

MINUTES OF THE HOD MEETING HELD ON 29-09-2009 AT KOLKATA

HOD meeting along with video conferencing with NR,CR,WR, CW, MW, AMSE and ER was held on 29th September, 2009 in the chamber of DG, GSI. The following points were discussed and decisions taken:

Sl.No	Agenda Item	Decisions Taken	Action
1	Outsourcing of pre-2004 Unpublished Reports	The status / plan of outsourcing of Pre-2004 Unpublished reports to be sent by all the Regions/Wings in the prescribed format already supplied, every week as per Ministry's requirement.	All HODs
2.	Uploading of Unpublished reports/ documents	It was decided that Map and Publication, CHQ will serve as the nodal point pertaining to uploading of unpublished reports (pre-1960) and all Published Documents as per the guidelines of dissemination policy.	All HODs
3	Status of published documents	The status of published documents at respective Regions/Wings are to be sent to DDG,IT to collate the volume of work. Soft copies of published documents available with the Regions to be handed over to DDG (M&P)	All HODs
4.	HRMS and Finance Modules	HR module (Employee Data) and financial modules (Claims, payroll, Budget, party Bill and cash) to be monitored /executed by DDG(P) and hence all matters related to HR module and other Financial Modules to be addressed to DDG(P) with a copy to DDG(IT). HODs of CR and NR said they are outsourcing the data entry of the entire service book which will be completed by December, 2009. The problem of PAO in accepting the pay bills prepared through the Portal to be taken up by DDG(P).	DDG(P)
5.	Phase –III of GSI Portal	DDG, IT presented the outline of Phase –III of GSI portal which elicited active response from various members. The house was unanimous on the proposal that Phase-III of the portal should stress on outsourcing the IT Operations, including the development, management and maintenance of the Data Centre, preferably to NIC. The role of GSI shall mainly be focused on content management part.	DDG, IT
6.	Uploading of Photographs in the portal	Guidelines for uploading of Photographs to photo gallery are being sent to all the Regions and Wings so that the task can be performed from the Regional end. It would ensure speedy uploading of quality photographs on different themes with proper description and context.	All HODs
7.	Material for Misc. Pub. No.30	All HODs ensured DDG, M&P that relevant material for Miscellaneous Publications No. 30 would be submitted shortly.	All HODs

Names of the officials participated in the HOD meeting

1. Shri Niteesh Kumar Dutta Director General (CC), GSI
2. Shri Jaswant Singh Sr. Dy. Director General (STSS)
3. Shri R. K. Singh Sr. Dy. Director General, NR
4. Shri U. K. Ray Dy. Director General, Marine Wing
5. Shri M. M. Swamy Dy. Director General, ER
6. Shri A. Sundara Moorthy Dy. Director General, Coal Wing
7. Dr. A. K. Sinha Dy. Director General, AMSE
8. Shri K. K. K. Nair Dy. Director General, CR
9. Shri R. K. Khurana Dy. Director General, TI
10. Dr. A. Sarkar Dy. Director General, CGL
11. Dr. Prabhas Pande Dy. Director General, IT
12. Smt. Bhanumathi Ramakrishnan Dy. Director General, MP
13. Shri. Sudipta Lahiri, Dy.D.G., NER
14. Shri M. V. Rao Dy. Director General, CGD
15. Shri N. M. Mugadur Dy. Director General (P)
16. Shri D. Vasudevan, Dy. Director General (Drilling)
17. Shri Sujit Dasgupta Director (P&M), CHQ
18. Shri B. Nageswaran, Director , Geodata, CHQ