



GOVERNMENT OF INDIA  
GEOLOGICAL SURVEY OF INDIA  
CENTRAL HEADQUARTER  
27, J.L. NEHRU ROAD  
KOLKATA- 7000 016

No. 855 /C-11019/99/PV/ Regular inspection/ office order (CHQ)/2015-Vig.


Date: 07-05-2019

**OFFICE ORDER**

In pursuance of the letter no. 1580-1588/C-11019/1/PV/2013-Vig dated 17.02.2015 from DG, GSI following committees have been constituted consisting of the members indicated below at column (iv) to conduct regular inspection in CHQ as per schedule of regular inspection (2019-20) circulated Office Memorandum vide no.667/C-11019/1/PV/2016-Vig. dated 25.03.2019. The Chairman of each committee is hereby requested to submit the report to the office of undersigned positively by the following month of the scheduled inspection month as depicted in the Schedule of Regular Inspection (2019-20).

Unit / Branch	Field / Area to be inspected	Agency which should conduct regular inspection	Name of Officers
i	ii	iii	iv
Purchase & Stores	Physical verification of Stocks vis-a-vis office records and inspection of the Office of the Controller of Stores / Dy. Controller of Stores / Officer-in-Charge of Stores / General Stores	CHQ – Controller of Stores,	i) Shri Rajesh Ghose, A.D (P&A), CHQ – Chairman ii) Shri Suhasis Dutta, A.O. iii) Shri Abhijit Biswas, Stores Officer.
Accounts Sections/Party Bill Section	Inspection of Claim Section and all sorts of (a) Advances drawn by employees including RCA/NRCA/ACA	HO, CHQ	i) Shri N.K. Nayak, Sr. Geologist - Chairman ii) Shri Salil Chattopadhyay, D.D (P&A) iii) Shri Joydeb Gayen, A.D (P&A)
	(b) Claims by the employees (viz. Medical claims, LTC claim, Leave Encashment related to LTC etc.) Cash Section	HO, CHQ	i) Shri Ratnekar Bhaisal, Supdtg. Geologist – Chairman ii) Shri Tarit Das, D.D. (P&A) iii) Shri Pranab Chanda Khanra, A.O
Cash Section etc.	Cash Section / DDO's Office Record	HO, CHQ	
Curatorial Division	Inspection of Curatorial Division dealing with Exhibition, Geological Museum, Monuments & Parks.	Director, CHQ	i) Dr. Arindam Roy, Sr. Geologist, Paleontology Divn. – Chairman ii) Ms. Debjani Raychaudhuri, Sr. Geologist iii) Shri Ranjit Singh, DD(P&A)
PGRS Division	Inspection for physical verification vis-a-vis office records of Photogeology & Remote Sensing Laboratory (Aerial Photos, Satellite imageries including softcopies (CDs) and other stores items)	Director, PGRS, CHQ	i) Shri Indranil Chakraborty, Suptdg. Geologist – Chairman ii) Shri Kaushik Pramanik, Sr. Geologist iii) Shri Subhash Ch. Bose, AD (P&A)
Geodata	Inspection for physical verification vis-à-	Director,	i) Shri Diptansu Sengupta, Sr.

Division	vis office records of Computers, peripherals & other IT equipment of Geodata Division.	Geodata	ii) Geologist- Chairman Shri Joy Mukherjee, AO.
Printing from private press (Publication)	Claims of the Suppliers/ Service Providers/ Private Printing, etc. (Party Bill Section)	Director (Publication Division)	i) Shri S. R. Mohanty, Sr. Geologist, Geodata- Chairman ii) Shri Subrata Sardar, Sr. Geologist, Curatorial Divn. iii) Shri Ratnesh Prasad, A.D (P&A)
Pension Section	Inspection for office records in Pension Section	Director (Administration)	i) Shri Joydeb Gayen, A.D (P&A) - Chairman ii) Shri Amit Kumar Bandyapadhyay, Assistant iii) Shri Sandeep Kumar, Assistant
Mission - IV	Inspection and Physical verification of stocks vis-a-vis office records in Central Geological Lab., Geo-Chronological Lab. /Geo-chemical Lab. /Geophysical Instrumentation Repository Unit /Palaeontological Lab. /Petrological Lab./Geotechnical Lab./Gem-Testing Lab. Kolkata/ EPMA Lab. at Kolkata, /SEM-EDX Lab. at Kolkata/Fluid Inclusion Lab. at Kolkata / Seismo-Geodetic Data Receiving and Processing Centre at Kolkata.	DDG (STSS), CHQ	i) Dr. Susmita Gupta, Director, Chairman ii) Dr. Pradip Kr. Mukherjee, Sr. Geologist iii) Dr. Arindam Dutta, Sr. Geologist,
Publication Division	Inspection of office records of Central Library, Publication Division & Physical verification of stores vis-à-vis office records of Map & Cartography Division/ Map & C Division & Publication Division	ADG (M-III)/ DDG (M-III)	i) Dr. Subhasish Roy Choudhary, Supdtg. Geologist - Chairman. ii) Smt. Soma Chatterjee, A.D (P&A) iii) Shri Gautam Nandy, AO
Personnel & Administration	Inspection of Personnel & Administration/ Document Section	Director (Administration)	i) Shri Joydeb Gayen, AD (P&A), CHQ, (Vig.) – Chairman ii) Shri Prabir Ganguly, AO, CHQ, (Vig.)
Transport & Engineering / Drilling Divn.	Inspection and Physical verification of Stores vis-à-vis office records of Transport & Engineering / Drilling Divn.	ADG (STSS)	i) Shri N.R. Bhattecharya, Director – Chairman ii) Shri Amitava Bhattacharya, Sr. Geologist, curatorial Divn.

  
 (JAYATI GHOSH)  
 Deputy Director General (P & A), 31/5/19  
 Geological Survey of India,

To

1. Dr. Susmita Gupta Mishra, Director (G), GSI, CHQ, Kolkata
2. Shri N.R. Bhattecharya, Director (G), GSI, CHQ, Kolkata.
3. Shri Ratnakar Bhaisal, Supdtg. Geologist, GSI, CHQ, Kolkata
4. Ms. Debjani Raychaudhuri, Sr. Geologist, GSI, CHQ, Kolkata


5. Dr. Subhasish Roy Choudhary, Supdtg. Geologist, GSI, CHQ, Kolkata
6. Shri Indranil Chakraborty, Suptdg. Geologist, GSI, CHQ, Kolkata
7. Shri Diptansu Sengupta, Sr. Geologist, GSI, CHQ, Kolkata
8. Shri S. R. Mohanty, Sr. Geologist, GSI, CHQ, Kolkata.
9. Shri Amitava Bhattacharya, Sr. Geologist, GSI, CHQ, Kolkata.
10. Shri Kaushik Pramanik, Sr. Geologist, GSI, CHQ, Kolkata.
11. Shri Pradip Kr. Mukherjee, Sr. Geologist, GSI, CHQ, Kolkata.
12. Shri N.K. Nayak, Sr. Geologist, GSI, CHQ, Kolkata.
13. Dr. Arindam Roy, Sr. Geologist, GSI, CHQ, Kolkata.
14. Dr. Arindam Dutta, Sr. Geologist, GSI, CHQ, Kolkata.
15. Shri Subrata Sardar, Sr. Geologist, GSI, CHQ, Kolkata.
16. Shri Salil Chattopadhyay, Dy. Director (P&A), GSI, CHQ, Kolkata.
17. Shri Joydeb Gayen, Asstt. Director (P&A), GSI, CHQ, Kolkata.
18. Shri Tarit Das, Dy. Director. (P&A), GSI, CHQ, Kolkata.
19. Shri Rajesh Ghose, Asstt. Director. (P&A), GSI, CHQ, Kolkata.
20. Shri Ratnesh Prasad, A.D (P&A), GSI, CHQ, Kolkata.
21. Shri Ranjit Singh, DD (P&A), GSI, CHQ, Kolkata.
22. Shri Subhash Ch. Bose, Asstt. Director (P&A), GSI, CHQ, Kolkata.
23. Shri Suhasis Dutta, Admn. Officer, GSI, CHQ, Kolkata.
24. Shri Prabir Ganguly, Admn. Officer, GSI, CHQ, Kolkata.
25. Shri Pranab Chanda Khanra, Admn. Officer, GSI, CHQ, Kolkata.
26. Smt. Soma Chatterjee, A.D (P&A), GSI, CHQ, Kolkata.
27. Shri Gautam Nandy, Admn. Officer, GSI, CHQ, Kolkata.
28. Shri Joy Mukherjee, Admn. Officer, GSI, CHQ, Kolkata.
29. Shri Abhijit Biswas, Stores Officer, GSI, CHQ, Kolkata.
30. Shri Amit Kumar Bandyapadhyay, Assistant, GSI, CHQ, Kolkata.
31. Shri Sandeep Kumar, Assistant, GSI, CHQ, Kolkata

No. 860 /C-11019/99/PV/ Regular inspection/ office order (CHQ)/2015-Vig.

Date: 07-05-2019

Copy for information and necessary action to:

1. Addl. Director General, Finance / DDG (PSS-PM) / DDG (AAS)/ DDG (STSS), GSI, CHQ, Kolkata.
2. Dy. Director General, (IT), GSI, Kolkata, is requested to upload this letter in the GSI-Portal.
3. Controller of Stores, Dharitri Building, Kolkata 700091.
4. Chief Engineer, Engineering Division, Dharitri Building, Kolkata – 700091.
5. The Director (Personnel) / Director (Administration) / Director (Curatorial) / Director (Publication)/ Director (Map), CHQ, Kolkata.
6. Guard file, Vigilance Section, GSI, Kolkata.

  
(Pralay Mukherjee)  
Superintending Geologist & Vigilance Officer,  
GSI, CHQ, Kolkata  
07/05/2019