



GOVERNMENT OF INDIA
MINISTRY OF MINES
GEOLOGICAL SURVEY OF INDIA

REMINDER - I

No. /D-11011/GSI-Property/Estate/2017-18

Date: 12.9.2017

From:
The ADG (AdSS),
Geological Survey of India, CHQ,
27, J. L. Nehru Road,
Kolkata – 700016,
FAX: (033) 22521722.

To
The Additional Director General / Dy. Director
General & HoD / Dy. Director General,
Geological Survey of India,
CR, Nagpur / ER, Kolkata / NR, Lucknow /
NER, Shillong / SR, Hyderabad / Training
Institute, Hyderabad. / WR, Jaipur / M & CSD,
Pandeshwar, Mangalore – 575 001 / R.S.A.S.,
Bangalore – 560 078.

Sub: Furnishing of Asset information related to GSI – reg.

Ref: i) GSI, CHQ Office Order No.1/1/RM/MOM/2015-16/46F dated
09.08.2017. (Annexure-I)
ii) This office letter No.155/E-157/E/D-11011/GSI-
Property/Estate/2017-18 dated 22.8.2017 (copy of the same already
uploaded in GSI Portal)

Sir,

In reference to the above cited letters on the subject it is intimated that the desired information related to available assets in respect of the concerned Regional Hqrs, SUs & FTCs have not been received at this end till date whereas the details of the asset information have to be submitted to the Ministry of Mines in digitized format on priority basis.

It is, therefore, once again requested kindly to submit the duly filled in asset information sheet (Annexure-II) pertaining to land details, office buildings, residential buildings and guest houses / transit accommodation available within the jurisdiction of the respective Region / SUs / Training Institute / FTCs etc. to this office both in hard and soft copy, preferably in Auto CAD drawing format immediately.

It is also intimated that if the asset details is not available in Auto CAD drawing format concurrently, suitable action may be initiated for conversion of the same in Auto CAD drawing format whereas the available documents (without Auto CAD drawing format) may be submitted to this office for record purposes.

Annexures: As above.

Yours faithfully,

(P.A. Ramesh Babu)
ADG (AdSS), CHQ,
GSI, Kolkata.

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Copy to:-

1. The Director General, GSI, 27, JLN Road, Kolkata - 700 016.
2. The DDG (IT), GSI, 27, J.L. N. Road, Kolkata – 16 with a request to upload this letter in GSI Portal along with the annexures.
3. The Dy. Director General / Director, Region / SU :, GSI,

(P.A. Ramesh Babu)
ADG (AdSS), CHQ,
GSI, Kolkata.

ASSET INFORMATION FORM FOR GSI**A. Land Details: (Annexure-A1 to A7)**

1. Location or site map
2. Total area in Sq meter
3. How acquired
4. Whether registered or not
5. Mutation done or not
6. Whether there is electric and water connection
7. Any future plan for construction of office or residential complex or otherwise.

B. Office Building:(Annexure-B1 to B15)

1. Location Map
2. Detail Site map
3. Building Plan (floor wise)
4. Sections
5. Colour photo of the building from various angle
6. Plinth area
7. Total floor area
8. Strength of officers and staff as on 1st April 2017
9. Utilities viz. Library, Museum Laboratory etc.
10. Whether space is a) Surplus, b) Just adequate or c) Not adequate
11. A brief history of the building covering starting and completion of construction
12. Expenditure involved
13. Whether registration and mutation from the local municipal authority done
14. Status of Roof Top Solar Power Generation Works & Capacity
15. Any other issues

C. Residential building: (Annexure C1 to C3)

1. Number and type of buildings
2. Site plan
3. Occupancy list as on 1st April 2017

D. Guest house/ Transit accommodation: (Annexure-D1 to D8)

1. Number of rooms
2. How many guest could be accommodated
3. Provision of food is there or not
4. Provision of tea is there or not
5. LPG available or not
6. Name and designation of controlling officer
7. Contact number of Guest House Authority
8. Rate of occupancy a) High, b) Moderate, c) Low

Signature of Estate officer:

Signature of Regional Head/ Head of SU:

Name & Designation:

With office seal:

Employee ID:

Contact Details with, IP No. & mobile.:.....

Contact Details with mobile, IP No.:.....

Fax No. & Email I/D:

Fax No. & Email I/D: