



**GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA**

No: _____/1/1/GSI/Nov./HOD/2009/46F

Dated: 17th November 2009.

From:

The Director General
Geological Survey of India
27, J. L. Nehru Road
KOLKATA - 700 016.

To:

The Sr. Dy. Director General/Dy. Director General/
Chief Engineer
Geological Survey of India
NR/ WR/CR/ER/SR/NER/ M-IA (MW)/ M-IIB (CW)/
M-IB (AMSE)/M-V (TI)/PSS-P&M/ASS/CGL (M-IV)/MP
(M-III)/IT(M-III)/CGD/ Chemical/ STSS/Engineering
Services / Personnel/Finance
**Kolkata/Shillong/Lucknow /Jaipur/Hyderabad/
Nagpur/Bangalore.**

**Sub: HOD Meeting to be held on 23rd November 2009 at 11:00 A.M.
through videoconferencing.**

Sir,

The Meeting of the Heads of Department (HOD) of Geological Survey of India will be held on 23rd November 2009 at 11:00 A.M. through videoconferencing under the Chairmanship of the Director General, Geological Survey of India. You are requested kindly to make it convenient to attend the above meeting through videoconferencing from your respective HQ facility. The agenda of the meeting is attached herewith.

In this connection it may be kindly noted that the Minutes of HOD Meeting dated 30th October 2009, which was sent to you, is also available in the GSI Portal. You are requested kindly to send your action taken report on the decision taken in the previous meeting and the relevant material on each of the Agenda issues to this office by 19th November 2009 (F.N.) through email.

Yours faithfully,

(B. Chattopadhyay)
Dy. Director General (PSS -P&M)
for Director General
Geological Survey of India.

AGENDA for monthly HOD meetings

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