

Government of India
Ministry of Mines
Indian Bureau of Mines

No. A-20012M(1084)/2014-Estt.(NG)

Nagpur, dated 04.07.2019

CIRCULAR

Subject: - Standard Operating Procedure (SOP) for processing the applications for outside employment by the method of direct recruitment/deputation (istc)-regarding.

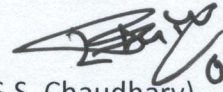
Some instances have come to notice that a number of applications are being received for forwarding for outside employment by the method of direct recruitment/deputation (istc) in respect of officers/officials of IBM without proper scrutiny thereof.

Keeping in the view of above, the Standard Operating Procedure (SOP) for outside employment by the method of direct recruitment/deputation (istc) in respect of official/officers of IBM has been issued and enclosed herewith.

The concerned offices of IBM are therefore requested to scrutinize such applications scrupulously in accordance with the Standard Operating Procedure (SOP) and forward only those applications which fulfill the conditions as laid down in the said Standard Operating Procedure (SOP).

This issues with approval of Competent Authority.

Encls: As above.


(Capt S.S. Chaudhary) 04/7/19
Chief Administrative Officer &
Head of Office (HQs)

To

1. All Divisional/ Zonal/ Regional/ RMPL / Sectional Heads of IBM.
2. OIC, TMIS, IBM, Nagpur for uploading this Circular in the IBM's website.

STANDARD OPERATING PROCEDURE (SOP) FOR PROCESSING THE APPLICATIONS FOR OUTSIDE EMPLOYMENT BY THE
METHOD OF DIRECT RECRUITMENT/DEPUTATION (ISTC).

This office is time to time receiving application from various officers/officials for outside employment. In order to have a uniform and standard procedure for forwarding of applications of Government servants for direct recruitment/ Deputation within Central Government, State Government, PSUs etc, the following Standard Operating Procedure is adopted:

- (1) The applications from officers/officials for outside employment, submitted otherwise than in response to advertisement or circulars inviting applications, should not be forwarded.
- (2) The officers/officials can apply for outside employment only on four occasions in a year in addition to the advertisements published by the UPSC/SSC. The details about occasions availed by the officer/official should be mentioned invariably in the forwarding letter and a separate sheet (**Annexure 'A'**) containing the information be attached with the applications being forwarded to this office. It is also emphasized that once the application is submitted by the officer/official for any post except UPSC/SSC and forwarded by Competent Authority will be counted against the four occasions irrespective of the case that the application has not been scrutinized, short listed etc. by the concerned recipient Organization/Department.
- (3) The permanent officers/officials applying for the outside employment in the Central Government Departments shall submit an Undertaking in terms of MHA OM No.60/37/63-Estt.(A), dated 14.07.1967. The specimen copy of the undertaking is enclosed herewith as **Annexure-'B'**. The temporary officers/officials who wish to apply for outside employment in the Central Government Departments should also furnish an undertaking in terms of aforesaid MHA OM, dated 14.07.1967 in the prescribed format as per enclosed **Annexure-'C'**.
- (4) The permanent/temporary officers/officials applying for the posts advertised by State Governments shall furnish an undertaking in terms of DPAR OM No.8/4/70/Ests(C), dated 06.03.1974 as per the format enclosed as **Annexure-'D'**.

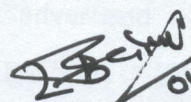
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- (5) Employees applying for the posts of IBM on direct recruitment basis have to furnish undertaking in terms of OM No. 28015/2/80-Estt. (c) dated 22.07.1980 of the Ministry of Home Affairs.
- (6) The application of officers/officials in response to advertisements for the post in Public Sector Undertakings/Central Public Enterprises/Autonomous bodies/Statutory Body etc may be forwarded with the undertaking by such employees that in the event of their selection for the post applied for them will sever their connection with this Department before joining the Public Sector Undertakings/Central Public Enterprises/Autonomous bodies on immediate absorption basis as per the enclosed **Annexure 'E'**. No lien shall be retained in such cases.
- (7) The applications of the temporary officers/officials for posts advertised by State Government should be forwarded to this office with the undertaking (as per **Annexure 'F'**) by such employees that they will be asked to resign from the post held by them at the time of release from that post in the event of their selection and appointment to the post applied for. No lien shall be granted to such temporary officers/officials.
- (8) The permanent officers/officials can apply for recruitment in other organizations on deputation basis including short term contract. The applications submitted by the officer/official shall be scrutinized at the respective Zonal/Divisional/Regional/RMPL offices as per the advertisement and other conditions of deputation as issued by DoPT; and forwarded to IBM (HQ) with the specific recommendations of the respective Zonal/Divisional /Regional/RMPL Heads with reference to manpower posted in the office.
- (9) The application for deputation basis / direct recruitment are to be submitted for approval of Head of Department. On receipt of the approval, the applications in respect of Gazetted officers shall be forwarded to Ministry for approval thereof with reference to Ministry's letter dated 07.05.2019. On receipt of approval of Ministry, the application alongwith APARs/Integrity Certificate/ Vigilance Clearance Certificate etc. as required will be forwarded to the concerned organization under intimation to the respective Zonal/Divisional /Regional/RMPL Heads. The similar action in case of Non-Gazetted employees of IBM will be taken at the level of CG, IBM as per Ministry's letter dated 07.05.2019 *ibid*.

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- (10) On receipt of applications, the respective offices shall scrutinize the applications scrupulously for outside employment submitted by the officers/officials of IBM and assess the eligibility with reference to age, educational qualifications, experience and other conditions as per the advertisement and this should invariably be mentioned in the covering letter that the concerned officer/official fulfills the eligibility criteria laid down in the advertisement. After assessment of the eligibility, the concerned offices should forward such applications to the IBM Headquarters alongwith the recommendations of the controlling officer.
- (11) The concerned officer/official applying for outside employment should clearly mention in his application that whether the application is required to be forwarded through proper channel or prior permission is required or prior intimation is needed only for processing the application.
- (12) In case, the officers/officials applying for outside employment is not meeting the requisite minimum qualification, experience etc. as per the advertisement for the post being applied for, such applications need not be forwarded to IBM Headquarters and concerned officer/official be informed accordingly.
- (13) The officers/officials applying for outside employment are required to apply for the posts well in advance for processing of their case, accordingly.
- (14) These instructions are relating to forwarding applications of officers/officials of this department for outside posts within the Central Govt./State Govt./Autonomous/Statutory Bodies/CPSEs etc. on Direct Recruitment/Deputation basis.

Enclosures: As above.


(CAPT. S. S. CHAUDHARY)
Chief Administrative Officer &
Head of Office

ANNEXURE-ACHECK LISTINFORMATION TO BE FRUNISHED BY THE APPLICANT

1. Details of post held by the applicant alongwith pay grade/scale and present basic pay :
2. The details of pay scale/grade for which the candidate is applying
3. Details of service rendered/completed in IBM and for how many years he is in the same grade
4. Whether the applicant is confirmed in the present post and his date of confirmation
5. Whether he is eligible for next promotion in Indian Bureau of Mines
6. Please specify whether applying for posts in Central Govt./State Govt./PSUs/Autonomous Body/Central Public Sector Enterprises(Excluding against the advertisement published by UPSC/SSC)
7. How many times the applicant has applied for outside employment during the year alongwith the details of posts applied.
8. The following documents are enclosed :
 - (i) Detailed copy of Advertisement
 - (ii) Copy of application submitted in online/offline or copy of online registration
 - (iii) Copy of Educational Qualification, Experience certificates etc
 - (iv) Undertaking in the prescribed format

Place:

Date:

Signature:

Name :

Designation :

ANNEXURE-B

UNDERTAKING
(In case of Permanent Govt. Servants)

**For applying to posts in other Central Govt. Department/Offices in
response to advertisement or circulars.**

I hereby undertake that in case I am selected and appointed to the post of
..... in the

I shall abide by the terms and conditions laid down in MHA OM No. 60/37/63-Ests (A),
dated the 14th July, 1967, and my lien may be retained in the IBM for a period of two
years. I shall either revert to the IBM within that period or resign from the Indian Bureau
of Mines at the end of that period.

Place:

Signature:

Date:

Name:

Designation:

ANNEXURE-C

UNDERTAKING
(In case of Temporary Govt. Servants)

**For applying to posts in other Central Govt. Department/Offices in
response to advertisement or circulars.**

I hereby undertake that in case I am selected and appointed to the post of in the I shall abide by the terms and conditions laid down in MHA OM No. 60/37/63-Ests (A), dated the 14th July, 1967, and I shall resign from the Indian Bureau of Mines at the time of release from the Indian Bureau of Mines.

Place:

Signature:

Date:

Name:

Designation:

ANNEXURE-D

UNDERTAKING
(In case of permanent Govt. Servants)

**For applying to posts in other State Govt. Department/Offices in
response to advertisement or circulars.**

I hereby undertake that in case I am selected and appointed to the post of
..... in the

I shall abide by the terms and conditions laid down in DOP & AR OM No. 8/4/70Ests(c)
dated the 6th March, 1974, and my lien may be retained in the IBM for a period of two
years. I shall either revert to the IBM within that period or resign from the Indian Bureau
of Mines at the end of that period.

Place:

Signature:

Date:

Name:

Designation:

Annexure-E

UNDERTAKING
(In case of Permanent/Temporary Govt. Servants)

**For applying to posts in Central/Public Sector undertakings/Central
Autonomous bodies/Statutory Body in
response to advertisement or circulars.**

I hereby undertake that in case I am selected and appointed to the post of
----- in the -----, I shall abide by the terms and
conditions laid down in *MHA OM No. 60/37/63-Ests (A), dated the 14th July, 1967*, and I
shall resign from the Indian Bureau of Mines at the time of release from the Indian
Bureau of Mines.

Place:

Signature:

Date:

Name:

Designation:

Division:

UNDERTAKING
(In case of Temporary Govt. Servants)

**For applying to posts in other State Govt. Department/Offices in
response to advertisement or circulars.**

I hereby undertake that in case I am selected and appointed to the post of
..... in the

I shall abide by the terms and conditions laid down in DOP & AR OM No. 8/4/70Ests(c)
dated the 6th March, 1974, and I shall resign from the Indian Bureau of Mines at the time
of release from the Indian Bureau of Mines

Place:

Signature:

Date:

Name:

Designation: