

MANUAL -2

1. **Shri Manoj Ahuja**, IAS, Commissioner-cum-Secretary
 - (i) Establishment matters of officers of Steel & Mines Department and officers of both the Directorates and field offices.
 - (ii) Sanction of journey of officers of both Directorates.
 - (iii) Sanction of leave, house building advances and pension.
 - (iv) All cases for authorizing officers of the State Government to inspect accounts and mining operations etc under MC Rules, 1960.
 - (v) Hearing of mining lease cases.
 - (vi) All proposals under Rule – 22(3)(ia) of the MC Rules, 1960 arising out of mining lease application.
 - (vii) All proposals for remission or waiver of revenue from Rs. 1,000/- to Rs. 4,999/-
 - (viii) All matters relating to establishment of steel factory.
 - (ix) Financial matters delegated to the Administrative Department by the Finance Department under Delegation of Financial Power Rules, 1978.

2. **Shri H H Panigrahy**, Spl.. Secretary to Government
 1. Matters related to Mineral Concession on Iron Ore, Chrome Ore, Manganese, Coal etc.
 2. Change / Modification of major Mineral Policy.
 3. Matters relating to establishment of Steel Factory.
 4. Establishment of matter of the Department.
 5. Court matters relating to MC-I Section / Steel Plant Section.
 6. Grant of advances to the staff of Steel & Mines Department.
 7. Establishment matter of the Directors, Field Officer & OMC Ltd
 8. Sanction of journey of Gazetted Officers upto Class-I (JB) of the Directorate.

3. **Shri Manoranjan Patnaik**, OAS(S), Addl. Secretary to Government
 1. Matters relating to mineral concession in Bauxite, Dolomite, Graphite, Granite, Limestone, China Clay, Fair Clay, Quartz, Gem Stone Gold etc.
 2. Court matters of MC-II Section.

4. **Shri S.K.Tripathy** OFS(S), F.A.-cum-Joint Secretary to Government
 - (i) Declaration of fair prices and deduction charges for minerals.
 - (ii) Supplementary demand.
 - (iii) Preparation of Budget estimates and revised estimates.
 - (iv) Sanction of funds already provided in the budget.
 - (v) Budget circular and instructions.
 - (vi) Compliance to C & A.G. Report, Write off cases.

5. **Smt. Debadutta Suranjita Jena**, OAS(JB), Under Secy. to Government
 - (i) Matters relating to establishment and grant of leave of Class-IV employees.
 - (ii) Reimbursement of cost of medicine of gazetted and non-gazetted employees.
 - (iii) Drawing and disbursing officers.
 - (iv) Public Information Officer of the Department

6. Law Officer- **Vacant**

7. **Shri Niranjan Nayak**, Assistant Law Officer
 - (i) All court matters relating to the Department

8. **Shri Sachidananda Mishra**, Section Officer, Finance Section
 - (i) Financial matters related to Steel & Mines Department

9. **Shri Subash Ch. Mohapatra**, Section Officer, MC-I Section, (In-charge)
 - (i) Change / Modification of major Mineral Policy
 - (ii) Matters related to mineral concession application in respect of Iron Ore, Chromite, Manganese, Coal etc.
 - (iii) Meetings related to coal coordinating
 - (iv) Misc. matters related to OLA & including Assembly Questions

10. **Shri Subash Ch. Mohapatra**, S.O., Steel Plant Section
 - (i) Matters related to Steel Plants

11. **Vacant**-Section Officer, Field Estt. Section (**Vacant**)
 - (i) Establishment matters of gazetted and non gazetted staffs of the two Directorates and field officers.
 - (ii) Court matters relating to Gr.A, B, C and D employees of the Directorates and sub ordinate offices.
 - (iii) Matters relating to OMC Ltd.

12. **Shri Rabindra Nath Mohanty**, Section Officer, Office Est. Section
 - (i) All establishment matters of staffs of Steel & Mines Department
 - (ii) Contingent matters
 - (iii) Assembly matters
 - (iv) Maintenance of CCRs of the staff of the Department and PAR of the officers of Director of Mines & Director of Geology.
 - (v) All meetings and training of officers

13. **Shri Mayadhar Nayak**, Section Officer, Account Section
 - (i) Accounts matters of staffs of this Department
 - (ii) Preparation of bills

14. **Vacant** - Section Officer, MC-II Section
 - (i) Matters related to ML/PL of major minerals and minor minerals like Bauxite, Dolomite / Graphite / Granite / Lime Stone / Quartz / Gemstone etc.
 - (ii) Reconnaissance permits cases
 - (iii) Minor mineral Rules & executive instructions
 - (iv) Policy matters relating to minerals like Diamond and Gemstones etc.