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भारतीय सर्वेक्षण विभाग  
 SURVEY OF INDIA



भारत के महासर्वेक्षक का कार्यालय  
 Office of the Surveyor General of India  
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 DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**OFFICE ORDER No. T- 265/1147-Project (NAKSHA)/DoLR/ 25490 Dt 10<sup>th</sup> Feb, 2025.**

**SGO's Order No. 7**

**CONSTITUTION OF PROJECT MONITORING UNIT [PMU (GD/Wing)] AT GEOSPATIAL DIRECTORATE (GD)/ WINGS OF SURVEY OF INDIA UNDER NAKSHA PROJECT – Reg.**

Project Monitoring Unit of the following officers / members is to be constituted at each GD and Wing to review and monitor the progress various activities under NAKSHA Project including contracts of various packages under GD's/Wing's AOR for 2D/3D Mapping of Urban areas using Aerial Platform (Manned/ Unmanned) fitted on –board with

- Nadir Camera,
- Multi angel (4 Oblique + 1 Nadir) Camera and
- Multi angle (4 oblique + 1 Nadir) camera and LiDAR sensor.work of contractors (Package

- |   |            |
|---|------------|
| 1. Respective Director of GDs/ In-charge of wings                 | - Chairman |
| 2. Superintending Surveyor of respective GDs/wings                | - Member   |
| 3. Representative of concerned State/UTs Nodal Department         | - Member   |
| 4. Representative of each Town/ULB's Nodal Offices                | - Member   |
| 5. E & A O of respective GDs/Wings                                | - Member   |
| 6. Any other official(s) as deemed fit by Director/Wing In-Charge | - Member   |

**The Terms of Reference (ToR) of the PMU (GD/Wing) will be as follows:**

- Review the progress of the various activities under NAKSHA Project.
- Maintain the weekly/monthly/ quarterly progress reports and submit to PMU (Zone).
- Ensure effiecient day-to-day co-ordination between SOI, Contractors and State Authorities.
- Monitor the work of QA/QC of deliverables under various packages under their AOR.
- Director, GD/ In-Charge, Wing will be responsible for execution of contracts. PMU to assist Directors/In-Charges in smooth execution of Contracts under NAKSHA Project.
- Regular monitoring & review of Physical Progress of GDs/Wings. Package wise monitoring should also be done.
- Regular monitoring of Financial Progress of GDs/Wings. Package wise monitoring should also be done.
- Review/Resolve technical, financial or administrative matters/issues raised by Contractors.
- Flag issues, which are not solvable at GD Level, to Zonal Additional SG under intimation to SGO with specific recommendations of Director/In-charge of respective GD/Wing.
- Ensur timely provisioning of Control measures by GDs/Wings such as check points, correct usage of NGRF etc; assistance to Contractors teams in laisioning with various government agencies. Contractors are responsible for getting all the permissions/clearances etc for execution of the Contract.
- GDs/Wings are only to assisit in laisioning/assisting Contractors in getting such permissions.

12. State Authorities shall also assist in liaisoning/assisting Contractors in getting such permissions.
13. Ensure timely QA/QC and subsequent acceptance of deliverables as per the Terms & Conditions of the Contract of which the RFP and its Corrigendums and Clarifications are integral part.
14. Ensure timely communication of any observations/issues in the deliverables to the Contractors.
15. Review financial progress & ensure timely payments to the contractor as per the terms and conditions of Contract of which RFP and its corrigendums/clarifications are integral part.
16. Whenever required, other members of Zone/GD/Wings/State Government or Contractor can be invited to the meeting preferably virtual mode.
17. Ensure timely submission of accepted deliverables to State Authorities for further Survey/ Re-survey of Towns/ULBs by State Authorities.
18. Record of Discussion (RoD)/MoM of meeting conducted by PMU (GD/Wing) should be submitted to Zone with a copy to SGO within 02 days of such meetings for perusal of the Competent Authority.
19. Any requirement of resources or manpower for execution of various activities by GDs/Wings should be submitted to Addl SG Zone with detailed proposal such as quantity, time period, cost estimates, etc.
20. All the communications from PMU (GD/Wing) should be made under the signature of respective Director of GD or next junior officer to Director.
21. All Administrative & Financial matter must be dealt as per the extant delegated powers by the Competent Authority.
22. Any other matter with the approval of Surveyor General of India, or Additional Surveyor General or Chairman.

Constitution of subject GD/Wing PMUs comes into force with the issue of this order.

This is issued with the approval of Surveyor General of India.

( **Misal Roshan Srivastava** )  
 Superintending Surveyor,  
 for Surveyor General of India  
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Distribution to:

- |   |            |
|---|------------|
| 1. Respective Director of GDs/ In-charge of wings                 | - Chairman |
| 2. Superintending Surveyor of respective GDs/wings                | - Member   |
| 3. Representative of concerned State/UTs Nodal Department         | - Member   |
| 4. Representative of each Town/ULB's Nodal Offices                | - Member   |
| 5. E & A O of respective GDs/Wings                                | - Member   |
| 6. Any other official(s) as deemed fit by Director/Wing In-Charge | - Member   |

**Copy to:**

- i) The Secretary, Department of Science and Technology, New Delhi for information, please. (Kind Attn: Shri Sanjay Kumar, Director SMP, DST)
- ii) The Secretary, Department of Land Resources, G Wing, NBO Building, Nirman Bhawan, New Delhi for information, please.  
(Kind Attn: Shri Kunal Satyarthi, JS, DoLR).
- iii) All Zonal Addl. SG's for information and compliance please. Also, it is requested to seek nomination from State Nodal Departments and Nodal offices of each Towns/ULBs for the subject PMU (GD/Wing) under intimation to this office.
- iv) All Directors of Geospatial Directorates for information and compliance please.
- v) All Wing In-Charges for information and compliance please.
- vi) Sr. PS to SGI for information please.
- vii) I/c Web Admn. to host on SOI website please.
- viii) Guard file (NAKSHA Project).