

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. 16 / L-113/966 Dated 14 June, 2024**

A partial modification of this Office Order No. 13/L-110/966 dated 10-06-2024 the following duties are deleted from Addl. Surveyor General (Business Development and Organization) in Para 2 (xiii)

**“ Matters related to Participation in domestic & International workshops and conferences.”**

(Dhiraj Shah)

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.



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

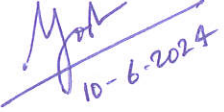


भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
हाथीबड़कला एस्टेट, डाक बक्स सं. 37  
Hathibarkala Estate, Post Box No. 37  
देहरादून - 248 001 (उत्तराखण्ड), भारत  
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

**Office Order No.13 / L- 110/966 Dated 10<sup>th</sup> June 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.

  
10-6-2024

(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 Sol for information.
4. PS to the Surveyor General of India for information.
5. Web Admin. Sol website for uploading on Sol website.
6. All Sections of SGO.
7. Guard File, LAP Section.

Duties and Responsibilities

Surveyor General's Office

**1. Addl Surveyor General (Policies and Coordination):**

(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 Sol 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 Sol be it Annual/Five year or so.
- vi. International Boundaries matters.
- vii. Monitoring and Reviewing the work of International Boundary Directorate & DSA, New Delhi.
- viii. Exercise the administrative, financial and disciplinary powers of Addl SG/Zonal Head for IBD & DSA, New Delhi.
- ix. 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.
- x. Matters related to International Cooperation/collaboration.
- xi. Matters related to Sol activities and participation in UNGGIM, UNGEGN, FIG, ICA and other such international bodies.
- xii. Matters related to Participation in domestic & international workshops and conferences.
- xiii. Overarching role in Project management for the projects pertaining to ORI, Elevation (DEM)/ any other related matter.
- xiv. Overarching role in SVAMITVA project management.
- xv. Monitoring of projects of Central Ministries/Departments – NHP, NMCG etc.
- xvi. Monitoring the implementation of MoUs signed at HQ level related to ORI, Elevation (DEM) and any technical matter.
- xvii. Coordinating GDPDC activities and meetings and monitoring implementation of recommendations/decisions taken under the aegis of GDPDC.
- xviii. Timely submission of reply to PMO communications/ DST matters and Parliamentary Questions related to the responsibilities assigned.
- xix. Finalization of the Annual Report of the department.
- xx. 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 Sol 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 Sol.
- 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 Sol 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 Sol.
- xix. Any other work assigned by the Surveyor General of India.

## 1.2. **Director, IBD and DSA:**

### a) **Delhi Survey Air and 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 Sol 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.
- 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 Sol officials with MEA/MHA/DST.
- x. Timely submission of reports/returns including inputs for Annual Report of Sol.

**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 Sol 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 Sol.
- xiv. Other duties assigned by SGI/Addl SG (P&C).

**1.3. Superintending Surveyor -I(P&C)**

**(First Link Officer : Superintending Surveyor-II (P&C) )**

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

- i. Assist the DSG (Tech) 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 Sol 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 GDPDC activities, meetings, implementation of recommendations/decisions taken under the aegis of GDPDC.
- xi. Work related to induction of latest and emerging technologies.
- xii. Matters related to projects pertaining to ORI and Elevation (DEM).
- xiii. Work related to MoUs signed at HQ level related to ORI and Elevation (DEM).
- xiv. Finalization of the Annual Report of the department on related matters.
- xv. Any other work assigned by the SGI/ Addl SG (P&C)/ DSG (Tech).

#### **1.4. Superintending Surveyor –II (P&C)**

**( First Link Officer : Superintending Surveyor-I (P&C) )**

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

- i. Assisting the DSG (Tech) in Planning/ Coordination/ Monitoring/ Assessment/ Allotment of technical work for implementation of Govt. policies on mandated Fundamental Data Themes.
- 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 Sol 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 (P&C)/ DSG (Tech).

## **2. Addl Surveyor General (Business Development and Organization)**

**(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) and Toponomy as assigned to Sol in NGP 2022.
- ii. Overarching role in Project management for the projects pertaining to Internal Administrative Boundaries.
- iii. Coordination/ Monitoring of implementation of Govt. policies on Administrative Matters.
- iv. Coordination/ Monitoring of implementation of Govt. policies on Human Resource Matters.
- v. Monitoring the implementation of MoUs signed at HQ level related to Internal Administrative Boundaries) and Toponomy.

- vi. Matters related to domestic & international training for officers & staff of SOI/human resource development.
- vii. Coordinate with NIGST for training of Sol officers/staff at NIGST.
- viii. Business development, Market study and user interaction in coordination with Zonal Heads and industry.
- ix. Monitoring of implementation of procurement policies and contracts management etc. in Sol.
- x. To liaise with the professional service providers.
- xi. Appointment / Hiring of firms for Consultancy and/or professional services for running the various offices.
- xii. Functions of sanctioning authority and exercising the administrative and financial powers of Addl SG in SGO.
- xiii. Matters related to Participation in domestic & international workshops and conferences.
- xiv. Partnerships and collaboration with other organizations and industry at national level.
- xv. Matters related to technical publications/records/annual report etc.
- xvi. Matters pertaining to documentation & showcasing of important Sol projects/activities/works, Publicity.
- xvii. Matters pertaining to new product generation, pricing of products, sales and services, cost recovery etc.
- xviii. Monitoring of Large Scale Mapping projects with States – Haryana, Andhra Pradesh, Karnataka etc.
- xix. Preparation, monitoring and implementation of Human Resource Development/ Management policy.
- xx. Coordination with DST, UPSC, SSC etc. for recruitment against vacancies.
- xxi. Periodic revision of recruitment rules etc.
- xxii. Resolving the issues arising in service matters in coordination with DST.
- xxiii. Promotions/Postings/ transfers of officers / staff.
- xxiv. Development and monitoring the implementation of Training Policy.
- xxv. Inter-Zone transfers of Group B (Non-Gazetted) and Group C staff of Survey of India.
- xxvi. Matters pertaining to Organizational structure, Cadre related issues, Cadre Review, Welfare matters, Associations and JCM matters.
- xxvii. Overarching role in monitoring the legal matters/court cases pertaining to Sol in coordination with DST.
- xxviii. 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.
- xxix. Ensuring implementation of government orders on RTI, Welfare, Grievance etc. in all Sol office.
- xxx. Timely submission of reply to Parliamentary Questions related to the responsibilities assigned.
- xxxi. Preparation of Annual Report of SOI
- xxxii. Any other work assigned by Surveyor General of India.

## **2.1 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 (BD&O)/ 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 Sol.
- 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. Sol Website, Social Media Accounts, Print Media, Electronic Media etc.
- xviii. Any other work assigned by the SGI/Addl SG(BD&O).

## **2.2 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: Toponymy.
- 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 Sol 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. Public Grievance Officer of Survey of India.
- xiii. Nodal Officer for e-Office.
- xiv. Nodal Officer for GeM.
- xv. Nodal Officer for eHRMS. Nominated as MDO (Admin) for eHRMS in Sol.
- xvi. Any other work assigned by the SGI/ Addl SG (BD&O).



## **2.3 Superintending Surveyor ( BD&O )**

**( First Link Officer : Superintending Surveyor-II (P&C) )**  
**( Second Link Officer : Superintending Surveyor-I (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) and Toponymy.
- 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 Sol 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 Sol on related matters
- 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).

## **3. 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.

## **4. 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 Sol 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.

## **5. Technical Secretary to SGI:**

**(First Link Officer : Superintending Surveyor-I (P&C) )**

**(Second Link Officer : Superintending Surveyor-II (P&C))**

- 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, on behalf of SGI.
- 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.

## **6. Assistant Surveyor General:**

**( First Link Officer : Technical Secretary )**

**( Second Link Officer : Superintending Surveyor-I (P&C) )**

- 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.