



भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



टेलिफैक्स  
Telefax +91-135-2744064, 2743331  
वेबसाइट  
Website www.surveyofindia.gov.in  
ई-मेल  
E-Mail sgo.lap.soi@gov.in



भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबड़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**OFFICE ORDER NO.L- 145 /966 DATED 05.05.2021**

In supersession of this office order No.L-131/966 dated 07.04.2021 regarding the duties and responsibilities of Shri U.N.Mishra, DSG (on attachment) in Surveyor General's Office, the following duties are assigned to him with immediate effect. In this regard link officer of respective post has been given for the leave periods of concerned officer.

Sl. No.	DEPUTY SURVEYOR GENERAL (HR)	Link Officer
1.	<ol style="list-style-type: none"><li>1. Appointing and Disciplinary Authority for Group C employees in SGO.</li><li>2. Maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure equal distribution.</li><li>3. To maintain the complete and upto-date bio-data about all the officers and staff. Ensure that necessary information is also uploaded on the website.</li><li>4. All other works related with HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases.</li><li>5. Timely actions for recruitment, training/re-training.</li><li>6. Day-to-day monitoring of Confidential Section, DPC/ACP, promotions, transfer, deputations and all connected matters and liaison with DST for aforesaid work.</li><li>7. Overall responsibilities for coordination and execution of Govt. policies on all Human Resource Development matters of the Department.</li><li>8. To organize SOI that complies with lonDEg term requirements relating to efficiency, effectiveness and innovative capacity. Make such policies so that timely changes in human resources can be made as per change in technology.</li><li>9. To Administer and approve timely actions related to recruitment, training, DPC/MACP, promotions, transfer, deputations and all connected matters.</li><li>10. To Administer Foreign training and deputation.</li><li>11. Matters regarding Aid programmes and International Co-operation.</li><li>12. Pay Commission, all service matters. Recruitment Rules.</li><li>13. Liaison with Army HQ, Engineer-in-Chief and MO-GSGS on pay and posting matters of army officers.</li><li>14. Any other work assigned by the Surveyor General of India/Addl.SG from time to time.</li></ol>	In the absence the work will be looked after by DSG (Adm)

*Naaveen Tomar*  
(NAVEEN TOMAR) 5/5/21  
SURVEYOR GENERAL OF INDIA

**Distribution :**

1. The Secretary to the Govt. of India, Ministry of Science & Technology (Department of Science & Technology), New Delhi-110 016 (Kind attention :- Shri Vinod Kumar Sharma, Under Secretary, SMP Division) for information.
2. **Addl.SGs:** Eastern Zone/Western Zone/Northern Zone/Southern Zone/Central Zone/North Eastern Zone/Printing Zone/NIGST/Specialised Zone.

3. DSG(Adm) & DAF/DSG(HR)/DSG(Tech)/DSG(Vig)/DSG(WS)/Incharge GISTC(SGO)/Incharge website.
4. The Central Pay & Accounts Officer, Survey of India, Dehradun.
5. The Regional Pay & Accounts Officer, Survey of India, Jaipur/Hyderabad/Kolkata.
6. Technical Secretary/Asstt. Director (OL)(SGO)/S.S./Lib.
7. The Est. & Accounts Officer 'Adm.' (SGO)/Budget(SGO)/Confidential(SGO).
8. The office Superintendent: E1/E2/E3/C/B/R/Legal/JCM/Vig./LAP/CRI Section (SGO).
9. Security Supervisor(SGO)/Incharge Guest House(SGO).