

Manual -2

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

- 1) Sri Ashok Dalwai, 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 M.R.Patnaik, OAS(S), Joint Secretary to Government**
 - (i) Matters related to mineral concession in respect of Sambalpur, Jharsuguda, Bargarh, Deogarh, Gajapati, Ganjam, Koraput, Nawarangpur, Raygada, Malkangiri, Kalahandi, Nuapada, Bolangir and Sonapur districts
 - (ii) Sanction of journey of gazetted officers (upto class-I JB) of the Directorates
 - (iii) Establishment matters of the Directorates and field offices.

- 3) Shri N.K.Nayak, OAS (S), Joint Secretary to Government**
 - (i) Matters relating Establishment of Steel factory
 - (ii) Matters related to Mineral concession in respect of Keonjhar, Sundargarh, Puri, Dhenkanal, Cuttack, Mayurbhanj, Phulbani districts
 - (iii) Change/Modification of Major Mineral Policy
 - (iv) Service conditions of non-gazetted employees
 - (v) Grant of advances to staff of Steel & Mines Department

- 4) ,FA-cum-Joint Secretary**
 - (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

- 5) Smt. D.S.Jena, OAS (JB), Under Secretary to Government**
 - (i) Matters relating to establishment and grant of leave of class-IV employees
 - (ii) Reimbursement of cost of medicine to gazetted and non-gazetted employees
 - (iii) Drawing and disbursing officers

- 6) **Sri** , Law Officer - Vacant
(i) Court matters relating to MC-I, Finance and Steel Plant
- 7) **Sri Niranjan Nayak**, ALO
(i) Court matters relating to MC-II, FE & OE Section
- 8) **Sri R.N.Mohanty**, SO, Level-II, Finance Section
(i) Financial matters related to Steel & Mines Department
- 9) **Sri** , SO, Level-I - Vacant, MC-I Section
(i) Matters related to mineral concession application in respect of Keonjhar, Sundargarh, Puri, Dhenkanal, Cuttack, Mayurbhanj, Phulbani districts
(ii) Meetings related to coal coordinating
(iii) Misc. matters related to OLA.
- 10) **Sri** , SO, Level-I - Vacant, Steel Plant section
(i) Matters related to steel plans
- 11) **Sri** , SO, Level-II - Vacant, Field Establishment section
(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
(iv) Assembly questions
- 12) **Sri G.C.Panda**, SO, Level-II, Office establishment section
(i) All establishment matters of staffs of Steel & Mines Department
(ii) Contingent matters
(iii) Assembly matters
(iv) All meetings and training of officers
- 13) **Sri Mayadhar Nayak**, SO, Level-II, Accounts section
(i) Accounts matters of staffs of this Department
(ii) Preparation of bills
- 14) **Sri Balaram Murmu, So, L-II**, M.C.-II Section
(i) Matters related to ML/PL of major minerals and minor mineral in respect of Bolangir, Sonapur, Sambalpur, Jharsuguda, Baragarh, Deojarh, Gajapati, Ganjam, Koraput, Nowarangpur, Rayagarha, Malkangiri, Kalahani & Nuapada district
(ii) All reconnaissance permit cases
(iii) Minor mineral Rules & executive Instructions
(iv) Policy matters relating to minerals like Diamond and Gemstones etc.