



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



भारत के महासर्वेक्षक का कार्यालय
Office of the Surveyor General of India
हाथीबड़कला एस्टेट, डाक बक्स सं. 37
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DEHRADUN - 248 001 (UTTARAKHAND), INDIA

Departmental Order No. W- 141 / 2158 - General Orders Dated 24 June 2025

In supersession of all previous orders issued regarding the duties and responsibilities of Multi Tasking Staff (MTS) in Survey of India, the following duties and responsibilities shall henceforth be applicable to MTS personnel working in various offices under the SoI. These duties are **indicative in nature** and additional duties complying with the GoI orders may also be assigned as per the requirements of the office and under the direction of the office head. The distribution of work among MTS personnel may be done based on their educational qualifications, interests of an individual and functional requirements of the concerned office. These duties may be assigned either individually or in combination of doable tasks. The indicative duties and responsibilities of multi tasking staff are:-

1. Field Survey Assistance

- i. Supporting technical staff during field surveys.
- ii. Handling and carrying survey equipment's/instruments.
- iii. Act as co-pilot during drone survey.
- iv. Work related to any ITI/ Diploma/ Degree hold by the individual.
- v. Clearing weeds/bushes during field survey operations and carrying out minor repairs, (if required) of Benchmarks (BMs), Ground Control Points (GCPs) and other geodetic assets.
- vi. Holding survey umbrella, leveling staff etc.

2. Office & Section Maintenance

- i. Proper maintenance and upkeep of physical records including stitching and binding of files, packing of records etc.
- ii. Ensuring general cleanliness and upkeep of office premises including dusting, vacuum cleaning etc.
- iii. Opening and closing of office and rooms.

3. Office Support & Documentation

- i. Carrying files and documents within the office.
- ii. Assisting in routine office work: diary, dispatch, e-office work (scanning etc.), data entry, typing and sending emails.
- iii. Operating digital equipments: printers, plotters, scanners, photocopiers etc.
- iv. Providing support in paper cutting, bundling dispatch/loading,

plate making etc.

4. Logistics & Delivery

Performing courier duties, including delivery of official documents (dak) to government offices or private agencies.

5. Operational Duties

- i. Switch on/off office electronics equipments like computers, printers, air conditioners etc.
- ii. Driving official vehicles (if holding a valid driving license).

6. Grounds & Security Maintenance

- i. Maintaining gardens, lawns and potted plants.
- ii. Undertake watch & ward duties to ensure safety and security of office premises and assets.

7. Store & Inventory Support

Assist in verification of records, weeding out of records/files and condemnation of obsolete inventory items.

8. Miscellaneous

Perform any other tasks assigned by superiors/authorities.

This has the approval of the Surveyor General of India.

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Distribution:-

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