

**MINUTES OF THE 27<sup>th</sup> MEETING OF HEADS OF DEPARTMENT (HOD) OF  
THE GEOLOGICAL SURVEY OF INDIA HELD VIA VIDEO-CONFERENCE  
ON 23.11.2009**

<b>27.1.0</b>	The meeting of the Heads of the Department (HOD) of the Geological Survey of India (GSI) was held on 23rd November, 2009, through video-conference. The meeting was chaired by Shri Niteesh Kumar Dutta, Director General (Acting), GSI, Kolkata who was accompanied by the senior officers of GSI, CHQ. Heads of the regions along with their senior officers (Northern, Eastern and Central) and Heads of Mission - I along with RSAS from Bangalore, II along with Natural Energy Resources from Kolkata & III & IV, senior officers of Southern Region and Mission V participated in the conferencing from their respective Headquarters (connection with Western Region and North-Eastern Region could not be attained); they participated through IP telephony.
<b>27.2.0</b>  <b>27.2.1</b>	<b>Welcome address by Dr. B. Chattopadhyay, Dy. Director General (PSS-P&amp;M)</b>  Dr.B.Chattopadhyay, Dy.DG (PSS-P&M), extended hearty welcome to all the HODs and senior officers in the video-conferencing mode of HOD meeting. He invited thoughtful insights and inputs from the Senior Officers on different relevant issues. He advised all the HODs to implement the FS 2009-10 keeping the prorata target in each area of activity in mind. He said that both follow-up of the decisions of the last meeting's minutes and the Standing Agenda of the HOD meeting will be taken up simultaneously.
<b>27.3.0</b>	<b>Opening remarks by Shri Niteesh Kumar Dutta, Director General (Acting), GSI and Chairman, HOD</b>
<b>27.3.1</b>	Shri N.K.Dutta, DG (Acting) welcomed all the Mission Heads, HODs and Senior officers and requested HODs to provide all relevant data on the issues like pendency of progress reports, expenditure target etc. in lucid and brief manner as the meeting is through video conferencing which is being undertaken for the first time in GSI. The elaborate status must be made available through email/fax.
<b>27.4.0</b>	Dr.Prabhas Pande, DDG(IT) commented that it was a great day for GSI when such an important meeting was being held through video-conferencing and informed that endeavour to extend the facility to Operational level offices of GSI connecting 37 locations was going on simultaneously.  Shri Jaswant Singh, Sr.DDG (STSS) made a brief introductory speech on status of the closure of the workshops at various places in GSI.

27.5.0	<b>Follow up action on the decisions taken in the HOD meeting held on 30 October, 2009 and the Standing Agenda of the HOD meeting.</b>
27.5.1	<p><b><u>Para 4.1 of the minutes of 30.10.2009</u> : The issue of supply of specific lat./long. of covered areas of all the mineral investigations.</b></p> <p>HOD, Northern Region gave commitment that the required data including lat/long would be provided to CHQ by 30.11.2009. [Action: Sr.DDG &amp; HOD, NR]</p> <p>HOD, Eastern Region informed that operational heads were preparing data as per need and committed that list would be made available by the end of November, 2009. [Action: DDG &amp; HOD, ER]</p> <p>Southern Region conveyed their commitment to submit first set of data by 30.11.2009 and second set (full set) would definitely be submitted by 15.12.2009. [Action: DDG &amp;HOD, SR]</p> <p>Central Region was to send data of 32 blocks by 24.11.2009 via Email. HOD, CR informed that data will be sent as directed and weekly report on the progress of work every Friday. CR will accumulate and arrange to send all the data by 30.11.2009 and the dataset in GIS platform will be submitted by 15.12.2009. It was clarified that both spatial and attribute data are required to be put in GIS platform as per the format supplied. [Action: DDG&amp;HOD, CR]</p> <p>DDG, Mission-II (Energy Minerals)(erstwhile Coal Wing) had already sent the data for 240 blocks. It was informed to him that attribute data for 163 blocks out of 240 have been received at CHQ and the attribute data for rest 77 blocks have to be submitted by 30.11.2009. [Action: DDG, Mission-II(Energy Minerals)]</p> <p>DDG, RSAS (erstwhile AMSE) informed that data for 32 blocks out of 355 were being sent. The complete dataset containing rest 323 blocks in the final form would be submitted by 15.12.2009. [Action: DDG, Mission I (RSAS)]</p> <p>All the HODs of regions and DDGs of Missions (erstwhile wings) were directed to send information on the status through FAX on 24.11.2009 reiterating their commitment on submission of data as per discussions in this HOD meeting. Dataset prepared by Regions/erstwhile Wings should be completed indicating the data universe (for all Min. Expl. Reports), final in all respects without any scope for further change. All the Regions will send weekly progress of data filing on every Friday till full set is submitted. The database is to be sent to CHQ along with a copy to DDG (Mission II).</p>

	<p>Western and North Eastern Region were informed to submit complete dataset by the last date of submission, i.e., by 15.12.2009. [Action : All concerned HODs &amp; DDGs, Mission II &amp; RSAS]</p>
27.5.2	<p><b>Para 4.2 of the minutes of the HOD meeting dated 30.10.2009: Regarding monthly clearance status of pending progress reports (Standing Agenda no. 2).</b></p> <p>HODs of the Regions presented the pendency status.</p> <p>Northern Region (NR) committed that 56 reports remained pending up to FS 2006-07 which would be circulated by 31.12.2009. Sr. DDG, NR raised the issue of the pending report by Dr. Bodas and Dr. Raju. DDG,CR clarified that Dr. M.S.Bodas was associated with the item for one year and report for the same was submitted before his transfer from NR to CR. It was decided that copy of the same will again be provided to NR so that final report may be prepared by Dr. Raju who is now at Dimapur, NER.</p> <p>[Action : Sr.DDG,NR/DDG,CR/DDG, NER]</p> <p>Central Region has a total of 60 pending reports up to FS 2006-07; out of this ten (10) have been circulated till this date and six (6) more are expected to be circulated by 30.11.2009. Rest 44 reports up to FS 2006-07 will be circulated by 31.12.2009.</p> <p>[Action : DDG, CR]</p> <p>Southern Region indicated that 111 report are pending up to FS 2007-08 out of which 52 reports, which are up to FS 2006-07, will be circulated by 31.12.2009. A road map for clearing the reports will be submitted by SR, GSI.</p> <p>[Action : DDG, SR]</p> <p>DDG, RSAS (erstwhile AMSE) was advised to submit the correct and final figure of pendency as on date and to furnish quarterly target of circulation of reports pending up to FS 2007-08.</p> <p>[Action : DDG, M-I(RSAS)]</p> <p>HOD, Eastern Region mentioned that the 29 officers now posted outside ER are expected to submit 76 reports up to FS 2007-08 out of which 20 mineral investigation (MI) reports.</p> <p>All HODs were directed to act on the pending reports and help to clear those with their personal approach to all the officers who have joined their regions on transfer and have report pending against them.</p> <p>[Action : All Sr.DDG/DDG]</p> <p>DDG, Mission-II (Energy Minerals)(erstwhile Coal Wing) intimated that</p>

	<p>there are 31 pending reports up to FS 2006-07 (including 23 MI reports). 15 nos. of reports from these are under scrutiny. DDG, M-IIB pointed out that inter-regional transfer of some of the authors has contributed in delay in circulation of the reports. He was advised that all the pending reports up to FS 2006-07 must be circulated by 31.12.2009. Mission-IIB will prepare a consolidated document on action plan vis-à-vis quarter-wise target for circulation of all the rest of pending reports and submit the same by next day.</p> <p style="text-align: right;">[Action: DDG, Mission-II (Energy Minerals)]</p> <p>Sr. DDG, Mission-I informed the status of pending progress reports pertain to erstwhile Marine Wing. 38 reports (as on 30.9.2009) up to FS 2006-07 were pending out of which 5 have been circulated by 31.10.2009 and other 5 will be circulated by 30.11.2009. By the end of December, 2009, the remaining 28 reports will be circulated.</p> <p>The quarter-wise target for clearance of reports of erstwhile Marine Wing (including FS 2008-09) has to be furnished in which the reports are to be classified as per themes.</p> <p style="text-align: right;">[Action: Sr. DDG, Mission-I]</p> <p>DDG Mission-IV (erstwhile CGL), CHQ reported that 19 progress reports (including 14 reports up to FS 2006-07) remained pending till 31.10.2009. He was advised that pending of the reports up to FS 2006-07 has to be cleared by 31.12.2009 as decided for all Regions/Wings and a complete action plan be furnished by next day.</p> <p style="text-align: right;">[Action: DDG, Mission-IV(erstwhile CGL)]</p> <p><b>All the Heads of Department of the Regions / DDGs of Missions (including CHQ and erstwhile Wings) were advised that the reports pending up to FS 2006-07 must be circulated by 31.12.2009. It was also decided that all the Region and Mission Offices (including CHQ and erstwhile Wings) must furnish quarter-wise target of clearance of the pending progress report starting from FS 2007-08 and also include number of reports pertaining to FS 2008-09 from April, 2010. Details of each pending report including title of the report, author/authors' name etc. should be provided. The status of pending reports pertaining to NGCM, GPM should be given separately.</b></p> <p style="text-align: right;">[Action: All HODs, DDG, M-I (RSAS, Marine &amp; Coastal Surveys) &amp; II (Energy Minerals), All DDGs, CHQ]</p>
27.5.3	<p><b>Para 4.4 of the minutes of the HOD meeting dated 30.10.2009(Standing Agenda no. 5): Analyses of pending NGCM samples.</b></p> <p>DDG,CCL, Kolkata informed that on 16 &amp; 17 November, 2009 a meeting</p>

<p>27.5.4</p>	<p>of Dy. DG (Geochemical Mapping) and Directors (Chemistry) was convened to prepare modalities for setting up targets &amp; expedite analysis of NGCM samples and to make report for consideration of DG, GSI. He assured that analyses for 48 elements would be done through XRF and partial ICPMS excluding analyses for Pt, Pd. The analyses for halides (Cl,Br,I) is presently possible in the Ion Chromatograph which is available in Marine Wing only. About 35,000 analyses from ICPMS are still pending. It was emphasized during deliberation on this issue that only interim reports could be generated with available analyses of 48 elements including analysis of 22 elements from ICPMS. All HODs were directed that all such interim reports be cleared immediately. On the issue of analyses of NGCM samples of CR to be analysed by ICP-MS, it was decided that Central Region may send Chemists with pending NGCM samples for getting their analyses through ICPMS at Southern Region. Director (Chemistry), SR was directed to allot time slot for analysis of NGCM samples of CR. The DDG, Central Chemical Laboratory (CCL) was directed to put up an Expression of Interest (EOI) in the newspapers for analyses of platinum, palladium, and halides from outside agencies. DDG (CCL) was also advised to estimate the capacity of all the ICPMS available in GSI and look for deployment of personnel on contract basis, if need be, to clear backlog at the earliest.</p> <p>HOD, Central Region submitted that 6 GCM reports are pending for the want of ICPMS analysis. HOD, Northern Region submitted that 13 reports of NGCM will be cleared by December, 2009.</p> <p>[ Action: DDG,CR/ DDG,SR/ DDG,CCL]</p> <p><b>Para 4.5 of the minutes of the HOD meeting dated 30.10.2009 (Standing Agenda no. 5) : Repository of GPM/geophysical data.</b></p> <p>DDG, Mission IB (Central Geophysics Division), Kolkata informed that a technical report will be submitted to DG, GSI on this. He elaborated that the repository will contain all GP data acquired by GSI as well as by RP holders in a format and will be made available through a web-based application for downloading. <b>All HODs were advised to initiate digitization of maps etc. of GP reports at the earliest. The standard format will be supplied from CGD to all HODs by December, 2009.</b></p> <p>[Action :DDG, Mission IB, CGD/ All HODs]</p>
<p>27.5.5</p>	<p><b>On the issue of Para 5.1(Standing Agenda no. 3): Preparation of soft copies/ keying for pre-2004 unpublished reports.</b></p> <p>NR informed that the task for the Region is completed. The effort of NR completing the task of keying without even outsourcing was duly appreciated. Mission-II (erstwhile Coal Wing) has estimated 8000 text pages and 5000 plates to be converted to soft copies for which tender will be opened on the 10<sup>th</sup> December, 2009. Mission-II (erstwhile Coal Wing)</p>

<p>27.5.6</p>	<p>will submit the quarterly target plan on uploading (i.e., legacy data etc. pertain to coal activity domain) and target for outsourcing of keying of pre-2004 reports. DDG, RSAS conveyed that keying for the 355 reports is being outsourced. RSAS was advised to submit the details in prescribed format to DG's office as well as to DDG (IT). HOD, Central Region confirmed that tendering process is on for all the 607 reports. He assured to submit quarterly target plan on uploading by 27.11.2009. HOD Eastern Region informed that ERO will furnish the details of data universe by 27.11.2009 as well. ER has planned that 2328 reports will be uploaded out of 4045 reports. Southern Region, GSI informed that the job will be completed within the stipulated time. It was informed to all Regional HODs &amp; DDGs of Missions that MoM has given a deadline of June, 2010 for making pre-2004 reports portal ready. Sr. DDG, Mission-I (HOD erstwhile Marine Wing) informed that 355 reports are to be outsourced as per format and will be uploaded as and when approval is received to upload the Marine reports.</p> <p><b>Heads of all the Regions and DDGs of Missions ( erstwhile Wings) were directed to furnish an outside FSP item showing quarterly target plan on uploading and on outsourcing details etc. They were advised that as a package deal both “keying” and “verification” can be outsourced.</b></p> <p>..... [Action : All HODs / DDG, Mission I (RSAS/Marine), Mission II (Energy Minerals)]</p> <p><b>On the issue of Para 5.2 of 30.10.2009 : Uploading of pre-1960 unpublished reports available at GSI, CHQ in GSI Portal.</b></p> <p>It was decided that this should be taken up in a separate meeting of officers of Map &amp; Publication Division, GSI, CHQ and Dy. DG, Mission – III (IT) for planning and execution expeditiously.</p> <p>[Action: DDG(MP) / Mission-III (IT), CHQ]</p>
<p>27.5.7</p>	<p><b>As regards para 5.3 (of 30.10.2009) : Details on published documents.</b></p> <p>HODs Eastern and Southern Regions were advised to furnish details on the already published books /special publication etc. of their regions.</p> <p>[Action: HOD,ER/HOD, SR]</p>
<p>27.5.8</p>	<p><b>On the issue of HR module (para 5.4 of 30.10.2009) (Standing Agenda no. 9) :</b></p> <p>HOD, ER informed that the implementation of ECS for staff was 86% complete. The implementation will take place in SR only after PAO, SR undergoes training. HOD, CR assured that pay bill will roll out in portal from November 2009, and payment by ECS will be functional from pay of</p>

	<p>December, 2009. DDG, Mission-II (erstwhile Coal Wing) pointed out that the staff of 34 drilling rigs distributed through different parts of India and is difficult to implement. In CHQ, pay roll is complete; however, ECS implementation for making payment is only 70% complete. GSI (TI) informed that the concerned bank to implement ECS requires a clearance from RBI. They were directed to take up the matter with concerned banks immediately &amp; the ECS is implemented in right earnest.</p> <p><b>Implementation of ECS for officers and staff is necessary; liaison with PAO and Bank authority has been made. BSR Code from RBI has been obtained. It has been instructed that ECS implementation should be ensured throughout GSI w.e.f. December, 2009. It was decided that DDG (F) will issue a letter to all the Regions/Wings for mandatory ECS for all the staff. The pay slips for all the Regions/Wings must roll out from the portal from December, 2009.</b></p> <p>[Action: DDG(F)/ All HODs]</p>
275.9	<p><b>On the issue of Phase-III of GSI portal (para 5.5 of 30.10.2009) (Standing Agenda no. 5):</b></p> <p>It was instructed that the minutes of the meeting on 9.11.2009 at MOM be uploaded in the Portal. The detailed road map for Phase-III has to be prepared by GSI and NIC within two months. Suggestion for improvement for portal was sought from all the HODs/DDGs. HR module has to be filled-up by individual officers as per guidelines given (5 forms circulated on 13.11.2009 to be filled-up).</p> <p>[Action: DDG(IT)/ All HODs/DDGs]</p>
27.5.10	<p><b>As regards para 6.2 of 30.10.2009 (Standing Agenda no. 13) : Issue TPCC/TAC of GSI (TI) :</b></p> <p>It was informed that the next TPCC will be held on the 22<sup>nd</sup> December, 2009. <b>All HODs are to submit details of infrastructure -need, budget requirement and consolidated plan for respective RTI and FTC by 30.11.2009 to DDG, Mission-V [GSITI]. Training Need Assessment document of each Mission has to be prepared and submitted to DDG, Mission V.</b></p> <p>[Action: DDG, Mission-V (TI)/ All Missions DDGs /All HODs/DDGs]</p>
27.5.11	<p><b>Financial matter (para 6.4 of 30.10.2009) (Standing Agenda non 4) : All HODs are to submit budget requirement including drilling, medical etc., statement on expenditure and pattern of expenditure on each month. Till March, 2010 existing system of budgeting will be prevailed. From financial year 2010-11 budget has to be made as per Mission Mode.</b></p> <p>[All Mission Heads/All HODs/DDGs]</p>

<b>27.5.12</b>	<p><b>Human resource redeployment (para 6.5 of 30.10.2009) (Standing Agenda no 9) :</b> Director (Admn.) informed that Human resource redeployment for station wise as per assessment of existing vacancy and strength for redistribution (Group C&amp;D) as per HPC recommendation, has been submitted to MOM.</p> <p>New RP for merged cadres drilling/engineering has been framed and submitted to MOM for onward transmission to DOPT.</p> <p>[Action: DDG(P)]</p>
<b>27.5.13</b>	<p><b>Administrative matter (para 6.6 of 30.10.2009) (Standing Agenda no 9):</b></p> <p>RRs of Engineering stream, Chemical stream &amp; Geophysical stream have been submitted to MOM for forwarding to DOPT.</p> <p>RR of Geology stream has been returned by DOPT for some clarification. Reply is being sent to MOM on the same.</p> <p>The proposed compositions of DPC committees for holding DPCs to be conducted internally in GSI, have been sent to MOM for concurrence</p> <p>[Action: DDG(P)/ Director (A)]</p> <p><b>On the issue of outsourcing of legal matters of GSI to law firms (Standing Agenda no. 11) :</b> Proposal has to be submitted to MOM.</p> <p>[Action: DDG(P)/ Law Officer,CHQ]</p>
<b>27.5.14</b>	<p><b>Implementation of HPC recommendation (6.7.2 of 30.10.2009) (Standing Agenda no. 9) :</b> It was decided that the HPC implementation secretariat will be functional under the Human Resource Development (HRD) at CHQ.</p> <p>[Action: DDG, ASS]</p> <p>DDG, CR&amp; Mission-II raised the issue of filling of manpower as per HPC recommendation and advocated that HPC recommendations must be implemented as a complete and total package. DG, GSI clarified that the HR issues can be taken up after setting necessary clearances at various quarters.</p> <p>[Action: DDG(P)]</p>
<b>27.5.15</b>	<p><b>Expenditure plan vis-à-vis achievement for 2009-10 (para 6.7.3 of 30.10.2009) (Standing Agenda no. 4) :</b> It was urged that all HODs to ensure maximum expenditure in M&amp;E head. All Regions to send plan of expenditure.</p> <p>[All HODs]</p>

<b>27.5.16</b>	<b>DG's camp office at Delhi (para 6.7.4 of 30.10.2009) :</b> The issue will be discussed in detail in the meeting of Policy Support System on 26.11.2009 at Kolkata.
<b>27.6.0</b>	<b>VOTE OF THANKS</b>
<b>27.6.1</b>	Dr. Prabhas Pande, Deputy Director General(IT), GSI, proposed vote of thanks.

<b>27.5.5</b>	<p>***</p> <p><b>The IT issues, particularly with regard to progress in outsourcing and status of daily report on the 13 components was discussed in detail by DDG, IT. The Regions/ Wings were requested to submit year-wise data universe for Legacy FSP and Extended Abatruct at the earliest, to be included in the daily report.</b></p> <p>[Action : All HODs / DDG, Mission I (RSAS/Marine), Mission II (Energy Minerals) &amp; DDG(IT)]</p>
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