

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

File No.A-11019/1/2025-Rectt.

Nagpur, dated : 04.12.2025

**HUMAN RESOURCES DEVELOPMENT AND DEPLOYMENT POLICY  
FOR GROUP A & B GAZETTED 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.

**2.5** 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.	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 Offices, Superintending Officer (OD), Officer-in-charge (OD), Superintending Chemist, Senior Chemist, Head of Office (HQs), Senior Stores Officer and Stores Officer.

**(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, Ore Dressing Officer, Senior Administrative Officer, Administrative Officer, Drawing and Disbursing Officer and Assistant Stores Officer.

**(iii) Non-Sensitive:** All remaining Group A & B Officers.

**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 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 Controller General, IBM is delegated full power to transfer/retain any of the officers of IBM upto the pay level-11 at any time to any of its offices in administrative exigencies and public interest.

A self-contained proposal for transfer in respect of officers of Pay Level-12 and above shall be submitted by Controller General, Indian Bureau of Mines for approval of Ministry of Mines.

## **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** The Controller General, IBM shall constitute Committee for preparation of transfer proposals on or before 31<sup>st</sup> of January every year consisting of following Officers:

- |     |  |            |
|-----|--|------------|
| (a) | Chief Controller of Mines/Director (OD)                | - Chairman |
| (b) | Controller of Mines (P&C)                              | - Member   |
| (c) | Controller of Mines (TMP)                              | - Member   |
| (d) | Chief Mining Geologist                                 | - Member   |
| (e) | Chief Ore Dressing Officer                             | - Member   |
| (f) | Head of Office (HQs)                                   | - Member   |
| (g) | Director (Administration)/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 Committee as mentioned at 5.2 shall be prepared and submitted to Controller General, IBM not later than 5<sup>th</sup> February every year positively. After obtaining the approval of Controller General, IBM 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 for approval of Ministry of Mines.

**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 DOPTO.M.No.F.No.2804/9/2009-Estt.A,dated30.09.2009.

**(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 recommendations 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-I)** along with documents in support and shall be approved by the Controller General, IBM for consideration during the next General Transfer.

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

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

**7.1** All Officers shall, on receiving the order of transfer, forthwith, handover 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 alongwith Region-wise/Grade-wise/Stream-wise/Tenure-wise lists shall be published on IBM's website 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 Divisions/Zonal Office/Regional Office/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. The Controller General, IBM is delegated full power to transfer any officers during mid-session upto Pay Level-11.

A self-contained proposal for transfer in respect of officers of Pay Level-12 and above shall be submitted by Controller General, Indian Bureau of Mines for approval of Ministry of Mines.

## **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. A self-contained proposal for transfer will be made by Controller General, Indian Bureau of Mines and forwarded for approval of Ministry of Mines.

## **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 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 order.

## **12.0 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.

## **13.0 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.

## **14.0 Coming into force:**

This policy comes into force with effect from 04.12.2025.

**CONTROLLER GENERAL, IBM**

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**Annexure-I**

**INDIAN BUREAU OF MINES**  
**APPLICATION FOR TRANSFER**

1. Name & designation of Officer/Official :
2. Present station of posting :
3. Date since posted at the present station :
4. (a) Choice of station of posting : (i)  
(in chronological order (i)(ii)(iii) in (ii)  
case of transfer in "**public interest**" (iii)
- (b) Choice of station of posting in case : (i)  
of transfer at "**own cost**" (ii)  
(iii)
5. How many years of service left :
6. No. of previous transfers :
7. Reasons in chronological order (i)(ii)(iii) :
8. Remarks, if any :

Signature of the applicant

**Recommendations of the Controlling Officer**

Signature of Controlling Officer

Note :- Only one para at 4(a) or 4(b) shall be completed.