



भारत सरकार
GOVERNMENT OF INDIA
भारतीय भूवैज्ञानिक सर्वेक्षण प्रशिक्षण संस्थान
GEOLOGICAL SURVEY OF INDIA
TRAINING INSTITUTE
हैदराबाद / HYDERABAD

Accredited by



Office Order No: 1073/ACBP/GSITI/2024-25

09.10.2024

कार्यालय आदेश / Office Order

The Geological Survey of India (GSI) has implemented the Annual Capacity Plan since February 2024. The iGOT courses for the 1st, 2nd and 3rd Quarters were already communicated to all employees.

For the successful implementation of ACBP in GSI, it is informed that: 1. All Controlling Officers may ensure 100% registration of Officers and Staff in iGOT Portal (www.igotkarmayogi.gov.in). 2. Ensure at least 50 hours of training or learning in a calendar year by each official. 3. Each official should dedicate at least 1 hour of learning per week to iGOT Courses, and 4. Pending courses in the 2nd and 3rd Quarters may be completed on a priority basis.

The following courses are suggested for completion during the 4th Quarter (October to December) of 2024. The courses may be completed by 31st of December, 2024.

Fourth Quarter (01 st October to 31 st December, 2024)		
Sl.No.	Officials	iGOT Courses
1	Scientific Officials Level-7 to Level-15	1. Emotional Intelligence (1h 05m) [do_113846654928789504139] 2. Ways of Enhancing Presentation Skills (1hr 25m 58s) [do_1137398646619176961156] 3. Art of Effective Writing in Geoscience (1h 41m) [do_11372418276580556816] 4. Utility of National Geoscience Data Repository (1h 29m 56s) [do_1140684959683543041264]
2	Non-Scientific Officials Level-7 to Level-15	1. Emotional Intelligence (1h 05m) [do_113846654928789504139] 2. Leadership (1h 35m) [do_113826981858230272114] 3. Finance and Accounting (1h 35m) [do_113847367579762688154] 4. Public Administration (1h 15m) [do_113692513327054848156]
3	Employees Level-2 to Level-6 (Excluding Drivers)	1. Understanding Cash Book (22m) [do_1138934472381480961267] 2. Basics of Financial Accounting (22m) [do_113851639291887616130] 3. Introduction of Public Financial Management System (16m 35s) [do_114095202065645568146_rc] 4. Joining Time on Transfer (38m) [do_113952941448626176121] 5. Leave Rules (55m) do_1136930725768888321116
4	Drivers (All Grades)	1. Drive Smart: A Guide to Safe and Effective Vehicle Driving (51m 36s) [do_113966409860259840181]
5	MTS and Attenders	1. Rajbhasha Hindi (23m 32s) [do_113729192025890816172] 2. Fire Extinguisher (17m 39s) [do_113827525086904320125]

This is issued with the approval of the Director General, Geological Survey of India.

Further, coordination and communication in this regard will be handled by the Capacity Building Unit (CBU) of GSI setup at GSITI, Hyderabad.

(डॉ. मैथ्यू जोसेफ /Dr. Mathew Joseph)

उपमहानिदेशक व प्रमुख, मिशन -V / DDG & Head, Mission-V

कृते महानिदेशक भा.भू.स / for Director General, GSI