

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. In charge of regulatory work i.e. processing of applications for Mining Leases / Prospecting Licenses 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. In charge of exploratory work (i.e.) working of drills and exploratory mining units.
10. Finalization of field programs of the Department.
11. Co-ordination of fieldwork with Geological Survey of India, Mineral Exploration Corporation and other organizations.
12. In charge of History of Mines Cell.
13. Matters relating to Development of Mineral Roads.
14. In charge 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. In charge of Statistical Section.
4. Also in charge of Mineral Concession Sections instructed 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 finalization of field reports and furnishing of progress reports on promotional side including preparation of mineral date 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. In charge 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. In charge 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. In charge 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. In charge 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. In charge 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 dispatch 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. Finalization 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 'Liaison 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 para wise remarks in time.
3. The Law Officer should obtain the para wise remarks of the concerned officer of the Department and after scrutiny of the para wise 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 para wise 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 para wise 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 locations 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. In charge 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. In charge 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 TELANGANA. RECENT CHANGE BROUGHT IN THE HIERARCHICAL SET UP**A. HEAD OFFICE:**

There are no changes.

B. ZONAL OFFICERS:

Consequent upon the bifurcation of District, the Govt. vide GO. Ms. No. 67 Inds & Comm (M.I) Dept., dt. 21.11.2016 issued orders merging the O/o. Zonal Joint Director Mines and Geology Office into Head Office.

C. REGIONAL OFFICES:

Regional offices were Restructured during 2011-12. The post of ADM&G under the control of 3 Regional Deputy Director Offices have been redeployed in the newly created ADM&G Offices in the 30 District offices. In the present hierarchical set up in the RO there is no ADM&G.

D. REGIONAL OFFICES – COMMON DUTIES

Deputy Director of Mines and Geology: (State Level)

1. In charge 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 Telangana 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. In charge 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
2. Staff of the Deputy Director of Mines and Geology in the Region.
3. Receipt and Disposal of Travelling Allowance Bills of the Regional Office and Assistant
4. Directors of Mines and Geology of the Region
5. Maintenance of Stores, stationary and furniture.
6. Scrutiny of logbook of Government Vehicles at periodical intervals.
7. In charge of Old records.
8. Preparation on Demand, Collection and Balance for minor minerals.
9. Reconciliation of Receipts and Expenditure.
10. 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. In charge 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 License 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 License.
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:

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. In charge 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. In charge 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. In charge 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 weighment 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 finalization 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: (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.