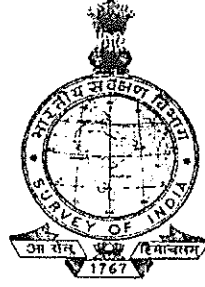


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भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA

जम्मू व कश्मीर
भू-स्थानिक आँकड़ा केंद्र
Jammu & Kashmir Geo-
spatial Data Centre

सं. No. त 37/जी-10(तक.)

दिनांक Dated: 27-05-2016

कार्यालय आदेश सं० 61 दिनांक 27, मई, 2016
Office Order No. _____ Dated _____ May, 2016

दिनांक 01.06.2016 से जम्मू व कश्मीर भू-स्थानिक आंकड़ा केंद्र के तकनीकी कार्यों के लिए निम्न प्रकार से पुनर्गठन किया जाता है

The following reorganization will be effective from 01.06.2016 in order to execute the technical works in J&K G.D.C.

Sh. Pardeep Singh, Superintending Surveyor, Director (Current Duty)

• **TECHNICAL SECTION:**

Technical Section will function under the direct control of Director, J&K GDC as under:

Technical Officer –Sh. Maheshwar Singh, Officer Surveyor

1. Shri Yog Raj, D/Man Div-I
 2. Shri Rameshwar, Surveyor
-
- (i) Preparation of Annual Action plan for J&K GDC.
 - (ii) Compilation of General/Technical Reports and Supplement to General Reports and other reports/return and its timely submission to S.G.O./Zonal Office.
 - (iii) Liasoning and collection of technical and administrative information pertaining to the Area of responsibility of J&K GDC.
 - (iv) To assist Director, J&K GDC on all technical matters.
 - (v) Correspondence on behalf of Director, J&K GDC on routine technical matters.
 - (vi) Supply of data (co-ordinates, heights and distances) to indenters.
 - (vii) Maintenance of Benevolent Fund J&K G.D.C.
 - (viii) Any other duty assigned by Director, J&K GDC.

DATA TRANSFORMATION WING (DTW):

Digital Transformation wing shall be monitored by Technical Officer.

• **DIGITAL SECTION-I:**

Section Officer- Shri. Deepak Kumar, Officer Surveyor

- i) Shri. Deepak Balotra, Syr
- ii) Shri Vijay Kumar, Syr
- iii) Shri Phuntsog Angchuk, Syr
- iv) Smt. Anita Angural, D/Man-I,
- v) Smt. Rekha Salathia, D/Man Gde-II
- vi) Smt. Pushpma Arora, D/Man Gde-II

• **DIGITAL SECTION-II:**

Section Officer- Shri. Ajay Kumar, Officer Surveyor

- i) Shri Vinod Raina, Syr
- ii) S. Dalbir Singh, Syr
- iii) Shri Sanjay Kumar, Syr
- iv) S. Harcharan Singh, D/Man Div.-I
- v) Shri Ashwani Kumar, D/Man Div-I
- vi) Shri Ashok Kumar, D/Man Div-II

• **DIGITAL SECTION-III**

Section Officer- Shri. J.S. Bangari, Officer Surveyor

- i) Shri Krishan Gopal, D/Man Div.-I
- ii) Smt. Shakuntla Kundan, D/Man Div.-I
- iii) Shri Zafar Iqbal, Syr
- iv) Shri Ram Pal Sharma, D/Man Div.-I
- v) Shri Lukesh Kumar, Syr
- vi) Smt. Pawan Sharma, D/Man Div-I

• **DIGITAL SECTION-IV**

Section Officer- Shri. S.N. Chaudhary, Officer Surveyor

- i) Shri Vijay Kumar, D/Man Div.-I
- ii) Shri Rattan Lal, D/Man Div.-I
- iii) Smt. Updesh Kaur, D/Man Div.-I
- iv) Smt. Koushal Kumari, D/Man Div.-I
- v) Shri Shubh Karan, Syr
- vi) Shri Daman Kumar, Syr
- vii) Shri Bhanu Pratap, Syr

Responsibilities of Digital sections:

(As per approved Annual Action Plan)

- (i) Digitisation, Preparation of DTDB/DCDB on 1:25k, 1:50k & 1:250k scales.
- (ii) Submission of OSM/DSM sheets to MO-GSGS for security clearance/issue of Blue Indents.

- (iii) Submission of OSM/DSM sheets to International Boundary Directorate for obtaining international boundary approval.
- (iv) Submission of OSM/DSM sheets to N.G.D.C. for generation of CYMK.
- (v) Timely submission of all the returns in the standard format as desired by the Director/In-charge.
- (vi) Weekly /Fortnightly/Monthly back-up of the ongoing works in the section.
- (vii) Submission of final data on completion to the Data Management Section.
- (viii) Any other job assigned by Director/ In-charge.

Note: In absence of section officer, the next senior most officer shall perform the duties of section officer.

• **DATA MANAGEMENT SECTION:-**

Section Officer –Shri. R.D.Shah, Officer Surveyor

- i) Shri. Darshan Kumar,D/man Div-I

Responsibilities:

- (i) All matters related to data archival, data dissemination with reference to all types of digital data/scanned aerial photograph/satellite imagery/Extra-Departmental projects data etc. in the GDC.
- (ii) All policy matters/guidelines issued by S.G.O with reference to data archival/security/safety/dissemination etc. are to be followed strictly.
- (iii) All matters with reference to preparation and updation of status related to above activities pertaining to our area of responsibility .
- (iv) Maintenance and upkeep of all the licensed softwares and other softwares of GDC.
- (v) Routine system maintenance of the systems in GDC and periodic updation of anti-virus software.
- (vi) Work out co-ordinates, heights and distances to be supplied to the indenter.
- (vii) Any other job assigned by Director/ In-charge.

• **Field Section:**

Section Officer – Shri. Gopi Chand, Officer Surveyor

Responsibilities:-

- (i) To plan and execute all the departmental/extra departmental/project field work in accordance to the approved field programme.
- (ii) Any other job assigned by Director/ In-charge

• **EXAMINATION SECTION**

Section Officer – Smt. Soma Devi, Chief D/Man

- i) Shri. Dharam Pal, D/man Div-I
- ii) Shri. Vijay Kumar,D/man Div-I

Responsibilities:-

- (i) OSM/DSM (1:50,000 scale) -Examination of POPs at all stages viz. preliminary/intermediate/final.
- (ii) Examination of proofs of topo-sheets generated from DTDB on 1:25,000 scale.
- (iii) To follow the latest guide lines/policies with reference to OSM/DSM, fair-mapping, digitization while carrying out the examination work.
- (iv) Verification and authentication of administrative boundary maps/charts supplied by the indenters.
- (v) Any other job assigned by Director/ In-charge

• **STORE & M.T. SECTION:**

ASO- Shri. Ajay Kumar, Officer Surveyor

SK- Shri.Desh Kumar, D/man Div-I

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) Matters 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.Ds on duties.
- (viii) Correspondence related to above jobs.
- (ix) Any other job assigned by Director/In-charge/ASO.

• **RECORDS & MAINTENANCE SECTION:**

Technical Officer shall be record officer.

- i) RK-I: Shri. Rattan Lal, Survey Assistant
- ii) RK-II: Shri Raj Pal Dubey, D/Man Div.-I
- iii) RK-III: Shri Shashi Jamwal, Surveyor
- iv) Shri Balbir Chand, D/Man Gde-II – for Assistance.

Responsibilities:-

- (i) Record keeping.
- (ii) Maintenance of all records, maps, air photographs etc.
- (iii) Submission of all returns related to records.
- (iv) Completion of all Records Ledgers/Registers and authentication of entries and its periodical 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 Jammu and Kashmir GDC.
- (viii) Maintenance of Office Copies of maps.
- (ix) Any other job assigned by Director/ In-charge.

- **SECURITY:-**

Security Officer: Shri Maheshwar Singh, Officer Surveyor
Security Supervisor: Shri Balkar Nath, P/TrGde.-II

Responsibilities:

- (i) All security related work.
- (ii) Deployment of Guards.
- (iii) Maintenance of Visitor Registers.
- (iv) Any other job assigned by Director/Security officer.

- **VERIFICATION OF RECORDS**

- (i) Shri Sanjeev Kumar, D/Man Div.-I
- (ii) Shri M.S. Isher, D/Man Div.-I

Responsibilities:

- (i) 100% physical verification of Records.

- **ESTATE SECTION:**

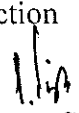
Estate Section will function under the direct control of Director, J&K GDC

1. Shri Surinder Mohan, D/Man Div-I

Responsibilities:

- (i) All estate matters, including liasioning with CPWD.
- (ii) Deployment of Gr-C (erstwhile Gr-D) staff on section duties & other office duties.
- (iii) All Correspondence related to Estate matters.
- (iv) Oversee cleanliness of Office Building & campus.
- (v) Any other duty assigned by Director, J&K GDC.

- Sh. Dushyant Kumar Sharma, D/Man Div-I: Deputed in C-Section


(Pardeep Singh)
Director (Current Duty)

DISTRIBUTION:-

1. The Surveyor General of India for information please.
2. The Addl. Surveyor General, Northern Zone Chandigarh for information, please.
4. Technical Officer /A.S.O. / DDO / S.O. Data Management Section/S.O./R.K.-I, II & III/Estate Section for information and necessary action.
5. Section Officer I, II, III& IV for information and necessary action.
6. S.O. Exam for information and necessary action.
7. I/C Website, SOI Website(admn.soi@gov.in) with a request to upload the office order on SOI website **(By email)**.