

# **CITIZEN'S CHARTER**

## **Mineral Exploration and Consultancy Limited (MECL)**

*(A Government of India Enterprise under the  
Ministry of Mines)*

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### **1. PREAMBLE**

Mineral Exploration and Consultancy Limited (MECL) (Formerly Mineral Exploration Corporation Limited) is a premier notified ISO Certified (ISO 9001:2015, 14001:2015 & 45001:2018 Certified Company) exploration agency under the aegis of Ministry of Mines, Government of India. With an impeccable credential of over 50 years, MECL is mandated to undertake detailed exploration of mineral acreages and currently operates pan India with a portfolio of all the major and precious minerals offering integrated mineral exploration services including preparation of Geological Reports and consultancies to Central Government, State Government and Central/State Public Sector Undertakings of India etc.

MECL holds 100% equity from the Government of India and is entrusted with the systematic exploration of minerals to "Bridge the Gap between Initial Discovery of Mineral Prospect and Its Eventual Exploitation."

It is the only organization in both the Government and private sector possessing the entire spectrum of mineral exploration facilities under one roof. Since its inception in 1972, MECL has consistently adopted modern exploration techniques and has emerged as the premier mineral exploration agency in India.

With its corporate headquarters in Nagpur, Maharashtra and project offices across the country, MECL has played a pivotal role in strengthening India's mineral inventory. The Company has completed over 1,717 projects covering mineral exploration and mines development. These efforts have led to the establishment of 2,24,820 million tonnes of mineral reserves.

Driven by a team of experienced geoscientists, engineers, and technical specialists, MECL continues to contribute significantly to the nation's mineral inventory and the broader goals of industrial growth and natural resource management.

#### **Capacities & Capabilities:**

MECL has a fleet of about 75 plus drill rigs. The company has augmented its capacity in chemical analysis by developing ultra-modern laboratory and induction of modern equipment. MECL uses modern software such as SURPAC, MINEX, DATAMINE & other in-house tools for ore body Modelling & Geological Reports, Geosoft–Oasis Montaj for

geophysical data acquisition, processing & interpretation and ERDAS Imagine & ENVI for Satellite Imagery Analysis.

MECL is further modernizing in all dimensions with procurement of equipment such as handheld XRF's for field analysis of mineral chemistry, Digital Core Scanners, hyperspectral core scanners for establishing digital core library etc.

MECL is also capable of carrying out all suites of regular downhole geophysical logging and surface geophysical surveys like Gravity Surveys, Magnetic Surveys, Self-Potential Surveys, Induced Polarisation Method, Electrical Resistivity Method, GPR, Resistivity Profiling / Imaging and Electromagnetic Surveys etc.

As a part of the integrated exploration services; MECL has impeccable credentials in development of the Interpretative 3D Geological Models and resource estimation through utilisation of various geological software and data integration process. This unique expertise augurs well in assessment of existing mining leases, geological amalgamation of the mineral blocks and preparation of Geological Reports.

MECL has a well-equipped central workshop and manufacturing unit at Nagpur to cater to the needs of drilling projects and to provide engineering support to field operations. It manufactures Tungsten Carbide (TC) bits, Diamond Bits, drill rods, casings and other spares as well as accessories for drilling operations.

#### **Exploration Milestones:**

- 13.81 million metres of drilling
- 5.93 million metres of geophysical logging
- 11,631 sq. km of detailed geological mapping and topographic survey
- 0.29 million metres of exploratory & developmental mining
- 226+ NMET funded projects related to exploration, remote sensing and environmental studies

#### **Human Resource Strength:**

MECL's core strength lies in its team of highly qualified and experienced Geologists, Geophysicists, analytical Chemists, Drilling Engineers and Surveyors, supported by skilled technical staff and state-of-the-art computer and laboratory facilities.

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## **2. CORPORATE STRUCTURE**

The registered office of MECL is situated in Nagpur, Maharashtra. with operational control from the Corporate Office and field management through Project Offices.

#### **Operational Units:**

- Regional Maintenance Centre at Ranchi, Nagpur
- Business Development Division at Nagpur and Liaison office in Delhi.

- Coordination of technical reports, client liaison, and co-ordination office are handled by offices at Nagpur.

### 3. SERVICES OFFERED BY MECL

Sr. No.	Service	Time Frame	Mode of Delivery	Documents Required
01	Geological, Geophysical & Drilling Exploration	As per project approved plan/MoU	Field/Project Site	Project proposal
02	Geological Reports, Resource Estimation	60-120 days	Digital/Print	Data Inputs
03	Contractual/ Technical Consultancy	As per scope	Online	Formal Request
04	Chemical Analysis/ Referee Analysis	As per Client Requirement	Online payment	Formal Request/through Enquiry
05	Vendor Onboarding / Payments	Within 30 days of invoice	Online payment	Invoice, Work Completion
06	Gratuity Payment to employees	Payment on the last working day of superannuation	Online payment	Request Form
07	EPF Settlement	Payment within 30 days from last working day of superannuation	Online Payment	Online EPF Final Settlement claim form
08	EPF Advance	Within 15 days	Online Payment	Online EPF advance form through MECL connect
09	CSR	As per approved plan	Projects/Corporate office	CSR Proposal
10	RTI / Information Requests	Within 30 days	RTI Portal / Email	RTI Application

<b>Sr. No.</b>	<b>Service</b>	<b>Time Frame</b>	<b>Mode of Delivery</b>	<b>Documents Required</b>
11	Salary to all Regular employees	Last working day of the Month	Online Payment	Data Inputs
12	Housing Loan	Within 30 days	Online Payment	Request Form
13	Vehicle loan	Within 10 days	Online Payment	Request Form
14	Medical Reimbursement (IPD)	Claim settlement within 30 days (after submission of all documents)	Online Payment	Claim Form
15	Medical Reimbursement (OPD)	Claim settlement within 10 days (after submission of all documents)	Online Payment	Online Medical form through MECL connect
16	Promotions	July 01 <sup>st</sup> of every year	DPC followed by Promotion Letter	Annual Performance Appraisal Report (APAR)
17	Travelling, Dearness Allowance of the employees	Within 04 days	Online Payment	T.A Form
18	VIP Reference	20 Days	Email/Letter	Applications
19	Public Grievances	Within 30 days	Portal/E-mail	Grievance from individual through PG Portal

#### **4. TECHNICAL EXPERTISE**

MECL is a premier agency for systematic & detailed mineral exploration providing the following services

#### **MINERAL TARGETING**

- Order of Magnitude Studies
- Remote Sensing Studies
- Regional & Detailed Geological Mapping

- Topographic & Underground Survey
- Surface Geophysical Surveys
- Exploratory Excavation
- Laboratory Studies
- Appraisal/ Evaluation Report

## **MINERAL DEPOSIT ASSESSMENT**

- Exploratory Drilling
- Geological Logging.
- Core & Mine Sampling
- Chemical & Physical Analysis of Minerals (NABL Accredited Lab)
- Mineralogical & Petrological Studies
- Mineragraphic& Petrographic Studies
- Geological Report Preparation
- Reserves & Grade Estimation
- 3D ore body modelling
- Geological Database Management

## **OTHER SERVICES**

- Program Manager Services
- Survey for Infrastructure facility
- Referee Sample Analysis
- Bulk sampling for beneficiation studies
- Manufacturing of drilling accessories
- Training and Capacity Building

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## **5. LABORATORY SERVICES AND SAMPLING**

MECL operates NABL-accredited laboratories, supporting mineral exploration with accurate and timely analysis.

### **Key Features:**

- Equipped with modern instruments like ICP-MS, ICP-OES, AAS (Flame, Graphite, VGA) XRF, XRD, Fire Assay, Coal Petrography Microscope, Ore Petrography Microscope etc.
- Accredited as per ISO/IEC 17025
- Experienced geochemists and analysts

**Report Generation Timelines-**

<b>Sr. No</b>	<b>Type of Analysis</b>	<b>Report generation (after receipt of sample at Lab)</b>	<b>Remarks</b>
01	Sample preparation (pulverisation)	Within 30 Days	For a batch of up to 1000 samples
02	Major Oxides by WD XRF	Within 30 Days	For a batch of up to 1000 samples
03	Analysis by ICPMS /ICPOES/ AAS/GFAAS	Within 30 Days	For a batch of up to 500 samples
04	XRD Study for phase identification	Within 30 Days	For a batch of up to -100 samples
05	Band by Band Analysis of coal	Within 30 Days	For a batch of up to -1000 samples
06	GCV & Proximate analysis of coal	Within 30 Days	For a batch of up to 1000 samples
07	Special tests of coal (AFT, Ash analysis, Ultimate Analysis, HGI, CSN etc)	Within 30 Days	For a batch of up to 100 samples
08	Classical Analysis	Within 30 Days	For a batch of up to 100 samples
09	Fire Assay for Precious metals & PG Elements	Within 30 Days	For a batch of up to 500 samples
10	Coal Petrography Study- Reflectance & Maceral analysis (including pallet preparation)	Within 30 Days	For a batch of up to 20 samples
11	Mineragraphy study (including polished section preparation)	Within 30 Days	For a batch of up to 20 samples

12	Petrography Study (Including thin section preparation)	Within 30 Days	For a batch of up to 20 samples
13	Specific gravity / Bulk density	Within 30 Days	For a batch of up to 100 samples

### Services Offered by Instrumentation Laboratory

#### “Repairs, Maintenance and Calibration of the following Instruments

Sr.No.	Type of instruments	Timelines for Repairs and Calibration	
		If Spares are available	If spares are not available
01	Geophysical borehole Logger Instruments along with different parameters of probes.	07 Days for a particular problem.	1-2 Months as dedicated spares are to be procured.
02	Geophysical surface survey instruments like Magnetometers, Resistivity meters, Resistivity imaging, TDEM, MT and so on.	Within 07 Days	1-2 Months as dedicated spares are to be procured.
03	Chemical sample preparation and sample analysis instruments for coal & lignite.	Within 07 Days	1-2 Months as dedicated spares are to be procured.
04	Borehole Deviation survey Instruments	Within 07 Days	1-2 Months as dedicated spares are to be procured.

## 6. DETAILS OF BUSINESS TRANSACTED

MECL carries out exploration work under National Mineral Exploration Trust (NMET) as well as under promotional programs of Ministry of Coal, Govt. of India. In addition, MECL caters to exploration requirement of various agencies such as Geological Survey of India, Central and State PSU's and private agencies.

For expanding the business, our company has in place MOUs/Agreements with various agencies like GSI (Exploration & NGPM), CMPDIL, HCL, NMDC, NLCIL, RITES, OIL, OMECL, DMG Goa, DGM Madhya Pradesh & Madhya Pradesh State Mining Corporation Ltd. (MPSMCL), DGM Assam, DGM Uttarakhand, etc.

As a part of 'Atmanirbhar Bharat' initiative of Government of India, is currently engaged in exploration of critical and strategic minerals overseas through 'KABIL' (KhanijBidesh India Limited) a joint venture of NALCO, HCL & MECL.

Further MECL has carried out the following consultancy work in the previous financial year.

1. Contributing for Auctioning of critical Minerals: MECL has extended its support for the upcoming Critical Mineral Auctions by providing Geological consultancy service in preparation of data summary and technical support during auction.
2. MECL has carried out NGPM survey in Northern, Eastern and Southern Regions of India on behalf of GSI.
3. MECL has provided consultancy services for Preparation of GR.
4. MECL has provided services of Borehole Multi shot Deviation services generating a new revenue source.
5. MECL as a “Referee Laboratory” of CSIR-CMFIR and QCI continues to offer analysis of referee coal samples for various coal companies. Further, MECL has also been able to secure more work from other clients.
6. MECL has deployed its officers to state DMG’s for providing technical support for Mineral Auctioning Regime, in previous Financial Year. Considering the successful work completion in previous year, DGM MP has requested MECL to continue the same services in this year also.
7. MECL is approaching various agencies to provide services of Exploration in Development of Mineral Blocks.

Further, efforts are being made with other CPSEs & State PSEs for expanding business in the field of mineral exploration and diversified areas.

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## **7. SWACHHATA COMMITMENT**

MECL is committed to:

- Environmental conservation at exploration sites
- Implementation of green protocols
- Active participation in Swachhata Hi Seva, and Special Campaigns
- Awareness campaigns, and plantation activities
- Maintaining clean, green, and safe workspaces

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## **8. GRIEVANCE REDRESSAL**

MECL handles public grievances in accordance with the guidelines issued by the Ministry of Mines.

- Resolution Timeline: Within 30 days
- Grievance Portal: <https://pgportal.gov.in>
- Also accessible through CPGRAMS



#### Authorities nominated for Grievance Redressal at MECL

Sr.NO	Name	Designation	E-Mail & Telephone
01	Shri Surendra Singh Kshatriya	Director(Finance) As Sub-Appellate Authority (SAA)	<a href="mailto:df@mecl.co.in">df@mecl.co.in</a> 0712-2510978
02	Dr. Ch. Sreerama Murthy	General Manager(HR) As Grievance Redressal Officer	<a href="mailto:hod-hrd@mecl.co.in">hod-hrd@mecl.co.in</a> 0712-2510902

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### 9. CORPORATE SOCIAL RESPONSIBILITY (CSR)

CSR activities at MECL are aligned with Schedule VII of the Companies Act, 2013. Focus areas include:

- Healthcare and Sanitation
- Education and Skill Development
- Provision of Drinking Water Facilities
- Environmental Sustainability
- Collaborations with local Panchayats, and Authorities

#### Monitoring:

- Board Level CSR Committee
- Two- tier CSR Committee
- CSR Projects are reviewed Monthly
- Annual audits ensure compliance

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### 10. PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE (POSH):-

MECL enforces a zero-tolerance policy towards sexual harassment in line with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

- Internal Complaints Committees (ICC) is established in MECL which consists of total 05 members.
- Chairperson: - Mrs. Suggu Sri Lakshmi, Sr. Manager (Finance)
- E-Mail ID: -[suggusrilakshmi@mecl.co.in](mailto:suggusrilakshmi@mecl.co.in)

### Timeline followed while dealing the complaint

Stage	Timeline	Details
Filing of Complaint	Within 3 months of the incident (extendable by IC for valid reason)	Written complaint to be submitted to the Internal Committee (IC).
Completion of Inquiry by IC	Within 90 days from the date of receipt of complaint	Internal Committee conducts inquiry and prepares a report.
Submission of IC Report to Employer	Within 10 days after inquiry completion	Copy of findings to be given to both parties.
Action by Employer	Within 60 days from receiving IC report	Action as recommended by IC.

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## 11. COMPENSATION POLICY

- Group Personalaccident Insurance Policy, Group Term Insurance Policy, Directors and Officers Liability policy, Medical IPD & OPD policy.

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## 12. RECOGNITION, APPRECIATION & AWARDS

- MECL has been recognized nationally for its expertise in mineral exploration and consultancy services. The company's extensive experience positions it as a potential key player in supporting such initiatives, aligning with India's broader goals of achieving self-reliance in critical minerals.
- MECL is a leading agency in the National Mineral Exploration Trust (NMET) as a key implementing agency for mineral exploration projects across India. MECL is actively executing several NMET-funded initiatives, leveraging its expertise in advanced geo-scientific investigations to support the nation's vision of self-reliance in critical minerals.
- The Ministry of Mines has recognized MECL as a key technical consultancy partner for the ongoing critical mineral auctions, entrusting it with providing expert geological support, data validation, and strategic inputs to facilitate a transparent and efficient auction process.
- MECL works in close coordination with the Geological Survey of India (GSI), complementing national geoscientific efforts through specialized mineral exploration, resource estimation, and technical consultancy in both conventional and critical mineral sectors.

- MECL is a trusted exploration and consultancy partner for various State Governments, supporting them through detailed geological investigations, detailed geological report and the preparation of auctionable mineral blocks, especially under the NMET framework and in line with national mineral policy objectives.
- MECL has been conferred with ‘MOU Excellence Award’ for the “Best Turn Around Central Public Sector Enterprise”. by Ministry of Heavy Industries & Public Enterprises, Government of India.
- MECL has been conferred with “Udyog Ratna Award” and the “Excellence Award” by The Institute of Economic Studies (IES).
- MECL has secured 01<sup>st</sup> rank in “S” organizations category for Exceptional Performance in National Learning Week by Ministry of Personnel, Public Grievances & Pension Grievance
- MECL has been conferred with “National CSR Award” by Ministry of Corporate Affairs
- Dr. Deepti Rahangdale, Manager (Chemical), MECL, was honoured with the “Women's Achiever Award” by Hon'ble Union Minister for Coal and Mines and Hon'ble Minister of State for Coal and Mines, Government of India for her exceptional work in Geochemical Analytical services.

### 13. KEY CONTACT POINTS

Department	Officer	Email	Phone
HR & Employee Services	GM-HR	hod-hrd@mecl.co.in	0712-2510902
Exploration Division (NEM)	GM-Exploration	gm-exploration@mecl.co.in	0712-2511829
Finance / Vendor Payments	GM (Finance)	hodfinance@mecl.co.in	0712-2511828
Projects Administration	GM (Operations)	hodoperation@mecl.gov.in	0712-2510351
Technical Projects	HOD (Drilling)	Hod-drilling@mecl.gov.in	0712-2511840
Business Development & Commercial	HOD(BD&C)	headbd@mecl.gov.in	0712-2511841

<b>Department</b>	<b>Officer</b>	<b>Email</b>	<b>Phone</b>
CSR	CSR Cell	csr@mecl.co.in	0712-- 2510310
RTI & Public Info	CPIO	rticpio.@mecl.gov.in	0712- 2510310
POSH (ICC)	Chairperson, ICC	suggusrilakshmi@mecl.co.in	0712- 2510310

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#### **14. FEEDBACK AND SUGGESTIONS**

We welcome feedback from citizens, clients, and stakeholders to help improve our service delivery.

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#### **OUR COMMITMENT**

MECL reaffirms its pledge to:

- Deliver services with integrity, transparency, and professionalism
- Deliver timely and reliable exploration services that support the nation's resource development goals.
- Uphold the values of Good Governance, Swachhata, Sustainability, CSR, and Gender Sensitivity
- Provide a safe, inclusive, and discrimination-free workplace
- Address all grievances fairly, promptly, and confidentially
- Foster a safe, inclusive, and growth-oriented workplace for all employees.