

PROCEDURE FOR WRITING OFF THE RESTRICTED SHEET(S)

The procedures / Guidelines for writing off the restricted sheet(s) is being provided for two different cases which requires reporting, one for loss of maps and other for unserviceable / not usable maps due to wear and tear.

A. Procedures for Loss of Restricted Sheet(s):

- i) Departmental enquiry committee should be constituted immediately when the maps reported lost.
- ii) Board of three officers including one Group 'A' officer from Survey of India to investigate loss of restricted maps.
- iii) The map being restricted and gridded in nature the following point may be taken in to consideration.
 - a) Circumstances under which the maps were lost.
 - b) Satisfy that map have not been fallen into the hand surpassed on to unauthorized / un desirable person.
 - c) Copy of F.I.R., if lodged with the police authorities, should be enclosed with enquiry committee's proceeding.
 - d) One copy of the same should be sent to – "**The Deputy Secretary (GS-III), Ministry of Defence, Room No. 283-B, South Block, New Delhi - 110 011, Fax 011-23013789**".

B. Procedures for Un-serviceable Restricted Sheet(s):

The board of officers including one Group 'A' officer from Survey of India to examine the sheets and submit its report in the prescribed proforma given below with recommendation to Surveyor General of India for permission to writing off the maps:

Sl. No.	Sheet No.	Scale	Edition	Classification Restricted/ Unrestricted	Gridded/ Un-gridded	No. of copies	Price per copy	Total price of the maps

The final report of the committee/board of officers, in both case (A or B) may be sent for further necessary action to –

The Surveyor General of India,
Survey of India, Hathibarkala Estate,
Dehradun (Uttarakhand) – 248 001
Fax - +91-135-2744064, 2743331
E-mail – sgi.soi@gov.in