



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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OFFICE ORDER NO.L- 2865 /966 DATED 05th MAY, 2020.

In supersession of all previous Office Orders regarding duties and responsibilities 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 officer.

Sl. No.	Designation of the officer	Link Officer
I.	ADDL SG (HQ) – Col Amardeep Singh, Addl SG <ol style="list-style-type: none">Overall responsibility for coordination and execution of Govt. policies on all administrative, financial, HR, and Work Study matters of the Department.To formulate departmental policies pertaining to administrative, financial, HR, and Work Study and matters including delegation of powers.To Administer & approve the work of Adm, HR, and WS.Controlling Officer of Surveyor General's Office.Disciplinary Authority for Group 'B' (Non Gazetted) Officers of SGO.To organize SOI to comply with long term requirements relating to efficiency, effectiveness and capacity building. Make such policies so that timely changes in human resources can be made as perchange in technology.To maintain the accurate records of Survey of India estates across the country and ensure its safety and optimum utility.To administer and approve timely actions related to recruitment, training, DPC/MACP, promotions, transfer, deputations and all connected matters.To administer foreign training and deputation.Liason with Army HQ, Engineer-in-Chief and ADG Mil Svy on pay and posting matters of Army Officers.All work related to administrative and financial powers specifically assigned to Addl SGs/Zonal Chiefs from time to time.Appellate Authority for Group 'C' Staff in SGO for action under CCS (CC&A), 1965.Any other work assigned by the Surveyor General of India from time to time.	Senior Most DSG (except statutory powers)

<p>II.</p>	<p><u>DEPUTY SURVEYOR GENERAL (HR)</u> <u>Col Arindam Gupta, DSG:</u></p> <ol style="list-style-type: none"> 1. Maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure equal distribution. 2. 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. 3. All other works related with HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases. 4. Timely actions for recruitment, training/re-training. 5. Day-to-day monitoring of Confidential Section, DPC/ACP, promotions, transfer, deputations and all connected matters and liaison with DST for aforesaid work. 6. Overall responsibilities for coordination and execution of Govt. policies on all Human Resource Development matters of the Department. 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. 8. To Administer and approve timely actions related to recruitment, training, DPC/ACP, promotions, transfer, deputations and all connected matters. 9. To Administer Foreign training and deputation. 10. Matters regarding Aid programmes and International Co-operation. 11. Pay Commission, all service matters. Recruitment Rules. 12. Liaison with Army HQ, Engineer-in-Chief and MO-GSGS on pay and posting matters of army officers. 13. Any other work assigned by the Surveyor General of India/Addl.SG. from time to time. 	<p>In the absence the work will be looked after by DSG (Adm)</p>
<p>III</p>	<p><u>DEPUTY SURVEYOR GENERAL (Admn.)</u> <u>(COL SUMAN KUMAR SARKAR, DSG):</u></p> <ol style="list-style-type: none"> 1. Processing/monitoring cases regarding purchase of land/hiring of buildings/construction work. 2. Sanctioning Authority for all sanctions including CPWD and Estate. 3. Compilation and submission of reports and returns on concerned subjects. 4. Security and security arrangements in the Survey of India Offices except SGO. 5. Financial matters pertaining to civil works. 6. Processing of Civil and Electrical cases related to CPWD including their financial sanction etc. 7. Processing of Estate matters of Departments. 8. Processing of Capital works on Estate matters. 9. GPF cases of SGO. 10. All other Administrative matters such as condemnation & disposal of stores, loss of stores equipments, Capital works, Estate matters. 11. Nodal officer GeM and e-office. 12. To work under supervision of Addl SG. 13. Any other work assigned by the Surveyor General of India/Addl SG from time to time. 	<p>In the absence the work will be looked after by DSG(HR).</p>

<p>IV.</p>	<p><u>DEPUTY SURVEYOR GENERAL (Vigilance)</u> <u>(SHRI NITIN JOSHI, DSG)</u></p> <ol style="list-style-type: none"> 1. Vigilance Officer of the Department. 2. Hindi Liaison Officer of the Department. 3. To work under supervision of SGI. 4. Any other work assigned by the Surveyor General of India from time to time. 	
<p>V.</p>	<p><u>DEPUTY SURVEYOR GENERAL (Work Study)</u> <u>COL PAWAN KUMAR PANDAY, DSG</u></p> <ol style="list-style-type: none"> 1. Streamlining of O&M Procedures and Control of WSU. 2. O&M Inspections, administrative reports and returns. 3. Matters related to Service Associations. 4. Redressal of Public Grievance. 5. Matters related to Public Grievances, Staff Grievances and SC/ST. 6. GPF cases of Directorates/GDCs. 7. Condemnations/disposal of stores/equipment & instruments. 8. To organise and implement weeding out of files records in SGO as per the Govt. of India norms/orders. 9. Compilation and submission of reports and returns on concerned work study related subjects. 10. Welfare activities. 11. Central schools. 12. Controlling Officer of JCM/Work Study Unit. 13. Departmental & Headquarters Councils under the JCM Scheme. 14. Incharge GISTC. 15. Any other work as assigned by the Additional Surveyor General and Surveyor General of India. 	<p>In the absence the work will be looked after by DSG (Vig)</p>
<p>VI.</p>	<p><u>DEPUTY SURVEYOR GENERAL (Technical Monitoring)</u> <u>(SHRI PANKAJ MISHRA, DSG):</u></p> <ol style="list-style-type: none"> 1. Supervision of work of Project Officers – Data Acquisition, Transformation, Management and Dissemination. 2. Assessment/Allotment/Approval of work with the approval of Surveyor General. 3. Monitoring of technical work. 4. Processing of scheme and monitoring of approved schemes including sanctions and achievements. 5. Supervision of work of Technical Secretary on Project Schemes, concerning technical work. 6. Submission of progress reports and returns on technical matters. 7. Monitoring the work of all Directorates on technical work. 8. Gravity, Magnetic and Sea surface data. 9. Parliament Question (Technical). 10. Monitoring of work of all Printing Directorates. 11. Security Clearance. 12. Indexing and archival of data. 13. Networking of Directorate of data transfer. 14. Pricing of products and sales. 15. Cost recovery. 16. Updation of Meta data of spatial information. 	<p>In the absence the work will be looked after by DSG (HR)</p>

	<p>17. Loss/Destruction of records/publications. 18. Names, International Boundaries, Certification and verification of boundaries. 19. To experiment new techniques and issue technical instructions to GDC's so that standard procedure is followed in the department. 20. Any other work assigned by Surveyor General of India/Addl. SG from time to time.</p>	
<p>VII.</p>	<p><u>DEPUTY SURVEYOR GENERAL , PLANNING & POLICY (Post Vacant):</u></p> <ol style="list-style-type: none"> 1. NSDI related activities, Monitoring of work of NGDC and NSDI 2. Market study, User Interaction, Information Kiosk, Publicity 3. Matters concerned with product generation, Global Map etc., Map Policy. 4. Submit proposals on Plan & Non Plan Schemes on technical work to Addl SG. 5. To experiment new techniques and issue technical instructions to GDC's so that standard procedure is followed in the department. 6. To supervise work of DSOS. 7. Coordinate three large scale projects of SOI. 8. Any other work assigned by Surveyor General of India/Addl SG from time to time. 	<p>In the absence the work will be looked after by DSG (Tech)</p>
<p>VIII</p>	<p><u>DIRECTOR, ADMN. & FINANCE (COL SUMAN KUMAR SARKAR, DSG):</u></p> <ol style="list-style-type: none"> 1. Foreign Exchange matters 2. Schemes/Projects. 3. Control & formulation of budget of the department including appropriation and re-appropriation. 4. Audit objection and observations from Public Accounts Committee and Estimates Committee etc. 5. Processing of legal cases. 6. HBA & Conveyance Advances. 7. Parliamentary questions other than technical. 8. Completion and submission of reports and returns on concerned subjects. 9. Pay Anomaly & Pay fixation cases. 10. Matters concerning PCA etc. 11. Processing of Court Cases. 12. Any other administrative matters assigned by the Surveyor General of India/Addl. SG from time to time. 	<p>In the absence of the work will be looked after by DSG (Tech)</p>

<p>IX.</p>	<p><u>TECHNICAL SECRETARY</u> <u>(SHRI PARDEEP SINGH, DEPUTY DIRECTOR):</u></p> <ol style="list-style-type: none"> 1. Compilation of Information, Reports and returns from subordinates on all technical matters for onward transmission to DST. 2. Distribution of Tech. Daks. 3. Supervising the work of APOs. 4. Technical briefing to SG, preparation of presentations and papers of SG. 5. Parliament Questions and Answers, submission of information on these matters. 6. Allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes. 7. Duties of Cyber Security Officer. 8. Any other work allotted by the Surveyor General of India. 	<p>In the absence the work will be looked after by ASG.</p>
<p>X.</p>	<p><u>ASSISTANT SURVEYOR GENERAL(ADDITIONAL CHARGE)</u> <u>(SHRI MOHAN RAM, SUPERINTENDING SURVEYOR):</u></p> <ol style="list-style-type: none"> 1. Member Secretary of DPC and ACP for all Group 'C' Staff and act as permanent representative. 2. Local administration of SGO and Security Officer. 3. Urgent matters of duty in absence of DSG (HR) 4. Other matters of E1/E2/E3 Sections of SGO 5. Detailment of Transport. 6. Booking of Guest Houses. 7. VIP visits, visits of officers. 8. Disposition List, Gradation List. 9. Appointing and Disciplinary Authority for Gp 'C' employees in SGO 10. Compassionate appointment cases. 11. Repatriation/transfer/posting of erstwhile Group 'D' personnel in consultation with DSG (HR) . 12. Report to DSG (Adm & HR) on training and administrative matters. 13. Matter related of E1 to E3 Section like sanction of CL/EL/Commutated 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. 14. Supervision of the work of LAP Section. 	<p>In the absence the work will be looked after by Tech. Secretary.</p>
<p>XI.</p>	<p><u>PROJECT OFFICER (TECHNICAL)</u> <u>(SHRI S.C. JUGRAN, SUPERINTENDING SURVEYOR):</u></p> <ol style="list-style-type: none"> 1. Monitoring field activities. 2. Preparation/approval of Annual Action Plan. 3. Compilation of Monthly Field Returns, and 25K scale returns. 4. Monitoring the works of all small scale maps. 	<p>In the absence the work will be looked after by Sh. Harish Mitter, Superintending Surveyor.</p>

<p>XII.</p>	<p><u>NODAL OFFICER RTI (SOI), CPIO & ASSISTANT DIRECTOR, OFFICIAL LANGUAGE (SHRI HARISH MITTER, SUPERINTENDING SURVEYOR):</u></p>	<p>In the absence the work will be looked after by Sh. Satish Chandra Jugran, Superintending Surveyor.</p>
	<ol style="list-style-type: none"> 1. To forward the requisites under RTI Act, 2005 to the concerned CPIO of SOI and other Public Authorities. 2. To deal with request from citizen seeking information and proper discharging duties of CPIO under section 5(3) and 5(4) RTI Act 2005. 3. Disposition of Quarterly & Annual Return of RTI. 4. Monitoring of all the activities of official language in SOI. 5. Monitoring of Quarterly, Half Yearly and Annual Returns of Official Language. 6. Monitoring of all the Publications of Hindi Magazine. 7. Monitoring of all the activity of Nagar Raj Bhasha Karyanawayan Samiti, Dehradun. 8. Monitoring of Technical Project Work of LSM of Haryana, Karnataka, Maharashtra and Madhy Pradesh States. 	



(GIRISH KUMAR, VSM), (Retd)
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, DST) 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)/Incharge website.
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)/Lib.
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).