

Approved Minutes of HOD meeting held at Kolkata on 25th April 2009

(This meeting was held on the basis of a D.O. letter sent by AS (Mines) to DG, GSI vide letter no. D.O. No. 11(91)/2002-M.I. dated 2nd April 2009). The meeting was chaired by Shri N. K. Dutta, Sr. Dy. D.G. (IR & HR).

Agenda 1	Welcome Address
	DDG (IT) extended welcome to all the participants of the meeting and emphasized the need for expediting the geoinformatics management activities in GSI keeping in view the recommendations of the HPC as well as the global developments. He also mentioned the urgency and concern expressed by the Ministry of Mines regarding the matter vide letters sent to DG, GSI and the OM dated 2 nd April 2009 - constituting a monitoring committee to monitor GSI Enterprise Portal project.
Agenda 2	Opening remarks by the Chairman
	The Chairman stated that the Portal Project has been path breaking and successful in spite of the inordinate delays. He expressed concern regarding the irregularity in the flow of data from Regions and Wings. He acknowledged that manpower situation in GSI has become an acute problem and is creating lot of hardship for executing projects. Since HPC has given succinct importance to Geoinformatics, GSI should adopt a positive approach in spite of all the constraints, and as a beginning, finalize the current Field season programme through FSPMIS.
Agenda 3	Presentation on GSI Enterprise Portal by S. R. Sengupta, Director, Geodata and Database Division, CHQ and subsequent discussion
	Shri Sengupta presented a brief overview of the milestones of the project, the constraints faced and the challenges ahead. He also presented the status of data population in Portal applications. He emphasized on the submission of the Action Plan to be formulated by every Region / Wings wherein the target for each item per quarter has to be specified (as per the proforma submitted by CHQ).
	Chairman enquired about the mechanism to be followed for monitoring at the Regional level. DDG (IT) elaborated on the Terms of Reference (See Annexure) for the Monitoring Committee at MoM and opined that the same may be followed at the Regional level where monthly reviews of the Action Plan can be conducted. DDG, Coal Wing and DDG, NR stated that the Action Plan submitted by each Region can form the basic premise for monitoring of progress at Regional level.
Action	<i>All Regions / Wings to monthly review the progress of work as specified in respective Action Plans</i>
	Sri Sengupta reiterated the delay in response to SRS documents from Regions, especially Administration. Chairman agreed to personally look into the matter. DDG, NR & CR cited two main reasons for this delay <ol style="list-style-type: none"> 1. Lack of trained manpower: DDG, CR stated that personnel trained earlier have either superannuated or got transferred. Refresher courses are necessary. 2. Procedural delay in purchasing computers: DDG, NR stated that NR is facing hardship since they are unable to provide computers to all concerned persons. Proposal was moved long back but no

	<p>tangible result is seen.</p> <p>DDG, AMSE stated that the infrastructure is poor in many places causing delay in even regular work. Director, Geodata remarked that procedural delays in Stores and Finance often prove to be a bottleneck. COS remarked that all HODs should make a comprehensive plan for giving computer to officials essential to run portal. The proposal should be routed through Geodata. With new financial powers bestowed on DG, GSI procurement would not be a problem.</p> <p>DDG, PPM remarked that purchase of computers has to be in tune with the available manpower. Thus, any procurement proposal should consider deployment as well as budgetary considerations</p>
Action	<i>Any infrastructure enhancement proposal from Regions/Wings (increase of LAN nodes, purchase of computers) must complement the existing manpower scenario and contain suitable deployment plan</i>
	<p>Director, Geodata presented the status of Unpublished Report metadata and remarked that no record has been uploaded for Reports post-2003. He also mentioned that most of the records do not have abstract associated with them. Shri N. Das, Director, CHQ remarked that all unpublished report metadata along with abstracts should be uploaded and total number of reports per region should be specified. As regards uploading of actual reports Director, Geodata mentioned that Scanned reports will not be considered. Reports should be in searchable pdf format (keyed-in). All unpublished reports in its entirety can be uploaded in the portal subject to policy decision and infrastructure upgrade.</p>
Action	<i>All Regions / Wings should specify the actual number of Unpublished Reports under their jurisdiction and mention quarterly targets to upload the metadata of the same.</i>
	<p>Director, Geodata presented the status of metadata records for Published paper maps, Archival maps, Publications, Curatorial repositories (Fossil, rock-mineral and Meteorite) and aerogeophysical maps. He remarked that none of these metadatabases are complete and data need to be populated.</p>
Action	<i>M&C, CHQ to populate Published paper maps, Archival maps, Publications metadata along with images Curatorial Division to populate Fossil, rock-mineral and Meteorite repository metadata along with images AMSE Wing to populate aerogeophysical map metadata.</i>
	<p>Director, Geodata presented the GSI mail service. Chairman remarked that Addl. Secretary, Mines desires that no external mail should be used for official communication from 1st May 2009. IP telephones should also be used extensively.</p>
Action	<i>All Regions / Wings should start using GSI mail as per order. All IP telephone numbers to be entered in the Office Search application by the Regions / Wings</i>
	<p>Director Geodata elaborated on the modalities for entering legacy FSP data and corresponding Extended Abstracts. Shri K. K. Chatterjee, Director, Geodata, CR remarked that Extended Abstracts are only available since 1986. Director, P&M, CHq stated that Ministry desires that Extended Abstracts pertaining to at least one field season should be</p>

	<p>uploaded immediately. The house decided to prioritise uploading of Extended Abstracts pertaining to 2006-07 FS. DDG, PPM opined that technical feasibility should always be considered - for example, for FSPs prior to 1986, although no Ext. Abstracts are available, Unpublished reports are available and will serve the purpose.</p>
Action	<p><i>All Regions / Wings to upload FSP header data pertaining to FS 2006-07 and corresponding Extended Abstracts in the format prescribed by Geodata, CHQ</i></p>
	<p>Director, Geodata presented the status of readiness of all transactional applications for rollout at different centres. He emphasized that the HRMS (Human Resource Management System) module should be always updated to ensure trouble-free workflow processes for all other applications. He requested all Regions / Wings to submit within 15 days the datasheet given to all HODs. For the next 6 months continuous updates will be required. Geodata, CHQ will maintain the HR master data for these 6 months, during which all other applications will be rolled out. Thereafter, HRMS should be maintained by the HR divisions to ensure real-time update. Chairman remarked that all Regions / Wings should submit the HR datasheet before 11th May 2009</p>
Action	<p><i>All Regions / Wings should submit the complete HR datasheet before 11th May 2009 to Geodata, CHQ.</i></p>
	<p>Director, Geodata, CHQ presented the status of FSPMIS (Field Season Project Management Information System), Payroll and LMS (Laboratory Management System) applications and said that FSPMIS and Payroll are ready for implementation all over GSI. LMS can be implemented once current FSP data is entered in FSPMIS. DDG, Coal and DDG, AMSE said that training is required for their personnel as they were unable to attend the training because of MTR engagements. DDG, IT stated that IT has started module-wise training of officials from different Regions. For FSP and PQS modules officials have been trained so that they can initiate work through portal as well as train others so that more and more officials are exposed to the functionality of the portal. Payroll training has been imparted to Kolkata based offices. Also, DDG, IT proposed that GSITI with their proper infrastructure might conduct these trainings so that more trainees could be accommodated. He added that since the deadline of performing all office jobs on-line is 31.12.2009, this matter has to be viewed very seriously.</p> <p>Regarding training in LMS, Director, Geodata, CHQ stated that no response was received from DDG, CCL and DDG, CCL so far. He advocated the need for identifying nodal officers for each module from each Region / Wing / Divisions to strengthen coordination.</p> <p>DDG, PPM remarked that HODs should finalise the numbers of persons required to be trained from their respective Regions and should convey this to TI and CHQ within 7 days. TI should arrange training in the best possible manner. HODs will also designate nodal persons for each module and they must be the persons who are actually carrying out the jobs.</p> <p>Regarding FSPMIS, DDG, PPM reiterated that each Region / Wing should utilize the application immediately to enter the FSP proposals or the approved FSPs following workflow.</p>

	Regarding VMS (Vehicle Management System) Director, Geodata CHq stated that the application is ready for rollout. Director, ME, CHq indicated that the master data need to be updated.
Action	<ol style="list-style-type: none"> 1. FSPMIS to be used by all Regions / Wings for FS 2009-10 2. Training in FSPMIS for CW and AMSE to be provided by 1st week of May 2009 by Geodata, CHq. 3. Further training to be conducted under the aegis of Training Institute 4. Marine Wing to inform CHQ regarding implementation and progress of Payroll by 15th May 5. Coal Wing to implement Payroll by June 2009 6. Eastern Region to enter Payroll master data by May 2009 7. LMS to be utilized for external samples, e. g. gem testing (which is not connected to FSP) 8. Regions / Wings to nominate suitable nodal officers, one for each application and convey the same to CHQ within one week. 9. Master data of VMS to be updated by E&T division 10. PQS to be utilized by respective divisions
Agenda 4	Live demonstration on FSPMIS, Payroll, GIS
	Live demonstration on FSPMIS, Payroll and Enterprise GIS was presented by Shri S. Chattopadhyay, Smt. M. Sengupta Ghosh, and Shri B. Mukhopadhyay respectively It was emphasized that HR master data should be complete in all respects and updated regularly (with respect to transfers, new postings, superannuation) for all modules to run smoothly.
Agenda 5	Presentation of Action Plan – 2009-10 by Regions / Wings
Coal Wing	Smt. S. Bandopadhyay, Director, Geodata presented the Action Plan; payroll will be implemented by June 2009 and 228 block maps will be uploaded to the Geodatabase by current FSY; proposed a new directorate for Portal related activities. Chairman asked to indicate the timeframe required to upload the abstracts for the unpublished reports in the Action Plan
Central Region	Shri K.K. Chatterjee, Director, Geodata presented the Action Plan; asked for additional manpower for GIS metadata creation and loading; will finish all data entry backlog by end of second quarter; utilize FSPMIS regionally and Payroll module by July 2009. DDG, CR suggested manpower diversion from less significant FS programs. Shri A. Saha, Geologist Sr., Geodata Division, CHQ said that uploading of Published paper maps and Publication metadata is sole responsibility of M&P, CHQ being the central repository.
Eastern Region	Action Plan presented by Shri K. Nagaraja Rao, Director, Geodata; will implement payroll by July 2009 and FSPMIS by current FSY. DDG, PPM and Chairman advised to revise the action plan for the Unpublished Report metadata and asked to convey the exact status of extended abstracts within one week.
Western Region	Shri Pratip Gupta, Director presented the Action Plan and mentioned that 808 toposheets fall under the jurisdiction of WR. Chairman asked to include the uploading of unpublished report metadatabase as an item in Action Plan

Southern Region	Shri S. Ramamurthy, Geologist Sr presented the Action Plan; Since WAN is not yet commissioned in SR there is difficulty in accessing Portal. Chairman advised constant liaisoning with BSNL to expedite matters. Shri S. R. Sengupta stated that BSNL has committed to complete the job within June 2009. He said that spatial layers pertaining to a total 334 toposheets will be uploaded by June 2009. He suggested engaging students on contract to expedite implementation of portal applications and to modify the Metadata Editor to capture the toposheet numbers automatically from the spatial extent of the map. He also said that SR has initiated the outsourcing of digitalization of Extended Abstracts and the work will be over within one month. DDG, PPM asked to verify the exact number of Unpublished Reports.
AMSE Wing	Shri B. K. Lakshmana, Director, Geodata presented the Action Plan. He said that metadata for aerogeophysical maps (Twin Otter data) has to be updated for the last two years. Ranchi LAN will be completed within next two quarters.
Northern Region	Shri I. P. Bajpai, Director, Geodata presented the Action Plan and said that LAN at Jammu office has to be redeployed because of office-shifting. The digitalization of Extended Abstracts will be done by September 2009. He was asked by Chairman to submit revised Action Plan within one week
Northeastern Region	Shri N. K. Dhir, Director, Geodata presented the Action Plan. He stated that LAN at Agartala office has to be redeployed because of office shifting. He was asked by Chairman to arrange for purchase of necessary components for speedy completion of WAN at Dimapur office.
Marine Wing	Shri M. Hariprasad, Director, Geodata presented the Action Plan. He stated that Payroll will be implemented at Hq in the beginning and then roll out at Operational offices. Exact plan and progress of work regarding payroll will be implemented by 15 th of May
Action	<ol style="list-style-type: none"> 1. Revised Action Plan 2009-10 to be submitted by all Regions and Wings within one week 2. All Regions and Wings to utilize FSPMIS for formulation of programmes for 2009-10 through workflow 3. DDG, CW to specify timeframe required to upload the abstracts for the unpublished reports 4. DDG, ER and DDG, WR to revise action plan with special reference to Unpublished Report Metadata and Extended Abstracts 5. DDG, SR to nominate personnel for constant liaison with BSNL to expedite WAN connectivity 6. AMSE to update aerogeophysical map metadata 7. DDG, NER to arrange procurement of items necessary for completion of Dimapur WAN connectivity
Agenda 6	E-procurement
	DDG (IT) stated that CVO has insisted that all procurement related processes should be done electronically through an e-procurement module. The matter has been referred to NIC who has developed a software and is ready for demonstration. A decision will be taken by May 2009 whether NIC software will be used in GSI or any third party System

	Integrator will be engaged for the same.
Action	<i>DDG (IT) and COS to decide regarding implementation roadmap of e-procurement within May 2009</i>
Agenda 7	CGPB sub-committee XI meeting related finalization
	DDG (IT) stated that a new CGPB subcommittee has been formulated for Geoinformatics and data management. As the convener he proposed to hold the initial meeting at Lucknow on 8-9 July 2009. DDG, NR agreed to the proposal provided there is no clash with other subcommittee meetings. DDG, PPM advised to take prior clearance from CGPB secretariat for such meetings to avoid overlapping of dates. Director, Geodata, CHQ stated that only four invitees have so far responded to be a part of the sub-committee. DDG (IT) desired that there should be active participation from all Regions / Wings. DDG, PPM informed that a proposal has been submitted to MoM regarding paying of TA/DA for the DGM participants, which may enable them to participate.
Action	<i>DDG (IT) to finalise date and venue of the sub-committee meeting in consultation with CGPB secretariat and DDG, NR</i>
Agenda 8	Geoinformatics Workshop
	DDG (IT) proposed to hold a workshop involving all Regions / Wings and stakeholders along with the CGPB subcommittee meeting. Director, P&M, CHQ suggested that the workshop can be conducted in December as all Regions will be engaged in MTR and busy in finalizing FSP during July. Chairman opined that the workshop can be organized in December 2009
Action	<i>DDG (IT) to explore the possibility to organize a Geoinformatics Workshop in December 2009</i>
Agenda 9	NSDI Initiative
	Director, Geodata, CHQ emphasized the need for populating the Portal with metadata pertaining to the spatial layers in this connection. The metadata should correspond to the spatial layers which are being uploaded to the Central Geodatabase.
Action	<i>All Regions and Wings to upload the metadata pertaining to spatial layers</i>
Agenda 10	Capacity building – Human Resource Development
	The house decided that Training Institute has to play an active role in generating first hand knowledge about GSI Portal.
Action	<i>Geodata, CHq and TI to formulate plans for further training programmes exclusively necessary for building Portal awareness and familiarization with different Portal applications</i>
Agenda 11	HPC Recommendations
	Director, Geodata, CHq deliberated on the recommendations by HPC regarding Mission Geoinformatics. DDG (IT) requested everyone to consult the Chapter X and XIII (available in GSI Portal) to get a comprehensive idea regarding Mission Geoinformatics. He also stated that a 3 person implementation sub-committee has been constituted by MoM for Mission Geoinformatics
	Views of DDG(PPM)
	DDG (PPM) requested everyone to consult the HPC recommendations and remarked that HPC is of the view that the physical infrastructure part and the content part of the Enterprise Portal has to be managed

	<p>separately. Maintenance is to be done by professionals whereas the content management is to be done by geoscientists. HPC has also recommended a hybrid matrix structure for GSI comprising 5 Missions and 6 Regions. He requested the HOD's to provide feedback regarding Mission Geoinformatics to DDG (IT). He stated that Regions and Wings should be aware of the future manpower scenario and ask for commensurate infrastructure upgrade. He reemphasized the need to implement and utilize FSPMIS and other applications throughout the organization immediately. He advised that GSI Portal and its utility should be included as part of the Orientation course.</p>
	<p>Views of Dignitaries</p>
	<p>All HOD's expressed optimism regarding speedy implementation and operationalisation of all portal applications. They unanimously agreed that GSI Portal will pave the way for e-governance in GSI. Chairman and DDG (IT) emphasized the need for regular monitoring by the HODs. Shri A. S. Murthy harped upon the need to change the mindset, especially for Group C&D employees who he felt needs special systematic grooming.</p>
	<p>Vote of thanks</p>
	<p>Vote of Thanks was proposed by Shri S. R. Sengupta, Director, Geodata, CHq</p>

Annexure

This meeting was held on the basis of a D.O. letter sent by AS (Mines) to DG, GSI vide letter no. D.O. No. 11(91)/2002-M.I. dated 2nd April 2009.

Constitution of a Monitoring Committee to monitor implementation of Enterprise Portal Project in Geological Survey of India (vide MoM OM No. 11(91)/2002-M.1 dated 2nd April 2009):

The constitution of the Committee is as follows:

i)	Additional Secretary (Mines)	Chairman
ii)	Deputy Director General (IT), GSI	Member
iii)	Deputy Director General (PPM), GSI	Member
iv)	Deputy Director General (Map), GSI	Member
v)	Advisor (Minerals), Planning Commission	Member
vi)	Director (Technical), Ministry of Mines	Member
vii)	Director (GSI Establishment), Ministry of Mines	Member
viii)	DDG, National Informatics Centre	Member
ix)	Under Secretary (A), Ministry of Mines	Member

Terms of reference of the Monitoring Committee:

- i) Monitor the preparation of detailed Action Plans at Central and Regional levels for speedy operationalisation of the Portal and its applications
- ii) Hold quarterly reviews of the Action Plan to ensure coordinated and timely implementation
- iii) Suggest improvements in the Portal in order to enable easier access to geoscientific data by various stakeholders
- iv) Evaluate Intranet applications and their utility for GSI and Ministry

HOD Meeting: 25.04.2009

List of Participants

Sl No	Name	Designation
1	Sri N K Dutta	Sr Dy Director General
2	Sri Jaswant Singh	Sr Dy Director General
3	Sri Amitava Sarkar	Dy Director General
4	Dr B Chattopadhyay	Dy Director General
5	Dr B K Bandyopadhyay	Dy Director General
6	Dr P Pande	Dy Director General
7	Sri R K Vishnoi	Dy Director General
8	Sri R K Singh	Dy Director General
9	Sri Sudipta Lahiri	Dy Director General
10	Sri V K Kanchan	Dy Director General
11	Sri R G Vijay	Dy Director General
12	Sri Arvind Kumar Sinha	Dy Director General
13	Sri Manohar Sinha	Dy Director General
14	Sri R K Khorana	Dy Director General
15	Sri S C Gaonkar	Dy Director General
16	A Sundara Moorthy	Dy Director General
17	M M Swamy	Dy Director General
18	Sri Kamal Kumar Chatterjee	Director

Sl No	Name	Designation
19	Sri S R Sengupta	Director
20	Sri Sujit Dasgupta	Director
21	Sri Auditeya Bhattacharya	Director
22	Sri Tapan Kumar Chakraborty	Director
23	Sri Nitish das	Director
24	Sri Mantha Hari Prasad	Director
25	Smt Shyamali Bandyopadhyay	Director
26	Sri B K Lakshmana	Director
27	Sri I P Bajpai	Director
28	Sri N K Dhir	Director
29	Dr Pratip Gupta	Director
30	Sri K N Nagaraja Rao	Director
31	Sri B. Nageswaran	Director
32	Sri Shri D T Syiemlieh	Director
33	Sri A K Roy Choudhury	Director
34	Sri B K Bandyopadhyay	Director
35	Sri J N Roy	Director
36	Sri M S S P Bhardwaj	Controller of Stores
37	Dr Biman Ghosh	Geophysicist (Sr)

Geodata and Database Division, CHQ, Kolkata

Sl No	Name	Designation
38	Sri Ananda Murthy	Geologist (Sr)
39	Sri S Rama Murthy	Geologist (Sr)
40	Sri Asit Saha	Geologist (Sr)
41	Sri Deb Kumar Bhattacharyya	Geologist (Sr)
42	Sri S Chattopadhyay	Geologist (Sr)
43	Sri Basab Mukhopadhyay	Geologist (Sr)
44	Sri Niladri hazra	Geologist (Sr)
45	Smt M Sengupta Ghosh	Geologist (Jr)
46	Sri S. R. Mohanty	Asst. Geologist