

# Prantik Care The Earth Geo Info Solutions Pvt. Ltd

**Maa Mati Samaj**

A Ministry of Corporate Affairs empanelled ISO 9001: 2015 Certified Private Limited Company Operating in the Federals of Remote Sensing, GIS, Information Technology & Survey Engineering

CIN No: U72200WB2016PTC217241; Registration No: 217241

GST Registration Number: 19AAICP8456G1ZW

Udyam Aadhar Registration No: UDYAM-WB-04-0000121

Ref No: PCTEGIS/ Offc. Admin/2021-22/.....

Dated: the Prantik, 13<sup>th</sup>. August, 2021

## Circular/ Notice

Board of Directors, Prantik Care The Earth Geo Info Solutions Pvt Ltd herein notifies the formation of the following committees for the Financial Year 2020-21 for the swift functioning of the different activities of the Office with effect from date of publication of the notice. The detail of the members along with the functions of the committees are herein notified below and at the same time it is clearly instructed to all employees and well wishers of the organization to report their respective problem to the committees as has been mentioned. And at the same time, to resolve the conflicts it is clearly stated that respective issues are only to be solved by respective committee only and if brought under purview of the others will not be entertained. And all committees will have to resolve any matter within seven (07) days from the matter brought under their consideration.

| Sl.No | Name of the Committee               | Members  | Chairman/Chairperson    | Functions  |
|-------|-------------------------------------|--|-------------------------|--|
| 1     | <b>5 Member Stranding Committee</b> | A.K.Chakrabortti, Mumtak Lego, A Chakraborty, Sk H Rahaman, Tanay Pandit | <b>A.K.Chakrabortti</b> | Core Committee on Office Administration, Investment, and Management. This committee will review the activities of the office on every 15 <sup>th</sup> . Day of the month. (Meeting) |

Prantik Care The Earth Geo-Info Solutions Pvt. Ltd; Head Offc: 59 D, Adarsha nagar West, Kolkata-700061; Branch Office: 3/14, K B G Sarani, Prantik Township, Santiniketan, Birbhum, West Bengal

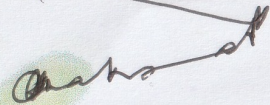
Email: [ceo.pctegis@gmail.com](mailto:ceo.pctegis@gmail.com); [director.pctegis@gmail.com](mailto:director.pctegis@gmail.com)

Website: [www.pctegis.com](http://www.pctegis.com)





| Sl.No | Name of the Committee                  | Members  | Chairman/Chairperson   | Functions   |
|-------|--|--|--|---|
| 2     | 10 Member Planning Committee           | A.K.Chakrabortti, Mumtak Lego, A Chakraborty, Sk H Rahaman, Tanay Pandit, Monotosh Saha, J Pratiher, | ASO (Planning)   | Supreme committee on Planning, Tour, Schemes, etc. This committee will review the proceedings of the office on every 30 <sup>th</sup> . Day or the last day of the month and place its plan to run the office within every 5 <sup>th</sup> . Day of the month |
| 3     | Finance and Accounts Committee         | Mumtak Lego, Subrata Giri, A.K.Chakrabortti, Sk H Rahaman  | Finance and Accounts Officer, PCTEGIS                          | a. Salary, b. Incentives, c. Accommodation, d. Food   |
| 4     | Disciplinary Committee                 | A.K.Chakrabortti, Mumtak Lego, Biswajit Ghosh, Golam Rosul, Probir Mondal                            | SSO(Arch/Plan)- Member Secretary<br>Director cum CAO- Chairman | Staff attendance, discipline, Dress and uniform etc   |
| 5     | Business Development, Cultural Affairs | Ansuman Chakraborty, Jaideb Pratiher, Sk H Rahaman, Prosonno Karmakar                                | Chief Scientific Officer                                       | Business Development, Cultural Activities,  |

  
(Amal Krishna Chakraborty), Retd. W.B.C.S.(Exe)  
Director cum Chief Administrative Officer,  
Prantik Care The Earth Geo-Info Solutions Pvt Ltd  
Prantik, Santiniketan, Birbhum  
West Bengal, India

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Website: [www.prantikcaretheearth.org](http://www.prantikcaretheearth.org)



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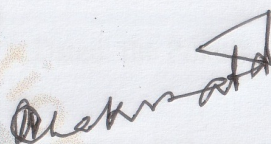
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Copy to:

- a. The Chief Scientific Officer, PCTEGIS for necessary actions
- b. The Finance and Administration Officer, PCTEGIS for necessary actions
- c. All HoD's , PCTEGIS for necessary actions
- d. All Employees, PCTEGIS for necessary actions
- e. Spare Copy

  
(Amal Krishna Chakrabortti), Retd. W.B.C.S.(Exe)  
Director cum Chief Administrative Officer,  
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Prantik, Shantiniketan, Birbhum  
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