

**GOVERNMENT OF INDIA**

**CENTRAL FOSSIL REPOSITORY UNIT  
GEOLOGICAL SURVEY OF INDIA  
CENTRAL HEADQUARTERS  
KOLKATA**

The Criteria and conditions for studying Repository fossils of the Central Fossil Repository, Geological Survey of India, Central Head Quarters, Kolkata are being given below for benefit of the Workers who are interested to study those fossils.

**Criteria and conditions for study of repository fossils at the Central Fossil Repository Unit, Geological Survey of India, Central Head Quarters, Kolkata**  
**(To be signed by the 'Workers')**

1. The Central **Fossil Repository** of the Geological Survey of India (GSI) is being looked after by the Central Fossil Repository Unit (CFRU), Geological Survey of India, Central Head Quarters (CHQ), Kolkata which is under control of the Deputy Director General, Central Geological Laboratories (CGL), GSI, Kolkata.
2. Scientists, Researchers, Bonafide Workers (referred as '**Workers**' hereinafter), intending to study the Repository fossils housed in the two Indian Museum Galleries as well as in the 27, Jawaharlal Nehru Road building, should apply for a time slot in advance from the Director, Central Fossil Repository Unit, Geological Survey of India, CHQ, 27, Jawaharlal Nehru road, 3<sup>rd</sup> Floor, Kolkata – 700 016.
3. Workers from foreign countries / origins, should seek permission for the study from **The Director General**, Geological Survey of India, 27, Jawaharlal Nehru road, 2<sup>nd</sup> Floor, Kolkata – 700 016, which require special processing through the International Division, GSI, CHQ as per Govt. of India norms before dealing by the Deputy Director General (CGL), GSI, Kolkata and the Director, CFRU, GSI, CHQ, Kolkata.
4. The application should be in the Letterhead of the concerned Institution / Organisation and should be routed through proper channel i.e. through the Head of the concerned Institution / Organisation. This is applicable for both the national and foreign applicants.

5. The application should be made in advance before the intended date of study (to be mentioned in the application with an alternative slot) as per the following datelines to process the application and check availability of the fossils:
  - i) At least 21 days in advance from local Institution / Organisation.
  - ii) At least 45 days in advance from outstation national Institution / Organisation.
  - iii) At least 90 days in advance from Institution / Organisation of foreign countries / foreign nationals.
  
6. Number of working days needed for the work should be mentioned in the application. The duration of work should normally not exceed 7 (seven) working days at a stretch unless otherwise permitted. It is to be noted that the Central Govt. Offices, including GSI, are closed on Saturdays and Sundays besides earmarked holidays. It may also be noted that the Indian Museum, where a large no. of specimens are stored, is closed for Public on every Monday. The effective study hours for the visitors normally span between 11.00 to 16.00 IST.
  
7. An outline of the study details should be provided in the application for proper processing of the application. The information as below are necessary to speed up the processing and avoid delay seeking complete information through correspondences:
  - i) Details of the intended fossils for study e.g. Type nos., age, group etc. to check their availability and conditions beforehand in their stored places.
  - ii) Nature of study e.g. measurements, photography etc.
  - iii) Purpose of the study and its targeted outcome.
  - iv) Any other relevant information.
  
8. It may please be noted that any type of study which may cause damage to the fossils e.g. making of moulds or casts etc. and any kind of destructive treatment or applying chemicals to the repository fossils are generally not allowed unless cleared by an expert committee duly permitted by the appropriate Authority of the Geological Survey of India beforehand.
  
9. Shifting of repository fossils from Indian Museum Galleries require specific formalities to be dealt with the Indian Museum Authorities and may not be done instantly. If the shifting is necessary, it should be informed in advance to check the condition of the involved fossils and feasibility of such shift.
  
10. The visit by the Workers are to be planned after getting the confirmation of the permission for study and allotment of time slot from the Director,

CFRU, GSI, CHQ, Kolkata, which may, under unavoidable circumstances, differ from the asked slot.

11. Permission from the original authors must be obtained in writing and submitted before proposal of study of any unpublished repository material. In case of deceased authors, permission of the Director General, GSI have to be obtained before application for study.

12. Once permitted, the Workers are to accept the following conditions before commencing their study :

- i) The permitted fossils for study will be issued to the Workers by name on daily basis and should be returned to the Director, CFRU at the end of each day. They have to sign the relevant Registers maintained at CFRU.
- ii) The study has to always be carried out under surveillance of the deputed personnel from CFRU at the workplace given to them. The samples cannot be carried out of the given place unless otherwise permitted exceptionally.
- iii) Generally the time slots are allotted from 11.00 to 16.00 IST in weekdays excluding Saturdays, Sundays and the listed holidays of the Government of India for Kolkata. It is to be noted that the Indian Museum remains closed for public on every Monday.
- iv) Proper care should be taken in handling the specimens to avoid any damage to the fossils.
- v) Any action or process of study, which has not been allowed, or which is thought to cause damage to the fossils at any point of time may be prevented to be undertaken, even after granting the permission.
- vi) If the deputed personnel from CFRU anticipate that even a regular process can harm any particular fossil specimen, the person can disapprove the study on the spot.
- vii) Any misuse, mishandling, intentional damage or disregarding the mutually agreed conditions while studying the fossil will debar the Worker from further study which would attract proper action against the offender.
- viii) The study is not permitted for any commercial purpose. The Worker should clearly indicate in their application that their work **would not be used to serve any commercial interest, whatsoever.**
- ix) While the service of study of repository fossils is presently offered free of cost, all the attendant costs are to be borne by the Worker.
- x) Photography of the specimens may be permitted at the arrangement of the Workers. If any Worker is permitted for photography, a copy of each photograph / image has to be submitted to the Director, CFRU, GSI either in raw or digital form which may be used to augment the database of the Fossil Repository
- xi) Reproduction of the repository fossils by making moulds, casts etc. are generally not allowed to be done by the Workers themselves except permission from the appropriate Authority in some extraordinary cases. If necessary, casts may internally be produced by GSI on payment basis in case where the appropriate Authority permits the Worker for the same.

- xii) Copies of any kind of reproduction of the studied fossil, other than photograph, have also to be submitted to the Director, CFRU whenever permitted.
- xiii) Geological Survey of India has to be properly acknowledged in all the outcomes of the study, be it a research paper or else. The result of the study including the copies of the generated publication must be sent to the Director, CFRU, GSI.
- xiv) The Worker must ensure that the original authors of the fossils are duly acknowledged in the resulting publication/ outcome. Permission from the original authors of the fossils must be obtained in writing and submitted before proposal of study of any unpublished repository material. For the deceased authors, permission for study of the specific fossils from the Director General, GSI have to be submitted positively.
- xv) It may please be noted that GSI does not have any Guest House in Kolkata. The permission for study of Repository fossils does not include any accommodation or transportation arrangement by CFRU.
- xvi) The CFRU is not responsible for lack of any infrastructural facility, which may arise from time to time and beyond the control of the CFRU.

Purpose of study and targeted outcome:

(Signature of the Worker)

Full name:

Designation:

Institution:

Place:

Date:

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According to the above guidelines, the applications for study of the fossils of the Central Fossil Repository, GSI, CHQ, Kolkata will be processed until further order. However, the clauses may be updated from time to time.

(Krishna Roy Chowdhury)  
Director  
Central Fossil Repository Unit.  
CHQ, GSI, Kolkata.