

## CHAPTER I

### **ORGANISATIONAL SET UP, FUNCTIONS AND DUTIES OF THE DEPARTMENT OF MINES AND GEOLOGY**

#### **A. ORAGANISATIONAL SET UP :**

The State Department of Mines & Geology, Rajasthan with its headquarters at Udaipur, is engaged in two fold activities, namely (i) Mineral Survey, Prospecting and Exploration on one hand and (ii) Mineral Administration including collection of revenue, checking of illegal mining and dispatches and supervision of mineral exploitation on the other hand. These activities are looked after by the Geology and Mining Wings of the Department, respectively. The Department also makes coordination with the Central and State Agencies engaged in exploration of different minerals. The overall control and supervision of these activities is exercised by Director of Mines & Geology.

There are two wings of the department viz. Mining and Geology Wings. All the activities of the department are carried out by these wings. To facilitate the mineral exploration and mineral administration the State Mines & Geology Department is divided into various zones, circles, divisions and sub-divisions. The organisational setup of the department is given below :

#### **1. SET UP OF MINING WING :**

This wing is engaged in Mineral Administration including policy matters & revenue receipt as well as supervision of mineral exploitation in scientific way. Following is the set up in brief: -

##### **1. Additional Director – Mines (ADM) - 7**

Three are posted in Directorate –

- (i) Additional Director – Mines (Headquarters) looks after mineral concession and administration work of major and minor minerals, litigation work, matters relating to laws and policies, mining plan/scheme and mine closure.
- (ii) Additional Director – Mines (Environment and Development) looks after the matters related to forest, diversion of forest, planning, development, RTI, assembly questions, etc.
- (iii) Additional Director – Mines (Vigilance) looks after the matters related to vigilance, effective checking of illegal mining and mineral movement in the state.

Four Additional Director (Mines) are posted in Udaipur, Jaipur, Jodhpur and Kota zones.

In zones, the entire mineral administration work including mineral regulation, vigilance, inspection of mines, development of mines & mineral based industries and other developmental activities are looked after by Additional Director, Mines (ADM) Zone. They also hear appeals under the provision of Rajasthan Minor Mineral Concession Rules, 1986. Each ADM-Zone is assisted by 2 to 3 Superintending Mining Engineers (SME) Circle. Each SME-Circle is assisted by 3 to 6 Mining Engineers (ME)/Assistant Mining Engineers (AME) posted in Divisions and Sub-Divisions. At some places MEs are also assisted by AMEs posted either in their office or at Sub-Divisional Offices.

## **2. Superintending Mining Engineers (SME) - 21**

- (i) Nine SME are posted in various circles viz. Udaipur, Jaipur, Jodhpur, Bikaner, Kota, Bhilwara, Ajmer, Rajsamand and Bharatpur to look after mineral concession and administration work of major and minor minerals.
- (ii) Seven SME (Vigilance) at Udaipur, Jaipur, Jodhpur, Bikaner, Kota, Bhilwara and Bharatpur to look after the work relating to checking of unauthorised mining and illegal dispatches from the mineral bearing areas.
- (iii) One Superintending Mining Engineer is posted in the Directorate, Udaipur as Technical Assistant to Director to assist him in all technical and administrative matters.
- (iv) Four Superintending Mining Engineers (Hq) are posted in the Directorate for looking after the work of mineral administration including regulatory work for major and minor minerals, revision matters pending with Government of India, plan & development, assembly & parliament matters, litigation work relating to mineral concessions, trainings, meetings and conferences work related to various committees of the state legislature, vigilance and matters related to illegal mining.

## **3. Mining Engineers (ME) - 47**

Out of these, 33 are posted in various Divisional offices under nine SME-Circle offices, 12 working as Mining Engineer (Vigilance) under seven SME- Vigilance offices and 2 as Mining Engineer (Writ) for litigation work in High Courts and Supreme Court.

## **4. Assistant Mining Engineers (AME) - 68**

Out of these, 16 AME are posted in various Sub-Divisional offices and 32 under ME-Divisional offices, 20 working as AME (Vigilance) under MEs-Vigilance.

## **2. SET UP OF GEOLOGICAL WING:**

The Geological wing is engaged in prospecting and exploration of mineral deposits within the State. Nearly 65 to 75 or sometimes 80 investigation projects per year are undertaken for search and investigation of various minerals involving about 5000 sq. km. of regional mineral survey, 400 to 500 sq. km. of regional geological mapping and 15 to 25 sq. km. of detailed geological mapping which is supplemented by exploratory drilling to the extent of about 10,000 to 12,000 meters drilling per annum. Important minerals for which investigation taken are base and noble metals, cement and SMS grade limestone, lignite, wollastonite, barytes, gypsum, rock phosphate, fluorite, felspar, garnet, precious and semi-precious stones, silica sand, clays, quartz and other industrial minerals, dimensional and building stones, such as marble, granite, sandstone, splittable limestone etc.

The State Department of Mines & Geology has a well-organized Mineral Exploration wing having a number of Geologists and Geo-scientists. There are other supporting branches namely, Geophysical, Remote Sensing, Petrological Laboratory, Drilling and Work Shop Wings. There are well established Chemical, Ceramic and Ore dressing laboratories in the department having full facilities for analysis of various minerals and fire assaying of noble metals. The details of the Geological Wing are as under:

The geological work is looked after by 6 Additional Director, Geology (ADG) posted at Directorate and Udaipur, Jaipur, Bikaner Kota and Jodhpur zones. These ADGs are assisted by Superintending Geologists/Sr. Geologists at Region/Circle levels. Each Sr. Geologist is assisted by 2-3 Geologists in the field to carry out mineral prospecting and exploration work. The brief set up is given below:

### **1. Additional Director (Geology) - 6**

One each posted at Jaipur, Bikaner, Kota, Udaipur and Jodhpur zones.

One posted at Directorate Udaipur as Additional Director Geology (Hq.)

### **2. Superintending Geologist - 15**

Out of these 12 are working in various circles, 2 in Directorate and 1 in Secretariat.

### **3. Senior Geologists - 29 & Geologist - 63**

19 Senior Geologists are placed in various circles, 7 are posted in Directorate and 3 in Directorate of Petroleum, Jaipur . These Sr. Geologists are assisted by a total strength of 63 Geologists.

3. **OTHER SUPPORTING TECHNICAL SERVICE WINGS OF THE DEPARTMENT :**

1. **LABORATORY WING :** There are well equipped chemical, ceramic and ore dressing laboratories established at Directorate, Udaipur. Superintending Geologist (Hq.) is the controlling officer of these laboratories. There are one Senior Chemical Engineer, two Sr. Chemists, one Chemical & Ceramic Engineer, and 5 Chemists. These officers are assisted by a number of technical staff such as Chemical Assistants, Sr./Jr. Lab. Assistants etc.

The main activities of Chemical Laboratory are to analyse mineral samples collected from various prospecting projects. The laboratories also undertake analysis work of the samples received from private parties on "No Profit No Loss" basis. The Ceramic and Ore dressing laboratory only undertakes evaluation of ceramic raw materials for their industrial applications and also beneficiation studies on low-grade minerals and their processing for their industrial applications. The work is also done on departmental samples as well as for sponsored projects on payment basis.

2. **REMOTE SENSING CELL :** Its function is to make use of satellite data and aerial photo in the management of mineral resources in the state involving study of satellite imageries and aerial photographs. This cell works under the supervision of Superintending Geologist (R.S.) and assisted by one Sr. Geologist and two Geologists.
3. **GEOPHYSICAL WING :** This wing assists in the geological investigation work and is supervised by a Superintending Geophysicist. Normally, 4 to 5 projects are taken in a year. One Geophysicist and two Jr. Geophysicists carry out the Geophysical work.
4. (a) **WORK SHOP :** It is for maintenance of various equipments including drill rigs and all types of vehicles, headed by the Superintending Engineer (Mechanical & Drilling) I.  
(b) **DRILLING WING :** It carries out drilling operations required for detailed geological investigation is also headed by Superintending Engineers (Mechanical & Drilling) Udaipur & Bikaner.

SE (M&D) Udaipur look after the drilling work of Udaipur, Kota and Jaipur zones, whereas SE(M&D) Bikaner look after the drilling work of Jodhpur & Bikaner zones.

There are 2 Deputy Drilling Engineer (DDE) and 10 Assistant Drilling Engineer (ADE) for carrying out drilling work. 3 ADE are working under DDE Udaipur and 3 under SE(M&D) Bikaner. 4 ADE are working under Superintending Geologist Ajmer, Bharatpur, Kota and Bhilwara. ADE controls drill machines in his jurisdiction.

5. **PETROLOGICAL CELL:** It takes up petrography, ore microscopic and petrogenetic studies of minerals and rocks. For this a laboratory is functioning at the Directorate under the supervision of Petrologist (Sr. Geologist) who works under the control of Superintending Geologist (Hq.)
6. **PUBLICATION CELL:** Publishes departmental publications on potential mineral deposits, quarterly Rajasthan Mineral Bulletin and also circulates technical papers. This cell works under Sr. Geologist and assisted by Geologist, under over all supervision of Superintending Geologist (RS).
7. **MINERAL EVALUATION CELL:** This cell undertakes evaluation of mineral properties and assessment of reserves in the lease hold areas. The prospecting work is undertaken on the request of lessees at their cost. The cell is supervised by Sr. Geologist and one Geologist, and works under the control of Superintending Geologist (Hq.)
8. **STATISTICAL SECTION:** The work relating to statistics of the department is dealt with by the Assistant Director (Statistics) under the supervision of Mineral Economist (Sr. Geologist) and under overall control of Additional Director Mines (Hq.) This cell collects, compiles and properly maintains as well as analyses the statistical data of mineral productions, dispatches, sale value, labour employed, etc. from the returns submitted by the lessees and from Mining Engineer/Asst. Mining Engineer offices.
9. **ADMINISTRATION & ACCOUNTS WING:** Headed by Additional Director (Administration) who is an officer of Rajasthan Administrative Service and Chief Accounts Officer/Financial Advisor of Rajasthan Accounts Services respectively. The Financial Advisor is assisted by one Accounts Officer and 2 Assistant Accounts Officers.

Additional Director (Administration) is responsible for the entire establishment work of the Department including disciplinary and enquiry matters. He is assisted by two

Administrative Officers, one for establishment matters and other for enquiry and disciplinary matters.

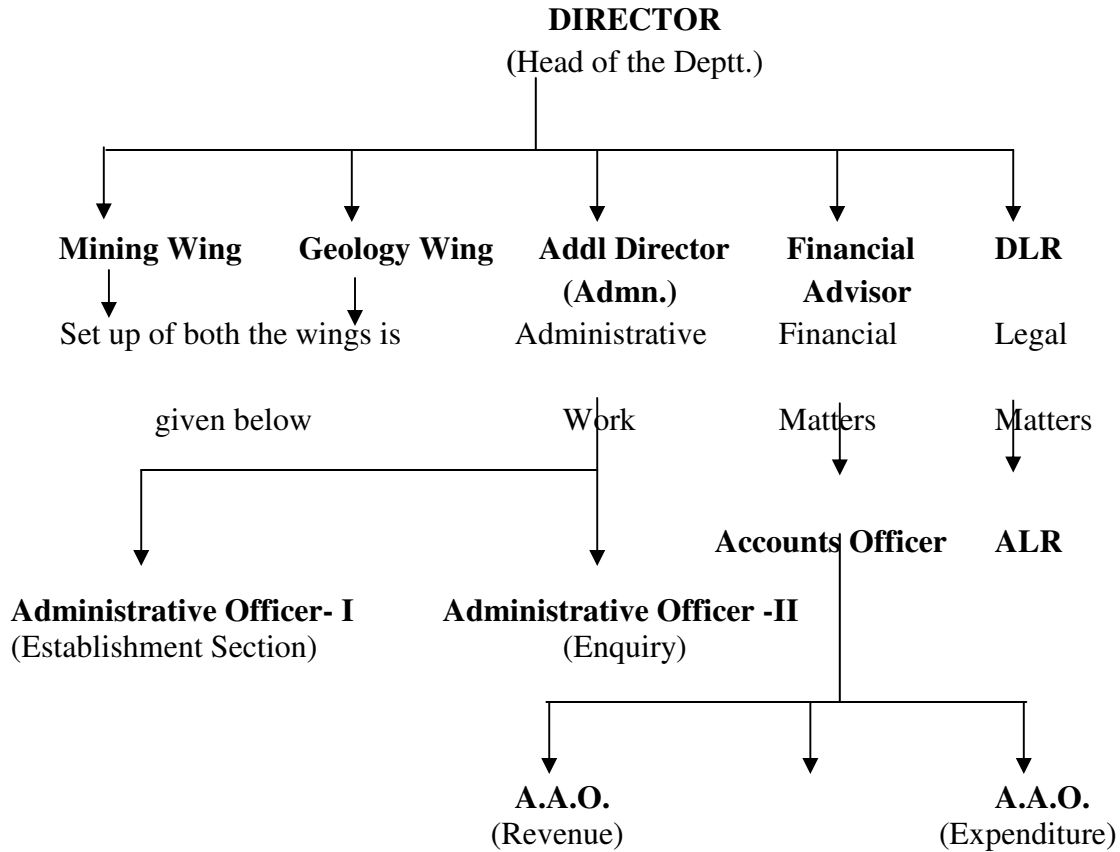
10. The Library of the Department possesses about 40000 books and receives 75 periodicals every month on technical and other subjects. This is headed by one Senior Librarian who is assisted by one librarian.
11. The Legal & Litigation Cell of the Department is headed by a Deputy Legal Remembrancer in the Directorate. He is assisted by one Assistant Legal Remembrancer and Head Legal Assistant. Besides, there are 4 posts of Legal Assistants. This cell deals with all the legal matters of the department including litigation cases.
12. To have a proper co-ordination with the central agencies, engaged in exploitation of Petroleum deposits, a post of Director (Petroleum) has also been created with its Head Quarter at Jaipur.

Cadrewise sanctioned posts is as follows. The organizational set up of the Department in chart form is given below:

<b>Cadre</b>		<b>No. of sanction posts</b>	<b>Working posts</b>	<b>Vacant posts</b>
1	Gazetted	297	174	123
2	Subordinate Tech. Staff	779	596	183
3	Ministerial Staff	869	567	302
4	Class IV	396	303	93
<b>Total</b>		<b>2341</b>	<b>1640</b>	<b>701</b>

The organizational set up of the Department in chart form is given below:

**ORGANIZATIONAL SET UP OF THE DEPARTMENT**



**Abbreviations :**

- DLR** : Deputy Legal Remembrance
- ALR** : Assistant Legal Remembrance
- A.A.O.** : Assistant Accounts Officer

**A. Mining Wing**  
**Mineral Administrative Wing**

<b>DMG (DIRECTORATE)</b>	<b>ADM</b>	<b>SME</b>
	ADM (E&D)	SME-I (Plan)
	ADM (HQ)	SME-II (Major)
		SME-III (Minor)
	TA To DMG	

	ADM ZONE	SME CIRCLE	ME DIVISION	AME SUBDIVISION
<b>D M G</b>	ADM JAIPUR	-	ME (WRIT) JAIPUR	-
		SME JAIPUR	ME JAIPUR	AME KOTPUTLI AME DAUSA AME TONK
			ME SIKAR	AME NEEM KA THANA
			ME JHUNJUNU	
			ME ALWAR	
			ME AJMER	AME SAWAR
		SME AJMER	ME BEWAR	
			ME MAKARANA	
			ME NAGOUR	AME GOTAN
	ADM JODHPUR		ME (WRIT) JODHPUR	
		SME JODHPUR	ME JODHPUR	AME BALESAR
			ME SOJAT CITY	
			ME JALORE	
			ME BARMER	
			ME SIROHI	
		SME BIKANER	ME BIKANER	AME CHURU
			ME SHRIGANGANAGAR	AME HUNMANGARH
			ME JAISALMER	
		ADM KOTA	SME KOTA	ME KOTA
	ME RAMGANJMANDI			AME JHALAWAR
	ME BUNDI -I			
	ME BUNDI -II			
	SME BHARATPUR		ME BHARATPUR	AME ROOPWAS
			ME KARALI	AME SAWAI MADHOPUR
		ME DHOLPUR		
	ADM UDAIPUR	SME UDAIPUR	ME UDAIPUR	AME RISHABDEO AME SALUMBER
			ME DUNGARPUR	
			ME PRATAPGARH	
			ME BANSWARA	
		SME BHILWARA	ME BHILWARA	
			ME BIJOLIYA	
			ME CHITTORGARH	AME NIMBAHERA
SME RAJSAMAND		ME RAJSAMAND-I		
		ME RAJSAMAND-II		
	ME AMET			



### Vigilance Wing

<b>D · M · G</b>	ADM	SME	ME	
	ADM VIG UDAIPUR	SME VIG UDAIPUR (HQ)		
		SME VIG JAIPUR		ME VIG JAIPUR
				ME VIG SIKAR
				ME VIG AJMER
				ME VIG ALWAR
		SME VIG JODHPUR		ME VIG JODHPUR
		SME VIG BIKANER		ME VIG BIKANER
				ME VIG NAGPUR
		SME VIG KOTA		ME VIG KOTA
SME VIG BHARATPUR			ME VIG BHARATPUR	
		ME VIG KARALI		
SME VIG UDAIPUR		ME VIG UDAIPUR		
SME VIG BHILWARA		ME VIG BHILWARA		

### Geology Wing

<b>D · M · G</b>	ADG Zone	SUP GEO Region	SG Circle	
	ADG JODHPUR		SUP GEO JODHPUR	
		SUP GEO JAISALMER		SG JAISALMER
				SG BARMER
	ADG BIKANER	SUP GEO BIKANER		SG NAGPUR
		SE(M&D) BIKANER		
	ADG KOTA	SUP GEO KOTA		SG KOTA
		SUP GEO BHARATPUR		SG KARALI
	ADG JAIPUR	SUP GEO JAIPUR		SG ALWAR
		SUP GEO AJMER		SG AJMER
			SG TONK	

<b>D M G</b>	<b>ADG UDAIPUR</b>	<b>SUP GEO (PHOS) UDAIPUR</b>	<b>SG SIROHI</b>
		<b>SUP GEO (REGION) UDAIPUR</b>	<b>SG RAJSAMAND</b>
			<b>SG BANSWARA</b>
		<b>SUP GEO BHILWARA</b>	<b>SG CHITTORGARH</b>
	<b>ADG (HQ) UDAIPUR</b>	<b>SUP GEO (RS) UDAIPUR</b>	
		<b>SUP GEO (HQ) UDAIPUR</b>	
		<b>SUP GEOPHIGISIST UDAIPUR</b>	
		<b>SR CHEM ENGINEER</b>	
		<b>SE(M&amp;D) UDAIPUR</b>	<b>ME (WORK SHOP) UDAIPUR</b>

**B. FUNCTIONS: -**

The Department of Mines & Geology has the following major functions : -

**I. REGULATORY AND MINERAL ADMINISTRATION :**

1. To take steps for grant of mineral concessions for major and minor minerals as per provisions of the Mines & Minerals (Development & Regulation) Act, 1957 and the Mineral Concession Rules, 1960 and the Rajasthan Minor Mineral Concession Rules, 1986 and other rules made there under.
2. Royalty assessment of mineral productions and dispatches, inspection of mines & quarries so as to ensure systematic and scientific development of mineral properties, maintenance of ecological balance of environment, eco-friendly mining, reclamation of mined out areas, mine closure plan, as per provisions of MMDR Act, and rules made there under.
3. To watch the planned and scientific exploitation of mineral resources of the state as per MMDR Act, 1957 and Rules made there under:
4. To collect mineral revenue (royalty and various fee) of the state and advise from time to time on the ways and means to increase the same.
5. To provide infrastructural facilities for development of mines and mineral based industries.
6. To take suitable steps to check unauthorised excavation, removal and misuses of mineral.
7. To take suitable steps for proper conservation of mineral resources and restoration of ecological balance, including eco-friendly mining.
8. To assist mining lessees by providing technical advice and advancing loans through financial institutions for purchase of mining equipment and development of mines.
9. To promote and watch the development of mining and mineral based industries in the state on scientific lines.
10. To look after the work relating to: -
  - a. Plan & Development work including R & D work.
  - b. Forest and Environment
  - c. Assembly and parliament matters and various committees of Assembly/Parliament.
  - d. Trainings, seminars, workshop, conferences, meetings, vigilance etc.
  - e. Purchase of various machineries instruments, vehicles etc.
  - f. Mining Plan/Scheme and Mine Closure

## **II. EXPLORATION & PROSPECTING:**

1. To carry out reconnaissance for search of new mineral deposits and to carry out prospecting and drilling for exploring the mineral resources.
2. To carry out exploratory mining wherever felt necessary.
3. To undertake engineering geology projects whenever such occasions arise.
4. To undertake mineral beneficiation studies on laboratory scale and preparing feasibility study reports on potential mineral deposits.
5. To carry out chemical analysis and other physical tests and petrographic studies for minerals, ores and rocks.
6. To guide Mining leases on their request by: -
  - (i) Preliminary assessment of mineral deposits and
  - (ii) Prospecting and exploring the lease hold deposits as per prevalent rules.

## **III. MISCELLANEOUS:**

1. To advise the State Government on all matters connected with mines & minerals, state and central laws, policies of the department as well as leasing out of minerals.
2. To keep liaison with national & state level organisations engaged in the field of mining & geology such as Geological Survey of India, Indian Bureau of Mines, Oil & Natural Gas Commission, Oil India Ltd., Mineral Exploration Corporation Ltd., Hindustan Copper Ltd., Central Mines Planning & Design Institute, Pyrites Phosphates and Chemical Ltd., Cement Corporation of India, Fertilizer Corporation of India, Atomic Energy Department and Ground Water Department, Rajasthan State Mines & Minerals Ltd., Rajasthan State Industrial & Investment Development Corporation etc.

The Rajasthan State Mines & Geology Department is one of the best coordinated organization as compared to other states of the country. A number of states have derived inspiration from Rajasthan while re-organising their own Mines & Geology Departments.

The mineral administration including regulatory work of the state is being carried out in well planned and systematic manner from lowest level to the highest level, i.e. at government level. Similarly, the work related to the mineral investigation, prospecting and exploration of various minerals throughout the state is performed in systematic manner after finalization of field

programmes in the State Geological Programming Board every year in consultation with the Geological Survey of India and other mineral exploring agencies in the state.

The Department of Mines & Geology comes under the exclusive control of Mines Department, Government of Rajasthan and is administrated by Principal Secretary/Secretary, Mines & Petroleum; under Ministry of Mines.