

Section 4 (ix) :- POWERS & DUTIES OF OFFICERS AND EMPLOYEES OF INTERNATIONAL BOUNDARY DIRECTORATE (S.G.O.)

1.	Sh.S.K. Sinha, Director	01	Overall responsibility for coordination and execution of all policy matters.
		02	Technical and Administrative matters of the Directorate.
		03	APAR reviewing officer of the Centre for Gp. 'B' and 'C' and APAR initiating officer for Gp.'A' .
		04	Member of various boards constituted from SGO.
		05	Assign duties to other officers/staff of the Directorate.
		06.	Follow the instructions of Surveyor General
02	Sh. U.S.Prasad, Suptdg. Surveyor	01	To assist Director in all technical and administrative matters of the Directorate.
		02	Overall supervision and monitoring of all technical task in respect of International boundaries related work.
		03	ACR reviewing officer of the Centre for Gp. 'D' and APAR initiating officer for Gp. 'B' and 'C' .
		04	General Administrative Duties.
		05	Nodal Officer for several exhibitions and events.
		06	Close watch on depiction of International Boundaries.
		07	Co-ordinate with other offices and departments regarding Boundary meeting.
		08	Any other task assigned by other senior officers.
03	Sh. A.K. Kaul, Officer Surveyor	01	Maintaining the upto date records of International Boundaries of India.
		02	APAR initiating officer for Gp.'D' .
		03	Section Officer of the Technical Section.
		04	Responsible for submission of Technical Returns.
		05	Scrutiny of International Boundary on sheets of Afganistan and Bangladesh.
		06	Maintenance of OSM/DSM sheets.
		07	Archival of Data
		08	Co-ordination with other technical personnel
			Any other task assigned by other senior officers.
04	Sh.S.K.Kalra, Officer Surveyor	01	Responsibility of I.A.F. sheets
		02	Preparation of progress report of the Directorate for various meetings.
		03	Scrutiny of International Boundary on sheets of China.
		04	To assist section officer in other day to day works.
		05	Any other task assigned by other senior officers.

05	Dr. Alok Agrawal, Officer Surveyor	01	Maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundary on sheets of Pakistan, Afganistan, Myanmar, Bhutan, Nepal and China.
		03	Handling Official Email & Website data updation.
		04	Responsibility of OSM/DSM sheets.
		05	In-charge of all store related matters.
		06	To assist section officer in other day to day works.
		07	Any other task assigned by other senior officers.
06	Sh. Amar Singh, Officer Surveyor.	01	To assist Sh. U.S. Praasad, Superintending Surveyor in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundaries of Pakistan and Myanmar sectors on sheets
		03	Any other work allotted by Sr. Officers from time to time.
07	Sh. L.S.Rawat, Office Suptdt.	01	In-charge of Administration Section.
		02	Submission of Hindi Returns and other correspondence related to administration.
		03	Duty of a P.A.
		04.	Maintenance and timely submission of APAR's and other important documents.
		05	Liaison with SGO and Officers and staff of this office.
		06.	Any other work allotted by Sr. Officers from time to time.
08	Sh. P.K. Varma, D/man Div. I	01	To assist Sh. U.S.Prasad, SS and Sh. A.K. Kaul, Officer Surveyor in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundaries of Bangladesh and China sectors on sheets.
		03	Any other work allotted by Sr. Officers from time to time.
		04	Recording and maintenance of place of boundary documents in almirah.
		05	Data base maintenance
		06	Perusing all historical boundary records.
09	Smt. Rita Tarafdar, D/man Div.I	01	To assist Dr. Alok Agrawal, Officer Surveyors in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundaries of Bhutan sector on sheets.
		03	Scanning and digitization work.
		04	Any other work allotted by Sr. Officers from time to time.

10	Smt. Anita Angural, D/man Div.I	01	To assist Dr. Alok Agrawal, Officer Surveyors in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundaries of Bhutan and Nepal sectors on sheets.
		03	Any other work allotted by Sr. Officers from time to time.
11	Sh. Prabhu Dayal, R.K.Gde. II	01	Records management.
		02	Liaise with DST and other departments for misc. important official tasks.
		03	Any other work allotted by Sr. Officers from time to time.
12	Sh. Dinesh Kumar, Office Superintendent	01	To prepare contingent bill.
		02	Making return (Annul, Bimonthly, or Quarterly)
		03	Checking of administration and accounts works.
		04	Any other work allotted by the Sr. Officers from time to time.
13	Sh. R.B.Gurung, D/man Gde. II	01	To assist Dr. Alok Agrawal, Officer Surveyor in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundary of Nepal sector on sheets.
		03	To assist Sh. S.K.Kalra in preparation of I.A.F. sheets.
		04	To assist Sh.D.C.Mamgain, Officer Surveyor in preparation of OSM/DSM sheets.
		05	Digitization work.
		06	Any other work allotted by Sr. Officers from time to time.
14	Sh. Manoj Kumar Pahwa, P/tr. Gde. II	01	To assist Dr. Alok Agrawal, Officer Surveyor in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundary of Bhutan sector on sheets.
		03	Preparation of OSM /DSM sheets.
		04	Digitization work.
		05	Any other work allotted by Sr. Officers from time to time.
15	Sh.Kamal Kant, Jr. Hindi Translator	01	Misc. Correspondence and work of Administration Section.
		02	Right to Information related task.
		03	Any other work allotted by Sr. Officers from time to time.
16	Smt. Renu Trehan, Assistant	01	Filling of letters
		02	Weeding out work
		03	Any other work allotted by Sr. Officers from time to time.
17	Sh. G.B.Gairola, Assistant	01	Diary, Dispatch
		02	Any other work allotted by Sr. Officers from time to time.

18	Sh. Abid Ali, UDC	01	Online Posting of License fee of Govt. Accommodation.
		02	MHA/Defence Pass section liaisons
		03	Hindi/English Typing
		04	Assisting the staff of MA & DC, Dehra Dun in organizing various exhibition,
		05	Contingent Bill making
		06	Noting and Drafting.
		07	Other liaison work pertaining to MHA, MEA and other ministries.
		08	Handling of Email, FAX etc.
		09	Performing the duties of P.A. (Telephone & EPBAX)
		10	Any other work allotted by Sr. Officers from time to time.
19	Smt. Bindu Rana, D/man Gde. II	01	To assist S.K. Kalra, Officer Surveyor in maintaining the upto date records of International Boundaries of India.
		02	Scrutiny of International Boundary of Bangladesh sector on sheets.
		03	Digitization work.
		04	Preparation of OSM/DSM sheets.
		05	Any other work allotted by Sr. Officers from time to time.
20	Sh. Gaurav Kumar Anand, Surveyor		To assist all Officers in maintaining the upto date records of International Boundaries of India.
			Scrutiny of International Boundary of Bangladesh sector on sheets.
			Digitization work.
			Preparation of OSM/DSM sheets.
			Any other work allotted by Sr. Officers from time to time.
21	Mahesh Kumar, P/tr. Gde. III	01	To assist Sh.A.K. Kaul, Officer Surveyor in archival of data.
		02	Work on digital photogrammetric W/S.
		03	Any other work allotted by Sr. Officers from time to time.
22	Virender Singh, MTS		Govt. vehicle driving carefully & maintenance of all Govt. Vehicle.
23	Sombir Singh		Assign duty of driving Govt. vehicle carefully.
24	Ramu, Khalasi		Duty in Technical Section
25	Bihari Lal, Khalasi		Duty with Superintending Surveyor
26	Shiv Das, Khalasi		Duty in Technical Section
27	Shyam Lal, Khalasi		Duty with Addl. Surveyor General
28	Badri Ram, Khalasi		Misc. and dak duty.
29	Sharad Kumar , Khalasi		Store works related duty