

STANDING AGENDA OF HOD MEETING

1. Review of Action taken on decisions taken in the previous HOD meeting

2. Reports

- Region wise status of MI Reports & pendency
- Region wise status of Reports other than MI & pendency
- Efforts made, Region wise to reduce pendency

3. GSI Portal

- Progress of Data entry – Review of all 13 items of Daily report
- Progress in data entry outsourcing
- Progress of completion of Phase – II Project
- Progress in finalization of Phase-III proposals
- Progress in enhancement of Portal applications
- Progress in IT infrastructure including Video Conferencing & I P telephony
- Connectivity issues/Net working and progress

4. Status of Machinery & Equipment Procurement

- Procurement of Equipments, issues etc.
- Review of action taken on the recommendations of the Modernization Committee
- Monitoring progress in procurement of Deep Sea Vessel, other High Value Equipments,
- Fund utilization

5. Review of Current Programs

- Progress of work carried out in different regions under different Missions
- Significant achievements /new finds etc
- Progress in NGCM
- Progress GPM
- Progress in HSM
- Progress in Geomorphological Mapping

6. Review of work carried out in different Missions/Divisions

7. CGPB

- CGPB sub committee meetings and decisions
- Progress in program monitoring and formulation
- Action taken on decisions taken in SGPBs

8. **Support Systems**

- Management and networking of Geological, Geophysical and Chemical labs
- Progress in making selected Labs as Centre of Excellence
- Action for procuring **State of the Art equipments** for labs and in particular Labs under Centre of Excellence
- Status of Drilling activities, performance and cost effectiveness
- Efforts for Modernizing Drilling Machinery
- Modernization of Survey **Stream**
- Issues related **Modernization of Library services**
- Other issues

9. **Administrative matters**

- Pending matters related to implementation of recommendations of HPC
- Status of Revision of Recruitment Rules
- Status of DPC proposals especially ACC cases
- Progress in completing HR-MIS
- Issues related to career progression
- Group C & D recruitments
- Group A & B Vacancies
- ACR Completion of all levels
- NER posting and transfers

10. **Staff Issues**

11. **Legal Cases**

12. **Status of Grievance matters**

13. **Training**

- Regional Institute setting up
- Creation of Guest faculty data base
- Creation of Training material
- Follow up of TAC/TPCC decisions