

Subject:- Draft Policy for Posting/transfer of Group 'A' Officers of Directorate General of Mines Safety, Dhanbad.

Following guidelines are proposed while posting of Group 'A' Officers of DGMS:

- (i) The officers are liable to be transferred and posted in any part of India on rotational basis against sanctioned posts of DGMS.
- (ii) The rotational transfer policy should aim to harmonise objectives of organization, to avoid development of vested interest, to maintain transparency and to provide exposure to the officers in different kind of work entrusted to the DGMS inter-alia ensuring overall growth of an officer.
- (iii) The tenure of posting of an officer of DGMS in a particular sensitive post shall be 03(three) years in line with CVC guidelines contained in D.O. letter No. C-31015/01/2008-vig Dt: 19th June 2009.
- (iv) Officers being considered for routine transfer or transfer on promotion shall not be posted in the same station where he/she was already been posted in past in his/her entire carrier.
- (v) Preferably every officer shall be posted in DGMS Head Quarter for only one tenure of 02(two) to 03(three) years.
- (vi) The officers posted at North-East Region and having more than 10(ten) years to retire from the service shall have a fixed tenure of 03(three) years at a time. The officers with a remaining service of 10 (ten) years or less shall have a fixed tenure of 02 (two) years at a time. The officer on completion of fixed tenure of service mentioned above may be considered for posting to a station of their choice, as far as it is practicable subject to the availability of vacancies.
- (vii) As far as possible, posting of newly recruited Deputy Director in mining cadre would be so arranged in field officers with predominantly Coal-mining activities followed by a posting in field offices with predominantly Non-coal mining activities and vice-versa, to acquire the First Class Mines Managers Certificate of Competency (Coal/Mettalliferous (UR)) which they may not possess at the time of his recruitment as it is required for their future promotions.
- (viii) Those officers who are due to retire on attaining the age of superannuation within one year will not generally be transferred, if such a request is received in writing.
- (ix) In genuine cases, the officers can make representations for transfer/posting through proper channel at a particular station. Such representations for choice posting will be considered subject to administrative feasibility and availability of vacancies.

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- (x) No Officer shall bring outside influence/political influence to further his request for posting of his choice as enumerated in Rule 20 of CCS(Conduct) Rules, 1964 which prescribe that "No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to this service under Government". Any violation of the said Rule will be viewed seriously and stern action including disciplinary action will be taken against such delinquent officers under the provisions of Conduct Rules.
- (xi) Transfer/posting orders shall normally be issued before commencement of the Academic session.
- (xii) A cut-off date for proposing transfer shall normally be in the month of October of a preceding year in which the transfers shall be effected and the proposals shall be sent to the Ministry and put up before transfer committee. This cut-off date is fixed in such a way that the transfers precede the promotional transfers. The proposal shall include the case for transfer of officers who have already reached their specified tenure period or about to complete their specified tenure in the succeeding 06 (six) months.
- (xiii) Officers may not be normally posted to Regions / Zones situated in his/her home State on his/ her initial appointment in this Directorate.
- (xiv) Transfer may be done at any point of time on account of administrative exigencies and in public interest in variance of above mentioned guidelines.
- (xv) This transfer policy shall be in supersession of the earlier transfer policy issued vide MoLE OM No. A-22011/02/2014-ISH-II, dated 16th Sept., 2014.

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Shram Shakti Bhawan, Rafi Marg,
New Delhi, Dated 16 September, 2014

OFFICE MEMORANDUM

Sub.: Posting/Transfer of Group-'A' officers of DGMS, Dhanbad - Policy Guidelines regarding.

The undersigned is directed to issue Transfer Policy Guidelines of Group-'A' officers of DGMS, Dhanbad, as under:-

- (i) The officers belonging to DGMS are liable to be transferred and posted in any part of India against sanctioned posts of DGMS. Posting will be made keeping in view the need to expose individual officers to all the different spheres of work entrusted to the DGMS.
- (ii) The minimum tenure of posting of every officer of DGMS in a particular post shall generally be not less than two years, provided there is no serious complaint of misconduct against the officer or it is expedient in public interest to transfer him before completion of the minimum tenure. Such transfer/posting will be examined by the Transfer Committee and its recommendation shall be put up to the Competent Authority for Approval.
- (iii) In General, the tenure for every officer in a particular post would be 04 to 05 years at one section. Under exceptional circumstances, if an officer needs to be retained beyond the stipulated tenure, the same may be examined by the Transfer Committee and its recommendations shall be put up to the Competent Authority for Approval.
- (iv) It will be mandatory for all officers to be posted in DGMS head quarters at Dhanbad for a tenure of at least 3 years on rotation basis to expose them in all areas of functioning of the organization. On completion of the HQ tenure, the Transfer Committee shall consider and recommend such officers to be posted as Field Inspecting Officers subject to the approval of the Competent Authority.
- (v) The officers posted at North-East Region and having more than 10 years to retire from service shall have a fixed tenure of 3 years at a time. The officers with a remaining service of 10 years or less shall have a fixed tenure of 2 years at a time. The officer on completion of fixed tenure of service mentioned above may be considered for posting to a station of their choice, as far as it is practicable subject to the availability of vacancies.
- (vi) As far as possible, posting of newly recruited officers in mining cadre would be so arranged in field offices with predominantly Coal-mining activities followed by a posting in field offices with predominantly Non-coal mining activities and vice-versa, to acquire the First Class Mines Managers Exchange Certificate of competency (Coal/ Metalliferrous (UR)) whichever is required for their future promotions.
- (vii) Those officers who are due to retire on attaining the age of superannuation within one year will normally not be disturbed, if such a request is received in writing.

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(viii) Annual transfer/posting orders shall normally be issued before commencement of the Academic Session but may be done at any time in exceptional cases on account of administrative exigencies, in public interest or in case of promotion to higher grade.

(ix) In genuine cases, the officers can make representations through proper channel for transfer/posting at a station of their choice. In such case(s), the officers will not be entitled to get Transfer Grant/DA, etc. Such representations for choice posting will be considered subject to administrative feasibility and availability of vacancies. No representation for transfer/posting will be entertained after orders for annual transfer/posting are issued.

(x) No Officers shall bring outside or political influence to further his request for posting of his choice as enumerated in Rule 20 of Central Civil Services (Conduct) Rules, 1964 which prescribe that "No Government Servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under Government". Any violation of the said Rule will be viewed seriously and disciplinary action may be taken against such officers in accordance with the provisions of Central Civil Services (Conduct) Rules, 1964.

(xi) Complaint, vigilance cases etc. against the serving officers and administrative requirement like job requirement, skill and experience shall also be taken into account while deciding transfer/posting.

(xii) There shall be a Transfer Committee. The Committee shall consider the proposals, and Minutes of the Committee Meeting shall be recorded and sent to the Ministry for the consideration of competent authority, while approving the transfers.

(xiii) Minutes should record the tenure completed by the officer concerned at particular place and reasons for transfer.

(xiv) Transfer/Posting of officers below the level of Deputy Director of Mines Safety should be decided at DGMS level. Only proposals for the post of Deputy Director of Mines Safety and above should come to the Ministry.

(xv) The composition of Transfer Committee for the post below the level of Deputy Director of Mines Safety would be as under:-


Director General of Mines Safety	-	Chairperson
Deputy Director General of Mines Safety (HQ)	-	Member
Deputy Director General of Mines Safety (Mining/Electrical/Mechanical)	-	Member

(xvi) The composition of Transfer Committee for the post of Deputy Director of Mines Safety and above would be as under:-

Additional Secretary (L&E)	-	Chairperson
Joint Secretary, Ministry of Labour & Employment	-	Member
Director General of Mines Safety	-	Member

(xvii) The recommendations of the Transfer Committee for the post of Deputy Director of Mines Safety and above shall be subject to the approval of Hon'ble LEM who is the competent authority. For the post, below the level of Deputy Director, DGMS will be competent authority for approval.

This issues with the approval of Hon'ble LEM.



(S. K. Tripathi)

Under Secretary to the Government of India


Tele.: 011-23766937


To

The Director General,
DGMS, Dhanbad.

Copy to:-

1. PS to Hon'ble LEM.
2. PS to Hon'ble MOS (L&E).
3. PSO to Secretary (L&E)/PPS to AS (L&E)
4. JS(AP).
5. Department of Personnel & Training, Director (E), North Block, New Delhi.
6. NIC.


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S.K. DEV VERMAN,
Joint Secretary/CVO
Tele. No. 23716835

गुप्त
SECRET

श्रम एवं रोजगार मंत्रालय
भारत सरकार
श्रम शक्ति भवन, रफी मार्ग,
नई दिल्ली-110001
MINISTRY OF LABOUR & EMPLOYMENT
GOVERNMENT OF INDIA
SHRAM SHAKTI BHAWAN, RAFI MARG,
NEW DELHI-110001

O.O. No. C-31015/01/2008-Vig.

New Delhi, dated 19 June 2009

Dear Sr. Sibal ji,

The following posts in your organization have been identified as 'Sensitive Posts'.

S.No.	Name of the Post
1.	Deputy Directors and Directors in the Regional and Zonal offices.
2.	Deputy Directors and Directors at Head Quarters dealing with approval cases.
3.	Deputy Directors and Directors at the examination Section.

2. As per guidelines issued by Central Vigilance Commission the Officers/Officials posted on Sensitive posts are to be rotated every two/three years.

3. I shall be grateful if you could implement the guidelines of CVC and send intimation in this regard.



Yours sincerely,

(S.K. DEV VERMAN)

Shri S.J. Sibal
Director General,
DGMS,
Dhanbad.

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