



GOVERNMENT OF INDIA
GEOLOGICAL SURVEY OF INDIA
CENTRAL HEADQUARTERS
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CIRCULAR

**GUIDELINES FOR UPLOADING AND APPROVAL OF REPORTS AND
ASSIGNING ACCESSION NUMBERS**

With the migration of Field Season Programme for FS 2016-17 for all Regions it has been decided that reports for the Field Season 2016-17 have to be uploaded through FSPMIS including different stages of the draft report.

In FSPMIS, provision exists for uploading of documents. Documents can be uploaded under two tabs.

Under the tab called - ***Upload Reference Documents (Docs, Maps, Images)*** documents required for execution of the Field Season Item are to be uploaded. This will replace the field and project dossiers which were maintained in hard copies during the previous field seasons. The documents should include concept notes, detailed background information, bibliography, reference material, maps, field photographs etc. Documents can be uploaded under this section both during proposal as well as execution stage.

Under the tab - ***Report Preparation*** report type and timelines for report submission are to be given. Once the report preparation tab is expanded, two more tabs are visible. These are called **Raw Files Of Reports Upload** and **Report Tracking**.

Under **Raw Files Of Reports Upload** there are different sub tabs where draft reports, text files, image files GIS, CAD and other files can be uploaded. Care should be taken to upload files in relevant file formats under these tabs.

The draft report submitted by the Geoscientists to the Director/ Supervisory Officer may be uploaded as a single PDF document under Draft Report. Different stages of drafts can be uploaded. The file-name should include draft stage and date of submission / receipt. **Other files in their original file format are to be uploaded only after the report is finalized and approved.** The compiled report in **PDF format** is to be uploaded under the **Report Tracking** tab – upload full report. This PDF report will be made available in the public domain, while the report files in the format in which they were prepared would be stored in content management section of OCBIS.

Under the **Report Tracking** tab the stages of the Report submission and date are to be recorded under report tracking similar to the report movement sheet being used.

Once all the report files and the complete report in PDF format are uploaded, the Generate Accession Number button will become active. On clicking the Generate Accession Number button a request will be created and forwarded to the Director, Publication Division.

RESPONSIBILITIES OF DIRECTORS OF PUBLICATION DIVISIONS IN REGIONS AND CHQ

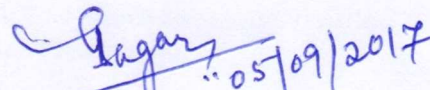
Directors of Publication Divisions of Regions and CHQ have the responsibility of verifying that all component files and the complete report have been uploaded before assigning the accession number to the report. Directors of Publication Divisions.

Directors of Publication Divisions should also ensure that only one accession number is given to a report pertaining to one FSP item. This is particularly relevant to reports of Engineering Geology Division.

It has been observed that multiple accession numbers are given to part reports of EG Division, having one Item Code. **It is clarified here that even though the reports may pertain to different individual engineering projects, a single report has be complied by officers of EG Division at the end of the year. This guideline is to be followed mandatorily**

Directors of all Engineering Geology Divisions may kindly take note of this.

A tutorial with step by step instructions for uploading reports and assigning accession numbers is being uploaded separately.



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