

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/Proj.Man/2024-215/001

Dated: the Prantik, 05th. April, 2024

Work Rooster of the Pay Roll Employees of M/s- PCTEGIS for Man-month April'2024 (Hierarchy of the Office is explained is explained through Chronology of Employees)

Time Frame: 08.04.2024 to 15.05.2024

Sl.No	Name of the Employee	Designation	Department	Project name	Tasks to be Performed
1	Shri Amal Krishna Chakrabortti; Retd W.B.C.S.(Exe)	Director I cum Chief Administrative Officer/ Business Owner	Maa/ General Administration	N.A.	a. to oversee the Office Auditing, legal Functions/ action, day to day maintenance of the office discipline, law and order b. Submission of the RoC c. Updation of the Trade License and allied actions
2	Shri Ansuman Chakraborty	Director II cum Chief Scientific Officer, SSO (Survey) and Organizational HR	Maati/ Samaj (Survey/ GIS/RS/ITM NCS)	a. Urban Mapping of Lemmi, Tato and Basar b. Topographical Survey of Nacho, Menchukha c. Cadastral	a. Tour to Guwahati for business development and new project ventures: 1. Assam State Remote Sensing Centre 2. Assam Industrial Development Corporation Limited 3. Guwahati Metropolitan Development Limited 4. Department of Town Planning, Govt of Assam 5. Department of Land Management, Government of Assam 6. Department of Waterways, Government of Assam b. Completion of the Field works at field under the Project “ Urban mapping of Basar” c. Initiation of the Project field work under the project “ Cadastral Survey of the Raga Township in Arunachal Pradesh”

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				Survey of Raga Township including Preparation of Record of Rights	d. Mobilization of the team to Rego Perging and project based communication with Department e. Preparation of New tenders as per the tenders searched by ASO and submitted for perusal. f. Conducting interview of new staffs for appointment under different positions g. Field work at nacho and Menchukha under Voyants Technologies
3	Miss Mumtak Lego	Managing Director	Maa/ General Administration		a. Performing GST returns of the office b. Submission of P Tax for Office c. Preparation of pay bill for office including salary slips and their disbursements d. Preparation of the Final database for Auditing for the Financial Year 2023-24 e. Preparation of the Leave Register and its display on Notice Board f. To install CC Camera and Biometric attendance at office g. Monitoring the Purchase of Staff Mess and commodities for office

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					h. Realization of Payment under Urban mapping of Basar i. EPF and ESI Disbursement j. Tracking of the bill under DINLRMP-East Siang
4	Shri Biswajit Ghosh	Additional Scientific Officer (Administration/Planning/ Office)	Samaj	a. Urban mapping and Geodatabase Creation of Lemmi, Tato and Basar b. Preparation of Digital Map of Haldia Industrial Park under WBIIDC	a. Finalization of the Auto CAD based database on the project “ Urban mapping and Creation of Geodatabase for Basar Township” in Arunachal Pradesh b. Site Inspection along with WBIIDC Surveyors and officers and realization of the bill under the project “ Digital Map of Haldia Industrial Park” c. Online searching of tenders and preparation of the bids as and when necessary d. Liaising with WBP& HIDCL for new Projects on Topographical Survey on the basis of the empanelment e. regular updation of the daily progress report from field and office of the employees
5	Shri Tanay Pandit	Additional Scientific Officer (Survey)	Samaj	a. Urban mapping and Geodatabase Creation of Lemmi, Tato	Preparation of the Final maps and layouts including analysis on Hazard Susceptibility and vulnerability of Lemmi and Basar Townships in Arunachal Pradesh a. Landslide Susceptibility and Vulnerability Analysis b. Earthquake Susceptibility and Vulnerability Analysis

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				and Basar	c. Forest Fire Susceptibility and Vulnerability Analysis
6	Shri Siddheswar Pandit	Senior Scientific Officer (GIS)	Samaj	a. DINLRMP-East Siang b. SIS-DP (U) c. Satellite based Mapping of JSW Bellari	a. Downloading and Georeferencing of the Satellite Data (ECW format for the study area of JSW Works, Bellari) b. Liaising with SRSAC Itanagar and speedy completion of the SIS-DP(U) for Arunachal Pradesh c. Final updation of the layouts and preparation of Records for Sille-Oyan Circle (07 Villages) d. Assisting the Urban mapping team to perform necessary analysis and functions
7	Shri Monotosh Saha	Senior Scientific Officer (Cadastral Mapping)	Samaj	a. DINLRMP-East Siang	a. Updation of the plots and non-spatial data on the existing database of Cadastral Maps and Records of the villages under Mebo and Namsing Circles in Mebo Sub Division in East Siang District, Arunachal Pradesh, India b. Uploading the Final data in the Portal and generation of the Ulpin(s) c. to start up with the GIS based works under Rego Perging Township, regular checking of the database at office including updation, etc.

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8	Shri Subhankar Adak	Junior Scientific Officer (GIS)	Samaj	a. Urban mapping and Geodatabase Creation of Lemmi, Tato and Basar	a. Performing site suitability analysis for the localization of the following land uses at Proposed Township of Basar: a. A Market complex b. Public Toilet c. Street Lights along the Gori Complex to DC Office Road and Gori Complex to ICAR Farm Road d. School (Higher Secondary) e. Police Station f. Hospital (50 Bed) b. To oversee the works of the other staffs working under Urban mapping of the Basar Township in Arunachal Pradesh
9	Shri Sourav Dutta	Junior Scientific Officer (Survey)	Maati	a. DINLRMP-East Siang	a. Completion of the Claims and Objection including survey of the remaining plots in the villages till not completed. Daily updation of the cash book of the site and communication to office. b. Liaising with the District and Sub divisional Level Administration regarding the progress of the work. c. Contacting DL & LRSO east Siang and arrangement including shifting of Camp to Pasighat and initiation of the DINLRMP Works in Pasighat Circle from Bogong-I Area.

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10	Shri Partha Patra	Junior Scientific Officer (Survey)	Maati	a. DINLRMP-East Siang b. Cadastral Survey of the Rego-Perging Township including Preparation of Record of Rights (RoR)	a. Working as Team Leader cum ETS Operator under the project entitled above and undertake site administrative works in form of the followings. <i>He should strictly concentrate on his own files and shall not interfere with activities of any other camp other than his own or his Deputy Team Leader.</i> 1. Cash book of the site 2. Instrument Register and instruments deputed on site 3. DPR Register of Rego Perging. Hard Copy has to be maintained strictly. b. to collect spatial data from field and integrate the same in Auto Cad including regular communication with office. c. to undertake works on Claims and Objection of the Remaining Villages under DINLRMP-East Siang until Legislative Assembly election of Arunachal Pradesh concludes
11	Shri Sudipta Mukherjee	Trainee DGPS Operator cum P.A. to CSO	Maati/ Maa	Urban Mapping of Lemmi, Tato and Basar b. Topographical	A. Assisting CSO in pursuance of all his duties towards office and technical administration b. Collection of spatial data from field using DGPS at Nacho, Menchukha, Raga and Basar under guidance of CSO including post processing of data in software and integration of the same in Auto CAD c. DGPS based Point fixation at Rego Perging in Siang District

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				Survey of Nacho, Menchukha c. Cadastral Survey of Raga Township including Preparation of Record of Rights	and Bogong I under DINLRMP East Siang d. To act as Draughtsman/Rover man on site as [per the requirement of the project under the instruction of the Team Leader
12	Shri Suchandan Ghosh	Senior Accountant	Maa		a. Finalization of the database for auditing of the Fiscal Year 2023-24 b. Writing of the cash book in form of daily transactions c. Online submission of GST and creation of the GST Challan d. Preparation of the pay slips and distribution to the staffs e. to maintain the stock register of the firm, instrument register, etc
13	Srimati Banani Singha	Senior Research fellow (GIS)	Samaj	DINLRMP-East Siang	a. to work in association with SSO(GIS) in form of updation and finalization of Records under Sille Oyan and Ruksin Circle under DINLRMP-East Siang

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14	Shri Kiran Sow	Senior Research fellow (GIS)	Samaj	Urban Mapping of Lemmi, Tato and Basar	a. To prepare and finalize the land use/land cover map of Basar Township and adjoining areas in Arunachal Pradesh
15	Shri Probir Mondal	Senior Research fellow (CAD/CAM)	Samaj	DINLRMP-East Siang	a. to finalize and update database on Mebo and Namsing Circles under DINLRMP-East Siang in Auto CAD
16	Shri Koushik Mondal (Sr)	Junior Research Fellow (GIS)	Samaj	Urban Mapping of Lemmi, Tato and Basar	a. to perform the Demographic mapping of Basar under the following heads: a. Total Population in Choropleth(Dot Maps) b. Population Density (Choropleth) c. Total Population in between 0-5 Age group (Chorochromatic) d. Total Population more than 60 Years (Chorochromatic) e. Migration of Population- (flow diagram) b. to undertake site suitability analysis of different land use/land cover along with JSO (GIS).
17	Shri Koushik Mondal (Jr)	Junior Research Fellow (GIS)	Samaj	DINLRMP-East Siang	a. to undertake the GIS based display of land parcels along with the Records under the project DINLRMP-East Siang for Mebo and Namsing Circles during Claims and objections

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					b. to undertake the GIS based works including regular checking and updation of Raga Township in Arunachal Pradesh including Collection of RoR and communication with the Field team.
18	Kumari Monidipa Sarkar	Junior Research Fellow (GIS)	Samaj	DINLRMP-East Siang	a. to perform the GIS data updation works in GIS under Mebo and Namsing Circles in Arunachal Pradesh under DINLRMP-East Siang b. to undertake the GIS based works including regular checking and updation of Rego Perging Township in Arunachal Pradesh including Collection of RoR and communication with the Field team
19	Kumari Priya Sow	Junior Research Fellow (GIS)	Samaj	Urban Mapping and Geodatabase Creation for Tato, Lemmi and Basar Townships in Arunachal Pradesh	a. Assisting ASO (Survey) in integration, collection and preparation of database under hazards maps of land slide, Earthquake and forest fire of Basar and Lemmi Townships in Arunachal Pradesh

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20	Shri Sabuj Chowdhury	Junior Field Assistant (Grade-II)	Maati	DINLRMP-East Siang	<p>a. Acting as Deputy Team Leader under the Project DINLRMP-east Siang for Mebo and Namsing Circles in Arunachal Pradesh and performing the following tasks:</p> <p>a. Regular updation of the instrument register</p> <p>b. Regular Updation of the daily progress Report of the site</p> <p>c. Regular updation of the Attendance registers of the site.</p> <p>If data on these not received from him he shall be marked absent on daily basis.</p> <p>B. To Undertake Claims and Objections functions of the remaining villages including conducting the survey of land parcels as and when required.</p> <p>c. To assist Team Leader, Cadastral Survey East Siang to initiate the activities of survey and mapping at Pasighat Circle</p>
21	Shri Soutik Dey	Senior Field Assistant (Survey)	Maati	Cadastral Survey of Rego Perging Township in Arunachal Pradesh	<p>A. To act as Deputy Team Leader of Rego Perging cadastral Survey post Assembly elections of Arunachal Pradesh and prior to that undertaking survey works of the Claims and Objection at East Siang.</p> <p>B. Regular updation of the following registers:</p> <p>a. instrument register</p> <p>b. Attendance Register</p> <p>c. Daily progress Report of the site of Rego Perging</p>

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					C. To assist Team Leader, Rego Perging in collection of the spatial coordinates of the land parcels and integration in Auto CAD D. To act as Draughtsman on field and to communicate the field sketches at office including Collection of the Record of Rights (RoR) and integration in Excel database.
22	Shri Amit Mondal	Junior Field Assistant (Grade-I)	Maati	DINLRMP-East Siang	a. to assist Team Leader and Deputy Team Leader DINLRMP-East Siang in form of collection of spatial coordinates and preparation and updation of database and records in Mebo, Namsing and Pasighat Circle
23	Shri Sujoy Das	Junior Field Assistant (Grade-II)	Maati	Cadastral Survey of Rego Perging Township in Arunachal Pradesh	a. to assist Team Leader and Deputy Team Leader cadastral Survey of Rego Perging in form of collection of spatial coordinates and preparation and updation of database and records in Rego Perging.
24	Shri Sujoy Ghosh	Junior Field Assistant (Grade-II)	Maati	Urban Mapping and Geodatabase Creation for Tato, Lemmi	a. to assist Team Leader and Deputy Team Leader of Basar, Nacho, Menchukha and cadastral Survey of Raga Township in Arunachal Pradesh in form of collection of spatial data and Record of Rights.

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				and Basar Townships in Arunachal Pradesh and other subsequent projects	
25	Shri Animesh Majumdar	Junior Field Assistant (Grade-I)	Maati	Urban Mapping and Geodatabase Creation for Tato, Lemmi and Basar Townships in Arunachal Pradesh and other subsequent projects	a. to assist Team Leader and Deputy Team Leader of Basar, Nacho, Menchukha and cadastral Survey of Raga Township in Arunachal Pradesh in form of collection of spatial data and Record of Rights as Trainee DGPS operator
26	Shri Somnath Ghosh	Junior Field Assistant (Grade-I)	Maati	Cadastral Survey of	a. to assist Team Leader and Deputy Team Leader cadastral Survey of Rego Perging in form of collection of spatial

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				Rego Perging Township in Arunachal Pradesh	coordinates and preparation and updation of database and records in Rego Perging
27	Shri Rakesh Malik	Junior Field Assistant (Grade-I)	Maati	DINLRMP-East Siang	a. to assist Team Leader and Deputy Team Leader DINLRMP-East Siang in form of collection of spatial coordinates and preparation and updation of database and records in Mebo, Namsing and Pasighat Circle
28	Shri Subrata Malik	Junior Field Assistant (Grade-I)	Maati	Cadastral Survey of Rego Perging Township in Arunachal Pradesh	. to assist Team Leader and Deputy Team Leader cadastral Survey of Rego Perging in form of collection of spatial coordinates and preparation and updation of database and records in Rego Perging
29	Shri Manabendra Barman	Junior Field Assistant (Grade-I)	Maati	Urban Mapping and Geodatabase Creation for Tato, Lemmi and Basar Townships in	a. to assist Team Leader and Deputy Team Leader of Basar, Nacho, Menchukha and cadastral Survey of Raga Township in Arunachal Pradesh in form of collection of spatial data and Record of Rights as Trainee DGPS operator

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30	Shri Molla Sabir	Office Assistant	Maa	N.A	a. to arrange the office for regular office. b. maintenance of files and visitors register c. purchase of commodities for office d. dusting of desks e. supplying tea and water to employees working at office f. arrangement of office furniture's g. purchase of commodities for staff mess h. greeting of guests and applicants for interview with necessary food and others
31	Srimati Chobi Lohar	Sweeper	Maa	N.A.	a. sweeping the floors of office and Director's House. b. Cleaning of utensils of office and Director's house, washing of curtains and other clothes, etc. c. other house-hold chores
32	Srimati Chabi Rani Lohar	Cook, Staff Mess	Maa	N.A	a. cooking food for the employees of staff mess- lunch, breakfast and dinner b. arrangements of the vegetables and others for staff mess

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Sl.No	Name of the Employee	Designation	Department	Project name	Tasks to be Performed
					c. serving food to the staffs d. cleaning of cookeris and kitchen
33	Srimati Sima Roy	Helper, Staff Mess	Maa	N.A	a. cleaning of the premises of the staff mess and rooms b. cleaning of the utensils c. assisting cook in cooking of foods for staff mess d. assisting the cook in serving of food to the staffs during lunch and breakfast.
Proposed New Positions: Remote Sensing/ GIS (JRF)- 02 Nos, Information technology (JSO) -01 Nos, JFA (Survey)-04 Nos, Jr Accountant- 01 Nos, Office Assistant (Finance/Administration)- 01 nos					

(Shri Ansuman Chakraborty),

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

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

Prantik, Santiniketan, Birbhum
West Bengal, India

Ref No: PCTEGIS/Proj.Man/2024-215/001

Dated: the Prantik, 05th. April, 2024

Copy to:

a. The Director cum CAO, PCTEGIS for necessary information

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

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Website: www.pctegis.com

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



- b. The managing Director, PCTEGIS for necessary information
- c. The P.A. to CSO, PCTEGIS for necessary actions
- d. The Additional Scientific Officer's, PCTEGIS for necessary actions
- e. All Employees, PCTEGIS for necessary actions
- f. Office Website
- g. Office Notice Board
- h. Spare Copy

(Shri Ansuman Chakraborty),
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