

GOVERNMENT OF INDIA  
MINISTRY OF MINES  
INDIAN BUREAU OF MINES

No. A-22012/19/2010/Estt.A

Nagpur, dated 5.10.2010

**HUMAN RESOURCES DEVELOPMENT AND DEPLOYMENT POLICY FOR  
GROUP A & B OFFICERS OF THE INDIAN BUREAU OF MINES.**

**1.0 Purpose of this Policy Documents**

**1.1** Established in 1948, the Indian Bureau of Mines (IBM) is a subordinate office of the Ministry of Mines. IBM is engaged in multi-disciplinary functions viz. promotion, conservation and scientific development of mineral resources and protection of environment in mines other than coal, petroleum and natural gas, atomic minerals and minor minerals.

**1.2** In order to achieve the programmatic goals of IBM and effective utilization of human resources, guide lines concerning following areas have been developed.

**(i)** Human resource development, including career development and promotion of specialization and excellence; and

**(ii)** Human resource deployment including posting, transfer, assignment of work etc.

**1.3** The fundamental guidelines for the purpose is 'the public interest' and optimization of human resources in the best interest of IBM within its Charter of functions. Transfers that facilitate growth of IBM as an organization needs to be implemented in a planned manner, while 'transfer for the sake of transfer' needs to be abjured.

**1.4** The public interest as well as IBM's interests is best served if there is a clear and transparent policy in the public domain, enabling all officers and the organization having dealing with IBM to be adequately assured that deployment within IBM is based on sound and well thought out principles. Hence this document.

## **2.0 Objective of the policy**

**2.1** IBM is an all India Organization with a pan India presence. All Group A & B Officers of the IBM must expect to be transferred and posted anywhere in India as per requirement. In the public interest, IBM's endeavor must be that, this is done in the best interest of the organization and its employees, and in a planned and transparent manner.

**2.2** Not only should Group A & B officers have the opportunity to have the experience of different geographical and demographical settings, but each office of IBM at Zonal level and below should exhibit adequate all India diversity. As such not more than 25% of the sanctioned posts in Group A & B officers should be filled from the State concerned.

**2.3** Senior level (Deputy Controller Of Mines and above) posting at central headquarters will be based on merit and aptitude as determined by the Committee constituted every year for transfers by Controller General, IBM.

**2.4** Officers of IBM need to be groomed and prepared for taking up higher responsibilities (on the basis of seniority and expertise) by giving the officers concerned an opportunity to acquire and further increase expertise. Postings and deployments will be made so as to promote specialization as well as appropriate multi-disciplinary expertise.

**2.4** Conscious effort will be made to ensure continuity of management and systematic succession planning for key posts in the middle and senior management.

## **3.0 General Principles**

**3.1** Keeping with its traditional role and to meet emerging challenges, IBM must undertake dedicated efforts to develop into a world class institution for systematic development of mineral deposits, conservation of minerals, technical consultancy services, mineral statistics analysis, Ore dressing studies, mining plans and Mine Closure Management and related environment and social management etc., while keeping pace with the latest technologies and best practices.

**3.2** Presently IBM exercises its activities within the five schemes. In order to fulfill obligations set out in the charter, the scheme-wise activities are as follows: -

<b>Sl.No.</b>	<b>Name of the Schemes</b>	<b>Components/Activities</b>
1.	Inspection of Mines for Scientific & Systematic Mining, Mineral Conservation & Mines	Periodical inspections of Mines for administration of MCDR,1988, including approval of mining plan/scheme/mine closure plan etc. Inspection for grant of PL & RP, illegal mining.
2.	Mineral Beneficiation studies utilization of low grade & sub-grade ores & analysis of environmental samples.	Studies for development of process flow sheets, promotion of mineral conservation by up grading low grade and sub grade ores. Environmental sample analysis etc.
3.	Technological up gradation & modernization	Updation of NMI as per UNFC. Preparation of mineral map with forest overlays. Consultancy services to mining industry on mining, geological and environmental aspects. Threshold value of minerals. Development of new mining methods. Human resource and infrastructure development.
4.	Collection processing dissemination of data on Mines & Minerals through various publications.	Publication of Indian Mineral Year Book, National Mineral Inventory, Monthly Statistics on Mineral Production etc.
5.	Development of Solid Waste from Mining In India	Kept in abeyance
6.	Computerization of online register on Mining Tenement system	To provide access to various online information. To create a single window information on mineral resources. To make the information available to Ministry of Mines and other State and Central Government organizations, MP's, MLA's and other identified institutions. To keep pace with the developed countries in accordance with international practices in mineral resource development in India

**3.3** The deployment / redeployment of personnel in IBM must meet its obligations set out in the Charter of functions and shall be regulated by proper and judicious placement of its Group A and B Officers. An officer will be required to serve at any location of IBM's offices / establishments.

## **4.0 Rotational posting**

**4.1** For the purpose of rotational transfer the posts have been classified as Sensitive, Less Sensitive and Non-Sensitive detailed as follows:

**(i) Sensitive:** Controller of Mines, Regional Controller of Mines, Officer-in-charge of Zonal and Regional Office posted in Zonal, Regional and Sub Regional Offices.

**(ii) Less Sensitive:** Deputy Controller of Mines, Senior Assistant Controller of Mines, Assistant Controller of Mines, Superintending Mining Geologist, Regional Mining Geologist, Senior Mining Geologist, Junior Mining Geologist, Superintending Officer (OD) and Officer-in-charge(OD) posted in Zonal, Regional and Sub Regional Offices.

**(iii) Non-sensitive:** All remaining Group 'A' & B posts.

**4.2** The tenure for above categories for the purpose of rotational transfer will be as follows :-

**(i)** The sensitive postings are to be rotated every 3 years as far as possible, and 5 years in any case.

**(ii)** Less sensitive postings are to be rotated every 5 years as far as possible, and 8 years in any case.

**(iii)** The non-sensitive postings involving, Mining, Geology, Ore Dressing, Chemistry, and Administration disciplines etc. will be rotated after a minimum period of 8 years depending upon exigencies of work and public interest.

**4.3** Group A & B Officers who have completed residency period as mentioned in para 4.1 above, in a particular place shall be redeployed on rotational basis in various offices / establishments of IBM in accordance with individual capability, aptitude and work experience.

**4.4** Group A & B officers shall be redeployed on promotion to another Zonal / Regional Offices / Ore Dressing Labs, as per their respective discipline, as a matter of policy and cases of transfer of officers on the verge of promotion would also be considered accordingly, so as to avoid frequent transfers.

**4.5** Senior level officers on promotion shall be redeployed to another Zonal / Regional Offices / Ore Dressing Labs, as per their respective discipline, as a matter of policy, provided that in case his tenure at the current station is less than 5 years he may be retained if he so opts and availability of a suitable vacancy. In all such cases, an officer with less tenure shall be given preference over an officer with a longer tenure.

**4.6** Group A & B Officers in IBM with 2 years of residual service before superannuation, on request may be exempted from redeployment in a manner as mentioned in preceding paragraphs except on promotion in which case transfer is effected as a matter of policy as laid down in para 4.4 above.

**4.7** The transfers to and fro NE Regional Stations will be as per the Govt. instructions in this regard.

**4.8** Since Mineral Economics Division is located only at IBM Head Quarters, there will, ordinarily, be no transfers of officers belonging to Mineral Economics Discipline. However if required in public interest, the officers will be subjected to transfers as per the norms set for non sensitive post.

**4.9** The Officers of Mining and Mineral Statistics Division belong to Indian Statistical Service and Subordinate Statistical Services. Their transfers are controlled by Ministry of Statistics and Programme Implementation. They are not covered under this Policy.

**4.10** Notwithstanding anything above, there will be full powers to transfer any of the officers/officials of IBM at anytime to any of its offices in administrative exigencies and public interest. For this purpose Controller General, Indian Bureau of Mines will forward a proposal recording the reasons to the Ministry for approval.

## **5.0 Time Schedule of general Transfers:**

**5.1** The transfer season shall commence on 1<sup>st</sup> of April each year.

**5.2** Controller General shall constitute committees for preparation of transfer proposals on or before 31<sup>st</sup> of January every year consisting of following officers:

1) Chief Controller of Mines/Director(OD)	Chairman
2) Controller of Mines (P & C)	Member
3) Controller of Mines (TMP)	Member
4) Chief Mining geologist	Member
5) Chief Ore Dressing Officer	Member
6) Chief Administrative Officer	Member

For deciding the transfers of Group 'A' & 'B' Officers from Mineral Economics Division, Chief Mineral Economist shall be co opted as a member in the committee headed by CCOM.

**5.3** The proposals shall be prepared based on the requirements as per the annual programme, and the duration of stay of the officers as per the norms discussed in the preceding paragraphs. Proposals for transfer and postings of Group 'A' & 'B' Officers by the committees as mentioned at 5.2 shall be prepared and submitted to Controller General not later than 5<sup>th</sup> February every year positively. After obtaining the approval of Controller General on Committee's proposal, orders for transfer/posting will be issued.

**5.4** Proposals for transfer in respect of COM/equivalent officers will be prepared by a Committee headed by Controller General, Indian Bureau of Mines with Chief Controller of Mines and Director (Ore Dressing) as members and the same would be forwarded to Ministry for approval.

**5.5** General transfers shall be completed by 15<sup>th</sup> April each year.

**5.6** Transfers outside the period of general transfer should only be done:-

(i) To fill up a vacancy caused due to promotion, retirement or other unanticipated event, and where the post cannot be kept vacant;

(ii) On compassionate grounds for reasons given in paragraph below.

(iii) On account of public interest or a new and pressing requirement which could not be anticipated in the annual programme.

**6.0 Compassionate postings and transfers:-**

**6.1** Every officer is expected to serve anywhere in India in the public interest. However, in case it is possible to reasonably make alternative arrangements within the framework of this policy, personal circumstances of the officers and their families will be given utmost consideration, and for this purpose,

(i) Where both husband and wife are in Central Government employment, posting to the same station shall be given due weightage subject to considerations of maximum tenure as per the Policy. This has to be in accordance with the DOPT O.M. No.F.No.2804/9/2009-Estt.A, dated 30.09.2009 (Annexure-I).

(ii) Where the officer or his spouse or minor children require to be at a location on account of availability of super-specialized medical services not available at present place of posting, posting to a station of choice (in order of priority) shall be given due weightage.

(iii) Physically challenged employees shall be considered for transfer under this clause based on nature and extent of the disability. Definitions of Categories of disabilities have been given in Para 8 of DOPT O.M. No.36035/3/2004-Estt(Res.) dated 29<sup>th</sup> December, 2005 on the subject 'Reservation for the Persons with Disabilities'

(iv) DOPT guidelines issued vide their O.M. No.AB-14017/49/90-Estt.(RR) dated 15.02.1991 and O.M. No.AB-14017/41/90-Estt.(RR) (Vol.II) dated 05.01.1993 in respect of the employees having mentally challenged child/spouse shall be followed.

(v) In case of an officer due to superannuation within 2 years, posting to a station of choice (in order of priority) shall be given due weightage. Provided, in case an officer seeks a posting to a particular station on medical grounds or on grounds of Disabilities, the Transfer Committee may send its recommendation to the Controller General, IBM after referring the case to a Medical Board for its opinion.

**6.2** Applications for posting on compassionate grounds shall be sent on proforma (Annexure-II) along with documents in support and shall be approved by the Controller General for consideration during the next General Transfer.

**6.3** The list of approved cases for compassionate transfers shall also be published in IBM's Portal / Internet.

**6.4** Where on grounds of extreme urgency, it is not possible to wait till the next General Transfer, a transfer on compassionate grounds may be made with the prior approval of the Secretary (Mines).

## **7.0 Handing over/Taking over**

**7.1** All officers shall, on receiving the order of transfer, forthwith, hand over charge to the officer and by such date specified in the order without delay and join at the new place of posting subject to instructions on availing joining time.

**7.2** All officers handing over charge shall in their charge report include a list of pending items, including pending Reports. It is the responsibility of the Divisional Head concerned to ensure completion of the report at the earliest.

**7.3** The officer taking over charge or assuming charge shall bring to the notice of his superior in writing all cases of pending items and reports and obtain his directions wherever necessary.

## **8.0 Methodology of prioritization for transfer**

**8.1** Subject to the provisions of this Policy, an officer with less tenure at a station shall not be transferred out except on request, unless all officers with a longer tenure than him in the same grade and stream have been included in the transfer order.



**8.2** All transfer orders along with Region-wise / Grade-wise / Stream-wise / Tenure-wise lists shall be published on IBM Portal / Internet in the interest of transparency. All cancellations, deferments and deviation from Policy shall also be similarly published

**8.3** The Seniority list for Group 'A' & B Officers proposed to be considered for transfer shall be published on the Portal on 1<sup>st</sup> January each year giving current post and date of assuming charge in Regional Office/Zonal Office/Divisions/Regional Ore Dressing Laboratory.

**9.0 Transfer on Administrative Grounds or in Public Interest.**

Notwithstanding anything contained in this policy, Government may, if necessary in Public Interest, transfer or post any officer to any station or posts. An officer against whom the CVC has recommended initiation of vigilance proceedings should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. He shall also not be posted on a 'sensitive' charge. This restriction will remain in operation until the vigilance matter is closed. A self contained proposal for transfer will be made by Controller General, Indian Bureau of Mines and forwarded to Ministry for approval.

**10.0 Transfer on complaint basis:**

Where a complaint is received and in the opinion of the Controller General, IBM for reasons to be recorded, continuance of the officer at the station will not be in the public interest, he may order the immediate transfer of the officer pending inquiry, to another office within the same zone. A self contained proposal for transfer will be made by Controller General, Indian Bureau of Mines and forwarded to Ministry for approval.

**11.0 Appeal:**

**11.1** Whenever a redeployment order is issued, the officer concerned shall comply with the order without delay. It would be open to an officer to make representation through proper channel to the Controller General, IBM against a transfer order within 10 days from the date of receipt of redeployment order. All such appeal shall be with specific reference to the provisions of this Policy.

**11.2** In the event of redeployment order not stayed/modified/cancelled, if sought in the representation under 11.1 above within 30 days from the date of written representation, the Head of Division/Zone/Region/Regional Lab shall ensure that the officer is relieved by the date prescribed in the redeployment order.

**12. Availing of Earned Leave after issue of transfer Orders**

An officer under orders of transfer may be granted or allowed to avail Earned Leave if applied for, only after he has joined his new place of posting. The period spent on Earned Leave will not count towards computation of tenure in that station. Officers who proceed on Earned Leave without completing the minimum tenure prescribed for the station area will have to rejoin the same station for completing the prescribed tenure. In other cases the relevant Transfer Committee will decide their posting after rejoin on completion of any other leave except, Casual Leave.

**13. Interpretation in an event of dispute:**

In an event of dispute in the application of above-mentioned deployment and re-deployment policy the interpretation and decision of the administrative Ministry shall be final and binding.

**14. Coming into force:**

This policy comes into force with effect from 1<sup>st</sup> October, 2010.

**CONTROLLER GENERAL**

## Annexure-II

F.NO.28034/9/2009-Estt.(A)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel and Training)  
North Block,  
New Delhi,

Dated the 30th September 2009.

Subject: Posting of husband and wife at the same station.

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In view of the utmost importance attached to the enhancement of women's status in all walks of life and to enable them to lead a normal family life as also to ensure the education and welfare of the children, guidelines were issued by DOP&T in O.M No. 28034/7/86-Estt.(A) dated 3.4.86 and No.28034/2/97-Estt.(A) dated 12.6.97 for posting of husband and wife who are in Government service, at the same station. Department had on 23.8.2004 issued instructions to all Mins.IDeptts. to follow the above guidelines in letter and spirit.

2. In the context of the need to make concerted efforts to increase representation of women in Central Government jobs, these guidelines have been reviewed to see whether the instructions could be made mandatory. It has been decided that when both spouses are in same Central Service or working in same Deptt. and if posts are available, they may mandatorily be posted at the same station. It is also necessary to make the provisions at Paras 3(iv) and (vi) of the O.M. dated 3.4.86 stronger as it is not always necessary that the service to which the spouse with longer service belongs has adequate number of posts and posting to the nearest station by either of the Department may become necessary.

3. On the basis of the 6th CPC Report, Govt. servants have already been allowed the facility of Child Care Leave which is admissible till the children attain 18 years of age. On similar lines, provisions of O.M. dated 12.6.97 have been amended.

All India Services, namely IAS, IPS and Indian Forest Service (Group 'A'); The spouse may be transferred to the same cadre by providing for a cadre transfer of one spouse to the Cadre of the other spouse, on the request of the member of service subject to the member of service not being posted under this process to his/her home cadre. Postings within the Cadre will, of course, fall within the purview of the State Govt.

(ii) Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services:-

The cadre controlling authority of the Central Service may post the officer to the station or if there is no post in that station, to the State where the other spouse belonging to the All India service is posted.

(iii) Where the spouses belong to the same Central Service: The Cadre controlling authority may post the spouses to the same station.

(iv) Where the spouse belongs to one Central Service and the other spouse belongs to another Central Service:-

The spouse with the longer service at a station may apply to his/her appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station to the nearest station where the post exists. In case that authority, after consideration of the request, is not in a position to accede to the request, on the basis

of non-availability of vacant post, the spouse with lesser service may apply to the appropriate cadre authority accordingly, and that authority will consider such requests for posting the said officer to the station or if there is no post in that station to the nearest station where the post exists.

(v) Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertaking:

The spouse employed under the Public Sector Undertaking may apply to the competent authority and said authority may post the said officer to the station, or if there is no post under the PSU in that station, to the State where the other spouse is posted.

(vi) Where one spouse belongs to a Central Service and the other spouse belongs to a PSU:-

The spouse employed under the PSU may apply to the competent authority and the said authority may post the officer to the station or if there is no post under the PSU in that station, to the station nearest to the station where the other spouse is posted. If, however, the request cannot be granted because the PSU has no post in the said station, then the spouse belonging to the Central Service may apply to the appropriate cadre controlling authority and the said authority may post the said officer to the station or if there is no post in that station, to the station nearest to the station where the spouse employed under PSU is posted.

(vii) Where one spouse is employed under the Central Govt. and the other spouse is employed under the state Govt.:-

The spouse employed under the Central Govt. may apply to the competent authority and the competent authority may post the said officer to the station or if there is no post in that station to the State where the other spouse is posted.

(viii) "The husband & wife, if working in the same Department and if the required level of post is available, should invariably be posted together in order to enable them to lead a normal family life and look after the welfare of their children especially till the children attain 18 years of age. This will not apply on appointment under the central Staffing Scheme. Where only wife is a Govt. servant, the above concessions would be applicable to the Govt. servant.

5. Complaints are sometimes received that even if posts are available in the station of posting of the spouse, the administrative authorities do not accommodate the employees citing administrative reasons. In all such cases, the cadre controlling authority should strive to post the employee at the station of the spouse and in case of inability to do so, specific reasons, therefore, may be communicated to the employee.

6. Although, normal channels of representations/complaints redressal mechanism exist in the Min.l Deptts., added safeguards to prevent non-compliance may be provided by ensuring that the complaints against non-adherence to the instructions are decided by the authorities at least one level above the authorities which took the original decision when they are below the level of secretary to the Govt. of India/Head of the PSU concerned and all such representations are considered and disposed off in time bound manner.

(C.B.P-1)

Joint Secretary to the Govt. of India

**GOVERNMENT OF INDIA  
MINISTRY OF MINES  
INDIAN BUREAU OF MINES**

**Career Planning Proforma  
[Seeking Transfer on Compassionate Grounds]**

1. Name
2. Designation
3. Place of Posting
4. Mission/Region
5. Since when posted at present place
6. How many years of service left
7. No. of previous transfers locations
8. Present Grounds for seeking transfer
9. Supporting documents
10. Previous transfer application, if any on similar/other
  - A. Compassionate reasons (accepted/rejected) (Signature)
  - B. Comments of the immediate superior officer (Signature)
  - C. Comments and recommendation of region/Mission Head (Signature)
  - D. Decision of the Controller General, IBM (Signature)