



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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भारत के महासर्वेक्षक का कार्यालय
Office of the Surveyor General of India
हाथीबड़कला एस्टेट, डाक बक्स सं. 37
Hathibarkala Estate, Post Box No. 37
देहरादून - 248 001 (उत्तराखण्ड), भारत
DEHRADUN - 248 001 (UTTARAKHAND), INDIA

कार्यालय आदेश संख्या एल- 195 / 966 दिनांक 25 अगस्त 2025

Office Order No. L- 195 / 966 Dated 25th August 2025

In continuation of this Office Order No. L-188/966 Dt. 18th August, 2025 For smooth functioning of sections of SGO, the file submitting channels with work and responsibilities of following Sections of the Surveyor General's office is attached as Annexure –II for the compliance with immediate effect.

1. Establishment Section -1
2. Establishment Section -2
3. LAP Section
4. Store Section
5. Estate Section
6. Website Cell & Social Media Section
7. Technical Section

This is issued with the approval of the Surveyor General of India.

Signed by Mohan Ram

Date: 25-08-2025 11:53:34

(Mohan Ram)

Deputy Surveyor General (Adm.)

Surveyor General Office

E-mail- mohanram.soi@gov.in

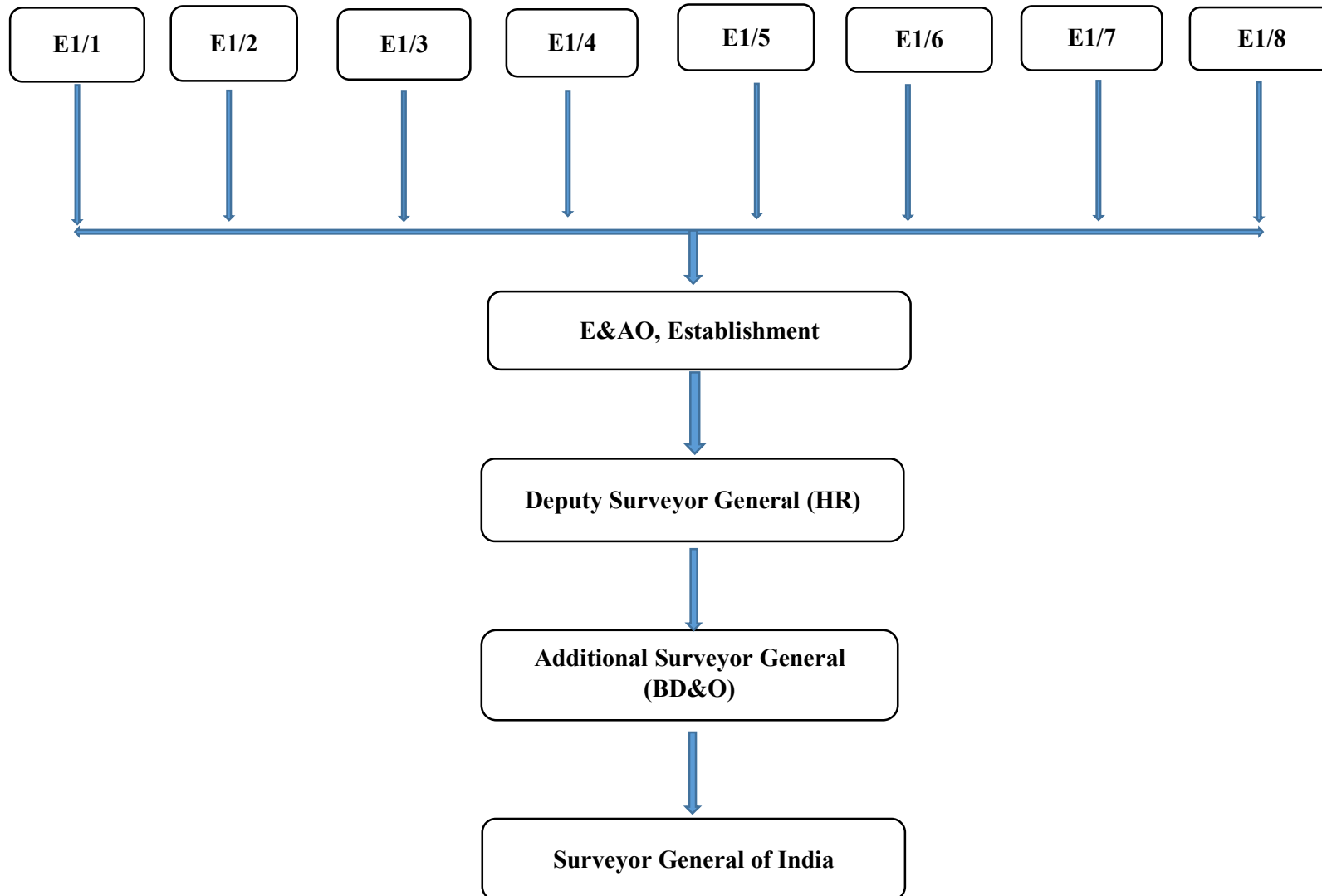
Phone No: 0135-2741243

Copy to:-

- 1) All Addl SGs of SGO for information please.
- 2) All DSGs of SGO for information please.
- 3) ASG/TS/SSs, SGO for information.
- 4) All E&AOs of SGO for information & necessary action please.
- 5) All the Section Officers as listed above for information and necessary action please.
- 6) PS to SGI for kind information please.

Files Submission Channel Establishment Section – 1 (E1), SGO

(Pertaining Matters – Recruitment & Service Matters)

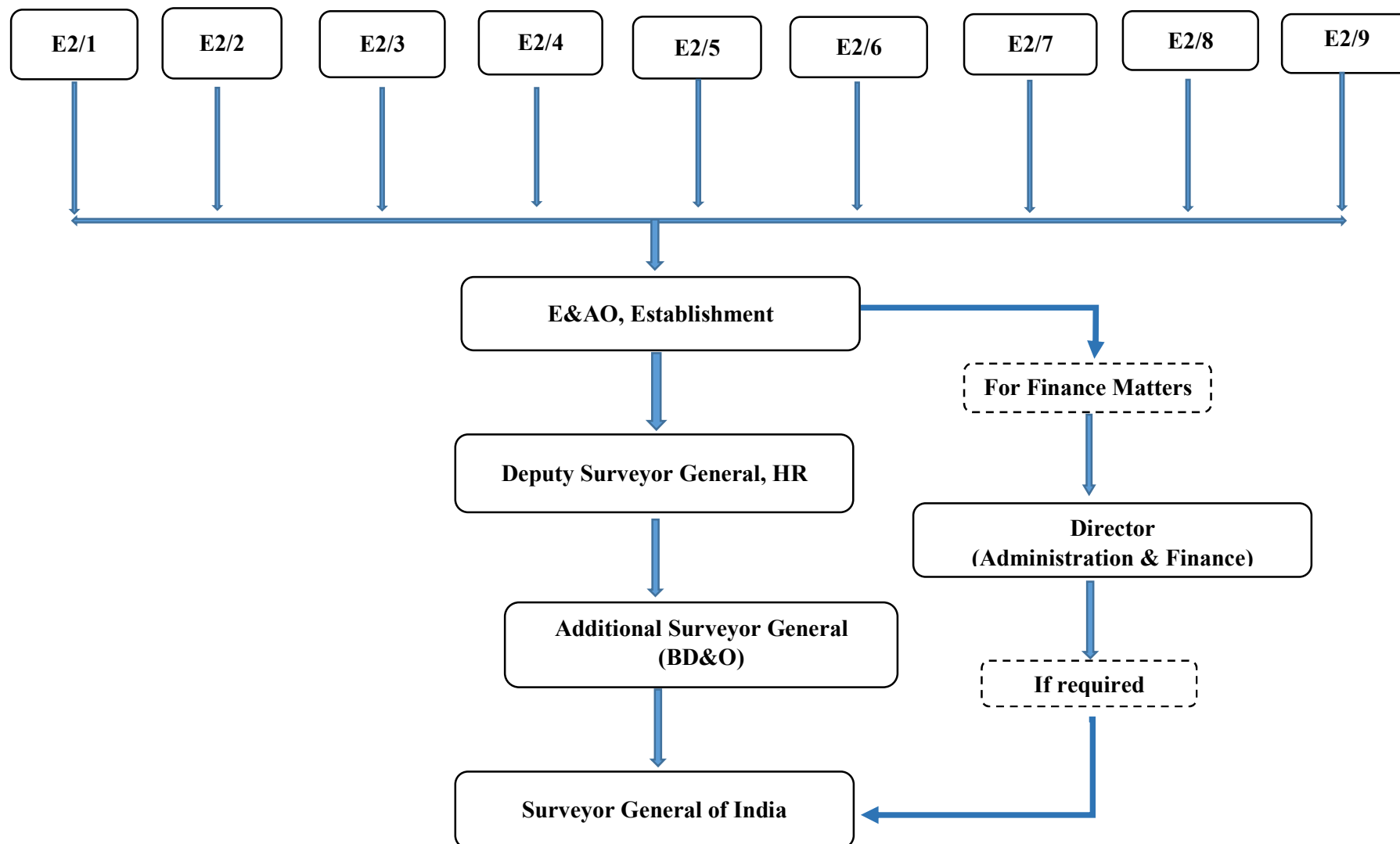


Name & Designation	Work/Responsibilities in brief, Establishment Section-1, SGO
E1/1 Sh. Prabhat Kumar, Office Suptdt.	<ul style="list-style-type: none"> Recruitment of Technical Cadre DSS, Surveyor & related Correspondence Preparation of Post Based Roster of Technical Cadre (Addl. SG,DSG/Director, SS, DSS, OS, Surveyor) LDCE matters of Technical Cadre (OS) Vacancy Monitoring of Technical Cadre (Mission Mode Recruitment)
E1/2 Sh. Uttam Kumar, Office Suptdt.	<ul style="list-style-type: none"> Recruitment of Ministerial Cadre (JTO, Stenographer, UDC, LDC) & related Correspondence Preparation of Post Based Roster of Ministerial Cadre (JTO, Stenographer, UDC, LDC) LDCE matter of Ministerial cadre (UDC, LDC) Vacancy Monitoring of Technical Cadre (Mission Mode Recruitment)
E1/3 Sh. Ashutosh Kumar, UDC	<ul style="list-style-type: none"> Recruitment of Miscellaneous Staff (SCD, Store Keeper, MTS) Correspondence related to Compassionate Appointment Correspondence related to Deputation of all Cadres
E1/4 Sh. Yogesh Kumar, UDC	<ul style="list-style-type: none"> Preparation of Seniority Lists of all Cadres (Technical/Ministerial/Miscellaneous) Correspondence related to Framing of Recruitment Rules of all Cadres (Technical/ Ministerial/ Miscellaneous) Training related work in NIGST & related Correspondence Classification of Posts
E1/5 Sh. Sanjay Kumar Singh, Office Suptdt.	<ul style="list-style-type: none"> Pay Anomaly Cases Correspondence related to representation of all Cadres Grievance Petitions Work related to Army Officers Arbitration/Presidential Award Cases
E1/6 Sh. Maanik Gupta, UDC	<ul style="list-style-type: none"> Grade Promotion of all Cadres (Reprographer/Plane Tabler/Record Keeper) Correspondence related to Kendriya Vidyalaya Issuance of Routine Orders/Office Orders Correspondence related to Voluntary/Premature Retirement Cases
E1/7 Sh. Arvind Kumar Aharwar, Office Suptdt.	<ul style="list-style-type: none"> Correspondence related to Court Cases of all Cadres (Technical/ Ministerial/ Miscellaneous) Correspondence related to grant Honorarium to IO/PO
E1/8 Smt. Suman Bhatt, UDC	<ul style="list-style-type: none"> Issuance of NOC for Passport of all Cadres Permission for Higher Education Permission to visit Outside India

E&AO, ESTT.	All files pertaining to the above matters will be scrutinized/examined thereafter will be forwarded to DSG (HR) for necessary action/direction.
Deputy Surveyor General, HR	The matters relating to RR/ Recruitment will be examined in detail with reference to the relevant provisions and Rules thereafter, will be forwarded to SGI through Addl. SG (BD&O) for kind consideration and direction.
Additional Surveyor General (BD&O)	The matters relating to RR/ Recruitment will be forwarded to SGI for kind consideration and direction/approval.
Surveyor General of India	The matters relating to RR/ Recruitment will be submitted for kind directions and approval.

Files Submission Channel Establishment Section – 2 (E2), SGO

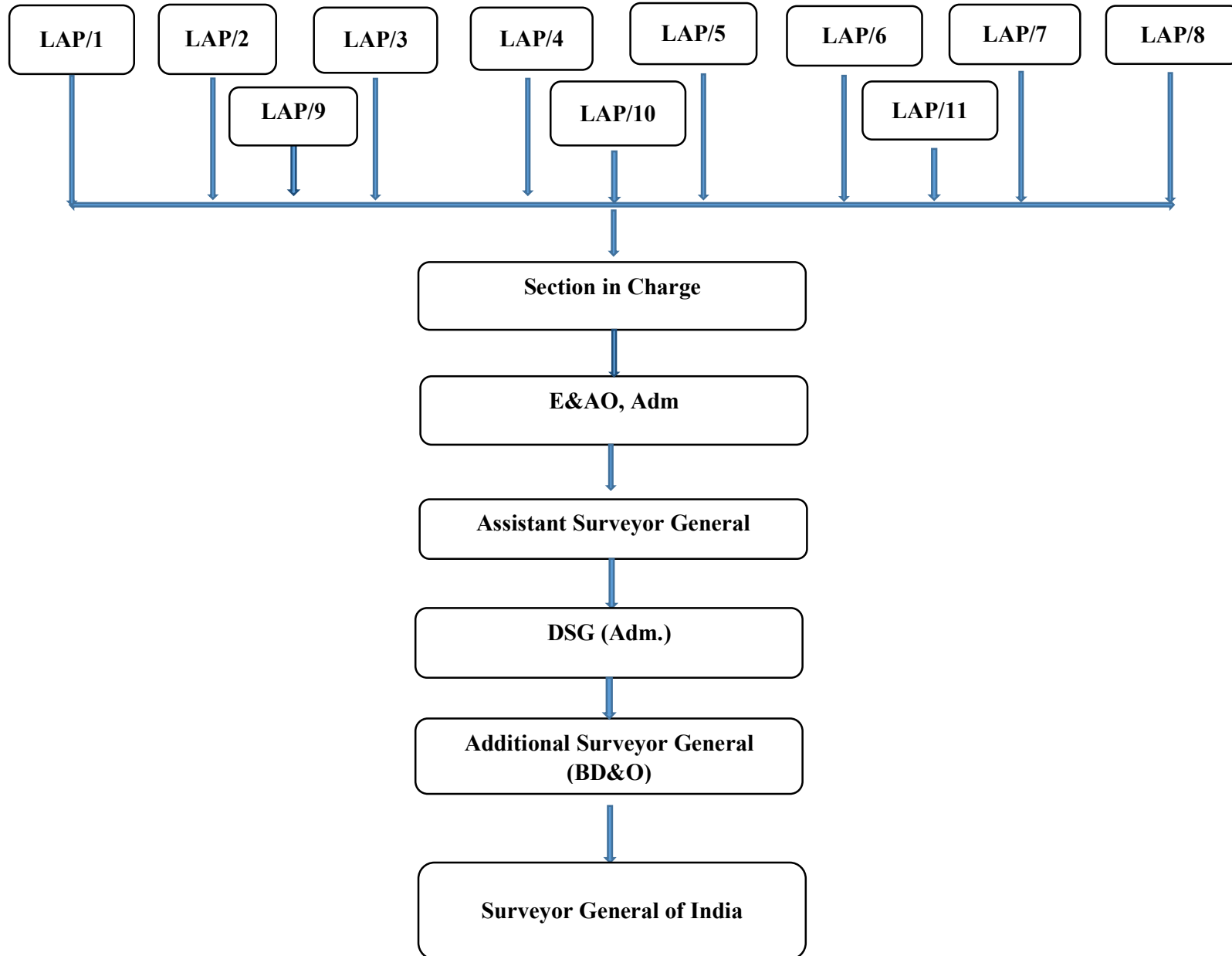
(Pertaining Matters – Transfer Posting & Other Welfare)



Name & Designation	Work/Responsibilities in brief, Establishment Section-2, SGO
E2/1 Sh. Balbir Singh, Office Suptdt.	<ul style="list-style-type: none"> • Supervision of E2 section • Monitoring of Section E-mail/Diary/Dispatch of Estt. Section (E1 & E2) • Marking of Dak of Estt. Section (E1 & E2) • Correspondence related to RTI of all Cadres • Correspondence related to Sanction of GPF Withdrawal/Advance • Leave cases & Leave Encashment
E2/2 Sh. Arun Kumar, Office Suptdt.	<ul style="list-style-type: none"> • Correspondence related to Hindi Karyashala/ Typing/ Exam & related to Sanction & Cash Award • Matters related to House Building Advance (HBA) Sanction • Matters related to Computer Advance Section
E2/3 Sh. Bhagwan Singh Bhandari, UDC	<ul style="list-style-type: none"> • Matters related to NPS/ OPS/ UPS • Sanction of Grant-in-Aid to Recreation Club • Correspondence regarding Grant of remuneration/Fee/Honorarium
E2/4 Sh. Deepak Kumar, Office Suptdt.	<ul style="list-style-type: none"> • Preparation of Rolling Plan of all Cadres • Repatriation Cases • Correspondence related to VIP reference/DST • Maintenance of Disposition List/ Nominal Roll/ Casualty List of all Cadres
E2/5 Sh. Rakesh Agarwal, Office Suptdt.	<ul style="list-style-type: none"> • Transfer posting of Technical cadre (Director/ SS/ DSS/ Officer Surveyor/ Surveyor) • Transfer posting of Group 'B' (Gazetted) Officers (E&AO, Chief Draftsman)
E2/6 Sh. Abhishek rai, UDC	<ul style="list-style-type: none"> • Transfer posting of Ministerial & Miscellaneous Cadre (OS/ JTO/ Stenographer/ UDC/ LDC/ SCD/ RK/ SK)
E2/7 Sh. Deepak Kumar, UDC	<ul style="list-style-type: none"> • Maintenance of Sanctioned & Posted Strength • Transfer posting of MTS • Returns related to Vacancy Monitoring/ Rozgar Mela/ Cabinet Summary • Preparation of PPTs for Review Meeting
E2/8 Km. Himani Chaudhary, UDC	<ul style="list-style-type: none"> • Correspondence related to Administrative Approval for Hiring of Manpower on Nerrick Rate in offices of SoI • All monthly/ Quarterly/ Half-yearly/ Yearly returns

E2/9 Smt. Sunita Kumari, LDC	<ul style="list-style-type: none"> • Diary/ Dispatch of Estt. Section (E1 & E2) • Monitoring of e-mail received & Dispatch via e-mail of Estt. Section (E1 & E2) • Assisting Section In-charge in RTI matters
E&AO, ESTT.	All files pertaining to the above matters will be scrutinized/examined thereafter will be forwarded to DSG (HR) for necessary action/direction.
Deputy Surveyor General (HR)	The matters relating to Transfer posting will be examined in detail with reference to the relevant provisions and Rules thereafter, will be forwarded to SGI through Addl. SG (BD&O) for kind consideration and direction.
Director (Administration & Finance)	The matters relating to Financial approval (GPF/Advances/ Leave Encashment/ Hindi Award/Honorarium) will be submitted for kind direction and approval.
Additional Surveyor General (BD&O)	The matters relating to Transfer posting will be forwarded to SGI for kind consideration and direction/approval.
Surveyor General of India	The matters relating to Transfer posting will be submitted for kind direction and approval.

Files Submission Channel LAP Section

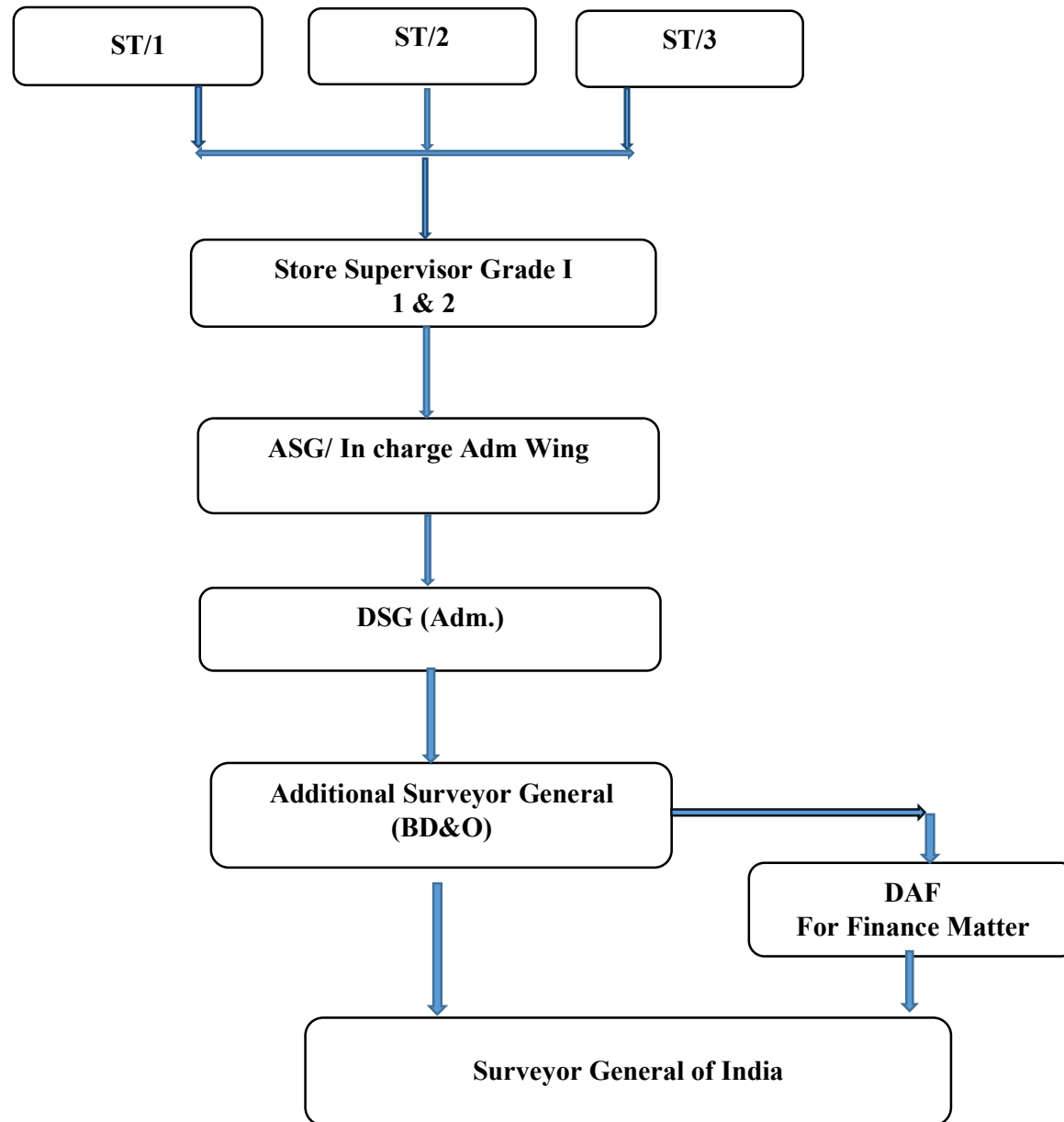


Name & Designation	Work/Responsibilities in brief, LAP Section, SGO
Sh. Sanjeev Kumar Verma, Office Suptdt. Section In-Charge	<ol style="list-style-type: none"> Supervision and checking of the work done by the officials of LAP Section. Medical Bills and Medical Advances.
LAP/1 (Sh. Ravinder Kumar) Office Suptdt.	<ol style="list-style-type: none"> Pay Bill / HBA Advance / Computer Advance / GPF/ PBR/ Leave Cases / License fees Schedules / MACP / Pay Fixation/ Form-16 in r/o Technical employees. Qualifying service 50/55 or 30 yrs. Qualifying service cases. All Correspondence regarding Vigilance week. Correspondence regarding NOC and Resignation.
LAP/2 (Sh. Sanjay Shankar Chaudhary) Office Suptdt.	<ol style="list-style-type: none"> Preparation of DTA bills / LTC /FTA / Leave Encashment Quarterly Suo moto return.
LAP/3 (Sh. Manoj Bisht) Office Suptdt.	<ol style="list-style-type: none"> Telephone /Electricity/newspaper & Advertisement bills and connected work. Preparation of Power Grid & lease line bills. Preparation of Movements orders and Misc. work.
LAP/4 (Sh. Sushil Kumar) UDC	<ol style="list-style-type: none"> Pay Bill / HBA Advance / Computer Advance / GPF/ PBR/ Leave Cases / License fees Schedules / MACP / Pay Fixation/ Form-16 in r/o NPS Gp.' B' Non Gaztt. &Gp. 'C' employees. Qualifying service 50/55 or 30 yrs. Qualifying service cases. Correspondence regarding NOC and Resignation / Hindi and connected returns Correspondence regarding NOC and Resignation.
LAP/5 (Sh. Anuj Kumar) UDC,	<ol style="list-style-type: none"> Pay Bill / HBA Advance / Computer Advance / GPF/ PBR/ Leave Cases / License fees Schedules / MACP / PayFixation/ Form-16 in r/o Group C (erstwhile Gp 'D') NPS & OPS employees Qualifying service 50/55 or 30 yrs. Qualifying service cases. Correspondence regarding New Appointment / NOC and Resignation Correspondence regarding generation of PRAN. Technical Return / Sparrow (APPAR)/ Vidai Patra / Departmental Identity Card
LAP/6 (Sh. Anil Kumar Ram) UDC	<ol style="list-style-type: none"> Cash Transaction/ Bank duties/ challans/ Dealing with PCA and related work. Maintenance of Register regarding receipt of Cheque/Bank Drafts relating to receipts and its deposit into Govt. account as per provision. Compilation of BE/RE and its submission. Intimation of passed electricity / telephone etc. bills/ maintenance of Cash book/Subsidiary Cash Book and connected registers/ Daily entry passed bill in bill register. Dealing with Audit objections both Statutory and Internal and connected correspondence.

LAP/7 (Smt. Niti Verma) UDC	<ol style="list-style-type: none"> 1. Pay Bill / HBA Advance / Computer Advance / GPF/ PBR/ Leave Cases / License fees Schedules / MACP / Pay Fixation/ Form-16 in r/o OPS Group 'A' & "B" Gazetted Officers 2. Qualifying service 50/55 or 30 yrs. Qualifying service cases. 3. Correspondence regarding NOC and Resignation and training
LAP/8 (Km. Nisha Deo) UDC	<ol style="list-style-type: none"> 1. Pay Bill / HBA Advance / Computer Advance / GPF/ PBR/ Leave Cases / License fees Schedules / MACP/ Pay Fixation/ Form-16 in r/o NPS Gp.' A', 'B' and Ministerial employees. 2. Qualifying service 50/55 or 30 yrs. Qualifying service cases. 3. Correspondence regarding NOC and Resignation 4. Correspondence regarding GOT Mission Karamyogi & e-office. 5. Correspondence regarding generation of PRAN.
LAP/9 (Sh. Maninder Singh) UDC	<ol style="list-style-type: none"> 1. Preparation of all Contingent Bills 2. Preparation of all project bills (Civil Deposit, etc.) / Legal bills. 3. Preparation of Bills relating to all outsourced manpower. 4. Generation of Contingent Bills in GeM portal.
LAP/10 (Sh. Maninder Singh (II)) UDC	<ol style="list-style-type: none"> 1. Uploading TA/ Medical Bill in e-bill 2. Diary /Dispatch and other misc. work
LAP/11 (Sh. Vipul Bhandari) LDC	<ol style="list-style-type: none"> 1. Online/Offline preparation of pension cases in r/o Group A, B and C on Bhavishya Portal 2. Preparation of DCRG/CVP/LE/CGEGIS Bills/ GPF Part-I & II and generate final payment of GPF Bill. / Final settlement of DLIS Bill. 3. Preparation of return of employees retiring within next 30 months/ Return regarding NPS / Preparation of O.50 (account) and weekly/monthly/Qtly returns of actual expenditure. 4. Reconciliation of accounts with CP&AO 5. Preparation of SOI Dispensary Health Card.
E&AO, Adm	<ol style="list-style-type: none"> 1. Pay bills, Arrear bills, Medical bills, T,A, Bills, FTA Bills, GPF, HBA, Computer Adv., Contingent bills, LTC, Leave encashment Bill, Pension Bills, Pay fixation – for scrutiny/ signatures/forwarding to ASG. 2. All Correspondence, Office Order, Movement Order, NOC, Technical resignation, New Appointment, Gradation list, all returns etc. - for scrutiny/ signatures/forwarding to ASG.
Assistant Surveyor General	<ol style="list-style-type: none"> 1. Scrutiny of all sanctions which are being sent to DSG Adm. for approval. 2. Scrutiny of all correspondence which are being sent to DSG Adm. for approval and signature. 3. Scrutiny and Counter signature of TA/Medical/LTC bills of Group 'B' Non- Gaz. to Group 'B' Gaz.
DSG (Adm.)	<ol style="list-style-type: none"> 1. All sanctions which are sent for approval and signature. 2. All correspondence which are sent for approval and signature. 3. Counter signature of Medical bills /LTC bills of Group 'A' officers. 4. Leave Encashment of 10 days LTC for approval and signature. 5. GPF Advance / Part final withdrawal approval.

<p>Additional Surveyor General (BD&O)</p>	<ol style="list-style-type: none"> 1. All office orders for perusal and forwarding to SGI for approval. 2. Leave Encashment on retirement of Group 'A', 'B' & 'C' for approval. 3. Duties and responsibilities of Group 'A' officers for perusal & forwarding to SGI for approval.. 4. Technical resignation cases on Group 'B' officers for SGI approval.
<p>Surveyor General of India</p>	<ol style="list-style-type: none"> 1. All office Orders for direction and approval. 2. Duties and responsibilities of Group 'A' officers of SGO for direction and approval. 3. Technical resignation cases of Group 'B' (Gazetted) officers of SGO for approval.

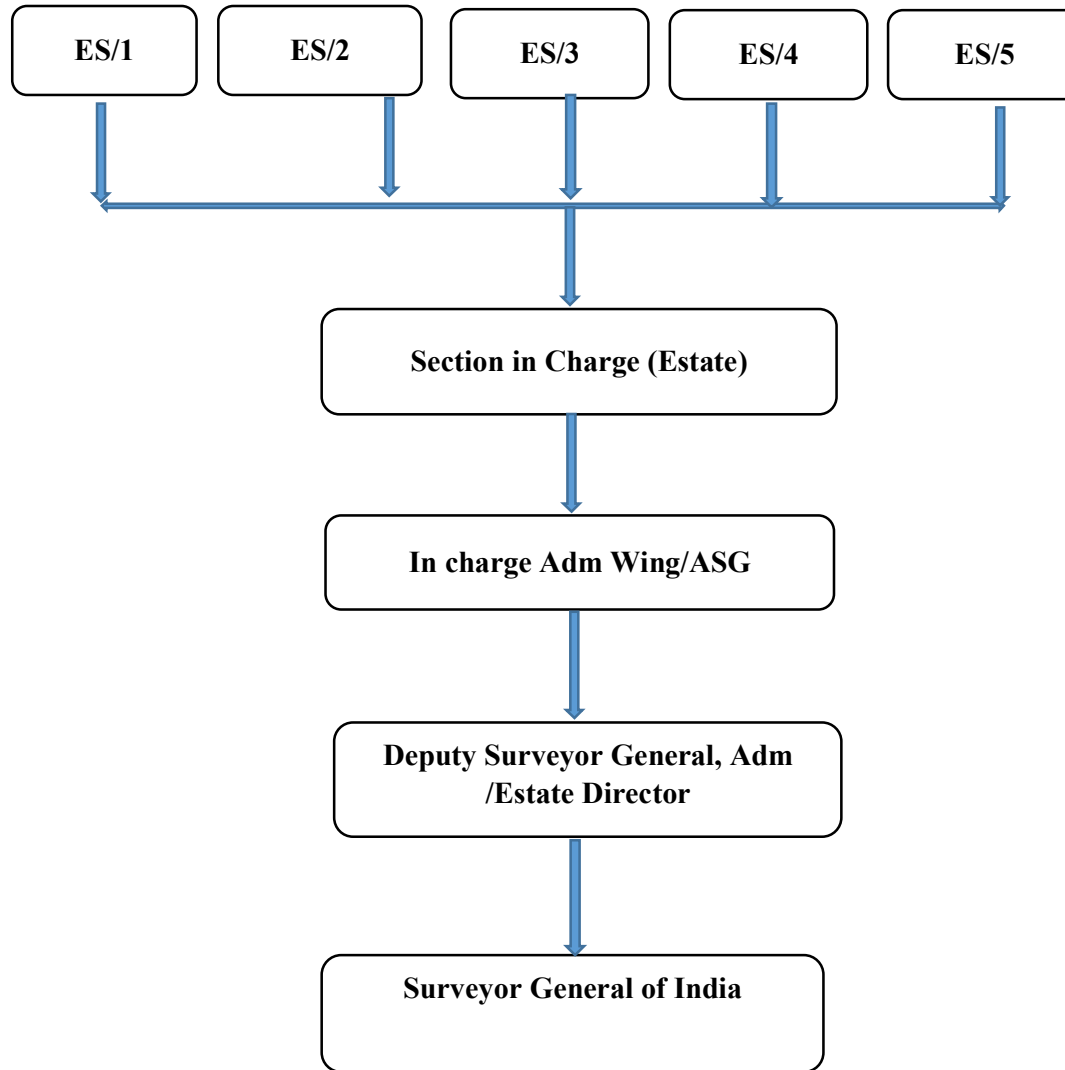
Files Submission Channel Store Section, SGO



Name & Designation	Work/Responsibilities in brief, Store Section, SGO
Shri Anil Kumar Verma, Store Supervisor Gde.I Section In-Charge	Overall supervision of Store Section, SGO and Deputy Stores Office
Shri Manish Kamboj Store Supervisor Gde.I	Overall supervision of Store Section, SGO including the following duties- 1. Purchase, receive and issue of Instruments and Software items as per requirements after following the laid down procedures of purchase and issue of these items to the concerned sections/individuals. 2. Creating GeM bids (goods as well as services), Placing GeM Orders, receiving items on GeM and forwarding the GeM bills to DDO on Gem Portal. 3. Preparation of Budget of the section. 4. All the correspondences related to CORS contracts 5. All the correspondences related to Primary Accounts of GeM (Departmental and SVAMITVA) 6. Submitting compiled reports and returns related to stores and GeM to DST 7. RTI matter related to stores section 8. Email-id of store section 9. Other works and duties related to stores allotted by Higher Authorities.
ST/1 Shri S. K. Tiwari Surveyor	1. Execution all the bills and other works related to the repair and maintenance of Govt. vehicles. To complete all the correspondence and work related to SOI Health Centre, Dehradun 2. Submission of Hindi (Rajbhasa) returns of Stores 3. Supervision of MT section, arranging vehicles for departmental travel of officers of Surveyor General Office to other places and detailing of vehicles for local duty of officers/employees.
ST/2 Shri Jagdish Singh Gusain Senior Store Keeper	1. Procurement and distribution of Equipment's, Furniture, Expendable and Stationery items to all sections of SGO through GeM/ offline 2. Maintenance and repair of equipment and furniture items. 3. Preparation and submission of contingent bills, condemnation of misc. stores items. 4. All other work assigned by senior officers.
ST/3 Shri Kamal Kumar Rai Store keeper	1. Procurement and distribution of instruments, computer and software's items to all sections of SGO through GeM/ offline 2. Maintenance and repair of instruments and computer items. 3. Preparation and submission of contingent bills, condemnation of instruments and misc. stores items.

	<ol style="list-style-type: none"> 4. Preparation and submission of all bills related to hiring of services. 5. Submitting compiled reports and returns related to AEBAS to Nodal Officer. 6. All misc. works related to market 7. All other work assigned by senior officers.
ASG/ In charge Adm Wing	<ol style="list-style-type: none"> 1. All the procurement & services proposals, which are being sent to DSG and Addl.SG for approval within delegation of financial power. 2. All the General/misc. correspondence which are being sent to DSG and Addl.SG for approval.
DSG (Adm.)	<ol style="list-style-type: none"> 1. All the procurement & services proposals which are being sent to DSG within delegation of financial power for approval. 2. All the procurement & services proposals which are being sent to Addl.SG within delegation of financial power for approval. 3. All the General/misc. correspondence which are being put-up to DSG for approval. 4. All the General/ misc. correspondence which are being sent to Addl.SGfor approval.
Additional Surveyor General (BD&O) If Required	<ol style="list-style-type: none"> 1. All the procurement & services proposals for approval, which are not within delegation of financial power of DSG andare within delegation of financial power of Addl.SG. 2. All the General/misc. correspondence which are being put-up to Addl.SG for approval. 3. All the procurement & services proposals, which are beyond the delegation of financial power DSG & Addl.SG. and are being sent toSGI for approval.
DAF For Finance Matter If Required	All the procurement & services proposals for financial concurrence, which are beyond the delegation of financial power of DSG and Addl.SG
Surveyor General of India	<ol style="list-style-type: none"> 1. All the procurement & services proposals for approval, which are beyond the delegation of financial power of DSG, Addl.SG. 2. All the General/ misc. correspondence to DST for approval. 3. All the administrative matters related to store for approval, which are to be circulate to all SOI offices.

Files Submission Channel Estate Section, SGO

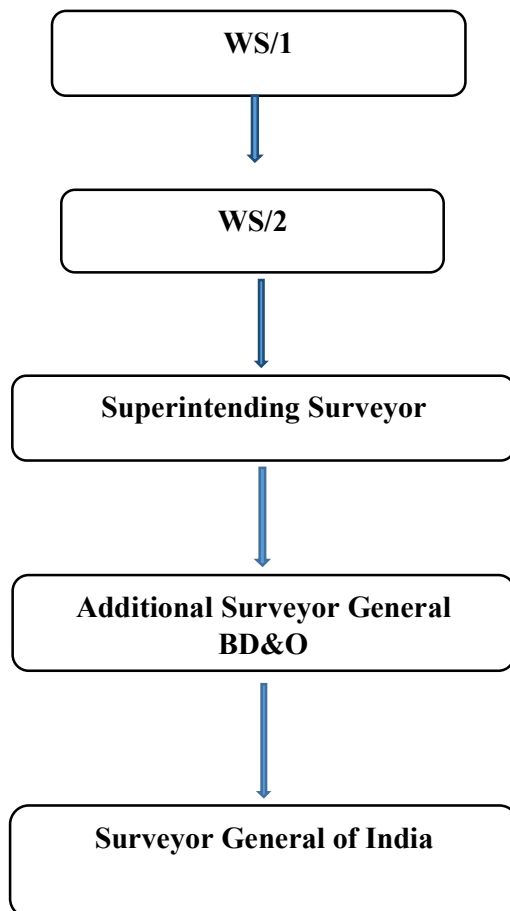


Name & Designation	Work/Responsibilities in brief, Estate Section, SGO
Shri S. N. Chaudhry Officer Surveyor (In-charge Estate Section)	He will be responsible for checking all the work produced by the dealing hands of Estate Section and overall supervision of the concerned section.
ES/1 Shri Sanjay Garg Asstt.. Manager	<ol style="list-style-type: none"> 1. He will work as a security officer to look after the security arrangements of the survey premises. 2. Along with the responsibility of in charge of the fire brigade and telephone exchange, he will perform other responsibilities given by the Estate Director.
ES/2 Shri Devendra Singh Bisht, D/Man Div-I	<ol style="list-style-type: none"> 1. Allocation of Govt. Qtrs. 2. Booking of Community Centre. 3. He will also be attending other works as and when assigned by DSG (Adm & Estate), Section In-charge.
ES/3 Shri Amit Kumar, Office Suptdt.	<ol style="list-style-type: none"> 1. Correspondence with CPWD for major and minor works to be done in the residential and non-residential buildings located in the Survey of India Hathibarkala premises. 2. Liaison with the officials of Central Public Works Department regarding progress of major and minor works. 3. Correspondence regarding Booking of Survey Stadium/Auditorium and liaison with the representatives of concerned departments/institutions/individuals. 4. Issuing vehicle passes. 5. Liaison with officials of Central /State Government Departments such as Uttarakhand Police, Municipal Corporation, Central Public Works Department, Uttarakhand Jal Sansthan, UPCL. 6. Maintained the registers related to rent of mobile towers. 7. Correspondence with the Forest Department regarding cutting and disposal of dangerous trees and other works related to the Forest Department. 8. Corporation Limited, etc., for any kind of work related to the survey of India Hathibarkala premises.
ES/4 Shri Dhani Ram, Senior Reprographer	<ol style="list-style-type: none"> 1. He will work as a Caretaker of Survey Estate Hathibarkala. 2. Supervision of Cleanliness, fogging/sanitization of the Hathibarkala survey estate premises. 3. Supervision of contractual labors and preparing muster rolls.

	<ol style="list-style-type: none"> Supervision of works such as clearance of roads blocked by falling of trees, electricity-related issues, and any other issues related to the premises of the survey estate. Liaison with UPCL, CPWD, Uttarakhand Police, and other departments for any issues related to the premises of the survey estate.
ES/5 Shri Sanjay Singh Rawat, Upper Division Clerk	<ol style="list-style-type: none"> Diarizing and distributing all types of mail and Dak received in the section, and dispatching of letters. Updating the schedules related to license fees and water charges of all the residences in the register. Preparation of license fee bills, issuing of No Dues Certificate. Preparing inventory for possession transactions of government residences. Maintain the information about allotted and vacant government residences in the relevant register. Correspondence related to permission for retention of residences after transfer and retirement. All the work related to vacating the govt. qtrs. from unauthorized allottee and issuing eviction notices. Necessary correspondence for renewal of contracts of mobile towers and shops. Checking e-mails related to the section from time to time and taking printouts of received e-mails, and sending them for necessary action. He will also be attending other works as and when assigned by DSG (Adm & Estate), Section In-charge, and any other senior officer. Monthly updating of govt. accommodation list and submission for uploading on the departmental website.
In charge Adm Wing/ASG	Scrutiny and forwarding to DSG Adm all files related to the Estate Section, such as: <ol style="list-style-type: none"> Allocation, vacation, and retention of government residences. Booking of Survey Stadium, Auditorium, Community Centre, and Transit Camp. Major and minor works to be carried out by CPWD in the residential and non-residential buildings located within the Survey of India Hathibarkala premises. Works related to other government departments including Forest Department, Uttarakhand Police, Municipal Corporation, Uttarakhand Jal Sansthan, and UPCL. Works related to security, fire safety, and telephone exchange.
Deputy Surveyor General, Adm /Estate Director	Approval of all routine files related to the Estate Section, such as: <ol style="list-style-type: none"> Allocation, vacation, and retention of government residences. Booking of Survey Stadium, Auditorium, Community Centre, and Transit Camp. Major and minor works to be carried out by CPWD in the residential and non-residential buildings located within the Survey of India Hathibarkala premises.

	<ol style="list-style-type: none"> 4. Works related to other government departments including Forest Department, Uttarakhand Police, Municipal Corporation, Uttarakhand Jal Sansthan, and UPCL. 5. Works related to security, fire safety, and telephone exchange. 6. Forwarding of Important Estate matters to SGI for direction and approval
Surveyor General of India	Special Estate Matters for direction/approval..

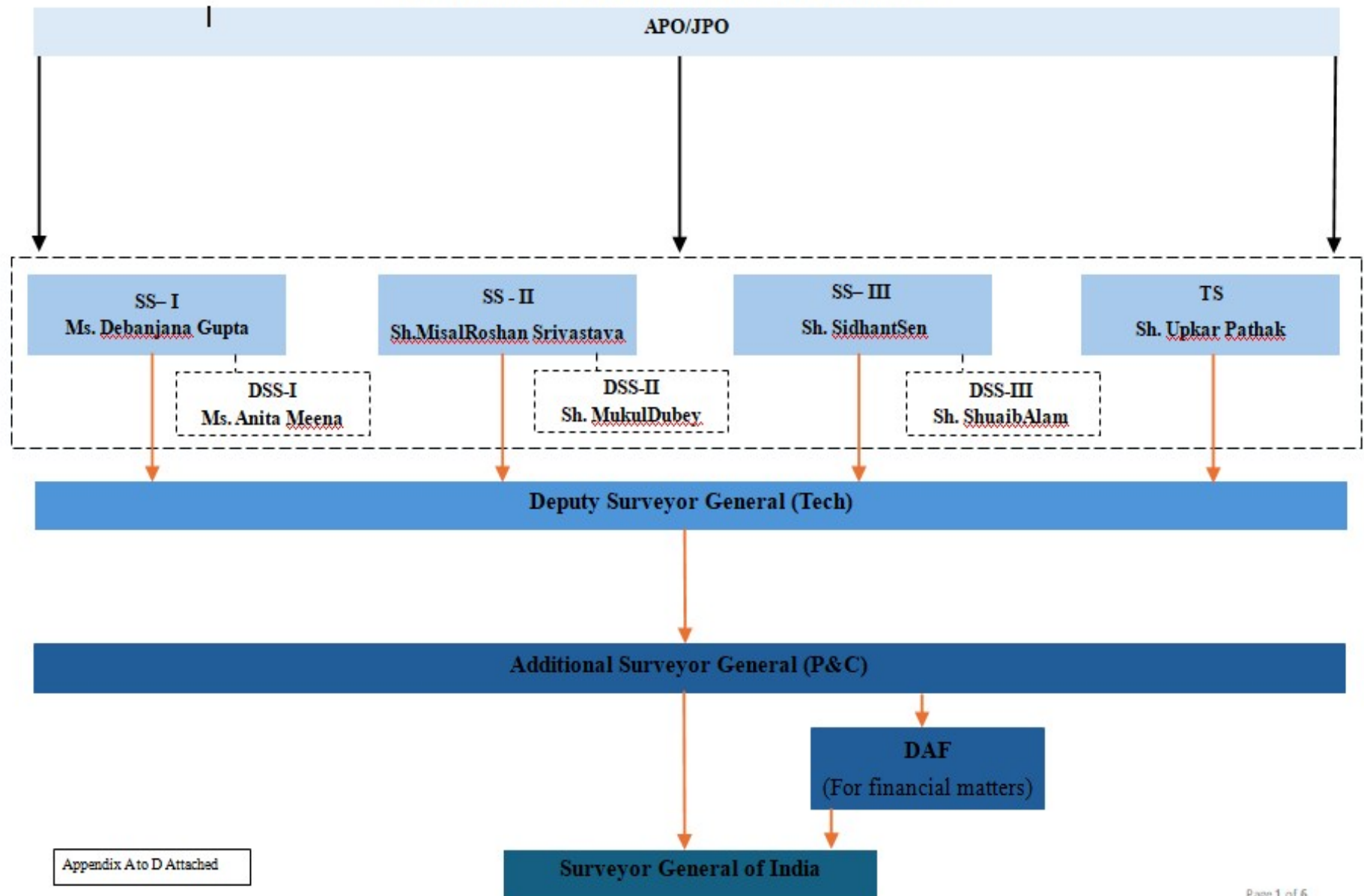
Files Submission Channel Website Cell/ Social Media Section, SGO



Name & Designation	Work/Responsibilities in brief , Website Cell/Social Media
WS/1 (Sh. Ajay Kumar) Officer Surveyor Incharge, Website Management & Social Media Cell.	<ol style="list-style-type: none"> 1. Security Audit/SSL certification of Survey of India official website. 2. Maintenance/upkeeping/incorporation of respective data in iGOT Mission Karmayogi Portal & correspondence with all SoI subordinate offices for speedy implementation of iGOT in Survey of India. 3. Implemenation of 100% onboarding in eHRMS 2.0 Portal in SoI. 4. Implemenation of e-Office suite in all offices of SoI. 5. Collection/preparation of all social media contents to be published on SoI Social Media platforms viz... X (Twitter), Facebook, Instagram & LinkedIn. 6. Any other task allotted by Addl. SG (HR) & DSG (Adm)
WS/2 (Sh. Gambhir Singh) Surveyor	<ol style="list-style-type: none"> 1. Website (https://www.surveyofindia.gov.in) <ol style="list-style-type: none"> a. Uploading of News/Events/Circulars/Tenders/Maps etc. in SoI website. b. Uploading of SoI employee data on SoI website. c. Maintenance of all respective updates/security audit/SSL Certification of SoI website. 2. i-GOT Mission Karmayogi Maintenance/upkeeping/incorporation of data in i-GOT Mission Karmayogi Portal including correspondence with all SoI subordinate offices for collection of data. 3. Media Collection of all social media content to be published on SoI Social Media platform viz. X (Twitter), Facebook, Instagram & LinkedIn. 4. Management of e-mails pertaining to admn.soi@gov.in, ecoffice.soi@gov.in, emailadmin-soi@nic.in, ehrms.soi@gov.in, socialmedia.soi@surveyofindia.gov.in, 5. Any other task allotted by the authority.
Superintending Surveyor	<ol style="list-style-type: none"> 1. Correspondence regarding Security Audit/SSL certification of Survey of India official website & implementation of e-Office in SoI. 2. Correspondence regarding iGOT Mission Karmayogi trainings. 3. Correspondence regarding implemenation of 100% onboarding in eHRMS 2.0 Portal in SoI. 4. Correspondence/prepared posts of all social media contents to be published on SoI Social Media platforms for approval.
Additional Surveyor General, BD&O	<ol style="list-style-type: none"> 1. Correspondence regarding Security Audit/SSL certification of Survey of India official website & implementation of e-Office in SoI. 2. Correspondence regarding iGOT Mission Karmayogi trainings.

	<ul style="list-style-type: none"> 3. Correspondence regarding implementation of 100% onboarding in eHRMS 2.0 Portal in SoI. 4. Correspondence/prepared posts of all social media contents to be published on SoI Social Media platforms for approval.
Surveyor General of India	<ul style="list-style-type: none"> 1. The financial matter related to E-office, E-hrms, Website, and Social Media beyond the power of delegation of Addl SG BD&O and DAF for direction and approval. 2. All Social media posts for approval before publication.

File Submission Channel for Technical Section, SGO



SS-I (Ms. Debanjana)	SS-II (Sh. Misal)	SS-III (Sh. Sidhant)	Appendix-A Technical Secretary
APO/JPO - to PO (SS-1) <ol style="list-style-type: none"> 1. Policy & Co-ordination 2. International Cell 3. Procurements (Departmental) 4. DST matters 5. Parliamentary Questions 6. PMO/ CoS matters. 7. EFC/ SFC/ Cabinet Note 8. National Geospatial Mission 9. Overall Management of SGO Technical Section 10. Domestic Workshops/Exhibition Seminars/Conferences, Events/INCA, NSD, etc. 11. Annual Reports. 12. Appendix –B & C for allotment of Themes and States respectively. 	APO/JPO - to PO (SS-2) <ol style="list-style-type: none"> 1. NAKSHA 2. AMRUT2.0. 3. Digital Twin; 4. NMCG 5. Hon'ble Court/NGT Mandated Projects 6. Project related cost estimates. 7. LSM Haryana,LSM Karnataka, AP-Resurvey, NPCIL. 8. NHP, TNUFSL, ICZM, MOEFCC, etc. 9. Fundamental Data Themes – ORI and Elevation 10. Small Extra Departmental Jobs. 11. Appendix –B & C for allotment of Themes and States respectively. 	APO/JPO - to PO (SS-3): - <ol style="list-style-type: none"> 1. SVAMITVA scheme 2. Drone UIN – Registration/ De-registration 3. ISB matters 4. SGO Library 5. Weeding of Maps 6. Inputs on Technical (Domestic) training 7. Empanelment (Issuing directions only) 8. Lease Line Services 9. Functional Areas& Geographical Names matters 10. Pragati/SoI Portal 11. Domain Names - Registration/ De-registration 12. Fundamental Data Themes -Geographical Names & Functional Boundaries. 	<ol style="list-style-type: none"> 1. Cabinet Summary/ Cab Observation Points/ e-Samiksha. 2. Addl SGs review/ Senior 3. GDPDC Secretariat. 4. Operation Dronagiri

Through GRF & GDE Division:

All matters related to NGRF, Data Sharing, Standards, Geo-ICT as received in the HQ will be marked to GRF & GDE Division with copy to concerned Directorates.

Through Additional SG (BD&O)

All matters related to Domestic Collaboration (MoUs) and Domestic Training & Capacity Building (Including NIGST) through Assistant Surveyor General and Deputy Superintending Surveyors.

Appendix-B

A. Matters to be PU to SGI for approval [Through PO-DSG Tech-Addl SG P&C]

1. Parliamentary Questions, VIP references, PMO matters, Cabinet Secretariat matters, Cabinet Summary, CoS matters.
2. All correspondences issued from SGO Technical Division to DST.
3. All correspondences issued from SGO Technical Division to other Ministries.
4. Matters related to foreign deputation & International MoUs, QRP and other related returns.
5. Matters related to approval of new projects.
6. Matter related to undertaking of Surveying/mapping works on the specific directions of Hon'ble Courts to SOI or SGI.
7. Matters related to issue of Departmental orders
8. Matters related to new procurement proposals
9. Matters related to routine procurement proposals from SoI offices – which are beyond the delegated financial powers (or exhausted) of Addl. SG etc.
10. Matters related to issue of technical SOPs/technical instructions
11. Tender committee constitution, Tender Approval, Corrigendum, TBER & FBER – for which SGI is the competent authority as per SoPP.
12. Agenda, Dates and MoM's of Hon'ble Ministers review, Secretary DST review, Addl SGs review, Senior Officers Conference, meeting with Chief Secretaries in States, Secretaries in Ministries etc.
13. Matters related to SFC, EFC and Cabinet note
14. Matters related to International Boundary Bi-lateral meetings – Approval regarding dates, delegation etc.
15. Matters related to National Geospatial Mission
16. Change in geographical place and feature names
17. Work plan of SoI
18. Nomination of Addl. SGs and Directors for participation in the events/ workshops/ conferences within India.
19. Any other matter requiring SGI's approval.

B. Matters to be PU to Addl SG P&C [Through PO-DSG Tech]/ DSG Tech [Through PO]

1. Correspondences to Zonal Heads/ GDs/ Wings. (Reminders – at PO level; one level escalation after each reminder)
2. Technical Approval (Routine matters of financial delegation equivalent to that of Director – DSG (T); equivalent to that of Addl SG – Addl SG (P&C); Beyond that – SGI : All files to be routed through DAF)
3. Administrative & Financial Approval – upto 10 lacs -through DSG(T) to DAF.
4. All Cases coming from other zones (in eoffice) through Addl. SG to Addl. SG (P&C) – may be examined & scrutinized at the level of PO/ DSG(T)/ Addl. SG (P&C) before sending to SGI.
5. Reports & Returns/ Status on Action Taken Report of the Senior Officers Meeting & CS meetings – Compilation & Review – At PO level; Regular Meeting at DSG (T) &Addl SG (P&C) level to monitor.
6. Nomination of SoI officers for participation in the events/ workshops/ conferences within India. – SS and below.
7. ION will be discontinued. All communications from technical section to other sections of SGO will be made through e-office only.

C. Matters to be dealt at PO level

1. Monitoring of projects and activities.
2. Compilation of Information.
3. Monitoring of various actions out of various meetings – Hon'ble Minister's review meeting, Secretary, DST's review; Senior Officers' meeting, Chief Secretaries Meeting; Meetings with other Central Ministries/ Departments; etc.
4. Routine Maintenance, proposals of technical inventory for sanction or budget approvals – From PO to DAF.
5. Timely dispatch of approved letters/ matters.

D. Matters to be dealt at APO level

1. Matters to be put up within one day of receipt of the letter/ dak/ email/ efile, etc. with complete information and analysis.
2. Timely and properly dispatch of letters/ emails, once it is signed/ approved.
3. Opening of efiles – with proper heads and nomenclature- with the approval of the concerned PO only.
4. Closing of efiles – with the approval of the concerned PO only.
5. Timely feedback to other APOs – such as Cabinet Summary inputs/ pending matters with DST inputs, etc.
6. Monitoring of various actions out of various meetings – Hon'ble Minister's review meeting, Secretary, DST's review; Senior Officers' meeting, Chief Secretaries Meeting; Meetings with other Central Ministries/ Departments; etc. – to compile and bring it to the notice of the PO.
7. APO will be the trigger points for reminders on various actions/ activities to the concerned offices.
8. Putting up of draft letter in the correct format once the matter is approved in efile.
9. Due diligence and due care to be exercised while carrying out all above tasks.

Appendix-C

Nodal officers to Ministries for the Fundamental data themes

Project officer (SS-I)		Project officer (SS-II)		Project officer (SS-III)	
Ms. Debanjana Gupta		Mr. MisalRoshanShrivastava		Mr. SidhantSen	
Population distribution	Ministry of Home Affairs (Office of the Registrar General & Census Commissioner india)	Building Settlement	Ministry of Housing & Urban Affairs	PNT Infrastructure	Department of Space
		Land Parcel		Ortho Imagery	
		Physical Infrastructure			
		Address		Land Cover Land Use	
Soil	Department of Agriculture Research & Education	Depth (Ocean&sea)	Ministry of Earth Sciences	Building Settlement	Ministry of Panchayati Raj
				Physical Infrastructure	
				Address	
Land Cover Land Use	Ministry of Environment Forest & Climate Change (FSI)	Transport Network	Ministry of Port Shipping & Water ways	Transport & Network	Ministry of Civil Aviation
		Depth (Inland water)			
		Land Parcel	Department of Land Resources		MORTH
		Water	Department of Water Resources, River development		Ministry of Railway
		Geology	Ministry of Mines		

Responsibilities of Nodal officers for States /UTs

Project officer (SS- 1)		Project officer (SS- 2)		Project officer (SS- 3)	
Ms. Debanjana Gupta		Mr. Misal Roshan Shrivastava		Mr. Sidhant Sen	
State	APO/JPO	State	APO/JPO	State	APO/JPO
Arunachal Pradesh (Itanagar)	Shikha Uniyal, OS	Andhra Pradesh (Amaravati)	Uday Pratap Singh, Surveyor	Gujarat (Gandhinagar)	Sudhir Singh Negi. Sr. Rp
Assam (Dispur)	Vinod Singh Choudhary, OS	Bihar (Patna)	Uday Pratap Singh, Surveyor	Haryana (Chandigarh)	Behari Lal, OS
Karnataka (Bangalore)	Sidharth Kumar, OS	Chhattisgarh (Raipur)	Parmesh Bisht, OS	Himachal Pradesh (Shimla)	Sandeep Manral, OS
Manipur (Imphal)	Jagdish Singh Rana, Sr. Rpr	Goa (Panaji)	Rajesh Kumar, Syr	Madhya Pradesh (Bhopal)	Tapes Shama, CD
Meghalaya (Shillong)	Shikha Uniyal, OS	Jharkhand (Ranchi)	Yashpal Singh, OS	Punjab (Chandigarh)	Sandeep Manral, OS
Mizoram (Aizawl)	Jagdish Singh Rana, Sr. Rpr	Kerala (Thiruvananthapuram)	Nadeem Ahmed, OS	Telangana (Hyderabad)	Tapes Shama, CD
Nagaland (Kohima)	Vinod Singh Choudhary, OS	Maharashtra (Mumbai)	Rajesh Kumar, Syr	Chandigarh (Chandigarh)	Mohit Kumar Gupta, O
Odisha (Bhubaneshwar)	Vinayak Bisht, Syr	Rajasthan (Jaipur)	Yashpal Singh, OS	Dadra and Nagar Haveli and Daman & Diu (Daman)	Sunil Kumar, OS
Sikkim (Gangtok)	Kanwaljeet Singh, OS	Tamil Nadu (Chennai)	Anil Kumar, OS	Uttar Pradesh (Lucknow)	Mohit Kumar Gupta, O
Tripura (Agartala)	Parul, OS	Uttarakhand (Dehradun)	Anil Kumar, OS	Jammu & Kashmir (Srinagar-S, Jammu-W)	Sudhir Singh Negi. Sr. Rp
West Bengal (Kolkata)	Vinayak Bisht, Syr	Lakshadweep (Kavarati)	Nadeem Ahmed, OS	The Government of NCT of Delhi (Delhi)	Sudhir Singh Negi. Sr. Rp
Andaman and Nicobar Islands (Port Blair)	Kanwaljeet Singh, OS	Puducherry (Puducherry)	Parmesh Bisht, OS		
Ladakh (Leh)	Mohit Kumar Gupta, OS				