

BY SPEED POST/MAIL



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Dated The 13th June 2018

From:
Director, PSS-P&M-7
Geological Survey of India
27, J. L. Nehru Road
Kolkata – 700 016.

To :
All concerned

Sub: Revised norms of field days for field going officers and supervisory officers -reg.

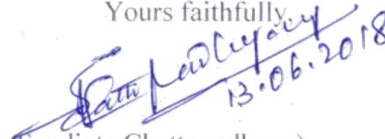
Sir,

Kindly see the attached revised norms of field days for field going officers and supervisory officers.

All officers of GSI are requested to go through the document and offer comments/suggestions (if any) at mail id: ddgpss.gsi@gov.in by 20.06.2018.

Encl. As stated above.

Yours faithfully,


13.06.2018
(Saudipta Chattopadhyay)
Director, PSS-P&M-7
GSI, CHQ, Kolkata

DRAFT
NORM FOR MINIMUM FIELD DAYS OF SUPERVISORY OFFICER.

Introduction

1. Required field days of Supervisory Officer, which is to be considered satisfactory for a particular FSP item of GSI, depends on several factors and cannot be fixed beforehand. The factors to be considered for deciding the minimum required number of days may be listed as below :
 - a) Nature of the terrain
 - b) Complicacy in the geological set up and effort involved unravelling it
 - c) Workload and work components involved
 - d) Experience of the field officers in that particular domain
2. An assessment may be made by the HOD of the respective regions, therefore, and minimum number of field days required for supervision against each item may be indicated in the Annual Programme. However, such assessed and approved field days should not be rigid and may be reviewed and modified during the FS, if the concerned HOD sees it fit.
3. Attempt may be made to restrict the number of items to a maximum of 5 for every individual SO.
4. Attempt may be made to assign items of nearby areas to a single SO so that a single visit can cover many items, avoiding unnecessary travels.
5. Additional assignment of supervisory officer at HQ cannot be considered justified reason for lax supervision of field items with reduced number of field days.
6. All supervisory officers with 55+ age may be exempted from active field supervision. They may be assigned to HQ based division exclusively.
7. Since visit of supervisory officer disrupts the normal and planned field activities of the field officers, Field visits may be restricted to three times for each item – first to initiate, second for mid-course review / correction and third for ensuring successful achievement of the objectives. However, in case of any difficulty faced and communicated by field officers, the SO may visit as many times as required.
8. In extremely rare cases, where no accommodation or food is available for the SO in field, the SO may requisition a vehicle from HQ and can stay at the nearest available hotel or Govt Inspection Bungalow and supervise the field work.
9. All RMHs and the Directors/Supd Geologists/Geophysicists of RMs are expected to visit fields only to resolve issues, if any. HOD, SU DDGs and PSSs of Regions and States may also visit more important areas.
10. Visits of Directors of RM level or Director PSS of regions and state units may be done independently to resolve issues, if any, and not for the purpose of accompanying RMH, HOD and SU DDG, respectively.
11. The purpose of field visit by RMH or his Directors is strictly for providing technical guidance or resolving technical issues, if any. The purpose of field visit of SU DDG or PSS of SU is for sorting out administrative issues, if any, while the purpose of field visits of HOD or PSS of Regions is both technical and administrative. This may be followed strictly to avoid issue of contradictory directives to the field officer.
12. All the G2 field areas may be visited by RMH 2. G3 and G4 items may be visited if there is technical issue. All the STM areas may be visited by RMH I and his Director, separately, along with some of the NGPM items, if there are technical issues. More important Mission IV items, except RP items, may be visited either by RMH 4 or his Director.
13. To cause minimum interruption of the field work of the field officers, each visit must be carefully planned.

Recommended Minimum Field Days for Supervisory officers

1. Mission I
 - a. NGCM – 6 to 8 days per item.
 - b. NGPM – 6 to 8 days per item.
 - c. STM – 8 to 10 days per item
 - d. RSAS (PGRS) – 5 days per item
 - e. M&CSD – 1 cruise

2. Mission IIA
 - a. Bulk minerals – 6 to 9 days per item (Geology); As required (Geophysics).
 - b. Precious, Critical and Strategic minerals – 9 days or more per item (Geology); As required (Geophysics).
3. Mission IIB : 8-10 days per item
4. Mission IV
 - a. NLSM – 8 days or more per item
 - b. EQ Geology : Microzonation – 8 to 10 days
 - c. EQ Geology : Active Fault – 10 day or more
 - d. EG – as permitted by sponsoring agency
 - e. RP items – 20% of the field days of officer per item
 - f. Environmental Geology – 8 to 10 days

The field days for items like Glaciology, Items taken up on expedition basis, Aerogeophysics etc – as / if required

NORM FOR MINIMUM FIELD DAYS OF FIELD OFFICERS.

1. Like Supervisory officer, required field days of Officer, which is to be considered satisfactory for a particular FSP item of GSI, depends on several factors and cannot be fixed uniformly. The factors to be considered for deciding the minimum required number of days may be listed as below :
 - e) Nature of the terrain
 - f) Complicacy in the geological set up and effort involved unravelling it
 - g) Workload and work components involved
 - h) Experience of the field officers in that particular domain
2. An assessment may be made by the HOD of the respective regions, therefore, and minimum number of field days required to execute each item may be indicated in the Annual Programme.
3. Supervisory officer may permit a field officer to visit HQ on valid grounds. However, pro rata target for the previous month must be achieved by the officer seeking such permission.
4. No officer will be permitted to close the camp unless the concerned SO is satisfied that the objective(s) of the item has been achieved fully.
5. Timely recoupment of RCA or NRCA must be ensured by Regions/ SUs, so that the officer does not have no spent unproductive time in field.
6. Respective competent authorities may ensure timely approval of boreholes, deployment of rigs (in-house or outsource) and deployment of surveyors so that field days of the field officers are not wasted.

Minimum Recommended Field Days for Field officers

1. Mission I
 - a. NGCM – 120 days per item.
 - b. NGPM – 120 days per item.
 - c. STM – 120 days per item
 - d. PGRS – 15 days per item
 - e. M&CSD – 2 cruise
2. Mission IIA
 - a. Bulk minerals – 120 days per item for G4, 120 days for G3 and 90 days for G2 for geologists; 90-100 field days of officer for Geophysicists.
 - b. Precious, Critical and Strategic minerals – 120 days or more per item for geologists; 100-120 field days of officer in Geophysics.
3. Mission IIB : 120 days per item
4. Mission IV
 - a. NLSM – 80 days
 - b. EQ Geology Microzonation – 70-75 days
 - c. EQ Geology Active Fault – 80 days
 - d. EG – as approved by sponsoring agency
 - e. RP items – 20 days per item
 - f. Environmental Geology – 80 days

g. Glaciology – 50 – 60 days

The field days for Items taken up on expedition basis – as required

NORM FOR FIELD DAYS IN ENGINEERING STREAM.

1. AEGr-II/AEGr-I/AEE – These are the officers staying in the field round the year for carrying out drilling operation and functions as officer- in charge of the drilling units. Their stay in the field should not be less than 180 days in a year.

Due to shortage of officers some EE level are also working as officer-in charge of the drilling units. Their stay in the field should not be less than 120 days.

2. EE(NFJAG)/EE – Each EE (NFJAG)/EE level officer may be declared as area-in charge of minimum two and maximum three drilling units, in case the drilling units are located in different areas and four drilling units in case the drilling units are working in the vicinity.

It is desirable that each area in charge should visit at least one unit (in case the drilling units are located in different areas) once in a month and in no case his monthly visits should be less than nine in a year. As Area-in charges while staying at HQ shall be attending the HQ related work pertaining to their units and division as directed by Regional Drilling Head, the number of days during each visit should not be less than two days excluding the days of journey and minimum no of days should be 36 days in a year. One EE/EE (NFJAG) level officer may be posted at HQ for functioning as EE/EE (NFJAG) coordination to Regional Engineering Head, if required. He may visit the field as and when directed by the Regional Engineering Head. Such officer should visit field at-least once in a quarter. The minimum no. of days shall not be less than 20 days in a year.

3. SE – Functions as Regional Engineering Head and may visit the field as and when felt necessary and total no. of field days should not be less than 15 days in a year.
4. As the monitoring of outsourcing drilling is also the responsibility of the Engineering Division, Regional Engineering Head may nominate officer/s from field /HQ to monitor the outsourcing drilling as and where necessary.

Norms for field visit of officers in the Mission – IIA & IIB:--

5. Officer of the rank EE/EE (NFJAG)/SE are the officers providing technical guidance for monitoring and improving the productivity. It is desirable that the officer should visit at least once in a quarter with special emphasis to the underperforming areas / units.
6. Officer in the rank of Chief Engineer may visit the drilling fields as and when required.

Norms for field visit of officers at CHQ:--

7. Officer of the rank EE/ EE (NFJAG)/ SE are the officers for overall monitoring of all-India drilling productivity. It is desirable that the officer should visit at least once in a quarter.
8. Officer in the rank of Chief Engineer may visit the drilling fields as and when required.

THE DECISION OF HOD REGARDING MINIMUM FIELD DAYS REQUIRED FOR FIELD OFFICER AND FOR SUPERVISORY OFFICER FOR EVERY ITEM MAY BE CONSIDERED AS FINAL.