



सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें

**भारतीय सर्वेक्षण विभाग**  
**SURVEY OF INDIA**





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### Departmental Order No.J-173 /2158- General Orders Dated 21-07-2025

Survey of India is an attached office under Department of Science and Technology, Ministry of Science and Technology, Government of India. The Government of India has notified the National Geospatial Policy (NGP) on 28th December 2022 with a vision to make India a world leader in the Global Geospatial space and Survey of India (SOI), the national mapping agency, has been given the role of overarching nodal agency for Geospatial Data and for generation/maintenance of foundational data.

(ii) Amongst the 14 National Fundamental Geospatial Data Themes defined in the National Geospatial Policy, Survey of India would be responsible for maintaining the;

1. Geodetic Reference Frame,
2. Ortho-imagery,
3. Elevation (DEM),
4. Functional Areas (Administrative Boundaries) and
5. Geographical Names (Toponymy)

(iii) SOI will act as facilitator in harmonization of the data sets created using public money to ensure that data generated from various mapping activities by various stakeholders get seamlessly integrated into Geodetic Reference Framework. SOI will develop a mechanism to facilitate consolidation of the data sets into the national topographic template to meet the demand of periodically updated, high-resolution and accurate topographic data for the country.

(iv) SOI is responsible for developing and operating the NGDR and the UGI. The NGDR and the UGI are intended to provide access to all Fundamental and Sectoral Geospatial Data Sets and other Central/State Government datasets.

(v) National Geospatial Data Registry (NGDR) will be a commonly accessible set of registers/catalogue of data sets and services. Unified Geospatial Interface (UGI), an electronic data querying and processing service, will be operationalized for provision of consumer-oriented products, applications, services and solutions using the Geospatial data and metadata contained in the NGDR and utilizing the data supply chains from the Central and State Level Partnering Agency Data Nodes.

- (vi) This Departmental Order outlines the Organisational Structure of the Survey of India and it details the role of the Survey of India (SoI) in the global geo-spatial domain and defines the structure and functions of the Surveyor General's Office, as well as Zones, Geo-spatial Directorates and branches functioning under the Surveyor General's Office.
- (vii) Accordingly, the following order regarding the organisational structure of the Survey of India is hereby issued for information and strict compliance by all concerned.

## 2. ORGANISATIONAL STRUCTURE

### (A) Surveyor General's Office:

- (i) **Headquarters:** The Headquarters of Survey of India i.e. Surveyor General's Office is at Dehradun. Surveyor General of India has Camp Office in New Delhi. Survey of India has its offices in almost all the states. After reorganization of Survey of India vide various Departmental Orders issued during the period of February to April 2024, the organizational structure is as described in following paragraphs.
- (ii) **International Boundary Directorate & Directorate of Survey Air:** The 'International Boundary Directorate & Directorate of Survey Air' is under the administrative control of SGO.
- (iii) **GRF & GDE Division:** There is a Geodetic Reference Frame & Geospatial Data Exchange Division (GRF&GDE Division) under the administrative control of the Surveyor General's Office. This Division is headed by the Additional Surveyor General, SGO (GRF&GDE). There are two specialized Directorates under GRF&GDE Division:

#### 1) Geodetic & Research Branch (G&RB)

The Geodetic & Research Branch is responsible for guiding all the GDs for establishment and maintenance of the National Geodetic Reference Frame through the Ground Control Points, HP Leveling Bench Marks, Tidal network, gravity network and geomagnetic points network. All these structures are now called National Geodetic Assets.

The broad planning for establishment of GCPs, HP Levelling network and CORS stations is the responsibility of GRF Directorate, while the State Geospatial Directorates have the responsibility of establishment and maintenance of all these Geodetic Assets in close co-ordination with the state machineries.

#### 2) National Geospatial Data Registry & Unified Geospatial Interface (NGDR & UGI)

The main function of this Directorate is Scrutiny, Integration and Management of foundation dataset of entire country as generated by State GDs. Further, the responsibility of Developing and Operating the National Geospatial data Registry (NGDR) and Unified Geospatial Interface (UGI) in collaboration with BISAG-N and others also lies with this directorate.

This Directorate has following branches/wings:

- a) NGDR
- b) UGI
- c) Standards

- d) NGD-DR Wing i.e. Data Disaster Recovery Wing at Hyderabad (erstwhile GIS&RS).

### 3) **Geo-ICT Infrastructure Branch**

The branch will function under the Additional Surveyor General, SGO (GRF & GDE), for the maintenance of the infrastructure for the Enterprise level Geospatial data production activities: Data acquisition, Data Processing, Workflow or Process Management etc., Designing and Establishment of security infrastructure, High Speed Secure Connectivity and development of dashboards.

#### **(B) Zones:** There are 4 Zones,

- (i) Northern Zone, New Delhi
- (ii) Western Zone, Jaipur
- (iii) Eastern Zone, Kolkata
- (iv) Southern Zone, Bengaluru

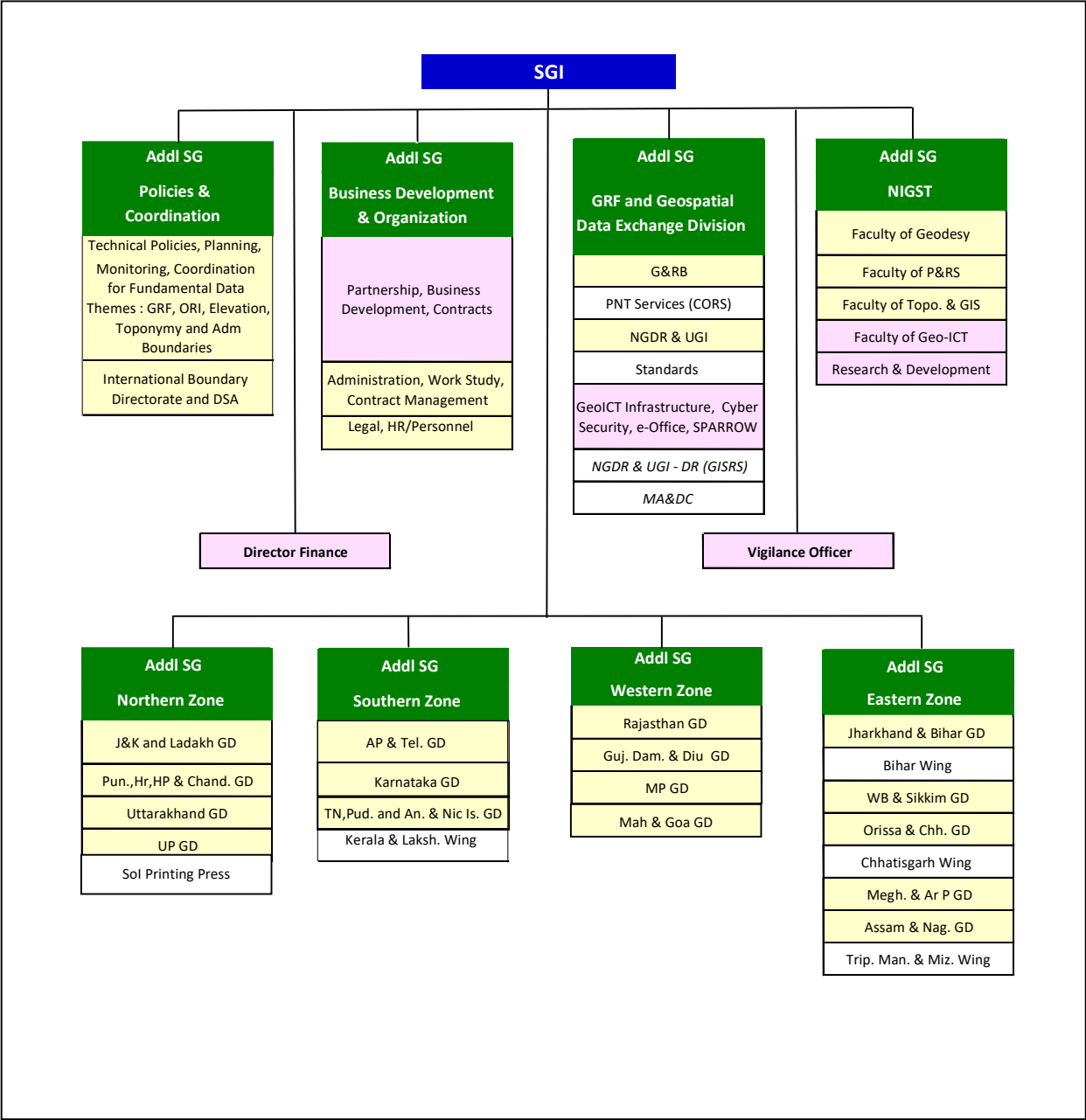
The Zone is headed by the Additional Surveyor General.

- 1) **Geospatial Directorates:** The Zones have the State Geospatial Directorates under them. Each State Geospatial Directorate is responsible for Geospatial activities in the concerned state(s). The Directorate is headed by the Director.
- 2) **Wing:** For some of the states, the Geospatial activities are the responsibility of the Wings headed by Superintending Surveyor. The administrative control of the Wings is with a Geospatial Directorate.

#### **(C) Training Institute:** The National Institute for Geo-informatics Science & Technology (NIGST), Hyderabad is the training institute of Survey of India. It imparts training not only to the officers & staff of SoI, but also to the personnel of other Central and State government departments, candidates from Afro-Asian countries and sponsored/private candidates. Further, a 'Research & Development Directorate' (R&D Directorate) is opened under NIGST and will be catered through NIGST.

The organizational Structure of Survey of India is shown below.

Organizational Structure of Survey of India

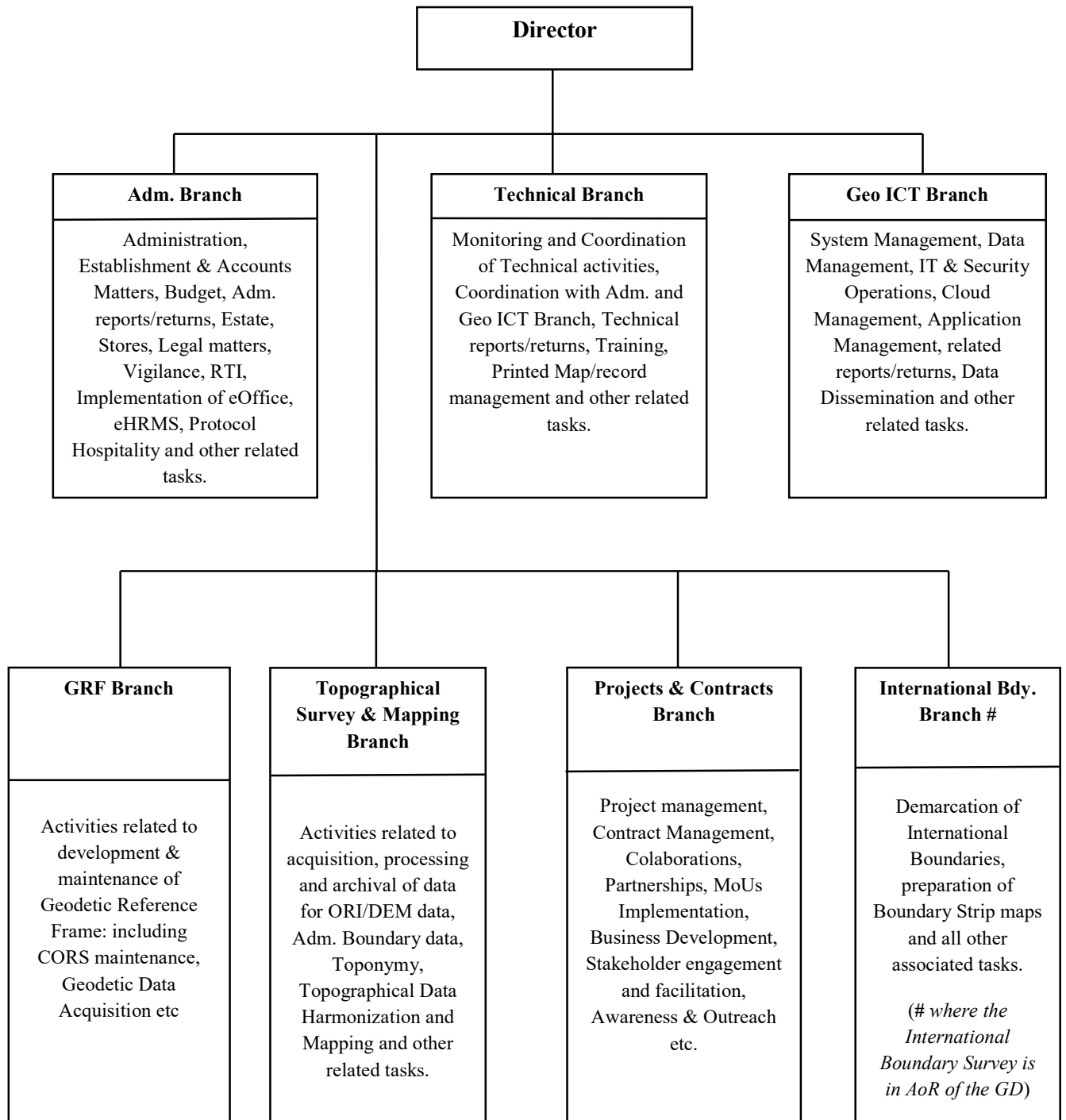


## Roles and Functions

| Sl. No. | Office                          | Important Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| I.      | Surveyor General's Office (SGO) | <p><b>(1) Headquarters:</b></p> <ul style="list-style-type: none"> <li>i. Coordination and monitoring the activities for implementation of Govt. policies and guidelines such as NGP 2022, Geospatial Guidelines 2021 etc.</li> <li>ii. Coordination and Monitoring of technical work on mandated Fundamental Data Themes.</li> <li>iii. Periodic review of the work of Zones/Directorates, at least once in a month for Zones and once in a quarter for Directorates.</li> <li>iv. Promote the Induction of latest and emerging technologies in coordination with R&amp;D Directorate, industry and academia.</li> <li>v. International Cooperation and SoI participation in UN and other International bodies, meetings/ events etc.</li> <li>vi. Partnerships and collaboration with other organizations and industry at national level.</li> <li>vii. Overarching role in Project management.</li> <li>viii. Business development, Market study and user interaction in coordination with Zonal Heads and industry.</li> <li>ix. To liaise with the professional service providers.</li> <li>x. Appointment / Hiring of firms for Consultancy and/or professional services for running the various offices.</li> <li>xi. Monitoring the implementation of MoUs signed at HQ level.</li> <li>xii. General administration at organizational level.</li> <li>xiii. Monitoring of implementation of procurement policies etc. in SoI.</li> <li>xiv. Sanction and high level monitoring of Capital Works in SoI offices/estates.</li> <li>xv. Coordination with DST, UPSC, SSC etc. for recruitment against vacancies.</li> <li>xvi. Periodic revision of recruitment rules etc.</li> <li>xvii. Resolving the issues arising in service matters in coordination with DST.</li> <li>xviii. Promotions/Postings/ transfers of officers / staff.</li> <li>xix. Development and monitoring the implementation of Training Policy.</li> <li>xx. Organizational structure, Cadre related issues, Cadre Review, Welfare matters, Associations and JCM matters.</li> <li>xxi. Financial matters, budget allocation, expenditure</li> </ul> |

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|     |              | <p>monitoring</p> <p>xxii. Overarching role in monitoring the legal matters/court cases pertaining to SoI in coordination with DST.</p> <p>xxiii. Overarching role in Contracts management.</p> <p>xxiv. Management of SoI Estates in Dehradun and Mussoorie.</p> <p>xxv. Monitoring of Surveyors' Certification and Registration.</p> <p>xxvi. Coordinating GDPDC activities and meetings and monitoring implementation of recommendations/decisions taken under the aegis of GDPDC.</p> <p>xxvii. Ensuring implementation of government orders on RTI, Welfare, Grievance etc. in all SoI office.</p> <p>xxviii. Disciplinary matters as per the related Rules.</p> <p>xxix. Preparation, monitoring and implementation of Human Resource Development/ Management policy.</p> <p>xxx. All matter related to legal issues.</p> <p>xxxii. Timely submission of reply to Parliamentary Questions</p> <p>xxxiii. Preparation of Annual Report of SOI</p> <p>xxxiv. Timely submission of reports/returns to DST and monitoring reports/returns from Zones/Directorates</p>                                                                                                                                                                                                                                                                                                                                                               |
| II. | <b>Zones</b> | <p><b>(1) <u>Zonal Headquarters</u></b></p> <p>i. Overall responsibility for the efficient performance of the Directorates under the Zone.</p> <p>ii. Finalizing the action plan and programme of technical work for Directorates/ wings.</p> <p>iii. Feedback and suggestions to SGI on matters pertaining to ORI, DEM, Elevation, Toponymy and Administrative Boundaries.</p> <p>iv. Act as a bridge between SGO and Geospatial Directorates.</p> <p>v. Monitoring and Periodic review of the technical and administrative work of Geospatial Directorates under the Zone.</p> <p>vi. Conduct of at least one review meeting of the Directors under the Zone every month.</p> <p>vii. Monitoring the implementation of Training Policy in the Directorates under the Zone.</p> <p>viii. Monitoring the implementation of MoUs signed at Zonal/State Geospatial Directorate level.</p> <p>ix. Closely monitor the implementation of projects undertaken by Directorates under the Zone.</p> <p>x. Interaction with stakeholders including central /state govt departments/ organizations/ industry etc. and advising them in the matters pertaining to Geospatial data/ information.</p> <p>xi. Interaction with central/state govt. authorities at appropriate level in order to resolve the issues, if any, related to activities of Geospatial Directorates.</p> <p>xii. Attending important meetings called for by the State</p> |

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|  |  | <p>Governments.</p> <p>xiii. Promote the awareness about available products and services of the department.</p> <p>xiv. Partnerships and collaboration at regional/ state level.</p> <p>xv. Monitoring the data reengineering and digitalization carried out by Directorates/Wings for making it ready for dissemination through online portals.</p> <p>xvi. To liaise with the professional service providers.</p> <p>xvii. Appointment/ Hiring of firms for Consultancy and/or professional services for running the various offices in the Zone.</p> <p>xviii. Upkeep of maps/records including scanning and cataloguing.</p> <p>xix. Ensuing regular weeding out of old files/records and condemnation of unserviceable store items by the Directorates.</p> <p>xx. General administration at Zonal level.</p> <p>xxi. Ensuring timely requisition and recruitment against vacancies in coordination with SoI HQ and Geospatial Directorates as per the recruitment rules.</p> <p>xxii. Transfers of staff within the Zone as per transfer guidelines of SoI.</p> <p>xxiii. Close monitoring of sanctioned Capital Works within the Zone.</p> <p>xxiv. Submission of consolidated budget estimate.</p> <p>xxv. Ensuring proper projection of B.E. and R.E. by the Directorates/Wings under the Zone.</p> <p>xxvi. Ensuring optimum utilization of the budget allotted to the Directorates /Wings under the Zone.</p> <p>xxvii. Close monitoring of contract management in Directorates/Wings under the Zone.</p> <p>xxviii. Disciplinary matters as per the related Rules.</p> <p>xxix. Ensuring implementation of government orders on RTI, Welfare, Grievance etc. in the Zone.</p> <p>xxx. Timely submission of reports/returns to SGO including inputs for Annual Report of SoI.</p> |
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**Annexure-I****Organizational Structure of Geospatial Directorate**

**Annexure-II****Functions of Branch of Directorate**

| <b>Sl. No.</b> | <b>Office</b>                 | <b>Important Functions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>1.</b>      | <b>Geospatial Directorate</b> | <p><b>(1) Technical Branch:</b></p> <ul style="list-style-type: none"> <li>i. Provide inputs and support to the Director in monitoring the technical activities of the Directorate.</li> <li>ii. Coordination and monitoring the activities of various wings of the Directorate.</li> <li>iii. Implementation of Training Policy in co-ordination with Geo ICT and Administrative Branches.</li> <li>iv. Support the Director in Facilitating and coordinating with the State Government in generation of geospatial data/ information.</li> <li>v. Providing inputs for BE and RE pertaining to Technical activities.</li> <li>vi. Keep track of utilization of budget allocated to the Directorate/Wing for technical activities/projects etc.</li> <li>vii. Providing inputs and necessary support to the Director for the meetings called for by State Government/District administration.</li> <li>viii. Timely submission of reports/returns to Zone/SGO including inputs for Annual Report of Sol.</li> <li>ix. Ensuring regular weeding out of old files/records in the Directorate/Wing.</li> <li>x. Upkeep of maps/records including scanning and cataloguing.</li> <li>xi. Other related tasks.</li> <li>xii. Any other instruction given by Surveyor General's Office/ Zonal office/ Directorate.</li> </ul> <p><b>(2) Administrative Branch:</b></p> <ul style="list-style-type: none"> <li>i. Provide inputs and support to the Director for General administration of Directorate.</li> <li>ii. Ensuring timely requisition and recruitment against vacancies as per the recruitment rules, in coordination with Zonal office.</li> <li>iii. Compiling and providing the data for DPCs.</li> <li>iv. Processing the cases of MACP etc.</li> <li>v. Activities related to Pay, allowances and other related matters.</li> <li>vi. All activities pertaining to establishment matters.</li> <li>vii. All activities pertaining to accounts, budget and related matters.</li> <li>viii. Proper projection of B.E. and R.E.</li> <li>ix. Keep track of utilization of budget allocated to the Directorate/Wing.</li> <li>x. Ensuring proper execution of Capital Works within the Directorate/Estate in close coordination with the CPWD authorities.</li> <li>xi. Provide necessary support to Tender Committee/Procurement Board for Appointment / Hiring of firms for Consultancy and/or professional services for running the office.</li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>xii. Close monitoring of the legal cases as assigned by SGO. Coordination with Government Counsel and timely completion of all legal formalities.</li> <li>xiii. Preparation of brief note, counter affidavit for all the court related matters of SoI in CAT, local courts, High Court, Supreme Court and other courts.</li> <li>xiv. Provide ministerial support to the Director /Estate Officer in management of Estate.</li> <li>xv. Processing the Vigilance/Disciplinary matters as per the related Rules.</li> <li>xvi. Implementation of government orders on RTI, Welfare, Grievance etc. in Directorate/Wing.</li> <li>xvii. Maintenance of Store items, inventory management, regular updation of stock register and conduct of auction for disposal of condemned and obsolete items.</li> <li>xviii. Implementation of e-Office and eHRMS in the Directorate.</li> <li>xix. Implementation of Official Language Policy.</li> <li>xx. Protocol and Hospitality related matters.</li> <li>xxi. Other related tasks.</li> <li>xxii. Any other instruction given by Surveyor General's Office/ Zonal office/Directorate.</li> </ul> <p><b>(3) Geo ICT Branch:</b></p> <ul style="list-style-type: none"> <li>i. Provide inputs and support to the Director in Geo ICT activities of the Directorate.</li> <li>ii. Maintenance and management of the Geo ICT infrastructure pertaining to the Directorate including infrastructure in the Cloud.</li> <li>iii. Data Management including storage and archival of fundamental datasets like ORI, DEM, Topographic data, Geodetic Data, Boundary, Toponymy layers etc. pertaining to AoR of the Directorate .</li> <li>iv. Data Dissemination pertaining to AoR of Directorate.</li> <li>v. Regular updation/ upgradation, License Management pertaining to Applications of the Directorate.</li> <li>vi. Maintaining the High Speed Secure Connectivity and SoI WAN within the Directorate.</li> <li>vii. Maintenance of security infrastructure including Perimeter Security, Network Security, Cyber Security, End Point Security etc. and security compliances/tests/ certifications etc.</li> <li>viii. Providing inputs for BE and RE pertaining to Geo ICT activities.</li> <li>ix. Keep track of utilization of budget allocated to the Directorate/Wing for Geo ICT activities etc.</li> <li>x. Other related tasks.</li> <li>xi. Any other instruction given by Surveyor General's Office/ Zonal office/ Directorate.</li> </ul> <p><b>(4) GRF Branch:</b></p> <ul style="list-style-type: none"> <li>i. Planning and execution of activities related to development and maintenance of Geodetic Reference Frame. It should also</li> </ul> |
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|  |  | <p>conform to the overall broad plan given by GRF Directorate.</p> <ul style="list-style-type: none"> <li>ii. Geodetic Data acquisition.</li> <li>iii. Keep inventory and maintenance of GT Stations, GCPs, CORS network stations, BMs, Tidal infrastructure within the AOR.</li> <li>iv. Periodic inspection and maintenance of GT Stations, GCPs, CORS Network stations, BMs and Tidal infrastructure within the AOR of Geospatial Directorate. Any disturbance/damage etc. also to be reported to GRF Directorate, Dehradun.</li> <li>v. Other related tasks.</li> </ul> <p>Any other instruction given by Surveyor General's Office/ Zonal office/ Directorate.</p> <p><b>(5) Topographical Survey &amp; Mapping Branch:</b></p> <ul style="list-style-type: none"> <li>i. Planning and execution of all activities related to acquisition, processing, generation and archival of ORI and DEM data.</li> <li>ii. Demarcation of Inter State Boundaries. Integration of all boundary data pertaining to Inter-State Boundary, District Boundary and all Administrative Boundaries upto Village Level.</li> <li>iii. Toponymy.</li> <li>iv. Data reengineering and digitalization for making it ready for dissemination through online portals.</li> <li>v. Data generation in collaboration with State Remote Sensing Centres/ other organizations/private sector.</li> <li>vi. Topographical Mapping.</li> <li>vii. Printing of Maps as per requirement.</li> <li>viii. Maintenance of harmonized Topographical Data pertaining to the AoR of Directorate.</li> <li>ix. Other related tasks.</li> <li>x. Any other instruction given by Surveyor General's Office / Zonal office/ Directorate.</li> </ul> <p><b>(6) Project Wing &amp; Contracts Branch</b></p> <ul style="list-style-type: none"> <li>i. Planning and Implementation of various projects.</li> <li>ii. Implementation of MoUs.</li> <li>iii. Facilitating and coordinating with the State Government in generation of geospatial data/ information.</li> <li>iv. Coordinating with Director for partnership and collaboration with other organizations and academia at state level.</li> <li>v. Outreach program.</li> <li>vi. Contract management of all contracts pertaining to the Directorate/Wing.</li> <li>vii. Other related tasks.</li> <li>viii. Any other instruction given by Surveyor General's Office/ Zonal office/ Directorate.</li> </ul> <p><b>(7) International Boundary Branch:</b></p> <ul style="list-style-type: none"> <li>i. Demarcation of International Boundaries, preparation of</li> </ul> |
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|  |  | Boundary Strip Maps and all other associated tasks. (where the International Boundary Survey is in the AoR of the GD) |
|  |  | ii. Any other instruction given by Surveyor General's Office/ Zonal office/ Directorate.                              |

### **2.3 Designated Sections handling work of (O&M)/IWS Unit activities.**

- a) Based on the recommendations of Staff Inspection Unit (SIU), Department of Expenditure, the O&M/IWS Unit setup has been abolished. While Department of Administrative Reforms & Public Grievances provide some initiatives, incentive, information, advice, etc. the main task of evolving and implementing reform measures will continue to be responsibility of all Ministries/Departments who may entrust the job to their appropriate formation like Administration, Coordination etc. Strengthening of offices for handling the O&M work for necessary improvements/simplification/streamlining in administration in the Ministries/Departments concerned will, therefore, be essential. Similar steps will also be taken in the Attached/Subordinate offices and Public Sector Undertakings/Autonomous Bodies.
- b) For O&M studies, Survey of India will be guided by the orders and guidelines issued by the Department of Administrative Reforms and Public Grievances.

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#### **Distribution:-**

- (i) All the Addl. SGs, for information and compliance please.
- (ii) All DSGs/ Directors/ Wing In-charges, for information and compliance please.
- (iii) All Sections of SGO, Dehradun, for information please.
- (iv) PS to SGI, for information please.