

Manual -3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY : CASES TO BE DISPOSED OF BY THE SECRETARY

1. Approval of tour programmes and tour diary of Director of Mines and Director of Geology.
2. Calling for special reports from the Orissa Mining Corporation
3. Petitions and representations addressed to the Secretary,
4. GSI Matters
5. Follow up matters relating to different projects in different place.
6. Sanction of remuneration for additional work payable under rules
7. Sanction of rents for private buildings taken by Government
8. Preparation of Budget estimate and revised estimates compilation of estimates of controlling officers.
9. Reappropriation
10. All cases for authorizing officers of the state government to respect accounts etc. Under rule-17 (2) MC Rules, 1960
11. Hearing of Mining Lease cases as per rule-12 and rule-26 of MC Rules-1960
12. Leases for authorizing officers to inspect mining operations under Rule-27(1)(i) of the MC Rules, 1960
13. Creating and continuance of non Gazetted posts under plan and non plan schemes
14. Review of plan schemes
15. Audit reports and paras
16. Disiplinary action against non gazed employees class-IV of the Secretariat in this Department
17. Journey outside the State by air of officers not entitled, such journeys
18. According permission for purchase of moveable or immovable property by Gazetted officers under Government services conduct rules
19. All proposals for remission or waival of revenue and write of fam Rs.1,000/- and up to Rs.5,000/-
20. PAC
21. Supplementary demand
22. Draft appropriation accounts
23. Condemnation weighs bridge
24. Cases for authorizing officers to inspect accounts of licences or their prospecting operations under rule-19 of MC Rules,1960
25. All proposals under rule-22(3)(ia) of the MC Rules, 1960 arising out of mining lease application
26. Appointment of non Gazetted staff for the Department expect class-V employees
27. Sanction of pension and DCRG of the staff of the Department (Department of steel and mines)
28. Sanction of earned leave to class-I officers including Director of Mines and Director of Geology
29. Sanction of House Building and other advances
30. Sanction of journey outside the state in respect of class-I officer

31. All proposals for remission or waiver of revenue from Rs.1,000/- to Rs.4,999/-
32. Cases involving crossing of EB of Class-I officers (other than Director of Mines and Director of Geology, Orissa)
33. Stopping of pay of both Gazetted and non Gazetted employees
34. Deputation of Foreign Service of non Gazetted employees.
35. Grant of contiguity certificates of all Gazetted and non Gazetted staff.
36. All new and supplementary schedules.
37. Cases filed against and cases to be filed or appealed by Government in the court of law.
38. All matters relating to establishment of steel factory and other steel factories
39. Cases delegated to the administrative department by the finance department under the delegation of financial power rules, 1978.

Cases to be disposed of by the Addl. Secretary/Joint Secretary/Dy. Secretary

- 1) Sanction of earned leave to class-II Gazetted officers and non-Gazetted officers.
- 2) Fixed fam of pay of non-Gazetted employees
- 3) Service conditions of non-Gazetted employees
- 4) Sanction of investigation of arrear employees
- 5) Exemption from passing Departmental Examination by Gazetted officers
- 6) Matters relating to establishment of all class-III employees
- 7) Approvals of class-IV employees
- 8) Sanction of GPF advance including final withdrawal and non-refundable advance
- 9) Sanction of contingencies and TA of the non-Gazetted staff of department of steel and mines
- 10) Refund of application fee for PL under rule-13(1) of the MC Rules, 1960
- 11) Allowing time for execution of deed under Rule-13(1) of the MC Rules, 1960
- 12) Issue of notification under Rule-24(4) of the MC Rules, 1960
- 13) Refund of application fee for ML under rule-25(1) of the MC Rules, 1960
- 14) Directing applicant for ML to deposit further amount under clause(ii) of sub rule(3) of rule-22 of Mineral concession rule, 1960
- 15) Refund of unexpended amount deposited under clause(ii) of sub-rules(3) of Rule-22 of MC Rules, 1960
- 16) Offering terms and conditions to applicants for PL and ML after Government order is taken for grant of PL or ML as the case may be
- 17) Formal issue of grant order for PL and ML after obtaining Government order for grant of PL or ML as the case may be
- 18) Allowing time for execution of lease deed under Rule-31 of MC rules, 1960
- 19) To pass orders to execute the mining lease deed within the stipulated period of six months as per Rule-31 of MC Rules, 1960

- 20) Refund of security deposits for PL under Rule-20(2) of the MC Rules, 1960
- 21) Cases for issuing notification declaring areas available for grant of PL and ML and under Rule-58 & 59 of the MC Rules, 1960
- 22) Cases for rectifying apparent mistakes under Rule-56 of the MC Rules, 1960
- 23) Additional Secretary will call for any file from any section
- 24) E.B. of class-II officers
- 25) Grant of advances such as Bi-cycle, Festival Advances etc. to the staff of the Department of Steel and Mines
- 26) All cases of issue of show cause or 60 days notice
- 27) Routine respondence
- 28) Statutory notice under Rule-26(3) of MC Rules, 1960
- 29) Statutory notice under Rule-12(1-B) of MC rules, 1960
- 30) Sanction of journey of Gazetted officers (up to class-I)JB) of the Directorate of outside the state
- 31) Matters relating to establishment of Steel Factory

Cases to be disposed of by the FA-cum-Joint Secretary

- 1) Supplementary demand
- 2) Verified actuals of expenditure under plan scheme
- 3) Draft appropriation accounts
- 4) Opening of new heads
- 5) Review of plan schemes
- 6) Plan schemes
- 7) Write off of leases above Rs.999-
- 8) Write off of lessees up to Rs.999-
- 9) Central assistance (loan & grants)
- 10) Preparation of budget estimates and revised estimates, compilation of estimates of controlling officers
- 11) Reappropriation
- 12) Budget circular and instructions
- 13) Ways and means forecast
- 14) Submissions of schedules
- 15) Verification of expenditures
- 16) Audit reports and paras
- 17) Sanction of funds already provided in the budget
- 18) Declaration of fair and deduction charges for minerals

Cases to be disposed by the Under Secretary

- 1) Grant of EL to class-IV employees
- 2) Matters relating to establishment of class-IV employees
- 3) Reimbursement of cost of medicines to Gazetted and non-Gazetted employees