



## ABSTRACT

Industries – Department of Geology and Mining – Duties and Responsibilities for the post of Deputy Directors / Assistant Directors in the Department of Geology and Mining – Orders - Issued.

### Industries (E.1) Department

**G.O.(Ms.)No.251**

**Dated: 03.12.2020**

சார்வரி – கார்த்திகை, 18  
திருவள்ளூர் ஆண்டு, 2051

**Read:**

From the Director of Geology and Mining, Letter Rc.No.3692/  
PM1/2020, Dated: 24.08.2020.

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### **ORDER:**

Based on the request of the Director of Geology and Mining in the letter read above, the Government hereby fix the following Duties and Responsibilities for the post of Deputy Directors / Assistant Directors in the Department of Geology and Mining and order accordingly:-

#### **A. MINERAL ADMINISTRATION**

1. To implement the policy decision of Government in mineral exploration and mineral administration.
2. To exercise all powers vested with the Deputy Directors / Assistant Directors in the act and rules dealing with mines and minerals.
3. To function as Public Information Officer in the district.
4. To maintain mineral concession registry and geological reports on existing lease hold areas, abandoned or expired lease hold areas, free hold areas to be explored in digitized form for major minerals, minor minerals and 31 minor minerals.
5. To furnish technical report in respect of major and minor minerals as directed by the District Collector and higher authorities.
6. To achieve the target fixed for collection of royalty, seigniorage fee, surface right compensation, dead rent, surface rent, area assessment, lease amount, other non-tax revenue and to collect arrear and audit amount.
7. To assess surface right compensation and dead rent for Government lands leased out to lessees, annually and to collect the amount every year.
8. To ensure the enrolment of workers in the quarries and mines under the relevant insurance schemes.
9. To send reconciled statement on receipt of revenue to the Directorate of Geology and Mining every month.

10. To keep the holograms under safe custody.
11. To inspect minimum of 10 (Ten) quarries and 10 (Ten) mines every month and to take action as per act and rules for any violation noticed and to send monthly periodical report to Directorate of Geology and Mining.
12. To check vehicles transporting minerals routinely and to take action as per act and rules for any violation noticed.
13. To convene District level task force meeting as mandated by the G.O.No.135, Industries (MMA.1) Department, dated 13.11.2009 and to send minutes of the meeting conducted by the District Collector to Directorate of Geology and Mining every month.
14. To take prompt action on the petitions referred by the Hon'ble Chief Minister Cell, Hon'ble Member of Parliament, Hon'ble Member of Legislative Assembly and other Committees.
15. To attend the public grievances redressal meeting, mass contact programme and farmers' grievances redressal meeting conducted by the District Collector and to take action to settle the grievances in accordance with rules and acts.
16. To take decision on disposal of files under NDis, LDis, KDis, DDis, RDis.
17. To ensure the annual plan and budget for the next financial year is approved by the general council by 31<sup>st</sup> March of current financial year.
18. To verify all mandatory and statutory registers maintained by the Assistant Geologists.
19. To submit annual, half yearly, quarterly and monthly periodicals to the Directorate of Geology and Mining.
20. To submit reports for the references received from Government and Directorate of Geology and Mining.
21. To discharge any other works assigned by the higher authorities.
22. To take necessary action for good mineral administration so as to take State of Tamil Nadu in premier position in the index of ease of doing business.

#### **B. MINERAL EXPLORATION**

23. To analyze the base line geological reports of State Directorate of Geology and Mining, Geological Survey of India and Government of India notified agencies for taking up new exploration proposal.
24. To take up regional and detailed exploration for identification of mineral resources and evaluation of mineral reserves for development of the minerals and to submit projects through Regional Joint Directors to Directorate of Geology and Mining.
25. To co-ordinate with Geological Survey of India and the notified exploration agencies such as Mineral Exploration Corporation Limited, Kudremukh Iron Work Corporation Limited, Tamil Nadu Minerals Limited, Tamil Nadu Cements Corporation Limited in the exploration activities.
26. To grant concessions for minor minerals and execute lease deeds with lessees in accordance with Tamil Nadu Minor Mineral Concession Rules, 1959.

27. To submit proposals to District Collector for grant of minor mineral concessions following Tamil Nadu Minor Mineral Concession Rules, 1959.
28. To submit proposals to Government through Commissioner / Director of Geology and Mining for grant of minor mineral concessions following Tamil Nadu Minor Mineral Concession Rules, 1959.
29. To issue transport permit and transport dispatch slips as per approved mining plan and valid Environmental Clearance.
30. To take action to fence the abandoned mines, quarries, closed mines and quarries as per mining rules.
31. To inspect the areas where triggers are received under mining surveillance system and to send a report to the Directorate of Geology and Mining.
32. To survey and to take measurements of the stocks of the minerals lying at any mine, examine any document, register or record of any person having the control of any mine and take extracts from or make copies of such document, register or record, order the production of any such document, register and record.
33. To ensure that quarry leases of Archeological importance/historical monuments found in the district is not recommended for mining.

#### C. MINERAL TRUST

34. To call for project proposals for the succeeding financial year in January following Tamil Nadu District Mineral Foundation Trust Rules, 2017.
35. To convene the managing committee and general council meetings to finalize the proposals.
36. To recommend the Government through Commissioner / Director of Geology and Mining for projects taken up under district mineral trust funds where the value of projects exceed Rs.1 crore in an year for approval. To recommend to Commissioner / Director of Geology and Mining for projects taken up under district mineral trust funds where the value of projects exceed Rs.50 lakh in an year for approval.
37. To ensure the implementation of the projects are initiated from 1<sup>st</sup> April of each financial year.
38. To submit the details of District Mineral Foundation Trust fund and projects in the Government of India formats by 7<sup>th</sup> of every month.
39. To maintain asset register for assets created under District Mineral Foundation Trust fund.
40. To settle final payment after getting certified completion report from the implementing agencies.
41. To adhere the time lines stipulated in the rules in the preparation, approval and submission of audit reports and the activities of Trust to Government, Directorate of Geology and Mining, District Collector and other authorities.

**D. AUDIT**

42. To attend the meeting convened by the Estimate Committee, Petition Committee, Assurance Committee visiting the districts.
43. To settle the audit paragraphs in respect of mines and mineral sector by the Local Fund Audit and Accountant General.
44. To furnish replies to audit observations made by the Comptroller and Auditor General and Public Accounts Committee.

**E. COURT CASES**

45. To prepare draft Counter Affidavits and other petitions (i.e., Stay Vacation Petition, Miscellaneous Petition, etc) for all Court cases and ensure filing them before the respective Hon'ble Courts.

**F. ONLINE WORK**

46. To ensure ease of doing business and maintain data base on mineral concessions, etc., pertaining to the district.
47. To approve the data uploaded in the Hon'ble Pradhan Mantri Khanij Kshetra Kalyan Yojana Portal, e-samiksha portal, pragati portal on real time basis.
48. After obtaining approval from the competent authorities, to publish the reports on the websites: District, Directorate of Geology and Mining and Government.
49. To update District survey reports annually and update datas on mineral concessions and others in the web applications of Directorate of Geology and Mining.

**(BY ORDER OF THE GOVERNOR)****N. MURUGANANDAM  
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Director of Geology and Mining, Guindy, Chennai – 600 032.

✓ All District Collectors (Through the Director of Geology and Mining)

All Regional Joint Directors (Through the Director of Geology and Mining)

All Additional Directors / Joint Directors / Deputy Directors/ Assistant Directors/  
Assistant Geologists (Through the Director of Geology and Mining)

Copy to:

Special Personal Assistant to the Hon'ble Minister (Law, Courts and Prisons),  
Chennai – 600 009.

The Personnel and Administrative Reforms Department, Chennai – 600 009.

Industries (OP.II) Department, Chennai – 600 009.

SF/SCs.

**// Forwarded / By Order //**5000  
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03/12/2020