



भारतीय सर्वेक्षण विभाग  
SURVEY OF INDIA



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भारत के महासर्वेक्षक का कार्यालय  
Office of the Surveyor General of India  
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**OFFICE ORDER NO. L-<sup>169</sup>/966 DATED 27<sup>th</sup> MAY, 2021.**

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(Adm), Addl SG (HR), DSG (Adm), DSG (HR), DAF, DSG (Vigilance), DSG (Work Study), DSG (Tech), 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 and DUTIES & RESPONSIBILITIES OF THE OFFICER	Link Officer
I.	<b><u>ADDITIONAL SURVEYOR GENERAL (Adm.)</u></b> <b><u>(These duties will be looked after by SGI):</u></b> 1. Overall responsibility for execution of Govt. policies on all administrative and financial matters of the Department. 2. Matters of delegation of powers. 3. To administer and approve the work of DSG (Adm). 4. Disciplinary Authority for Group 'B' (Non Gazetted) Officers of SGO. 5. Appellate Authority for Group 'C' Staff in SGO for action under CCS (CC&A) Rules 14 of 1965. 6. Controlling Officer of Surveyor General's Office. 7. Any other work assigned by the Surveyor General of India.	Addl SG (Tech)
II.	<b><u>ADDITIONAL SURVEYOR GENERAL (HR)</u></b> <b><u>(These duties will be looked after by SGI):</u></b> 1. Overall responsibilities for execution of Govt. policies on all Human Resource Development matters of the Department. 2. Matters pertaining to Human Resource Development in Sol. 3. To administer and approve the work of DSG (HR) and DSG (Work Study). 4. Timely action on recruitment, training, DPC/ACP, promotions, transfer, deputations and all connected matters. 5. Matters of Foreign training and deputation. 6. Matters regarding Aid programmes and International Co-operation. 7. Pay Commission, Recruitment Rules, all service matters. 8. Liaison with Army HQ, Engineer-in-Chief and MO-GSGS on pay and posting matters of army officers. 9. Any other work assigned by the Surveyor General of India.	Addl SG (Tech)

<p><b>III.</b></p>	<p><b><u>ADDITIONAL SURVEYOR GENERAL (Tech.)</u></b>  <b><u>(Brig B Sareen Chander):</u></b></p> <ol style="list-style-type: none"> <li>1. Overall monitoring of technical work - Data Acquisition, Transformation, Management and Dissemination.</li> <li>2. Assessment/allotment/approval of technical work with the consent of Surveyor General of India</li> <li>3. Monitoring the technical work of all GDCs/Directorates.</li> <li>4. Parliament Questions (Technical).</li> <li>5. NSDI related activities.</li> <li>6. Networking of Directorates for data transfer.</li> <li>7. Pricing of Products, Sales and services. Cost recovery.</li> <li>8. Market study and user interaction and publicity.</li> <li>9. Geospatial policies, National Map Policy etc.</li> <li>10. Updation of Meta data of spatial information.</li> <li>11. Matters of Loss/Destruction of records / Publications.</li> <li>12. Matters related to International Boundaries.</li> <li>13. Matters concerned with new product generation etc.</li> <li>14. Analysing/ scrutinising the Proposals on Plan &amp; Non Plan Schemes on technical work.</li> <li>15. Induction of latest techniques and issue of technical instructions to GDCs.</li> <li>16. Any other work assigned by Surveyor General of India.</li> </ol>	<p>DSG (Tech)</p>
<p><b>IV.</b></p>	<p><b><u>DEPUTY SURVEYOR GENERAL (Adm.)</u></b>  <b><u>(Shri Prashant Kumar, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Disciplinary authority for Group 'C' employees in SGO.</li> <li>2. Processing/monitoring cases regarding purchase of land /hiring of building /construction work.</li> <li>3. Processing of matters pertaining to Civil and Electrical works by CPWD.</li> <li>4. Processing of Estate matters of the Department.</li> <li>5. GPF cases of SGO.</li> <li>6. Compilation and submission of reports and returns on Adm matters.</li> <li>7. Security matters of Survey of India offices except SGO.</li> <li>8. Matters pertaining to Stores and Vehicles of SGO.</li> <li>9. All other Administrative matters such as condemnation &amp; disposal of stores, loss of stores equipments etc.</li> <li>10. Public Grievance Officer of Survey of India</li> <li>11. Nodal Officer for e-Office.</li> <li>12. Nodal Officer for GeM.</li> <li>13. Chairman Nominee- Kendriya Vidyalaya-1.</li> <li>14. Any other work assigned by the Surveyor General of India.</li> </ol>	<p>DSG (HR)</p>
<p><b>V.</b></p>	<p><b><u>DIRECTOR, ADMN. &amp; FINANCE</u></b>  <b><u>(Shri Prashant Kumar, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Foreign Exchange matters</li> <li>2. Schemes/Projects.</li> <li>3. Control &amp; formulation of budget of the department including appropriation and re-appropriation.</li> <li>4. Audit objection and observations from Public Accounts Committee and Estimates Committee etc.</li> <li>5. HBA &amp; Conveyance Advances.</li> <li>6. Parliamentary questions other than technical.</li> <li>7. Completion and submission of reports &amp; returns on concerned subjects.</li> <li>8. Pay Anomaly &amp; Pay fixation cases.</li> <li>9. Matters concerning PCA etc.</li> <li>10. Any other work assigned by the Surveyor General of India.</li> </ol>	<p>DSG (Tech)</p>

VI.	<p><b><u>DEPUTY SURVEYOR GENERAL (HR)</u></b>  <b><u>(Shri U.N. Mishra, DSG)</u></b></p> <ol style="list-style-type: none"> <li>1. To assist Addl SG (HR) in all matters mentioned under the responsibilities of Addl SG (HR) including maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure proper distribution.</li> <li>2. To maintain the complete and updated bio-data about all the officers and staff. Ensure that necessary information is also uploaded on the website.</li> <li>3. All other works related with HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases, JCM cases and other welfare activities.</li> <li>4. Ensuring that timely actions are taken for recruitment, training/ re-training etc.</li> <li>5. Day-to-Day monitoring of Confidential section, DPC/ACP, promotions, transfer, deputations and all connected matters.</li> <li>6. Overall Processing of Legal/Court cases.</li> <li>7. Any other work assigned by the Surveyor General of India.</li> </ol>	DSG (Vig.)
VII.	<p><b><u>DEPUTY SURVEYOR GENERAL (Vigilance)</u></b>  <b><u>(Shri Nitin Joshi, DSG)</u></b></p> <ol style="list-style-type: none"> <li>1. Vigilance Officer of the Department.</li> <li>2. Processing of Disciplinary matters to be decided at the level of SGI/DST.</li> <li>3. Hindi Liaison Officer of the Department.</li> <li>4. Appellate Authority for RTI.</li> <li>5. Any other work assigned by the Surveyor General of India.</li> </ol>	
VIII.	<p><b><u>DEPUTY SURVEYOR GENERAL (Work Study)</u></b>  <b><u>(Shri Nitin Joshi, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Cadre Review proposal of Organized Group A Service.</li> <li>2. Cadre Restructuring of Group A, B and C cadres/posts of SoI.</li> <li>3. Compilation and submission of reports and returns on concerned work study related subjects.</li> <li>4. O&amp;M Inspections, administrative reports and returns, Streamlining of O&amp;M Procedures and Control of WSU.</li> <li>5. To organise and implement weeding out of files records in SGO as per the Govt. of India norms/orders.</li> <li>6. Welfare activities.</li> <li>7. Matters related to advisories/guidelines etc. issued by Central/State government on Health/welfare.</li> <li>8. Controlling Officer of Work Study Unit.</li> <li>9. Matters pertaining to documentation &amp; showcasing of important SoI projects/activities/works, Publicity.</li> <li>10. Incharge Media Cell: SoI Website, Social Media Accounts, Print Media, Electronic Media etc.</li> <li>11. Incharge for matters related to Golden Jubilee celebrations of DST.</li> <li>12. Any other work assigned by Surveyor General of India.</li> </ol>	DSG (HR)
IX.	<p><b><u>DEPUTY SURVEYOR GENERAL (Technical)</u></b>  <b><u>(Shri Pankaj Mishra, DSG):</u></b></p> <ol style="list-style-type: none"> <li>1. Technical briefing to SG, preparation of presentations and papers of SG.</li> <li>2. Supervision of work of Project Officers – Data Acquisition, Transformation, Management and Dissemination.</li> </ol>	Technical Secretary

	<ol style="list-style-type: none"> <li>3. Assessment/Allotment/Approval of technical work with the consent of Additional SG (Tech)/SG.</li> <li>4. Monitoring of all Technical work of SoI.</li> <li>5. Coordinate &amp; monitoring large scale, Drone based mapping projects of SoI, Project Director SoI (SVAMITVA).</li> <li>6. Geospatial policies, National Map Policy etc.</li> <li>7. Matters related to new technology &amp; emerging technology area in geospatial domain.</li> <li>8. Matters concerned with new products and services.</li> <li>9. Matters pertaining to development of mechanism for planning &amp; monitoring of SoI technical activities.</li> <li>10. Supervision of work of Technical Secretary.</li> <li>11. Submission of progress reports and returns on technical matters.</li> <li>12. Parliament Question (Technical).</li> <li>13. Nodal Officer- SoI WAN / VPN</li> <li>14. Nodal Officer- SOI Cloud</li> <li>15. Any other work assigned by Surveyor General of India.</li> </ol>	
X.	<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. Supervising 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. Processing of cases for allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes.</li> <li>7. Nodal Officer SVAMITVA</li> <li>8. Incharge SVAMITVA Cell.</li> <li>9. Chief Information Security Officer (CISO) of SoI.</li> <li>10. Any other work assigned by the Surveyor General of India.</li> </ol>	Seniormost Project Officer
XI.	<p><b><u>ASSISTANT SURVEYOR GENERAL</u></b>  <b><u>(Shri Mohan Ram, Superintending Surveyor)</u></b></p> <ol style="list-style-type: none"> <li>1. Member Secretary of DPC and ACP for all Group 'C' &amp; 'D' 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. Welfare activities.</li> <li>10. Matters related to advisories/guidelines etc. issued by Central/State government on Health/welfare.</li> <li>11. Processing the Compassionate appointment cases.</li> <li>12. Repatriation/transfer/posting of Group 'D' personnel in Consultation with DSG (HR).</li> <li>13. Report to DSG (Adm &amp; HR) on training and administrative matters.</li> <li>14. Matter related of E2 Section like sanction of CL/EL/Commuted leave etc., checking of attendance registers, timely submission of</li> </ol>	Technical Secretary

reports/returns, court cases, RTI Act, 2005, correspondence. 15. Regarding Pay Commission/pay fixation and seniority list etc. 16. Work Study and JCM related matters. 17. Departmental & Headquarters Councils under the JCM scheme. 18. Matters related to Service Associations. 19. Any other work allotted by the Surveyor General of India.	
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*Navneet Tomar*  
 (NAVEEN TOMAR) 27/5/21  
**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 Sunil Kumar, Joint Secretary, 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)/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).