

**IMPLEMENTATION OF SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005**  
**DIRECTION TO PUBLIC AUTHORITIES UNDER SECTION 19(8)(a) OF**  
**RIGHT TO INFORMATION ACT, 2005.**

[Information regarding MECL as a Public Authority required to be published under  
Section 4 (b) (i)]

**1. Objective/purpose of the public authority**

- ❖ To plan and execute exploration programmes and prepare evaluation reports for mining projects on commercial and competitive basis.
- ❖ To undertake geological, geo-chemical and geophysical surveys at optimal cost to establish exploitable reserves of various minerals.
- ❖ To achieve cost effectiveness through modernization, improved productivity, and optimum utilization of human and physical resources.
- ❖ To take up projects for exploration, developmental mining and related activities in association with other companies.
- ❖ To expand further diversification activities in CBM exploration / production well drilling, geo-technical investigation, production mining and implementation of Lump Sum Turn Key (LSTK) projects.
- ❖ To develop, implement eco-friendly policies & projects, and improve quality of the environment.

Mission/Vision Statement of the Public Authority. : **Mission:** To provide high quality, cost effective and time bound geo-scientific services for exploration and exploitation of minerals.

**Vision:** To be the leader in exploration for mineral by 2020.

Brief history of the public authority. : Mineral Exploration Corporation Ltd (MECL) is a public sector undertaking under Ministry of Mines. MECL was carved out of Geological Survey of India (GSI) in October 1972 for carrying out exploration of various minerals and reduce time lag between initial discovery of a mineral deposit and its eventual exploitation.

The Company's registered office is at Nagpur, Maharashtra, India and manages its functions at projects (its main production centres) from the Corporate Office. Technical guidance to the projects, finalization of geological reports, close liaisoning with clients, seeking new business

opportunities and maintenance of plant and machineries is being carried out through its Zonal Officers/Regional Maintenance Centers located at Ranchi and Nagpur. In addition, for its commercial activities the Company has two small units for Business Development located at New Delhi and Kolkata.

Duties of the public authority.

: MECL is basically a service provider created as the sole agency of Government of India, to take up detailed mineral exploration activities in the country. It is well equipped to take up *detailed* exploration activities *for various minerals* with integrated facilities under one roof. It has well experienced geo-scientists and engineers to execute exploration programme. The data generated is compiled in the form of geological report(s), utilized for planning and development of mineral prospect. In addition to mineral exploration activity, MECL had taken up diversification programme(s) in the field of slim hole drilling for CBM investigation and third party coal sampling work etc.

Main activities/functions of the public authority.

: MECL carries out exploration activities under two major heads, viz.

- Promotional work for coal, lignite, metallic & non metallic minerals on behalf of and funded by Govt. of India. The scheme for detailed exploration is formulated by the Company, in the perspective of the demand vs. availability as well as national priorities.
- Contractual work on behalf of other agencies including Public Sector, Private Sector and State Governments as per contract executed by MECL with them.

List of services being provided by the public authority with a brief write-up on

: ➤ Exploratory drilling and developmental mining

them.

- Slim hole drilling for coal bed methane (CBM)
- Drilling for Geo-thermal energy & Geo-technical studies
- 3D ore body modelling
- Order of magnitude studies & planning of exploration scheme
- Remote sensing studies by satellite imagery
- Detailed geological mapping
- Topographic and underground survey
- Surface and borehole geophysics
- Geochemical surveys
- Pitting and trenching
- Borehole deviation survey
- Core and Mine Sampling
- Chemical and physical analysis
- Mineralogical & petrological studies
- Preparation of plans & sections
- Reserves and grade estimation
- Preparation of pre-feasibility reports
- Environmental studies
- Mine Reclamation & construction
- Manufacturing of Drilling accessories
- IT Services & Training in Mineral Exploration and Advance Modeling softwares.

Organizational structure Diagram at various levels namely State, directorate, region district, block etc. : **ANNEXED AS ANNEXURE-I**

Expectation of the public authority from the public for enhancing its effectiveness and efficiency. : To provide the services effectively for the benefit of the Public by increasing the inventory of mineral resources of our Country.

Arrangements and methods made for seeking public participation/contribution. : N.A.

Mechanism available for monitoring the service delivery and public grievance resolution. : Through

1. Director (Public grievances)
2. Nodal Officer for Citizen Charter

II. Please provide details of the powers and duties of officers and employees of the organization.

As per Delegation of Power of the Company & the Board of Directors.

III. Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents

<b>Name /Title of document</b>	<b>FR</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others).	<b>Rules</b>  (MECL being a PSU, FR are not applicable) It is governed by its own Rules.
Personnel Manual/DPE  <ul style="list-style-type: none"> <li>● MECL Personal Manual</li> <li>● Project Manual for Project Managers.</li> <li>● Accounts Manual</li> <li>● Purchase Manual</li> <li>● Vigilance Manual</li> </ul>	
Brief write-up on the document	
	The Manual contains Rules, Regulations & procedures.
From where one can get a copy of rules, regulations, instructions, manual and records.	Address From the office of the: Mineral Exploration Corporation Limited Dr. Babasaheb Ambedkar Bhawan, High Land Drive Road, Seminary Hills, Nagpur-440006.
	Telephone No. 0712 - 2510310, 2510316, 2510317, 2510419, 2 510141, 2510142, 2510143, 2510111
	Fax No.091-0712- 2510548 :
	E.mail : mecl_ngp@ Sancharnet.in.
	Website: www.mecl.gov.in
Fee charged by the department for a copy of rules, regulations, instructions, manual and records ( if any)	As applicable.
<b>Name/Title of document</b>	<b>SR</b>
Type of document Choose one of the types given below (Rules, Regulations, Instructions, manual, Records, others)	Regulations  (MECL being PSU, SR are not applicable & as at Sl. No. III.)
	N.A.
Brief write-up on the document	
	N.A.
From where one can get a copy of rules, Regulations, Instructions, manual, Records	Address -  Open Market -

	Telephone No. -
	Fax -
	E.mail -
	Others -
Fee charged by the department for a copy of rules, regulations, instructions, manual and records (if any)	

IV. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format.

Sl. no	Subject/Topic	Is it mandatory to ensure public participation (yes/No.)	Arrangements for seeking public participation
	Nil	Nil	Nil

V. Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, please provide details of provisions in following format. - **No.**

Sl. no	Subject/Topic	Is it mandatory to ensure public participation (yes/No.)	Arrangements for seeking public participation
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VI. Use the format given below to give the information about the official documents. Also mention the place where the documents are available i.e. at secretariat level, directorate level, others (Please mention the level in place of writing "Others")

All official documents are available from the office of the:  
Mineral Exploration Corporation Limited  
Dr. Babasaheb Ambedkar Bhawan,  
Seminary Hills, Nagpur-440006.

VII. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:

Name and address of the Affiliated Body : 1. Board of Directors. } As per  
2. Audit Committee. } Co.'s Act,  
1956  
3. Citizen Charter.  
4. PIO/A.A. under RTI Act, 2005.  
5. Internal Complaints Committee on Sexual Harassment of Women at work place.

Type of Affiliated Body (Board, Council, Committees and Other Bodies) : Committee

Brief introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities). : In compliance to section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)

	Act, 2013, Internal Complaints Committee is in place in MECL.
Role of the Affiliated Body (Advisory/Managing/Executive/Others)	: For redressal of complaints made by the victims of sexual harassment in work places.
Structure and Member Composition	: 5 (Five) including one NGO ,External Member
Head of the Body	: Smt. Priti Sahu Ujaoney, Sr. Manager (System) - Chairperson.
Address and main office and its Branches	: Mineral Exploration Corporation Limited Dr. Babasaheb Ambedkar Bhawan, Seminary Hills, Nagpur-440006.
Frequency of Meetings	: Minimum two meetings in a year.
Can public participate in the meetings?	: No.
Are minutes of the meetings prepared?	: Yes
Not Applicable	: --

VIII. Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority.

#### DETAILS OF PUBLIC INFORMATION OFFICER

Name Of CPIO	Shri Jayant Pophali
Sex	Male
Designation	Manager (Pers. & Admn.)
Address	Mineral Exploration Corporation Limited, Dr. Babasaheb Ambedkar Bhavan, High Land Drive Road, Seminary Hills, Nagpur -440 006, Maharashtra.
Pin Code	440 006
Phone No.	(O) - 0712 - 2510310 Extn. 254
E. mail	legal@mecl.gov.in

#### DETAILS OF APPELLATE AUTHORITY

Name Of Appellate Authority	Dr.C.S. Murthy.
Sex	Male
Designation	Dy. General Manager - H.R.
Address	Mineral Exploration Corporation Limited, Dr. Babasaheb Ambedkar Bhavan, High Land Drive Road, Seminary Hills, Nagpur -440 006, Maharashtra.
Phone No.	0712 - 2510902
Fax No.	0712 - 2510548
E. mail	hod-hrd@mecl.gov.in

IX. What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and rule of Business Manual, and other Rules/regulations etc. can be made.)

- The Rules approved by our Board of Directors, DPE guidelines, Instructions received from our Administrative Ministry from time to time.

X What are the documented procedures/laid down procedures/Defined Criteria/Rules to arrive at a particular decision matters? What are different levels through which a decision process moves?

- From the Middle Management to Higher Management as per Delegation of Powers.

XI What are the arrangements to communicate the decision to the public?

Through Post, electronic media, website of the Company.

XII. Who are the offices at various levels whose opinions are sought for the process of decision making?

- On need basis.

XIII. Who are the offices at various levels whose opinions are sought for the process of decision making?

- As per Delegation of Powers, however, final authority vests with the Board of Directors.

XIV. Who is the final authority that vets the decision?

Board of Directors.

XV. Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

Sl.No.	1
Subject on which the decision is to be taken	Nil
Guidelines/Directions, if any	Nil
Process of Execution	Nil

XVI. Directory of Officers and Employees.

- Available in H.R. Division and can be requisitioned.

XVII. Please provide information about the details of the budget for different activities under different schemes in the given format:

Nil

XVIII. The manner of Execution of Subsidy Programmes

**NIL**

Please provide the information as per the following format:

Name of Programme/Scheme : N.A.  
 Duration of the programme/Scheme : N.A.  
 Objective of the programme : N.A.  
 Physical and financial targets of the programme (for the last year) : N.A.

Eligibility of Beneficiary	: N.A.
Pre-requisites of the benefit	: N.A.
Procedure to avail the benefits of the programme	: N.A.
Criteria for deciding eligibility	: N.A.
Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)	: N.A.
Procedure for the distribution of the subsidy	: N.A.
Where to apply or whom to contact in the office for applying	: N.A.
Application fee (where applicable)	: N.A.
Other fees (where applicable)	:
Application format (where applicable, if the application is made on plain paper please mention it along with what the applicant should mention in the application)	: N.A.
List of attachments (Certificates/ documents)	: N.A.
Format of Attachments	: N.A.
Where to contact in case of process related complaints	: N.A.
Details of the available fund (At various levels like District level, Block level etc.)	: N.A.

XIX. Particulars of Recipients of concessions, permits or authorization granted by it. Please provide the information as per the following format

Name of the programme	: N.A.
Type (Concession/Permits/Authorization)	: N.A.
Objective	: N.A.
Targets set (for the last year)	: N.A.
Eligibility	: N.A.
Criteria for the eligibility	: N.A.
Pre-requisites	: N.A.
Procedure to avail the benefits	: N.A.
Time limit for the Concession/Permits/ Authorizations	: N.A.
Application fee (where applicable)	: N.A.
Application format (where applicable)	: N.A.
List of attachments (certificates/ documents)	: N.A.
Format of attachments	: N.A.

XX. Please provide the details of the Norms/Standards set by the Department for execution of various activities/programmes.

<u>Sl.No.</u>	<u>Item of work</u>	<u>Prescribed Norms</u>
01.	Floating of tenders (purchase, disposal, transportation)	: Within 15 days of administrative approval.
02.	Opening of tender	: Limited tenders – 21 days.



Open tenders – 30 days (Part-I)  
Global tenders – 45 days (Part-I)

03. Grievance redressal : Within 30 days.  
04. Payment of Bills : As per terms of supply order subjects to availability of funds.

XXI. Please provide the details of the information related to the various schemes which are available in the electronic format.

Nil

XXII. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Sl.No	Information	Means & method.
01.	Notification of tender	1. Press Notification 2. MECL website ( <a href="http://www.mecl.gov.in">www.mecl.gov.in</a> ) 3. Display on notice Board at Office. 4. Circulation to known, prospective buyers /suppliers. 5. Trade Journals.
02.	Tender Documents	1. MECL website ( <a href="http://www.mecl.gov.in">www.mecl.gov.in</a> ) & Government website <a href="http://tenders.gov.in">http://tenders.gov.in</a> 2. MECL offices 3. By post.
03.	Suppliers Bill information	MECL website ( <a href="http://www.mecl.gov.in">www.mecl.gov.in</a> )
04.	Vendor Registration procedures	1. MECL website ( <a href="http://www.mecl.gov.in">www.mecl.gov.in</a> ) 2. MECL office.
05.	Details of purchases exceeding Rs.15 lacks.	MECL website ( <a href="http://www.mecl.gov.in">www.mecl.gov.in</a> )

XXIII. Frequency Asked Questions and their Answers

- Not applicable.

XXIV. Related to seeking information

- On need basis.

XXV. With relation to training imparted to public by Public Authority

**Not applicable.**

Name of training programme with brief : -  
description

Time period of training Programme/ : -  
Scheme

Objective of training : -

Physical and financial Targets (Last year) : -  
 Eligibility for training : -  
 Prerequisite of training (if any) : -  
 Description of help (Mention the amount of financial help, if any) : -  
 Procedure of giving help : -  
 Contact information for applying : -  
 Application fee (wherever applicable) : -  
 Other fees (wherever applicable) : -  
 Application Form ( In case the application is made on plain paper please mention the details which the applicant has to provide) : -  
 List of enclosures/documents : -  
 Format of enclosures/documents : -  
 Procedure of application : -  
 Process followed in the Public Authority after the receipt of application : -  
 Normal time taken for issuance of certificate : -  
 Validity period of certificate (if applicable) : -  
 Process of renewal (if any) : -  
 Selection procedure : -  
 Time table of training programme (incase available) : -  
 Process to inform the trainee about the training schedule : -  
 Arrangement made by the Public Authority for creating public awareness about the training programme : -  
 List of Beneficiary of the training programme at various levels like district level, block level etc. : -

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FOR INTERNAL CORRESPONDENCE ONLY



MECL

FROM: A.P. GERA MANAGER (LEGAL SERVICES) & PUBLIC INFORMATION OFFICER	TO: CHIEF MANAGER (SYSTEM)
NO: MECL/P&A(Legal)/RTI/File/07/Rev00	DATE 5 <sup>th</sup> April, 2011

Sub: Implementation of Section of the RTI Act, 2005

Kindly refer to this office letter No. MECL/P&A(Legal)/RTI/File/07/ Rev00/1127 dated 2<sup>nd</sup> December, 2010 enclosing therewith the copy of Ministry of Mines letter No. 8/9/10-PI dated 22-11-2010 with its enclosure copy of D.O. letter No. CIC/AT/D/10/000111 dated 18-11-2010 of CIC, on the above subject.

After receipt of the material information from all Division, a consolidated report has been prepared to be uploaded on our website on RTI page in the prescribed proforma. Before it is done, all HODs are requested to kindly suggest any deletion/addition required in the information so prepared on or before **8<sup>th</sup> April, 2011**.

(A.P. GERA)  
MANAGER (LEGAL SERVICES) &  
PUBLIC INFORMATION OFFICER.



FOR INTERNAL CORRESPONDENCE ONLY

MECL

FROM: A.P. GERA MANAGER (LEGAL SERVICES) & PUBLIC INFORMATION OFFICER	TO: 1. HOD(BD & PLANNING) 2. HOD(EXPLORATION) 3. HOD(MINING) 4. HOD (P&A)
NO: MECL/P&A(Legal)/RTI/File/07/Rev00	DATE 23 <sup>rd</sup> April, 2011

Sub: Implementation of Section of the RTI Act, 2005

Kindly refer to this office letter No. MECL/P&A(Legal)/RTI/File/07/ Rev00/1176 dated 5<sup>th</sup> April, 2011 enclosing therewith the consolidated report has been prepared to be uploaded on our website on RTI page in the prescribed proforma. Before it is done, all HODs are requested to kindly suggest any deletion/ addition required in the information so prepared on or before **8<sup>th</sup> April, 2011**.

Since we have not received any suggested deletion/addition from your Division, it is not being finalized. Kindly expedite your suggestion, if any, immediately to enable us to upload the same in our website.

(A.P. GERA)  
MANAGER (LEGAL SERVICES) &  
PUBLIC INFORMATION OFFICER.



FOR INTERNAL CORRESPONDENCE ONLY

MECL

FROM: A.P. GERA MANAGER (LEGAL SERVICES) & PUBLIC INFORMATION OFFICER	TO: CHIEF MANAGER (SYSTEM)
NO: MECL/P&A(Legal)/RTI/File/07/Rev00	DATE 5 <sup>th</sup> April, 2011

Sub: Implementation of Section of the RTI Act, 2005

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(A.P. GERA)  
MANAGER (LEGAL SERVICES) &  
PUBLIC INFORMATION OFFICER.



FOR INTERNAL CORRESPONDENCE ONLY

MECL

From: Manager (P & A) & Public Information Officer	To: HOD (Systems)
NO: MECL/P&A/Legal(RTI)/File/07/Rev.00/	Date: 01.10.2014

Sub: Updating the RTI information reg.

Please find enclosed herewith the requisite information in relation to implementation of section 4 of the Right to Information Act, 2005; direction to Public Authorities under section 19(8)(a) of Right to Information Act, 2005; information regarding MECL as a Public Authority required to be published under section 4 (b)(i) that is to be uploaded on our website in RTI portal.

You are requested to kindly arrange to upload/update the same on the MECL website in RTI page.

Encls. As above.

(Jayant Pophali)  
Manager (P & A) &  
Public Information Officer

# ORGANISATION STRUCTURE OF MECL

