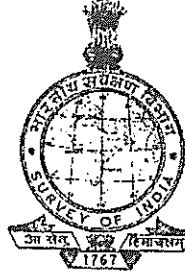


भारतीय सर्वेक्षण विभाग,  
गोल्फ कोर्स रोड, नगरोटा-181221 (जम्मू)  
Survey of India,  
Golf Course Road, Nagrota-181221 (Jammu)  
फैक्स Fax : 0191-2674884  
दूरभाष Telephone : 0191-2674884, 2674867  
E-Mail : jk.gdc soi@gov.in



## भारतीय सर्वेक्षण विभाग SURVEY OF INDIA

जम्मू व कश्मीर भू-स्थानिक  
आंकड़ा केंद्र (जम्मू)

JAMMU & KASHMIR GEO-SPATIAL  
DATA CENTRE (JAMMU)

सं० No. त/T- 225 /37-G-10(Tech.)

दिनांक Dated : 07 अप्रैल April, 2017

कार्यालय आदेश सं० 32 दिनांक 07 अप्रैल, 2017  
Office Order No. \_\_\_\_\_ Dated \_\_\_\_\_ April, 2017

दिनांक 07.04.2017 से जम्मू व कश्मीर भू-स्थानिक आंकड़ा केंद्र के तकनीकी कार्यों के लिए निम्न प्रकार से पुनर्गठन किया जाता है।

The following reorganization will be effective from 07.04.2017 in order to execute the technical works in J&K G.D.C.

**Sh. Pardeep Singh, Superintending Surveyor, Director (Current Duty)**

• **TECHNICAL SECTION:**

Technical Section will function under the direct control of Director, J&K GDC as under:

**Technical Officer – Sh. Maheshwar Singh, Officer Surveyor**

1. Shri Yog Raj, D/Man Div – 1
  2. Shri Rameshwar, Surveyor
- (i) Preparation of Annual Action plan for J&K GDC.
  - (ii) Compilation of General/Technical Reports and Supplement to General Reports and other reports/return and its timely submission to S.G.O./Zonal Office.
  - (iii) Liaisoning and collection of technical and administrative information pertaining to the Area of responsibility of J&K GDC.
  - (iv) To assist Director, J&K GDC on all technical matters.
  - (v) Correspondence on behalf of Director, J&K GDC on routine technical matters.
  - (vi) Supply of data (co-ordinates, heights and distances) to indenters.
  - (vii) Maintenance of Benevolent Fund J&K G.D.C.
  - (viii) Any other duty assigned by Director, J&K GDC.

**DATA TRANSFORMATION WING (DTW):**

• **DIGITAL SECTION – I :**

**Section Officer -** Sh. Deepak Kumar, Officer Surveyor

- i) Sh. Shubhakaran, Surveyor
- ii) Sh. Deepak Balotra, Surveyor
- iii) Sh. Ram Pal Sharma, D/Man Div. – 1
- iv) Smt. Shakuntala Kundan, D/Man Div. - 1
- v) Sh. Bhanu Pratap, Surveyor
- vi) Smt. Pawan Kumari Sharma, D/Man Div. – 1
- vii) Sh. Ashwani Kumar, D/Man Div. - 1

• **DIGITAL SECTION – II :**

**Section Officer –** Sh. S. N. Chaudhary, Officer Surveyor

- i) Sh. Ranjeet Singh, Surveyor
- ii) Sh. Daman Kumar, Surveyor
- iii) Sh. Lukesh Kumar, Surveyor
- iv) Sh. Harcharan Singh, D/Man Div. – 1
- v) Smt. Rekha Salathia, D/Man Gde – II
- vi) Smt. Pushpma Arora, D/Man Gde – II

• **DIGITAL SECTION-III**

**Section Officer –** Sh. J. S. Bangari, Officer Surveyor

- i) Sh. Vijay Kundan, D/Man Div. – 1
- ii) Sh. Vinod Raina, Surveyor
- iii) Sh. Dalbir Sodhi, Surveyor
- iv) Sh. Sanjay Kumar, Surveyor
- v) Sh. Updesh Kaur, D/Man Div. – 1
- vi) Smt. Koushal Kumari, D/Man Div. – 1

**Responsibilities of Digital sections:**

(As per approved Annual Action Plan)

- (i) Digitisation, Preparation of DTDB/DCDB on 1:25k, 1:50k.
- (ii) Submission of OSM/DSM sheets to MO-GSGS for security clearance/issue of Blue Indents.
- (iii) Submission of OSM/DSM sheets to International Boundary Directorate for obtaining International Boundary approval.
- (iv) Submission of OSM/DSM sheets to N.G.D.C. for generation of CYMK.
- (v) Timely submission of all the returns in the standard format as desired by the Director/Incharge-DTW/Technical Officer.
- (vi) Weekly/Fortnightly/Monthly break-up of the ongoing works in the section.
- (vii) Submission of final data on completion to the Data Management Section.
- (viii) Any other job assigned by Director/ In-charge, DTW.

**Note :** In absence of the section officer, the next senior most officer shall perform the duties of the Section Officer.

• **DATA MANAGEMENT SECTION:-**

**Section Officer –** Sh. Ajay Kumar, Officer Surveyor

- i) Sh. Vijay Kumar, Surveyor
- ii) Sh. Darshan Kumar, D/man Div. - I

**Responsibilities:**

- (i) All matters related to data archival, data dissemination with reference to all types of digital data/scanned aerial photograph/satellite imagery/Extra-Departmental projects data etc. in the GDC.
- (ii) All policy matters/guidelines issued by S.G.O with reference to data archival/security/safety/dissemination etc. are to be followed strictly.
- (iii) All matters with reference to preparation and updation of status related to above activities pertaining to our area of responsibility
- (iv) Maintenance and upkeep of all the licensed softwares of GDC.
- (v) Routine maintenance of the systems in GDC and periodic updation of anti-virus softwares.
- (vi) Work out co-ordinates, heights and distances to be supplied to the indenter.
- (vii) Maintenance and upkeep of the Digital scanner/plotter etc.
- (viii) Any other job assigned by Director/Incharge, DTW.

• **Field Section:**

**Section Officer –** Sh. Gopi Chand, Officer Surveyor

**Responsibilities:-**

- (i) To plan and execute all the departmental/extra departmental/project field work in accordance to the approved field programme.
- (ii) To prepare the budget estimates required to execute the field activities.
- (iii) Any other job assigned by Director/Incharge DAW

• **EXAMINATION SECTION**

**Section Officer –** Smt. Soma Devi, Chief D/Man

- i) Sh. Dharam Pal, Chief D/Man
- ii) Sh. Krishan Gopal, D/Man Div. – 1
- iii) Sh. Vijay Kumar, D/Man Div – 1

**Responsibilities:-**

- (i) Examination of all types of maps (OSM/DSM) on 1:25K, 1:50K, 1:250K scales, POP's at all stages viz. preliminary/intermediate/final.
- (ii) To follow the latest guide lines/policies with reference to OSM/DSM, digitization while carrying out the examination work.
- (iii) Verification and authentication of administrative boundary maps/charts supplied by the indenters.
- (iv) Any other job assigned by Director/ In-charge.

• **STORE & M.T. SECTION:**

Assistant Store Officer - Sh. Ajay Kumar, Officer Surveyor

i). Shri. Desh Kumar, D/Man Div – 1 (Store Keeper)

**Responsibilities:-**

- (i) Maintenance and upkeep of all kinds of store items, ledgers, registers etc.
- (ii) Procurement and issue of store items.
- (iii) Preparation of budget figures w.r.t. Store section.
- (iv) Timely submission of all returns/reports pertaining to stores.
- (v) Matters related to loss statements/Condemnation Boards/ Physical Verification of stores.
- (vi) Maintenance and upkeep of M.T. vehicles, records, registers, and up-to-date log books etc.
- (vii) Deployment of M.T.D.'s on duties.
- (viii) Correspondence related to above jobs.
- (ix) Any other job assigned by Director/In-charge/ASO.

• **RECORDS & MAINTENANCE SECTION:**

**Technical Officer shall be record officer.**

- i) Shri. Rattan Lal, Survey Assistant (RK – I)
- ii) Shri Shashi Jamwal, Surveyor (RK – III)
- iii) Shri Raj Pal Dubey, D/Man Div. – 1
- iv) Shri Balbir Chand, D/Man Gd. – II (RK – II)

**Responsibilities:-**

- (i) Record keeping.
- (ii) Maintenance of all records, maps, air photographs etc.
- (iii) Submission of all returns related to records.
- (iv) Completion of all Records Ledgers/Registers and authentication of entries and its periodical physical verification.
- (v) Processing of unserviceable records and its weeding out as per departmental procedures.
- (vi) Maintenance of all the technical records.
- (vii) To maintain all sheets files/ old records pertaining to the technical work in respect of Jammu and Kashmir GDC.
- (viii) Maintenance of Office Copies of maps.
- (ix) Any other job assigned by Director/ In-charge.

• **SECURITY:**

**Security Officer:** Sh. Maheshwar Singh  
**Security Supervisor:** Sh. Balkar Nath, P/Tr Gd. – II

**Responsibilities:**

- (i) All security related work.
- (ii) Deployment of Guards.
- (iii) Maintenance of Visitor Registers.
- (iv) Any other job assigned by Director/Security officer.

• **VERIFICATION OF RECORDS**

- (i) Shri Sanjeev Kumar, D/Man Div. – 1
- (ii) Shri M.S. Isher, D/Man Div. – 1

**Responsibilities:**

- (i) 100% verification of Records.

• **ESTATE SECTION:**

Estate Section will function under the direct control of Director, J&K GDC

- (i). Shri Dushyant Kumar Sharma, D/man Div. – 1
- (ii). Shri Surinder Mohan, D/Man Div – 1

**Responsibilities:**

- i. All matters and correspondence related to the estate.
- ii. Liaison with CPWD and monitoring all works including maintenance of the office building.
- iii. Oversee cleanliness of office building, campus etc.
- iv. Deployment of Group 'C' (Erstwhile Group 'D') staff.
- v. Any other duty assigned by Director, J&K GDC.

*lln*

(Pardeep Singh)  
Director (Current Duty)

**DISTRIBUTION:-**

1. The Surveyor General of India for information please (By E-Mail).
2. The Addl. Surveyor General, Northern Zone Chandigarh for information please (By E-Mail).
3. Technical Officer/A.S.O./D.D.O./Security Officer/Data Management Section/Record Section/Estate Section/Exam. Section/Field Section/M.T Section for information and strict compliance.
4. Section Officer – DTW - I, II & III for information and necessary action for strict compliance.
5. I/C Website, SoI Website (admn.soi@gov.in) w.r.t. upload the office order on SoI Website (By E-Mail).
6. File - Technical Guard