

Prantik Care The Earth Geo Info Solutions Pvt. Ltd

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

Report of 1st Pay Commission – 2025

Submitted on :

1st Draft : 23rd May, 2025

Final Report: 5th June, 2025

Prepared By

The committee of 2nd Pay Commission – 2025

Submitted to the Management Committee

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

Website: www.pctegis.com

Revised Pay Structure :

In line with the recommendations of the Pay Commission-2025, the revised pay structure in respect of the employees of Prantik Care the Earth Pvt. Ltd. organizations mentioned as below:

Category of employee with scale of Pay:

Grade –E Employee (Sl. No 1), Peon, sweeper

Grade –D Employee (Sl. No 2), JRF, SRF, JFA, SFA

Grade –C Employee (Sl. No 3) JSO, Geologist, Accountant, Office Assistant, Jr. Manager

Grade –B Employee (Sl. No 4) SSO, ASO, Manager, Urban Planner/Architect, Protom CSO

Grade –A Employee (Sl. No 5), Director, CSO, FAO, HRM, PSO

Revised Pay of employees will be fixed based on:

1. Reliability in carrying out instruction
2. Ability to convince client & public both in writing and verbal
3. Capacity to sustain work
4. Aptitude and adaptability in field work
5. Academic Qualification
6. Experience of work
7. Systematic approach to complete a work with quality and time.

Annexure- I

Sl. No.	Existing Pay Structure	Proposed Revised Pay Structure	Proposed % of yearly increment
1, Grade –E	Rs.4000- 6000	Rs.4900-16200	3-5
2, Grade –D	Rs.7000-12000	Rs.7100-37600	3-5
3, Grade –C	Rs.10000-14000	Rs. 9000 - 40500	3-5
4, Grade –B	Rs.15000 - 28000	Rs.15600 - 42000	3-5
5, Grade –A	Rs. 18000 - 50000	Rs.28000 -60000	3-5

Proposed Re-designation of existing posts

In-House:

Administration:

Sl. No.	Existing	Proposed	Qualification
1	Director-I cum Chief Administrative Officer	Director-I cum Chief Administrative Officer	
2	Director-II	Director-II	
3	Finance & Administrative officer	Administrative officer	<p>Master in Economics/Social Work or equivalent with 12 years working experience in Government / Private sector</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Desirable: MBA, Company secretary ship</p>
4	Human Resources Officer	Human Resources Officer	<p>Master in any discipline. Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Candidate must have 10 years working experience in Government / Private sector related to management of human resources.</p>
5	General Manager	General Manager-Field	<p>Graduation in Science or Master in Economics/Social Science or equivalent with MBA/ Company secretary ship.</p> <p>10 years working experience in Government / Private sector</p>
6	Accountant	Senior Accountant	<p>B.Com. with 4 years experience in maintain accounts in any Government / Private sector.</p> <p>Working Experience in account S/W</p>
7	Administrative Assistant	Administrative Assistant	Higher Secondary with certificate in computer (MS Office)
8	Peon	Peon	Class 8 pass
9	Sweeper		
10	Cook in Guest House		
11	Helper to cook in Guest House		

Technical

Sl. No.	Existing	Proposed	Qualification
1	-	Technical Assistant	<p>Graduation in Geography/Geology/ Soil Science/ Agriculture/ Diploma in Civil or equivalent</p> <p>Candidate must secure 55% marks</p> <p>Desirable: Certificate in RS&GIS, Survey</p> <p>Age: Not more than 28 years on 1st January of the year of advertisement.</p>
2	JRF	Junior GIS Analyst	<p><i>By promotion</i> from Technical Assistant having two years of continues services.</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Desirable: Diploma in Geoinformatics, working experience with computer software and RS-GIS software</p> <p>Age : Not more than 30 years on 1st January of the year of advertisement</p>
3	SRF	Senior GIS Analyst	<p><i>By promotion</i> from Junior GIS Analyst having two years of continues services on that level.</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil/B.Tech. IT or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Working experience with computer software and RS-GIS software for 2(two) years</p> <p>Desirable: Diploma in Geoinformatics</p> <p>Age : Not more than 32years on 1st January of the year of advertisement</p>
4	Jr. Scientific Officer	Jr. Scientific Officer/ Junior GIS Engineer	<p><i>By promotion</i> from Senior GIS Analyst having two years of continues services on that level..</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil/B.Tech IT or equivalent.</p>

			<p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Working experience with computer software and RS-GIS software for 4(four) years</p> <p>Desirable: Diploma in Geoinformatics, A Doctorate Degree/ M.E. or M.Tech</p> <p>Age : Not more than 35 years on 1st January of the year of advertisement</p>
5	Sr. Scientific Officer	Sr. Scientific Officer/ Senior GIS Engineer	<p><i>By promotion</i> from Jr. Scientific Officer / Junior GIS Engineer having two years of continues services on that level.</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil/B.Tech IT or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Working experience with computer software and RS-GIS software for 6(six) years</p> <p>Desirable: A Doctorate Degree / Diploma in Geoinformatics/ M.E. or M.Tech</p> <p>Age : Not more than 40 years on 1st January of the year of advertisement</p>
6	Urban Planner	Urban Planner	<p>Graduation in Geography , Social Science, BE Civil/ Architecture with Master in Urban Planning/ Transportation/Environment or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level with 1(three) years working experience in projects under Government / Private sector or PSU</p> <p>Age : Not more than 35 years on 1st January of the year of advertisement</p>
7	Senior Urban Planner	Urban Planner	<p>Graduation in Geography , Social Science, BE Civil/ Architecture with Master in Urban Planning/ Transportation/Environment or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level with 3(three) years working experience in projects under Government / Private sector or PSU</p>

			Age : Not more than 35 years on 1 st January of the year of advertisement
8	Additional Scientific Officer	Principal Scientific Officer	<p><i>By promotion</i> from Sr. Scientific Officer / Senior GIS Engineer having two years of continues services on that level.</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil/B.Tech IT or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Working experience with computer software and RS-GIS software for 10(ten) years on planning, evaluation and execution of projects.</p> <p>Desirable: A Doctorate Degree / Diploma in Geoinformatics/ M.E. or M.Tech with Geoinformatics</p> <p>Age : Not more than 45 years on 1st January of the year of advertisement</p>
9	Chief Scientific Officer	Chief Scientific Officer	<p><i>By promotion</i> from Principal Scientific Officer having five years of continues services on that level..</p> <p><i>Direct Recruitment:</i> Master in Geography/ Geology/ Soil Science/ Agriculture/ Geoinformatics/ BE Civil/B.Tech IT or equivalent.</p> <p>Candidate must secure 55% marks in Master's / Graduation level.</p> <p>Working experience with computer software and RS-GIS software for 20(Twenty) years on planning, evaluation and execution of projects.</p> <p>Desirable: A Doctorate Degree , Diploma in Geoinformatics / M.E. or M.Tech with Geoinformatics</p> <p>Age : Not more than 50 years on 1st January of the year of advertisement</p>

Field :

Sl. No.	Existing	Proposed	Qualification
1	Junior Field Assistant	Junior Field Assistant	ITI/ Diploma in Survey Engineering/ BE Civil Age : Not more than 25 years on 1 st January of the year of advertisement
2	Junior Field Assistant, Grade-II	Junior Field Assistant, Grade-II	<i>By promotion</i> from Junior Field Assistant having one year of continues services on that level. <i>Direct Recruitment:</i> ITI/ Diploma in Survey Engineering/ BE Civil with one year experience Age : Not more than 30 years on 1 st January of the year of advertisement
3	Senior Field Assistant	Senior Field Assistant	<i>By promotion</i> from Junior Field Assistant Grade-II having one year of continues services on that level. <i>Direct Recruitment:</i> ITI/ Diploma in Survey Engineering/ BE Civil with two years experience Age : Not more than 32 years on 1 st January of the year of advertisement
4	Jr. Scientific Officer-Survey	Jr. Scientific Officer-Survey	<i>By promotion</i> from Senior Field Assistant Grade-II having two years of continues services on that level. <i>Direct Recruitment:</i> Diploma in Survey Engineering/ BE Civil with four years experience Age : Not more than 35 years on 1 st January of the year of advertisement
5	Addl. Senior Scientific Officer-Survey	Sr. Scientific Officer-Survey	<i>By promotion</i> from Jr. Scientific Officer-Survey having two years of continues services on that level. <i>Direct Recruitment:</i> Diploma in Survey Engineering/ BE Civil with five years experience, Certificate in AutoCAD

			Age : Not more than 40 years on 1 st January of the year of advertisement
6	Sr. Scientific Officer-Survey	Principal Scientific Officer-Survey	<p><i>By promotion</i> from Sr. Scientific Officer-Survey having two years of continues services on that level.</p> <p><i>Direct Recruitment:</i> Diploma in Survey Engineering/ BE Civil with ten years experience, Certificate in AutoCAD</p> <p>Age : Not more than 45 years on 1st January of the year of advertisement</p>

Fixation of Pay in the revised Pay Structure:-

Accepting recommendation of the Pay Commission regarding mode of fixation of pay in therevised pay structure, the pay in the pay scale of the employees of organizations mentionedin Annexure, shall be determined by multiplying the existing basic pay by a factor 1.1androunding off the same to the next ten rupees, and rounding off the same to the next ten rupees. Indetermining pay in the pay band paisa below rupee one shall be ignored.

Present net pay has been divided in Basic and DA(Dearness Allouance), as of now 50% DA has been given. As for example net of Rs.18,000/- divided in Basic Rs.12,000/- DA Rs.6000/- . In addition HRA, Food allouance and other allouances as applicable will be added . Deduction of HRA, Food allouance, EPF contribution and other if any will be applicable.

Rate of Increment in the revised Pay Structure :-

The recommendations of the Pay Commission in regard to rate of increment which is @ 3-5% of the basic pay and rounding off the resulting amountto the next multiple of 10 and added to the existing pay, shall be accepted.

Date of Annual Increment:-

The recommendation of the Pay Commission to the effect that the date of annual increment be uniformly fixed on 1st day of August of every year for the employees completing service for a period of six months or more on 1st July, shall be accepted. Annual increment will be 3-5 % of present basic, revised basic will be fixed accordingly.

Annexure- II: Proposed re-designation and basic pay

Administration:

Sl. No.	Existing	Proposed	Revised Pay Scale	Present Basic	Proposed Revised Basic
1	Director-I cum Chief Administrative Officer	Director-I cum Chief Administrative Officer	Rs.37400-60000		50000
2	Director-II	Director-II	Rs.37400-60000	64000	45000
3	Finance & Administrative officer	Administrative officer	Rs.9000-40500	30000	20000
4	Human Resources Officer	Human Resources Officer	Rs.9000-40500		18000
5	General Manager	General Manager	Rs.9000-40500	23000	18000
6	Accountant	Senior Accountant	Rs.7100-37600	10000	8000
7	Administrative Assistant	Administrative Assistant	Rs.5400-25200	8000	6500
8	Peon	Peon	Rs.4900-16200	4000	4000

Technical

Sl. No.	Existing	Proposed	Revised Pay Scale	Present Basic	Proposed Revised Basic
1	-	Technical Assistant	Rs.5400-25200	-	6000
2	JRF	Junior GIS Analyst	Rs.7100-37600	8000	7000
3	JRF Grade-II	Junior GIS Analyst Grade-II	Rs.7100-37600	-	9000
4	SRF	Senior GIS Analyst	Rs.7100-37600	10000	10000
5	Jr. Scientific Officer	Jr. Scientific Officer / Junior GIS Engineer	Rs. 9000 - 40500	12000	12000
6	Sr. Scientific Officer	Sr. Scientific Officer/ Senior GIS Engineer	Rs. 9000 - 40500	15000	14000
7	Urban Planner	Urban Planner	Rs. 9000 - 40500	-	16000
8	Senior Urban Planner	Senior Urban Planner	Rs.15600 - 42000	28000	18000
9	Additional Scientific Officer	Principal Scientific Officer	Rs.15600 - 42000	20000	18000
10	Chief Scientific Officer	Chief Scientific Officer	Rs.37400-60000	40000	30000

Field :

Sl. No.	Existing	Proposed	Revised Pay Scale	Present Basic	Proposed Revised Basic
1	Junior Field Assistant	Junior Field Assistant	Rs.5400-25200	8000	7000
2	Junior Field Assistant, Grade-II	Junior Field Assistant, Grade-II	Rs.7100-37600	9000	8000
3	Senior Field Assistant	Senior Field Assistant	Rs.7100-37600	10000	10000
4	Jr. Scientific Officer-Survey	Jr. Scientific Officer-Survey	Rs. 9000 - 40500	12000	12000
5	Addl. Senior Scientific Officer-Survey	Sr. Scientific Officer-Survey	Rs. 9000 - 40500	15000	14000
6	Sr. Scientific Officer-Survey	Principal Scientific Officer-Survey	Rs.15600 - 42000	20000	18000

	Probable Pay at present structure at entry level with 6% EPF deduction									
Sl. No	Name	Basic	DA(50%)	Food	HRA	Other	Gross	EPF cont.(6%)	Total Deduction	Net
1	Director-I	50000	25000	0	0		75,000	0	0	75,000
2	Director-II	45,000	22500	2500	1500	0	71,500	2700	6700	64,800
3	CSO	30000	15000	2500	1500	0	49,000	0	4000	45000
4	AO	20,000	10000	2500	1500	0	34,000	1200	5200	28,800
5	ASO/PSO	18,000	9000	2500	1500	0	31000	1080	5080	25920
6	Senior Urban Planner	18,000								
			9000	2500	1500	0	31000	1080	5080	25920
7	Urban Planner	16,000	8000	2500	1500		28000	960	4960	23040
8	SSO	14,000	7000	2500	1500	0	25000	840	4840	20160
9	JSO	12,000	6000	0	0	0	18000	720	720	17280
10	SRF	10,000	5000	2500	1500	0	19000	600	4600	14400
11	JRF Grade-II	9,000	4500	2500	1500	0	17500	540	4540	12960
12	JRF	7,000	3500	2500	1500	0	14500	420	4420	10080
13	Technical Assistant	6,000								
			3000	2500	1500	0	13000	360	4360	8640
14	JFA	7,000	3500	2500	1500	0	14500	420	4420	10080
15	JFA Grade-II	8,000	4000	2500	1500	0	16000	480	4480	11520
16	SFA	10,000	5000	2500	1500	0	19000	600	4600	14400
17	JSO- Survey	12000	6000	2500	1500	0	22000	720	4720	17280
18	SSO-Survey	14000	7000	2500	1500	0	25000	840	4840	20160
19	ASO/PSO-Survey	18000	9000	2500	1500	0	31000	1080	5080	25920
20	Accountant	8000	4000	2500	2500	0	17000	480	5480	11520
21	Administrative Assistant	6500	3250	2500	1500	0	13750	390	4390	9360
22	Peon	4000	2000	0	0	0	6000	0	0	6000
23	Cook- Hostel	5500	2750	0	0	0	8250	0	0	8250
24	Assistant to cook	2800	1400	0	0	0	4200	0	0	4200
25	sweeper	3000	1500	2500	1500	0	8500	180	4180	4320

Probable Pay at present structure at entry level without EPF deduction, HRA & Food										
Sl. No	Name	Basic	DA(50%)	Food	HRA	Other	Gross	EPF cont.(6%)	Total Deduction	Net
1	Director-I	50000	25000				75,000			75,000
2	Director-II	45,000	22500			0	67,500		0	67,500
3	CSO	30000	15000			0	45,000		0	45000
4	AO	20,000	10000			0	30,000		0	30,000
5	ASO/PSO	18,000	9000			0	27000		0	27000
6	Senior Urban Planner	18,000	9000			0	27000		0	27000
7	Urban Planner	16,000	8000			0	24000			24000
8	SSO	14,000	7000			0	21000		0	21000
9	JSO	12,000	6000			0	18000		0	18000
10	SRF	10,000	5000			0	15000		0	15000
11	JRF Grade-II	9,000	4500			0	13500		0	13500
12	JRF	7,000	3500			0	10500		0	10500
13	Technical Assistant	6,000	3000			0	9000		0	9000
14	JFA	7,000	3500			0	10500		0	10500
15	JFA Grade-II	8,000	4000			0	12000		0	12000
16	SFA	10,000	5000			0	15000		0	15000
17	JSO- Survey	12000	6000			0	18000		0	18000
18	SSO-Survey	14000	7000			0	21000		0	21000
19	ASO/PSO-Survey	18000	9000			0	27000		0	27000
20	Accountant	8000	4000			0	12000		0	12000
21	Administrative Assistant	6500	3250			0	9750		0	9750
22	Peon	3000	1500			0	4500		0	4500
23	Cook- Hostel	5500	2750			0	8250		0	8250
24	Assistant to cook	2800	1400			0	4200		0	4200
25	sweeper	3000	1500			0	4500		0	4500