



GOVERNMENT OF INDIA  
GEOLOGICAL SURVEY OF INDIA  
ADMINISTRATIVE SUPPORT SYSTEM  
27, J.L. NEHRU ROAD  
KOLKATA – 700016.

From  
The ADG, ASS  
CHQ, Kolkata

To  
The ADG & Head Mission-III  
GSI, CHQ  
Kolkata

Sub : Uploading of draft GSI Training Policy 2017 in GSI Portal

Sir,

The draft GSI Training Policy 2017 is forwarded herewith with a request to upload the same in GSI Portal. All concerned are requested to submit their feedback by email to [hod.gsiti@gsi.gov.in](mailto:hod.gsiti@gsi.gov.in) positively by 14<sup>th</sup> April, 2017.

Thanking you,

Date 29/03/2017

Yours faithfully,

(R. Dharuman)  
ADG, ASS, CHQ

29.3.17



## **GEOLOGICAL SURVEY OF INDIA TRAINING POLICY 2017**

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### **1.0 INTRODUCTION**

The Geological Survey of India (GSI) is a premiere national organization in the field of geosciences that has four organized services and ten associated streams that constitute main workforce in execution of GSI's scientific and technical activities. The four organized services include personnel of Geology, Geophysics, Chemistry and Engineering streams that are supported by cadres belonging to surveying, administration, library, asset procurement etc. The Charter of the GSI allows it to spread its activities in virtually all the disciplines of geosciences including the newly emerging domains of environmental, engineering, marine geology, landslides and hazard management studies, etc. Development of human resources of GSI thus remains a challenge in view of different academic qualifications of its work force, newly emerging scientific fields, advancements in technology compounded by varied geological set up of the Indian territory and its offshore regions.

### **2.0 NATIONAL TRAINING POLICY, 2012**

The training policy for GSI incorporates basic tenets of the National Training Policy, 2012 (NTP-2012) formulated by the Department of Personnel and Training, Government of India. Training is defined as a proactive, systematic process through which an organization's human resources gain knowledge, skills and behaviors by instruction and practical activities that result in improved performance. It is a segment of Personnel Management System that strives to contribute to the overall goal of performance improvement. It leads to enhancement of knowledge, which in turn leads to building up of confidence in individuals. Likewise, enhancement of skills contributes to improvement in competence of individuals. It is, however, the inculcation of the right attitudes which imbues the individual with a sense of commitment. Attitude plays a very crucial role in determining the actual performance levels. Thus, despite availability of the best of knowledge and skills, the ability for delivery of desired services may still be found wanting in individuals if they are not imbued with appropriate attitudinal disposition. Keeping in view the National Training Policy, a training policy for employees of the GSI is formulated for updating and enhancing professional skill for improving actual performance of individuals and thereby fulfilling the mandate provided in the GSI Charter for its Missions and core activities. The necessity of National Training Policy, its objectives, target groups and role of ministries and departments are given in Appendix-I.

### **3.0 TRAINING IN GEOLOGICAL SURVEY OF INDIA**

#### **3.1 Past Practices**

In the past, the training of fresh geologists entering GSI was through the apprenticeship system. Subsequently newly recruited Geoscientists were attached to experienced field geologist for training in professional aspects as well as in basic administrative procedures. With the concept of plate tectonics gaining momentum in early seventies, the Earth sciences have undergone knowledge explosion. It was also a time of spurt in mineral exploration by GSI. Expertise has developed in so many directions that universities by themselves were not able to cope with it. At the same time, the



reservoir of knowledge and experience within GSI has been expanding rapidly and geoscientific articles written by GSI personnel were most sought after publications in the field of Geology. In this context, GSI has been feeling the need to set up a permanent training institute to meet the specific needs of the new entrants. To meet this need, preliminary steps to set up a Training Institute near Raipur, Madhya Pradesh were taken towards end of 1976; subsequently, in the year 1978, the Training Institute's headquarters had been shifted to Hyderabad. Initially five field training centres were established at Raipur, Zawar, Chitradurga, Kuju and Aishmuquam and laboratory-based trainings were imparted at Hyderabad. These centres were believed to cater the GSI's objective to train the geoscientific personnel in well-known geological terrains that are specific to Indian Geology. This practice continued till the High Powered committee (HPC) for restructuring of GSI redefined the role of the Training Institute.

### **3.2 The Present Status**

The HPC attached great importance to the human resource development and redefined the role of the Training Institute of the GSI by according it a status of a mission; the Mission-V: Training and Capacity Building in the year 2011. The new Mission is to play a greater role in training and capacity building not only for GSI personnel but for a wide range of stakeholders especially for the State's Departments of Geology and Mining (DGMs) in India.

Apart from headquartered at Hyderabad, GSI Training Institute (GSITI) has six Regional Training Institutes (RTI) operational at six Regional Headquarters and eleven active Field Training Centers (FTC) catering to specialized geological terrain training. GSITI initially imparted induction level training, i.e. Orientation Course for Geologists which was the main activity of the Institute. Slowly domain specific courses like specialized Basic, Refresher, Advance and Management courses became part of the training activity for scientific, technical and administrative streams of the department.

The policy in training and capacity building is intended to be specific to the activity domain of the GSI. It also takes cognizance of the training needs assessment (TNA) and priorities and thrust areas that are identified by the policy makers.

#### **3.2.1 Vision**

- a) To be a well-regarded and highly respected geoscientific training institution providing unique multi-disciplinary knowledge in the national interest
- b) To be perceived as a selfless training institution devoted to improving standards of training and knowledge delivery for the entire sector
- c) Help provide world-class geoscientists in all leading geoscience disciplines

#### **3.2.2 Mission**

- a) The training infrastructure must be capable to train officers systematically at induction, middle and high level in all aspects in their job domains
- b) The training infrastructure should programme for high-end cutting edge knowledge sharing and delivery within GSI and with other research institutions



- c) A framework should be developed to provide necessary courses to strengthen State DGM in respective regional geological aspects to increase its role in mineral exploration and related fields
- d) Effective interactions with various research institutions is to be built up so as to impart advance courses in highly specialized instruments
- e) The training infrastructure should be capable of adopting, assimilating or modifying courses to arrange it as interdisciplinary courses to meet the emerging challenges in ever evolving geoscientific fields.

### 3.2.3 Objectives

- a) To develop into a knowledge sharing institute for the department and other Government and private stakeholders including research institutes
- b) Training for all in consonance with the identified objectives
- c) Training need assessment
- d) Induction training for streams under organised services
- e) Periodic in-service training
- f) Mid-career training / promotion-linked training for all streams
- g) Programmes for middle/higher level management
- h) Courses on scientific, administrative and management
- i) Training for support systems

### 3.3 Target Personnel

The GSITI will impart training to employees of Geological Survey of India, other geoscientific Central and State Government departments; private, academic and research institutions, etc.

### 3.4 Training Need Assessment

'Training Need Assessment'(TNA) is very important and essential process for human resources development and management and taking decisions regarding formulation of various courses of the Training Institute. Identifying the gaps between the performances required and current performance is the basic purpose of 'Training Need Assessment'. An effective TNA will help the organization to direct its resources appropriately to achieve organizational objectives and goals. The TNA study is to be conducted in the GSI at least once in three years for all the courses taking into consideration the following aspects:

- a) Thrust areas
- b) Needs of Regions
- c) Goals and targets of each Mission
- d) Requirements of Support Systems
- e) Requirements of Administrative stream
- f) Replacement of Superannuating experts
- g) Organizational objectives, goals and targets



### **3.4.1 Training Need Assessment at Region level:**

Each Regional Mission Head will identify the training needs in respect of their Mission in consonance with the regional objectives and targets simultaneously with the formulation of Field Season proposals for the succeeding year.

The regional TNA Committee, comprising the following personnel, constituted in each Region will oversee the Region specific training needs.

- i) Addl. Director General and HoD as Chairperson
- ii) Regional Mission Heads, Mission-I, II, III, IV
- iii) Director, Regional Training Institute
- iv) Director, Policy Support System
- v) Director and Head of Office of the Region

The identified training needs will be synthesized by respective RMHs, Director (PSS) and the regional Head of Office. The Director, PSS will identify the training needs of Support Systems of the Region. Regional Head of Office will assess training needs for the administrative stream staff of the Region by taking inputs from State Units of the Region. The TNA Committee will deliberate on the overall assessment of training needs for scientific and other streams personnel of the Region. Cognizance of training requirements indicated in Annual Performance Assessment Report (APAR) of individual official may also be taken and assessed in the light of overall Regional needs. While assessing the training needs and suggesting formulation of a training programme in specific domain, optimum participation of suitable personnel should also be considered and assured to avoid poor participation. The Director, RTI will collate TNA data of each Mission and Support Systems and formulate Annual Programme of RTI accordingly. He will also be responsible for communicating the same to the GSITI, Headquarters.

### **3.4.2 Training Need Assessment at Mission level:**

Each RMH will send TNA details of their respective Mission to the National Mission Head, who in turn will assess overall training needs of its Mission keeping in view overall Mission objectives and targets, availability of experts in different fields and requirements to achieve Mission's goals and targets. The NMH will inform the training needs in respect of its Mission to the Training Manager and the Addl. Director General, ASS.

### **3.4.3 Training Need Assessment at CHQ level:**

The HR Department under the control of ADG (ASS) should carry out HR analysis to identify the gaps in Human Resource requirements and availability in different fields of specialization keeping in view the retiring personnel in specialized fields and available personnel to replace them. The overall requirement of HR can be assessed by synthesizing the TNA details received from National Mission Heads. The HRD will communicate overall training needs of the organization to the Training Manager and GSI Training Institute for designing/modifying its training programmes accordingly.



### 3.5 Types of Training Courses

To keep pace with the changing priorities and requirements of GSI, Ministry of Mines, stakeholders, etc. and developments / advancements in geoscientific field, GSITI designs courses to meet the requirements of various target groups. GSITI organizes the different types of training courses at its headquarters and through its six Regional Training Institutes at Lucknow, Jaipur, Nagpur, Hyderabad, Kolkata and Shillong and eleven Field Training Centres at Aishmuqam, Saketi, Bhimtal, Zawar, Sukinda, Kuju, Aizawl, Raipur, Kothegudem, Chitradurga and Wajrakarur.

In GSITI trainings are broadly classified into five types.

1. Probation linked Training
2. Induction training
3. Promotion linked training or Mid-Career training
4. Skill Upgradation training, and
5. Training for Trainers.

#### 3.5.1 Probation linked Training

As per DOPT norm each direct recruitee, first time joining in the department, is under probation. Also on promotion, any personnel joining in higher group (e.g. Gr-C to Gr.-B and Gr.-B to Gr.-A) is under probation. For the probationers, training is mandatory for completion of probation. For the streams under organized services, officers join directly at GSITI and for them Induction training are organized not only to orient them as per the functional requirement of the department but also for clearance of probation. For the other grades, where Induction training are not applicable, probation linked training is to be imparted at least for a period of two weeks before completion of probation period.

#### 3.5.2 Induction Training

Since 1976, the Training Institute has been regularly conducting Induction training for freshly recruited geologists joining GSI after selection through 'Geologists Examination' conducted by the Union Public Service Commission every year. At present all the newly recruited geologists, geophysicists, chemists, and engineers to the posts in organized service Group A directly join the GSI Training Institute, Hyderabad as trainees to undergo induction training. All induction training for geoscientists, engineers and other cadres are named as orientation courses. The duration of orientation courses for Geologists, Geophysicists, Chemists and Engineers are 11 months, six and half months, four months and three months respectively. Successful completion of the Orientation Course is mandatory for clearing the probation period after joining service in the GSI. The details of orientation courses are given in [Appendix-II](#).

#### **Evaluation Tests**

Internal evaluation during the training period is done periodically by examination after completion of modules at each FTC / TI HQ. Each trainee has to clear examination of all modules individually as well as the entire course as a whole. Attendance is also equally important. Leave/absence from training is generally not recommended, but restricted to a maximum of 10% module duration, subject to approval by the GSITI authority.



On the basis of overall marks obtained, trainees are awarded Grades A+ ( $\geq 90\%$ ), A (<90% to 75%), B (<75% to 60%) and C (<60%). If a trainee obtains less than 60% marks in any one or more modules or remains absent for more than 10% of the duration at a particular centre, he/she will have to repeat those module(s) in order to become eligible for receiving a certificate of successful completion of training. Such repetition of module will be imparted to the trainee only along with the next orientation course on the availability of seat and also the trainee has to submit the certificate of recovery of training cost including TA/DA for the unsuccessful module (also refer para 3.13).

### **3.5.3 Promotion linked training or Mid-Career training**

Promotion linked training or Mid-career training is a mandatory training and to be imparted by GSITI, wherever necessary, as per the condition laid down in Recruitment Rules. Promotion linked training for the officers and officials of the GSI, are conducted in the respective domain for a duration of maximum two weeks.

### **3.5.4 Skill Upgradation training**

#### **i. Refresher courses**

Refresher courses are designed for those officers who have joined specialized divisions or those who are working in the related domain. The specialized domains include thematic mapping, exploration, engineering geology, petrological techniques, paleontology, RS & GIS based data integration, etc. These courses are conducted for a duration of one to two weeks. This apart, Department of Science and Technology (DST) is conducting regular courses with focus on scientific pursuit and also on the development of skill in scientific field. Officers are nominated to attend these courses at various centers identified by DST.

#### **ii. Advance courses**

Advanced courses are designed for those officers who are working in a specialized area of work for more than ten years and require further sophistication in the field of research/study/activity. The training generally involves a good background of the subject and the capacity to imbibe the advanced techniques employed in geological, geophysical, chemical and engineering studies. Therefore, the candidates are selectively chosen and given training. The areas in which advanced training is given includes exploration, engineering geology, petrology, GIS-based data integration and other laboratory studies, etc.

#### **iii. Management and Administrative Courses**

The scientific and technical officers at SAG/JAG level were earlier given project management training in GSI Training Institute itself. Since reputed management institutions like Indian Institute of Management (IIM), Management Development of India (MDI), Administrative Staff College of India (ASCI), Institute of Secretariat Training and Management (ISTM), Institute of Management Training (IMT), etc. have accepted to conduct 'customized' courses for GSI officers, Management Development Programmes are arranged by the GSITI from



time to time based on the officers available for such customized courses. These courses generally cover finance for non-financial officers, management and legal dispensation, leadership, team management, etc. Collaboration with Administrative Staff College of India, IIMs and various professional bodies for training officers in the grade of JAG and above are arranged by the GSITI as and when adequate number of officers are available for such kind of training. ISTM conducts various administrative courses up to the level of Directors in its institute. Nominations submitted by officers and officials are considered and forwarded by the respective regional Additional Director General of the Regions subject to suitability for participation in any specialized course. These courses are mainly on training in roster maintenance, establishment matters, finance, Hindi, etc.

iv. **Capsule Courses for State DGMs:**

The requirement of the State DGMs are taken into account while formulating the capsule courses by the GSITI. The field and laboratory training modules that are conducted at various FTCs and RTIs are classified into small modules of one week duration and this training is given to State DGMs. Depending on the requirement, such modules can be combined with the regular courses of GSITI and given as training programmes for DGMs. Apart from this, the regular orientation courses of GSITI as a whole or for a specific module(s) at various field training centres are available for geoscientists of State DGMs for training.

v. **Laboratory based training in RTIs**

Training programmes are planned for training technicians and geoscientists handling or utilizing technical and laboratory equipment available in the Regions, particularly the newly acquired state-of-the-art sophisticated equipment.

vi. **Workshops**

The workshops are conducted at GSITI where free interaction/deliberation of ideas, knowledge, experience and skill takes place for the development and usefulness of the latest technology and scientific know how. The workshops are conducted generally for a period of maximum three days.

vii. **Sponsored Courses**

GSITI conducts National and International Training courses on specialized domains as per their requirement sponsored by Indian Space Research Organization (ISRO), Ministry of External Affairs (MEA) etc. under Memorandum of Understanding (MOU). Apart from this, GSITI may also impart training to the National and International organizations/agencies as per their requirement by paying the approved schedule of charges (SOC) applicable.





### **3.5.5 Training of Trainers**

Trainers, directly deputed for faculty position in GSI Training Institute, need Training in various training techniques, methods, etc. It is mandatory for the trainers appointed in GSITI to undergo Direct Trainer Skill and Design of Training Course being conducted by the Department of Personnel and Training (DoPT) within a period of one year from the date of their joining in GSITI faculty position. Trainers are encouraged to participate in DoPT Trainers Development Programmes like Training Need Assessment (TNA), Evaluation of Training (EoT), Experiential Learning (ELT), Management of Training (MOT), etc. Also trainers are deputed to national/international Institutes for their training as a Trainer in specialized domain. A Trainer is always a Trainer as such Trainers are always encouraged to participate in Faculty Development Programmes as far as possible subject to other conditions.

### **3.6 GSI Training Manager**

Additional Director General (Administrative Support System) is the Training Manager responsible for all training activities in the GSI. As Training Manager, ADG (ASS) will implement GSI Training Policy in consonance with the National Training Policy by monitoring the activities of GSITI and arranging training in other reputed national/ international training institutes.

### **3.7 Training Advisory Committee**

Training Advisory Committee (TAC) is the advisory body to oversee and advise the training functions in the GSI. TAC will meet once in a year to review the ongoing programmes and also to recommend futuristic training programmes of GSITI. The TAC is constituted under the Chairmanship of DG, GSI where ADG (ASS), all National Mission Heads, Regional HoDs and ADG/DDG of Geology, Geophysics, Chemistry and Engineering streams are the permanent members. Invited members may be included in the TAC with the approval of the DG, GSI.

### **3.8 Funds**

As per NTP 2012, Training Funds should be at least 2.5% of the Salary Budget of the department. Training programs are time bound with specific dates and, therefore, need very timely funds for their successful completion. Hence, adequate funds should be made available for the training on priority. Moreover, at Regional and State Unit offices, processing of bills for rolling of finances should be done on priority basis because shortage of cash or no cash in hand may hamper smooth conduct of a course and may lead to postponement or even cancellation of a course.

### **3.9 Faculty**

All full time faculty positions at various RTIs, FTCs and Headquarter based divisions are required to be filled up from within GSI wherever personnel with required experience/ expertise are available.

Scientific personnel visiting foreign countries for training, workshop, conference, etc. should be roped in as guest faculty as and when required or as core faculty in the Training Institute



depending upon the expertise/ experience gained and Institute's requirements and availability of faculty positions.

### 3.9.1 Eligibility

- (a) The JAG/STS of four organized streams with required field and/or laboratory experience in any field of specialization that is required in the TI HQ or concerned RTI/FTC of the Region are eligible to apply. JTS of these four organized streams having more than 8 (Eight) years of service with field experience of not less than 5 years for Geologists/Geophysicists/Engineers, including their stints in the lower grade are also eligible to apply.
- (b) Officers who have already served tenure posting of five years in GSITI are generally not eligible, except for an exceptional cases under approval of the competent authority. Officers who are under order of transfer to NER may only be considered if they apply for the post of faculty within NER. Similarly officers who are under order of transfer outside their present Region may only be considered if they apply for the post of faculty in the Region outside their present Region.
- (c) Officers at JAG level but superannuating within the next one year on the closing date of application are not eligible to apply.
- (d) The existing faculties are allowed to continue after completion of their tenure only in exceptional cases, till replacement faculty joins. However, the Dy. DG, GSITI and HoDs of the Region should initiate the process of filling of the expected vacancy of faculty well in advance so that selection process can be completed much before the completion of the tenure of the existing faculty in a particular RTI/FTC and the continuation of the faculty after completion of the tenure may not arise.
- (e) Officers who have already served the first tenure in GSITI, but not completed five years, can be considered for a second term after a break (Cooling-off) period of two years, based on functional requirement in TI, provided, they meet the bench marks for selection of the post and after due diligence are strongly recommended by the Selection Collegium/Committee for posts at RTI/FTC/ TI HQ, if no suitable fresh candidate is available for posting as faculty.
- (f) For domain specific faculty posts, viz. petrology, photogeology and remote sensing, geoinformatics, etc., proficiency and experience in respective special domains would be essential.

### 3.9.2 Tenure

- (a) Initial posting of a faculty will be for a maximum period of 3 (three) years. If required, they can be withdrawn from GSITI at any time and be redeployed to other sites in GSI, based on the recommendation of the review collegium. The review is to be made on the basis of



performance, competency and suitability or even irrespective of these, only on functional requirement of the department.

- (b) After 3 (three) years, their performance, competency and suitability will be reviewed by a collegium. Their tenure may be extended to a maximum of five (5) years depending upon the suitability and there will be no scope for further extension.
- (c) On successful completion of tenure in GSITI, the officer will be posted out of GSITI as per existing transfer policy.
- (d) However, for those posted in NER which has a compulsory tenure component as per Central Government Rules, faculty at RTI/FTC in NER will be allowed to be transferred out of NER on his / her completion of tenure in NER or a minimum of two years as faculty as per the approved Transfer Policy.
- (e) Officers already serving in GSITI, who are promoted to the next higher level/grade, will be allowed to continue to complete their tenure in public interest, provided the higher level post is available/vacant at that site.

### **3.9.3 Guest Faculty**

- (a) For functional requirement and optimal utilization of resources as and when required, a panel of guest faculty must be prepared in HQ and Regions where the training is to be imparted.
- (b) Resource persons with outstanding track records from academic institutions, corporates, universities, autonomous bodies, etc. may be invited for sharing knowledge and experience as guest faculty in professional and laboratory oriented courses.
- (c) GSITI HQ will decide and approve each and every course content and also the list of guest faculty for the particular course.

### **3.9.4 Replacement of Faculty**

It will be endeavored to keep the full number of faculty position as per the notified vacancies in a given time in GSITI by balancing the in-coming and out-going faculty. The exercise for replacement/selection of faculty may take place twice a year, if necessary.

### **3.9.5 Faculty positions not filled**

For filling a faculty position up to the level of Director, if no application is received or no suitable candidate is found on completion of the selection process, the Director General, GSI shall determine filling up that vacancy, separately, with a suitable officer in consultation with ADG (ASS)/Training Manager, Dy. DG, GSITI, concerned Regional HoD and Dy. DG, HRD, Kolkata.



### **3.9.6 Selection Process**

Applications will be invited in GSI website, the same will be scrutinized and candidates will be shortlisted. The shortlisted candidates will be given at least 7 days time to appear for the interview/presentation. Presentations will be on pre-decided topics relevant to respective RTI, FTC and Headquarters faculty positions.

### **3.9.7 Committee or Collegium**

For selection of faculty, a Central Selection Committee/Collegium will be constituted by DG, GSI each time with the Training Manager as chairman and (1) Dy. Director General & Head, M-V, GSITI, (2) Dy. Director General, PSS-P&M or representative and (3) Dy. Director General, HRD or representative as members. For selection of faculty in Geophysics, Chemical and Engineering streams, one representative from these streams may be included in the Selection Committee for selection of the faculty of respective stream.

Based on interview, presentation, academic excellence/ technical achievement and specialization, the Central Selection Committee will recommend suitable candidates for posting as faculty in RTIs, FTCs and TI headquarters. Recommendation of the committee will be placed to the competent authority for approval and issuance of posting order. Recommendation by the committee is not to be taken as right to demand for a candidate for his posting as faculty. The decision of the competent authority is final for posting of faculty in GSITI.

### **3.9.8 Additional assignment to faculty**

GSITI faculty posted in HQ, RTIs and FTCs are full time assignment. Any additional assignment to the GSITI faculty should be avoided as far as possible. If considered necessary, orders to this effect are to be issued by the GSITI authority only. Regional HODs and State Dy DGs are to give administrative and logistic support for the Training Centres under their jurisdiction.

### **3.10 Modification/ cancellation of approved courses**

If required, any modification in the approved course/workshop would be possible only with the approval of the competent authority.

Although the courses are formulated as per the requirements of regions and the GSI in general after thorough review process, sometimes the response for courses is poor, i.e. few nominations are received. In such cases, the course will be rescheduled once, if possible, depending upon the availability of time slot. After rescheduling, if nominations still remain low again, the course would be deemed cancelled and the competent authority must be informed accordingly.

### **3.11 Additional courses**

Besides the approved training courses, GSITI needs to conduct additional training programs, which arises due to changing requirements and/or priorities of a particular Region or GSI in general. The TI HQ and RTIs may take up such courses with the approval of the Training Manager/ competent authority depending upon the availability of time slots, faculty, etc. without affecting the approved



training programs in general. However, if it is not possible to accommodate additional courses without affecting the approved training calendar and the additional course is very essential, it may be conducted as a modified or replacement of an approved program with the approval of the competent authority. The replaced approved programme may be carried forward to next training calendar, if necessary.

### **3.12 Appeal**

a) Whenever an Office Order is issued to attend a training programme, the officer concerned shall comply the order without fail. The officer may submit representation, if any, through proper channel to the authority immediately if he/she desires so, stating the justification along with all relevant documents.

b) All such appeals shall not confer any right whatsoever on the officer to defy the Office Order, unless an exemption approval is issued to him from the competent authority.

c) In the event of exemption order not issued, concerned controlling officer shall ensure that the officer is relieved as per the Office Order regarding training participation.

### **3.13 Recovery of Training Cost**

a) After completion of Induction training if the employee opts to leave GSI, then the employee has to pay the training cost to the department before he/she got released.

b) For the mandatory courses like Induction training, probation-linked training, promotion-linked training etc. (whether it is in-house or outsourced) the trainee has to successfully complete the training. For all unsuccessful training or any incomplete training due to non-participation or part participation without any approved exemption, the trainee has to refund the training cost along with TA/DA applicable to him/her, within a period of three months, otherwise penalty will apply. His/her nomination will only be considered in next course after the recovery is made. GSITI will issue letters to the concerned HODs to recover the training cost from such default employees under their control.

### **3.13 Interpretation in an event of dispute**

At any point, the competent authority may overrule the conditions laid down in the training policy by applying his discretionary power. In an event of dispute in the application of above-mentioned Training Policy, the interpretation and decision of the administrative Ministry shall be final and binding.

### **3.14 Implementation and Review**

All training will be governed duly adhering to the Training Policy for smooth implementation of the approved programmes. The policy needs to be reviewed periodically as per necessity and to be approved by the competent authority.



## NATIONAL TRAINING POLICY

### I.I The Need for Training Policy: Training policy is required to

- Enforce a discipline of training in Ministries / Depts.
- Specify the budget allocations for training.
- Specify standardized guidelines for training management
- Inculcate training culture in the organizations
- Ensure that training reaches the right people at right times

### I.II Objectives of Training Policy:

- To move to a Strategic Human Resource Management System
- To motivate, develop and enable the Individual, considering him/ her a vital resource to achieve the Mission & Objectives of the Department
- To accomplish the current and future goals of the Department through improved individual competencies.

### I.III Training Target: All the employees are to be imparted training

- At the time of entry into service (Induction)
- At appropriate intervals in the course of career

### I.IV Role of Ministries/ Departments is to

- Appoint Training Manager and Create Training Cell
- Prepare job descriptions and competencies required for all jobs
- Develop and implement of Cadre Training Plans and Annual Training Plans
- Link training and competency development to career progression
- Identify and implement non-training interventions
- Make the immediate supervisor responsible and accountable
- Use the Training / Consulting institutions for advisory in this regard
- Provide for Training in all new schemes

### I.V Role of Training Institutes:

- Have adequate staff, infrastructure and finances
- Assimilate technologies to enable anywhere / anytime learning
- Add distance / e-learning programs
- Conduct field studies /research to become repositories of knowledge
- Network with other institutions for knowledge / experience sharing
- Develop cadre of trainers, domain-specific trainers and conduct ToTs
- Give special focus to Behavioural / attitudinal training
- Move to become “Centres of Excellence”



## **I.VI Funding for Training**

It is expected to be at least 2.5 % of Salary budget of the Department.

### **I.VI Responsibilities of Training Manager:**

- To take steps to implement National Training Policy, 2012.
- To coordinate and collaborate with the Training Division, DoPT
- To prepare CTPs and ATPs and implement them
- To develop plans to mould training institutions under the ministry / department into the centres of excellence
- To develop and maintain Training Management Information System to facilitate training activities of the Ministry / Department
- To contribute to the Annual Report w.r.t. Training activities
- To develop a suitable programme / scheme for development of domain / sector specific trainers
- To promote distance /e-learning in the Ministry / Department.
- Organize on the job / in-house training for the employees
- To ensure proper utilization of the training budget



## ORIENTATION COURSES IN GSI

### II.I Orientation Course for Geologists (OCG)

The duration of the course is 11 months including two weeks foundation module and one month specialized module.

#### **a) Foundation Module**

The foundation module is common for induction training in all organized services of the Geological Survey of India. It is designed essentially to apprise the trainees about the activities, structure and functioning of the organization, office procedures, conduct rules, etc. It is a two week module that is conducted at GSITI headquarters, Hyderabad. For all Induction training, foundation module is followed by Technical modules and then by Evaluation Test.

#### **b) Technical Modules**

The Indian terrain offers a varied geological set up across its length and breadth. The purpose of technical modules is to acquaint geoscientists with geological set up and mineral belts of India and other geoscientific disciplines. These modules are conducted at various Field Training Centres where mapping in sedimentary, igneous and metamorphic terrains including the Himalayas, mineral exploration, geochemical mapping in mineralized belt, engineering geology, landslide susceptibility zonation, Quaternary Geology, photogeology & remote sensing, coal exploration, marine geology and laboratory techniques including fundamental aspects of geology are covered.

#### **c) Specialized Modules**

Domain specific training is imparted through Specialized Modules after completion of foundation and technical modules. Each specialized module is of one month duration and every trainee will attend only one of the available specialized modules. The Specialized modules are designed on the basis of current priority areas of the organization, e.g. specialized thematic mapping (STM), National geochemical mapping (NGCM), Mineral Exploration, etc. Trainee officers may be selected for different specialized modules on the basis of their performance in the evaluation tests as far as possible. Specialized modules are modified depending upon the thrust areas and requirements of the organization.

### II.II Orientation Course for Geophysicists (OCGP)

The duration of this course for newly recruited geophysicists is 28 weeks (six and half months).

#### **a) Foundation module**

It is of two week duration at GSITI headquarters with the detailed as mentioned in para II.I.a.





**b) Technical Modules**

The course comprises theoretical and practical training in various geophysical methods, like gravity, magnetic, electrical, seismic surveys. The borehole logging using various down-hole geophysical instruments are also demonstrated in the mineral exploration camps. With advanced geophysical softwares being employed for analysis and interpretation of data, six weeks are devoted for computer applications in geophysical interpretations. The field component is taken up at FTC Kothagudem, Chitradurga, Wajrakarur and adjoining areas.

**II.III Orientation Course for Chemists (OCC)**

The duration of OCC is 18 weeks (four months) including foundation and technical modules.

**a) Foundation module**

It is of two week duration at GSITI headquarters with the detailed as mentioned in para II.I.a.

**b) Technical Modules**

The technical modules cover / are designed covering theoretical and practical aspects of various analytical methods using instruments like AAS, XRF, ICP-MS, Fire assay as well as classical methods. To introduce the chemists in geology and the sampling methods used in the field, theory and field modules on Geology are also incorporated in the technical modules.

**II.IV Orientation Course for Engineers (OCE)**

The duration of the course for newly recruited Asst. Executive Engineers (AEE) is three months including the foundation module of two week duration at GSITI headquarters.

**a) Foundation module**

It is of two week duration at GSITI headquarters with the detailed as mentioned in para II.I.a.

**b) Technical Modules**

The technical modules of the course comprise Geoscience Module of 2 weeks, followed by theoretical and practical training in drilling methods, like drilling engineering, drilling in Mineral exploration, engineering geological & seismic microzonation projects and in different geological terrains. This course also covers visits to drilling Accessory suppliers/manufacturers and to AMD/NMDC/NGRI drilling units /geophysical logging units to acquaint the trainees about different aspects of drilling including manufacturing. The field component is taken up at FTC Kothagudem, Zawar and regional drilling camps.

**II.V Induction Training for other Cadres**

Induction training for newly recruited officers/officials in different grades other than Gr.A officers of four organized services is conducted by GSITI. This training is to be completed within the probation period.