

**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 6<sup>th</sup> December 2004 vide Surveyor Generals Order No. C-1669/963-org dated 6<sup>th</sup> 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 sheet 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 Data archival and dissemination of OSM digital data pertaining to above 12 GDCs to various users on issuance order by Map Archival & Dissemination Centre.

IV DSM Data archival of entire country.

V Creation of CYMK films positives/negatives for final printing of all GDCs of the country.

VI Updation of various OSM guide maps/ Defence series maps of scale 1:250k.

VII Data archival and Dissemination of Geotiff,DEM and tiff data of entire country. DCDB data archival and dissemination of Geographical maps.

VIII Management of Survey of India website ( [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in))

IX Compilation/ Updation and Printing of small scale geographical maps.

X Maintenance of 1:1M scale data base.

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 to time

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:-**
  - Top Secret
  - 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 tis 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 ot 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 Toposheets, 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](http://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 public use.**
  - 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 (CPIO) of this GDC.
17. **Such other information as may be prescribed:**
  - Nil

भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



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

राष्ट्रीय भू-स्थानिक आंकड़ा केंद्र  
NATIONAL GEO-SPATIAL DATA CENTRE  
ब्लॉक 6, हाथिबार्कला इस्टेट, पोस्ट बॉक्स 200  
देहरादून-248001 DEHRA DUN 248001  
उत्तराखण्ड UTTA RAKHAND भारत INDIA

**OFFICE ORDER NO. 95/137-G-8 DATED THE 12 - Oct., 2015**

In supersession of the Office Order No.25/37-G-8 dated 22 May., 2014, 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. Correspondence pertaining to store work shall be routed through him. Any delay in taking action on getting Approval/Sanction on AMCs shall be brought to the notice of Director. He will ensure proper distribution of technical activities in the GDC and ensure timely submission of technical returns.
8. 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) Website Management Section.
- (iii) 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 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.
8. 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.
9. He will follow the instructions as per Office order No. 17/17-Y- Misc dated 18-02-11.
10. He should follow the instructions issued to Q.C. Wing while sharing any of the responsibility of Final Scrutiny Section.
11. Any other job allotted by Director/O.C. HQ and Wing Incharge from time to time.

**(b) Website Management Section - Sh. K.K. Shukla, Officer Surveyor**

1. He is responsible for maintenance of website showing the information up-to-date.
2. He is responsible for E-tender creation and publication on Central Public Procurement Portal (CPPP) website. Uploading / unloading of tenders, recruitment notices etc., in SOI websites as and when required. Any errors/omission found in the received documents shall be rectified immediately by contacting respective office through e-mail.
3. He should gather relevant information related to each page of website from respective SOI office.
4. Before updating any matter on standing pages other than Tenders, Office orders etc., he should obtain necessary approval from Director, NGDC.
5. He should ensure that all downloadable products of SOI website should bear watermark of appropriate size and colour so that watermark should not interfere with the contents of page/map.

6. He should be well aware of NMP-2005 and NDSAP-2012 policies. He should take care of the nomenclature followed on respective page while updating any information. Security classified information/products should not be published in the website. Any change in the routine procedure to be done after getting the approval from Director, NGDC.
7. The information provided on the website shall be free of spelling mistakes and bilingual.
8. Any shortcoming of website design noticed while working shall be noted down separately and brought to the notice of Wing-in-Charge & Director.
9. He should follow the G.O.I. guidelines fixed for administration.
10. He has to liaison with NIC state unit Uttarakhand officials & internet providers as and when required.
11. He should maintain all files related to website.

**(c) Section Officer (Systems Management Section) :**  
**Sh Manoj Kumar Singh, Officer 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 following sections under the Wing :
  - (i) Final Scrutiny Section – I
  - (ii) Final Scrutiny Section – II
  - (iii) Examination Section.
2. He should ensure that latest adm. set up of the country should be updated in all the maps. 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. The wing also responsible for distribution of 1:250K scale DSM/OSM jobs.

**(a) Section Officer (Final Scrutiny Section-I & II) :**  
**Sh D. S. Rana, Officer Surveyor**  
**Sh Harish Hemdan, 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 for 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 resubmitted 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.

**(c) Section Officer (Examination Section) :**  
**Sh D.S. Rana, 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 1<sup>st</sup>, 2<sup>nd</sup> 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.

**(D) 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 V. K. Sharma, 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 & 1:15M Political Map of India (Hindi & English)
- (iii) 1:2.5 M India & Adjacent Countries
- (i) 1:2.5M Road Map of India, Road Map of India (Booklet)
- (ii) 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. Dhaundiyal, 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 also guide S.O. Geographical Mapping Section for patterning of geographical maps. He will also guide/help SO for patterning of DSM data.
- 3. Correspondence with GDCs for CYMK creation and concerned matters, duly approved by Director.

4. He will follow the instructions as per Office order No. 17/17-Y-Misc dated 28-02-11 regarding security measures.
5. 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 from updated 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.

**(E) 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.



**(F) 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 Arun Kumar, Asstt. will act as ACPIO.

**(G) Hindi Officer (हिन्दी अधिकारी) : Sh. A.K. Saxena, Estt. & Accounts Officer**

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 Sh. Pradeep Kumar Verma, Steno Div I for this job.

**(H) Assistant Stores Officer : Shri M.P. Chawla, Officer Surveyor**

Shri M.P. Chawla, Officer Surveyor will discharge all the duties of A.S.O. in 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 will be routed through O.C. HQ, NGDC.

14. Any other job allotted by Director/O.C. HQ, NGDC. from time to time.

**(I) Section Officer (S.O. HQr) – Sh. Ajay Tyagi, Surveyor :**

1. Function as Security Officer and Fire Officer of NGDC. All security guards, Safaiwalas and some Khalasis (Headquarter Squad) will work under him and he will ensure their accountability and monitor their work daily. He will deploy the Khalasis who are under the Head Quarter Strength as per functional requirement. He will also 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 G de II.
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.

**(J) Establishment & Accounts Officer–Sh. A.K.Saxena , E&AO**

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

**(K) Confidential Section:**

1. Sh. Pradeep Kumar Verma, Steno Gde. I
2. He will assist Hindi Officer in all related matters including returns.
3. All confidential matters.
4. Maintenance of APAR Dossiers and related correspondence under the direct supervision of Director, NGDC.

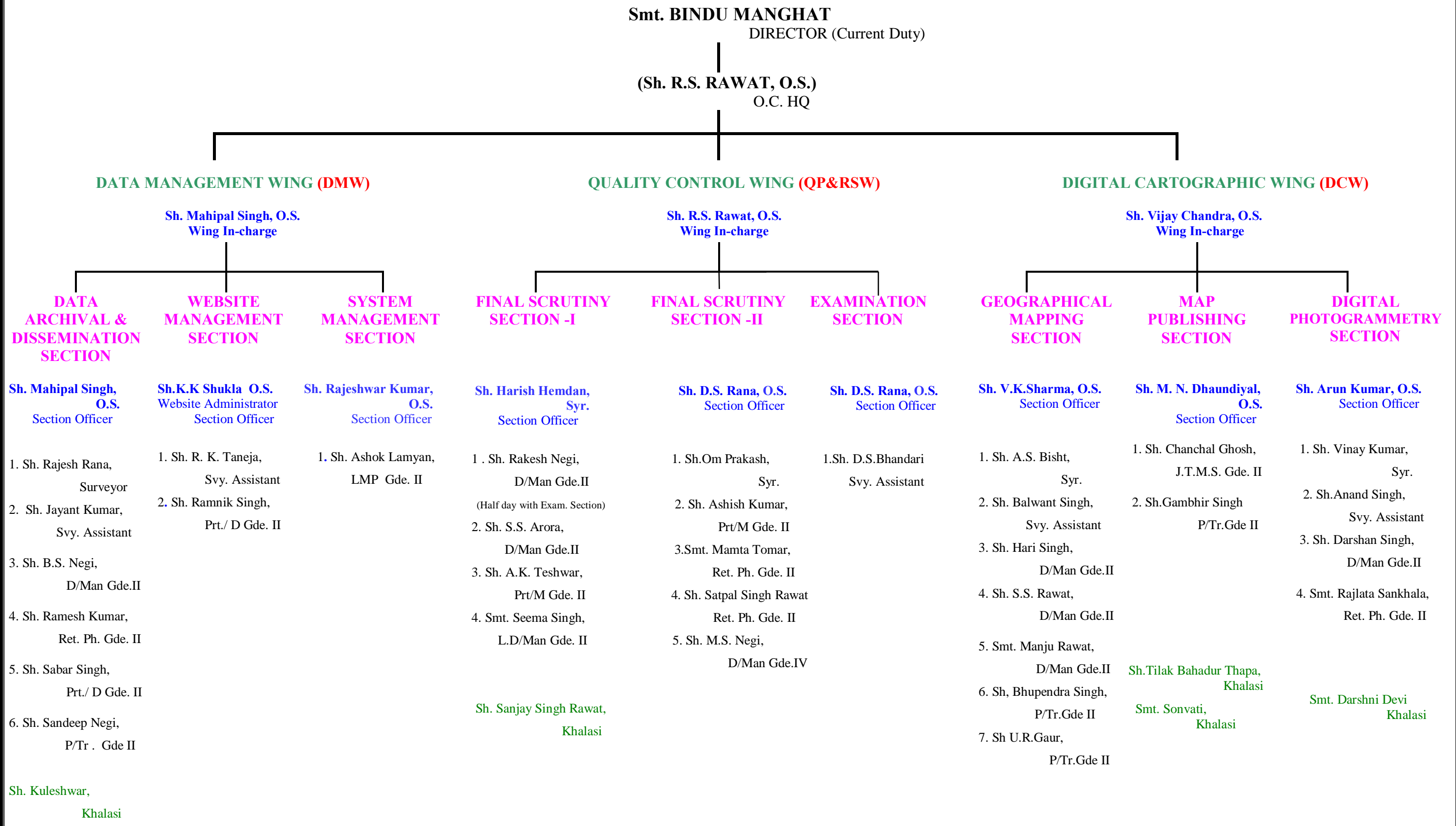
*bwis*  
( Bindu Manghat )  
Director (Current Duty)  
NGDC

**Distribution:-**

1. Director file.
2. E&AO
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

## ORGANISATION CHART

### NATIONAL GEO-SPATIAL DATA CENTRE



**CPIO & Public/Staff Grievances Officer** :- Sh. R.S. Rawat, Officer Surveyor  
**LINK Officer** :-Sh. Rakesh Thapliyal, Officer Surveyor  
**APIO** :-Sh. Arun Kumar, Assistant  
**Biometric Aministarator** :-Sh. Mahipal Singh, Officer Surveyor  
**Cyber Security Officer** :-Sh. K.K. Shukla, Officer Surveyor

# ORGANISATION CHART

## NATIONAL GEO-SPATIAL DATA CENTRE

**Smt. BINDU MANGHAT**  
DIRECTOR (Current Duty)

(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. Dev Kumar,  
D/Man Div.- I
3. Sh. P.K. Verma,  
Sr. Reprographer - I
4. Sh. Nirpal Singh,  
Despatcher Gde. II
5. Sh. Shashi Pal, R.K. Gde. II

Sh. Tajbar Singh, Khalasi  
Sh. Subhash, Khalasi  
Smt. Sunita, Khalasi

### CONFIDENTIAL SECTION

1. Sh. Pradeep Verma,  
Steno Div.-I

Sh. Kalam Singh Khalasi  
Sh. Ragubir Singh, Khalasi,  
Director Duty

### HEAD QUARTER (HQ)

**Sh. Ajay Kumar Tyagi, Syr.**  
Sec. Officer (HQ)

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

Sh. Nanu Ram, Khalasi  
Sh. Prem Dorchi, Tech.Labour  
Sh. Hari Singh Thapa,  
Tech.Labour  
Sh. Naresh Chand, Safaiwala

#### SECURITY STAFF

Sh. Yash Pal, Guard  
Sh. Satish Chander, Guard  
Sh. Bhadye Ram, Guard

### MINISTERIAL SECTION

**Sh. A. K. Saxena,**  
E & A.O.

1. Sh. Arun Kumar, Assistant
  2. Sh. Naresh Chand, Assistant
  3. Smt. Savitri Devi, Assistant
  4. Sh. Manoj Kumar, Assistant
  5. Sh. Harender Singh Bist, UDC
  6. Sh. Beer Singh, UDC
  7. Smt. Kanta, LDC
  8. Sh. Bachaspati, LDC
  9. Sh. Brajendra Singh, LDC
- Sh. Ram Dev, Jamadar  
Sh. Ranjeet Singh, Daftary  
Sh. Ram Janam, Daftary  
Sh. S.P. Nainwal, Khalasi  
Sh. Dhaneshwar, Khalasi

### STORE SECTION

**Sh. M P Chawla, O.S.**  
A.S.O.

1. Sh. H.P. Uniyal,  
S.A.
2. Sh. Akhilesh Kumar MTD
3. Sh. Ashwini Kumar MTD  
Sh. Ved Prakash, Khalasi

#### 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

(Smt. BINDU MANGHAT)  
Director, NGDC  
(Current Duty)

(As on JULY, 2015)

**Monthly Remuneration of Employees of NGDC, Survey of India, Dehra Dun as on July 2015**

<b>Technical Staff</b>				
	<b>EMP_NAME</b>	<b>DESIGNATION</b>	<b>B_PAY</b>	<b>G_PAY</b>
1	Smt. Bindu Manghat	Superintending Surveyor	26240	7600
2	Sh. R S Rawat	Officer Surveyor	22210	4800
3	Sh. Vijay Chandra	Officer Surveyor	22210	4800
4	Sh. Mahipal Singh	Officer Surveyor	22210	4800
5	Sh. M N Dhaundiyal	Officer Surveyor	21140	4800
6	Sh. Manoj Kumar Singh	Officer Surveyor	21140	4800
7	Sh. Rakesh Thapliyal	Officer Surveyor	22620	4800
8	Sh. K K Shukla	Officer Surveyor	20000	4600
9	Sh. Dinesh Singh Rana	Officer Surveyor	22210	4800
10	Sh. V K Sharma	Officer Surveyor	21690	4800
11	Sh. Rajeshwar Kumar	Officer Surveyor	22710	4800
12	Sh. Sudhir Dhyan	Officer Surveyor	22620	4800
13	Sh. Arun Kumar	Officer Surveyor	16330	4600
14	Sh. M P Chawala	Officer Surveyor	19070	4600
15	Sh. Harish Hemdan	Surveyor	15700	4200
16	Sh. Rajesh Rana	Surveyor	15660	4200
17	Sh. Ajay Kumar Tyagi	Surveyor	13430	4200
18	Sh. Arvind Bisht	Surveyor	14530	4200
19	Sh. Om Prakash	Surveyor	14920	4200
20	Sh. Shivraj Singh Manwal	Surveyor	15660	4200
21	Sh. Vinay Kumar	Surveyor	13620	4200
22	Sh. D S Bhandari	Survey Assistant	17740	4200
23	Sh. Rakesh Kr. Taneja	Survey Assistant	17690	4600
24	Sh. Balwant Singh	Survey Assistant	15930	4200
25	Sh. Anand Singh	Survey Assistant	14180	4200
26	Sh. Jayant Kumar	Survey Assistant	14180	4200
27	Sh. Dev Kumar	D/MAN I	19070	4600
28	Sh. Hari Singh	D/MAN II	15340	4600
29	Sh. Darshan Singh	D/MAN II	15340	4600
30	Sh. Vikram Singh Negi	D/MAN II	15110	4200
31	Sh. Satender Singh Rawat	D/MAN II	14360	4200
32	Sh. Rakesh Negi	D/MAN II	13980	4200
33	Sh. Santokh Singh Arora	D/MAN II	13980	4200
34	Smt. Manju Rawat	D/MAN II	13980	4200
35	Sh. M S Negi	D/Man Gd III	8800	2400
36	Sh. P K Verma	Senior Reprographer	18890	4600
37	Sh. Ramesh Kumar	Ret.Photo Gd II	17700	4600
38	Smt. Rajlata Sankala	Ret.Photo Gde II	15930	4200
39	Sh. Harsh Priya Uniyal	Store Keeper Gde.-II	14910	4200
40	Sh. Shashi Pal Singh	R. K. Gde.-II	15610	4200
41	Sh. Nirpal Singh	Dispatcher Gd II	15610	4200
42	Sh. Sabar Singh	Ptr/D Gd II	16300	4200
43	Sh. A K Lamyan	LMP Gde-II	15610	4200
44	Sh. Arun Kumar Teshwar	P/Mechanic Gde.II	14910	4200
45	Sh. Ashish Kumar	P/Machanic Gde.II	13440	4200

46	Sh. Uday Ram Gaur	P/Tr. Gd II	9040	2800
47	Sh. Bhupender Singh	P/Tr. Gd II	9040	2800
48	Sh. Sandeep Negi	P/Tr. Gd II	8330	2800
49	Sh. Gambhir Singh	P/Tr. Gd II	9060	2800
50	Sh. Chanchal Ghosh	JTMS Gd II	12590	2800
51	Sh. Satpal Singh Rawat	LD Man Gd II	12250	2800
52	Smt. Mamta Tomar	Ret.Photo Gd II	12250	2800
53	Sh. Ramnik Singh	Ptr/D Gd II	12250	2800
54	Smt. Seema Singh	Ret.Photo Gd II	10540	2800

<b>Ministerial Staff</b>				
	<b>EMP_NAME</b>	<b>DESIGNATION</b>	<b>B_PAY</b>	<b>G_PAY</b>
55	Sh. A K Saxena	E & AO	17120	4600
56	Sh. P.K.Verma	STENOGRAPHER GDE-I	14360	4200
57	Sh. Arun Kumar	Assistant	14710	4600
58	Sh. Naresh Chand	Assistant	14640	4600
59	Smt. Savitri Devi	Assistant	12310	4200
60	Sh. Manoj Kumar	Assistant	12200	4200
61	Sh. Beer Singh	UDC	11820	4200
62	Km. Kanta Semwal	LDC	8230	1900
63	Sh. Brajendra Singh	LDC	6560	1900
64	Sh. Bachaspati Bhatt	LDC	9170	1900

<b>Supporting Staff</b>				
	<b>EMP_NAME</b>	<b>DESIGNATION</b>	<b>B_PAY</b>	<b>G_PAY</b>
65	Sh. Akhilesh Kumar	MTD	14060	4200
66	Sh. Ashwani Kumar	MTD	9180	2400
67	Sh. S N Pathak	Artificer	11350	2800
68	Sh. Yash Pal Singh	Guard	10190	2000
69	Sh. Satish Chander	Guard	10190	2000
70	Sh. Bhadey Ram	Guard	9510	2000
71	Sh. Ranjeet Singh	Daftry	10190	2000
72	Sh. Kuleshwar	Khalasi	10190	2000
73	Sh. Kamal Singh	Khalasi	10190	2000
74	Sh. Raghubir Singh	Khalasi	10190	2000
75	Sh. Dhaneshwar	Khalasi	8660	1900
76	Sh. S.P.Nainwal	Khalasi	8410	1900
77	Sh. Subhash	Khalasi	8410	1900
78	Sh. Ramdev	Jamadar	10190	2000
79	Sh. Nanu Ram	Khalasi	9970	2000
80	Sh. Naresh Chand	Safaiwala	10190	2000
81	Sh. Tajwar Singh	Khalasi	7370	1800
82	Smt. Sonvati	Khalasi	6580	1800
83	Smt. Sunita	Khalasi	6580	1800
84	Sh. Sanjay Singh Rawat	Khalasi	6580	1800
85	Sh. Ved Prakash	Khalasi	6580	1800
86	Smt. Darshani Devi	Khalasi	6090	1800

## ANNEXURE 'D'

## SANCTION GRANT AND ACTUAL EXPENDITURE FOR THE YEAR 2014-15

## NON-PLAN

SI No.	Head / Item	Sanctioned Grant for the year 2014-15	Actual Expenditure
01	02	03 Rs	04 Rs
01	Salaries	5,08,70,000	5,08,69,668
02	Travel Expenses	90,000	89,933
03	Office Expenses	23,79,000	23,77,636
04	Material & Supply	7,16,000	7,15,693
05	Medical Treatment	6,73,000	5,72,913
06	Grant-in-aid	7,8 00	7,725
07	Hospitality	2,000	1,945
08	Over Time Allowance	--	--
09	Professional Service	76,000	75,255
10	Wages	62,000	61,675
11	Publication of Maps & Charts 01-103	8,52,000	8,51,000

361125  
02/09/15  
स्थापना एवं लेखा अधिकारी  
Establishment & Accounts Officer  
राष्ट्रीय भू-स्थानिक आंकड़ा केंद्र  
National Geo-Spatial Data Centre