**INDENT FOR "RESTRICTED" MAPS**

NOTE: "Restricted" maps will, normally, be issued only to Government officials and those of local administrative bodies when required by them for official work. Indents should be sent to the officer mentioned in para 9 on page 6.

For indents from military formations, please see instructions contained in para 10 on page 6.

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Full details such as sheet numbers, etc., should be given</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale of maps</td>
<td>Number of copies required</td>
</tr>
</tbody>
</table>

**ADDRESS to which the maps are to be despatched**

- *DESPATCH BY POST/RAIL PASSENGER/GOODS*
- *MODE OF PAYMENT:
  - Adjust by Book Debit
  - Demand Draft
  - Cash payment
  - Send with a cash bill

*Strike out alternatives which do not apply.*

**Signature of Indenting officer**

**Signature of approving authority**

**List of Civil Government Officers authorised to countersign Indent for "Restricted" maps when required by officers and official under their control for the execution of their official duties.**

1. **BHARTIY SURVEY NIKASHA BHARTIY SURVEY NIKASHA**

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<th>(I)</th>
<th>(II)</th>
<th>(III)</th>
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<tbody>
<tr>
<td>All officers of the rank of Under Secretaries to the Government of India and above.</td>
<td>Heads and Deputy Heads of attached, subordinate Departments of the Government of India and Public Sector Units under Central &amp; State Govt.</td>
<td>Deputy Directors and above of the Survey of India.</td>
</tr>
</tbody>
</table>
(IV) All officers of the rank of Deputy Secretary to State Governments and above, including Heads of their attached, subordinate Departments and Public Sector Units under them.

(V) Commissioners and Deputy Commissioners and Collectors-in-charge of Civil Divisions and Districts in India.

(VI) All diplomatic representatives of the Govt. of India abroad.

(VII) Deputy Commissioners of Police of all State Govt. of Indian Territory.

(VIII) Assistant Inspector General of Police at Headquarters of state Governments.

(IX) Deputy Inspector-General of Police, Criminal Investigation Department and/or Intelligence Branch of State Governments.

(X) Consorvers of forests, of all States of Indian Territory, in respect of restricted maps of their Circles.

List of officers to whom powers have been delegated to countersign indents for Restricted maps when required by officers under their control for execution of their official duties.

1. The Chief/Deputy Hydrographer and the Asst. Chief Civil Hydrographic Officer, Govt. of India, Dehra Dun.
2. All Superintending Engineers of State Govt. Department.
3. Director, Indian Aid Mission, Nepal, Katmandu.
4. All Directors/Deputy Directors or Deputy Inspectors Generals of Paramilitary Forces i.e. CRPF, ITBP, CISF, Assam Rifles, BSF and SSB.
5. All Superintending Engineers in C.P.W.D.
6. All Officers not below the rank of Under Secretary to the Union Public Service Commission.
8. Registrar and Deputy Registrar of Supreme Court of India.
9. Military Secretary/Deputy Military Secretary and Under Secretary to the President.
10. Principal Private Secretary and Private Secretaries (Admn. Public Personal) to the Prime Minister.
2. The Government has some control. The indents in such cases will be countersigned by an officer of the rank of Deputy Director General and Secretaries, Council of Scientific and Industrial Research.

3. Other semi-Government Organisations would cover those on which the Ministry/Department concerned of the Central Government/State Government to authorize the issue of Restricted maps to Educational and Scientific Institutions and to other semi-Government Organisations for bonafide purpose (to be clearly indicated) subject to the conditions laid down in para 3 of the Ministry of Defence letter No.F-7(7)/64/D (GS-III) dated 25.8.1967. The term other semi-Government Organisations would cover those on which the Ministry/Department concerned of the Central Government/State Government has some control. The indents in such cases will be countersigned by an officer of the rank of Deputy Secretary to the Government of India or above, Ministry of Defence.

4. The procedure for the safe custody, etc., and for investigation of any loss of maps given in Ministry of Defence letter No.PC.7(7)/64 D.(GS-III) dated 11.9.1965 invariably be followed.

5. Demands from Foreign Embassies/Consulates in India for "Restricted" maps should be referred to the Ministry of External Affairs, Government of India.

6. Demands from Foreign Embassies/Consulates in India for "Restricted" maps should be referred to the Ministry of External Affairs, Government of India.

Note:- This certificate should be duly completed in all respects and signed by the indenting officer over his office stamp, as the responsibility for these maps lies under him.
In the case of private indentors,

The sheets will be treated as very confidential and I will take every reasonable precaution to prevent their being lost or being seen by or afforded access to in any manner to unauthorized persons.

I, _______________________ (Name) agree that the sale to me by ___________________________ of the above mentioned "Restricted" maps/sheets is subject to following conditions which I hereby undertake observe.

(i) Full and exclusive responsibility for the safe custody and use of the maps/sheets shall rest with me as the purchaser and I shall return the same to the Director of Military Intelligence or their representatives at ________ (Place of issue) on or before 31st December every year to the effect that all restricted maps issued to me have been physically accounted for and tear or otherwise. I will claim no refund of the price of the map/s on returning it/them.

(ii) The sheets will be treated as very confidential and I will take every reasonable precaution to prevent their being lost or being seen by or afforded access to in any manner to unauthorized persons.

(iii) I require the sheet/s for about __________ months/years/permanently from the date of issue and will return it/them on my recklessness or ordinary negligence.

(iv) I understand that the Restricted maps/sheets have been entrusted in confidence to me by a person holding office under Government and in the event of my failure to take reasonable care of, or so conducting myself as to endanger the safety of the map, I shall be guilty of an offence under Section 5 (1)(d) of the Official Secret Act, 1923. I have carefully read and understood the other provisions of the Official Secret Act, 1923 and fully understand the duty imposed upon me by the Act, in respect of the custody, use and communication of the information contained in the said map entrusted in confidence to me. I have also understood that I would expose myself to criminal liability not only in the case of an intentional or willful act but also on arising out of my recklessness or ordinary negligence.

(v) I maintain a proper record of all the restricted maps issued to me and undertake to periodically check these maps.

(vi) I will furnish an annual certificate to the Survey of India ___________ (place of issue)/Chief Secretary to the Government of _____________ (Name of State/Union Territory) on the 31st December every year to the effect that all restricted maps issued to me have been physically accounted for any losses if any, reported in accordance with the instructions in item (vi) below.

(vii) I also/undertake to return to the "Chief Secretary to the Government of _______________ (Name of State/Union Territory)" Survey of India for destruction, the maps which become unserviceable due to wear and tear or otherwise. I will claim no refund of the price of the map/s on returning it/them.

*Chief Secretary to the Government of _______________ (Name of State/Union Territory)*/Survey of India at ___________ (Place of issue).

For maps, the issue of which is authorized by officers of the State Govt./Union Territory.

For maps, the issue of which is authorized by officers of the Central Government.

In the case of Central Government Offices.

In the case of State Government Offices.

In the case of private indentors.
I will immediately report the loss to the Ministry of Defence, New Delhi and also to the Head of the Department/Ministry** (Name)/Chief Secretary to the Government of** (Name of State)/Union Territory/nearest Police Station*** and the Chief Secretary to the Government of (Name of State/Union Territory) and the Survey of India for investigation and report to the Ministry of Defence. I have understood that the loss of the restricted maps may amount to an offence under the Official Secret Act and that I am legally bound to give information about the offence immediately upon receiving knowledge about the loss of the said maps. I have also understood that failure to report about the loss would render me liable for prosecution under Section 202 of the Indian Penal Code.

I also undertake not to export maps abroad without the prior approval of the Ministry of Defence and in accordance with the instructions in Govt. of India, Ministry of Finance Notifications No.118-CUS-F No.215-62-CUS-I/VIII dated 4.5.63.

I, ____________________ ________________ (Name in block letters) also agree to the following conditions

(i) The maps will be treated as confidential and will take every precaution to prevent their being lost.

(ii) I will immediately report the loss to the Ministry of Defence, New Delhi and also to the Head of the Department/Ministry** (Name)/Chief Secretary to the Government of** (Name of State)/Union Territory/nearest Police Station*** and the Chief Secretary to the Government of (Name of State/Union Territory) and the Survey of India for investigation and report to the Ministry of Defence. I have understood that the loss of the restricted maps may amount to an offence under the Official Secret Act and that I am legally bound to give information about the offence immediately upon receiving knowledge about the loss of the said maps. I have also understood that failure to report about the loss would render me liable for prosecution under Section 202 of the Indian Penal Code.

(vii) The maps are required for (state purpose) _______________________.

**NOTE: The Survey of India map issue offices are responsible for obtaining the annual certificate of safe custody and for recall and destruction of restricted maps after use] for all issues authorized by the Central Government. In cases where the competent countersigning authority is an officer of the State Government or the Head of State Government Department, the responsibility for obtaining the annual certificate and for recall and destruction of restricted maps has been entrusted to the Chief Secretary of State/Union Territory concerned.

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7. **Annual Certificate of Safe Custody of "Restricted" Maps**

*(To be submitted by 31st December every year)*

<table>
<thead>
<tr>
<th>Manojit Nigam, Chief</th>
<th>Details of maps</th>
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<th>Remarks</th>
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<tbody>
<tr>
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8. All demands for maps of categories higher than "Restricted" should be referred to the Ministry of Defence, Government of India.

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9. For all Restricted Maps indents should be addressed as follows:-

| Director, Map Archive & Dissemination Centre, Survey of India, Hathibarkala Estate, New Cantt. Road, Dehra Dun - 248001 (Uttarakhand) | Ph. 0135-2749793 |
|-------------------------------------------------------------------------------------------------------------------------------|

10. Military formations and units should refer to I.A.O. 128/67 and to such subsequent Army Orders or instructions as may be published before submitting indents for all maps, including those classified as "Restricted".