

**DUTIES AND RESPONSIBILITIES OF Gp 'B' and 'C' POSTS PROPOSED IN  
RESTRUCTURING**

**1. Introduction**

Survey of India, a more than 245 years old department, is the National Surveying and Mapping Agency under the Department of Science and Technology, Ministry of Science and Technology, Government of India. Survey of India has played an invaluable role in the saga of India's Nation Building. The scientific and development initiatives of the department have played an indispensable pioneer role in defining the country's priorities in growth and development.

**1.1 Role of Survey of India**

Apart from the given mandate as the National Mapping Agency, Survey of India has an important role in the national development process. Surveying and mapping is essentially required prior to commencement of any developmental project.

Survey of India acts as an advisor to:-

- i) The Government of India on all survey matters.
- ii) The Ministry of External Affairs regarding the International boundaries.
- iii) The Ministry of Defence regarding their mapping needs including digital cartography reproduction etc.
- iv) The Ministry of Home Affairs regarding the State boundaries of the States of India and regarding the standardization and transliteration of geographical names
- v) The Ministry of Power and Water resources regarding the surveying and mapping requirements for irrigation and power projects.
- vi) The Ministry of Forests and Environment regarding the survey of natural resources and forest cover etc.

Survey of India carries out different types of survey works. The Geodetic Surveys are carried out to provide the most accurate type of control work for further surveys. SOI provides geomagnetic data to various scientific agencies. SOI also carries out gravity observations which play important role in defence and space sector. Tidal observations are also carried out by SOI for determining the Mean Sea Level since 1876. These tidal observations are also integral part of Indian Tsunami Warning System.

Survey of India prepares Topographical maps on different scales. These maps are very useful for planning for the developmental projects, defence needs, research works etc. Survey of India also takes project jobs like Tunnel alignment, survey for hydroelectric power projects and need based surveys for Central/State government organizations and other agencies. Now SOI is embarking on producing GIS ready topographic maps, topographic image maps and large scale maps to meet the current needs of the country.

Survey of India has about 100 odd cadres. These diverse cadres were required for performing specialized duties in the old times using old technologies. With advancement and availability of latest technology the organizational demands multi-skilling and multi-tasking. The last Cadre Review exercise was done in 1984-85 and the recommendations were implemented in 1988. Under this cadre review 06 posts of Additional Surveyor General, 09 posts of Directors and 06 posts of Deputy Directors and 20 posts of DSS (as training and deputation reserve) were created. Subsequently in 1991 SOI was restructured and 04 Zones were also created (North, South, East and West). Later in 2003, State based Geo-spatial Data Centres were created after abolishing the Topographical Circles, Survey Parties, Photo Parties and Drawing Offices. Further, in 2005, Regional Zones were created and State Data Centres were placed under their respective regional zones. However, in all these organizational changes the cadre review was not done.

The present restructuring exercise is comprehensive (including all cadres) and done with the objective of restructuring the organization to achieve its mandate in an efficient manner in tandem with the Govt. of India's policies and directives with regard to surveying and mapping. In the present restructuring of organization an effort has been made to retain the functionality of cadres while reorganizing them in simpler, leaner and more efficient structure.

The objective of the cadre review proposal is to strike a healthy balance between the functional requirements of the Department and the career progression of the Group 'A' officers. It is a well known that a satisfied workforce leads to enhanced efficiency; with a greater sense of belongingness which in turn benefits the organization.

2. There has been a continuous and significant change in the concept of governance. The cadre management has become a complex exercise because of several factors like changes in the role of Government Ministries/Departments, technological advancements, higher public expectations supported by a robust economic growth, thrust on greater participation of public in governance etc. All these need to be taken care of to keep a service/cadre relevant.

3. In Survey of India an effort has been made to keep the balance between the functional requirements of the Department in line with the career expectation of the officers. Accordingly adequate number of posts at all grades viz. JTS, STS, JAG, SAG and HAG have been provided for in the Group 'A' cadre. Which is meant for supervision and formulation of policies related to surveying and mapping of the country and for Direction and Administration of various Directorates. The execution of the survey tasks is done by the Group 'B' and 'C' technical staff ably supported by the other supporting cadre.

4. Due to distinct division of work, qualification and aptitude the organization earlier had about 100 odd cadres. Due to shift in the technology used in the Department now multiskilled manpower is required. Many past cadres which are no longer required have been done away with or merged into one.

5. SOI Group 'B' and 'C' posts are divided into different grades. Each grade carries distinct levels of responsibilities. The duties and responsibilities of various Group 'B' and 'C' posts as proposed in the restructuring are as under:-

## **A- SURVEY CADRE**

### **Officer Surveyor**

1. To provide inputs and assist Officer-in-Charge of Wing in proper planning of the work.
2. Preparation of Estimates for Survey Projects.
3. Supervision of the work of personnel of his section/camp.
4. Data Acquisition as per the prescribed methods and instructions issued by Officer-in-Charge Wing.
5. Data Transformation, Data Processing, Computation etc.
6. Cartographic Work in Hardcopy or Softcopy as required.
7. Work related to GIS and Other Applications.
8. Scanning, plotting etc.
9. To ensure the Quality Control at every stage of work.
10. Data Management.
11. Training and Guidance to personnel deployed in the section.
12. To provide input and assist OC Wing in preparation of technical instructions and Standard Operating Procedures.
13. Work as Section Officer (SO)/Camp Officer (CO). As a SO/CO, supervision of the work of staff of the section/camp and monitoring the outturn of the personnel of his section/camp.
14. To work as Technical Officer of the Zone/Directorate/GDC as and when assigned.
15. He may be assigned the duties of E&AO/ASO in absence of E&AO/ASO.
16. Preparation and submission of Reports and Returns.
17. Checking the Instruments and Software.
18. Maintenance of Instruments and equipments.
19. Site selection and supervision of construction of Survey Stations/Bench Marks etc.
20. To work as Instructor and Impart Training to course participants, when posted in IIS&M. Taking Lectures (Theory classes/Practical/Field Exercises/Survey Camp).
21. To impart training to departmental/Extra departmental candidates whenever required at the place of their posting.
22. Preparation of Technical Instructions for Field Training.
23. Officer Surveyors may have to carry out survey task of important nature individually, if required.
24. Any other official work assigned by the higher authorities.

### **Surveyor (Senior)**

1. All activities pertaining to Data Acquisition, Data Transformation, Data Management, Data Processing, Computation etc. in the field as well as in the office as per the available and prescribed technology/methods and instructions issued in this regard.

2. Providing inputs and assisting Section Officer in planning of work of the section and preparation of estimates for survey projects.
3. Cartographic work in hardcopy or softcopy as required, work related to GIS and other applications. scanning, plotting and other related jobs.
4. To give required outturn and ensure quality control at every stage of work.
5. Training and guidance to staff.
6. Preparation of reports and returns.
7. Checking and maintenance of instruments and software.
8. Construction of survey stations/bench marks etc.
9. To carry out research work pertaining to various methods of surveying & mapping and use of various available instruments/software to get optimum result and give feedback to senior officers.
10. When posted in IIS&M, imparting training to course participants. Taking lectures (theory classes/practical/field exercises/survey camp etc.). Preparation of technical instructions for the above jobs.
11. To impart training to departmental/Extra departmental candidates whenever required at the place of their posting.
12. To work as section officer/camp officer as and when required.
13. Any other official work assigned by the higher authorities.

### **Surveyors (Junior)**

1. All activities pertaining to Data Acquisition, Data Transformation, Data Management, Data Processing, Computation etc. in the field as well as in the office as per the available and prescribed technology/methods and instructions issued in this regard.
2. All activities pertaining to cartographic work in hardcopy or softcopy as required, work related to GIS and other applications. Scanning, plotting and other related jobs.
3. To give required outturn and ensure quality control at every stage of work.
4. Preparation of reports and returns.
5. Checking and maintenance of instruments and software.
6. Construction of survey stations/bench marks etc.
7. Preparation of estimates for survey projects.
8. When posted in IIS&M, imparting training to course participants. Taking lectures (theory classes/practical/field exercises/survey camp etc.). Preparation of technical instructions for the above jobs.
9. To impart training to departmental/Extra departmental candidates whenever required at the place of their posting.
10. To assist in research work related to survey.
11. Any other official work assigned by the higher authorities.

### **Skilled Work Assistant**

1. Carrying the instruments/equipments/tents and other allied items required for field survey work including loading, unloading for transportation and ensuring their protection and safe handling.
2. Pitching the tents and setting up of camp for survey work including ground and jungle clearing if required.
3. Measurement using tape/chain/other methods. Preparation of survey BMs/stations/monuments.
4. Holding the leveling staves, reflectors etc. and other allied items, giving signals during survey work.
5. Providing assistance and help in survey work.
6. Physical maintenance of records of the section.
7. General cleanliness & upkeep of the section/unit.
8. Carrying of files & other papers. Photocopying, sending of FAX etc.
9. Assisting in routine office work like diary, dispatch etc. including basic entries on computer.
10. Delivering the dak (outside the building).
11. Watch & ward duties, opening & closing of rooms, cleaning of rooms, dusting of furniture, equipments, instruments etc.
12. Cleaning of building, fixtures, upkeep of parks, lawns, potted plants etc.
13. Driving of vehicles, if in possession of valid driving license and as per need.
14. Ensuring security/safety of room and inventory items.
15. To assist the In-charge of their section in all the works.
16. Any other work assigned by the superior authority.

### **B-PRINTING**

#### **Assistant Manager**

1. Planning of work, estimating and costing, scheduling and organizing the production.
2. To be conversant with the cartographic requirement of maps.
3. To acquire knowledge of various theoretical, practical and operational aspects of printing.
4. Supervision of all the printing activities/processes.
5. Ensure quality control at every stage of printing.
6. Final scrutiny of printed material before dispatch/delivery.
7. Preparation of technical instructions/standard operating procedures.
8. Preparation of reports/returns.
9. Deployment of staff in the section.
10. Designing of cover pages of books.
11. Providing practical training and operational guidance to staff working under him.
12. To keep a vigil on the consumption of raw materials, safety of machines and costly equipment and movement of classified maps and records from one area to another.

13. To attend to routine management problems of personnel working under his control.
14. To liaise with maintenance staff for timely maintenance and repair of machines and equipment and to ensure that downtime is kept to the minimum.
15. To assist Senior Manager/Junior Manager in testing of article of stores, workers promotion test, quality and quantity of incoming stores and physical verification of stores
16. Any other work assigned by the superior authority.

### **Printing Technologist (Senior)**

1. To be conversant with the cartographic requirement of maps.
2. To acquire knowledge of various theoretical, practical and operational aspects of printing.
3. To provide inputs to Assistant Manager for planning of work, estimating and costing related to printing work.
4. To carry out all the activities/processes pertaining to printing.
5. To have complete control for handling and operation of machinery, equipment and processes under his charge.
6. To ensure quality control at every stage of printing.
7. Final scrutiny of printed material before dispatch/delivery.
8. Archival of scanned films/data.
9. To ensure the proper packing of printed material.
10. To ensure the proper utilization of machines, material and manpower to give optimum output.
11. To ensure the proper maintenance/repair of printing machines and equipments.
12. To impart practical training and provide guidance to junior staff.
13. To carry out thorough scrutiny of the original materials received in the section before acceptance.
14. To be responsible for safety and security aspects of machines, manpower, printing materials, printed maps and jobs being carried out.
15. To be vigilant on consumption of raw materials and movement of classified maps and documents.
16. Any other work assigned by the superior authority.

### **Printing Technologist (Junior)**

1. To be conversant with the cartographic requirement of maps.
2. To acquire knowledge of various theoretical, practical and operational aspects of printing.
3. To carry out all the activities/processes pertaining to printing.
4. To ensure quality output at every stage of Printing.
5. Final scrutiny of printed material before dispatch/delivery.
6. Archival of scanned films/data.
7. Packing of printed material.
8. Proper utilization of machines and material manpower to give optimum output.

9. Maintenance/repair of printing machines and equipments.
10. To have requisite sense of responsibility for security aspects of jobs being carried out.
11. To be vigilant on consumption of raw materials and movement of classified maps and documents.
12. To possess requisite knowledge of maintenance, production capability and other salient features of the specialized machinery being operated by him.
13. Any other work assigned by the superior authority.

### **Printing Assistant**

1. To acquire knowledge of various practical and operational aspects of printing.
2. To assist Printing Technologist Senior/Junior in handing and operating various kinds of printing machines and other equipments.
3. Proper cleaning and maintenance of the various machines/equipments.
4. To have knowledge of safety precaution aids against electrical shocks and of giving first aid.
5. To carry out pre-processes and finishing processes of printing such as preparation of chemicals, graining & guillotine operation as well as processes of book binding etc.
6. Any other work assigned by the superior authority.

### **C-STORES/RECORDS**

#### **Note:**

- 1. Classified Documents will be handled as per Govt of India Instructions issued from time to time**
- 2. Store-cum-Record Keeper will do the duty in Record keeping and Store Keeping alternatively for 5 years including Handing/Taking over.**
- 3. The list is not exhaustive. All the duties, as per the Store Manual and Govt of India Instructions issued on the subject from time to time will also be carried out by the cadre.**

### **Assistant Stores Officer**

1. He is required to control and manage stores including indenting, estimation and monitoring of budget requirement of Zone/Directorate/GDC.
2. Procurement of field / drawing instruments, tentage, clothing, technical & office stationery, furniture and field stores and equipment etc. as well as photogrammetric and geodetic instruments and other sophisticated survey instruments involving foreign exchange.
3. Responsible for processing procurement of all above items of stores in each case after obtaining necessary sanctions and observing usual formalities.

4. Scrutinizing loss statements, theft, fire and other discrepancy cases and watch their proper disposal.
5. Responsible for preparation of stores budget and control over expenditure on each group of stores.
6. Correspondence with DGS&D and rate contract holding firm for procurement of items of stores covered by the DGS&D rate contract with regards to the supply and payment etc.
7. Correspondence on policy matters etc. concerning stores.
8. Responsible for timely submission of stores returns, stores account, annual verification of stores and maintenance of liability register to guide timely purchase and utilization of funds.
9. Responsible to arrange inspection of all stores purchased locally and received through rate contract and release bills/ inspection notes after proper verification.
10. To look after Motor Transport Section and carry out all the responsibilities pertaining to maintenance and upkeep of govt. vehicles and also arrange procurement of M.T. parts / stores locally or through DGS & D rate contract.
11. To attend audit observation regarding stores and settle the objections if any, in this respect.
12. Responsible to initiate action for agreements and contracts for large purchases / supplies.
13. Attesting issue and receipt entries in the ledgers against relevant vouchers.
14. Responsible for arranging disposal of unserviceable stores through auction / disposal etc. thereof to the best advantage of the Govt. including disposal of surplus stores.
15. To maintain a list of approved suppliers.
16. Any other duty assigned by higher officers.

#### **Stores Assistant**

1. He will assist the ASO in discharging the duties of ASO.
2. He should be well conversant with all stores aspects i.e. procurement, storage, receipt, issue preservation and ensure proper implementation of the same from time to time. He will deal with all the cases on procurement of stores following the prescribed procedure.
3. He will initiate procurement action for annual replacement of field stores, well in time, as per the indents approved by Director/Dy. Director / Asstt. Stores Officer.
4. He will put up all the proposals for procurement keeping in view the stock in hand, items in pipeline and prescribed scales as laid down in each case.
5. He will assist ASO in compilation of the procurement Board's decision regarding placing of orders after finalization of tenders. He will initiate action for preparation of comparative statement and will put up to Asstt. Stores Officer / Dy. Director.
6. He will put up draft supply order showing the terms and conditions of the Director, keeping those of the supplier and wherever contracts are to be signed draft contract is to be put up to Asstt. Stores Officer for further necessary action.
7. He will arrange to initiate action for compilation of the proceedings of the Condemnation Board of the Directorate and put up to Asstt. Stores Officer. After Board's decision for



condemning stores, he will take action to put up the cases to Asstt. Stores Officer for obtaining Director / SG's approval for disposal as per the delegated financial power.

8. He will maintain an up-to-date list of financial powers for procurement of stores & disposals of stores and write-up sanction in each case.
9. He will compile the requirement of precision and non precision instruments of the Directorate as per the indent to be placed in time with the approval of the Director.
10. He will guide the Store Keeper to maintain stock registers and other dead stock register and ensure that Store Keeper maintains it correctly and keeps it up-to-date.
11. He will visit the stores/go-downs from time to time and will ensure that the Store Keeper is maintaining proper safeguard of stores and stock & in case of any deficiency, he will report to ASO.
12. He will prepare the reports and returns related to stores.
13. He will discharge any other duty as will be required to be done as per the instructions of ASO/ DD/Director

### **Store Keeper Senior./Junior.**

**These duties will be carried out by Store-cum Record Keepers when posted in Stores Section**

1. Should have knowledge of all survey, stores and equipment in common use and their nomenclature and should be able to correctly identify them.
2. To prepare indents, issue and receipt vouchers.
3. To ensure that no stores item is damaged due to carelessness.
4. Should have knowledge of the maintenance of store accounts and ledgers.
5. Should have an elementary/theoretical knowledge of the use of survey instruments.
6. To ensure proper maintenance of store items.
7. Should possess knowledge of the methods and precautionary measures required to prevent deterioration of survey stores and should know how to handle and store such articles & especially instruments etc. and to take action accordingly.
8. To know and take action regarding proper methods of packing, unpacking and dispatch of all stores particularly delicate survey instruments.
9. He should know the correct procedure of storage and issue of inflammable articles.
10. Dealing with routine correspondence, report and returns regarding procurement, issue and condemnation of stores, procedure for disposal and unserviceable stores, preparation of loss statements and write off stores.
11. To maintain History Cards for all survey instruments in common use.
12. Should be able to supervise the repairs of all equipments at field and recess periods.
13. Should be able to identify those M.T. spare parts, like sparking plugs, tyres, tubes, air pumps etc. which are likely to be stored in a Store.
14. To examine and submit a preliminary report on all stores as to their condition and serviceability.
15. To assist the condemnation board in condemnation of the stores.

16. Should be thoroughly conversant with all rules and regulations laid down for the indenting, safe custody dispatch, disposal and write off of stores and be capable of dealing with correspondence connected with such stores.
17. To check all types of precision instruments, technical equipment and stores and their up keep especially of optical parts against fungus.
18. Should be thoroughly conversant with maintenance of Check Registers, Clearance of Inspection Notes, Receipt Vouchers etc.
19. To maintain Liability Register and verify Book Debit Bills.
20. To prepare Book Debit Bills for stores supplied to other Government Departments.
21. Should be capable of compiling stores budget.
22. Should be capable of verifying Insurance bills and settling claims against Railway and Insurance Pool.
23. To prepare Annual Store Accounts.
24. Should have a thorough knowledge about Fire risks, precautions to be taken against Fire and Maintenance of First-aid Fire Appliances.
25. Any other work assigned by the superior authority.

#### **Record Keeper Senior./Junior.**

**These duties will be carried out by Store-cum Record Keepers when posted in Records Section**

1. Preparation of Reports>Returns related to records.
2. Proper Maintenance of Records/Maps/photographs etc.
3. Assistance in Weeding Out of Records
4. Issuing the Records
5. Insure safety of Records
6. Correspondence related to Records
7. Packing of Records
8. Any other work assigned by the superior authority.

#### **D-MINISTERIAL**

##### **Establishment and Accounts Officer**

1. To function as Drawing and Disbursing Officer of a Directorate/GDC.
2. Countersignature of TA/LTC/MEDICAL. bills in respect of Group C employees.
3. To supervise both Establishment & Accounts Section of the GDC/Directorate Office.
4. To assist the Director in functioning as Administrative Head and Controlling Officer of the GDC/Directorate.
5. Compilation /Consolidation /Monitoring and disbursement of Budget.
6. Communication of financial sanctions on behalf of SG/Directors.

7. Reconciliation of Accounts with the books of the Pay and Accounts Office.
8. Settling of audit objections (both Internal and Statutory Audit.
9. Rendering assistance in formulating/devising comprehensive accounting procedure in the department.
10. Any other work assigned by the superior authority.

### **Office Superintendent**

1. Supervising and checking the works of the ministerial section and to allot the work to the ministerial staff.
2. Supervision of Preparation of Reports>Returns, Seniority Lists/Gradation Lists, Budget Estimates, Audit Reports, Pension Cases, Work of Cashier, Internal Auditing, Compilation /Consolidation /Monitoring and disbursement of Budget, Reconciliation, correspondence on audit paras, Data Entry and Respective Correspondence, Work related to Recruitment etc.
3. To check the reply of Legal Cases/ RTI cases and to ensure their timely submission.
4. Training and guiding the junior ministerial staff.
5. Any other work assigned by the superior authority.

### **Assistant**

1. Preparation of Reports>Returns
2. Preparation of Seniority Lists/Gradation Lists
3. Preparation of Budget Estimates
4. Clearance of Audit Reports
5. Preparation of Pension Cases
6. Work of Cashier
7. Internal Audit.
8. Preparing reply of Legal Cases/ RTI cases
9. Compilation /Consolidation /Monitoring and disbursement of Budget
10. Correspondence on audit
11. Data Entry and Respective Correspondance work.
12. Work related to Recruitment etc
13. File Maintenance
14. Any other work assigned by the superior authority.

### **Upper Division Clerk**

1. Preparation of Bills (Pay, Medical, TA or any other type)
2. Assistance related to Reports>Returns/Estimates
3. Preparation of Seniority Lists/Gradation Lists
4. Preparation of Pension Cases
5. Work of Assistant to Cashier

6. Preparing reply of Legal Cases/ RTI cases
7. Correspondence on audit paras.
8. Data Entry and Respective Correspondence work.
9. Work related to Recruitment etc
10. File Maintenance
11. Any other work assigned by the superior authority.

### **Lower Division Clerk**

1. Preparation of Bills (Pay, Medical, TA or any other type)
2. Assistance related to Reports>Returns/Estimates
3. Data Entry and Respective Correspondence work
4. Work related to Recruitment etc
5. Diary and Dispatch
6. File Maintenance
7. Any other work assigned by the superior authority.

### **Research Assistant**

1. To assist OC Work Study in conducting various work studies
2. Time to time examination of staffing pattern of the organisation and to assist management in various organizational matters, simplification of work etc.
3. Any other work assigned by the superior authority.

### **Investigator**

1. To assist OC Work Study in conducting various work studies
2. Scrutiny of O&M Inspection reports
3. Review of various periodical returns and reports
4. Amendment in various departmental forms/publication which have become obsolete.
5. Any other work assigned by the superior authority.

### **E-HINDI CADRE**

**In addition to the duties defined by the orders issued by Department of Official Language, Govt of India, the following are the duties of the Hindi Cadre.**

### **Senior Hindi Translator**

1. Translation/Typing of the documents from English to Hindi
2. Ensuring the use/promotion of Hindi
3. Any other work assigned by the superior authority.

### **Junior Hindi Translator**

1. Translation/Typing of the documents from English to Hindi
2. Ensuring the use/promotion of Hindi
3. Any other work assigned by the superior authority.

### **F-STENOGRAPHIC CADRE**

#### **Private Secretary**

1. Taking Dictation from Officers
2. Typing the letters
3. Attending/transferring the Phone calls
4. Maintenance of files/APAR
5. Preparation of tour programs.
6. Preparing the letters/documents as required
7. Any other work assigned by the superior authority.

#### **Stenographer Senior/ Stenographer Senior (Selection Grade)**

1. Taking Dictation from Officers
2. Typing the letters
3. Attending/transferring the Phone calls
1. Maintenance of files/APAR
2. Preparation of tour programs.
4. Preparing the letters/documents as required
5. Any other work assigned by the superior authority.

#### **Stenographer Junior**

1. Taking Dictation from Officers
2. Typing the letters
3. Attending/transferring the Phone calls
4. Maintenance of files/APAR
5. Preparation of tour programs.
6. Preparing the letters/documents as required
7. Any other work assigned by the superior authority.

### **G-LIBRARY STAFF**

#### **Senior Library & Information Assistant.**

1. Supervision, management and overall charge of Libraries of Indian Institute of Surveying and Mapping / Directorate with Central Library System.

2. Analysis of scientific requirements and processing procurement of all library books, their accounting, proper documentation are the main duties of the trade.
3. To manage the work of library in respect of Scientific, Technical and other Departmental Books and Publications including useful foreign journals.
4. Overall in-charge of the personnel placed under his control.
5. Arrangement for annual verifications/recovery of library books.
6. Any other work assigned by the superior authority.

### **Library & Information Assistant.**

1. To manage the work of Library of the Department in respect of Scientific, Technical and other departmental books and publications.
2. To handle unique records and literature dealing with Surveys, Science, and Astronomical subjects requiring considerable knowledge and experience.
3. Works and In-charge of the Div. II, Clerks and other staff in the library in the absence of Senior Librarian.
4. Any other work assigned by the superior authority.

### **H-FIRE STAFF**

#### **Fire Officer**

1. Control over the fire Brigade staff.
2. Maintain discipline amongst the staff under him.
3. Responsible for the proper maintenance of all fire appliances and equipments under his charge at all times.
4. Attend fires personally as far as possible and give on the spot instructions to the staff, for quick action to put off fire and to arrange rescue.
5. Conduct important and difficult drills/parades relating to rescue from height particularly in case of fire.
6. Inspect drills and parades performed by his staff.
7. Routing weekly, monthly, quarterly and annual checks. (as the case may be) cleaning and maintenance of fire equipments. Maintain under his personal supervision fire equipments such as breathing apparatus, fire Aid equipment etc.
8. Check daily handing over/taking over duties by the personnel for each shift and arrange replacement of personnel absent from duty due to sickness or leave.
9. Supervision and deployment of fire Brigade staff.
10. Any other work assigned by the superior authority.

### **Assistant Fire Superintendent**

In addition to the duties performed by a Leading Hand Fireman, he should perform the following duties:-

1. To assist the Fire Officer and control the Fire Brigade staff in the absence of Fire officer.
2. To be well conversant with proper maintenance of all fire appliances and equipments.
3. To be able to give on the spot instructions to the staff and take quick action to put off fire.
4. To be able to conduct fire-drills such as squad drills, PT, Pump drill, Hydrant drill etc. to the staff of the shifts.
5. To see that the occurrence book, telephone register and other record of the Fire station is up-to-date.
6. Any other work assigned by the superior authority.

### **Fire Engine Driver**

1. To drive the Fire tender.
2. Daily maintenance of the Fire Tender.
3. Any other work assigned by the superior authority.

### **Leading Hand Fireman**

1. Check carefully fire equipment etc. while taking over/handing over the charge of a shift as Shift-in-Charge.
2. Conduct fire drills such as Squall drills, PT, Pump drill, Hydrant drill etc. to the staff of his shift.
3. Take attendance of every individual of his shift and ensure that they report for duty in time and sign in the attendance register.
4. He is responsible for the maintenance of Occurrence Book up to-date and Telephone duty register etc. Occurrence Book is an important document of the Fire Station and records all the occurrences taking place and appliances, etc. held on charge of a fire station. In fact it is the History card or Legal-document of the fire Station.
5. Attend fire calls personally with Orders to Controlling Officer.
6. He informs the works Manager/Superintendent Vehicles and other concerned officials about:-
  - a) Absence of any member of his crew from duty;
  - b) No. of hoses used in the fire attended;
  - c) Any equipment found missing or lost during the fire operation;
  - d) any repairs or replacement to fire equipment required;
  - e) Requirement of oil & petrol for fire trailer pump.
  - f) The certificate obtained from the Police Officer present on the spot of the fire.
7. To collect information/data about any life/property involved in the fire, address of owner of the property etc. involved in the fire in the city, if attended by him.

8. Keep all the fire equipment in order at all times and get it repaired promptly.
9. Maintenance of fire trailer pump and keep it in order in the fire station at all times for attending any emergency call at any time.
10. Any other work assigned by the superior authority.

### **Fireman**

1. Responsible for Firefighting.
2. Should supervise those fighting fires involving different types of stores such as POL, expensive optical & mechanical instruments, textiles and substances where use of water is restricted.
3. Any other work assigned by the superior authority.

### **I-SECURITY STAFF**

#### **Security Supervisor**

1. To check, arrange and supervise security arrangements (day and night) in the official compound.
2. To ensure proper checks against the entry of un-authorized persons in the office compound.
3. To ensure that no unauthorized material comes in or goes out of the office compound.
4. To prevent grazing and illegal cutting of grass and wood in the forest of the Estate as an anti-erosion precaution.
5. To arrange vigilant watch for cases of fire all over the estate and arrange for extinguishing it promptly.
6. To supervise and manage security guards placed under his control
7. Any other work assigned by the superior authority.

#### **Assistant. Security Supervisor**

1. To perform the duties assigned to him by the Security Supervisor.
2. To check security arrangements (day & night) in the official compound.
3. To prevent grazing and illegal cutting of grass and wood in the Estate, arrange vigilant watch for cases of fire all over the estate and make arrangements for extinguishing it promptly.
4. To ensure proper checks against the entry of un-authorized persons in the office compound.
5. To ensure that no unauthorized material comes in or goes out of the office compound.
6. To supervise and manage Security guards.
7. Any other work assigned by the superior authority.



### **Guard**

1. To perform the duties assigned to him by the Security Supervisor.
2. To guard (day & night) the official compound.
3. To check the entry of visitors.
4. To prevent grazing and illegal cutting of grass and wood in the Estate, keep vigilant watch for cases of fire all over the estate and report it promptly.
5. Any other work assigned by the superior authority.

### **J- Receptionist**

1. To attend to visitors and to guide them properly.
2. To attend telephone calls coming through EPBX.
3. Any other work assigned by the superior authority.

### **K-MOTOR TRANSPORT STAFF**

#### **Fitter Mechanic/MTD-cum-Mechanic (All Grades except Ordinary Grade)**

1. To drive government vehicles including in the field.
2. To maintain the vehicles in perfect working condition at all the times.
3. To carry out minor repair himself.
4. Must be able to read English Numerals and figures
5. Must have good knowledge of Traffic Regulations.
6. Must be able to locate faults and carry out minor running repairs.
7. Must be able to change wheels and correctly inflate tyre
8. Must have good knowledge of Petrol and Diesel engines working and be able to locate faults and rectify minor defects.
9. Must be able to clean carburetor, plugs etc.
10. To be able to carry out simple fittings, drilling, soldering and repairs in the vehicles up to 5 Tons capacity. Should have good knowledge of functions of various assemblies and components of common petrol engine , MT vehicles and be able to carry out simple repairs, adjustment and fittings of different types of vehicles up to 5 Ton capacity.
11. Any other work assigned by the superior authority.

#### **Fitter Mechanic/MTD-cum-Mechanic (Ordinary Grade)**

1. To drive government vehicles including in the field.
2. To maintain the vehicles in perfect working condition at all the times.
3. To carry out minor repair himself.
4. Must be able to read English Numerals and figures
5. Must have good knowledge of Traffic Regulations.
6. Must be able to locate faults and carry out minor running repairs.
7. Must be able to change wheels and correctly inflate tyre
8. Must have a thorough knowledge of Traffic regulations.

9. Must have good knowledge of Petrol and Diesel engines working and be able to locate faults and rectify minor defects.
10. Must be able to clean carburetor, plugs etc.
11. Any other work assigned by the superior authority.

## **L-CANTEEN STAFF**

### **Manager**

1. To supervise the canteen staff.
2. To keep accounting of sale etc.
3. To procure foods and other commodities required for canteen
4. To manage the supply of tea, refreshments, food etc to the employees of the Department.
5. Any other work assigned by the superior authority.

### **Assistant Manager**

1. To assists the Manager and act as a Manager in case of his leave.
2. Any other work assigned by the superior authority.

### **Sales Man**

1. To assist coupon clerk for distributing the items.
2. To sell the canteen items and keep account of coupons.
3. Any other work assigned by the superior authority.

### **Counter Clerk**

1. To assist Canteen Manager in accounting and ledger maintaining.
2. To distribute coupons and keep account of sales, profit/ loss of the canteen.
3. Any other work assigned by the superior authority.

### **Coupon Clerk**

1. To assist Canteen Manager in accounting and ledger maintaining.
2. To distribute coupon and keep account of sales, profit/loss of the canteen.
3. Any other work assigned by the superior authority.

### **Cook**

1. To prepare food in canteen for the employees of the department.
2. Any other work assigned by the superior authority.

### **Assistant Halwai**

1. To prepare food in canteen for the employees of the department.
2. Any other work assigned by the superior authority.

### **Tea-Coffee Maker (Canteen)**

1. To prepare coffee/tea.
2. Any other work assigned by the superior authority.

**Wash Boy (Canteen)**

1. Washing of canteen crockery and utensils
2. Any other work assigned by the superior authority.

**Bearer (Canteen)**

1. To serve tea, coffee & snacks etc.
2. Any other work assigned by the superior authority.

**Safaiwala (Canteen)**

1. To clean the canteen premises, toilets etc.
2. Any other work assigned by the superior authority.

**M-GUEST HOUSE****Caretaker**

1. To look after the Govt. Guest House
2. To arrange the repairs through CPWD and keeps liaison with Estate Officer of the department and CPWD for all minor works and other security precautions
3. To ensure the upkeep/cleanliness of the rooms and the furnishings.
4. To ensure proper arrangements/facilities for the visitors.
5. To collect the Guest House bill and give proper receipt to the visitors.
6. Any other work assigned by the superior authority.

**Cook**

1. To prepare all meals in guest house for the guests staying in the guest house.
2. Any other work assigned by the superior authority.

**Bearer**

1. To serve food, tea, coffee & snacks etc. in the Guest House.
2. Any other work assigned by the superior authority.

**Safaiwala**

1. To clean the Guest House rooms, premises, toilets etc.
2. Any other work assigned by the superior authority.

**Mali**

1. Maintenance of the garden and plants of the Guest House.
2. Any other work assigned by the superior authority.

**Washboy**

1. Washing of crockery and utensils.
2. Any other work assigned by the superior authority.

**N-ASSISTANCE/MAINTENANCE STAFF****Dispatch Rider**

1. To dispatch letters/files/dak on Motorcycle within local Survey of India Offices.
2. To dispatch dak to out-station officers if required. In such cases he may also travel by public transport.

3. Any other work assigned by the superior authority.

### **Mali**

1. To maintain the gardens and plants in the office premises.
2. To maintain the flower pots.
3. Any other work assigned by the superior authority.

### **Safaiwala**

1. To clean office rooms, premises, toilets etc.
2. Any other work assigned by the superior authority.

## **O-DISPENSARY STAFF**

### **Pharmacist (Entry Grade) / Pharmacist**

1. Supply of medicines to patients as prescribed by Medical Officer.
2. Accounting and maintenance of records of medicines.
3. Periodical reports & returns to be send to controlling officers.
4. Assisting Dispensary Doctors in day to day related jobs.
5. All First Aid jobs etc.
6. In case of emergency other jobs as directed by Medical Officers.
7. Any other job allotted by Medical officer.

### **Staff Nurse**

1. To supervise nursing staff and assist the lady-Doctor in the examination of the patient.
2. To supervise Sterilizing of surgical instruments, syringes, gloves, etc, and make other necessary preparation required for the examination of the patients.
3. To give injections and distribute medicines
4. Any other work assigned by the superior authority.

### **Female Attendant**

1. To assist medical officers in attending to the female patients and nursing in dispensary.
2. To assist other dispensary staff like pharmacists etc. in the dispensary.
3. Any other work assigned by the superior authority.

### **Dresser**

1. To attend to all cases of dressing examined by Medical Officer.
2. To dress the wounds and removal of stitches, draining of abscess & First Aid etc.
3. Preparation of lotions, ointments, plaster, bandages, sterilization of instruments and dressing material etc.
4. Any other work assigned by the superior authority.

### **Nursing Orderly**

1. To assist the doctor in minor dressing etc.
2. Any other work assigned by the superior authority.