



**GOVERNMENT OF THE PUNJAB
MINES & MINERALS DEPARTMENT**

Dated Lahore the 19th February, 2024

ORDER

No. E&A(MMD)2-472/2023:

A. The Deputy Secretary (Admn.) shall assign focused attention to the following functions, in addition to routine duties, for the smooth disposal of the official business:-

1. **Stoppage of illegal excavations/theft** of minerals within the province with special emphasis on:
 - a. Placer Gold reserves at *Attock* & other places and **submission of daily reports in the morning;**
 - b. Sand theft; and
 - c. Surprise visits in the field.
2. **DMMCs Matters.** Ensure:
 - a. Conduct of **regular meetings of DMMC's** in Districts;
 - b. Optimum activities as per **proforma for actions against theft;**
 - c. Checking, consolidation and submission of Monthly Reports, by **10th of every preceding month**, to Secretary MMD & Quarterly reports to Chief Minister/Chief Secretary.
3. **KPI proforma.** Ensure:
 - a. Detailed discussions with field offices **specially wrt revenue collection targets** fixed by Secretary, projections and suggestions for improvement;
 - b. Flawless preparation of KPI proforma in consultation with DS (T) and submission of all reports to Secretary by **15th of every succeeding month.**
 - c. **Arrears/ audit paras recovery** detail is prepared/ updated and progress is submitted to Secretary every **10th and 25th day of the month report.**
4. **Surprise Visits/ Inspections** Ensure:
 - a. Cleanliness/ discipline/ aesthetics at Administrative office as well as attached Department/ Autonomous bodies/ field offices. Submission of reports **every 10th and 25th day of every month.**
 - b. **E-FOAS enforcement/implementation** in the department as well as Attached Departments/ Autonomous bodies. Submission of reports every **10th and 25th day of every month.**
 - c. **Review Pension cases and enquiry cases** and submission of reports every **1st and 15th day of every month.**
5. **Rationalization/re-designation of posts/ filling of posts** in all attached Departments/ Autonomous Bodies/ field offices as per needs analysis/ work

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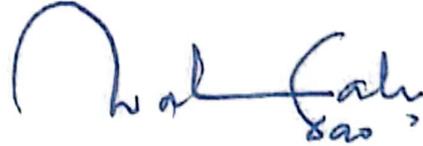
- load and submission of monthly reports by **10th of every succeeding month.**
6. **Performance Review of PUNJMIN:** Ensure:
 - a. Field and office visits and compliance of above tasks;
 - b. Improvement in Revenue collection targets;
 - c. Obtaining duly signed reports from MD PUNJMIN and submission to Secretary every **10th and 25th of every month.**
 7. **Inspection of ADP and MLWC schemes:** Ensure:
 - a. Feasibility (through Engineers), best location, Quality;
 - b. Completion by due dates;
 - c. Foundation stones laying; Inaugurations;
 - d. Submission of Reports every **10th and 25th day of the month;**
 - e. Preparation of a database of all schemes and visit at least once to every scheme in each quarter. Keep record of visits, date-wise, observations, rectifications, issues. Also keep pictorial record.
 - f. Record be kept in duplicate
 8. Posting all above activities for general information and awareness purposes on Departmental website, FB page, electronic media etc.
 9. Any other task assigned by Secretary from time to time and submission of suggestions to the Secretary.
- B.** The DS (A) shall be assisted by all concerned officers in Secretariat, attached departments and Autonomous bodies to ensure compliance of the above Order of the Competent Authority.
- C.** No lack of due diligence, slackness, irresponsibility, misconduct or questionable conduct shall be tolerated.

[BY The Order of]
(BABAR AMAN BABAR, PAS)
SECRETARY MINES & MINERALS

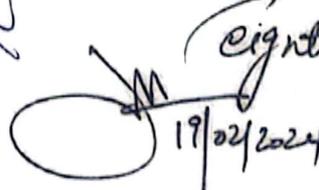
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A copy is forwarded for information to the:

1. DG MMD for circulation to all formations and compliance
2. MLWC for circulation to all formations and compliance
3. CIM for circulation to all formations and compliance
4. MD PUNJMIN for circulation to all formations and compliance
5. CEO PMC for circulation to all formations and compliance
6. All officers in the Administrative Department for compliance
7. PS to hon'ble Minister, MMD
8. PS to Secretary, MMD
9. PS to Additional Secretary, MMD
10. Standing Instructions/ Orders File.


(RAO WAHEED JAN)
SECTION OFFICER (GENERAL)

19/2/24

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19/02/2024