

HUMAN RESOURCES DEVELOPMENT AND DEPLOYMENT POLICY FOR GROUP A & B OFFICERS of the GEOLOGICAL SURVEY OF INDIA

1.0 Purpose of this Policy Document

1.1` GSI is essentially a knowledge-based organization and the development and proper deployment of its human resources is obviously crucial to its continued growth and development. The purpose of this policy is therefore twofold:-

- (i) Human resource development, including career development and promotion of specialization and excellence; and
- (ii) Human resource deployment including posting, transfer, assignment of work etc. in order to achieve the programmatic goals of GSI.

1.2 The fundamental guideline for the purpose is 'the public interest' and optimization of human resources in the best interest of GSI in terms of its Vision and Charter. While 'transfer for the sake of transfer' needs to be abjured, transfers that facilitate growth of GSI as an organization needs to be implemented in a planned manner.

1.3 The public interest as well as GSI's interests are best served if there is a clear and transparent policy in the public domain, enabling all stakeholders to be adequately assured that deployment within GSI is based on sound and well thought out principles. Hence, this document.

1.4 It must be added here that not only must the policy document be in the public domain, but the policy itself should have been developed in full consultation of all stakeholders. The draft of this document was therefore placed on GSI Portal from 1st to 15th December 2009 and comments invited. A large number of comments, mostly positive, some critical, all constructive, were received and this draft reflects as much of these comments as was considered useful and feasible at the present juncture. It is expected that as the implementation process becomes more systematic, it will be possible, in the light of experience, to further improve upon this policy after two or three years. Needless to say, this document will be subject to close and continual scrutiny in this period both in terms of its proper application and its adequacy.

2.0 Objective of the Policy

2.1 GSI is an all India organisation with a pan India presence. All Group A & B officers of the GSI must expect to be transferred and posted anywhere in India as per requirement, in public interest. GSI's endeavour would be that this is done in the best interest of the organization and its employees, and in a planned and transparent manner.

2.2 Not only should Group A & B officers have the opportunity to have the experience of different geological settings, but each station of GSI at Regional level and below should exhibit adequate All India diversity. As such not more than 25% of the posts in any grade should be filled from the State concerned, and not more than another 25% from other States of the Region.

2.3 Senior level [Director and above] postings at Central Headquarters [CHQ, Kolkata] will be based on merit and aptitude (as determined by the Collegium of ADGs) since CHQ deals not only with programmes ,but also

with policy, budgeting, H.R. development etc. Accordingly, but the general principle would be to ensure that officers with management and planning aptitude evidenced in their postings in the Regions are groomed to occupy senior staff positions of DDG/ ADG in CHQ and eventually, Director General. In respect of officers below Director level, tenures at CHQ and Headquarters Eastern Region [with W.Bengal State Unit] will be clubbed together for purposes of this policy, including para 2.2 above. Similarly tenures at Headquarter ,Southern Region [with A.P State Unit] and GSI Training .Inst. Hyderabad will be clubbed and also offices of Mission-1B and State Unit Karnataka & Goa] at Bangalore shall be clubbed, for this purpose.

2.4 Officers of GSI need to be groomed and prepared for taking up higher responsibilities by giving the officer concerned an opportunity to acquire expertise. Postings and deployments will be made so as to promote specialization as well as appropriate multi-disciplinary expertise. For this purpose the 'Mission' shall be the growth trajectory and where possible, officers will be enabled to specialize in a subject within one of the Missions.

2.5 Conscious effort will be made to ensure continuity of management and systematic succession planning for key posts in the middle and senior management.

3.0 General Principles.

3.1 Keeping with its traditional role [primarily of collecting baseline geoscience data] and to meet emerging challenges GSI must aspire [as enunciated in its Vision statement adopted recently]:

- *to develop into a world class institution for fundamental as well as applied geoscience, always keeping up with the latest technologies and methodologies.*
- *to create a close-knit national geoscientific community through leadership and collaborative partnerships; and*
- *to acquire and provide expertise and widely disseminate geoscientific information to facilitate informed decision-making by policy makers and public and enable use of geoscientific information for sustainable socio-economic development.*

3.2 To realize this Vision a new Charter of functions have been laid out in Resolution No.20/02/2009-M.II dated 21.05.2009 published in the Gazette of India. In order to fulfill its obligations set out in the new charter GSI has recently adopted functioning in Mission-Region mode w.e.f 01.10.2009. The GSI scientific activities are covered by following five missions / schemes:

Sl. No	Mission	Schemes	Components/Activities
1	Mission-I [Baseline Geoscience data collection]	Survey & Mapping	Specialized Mapping, Thematic Geochemical Geophysical Systematic Mapping, Geological Mapping,

Sl. No	Mission	Schemes	Components/Activities
			Airborne and Marine Surveys.
2	Mission-II [Natural Resource Assessment]	Mineral Exploration	Exploration for coal (including lignite), gold, base metal, diamond and other minerals
3	Mission-III [Geoinformatics]	Information/ Dissemination	Map compilation and publication on various earth science subjects, Information Technology, creation of GSI portal
4	Mission-IV [Multidisciplinary and Specialized Investigations]	Specialized Investigation	Geotechnical, environmental, landslide studies, earthquake geology and seismology, glacial, geothermal and desert geological studies.
		Multidisciplinary studies	
		Research & Development	Research work on fundamental geoscience and Arctic and Antarctic studies.
5	Mission-V [Training]	Human Resource Development	Training & capacity building.

3.3 The deployment/redeployment of personnel in GSI to meet its obligation set out in the Vision and Charter shall be regulated by proper and judicious placement of its Group A and B officers. An officer will be required to serve at any location of GSI's Mission or Region of units thereunder for Field assignment/Lab. Work and allied activities. In his formative years of service, i.e. upto the rank of Director, a Group A officer shall be posted to atleast two different stations in at least two different Regions in accordance with his specialization, aptitude and potential.

4.0 Induction :-

4.1 (i) Geologists and Geophysicists initially recruited shall be attached as a Batch with the GSI Training Institute and on completion of induction training shall be posted to State Units in Regions for Baseline Geodata collection (mapping assignment) [Mission-I] for the first 5 (five) field seasons with each field season comprising of four months of field work.[A select few based on assessment by GSI training Institute for suitability to function in the Marine domain will be posted with Marine division.]

(ii) Similarly, Chemists and Engineers after completing Induction training shall be placed in Regions/ State Unit Labs.

4.2 Those officers who are initially posted, after Induction training, to the States in North Eastern Region on completion of their tenure as stated in para 7.1 below or being posted out to another the Region on completion of 3 year tenure , shall additionally complete 2 (two) field seasons for Mapping assignments in this Region.

4.3 The general condition is that NO Officer will be posted from GSI Training Institute, on successful completion of induction training, to State Unit in his/her home State.

4.4 For Group A and B posts in Finance, Personnel, A.P. &M and other Miscellaneous and Isolated Cadres appointment upto Director level shall be in a State other than home State.

4.5 However, those officers who are initially posted, after Induction training, to the States in North Eastern Region on completion of their tenure as stated in para 7.1 below may be posted to another State in their 'Home Region'.

5.0 Specialization opportunities:-

5.1 On completion of 5 (five) years as in 4.1 above all officer of a batch will be assessed for suitability for transfer/posting to specialized Missions –II to IV [Operational Directorates in State Unit] based on option and assessment. The assessment shall be made by the Assessment Committee as specified in Para 8 below and the assignment to Mission II to IV issued by HR Division of CHQ in the form of an Order. Accordingly the first transfer to Region/State Unit will be as per provisions of paras 5.2 to 5.4 below.

5.2(i) S & T Group A officers from Geology and Geophysics streams with aptitude for **Natural Resource Assessment** and who have had atleast 5 (five) full field season work experience in mapping (with. minimum of four months field work per year except those in Marine mapping who have minimum of 2 cruises per season) shall be considered for posting in Natural Resource Assessment division in Regions.

(ii) Redeployment of such officers to Natural Resource Assessment division in another State shall take place every 8 years except for those considered as in 5.7 and 5.8 below.

5.3 (i) S & T Group A officers with aptitude for **Geoinformatics** and who had atleast 5 (five) full field season work experience in mapping (with. minimum of four months field work per year except those in Marine mapping who have minimum of 2 cruises per season) shall be considered for posting in Geoinformatics Mission in CHQ /Regions.

(ii) Redeployment of such officers to Geoinformatics in CHQ/ another Region shall take place every 8 years except for those considered as in paras 5.7 and 5.8 below.

5.4 (i) S & T Group A officers [from Geology and Geophysics streams] with aptitude for **Fundamental and Multidisciplinary Geoscience** and who have atleast 5 (five) full field season work experience in mapping (with. minimum of four months field work per year except those in Marine mapping who have

minimum of 2 cruises per season) shall be considered for posting in Fundamental and Multidisciplinary Geoscience Mission in CHQ /Regions.

(ii) Future redeployment of such officers to Fundamental and Multidisciplinary Geoscience in another State shall take place every 8 years except for those considered as in paras 5.7 and 5.8 below.

5.5 The DG, GSI shall annually publish a list of officers who on the basis of aptitudes have been included for posting within a Mission stream.

5.6 (i) Group A and B officers of Chemistry and Engineering Support streams who have completed 4 (four) years tenure in a Region/State unit after Induction training shall be posted to another Region/State Unit

(ii) Subsequent redeployment shall take place every 8 (eight) years till they are promoted to the SAG level.

(iii) However, those officers who are initially posted, after Induction training, to the States in North Eastern Region on completion of their tenure as stated in 7.1 below shall be considered for posting to CHQ/Regions/State Units for 5 (five) years, as per their options.

5.7 S & T Group A officers of JAG and above level with proven track record in his/her field of specialization and aptitude for training may be posted under the **Training Mission** in GSI Training Institute and Regional Training Institutes on such terms and conditions as specified by Government of India from time to time for postings of Trainers to training Institutes. Provided that the tenure may be extended based on the nature of specialization of the office. On completion of tenure with GSI Training Institute the officer concerned will be repatriated to his old station to complete his tenure or to a region of choice.

5.8 (i) S & T Group A officers with aptitude for planning and programming and having atleast 10 full field season work experience in Baseline Geodata/ geoinformatics/ Multidisciplinary Geoscience (with minimum of four months field work per year except those in marine mapping who will attend to minimum of 2 cruises per year) shall be considered for posting in Technical Directorates in Mission /Divisions and also in Support Systems.

(iii) Future redeployment will be after 8 years to Mission/Division/Support System/Region/State Unit based on specialization.

6.0 Rotational Posting :-

6.1 Group A officers from Geology and Geophysics streams who are not assigned to a Mission Stream for specialization and all other Group A and B officers [of Non-S & T streams and, Miscellaneous/Isolated Cadres] who have completed residency period of 8 years in a particular location [place] shall be redeployed on rotational basis from one State to another State for mapping /Lab and other work with redeployment in accordance with

individuals capability, aptitude and work experience. Unless the officer opts for a change of Region, or there is a requirement of public interest the rotation may take place within the Region.

6.2 Group-B and JTS officers of GSI shall be redeployed on promotion to another Region /State unit as a matter of policy, and cases of officers on the verge of promotion should be considered accordingly.

6.3 STS and above level officers in GSI on promotion shall be redeployed to another Mission/Region/State Unit as a matter of policy , provided that in case his tenure at the current station is less than 5 years ,he may be retained if he so opts and suitable vacancy is available

6.4 (i) Deployment and Redeployment of Group A and B officers of GSI to locations [places] in North Eastern Region should be so regulated that it generally conforms to Government policy in this regard [G.I.M.F.OM No.11(2)/97-E.II(B) dated 22.7.1998 attached as Appendix 1]

(ii) As a policy, all Group A & B officers up to JAG level should be posted once to NER, except those officers who have completed three winterings in Antarctica. Also, those who have already served in NER station(s) for more than 5 years should not be redeployed in NER except on request or in SAG and above level posts.

6.5 Group A & B officers in GSI with 2 years of residual service before superannuation, on request may be exempt from redeployment from the Mission/Region/Labs in manner as mentioned in paras 5.1 to 5.5 as far as possible and practicable except on promotion in which case transfer is effected as a policy subject to para 6.3.

7.0 Postings in North Eastern Region:-

7.1 Postings in North Eastern Region (including Sikkim) :

(i) Every JTS Officer shall have tenure of 3 years in the North-East Region including Sikkim. Provided that a lady officer may be given a choice in place of posting within the North-East Region.

(ii) On completion of the 3 year tenure, the officer shall be posted to a Region of his choice (and to a Station therein based on preference indicated, but subject to availability) subject to availability of vacant posts. Provided that the officer may exercise this facility if he so chooses, at any subsequent time within the next 10 years at his convenience.

(iii) In order to ensure that it does not act as a disincentive to officers being posted into NER, posting out at the end of tenure shall not be linked to the joining of the substitute. It shall be the duty of the HOD of the office being posted in to ensure that he is relieved forthwith.

(iv) Period spent on leave and tour outside the Region in excess of 30 days during the tenure shall be excluded for the purposes of calculating the length of the tenure and the officer's name may be included in the list for General Transfer out of North-East Region, if he so opts if he has completed an actual tenure of 2 years and 9 months

Notwithstanding the above, SAG and above level posts will have maximum of 3 (three) year's tenure at a particular station.

8.0 Assessment and Placement Committees:

8.1 Assessment Committees shall be constituted in each Region consist of:

- 1) Head of Department (HOD)
- 2) DDG (Missions), and
- 3) Director (Training).

8.2 The Director General shall constitute a Placement Committees (Mission-Stream wise) consisting of the following:

- 1) Addl .D .G (Mission Concerned) - Chairman
- 2) Addl. D.G (Administrative Support System) - Member
- 3) DDG (Training Institute) - Member
- 4) Director (HRD) - Member Secretary

8.3 The DG, GSI shall order the deployment of officers on the basis of recommendations of the Placement Committee. The Ministry of Mines will be the final Authority for approval of the recommendations of the Placement Committee in respect of Director and above level of officers; provided that on satisfactory operationalisation of the HRMIS, Director level postings will be done by DG, GSI on the basis of the recommendations of the Placement Committee.

9.0 Time Schedule of General Transfers in the context of the FSP:

9.1 The Field Season shall commence on 1st April each year.

9.2 Proposals for transfer and postings of JTS and STS Officers shall be prepared in CHQ not later than 15th February, based on draft FSP, and discussed in the HOD meeting and finalized on the basis of CGPB decisions of the FSP. Minor modification within Region may be done not later than 30 days after commencement of Field Season.

9.3 General transfers shall be completed by 20th April each year.

9.4 Transfers outside the period of General Transfer should only be done:-
(i) to fill up a vacancy caused due to promotion, retirement or other unanticipated event, and where the post cannot be kept vacant;
(ii) on compassionate grounds for reasons given in para 10 below.
(iii) on account of a new and pressing requirement which could not be anticipated in the FSP.

10.0 Compassionate postings and transfers:-

10.1 Every officer is expected to serve anywhere in India in the public interest. However, in case it is possible to reasonably make alternative arrangements within the framework of this Policy, personal circumstances of the officers and their families will be given utmost consideration, and for this purpose,

- (i) Where both husband and wife are in Central Government employment, posting to the same station shall be given due weightage subject to considerations of maximum tenure as per the Policy. This has to be in accordance with the DoPT OM No.F.No.2804/9/2009-Estt.(A) dated 30.09.2009 (Appendix-II)

- (ii) Where the officer or his spouse or minor children require to be at a location on account of availability of super-specialized medical services not available at present place of posting, posting to a station of choice (in order of priority) shall be given due weightage.
- (iii) Physically challenged employees shall be considered for transfer under this clause based on nature and extent of the disability.. Definitions of Categories of Disabilities have been given in Para 8 of DoPT OM No. 36035/3/2004-Estt (Res.) dated 29th December 2005 on the subject 'Reservation for the Persons with Disabilities'
- (iv) DoPT guidelines issued vide their O.M.No.AB-14017/49/90 Estt (RR) dated 15.02.1991 and O.M.No.AB 14017/41/90 Estt.(RR) (Vol.II) dated 05.01.1993 in respect of the employees having mentally challenged child/spouse shall be followed.
- (v) In case of an officer due to superannuate within 2 years, posting to a station of choice (in order of priority) shall be given due weightage. Provided ,in case an officer seeks a posting to a particular station on medical grounds or on grounds of Disabilities, the Placement Committee may send its recommendation to the Director General,GSI after referring the case to a Medical Board for its opinion.

10.1 Applications for posting on compassionate grounds shall be sent on proforma (Annexure-I) along with documents in support and shall be approved by the Director General for consideration during the next General Transfer.

10.2 The list of approved cases for compassionate transfers shall be published in GSI's Portal/Internet.

10.3 Where on grounds of extreme urgency, it is not possible to wait till the next General Transfer; a transfer on compassionate grounds may be made with the prior approval of the Secretary (Mines).

11 Handing over/Taking over:-

11.1 All officers shall, on receiving the order of transfer, forthwith hand over charge to the officer and by such date specified in the order without delay and join at the new place of posting subject to instructions on availing joining time.

11.2 All officers handing over charge shall in their charge report include a list of pending FSP items, including pending Reports. It is the responsibility of the HOD concerned to ensure completion of the Report at the earliest.

11.3 The officer taking over charge or assuming charge shall bring to the notice of his superior in writing all cases of pending FSP items and Reports and obtain his directions where necessary.

12 Entry in HRMIS/Payroll MIS:-

12.1 Every transfer shall be entered forthwith in the HRMIS and Payroll MIS, and a certificate recorded to this effect before the pay of the officer is drawn at his new place of posting.

12.2 Director [HRD] CHQ will be responsible for requisite entries in HR-MIS.

13 Ban on transfer of posts:-

13.1 No post shall be shifted from its present location to a location outside the Region without the approval of Secretary (Mines).

13.2 The current filled in strength shall be the minimum functional strength to be maintained in respect of station of the NER and minimum functional strength of NER shall be increased year on year as fresh induction takes place, till such time as full strength is achieved.

14 Methodology of prioritization for transfer:-

14.1 Subject to the provisions of this Policy, an officer with less tenure at a Station shall not be transferred out except on request, unless all officers with a longer tenure than him in the same grade and stream have been included in the transfer order.

14.2 All transfer orders along with Station-wise/Grade-wise/Stream-wise/Tenure-wise lists shall be published on GSI Portal/Internet in the interest of transparency.

15 Transfer on Administrative Grounds or in Public Interest

Notwithstanding anything contained in this policy, Government may, if necessary in public interest, transfer or post any officer to any station or post. An officer against whom the CVC has recommended initiation of vigilance proceedings should not normally be posted or remain posted at the station where the cause of the vigilance proceedings originated. He shall also not be posted on a 'sensitive' charge. This restriction will remain in operation until the vigilance matter is closed.

16 Transfer on complaint basis:

Where a complaint is received and in the opinion of the Director General, GSI for reasons to be recorded, continuance of the officer at the station will not be in the public interest, he may order the immediate transfer of the officer pending inquiry, to another Station within the same Region.

17 Appeal

17.1 Whenever a redeployment order is issued, the officer concerned shall comply with the order without delay. It would be open to an officer to make representation through proper channel to the Director General, GSI against a transfer order within 10 days from the date of receipt of redeployment order. All such appeal shall be with specific reference to the provisions of this Policy.

17.2 In the event of redeployment order not stayed/modified/ cancelled, if

sought in the representation under 17.1 above within 30 days from the date of written representation, Mission/Division/Region/State Unit/Lab shall ensure that the officer is relieved by the date prescribed in the redeployment order.

18 Availment of Earned Leave after issue of Transfer Orders

An officer under orders of transfer may be granted or allowed to avail Earned Leave if applied for, only after he has joined his new place of posting. The period spent on Earned Leave will not count towards computation of tenure in that station. Officers who proceed on Earned Leave without completing the minimum tenure prescribed for the station/area will have to rejoin the same station for completing the prescribed tenure. In other cases the Board/Placement Committee will decide their posting after they rejoin on completion of the Earned Leave.

19 Interpretation In an event of dispute

In an event of dispute in the application of above-mentioned deployment and redeployment policy the interpretation and decision of the administrative Ministry shall be final and binding.

**GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA**

**Career Planning Proforma
[Seeking Transfer on Compassionate Grounds]**

- 1. Name**
- 2. Designation**
- 3. Place of Posting**
- 4. Mission/Region**
- 5. Since when posted at present place**
- 6. How many years of service left**
- 7. No. of previous transfers/locations**
- 8. present Grounds for seeking transfer**
- 9. supporting documents**
- 10. previous transfer application, if any on similar /other
Compassionate reasons (accepted/rejected)**

(Signature)

B. Comments of the immediate superior officer

(Signature)

C. Comments and Recommendation of Region/Mission Head

(Signature)

D. Decision of the Director General, GSI

(Signature)