

**Government of India
Geological Survey of India**

No...../D21013/OCBIS/SRS/29/2016

Kolkata, dated 16th March, 2017

OFFICE MEMORANDUM

Subject: Inclusion of Latest scanned Photograph and Signature of GSI employees in HR records of OCBIS

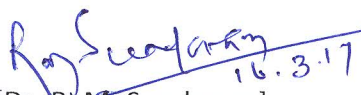
Human Resource (HR) database of OCBIS requires inclusion of latest scanned photograph and signature of all the GSI employees.

In this regard, it is requested to submit the digital files of the same to the respective Geodata Divisions for onward transmission to Dy. DG, Mission IIIA, CHq, Kolkata through Dy. DG, RMH III. The scanned photograph, signature should be as per the following specifications and the file naming convention as stated below has to be strictly followed:

Photograph	Signature
Image size - 4.5 x 3.5 cm	Image size - 1.5 x 3.5 cm
File size - not more than 100 KB	File size - not more than 30 KB
Format - jpg	Format - jpg
File nomenclature - <emp-id>_photo.jpg (e.g 111112_photo.jpg)	File nomenclature - <emp-id>_sign.jpg (e.g 111112_sign.jpg)

This may be taken up most urgently and the files must reach the office of Dy. DG, Mission IIIA, CHq, Kolkata positively by 24th March 2017.

This is for kind necessary action to all concerned.


[Dr. R. M. Sundaram]
Dy-DG, M IIIA, GSI, Kolkata