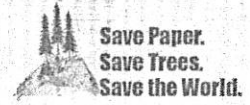


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**OFFICE ORDER NO.L- 140 / 1966 DATED 24 APRIL, 2019**

In supersession of all previous Office Orders regarding function of duties of Officers in Surveyor General's Office, the following duties are assigned to Addl SG , DSG (Adm.), DSG (HR), DSG (Work Study), DSG (Vigilance), DSG (Technical monitoring), DSG (Planning & Policy), DAF, Technical Secretary & Assistant Surveyor General (ASG) with immediate effect. In this regard link officer of respective posts have been given for the leave periods of concerned.

Sl. No.	Designation of the officer	Link Officer
I.	<b><u>ADDL SG (HQ) – Post Vacant</u></b> <ol style="list-style-type: none"><li>Overall responsibility for coordination and execution of Govt. policies on all administrative and financial matters of the Department.</li><li>To formulate departmental policies pertaining to administrative and financial matters including delegation of powers.</li><li>To Administer &amp; approve the work of (Adm).</li><li>Disciplinary Authority for Group 'B' (Non Gazetted) Officers of SGO.</li><li>To maintain the accurate records of Survey of India estates across the country and ensure its safety and optimum utility.</li><li>All work related to administrative and financial powers specifically assigned to Addl SGs/Zonal Chiefs from time to time.</li><li>Appellate Authority for Group 'C' Staff in SGO for action under CCS (CC&amp;A, 1965).</li><li>Any other work assigned by the Surveyor General of India from time to time.</li></ol>	Senior Most DSG (except statutory powers)
II.	<b><u>DEPUTY SURVEYOR GENERAL (HR)</u></b> <b><u>(COL AMARDEEP SINGH):</u></b> <ol style="list-style-type: none"><li>Maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure equal distribution.</li><li>To maintain the complete and upto-date bio-data about all the officers and staff. Ensure that necessary information is also uploaded on the website.</li><li>All other works related with HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases.</li><li>Timely actions for recruitment, training/re-training.</li></ol>	In the absence of the DSG (HR) the work will automatically be looked after by DSG (Adm)

	<ol style="list-style-type: none"> <li>5. Day-to-day monitoring of Confidential Section, DPC/ACP, promotions, transfer, deputations and all connected matters and liaison with DST for aforesaid work.</li> <li>6. Overall responsibilities for coordination and execution of Govt. policies on all Human Resource Development matters of the Department.</li> <li>7. To organize SOI that complies with long term requirements relating to efficiency, effectiveness and innovative capacity. Make such policies so that timely changes in human resources can be made as per change in technology.</li> <li>8. To Administer and approve timely actions related to recruitment, training, DPC/ACP, promotions, transfer, deputations and all connected matters.</li> <li>9. To Administer Foreign training and deputation.</li> <li>10. Matters regarding Aid programmes and International Co-operation.</li> <li>11. Pay Commission, all service matters. Recruitment Rules.</li> <li>12. Liaison with Army HQ, Engineer-in-Chief and MO-GSGS on pay and posting matters of army officers.</li> <li>13. Any other work assigned by the Surveyor General of India/Addl.SG. from time to time.</li> </ol>	
<p><b>III.</b></p>	<p><b><u>DEPUTY SURVEYOR GENERAL (Admn.)</u></b>  <b><u>(COL SUMAN KUMAR SARKAR, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Controlling Officer of Surveyor General's Office</li> <li>2. Processing/monitoring cases regarding purchase of land/hiring of buildings/construction work.</li> <li>3. Sanctioning Authority for all sanctions including CPWD and Estate.</li> <li>4. Compilation and submission of reports and returns on concerned subjects.</li> <li>5. Security and security arrangements in the Survey of India Offices except SGO.</li> <li>6. Financial matters pertaining to civil works</li> <li>7. Processing of Civil and Electrical cases related to CPWD including their financial sanction etc.</li> <li>8. Appointing and Disciplinary authority for Group 'C' employees in SGO.</li> <li>9. Processing of Estate matters of Departments.</li> <li>10. Processing of Capital works on Estate matters.</li> <li>11. GPF cases of SGO.</li> <li>12. All other Administrative matters such as condemnation &amp; disposal of stores, loss of stores equipments, Capital works, Estate matters.</li> <li>13. To work under supervision of Addl SG.</li> <li>14. Any other work assigned by the Surveyor General of India/Addl SG from time to time.</li> </ol>	<p>In the absence of the DSG (Admn.) the work will automatically be looked after by DSG(PP).</p>

IV.	<p><b><u>DEPUTY SURVEYOR GENERAL (Vigilance)</u></b>  <b><u>(SHRI NITIN JOSHI)</u></b></p> <ol style="list-style-type: none"> <li>1. Vigilance Officer of the Department.</li> <li>2. Hindi Liaison Officer of the Department.</li> <li>3. Any other work assigned by the Surveyor General of India from time to time.</li> </ol>	
V.	<p><b><u>DEPUTY SURVEYOR GENERAL (Work Study)</u></b>  <b><u>LT COL PAWAN KUMAR PANDAY, DSG</u></b></p> <ol style="list-style-type: none"> <li>1. Streamlining of O&amp;M Procedures and Control of WSU.</li> <li>2. O&amp;M Inspections, administrative reports and returns.</li> <li>3. Matters related to Service Associations.</li> <li>4. Redressal of Public Grievance</li> <li>5. Matters related to Public Grievances, Staff Grievances and SC/ST.</li> <li>6. GPF cases of Directorates/GDCs.</li> <li>7. Condemnations/disposal of stores/equipment &amp; instruments.</li> <li>8. To organise and implement weeding out of files records in SGO as per the Govt. of India norms/orders.</li> <li>9. Compilation and submission of reports and returns on concerned work study related subjects.</li> <li>10. Welfare activities</li> <li>11. Central schools</li> <li>12. Controlling Officer of JCM/Work Study Unit.</li> <li>13. Departmental &amp; Headquarters Councils under the JCM Scheme.</li> <li>14. Incharge GISTC.</li> <li>15. Any other work as assigned by the Surveyor General of India/Additional Surveyor General</li> </ol>	In the absence of the DSG (Work Study) the work will automatically be looked after by DSG (Vig)
VI.	<p><b><u>DEPUTY SURVEYOR GENERAL (Technical monitoring) (SHRI PANKAJ MISHRA, DEPUTY DIRECTOR):</u></b></p> <ol style="list-style-type: none"> <li>1. Supervision of work of Project Officers – Data Acquisition, Transformation, Management and Dissemination.</li> <li>2. Assessment/Allotment/Approval of work with the approval of Additional Surveyor General. Monitoring of technical work.</li> <li>3. Processing of scheme and monitoring of approved schemes including sanctions and achievements.</li> <li>4. Supervision of work of Technical Secretary on Project Schemes, concerning technical work. Submission of progress reports and returns on technical matters.</li> <li>5. Monitoring the work of all Directorates on technical work.</li> <li>6. Gravity, Magnetic and Sea surface data.</li> <li>7. Parliament Question (Technical).</li> <li>8. Monitoring of work of all Printing Directorates.</li> <li>9. Security Clearance.</li> <li>10. Indexing and archival of data.</li> </ol>	In the absence of the DSG (Tech) the work will automatically be looked after by DSG (Planning & Policy)

	<ol style="list-style-type: none"> <li>11. Networking of Directorate fo data transfer.</li> <li>12. Pricing of products and sales.</li> <li>13. Cost recovery.</li> <li>14. Updation of Meta data of spatial information.</li> <li>15. Loss/Destruction of records/publications.</li> <li>16. Names, International Boundaries, Certification and verification of boundaries.</li> <li>17. To experiment new techniques and issue technical instructions to GDC's so that standard procedure is followed in the department.</li> <li>18. Any other work assigned by Surveyor General of India/Addl. SG from time to time.</li> </ol>	
<b>VII.</b>	<p><b><u>DEPUTY SURVEYOR GENERAL , PLANNING &amp; POLICY (COL ARINDAM GUPTA, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. NSDI related activities, Monitoring of work of NGDC and NSDI</li> <li>2. Market study, User Interaction, Information Kiosk, Publicity</li> <li>3. Matters concerned with product generation, Global Map etc., Map Policy.</li> <li>4. Submit proposals on Plan &amp; Non Plan Schemes on technical work to Addl SG.</li> <li>5. To experiment new techniques and issue technical instructions to GDC's so that standard procedure is followed in the department.</li> <li>6. To supervise work of DSOS.</li> <li>7. Coordinate three large scale projects of SOI.</li> <li>8. Any other work assigned by Surveyor General of India/Addl SG from time to time.</li> </ol>	In the absence of the DSG (Planning & Policy) the work will automatically be looked after by DSG (HR)
<b>VIII.</b>	<p><b><u>DIRECTOR, ADMN. &amp; FINANCE (SHRI K.K.SONI):</u></b></p> <ol style="list-style-type: none"> <li>1. Financial &amp; Accounts matters.</li> <li>2. Foreign Exchange matters</li> <li>3. Schemes/Projects.</li> <li>4. Control &amp; formulation of budget of the department including appropriation and re-appropriation.</li> <li>5. Audit objection and observations from Public Accounts Committee and Estimates Committee etc.</li> <li>6. Processing of legal cases.</li> <li>7. HBA &amp; Conveyance Advances.</li> <li>8. Parliamentary questions other then technical.</li> <li>9. Completion and submission of reports and returns on concerned subjects.</li> <li>10. Pay Anomaly &amp; Pay fixation cases.</li> <li>11. Matters concerning PCA etc.</li> <li>12. Processing of Court Cases.</li> <li>13. Any other administrative matters assigned by the Surveyor General of India/Addl.SG from time to time.</li> </ol>	In the absence of the Director, Admn. & Finance the work will automatically be looked after by DSG (Adm)

IX.	<p><b><u>TECHNICAL SECRETARY</u></b>  <b><u>(SHRI PARDEEP SINGH, DEPUTY DIRECTOR):</u></b></p> <ol style="list-style-type: none"> <li>1. Compilation of Information, Reports and returns from subordinates on all technical matters for onward transmission to DST.</li> <li>2. Distribution of Tech. Daks</li> <li>3. Supervision the work of APOs.</li> <li>4. Technical briefing to SG, preparation of presentations and papers of SG.</li> <li>5. Parliament Questions and Answers, submission of information on these matters.</li> <li>6. Allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes.</li> <li>7. Duties of Cyber Security Officer.</li> <li>8. Any other work allotted by the Surveyor General</li> </ol>	<p>In the absence of the Technical Secretary the work will automatically be looked after by ASG</p>
X.	<p><b><u>ASSISTANT SURVEYOR GENERAL( ADDITIONAL CHARGE)</u></b>  <b><u>(COL ARINDAM GUPTA, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Member Secretary of DPC and ACP for all Group 'C' Staff and act as permanent representative.</li> <li>2. Local administration of SGO and Security Officer.</li> <li>3. Urgent matters of duty in absence of DSG (HR)</li> <li>4. Other matters of E1/E2/E3 Sections of SGO)</li> <li>5. Detailment of Transport.</li> <li>6. Booking of Guest Houses.</li> <li>7. VIP visits, visits of officers.</li> <li>8. Disposition List, Gradation List.</li> <li>9. Compassionate appointment cases.</li> <li>10. Repatriation/transfer/posting of erstwhile Group 'D' personnel in consultation with DSG (HR)</li> <li>11. Report to DSG (Adm &amp; HR) on training and administrative matters.</li> <li>12. Matter related of E1 to E3 Section like sanction of CL/EL/Commuted leave etc., checking of attendance registers, timely submission of reports/returns, court cases, RTI Act, 2005, correspondence regarding Pay Commission/pay fixation and seniority list etc.</li> </ol>	<p>In the absence of the ASG the work will automatically be looked after by Tech. Secretary.</p>



[ GIRISH KUMAR, VSM ]  
 LT GEN  
 SURVEYOR GENERAL OF INDIA

**Distribution :**

1. The Secretary to the Govt. of India, Ministry of Science & Technology (Department of Science & Technology), New Delhi-110 016 (Kind attention :- Shri S.K. Sinha, Director, SMP Division) for information.
2. **Addl.SGs:** Eastern Zone/Western Zone/Northern Zone/Southern Zone/Central Zone/North Eastern Zone/Printing Zone/IISM/Specialised Zone.
3. DSG(Adm)/DSG(HR)/DSG(Tech)/DSG(Vig)/DSG(WS)/DSG(PP)/DAF/  
Incharge GISTC(SGO).
4. The Central Pay & Accounts Officer, Survey of India, Dehradun.
5. The Regional Pay & Accounts Officer, Survey of India, Jaipur/Hyderabad/Kolkata.
6. Technical Secretary/Asstt. Director (OL)(SGO).
7. The Estt. & Accounts Officer 'Adm.' (SGO)/Budget(SGO)/Confidential(SGO).
8. The office Superintendent: E1/E2/E3/C/B/R/Legal/JCM/Vig./LAP/CRI Section (SGO).
9. Security Supervisor(SGO)/Incharge Guest House(SGO).