

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

PCTEGIS/Offc.Admin/2023-24/29

Dated: the Prantik, 30th. December, 2023

Work Rooster of Employees of M/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd for the Man-month January-2024 to February-2024 under Fiscal Year 2023-24 (the names of the employees are in Chronological Order as per their importance in the Company)

Introductory Note: Office is a place of Work and Work is Worship. As in temple we have to remain silent and offer our homage to the Deity or God/ Goddesses/Allah/ Iswar, similarly work with devotion and dedication and 100% honesty if you can else leave your respective position.

Follow Proper Discipline and maintain law and Order either at Hostel or at office.

Time Period: 02.01.2024- 15.02.2024(for some projects works are to completed within the specified guidelines given below)

Sl.No	Name of the Incumbent	Designation	Department	Details of the Task Assigned
1	Mr. Amal Krishna Chakrabortti; <i>Retd</i> W.B.C.S. (<i>Exe</i>)	Director cum Chief Administrative Officer	Maa	All kinds of Administrative and Legal Compliances of the Office including Day to day Administration
2	Mr. Ansuman Chakraborty	CSO cum SSO(Survey) and Organizational HR	Samaj/ Maati	<ul style="list-style-type: none">To work as Team Leader of Urban mapping of Basar and complete the field data collection including the remaining forms of survey within 20.01.2023. A maximum relaxation of 07 days can be given if not completed still will invite negative citations for ACR of the incumbent and all his team members including deduction of salary.To oversee the technical aspects of the office and day

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: cso.pctegis@gmail.com; director.pctegis@gmail.com; aso.pctegis@gmail.com; so.pctegis@gmail.com

Website: www.pctegis.com



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				to day reporting of the technical functions • To act as P.I. of the Urban Mapping and oversee that works are completed on time • Conducting Sub divisional level meeting under DINLRMP-East Siang and establishment of Primary Coordinates
3	Miss Mumtak Lego	Finance cum Administrative Officer	Maa	a. To install CC Camera and Biometric attendance at office b. To purchase/ renew the DSC of the PCTEGIS c. Disbursement of salary of the staffs d. Enrollment of the employees under EPF and ESI Platform e. Disbursement of EPF and ESI f. Preparation of the pay Bills and approval from Director g. Monitoring the Purchase of Staff Mess and commodities for office h. Realization of Payment under Urban mapping of Basar i. Submission of GST in Portal and finalization of the ITR of PCTE.
4	Shri Biswajit Ghosh	Additional Scientific Officer-Office Administration,	Samaj	a. Submission of online bid under Dept of Irrigation, Govt of West Bengal b. Finalization of all layers under Tato Urban Mapping including preparation of Points Register in CAD

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		Business Development, CAD/CAM		Environment c. Conducting Weekly Technical review Meeting in presence of Director cum CAO and FAO on every Friday d. Nodal officer for submission of Daily Progress Report for Field and Office on each week to FAO and continuation of the Scheme “ Best Employee of the Week” including Preparation of Certificate, if DPR not received in case this will not in adverse of the incumbent ACR. e. maintenance of silence and discipline in the office and oversee that all technical works are performed swiftly at office during the office hours. Should have to act against gossips and lack of cooperation and ensure proper coordination among the team.
5	Shri Tanay Pandit	Additional Scientific Officer – (Survey)	Maati	a. Preparation and finalization of the base layers including reclassification using AHP for modeling of Forest Fire at Lemmi, Tato and Basar. In this case it is to be mentioned that for Tato the work is to be completed within 10.01.2023 and submitted to the Department

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				b. Will act and Nodal Officer cum Co. P.I. of hazard Modeling part of Lemmi, Tato and Basar and ensure swift progress of work at office. The entire work has to be completed within 10.02.2024 respectively in all aspects.
6	Shri Siddheswar Pandit	Senior Scientific Officer-GIS/RS	Samaj	a. To prepare the database and layouts of the villages and Towns under Sille Oyan and Ruksin Circle based on the Claims and objection data of Digital India National Land Records Modernization programme including Preparation of Chittah Register. The work has to be completed in all respects within 30.01.2024 and submitted duly to the Department of Land Management, GoAP.
7	Shri Monotosh Saha	Senior Scientific Officer-Cadastral Mapping	Samaj	a. To prepare the database and layouts of the villages and Towns under Mebo and Namsing Circle pre Claims and objection data of Digital India National Land Records Modernization programme including Preparation of Chittah Register for subsequent processing. The work has to be completed in all respects within 15.01.2024 and submitted duly to the Department of Land Management, GoAP.

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8	Shri Subhankar Adak	Junior Scientific Officer-Urban Studies	Samaj	a. To prepare up base layers and classification of the layers and modeling of land slide under Tato, Lemmi and Basar. Tato has to be completed within 10.01.2023. b. To oversee the lu/lc and other base layers preparation for Basar and Tato including Socio-Economic Data filling at office and its analysis c. landslide hazard Inventory (existing landslide locations) of Lemmi, Tato and Basar
9	Shri Probir Mondal	Senior Research Fellow(CAD/CAM)	Samaj	a. Preparation of GCP Coordinates Map of Sille-Oyan, Ruksin, Mebo and Namsing Circles (independently) with due consultation to CSO and SSO(Cadastral) and ASO (CAD/CAM) b. Preparation of the part sheets of the Mebo and Namsing circles (village wise) in CAD and submission to the government.
10	Kumari Banani Singha	Senior Research Fellow (GIS)	Samaj	a. Preparation of Plot wise Lu/Lc of Villages under Mebo and Namsing Circles under DINLRMP as per classification of Ministry of Rural development, GoAP for submission to Directorate of LM, GoAP

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11	Shri Kiran Sow	Senior Research Fellow (Urban Studies)	Samaj	a. Finalization of all base layers under Tato and preparation of layouts and completion and submission to the Department within 10.01.2024. In this phase he shall be the submission authority in consultation with CSO cum Project P.I. b. Post submission study of existing literature and preparation of Base layers for Soil Erosion Modeling of Tato. Lemmi and Basar using RUSLE and USLE Models
12	Shri Partha Patra	Junior Scientific Officer (Survey)	Maati	a. Error corrections in CAD data under Urban mapping of Lemmi, Tato and Basar and conversation regarding the same with TL, Basar as per suggestions from ASO cum SSO (CAD/CAM) Shri Biswajit Ghosh only b. Performing survey of the areas under WBPHIDCL as notified in their work orders
13	Md. Hesamuddin	Geologist	Samaj	a. Preparation of Base layers including hazard (Earthquake) susceptibility and Vulnerability analysis under supervision of Shri Tanay Pandit for earthquake of Lemmi, Tato and Basar. The earthquake susceptibility and vulnerability map of Tato within 10.01.2024. Rest of the data has to be completed within

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				the specified time frame.
14	Shri Koushik Mondal (Sr)	Junior Research Fellow (GIS)	Samaj	a. Finalization of the day to day surveyed data in GIS environment for Basar including clipping and getting database ready for Geomorphology, Geology soil and others for Basar Township in Arunachal Pradesh. He shall have to show the prepared datasets to P.I. within 15.01.2024 preliminarily.
15	Shri Koushik Mondal (Jr)	Junior Research Fellow (GIS)	Samaj	a. Assisting SSO (Cadastral) in preparation of layouts and submission of final database to Directorate of Land management, GoAP for Mebo and Namsing Circles.
16	Shri Snehasish Mondal	Junior Research Fellow (GIS)	Samaj	a. Collection of Demographic data pertaining to the following components: a. Total Population of the village/ Town b. Total male/ female Population of the village/ town c. Population below 5 Years d. marginal Laborers e. Population more than 60 Years f. Literacy level of the region g. % Sc/ST Population b. Preparation of the Socio-economic inventory of the Towns/ region

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17	Kumari Priya Rani Shaw	Junior Research Fellow (GIS)	Samaj	a. Preparation of lu/lc (plot wise) of Villages/ Towns under Silie-Oyan and Ruksin circles and Pasighat Township in East Siang District, Arunachal Pradesh
18	Kumari Monidipa Sarkar	Junior Research Fellow (GIS)	Samaj	a. Preparation of Part-sheets of villages under Mebo and Namsing Circle under DINLRMP, East Siang, GoAP
19	Shri Arijit Ghosh	Junior Research Fellow (GIS)	Samaj	a. Preparation of the Drainage inventory from satellite data for the Tato, Lemmi and Basar b. Preparation of Drainage buffer for Lemmi, Tato and Basar c. Preparation of the Road Polyline for Basar and preparation of road buffer (100 mtrs to 500 mtrs) for the region
20	Shri Soutik Dey	Senior Field Assistant- Survey	Maati	a. Acting as Draughtsman / Prismman in the Project WBPHIDCL in form of successful completion of the field survey and creation of database b. To act in association with Shri Biswajit Ghosh in form of deriving plot wise lu/lc data in CAD environment.
21	Kumari Soumi Pandit	Administration- Clerk	Maa	a. Management of files of office b. Management of Purchase and sales of office c. Management of the instrument

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				d. Entry of data under PCTE in Excel E.Periodic monitoring of the office and pictures in Official Watsup group. These images are to be provided in Prantik Care The Earth Main group widespread publicity.
22	Shri Krishna Chandra Pal	Accounts- Clerk	Maa	a. Regular entry and analysis of the data in cash book for M/s- PCTEGIS b. To work as per direction of FAO in completing of the pursuits of the Department
23	Smt. Rekha Das	Sweeper (Office)	Maa	a. Regular cleaning and sweeping actions of the office rooms, toilets and outside drains so that there shall be no toxic smells including spray of DDT/ gamaksin, Phnyl and other materials
24	Molla Sabiruddin	Office Assistant/Peon	Maa	a. to uphold and set out the office flag b. providing of tea and water to each employee in table c. conducting official purchases for office and Camps and Hostel d. to receive guests and employees from station e. to assist survey team as and when required f. to work as per direction of FAO to keep the office viable
25	Chabi Rani Lohar	Cook to Director	Maa	a. Preparation of breakfast. Lunch and dinner for House of Director cum CAO

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				b. to clean the kitchen c. maintenance of the pet animal in house of Director cum CAO and to clean the menace if any done by it. d. to keep her only concentrated with the works of the house with no interference in the family natters of House of Director cum CAO. If any interference case happens there will be a deduction of salary @100 INR/ day. Kumari Soumi Pandit should let the Company HR knows the matter.
26	Smt Chandana Mal	Cook to Hostel	Maa	a. to prepare the breakfast, lunch and dinner for the Staffs and students of AITER (in future) b. regular cleaning of the mess kitchen and distribution of food materials to the staffs/ colleagues.
27	Smt Purnima Mal/ Anonymous	Helper	Maa	a. Regular cleaning of the utensils b. Regular cleaning of the rooms of the staffs c. Regular Cleaning of the premises d. the incumbent can wash clothes of the employees working with this office but on payment of incentives by the concerned employee. Office bears no responsibility towards it.
28	Shri Sourav Dutta and his team (06	Team Leader-DINLRMP-East	Maati	a. Conducting sub divisional level meeting and village wise meeting under Pasighat Circle

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	members)	Siang		b. Initiation of the cadastral survey under Pasighat Circle Bogong I/ II basically c. Conducting Detailed survey of the national Highway in between Ayeng to Aaholi
29	Shri Sudipta Mukherjee and his team(04 members) (04 Members)	Deputy Team Leader-Urban Mapping/ Topographical Surveys/ leveling	Maati	a. To work as per the direction of Shri Ansuman Chakraborty at Basar and Menchukha and submit necessary data to the office. b. finalization of DGPS Coordinates at East Siang under Namsing Circle

Reviewing Committee on works constituted for periodical checks and Management with effect from 01.01.2024

- Miss Mumtak Lego as Chairperson
- Shri Tanay Pandit
- Shri Sudipta Mukherjee
- Shri Siddheswar Pandit

(Shri Ansuman Chakraborty),

Chief Scientific Officer cum Organizational HR and HoD (Survey),
N/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd

Dated: the Prantik, 30th. December, 2023

PCTEGIS/Offc.Admin/2023-24/29

Copy to:

- The Director cum Chief Administrative Officer, M/s- PCTEGIS for necessary information
- The Finance cum Administrative Officer, PCTEGIS for necessary perusal and actions please.
- The ASO(s), PCTEGIS for necessary actions

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- d. The SSO(s), PCTEGIS for necessary actions
- e. All employees, PCTEGIS for necessary actions
- f. Smt Tassar Yasum, Chairperson, Consortium of M/s- PCTEGIS- M/s- ET for necessary information
- g. Shri Siyang Ribe, ATP(Administration), DTP, GoAP for necessary information
- h. Shri Terge Sora, Town Planner (Basar), DTP, GoAP for necessary information
- i. Shri Orik Nobeng, Mandal, DLM, LM, Mebo, GoAP for necessary information
- j. The A.E, WBP & HIDCL, GoWB for necessary information
- k. The DL & LRSO, Pasighat, East Siang, GoAP for necessary information
- l. Office Notice Board
- m. Spare Copy

(Shri Ansuman Chakraborty),

Chief Scientific Officer cum Organizational HR and HoD (Survey),
N/s- Prantik Care The Earth Geo Info Solutions Pvt Ltd

