

THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

Section 4 (1) (b) (ii)

HEAD OFFICE DUTIES

DIRECTOR

The Director of Mines & Geology is overall in-charge in the administration of the department. In respect of Regulatory work, advises the Government in the matters of mineral policies, implementing the policies framed by the Government. The Director Mines & Geology forwards proposals to the Government for grant of Mineral Concession for Major Minerals on receipt of the applications processed by subordinate offices. The Director Mines & Geology is the authority for grant of quarry leases for granite useful for cutting and polishing purposes. The Director is the quasi-judicial authority under Rule 35 of TSMC Rule 1966.

In respect of promotional work, the Director Mines & Geology will formulate the schemes for taking up mineral investigation and other related works, forward to the Central Geological Programming Board and formulate the scheme in respect of mineral investigations with other geological agencies.

HEAD OFFICE

Joint Director of Mines & Geology:

1. Incharge of regulatory work i.e. processing of applications for Mining Leases / Prospecting Licences and submitting reports to Government. Correspondence relating to appeals, revisions and writ Petitions for both Major and Minor Minerals.
2. Conducting inspections (in particular cases ie., specifically assigned) for areas applied for leases before submitting final reports.
3. Inspection of working and non-working mines and quarries from technical point of view to ensure systematic and scientific reports.
4. General work relating to interpretation, amendments etc. of various Mining Rules.
5. Technical Consultancy Cell.
6. Mineral based industry.
7. Incharge of exploratory work (i.e.) working of drills and exploratory mining units.
8. Finalization of field programmes of the Department.
9. Co-ordination of fieldwork with Geological Survey of India, Mineral Exploration Corporation and other organizations.
10. Incharge for History of Mines Cell.

11. Matters relating to Development of Mineral Roads.
12. Incharge for all drill workings and promotional workings covering field items of the Department.
13. Finalization of field reports and furnishing of progress reports on promotional side including preparation of mineral data for the State.
14. Survey and mapping of the mineral bearing areas and estimation of mineral reserves.
15. Supervision of fieldwork allotted to subordinate officers.
16. Maintenance of Museum in Head Office.
17. Maintenance of Library.

Deputy Director Mines and Geology:

1. Assisting Joint Director to formulate Field Investigations. Supervision of Fieldwork, scrutiny of reports etc., Inspection of working and non-working mines and quarries from technical point of view to ensure systematic and scientific workings.
2. Incharge of Statistical Section.
3. Also incharge of Mineral Concession Sections entrusted by the Director of Mines and Geology.
4. Supervision of the working of chemical laboratories.

Assistant Director (Mines):

1. Assisting Joint Director in the performance of Drilling Units and Exploratory Mining Units.
2. Maintenance of Drilling and exploratory mining equipment.
3. Purchase of drilling and mining equipment.
4. Maintenance and upkeep of the Drill Stores.
5. Assisting in finalization of field reports and furnishing of progress reports on promotional side including preparation of mineral data for the State.
6. Inspection of working and non-working mines and quarries from technical point of view to ensure systematic and scientific workings.
7. Scrutiny of Mining Plans.
8. Incharge of Office Vehicles.

Assistant Director of Mines and Geology:

1. To assist the Joint Director (Regulatory work) in attending routine matters relating to Mineral Concession.
2. Inspection of Mines, Quarries and areas applied for grant of Mineral Concession.
3. Preparation of History sheets of all Mines in the state and updating from time to time.
4. Compilation of working plans and annual returns.
5. Inspection of Mines.
6. Compilation of annual returns with the data available in Indian Bureau of Mines.

Assistant Mines Officer:

1. Incharge of Drawing Branch.
2. Checking demarcation of selected areas granted under Mineral Concession. Surface and underground surveys for settlement of boundary disputes.
3. Verification and scrutiny of reports about surveys carried out and plans submitted by the Technical staff of drawing section.
4. Maintenance of records of mining lease areas and location of Mines on cadastral and topographical maps for reference.
5. To obtain geological maps from the Geological surveys of India for record and reference and to supply data to District offices.
6. Maintenance of restricted and secret maps, area photographs and Mosaics.
7. Procurement of maps and Drawing and Survey instruments and supply to District Offices.
8. Inspection of Mines.

Supervisor (Survey) (State Level):

To supervise survey work and assist AMO in all subjects for which the AMO is responsible.

Draughtsman:

Preparation of Tracing of maps, sketches, and to assist Supervisor etc.

Deputy Director (Administration):

1. Officer in-charge of administration in Head Office
2. Incharge of Internal Audit Wing.
3. Matters relating to Services, Pension and Establishment of the Department at Head Quarters, Regional offices and District Offices.
4. Matters relating to Budget and Expenditure of the Department at Head Quarters, Regional Offices and District Offices.
5. Matters relating to representations / petitions in connection with services matters

Assistant Director (Administration):

1. Matters relating to Services and Establishment of the Department at Head Quarters, Regional Offices and District Offices.
2. Officer in-charge of Pension cases.
3. Assist the Deputy Director (Administration) in disposal of representations / petitions in connection with service matters.
4. Incharge of Establishment section dealing with Establishment matters.
5. Maintenance of confidential reports of all Non-Gazetted Officers of the Department.
6. Preparation of administration reports.
7. Drawing and disbursing officer for Salaries, Travelling Allowances Contingencies, Loans and Advances etc., of Gazetted and Non- Gazetted Staff of Head Office.
8. To incur expenditure from the permanent advance towards Contingencies of the office.
9. Incharge of accounts matters, such as control over expenditure and preparation of budget. Reconciliation with PAO / AGAP, Hyderabad.
10. To assist the Director and Deputy Director (Administration) in the meetings in respect of financial matters.
11. Officer in-charge of Store and Stationery.
12. Officer-in-charge of Accounts and Budget Sections dealing with the above matters.

Mineral Revenue Officer:

1. Review of monthly reports.
2. Compilation of lease wise and district wise Demand Collection and Balance Statements/Registers.
3. Periodical visits to Regional and District Offices to ascertain the latest position of D.C.B. of Mineral Revenue and to pursue the arrear collection.
4. Maintenance of a register showing the production and despatch of mineral and Labour employed.
5. Collection of data from the Subordinate offices for the State and Departmental Administration Reports and collection of Statistical data pertaining to Mines, Minerals and Minerals Revenue.
6. Collection, Compilation and analyzing of statistical data relating to mines, minerals and mineral Revenue.
7. Finalisation of Mineral Revenue assessments (Royalty, Mineral Rights Tax, Cess etc.) in respect of where the assessment exceeds above Rs. 50 Lakhs.

Assistant Director (Law)

1. Assistant Director (Law) shall be a 'Liaison Officer' between the Department and Government Pleaders connected with all the Law matters and shall collect the affidavits filed by the petitioners and see that the affidavits sent to concerned officers / offices of this Department for preparation of parawise remarks in time.
2. The Assistant Director (Law) should obtain the parawise remarks of the concerned officer of the Department and after scrutiny of the parawise remarks so received from Sub-Offices, shall forward the same to the Government Pleaders concerned through the concerned JDM&G., in the Head Office.
3. The Assistant Director (Law) shall see that the Government Pleader shall file the fair counter in all the writ petitions pertaining to this department based on the parawise remarks furnished by this Dept., The Law Officer shall take initiative and the necessary steps with the assistance of the Government Pleaders concerned for expeditious disposal of writ Petitions of this Department.
4. All the section superintendents should prepare the parawise remarks and send them to the Law Officer through the concerned Section Officers for further necessary action. Any other allied matter, which will be entrusted by DM&G., or by the concerned JDM&G., from time to time.

5. The Assistant Director (Law) shall submit a consolidated note to the Director every month on all pending cases and attend the review of pending cases with the Government.

Superintendent:

To supervise the work of Administration, Accounts, Regulation, Planning, Vigilance, Internal Audit, Mineral Revenue, History of Mines, Law Section, Examine and process the files Submitted by Senior Assistant / Junior Assistant attached to the Section.

Senior Assistant:

To maintain P.Rs, Periodicals, Prepare Case papers, Handle Cash, disbursement salary, Process TA bills, Loans and Advances, Budget, Reconciliation with P.A.O / A.G, Vigilance Cases, Service matters, etc.,

Junior Assistant:

Preparation of Pay bills, Outward / Inward work (Tappals) Distribution / Receipt Attend to file work where Independent work has been allotted.

Special Category Steno Typist:

To take dictation from Director of Mines and Geology and Senior officers, fair copying all letters.

Senior steno Typist:

To take dictation from the senior officers.

Jr. Steno Typist:

To take dictation from the senior officers.

Telephone Operator:

To attend the Telephone calls.

Driver:

Driving and Maintenance of Vehicles.

Section Cutter:

Responsible for section cutting and polishing of Rock and Mineral samples received from the field Investigations / Exploration.

Chainman:

To help in and to assist surveyor in survey and demarcation of applied and leased areas.

Record Assistant:

To maintain the records in Head Office.

Dafedar:

Incharge for all Attenders in Head Office to attend the work entrusted by the officer to which they are allotted.

Jamedar:

Incharge on all the attender in Head Office to attend the work entrusted by the officer to which they are allotted.

Attender:

To attend the work entrusted by the concerned officers to whom they allotted.

Chowkidar:

To watch and ward duties.

Sweeper:

They entrusted with duties of cleaning / sweeping.

Drilling Staff

Assistant Drilling Engineer	The drill staffs attached to the drill units at various locations carrying out Mineral exploration in the state. The duties of the drill staff are almost similar in nature with Slight variation in the responsibility depending upon cadre. They are responsible for carrying out exploratory Mining at various locations in the state.
Senior Drillers	
Drill Superintendents	
Senior Drillers	
Drill Superintendents	
Drill Mechanics	
Assistant driller	
Foreman	
Blaster	
Mechanical Fitter	
Compressor Operator	
Electrical Fitter	
Pump Operator	Responsible for maintenance and Operation of water pumps during Drilling and exploratory Mining
Store Keeper	To look after stores connected to drilling.

CHEMICAL LABORATORY

Deputy Director (Chemistry):

1. Overall control on the Chemist and Assistant Chemist of the Chemical Laboratory at Head Office and the Chemical Laboratories in Districts.
2. Incharge of the Departmental Chemical Laboratory and responsible for keeping of the equipment, such as scientific instruments, platinum-ware etc. of the laboratory.
3. Analysis of samples of mineral brought by the Technical staff of the Department and those referred to by the Officers of the Department or any other Government agency with the approval of the Director of Mines and Geology.
4. Incharge of the entire stores i.e., chemicals, Glass-ware and other miscellaneous items besides Scientific instruments.
5. Preparation of indents for the article required for Chemical Laboratory.

Chemist:

1. Analysis and identification of ores and minerals collected by the Technical Officers / Staff during tours and also those sent by private entrepreneurs/ Government organizations, referred through the Director of Mines and Geology.
2. Maintenance of full records of analytical data of samples of minerals and ores analyzed in the laboratory.
3. Analysis of various minerals and ores. (Instrumental analysis), Assisting the Deputy Director (Chemistry) in finalizing the annual indents for the articles required in the store of the Laboratory, in preparing monthly as well as annual work reports and other important items, Extending necessary guidance to the Assistant Chemist in problems that may arise during the course of analysis of samples taken up by the Assistant Chemist independently.

Assistant Chemist:

1. Analysis of samples of Minerals and Ores.
2. Assist the Deputy Director (Chemistry) and Chemist in any specific items of work entrusted.

Laboratory Assistant:

1. Assisting the Deputy Director (Chemistry), Chemist and the Assistant Chemist in analytical work of samples of Minerals and Ores.
2. Assignment of preliminary registration numbers to samples as and when they are received and arranging for their crushing and preparation by the Laboratory Attenders.

Laboratory Attender:

1. Preparation of Sample Powdering, Grinding etc., before taking-up for analysis.
2. Cleaning Apparatus Glassware etc.,
3. Any other work entrusted by the Officers and Staff in the Chemical Lab.

DEPARTMENT OF MINES AND GEOLOGY : TELANGANA

CHANGE BROUGHT IN THE HIERARCHICAL SET UP

A. HEAD OFFICE:

The Staff pattern was modified upon the creation of State of Telangana,.

B. REGIONAL OFFICES:

The 33 District Offices have been categorized into (3) Regions basing on the potentiality of Mineral Wealth. Namely Regional Deputy Director Mines & Geology Offices Warangal, Nizamabad and Hyderabad .

C. DISTRICT OFFICES:

Consequent upon the District bifurcations, 32 District offices were created. Since, there is no Mining Activity, the Hyderabad District looking up by DDMG Hyderabad.

REGIONAL OFFICES - COMMON DUTIES

Deputy Director of Mines and Geology:

1. Incharge for Region and the Regional Office.
2. Overall Administrative control of the District Offices in the Region.
3. Inspection of areas of important minerals and take up investigation with the help of Technical Officers of the Region.
4. Supervision of fieldwork of the Technical Officers and Scrutiny of their reports.
5. Periodical inspection of mines and quarries. (Not less than 10 working Mines per month).
6. Supervision of work in the District Offices of the Region.
7. Approval of the Assessments forwarded by the Assistant Directors of Mines and Geology of the region below Rs. 50 Lakhs and forwarding to the Head Office the Assessment proposals over Rs.50 Lakhs with their recommendations.
8. Scrutiny / Verification of Demand Collection Balance statements prepared by the Assistant Directors of Mines and Geology of the respective District Offices.
9. Disposal of Quarry Lease Applications other than Granite.

- 10.Submission of periodical to Head Office of the entire Region.
- 11.Submission of bills to District Treasury Office.
- 12.Regular Monitoring of Reconciliation of Receipt / Expenditure Statements of his office and District Offices of that Region.
- 13.Implementation of Mineral Dealer Rules 2000.
- 14.Maintenance of Production and Despatch of various mineral of the region.
- 15.Inspection of District Offices periodically.
- 16.Replying to Local Audit Reports / Internal Audit Paras.

Mineral Revenue Officer:

1. Review of monthly reports (lease wise).
2. Compilation of lease-wise and district-wise Demand Collection Balance Statements / Registers.
3. Periodical visits to Regional and District Offices to ascertain the latest position of Demand Collection Balance of Mineral Revenue and to pursue the arrear collection.
4. Maintenance of register showing the production and despatch of mineral and Labour employed.
5. Collection of data from the Subordinate Offices and Departmental Administration Reports and collection of Statistical data pertaining to Mines and Minerals and Mineral Revenue.
6. Collection, Compilation and Analyzing of statistical data relating to mines, minerals and Mineral Revenue.
7. Finalizations of Mineral Revenue assessments etc.,
8. Correspondence etc., in connection with the issue of Mineral Revenue Clearance Certificate and Export Certificate.
9. Any other work entrusted by the Deputy Director of Mines and Geology.

Senior Assistants

1. All Matters relating to Accounts, Budget, Jeep (including Log Book), Building etc.,
2. Maintenance of accounts register including cashbook, dead stock register and petrol register.
3. Preparation of pay bills, travelling allowances bills, contingent bills, advance bills etc.,
4. Annual administration report.

5. Preparation of reports on Audit Paras
6. Reconciliation of expenditure figures
7. Refund of amount pertaining to mining leases and quarry leases.
8. Preparation of Demand, Collection and Balance for major minerals.
9. Maintenance of quarry lease application register
10. Submission of monthly periodicals to Head Office.
11. Submission of Bills to the Treasury Officer.
12. Incharge of Attendance Register and responsible for maintenance of Proper discipline in the Office.
13. Processing of Minor applications.
14. Any other work allotted by the Deputy Director of Mines and Geology.

Junior Assistant: (District Level)

1. All files relating to Establishment including personal files and Service register of the Staff of the Deputy Director of Mines and Geology in the Region.
2. Receipt and Disposal of Travelling Allowance Bills of the Regional Office and Assistant Directors of Mines and Geology of the Region
3. Maintenance of Stores, Stationery and Furniture.
4. Scrutiny of logbook at periodical intervals.
5. Incharge of Old records.
6. Preparation on Demand, Collection and Balance for Minor Minerals.
7. Reconciliation of Receipts and Expenditure.
8. Any other work allotted by the Deputy Director of Mines and Geology.

Steno Typist: (District Level)

1. Taking dictations from the Officers and fair copying of all office letters.
2. Inward and Outward work.
3. Maintenance of Service Posting Stamps account.
4. Any other work entrusted by the Deputy Director of Mines and Geology.

DISTRICT OFFICE

COMMON DUTIES

Assistant Director of Mines and Geology:

1. Incharge of District/Jurisdiction concerned.
2. Investigation of Mineral bearing areas and prospecting as allotted to by Head Office from time to time. Devote on an average not less than 10 days in a month for fieldwork, inspection of areas etc., without detriment to office work.
3. Submission of inspection report in respect of Prospecting License, Mining Lease and Quarry Lease applications.
4. Inspection of Mines, Quarries (not less than 10 working mines and 5 working quarries in a month).
5. Prevention of smuggling, illegal extraction and transportation of minerals.
6. Finalization of Mineral Revenue Assessment
7. Collection of Mineral Revenue (Royalties, Seigniorage Fees etc.,) and other Demands and pursuing collection of arrears.
8. Submission of periodicals including the Demand, Collection and Balance Statements to the Deputy Director of Mines and Geology / Director of Mines and Geology.
9. Enforcement of Rules and Covenants of Mining Lease, Prospecting Licence and Quarry Lease Deeds.
10. Issue of Despatch permits.
11. Grant of temporary permits for Minor Minerals.
12. Any other matters relating to Mines and Minerals, administration of Mining Rules, Regulations and Acts etc.,
13. Submission of contingent bills to District/Sub Treasury Office.
14. Monitoring of Reconciliation of Receipts / Expenditure statements
15. Maintenance of Production and Dispatch particulars of Minerals.
16. Replies to Local Audit Reports / Internal Audit Paras.

Assistant Geologist:

1. Inspection of Mines and Quarries, as assigned by the ADMG.
2. Inspection of applied areas for Quarry Leases and Prospecting Licence as assigned by the ADMG.
3. Field Investigations.
4. Preparation of Technical Reports.

5. Assistance to the Public with reference to the Geological and Mineral data.
6. Any other work entrusted by the Assistant Director of Mines and Geology.

Superintendent:

1. In the absence of Assistant Director of Mines and Geology and Assistant Geologist, shall open tappals except confidential letters, D.O. Letters and Name covers addressed to the Assistant Director of Mines and Geology and initiate action.
2. Incharge of Attendance Register and responsible for maintenance of proper discipline in the office.
3. Responsible for smooth functioning of the Office.
4. The Files placed by all the Non-Gazetted staff both Technical and Non-Technical should be routed through the Superintendent for scrutinize and place the draft proposals to the Assistant Director of Mines and Geology through Assistant Geologist for final orders.
5. Superintendent shall also looks into various matters Viz., preparation of Demand Collection and Balance, answering of Audit paras (both Accounts General's audit and Internal Audit), reconciliation of the Departmental figures (both receipts on expenditure), submission of periodicals to the Deputy Director of Mines and Geology / Collectors etc.,
6. Attended and completed according to the due dates with the close coordination of the concerned Technical and Non -Technical staff members.
7. Incharge for Court cases, Representations and Appeal Petitions pertaining to Mineral Concession and Establishment matter.
8. Shall responsible for submission of periodicals.
9. Shall responsible for presenting the Bills to Treasury.
10. Any Other work entrusted by the Assistant Director of Mines and Geology.

Senior Assistant:

1. Matters relating to Accounts, Budget, Log Book, Building Rents etc.,
2. Maintenance of Account Register including Cashbook, Advance-book, Dead Stock Register and Petrol register.
3. Preparation of Pay Bills, Travelling Allowance Bills, Contingent Bills, Advances Bills etc.,
4. Annual Administration Report.
5. Submitting reply to Audit paras pertaining to expenditure.
6. Reconciliation of expenditure figures.
7. Refund of amount pertaining to mining lease and quarry leases.
8. Preparation of Demand, Collection and Balance for Major Minerals.

9. Maintenance of quarry lease application registers.
10. Submission of monthly periodicals to Head Office.
11. Submission of Bills to the Treasury.
12. Any other work allotted by the Assistant Director of Mines and Geology.

Junior Assistants:

1. Maintenance of Personal files, service registers of all the officers and staff members.
2. Maintenance of Attendance Register and Causal Leave Register.
3. Maintenance of Personal Registers.
4. Maintenance Stores, Stationery and Furniture.
5. Incharge of all old records.
6. Preparation of demand, collection and balance for Minor Minerals.
7. Miscellaneous correspondence relating to the minerals.
8. Any other work allotted by the Assistant Director of Mines and Geology.

Typists:

1. Incharge of Inward and Outward.
2. Fair copying of all office letters.
3. Maintenance of Service Postage stamps account.
4. Any other work entrusted by the Assistant Director of Mines and Geology.

Royalty Inspectors:

1. Periodical inspection of the areas leased out (not less than 10 working and 10 non-working mines in a month).
2. Inspection of areas applied for leases.
3. Surprise inspection of check posts as per the programme approved by the Assistant Director of Mines and Geology.
4. Collection of dispatch data from various sources.
5. Collection of data mineral based industries.
6. Check weighment of Ores / Minerals (all the working mines should be covered at least once in two years)
7. Checking of the accounts of the lease holders and finalization of Mineral Revenue Assessments.
8. To assist in Technical investigation in the District carried out by different Officers of the Department.
9. Maintenance of Production and Dispatch Register of Lease- Holders.
10. Answering enquiries on different minerals and attending to petitions.

11. Submission of inspection reports to the Assistant Director of Mines and Geology.

12. Any other work allotted by the Assistant Director of Mines and Geology concerned from time to time.

Technical Assistants:

1. Periodical inspection of the leased out areas of Minor Mineral
2. Verification of stocks at quarry site and dispatches of minor minerals.
3. Reconciliation of Revenue receipts
4. Collection of dispatch data from various consuming departments.
5. Maintenance of Mineral Museum, Collection of data regarding minerals for different minerals based industries.
6. Checking of the accounts of the lessees and finalisation of assessments.
7. Maintenance of Production and Despatch Register of Lease - Holders.
8. Any other work allotted to by the Assistant Director of Mines and Geology from time to time.

Surveyors:

1. To conduct periodical of Survey / Demarcation of the applied and lease hold areas
2. Preparation of Maps / Sketches.
3. Maintenance of Topo sheet and Maps.
4. Maintenance of various Geological Reports, Book, Journals etc.,
5. Any other entrusted by the Assistant Director of Mines and Geology from time to time.

PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Section 4 (1) (b) (iii)

The Director of Mines and Geology delegated with the powers under the following Rules and Acts, besides attending to the general functions such as supervision and control over the Department.

1. MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.
2. MINERAL CONCESSION RULES, 1960.
3. TELANGANA MINOR MINERAL CONCESSION RULES, 1966.
4. TELANGANA MINERAL DEALERS RULES, 2000.
5. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005 (with effect from 12.09.2005)
6. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
7. TELANGANA GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
8. TELANGANA MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
9. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
10. METALLIC FERROUS MINES REGULATION-1961.
11. COAL MINES REGULATION, 1957.
12. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957
13. ATOMIC ENERGY ACT – 1962.

The promotional activities of the Department such as: -

- i). Investigation of mineral deposits and ores;
- ii). In charge of drilling units and exploratory wing;
- iii). Identification of new minerals both major & minor.

Administrative powers of Director of Mines and Geology are as per the provisions as laid in the above Acts and Rules.

In Head Office the Director of Mines and Geology is assisted by two Joint Directors of Mines and Geology. One Deputy Directors of Mines and Geology, (3) Assistant Directors of Mines and Geology, (1) Deputy Director (Administration), (1) Assistant Directors (Administration), (1) Assistant Chemist, (1) Assistant Mines Officer, (3) Mineral Revenue Officer, (1) Assistant Director (Mines) and supported by Technical and Administrative staff i.e., Royalty Inspectors, Technical Assistants,

Superintendents, Senior Assistants, Junior Assistants Special Category steno, Senior Stenographers, Junior Stenographers, Typists.

One Drilling Unit attached to the Head Office with Drill Superintendents, Drill Mechanic, Assistant Driller, Drill Helpers, Store Keeper etc.,. The Exploratory Wing has been disbanded now.

NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS:

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Section 4 (1) (b) (iv) & (v)

The Director of Mines and Geology shall discharge the following functions and having statutory functions under following Rules & Acts:

1. MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957
2. AMENDMENT MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957
3. MINERAL CONCESSION RULES, 1960.
4. TELANGANA MINOR MINERAL CONCESSION RULES, 1966.
5. TELANGANA MINERAL DEALERS RULES, 2000.
6. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005.
7. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
8. TELANGANA GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
9. TELANGANA MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
10. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
11. METALLI FERROUS MINES REGULATION-1961.
12. COAL MINES REGULATION, 1957.
13. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957.
14. ATOMIC ENERGY ACT – 1962.

As state Government representative, the Director of Mines and Geology shall attend Board of Directors meetings of Telangana Mining Development Corporation.

In addition to the statutory functions, the Director of Mines and Geology shall attend to the other functions as follows: -

A). Supervision and control over all the Joint Directors of Mines and Geology, Deputy Directors of Mines and Geology, Assistant Directors of Mines and Geology working in the State.

B). Review the performance of all the Officers and staff both in Head Quarters, District and Regional Offices.

C). Director of Mines and Geology is empowered to recommend grant/rejection of Mineral Concession applications for Major Minerals as specified in the Mines & Mineral (Regulation & Development) Act, 1957, read with Mineral Concession Rules, 1960, and also empowered to grant the Granite Leases in the State. The Director exercise control over the Department and also Incharge in maintenance of Administration, Accounts, Audit, Vigilance, Survey Wing etc.,

ROLE OF OFFICERS IN HEAD OFFICE:

ESTABLISHMENT & ACCOUNTS:

ESTABLISHMENT: - Deputy Director/ Assistant Director (Administration) shall assist Director of Mines and Geology in respect of Administration and Establishment matters as given under:

1. Disbursement of salaries to Head Office staff and Officers.
2. Budget maintenance for Head Office Zonal, Regional and District Offices, release of budget and grant to all the Subordinate Offices.
3. Pension matters concerning to all officers in Head Office, Zonal, Regional and District Offices.
4. Attending objections raised by Accountant-General, and other inspecting agencies.
5. Process of loan applications of the Staff.
6. Maintenance of all the concerned Registers and Record, Office accommodation, cleanliness, maintenance of telephones, vehicles etc.,
7. Deputy Director (Administration) will assist the Director of Mines and Geology in all establishment matters.
8. Service matters of all the Officers and staff at Head Quarters and field level Officers, Chemical Labs., Regional & District Offices.
9. Sanction of various kinds of leaves to the officers, internal transfers of staff and Officers in the Directorate and Regional, Zonal and District Offices.
10. Recruitment of the posts up to the level of second level Gazetted in the Directorate and as well as in Regional and District including all the ministerial service posts and Drilling Division posts.

The Director of Mines and Geology is also an appellate authority for disposal of appeal petitions in the Minor minerals as stipulated under Rule 35 of Minor Mineral Concession Rules 1966. In-charge for attending to the questions pertaining to Parliament, Legislative Assembly & Council etc.,

Besides of having Act and Rules, the Department is also having separate set of Rules, for Gazetted & Non-Gazetted Officers as issued by Government in G.O.Ms.No.59, Industries & Commerce (M.I), dated 10.03.1998, read with G.O.Ms.No.205, Industries & Commerce (M.I) Department, dated 22.06.1999. The Department had Departmental Manual. The Director is the convener of State Programming Board Meetings for deciding annual field investigation with State &

Central investigation agencies held under the Chairmanship of Principal Secretary / Secretary, Industries & Commerce Department once in a year.

The procedure followed in decision including the channel of supervision and accountability:

All the tappals received in Head Office from Government and other Departments will be opened and sent to the second level Gazetted Officers of Joint Director of Mines and Geology / Deputy Director (Administration) for quick disposal of the cases. All the other tappals sent to the inward and outward section being headed by Assistant Director (Administration). In turn, the tappals Section handed over the tappals to the concerned Sections Superintendents. The Superintendent shall mark the tappals to the concerned dealing Assistants i.e., Senior Assistant & Junior Assistant and they will initiate action on each paper / file indicating the relevant Acts & Rules and submit to the Supervising Officers i.e., Superintendent concerned. The Superintendent will scrutinize the files and submit to the immediate officer for necessary orders and onward transmission to the Director of Mines and Geology through the concerned officers as per the duties entrusted to them for decision-making. File processing system shall be followed for disposal as per the procedures. All the officers and staff members are jointly accountable for quick disposal of the cases.

NORMS SET UP FOR DISCHARGING OF FUNCTIONS:

There are specific powers delegated in the Act to the Director of Mines and Geology and yearly mineral revenue targets are also fixed by the Government. However it should be endeavour to achieve the following item.

1. Processing of Mineral Concession Applications both Major & Minor;
2. Ensure collection of Mineral Revenue as per the targets fixed by the Government.
3. Ensure timely conduct of inspection / audit of offices.
4. Ensure re-appropriation of budget timely before laps.
5. Ensure maintenance of discipline in Administration of effective functioning of the Department.

CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT UNDER ITS CONTROL

Section 4 (1) (b) (vi)

All the application forms as prescribed for both major and minor minerals. The Department is also having periodical returns, forms prescribed for submission of reports yearly half yearly, quarterly, monthly and fortnightly. The Department shall maintain Tour Diaries. The Department shall maintaining Attendance Registers, Periodical Registers (i.e., Increment watch Registers, Retirement dates, Annual Confidential Reports, Seniority List etc.,) Maintenance Registers: viz., Stock Files, Despatch Registers, Stamp Account Registers, Stationery, Library, Cash Book, Service Registers, Annual Confidential Reports and Register for Property Statements.

In Districts Permit Registers & Grant Registers shall be maintained as listed below:

S. No.	Category of Document	Title of the Document
A. Minor Minerals:		
1	Application Form for Minor Minerals	Form-B
2	Quarterly Returns	Form-C
3	Register of Quarry Leases	Form-D
4	Form of Lease Agreement	Form-G
5	Mineral Dues Clearance Certificate	Form-H
6	Model form of Application for Appeal/Revision.	Form-J
7	Application Form for issue of Permits	Form-K
8	Permits for Despatch of Minor Minerals	Form-L
B. Granite:		
1	Application Form for Granite	Form-C
2	Half-yearly Returns	Form-F
3	Yearly Returns	Form-G
4	Transfer of the Quarry Lease Application	Form-R
C. Marble:		
1	Application Form for Marble	Form-C
2	Half-yearly Returns	Form-B
3	Yearly Returns	Form-C
4	Transfer of the Quarry Lease Application	Form-R
D. Major Minerals:		
1	Application Form for Reconnaissance Permit	Form-A
2	Application Form for Prospecting License	Form-B
3	Application Form for Mining Lease	Form-I
4	Application Form for Renewal Mining Lease	Form-J
5	Prospecting License Deed	Form-F

6	Reconnaissance Permit Deed	Form-F1
7	Mining Lease Deed	Form-k
8	Application Form for issue of Permits	Form-A
9	Permits for Despatch of Major Minerals	Form-B
10	Monthly Returns	Form-F9
11	Yearly Returns	Form-G
12	Application for Revision	Form-N

PARTICULARS OF ANY ARRANGEMENT FOR CONSULTATION WITH REPRESENTATION BY MEMBERS OF PUBLIC RELATIONS TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION SO FOR:

Section 4 (1) (b) (vii)

There is no separate arrangement existing in the Department for consultation with members of the public relations to the formulation of its policy and its implementation thereof.

However, for promotional aspects the matter will discuss in State Programming Board Meeting. As and when Seigniorage Fee on Minor minerals revised, the matter will discussed with the representatives of Mining Industry for its feasibility.

STATEMENT OF MEMBERS AND COMMITTEES AND OTHER SUB-COMMITTEE TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF COUNCIL COMMITTEE AND OTHER BODIES OPEN TO PUBLIC ACTION OR THE MINUTES OF SUCH MEETINGS ARE ASSESSABLE TO THE PUBLIC.

Section 4 (1) (b) (viii)

During the annual State Programming Board Meetings these matter will discuss and communicated to the concerned, As such no such Board and Councils exists in the Department.

The Joint Director of Mines and Geology delegated with the powers to supervise District and Regional Offices under their control and empowered to conduct the meetings in the District from time to time for smooth functioning of the Departmental activities. Inspection be done along with the Internal Audit Personnel's. Attend meetings with Accountant General, Audit officers regional-wise for discussing and dropping local audit pending paras. They will be attending to statutory hearing before Honourable Minister for Mines & Geology.

DEPARTMENT OF MINES & GEOLOGY

SALARY OF THE OFFICERS & EMPLOYEES IN HEAD OFFICE

S.No.	EMP. CODE	NAME	DESIGNATION	BASIC PAY	GROSS	GOVT. DED	NGD	NET
1	0403675	S. SURENDER	ASST. DIRECTOR OF MINES & GEOLOGY	58330	97001	34070	0	62931
2	1438113	D. VENU GOPAL GOUD	MINERAL REVENUE OFFICER	49870	83095	12151	0	70944
3	1835836	R. RAMAKRISHNA REDDY	ASST. DIRECTOR(LAW)	38130	63656	6812	600	56244
4	2530794	T S P SRINIVASA RAO	ASST. GEOLOGIST	53950	89988	22620	5140	62228
5	2530795	M. VIJAYA VANI	ASST. DIRECTOR(ADMN)	53950	89878	34320	13150	42408
6	2530841	T. SHYAM RAO	MINERAL REVENUE OFFICER	51230	85359	28320	776	56263
7	2530843	P SUVARNA	MINERAL REVENUE OFFICER	44870	74829	19720	6002	49107
8	2530864	RAFI AHMED	JOINT DIRECTOR	110850	170135	68320	1500	100315
9	2598710	M. RAMA KRISHNA RAO	ASST. MINES OFFICER	78910	127263	38260	0	89003
10	1643589	CH PARSHA RAMULU	Royalty Inspector	31460	52478	5611	0	46867
11	1643648	A SHEKAR	Royalty Inspector	30580	51039	6344	0	44695
12	1834847	P NAGA CHAITHANYA	Royalty Inspector	32340	53948	5729	0	48219
13	2580398	S VIJAYA BHARATHI	Royalty Inspector	33220	55357	5846	300	49211
14	2590225	PAMPATI NAGA RAJU	Royalty Inspector	31460	52478	5611	0	46867
15	2596237	P NAGESH	Royalty Inspector	39160	65461	7889	0	57572
16	1932981	K VENKATA RAMANA	Superintendent	31460	52478	13110	0	39368
17	2519212	J LAXMAN	Superintendent	38130	63776	6752	1666	55358
18	2530742	MOKKAPATI SRINIVAS	Superintendent	39160	65461	6889	6906	51666
19	2530746	SHAIK ABDUL GAFFOOR	Superintendent	38130	63776	6752	2354	54670
20	2530880	THOGURU ARUNA KUMARI	Superintendent	38130	63776	13189	300	50287
21	2558937	GUNUKULA MADHAVI	Superintendent	35120	58554	6100	600	51854
22	2580386	MUVVALA ANITHA	Superintendent	32340	53918	24210	600	29108
23	2000234	K KISHORE KUMAR	Supervisor	58330	97001	32260	0	64741
24	2509759	SUJITH CHIKKULA PALLI	Senior Assistant	28120	46886	8637	5009	33240
25	2530743	CHAKHA NARESH KUMAR	Senior Assistant	29760	49698	5384	9829	34485
26	2530745	P SAI KRISHNA	Senior Assistant	25840	43118	4531	3072	35515
27	2530768	P MOHAN RAO	Senior Assistant	29760	49698	9110	5588	35000
28	2530770	KANNAPURAM REKHA	Senior Assistant	28120	46886	17580	8964	20342

29	2530832	KODARI KRISHNA	Senior Assistant	41380	69121	13703	6842	48576
30	2530849	J JANGAIAH	Senior Assistant	39160	65431	11630	5972	47829
31	2597405	D DILIP KUMAR	Senior Assistant	25140	41953	4437	4451	33065
32	2600049	NENAVATH DASHARATHAM	Senior Assistant	25140	41953	4437	0	37516
33	2609210	MD ZUBAIR	Senior Assistant	24440	40568	4344	0	36224
34	2509697	KANDUKURI URMILA	Junior Assistant	25140	41993	4787	3865	33341
35	2530851	RATHLAWATH DEEPLAL	Junior Assistant	33220	55387	10880	6882	37625
36	2559911	DODDUMANI VIKRAM	Junior Assistant	26600	44381	12380	2549	29452
37	4500477	SAI GANESH	Junior Assistant	16400	27220	2920	0	24300
38	2590518	ERIGI PADMA	Technical Assistant	28940	47927	4065	2952	40910
39	2590521	KUKUDALA SARITHA	Technical Assistant	28940	48257	5275	0	42982
40	2590533	M NAGA LAXMI	Technical Assistant	28940	48257	4975	0	43282
41	2530844	SHAIK PARVEZ SAIL	Drill Superintendent	64670	107409	22796	0	84613
42	2539559	M MURALI MOHAN REDDY	Drill Superintendent	55410	92245	26360	505	65380
43	2539558	PECHETTY KANNAYYA DASU	Drill Mechanic	48600	80993	27880	600	52513
44	2551859	MA FAROOQ AHMED	Telephone Operator	33220	55462	12302	11693	31467
45	4500016	VAMSHI KIRAN	Record Assistant	15030	24979	2722	0	22257
46	2530760	GALI DASS	Jamedar	41380	69151	6353	11050	51748
47	2530831	SYED NASEERUDDIN	Jamedar	41380	69121	11346	349	57426
48	2558947	DOMMATA RAJENDER	Dafedar	38130	63746	10656	7310	45780
49	2530766	SHAIK AMEER ALI	Driver (L.V)	41380	69621	7630	2404	59587
50	2530790	BALLARI SATYANARAYANA	Tractor Driver (H.V)	46060	77355	30380	1433	45542
51	2509540	SYED ALI ABBAS	Office Subordinate	24440	40868	2565	0	38303
52	2509739	SHAIK ANWAR HUSSAIN	Office Subordinate	22460	37570	6364	7714	23492
53	2530744	KONDROLLU VENKATAMMA	Office Subordinate	24440	40828	6329	7633	26866
54	2530759	ANITHA BAI	Office Subordinate	31460	52478	21920	4941	25617
55	2530763	DINWALE ESHWAR SINGH	Office Subordinate	37100	61762	6615	1283	53864
56	2530764	SOGRA BEGUM	Office Subordinate	30580	51039	10215	1082	39742
57	2530765	ALVALA YADAMMA	Office Subordinate	28940	48227	10092	10302	27833
58	2530767	TADUKALA PRABHAKAR	Office Subordinate	28120	46886	6881	0	40005
59	2530771	MAHANKALI KOMARAI AH	Office Subordinate	26600	44401	14515	7997	21889
60	2589114	SUJATHA DEVI POTHURAJ	Office Subordinate	18400	30891	3322	1949	25620
61	2609211	CHINTALA SAI KUMAR	Office Subordinate	14600	24276	2665	691	20920

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Section 4 (1) (b) (xii)

The Department is not having such schemes. Hence, information pertaining to this item treated as nil.

PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORISATION GRANTED BY IT.

Section 4 (1) (b) (xiii)

The Department is not having such schemes, but in case of Vadderas, certain concessions are reserved for them.

PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORISATION GRANTED BY IT.

Section 4 (1) (b) (xiii)

The Department is not having such schemes, but in case of Vadderas, certain concessions are reserved for them.

DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN ELECTRONIC FORM:

Section 4 (1) (b) (xiv)

The Department has created ID for each office to transmit the data. However endeavour is being made to put the same online.

**PARTICULARS OF FACILITIES AVAILABLE TO THE CITIZENS FOR
OBTAINING THE INFORMATION INCLUDING THE WORKING HOURS OR
LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE.**

Section 4 (1) (b) (xv)

The information with regard to grant of leases both major and minor and all the applications in printed proforma are made available with the Deputy Directors of Mines and Geology and Assistant Directors of Mines and Geology in the District and Regional Offices. At Head Office level, all the Officers are available in the office will provide required information/material to the citizens during the office hours and all the relevant rules, procedures stated above are made available in the library for the citizens in order to facilitate to acquaint themselves with the information required by them. A separate library along with the reading room is being maintained by the Department for public use. Museum is also being maintained in the Department, displaying various samples for the knowledge of entrepreneurs seeking leases. There are two Chemical Labs functioning in the State. One is at Head Office and the second is at in the Office of the Deputy Director of Mines and Geology, Kurnool. These Labs analyse the Minerals/Ores, which help in charging correct Royalty/Seigniorage fee. Details of application form and documents to be enclosed for filing of Mining Lease/ Quarry Lease/ Prospecting License applications and Mineral Concession Rules 1960 & Minor Mineral Concession Rules 1966 are given here under. However all the information is also placed in the departmental website which will give information.

**NAME AND DESIGNATION AND OTHER DESIGNATIONS OF PUBLIC
INFORMATION OFFICERS: Section 4 (b) (i) (xvi)**

SI No.	Name of the Officer	Designation
1	Sri Rafi Ahmed, M.Sc., Joint Director of Mines and Geology	Appellate Authority
2	Smt. M.Vijaya Vani Deputy Director (Admin)	State Public Information Officer
3	Smt. M. Anitha, Superintendent	State Asst. Public Information Officer