



भारत सरकार/Government of India
खान मंत्रालय/Ministry of Mines
भारतीय भूवैज्ञानिक सर्वेक्षण/Geological Survey of India
27,जवाहरलाल नेहरू रोड/27,J.L.Nehru Road
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No. **667** /C-11019/1/PV/2016 -Vig.

Date: **25** .03.2019

OFFICE MEMORANDUM

A Calendar of Regular Inspections (2018-19) for all the offices of GSI was issued last year as part of our Preventive Vigilance efforts vide O.M. of even no. dated 05/04/2018. The idea was that the system of Inspection should be in-built in the normal functioning of any office of GSI, so that the unit inspected upon gets an opportunity to correct itself from various infirmities.

2. Now, I am sending herewith the calendar of regular Inspections for the year **2019-20**. Those who are to carry out these Inspections should be decided by the HOD or by the Officer in-Charge of the Office (viz. the DDG in respect of the Opn. & SUs). In CHQ, this will be decided by the DDG (P&A). However, HoO will be personally responsible to ensure that the inspections are carried out as per schedule and reports are issued without delay. A copy of the Inspection Report should invariably be endorsed to the CVO. For uniformity of the inspections, the model Inspection Questionnaires already uploaded in GSI portal as mentioned below may please be followed.

- A Questionnaire for Intensive Examination of Procurement Contracts was issued vide no. 1844-53/C-30013/97/CTE-type Exam. /2015-Vig. dated 9.4.2015.
- A model Questionnaire on claims & Advances was issued (version: Accounts/1.0/2015) vide no. 2930-39/C-11019/117/PV/Inspection questionnaire/2015 – Vig. dated 5.10.2015.
- A model Questionnaire on Personnel & Administration was circulated by DDG (P&A) vide her Circular no. 139/DDG (P)/Circular/2015 dated 30.09.2015.
- A model Questionnaire on Curatorial Division dealing with Exhibitions, Museums, Monuments & Parks was issued (Version: Curatorial/2.0/2015) from the file no. 3111/C-11019/108/Questionnaire/Reg. Insp./Vig.-2015 dated 15.10.2015.
- A model Questionnaire on Libraries (Version: Libraries/1.0/2016) was issued from the file no. C-11019/131/Model Questionnaire/Lib./Lab./2016 –Vig. dated 24.08.2016.
- A model Questionnaire on PGRS Laboratory (Version: PGRS/1.0/2016) was issued from the file no. C-11019/131/Model Questionnaire/Lib./Lab./2016 –Vig. dated 25.10.2016.
- A model Questionnaire on PPOD Laboratory (Version: PPOD/1.0/2016) was issued from the file no. C-11019/131/Model Questionnaire/Lib./Lab./2016 –Vig. dated 26.10.2016.
- A model Questionnaire on Geophysical Instrumentation Laboratory (Version: Geophysics/1.0/2016) was issued from the file no. C-11019/131/Model Questionnaire/Geophysical Instrumentation Unit/2016-Vig. dated 15.03.2017.
- A model Questionnaire on Petrology Stores (Version: Petrology/1.0/2017) was issued vide no. 1500-1514/C-11019/159/Model Questionnaire of Petrology Units/2017-Vig dated 23.08.2017.

3. HoO should also ensure that the status of inspections carried out in the month are invariably reflected through the Monthly Report of the Vigilance Officer submitted to CHQ.

Encl: As above

(R. S. Garkhal)

Additional Director General, PSS
for Director General

To,

1. Addl. Director General & HOD, GSI, NR, Lucknow / SR, Hyderabad /ER, Kolkata /WR, Jaipur /CR, Nagpur/NER, Shillong /Mission-IB/Mission-III/Mission - IV
2. Dy. Director General & HOD, M&CSD, Mangalore/ GSI Training Institute, Hyderabad / DDG, DGCO, New Delhi/ DDG, RSAS, Bangaluru / DDG, Natural Energy Resources, Kolkata 700091/ DDG, (Drilling), Kolkata 700091/ DDG, Map & Publication, CHQ, Kolkata/ DDG, HRD / DDG (IT), CHQ, Kolkata.
3. Dy. Director General (P&A), Kolkata.
4. All the DDGs of the Opns. & SUs.

No. 666 /C-11019/1/PV/2016 -Vig.

Date: 25 .03.2019

Copy forwarded for information to:

1. Addl. Director General, ASS / ADG (PSS-PM) / ADG (STSS) / ADG (Finance) / ADG Mission-I/ ADG Mission-II, CHQ, Kolkata.
2. Chief Engineer, Engineering Division, Dharitri Building, Kolkata – 700091.
3. Director, Geodata, CHQ, Kolkata – He is requested to upload this OM in the GSI-Portal.
4. Vigilance Officer, GSI, ER/NR/SR/WR/CR/NER/RSAS/GSITI/M&CSD.
5. Controller of Stores, Dharitri Building, Kolkata – 700091/ COS, OCBIS Cell, CHQ, Kolkata.

(R. S. Garkhal)

Additional Director General, PSS
for Director General

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Consolidated schedule of Regular Inspection of all Regions & Wings of GSI for the year 2019-20.															
2	Sl. No.	Name of the Regions/Wings	Field / Area to be Inspected													
3			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	Claims of the Suppliers / Service Providers/Private Printing, etc. (Party Bill Section)	Inspection of Claim Section and all sorts of (a) Advances drawn by employees (viz., Motor Car Advance, Computer Advance, HBA Advance, Scooter Moped) including RCA/NRCA/ACA and (b) claims by the employees (Viz Medical Claims, LTC claim, Leave Encashment related to LTC etc.).	Inspection of Curatorial Division dealing with Exhibition, Geological Museum, Monuments & Parks.	Inspection for physical verification vis-a-vis office records of Photogeology & Remote Sensing Laboratory (Aerial Photos, Statelitte imageries including softcopies (CDs) and other stores items)	Inspection for physical verification vis-a-vis office records of Computers, peripherals & other IT equipment of Geodata Division.	Inspection for office records in Cash Section	Inspection for office records in Pension Section	Inspection and Physical verification of stocks vis-a-vis office records in Central Geological Lab., Regional Laboratories, GSIT, RSAS & M&CSD (Chemical & Sedimentological Lab., Mangalore, Cochin, Vizag & Kolkata/Geo-Chronological Lab./Geo-chemical Lab./Geophysical Instrumentation Repository Unit/Palaeontological Lab./Petrological Lab./Geotechnical Lab./Gem-Testing Lab. Kolkata/EPMA Lab. at Kolkata, Hyderabad, Bangalore & Faridabad/SEM-EDX Lab. at Kolkata Lucknow, & Hyderabad/PPOD Lab. at Bangalore/LAICPMS Lab at Hyderabad, Faridabad, Bangalore/Fluid Inclusion Lab. at Kolkata, Lucknow & Bangalore/ Seismo-Geodetic Data Receiving and Processing Centre at Kolkata and other Regional / Seismic Observatories	Inspection of office records of Central Library, Publication Division & Physical verification of stores vis-à-vis office records of Map & Cartography Division/ Regional Library, Map & C Division & Publication Division	Inspection of Personnel & Administration /Establishment/ Document Section	Inspection of onboard instruments/equipment & Physical verification of Inventory of stores items and spares for scientific equipment vis-à-vis office records in r/o Research Vessels :- Samudra Ratnakar/Samudra Kaustubh*/Samudra Shauhdikama**	Inspection and Physical verification of Stores vis-à-vis office records of Engineering / Drilling Divn.	Physical verification of the stocks and inspection of the infrastructure of Training Institute (Including RTIs, FTCs, etc.)
4			1	2	3	4	5	6	7	8	9	10	11	12	13	14
5	1	CHQ	August, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Feb. 2020	NA	Aug/Sept. 2019	NA
6	2	ERO	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
7	3	SU:Jharkhand	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
8	4	SU: Bihar, Patna	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
9	5	SU: Odisha	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
10	6	SU: West Bengal and Andaman & Nicobar Islands	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
11	7	WRO	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
12	8	SU: Rajasthan	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
13	9	SU: Gujarat	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
14	10	NRO	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
15	11	SU: Uttarakhand, Dehradun	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
16	12	SU: UP (NR), Lucknow	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
17	13	SU: P&HP, Chandigarh	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
18	14	SU: Haryana, Faridabad	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
19	15	SU: J & K, Jammu	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
20	16	SU: J & K, Srinagar	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
21	17	SRO	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
22	18	SU: Kerala	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
23	19	SU: Andhra Pradesh	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
24	20	SU: Telengana	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
25	21	SU: Karnataka & Goa	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
26	22	SU: Tamil Nadu & Puducherry	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
27	23	CRO	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
28	24	SU: Madhya Pradesh, Bhopal	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
29	25	SU: Madhya Pradesh, Jabalpur	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
30	26	SU: Chattisgarh	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
31	27	SU: Maharashtra, Nagpur	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
32	28	SU: Maharashtra, Pune	April, 2019	May, 2019	June, 2019	July, 2019	NA	Sept. 2019	Oct. 2019	NA	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
33	29	NER	April, 2019	May, 2019	June, 2019	July, 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
34	30	SU: Assam, Guwahati	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
35	31	SU: Meghalaya, Shillong	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
36	32	SU: Tripura & Mizoram, Agartala	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
37	33	SU: Manipur & Nagaland, Dimapur	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	Aug/Sept. 2019
38	34	SU: Sikkim, Gantok	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
39	35	SU: Arunachal Pradesh, Itanagar	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	NA	NA	Jan. 2020	Jan. 2020	NA	NA	NA
40	36	NEER	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
41	37	M&CSD	April, 2019	May, 2019	June, 2019	July, 2019	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	Sept/Oct, 2019#	Aug/Sept. 2019	NA
42	38	East Coast Opn. - I, Kolkata	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	Sept/Oct, 2019 *	NA	NA
43	39	East Coast Opn. - II, Visakhapatnam	April, 2019	May, 2019	June, 2019	July, 2019	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	Sept/Oct, 2019 *	NA	NA
44	40	West Coast Opn. - I, Mangalore	April, 2019	May, 2019	June, 2019	July, 2019	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	NA	NA
45	41	West Coast Opn - II, Cochin	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	Sept/Oct, 2019 **	NA	NA
46	42	GSITI	April, 2019	May, 2019	June, 2019	NA	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	Aug/Sept. 2019
47	43	RSAS	April, 2019	May, 2019	June, 2019	NA	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	July, 2019	Jan. 2020	Jan. 2020	NA	Aug/Sept. 2019	NA
48	44	DG, Camp Office	April, 2019	May, 2019	June, 2019	NA	NA	Sept. 2019	Oct. 2019	Nov. 2019	NA	NA	Jan. 2020	NA	Aug/Sept. 2019	NA