

**Government of India  
Ministry of Mines  
Indian Bureau of Mines  
T.S. Section**

No. No. T-45014/CGBM/2014

Dated: 21 February 2019

22

**Composition, Business Process and Terms of Reference of IBM Collegium**

**Ref: Letter no. T-45014/CGBM/2014 dated 21 Feb 2019 regarding Constitution of IBM Collegium for maintaining the synergy between various Divisions of Indian Bureau of Mines.**

1. Indian Bureau of Mines (IBM) is a subordinate office under the Ministry of Mines, with various regulatory and developmental functions to ensure sustainable development of mineral industry. Its latest charter of function through ref F.No. 31/49/2014-M.III dated 3 Nov 2014 of the ministry has been notified vide gazette notification dated 22 Nov 2014, at page no 1270-1272.
2. In order to discharge the role of IBM, meticulously adhering to the Charter of Functions, through transparent, participatory decision making, effective communication, empowerment, delegation and synergy mechanism within the organization with a basic concept of protecting the interest of the Government over various issues whether technical, policy or administrative in nature including the issues raised by various stakeholders, it has been decided to adopt Collegium mechanism which will augment qualitative inputs to strengthen and improve the management and decision making process of IBM affairs the outcome of which would definitely have value addition.
3. Collegium at headquarter level of Indian Bureau of Mines, namely **IBM Collegium** has been constituted vide above referred letter. The **IBM Collegium** will have following composition, business process and term of reference;

4. The composition and business process of the IBM Collegium is as under :

4.1. Composition of IBM Collegium

- i. Director (MPD) -- Chairperson
- ii. CCOM (MDRD) -- Member
- iii. DyDG ( MMS) -- Member
- iv. CCOM (P&C)/COM(P&C)--Member
- v. CMG -- Member
- vi. CME -- Member
- vii. CAO --Member (\*)
- viii. TS --Member Secretary

(\*) As and when administration matters are taken up.

4.1.1. Chairperson can co-opt member(s) for case specific issue, if any, duly recording the same in writing.

4.1.2. The quorum of Collegium will normally be four members. In the absence of the Chairperson, next Senior most available member will preside over the meeting.

4.2. The Collegium will meet every Wednesday to deliberate the issues put to it. However, in case of exigencies, the emergency meeting can be called by the Chairperson.

4.3. Meeting notice alongwith agenda items will be issued by member secretary. All the meetings of the Collegium will be serially numbered financial year wise and its deliberations shall be recorded in the form of record notes and recommendation shall be summarized against each agenda item in record note wise deliberations, which shall preferably be issued within a week of the meeting.

4.4. The recommendation will be forwarded to the Controller General (CG) for perusal/concurrence/action.

- 4.5. Divisional heads along with the person who is incharge of the activity will have the primary responsibility for preparing background notes on issues/agenda item, authenticity, points for discussion/deliberation, consequences etc for discussion at Collegium.
- 4.6. Composition of the Collegium and its Terms of Reference will be reviewed every two years or whenever it is felt necessary by the CG.
5. Terms of Reference: IBM Collegium will oversee the following synergy issues in the Indian Bureau of Mines at headquarter level ;
  - 5.1. Discreet scrutiny and Critical review of the statutory returns as submitted by the stake holders, for improving its quality and the systems to be devised for timely submission of such statutory returns, verifiable authentic data and consistency in returns with an objective to publish the qualitative and objective Average Sale Price (ASP), by Indian Bureau of Mines.
  - 5.2. Correctness, Authentic and timely Publication of ASP of various minerals/metals by MMS Division is very important, as ASP is being used for the purpose of calculation of royalty, valuation of mineral bearing blocks for mineral concession auction, calculation of upfront payments, performance security etc., besides other data sharing in public domain and to other government bodies/authority(ies) for further publication etc.
  - 5.3. Finalization of any other Data IBM used to share with other ministries, Government bodies etc. or to publish in form of Indian Mineral Year Book (IMYB) and other IBM Publications and/or, data sharing in public domain.
  - 5.4. Scrutiny of the cases falling under Section 10A(2)(b) of the Act.
  - 5.5. Various relevant issues pertaining to other concerned Government Department/Ministries.

- 5.6. SOP formulation; in case of any situation arise by virtue of any court orders /policy directives of in order to ensure unified approach by all Regional Offices of IBM.
  - 5.7. Addressing various issues pertaining to the cases lying in various courts wherein the Ministry of Mines /CG (IBM) / or any officer of IBM, is a respondent. The issues to be deliberated may include, current status of the court cases/prompt reply to writ petitions/ consistency in rigorous monitoring of the court cases and timely reaction thereupon, etc.
  - 5.8. Addressing the capacity building initiating both at IBM level and State/ Industry level, through various training programmes, being conducted by Training division of IBM. A standard SOP is to be prepared and to be monitored by the Collegium.
  - 5.9. Deciding the nominations of officers from Indian Bureau of Mines for their participation in national and international programmes.
  - 5.10. Examining the training requirement of the officials of IBM, mandatory for next higher promotion or training need for fresh recruited officer/staff or otherwise.
  - 5.11. Examination of transfer and posting needs of officers and staff of IBM.
  - 5.12. Addressing the incumbent/existing officer/staff side administrative matters, if any, as referred by CG.
  - 5.13. Any other matter as referred by CG.
6. It is imperative on part of all officers and staff of IBM to accord top priority to the information/details/data sought by IBM Collegium.

*CR Rao*  
*22/2/15*

(Dr K Rajeswara Rao)

Additional Secretary and Controller General (I/c)