

**MINUTES OF THE MEETING OF HEADS OF THE DEPARTMENT (HOD) OF  
THE GEOLOGICAL SURVEY OF INDIA HELD AT GSI, CHQ, KOLKATA ON  
30.10.2009**

1.0	The meeting of the Heads of the Department (HOD) of the Geological Survey of India (GSI) was held on 30 <sup>th</sup> October, 2009, at the conference hall of 15 Kyd Street building of the Central Headquarters (CHQ), GSI, Kolkata. The meeting was chaired by Shri Niteesh Kumar Dutta, Director General (Acting), GSI, and participated by the HODs (except Western and Northeastern Regions who were preoccupied) and other senior officers of the Department (list of the members / participants is enclosed as annexure D).
2.0	<b>Welcome address by Shri R. K. Singh, Sr. Dy. Director General (PSS)</b>
2.1	Shri R.K.Singh, Sr.Dy.DG (PSS), welcomed all the HODs as well as all the participating members and wished that the meeting will be beneficial in focusing into number of relevant issues concerning activities of GSI particularly in Mission Mode.
3.0	<b>Opening remarks by Shri Niteesh Kumar Dutta, Director General (Acting)</b>
3.1	While welcoming the participants Shri Niteesh Kumar Dutta, DG (Acting), commented that as desired by MOM henceforth HOD meetings might be held via Video-conferencing. He also mentioned that the Ministry has clearly defined the agenda points for future HOD meetings.
3.2	Copy of the agenda points for monthly HOD meetings as received from MOM was circulated to the participants.
4.0	<b>Follow up action on the decisions taken in the 25<sup>th</sup> HOD meeting held on 9-10 September, 2009</b>
4.1	<b>Para 4.1.1 of the minutes of 25<sup>th</sup> HOD meeting regarding supply of specific lat./long. of covered areas of all the mineral investigations</b> , the status was thoroughly discussed.  Shri Sumant Gupta, DDG informed that the data base containing Lat./ Long. of mineral investigations for Northern Region was ready and would made available shortly. [Action: Sr. DDG, NR]  Shri K.K.K. Nair, DDG (Mission II, & CR) assured that Central Region will get the data base prepared in the prescribed format and will be sent to CHQ within one month.  Shri M.M. Swamy, DDG, ER, also assured that the data base for Eastern Region will be submitted at the earliest.

	<p>Director (TC) WR, observed that lat./long of blocks of the investigations completed earlier / old reports are difficult to retrieve as exploration work was used to be done in local graticules.</p> <p>Director (TC), SR, assured that the data base would be prepared and sent as early as possible.</p> <p><b>It was decided that all the regions and erstwhile wings will complete preparation of the database of all the mineral investigations completed till date within one month before next HOD meeting and will send data through GIS files in four weekly installments before the next meeting. Shri M.S. Jairam and Shri A. Bhattacharya, Directors (Monitoring) would be directly coordinating with the Regions. The data base is to be sent to CHQ along with a copy to DDG (Mission II)</b></p> <p>[Action : All HODs]</p>
4.2	<p><b>As regards para 4.1.2 of the minutes of 25<sup>th</sup> HOD meeting and minutes of the QPR meeting of 5<sup>th</sup> October, 2009 - point 3 regarding monthly clearance status of pending progress reports</b>, all the Regions presented the pendency status. The chairman expressed serious concern on backlog in circulation of reports. After deliberations it was suggested that officers should not be released on transfer before submission of reports especially of the NER.</p> <p><b>Last para of point – 3 of QPR minutes ( page –2) - All the GSI reports up to FSP 2006-2007 should be circulated by December, 2009. The HODs will furnish the quarter-wise target ( for the FS. 2009-10) of removing pendency giving details of each report including title of the report, author/authors’ name etc. Status of pending reports pertaining to NGCM must be given regularly. Proforma for reporting of pending progress report mission – wise / region-wise was also circulated to all HODs for action as per the requirement of MOM (Refer: minutes of the QPR meeting of 5<sup>th</sup> October, 2009-point 1, last sentence).</b></p> <p>[Action : All HODs]</p>
4.3	<p>All the Operations of CHQ have to furnish quarter-wise target for submitting / clearance of the progress reports pertaining to CHQ. Material for HOD meeting from the operations of CHQ should also be submitted.</p> <p>[Action : All DDGs, CHQ]</p>
4.4	<p><b>Para 4.1.9 and last two para of page – 3 of the minutes of the QPR meeting of 5<sup>th</sup> October, 2009 :-</b> Dr. S.N. Ghosh, DDG (Mission IA) will be the nodal officer. Dr. Ghosh and Dr. N. K. Roy, DDG(CCL) will</p>

	<p>convene a meeting for formulating a complete proposal on pending analysis of NGCM samples including modalities for outsourcing / recruitment of retired employees and PG students etc. In the interim report of NGCM, = / &gt; 40 elements are to be covered.</p> <p>[Action : Dr. S.N. Ghosh, DDG, Mission-IA &amp; Dr. N. K. Roy, DDG,CCL]</p>
4.5	<p><b>Point 4 of QPR minutes regarding repository of Geophysical data :</b> - Shri M.V. Rao, DDG, Central Geophysics Division, CHQ will submit detailed report along with its standard format by 15.11.2009.</p> <p>[Action :DDG, Mission IB, CGD]</p>
4.6	<p>Western Region could not take up Geophysical Mapping (GPM) work till date in the region because of priority of the geophysical work was mineral investigations and due to constrain of the HR of Geophysics stream in the region. WRO will take up GPM from next F.S. given that the manpower position improves subsequently.</p> <p>[Action :HOD, WR]</p>
5.0	<p><b>Follow up action on the decisions taken in the HOD meeting held on the 29<sup>th</sup> September, 2009</b></p>
5.1	<p><b>Status / plan of outsourcing of preparation of the soft copies/keying in of Pre-2004 Unpublished reports will be sent by all the Regions/Wings in the prescribed format already supplied every week as per Ministry's requirement (Agenda 1 of 29.9.2009):-</b> DDG(M-III) informed that consolidated weekly report is being sent to MoM.</p>
5.2	<p><b>Uploading unpublished reports (pre 1960) in the portal (Agenda 2 of 29.9.2009) :-</b> DDG(Mission-III) informed that training has been provided to three officials of Central Library for uploading Metadata and actual reports on 26<sup>th</sup> Oct. 2009. The work (of uploading) should be taken up at CHQ at the earliest.</p> <p>[Action :DDG, MP]</p>
5.3	<p>DDG(IT) also informed that the data on published documents at respective Regions/Wings (<b>Agenda 3 of 29.9.2009</b>) is yet to be received from all concerned because of which collation on the volume of work done is still pending. Regarding availability of softcopies of published documents, DDG(IT) is yet to receive any information.</p> <p>[Action : All HODs]</p>
5.4	<p><b>HR module/financial module etc. (Agenda 4 of 29.9.2009):-</b> Geodata, CHQ informed that HR module is ready to be filled up and the data has to be uploaded by each officer in his region/operation.</p> <p>DDG(P) informed that pay of all GSI officers &amp; staff has to be made</p>

	<p>through ECS from November, 2009 onwards. Head of Office (HOO) of each region will be the nodal officer for uploading bank details of the employees. Such service may be outsourced, if needed, and to be done in time-bound manner. [Action : All HODs]</p> <p>DDG(P)'s office was given responsibility of operationalising all HR modules before next HOD meeting. [Action: DDG (P)]</p>
<p><b>5.5</b></p>	<p><b>Phase-III of GSI portal (Agenda 5 of 29.9.2009):</b> - A meeting is scheduled to be held between AS (Mines), DDG (IT), GSI and TCS on 9.11.2009.</p>
<p><b>5.6</b></p>	<p><b>Uploading of photographs in the Portal (Agenda 6 of 29.9.2009):-</b> All the Regions may be contact Geodata &amp; database Division, CHQ for any assistance in case of any difficulty in uploading.</p> <p>Each region has to contribute daily in the news section of the Portal. Full Hindi option of the portal will be available in Phase-III.</p> <p><b>Para 6 (iii) of the minutes of the QPR (page –6):</b> A separate item of each region and erstwhile wings showing the quarterly target for the F.S. 2009-10 on uploading of various data, data entry vis a vis outsourcing should be submitted immediately and it will be monitored regularly. The HODs were advised to pay their personnel attention and prepare plan for outsourcing of data entry in such a way that data for Phase – I &amp; II are transferred to PORTAL, latest by, June, 2010.</p> <p>[Action: All HODs/DDG (IT)]</p> <p>DDG ( M-III) informed that WAN connectivity has been established in SRO recently and GSITI. For various units of NER, the matter is being pursued with BSNL for operationalisation the WAN there.</p> <p>The new look of GSI portal was exhibited and all members were requested to comments for suggesting its improvement.</p> <p>Representative of the TCS agreed that all the functions under Phase-II of GSI Portal will be completed by December, 2009, except the MIS module which will take some time. The monitoring aspect from the management perspective will be uploaded as an application as early as possible. It was informed that the meeting of the Geoinformatics Committee will be held in early December 2009 along with the TCS to demonstrate work in progress prior to its full demonstration before the Secretary (Mines) in end December 2009.</p> <p>[Action: TCS/ DDG(IT)]</p>

6.0	<b>New agenda on 30.10.2009</b>
6.1	<b>Agenda 1:</b> Dr. A. Sarkar, DDG informed that the newly constituted <b>Modernisation Committee</b> met (first meeting) on the 22 <sup>nd</sup> September 2009. The minutes \ report of the 1 <sup>st</sup> meeting have been prepared and will be sent to MOM as per <b>the Para 10 (i) of the minutes of the QPR.</b>
6.2	<p><b>Agenda 2: TPCC and TAC of the GSITI:-</b> A document on training need assessment (TNA) will be prepared for GSI, State Govts. and other stake holders. Training requirement and assessment document has to be prepared by all Mission Heads / HODs and to be submitted by November 2009 before next TPCC meeting.</p> <p style="text-align: right;">[Action: All DDGs (Missions &amp; Regions)]</p> <p>All HODs were advised to furnish comprehensive document on the logistic requirements for RTI and FTC.</p> <p style="text-align: right;">[All HODs]</p> <p>Directors of RTIs may be delegated the various power for their operational requirement through formal orders.</p> <p style="text-align: right;">[Action: DG, GSI]</p>
6.3	<b>Agenda 3, 4,5 :</b> Already discussed during follow-up actions.
6.4	<p><b>Agenda 6: Regarding financial matters (fund requirement /expenditure):-</b> In view of restructuring of GSI, fund requirement in the heads of POL, Wages etc. has to be revised by the Regions which should now include components /requirements of erstwhile Marine Wing, Coal Wing and AMSE.</p> <p style="text-align: right;">[Action: All DDG (Missions/Regions)]</p> <p>The HODs of CR &amp; AMSE (NEZ) were advised to withdraw the orders they have issued consequent to the Resolution on AMSE (now RSAS).</p> <p style="text-align: right;">[Action: DDG, CR/ AMSE (NEZ)]</p> <p>Till the Resolutions for all the Missions is formalized and Administrative Order issued, the existing system of budgeting will be operative for all erstwhile Wings and Regions (till March, 2010).</p> <p style="text-align: right;">[ Action : All HODs ]</p> <p><b>All the regions should submit statement on expenditure and requirement by the first of the each month.</b></p> <p style="text-align: right;">[ Action : All HODs ]</p>
6.5	<b>Agenda 7: Human resource and redeployment of existing manpower as per HPC ( Para – 9 of the minutes of QPR, Page – 8) :-</b> DDG (P) informed that current vacancy will be filled up as per existing strength only,

	<p>till 2011-12. Recommendation of HPC will be followed-up for filling up of post from 2012 –13. Regarding redistribution of all posts, DDG (P) further informed that recommendation of Razdan Committee has to be kept in abeyance. Station-wise realistic assessment is required.</p> <p>[Action: DDG (P)]</p>
6.6	<p><b>Agenda 8: Administrative matters :</b> - DDG (P) informed that Recruitment Rules (RR) for all four streams (Geology, Geophysics, Chemistry, Engineering) have been submitted to DOPT. However, the RR for Geology stream has been sent back by DOPT to MoM with the advice to include the length of service. The revised RR, after including length of service will be re-submitted to DOPT within a week.</p> <p>[Action: DDG (P)]</p> <p>Present status of all issues regarding HR (revised RR, financial upgradation of organized service/pay parity, etc.) will be uploaded in the GSI Portal immediately.</p> <p>[Action: DDG (P)]</p> <p>GSI has been declared an ‘attached office’ and the DPC for JTS to STS level and Director to NFSG will be held by GSI with a member from outside department. DDG (P) informed that DPCs from JTS to STS, and Director to NFSG for Geology stream will be held by November 2009. It was further informed by DDG(P) that for the DPC of Geologist (Sr.) to Director, UPSC has been requested for a date.</p> <p>[Action: DDG (P)]</p> <p>Regarding legal matters, DDG (P) intimated that 359 court cases are pending. Court cases are to be dealt at GSI level and related circulars to be uploaded in Portal. On the issue of outsourcing to Law Firms, as per HPC, Law Officer, CHQ was advised to make a complete proposal.</p> <p>[Action: DDG (P), / Law Officer, CHQ]</p>
6.7	<p><b>Other Issues:</b></p>
6.7.1	<p><b>Para 8 of the minutes of the QPR (page – 8), (on the issue of winding up of workshop and outsourcing the repairing of vehicles):-</b> Sr. DDG (STSS) clarified that outsourcing at regional level/operational level will be done as per the requirement and the process of deployment of workshop manpower to drilling units is on. As asked by the Ministry in the QPR, Sr. Dy DG (STSS) will be submitting a detailed report (region wise).</p> <p>[Action: Sr. DDG (STSS), CHQ]</p>
6.7.2	<p><b>Implementation of HPC recommendations ( refer the Para 11(iv) of the minutes of the QPR (page – 9):-</b> A DDG level nodal officer will be identified at CHQ by DG, GSI and will be given the responsibility to head a</p>

<p><b>6.7.3</b></p>	<p>small Secretariat. The HPC implementation Secretariat will draft the necessary resolutions / implementation proposals and submit the same to the Collegium of GSI for perusal and finalisation.</p> <p style="text-align: right;">[Action : DG, GSI / DDG (P)]</p> <p><b>Para 5 (page – 4, 5 &amp;6) of the QPR minutes (expenditure plan vis a vis achievement for 2009-10):</b> - DG, GSI explained the concern of the ministry and requested all HODs for their full efforts and cooperation to achieve the goal set for each of the quarter specially on M&amp;E head. On the issue of PPRC, it was advised that the status of procurement / purchase should be furnished to Director (Planning) every month for proper planning. As advised by MOM, the PPRC should meet once in two months and the next meeting is scheduled to be held in the early December 2009.</p> <p style="text-align: right;">[Action : All HODs / COS/ Director (Planning), CHQ]</p>
<p><b>6.7.4</b></p>	<p><b>Para 10 (iii) of the minutes of the QPR (page – 8) (operationalisation of Delhi Liaison office / DG’s camp office etc.):</b>- A proposal with full details and justification may be submitted to DG, GSI for further follow up.</p> <p style="text-align: right;">[Action : Sr. DDG (PSS) / DyDG (P)]</p>
<p><b>7.0</b></p>	<p><b>VOTE OF THANKS</b></p>
<p><b>7.1</b></p>	<p>Shri Jaswant Singh, Senior Deputy Director General(STSS), GSI, proposed vote of thanks.</p>

**H.O.D. Meeting**

**Names of the officials participated in the HOD meeting held on 30.10.2009 at GSI, Kolkata.**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Shri Niteesh Kumar Dutta	Director General (Acting), GSI
2.	Shri Jaswant Singh	Sr. Dy. Director General (STSS)
3.	Shri R. K. Singh	Sr. Dy. Director General, NR & PSS
4.	Shri U. K. Ray	Sr. Dy. Director General (Mission –I A)
5.	Shri M. M. Swamy	Dy. Director General, ER
6.	Shri K. K. K. Nair	Dy. Director General, CR & M-II
7.	Dr. R. G. Vijay	Dy. Director General, SR
8.	Shri A. Sundara Moorthy	Dy. Director General (ASS &F)
9.	Shri N M Mugadur	Deputy Director General (ASS -P)
10.	Shri A. Vasudevan	Chief Engineer (STSS)
11.	Shri A K Chatterjee	Chief Engineer (STSS)
12.	Dr. S. N. Ghosh	Deputy Director General (Mission –I A)
13.	Shri S G Gaonkar	Dy. Director General (GP)
14.	Shri M. V. Rao	Deputy Director General (Mission–IB & CGD)
15.	Dr. N. K. Roy	Deputy Director General ( Chem.)
16.	Dr. A. K. Sinha	Deputy Director General (Mission –IB: RSAS)
17.	Shri B K Jena	Deputy Director General (Mission –II: Natural Energy Resource)
18.	Shri Sumant Gupta	Deputy Director General (Mission –II & IV & OP: UP&UT)
19.	Dr. Prabhas Pande	Dy. Director General( Mission – III)
20.	Smt. Bhanumathi Ramakrishnan	Dy. Director General( Mission – III)
21.	Shri A. Sarkar	Dy. Director General( Mission-IV)

22.	Shri R. K. Khurana	Dy. Director General (Mission - V :TI)
23.	Shri Sujit Dasgupta	Director (PSS- P&PM), CHQ
24.	Shri Nitish Das	Director(PM), CHQ
25.	Dr. S.K. Wadhawan	Director(M), CHQ
26.	Dr. S. K. Chakraborty	Director(M), CHQ
27.	Shri M. S. Jairam	Director(M), CHQ
28.	Shri M. Raju	Director (M), CHQ
29.	Shri Auditeya Bhattacharya	Director ( M), CHQ
30.	Dr. P. Naskar	Director(HRD), CHQ
31.	Sri P A Ramesh Babu	Director (Planning), CHQ
32.	Shri T K Chakraborty	Director ( Geodata), CHQ
33.	Shri B Nageswaran	Director ( Geodata), CHQ
34.	Shri A K Raychaudhuri	Director ( Administration), CHQ
35.	Shri G Dasgupta	Director (PSS - CGPB), New Delhi
36.	Dr. P C Basu	Director, MCS
37.	Shri R N Patra	Director, Natural Energy Resource
38.	Dr. Pratip Gupta	Director, WR
39.	Dr. H. Sarvothaman	Director, SR
40.	Dr. D.M. Mohabey	Director, CR
41.	Shri J K Biswas	Geol. (Sr.), CHQ
42.	Smt. Swagata Chaudhuri	Geol. (Sr.), CHQ
43.	Shri K K Gangopadhyay	Geol. (Sr.), CHQ
44.	Shri Debashis Saha	Geol. (Sr.), CHQ
45.	Shri Anshuman Acharyya	Geol. (Sr.), CHQ
46.	Shri N N Chaudhuri	Geol. (Sr.)/ Law Officer, CHQ
47.	Shri P K Majumder	DCOS
48.	Shri Swapan Kumar Banerjee	DCOS
49.	Shri Koustuv Basu	TCS
50.	Ashok Kumar Giri	TCS