of higher authority.	On the basis of cases disposed by GSI in CPGRAMs, the same will be examined and be put up for the approval of higher authority.
O)	Cabinet Note on restructuring of GSI	Final cabinet note to be sent for approval of the Cabinet.	On Cabinet approval RRs of other S&T streams to be sent to the DOPT/UPSC. i.e. Geophysics, Chemistry and Engineering.	Follow up action with DOPT/UPSC. UPSC and seeking their approval.	RRs to be referred to Ministry of Law before notification.
P)	Review of implementation of all 74 recommendations of HPC	<ul style="list-style-type: none"> • HPC monitoring meeting to be held. • Publish Report on status of implementation as on 31.03.2011. 	HPC monitoring meeting to be held.	HPC monitoring meeting to be held.	HPC monitoring meeting to be held.

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C-Tempo					
A) i)	Technology Sub-Sector:- 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	Status reviewed in a meeting held on 4 th April 2011. Next Level Meeting with stakeholders to be held in June 2011	Submission of report.	Workshop With IMMT. Evaluation of Report.	Follow up action
ii)	Study on all aspects of strategic metals, and super specialty alloys in India	Interaction with Dr. Balasubramanian , Director NFTDC, Hyderabad. Take up in NFTDC, Governing Body	Discussion of Report in CGPB Committee	Recommendation	Follow up
iii)	Study on Sand utilization and its Substitute, defining the problem and methodology for the study and formulating the proposal.	Finalization of scope of work by Interaction with NCCBM, Ballabgarh, and State Govt. of Karnataka and Maharashtra (include Sand Mining policy)	Submission of report.	Evaluation of Report.	Follow up action

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C-Tempo		QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
iv)	Position paper on Rare Earth Metals	Discussion with Center for Study of Science, Technology and Policy (<i>CSTEP</i>), Bangalore, AMD, NGRI.	Discussion in CGPB Committee	Recommendation	Follow up action
B) i)	Economic Sub-Sector: Preparation of Country Dossiers on Geology and Mineral Resources of mineral rich countries and MoUs countries - with Support to IC Cell	Preparation of Country Dossiers on Chile and Colombia finalized in consultation with Indian Missions.	Preparation of Country Dossiers on Malawi & Mozambique. Namibia, DRC & Argentina other countries of interest.	Continue and update existing dossiers	Continue
ii)	Preparation of Dossier on Mineral rich states of India	Preparation of Dossier on Rajasthan	Preparation of Dossier on Andhra Pradesh and Chattisgarh	Preparation of Dossier on Karnataka and Jharkhand	Preparation of Dossier on Madhya Pradesh and Orissa

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C-Tempo		1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
iii)	Coordination of efforts for Assessment of Critical Raw materials, demands and suggestions for acquisition of Raw Material and Technology assets from Abroad.	Proposal Submitted by TERI on “Developing Strategic Policy Framework for Base Metal Copper, Lead & Zinc” meeting held on 15-04-2011 alongwith user agencies. All the participants appreciated the need for the study and approved budget of Rs. 16.7 Lakhs proposed by TERI. Also agreed cost be share by HZL, Sterlite, Hindalco, C-TEMPO and HCL.	<ul style="list-style-type: none"> • Prepare policy draft on raw material assets in consultation with NMCC and MEA • Literature scan on technology assets • Prepare strategy paper for Canada for NMCC 	<ul style="list-style-type: none"> • Policy draft on technology assets in consultation with NMCC, Coal, PNG and DAE Ministries. • Prepare strategy paper for Australia for NMCC 	Discussion on TERI Draft Report in Work shop alongwith HCL and FIMI and finalization of the Report
iv)	Holding of Asian Mining MAZMA (on the lines of African Mining INDABA) Jointly with FIMI		To be combined with the Mining – Exploration Trade Show of FIMI to be held in Bangalore in September, 2011 alongwith FIMI		

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C)	Techno Economic Policy Sub-Sector Concept paper on potential of recycling of non-Ferrous Metal	Consultation with Dr.L. Raghupathy of MAIT & finalization of the paper	Submission of report.	Evaluation of Report.	Follow up action.
	Study on field of Pelletization of Iron Ore Fines in India as well as world scenario, its domestic utilization demand and growth trend.	<ul style="list-style-type: none"> • Updating the study after incorporating the comments/suggestions. • Inputs to Steel Ministry on its new Steel policy 	Workshop with CII	Workshop with FICCI	Workshop with FIMI

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C-Tempo					
D)	Social Sub -Sector: Create a Forum for Development of Corporate Social Responsibility Policies in Mining sector with special reference to PSU's	Continue to work with the PSU's and the Mentor to help evolve approach to CSR with reference to Sustainable Development Framework.			
		Help Finalization of CSR Action Plan of NALCO	Help Finalization of CSR Action Plan of HCL	Hold Workshop alongwith FIMI for all PSU's in mining sector in October, 2011	Draft guidelines for CSR for Mining PSU's
E)	Environmental Sector : Document and publicize success stories in sustainable development initiatives in mining in India	Continuing item (Work to be taken up in consultation with FIMI.	Volume to be published by July, 2011	Workshop with CII on SDF	Workshop with FICCI on SDF

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F)	National Geosciences Awards -2010	To implement annual National Geosciences Awards -2010 of the Ministry of Mines and to service the Award Making Authority	Advertisement in Newspapers. 30th April 2011 is the last date of receipt of Nominations. Scrutiny of Nominations.	Constitution of sectional scrutiny committees and its meeting	Meeting of High level Experts committee, Award Making authority	Presentation of Awards.	

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RC		1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
A)	Liquidation of Pendency / reduction of Pendency as per RFD targets	Disposal of 250 cases which are more than one year old as on 31.03.2011 by 30.06.2011	Disposal of 250 cases which are more than one year old as on 31.03.2011 by 30.09.2011	Disposal of 250 cases.	Ensure case disposal within 6 months.
	Revisionary Authority	** Monthly Disposal		Reset Targets if necessary	Reset Targets if necessary
	Dir (CS)	2 cases			
	Dir (RM)	20 cases	-do- + Review progress		
	Dir (SK)	20 cases			
	DS (G)	5 cases			
	JS (M)	40 cases			

**** Upto end of September, 2011.**

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CDN SECTION			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	RFD		Review	Review	Start work on RFD 2012-13	Finalize
B)	Annual Report		-	-	Initiating action	Publishing of Annual Report – 2011-12
C)	Website		Update	Update	Update	Update
D)	Parliament Assurances		Review	Review	Review	Review

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NIC	ACTION POINT	1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Website Enhancement	As per requirement	As per requirement	As per requirement	As per requirement
B)	Registration System	Software development followed by Security Audit (Multilevel) Rollout on internet after Security Clearance	MIS and Modifications	Any new requirement of MIS Security Audit of MIS	Any new requirement
C)	Mineral Concession Approval System	Initial Scrutiny of Cases (Software development followed by security audit)	Any new requirement on MIS	Any new requirement on MIS	Any new requirement on MIS
D)	IBM Module	Develop MIS	Develop MIS Security audit of MIS	Any new requirement on MIS	Any new requirement on MIS
E)	Document Management System	Prototype	Implementation and hand holding	Any new Requirement	Any new Requirement
F)	e-Office rollout	Based on DARPG action plan			

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

ADDITIONAL SECRETARY (MINES)						
SECTIONS		ACTION POINT	QUARTERS			
Mines-IV			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Issue of guidelines on MoUs	Consultations and drafting of guidelines	Finalization and issue of guidelines by July, 2011.	--	--	
B)	Eliminating 95% of pendency of over 6 month old mineral concession proposals	Reducing pendency of proposals received till 31 st December, 2010 to 5% of the total pendency.	Reducing pendency of proposals received till 31 st March, 2011 to 5% of the total pendency	Reducing pendency of proposals received till 30 th June, 2011 to 5% of the total pendency	Reducing pendency of proposals received till 30 th September, 2011 to 5% of the total pendency	
C)	Preliminary scrutiny of all new mineral concession proposals within 01 month.	Preliminary scrutiny of all proposals received till 31.5.2011.	Preliminary scrutiny of all proposals received till 31.8.2011.	Preliminary scrutiny of all proposals received till 30.11.2011.	Preliminary scrutiny of all proposals received till 29.2.2011.	
D)	Holding meeting of Central Empowered Committee (on Concessions)	Meeting to be held by June, 2011	Meeting to be held by September, 2011	Meeting to be held by December, 2011	Meeting to be held by March, 2011	
E)	Publish a simple compendium of guidelines for use by all stakeholders.	Publication of the compendium	Publication of Hindi version of the compendium	--	--	

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

ADDITIONAL SECRETARY (MINES)						
IC	SECTIONS	ACTION POINT	QUARTERS			
			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	International Cooperation countries	with	Review of ongoing MoUs. 2 MOUs to be put up each month on file for review.	Review of ongoing MoUs. 2 MOUs to be put up each month on file for review.	Review of ongoing MoUs. 2 MOUs to be put up each month on file for review.	Review of ongoing MoUs. 2 MOUs to be put up each month on file for review.
B)	International Conferences		<ul style="list-style-type: none"> • Follow up to CoS meeting on PDAC on 2011. • Setup IMG for international mining events • Plan for participation in Diggers and Dealers Mining Forum 1st to 3rd August, 2011, Kalgoorlie 	<p>To Coordinate with the Indian Embassy, Beijing for participation in China Mining 2011.</p> <p>Preparatory meeting for the participation of PSUs and subordinate offices in PDAC 2012 and INDABA 2012.</p> <ul style="list-style-type: none"> • Follow up to CoS meeting on PADC 2011. 	<p>Participation in China Mining</p> <p>Preparatory meeting for the participation of PSUs and subordinate offices for the booths and India Day for the PDAC 2012 in March 2012.</p> <p>Meeting for the participation and finalization of PSUs and subordinate offices in INDABA 2012.</p>	<p>Preparation for participation in Global Mines Sydney Conference & Trade Show 2012</p> <p>Finalization of Indian delegation and display material for the India booths and finalization of arrangements for India Day seminar in PDAC 2012.</p> <p>Finalization of Indian delegation and display material for the India booths and finalization of arrangements for INDABA 2012.</p>

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

ADDITIONAL SECRETARY (MINES)					
SECTIONS	ACTION POINT	QUARTERS			
IC		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
C)	Take up initiatives for cooperation with Latin American and African Countries for signing of MOUs with South Africa, Quebec, British Columbia, Canada, {South Australia, Queensland (Australia)}, China, Afghanistan, Peru, Colombia, DR Congo	Depending upon occasions to sign MoU the action will be taken to sign as under.			
		Finalize drafts and obtain concerned clearance	Quebec and British Colombia (during September visit to Quebec Mining event.)	China during China Mining event. Peru with JWG of Chile/Colombia	<ul style="list-style-type: none"> • S.Africa and DR Congo (during Indaba) • With South Australia and Queensland as per opportunity.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

ADDITIONAL SECRETARY (MINES)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
IC					
D)	Operationalisation of MoUs signed / JWG/Steering Committee etc working mechanisms with leading mining nations and provinces which includes Malawi,Mozambique Canada, Province of Ontario and Province of Saskatchewan Western Australia, Namibia,Chile,Mongolia	Operationalization of MoUs will be done as per the strategy.			
		Australia JWG during visit in May 2011	Hold SC with Canada and Provinces during visit to Quebec Mining event in Sept. 2011	Minimum one JWG of Chile/Colombia to sync with MOU with Peru.	Hold JWG with Malawi, Mozambique and Namibia during visit to Indaba in February 2012.
E)	Follow up action on the Minister's and Secretary's visit abroad, meetings with foreign countries/organizations, PMO/MEA directions.	Initiate action for the visit of the Secretary (M) for JWG in Australia in May 2011.	Follow up action on the JWG discussions in Australia etc.	Follow up action on the JWG discussions in Australia etc.	Follow up action on the JWG discussions in Australia etc.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-V (Policy)					
A)	Implementation of United Nations Framework Classification (UNFC)	Guidelines for implementation of UNFC	Follow up meetings with the identified agencies, GSI, MECL and IBM, to ensure implementation of UNFC	Same	IBM to ensure completion of preparation of NMI for 55 minerals.
B)	Review implementation of Non-legislative elements of NMP including the following:	Review meeting	Review Meeting	Review Meeting	Review meeting
	(i) Policies for zero-waste mining	To ensure preparation of a status paper on beneficiation and pelletisation of iron ore by IBM	To discuss the status paper on beneficiation and pelletisation of iron ore with the stakeholders	To give policy inputs on incentivization of beneficiation and pelletisation to M/o Steel to prepare a suitable Central Government scheme	To identify other minerals where utilisation of low grade ore is possible.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-V (Policy)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
		(ii) Policy on value addition	Set up a committee with Industry Associations, concerned Ministries/ Departments and CTEMPO to prepare a policy paper on value addition for all minerals.	Meeting of the Committee	Meeting of the Committee
(iii) Incentivizing mining infrastructure including development of PPP models	Set up an Inter-Ministerial Committee, with membership of Industry Associations to incentivise mining infrastructure in PPP mode	Preparation of Strategy Paper for incentivizing mining infrastructure in PPP mode.	Development of special Central Government schemes for developing rail, road and port infrastructure in mining areas.	Follow up meetings.	

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-V (Policy)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
	(iv) Policy measures to prevent and stop illegal mining	-Review of State Mineral Policies in terms of Model State Mineral Policy circulated by the Ministry - Computer-ization of all transactions relating to report filing under Rule 45 - Regular review of the progress in the CCEC meeting on bi-monthly basis	Review meeting	Review meeting	Review meeting
	(v) Creating and operationalising educational and training facilities, and Human Resources development in the mining sector	-Follow up with M/o HRD on CII Skill Mapping Study - IBM, GSI and State DGMs to review their training programmes and facilities	Review meeting	Review meeting	Review meeting

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-V (Policy)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
	(vi) Creation of mechanism for coordination between MoES, GSI and IBM for sea-bed exploration and mining	Setting up a sub-Group for coordination of exploration activities, setting yearly targets, and placing the same in CGPB.	Review meeting	Review meeting	Review meeting
	(vii) Policy paper on resources, extraction, consumption and exports of major minerals and dynamic conservation strategies	Engage Consultant for different groups of minerals	Engage Consultant for different groups of minerals	Draft Policy Papers to be submitted to the Ministry	Stakeholders workshop and approval

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-V (Policy)					
	(viii) Strategy for Mining Equipments and machinery, and acquisition of technology assets.	Constitution of a Working Group with membership of industry associations to identify fiscal as well as policy incentives for technology inflow into mining sector, including in PPP mode, and for preparing country-specific strategies in terms of the NMCC policy guidelines	Identification of areas of incentivization.	Preparatory exercise, including framing Terms of Reference, for selection of consultant for preparing draft Central Government scheme for acquisition of technology in PPP mode.	Appointment of consultant and follow up meetings
	(ix) R&D policy and coordination among R&D institutions	Discussion with Secretary (S&T)	Stakeholders workshop with Department of Science & Technology and Ministries concerned Department of Steel Department of Atomic Energy, Department of Coal and Department of Fertilizer	Finalize functions and structure of the proposed National Institute of Mineral Development	Submit Cabinet note for setting up of NIMD

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-V (Policy)					
C)	Implementation of IBM report on new threshold values.	Monitoring implementation of the targets by IBM and GSI	Review meeting	Review meeting	Review meeting
D)	Hold Policy & Investors meet with Steel and State Governments	Preparatory meeting and preparation of agenda and background material	Organize Meeting	Follow up action	Follow up action
E)	Policy on Iron Ore Exports	To appoint a consultant in collaboration with C-TEMPO for preparing a draft Policy paper, as a collaborative effort with Ministry of Steel and Ministry of Commerce.	Draft policy paper	Consultation with stakeholders	Publish Policy

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-V (Policy)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
F)	Policy on acquisition of raw material assets abroad (including trade policies for long-term assured supply of minerals)	Preparation of approach paper in consultation with C-TEMPO	Preparation of country-specific policies/ strategies for Australia and Canada.	Hold consultations with stakeholders on policies/ strategies	
G)	Incentivization of Venture Capital / investments for exploration and mining	Constitution of a inter-ministerial Committee to develop paper on various models of Venture Capital/ investments for exploration and mining	Meeting of the Committee	Final report of the Committee	To follow up with concerned Ministries for amendments in Policy and legislation

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-V (Policy)					
H)	Draft document for Sectoral assistance under World Bank programme	Finalize McKinsey Report for Sector.	Identify areas for World Bank assistance and pose to Department of Economic Affairs.	Preparation of draft document under Consultancy programme	Finalise the documents for sectoral assistance from World Bank

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For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-VI (Act / Rules)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Drafting of the New Act.	Follow up action on Cabinet Note on MMDR Act.	do	do	do
B)	Rates of royalty of major minerals	Constitution of Committee / non-statutory Body to review the rates of royalty and dead rent, and other related financial issues pertaining to royalty.	Monitor the progress of the Committee/ Body	Monitor the progress of the Committee/ Body	Interim Report of the Committee / Body to the Government
C)	Sustainable Development Framework	-Consultation with stakeholders on draft SDF paper -Obtaining approval for draft SDF -Roll-out of SDF	Review meeting	Review meeting	Review meeting
D)	Amendment of Rule 45 of MCDR	Identifying agencies and actionable points for implementation of Rule 45	Review meeting	Ensure commencement of online registration and reporting, alongwith a MIS	Review meeting

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For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-VI (Act / Rules)					
E)	Preparation of Rules for the new draft Act	Preparation of draft Rules and evaluation by the Working Group	Consultations with stakeholders on draft Rules	Finalise draft for notification	Notification of the new Rules, if draft MMDR Bill 2011 is approved by the Parliament
F)	Report of the IBM review Committee on restructuring of IBM	Consultation with stakeholders and finalisation of Report	Obtaining approval of the Ministry on Report	Preparation of implementation schedule	--
G)	Commencement of grant of concessions under Offshore Areas Minerals (Development and Regulation) Act, 2002	To ensure that IBM completes the exercise of grant of letter of intent for grant of Exploration licence.	Review meeting	Review meeting	Review meeting
H)	Operationalisation of Mineral Advisory Council	Preparatory activities for MAC	Finalizing agenda for MAC	Organizing meeting of MAC	Follow up action

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-III (IBM)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Finalization of DPR for implementation of MTS	Preparation of Detailed Project Report (DPR) for Centre and States.	Preparation of Request for Proposal (RFP) for execution of DPR.	Award contracts	
B)	Regulation of mineral development in offshore areas	Issue of letter of grant of Exploration Licences in allotted blocks in offshore areas.	Execution of Exploration Licences between Administering Authority and short-listed persons.	Submission of Work Plan by the Exploration Licence holder to Administering Authority for approval.	Submission of Work Plan by the Exploration Licence holder to Administering Authority for approval and scrutiny of the same by the Administering Authority.

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For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-III (IBM)		1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
C)	Implementation of HPC recommendations relating to restructuring of IBM and manpower optimization	Submission and acceptance of HPC report (May 2011) Constitution of separate Task Forces for implementation of HPC recommendations and proceedings of the Task Force (June, 2011)	To prepare Cabinet Note; circulate it to the concerned Deptts.; obtain their comments; and submit the Note to the Cabinet for approval. (Sept., 2011)	To obtain the approval of the Cabinet and issue of orders for implementation	Implement
D)	Operationalisation of MCAS	Modification of Software by NIC	Feeding of data in MCAS by all Regional Offices of IBM of major mineral bearing States.	Feeding of data in MCAS by all Regional Offices of IBM of major mineral bearing states.	Providing Link to MCAS through IBM portal.
E)	Creation of IBM portal	Assignment of job to NICS I for designing of portal to facilitate online submission of returns.	Preparation of software for online submission of returns by NICS I	Security testing of online software by NIC.	Operationalisation of online submission of returns through IBM portal.

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For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines-III (IBM)					
F)	Publication of Mineral Year Book	Preparations of 15 reviews, its general and technical editing and formatting.	Preparations of 45 reviews, its general and technical editing and formatting.	Preparations of 20 reviews, its general and technical editing and formatting and Release of IMYB2010.	Ensuring compilation of information and data for IMYB-2011.
G)	Publication of Half Yearly Bulletin on Mineral Information. (BMI)	Printing & release of April-September 2010 Issue.	Printing & release of October 2010-March 2011 Issue.	Ensuring compilation of information and data for April-Sept. 2011 issue.	Printing & release of April-September 2011 Issue.
H)	Updation of National Mineral Inventory as on 01.04.2010 (to be continued in 2012-13)	Data entry and computerization of 4000 deposits and Generation of Summary Outputs for 13 minerals	Data entry and computerization of 4000 deposits and Generation of Summary Outputs for 13 minerals	Data entry and computerization of 4000 deposits and Generation of Summary Outputs for 13 minerals	Data entry and computerization of 4000 deposits and Generation of Summary Outputs for 13 minerals
I)	Publication of Monthly Statistics of Mineral Production (MSMP)	Release of MSMP for the months of January to February 2011.	Release of MSMP for the months of March to June 2011.	Release of MSMP for the months of July to September 2011.	Release of MSMP for the months of October to December 2011.

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For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
Mines-III (IBM)		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
J)	Implementation of Amendment of Rule 45 of MCDR	Complete the registration of stake-holders.	Establish the systems for on-line submission of returns.	Establish the systems for on-line submission of returns.	Receive on-line reports from the Regional offices by IBM Headquarters.
K)	Filling up of 86 S&T posts revived by Ministry of Finance	Forwarding of DR proposals to UPSC/ holding of DPCs and issue of orders.	Forwarding of DR proposals to UPSC/ Action by UPSC/ issue of Appointment orders on UPSC's recommendations.	Forwarding of DR proposals to UPSC/ Action by UPSC/ issue of Appointment orders on UPSC's recommendations.	Forwarding of DR proposals to UPSC/ Action by UPSC/ issue of Appointment orders on UPSC's recommendations.
L)	Regulation of Plan & Non-Plan Expenditure	-	Review of expenditure during the quarter.	Review of expenditure during the quarter.	Review of expenditure during the quarter.
M)	IBM role in the MOU with various countries (African Countries, Canada, Iran, Namibia, Australia)	Identify the actionable points	Review the progress		

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)						
SECTIONS		ACTION POINT	QUARTERS			
HINDI	हिंदी		1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
क	मंत्रालय की हिंदी सलाहकार समिति की बैठक का आयोजन	हिंदी सलाहकार समिति की दूसरी बैठक आयोजित करने का प्रस्ताव मंत्री जी के विचाराधीन है ।				
ख	राजभाषा कार्यान्वयन समिति की बैठक	हली बैठक का आयोजन ।	दूसरी बैठक का आयोजन ।	तीसरी बैठक का आयोजन ।	चौथी बैठक का आयोजन ।	
ग	आउटसोर्सिंग से हिन्दी टंकक उलब्ध कराना ।	दो अतिरिक्त हिन्दी टंककों की मांग की गई थी । एक हिन्दी टंकक उलब्ध हो गया है ।				
घ	आउटसोर्सिंग से हिन्दी अनुवादकों की मांग ।	प्रशासन अनुभाग द्वारा कार्रवाई की जा रही है ।				

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Metal-III (COPPER)					
A)	Follow on Public offer(FPO) of HCL	To take view on funding option & issue of fresh equity	Progress as per decision taken	Take action as per Cabinet decision	
B)	CORPORATE SOCIAL RESPONSIBILITY				
i	Corporate Social Responsibility - Plan	Obtain approval from Board for FY 2011-12 CSR plan			
ii	Corporate Social Responsibility - Spent target (₹ lakhs)	40	80	90	90
iii	Corporate Social Responsibility – Implementation Mechanism	Decide Institutional Mechanism for implementation of CSR	Create and operationalise Mechanism	Organize implementation	Organize implementation

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)						
SECTIONS		ACTION POINT	QUARTERS			
Metal-III (COPPER)			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
C)	Development of Vision & Corporate Plan of HCL		To appoint consultant	Submission of Report by the Consultant		
D)	EXPANSION OF MINES					
i	Khetri Mine Expansion	Obtain approval for Pre-qualification of the applicants – April'11 Issue request for proposal (RFP)- May'11 Submission of financial bids – June'11	Evaluation of Bids – July'11 Obtain all approvals -Aug '11 Issue letter of award Sept.11	Commencement of work :- Dec'11 Site preparation & sinking of preparatory shaft	Complete sinking of preparatory shaft 60 mtr – Feb'12 Complete cross cut 30 mtr – March'12	
ii	Kolihan Mine Expansion (Hon'ble High Court has stayed the proceeding and effort is being made to get it vacated)	Issue RFQ for pre-qualification of applicants as per revised technical scheme- May'11 Submission of RFQ by applicants- June'11 Evaluation of applications – June'11	Obtain approval for short listing of pre qualification of applicants – July'11 Obtain all approvals for pre qualification of applicants - July'11 Issue RFP to short listed applicants – Aug'11 Evaluation of Bids – Sept'11	Obtain approval on Tender (SCoT) - Oct'11 Obtain approval for award of work -Oct '11 Issue letter of award – Oct'11		

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

SECTIONS		ACTION POINT	QUARTERS			
			1 st April 11 - June 11	2 nd July 11 - Sept. 11	3 rd Oct.11 -Dec.11	4 th Jan. 12- March 12
Metal-III (COPPER)						
iii	Surda Mine Expansion	<p>Obtain approval for Pre-qualification of the applicants – April'11</p> <p>Issue request for proposal (RFP)- May'11</p> <p>Submission of financial bids – June'11</p>	<p>Evaluation of Bids – July'11</p> <p>Obtain approval on Tender (SCoT)- Aug'11</p> <p>Obtain approval for award of work - Aug '11</p> <p>Issue letter of award - Sept.'11</p>	<p>Commencement of work :- Dec'11</p> <p>Site and collar preparation</p>	<p>Installation of sinking winder</p> <p>Start Deepening of Sub incline Shaft 30mtr/month</p>	
iv	Development of Chapri-Sideshwar	<p>Obtain approval for Pre-qualification of the applicants – April'11</p> <p>Issue request for proposal (RFP)- May'11</p> <p>Submission of financial bids – June'11</p>	<p>Evaluation of Bids – July'11</p> <p>Obtain approval on Tender (SCoT)- Aug'11</p> <p>Obtain approval for award of work - Aug '11</p> <p>Issue letter of award - Sept.'11</p>	<p>Commencement of work – Dec'11</p> <p>Acquisition of geo technical data & Shaft design</p>	<p>Site and collar preparation</p> <p>Installation of sinking winder</p> <p>Start construction of decline</p>	

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Metal-III (COPPER)					
v	Development of Banwas Mine – Mine development (meters)	178	180	233	273
vi	Development of underground mine at MCP	Obtain PIB & CCEA approval Issue RFP – May'11 Submission of financial bids – July'11 Evaluation of Bids – July'11 Obtain approval on Tender (SCoT)- Aug'11 Obtain approval for award of work -Aug '11 Issue letter of award - Sept'11		Commencement of work-Dec.'11	Compete Acquisition of geo technical data & Shaft design Feb'12 Decline Design & Ground stability work – March'12
vii	Reopening of kendadih & Rakha Mines	Obtain approval for Pre-qualification of the applicants – April'11 Issue request for proposal (RFP)- May'11 Submission of financial bids – June'11	Evaluation of Bids – July'11 Obtain approval on Tender (SCoT)- Aug'11 Obtain approval for award of work - Aug '11 Issue letter of award	Start Site preparatory work Start dewatering activity- Dec'11	Dewatering of mines

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Metal-III (COPPER)					
F)	PROSPECTING & RECONNAISSANCE TO IDENTIFY NEW DEPOSIT FOR HCL				
i	Prospecting - Baniwali Ki Dhani lease area	Delineation of lease boundary work – May'11 Execution of lease deed with State Government - June'11	Geological physical mapping – Sept11 Topographic Survey- Sept'11	Pitting and trenching as per requirement – Dec'11	Submission of final report – March'12 (as per JORC format).
ii	Expansion of HCL - Efforts made for Green field projects.	Follow up with State Governments of Rajasthan, Haryana, Jharkhand & Madhya Pradesh to obtain RP/PL applied Appoint agency for carrying out RP/PL work for the areas awarded.			

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)							
SECTIONS		ACTION POINT		QUARTERS			
ADMN. Section				1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Procurement & installation of Online UPSs	Seeking approval of IFD to the revalidation of the Financial Sanction for release of a sum of ` 2,50,570/- in favour of CPWD for providing of dedicated electrical wiring for power back up to the computers, printers, etc. in this Ministry		Revalidation of approval of procurement of UPS (After the work of laying of wiring is completed), installation of UPS will be made in the phased manner.		Installation of UPS will be made in the phased manner.	
B)	Renovation of Section	After getting the proposed expenditure concurred with by JS&FA, the proposal along with lay out plans/drawings for the renovation of Sections will be sent to D/o AR&PG for approval.		Approval of DOAR&PG.		Follow-up with DoAR&PG approval for	
						Start of work in phased manner.	

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)						
SECTIONS		ACTION POINT	QUARTERS			
ADMN. Section			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
C)	Installation of Biometric machine	Processing the Report of the Technical Committee, formulation of proposal and seeking approval of the IFD to the procurement proposal.	The procurement action and installation of machine in July. Monitoring attendance		Monitoring attendance	Monitoring attendance
D)	Re-modeling of CGO Complex office	CPWD (Electrical & Civil) is being asked to undertake the survey of the rooms/record room and furnish estimates for the renovation of the rooms/record room.	Start work.		Continue	Complete work.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (MINERAL & REGULATION)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Estt. Section					
A)	Filling up of vacancies in various grade	Formulation of proposal for out sourcing of staff pending filling up of vacancies by DoP&T. Seeking approval of IF Division.	Deployment of outsourced staff with officers / sections	Review of manpower and performance	Review of manpower and performance
B)	Creation of posts of JS	Follow up with DoP&T for early comments	Submission of Note for the Cabinet	Reporting vacancy to DoP&T for seeking panel of officer after approval of the Cabinet	Distribution of charge of the new JS.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)						
SECTIONS		ACTION POINT	QUARTERS			
Metal - I (Aluminium)			1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Preparation of Aluminium Mission Plan	Inclusion of the views/comments of the stakeholders suggested in the one day seminar held on 1.12.2010 by organizing small meetings with AAI/JNARDDC.	Organizing conference to solicit further views of concerned stakeholders.	Frame draft Aluminium Mission Plan.	Finalization of Aluminium Mission Plan.	
B)	To monitor implementation of:- (a) 2 nd phase expansion (b) 3 rd phase expansion (c) Upgradation of potline to 220 KA (d) AMR plan	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.	
C)	To Monitor implementation of Corporate Plan particularly with respect to:- (i) Pottangi Bauxite Mines (ii) Utkal E coal block mines (iii) Upgradation of alumina plant	Follow up the matter with NALCO as well as with State Government of Odisha and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with State Government of Odisha and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with State Government of Odisha and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with State Government of Odisha and other authorities on the basis of progress made on quarterly basis.	

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
D)	<p>To monitor implementation of major projects relating to :-</p> <p>(a) Greenfield smelter and CPP in Western Odisha.</p> <p>(b) Andhra Pradesh mines and refinery</p> <p>(c) Smelter and CPP in Indonesia</p> <p>(d) JV with NPCIL for 2 X 700 MW PhWR in Gujarat</p> <p>(e) Wind Farm</p> <p>(f) Titanium Project with IREL</p> <p>(g) IPP diversification</p> <p>(h) Alloy manufacturing</p>	Follow up the matter with NALCO as well as with concerned State Governments and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with concerned State Governments and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with concerned State Governments and other authorities on the basis of progress made on quarterly basis.	Follow up the matter with NALCO as well as with concerned State Governments and other authorities on the basis of progress made on quarterly basis.
E)	Ensuring coal supply for CPP till Utkal-E is operational	Follow up the matter with Ministry of Coal and Ministry of Railways on fortnightly basis.	Follow up the matter with Ministry of Coal and Ministry of Railways on fortnightly basis.	Follow up the matter with Ministry of Coal and Ministry of Railways on fortnightly basis.	Follow up the matter with Ministry of Coal and Ministry of Railways on fortnightly basis.

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)					
SECTIONS Metal - I (Aluminium)	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Jawaharlal Nehru Aluminium Research Development & Design Centre (JNARDDC)					
F)	Holding of Governing Body meeting of Autonomous Institutions	44 th Governing Body meeting of JNARDDC	--	45 th Governing Body meeting of JNARDDC	--

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Metal - II (BGML)					
A)	BGML:- Winding up of BGML	Follow up of the Court case with the Supreme Court and hold meetings with Advocate / Law firm and Committee of Secretaries and Cabinet if change in policy decision for winding up of BGML is required			

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Mines – I (MECL)					
A)	Repositioning of MECL	Approval of Plan by Board of Directors of MECL	Implementation and monitoring in QPR	Implementation and monitoring in QPR	Implementation and monitoring in QPR
B)	To ensure that expenditure targets for Promotional grant are achieved.	1.90 crore	1.90 crore	2.00 crore	2.20 crore

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY (METALS)					
SECTIONS	ACTION POINT	QUARTERS			
		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
Metal – IV S & T					
A)	Release of Plan & Non-Plan funds to different Institutes.	---	For ongoing Projects	For new / ongoing Projects	For new / ongoing Projects
B)	Holding of PERC meeting to review completed / New S&T Projects.	---	8 th PERC Meeting (July, 2011)	---	9 th PERC Meeting (January, 2012)
C)	Holding of SSAG meeting	41 st SSAG Meeting (June, 2011)	42 nd SSAG Meeting (August, 2011)	---	---
D)	Holding of Governing Body / Governing Council Meeting of Autonomous Institutions	National Institution of Miners' Health (NIMH)	National Institute of Rock Mechanics (NIRM)	National Institution of Miners' Health (NIMH)	National Institute of Rock Mechanics (NIRM)

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY & FINANCIAL ADVISOR (JS & FA)					
SECTIONS	ACTION POINT	QUARTERS			
IF Section		1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
A)	Preparation of Annual Plan for 2012-13 & Tenth Five Year Plan	-	-	Yes	-
B)	Preparation of Statement of Budget Estimates (Plan (RE) and Non Plan 2012-13	-	-	Yes	-
C)	Preparation of Statement of Budget Estimates (Final)	-	-	-	Yes
D)	Preparation and submission of supplementary Grant (Plan and Non Plan)	Yes	Yes	Yes	Yes
E)	Preparation of notes on Demands for Expenditure Budget Vol 2	-	-	-	Yes
F)	Preparation of material for Statements to be appended to Demands for Grants (Expenditure Budget)	-	-	Yes	Yes

ANNUAL ACTION PLAN FOR THE YEAR 2011-12 OF THE MINISTRY OF MINES

For Review at level of Secretary (Mines)

JOINT SECRETARY & FINANCIAL ADVISOR (JS & FA)					
SECTIONS		QUARTERS			
IF Section	ACTION POINT	1st April 11 - June 11	2nd July 11 - Sept. 11	3rd Oct.11 -Dec.11	4th Jan. 12- March 12
G)	Review of Audit Paras	Yes	Yes	Yes	Yes
H)	Preparation of material for Parliamentary Standing Committee meeting for examination of Demands for Grants	Yes	Yes	Yes	Yes
I)	Preparation of Review of Expenditure and surrender thereof	-	-	-	Yes
J)	Preparation and Printing of Demands for Grants 2012-13	-	-	Yes	Yes
K)	Preparation and Printing of Outcome Budget 2012-13	-	-	Yes	Yes
L)	Processing of Financial Proposals	Yes	Yes	Yes	Yes
M)	Preparation of material for monitoring distribution & Budgetary provisions.	Yes	Yes	Yes	Yes