

GUJARAT DAMAN & DIU GDC, GANDHINAAGAR

(Information under Section 4 of RTI Act 2005)

(As on 01 JANUARY, 2018)

1. The particulars of the organizations, functions and duties.

Gujarat Daman & Diu GDC, Gandhinagar comes under the Additional Surveyor General, Western Zone with its HQ at Dehra Dun. The organizational set up of Gujarat Daman & Diu GDC, Gandhinagar is as under :-

Broadly the different levels are as under:-

- A. Direction level - All the jobs to be executed in Gujarat GDC as per departmental policy only under the direction of Surveyor General of India and there is no departure from departmental policy at any cost. The Director is responsible for proper execution of policy.
- B. Supervisory level - Gujarat GDC consists of various digitization divisions, each division is supervised by a Officer Surveyor (Group `B' Gazetted Officer) under control of Director.
- C. Operational level - The officers falling under this level is as below :-
 - i) Surveyors, Survey Assistants, Draftsmen, Planetablers etc. They execute the digitization job under the direction of Director and supervision of division in charge.
 - ii) Office Superintendent, Assistants, UDCs, LDCs. They are responsible for proper execution of administrative work like pay bills, budget etc. under the direction of Director.
 - iii) Other Group `C' (erstwhile Gp `D' Staff) – they assist at different level for proper and smooth execution of work in the office.
- D The primary function and duties of this centre is as under :-
 - (i) Archival of Digital Data of sheets on 1:25,000 scale for GDCs of Northern Region.
 - (ii) Compilation of special purpose Maps.
 - (iii) Creation of Digital Data of sheets of AOR of other GDCs assigned by Surveyor General of India.
 - (iv) Updation of Sheets through Satellite Imagery of AOR of other GDC assigned by Surveyor General of India.
 - (v) Any other priority tasks/project assigned by Surveyor General of India.

2. The powers and duties of its officers and employees.

Survey of India being a national Geo-spatial solutions provider divides powers & duties into two main categories, the first category structure comprises of supervisory level which decides policies and the second category comprises of personnel who execute policies by carrying out their assigned task. The powers and duties of the officers of Gujarat GDC, Gandhinagar as below :-

A. Director : Shri D R Singh, Superintending Surveyor (Director Current Duty).

- i) Overall responsibility for proper execution of all policies regarding Technical, Administrative and Financial matters.

- ii) Appellate Authority for RTI cases .
- iii) Chairman of Common Procurement Board of Gujarat (Gandhinagar) Station.
- iv) Administrative and financial powers for execution of Tasks allotted to this centre.
- v) Reviewing Officer of APAR in respect of All officers and staff other then Group 'B' Gazetted.

B. Appointing/Disciplinary Authority } Shri M.C.Gaur, Director (RGDC)
in respect of Group 'C' staff of Gujarat GDC} Vide Surveyor General of India
Office Memorandum No. E1-2028/1442 Dt. 27-04-2017

C. Deputy Director : Not posted at present.

D. Superintending Surveyor. Shri D. R. Singh, Superintending Surveyor holding Charge of Director.

E. Technical Officer:- Shri. Dilip Kumar, Officer Surveyor

- i) Preparation of Annual Action plan & Field Plan (Digital Mapping Programme).
- ii) Preparation of Annual Report.
- iii) Submission of Technical return to SGO.
- iv) All Correspondence on technical matters.
- v) Supervision of Technical Section.

F. Data Archival and Dissemination Incharge : Shri H S Vasava, Officer Surveyor

- i) Controlling & monitoring of all Digital equipments of Computers/Plotters etc.
- ii) Responsible for proper functioning of all equipments and maintaining Log book of Digital equipments installed in Gujarat GDC.
- iii) Archival of Final Digital Data of Gujarat GDC.
- iv) Monitoring Digital Plots for Gujarat GDC.
- v) Supply of Digital Data to GDC.
- vi) Supply of Data to Airport Authority.
- vii) Observation and Supply of Co-ordinates/ nearest Airport distance and Heights to Extra departmental party on payment

G. Cyber Security Officer & Internal Security Officer : Shri H S Vasava,
Officer Surveyor

- i) To Protect Computer from possible attack of Hacking.
- ii) To install and Monitor the Proper operating System in computers and Anti Virus Software to protect from computer.
- iii) Protect Digital data from theft, fire etc. by issuing guidelines in office.
- iv) To implement the Guidelines issued from Security agencies/ Surveyor General's Office for security of data.

H. Security Officer : Shri Rajinder Singh, Officer Surveyor

- i) To inspect the Gujarat GDC office premises for timely closing and opening of Office and overall security of Gujarat GDC office.
- ii) Protect Digital data from theft, fire etc. by issuing guidelines in office.

- iii) Overall Supervising internal security of Gujarat GDC office during office hours/lunch break/tea break etc.
- iv) To Depute MTS in all section and monitor the work of MTS in office.
- v) To Depute MTS on field duty/ Cleaning of office.
- vi) To supervise the Guards and depute guards on duty for safety of office/Residential campus.
- vii) To maintain the muster roll of All Guards and other staffs put on contractual basis for office work.
- viii) To mark the attendance of the worker put on contractual basis and process their pay bill for timely payment their salary at the end of the month.

I. CPIO (RTI) & ASO: Shri Sardar Singh, Officer Surveyor

- i) To Act as CPIO as per the Govt. of India, RTI Act.
- ii) To perform all the duties of Store as designated to Assistant Store Officer.
- iii) Attestation of store entries in the ledgers.
- iv) Proper maintaining of Incoming and Outgoing invoices.
- v) Timely processing the renewal of AMC's of equipments and floating of tenders.
- vi) Issue guidelines regarding store officer for proper marinating and lodging of store items.
- vii) Timely and correct submission of store returns

J. Record Officer/Grievances Officer: Shri Rajinder Singh, Officer Surveyor

- i) To Act as Grievance Officer as per the Govt. of India Guidelines given to Grievances Officer.
- ii) To archive the ancient and national important of data if available in office.
- iii) To process the weeding out of Records in office.
- iv) To correspondence with all records related matters.
- v) To follow the Govt. Rules and Regulation pertaining to Records.
- vi) Attestation of record entries in the ledgers.
- vii) Proper maintaining of Incoming and Outgoing invoices.
- viii) Issue guidelines regarding to records for proper marinating and lodging of record items.
- ix) Timely and correct submission of record returns/ Grievances related.

K. SC/ST Public Relation Officer : Shri H S Vasava, Officer Surveyor

- i) Nominated as a SC/ST Public Relation Officer of Gujarat GDC.
- ii) To look after issues of SC/ST employee of Gujarat GDC.

L. Record Keeper : Shri P.D.Parmar, R.K. Div-I

- i) Overall responsible for proper maintenance of all Restricted and Unrestricted Maps, Photos, Books, Manuals', Records ledger etc. of Gujarat GDC.
- ii) Responsible for indenting of Maps in case of requirement and supply of maps/Plots of all category in proper invoices.

- iii) To follow the instructions and guidelines for safety of classified documents as per Government of India Rules and regulation on the subject matter.
- iv) Responsible of safe custody of All records/files/ledgers/books etc. pertaining to this Office .
- v) Process all weeding out of unserviceable records as per Govt of India rule and regulation.
- vi) All Correspondence related to Records to office.

M. STORE ASSISTANT/ STORE KEEPER.: Shri Vijay Srimali, Survey Assistant

At present there is no store assistant/Store keeper in Gujarat GDC, hence Survey Assistants performing the following function & duties are as under :

- a. Management of stores.
- b. Correspondence for procurement of stores.
- c. Preparation & monitoring of store budget.
- d. Repairs / condemnation of vehicles.
- e. Condemnation of stores.
- f. Annual 100% physical verification of store and all related matters.
- g. Repairs and maintenance of Govt. buildings and liasoning with CPWD regarding civil & electrical works.
- h. Preparation and submission of contingent bills related to M&S.

N. Hard Copy Examination of Data/Plots: Shri M F Chavada, Officer Surveyor

- i) To examine the final digital Data/ Hard copy of plots as per the departmental policy.
- ii) To clear sheets for final printing after thoroughly checking of the patterned Data.
- iii) To check the final data for printing on behalf of Director.

O. Digital Section Officers: Shri B M Parmar, Officer Surveyor, Shri Rajesh Gupta, Officer Surveyor, Shri Pawan Kumar Dwivedi, Officer Surveyor

- i) Supervise all technical works assigned to their Sections.
- ii) Implement the guidelines on technical/Adm matters issued from higher authorities.
- iii) Supervise the data Quality and Progress of technical tasks assigned to Sections.
- iv) Preliminary Examination of Soft and Hard copy of Final output Data in Section.
- v) Supervise attendance in section for Timely attending and leaving office.
- vi) Grant CL/Short leave to their subordinates.
- vii) Forward application to Director/Wing In-charge of their Sections.
- viii) Submit final data to Data Archival Section.

F. Rajbhasha Adhikari : Shri Pawan Kumar Dwivedi, Officer Surveyor has been nominated to act as Rajbhasha Adhikari for Gujarat GDC, Gandhinagar

- i) Overall supervising Hindi work in Gujarat GDC and submission timely return related to Hindi.

- ii) To supervise the Policies related to Hindi issued from Govt. of India/Surveyor Generals office.
- iii) To publish Hindi patrika of Gujarat GDC.
- iv) To arrange meeting to see progress of Hindi in Gujarat GDC office.
- v) To arrange and supervise to celebrate Hindi Pakhwara as per guidelines issued from Surveyor Generals Office/Additional Surveyor General Office.

P. MINISTERIAL SECTIONS

1. E&AO / D.D.O./HOO : Shri Madan Lal Garg, E & AO

- i) Head of the office of this centre.
- ii) Drawing and Disbursing Officer of the centre.
- iii) Preparation and Supervising of budget allocation and expenditure.
- iv) Supervise preparation of Pay Bill and Income Tax Deductions
- v) Monitoring of Audit Inspection.
- vi) Passing contingencies Bill after proper scrutiny as per GFR and Govt. Guidelines received from Addl Sg/Surveyor General 's office.
- vii) Supervise Medical Claims/LTC/EL encashment etc.
- viii) Proper accounting of leave, cash etc.
- ix) Signing authority for any money matter claims.
- x) Correspondence related to Adm/Accounts/Budgets.
- xi) Responsible for Safe custody of cash and supervise proper maintaining of Cash register
- xii) Responsible for safe custody of Service Book and PFs of all Group 'A' and Group 'B' Gazetted officers.
- xiii) Duplicating of Service book as per Govt. of India Rule and regulations.
- xiv) Reporting officer of APAR in respect of Group 'C' (erstwhile Group 'D')

Following duties are assigned to the employees engaged in Ministerial Section of this GDC.

2. Shri N.C.Dhinwar, Office Superintendent

1. Pension cases of Group 'A' to 'C' of the office including revision of pension and all another related work of pension cases.
2. Fixation of Pay on Promotion/MACP/Revision of pay fixation due to grant of MACP after retirement.
3. Preparation of MACP cases in respect of Group 'B' to 'C' including MTS.
4. Reply of Audit paras (Local Audit, Mumbai, Internal Audit, Delhi & Audit of Kolkatta).
5. Look after Budget (RE/BE/FRE) and its related work.
6. Generate PFMS bills.
7. Alternate arrangement- Urgent work will be done by Shri R.B.Nagode, H/C while on leave/long leave.
8. Any other work allotted by the Director/E&AO.

3. Shri R.B. Nagode, Head Clerk

1. Short terms & Long Terms Advances.
2. Preparation of LTC Advance /LTC Claim & L.E. Bills of the GDC except Group 'A'
3. Hindi return quarterly/Half yearly/Annually and work related to NARAKAS.
4. Reply of Parliamentary question & association related work.

5. Recruitment of TTT'A"/TTT'B'/MTD/LDC and its related work.
6. Maintenance of roster of all category of staff and prepare R.O./O.O.
7. R.T.I. reply to CPIO/Appellate authority and its related work.
8. Employment exchange return quarterly/Half yearly/Annually.
9. Any other work allotted by the Director/E&AO.

4. Smt. Beena M., Assistant

1. Preparation of Pay bill of the GDC & Bonus /Pay Arrear/D.A. bills.
2. Preparation of Medical Bills/Advance of the GDC except Group 'A' .
3. Preparation of O.48 (Acct.) for RE, BE & FRE.
4. Preparation of form 16 & I.T. returns.
5. Alternate arrangement- Urgent work will be done by Shri Amitab, UDC while on leave/long leave.
6. Any other work allotted by Director/S.S./E&AO.

5. Shri Ghanshyam Rathore, UDC

1. Work as P.A. to Director.
2. To look after confidential correspondence/section.
3. To look after FAX machine & get the print of E-mail & put up to Director in time daily.
4. Court Cases correspondence & Confidential Report of Group 'A' 'B' & 'C' & 'D' Confidential Correspondence.
5. Prepare Group 'A' T.A., Medical, GPF & LTC bills.
6. Alternate arrangement- Urgent work will be done by Shri Amit Kumar, LDC while on leave/long leave.
7. Any other work allotted by the Director/E&AO

6. Shri Amitab , UDC

1. Duties of Cashier and all return related to cash and Accounts, maintenance of cash book and cash relevant registers
2. Actual expenditure return of Accounts, Quarterly return of Pay & allowances, 0.50 (Acct.) & O.6 (Acct.)
3. ICZM project Tally accounts work & all correspondence related to ICZM & NSDL.
4. Prepare Weekly return & Digital expenditure return.
5. Preparation CEA bills of the GDC.
6. Reconciliation of Accounts with RP&AO, Jaipur, monthly (Department & ICZM).
7. Alternate arrangement- Urgent work will be done by Smt Beena M, Assistant while on leave/long leave.

7. Shri Kalyan Singh, UDC

1. Preparation of FVC Bills of the GDC.
2. Preparation of TA Advance/DTE Bills of the GDC except Group 'A' .
3. Obtained sanction of legal fees of advocate & related work.
4. Weeding out of old Records.
5. Annual property return & Compassionate Ground cases.
6. Alternate arrangement- Urgent work will be done by Shri Amit Kumar, LDC while on Leave/long leave.
7. Any other work allotted by Director/E&AO

8. Shri Amit Kumar, UDC

1. Preparation of Disposition List/Repartition List/Gradation List/NOC for passport & transfer cases.
2. Generate PFMS bills./ Immovable Property Return
3. Alternate arrangement- Urgent work will be done by Shri Kalyan Singh, UDC while on leave/long leave.
4. Any other work allotted by Director /E&AO.

9. Shri Rati Lal, LDC

1. Preparation of GPF Bills of the GDC except Group 'A'.
2. Preparation Leave cases of the GDC.
3. Checking/verification and maintaining/Updating of Service Book of the GDC.
4. Cases of attaining the age of 50/55 years or completion of 30 years or 33 of Q.S.
5. Prepare Pay certificate/Address Proof certificate and English/Hindi typing of the GDC
6. Any other work allotted by Director /E&AO.

10. Shri Jorawar Singh, Khalasi

1. Diary/Dispatch of English & Hindi letters and maintenance of Service Postage stamp.
2. Alternate arrangement- Urgent work will be done by Shri Rati Lal, LDC while on leave/ long leave.
 - i) Process all weeding out of office files as per Govt of India rule and regulation.
 - ii) Duplicating of Service book as per Govt. of India Rule and regulations.
 - iii) Responsible for implementing the policies of Govt. of India related to Adm and financial matters
 - iv) Correspondence related to Adm/Accounts/Budgets.
 - v) Responsible for Safe custody of cash and supervise proper marinating of Cash register

3. The procedure followed in the decision making process including channels of supervision and accountability.

The procedure followed in decision making process are as per Govt. of India norms as well as departmental policy. The following steps and channels of supervision have been adopted in all types of job (digitisation, any project work).

- i) First of all the individual is allotted digitization (project job).
- ii) The section incharge checks and supervises the individual for correctness, quality and quantity of technical work.
- iii) The pari-pasu examination / checking is undertaken by Examination Section /Wing I/C to make error free data.

- iv) After the job is completed in _____ section / division the digital data / hard copy of allotted job is sent to incharge Exam Division for checking thoroughly and rigorously against base material.
- v) After rigorously examination in Exam div., the digital data / hard copy is sent back to concerned division to carryout corrections. After carrying out corrections, a fresh plot is taken and then sent to Wing I/Cs for scrutiny at his end. The corrections pointed out by Wing I/Cs are carried out in concerned division and finally sheet is put up to Director for scrutiny.
- vi) The Accountability for this job lies with section incharge as well as the individuals as all the jobs are performed as per laid down procedures mentioned in SOPs.

4.0 The norms set by it for the discharge of its functions.

The norms for the discharge of duties and functions in this office are as per departmental policy and instructions received time to time from Head of the Department. The functions and responsibilities of this office is as under :-

- (i) Archival of Digital Data of sheets on 1:25,000 scale for GDCs of Northern Region.
- (ii) Compilation of special purpose Maps.
- (iii) Creation of Digital Data of sheets of AOR of other GDCs assigned by Surveyor General of India.
- (iv) Updation of Sheets through Satellite Imagery of AOR of other GDC assigned by Surveyor General of India.
- (v) Any other priority tasks/project assigned by Surveyor General of India.

5. The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Broadly, the rules and regulations are as per Govt. of India norms which includes the following :-

1. Fundamental Rules & Supplementary Rules
2. General Financial Rules
3. Circular Order.
4. Manuals / Generals / Computer Books / Software manuals / Store Manual.

Other instructions given by the Surveyor General of India / Ministry of Science & Technology from time to time.

6. A statement of the categories of documents that are held by it or under its control.

Categories of documents are under control of Record I/C.

1. Topographical Maps on 1:250K, 1:50K, 1:25K, DPMS Maps, TOP SECRET/SECRET / RESTRICTED / UNRESTRICTED.
2. Photographs – SECRET
3. Auxiliary Tables – RESTRICTED / UNRESTRICTED.
4. Field records i.e., P.T. Sections / Ancillary Records/Traces etc.
5. History sheets of sheets on different scale of Maps digitized in DMC.

Categories of documents are under control of OS(ADM).

2. Service Book/PF of all employees.
3. Land records pertaining to House loan
4. All service records of employees and their correspondence in this regards.
5. Office Order/Govt. order for any policy related to Seniority/Promotion/Pension etc.
6. Office Order for office control and smooth functioning of office.
7. Pay bill/TA bill/medical Bill/Income Tax and All due and drawn of all employees of office.
8. Details of family of employees/ No of dependents/Permanent Address/transfer posting places and duties act.
9. Advances/ loans/property return details of all employees
10. All Official correspondence confidential and general in nature

7. The particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.

No such arrangements exists till date.

8. A statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Various boards are constituted by Director, Gujarat GDC as and when required for smooth functioning of Govt. work. These boards normally consists of Chairman, and 3 to 4 members. A few boards and their functioning are as under :-

1. Local Purchase Committee :- A board is constituted for purchase of goods and services required (Only for those items for which rates/firm have not been finalized by CPB) costing Rs. 15,000/- and up to Rs. 1,00,00,000/- in accordance with the Rules 145 & 146 of GFR. The committee is responsible that the goods purchased are of requisite quality and requisite specification at a reasonable rate. The purchase committee will carry out physical inspection of items procured on receipt of the same from the supplier.
 - a) Shri D R Singh, SS, Chairman
 - b) Shri .H S Vasava. Officer Surveyor, Member
 - c) Shri Sardar Singh, Officer Surveyor, Member
 - d) Shri M L Garg, E. & AO, Member
 - e) Rajesh Gupta, Officer Surveyor, Member

2. Holding of Pension Adalat for Redressal of Grievance of Pensioners. Pension Adalat Board of Gujarat GDC as below.

- | | | |
|--------------------------------------|---|----------|
| a) Shri D.R.Singh, S.S. | - | Chairman |
| b) Shri Madan Lal Garg, E & AO | - | Member |
| c) Shri Naresh Chandra Dhinwar, O.S. | - | Member |

9. A directory of its officers and employees.

Sl. No.	Name	Designation	Tel. No.
1.	Shri D.R. Singh	Superintending Surveyor Director (Current Duty)	23238469
			*201
2.	Shri Ghanshyam Rathore	P.A. to Director	23237518 (Fax) *239
2.	Shri Rajinder Singh	Officer Surveyor/Sec. Incharge	* 241
3.	Shri H.S.Vasava	Officer Surveyor / Data Incharge	* 208
3.	Shri M.L.Garg	E & AO	* 205
4.	Shri Dilip Kumar	Officer Surveyor / TO	* 207
5.	Shri. N.C.Dhinwar	Officer Superintendent	* 215
6.	Shri Vijay Srimali	Survey Assistant/Store Keeper	* 216
* EPABX = 0079 – 23240451-52			

10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Pay scales and pattern of allowances are as per VIIth Pay commission norms of Govt. of India. A list of officers and employees is shown below :-

Sl. No	Name	Designation	Pay	Pay Matrix Level
1	SHRI D.R. SINGH	SUPERINTENDING SURVEYOR	88400	11
2	SHRI H.S.VASAVA	OFFICER SURVEYOR	80200	9
3	SHRI SARDAR SINGH	OFFICER SURVEYOR	80200	9
4	SHRI DILIP KUMAR	OFFICER SURVEYOR	80200	9
5	SHRI B.M.PARMAR	OFFICER SURVEYOR	76500	8
6	SHRI RAJINDER SINGH	OFFICER SURVEYOR	76500	8
7	SHRI RAJESH GUPTA	OFFICER SURVEYOR	70000	8
8	SHRI M.F. CHAVDA	OFFICER SURVEYOR	62200	8
9	SHRI M.L. GARG	ESTT. & ACC. OFFICER	60400	7
10	TEVAR BIJALBHEN NARESHBHAJ	SURVEYOR	50500	6

11	SHAILESH MOHAL	SURVEYOR	50500	6
12	DEVANI JANAK	SURVEYOR	50500	6
13	NILESH MISTRY	SURVEYOR	50500	6
14	ANURAG SHARMA	SURVEYOR	44900	6
15	MAKWANA PRAFULKUMAR	SURVEYOR	44900	6
16	SURENDRA KUMAR SUTHAR	SURVEYOR	44900	6
17	UMESH KUMAR	SURVEYOR	44900	6
18	SUTHAR SHIVANGIBEN N.	SURVEYOR	43600	6
19	THAKKAR YOGESH N.	SURVEYOR	43600	6
20	G. PRATYUSH KUMAR	SURVEYOR	43600	6
21	KAUSHIK S. GONDALIYA	SURVEYOR	43600	6
22	DHOL DIPEKSHABEN M.	SURVEYOR	43600	6
23	MANDIR JATIN M.	SURVEYOR	43600	6
24	PATEL RITESH KUMAR K.	SURVEYOR	43600	6
25	MALANI CHETAN KUMAR H.	SURVEYOR	43600	6
26	HEADAU ALPESH V.	SURVEYOR	43600	6
27	PRAFULLA KUMAR SAHOO	SURVEYOR	43600	6
28	ANAND KUMAR SAHU	Surveyor	43600	6
29	SHRI K.C.PAREKH	Survey Assistant	62200	7
30	SHRI A.G. RAJPUT	Survey Assistant	62200	7
31	SHRI O.M.TIWARI	Survey Assistant	62200	7
32	SHRI K.D.PATEL	Survey Assistant	62200	7
33	SHRI M.D.KHARADI	D/Man Div.-I	70000	8
34	SHRI P.D.PARMAR	RK Div - I	62200	7
35	SHRI J.A.MAKWANA	Survey Assistant	41100	6
36	SHRI J.L.PARMAR	Survey Assistant	41100	6
37	SHRI R.C.MISTRI	Survey Assistant	41100	6
38	SHRI N. K. SUTHAR	Survey Assistant	41100	6
39	SHRI V.V. SHRIMALI	Survey Assistant	41100	6
40	TEJAL BEN PATEL	TTT'A'	21100	2
41	SHRI N.C. DHINWAR	OS	53600	7
42	SHRI R.B.NAGODE	Assistant	53600	7
43	SMT. BEENA M.	Assistant	41100	6
44	GHANSHYAM RATHORE	U.D.C.	32300	4

45	AMITAB	U.D.C.	29600	4
46	SHRI KALYAN SINGH	UDC	50500	7
47	AMIT KUMAR	U.D.C.	25500	4
48	SHRI RATILAL	LDC	33000	3
49	SOLANKI VIJAY KUMAR	M.T.D.	26800	2
50	MAYA PUNA	M.T.D.	24500	2
51	VIKRAM JHALA	M.T.D.	24500	2
52	SHRI GANESH SINGH	KHALASI	34000	3
53	SHRI KANCHAN KOLI	KHALASI	32000	3
54	SHRI NARIYA BHAI	KHALASI	32000	3
55	SHRI KIDIYA BHAI	KHALASI	32000	3
56	SHRI SHANKAR SINGH	KHALASI	29300	2
57	SHRI NIRAV K. TRIVEDI	MALI	30200	2
58	SHRI R. K. SAKRECHA	SAFAIWALA	27600	2
59	SHRI RATAN SINGH	KHALASI	34000	3
60	SHRI MOTA RAM	KHALASI	34000	3
61	SHRI SHANKAR/HUKAMAJI	KHALASI	33000	3
62	SHRI DEVARAM	KHALASI	33000	3
63	SHRI LAL SINGH	KHALASI	32000	3
64	SMT BABBY DEVI	KHALASI	28400	2
65	SHRI SURESH KUMAR	KHALASI	29300	2
66	SHRI SHIV LAL	KHALASI	26400	1
67	RATHWA PRAVIN BHAI	KHALASI	20300	1
68	JABBAR SINGH	KHALASI	22800	1
69	SMT. SHARDA BEN	KHALASI	20300	1
70	DINESH KUMAR	KHALASI	24200	1
71	JORAWAR SINGH	KHALASI	23500	1

11. The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made.

The Budget Estimate Sanctioned Grant in various head for 2017-2018 is shown below :-

HEAD	SANCTIONED GRANT
SALARIES	543,90,000
WAGES	0
OTA	0
MEDICAL TREATMENT	5,25,000
DOMESTIC TRAVEL EXPENSES Col.1	3,00,000
Col.2	9,00,000
TOTAL DOMESTIC TRAVEL EXP.	12,00,000
FOREIGN TRAVEL EXPENSES	0
OFFICE EXPENSES COL.1	11,70,000
COL.2	1,10,000
COL.3	4,25,000
COL.4	5,00,000
TOTAL OFFICE EXP.	22,05,000
RENT RATES & TAX	3,47,000
SUPPLY & MATERIAL	2,70,000
PROFESSIONAL SERVICES Col.1	52,000
Col.2	24,50,000
TOTAL PROFESSIONAL SERVICES	25,02,000
GRANT IN AID GENERAL	6,500

12. The manner or execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

This office runs no subsidy programmes. **Rs.6,500/-** towards Grant-in-Aid was allotted to Recreation Club of this office for the year 2017-2018 by Surveyor General's Office (Head of department). All the members of Recreation Club of this office are beneficiaries (conducting Annual sports meet).

13. Particulars of recipients of concessions, permits or authorizations granted by it.

This office is not empowered to grant any concessions, permits or authorizations to any individual or organization. No such provisions are granted to this office.

14. Details in respect of the information available to or held by it, Reduced in an electronic form.

All the information's regarding GDC are available on this Survey of India website at www.surveyofindia.gov.in .

All returns and reports which form the basis for assessment of office is on electronic form in Microsoft word format.

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Library is available in this office. **Reading Time : 13:00 Hrs to 14:00 Hrs**

16. The names, designations and other particulars of the public information officers.

Central Public Information Officer Shri Sardar Singh, Officer Surveyor Phone No. 079 - 23240451	Link Officer in absence of Central Public Information Officer due to leave/tour/training. Shri Rajesh Gupta, Officer Surveyor Phone No. 079-23240452	First Appellate Authority Shri D.R. Singh, Superintending Surveyor, Director (on current duty basis) Phone No. 079 - 23238469
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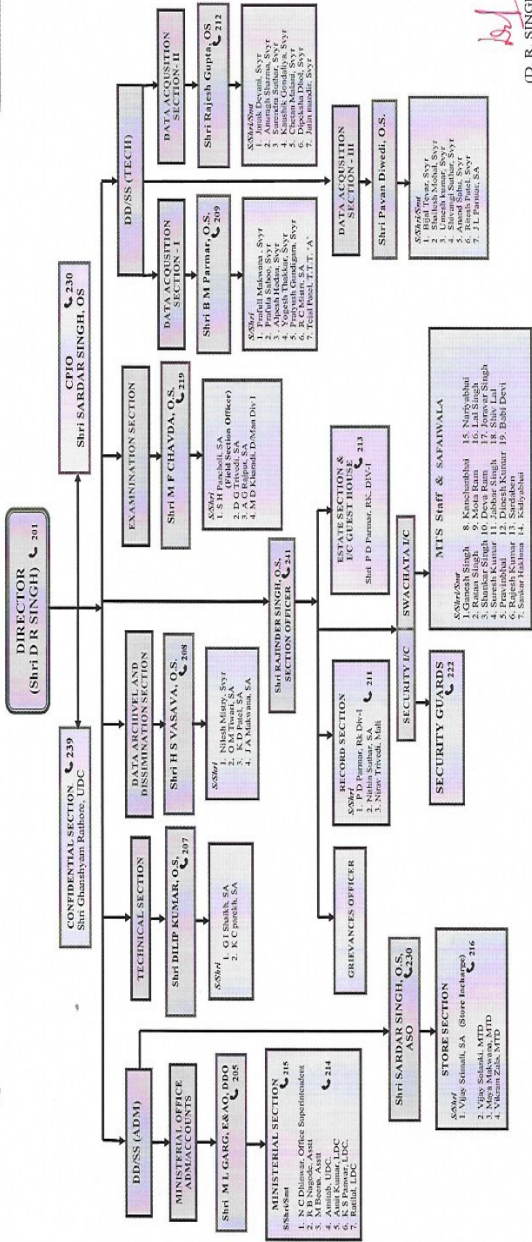
17. Such other information as may be prescribed and thereafter update these publications every year.

It is noted for updating in future i.e., every year.

18. The Organisation chart of GDC are here under:

It is noted for updating in future i.e., every year.

SURVEY OF INDIA
ORGANISATION CHART OF GUJARAT, DAMAN & DIU, GDC, GANDHINAGAR
 01-01-2018



(Signature)
 (D. R. SINGH)
 Director