

# Right to Information Act

## THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES: (Section 4 (1) (b) (ii))

### HEAD OFFICE DUTIES

#### DIRECTOR (STATE LEVEL)

The Director of Mines & Geology is overall in-charge in the administration of the department. In respect of Regulatory work he will advise the government in the matters of mineral policies, implement the policies framed by the Government. DM&G submits proposals to the Government for grant of Mineral concession for Major Minerals after the applications are processed by subordinate offices. DM&G is the authority for grant of quarry leases for granite useful for cutting and polishing purposes. He is quasi-judicial authority under Rule 35 of APMMC Rule 1966.

In respect of promotional work, the Director Mines & Geology will formulate the schemes for taking up mineral investigation and other related works, submit to the central geological programming board and formulate the scheme in respect of mineral investigations with other agencies.

### HEAD OFFICE

#### Joint Director of Mines & Geology: (State Level)

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 selected cases) 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. Preparation of administration reports.
5. Finalization of assessments over Rupees 50 lakhs and above and watch Collections of mineral revenue.
6. General work relating to interpretation, amendments etc. of various Mining Rules.
7. Technical Consultancy Cell.
8. Mineral based industry.
9. Incharge of exploratory work (i.e.) working of drills and exploratory mining units.
10. Finalisation of field programmes of the Department.
11. Co-ordination of fieldwork with Geological Survey of India, Mineral Exploration Corporation and other organizations.
12. Incharge of History of Mines Cell.
13. Matters relating to Development of Mineral Roads.
14. Incharge for all drill workings and promotional workings covering field items of the Department.

15. Finalization of field reports and furnishing of progress reports on promotional side including preparation of mineral data for the State.
16. Survey and mapping of the mineral bearing areas and estimation of mineral reserves.
17. Supervision of fieldwork allotted to subordinate officers.
18. Supervision of the working of chemical laboratories.
19. Maintenance of Museum in Head Office.
20. Maintenance of Library.

### **Deputy Director Mines and Geology: (State Level)**

1. Assisting the Joint Director (Promotional) in formulating various Field investigations for technical officers, supervision of Field work, scrutiny of reports etc.,
2. Inspection of working and non-working mines and quarries from technical point of view to ensure systematic and scientific workings.
3. Incharge of Statistical Section.
4. Also incharge of Mineral Concession Sections entrusted by the Director of Mines and Geology.

### **Assistant Director (Mines): (State Level)**

1. Assisting Joint Director (Promotional) 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 finalisation 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: (State Level)**

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: (State Level)**

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):**

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

#### **Draughts men:(Free Zone)**

1. Preparation of Tracing of maps sketches, and assist supervision etc.

#### **Deputy Director (Administration): (Free Zone)**

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

#### **Assistant Director (Establishment): (Free Zone)**

1. All 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.

#### **Assistant Director (Administration): (Free Zone)**

1. Drawing and disbursing officer for salaries, Travelling Allowances Contingencies, Loans and Advances etc., of Gazetted and Non- Gazetted Staff of Head Office.
2. To incur expenditure from the permanent advance towards Contingencies of the office.
3. Incharge of accounts matters, such as control over expenditure and preparation of budget. Reconciliation with PAO / AGAP, Hyderabad.

4. To assist the Director and Deputy Director (Administration) in the meetings in respect of financial matters.
5. Officer in-charge of Store and Stationary, Submission of indents to the Stationery Department and obtaining stores and stationary articles.
6. Officer-in-charge of Accounts and Budget Sections dealing with the above matters.

#### **Mineral Revenue Officer: (Free Zone)**

1. Review of monthly reports. (Lease wise)
2. Compilation of lease wise and district wise D.C.B. 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 also 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.
8. Correspondence etc. in connection with the issue of Mineral Revenue Clearance Certificate and export Certificate.

#### **Law- Officer: (Free Zone)**

1. He shall be a 'Liasion Officer ' between the M &G Dept. and Government. Pleaders connected with the work of the department in A.P. High court service Matters in A.P.A.T .Hyderabad.
2. The Law Officer shall be in the constant touch with the Government Pleaders mentioned above and shall collect the affidavits filed by the petitioners from Government Pleaders offices and shall see that the affidavits sent to concerned officers / offices of this Department for preparation of parawise remarks in time.
3. The Law Officer should obtain the parawise remarks of the concerned officer of the Department and after scrutiny of the parawise remarks so received from Sub-Offices, he shall forward the same to the Government Pleaders concerned through the concerned JDM&G., in the Head Office.
4. The Law Officer 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.
5. 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.
6. Any other allied matter, which will be entrusted by DM&G., or by the concerned JDM&G., from time to time.
7. The Law Officer shall submit a consolidated note to the DM&G., every month on all pending cases and attend the review of pending cases with the Government.

#### **Superintendents: (Free Zone)**

1. 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 Assistants: (Free Zone)**

1. 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: (Free Zone)**

1. Maintain P.Rs, prepare Pay bills, Outward / Inward work (Tappals) Distribution / Receipt Attend to file work where Independent work has been allotted.

#### **Special Category Steno Typist; (Free Zone)**

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

#### **Senior steno Typist: (Free Zone)**

1. To take dictation from the senior officers.

#### **Jr. Steno Typist: (Free Zone)**

1. To take dictation from the senior officers.

#### **Shroff: (Free Zone)**

1. He is attached to account section entrusted with the work of preferring bills to PAO bring cash from bank and assist accountant in disbursing cash, bringing cheques from PAO etc.

#### **Reneo Operator: (Free Zone)**

1. He is entrusted with the work of taking stencil copies connected to the official work.

#### **Telephone Operator: (Free Zone)**

1. To attend the Telephone calls.

#### **Drivers: (Free Zone)**

1. Driving and Maintenance of Vehicles.

#### **Auto Drivers: (Free Zone)**

1. Driving and Maintenance of Autos.

#### **Section Cutter: (Free Zone)**

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

#### **Chainman: (Free Zone)**

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

**Record Assistant: (Free Zone)**

1. To maintain the records in Head Office.

**Dafedar: (Free Zone)**

1. Incharge of the attenders in Head Office to attend the work entrusted by the officer to which they are allotted.

**Jamedar: (Free Zone)**

1. Incharge of the attenders in Head Office to attend the work entrusted by the officer to which they are allotted.

**Attender: (Free Zone)**

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

**Chowkidar: (Free Zone)**

1. To watch and ward duties.

**Sweepers: (Free Zone)**

1. They are entrusted with duties of cleaning / sweeping.

**Assistant Drilling Engineer: (Free Zone)****Drill Superintendents: Senior Drillers: Drill Mechanics:Assistant driller:**

1. The drill staffs are 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.

**Foreman: Blaster:Mechanical Fitter: Compressor Operator: Electrical Fitter:**

1. They are responsible for carrying out exploratory Mining at various locat-ions in the state.

**Pump Operator:**

1. Responsible for maintenance and Operation of water pumps during Drilling and exploratory Mining.

**Store Keeper:**

1. To look after stores connected to drilling.

**CHEMICAL LABORATORY AT HEAD OFFICE****Deputy Director (Chemistry): (Free Zone)**

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 proper up keep 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: (Free Zone)**

1. Analysis and identification of ores and minerals collected by the Technical Officers /
2. Staff during tours and also those sent by private parties and Government organizations, referred through the Director of Mines and Geology.
3. Maintenance of full records of analytical data of samples of minerals and ores analyzed in the laboratory.
4. 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: (Free Zone)**

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: (Free Zone)**

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 Attenders: (District Level)**

1. Preparation of samples, powdering. Grinding etc. before they taken up
2. for analysis.
3. Cleaning the Glassware etc.
4. Any other work entrusted by the Officers and Staff in the Chemical Lab.

### **DEPARTMENT OF MINES AND GEOLOGY ANDHRA RADESH. RECENT CHANGE BROUGHT IN THE HIERARCHICAL SET UP**

#### **A. HEAD OFFICE:**

There are no changes.

#### **B. ZONAL OFFICERS:**

Recently Government have issued orders creating 3 Zonal Officers headed by Joint Director of Mines and Geology. The duties of Joint Director of Mines and Geology (Zonal) are under preparation and on finalization the same will be notified.

#### **C. REGIONAL OFFICES:**

Regional offices were Restructured during 2003-04. The post of ADM&G under the control of 8 Regional Deputy Director Offices have been redeployed in the newly created ADM&G Offices in the 12 District offices. In the present hierarchical set up in the RO there is no ADM&G.

#### D. DISTRICT OFFICES:

There is no change.

#### DEPARTMENT OF MINES AND GEOLOGY ANDHRA PRADESH. RECENT CHANGES BROUGHT ABOUT IN ORGANISATIONAL SET UP

Recently the Government during 2003-04 has restructure the Department and created 12 new offices in 12 intensive Mining Districts. In view of restructuring of the Department 12 new offices were added to the existing 22 offices. The restructuring has resulted in addition of one or two or more ADMG Offices under the control of Regional Deputy Directors of Mines and Geology. Visakapatnam, Guntur, Kurnool, Kadapa, Hyderabad, Warangal.

However in general there is no change in the organizational set up.

#### REGIONAL OFFICES – COMMON DUTIES

Deputy Director of Mines and Geology: (State Level)

1. Incharge of Regional Office.
2. Over all Administrative control of the District Offices in the Region. Inspection of areas of important minerals and take up investigation with the help of Technical Officers of the Region.
3. Supervision of fieldwork of the Technical Officers and Scrutiny of their reports.
4. Periodical inspection of mines and quarries. (Not less than 10 working Mines per month).
5. Supervision of work in the District Offices Of the Region.  
Approval of the Assessments made by the Assistant Directors of Mines and Geology of that region below Rs. 50 Lakhs and forwarding to the Head Office the Assessment proposals over Rs.50 Lakhs with their recommendations.
6. Scrutiny / Verification of D.C.B. statements prepared by the Assistant Directors of Mines and geology of the respective District Offices.
7. Disposal of Quarry Lease Applications.
8. Prompt submission of periodical to Head Office of the entire Region.
9. Prompt submission of bills to District Treasury Office.
10. Regular Monitoring of Reconciliation of Receipt / Expenditure Statements of his office and District Offices of that Region.
11. Implementation of Andhra Pradesh Mineral Dealer Rules.2000.
12. Maintenance of Production and Despatch of various mineral of the region.
13. Inspection of District Offices frequently.
14. Prompt replying to Local Audit Reports / Internal Audit Paras.

#### **Mineral Revenue Officer: (State Level)**

1. Review of monthly reports (lease wise).
2. Compilation of lease-wise and district-wise D. C.B. 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 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 also 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: (Zonal Level)

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, traveling allowances bills, contingent bills, advance bills etc.,
4. Annual administration report.
5. Audit Paras pertaining to expenditure.
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. Prompt submission of monthly periodicals to Head Office.
11. Prompt submission of Bills to the Treasury Officer.
12. Responsible for smooth functioning of the office.
13. Incharge of Attendance Register and responsible for maintenance of Proper discipline in the Office.
14. Processing of minor applications.
15. 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
1. Maintenance of Stores, stationary and furniture.
2. Scrutiny of logbook of Government Vehicles at periodical intervals.
3. Incharge of Old records.
4. Preparation on Demand, Collection and Balance for minor minerals.
5. Reconciliation of Receipts and Expenditure.
6. 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: (State Level)

1. Incharge of District Office 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 final reports in respect of prospecting license, mining lease and quarry lease applications.
4. Inspection of areas applied for Mining Lease.
5. Inspection of Mines, Quarries (not less than 10 working mines and 5 working quarries in a month).
6. Prevention of smuggling and illegal extraction and transportation of minerals.
7. Finalization of assessment and collection of Mineral Revenue (Royalties, Seigniorage Fees etc.,) and other Demands and pursuing collection of arrears.
8. Submission of various 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, and administration of Mining Rules, Regulations and Acts etc.,
13. Prompt submission of bills to district Treasury Office.
14. Regular monitoring of Reconciliation of Receipts / Expenditure statements of his office
15. Maintenance of Production and Despatch of various minerals.
16. Prompt replies to Local Audit Reports / Internal Audit Paras.

##### Assistant Geologist: (State Level)

1. Inspection of Mines and Quarries.
2. Inspection of applied areas for Quarry Leases and Prospecting Licence.
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.

##### Office Superintendent: State Wide:

1. In the absence of Assistant Director of Mines and Geology and Assistant Geologist, he shall open all 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 put up by all the Non-Gazetted staff both Technical and Non-Technical should be routed through the Superintendent who will scrutinize and put-up the draft proposals and submit them to the Assistant Director of Mines and Geology through Assistant Geologist for final orders.
5. Superintendent shall see that various items of work like 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., are attended to and completed according to the due dates with the close coordination of the concerned Technical and Non -Technical staff members.
6. Incharge of all Court cases. Representation and Appeal Petitions pertaining to Mineral Concession and also establishment.
7. Prompt Submission of periodicals.
8. Prompt Submission of Bills to Treasury.
9. Any Other work entrusted by the Assistant Director of Mines and Geology.



Senior Assistant (Zonal Level)

1. All matters relating to Accounts, Budget, Jeep, including Log Book, Building etc., Maintenance of account register including cashbook, advance-book, dead stock register and petrol register.
2. Preparation of pay bills, traveling allowance bills, contingent bills, advances bills etc.,
3. Annual administration report
4. Audit paras pertaining to expenditure.
5. Reconciliation of expenditure figures.
6. Refund of amount pertaining to mining lease and quarry leases.
7. Preparation of demand, Collection and Balance for major minerals.
8. Maintenance of quarry lease application register.
9. Prompt Submission of monthly periodicals to Head Office.
10. Prompt submission of Bills to the Treasury.
11. Any other work allotted by the Assistant Director of Mines and Geology.

Junior Assistants: (District Level)

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. Stores, Stationary 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: (District Level)

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 weightment of ores / Minerals (all the working mines should be covered at least once in two years
7. Checking of the accounts of the lessees and finalization of assessments.
8. To assist 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 by parties and attending to petitions.
11. The inspection reports will be submitted to the Assistant Director of Mines and Geology.
12. Lease / Inspection reports will be submitted to the Assistant Director of Mines and Geology.
13. Any other work allotted by the Assistant Director of Mines and Geology concerned from time to time.

Technical Assistants: (Multi Zonal Level)

1. Periodical inspection of the leased out areas under Minor Mineral Concession Rules.
2. Verification of stocks at quarry site and dispatches of minor minerals.
3. Reconciliation of receipts
4. Collection of dispatch data from various consuming departments.
5. Maintenance of 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 Dispatch Register of Lease – Holders.
8. Any other work allotted to by the Assistant Director of Mines and Geology from time to time.

Surveyors: (Zonal Level)

1. Number of Surveys / Demarcation conducted.
2. Number of Enforcements observed and reported.
3. Preparation of Maps / Sketches.
4. Maintenance of Topo sheet and Maps.
5. Maintenance of various Geological Reports, Book, Journals etc.,
6. 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 is delegated with the powers under the following Rules and Acts, besides attending to the general functions such as supervision and control over the entire Department.

1. MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.
2. MINERAL CONCESSION RULES, 1960.
3. A.P. MINOR MINERAL CONCESSION RULES, 1966.
4. A.P. MINERAL DEALERS RULES, 2000.
5. A.P. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005
6. (with effect from 12.09.2005)
7. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
8. THE OILFIELDS (REGULATION & DEVELOPMENT) ACT, 1948.
9. THE OIL MINES REGULATIONS – 1984.
10. THE PETROLEUM CONCESSION RULES, 1949.
11. GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
12. MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
13. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
14. METALLI FERROUS MINES REGULATION-1961.
15. COAL MINES REGULATION, 1957.
16. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957
17. 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.

There are about 34 District Offices headed by Assistant Directors of Mines and Geology, 8 Regional Offices headed by Deputy Directors of Mines and Geology. Recently Government have also established four zonal offices in the State headed by Joint Directors of Mines and Geology. They are all under the control of Director of Mines and Geology. 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 Joint Directors of Mines and Geology (3), Deputy Directors of Mines and Geology (1), Assistant Directors of Mines and Geology (3), Deputy Director (Administration) (1) Assistant Directors (Administration) (3), Deputy Director (Chemistry) (1), Assistant Chemist (2), Assistant Mines Officer (1), Law Officer (1), Mineral Revenue Officer (1), Assistant Director (Mines) (2) supported by ministerial staff i.e., Superintendents, Senior Assistants, Junior Assistants Special Category steno, Senior Stenographers, Junior Stenographers, Typists. Four Drilling Units are attached to the Head Office 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 has to discharge the following functions:

The Director of Mines and Geology is having statutory functions under following Rules & Acts:

MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.

1. MINERAL CONCESSION RULES, 1960.
2. A.P. MINOR MINERAL CONCESSION RULES, 1966.
3. A.P. MINERAL DEALERS RULES, 2000.
4. A.P. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005.
5. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
6. THE OILFIELD (REGULATION & DEVELOPMENT) ACT, 1948.
7. THE OIL MINES REGULATIONS – 1984.
8. THE PETROLEUM CONCESSION RULES, 1949.
9. GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
10. MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
11. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
12. METALLI FERROUS MINES REGULATION-1961.
13. COAL MINES REGULATION, 1957.
14. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957.
15. ATOMIC ENERGY ACT – 1962.

As state Government representative the Director of Mines and Geology has to attend Board of Directors meetings of Andhra Pradesh Mining Development Corporation, A.P. Scheduled Tribes Co-operative Finance Corporation Limited and Andhra Phosphates.

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 under him in the State.

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

C). Director of Mines and Geology is empowered to recommend grant of major minerals as specified in the Mines & Mineral (Regulation & Development) Act, 1957, read with Mineral Concession Rules, 1960, and he has also been empowered to grant the granite leases in the State. He will exercise control over the entire Department and also incharge of maintenance of Administration, Accounts, Audit, Vigilance Wing etc., As per the procedures and rules as laid down in different Acts and Rules stated above, he is also empowered with processing of mineral concession i.e., major and minor mineral applications in the entire state.

## ROLE OF OFFICERS IN HEAD OFFICE:

Powers and duties of the Officers as per the enclosure enclosed.

## ESTABLISHMENT & ACCOUNTS:

ESTABLISHMENT: – Deputy Director (Administration) shall assist Director of Mines and Geology in respect of administration and establishment matters given as under:

### ACCOUNTS: -

1. Disbursement of salaries to Head Office staff and Officers.
  2. Budget maintenance both for Head Quarters 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. Attend to the objections raised by Accountant-General, A.P. and other inspecting agencies.
  5. Process of loan applications.
  6. Maintenance of all the concerned Registers and Record, Office accommodation, cleanliness, maintenance of telephones, vehicles etc.,
- Deputy Director (Administration) will assist the Director of Mines and Geology in all establishment matters as under.

Service matters of all the Officers and staff at Head Quarters and field level Officers, Chemical Labs., Regional & District Offices.

1. Sanction of various kinds of leaves to the officers, internal transfers of staff and Officers in the Directorate and Regional, Zonal and District Offices.
2. Recruitment of the posts up to the level of second level Gazetted in the Directorate and as well as in Zonal Regional and District including all the ministerial service posts and Drilling Division posts.

The Director of Mines and Geology is also an appellant authority for disposal of appeal petitions in the minor minerals as stipulated in the A.P.Minor Mineral Concession Rules 1966. He is also incharge of attending to the questions pertaining to Rajyasabha, Loksabha, Assembly etc., Besides having above 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 is also having its own Departmental Manual. He is also convener of State Programming Board Meetings for deciding annual field investigation with state & central investigation agencies to be 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 will be sent to the inward and out ward section being headed by Assistant Director (Administration). In turn, the tappals will be handed over to the concerned sections by Superintendents. Superintendents will 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 supervisory 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. Usual file processing system shall be followed and disposed off 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 to be achieved. However it should be endeavor to achieve the following item.

1. Processing of Mineral Concession Applications both Major & Minor;
2. Grant of Granite Leases as per Rules.
3. Ensure prompt collection of Mineral Revenue as per the targets so fixed by the Government.
4. Ensure timely conduct of inspection / audit of offices.
5. Ensure reappropriation of budget timely before laps.
6. 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 is also maintaining Tour Diaries of Officers etc.,. Further, the Department is maintaining Attendance Registers, Periodical Registers (i.e., Increment watch Registers, Retirement dates, Annual Confidential Reports, Seniority List etc.,) Phone Call booking Record, Maintenance Registers. Stock Files, Despatch Registers, Stamp Account Registers, Stationery, Printing Forms, Library, Cash Book, Service Registers, Annual Confidential Reports of the Officers, Superintendents, Royalty Inspectors etc., and Register for Property Statements. In the districts they maintains Permit Registers & Grant Registers.

#### PARTICULARS OF ANY ARRANGEMENT FOR CONSULTATION WITH ORR 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 is discussed in state programming board. Further, as and when Seignorage fee on minor minerals is to be revised, the matter will be discussed with the representatives of Mining Industry.

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

#### Section 4 (1) (b) (viii)

There is no such board and councils or committees existing in the Dept., The annual State Programming Board Meeting will be held and the minutes of such meetings will be communicated to the concerned

All the Joint Directors of Mines and Geology in-charge of their regions are delegated with the powers to supervise a particular District and Regional Offices under their control and they are also empowered to conduct the meetings in the District from time to time for smooth functioning of the Departmental activities. They will also conduct inspection along with the Internal Audit Parties and also attend meetings with Accountant General of A.P. Officers regional-wise for discussing and dropping local audit pending paras. They will be attending to statutory hearing before Honourable Minister for Mines & Geology.

#### DIRECTORY OF OFFICERS AND EMPLOYEES

##### Section 4 (1) (b) (ix)

Head Office / District offices / Addresses

Excel Sheets

#### MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES

##### Section 4 (1) (b) (x)

Excel Sheet Salaries

BUDGET ALLOCATED TO THIS DEPT. INDICATING THE PARTICULARS OF PLAN, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE

##### Section 4 (1) (b) (xi)

Excel Sheet Budget

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 may be 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.

2. 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 endeavor 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 & Andhra Pradesh 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)

RTI Act, PIO & APIO Statement (transfer to Excel)



ITEM-WISE INFORMATION RELATING TO RIGHT TO THE INFORMATION ACT-2005: I.  
PARTICULARS OF ORGANISATION, FUNCTIONS & DUTIES:

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

MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.  
MINERAL CONCESSION RULES, 1960.  
A.P.MINOR MINERAL CONCESSION RULES, 1966.  
A.P.MINERAL DEALERS RULES, 2000.  
A.P. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005 (with effect from 12.09.2005)  
REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).  
THE OILFIELDS (REGULATION & DEVELOPMENT) ACT, 1948.  
THE OIL MINES REGULATIONS – 1984.  
THE PETROLEUM CONCESSION RULES, 1949.  
GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.  
MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.  
MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.  
METALLI FERROUS MINES REGULATION-1961.  
COAL MINES REGULATION, 1957.  
THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957  
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.

There are about 34 District Offices headed by Assistant Directors of Mines and Geology, 8 Regional Offices headed by Deputy Directors of Mines and Geology. Recently Government have also established four zonal offices in the State headed by Joint Directors of Mines and Geology. They are all under the control of Director of Mines and Geology. 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 Joint Directors of Mines and Geology (3), Deputy Directors of Mines and Geology (1), Assistant Directors of Mines and Geology (3), Deputy Director (Administration) (1) Assistant Directors (Administration) (3), Deputy Director (Chemistry) (1), Assistant Chemist (2), Assistant Mines Officer (1), Law Officer (1), Mineral Revenue Officer (1), Assistant Director (Mines) (2) supported by ministerial staff i.e., Superintendents, Senior Assistants, Junior Assistants Special Category steno, Senior Stenographers, Junior Stenographers, Typists. Four Drilling Units are attached to the Head Office Drill Superintendents, Drill Mechanic, Assistant Driller, Drill Helpers, Store Keeper etc.,. The Exploratory Wing has been disbanded now.

## II. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Director of Mines and Geology has to discharge the following functions:

The Director of Mines and Geology is having statutory functions under following Rules & Acts:

1. MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.
2. MINERAL CONCESSION RULES, 1960.
3. A.P. MINOR MINERAL CONCESSION RULES, 1966.
4. A.P. MINERAL DEALERS RULES, 2000.
5. A.P. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005.
6. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
7. THE OILFIELD (REGULATION & DEVELOPMENT) ACT, 1948.
8. THE OIL MINES REGULATIONS – 1984.
9. THE PETROLEUM CONCESSION RULES, 1949.
10. GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
11. MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
12. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
13. METALLI FERROUS MINES REGULATION-1961.
14. COAL MINES REGULATION, 1957.
15. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1957.
16. ATOMIC ENERGY ACT – 1962.

As state Government representative the Director of Mines and Geology has to attend Board of Directors meetings of Andhra Pradesh Mining Development Corporation, A.P. Scheduled Tribes Co-operative Finance Corporation Limited and Andhra Phosphates. 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 under him in the State.

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

C). Director of Mines and Geology is empowered to recommend grant of major minerals as specified in the Mines & Mineral (Regulation & Development) Act, 1957, read with Mineral Concession Rules, 1960, and he has also been empowered to grant the granite leases in the State. He will exercise control over the entire Department and also incharge of maintenance of Administration, Accounts, Audit, Vigilance Wing etc., As per the procedures and rules as laid down in different Acts and Rules stated above, he is also empowered with processing of mineral concession i.e., major and minor mineral applications in the entire state.

## III. ROLE OF OFFICERS IN HEAD OFFICE:

Powers and duties of the Officers as per the enclosure enclosed.

## IV. ESTABLISHMENT & ACCOUNTS:

ESTABLISHMENT: – Deputy Director (Administration) shall assist Director of Mines and Geology in respect of administration and establishment matters given as under:

ACCOUNTS: -

Disbursement of salaries to Head Office staff and Officers.

Budget maintenance both for Head Quarters Zonal, Regional and District Offices, release of budget and grant to all the Subordinate Offices.

Pension matters concerning to all officers in Head Office, Zonal, Regional and District Offices.

Attend to the objections raised by Accountant-General, A.P. and other inspecting agencies.

Process of loan applications.

Maintenance of all the concerned Registers and Record, Office accommodation, cleanliness, maintenance of telephones, vehicles etc., Deputy Director (Administration) will assist the Director of Mines and Geology in all establishment matters as under.

Service matters of all the Officers and staff at Head Quarters and field level Officers, Chemical Labs., Regional & District Offices.

Sanction of various kinds of leaves to the officers, internal transfers of staff and Officers in the Directorate and Regional, Zonal and District Offices.

Recruitment of the posts up to the level of second level Gazetted in the Directorate and as well as in Zonal 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 in the A.P.Minor Mineral Concession Rules 1966. He is also incharge of attending to the questions pertaining to Rajyasabha, Loksabha, Assembly etc., Besides having above 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 is also having its own Departmental Manual. He is also convenor of State Programming Board Meetings for deciding annual field investigation with state & central investigation agencies to be 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 will be sent to the inward and out ward section being headed by Assistant Director (Administration). In turn, the tappals will be handed over to the concerned sections by Superintendents. Superintendents will 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 supervisory 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. Usual file processing system shall be followed and disposed off as per the procedures. All the officers and staff members are jointly accountable for quick disposal of the cases.

V. 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 to be achieved. However it should be endeavor to achieve the following item.

Processing of Mineral Concession Applications both Major & Minor;

Grant of Granite Leases as per Rules.

Ensure prompt collection of Mineral Revenue as per the targets so fixed by the Government.

Ensure timely conduct of inspection / audit of offices.

Ensure reappropriation of budget timely before laps.

Ensure maintenance of discipline in Administration of effective functioning of the Department.

VI. OFFICERS AND OTHER STAFF AT DISTRICT LEVEL:

Processing of Mineral Concession applications both Major & Minor.

Ensure collection of Mineral Revenues.

Detect violation of Rules by the lessees both Major & Minor Minerals.

Arrest illegal quarrying and transportation.

Issue of permits under permits system.

Mine Closures as per Rules.

Assist Director of Mines and Geology for preparation of Mine Plans.

Investigation of Minerals, identification of new minerals and promotional work as entrusted by the Director of Mines and Geology

OFFICERS AND STAFF AT REGIONAL LEVEL:

a. Grant of minor mineral concession except granite and marble.

Ensure timely conduct inspections of subordinate Assistant Directors of Mines and Geology in his jurisdiction.

Issue of transit passes under Mineral Dealer Rules.

Supervision of staff above Assistant Director of Mines and Geology both Establishment & Accounts matters.

Arrest of illicit Mining & Quarrying and transportation and identifying the encroachments by the lessees under both major and minor minerals.

Any other work entrusted by the Director of Mines and Geology.

#### VIII. RULES, REGULATION SYSTEMS, RECORDS HELD BY DIRECTOR OF MINES & GEOLOGY UNDER HIS CONTROL OR USE BY ITS EMPLOYEES FOR DISCHARGE OF ITS FUNCTIONS:

The following Acts & Rules are formulated by the Central and State Government are connected to the Department of Mines & Geology in enforcing of provisions by different functionaries in the state.

1. MINES & MINERAL (REGULATION & DEVELOPMENT) ACT, 1957.
2. MINERAL CONCESSION RULES, 1960.
3. A.P. MINOR MINERAL CONCESSION RULES, 1966.
4. A.P. MINERAL DEALERS RULES, 2000.
5. REVENUE RECOVERY ACT (POWERS DELEGATED IN 2005).
6. A.P. MINERAL BEARING LANDS (INFRASTRUCTURE) CESS RULES –2005. with effect from 12.09.2005.
7. THE OILFIELDS (REGULATION & DEVELOPMENT) ACT, 1948.
8. THE OIL MINES REGULATIONS – 1984.
9. THE PETROLEUM CONCESSION RULES, 1949.
10. GRANITE CONSERVATION & DEVELOPMENT RULES – 1999.
11. MARBLE CONSERVATION & DEVELOPMENT RULES – 2002.
12. MINERAL CONSERVATION & DEVELOPMENT RULES – 1988.
13. METALLI FERROUS MINES REGULATION-1961.
14. COAL MINES REGULATION, 1957.
15. THE COAL BEARING AREAS ACQUISITION & DEVELOPMENT ACT-1975.
16. ATOMIC ENERGY ACT – 1962.

Besides having the above Acts and Rules the provisions laid down .State & Subordinate Service Rules, Fundamental Rules, Ministerial Service Rules, G.P.F. Rules Loans and Advances etc., are followed in dealing with Establishment / Accounts matters.

#### IX. STATEMENT OF CATEGORISATION OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

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 is also maintaining Tour Diaries of Officers etc.,. Further, the Department is maintaining Attendance Registers, Periodical Registers (i.e., Increment watch Registers, Retirement dates, Annual Confidential Reports, Seniority List etc.,) Phone Call booking Record, Maintenance Registers. Stock Files, Despatch Registers, Stamp Account Registers, Stationery, Printing Forms, Library, Cash Book, Service Registers, Annual Confidential Reports of the Officers, Superintendents, Royalty Inspectors etc., and Register for Property Statements. In the districts they maintains Permit Registers & Grant Registers.



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

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 there of.

However, for promotional aspects the matter is discussed in state programming board. Further, as and when Seignorage fee on minor minerals is to be revised, the matter will be discussed with the representatives of Mining Industry.

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

There is no such board and councils or committees existing in the Dept., The annual State Programming Board Meeting will be held and the minutes of such meetings will be communicated to the concerned

All the Joint Directors of Mines and Geology incharge of their regions are delegated with the powers to supervise a particular District and Regional Offices under their control and they are also empowered to conduct the meetings in the District from time to time for smooth functioning of the Departmental activities. They will also conduct inspection along with the Internal Audit Parties and also attend meetings with Accountant General of A.P. Officers regional-wise for discussing and dropping local audit pending paras. They will be attending to statutory hearing before Honourable Minister for Mines & Geology.

XII. DIRECTORY OF OFFICERS AND EMPLOYEES:

The Department so far not having such Directory of Officers and staff members. However, the same will be maintained in register containing the residential addresses and telephone numbers of each office and staff members. They will be available with the Officers and Establishment Section. The list of Officers and their addresses is place in the Website of the Department

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICE AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.

The pay particulars of staff members and Officers of the Director of Mines and Geology given in the Annexure enclosed.

Budget allocated to each of its agency, indicating the particulars of all Plans made proposed expenditure and reports of disbursement.

The budget allocation for the year 2005-2006 are given as per the annexure enclosed. There are no development Schemes, all are staff oriented schemes.

MANNER OF EXECUTION OR SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOCATED & DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

The Department is not having such schemes. Hence, information pertaining to this item may be treated as 'Nil'.

IMPLEMENTATION OF CENTRALLY SPONSORED SCHEMES:

The Department is not having centrally sponsored schemes.

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

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:

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

XVIII. 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.

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 & Andhra Pradesh Minor Mineral Concession Rules 1966 are given here under. However all the information is also placed in the departmental website which will give information.

## XIX. NAME AND DESIGNATION AND OTHER DESIGNATIONS OF PUBLIC INFORMATION OFFICERS:

The following Officers has been nominated as Public Information Officer in respect of Mines & Geology and at Head Office Sri. B.R.V.Susheel Kumar, Joint Director of Mines and Geology, 8th floor, B.R.K.R. Government Building, Hyderabad-63 is appointed as Public Information Officer. Telephone No. is 23221750.

All the District and Regional Officers have also been made as Public Information Officers in the Proceedings No. 25224/E3/2005 Dt:21.9.2005.

## HEAD OFFICE

### DUTIES

#### DIRECTOR (STATE LEVEL)

The Director of Mines & Geology is overall in-charge in the administration of the department. In respect of Regulatory work he will advice the government in the matters of mineral policies, implement the policies framed by the Government. DM&G submits proposals to the Government for grant of Mineral concession for Major Minerals after the applications are processed by subordinate offices. DM&G is the authority for grant of quarry leases for granite useful for cutting and polishing purposes. He is quasi-judicial authority under Rule 35 of APMMC Rule 1966.

In respect of promotional work, the Director Mines & Geology will formulate the schemes for taking up mineral investigation and other related works, submit to the central geological programming board and formulate the scheme in respect of mineral investigations with other agencies.