

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



टेलिफैक्स
Telefax +91-135-2744064, 2743331
वेबसाइट
Website www.surveyofindia.gov.in
ई-मेल
E-Mail Jcm.ws.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

No.J- 667 709-Welfare

Dated: 03rd May, 2021.

To

The Addl. SGs : Central Zone, Jabalpur, Eastern Zone, Kolkata, Head Quarter SGO, Dehradun, North-Eastern Zone, Shillong, Northern Zone, Chandigarh, NIGST, Hyderabad, Printing Zone, Hyderabad, Southern Zone, Bangalore, Specialized Zone, Dehradun, Western Zone, Jaipur.

Sub.: Office functioning during Covid-19 situations strict compliance-regarding.

Consequent to Covid-19 second wave still not over and continuing the District Administration has been issuing the guidelines at regular intervals. These guidelines contain specific instructions for functioning of Govt. Offices and has to be followed.

Survey of India is carrying out SVAMITVA scheme which is PMO level monitored scheme and on which work is not to be stopped and should continue in best possible manner.

You are therefore requested to follow following instructions meticulously.

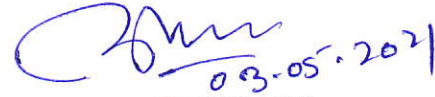
- 1) All Officers of the level of Deputy Secretary, equivalent and above will attend the office physically.
- 2) Office is not closed. Staff essential for office functioning should attend Office for which 50% staff should be called on alternate day and will function following the social distancing and wearing mask/face shield etc. Rest 50% will work from home.
- 3) Although movement of Govt. employees/officers are allowed on showing of ID Card. However if this is not allowed on same specific station than necessary passes should be obtained from Local District Authorities by citing essentialness of SVAMITVA scheme.
- 4) Generally movement of Govt. Vehicle is allowed however in a specific case where it is not allowed Passes should be obtained from District Administration.
- 5) Drone Flying should continue wherever Chuna marked villages can be provided by the Local administration. It should only be stopped if Local administration expressed its inability to provide chuna marked villages.
- 6) FE (Feature Extraction) work by locally employed people or outsources personnel should continue. They may be issued temporary IDs or Passes as the case may be and work to be continued by 50% staff in each shift. All out efforts should be made to clear back log of FE, Map 1 and Map 2 work.
- 7) It has been noticed that offices are being closed at randomly without much gravity or cause. Henceforth no office should be closed without obtaining prior approval from SGO in a procedural manner.
- 8) In case of Covid-19 case in the office that particular section and nearcinity should be sanitized and work suspended in that section for a day. Next day on words work should continue after proper sanitization and with safeguard measures/social distancing.

- 9) Mass leaves should not be allowed in any case. Leave should be allowed to ailing personnel or naming symptoms of Covid-19. All suspected personnel should be asked to get RT PCR test done. Fit personnel should not be allowed leaves on flimsy grounds as this will adversely impact the essential work.
- 10) All out effort should be made to keep running essentials work in the office. FE Map-1 & Map-2 back log should be cleared by taking best effort
- 11) Some GDCs are feeding ORI for FE to FE extraction Centres manned by outsourced personnel at Dehradun & Hyderabad. They should process their all drone flying Raw data and provide ORIs to these FE Centres so that shortage of work should not occur in these Centres. FE Centre I/Cs should directly contract the Directors/Addl. SGs for arranging smooth flow of input material to their FE Centres.

The above instructions are not exhaustive, however it is conveyed that all endeavours should be done to keep office open and carry out SVAMITVA work in best possible manner while ensuring the Covid-19 guidelines side by side.

Please Note any violation of these instructions shall be viewed very seriously. You are requested to maintain strict compliance of above instructions.

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



(MOHAN RAM)
Suptdg. Surveyor

Assistant Surveyor General
For Surveyor General of India

Copy to :-

Director's: Andhra Pradesh & Telangana GDC, Hyderabad, Assam & Nagaland GDC, Guwahati, Bihar, GDC, Patna, / Chhattisgarh, GDC, Raipur, Digital Mapping Centre, Dehradun, Directorate of Map Publication, Dehradun, East Uttar Pradesh GDC, Lucknow, Eastern Printing Group, Kolkata, Geodetic & Research Branch, Dehradun Geographical Information System & Remote Sensing Directorate, Hyderabad, Gujarat, Daman & Diu, GDC, Gandhinagar, Himachal Pradesh GDC, Chandigarh, Jammu & Kashmir GDC, Jammu, Jharkhand GDC, Ranchi, Karnataka, GDC, Bangalore, Kerala & Lakshadweep, GDC, Thiruvananthapuram, Madhya Pradesh, GDC, Jabalpur, Maharashtra & Goa GDC, Pune, Map Archive & Dissemination Centre, Dehradun, Meghalaya & Arunachal Pradesh GDC, Shillong, National Geo-spatial Data Centre, Dehradun, Orissa GDC, Bhubaneswar, Punjab, Haryana & Chandigarh, GDC, Chandigarh, Rajasthan GDC, Jaipur, Southern Printing Group, Hyderabad, Survey (Air) & Delhi GDC, New Delhi, Tamilnadu, Pondicherry and Andaman & Nicobar Islands GDC, Chennai, Tripura, Manipur & Mizoram GDC, Silchar, Uttarakhand & West UP GDC, Dehradun, West Bengal & Sikkim GDC, Kolkata, Western Printing Group, New Delhi,

DSG's Central Zone, Jabalpur, Eastern Zone, Kolkata, North-Eastern Zone, Shillong, Northern Zone, Chandigarh, NIGST, Hyderabad, Southern Zone, Bangalore, Specialized Zone, Dehradun, Western Zone, Jaipur.

DSG's HR, ADMN., VIG, TECH.(SGO)

DAF, SGO, Tech. Sec. SGO, ASG, SGO. - for information & necessary action, please.