



GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA,
Central Headquarters,
27 J L Nehru Road,
Kolkata-700016

File No. GSI/AP&M/COS-2/43/F.W./OCBIS / 2016-17

Dated: 16-05-18

CIRCULAR

The competent authority has allotted IT Hardware & Peripherals to different Divisions / Sections of GSI, CHQ as per following list:

Sl. No.	Address	To Whom	Desktop PC (Item code - 0805040011)	UPS (Item code – 0506010002)	Multifunction Printer (Item code – 0805040006)	Laser Printer (Item code – 0805040004)
1.	Director IA & IGC 27 J N Rd	Director IA & IGC	4	4	-	-
2.	Chief Engineer Office	Chief Engineer	3	3	2	1
3.	Director Finance	Budget Section	2	2	-	2
4.	Secretary GSIEA	GSIEA	1	1	-	1
5.	Secretary Drivers Union	Drivers Union	1	1	-	1
6.	Director Law	Law Section	1	1	-	-
7.	ADG, ASS & HoD, CHQ	ADG (ASS)	1	1	1	-
8.	Asstt. Director (P&A)	Section 19B	1	1	-	1
9.	ACAO, STSS	ACAO, Dharitri Building	-	-	1	-
10	ADG STSS	ADG STSS office	1	1	-	-
11	PS To Director Administration	Director Administration	1	1	-	-
12	Office of the DDG M-IA, Karunamayee	DDG M IA	2	2	-	-
13	Administrative Officer, Section-15B	Section 15B	4	4	-	1
14	Director Publication	Director Publication	1	1	-	1
15	ACAO, M IV	ACAO, M IV	1	1	-	-
16	GSIES	Secretary, GSIES	-	-	-	1
17	APR Cell (Gazetted)	APR Cell	1	1	-	1
18	AO, Account 1	Accounts 1	2	2	-	-
19	Document Section	AO, Document Section	5	5	-	1
20	Administrative Vigilance, CHQ	Administrative Vigilance	1	1	-	1
21	DDG Chemical	DDG, Chemical Office	2	2	-	-
22	Caretaker 29 JL Nehru Road Building	Caretaker, 29 JL Nehru Road Buildin	1	1	-	-
23	Central Library	Library	5	5	-	-
24	Joint Director P & A	Joint Director P &A	1	1	-	-

25	Grievance Section	AO, Grievance	1	1	-	-
26	APR Non-Gazetted	27 JL Nehru Road 4 th floor	1	1	-	-

All concerned are requested to raise requisition through OCBIS Portal to collect the items as per above list from APMD Stores, CHQ, Dharitri Building, Kolkata- 700091.

Abhijit Biswas
16/5/18

(Abhijit Biswas)
Stores Officer
For COS, OCBIS Cell, CHQ

Copy to:

1. DDG (IT), CHQ with a request to upload in GSI Portal
2. All Concerned
3. Director, M IIIA, CHQ
4. COS 1, CHQ, Dharitri Building, Kolkata – 700 091