



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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Office of the Surveyor General of India
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Office Order No. L- 140 /966

Dated 20 -04-2021

The following has been noticed by the Surveyor General of India that:

- i) Officers are in receipt of important emails from higher offices and the GDCs & other offices of Survey of India for addressing various issues. The matter may prevail in the digital communication scenario, however it is intimated by order that any reply to mails other than the routine one should necessarily be got approved from Surveyor General of India and by putting up for his perusal well before time. Any dilution in the above orders will be dealt with serious concern in violation of office procedure and conduct. The above will not apply in the cases of routine matters.
- ii) Officers and staff are reaching late to office and the same to be corrected at individual level. Officers are directed to monitor the subordinate in order to be punctual as per laid down office timing.
- iii) Any staff if on emergency leave for whatsoever reason, he/she should intimate the next senior along with status of the ongoing work being performed by him/her.
- iv) The above orders be followed in letter & spirit.

(Amardeep Singh)

Col

Additional Surveyor General
Surveyor General's office

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