



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
हाथीबडकला एस्टेट, डाक बक्स सं. 37
Hathibarkala Estate, Post Box No. 37
देहरादून - 248 001 (उत्तराखण्ड), भारत
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

Office Order No. 4 / L- 75 /966 Dated 22nd April 2024

In supersession of all previous Office Orders regarding duties and responsibilities of Officers of Surveyor General's Office, the duties and responsibilities attached as **Annexure-I** are assigned to Addl SGs/DSGs/DAF/SS with immediate effect. In this regard link officers of respective posts have been given for the leave periods of concerned officer.

This has the approval of the Surveyor General of India.

(Nitin Joshi)
Deputy Surveyor General
for Surveyor General of India

Copy to:

1. The Secretary to the Govt. of India, Ministry of Science & Technology (Department of Science & Technology), New Delhi-110 016
(Kind attention:- Shri Sanjay Kumar, Director, SMP Division) for information.
2. All Addl.SGs/DSGs/Directors/DAF/SS of SGO for compliance.
3. All Addl SGs/Directors of SoI for information.
4. PS to the Surveyor General of India for information.
5. Web Admin. SoI website for uploading on SoI website.
6. All Sections of SGO.
7. Guard File, LAP Section.

Duties and Responsibilities**Surveyor General's Office****1. Addl SG (Policies and Coordination):****(First Link Officer : Addl SG, GRF and GDE)****(Second Link Officer : Addl SG, BD&O)**

- i) Coordination and Monitoring of activities for implementation of Govt. policies on all Technical matters of the Department.
- ii) Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Themes: ORI and Elevation (DEM) as assigned to SoI in NGP 2022.
- iii) Monitoring & coordinating key functions of NGP – Geospatial Sector Skill council, Surveyors registration & certification, Innovation.
- iv) Overarching role in analyzing / scrutinizing the proposals related to new projects/ Schemes etc.
- v) Oversee the preparation/ finalization of the Action Plan of SoI be it Annual/Five year or so.
- vi) International Boundaries matters.
- vii) Promote the Induction of latest and emerging technologies in coordination with R&D Directorate, industry and academia and issue of related technical instructions/information to GDs.
- viii) Matters related to International Cooperation/collaboration.
- ix) Matters related to SoI activities and participation in UNGGIM, UNGEGN, FIG, ICA and other such international bodies.
- x) Matters related to Participation in domestic & international workshops and conferences.
- xi) Overarching role in Project management for the projects pertaining to ORI, Elevation (DEM)/ any other related matter.
- xii) Overarching role in SVAMITVA project management.
- xiii) Monitoring the implementation of MoUs signed at HQ level related to ORI, Elevation (DEM) and any technical matter.
- xiv) Coordinating GDPDC activities and meetings and monitoring implementation of recommendations/decisions taken under the aegis of GDPDC.
- xv) Timely submission of reply to PMO communications/ DST matters and Parliamentary Questions related to the responsibilities assigned.
- xvi) Finalization of the Annual Report of the department.
- xvii) Any other work assigned by Surveyor General of India.

1.1 Deputy Surveyor General (Tech):**(First Link Officer : DSG (HR))****(Second Link Officer : DSG (Adm & Estate))**

- i) Planning/ Coordination/ Monitoring/ Assessment/ allotment of technical work on mandated Fundamental Data Themes: ORI and Elevation (DEM) as assigned to SoI in NGP 2022.
- ii) Technical briefing to SGI, preparation of presentations and papers of SGI.
- iii) Monitoring & coordinating key functions of NGP – Geospatial Sector Skill council, Surveyors registration & certification, Innovation.
- iv) Analyzing / scrutinizing the proposals related to new projects/ Schemes etc.
- v) Analyzing / scrutinizing/ finalizing the Annual/Five year Action Plan of SoI.

I/114160/2024

- vi) Matters related to new & emerging technology areas in geospatial domain, new products and services etc.
- vii) Matters related to International Cooperation/collaboration.
- viii) Matters related to SoI activities and participation in UNGGIM, UNGEGN, FIG, ICA and other such international bodies.
- ix) Matters pertaining to Conferences/ workshops/ seminars/ exhibitions etc.
- x) All matters pertaining to training at Indian / Foreign Institutes. Coordination with NIGST for capacity building.
- xi) Matters related to International Boundaries.
- xii) Project management for the projects pertaining to ORI and Elevation (DEM) and other related matters.
- xiii) Matters related to MoUs signed at HQ level related to ORI and Elevation (DEM) and other related matters.
- xiv) Coordinating GDPDC activities and meetings and monitoring implementation of recommendations/decisions taken under the aegis of GDPDC.
- xv) Finalization of the Annual Report of the department.
- xvi) Parliamentary Questions (Technical)/PMO references.
- xvii) Nodal Officer – SVAMITVA Scheme
- xviii) Chief Information Security Officer (CISO)/Dy. CISO for SoI.
- xix) Any other work assigned by the Surveyor General of India.

1.2 Director, Delhi Geospatial & International Boundary Directorate:

a) Delhi Geospatial Directorate:

- i) Report to and give feedback/input to Additional Surveyor General, Northern Zone on Delhi Geospatial survey and mapping matters.
- ii) Geodetic Reference Frame (Execution within Delhi).
- iii) Generation of ORI and DEM (Delhi).
- iv) Demarcation of Inter State Boundaries. Integration of all boundary data pertaining to Inter-State Boundary, District Boundary and all Administrative Boundaries upto Village Level.
- v) Toponymy.
- vi) Matters related to Air Survey. Aerodrome Surveys to prepare different products.
- vii) Facilitating the State Government in generation of geospatial data information.
- viii) Collaboration with other organizations/private sector for data generation.
- ix) To attend various meetings on behalf of SoI in DST and Central Govt. Ministries as and when directed. Report of discussion should be submitted to SGO.
- x) Coordinate with various central government organizations on geospatial matters.
- xi) Work related to GDPDC and NGP. To provide secretarial assistance to GDPDC Secretariat.

b) International Boundary Directorate:

- i) Report to and give feedback/input to Additional Surveyor General (Policy & Coordination), SGO on International Boundary Matters.
- ii) Demarcation of International Boundary as mandated by MEA.
- iii) Preparation of instructions/guidelines and Standard Operating Procedures (SOP) related to boundary related works.
- iv) Maintenance of all International Boundary related data.
- v) Responsibility of digitization of Strip maps.

I/114160/2024

- vi) Direction for preparation of special maps required by MEA for boundary negotiations/studies etc.
- vii) Preparation of Boundary strip maps, coordination of the boundary survey works carried out by concerned GDs.
- viii) To act as a Nodal office for all the correspondence between SOI offices and MEA.
- ix) Follow up the matter related to foreign visits of SoI officials with MEA/MHA/DST.
- x) Timely submission of reports/returns including inputs for Annual Report of SoI.

c) General Administrative Duties:

- i) Overall responsibility for Administrative, Technical and Financial Control of Delhi Geospatial & International Boundary Directorate.
- ii) Ensuring timely requisition and recruitment against vacancies as per the recruitment rules, in coordination with Zonal office.
- iii) Ensuring proper execution of Capital Works within the Directorate/Estate in close coordination with the CPWD authorities.
- iv) Proper projection of B.E. and R.E.
- v) Ensuring optimum utilization of budget allocated to the Directorate.
- vi) Appointment / Hiring of firms for Consultancy and/or professional services for running the office.
- vii) Close monitoring of the legal cases as assigned by SGO. Coordination with Government Counsel and timely completion of all legal formalities.
- viii) 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.
- ix) Disciplinary matters as per the related Rules.
- x) Implementation of government orders on RTI, Welfare, Grievance etc. in Directorate.
- xi) Ensuring the regular weeding out of old files/records and condemnation of unserviceable store items in the Directorate/Wing.
- xii) Ensuring the regular updation of stock register and conduct of auction for disposal of condemned and obsolete items.
- xiii) Timely submission of reports/returns including inputs for Annual Report of SoI.
- xiv) Other duties assigned by SGI/Addl SG (P&C).

1.3 Superintending Surveyor (P&C)

(First Link Officer : Superintending Surveyor (GRF&GDE))

(Second Link Officer : Superintending Surveyor (BD&O))

- i) Assist the DSG (P&C) in Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Themes: ORI and Elevation (DEM).
- ii) Incharge- SVAMITVA scheme.
- iii) Compilation of reports of SVAMITVA status etc.
- iv) Technical briefing to SGI, preparation of presentations and papers of SGI on related matters.
- v) Analyzing / scrutinizing/ finalizing the Annual/five year Action Plan of SoI on related matters.
- vi) Matters related to key functions of NGP – Geospatial Sector Skill Council, Surveyors registration & certification, Innovation.
- vii) Timely submission of reply to Parliament Questions and submission of information on related matters.
- viii) Processing of cases for allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes on related matters.
- ix) Monitoring & coordinating key functions of NGP – Geospatial Sector Skill council, Surveyors registration & certification, Innovation.
- x) Work related to induction of latest and emerging technologies.
- xi) Matters related to projects pertaining to ORI and Elevation (DEM).

1/114160/2024

- xii) Work related to MoUs signed at HQ level related to ORI and Elevation (DEM).
- xiii) Finalization of the Annual Report of the department on related matters.
- xiv) Any other work assigned by the SGI/ Addl SG (P&C)/ DSG (P&C).

2. Addl SG, SGO, (GRF & GDE)

(First Link Officer : Addl SG, P&C)

(Second Link Officer: Addl SG, BD&O)

- i) Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Themes: Geodetic Reference Frame and Toponymy as assigned to SoI in NGP 2022.
- ii) Coordination/ Monitoring of implementation of Govt. policies on Administrative Matters.
- iii) Monitoring and reviewing the work of Geodetic Reference Frame Directorate (GRFD), Dehradun in establishing and maintaining the Geodetic Reference Frame.
- iv) Overall responsibility for upgradation of Geodetic Infrastructure.
- v) Monitoring and reviewing the work of and National Geospatial Directorate (NGD), Dehradun.
- vi) Overall responsibility for development of National Geospatial Data Registry (NGDR) and Unified Geospatial Interface (UGI).
- vii) Geo-ICT Infrastructure planning, management, operations & Upgradation.
- viii) Monitoring of development, management & operations of SOI Portals/websites etc.
- ix) Interaction with stakeholders including central /state govt. departments/ organizations/ industry etc. in the matters pertaining to Geodetic Reference Frame.
- x) Interaction with central/state govt. authorities in order to resolve the related issues, if any, faced by the Directorates under him in carrying out mandated activities.
- xi) Feedback and suggestions to SGI in the matters pertaining to Geodetic Reference Frame and Geospatial Data Exchange.
- xii) Monitoring of projects of Central Ministries/Departments – NHP, NMCG etc.
- xiii) Overarching role in Project management for the projects pertaining to Geodetic work.
- xiv) Monitoring the implementation of MoUs signed at HQ level related to Geodetic work.
- xv) Allocating targets and tasks to Directorates as per the resources available and monitoring the achievements of Directorates under his control.
- xvi) Monitoring of implementation of procurement policies and contracts management etc. in SoI.
- xvii) To liaise with the professional service providers.
- xviii) Appointment / Hiring of firms for Consultancy and/or professional services for running the various offices.
- xix) Functions of sanctioning authority and exercising the administrative and financial powers of Addl SG in SGO.
- xx) Timely submission of reply to Parliamentary Questions related to the responsibilities assigned.
- xxi) Any other work assigned by Surveyor General of India.

2.1 Deputy Surveyor General (Adm and Estate):**(First Link Officer : DSG (HR))****(Second Link Officer : DSG (Tech))**

- i) Planning/ Coordination/ Monitoring/ Assessment/ allotment/ approval of technical work on mandated Fundamental Data Theme: Toponomy.
- ii) Coordination/ Monitoring of implementation of Govt. policies on Administrative Matters.
- iii) Controlling Officer for GPF/ medical/ procurement etc. pertaining to SGO, exercising the same powers in respect of SGO as delegated to Directors of Directorates.
- iv) Estate matters of the Department, cases regarding purchase of land / hiring of building / construction work.
- v) Matters pertaining to Civil and Electrical works received from SoI offices.
- vi) Director of Estate for Hathibarkala Estate and GBO Estate.
- vii) Disciplinary Authority for Group 'C' employees in SGO.
- viii) Matters pertaining to Stores and Vehicles of SGO.
- ix) Security related matters of Survey of India offices.
- x) Matters pertaining to condemnation & disposal of stores, loss of stores equipment etc.
- xi) Regular weeding out of files/records in SGO as per the Govt. of India norms/ orders.
- xii) Overall responsibility of the Map Archival (Part of erstwhile MA&DC).
- xiii) Public Grievance Officer of Survey of India.
- xiv) Nodal Officer for e-Office.
- xv) Nodal Officer for GeM.
- xvi) Nodal Officer for eHRMS. Nominated as MDO (Admin) for eHRMS in SoI.
- xvii) Any other work assigned by the SGI/ Addl SG (GRF&GDE).

2.2 Director, Geodetic Reference Frame Directorate (GRFD)

- i) Overall responsibility for Planning/ Coordination/ Monitoring of work for Establishment and Maintenance of Geodetic Reference Frame viz. National Horizontal Datum, National Vertical Datum, Gravity Datum and Tidal Datum as per NGP 2022.
- ii) Establishment and maintenance of Ground Control Points, HP Leveling Bench Marks, Tidal network, gravity network and geomagnetic points network.
- iii) Overall responsibility of computations and adjustments of all Geodetic and Geophysical data.
- iv) Give inputs to the Surveyor General of India/ Addl SG on all Geodetic and Geophysical subjects connected with the work of the department.
- v) Overall responsibility of the activities of Geo-Magnetic Observatory, Sabhawala.
- vi) Tidal predictions and publications of Annual Tide-Tables for various ports in the area of responsibility of Survey of India.
- vii) Development and updation of Geoid Model.
- viii) Development and maintenance of PNT infrastructure for SoI. Establishment and maintenance of CORS network and providing Positioning, Navigation and Time (PNT) services to users.
- ix) Archival of Dissemination of geodetic data as per the government policies.
- x) Monitoring Tectonic plate movements.
- xi) Publications of various tables/charts/bulletin/reports etc. related to Geodesy/Geophysics.
- xii) Assisting the Standards Wing in preparation and updation of standards for National Geodetic Reference Frame.
- xiii) Assisting the R&D Directorate (NIGST) in preparation of instructions/guidelines and Standard Operating Procedures (SOP) related to geodetic and allied works.
- xiv) Ensure training to all personnel of GRFD.

1/114160/2024

- xv) Maintenance of a library of scientific and technical books for the Department. The preservation of all records of research work carried out in the department in such a way that results are immediately available when required; and the scrutiny of technical journals and the recording of anything of interest to the Department.
- xvi) Maintenance of Survey Museum displaying the instruments/records (manuscripts)/maps of historical value.
- xvii) Overall responsibility for Administrative, Technical and Financial Control of GRFD.
- xviii) Ensuring timely requisition and recruitment against vacancies as per the recruitment rules, in coordination with Zonal office.
- xix) Ensuring proper execution of Capital Works within the Directorate/Estate in close coordination with the CPWD authorities.
- xx) Proper projection of B.E. and R.E.
- xxi) Ensuring optimum utilization of budget allocated to the Directorate.
- xxii) Appointment / Hiring of firms for Consultancy and/or professional services for running the office.
- xxiii) Close monitoring of the legal cases as assigned by SGO. Coordination with Government Counsel and timely completion of all legal formalities.
- xxiv) 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.
- xxv) Disciplinary matters as per the related Rules.
- xxvi) Implementation of government orders on RTI, Welfare, Grievance etc. in Directorate.
- xxvii) Ensuring the regular weeding out of old files/records and condemnation of unserviceable store items in the Directorate/Wing.
- xxviii) Ensuring the regular updation of stock register and conduct of auction for disposal of condemned and obsolete items.
- xxix) Timely submission of reports/returns including inputs for Annual Report of SoI.
- xxx) Other duties assigned by SGI/Addl SG (GRF&GDE).

2.3 Director, National Geospatial Directorate (NGD)

- i) Overall responsibility for development and Operation of National Geospatial Data Registry (NGDR) and Unified Geospatial Interface (UGI) in collaboration with BISAG-N and others.
- ii) Scrutiny, Integration and Management of foundation dataset of entire country as generated by State Geospatial Directorates.
- iii) Maintenance of Geo ICT Infrastructure through Geo ICT Branch.
- iv) Coordinating the development and maintenance of SoI web-portals. Geospatial web services (GWS) include Web Map Service (WMP), Web Coverage Service (WCS), Web Feature Service (WFS), Web Processing Service (WPS).
- v) Data Dissemination through portal.
- vi) To liaise with social media agencies. To manage and operate the social media accounts of SoI with the help of hired social media agency.
- vii) Coordinating the establishment and maintaining/ updating /upgrading the ICT infrastructure and providing ICT infrastructure support to all the offices of SoI.
- viii) Functions of SGTOC.
- ix) Nodal role in development and adoption of standards under the aegis of BIS, related to fundamental geospatial data themes assigned to SoI.
- x) Coordination with BIS and the departments dealing with geospatial data.
- xi) Assisting the Geospatial Data Promotion and Development Committee (GDPDC) in framing the standards.
- xii) Ensuring that various agencies are properly educated on the standards so that harmonization of the data sets is possible.

I/114160/2024

- xiii) Timely submission of reports/returns including inputs for Annual Report of SoI.
- xiv) Overall responsibility for Administrative, Technical and Financial Control of NGD.
- xv) Ensuring timely requisition and recruitment against vacancies as per the recruitment rules, in coordination with Zonal office.
- xvi) Ensuring proper execution of Capital Works within the Directorate/Estate in close coordination with the CPWD authorities.
- xvii) Proper projection of B.E. and R.E.
- xviii) Ensuring optimum utilization of budget allocated to the Directorate.
- xix) Appointment / Hiring of firms for Consultancy and/or professional services for running the office.
- xx) Close monitoring of the legal cases as assigned by SGO. Coordination with Government Counsel and timely completion of all legal formalities.
- xxi) 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.
- xxii) Disciplinary matters as per the related Rules.
- xxiii) Implementation of government orders on RTI, Welfare, Grievance etc. in Directorate.
- xxiv) Ensuring the regular weeding out of old files/records and condemnation of unserviceable store items in the Directorate.
- xxv) Ensuring the regular updation of stock register and conduct of auction for disposal of condemned and obsolete items.
- xxvi) Timely submission of reports/returns including inputs for Annual Report of SoI.
- xxvii) Other duties assigned by SGI/Addl SG (GRF&GDE).

2.4 Superintending Surveyor (GRF&GDE)

(First Link Officer : Superintending Surveyor (P&C))

(Second Link Officer : Superintending Surveyor (BD&O))

- i) Assisting the DSG (Adm & Estate) in Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Theme: Toponomy.
- ii) Monitoring of Extra-Departmental Projects– NHP, NMCG, LSM- Haryana, AP, Karnataka, Andaman & Nicobar, AMRUT 2.0 etc.
- iii) Processing of cases for allocation and expenditure of Scheme/Project Fund related to assigned projects.
- iv) Compilation of returns pertaining to Schemes/Projects.
- v) Preparation of proposals, MoUs, estimates for Extra-Departmental projects.
- vi) Technical briefing to SGI, preparation of presentations and papers of SGI on related matters.
- vii) Analyzing / scrutinizing/ finalizing the Annual/five year Action Plan of SoI on related matters.
- viii) Parliament Questions and Answers, submission of information on related matters.
- ix) Processing of cases for allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes on related matters.
- x) Work related to MoUs signed at HQ level related to assigned projects.
- xi) Providing inputs for reply to Parliamentary Questions on related matters.
- xii) Providing inputs on related matters for Annual Report of the department.
- xiii) Any other work assigned by the Addl SG (GRF&GDE)/ DSG (Adm & Estate).

3. Addl SG (Business Development and Organization)**(First Link Officer : Addl SG, GRF & GDE)****(Second Link Officer : Addl SG, P & C)**

- i) Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Themes: Functional Boundaries (Internal Administrative Boundaries) as assigned to SoI in NGP 2022.
- ii) Overarching role in Project management for the projects pertaining to Internal Administrative Boundaries.
- iii) Monitoring the implementation of MoUs signed at HQ level related to Internal Administrative Boundaries) and Toponomy.
- iv) Matters related to domestic & international training for officers & staff of SOI/human resource development.
- v) Coordinate with NIGST for training of SoI officers/staff at NIGST.
- vi) Business development, Market study and user interaction in coordination with Zonal Heads and industry.
- vii) Matters related to Participation in domestic & international workshops and conferences.
- viii) Partnerships and collaboration with other organizations and industry at national level.
- ix) Matters related to technical publications/records/annual report etc.
- x) Matters pertaining to documentation & showcasing of important SoI projects/activities/works, Publicity.
- xi) Matters pertaining to new product generation, pricing of products, sales and services, cost recovery etc.
- xii) Monitoring of Large Scale Mapping projects with States – Haryana, Andhra Pradesh, Karnataka etc.
- xiii) Preparation, monitoring and implementation of Human Resource Development/ Management policy.
- xiv) Coordination with DST, UPSC, SSC etc. for recruitment against vacancies.
- xv) Periodic revision of recruitment rules etc.
- xvi) Resolving the issues arising in service matters in coordination with DST.
- xvii) Promotions/Postings/ transfers of officers / staff.
- xviii) Development and monitoring the implementation of Training Policy.
- xix) Inter-Zone transfers of Group B (Non-Gazetted) and Group C staff of Survey of India.
- xx) Matters pertaining to Organizational structure, Cadre related issues, Cadre Review, Welfare matters, Associations and JCM matters.
- xxi) Overarching role in monitoring the legal matters/court cases pertaining to SoI in coordination with DST.
- xxii) Appellate Authority for Group ‘C’ Staff and Disciplinary Authority for Group B (Non-Gazetted) staff of SGO for action under CCS (CC&A) Rules 14 of 1965.
- xxiii) Ensuring implementation of government orders on RTI, Welfare, Grievance etc. in all SoI office.
- xxiv) Timely submission of reply to Parliamentary Questions related to the responsibilities assigned.
- xxv) Preparation of Annual Report of SOI
- xxvi) Any other work assigned by Surveyor General of India.

3.1 Deputy Surveyor General (HR):**(Link Officer : DSG (Adm & Estate)****(Second Link Officer : DSG (Tech))**

- i) Planning/ Coordination/ Monitoring/ Assessment/ allotment/ approval of technical work on mandated Fundamental Data Theme: Functional Boundaries (Internal Administrative Boundaries) with the consent of Addl SG (GRF&GDE)/ SGI.
- ii) Timely action on recruitment, induction training, DPC/MACP, promotions, transfer, deputations and all connected matters.
- iii) Day-to-Day monitoring of work of Confidential section.
- iv) All service matters like Pay fixation and Pay Anomaly cases.
- v) Preparing the proposals for framing / revision of Recruitment Rules
- vi) Maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure proper distribution of manpower.
- vii) To maintain the database of all the officers and staff. Ensure that necessary information is also regularly uploaded/updated on the website.
- viii) Administrative approvals pertaining to hiring of non-technical manpower (related to security, local labour, mali, steno, typist e-office related etc.)
- ix) All other works related to HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases, JCM cases and other welfare activities.
- x) Ensuring that timely actions are taken for recruitment training/re-training etc.
- xi) Processing of Legal/Court cases.
- xii) Matters pertaining to Cadre Review of Organized Group A Service, Cadre Restructuring of Group A, B and C cadres/ posts of SoI.
- xiii) O&M Inspections, administrative reports and returns, Streamlining of O&M Procedures and Control of WSU.
- xiv) Hindi Liaison Officer of the Department.
- xv) Appellate Authority for RTI in SGO.
- xvi) Chairman Nominee- Kendriya Vidyalaya- 1 & 2.
- xvii) SoI Website, Social Media Accounts, Print Media, Electronic Media etc.
- xviii) Any other work assigned by the SGI/Addl SG(BD&O).

3.2 Superintending Surveyor (BD&O)**(First Link Officer : Superintending Surveyor (GRF&GDE))****(Second Link Officer : Superintending Surveyor (P&C))**

- i) Assisting the DSG (HR) in Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Theme: Administrative Boundary (Internal Administrative Boundaries).
- ii) Scrutiny of matters from E1/E2/E3 Sections of SGO to be put up to DSG (HR).
- iii) Processing the Compassionate appointment cases.
- iv) Processing/scrutiny of Pay Commission/Pay fixation and seniority list etc.
- v) Looking after the SoI Website, Social Media Accounts, Print Media, Electronic Media etc.
- vi) Supervision of SGO Library, Records Section and related matters.
- vii) Processing of routine AMC / procurement cases from Departmental funds.
- viii) Processing of cases for allocation and expenditure of Scheme/Project Fund related to assigned projects.
- ix) Compilation of returns pertaining to Schemes/Projects.
- x) Preparation of proposals, MoUs, estimates for assigned Extra-Departmental projects.
- xi) Technical briefing to SGI, preparation of presentations and papers of SGI on related matters.
- xii) Analyzing / scrutinizing/ finalizing the Annual/five year Action Plan of SoI on related matters

1/114160/2024

- xiii) Processing of cases for allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes on related matters.
- xiv) Providing inputs on related matters for the Annual Report of the department.
- xv) Providing inputs for reply to Parliament Questions on related matters.
- xvi) Any other work assigned by the SGI/Addl SG (BD&O) /DSG(HR).

4. Vigilance Officer:

(No Link Officer)

- i) Vigilance Officer of the Department.
- ii) Execution of Govt. policies on all Vigilance/Disciplinary matters of the Department.
- iii) Processing of Disciplinary matters to be decided at the level of SGI/DST.
- iv) Matters related to protection against sexual harassment of women at workplace.
- v) Any other work assigned by the Surveyor General of India.

5. Director, Administration & Finance

(First Link Officer : DSG (Adm & Estate))

(Second Link Officer : DSG (Tech))

- i) Execution of Govt. policies on all Financial matters of the Department.
- ii) Control & formulation of budget of the department including appropriation and re-appropriation with the consent of SGI.
- iii) Issuance of financial sanctions, PCA etc.
- iv) Matters related to Audit objection and observations from Public Accounts Committee and Estimates Committee etc.
- v) Matters of delegation of financial powers.
- vi) Aid and advice to SGI on issues related to immovable and movable properties of SoI officers and staff.
- vii) Issues related to Medical, HBA and Conveyance Advances.
- viii) Foreign Exchange matters.
- ix) Any other work assigned by the Surveyor General of India.

6. Technical Secretary to SGI:

(First Link Officer : Superintending Surveyor (P&C))

(Second Link Officer : Assistant Surveyor General)

- i) He will directly report to SGI.
- ii) Compilation of Information, Reports and returns from subordinates on all technical matters for onward transmission to DST.
- iii) Distribution of Tech. Daks.
- iv) Work related to GDPDC activities, meetings, implementation of recommendations/decisions taken under the aegis of GDPDC.
- v) Technical briefing to SG, preparation of presentations and papers of SG.
- vi) Parliament Questions and Answers, submission of information on related matters.
- vii) Any other work assigned by the Surveyor General of India.

7. Assistant Surveyor General:

(First Link Officer : Technical Secretary)

(Second Link Officer : Superintending Surveyor (GRF&GDE))

- i) He will directly report to SGI.
- ii) Local administration of SGO. Security Officer of Hathibarkala Estate.
- iii) Arrangement for VIP visits, visits of officers.
- iv) Protocol Officer of SGO.
- v) Arrangement of Transport.
- vi) Booking of Guest Houses.
- vii) Member Secretary of DPC and MACP for all Group 'C' Staff and act as permanent representative.
- viii) Matters related to advisories/guidelines etc. issued by Central/State Government on Health/Welfare activities.
- ix) Dealing with Work Study and JCM related matters, Departmental & Headquarters Councils under the JCM Scheme.
- x) Matters related to Service Associations.
- xi) Any other work assigned by the Surveyor General of India.