



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- 249 /966 DATED 17th Sep, 2022

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/DSGs/DAF/SS 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.	<p><u>ADDITIONAL SURVEYOR GENERAL (Tech.)</u> (Brig B Sareen Chander, Addl SG):</p> <ol style="list-style-type: none">1. Overall responsibility for execution of Govt. policies on all Technical matters of the Department.2. Assesment/allotment/approval of technical work with the consent of Surveyor General of India.3. Analysing / scrutinitising the technical proposals related to projects/ Schemes etc.4. Matters related to International Boundaries.5. Matters concerned with new product generation, pricing of products, sales and serices, cost recovery.6. Market study and user interaction.7. Matters related to Loss/Destruction of technical records / publications.8. Induction of latest technology and issue of technical instructions to GDCs.9. Appellate Authority for Group 'C' Staff and Disciplinary Authority for Group B (Non-Gazetted) staff of SGO for action under CCS (CC&A) Rules 14 of 1965.10. Any other work assigned by Surveyor General of India.	DSG (Tech.)
II.	<p><u>DEPUTY SURVEYOR GENERAL (HR)</u> (Dr. U.N. Mishra, DSG):</p> <ol style="list-style-type: none">1. Overall responsibility for execution of Govt. policies on all Human Resource matters of the Department.2. Day-to-Day monitoring of work of Confidential section.3. Timely action on recruitment, induction training, DPC/MACP, promotions, transfer, deputations and all connected matters.4. Pay Commission, Recruitment Rules, all service matters like Pay Anomaly & Pay fixation cases.5. Liaison with Army HQ, Engineer-in-Chief and MO-GSGS on pay and posting matters of Army Officers.6. Maintenance of accurate information about the authorized and posted strength of each cadre in each office and ensure porper distribution of manpower.7. To maintain the database of all the officers and staff. Ensure that necessary information is also regularly uploaded/updated	DSG (Vig.)

	<p>on the website.</p> <ol style="list-style-type: none"> 8. Administrative approvals pertaining to hiring of non-technical manpower (security, safaiwala, local labour, mali, steno, typist e-office related etc.) 9. All other works related with HR like maintenance of disposition list, gradation list, compassionate appointment cases, repatriation cases, JCM cases and other welfare activities. 10. Ensuring that timely actions are taken for recruitment training/re-training etc. 11. Overall Processing of Legal/Court cases. 12. Any other work assigned by the Surveyor General of India. 	
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<p>III.</p>	<p><u>DEPUTY SURVEYOR GENERAL, (Vigilance)</u> (Shri Prashant Kumar, DSG):</p> <ol style="list-style-type: none"> 1. Vigilance Officer of the Department. 2. Execution of Govt. policies on all Vigilance/Disciplinary matters of the Department. 3. Processing of Disciplinary matters to be decided at the level of SGI/DST. 4. Matters related to protection against sexual harassment of women at workplace. 5. Hindi Liaison Officer of the Department. 6. Appellate Authority for RTI. 7. Chairman Nominee- Kendriya Vidyalaya- 1 & 2. 8. Incharge Media Cell: SoI Website, Social Media Accounts, Print Media, Electroninc Media etc. 9. Matters pertaining to documentation & showcasing of important SoI projects/activities/works, Publicity. 10. Any other work assigned by the Surveyor General of India. 	<p>No Link officer for Duties of Vigilance Officer (Vigilance/Disciplinary matters).</p> <p>DSG (HR) for all other duties/responsibilities.</p>
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<p>IV.</p>	<p><u>DEPUTY SURVEYOR GENERAL (Adm)</u> (Shri Nitin Joshi, DSG):</p> <ol style="list-style-type: none"> 1. Execution of Govt. policies on all administrative matters of the Department. 2. Controlling Officer for GPF/ medical/ procurement etc. pertaining to SGO, with same powers in respect of SGO as delegated to Directors of GDCs/ Directorates. 3. Disciplinary authority for Group 'C' employees in SGO. 4. Processing of Estate matters of the Department, cases regarding purchase of land / hiring of building / construction work. 5. Processing of matters pertaining to Civil and Electrical works by CPWD. 6. Security matters of Survey of India offices except SGO. 7. Matters pertaining to Stores and Vehicles of SGO. 8. All other Administrative matters such as condemnation & disposal of stores, loss of stores equipments etc. 9. Public Grievance Officer of Survey of India. 10. Nodal Officer for e-Office. 11. Nodal Officer for GeM. 12. Any other work assigned by the Surveyor General of India. 	<p>DSG (HR)</p>
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V.	<p><u>DEPUTY SURVEYOR GENERAL (Work Study)</u> (Shri Nitin Joshi, DSG):</p> <ol style="list-style-type: none"> 1. Matters pertaining to Cadre Review of Organized Group A Service, Cadre Restructuring of Group A, B and C cadres/ posts of SoI. 2. O&M Inspections, administrative reports and returns, Streamlining of O&M Procedures and Control of WSU. 3. To organize and implement weeding out of files records in SGO as per the Govt. of India norms/ orders. 4. Any other work assigned by the Surveyor General of India. 	DSG (Vig.)
VI.	<p><u>DIRECTOR, ADMN & FINANCE</u> (Shri Shoorvir Singh, DAF):</p> <ol style="list-style-type: none"> 1. Execution of Govt. policies on all Financial matters of the Department. 2. Control & formulation of budget of the department including appropriation and re-appropriation. 3. Issuance of financial sanctions, PCA etc. 4. Audit objection and observations from Public Accounts Committee and Estimates Committee etc. 5. Matters of delegation of financial powers. 6. Aid and advice to SGI on issues related to immovable and movable properties of SoI officers and staff. 7. Issues related to Medical, HBA and Conveyance Advances. 8. Foreign Exchange matters. 9. Any other work assigned by the Surveyor General of India. 	DSG (Adm)
VII.	<p><u>DEPUTY SURVEYOR GENERAL (Technical)</u> (Shri Pardeep Singh, DSG):</p> <ol style="list-style-type: none"> 1. Execution of Govt. policies on all Technical matters of the Department. 2. Coordination and Monitoring of all Technical works including departmental works and projects undertaken by SoI. 3. Assessment/Allotment/Approval of Annual Action Plan of GDCs/Directorates with the consent of Additional SG (Tech)/SGI. 4. Supervision of work of Technical Secretary and Project Officers. 5. Technical briefing to SGI, preparation of presentations and papers of SGI. 6. Matters related to new & emerging technology areas in geospatial domain, new products and services etc. 7. Matters pertaining to Conferences/ workshops/ seminars/ exhibitions etc. 8. All matters pertaining to training at Indian / Foreign Institutes. Coordination with NIGST for capacity building. 9. Submission of progress reports & returns on technical matters. 10. Matters related to International Boundaries. 11. Finalization of the Annual Report of the department. 12. Parliamentary Questions (Technical). 13. Nodal Officer – SVAMITVA Scheme 14. Nodal Officer-SoI WAN. 15. Nodal Officer-SoI Cloud. 16. Chief Information Security Officer (CISO)/Dy. CISO for SoI. 17. Any other work assigned by the Surveyor General of India. 	Addl SG (Tech)

VIII. <u>ASSITANT SURVEYOR GENERAL</u> (Shri Mohan Ram, Superintending Surveyor): <ol style="list-style-type: none"> 1. Local administration of SGO and Security Officer. 2. VIP visits, visits of officers. 3. Scrutiny of matters from E1/E2/E3 Sections of SGO to be put up to DSG(HR). 4. Detailment of Transport. 5. Booking of Guest Houses. 6. Member Secretary of DPC and ACP for all Group 'C' Staff and act as permanent representative. 7. Disposition List, Gradation List. 8. Welfare activities. 9. Matters related to advisories/guidelines etc. issued by Central/State Government on Health/Welfare. 10. Processing the Compassionate appointment cases. 11. Repatriation/transfer/posting of MTS personnel in Consultation with DSG (HR). 12. Report to DSGs (HR)/(Adm) on training and administrative matters. 13. Matters related of E2 Section like sanction of CL/EL/Commutated Leave etc., checking of attendance registers, timely submission of report/returns, court cases, RTI, 2005, correspondence. 14. Processing/scrutiny of Pay Commission/Pay fixation and seniority list etc. 15. Dealing with Work Study and JCM related matters, Departmental & Headquarters Councils under the JCM Scheme. 16. Matters related to Service Associations. 17. Any other work assigned by the Surveyor General of India. 	Technical Secretary
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IX. <u>Technical Secretary</u> (Shri Upkar Pathak, SS) <ol style="list-style-type: none"> 1. Incharge SVAMITVA Cell. 2. Compilation of Information, Reports and returns from subordinates on SVAMITVA matters for onward transmission to DST/MoPR/Stakeholders. 3. Supervising and monitoring the work of APOs engaged in SVAMITVA scheme. 4. Technical briefing to SG, preparation of presentations and reports for Nodal Officer SVAMITVA and SGI on SVAMITVA. 5. Processing of cases for allocation and expenditure of SVAMITVA Scheme/Fund and completion of returns pertaining to it. 6. In-charge Rajbhasha Cell (Hindi). 7. Any other work assigned by the SGI/Addl SG Tech/DSG Tech. 	To be decided by Addl SG Tech/DSG(Tech) as and when required.
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<p>X.</p>	<p><u>PROJECT OFFICER-I</u> (Shri Siddhant Sen, SS)</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. Processing of cases for allocation and expenditure of Scheme/Project Fund and completion of returns pertaining to Scheme/Project Funds and preparation of Schemes. 7. Any other work assigned by the SGI/Addl SG Tech/DSG Tech. 	<p>To be decided by Addl SG Tech/DSG(Tech) as and when required.</p>
<p>XI.</p>	<p><u>PROJECT OFFICER-II</u> (Shri Misal Roshan Srivastav, SS)</p> <ol style="list-style-type: none"> 1. Monitoring of Extra-Departmental Projects, 2. Processing of cases for allocation and expenditure of Scheme/Project Fund 3. Compilation of returns pertaining to Schemes/Projects 4. Preparation of proposals, MoUs, estimates for Extra-Departmental projects. 5. Supervising and monitoring the work of APOs 6. CPIO (RTI) 7. Media Cell. 8. Any other work assigned by the SGI/Addl SG Tech/DSG Tech. 	<p>To be decided by Addl SG Tech/DSG (Tech) as and when required</p>
<p>XII.</p>	<p><u>IN-CHARGE, GISTC</u> (Shri Vijay Chandra, SS)</p> <ol style="list-style-type: none"> 1. Overall supervision of Technical Activities of GISTC. 2. Preparation of concept for implementation of new technologies. 3. Carrying out minor projects as assigned by SGO. 4. Examining technical issues on behalf of Technical Section SGO, as assigned by SGO. 5. To conduct in-house technical training as and when required. 6. Any other work assigned by the SGI/Addl SG Tech/DSG Tech. 	<p>To be decided by Addl SG (Tech)/DSG (Tech) as and when required</p>



(SUNIL KUMAR)
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. Pani, Deputy Secretary, SMP Division) for information.
2. **Addl.SGs:** Eastern Zone/Western Zone/Northern Zone/Southern Zone/Central Zone/North Eastern Zone/Printing Zone/NIGST/Specialised Zone.
3. DSG(Adm)/DSG(HR)/DSG(Tech)/DSG(Vig)/DSG(WS)/DSG(PP)/DAF
4. Incharge GISTC (SGO)/Incharge website.

5. The Central Pay & Accounts Officer, Survey of India, Dehradun.
6. The Regional Pay & Accounts Officer, Survey of India, Jaipur/Hyderabad/Kolkata.
7. Technical Secretary/Asstt. Director (OL)(SGO)/Lib.
8. The Estt. & Accounts Officer 'Adm.' (SGO)/Budget(SGO)/Confidential(SGO).
9. The office Superintendent: E1/E2/E3/C/B/R/Legal/JCM/Vig./LAP/CRI Section (SGO).
10. Security Supervisor (SGO)/Incharge Guest House (SGO).