



ABSTRACT

Industries - Department of Geology and Mining - Duties and Responsibilities for the post of Assistant Geologist in the Department of Geology and Mining - Orders - Issued.

INDUSTRIES (E.1) DEPARTMENT

G.O. (Ms.) No.154

Dated: 21.07.2020

சார்வரி வருடம் - ஆடி, 6

திருவள்ளூர் ஆண்டு, 2051

Read:

From the Director of Geology and Mining, Letter Rc.No.1384/
PM1/2020, Dated: 25.02.2020.

ORDER:

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

A. MINERAL EXPLORATION

- i. Reconnaissance survey of mineral bearing areas, mapping, collection of samples of minerals, rocks, fossils their preservation and indexing and preparation of survey report.
- ii. Prospecting of minerals by pitting, trenching and drilling, preparation of geological plans, sections and assessment of quality and reserves of minerals. Differential Global Positioning System survey.
- iii. Maintenance of degree sheets, topo sheets and geological maps.
- iv. Co-ordination with exploration agencies in the exploration of minerals taken up under National Mineral Exploration Trust.

B. MINERAL ADMINISTRATION

- v. Processing applications for mineral concessions and stock yards for inspection by Assistant Directors / Deputy Directors.
- vi. Registers for applications and grant of mineral concession and stock yard licence.

- vii. Inspection of mines / quarries to ensure compliance of mining plan/scheme.
- viii. To survey and to take measurements of the stocks of the minerals lying at any mine, examine any document, register or record of any person having the control of any mine and take extracts from or make copies of such document, register or record, order the production of any such document, register and record.
- ix. Inspection of areas where triggers are received under mining surveillance system. Assisting teams using Drone Technology.
- x. Attending Taluk Level Task Force Committee meeting and inspection. Inspection of areas on illicit mining / quarrying and seizure of vehicles transporting clandestine minerals.
- xi. Maintenance of registers for seized vehicles, cases booked under Mines and Minerals (Development and Regulation) Act, 1957, Indian Penal Code, Code of Criminal Procedure and Goondas Act.
- xii. Maintenance of Registers for Bulk transport permit and Holograms, Transit pass.
- xiii. Revenue: Reconciliation of revenue receipts and expenditure. Monitoring the collection of mining dues, audit amount, penalties, arrears, other dues and daily chitta.
- xiv. Maintenance of registers for lease amount, dead rent, surface rent, security deposit, surface compensation, penalties and other dues.
- xv. Audit: Replies to Local Audit Reports, Comptroller and Auditor General and Public Accounts Committee Reports.
- xvi. Maintenance of registers for Demand, Collection, and Balance for current and arrear, Local Audit Report, Comptroller and Auditor General and Public Accounts Committee.
- xvii. Time bound reports: Compilation of fortnightly / monthly / quarterly / half yearly / annual reports / periodicals / returns / uploading in the State portal / Government of India portal.

C. GENERAL ADMINISTRATION

- xviii. Office maintenance: Maintenance of registers for library books, stores, stationery, geological instruments and electronic gadgets.
- xix. Monitoring the disposal of files under N Dis, K Dis, D Dis, R Dis.
- xx. Online data management: Updating data in the Department's website and web applications, Pradhan Mantri Khanij Kshetra Kalyan Yojana (PMKKKY) portal and District Mineral Foundation Trust web portal.

- xxi. Public Grievances Redressal: Attending to petitions addressed to Honourable Chief Minister Cell and AMMA Call center. Maintenance of registers for petitions received from Honourable Chief Minister Cell, Honourable MPs, MLAs, Committees and Government. Attending Monday's Grievance Redressal meeting, Mass Contact Programme and Farmers Grievances Redressal Day conducted by District Collector.
- xxii. Court cases: Preparation of draft counter affidavit for Writ Petitions / Writ Appeals / Special Leave Petitions filed in the Honourable Courts. Maintenance of registers for Original Suits, Writ Petitions, Writ Appeals and Special Leave Petitions.
- xxiii. RTI: To function as Assistant Public Information Officer. Register for applications received under Right to Information Act and disposal of applications.
- xxiv. Appeals: Processing of Appeal Petitions and maintenance of registers for Appeal Petitions.

D. MINERAL TRUST

- xxv. District Mineral Foundation Trust: Processing files related to convening of Managing Committee and Governing Council meetings and sanctioning of projects. Maintenance of registers for Demand, Collection and Balance to current and arrear, projects taken up and assets. Preparation of project completion report / booklet, catalogue of photos / videos of projects and inspection of projects.
- xxvi. National Mineral Exploration Trust: Maintenance of register for funds received under the trust and lessee wise daily chitta.
- xxvii. To perform duties stipulated in all the Act and Rules governing the administration of mines and minerals and also to discharge any other works assigned by the Higher Authorities.

(BY ORDER OF THE GOVERNOR)

**N. MURUGANANDAM
PRINCIPAL SECRETARY TO GOVERNMENT**

To

- ✓ The Director of Geology and Mining, Guindy, Chennai – 600 032.
- All District Collectors. (Through the Director of Geology and Mining)
- All Additional Directors of Geology and Mining.
(Through the Director of Geology and Mining)
- All Joint Directors (Regional Offices / Directorate).
(Through the Director of Geology and Mining)

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

Copy to:

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

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

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

SF/SCs.

// Forwarded / By Order //

Endt.Rc.No.1384/PM1/2020, Dt:25/07/2020

E. Saravanelraj
SECTION OFFICER
16
21/7/2020

Copy Communicated:

Sd/- E.Saravanelraj

Director of Geology and Mining

/Forwarded by order/

R. S. Srinivasan
Personal Assistant (Non-Technical)

To,

RS
28/7/2020

All the Joint Director / Deputy Director / Assistant Director / Assistant Geologist in the Headquarters.