



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

Dated Lahore, the 05th March, 2024

ORDER

No. E&A(MMD)MISC/2024. Mr. Shoaib Naseer, Deputy Director Mines & Minerals, shall assign focused attention to the following functions for the smooth disposal of the official business:-

1. **IT Initiatives. Ensure:**

a) **Proper functionalization of GIS based Mineral Cadastre System**

- Real time visualization of location in any mining concession
- Database for areas granted & vacant for exploration or mining on GIS
- Mineral wise concession, district/ division wise data.
- Type of license granted, start and end dates of contracts etc
- Live monitoring of Receipts and arrears
- Royalty Contract Dashboard
- Unauthorized mining Dashboard for DMMCs
- Online submission of applications and fees etc
- Online submission of production returns under Large Scale Mining
- Teething problems shall be removed by 30th June, 2024.

b) **Real Time Inspections Reporting and Monitoring of DG Offices**

- Digitization of inspection data
- Real time access to Leases Data and effective monitoring of Inspecting Officers
- Digitization of Official activities
- Online Digital inspection reports
- Monitoring of inspection by Admin Department

c) **Digitization of Working & real Time Monitoring of Inspectorate of Mines Offices**

- To curb Dangerous / Unscientific Mining to Improve Ecology and Save Human Lives
- To inspect Mines on Android Tablets (Mines Inspection Module)
- Application For Field Officers To digitize the inspection Regime
- Record: time, location, coordinates etc.
- To ensure that provision of Mines Act, 1923 are being implemented by the leaseholders.
- Overall Inspectors Grading Module and Tour Roster Module

d) **E-Auction of Mining Leases/Contracts**

- Transitioning to electronic auctions for mining concessions to enhance transparency, competitiveness and revenue collection and curb "pooling" by contractors

2. **Human Resource Rationalization**

Rationalization is important to exclude ghost, useless posts and replacing with useful, skilful and technical employees

An exercise for removal of redundancies, duplications, rationalization, redesignation where required of HR has been done.

3. **KPI proforma. Ensure:**

- Detailed discussions with field offices specially w.r.t revenue collection targets fixed by Secretary, projections and suggestions for improvement;

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- Flawless preparation of KPI proforma in consultation with DS (T) and submission of all reports to Secretary by 15th of every succeeding month.
 - Arrears/ audit paras recovery detail is prepared/ updated and progress is submitted to Secretary every 10th and 25th day of the month report.
4. E-FOAS enforcement/implementation in Attached Departments/ Autonomous bodies. Submission of reports every 10th and 25th day of every month.
 5. Performance Review of PUNJMIN: Ensure:
 - Field and office visits and compliance of above tasks;
 - Improvement in Revenue collection targets;
 - Obtaining duly signed reports from MD PUNJMIN and submission to Secretary every 10th and 25th of every month.
 6. Posting all above activities for general information and awareness purposes on Departmental website, fb page, electronic media etc.
 7. Any other task assigned by Secretary from time to time and submission of suggestions to the Secretary.
 - The Officer 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.
 - 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

No. & Date Even.

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.

06/03/24 
(RAO WAHEED)
SECTION OFFICER (GENERAL)

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