

## **Administrative Structure of The Ministry Of Mines**

**And**

### **Allocation of Work Amongst The Sections**

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

**Additional Secretary / Joint Secretary:** For smooth functioning, the Ministry has been divided into five divisions and these have been placed under the control of Additional Secretary/ Joint Secretaries/ Economic Advisor/ Joint Secretary & Financial Advisor. These officers are entrusted with the responsibility in respect of all businesses falling within their division's subject to the general responsibility of Secretary (Mines) for the administration of the Ministry as a whole.

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

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

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

## **ALLOCATION OF WORK AMONGST THE SECTIONS**

### **1. MINES-I (Exploration Matters)**

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

#### **(a) MECL**

(i) All issues related to appointment of Director. CMD, constitution of Board of Directors of the Company. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)

(ii) Release of funds.

(iii) Monitoring the performance of the Company,

(iv) Correspondence with other Ministries regarding work allocated to MECL.

#### **(b) GSI EXPLORATION AND SURVEY OF MINERALS & METALS**

(i) All matters relating to survey and exploration of minerals and metals.

(ii) Annual programme of GSI.

(iii) Antarctica, marine geology and other GSI technical programmes.

#### **(c) OTHERS**

(i) Deputation and delegation of MECL officials.

(ii) Representation of the Ministry in other Ministries meeting regarding exploration and survey. (iii) Parliament question related to the subject allocated.

(iv) National Geoscience Awards.

(v) National Mineral Exploration Trust (NMET)

### **2. MINES-II (GSI Establishment & Budget)**

This Section deals with establishment matter of GSI and other miscellaneous matters including Budget.

(i) Recruitment, promotion including NFU, confirmation in Group (A) post in GSI. (Note: ACC related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)

(ii) Framing and amendment of recruitment rules of all categories for GSI.

(iii) Service and staff matters, .ACM, Unions/Associations of GSI.

(iv) Formation of committees and review of the report of committees regarding GSI.

(v) Delegation of financial and administrative powers to GSI.

- (vi) All court cases regarding establishment matters pertaining to GSI.
- (vii) Geoscientist and Geologist examination.
- (viii) Major construction work and hiring of buildings etc.
- (ix) Cadre review of GSI officials.
- (x) Cases pertaining to GSI officers/staff participation in various trainings programmes/workshops/seminars etc. inland or abroad including deputation/delegation abroad of GSI officials.
- (xi) Annual Report. Annual Action Plan of GSI.
- (xii) Medical reimbursement, low-sum incentive to GSI officials.
- (xiii) Complaints and disciplinary cases of GSI.

### **3. MINES-III (IBM Matters)**

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

#### **(a) IBM**

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

#### **(b) OTHERS**

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

### **4. MINES-IV (Auctions & State Coordination)**

- a. Monitoring of Auctions being conducted in states. Coordination with states for facilitation.
- b. Disposal of 10 A(2) (6) cases.
- c. DMF/PMKKKY Monitoring of its following with states.

d. Conveying CCEC meeting with states on regular bass.

Parliament Questions, VIP references/representation etc, pertaining thereto. Auction monitoring, 2020 MLs & sand mining.

**5. MINES-V (Mining & Mineral Policy)**

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

(a) Mineral policy

1. All aspects pertaining to National Mineral Policy, 2008.
2. All other general policy issues regarding metal and mineral development in the country.
3. Matters relating to environmental issues regarding mining sector.

(b) All matters pertaining to policy/Plan regarding mineral sector.

(c) Matters pertaining to Justice M. B. Shah Commission of Inquiry.

(d) Matters pertaining to Sustainable Development.

(c) Star ratings

**6. MINES-VI (MMDR Act and Legislations etc)**

This Section deals with Acts, Rules. Regulations related to mineral and metal sector.

(a) ACTS AND RULES

(i) All matters pertaining to MM (R&D) Act. MCDR. MC Rules and regulation made thereof.

(ii) Cess Act

(iii) Revision of royalty rates.

(iv) Ocean bed mining - framing of acts, rules etc.

(v) Matters pertaining to Acts, rules of the State Government related to mineral development.

(vi) Tendering advice to State Government, Central Ministries, mining associations related to above Acts and Rules.

**(b) OTHERS**

(I) All matters pertaining to mineral advisory council.

(ii) Conference of State Ministers of Mining and Geology.

(iii) Controller of mining leases.

- (iv) Sarkaria Commission.
- (v) All issues pertaining to illegal mining & MSS.
- (vi) Coordination and monitoring of legal cases(LIMBS).

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

This Section deals with all matters pertaining to aluminium.

**(a) PSU (NALCO)**

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

**(b) General Matters relating to Aluminum/Bauxite**

- (i) Production, promotion and distribution of aluminum, alumina and bauxite
- (ii) Matters pertaining to Aluminium Association.
- (iii) Collection of basic statistical information regarding aluminium.
- (iv) Examining the proposal received from SIA regarding recommendation/approval.
- (v) Memorandum being received from SIA for setting up of new units in aluminium sectors.
- (vi) Seminars/conferences with regard to aluminium.

(vii) Requirement of power for aluminium industry and related issues.

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

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

**(a) BGML & HZL**

(i) All matters pertaining to BGML such as constitution/appointment of Government nominees on Board of Directors, winding up/liquidation of BGML. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing).

(ii) Release of funds/grant in the case of BGML.

(iii) Matters related to the disinvested company viz. HZL- including nominating Government Directors on HZL Board, sale of remaining 29.54% shares held by Government etc.

(iv) All matters pertaining to magnesium.

**(b) METALS**

(i) All issues pertaining to development of zinc, lead, gold, silver, tungsten and related metals.

**(c) OTHERS**

(i) International Lead Zinc Study Group. (ii) Matters pertaining to international conferences on lead and zinc.

**9. METAL-III (Copper and related matters)**

This section deals with copper, Hindustan Copper Ltd.

**(a) PSU**

(i) All matters pertaining to HCL such as appointment of Directors, reconstitution of Board of Directors. etc (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing).

(ii) Release of funds/equity to HCL.

(iii) New projects by HCL.

**(b) METAL'S DEVELOPMENT**

(i) All aspects related to development of copper in the country.

(ii) Issues pertaining to licensing for copper.

(iii) International Copper Conference.

## **10. METAL-1V (S&T Programmes, Institutions and related matters)**

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

### **(a) INSTITUTIONS**

(i) JNARDDC, NIRM: NIMH

(ii) Matters pertaining to release of grant, constitution of committee, review and monitoring of these institutions.

(iii) Deputation of officers of these institutions abroad. (Note: ACC/PESB related appointment cases to be initiated by the section and forwarded to US (Establishment) for further processing.)

### **(b) SCIENCE AND TECHNOLOGY PROGRAMMES**

(i) Review and monitoring of science and technology programme of the Ministry and CPSUs

(ii) All matters pertaining to technology missions.

(iii) Promotion and development of science and technology with regard to non-ferrous metals and minerals.

(iv) All UNDP projects.

(v) NFTDC

(vi) C-TEMPO.

## **11. VIGILANCE CELL**

This section deals with

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

## **12. INTERNATIONAL COOPERATION**

- (i) Joint Commissions, Joint Working Groups.
- (ii) Visits abroad of delegations from the Ministry of Mines.
- (iii) Bilateral aid programmes and schemes with other countries in the mining sector.

## **13. PAY & ACCOUNTS OFFICE**

- (i) Internal compilation & consolidation of accounts of the Ministry.
- (ii) Internal audit.
- (iii) Maintenance of loan registers in respect of long-term loans granted to Ministry of Mines.
- (iv) Maintenance of GPF accounts of officers & staff of Ministry of Mines and GSI offices located at New Delhi/Faridabad and final payment of GPF amount on retirement/and resignation, excluding MTS.
- (v) Payment of all personal claims of officers and staff of Ministry of Mines/GSI offices located at New Delhi and Faridabad.
- (vi) Payment of loan/equity to PSUs under the Ministry.
- (vii) Preparation of appropriation and finance accounts of the Ministry of Mines,
- (viii) Issue of pension payment order to officers and staff of Ministry of Mines and GSI Offices located at New Delhi and Faridabad on retirement.

## **14. HINDI**

- (i) Implementation of Official Language Act/Rules and monitoring of progressive use of Hindi.
- (ii) Translation of paper/reports.
- (iii) Translation of speeches, Parliament questions etc.
- (iv) Coordination with Hindi Salahkar Samiti /Parliamentary Committee on Official Language.
- (v) Coordination with Official Language Department.

## **15. CASH**

- (i) Drawal & disbursement of all types of bills & Pay, D.A. of officials and staff of Ministry of Mines including income tax deduction etc.
- (ii) Maintenance of GPF accounts of MTS.



## **16. ESTABLISHMENT SECTION**

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

### **(a) SERVICE MATTERS**

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

### **(b) PERSONNEL MATTERS**

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

### **(c) OTHER ESTABLISHMENT MATTERS**

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

### **(d) SC/ST CELL**

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

### **(e) MISCELLANEOUS**

(i) Reservation of post for ex-Servicemen, handicapped etc. for Ministry and other subordinate offices including PSUs, maintenance of roster and implementation of other policies of reservation by various offices.

(ii) Insurance schemes.

(iii) Adhaar Based Biometric Attendance System. SPARROW,

(iv) Issues pertaining to training institutes.

(v) Implementation of i-got scheme of DOPT in training institutes.

## **17. ADMINISTRATION SECTION**

### **(a) GENERAL ADMINISTRATION**

(i) General maintenance and upkeep of office premises & equipment's.

(ii) Providing logistic support for smooth functioning of the Ministry.

(iii) Sanction LTC, RIBA and all other advances under GFR.

(iv) Settlement of air travel bills for journeys in India and abroad.

### **(b) PERSONAL MATTERS**

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

### **(c) WELFARE ACTIVITIES**

(i) Assistance to Welfare Officer.

### **(d) OTHERS**

(i) Liaison with Ministry of Defence for invitation cards for officers of the Ministry and its subordinate office/PSUs for Republic Day Parade and Independence Day function and other official functions.

(ii) All matters regarding library.

(iii) Matters relating to R&I Section.

## **18. COORDINATION SECTION**

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

### **(a) ORIGINAL MATTERS**

(i) Examination of Cabinet Notes from other Ministries.

(ii) Issues pertaining to the Committee of Secretaries.

(iii) Monthly Cabinet Summary.

(iv) Monthly D.O. letter to Cabinet Secretary.

**(b) COORDINATION WORK**

(i) Preparation of Annual Report.

(ii) MOU and guidelines/instructions related thereto.

(iii) OPR meetings and monthly meetings of Secretaries.

(iv) Instructions for DPE (other than financial).

(v) Policy instructions and Information related to Procurement through GeM

(vi) Monitoring of items pending on e-Samiksha

(vii) All matters pertaining to "Gender Budgeting"

**(c) PARLIAMENT SECTION**

(i) All issues regarding the Parliament including laying of papers, business allocation, Parliament question details etc.

(ii) Consultative Committee Meetings.

(iii) Review and monitoring of Assurances.

(iv) Review and monitoring of all other issues related to Parliament work.

(v) Parliament Question pertaining to other Ministries.

**19. PUBLIC INFORMATION at PUBLIC GRIEVANCE CELL**

Central Public Information Officers (CPIOs) and Appellate Authorities (AAs) have been appointed in the Ministry of Mines and various Organizations under its administrative control, The Ministry has also constituted a 'Public Information Cell' for processing and monitoring of the RTI Requests and RTI Appeals. A Facilitation Counter for depositing of RTI fees by the applicants is also functioning in the Ministry of Mines.

2. Public Grievance Cell looks after the complaints/grievances related to this Ministry as well as its Attached I Subordinate Offices and PSU under its administrative control.

3. The complaints/grievances received are settled in consultation with the concerned Subordinate Office/PSU and reply is sent to the aggrieved person in a reasonable time. The pending grievances are reviewed in periodical meetings taken by the Grievance Officer.



## **20. INTEGRATED FINANCE UNIT**

This section deals with preparation of budget, supplementary, budget proposal, plan discussions, matters regarding financial aspects related to the Ministry and the PSUs. The section will have some original work and other coordinating work.

### **(a) WORK STUDY**

(i) Record maintenance.

(ii) Organisation and method studies.

(iii) Undertaking measurement study including scrutiny of proposal for allocation of post.

(iv) Review of cases of delays.

(v) Administration requirements.

(vi) O&M instructions and they scrutiny.

### **(b) ORIGINAL WORK**

(i) Proposals regarding customs and excise and other duties.

(ii) Instructions on economy measures.

(iii) Proposals of deputation abroad etc.

(iv) Investments made by PSUs.

(v) Matters related to its investment of shares/equity in PSUs, All instructions received from Ministry of Finance on financial matters and instructions received from other agencies including DPE regarding economy measures and other financial aspects related to Government/PSUs,

(vi) All cases of financial concurrence for release of funds against the budget provision and advice on financial implication of the policy matters.

(vii) All cases involving financial implication to be referred to other ministries. Ministry of Finance and Department of Personnel and Training etc.

(viii) All cases involving financial implication of CNE/SFS/EFC/PIB/Cabinet and Cabinet Sub Committee etc.

(ix) All proposals requiring financial concurrence for expenditure on Administration matter etc.



**(c) PLAN-BUDGET PREPARATION**

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

**(d) OTHER WORK**

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

**21. REVISION CELL**

- (i) Revision Cell deals with revision applications made before the Central Government under Section 30 of MMDR Act. 1957. Any party aggrieved of any order made by the State Government may submit a revision application (RA) before the Central Government in the prescribed form 'N'.
- (ii) Revision application is first checked for its completeness in all respect Thereafter, if the R.A. is admitted by the Tribunal, comments of all concerned i.e. State Government. petitioner and impleaded party are called in the matter. After receiving the same from all quarters, the case is heard by the Tribunal comprising officer of the rank of Joint Secretary/Director from Ministry of

Mines and equivalent officers from the Department of Legal Affairs and final orders are passed on the R. A.

(iii) A copy each of the final order passed by the Tribunal is kept in the section for record in the Guard file All R.A. disposed off by the Tribunals are mentioned in the website of the Ministry.

## **22. Economic, Planning and Statistical Section**

(i) Vision plan, 5 year plan, Annual plan and 100 days plan of Ministry & its implementation,

(ii) Metal and Mineral wise 5 year vision plan.

(iii) Economic Scenario analysis and input to different divisions of the ministry

(iv) Interaction with Business associations

(v) Make India, Public Procurement

(vi) Skill Development

(vii) Work related to implementation of Mission Mode Project

(viii) All Parliament Questions regarding promotion, development and other statistical information regarding Minerals and Metals. Production details including import and export of minerals & metals.

(ix) issues regarding raw material requirement for development of industries pertaining to metals.

(x) Foreign Direct Investment in the mining sector by foreign companies, NRIs, OCBs and FIPB proposals.

(xi) Trade issues (FTAs) & to provide economic inputs on matters concerned.

(xii) All Statistical publications and compilation of related material and statistical analysis required for policy formulation.

## **23. IT & Advance Technology (AI/Robotics etc)**

(i) Planning and development of advanced technology (AI/ Robotics/IT etc).

(ii) Website of Ministry of Mines

(iii) Co-ordination with MC officials in connection to E-Governance, e-Samiksha, e-Kranti, e-Office etc.

(iv) All other work related to IT matters and implementation of directions by MEITY.

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