

Information Under Section 4 of RTI Act. 2005

POWERS & DUTIES OF OFFICERS AND EMPLOYEES OF INTERNATIONAL BOUNDARY DIRECTORATE (SGO), NEW DELHI AS ON 30.06.2017

| Sl.No. | Name & Designation | | POWERS & DUTIES |
|--------|--------------------------------------|----|---|
| 1. | Sh. S.K. Sinha, Director | 1 | Overall responsibility of coordination and execution of all policy matters. |
| | | 2 | Technical and Administrative matters of Directorate. |
| | | 3 | APAR reviewing officer of the Centre for Gp.'B' and 'C' and APAR initiating officer of Gp.'A' |
| | | 4 | Member of various Boards constituted from SGO |
| | | 5 | Assign duties of other officers / staff of Directorate. |
| | | 6 | Follow the instruction from the Surveyor General of India. |
| | | 7 | Nodal Officer for disposal of Grievances petition related to international boundary matters. |
| 2. | Sh. A.K. Kaul, Officer Surveyor | 1 | Scrutiny of International Boundary on OSM/DSM sheets. |
| | | 2 | Disposal of Grievances petition related to international boundary received through PMO |
| | | 3 | Co-ordination with other technical personnel. |
| | | 4 | Any other task assigned by Director. |
| 3. | Sh.S.K. Kalra, Officer Surveyor | 1 | Scrutiny of International Boundary and I.A.F. Sheets |
| | | 2 | Preparation of Progress report of the Directorate for various meetings |
| | | 3 | Scrutiny of International Boundary on sheets of China. |
| | | 4 | Technical Officer of International Boundary |
| | | 5 | All Technical Return making |
| | | 6 | Co-ordination with other technical personnel. |
| | | 7 | Any other task assigned by Director. |
| | | 8 | Handling Official email. |
| | | 9 | Data Archival. |
| | | 10 | Scrutiny of International Boundary on OSM/DSM sheets of Nepal, Bhutan and Afghanistan. |
| 4. | Dr. Alok Agrawal Officer Surveyor | 1 | Maintaining the upto date records of sheets of International Boundary of Myanmar Pakistan. |
| | | 2 | Scrutiny of International Boundary on OSM/DSM sheets of Pakistan and Myanmar. |
| | | 3 | Scrutiny of International Boundary on OSM/DSM in state maps & special series maps. |
| | | 4 | State map data maintaining |

| | | | |
|----|--|----|---|
| | | 5 | Incharge of Store section & Local Purchase. |
| | | 6 | Supervision of administration section |
| | | 7 | Maintenance of Govt. Vehicle and related records. |
| | | 8 | Office maintenance & repair |
| | | 9 | Member of Central Procurement Board, DSA & DGDC, New Delhi. |
| | | 10 | Maintenance of EPBAX, Telephone system |
| | | 11 | Maintenance of Computer peripherals, Plotter, Scanner and their repair. |
| | | 12 | Signing and supervision of Contingent bills. |
| | | 13 | Any other task assigned by Director. |
| | | | |
| 5. | Sh. Amar Singh, Officer Surveyor | 1 | Scrutiny of International Boundary on OSM/DSM sheets of Bangladesh & China. |
| | | 2 | Keeping all records of sheets files |
| | | 3 | Being the oldest and experience officer of the IBD, assist all officers with respect to all boundaries. |
| | | 4 | Any other task assigned by Director. |
| | | | |
| 6. | Sh. Dinesh Kumar, Office Superintendent | 1 | Incharge of Administration Section, IBD. |
| | | 2 | Incharge of NHP Administration Section. |
| | | 3 | Submission of returns of administrative section. |
| | | 4 | Maintenance and timely submission of APAR's and other important documents (Secrt/Top Secret). |
| | | 5 | Liaison with SGO and officers and staff of this office. |
| | | 6 | Any other work allotted by Sr. Officers from time to time. |
| | | 7 | Checking of Administrative and Accounts work. |
| | | | |
| 7. | Smt. Rita Tarafdar, D/man Div.I | 1 | To assist Dr. Alok agrwal, O.S. and Sh. S.K. Kalra, O.S. in maintaining the upto date records of IBD. |
| | | 2 | Scanning and digitization work. |
| | | 3 | Any other work allotted by Sr. Officers from time to time. |
| | | | |

| | | | |
|-----|---|---|---|
| 8. | Smt. Anita Angural, D/man Div.I | 1 | Making returns of Progress of Sheets regarding IBD. |
| | | 2 | Any other work allotted by Sr. Officers from time to time. |
| 9. | Sh. P.K. Vama, D/man Div.I | 1 | To assist Sh. A.K. Kaul, O.S. in maintaining the upto date records of IB. |
| | | 2 | To assist Sh. A.K. Kaul, O.S. in disposal of Grievances petition received from PMO in R/o distorted maps. |
| | | 3 | Any other work allotted by Sr. Officers from time to time. |
| 10. | Sh. Prabhu Dayal, Record Keeper | 1 | Record Management |
| | | 2 | Liaise with DST and Other departments for Political clearance, Visa and Passport. |
| | | 3 | Any other work allotted by Sr. Officers from time to time. |
| 11. | Sh. R.B. Gurung, D/man Gde.II | 1 | To assist Sh. S.K. Kalra, O.S. in maintaining the upto date records of IAF Sheets. |
| | | 2 | Digitization of strip maps and other sheets. |
| | | 3 | Scrutiny of International Boundary of China. |
| | | 4 | Any other work allotted by Sr. Officers from time to time. |
| 12. | Sh. Manoj Kumar Pahwa, Survey Asstt. | 1 | Scrutiny of International Boundaries of Bhutan sector on OSM/DSM sheets. |
| | | 2 | To assist Dr. Alok Agrawal, O.S. in maintaining the upto date records of IB. |
| | | 3 | Perform the duties of Store Keeper in this office. |
| | | 4 | Any other work allotted by Sr. Officers from time to time. |
| 13. | Sh. Gaurav Kr. Anand, Surveyor | 1 | To assist Sh. S.K. Kalra, O.S. in maintaining the upto date records of China. |
| | | 2 | Digitization of strip maps and other sheets. |
| | | 3 | Scrutiny of International Boundary of China. |
| | | 4 | Any other work allotted by Sr. Officers from time to time. |
| 14. | Sh. R.K. Sirohi, D/man Gde.II | 1 | To assist Dr. Alok Agrawal, O.S. in maintaining the upto date records of IB. |
| | | 2 | To assist Dr. Alok Agrawal, O.S. in disposal of complaints petition received in R/o distorted maps. |
| 15. | Smt. Bindu Rana, D/man Gde.II | 1 | To assist Dr. Alok Agrawal, O.S. in maintaining the upto date records of Myanmar. |
| | | 2 | Digitization of strip maps and other sheets. |
| | | 3 | Scrutiny of International Boundary of Myanmar. |
| | | 4 | Any other work allotted by Sr. Officers from time to time. |

| | | | |
|-----|---|---|--|
| | | | |
| 16. | Sh. Mahesh Kumar, P/Tr. Gde.II | 1 2 | To assist Sh. A.K. Kaul, O.S. in maintaining the upto date records of Nepal. Any other work allotted by Sr. Officers from time to time. |
| 17. | Sh. Kamal Kant, Jr. Hindi Translator | 1 2 3 4 5 6 | Making of all Hindi Return viz Monthly, Quarterly and Yearly Hindi and English Typing Forwarding of T.A. and LTC bills Translation work for DST Drafting of all hindi letters. Any other work allotted by Sr. Officers from time to time. |
| 18. | Smt. Renu Trehan, Assistant | 1 2 3 4 | Diary, Dispatch filling of office copies Any other work allotted by Sr. Officers from time to time. |
| 19. | Sh. Abid Ali, UDC | 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 | Duties of Cashier. Making of Contingent bills. Handling and updation of cash book. Noting and Drafting in English. Online Posting of License fee & related matters of Govt. Accommodation in respect of all groups. MHA/Defence/Deptt. ID Card/Pensioners ID Card making. Liaise with DST and Other departments for Political clearance, Visa and Passport. Hindi / English Typing Assisting the staff of MA & DC Making all types of bills and keeping updated status of the same. Liaise with SGO regarding encashment of bills etc. Assisting the Staff of MA&DC, SGO and other GDC staff in organizing various exhibitions. Handling E-mail & FAX Performing the duties of P.A. to Director Preparation of Pension papers of all groups. Any other work allotted by Sr. Officers from time to time. |

| | | | |
|-----|--|--------|--|
| 20. | Sh. Virender Singh, MTD | 1 | Govt. Vehicle Driving Carefully & maintenance of All Govt. Vehicle. |
| 21. | Sh. Sombir Sigh, MTD | 1 | Govt. Vehicle Driving Carefully & maintenance of All Govt. Vehicle. |
| 22. | Bihari Lal, Khalasi (Gp.'C') | 1 2 | Performing the Duties of Daftary in office. Assist Smt. Renu Trehan, Assistant in filling the letters in concern files. |
| 23. | Sh. Shiv Das, Khalasi (Gp.'C') | 1 | Duty with Officer Surveyors |
| 24. | Shyam Lal, Khalasi (Gp.'C') | 1 | Duty with Director |
| 25. | Badri Ram, Khalasi (Gp.'C') | 1 2 | Duty in Admn. Section Perform daily DAK Duty. |
| 26. | Sh. Dhaneshwar Sahu, Khalasi (Gp.'C') | 1 | Duty in Technical Section |