

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 B & C NON-GAZETTED OFFICIALS OF THE
INDIAN BUREAU OF MINES**

1.0 Purpose of this Policy

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, guidelines 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 need 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 officials 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 Objectives of the policy

2.1 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 The aptitude of the respective employees under transfer shall be taken care as a preventive measure under vigilance angle and to ensure avoidance as far as developing of vested interests.

2.3 The non-gazetted officials of IBM need to be groomed and prepared for taking up higher responsibilities by giving them an opportunity to excel and further increase expertise. Postings and deployments will be made so as to promote specialization as well as appropriate multi-functional expertise.

2.4 Conscious effort will be made to ensure continuity of efforts and systematic succession planning.

2.5 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 B and C officials. As official will be required to serve at any location at IBM's offices/establishments.

3.0 Rotational Transfers

3.1 For the purpose of rotational transfers the posts have been classified as sensitive, less sensitive and non-sensitive as detailed below:

(i) Sensitive : Officials dealing with Recruitment, Pay Fixation, outsourcing of contingent labour/Works/Services, Medical Claims, Pensionary benefits, Confidential matters, vigilance clearance certificate, contingent bills, Bank Guarantee, Issue of tenders, purchase of Store items and Stenographers attached to the sensitive Officers.

(ii) Less-Sensitive : Officials dealing with Annual Property Returns, No Penalty certificate, LTC, TA, Leave Encashment, General Provident Fund, Staff car Drivers and Stenographers not attached to the sensitive officers.

(iii) Non-Sensitive : All remaining Group B and C non-gazetted officials.

3.2 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 will be rotated after a minimum period of 8 years depending upon exigencies of work and public interest.

3.3 The In-charges of the Zonal/Regional/Sections should effect rotational transfers of Group B and C non-gazetted officials working in their offices for every three years so that almost every employee shall gain exposure to various kinds of work being undertaken in respective section and to improve multi skill capabilities of the manpower.

3.4 The rotational transfers of officials continuing beyond 3 years should be strictly carried out for the sensitive posts.

3.5 The transfer shall take place subject to availability of sufficient manpower/post and financial resources available with the department.

3.6 The transfers are made within the zones in normal circumstances in case officials who have completed the residency period.

3.7 The officials are also liable for transfer normally within the zone on promotion in the hierarchy up to the maximum level in the non-gazetted cadre.

3.8 The employees on completion of the residency period shall be deployed on transfer in various offices/establishments of IBM in accordance with the individual capability, aptitude and work experience

3.9 Notwithstanding anything above, there will be full powers to Controller General, IBM to transfer/retain any of officials of IBM at anytime to any of its offices in administrative exigencies and public interest.

4.0 Time Schedule of general transfers

4.1 The transfer season shall commence on 01st of April every year.

4.2 The Controller General, Indian Bureau of Mines shall constitute a committee for preparation of transfer proposals of Group B and C non-gazetted officials on or before 31st of January every year consisting of following Senior Officers:

(i)	Controller of Mines (P&C)	Chairman
(ii)	Chief Mining Geologist or I/c of GM&MM Cell	Member
(iii)	Chief Ore Dressing Officer/Suptdg Ore Dressing Officer	Member
(iv)	Chief Mineral Economist or I/c of MEDivision	Member
(v)	Head of Office (HQ)	Member
(vi)	Chief/Senior Administrative Officer	Member

4.3 The committee shall submit a report containing the recommendations about transfer to Group B and C non-gazetted officials to Controller General, IBM not later than 5th February every year positively. After obtaining the approval of Controller General, IBM on Committee's proposal, orders for transfer will be issued.

4.4 General transfers shall be completed by 15th April every year.

4.5 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.

5.0 Exemptions

5.1 The officials on the verge of retirement would also be considered but as far as possible the last station of work before retirement may be their Home town or choice of posting be considered.

5.2 The transfers to and fro North East Region stations shall be as per the Government instructions in this regard.

5.3 The officials of 'Mining and Mineral Statistics Division' belong to Subordinate Statistical Services as their transfers are controlled by Ministry of Statistics and Programme Implementation, hence they are not covered under this policy.

6.0 Compassionate postings and transfers

6.1 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 30th September, 2009 as amended from time to time.

6.2 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 29th December, 2005 on the subject 'Reservation for the Persons with Disabilities'.

6.3 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 may be followed.

6.4 Transfer on medical grounds on account of terminal illness of employee or close relatives may be considered on merits. The close relative should be one among the family as defined for transfer on medical grounds.

6.5 Request of officials for posting outside of the zone may be considered by the transfer committee constituted by the Controller General, Indian Bureau of Mines as per para 4.2.

6.6 In case of an official due to superannuation within 2 years, posting to a station of choice (in order of priority) shall be given due weightage.

6.7 The official who desire transfer on this count, shall apply in the prescribed form enclosed to this policy as **Annexure-I** alongwith documents in support.

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

7.0 Release on transfer

The respective Zonal/Regional/Sectional in-charges shall release the officials on transfer to enable them to join the new place of posting as per the instructions contained in the transfer orders.

8.0 Availing of earned leave after issue of transfer orders

An official under orders of transfer may be granted or allowed to avail earned leave, if applied for, only he/she has joined new place of posting. The period spent on earned leave will not count towards computation to tenure in that station. Employees 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 transfer committee will decide their posting after rejoining on completion of any other regular leave.

9.0 Appeal

The transfer orders once issued have to be complied by the officials without delay. However, it would be open to the officials to make representation through proper channel to the Controller General, Indian Bureau of Mines against a transfer order within ten days from the date of publication of the transfer order in IBM's portal.

10.0 Interpretation

In the event of dispute in the application of above transfer policy, the interpretation and decision of the Controller General, Indian Bureau of Mines shall be final and binding.

11.0 Coming into force :

This policy comes into force with effect from 04.12.2025.

Controller General, IBM

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.