

# Information under Section 4 of RTI Act 2005

OFFICE ORDER NO. 129/ 37-G-10 DATED 07-09-2017

## **Sub:- REORGANISATION OF DUTIES AND RESPONSIBILITIES.**

The duties and responsibility of Ministerial Staff, Confidential Staff, Store Staff and Estate Staff of this GDC are reorganized. In the absence of Section Incharge, senior most persons will look after the duties of S.O. in addition to his own duties. All the persons will ensure that no pending work will remains of old seats. This order with immediate effect.

### **(A) CORRESPONDENCE SECTION:**

#### **1. Shri Ram Lal, Office Superintendent, Section In-charge.**

- i) Overall supervision of Correspondence Section.
- ii) Proper watch on timely submission of all the returns by correspondence section.
- iii) Submission of incoming dak to Director/D.D./E & A.O. duly marked to respective Sections.
- iv) Matters related to recruitment cases.
- v) To complete the process of weeding out of office record.
- vi) Communal Roster, O.M. inspection, Honorarium related correspondence.
- vii) Any other work allotted by the Director/D.D/E & A.O.

#### **2. Shri Avanish Kumar Sharma, Assistant.**

- i) In the absence of Section Officer he will performed the duties of Section officer.
- ii) RTI Cases and maintenance of all related registers and returns.
- iii) All returns/reports/correspondence related to O.L.(Rajbhasa)/Hindi Teaching Scheme and maintenance of related registers.
- iv) All promotion/Transfer/Grade promotion/Trade test cases.
- v) Handing over/Taking over of Charge and tour programmes of officers.
- vi) Correspondence regarding Election Duties.
- vii) Training/courses at IISM, Hyderabad or other institutions.
- viii) Correspondence regarding Unions/Associations.
- ix) Matters related to departmental examination.

- x) Lok Sabha and Rajya Sabha unstarred question & maintenance of registers.
- xi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**3. Shri Matbar Tamta, U.D.C.**

- i) Passport Cases, Special Casual Leave cases.
- ii) Correspondence related to deputation cases.
- iii) Order regarding continuous employment of temporary Govt. Servant.
- iv) Issue of Movement Orders to personnel proceeding on Courier duty.
- v) Issue of Indent for office stationery and other forms.
- vi) Typing work.
- vii) Diary of Hindi/English letters and distribution of dak in Sections.
- viii) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**4. Shri Mahabir Prasad Mandal, U.D.C.**

- i) Regularization of contingent Khalasis.
- ii) All returns (Monthly/Quarterly/Half yearly/Annual) w.r.t. SC/ST/OBC/Handicapped employees.
- iii) Disposition and Gradation Lists of Group A,B,C& D.
- iv) All returns/correspondence regarding Recreation Club/Employment exchange.
- v) Reconciliation of account with RP & A.O. Jaipur.
- vi) Permission to appear in examinations for higher education.
- vii) Return w.r.t. Army officers, returns on Movable/Immovable Property.
- viii) Typing work.
- ix) Submission of Weeding out return.
- x) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**5. Shri Darshan Singh Daftry.**

- i) Dispatch of all letters
- ii) Postage stamps account/Frinking Machine account.
- iii) Any other work allotted by the E & A.O./In-charge.

**(B) ACCOUNTS SECTION:**

**1. Shri H.A. Siddique, Office Superintendent Section In-charge**

- i) Overall supervision of Accounts Section.
- ii) Timely submission of all returns.
- iii) Proper checking & timely submission of Budget figures of RE/BE/FRE etc. to SGO.
- iv) Proper watch on Sanctioned budget grant & expenditure in various heads.
- v) Checking of budget figures of account and store sections.
- vi) Any other work allotted by the Director/D.D/E & A.O.

**2. Shri Jagdev Singh, Assistant.**

- i) In the absence of Section Officer he will performed the duties of Section officer.
- ii) Preparation of Pension cases of Group A, B, C & D.
- iii) Preparation of DC& RG arrear/Commutation/CGEGIS Bills.
- iv) Any other correspondence related to assigned jobs.
- v) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**3. Smt. Manju Bala, Assistant.**

- i) Preparation of contingent bills w.r.t. heads like OE-1,2,3,4/Professional services and Rent-Return-Taxes.
- ii) Preparation contingent bills w.r.t. heads like Wages/Project heads (i.e. NUIS/Indo-Pak boundary work etc.) M & S head and plan head.
- iii) Preparation of budget figures for assigned job in (i) & (ii)
- iv) All related registers w.r.t. assigned jobs are to be maintained.
- v) Any other correspondence related to assigned jobs.
- vi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**4. Smt. Suman Sharma, Assistant. (Attachment)**

- i) All matters related to TA in r/o Group A, B & C i.e. preparation of all TA bills/advance etc.
- ii) Preparation of budget figures of TA Head.
- iii) Preparation of LTC Bills in r/o Group A, B & C and correspondence etc.
- iv) All related registers w.r.t. assigned jobs are to be maintained.
- v) All other correspondence related to assigned jobs.
- vi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**5. Shri Jitendra Singh U.D.C. (Attachment)**

- i) Preparation of House Building Advance (HBA) Computers Scooter Advance and correspondence etc.
- ii) Preparation of TA & LTC Bills in r/o Group 'D' & correspondence etc.
- iii) All correspondence related to above jobs
- iv) Reconciliation of account with RP & A.O. Jaipur.
- v) All related registers w.r.t. assigned jobs are to be maintained.
- vi) Typing work.
- vii) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**6. Shri Sikander Singh U.D.C.**

- i) All matters related to Medical Cases of Group A, B, C i.e. preparation of all Medical bills/advance etc.
- ii) All matters related to Medical Cases of Group D i.e. preparation of all Medical bills/advance etc.
- iii) Reconciliation of account with RP & A.O. Jaipur.
- iv) All correspondence related to above jobs
- v) All related registers w.r.t. assigned jobs are to be maintained.
- vi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**(C) DRAWL SECTION :**

**1. Shri Baru Dass, Assistant.**

- i) Checking of all bill, records, drawls, Correspondence/letters submitted by dealing hands of the drawl Section.
- ii) Checking of Budget figures of BE/RE/FRE for salary head.
- iii) Watch on Timely submission of returns of Drawl Section.
- iv) MACP Cases duly completed/verified to be submitted to Confidential Section.
- v) Proper Preparing and timely submission of figures of Budget BE/RE/FRE etc.
- vi) Reply to Audit paras etc.
- vii) Any other work allotted by the Director/D.D/E & A.O.

**2. Smt. Paramjit Kaur, Assistant.**

- i) In the absence of Incharge, she will performed the duties of Section Officer.
- ii) Monthly/Quarterly returns of various allowances/O.6(Acct.)
- iii) Correspondence related to above jobs.
- iv) Preparation of of (CEA)/Tuition Fees Bills in r/o Group A,B,C& D and related correspondence/entries in Pay bill registers and other related registers.
- v) Preparation of ACP/MACP Cases in r/o Group A,B,C& D and related correspondence.
- vi) Verification of Service on completing 18/25 years of service or before 5 years of retirement.
- vii) Preparation of Leave encashment on LTC/Retirement in r/o Group A,B,C, & D.
- viii) Preparation of Data for Strengthening of Administration after attaining the age of 50/55 years or completing 30 years of services.
- ix) Any other work allotted by the Director/D.D./E & A.O./O.S.

**3. Smt. Paramjeet Kaur, U.D.C.**

- i) Preparation of Pay Bills of Group D & NPS Staff and other related work of pay.
- ii) Fixation of Pay on promotion/ACP/MACP Cases & drawl of arrears of pay & allowance.
- iii) Completion of Event/Increment/Pay Bill registers.
- iv) Deduction of Income Tax & Issue Form No. 16 ( for I.T. returns.)
- v) Submission of Income tax returns (Monthly/Quarterly/Annually)
- vi) Preparation of Bonus Bills and issue of P.I.C.
- vii) Preparation of O.48 in r/o Group D and NPS etc.
- viii) To make entries of in Service Book w.r.t. pay fixation/Increment/Service verification/CGEGIS/Promotion and other events.
- ix) Correspondence relating to above jobs.
- x) Preparation of Night duty allowance Bill.
- xi) All other correspondence & maintenance of registers relating to above work.
- xii) Any other work allotted by the Director/D.D./E & A.O./O.S.

**4. Shri Gurcharn, U.D.C.**

- i) Preparation of GPF Advance/Part Final/Final Withdrawal bills of Group A,B,C& D.
- ii) Distribution of GPF slips amongst Staff.
- iii) Preparation of Leave cases of Group A,B,C& D.
- iv) Correspondence relating to above jobs.
- v) Any other work allotted by the Director/D.D./E & A.O./O.S.

**5. Shri Kuldip Kumar, U.D.C.**

- i) Preparation of Pay Bills of Group A, B & C Staff and other related work of pay.
- ii) Fixation of Pay on promotion/ACP/MACP Cases & drawl of arrears of pay & allowance.
- iii) Preparation of O.48 and issue of PIC in r/o Group A, B & C Staff.
- iv) To make entries of in Service Book w.r.t. pay fixation/Increment/Service verification/CGEGIS/Promotion and other events.
- v) Deduction of Income Tax & Issue of Form No. 16 (for I.T. returns.)
- vi) Correspondence relating to above jobs.
- vii) All other correspondence & maintenance of registers relating to above work.
- viii) Any other work allotted by the Director/D.D./E & A.O./O.S.

**(D) C.D.D.O, SECTION:**

**1. Shri Rakesh Singh, Assistant.**

- i) Encashment of Cheque/Bank Drafts and disbursement of dues.
- ii) Maintenance of Cash Book/Bill Register/Subsidiary Cash Book/Register of Valuable/Undisbursed amount Register/FCA Register/Family allotment amount register..
- iii) Preparation of A.R./maintenance of A.R. Register/stitching of A.Rs.
- iv) Renewal of Fidelity guarantees.
- v) Matters related to FCA/PCA i.e. correspondence/return etc.\
- vi) Submission of Contingent Vouchers to R.P. & A.O.
- vii) Timely Deposit of R.D./L.I.C./Co.opt Amount in respective of Bank/Post Office.
- viii) Any correspondence on the assigned jobs.
- ix) All related registers w.r.t. assigned jobs are to be maintained.
- x) All other correspondence related to assigned jobs.
- xi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

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**Shri Gurnam Singh, Assistant.**

- i) Thorough Checking/Scrutiny of all bills submitted for issue of cheques.
- ii) Issue of cheques of all bills presented by the under mentioned office.
  - a. Punjab, Haryana & Chandigarh GDC, Chandigarh.
  - b. Himachal Pradesh G.D.C., Chandigarh.
- iii) Timely submission of all returns related to C.D. & D.O. work i.e. Weekly payment list/weekly payment scroll and receipt scrolls etc.
- iv) All matters related to Letter of Credit.
- v) Preparation of O.50 return/Actual Exp.
- vi) Reconciliation of Accounts of Pb. Hr. & Chd. GDC, HP GDC with R.P & A.O. Jaipur and timely submission of all related information to SGO/RP & A.O.
- vii) All other correspondence & maintenance of registers relating to above work.
- viii) Any other work allotted by the Director/D.D./E & A.O./O.S.

**(E) HINDI SECTION:**

**Smt. Saroj Dogra, Senior Hindi Translator, Section In-charge.**

- i) Issue of Routine Orders.
- ii) Scrutiny and submission of compassionate ground appointment cases.
- iii) All correspondence/returns/registers relating Hindi.
- iv) All correspondence related to Nagar Rajbhasha-II.
- v) Any other work allotted by the Director/D.D./E & A.O./O.S.

**(F) CONFIDENTIAL SECTION:**

**1. Shri Satish Kumar, Assistant.**

- i) ACP/MACP Cases.
- ii) Holding of D.P.C. for Group C & D.
- iii) Court Cases.
- iv) Trade Tests.
- v) Disciplinary cases/vigilance cases/suspension cases.
- vi) Cases regarding retention in Govt. service.
- vii) Appeals and representations.
- viii) Honorarium cases.
- viii) Any other work allotted by the Director/D.D/E & A.O.

2. **Smt. Sushma Rani, Stenographer Gde.II.**

- i) Custody of A.C.R. for Group C and D
- ii) Court Cases.
- iii) Correspondence related with A.C.R.
- iv) Maintenance of C.L./R.H. account of Group A & B Officers.
- v) Safe custody of House Building Advance Documents.
- vi) Routine Steno duties/Checking/Sending of E-mails.
- vii) Typing work of all confidential letters.
- viii) Any other work allotted by the Director.

**(G) STORE SECTION:**

1. **Shri G.L.Verma, Officer Surveyor  
Assistant Store Officer.**

- i) Sh. N.K. Sharma, Store Assistant.
- ii) Sh. Mohinder Singh, Store Assistant(Attachment)
- iii) Sh. Ramesh Kumar, Survey Assistant.
- iv) Sh. Jaipal Singh, Khalasi(Under Trainee as SK)
- v) Sh. Sandeep Kumar, Khalasi(Under Trainee as SK)
- vi) Sh. Rattan Singh, M.D.M. Gde. I.
- vii) Sh. Ranjit Singh, M.D.M. Gde. I.
- viii) Sh. Bua Singh, M.D.M. Gde. I.
- ix) Sh. Balkar Singh, M.D.M. Gde. II.
- x) Sh. Harnam Singh, M.D.M. Gde. II.
- xi) Sh. Shyam Lal, M.D.M. Gde. II.

**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) Matter 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) Deployment of Group-C(erstwhile Group-D) staff on Section duties.
- ix) Correspondence related to above jobs.
- x) Any other job assigned by the Director/D.D./In-Charge, DAW.



**(H) ESTATE SECTION:**

Estate Section will function under the direct control of Director, Punjab, Haryana & Chandigarh GDC as under :-

1. Shri Dindayal Sharma, Survey Assistant.

**RESPONSIBILITIES:-**

- i) All estate matters as caretaker.
- ii) Matters related to acquiring Land/Rent/Estate/Capital Budget.
- iii) Any other duty assigned by Director, Punjab, Haryana & Chandigarh G.D.C.

**DUTIES, RESPONSIBILITIES AND DEPLOYMENT DETAILS OF TECHNICAL STAFF IN PUNJAB, HARYANA AND CHANDIGARH GDC AS ON 31-08-2017**

**A. SHRI CHANDRA PAL, DIRECTOR**

**B. Lt. Col. K. A. GREWAL, SUPERINTENDING SURVEYOR, IN-CHARGE**

**(1) DATA MANAGEMENT SECTION**

**Shri Kamal Sharma, Officer Surveyor, Section Officer**

- 1) Sh. Mahinder Singh, Survey Asstt.
- 2) Sh. Mohinder Pal, Survey Asstt.
- 3) Sh. Shashi Bhushan, Surveyor

**RESPONSIBILITIES :-**

- i) All matters related to data archival, data dissemination with reference to all types of digital data/scanned aerial photograph/satellite imagery etc. in the GDC.
- ii) Scrutiny & soft copy examination of digital data of various scales.
- iii) OSM/DSM/1:25K/updation of Admn. Boundary etc., final digital data has to be checked before accepting for archival and further submission to NGDC/DMC.
- iv) All policy matters/guidelines issued by S.G.O with reference to data archival/security/safety/dissemination etc. are to be followed strictly.
- v) All matters with reference to preparation and updation of status related to above activities pertaining to our area of responsibility.
- vi) Maintenance and upkeep of all the softwares (their licenses) and related documents of the GDC.
- vii) All computer systems and peripherals of the GDC will be maintained by Store Section and technical support will be provided by Sh. Mohinder Pal, Survey Asstt.

- viii) To maintain anti-virus deployment and its regular updation from the web for efficient protection of computer systems from virus/malware/spyware etc. (Responsibility: Sh. Mohinder Pal, Survey Asstt).
- ix) Work out co-ordinates, heights and distances as measured on the map with in 2 days of receipt from Technical Section.
- x) Preparation of .pdf of soft copy maps as & when demanded by Map Sale Office.
- xi) Any other job assigned by Director/Deputy Director/In-Charge.

**(2) FINAL EXAMINATION CELL**

**Shri K. K.Thakur, Officer Surveyor, Section Officer**

- 1) Sh. Gurmukh Singh, Officer Surveyor
- 2) Smt. Madhu Walia, Chief D/man
- 3) Sh. Pradeep Kumar, D/man Div. I
- 4) Sh. H. R. Saini, D/Man Div I

**RESPONSIBILITIES:-**

- (i) 1:250K/1:50K/1:25K scale (OSM/DSM Maps) - Examination of Proofs at final stages of data preparation i.e. DTDB, DCDB etc.
- (ii) To follow the latest guide lines/policies with reference to OSM/DSM, digital mapping, during examination.
- (iii) To supply correct spellings of geographical names in Roman and Devanagri script i.e. all kinds of Transliteration work as per T.H.B.
- (iv) Verification and authentication of administrative boundary maps/charts supplied by the indentors.
- (v) Any other job assigned by Director/Deputy Director/In-Charge.

**(3) MAP SALES OFFICE**

**Shri Amulya Bipneshwar, D/Man Div.-I - Taking over charge of Map Sales Office**

**RESPONSIBILITIES:-**

- (i) Operation of map Sale office as per guidelines/instructions issued by SGO.
- (ii) Completion of all Records Ledgers/Registers and authentication of entries and its physical verification.

**C. SH. R. M. GHILDIYAL, SUPERINTENDING SURVEYOR, IN-CHARGE DATA ACQUIZITION WING - I (DAW-I).**

**FIELD SECTION**

**Sh. Kartar Singh, Officer Surveyor, Section Officer**

- 1. Sh. Bhag Singh, Officer Surveyor.
- 2. Sh. G.S.Bhalla, Survey Asstt.
- 3. Sh. Vinay Kumar, Survey Asstt.

**RESPONSIBILITIES :-**

- i) To plan and execute field work for departmental and extra departmental survey work.
- ii) Preparation of cost estimates for Project surveys etc.
- iii) Preparation of guidelines for carrying out field survey works.
- iv) Updation of all Administrative Boundaries up to Tahsil level as per latest guidelines by SGO.
- v) Supply of Actual Co-ordinates, AMSL Height by GPS observation to various indentors on their demand.
- vi) Any other job assigned by Director/Deputy Director/ In-charge.

**D. Lt. Col. K. A. GREWAL, SUPERINTENDING SURVEYOR, IN-CHARGE DATA ACQUIZITION WING -II (DAW-II).**

**a) I/c Indo-Pak Boundary Demarcation Work :**

**RESPONSIBILITIES :-**

- i) To plan and execute field work for Indo-Pak Boundary Demarcation survey work.
- ii) To attend the joint meeting/inspections of Indo-Pak Surveyors/Engineers as per mutually agreed date, time and place.
- iii) Any other job assigned by Director/Deputy Director.

**b) I/c Court Cases :**

**RESPONSIBILITIES :-**

To look after all legal cases of Punjab, Haryana & Chandigarh GDC, Chandigarh.

**E. SH. R. M. GHILDIYAL, SUPERINTENDING SURVEYOR, INCHARGE DATA TRANSFORMATION WING – I (DTW-I).**

**(1) DIGITAL SECTION – I**

**Shri Ravinder Kumar, Officer Surveyor, Section Officer**

- 1) Sh. Mukesh Kumar, Surveyor
- 2) Sh. Krishan Lal, Survey Asstt.
- 3) Sh. Ranjeet Singh, Survey Asstt.
- 4) Sh. Vinod Kumar, Survey Asstt.
- 5) Sh. Suresh Kumar, Survey Asstt. - Handing over charge of Map Sale Office
- 6) Sh. R. K. Sheria, Survey Asstt.
- 7) Sh. Pramod Kumar, Survey Asstt.
- 8) Sh. Rupinder Kumar Sharma, Survey Asstt. - Soft copy examination

### **RESPONSIBILITIES :-**

- i. Preparation/Creation/updation of digital data on all scales(1:250K/1:50K/1:25K etc.) comprising all data processing work- stages including hard copy and soft copy examination for effective quality control strictly in compliance to the National Map Policies, Standard Operating Procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii. S.O. will ensure that individuals earmarked for soft copy examination are allotted other section works for effective utilisation of man- hours.
- iii. Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10<sup>th</sup> of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iv. Generation of paper plots as and when approached by Map Sale Office.
- v. Any other job assigned by Director/Deputy Director/In-charge.

### **(2) DIGITAL SECTION – II**

#### **Shri A.K. Goyal, Officer Surveyor, Section Officer**

- 1) Sh. H.S. Chauhan, Surveyor
- 2) Sh. Rajinder Kumar, Surveyor
- 3) Sh. Vishal Bhardwaj, Surveyor
- 4) Sh. Om Prakash, Survey Asstt.
- 5) Sh. Sudesh Kumar, D/man Div. I
- 6) Sh. Kashi Ram, Survey Asstt.
- 7) Sh. Chintaman Ram, P/Tr Gde-II

### **RESPONSIBILITIES :-**

- i) Preparation/Creation/updation of digital data on all scales(1:250K/1:50K/1:25K etc.) comprising all data processing work- stages including hard copy and soft copy examination for effective quality control strictly in compliance to the National Map Policies, Standard Operating Procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii) Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10<sup>th</sup> of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iii) Generation of paper plots as and when approached by Map Sale Office.
- iv) Any other job assigned by Director/Deputy Director./ In-charge.

### **(3) DIGITAL SECTION – III**

#### **Shri Rajeev Sharma, Officer Surveyor, Section Officer**

- 1) Sh. Kanwaljeet Singh, Surveyor
- 2) Sh. Rajesh Kanga, Survey Asstt.
- 3) Sh. R.K. Soni, Survey Asstt.
- 4) Sh. Rajender Kapoor, D/man Div. I

- 5) Sh. Rattan Singh, D/Man Div. I
- 6) Sh. Jai Ram Singh, D/man Div. I
- 7) Sh. Suneel Kumar, D/Man Gde. II
- 8) Smt. Reena Beliya, P/Tr. Gde-II

**RESPONSIBILITIES :-**

- i) Preparation/Creation/updation of digital data on all scales(1:250K/1:50K/1:25K/1:10K etc.) comprising all data processing work- stages including hard copy and soft copy examination for effective quality control strictly in compliance to the National Map Policies, Standard Operating Procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii) Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10<sup>th</sup> of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iii) Generation of paper plots as and when approached by Map Sale Office.
- iv) Any other job assigned by Director/Deputy Director./ In-charge.

**F. LT. COL. K.A. GREWAL, IN-CHARGE DATA TRANSFORMATION WING – II (DTW-II).**

**1) DIGITAL SECTION – IV**

**Shri. Satyarth Prakash, Officer Surveyor, Section Officer**

- 1) Sh. Bihari Lal, Surveyor
- 2) Sh. Vijay Kumar, Surveyor
- 3) Sh. V.K. Singh, Surveyor
- 4) Sh. Inder Singh, Survey Asstt.
- 5) Sh. Jai Ram Singh, D/man Div. I
- 6) Sh. N.K. Sachdeva, D/Man Gde. II
- 7) Sh. Lekh Ram, P/tr Gde. II

**RESPONSIBILITIES :-**

- i) Preparation/Creation/updation of digital data on all scales(1:250K/1:50K/1:25K/1:10K etc.) comprising all data processing work- stages including hard copy and soft copy examination for effective quality control strictly in compliance to the National Map Policies, Standard Operating Procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii) Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10<sup>th</sup> of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iii) Any other job assigned by Director/Deputy Director./ In-charge.

(2) **DIGITAL SECTION – V**

**Shri. Gurdarshan Singh, Officer Surveyor, Section Officer**

- 1) Smt. Charu Sharma, Surveyor
- 2) Sh. Pritam Chand, Surveyor
- 3) Sh. Bal Krishan, D/man Div. I
- 4) Sh. R.K. Negi, D/man Div. I
- 5) Smt. Bimla Negi, D/man Div. I
- 6) Sh. Ram Kumar, P/tr Gde. II

**RESPONSIBILITIES :-**

- i) Preparation/Creation/updation of digital data on all scales(1:250K/1:50K/1:25K/1:10K etc.) comprising all data processing work- stages including hard copy and soft copy examination for effective quality control strictly in compliance to the National Map Policies, Standard Operating Procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii) Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10<sup>th</sup> of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iii) Any other job assigned by Director/Deputy Director./ In-charge.

**G. TECHNICAL SECTION :-**

**Sh. Sandeep Kaushal, Officer Surveyor, Technical Officer**

- 1) Sh. Anoop Pathak, Surveyor
- 2) Sh. Surinder Singh, Survey Asstt.
- 3) Sh. Paramjit Singh, Survey Asstt.

**RESPONSIBILITIES :-**

- (i) Compilation of General/Technical Reports and Supplement to General Reports and other reports/return and its timely submission to S.G.O./Zonal Office.
- (ii) Liaisoning and collection of technical and administrative information pertaining to Punjab, Haryana states and UT Chandigarh.
- (iii) To assist Director/Dy. Director, Punjab, Haryana & Chandigarh GDC on all technical matters.
- (iv) Correspondence on behalf of Director/Dy. Director, Punjab, Haryana & Chandigarh GDC on routine technical matters.
- (v) Supply of data (co-ordinates, heights and distances) to indenters.
- (vi) Maintenance of Benevolent Fund (combined for Himachal Pradesh, Punjab, Haryana & Chandigarh G.D.C.)
- (vii) Any other duty assigned by Director/Dy. Director Punjab, Haryana & Chandigarh GDC.

## H. RECORD AND MAINTENANCE SECTION.

### Sh. Sandeep Kaushal, Officer Surveyor, Record Officer

- 1) Sh. Tara Chand, R.K.Div. I
- 2) Sh. Mukesh Piplani, D/Man Div-I - (Taking over charge of Record Section-I)
- 3) Sh. Kewal Krishan, R.K. Gde. II
- 4) Sh. Sukhdev Singh, Survey Asstt.
- 5) Sh. D.K. Bajaj, D/Man Div. I - (Maintenance Section)

### RESPONSIBILITIES :-

- (i) Record keeping.
- (ii) Maintenance of all records, maps, aerial photographs etc.
- (iii) Submission of all returns related to records.
- (iv) Processing of unserviceable records and its weeding out as per departmental procedures.
- (v) Maintenance of all the technical records.
- (vi) To maintain all sheets files/ old records pertaining to the technical work in respect of Punjab, Haryana & Chandigarh GDC.
- (vii) Maintenance of Office Copies of maps.
- (viii) Any other job assigned by Director/Dy. Director/ In-charge.

I. Sh. Ramesh Kumar, Survey Asstt.: He is working as Store Asstt. in store section.

### J. Attachment :-

- 1) Sh. S. P. Singh, D/Man Div. I - On attachment to HPGDC
- 2) Sh. Gurdev Singh, D/Man Div. I - On attachment from HPGDC

<b>1.</b>	<b>Combined Procurement Board (CPB)</b>			
	<b>CHAIRMAN</b>	<b>MEMBER</b>	<b>MEMBER</b>	<b>MEMBER SECY.</b>
	Director, Punjab, Haryana & Chandigarh GDC,	Maj. Vivek Malik , Superintending Surveyor, Himachal Pradesh GDC, Chandigarh	Sh. Jagtar Singh, E & A.O., Punjab, Haryana & Chandigarh GDC	Sh. G.L. Verma, Officer Surveyor, Punjab, Haryana & Chandigarh GDC

2.	ESTATE OFFICER	<b>Lt. Col. K.A. Grewal,</b> Superintending Surveyor , Punjab, Haryana & Chandigarh GDC, Chandigarh.		
3.	CARE TAKER	<b>Sh. Din Dayal Sharma,</b> Survey Assistant, Punjab, Haryana & Chandigarh GDC, Chandigarh.		
4.	Departmental Promotion Committee	Constitution of DPC for Promotion to the grade of Jemadar, Daffadar/Daftry and for permanency of Gp.'B' & 'C'.		
	CHAIRMAN	MEMBER	MEMBER	MEMBER
	Director, Pb., Hr. & Chandigarh GDC,	Superintending Surveyor/ Dy. Director Level	SC/ST Any Gazetted Officer	Class-I Officer Other than Department
5.	Transparency Officer	<b>Sh. Kamal Sharma,</b> Officer Surveyor, Punjab, Haryana & Chandigarh GDC, Chandigarh.		
6.	Appellate Authority (Under RTI Act. 2005)	<b>Sh. Chandra Pal</b> Director, Punjab, Haryana & Chandigarh GDC, Chandigarh.		
7.	CPIO	<b>Sh. Kamal Sharma,</b> Officer Surveyor, Punjab, Haryana & Chandigarh GDC, Chandigarh.		



8.	Public/Staff Grievance Officer	<b>Lt. Col. K.A. Grewal,</b> Superintending Surveyor , Punjab, Haryana & Chandigarh GDC, Chandigarh.
9.	Fire Fighting Officer	<b>Lt. Col. K.A. Grewal,</b> Superintending Surveyor , Punjab, Haryana & Chandigarh GDC, Chandigarh.
10.	Map Sales Counter Working Hours      Mon to Fri. 09.00 to 17.30 hrs	Survey of India, Deptt. of Science & Technology, Dakshin Marg, Sector – 32 A, Chandigarh – 160030.

**Details of all Officers/Employees of Punjab, Haryana & Chandigarh  
G D C, Chandigarh with monthly remuneration as on 01-9-2017**

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Sl. No.	Name (Sh./Smt.)	Designation	Pay Level	Pay	Contact No.	Residential Address (Current)
1	CHANDRA PAL	DIRECTOR	L-14	199600	9868999293	H.No. 600, Sec 32-A, Chandigarh
2	LT.COL. K.A. GREWAL	SUPERINTENDING SURVEYOR	L-12A	116700	7406550101	H.No. 600-A, Sec 32-A, Chandigarh
3	R.M. GHILDIYAL	SUPERINTENDING SURVEYOR	L-11	88400	9915091593	H.No. 602-A, Sec 32-A, Chandigarh
4	JAGTAR SINGH	ESTABLISHMENT & ACCOUNTS OFFICER	L-7	60400	9464951607	H.No. 593-B, Sec 32-A, Chandigarh

5	MADHU WALIA	CHIEF D/MAN	L-8	72100	9417323387	H.No. 574, Sec 20-A, Chandigarh
6	KAMAL SHARMA	OFFICER SURVEYOR	L-9	80200	9417936893	H.No. 601, Sec 32-A, Chandigarh
7	SANDEEP KAUSHAL	OFFICER SURVEYOR	L-7	62200	9417294831	H.No. 2443, TELEHOS SOCIETY (BSNL) , Sec 50-C, Chandigarh
8	K. K. THAKUR	OFFICER SURVEYOR	L-8	74300	9463962006	H.No. 566-A, Sec 32-A, Chandigarh
9	G.L. VERMA	OFFICER SURVEYOR	L-8	74300	9417529159	H.No. 595-A, Sec 32-A, Chandigarh
10	KARTAR SINGH	OFFICER SURVEYOR	L-8	74300	9463962894	H.No. 598-A, Sec 32-A, Chandigarh
11	RAVINDER KUMAR	OFFICER SURVEYOR	L-7	64100	9417513629	H.No. 565-A , Sec 32-A, Chandigarh
12	SATYARTH PRAKASH	OFFICER SURVEYOR	L-7	62200	9417971863	H.No. 596 , Sec 32-A, Chandigarh
13	B.D. BHATT	OFFICER SURVEYOR	L-7	66000	9876267156	H.No. 569, Sec 32-A, Chandigarh
14	RAJEEV SHARMA	OFFICER SURVEYOR	L-7	64100	8968956611	H.No. 160, Govind Vihar, Baltana, Jirakpur
15	BHAG SINGH	OFFICER SURVEYOR	L-7	62200	9988335677	H.No. 562, Sec 32-A, Chandigarh
16	A.K. GOYAL	OFFICER SURVEYOR	L-7	64100	9463655868	H.No.106, Maya Garden Ph-II, VIP Road, Zirakpur, Punjab
17	GURMUKH SINGH	OFFICER SURVEYOR	L-7	64100	9872960739	H.No. 594, Sec 32-A, Chandigarh
18	GURDARSHAN SINGH	OFFICER SURVEYOR	L-7	62200	9463585936	H.No. 5B-1, Shivalik Vihar, Zirakpur
19	BEHARI LAL	SURVEYOR	L-6	50500	8699832299	H.No. 624-A, Sec 32-A, Chandigarh
20	HAKAM SINGH CHAUHAN	SURVEYOR	L-6	58600	9463494829	H.No. 558-A, Sec 32-A, Chandigarh
21	CHARU SHARMA	SURVEYOR	L-6	50500	9780112551	H.No. 620-A, Sec 32-A, Chandigarh
22	ANOOP PATHAK	SURVEYOR	L-6	50500	9478026632	H.No. 641, Sec 32-A, Chandigarh
23	KANWALJEET SINGH	SURVEYOR	L-6	50500	9781625270	H.No. 619, Sec 32-A, Chandigarh
24	VIJAY KUMAR	SURVEYOR	L-6	53600	9569129416	H.No. 564-B, Sec 32-A, Chandigarh

25	RAJENDER KUMAR	SURVEYOR	L-6	49000	9569208850	H.No. 2011, Sec-9,Urban Estate, Ambala City
26	VINOD KUMAR SINGH	SURVEYOR	L-6	50500	9417315168	H.No. 617, Sec 32-A, Chandigarh
27	SHASHI BHUSHAN	SURVEYOR	L-6	44900	9779456402	H.No. 625-B, Sec 32-A, Chandigarh
28	VISHAL BHARDWAJ	SURVEYOR	L-6	43600	8901394824	J-0103, Wellington Height-II, TDI City, Sector - 117, Airport Road, Mohali
29	PRITAM CHAND	SURVEYOR	L-6	49000	9417862676	H.No. 638-A, Sec 32-A, Chandigarh
30	MUKESH KUMAR	SURVEYOR	L-6	49000	9803350925	H.No. 636, Sec 32-A, Chandigarh
31	INDER SINGH	SURVEY ASSISTANT	L-7	64100	9915359823	H.No. 48-A, Sec 12-A, Panchkula
32	SURINDER SINGH	SURVEY ASSISTANT	L-7	62200	9988261221	H.No. 4278, Sec 68, S.A.S. Nagar, Mohali
33	MAHINDER SINGH	SURVEY ASSISTANT	L-7	62200	9872894694	H.No. 567, Sec 32-A, Chandigarh
34	RANJEET SINGH	SURVEY ASSISTANT	L-7	62200	9417714558	H.No. 557, Sec 32-A, Chandigarh
35	RAJESH KANGA	SURVEY ASSISTANT	L-7	62200	9988455909	H.No. 606-A, Sec 32-A, Chandigarh
36	R.K. SHEHRIA	SURVEY ASSISTANT	L-7	62200	9463496435	H.No. 606, Sec 32-A, Chandigarh
37	VINOD KUMAR	SURVEY ASSISTANT	L-7	62200	9465226762	H.No. 605-A, Sec 32-A, Chandigarh
38	OM PARKASH	SURVEY ASSISTANT	L-7	62200	9417936580	H.No. 988-A, Sec 17, Panchkula
39	RAMESH KUMAR	SURVEY ASSISTANT	L-7	62200	9417316945	H.No. 606-B, Sec 32-A, Chandigarh
40	MOHINDER PAL	SURVEY ASSISTANT	L-7	62200	9888460364	H.No. 15, GF, Shivalik Vihar, Zirakpur Mohali (Pb.)
41	DINDAYAL SHARMA	SURVEY ASSISTANT	L-7	62200	9417184124	H.No. 604, Sec 32-A, Chandigarh
42	SURESH KUMAR	SURVEY ASSISTANT	L-7	60400	9417037889	H.No. 33, Green Enclave, Zirakpur Mohali
43	KASHI RAM	SURVEY ASSISTANT	L-7	58600	9041530516	H.No. 170-B, Sainik Vihar, Jandli, Ambala City
44	PARAMJIT SINGH	SURVEY ASSISTANT	L-7	60400	9417093446	H.No. 560-A, Sec 32-A, Chandigarh

45	G.S. BHALLA	SURVEY ASSISTANT	L-6	55200	9915505441	H.No. 665-B, Sec 32-A, Chandigarh
46	SUKHDEV SINGH	SURVEY ASSISTANT	L-6	53600	7837496105	H.No. 592-A, Sec 32-A, Chandigarh
47	VINAY KUMAR	SURVEY ASSISTANT	L-6	53600	9417151265	H.No. 559-A, Sec 32-A, Chandigarh
48	RAJ KUMAR SONI	SURVEY ASSISTANT	L-6	53600	9417301876	H.No. 560-B, Sec 32-A, Chandigarh
49	RUPINDER KR. SHARMA	SURVEY ASSISTANT	L-6	53600	9417249150	H.No. 596-A, Sec 32-A, Chandigarh
50	RAKESH KUMAR NEGI	D/MAN DIV-I	L-8	70000	9417689264	H.No. 569-A , Sec 32-A, Chandigarh
51	AMULYA BIPNESHWAR	D/MAN DIV-I	L-8	70000	9417526974	H.No. 938, Sec 16, Panchkula
52	PRADEEP KUMAR	D/MAN DIV-I	L-8	70000	9463654091	H.No. 595, Sec 32-A, Chandigarh
53	H.R. SAINI	D/MAN DIV-I	L-8	70000	9780263226	H.No.76, Raipur Khurd, PO Behlana, Chd
54	BAL KRISHAN	D/MAN DIV-I	L-8	70000	9417868742	H.No. 570-A, Sec 32-A, Chandigarh
55	D.K. BAJAJ	D/MAN DIV-I	L-7	66000	7589369089	H.No. 3329, Sec 32-D, Chandigarh
56	JAI RAM SINGH	D/MAN DIV-I	L-8	70000	9888110643	H.No. 567-A, Sec 32-A, Chandigarh
57	SUDESH KUMAR	D/MAN DIV-I	L-7	60400	9023906032	H.No. 562-A, Sec 32-A, Chandigarh
58	RATTAN SINGH	D/MAN DIV-I	L-8	68000	9417414828	H.No. 597, Sec 32-A, Chandigarh
59	RAJENDRA KAPOOR	D/MAN DIV-I	L-8	68000	9780931453	H.No. 564-A, Sec 32-A, Chandigarh
60	BIMLA NEGI	D/MAN GDE-I	L-7	62200	9878042278	H.No. 559-B, Sec 32-A, Chandigarh
61	NARESH KUMAR SACHDEVA	D/MAN GDE-II	L-7	53600	8727889981	H.No. 592-B, Sec 32-A, Chandigarh
62	S.P. SINGH	D/MAN GDE-II	L-7	55200	9888327711	H.No. 609-B, Sec 32-A, Chandigarh
63	SUNEEL KUMAR	D/MAN GDE-II	L-7	50500	9780360694	H.No. 561-A, Sec 32-A, Chandigarh
64	H.A. SIDDIQUI	OFFICE SUPERINTENDENT	L-7	58600	9417502874	H.No. 603-B, Sec 32-A, Chandigarh
65	RAM LAL	OFFICE SUPERINTENDENT	L-7	55200	9888013662	H.No. 562-B, Sec 32-A, Chandigarh

66	JAGDEV SINGH	ASSISTANT	L-7	53600	9463153082	H.No. 557-B, Sec 32-A, Chandigarh
67	BARU DASS	ASSISTANT	L-7	53600	9988739703	H.No. 1602, Saini Vihar Phase-3, Baltana
68	SATISH KUMAR	ASSISTANT	L-7	53600	9464953473	H.No. 592, Sec 32-A, Chandigarh
69	MANJU BALA	ASSISTANT	L-7	72100	9878443932	H.No. 608, Sec 32-A, Chandigarh
70	AVANISH KUMAR SHARMA	ASSISTANT	L-6	47600	9463124676	H.No. 40, Balaji Enclave-2, Lohgarh , Zirakpur
71	PARAMJEET KAUR	ASSISTANT	L-6	44900	9872423542	H.No. 3442, Sec 23-D, Chandigarh
72	RAKESH SINGH	ASSISTANT	L-6	44900	9888255882	H.No. 1417-A, Sec 20-B, Chandigarh
73	GURNAM SINGH	ASSISTANT	L-6	39900	9465215908	H.No. 646, Sec 32-A, Chandigarh
74	SUSHMA RANI	STENOGRAPHER GRADE II	L-7	52000	9815825291	H.No. 563-B, Sec 32-A, Chandigarh
75	TARA CHAND	RECORD KEEPER DIV.I	L-7	62200	9780900336	H.No. 593, Sec 32-A, Chandigarh
76	LEKH RAM	P/TABLER GDE II	L-5	32900	9914969593	H.No. 650-B, Sec 32-A, Chandigarh
77	RAM KUMAR	P/TABLER GDE II	L-5	32900	9888719780	H.No. 638, Sec 32-A, Chandigarh
78	CHINTAMAN RAM	P/TABLER GDE II	L-5	32900	9988408961	H.No. 639-A, Sec 32-A, Chandigarh
79	REENA BELIYA	P/TABLER GDE II	L-5	31000	9837439268	H.No. 3466, Sec 24-D, Chandigarh
80	KEWAL KRISHAN	RECORD KEEPER GDE.II	L-6	50500	9417250440	H.No. 568-A, Sec 32-A, Chandigarh
81	N.K.SHARMA	STORE ASSISTANT	L-7	66000	9417059607	H.No. 607, Sec 32-A, Chandigarh
82	PARAMJIT KAUR	UPPER DIV CLERK	L-4	35300	9501120002	H.No. 623-A, Sec 32-A, Chandigarh
83	MATBAR TAMTA	UPPER DIV CLERK	L-4	34300	9781677419	H.No. 629-A, Sec 32-A, Chandigarh
84	SIKANDER SINGH	UPPER DIV CLERK	L-4	30500	9103397542	H.No. 227, Sector - 38 west,D.M.C., Chandigarh
85	M. P. MANDAL	UPPER DIV CLERK	L-4	27100	8146631456	H.No. 639, Sec 32-A, Chandigarh

86	KULDIP KUMAR	UPPER DIV CLERK	L-4	27100	8054236636	H.No. 629, Sec 32-A, Chandigarh
87	GURCHARAN	UPPER DIV CLERK	L-4	32300	9888983658	H.No. 651-A, Sec 32-A, Chandigarh
88	RATTAN SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-6	52000	7589096399	H.No. 621, Sec 32-A, Chandigarh
89	RANJIT SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-6	49000	9417725193	H.No. 616-A, Sec 32-A, Chandigarh
90	BUA SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	40400	9888934131	H.No. 637, Sec 32-A, Chandigarh
91	BALKAR SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	39200	9417936908	H.No. 608, Ward No.4, Dashmesh Nagar, Zirakpur
92	HARNAM SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	38100	9780984373	H.No. 614, Sec 32-A, Chandigarh
93	NARESH KUMAR THAPA	M.T. DRIVER CUM MECHANIC GRADE I	L-5	38100	7837279318	H.No. 647, Sec 32-A, Chandigarh
94	SHYAM LAL	M.T. DRIVER CUM MECHANIC GRADE I	L-5	38100	9023937045	H.No. 648, Sec 32-A, Chandigarh
95	RAJ KANWAR SINGH MALIK	SECURITY SUPERVISOR	L-6	50500	9855056798	H.No. 627-A, Sec 32-A, Chandigarh
96	HIRDE RAM	JEMADAR	L-4	35300	9888553872	H.No. 624, Sec 32-A, Chandigarh
97	BHIKHAN RAM	JEMADAR	L-3	32000	9915505734	H.No. 655, Sec 32-A, Chandigarh
98	JHAMAN RAM	JEMADAR	L-3	32000	9779709463	H.No. 556-A, Sec 32-A, Chandigarh
99	DARSHAN SINGH	DAFTRY	L-3	34000	8283826137	Village - Aangapur, P.O.-Dappar, Dist- Mohali (Punjab)
100	AMAR SINGH	DAFTRY	L-3	32000	9872416898	H.No. 656, Sec 32-A, Chandigarh
101	KESHAV KUMAR	DAFTRY	L-3	32000	9501536191	H.No. 627, Sec 32-A, Chandigarh
102	JAGAT RAM	DAFTRY	L-3	32000	9855547459	H.No. 635-B, Sec 32-A, Chandigarh
103	BHAGWAN DIN	DAFTRY	L-3	32000	7508714107	H.No. 645, Sec 32-A, Chandigarh
104	SARWAN KUMAR	DAFFADAR	L-3	32000	9781888949	H.No. 656-A, Sec 32-A, Chandigarh
105	KRISHNA	DAFFADAR	L-3	32000	9876723201	H.No. 657-B, Sec 32-A, Chandigarh

106	PREM CHAND	DAFFADAR	L-3	32000	9463742530	H.No. 637-A, Sec 32-A, Chandigarh
107	HALIM KHAN	DAFFADAR	L-3	32000	9464541077	H.No. 647-B, Sec 32-A, Chandigarh
108	JAMUNA	DAFFADAR	L-2	31100	8557893541	H.No. 577, Sec 32-A, Chandigarh
109	BAL GOBIND	DAFFADAR	L-3	32000	9878452651	H.No. 555-B, Sec 32-A, Chandigarh
110	MAHINDER SINGH	DAFFADAR	L-3	32000	9780985487	H.No. 612-B, Sec 32-A, Chandigarh
111	KUSHAL	DAFFADAR	L-3	32000	9781366949	H.No. 572-B, Sec 32-A, Chandigarh
112	HANS RAJ	DAFFADAR	L-3	32000	9356288496	H.No. 645-A, Sec 32-A, Chandigarh
113	RAM DEV	DAFFADAR	L-3	32000	8872387497	H.No. 659-B, Sec 32-A, Chandigarh
114	PREM SINGH	DAFFADAR	L-3	32000	9569182613	H.No. 648-B, Sec 32-A, Chandigarh
115	MAHENDRA RAM	DAFFADAR	L-3	32000	8968734870	H.No. 573-A, Sec 32-A, Chandigarh
116	KASHMIRI LAL	DAFFADAR	L-3	32000	9466957507	H.No. 578, Sec 32-A, Chandigarh
117	MANOJ KUMAR	KHALASI	L-2	30200	9915103905	H.No. 579-B, Sec 32-A, Chandigarh
118	PRAHLAD SINGH	KHALASI	L-3	32000	8198838571	H.No. 588, Sec 32-A, Chandigarh
119	KUNWAR TAMTA	KHALASI	L-3	32000	9780923981	H.No. 634-B, Sec 32-A, Chandigarh
120	SURESH GOPE	KHALASI	L-3	32000	8872387796	H.No. 586-B, Sec 32-A, Chandigarh
121	JABAR SINGH	KHALASI	L-3	32000	9463742261	H.No. 646-A, Sec 32-A, Chandigarh
122	DEVI SINGH	KHALASI	L-3	32000	9888833682	H.No. 614-A, Sec 32-A, Chandigarh
123	BENI RAM	KHALASI	L-2	31100	9878591466	H.No. 587-A, Sec 32-A, Chandigarh
124	NARESH	KHALASI	L-3	32000	7837455932	H.No. 650-A, Sec 32-A, Chandigarh
125	SUKAR RAM	KHALASI	L-3	31100	9525627518	H.No. 553, Sec 32-A, Chandigarh
126	RAM KALAP	KHALASI	L-2	29300	9417840114	H.No. 581-B, Sec 32-A, Chandigarh

127	JAI PAL	KHALASI	L-2	26800	9988614020	Village- Keimbvala(U.T.), Chandigarh
128	BALWINDER SINGH	KHALASI	L-2	26800	9780826452	Village-Togapur, Dist-Mohali (Punjab)
129	SANDEEP KUMAR	KHALASI	L-2	26800	8146760860	H.No. 652-B, Sec 32-A, Chandigarh
130	GURMEET SINGH	KHALASI	L-2	26800	9646332132	H.No. 644, Sec 32-A, Chandigarh
131	SANTOSH KUMAR	KHALASI	L-1	24200	9780931583	H.No. 574-A, Sec 32-A, Chandigarh
132	AMITA DOGRA	KHALASI	L-1	23500	9780236272	H.No. 636-A, Sec 32-A, Chandigarh
133	NIRMAL KUMAR	KHALASI	L-1	23500	9779333615	H.No. 585-B, Sec 32-A, Chandigarh
134	ANIL RAM	KHALASI	L-1	23500	7837517874	H.No. 575-B, Sec 32-A, Chandigarh
135	GURCHARAN SINGH	KHALASI	L-1	23500	7837186877	Village- Rampur Jangi, Panchkula, Haryana
136	SHANKAR RAM	KHALASI	L-1	23500	9876759982	H.No. 573-B, Sec 32-A, Chandigarh
137	KANTI DEVI	KHALASI	L-1	22800	9464541085	H.No. 574, Sec 32-A, Chandigarh
138	NIRANJAN RAM	KHALASI	L-1	21500	9876747155	H.No. 657-A, Sec 32-A, Chandigarh
139	RAJ KUMAR	KHALASI	L-1	21500	8728882792	H.No. 575-A, Sec 32-A, Chandigarh
140	VAZEER RAM	KHALASI	L-1	21500	9780355389	H.No. 634-A, Sec 32-A, Chandigarh
141	AMIT SINGH	KHALASI	L-1	20300	9896268752	H.No. 630-A, Sec 32-A, Chandigarh
142	PAWAN KUMAR	SAFAI KARAMACHARI	L-2	31100	8398950320	Village- Badi Ghel, Ambala
143	DAULAT SINGH	GUARD	L-3	33000	9888189955	H.No. 589, Sec 32-A, Chandigarh
144	BACHAN SINGH	GUARD	L-3	33000	8968990806	H.No. 587, Sec 32-A, Chandigarh
145	DHARAM SINGH	WASH BOY	L-4	36400	9878422864	H.No. 1804, Vikas Nagar, Moli Jagra, Chd.



SURVEY OF INDIA															
ALLOTMENT OF FUNDS FOR THE YEAR 2017-2018 BASED ON B.E.2017-2018 FOR AUGUST, 2017															
NORTHERN ZONE & PUNJAB, HARYANA & CHANDIGARH GDC															
GEO-SPATIAL DATE CENTERS/SPECIAL ISED CODE	SALARIES	WAGES	OTA	MEDIC AL TREAT	DOMESTIC TRAVEL EXP. 01- 00-11			FOREIG N TRAVE L EXP. 01.00.12	01.00.13 OFFICE EXPENSES					RENTS RATES & TAXES 01.0014	TOTAL X
					Col.1	Col.2	Total		Col.1	Col.2	Col.3	Col.4	Total		
Northern Zone	0	0	0	200000	200000	0	200000	0	0	50000	30000	75000	155000	0	555000
PUNJAB, HARYANA & CHANDIGARH GDC	116940000	665000	0	1150000	600000	2500000	3100000	0	2825000	160000	665000	1325000	4975000	250000	127080000
GEO-SPATIAL DATE CENTERS/SPECIAL ISED CODE	OTHER ADM EXP.	SUPPLIES & MATERRI ALS	ADVT. & PUBLI CIGT Y	PROFESSIONAL SERVICES 01.00.28			GRANT IN AID GENER AL 01.00.31	GRANT IN AID GENER AL 01.00.36	GRANT IN AID GENER AL 01.00.50	OTHER CHARG ES (CHAR GED)	TOTAL Y	GRAND TOTAL (x+y)	Dept. Canteen		
				Col.1	Col.2	Total									
Northern Zone	2000	50000				0	0	0	0	0	52000	607000	0		
PUNJAB, HARYANA & CHANDIGARH GDC	0	600000	0	120000	1900000	2020000	0	0	0	0	2620000	129700000	550000		

PUNJAB, HARYANA & CHANDIGARH GDC, CHANDIGARH

Maps	Sheets falling in AOR	Category					Record		
		Top Secret	Secret	Frozen	Restricted	Un-Restricted	Field Record	Sheet files	Volume
1:25K Topo Maps (Everest/Polyconic)	11	-	-	-	6	5	-	Available	-
1:50K Topo Maps (Everest/Polyconic)	162	-	-	-	70	92	Available	Available	-
1:25K Topo Maps (Everest/Polyconic)	634	-	-	-	266	368	Available	Available	-
1:50K Open Series Maps	162	-	-	-	-	162	-	Available	-
1:50K Defence Series Maps	162	-	-	-	162	-	-	Available	-
Strip Maps INDO-PAK boundary	38	-	38	-	-	-	Available	Available	Available
Strip Maps HR-UP boundary	14	-	-	-	-	14	Available	-	Available

Sl. No.	Description of Records
1.	Diary Register
2.	Despatch Register
3.	Attendance Register
4.	Casual Leave Register
5.	Lieu Leave/ Station Leave Register
6.	Residential Register
7.	All file Register
8.	Sending Dak for incoming/outdoor Register
9.	Roaster (SC/ST) Register
10.	Leave Travel Concession Advance Register
11.	Leave Encashment Register
12.	Travel Allowance Advance Control Register
13.	Dak Distributing Register
14.	Travel Allowance/Leave Travel Concession Claim Register
15.	Field Daily Rate Register
16.	Contingent Claim Register
17.	News Paper Bill Register
18.	Telephone Register
19.	Contingent Dak Register
20.	Bill Received Register
21.	Medical Control Register
22.	Medical Claim Register
23.	Scooter/Motorcycle/Car/House Building Advance Register
24.	Group A, B, C Pay Bill Register
25.	Pay Increment Register
26.	New Pension Scheme Register
27.	Alphabetical Index Register & Control Sheet NPS
28.	Record Showing Individual wise A/c of Remittance of Contribution under NPS
29.	Over Time Allowance Register
30.	Receiving Register of Bills to Cashier for its Encashment
31.	Expenditure Register (Dir. & Adm.)
32.	Cash Book(Main)
33.	Subsidiary Cash Book
34.	Register of Undisbursed Pay & Allowances
35.	Family Allotment Register
36.	Register of Drafts/Pay Order Formed by a category Cheques
37.	Field Contingent Register
38.	Cross-Cheques, Bank Drafts & Transit Register for Pensioners & Third Party
39.	Register of Requisition of Bank Drafts

40.	Challan Register
41.	Register of Cheque Issued (Form GAR 4)
42.	Register of Valuables
43.	Integrated Register of Issuing of A-category Cheques
44.	Receipt Register of Drafts/Cheques from Firm/Party
45.	LOC Register
46.	Register of Duplicate Keys of Cash Chest
47.	Contingent Bill Register
48.	Stock Register of Restricted maps
49.	Misc. Record Register of chapters & guides
50.	Field Record Stock register for scale 1:50000
51.	Photo Stock Register
52.	Digital Data CD Register
53.	Incoming & Outgoing Invoice Register (Record/ Map sale)
54.	Identity Card Register
55.	Field Record Reg. 1:25000
56.	Record Issue Register
57.	Fair Drawing Original, Press Order Proof & Guides record Register
58.	Internal Record Issue Register
59.	Service Book CD Register
60.	Hindi Books Issue Register
61.	Hindi Books Receiving Register
62.	Stock Register for scale 1:50000 old maps (Record/ Map sale)
63.	Stock Register for scale 1:25000 maps (Record/ Map sale)
64.	Stock Register for misc. map (Record/ Map sale)
65.	Stock Register for OSM 1:50000 (Record/ Map sale)
66.	Cash Book (for deposits to cash)
67.	Register for scanned/machine prints for sale of map
68.	Photocopier Log Book
69.	Uniform Register (Clothing Register)
70.	Invoice Register
71.	Gate Pass Register
72.	Supply Order Register
73.	Medical Register
74.	Expandable Register
75.	Stationery Register
76.	Uniform Issue Register
77.	Instrument Register
78.	Equipment Register
79.	Cash Book(Store)
80.	M.T. Vehicle Register

81.	Car Diaries of Govt. Vehicles
82.	Log Book of Govt. Vehicles
83.	Distribution Register
84.	Personal Issue Register
85.	Computer Register
86.	P.O.L Register
87.	New M.T. Part Register
88.	Unserviceable M.T. Part Register
89.	Log book of Instrument/ Equipment/ Machines
90.	Log book of Computers etc.
91.	Internal Invoice