



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA
(विज्ञान एवं प्रौद्योगिकी मंत्रालय)
(MINISTRY OF SCIENCE & TECHNOLOGY)



टेलीफैक्स / : +91-135-2744064, 2743331
Telefax
वेबसाईट / : www.surveyofindia.gov.in
Website
ई-मेल / : sgo.regulation.soi@gov.in
E-Mail



भारत के महासर्वेक्षक का कार्यालय
SURVEYOR GENERAL'S OFFICE
हाथीबड़कला एस्टेट, डाक बॉक्स सं० 37
HATHIBARKALA ESTATE, P.B. No. 37
देहरादून-248001 (उत्तराखण्ड), भारत
Dehradun-248001 (Uttarakhand), INDIA

DEPARTMENTAL ORDER NO. R-319/1442 DATED 24 JAN 2025

SUB: DELEGATION OF ADMINISTRATIVE POWERS IN RESPECT OF DIFFERENT LEVEL OF OFFICERS IN SURVEY OF INDIA.

In continuation of all previous orders related to the delegation of administrative powers, the administrative powers now delegated, as per the attached annexure, will replace the existing powers with effect from the date of issue of this order.

Encls: As above.

(धीरज शाह)
उपमहासर्वेक्षक
कृते, भारत के महासर्वेक्षक
✉ dheeraj.shah.soi@gov.in
☎ 0135-2745275

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DELEGATION OF ADMINISTRATIVE POWERS IN RESPECT OF DIFFERENT LEVEL OF OFFICERS OF SURVEY OF INDIA

Sl. No.	Nature of powers	Surveyor General of India	Addl. SG/ Zonal Chiefs	Directors	Wing Incharge	Heads of Offices	Remarks
1	Earned Leave / Half Pay Leave/ Commuted Leave/ Maternity Leave / Leave Not Due and Extra Ordinary Leave subject to the overall provisions of the Central Civil Service Rules, 1972 and the maximum amount of various kinds of leave admissible under these rules.	Full power	Full power upto 300 days except self (SG's prior approval regarding officiating arrangements to be obtained where necessary).	Full power upto 180 days except self (SG/ Addl.SG's prior approval regarding officiating arrangements to be obtained where necessary).	Full powers up to 180 days except self	Full power upto 60 days for group 'C' & 'D' staff	
2	Declaring staff surplus	Full power	-	-	-	-	
3	Imposition of Penalties under Rules 11: (i) Minor Penalties (i) to (iv) (ii) Major Penalties (v) to (ix)	Full power upto Group 'B' Appellate authority against orders issued by Addl SGs.	Minor penalties (i) to (iv) in respect of group 'B'. Full power upto group 'C'. Appellate authority against orders issued by Directors	Full power upto Group 'C'. Appellate authority against orders issued by Wing Incharge.	Minor penalties (i) to (iv) in respect of group 'C'.	-	
4	To permit transaction of immovable and movable properties.	Full power upto Group 'A'	Full power upto Group 'B'	Full power upto Group 'C'	Full powers upto Group 'C'	-	
5	Acceptance of gifts under Rule 13 of CCS (Conduct) Rules grant of permission and receiving reports.	Full power upto Group 'A'	Full power upto Group 'B'	Full power upto Group 'C'	Full power upto Group 'C'	-	
6	Investment, lending and borrowing vide Rule 16 (4) of CCS (conduct) Rules, 1964 sanction for and reporting to.	Full power upto Group 'A'	Full power upto Group 'B'	Full power upto Group 'C'	Full power upto Group 'C'	-	
7	Study Leave (in India only)	Full power	Full power upto Group 'B'	-	-	-	
8	Power for various provisions under Civil Services Regulation as are resting with the Ministry (Govt.) and	Full power to assign to perform routine duties for leave vacancies etc.	Full power to assign to perform routine duties for leave vacancies etc.	Full power to assign to perform routine duties for leave	-	-	

Sl. No.	Nature of powers	Surveyor General of India	Addl. SG/ Zonal Chiefs	Directors	Wing Incharge	Heads of Offices	Remarks
	not on the Head of Department viz. (i) ordering to have additional charge of offices by Group 'A' officer and (ii) permitting for handing over charge by officers elsewhere than the HQ.		except for self.	vacancies etc. upto Suptg. Surveyor/ Suptg Surveyor (NFSG).			
9	Power to sanction transfer to foreign services in respect of GOs in India vide FR 110(c) now (b).	Full power in respect of Group 'B' officers (not Group 'A' officers) subject to conditions vide powers under FR 114.	-	-	-	-	
10	Deputation of officer for training/ courses within India in subject of interest to Department.	Full power for short term course not exceeding 3 weeks.	Full power for short term course not exceeding 3 weeks upto Dy. Directors.	Full power for short term course not exceeding 3 weeks upto Gp. 'B'.	Full power for short term course not exceeding 3 weeks upto Gp. 'C'.	-	
11	To grant special casual leave under Article 308 of C.S.R.	Full power	Full power	Full power upto Group 'B'	Full power upto Group 'C'	-	
12	Condonation of delays in the submission of belated medical claim, as per GSMS rules.	Full power	Full power upto 90 days delay of submission	Full power upto 45 days delay of submission	Full power upto 15 days delay of submission	-	
13	Sanction of GPF advance in special circumstances to any subscriber who needs the advance for reasons other than those mentioned in GPF Rules 12(1) in respect of Group 'B' and above).	Power of Head of Departments under Rule 12 of GPF Rules.	Same as SG except for self.	Full power upto Suptg. Surveyor/ Suptg Surveyor (NFSG).	Full power upto Group 'B'	-	
14	To sanction part final withdrawal of GPF.	Full power	Full power except self.	Full power upto Suptg. Surveyor/ Suptg Surveyor (NFSG).	Full power upto Group 'B'.	-	
15	Filling of post in regular Group 'C', 'D' for providing immediate	Full power as per rules prescribed by DOPT.	-	-	-	-	

Sl. No.	Nature of powers	Surveyor General of India	Addl. SG/ Zonal Chiefs	Directors	Wing Incharge	Heads of Offices	Remarks
	employment assistance to the near relatives of deceased and medically invalidated Govt. servants of Group 'A', 'B', 'C' & 'D' on compassionate ground as and when required on such mishappenings subject to adjustment against vacancies existing thereafter as per Govt. of India orders.						
16	Change of Home Town once in the entire service under LTC.	Full power	Full power upto Group 'B'.	Full power upto Group 'B'.	Full power upto Group 'B'	-	
17	Change of Destination under LTC Rules.	Full power	Same as SG except self.	Full power except self.	Full power upto Group 'B'.	-	

Note – If any of the above administrative power is intended not to be approved by authorities, Addl. SG, Director and Wing Incharge then it is to be forwarded with proper justification of not approval to next higher authority for consideration.