



भारत सरकार / GOVERNMENT OF INDIA
भारतीय भूवैज्ञानिक सर्वेक्षण / GEOLOGICAL SURVEY OF INDIA
समुद्री & तटीय सर्वेक्षण प्रभाग / MARINE AND COASTAL SURVEY DIVISION
पाण्डेश्वर / PANDESHWAR, मंगलूर /MANGALURU

19 सितंबर 2018 को समुद्री एवं तटीय प्रभाग, भारतीय भूवैज्ञानिक सर्वेक्षण, मंगलूर के
बैठक के कार्यवृत्त
Minutes of the 2nd OAC Meeting of M&CSD, OPWC-I, Mangaluru
held on 19th September 2018

Second Office Advisory Council Meeting of Operations: West Coast-I, Marine and Coastal Survey Division, Mangaluru for FS 2018-2019 was conducted in the forenoon session of 19th September, 2018 at the MVN Murthy Hall, M&CSD, GSI, Mangaluru. List of the participants, attended the meeting is appended (Annexure-I).

2.1.0 Welcome address by Director (TC), M&CSD, Mangaluru

Shri. A. C. Dinesh, Director, Technical Co-ordination, Op.WC-I, MCSD, Mangaluru welcomed the Chairman, Shri D. K. Saha, Deputy Director General & HOD, Shri. N Maran, DDG, OPWC-I, and all the Officers to the OAC meeting. Shri. AC Dinesh, Director also welcomed the newly joined Director, Shri. G Nagendran, transferred from OPEC-IV, Chennai to the meeting and further requested the Chairman to preside over the session and sought permission to conduct the meeting as per agenda items.

2.2.0 Inaugural address by Shri. D. K. Saha, DDG & HOD and Shri. N. Maran, DDG

The Chairman greeted all the Officers who attended the meeting and expressed his gratitude. He briefed about the purpose of the OAC meeting and requested all the officers to complete the assigned work in time in all the fields like FSP, submission of reports of FS: 2017-18, additional assignments etc.

Followed by the inaugural address by the Chairman, Shri. N Maran, DDG, OPWC-I addressed the gathering and expressed hope that all the reports of FS: 2017-18 would be submitted for L-1 by due date. He conveyed that most of the officers are hard pressed with the FSP projects and involvement in the important additional assignments. Deployment of officers exclusively for the important additional assignments would not be possible due to the policy decision and hence all officers, especially junior officers needs to involve in the FSP projects mandatorily and look after the additional tasks. He further briefed on the Review of implementation of 100 x 100 VAQ Model Programme held at GSI TI, Hyderabad on 18-9-2018. He conveyed that all proposals except Phosphorite investigation had been accepted and appreciated by the Joint Secretary. However, he added that the team concerned team would be held responsible for any lacuna in implementing the same, and the quality of the project proposed would be reviewed seriously.

The Chairman further gave permission to Director (TC) to conduct the 2nd OAC meeting for the year 2018-19 as per agenda.

2.03.00 Reports

2.03.01

Status of Reports & Pendency:

FSP 2017-18: It was informed by the Director (TC) that the laboratory work for all the cruises viz. SR-033, SD-277, 278, 279, 280, 281 and RP Item-115, except SR-034 and SR-036 are completed and final draft report is under progress and will be submitted for L-1 by the end of September 2018. For SR-034 and 036, request letter had been forwarded from PSS, asking for three months extension for submission of reports, by 31st December 2018, considering the delay in getting chemical reports.

Action: All Chief Scientists and Supervisory Officers

2.04.00	Review of current programs
	<p>Shri. AC Dinesh, Director (TC), conveyed that no cruise was taken up during the period from July 2018 to September 2018. The remaining four Shaudhikama cruises and three Ratnakar cruises pertaining to OPWC-1 will be carried out as per schedule. He also added that laboratory work of the cruises (SD-289 and SR-048) taken up during FS: 2018-19 are progressing as per schedule.</p>
2.05.00	<p>Review of action taken on decision taken in the previous OAC meeting: Director (TC), Op.WC-I then presented a brief account of the Action Taken Report on the decisions taken in the previous OAC meeting and elaborate discussions were held on various matters. Majority of the issues brought out during the 1st OAC Meeting were attended. The pending points and its ATR / current status are as follows:</p> <p>2.5.1. GSI Portal: ATR</p> <p>(a) Deployment of officers on full time basis in Geoinformatics Division considering the authentication of Legacy data which was migrated from the old portal to the new OCBIS portal, uploading of post FS 2012-2013 data in OCBIS, compilation of MBES metadata as part of MoU with MoES, modification of organogram of OCBIS portal for smooth execution of FSP and other modules of portal.</p> <p>The request for full time deployment of officers was projected by the Geodata to complete the workload at an early date, but it was informed that officers on full time basis cannot be given due to FSP assignments. Modification of organogram in OCBIS portal for smooth execution of FSP and other modules of portal has been taken up with the CHQ as a part of VAQ. The Director Geodata has been advised to prepare action plan to implement the pendency.</p> <p style="text-align: right;">Action: Director (Geodata)</p> <p>2.5.2. Machinery & Equipment: ATR</p> <p>(a) Particle Size Analyzer: Purchase Order for PSA has been placed, Request for LC has been initiated by GSI, Vizag.</p> <p>(b) SEM EDX – Procurement process is at TEC Stage. TEC has submitted its report to stores with a directive to obtain clarification from the bidders regarding some technical points. File is put up to TEC for further comments.</p> <p>(c) XRD – As the specification is different from the earlier one, documents are sent for CTSC Vetting and for CPMC approval.</p> <p>(d) XRF – Procurement process is at the TEC Stage. TEC has submitted the report to stores with a directive to obtain clarification from the bidders on some technical queries. Clarifications have been sought from the bidders and their reply is awaited.</p> <p>(e) 160 KV Generator: The Director (Estate), CHQ confirmed that the fund for procurement of 160 KV Generator had been transferred to concerned PAO of CPWD. The procurement process would be initiated shortly.</p> <p>(f) Rectification of portable Echo-sounder: The concerned technician is not available to attend the issue and hence the said certificate is not yet obtained. The matter is pending. The OIC Stores / Lab were directed to complete the repair work at the earliest.</p> <p>(g) Provision of monitor for Geophysical division: Requirement of normal size monitors were projected long back for the shallow seismic processing unit and for the Geosoft. <i>Indent received recently and procurement is in progress.</i> The OIC (Stores) was asked to complete the purchase processes / pending issues at the earliest.</p> <p>(h) Status of procurement of PA System for the Conference Hall: The procurement is kept pending due to shortage of funds and will be taken up after receipt of funds.</p>

		Action: OIC (Stores & Lab)
	2.5.3. Estate: ATR	
	(a) Additional space for keeping core samples and domain wise classification of samples:	
	Regarding the additional space for keeping the core samples at the core lab, the Director (TC) informed that the domain wise classification of samples for arranging the representative samples is under progress. The newly received racks in the core lab is also filled up with samples and hence more racks will be required for arranging the samples further.	
	The Chairman advised the OIC (Lab) to speed up the case giving top priority. He was further advised to give indent for new racks. The OIC (Estate) was asked to make the place identified ready for installation.	
		Action: OIC (Lab / Estate)
	2.5.4. Grievance Matter: ATR	
	(a) Provision of hand wash and first aid box in the toilet / appropriate places and clarification on store items:	
	First Aid kit is purchased and kept in the PSS Cell.	<i>Point dropped</i>
	(b) Store Verification Reports:	
	Request to provide a copy of all the store verification reports pertaining to the Financial year 2017-18 after its completion to the APM division by the concerned officers for records. The APM division confirmed the receipt of copy of store verification reports.	<i>Point dropped</i>
		<i>Point dropped</i>
	The house approved the Minutes of 1 st OAC Meeting of FS: 2018-19 unanimously.	
2.06.00	GSI portal	
	2.06.01	Shri AC Dinesh, Director (TC) informed that most of the issues related to OCBIS Portal were now resolved and all are using the portal in an effective manner. The effective utilisation of each module are being closely monitored. He further advised to take up the problems with the OCBIS Helpdesk, if any, through OCBIS Nodal Officer through official GSI mail for rectification.
		<i>Action: All concerned / Nodal Officer (OCBIS)</i>
	2.06.02	Progress in IT infrastructure including Video conferencing and IP telephone networking: The Director (Geodata) informed that the videoconferencing system and IP telephone network are functioning without any problems.
		Shri. N Maran, DDG expressed concern on the utilization of big plotters lying idle in Geodata. He advised to check the status of all the plotters and its efficiency and instructed to carryout disposal processes of unwanted IT related items which are beyond repairable conditions.
		<i>Action: OIC (IT)</i>
		Shri. BK Nandi, Suptd. Geophysicist had requested to provide IP phones to all the newly joined Geophysicists.
		OIC (IT) informed that IP phones were centrally procured and issued to all senior level officers and important sections. If indent is received the same can be forwarded to DDG IT for procurement please.
		<i>Action: OIC Geophysics Division</i>
2.07.00	Status of machinery & equipment procurement	

2.07.01		<p>Assessment of equipment required: The Director (TC) then informed the details of procurement of machinery & equipment for the period from July 2018 to September 2018 viz. Fume cupboard, Island table, Racks. Standard Reference Materials, Furniture, PA system for auditorium, spare parts for Sieve Shaker, Sony LED TV for Conference Hall, Projector, Hot Plate, Total Organic Carbon Analyser, Chairs, Biometric System, Computers, Telephone, Pendrive, etc</p>
2.07.02		<p>Status of utilization of existing Lab. equipments: All the equipments are being used and their utilisations are being closely and strictly monitored by the OIC Lab.</p> <p>In this regard, OIC (Lab) informed that next year SEM, HM Separator, etc are expected to come for which suitable place is required. Further, the OIC Lab added that the core cutter instrument had been shifted to the adjacent sieving room and the core room is being maintained neatly. Many important samples had been neatly classified and placed at the core room facilitating easy retrieval of any specific samples belonging to any cruise. A few samples kept in the core lab had been shifted and neatly arranged in the core cutting room and space available at the recreation room. He also sought clarification on the disposal of old duplicate samples (The samples left out after core logging and processing for analysis).</p> <p>In reply to the request for provision of space for keeping the new instruments, the OIC Estate conveyed that the instruments can be placed in the ground floor after making aluminium partitions.</p> <p>The chairman appreciated the efforts taken by the OIC Lab for the maintenance of core lab and sample room and wished him to continue his efforts further. For placing the new instruments, he directed OIC (Lab) to coordinate with the OIC Estate and submit a report if the place is suitable for placing the instruments. The DDG, OPWC-I further advised to place the instruments on an elevated platform so as to keep the instruments safely during monsoon periods. The chairman further advised the OIC Lab to monitor the utilisation of lab instruments by maintaining registers to enter the record of analysis/study of samples.</p> <p style="text-align: right;"><i>Action: OIC Lab / Estate</i></p>
2.08.00		<p>VM Cell Issues:</p>
		<p>Dr. N. M. Shareef, Director (VM Cell) briefed on the VM cell activities. He conveyed that the RV Samudra Ratnakar had sailed out from Chennai on 24-9-2018 to take up cruise SR-048. The medical team is also there onboard for providing better medical services. Both the coastal vessels Samudra Kaustubh and Samudra Shaudhikama are now in dry dock at Paradeep and Ratnagiri respectively and they are expected to undock by mid-October. In RV Samudra Shaudhikama the newly procured vibrocorer would be installed during dry dock and a sea trial with the new vibrocorer will be conducted at a place having a water depth of minimum 50 m, preferably off Ratnagiri area.</p> <p>The DDG, OPWC-I expressed satisfaction on the timely completion of dry-docking of vessels and hoped that all the planned cruises could be completed as per schedule. He further advised to conduct the sea trial preferably in the sandy terrain for better understanding the efficiency of the vibrocorer as most of the upcoming cruises are of placer mineral investigations.</p> <p style="text-align: right;"><i>Action: Director (VM Cell)</i></p>
2.9.00		<p>Estate Cell Issues:</p>
		<p>Shri Gopakumar B., OIC Estate intimated that a Co-ordination Committee Meeting (Civil) was held at GSI, Mangaluru on 29-8-2018 to review the ongoing minor works at GSI Residential Complex. Various issues related to ongoing minor works (renovation works / drainage works), provision of ramp exist, issues related to water leakage in office building, construction of mini conference hall, partition in chemical / stores sections, maintenance of</p>

		<p>GSI buildings, payment of rent for the CPWD Service Centre, status of fund transfer, etc were discussed. A copy of the minutes was forwarded to the Chief Engineer with copies to SE & EE (Civil) for follow up action.</p> <p>The chairman advised the OIC Estate Cell to follow up the activities at regular intervals interacting and co-ordinating with CPWD officials and update the status.</p> <p style="text-align: right;">Action: OIC (Estate)</p>
2.10.00	SGPB meetings:	<p>Shri. AC Dinesh, Director (TC) conveyed that 55th SGPB Meeting of Kerala was held at Thiruvananthapuram on 17-9-2018. Dr. Saju Varghese, Sr. Geologist represented the MCSD, Mangalore and presented the progress of work done by OPWC-I, Mangalore in Kerala State for the period from July-2017 to June 2018.</p> <p>Dr. Saju Varghese, Sr. Geologist further conveyed that during the meeting he had highlighted the extensive sand projects carried out along the Kerala coast and the resources found out by the MCSD. Further he informed the committee that GSI can extend the support in taking up any projects viz. coastal hazard mapping, especially on the recently flood affected and destroyed beaches / coastal areas. Dr. Saju Varghese also expressed the concern of the CGPB committee on the absence of DGM Kerala representatives in the recently held 14th CGPB Meeting of Committee VI to the SGPB. He further requested the SGPB to forward the minutes of the 55th SGPB Meeting Kerala to Central CGPB. He informed that the DGM Kerala expressed happiness on the participation of GSI MCSD and appreciated the sand projects taken up by the MCSD. The DGM Kerala conveyed that shortly they will send a request to MCSD to provide the status of sand resources found out by the MCSD.</p> <p>The chairman expressed his satisfaction to Dr. Saju Varghese, Sr. Geologist for attending and presenting the progress of work carried out by OPWC-I, Mangalore in Kerala State for the period from July-2017 to June 2018. He had also expressed happiness in projecting the projects mainly the sand investigations all along the Kerala coast. He informed that if any request comes from the DGM, Kerala the same would be taken up with the concurrence of CHQ and Ministry of Mines.</p>
2.11.00	Budget matters	
	2.11.01	<p>Allocated fund utilization: The OIC (Finance) informed that all the funds allotted were used judiciously and closely monitored. However he added that fund position on the following heads needs immediate attention:</p> <p>(a) <u>Wages Head:</u> There is an acute shortage of fund under Wages Head. An amount of appx. 12.5 lakhs are required urgently to clear the pending bills of MCSD offices related to Security and House Keeping.</p> <p>(b) <u>DTE:</u> An amount of Rs. 70 lakhs was projected for the FSP requirements and an amount of Rs. 20 lakhs only was allotted (excluding the training programmes and transfer TA). Hence allotment of fund under DTE is very much essential for implementation and execution of FSP.</p> <p>The Director (F) further conveyed to use the funds under OE very judiciously so that there should not be any dearth of fund for payment to essential requirements like electricity and water.</p> <p style="text-align: right;">Action: Director (F) / OIC Swachh Bharat</p>
	2.11.02	<p>R.C.A: RCA/NRCA and pendency position and action taken thereon: Nothing Pending.</p>
2.12.00	Administrative matters	
	2.12.01	Pending matters related to implementation of the recommendations of the HPC:

		Nil pendency.
	2.12.02	Progress in completing HRMS: Nothing pending.
	2.12.03	Status of APAR Completion of all levels of personnel in the Operation Unit: Nil <i>Action: Nil</i>
2.13.00	Staff issues	
	2.13.01	Staff Council Matters pertaining to Operation Unit: Nothing pending. In this regard, Dr. A Anil Kumar, Director & H.O. informed that due to the non availability of funds under Wages, outsourcing of contingent staff / labourers would be restricted to bare minimum or even may have to be stopped shortly. The duties performed by the contingent staff / labourers till now will be assigned to the available MTS in the office. The Director & H.O. concluded that the instructions are issued in view of the anticipated cut down in the outsourcing of contingent staff / labourers and to provide better service to the admin and technical side. The duties presently allotted to each MTS at the respective floors may be rotated as and when required.
	2.13.02	Recreation and related issues: The Director (TC) proposed to have a vacant area, for official gathering / recreational activities. The chairman directed the OIC Estate to look into the matter in consultation with CPWD for development of an area with bare minimum expenditure. <i>Action: OIC Estate / GSRC</i>
2.14.00	Legal cases	
	2.14.01	Pending CAT/Court matters pertaining to Operation: The Director (TC) informed that all the cases were monitored by the Nodal Officer (Legal) and being intimated to CHQ regularly.
	2.14.01	Pending RTI matters: Nothing pending.
2.15.00	Status of grievance matters: Nil	
	<p>The Chairman asked the gatherings whether they have any grievance which need to be addressed. With the permission of the chair, the following issues were raised and discussed.</p> <p>(a) Initiation of Tea Club: Dr. A Anil Kumar, Director & H.O. informed that to inculcate the habit of interaction among the officers and staff it has been decided to start a Tea Club at the office at a common place wherein Tea, Coffee & Lemon Tea would be provided on a monthly payment basis. Serving of tea in the respective cabins / sections would be stopped and all were requested to use the facility provided at a common place. The officers and staff can gather there in the morning (1100 hrs – 1115 hrs) and evening (1600-1615 hrs) and have tea and interactions. If any guests are coming to meet any officer / staff, they can also use the facility or can request to provide the tea at their cabins.</p> <p>The chairman welcomed the proposal and advised all to make use of the facility and inculcate the habit of friendly interactions among officers and staff. <i>Action: H.O</i></p> <p>(b) Requirement of white board: Shri. AK Yadav, Geophysicist requested to provide a white board for drawing some sketches and interpretation pertaining to geophysical data.</p> <p>The chairman advised Shri. A. K. Yadav, to submit indent for the same to the stores division for procurement of the white board.</p>	

- (c) **Status of Lift:** Shri. K Prajid, Sr. Chemist asked about the status of Lift in the office, as non functioning of the lift is creating a lot of inconvenience in bringing gas cylinders for the chemical lab situated at the 3rd floor.

The OIC Estate replied that as per the intimation received from CPWD officials, the Kony (lift maintenance agency) had stopped the services due to non payment of pending bills by CPWD due to delay in getting the Maintenance fund from GSI. The fund has been now given by the GSI and the problem would be resolved shortly.

The chairman directed the OIC Estate to look into the matter and solve the issue at the earliest.

Action: OIC Estate

- (d) **Submission of claims:** Dr. Neelakantarama, JM, Sr. Geophysicist & DDO advised the officers to submit their respective claims within two months if advance not taken, for the cases where advance has been taken within one month and for NRCA settlement within 15 days (after cruise) or as per GFR-2017.

Action: HO/all concerned officials

- (e) **Submission of IPR for Vigilance Clearance.** Shri. KK Bhat, Director & Vigilance Officer, MCSD advised all the employees to submit the IPR within due time (by Jan 31st of every year), otherwise Vigilance Clearance will not be given or Vigilance Clearance would be issued only for particular purpose mentioning the non-submission of IPR categorically and it may affect promotions / deputations / foreign visits of officer concerned.

Action: HO/all concerned officials

2.15.01 Requirement of ministerial and other staff in MCSD Mangaluru: One ACAO, Mr. Md. Vaseem had been recently transferred from MCSDHQ to CHQ, STSS division, Kolkata. Requirement of an Administrative Officer, Stores Officer and few more in the Stores division (presently only one Stores Officer and one Drilling Assistant is available in the Stores Division). Requirement of one steno is also very much essential.

The Chairman requested the H.O.O. to place request for the man power requirement to the concerned authority.

Action: HOO

In the concluding remarks, the Chairman Shri. DK Saha, DDG & HOD thanked all Officers who attended the meeting and advised all to continue the efforts more seriously and sincerely. Shri. N Maran, DDG, OPWC-I thanked all the officers for their dedication in spite of many constraints and conveyed his wishes to the Technical Cell for conducting of the OAC Meeting successfully in a very short notice. Shri. AC Dinesh, Director (TC) further thanked all the officials for their support and active participation in the meeting.

The meeting ended with the vote of thanks by Shri. Kishore, K, TC Cell.

ANNEXURE-I

Sl No.	Name	Designation
1	Shri. D. K. Saha	DDG & HOD, MCSD
2	Shri. N Maran	DDG, OPWC-I
3	Shri K. K. Bhat	Director (TC / PSS)
4	Shri. A. C. Dinesh	Director (TCS)
5	Shri. N. M. Shareef	Director (VM Cell)
6	Shri. G Nagendran	Director
7	Dr. A. Anil Kumar	Director &HOO

8	Shri. Anjaneyulu Katari	Director (Geoinformatics)
9	Smt. Nisha N. V.	Sr. Geologist
10	Dr. Saju Varghese	Sr. Geologist
11	Smt. Samgna, S	Sr. Geologist
12	Shri. Nishanth Subhash	Sr. Geologist
13	Dr. M Karthikeyan	Sr. Geologist
14	Shri. G Satish	Sr. Geologist
15	Shri. Md. Mashood	Sr. Geologist
16	Shri. Sarath LG	Sr. Geologist
17	Shri. RV Vairavan	Sr. Geologist
18	Smt. Anupama LC	Sr. Geologist
19	Shri. Gopakumar B	Sr. Geologist
20	Dr. Rajani P Ramesh	Sr. Geologist
21	Smt. Bhadrakumary SR	Sr. Geologist
22	Smt. Mamatha PK	Sr. Geologist
23	Smt. Anju PV	Sr. Geologist
24	Shri. Sajesh PV	Sr. Geologist
25	Shri. Manoj Kumar K	Sr. Geologist
26	Shri Raja Mukhopadhyay	Sr. Geophysicist
27	Shri MK Singh	Sr. Geophysicist
28	Shri. Arun SK	Sr. Geophysicist
29	Dr. Neelakantarama JM	Sr. Geophysicist
30	Shri. AK Pandey	Geophysicist
31	Shri. Arbind Kumar Yadav	Geophysicist
32	Shri. Kapil Sharma	Geophysicist
33	Shri. Ayush Chakrawarti	Geophysicist
34	Shri. Prajidi	Sr. Chemist
35	Shri. Ramesh PJ	Sr. Chemist
36	Shri P Premakumar	Sr. Chemist
37	Dr. Sanjib Kumar Sardar	Chemist
38	Smt. Reshma A	Geologist
39	Shri. Kailash L Vhatkar	Geologist
40	Shri Kishore K	Geologist
41	Shri. Rajneesh Narayan	Geologist
42	Smt. Divya	Geologist
43	Shri Md. Vaseem	ACAO
44	Shri Allah Baksh. S	ACAO
45	Smt. Kalpana	Stores Officer