

# Information under Section 4 of RTI Act 2005

## OFFICE ORDER NO. 50 37-G-10

### **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 Rajeev Kapoor, E .&.A.O (On Attachment).**

- 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 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.

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

- i) In the absence of Section Officer She will performed the duties of Section officer.
- ii) RTI Cases and maintenance of all related registers and returns.
- iii) Scrutiny and submission of compassionate ground appointment cases.
- iv) All promotion/Transfer/Trade test cases and correspondence regarding Unions/Associations.
- v) Submission of Weeding out return.
- vi) Training/courses at IISM, Hyderabad or other institutions & departmental examination.
- vii) Any other work allotted by the Director/D.D./E & A.O./In-charge.

#### **3. Shri. Ankit Kumar, L.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 (including erstwhile Gp.'D').
- iv) All returns/reports/correspondence related to O.L.(Rajbhasa)/Hindi Teaching Scheme, Recreation Club and maintenance of related registers and Employment exchange.

- v) Permission to appear in examinations for higher education and Return w.r.t. Army officers Movable/Immovable Property.
- vi) Issue of Routine Orders.
- vii) Passport and Special Casual Leave cases.
- viii) Correspondence related to deputation cases and issue of Indent for office stationery and other forms.
- ix) Order regarding continuous employment of temporary Govt. Servant.
- x) All correspondence/returns/registers relating Hindi.
- xi) Typing work..
- xii) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**4. Kumari Jyoti Pruthi, L.D.C**

- i) Dispatch of all letters.
- ii) Postage stamps account/Frinking Machine account.
- iii) Typing work and Diary of Hindi/English letters and distribution of dak in Sections.
- iv) Any other work allotted by the E & A.O./In-charge.

**5. Shri Narinder Singh,L.D.C**

- i) Issue of Movement Orders to personnel proceeding on Transfer and Courier/Training duty.
- ii) Typing work and Diary of Hindi/English letters and distribution of dak in Sections.
- iii) Handing over/Taking over of charge and tour programmes of officers.
- iv) Correspondence regarding Election Duties and Lok Sabha and Rajya Sabha unstarred question.
- v) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**(B) ACCOUNTS SECTION:**

**1. Shri. Devendra Kumar, 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) Preparation of Pension cases of Group A, B, & C(including erstwhile Gp.'D').
- vii) Preparation of DC& RG arrear/Commutation/CGEGIS Bills.
- viii) Preparation of House Building Advance (HBA) Computers Scooter Advance and correspondence etc.
- ix) Preparation of budget figures for assigned job and all related registers to be maintained.
- x) Any other correspondence related to assigned jobs.
- xi) Any other work allotted by the Director/D.D./E & A.O./In-charge.

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

- i) All matters related to TA in r/o Group A, B & C,(including erstwhile Gp.'D') i.e. preparation of all TA bills/advance etc.
- ii) Preparation of budget figures of TA Head.
- iii) All related registers w.r.t. assigned jobs are to be maintained.
- iv) All other correspondence related to assigned jobs.
- v) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**3. Shri Rakesh Singh, Assistant.**

- i) All matters related to TA in r/o Group A, B & C,(including erstwhile Gp.'D') i.e. preparation of all TA bills/advance etc.
- ii) Preparation of budget figures of TA Head.
- iii) All related registers w.r.t. assigned jobs are to be maintained.
- iv) All other correspondence related to assigned jobs.
- v) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**4. Smt. Paramjit Kaur(Jr), Assistant.**

- i) All matters related to Medical Cases of Group A, B, & C (including erstwhile Gp.'D'). i.e. preparation of all Medical bills/advance etc.
- ii) Preparation of LTC Bills in r/o Group A, B & C (including erstwhile Gp.'D') and correspondence etc.
- iii) All correspondence related to above jobs.
- iv) All related registers w.r.t. assigned jobs are to be maintained.
- v) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**(C) DRAWL SECTION :**

**1. Shri Harinder Pal Singh, Assistant., Section In-charge.**

- 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) Verification of Service on completing 18/25 years of service or before 5 years of retirement & Preparation of Data for Strengthening of Administration after attaining the age of 50/55 years or completing 30 years of services.Watch on Timely submission of returns of Drawl Section.
- iv) MACP Cases duly completed/verified to be submitted to Confidential Section. Preparation of ACP/MACP Cases in r/o Group A,B & C (including erstwhile Gp.'D') and related correspondence.

- v) Monthly/Quarterly returns of various allowances/O.6(Acct.) Proper Preparing and timely submission of figures of Budget BE/RE/FRE etc.
- vi) Preparation of of (CEA)/Tuition Fees and encashment on LTC and Retirement in r/o Group A,B,C (including erstwhile Gp.'D') and related correspondence/entries in Pay bill registers and other related registers.
- vii) Reply to Audit paras etc.
- viii) Any other work allotted by the Director/D.D/E & A.O.

**2. Shri Matbar Tamta, UDC**

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

**3. Shri M. P. Mandal, UDC**

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

**4. Shri Kuldip Kumar, UDC**

- i) Preparation of Pay Bills of Group C (including erstwhile Gp.'D'), Bonus/Honrarium Bills and issue of P.I.C. Completion of Event/Increment/Pay Bill registers etc.
- ii) Fixation of Pay on promotion/ACP/MACP Cases & drawal of arrears of pay & allowance.
- iii) Preparation of O.48 and issue of PIC in r/o Group C (including erstwhile Gp.'D').
- iv) To make entries of in Service Book w.r.t. pay fixation/Increment/Service verification/CGEGIS/Promotion and Maintenance of Service Books.
- v) Deduction of Income Tax & Issue of Form No. 16 (for I.T. returns.)
- vi) Preparation of Night duty allowance Bill.
- vii) Reconciliation of Accounts with R.P & A.O. Jaipur.

- viii) Correspondence relating to above jobs.
- ix) All other correspondence & maintenance of registers relating to above work.
- x) Any other work allotted by the Director/D.D./E & A.O./O.S.

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

**1. Shri Gurnam Singh, Assistant.**

- i) Thorough Checking/Scrutiny of all bills submitted for issue of cheques.
- ii) Issue of cheques/E-Payment 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.

**2. Shri Sikander Singh, UDC**

- i) In the absence of Sh. Gurnam Singh, Asstt., he will performed/look after the all CDDO related matters.
- ii) Encashment of Cheque/Bank Drafts and disbursement of dues.
- iii) Maintenance of Cash Book/Bill Register/Subsidiary Cash Book/Register of Valuable/Undisbursed amount Register/FCA Register/Family allotment amount register.Timely Deposit of R.D./L.I.C./Co.opt Amount in respective of Bank/Post Office.
- iv) Preparation of A.R./maintenance of A.R. Register/stitching of A.Rs.
- v) Renewal of Fidelity guarantees(Cashier, Jemadar and S.K.).
- vi) Matters related to FCA/PCA i.e. correspondence/return etc. and Submission of Contingent Vouchers to R.P. & A.O.
- vii) PFMS and GeM related works.
- viii) Preparation of Contigent Bills of S.K., Telephones, News Papers and Bills regarding outsourcing and Wages heads.
- ix) Prepration of contingent bills of firms w.r.t. heads like OE-1,2,3,4/Professional services, Project heads i.e. NUIS/Indo-Pak boundary work etc. M & S head (Non Plan ) and Rent-Return-Taxes.
  - x) Reconciliation of Accounts with R.P & A.O. Jaipur.
  - xi) All other correspondence related to assigned jobs.
  - xii) Any other work allotted by the Director/D.D./E & A.O./In-charge.

**(E) CONFIDENTIAL SECTION:**

**1. Shri Avanish Kumar Sharma, Assistant.**

- i) ACP/MACP Cases.
- ii) Holding of D.P.C. for Group C (including erstwhile Gp.'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.
- ix) 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 (including erstwhile Gp.'D')
- ii) Correspondence related with A.C.R.
- iii) Maintenance of C.L./R.H. account of Group A & B Officers.
- iv) Safe custody of House Building Advance Documents.
- v) Routine Steno duties/Checking/Sending of E-mails.
- vi) Typing work of all confidential letters. Issue of Tour Programme in r/o Officers and forwarding of Leave application in r/o Director.
- vii) Any other work allotted by the Director.

**(F) STORE SECTION:**

**1. Shri Gaurav Kumar, D.S.S, Assistant Store Officer.**

1. Sh. Ramesh Kumar, Survey Assistant.
2. Sh. Jaipal Singh, Khalsi (Under Trainee as SK).
3. Sh. Sandeep Kumar, Khalsi (Under Trainee as SK).
4. Sh. Bua Singh, M.D.M. Gde. I.
5. Sh. Balkar Singh, M.D.M. Gde. II.
6. Sh. Harnam Singh, M.D.M. Gde. II.
7. Sh. N.K. Thapa, M.D. M. Gde.II.
8. 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.

**(G) ESTATE SECTION:**

**1. Shri Dindoyal Sharma, Survey Assistant.- In-Charge.**

**RESPONSIBILITIES:-**

- i) All estate matters as caretaker.
- ii) All duties of liaising with CPWD & others local bodies.
- iii) Monitoring of the progress of various works performed by CPWD.
- iv) Close watch on funds/expenditure under Capital works
- v) All correspondence with other department.
- vi) Looking after Security aspects.
- vii) Prepration of demand/statement, compilation & checking of rent schedules & regulation of Licence Fees.
- viii) Any other duty assigned by Director, Punjab, Haryana & Chandigarh G.D.C.

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**DUTIES, RESPONSIBILITIES AND DEPLOYMENT DETAILS OF TECHNICAL STAFF IN PUNJAB, HARYANA AND CHANDIGARH GDC AS ON 18<sup>th</sup> May, 2020**

**A. SHRI PRASHANT KUMAR, DIRECTOR**

**B. SH. V. KARUPPASAMY, SUPERINTENDING SURVEYOR (Admn.), LEGAL CELL, SECURITY OFFICER, ESTATE OFFICER AND INCHARGE OF INTERSTATE BOUNDARY DEMARCATION WORK.**

**RESPONSIBILITIES:-**

- i) Look after of all Legal Cases and Interstate Boundary Demarcation Survey Work.
- ii) Perform the duty of Security Officer & Estate Officer.

iii) Any other job assigned by Director.

**D) MAP SALES OFFICE**

**Sh. N. K. Sachdeva, D/Man Div. I.** (Charge of Map Sale Office)

**RESPONSIBILITIES:**

- (i) Operation of Map Sales Office in accordance with deapartmental guidelines / procedure and instructions issued by SGO from time to time.
- (ii) Submission of all returns related to Map Sales Office.
- (iii) Completion of all Records Ledgers/Registers and authentication of entries and its physical verification.
- (iv) Processing of unserviceable records/Maps and its weeding out as per departmental procedures.
- (v) Any other job assigned by Director/ In-charge.

**C. SH. VIJAY CHANDRA, SUPERINTENDING SURVEYOR, (Tech.), INCHARGE DATA TRANSFORMATION WING (DTW) AND OVERALL INCHARGE OF INDO-PAK BOUNDARY DEMARCATION SURVEY WORK.**

**I. Shri Gaurav Kumar Singh, Deputy Superintending Surveyor, Incharge of Data Acquisition Wing (DAW), Overall supervision of Field Work under LSM Project, Liasoning with GoH for LSM work.**

**a) FIELD SECTION - I**

**Sh. S. K. Singh, Officer Surveyor, I/c of Drone Flying, Control work (LSM), Establishment of CORS in the state of Punjab & Haryana, I/c HP Levelling and Interstate Boundary Demarcation Survey Work**

- 1. Sh. Shashi Bhushan, Surveyor.
- 2. Sh. Vijay Kumar, Surveyor.
- 3. Sh. Kanwaljeet Singh, Surveyor.
- 4. Sh. Vishal Bhardwaj, Surveyor.
- 5. Sh. Rajinder Kumar, Surveyor.
- 6. Sh. Mukesh Kumar, Surveyor
- 7. Sh. Pritam Chand, Surveyor
- 8. Sh. S. Shashi Bhushan, Surveyor



9. Sh. Rahul Kumar Singh, Surveyor
10. Sh. Uday Pratap Singh, Surveyor (On attachment)
11. Sh. Puneet Kumar Bhalla, P/Tr. Gde-IV.
12. Sh. Sukhwinder Singh, P/Tr. Gde-IV

**RESPONSIBILITIES:**

- i) To plan and execute activities related to data acquisition using UAV (Drone Flying)
- ii) To plan and execute establishment of Horizontal Ground Control Point (GCP) for LSM Project Haryana
- iii) To plan and execute HP Levelling of LSM Project Haryana (Back only).
- iv) To plan and execute HP Levelling to connect Hydromet Station under NHP.
- v) Computation of HP Leveling.
- vi) To plan & execute all the work related to Interstate Boundary Demarcation Survey Work. **(Please see note below)**
- vii) To plan & execute field work for departmental and extra departmental survey work.
- viii) Preparation of cost estimates for project surveys etc.
- ix) Any other job assigned by Director/ S.S. (Tech)/ Incharge.

**Note: Sh. S. K. Singh, Officer Surveyor** will plan & execute Interstate Boundary Demarcation Survey Work under the supervision of **SH. V. KARUPPASAMY, SUPERINTENDING SURVEYOR (Admn.)**

**b) FIELD SECTION – II**

**Sh. Satyarth Prakash, Officer Surveyor, Control work on Murabba Stone, Field Data Collection and Ground Validation using FDC**

1. Sh. Lekh Ram, Survey Asstt.
2. Sh. Bihari Lal, Surveyor
3. Sh. G.S.Bhalla, Survey Asstt.

**RESPONSIBILITIES:**

He will be responsible for all the activities related to:

- i) To plan and execute establishment of Horizontal Ground Control Point (GCP) on Murabba stone
- ii) Updation/Verification of Administration Boundary and preparation of Area Statement of Punjab & Haryana state for Census.
- iii) GPS observation for supply of Actual Co-ordinates, AMSL Height to various indentors on their demand.
- iv) To plan and execute Field data collection and Ground Validation using FDC.
- v) Any other job assigned by Director/ S.S. (Tech)/ Incharge.

**II. Sh. Avanish Kumar, Deputy Superintending Surveyor, Incharge of Digital Section (LSM), (Feature Extraction under LSM Project)**

**a) DIGITAL SECTION – I (LSM) (Feature Extraction for Large Scale Mapping)**

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

- 1) Sh. Ranjeet Singh, Survey Asstt.
- 2) Sh. Rupinder Kumar Sharma, Survey Asstt.
- 3) Sh. Chintaman Ram, Survey Asstt.
- 4) Smt. Kamla Kapdiyal. P/Tr. Gde-IV.

**RESPONSIBILITIES: -**

- i) Feature Extraction (Incl. QA/QC) for LSM Project Haryana.
- ii) S.O will ensure that individuals earmarked for the Feature Extraction work are doing the job as per the standard procedure laid down for the task.
- iii) Issue/Archival of data will be managed with the help of Data Processing Section.
- iv) Any other job assigned by Director/ S.S. (Tech)/ Incharge.

**b) DIGITAL SECTION – II (Erstwhile Digital Section – II & IV)**

**Shri D. S. Rana, Officer Surveyor, Section Officer**

- 1) Sh. H.S. Chauhan, Surveyor
- 2) Sh. Krishan Lal, Survey Asstt.

- 3) Sh. Om Prakash, Survey Asstt.
- 4) Sh. Jai Ram Singh-I, D/man Div.

**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 policies, Standard operating procedures, Departmental guidelines and instructions given in the T.H.B. for topographical mapping.
- ii) Feature Extraction (Incl. QA/QC) for preparation of HRNTDB as and when allotted.
- iii) Submission of completed digital data (as given in the monthly technical return) to Data Management Section for archival by 10th of succeeding month. Acknowledgement of data submitted for archival should be obtained.
- iv) Updation of all Administrative Boundaries up to village level in the data base of all scale sheets (OSM & DSM) i.e. 1:25K, 1:50K & 1:250K as per the authenticated Admn. Boundary Charts of each district of Punjab & Haryana state.
- v) Satellite Imagery related works.
- vi) Generation of paper plots as and when approached by Map Sale Office.
- vii) Any other job assigned by Director/Deputy Director/S.S. (Tech.)/ In-charge.

**c) DIGITAL SECTION – III (LSM) (Feature Extraction for Large Scale Mapping)**

**Shri Ashok Rattan, Officer Surveyor, Section Officer**

- 1) Sh. R.K. Soni, Survey Asstt. (Indo-Pak Survey Work)
- 2) Sh. Rajender Kapoor, D/man Div. I
- 3) Sh. Rattan Singh, D/Man Div. I
- 4) Sh. Jai Ram Singh, D/man Div. I

- 5) Sh. Suneel Kumar, D/Man Div. I
- 6) Sh. Alam Singh, UDC (Under 2nd Ph. Training)

**RESPONSIBILITIES:-**

- 1) Feature Extraction (Incl. QA/QC) for LSM Project Haryana.
- 2) S.O will ensure that individuals earmarked for the Feature Extraction work are doing the job as per the standard procedure laid down for the task.
- 3) Issue/Archival of data will be managed with the help of Data Processing Section.
- 4) Any other job assigned by Director/S.S. (Tech)/ Incharge.

**Note:-** Apart from the above technical responsibilities, Sh. Ashok Rattan, Officer Surveyor will also work as **Assistant Store Officer**.

d) **DIGITAL SECTION – IV (LSM) (Feature Extraction for Large Scale Mapping)**

**(Erstwhile Digital Section – V)**

**Shri Harish Hemdan, Officer Surveyor, Section Officer**

- 1) Smt. Charu Sharma, Surveyor
- 2) Sh. Bal Krishan, D/man Div. I
- 3) Smt. Bimla Negi, D/man Div. I
- 4) Sh. Ram Kumar, Survey Asstt.
- 5) Smt. Reena Beliya, Survey Asstt

**RESPONSIBILITIES:-**

- i) Feature Extraction (Incl. QA/QC) for LSM Project Haryana.
- ii) S.O will ensure that individuals earmarked for the Feature Extraction work are doing the job as per the standard procedure laid down for the task.
- iii) Issue/Archival of data will be managed with the help of Data Processing Section.
- iv) Any other job assigned by Director/S.S. (Tech)/ Incharge.

**e) QA&QC SECTION FOR LSM:**

**Sh. Ravi Prakash, Officer Surveyor**

**Sh. Sanjay Joshi, Officer Surveyor**

- 1) Sh. Sudesh Kumar, D/man Div. I
- 2) Sh. Vinay Kumar, Survey Asstt.
- 3) Sh. Shakti Bhushan, D/Man Div III

**RESPONSIBILITIES:-**

- i) Attribute Linkage, LPM Generation, Attribute Table Report and QA/QC for final prepared data under LSM Project.
- ii) Track and maintain records of all the activities related to feature extraction.
- iii) Printing of all the maps related to LSM Haryana using KIP/HP plotter.
- iv) Make EPM full functioning in LSM project.
- v) Any other job assigned by Director/S.S. (Tech.)/In-charge.

**III) Shri Abhishek, Deputy Superintending Surveyor, Incharge of Data Processing, Data Management, Storage (LSM Project) and Archival**

- 1) Smt. Richa Tomar, Officer Surveyor
- 2) Sh. S.K. Bhatnagar, Officer Surveyor
- 3) Sh. V.K. Singh, Surveyor (Indo-Pak Survey Work)
- 4) Sh. Suresh Kumar, Survey Asstt.

**RESPONSIBILITIES:-**

- i) Processing of UAV photographs as per the standard procedure laid down for the task.
- ii) S.O will ensure that data is being stored, archived/disseminate as per the standard procedure laid down for the task.
- iii) Scanning of Revenue records using flat bed scanner as and when received from Govt. of Haryana and its proper archival and dissemination.
- iv) Security clearance of UAV photographs and Orthomosaics (ORI).
- vi) Maintain records of data received from field section, data processing and assignment of work.
- vi) Operation and maintainance of server and storage system (NAS).
- vii) Any other job assigned by Director/In-charge.

#### **IV) DATA MANAGEMENT SECTION**

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

- 1) Sh. Mohinder Pal, Survey Asstt.

##### **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) 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.
- iii) All policy matters/guidelines issued by S.G.O with reference to data archival/security/safety/dissemination etc. are to be followed strictly.
- iv) All matters with reference to preparation and updation of status related to above activities pertaining to our area of responsibility.
- v) Maintenance and upkeep of all the softwares (their licenses) and related documents of the GDC.
- vi) 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.
- vii) 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).
- viii) Work out co-ordinates, heights and distances as measured on the map with in 2 days of receipt from Technical Section.
- ix) Preparation of .pdf of soft copy maps as & when demanded by Map Sale Office/Exam. Section/Technical Section.
- x) Any other job assigned by Director/InCharge

#### **V) FINAL EXAMINATION CELL**

**Smt. Madhu Walia, Chief D/man, Section Officer**

- 1) Sh. Vinod Kumar, Survey Asstt.

2) Sh. Pradeep Kumar, 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) Find Scrutiny/Examination of Sheets.
- vi) Any other job assigned by Director/In-charge.

**D. TECHNICAL SECTION:-**

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

- 1) Sh. Anoop Pathak, Surveyor  
(Earmarked for all correspondence related to LSM Project Haryana in addition to other technical correspondence)
- 2) 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/S.S. (Tech), 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 indentors.
- (vi) Maintenance of Benevolent Fund (combined for Himachal Pradesh, Punjab, Haryana & Chandigarh G.D.C.
- (vii) Any other duty assigned by Director, Punjab, Haryana & Chandigarh GDC.

**E. RECORD AND MAINTENANCE SECTION.**

**Sh. Satyarth Prakash, Officer Surveyor, Record Officer (Charge in addition to Field Section -II)**

- 1) Sh. Mukesh Piplani, D/Man Div-I - (Charge of Record Section-I)
- 2) Sh. Sukhdev Singh, Survey Asstt - (Charge of Record Section-II)
- 3) Sh. D.K.Bajaj, D/Man Div. I - (Maintenance Section and Library)

**RESPONSIBILITIES:-**

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

**OVERALL REMARK: -**

The instructions contained in this order are not exhaustive and can be suitably modified/ changed as per work load of the GDC / Govt. interest. Deployment



of Resources / Manpower can be changed / diverted after assessing the work load as and when required.

<b>1</b>	<b>E-Procurement in Central Public Procurement Portal</b>			
	<b>Tender Creator</b>	<b>Tender Publisher</b>	<b>Bid opener</b>	<b>Evaluator</b>
	<b>PRASHANT KUMAR</b> Director PHC GDC Chandigarh	<b>L.Col. K. A. GREWAL</b> Director Himachal Pradesh GDC Chandigarh	<b>RAMESH KUMAR</b> Survey Assistant Punjab, Haryana & Chandigarh GDC	<b>JAGTAR SINGH</b> E & A.O. Punjab, Haryana & Chandigarh GDC
2.	ESTATE OFFICER		<b>Sh. V. Karuppasami,</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'.	
	<b>CHAIRMAN</b>	<b>MEMBER</b>	<b>MEMBER</b>	<b>MEMBER</b>
	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. Prashant Kumar</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>Sh. V. Karuppasami,</b> Superintending Surveyor , Punjab, Haryana & Chandigarh GDC, Chandigarh.	
9.	Fire Fighting Officer	<b>Sh. V. Karuppasami,</b> Superintending Surveyor , Punjab, Haryana & Chandigarh GDC, Chandigarh.	
10.	Map Sales Counter  Workin g Hours  <b>Mon to Fri.</b> 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 30-06-2020**

1	2	3	4	5	6	7
Sl. No.	Name (Sh./Smt.)	Designation	Pay Level	Pay	Contact No.	Residential Address (Current)
1	PRASHANT KUMAR	DIRECTOR	L-13	147000	8986603995	H.No. 599-A, Sec 32-A, Chandigarh
2	V. KARUPPASAMY	SUPERINTENDING SURVEYOR	L-12	94100	8128558657	H.No. 519, Sec 32-A, Chandigarh
3	VIJAY CHANDRA	SUPERINTENDING SURVEYOR	L-11	83300	9411723225	H.No. 602-B, Sec 32-A, Chandigarh
4	SANJAY UNIYAL	SUPERINTENDING SURVEYOR	L-11	78500	9411193809	H.No. 603-B, Sec 32-A, Chandigarh
5	GAURAV KUMAR SINGH	DY. SUPERINTENDING SURVEYOR	L-10	61300	9582453866	H.No. 600-B, Sec 32-A, Chandigarh
6	AVANISH KUMAR	DY. SUPERINTENDING SURVEYOR	L-10	59500	7210820561	H.No. 565, Sec 32-A, Chandigarh
7	ABHISHEK	DY. SUPERINTENDING SURVEYOR	L-10	59500	7903989696	H.No. 607-B, Sec 32-A, Chandigarh
8	JAGTAR SINGH	ESTABLISHMENT & ACCOUNTS OFFICER	L-7	64100	9464951607	H.No. 593-B, Sec 32-A, Chandigarh
9	MADHU WALIA	CHIEF D/MAN	L-8	76500	9417323387	H.No. 574, Sec 20-A, Chandigarh
10	KAMAL SHARMA	OFFICER SURVEYOR	L-9	85100	9417936893	H.No. 601, Sec 32-A, Chandigarh

11	SUNIL KUMAR SINGH	OFFICER SURVEYOR	L-8	76500	941294139	H.No. 480, Sec 32-A, Chandigarh
12	SANDEEP KAUSHAL	OFFICER SURVEYOR	L-8	66000	9417294831	H.No. 2443, TELEHOS SOCIETY (BSNL) , Sec 50-C, Chandigarh
13	RAVINDER KUMAR	OFFICER SURVEYOR	L-8	68000	9417513629	H.No. 565-A , Sec 32-A, Chandigarh
14	SATYARTH PRAKASH	OFFICER SURVEYOR	L-9	66000	9417971863	H.No. 596 , Sec 32-A, Chandigarh
15	ASHOK RATTAN	OFFICER SURVEYOR	L-8	70000	9417131057	H.No. 566-B, Sec 32-A, Chandigarh
16	RAVI PRAKASH	OFFICER SURVEYOR	L-8	62200	9027878294	H.No. 480, Sec 32-A, Chandigarh
17	SHIV KUMAR BHATNAGAR	OFFICER SURVEYOR	L-8	55200	9411575442	H.No. 639-A, Sec 32-A, Chandigarh
18	RICHA TOMAR	OFFICER SURVEYOR	L-8	55200	9997423223	H.No. 617-A, Sec 32-A, Chandigarh
19	HARISH HEMDAN	OFFICER SURVEYOR	L-8	60400	9997649172	H.No-6/562, Zirakpur
20	SANJAY JOSHI	OFFICER SURVEYOR	L-8	49000	7579080740	H.No. 597-B, Sec 32-A, Chandigarh
21	DINESH SINGH RANA	OFFICER SURVEYOR	L-9	80200	8755988565	Lane No.-1, Modern Enclave, Baltana, Zirakpur, punjab
22	BEHARI LAL	SURVEYOR	L-7	55200	8699832299	H.No. 606-A, Sec 32-A, Chandigarh
23	HAKAM SINGH CHAUHAN	SURVEYOR	L-7	64100	9463494829	H.No. 558-A, Sec 32-A, Chandigarh

24	<b>CHARU SHARMA</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>55200</b>	<b>9780112551</b>	<b>H.No. 620-A, Sec 32-A, Chandigarh</b>
25	<b>ANOOP PATHAK</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>55200</b>	<b>9478026632</b>	<b>H.No. 641, Sec 32-A, Chandigarh</b>
26	<b>KANWALJEET SINGH</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>55200</b>	<b>9781625270</b>	<b>H.No. 619, Sec 32-A, Chandigarh</b>
27	<b>VIJAY KUMAR</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>58600</b>	<b>9569129416</b>	<b>H.No. 564-B, Sec 32-A, Chandigarh</b>
28	<b>RAJENDER KUMAR</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>53600</b>	<b>9569208850</b>	<b>H.No. 559-B, Sec 32-A, Chandigarh</b>
29	<b>VINOD KUMAR SINGH</b>	<b>SURVEYOR</b>	<b>L-7</b>	<b>55200</b>	<b>9417315168</b>	<b>H.No. 608-A, Sec 32-A, Chandigarh</b>
30	<b>SHASHI BHUSHAN</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>47600</b>	<b>9779456402</b>	<b>H.No. 625-B, Sec 32-A, Chandigarh</b>
31	<b>VISHAL BHARDWAJ</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>46200</b>	<b>8901394824</b>	<b>J-0103, Wellington Height-II, TDI City, Sector - 117, Airport Road, Mohali</b>
32	<b>PRITAM CHAND</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>52000</b>	<b>9417862676</b>	<b>H.No. 604-A, Sec 32-A, Chandigarh</b>
33	<b>MUKESH KUMAR</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>52000</b>	<b>9803350925</b>	<b>H.No. 569-B, Sec 32-A, Chandigarh</b>
34	<b>SATYAVRATA SHASHIBHUSHAN</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>37600</b>	<b>9970803049</b>	<b>H.No. 2694, Sec 40-C, Chandigarh</b>
35	<b>RAHUL KUMAR SINGH</b>	<b>SURVEYOR</b>	<b>L-6</b>	<b>36500</b>	<b>7983463159</b>	<b>H.No. 619 A, Sec 32-A, Chandigarh</b>
36	<b>RANJEET SINGH</b>	<b>SURVEY ASSISTANT</b>	<b>L-7</b>	<b>66000</b>	<b>9417714558</b>	<b>H.No. 557, Sec 32-A, Chandigarh</b>

37	VINOD KUMAR	SURVEY ASSISTANT	L-7	66000	9465226762	H.No. 605-A, Sec 32-A, Chandigarh
38	OM PARKASH	SURVEY ASSISTANT	L-7	66000	9417936580	H.No. 988-A, Sec 17, Punchkula
39	RAMESH KUMAR	SURVEY ASSISTANT	L-7	66000	9417316945	H.No. 606-B, Sec 32-A, Chandigarh
40	MOHINDER PAL	SURVEY ASSISTANT	L-7	66000	9888460364	H.No. 568-A, Sec 32-A, Chandigarh
41	DINDAYAL SHARMA	SURVEY ASSISTANT	L-7	66000	9417184124	H.No. 604, Sec 32-A, Chandigarh
42	SURESH KUMAR	SURVEY ASSISTANT	L-7	64100	9417037889	H.No. 33, Green Enclave, Zirakpur Mohali
43	PARAMJIT SINGH	SURVEY ASSISTANT	L-7	64100	9417093446	H.No. 560-A, Sec 32-A, Chandigarh
44	G.S. BHALLA	SURVEY ASSISTANT	L-7	60400	9915505441	H.No. 665-B, Sec 32-A, Chandigarh
45	SUKHDEV SINGH	SURVEY ASSISTANT	L-7	58600	7837496105	H.No. 606, Sec 32-A, Chandigarh
46	VINAY KUMAR	SURVEY ASSISTANT	L-7	58600	9417151265	H.No. 559-A, Sec 32-A, Chandigarh
47	RAJ KUMAR SONI	SURVEY ASSISTANT	L-7	58600	9417301876	H.No. 560-B, Sec 32-A, Chandigarh
48	RUPINDER KR. SHARMA	SURVEY ASSISTANT	L-7	58600	9417249150	H.No. 596-A, Sec 32-A, Chandigarh
49	LEKH RAM	SURVEY ASSISTANT	L-6	37600	9914969593	H.No. 650-B, Sec 32-A, Chandigarh
50	RAM KUMAR	SURVEY ASSISTANT	L-6	37600	9888719780	H.No. 638, Sec 32-A, Chandigarh
51	CHINTAMAN RAM	SURVEY ASSISTANT	L-6	37600	9988408961	H.No. 595-B, Sec 32-A, Chandigarh

52	REENA BELIYA	SURVEY ASSISTANT	L-6	35400	9837439268	H.No. 3466, Sec 24-D, Chandigarh
53	PRADEEP KUMAR	D/MAN DIV-I	L-8	74300	9463654091	H.No. 595, Sec 32-A, Chandigarh
54	BAL KRISHAN	D/MAN DIV-I	L-8	74300	9417868742	H.No. 570-A, Sec 32-A, Chandigarh
55	D.K. BAJAJ	D/MAN DIV-I	L-7	70000	7589369089	H.No. 3329, Sec 32-D, Chandigarh
56	JAI RAM SINGH	D/MAN DIV-I	L-8	74300	9888110643	H.No. 567-A, Sec 32-A, Chandigarh
57	SUDESH KUMAR	D/MAN DIV-I	L-8	66000	9023906032	H.No. 562-A, Sec 32-A, Chandigarh
58	RATTAN SINGH	D/MAN DIV-I	L-8	72100	9417414828	H.No. 597, Sec 32-A, Chandigarh
59	RAJENDRA KAPOOR	D/MAN DIV-I	L-8	72100	9780931453	H.No. 564-A, Sec 32-A, Chandigarh
60	BIMLA NEGI	D/MAN GDE-I	L-8	68000	9878042278	H.No. 569, Sec 32-A, Chandigarh
61	NARESH KUMAR SACHDEVA	D/MAN GDE-I	L-7	56900	8727889981	H.No. 592-B, Sec 32-A, Chandigarh
62	S.P. SINGH	D/MAN GDE-I	L-7	58600	9888327711	H.No. 609-B, Sec 32-A, Chandigarh
63	SUNEEL KUMAR	D/MAN GDE-I	L-7	53600	9780360694	H.No. 561-A, Sec 32-A, Chandigarh
64	DEVENDRA KUMAR	OFFICE SUPERINTENDENT	L-7	56900	8427836299	H.No. 558-B, Sec 32-A, Chandigarh
65	AVANISH KUMAR SHARMA	ASSISTANT	L-7	52000	9463124676	H.No. 40, Balaji Enclave-2, Lohgarh, Zirakpur

66	HARINDER PAL SINGH	ASSISTANT	L-7	53600	7696672489	H. No. 164, Phase - 6, Mohali (Pb.)
67	PARAMJEET KAUR	ASSISTANT	L-6	47600	9872423542	H.No. 3442, Sec 23-D, Chandigarh
68	RAKESH SINGH	ASSISTANT	L-6	47600	9888255882	H.No. 1417-A, Sec 20-B, Chandigarh
69	GURNAM SINGH	ASSISTANT	L-6	42300	9465215908	H.No. 593, Sec 32-A, Chandigarh
70	PARAMJIT KAUR	ASSISTANT	L-6	39900	9501120002	H.No.570-B, Sec 32-A, Chandigarh
71	SUSHMA RANI	STENOGRAPHER GRADE II	L-7	55200	9815825291	H.No. 608, Sec 32-A, Chandigarh
72	SHAKTI BHUSHAN	D/MAN GDE-III	L-4	35300	9711027164	H.No. 377, Sec 40-A, Chandigarh
73	MATBAR TAMTA	UPPER DIV CLERK	L-5	38100	9781677419	H.No. 636, Sec 32-A, Chandigarh
74	SIKANDER SINGH	UPPER DIV CLERK	L-4	32300	9103397542	H.No. 227, Sector - 38 west, D.M.C., Chandigarh
75	M. P. MANDAL	UPPER DIV CLERK	L-4	28700	8146631456	H.No. 639, Sec 32-A, Chandigarh
76	KULDIP KUMAR	UPPER DIV CLERK	L-4	28700	8054236636	H.No. 629, Sec 32-A, Chandigarh
77	GURCHARAN	UPPER DIV CLERK	L-4	34300	9888983658	H.No. 651-A, Sec 32-A, Chandigarh
78	ANKIT KUMAR	LOWER DIV CLERK	L-2	21100	9955106565	H.No. 629-A, Sec 32-A, Chandigarh
79	JYOTI PRUTHI	LOWER DIV CLERK	L-2	19900	7678680445	H.No. 618-A, Sec 32-A, Chandigarh



80	NARINDER SINGH	LOWER DIV CLERK	L-2	28400	9463220391	H.No. 643, Sec 32-A, Chandigarh
81	PUNEET BHALLA	P/TABLER GDE IV	L-3	26000	7906807670	H.No. 626, Sec 32-A, Chandigarh
82	KAMLA KAPDIYAL	P/TABLER GDE IV	L-3	25200	6397763771	H.No. 649-A, Sec 32-A, Chandigarh
83	SUKHWINDER SINGH	P/TABLER GDE IV	L-3	27600	9319482348	H.No. 653-B, Sec 32-A, Chandigarh
84	JAI PAL	S.K. GDE-IV	L-3	28400	9988614020	Village-Keimbvala(U.T.), Chandigarh
85	SANDEEP KUMAR	S.K. GDE-IV	L-3	28400	8146760860	H.No. 652-B, Sec 32-A, Chandigarh
86	BUA SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	42800	9888934131	H.No. 637, Sec 32-A, Chandigarh
87	BALKAR SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	41600	9417936908	H.No. 608, Ward No.4, Dashmesh Nagar, Zirakpur
88	HARNAM SINGH	M.T. DRIVER CUM MECHANIC GRADE I	L-5	40400	9780984373	H.No. 614, Sec 32-A, Chandigarh
89	NARESH KUMAR THAPA	M.T. DRIVER CUM MECHANIC GRADE I	L-5	40400	7837279318	H.No. 647, Sec 32-A, Chandigarh
90	SHYAM LAL	M.T. DRIVER CUM MECHANIC GRADE I	L-5	40400	9023937045	H.No. 648, Sec 32-A, Chandigarh
91	MANMOHAN SINGH	M.T.DRIVER CUM MECHANIC GRADE I	L-5	40400	9646499985	H.No. 622, Sec 32-A, Chandigarh

92	RAJ KANWAR SINGH MALIK	SECURITY SUPERVISOR	L-6	53600	9855056798	H.No. 627-A, Sec 32-A, Chandigarh
93	HIRDE RAM	JEMADAR	L-4	37500	9888553872	H.No. 624, Sec 32-A, Chandigarh
94	SIRAJ KHAN	DAFTRY	L-3	35000	9041395340	H.No. 622-A, Sec 32-A, Chandigarh
95	AMAR SINGH	DAFTRY	L-3	34000	9872416898	H.No. 656, Sec 32-A, Chandigarh
96	KESHAV KUMAR	DAFTRY	L-3	34000	9501536191	H.No. 627, Sec 32-A, Chandigarh
97	BHAGWAN DIN	DAFTRY	L-3	34000	7508714107	H.No. 645, Sec 32-A, Chandigarh
98	JAMUNA	DAFFADAR	L-2	33000	8557893541	H.No. 577, Sec 32-A, Chandigarh
99	BAL GOBIND	DAFFADAR	L-3	34000	9878452651	H.No. 554-B, Sec 32-A, Chandigarh
100	MAHINDER SINGH	DAFFADAR	L-3	34000	9780985487	H.No. 612-B, Sec 32-A, Chandigarh
101	KUSHAL	DAFFADAR	L-3	34000	9781366949	H.No. 572-B, Sec 32-A, Chandigarh
102	HANS RAJ	DAFFADAR	L-3	34000	9356288496	H.No. 645-A, Sec 32-A, Chandigarh
103	RAM DEV	DAFFADAR	L-3	34000	8872387497	H.No. 659-B, Sec 32-A, Chandigarh
104	MAHENDRA RAM	DAFFADAR	L-3	34000	8968734870	H.No. 573-A, Sec 32-A, Chandigarh
105	KASHMIRI LAL	DAFFADAR	L-3	34000	9466957507	H.No. 578, Sec 32-A, Chandigarh
106	MANOJ KUMAR	KHALASI	L-2	32000	9915103905	H.No. 648-A, Sec 32-A, Chandigarh

107	PRAHLAD SINGH	DAFFADAR	L-3	34000	8198838571	H.No. 588, Sec 32-A, Chandigarh
108	KUNWAR TAMTA	DAFFADAR	L-3	34000	9780923981	H.No. 634-B, Sec 32-A, Chandigarh
109	SURESH GOPE	DAFFADAR	L-3	34000	8872387796	H.No. 586-B, Sec 32-A, Chandigarh
110	JABAR SINGH	DAFFADAR	L-3	34000	9463742261	H.No. 646-A, Sec 32-A, Chandigarh
111	DEVI SINGH	KHALASI	L-3	34000	9888833682	H.No. 614-A, Sec 32-A, Chandigarh
112	BENI RAM	KHALASI	L-2	33000	9878591466	H.No. 589, Sec 32-A, Chandigarh
113	SUKAR RAM	KHALASI	L-3	33000	9525627518	H.No. 553, Sec 32-A, Chandigarh
114	RAM KALAP	KHALASI	L-3	32000	9417840114	H.No. 581-B, Sec 32-A, Chandigarh
115	BALWINDER SINGH	KHALASI	L-2	28400	9780826452	Village-Togapur, Dist-Mohali (Punjab)
116	GURMEET SINGH	KHALASI	L-2	28400	9646332132	H.No. 644, Sec 32-A, Chandigarh
117	SANTOSH KUMAR	KHALASI	L-2	26800	9780931583	H.No. 574-A, Sec 32-A, Chandigarh
118	AMITA DOGRA	KHALASI	L-2	26000	9780236272	H.No. 636-A, Sec 32-A, Chandigarh
119	NIRMAL KUMAR	KHALASI	L-2	26000	9779333615	H.No. 585-B, Sec 32-A, Chandigarh
120	ANIL RAM	KHALASI	L-2	26000	7837517874	H.No. 575-B, Sec 32-A, Chandigarh

121	GURCHARAN SINGH	KHALASI	L-2	26000	7837186877	Village-Rampur Jangi, Panchkula, Haryana
122	SHANKAR RAM	KHALASI	L-2	26000	9876759982	H.No. 573-B, Sec 32-A, Chandigarh
123	KANTI DEVI	KHALASI	L-1	24200	9464541085	H.No. 574, Sec 32-A, Chandigarh
124	NIRANJAN RAM	KHALASI	L-1	22800	9876747155	H.No. 657-A, Sec 32-A, Chandigarh
125	RAJ KUMAR	KHALASI	L-1	22800	8728882792	H.No. 575-A, Sec 32-A, Chandigarh
126	VAZEER RAM	KHALASI	L-1	22800	9780355389	H.No. 634-A, Sec 32-A, Chandigarh
127	AMIT SINGH	KHALASI	L-1	21500	9896268752	H.No. 630-A, Sec 32-A, Chandigarh
128	SARITA DEVI	KHALASI	L-1	19100	8699859325	H.No.571-B, Sec 32-A, Chandigarh
129	SATISH YADAV	M.T.S	L-1	18500	8360643543	Nayagaon, Block-A, Ward No- 15, Near Balmiki Mandir
130	PAWAN KUMAR	SAFAI KARAMACHARI	L-2	33000	8398950320	H.No.633, Sec 32-A, Chandigarh
131	DHARAM SINGH	WASH BOY	L-4	38600	9878422864	H.No. 1804, Vikas Nagar, Moli Jagra, Chd.

SURVEY OF INDIA

ALLOTMENT OF FUNDS FOR THE YEAR 2020-21 BASED ON B.E. 2020-21 FOR AUGUST, 2019

NORTHERN ZONE & PUNJAB, HARYANA & CHANDIGARH GDC

GDC/SPECIAL ISED CODE	SALARIES	WAGES	OTA	MEDICAL TREAT	DOMESTIC TRAVEL EXP. 01-00-11			FOREIGN TRAVEL EXP. 01.00.12	01.00.13 OFFICE EXP.					RENTS RATES & TAXES 01.00.14	TOTAL X
					COL. 1	COL. 2	TOTAL		COL. 1	COL. 2	COL. 3	COL. 4	TOTAL		
NORTHERN ZONE	0	0	0	2,00,000	2,00,000	0	2,00,000	0	0	50,000	45,000	50,000	1,45,000	0	5,45,000
PUNJAB, HARYANA & CHANDIGARH GDC	12,41,85,000	25,00,000	0	18,00,000	5,50,000	6,00,000	11,50,000	0	27,50,000	1,60,000	4,50,000	6,00,000	39,60,000	2,50,000	13,38,45,000

GDC/SPECIAL ISED CODE	OTHER ADM EXP.	SUPPLIES & MATERIAL	ADVT. & PUBLIC ATION	PROFESSIONAL SERVICES 01.00.28			GRANT IN AID GENERAL 01.00.31	GRANT IN AID GENERAL 01.00.36	GRANT IN AID GENERAL 01.00.50	OTHER CHARGES (CHARGED)	TOTAL Y	GRAND TOTAL (X+Y)	DEPT. CANTEEN
				COL. 1	COL. 2	TOTAL							
NORTHERN ZONE	2,000	1,00,000	0	0	0	0	0	0	0	1,02,000	6,47,000	0	
PUNJAB, HARYANA & CHANDIGARH GDC	0	3,50,000	0	5,00,000	27,00,000	32,00,000	0	0	0	35,50,000	13,73,95,000	6,54,000	

**PUNJAB, HARYANA & CHANDIGARH GDC, CHANDIGARH**

Maps	Sheets falling in AOR	Category					Record		
		Top Secret	Secret	Frozen	Restricted	Un-Restricted	Field Record	Sheet files	Volume
<b>1:250K Topo Maps (Everest/Polyconic)</b>	<b>11</b>	-	-	-	6	5	-	Available	-
<b>1:50K Topo Maps (Everest/Polyconic)</b>	<b>162</b>	-	-	-	70	92	Available	Available	-
<b>1:25K Topo Maps (Everest/Polyconic)</b>	<b>634</b>	-	-	-	266	368	Available	Available	-
<b>1:50K Open Series Maps</b>	<b>162</b>	-	-	-	-	162	-	Available	-
<b>1:50K Defence Series Maps</b>	<b>162</b>	-	-	-	162	-	-	Available	-
<b>Strip Maps INDO-PAK boundary</b>	<b>38</b>	-	38	-	-	-	Available	Available	Available
<b>Strip Maps HR-UP boundary</b>	<b>14</b>	-	-	-	-	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
92.	Tent & Clothing Register
93.	Incoming & Outgoing Invoice Register (Store)
94.	Log Book (ABAS) Biometric Machine