

Information under Para 4(1)(b) of chapter II RTI Act -2005 in respect of National Geo-Spatial Data Center, Survey of India, Dehradun.

1. The particulars of Organization, function and duties

- I. National Geo-Spatial Data Center is a specialized Directorate of Survey of India , Department of Science & Technology under Ministry of Science & Technology, Govt. Of India. It was formed on 6th December 2004 vide Surveyor Generals Order No. C-1669/963-org dated 6th December 2004. It falls under Specialized zone Dehradun. The Center is equipped with integrated Digital mapping production system.
- II. Final Scrutiny of digital data of Open Series Map on scale 1:50,000 for 12 GDC"s shown below:-
 - a West Bengal & Sikkim GDC
 - b EUPGDC
 - c UK&WUPGDC
 - d J&KGDC
 - e Punjab, Haryana & Chandigarh GDC
 - f Himachal Pradesh GDC
 - g Meghalaya & Arunachal Pradesh GDC
 - h Tripura Manipur & Mizoram GDC
 - I Assam & Nagaland GDC
 - J Survey (Air) & Delhi GDC
 - k Rajasthan GDC
 - l Bihar GDC
- III Updation of DSM Sheet on scale 1:250,000.
- IV Data archival and dissemination of OSM digital data pertaining to above 12 GDCs to various users on issuance order by Map Archival & Dissemination Centre.
- V DSM Data archival of entire country.
- VI Creation of CYMK films positives/negatives for final printing of all GDCs of the country.
- VII Maintenance of 1:1M scale database.
- VIII Data archival and Dissemination of Geotiff, DEM and tiff data of entire country. DCDB data archival and dissemination of Geographical maps.
- IX Compilation/ Updation and Printing of small scale geographical maps.

The organization structure of this GDC is attached as (ANNEXURE-A)

- 2. The powers and duties of its Officers and Employees.** -Attached as Annexure"B"
- 3. The procedure followed in the decision making process including channel of supervision and accountability.** -As per the organizational structure of NGDC as shown in the (Annexure,,A").
- 4. The norms set by it for the discharge of its functions.**-As per the policy and guidelines issued by the Office of Surveyor General Of India from time totime

5. **The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**
 - To be furnished by o/o SGI, being common to all GDCs/Directorates.
6. **A statement of the categories of the documents that are held by it or under its control:-**
 - TopSecret
 - Secret
 - Confidential
 - Restricted
 - Unrestricted
7. **The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**
 - No such arrangement exist in this GDC.
8. **A statement of the boards, councils, committees, and other bodies consisting of two or more person constituted as its parts or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open for the public, or the minutes of such meetings are accessible for public, or the minutes of such meetings are accessible for public;**
 - No such body exist in this GDC.
9. **A directory of its officers and employees**
 - Attached as Annexure "B"
10. **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;**
 - Attached as Annexure "C"
11. **The budget allotted to each of its agency, including the particulars of all plans proposed expenditures and reports on disbursements made;**
 - Attached as Annexure "D"
12. **The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs;**
 - There is no such subsidy program.
13. **Particulars of recipients of concessions, permits or authorization granted by it;**
 - No concessions , permits or authorization granted by this GDC.
14. **Details in respect of information, available to or held by it, reduced in an electronic form;**
 - DTDB of various Topo sheets, its different scales, is available in electronic form as paid product. Apart from this some maps can be downloaded freely from the website of Survey of India i.e. www.surveyofindia.gov.in
15. **The Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for publicuse.**
 - No such facility exists in this GDC, however the applicant can directly meet with CPIO to view documents / records , in his room.
16. **The names Designation and other particulars of the public Information Officer**
 - Shri Ravindra Singh Rawat, Officer Surveyor has been designated as the "Central Public Information Officer" of this GDC.
17. **Such other information as may beprescribed:**
 - Nil

ORGANISATION CHART

NATIONAL GEO-SPATIAL DATA CENTRE

Sh. R.K. MEENA
DIRECTOR

|
Smt. BINDU MANGHAT
DEPUTY DIRECTOR

|
Sh. R.S. RAWAT, O.S.
O.C. HQ

DATA MANAGEMENT WING (DMW)

QUALITY CONTROL WING (QCW)

DIGITAL CARTOGRAPHIC WING (DCW)

Sh. Mahipal Singh, O.S.
Wing In-charge

Sh. R.S. Rawat, O.S.
Wing In-charge

Sh. Vijay Chandra, O.S.
Wing In-charge

DATA ARCHIVAL & DISSEMINATION SECTION

SYSTEM MANAGEMENT SECTION

FINAL SCRUTINY SECTION

GEOGRAPHICAL MAPPING SECTION

MAP PUBLISHING SECTION

DIGITAL PHOTOGRAMMETRY SECTION

EXAMINATION SECTION

Sh. Mahipal Singh, O.S.
Section Officer

Sh. Ajay Kumar Tyagi, Syr.
Section Officer

Sh. D.S. Rana, O.S.
Section Officer

Sh. M. N. Dhaundiyal, O.S.
Section Officer

Sh. M. N. Dhaundiyal, O.S.
Section Officer

Sh. Arun Kumar, O.S.
Section Officer

Sh. Navneet Dobhal, O.S.
Section Officer

- 1. Sh. Rajesh Rana, Surveyor
- 2. Sh. Jayant Kumar, Svy. Assistant
- 3. Sh. B.S. Negi, D/Man Div.I
- 4. Sh. Sabar Singh, Prt./ D Gde. II
- 5. Smt. Mamta Tomar, Ret. Ph. Gde. II
- 6. Sh. Sandeep Negi, P/Tr . Gde II

- 1. Sh. R. K. Taneja, Svy. Assistant

- 1. Sh. Teeka Ram, Syr.
- 2. Sh.Om Prakash, Syr
- 3. Sh. Rakesh Negi, D/Man Gde.II
- 4. Sh. S.S. Arora, D/Man Gde.II
- 5. Sh. A.K. Teshwar, Prt/M Gde. II

- 6. Sh. Ashish Kumar, Prt/M Gde. II
- 7. Sh. Satpal Singh Rawat, L.D/Man Gde. II
- 8. Smt. Seema Singh, Ret. Ph. Gde. II
- 9. Sh. M.S. Negi, D/Man Gde.III

- 1. Sh. A.S. Bisht, Syr.
- 2. Sh. Hari Singh, D/Man Gde.II
- 3. Sh. S.S. Rawat, D/Man Gde.II
- 4. Smt. Manju Rawat, D/Man Gde.II

- 1. Sh. S. P. Singh, D/Man Div.- I (on Attachment)
- 2. Sh. Chanchal Ghosh, J.T.M.S. Gde. II
- 3. Sh. Bhupendra Singh, P/Tr .Gde. II

- 1. Sh. Sh. Harish Hemdan, Syr.
- 2. Sh. Balwant Singh, Svy. Assistant
- 3. Sh.Anand Singh, Svy. Assistant
- 4. Smt. Rajlata Sankala, Ret. Ph. Gde. II
- 5. Sh U.R.Gaur, P/Tr.Gde II

- 1. Sh. Vinay Kumar, Svy.
- 2. Sh. Dev Kumar, D/Man Div.- I

| | |
|---|---|
| CPIO | :- Sh. R.S. Rawat, Officer Surveyor |
| LINK Officer | :-Sh. Rakesh Thapliyal, Officer Surveyor |
| APIO | :-Sh. Arun Kumar, Assistant |
| Biometric Viewer / Administrator | :- Sh. R.S. Rawat, O.S. / Sh. Mahipal Singh, Officer Surveyor |
| Cyber Security Officer | :-Sh. Ajay Kumar Tyagi, Surveyor |
| Public/Staff Grievances Officer | :- Sh. R.S. Rawat, Officer Surveyor |

NATIONAL GEO-SPATIAL DATA CENTRE

Sh. R.K. MEENA
DIRECTOR

|
Smt. BINDU MANGHAT
DEPUTY DIRECTOR

|
Sh. R.S. RAWAT, O.S.
O.C. HQ

TECHNICAL SECTION

Sh. Rakesh Thapliyal, O.S.
Tech. Officer

1. Sh. Sudhir Dhyani,
Officer Surveyor
2. Sh. Shashi Pal, R.K. Gde. I
3. Sh. Nirpal Singh,
Despatcher Gde. II
4. Sh. Ashok Lamyam,
LMP Gde. II
5. Sh. Ramnik Singh
Prt./ D Gde. II
6. Sh. Vijay Kumar, Khalasi
(Trainee)

CONFIDENTIAL SECTION

1. Smt Madhulika Gurung
Steno Div.-I
(On Attachment)

HEAD QUARTER (HQ)

Sh. Rajeshwar Kumar,
O.S
Sec. Officer (HQ)

1. Sh. S.N. Pathak,
Artificer Carpenter Gde. II
Garden-Incharge

Sh. Prem Dorchi, Tech.Labour
(on Attachment)

Sh. Tajver Singh, Khalasi

Sh. Subhash, Khalasi

Smt. Sonvati, Khalasi

Sh.S.P. Nelwal, Khalasi

Smt. Sunita, Khalasi

Sh. Kuleshwar Ram, Khalasi

Sh .Dhaneshwar, Khalasi

Smt. Darshni Devi, Khalasi

Sh.Naresh Chand, Safaiwala

SECURITY STAFF

Sh.Yash Pal, Guard

Sh.Satish Chander, Guard

Sh.Bhadye Ram, Guard

MINISTERIAL SECTION

Sh. M P Chawla,
Officer Surveyor
DDO

1. Smt. Jamunawati Bhatt, OS
2. Sh. Arun Kumar, Assistant
3. Sh. Naresh Chand, Assistant
4. Sh. Manoj Kumar, Assistant
5. Sh. Bir Singh, Assistant
6. Smt. Kanta Semwal, UDC
7. Sh. Brajendra Singh , UDC
8. Sh. Bachaspati , LDC
9. Sh. Vikram Kumar, LDC

STORE SECTION

Sh. Bharat Lal,
A.S.O.

1. Sh. H.P.Uniyal,
S.A.
2. Sh. Akhilesh Kumar, MTD
3. Sh. Ashwani Kumar, MTD
4. Sh. Ved Prakash, Khalasi
(Trainee)

Distribution :-

- (i) Director ,NGDC
- (ii) O.C. (HQ) NGDC

- (iii) All Wing In-charges
- (iv) E & A.O.
- (v) All Section officers

- (vi) T.O./ASO/S.O. (HQ)
- (vii) Confidential Section
- (viii) Notice Board

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA

दूरभाष Telephone : 2747623, 2742015
प्रतिकृति Fax: 135-2742971
e-mail: ngdcsoi@yahoo.co.in
e-mail: ngdcsoi@bsnl.in



राष्ट्रीय भू-स्थानिक आंकड़ा केंद्र
NATIONAL GEO-SPATIAL DATA CENTRE
ब्लॉक 6, हाथीबडकला इस्टेट, पत्र पेटी सं 200
Block 6, Hathibarkala Estate, Post Box 200,
देहरादून-248001 DEHRA DUN 248001
उत्तराखण्ड UTTA RAKHAND भारत INDIA

OFFICE ORDER NO. 70 /37-G-8 DATED THE 06 June, 2017

In supersession of the Office Order No.95/37-G-8 dated 12 Oct., 2015, the following duties and responsibilities are assigned to all Wing-in-Charge, T.O., SOs, A.S.O., E&AO etc., under the direct supervision of Director, NGDC :-

(A) O.C. (HQ) - Sh. R. S. Rawat, Officer Surveyor :

1. Assist Director in maintaining discipline and morale in NGDC to accomplish the assigned tasks in time.
2. Keep watch and vigilance on procurement of stores, instruments & equipments purchased for NGDC. However, the stores required to be purchased will be done after obtaining the prior approval of the Director, NGDC.
3. Guide the SO(HQ), ASO, System Incharge for maintenance of UPS, Generator, AC Plant, LT/HT sub-station of the Centre.
4. Deal with all court cases of NGDC.
5. He will check the attendance register of all sections in the absence of Director.
6. Matters related to Parliament Question, if any, received from Surveyor General of India.
7. Any other work assigned by Director, NGDC.

**(B) Data Management Wing (DMW)
Sh. Mahipal Singh, Officer Surveyor, Wing-in-Charge**

Supervision of following sections under the Wing :

- (i) Data Archival & Dissemination Section.
- (ii) Systems Management Section.

This Wing archive OSM data of 12 Northern GDCs and DSM of all over the country. He will act as Data Base Administrator and will ensure the security of data.

**(a) Sh Mahipal Singh, Officer Surveyor,
Section Officer, Data Archival and Dissemination Section (DAD) :**

1. Receipt and proper Archival of 12 GDCs of northern region OSM topographical data of SOI.
2. Archival of OSM DTDB data after clearance from QC wing & MOD (for restricted area only) and IBD.
3. Archival of DSM data (DTDB only) of entire country.
4. Conversion of digital data for various projects, if required, in format/projection/datum as allotted from time to time.
5. Maintenance/ updation /Archival of 1:1M scale content in various formats.
6. To keep data ready in different formats so that it can be supplied to the indenters within a short span of time.
7. Issue of all type of Data to the users after following proper Procedure as specified vide various policy letters related to security of data.
8. He should share finalised adm boundary layers of all states as and when completed to all digital mapping section so that they can update the same in respective OSM/DSM & Geographical maps.
9. He will ensure that the duplicate volume of the archived data is Sent to GISTC, SGO and DMC as per Office order No. 2358/37-G-8 dated 29-06-2010.
10. He will follow the instructions as per Office order No. 17/17-Y- Misc dated 18-02-11.
11. He should follow the instructions issued to Q.C. WIng while sharing any of the responsibility of Final Scrutiny Section.
12. Any other job allotted by Director/O.C. HQ and Wing Incharge from time to time.

**(b) Section Officer (Systems Management Section) :
Sh Ajay Kumar Tyagi, Surveyor**

1. Look after the functioning of servers, PCs, workstations, plotters, scanners etc. installed in NGDC and their networking.
2. Updation of Antivirus installed in various systems.
3. Maintenance of microwave connection through STPI & correspondence with STPI.
4. R&D job and software development.
5. He will follow the instructions as per Office order No. 17/17-Y-Misc. dated 18-02-11 regarding security measures.
6. Any other job assigned by Director/O.C. HQ and Wing Incharge from time to time.
7. Supervision/Operation of V-sat Mesh Network.

**(C) In-charge, Quality Control Wing (QCW) :
Sh. R. S. Rawat, Officer Surveyor**

1. Supervision of Final Scrutiny Sections under the Wing :
2. He should ensure that latest adm. set up of the country should be updated in all the allotted sheets. Necessary liaisoning in this regard shall be done with DMW.
3. This wing will receive OSM data from 12 GDCs, do quality assurance with support of GDCs before archival at DMW.
4. Updation of DSM sheets of 1:250,000 scale using updated compounds 50,000 scale sheets.

(a) Section Officer (Final Scrutiny Section) :
Sh D. S. Rana, Officer Surveyor

1. He will receive the OSM data from 12 Northern GDCs.
2. He will check the data for quality, transformation and edge matching etc.
3. Run the validation programmes on V8 developed by PHC GDC and attach report. If corrections are major the data to be returned to concerned GDC.
4. Carry out Final Scrutiny of submitted OSM sheets before acceptance for archival.
5. Correspond with GDCs about OSM/DSM and related matters, duly approved by Director.

6. Supervision of updation, QC and patterning of 1:250K scale DSMs. Latest adm. set up archived at NGDC by GDCs to be consulted time to time.
7. All V8 QC programs to be run on data base and errors to be rectified before patterning any sheet.
8. He should examine each hard copy and keep the examined copy on sheet file.
9. He should ensure that the History sheet and PI are to be submitted along with hardcopy proof while submitting to examination section.
10. Submit concerned technical returns in time to Tech. Officer.
11. Submitting the digital data of OSM sheets to DAD Section for archival after acceptance.
12. He will follow the instructions as per Office order No. 17/17-Y-Misc dated 18-02-11 regarding security measures.
13. Any other job allotted by Director/O.C. HQ and Wing Incharge from time to time.

(D) Section Officer (Examination Section) :
Sh Navneet Dobhal, Officer Surveyor

1. He is responsible for finalisation of hardcopy/softcopy maps produced by NGDC as per departmental guidelines.
2. He will carry out examination of hard copies as well as soft copies of digitised sheets/Maps.
3. The hard copy examination to be carried out in three proofs 1st, 2nd and final.
4. He should make sure that latest adm. set up has been incorporated in all maps produced by NGDC.
5. First proof of all maps shall be examined by him before sending for clearance to GSGS, BVW and the case may be. Final proof will be submitted to DNGDC after carrying out all examination/correction by concerned section, along with HS & PI for signature.
6. Any other job assigned by Director/O.C. HQ from time to time.

(E) Incharge, Digital Cartographic Wing (DCW) :
Sh. Vijay Chandra, Officer Surveyor

- Supervision of following sections under the Wing, as Wing Incharge :
- (i) Geographical Mapping Section.
 - (ii) Map Publishing Section.
 - (iii) Digital Photogrammetry Section.

He will closely watch the progress/outturn of the sections under him. He will ensure that the necessary formalities (examination, clearance etc.) are completed well within time frame before final submission of the DTDB/DCDB.

(a) Section Officer Geographical Mapping Section :
Sh. M. N. Daundiya, Officer Surveyor

1. Preparation, digitization, updation of following Departmental Geographical maps.
 - (i) 1:3.5 M and 1:10M Railway Map of India (Hindi & English)
 - (ii) 1:4 M Political Map of India(Hindi & English)
 - (iii) 1:2.5 M India & Adjacent Countries
 - (iv) 1:2.5M Road Map of India, Road Map of India (Booklet)
 - (v) 1:4 M & 1:15M Physical Map of India
2. Latest adm setup archived at NGDC by GDCs to be consulted time to time.
3. He will ensure to carry out all the necessary steps e.g. clearance etc., before submission of final proof for signature
- 4.. He should examine each hard copy and keep the examined copy on sheet file.
5. He should ensure that the History sheet and PI are to be submitted along with hardcopy proof while submitting to examination section.
6. He will follow the instructions as per Office order No. 17/17-Y-Misc dated 18-02-11 regarding security measures.
7. Any other job allotted by Director/O.C. HQ/Wing Incharge from time to time.

(b) Section Officer (Map Publishing Section) :
Sh M.N. Dhaundiya, Officer Surveyor

1. Supervision of Map Publishing System to ensure its optimum utilization for generating CYMK films. Necessary action will be taken for its maintenance, upgradation and training of the manpower.
2. He will guide S.O. Geographical Mapping Section for patterning of geographical maps. He will also guide/help all SOs for patterning of DSM data.
3. Correspondence with GDCs for CYMK creation and concerned matters, duly approved by Director.
4. Supervision of Printing Job allotted for LED Printer.
5. He will follow the instructions as per Office order No. 17/17-Y-Misc dated 28-02-11 regarding security measures
6. Any other job assigned by Director/O.C. HQ/Wing Incharge from time to time.

(c) Section Officer (Digital Photo) : Sh Arun Kumar, Officer Surveyor

1. Updation/patterning/SO level examination & correction of 1:250,000 DSM Sheets updated from 1:50 K DSM DTDB.
2. All V8 QC programs to be run on data base and errors to be rectified before patterning any sheet.
3. He should examine each hard copy and keep the examined copy on sheet file.
4. He should ensure that the History sheet and PI are to be submitted along with hardcopy proof while submitting to examination section.
5. He will follow the instructions as per Office order No. 17/17-Y-Misc.dated 18-02-11 regarding security measures.
6. Any other job allotted by Director/O.C. HQ/Wing Incharge In-Charge from time to time.
7. The section will take over the photogrammetric Survey job, when allotted.

(F) Technical Officer (T. O.) – Sh. Rakesh Thapliyal, Officer Surveyor :

1. Shall deal with all the technical correspondence received from higher authorities, other GDCs/Offices of Survey of India and from outside agencies.
2. Ensure timely submission of all technical reports and returns to higher authorities. Preparation of power point presentation of Tech. activities for Director's conference.
3. Keep a close watch on the functioning of technical section and timely supply of data to the indenters on receiving issuance order from MA&DC/Surveyor General of India as the case may be duly approved by Director, NGDC.
4. He will raise the bills for supply of data except in those cases in which such bills have already been raised by MA&DC or SGO or other Directorate.
5. He will take timely action for obtaining payment of bills raised against GSGS. He will send a reminder after every 01 month.
6. Allotment of jobs to Wings/Sections in writing in consultation with O.C. HQ.
7. Assist the Wings/Sections in procurement of records. Record Keeper will directly work under him.
8. Timely action for condemnation of records/books to be initiated.
9. He will take necessary guidance from O.C. HQ/Director.
10. He will follow the instructions as per Office order No. 17/17-Y-Misc. Dated 18-02-11 regarding security measures.
11. He will also perform as Link Officer in RTI Act cases.
12. Any other technical or administrative work assigned by Director/ O.C. HQ. from time to time.

(G) Central Public Information officer- Sh. R.S. Rawat, Officer Surveyor:

1. He will receive the RTI applications pertains to NGDC and dispose it in stipulated time.
2. Shri Rakesh Thapliyal, Officer Surveyor is assigned the job of Link Officer.
3. Shri Arun Kumar, Asstt. will act as ACPIO.

(H) Hindi Officer (हिन्दी अधिकारी) Sh. Navneet Dobhal, Officer Surveyor

1. He will act as "Hindi Officer" in addition to his own duties. He shall ensure timely submission of all Hindi returns. He shall also plan & organise Annual Hindi week/biweek celebration of GDC with the approval of Director.
2. He will be assisted by Smt. Madhulika Gurung, Steno Gde. I for this job.

(I) Assistant Stores Officer : Shri Bharat Lal, A.S.O.

Shri Bharat Lal, A.S.O. will perform all the duties of A.S.O. in the accordance to Appendix XIX of store manual:

- 1- Procurement, receipt and issue of stores. He will ensure implementation of prescribed procedures for procurement of stores.
- 2- Timely initiation of action for annual purchase or stores, renewal of AMCs and repair of equipments in NGDC.
- 3- To ensure that Fire Fighting Equipments are in working order. Upgrade Some of the equipments every year.
- 4- Before procurement of new stores, he must check the stock in hand, items in pipeline and prescribed scale as laid down in each case. Procurement of each financial year should be implemented by December.
- 5- Timely action of condemnation of stores.

- 6- He shall carry out inspection of the stock ledgers from time to time being maintained by Store Keeper and ensure that entries therein are made well in accordance with laid down procedures.
- 7- Maintain a register consisting of the names and addresses with telephone number/fax number of suppliers for different items.
- 8- He shall ensure that annual budget required for purchase of stores is properly checked before placing the demand to higher authorities.
9. Timely submission of returns related to stores of the Centre.
10. He shall ensure that all the vehicles of the Centre are in good condition and working order. He will monitor the movement and optimum utilization of the vehicles. In the absence of ASO, permission for the vehicle movement should be obtained from higher authorities.
11. He shall put up the statement for monthly average (i.e. km per liter of petrol/diesel) for all vehicles to Director/O.C. HQ for his countersignature.
12. He will co-ordinate with S.O.(HQ) in matters related to CPWD and will provide necessary assistance if any.
13. All correspondence pertaining to store.
14. Any other job allotted by Director/O.C. HQ, NGDC. from time to time.

(J) Section Officer (S.O. HQr) – Sh. Rajeshwar Kumar, Officer Surveyor :

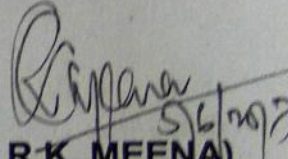
1. Function as Security Officer and Fire Officer of NGDC. All security guards, Safaiwalas and all Khalasis will work under him and he will ensure their accountability and monitor their work daily. He will deploy the Khalasis as per functional requirement. He will ensure the maintenance of proper security in the campus of Centre. He will be assisted by Sh S N Pathak, Artificer Carpenter.
2. He will ensure that every section/room of the NGDC are opened and cleaned well before arrival of officer/staff.
3. After closing time, he will ensure that all the staff have vacated the campus. In holidays and off hours, office will be opened by permission of Director, NGDC or O.C., HQ only.
4. He shall check the identity cards of every individual once in a month or as directed by the Director/O.C. HQ.
5. He shall carry out surprise check of the guards on night duty at least once in a month and record it in the register. Another officer can also be detailed for surprise check by Dir./O.C. HQ. He will also check all records being maintained by security guard.
6. He will follow the instructions as per Office order No. 17/17-Y-Misc. dated 18-02-11 regarding security measures.
7. Liaise with CPWD for maintenance/repair of office building/equipments. This may be carried out in co-ordination with ASO/SK. Problem if any may be discussed with Dir/O.C. HQ in this regard.
8. He will issue temporary Identity card to all extra Departmental workers who are temporarily deployed in NGDC for maintenance etc. by maintenance agencies.
9. He will monitor the proper maintenance/operation of AC plant, DG Set and UPS.
10. He will look after the maintenance of lawn/garden of NGDC and will take necessary measures to keep it neat and flowering. He will be assisted by Sh S N Pathak, Artificer Carpenter Gde II, who is the Garden Incharge.
11. He will ensure issue of Fire order as required from time to time duly approved by Director.
12. Any other work assigned by Director/O.C. HQ, NGDC from time to time.

(K) **Establishment & Accounts Officer/DDO – Sh. M.P. Chawla, Officer Surveyor:**

He will act as Head of office. The duties of staff working in Ministerial Section under the supervision of E&AO/DDO is specified separately vide Office Order No. 34/37-G-8 dated 09-07-2014, which may be amended and reissued as per requirements from time to time by E&AO/DDO duly approved by Director.

(L) **Confidential Section - Smt. Madhulika Gurung, Steno Gde. I**

1. She will assist Hindi Officer in all related matters including returns.
2. All confidential matters.
3. Maintenance of APAR Dossiers and related correspondence under the direct supervision of Director, NGDC.


(R.K. MEENA)
DIRECTOR, NGDC

Distribution:-

1. Director file
2. E&AO/DDO
3. O.C. Head Quarter
2. All Wing Incharges
3. All Section Officers
4. T.O./ASO/Hindi Officer
5. Confidential Section
6. Notice Board

Monthly Remuneration of Employees of NGDC, Survey of India, Dehra Dun as on APRIL 2017

| Technical Staff | | | |
|------------------------|--------------------------|---------------------|--------------|
| | EMP_NAME | DESIGNATION | B_PAY |
| 1. | Shri Naveen Tomar | Addl SG | 193800 |
| 2. | Smt. BinduManghat | Deputy Director | 94100 |
| 3. | ShriSuresnder Singh | Officer Surveyor | 80200 |
| 4. | Shri Shiv Singh Rawat | Officer Surveyor | 77900 |
| 5. | Sh. R S Rawat | Officer Surveyor | 72100 |
| 6. | Sh. Vijay Chandra | Officer Surveyor | 72100 |
| 7. | Sh. NavneetDhobhal | Officer Surveyor | 70000 |
| 8. | Sh. Mahipal Singh | Officer Surveyor | 72100 |
| 9. | Sh. M N Dhaundiyal | Officer Surveyor | 70000 |
| 10. | Sh. RakeshThapliyal | Officer Surveyor | 74300 |
| 11. | Sh. Dinesh Singh Rana | Officer Surveyor | 72100 |
| 12. | Sh. Rajeshwar Kumar | Officer Surveyor | 74300 |
| 13. | Sh. SudhirDhyani | Officer Surveyor | 74300 |
| 14. | Sh. Arun Kumar | Officer Surveyor | 56900 |
| 15. | Sh. M P Chawala | Officer Surveyor | 64100 |
| 16. | Sh Bharat Lal | Asstt.Store Officer | 60400 |
| 17. | Sh. P K Verma | P S | 52000 |
| 18. | Sh. Harish Hemdan | Surveyor | 55200 |
| 19. | Sh. Rajesh Rana | Surveyor | 53600 |
| 20. | Sh. Ajay Kumar Tyagi | Surveyor | 47600 |
| 21. | Sh. Arvind SinghBisht | Surveyor | 50500 |
| 22. | Sh. Om Prakash | Surveyor | 52000 |
| 23. | Sh. Shivraj Singh Manwal | Surveyor | 53600 |
| 24. | Sh. Vinay Kumar | Surveyor | 47600 |
| 25. | Sh. Tika Ram | Surveyor | 49000 |
| 26. | Sh. Rakesh Kr. Taneja | Survey Assistant | 60400 |
| 27. | Sh. Balwant Singh | Survey Assistant | 53600 |
| 28. | Sh. Anand Singh | Survey Assistant | 49000 |
| 29. | Sh. Jayant Kumar | Survey Assistant | 49000 |
| 30. | Sh. Shiromani | Survey Assistant | 50500 |
| 31. | Sh. Dev Kumar | D/MAN DIV I | 66000 |
| 32. | Sh. S P Singh | D/MAN DIV I | 58600 |
| 33. | Sh. Hari Singh | D/MAN GDE.II | 53600 |
| 34. | Sh. Vikram Singh Negi | D/MAN GDE.II | 55200 |
| 35. | Sh. Satender Singh Rawat | D/MAN GDE.II | 52000 |
| 36. | Sh. RakeshNegi | D/MAN GDE.II | 52000 |
| 37. | Sh. Santokh Singh Arora | D/MAN GDE.II | 52000 |
| 38. | Smt. ManjuRawat | D/MAN GDE.II | 52000 |
| 39. | Sh. M S Negi | D/Man Gd III | 30500 |
| 40. | Smt. RajlataSankala | Ret.PhotoGde II | 55200 |
| 41. | Sh. Harsh PriyaUniyal | Store Assistant | 52000 |
| 42. | Sh. Shashi Pal Singh | R. K. Gde.-II | 53600 |
| 43. | Sh. Nirpal Singh | Dispatcher Gd II | 53600 |
| 44. | Sh. Sabar Singh | P/D Gde. II | 58600 |
| 45. | Sh. A K Lamyam | LMP Gde-II | 53600 |
| 46. | Sh. Arun Kumar Teshwar | P/Mechanic Gde.II | 52000 |
| 47. | Sh. Ashish Kumar | P/MachanicGde.II | 47600 |

| | | | | |
|----|------------------------|----------------|-------|--|
| 48 | Sh. S N Pathak | Carpenter | 38100 | |
| 49 | Sh. Uday Ram Gaur | P/Tr. Gd II | 31900 | |
| 50 | Sh. Bhupender Singh | P/Tr. Gd II | 31900 | |
| 51 | Sh. SandeepNegi | P/Tr. Gd II | 30100 | |
| 52 | Sh. Dhan Singh | P/Tr. Gd II | 30100 | |
| 53 | Sh. ChanchalGhosh | JTMS Gd II | 46200 | |
| 54 | Sh. Satpal Singh Rawat | LD Man Gd II | 44900 | |
| 55 | Smt. MamtaTomar | Ret.PhotoGd II | 44900 | |
| 56 | Sh. Ramnik Singh | P/D Gd II | 44900 | |
| 57 | Smt. Seema Singh | Ret.PhotoGd II | 33900 | |


| Ministerial Staff | | | | |
|--------------------------|-----------------------|--------------------|--------------|--|
| | EMP_NAME | DESIGNATION | B_PAY | |
| 1. | Sh. D C Verma | E & AO | 56900 | |
| 2. | Smt. MadhulikhaGurung | Steno Gde.I | 60400 | |
| 3. | Smt. Jamunawati Bhatt | Office Suptd | 53600 | |
| 4. | Sh. Arun Kumar | Assistant | 52000 | |
| 5. | Sh. Naresh Chand | Assistant | 52000 | |
| 6. | Smt.Rajshri Bhatt | Assistant | 47600 | |
| 7. | Smt. Savitri Devi | Assistant | 44900 | |
| 8. | Sh. Manoj Kumar | Assistant | 43600 | |
| 9. | Sh. J R Dhiman | Assistant | 43600 | |
| 10. | Sh. Beer Singh | Assistant | 43600 | |
| 11. | Sh. Ajay Kumar Gupta | Assistant | 43600 | |
| 12. | Km. KantaSemwal | UDC | 29600 | |
| 13. | Sh. Brajendra Singh | UDC | 25500 | |
| 14. | Sh. Bachaspati Bhatt | LDC | 31100 | |
| 15. | Sh. Vikram Kumar | LDC | 28400 | |
| 16. | Smt. Reeta Devi | LDC | 23800 | |

| Supporting Staff | | | | |
|-------------------------|---------------------|--------------------|--------------|--|
| | EMP_NAME | DESIGNATION | B_PAY | |
| 1. | Sh. Akhilesh Kumar | MTD | 49000 | |
| 2. | Sh. Rajendra Prasad | MTD | 40400 | |
| 3. | Sh. Yash Pal Singh | Guard | 33000 | |
| 4. | Sh. SatishChander | Guard | 33000 | |
| 5. | Sh. Bhadey Ram | Guard | 31100 | |
| 6. | Sh. Kuleshwar | Khalasi | 33000 | |
| 7. | Sh. Ram Abhilakh | Khalasi | 31100 | |
| 8. | Sh. Vijay Kumar | Khalasi | 22800 | |
| 9. | Sh. Dhaneshwar | Khalasi | 28400 | |
| 10. | Sh. S.P.Nainwal | Khalasi | 27600 | |
| 11. | Sh. Subhash | Khalasi | 27600 | |
| 12. | Sh. VedPrakash | Khalasi | 22800 | |
| 13. | Sh. Naresh Chand | Safaiwala | 33000 | |
| 14. | Sh. Tajwar Singh | Khalasi | 26000 | |
| 15. | Smt. Sonvati | Khalasi | 22800 | |
| 16. | Smt. Sunita | Khalasi | 22800 | |
| 17. | Smt. Darshani Devi | Khalasi | 20900 | |

ANNEXURE 'D'

SANCTION GRANT OF NGDC & SPL.ZONE AND ACTUAL EXPENDITURE FOR THE YEAR 2017-18
NON- PLAN

| SL. NO. | HEAD/ITEM | SANCTIONED GRANT FOR THE YEAR 2017-18 | ACTUAL EXPENDITURE |
|---------|------------------------|---------------------------------------|--------------------|
| 01 | 02 | 03 | 04 |
| 01 | SALARIES | 63320000 | 10549779 |
| 02 | TRAVEL EXPENSES(COL.1) | 250000 | 45000 |
| | TRAVEL EXPENSES(COL.2) | 150000 | 0 |
| 03 | OFFICE EXPENSES | 2900000 | 41394 |
| 04 | MATERIL & SUPPLY | 950000 | 0 |
| 05 | MEDICAL TREATMENT | 950000 | 15320 |
| 06 | GRANT IN-AID | 0 | 0 |
| 07 | HOSPITALITY | 2000 | 0 |
| 08 | OVER TIME ALLOWANCE | 0 | 0 |
| 09 | PROFESSIONAL SERVICE | 670000 | 0 |
| 10 | WAGES | 141000 | 0 |


 Establishment & Accounts Officer
 राष्ट्रीय व सहकारी कृषि विकास संगठन
 National Cooperative Apex Bank Ltd.
 भारतीय सहकारी कृषि विकास संगठन
 Survey of India, Gandhinagar