**Information under Para 4(1)(b) of Chapter II RTI Act – 2005 in respect of**

**Addl. Surveyor General, Western Zone, Jaipur**

**1. The particulars of organization, functions and duties.**

(i) The Office of Addl. Surveyor General, Western Zone of Survey of India, Department of Science and Technology under Ministry of Science and Technology, Government of India, is under Office Of Surveyor General of India, Dehra Dun. The AOR comprises of Gujarat, Daman & Diu Geo-spatial Data Centre, Gandhi Nagar and Rajasthan Geo-spatial Data Centre, Jaipur.

Western Zone, Survey of India, Great Arc Bhawan, Sector-10, Vidyadhar Nagar, Jaipur 302 023

Tel.No. 0141-2232341, Fax No.0141-2236286

E-mail: addlsgwz@gmail.com

Office of Director, **Rajasthan Geo-spatial Data Centre, Survey of India,** “Great Arc Bhawan-II”, Sector-10, Vidyadhar Nagar, **Jaipur (Rajasthan)** Pin 302 039

Area- 3,42,239 sq km

No. of OSM Sheets on 1:50K - 516

Phon No. : 0141-2236840

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E-mail : surwest@datainfosys.net

Office of Director, **Gujarat, Daman & Diu Geo-spatial Data Centre, Survey of India,** Sir Creek Bhavan, Sector 10-A, P.B.No.1, **Gandhi Nagar (Gujarat)** Pin 382 010

Area – 1,96,135 sq km

No. of Sheets OSM on 1:50K - 298

Phone No. : 079-23240451-52, 23238469

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**Data A/T Wing, Survey of India**

Agency Building, Opp. Rajbhawan,

**Mount Abu (Rajasthan)** Pin 307 501

Phone & Fax No.: 02974-235130

(ii) Overall responsibility for the efficient performance of both the GDCs i.e. Gujarat, Daman & Diu GDC and Rajasthan GDC.

(iii) To finalize the programme of technical work for GDCs / Directorate Offices and also implementing the action plan in both the DCSs / Directorate under the Control of Zone.

(iv) Addl. Surveyor General is responsible for implementation of technical policies and procedures of the department in both the GDCs / Directorate under his control. He will also submit the feedback and suggestions to SG for improving there policies.

(v) Addl. Surveyor General of Zone is responsible for continuously and periodically monitoring progress of technical work according to prescribed norms.

(vi) Addl. Surveyor General of Zone will be responsible for ensuring implementation of the restriction policy in force from time to time.

(vii) Addl. Surveyor General shall promote the awareness to use the available products and Service of the department.

(viii) To give approval for the project work to be under taken by GDCs / Directorate within their resources up to the financial limit as lay down by the Surveyor General from time to time.

(ix) Addl. Surveyor General, Zone is responsible for timely disposal of all vigilance / disciplinary matters concerning the GDCs / Directorate / Office placed under him.

(x) He will ensure optimum utilization of the budgetary allotment for his Zone and will ensure that prior approval / sanctions from the appropriate authorities are obtained before the expenditure is incurred.

(xi) Allocating targets and tasks to GDCs as per the resources available and monitoring the achievements of GDCs, under his control.

(xii) To give feedback and suggestions to Surveyor General for filling up of vacant posts within Zone.

(xiii) Carry out annual O & M inspection of GDCs. Ensure that outdated equipments are replaced in time and manpower is continuously reoriented retained as per the technological requirement so that no idle group is formed.

(xiv) Submission of consolidated budget estimate and other administrative and technical returns to Surveyor General.

(xv) Other duties assigned by Surveyor General / Superior authorities.

**2. The Powers and duties of its officers.**

 (A) **Deputy Surveyor General - Dr. M. C. Tiwari**

1. Perform all the duties and responsibilities of Deputy Surveyor General of Western Zone Office.
2. Assist Addl. Surveyor General in maintain proper discipline and morel in Zone Office.
3. Correspondence pertaining to administration, technical and store work will be routed through him.
4. Liaise with Technical Officer, Establishment & Account Officer and Assistant Store Officer for timely action on files.
5. Any other Technical / Administrative work assigned by Addl. Surveyor General.

 **(B) Technical Officer – Shri M.S. Alam, Officer Surveyor**

(i) Will deal with all technical correspondence received from higher authorities, GDCs / Offices of Survey of India and from outside agencies after taking approval from DSG / Addl. SG.

(ii) Ensure timely submission of all technical reports and returns in time by both GDCs.

(iii) Keep a close watch on the functioning of technical section. Scrutiny of returns, reports of both GDCs, Scrutiny and monitoring of Targets & Achievements’ of both GDCs.

(iv) Issue guide lines / suggestions for timely completion of Targets as per Annual Action Plan in consultation with Addl. SG / DSG.

(v) Issue / Forward Technical orders / Targets / Guidelines etc received from higher authorities to both the GDCs for implementation.

(vi) Liase between SGO & both GDCs to solve the clarification on technical matters sought by GDCs.

1. Other duties assigned by superior authorities.

 **(C) Central Public Information Officer – Shri M.K. Bansal, Officer Surveyor**

(i) Will deal with all the correspondence related to RTI act in consultation with first appellate authority Dr. M.C. Tiwari, Dy. Surveyor General.

(ii) Will work as Drawing & Disbursement Officer for Zone Office.

(iii) Keep a close watch on the functioning of Adm. Section and will ensure timely action on Adm/Fund related letters. He will correspondence with SGO / GDCs to forward / settle issues after taking approval from DSG / Addl.SG.

(iv) Other duties assigned by superior authorities.

 Details of other employees as attached as Annexure “A”.

*Annexure “A”*

**DIRECTORY OF EMPLOYEES OF WESTERN ZONE AS ON 1ST APRIL, 2012**

|  |  |  |
| --- | --- | --- |
| **Sl.No.** | **Name****S/Shri** | **Designation** |
| 1 | Dr. M.C. Tiwari | Deputy Surveyor General |
| 2 | Smt. C. Lakshmanan | P.S. |
| 3 | M.S. Alam | Officer Surveyor |
| 4 | M.K. Bansal | -do- |
| 5 | Narottam Lal  | Office Superintendent  |
| 6 | N.C. Meena | Assistant |
| 7 | Girish Kinra | -do- |
| 8 | C.L. Yadav | -do- |
| 9 | R.K. Gupta (Attached with RGDC) | -do- |
| 10 | Ram Anuj Saadh | UDC |
| 11 | Prakash Chandra | -do- |
| 12 | Ashok Ramchandani | D/Man Div.I |
| 13 | K.L. Meena | Survey Assistant |
| 14 | D.K. Mehra | -do- |
| 15 | Lal Chand Jangid | MTD |
| 16 | Jagdish Prasad Meena | MTD |
| 17 | Rajendra Kumar | Daftry |
| 18 | Suresh Chandra | Khalasi |
| 19 | Mahesh Chand | -do- |
| 20 | Babna Ram | -do- |
| 21 | Girish Chandra | -do- |
| 22 | Bhanwar Lal | -do- |
| 23 | Matadin | -do- |
| 24 | Bhopal Singh | -do- |
| 25 | Ram Das | -do- |
| 26 | Deepak Uniyal | -do- |
| 27 | Ganpat Lal | Safaiwala |