



Government of Jammu & Kashmir
Department of Ecology, Environment & Remote Sensing

Office Order No: **02 DEERS of 2022**
Dated: **21-09-2022**

Whereas, the Department of Ecology, Environment & Remote Sensing has created Spatial Data Infrastructure with technical and financial assistance of DST, GoI and has developed a geoportal solution for online access by user departments and other stakeholders which facilitates sharing of data (in pdf and jpg format) among users as per national policies.

Whereas, it has been observed that the various Line Departments are approaching this department from time to time with request to share geospatial data in **shape or other editable format** either directly or through their authorized consultants engaged for developing online portals/Decision Support Systems/WebGIS Applications etc. under various projects undertaken by these departments.

Whereas, the draft Geospatial Data Sharing Policy J&K Govt. formulated by the Technical Committee constituted by J&K Govt. is under submission for approval of the J&K Govt.

Whereas, till the Data Sharing Policy is finalized and sanctioned by J&K Govt., it is felt necessary to have checks and balances in place while sharing any raster /vector data in editable format so that due care is taken by the indenting agencies/Govt. departments while handling such data sets.

Sh. Humayun Rashid, Scientist of the Department of Ecology, Environment and Remote Sensing is hereby designated as **Data Control Nodal officer (DCNO)**. The Data Control Nodal Officer shall be the single point of contact for sharing of geospatial data with different Line Departments.

The Line departments shall indent for data as per the Data Request Form (DRF) – Form I to the DCNO. The line Departments shall also render data receipt cum custody form in duly filled Form II to the DCNO on the receipt of the geospatial data. DCNO shall maintain a data request register as per Form-III wherein all the details of indents received and serviced shall be maintained.

Procedure for Data Servicing

1. The indenting Line depts. shall submit the request on duly filled Indent Form i.e Form I forming annexure to this order.
2. DCNO shall process the request on eFile and mark it to the concerned Scientist handling the subject matter.
3. The DCNO shall issue the requisitioned datasets / products only on physical media against proper receipt on the Data Register as per Form-III to be maintained by the Data Control Officer, after seeking necessary approval from the Director, Department of Ecology, Environment & Remote Sensing in this regard.
4. Raster or vector data shall be shared only with the Designated Nodal Officers duly authorized by the Head of the indenting Line Dept./institution.
5. Low to medium spatial resolution Raster (above 5m) and corresponding type of vector data covering not more than 50 sq.kms area may be shared with academic institutions/universities for genuine research work against indent made by the Head of the Department/Division of recognized Institution/University as per above procedure, whenever any indent of such nature is received.
6. Data in Non-editable format like pdf/jpg etc. will continue to be freely downloadable from the J&K Geoportal without making any indent/formal request.
7. The Data Control Officer is free to enforce additional measures whenever required for streamlining the process of data sharing and protection of the data.



(S. Rakesh Kumar) IFS
Director

Ecology Environment and Remote Sensing
J&K

Copy to:

1. Sh. Humayun Rashid, Scientist, DEE&RS for information and n/action.
2. Sh. Majid Farooq, Jr. Scientist, DEE&RS for information and necessary action.
3. Administrative Officer – to include this in the Annual administrative inspection
4. Order file

Annexure

FORM-1
Data indent form

Details of Indenting Officer:

Name of HoD	
Designation	
Ministry/Department	
Address	
E mail	
Phone / Fax No.	
Mobile No.	

SPECIFICATION OF THE DATA REQUISITIONED

S.No.	Specified Data	Area of interest	Reference
		Entire J&K	
A)	IRS satellite image(Resol: Above 5M)	District	Name of district
	Data type	Tehsil	Tehsil Name
		Jurisdictional area	Name of area of interest
		Entire J&K	
B)	DEM(Above Resol: 23m)	District	Name of district
		Tehsil	Tehsil Name
		Jurisdictional area	Name of area of interest
		Entire J&K	
C)	Slope/Aspect/Hillshade	District	Name of district
		Tehsil	Tehsil Name
		Jurisdictional area	Name of area of interest
		Entire J&K	
D)	<u>Vector layer Name</u>	<u>District</u>	<u>Name of district</u>
		Tehsil	Tehsil Name
		Jurisdictional area	Name of area of interest
		Sol Sheet No.	Sheet No.
		Geographical coordinates	Lat- long of corner points of the Aol

PURPOSE FOR WHICH THE DATA IS BEING SOUGHT

WHETHER THE INDENTED DATA SHALL BE USED IN HOUSE BY THE INDENTING DEPT. OR SHALL BE USED AS INPUT DATA BY HIRED CONSULTANT TO DEVELOP SPECIAL GEO-IT BASED PACKAGE FOR THE INDENTING DEPARTMENT

IF DATA IS REQUIRED TO BE WORKED ON BY YOUR AUTHORIZED CONSULTANT, WHAT MECHNISM SHALL BE PUT IN PLACE BY INDENTING DEPT. TO ENSURE DATA IS PROTECTED AGAINST NOT COPYING OR USE BY UNAUTHORIZED PERSONS

Remarks of Officer Incharge Data Bank and his recommendation

Recommendation of the Data Control Officer

Approval by HoD

/

Not approved by HoD

/

Comments if any

Signature:

Name:

Designation

Date:

FORM-II

**RECEIPT CUM SAFE CUSTODY CERTIFICATE
BY HEAD OF DEPARTMENT**

- a) I, here by authorize Shri(name)..... (Desig.).....
...and designate him/her as the Nodal officer of the Dept./ Research/Academic institution
(as the case may be)
representing.....
.....
(Full Address of dept./institution) to receive the above mentioned data for bonafide use.
- b) I understand and agree to take responsibility for all obligations as stipulated in the
“Guidelines for acquiring and producing Geospatial Data and Geospatial Data
Services including Maps” issued by the Department of Science & Technology (DST),
Govt. of India dated 15-01-2021 and shall use this data for bonafide purpose only.
- c) Due care will be taken to ensure that the specified data is not copied or used by
unauthorized persons and the data will be utilized only for genuine departmental project.
- d) The contribution of the Department of Ecology, Environment & Remote Sensing in
providing the above data shall be acknowledged in the final product and its documentation
as per standard copyright protocols.
- e) I declare that the creation / generation of above indented data sets is not included in the
Terms of Reference / Scope of Work of the consultant hired for above mentioned work for
which the data is being requisitioned.
- f) The Nodal officer designated for the purpose shall be the custodian of the requisitioned
data and equally responsible for its safety and security.
- g) I request that the above indented data may be supplied to our dept. against proper receipt
on your Data Sharing Resister.
- h) I, also confirm that all information furnished is correct to the best of my knowledge.
- i) I, Recommend and endorse the details of the Nodal officer whose specimen signature is
attested below on behalf of this department.

[Signature of Nodal Officer]

Name & Designation:
Department:
Office Address:
Email:
Phone/fax/Mobile
Date:

[Signature & Seal of HoD]

Name & Designation:
Department:
Office Address:
Email:
Phone/fax/Mobile
Date:

II

(For departmental use)

FORM-III

FORMAT OF DATA SHARING REGISTER

Name of the recipient officer of line dept.				
Designation				
Indenting dept. name				
Indenting dept. Address				
Project for which data is indented				
Folder Name		Media type		Size
S. No.	File Name	format	Size	Remarks

Signature:

Seal of the gazetted officer receiving the data: