



भारत सरकार
GOVERNMENT OF INDIA



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भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA
भारत के महासर्वेक्षक का कार्यालय
OFFICE OF THE SURVEYOR GENERAL OF INDIA
हाथीबड़कला एस्टेट डाक बक्स सं.-37
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No. R- 3045 /1115-A-Misc.

Dated: 03 November, 2017

The Addl. SGs : Eastern Zone/North Eastern Zone/Central Zone/ Western Zone/Northern Zone/Printing Zone/ Southern Zone/Indian Institute of Surveying & Mapping/Specialized Zone

The Addl SGs/Directors : Madhya Pradesh GDC/Rajasthan GDC/ Maharashtra & Goa GDC/Andhra Pradesh GDC/Chhattisgarh GDC/ East Uttar Pradesh GDC/Tripura, Manipur & Mizoram GDC/Karnataka GDC/Gujarat, Daman & Diu GDC/Kerala & Lakshadweep GDC/Geodetic & Research Branch/GIS & Remote Sensing Directorate/ International Boundary Directorate/Orissa GDC/Assam & Nagaland GDC/ Uttarakhand & West UP GDC/Punjab, Haryana & Chandigarh GDC/Himachal Pradesh GDC/Jharkhand GDC/Bihar GDC/Tamil Nadu, Pondicherry and Andaman & Nicobar Island GDC/ National GDC/ West Bengal & Sikkim GDC/ Survey(Air) & Delhi GDC/Jammu & Kashmir GDC/Meghalaya & Arunachal Pradesh GDC/Map Archival & Dissemination Centre/Digital Mapping Centre/Southern Printing Group/Eastern Printing Group/Western Printing Group/Northern Printing Group/E&AO (A) (SGO).

SUB:- CORRESPONDENCE IN SURVEY OF INDIA.

With a view to promote e-governance initiative in the Organisation, which will result in conservation of paper & promote efficiency & transparency, all correspondences in the department shall be done as per the following guidelines:-

1- **By e-mail only:- (letters in pdf format, returns in excel format)**

- a) All routine correspondences
- b) All Returns

2- **Both Email/Hard Copy:-**

- a) All Financial Proposals
- b) New Project Proposals
- c) Sanctions issued by Sanctioning Authority
- d) Correspondence related to Audit matters
- e) Correspondence related to Legal matters
- f) Transfer/Promotion orders

3- **Hard Copy Only:-**

All Correspondence classified in nature to be sent in hard copy format only

All correspondences should be sent strictly as per above classification only. Correspondences received by this office not adhering to above guidelines will not be entertained.

(Amardeep Singh)
Col.
Deputy Surveyor General
Surveyor General's Office

Copy To: 1- The Office Supdg: C/ E1/ E2/ E3/ Budget/ Legal Cell/ Hindi/ Tech./ RTI/ WSU & JCM/ Store/ Lib./ Record
2- Web Admin- for uploading on website