

CHAPTER – II

POWERS & DUTIES OF OFFICERS OF THE MINES AND GEOLOGY DEPARTMENT

A. DUTIES OF OFFICERS OF THE DIRECTORATE OF MINES & GEOLOGY DEPARTMENT :

I. DMG CELL :

1. DIRECTOR OF MINES AND GEOLOGY :

The Directorate of Mines and Geology will exercise the powers of Class-I Head of the Department and shall be responsible for efficient running of the department to achieve various objectives.

2. TECHNICAL ASSISTANT TO THE DIRECTOR OF MINES AND GEOLOGY :

Technical Assistant shall :

1. Make necessary preparations and arrangements for conferences and meetings at the Directorate and Government levels. He shall take steps for the implementation of decision taken in these meetings and submit compliance report to Director or forward to government after approval of director.
2. Assist Director of Mines & Geology in various matters of the department.
1. Be the incharge of departmental vehicle pool and make allotment of vehicles subject to approval of DMG.
2. Look after the work relating to Annual Performance Appraisal Reports of all Gazetted Officers and Technical Subordinate Staff.
3. Any other work as assigned by Director of Mines & Geology.

II. ADMINISTRATION :

1. ADDITONAL DIRECTOR (ADMINISTRATION) :

He shall :

1. Supervise the work of establishment section of the Directorate and in particular :
 - (a) See that seniority lists and service books of all the staff of the department are maintained properly and all cases pertaining to pension, gratuity, provident fund, insurance and allowances of all kinds are expeditiously dealt with.
 - (b) Obtain and properly maintain annual performance appraisal reports of entire Ministerial & Class-IV staff.

- (c) Make references and give replies to Rajasthan public Service Commission, after seeking approval of Director wherever, necessary.
 - (d) Decide disciplinary matters pertaining to Ministerial and Class-IV staff.
 - (e) Deal with all complaints and enquiries pertaining to all Gazetted and Non-Gazetted staff of the Department.
2. Attend the General complaints.
 3. Deal with Secretariat's references relating to establishment and general Government Notifications and Circulars.
 4. Prepare replies to all parliament and assembly questions related to his section.
 5. Make allotment of rooms/building, telephones & furnitures etc. subject to approval of Director of Mines & Geology.
 4. Assist the Director of Mines & Geology in general supervision over recovery work and other related matters.
 5. Inspect various subordinate offices of the Directorate with regards to the establishment, enquiry and other matters of general nature, and ensure whether these are working properly and effectively.
 6. Any other work assigned by the Director of Mines & Geology/Government.

III. MINING WING :

1. DUTIES OF ADDITIONAL DIRECTOR, MINES (HQ) :

- To control, supervise and guide subordinate offices with regard to mineral administration, inspection of mines and other technical matters.
2. To inspect important mineral properties, offices of Superintending Mining Engineers and other subordinate offices as and when required in relation to mineral administration work.
 3. To control and supervise grant of mineral concessions under Mineral Concession Rules, 1960 and Rajasthan Minor Mineral Concession Rules, 1986 in the Directorate as per procedure prescribed in rules of business from time to time.
 4. To control and supervise work relating to the concession sections of both the major and minor minerals to ensure disposal of applications for grant of Mineral concessions under M.C.R. and M.M.C.R.
 5. To control and supervise work of Writ and Litigation cell and to ensure speedy disposal of court cases pending in different courts.
 6. To control and supervise Mineral Economics & Statistical Section of the Directorate, updating and compilation of statistics with regards to mineral productions/dispatches, labour employed, etc.

7. To deal with the work related to purchase matter of the department, to supervise purchase section for expediting purchase and to inspect purchase section once in a year.
8. To deal with the matters related to amendments in Mines & Minerals (Development and Regulation) Act and the Rules made therein.
9. To look after work related to the Library of the Directorate.
10. Any other work assigned by the Director of Mines & Geology/Government.

2. DUTIES OF ADDITIONAL DIRECTOR MINES (ENVIRONMENT & DEVELOPMENT) :

1. To manage Plan, Monitoring, Assembly, Environment and Development Cells of the Directorate.
2. To deal with plan and development work of the department and to inspect Plan and Development Section once in a year. Prepare Annual & Five Year Plan Proposals and Quarterly/Annual/Five Year Plan progress reports.
3. To deal with matters relating to trainings, seminars, conferences, workshops, etc. of the officers of the department.
4. To deal with Assembly and Parliament matters including reply to the questions.
5. To deal with all matters connected with Forest and Environment under the Forest (Conservation) Act 1980 and the Environment (Protection) Act 1986 and rules there under, diversification of forest land
6. To control Monitoring and Inspection Cell of the Directorate and monitoring of work performance of all Superintending Mining Engineers/Mining Engineers and Assistant Mining Engineers of the Department.
7. To supervise matters relating to R & D work of the Department.
8. To monitor & enforce eco-friendly mining and inspect mines and quarries, prospecting works etc. in this regard. Action to be taken against defaulters.
9. To deal with matters relating to department buildings and mining roads (approach roads) including repairs.
10. Any other work assigned by the Director of Mines & Geology/Government.

3. DUTIES OF ADDITIONAL DIRECTOR MINES (VIGILANCE) :

He will look after:

1. Be the Incharge of Vigilance Wing of the department.
2. Coordinate and monitor vigilance work of the department.

3. Take steps for checking of unauthorised mining including leakage of revenue, irregular movement of minerals and checking of stocks, complaints etc.
4. Inspect offices of Superintending Mining Engineers / Mining Engineer and Assistant Mining Engineer offices
5. Any other work assigned by the Director of Mines & Geology/Government.

4. DUTIES OF SUPERINTENDING MINING ENGINEER (MINOR MINERALS) :

He shall look after the:

1. Concession matters relating to all minor minerals.
2. Inspection of Minor Mineral Section once in a year.
3. Policy matters relating to Minor Minerals, Rules.
4. Work pertaining to Mining Plan in respect of granite and marble & associated minerals.
5. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (HQ).

5. DUTIES OF SUPERINTENDING MINING ENGINEER (MAJOR MINERALS):

He shall look after the:

1. Concession matters relating to all major minerals.
2. Work pertaining to mining plans of the major mineral concessions.
3. Work relating to site/environment clearance, diversification of forest land under prospecting license/mining lease, including eco-friendly mining matters.
4. Matters relating to lignite, petroleum and natural gases.
5. Policy matters relating to major minerals, rules and regulations including mine closure scheme.
6. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (HQ).

6. DUTIES OF SUPERINTENDING MINING ENGINEER (PLAN) :

1. To deal with Plan & Development work of the department including R & D work.
2. He will be Incharge of Monitoring and Inspection Cell, Training, Seminar, Workshop, Conference and Meeting work.

3. To deal with Assembly & Parliament matters including reply of the questions, Monitoring & Inspection.
4. He will look after the work related to departmental buildings and mines approach roads including their maintenance.
5. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (E&D).

7. DUTIES OF SUPERINTENDING MINING ENGINEER (VIGILANCE) :

He shall -

1. Conduct checking programme in the sensitive areas where evasion of revenue is likely and inform Superintending Mining Engineers of the concerned circle about its findings.
2. Look after matters related to vigilance work of the department and disposal of complaints.
3. Inspect important Check posts and nakas of the department frequently to check leakage of government revenue.
4. Conduct enquiries entrusted by the Director of Mines & Geology or Government.
5. Ensure co-ordination between the Mining Engineer (Vig) particularly when joint checking is carried out by vigilance officers of two different areas.
6. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (Vigilance).

8. DUTIES OF MINERAL ECONOMIST :

1. He shall control and supervise the work of Mineral Economics and Statistical section.
2. Examine the data received from Mineral Evaluation Cell of the department for mineral inventory of economic minerals & stone and supply this data to IBM.
3. Analyse various data collected in the Statistical Section particularly to study the current production and consumption trends, recession in the market and on the basis of these shall project future production and demand for various minerals.
4. Keep him in touch with the current sale prices of various minerals and the likely profits in case of various minerals industries.
5. Prepare production & revenue charts for minerals whenever required.
6. Supply necessary data to Indian Bureau of Mines, Geological Survey of India, State Government and various organizations/entrepreneurs in the mineral field.

7. Supply of data to publication cell of the department for administrative report and other technical publication of the Department.
8. Take up study on the export potential of minerals and mineral based industries in Rajasthan and also to find consumers with in the country requiring minerals produced in the State.
9. Study of rates of royalty of minerals and to suggest the revision in the rates of royalty time to time when required under laws.

9. ASSISTANT DIRECTOR, STATISTICS :

1. He shall be responsible for collection of statistical data of minerals of Rajasthan.
2. Check and examine posting and tabulation of statistical returns.
3. Collect and compile statistical data about mineral production value, dispatch, etc. from division and sub-division and from lessees.
4. Send mineral statistics to the government department/ organizations.
5. Bring out publication namely Mineral Statistics of Rajasthan and lists of mineral concession/ industries.
6. Perform any other duties assigned by Mineral Economist / Additional Director (Mines-HQ) from time to time.

10. PURCHASE OFFICER :

1. Supervision of Purchase Section.
2. To operate and utilize the budget for purchases placed at his disposal.
3. To effect purchases in accordance with the purchases procedure.
4. To convene meeting of the Purchase Advisory Committee as and when required and to prepare minutes of the meeting and submission of the same to Director of Mines & Geology for approval.
5. Pursuance of purchase orders and arranging payments to the suppliers on receipt of the material.
6. Any other work assigned by higher authorities.

11. DEPUTY LEGAL REMEMBRANCE :

1. DLR will be responsible to furnish advice in every legal and paralegal issues arising in day-to-day administration of the department and try to solve the issue at the preliminary stage to avoid litigation.
2. To advice whether the department should contest / not to contest the case and apprise the administrative secretaries / heads of department about the factual position of the case.

3. To clarify the stand of the department with regard to necessary pleadings in the matter.
4. To examine and advise for filing / not filing further appeal / review / special appeal etc. and apprise the administrative secretaries / heads of department about the factual and legal aspect of the matter.
5. To see that after filing of appeal / review or revision against the judgment in question necessary steps for obtaining stay, if any, in the matter have been taken by OIC.
6. To do any other work concerned with and related incidental to the duties mentioned above.
7. Inspection of Litigation Cell once a year.

12. ASSISTANT LEGAL REMEMBRANCE :

1. The duties and responsibilities assigned to the DLR, are also observed by ALR in absence of DLR.
2. ALR is required to examine all the written statement received from Sub-ordinate offices and submit to DLR for vetting.
3. He is also required to examine the reply to the notices under 80 CPC, notice for demand of Justice.
4. He shall examine all the litigation issues and submit to DLR for disposal.
5. He is to look after the activities of the Litigation Cell and to inspect this cell once a year.
6. Any other work related to Litigation as and when assigned by higher authorities.

IV. GEOLOGY WING

1. ADDITIONAL DIRECTOR, GEOLOGY (HQ) :

He shall look after:

1. Exploration projects under Intensive Mineral Survey and Prospecting Scheme, preparation of new project.
2. Chemical Laboratory including Ceramic, R & D work.
3. Remote Sensing, Publications, Petrological Section, Geophysical Section.
4. Parliament & Assembly Questions pertaining to Geological Wing.
5. Drawing Section, Museum, Exhibition, and Library.
6. Preparation of Annual Field Programme, Central & State Geological Programming Board.
7. Reservation & De-reservation of areas for departmental work, GSI and other agencies.
8. Evaluation of final projects of Prospecting & Mineral Survey Schemes.
9. Preparation of mineral profiles, research and analysis trends.
10. Utilisation of drill machines, Drilling Section and Workshop.

11. Mineral Evaluation Cell.
12. All the units of Laboratory and will be responsible for coordination of the work done by various units of the Laboratory including general administration, supervision and smooth working of the Laboratory.
13. Evaluation of the beneficiation report on experiment conducted at the instance of department on various minerals, ore and rocks and give critical appraisal report with the suggestions.
14. Help and advice mineral based industries in solving their processing problems whenever approach.
7. Any other work assigned by Government/Director of Mines and Geology.

2. **DUTIES OF SUPERINTENDING GEOLOGIST (HQ):**

He shall:

1. Organise, control, supervise and guide all activities of mineral exploration/geophysical survey/drilling/laboratories at the Directorate.
2. Be responsible for proper functioning of and coordination amongst Geological, Mineral Evaluation, R & D work, Drawing, Museum, Library and Petrological Cell of the Directorate. Matters relating to library shall be submitted to ADM (HQ) for final disposal.
3. Formulate five years plans and annual proposals for the departmental prospecting schemes. Draft proposals for prospecting shall be submitted to Director of Mines & Geology for approval before discussion in SGPB/CGPB meetings.
4. Undertake techno-economic study of the mineral and mineral based industry. Under take visits to various mines and mineral based industries as and when desired by the Director of Mines & Geology.
5. Monitor the working of the various subordinate Geological Officers of the department relating to their field activity and shall receive and scrutinize the periodical reports and suggest corrective actions which might be necessary.
6. Supervision and control of the working of chemical, ceramic and ore dressing laboratories of the Department. Monitoring of the samples of rocks/minerals/ ore/bodies received their timely analysis and processing. Submission of progress reports to DMG once in every quarter.
7. Coordinate all geological and exploration activities of the department and other organisations.
8. Undertake preparation of feasibility reports, mineral evaluation studies and project reports.

9. Suggest for development of mineral based industries in State and take up R & D problems wherever necessary.
10. All matters relating to State and Central Geological Programme Boards.
11. Send information and periodical reports of prospecting schemes regarding physical progress to various departments.
12. Reservation & dereservation of areas under prospecting projects.
13. Perform any other work assigned to him by the Director of Mines & Geology.

3. DUTIES OF SUPERINTENDING GEOLOGIST (REMOTE SENSING):

He shall ;

1. Formulate proposals for the remote sensing projects to be taken up by the department.
2. Supervise the execution of the projects and prepare periodic and final reports thereof.
3. Prepare requisition for equipment, store articles and budgetary requirements related to Remote Sensing Cell.
4. Coordinate with other agencies engaged in remote sensing activities within and outside the State.
5. Look after the work of computerization in the Department.
6. Carry out any other work assigned by the Additional Director (Geology) and Director of Mines & Geology.

4. DUTIES OF SUPERINTENDING GEOPHYSICIST:

1. Superintending Geophysicist will be incharge of Geophysical Wing and supervise the geophysical surveys.
2. He shall finalise field programme of the geophysical surveys.
3. He shall supervise the working of Geophysicist and Jr. Geophysicist.
4. He shall finalise requirement of geophysical equipment, field accessories etc.
5. He shall submit geophysical report to Director. He will plan and inspect geophysical surveys.
6. He shall carry out any other work that may be assigned by ADG/DMG/Govt.

5. DUTIES OF SENIOR GEOLOGIST (HQ):

He shall:

1. Scrutinize all the proposals regarding reservation and de-reservation of area for departmental prospecting or for any other agency, received from various offices of the department or organisations like GSI, IBM, MECL etc. and prepare draft proposals.
2. Complete field programme proposals received from various offices and submit to Superintending Geologist (HQ) for finalisation and discussion in the State Geological Programming Board.
3. Complete all monthly, quarterly and annual progress reports and submit to Superintending Geologist (HQ).
4. Monitor the pendency of the final project reports and ascertain timely receipt from the concerned Superintending /Sr. Geologists of circle offices.
5. Monitor the project-wise expenditure received from various offices and submit report in this regards to Superintending Geologist (HQ).
6. Examine the analysis reports received from laboratories and submit the same highlighting the information to the Superintending Geologist (HQ).
7. Deal with all matters concerning to map & drawing, library, museum and exhibitions and to equip the museum with required samples of minerals/rock and ore bodies, maps, charts etc.
8. Attend correspondences regarding SGPB & CGPB meetings in consultation with Superintending Geologist (HQ). Prepare minutes of the SGPB meeting.
9. Performed any other work assigned by Superintending Geologist (HQ)/DMG.
10. Be in charge of museum and exhibition and shall be responsible for the proper and efficient functioning, thereof.

6. DUTIES OF SENIOR GEOLOGIST (REMOTE SENSING CELL):

He shall ;

1. Formulate remote sensing schemes & proposals for the field programme of the department under the guidance of Superintending Geologist (RS).
2. Prepare & submit the monthly, quarterly and annual progress reports for the remote sensing projects.
3. Assist the Superintending Geologist (RS) to prepare budget proposals and requisition for store articles for the Remote Sensing Cell.
4. Supervise and execute the project work and other work of Remote Sensing Cell.
5. Carry out any other work assigned by Superintending Geologist (RS), ADG or other senior officers.

7. DUTIES OF SENIOR GEOLOGIST (PUBLICATION CELL):

1. Be in charge of the publication cell and shall be responsible for the proper and efficient functioning, thereof.
2. Bring out Rajasthan Mineral Bulletin and other publications as may be required from time to time in coordination with the Editorial Board.
3. Prepare and issue press notes as directed by Additional Director (Geology)/ Director of Mines & Geology from time to time.
4. Edit investigation reports received in the Cell and shall see that they are maintained properly.
5. Collect information from magazines/journals and other sources on all matters which are of importance to department and circulate the same amongst the concerned officers of the department.
6. Perform any other work assigned by Superintending Geologist (R.S.) / Additional Director (Geology) / Director of Mines & Geology from time to time.
7. Perform any other work as may be assigned to him by Superintending Geologist (HQ) and Director of Mines & Geology.

8. DUTIES OF SENIOR GEOLOGIST (MINERAL EVALUATION CELL):

He shall:-

1. Maintain information about the geology and mineral deposits of lease hold areas as well as the exploration projects in the state.
2. Evaluate mineral deposits in the lease hold areas with respect to their reserves, grade and techno economic prospects including scope for mineral based industries.
3. Assess the mineral properties in the leasehold areas, on the request of the lessee as per prospecting rules of the department. He will be responsible for maintaining the record of receipt of the applications, realisation of prospecting charge and submission of final reports in the study of evaluation of a deposit in the lease hold areas.
4. Initiate programme of fieldwork under Mineral Evaluation Cell for the year and submit proposals to his controlling officer, giving details of work to be done.
5. Assign work target and provide technical guidance to Geologist of Mineral Evaluation Cell and other field staff under him.
6. Prepare and submit monthly/quarterly and annual progress reports of Mineral Evaluation Cell.
7. Carry out depth study of minerals of the state with respect to the resources, exploration, utilisation and economics.

8. Study the export potential of minerals available in Rajasthan and also to find out consumers within the country requiring minerals produced in the state.
9. Study the scope of mineral based industries in the state and prepares proposals in this connection.
10. Perform any other work as may be assigned from time to time by his superior officers and Director of Mines & Geology.

9. PETROLOGIST (SR. GEOLOGIST) :

He shall :

1. Take up petrological, microscopic and petrogenetic studies of rocks/ minerals/ ore-bodies.
2. Procure samples for petrographic studies.
3. Commercially evaluate the decorative and ornamental stones of the State.
4. Be responsible for the proper development of mineralogical, petrological laboratory.
5. Submit budget proposals for this laboratory through the Superintending Geologist (HQ).
6. Prepare detailed notes & reports on the work done and forward the same to Superintending Geologist (HQ) and other related officer.
7. Submit half yearly review reports of the work done to Superintending Geologist (HQ).
8. Supervise the work of Section cutter and other staff working under him.
9. Perform any other work as & when may be assigned by Superintending Geologist (HQ)/ Director.

10. GEOPHYSICIST :

The Geophysicist shall

1. Submit proposal/periodic works report for geophysical surveys to Superintending Geophysicist.
2. Plan and conduct geophysical surveys.
3. Preparation of reports on the projects where investigation is undertaken and will submit to Superintending Geophysicist.
4. Supervise the work of Jr. Geophysicist.
5. Any other work assigned by Superintending Geophysicist/DMG.
6. See that geophysical instruments are properly handled and maintained.
7. He would study details of reconnaissance and geophysical anomalies for mineral exploration. Prepare maps and reports. Suggest probable depth of drilling and evaluate the prospects.

11. DUTIES OF GEOLOGIST (HQ) :

He shall assist Sr. Geologist (HQ) in :

1. Compilation of field programme proposals received from various offices and submits to the Sr. Geologist (HQ) for scrutinizing.
2. Compilation of all monthly, quarterly and annual progress reports and submits to Sr. Geologist (HQ).
3. Prepare monthwise/quarterwise statements of achievements and salient achievements of Mineral Survey & Prospecting work carried out during the last month/quarter.
4. Prepare quarterly and annual progress reports of Mineral Survey & Prospecting work carried out during the quarter/year. The progress reports so prepared/complied shall be submitted to the Sr. Geologist.
5. Will prepare draft proposals for reservation and de-reservation of area for departmental prospecting or for any other agency, received from various offices of the department or organisations like GSI, IBM, MECL etc. and submit to the Sr. Geologist (HQ) for scrutinizing.
6. Monitoring the pendency of the final project reports and put up details of pending reports of the completed projects to the Sr. Geologist (HQ).
7. Will make necessary preparations for arranging State Geological Programming Board meeting.
8. Prepare review material for Central Geological Programming Board meeting and its various sub-committees.
9. Any other work assigned by Sr. Geologist/Superintending Geologist (HQ)/DMG.

12. GEOLOGIST (REMOTE SENSING CELL) :

The Geologist shall ;

1. Carry out visual interpretation of aerial photographs and satellite data and prepare various thematic maps for the project area taken in the field programme.
2. Carry out digital image processing and analysis of satellite data for geological and environmental applications.
3. Carry out field checks as & when required.
4. Digitization of various maps, development of geographical information system, statistical modeling, generate favourability maps for selecting mineral surveys and prospecting sites
5. Suggests the sites for geophysical and geochemical prospecting.
6. Carry out any other work as assigned by Sr. Geologist (R.S.) or other senior officer.

13. GEOLOGIST (PUBLICATION CELL) :

1. General supervision of work of the staff of publication cell.
2. Preparation of Annual administrative report every year.
3. Preparation of Annual progress report of the department for the budget session of legislative assembly.
4. To assist Senior Geologist (Publication) in editing and printing work of Rajasthan Mineral Bulletin (quarterly).
5. To supervise the physical bibliographical (binding of publication work) and distribution work of all technical and administrative publications of DMG.
6. To prepare reprograph booklet as per instructions or Senior Geologist (publication).
7. Preparation of press note as directed.
8. To assist Senior Geologist in preparation of mineral wise publications as prepared by Senior Geologist (Publication).
9. To arrange sale of various technical publications of the department.
10. Translation work from English to Hindi as and when assigned by Senior Officers.
11. To supervise the photo-coping work and procurement of various parts and stationary for smooth working.
12. All other work assigned by Senior Geologist (Publication) and Senior Officers of the department with respect to publication cell.

14. GEOLOGIST (MINERAL EVALUATION CELL) :

The Geologist shall:

1. Undertake Evaluation of mineral properties in lease hold areas.
2. Preparation of geological maps, plans of lease hold areas and assessment of ore reserves.
3. Preparation of geological reports of lease hold with maps, plans etc. and submit to Sr. Geologist concerned and Publication Cell.
4. Study the favourable geological structures for mineral localisation in lease hold areas, their interpretation.
5. He will maintain all the records of drilling, core logging sampling and accounts of expenditure muster rolls etc. of investigation project.
6. He will maintain the daily field diary of investigation carried out by him during the investigation in lease hold areas.
7. Take up any other work as may be assigned by the controlling officer and Director.

15. Jr. GEOPHYSICIST :

He shall :

1. Carry out detailed geophysical surveys as per field programme and assigned norms.
2. Prepare and submit the report to Geophysicist and Superintending Geophysicist.
3. Supervise and check the survey work done by surveyor in connection with geophysical survey work.
4. Prepare geophysical profile and contour maps, of anomaly and correlate them with geological & geochemical data.
5. Interpret integrated data and submit reports to the Geophysicist. Take up general geological studies of reports of the area in which geophysical surveys are to be carried out.
6. Perform the duties assigned by Geophysicist/Superintending Geophysicist and DMG.
7. Assist Geophysicist in Geophysical surveys, data interpretation & report writing.

16. DUTIES OF CHEMICAL AND CERAMIC ENGINEER

The Chemical and Ceramic Engineer shall:-

1. Be Incharge of the sections of the laboratories he is assigned and shall be responsible for their smooth and efficient running.
2. Take adequate steps for the procurement of chemical reagents, apparatus and other consumables and also for various instruments and equipment.
3. Provide necessary technical guidance to the staff working under him and shall ensure the accuracy of test results by necessary cross checks.
4. Visit mineral based industries in the State as and when required critically examine their processes and suggest for improvement in the same to minimise wastage.
5. To identify research and development problems of mineral industry and make suggestions for R & D committee.
6. To evaluate the beneficiation reports of experiments conducted at the instance of Department on various minerals and ores and give critical appraisal reports with suggestions.
7. Pursue works connected with mineral beneficiation tests etc. assigned by the Department to other laboratories and industries.
8. Undertake studies on utilisation aspects of minerals/rocks as may be required.
9. Perform any other duties as may be assigned by the Sr. authorities from time to time.
10. To ensure that the targets fixed for individual officer/officials working under him are fulfilled.

17. DUTIES OF SR. CHEMIST

1. He shall be responsible for administration of the persons placed under his control.
2. To prepare specifications for consumables, glass-wares and other articles etc. required by the laboratory and submit to Superintending Geologist (HQ) for further necessary action.
3. To provide technical guidance to the staff working with him so as to ensure accuracy and authenticity of the experiments conducted by his team.
4. To carry out preliminary experiments on mineral processing as and when assigned.
5. To organise check and cross checking of chemical analysis done in the laboratory so as to ascertain reliability of analysis.
6. To take up R & D problem of mineral based industry as and when asked.
7. To take up experiment for the modifications of the chemical analysis of the mineral samples of complex nature.
8. To undertake chemical analysis of the mineral samples of complex nature.
9. To undertake cross-check analysis of the samples analysed/rechecked by chemical Assistant/Chemist working under him.
10. He will be responsible for laboratory stores/sample room whenever asked.
11. Any other work assigned by superiors.

18. DUTIES OF CHEMIST

He shall be responsible for the following:-

1. To carry out chemical analysis of minerals and ores.
2. To supervise and guide the working of Chemical Assistant working under him.
3. To calibrate the instruments for Chemical analysis and ensure their good working condition,
4. To check the analysis of Chemical Assistant from time to time.
5. To ensure reliability of results.
6. To ensure proper maintenance of samples before and after analysis.
7. To prepare list of the consumables, spares and other items required for the smooth working of his team.
8. Checking of store and sample room if assigned.
9. Any other work as and when assigned by the superior.

V. DUTIES AND FUNCTION OF CHIEF VIGILANCE OFFICER :

1. The role of Chief Vigilance Officer in the Department is vital for maintaining integrity, transparency and submiscibility in the various activities and he shall be responsible to watch and assist in Departmental Quarries, day to day performance of the Department beside his regular work.
2. To study and review departmental working, sensitive area of working and spots of Public contacts which causes reception; and suggest the Secretary of the Administration Department and how to stop it and get the appropriate order issued in this regard for implementation.
3. To keep strict vigilance on the persons whose integrity is doubtful and shall ensure the charge of field of work of such persons with the consent of HOD, CVO shall be more vigil on the activities of the Department and employees who cause corruption and mal practices in the department.
4. Surprise inspection and checking of offices/projects to watch that these are functioning well so as to control corruption and improve the working.
5. He may also ensure from time to time that officers/officials are discharging their responsibility well where they are posted and no inconveniency has been faced by the public who is in direct contact.
6. To see whether the Officials/ Officers of the Department are annually providing informations of sale or purchase of properties. Compliance of conduct sales should be ensured.
7. The Chief Vigilance Officer shall have to ensure that :
 - (i) Legal and perusal action against defaulters should be taken by the Disciplinary Authority after conducting enquiring by an officer appointed in the regard.
 - (ii) The C.V.O. shall remain vigil unless final result of legal and penal action and declared.
8. The C.V.O. shall coordinate ACD in giving information about following allegations against any officer :
 - (i) Corruption, malpractice, bribery and misuse of power.
 - (ii) Complaints about keeping more properties than the known sources of income.
9. Submission of quarterly report of vigilance work under taken to the Chief Vigilance Commissioner through Administrative Secretary.
10. He shall arrange meeting with the Director General, ACD once in every three months and shall made available details of anti corruption cases.
11. He shall ensure that necessary sanction to prosecute an officer/official of the Department is issued in time.
12. He shall prepare lists of officers/officials where integrity is doubtful, or are engaged in unwanted activities, or who are punished or who are most irresponsible and neglecting the duties, so that they are not posted at important and sensitive places. The main object of this work is to inform the Administrative Secretary & HOD about such officers/officials. The lists shall be received every year by C.V.O.

B. DUTIES OF THE OFFICERS POSTED IN ZONES/DIVISIONS/REGIONS CIRCLES

I. MINING WING :

DUTIES & RESPONSIBILITIES OF ZONAL ADDITIONAL DIRECTOR MINES :

1. Control, supervise and guide the subordinate officers with regards to Mineral Administration and in other technical matters connected with working of mines, streamlining the mineral administration work and exercise close supervision over prospecting and mining activities in Zones.
2. Monitor speedy disposal of Prospecting Licenses/Mining Leases application for grant, renewal, transfer, mutation etc. in respect both major and minor minerals.
3. Disposal of mineral concession applications as per the pecuniary powers under Minor Mineral Concession Rules 1986 and Prospecting License applications as per powers delegated by the State Government for certain specified minerals under Mineral Concession Rules, 1960. Approval of Mining Plan/Scheme as per power delegated under Rules in his jurisdiction notified by the Government.
4. Ensure achievement of the revenue targets of their zones and the augment the revenue of the Department by ensuring better and scientific exploitation of minerals wealth.
5. Supervise and control vigilance work in their zones, close vigilance over unlawful mining and mineral movement.
6. To attend the grievances of the various applications/lease holders and such other persons connected with mining activities.
7. Hear appeals under Minor Mineral Concession Rules 1986 relating to their zones.
8. To monitor and supervise implementation of Rules & Provision regarding Eco-friendly Mining as well as Mine Closure.
9. To appoint Officer Incharge and to approve replies of sub-ordinate court cases. To ensure filing of appeal in particular cases, if he deems fit and to inform Director of Mines & Geology in this respect.
10. Deal with the cases of revision filed before the State Government in respect of Minor Minerals and the Central Government in respect of Major Minerals and to represent the Department before the State Government/tribunal as the case may be and watch the compliance of orders made by the State Government or tribunal. Also to watch compliance of court orders along with filing of replies.
11. Periodic inspection of important mineral properties and all projects within their jurisdiction to ensure completion of projects in prescribed time schedule and to see that mineral properties are exploited in a scientific and systematic manner with reference to safety, economic, conservation and working of various mines according to approved mining plan/scheme. To ensure that mining operations are being carried out as per approval

plan/scheme. Inspection report showing these details may be prepared as per proforma enclosed.

12. Matters relating to monthly performance report of Assistant Mining Engineer's/Mining Engineer's/Superintending Mining Engineer's including Mining Engineer(V) and submission of these report to Director of Mines & Geology along with the comments about performance of these Officers.
13. Watch the progress of the mineral based industries and to solve their problems within and outside the Department by way of coordination.
14. Make coordinated efforts in relation to other State and Central Departments including revenue and Forest Departments to solve the problems faced by the Department.
15. Inspect the Offices of Superintending Mining Engineers and Mining Engineers once a year a particularly with regard to achievement of revenue targets, disposal of concession cases, demand and measures taken for checking of unlawful mining evasion/leakage of revenue and technical aspects of mineral administration including development of mineral properties and mineral based industries.
16. Watch progress of plan and non-plan scheme as well as other special schemes including construction of Building and Approach roads within his zone.
17. To coordinate and monitor the timely replies of the Assembly and Parliamentary questions.
18. To keep watch on disposal of confiscated tools and equipment.
19. To keep watch on recovery of dues and writing them off.
20. To watch on disposal of unserviceable store items.
21. To monitor consignment of old files to record room and subsequent weeding.
22. Any other work assigned by Director of Mines & Geology/Government.

2. DUTIES OF SUPERINTENDING MINING ENGINEERS - CIRCLE:-

He is responsible for mineral development in his jurisdiction and for that he will-

- (a) See that mineral concession cases are expeditiously disposed off.
 - (b) See that mineral properties are utilised to the maximum and for that carry out inspection of mines and quarries.
 - (c) See that mineral properties are worked properly from the point of view of Mineral Conservation, eco-friendly mining, safety and productivity. He shall suggest suitable measures to the lessees for the achievements of the above objectives and shall pursue the cases in which advice are given.
 - (d) See that the lease/license agreements are implemented properly by the lessee.
1. Exercise powers and perform duties given under MMDR Act, MCR, 1960, MMCR, GCDR 1999, MCDR 2002 and other rules and orders made there under from time to time.

2. Supervise and co-ordinate the working of the divisional and sub-divisional offices of the department in his jurisdiction. He shall also hold meetings to review the progress of various offices under him. Approval of Mining Plan/Scheme of his jurisdiction notified by Government.
3. Submit proposals with regard to the mineral bearings areas and necessary amendments in the existing rules etc.
4. Keep watch on the fulfillment of revenue targets and see that recoveries are made effectively and timely.
5. Keep watch on the unauthorised removal of mineral and for that carry out inspections of check posts and nakas situated in their jurisdiction giving due emphasis on surprise checking.
6. Apprise from time to time the Director of Mines & Geology with the progress and important development pertaining to mines and minerals within his jurisdiction. To monitor Mine closure plan/scheme.
7. To control the Mining Engineer (vig) & working within his jurisdiction and ensure that proper co-ordination is maintained between the officers working in Divisions and Sub-divisions and Mining Engineer (vig) working in his jurisdiction.
8. To keep co-ordination with Mining Engineer (writs) and Superintending Mining Engineer (vig) for speedy disposal of the pending litigation in High Courts and Supreme Court.
9. To monitor the information about working of sub-ordinate offices and ensure submission of MPRS within stipulated time to Directorate under intimation to the Government.
10. Any other work that may be assigned from time to time by controlling Addl. Director (Mines)/Director of Mines & Geology/Government.

3. DUTIES OF SUPERINTENDING MINING ENGINEER (VIGILANCE) - CIRCLE:

He shall -

1. Conduct checking programme in the sensitive areas where evasion of revenue is likely and inform Superintending Mining Engineers of the concerned circle about its findings.
2. Look after matters related to vigilance work of the department and disposal of complaints.
3. Inspect important Check posts and nakas of the department frequently to check leakage of government revenue.
4. Conduct enquiries entrusted by the Director of Mines & Geology or Government.
5. Ensure co-ordination between the Mining Engineer (Vig) particularly when joint checking is carried out by vigilance officers of two different areas.
6. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (Vigilance).

4. DUTIES OF MINING ENGINEER - DIVISION:

1. He shall be Incharge of Divisional Office and shall be responsible for efficient working and proper administrations.
2. He shall also control the Sub-divisional officers, i.e. Asstt. Mining Engineers working under him and shall carryout periodic inspections at least once in a year of his own as well as sub-ordinate offices.
3. He shall exercise powers and perform duties as assigned to him under MMRD Act, MMCR 1986 & MCR 1960, GCDR,1999, MCDR 2002 or other so rules and orders issued from time to time.
4. He shall see that the lease/license conditions are implemented properly by the lessees/licensees in his jurisdiction. Her shall see that mineral properties are worked properly by the lessee from the point of view of eco-friendly mining, mineral conservation, safety and productivity etc. and shall see that mineral properties are prospected properly in case of licensed areas, particularly to watch that the minerals are not raised and sold for commercial purposes in respect of areas held under prospecting license. In case of closed mines, he shall ensure prompt action against the lessee/license. He shall carry out and inspections of mines as per norms and provide necessary technical guidance to lessees.
5. He shall keep proper watch and take suitable measures to check unauthorised mining and leakage of revenue and also inspect nakas and check posts as well as mineral stocks of processor, manufacturer, dealer or and trader or any permit holder in his jurisdiction as per provisions of the MMDR Act 1957 and the MMCR.
6. He shall make/check royalty assessments as per delegations of powers and shall take suitable measures for the effective recovery of all Government dues.
7. He shall keep proper watch and take suitable measures to check unauthorised mining and leakage of revenue and also inspect nakas and check posts, mineral stocks of processor, manufacturer, dealer and trader in his jurisdiction as per provision of the MMDR Act and MMCR, 1986.
8. He shall keep a watch over all the mining and mineral activities in his area and shall keep SME and DMG well informed of the same.
9. He shall take suitable measures to promote the departmental schemes.
10. He shall be responsible for implementation of provisions of Mining Plan/Scheme as well as Mine Closure Plan/Scheme and also responsible for the eco-friendly Mining.

11. He shall keep watch over the progress of construction works through department (approach roads, buildings etc.) and shall keep the Director of Mines & Geology well informed. He shall also suggest new approach roads, etc. every year in his jurisdiction.
12. He shall see that mineral properties in his area are utilised to the maximum possible and shall suggest to the Director of Mines & Geology regarding development thereof.
13. He shall make recoveries under the Rajasthan land Revenue Act as per powers delegated to him.
14. He shall locate the properties of the parties for recoveries to be made and shall make attachments and arrange auctions expeditiously. He shall ensure the progress in each recovery case and shall see that files are submitted to him on dates marked by him in the order sheets.
15. He shall persue all cases pending under Public Demand Recovery Act, and shall keep himself informed of the progress in each case.
16. He shall perform all other duties, as may be assigned to him by the Director Mines & Geology and Superintending Mining Engineer of circle from time to time.

5. DUTIES OF MINING ENGINEER (VIGILANCE) - DIVISION :

1. He shall carry out intensive checking against unauthorised mining or unauthorised excavation and removal of mineral/minerals.
2. Inspect the Departmental check posts and nakas in his jurisdictions frequently to check leakage of Government revenue.
3. Check stocks of minor minerals and ensure that proper records are maintained by the Processor/Manufacturer/stockiest as per the provisions of the Mines & Minerals (Development & Regulation) Act 1957 of Rajasthan Minor Mineral Concession Rules, 1986.
4. Inspect the Mining areas wherever there is any doubt about working outside the lease hold areas.
5. Check demarcations, enquire into the boundary disputes between the adjoining lease holders, as and when such work is assigned to him.
6. Conduct frequent checking of vehicles carrying mineral in his jurisdiction particularly where there are possibilities of evasion of royalty.
7. Inform the Mining Engineers or Assistant Mining Engineers concerned about unauthorised excavation and movement of minerals by lease holders so as to ensure proper assessment of royalty by incorporating there facts in the assessment.
8. Any other work assigned by the Director of Mines & Geology / Additional Director Mines (Vigilance) / Superintending Mining Engineer (Vigilance).

6 DUTIES OF MINING ENGINEER (WRIT):

1. On receipt of information that a writ has been filed in High Court, the Mining Engineer (Writ) will request the Government for appointment of an officer incharge and Government Advocate to represent the Government in High Court. Simultaneously the Mining Engineer (Writ) will also collect relevant record from the Secretariat/Directorate/ Concerning Circle/Division/Sub-divisions along with the factual report from the concerning Officer.
2. On receipt of record from the concerning Officers, he shall contact the Government Advocate for preparation of the reply to the Writ and to submit the same to the Hon'ble High Court.
3. He will also be present and/or send his representative on the dates on which the cases are listed for hearing and persue for early disposal and early vacation of stay, if any.
4. As soon as the case is decided, he will obtain a copy of the Judgment and send it to Directorate along with the opinion of the Government Advocate as to whether further appeal is to be filed or not.
5. Keeping in view the Judgments in various cases he will make his recommendations for making suitable amendment in procedure or rules, wherever necessary. So that proper follow up action is taken.
6. He shall also look after other legal matters as may be assigned to him by the Director of Mines & Geology.
7. He shall submit periodic progress reports about the pending litigation to SME (viz.) and Additional Director Mines concerned. This should be at least on a quarterly basis.
8. Any other work that may be assigned by ADM concerned /SME(V)/Director of Mines & Geology and Government.

7. DUTIES OF ASSISTANT MINING ENGINEERS:-

1. He shall be incharge of sub-division and shall be responsible for efficient working and proper administration.
2. He shall see that the conditions of lease/license agreements are implemented properly by the lessees/licenses in his jurisdiction. He shall see that mineral properties are worked properly by the lessee from the point of view of eco-friendly mining, mineral conservation, safety and productivity etc. and shall see that mineral properties are explored properly in the licensed areas particularly to watch that the minerals are not raised and sold for commercial purposes. He shall carry out inspections of mines as per norms and provide necessary technical guidance to lessees and shall watch that mining operations are carried out as per approved Mining Plan/Scheme. He shall be fully responsible for implementation of Mine Closure Plan/Scheme.

3. He shall exercise powers and perform duties as assigned to him under MMRD Act 1957, MMCR, 1986 and MCR 1960, GDCR, 1999 and MCDR 2002 or other and order issued from time to time.
4. He shall make royalty assessments as per delegation of powers and shall take suitable measures for the effective recovery of all Government dues.
5. He shall keep proper watch and take suitable measures to check unauthorised mining and leakage of revenue and also inspect Nakas and check posts as well as mineral stocks of processor, manufacturer, dealer and trader in his jurisdiction as per provisions of MMDR Act and MMCR.
6. He shall keep a watch over all the mining and mineral activities in his area and shall keep Mining Engineer/SME and Director of Mines & Geology well informed of the same.
7. He shall take suitable measures to promote the departmental schemes.
8. He shall keep watch over the progress of construction works (approach roads, building etc.) through the department and shall keep the ME, SME and Director of Mines & Geology well informed. He shall also suggest new approach roads, etc. every year in his jurisdiction.
9. He shall make recoveries under the Rajasthan Land Revenue Act as per power delegated to him.
10. He shall locate the properties of the parties for recoveries to be made and shall make attachments and arrange auctions expeditiously. He shall ensure the progress in each recovery case and shall see that files are submitted to him on dates marked by him in the order sheets.
11. He shall persue all cases pending under Public Demand Recovery Act and shall keep himself informed of the progress in each case.
12. He shall perform all other duties, as may be assigned to him by the Director of Mines & Geology, Superintending Mining Engineer and Mining Engineer from time to time.

II. GEOLOGY WING

1. DUTIES OF ZONAL ADDITIONAL DIRECTOR, GEOLOGY :

1. To control, supervise and guide all the geological activities of mineral exploration ML/ PL referred cases of their zones.
2. Supervise the work of Superintending Geologists working in the zones.
3. Inspection of the office of Superintending Geologist/ Sr. Geologists at least once in a year particularly with regard to achievement of targets of field work, disposal of PL/ ML cases project reports, pending reservation/ de-reservation proposals, project expenditure etc.
4. Inspection of prospecting projects of their jurisdiction once in a year.

5. To ensure achievement of the targets of fieldwork and prospecting projects as per field programme.
6. To make coordinated efforts in relation to other State and central agencies working for mineral investigation in their zones.
7. To monitor disposal of unserviceable store items and consignment of old files to record room and weeding off records.
8. To formulate special schemes for mineral survey and prospecting and for promoting mineral based industries in the State.
9. Monitoring of MPR of officers of the zone/ region at zonal offices and only a list of officers with comments given on MPR be sent to Directorate every month.
10. Finalisation of monthly/quarterly/annual progress reports/ field programme and send it to the Directorate in a compiled form.
11. Proposals for reservation/de-reservation of areas and project wise expenditure be sent to Directorate.
12. Evaluation of final project reports of prospecting and mineral survey scheme pertaining to mineral exploration planning and mineral development in their zones.
13. Perform any other work, as assigned by DMG/ Govt.

2. DUTIES OF SUPERINTENDING GEOLOGIST REGIONAL OFFICES:

The Superintending Geologist shall ;

1. Bring up proposals for intensive mineral survey and prospecting scheme within his jurisdiction.
2. Supervise the survey, prospecting and other geological activities carried out by the Department in his jurisdiction.
3. Finalize the geological maps, reports prepared by Geologists and Sr. Geologists.
4. Approve drilling programme for the area where prospecting by drilling is to be undertaken.
 - (a) Provide necessary guidance to the Sr. Geologist & Geologists.
 - (b) See that the projects run smoothly and efficiently and supplies from Central Stores or through local purchase are made timely.
 - (c) Ensure that Petrological studies of samples received at project site etc. are properly interpreted and records thereof are well kept.
 - (d) Arrange chemical analysis of the various samples received from his jurisdiction in order of priority.
5. Scrutinize monthly, quarterly and annual progress reports for the various projects, received from the concerned Sr. Geologist and Geological work carried out by Geologist in his jurisdiction and appraise the same along with his observations to the Director of Mines & Geology through Addl. Director (Geology).

6. Ascertain the utilization aspect of minerals proved during survey and prospecting operations.
7. Recommend for reservation of area for departmental prospecting and subsequent free declaration of these areas after completion of prospecting.
8. Send reply to enquiries made by private parties or Government Departments pertaining to minerals resources etc. for his jurisdiction.
9. Prepare mineral monographs/ general reports as may be called upon from time to time.
10. Keep liaison with other exploration agencies like GSI, MECL, Central and State Govt. undertaking etc.
11. Perform any other work as may be assigned by the Director of Mines & Geology and Addl. Director (Geology) from time to time.

3. DUTIES OF SENIOR GEOLOGIST:

The Senior Geologist shall ;

1. Keep abreast himself thoroughly with the geology and mineral deposits of his circle as well as the mineral activities.
2. Initiate programme of field work for the year and submit proposals to the Superintending Geologist giving details of work to be done, budget, manpower and equipment required.
3. Assign work target and provide technical guidance to Geologists and other field staff.
4. Be responsible for the geological interpretation of maps prepared, work done and achievement of target of his circle.
5. Prepare and submit monthly/quarterly and annual reports.
6. Have close personal supervision over geological mapping, structural interpretation, selection of drilling sites, core logging, core sampling, assay value posting etc.
7. Submit proposals for reservation/ free declaration of areas.
8. Visit important mines/quarries of his circle, submit replies to technical enquiries in his jurisdiction.
9. Perform any other work as may be assigned from time to time by Superintending Geologist, Director of Mines and Geology and Additional Director (Geology).
10. He will exercise the technical, administrative and financial control on the Mineral Survey projects of his jurisdiction.
11. Shall maintain the core library, library and up to date record of project reports of his jurisdiction and maintain registers for the same.
12. Shall visit P.L. areas of his jurisdiction to verify the prospecting work carried out and to ascertain the mineral potentiality.

4. DUTIES OF GEOLOGIST:

1. Carry out regional mineral survey for search of mineral deposits.
2. Carry out Geological mapping on various scales including underground mapping wherever required.

3. Get trenching/pitting work done wherever needed.
4. Plan out and propose bore hole locations and prepare bore hole sections for drilling projects.
5. Carry out sampling of trenches/pits, core etc. and send for analysis to chemical laboratory and other laboratory for studies.
6. Maintain proper record of samples sent and analysis results received thereof.
7. Maintain a field diary to record all relevant data observed during the course of geological fieldwork.
8. Prepare all plans and sections for interpretation of ore body required for mine planning.
9. Prepare periodical and final report of the geological and prospecting work carried out.
10. Perform any other duty as may be assigned to him from time to time by his controlling officer.

5 DUTIES OF SUPERINTENDING ENGINEER (MECHANICAL & DRILLING)

1. Supervision of the work of Departmental Workshop and drilling operations.
2. To deploy drilling rigs and other machineries at various sites in the State.
3. Inspection of the machineries at various sites.
4. Make necessary proposals for the procurement of drilling equipment and drilling accessories and other equipment for the Department.
5. Any other work as may be assigned by Director, Mines & Geology Department.

6. DUTIES OF DY. DRILLING ENGINEER :

1. Incharge of Drilling Stores. He shall make necessary arrangements for movement of Drilling Machines and other accessories to the projects as per the programme approved by Superintending Engineer (M & D).
2. Have a general administration and supervision over the Drilling work and personnel.
3. Supply necessary operating equipment and Drilling accessories etc. to various projects whenever the demand received after approval of Superintending Engineer (M&D).
4. Make inspection of the various Drilling sites under his control and shall provide technical guidance to drilling staff at sites.
5. Maintain proper record of bits, reaming shells, drill road and other drilling accessories and also of costs involved in drilling for a particular hole. He shall also see that the drilling operations are carried out smoothly, efficiently and at reasonable cost.
6. Prepare monthly, quarterly and yearly progress reports of the various drill machines and submit them to Superintending Engineer (M&D).
7. Attend any other work as assigned by Superintending Engineer (M&D).

7. DUTIES OF ASSISTANT DRILLING ENGINEER :

1. Shall ensure proper functioning of drilling rigs placed under his control and achieve the targets.
2. Shall arrange consumables and drilling accessories required for running the drilling rigs.
3. Shall ensure timely maintenance and repair of drilling machines and other equipment.

4. Shall submit periodical progress reports to DDE/SE (M&D).
5. Shall assist DDE/SE in the executions of drilling and other related work.
6. Shall ensure proper core recovery and its proper display in core boxes.

8. DUTIES OF MECHANICAL ENGINEER (WORKSHOP) :

1. Incharge of the Central Workshop including workshop stores and shall be responsible for expeditious repairs of all machinery and equipment of the Department sent to the Workshop.
2. Take adequate steps for the procurements of spare parts needed for the workshop.
3. Make periodical visit for the machineries deployed in the fields, and shall provide guidance for proper running and maintenance. He shall also see that the maintenance schedule prepared by him is properly followed. he shall also check the repairs of machineries undertaken at sites.
4. Provide necessary technical guidance to the Assistant Mechanical Engineer and other staff working under him .
5. He shall also perform other duties as may be assigned by Superintending Engineer (M&D).

ii. DUTIES OF TECHNICAL STAFF

1. CERAMIC ASSISTANT :

1. He will assist Ceramic Technologist in carry out various ceramic and ore dressing experiments.
2. He will undertake experiments pertaining to evaluation of ceramic raw materials and ore dressing.
3. He will keep all the instruments in good and working order.
4. He will also undertake determination of physical, thermal and other properties of the samples given to him.
5. Any other work assigned by the superiors.

2. DUTIES OF MINES FOREMAN GR. I & II AND SURVEYOR:-

1. He shall carry out inspections of mines and quarries within his area and shall see whether the terms of agreement are being fulfilled and shall make report of inspection to the concerned Mining Engineer/Assistant Mining Engineer. The inspection will be made as per directions issued from time to time by the Director of Mines & Geology/ADM/SME/ ME/ AME.
2. He shall keep watch on the mining activity in the area and whenever, any unauthorised work is detected he shall report the matter immediately to Mining Engineer/AME concerned.
3. He shall prepare lease area plans and maps etc. as per direction of Mining Engineer/Assistant Mining Engineer concerned.
4. He shall that there is no leakage of revenue in his area and shall inspect the Nakas and check posts and mineral carrying vehicles as required under norms. He shall also inspect mineral

stocks of processor, manufacturer, dealer, trader within his jurisdiction as per provision of MMDR Act and MMCR. He shall also suggest the sites of new checks posts/nakas which may be additionally required to check leakage of revenue.

5. He shall carry out demarcation work of the lease hold area, granted, renewed or disputed areas as per directions from ME/AME.
6. He shall report any new economic mineral occurrence observed during the course of his field duties.
7. Suggest Mining Engineer/Assistant Mining Engineer concerned ways and means to streamline mineral administration in his jurisdiction and also suggest for opening of new minor mineral areas for grant by way of delineation/notification.
8. Make inspection of the areas and make report to the Mining Engineer/Asstt. Mining Engineer as directed by him.
9. Assist the Mining Engineer/Assistant Mining Engineer in realising revenue on mineral and effecting departmental recovery through L.R. Act or otherwise.
10. Assist other technical officers in field whenever necessary, as and when directed by concerned AME/ME/SME.
11. He shall supervise the work of sub-ordinate staff working under him such as Mines Guards etc.
12. Perform any other duty or function assigned to him by Mining Engineer/Assistant Mining Engineer concerned or other senior Officer from time to time.

3. DUTIES OF SURVEYOR (Geology Offices)

The surveyor shall :

1. Carry out surveys leveling and prepare plans & maps as directed to him by the controlling officers & shall be responsible for the accuracy of these.
2. Keep plans & maps & survey records in proper order.
3. See that instruments handled by him are accurate & are maintained properly. He shall also make necessary arrangement for repairs of defective instruments.

4. PROSPECTING SUPERVISION/Sr./Jr. FIELD ASSISTANT:-

He shall

1. Assist the Geologist in all prospecting operations including trenching, pitting, sampling etc. and construction of approach road for prospecting and drilling.
2. Maintain project record such as sample register, analysis register, expenditure register etc.
3. Carry out other duty as may be assigned to him by his controlling officer.

5. CHEMICAL ASSISTANT :

1. He will undertake chemical analysis of mineral samples received from various departmental agencies, ceramic and ore dressing laboratory and private parties.
2. He shall determine physical properties etc. of mineral/rocks whenever assigned.
3. He shall assist Chemist/Sr. Chemist/Chemical & Ceramic Engineer in discharging laboratory work.
4. He shall prepare standard solution and shall perform his work with care.
5. He shall assist work pertaining to research and development as and when assigned.
6. He shall see that the Glass wares, tables, balances, instruments etc. used by him are neat and clean and in good working condition.
7. He shall himself perform all the operations required for completing the analysis starting for drying, weighing etc. till analysis is completed.
8. He shall maintain daily diary and record his day to day work in this dairy and shall produce it to any officer of the laboratory on demand.
9. He shall also do any other work assigned to him by the superiors.

6 DUTIES OF MECHANICAL FOREMAN :

The duties of Mechanical foreman shall be as follows:-

1. To execute the repair and maintenance of Departmental Machineries.
2. Preparation of job cards and history cards of all machineries and vehicles.
3. To undertake repair at site of workshop as and when directed.
4. Give technical guidance to machines and other staff for maintenance and repair work.
5. Any other special duty assigned by Mechanical Engineer or Assistant Mechanical Engineer.

7. DUTIES OF SR. MECHANIC :

The duties of Sr. Mechanic shall be as follows:

1. To assist Mechanical Foreman in repair and maintenance work.
2. To take up repair of machinery independently at site and workshop as directed.
3. Any other special duty assigned by the Mechanical Engineer.

8. DUTIES OF JR. MECHANIC :

The Duties of Jr. Mechanic shall be same as that of Sr. Mechanic and shall take up repairs independently.

9. DUTIES OF CARPENTER, FITTER, TURNER, LATHEMAN, WELDER, BLACKSMITH ETC. :

The carpenter, fitter, turner, latheman, welder, blacksmith and electrician shall perform duties of the respective trade in addition to specified duties assigned by the Mechanical Engineer. They will maintain the daily diary of the work done, job assigned.

10. DUTIES OF DRIVERS :

1. To drive the Departmental vehicles under his charge.
2. To maintain it properly and get timely repaired.
3. To maintain the log book of the vehicle.
4. To comply the instructions of the Officer Incharge.

11. DUTIES OF DRILLER GRADE-I :

The Driller Grade-I shall:-

1. Be the Incharge of drilling machine/including equipment accessories and the drilling crew working under him.
2. Operate the drilling machine with the help of other drilling staff provided to him.
3. See that the bore hole location, angle and its alignment is correct and planned in advance, under the guidance of Geologist Incharge of the project.
4. Maintain log books for the various machines under his charge and maintain record of drill progress, bits, rods and other equipment, consumables etc.
5. Submit all the periodic progress reports to the Dy. Drilling Engineer/Asstt. Drilling Engineer.
6. Properly arrange core obtained during drilling, in core boxes and maintain core boxes till these are shifted from drill site.
7. Be responsible for the proper maintenance and upkeep of machine in his charge. He shall take necessary steps to get the machines repaired whenever required.

12. DUTIES OF ASSISTANT DRILLER AND DRILLING ASSISTANT :

He will assist Driller Incharge in actual operation of the rig and carry out all instructions given by Driller Incharge pertaining to drilling work and assist him in maintaining the stores and records.

13. DUTIES OF RIGMAN :

1. To carry out all manual work required in drilling operations.
2. To comply with instruction of Driller Incharge pertaining to drilling operation.

14. DUTIES OF PUMP OPERATOR :

1. To operate the water pump and make necessary arrangement for providing water to the drill site and at camp sites as per instruction of the Officer Incharge.
2. To submit reports and engine log etc. giving complete record of consumables used to the Officer Incharge.
3. To lay pipe line for water supply to drilling sites etc.
4. To keep proper maintenance of pump and pipe lines.
5. If the water supply at drill site and camp is from other sources then he will work on drilling rig as per instruction of the duty incharge.

15. DUTIES OF SENIOR SECTION CUTTER :

1. Preparation of mineral thin sections.
2. Preparation of sections for ore microscopic studies.
3. Cutting and polishing of Decorative and ornamental stones.
4. To comply the instructions of officer In-charge.

16. DUTIES OF SECTION CUTTER :

1. Preparation of rock/mineral thin sections.
2. To maintain samples and slide register circle wise.
3. To keep record of sample and slide and other materials issued to him.
4. Cutting and polishing of decorative/ornamental stones.
5. To comply the instructions of officer In-charge.

17. DUTIES OF MUSEUM ASSTT :

1. He will properly maintain all important mineral samples of State in the Departmental Mineral Museum.
2. Will keep updated all the charts and maps required for exhibition.
3. Shall attend the mineral exhibition as directed by officer in-charge.
4. Any other duties assigned by the officer in-charge, ADG/DMG.

MAP AND DRAWING SECTION

The Map and Drawing Section of the Directorate is under the direct charge of the Head Draftsmen and under the overall supervision of the Superintending Geologist (Hq.). Following is the function of this section: -

1. Preparation of plans and drawing pertaining to departmental prospecting projects and making adequate number of copies of the same for reports.
2. Checking of maps of leased and licensed areas and maintenance of master maps and their control register.

3. To maintain the master plan of Prospecting Licenses/ Reconnaissance Permits for larger areas of reconnaissance operations including aerial surveys.
4. Reservation of areas for departmental prospecting and their free declaration for leases. Sale of maps as per procedure.
5. Purchase of Toposheets, Geological Maps, Aerial Photograph etc.

This section consists of Head Draftsman, Draftsman Grade Ist, Draftsman Grade IInd, Tracer and Feroman and other supporting staff.

The Central Map and Drawing Section is located in the Directorate at Udaipur while offices of Mining Engineer, Asstt. Mining Engineer/Superintending Geologist, Senior Geologist also has Draftsman at their disposal for the performance of aforesaid function relating to their respective jurisdictions.

18. DUTIES OF THE STAFF OF DRAWING SECTIONS OF VARIOUS OFFICES

A. POSTED IN DIRECTORATE OF MINES & GEOLOGY DEPARTMENT, UDAIPUR HEAD DRAFTSMAN :

1. General supervision and control of staff of drawing section.
2. All correspondence related to the work in the section, office orders, circulars, etc.
3. Procurement of topographical and geological maps, aerial photographs, satellite imageries, drafting equipments and other materials and their distribution to the sub-ordinate offices.
4. Watch over reservation and declaration of free area for departmental prospecting, preparation of maps and description report, etc.
5. Watch over procurement of annual security certificate for safe custody of maps, classified aerial photographs and maps containing Restricted and Vital Installation etc. from various sub-ordinate offices and office of the Directorate.
6. Inspections and guidance to Draftsman in the Directorate and other subordinate offices of the Department.
7. Verifications of bills for maps, aerial photographs, Drawing materials, etc.
8. He shall perform all other work as may be assigned by the controlling officer or senior officers of the Directorate.
9. To examine the daily diary of Senior Draftsman / Jr. Draftsman etc.
10. Checking of Master Plans for Reconnaissance Permits maintained at Directorate with regard to its correctness and keeping in safe custody i.e. not to be disclosed without permission.
11. Distribution of work among the staff members of the Section of both the wing (Mining and Geological)
12. Supervision and guidance to the staff members of the section for the both wings (Mining & Geological)
13. To dispatch the completed work of both the wings after checking to the concerned.
14. To check the drawing of equipments as per indents etc.

15. Calculation of areas by mechanical device.
16. Supervision of Reproduction of maps to different scale.
17. Watch over periodical maintenance and up-keeping of printing machine and drawing equipments, plan filing cabinets etc.
18. To watch the account of ferro paper, tracing paper and other drawing stationary consumption.
19. Responsible for keeping drawing materials and stationery for issuing to staff from time to time.
20. Maintenance of progress register for drawing work and disposal of files received from other sections of the Directorate.

19. DUTIES OF SR. DRAFTSMAN (GRADE-I) MINING WING :

1. Checking for Mineral concession plans and their description reports and demarcation reports etc.
2. Calculation of areas by mechanical devices.
3. Checking of plans from survey data.
4. Checking of mineral concessions maps of ML/PL/RP
5. Checking of Mine plans
6. Reproduction of Maps.
7. Maintenance of Daily diary
8. Supervision and guidance to Jr. Draftsman (Draftsman Gr.II) of Mining Wing for preparation of charts and maps of PL and ML Revenue and Expenditure.

20. DUTIES OF JR. DRAFTSMAN (GRADE-II) MINING WING :

1. He shall perform the same duties as that of Draftsman Gr.I.
2. To prepare tracings of the Mining Plan.
3. To perform any other work as assigned by the Head Draftsman.

21. DUTIES OF SR. DRAFTSMAN (GRADE-I) GEOLOGY WING :

1. Preparation of maps from survey data.
2. Calculation of areas by mechanical device.
3. Preparation of Geological Maps.
4. Checking of detailed mineral and geological maps for publication and display purposed in exhibition etc.
5. Checking of fair original drawings, graphs, charts, diagrams.
6. Checking of Geological maps, bore holes sections strata logs etc.
7. Colouring of maps charts, Geological sheets etc.
8. Reproduction of maps
9. Supervision of Jr. Draftsman work.
10. Maintenance of daily diary.
11. To prepare the projects plans.
12. Any other work assigned by the Senior officers.

22. DUTIES OF JR. DRAFTSMAN (GRADE-II) GEOLOGY WING :

1. He shall perform the same duties as of Draftsman Grade I
2. Tracings of the maps to be prepared.
3. Any other work assigned by the Head Draftsman and the Sr. Draftsman of the wing.

23. DUTIES OF SR. DRAFTSMAN (GRADE-I)-MAP RECORING: -

1. Cataloging of all maps and drawings, tracing and writing of when the same have become unserviceable.
2. Cataloging of all types of topographical maps, Aerial photographs, Geological Maps, Land set Imageries and Misc. maps in the records.
3. To maintain security of restricted maps and other classified documents in safe custody.
4. Procurement of toposheets, Geological Sheets, Aerial Photographs satellite imageries and other maps according to indents and issue to the subordinate officer.
5. Procurement of annual security certificate from the subordinate offices and compiles the same and sent to the state Govt. as well as to the Central Government.
6. Daily issue of all kinds of maps to the officers and other draughtsman of the section for daily work.
7. Maintenance of record of the maps.
8. Physical verification of the maps drawing equipments and other drawing stores etc. and physical verification reports to be obtained from the subordinate offices.
9. Maintenance of all registers pertaining to Record section.
10. Inking and colouring of Geological Maps/Section etc.

24. DUTIES OF TRACER :

1. Tracing of all types of maps, drawing, graphs, diagram etc.
2. Inking and colouring of maps.
3. Maintenance of tracing register, register of maps, original drawing register etc
4. Maintenance of drawing, tracing prints etc.
5. To help the draftsman work.
6. To maintain daily diary.

25. DUTIES OF FERROW MAN :

1. Printing of Maps on Ferrow/Ammonia/Semidry Paper
2. Maintenance of all types of maps, drawings tracing prints and recording thereof.
3. Up keeping and maintenance of printing frames/machines trimmers plan cabinets and other drawing equipments.
4. Maintenance of printing registers receipt register of maps and original drawing.
5. To help the draftsman in preparing the inks and colours and washing of cups etc.
6. Keeping the drawing section neat and clean.

B. DUTIES IN SUB-ORDINATE OFFICES OF MINING ENGINEER AND ASSISTANT MINING ENGINEER OFFICES

26. SR. DRAFTSMAN (DRAFTSMAN GRADE I) :

1. To maintain the Master plans of Minor and Major Minerals of mineral concession separately.
2. To maintain the scrutiny registers up to date of ML / RP / PL reservation and Minor Mineral separately.
3. To maintain all registers prescribed for drawing section.
4. Scrutinize all the applications of major and minor minerals.
5. Preparation of mineral concession maps for agreements.
6. Preparation of tracings of maps and maintenance of their record.
7. Calculation of areas by mechanical devices.
8. Preparation of composite maps of disputed areas.
9. Supervision and checking of Jr. Draftsman work.
10. All work of Jr. Draftsman dealt through proper channel.
11. Any other work assigned by the Mining Engineer/Assistant Mining Engineer.

27. JR. DRAFTSMAN (DRAFTSMAN GRADE II) :

1. He shall perform the duties of the draftsman Grade as mentioned above.
2. To prepare tracings.
3. Printing of maps on ferro / ammonia / semi dry papers.
4. To work under the guidance of the draftsman Grade I
5. All the files go through the Sr. Draftsman.
6. All the works assigned by the Sr. Draftsman.
7. Maintenance of the Drawing Section record.

C. DUTIES OF SUB-ORDINATE OFFICES OF SUPDG. GEOLOGIST AND SENIOR GEOLOGIST OFFICE: -

28. SR. DRAFTSMAN (DRAFTSMAN GRADE I) :

1. Preparation of Plans from Survey data.
2. Calculation of areas by mechanical device.
3. Preparation of geological maps, sections, bore hole and their tracings.
4. Preparation of fair original drawings graphs, charts, diagrams and Histograms, etc.
5. Reproduction of maps and enlargement and reduction of maps.
6. To keep proper record of reservation of areas for department prospecting.
7. To maintain Geological maps and Toposheets.
8. Preparation of tracings of maps.
9. Supervise the work of Jr. Draftsman.
10. To maintain the daily diary of the work done.
11. Any other work assigned by the superior officers.

**29. DUTIES OF JR. DRAFTSMAN (DRAFTSMAN GRADE II)
SUPERINTENDING GEOLOGIST AND SR. GEOLOGIST OFFICES: -**

1. He shall perform the duties of Sr. Draftsman Grade-I as mentioned above.
2. He will work under the supervision of the Sr Draftsman where Sr. Draftsman and Jr. Draftsman are working.

30. DUTIES OF COMPUTER IN STATICAL SECTION :

1. Posting and tabulation of statistical return and correspondence thereof in respect of lessees and prospecting licenses.
2. Reconciliation of statistical data form Annual Returns.
3. Maintenance of controlling Registers in respect of major mineral and minor mineral concession returns.
4. Preparation of periodical statements in respect of production, dispatches of minerals.
5. Annual returns of Mineral production and minerals wise revenue and compilation thereof.
6. Preparation of list of Mines and Quarries, maintenance of record of M.Ls. and P.Ls.
7. Maintenance of original agreement of major and minor minerals and royalty collection contracts etc.
8. Maintenance of registers to statistical data in respect of Departmental operations.

31. ACCOUNTANT IN PURCHASE SECTION :

1. To assist Purchase Office in financial matter in accordance with the G.F. & A.R.
2. To control the budget.
3. Preparation of replies to the inspection reports, audit paras and pursuance of court cases.
4. Any other work assigned by Purchase Officer.

32. JUNIOR ACCOUNTANT IN PURCHASE SECTION :

1. To assist the Accountant in the work in accordance with the rules.
2. Correspondence after placing the order till final payment to scrutinize the agreement bills as per order and terms and conditions, to assess the L.D. charge etc. on late or incomplete supply.
3. To maintain expenditure control register.
4. To maintain security deposit register and its refund.
5. Any other work as assigned by the Purchase Officer.

**THE SCHEDULE OF DELEGATION OF POWERS TO VARIOUS OFFICERS OF
THE DEPARTMENT**

**I Delegation of Powers under various Provisions of the Rajasthan Minor Minerals
Concession Rule, 1986**

S. No.	Designation of the Officer	Rules in respect of which powers are delegated	Powers
1	DMG	7: Powers to assign priority & distribute area to applicants for mining lease	Full powers for such lease, where annual dead rent does not exceeds Rs. 10,00,000/-
2	ADM	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 5,00,000/-
3	SME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 2,50,000/-
4	ME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 1,25,000/-
5	AME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 50,000/-
6	DMG	8: Disposal of mining lease application	Full powers for such lease, where annual dead rent does not exceeds Rs. 10,00,000/-
7	ADM	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 5,00,000/-
8	SME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 2,50,000/-

9	ME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 1,25,000/-
10	AME	-do-	Full powers for such lease, where annual dead rent does not exceed Rs. 50,000/-
11	DMG	9: Refusal of application of mining lease.	Up to the limits as delegated under rule 8.
12	ADM	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
13	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
14	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
15	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
16	DMG	15:Powers to grant or refuse transfer of mining lease	Full Power
17	ADM	-do-	Up to the limits as delegated under rule 8.
18	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
19	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
20	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
21	ME/AME	16(2): Extension of period of existing Mining Lease falling short by 20 years	Full Powers within their jurisdiction

22	DMG	17: Powers to renew mining lease	Up to the limits as delegated under rule 8.
23	ADM	-do-	Up to the limits as delegated under rule 8.
24	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
25	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
26	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
27	ME/AME	18(3):Powers to revise dead rent after a period of five years from the date of grant/renewal of mining lease	Full powers within his jurisdiction
28	ADM/SMEs/ ME(Vigilance) S.G./ ME/ ME(V)/AME/ Sr. Geologist/ Geologist/ Mines Foreman Gr. I/II/ Surveyor /Field Assistant	18(9)(a) To inspect mine, plans, accounts etc.	Full powers within their jurisdiction
29	DMG	18(17): Powers to grant mining lease for the working of newly discovered mineral(s) to the lessee or a person other than the lessee	Full Powers
30	ADM	18(17): Powers to grant mining lease for the working of newly discovered mineral(s) to the lessee	Up to the limits as delegated under rule 8 in his jurisdiction.
31	SME	-do-	Up to the limits as delegated under rule 8

32	ME	-do-	Up to the limits as delegated under rule 8
33	AME	-do-	Up to the limits as delegated under rule 8
34	SME	18(18): Powers to accept surrender of lease	Full powers in his jurisdiction
35	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
36	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction.
37	DMG	18(19): Powers to cancel the lease if the lessee ceases to work the mine for a continuous period of 6 months	Up to the limits as delegated under rule 8
38	ADM	-do-	Up to the limits as delegated under rule 8
39	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
40	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
41	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
42	DMG	18(21): Powers to determine lease, enter upon the leased area, distain all or any of the mineral or moveable property therein and carry away, detain or enter into sale of property so distrained.	Up to the limits as delegated under rule 8
43	ADM	-do-	Up to the limits as delegated under rule 8

44	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
45	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
46	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
47	SME	18(21): Powers to impose penalty	Full power in his jurisdiction
48	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
49	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
50	ME	18(21): Power to issue notices for all leases irrespective of the dead rent amount	Full powers within his jurisdiction.
51	AME	-do-	Full powers within his jurisdiction.
52	DMG	18A & 18B: Lapsing of lease and reviving of lease	Up to the limits as delegated under rule 8.
53	ADM	-do-	Up to the limits as delegated under rule 8 in his jurisdiction.
54	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction.
55	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
56	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction

57	ME	19(2): Execution of lease agreement on behalf of the Governor of Rajasthan	Execution of the lease agreement for the lease granted by the competent authority in their jurisdiction
58	AME	-do-	Execution of the lease agreement for the lease granted by him
59	ADM	19(4): Powers to permit execution/registration of lease deed after expiry of stipulated period	Full Powers in his jurisdiction.
60	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
61	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
62	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction.
63	DMG	21(1): Powers to grant lease by auction or tender	Up to the limits as delegated under rule 8
64	ADM	-do-	Up to the limits as delegated under rule 8 in his jurisdiction.
65	SME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
66	ME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
67	AME	-do-	Up to the limits as delegated under rule 8 in his jurisdiction
68	DMG	21(3) & (4): Powers to direct or discontinue grant of lease by auction or tender	Full powers where the annual dead rent in the erst-while lease in the area was not more than Rs. 10,00,000/-

69	ME/AME	27(2)&(3): Powers to draw lots for the purposes of reservation of plots before inviting application and to draw lots for the purpose of allotment of plots.	Full powers within his jurisdiction
70	ME	29(4): To accept surrender notice of quarry license	Full powers within his jurisdiction
71	AME	-do-	Full powers within his jurisdiction
72	ME	30: Powers to cancel quarry license or impose penalty	Full powers within his jurisdiction
73	AME	-do-	Full powers within his jurisdiction
74	ME	31:Powers to transfer quarry license	Full powers within his jurisdiction
75	AME	-do-	Full powers within his jurisdiction
76	DMG	32(1): Powers to direct grant of Royalty Collection Contract by auction or tender	Full powers
77	DMG	32(2):Powers to grant Royalty Collection Contract by auction or tender	Full powers.
78	ADM	-do-	Full powers up to a limit of 50,00,000/-
79	SME	-do-	Full powers up to a limit of 25,00,000/-
80	ME	-do-	Full powers up to a limit of 12,50,000/-
81	AME	-do-	Full powers up to a limit of 5,00,000/-

82	SME	34(a): To notify the Royalty Collection Contract areas for auction in the Rajasthan Gazette & News Paper.	Full powers in his jurisdiction.
83	DMG	34(e): Powers to confirm bid in auction	Full powers.
84	ADM	-do-	Full powers up to a limit of 50,00,000/-
85	SME	-do-	Full powers up to a limit of 25,00,000/-
86	ME	-do-	Full powers up to a limit of 12,50,000/-
87	AME	-do-	Full powers up to a limit of 5,00,000/-
88	SME	35(a): Powers to issue tender notification	Full powers within his jurisdiction
89	DMG	35(e): Powers to approve acceptance of tender	Full powers.
90	ADM	-do-	Full powers up to a limit of 50,00,000/-
91	SME	-do-	Full powers up to a limit of 25,00,000/-
92	ME	-do-	Full powers up to a limit of 12,50,000/-
93	AME	-do-	Full powers up to a limit of 5,00,000/-
94	ADM As Chairman of the Committee as prescribed in rule 33	Rule 34 & 34(h): Powers to reject bid / tender for misbehaviour of bidder / tenderer	Full powers in his jurisdiction.
95	DMG	Rule 34(h) & 35(h): Powers to debar a person from taking part in future auction or tender for 3 years for misbehavior	Full powers

96	ADM	37(2): Powers to permit execution/ registration of lease or contract after expiry of the stipulated period.	Full powers in his jurisdiction.
97	SME	-do-	Up to the limit as under rule 34(e) & 35(e) in his jurisdiction
98	ME	-do-	Up to the limit as under rule 34(e) & 35(e) in his jurisdiction
99	AME	-do-	Up to the limit as under rule 34(e) & 35(e) in his jurisdiction
100	ME	37(4): Execution of lease or contract on behalf of the Governor of Rajasthan	The execution of the lease or contract agreement granted by the competent authorities in their jurisdiction
101	AME	-do-	The execution of the lease or contract agreement granted by him within his jurisdiction
102	ADM/SME/ SME(V)/ ME/ ME(V)/AME	48(3): To compound the offence	Full powers in their respective jurisdiction
103	District Collector, Sub-Divisional Officer, Tehsildar ADM/SME/ SME(V)/ ME/ME(V)	48(4): To evict any person trespassing on any land where mining operations are carried out without a valid mining lease, quarry license, short term permit or any other permission granted under these rules.	Full powers within their jurisdiction
104	ADM[In addition to the officers mentioned in Rule 48(4)]	48(4): To serve an order of eviction on any trespasser	Full powers within his jurisdiction

105	Surveyor, Foreman- Gr. I & II, Field Assistant	-do-	Full powers
106	District Collector, Sub-Divisional Officer, Tehsildar ADM/SME/ SME(V)/ ME/ME(V) AME	48(5):To seize mineral, tool, equipment, vehicle or any other thing in respect of raising mineral without any lawful authority	Full powers within his jurisdiction
107	District Collector, Sub-Divisional Officer, Tehsildar ADM/SME/ SME(V)/ ME/ME(V) AME	48(5): To recover the mineral raised without any lawful authority or where such mineral has already been disposed of, the cost thereof, including rent, royalty of tax as the case may be.	Full powers within his jurisdiction
108	Tehsildar with approval of District Collector, Sub- Divisional Officer, ADM/SME/SME (v) /ME/ME(V)/ AME /Mines Foreman Gr.I / II/ Surveyor / Field Assistant	Rule 50: To make complaint in writing before competent court to take cognizance to offence under Rule 48.	Full powers within his jurisdiction
109	Tehsildar with approval of District Collector,Sub- Divisional Officer, ADM/SME/ SME (v)/ME/ME(V)/ AME/ Mines Foreman Gr.I / II/ Surveyor / Field Assistant	52: To investigate the offence punishable under the rules.	Full powers within their jurisdiction

110	ADM,SME, SME (V), ME, ME(V), AME, Mines-Foreman, Gr I and II Surveyor, Field Assistant	52(1):To investigate offences	Full powers within their jurisdiction
111	District Collector, Sub-Divisional Officer, Tehsildar ADM/SME/ SME(V)/ ME/ME(V) AME Mines- Foreman, Gr I and II Surveyor, Field Assistant	53: To take evidence on oath.	Full powers within their jurisdiction
112	ADM,SME, SME(V),ME, ME(V),AME,	Rule 54: Powers of entry, inspection of records and seizure of books of accounts of a dealer/lessee.	Full powers within their jurisdiction
113	DMG	59(1)&(2): To notify as free area on notice board and publication in newspapers about area reserved under rule 73.	Full powers
114	ME	59(1)&(2): To notify as free area on notice board and publication in newspapers about except the area reserved under rule 73.	Full powers in his jurisdiction.
115	AME	-do-	Full powers in his jurisdiction.
116	ME	60 : To treat mining lease application as premature	Full powers within his jurisdiction
117	AME	-do-	Full powers within his jurisdiction
118	ME	62 : To recover the Government Dues	Full powers within his jurisdiction

119	AME	-do-	Full powers within his jurisdiction
120	ADM, Mines Foreman Gr I / II Surveyor, Field Assistant, Nakedars [In addition to the officers mentioned in Rule 68(2)]	68(2): Inspection of goods in transit.	Full powers within his jurisdiction
121	ADM, SME, SME(V), ME, ME(V), AME, Mines-Foreman Gr/ I / II Surveyor, Field -Assistant, Nakedars	68(3): To check vehicles carrying minerals, getting them weighed and take other steps in compliance to sub-rule(3) of rule 68.	Full powers within his jurisdiction
122	ADM, SME(V), ME(V) [In addition to the officers mentioned in Rule 70]	70: Prohibit and stop mining operations, seizure of minerals, tools, vehicles, equipment etc. at site or in transit.	Full powers within his jurisdiction
123	Mines Foreman Gr. I / II Surveyor, F.A.	70: Stop unauthorised mining operations, seizure of minerals and tools at site or in transit	Full powers within his jurisdiction
124	Director	73:Reservation of area for prospecting or mining operations	Full powers
125	ADM SME(V), ME, ME(V), AME, MF Gr I / II	Clause 5(2)of the Agreement to examine & test weighing machines and to require lessee to get it repaired, adjust and put in order.	Full powers within his jurisdiction
126	ADM/ADG/ SME /SME (V), Sup. Geo./ ME, ME(V), Sr. Geo. / AME / Jr. Geo. /MF Gr. I & II	Clause 6(4) of the Agreement: to obtain samples.	Full powers within their jurisdiction

127	ADG, Suptdg. Geologist, Sr. Geologist, Geologist	Clause 6(9): to conduct prospecting for minerals other than leased out mineral.	Full powers within their jurisdiction
128	ME/AME	Clause 9 & 11 of the Royalty Collection Contract Agreement.	Full powers within their jurisdiction
129	ADM	To permit mutation of lease in favour of the legal heir(s) of the lessee	Full powers within his jurisdiction
130	SME	To permit mutation of lease in favour of the legal heir(s)	Up to the limit as delegated under rule 8 in his jurisdiction
131	ME	To permit mutation of lease in favour of the legal heir(s)	Up to the limit as delegated under rule 8 in his jurisdiction
132	AME	To permit mutation of lease in favour of the legal heir(s)	Up to the limit as delegated under rule 8 in his jurisdiction
133	ME	To permit mutation of quarry license in favour of the legal heir(s) of the licensee	Full powers within his jurisdiction
134	AME	To permit mutation of quarry license in favour of the legal heir(s) of the licensee	Full powers within their jurisdiction
135	DMG	To permit amalgamation of mining lease / quarry license as per marble policy 2002 (clause 13(4) of marble policy 2002)	Full powers

Government of Rajasthan
Mines Gr-2 Department

No. F-14(1) Mines/Gr. 2/2005 Pt

Dated 11.5.2011

CIRCULAR

Keeping in view timely disposal of mineral concession applications following time limits at various levels is hereby fixed in suppression of all previous circulars / directions issued in this behalf :-

Application disposal Authority	Time period for disposal	After time period in column (B) power shifted to
(A)	(B)	(C)
AME	3 months from date of completion of application or 9 months from date of application which ever is earlier	SME (till final disposal)
ME	3 months from date of completion of application or 9 months from date of application which ever is earlier	
SME	3 months after receiving the complete proposals from AME / ME	ADM (till final disposal)
ADM	3 months after receiving the complete proposals from AME / ME	DMG (till final disposal)
DMG	3 months after receiving the complete proposals from AME / ME	Govt. (till final disposal)

- (A) AME / ME shall forward the proposals directly to the competent authorities within 9 months from the date of application or 3 months from the date of completion of application whichever is earlier. In case, where proposals are submitted to SME and other higher authorities, the time limit specified in column (B) shall be followed. In cases, where competent authority is Government, proposals shall be routed through DMG.
- (B) In case the applications are not disposed of in prescribed time schedule, the concerned authority shall forward the application / proposals, specifying reasons of delay to next higher authority.
- (C) Where approved mine plan & environment clearance from Ministry of Environment & Forest is a pre-requisite before sanction then issue of consent letter confirming decision to grant the precise area shall be considered as the date of disposal.
- (D) For greater transparency, copy of inter-departmental correspondence with Revenue Department, Forest Department etc. shall be made available to the applicant concerned.

All the officers of department shall adhere to the above time limits.

By order,
(Shiv Kumar Agrawal)
Dy. Secretary to Govt.

राजस्थान सरकार
Government of Rajasthan
निदेशालय खान एवं भूविज्ञान विभाग
DIRECTORATE OF MINES & GEOLOGY
खनिज भवन, उदयपुर – 313 001 / Khanij Bhawan, Udaipur – 313 001
दूरभाष / Phones: 2415091-95, फ़ैक्स / Fax: 0294 - 2410 526
(E-mail: dmgraj@dmg-raj.com)

क्रमांक: निदे / प-2 / कास / नियम / 2012 /

दिनांक .07.2012

कार्यालय आदेश

शासन की अधिसूचना क्रमांक: प-14(1)खान/गुप-2/2011 दिनांक 19.6.2012, जो राजस्थान राजपत्र में दिनांक 19.6.2012 को प्रकाशित हुई हैं, के द्वारा राजस्थान अप्रधान खनिज रियायत नियमावली 1986 में नवीन अध्याय प्ट । समाहित किया गया है । नवीन नियम 37 के प्रावधानों के तहत योग्यताधारक अधिकृत व्यक्तियों द्वारा ही माईनिंग प्लान/सिम्पलीफाईड माईनिंग स्कीम तैयार की जानी है। नियम 37 डी के प्रावधानों के तहत योग्यताधारक व्यक्तियों को चयनित किया जाकर उन्हें अधिकृत किया जाना है । अतः नियम 37 डी के प्रावधानों के तहत समस्त कार्यवाही किये जाने हेतु वृत्त के समस्त अधीक्षण खनि अभियन्ताओं को एतद् द्वारा अधिकृत किया जाता है ।

भवदीय,

निदेशक
खान एवं भू विज्ञान विभाग,
राजस्थान, उदयपुर

Government of Rajasthan
Mines Gr-2 Department

No. F-14(1) Mines/Gr. 2/2011
Dated 24.7.2012

Notification

In exercise of powers conferred by rule 42 of The Rajasthan Minor Mineral Concession Rules, 1986, the State Government hereby directs that the powers exercisable by it under the said rules, shall also be exercisable by the officer mentioned in column No. 2 of the schedule given below in relation of the matter mentioned in column No. 3 and subject to limit mentioned in column No. 4 of the said schedule, namely:-

Schedule
Delegation of Powers under various Provisions of
The Rajasthan Minor Mineral Concession Rules, 1986

S.No.	Designation of the Officer	Rules in respect of which powers are delegated	Powers
1	SME	37E, 37F, 37G, 37H submission and approval of mining plan / simplified mining scheme / mining scheme / mine closure plan for mining leases / quarry licences having area 1 ha and more.	Full powers within their jurisdiction.
2	ME / AME	37E, 37F, 37G, 37H submission and approval of simplified mining scheme for STP/quarry licences having area less than 1 ha	Full powers within their jurisdiction.
3	ME / AME	37J submission of financial assurance.	Full powers within their jurisdiction.

By order,

(Shiv Kumar Agrawal)
Dy. Secretary to Govt.

राजस्थान सरकार
खान (ग्रुप-2)विभाग

क्रमांक: प-14(1)खान/ग्रुप-2/2011-पार्ट

जयपुर दिनांक 7.9.2012

आदेश

राजस्थान अप्रधान खनिज रियायत नियमावली, 1986 के नियम 37(डी) एवं 37(आर)में खनन पट्टा/ क्वारी लाईसेंस/ अल्पावधि अनुमति पत्र के क्लस्टर की एसोसियेशन द्वारा एनवायरमेंट मेनेजमेंट प्लान अनुमोदन हेतु जिला स्तरीय एनवायरमेंट कमेटी में राज्य सरकार की ओर से संबंधित वृत्त के अधीक्षण खनि अभियन्ता को मनोनीत किया जाता है ।

आज्ञा से

शासन उप सचिव

1. निदेशक, खान एवं भू विज्ञान विभाग, राजस्थान, उदयपुर
2. समस्त जिला कलक्टर
3. रक्षित पत्रावली ।

विशेषाधिकारी (तकनीकी)

क्रमांक निदे/प 2/कास/नियम/2012/

दिनांक .11.2012

कार्यालय आदेश

निदेशालय के परिपत्र क्रमांक निदे/प.2/कास/नियम/2012/1263 दिनांक 19.9.2012 एवं निदे/प.2/कास/नियम/2012/1871 दिनांक 16.11.2012 के अतिक्रमण में खनन पट्टों / क्वारी लाईसेंसों / अल्पावधि अनुमति पत्रों में प्राप्त होने वाले माईनिंग प्लान / सिम्पलीफाईड माईनिंग स्कीम / माईनिंग स्कीम / माईन क्लोजर प्लान का अनुमोदन किये जाने के पूर्व उनका मौका निरीक्षण एवं सत्यापन, किये जाने हेतु निम्नानुसार अधिकारियों को अधिकृत किया जाता है :-

क्र.स.	अनुमोदन करने हेतु अधिकृत अधिकारी का पदनाम	नियमों के अन्तर्गत प्रदत्त शक्तियों का विवरण	मौका निरीक्षण एवं सत्यापन हेतु अधिकृत अधिकारी का पदनाम
1	वृत के अधीक्षण खनि अभियन्ता	37E, 37F, 37G, 37H submission and approval of mining plan / simplified mining scheme / mining scheme / mine closure plan for Mining leases / Quarry licence having area 1 hectare and more	सम्बन्धित खनि अभियन्ता व सम्बन्धित वरिष्ठ भूवैज्ञानिक संयुक्त निरीक्षण करेंगे । जहां पर सहायक खनि अभियन्ता के कार्यालय उपलब्ध है उस कार्यालय से सम्बन्धित संयुक्त निरीक्षण सहायक खनि अभियन्ता व सम्बन्धित भू वैज्ञानिक करेंगे ।
2	खनि अभियन्ता / सहायक खनि अभियन्ता	37E, 37F, 37G, 37H submission and approval of simplified mining scheme for STP / Quarry licence having area less than 1 hectare	सम्बन्धित खनि अभियन्ता / सहायक खनि अभियन्ता

निदेशक,
खान एवं भू विज्ञान विभाग,
राजस्थान, उदयपुर

**THE SCHEDULE OF DELEGATION OF POWERS:
UNDER THE CONSTITUTION OF INDIA AND UNDER VARIOUS PROVISIONS OF
THE MINES AND MINERALS (DEVELOPMENT & REGULATION) ACT, 1957 AND THE MINERAL CONCESSION RULES, 1960
(AS ON 20th APRIL, 2005 IN RELATION TO THE AUTHORITIES EXERCISING POWERS AT PRESENT AND PROPOSED AMENDMENTS)**

S. N.	Matters in relation to which powers may be exercised	Relevant Provision of the M.M..D.R Act, 1957 and the M.C.R., 1960	Officers or Authority by whom to be exercised within their respective jurisdiction	Notification No. & Date
1.	2.	3.	4.	5.
THE CONSTITUTION OF INDIA				
1	To execute licence and other agreements	Under Article 199(1)	Mining Engineer/Assistant Mining Engineer	F.1(116)GA(A) 56 dated 2-2-1958
2	To execute lease and other agreements	Under Article 199(1)	i. Mining Engineer/Assistant Mining Engineer ii. Superintending Mining Engineer	F.1(116)GA(A) 56 dated 2-2-1958 F.1(17)Khan/Gr.IV/74 dated 1.1.1976
THE MINES AND MINERALS (DEVELOPMENT & REGULATION) ACT, 1957				
1	To evict the trespassers from the land where no prospecting licence, mining lease or any other permission is accorded by the State Government or any authority on its behalf.	Sub Section (3) of Section 21	i. Mining Engineer ii. Director/Addl. Director (Mines) Superintending Mining Engineer/ Assistant Mining Engineer iii. Superintending Mining Engineer(F.S.)/ Mining Engineer(F.S.) iv. District Collector/Sub-Divisional Officer/Tehsildar v. Addl. Director (E&D)/ Superintending Mining Engineer(Vig.)/Mining Engineer(Vig.)/Sr. & Jr. Mines Foreman/Surveyor within their jurisdiction.	F.21(1)Khan/72 dated 24.5.73 F.21(1)Khan/Gr.IV/72 dated 17-6-76 and F.14(2)Khan/Gr.II/85 dated 20-6-1989 F.12(11)Khan/Gr.I/82 dated 22.8.93 F.14(2)Khan/Gr.II/85 dated 10.6.92 Mines Gr.-II dated 2-2-2002

2	To seize any mineral tool, equipment, machine or any other thing in respect of raising of mineral without any lawful authority.	Sub Section (4) of Section 21	<ul style="list-style-type: none"> i. Sub-Divisional Magistrate ii. Addl. Director (Mines)/ Superintending Mining Engineer/ Superintending Mining Engineer (V)/ Mining Engineer/ Mining Engineer(V)/ Assistant Mining Engineer iii. Director of Mines & geology/ Superintending Mining Engineer/ Superintending Mining Engineer (v)/ Mining Engineer/ Mining Engineer(V)/ Assistant Mining Engineer/District Collector / S.D.O./Tehsildar iv. Sr. & Jr. Mines Foreman/Surveyor within their jurisdiction. 	<p>F.21(1)Khan/72 dated 24.5.73 F.14(7)Khan/Gr.II/86 dated 16-9-87</p> <p>F.14(2)Khan/Gr.II/85 dated 10.6.92</p> <p>Mines Gr.-II dated 2-2-2002</p>
3.	To recover mineral price thereof , including rent, royalty or tax as the case may be	Sub Section (5) of Section 21	<ul style="list-style-type: none"> i. Mining Engineer/ Assistant Mining Engineer ii. Superintending Mining Engineer(F.S.)/ Mining Engineer(F.S.) iii. District Collector/Sub- Divisional Officer/Tehsildar iv. Addl. Director (Mines)/ Superintending Mining Engineer/Sr. & Jr. Mines Foreman/Surveyor within their jurisdiction. 	<p>F.21(1)Khan/73 dated 23-11-73</p> <p>F.12(11)Khan/Gr.I/86 dated 16-9-87</p> <p>F.14(2)Khan/Gr.II/85 dated 10.6.92</p> <p>Mines Gr.-II dated 2-2-2002</p>
4.	To lodge complaint in writing before competent courts to take cognizance of any offences under Section 21 of the, Act	Section 22	<ul style="list-style-type: none"> i. Director of Mines & geology/ Addl. Director (Mines)/ Mining Engineer/ Assistant Mining Engineer ii. Superintending Mining Engineer(F.S.)/ Mining Engineer(F.S.) iii. District Collector/Sub-Divisional Officer/Tehsildar iv. Superintending Mining Engineer 	<p>D. 6178/F.4(2)Ind(B)/59 dated 31.7.1959 and</p> <p>F.14(2)Khan/Gr.II/85 dated 20.6.89</p> <p>F.12(11)Khan/Gr.I/82 dated 22-3-1983</p> <p>F.14(2)Khan/Gr.II/85 dated 10.6.92</p> <p>Mines Gr.-II dated 2-2-2002</p>

5	Search for mineral, document or thing	Section 23B	Addl. Director (Mines)/ Superintending Mining Engineer/ Superintending Mining Engineer(V)/Mining Engineer/Mining Engineer(V)/Assistant Mining Engineer	F.1/3/99-MVI dated 16-12-1999 by Government of India
6	To enter and inspect any mine for the purpose of :	Sub Section (1) of Section 24	i. Director of Mines & Geology/ Mining Engineer/Assistant Mining Engineer/Chemist/Ceramic Technologist/Geologist ii. Addl. Director (Mines)/Superintending Mining Engineer/ Superintending Mining Engineer(V)/Mining Engineer(V)	M-11-159(15)/58 dated 4.12.59 by Govt. of India, published in Rajasthan Gazette vide D-14747/59. F.3(4)Ind(B)/59 in February, 1960. Mines Gr.-II dated 2-2-2002
	(i) Collection of royalty and rent			
	(ii) Prevention of illegal extraction of mineral/minerals			
	(iii) Enforcement of orders of the State Government to suspend or close Mining Operations.			
	(iv) Stopping and checking illegal movement of minerals.			
(v) In the cases where renewal of a prospecting licence is applied for as certaining the necessity thereof,				
7	Recovery of Government Dues.	Section 25	Assistant Mining Engineer (Recovery)	F.6(120)Rev./Khan/62 dated 27-1-1970
<u>THE MINERAL CONCESSION RULES, 1960</u>				
1	To receive application for grant of Reconnaissance Permit	Sub-rule (1) of Rule-4	Director of Mines & Geology	Mines Gr.-II dated 2-2-2002
2	To make available all data collected by the permit holder during reconnaissance operation, records, plans etc.	Clause(iii) of sub-rule(1) of Rule-7	Director of Mines & Geology	Mines Gr.-II dated 2-2-2002
3	Submission of periodical reports & final report on completion of work within 3 months of the close of period of permit.	Clause(vi) of sub-rule(1) of Rule-7 etc.	Director of Mines & Geology/Addl. Director (Geology)/Addl. Director(Mines)	Mines Gr.-II dated 2-2-2002

4	To allow to inspect any reconnaissance operations carried on by permit holder or any account at any time	Clause(ix)and (x) of sub-rule(1) of Rule-7	Director of Mines & Geology/Addl. Director (Geology)/Addl. Director(Mines)	Mines Gr.-II dated 2-2-2002
5	Extension of period for execution of permit	sub-rule(1) of Rule-7A	Director of Mines & Geology	Mines Gr.-II dated 2-2-2002
6	To receive application for grant of Prospecting Licence	Sub-Rule (1) of Rule-9	Mining Engineer/ Assistant Mining Engineer	F.3(1)(261) Ind(B)/58 dated 13.10.1970
7	Disposal of application for grant and Renewal of prospecting licence for minerals other than those specified in the Ist Schedule of the Act.	Sub-Rule (1) of Rule-11	Director of Mines & Geology	D. 4214-F.4(4)(48)Ind(B)/58 published in March, 1960
8	To reject application for P.L. with forfeiture of application fee which has been withdrawn by applicant	Rule-12	Superintending Mining Engineer	F.14(13)Khan/Gr.II/2009 dated 4.8.2010
9	To dispose of application for grant and renewal of prospecting licence over whole or part of the area applied for in case of the following minerals: (i) All types of clays, e.g. China clay, ball clay, white clay, fire clay and silicious earth (ii) Calcite (iii) Quartz (iv) Feldspar (v) Mica (vi)Silica sand including moulding sand. *((vii) Red Ochre and (viii) Yellow Ochre)	Rules 11 & 12	Additional Director (Mines)	F.14(3)Khan/Gr.II/86 dated 1-12-1994 F.14(3)Khan/Gr.II/86 dated 26-2-1996

10	Refusal to grant or renewal of P.L. over whole or part of the area applied for except those minerals which are listed in the schedule I of the Act.	Sub-rule (1) of Rule 12	Director of Mines & Geology	F.3(1)(261)Ind/B/58 dated 31-1-1972
11	Reduction in the area applied for at the time of renewal of the P.L.	Sub-rule (3) of Rule 11	Director of Mines & Geology	F.3(1)(261)Ind/B/58 dated 31-1-1972
12	Condonation of delay in submission of application for renewal of a prospecting licence.	Sub rule (4) of Rule 11	Director of Mines & Geology/Additional Director (Mines)	Mines Gr.-II dated 2-2-2002
13	Power to sanction transfer of prospecting Licence	Clause (vii) of Sub-rule (1) of Rule 14	(i) Director of Mines & Geology (ii) Additional Director (Mines) (Granted by him)	No. F.3(1)(261)B/58 dated 31.1.1972 F.14(2)Khan/Gr.II/85 dated 1.12.94
14	Giving reasonable opportunity to the licensee to state his case why his licence be not cancelled and or his deposit money be not forfeited.	Sub-rule (4) of Rule 14	(i) Director of Mines & Geology/ Mining Engineer/ Assistant Mining Engineer (ii) Superintending Mining Engineer (iii) Additional Director (Mines)	F.3(1)(261)Ind/B/58 dated 31-1-1972 F.14(2)Khan/Gr.II/85 dated 20.6.89 F.14(3)Khan/Gr.II/86 dated 1.12.1994
15	Cancellation of Prospecting Licence in case of breach of any condition imposed on the holder of Prospecting Licence with forfeiture of whole or part security amount	Sub-rule (4) of Rule 14 and Clause (1) part III of the agreement	(i) Director of Mines & Geology (ii) Additional Director (Mines) (Granted by him)	F.3(1)(261)(B)/58 dated 31-1-1972 and F.5(48)Khan/Gr.I/82 dated 11-10-1983 F.14(3)Khan/Gr.II/86 dated 1.12.1994
16	Forfeiture of security in respect of P.L.	Sub-rule (4) of Rule 14 and Clause (1) of part III of the agreement	(i) Director of Mines & Geology	F.5(40)khan/Gr.I/82 dated 11.10.1983

17	Revocation of order granting Prospecting Licence	Sub-rule (1) of Rule 15	(i) Director of Mines & Geology (ii) Additional Director (Mines) (Granted by him)	F.3(1)(261) (5)/58 dated 31-1-72 F.14(2)Khan/Gr.II/85 dated 1.12.1994
18	To extend the period for execution of licence deed	Sub-rule (1) of Rule 15	(i) Director of Mines & Geology (Full Power)	F.3(1)(261) (5)/58 dated 31-1-1972
19	To extend the period for execution of licence deed;- (a). Up to first three months after expiry of period (b) Beyond three months	Sub-rule (1) of Rule 15	(a) Superintending Mining Engineer (b)Additional Director (Mines)	F.14(3)Khan/Gr.II/85 dated 20-11-1991 F.14(2)Khan/Gr.II/85 dated 1.12.1994
20	Authority to whom a periodical report of work done shall be submitted by the Licensee	Rule 16	(i) Director of Mines & Geology/ Mining Engineer/ Assistant Mining Engineer (ii) Superintending Mining Engineer (iii)Additional Director (Mines)	F.3(1)(261)Ind/B/58 dated 31-1-1972 F.14(2)Khan/Gr.II/85 dated 20.6.89 F.14(2)Khan/Gr.II/86 dated 1.12.1994
21	To inspect the accounts of Prospecting Licence at any time.	Sub-rule (1) of Rule 19	i. Director of Mines & Geology/ Superintending Mining Engineer./ Mining Engineer/ Assistant Mining Engineer /Suptdg. Geologist/Geologist/ Mines Foreman/Accounts Officer. ii. Adtl. Director Suptdg./ Mining Engineer (F.S.)/ Mining Engineer (F.S.) iii. Additional Director (Mines)	F.3(1)(261)Ind/(B)/58 dated 13-10-73 F.12(11)Khan/Gr.I/82 dated 22-3-83 F.14(2)Khan/Gr.II/85 dated 20.6.1989
22	To inspect the Prospecting Operation	Sub-rule (2) of Rule 19	i. Director of Mines & Geology/ Superintending Mining Engineer./ Mining Engineer/ / Assistant Mining Engineer /Suptdg. Geologist/Geologist/ Mines Foreman/Accounts Officer. ii. Additional Director (Mines)	F.3(1)(261)Ind/(B)/58 dated 13-10-73 F.14(2)Khan/Gr.II/85 dated 20.6.1989

23	Maintenance of Register for application for licences and Register of licences	Rule 21	Director of Mines & Geology	F.2(1)(261)Ind/(B)/58 dated 31-1-1972
24	Making an application for Mining Lease	Sub-rule (1) of Rule 22	i. Mining Engineer/ / Assistant Mining Engineer ii. Superintending Mining Engineer	F.2(1)(261)Ind/(B)/58 dated 31-1-1972 F.14(2)Khan/Gr.II/85 dated 20.6.1989
25	To approve mine plan of open cast mines for minerals specified in sub rule 4A of Rule 22	Sub rule 4A of Rule 22	Superintending Mining Engineer	F.14(2)Khan/Gr.II/85 dated 20.4.2005
26	To reject an application for Mining lease with forfeiture of application fee which has been withdrawn by the applicant.	Rule 26	Superintending Mining Engineer	F.14(13)Khan/Gr.II/2009 dated 4.8.2010
27	Power to grant and refuse the first renewal of a mining lease up to 5 hec. in area.	Sub-rule (3) of Rule 24A and Sub-rule (1) of Rule -26	Superintending Mining Engineer	F.14(2)Khan/Gr.II/85 dated 12-8-1994
28	Condonation of delay in submission of application for renewal of a mining lease.	Sub rule (10) of Rule 24A	Director of Mines & Geology	Mines Gr.-II dated 2-2-2002
29	To dispose of the application for grant and renewal of Mining leases over whole or part of the area applied for in case of the following minerals: (i) All types of clays, e.g.China clay, ball clay, white clay, fire clay and silicious earth (ii) Calcite (iii) Quartz (iv) Feldspar	Rule 24, 24A, 24 B and 26	Director of Mines & Geology	F.14(2)Khan/Gr.II/85 dated 1.12.1994 and 26.2.94

	(v) Mica (vi) Silicasand (vii) Red Ochre (viii) Yellow Ochre			
30	Making report about discovery of any mineral/minerals in the leased area not specified in mining lease.	Clause (a) of sub-rule (1) of Rule 27	(i) Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer	No.F.2(1)(261)Ind(B)/58 dated 31.1.1972 No.F.14(2)Khan/Gr.II/85 dated 20.6.1989
31	Assessment or computation or quantification of royalty	Sub-rule (1) of Rule 27	Mining Engineer/Assistant Mining Engineer	No.3(1)(261)Ind(B)/58 dated 2.12.1975
32	Examination at any time of any account, plans and records maintained by the lessee.	Clause (i) of Sub-rule (1) of Rule 27	(i) Director of Mines and Geology/ Superintending Geologist/Sr. Geologist/Geologist/Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer (iii) Additional Director (Mines)	No.F.2(1)(261)Ind.(B)/58 dated 31.1.1972 No.F.3(1)(261)Ind(B)/58 dated 2.12.1975 No.F.14(2)Khan/Gr.2/85 dated 20.6.1989
33	Inspection of the records of trenches, pits and drillings and authorising any other officer to inspect the same.	Clause (j) of Sub-rule (1) of Rule 27	(i) Director of Mines and Geology/ Superintending Geologist/Sr. Geologist/Geologist/Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer (iii) Additional Director (Mines)	No.F.2(1)(261)Ind(B)/58 dated 31.1.1972 No.F.3(1)(261)Ind(B)/58 dated 2.12.1975 No.F.14(2)Khan/Gr.2/85 dated 20.6.1989
34	Entering upon any building, excavation, land comprised in the lease for the purpose of inspecting the same.	Clause (l) of Sub-rule (1) of rule 27	(i) Director of Mines and Geology/ Superintending Geologist/Sr. Geologist/Geologist/Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer	No.F.2(1)(261)Ind(B)/58 dated 31.1.1972 No.F.3(1)(261)Ind(B)/58 dated 2.12.1975

			(iii) Additional Director (Mines)	No.F.14(2)Khan/Gr.2/85 dated 20.6.1989
35	To select area for plantation and to nominate authority for handling over areas	Clause (s) of Sub-rule (1) of Rule 27	Director of Mines and Geology/Additional Director (Mines)/Superintending Mining Engineer/Mining Engineer/Assistant Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 4.11.1996
36	Giving notices to the lessee if he: (a) does not allow entry or inspection, (b) makes(i) default in payment of rent, royalty & other dues (ii) In respect of breach/breaches of the rules and agreement	Sub-rule (4) and (5) of Rule 27	(i) Director of Mines and Geology/ Superintending Mining Engineer/Suptdg. Geologist/ Sr. Geologist/Geologist/Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer	No.F.3(1)(261)Ind.(B)/58 dated 1.1.1972 No.F.6(a)13/72 dated 11.12.1973 No.F.3(1)(261)Ind(B)/58 dated 2.12.1975
37	To prescribe measures for the Protection of Environment	Clause 11(C) of Part VII of the lease-agreement	Director of Mines and Geology/Additional Director (Mines)/ Superintending Mining Engineer/ Mining Engineer/Assistant Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 4.11.1996
38	To impose penalty except determination/cancellation of lease on the breaches committed by a lessee in accordance with the Schedule of Penalties approved by State Government in respective of Technical and Non-Technical breaches	Sub-rule (4) & (5) of the rule 27 and clauses (2) & (3) each of Parts VI, VII and IX of the lease agreement	Superintending Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 20.6.1989
39	To cancel mining lease and or forfeit in whole or part amount of security deposited under Rule 32 in respect of minerals mentioned at serial no. 7 of notification no. 14(2)Khan/Gr.II/85 dated 1.12.1994 and amended from time to time	Sub-rule (5) of the rule 27	Director of Mines and Geology	Mines Gr.-II dated 2-2-2002

40	To give notices to the lessee if he commits technical breach/breaches other than dues, royalty assessment submission of returns etc.	Sub-rules (4) & (5) of the Rule 27 and clauses (2) and (3) of Part IX of the lease agreement	Superintending Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 20.11.1991
41	To whom an application for revival of Mining Lease shall be made.	Sub-rule (1) of Rule 28	(i) Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer	No.F.3(1)(261)Ind(B)/58 dated 31.1.1992 No.F.14(2)Khan/Gr.II/85 dated 20.6.1989
42	To declares a mining lease granted by Director as lapse and to extend or refuse to extend the period of lease.	Sub-rules (1) and (4) of Rule 28	Director of Mines and Geology	No.F.14(2)Khan/Gr.II/85 dated 1.12.1994
43	To revive a Mining lease granted by Director	Sub-rules(1) and (3) of Rules 28A	Director of Mines and Geology	No.F.14(2)Khan/Gr.II/85 dated 1.12.1994
44	To whom a notice for determination (surrender) of lease may be given by the lessee	Rule 29	(i) Director of Mines and Geology/ Mining Engineer/Assistant Mining Engineer (ii) Additional Director(Mines)	No.F.3(1)(261)Ind(B)/58 dated 31.12.1972 No.F.14(2)Khan/Gr.II/85 dated 20.6.1989
45	To dispose of the application of surrender	Rule 29	Superintending Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 20.11.1991
46	To extend the period for execution of lease-deed up to first three months	Sub-rule (1) of Rule 31	(i) Director of Mines and Geology (ii) Superintending Mining Engineer	No.F.3(1)(261)Ind(B)/58 dated 31.1.1972 No.F.14(2)Khan/Gr.II/85 dated 20.11.1991
47	To extend the period for execution of Mining lease (beyond three months)	Sub-rule (1) of Rule 31	Additional Director (Mines)	No.F.14(2)Khan/Gr.II/85 dated 1.12.1994
48	To reject an application for transfer of Mining Lease with forfeiture of application fee, which has been withdrawn	Sub-rule (1) of Rule 37	Superintending Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 22.11.1990

49	Power to sanction transfer of Mining Lease of all mineral/minerals except these specified in the Schedule I of the Act	Sub-rule (i) of Rule 37	Director of Mines and Geology	No.F.14(2)Khan-2/85 dated 12.8.1994
50	To extend the period for execution of Transfer of lease-deed (i) Up to 1 st three months (ii) beyond three months	Rule 37A	(i) Superintending Mining Engineer (ii) Additional Director (Mines)	No.F.14(2)Khan/Gr.II/85 dated 29.7.1992 No.F.14(2)Khan/Gr.II/85 dated 1.12.1994
51	Amalgamation of two or more mining leases	Rule 38	Director of Mines and Geology(ML granted by him)	Mines Gr.-II dated 2-2-2002
52	To maintain the register of application for mining lease	Sub-rule (1) of Rule 40	(i) Mining Engineer/Assistant Mining Engineer (ii) Superintending Mining Engineer	No.F.3(1)(261)Ind(B)58 dated 31.1.1972 No.F.14(2)Khan/Gr.II/58 dated 20.6.1989
53	To maintain register for Mining Lease	Sub-rule (2) of Rule 40	Director of Mines and Geology/ Suptdg. Mining Engineer/ Mining Engineer/Assistant Mining Engineer	No.F.14(2)Khan/Gr.II/58 dated 20.6.1989
54	To notify availability of area for re-grant	Sub-rule (1) of Rule 59	Director of Mines and Geology/ Superintending Mining Engineer	No.F.14(2)Khan/Gr.II/85 dated 20.6.1989/29.07.1992
55	Change of name, nationality etc. to be intimated.	Sub-rule(1) of Rule 62	Director of Mines and Geology/ Mining Engineer/Asstt. Mining Engineer	No.F.3(1)(261)Ind(B)/58 dated 31.1.1972
56	To permit mutation in favour of the legal heir/heirs of the lessee/lessees	Rule 62	Additional Director (Mines)	No.F.14(2)Khan/Gr.II/85 dated 1.12.1994
57	Specifying the manner in which payment of fee and deposit may be made except the fee in respect of Revision Petition.	Rule 64	Director of Mines and Geology	No.F.3(1)(261)/Ind(B)/58 dated 31.1.1972
58	Issue of notification to under take prospecting operations	Rule 74	Director of Mines and Geology	Mines Gr.-II dated 2-2-2002

राजस्थान सरकार
खान (गुप-2) विभाग
अधिसूचना

क्रमांक: प.14(2)खान/गुप-2/85 दिनांक 20.04.05 : इस विभाग की समसंख्यक अधिसूचना दिनांक 22.2.02 के अतिक्रमण में खान और खनिज (विकास एवं विनियमन) अधिनियम, 1957 (1957 का केन्द्रीय अधिनियम संख्या 67) की धारा 26 की उप धारा (3) और खनिज रियायत नियम, 1960 के नियम 22 के उप नियम (4-क) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुये राज्य सरकार निर्देश देती है कि नीचे दी गई अनुसूची के स्तम्भ संख्या 2 में वर्णित खान एवं भू विज्ञान विभाग के अधिकारियों के माध्यम से अनुसूची व स्तम्भ संख्या 3 में उनके सामने वर्णित क्षेत्रों के लिये खनन योजना (माईनिंग प्लान)/माईनिंग स्कीम के अनुमोदन की शक्तियों का प्रयोग करेंगे। खनन योजना अनुमोदित करने के लिये खनिज रियायत नियम, 1960 के नियम 22 के उप नियम (4-क) में अधिकारी के लिये निर्धारित अर्हता दी है। अतः यह आवश्यक है कि अनुसूची में अंकित अधिकारी जिनको खनन योजना (माईनिंग प्लान)/माईनिंग स्कीम अनुमोदन हेतु अधिकृत किया जा रहा है, वे उसी स्थिति में योग्य होंगे, यदि वे ऐसी निर्धारित अर्हता रखते हों :-

अनुसूची

क्र.स.	अधिकारी	अधिकारिता (क्षेत्र)
1	2	3
1.	अधीक्षण खनि अभियन्ता, उदयपुर वृत, उदयपुर	उदयपुर वृत के अन्तर्गत आने वाला क्षेत्र
2.	अधीक्षण खनि अभियन्ता, जयपुर वृत, जयपुर	जयपुर वृत के अन्तर्गत आने वाला क्षेत्र
3.	अधीक्षण खनि अभियन्ता, भीलवाड़ा वृत, भीलवाड़ा	भीलवाड़ा वृत के अन्तर्गत आने वाला क्षेत्र
4.	अधीक्षण खनि अभियन्ता, जोधपुर वृत, जोधपुर	जोधपुर वृत के अन्तर्गत आने वाला क्षेत्र
5.	अधीक्षण खनि अभियन्ता, कोटा वृत, कोटा	कोटा वृत के अन्तर्गत आने वाला क्षेत्र
6.	अधीक्षण खनि अभियन्ता, भरतपुर वृत, भरतपुर	भरतपुर वृत के अन्तर्गत आने वाला क्षेत्र
7.	अधीक्षण खनि अभियन्ता, बीकानेर वृत, बीकानेर	बीकानेर वृत के अन्तर्गत आने वाला क्षेत्र

- टिप्पणी : 1. खनिज ग्रेनाईट व मार्बल की खनन योजना (माईनिंग प्लान)/माईनिंग स्कीम) का अनुमोदन भी उपरोक्त अधिकारी करेंगे।
2. (माईनिंग प्लान/माईनिंग स्कीम) के अनुमोदन हेतु क्षेत्र का निरीक्षण संबंधित खनि अभियन्ता/सहायक खनि अभियन्ता व संबंधित वरिष्ठ भू वैज्ञानिक द्वारा संयुक्त रूप से किया जावेगा।