



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

GSTIN: 19AAICP8456G1ZW

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



Ref No: PCTEGIS/ HR/2023-24/01

Dated: the Prantik, 13th. April, 2023

Rooster of Works for the Employees across Department of Maa, Maati Samaj PCTEGIS for the period 5th April-17th May, 2023

Don'ts at Office

- Be in Your own chair. Do not flock behind Colleagues. If anyone has any query kindly summon the HoD/ Project P.I. and solve it amicably. Office is not a place of gossip except the Tea Break at Evening and day time from 11:30 A.M.-11:45 A.M. and 4:30 P.M. to 4:45 P.M. GM (Projects) is given the authority to show cause/ suspend/impose fine of 50.00 INR on any person who shall be found to flock behind anyone or gossip during the office hours.
- Everyone shall have to submit their daily DPR to ASO, PCTEGIS, who shall submit the same to FAO. FAO will oversee the quantum of works done each day by each incumbent and submit it to GM(Projects)who will finally put comment on each day and submit it to Director cum CAO for his kind perusal and necessary actions and performs necessary proceedings for Weekly Best Employee and Worst Employee
- Please keep the decibel low because howling impedes the swift flow of work.
- Everyone shall be on official uniform except those who are not provided. FAO is requested to purchase immediately for those who have not and give them on hand. A Disciplined and uniformed office adhere a sense of professionalism and also looks good. None is allowed to enter the office without office uniform and if entered will be fined with a sum of 10.00 INR to be deposited with FAO for the day including herself too. Or if anyone has any problem regarding the uniform should be informed beforehand.
- No one is allowed to work on the desktop-PC of CSO without his prior consultation of the concerned incumbent. As it is the store house of all important credentials of the Company since inception. No one is allowed to store anything in C drive of his/her Computer or Desktop. If found during checks by CSO will be fined with a sum of 50.00 INR. Those who use to store are requested to vacate their Desktops on immediate basis.

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f. After office arrange the chairs properly, keep water bottles in the office kitchen individually and shut down the computers properly. Who so ever will be found not to organize the papers and files properly or arrange their desktop PC or keep water bottles in kitchen shall be fined with 50.00 INR. Shri Promod Kumar Deo GM (projects) to oversee the entire matter and submit the photographic evidence of the same in group each day before leaving the office. His decision regarding these issues will be final.

g. Timings of office will remain unchanged from 10:00 A.M.- 6:30 P.M. as has been provided in the appointment orders. No work shall be entertained at office beyond 8:00 P.M. by anyone.

h. Those who would not be able to complete the work on time shall be sacked. GM (Projects) in consultation with CSO shall provide the details of duty to be performed by each employee vividly in this roster and work has to be done accordingly, is found to violate shall be show caused or fined with penalty in form of deduction of salary of 500.00 INR/monthly. If there is any deviation shall have to be informed beforehand.

i. Cooperation is solicited from all in form of proper management of the Office. In absence of Ansuman Chakraborty, CSO cum Organizational HR and HoD (Survey), the files managed by him shall be handled by the following incumbents as herein given below:

Annexure-I

Sl.No	Name of the Incumbent	Time Schedule provided to Consult with Ansuman Chakraborty regarding works "DADA k Bolo SCHEME" Call or text on 7085786885 You can also reach "DADA" through the Feedback link of CSO through the link provided in his mail for personal aspects using http://www.pctegis.com/feedback.php In his email id cso.pctegis@gmail.com	Files/ Duties Assigned
1	Shri Amal Krishna Chakrabortti	As per his availability of time and requirement	Overall management of the Office and timely submission of works. Final decision against any activity or matter

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2	Miss Mumtak Lego	9:00 A.M.- 9:40 A.M. on each day (Administrative/ HR/ Fooding Issues/ Uniform/ Other Office protocols/ Holiday/ leave etc)	a. to sit in the chair of CSO in the front room and control the works of the front two rooms on each day in absence of Ansuman Chakraborty and Shri Probir Mondal. No decision can be made without consultation with Shri Ansuman Chakraborty and if taken shall be the sole responsibility of the incumbent herself b. to manage the HR aspects of the office directly without referring to CSO cum HR and HoD(Survey). Only over phone discussion is sufficient. c. to manage the fooding as per the routine and financial capacity. If there is any issue with finance she should clearly inform the staffs and maintain the peace and decorum of the office or allocation of room in staff mess at her own discretion. No one will be allowed in the staff

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			Mess without prior consultation with the incumbent
3	Shri Promod Kumar Deo	6:30 P.M-7:00 P.M.	d. Weekly Best Employee and Worst Employee notification b. All technical works directly on behalf of CSO. Just intimation over phone is sufficient. c. Sanction of leave of technical employees. Just over phone intimation to CSO is sufficient in absence of CSO from office d. Submission of tenders and bids e. Preparation of technical report f. maintenance of the discipline and decorum of office
4	Shri Biswajit Ghosh	6:00 P.M.-6:30 P.M.	a. To oversee Purulia and Katwa cadastral Survey works, submission of database, maps, submission of status report on regular basis, communication with clients and efficient Project

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			Management. If the Project suffers it will be his responsibility henceforth. b. Preparation of maps and reports for all survey based projects or DINLRMP when ever needed.

(Shri Ansuman Chakraborty),

Director II cum CSO and SSO (Survey) and Organizational HR

M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd

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Annexure II

Monthly Work Rooster (Employee wise)

Sl.No	Name of the Employee as per Office Chronology/ Hierarchy/ performance	Designation	Department	Duties Assigned	Time Schedule provided to Consult with Ansuman Chakraborty regarding works "DADA k Bolo SCHEME" text on 7085786885 You can also reach "DADA" through the Feedback link of CSO through the link provided in his mail for personal aspects using http://www.pctegis.com/feedback.php In his email id cs0.pctegis@gmail.com Already specified
1	Shri Amal Krishna Chakrabortti	Director cum CAO	Maa	a. To oversee the progress of works of Purulia and Katwa cadastral Survey, maintenance of communication with the client and on time submission of the data and products. b. To oversee that the entire office runs in discipline and proper decorum c. Maintenance of the law and order of the Office d. Maintenance of proper business relation with the clients e. Final decision making in terms of the financial,	

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				administrative and technical affairs of the office	
2	Shri Ansuman Chakraborty	CSO cum Org HR and SSO (Survey)	Samaj/ Maati	a. Conducting and completion of the Detailed topographical engineering survey and other socio-economic survey at Lemmi Township of Arunachal Pradesh and to initiate the survey works at Basar Administrative Township of Arunachal Pradesh b. Meeting with Department of Geology Mining Govt of Arunachal Pradesh and mobilization of the team to Field for Geology Mining based Projects c. technical presentation on SIS-DP(U) for the State of Arunachal Pradesh d. technical meeting in Assam SAC on 24.04.2023	

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				on SIS-DP (U) and management of the team and their works	
3	Miss Mumtak Lego	FAO	Maa	a. Disbursement of staff salary of the office. b. Auditing of Accounts for the Financial Year 2022-23 c. Payment of GST for the payments received and generation of GST challan d. Disbursement of salary slips of the employees and preparation of leave register e. updation of the monthly stock register and maintenance of the official stocks. f. Updation of the payments to be received from the	Already specified

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				clients and to be paid back to the clients g. to oversee the marketing of the mess and fooding of the staffs in mess and on sites	
4	Shri Promod Kumar Deo	GM (Projects)	Samaj	a. To oversee the entire seta of technical activities of the Company on behalf of CSO and Director cum CAO b. Completion of the Kaksa and Barabani DPR and submission to the Government. c. To monitor the pace of works under cadastral Survey of Purulia and Katwa and to ensure the on	Already specified

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				time delivery to the Client. He shall oversee on behalf of the CSO.	
5	Shri Biswajit Ghosh	ASO	Samaj	a. To complete the sheet wise full sheet and part sheet drawings of Nandura Mouza b. To complete the drawings of the Tato and Lemmi completed thematic maps in Auto Cad and submission to the client. c. To oversee the field works at Katwa since initiation and to see that work in conducted in proper order and fashion d. To oversee the works of Purulia and augment the continuity of works of the Company under aforesaid	Already specified

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				project e. to finalize the drawing as per suggestions from PWD, Suri and submit it to client in form of hard copy -6 nos with photo register and report on coordinate register.	
6	Shri Prosonno Karmakar	ASO (Survey)	Maati	a. to perform necessary corrections of Nandua Mouza and submit it to Client within first 15 days b. to act as Team leader and initiate the works on Katwa Cadastral and Team Leader. He shall have to stay on site on week days during the site and perform site drawings. This has been decided based on the errors found on Purulia Cadastral	9:45 P.M.-10:00 P.M.

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				c. to visit different sites as per the designation and requirement of the Company related to survey and mapping	
7	Shri Siddheswar Pandit	SSO (GIS)	Samaj	a. to monitor and complete the assignments related to edge matching and Mosaicing of data for SRSAC, Itanagar related SIS-DP(U) along with the team members b. to monitor and work in GIS environment with parlance to Nanduara Mouza in Purulia District, West Bengal (first priority) c. to get the layouts and statistics computed out for different districts of Arunachal Pradesh under SIS-	9:45 P.M.-10:00 P.M.

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				DP (U)	
8	Shri Tanay Pandit	JSO (GIS)	Samaj	a. to prepare layouts, maps etc under WCDC-Kaksa and Barabani and perform subsequent analysis. Please remember both these projects should be submitted to the client within this time schedule b. to visit Purba Barddhaman Directorate of Agriculture to procure the necessary data for the DPR and do the needful	9:45 P.M.-10:00 P.M.
9	Shri Monotosh Saha	JSO (Cadastral)	Samaj	Will be on leave for fifteen days. After return shall have to compile the data on DINLRMP- east Siang and get the things ready for submission in the month of May last at any cost, If	

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				submission cannot be done that will add negative score of the concerned person in ACR.	
10	Kumari Bandana Nandi	JSO (Geological Studies)	Samaj	<p>a. digitization of the roof top inventory for each building at Tato and Lemmi and analyze their type of roof for (whether thatched or flat topped or Katchha) using satellite imagery interpretation and building structure and prepare of roof top map for the towns.</p> <p>b. Collection of IMD Data for Tato and Lemmi and adjoining from the website and preparation of the Annual Precipitation map to be used as layer in landslide and earthquake susceptibility analysis through thessian polygon method</p>	9:45 P.M.-10:00 P.M.

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				c. study of relevant geological literatures using GIS on extraction of satellite data based land slide occurrences and delineation of active landslide zones using satellite data	
11	Shri Subhankar Adak	JRF(GIS)	Samaj	WCDC-Kaksa and Barabani, preparation of maps, layouts and subsequent analysis including report writing on Kaksa WCDC Project. In any case report of WCDC Kaksa has to be submitted within 30.04.2023 respectively.	
12	Shri Aritra Gupta	JRF (GIS)	Samaj	a. Thorough corrections of the districts undertaken in SIS-DP (U)- Assam until he leaves for tour to ASSAC, Guwahati	9:45 P.M.-10:00 P.M.

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				b. IQEC and corrections works at Guwahati SAC until any further notification by CSO cum HR c. technical presentation with Assam SAC related to SIS-DP(U)	
13	Shri Mithun Hati	JRF (GIS)	Samaj	a. Review of existing literature on Tectonic activities and earthquake at Tato and Lemmi and collection of data related to epicenters of earthquakes in the region and Iso-seismal Lines of Tato and Lemmi Reclassification of layers required for land slide and earthquake susceptibility analysis based on AHP analysis, creation of pair wise comparison matrix, Eigen value and C.I. for each class and preparation of	

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				pair wise matrix for all classes and preparation of the final hazard susceptibility map. C. Creation of Existing Lu/Lc map of Lemmi Township based on field survey data and analysis	
14	Shri Kiran Sow	JRF (GIS)	Samaj	a. Tour to Arunachal SAC and presentation on SIS-DP (U) Works for 20 districts b. Performing edge matching and Mosaicing of data with GIS team meant for Arunachal SIS-DP (U).	9:45 P.M.-10:00 P.M.
15	Kumari Banani Ghosh	JRF (GIS)	Samaj	a. Performing corrections under SIS-DP(U) for Assam on comprehensive basis	

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				b. Integration of CAD data of Katwa cadastral Survey in GIS and perform necessary edge matching and other functions and getting the database ready per day wise including QEC of data	9:45 P.M.-10:00 P.M.
16	Kumari Prity Mishra	JRF (GIS)	Samaj	Tour to Assam SAC, QEC of data including edge matching, corrections and Mosaicing of data under SIS-DP- (U) Assam	
16	Shri Probir Mondal	JRF(Arch/Plan)	Samaj	a. will be on leave for a week on health grounds b. Perform regular QEC of data of Nanduara/ Raghunathpur Cadastral Survey and getting the CAD database ready.	9:45 P.M.-10:00 P.M.

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17	Kumari Susmita Naskar	Faculty-GIS	Samaj	a. GIS based activities related to database creation under Nanduara Mouza and finalization of database for submission	
18	Shri Koushik Mondal (Jr)	JRF (GIS)	Samaj	Creation of database under WCDC-Kaksa and Barabani as per instructions from the Project Investigator	
19	Shri Koushik Mondal (Sr)	JRF (GIS)	Samaj	Creation of database under WCDC-Kaksa and Barabani as per instructions from the Project Investigator	
20	Shri Manish Kumar	JRF (Arch/Plan)	Samaj	a. Creation of CAD database under Tato and Lemmi Urban mapping as per instruction from Dept Head.	

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				b. CAD based activities on Nanduara Cad data and allied activities.	
21	Shri Anirban Dey	Geologist	Samaj	a. Conducting field based works on hot water springs in four Districts of Arunachal Pradesh and identification and preliminary study on base metals in Upper Dibang Valley District Arunachal Pradesh, India b. collection of samples and understanding of the field geology and compilation of report	10:15 P.M.-10:30 P.M.
22	Shri Prosonno Banerjee	Faculty-Survey	Maati	To be decided later on as per meeting with Director cum CAO, FAO, GM(projects) and allied	9:45 P.M.-10:00 P.M.

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23	Shri Pradeep Saha, Partha Patra, P G Mondal and his team (12 members)	SFA (Survey) and his team	Maati	a. completion of the corrections under Nandura Mouza b. Survey and mapping of the land parcels under Raghunathpur Mouza, Purulia District	8:30 P.M.-8:45 P.M.
24	Shri Pritam Karmakar and his team (03 members)	JFA(Survey)	Maati	a. Assisting Purulia team in completion of the survey of the unsurveyed plots in Nandura Mouza b. picking up data on land parcels at Charpataihat Mouza using ETS or other instruments and preparation of spatial database	
25	Sujoy Das	JFA(Survey)	Maati	a. Assisting and working as per instruction of the	10:15 P.M.-10:30 P.M.

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				geologist on collection of spatial data related to projects in domain of Geology and Mining.	
26	Sabuj Chowdhury, Sujoy Ghosh, Soumyadip Bhattacharjee and others (05 members)	JFA(Survey)	Maati	Conducting survey of the Lemmi and Basar Townships in Arunachal Pradesh using DGPS and preparation of spatial inventory	
27	Dubom Megu	JFA(Survey)	Maati	Conducting socio-economic Survey of Tato and Lemmi Administrative townships in Arunachal	

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				Pradesh	
28	Mebo Cadastral Team (06 members)	JFA(Survey)	Maati	Fixation of the village boundaries of different villages under Mebo Subdivision for Mebo Circle and Namsing Circle	10:00 P.M.-10:15 P.M.
29	Fahim Hasan	GIS-Intern	Samaj	Conducting Urban Studies and AHP based landslide vulnerability of mountainous Urban topography of Lemmi Township in Arunachal Pradesh, India	9:00 P.M.-9:15 P.M.
30	Ronojit Adhikary	GIS-Intern	Samaj	Conducting studies of Hot springs in Tawang, West Kameng, Tirap and Upper Subansiri Districts of Arunachal Pradesh and identification of Base Metals in Upper Dibang valley District, Arunachal Pradesh	

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31	Chabi Lohar	Office Peon	Maa	a. To work as per instruction of FAO in pursuing the different administrative works of office b. regular cleaning of office toilets and premises c. serving tea and water to office incumbents and guests as per order of FAO	9:15 P.M.-9:30 P.M.
32	Labani pal	Cook (Staff Mess)	Maa	a. to cook food and cleaning of kitchen of staff mess b. to chop vegetables at staff mess as per instructions of FAO	
33	Dudumoni Bagdi	Helper to Cook cum Sweeper (Hostel)	Maa	a. to clean hostel premises b. to clean the utensils of staff mess c. to chop vegetables or prepare food as per the	9:30 P.M.-9:45 P.M.

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				requirement	
34	Jyotsna	Sweeper (Office)	Maa	a. to clean office premises b. to perform other household works of Director's residence	
35	Itumoni Lohar	Cook to Director	Maa	To cook food for Director's residence as per instruction	

(Shri Ansuman Chakraborty),

Director II cum Chief Scientific Officer cum Organizational HR and SSO (Survey)

M/s- Prantik Care The Earth geo Info Solutions Pvt Ltd

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